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Microsoft Teams

Introduction Guide (v1.2)

All Queen Mary's information technology resources provided by the University are subject to acceptable use regulations found here: **https://www.its.qmul.ac.uk/governance/policies/regulation/council-regulation/**
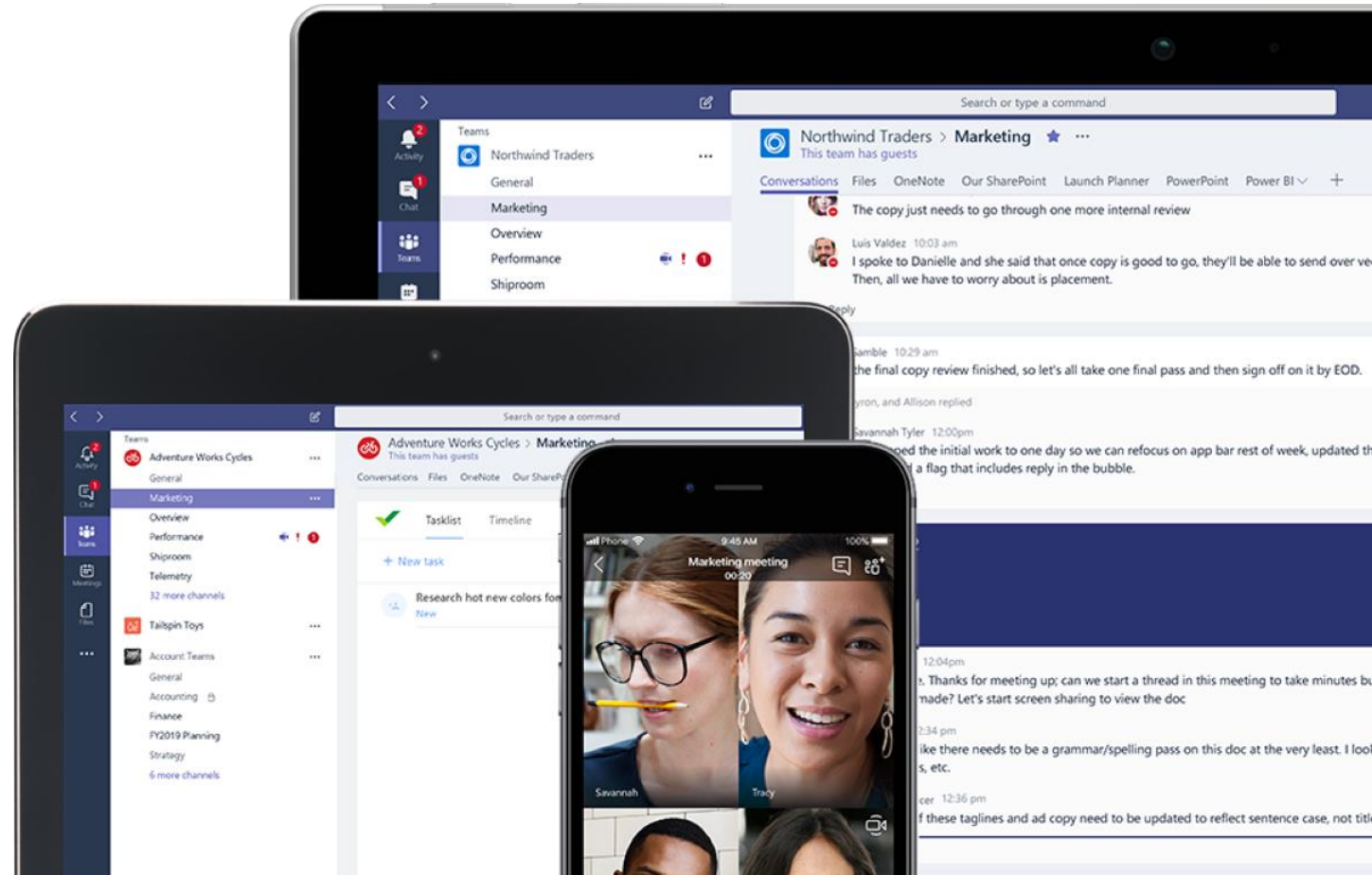
Accessing MS Teams

