



Using Microsoft Teams

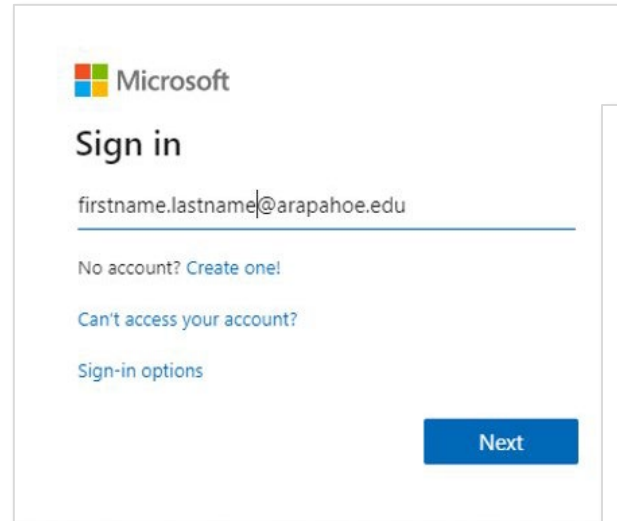
SPRING 2020



ACCESSING MS TEAMS –

Logging on to the Web App

- Browse to portal.office.com
 - Enter your @arapahoe.edu email click "Next"
 - Enter your password (this will be you network password). Click "Sign In"
 - On the final Box click "Yes" to stay signed in.



Microsoft

Sign in

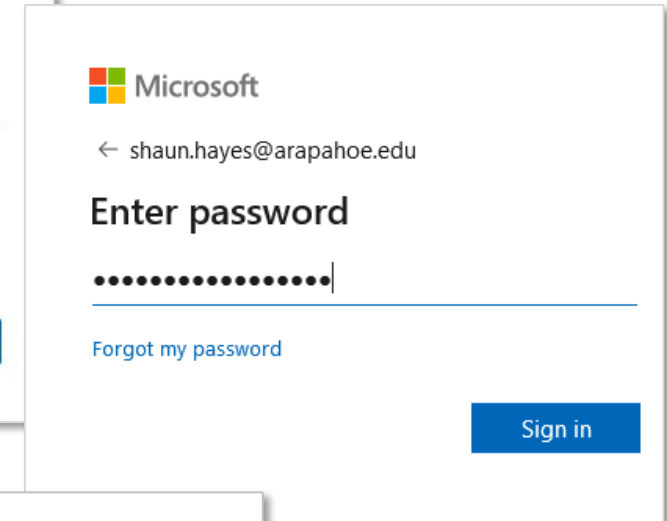
firstname.lastname@arapahoe.edu

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



Microsoft

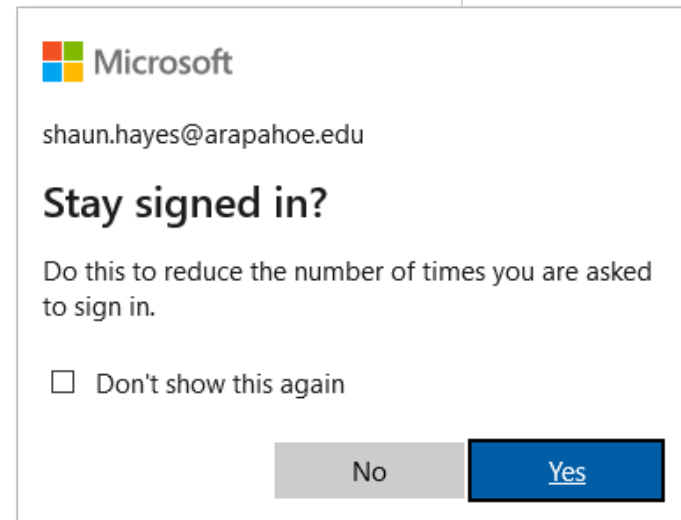
← shaun.hayes@arapahoe.edu

Enter password

.....

