

# Instructions on how to access and use Microsoft Teams.

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UHL IM&T  
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## Quick Start Guide for Teams

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### Tips:

- Sit close to microphone on laptop otherwise everyone just hears feedback (echo)
- Mute your microphone on MS Teams when not speaking otherwise there is feedback (echo)
- Avoid all being in one room on individual devices (difficult with self-isolating guidelines I know) this generates feedback (echo)
- If dialling in from adjoining rooms, close any adjoining doors to avoid feedback
- You can blur the background if there is patient sensitive information on show
- If you have a weak connection, you do have the option to dial into the meeting on your mobile/landline

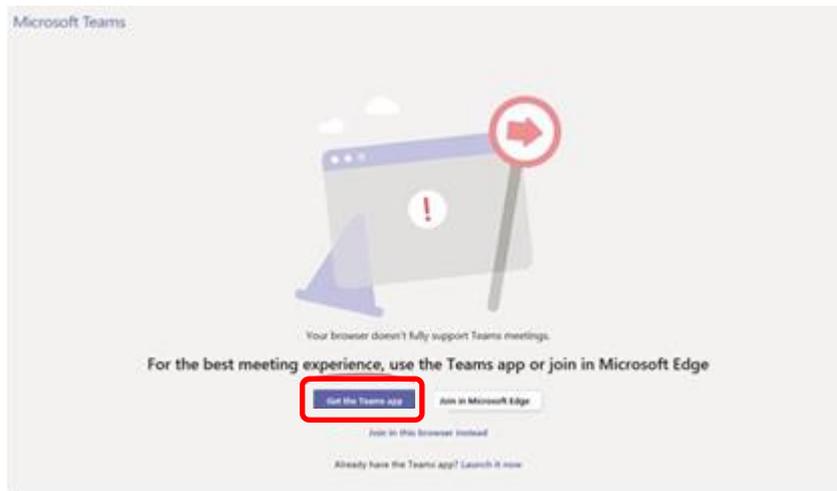
**Note:** MS Teams does work on iPads/iPhones

# Quick Start Guide for Teams

## How to launch Microsoft Teams

- **Teams can be launched in two ways:**

- Teams Client installed onto your PC or laptop
  - Go to [teams.microsoft.com](https://teams.microsoft.com), click on the 'Get the Teams app' link from your laptop and click 'Run' when prompted:



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- If you have an iPad, search for 'Microsoft Teams' and download from the app store. You can also add the app to your iPhone in the same way.

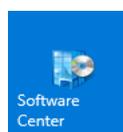
- **Sign In**

### *Via Windows 10 Devices*

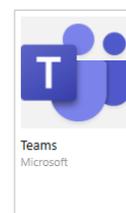
1. In Windows, click **Start**



2. click **Software Center**



3. wait a few seconds to load the screen then click **Microsoft Teams**

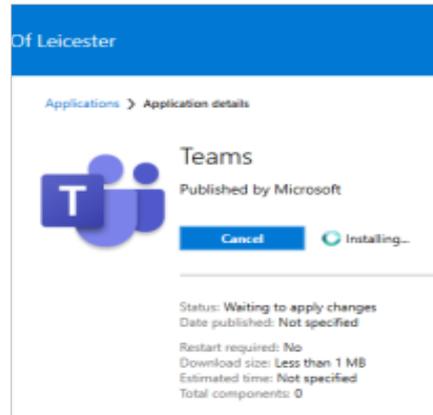


4. click **Install**



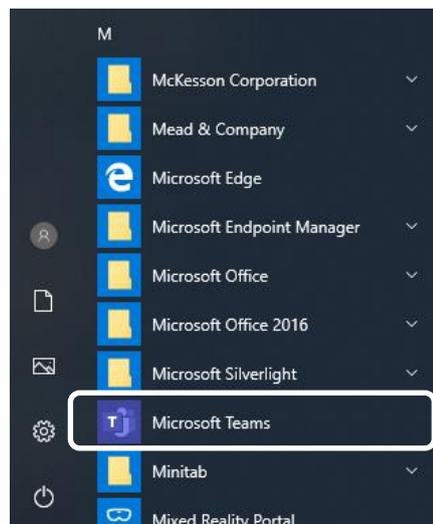
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- MS Teams will now begin to install to your device:



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- From the Start menu, you can now scroll down to **Microsoft Teams** in the catalogue of applications on your device, left click and drag into your desktop icons or right click and pin to taskbar:



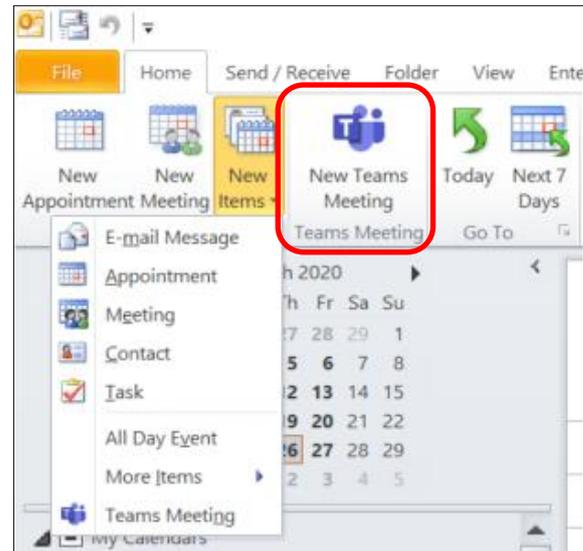
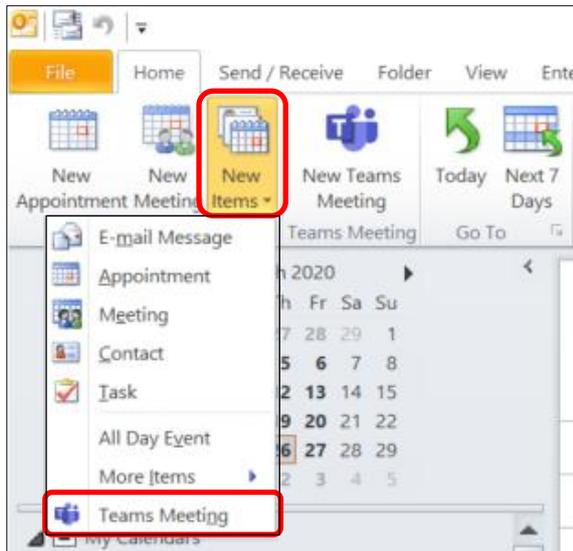
### *Via iPhone or iPad*

- Download Microsoft Teams App via the AppStore
- Tap the **Microsoft Teams** icon once downloaded
- Sign in with your UHL Login i.e. [forename.surname@uhl-tr.nhs.uk](mailto:forename.surname@uhl-tr.nhs.uk) and the password you log into your UHL PC when at work.

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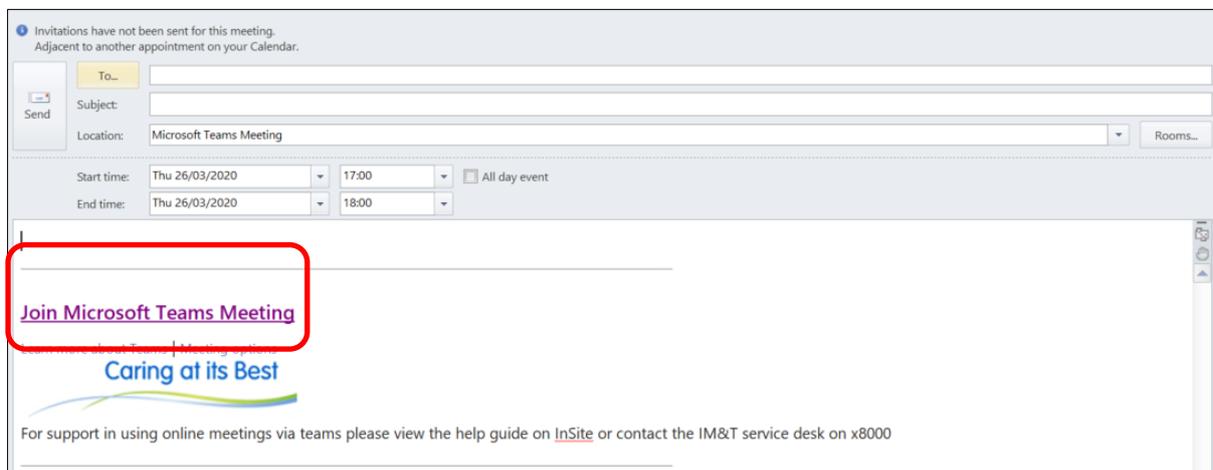
### Schedule a MS Team meeting in Outlook.

