



Login and Navigating Microsoft Teams User Guide

Updated 12/11/19

STATE OF INDIANA



Contents

Teams and Channels Overview	3
Teams	3
Channels	3
Microsoft Teams Invitation	4
Logging in to Microsoft Teams	7
Using the Microsoft Teams App	7
Using the Web	8
Navigating the Microsoft Teams Screen	9
Section 1: Navigation Bar	9
Section 2: Navigation Bar List	10
Section 3: Navigation Tab Page	10
Icons in the Navigation Bar	11
Activity Icon	11
My Activity	11
Feed	12
Chat Icon	13
One to One Chat	15
Add new people to the conversation	15
Teams Icon	16
How to get to the Teams Page to Reply to a message and Start a new conversation	17
“Liking” comments and replying to a conversation	17
Using the @Mention	19
Uploading Files	21
Files Icon	25



Teams and Channels Overview

Microsoft Teams is a hub for teamwork. Within each Team are Channels. This is where file sharing, file updating, and conversations happen in real time with the entire team involved.

Teams

Organization Teams

DLGF Adams County Ratio Study Review

Channels

Dedicated section within a team

General

2020 Adams County Ratio Study Review



DLGF Boone County Rati... ...

General

2019 Boone County Ratio Stud...

Figure 1: example of Team name with Channels below

STATE OF INDIANA



Microsoft Teams Invitation

When you have been added to a Team, you will get an email from Microsoft. Open the email and click on the link to open Teams.

You have been added as a guest to State of Indiana in Microsoft Teams

 Microsoft Teams <noreply@gcc-email.teams.microsoft.com> 
8/23/2019 4:34 AM
To: v.williams@live.com

Microsoft Teams

Vanessa added you as a guest to State of Indiana!

 DM

DLGF My County Ratio Study

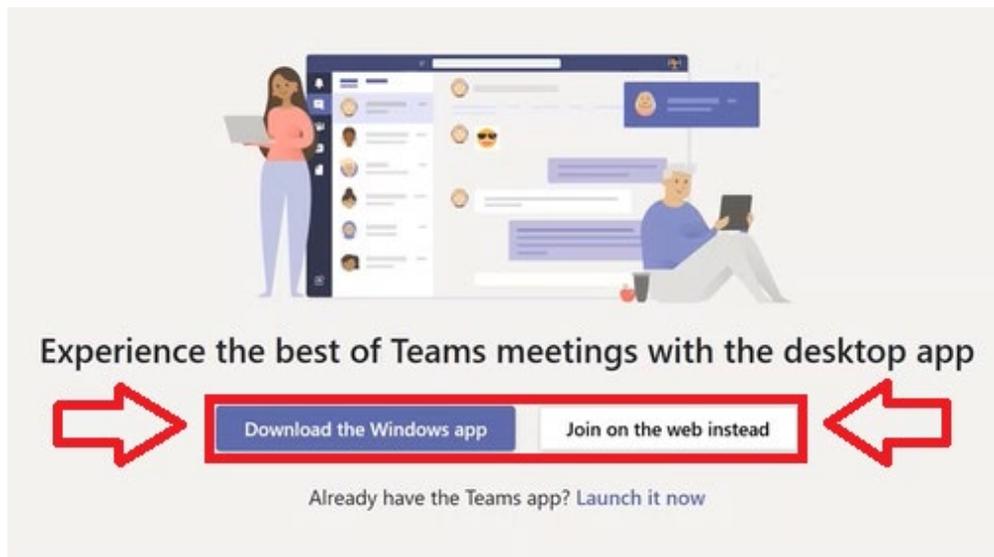
For testing purposes only.

[Open Microsoft Teams](#)

STATE OF INDIANA



You can choose to open to Download the Windows app or Join on the web instead.



Download the Windows app for your convenience. You will be given a prompt to run, save, or cancel. Select Run.

