



Microsoft Teams

Using Microsoft Teams

Since its launch Microsoft Teams has enabled businesses to enhance their productivity through its integration of collaborative technologies.

Once you have installed the Teams application onto your PC or laptop, you will be greeted with a user friendly interface designed to boost your efficiency.

This user guide will cover basic tips including how the Teams work, using the channels, conversations, files, chats and meetings.

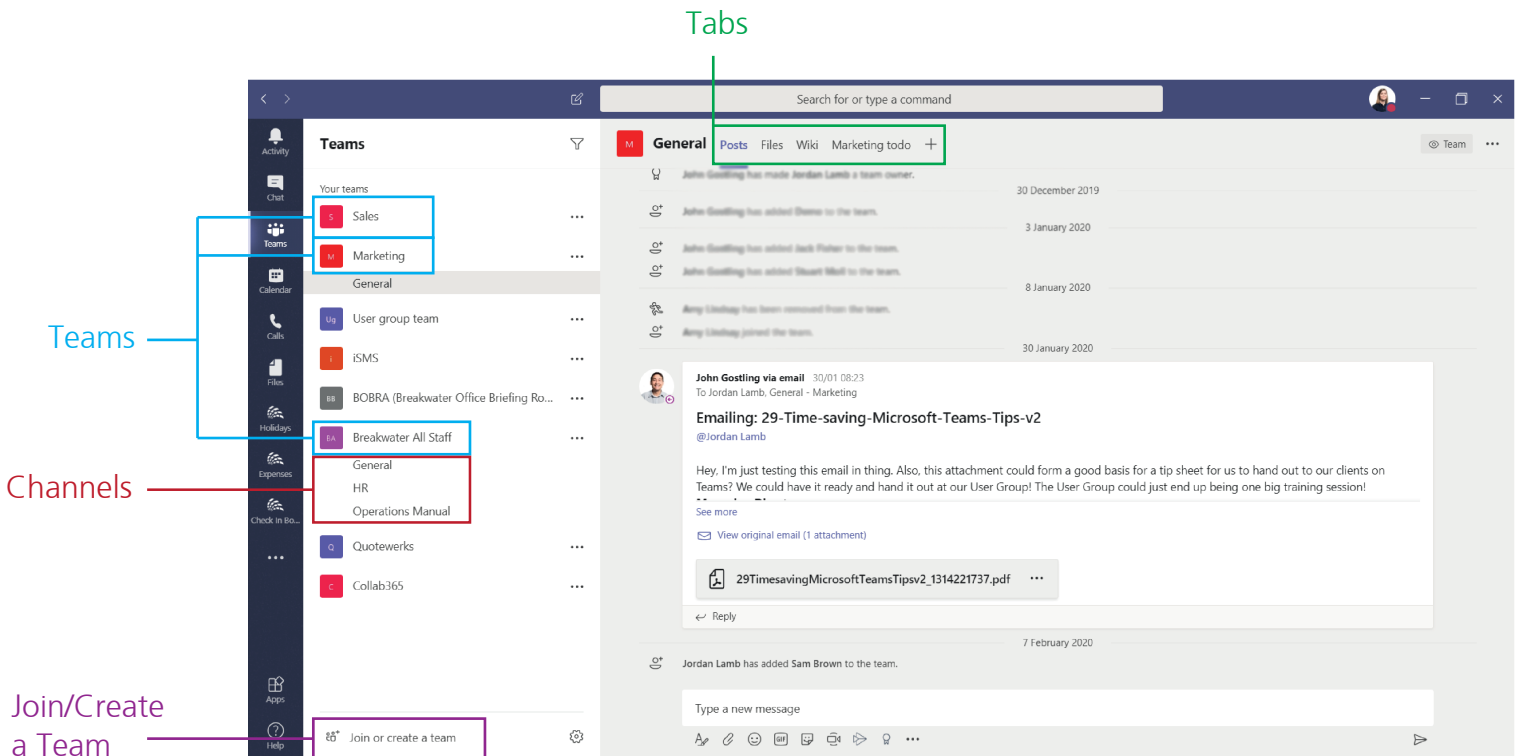
The Breakwater IT Service Desk Team are always happy to support you and your business with how to use Microsoft Teams and any issues you may face.

