

Microsoft Teams



Official Microsoft Resources:

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

Summary

Provided below are instructions for joining, configuring, and utilizing Microsoft Teams. Microsoft Teams is available for Windows, Mac, iPhone, iPad, and Android.

Prerequisites

- BCOM credentials
- Google Chrome, Mozilla Firefox, or Microsoft Team's application

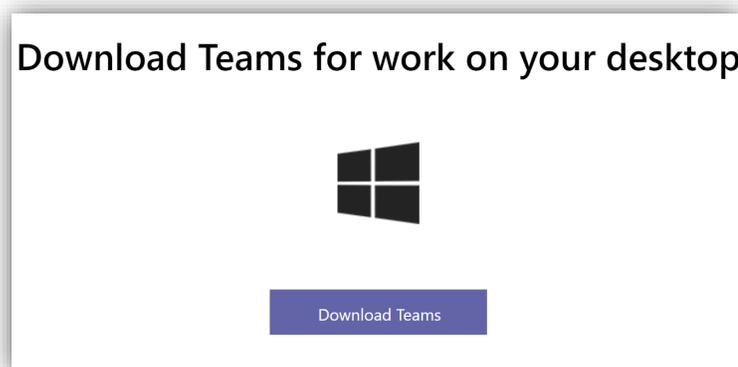
Notes

- Microsoft Teams comes installed with the Office365 subscription.

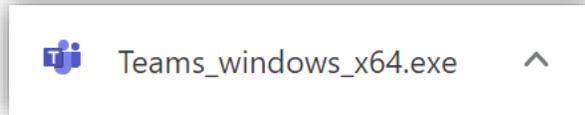
Download & Install Microsoft Teams

These steps will guide you through the process of downloading and installing Microsoft Teams on your computer. Microsoft Teams will also run through Google Chrome and Mozilla Firefox without a download but with limited functionality.

1. Visit <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
2. Click on the Download for desktop button



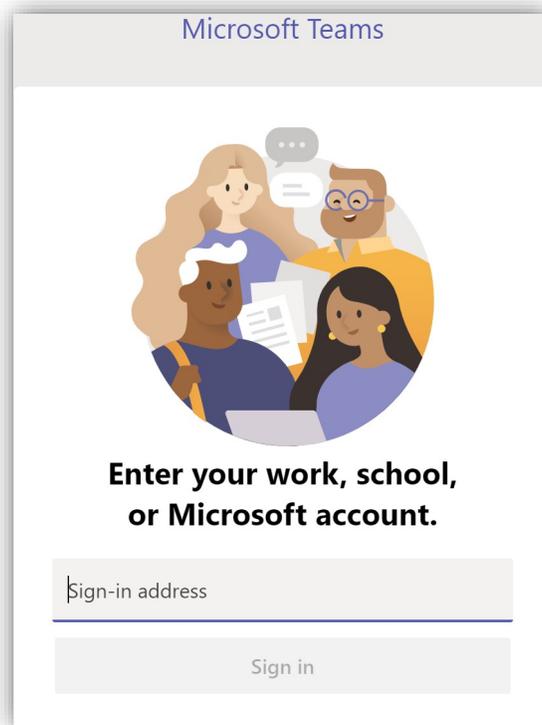
3. Double-click on the Teams_windows_x64.exe file that was downloaded.
 - a. Alternatively, simply click the file once it is completed in Google Chrome.



4. The Microsoft Teams wizard will launch and begin automatically start installing teams.



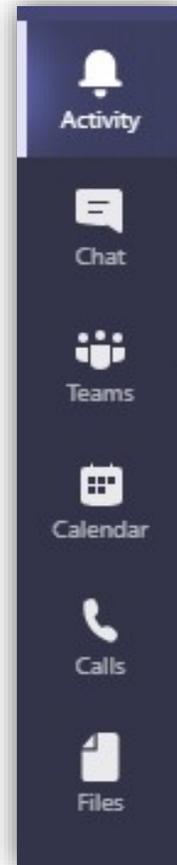
5. Once Installed, the app will launch automatically.
6. Sign in using your BCOM email address and password.



