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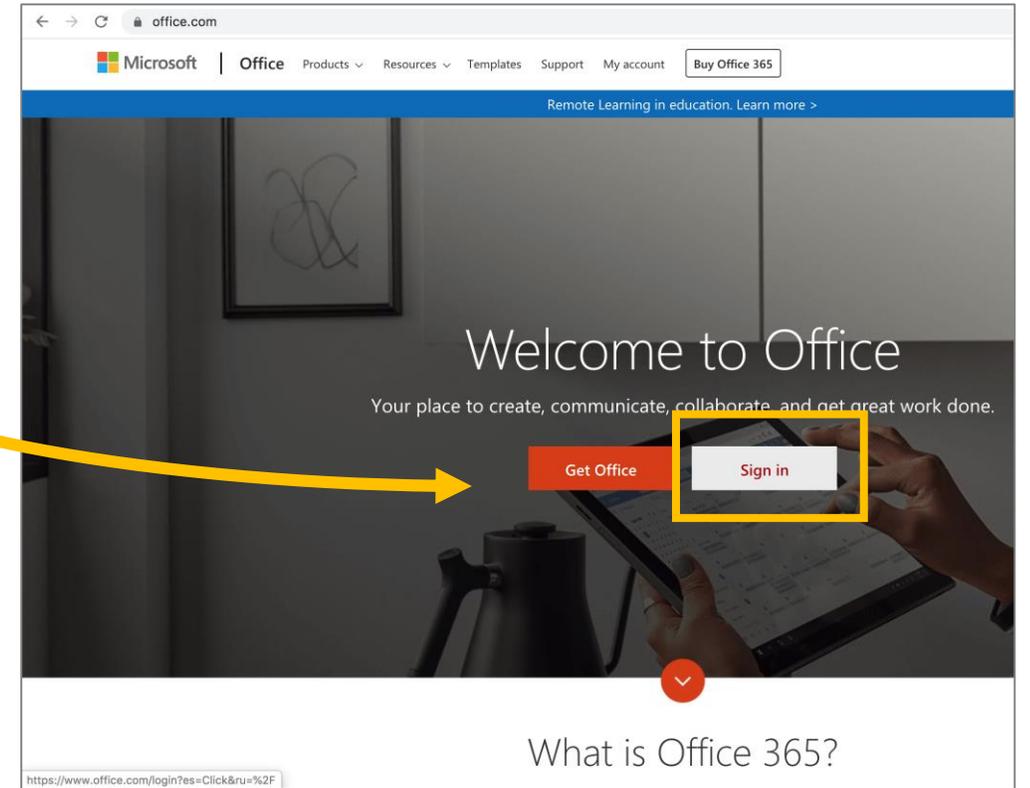
How to use Microsoft Teams



Get Started

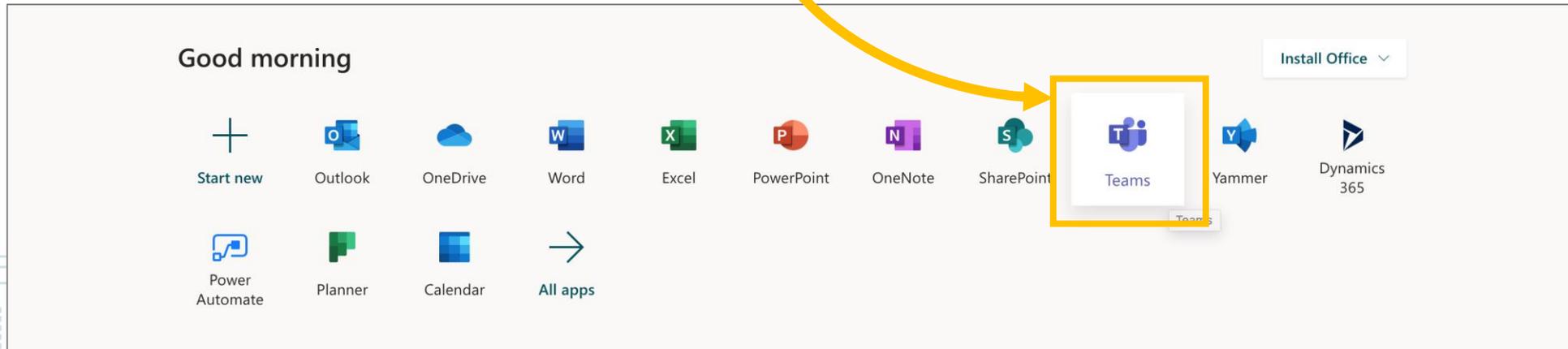
- Sign in into your account in Microsoft 365

