Teach Yourself VISUALLY™

Microsoft Teams®

15:15
Leave
Change scene
+5
Type here to search
1:12 PM
3/23/2021

Matt Wade, Sven Seidenberg

Visual
A Wiley Brand

Teach Yourself VISUALLY™

Microsoft Teams®

by Matt Wade
and Sven Seidenberg

Visual®
A Wiley Brand

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About the Authors

Matt Wade is a three-time Microsoft MVP, international speaker, and civil engineer-turned-IT nerd. His career began designing mechanical systems for the nuclear power industry. SharePoint 2007 rolled out soon after, and he leveraged it to organize design documents, contracts, and drawings dating back decades; for better or worse, a new power user and adoption specialist was born. He next spent a couple years in the US Virgin Islands, where he led his organization's migration from SharePoint 2013 to SharePoint Online. He took the opportunity to document his experiences, starting the blog icansharepoint.com and speaking at SharePoint and Office 365 industry conferences. After a couple years in paradise, he moved to Northern Virginia to consult, and around that time, he cofounded jumpto365, Inc., with Niels Gregers Johansen, offering popular infographics, blog posts, and videos on making the most of Microsoft 365 and especially Microsoft Teams. Today he consults internationally on Microsoft 365 adoption and training, especially within Microsoft Teams. He lives in upstate New York with his girlfriend.

Sven Seidenberg is a Microsoft 365 advocate and Microsoft Teams geek. He started in internal sales for network products and had his first contact with Office 365 during his studies. A few months and a dozen of read blog posts and documentations later, he started his first projects. During his first visit to the European Collaboration Summit in Wiesbaden, he fell in love with the Microsoft community and started cultivating his own blog. Sven speaks at various events and blogs for different publications as a guest writer. He consults with various organizations to develop procedures and best practices on how Microsoft 365 apps and services can best help them work more productively and efficiently. He enjoys helping teams get tedious tasks done faster and automating them completely using the Microsoft 365 apps and services. Sven lives with his girlfriend in Germany and works as a Microsoft 365 consultant.

Authors' Acknowledgments

This book would not have been possible without the help and support of a small army of people.

Many thanks to Michelle Gilbert at Microsoft for her detailed technical review, and to Laurie Pottmeyer and Stephen Rose at Microsoft for their input, sanity checks, and support.

Our appreciation to the team at Wiley for helping two first-time authors through the publishing process. That includes Ken Brown, Christine O'Connor, John Sleeva, Barath Kumar Rajasekaran, and Kim Wimpsett.

You'll come across incredible artwork in the book from time to time. This is thanks to Challee Blackwelder and her team at AvePoint. Our appreciation also goes to Dux Raymond Sy at AvePoint for providing access to such a brilliant resource.

We aimed for high production value with our meetings chapters and must recognize the special guests who took valuable time out of a Friday evening to be screenshotted to the extreme without knowing what they'd ultimately look like in print. Specifically, thanks to Tristian Hannah, Mikkel Johansen, Niels Gregers Johansen, Tom Kenna, Courtney Moore, and Andrea Swank. We would be remiss to not acknowledge our feline keynote speakers: Nermal, Tiger, and especially Sneezy, who was lost to cancer soon after recording. He was the best boi.

—Matt and Sven

I could not have completed this work without the support and flat-out tolerance of my girlfriend, Courtney, not to mention her input and open ear for a vent session . . . or 10. And I of course would not be where I am today without my family.

Susan Hanley and Dan Holme get all my appreciation for tipping the first domino and introducing me to The Best Community in Tech™ in the first place. Marc Anderson and Niels Gregers Johansen, thank you both for your friendship and for the expert mentorship that has built my confidence to a level where I felt I could do this.

Lastly, my appreciation to Sven Seidenberg for digging me out of a deep hole.

—Matt

I would like to thank Matt Wade, who, after my first visit to a Microsoft community event and some half-baked posts on LinkedIn, took me by the hand and opened up so many opportunities that I cannot list them here.

I couldn't have written this book without my girlfriend, Anna, who had my back and gave me time that I hope we can make up soon.

—Sven

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

① Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

② Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

③ Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

④ Tips

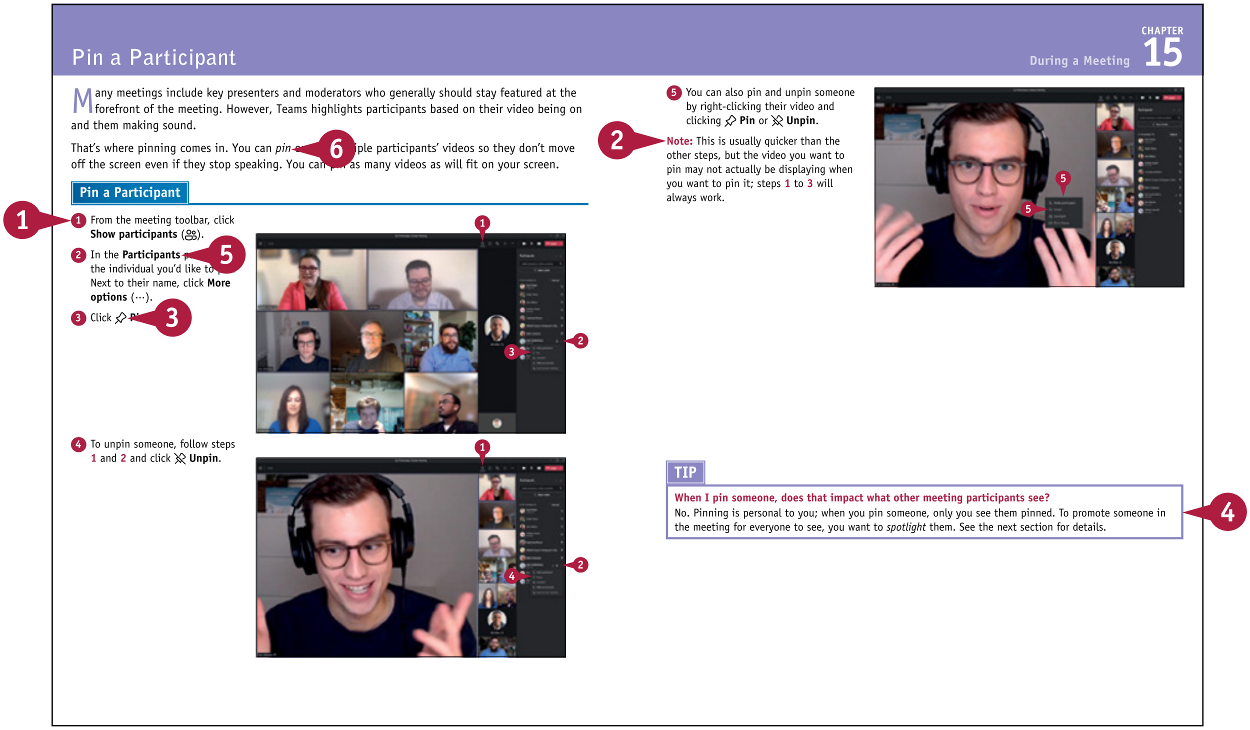
Tips offer additional information, including warnings and shortcuts.

⑤ Bold

Bold type shows command names, options, and text or numbers you must type.

⑥ Italics

Italic type introduces and defines a new term.



Pin a Participant

CHAPTER 15 During a Meeting

Many meetings include key presenters and moderators who generally should stay featured at the forefront of the meeting. However, Teams highlights participants based on their video being on and them making sound.

That's where pinning comes in. You can *pin* o iple participants' videos so they don't move off the screen even if they stop speaking. You can as many videos as will fit on your screen.

Pin a Participant

① From the meeting toolbar, click **Show participants** (👥).

② In the **Participants** the individual you'd like to Next to their name, click **More options** (···).

③ Click 📌

④ To unpin someone, follow steps 1 and 2 and click **Unpin**.

⑤ You can also pin and unpin someone by right-clicking their video and clicking 📌 **Pin** or **Unpin**.

Note: This is usually quicker than the other steps, but the video you want to pin may not actually be displaying when you want to pin it; steps 1 to 3 will always work.

TIP

When I pin someone, does that impact what other meeting participants see?

No. Pinning is personal to you; when you pin someone, only you see them pinned. To promote someone in the meeting for everyone to see, you want to *spotlight* them. See the next section for details.

