



TEAMS USER MANUAL

Office 365

Agenda

- Microsoft Teams Introduction
- Microsoft Teams Features

Goals of this Training

- Get an understanding of what Microsoft Teams can do for you
- Highlight some key features to help increase CITRA productivity

Why do we need Teams?



Email and
schedule



Create, share,
find content



Call and meet



Chat



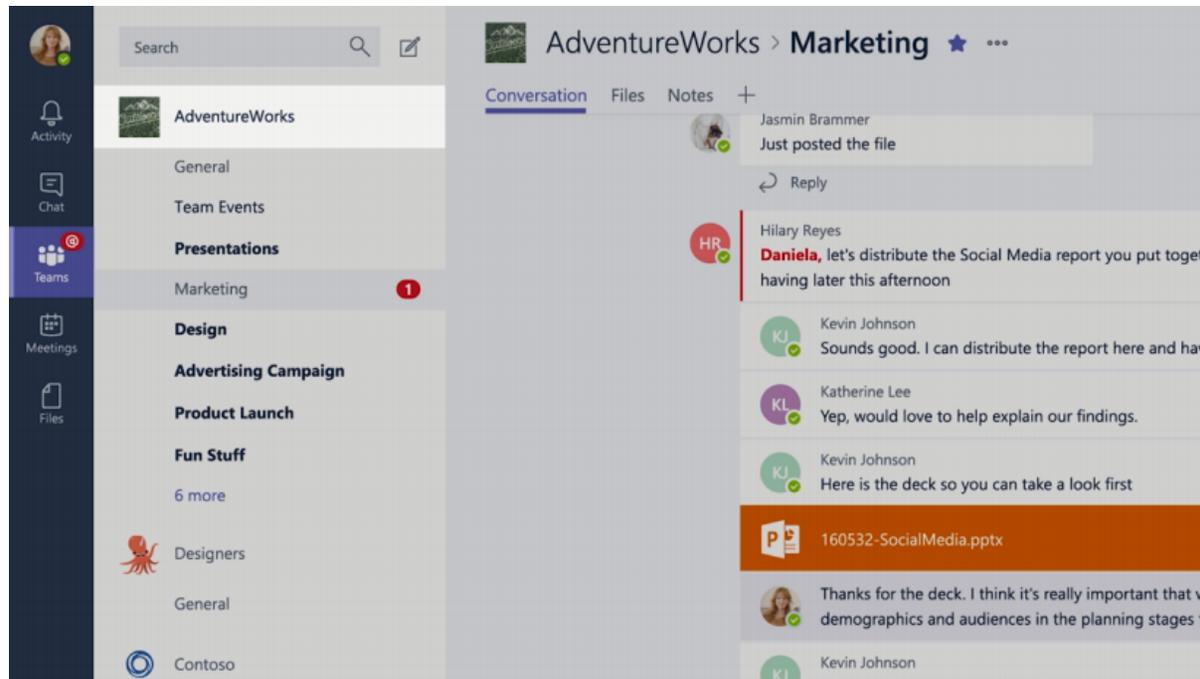
Connect
across the org

Microsoft Teams Features

Teams and Channels: Helps groups of people get organized with more focused conversations.

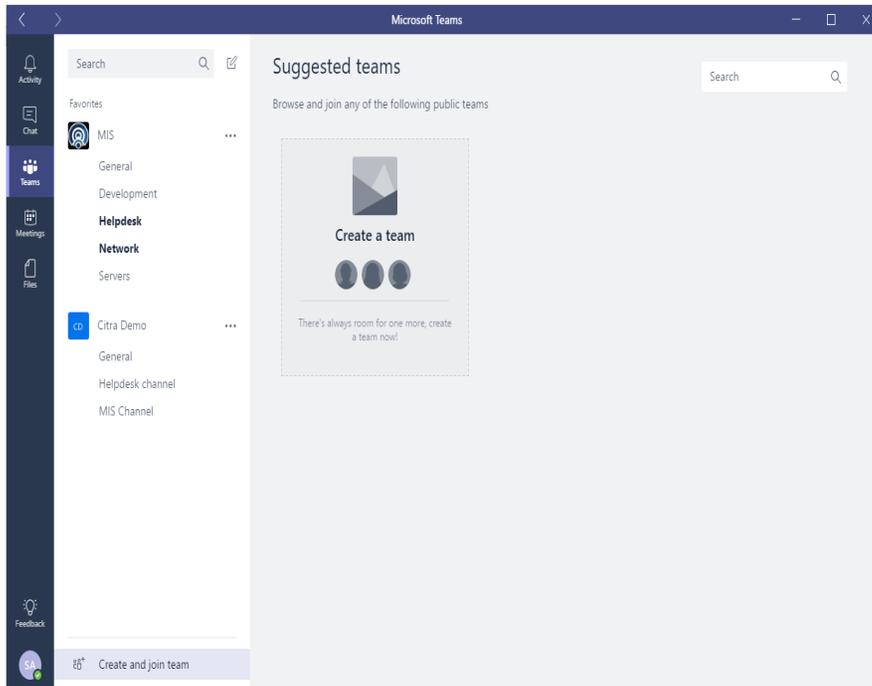
1. Teams

Teams are the overall group of people working on a project. They can range in size from a small product team to a larger organization.

