

Getting Started with Microsoft Teams

Student Guide

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1 Get set up

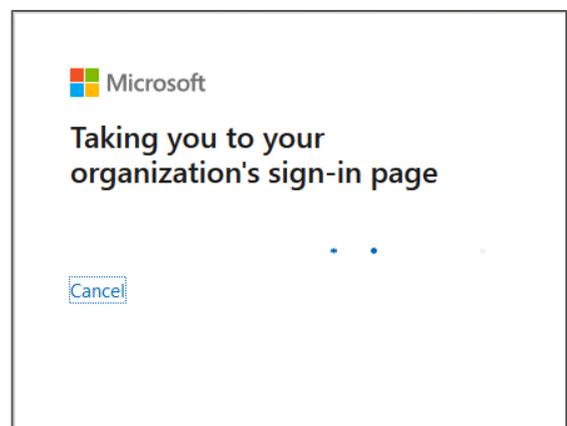
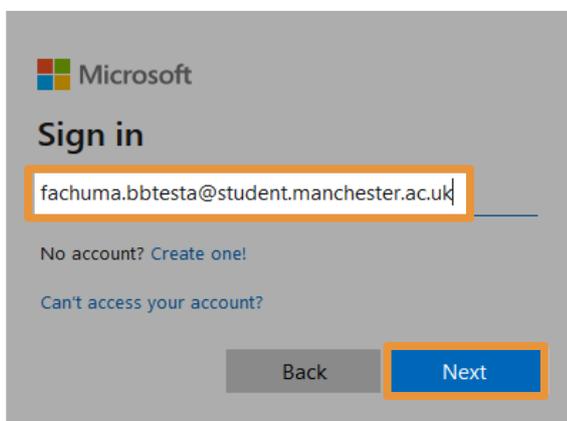
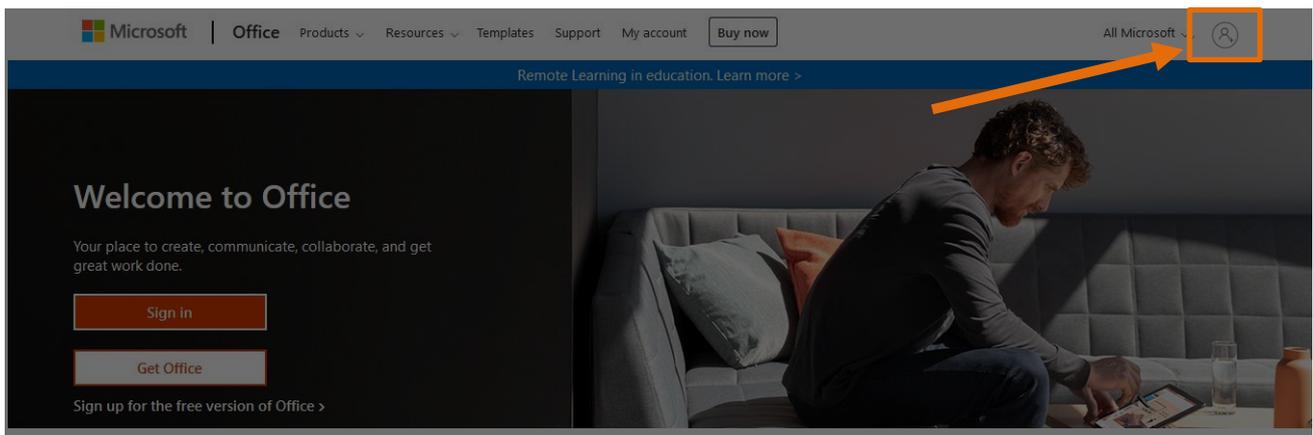
1.1 Installing the Teams Desktop

! Note

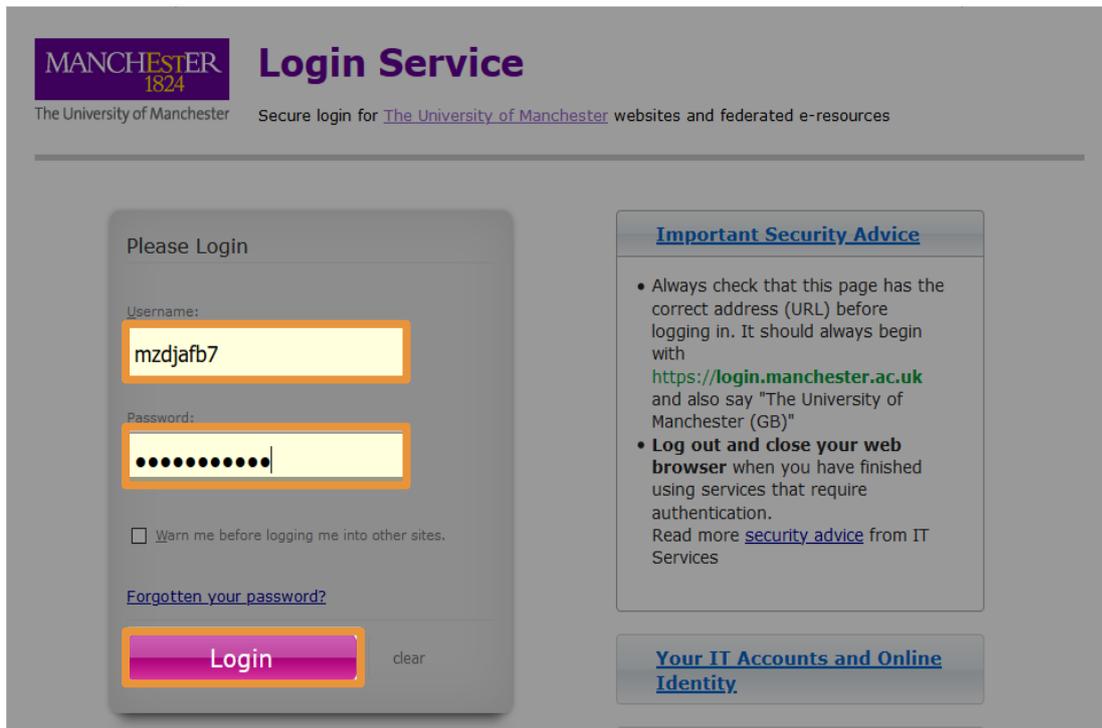
Please check first the following requirements as appropriate:

- [Hardware requirements](#) on desktop.
- [Hardware requirements](#) on mobile devices.
- [Supported browsers](#).

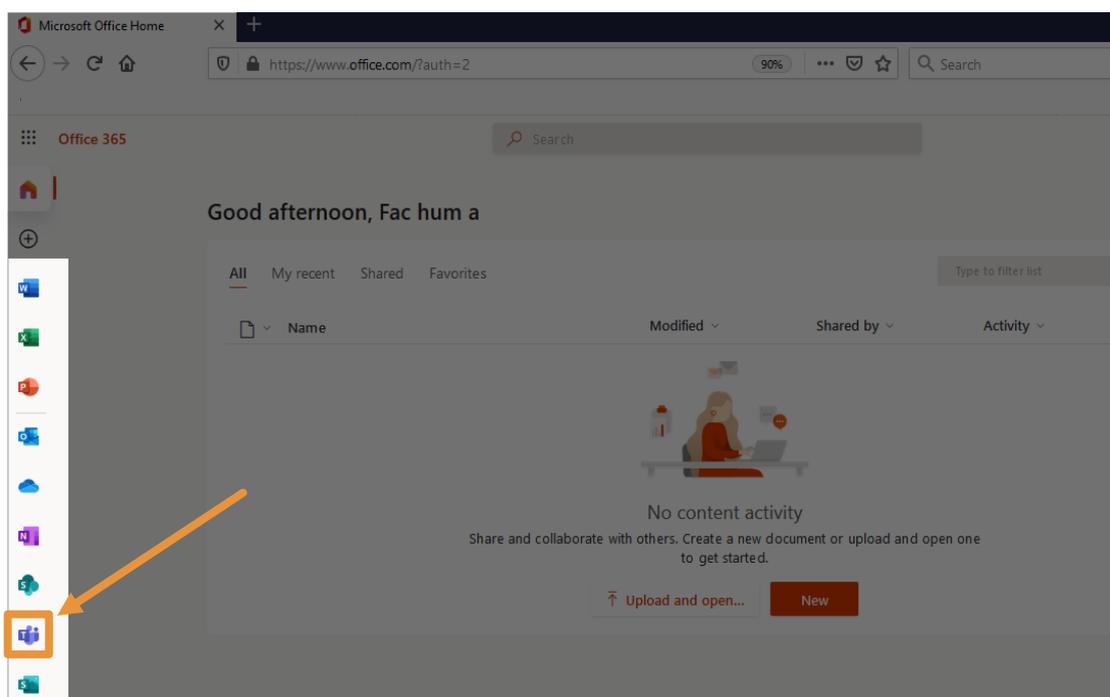
1. Go to office.com.
2. Select the rounded icon in the top right (pictured below) to open the log in screen.



- Please enter your university credentials (what you use to log into Blackboard) into the log in screen that appears (pictured below).

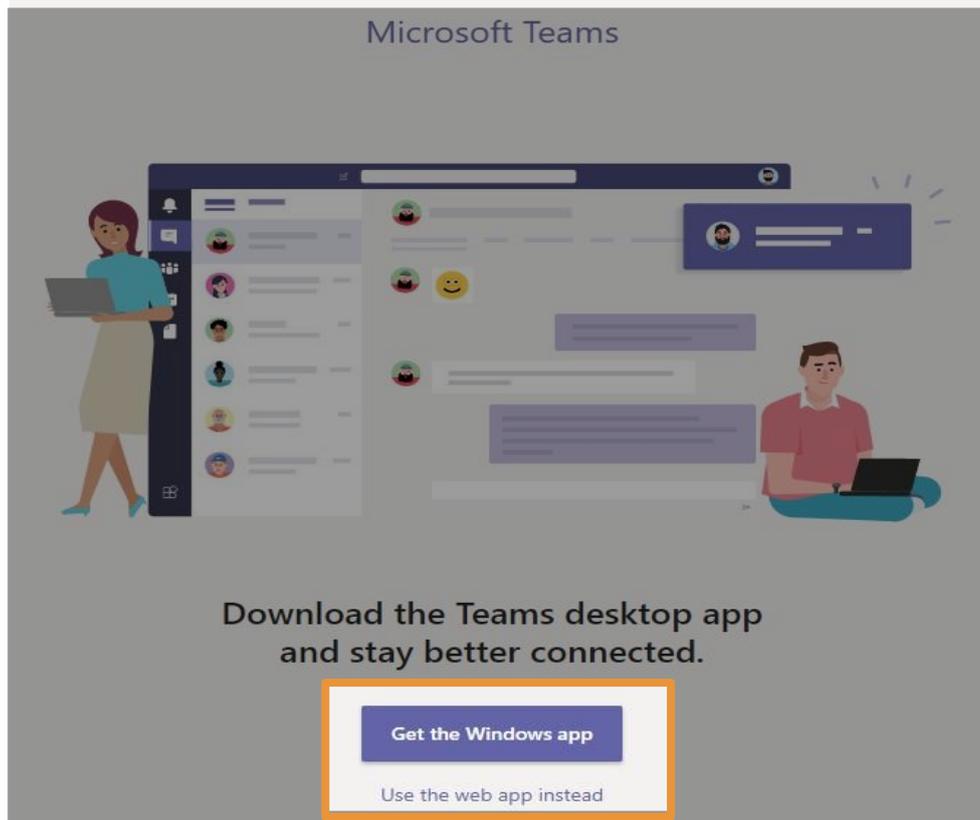


- After logging in, you will see a range of Office applications appear on the left hand side of the screen (pictured below). Select the **Teams** logo to open the web app.

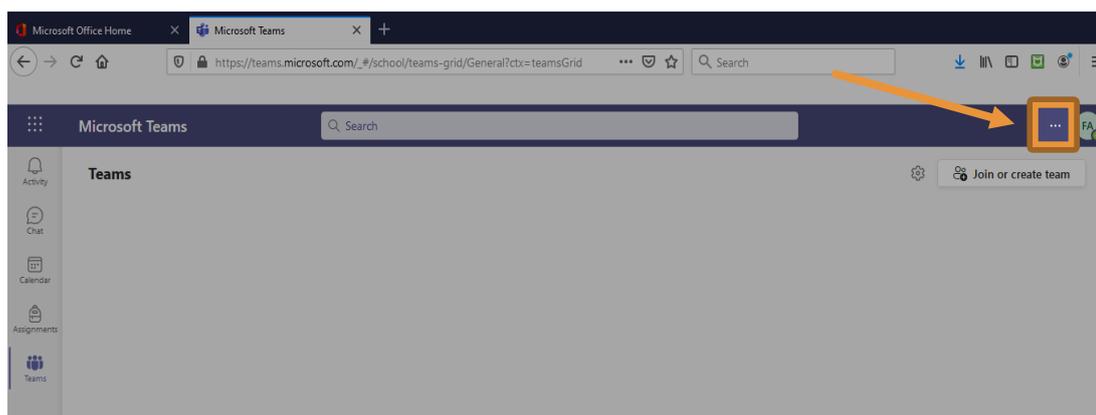


5. You will then be prompted by a window to choose between **Get the Windows/Mac app** (downloading the desktop app) or **Use the web app** (use Teams in a web browser).

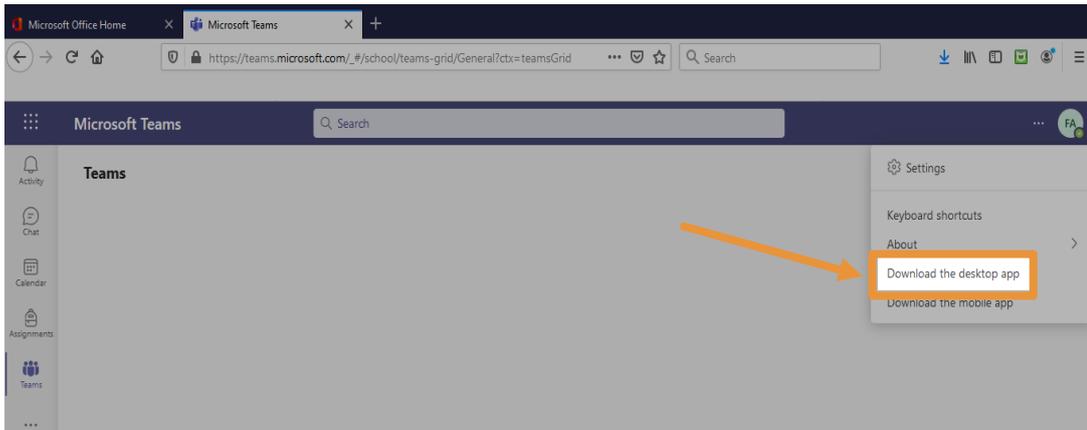
We would recommend you select **Get the Windows/Mac app**. This will save the hassle of logging in and out constantly (pictured below).