www.office.com



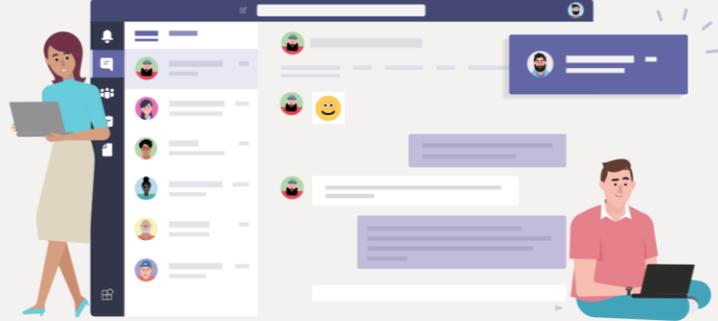
Get Started

- Open Microsoft Teams



Get Started

- Or download the APP into your computer or mobile



Microsoft Teams

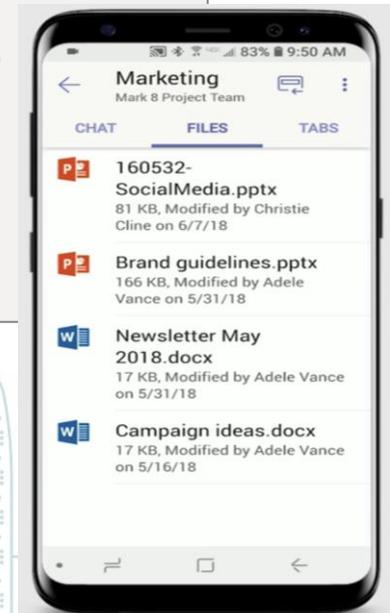
Download the Teams desktop app and stay better connected.

[Get the Mac app](#)