[Forgot my password](#)

Sign in



Microsoft

shaun.hayes@arapahoe.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

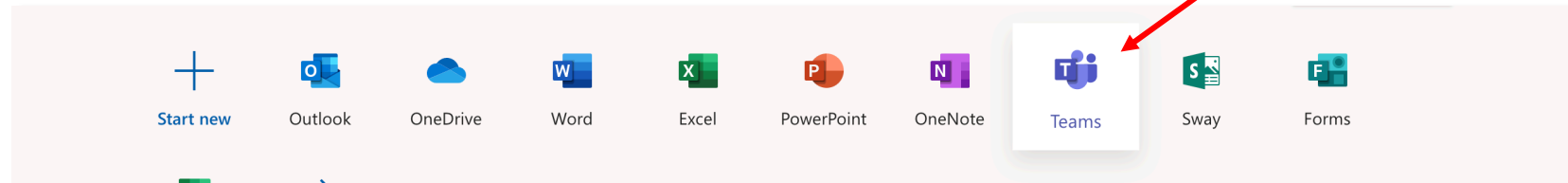
ACCESSING MICROSOFT TEAMS

You will see the available Office 365 applications

- Select "Teams" to launch the web app

If you are on a computer that you have rights to install software onto you may want to install the Teams desktop App

- Access the web app as described earlier in this guide
- Select the Download desktop app icon
 - Save the file and install following the onscreen instructions



MS TEAMS OVERVIEW

Your team can do a lot for you.

Link to your SharePoint folders

Link to apps

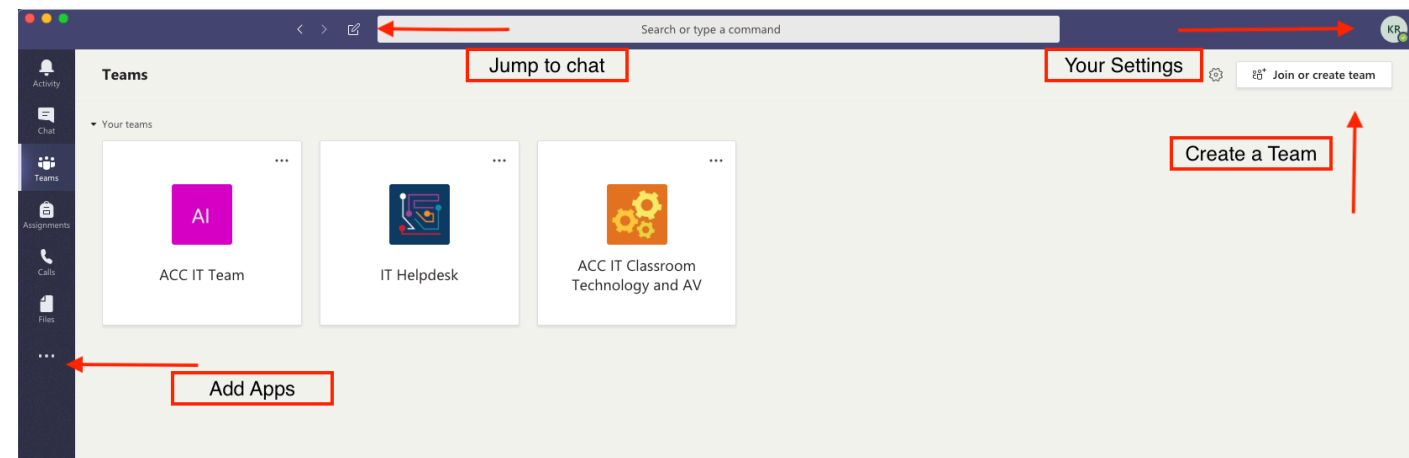
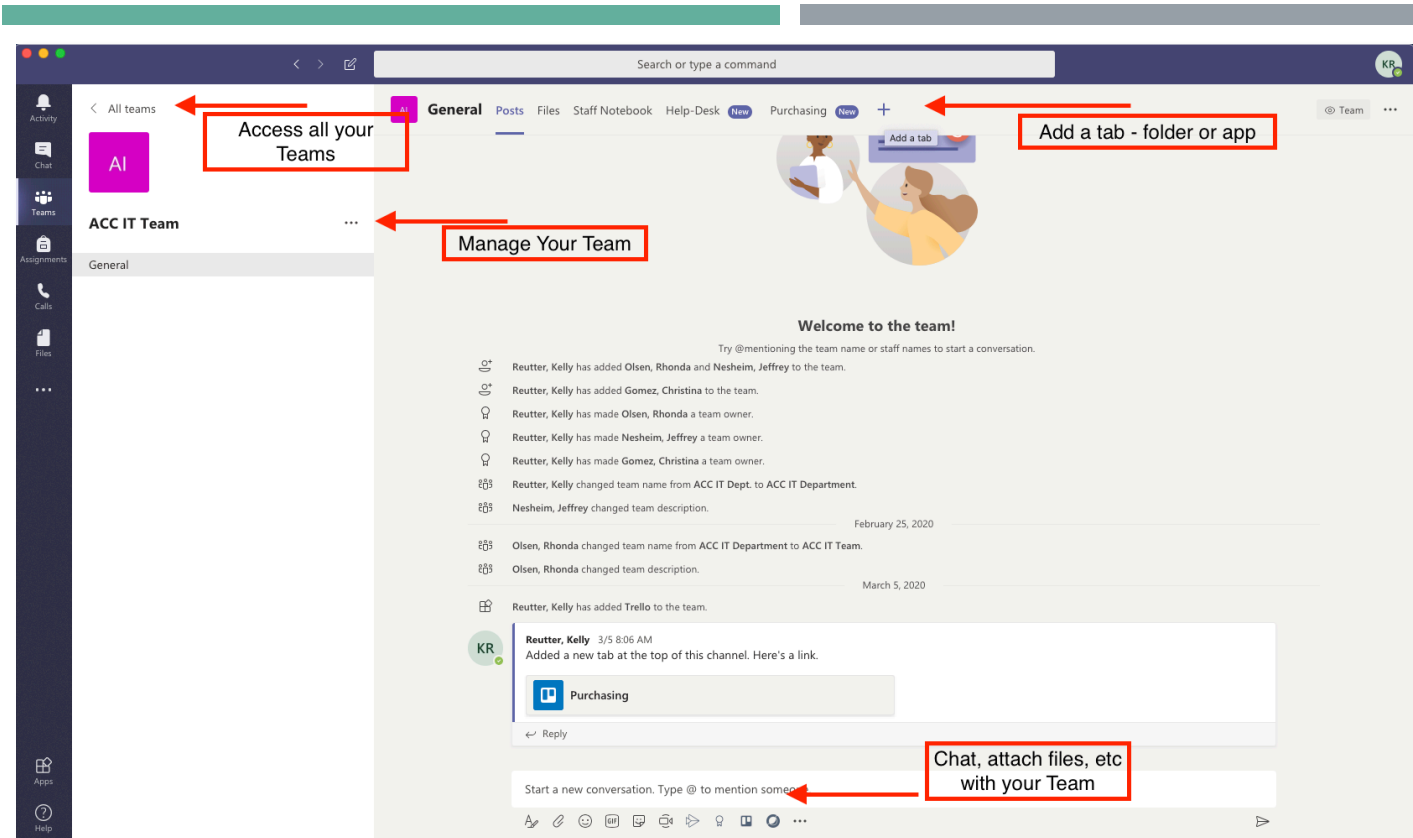
Chat with the Team

