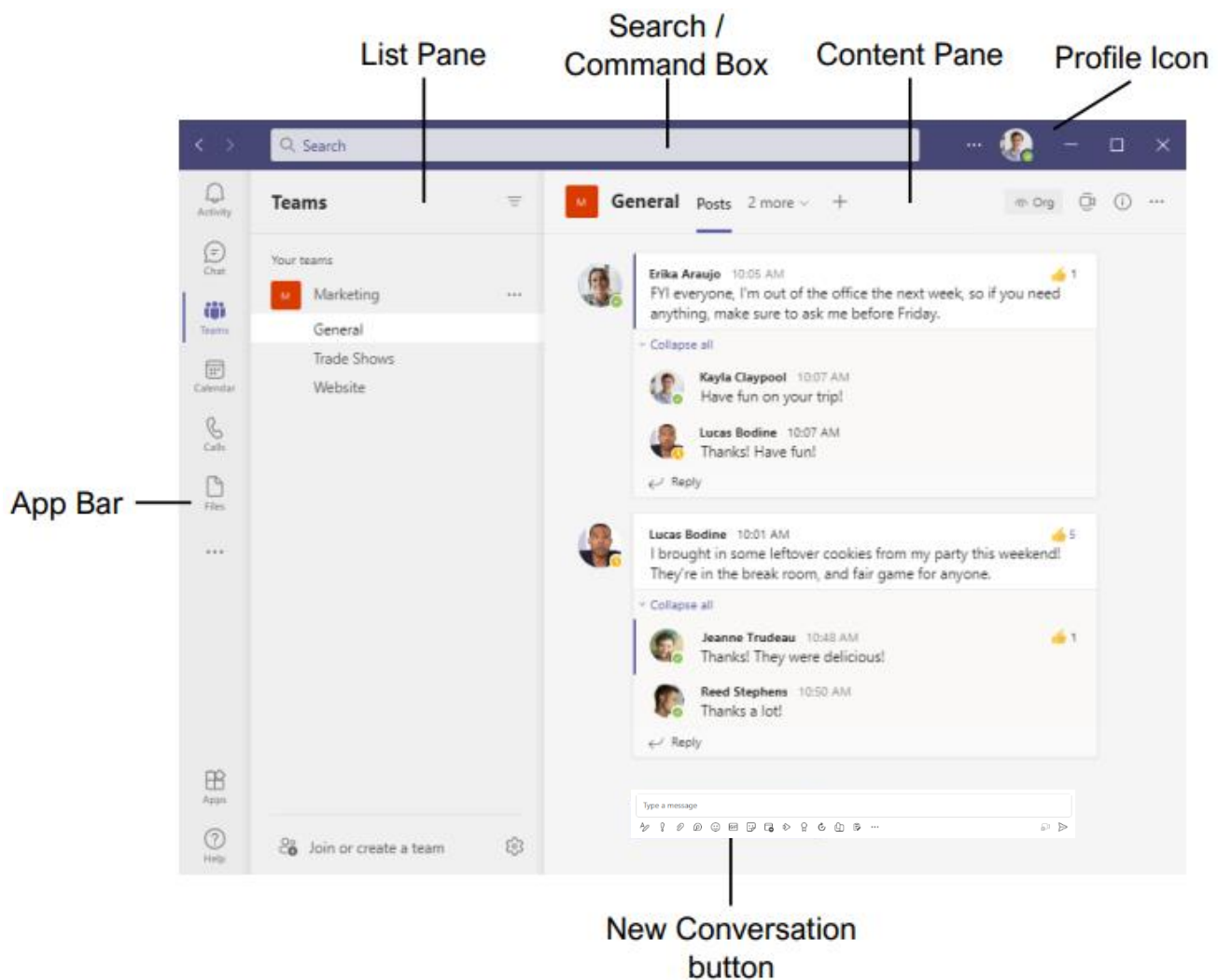


Quick Start Guide

Welcome to Microsoft Teams! This quick start guide will introduce you to the basics.

Teams Program Screen



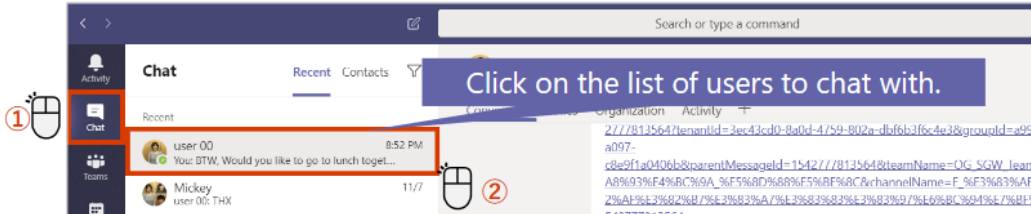
One-on-one individual chat:

To chat, call, or share information individually, use Chat.