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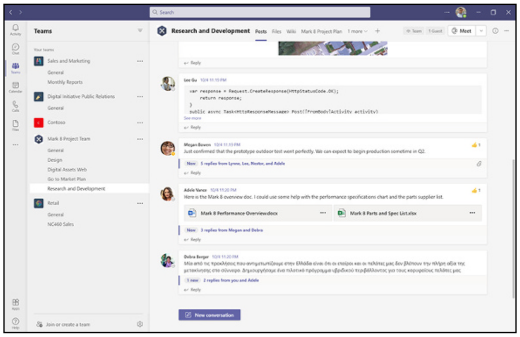

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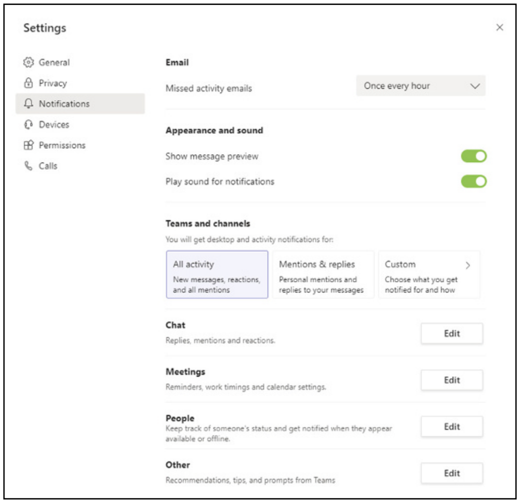

Email

Missed activity emails: Once every hour

Appearance and sound

Show message preview

Play sound for notifications

Teams and channels

You will get desktop and activity notifications for:

All activity: New messages, reactions, and all mentions

Mentions & replies: Personal mentions and replies to your messages

Custom: Choose what you get notified for and how

Chat

Replies, mentions and reactions. Edit

Meetings

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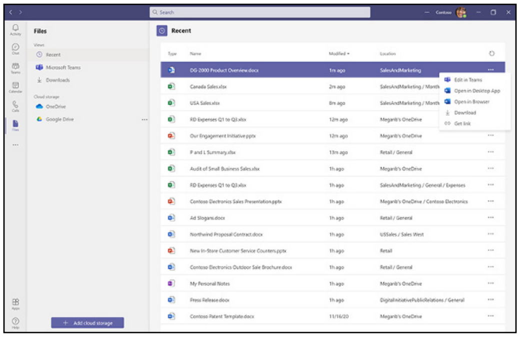

Search
Contoso
Files
Views
Recent
Microsoft Teams
Downloads
Cloud storage
OneDrive
Google Drive
Add cloud storage
Recent
Edit in Teams
Open in Desktop App
Open in Browser
Download
Get link

Type	Name	Modified	Location
	DG-2000 Product Overview.docx	1m ago	SalesAndMarketing
	Canada Sales.xlsx	2m ago	SalesAndMarketing / Month
	USA Sales.xlsx	8m ago	SalesAndMarketing / Month
	RD Expenses Q1 to Q3.xlsx	12m ago	Meganb's OneDrive
	Our Engagement Initiative.pptx	12m ago	Meganb's OneDrive
	P and L Summary.xlsx	13m ago	Retail / General
	Audit of Small Business Sales.xlsx	1h ago	Meganb's OneDrive
	RD Expenses Q1 to Q3.xlsx	1h ago	SalesAndMarketing / General / Expenses
	Contoso Electronics Sales Presentation.pptx	1h ago	Meganb's OneDrive / Contoso Electronics
	Ad Slogans.docx	1h ago	Retail / General
	Northwind Proposal Contract.docx	1h ago	USSales / Sales West
	New In-Store Customer Service Counters.pptx	1h ago	Retail
	Contoso Electronics Outdoor Sale Brochure.docx	1h ago	Retail / General
	My Personal Notes	1h ago	Meganb's OneDrive
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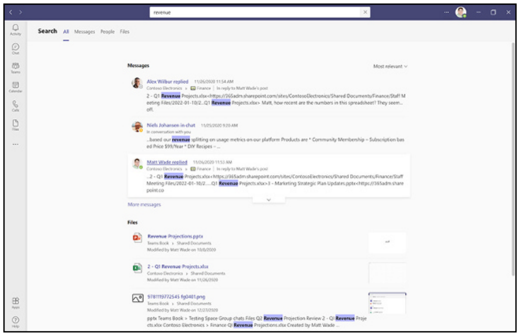

revenue
Search
All
Messages
People
Files
Most relevant
More messages

Messages

Alex Wilbur replied 11/26/2020 11:54 AM
Contoso Electronics › Finance | In reply to Matt Wade's post
2 - Q1 Revenue Projects.xlsx<https://365adm.sharepoint.com/sites/ContosoElectronics/Shared Documents/Finance/Staff Meeting Files/2022-01-10/2...Q1 Revenue Projects.xlsx> Matt, how recent are the numbers in this spreadsheet? They seem... off.

Niels Johansen in chat 11/25/2020 9:20 AM
In conversation with you
...based our revenue splitting on usage metrics on our platform Products are * Community Membership – Subscription based Price $99/Year * DIY Recipes – ...

Matt Wade replied 11/26/2020 11:53 AM
Contoso Electronics › Finance | In reply to Matt Wade's post
...2 - Q1 Revenue Projects.xlsx<https://365adm.sharepoint.com/sites/ContosoElectronics/Shared Documents/Finance/Staff Meeting Files/2022-01-10/2.....Q1 Revenue Projects.xlsx>3 - Marketing Strategic Plan Updates.pptx<https://365adm.sharepoint.co

Files

Revenue Projections.pptx
Teams Book › Shared Documents
Modified by Matt Wade on 10/8/2020

2 - Q1 Revenue Projects.xlsx
Contoso Electronics › Shared Documents
Modified by Matt Wade on 11/26/2020

9781119772545 fg0401.png
Teams Book › Shared Documents
Modified by Matt Wade on 12/27/2020
pptx Teams Book > Testing Space Group chats Files Q2 Revenue Projection Review 2 - Q1 Revenue Projects.xlsx Contoso Electronics > Finance Q1 Revenue Projections.xlsx Created by Matt Wade ...

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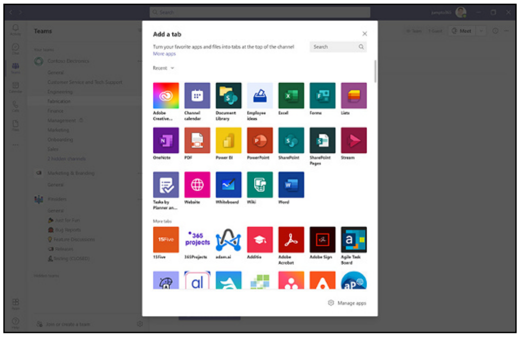

Add a tab

Turn your favorite apps and files into tabs at the top of the channel

Search
Teams
Your teams
Contoso Electronics
General
Customer Service and Tech Support
Engineering
Fabrication
Finance
Management
Marketing
Onboarding
Sales
2 hidden channels
Marketing & Branding
General
Insiders
General
Just for Fun
Bug Reports
Feature Discussions
Releases
Testing (CLOSED)
Hidden teams
Join or create a team
Meet
More apps
Search
Recent
Adobe Creative...
Channel calendar
Document Library
Employee ideas
Excel
Forms
Lists
OneNote
PDF
Power BI
PowerPoint
SharePoint
SharePoint Pages
Stream
Tasks by Planner an...
Website
Whiteboard
Wiki
Word
More tabs
15Five
365Projects
adam.ai
Additio
Adobe Acrobat
Adobe Sign
Agile Task Board
Manage apps

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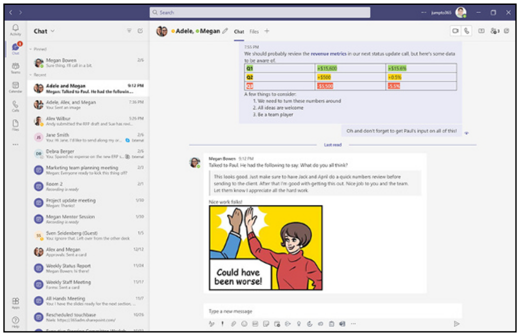

Megan Bowen 2/6
Sure thing. I'll call in a bit.

