

Microsoft Teams

Microsoft Teams install and user guide



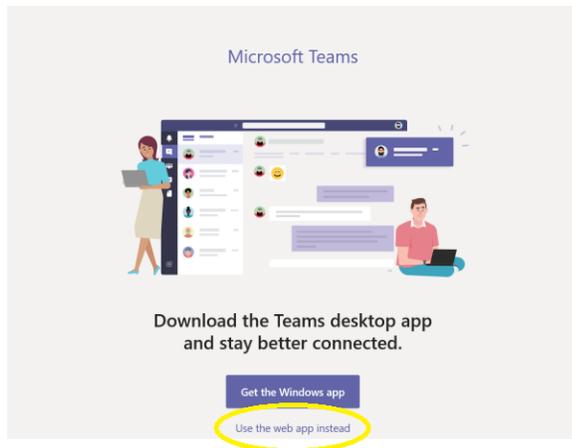
Installing Microsoft Teams

Use this section as a guide on how to install Microsoft Teams on an MTM PC, Apple Device and using Teams on the Web

Using Teams on a web browser

You can use Microsoft Teams from the web using the below Instructions

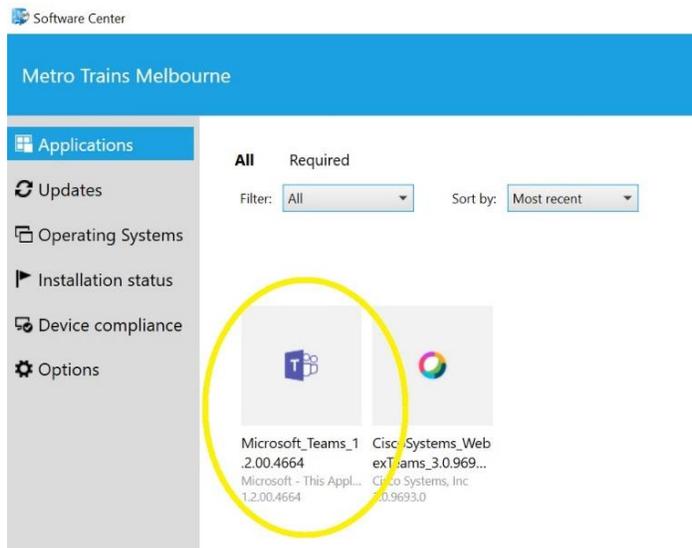
1. Using **Microsoft Edge** or a compatible browser, visit <https://teams.microsoft.com>
2. Click on Use the web app instead



3. When prompted, login using your MTM email address and network password

Installing Teams on an MTM PC

1. Make sure you are logged out of Outlook before installing Microsoft Teams
2. From your computer click **Start**, then select **Software Centre**



3. Locate the Microsoft Teams icon, select it then, then click install
4. It's Imperative you then **restart** your PC after it has installed

Installing Teams on an Apple device

1. Go to the App store and search and install **Microsoft Teams**

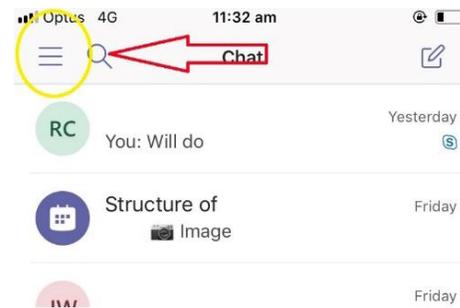


2. Log into the App using your MTM email address and network password

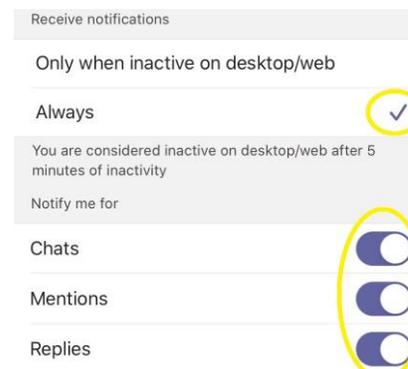
Tip: to ensure you are receiving notifications on your mobile device, check the following settings

- Go to the main home page on the iPhone
- Select **Settings > Teams > Notifications**
- Ensure Allow Notifications is enabled

- a) Within the Teams App on your phone select the top left icon highlighted below and select **Settings > Notifications**



- b) On receive notifications Select **Always**, and select what you want to be notified for.



