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.
  o You can add people, groups, or even entire contact groups.
  o 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.
  o 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:
  o Select More options... next to the team name.
  o Select Add channel.
  o Enter a name and description for your channel.
  o You can build a channel around a topic, project, department name, or whatever you like.
  o Select Automatically show this channel in everyone's channel list if you want this channel to be automatically visible in everyone's channel list.
  o 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 how to start chats and calls on Teams.

Join a Teams Meeting:

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