**Office365 How To: Teams**

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You can access Office 365 apps from a web browser, a desktop application, or mobile app. These instructions are for accessing Teams via a web browser.

With Teams, you can conduct one-on-one or group audio and video calls. You can share screens during web conferencing, schedule meetings, and record meetings. You can also share documents and other files within the chat.

1. From a web browser, navigate to http://outlook.office365.com/
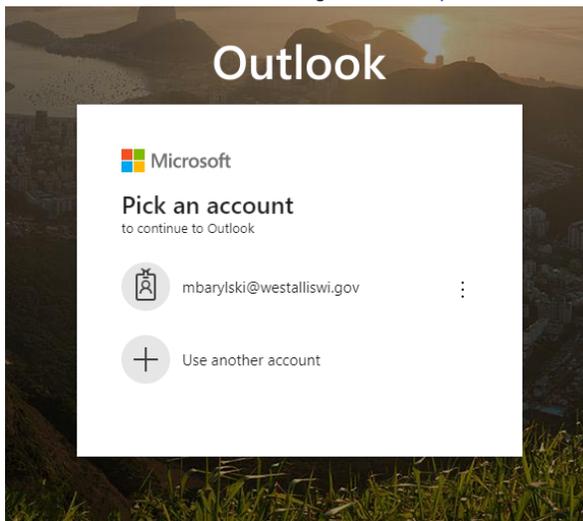

2. If your West Allis account appears, select it. If it does not, select "Use another account" and enter your City of West Allis email address.
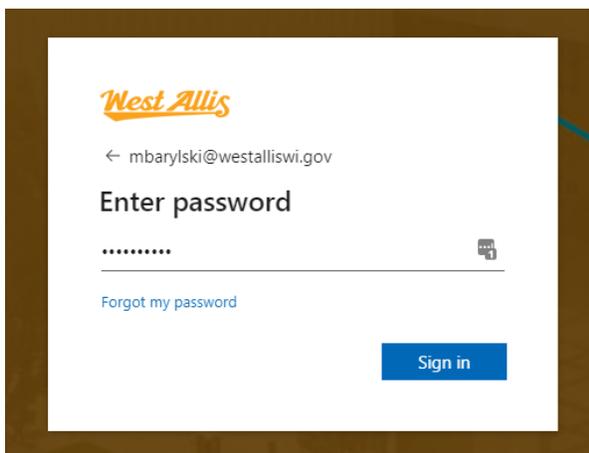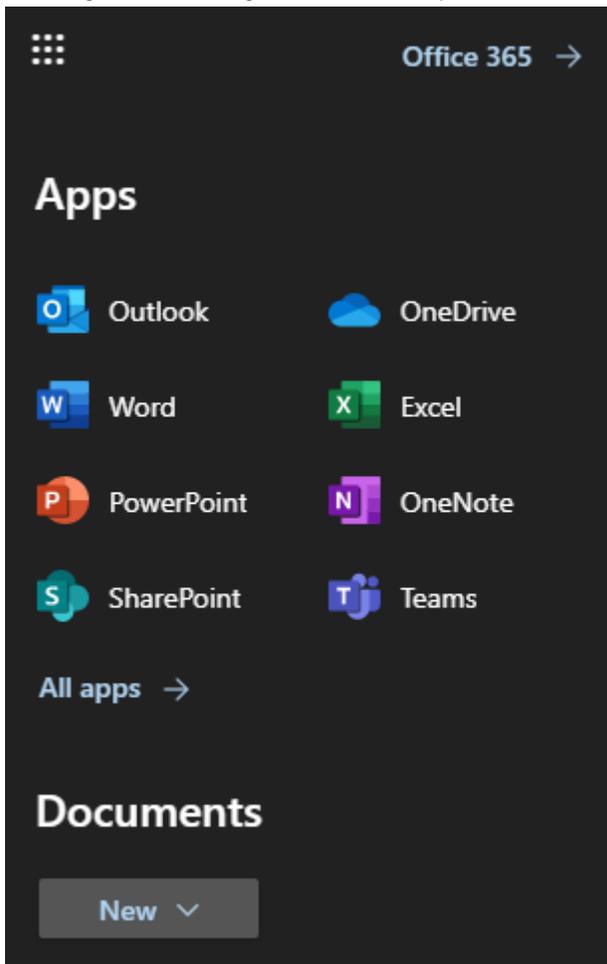

3. Logon with your City of West Allis network password. This is the password you use to logon to your work computer.
4. This will log you on to your email via Office365.