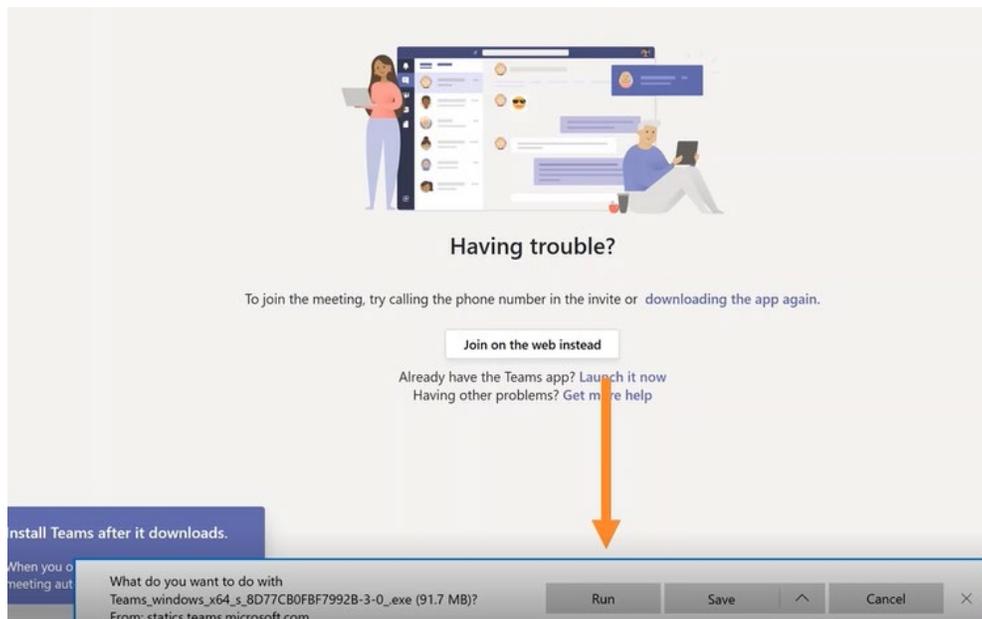


Figure 2: click on Run

STATE OF INDIANA



Sign in using your work account or Microsoft account.



**Enter your work, school,
or Microsoft account.**

Figure 3: enter your work or Microsoft account email

To access Teams from the web app, go to www.office.com

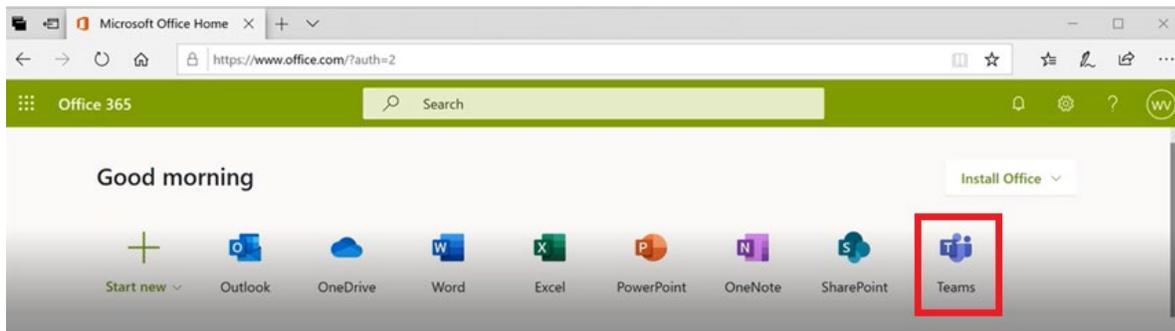


Figure 4: accessing Teams from the web app



Logging in to Microsoft Teams

Using the Microsoft Teams App

To open Teams on your desktop, click on Microsoft Teams app.

