

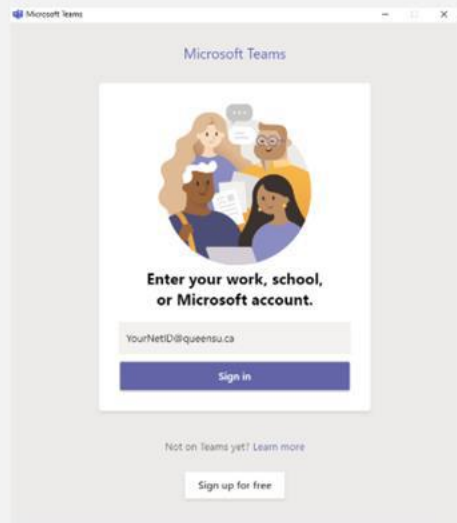
## Microsoft Teams: A 'How To' Guide

### Getting Started

#### 1) How do I access Microsoft Teams?

– Sign in to Teams

1. Start Teams
  - In Windows, click Start > Microsoft Teams.
  - On Mac, go to the Applications folder and click Microsoft Teams.
  - On mobile, tap the Teams icon.
  - On the web, visit <https://teams.microsoft.com>
2. Sign in with your Queen's *NetID@queensu.ca* email account



The screenshot shows the Microsoft Teams web client sign-in page. At the top, it says 'Microsoft Teams'. Below that is an illustration of four diverse people in a meeting. The main text reads 'Enter your work, school, or Microsoft account.' Below this is a text input field containing 'YourNetID@queensu.ca' and a blue 'Sign in' button. At the bottom, there is a link for 'Not on Teams yet? Learn more' and a 'Sign up for free' button.

#### 2) What do I need to access it?

##### a) Supported Browsers

Teams is designed to work with supported browsers, which include: Internet Explorer 11+, Microsoft Edge 12+, Chrome 51.0+, and Firefox 47.0+. Teams is not supported in Safari. Users trying to open the Microsoft Teams web client on Safari will be directed to download the desktop client.

Meetings are supported on Edge RS2 and Chrome 59 or later. Meetings are not supported in Firefox and Internet Explorer 11. Users who try to join a meeting on Firefox or IE11 will be directed to download the Teams desktop client. (Refer to: [Web client](#) for more information).

## b) Desktop Client

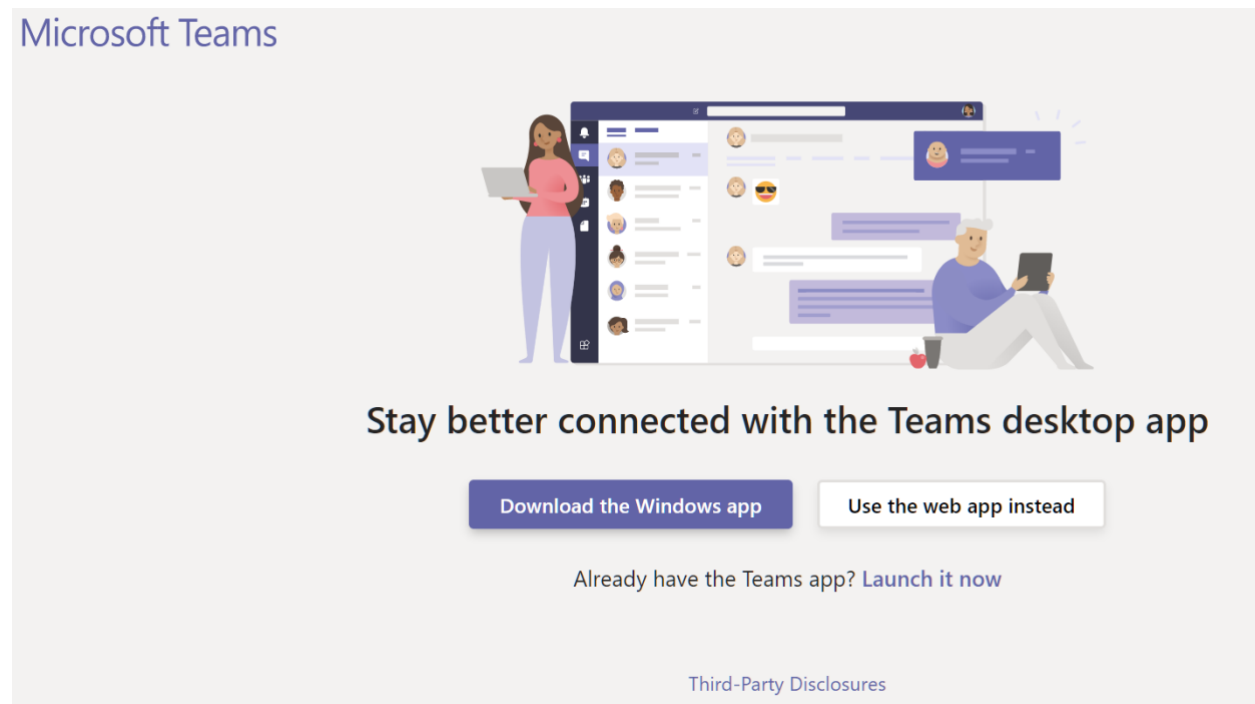
The Teams desktop client is supported on Windows 7+ (32 bit and 64 bit) and Mac OSX 10.10+. To download, visit [Get Microsoft Teams on all your devices](#)