5. In the upper-left corner of Outlook, you'll see a group of nine dots, which is called a hamburger button.
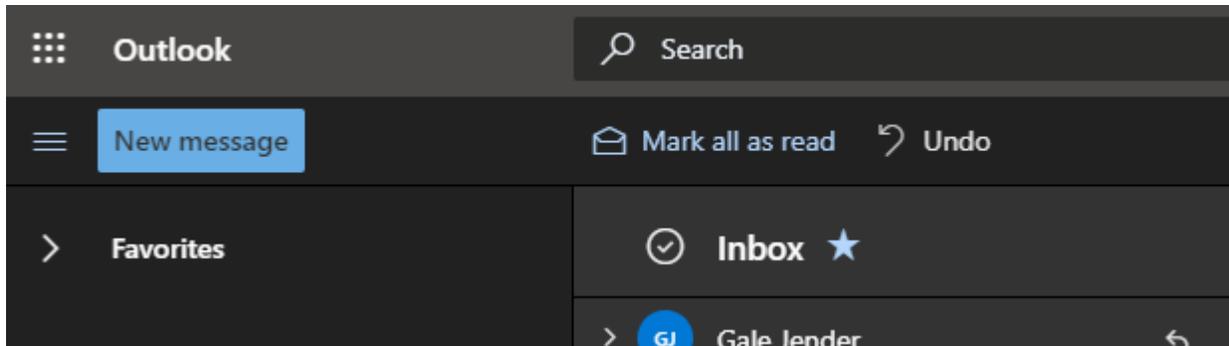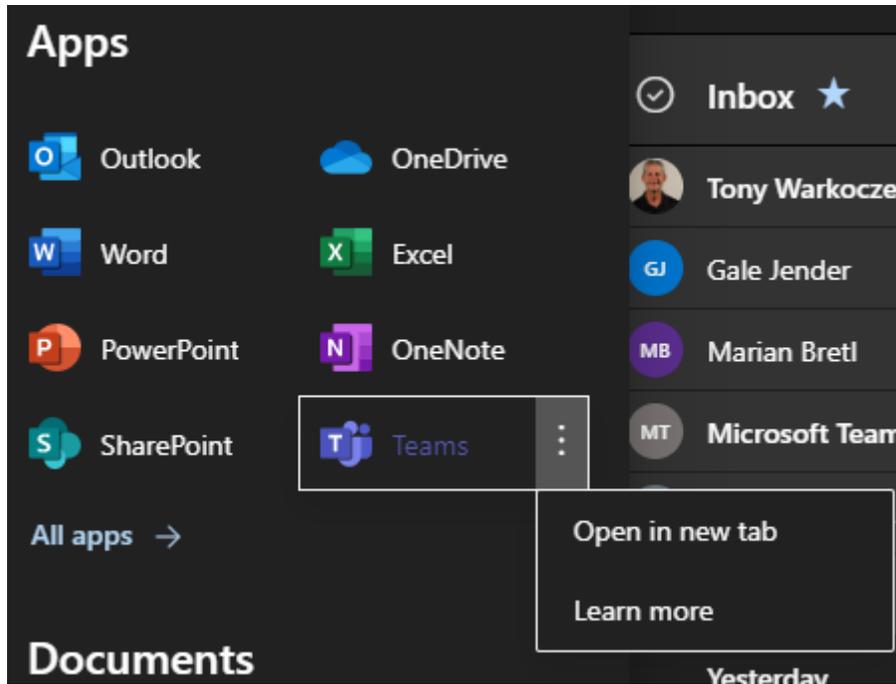