In MS Outlook, go into your **calendar** screen and in the top banner, choose **Home >> New Items >> Teams Meeting** or click on the **New Teams Meeting** icon:



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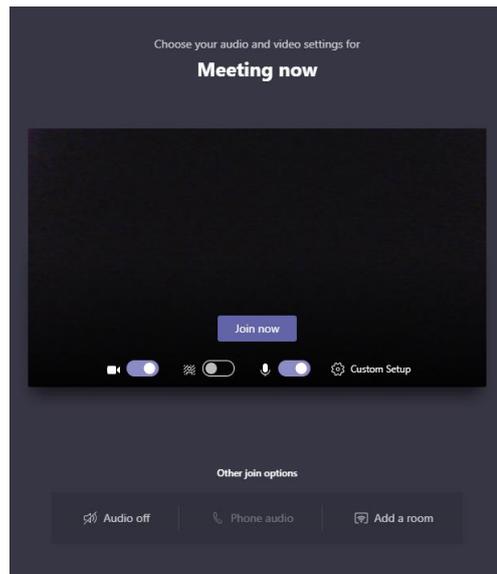
In the following screen, add those you wish to invite to your meeting and subject of your meeting. The Location will inform those invited that this is a **Microsoft Teams Meeting**. Remember that those invited must firstly download the MS Teams application to their respective device otherwise they will not be able to attend/view this virtual meeting:



**Please note:** **Join Microsoft Teams Meeting** (highlighted in the **red** box above) is a hyperlink that your attendees click on when the meeting is due and it will take them into MS Teams and your meeting:

**Tip:** If you have a headset this can help improve the experience for all participants. Please ensure you mute your microphone when you are not speaking to reduce background noise during the meeting (the trick here is to remember to unmute yourself when you do want to speak).

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**Tip:** If you are due to present any papers at your online meeting, you might want to have these opened before the meeting starts. When the meeting is due to start, click:



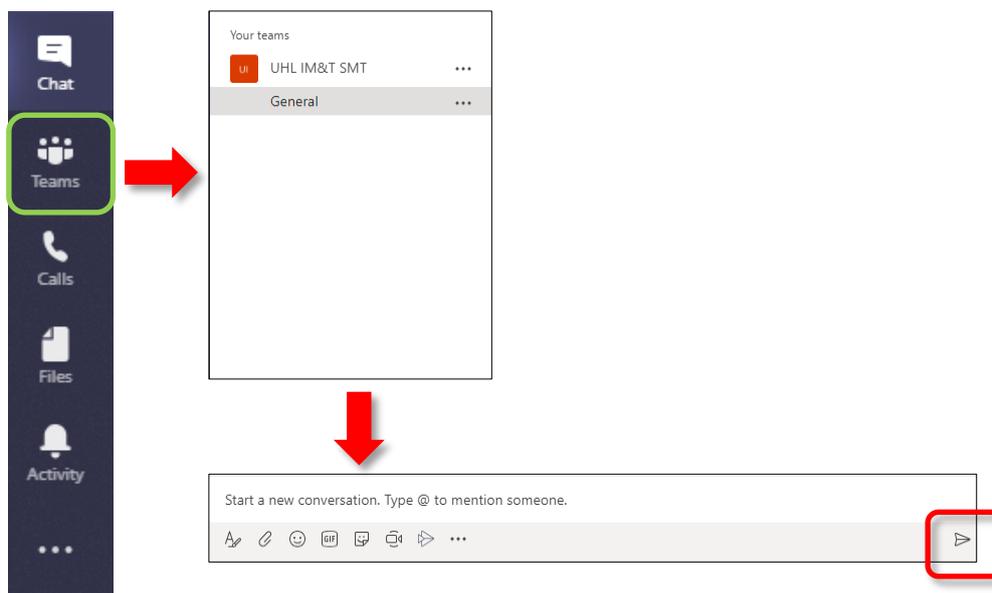
**Tip:** If you are having problems with the picture freezing or the sound being interrupted, switch off your camera (the option for this will appear in the teams call) as this reduces the bandwidth you need if your connection isn't good.

**Tip:** make use of the chat function to register your desire to speak, this will help to make sure people aren't missed and don't need to speak over each other to be heard.

### Start a team conversation



From the left hand margin, you will see the following icons. Click **Teams** and you will see teams that you have been made a member of. Choose your Channel beneath that team (e.g. General), and at the bottom of the page, write your message, and click  to send your message.