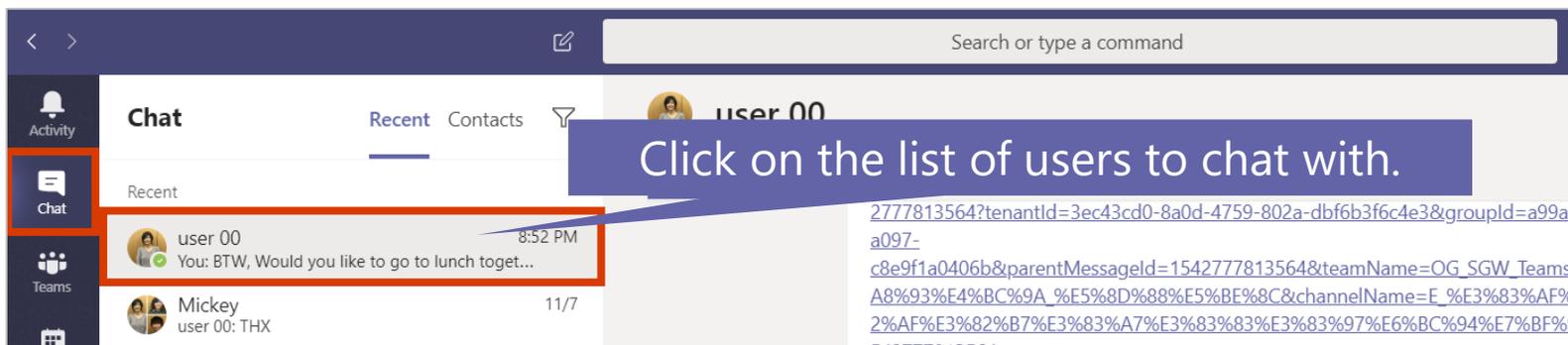
How to use Teams Chat

One-on-One individual chats and group chats can be done on Teams

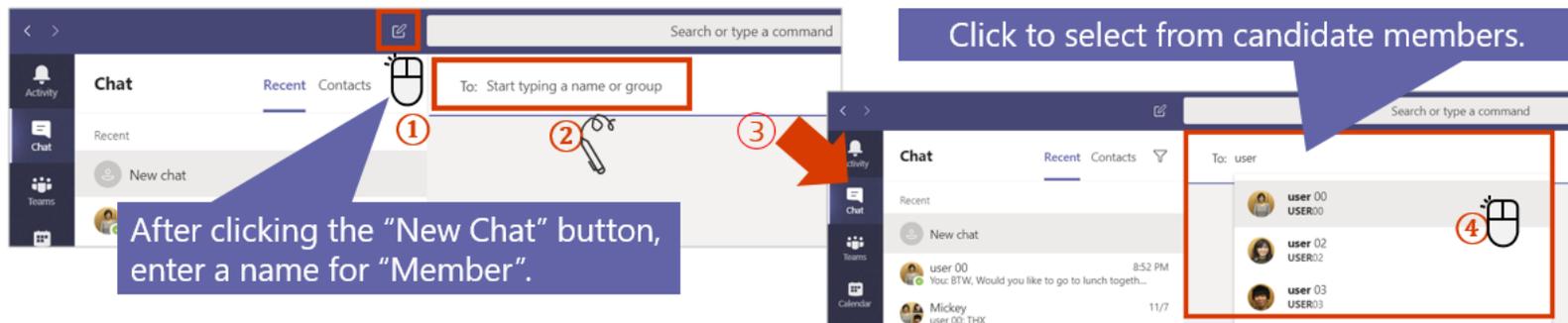
Start 1:1 chat

If you want to chat, call or share information individually, use Chat

To chat with someone who has chatted recently



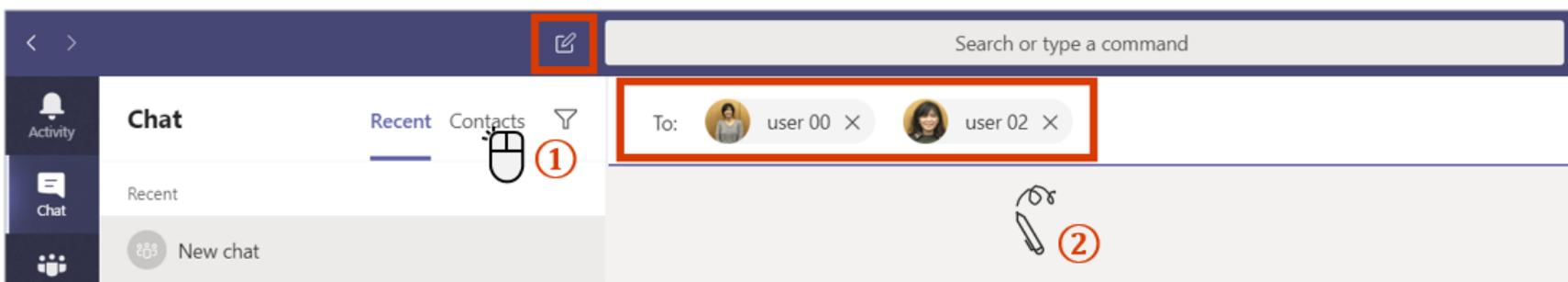
To start a new chat



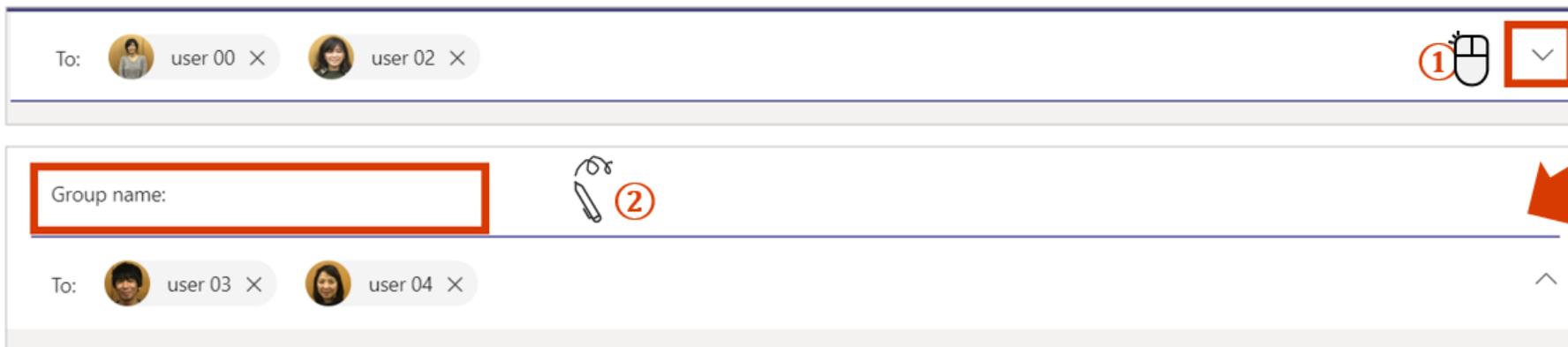
Start a group chat

You can also use group chats to chat with multiple people, who are using Teams