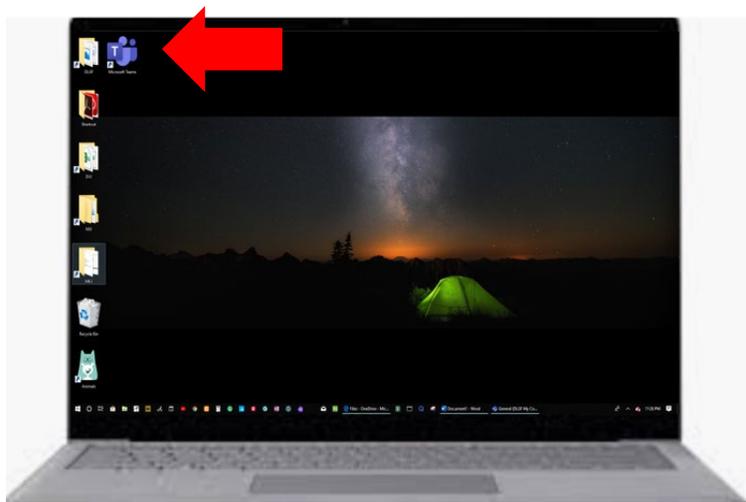


Figure 5: open Teams on your desktop

It is recommended to keep set Teams up to auto-start during the Ratio Study review process.

Click on your picture at the top right of Teams to get a list of options. Select Settings and check the box to auto-start the application.

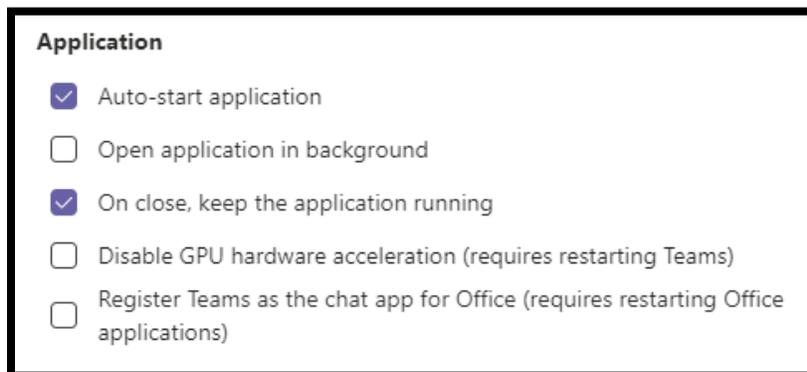


Figure 6: set up auto-start

STATE OF INDIANA



Using the Web

In a browser, you can find the Teams web app at <https://teams.microsoft.com/>. Teams works with Internet Explorer 11, Microsoft Edge, the latest version of Chrome, and the latest version of Firefox.

Enter your work or Microsoft email address and click “Sign in”.

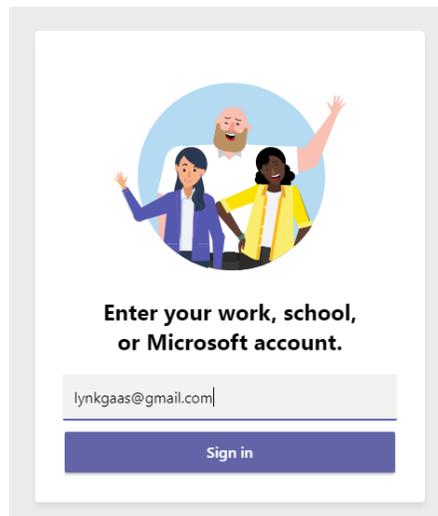


Figure 7: enter your email

Enter your password and click “Sign in”.

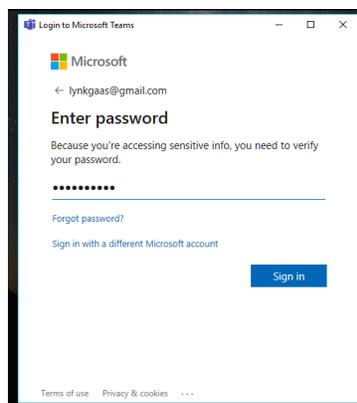


Figure 8: enter your password

STATE OF INDIANA



Select “State of Indiana (Guest)” from the drop down and click “Continue”.