Adele and Megan 9:12 PM
Megan: Talked to Paul. He had the followin...

Adele, Alex, and Megan 7:36 PM
You: Sent an image

Alex Wilbur 5:26 PM
Andy submitted the RFP draft and Sue has revi...

Jane Smith 2/6
You: Hi Jane, I'd like to send along my or... External

Debra Berger 2/6
You: Spared no expense on the new ERP s... External

Marketing team planning meeting 2/3
Megan: Everyone ready to kick this thing off?

Room 2 2/1
Recording is ready

Project update meeting 1/30
Megan: Thanks!

Megan Mentor Session 1/30
Recording is ready

Sven Seidenberg (Guest) 1/5
You: Ignore that. Left over from the other deck

Alex and Megan 12/12
Approvals: Sent a card

Weekly Status Report 11/24
Megan Bowen: hi there!

Weekly Staff Meeting 11/17
Forms: Sent a card

All Hands Meeting 11/7
You: I have the slides ready for the next section, ...

Rescheduled touchbase 10/26
Niels: https://365adm.sharepoint.com/

7:55 PM
We should probably review the **revenue metrics** in our next status update call, but here's some data to be aware of.

Q1	+$15,600	+$15.6%
Q2	+$500	+0.5%
Q3	-$5,500	-5.5%

A few things to consider:
1. We need to turn these numbers around
2. All ideas are welcome
3. Be a team player

Oh and don't forget to get Paul's input on all of this!

Megan Bowen 9:12 PM
Talked to Paul. He had the following to say. What do you all think?

> This looks good. Just make sure to have Jack and April do a quick numbers review before sending to the client. After that I'm good with getting this out. Nice job to you and the team. Let them know I appreciate all the hard work.

Nice work folks!

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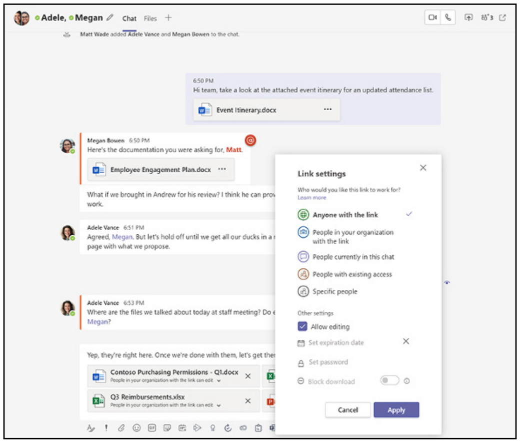

Matt Wade added Adele Vance and Megan Bowen to the chat.

6:50 PM
Hi team, take a look at the attached event itinerary for an updated attendance list.

Event Itinerary.docx

Megan Bowen 6:50 PM
Here's the documentation you were asking for, Matt.

Employee Engagement Plan.docx

What if we brought in Andrew for his review? I think he can prov
work.

Adele Vance 6:51 PM
Agreed, Megan. But let's hold off until we get all our ducks in a
page with what we propose.

Adele Vance 6:53 PM
Where are the files we talked about today at staff meeting? Do
Megan?

Yep, they're right here. Once we're done with them, let's get the

Contoso Purchasing Permissions - Q1.docx
People in your organization with the link can edit

Q3 Reimbursements.xlsx
People in your organization with the link can edit

Link settings

Who would you like this link to work for?
Learn more

- ● Anyone with the link ✓
- ○ People in your organization with the link
- ○ People currently in this chat
- ○ People with existing access
- ○ Specific people

Other settings

☑ Allow editing
Set expiration date
Set password
Block download

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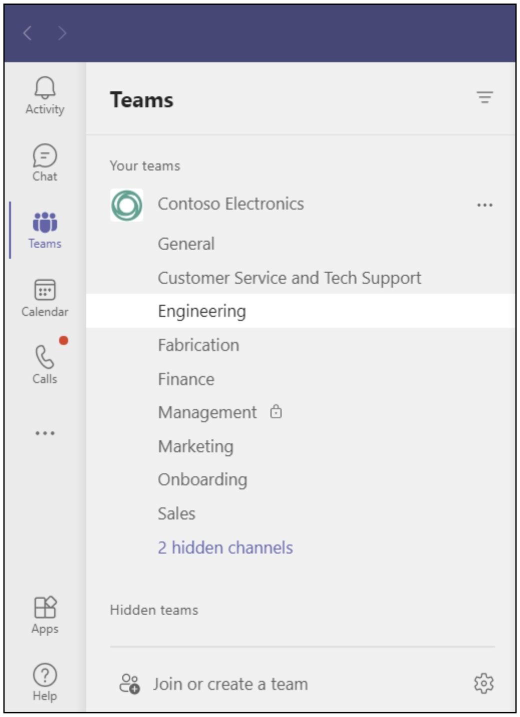

Teams

Your teams

Contoso Electronics ...
- General
- Customer Service and Tech Support
- Engineering
- Fabrication
- Finance
- Management
- Marketing
- Onboarding
- Sales
- 2 hidden channels

Hidden teams

Join or create a team

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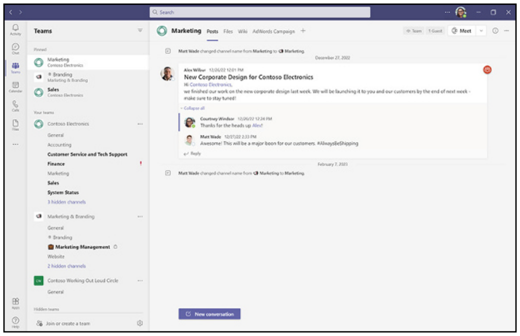
Search
Teams
Pinned
Marketing
Contoso Electronics
Branding
Marketing & Branding
Sales
Contoso Electronics
Your teams
Contoso Electronics
General
Accounting
Customer Service and Tech Support
Finance
Marketing
Sales
System Status
3 hidden channels
Marketing & Branding
General
Branding
Marketing Management
Website
2 hidden channels
Contoso Working Out Loud Circle
General
Hidden teams
Join or create a team
Marketing
Posts
Files
Wiki
AdWords Campaign
Team
1 Guest
Meet
Collapse all
Reply
New conversation

Matt Wade changed channel name from Marketing to Marketing.

December 27, 2022

Alex Wilber 12/26/22 12:01 PM
New Corporate Design for Contoso Electronics
Hi Contoso Electronics,
we finished our work on the new corporate design last week. We will be launching it to you and our customers by the end of next week - make sure to stay tuned!

Courtney Windsor 12/26/22 12:24 PM
Thanks for the heads up Alex!

Matt Wade 12/27/22 2:33 PM
Awesome! This will be a major boon for our customers. #AlwaysBeShipping

February 7, 2023

Matt Wade changed channel name from Marketing to Marketing.

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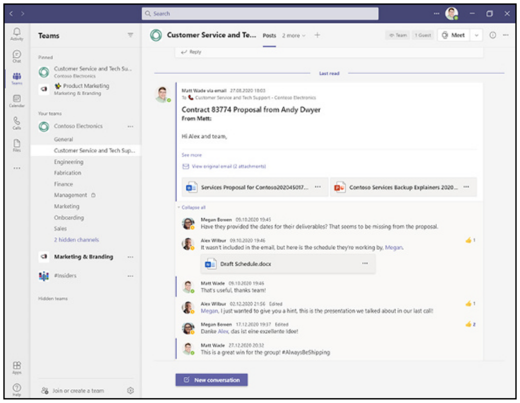
Search
Activity
Chat
Teams
Calendar
Calls
Files
Apps
Help
Teams
Pinned
Customer Service and Tech Su...
Contoso Electronics
Product Marketing
Marketing & Branding
Your teams
Contoso Electronics
General
Customer Service and Tech Sup...
Engineering
Fabrication
Finance
Management
Marketing
Onboarding
Sales
2 hidden channels
Marketing & Branding
#insiders
Hidden teams
Join or create a team
Customer Service and Te...
Posts
2 more
Team
1 Guest
Meet
Reply
Last read
See more
View original email (2 attachments)
Services Proposal for Contoso202045017...
Contoso Services Backup Explainers 2020...
Collapse all
Draft Schedule.docx
New conversation

Matt Wade via email 27.08.2020 18:03
To Customer Service and Tech Support - Contoso Electronics
Contract 83774 Proposal from Andy Dwyer
From Matt:

Hi Alex and team,

Megan Bowen 09.10.2020 19:45
Have they provided the dates for their deliverables? That seems to be missing from the proposal.

