

A decorative graphic on the left side of the slide, consisting of a network of white lines and circles on a blue background, resembling a circuit board or a neural network structure.

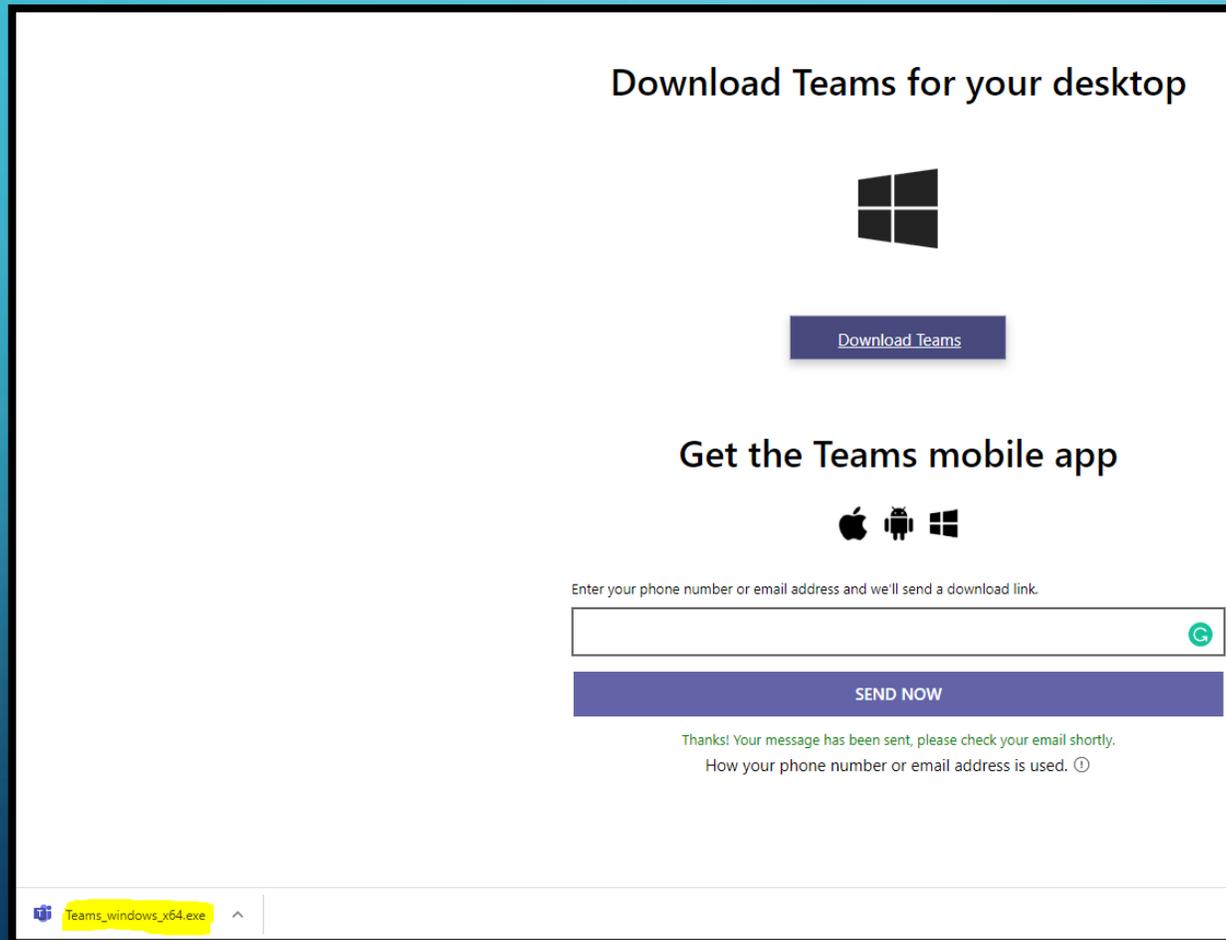
HOW TO USE MICROSOFT TEAMS

VISUAL TUTORIAL ON FULL BASIC TRAINING

MICROSOFT TEAMS OFFERS

- Chats
- Meetings
- Video and Screensharing
- Unify everything into one place
- Integrative Apps and Services
- Security and Compliance
- Translations
- Customized Backgrounds
- Shifts for scheduling
- Sent/Received Notifications

LET'S BEGIN BY VISITING MICROSOFT TEAMS HOMEPAGE [CLICK HERE](#)



The screenshot shows the Microsoft Teams homepage. At the top, it says "Download Teams for your desktop" with a Windows logo and a "Download Teams" button. Below that, it says "Get the Teams mobile app" with icons for Apple, Android, and Windows. There is a form to enter a phone number or email address to receive a download link, with a "SEND NOW" button. At the bottom, there is a taskbar showing a file named "Teams_windows_x64.exe".

