

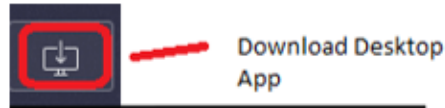


Accessing Microsoft Teams












For Website access go to:

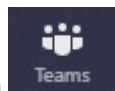
<https://office365.seattlecolleges.edu>

(Click on the Teams App). You can also download the desktop app from the webpage by clicking on the ellipses menu. In order to install the desktop app you will need local administrator privileges to your local computer. The Desktop App will include all the features. Different web browsers will include different features using the Web App. Google Chrome includes videoconferencing.



The Microsoft Teams Interface: Side Navigation Bar Icons

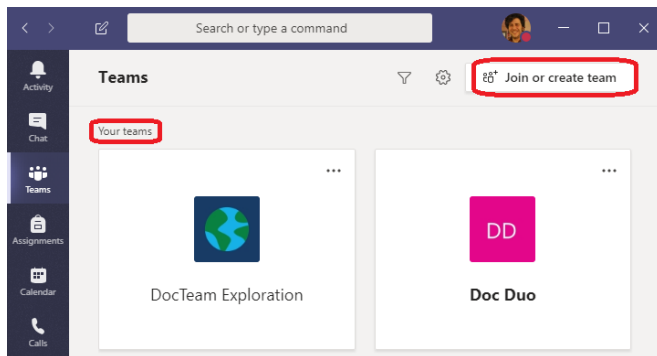
-  **FORWARD & BACK** -- buttons to scroll through the teams screens.
-  **ACTIVITY** -- Shows activity feed and history of past actions.
-  **CHAT** -- Multimedia messaging interface that supports videoconferencing, desktop, and files.
-  **TEAMS** -- Organize groups of contacts into Teams. Teams are subdivided into Channels, through which users can post conversation threads. Includes the same functions as in "Chat"
-  **ASSIGNMENTS** -- Interface for online classes through which teachers can assign tasks for students.
-  **CALENDAR** -- Set up meetings between contacts, connecting with your Microsoft Outlook Calendars.
-  **CALLS** -- Set up speed dial phone numbers with contacts and organize contacts into groups. Manage voice mail with calls.
-  **FILES** -- Manage file sharing.
-  **Ellipses button** -- Add other Office 365 apps to the Teams interface.
-  **APPS** -- More information about Apps that are available through Teams.
-  **HELP** -- Get help with using Teams including Topics and Training.



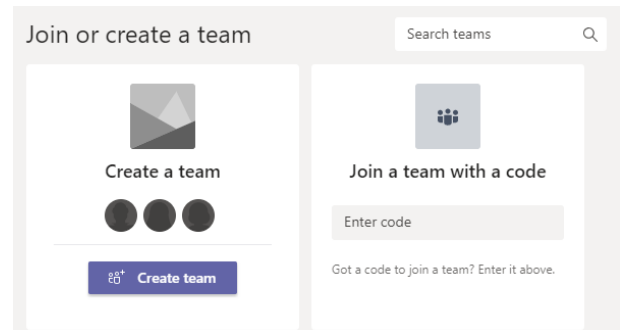
For the following quick start instructions, select the "Teams" icon from the side navigation bar, to get you up and running with the most common set of tools. Once you get the hang of the "Teams" features, the other features will feel more intuitive, such that you can explore those on your own.

View, Join, or Create a Team

The initial “Teams” screen shows a list of the Teams you are joined to. If you want to join or create a team select the button on the top right corner.



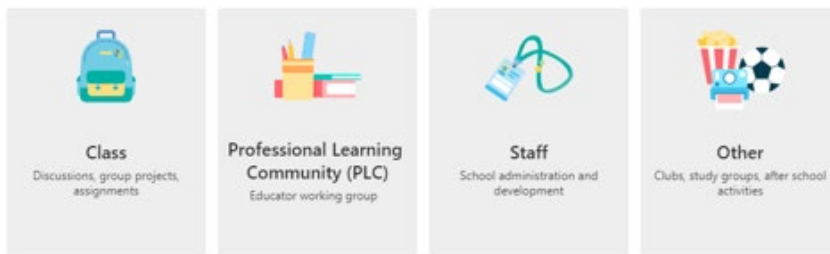
You have the option to “Create a team” (or “Join a team with a code” if someone sends an invitation to you).