- a. To get the desktop app later, once inside the web app, select the **ellipses** on the top-right to the left of your initials (pictured below).



- b. From the dropdown menu that appears, select **Download the desktop app** (pictured below).

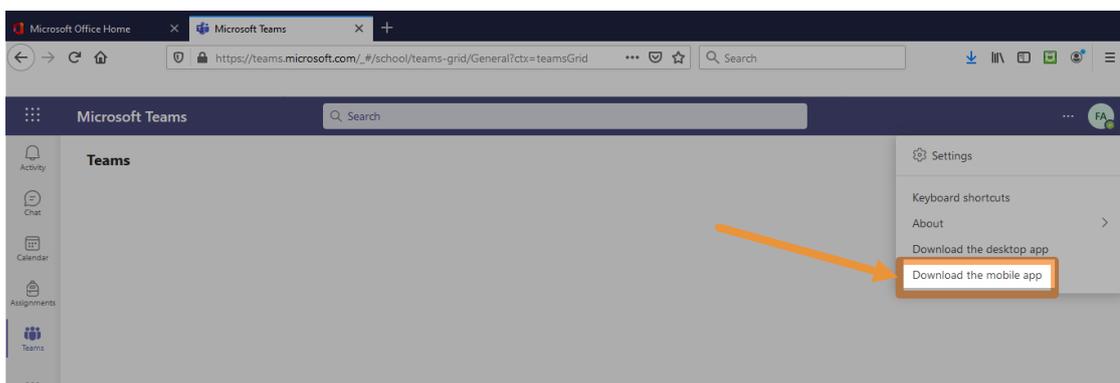


6. After this, an installer will be downloaded. Open this installer and follow the procedure to download the app.
7. After installing, the app may ask you to log in again. Enter your university credentials again like you did on office.com.

1.2 Installing the Teams Mobile App

We also highly recommend getting the Teams app for mobile devices. This will allow you to access any material placed there by your units on the go.

1. Once inside Teams, select the ellipses on the top-right (to the left of your initials).
2. A dropdown menu will appear. From here, select **Download the mobile app** (pictured below).



3. A prompt will then appear asking for your email address. Enter your email address here. After this, a download link for the mobile app will then be sent to this email address.
4. Once you receive the download link in your email, click onto it and follow through the download process.
5. Once downloaded, you will be asked to sign in again. Please enter your university credentials here.

2 Joining a Team

Your courses which are using Teams should have shared either **links** or **codes** for you to join their Teams.

! Note

You may have already enrolled by IT Services on Team space for your course as instructed by the Course Leader. If this is the case then your Team space will be visible to you without the need to follow the steps below.

2.1 Joining by code

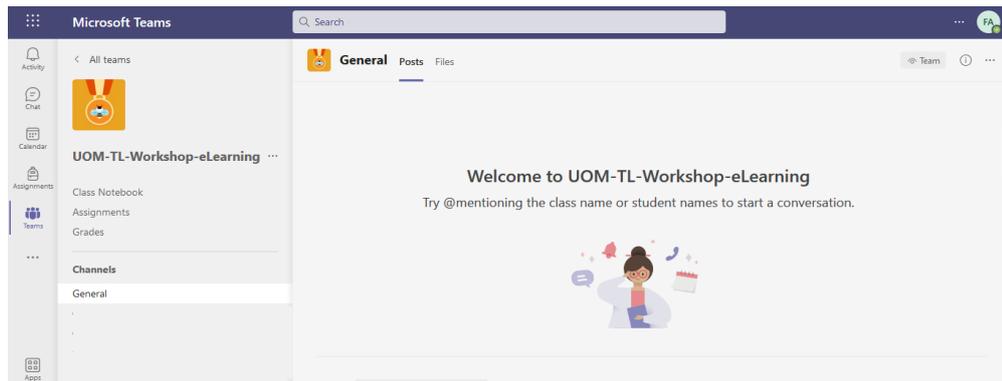
1. Select the **Join or create a team** box (pictured below).



2. Then enter the code in the **Enter code** box and select **Join team** (pictured below).



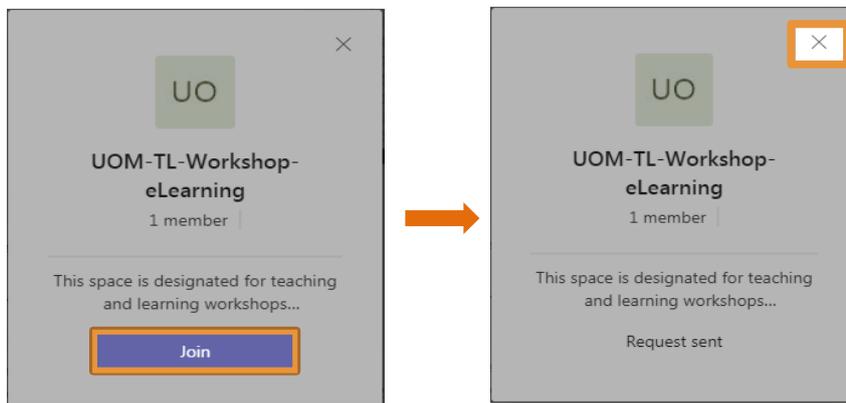
And you will immediately access the Team (similar page pictured below).



2.2 Joining by link

The Course Leader will send you the Team link (e.g. by email/Blackboard announcement, etc.).

1. If you have already installed Teams desktop app and you are logged in Teams you will get the prompts (pictured below). Select **Join** and **close** the window.

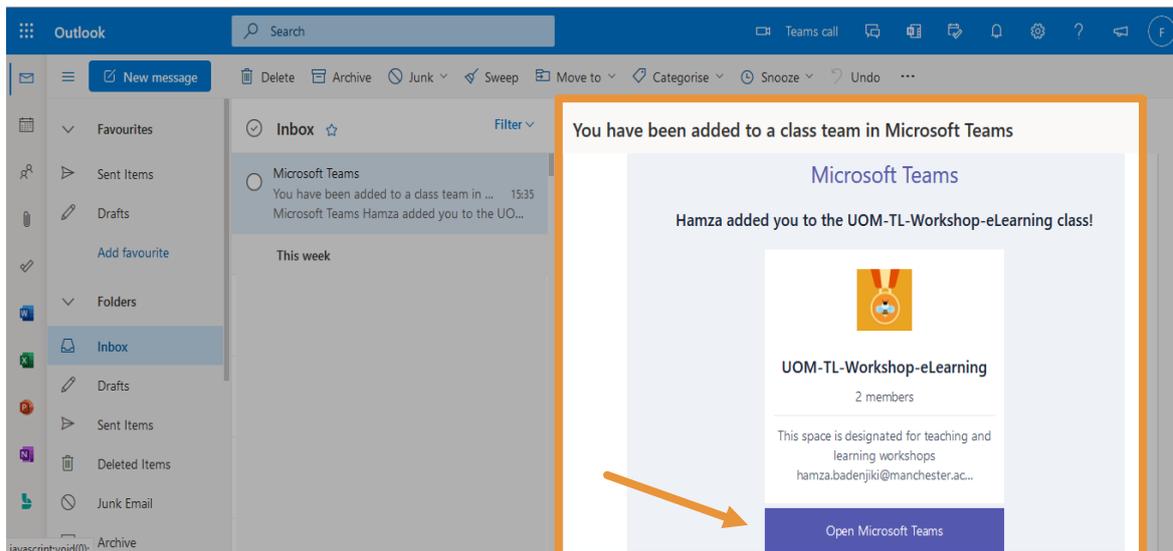


2. If you have not installed Teams desktop app, go to a web browser (e.g. Google Chrome, Microsoft Edge or Mozilla Firefox) and paste the invite link. It may ask you to enter University credentials and then follow the prompts above.

As soon as your Course Leader accept the request you will access the Team space.

2.3 Joining by an invite

If your course leader have already invited (added) you to a Team space. You will receive a notification email in your Outlook inbox (pictured below). Select **Open Microsoft Teams** and follow any further prompts.



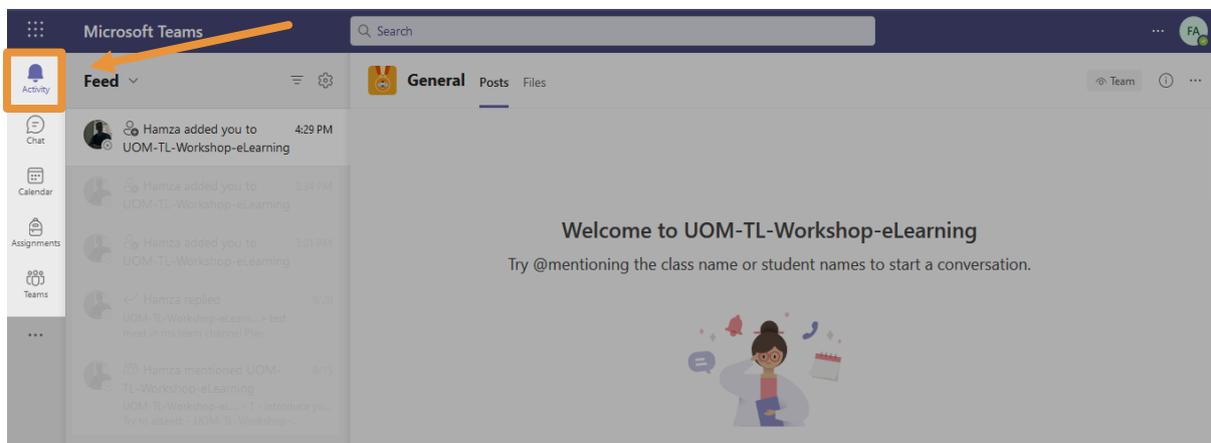
If you cannot access the Teams space please contact the Course Leader.

3 Inside Teams

3.1 Navigating the Activity area

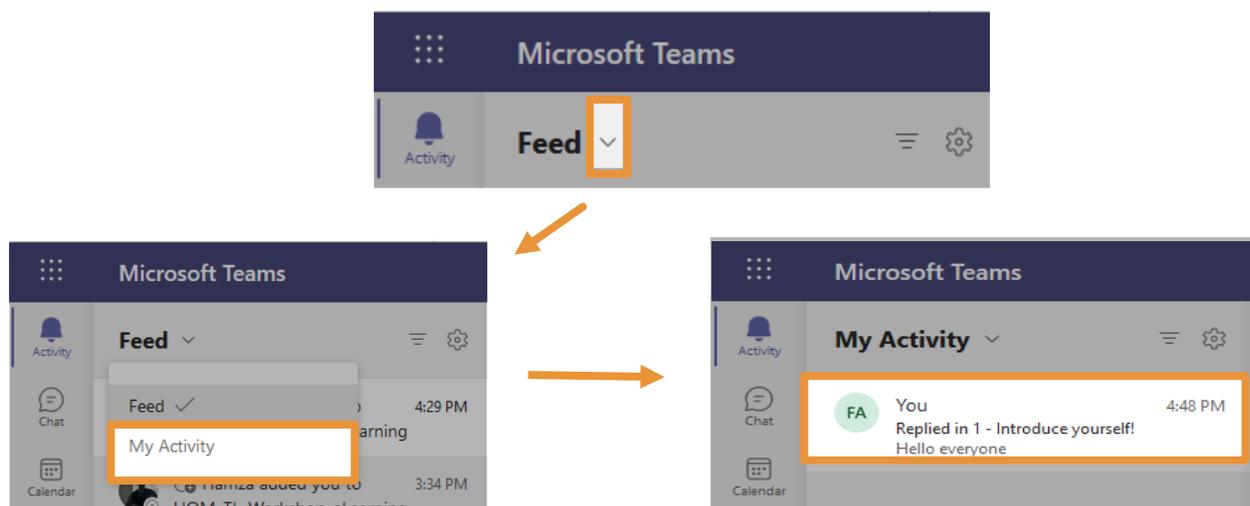
When you select the **Activity** area (pictured below), you will see the activity feed. This feed displays all activity (yours and others) across the teams, channels, chats, and apps you have access to.

For example, new posts in a channel create notifications that appear in the activity feed.

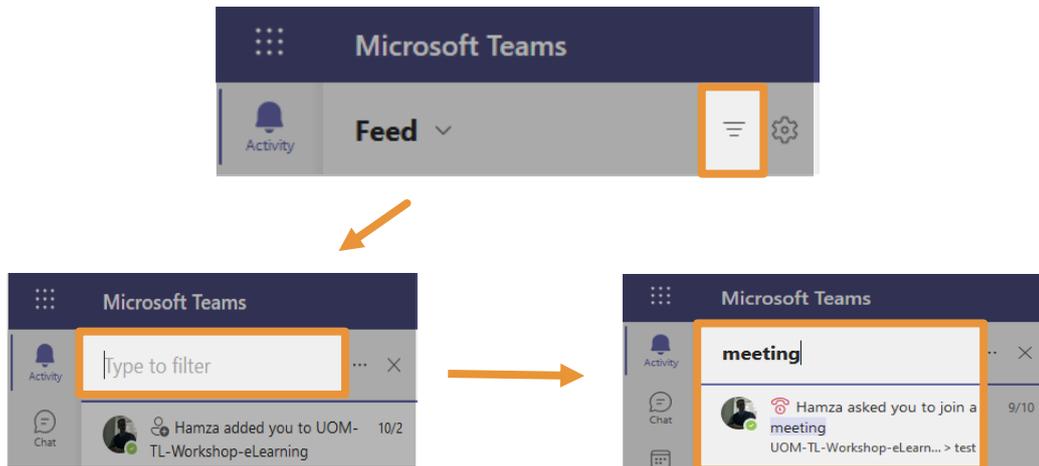


There are a number of options in the header for the **Feed** (pictured below) to customise the feed.