Alex Wilbur 09.10.2020 19:46
It wasn't included in the email, but here is the schedule they're working by, Megan.

Matt Wade 09.10.2020 19:46
That's useful, thanks team!

Alex Wilbur 02.12.2020 21:56 Edited
Megan, I just wanted to give you a hint, this is the presentation we talked about in our last call!

Megan Bowen 17.12.2020 19:37 Edited
Danke Alex, das ist eine exzellente Idee!

Matt Wade 27.12.2020 20:32
This is a great win for the group! #AlwaysBeShipping

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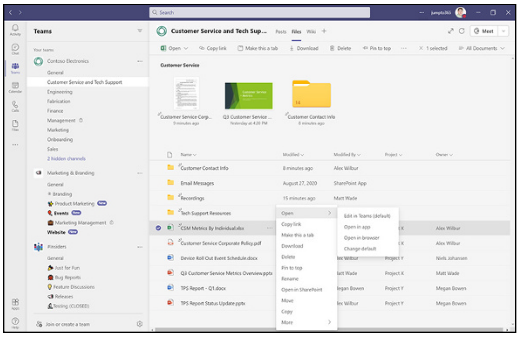
Search
Teams
Your teams
Contoso Electronics
General
Customer Service and Tech Support
Engineering
Fabrication
Finance
Management
Marketing
Onboarding
Sales
2 hidden channels
Marketing & Branding
General
Branding
Product Marketing
Events
Marketing Management
Website
#insiders
General
Just for Fun
Bug Reports
Feature Discussions
Releases
Testing (CLOSED)
Join or create a team
Customer Service and Tech Sup...
Posts
Files
Wiki
Meet
Open
Copy link
Make this a tab
Download
Delete
Pin to top
1 selected
All Documents
Customer Service
Customer Service Corp...
9 minutes ago
Q3 Customer Service ...
Yesterday at 4:20 PM
Customer Contact Info
8 minutes ago
Open
Copy link
Make this a tab
Download
Delete
Pin to top
Rename
Open in SharePoint
Move
Copy
More
Edit in Teams (default)
Open in app
Open in browser
Change default

Name	Modified	Modified By	Project	Owner
Customer Contact Info	8 minutes ago	Alex Wilbur		
Email Messages	August 27, 2020	SharePoint App		
Recordings	15 minutes ago	Matt Wade		
Tech Support Resources				
CSM Metrics By Individual.xlsx			X	Alex Wilbur
Customer Service Corporate Policy.pdf			X	Alex Wilbur
Device Roll Out Event Schedule.docx		ex Wilbur	Project Y	Niels Johansen
Q3 Customer Service Metrics Overview.pptx		att Wade	Project X	Matt Wade
TPS Report - Q1.docx		egan Bowen	Project Y	Megan Bowen
TPS Report Status Update.pptx		ex Wilbur	Project Y	Megan Bowen

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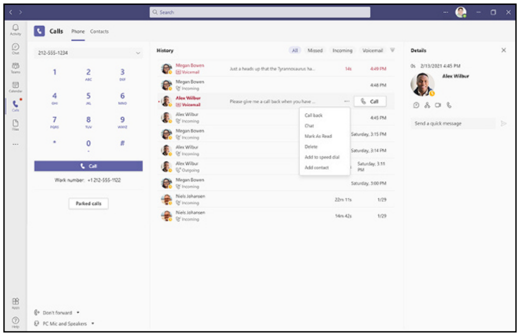

Search
Calls
Phone
Contacts
Activity
Chat
Teams
Calendar
Calls
Files
Apps
Help
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
*
0 +
#
Call
Parked calls
Don't forward
PC Mic and Speakers
History
All
Missed
Incoming
Voicemail
Call
Call back
Chat
Mark As Read
Delete
Add to speed dial
Add contact
Details
Send a quick message

212-555-1234

Work number: +1 212-555-1122

Megan Bowen · Voicemail · Just a heads up that the Tyrannosaurus ha... · 14s · 4:49 PM

Megan Bowen · Incoming · 4:48 PM

Alex Wilbur · Voicemail · Please give me a call back when you have ...

Alex Wilbur · Incoming · 4:45 PM

Megan Bowen · Incoming · Saturday, 3:15 PM

Alex Wilbur · Incoming · Saturday, 3:14 PM

Alex Wilbur · Outgoing · Saturday, 3:11 PM

Megan Bowen · Incoming · Saturday, 3:00 PM

Niels Johansen · Incoming · 22m 11s · 1/29

Niels Johansen · Incoming · 14m 42s · 1/29

0s 2/13/2021 4:45 PM

Alex Wilbur

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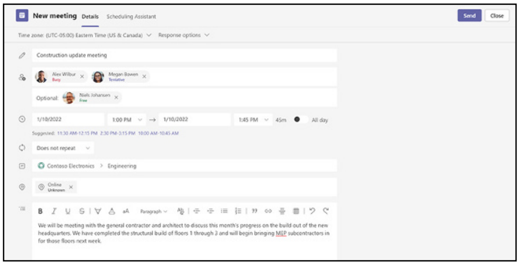

New meeting
Details
Scheduling Assistant
Send
Close
Response options
Paragraph

Time zone: (UTC-05:00) Eastern Time (US & Canada)

Construction update meeting

Alex Wilbur Busy · Megan Bowen Tentative

Optional: Niels Johansen Free

1/10/2022 1:00 PM → 1/10/2022 1:45 PM 45m All day

Suggested: 11:30 AM-12:15 PM 2:30 PM-3:15 PM 10:00 AM-10:45 AM

Does not repeat

Contoso Electronics > Engineering

Online Unknown

We will be meeting with the general contractor and architect to discuss this month's progress on the build out of the new headquarters. We have completed the structural build of floors 1 through 3 and will begin bringing MEP subcontractors in for those floors next week.

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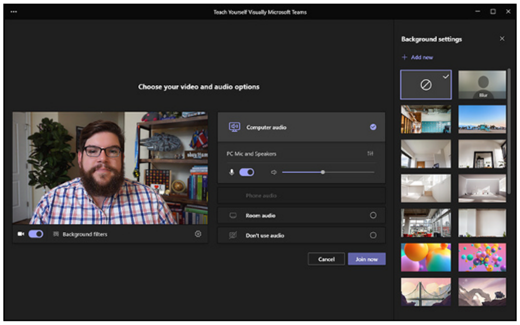
Teach Yourself Visually Microsoft Teams
Choose your video and audio options
Background filters
Computer audio
PC Mic and Speakers
Phone audio
Room audio
Don't use audio
Cancel
Join now
Background settings
Add new
Blur

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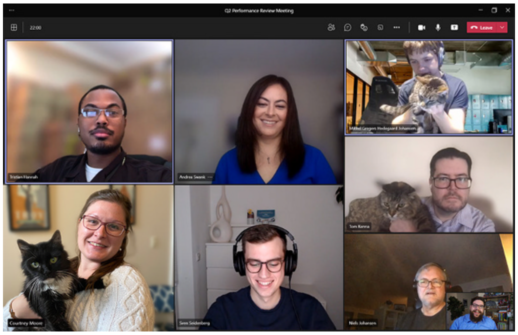
Q2 Performance Review Meeting
22:00
Leave
Tristan Hannah
Andrea Swank
Mikkel Gregers Hedegaard Johansen
Tom Kenna
Courtney Moore
Sven Seidenberg
Niels Johansen

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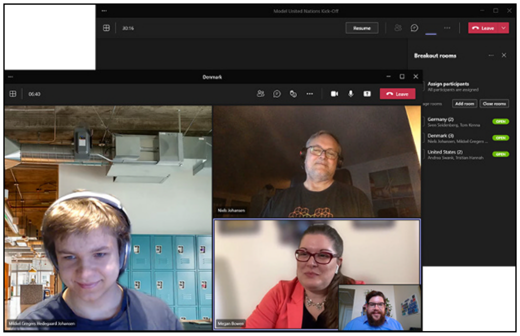
Resume
Leave
Breakout rooms
Assign participants
All participants are assigned
Add room
Close rooms
Germany (2)
Denmark (3)
United States (2)
OPEN
OPEN
OPEN
Denmark
Leave