Download Teams for your desktop

Download Teams

Get the Teams mobile app

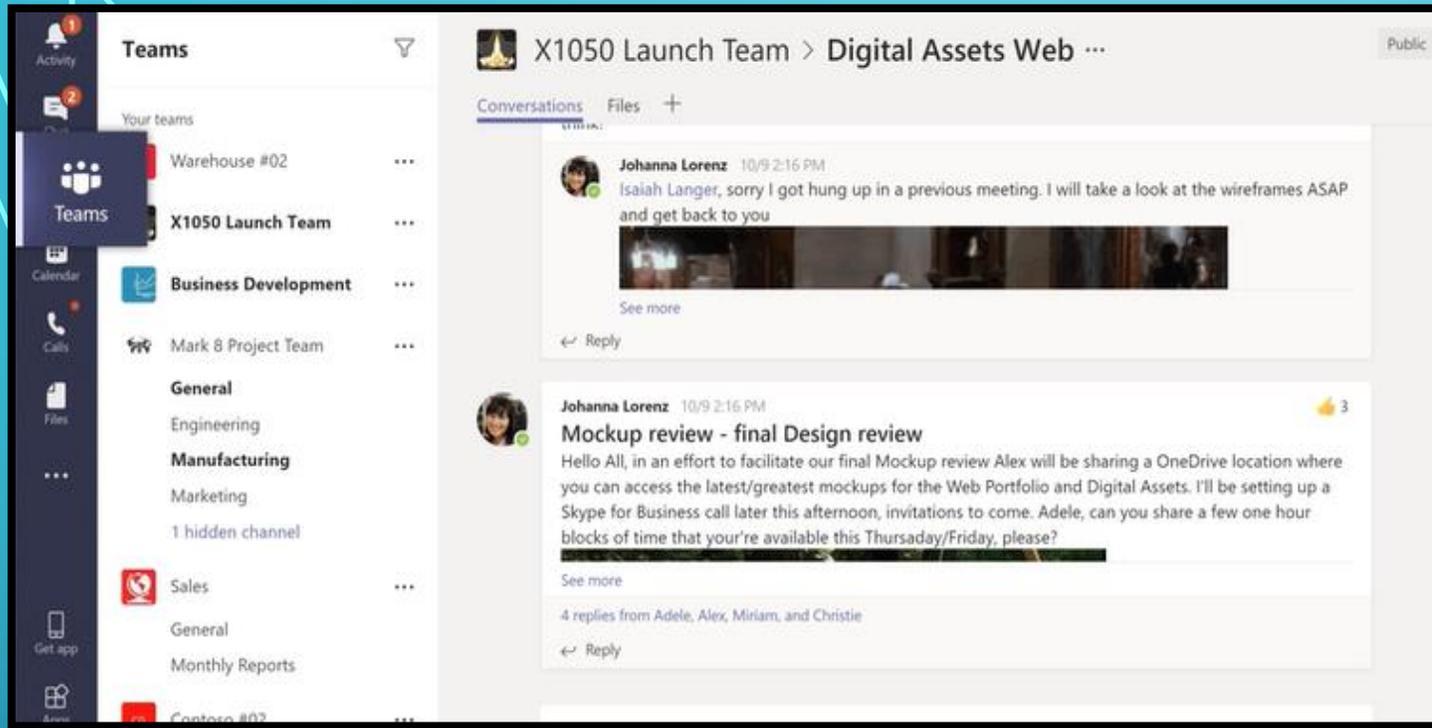
Enter your phone number or email address and we'll send a download link.

SEND NOW

Thanks! Your message has been sent, please check your email shortly.
How your phone number or email address is used. ⓘ

