



# Microsoft Teams: Quick Start Guide

Teams is the new collaborative workspace using Microsoft's Office 365 (O365). With Teams you can finally bring together conversations, content, tools and programs all in one place to make working with your team simpler and more efficient.

## Accessing Teams

### Teams via the Web

1. **Open** a web browser and go to <https://staff.jcu.edu.au/>
2. Log in with **JCU staff email address and password.**



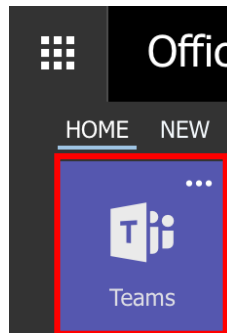
Sign in

Next

3. **Click** on the **Application launcher** located on the top of the screen.



4. Scroll down and select **Teams** from the list of applications.



This opens the Teams web app.

### Teams on Personal Desktops and Laptops

1. Complete all steps to access **Teams via the Web**, once Teams is open online, **click Profile Photo** on top right of team window and select **Download Desktop App**.
2. Once installed, **launch** Teams and **sign in** with your **JCU staff email address**.

### Teams on JCU Desktops and Laptops

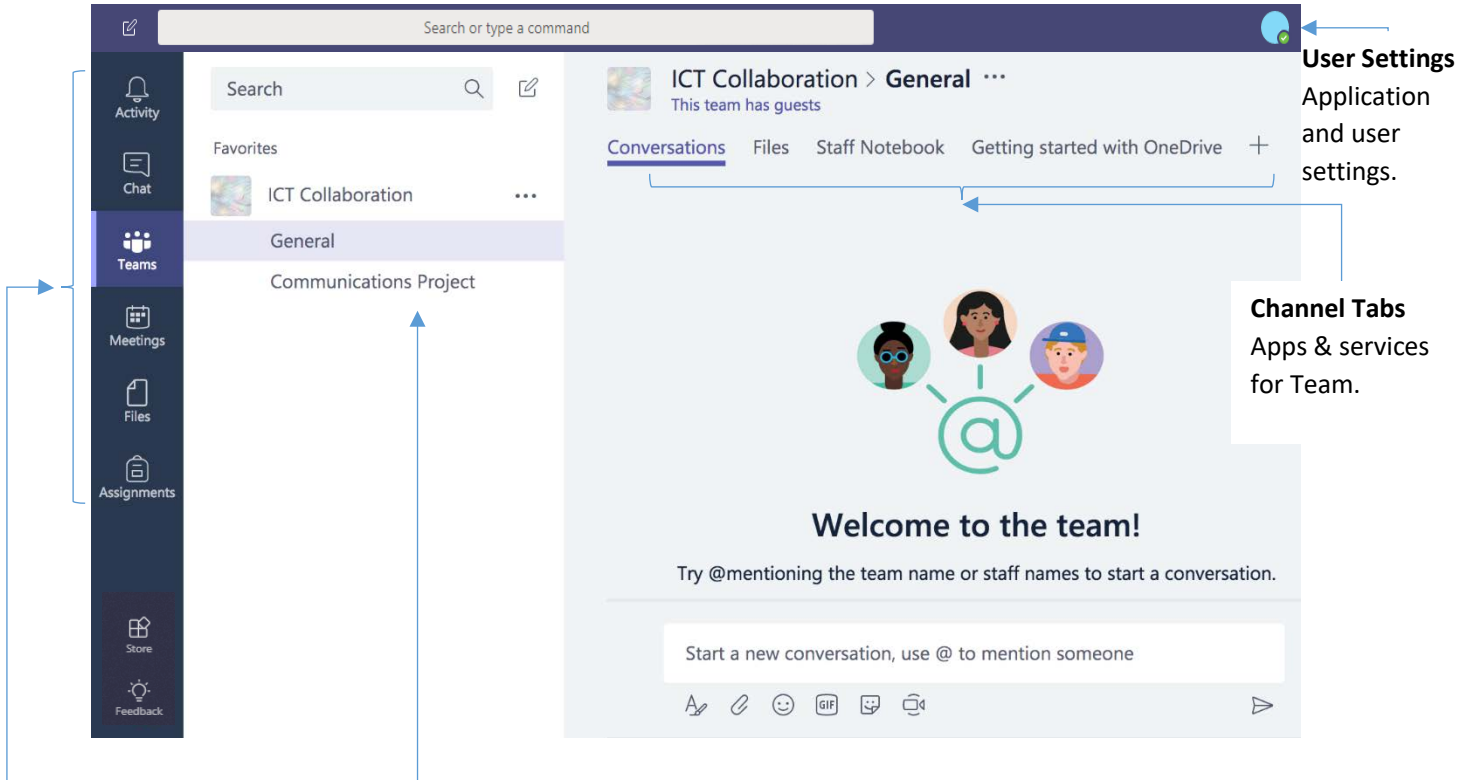
1. **Go** to the **App Catalog/Software Center** (Win) or the **Parallels Application Portal** (located under the Applications folder on a Mac) and **search** for **Teams** using the Search Bar.
2. Click **Install**. When opening for the first time you may be required to **sign in** with your **JCU staff email address**.