There are three ways you can access MS Teams

- Web browser
- Desktop App
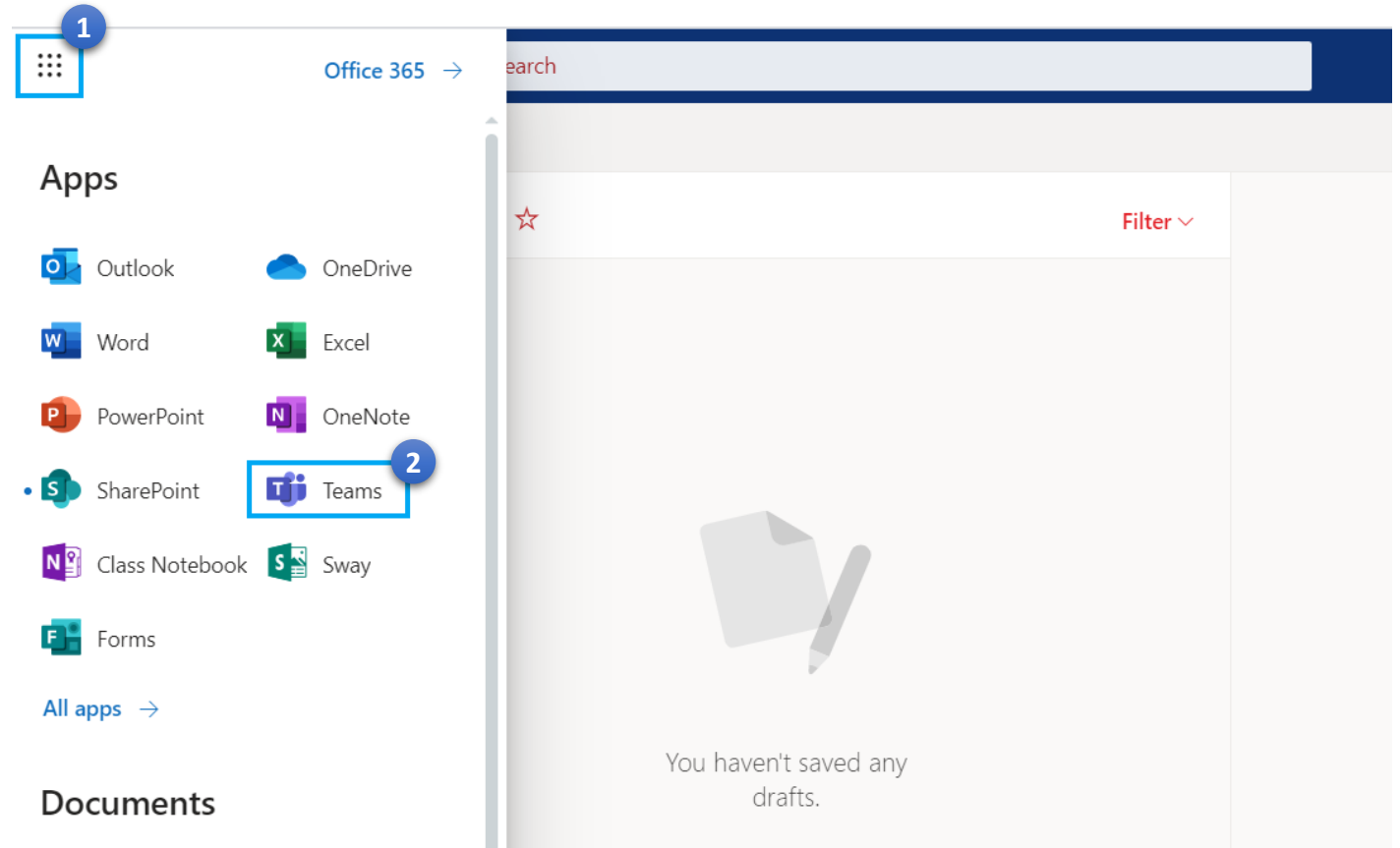- Mobile App

Log in to MS Teams using your QMUL credentials:

- abc123@qmul.ac.uk for staff
- ab12345@qmul.ac.uk for students

Accessing MS Teams – web browser

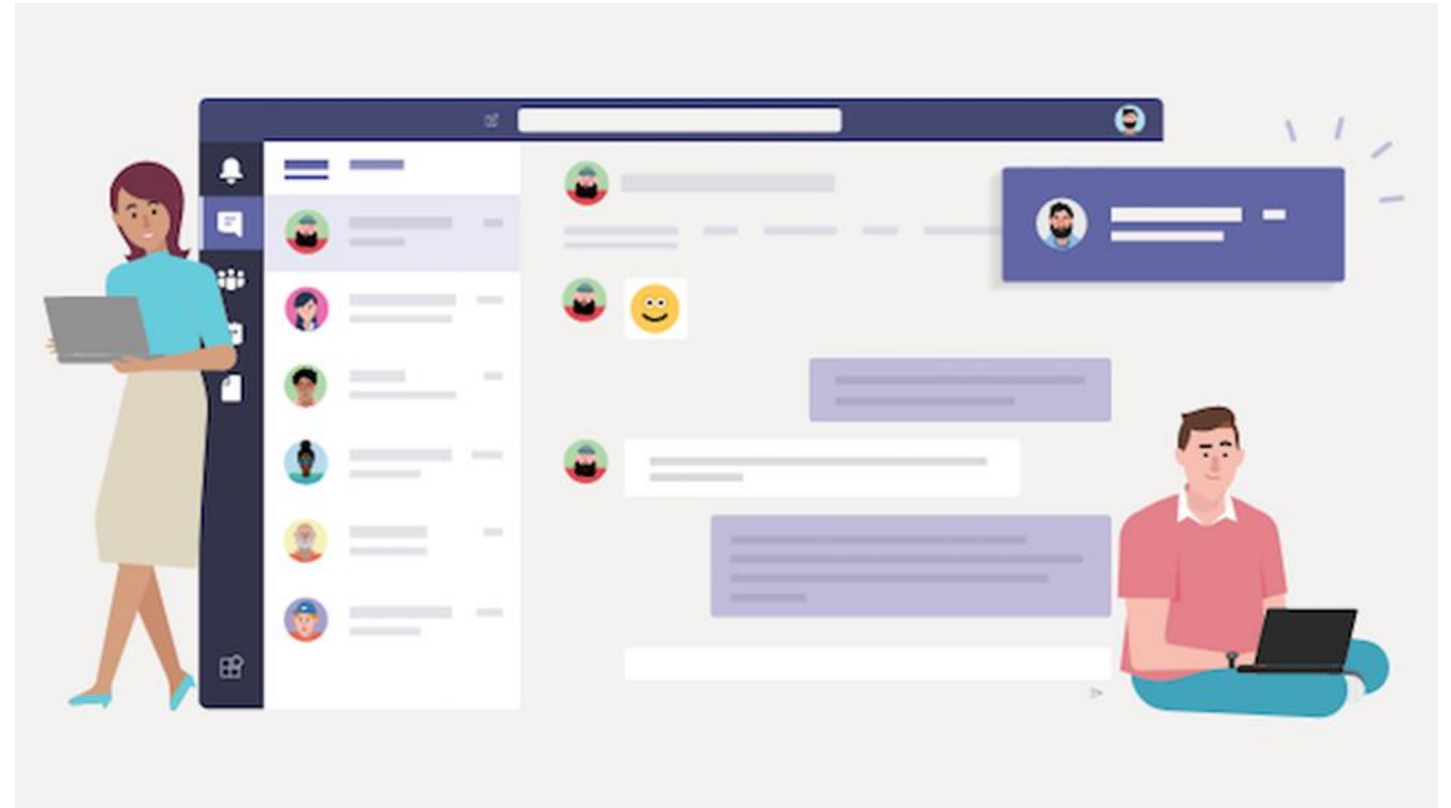MS Teams works in any modern web browser on Windows, Mac OS and Linux

1. From the **Office 365 App Launcher** :::

2. Select **Teams**

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Accessing MS Teams – Desktop App