@team to notify everyone

@name to notify someone specific

Attach and share files

Start a conference call

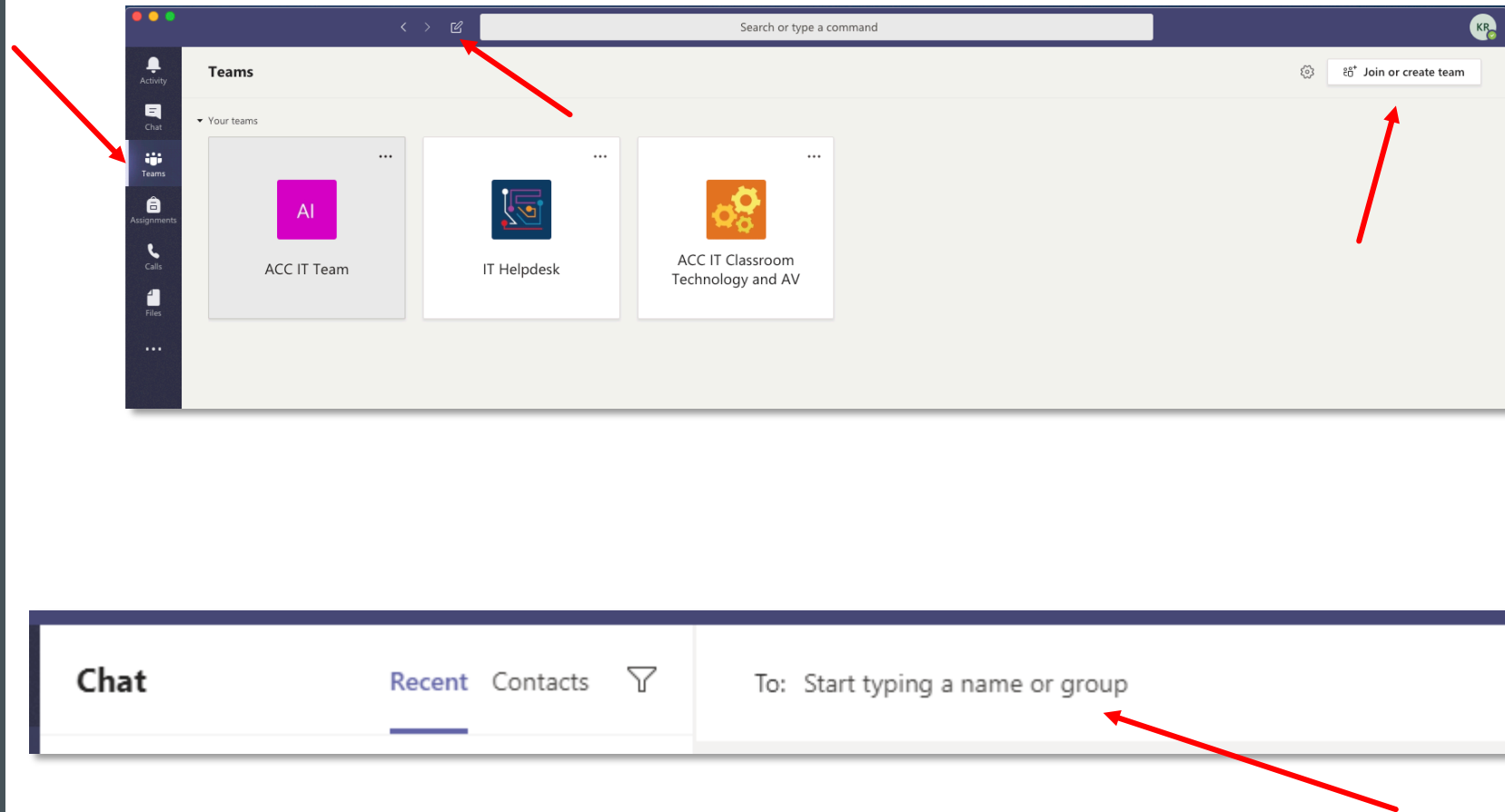


MS TEAMS

OVERVIEW

You will see the teams that you are a part of, in the by clicking the "Teams" tab on the left side.