Teams_windows_x64.exe

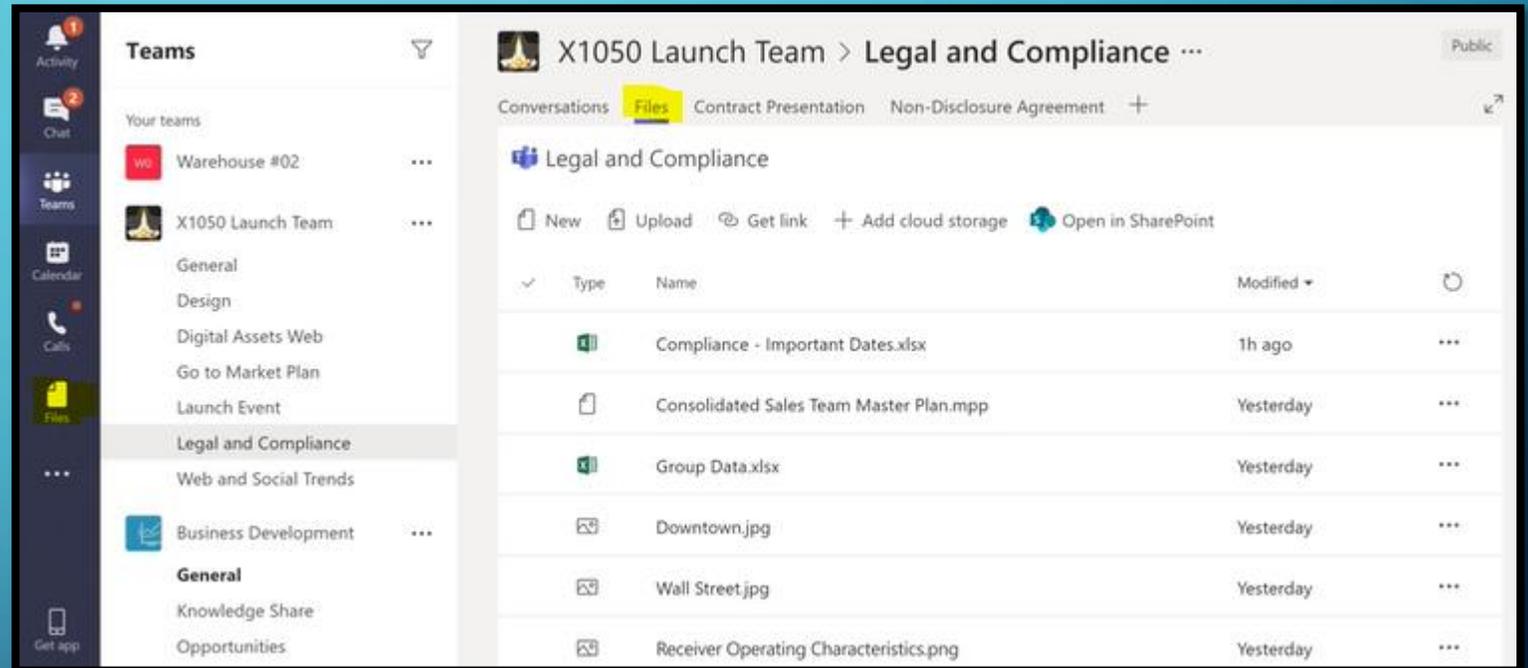
Click "Download Teams".
The program will be in the
lower left-hand corner.