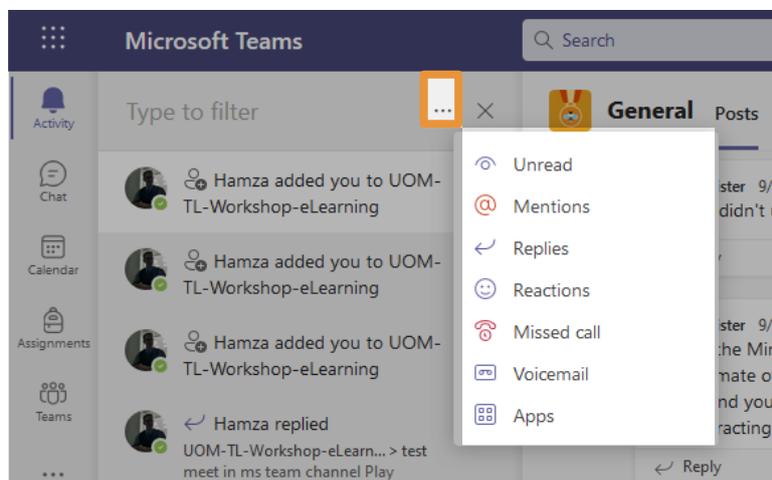
1. Select the dropdown arrow (to the right of the **Feed** title, pictured below) will give you the option to see **My Activity** (a feed of your own activity in Teams).



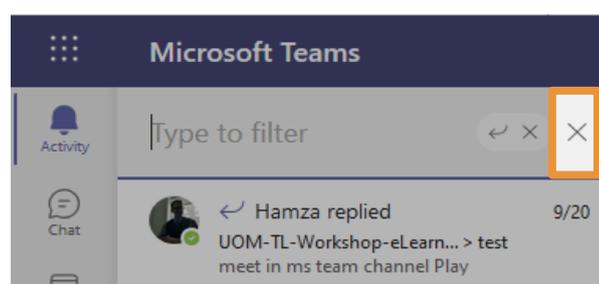
- a. To revert back to the original feed, select the dropdown arrow again and select **Feed**.
2. Select the **Filter** icon (pictured first below) will allow you to filter your feed by:
 - a. A key word (pictured second below).



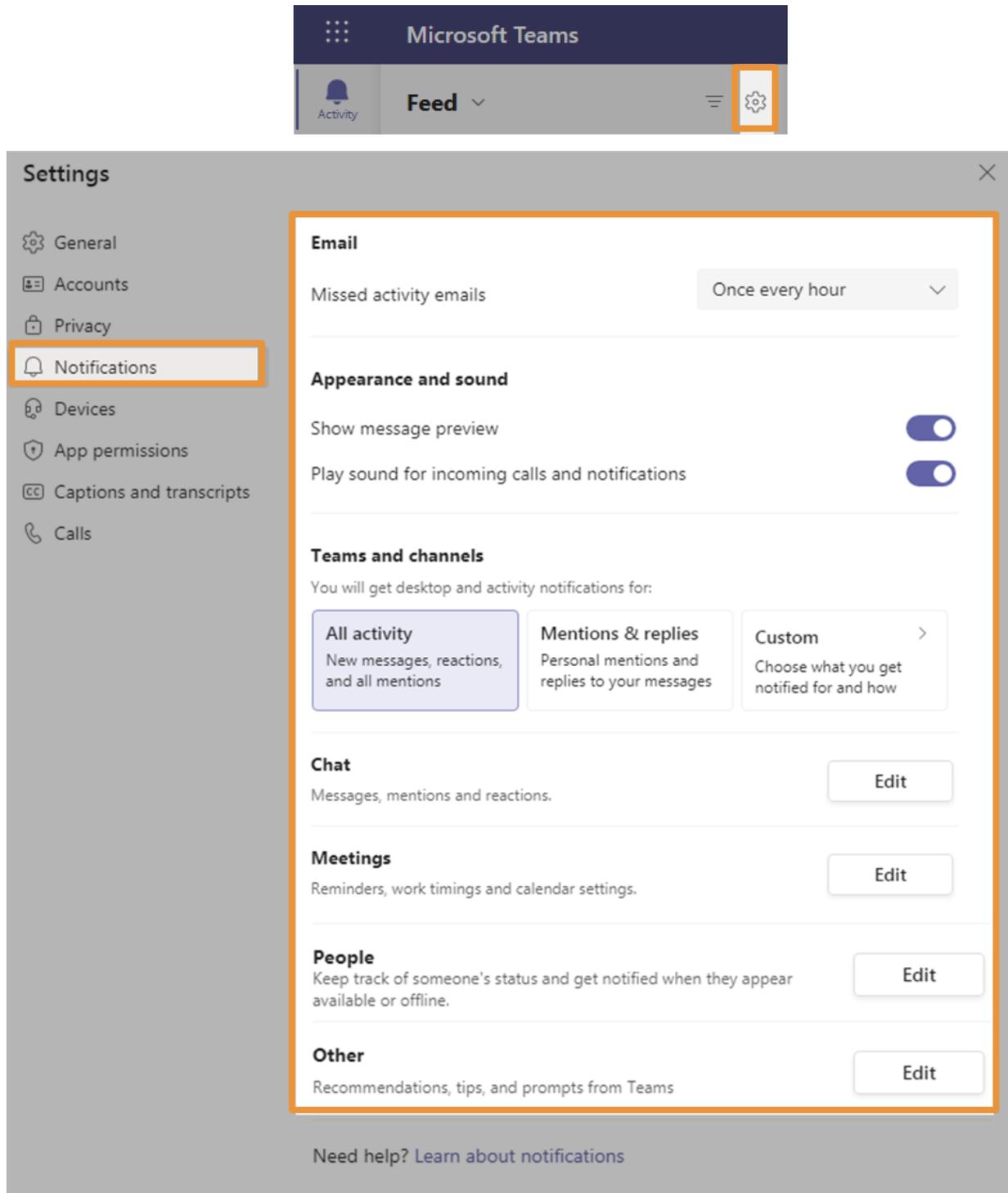
- b. Or by a number of categories (pictured below). Select the three ellipses to open categories.



3. To clear a filter, select the **X** icon (example pictured below) in the search bar at the top.



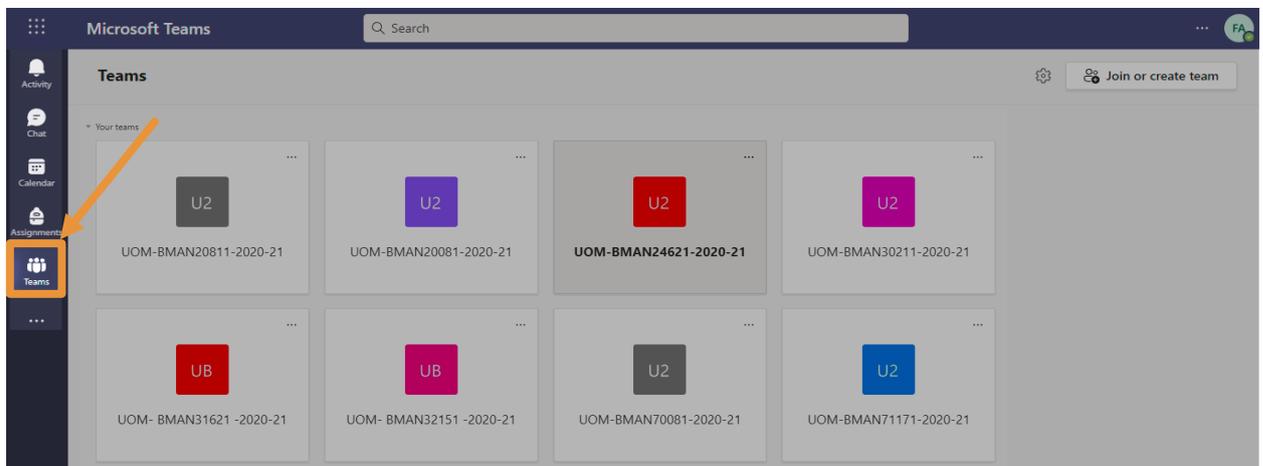
4. Select the **Settings** icon to open the settings window. Here you can customise your notifications should you feel obliged (pictured below).



(See the guidance on [how to manage notifications in Teams](#))

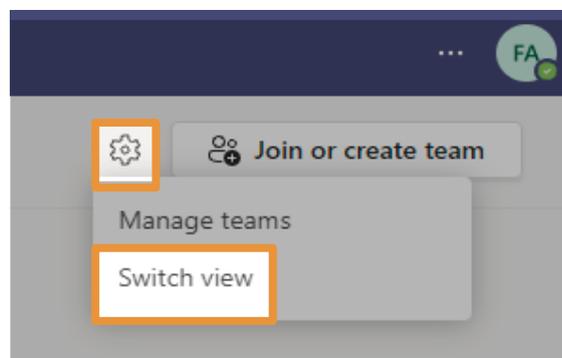
3.2 Navigating the Teams area

In the Teams area (pictured below), you will see the default Grid View of all the Teams you are a part of.

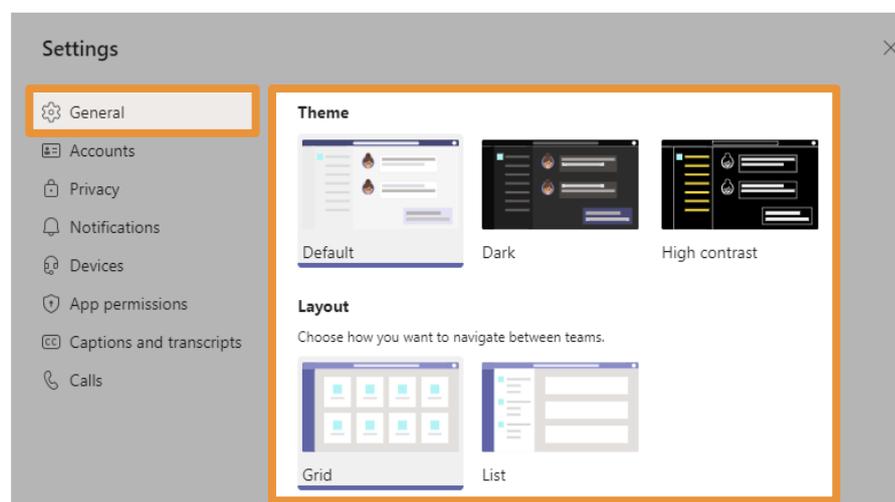


3.2.1 Customising Teams View

1. Select the Settings icon (pictured below).
2. Select **Switch view** from the menu that appears.

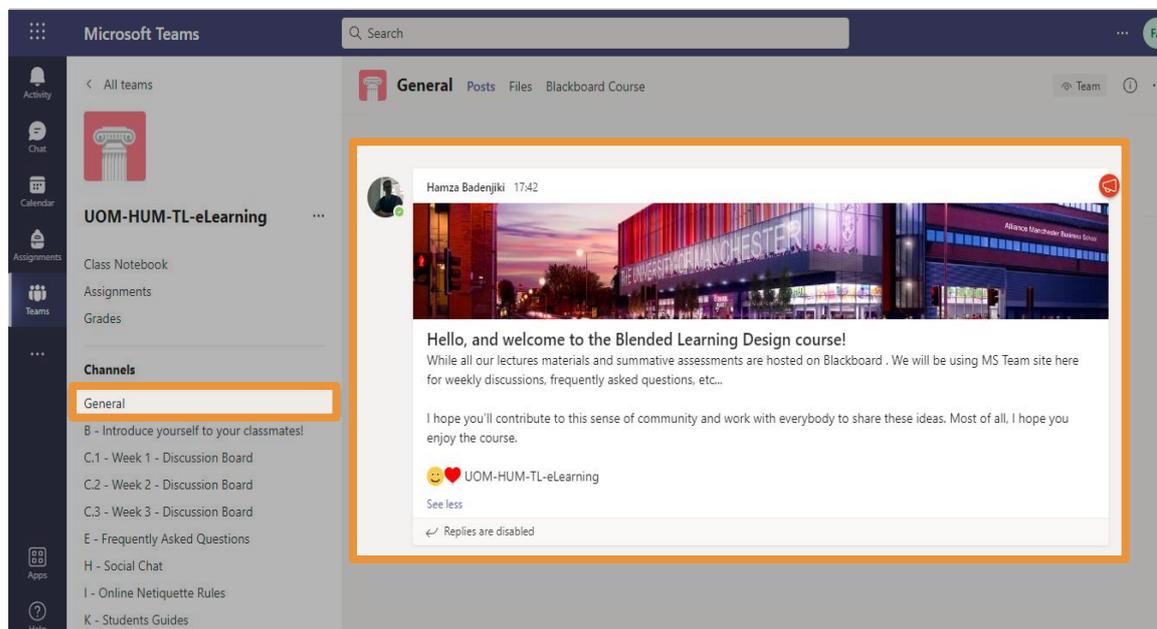


3. Choose the appropriate **Theme** and **Layout** for you (pictured below).



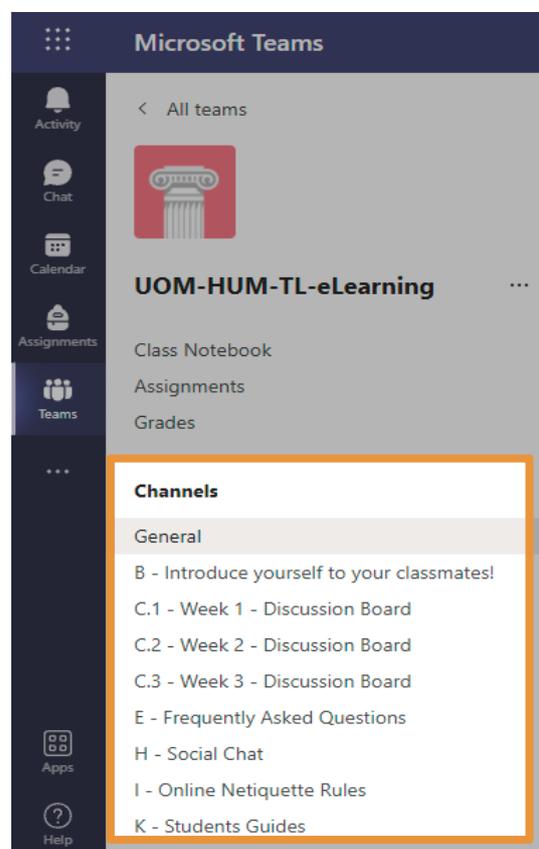
3.2.2 Explaining Teams terminology

Once inside one of your teams, you will usually land on a **General** channel (pictured below).