## c) Mobile App availability

- [Microsoft Teams for iPhone and iPad](#)
  - iOS 10.0 and later. Compatible with iPhone, iPad, and iPod touch.
- [Microsoft Teams for Android](#)
  - Android 4.4 and up

## 3) What do I do when I have been invited to join a Team?

You will get an email from Microsoft Teams, saying that you have been added to a Team. Click the blue bar to Open Microsoft Team. Then you will see:



Microsoft Teams

Stay better connected with the Teams desktop app

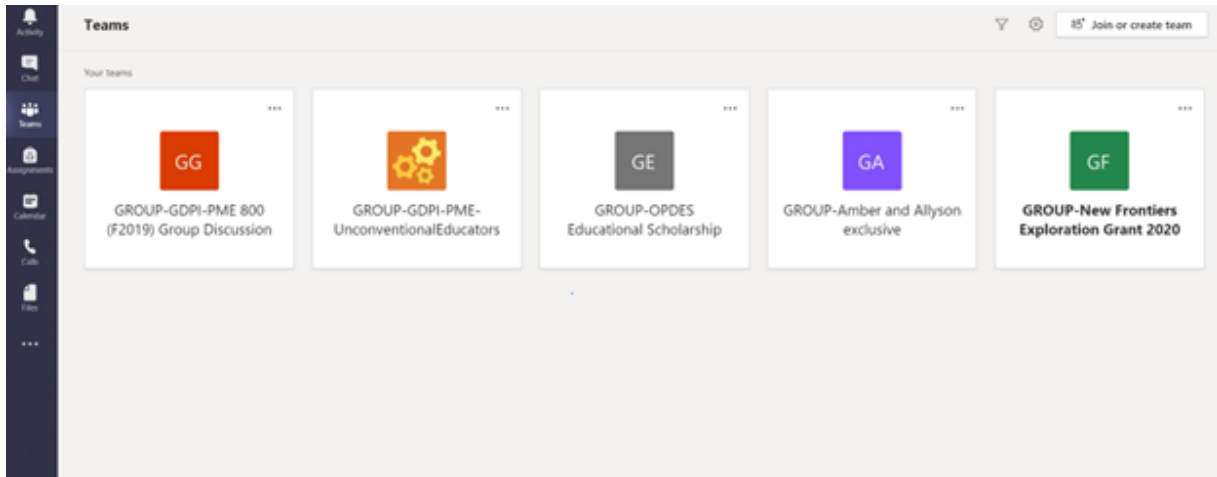
Download the Windows app    Use the web app instead

Already have the Teams app? [Launch it now](#)

Third-Party Disclosures

The Queen's Gazette article ["Working Remotely? Learn how to leverage Microsoft Teams"](#) gives lots of quick info, complete with links.

You can keep track of the different teams you belong to by clicking the Teams icon on the left side of the screen. Click the team icon to enter that team's workspace.