Use the web app instead

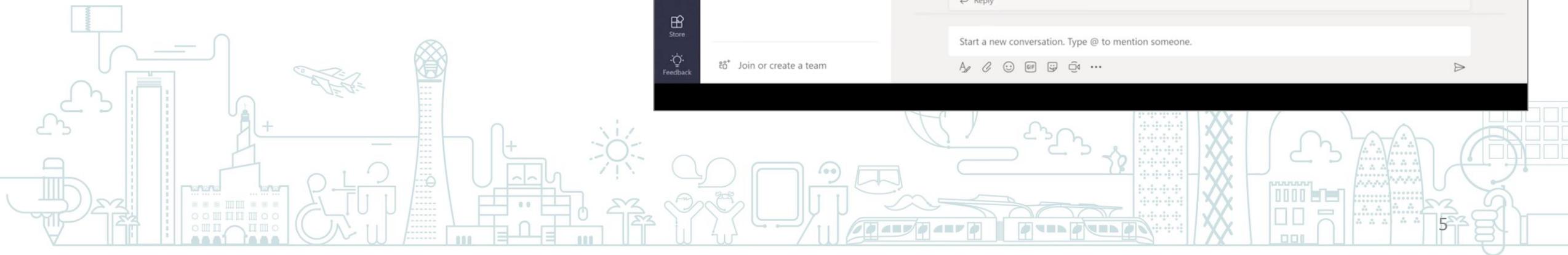
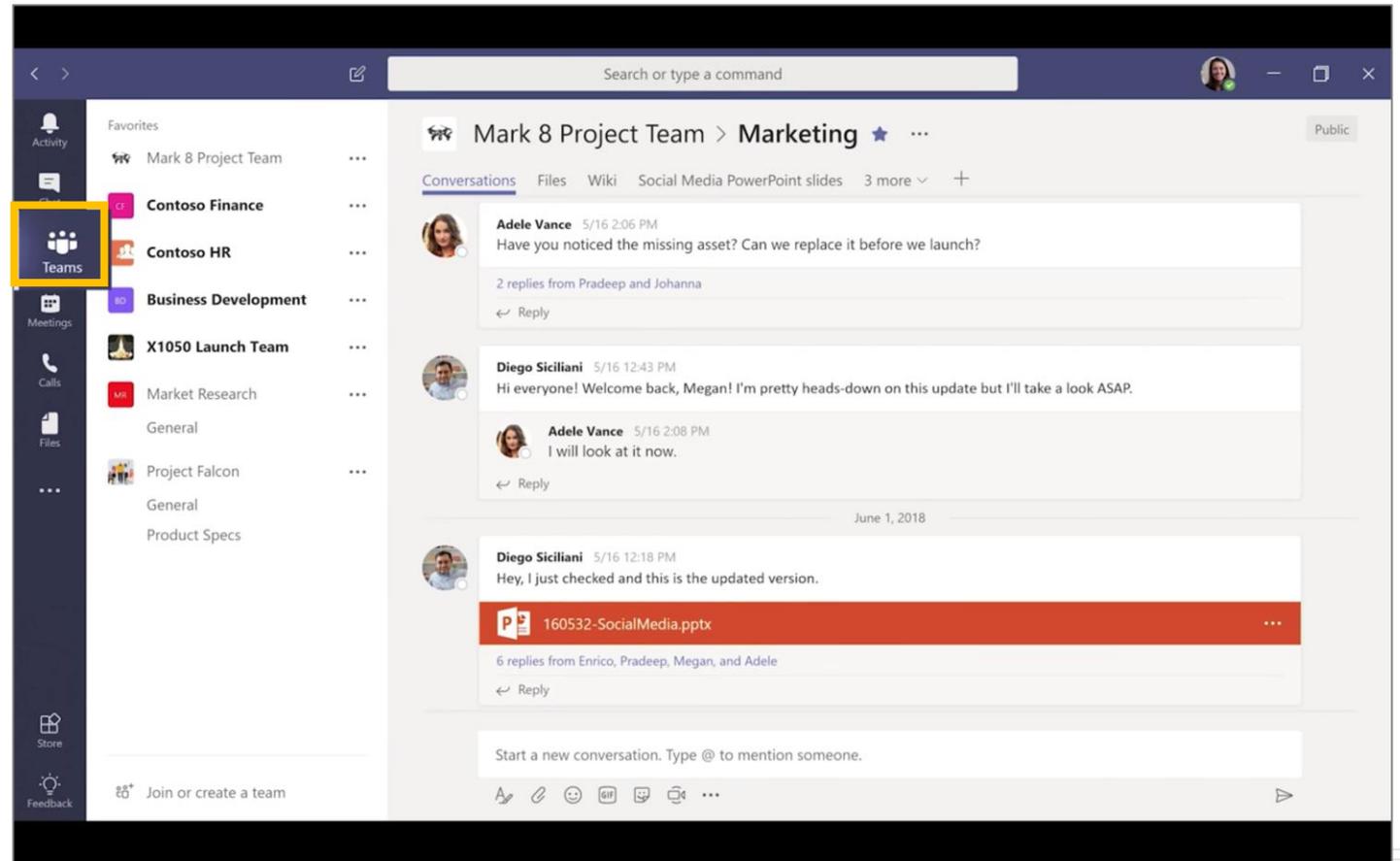
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The image shows a desktop view of the Microsoft Teams interface. It features a sidebar on the left with a list of team members, a main chat area with messages and emojis, and a person icon in the bottom right corner. A yellow arrow points from the text 'Or download the APP into your computer or mobile' to the 'Get the Mac app' button.



