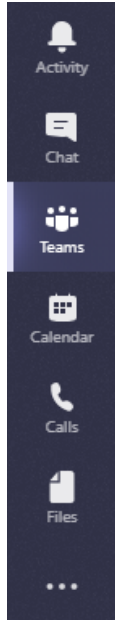




Microsoft Teams



How to create/set up a team for the first time

1. Select the “Teams” tab on the left-hand side of the main screen.

If you have been added as a member to any teams, you’ll be able to see it listed when you open this tab.

2. Click on Join or create a team

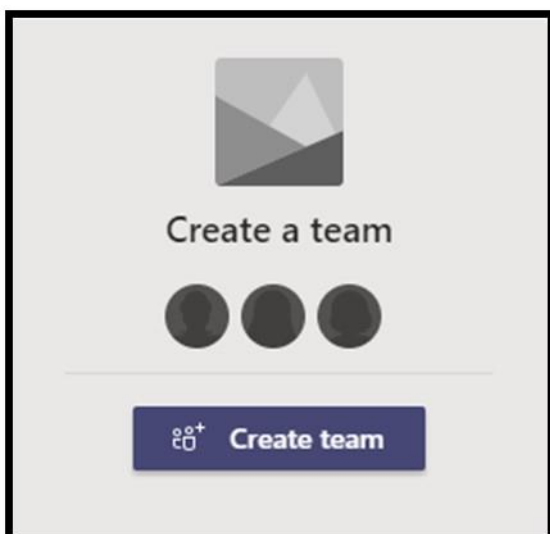
A rectangular button with a black border, containing a small icon of a group of people with a plus sign and the text "Join or create a team".

3. Select “Create team” and select “Build team from scratch”

On the next page you’ll be asked if you’d like to make the Team public or private (Anyone in the org can join Public teams and Private teams are invite-only)

Once that you have given your team a name and short description – you’ll be asked to add members to the team. You can do this by adding staff members’ names in the search bar.

Once you have added members to your team, you’re ready to make instant calls and set up virtual meetings!



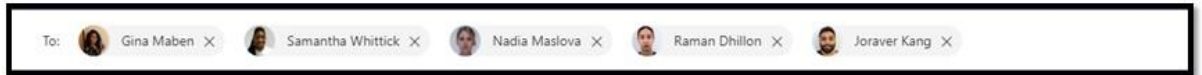
How to phone your team as a group/conference call

1. You can create a call directly from a group chat – to create a group chat just click on the “New



Chat” icon at the top of the page

2. You’ll see that a blank chat has been created, just enter the names of any staff members in the org that you’d like to include in the group chat/call in the “To:” bar at the top of the page (you can add more people/remove people at any point going forwards)



3. When you’re ready to communicate – you can use the buttons at the top-right of the page to select the desired action (Video/audio calls/sharing screen).



4. For future calls, it becomes a little easier, all you’ll need to do is open the “Chat” tab on the left-hand side of the page, select the group chat that you created and use **step 3** to communicate.

Here’s a video that takes you through [chat/calling using MS Teams](#)

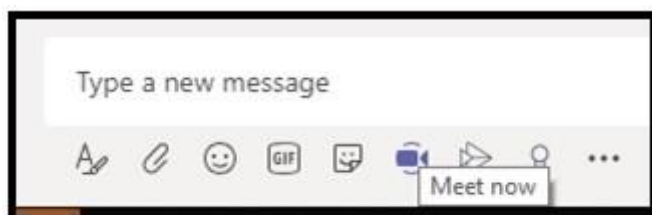
“Meet now” with your team

The “Meet now” function allows you to create an instant meeting, this would instant create a joinable virtual meeting which can be recorded and viewed later by those that couldn’t make the meeting.