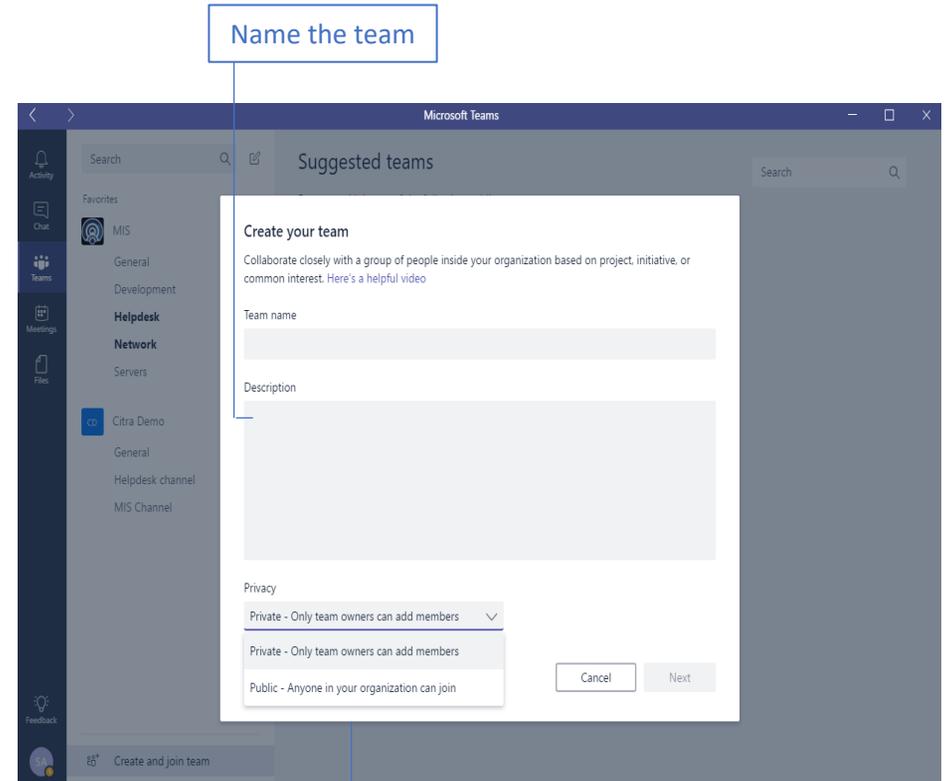


Creating Teams

Create teams by adding member individually by email aliases or security groups. Every new team will have a default favorite channel called General (Shown in screenshots below), you can use it for whatever you like.



Create team



Choose privacy type



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2. Channels

Creating Channels

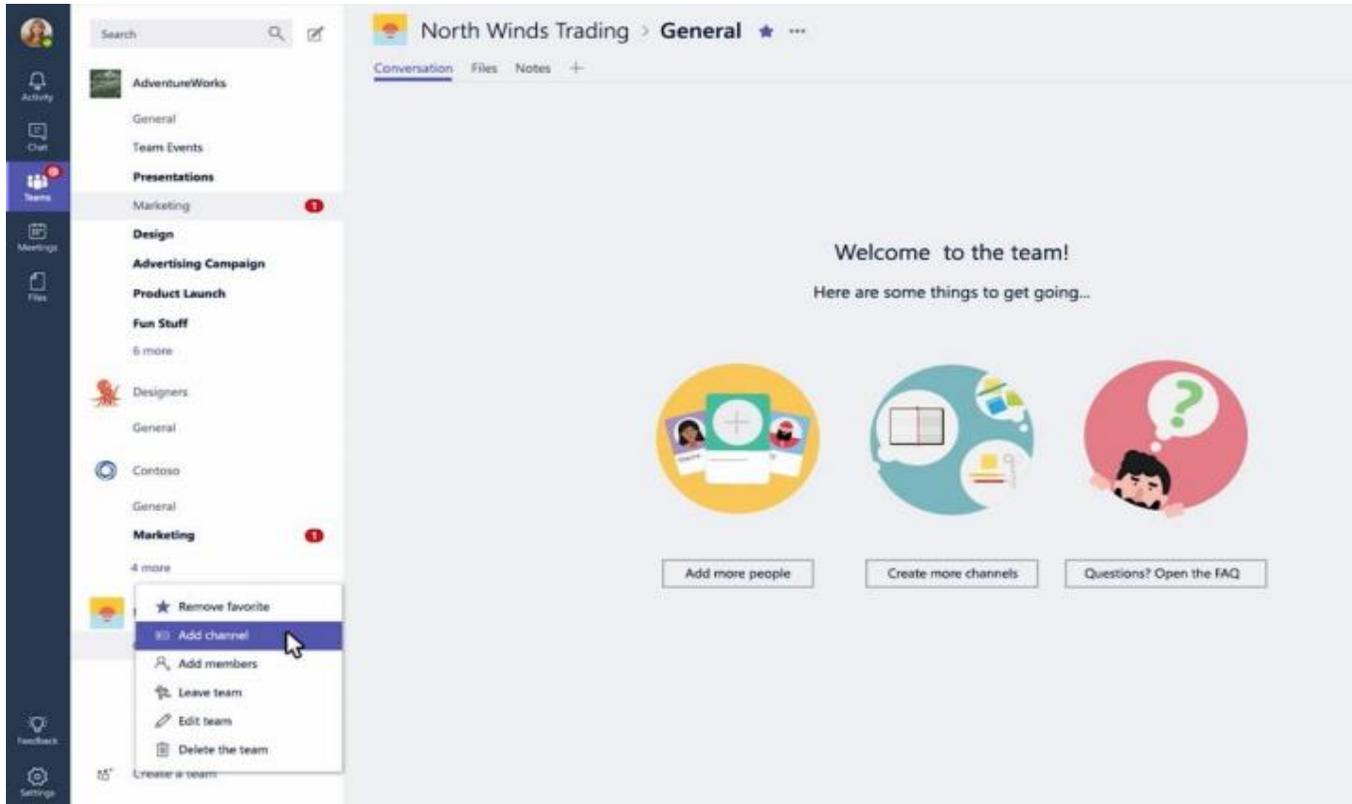
Channels are open to everyone on the Team, so anyone can drop in and see what everyone is talking about. Channels can be created to cover Topics, Departments, or Projects.



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Teams Owners

There can only be 10 owners per Team

Owners can:

- Add new members and other owners.
- Manage Team settings:
 - Enable\Disable @Mentioning.
 - Allowing GIFs, stickers, memes, and moderation settings.
- Rename the Team.
- Delete the Team.

Teams Members

- There can be as many as 600 members per Team.
- Members can add additional channels to the team.

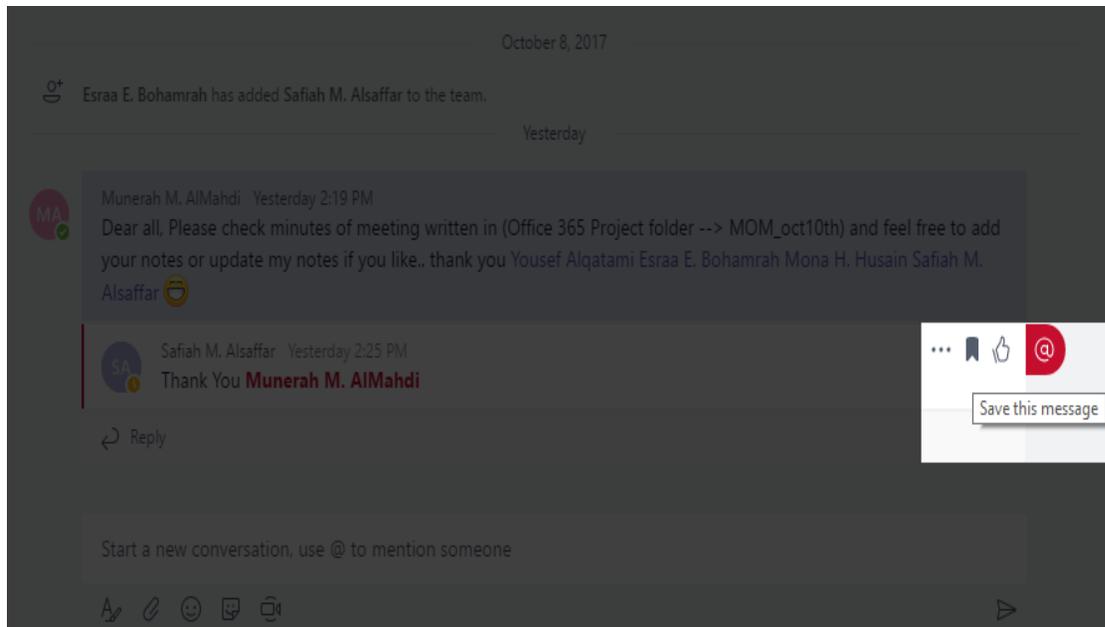
Conversations:

In channels, you can reply directly to a message, keeping the discussion easy to follow.



