# Microsoft Teams Help Guide

## Helpful Links

Microsoft has many great resources and guides to help you master working remotely. Check them out here if you find yourself stuck.

Quick Start Guide: https://support.office.com/en-us/article/communicate-or-meet-by-using-teams-34dd1c2a-8921-45a5-a22e-60ac515039ce

Video training: https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

## Create a Team

- Select **Teams** > **Join or create a team**.
- This is where you create your own team, or discover existing ones.
- Select **Create a new team**, and then select **Build a team from scratch** or select **Create from...** to build an all-new team or create from an existing group respectively.
- Select **Private** if you'd like people to request permission to join, or select **Public** if anyone in your org can join.
- Give the team a name and add a short description if you'd like.
- Select **Create**.
- Add members.
- You can add people, groups, or even entire contact groups.
- If you need to add people from outside your organization, use their email address to invite them as guests. Add a friendly display name for them too.
- When you're done adding members, select **Add** and then **Close**.

Source: https://support.office.com/en-us/article/get-your-team-up-and-running-702a2977-e662-4038-bef5-bdf8ee47b17b

## Create a Channel

By default, every team gets a **General** channel, which is a good channel to use for announcements and information the whole team needs. To add more channels:

- Select ⋯ **More options...** next to the team name.
- Select **Add channel**.
- Enter a name and description for your channel.
- You can build a channel around a topic, project, department name, or whatever you like.

- Select **Automatically show this channel in everyone's channel list** if you want this channel to be automatically visible in everyone's channel list.
- Select **Add**.
- When you're done adding members, select Add and then Close.

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# Collaborate on files with Teams

- Attach a file to any message by selecting Attach below where you write your message. Once you send the file it'll automatically appear in the Files tab above the channel or message so anyone can get to it.

# Manage Notifications

- There are two places where you can manage your notifications. First, you can select your picture at the top right of Teams, choose **Options** > **Notifications**. Or, control them at the channel level. Select More options ... > **Channel notifications** next to the channel.

# Change Background in Teams

- Start or join a Teams video meeting using the Teams application (this will not work on the web version).
- Click on the three dots
- Select **Show background effects**
- You can choose from a variety of backgrounds on the right side of your screen

# Change audio and video settings in Teams

- Click your profile picture at the top of Teams, then select **Settings** then select **Devices**
- Under audio devices, select the speaker and mic you want Teams to use by default
- Under camera, select the camera you want Teams to use, and see a preview of that camera's video.

# Scheduling Meetings

- Click on **Meetings** in the left side of the menu and select **Schedule a meeting**
- Select the channel you want to meet with
- You can use the Scheduling assistant to find a time when everyone is available
- Select how often you want the meeting to occur