



Microsoft

Microsoft Teams is a collaboration app that is part of the Office365 Enterprise suite.

The following guide details how to login, download and install Microsoft Teams, and how to use the chat, video, screen sharing and file sharing functions.

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Office Hours: Mon-Fri, 7:30am-4:30pm

Contents

How to Access Microsoft Teams	4
Check if Microsoft Teams is Already Installed	5
Desktop Version – Download & Install Microsoft Teams	6
Online Version – Login to Microsoft Teams Website	8
Teams and Channels	9
Join or Create a Team	10
Join or Create a Channel	12
Start a conversation with a Team or Channel.....	13
Chat Features	14
Start a conversation with an individual person or group	14
Attaching Documents to a Conversation	15
Like and Save messages in Chat.....	16
Expressing yourself in Chat	17
Mentions (“@” symbol)	18
Activity Notifications.....	19
Search for Messages, People or Files.....	20
Meeting Features	21
Start a Meeting with a Team or Channel	21
Join a Meeting	22
Join by link.....	22
Join in a channel.....	22
Join from chat	22

- Call in..... 22
- Schedule a meeting..... 23
- Meeting Options 24
 - Basic Options..... 24
 - More Actions..... 25
 - Device Settings (Audio / Video) 26
 - Show background effects..... 28
 - Screen Sharing..... 29
- Appendix 30
 - Helpful Commands..... 30
 - List of commands 31




How to Access Microsoft Teams

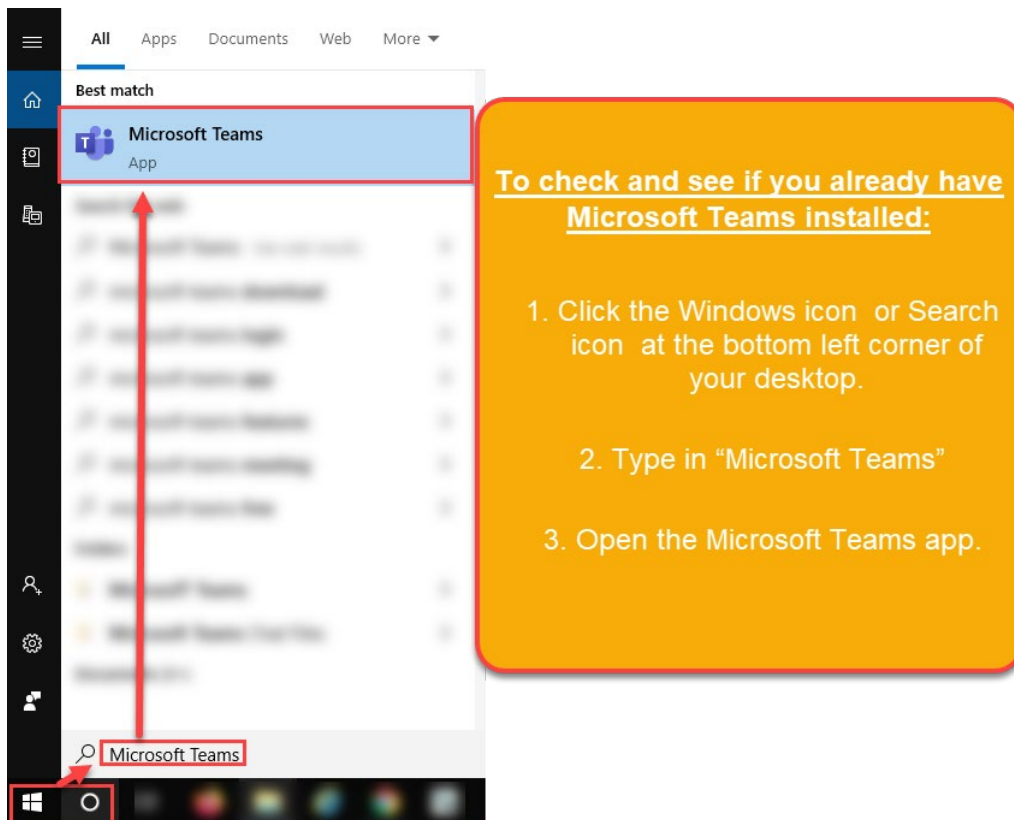
- Microsoft Teams comes as a part of the Office365 Suite tied to your .edu email address.
- Microsoft Teams can be accessed through an Online version and a Software version.

NOTE: The online version of Microsoft Teams does not have Screen Share or Video capability. Please Download & Install the full software version of Microsoft Teams if you wish to use these features.

Check if Microsoft Teams is Already Installed

To check and see if you already have Microsoft Teams installed:

1. Click the Windows icon  or Search icon  at the bottom left corner of your computer.
2. Type in “Microsoft Teams”
3. Open the Microsoft Teams app. 



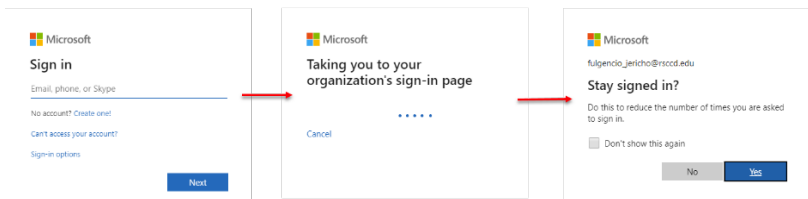
Desktop Version – Download & Install Microsoft Teams

To download & install Microsoft teams:

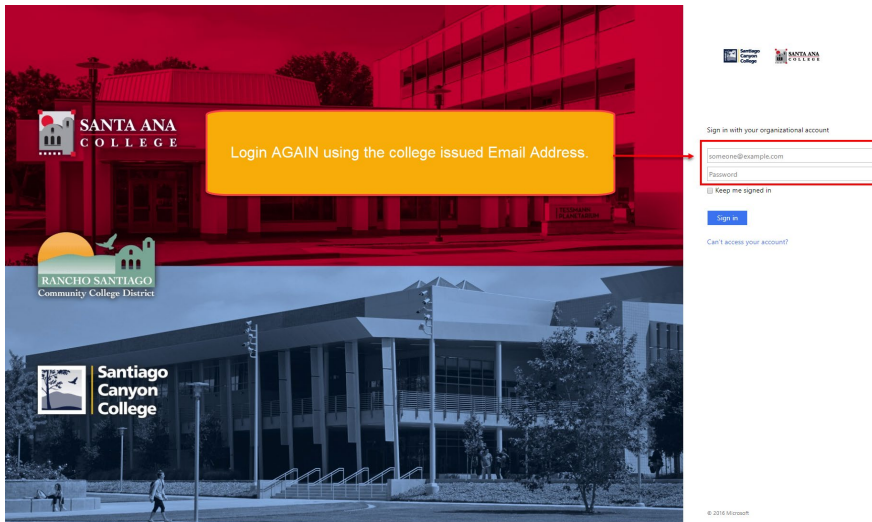
1. Go to www.office.com
2. Login using your college issued Email Address.

Examples: LastName_FirstName@sccollege.edu; LastName_FirstName@sac.edu; LastName_FirstName@rscdd.edu

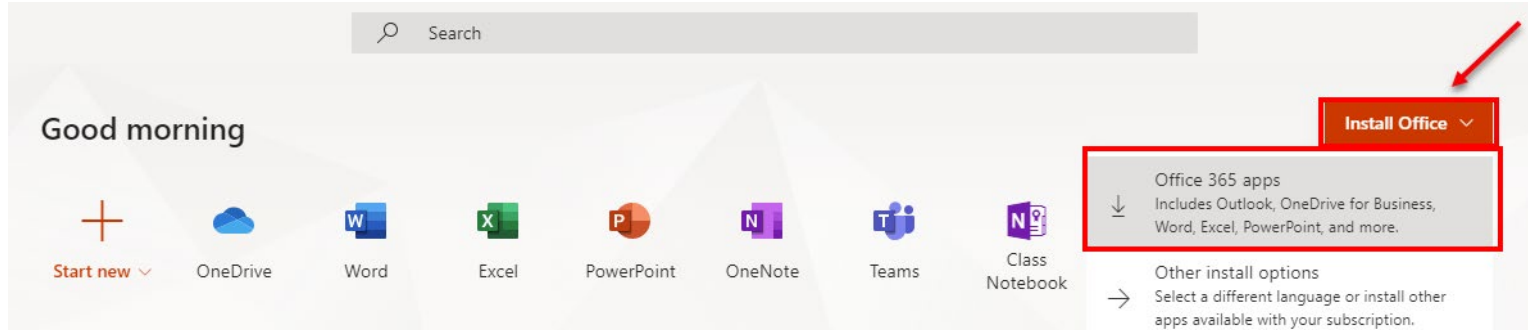
Login using the college issued Email Address.



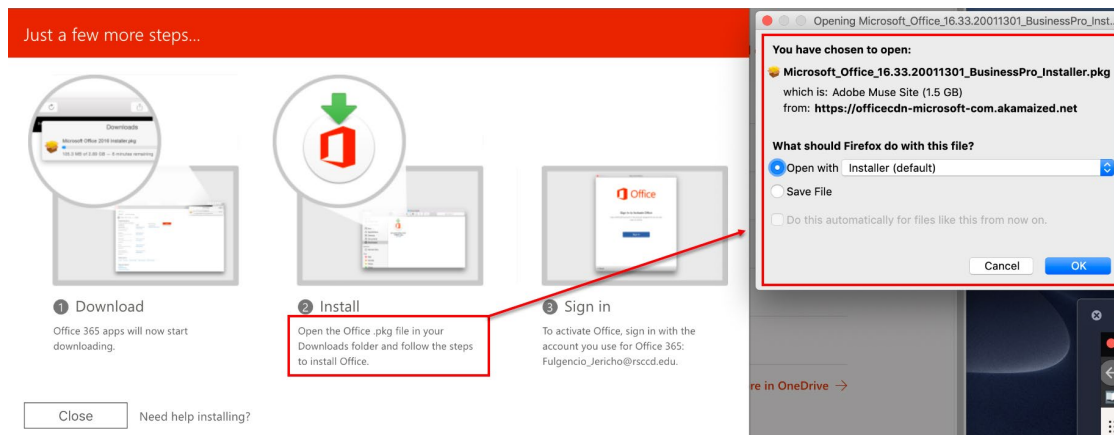
3. Login **AGAIN** using the college issued Email Address.