Create a Group Chat



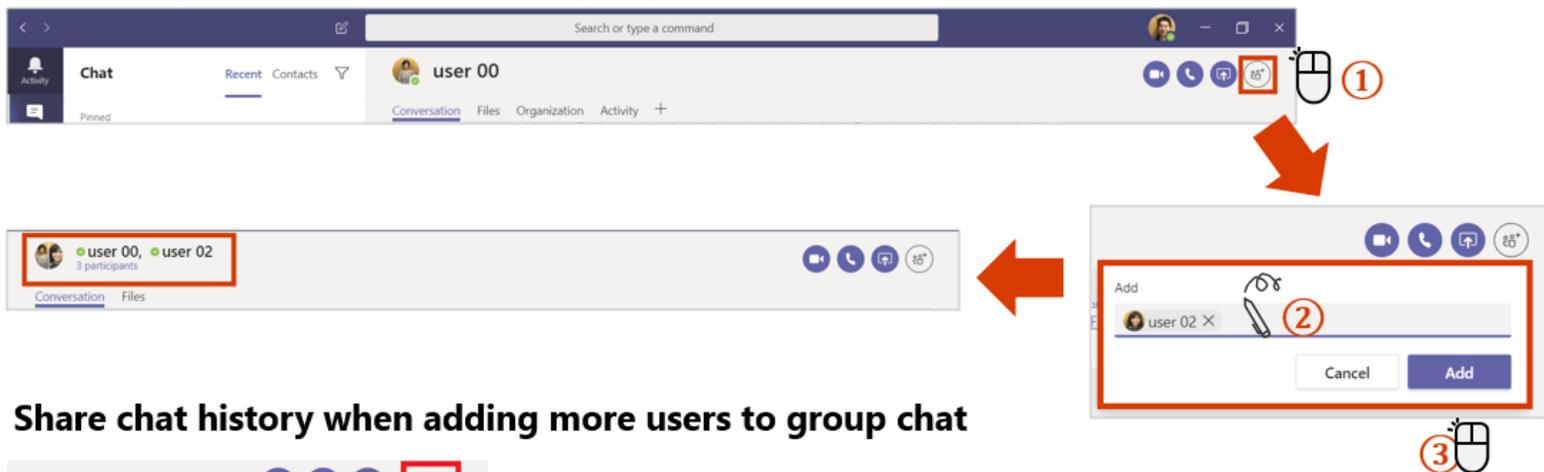
Rename the Group Chat



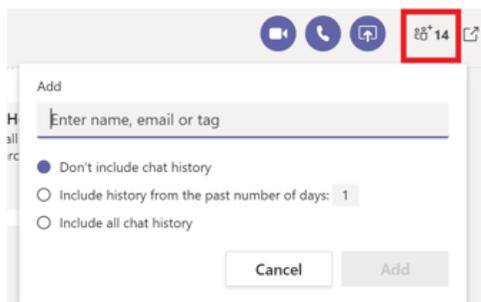
Add more users to a chat

You can add users after starting a chat

Converting a single user chat to a group chat



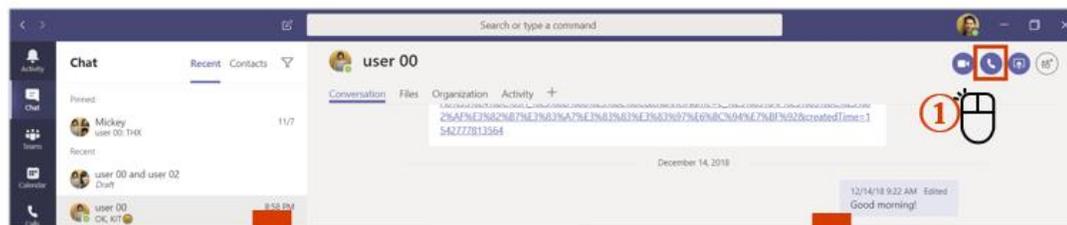
Share chat history when adding more users to group chat





Start a call from 1:1 chat

You can switch from an individual chat to a phone call.