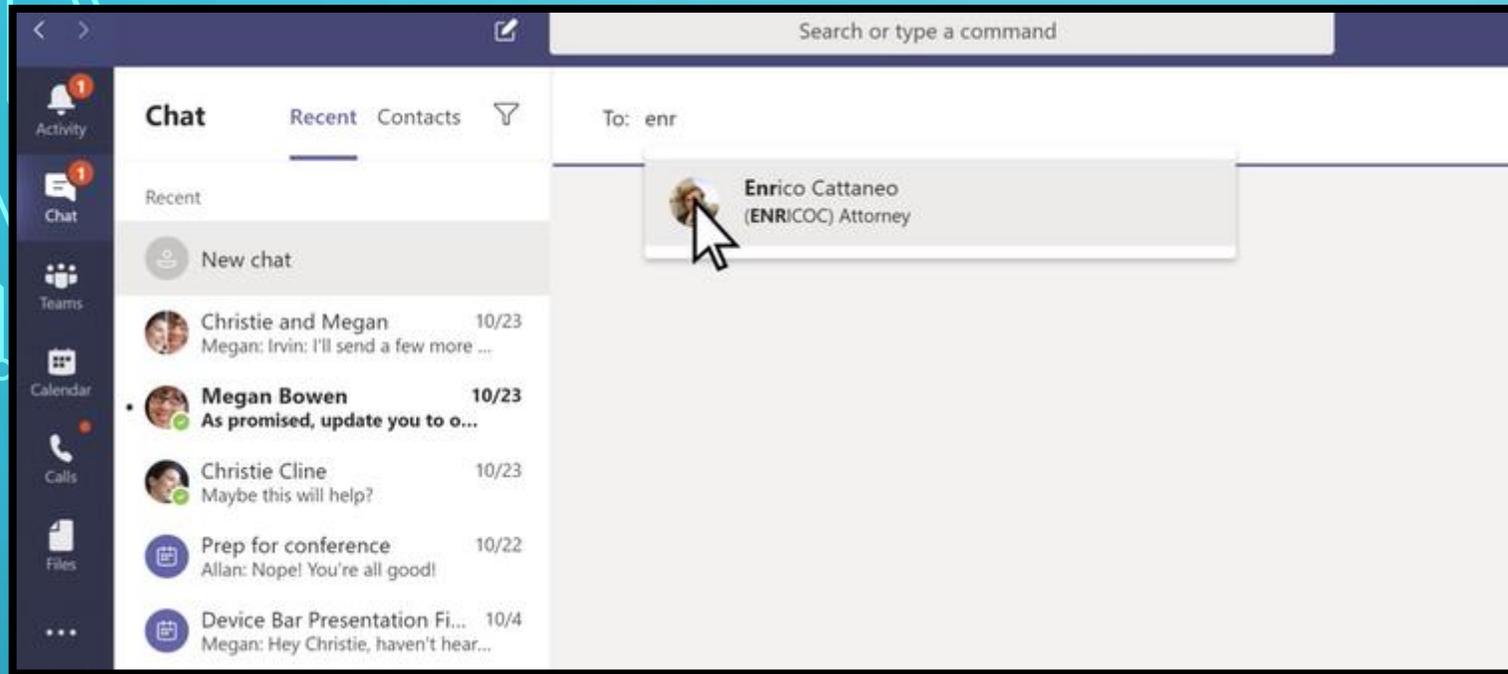


- Click on the “Teams” tab. You will see a list of all the teams you are a part of and may access.

At the top of each channel are tabs containing links, apps, and services.

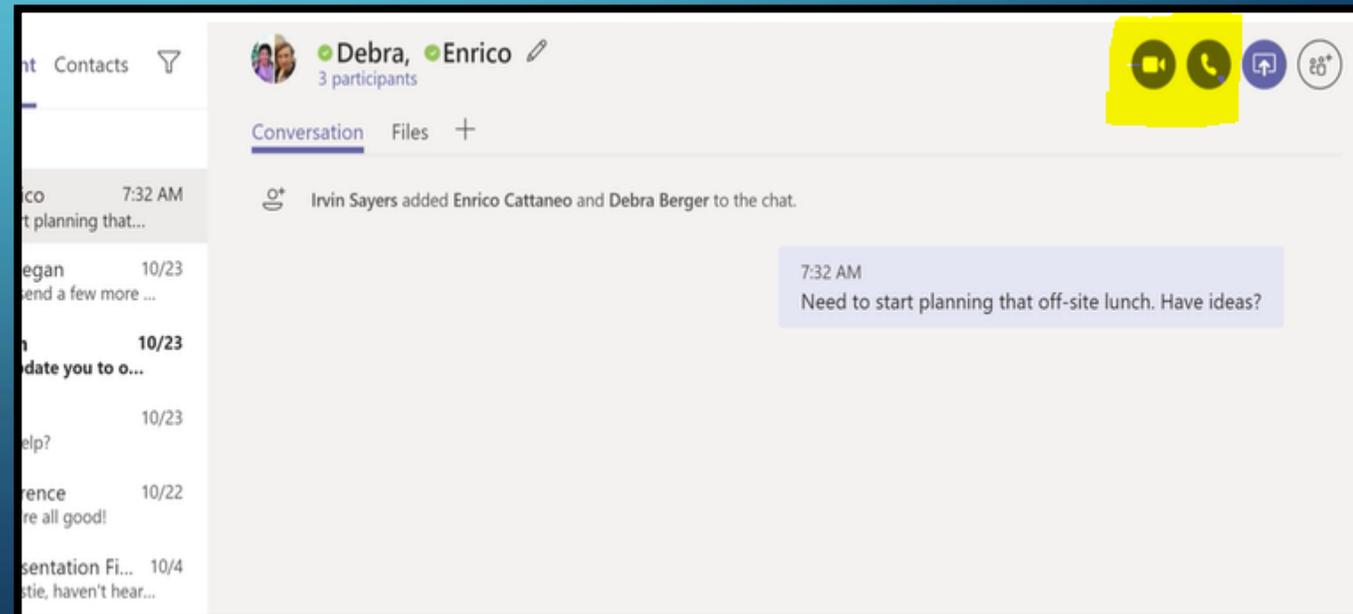
Files Tab: contains all your personal files. The Files Tab on the left will show everyone's files.



