

Microsoft Teams: The Basics for Collaboration

Installing Teams Client to Your Device:

- Click [here](#) to download Microsoft Teams for your devices.
- When you launch teams, log in with your USI email credentials

Accessing Teams via Office 365 app in myUSI:

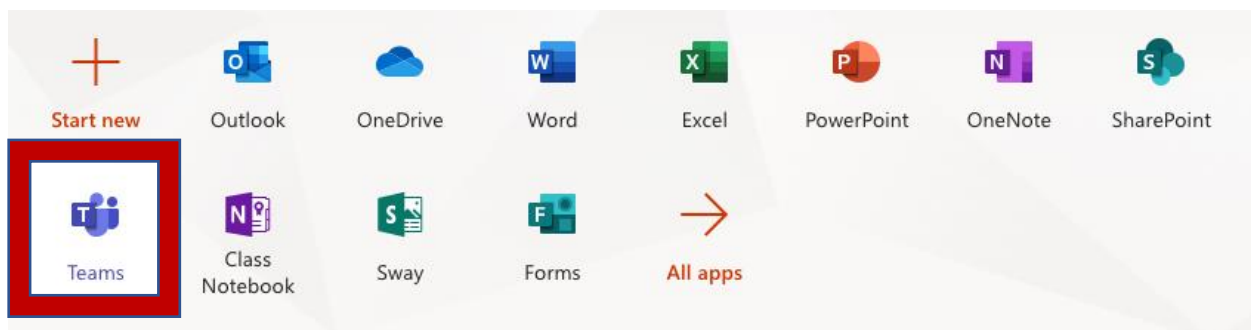
Teams can also be accessed from the Eagle Apps in myUSI

- Log into myUSI
- Under “Eagle Apps,” click the Office 365 app

Eagle Apps



- A list off your accessible Office 365 applications be available.
- Choose the Teams app and it will then launch for access



Navigating the Teams App - Left Panel:


- **Teams:** Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.
- **Meetings:** See everything you’ve got lined up for the day or week or schedule a meeting. This calendar syncs with your Outlook calendar.
- **Calls:** You can call anyone from Teams in your contacts.
- **Activity:** Catch up on all your unread messages, @mentions, replies, and more.
- Use the command box at the top to search for specific items or people, take quick actions, and launch apps.

- For more information, please view the Welcome to Teams video [here](#).


Create a Team:

- Select **Teams** > **Join or create a team**. This is where you create your own team, or discover existing ones.
- Select **Create a new team**, and then select **Build a team from scratch** or select **Create from...** to build an all-new team or create from an existing group respectively.
- Select **Private** if you'd like people to request permission to join, or select **Public** if anyone in your org can join.
- Give the team a name and add a short description if you'd like.
- Select **Create**.
- Add members.
 - You can add people, groups, or even entire contact groups.
 - If you need to add people from outside your organization, use their email address to invite them as guests. Add a friendly display name for them too.
 - When you're done adding members, select **Add** and then **Close**.

Create a Channel:

- By default, every team gets a **General** channel, which is a good channel to use for announcements and information the whole team needs. To add more channels:
 - Select  **More options...** next to the team name.
 - Select **Add channel**.
 - Enter a name and description for your channel.
 - You can build a channel around a topic, project, department name, or whatever you like.
 - Select **Automatically show this channel in everyone's channel list** if you want this channel to be automatically visible in everyone's channel list.
 - Select **Add**.

Customize and Manage Your Team:

- Select  **More options...** next to the team name.
- Select **Manage team** to find **Members**, **Channels**, **Settings**, and **Apps** for your team all in one place.
- Select **Settings** > **Team picture** to add a team picture and give your team some personality.


Collaborate in Teams and Channels:

- Please click [here](#) to learn to collaborate and interact via Teams.

Create and Format a Post to Start a Conversation:

- Type a message.
- Select **Format**.
- Format your post with the following options:
 - **Add a subject**
 - **Bold**
 - **Bulleted list**
 - **Insert link**
- Select **Send**.

Upload and Find Files

- Anywhere in Teams, look for the paperclip icon  to **Attach** a file. Alternately:
 - Go to the **Files** tab.
 - Select **Upload**.
 - Select single or multiple files from device computer or OneDrive for Business account.
 - Select **Open**.

Start Chats and Calls:

- Please click [here](#) to learn to how to start chats and calls on Teams.

Join a Teams Meeting:

- Please click [here](#) to learn to join a Teams meeting.