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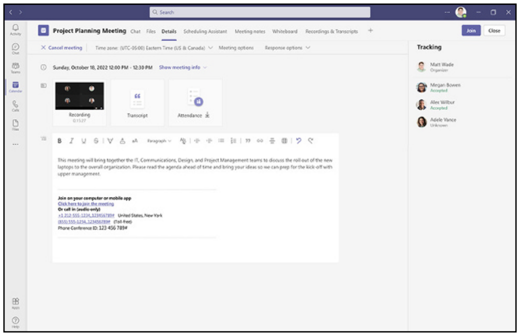

Search
Project Planning Meeting
Chat
Files
Details
Scheduling Assistant
Meeting notes
Whiteboard
Recordings & Transcripts
Join
Close
Cancel meeting
Time zone: (UTC-05:00) Eastern Time (US & Canada)
Meeting options
Response options
Show meeting info
Recording
Transcript
Attendance
Paragraph
Tracking
Activity
Chat
Teams
Calendar
Calls
Files
Apps
Help

Sunday, October 18, 2022 12:00 PM - 12:30 PM

Recording 0:15:27

This meeting will bring together the IT, Communications, Design, and Project Management teams to discuss the roll out of the new laptops to the overall organization. Please read the agenda ahead of time and bring your ideas so we can prep for the kick-off with upper management.

Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 212-555-1234,,123456789# United States, New York
(855) 555-1234,,123456789# (Toll-free)
Phone Conference ID: 123 456 789#

Matt Wade
Organizer
Megan Bowen
Accepted
Alex Wilbur
Accepted
Adele Vance
Unknown

Foreword

Since Microsoft Teams was announced to the world in 2016, a lot has changed. But one thing that has not changed is the profound need to stay connected to one another and to collaborate closely in an ever-changing world. Now, more than ever, we require virtual tools that allow for human connection. Though nothing will replace in-person interactions, Teams strives to bring features and functionality that simulate in-person experiences with goals of decreasing meeting fatigue and increasing engagement.

Throughout 2020, we saw tremendous growth due to the global pandemic, which required an enormous amount of pivoting for customers, partners, and the Teams engineering team. Educational and financial institutions, manufacturers, healthcare facilities, and first-line workers around the world learned to survive virtually. Partners sprung into action helping organizations roll out Microsoft Teams, and the engineering team changed course to prioritize features suddenly required for this new world. Over six months, Teams increased usage by more than 50 percent to 115 million daily active users (between March and October 2020). The reality is, to get the most out of Teams, organizations need to have an organized, strategic roll-out plan taking into consideration their own use cases and focusing on governance and compliance. The same organizations that were forced to a virtual environment overnight can now circle back to capitalize on the investment and prepare for a time where we are living and working in a hybrid environment.

I like to say, you can show someone how Teams works, and it's nice and bright and shiny—enough to make even the least technical person say, "Wow, that's pretty awesome"—but until users really see how it can be used in their daily workflow, they won't make the leap. Matt and Sven—two of the most knowledgeable Teams experts I know—have extensive experience in rolling out Teams with a variety of global customers across multiple verticals, and they focus on the detailed technical implementation and ongoing management, the opportunities to use Teams as a platform, and adoption best practices and practical guidance based on real-world examples. They share how to facilitate a technically sound deployment while getting users excited to use Teams. And you're going to get all that and more in this book.

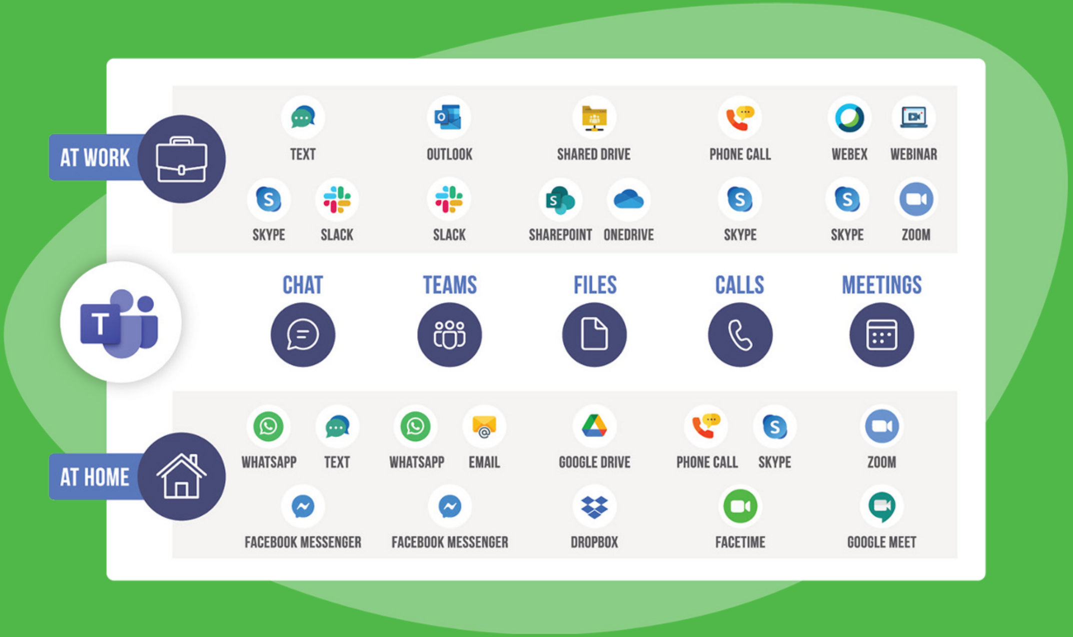
I first met Matt a few years ago at Microsoft Ignite—our annual flagship international tech conference—through the various Microsoft MVP interactions we had and immediately saw the passion he had for M365 and Teams. He is often one of the first to provide product feedback to the engineering team based on his customer deployments and always the first to spin up a conversation around the user experience. I started seeing Sven on LinkedIn, and I was immediately interested in the "fun" element he prioritizes for creating excitement around user adoption. We've never met in person, but that doesn't mean work within our community doesn't make its way around the world. That's the great thing about this community: Two strangers meet—in person or digitally—because of a shared passion for technology. They share stories, they debate best practices, and they come together to share those experiences with you. I have no doubt you'll find value in the information in the pages ahead.

Laurie Pottmeyer
Senior Program Manager,
Microsoft Teams Engineering Community Lead

CHAPTER 1

Getting Started with Teams

Communicating, collaborating, and meeting in Microsoft Teams represents a paradigm shift from having to bounce between multiple apps to get work done and attaching files that quickly become outdated to email threads that find themselves almost unreadably ugly and complex as they branch off into side conversations. Teams is a new way to do work. Getting started in Teams is easy. Just make sure to have your work or school account email address and password. Some actions in this chapter may require an IT admin to perform, so don't sweat it if you can't do it yourself.


AT WORK
TEXT
OUTLOOK
SHARED DRIVE
PHONE CALL
WEBEX
WEBINAR
SKYPE
SLACK
SLACK
SHAREPOINT
ONEDRIVE
SKYPE
SKYPE
ZOOM
CHAT
TEAMS
FILES
CALLS
MEETINGS
AT HOME
WHATSAPP
TEXT
WHATSAPP
EMAIL
GOOGLE DRIVE
PHONE CALL
SKYPE
ZOOM
FACEBOOK MESSENGER
FACEBOOK MESSENGER
DROPBOX
FACETIME
GOOGLE MEET

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Log into Teams

Almost anything you want to do in Teams you can do through the browser version of Teams (known as the *web app*). There are some upsides to using the web app: It’s quicker and uses less memory on your computer; you can have multiple Teams, files, and guest accounts open at once; and you can log into it from pretty much any computer, which is helpful when you’re on the go. That said, there are key features you will not get in the web app, especially during online meetings. The desktop app is generally a better, more full experience. However, when you need it, the web app is there for you.

