



OMEGA
Computer Services

MICROSOFT TEAMS TRAINING GUIDE

TRAINING E-BOOK

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SIGNING IN TO TEAMS

SIGNING IN TO TEAMS

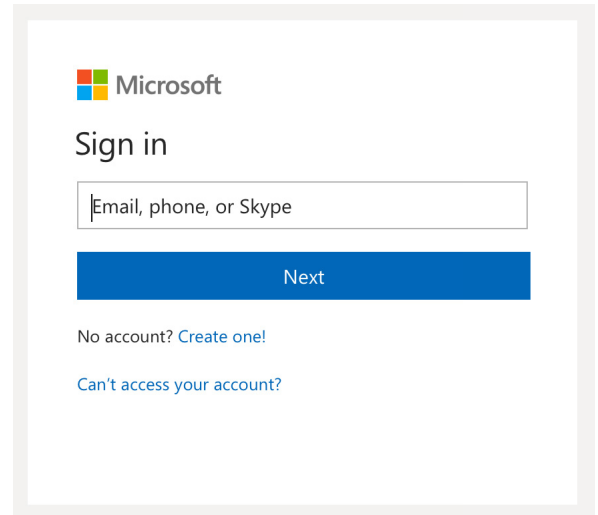
1. Start Teams

-In Windows, click the Start Windows (icon) > Microsoft Corporation > Microsoft Teams

- For Mac users, navigate to the Applications folder and then click on Microsoft Teams

- For mobile users, tap on the Teams icon

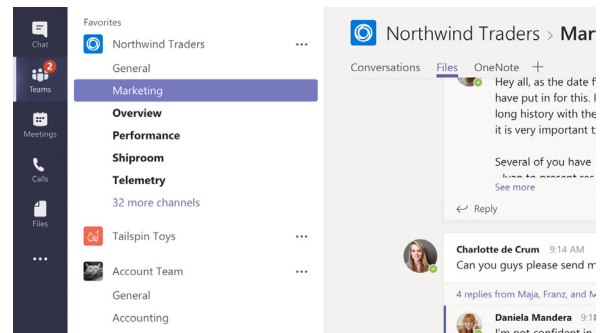
2. Sign in with your Office 365 username and password



PICK A TEAM AND A CHANNEL

1. Click on Teams to the left side of the app and the choose a team

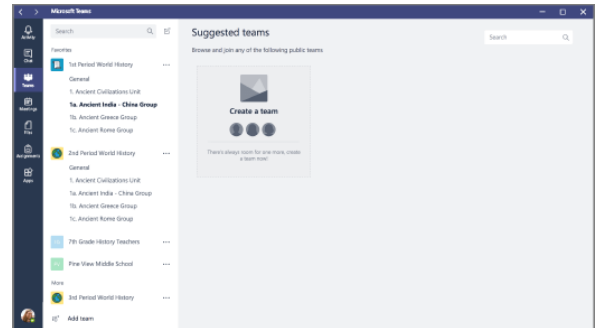
2. Choose a channel and explore the Conversations, Files, etc.