#### 4) Frequently Asked Questions

##### a) How do I join a meeting that I have been invited to?

There will be a meeting link contained within the meeting invite. Just click on the link.

##### b) How do I save files?

Click on the Files tab at the top of the page. Then choose what you want to do.

+ New ▾   ↑ Upload ▾   ↻ Sync   🔗 Copy link   ↓ Download   ⋮   ≡ All Documents ▾

##### c) How does the team collaborate on files?

<https://support.office.com/en-us/article/collaborate-on-files-in-microsoft-teams-9b200289-dbac-4823-85bd-628a5c7bb0ae>

Open the file you need to edit. If other team members are editing it too, your changes will be seamlessly merged as you work.

##### d) How do I set up a meeting remotely?

When creating a new meeting in Outlook, selecting “New Teams Meeting” will add a Teams link to the meeting invite, allowing participants to connect remotely. If you are attending a Teams meeting, simply click the link in the meeting invitation.

##### e) What is the Call icon on the left side of my screen?

Teams is equipped for video conferencing. You can schedule a group meeting (see question above), or you can use the call feature to contact anyone in your contact list.

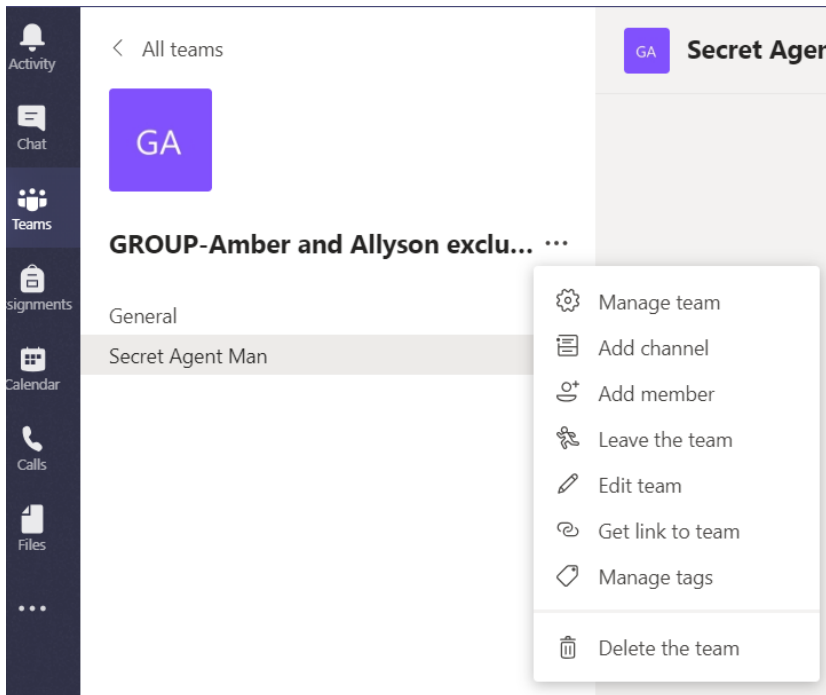
##### f) How do I communicate with the Team?

Channels are where the work actually gets done—where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added.

Every Team is equipped with a Channel called “General”.

If you need an additional Channel, say for a group on your Team who is working on one particular aspect, you can create more Channels.

To create a Channel: Choose the Team you want to create the Channel for. Click the 3 dots dropdown, and choose Add channel



While channel conversations are public, chats are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

### g) How do I use Chat?

The Chat feature allows you to send a private messages to any team member. This is a great function to use if you need to get a quick update from one team member, or to get additional clarification.

### h) How do I send a message to the whole Team?

You can send a message to the entire team under the **post** tab at the top of the screen. Using @someone will alert them that they have been mentioned in a new team message.

### i) Where can I see a video of how to use Microsoft Teams?

Check out this interactive Teams demo: <http://teamsdemo.office.com/>

## References

*Collaborate on files in Microsoft Teams.* (n.d.). Retrieved March 20, 2020, from <https://support.office.com/en-us/article/collaborate-on-files-in-microsoft-teams-9b200289-dbac-4823-85bd-628a5c7bb0ae>

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