Navigation Bar Menu

On the left-hand side panel, you can find the Microsoft Teams navigation bar with the following menus:

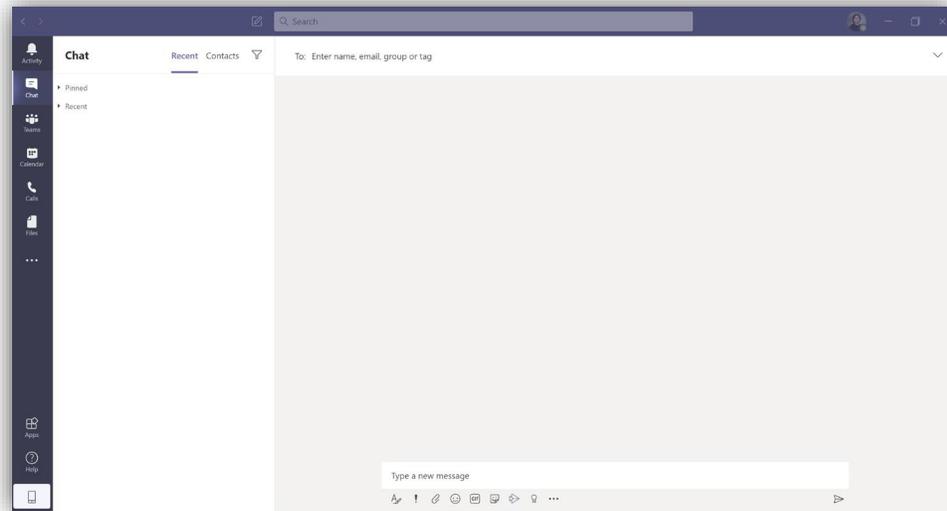
- **Activity**- displays all activity within 14 days relating to everything that has happened in your teams.
- **Chat**- all one-on-one or group chats will be listed here including all chat history.
- **Teams**- an overview of all the teams you are a part of including their individual channels.
- **Calendar**- schedule or view scheduled meetings.
- **Calls**- dedicated section to making calls includes contacts, history, and voicemail.
- **Files**- quickly access files uploaded to Teams or your OneDrive account.



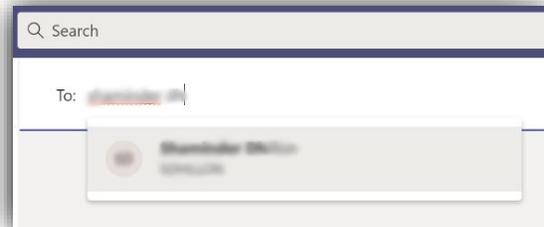
Chat

The chat section allows you to chat and collaborate with a single person in a private session or with multiple people in a group chat.

1. Click the “Chat” icon located in the right-side navigation bar.



2. Search for the person by entering their name or email.
 - a. Typing their name will only work for people within the organization.



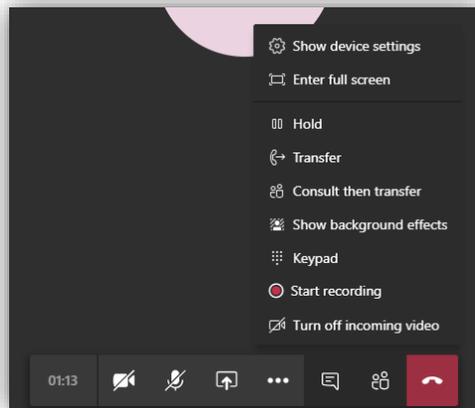
- b. Type an email for people outside the organization to invite them to Microsoft Teams. They will be listed as “Guest”.



Video Meetings

Microsoft Teams allows you to hold video meetings directly from within any chat. **Please note that the online web version of Microsoft Teams does not support Video Meetings-you must have the application installed on your computer** (see page 1 for download instructions).