Next select which Teams template to create.

“Class” is designed for students. “Professional Learning Community” is designed for Faculty. “Staff” is for college staff. “Other” allows you to customize any set of tools you desire. We’ll select “Staff” for this example.

Select a team type



Then provide a Team **Name**, and an optional **Description**, and then click “Next”.

In the following window, **add users** to your Teams instance.

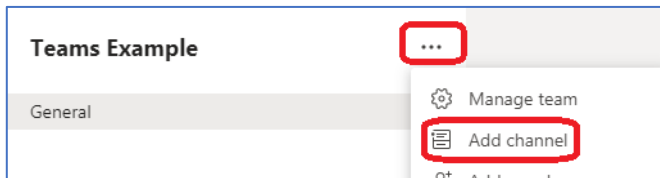
Add people to "Teams Example"

Start typing a name, distribution list, or mail enabled security group to add to your team.

You can select one of 2 types of users: a “Member” can add and edit items on the Teams instance. An “Owner” can do what a “Member” can do as well as create user accounts that can access the Teams instance. You can later add users with “Visitor” permission which is the equivalent of “Read Only” permissions.

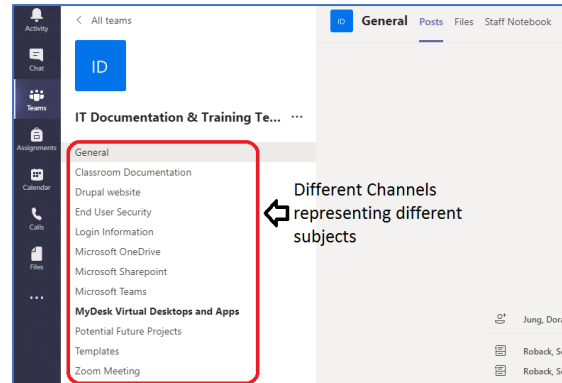
Create Channels in a Team

After setting up a Teams instance through adding users, then go into the “Teams” sidebar menu item. From here you can divide your Teams instance into separate Channels. Creating multiple channels allows you to



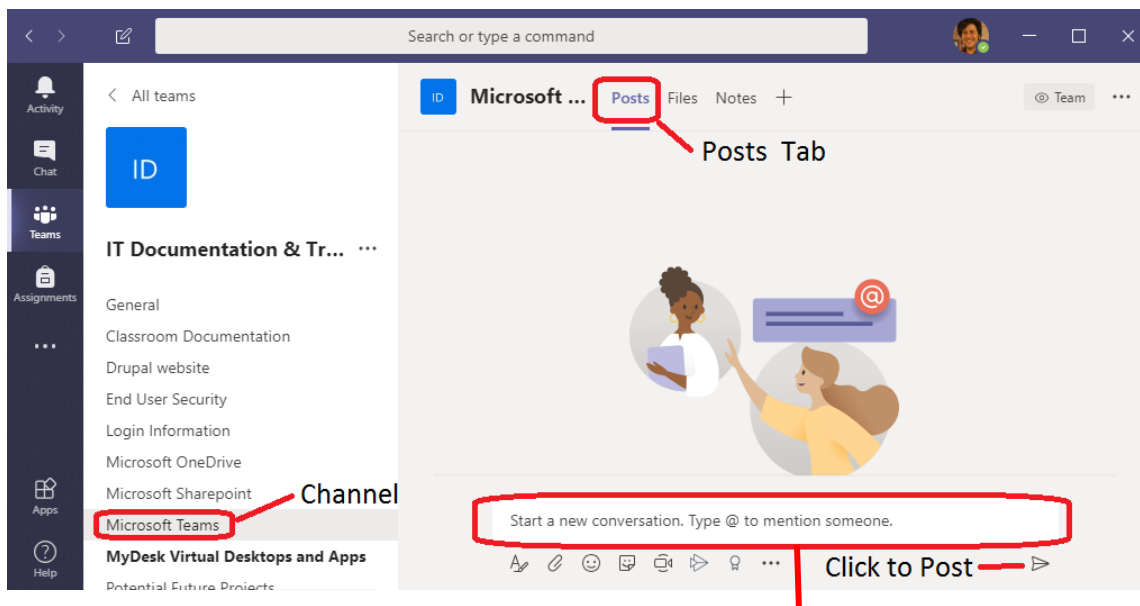
divide the Teams instance into separate subjects, that your Team can coalesce around. By default a “General” channel is added to your Teams instance. To create “Channels”, click on the ellipses “...” to the right of the Teams title & select **Add Channel**.

