

UHN Digital Tip Sheet for Getting Started with MS Teams

This tip sheet will walk you through the setup of Microsoft Teams and orient you to its main features and function.

- **Part 1** will walk you through the **set up and access of Teams**.
- **Part 2** will provide an **introduction to the core collaboration features within Teams**.

Part 1: Set Up

Accessing the Application

Web Browser: Teams is available via web browser at [Microsoft Teams](#) or select the Teams icon when you login to O365 at [MS Office Website](#). For the best experience, use the Chrome or Edge browser. For instructions on setting up your O365 Portal or setting up your MFA access, please see [here](#).

Desktop: Teams is available on your UHN managed devices desktop. In order to have this application installed you will need to submit a request through the [UHN Digital Service Portal](#).

Mobile: Teams is available on your mobile device (iOS or Android). You will need to have Microsoft Intune installed first, and then you can download Microsoft Teams from your app store. For instructions on setting up your mobile device, please see [here](#).

Tip: For the quickest setup and best functionality it is recommended to use the web-based browser – many UHN devices do not meet the minimum requirements for the desktop version of Teams.

Creating a Team

The basic version of Teams will allow you to contact anyone in UHN but does not automatically create groups or teams of people to collaborate with. If you want to create a Team for your group or department this will need to be done through a request to the [UHN Digital Service Portal](#).

Tip: Creating a Team creates a new SharePoint site for the team. Currently we cannot integrate existing SharePoint sites into a Team – you would need to migrate your SharePoint content to the new Teams-associated site manually after it was created.

Creating an Audioconference License

If you need to organize meetings that have individuals calling in from a telephone line - cell or landline – because they do not have access to the web, desktop or mobile versions of Teams you would need to request a license through the [Service Portal](#).



Once you have the license you will be able to create meetings that automatically adds in the telephone number option in the invite. Otherwise when you create meetings individuals will only see a link in the invite through which they can join the meeting by the web, through their desktop or mobile application.


Tip: Due to current demand related to Microsoft Teams, it is recommended for best experience to utilize the application (web, desktop or mobile) where possible.


Part 2: Using Features

This Tip Sheet gives a very brief, focused introduction to Teams' core functions. When you first open Teams, you will see a toolbar on the left-hand side of the screen displaying options. This section will provide a high-level introduction of the core features you will find here.

Chat

Peer to Peer: To begin a conversation with anyone within UHN select the **New chat** icon  at the top of the page and enter the person's name in the **To** field that appears. Type your message in the box at the bottom of the screen, when you are ready to send the chat click the **Send** icon  in the bottom right.

Add people into an existing conversation: click **Add people**  (or **View and add participants** in group chat) in the top right corner of Teams. Then, type the names of the people you would like to chat with and click **Add**.

Group chat: Once you have selected **New chat** click the down arrow () to the far right of the **To** field and type a name for the chat in the **Group name** field. Then, type the names of the people you would like to add in the **To** field. This starts a new conversation.

Tip: You can have up to 100 people in a group chat

Audio & Video Calls

Peer to Peer: To begin a call proceed to the **Calls** tab on the left-side toolbar. From there type names in the **Make a Call** field (you can add multiple individuals here). Then at the bottom select either the **Audio** or **Video** button to initiate the call.




Tip: You can include multiple people in the Make a Call field to start a group conversation by audio or video

Scheduling and Participating in Meetings

Participating in a Meeting: To join a meeting you have been invited to there are two different methods:

- **Calendar:** You can access the **Calendar** function from the left-side toolbar. From there you can click on the meeting in your calendar that will open the details of the meeting and you can then select the "Join" button to join.
- **Outlook Invite:** In Outlook, your email invite will display the Teams link as "[Join Microsoft Teams Meeting](#)"— click on this link to launch the meeting automatically.

Creating a Meeting: To create a meeting there are two different methods:

- **Schedule a meeting:** Select **Schedule a meeting**  in a chat or go to **Calendar**  and select **New meeting**. Then, select your preferred meeting channel and choose whom you would like to invite. Use the Scheduling Assistant to find the right time.
- **Start an instant meeting:** From your calendar or channel by clicking the **Meet now**  button, this will launch a meeting and you can then invite people from the active meeting screen.

File Sharing

There are several methods for sharing and collaborating on files (Excel, OneNote, PDF, PowerPoint, Word, etc.) within Teams.

Chat: You can share a file directly in your Chat by dragging and dropping the file into the message box in the chat. Then, you can access the file via Teams by clicking on the Add a Tab (+) at the top of the chat and

Files: From the files tab on the left-side toolbar you can view all files that have been shared with (or by) you. You can right-click on a file and select an action: edit in Teams, open in Browser, Open in Desktop or download.

Teams: You can share a file directly in your Team (or Channel) by going to the **Teams** tab on the left-side toolbar. Once you have selected the Team you will see the **Files** option at the top. From there you can select **+ New** to create new folders and files. Alternatively, you can upload existing files to this section through the **Upload** button.

Private Channels

Private channels in Microsoft Teams allow for more focused collaboration within teams, allowing only those who are members of the Private Channel to view and contribute information to that channel. Channels can be created within workspaces to organize content and conversations within that team, and those channels and its content are available to all members within a Team.

The Private Channel function is different from other Channels as it limits collaboration to a subset of the Workspace members, and is typically useful to collaborate with a smaller group who have a need to discuss focused or sensitive information.

For more information on Private Channels, visit: <https://docs.microsoft.com/en-us/microsoftteams/private-channels>

Please Note: Only Team Site owners are able to create a Private Channel. Team Site Owners are responsible for managing private channels as UHN Digital will not be able to provide support for this feature.

Further Resources

For further resources please see the Help Centre's page for Teams [here](#).