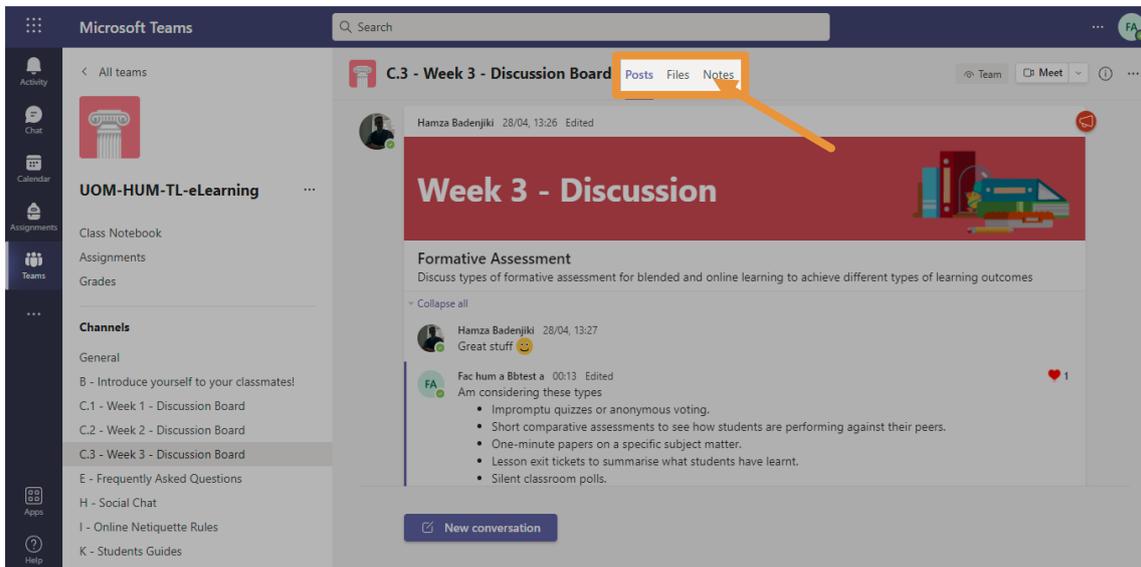


A **channel** is simply a subfolder within a specific team, dedicated to a specific topic/group/discussion. This helps organise communication and resources among the team members.

Most teams will name these channels accordingly/signpost where certain topics will be discussed (example pictured on the right).



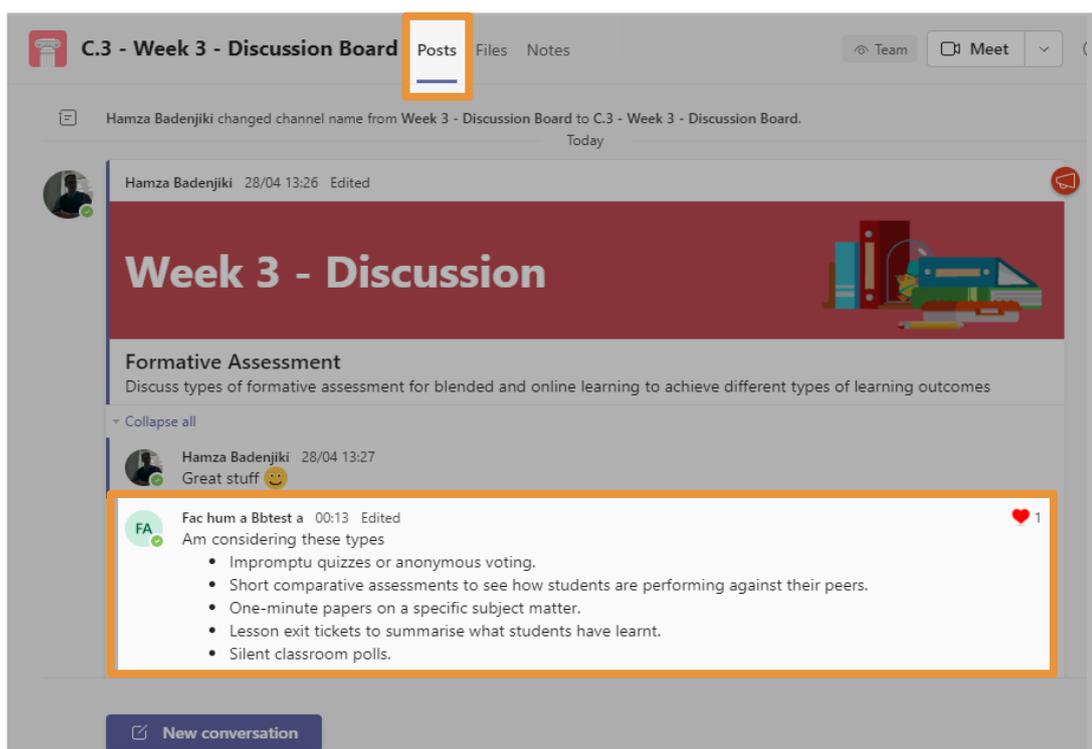
Along the top, you will see different **tabs** for the channel you are currently in (pictured below).



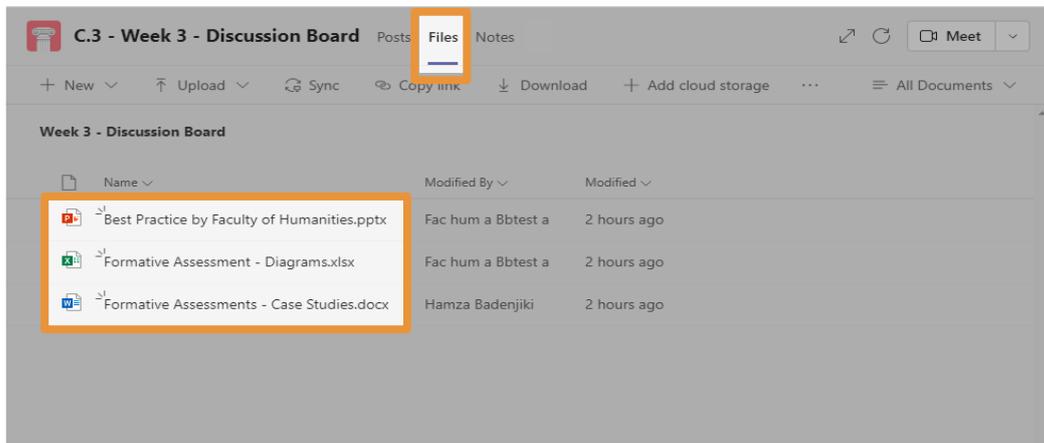
A **Tab** provides a link to a service/content within a channel. Essentially, they can help organise a channel by providing a space for specific content to be managed.

The two basic tabs include:

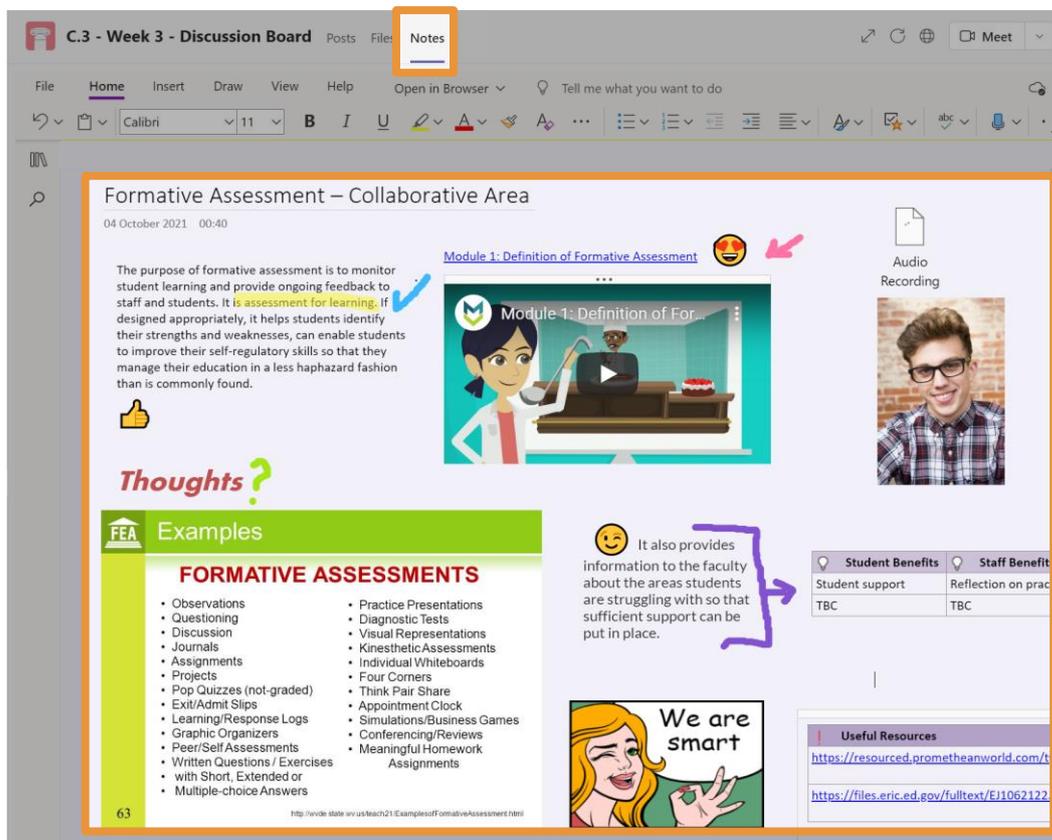
1. **Posts** is where most of the communication will take place in the channel (pictured below).



2. **Files** is a repository for any files that have been shared in the Posts tab (pictured below). However, files can be uploaded directly there too.



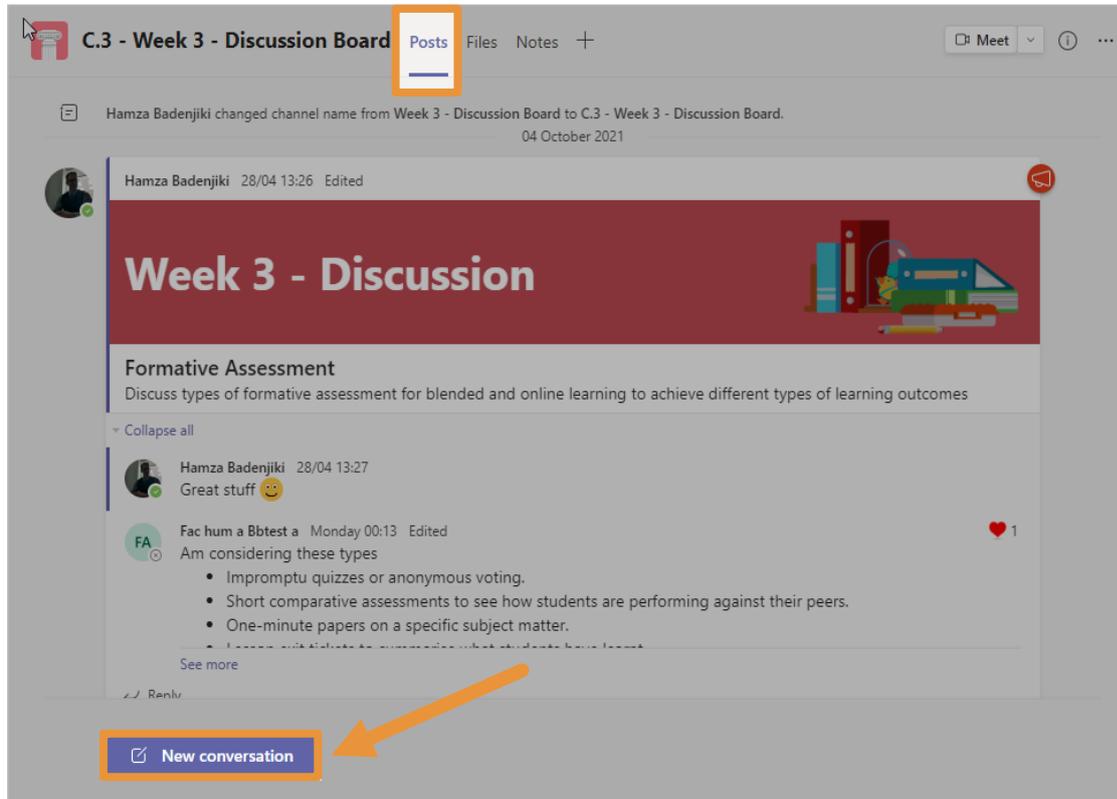
3. **Notes** is a collaborative area where further resources/notes/thoughts can be shared using various multimedia files (pictured below).



There may be other tabs in the channels you can see. The organisers of the Team can explain these to you.

3.2.3 Posting to a channel

At the bottom of the Posts tab, select the box which says **New conversation** (pictured below).



Once you click this, you will see this interface appear (see below) to create a new post in the channel (pictured below).



You can begin composing messages straight away by simply typing your message in the box. However, it is important to note some features of this interface before making your first message.

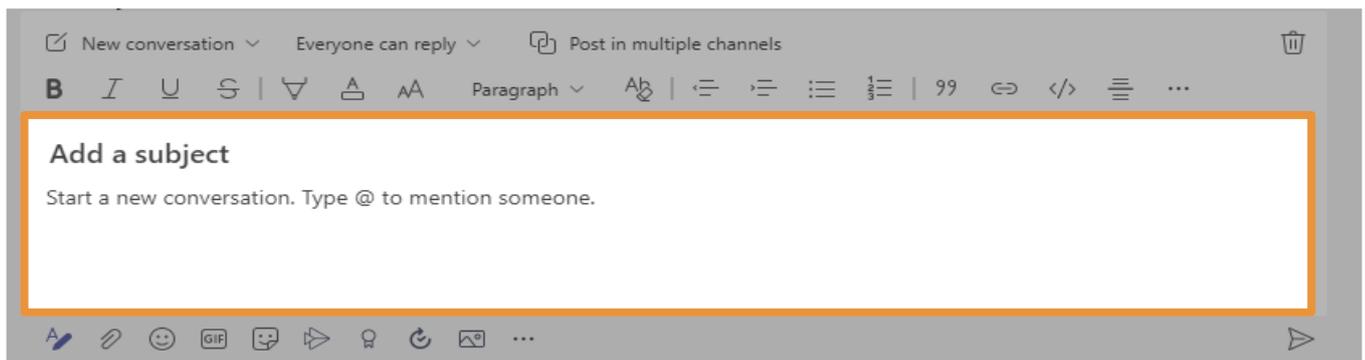
Below will highlight key aspects of the interface:

1. Using the Enter key will send your message.

So if you are composing a message with paragraphs, select the **Format icon** (pictured below) before composing your message:



a. Once clicking the **Format icon**, the interface will expand and display multiple formatting options (pictured below). Composing your message will then act in a similar way to how you would compose a normal email.