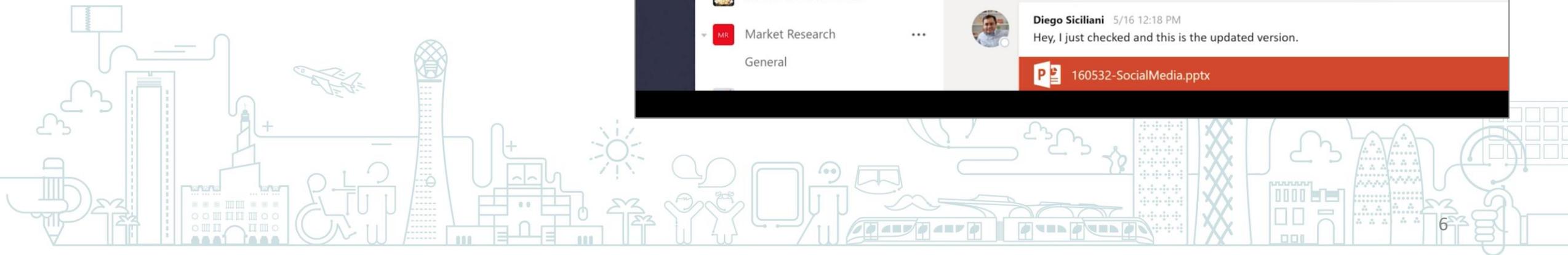
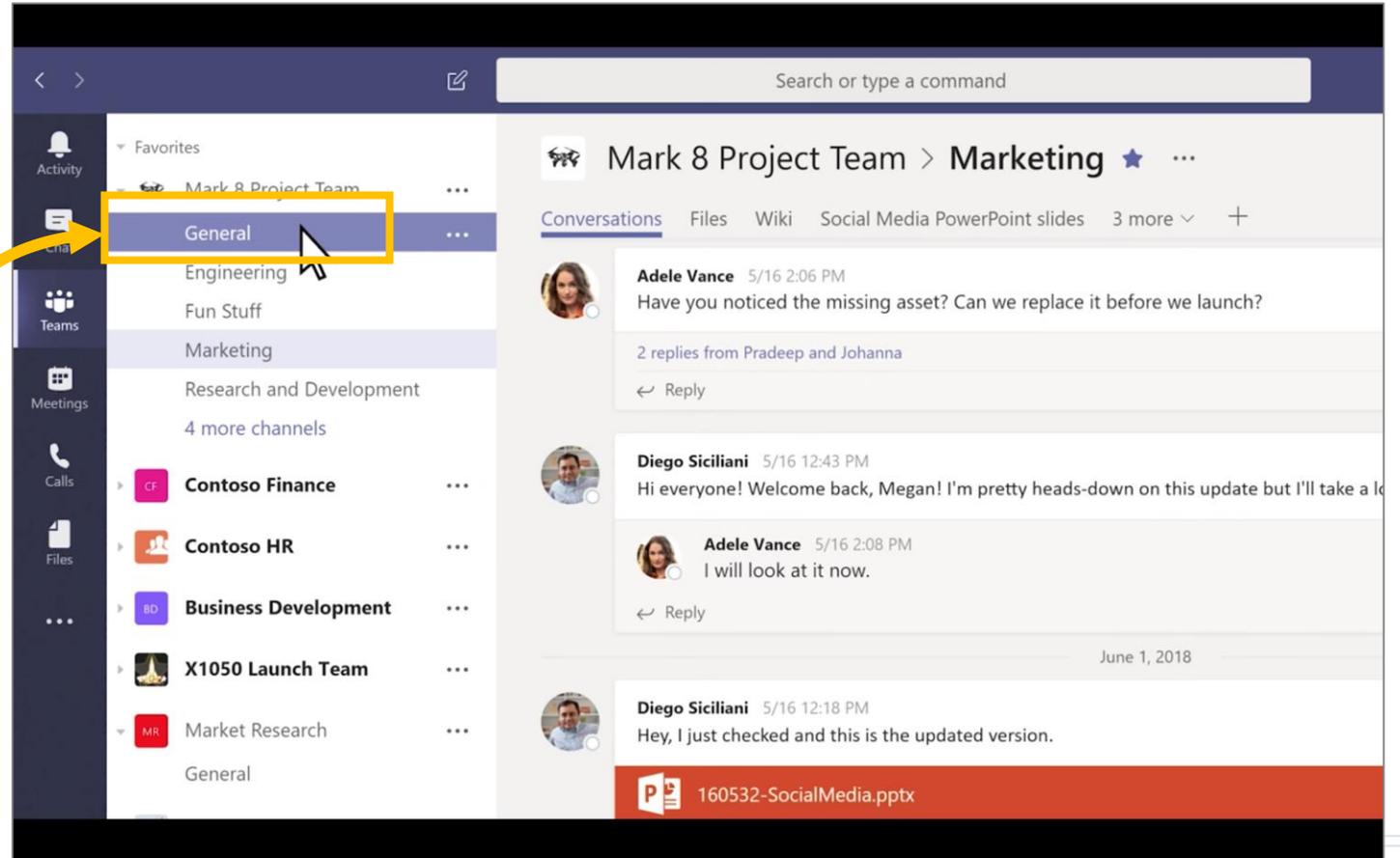
Adding Teams