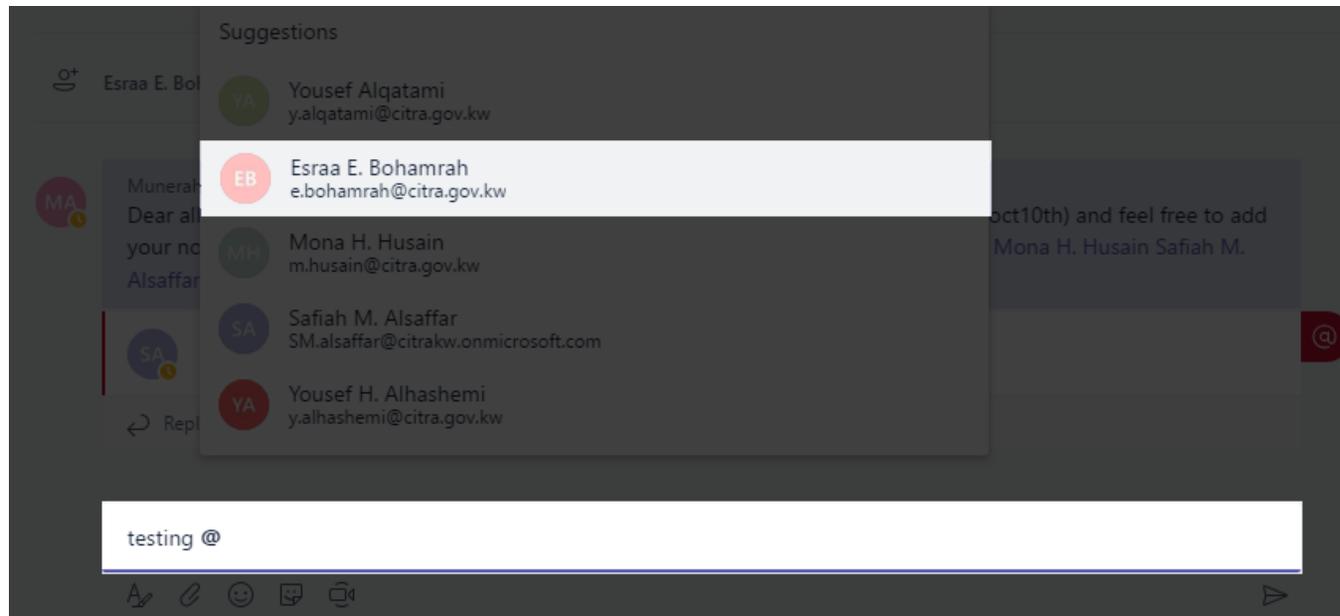
Like and Save messages

At the top right corner of all messages in Channels, you have an option to like messages or save them for later. Saved messages will be kept in Saved along the left rail.



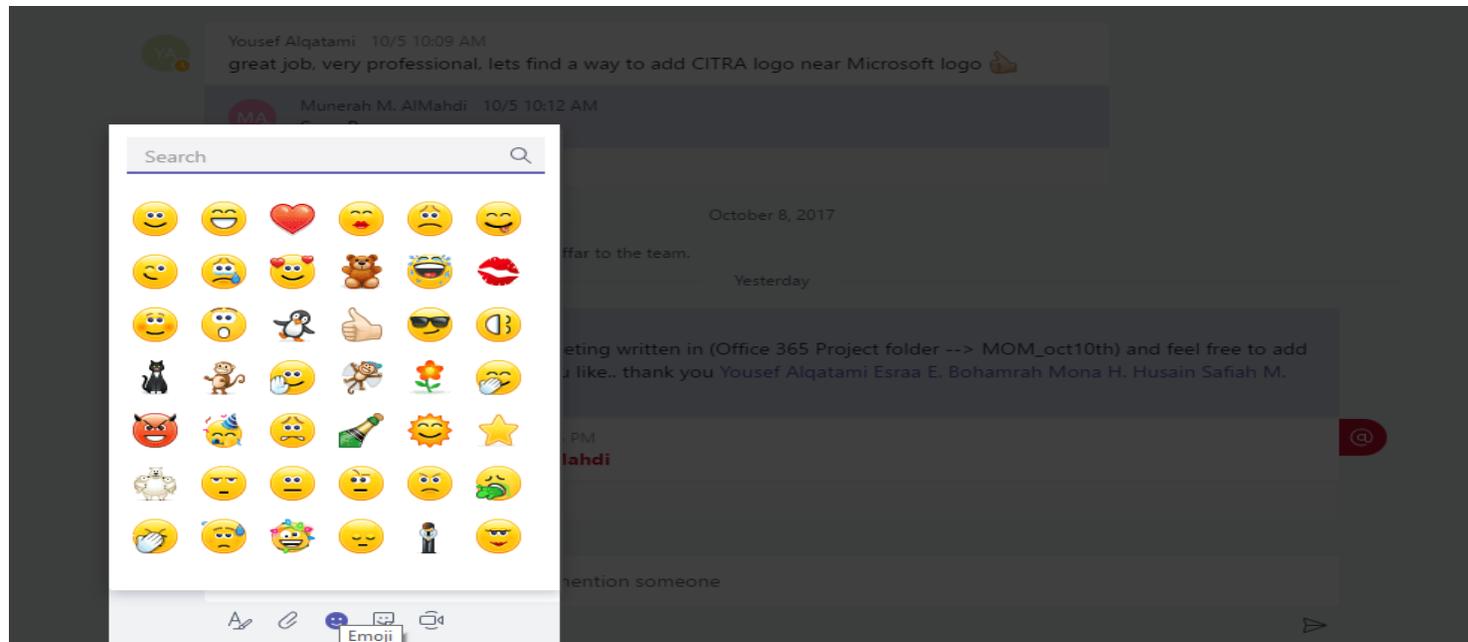
Mention Team Members

You can also bring people's attention by @Mentioning them, just type the @ symbol before their name. And if your admin enables it, you can @mention your whole team or any channel.