# Understanding Teams

## What is a Team?

A team is a collection of people, conversations, files, and tools — all in one place. A channel, is a section within a Team for discussing a specific topic or project. The best way to get familiar with teams and channels is to start exploring a Team you are part of.

## Teams Home Page

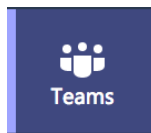


**Left Menu**  
Quick Access to Teams core services.

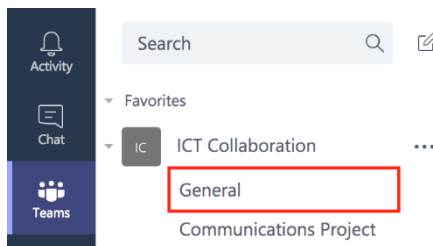
**Teams & Channels**  
List of your current Teams and Channels. Channels are displayed under the Team name.

## Selecting a Team or Channel

1. Select **Teams** on the left menu (if not selected already) and **click** the name of the Team to open.



2. Under a team, **select** a specific **Channel**.



3. Selecting a Channel shows **Conversations, Files and Notes tabs** for that channel. There may be additional tabs depending on the services that have been added.

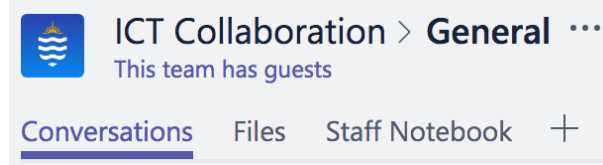
## Team Tabs

Tabs allow your team to integrate frequently used tools and services, have conversations about documents, generate instant analytics and more, all within your Team window.

By default, each channel comes with tabs for **Conversations** and **Files**, only Team Owners can add additional Tabs.

### Accessing Tabs

Tabs are visible at the top of a Channel, under the team and channel name. Depending on how many tabs are in a particular team, it may be necessary to scroll to see them all.



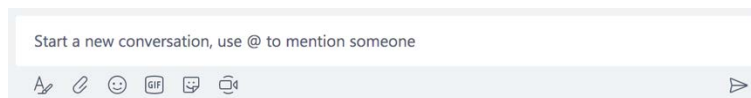
## The Conversations Tab

The Conversation tab appears in all Channels by default. All team members can view and add to conversations in all Channels – there are no private Channels. Use the @ icon and type a person's name to mention them, when someone is mentioned they will receive a notification.


Conversations are different from chats because they are visible to everyone in a Team, the conversation is not private.

### To Post a New Conversation


1. **Select a Team Channel.**
2. **Click the Conversations tab.**
3. **Write** a post using in the **text box** at the bottom of the screen.

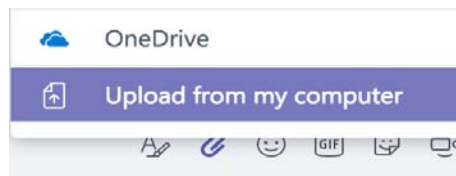


### To Reply to a Conversation

1. To reply to an existing conversation click **Reply**  at the bottom left of the Conversation thread to add a comment to.

### Adding a File to a Post

1. **Click** the  **paperclip icon** from the tools displayed under the text box.
2. **Select Upload from my computer.**



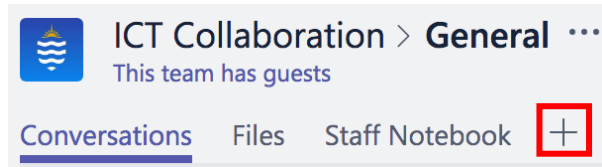
3. **Select** the file to add to your post and click **Upload**.  
Documents shared in a conversation are added to the library for that channel, located under the **Files Tab**.

## Adding Tabs

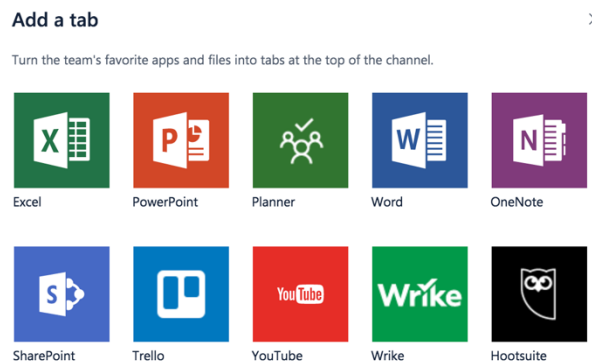
By default, only Team Owners are able to add or remove Tabs within a Team, though the Team owner can change this setting to allow all team members to add Tabs if preferred.

### Creating New Tabs

1. Click the **+** button on the tab row.



2. Select the **service, app or web page** to add to the new tab (some services require a paid subscription/license).



3. **Accept** the service agreement (if required) and follow the prompts to add the service, app or web page to the Channel.