- Click the **“Install Office”** button on the MS Office 365 home page. Then click **“Office 365 apps”**. Follow the instructions that follow.



NOTE for Mac users: Clicking the Install Office > Office 365 apps link will download a .pkg installer which is compatible with Mac devices. Open the Office .pkg file in your Downloads folder and follow the steps to install Office.



NOTE: The installation process may require **administrator credentials**. If you are on a District issued computer, prompted for administrator credentials, and are unable to proceed -- please contact the **ITS Help Desk at 714-564-4357 or helpdesk@rscdd.edu**.

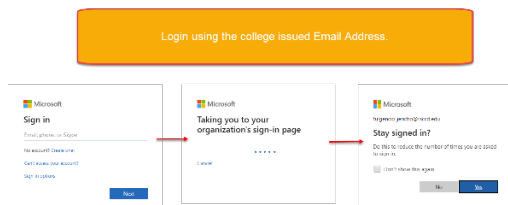
- Once downloaded and installed -- **open Microsoft Teams** by following directions in this document for **“Check if Microsoft Teams is already installed”**.

Online Version – Login to Microsoft Teams Website

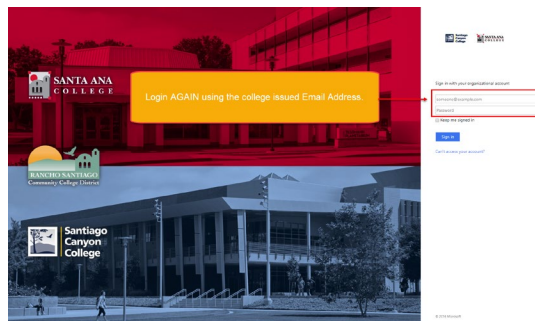
NOTE: The online version of Microsoft Teams does not support Screenshare or Video Conference functions. Please use the Desktop version if needed.

1. Go to <https://teams.microsoft.com/>
2. Login using your college issued Email Address.

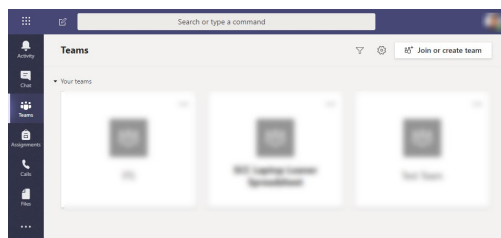
Examples: LastName_FirstName@sccollege.edu; LastName_FirstName@sac.edu; LastName_FirstName@rsccd.edu



3. Login **AGAIN** using the college issued Email Address.



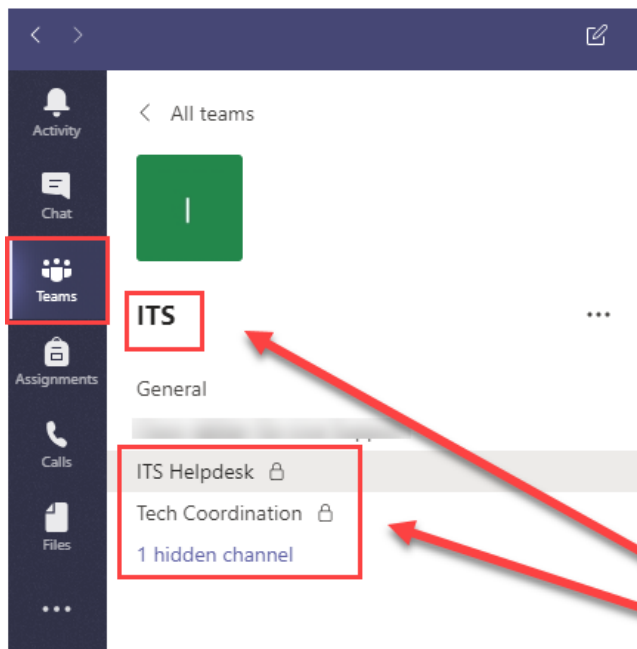
4. Once you are logged in, you will be taken to the **Teams landing page**.



Teams and Channels

Team(s) and Channel(s) are conversation threads that help groups of people get organized with more focused conversations.

- A **Team** is the overall group of people working on a project.
- Each Team usually contains one or more **Channel(s)** that cover more specialized topics.



Team(s) and Channel(s) are conversation threads that help groups of people get organized with more focused conversations.

A Team is the overall group of people working on a project.

Each Team contains one or more Channel(s) that cover more specialized topics.

Example

Team = ITS

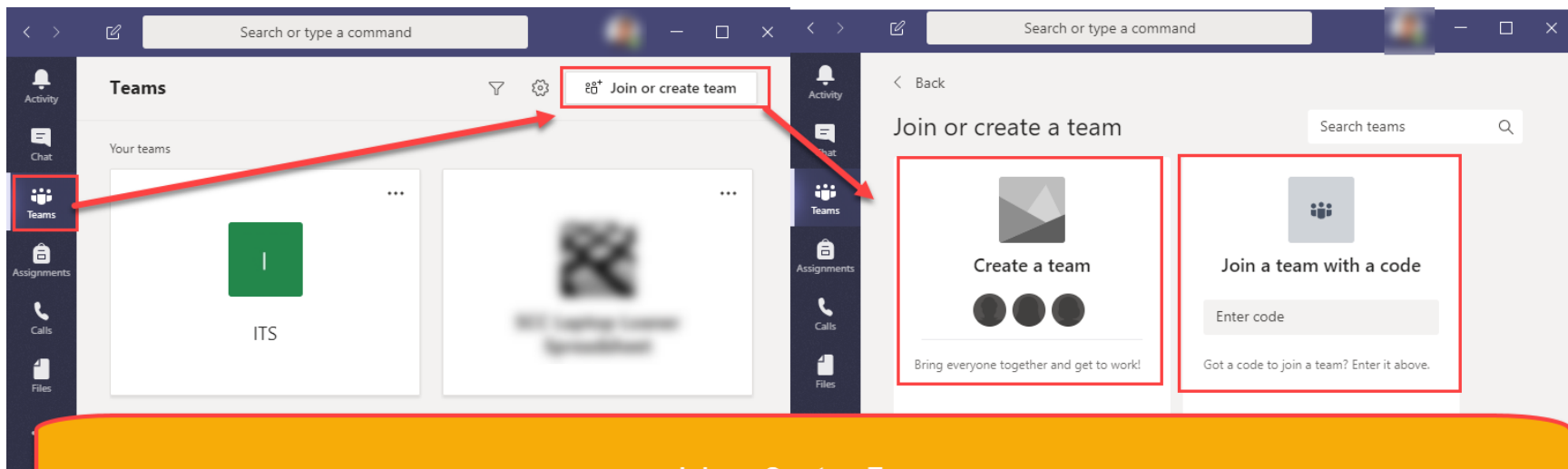
Channels = General, ITS Help Desk, Tech Coordination

Join or Create a Team



1. Click the **Teams icon** on the left vertical side bar.
2. Click **“Join or create team”**.
3. Click **“Create a team”** to create a new team, or **“Join a team with a code”** and enter the Team code to join an existing team.

NOTE: If you do not have the code to join an existing team – please ask the team organizer for the code, or to send an invitation.



Join or Create a Team

Click the Teams icon on the left vertical side bar.

Click "Join or create team"

Click "Create a team" to create a new team, or "Join a team with a code" and enter the Team code to join an existing team.

NOTE: If you do not have the code to join an existing team - please ask the team organizer for the code, or to send an invitation.

When creating a team:

1. **Select a team type**
2. **Create your team** and decide on a Name, Description and Privacy settings (Private or Public)
3. **Add people to the Team** (by name, email address, distribution list, or security group).



The image illustrates the three-step process of creating a Microsoft Teams team.
Panel 1: Select a team type shows four options: **Class** (Discussions, group projects, assignments), **Professional Learning Community (PLC)** (Educator working group), **Staff** (School administration and development), and **Other** (Clubs, study groups, after school activities).
Panel 2: Create your team shows the configuration screen. The **Name** field is set to "Test Team". The **Description (optional)** field is also "Test Team". The **Privacy** dropdown is set to "Private - Only team owners can add members".
Panel 3: Add people to "Test Team" shows a search bar with the text "Start typing a name or group" and an "Add" button.
Callout Box: A yellow box with a red border contains the text: "When creating a team: 1. Select a team type 2. Create your team and decide on a Name, Description, and Privacy settings (Private or Public) 3. Add people to the Team (by name, email address, distribution list, or security group)."
 Red arrows indicate the flow from the "Class" option to the "Create your team" screen, and from the "Privacy" dropdown to the "Add" button in the third panel.

Other Team Owner facts:

- Ability to add new member & add new owners
- Enable/disable "@" mentioning
- Allowing GIFs, Stickers, memes, and moderation settings
- Rename/delete the Team
- Rename/delete a Channel
- Members can add additional Channels to the Team
- You can have up to 600 members per Team
- You can only have 10 owners per Team

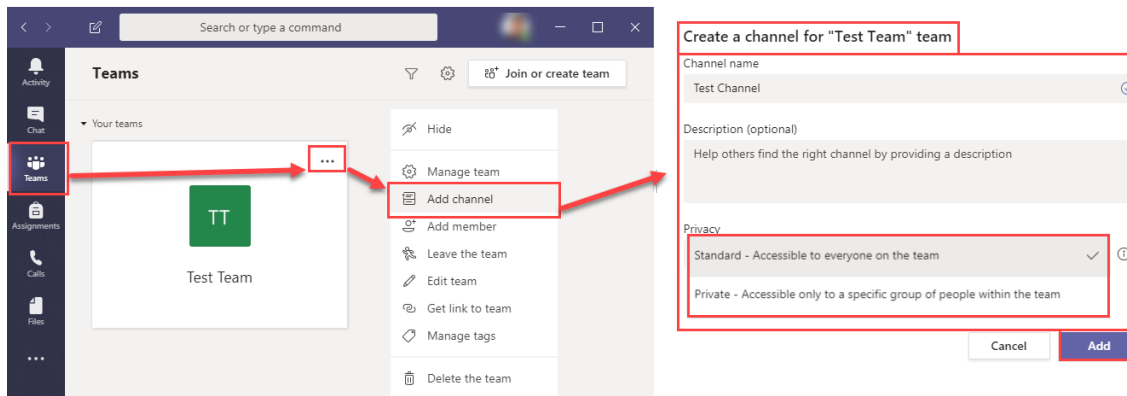
Join or Create a Channel

To create a Channel:

1. Click the **Teams icon**  on the left vertical side bar.
2. Click the ellipses (three dots)  next to an existing Team.
3. Click Add Channel.

