

TEAMS OVERVIEW

Microsoft TEAMS:

What is TEAMS

- Microsoft Teams is a collection of people, conversations, files and tools all in one place.
- Teams are comprised of channels which are the conversations you have with your teammates.
- A channel is a discussion in a team, dedicated to a department, project, or topic.

What to do in TEAMS

- Pull together a team
- Use chat instead of email
- Securely edit files at the same time
- See likes, @mentions, and replies with just a single tap
- Customize it by adding notes, websites, and apps

SIGN INTO TEAMS

Apps

- Click Start 
- Click Microsoft Teams
- Type your UTHSC email address
- Click Sign in
- Type your UTHSC password
- Click Sign in

Web

- Type <https://o365.uthsc.edu> into a web browser
- Click to Sign in
- Type your UTHSC email address
- Type your UTHSC password

Start a Conversation

- Select 
- Pick a team
- Type your message
- Click ➤ to Send

Chat

- Click  to Chat
- Click New Chat
- Type the name of the person or group in the To field
- Write your message
- Click ➤ to Send

Reply to a conversation

- Find the conversation thread you want to reply to
- Click Reply
- Type your message
- Click ➤ to Send

Format Message

- Click  under the box where you type your message.
- The compose box will appear
- Type your message
- Select the text you want to format
- Select formatting option(s)
- Click ➤ to Send

Set Delivery Options

- Click  under the box where you type your message.
- Select the delivery options

Attach a File

- Click  under the box where you type your message.
- Select the file from OneDrive or Upload from my computer
- Select a file
- Click Share from OneDrive or Click Open from Upload from my computer.
- Click ➤ to Send

Chat with Emoji, Memes, and GIFs

The Sticker  catalog contains a wide variety of customizable stickers and memes.

Check out Emoji  for smiley faces and

Giphy  for animated GIFs.

- Click  Sticker or  Emoji or  Giphy under the box where you type your message,
- Select meme or sticker or animated GIFs
- Click ➤ to Send

Schedule a Meeting

- Click  under the box where you type your message.
- The new meeting screen will display
- Type your meeting info
- Click Send

Note: Meeting will appear on your Outlook and Teams Calendar

Send a Praise to People

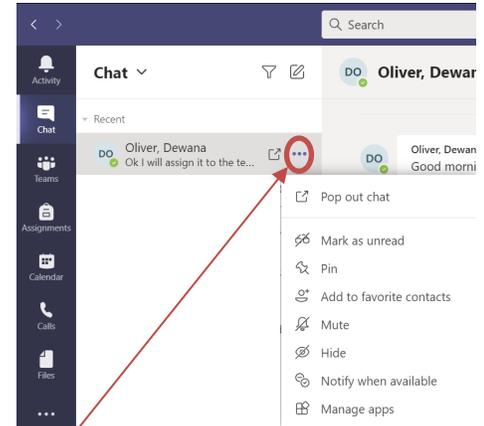
- Click  under the box where you type your message.
- Select the Badge
- Click Preview
- Click Send

Message Reviewed

- This icon () is a notification that your message has been seen by a person or all team members

More Chat Options

- Select a Chat
- Click  (More Options)
- Select the option:



CONTACT US:

MICROSOFT TEAMS TRAINING AND SUPPORT

Tonya Brown
901.448.5902 | appsupport@uthsc.edu
Search uthsc.edu for Microsoft Teams

CUSTOMER TECHNOLOGY SUPPORT

Helpdesk
901.448.2222 | helpdesk@uthsc.edu

Contact your Application Support team at
901.448.5902 or email appsupport@uthsc.edu

TEAMS OVERVIEW

Microsoft TEAMS:

What is TEAMS

- Microsoft Teams is a collection of people, conversations, files and tools all in one place.
- Teams are comprised of channels which are the conversations you have with your teammates.
- A channel is a discussion in a team, dedicated to a department, project, or topic.

What to do in TEAMS

- Pull together a team
- Use chat instead of email
- Securely edit files at the same time
- See likes, @mentions, and replies with just a single tap
- Customize it by adding notes, websites, and apps

TEAMS

From o365.uthsc.edu

➤ Join a Team

- Click Teams 
- Click  Join or create team
- Select the Team or
- Search for a team or
- Enter a team code
- Click **Join Team**
- The Teams owner will accept or decline your request

➤ Create a Team

- Click Teams 
- Click  Join or create team
- Click  **Create team**
- Click **Join Team**
- **Select a Team Type**

Select a team type



- Class	The teachers are the owners of class teams and students participate as members
- Professional Learning Community (PLC)	The educators work together on shared goals or professional development.
- Staff	The staff leaders are owners of staff teams and add others as members
- Other	The educators or students can create teams to work together on any shared goal, project or activity

- Click **Create**
- Type Team Name
- Type Description (Optional)
- Select Privacy (Private or Public)

MEETING

➤ Schedule a Meeting

- Click **Calendar** 
- Click  New meeting
- Type meeting's name
- Add the attendees
- Select start and end date and time
- Add channel (Optional)
- Add location
- Type detail for the meeting (Optional)
- Click **Save**

➤ Join a meeting

- Click 

➤ Leave a meeting

- Click 

➤ Participants meeting

- Click 

➤ Meeting chat

- Click 

➤ Raise and Lower Hand

- Click 

➤ Turn on and Off Video

- Click  (On)
- Click  (Off)

➤ Turn on and Off Microphone

- Click  (Unmuted)
- Click  (muted)

➤ Share Screen

- Click **Join Now** 

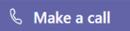
FILES

➤ Files - view all your team files

- **Microsoft Teams** - shows all the documents that have been created or edited recently in the channels that show in your teams list.
- **Downloads** - a list of all the files you have downloaded from Teams.
- **Cloud storage** - all the different cloud storage services that can be connected to Teams. **Your UTHSC OneDrive available.**

CALLS

➤ Make a Call

- Click **Calls** 
- Click  **Make a call**
- Type name or NetID
- Click  (Telephone)
- Click  (Video)

➤ Answer a Call

- Click  (Accept with Audio)
- Click  (Accept with video)

➤ Decline a Call

- Click  (Reject the call)

➤ Check Voicemail

- Click **Voicemail** 
- Double Click on the person

APPS

- **Apps** - Apps let you do more in Teams. Simplify workflows, share data, or find new ways to work smarter together. Many of them can be added right into Teams.

➤ Adding an App to Teams

- Click **Apps** 
- Select an App

CONTACT US:

MICROSOFT TEAMS TRAINING AND SUPPORT

Tonya Brown

901.448.5902 | appsupport@uthsc.edu

Search uthsc.edu for Teams

CUSTOMER TECHNOLOGY SUPPORT

Helpdesk

901.448.2222 | helpdesk@uthsc.edu

Contact your Application Support team at 901.448.5902 or email appsupport@uthsc.edu to request and schedule training.