

# MICROSOFT TEAMS GUIDE

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## 1. ACCESSING MICROSOFT TEAMS

There are multiple platforms to access Microsoft Teams, to access the full range of capabilities utilise the desktop version. The app is great for on-the-go and the online version is great if you want quick access. The rest of this document will go through the desktop version, many of the features outlined is available on the online version.

### Online

1. Open an internet browser and go to the following link '<https://products.office.com/en-us/microsoft-teams/group-chat-software>'
2. Select "Sign in", log in with your University details and the main interface will show up

### Desktop

1. Open an internet browser and go to the following link '<https://teams.microsoft.com/downloads>'
2. Select "Download Teams" (or scroll down for different versions)
3. Once downloaded log in with your University details and the main interface will show up

### App (Android and iOS)

1. Go to your devices app store and search for "Microsoft Teams"
2. Look for the following icon and select the download button
3. Once downloaded log in with your University details and the app interface will show up



## 2. DEFINITIONS

**Team:** is equivalent to your society, all your committee members will have access to the team.

**Channel:** this is a customised branch of your Team. Can be used when planning a specific event (e.g. Fresher's Fair Stall, Social, Trip, etc.), for a specific group of committee members (e.g. marketing and social media team) or just a collective idea.

## 3. MAIN INTERFACE

The main interface has some key areas, see the diagram on the next page.

### App Bar

Here you can navigate to the various sections in Teams, it includes the following items:

- *Activity* is where you'll find mentions, replies, and other notifications
- *Chat* is where you'll see your recent one-on-one or group chats and your Contacts list
- *Teams* displays all the Teams you are a member of
- *Meetings* is synched with your Outlook calendar and displays all your upcoming meetings
- *Files* combines all the files from all the Teams you are a member of
- *Apps* takes you to apps and services that can be integrated into Teams

### Teams Section

With the Teams icon selected in the *App Bar*, the list of teams you are a member of is displayed.

### Channel

A dedicated section within a Team to organise conversation and tasks into specific topics, projects or events (e.g. Fresher Fair, Publicity Team, etc.).

### New Chat Button

Clicking this button selects the Chat icon in the *App Bar* and allows you to start a new chat with an individual or a group.

### Command Bar

This bar at the top is used to query apps or perform a search in Teams.

### Tabs

Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the '+' sign tab allows you to add shortcuts to content in Teams [see the 'Tabs' section below for more details].

### Channel Conversations

This section displays all the conversations in the selected channel [see the 'Conversations' section below for more details].

**Teams Section**

**New Chat Button**

**Command Bar**

**App Bar**

**Channels**

**Tabs**

**Channel Conversations**

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## 4. FILE STORAGE AND SHARING

Within your Team, there will be one (or more) channels. For each channel, a new folder is created in the SharePoint library. All the content related to the channel is stored in SharePoint, allowing multiple people to access them. This basically acts as your documents would on your normal computer, but with the addition of collaboration and share-ability.

### Storing Files and Sharing Files between Committee Members

- To access files, click the "Files" tab, here you can add an existing file, or create and add new files.
- Files stored in the team's file library are available to every committee member.
- Microsoft Teams allows for real-time collaboration between committee members, as a committee you can co-edit Word, PowerPoint and Excel document, with your changes being synced and merged as you work.

### Sharing Files outside Committee Members (e.g. society members, staff, etc.)

It is possible to share files and folders with people outside of your committee members but who are still part of Aberystwyth University, for example you may want to have a link to a folder on your website for members to access files.

- Go to the 'Files' tab in your desired channel and select the file or folder you would like to share
- Right click the file or folder and select 'Open in SharePoint', you'll be redirected to your web browser. This page shows you the backend of where all of your files are stored.
- Select 'Share' from the top bar and a box will pop up, here you can select a few different options
  - If you select "People in Aberystwyth University..." you have four options:
    1. You can share the file or folder with anyone in Aberystwyth University who has the link
    2. You can share the file with an existing committee member
    3. You can share the file with specific people
    4. You can state whether you want to grant those people access to edit the file/folder
  - Depending on which option you chose you can either copy the link and share it, or you can send it to specific people

## 5. CONVERSATIONS

- Chats in Channel Conversations are persistent, so if you've been away, it's easy to scroll through to get caught up when you get back.
- Chats can include visual indicators such as the @mention, or a red bang to indicate high importance.
- Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.
- Additionally if you want to hold a meeting when committee members who are away there is a video call function.

