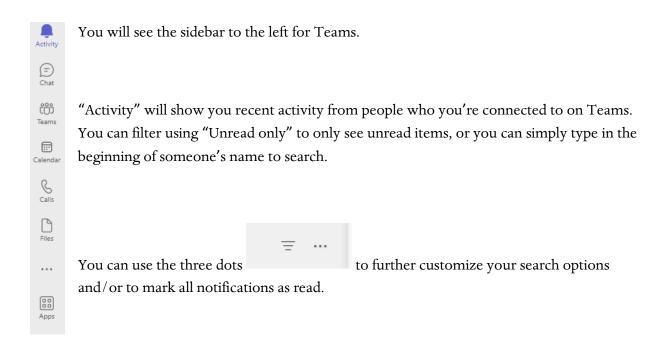# Using Teams

1. Click on "Teams" on the Microsoft 365 sidebar OR use your search bar to search for "Teams" OR open it like you would any other application. (Call the IT Service Desk if you can't find it to get the Teams application installed.)
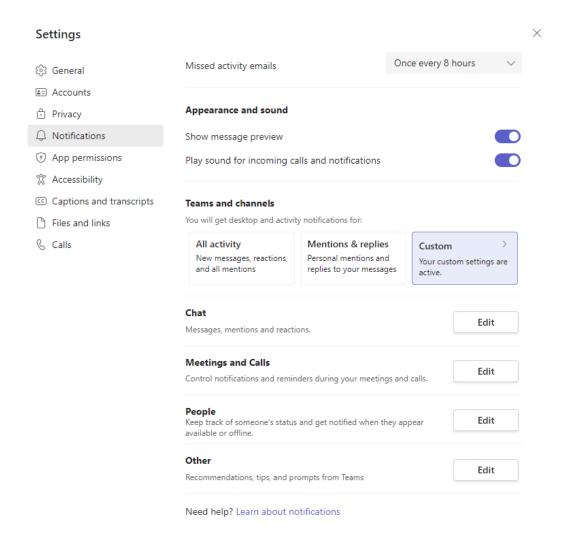
Hint: You can use the grid to open various Office applications, including Teams, Word, Outlook, Excel, and PowerPoint.

You will see the sidebar to the left for Teams.

"Activity" will show you recent activity from people who you're connected to on Teams. You can filter using "Unread only" to only see unread items, or you can simply type in the beginning of someone's name to search.

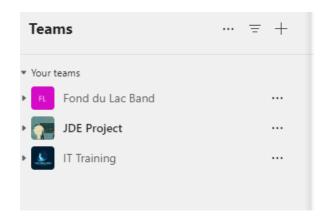You can use the three dots to further customize your search options and/or to mark all notifications as read.

5. In your settings, you can change how often you receive emails from Teams, who can call or message you, your privacy settings, different calling features, etc. *This will be important when we upgrade our phone systems – coming soon!* This dialog box can be found on the next page of this document.

6. "Chat" allows you to chat with someone instantly—kind of like an instant messenger/AOL type of thing. It's just like sending an email to someone – it will show up in their Activity/Notifications and they will receive an alert. Try chatting with me if you have a quick question but you don't need a full meeting!

7. Just like with "Activity", you can filter your chat by typing in the search bar. The pen/paper icon will allow you to start a new chat. **Chat** ∨ ☰ ☑
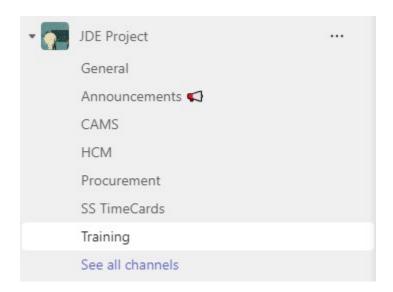
Activity Notification Settings