The Teams *desktop app* provides the richest experience of all the options when it comes to using Teams. You’ll get all the features in your online meetings, native notifications in Windows and macOS, as well as some other key benefits. That said, and to be candid, the Teams desktop app can be a resource hog. If you find that your computer is overheating or slowing down, try closing the Teams app and using the web app instead. Otherwise, enjoy everything that comes with the desktop app. If you do not have the app installed, see the next section, “Install the Desktop App.”

One of the best aspects of Teams is the ability to hop between the desktop and mobile version with ease. Most of the features you use regularly on the desktop are available in some way on your favorite iOS, iPadOS, and Android devices. Bring chat, files, teams, meetings, and more on the go with the full-featured mobile app. In this section, we are using iOS as the example, but the setup should be similar on iPadOS and Android.

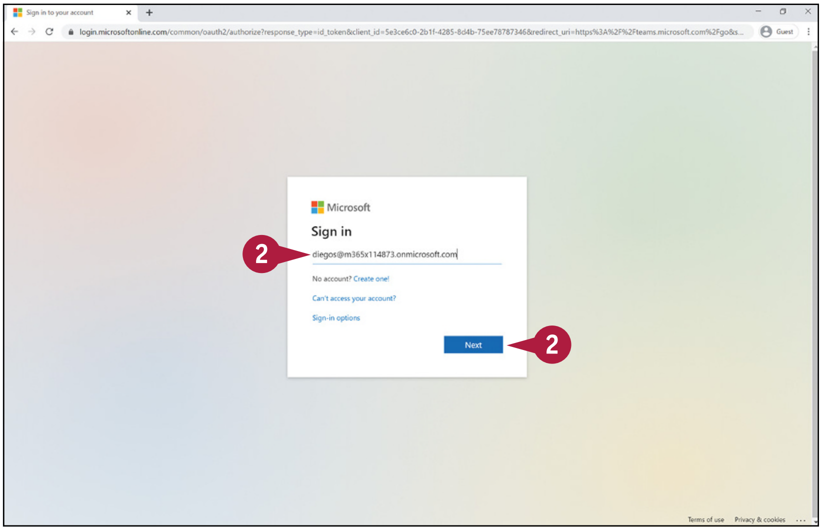
Log into the Web App

Log into the Web App

1. Open your favorite web browser and browse to https://teams.microsoft.com.

Note: While other browsers are supported, you will have the best experience in Microsoft Edge or Google Chrome.

2. Enter your work or school email address and click **Next**.



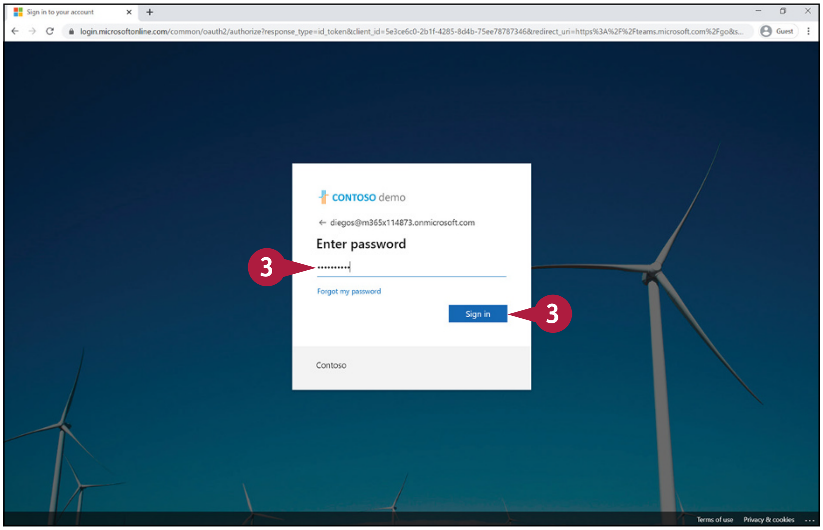
login.microsoftonline.com/common/oauth2/authorize?response_type=id_token&client_id=5e3ce6c0-2b1f-4285-8d4b-75ee78787346&redirect_uri=https%3A%2F%2Fteams.microsoft.com%2Fgo&s...

Sign in

diegos@m365x114873.onmicrosoft.com

3. Enter your password and click **Sign in**.

Note: Once the system recognizes your email address, a logo and background image representing the organization you are connecting to should appear, letting you know that you are logging into the right place.



Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?response_type=id_token&client_id=5e3ce6c0-2b1f-4285-8d4b-75ee78787346&redirect_uri=https%3A%2F%2Fteams.microsoft.com%2Fgo&s...

CONTOSO demo

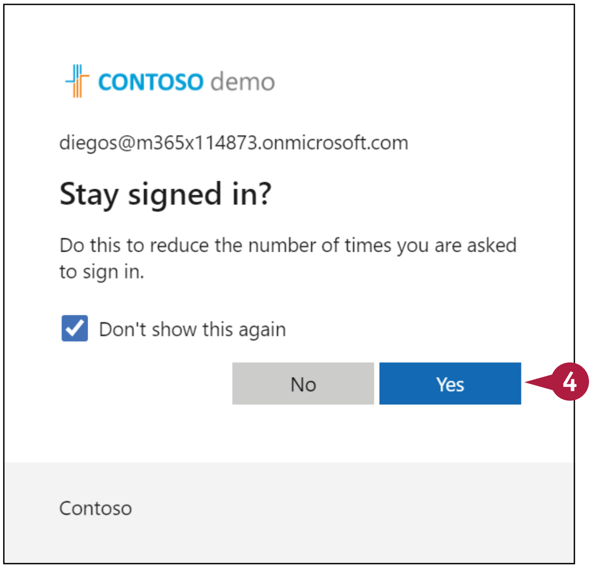
← diegos@m365x114873.onmicrosoft.com

Enter password

••••••••••

4. You may be asked whether you want to stay signed in. Select the appropriate response. If you are on a public computer (e.g., at a hotel or library), always say no.

5. Your browser may ask if you want to save your username and password. Select the appropriate response. If you are on a public computer (e.g., at a hotel or library), always say no.



CONTOSO demo

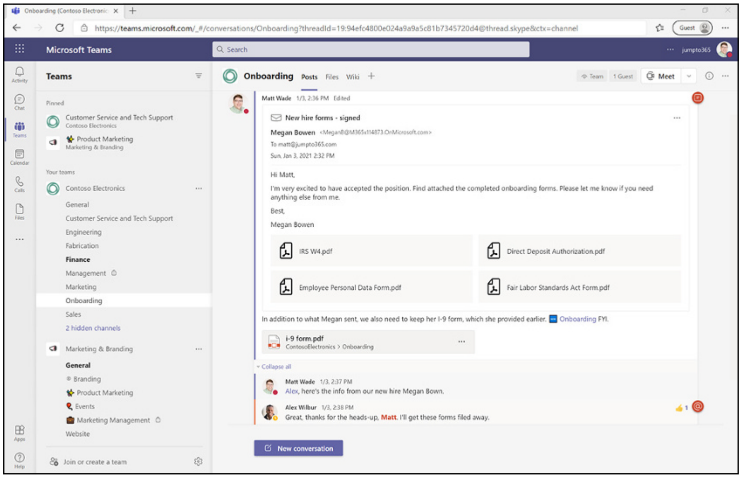
diegos@m365x114873.onmicrosoft.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☑ Don't show this again

6 The Teams app should load.



Microsoft Teams
Search
Teams
Pinned
Customer Service and Tech Support
Product Marketing
Your teams
Contoso Electronics
General
Engineering
Fabrication
Finance
Management
Marketing
Onboarding
Sales
2 hidden channels
Marketing & Branding
Branding
Events
Marketing Management
Website
Join or create a team
Onboarding
Posts
Files
Wiki
Meet
New conversation

Matt Wade 1/3, 2:36 PM Edited

New hire forms - signed

Megan Bowen <MeganB@M365x114873.OnMicrosoft.com>

To matt@jumpto365.com

Sun, Jan 3, 2021 2:32 PM

Hi Matt,

I'm very excited to have accepted the position. Find attached the completed onboarding forms. Please let me know if you need anything else from me.