Download MS Teams desktop client for:

- **Windows** (you can install it yourself on QMUL managed PC or laptop)

- **MacOS**

- Linux **DEB** or **RPM**

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Accessing MS Teams – Mobile App

Download MS Teams
mobile app for:

- iOS

- Android

Available across Mobile platforms

iPad   iPhone   Android   WP

Available in 181 markets and 25 languages to empower every individual to achieve more together
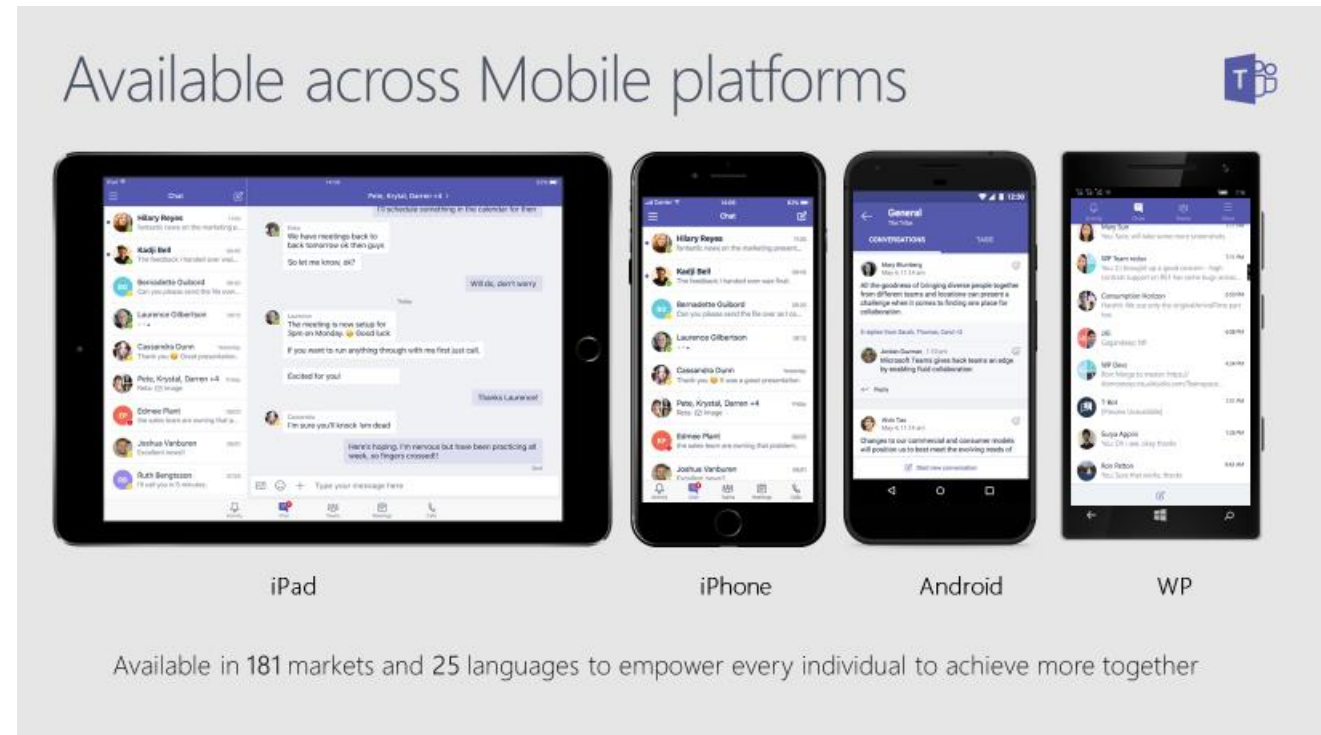
Document Management – Compliance

Office 365 tools like Email, SharePoint, OneDrive and Teams offer extensive file sharing capabilities.