Ways to Express Yourself

Everything from emojis to GIFs to stickers and memes that you can edit, are there for you to showcase the personality of your team and add some flare to the conversation.

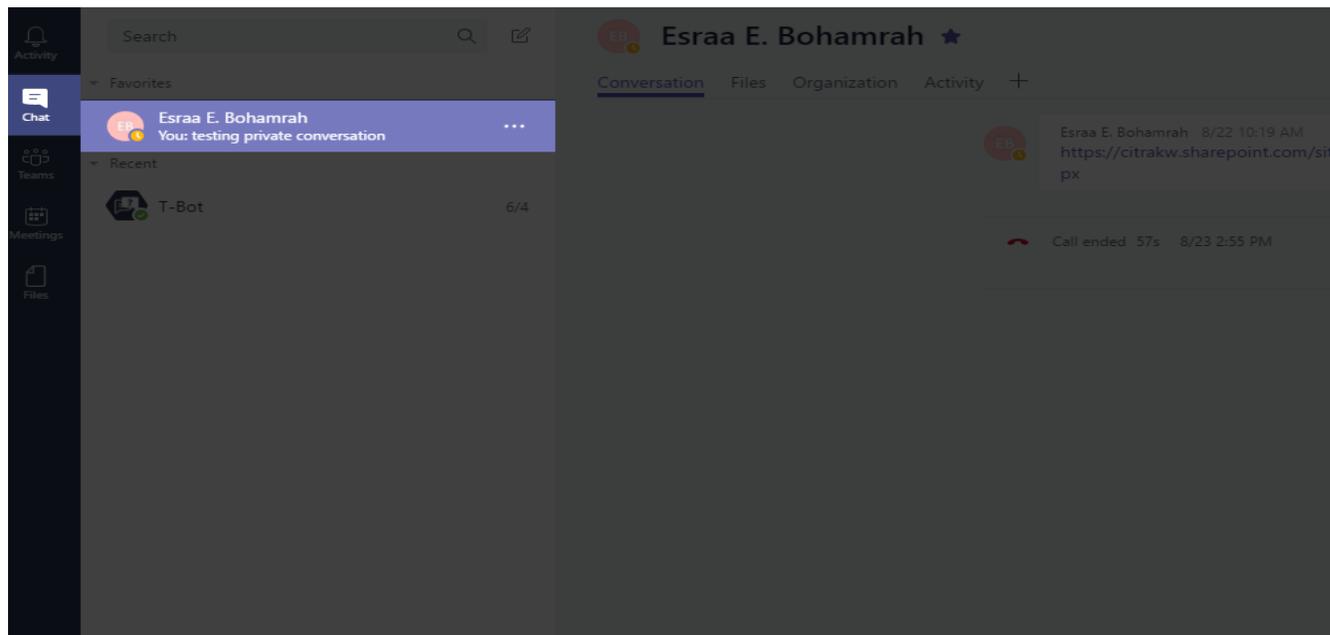


Private Conversations

Open team channels are great for collaboration, but sometimes you need to talk privately.

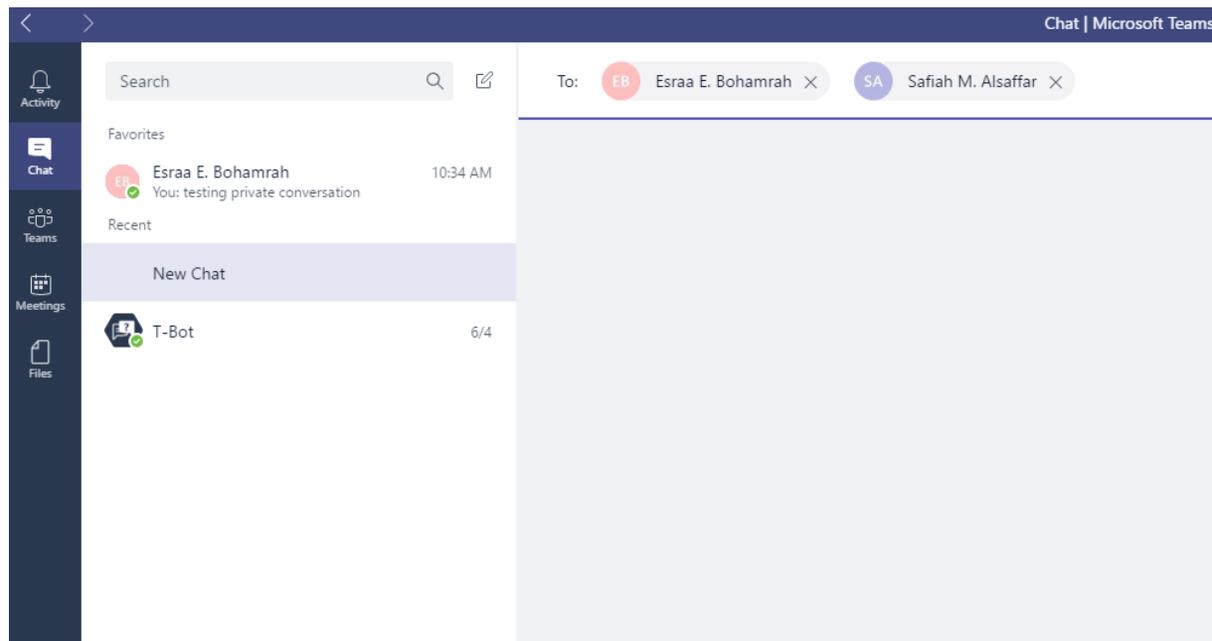
Chat

By selecting Chat along the left side of the application, you can have private conversations with your teammates.