NOTE: By default, channels are set to “Standard” privacy, which means anyone from the Team can see these conversations. If you want to limit who can see the channel, select the “Private” for the Privacy setting.

NOTE: To join an existing channel, you must be invited (if a Private Channel), or already be part of the associated Team (if a Standard Channel).



Creating a Channel

To create a Channel:



1. Click the Teams icon on the left vertical side bar.
2. Click the three dots next to an existing Team.
3. Click Add Channel.
4. Select a Channel Name, Description, and Privacy setting, then click Add.

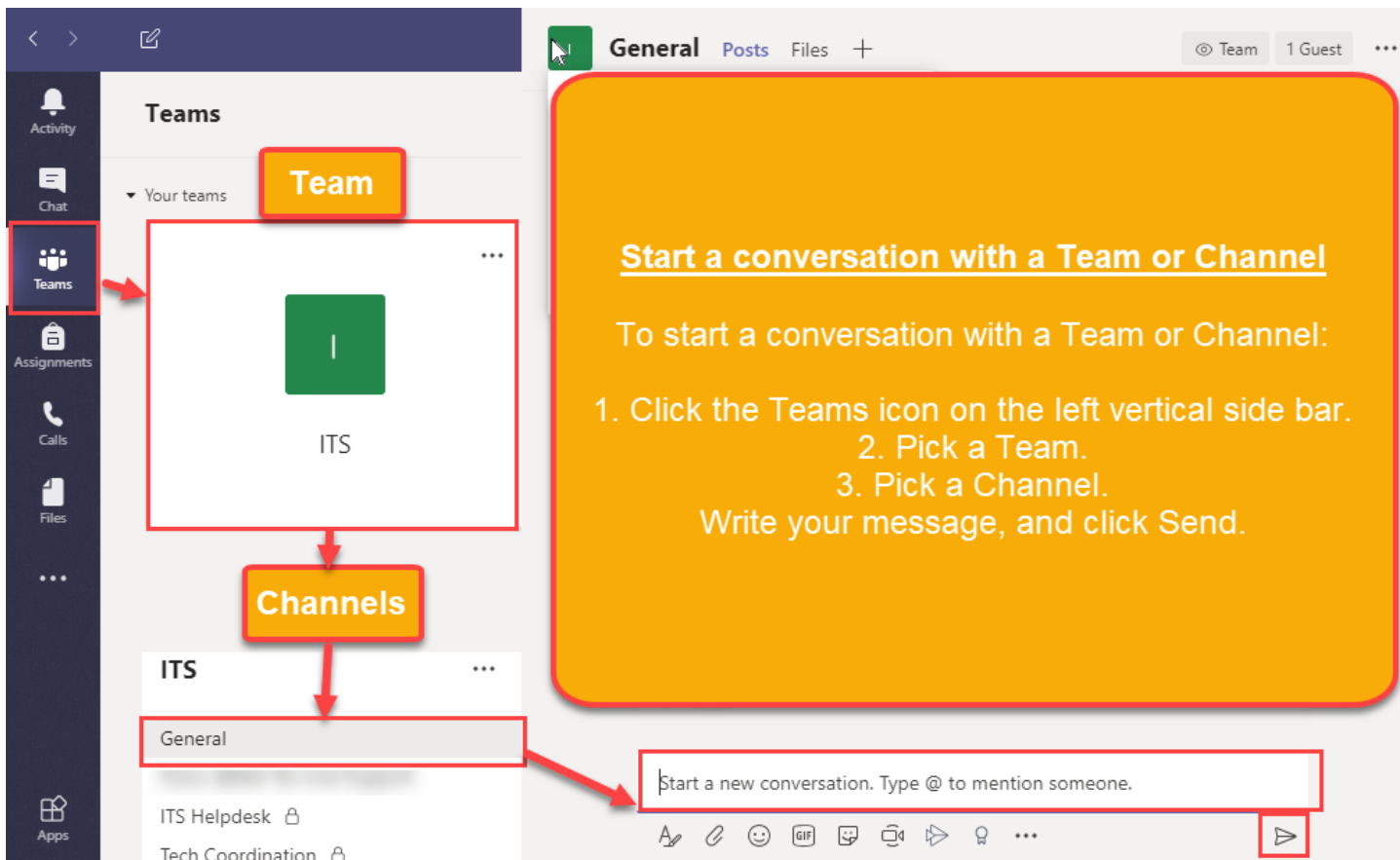
NOTE: By default, channels are set to "Standard" privacy, which means anyone from the Team can see these conversations. If you want to limit who can see the channel on the Team, select "Private" for the Privacy setting.

NOTE: To join an existing channel, you must be invited (if a Private Channel), or already be part of the associated Team (if a Standard Channel).

Start a conversation with a Team or Channel




To start a conversation with a Team or Channel:

1. Click the **Teams icon**  on the left vertical side bar.
2. Pick a **Team**
3. Pick a **Channel** (e.g., General Channel)
4. Write your message, and click Send 

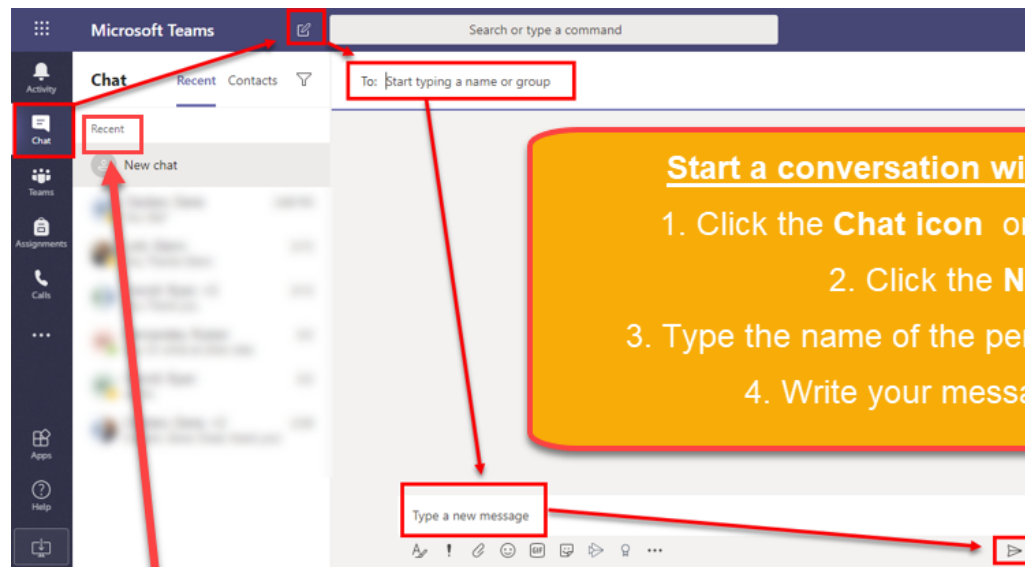


Chat Features

Start a conversation with an individual person or group

1. Click the **Chat icon**  on the left vertical side bar.
2. Click the **New Chat icon** .
3. Type the name of the person or group in the **To** field
4. Write your message, and click Send .

NOTE: You can also check under “Recent” to continue an existing conversation.




Start a conversation with a person or group:


1. Click the **Chat icon** on the left vertical side bar.
2. Click the **New Chat icon**
3. Type the name of the person or group in the **To** field
4. Write your message, and click **Send**

NOTE: You can also check under “Recent” to continue an existing conversation.

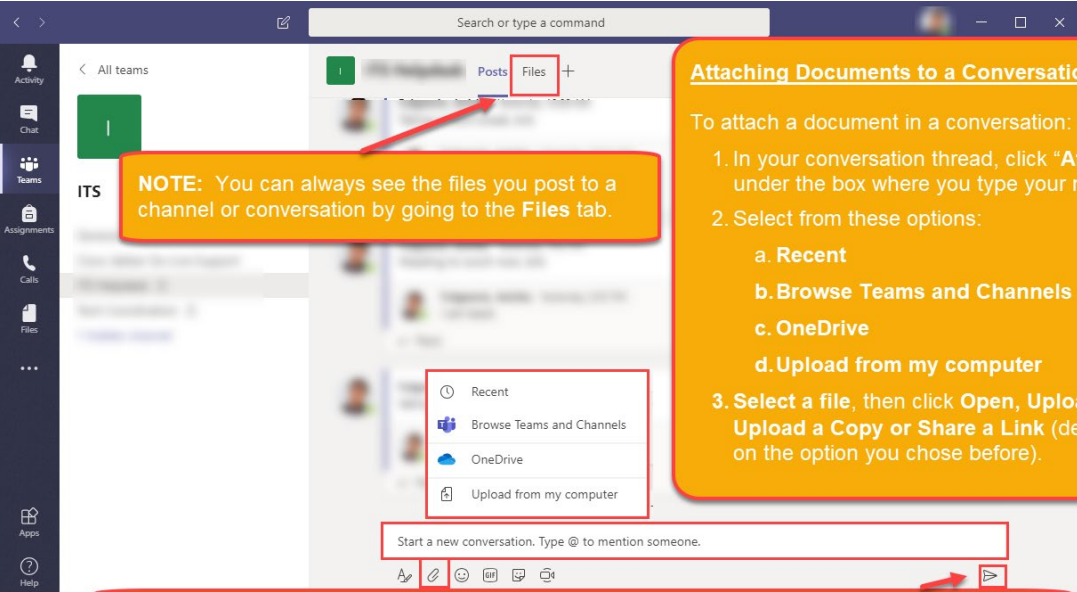
Attaching Documents to a Conversation

To attach a document in a conversation:

1. In your conversation thread, click “**Attach**”  under the box where you type your message.
2. Select from these options:
 - a. **Recent**
 - b. **Browse Teams and Channels**
 - c. **OneDrive**
 - d. **Upload from my computer**
3. **Select a file**, then click **Open**, **Upload a File**, **Upload a Copy**, or **Share a Link** (depending on the option you chose before).

