

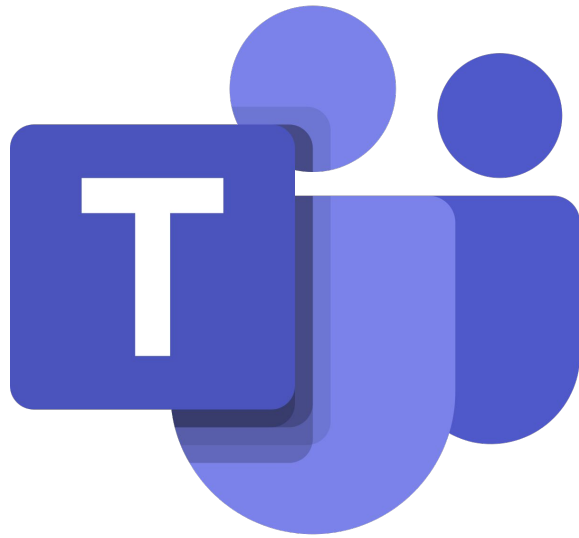
# Introduction to Microsoft Teams

**OIT Help Desk**



## **Agenda for today:**

- How to get started with MS Teams
- Activity feed
- Chat/Group Chat
- How to use Channels
- Calendar Meetings
- Audio/Video Calls



# What is Microsoft Teams?

- It's a secure chat service.
- Able to stay updated in threaded chats through conversations.
- MS Teams stems from the Office 365 Suite.
- The service is built for web browsers as well as in your apps.
- You can use this service on all your devices running Windows, Macs, iOS and Android.

# How Does OIT Use Microsoft Teams?

OIT uses MS to stay connected, it's the hub for team work. The focus is to collaborate with our faculty and staff colleagues one on one as well as collaborating with groups within departments at UCI. The service it provides are the following:

- To stay in contact, ask questions.
- Collaborating in group discussions with everyone you work with all in one place.
- Posting Alerts for major issues.



# How To Install, Access or Sign in to MS Teams?

There are three ways to access Microsoft Teams:

- Desktop
- Mobile
- Web

To access the desktop version first you need to install it:

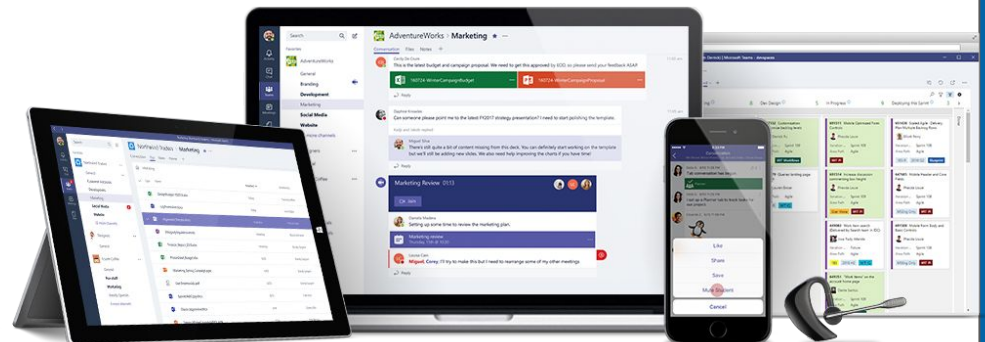
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

To access the mobile version, you need to download the app by doing a search for Microsoft Teams Hub for teamwork from your device's app store. You can also access the web version by visiting:

<https://www.microsoft.com/en-us/microsoft-teams/log-in>

You must already have an AD account and are able to login. To sign in go to [outlook.com/uci.edu](https://outlook.com/uci.edu) and sign in to UCI's Office 365. Enter your [UCInetID@ad.uci.edu](mailto:UCInetID@ad.uci.edu) and your Exchange password. If you forgot and the system does not recognize your credentials, reset your AD password where it reads:

**Reset or change your Office 365 password.**



# Activity Feed:

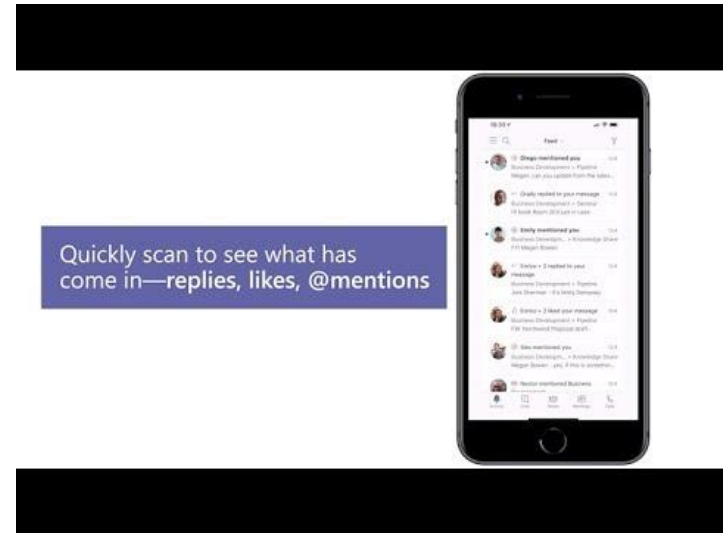
## How OIT Begins Their Day.

Starting my day, I first view my **Activity Feed**. I can view all my indirect/direct messages of information that comes in through Teams.

- **Direct** message will populate on to your Activity feed.
- **Indirect** messages from your team on channel will show on your Activity feed.
- **filter** button to help triage the most important information.
- **“tags”** is a way to get someone’s or a groups of people attention in a channel conversation or a chat.
- **@mentioning** targets anyone following a channel even if they are not part of that specific channel.

In the Activity feed you can engage in a group message or to reply back to a channel in conversation:

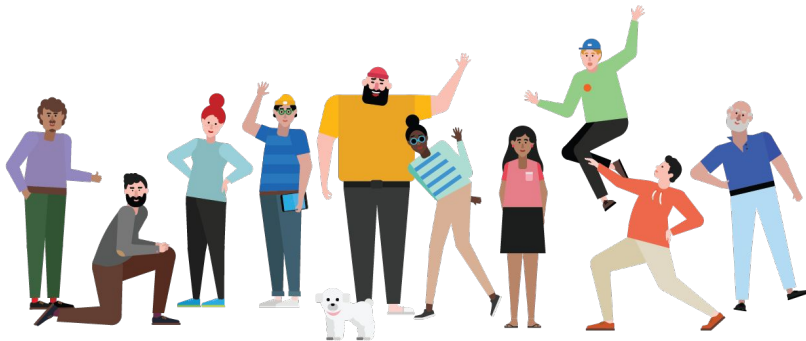
- Replying back to comments.
- React icons to someone's comment.
- Share files and videos.
- You can attach files or add fun elements into your conversations using the inbuilt emojis, stickers, and gifs.



# Let's Begin Collaborating

So here in Microsoft Teams desktop app, you can see here in the left navigation bar how to use:

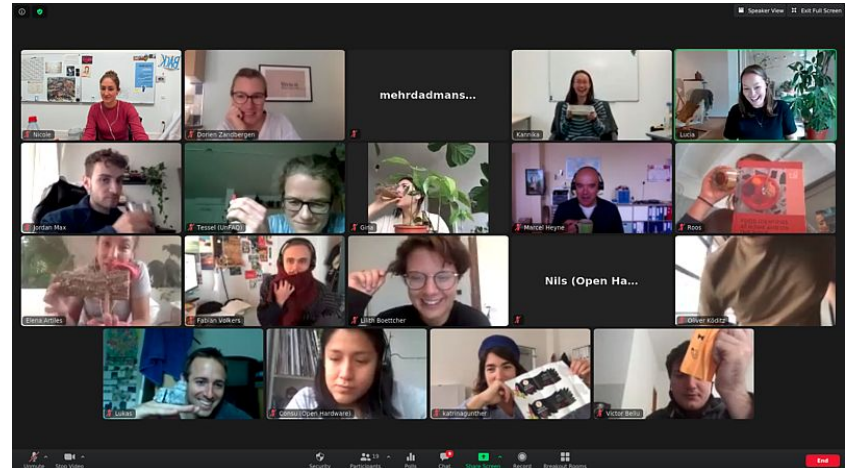
- New Chat.
- Chat one on one privately.
- How to connect to a Group.
- How to create a group.
- How to pin and unpin for quick access for important messages.
- Making Audio and Video Calls.