- **Always consider information security, GDPR compliance and QMUL information classification, when uploading files to the cloud and sharing them with others.**

- **Please be aware that all staff and students need to remain compliant with GDPR and other relevant regulations when storing data. Individual research participant data and other sensitive data should therefore, not be transferred to SharePoint, OneDrive or MS Teams.**

Document Management – Compliance

1. QMUL Office365's tools should always be used over other third party solutions

2. Users need to be aware of rules and restrictions on the use of SharePoint (SP), OneDrive for Business (ODfB) and MS Teams

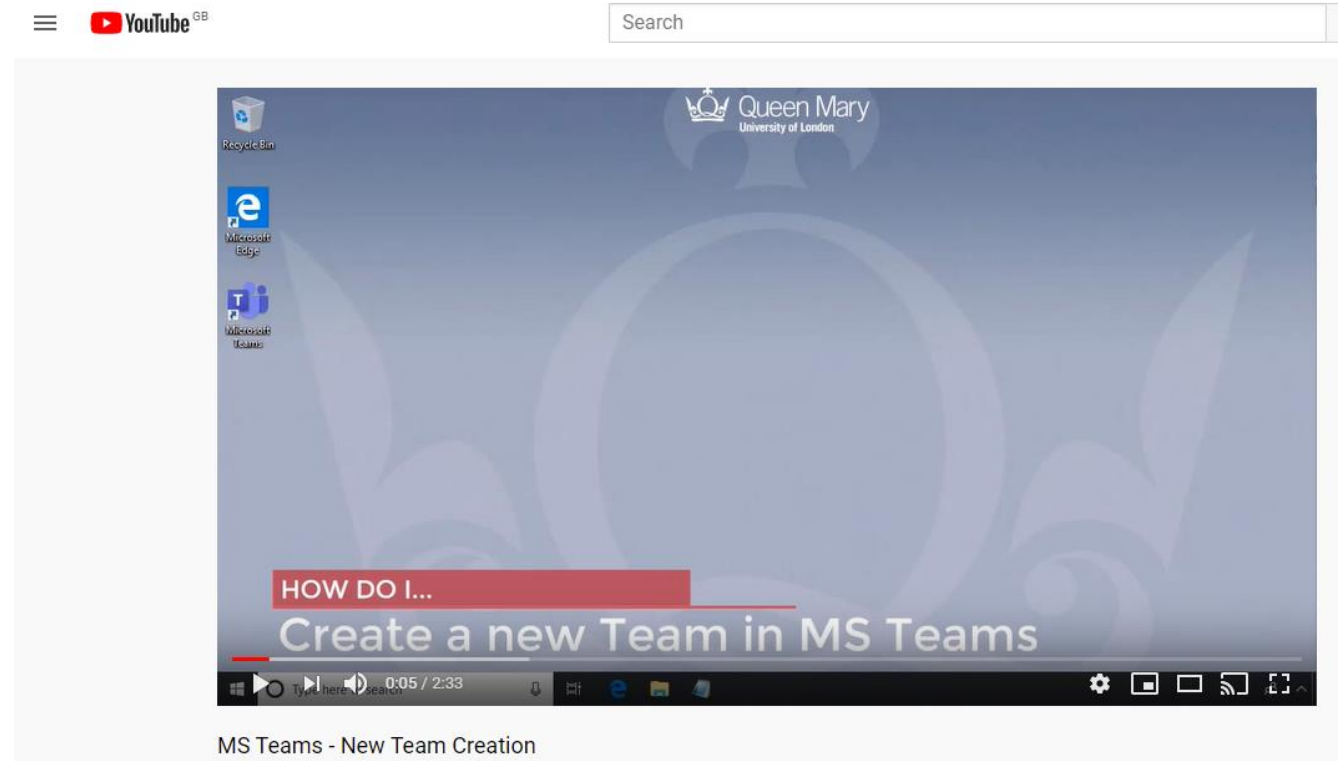For further information on Data Governance Policy please refer to the relevant guide.

The associated processes and guidance documents can be found on the IT Services T&Cs and the Information Governance webpage.

The **information classification** of a file affects if it is suitable to be stored in SP/ODfB/Teams.

There is **guidance** on what SP/ODfB are best for and what they can and cannot be used for.

Consider the appropriateness of **sharing** files and folders, especially with external users.