6. Clicking the hamburger button will open a menu with available Apps.
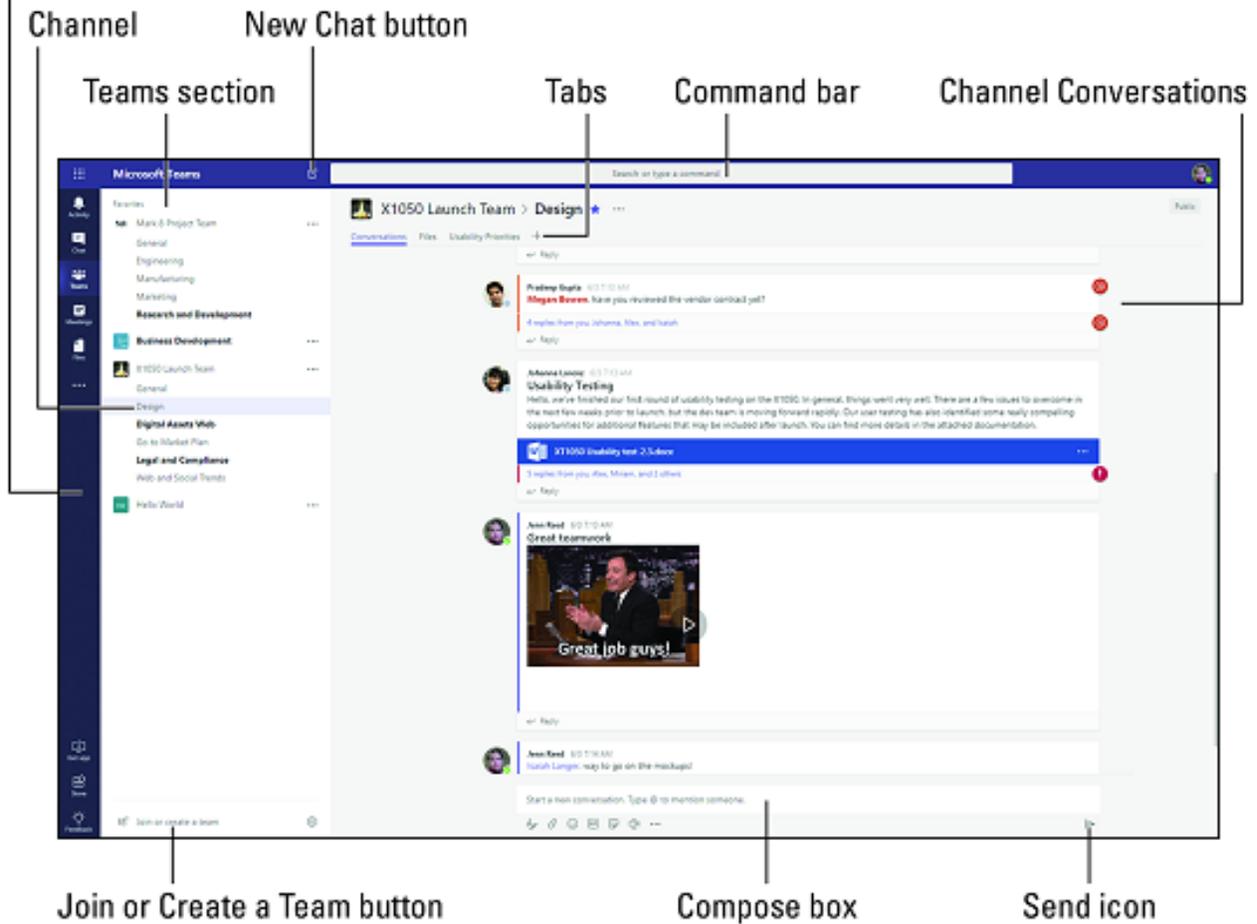

7. If you click the Teams icon, your browser will redirect to the Teams app.

8. If you right-click on the Teams icon, you can select "Open in new tab" and Teams will open in a new tab, leaving Outlook open in the current browser tab.