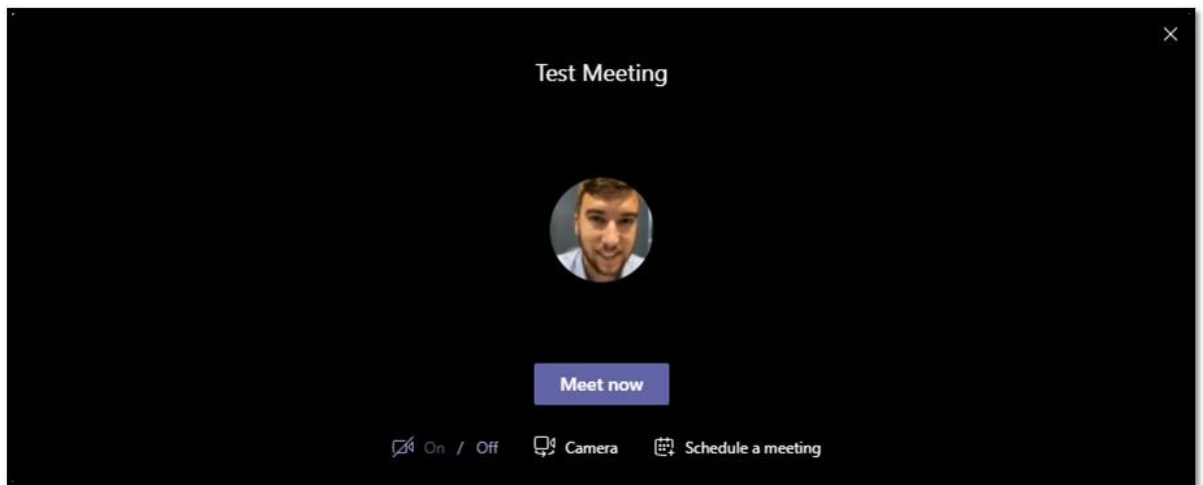
1. Select the Teams icon on the left-hand side of the page and click on the “General” tab.



2. At the bottom of the page that appears you’ll see some options. Select the camera option to “Meet now” this will give everyone that you have added to that team a notification that an instant meeting is taking place and will give them the option to join the meeting with audio or video.

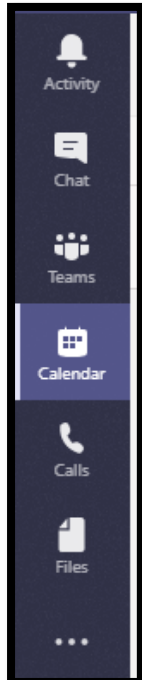


3. Your Team members will receive a notification when you select “Meet now” and will have the option to join the call right away



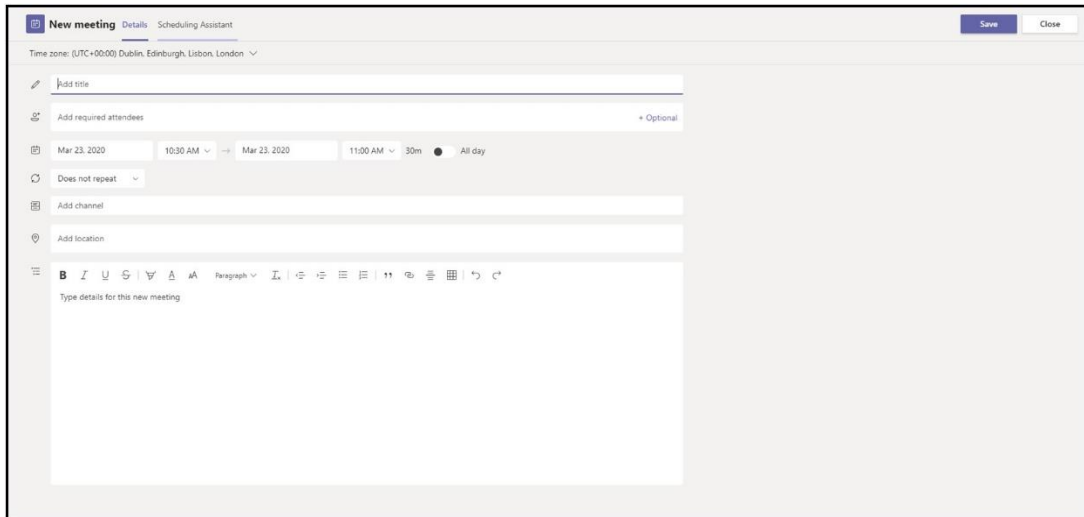
Scheduling a Teams meeting for the future

You can schedule a future meeting by following the previous steps and selecting “Schedule a meeting” (See image above)



You can also schedule a meeting by selecting the “Calendar” icon on the left-hand side of the page.

You'll be able to see any meetings that you have created on Outlook in this window too. This interface is very similar to the Outlook calendar, you can select the time and date that you'd like to create the meeting for, add staff to the invite and use the scheduling assistant just as you would on Outlook.



Closer to the time of the meeting, you'll be able to join from your calendar on MS Teams or from your Outlook calendar.

Here's a video that takes you through [Joining a Teams meeting](#)

Please also see a link to the [MS Teams section](#) of Microsofts' training centre