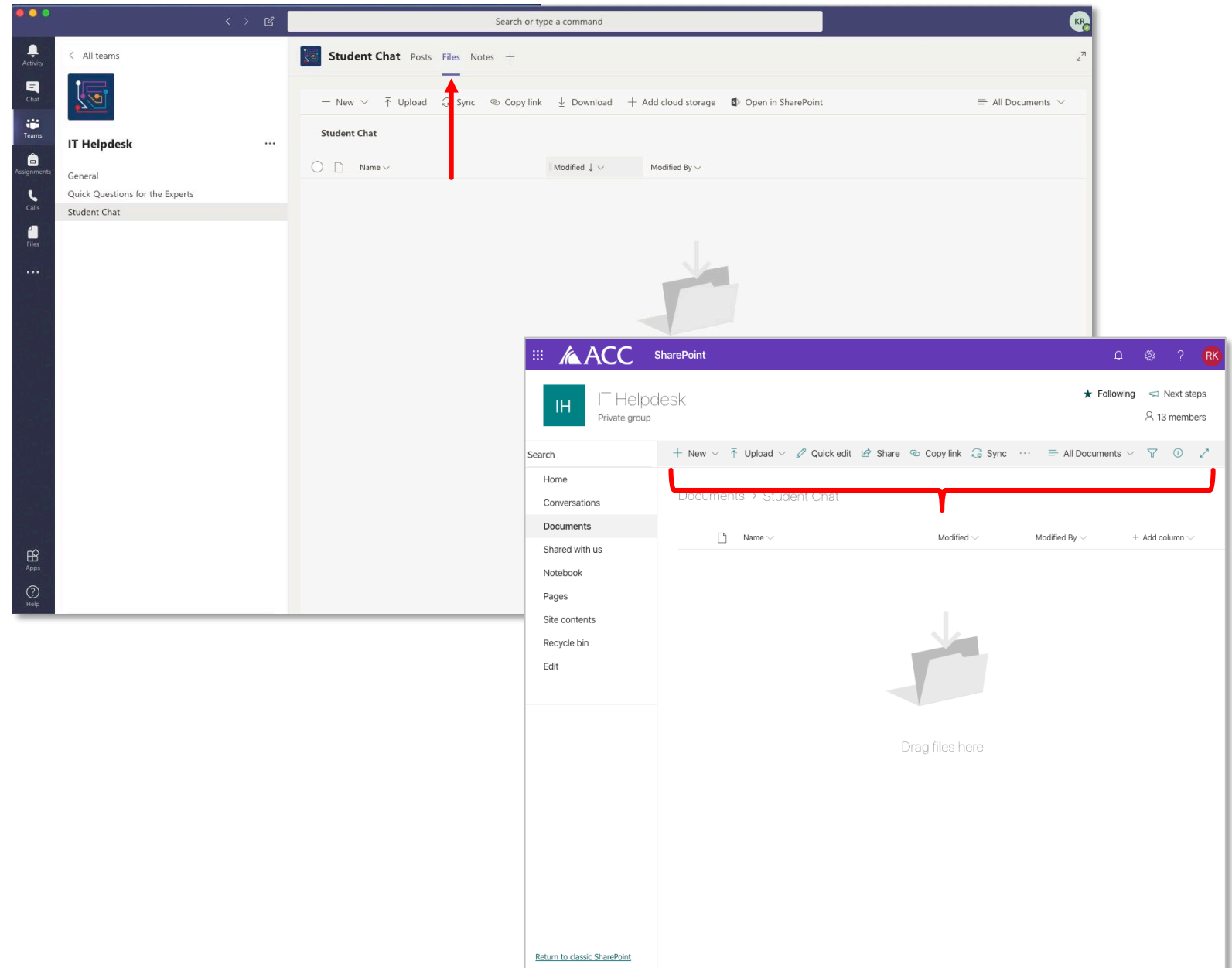
- You can search for individuals or teams by clicking the new chat icon
- This is where you can Join a team. Click the "Join or create team" button.
 - You will need a "Team Code" to join a Team from this button
- Then search for the name in the "To:" field