Screen calling User00



User00 screen notification

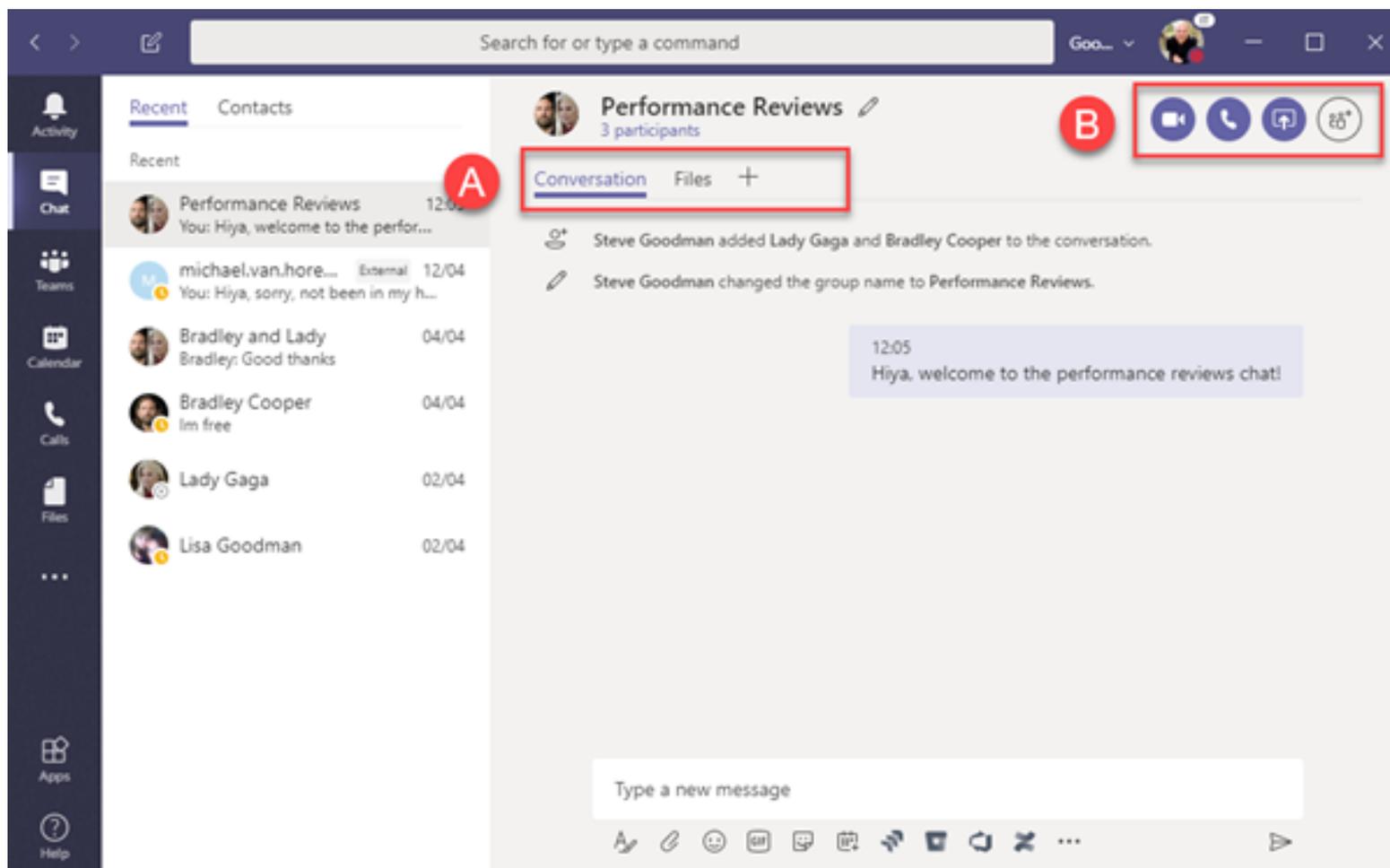


User00 screen during a call



Click the "Disconnect" button to finish •

Start a call from group chat





Attach a file in a group chat

Within the team, you can share files as well as conversations.

Start a new conversation. Type @ to mention someone.

1

2

3

You can also attach files from teams, channels, and OneDrive.

Report.docx

user 01 4:14 PM

Report.docx

Reply

If you don't click the "Send" button, it will not be shared with team members, so be sure to send it!!
You can also send text together.



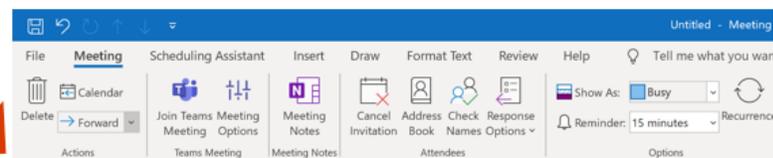
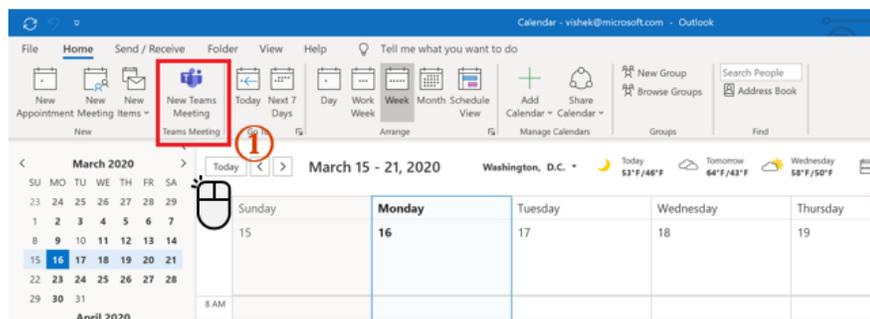
How to setup and join meetings

You can switch from an individual chat to a call or schedule a team meeting

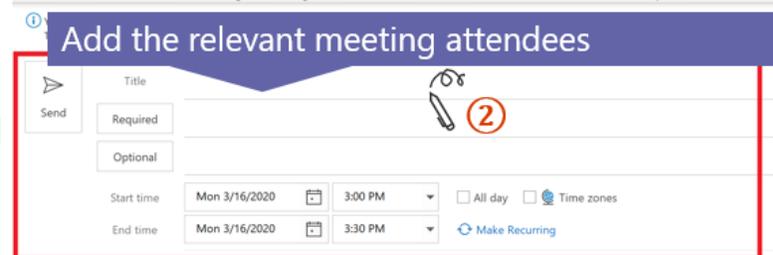


Schedule a Teams Audio & Video meeting in Outlook

You can also set up a meeting to be booked in advance from Outlook.



When all entries are complete, press Send. You can check what you've sent from both the Outlook calendar and the Teams calendar.

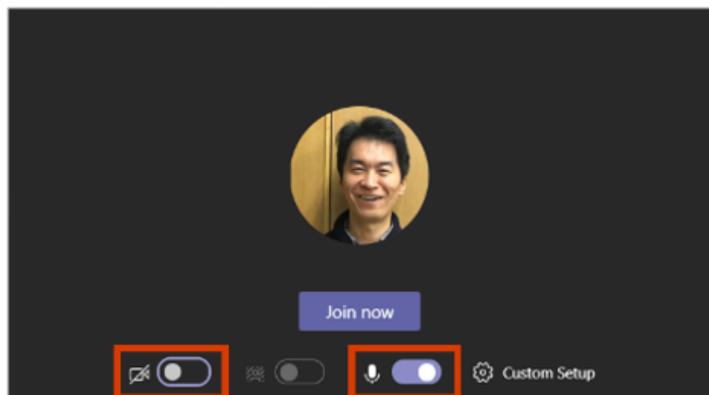


Describe the content of the meeting agenda.