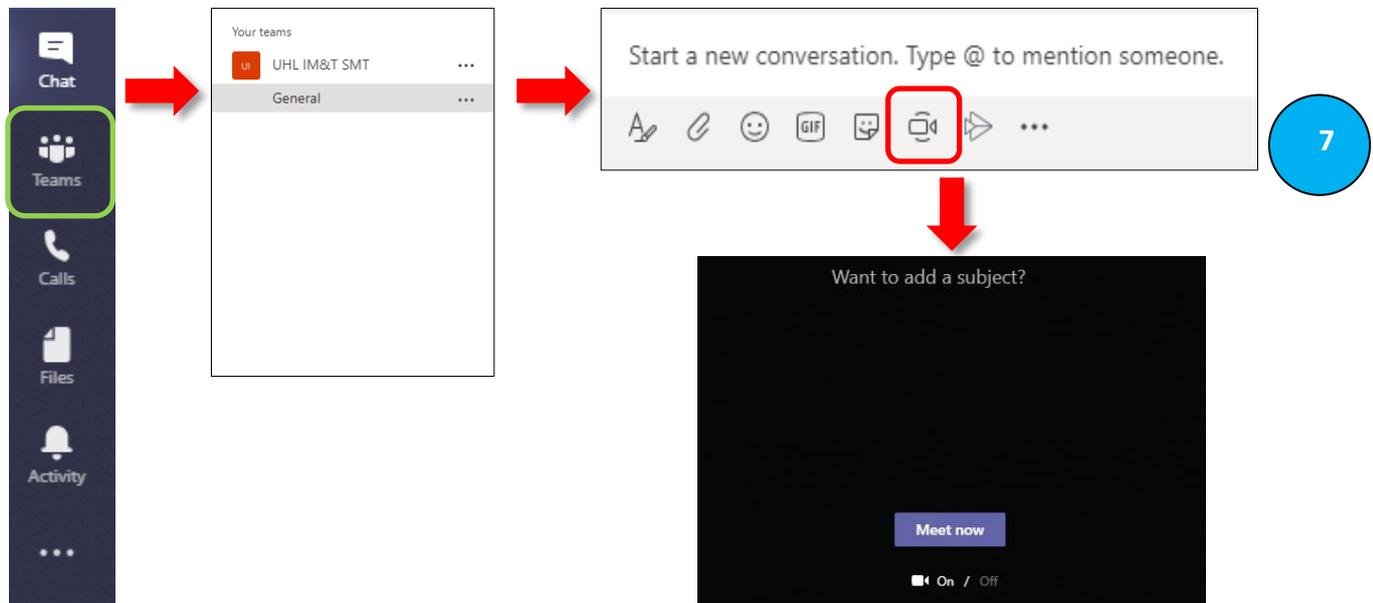


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### Start an impromptu video meeting

From the left hand margin, you will see the following icons. Click **Teams**  and choose your Channel (e.g. General), and at the bottom of the page, click on the **Meet now** icon 

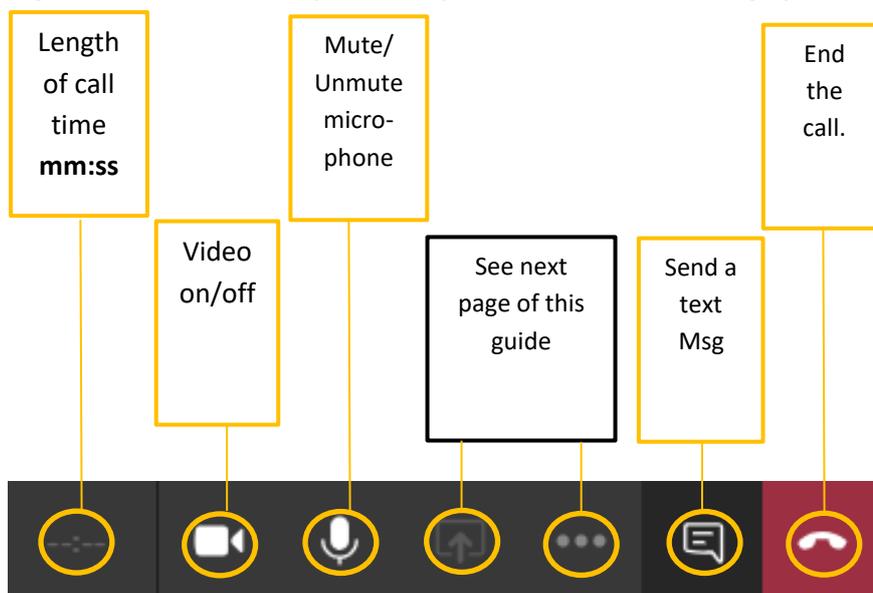
**NOTE:** For any future conversation in your channel, if you click **Reply**, then **Meet now**, the meeting will be based on that conversation. Enter a name for the meeting, then start inviting people.