FILE SHARING AND CLOUD STORAGE

You can share files using One drive or directly from your computer. Your MS Team can act as a place for you your team members to collaborate with files.

- Within a team click “Files”
 - From there you will be able to Upload, Share, edit, etc., your files in the team.

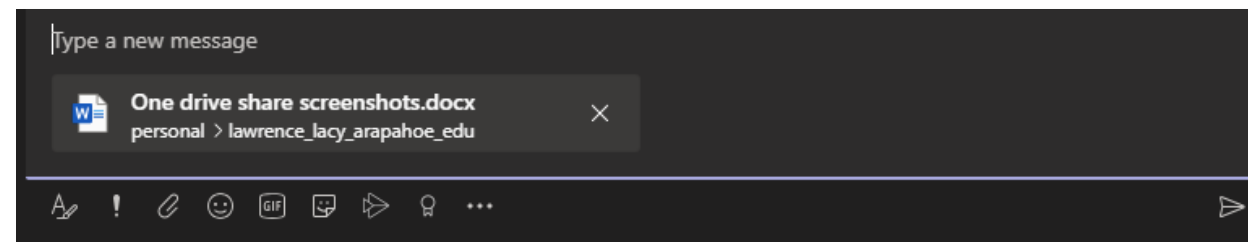
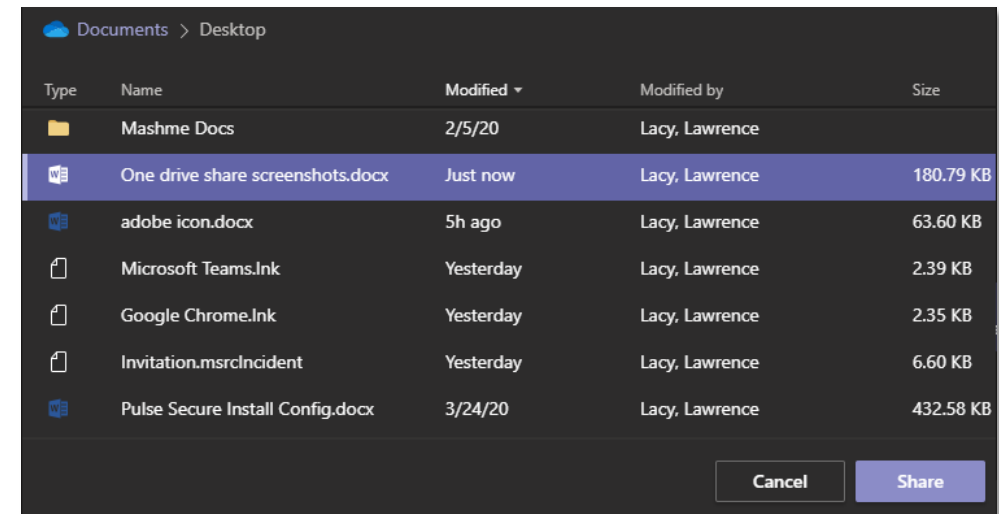
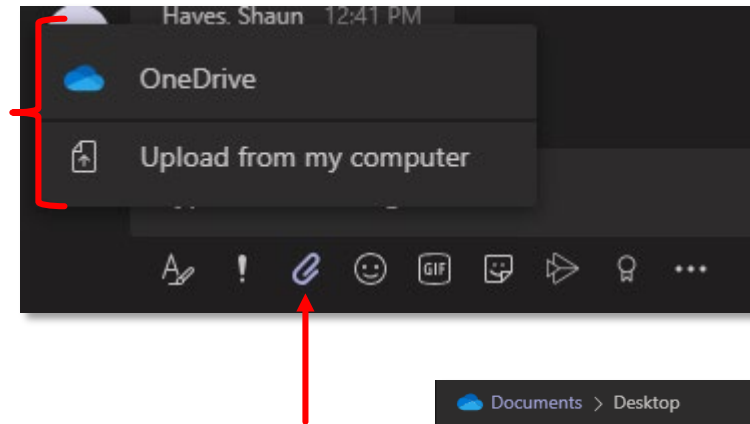