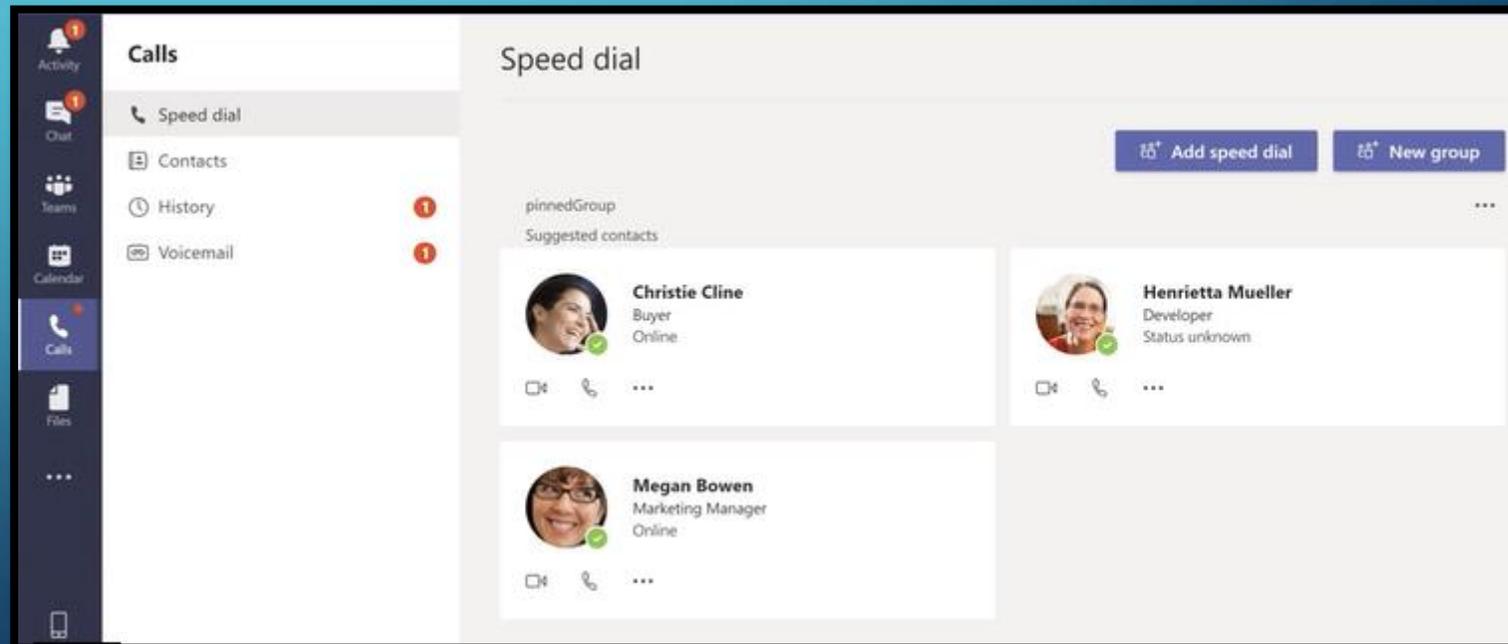


To start a new conversation with a coworker click the pencil button on the top then, enter the individuals name in the “to” area.

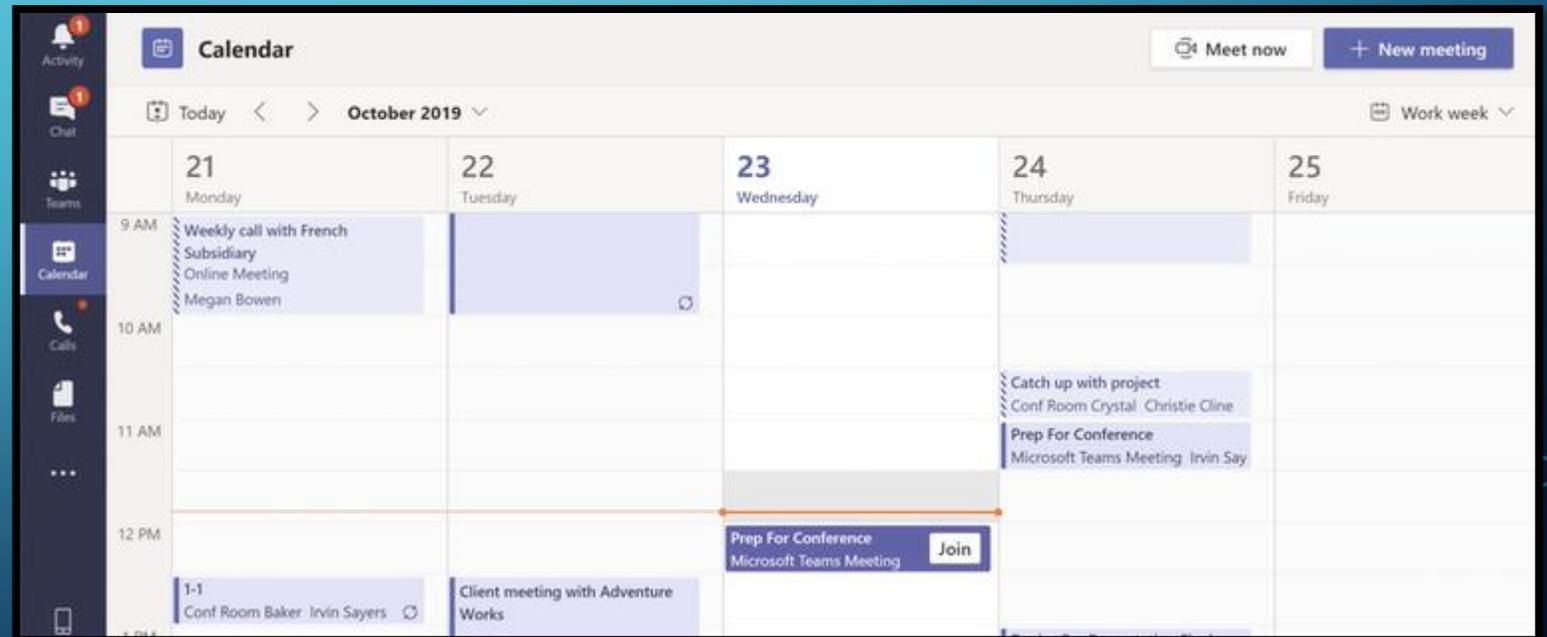
To make a call directly from a Chat you can click “video” or “audio” as highlighted to the right.