Video Meeting Overview

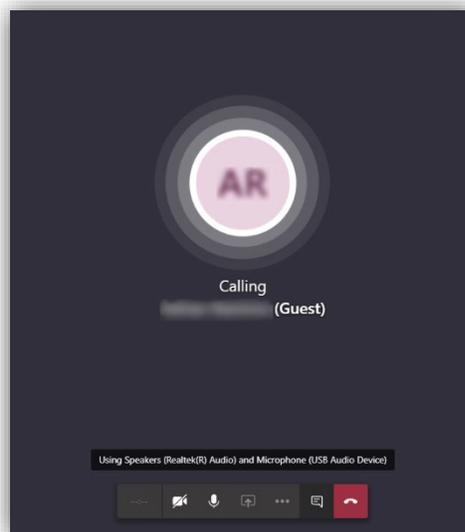


Time Lapse | Turn off Camera | Mute Mic | Share Screen | More | Chat | Participants | End Call

Launch directly into a meeting

You can instantly create an audio or video meeting.

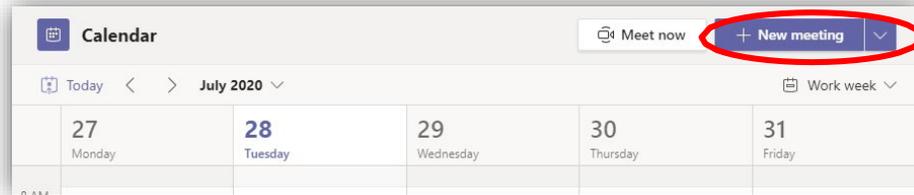
1. Click on the chat in which you wish to hold the meeting.
2. Click on the video icon  call icon  or share screen icon  on the top right bar.
3. This will immediately start ringing the person in chat.



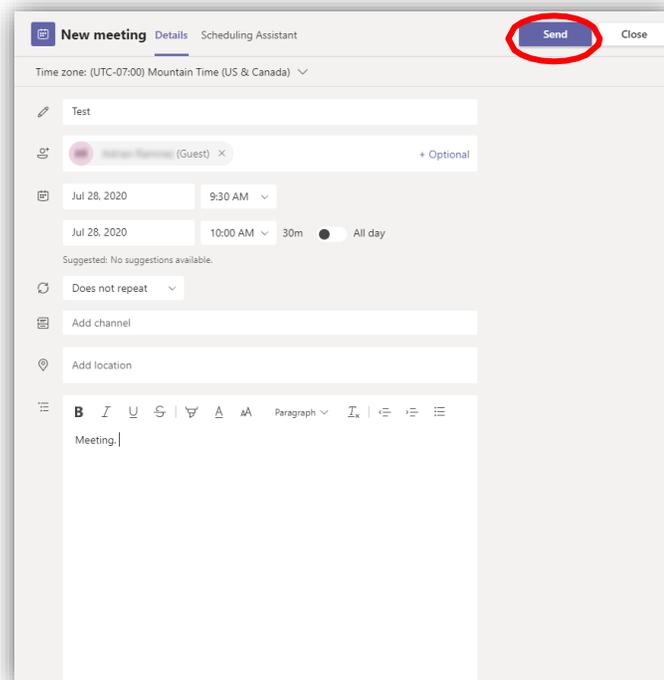
Schedule a meeting

You can schedule a video meeting for a future time or get the information for an existing meeting.

1. Click the “Calendar” tab  located on the navigation bar.
2. On the top right click “+ New Meeting”.



3. Add in the appropriate information for your meeting, once complete click “Send”.

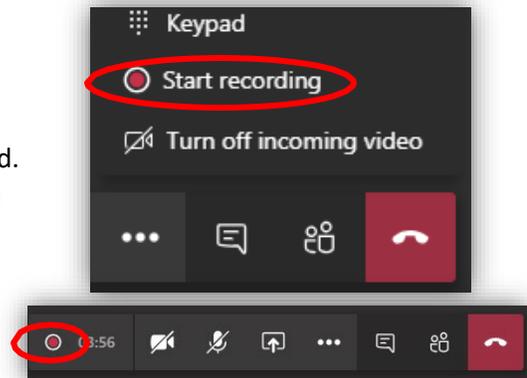


4. The attendee(s) will receive a notification in their teams and a direct link to join the meeting in their email.

Record a video meeting

You can record your video meetings to share or revisit later.