8. The next option on here is the "Teams" option. You can join or create a "Team" for your department, division, organization, or even just a group of colleagues for a project. Here are the teams I am part of.
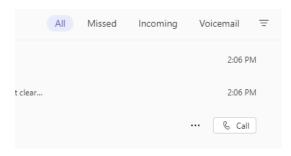
- Use the drop-down menu to see the "channels" of each team. You can set it up so if your project has different tasks, you will each handle your own "part" of the project. For example, under the JDE project, I have a channel for Training.
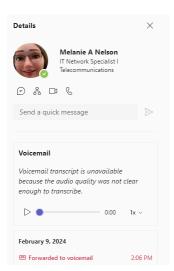

- You can add, edit, delete, or otherwise manage your channel (if you are the owner of said channel) by clicking on the three dots to the right of the channel. If you do not see these options, contact the team or channel owner.
- You can post updates/announcements, files, notes, and more to each channel.
- There is A LOT that you can do within each channel/team. Play around with creating new files, uploading existing files, sharing files, copy links, downloading files, etc.
- Gone are the days of sending files as attachments in emails, downloading them, and then having them take up space on your hard drive.
9. The "Calendar" feature is the next tool available to you. You may be used to your Outlook calendar.
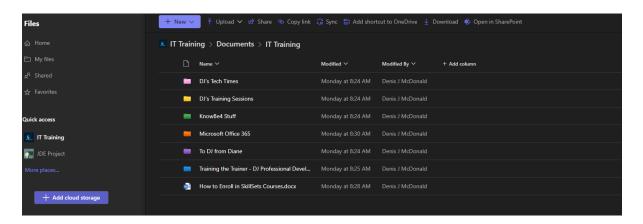   a. We do not believe there is a way for you to synchronize your Teams calendar to your Outlook calendar.

i. The reason is they are technically two different emails/domains - @fdlrez.com for Outlook and @fonddulacband.org for Teams.

ii. I am keeping an eye on this and will send updates as I see them; for the time being, I recommend continuing to use Outlook for your calendar needs.

iii. Note that you can schedule Teams meetings directly in Outlook; if you need help, please let me know.

10. "Calls" is another feature that you can certainly play around with. If you need to make a quick call but don't want to use your phone, or it's not handy, or you think you may need to screenshare, you can use the Call feature in Teams to do this!

    a. If you have a headset, this allows you to make "phone calls" using your computer/headset rather than the receiver of the phone. For me, I enjoy this as it frees up my hands during the meetings for faster typing, etc. I don't need to use one hand to hold the phone or try and do that awkward shrug thing where I try and hold it against my ear, and it falls anyway.

    b. You do have the option to set up a Voicemail under Calls as well.

    c. If you select "Voicemail", you will be taken to your list of voicemails. Click on them to see the details of who left the voicemail, how long it is, when it was received, and to be given options on how to reply.
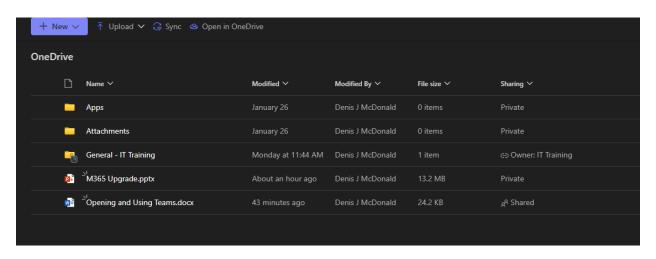
11. The "Files" section of Teams is just like saving files to your computer, or network drive. I took the time to upload all my files and folders to my Teams, and I take 30-45 minutes each week to reupload everything to ensure everything is backed up to Teams. I recommend you do this.

As you'll see, you can see everything is categorized into folders and is extremely easy to navigate. I have "IT Training" set to my Quick access so I can just click on it, then go to Documents > IT Training to access everything I need! You can create additional quick access places to store your documents.

Any email attachment will automatically be saved to your Files section in your Teams. If I go to "My files" it takes me here:

"Shared" is anything you've shared. "Favorites" is anything you've favorited.

12. The last thing we will cover today is the "Apps" section of Teams. I highly recommend calling the IT Service Desk prior to downloading any of these apps (not counting Word, Excel, Outlook, PowerPoint) just to ensure we can use them safely and securely.