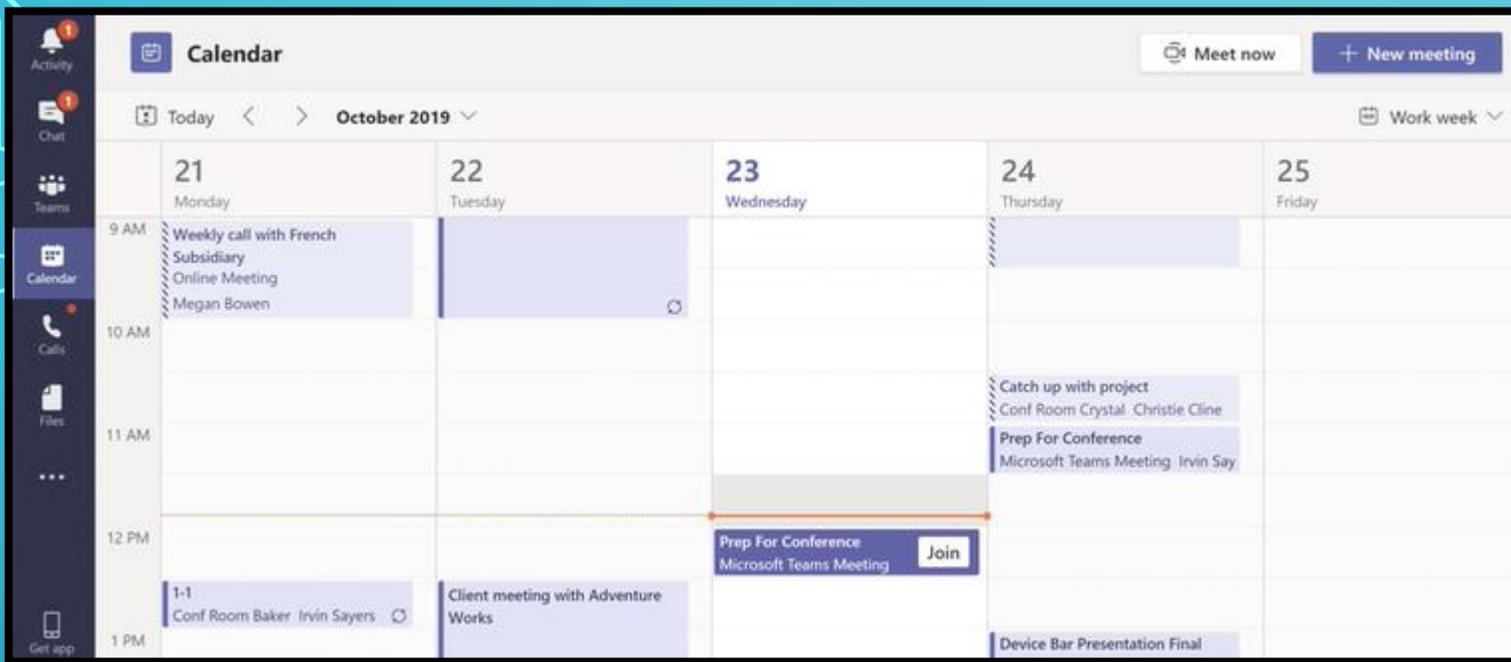


You can call anyone from the “Calls” tab even if they’re not using teams.