TEAMS AND CHANNELS

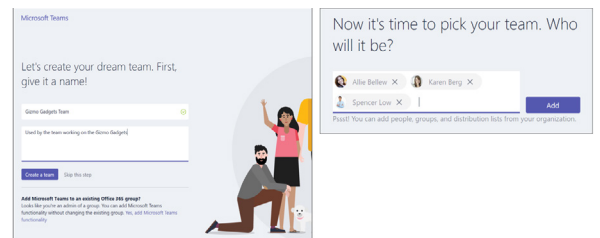
CREATE A TEAM

1. Select Create team at the bottom of the teams list
2. Enter the name and short description for your new team



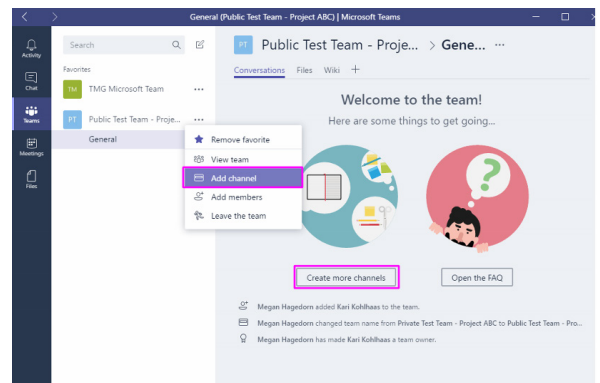
ADDING PEOPLE TO THE TEAM

1. In the Create team prompt, enter a team member's name and find them in the list.
2. Click Done



CREATE A CHANNEL FOR THE TEAM

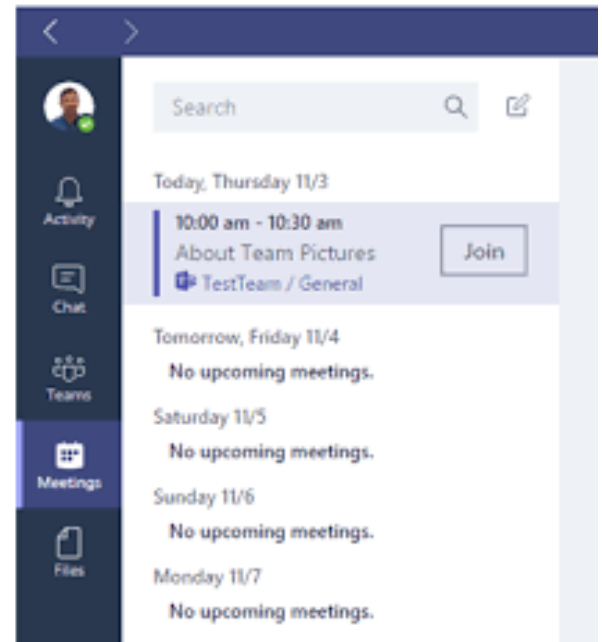
1. Select the row of dots (***) next to the team name
2. Select Add channel
3. Enter a name and a description for your channel
4. Select Add



