



Microsoft Teams – Cheat Sheet

To access Teams

- Open portal.office.com: Login and select the Teams app
- Open the desktop app and login. The Microsoft Teams app provides a better user experience, with additional functionality. To install the app, go to: <https://teams.microsoft.com/downloads>

To create a new team

- Select *Join or create team > Create team*
- Select a *team type*
- Enter a *team name* and *description* if required.
- Do not change the default privacy setting of *'Private'* and click *Next*.
- Enter team members by their full email address and click *add*. Finally, click *Close* once all members have been added.

To add a member to a team

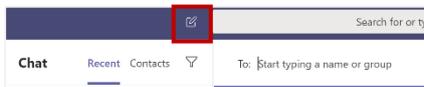
- Select *More Options* (three dots next to team name) and *Add member*.
Note: You must be a team owner to add a member to a team.

To add a channel to a team

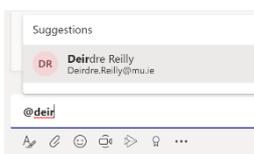
- Select *More Options* and *Add channel*. A new channel comes with a new Posts and Files section.

Communicating on Teams

- One-to-One and One-To-Many chats outside of a team: Select the *Chat* icon from the navigation panel on the left, select the *New chat* icon and type one or more email addresses in the field provided. Only those included in the conversation can view and reply.



- Within a team: Type a message in the conversation field in the Posts tab and click Enter. This will post a message to the team space, i.e. everyone in your team can see the message.
- @mentions: Use the @ symbol followed immediately by a member of your team; everyone in your team can see this message but it will gain the attention of the person who was mentioned.



Uploading and sharing files

- In the *Posts* tab: select the *Attach* icon and upload your file within a conversation.
- In the *Files* tab: select *Upload*, browse to the file you wish to upload and click *Open* OR drag and drop the file into the Files tab of the relevant channel

Audio and Video calls

Impromptu meeting:

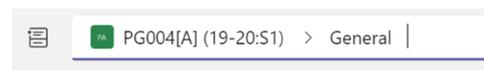
- Select *Calendar* from the left navigation panel in Teams
- Select *Meet now*
- Enter a meeting subject and choose whether you wish to use audio or audio and video
- Select *Join now*
- Invite one or more users by typing their email address in the panel on the left

Schedule an online meeting (can facilitate up to 250 participants):

- Select *Calendar* in the Teams app
- Select *Schedule Meeting* from the *New meeting* drop-down menu
- Complete meeting details, add required attendees and click *Save*

Schedule an online class:

- Select *Calendar* in the Teams app
- Select *Schedule Meeting* from the *New meeting* drop-down menu
- Complete meeting details, adding the team name (module code) as shown below, and click *Save*



Modules on Teams

Teams have been automatically populated with data from Moodle, meaning all modules should now have a matching Team. Lecturing staff have been made 'owners' of the Team, with the students as 'members.' These Teams will appear automatically for you in the Teams app.

Teams Terminology

- **Team:** A team is a digital workspace for teamwork and collaboration.
- **Channel:** A team is made up of channels. A channel is created per discussion topic.
- **Team Owner:** An owner is the moderator of a team. The person who creates a team is automatically a team owner. A team can have more than one owner and an owner can add/remove team members.
- **Team Member:** A member is similar to an owner, except a member cannot delete a team or add/remove members.
- **Guest:** A non-MU user with a valid consumer or business email address who is added to a team.