1. Once in a video meeting, click the  more icon.
2. Click on “Start recording”.
3. A recording symbol will appear next to the time lapse.
4. All participants will be notified the recording has started.
5. Recorded meeting will appear in the chat dialogue. You can copy and paste the URL to share with anyone. The length of the recording will determine how long it will take to become available; the host will receive an email once the recording is ready to be downloaded.

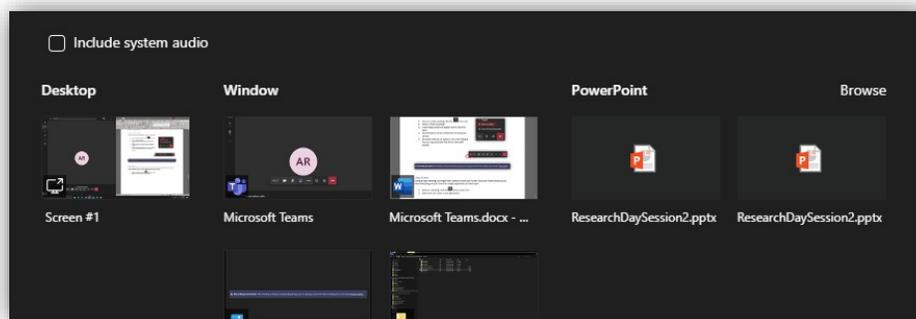


Recording has started. This meeting is being recorded. By joining, you are giving consent for this meeting to be recorded. [Privacy policy](#)

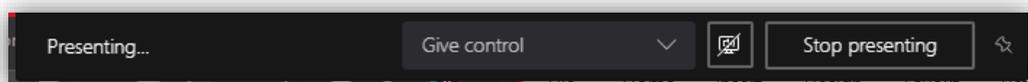
Share Screen

During a video meeting, you might find it useful to share your screen. Microsoft Teams allows you to share everything on your screen or a single application you have open.

1. While in a meeting, click the  share screen icon.
2. Select from any screen or any application (scroll down to see all open applications).



3. A black bar will appear above your screen detailing what you are presenting.

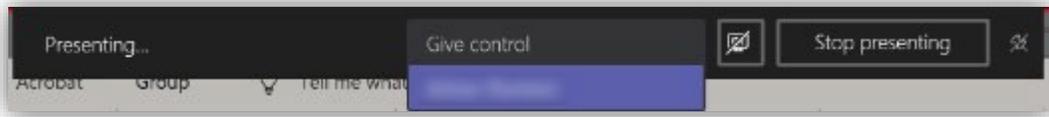


Content Presenting | Give Control | Include Computer Audio | Stop presenting | Pin

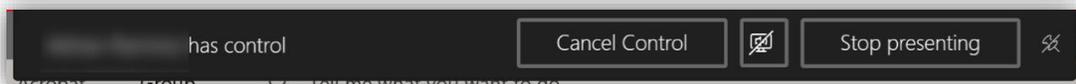
Give Control

When sharing a screen, the presenter has the option to give the attendees control of their screen.

1. As the presenter, click “Give Control”, select whom you want to give control.



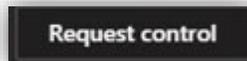
2. You can then take back your screen by clicking “Cancel Control”.



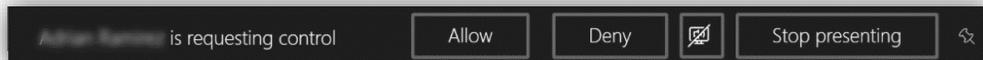
3. If multiple people are controlling the screen, their Microsoft Teams profile picture will indicate which mouse cursor is theirs.

When you share your screen, the attendee can also request control.

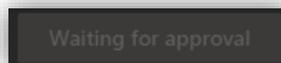
1. When someone is sharing their screen, click the “Request control” button.



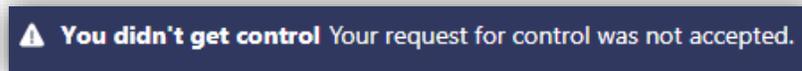
2. The presenter will then be prompted that you have requested control.