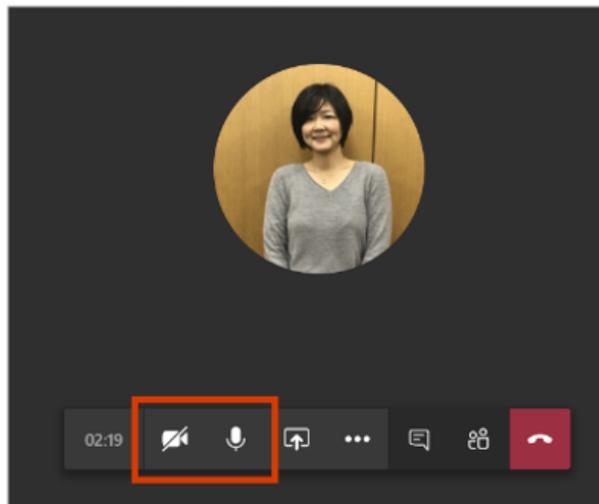
Turn the camera & Microphone on/off

You can set the camera and microphone settings before or after joining the meeting.

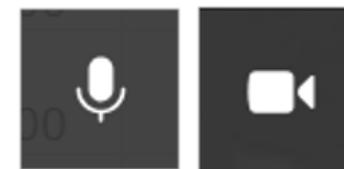
<Set before joining>



<Set after joining>



ON Status icon



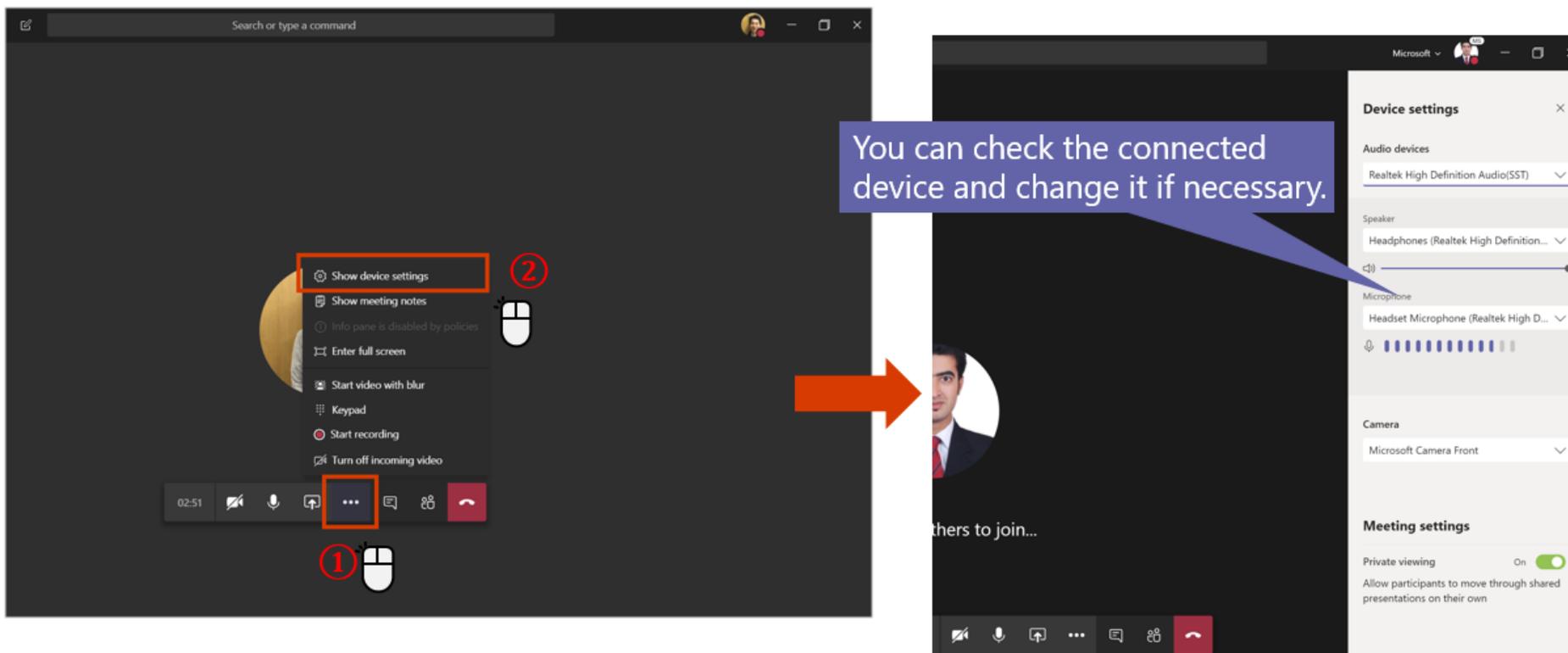
OFF Status icon



When the camera is turned off, the photo will be displayed if the user's photo is registered.