NOTE: If you’re uploading a file from your computer, select a file, click Open and then Send .

NOTE: You can always see the files you post to a channel or conversation by going to the **Files** tab.



The screenshot shows the Microsoft Teams interface. On the left is the navigation pane with icons for Activity, Chat, Teams, Assignments, Calls, Files, and Apps. The main area shows a conversation thread with a 'Files' tab selected. A red arrow points from the 'Files' tab to a note box. Another red arrow points from the 'Attach' icon in the bottom right of the message input area to another note box. A third red arrow points from the 'Send' icon in the bottom right of the message input area to a third note box.

Attaching Documents to a Conversation

To attach a document in a conversation:


1. In your conversation thread, click “**Attach**” under the box where you type your message.
2. Select from these options:
 - a. **Recent**
 - b. **Browse Teams and Channels**
 - c. **OneDrive**
 - d. **Upload from my computer**
3. **Select a file**, then click **Open**, **Upload a File**, **Upload a Copy** or **Share a Link** (depending on the option you chose before).

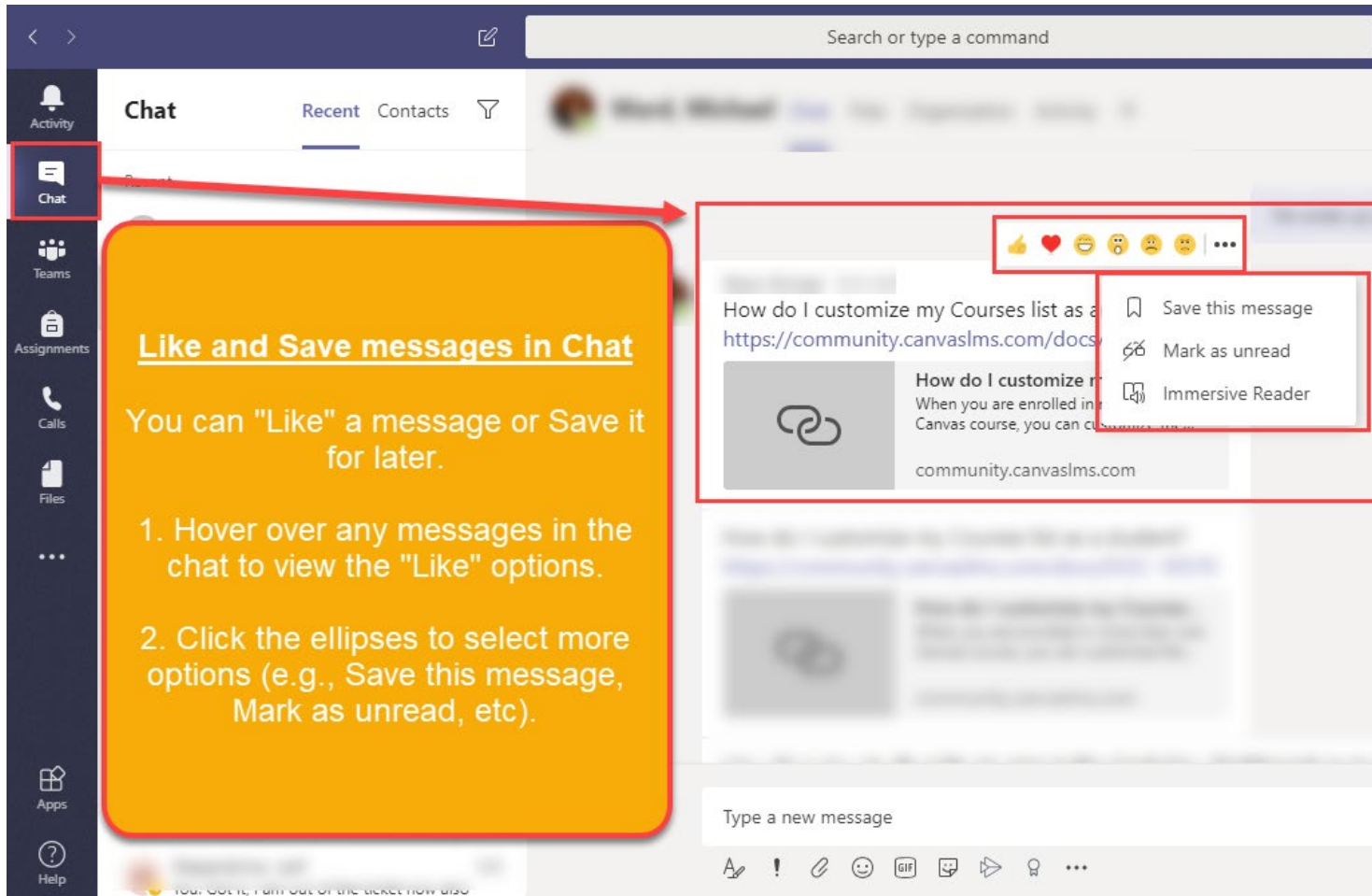
NOTE: You can always see the files you post to a channel or conversation by going to the **Files** tab.

NOTE: If you're uploading a file from your computer, select a file, click Open and then Send.

Like and Save messages in Chat

You can “Like” a message or Save to for later.

1. Hover over any messages in the chat to view the “Like” options.
2. Click the ellipses  to select more options to **Save this message**, **Turn off Notifications**, etc.

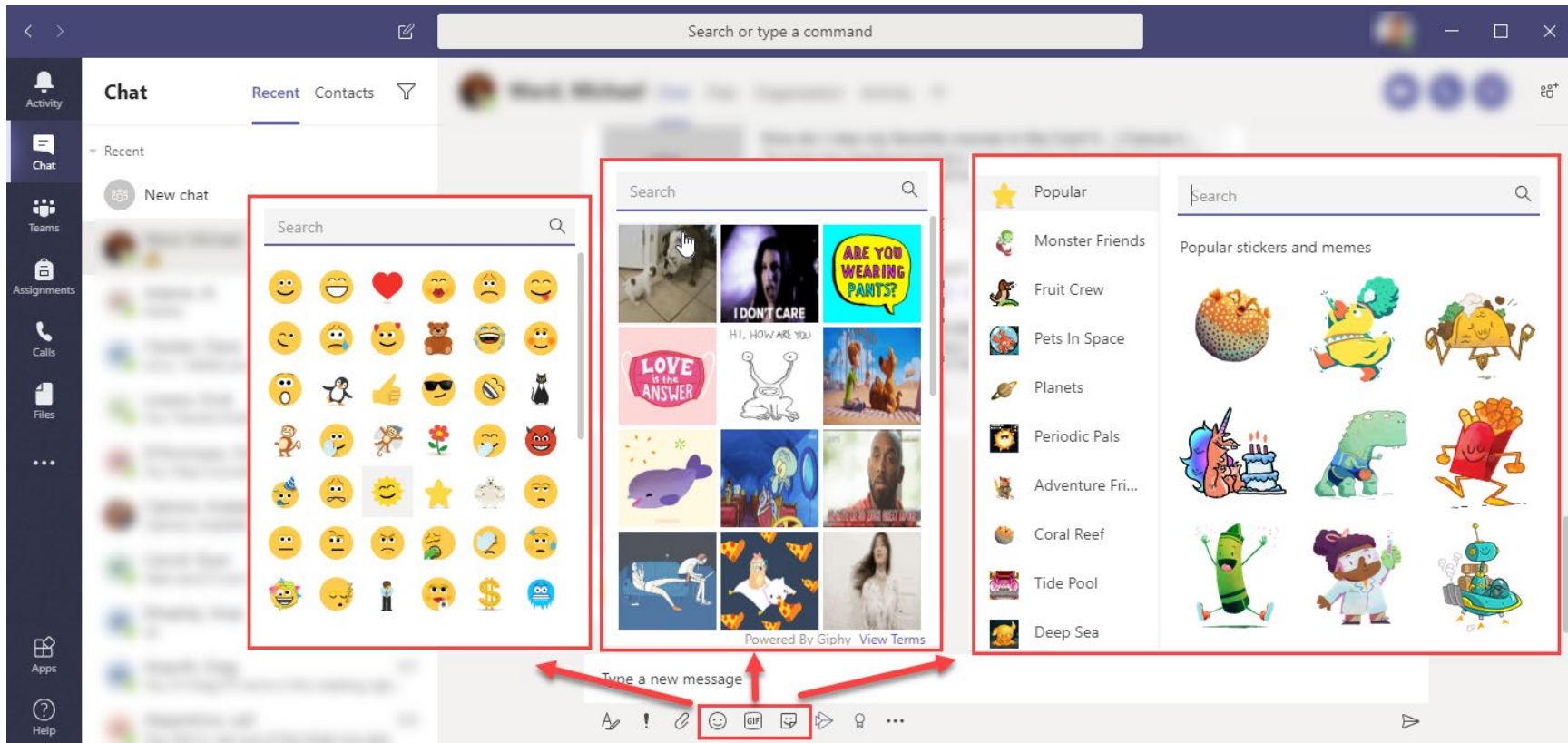


Expressing yourself in Chat



When sending a message -- you can add Emojis, GIFs, Stickers, and Memes.

1. Hover over the thread to add an expression,
2. Or, you can select the options from the lower part where you type your message.