If you wish to discuss a new topic, you can type in a subject for your meeting in the **'Want to add a subject?'** section. If you click on the purple **Meet now** box, a message will automatically be sent to all those in your channel alerting them to come on your video call.

#### ○ Video Icon Bar

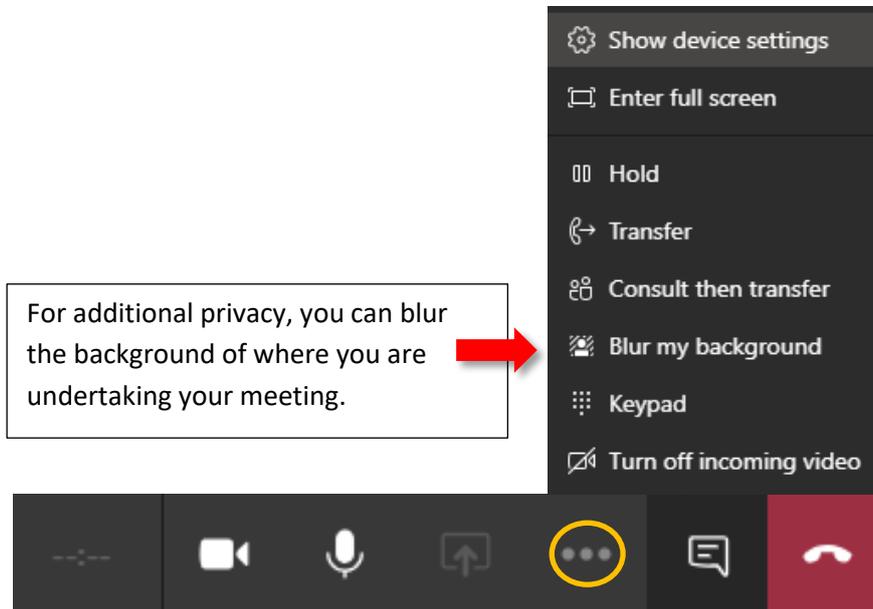
- Throughout the video call, if you move your mouse, the following options appear:



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- **Additional Functions:**

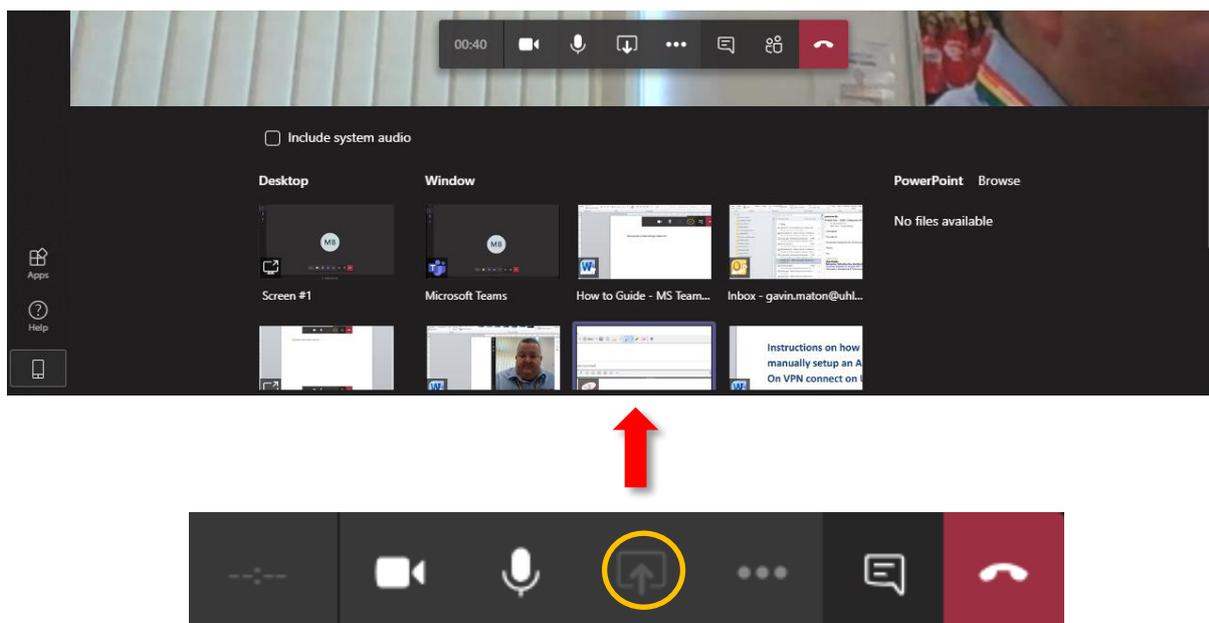
Additional functions are available to use during your video call if you click on the ellipse ( . . . ) button:



