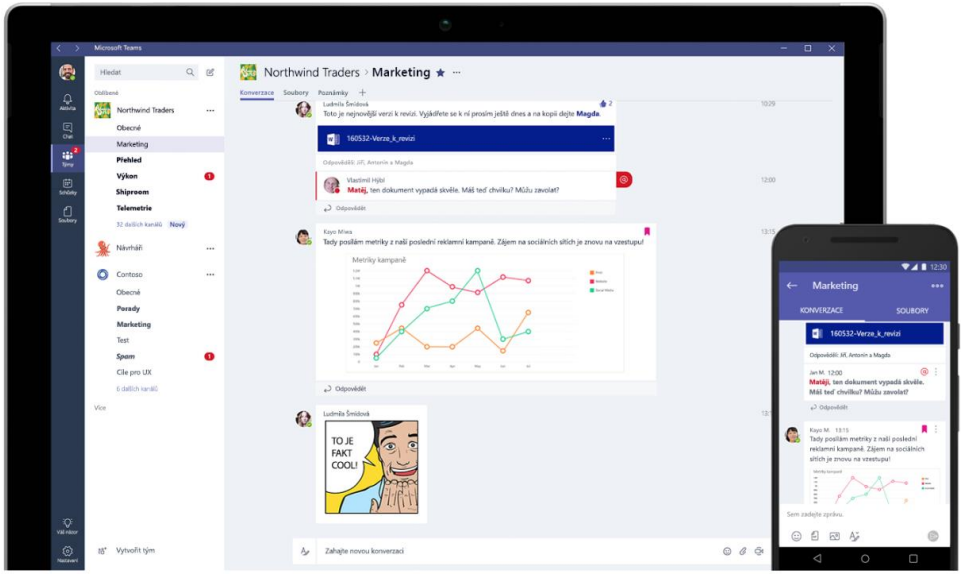
Microsoft Teams

1. Introduction

Microsoft Teams in Office 365 is a virtual working space designed for team collaboration. It gives teams instant access to everything they need in a dedicated hub for teamwork where chat, content, tasks, notes, people and tools live together.



- **Chat** – conversations are accessible for all team members. You can share or search the information very effectively. You can also replay to posts, "like" them or add the emoticons.
- **Document storage and sharing –** each team has its own space for storing and sharing files. All your important documents are in one place. You can also edit files online.
- **Notes** – all your important notes or meeting minutes are accessible for all team members.
- **Tasks** – Mange and organize your tasks. No important task will left forgotten or unfulfilled.
- **Other tools and connectors** – you can add further tabs and customize your tools based on your needs.

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2. How to get the App

You get access to the application on Microsoft Online homepage. Click on Teams to open the web app, and download the client to your computer. You can also use the mobile app to your phone.

3. Basic functionalities

The Teams client is the user interface where you have all your tools in one place. You always know, what is going on within the teams.

It consist from following menus:

Activity – information channel about activities in teams. It is also the place, where you can find the notifications.

Chat – you can use instant messaging with other colleagues within your organization, start the online call, meeting or videoconference, invite other members of the team into the conversation.

Teams – overview of all teams and channels where the user is a member or admin.

Meeting –calendar showing the scheduled team meetings

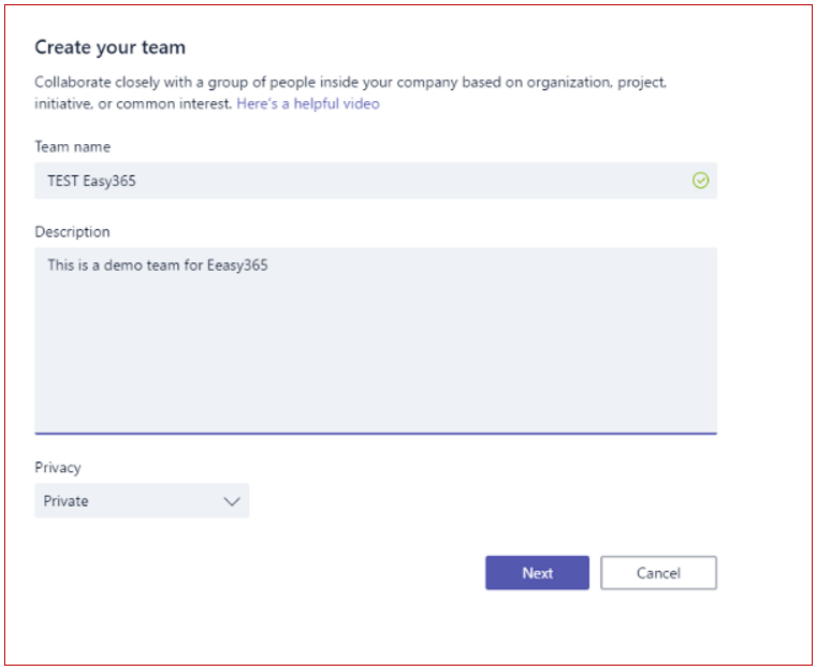
Files – easy access to all your files on OneDrive or SharePoint online.