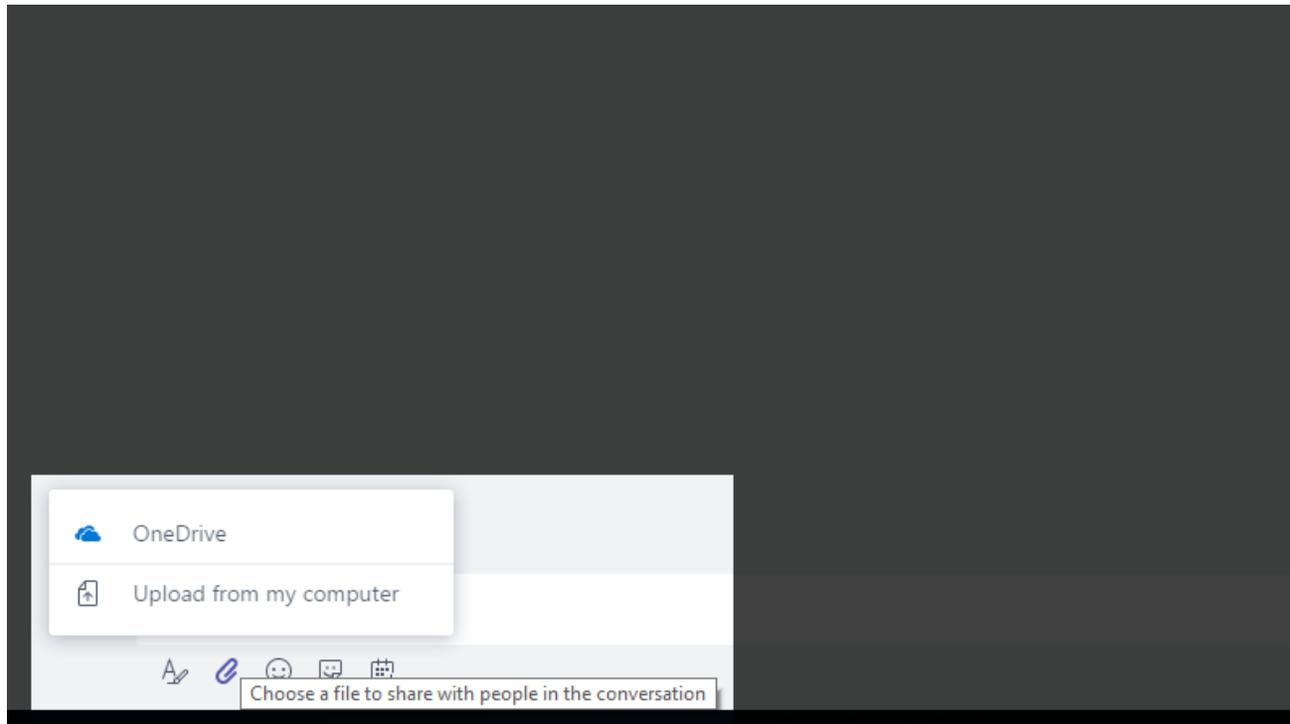
Group Chat

Simple click the new chat icon and type the names of the people you want to add to a conversation. You can add up to nine people in a group chat.



Sharing Files

You can add files from your computer or OneDrive for Business account.

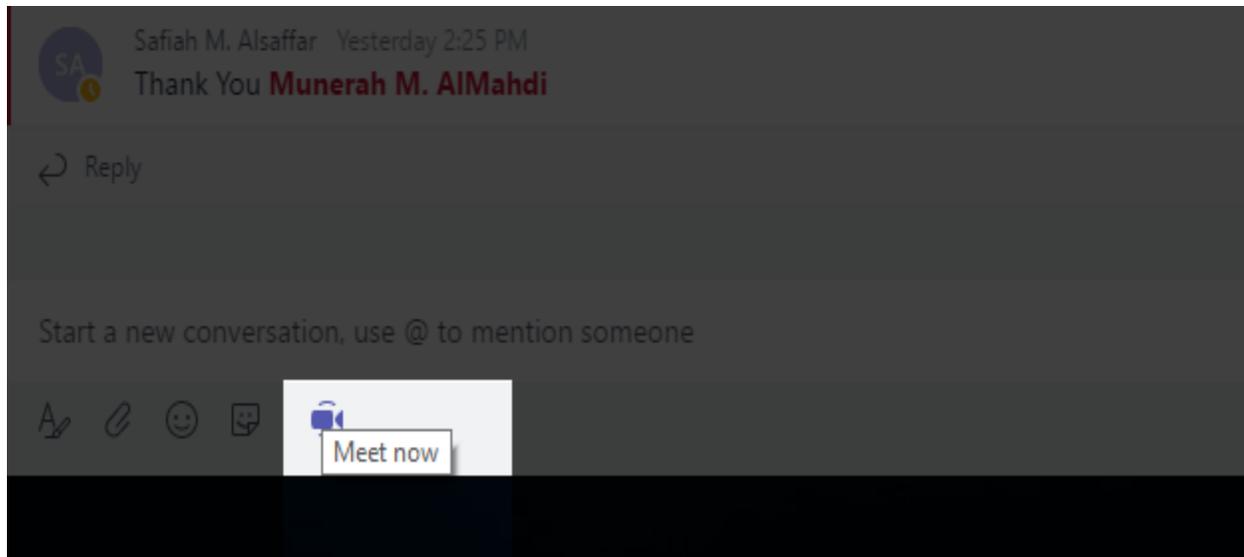


Meetings

Microsoft Teams makes it easy for people in a channel to go from a group conversation to a meeting.

Start a Meeting

In a channel conversation, click the Meet Now icon in the compose box. Or keep all the context of an existing conversation by clicking the Meet Now icon in the reply box.

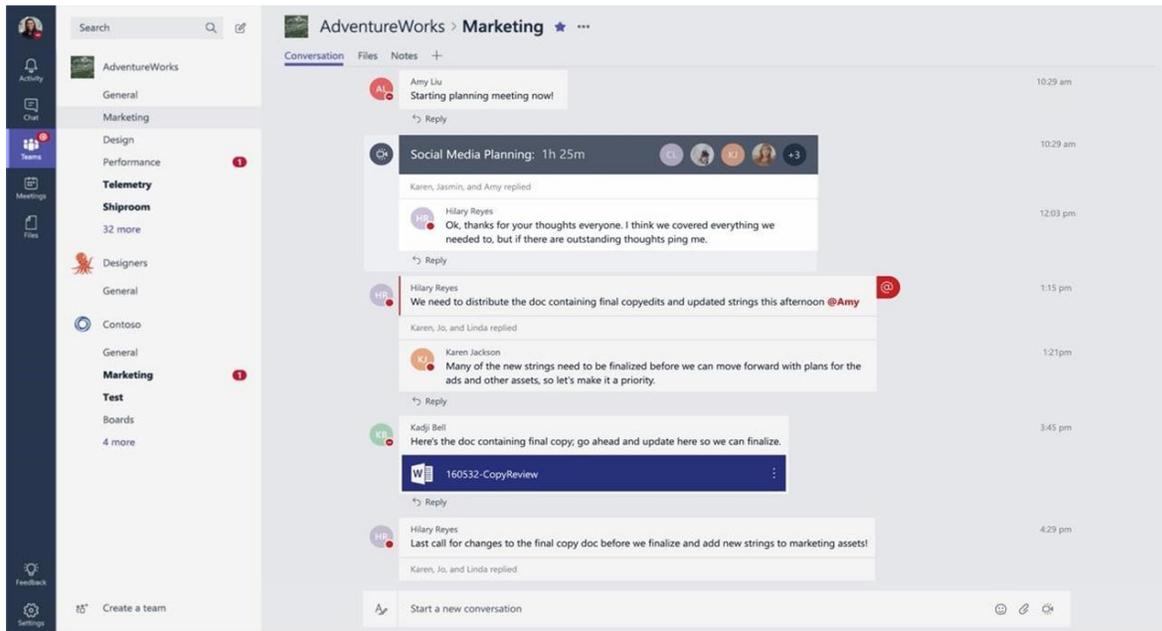


Notify Team Members of the Meeting

Once you're in, you can invite the people from your conversation, or anyone from the team by clicking on their name.