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- **Sharing your screen during a video call:**

You may need to share your screen/files on a video conference and this is achieved by clicking on the middle icon of this bar (circled below). Click on the screen you wish to show others on your call. **Please be alert to patient confidentiality and know who you are sharing your screen or files with:**

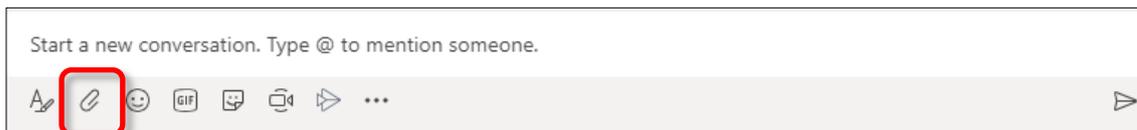


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## File Management

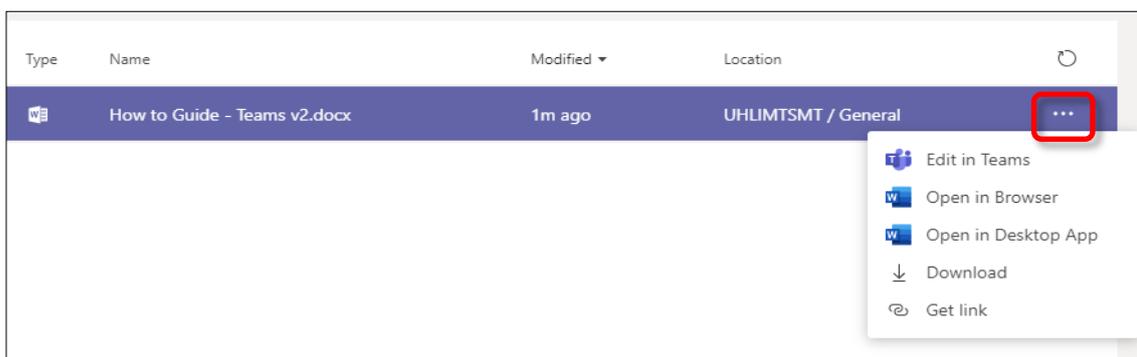
### ○ Share a File

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



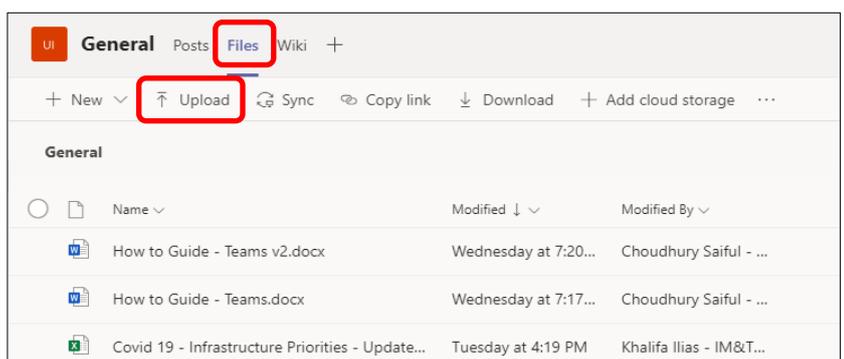
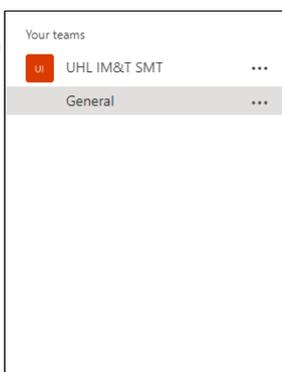
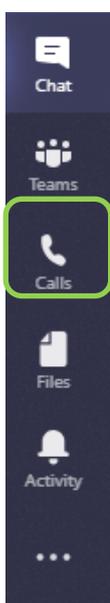
### ○ Work with files

- Click Files on the left to see all files shared across all of your teams.
- Click Files at the top of a channel to see all files shared in that channel.
- Click More (⋮) options ... next to a file to see what you can do with it.
- In a channel, you can instantly turn a file into a tab at the top.