FILE SHARING AND CLOUD STORAGE

You can also share from the chat feature and send a link to a file directly to a member of your team in the chat feature

- Click the Paper Click icon
 - Select if the file is on you Compute or one drive
- Select the file you wish to share

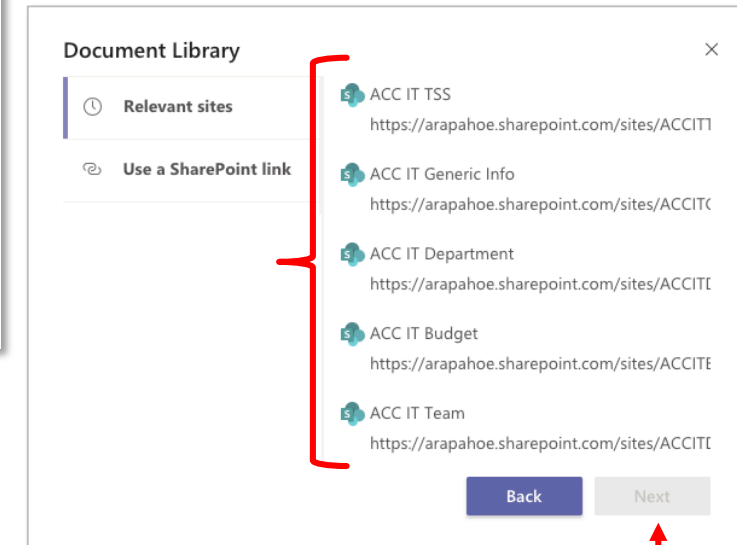
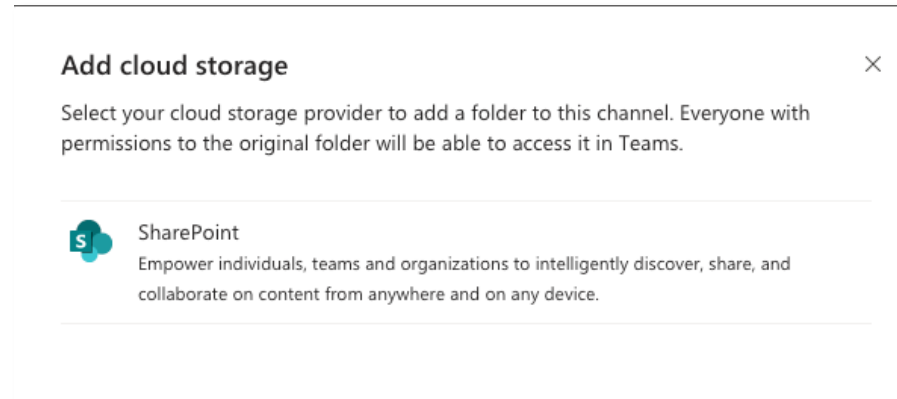
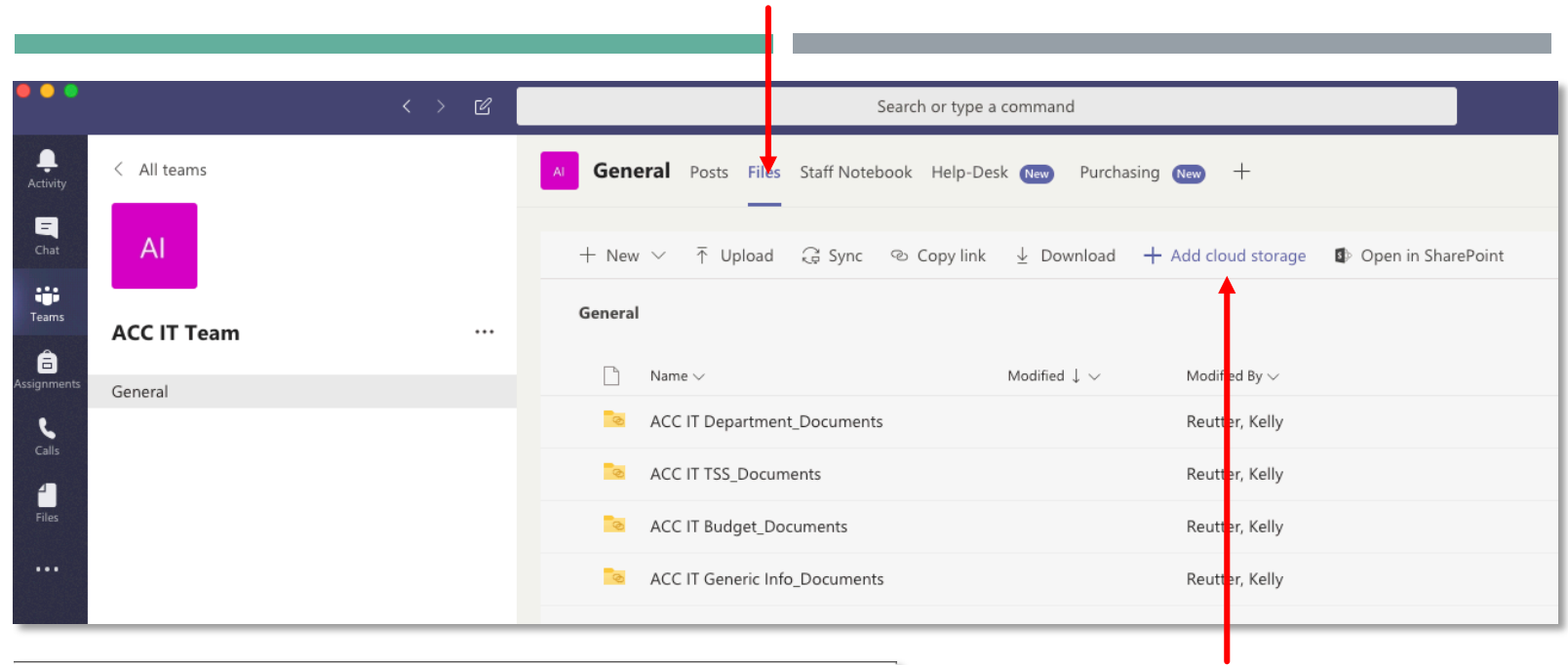
You will now see the file in the chat