Create you first Team

Watch this [short video](#)

The following slides will help you get started with MS Teams. For more training materials, visit these online resources:

- [Microsoft Teams video training](#)

- [End User training](#)

MS Teams - New Team Creation
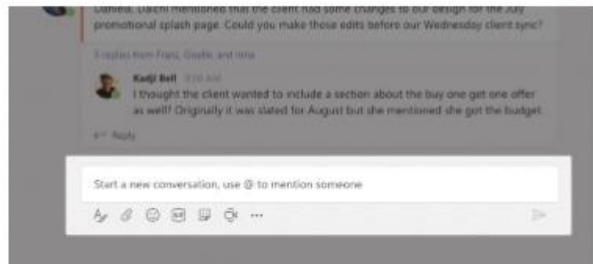
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Sign in

In Windows, click **Start** ▦ > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** 🗂 and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.
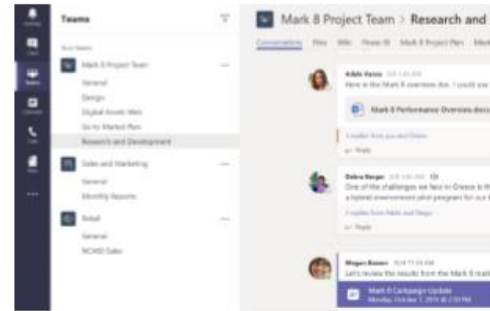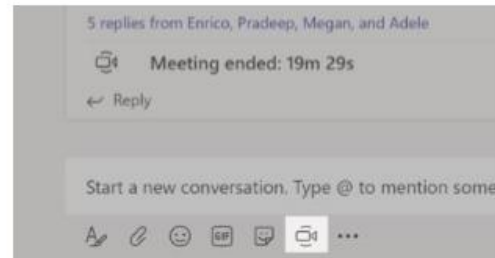

Start a conversation

With the whole team... Click **Teams** 🗂, pick a team and channel, write your message, and click **Send** ▷.

With a person or group... Click **New chat** ✎, type the name of the person or group in the **To** field, write your message, and click **Send** ▷.


Start a meeting

Click **Meet now** 📹 under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** 📹, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

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Make video and audio calls

Click **Video call** 🎥 or **Audio call** 📞 to call someone from a chat. To dial a number, click **Calls** 📞 on the left and enter a phone number. View your call history and voicemail in the same area.
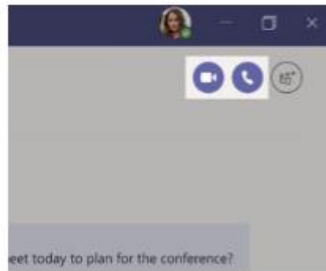

Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** ▷ .
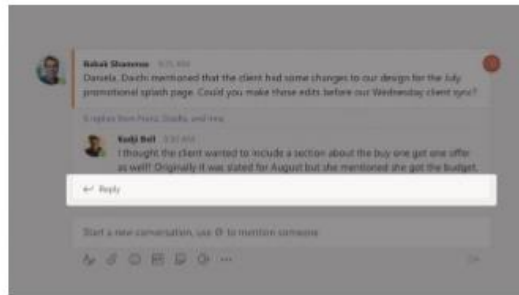
@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.
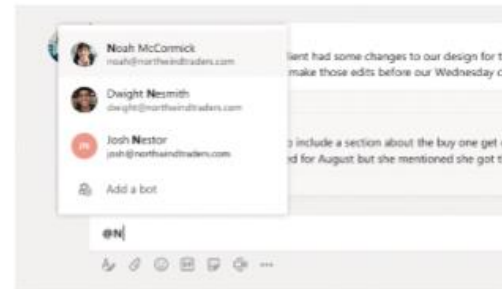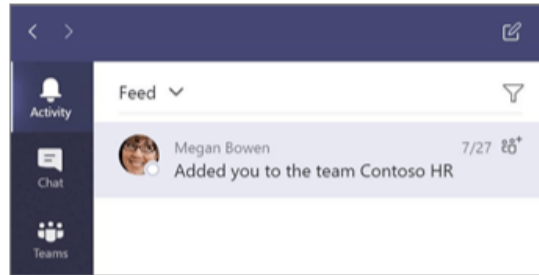