### ○ Upload a file to your channel

- Click on **Teams** >> Select your channel >> Click on **Files** >> Click on **Upload** >> Find your document and click on **Open**. Your file will then upload. Be aware that only those members in your channel will be able to view this document in MS Teams.



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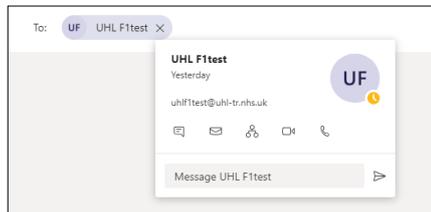
### Start a conversation with a person or group

In the dark blue header bar, click **New chat**  , type the name of the person, or their email address, or the group you wish to contact in the **To** field, write your message in the box at the bottom of your screen, and click  to send your message.



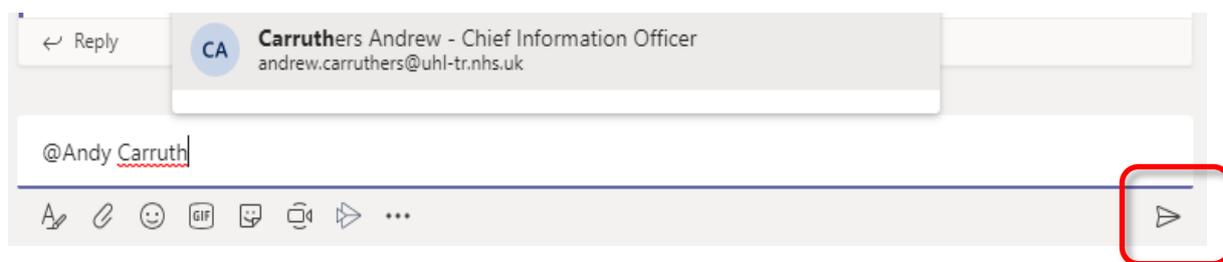
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**Note:** Hover over the contact for additional options – CHAT, EMAIL Video and Voice Call:



#### ○ @mention someone

To get someone's attention, follow the steps above and type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.