Mentions (“@” symbol)

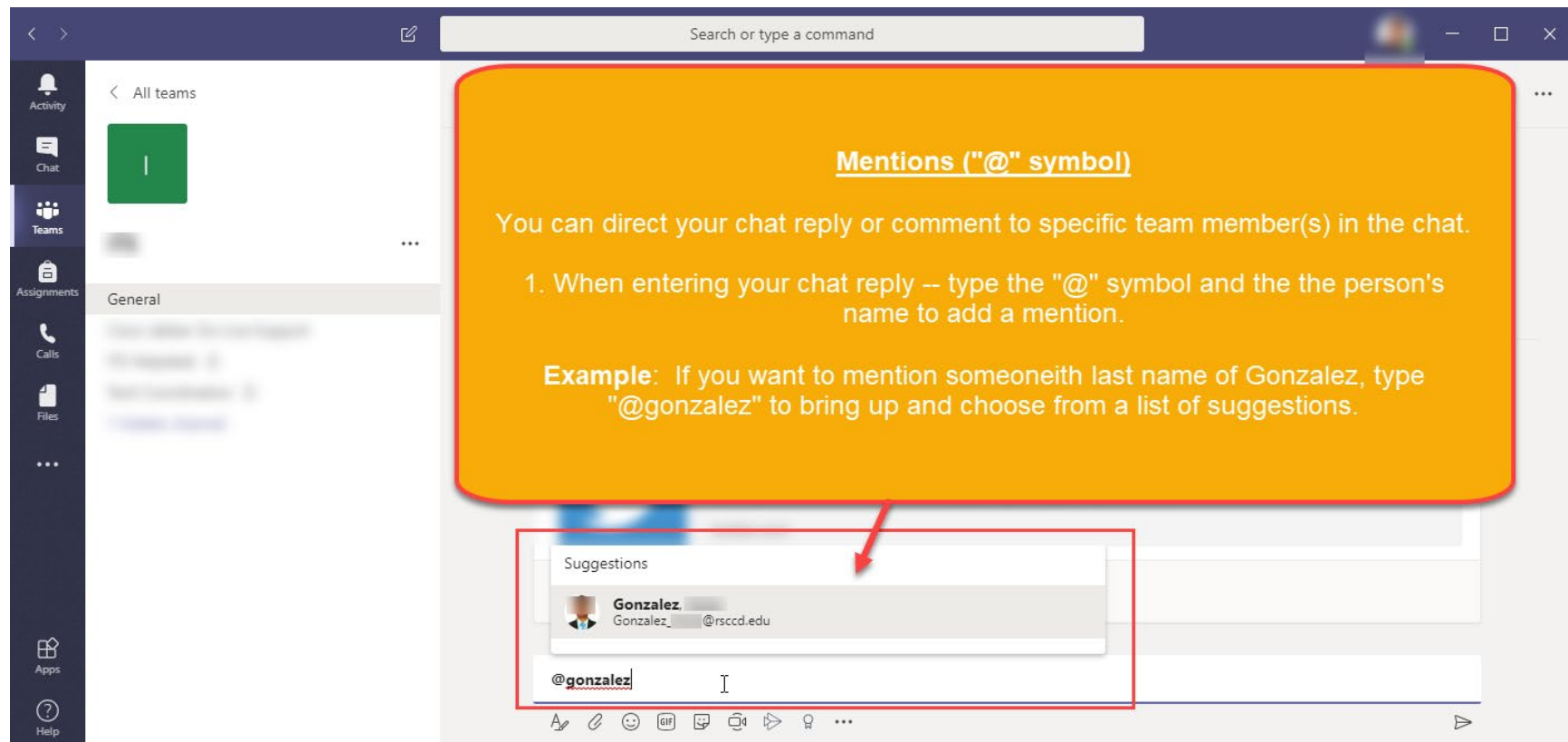
You can direct your chat reply or comment to specific team member(s) in the chat.

1. When entering your chat reply -- type the “@” symbol and then the person’s name to add a mention.

Example: If you want to mention someone with last name of Gonzalez, type “@gonzalez” to bring up and choose from a list of suggestions.


This will serve 2 purposes:


1. The person mentioned will get a notification with a red tag under their “Activity” tab that shows they have been mentioned.
2. This reduces the need to scroll over to the far right for each discussion reply.



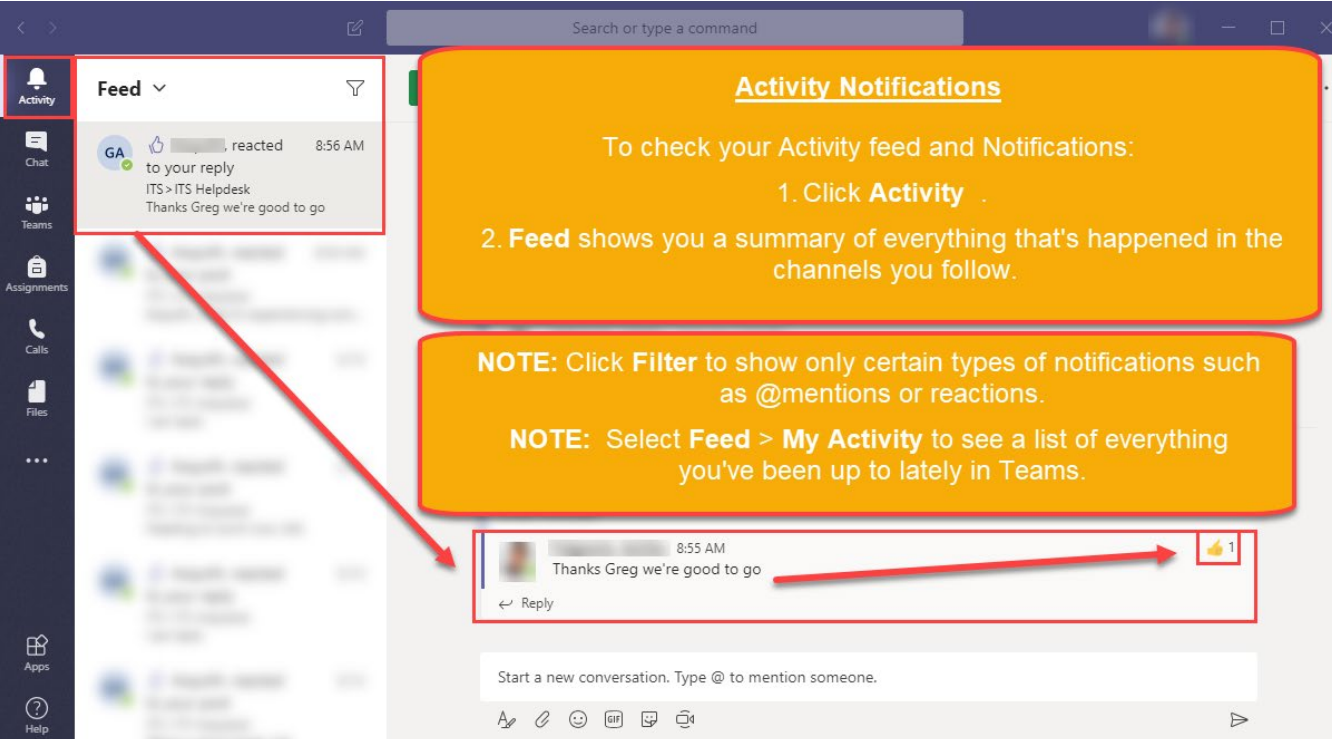
Activity Notifications

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Click **Activity** .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.

NOTE: Click **Filter**  to show only certain types of notifications such as @mentions or reactions.

NOTE: Select **Feed > My Activity** to see a list of everything you've been up to lately in Teams.




Activity Notifications

To check your Activity feed and Notifications:

1. Click **Activity** .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.

NOTE: Click **Filter** to show only certain types of notifications such as @mentions or reactions.

NOTE: Select **Feed > My Activity** to see a list of everything you've been up to lately in Teams.

GA  reacted to your reply
ITS > ITS Helpdesk
Thanks Greg we're good to go

8:56 AM

8:55 AM
Thanks Greg we're good to go

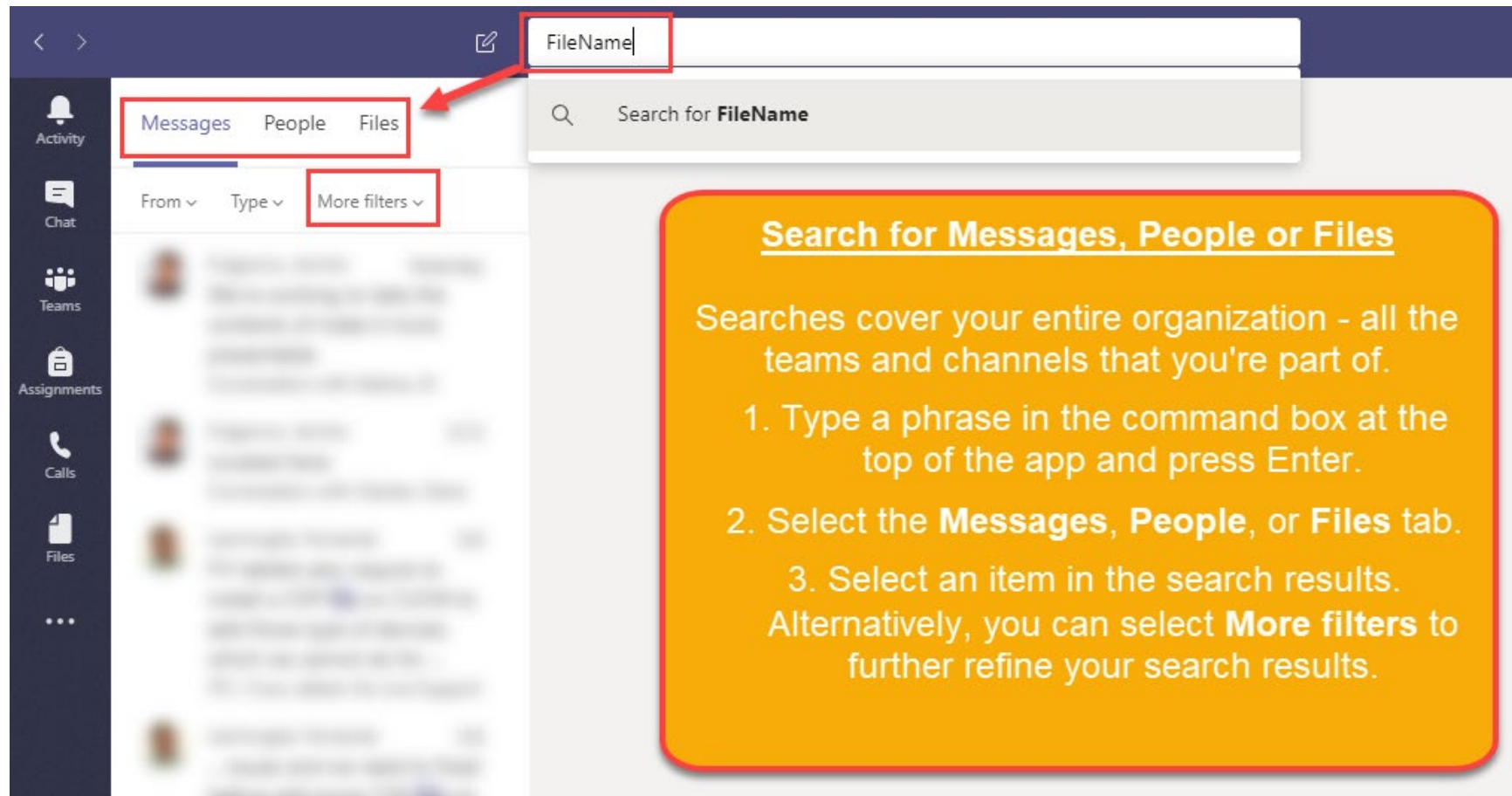
← Reply

Start a new conversation. Type @ to mention someone.