Add an emoji, meme, or GIF

Click **Sticker** 😊 under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.
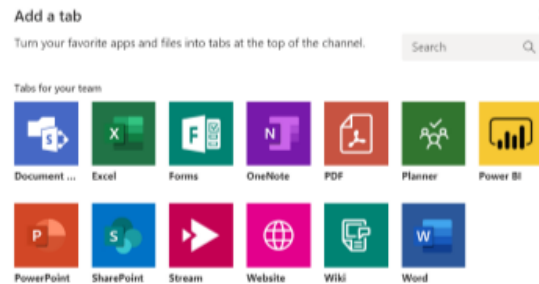
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Stay on top of things

Click **Activity** 🔔 on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.


Add a tab in a channel

Click ➕ by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.


Share a file

Click **Attach** 📎 under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.
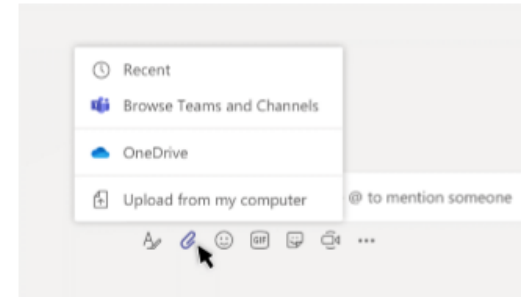

Work with files

Click **Files** 🗋 on the left to see all files shared across all of your *teams*.
Click **Files** at the top of a channel to see all files shared in that *channel*.
Click **More options ...** next to a file to see what you can do with it.
In a channel, you can instantly turn a file into a tab at the top!

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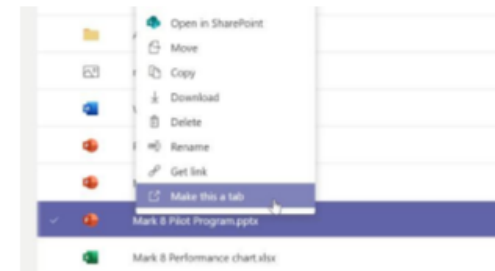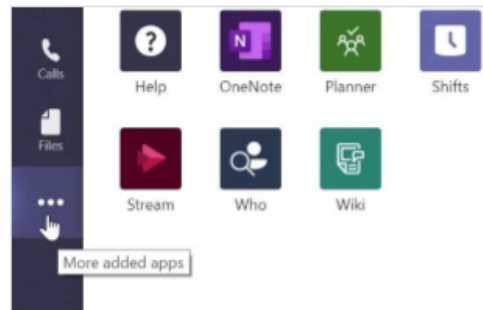
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Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.
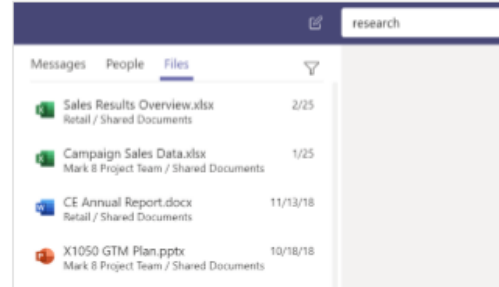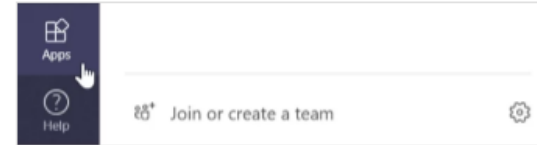

Find your personal apps

Click **More added apps** ... to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**.

Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.

Next steps with Microsoft Teams

See what's new in Office
Explore the new and improved features in Microsoft Teams and the other Office apps. Visit **https://go.microsoft.com/fwlink/?linkid=871117** for more information.

Get free training, tutorials, and videos for Microsoft Teams
Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit **https://go.microsoft.com/fwlink/?linkid=2008318** to explore our free training options.

Send us your feedback
Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** > **Give feedback.** Thank you!

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Give us your feedback

Let us know about your MS Teams experience:

its-feedback@qmul.ac.uk