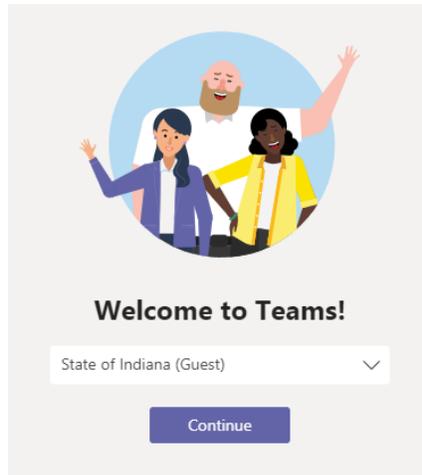


Figure 9: select Continue

Navigating the Microsoft Teams Screen

Section 1: Navigation Bar

The navigation bar is where you will see notifications about your recent activity, private chats, teams, meeting, files, and apps. Locate the navigation bar to the left of the Teams app.

STATE OF INDIANA

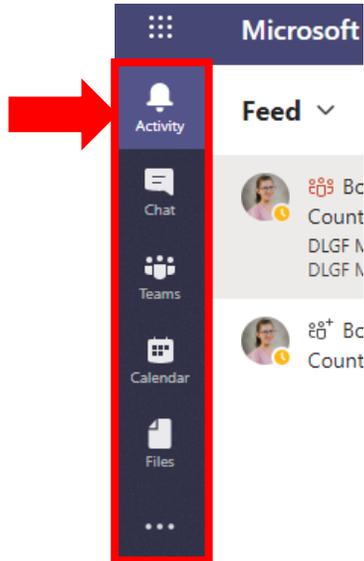


Figure 10: navigation bar

Section 2: Navigation Bar List

Navigation bar allows you to move around in Teams by selecting Activity, Chat, Teams, or Files.

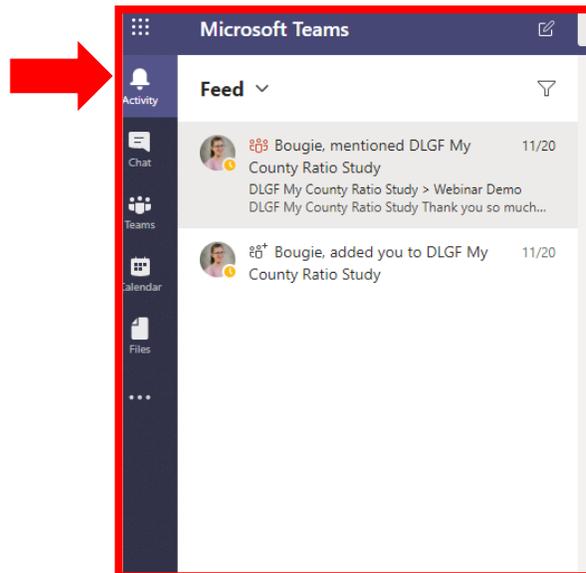


Figure 11: selection in navigation bar

Section 3: Navigation Tab Page

STATE OF INDIANA



This is your Main Workspace, where you can view the Conversations and Files tabs for the channel you are working in.

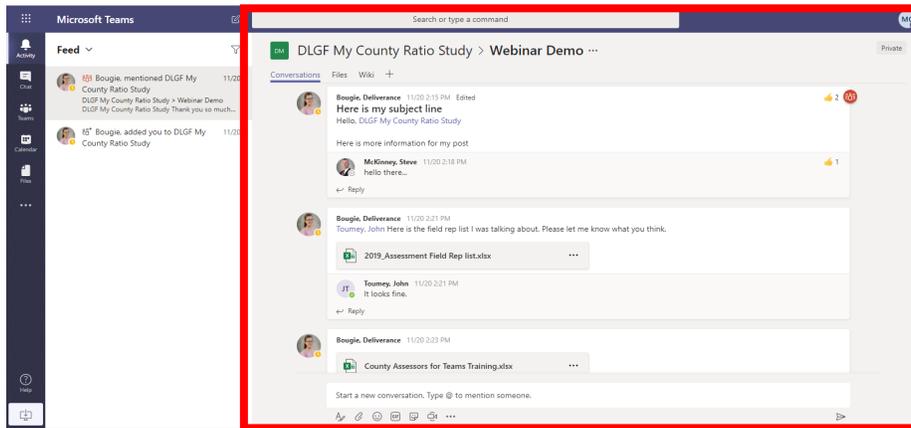
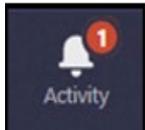


Figure 12: workspace in a Channel

Icons in the Navigation Bar

Activity Icon



Select **Activity** to view activity feeds that contain a summary of everything that's happened in the team channels you follow or a summary of your recent activity.

