

Microsoft Teams – Quick Guide

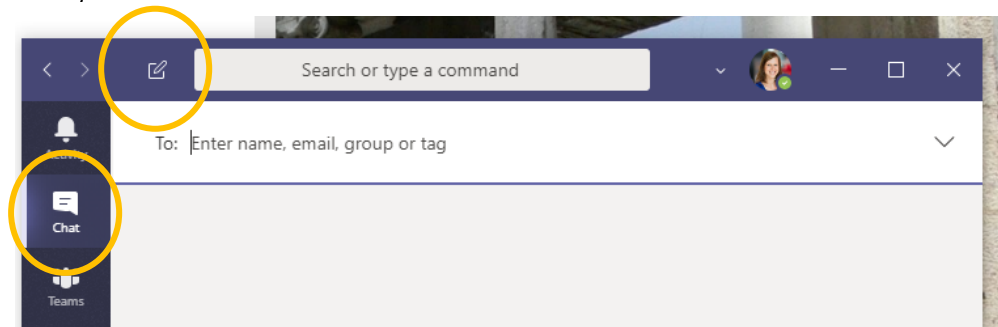
1. To log in to Microsoft Teams via:

- **Web browser** – please follow <https://www.office.com/> and click on the Teams app
- **Desktop** – please download MS Teams by following this link <https://products.office.com/en-gb/microsoft-teams/download-app>
- **Mobile** – please download the MS Teams apps via Google Play or Apple Store

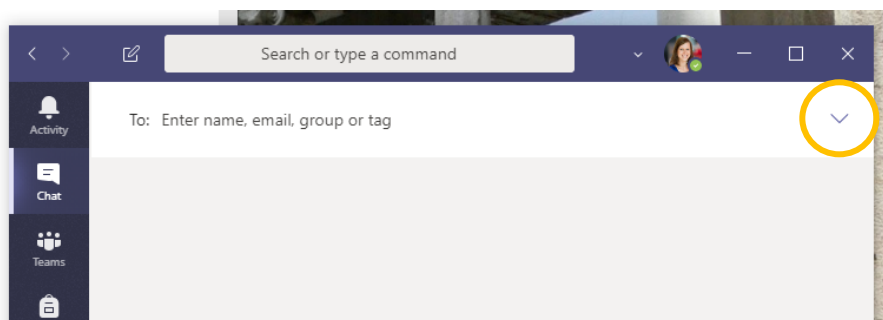
Note: if you use the web-version, your video may appear tilted, and some functionality may be limited. Therefore, the desktop app is recommended.

2. Similar to WhatsApp and Skype you can **initiate an individual or group chat**.

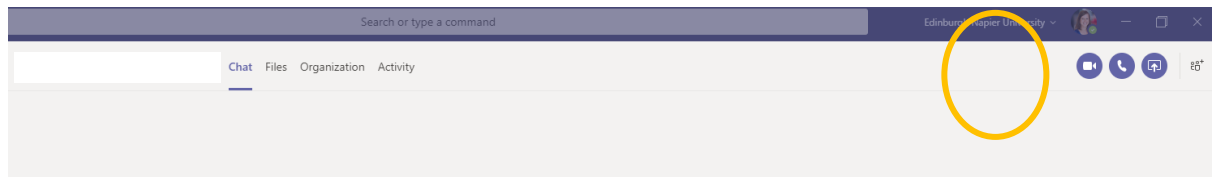
To start one-to-one chat, click Chat from the left-hand side column -> then New Chat button (positioned on the top of the MS Teams window) -> type the family name of the person you would like to contact.



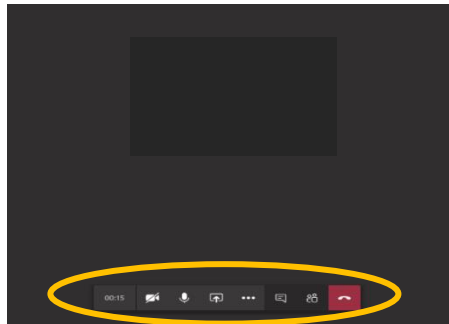
To start a group chat, it is exactly the same as starting a one-to-one chat. The one difference is that you have to select the down arrow in order to name your group. This will allow you to name the group. In the **To** field, please type the names of the people you'd like to add.



- Once you have created the chat, **you can call participants with or without video** by clicking on the relevant buttons as shown below:



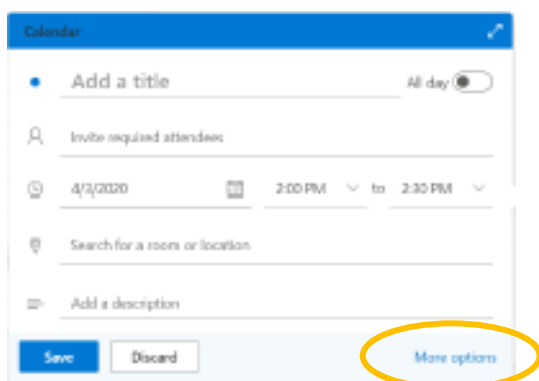
- Once you are on the call, you can access more functions by using the relevant buttons, shown below:



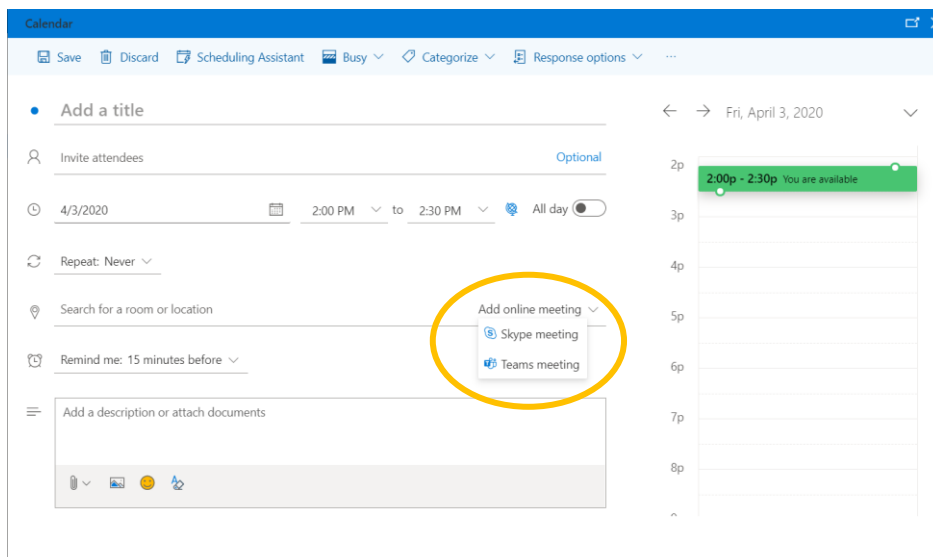
The **functions** shown here are (from left to right):

- o Video on/off
- o Mute/Unmute
- o Share content
- o More Options (such as audio/video settings)
- o Open Chat Window for Current Call (opens a chat pane on the right hand side of the window)
- o Show Participants (here you can also add more participants or invite others to join your call)

- To add an MS Teams invite in Outlook, create a **new a meeting invite** then choose '**More Options**':



Then choose **Add Online Meeting -> Teams Meeting**:



Further information and useful links can be found here:

- Videos providing a great overview of MS Teams: <https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- How to Invite people to virtual meeting via MS Teams: <https://support.office.com/en-gb/article/invite-people-to-teams-free-bf6ab877-9d55-493c-a3c2-08dab08b5083>