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 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
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@rsccd.edu

3. Login AGAIN using the college issued Email Address.
4. 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@rsccd.edu.

5. 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/](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.

**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.
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).

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

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

![Background settings panel with options to select different backgrounds and preview or apply them.](image)
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.
Appendix

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

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

Below is the complete list of commands and their translations.
List of commands:

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