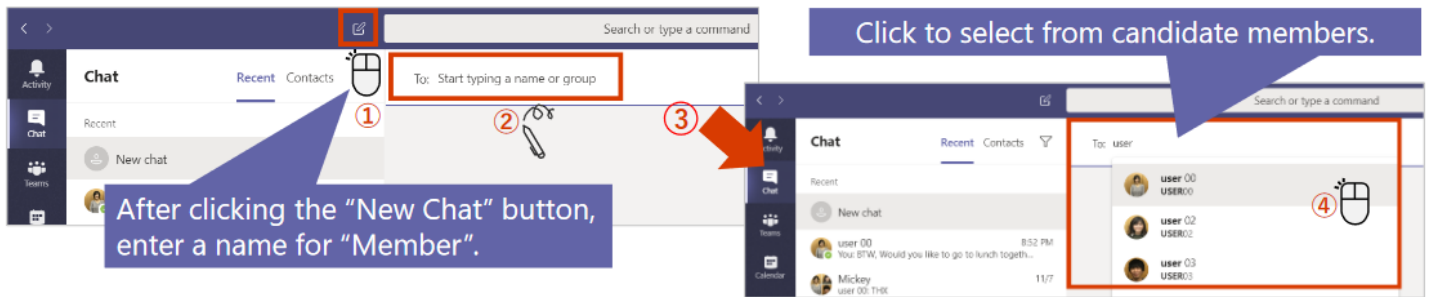
Start a 1:1 Chat

If you want to chat, call or share information individually, use Chat.

<To chat with someone who has chatted recently>



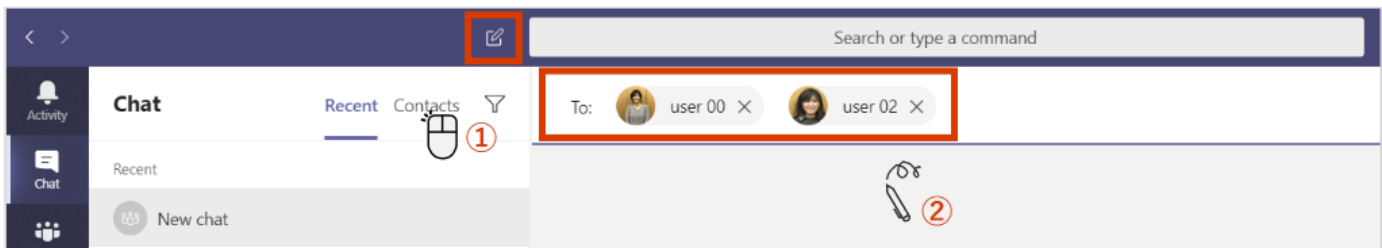
<To start a **New Chat**>



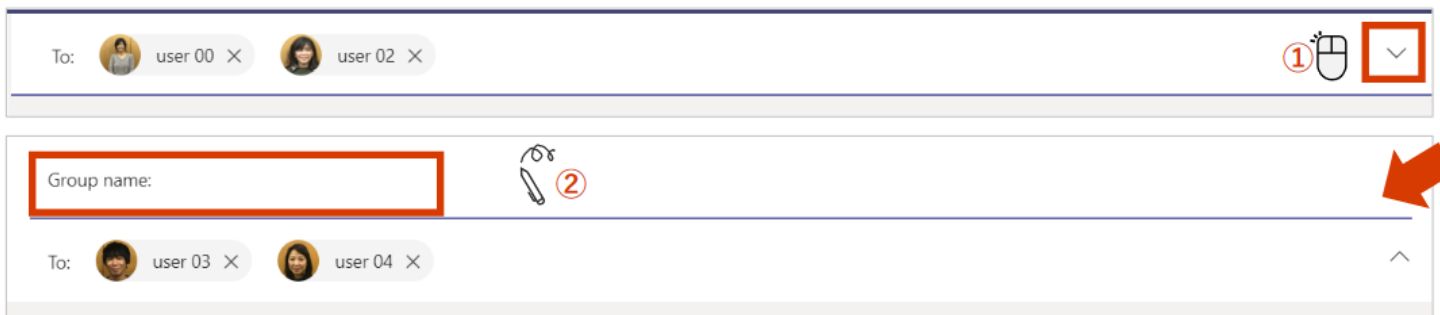
Group chat:

You can also use group chats to communicate with multiple people using Teams.