4. Creating the team

A team is designed to bring together a group of people that work closely to get things done. Teams can be dynamic for project-based work (E.g. launching a product, creating a digital war room), as well as ongoing, to reflect the internal structure of your organization (E.g. departments and office locations). Conversations, files and notes across team channels are only visible to members of the team.

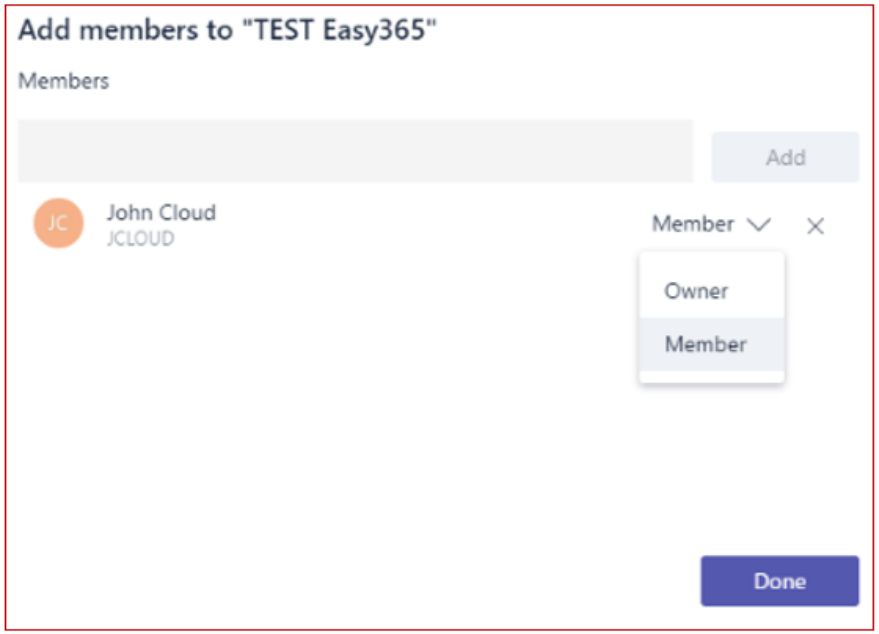
Spend some time thinking about the purpose of the team you are creating. When you create the team, add this in the description field for team members to see.

You can also define whether it is a private team (will not be displayed to other users) or the public.



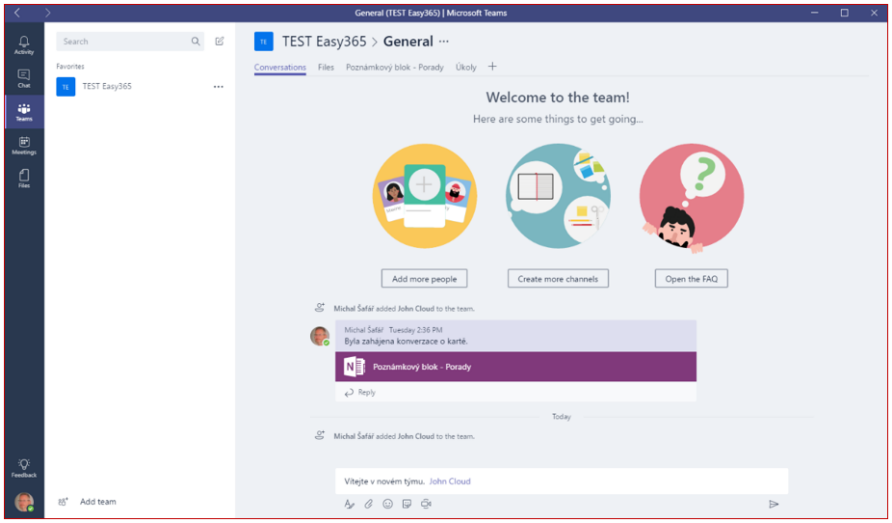
5. Adding the team member

In this step, you can invite team members. You can add colleagues from your organization by typing their name or email address and confirm your selection. The next step is to define the role: team owner (admin) or team member. Added team member will receive automatically generated email invitation with a link.