2. Using the @ symbol on your keyboard when typing your message will allow you to call the attention of a specific team member or a channel in the Team.

This is similar to tagging someone in a social media post.

- a. After typing @, you will see a pop up menu of suggestions for who to call attention to. Once you begin typing the name of the person/channel, they should appear in the menu for you to choose.
- b. If someone uses the @ symbol for you, you will see a notification appear in your **Activity** area.

3. The **paper clip icon** (pictured below) allows you to attach files (e.g., pictures) in very much the same way as an email.



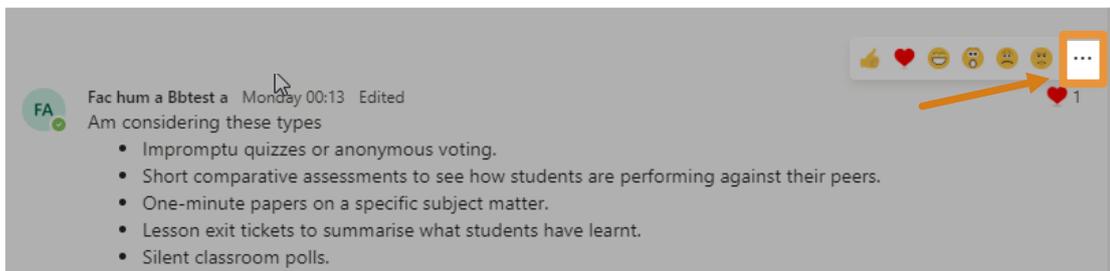
4. The **smiley face icon** (pictured below) allows you to add emojis to your messages should you feel obliged to do so.



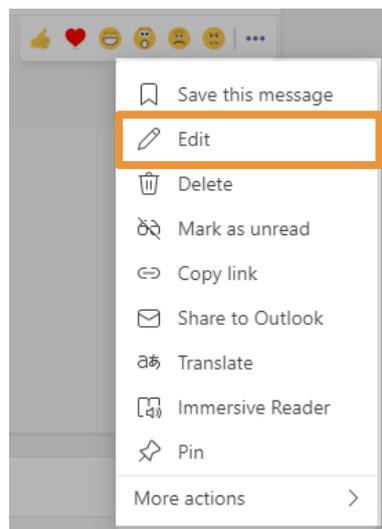
3.2.4 Editing Posts

Posts can be edited later if needed:

1. Hover over your post and you will see an ellipses appear on the top right of it.
2. Select the **ellipses** and you will then open a menu (pictured below).



3. Select **Edit** from that menu. Your post will then reappear in the original message composing interface for changes to be made (pictured below).



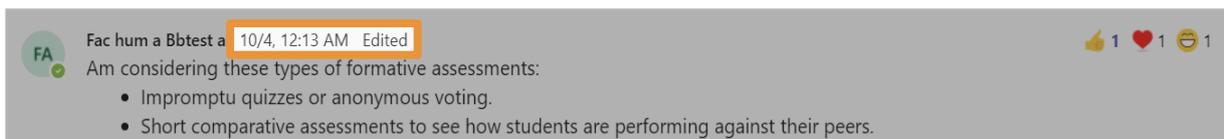
4. Once you are done, select the tick icon in the bottom right of the interface (pictured below).



Select the cross icon if you want to discard your new changes (pictured below)



a. After submitting your changes, your post will have some text which says "Edited" along the top (pictured below for reference). This is to indicate to others that it has been altered since its original posting (pictured below).

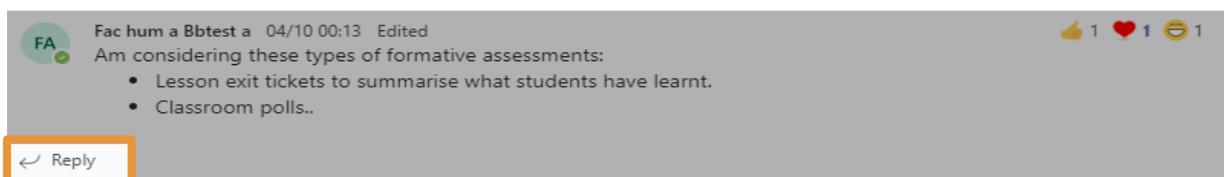


3.2.5 Replying in a channel

Another key aspect of the Posts tab is the ability to reply to posted messages to create threads. Whenever there is a new reply, the thread will appear as the most recent post.

Replying to posts is encouraged as it prevents duplicates and makes the Posts tab less cluttered.

To do this, select **Reply** at the very bottom of a post (pictured below). The interface for replying is the same as with creating a new post.



3.3 Navigating Chat area

Chat area of Microsoft Teams should be treated as a place for casual conversation and private messages. Chat could be used as an alternative to other informal communication tools (e.g. WhatsApp) with an advantage to protect your privacy. You could install Teams mobile app on your phone and converse with your classmates/colleagues without the need to share your personal phone number. (Download Teams mobile app from the [iOS App Store](#) or [Google Play Store](#).)

! Note

Chat could also be used for an ad-hoc one-to-one or group meetings. For course work, lecturers may have already created a team space where they would like students to post questions and answers and having meetings in designated channels' areas and participate in further learning activities.

In chat, you can have text conversations, start video and audio meetings and share your screen with students and teachers.

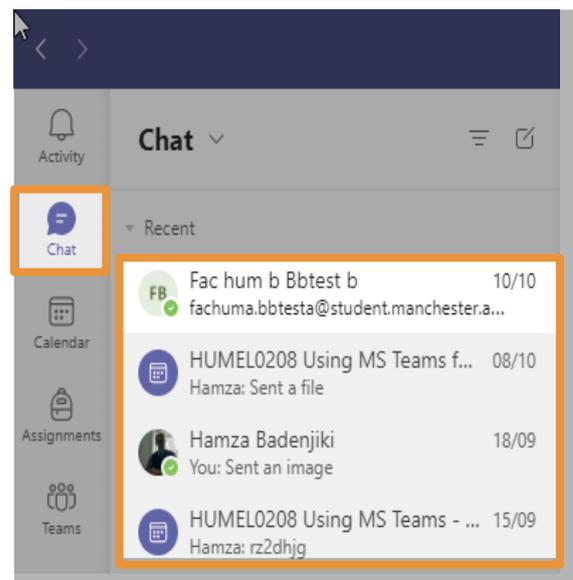
The key aspects of the Chat area are explained below:

3.3.1 Chat List

On the left hand side of the screen, you will see a chat list. This is where your chat conversations with others appear. Most frequently used ones will appear at the top of this list by default (pictured on the right).

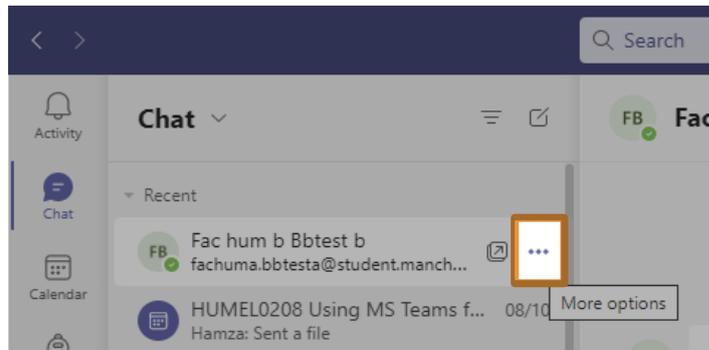
Chats can be pinned to the top of the list for easy access if necessary.

Likewise, ones you don't want to see can be hidden.

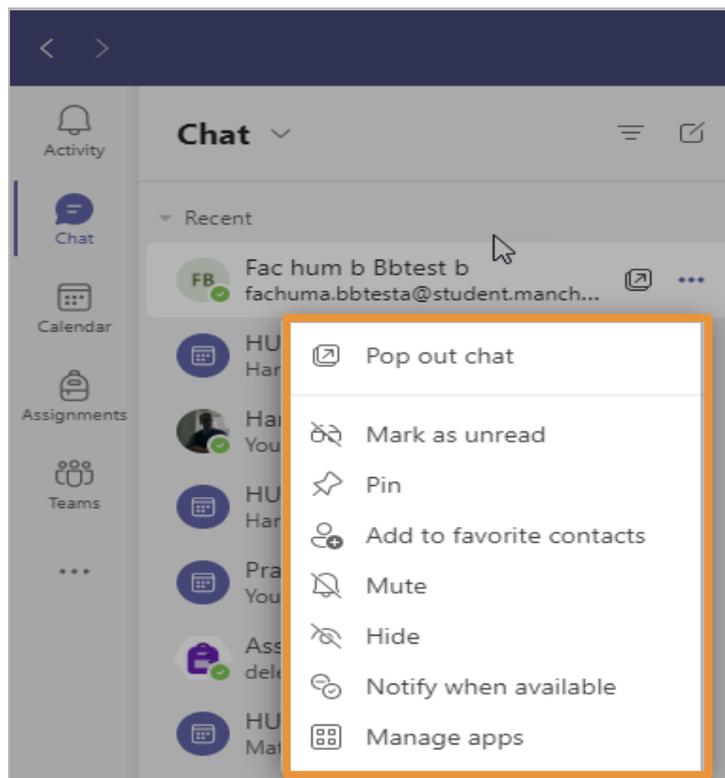


To do either of these:

1. When you hover over a chat in this list, there will be two options that appear to the right of the chat name (pictured below). Select the **ellipses** to see more options.



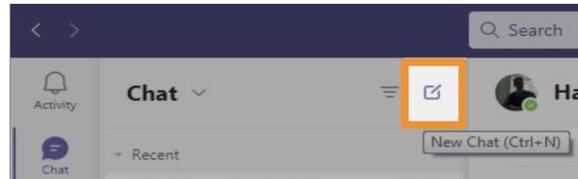
2. Once you click this icon, a menu will appear (pictured below).



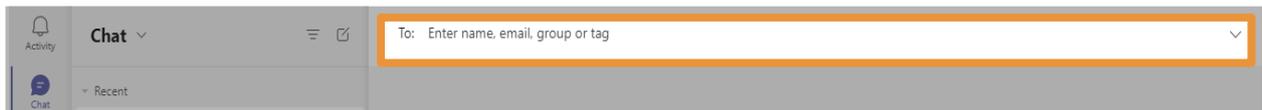
- a. Select **Pin** will make the chat appear at the top of your chat list constantly.
- b. Select **Hide** will remove the chat from the chat list.

3.3.2 Starting a New Chat

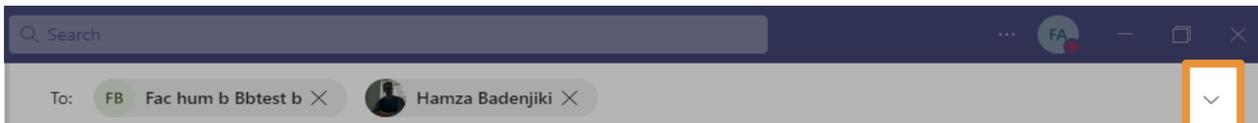
1. Go to the top of the Chat list
2. Select the **New Chat** icon (pictured below for reference).



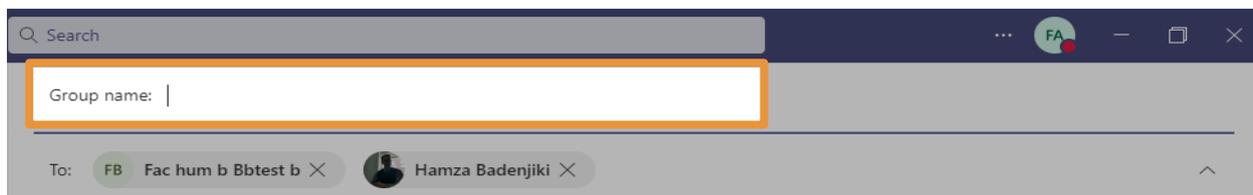
3. You will then see a new chat appear to the right. At the top of this, in the **To:** box, enter the names for who you would like to be in this chat (pictured below).



4. You can name the chat by selecting the dropdown arrow on the far right of the **To:** box (pictured below).



- a. Then type the group name you want in the text box that appears and add participants' names. (pictured below)

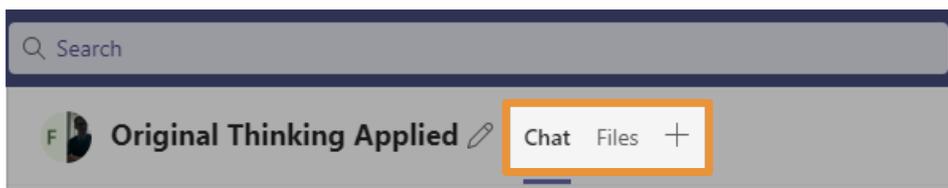


(See more guidance on how to use [Chat](#))

3.3.3 Inside the Chat

3.3.3.1 Tabs

This concept was briefly discussed in the [Explaining Teams terminology](#) section of this document. Similarly to a channel, a chat will have tabs (pictured below).



Note please **+** plus tab appears once the first message is posted in Chat.

3.3.3.2 Chat

This is where the text conversation will appear. Just like a channel, you just begin typing in the **Type a new message** box at the bottom to compose messages to each other. The interface is near enough the exact same (pictured below).