Create a Group Chat

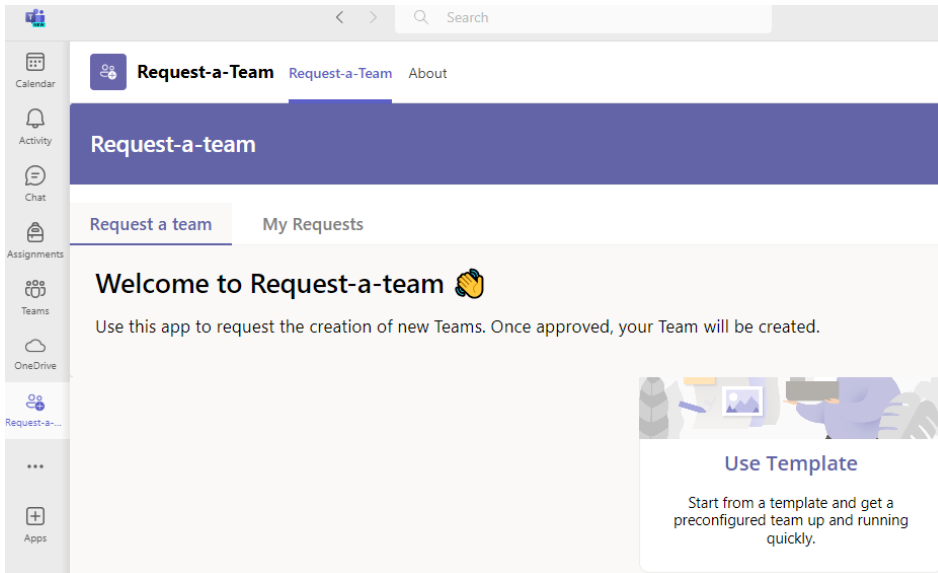


Rename the Group Chat

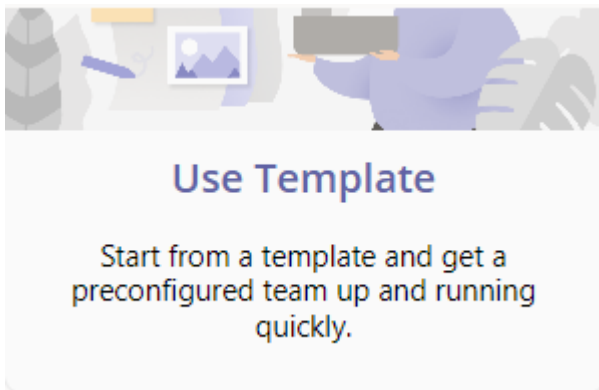


Create a Team:

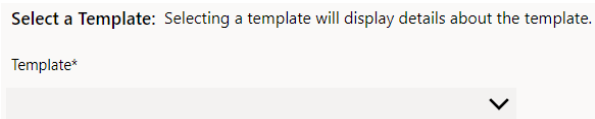
1. Click the **Request-a-team**.



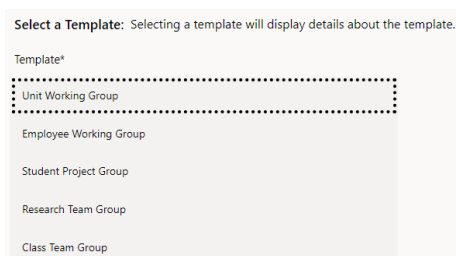
2. Click **Use Template**.



3. Click the dropdown arrow.



4. Choose the option that best describes your team feature.



5. After selecting an option, click **Next**.

Select a Template: Selecting a template will display details about the template.

Template*	About this template
Unit Working Group	For collaboration between a group of employees who work together in a defined team, unit, department, or faculty. Typically the grouping would be listed in the UoR phonebook and does not cross organizational boundaries. Storage Quota: 100GB

Go to start Back Next

6. Click **Next**.

Request a team My Requests

Privacy Settings: Public teams can be created by contacting the IT Support Centre (<https://www.uregina.ca/its/#itsupportcontact>)

Visibility*

Private

Go to start Back Next

7. Enter **Team Descriptive Name** and click **Check availability**. Choose an **End Date (Optional)** and enter a **Description**. Then, click **Next**.

Request-a-team

Request a team My Requests

Team Information: To assist with the administration of Teams, UREG employs a naming convention that automatically applies a specific code to the name of your team.

Team Descriptive Name* Team name is available.

Teams Training 202420

Team display name: *[UWG] Teams Training 202420*
The display name of your team includes any naming policies defined by your organization.