Using Teams

Teams and Channels

Each team created from the migration can be found by clicking the Teams icon on the left toolbar.

Each Team has subsections, which are called Channels, and a General Channel will automatically be created. You can have multiple Channels within a Team; for example, you could have a 'Marketing' Team and then Channels such as 'Social Media', 'Product Launch', 'Blogs' etc. Whenever there is a new notification or activity, the Channel will become bold.



Channel Tabs

Each Channel has their own tabs along the top. Conversation (group chat), Files (shared documents) and Notes (shared OneNote) are automatically created and you can then add your own tabs.

Adding Tabs

As well as the three automatic tabs you can add your own, which currently include Planner, Excel spreadsheets, Word documents and more.

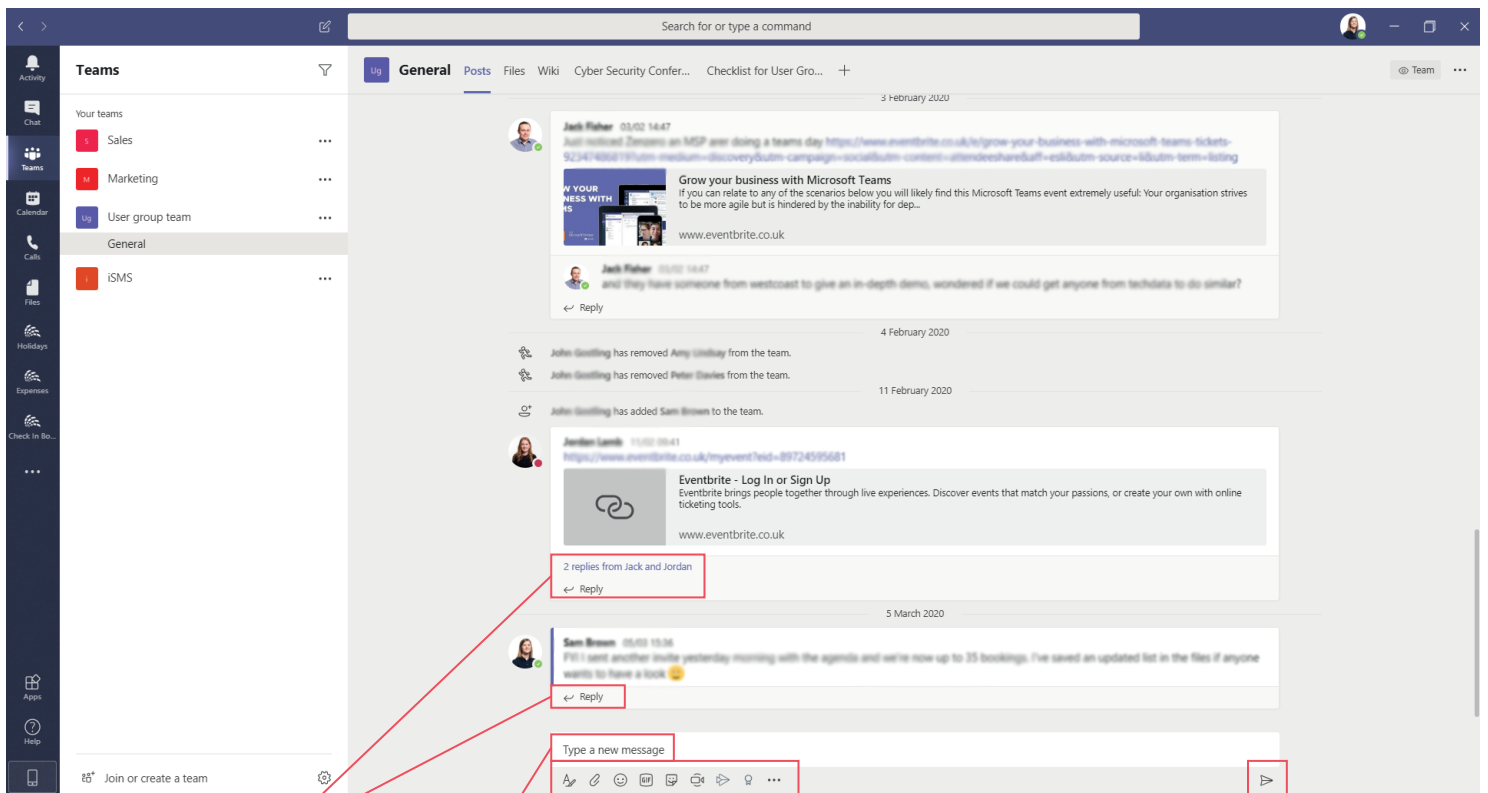
Microsoft products can easily be added now, but there are also many future integrations coming to Teams, such as Asana integration. With integration between systems being so vital to teamwork, we can expect to see many more partnerships and out-of-the-box integrations!