MEETINGS IN TEAMS

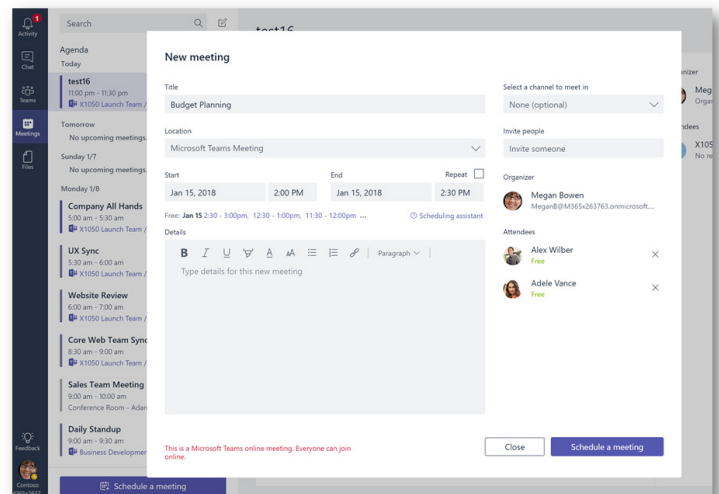
JOIN A MEETING ON YOUR SCHEDULE

1. Select Meetings
2. Choose a meeting to join
3. Select Join



SCHEDULE A MEETING

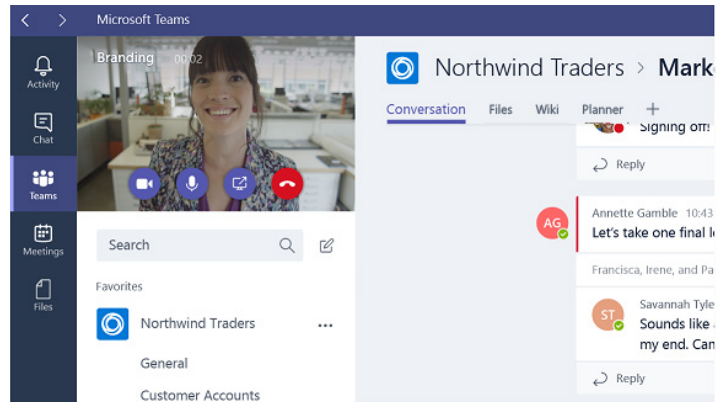
1. Select Meetings
2. Select Schedule Meeting
3. Enter a title, start and end time, and brief description of the meeting
4. Enter the names of the people invited in Invite People
5. Select Schedule Meeting



MEETINGS IN TEAMS CONT.

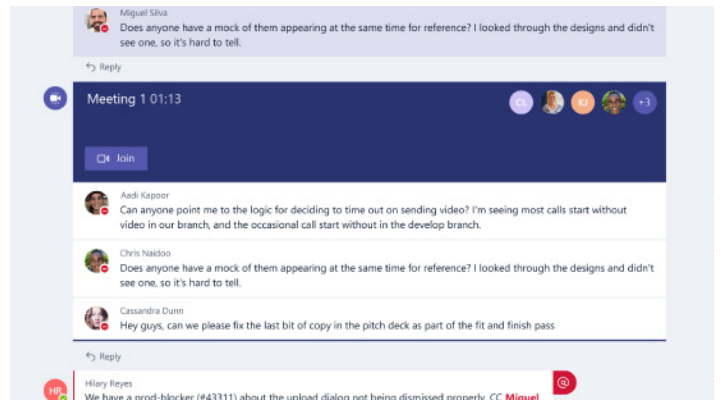
START A MEETING

1. Select the video icon in a new conversation, or select the video icon in an existing conversation to keep all the context
2. In your video preview, create a name for the meeting, then select Meet now
3. Select the names of the team members who you want to invite to the meeting



JOIN A MEETING

1. Look out for the video icon in a conversation to find a meeting
2. Select Jump In to participate in the meeting



SHARE FILES AND CHAT

STARTING A NEW CONVERSATION WITH THE ENTIRE TEAM

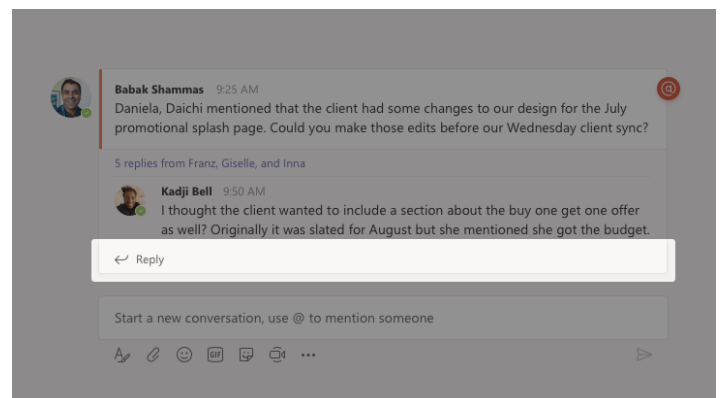
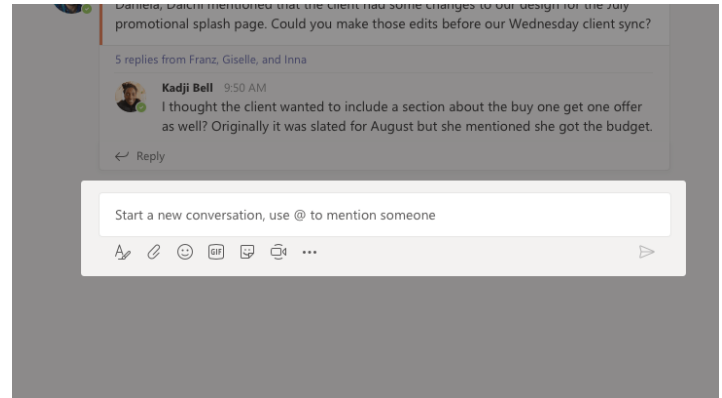
1. Click on Teams, then select your team and channel
2. In the compose box, type out your message and then click Send