6. Setting up the workspace

The team has a following structure:



- **Channel** –helps organize the team's conversations, content and tools around a specific topic. Channels can be organized, for example, by topic (events), discipline (design) or project (launch). Team owners can create channels, and enable team members with the ability to create channels, as needed. Tabs along the top of a channel enable teams to keep files, notes, and customized content such as Power BI metrics, business goals on a Word doc or organizational chart on a PowerPoint slide. This content is then easily accessible to everyone on the team. Additional connectors to 3rd party applications can be customized at the channel level to bring in data from everyday tools such as Trello, Asana, GitHub and more.

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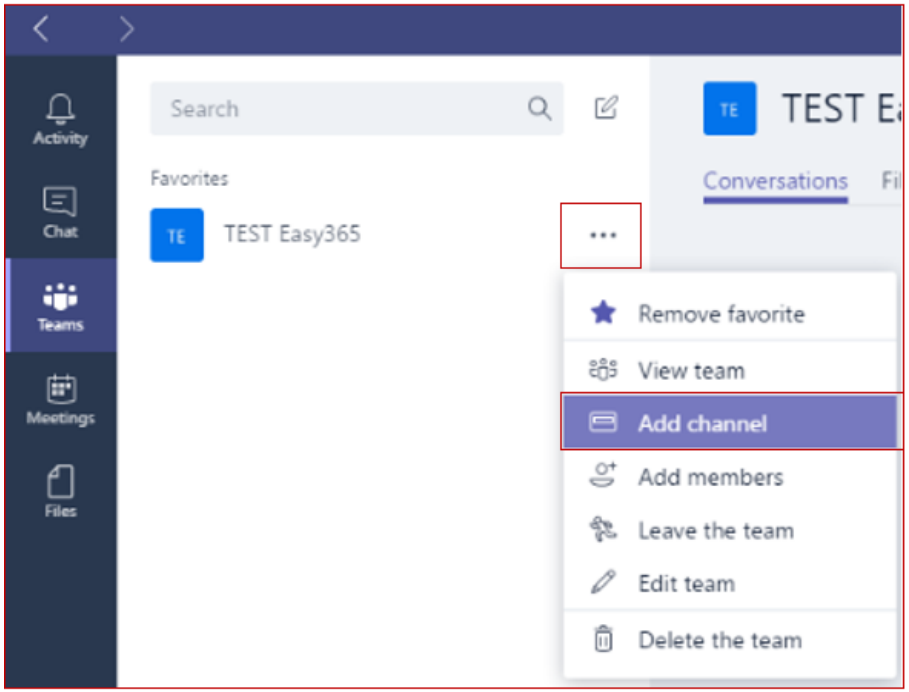
7. Adding the Channel

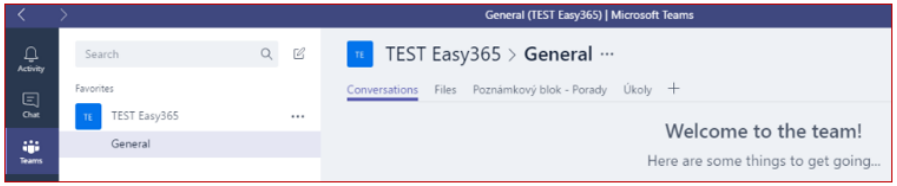
By clicking the … icon, the pop up menu will appear. Choose "Add channel" and create additional channel.



In the same way, you can show team members and their roles, invite other members or leave the team. As a team owner, you can edit the content or delete the team.

8. Adding the tab

By clicking the + icon, you can add additional tools such as notepads, BI analysis, Office documents, webs or other connectors.