End Date (Optional)

Description*

Let people know what your team is all about

Further Details (Optional)

Go to start Back Next

8. Click the arrows to select **Owners** and **Members** by typing their email addresses.

Request a team My Requests

Add Owners and Members: You will be able to edit/modify/add team members once the team has been created

Owners
 ▼

Members
 ▼

9. Review and click **Submit**.

Review and submit

Team Name
[UWG] Teams Training 202420

Description
Teams Training for 202420.

Further Information

Owners
Steph Wang

Members
Caitlin Brosinsky, Robert Knox

Visibility
Private

Template
Unit Working Group

Template Storage Quota

10. Click **My Requests** to view all team requests.

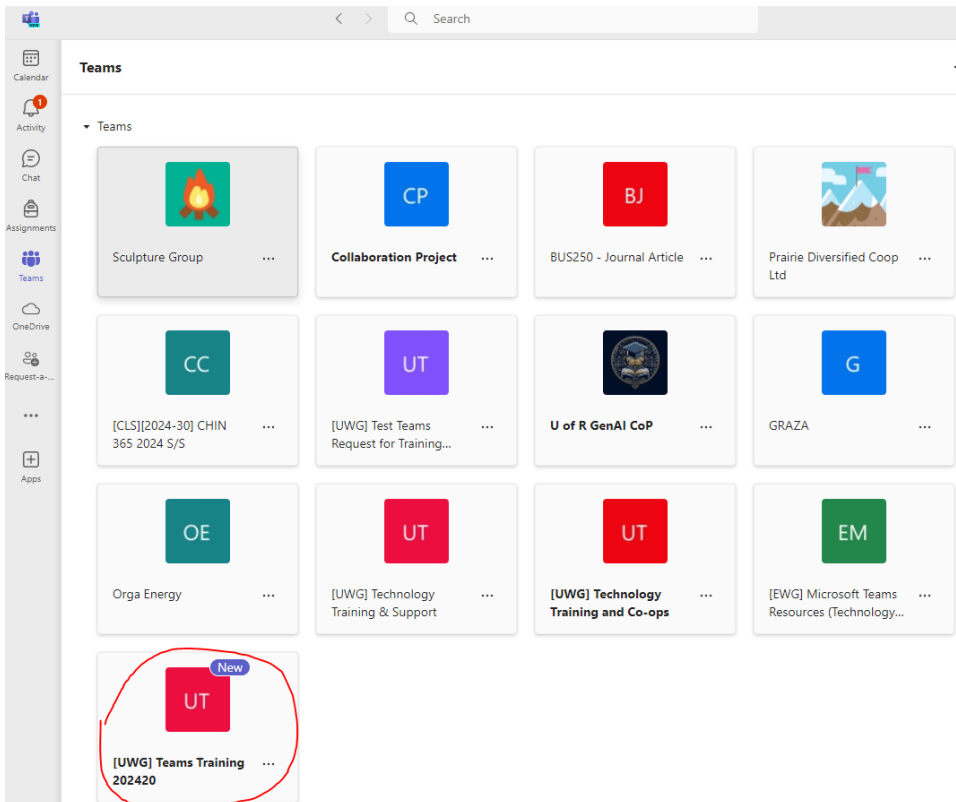
Request a team **My Requests**

My Requests

View the status of your requests. You can clone, edit and delete requests here, too.

Team Name	Status	Requested On	Privacy
Teams Training 202420	Approved	22 May 2024	Private
Microsoft Teams Resources (Technology Training & Support)	Team Created	21 May 2024	Private
CHIN 365 2024 S/S	Team Creation Failed	21 May 2024	Private
Test Teams Request for Training Purpose	Team Created	21 May 2024	Private

11. The newly created team will appear when you click on **Teams** in the left sidebar.



Set up Teams Channels:

You can create multiple channels to discuss specific topics, projects, and more for deeper conversations.

Create a channel for "Project A" team

Channel name

Share information

Description (optional)
Help others find the right channel by providing a description

Privacy
Standard - Accessible to everyone on the team

Cancel Add

[General channel] is the default channel. It cannot be deleted.

Share Files in Teams:

Within the team, you can share files and have conversations.

Start a new conversation. Type @ to mention someone.

Recent

Browse Teams and Channels

OneDrive

Upload from my computer

Report.docx

user 01 4:14 PM

Report.docx

Reply

You can also attach files from teams, channels, and OneDrive.

If you don't click the "Send" button, it will not be shared with team members, so be sure to send it!!
You can also send text together.

Schedule a meeting in Teams and then join it:

You can schedule a meeting in advance using Teams. People can join the meeting from the Calendar tab in Teams. Alternatively, they can join the meeting booked from the Teams channel if you scheduled it from the channel during setup.

1

2

3

4

5

6

7

You can Invite specific users to the meeting.

You can also select a channel for the meeting. Users can join the meeting using join link on the channel.