START A CONVERSATION WITH A PERSON OR A SELECT GROUP

1. Click New Chat at the top of the application
2. In the To prompt, type the name of the person or the people you want to begin chatting with
3. In the compose box, type your message and then click Send

REPLYING TO A CONVERSATION

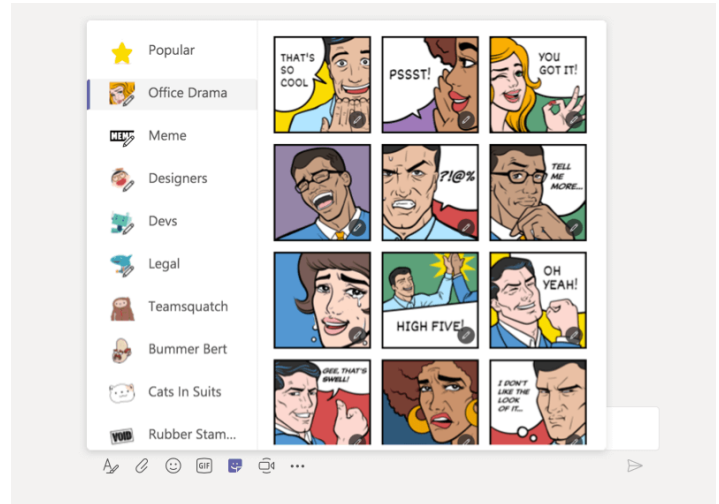
1. Locate the conversation you want to reply to
2. Click Reply, add your message and click Send



SHARE FILES AND CHAT CONT.

USING EMOJIS, MEMES, AND GIFS

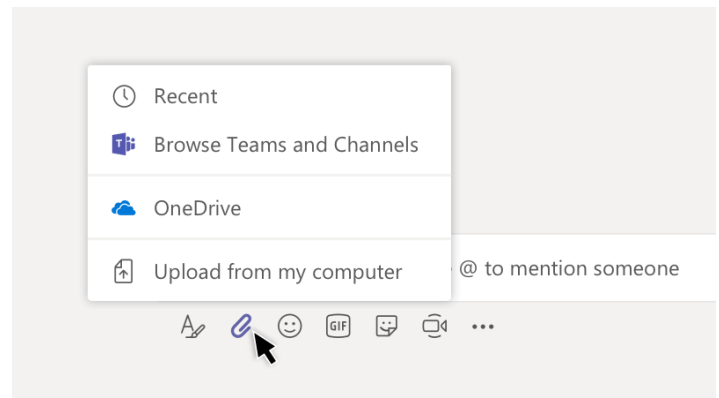
1. Click on Teams, choose a team and a channel
2. Click Sticker underneath you compose box
3. Select a sticker, meme, or whatever you choose, enter a caption and click Done



SHARING A FILE

1. In the channel conversation, click on Choose file, under the message compose box
2. Select a file, click Open, and then click Send