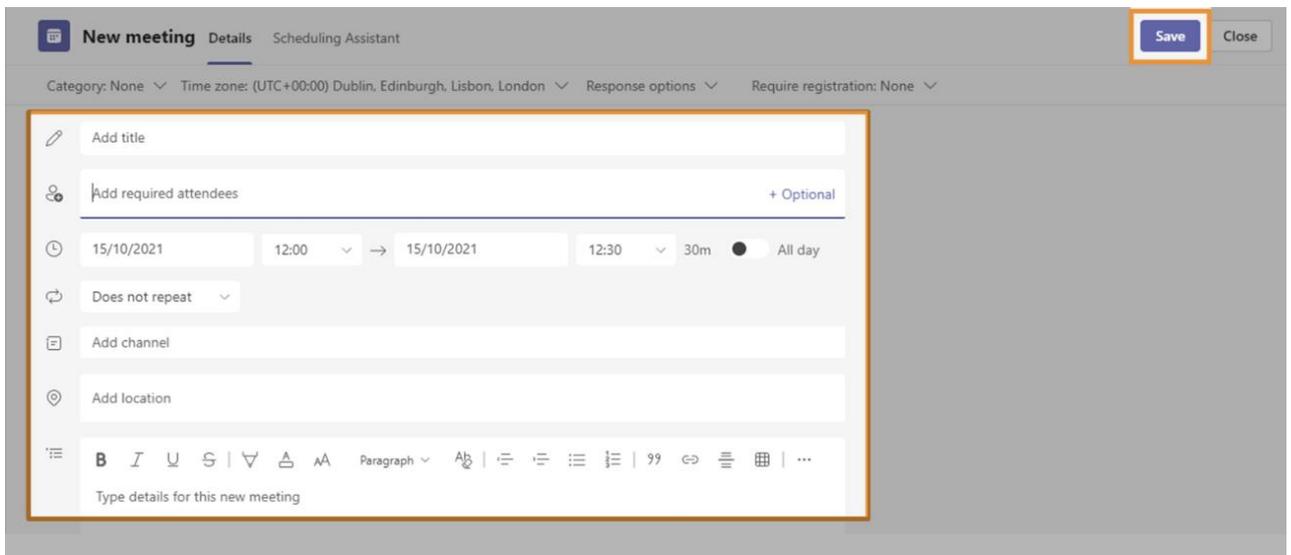


There is one key difference in the interface. It is the **Schedule a meeting** button (pictured below).



This will allow you to book a meeting with the people through Outlook.

Once clicking this, a new window will open (pictured below). Here you enter the appropriate details for the meeting.

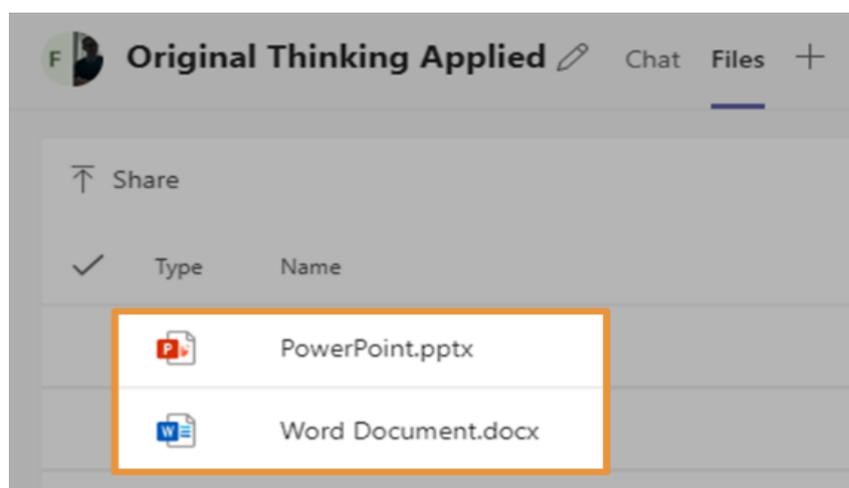


When finished, click '**Save**' in the top right. This will close the window and send invite. The invites will appear in Outlook inboxes.

3.3.3.3 Files

Files is an area for sharing documents. Please note although Files is available to use in chat, nevertheless it is highly recommended to use channels in Team space for any course work learning activities (check with Course Leader).

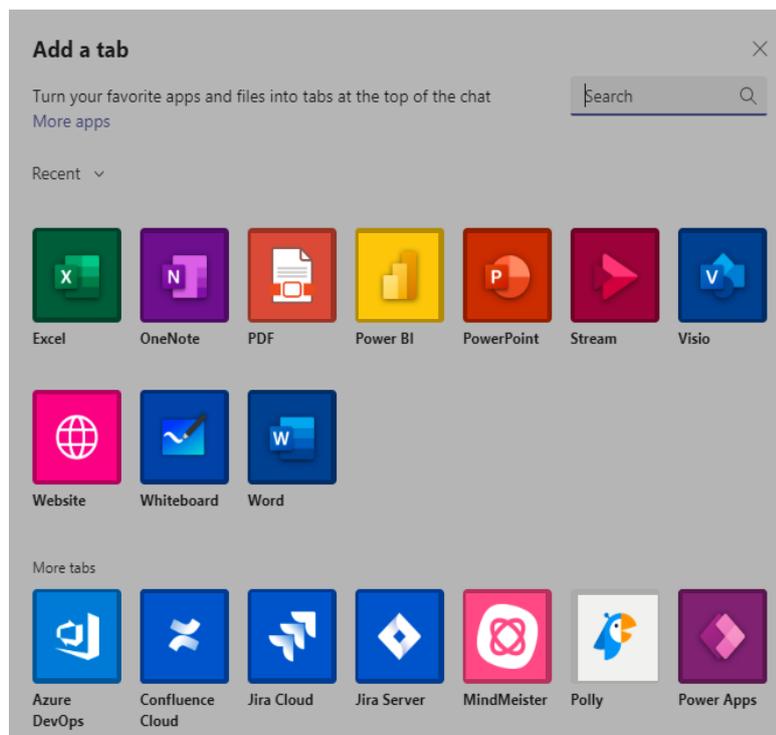
Click into this tab to view any files which have been uploaded into that specific chat (pictured below).



3.3.3.4 Adding Tabs

Adding Tabs allows you to easily access and manage files or apps you need or interact with the most, however, it is highly recommended to add tabs in channels in Team space (when permitted) for any course work learning activities (check with Course Leader)

You will also see a plus icon to the right of all the tabs. When you click on this icon, a new window will appear (showing similar tabs pictured below) offering a range of options for apps that can be added as a tab on your chat:

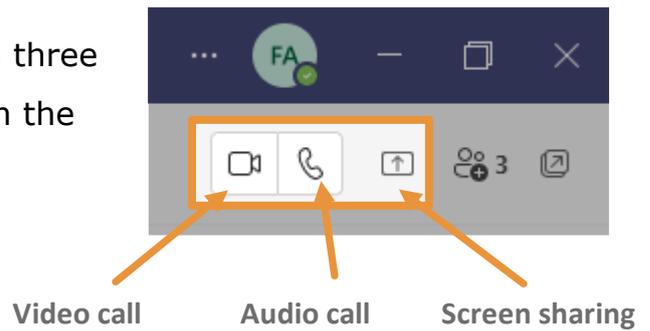


Note

Some apps may require an account or a license or not enabled by the University. Please check with the Course Leader

3.3.3.5 Meeting Start options

At the top right of the chat you will see three options to begin a meeting (pictured on the right).



Each will begin a call in a specific way

1. The **Video call** button (the video recorder icon) will start a video call between you and those in the chat.
2. The **Audio Call** button (the phone icon) will start an audio call.
3. The **Screen Sharing** button (the rectangle icon with the arrow pointing upwards) will begin a screen share.

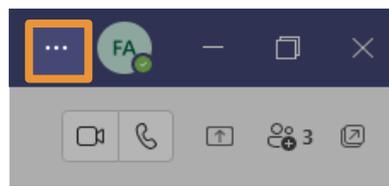
With each of these options, the other people in the chat will receive a notification asking to accept. Once they accept, the call/share will begin.

3.4 Meetings

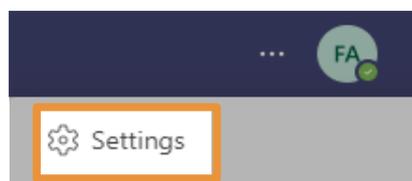
3.4.1 Settings (Audio and Video)

You can also configure these settings prior to any meeting.

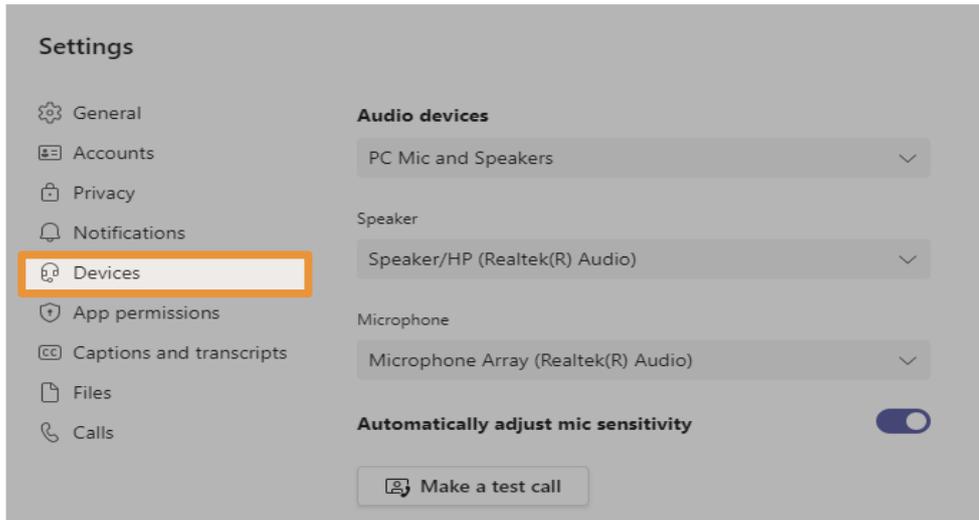
1. Select the ellipses on top-right of the app (pictured below).



2. Select **Settings** from the dropdown menu (pictured below).



3. In the new window that appears, select **Devices** on the left hand side menu (pictured below).



This checks the status of the following components and identifies them by name, so you can make any necessary adjustments: Microphone, Speaker, Camera and Network.

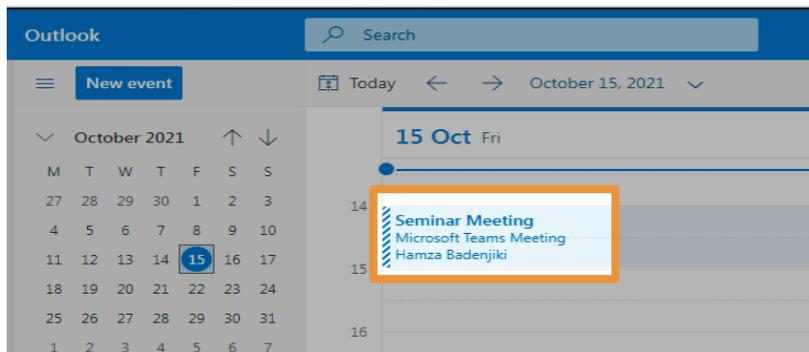
- a. Under **Audio Devices**, you will see your current speaker and microphone setup.
- b. Further down, you will see your webcam settings under **Camera**. You will also see a preview of your webcam under this too.
- c. To test your setup, select the **Make a test call** option to verify that your setup works.

3.4.2 Joining Meetings

You can join Teams meeting from different devices: a desktop Teams app, web browser or mobile app, however, desktop Teams app gives you a full functionality in Teams. There are also multiple ways you can join a meeting that is being held in Teams: Meetings Link in Outlook & Meeting Link in channel

3.4.2.1 Meeting Link in Outlook from a desktop app

1. A meeting link is shared by the meeting organiser over Teams or over email. If it has been sent over email, go to your Outlook inbox and select the **Calendar** button there. Please select the appropriate meeting link (example pictured below).



Select the **Join** button (example pictured below).

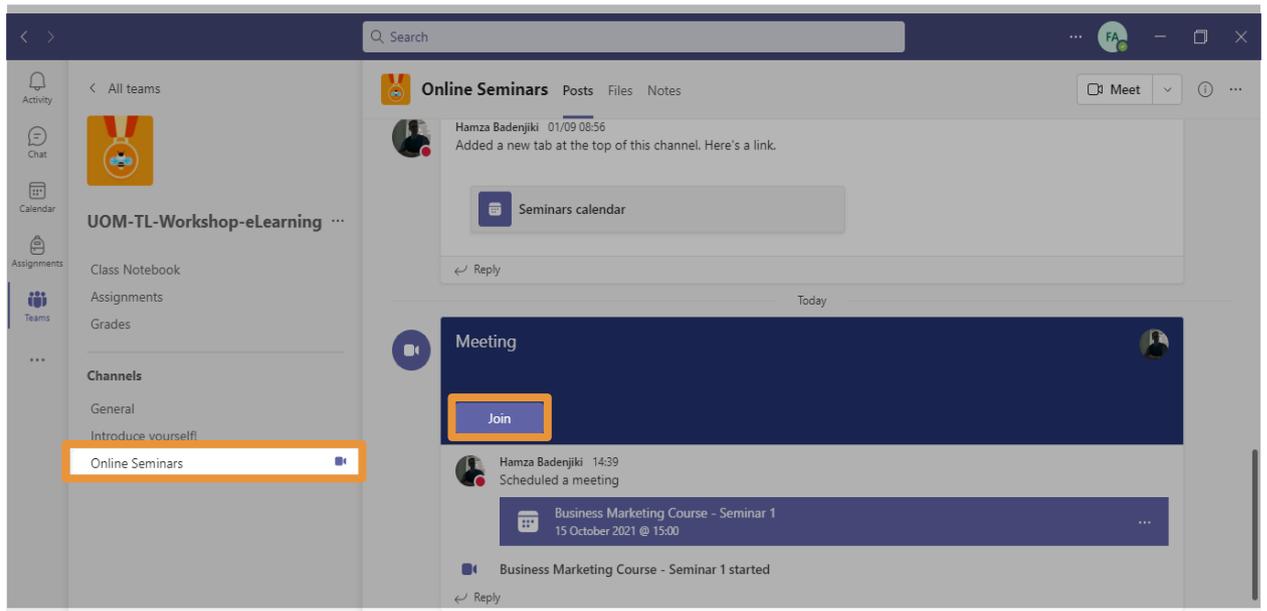


2. The link will open in your default browser. You will then see a prompt to open the Microsoft Teams app.

Follow the prompt to open the app and you'll be able to join the meeting.

3.4.2.2 Meeting Link in channel from a desktop app

1. Open the Microsoft Teams.
2. Look through the channels of the appropriate Team for a video recorder icon and select the **Join** button at the top of the meeting post to join it (interface pictured below).