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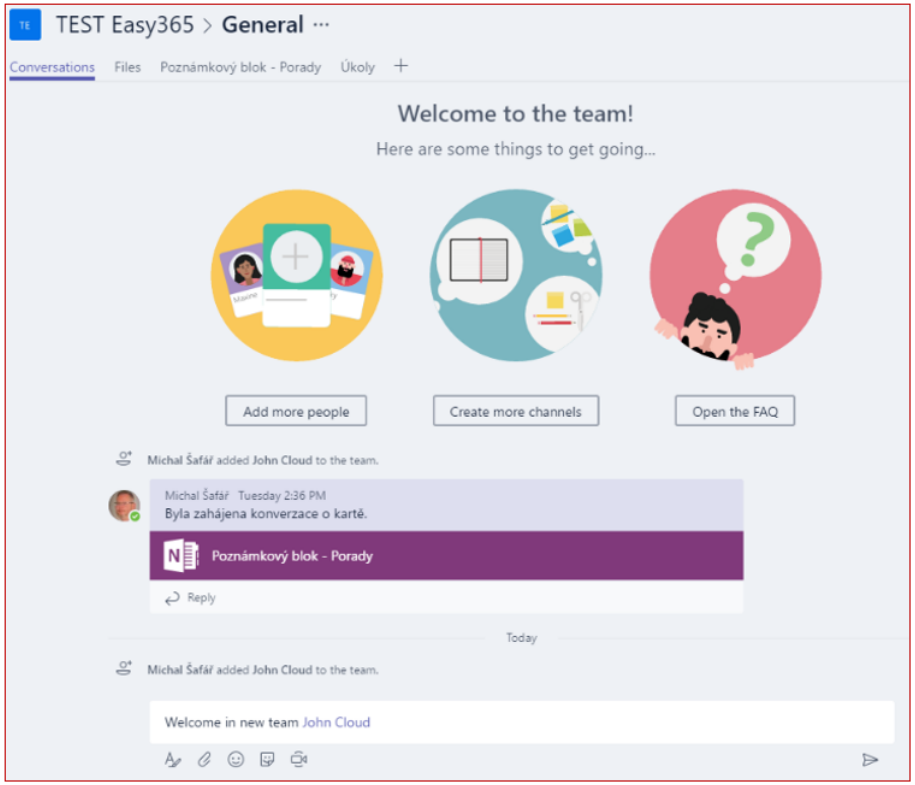
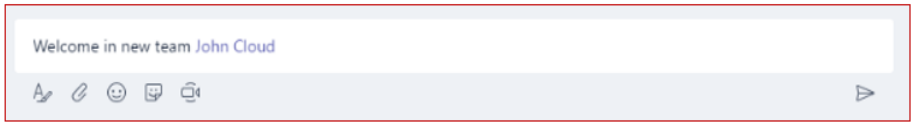
9. Basic Tabs overview

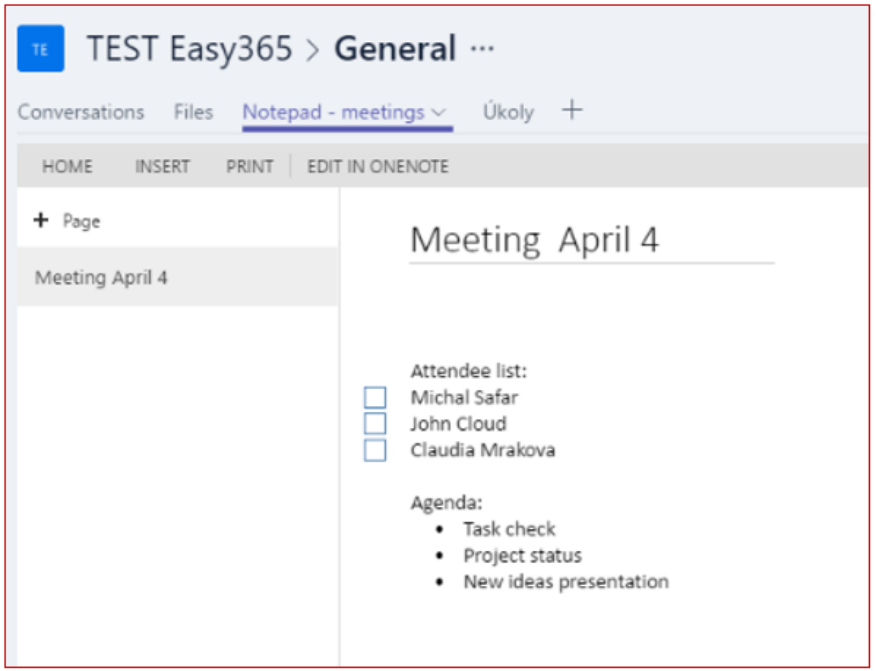
Conversations – basic tab of the team. Here you can chat with the team, post the announcement and see team activities.

Post can be as a unformatted / formatted text, include pictures, files, emoticons or stickers. You can also "mention" other team member (E.g. @JohnCloud). After sending the post, it will appear in conversations and other team member can replay or "like" it. The post will appear also in Activity section. If you mention someone, it will appear in his/her Team App as a new message.





Notepad – you can capture ideas, task lists and share them with the whole team. You can always work together to create content. Notepad can be viewed and edited in Teams, or open it in OneNote.