9. Here's is what your Teams interface will look like:

- **App bar:** Here you can navigate to the various sections in Teams. From the top, you'll see the following icons:
  - *Activity* is where you'll find mentions, replies, and other notifications.
  - *Chat* is where you'll see your recent one-on-one or group chats and your Contacts list.
  - *Teams* displays all the Teams you are a member of.
  - *Meetings* is synched with your Outlook calendar and displays all your upcoming meetings.
  - *Files* aggregates all the files from all the Teams you are a member of. It is also where you access your personal OneDrive for Business storage.
  - *[…]* includes links to apps that are tied to Teams and the channels within Teams.
  - *Store* takes you to apps and services that can be integrated into Teams.
  - *Feedback* takes you to the Microsoft Teams user voice page where you can leave feedback about the service.
- **Teams section:** Above, the Teams icon is selected in the App bar, so the list of the teams we are members of are displayed here.
- **Channel:** A dedicated section within a Team to organize conversations and tasks into specific topics or projects.

- **Join or Create a Team button:** Clicking this button takes you through the process of creating or joining a team. This button is only visible when the Teams icon is selected in the App bar.
- **New Chat button:** Clicking this button selects the Chat icon in the App bar and allows you to start a new chat with an individual or a group.
- **Command bar:** This bar at the top is used to query apps or perform a search in Teams.
- **Tabs:** Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the + sign tab allows you to add shortcuts to content in Teams.
- **Channel Conversations:** This section displays all the conversations in the selected channel. Chats in Channel Conversations are persistent, so if you've been away, it's easy to scroll through to get caught up when you get back. Chats can include visual indicators such as the @mention, which indicates that the chat specifically mentions a user, or a red bang to indicate high importance. Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.
- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.
- **Send icon:** When you're ready to share your chat, click the Send icon to post your chat to the team.

10. Now that you know what Teams looks like, here are some tips:
    a. If you have used Facebook Messenger you are familiar with creating group chats with family and friends where you can all chat with each other. Teams is very similar, but with added functionality
    b. As an example, you can create a Team called "Common Council"
    c. Under the "Common Council" Team, you can create channels, which are like sub-committees
    d. Anyone who is a member of the Team can be a member of a channel

11. To create a Team, click in the "Join or create a team" box located in the bottom-left corner of the Teams screen (see graphic above)
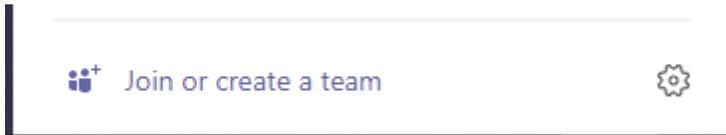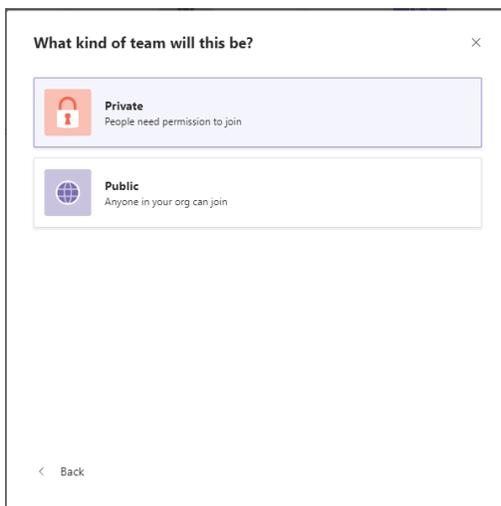