Meeting History

Once the meeting is done, people who couldn't join will see that the meeting happened in the context of the conversation.



The screenshot shows a Microsoft Teams chat window for a channel named "AdventureWorks > Marketing". The chat history includes:

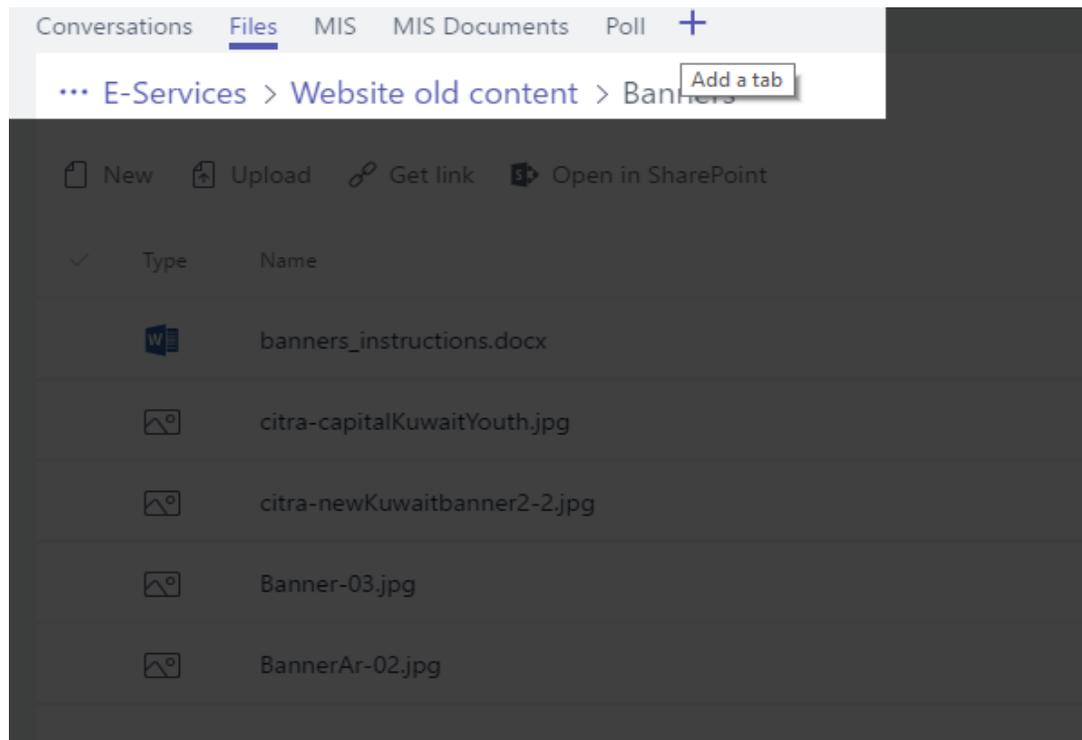
- A message from Amy Liu at 10:29 am: "Starting planning meeting now!"
- A meeting summary card for "Social Media Planning: 1h 25m" at 10:29 am, showing participants Karen, Jasmit, and Amy.
- A message from Hilary Reyes at 12:03 pm: "Ok, thanks for your thoughts everyone. I think we covered everything we needed to, but if there are outstanding thoughts ping me."
- A message from Hilary Reyes at 1:15 pm: "We need to distribute the doc containing final copyedits and updated strings this afternoon @Amy"
- A message from Karen Jackson at 1:21 pm: "Many of the new strings need to be finalized before we can move forward with plans for the ads and other assets, so let's make it a priority."
- A message from Kaaji Bell at 3:45 pm: "Here's the doc containing final copy; go ahead and update here so we can finalize." with a document attachment "160532-CopyReview".
- A message from Hilary Reyes at 4:29 pm: "Last call for changes to the final copy doc before we finalize and add new strings to marketing assets!"

Tabs and Connectors

Allow you to integrate the tools and services you love right into your chat or channel.

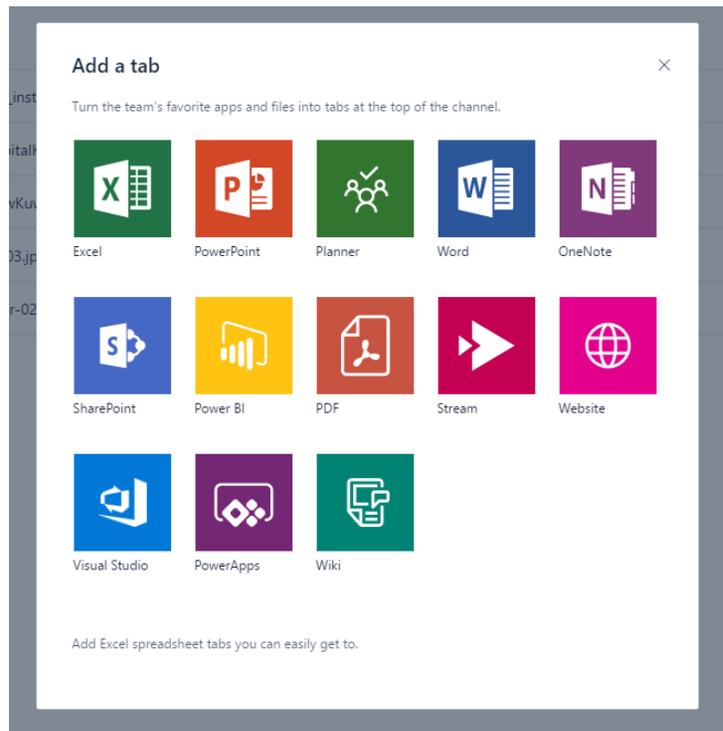
Tabs

Tabs are always visible at the top and stay with the conversation, so everyone can get to them easily.