Using Teams

Conversation

Conversations are one of the key features of Teams, allowing each Team to have a centralised discussion that is saved and easily searchable. Conversations are the central component where all teamwork is recorded—from file sharing to video calls.

The use of @mentions allows you to tag participants or even whole teams to notify others. Users that look at Conversations will easily see where they have been mentioned through the red @ symbol to highlight areas of importance to them. On top of this, your desktop app will notify you through an alert. As well as tagging, users can 'like' content and share emoticons or GIFs.



Directly reply to messages to start a thread

Type here to start your conversation

Insert emoji's, GIFs, files, start video calls and more

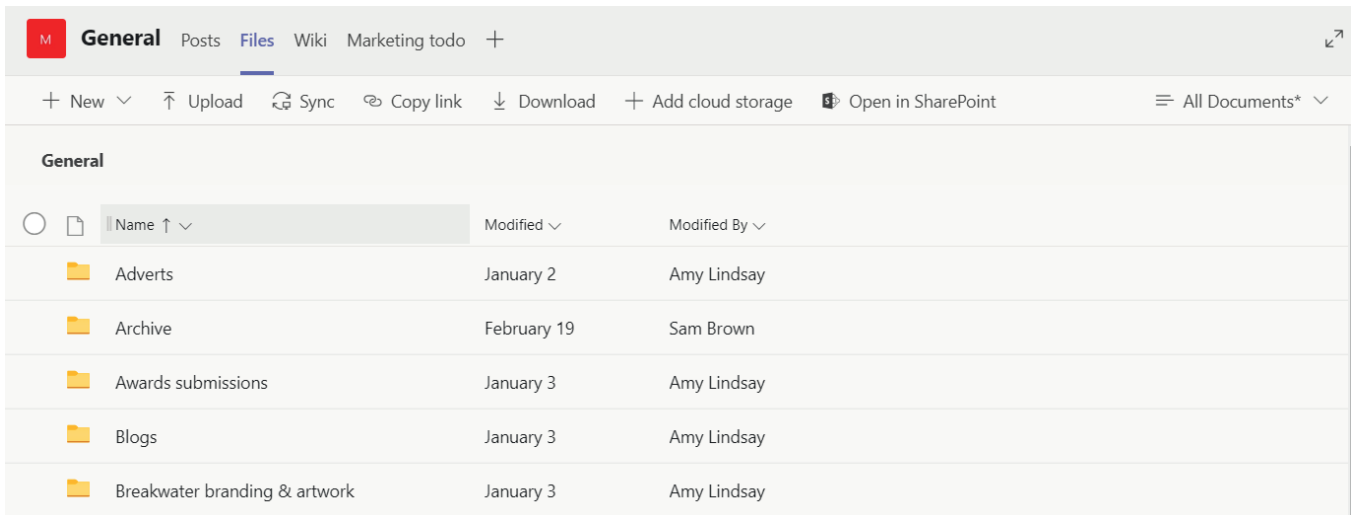
Hit enter to send your message or click here