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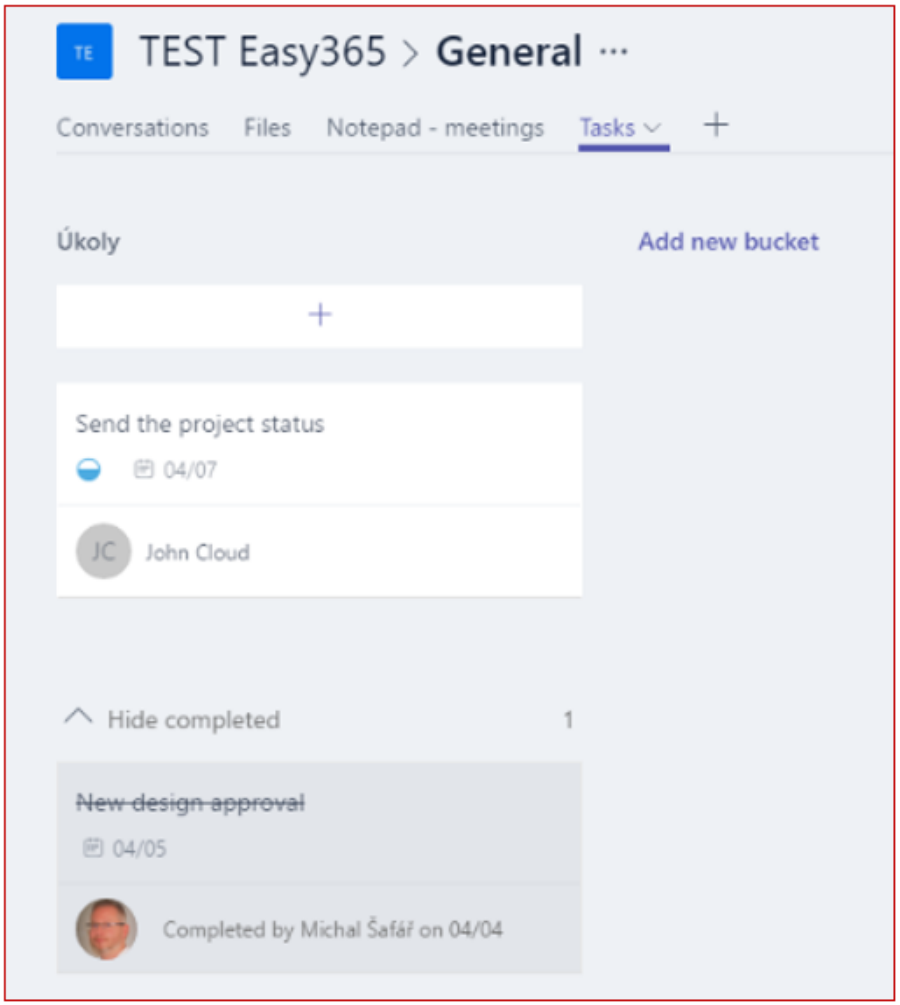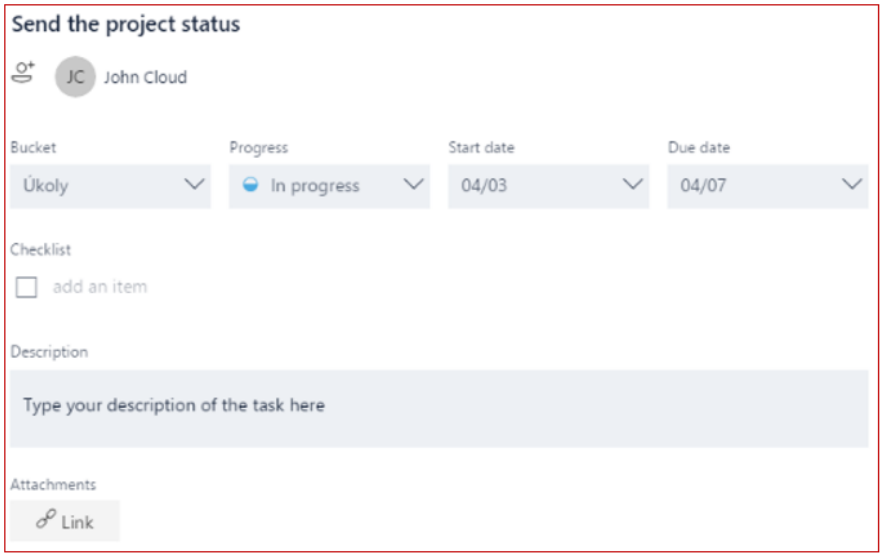
Planner – you can create, assign ad manage tasks for your team. For each task, you can set a due date, status, category (color) and assign it to a specific person. When the task is complete, it moves to the completed tasks. Tasks can be divided into "Containers" (groups of tasks).