Search for Messages, People or Files

Searches cover your entire organization — all the teams and channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.



The screenshot shows the Microsoft Teams search interface. At the top, a search bar contains the text "FileName". Below the search bar, a dropdown menu is open, showing the search results for "Search for FileName". The "Messages" tab is selected and highlighted with a red box. A red arrow points from the search bar to the "Messages" tab. Below the tabs, there are filter options: "From", "Type", and "More filters", with "More filters" also highlighted with a red box. The main content area shows a list of search results, which are blurred. A large yellow callout box with a red border is overlaid on the right side of the screenshot, containing the following text:



Search for Messages, People or Files

Searches cover your entire organization - all the teams and channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.

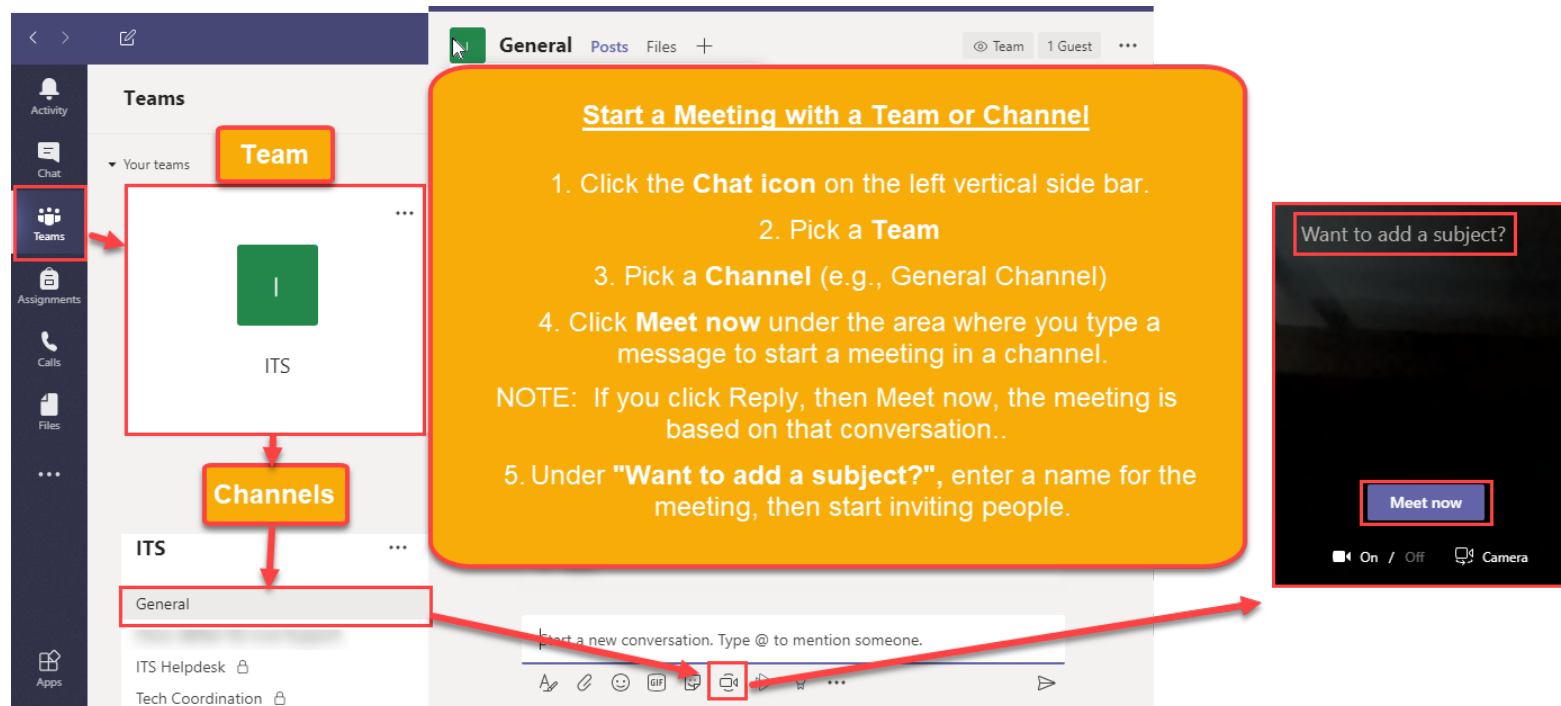
Meeting Features

Start a Meeting with a Team or Channel

1. Click the **Chat icon**  on the left vertical side bar.
2. Pick a **Team**
3. Pick a **Channel** (e.g., General Channel)
4. Click **Meet now**  under the area where you type a message to start a meeting in a channel.

NOTE: If you click Reply, then Meet now, the meeting subject is based on the last reply from that conversation.

5. Under **“Want to add a subject?”**, enter a name for the meeting start **inviting** people. Then click **“Meet now”** again.



Start a Meeting with a Team or Channel

1. Click the **Chat icon** on the left vertical side bar.
2. Pick a **Team**
3. Pick a **Channel** (e.g., General Channel)
4. Click **Meet now** under the area where you type a message to start a meeting in a channel.

NOTE: If you click Reply, then Meet now, the meeting is based on that conversation..

5. Under **"Want to add a subject?"**, enter a name for the meeting, then start inviting people.

Join a Meeting

Join by link

All you need to join a Teams meeting is an **invitation link**.

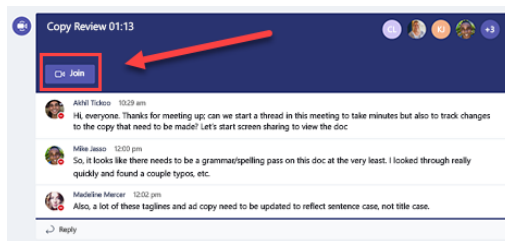
Select **Join Microsoft Teams Meeting** in your **meeting invite** to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically. You may also be prompted to sign in.

Join Microsoft Teams Meeting

[Learn more about Teams | Meeting options](#)

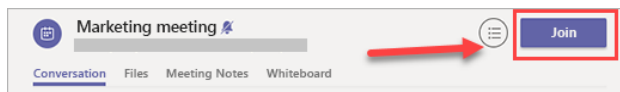
Join in a channel

If a meeting takes place in a channel, you'll see an invitation to join and who's in the meeting right in the channel. Just select **Join**.



Join from chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and select **Join** at the top of the chat.



Call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number. If there's a **phone number** and **conference ID** in the meeting invite, just dial the number to join.

+1 323-849-4[redacted] United States, Los Angeles (Toll)
(866) 679-9[redacted] (Toll-free)
Conference ID: 000 000 00#

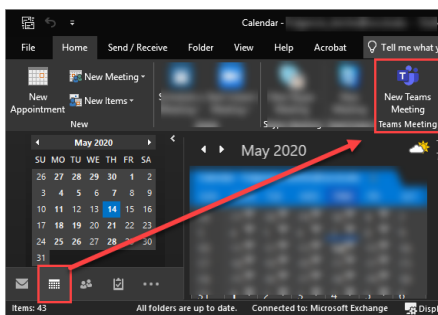
Schedule a meeting

When you schedule a meeting in Outlook, it will show up in Teams, and vice versa.

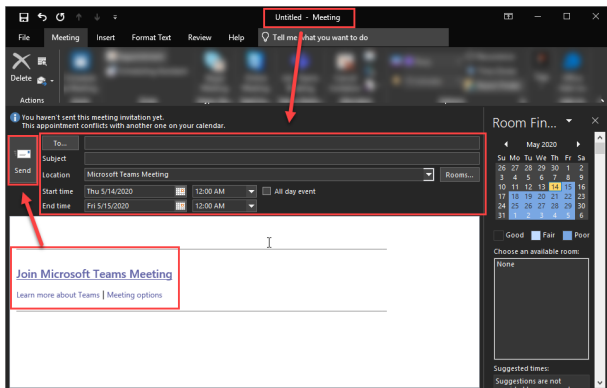
To schedule a meeting:

1. Open **Outlook** and switch to the **Calendar**  view.

2. Click **New Teams Meeting**  at the top of the view.



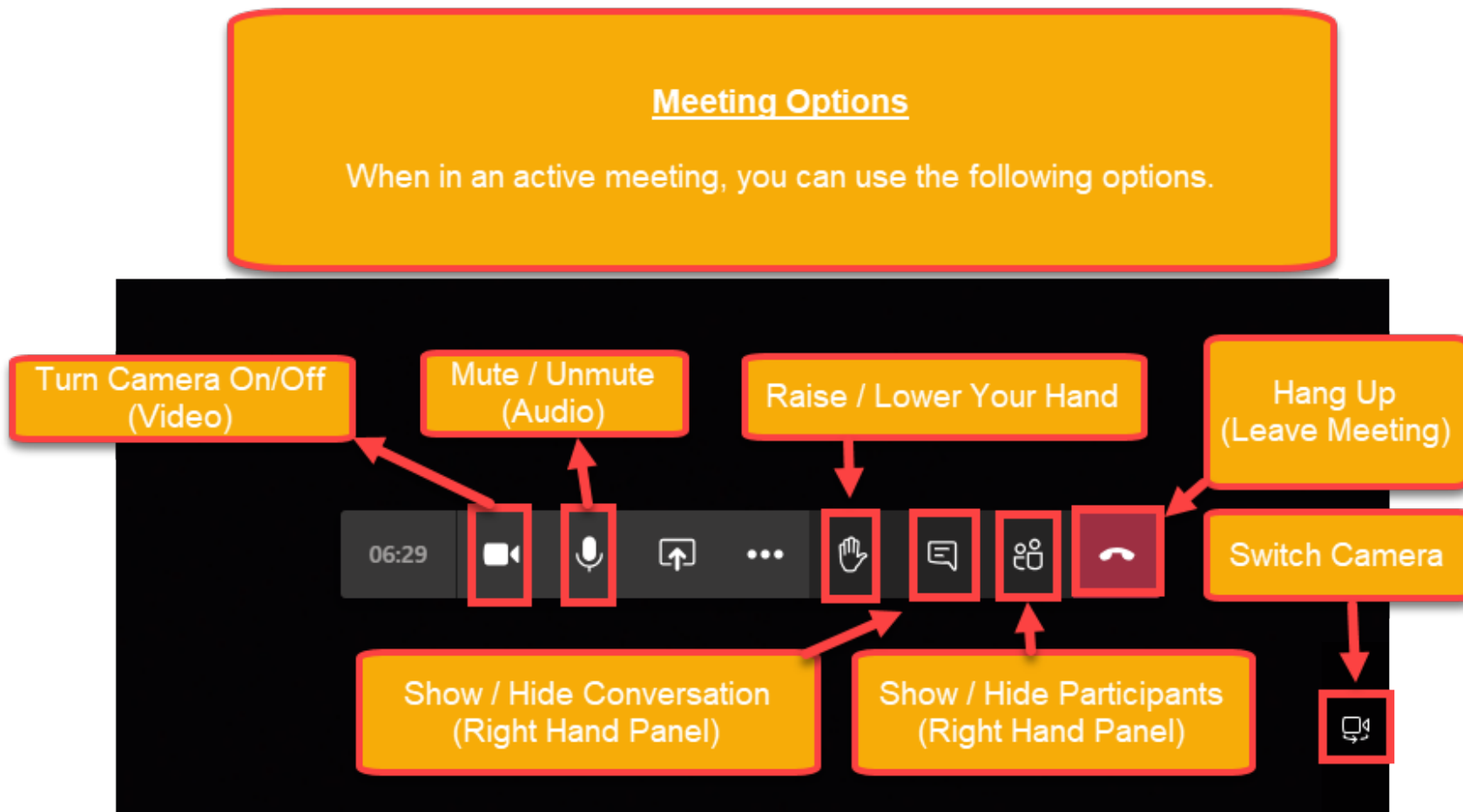
3. Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists).
4. Add your meeting **subject, location, start time, and end time**.
5. Then click **Send**.



Meeting Options

Basic Options

When in an active meeting, you can use the following **Meeting Options**.



More Actions

To view more actions, click the **ellipses** (three dots)



More Actions
To view more actions,
click the ellipses
(three dots).

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Show background effects
- Keypad
- Start recording
- End meeting
- Turn off incoming video

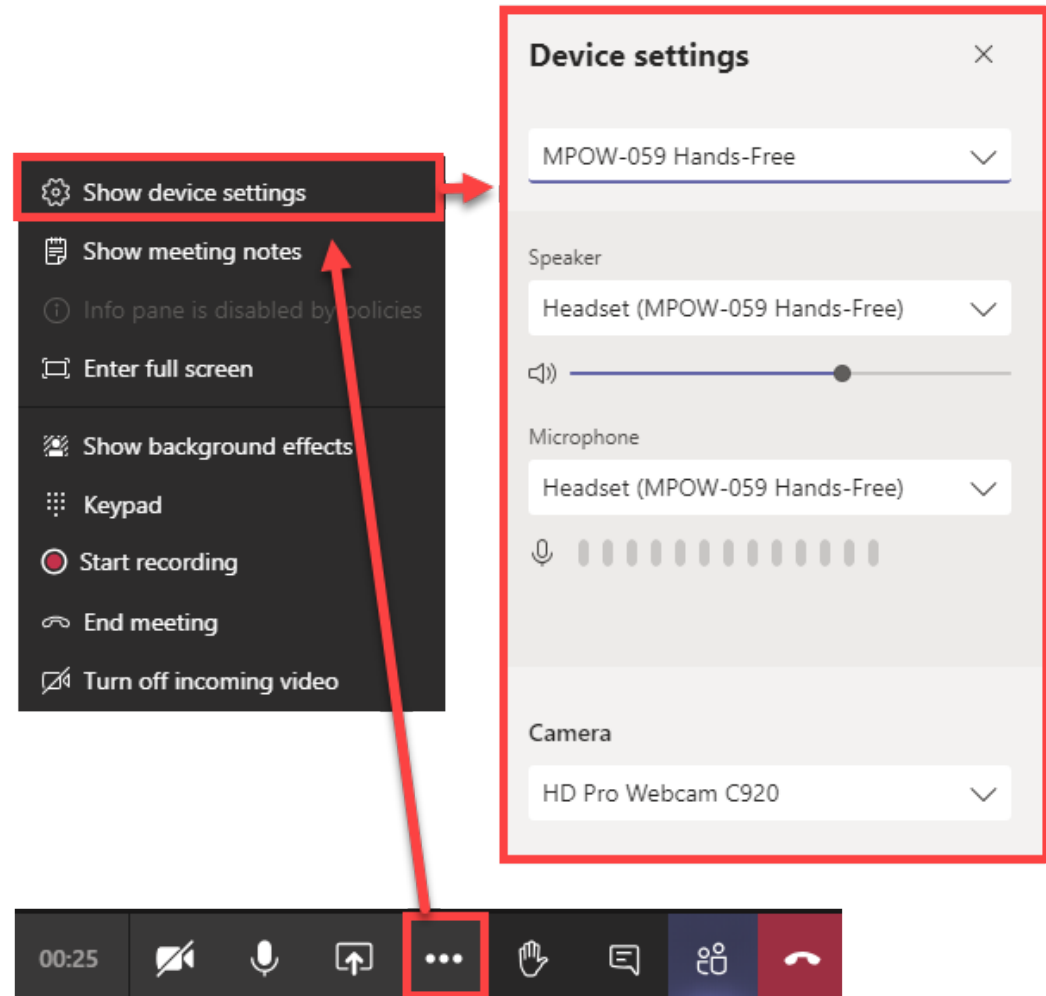


Device Settings (Audio / Video)


Click **“Show Device Settings”** to bring up the Device settings menu.

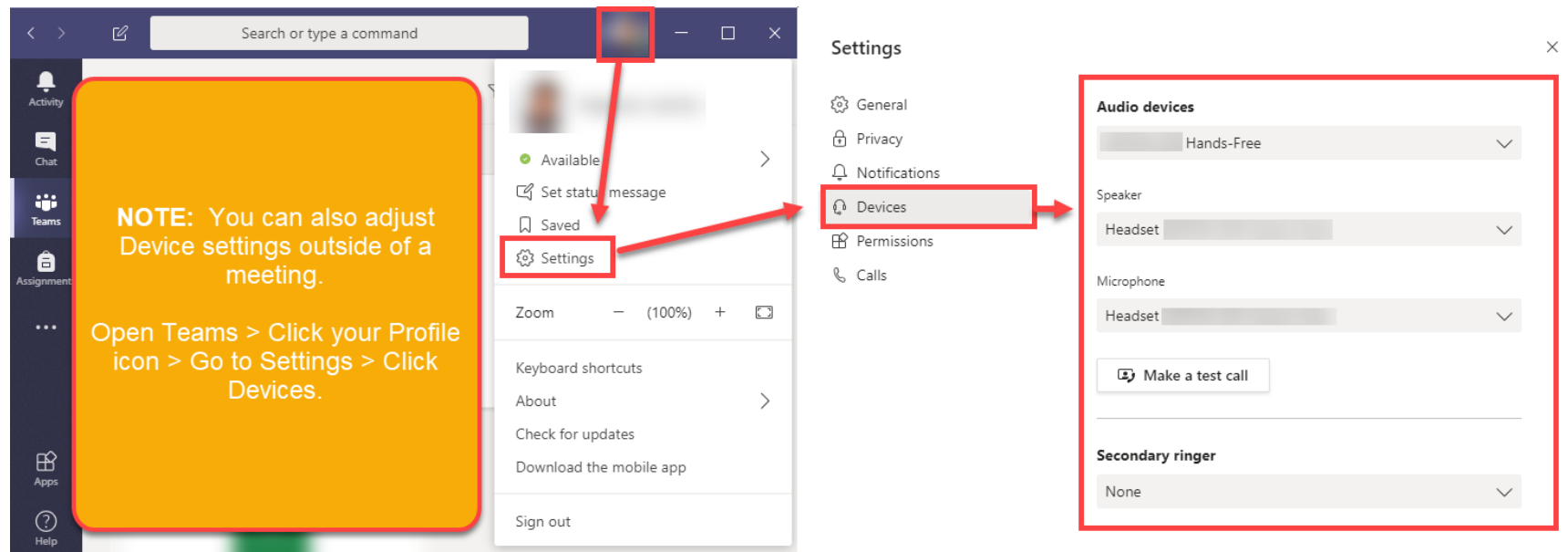
Device Settings
(Audio / Video)

Click "Show Device Settings"
to bring up the Device
settings menu.



NOTE: You can also adjust Device settings outside of a Meeting.

Open Teams > Click your Profile icon > Go to Settings  > Click Devices 



NOTE: You can also adjust Device settings outside of a meeting.
Open Teams > Click your Profile icon > Go to Settings > Click Devices.