Each Channel will allow you to give it a name and description. The image (right) is an example channel list created in the IT Documentation & Training Teams Instance. The channel list comprises subjects covered by the Team which can be helpful for specific focus communications and team members collaboration. Open the Channel by clicking its name.

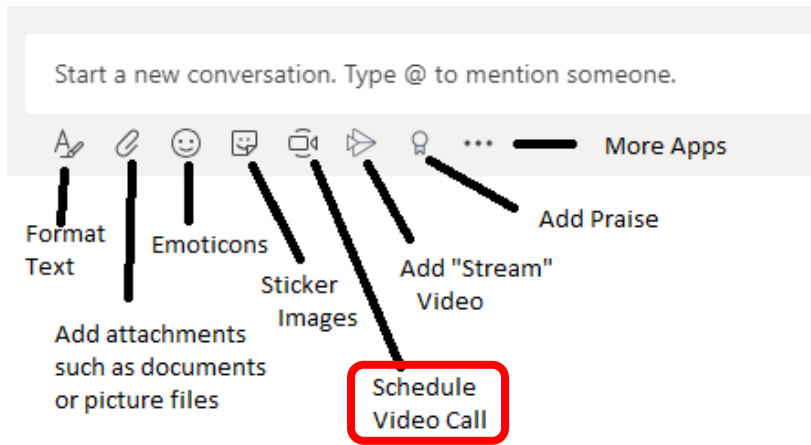


Post and Reply to a Conversation in a Channel

Each Channel to the side has a set of tabs towards the top of the window. The first tab is “Posts” making Teams into a social media platform for communication, with team conversation posts and reply threads.



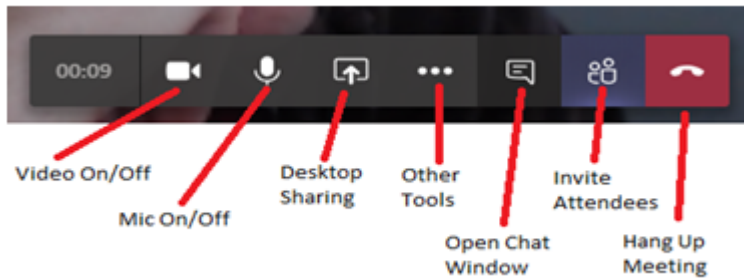
You can add others from the MySeattleColleges user group to a conversation by typing their name preceded by the “@” symbol, in the conversation box.



CONVERSATION TOOLBAR

A few formatting tools can be found beneath the conversation box, such as Format Text, Attachments and Emoticons.

You can also Schedule Video or Audio only calls by clicking the video icon.