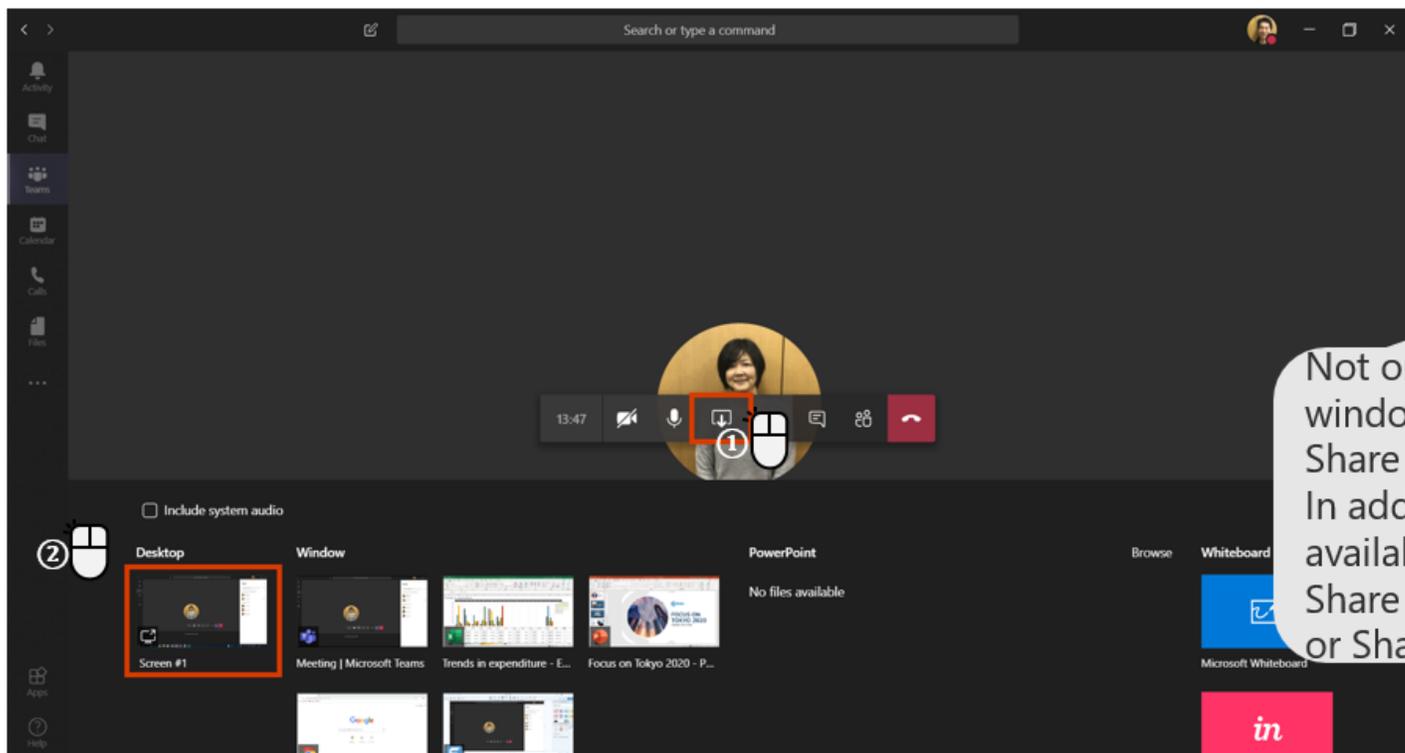
Check the device settings for the meeting

This can be changed when multiple audio devices are connected



Share your screen with meeting participants

As a means of sharing materials during a meeting, there is a function to share the desktop screen itself.

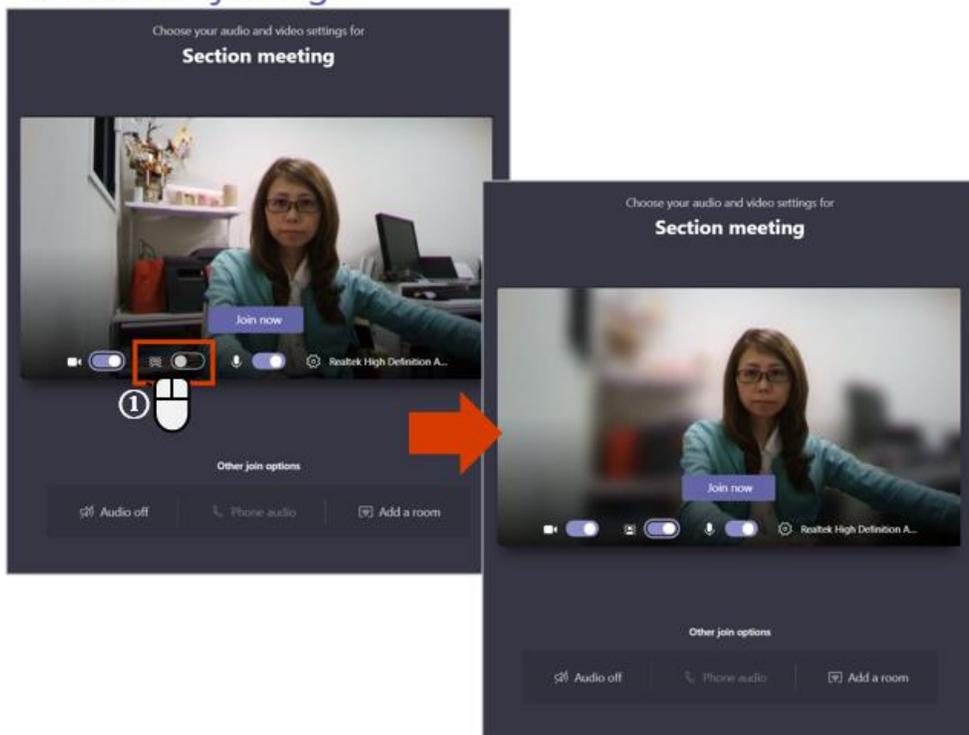


Not only the desktop, but also windows (app screens) or Share PowerPoint. In addition, added apps are also available! Share Desktop (with System Audio) or Share con