- Click on Teams to See all teams you are added in or to add new team



Adding Channels

- Under every team, you can add a channel by Topic or Department



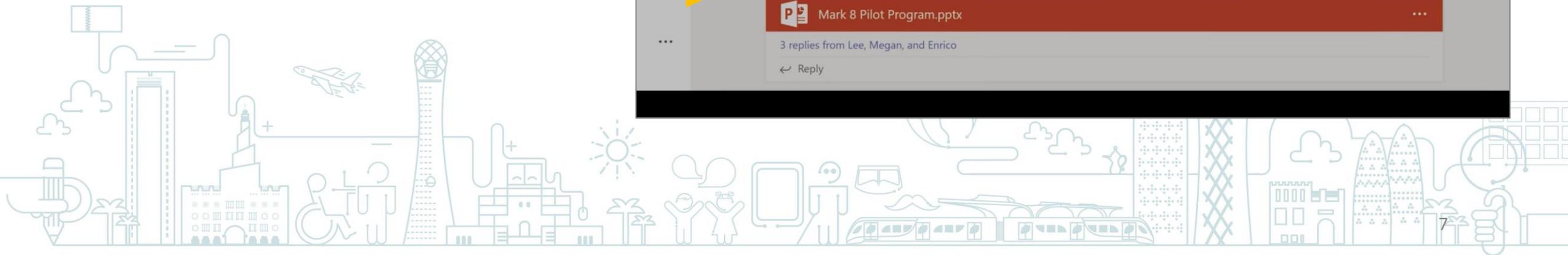
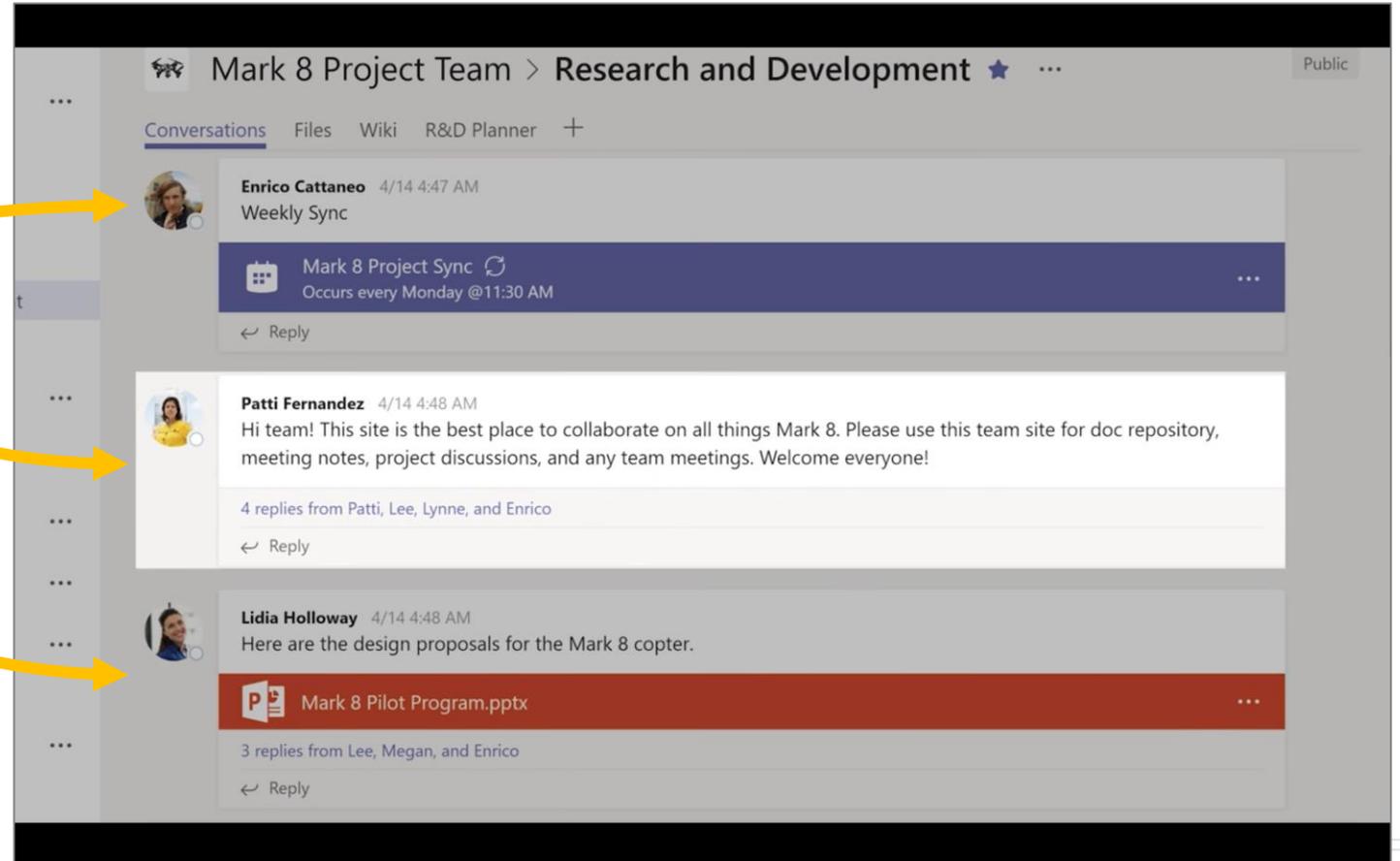
Inside Channels