All the files you post in a channel are viewable in the Files tab



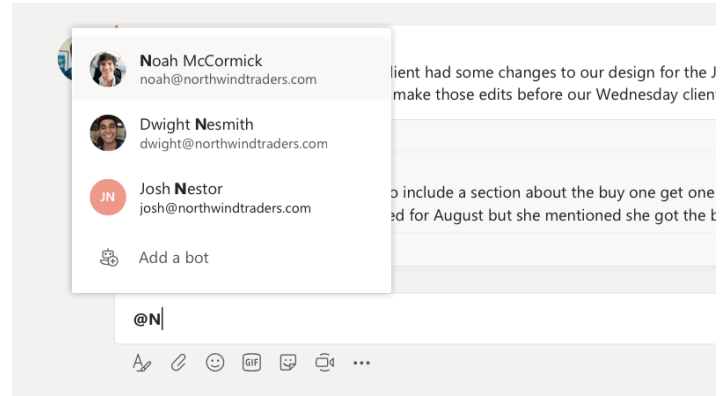
COLLABORATE IN MICROSOFT TEAMS

MENTION @ SOMEONE

1. In the compose box, type the @ symbol, then type the first letter of the person's name.

- You can also @mention entire teams and channels

2. Select the person, then repeat for as many people as you want to include



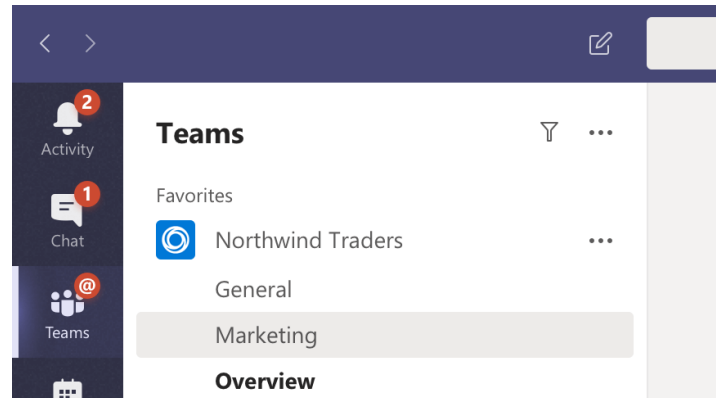
NOTIFICATIONS

1. Click Activity

2. The Feed shows you a summary of everything happening on the channels you follow

- Click Filter to show only certain types of notifications, like @mentions or likes

- Select Feed > My Activity to see a list of everything you've been doing lately in Teams



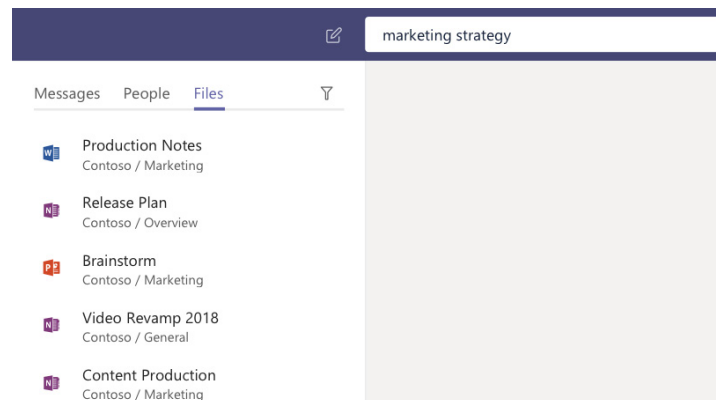
SEARCH FOR MESSAGES, PEOPLE, OR FILES

1. Type a phrase or keyword into the box at the top of the app and press enter

2. Select the Messages, People, or Files tab

3. Select an item in the search results

- Or, you can click on Filter to refine your search



SET UP TEAMS ON MOBILE

ACCESS YOU TEAMS FILES ANYWHERE.

Work, home, or on the go. Set up the office apps on your mobile devices.



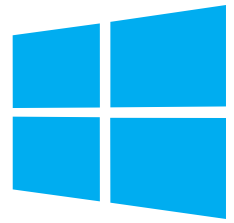
CLICK ON YOUR MOBILE DEVICE



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[android](#)



[windows](#)

For more info, see:

[Set up Office apps and email on a mobile device](#)





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