12. You'll be presented with two or more options – Create a team, Join a team with a code, or you'll see other Public teams that you are able to join
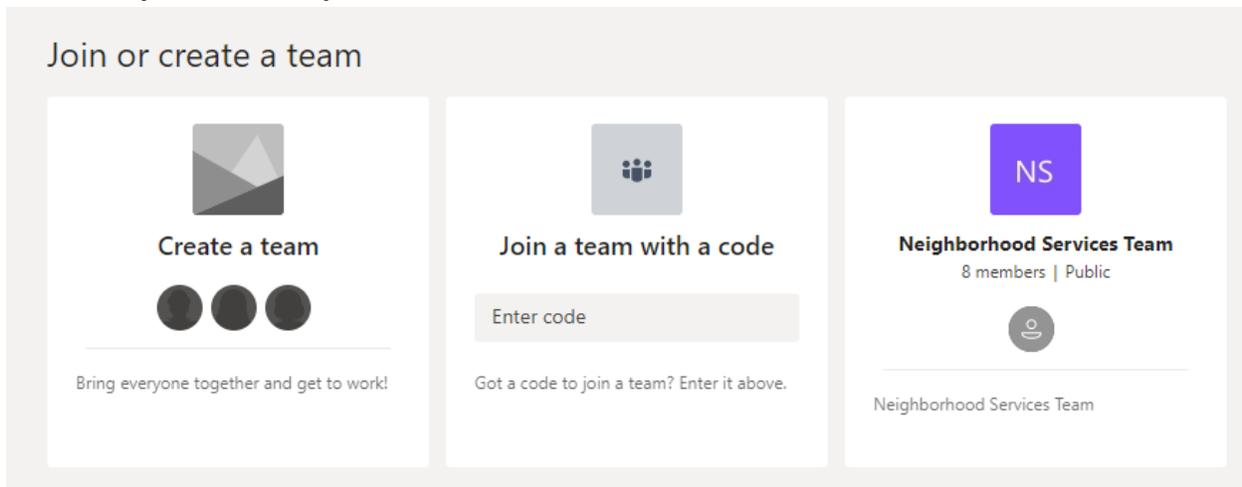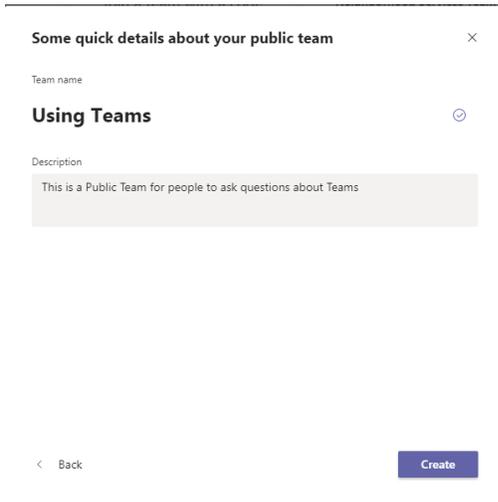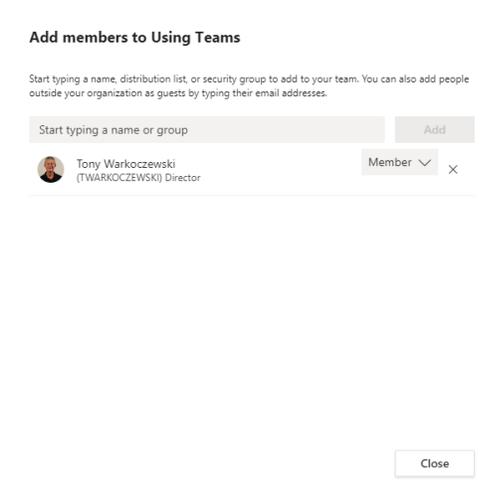

13. Click Create a team to create a new one

14. Choose whether or not this Team is Private or Public – Private means individuals need permission to join
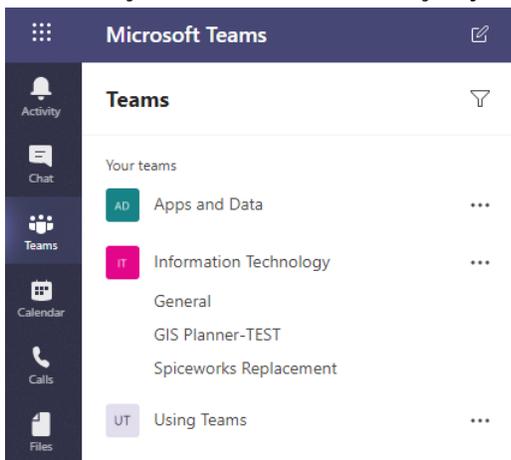
15. Follow the prompts to create your Team, adding a name and description along the way

Some quick details about your public team   ×

Team name

Using Teams   ⊘

Description

This is a Public Team for people to ask questions about Teams

‹ Back   Create

16. Add members

Add members to Using Teams

Start typing a name, distribution list, or security group to add to your team. You can also add people
outside your organization as guests by typing their email addresses.