3. Until the presenter approves you will see a “Waiting for approval” box.



4. If the presenter denies access you will receive a notification.

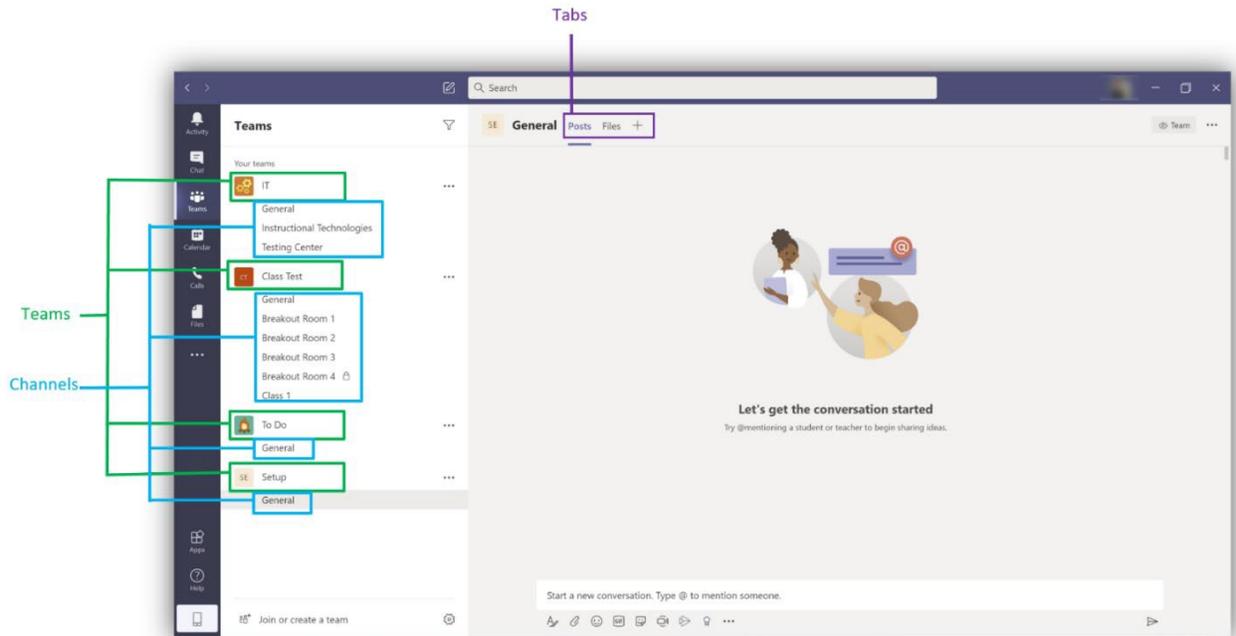


5. Click the “Stop control” button to stop controlling the screen.

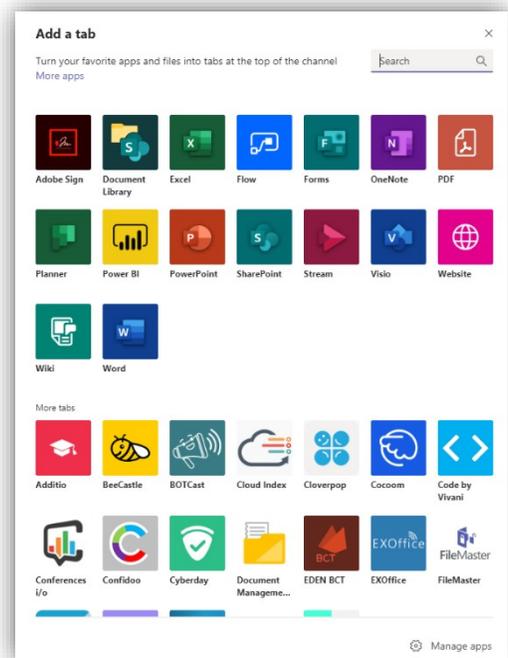
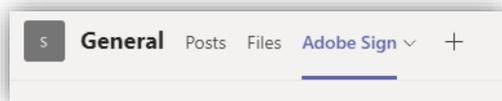


Teams & Channels

Teams has subsections called Channels. Every Team automatically gets a General Channel created. Each channel has their own tabs bar located along the top. Posts (group chat) and files (shared documents) are automatically created, and you can then add your own tabs.