Best,

Megan Bowen

IRS W4.pdf

Direct Deposit Authorization.pdf

Employee Personal Data Form.pdf

Fair Labor Standards Act Form.pdf

In addition to what Megan sent, we also need to keep her I-9 form, which she provided earlier. Onboarding FYI.

i-9 form.pdf

ContosoElectronics > Onboarding

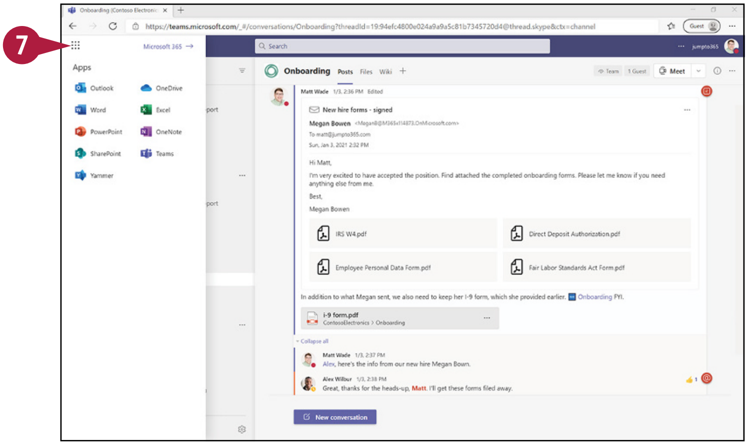
Matt Wade 1/3, 2:37 PM

Alex, here's the info from our new hire Megan Bown.

Alex Wilbur 1/3, 2:38 PM

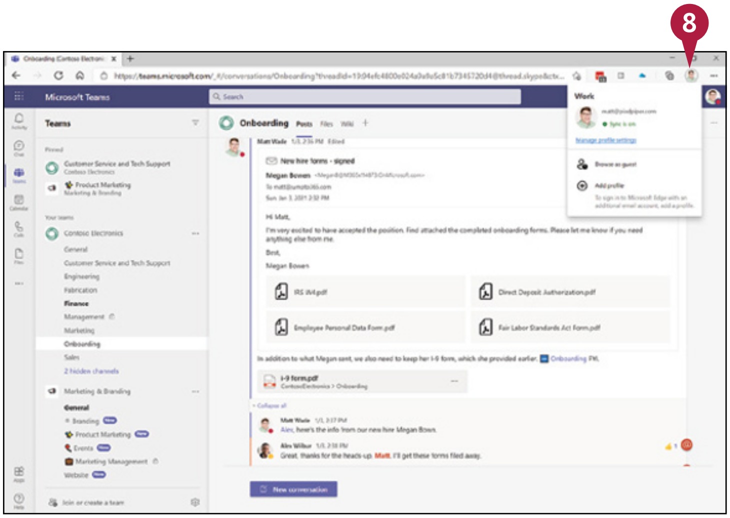
Great, thanks for the heads-up, Matt. I'll get these forms filed away.

7 You can jump to other Microsoft 365 apps by clicking the app launcher (⁝⁝⁝) or "waffle" in the top-left corner.



7
Microsoft 365 →
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Yammer

8 If you are using Microsoft Edge, you can sign into the browser with your email address and password, and it will automatically sign you in to Microsoft apps and services.



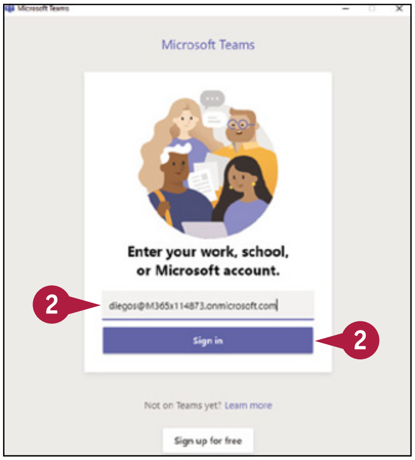
8
Work
Browse as guest
Add profile

Log into the Desktop App

Log into the Desktop App

1. Open the Teams desktop app. On Windows, open the **Start menu** and search **Teams**. On macOS, open the **Applications** folder and open **Microsoft Teams**.

2. In the sign-in window, select an existing account or enter a new email address to use, and then click **Sign in**.


Microsoft Teams
Microsoft Teams
2
Sign in
2
Sign up for free

Enter your work, school, or Microsoft account.

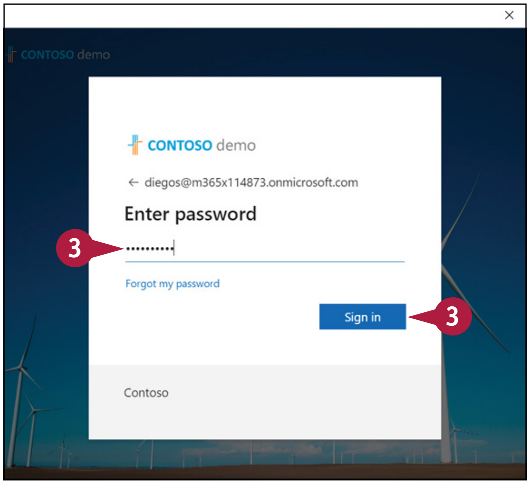
diegos@M365x114873.onmicrosoft.com

Not on Teams yet? Learn more

3. Enter your password and click **Sign in**.

Note: Once the system recognizes your email address, a logo and background image representing your organization should appear, letting you know that you are logging into the right place.

Note: You may be asked whether you want to stay signed in. Select the appropriate response.

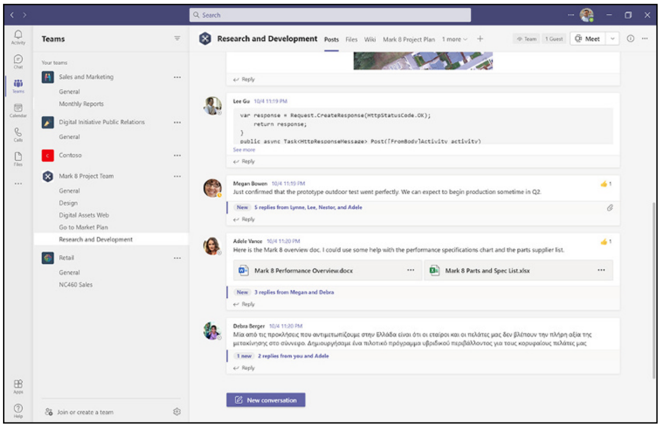

CONTOSO demo
CONTOSO demo
3
Forgot my password
Sign in
3
Contoso

← diegos@m365x114873.onmicrosoft.com

Enter password

••••••••••

4. The Teams app should load.


Search
Activity
Chat
Teams
Calendar
Calls
Files
Teams
Your teams
Sales and Marketing
General
Monthly Reports
Digital Initiative Public Relations
General
Contoso
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Development
Retail
General
NC460 Sales
Join or create a team
Research and Development
Posts
Files
Wiki
Mark 8 Project Plan
1 more
Team
1 Guest
Meet
Reply
See more
New conversation

Lee Gu 10/4 11:19 PM

```
var response = Request.CreateResponse(HttpStatusCode.OK);
    return response;
}
public async Task<HttpResponseMessage> Post([FromBody]Activity activity)
```

Megan Bowen 10/4 11:19 PM
Just confirmed that the prototype outdoor test went perfectly. We can expect to begin production sometime in Q2.
New 5 replies from Lynne, Lee, Nestor, and Adele

Adele Vance 10/4 11:20 PM
Here is the Mark 8 overview doc. I could use some help with the performance specifications chart and the parts supplier list.
Mark 8 Performance Overview.docx
Mark 8 Parts and Spec List.xlsx
New 3 replies from Megan and Debra

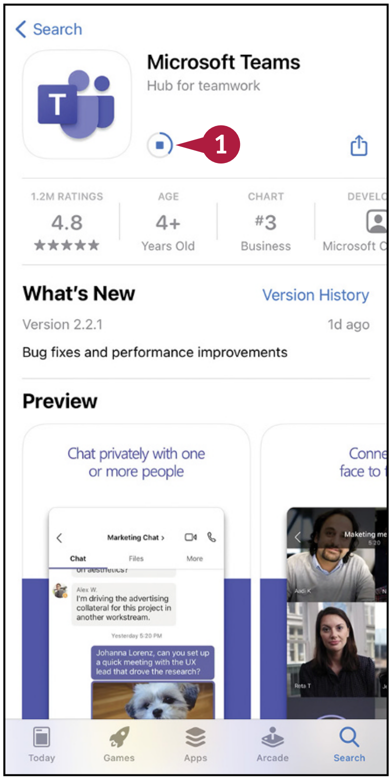
Debra Berger 10/4 11:20 PM
Μια από τις προκλήσεις που αντιμετωπίζουμε στην Ελλάδα είναι ότι οι εταίροι και οι πελάτες μας δεν βλέπουν την πλήρη αξία της μετακίνησης στο σύννεφο. Δημιουργήσαμε ένα πιλοτικό πρόγραμμα υβριδικού περιβάλλοντος για τους κορυφαίους πελάτες μας
1 new 2 replies from you and Adele

Log into the Mobile App

① If you have not installed Teams on your mobile device, make sure to do so. On Android, install Teams from the Google Play Store; on iOS and iPadOS, install Teams from the App Store.