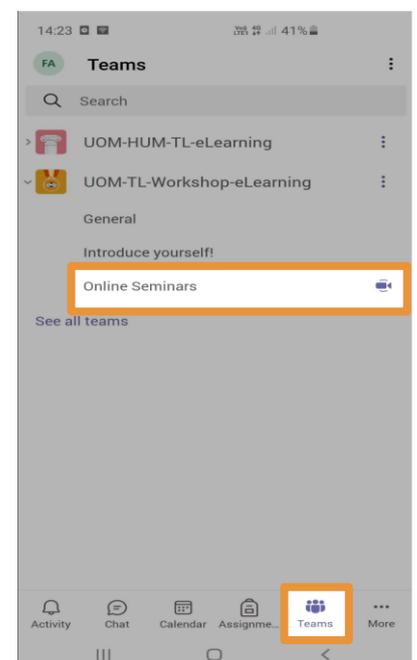


! Note

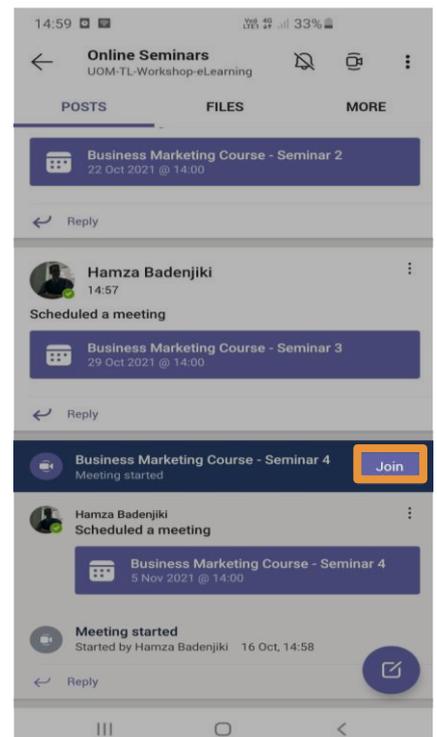
You can join a meeting from your mobile device using Teams Mobile app. (Download Teams mobile app from the [iOS App Store](#) or [Google Play Store](#).)

3.4.2.3 Meeting Link in channel from a mobile app

1. If you are trying to join a meeting whilst inside the mobile app, open the channel it's being held in (indicated by the video recorder icon pictured on the right).

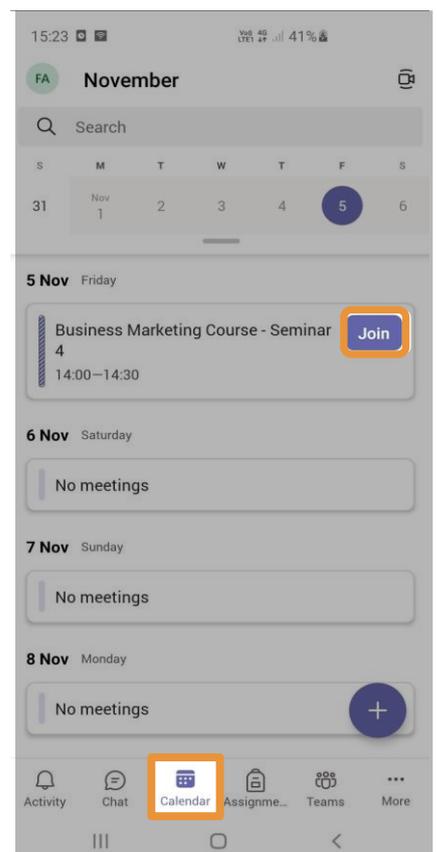


2. Then select the **Join** button, a similar interface will show (pictured on the right)



3.4.2.4 Meeting link in Teams calendar from a mobile app.

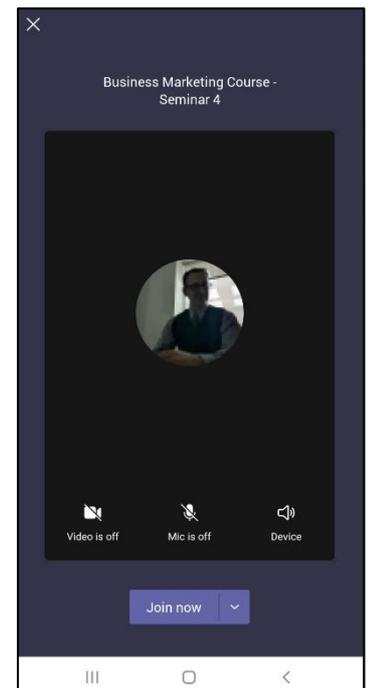
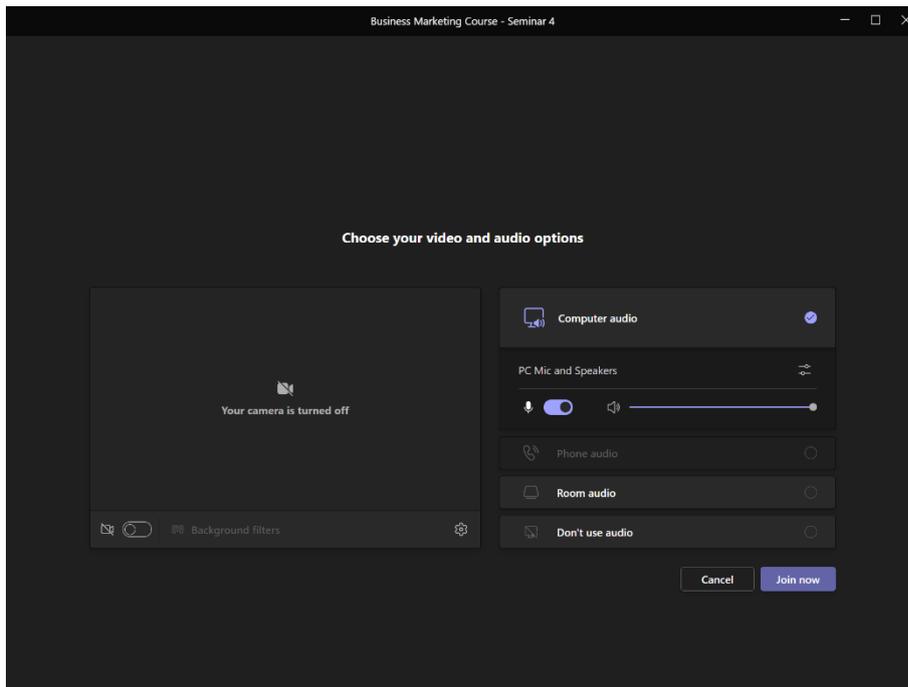
1. Whilst inside Teams, select the **Calendar** tab on the navigation menu (at bottom of the app).
2. Find the meeting you want, and then select **Join** (pictured on the right).



(See more guidance on [joining meetings in Teams](#))

3.4.3 Settings check upon joining a meeting

Before actually joining the meeting you will see a screen where you can configure your audio and video if you need to (the picture below on the left is an interface when joining through Teams desktop app or a web browser. The picture below on the right is an interface when joining through Teams Mobile app).



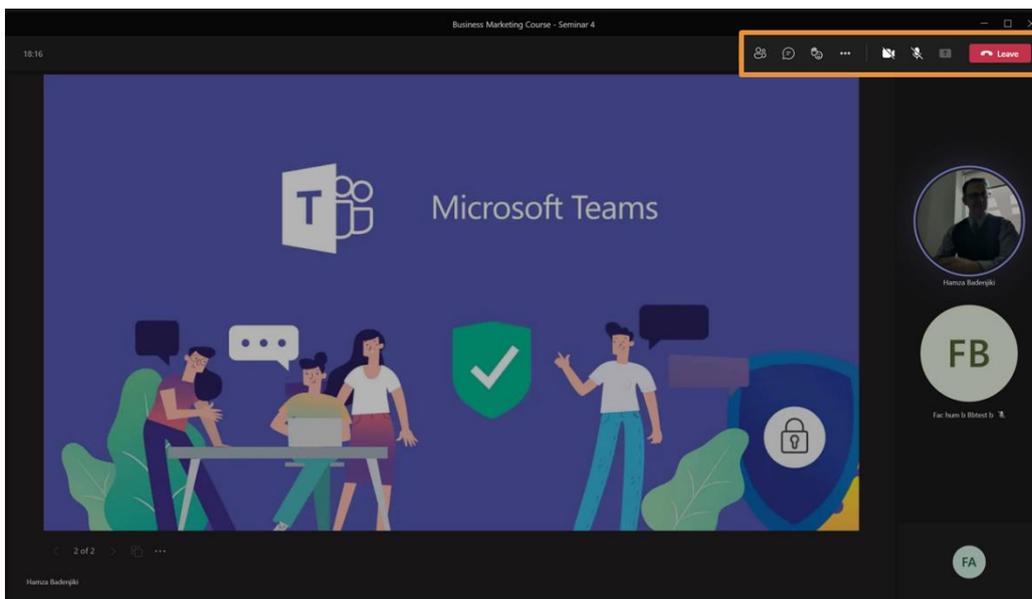
You can also change these settings if necessary during the meeting. How to do this will be detailed in the Meeting Controls section below.

(Watch the video on how to [Join a Teams meeting](#))

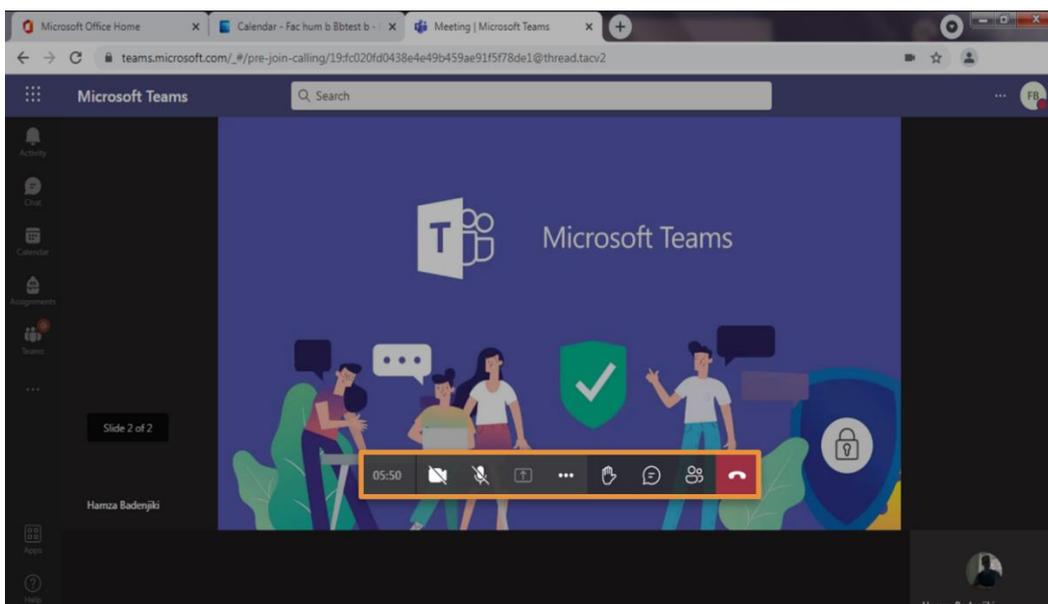
3.4.4 Meeting Controls

You will find meeting controls once you are inside the meeting:

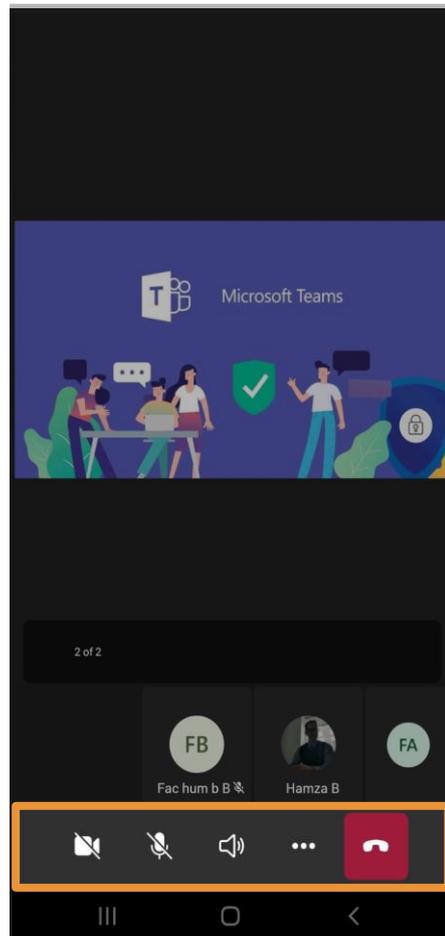
In **desktop app**, they will show along the bar at the top of screen towards to right (pictured below).



In **web browser**, they will show floating nearly at the bottom of the screen when you hover the mouse (pictured below).



In **mobile app**, they will show at the bottom of the screen (pictured below).



Each key control will be explained below, with images of their respective icons under their descriptions.

3.4.4.1 View Participants

This allows you to see who is present in the meeting. It will also distinguish who the presenters are in the meetings you attend (pictured below).



3.4.4.2 Show Conversation/Meeting Chat

This will open the meeting chat window on the right. Here you can see previous and new messages, and message others if necessary.

Same as a channel/chat, use the **Type a new message** box at the bottom to compose a message to all attendees (pictured below).



When the meeting is over, depending on how the meeting has been set up, the meeting chat should remain accessible via the meeting post in its respective channel.

3.4.4.3 Raise your hand

This can be used to indicate to other members you would like to contribute without interrupting the conversation. Alternatively, a presenter may ask attendees to "raise their hands" as a form of impromptu poll.

Select it once to raise your hand. Select again to lower your hand (pictured below).

