

Microsoft Teams User Guide

What is Microsoft Teams

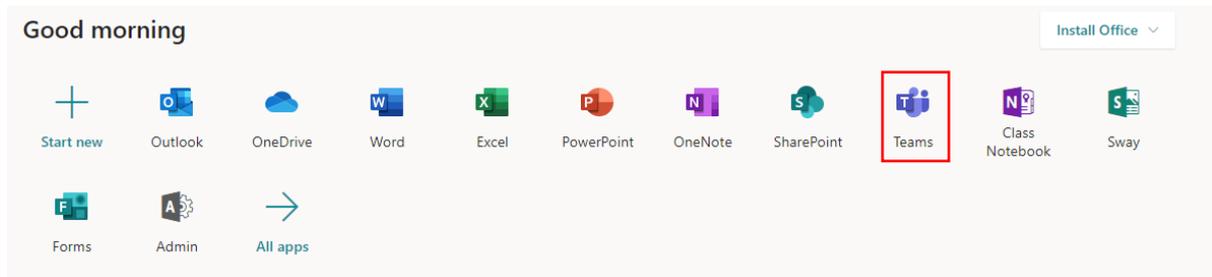
Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration.

Teams is replacing Microsoft Skype and the default unified communication and collaboration platform across the University.

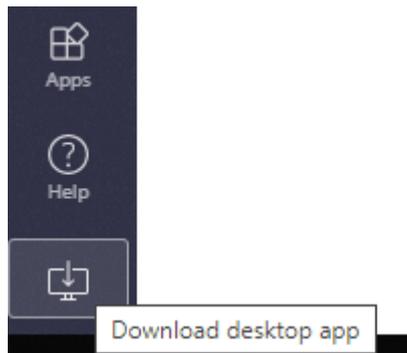
How to Access Teams

Go onto www.office.com and sign in with your TU Dublin email address followed by your network password

Once logged in click on the **Teams** icon



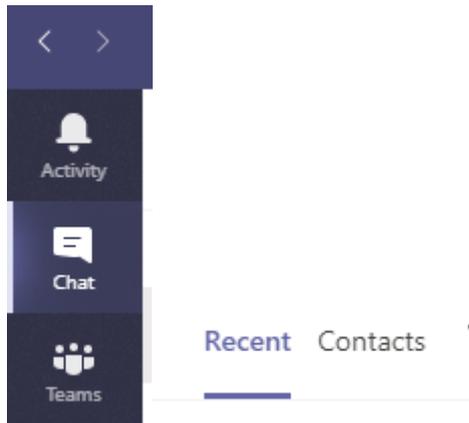
Once logged in, you can download the full desktop application by clicking the icon in the in the bottom left of the screen and following the on screen instructions.



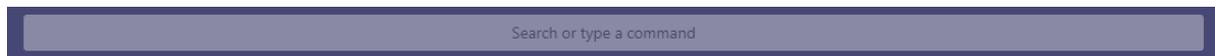
The [Microsoft Teams downloads page](#) provides a convenient place where you can download the desktop app for Mac & Windows as well as mobile apps for android and iOS.

How to use the Teams Chat

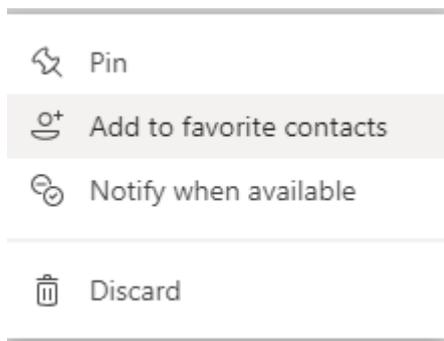
When **Chat** is selected you will see any your contacts either saved or used recently



If you want to chat to someone whom is not listed just search for them this will add them to the Recent contact list



If you want to add them as a favourite just right-click on their name and select Add to favourite contacts



Select **Contacts** to create and manage your own personal contact groups.

When starting a new chat just type in your message and click the send button on the far right of the message dialog box

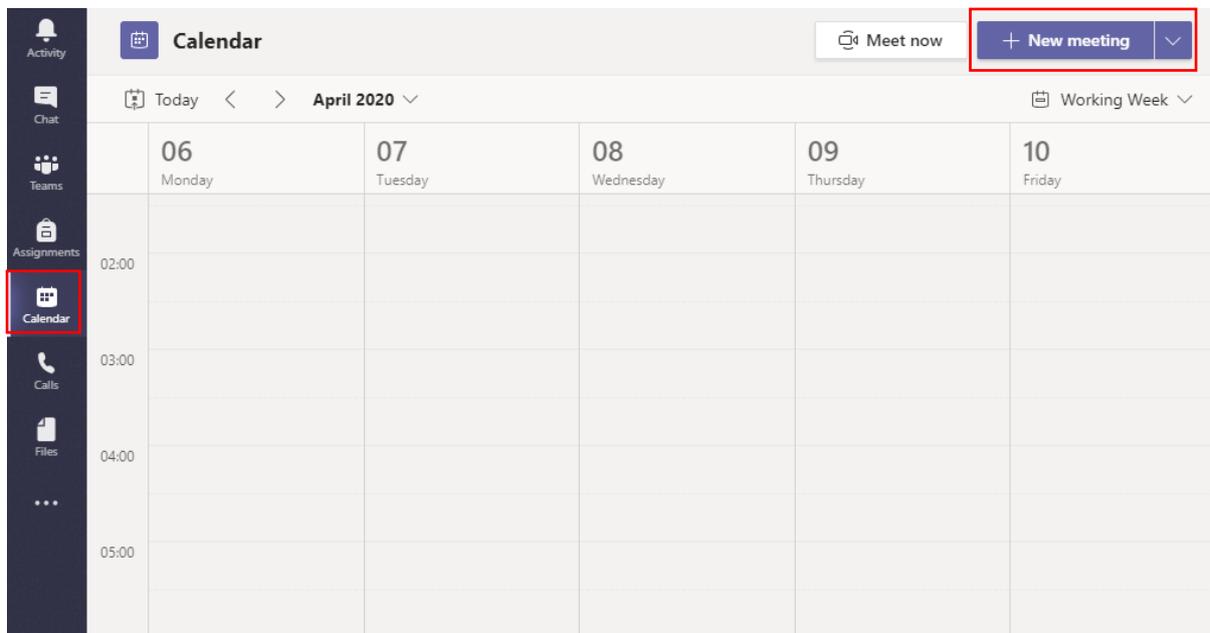


You can also initiate and Audio or Video call or share your screen, by selecting the appropriate icon on the top right of the screen.



How to Schedule a Teams Meeting

Meetings in Teams can be organised by selecting the **Calendar** icon and selecting **New Meeting**. Just add the recipients to the meeting as normal and they will receive a Teams Meeting invite.



Can I create a Teams Site

Teams Site can be accessed using the Teams icon. At the moment, Staff and student can only Join existing Teams sites. This feature is under development.

Can I get training in Teams

Training in Teams is available through [Microsoft's support site](#). Further localised training will be available in the near future.