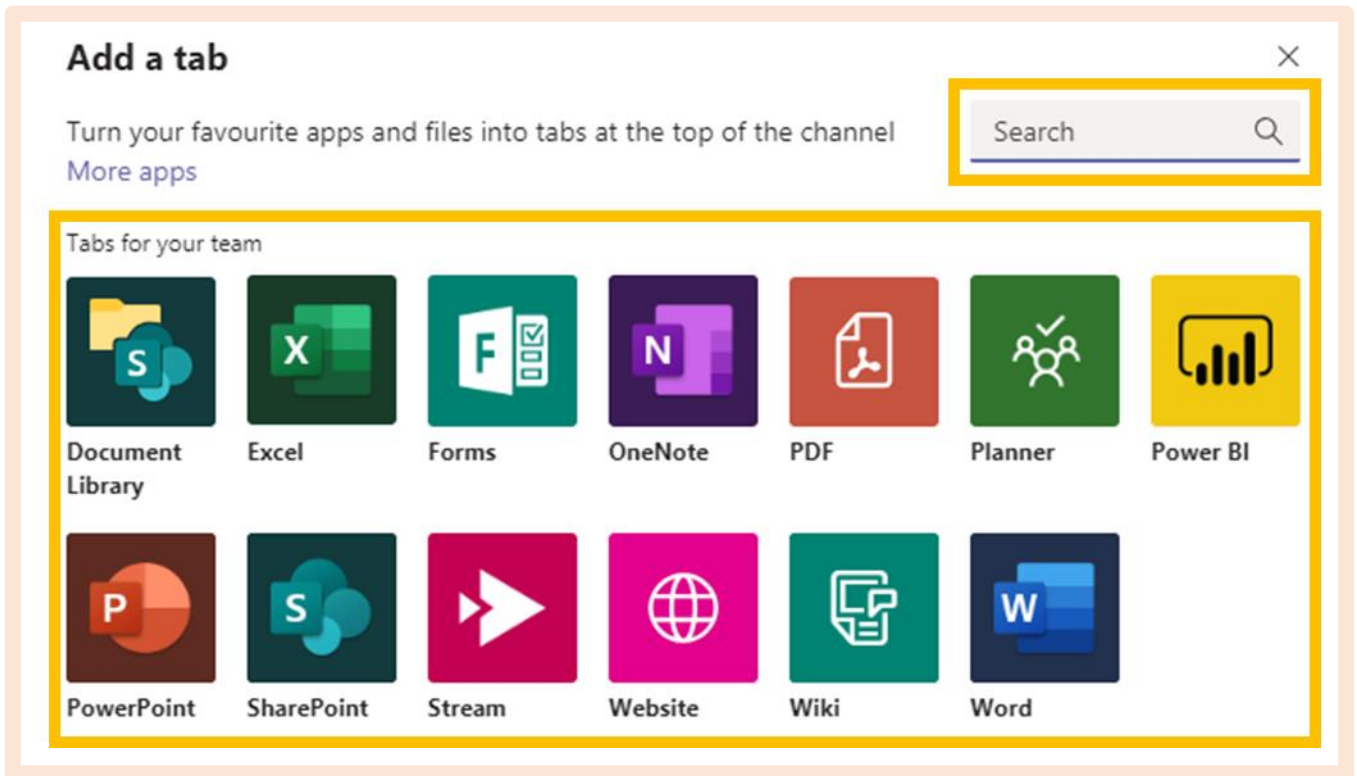
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## 6. TABS

Tabs allow team members to access services and content in a dedicated space within a channel or chat. This allows you to work directly with tools and data, and have conversations simultaneously, all within the context of the channel or chat.

### Adding a tab in a channel

- Click the '+' by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use the search function if you don't see the app you want.
- There are some notable apps we recommend:
  - Any of the **Microsoft apps**: Word, Excel & PowerPoint
  - **One Note** is great for note taking in meetings
  - **Forms** is great if you want to send a questionnaire out to your members
  - **Planner** is key for event planning, it makes prioritising activities and delegating tasks a breeze
  - **Website** allows you to have a fully functioning website at your fingertips in teams, great for quickly assessing your societies web page



## UNION CONTACTS

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