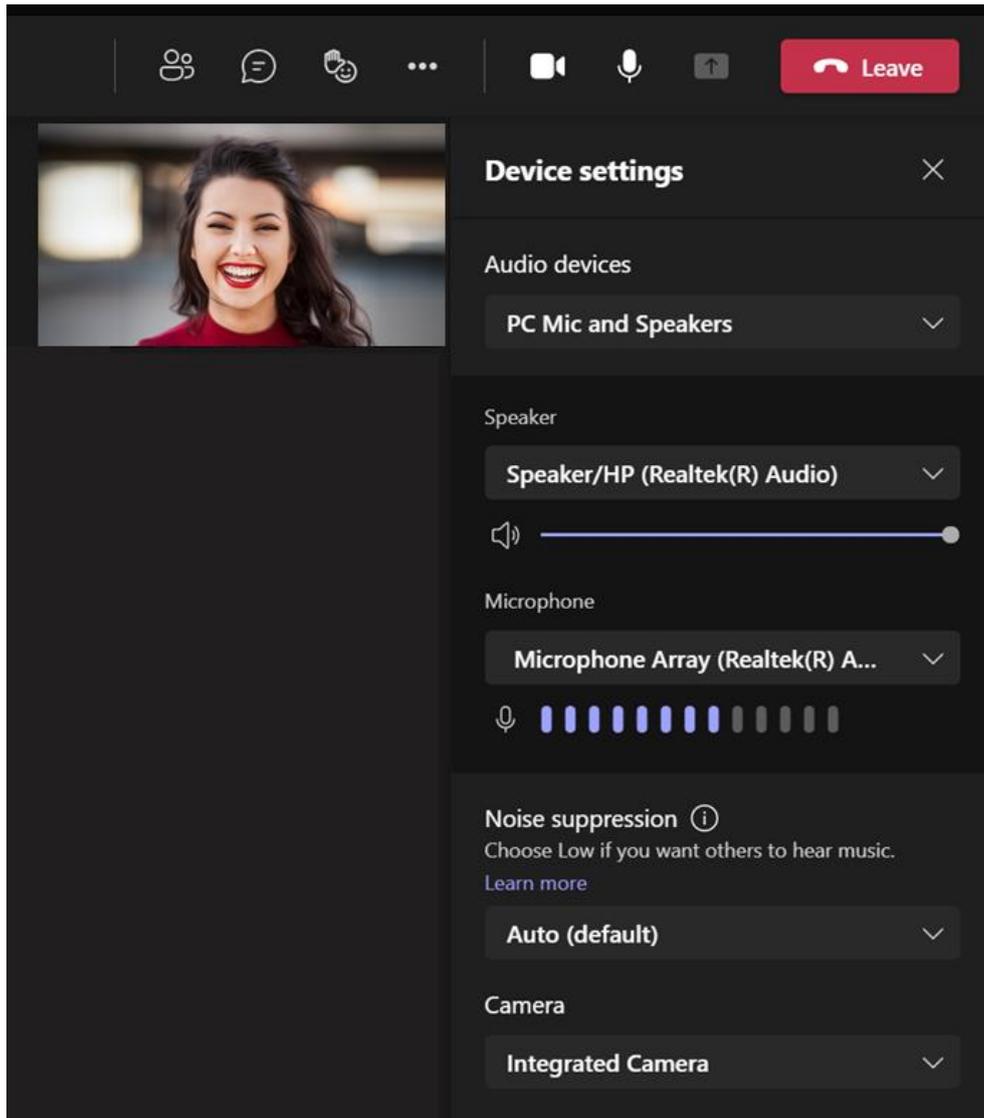
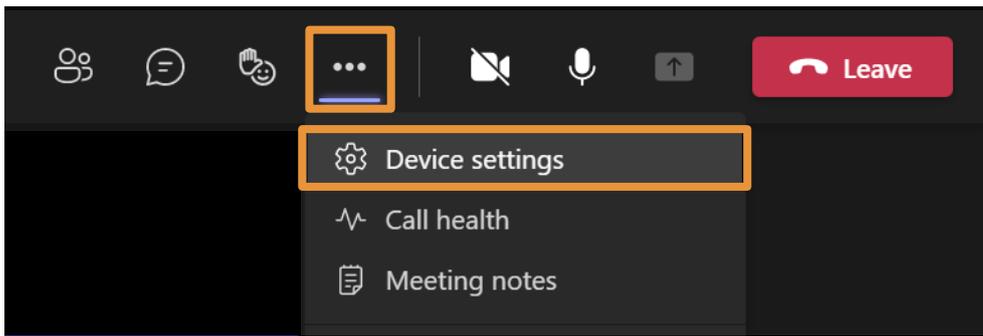


3.4.4.4 Show device settings

This will open a new window to allow reconfiguration of audio and video settings during a meeting. It is good to check this if someone reports not being able to hear or see you.

The interface is similar to the one described in the [Settings \(Audio and Video\)](#) section of this document.

Select **ellipses** for more actions and press **Device settings** (pictured below).



3.4.4.5 Camera

This is a toggle button for your webcam. When it is off, the icon will have a line through the camera; meaning the members cannot see you (pictured below).



3.4.4.6 Microphone

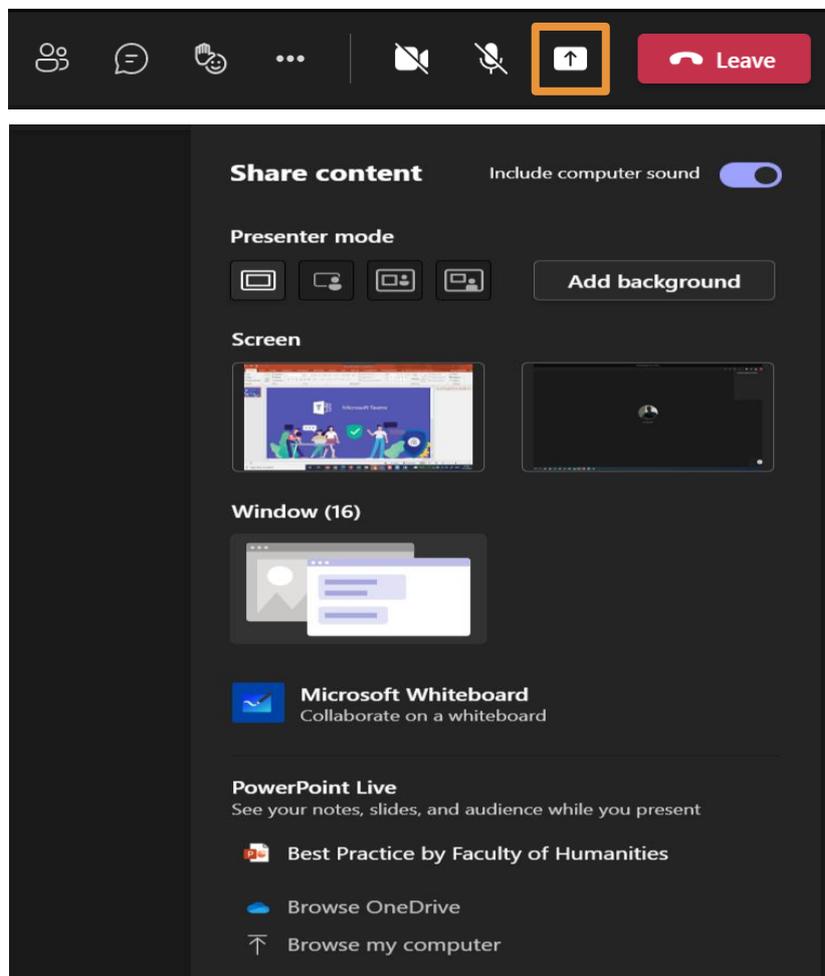
This is a toggle button for your microphone. When it is off, the icon will have a line through the microphone; meaning no one will be able hear you. It is a good idea to mute yourself when you are not talking to prevent potential background noise being heard by attendees (pictured below).



3.4.4.7 Share your screen

This will allow you to share your screen/ a certain window/ application. Once you click the icon, you can select the screen or window you want to share.

If you want to share the sound from your PC during the share, tick the Include system audio box (pictured below).

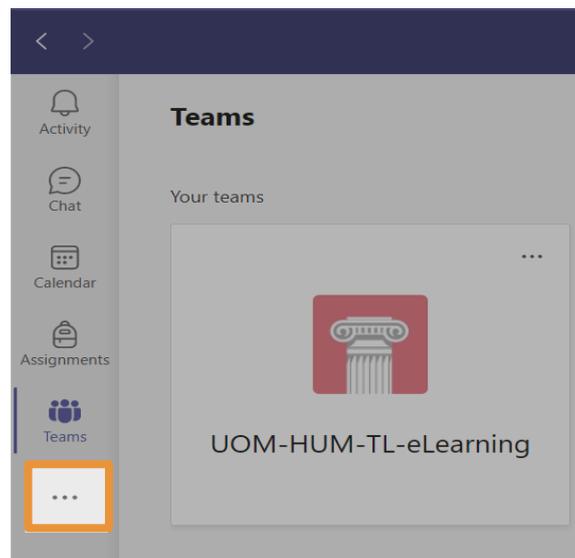


3.5 Files

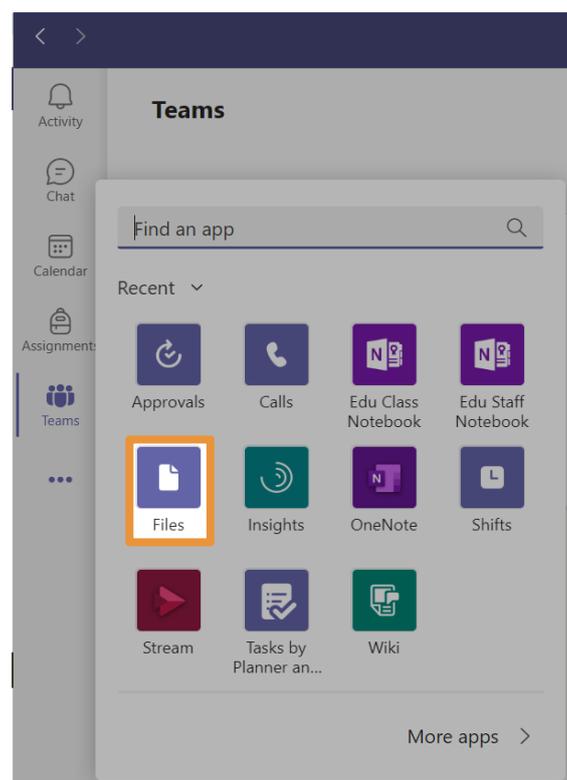
Since you will work with a lot of files in Teams, the Files list will make it easier to locate what you need. This should be on the left side of Teams.

If you cannot see it:

1. Select the **More added apps** icon (the **ellipses** under all the areas, pictured below).

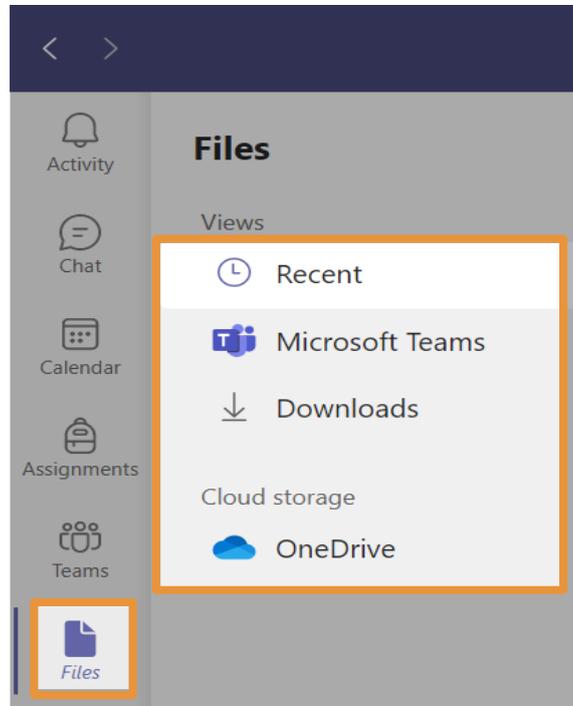


2. Once you click the **ellipses** a menu will appear. From the menu that appears, select **Files** (pictured below).



3. After doing this, you will then see a window appears on the right of all the recent files you have opened.

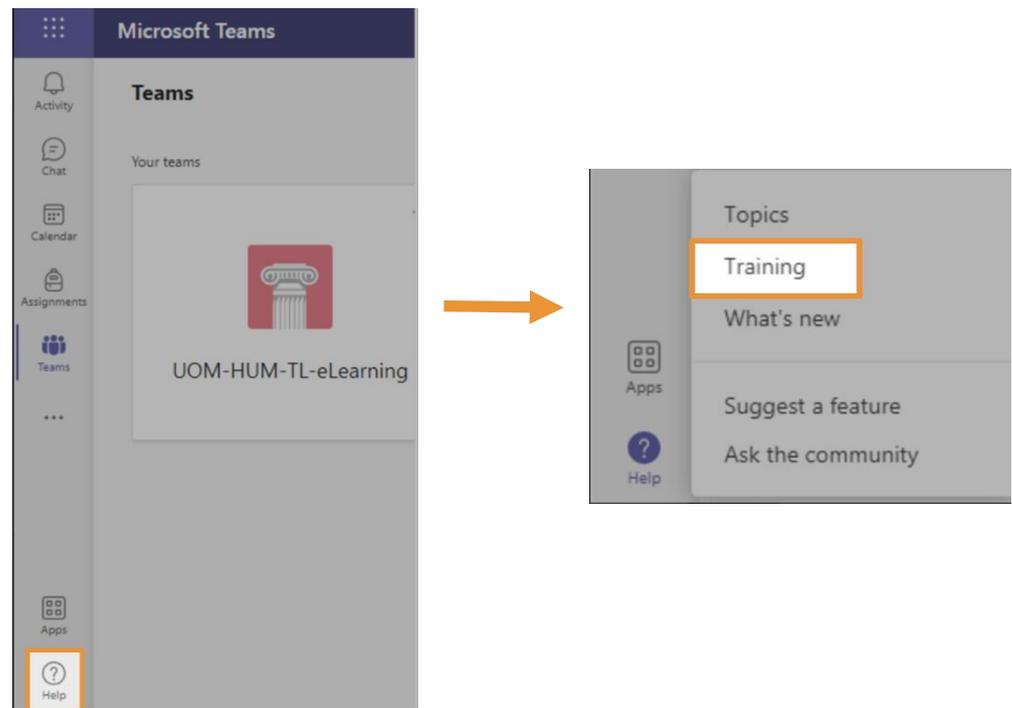
The **Files** list is organised in 4 categories: (pictured below).



- a. **Recent** – every file you’ve recently viewed or edited.
 - You can also find your recent files by typing /files in the search bar at the top of Teams.
- b. **Microsoft Teams** – all the documents recently created or edited in the channels in your Teams list.
- c. **Downloads** – all the files you’ve downloaded from Teams.
 - This list is cleared each time you sign out of Team
- d. **Cloud storage** – shows cloud storage services you’ve connected to Teams. Select one to view your cloud files.
 - By default, OneDrive cloud storage will be available.
 - Files added here are private until you share them.

4 Further Guides

- Please see [Microsoft Teams for students](#) guides on the University web page.
- Within Teams app interface, you can access further help resources. Select **Help** icon at the bottom-left of the screen (pictured below on the left), a Help window will show (pictured below on the right), select **Training** button



A **Training** page appears where you can either search for a key word or scroll down the page to view the guides (pictured below)