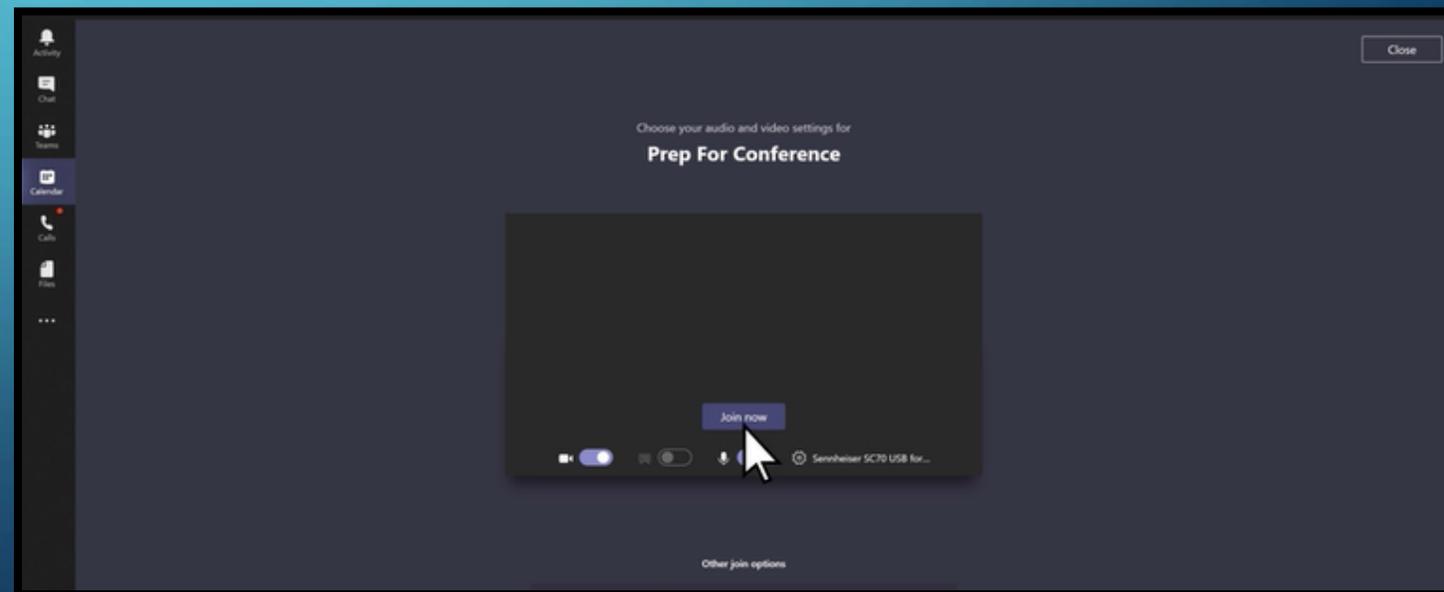


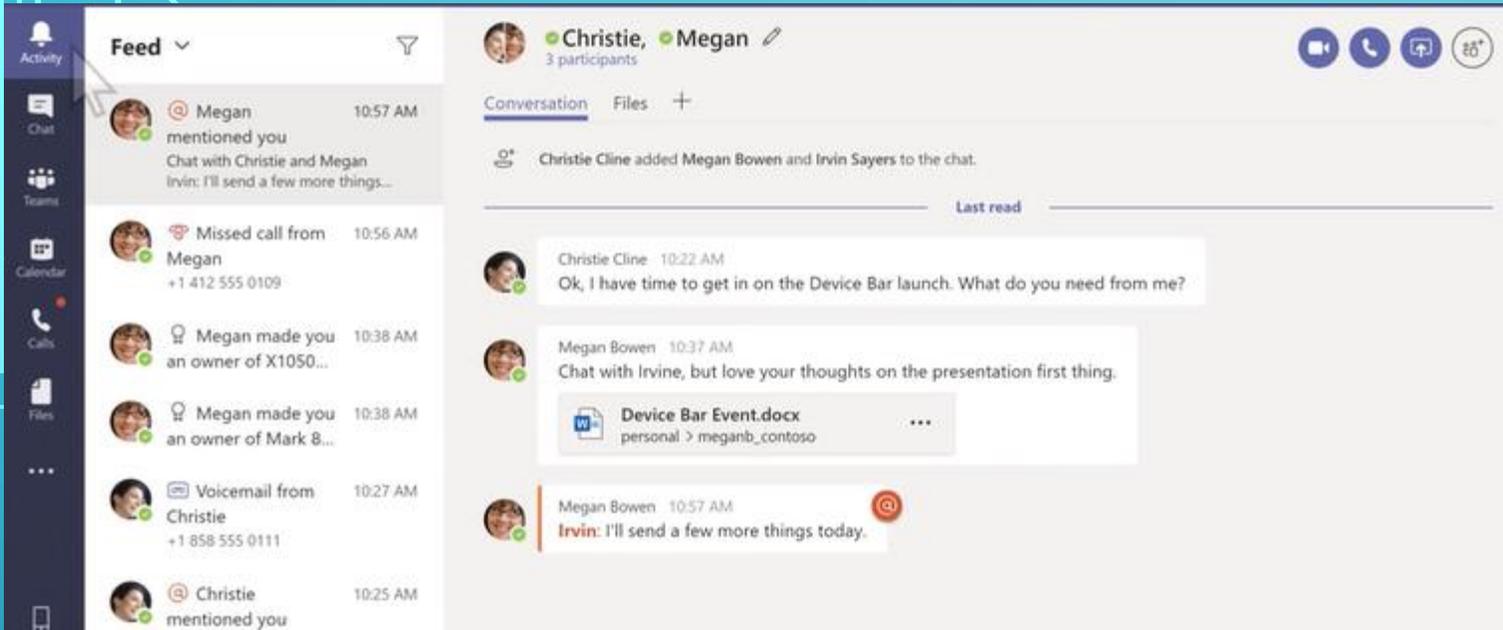
In the “Calendar” tab, you can see everything lined up for the day or week or you can schedule a meeting. It also has the capability of syncing with your Outlook calendar.





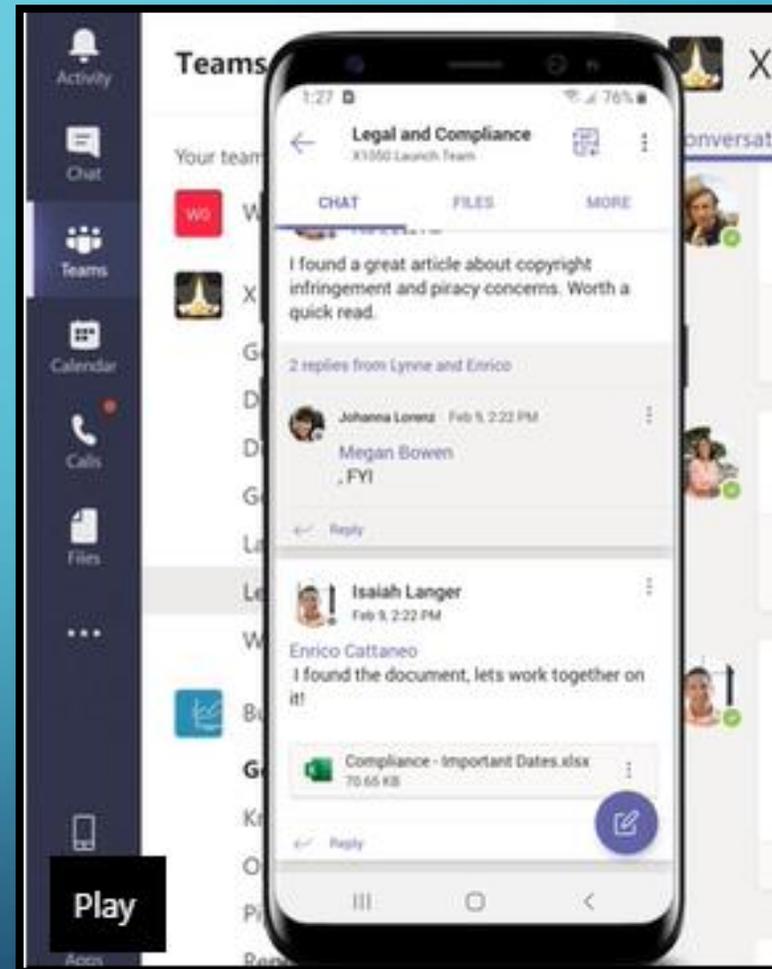
To go to a meeting, click “Join”. Then, “Join Now” to immediately enter the conference. In a meeting you can show content from a device or the option of recording your meeting.





Go to the “Activity” tab to catch up on your missed messages, replies, voicemails, and many more.

You should download the mobile APP for when you're on the go.





THANKS FOR VIEWING

PLEASE LET US KNOW YOUR THOUGHTS BY
POSTING YOUR COMMENTS BELOW