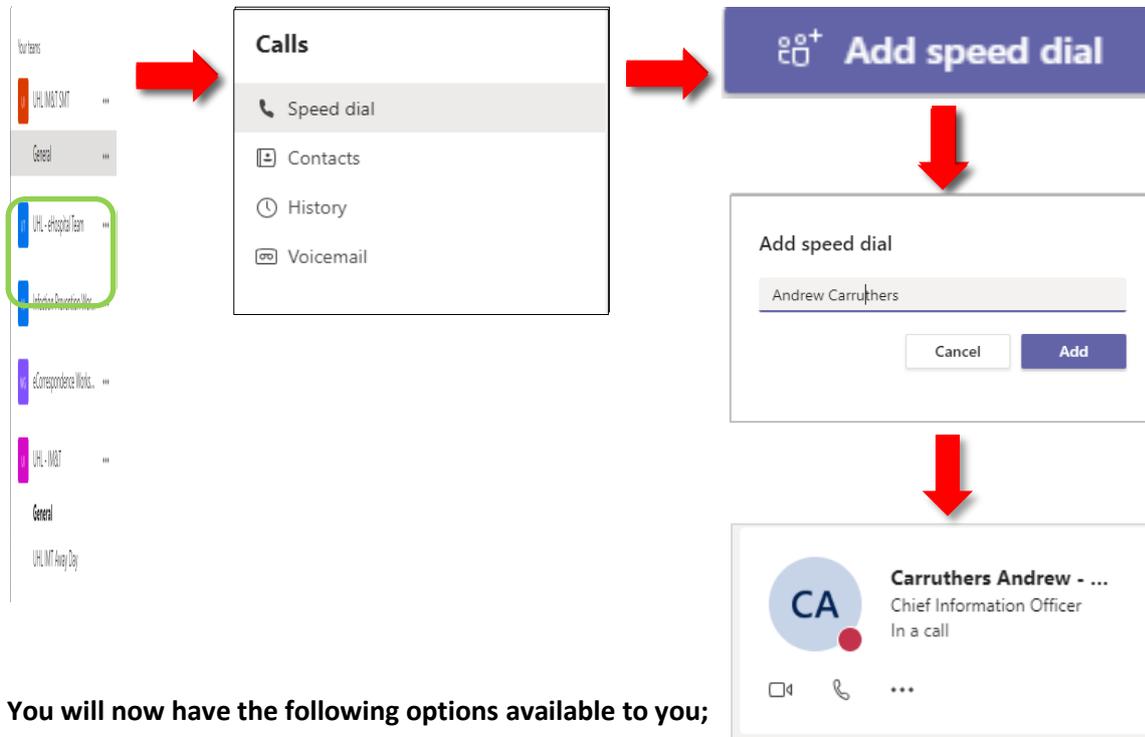


Click  to send and everyone mentioned will be notified of the message instantly on their desktop screen (laptop/Pc/iPad).

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### Make a Call to someone

From the left-hand margin, click on the **Calls** icon and in the following screen, you can add colleagues to your **Speed dial** or **Contacts** lists. Call **History** is available, though **Voicemail** functionality is currently unavailable:



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You will now have the following options available to you;



Video Call



Phone Call



Click on the ellipse and you can:

Chat

Text message your contact

**Or**

Add to speed dial

Add your contact to your Speed dial page

In the bottom left-hand margin, you can also find a colleague using the following search facility and then contact them (as above):

**Make a call**

Type a name

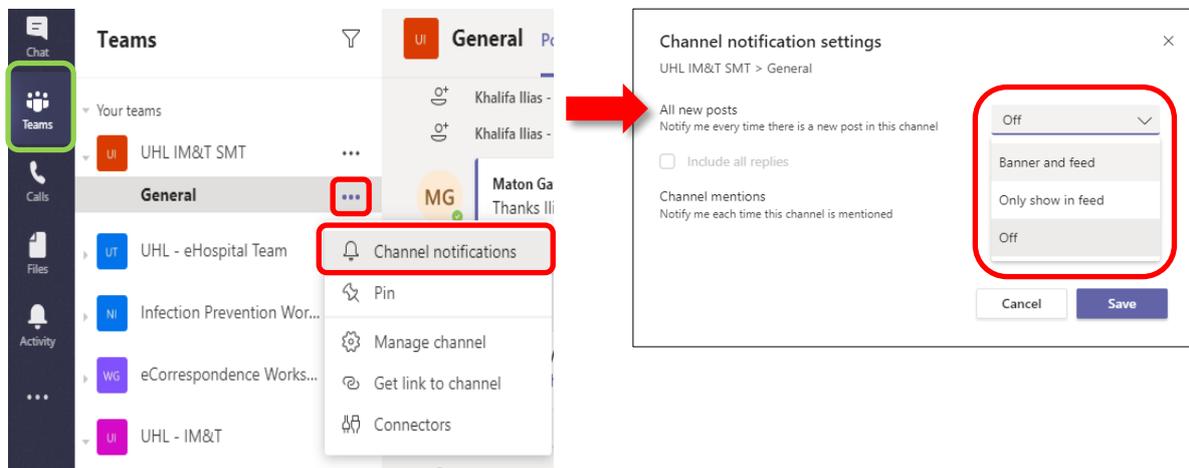
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### Receive Alerts for new chats within your channel

Should you want to know whenever anyone else in your channel starts a new chat, you can set an alert for yourself within MS Teams: Click **Teams** >> < **Your channel** >> Click on the Ellipse (⋮) >> Channel notifications. In the **All new posts**, click on the drop down arrow (V) and change the option from the default **Off** to **Banner and Feed**. Click **Save**:



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### Help Section (Copy and paste the following links into your web browser)

- [Get free training, tutorials, and videos for Microsoft Teams](#)

LINK >> <https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-GB&ad=GB>

- [Take an interactive tour of Microsoft Teams](#)

LINK >> <http://teamsdemo.office.com/>

- [Download Microsoft Quick Start Guides for other MS application](#)

LINK >> <https://support.office.com/en-gb/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e?ui=en-US&rs=en-GB&ad=GB>

- [Video – Welcome to Microsoft Teams – Office Support](#)

LINK >> [https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc\\_id=otc\\_microsoft\\_teams&ui=en-US&rs=en-US&ad=US](https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams&ui=en-US&rs=en-US&ad=US)

- [Video – Quick Start to Microsoft Teams](#)

LINK >> <https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US>

# Quick Start Guide for Teams

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Reply**  
Your message is attached to a specific conversation.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!