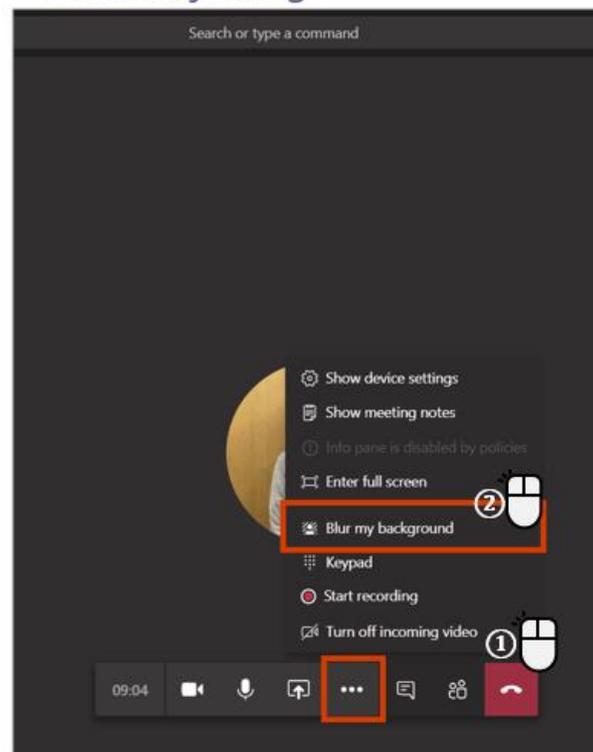
Blur the background

The background blur function recognizes the human face and blurs the rest of the background