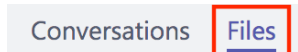
By using this tab, you agree to the developer's [License terms](#) and [Privacy statement](#).



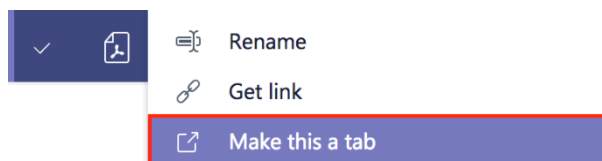
### Creating New Tab from a File

If there's an important document or presentation to discuss you can create a tab specifically for that document.

1. Go to the **Files tab** in your Channel.



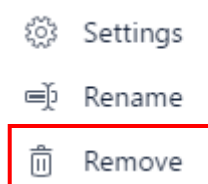
2. **Right click** on the file to make into a tab.



3. Click **Make this a tab**.

### Deleting a Tab

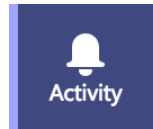
By default only Team owners are able to delete a tab, and default Tabs are unable to be deleted at all. To delete a Tab, mouse over **Tab name** and **right click**, select **Remove** from the pop-up menu.



# Team Tools

## Activity

The Activity section is a feed of all the notifications, replies and mentions across all Teams. Click **Activity** on the left menu to view.



## Chat

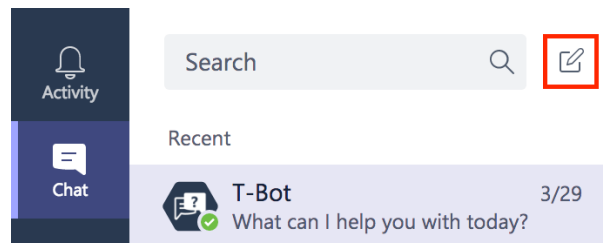
The Chat section is a list of private personal and group messages. Chat can be used to send a private message to a single person or multiple people. Messages sent using Chat do not appear in [Group conversations](#).

The Chat feature can also be used to send messages to people via Skype for Business, though some Team features won't be available.

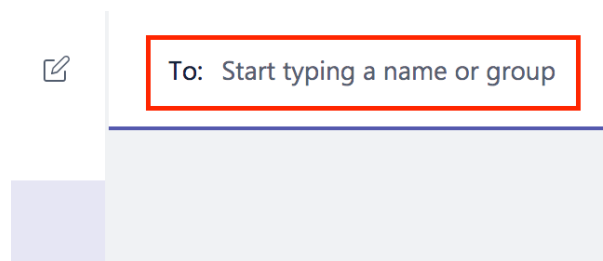
Click **Chat** on the left menu to view or send a Chat.

### Creating a new private message

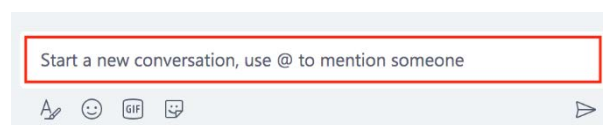
1. Click the **New Chat** button.



2. Enter the recipients' name in the **To: box**.



3. Write your message in the **compose text box**.



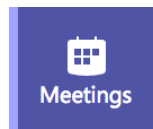
4. To see advanced formatting options expand the compose box by clicking **format**
5. To send your message, click the **send button**

### Add a GIF, Emoji or Sticker to your message

1. While writing a message, add an **Emoji** **GIF** or **Sticker** by clicking on the appropriate icon.

## Meetings

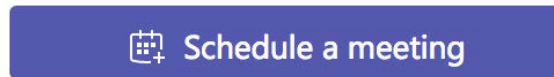
The Meetings section displays all scheduled team meetings, for all the Teams you are a part of as well as your personal Outlook scheduled appointments. Meetings can be viewed as a daily schedule or weekly agenda.



Click **Meetings** on the left menu to view.

### Schedule a Meeting

1. Click **Schedule a meeting**.

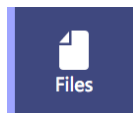


This opens a meeting composition box.

2. Enter meeting details including location and recipients and Click **Schedule a meeting**.

## Files

The Files section collects and displays all shared files across OneDrive for Business and all team channels you are a part of. Click **Files** on the left menu to view. Files are displayed as a list (file path name indicates Team and folder location).



## User Settings

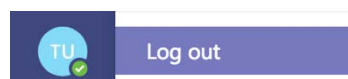
User Settings provides access to settings specific to the user and Teams application as well as the ability to Log Off. The icon will vary depending on the user name and profile photo selected.

Click **User Settings**, on the top right of the Teams window to view.



### Logout

1. Click **user settings**.
2. Select **Log out**.



## Get Mobile with Teams

Microsoft Teams is accessible via mobile application on Android or Apple devices.

Apple App Store: <https://aka.ms/iosteam>

Google Play Store: <https://aka.ms/androidteam>

## Want to Know More?

Lynda.com has some interesting courses on Microsoft Teams if you would like to know more:

- [Microsoft Teams Essential Training](#)