■ In channels you can

○ Hold a meeting

○ Team conversation

○ Share files



Control Panel

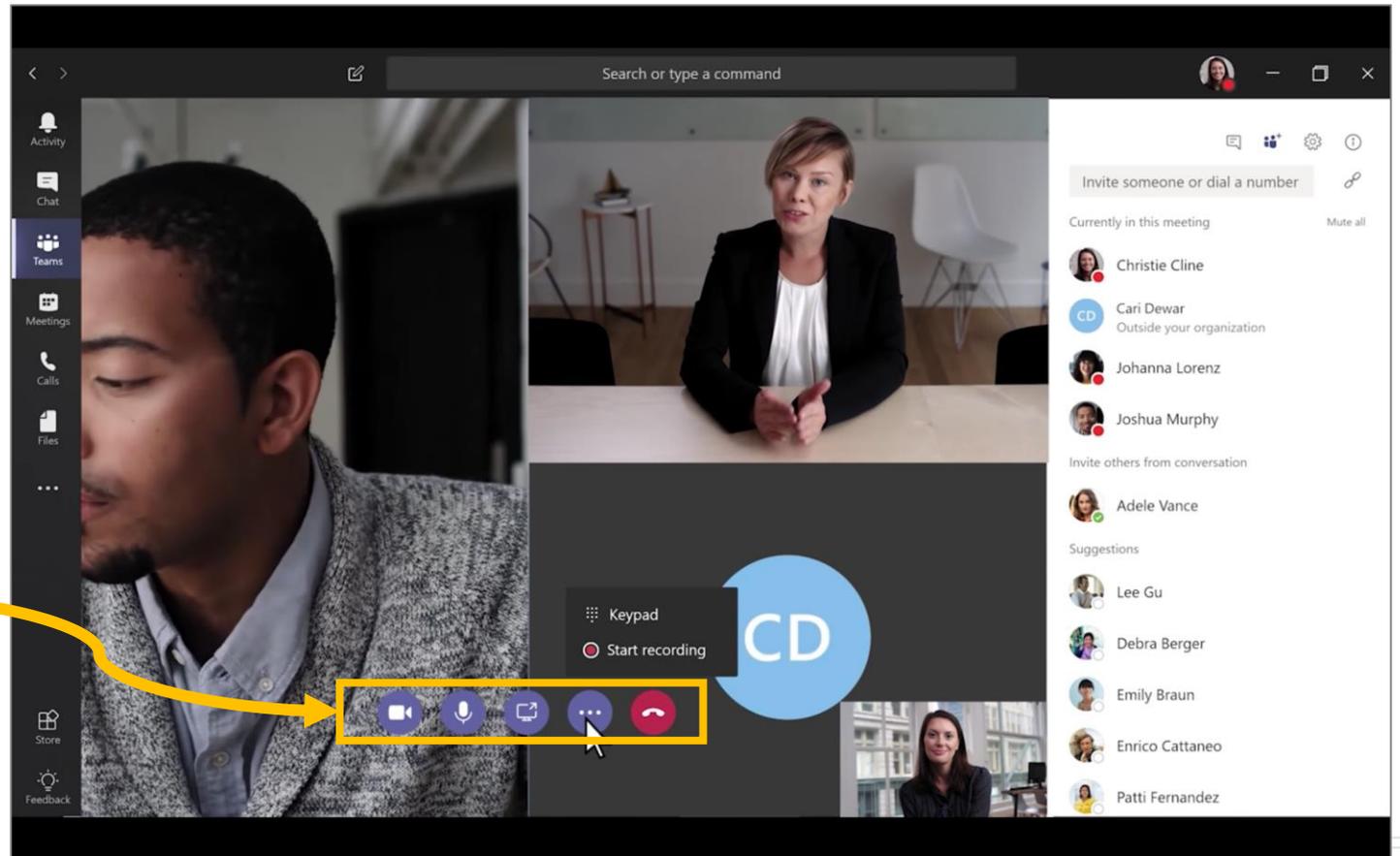
 Allow/ Block your video

 Allow/ Block your voice

 Share your PC Screen

 Record the meeting

 End the meeting



Sharing & Editing Files

- When sharing a file, you can edit it and share comments with the team

The Market

Age Group	Percentage
18-29 YRS	75%
30-49 YRS	64%
50+ YRS	15%

160532-SocialMedia.pptx

Activity

Chat

Teams

Meetings

Calls

Files

Store

Feedback

Search or type a command

Diego Siciliani 12:18 PM
Hey, I just checked and this is the updated version.