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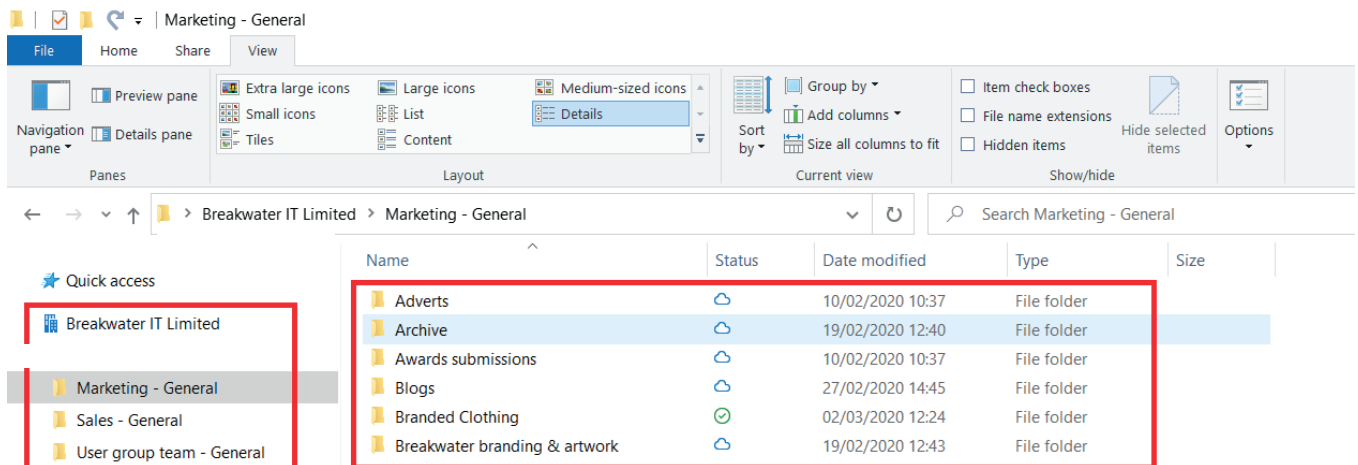
Files

In your Teams window, you can perform a variety of tasks directly within that window or browser, so that you avoid flicking between different applications. These tasks include the ability to delete, download, move files, open, copy, edit or get a link to share with others – giving you all the key features you would get in the native apps.

You can also start a Group chat alongside the file, to allow team discussions while all working on the files - and this conversation will appear in your Conversation thread.



Data can also be accessed via File explorer to provide a more familiar user experience. This process is called Teams Library Syncing and will add the Team(s) as shown below:



Using Teams

Chat

Within the Teams application there is the Chat feature, accessed via the left menu bar.

This feature can be used as an instant messaging solution between colleagues and can be used in the following methods:

- One on one: This allows a private conversation between two people
- Group chat: A group can be created between 3 or more people

Meetings

Teams meetings are superseding Skype for Business. A Teams meeting will allow a user to communicate both internally and externally by video or voice call with many additional features being added.

Some useful features that are currently available include:

- Screen Sharing; the ability to share your screen/specific application with meeting members
- Whiteboard
- File sharing
- Background Blur
- Plus more

For further support on using Teams, get in touch with our Service Desk Team. We can even set you up with some test Teams to get used to the application.

There is also a lot of training information online provided by Microsoft.

Get in touch

Service Desk: 01603 709301
servicedesk@breakwaterit.co.uk

General Enquiries: 01603 709300
enquiries@breakwaterit.co.uk