USING SHAREPOINT IN MS TEAMS

If you have access to a SharePoint site and want to link it to your team.

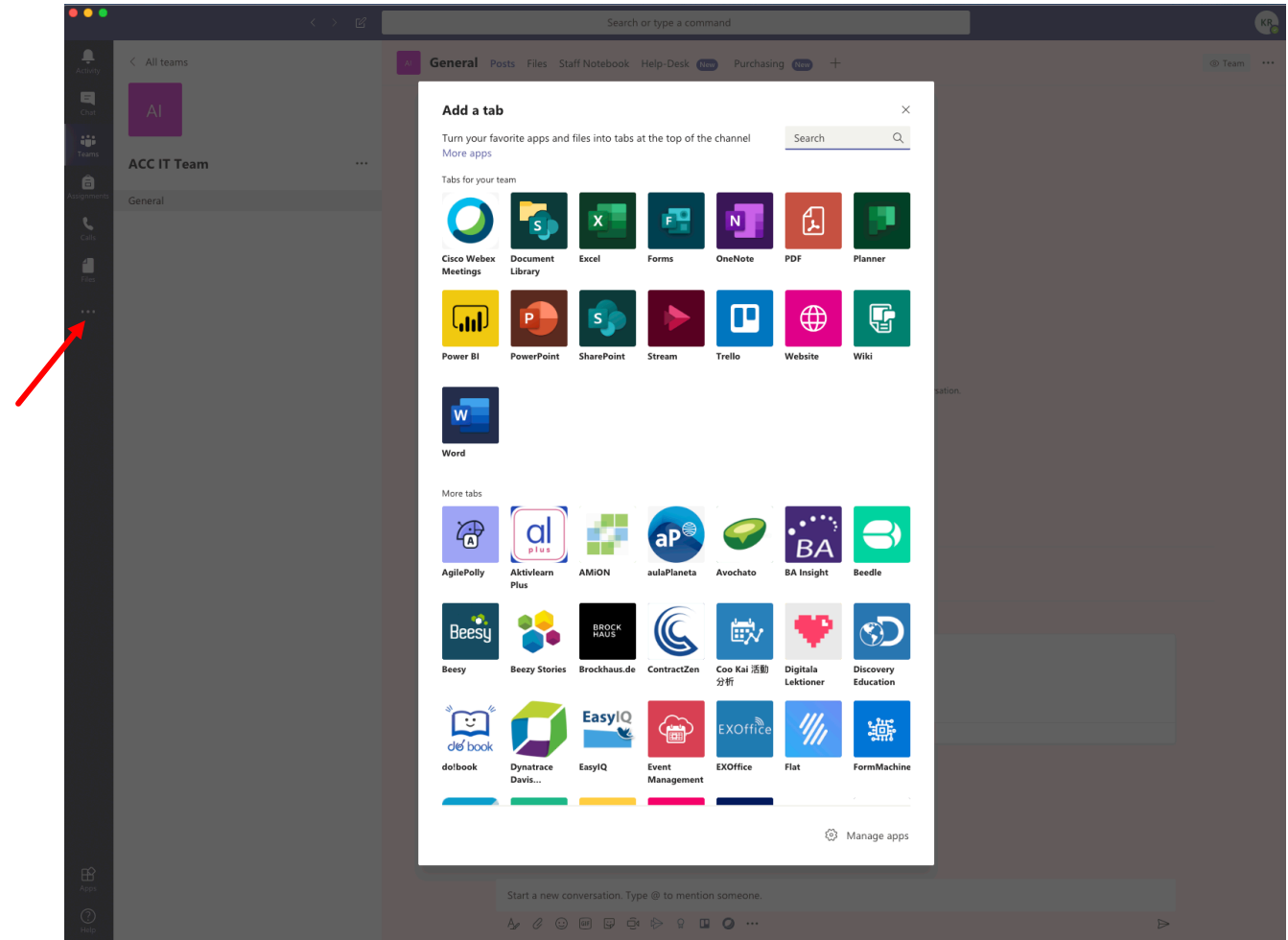
- Click the "Files" Tab
- Click "Add cloud storage"
- Select your cloud storage provider
- Select the SharePoint site you want to share.
 - Click Next