Settings

- General
- Privacy
- Notifications
- Devices**
- Permissions
- Calls

Audio devices

Hands-Free

Speaker: Headset

Microphone: Headset

Make a test call

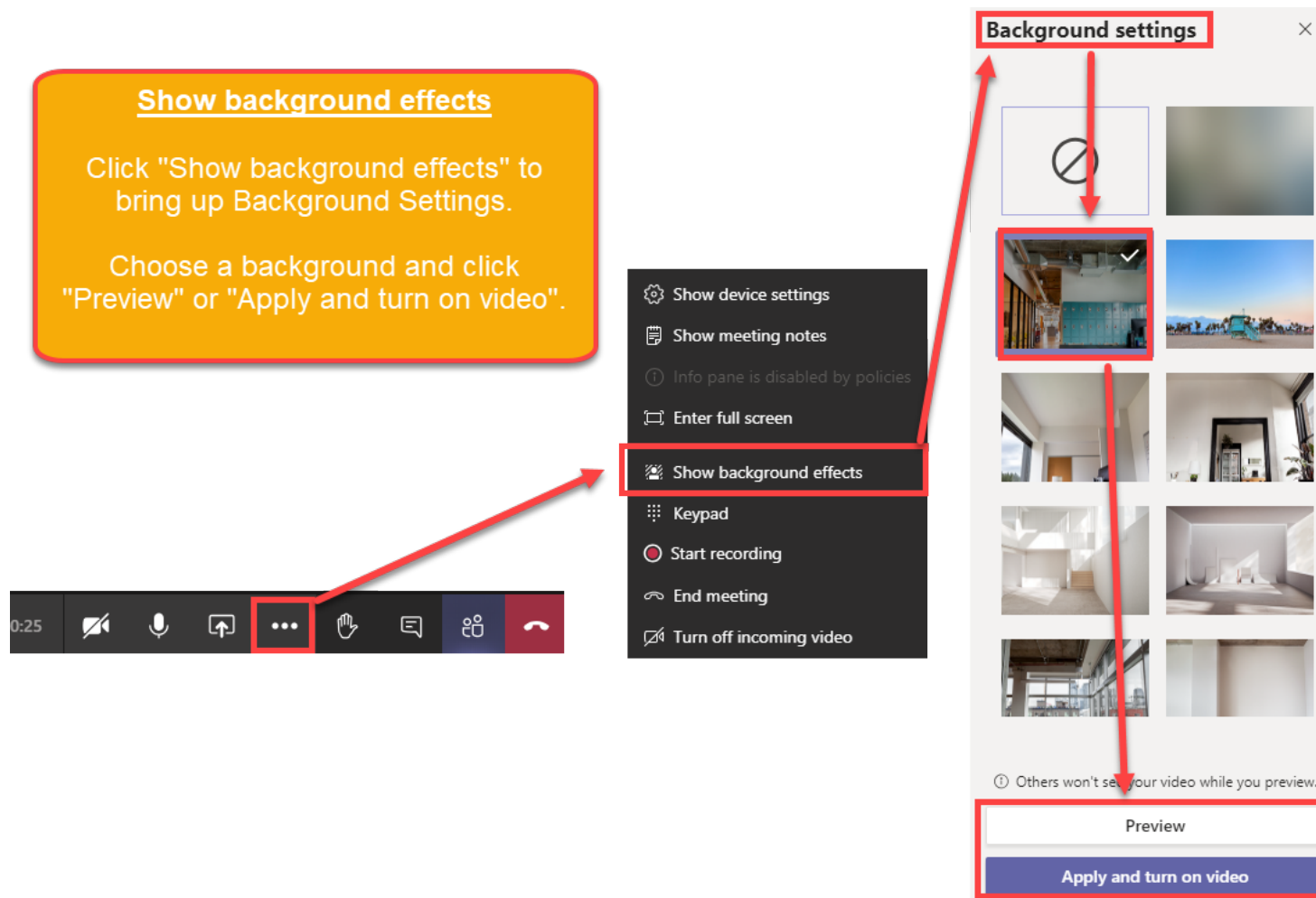
Secondary ringer

None

Show background effects


Click **“Show background effects”** to bring up Background Settings.

Choose a background and click **“Preview”** or **“Apply and turn on video”**.

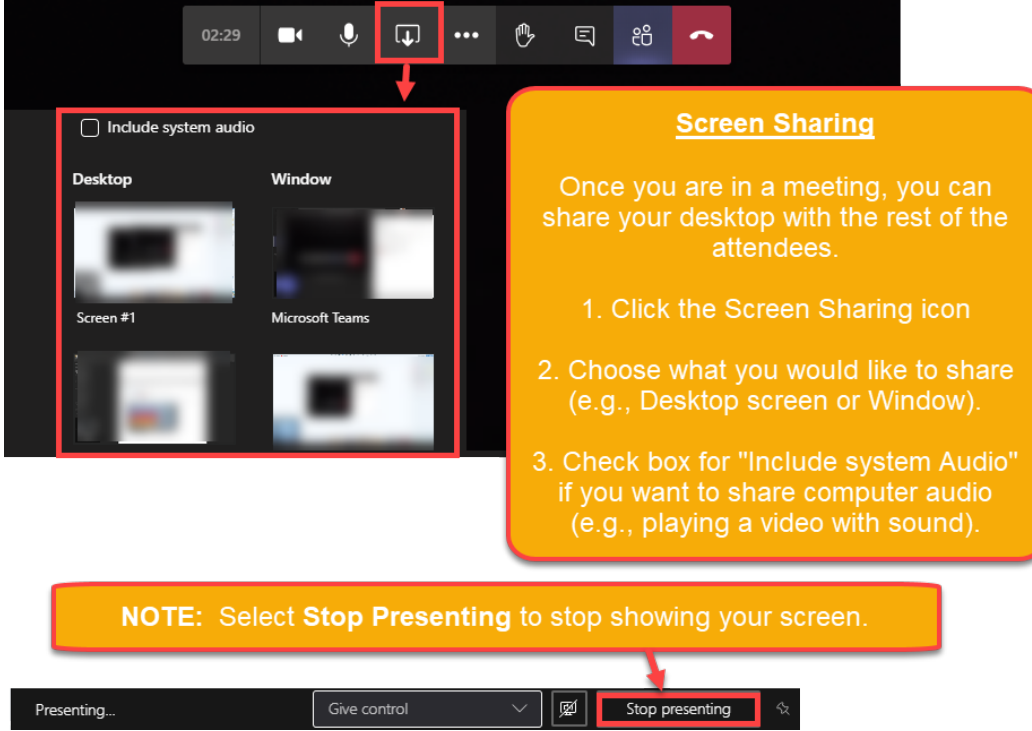


Screen Sharing

Once you are in the meeting, you can share your desktop with the rest of the attendees.

1. Click the Share Sharing icon 
2. Choose what you want to share:
 - a. **Desktop** lets you show everything on your screen.
 - b. **Window** lets you show a specific app.
 - c. **PowerPoint** lets you show a presentation
 - d. **Browse** lets you find the file you want to show.
3. Check box for “Include system audio” if you want to share computer audio (e.g., playing a video with sound).

NOTE: Select **Stop Presenting** to stop showing your screen.



Screen Sharing

Once you are in a meeting, you can share your desktop with the rest of the attendees.

1. Click the Screen Sharing icon
2. Choose what you would like to share (e.g., Desktop screen or Window).
3. Check box for "Include system Audio" if you want to share computer audio (e.g., playing a video with sound).

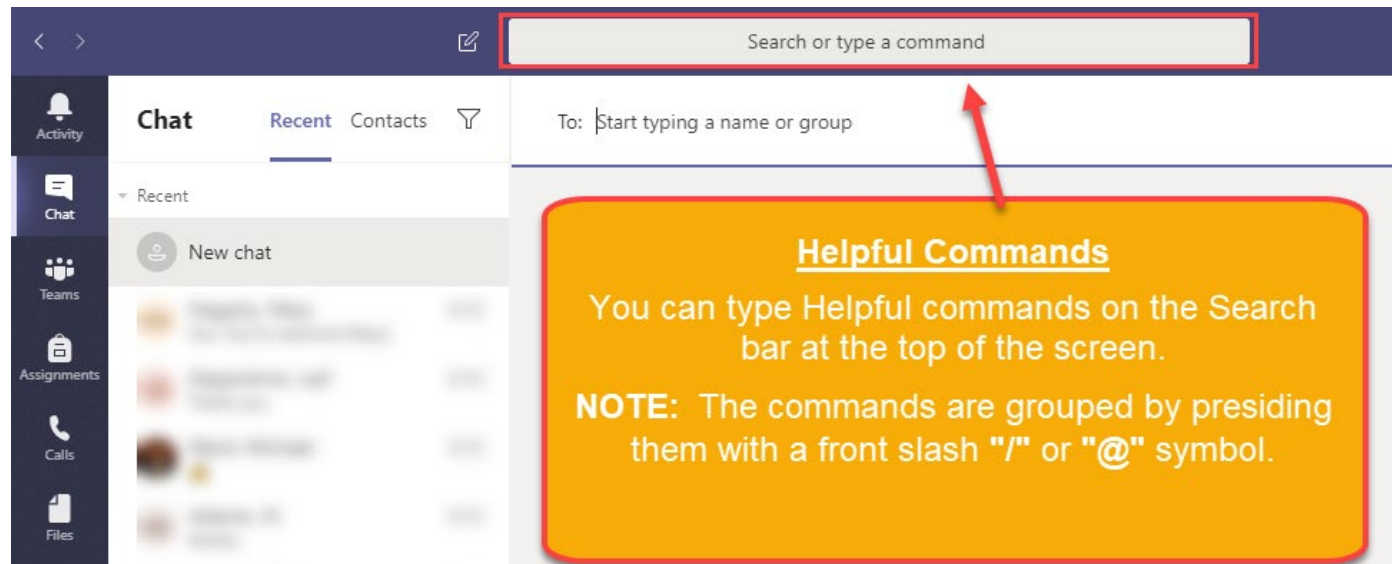
NOTE: Select **Stop Presenting** to stop showing your screen.

Appendix

Helpful Commands

You can type helpful commands on the Search bar at the top of the screen.

NOTE: The commands are grouped by presiding them with a front slash “/” or “@” symbol



Below is the complete list of commands and their translations.

List of commands:

Command	Meaning
/available	Set your status to available
/away	Set your status to away
/brb	Set your status to I'll be right back
/busy	Set your status to busy
/dnd	Set your status to do not disturb
/call	Call someone
/files	See your recent files
/goto	Go to a team or channel
/help	Get help with Teams Software
/join	Join a team
/keys	See keyboard shortcuts
/mentions	See all your mentions
/saved	See your saved list
/testcall	Make a test call
/unread	See all your unread activities
/whatsnew	See what's new on Teams
/who	Ask a question about someone
@praise	Show gratitude for peers who went above and beyond in their work
@stream	Collaborate using MS Stream (from MS 365)
@news	Check the latest news
@place	Get information about places
@stock	Get real time stock quotes
@weather	Get the latest weather report
@Wikipedia Search	Share articles from Wikipedia
@YouTube	Search for videos on YouTube