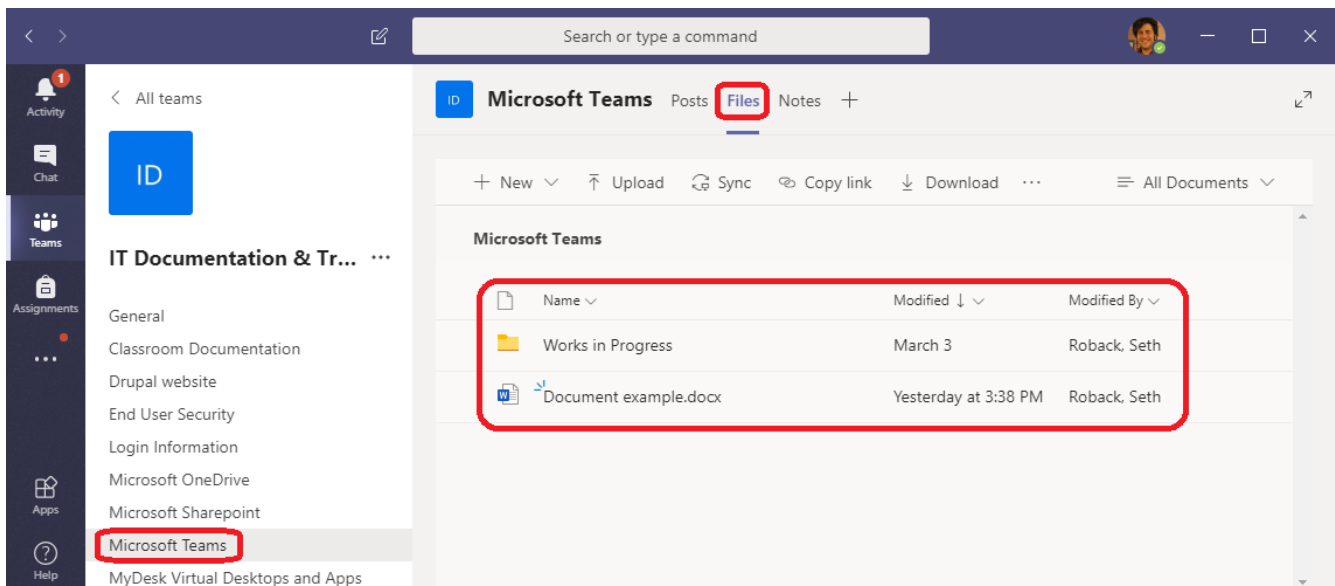


VIDEO CALL TOOLS

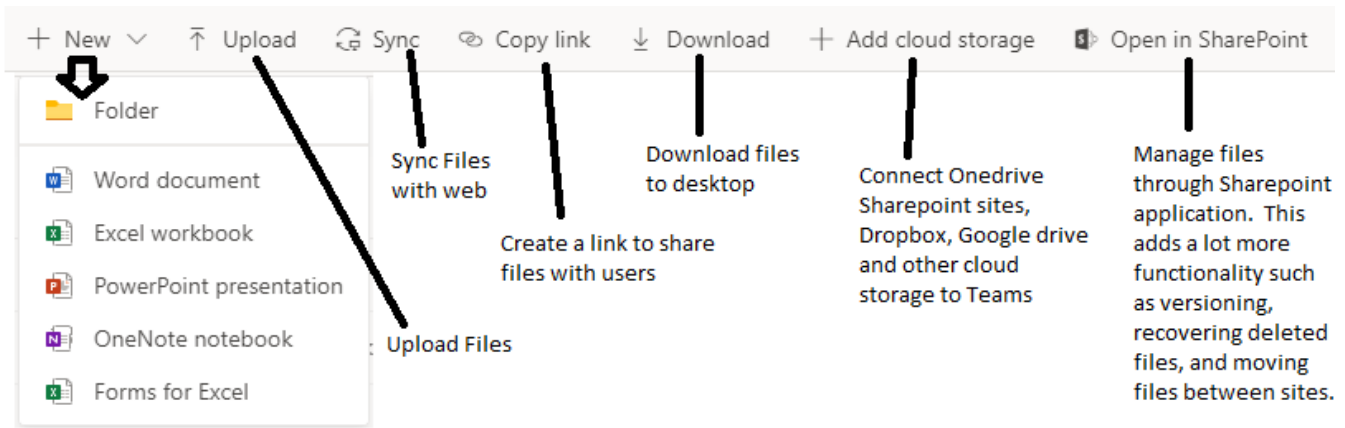
located top right of the screen include Video On or Off, Mic On or or Off, Desktop Sharing, Chat, Invite Attendees and Hang Up. Click the ellipses icon for more tools.

Share Files in a Channel

If you click on the “Files” tab (at the top of the screen) within a Channel, you can create or upload files to share with members of your team.



With “Files” selected, the files options become available. Clicking “New” allows you to create a Folder or MS Office docs. You will also be able to Upload, Sync, Copy Link, Download and Share files. Click the ellipses icon for more options.



Tutorials for learning Teams

Now that you have “gotten your feet wet” with this quick start tutorial, you can learn more from the Microsoft tutorials - <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Online searches will also result in additional instructions and videos for learning more about Teams.