# Video Calls

If you have a webcam you can show a video of yourself.

- Click on the video camera icon to toggle your video on and off.
- On your view you will be displayed as a small tile on the top right of your screen.
- share a view of your desktop or display a file, such as a PDF or an MS PowerPoint to the person(s) you are calling.
- Background Filter in settings

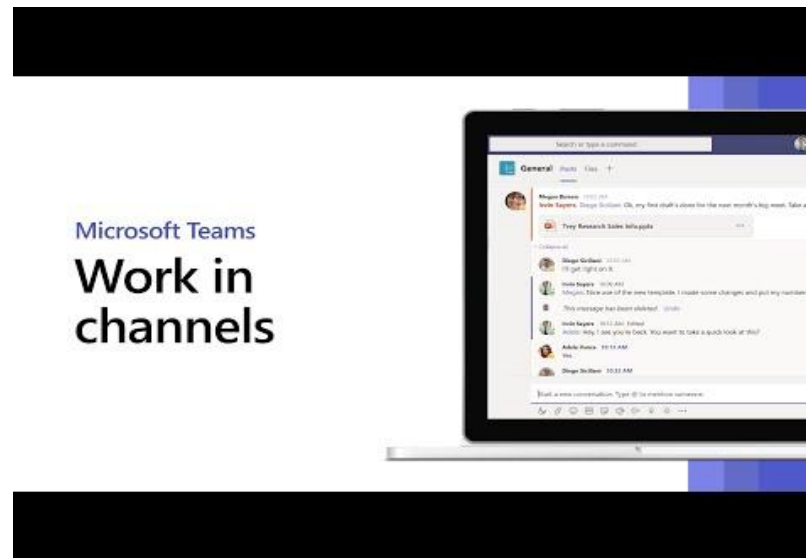




# How to Work in Channels

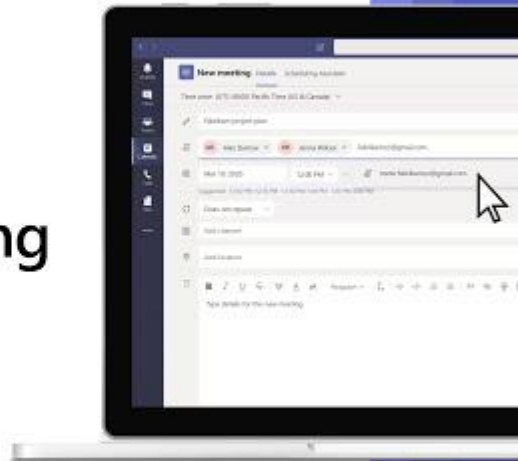
**Teams** are made up of **channels**, which are the conversations you have with your teammates. Each **channel** is dedicated to a specific topic, departments, or projects.

- @mentions
- Replying to comments
- React to comments.
- Share files and videos
- You can attach files or add fun elements into your conversations using the inbuilt emojis, stickers, and gifs.



Microsoft Teams

**Schedule a  
Teams meeting  
with guests**



# Calendar and Meetings

Your calendar in Teams is connected to your Exchange calendar. When you schedule a meeting in Outlook, it will appear in Teams.



# Thank you!

If you have any questions, please feel free to email [oit@uci.edu](mailto:oit@uci.edu) or contact OIT Help Desk at (949) 824-2222.