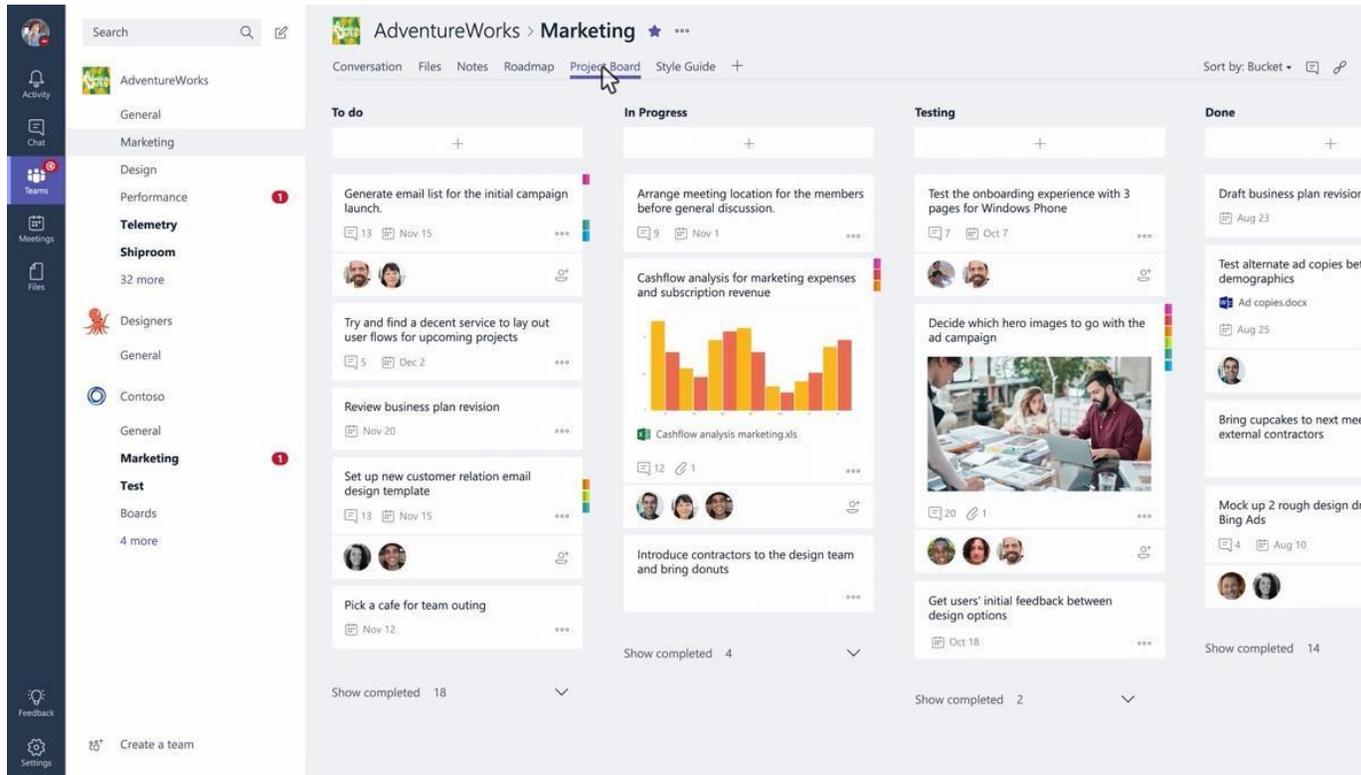
Add a Tab

There are a variety of data and services you can integrate into your channel using tabs.



Planner

A planner for tracking tasks and managing work items.



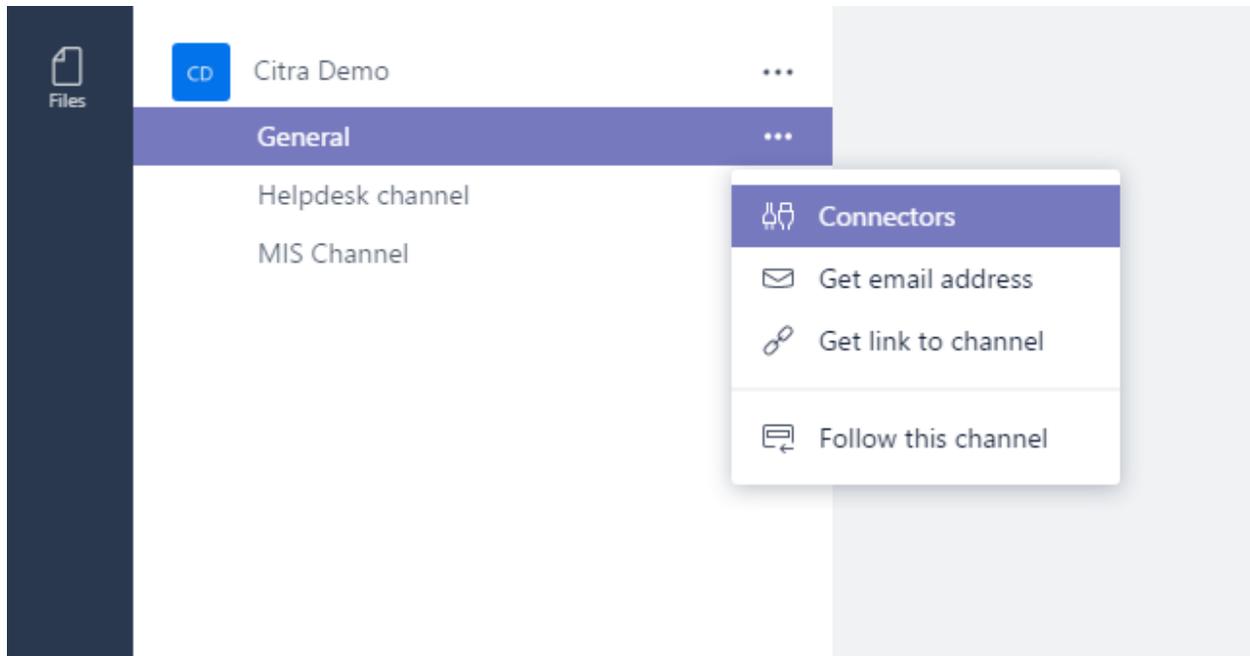
The screenshot displays the Microsoft Planner interface for a team named "AdventureWorks" within a "Marketing" group. The interface is organized into four columns: "To do", "In Progress", "Testing", and "Done".

- To do:** Contains tasks such as "Generate email list for the initial campaign launch" (due Nov 15), "Try and find a decent service to lay out user flows for upcoming projects" (due Dec 2), "Review business plan revision" (due Nov 20), "Set up new customer relation email design template" (due Nov 15), and "Pick a cafe for team outing" (due Nov 12).
- In Progress:** Features a task "Cashflow analysis for marketing expenses and subscription revenue" which includes a bar chart showing data trends. Other tasks include "Arrange meeting location for the members before general discussion" (due Nov 1) and "Introduce contractors to the design team and bring donuts".
- Testing:** Includes tasks like "Test the onboarding experience with 3 pages for Windows Phone" (due Oct 7), "Decide which hero images to go with the ad campaign" (due Oct 18), and "Get users' initial feedback between design options" (due Oct 18).
- Done:** Lists completed tasks such as "Draft business plan revision" (completed Aug 23), "Test alternate ad copies between demographics" (completed Aug 25), "Bring cupcakes to next meeting external contractors", and "Mock up 2 rough design draft Bing Ads" (completed Aug 10).