APPS AND TOOLS IN MS TEAMS

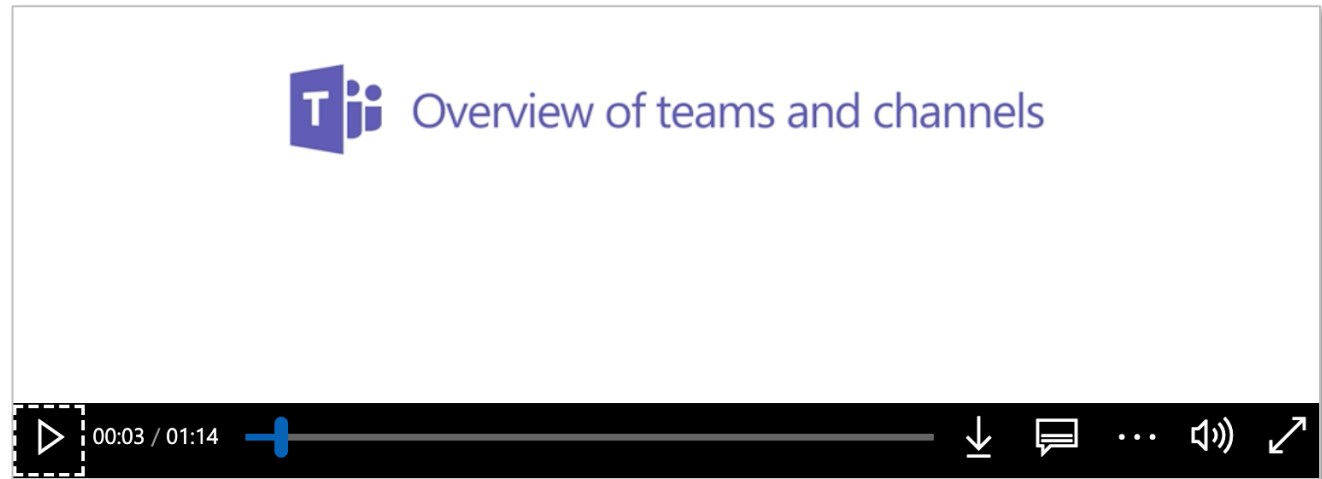
There are many third party apps and tools that can be used in teams.

- Click the more added app button to search for apps that work with teams



ADDITIONAL RESOURCES

Take a look at the links for even more info.



USING TEAMS TO COLLABORATE AND STAY IN TOUCH

<https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?ui=en-US&rs=en-US&ad=US>

Additional Resources: <https://support.office.com/en-us/teams>