160532-SocialMedi...

Enrico Cattaneo 12:21 PM
Thanks Diego, will take a look now.

Pradeep Gupta 12:32 PM
Me too.

Megan Bowen 12:37 PM
It all looks good to me.

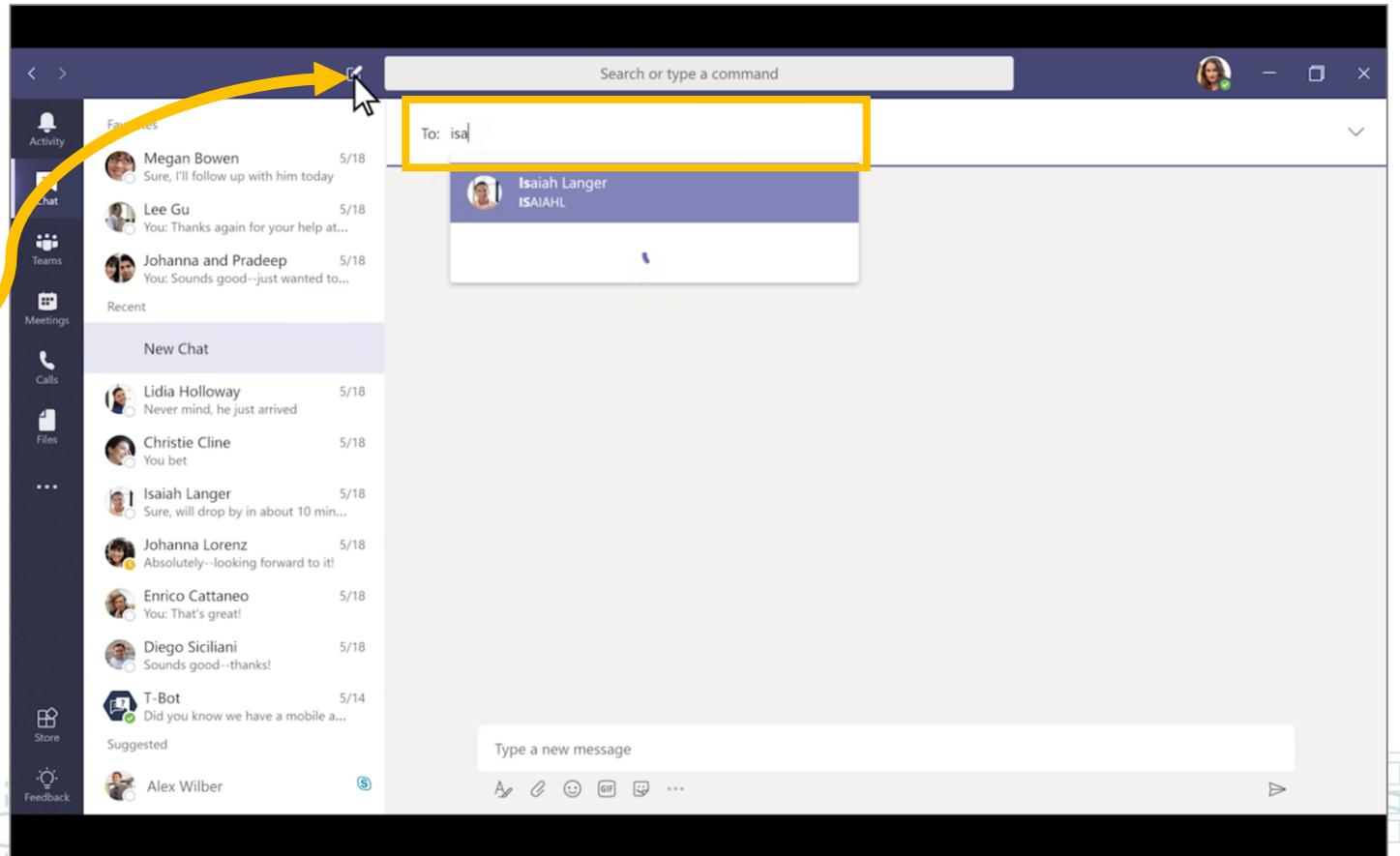
Enrico Cattaneo 12:38 PM
Thanks for all your hard work getting this together, guys. It looks great!