The interface also shows a left-hand navigation pane with options like "Activity", "Chat", "Teams", "Meetings", "Files", "Designers", "Contoso", and "Marketing". At the bottom, there are "Show completed" counts for each column: 18 for To do, 4 for In Progress, 2 for Testing, and 14 for Done.

Connectors

Connectors allow your Microsoft Teams users to receive updates right from popular services such as Twitter, Trello, Wunderlist, GitHub, and VSTS. Updates show up as rich cards in channels.





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Connectors for "General" channel in "Citra Demo" team ×

Keep your group current with content and updates from other services.

Search

All

Sort by: Popularity ▼

MANAGE

Configured

My Accounts

CATEGORY

All

Analytics

CRM

Customer Support

Developer Tools

HR

Marketing

News & Social

Project Management

Others

Connectors for your team

	Visual Studio Team Services Collaborate on and manage software projects online.	Configure
	Yammer Updated Receive updates from your Yammer network	Configure
	Wunderlist Track tasks to be done and collaborate on projects.	Configure
	Dynamics 365 Manage your customer sales, marketing, and service relationships.	Configure
	Team Foundation Server New Share code. Track work. Ship software.	Configure



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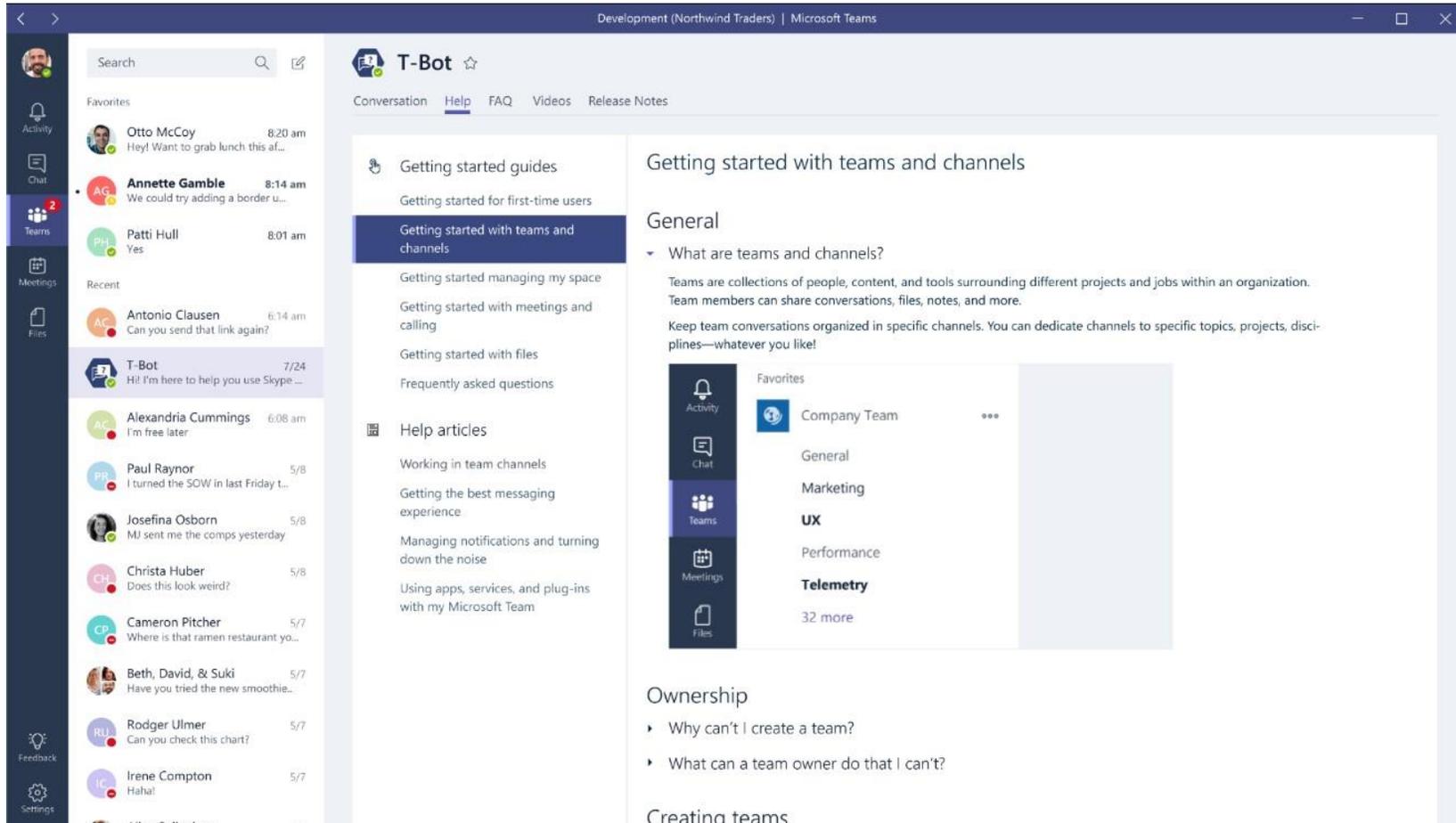
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Bots

Bots allow users to complete tasks such as querying information and performing commands

T-Bot

T-Bot gets you using Microsoft Teams quickly and more effectively by answering your questions and providing help. Type a question directly to T-Bot in a chat or browse the menu.

Development (Northwind Traders) | Microsoft Teams

T-Bot ☆

Conversation **Help** FAQ Videos Release Notes

Getting started guides

- Getting started for first-time users
- Getting started with teams and channels**
- Getting started managing my space
- Getting started with meetings and calling
- Getting started with files
- Frequently asked questions

Help articles

- Working in team channels
- Getting the best messaging experience
- Managing notifications and turning down the noise
- Using apps, services, and plug-ins with my Microsoft Team

Getting started with teams and channels

General

- What are teams and channels?

Teams are collections of people, content, and tools surrounding different projects and jobs within an organization. Team members can share conversations, files, notes, and more.

Keep team conversations organized in specific channels. You can dedicate channels to specific topics, projects, disciplines—whatever you like!

Company Team ...

- General
- Marketing
- UX**
- Performance
- Telemetry**
- 32 more

Ownership

- Why can't I create a team?
- What can a team owner do that I can't?

Creating teams

Thank you.
MIS TEAM