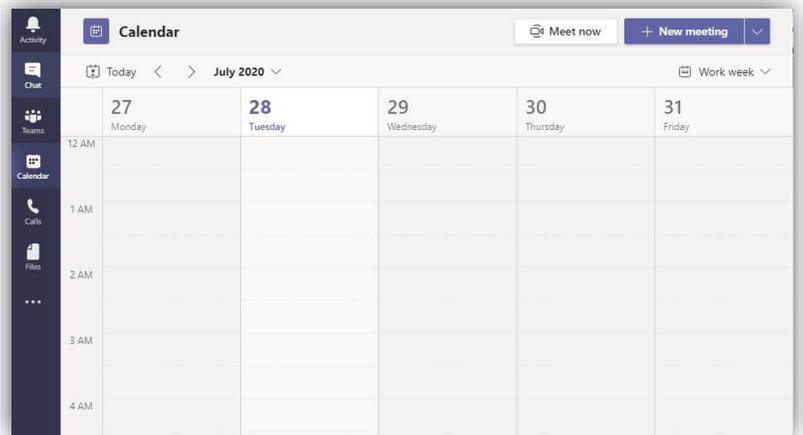
1. Click the “+” icon to add the various apps available.
2. Click the app you want to add, click “Add” (ex. adobe sign).
3. Your App will now be available on the tab bar.



Calendar

Microsoft Teams will show you any meeting you have scheduled under the

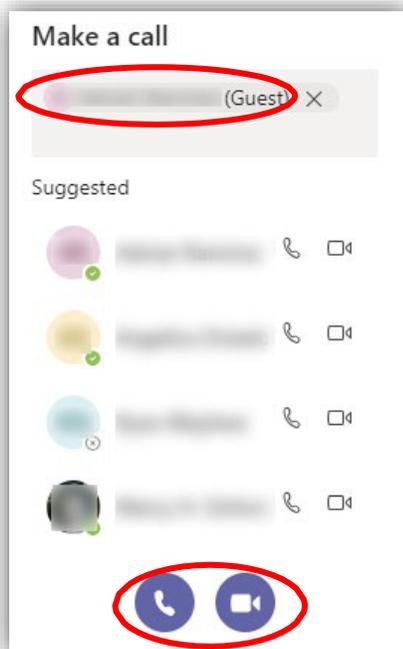
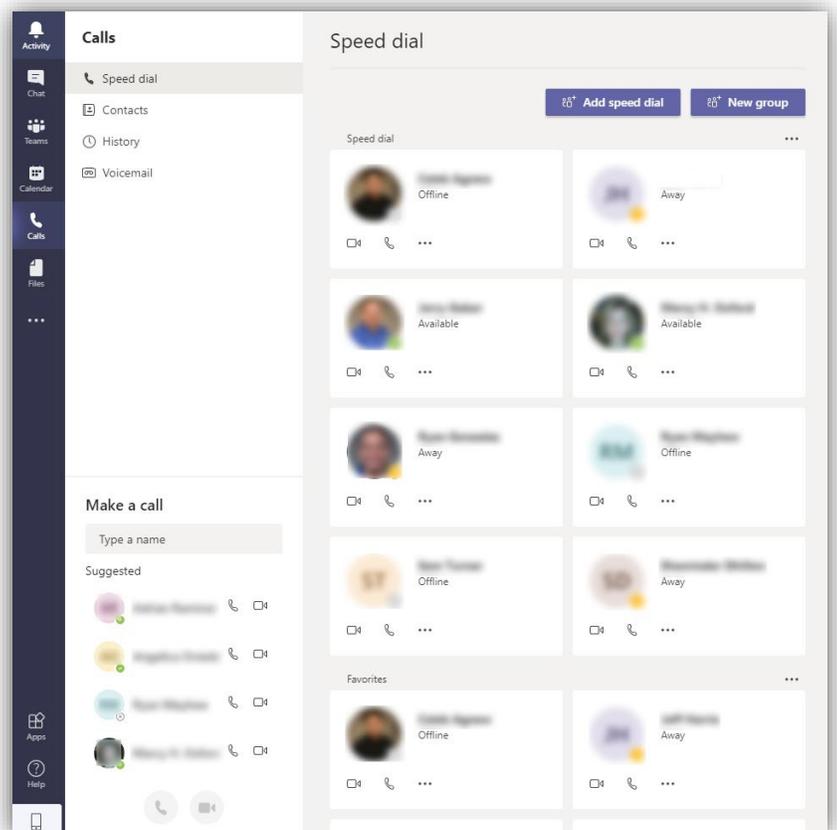
Calendar tab  located on the navigation bar. This calendar syncs with your Outlook calendar.