Looking good

SLIDE 1 OF 1

Chat Privately

- You can chat privately to one of your team by typing his/her name and then select



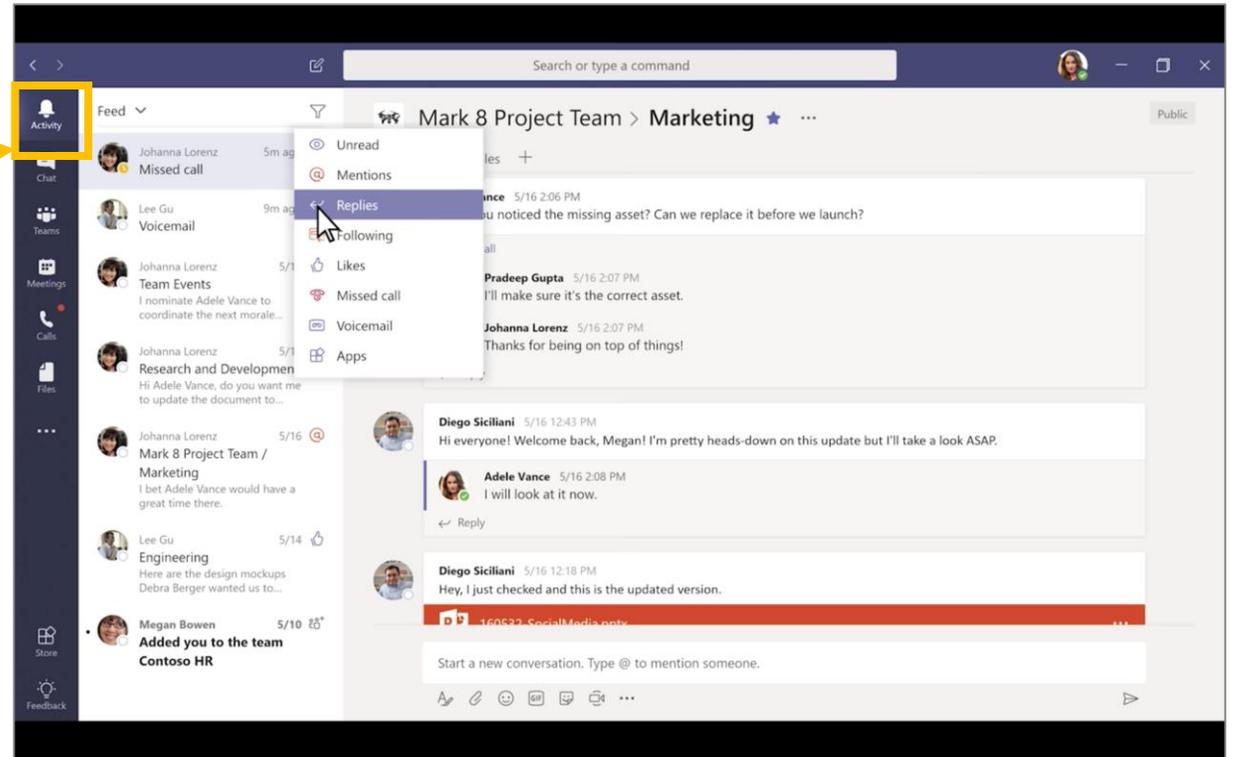
Meetings

- In Meetings tab, you can see all meetings lined up or you can schedule new meeting

The screenshot displays the Microsoft Teams interface. On the left, the 'Meetings' tab is selected in the navigation pane, highlighted with a yellow box. An arrow points from the text 'you can see all meetings lined up' to this tab. The main area shows an 'Agenda' for 'Today' with a list of meetings: 'Marketing weekly mee...' (10:00 am - 10:30 am), 'Brownbag: Social Medi...' (12:00 pm - 1:00 pm), and 'Website review' (2:00 pm - 2:30 pm). Below this, the agenda continues for 'Tomorrow' and the weekend. A 'Schedule a meeting' button is highlighted with a yellow box at the bottom of the agenda pane. On the right, a 'Marketing weekly meeting' details pane is visible, showing the date 'Wednesday, June 6, 2018' and the organizer 'Christie Cline'. A 'New meeting' dialog box is open in the foreground, allowing the user to create a new meeting. The dialog includes fields for 'Title' (Mark 8 campaign update), 'Location' (Microsoft Teams Meeting), 'Start' (Jun 6, 2018, 1:00 PM), and 'End' (Jun 6, 2018, 1:30 PM). It also features a 'Repeat' checkbox, a 'Scheduling assistant' link, and a list of attendees including Joshua Murphy (Busy), Adele Vance (Free), Diego Siciliani (Free), and Johanna Lorenz (Free). The dialog has 'Close' and 'Schedule a meeting' buttons at the bottom.

Activity

- Go to activity to review unread messages, mentions, replies and more



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