<Set before joining>



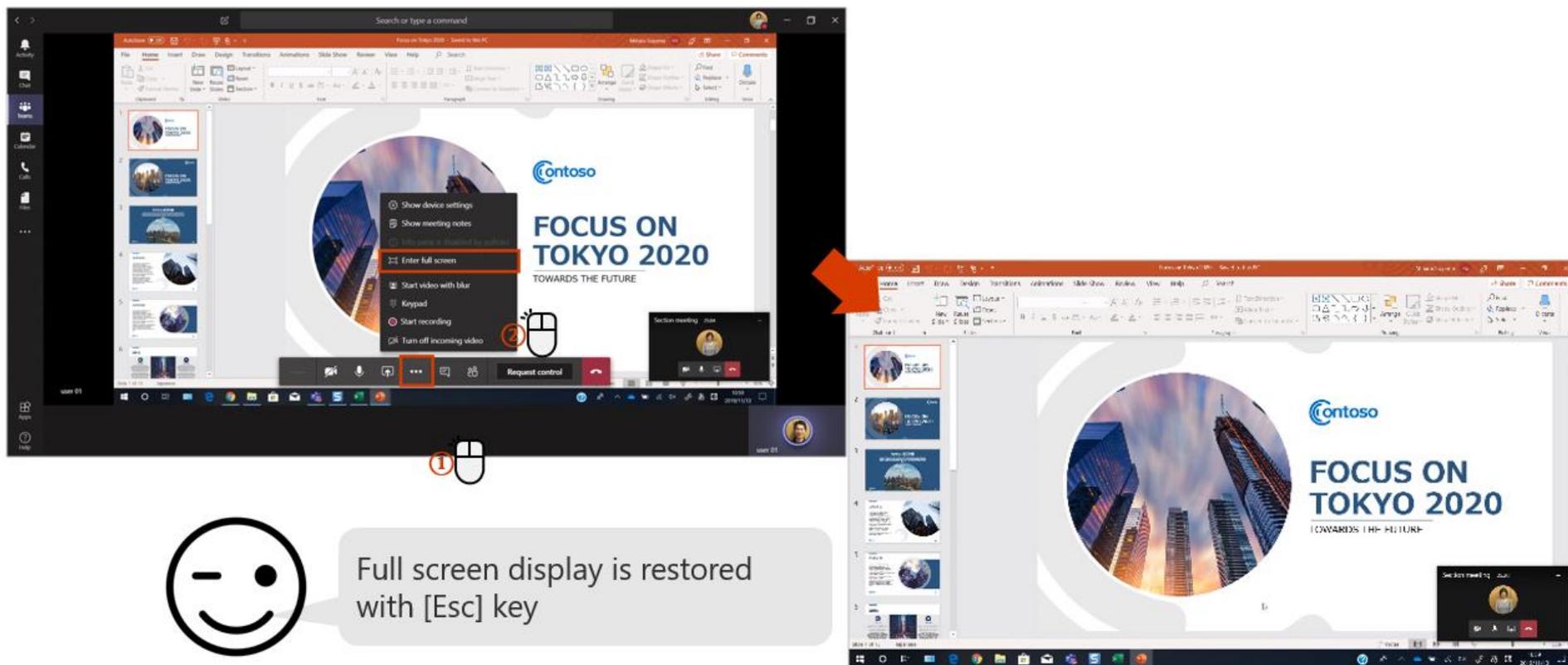
<Set after joining>





Full screen display

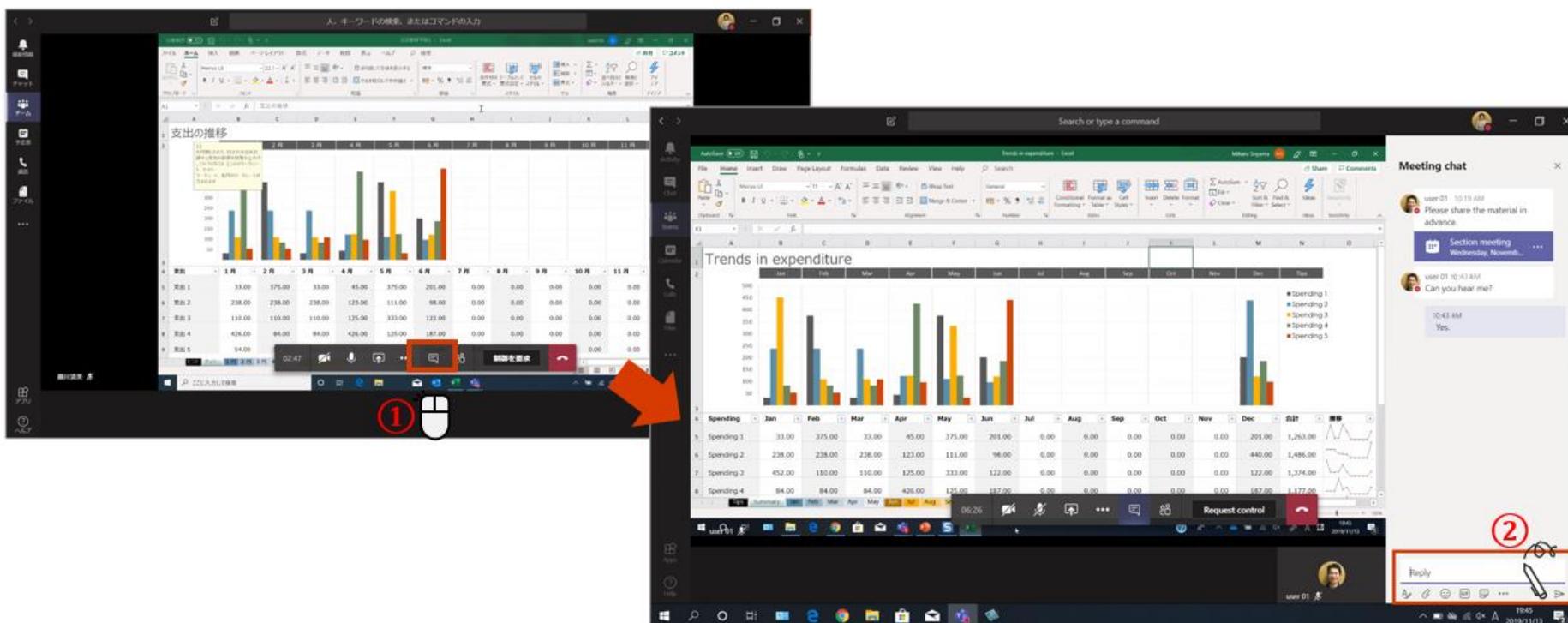
For example, when sharing documents, it is easier to view by using full screen display.





Have a conversation during a meeting

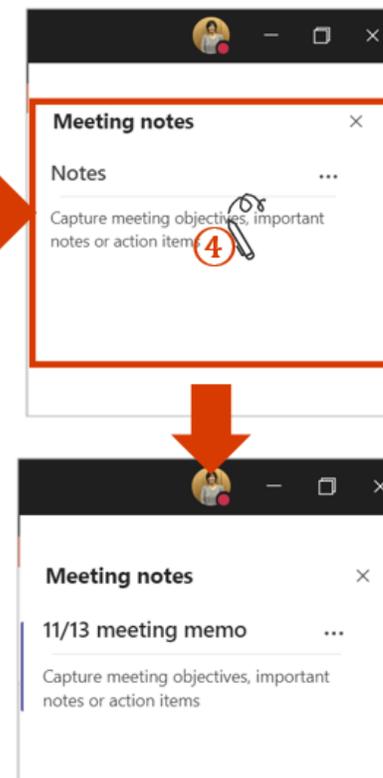
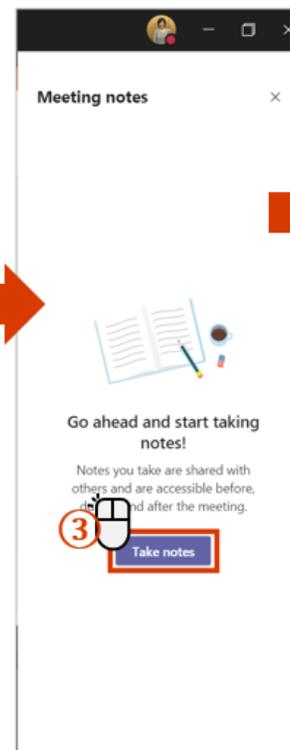
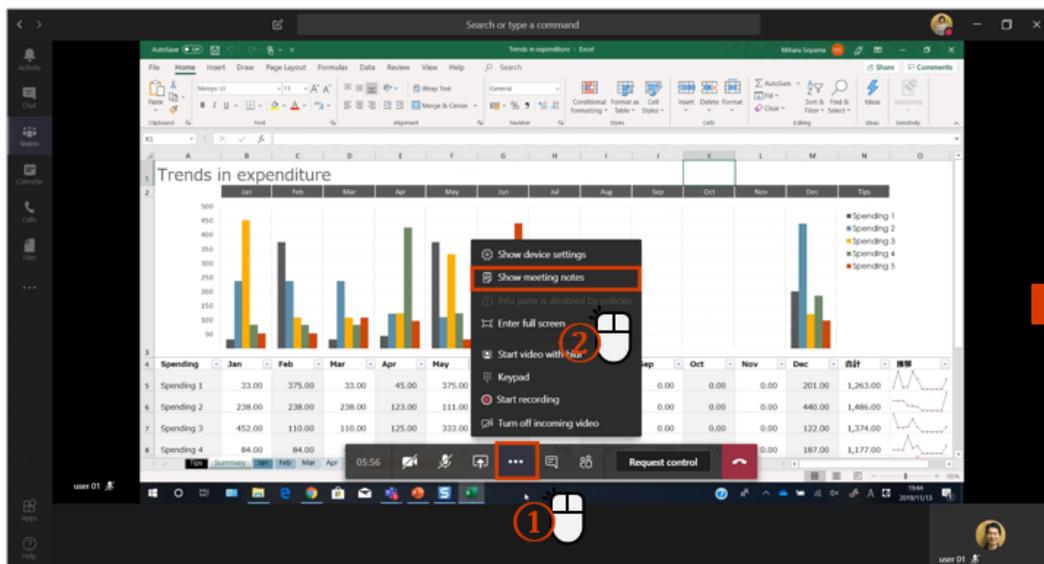
You can check if you're listening to audio or include important information in the chat





Create meeting minutes

Meeting memo is prepared so that you can take notes during the meeting.



Meeting notes are displayed in tabs so everyone on the team can see them.



Additional Microsoft Teams resources

Microsoft Teams Quick Start Guide:

<https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

Microsoft Teams video training resources:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

The above guides may refer to Teams features which are not yet available, or may differ slightly in appearance