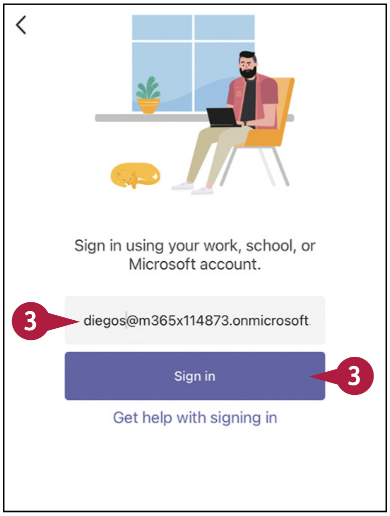
Note: You may need the Microsoft Authenticator app to gain access to Teams on mobile devices. You can download it from either the Google Play Store (Android) or the App Store (iOS and iPadOS).

② Tap the **Teams** icon ( ) to open the app.


Search
Microsoft Teams
Hub for teamwork
①
1.2M RATINGS
4.8
★★★★★
AGE
4+
Years Old
CHART
#3
Business
DEVELO
Microsoft C
What's New
Version History
Version 2.2.1
1d ago
Preview
Chat privately with one or more people
Conne
face to
Today
Games
Apps
Arcade
Search

Bug fixes and performance improvements

③ Provide your work or school email address and tap **Sign in**.

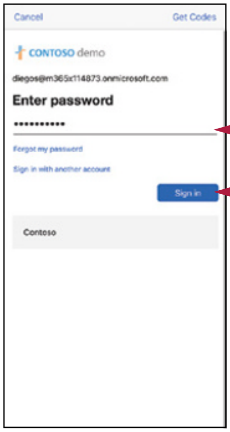


Sign in using your work, school, or Microsoft account.

diegos@m365x114873.onmicrosoft

③
Sign in
③
Get help with signing in

4 You may be brought to the Microsoft Authenticator app. If so, provide your password and tap **Sign in**.


Cancel
Get Codes
CONTOSO demo
Enter password
Forgot my password
Sign in with another account
Sign in
Contoso
4
4

diegos@m365x114873.onmicrosoft.com

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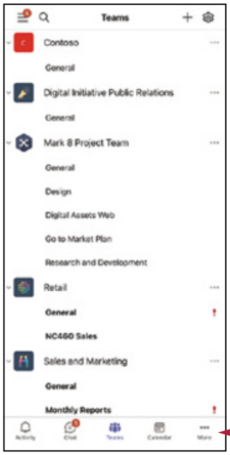
5 You should be returned to the Teams app. Tap any of the apps in the app bar at the bottom to show your content.


Teams
Contoso
General
Digital Initiative Public Relations
General
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Development
Retail
General
NC460 Sales
Sales and Marketing
General
Monthly Reports
Activity
Chat
Teams
Calendar
More
5

TIP

Can I open and edit files from Teams on my mobile device?

Definitely. However, editing files does not take place in the Teams app itself. In addition to installing Teams, you should consider installing Word, Excel, PowerPoint, OneNote, Office, OneDrive, SharePoint, and Stream so that you can open (and edit, when applicable) various files in their native apps. Do this when you are connected to Wi-Fi and before you actually need the apps to use them. Setting up apps on the fly is no fun.

TIP

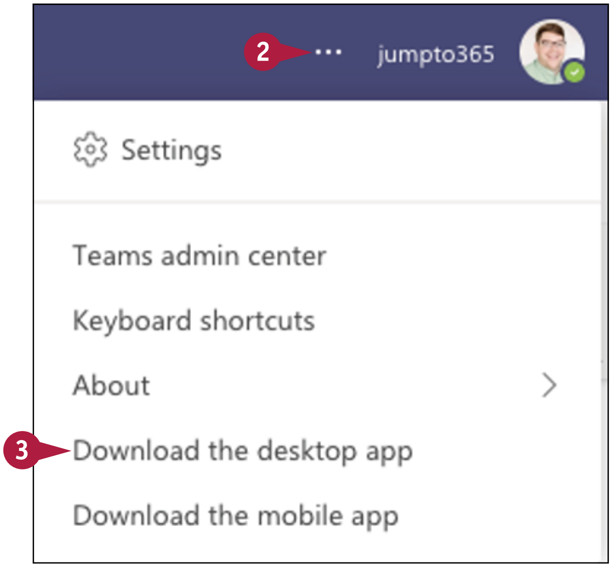
Can I log into multiple Teams accounts?

Not at once, no. At least not in the desktop app. You can sign into additional accounts and be a guest in multiple other organizations; however, you can access only one account or guest organization at a time. One way around this is to have the Teams desktop app open to your primary account and open the other accounts or guest orgs in the web app, using browser profiles.

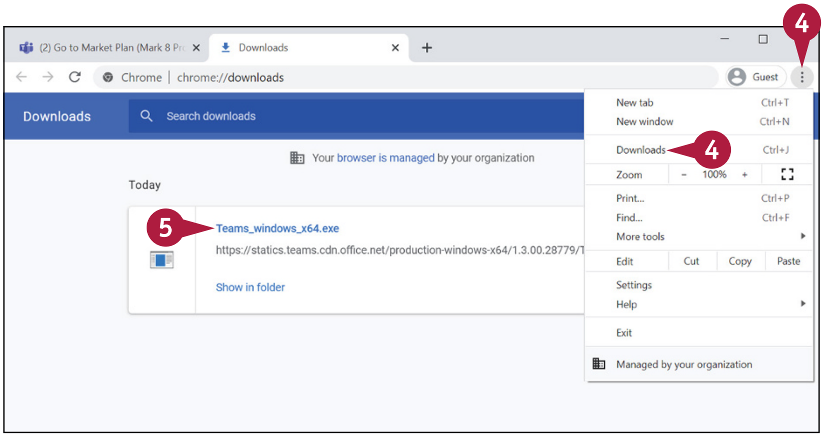
Install the Desktop App

You will get the most out of Teams by using the desktop app. If you do not already have Teams installed on your computer, you can download a native app for either Windows or macOS. Keep in mind that most work and school devices will likely already have Teams installed, so check the app listing on your computer before downloading and installing. Installing also may require an admin to approve, so be prepared to reach out to your IT team if necessary. There are a few ways to do this; this option will always work.

Install the Desktop App


2
···
jumpto365
Settings
Teams admin center
Keyboard shortcuts
About
3
Download the desktop app
Download the mobile app

1. Open the Teams web app (see the previous section “Log into the Web App”).
2. Click **Settings and more (···)** in the top-right corner.
3. Click **Download the desktop app**.


(2) Go to Market Plan (Mark 8 Pr
Downloads
Chrome | chrome://downloads
Guest
4
Downloads
Search downloads
Your browser is managed by your organization
Today
5
Teams_windows_x64.exe
https://statics.teams.cdn.office.net/production-windows-x64/1.3.00.28779/T
Show in folder
New tab Ctrl+T
New window Ctrl+N
Downloads Ctrl+J
Zoom – 100% +
Print... Ctrl+P
Find... Ctrl+F
More tools
Edit Cut Copy Paste
Settings
Help
Exit
Managed by your organization

4. In the top-right of your browser, click ··· or ⋮ to open the menu, and then click **Downloads**.
5. Click the downloaded Teams installation file.
6. Follow the prompts until the file has been installed and Teams is available on your device.

Note: Step **6** may require an admin password to complete. Be sure to reach out to your IT team for support if you need it.