Calls

You can also call individuals directly through Microsoft Teams using the Call

tab  located on the navigation bar. You can then search by name for people within the organization then click the phone icon or camera icon to call/video that person.

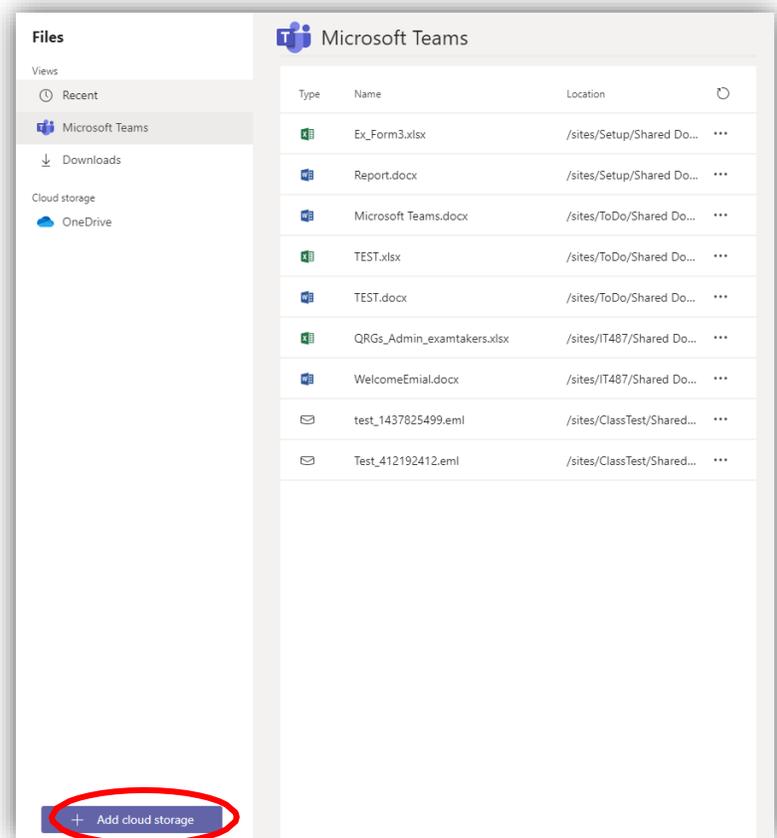
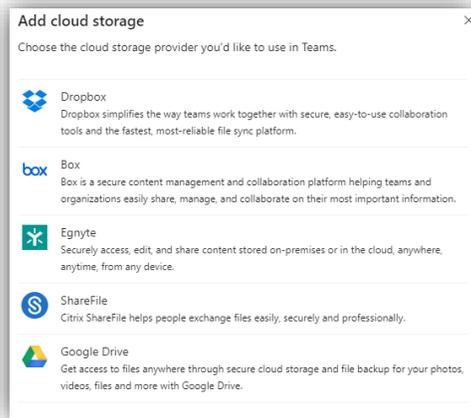


Files

All files uploaded in chat or a specific team gets uploaded to your Microsoft Teams SharePoint.



The files tab located in navigation bar allows for quick access to all files posted in that Team. You have access to all files located in your OneDrive account. Click the “+ Add cloud storage” button if you would like to add additional accounts.



Adding Apps

The ellipse icon located in the navigation bar allows you to add frequently used apps for quicker access rather than switching from application-to-application.