Start typing a name or group   Add

Tony Warkoczewski   Member ∨   ×
(TWARKOCZEWSKI) Director

Close

17. In Teams, you'll now see the Team you just created

Microsoft Teams   ✎

Teams   ▽

Your teams

AD   Apps and Data   •••

IT   Information Technology   •••

     General

     GIS Planner-TEST

     Spiceworks Replacement

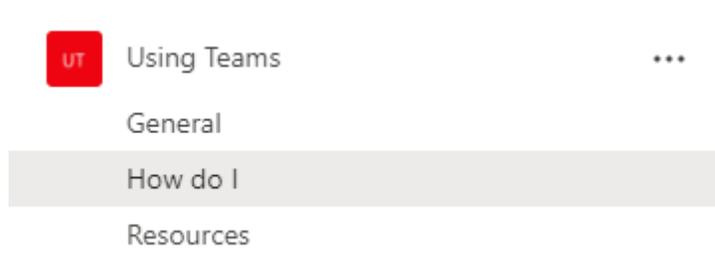UT   Using Teams   •••

18. When you click on your new Team, you have options to
    a. Add more people
    b. Create more channels
    c. Open the FAQ
    d. Start a new conversation.
        i. Type @ to mention or tag someone in the group
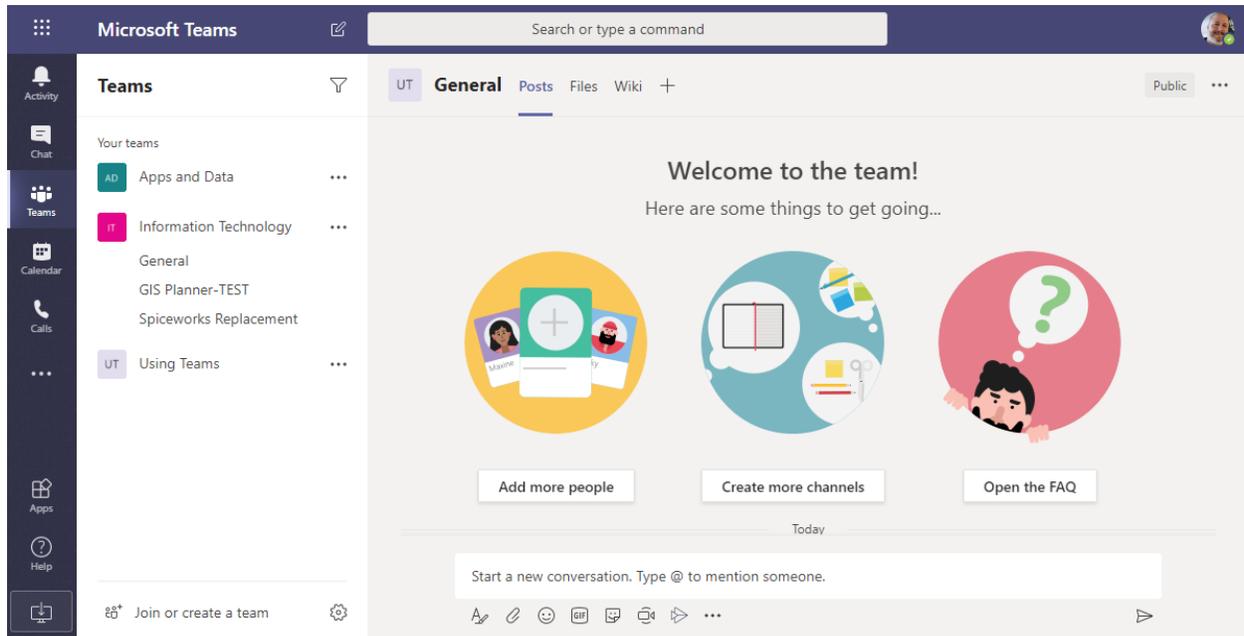
IT has created a Team called "Using Teams" to help users learn more about Teams, ask questions, and share ideas.

- All City of West Allis users can join this Team
- Use the "General" channel for discussions about using Teams
- Use the "How do I" channel to ask questions
- Visit the "Resources" channel to view various videos and tutorials