My Activity

Select “My Activity”, to will see a list of your own activity: where you replied to a comment, liked comments, posts, etc.

STATE OF INDIANA

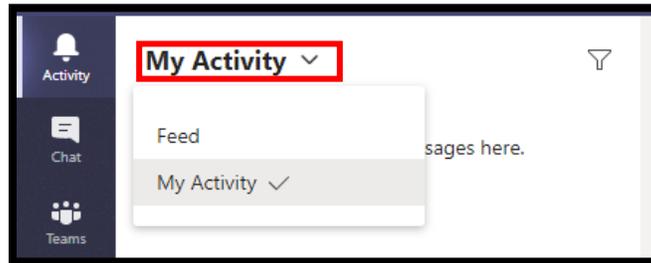
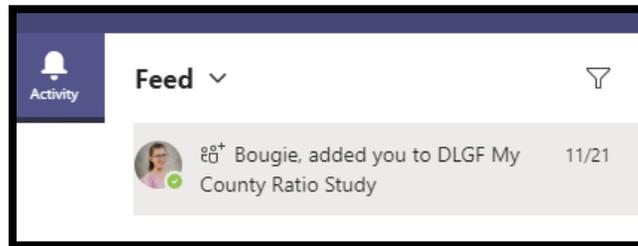


Figure 13: view activity for Feed or My Activity

Feed

Select “Feed” on the drop down to see recent changes that affect you: replies to your posts, @mentions, likes on your posts, etc.



Select one of those activities to navigate directly to the location of that change.

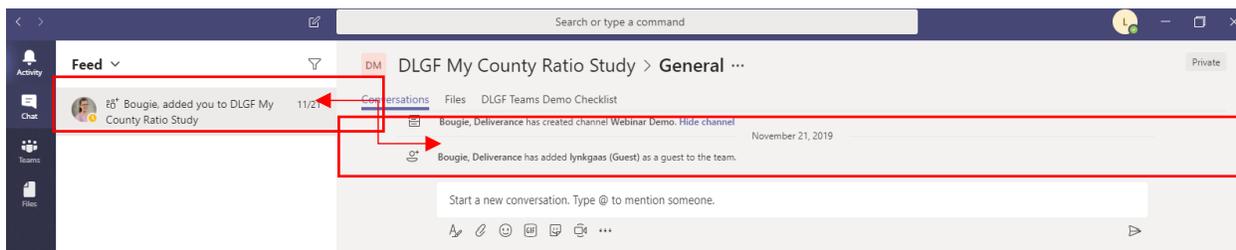
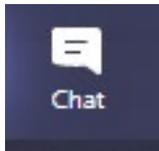


Figure 14: navigate to change by selecting activity in feed

STATE OF INDIANA



Chat Icon



Select Chat to view a list of your recent messages. You can browse the messages list, and open a message to write a reply or read a whole conversation. You can also check a contact's details and start a private chat.

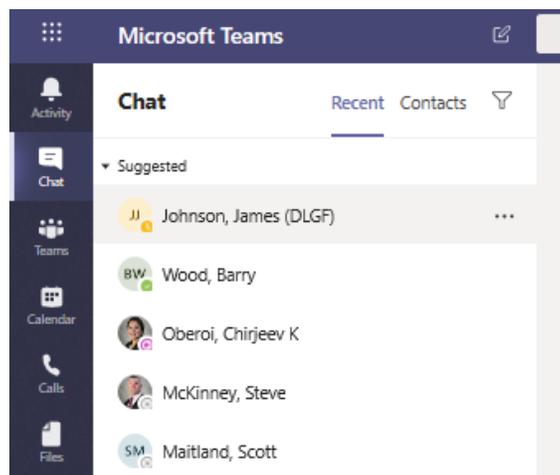


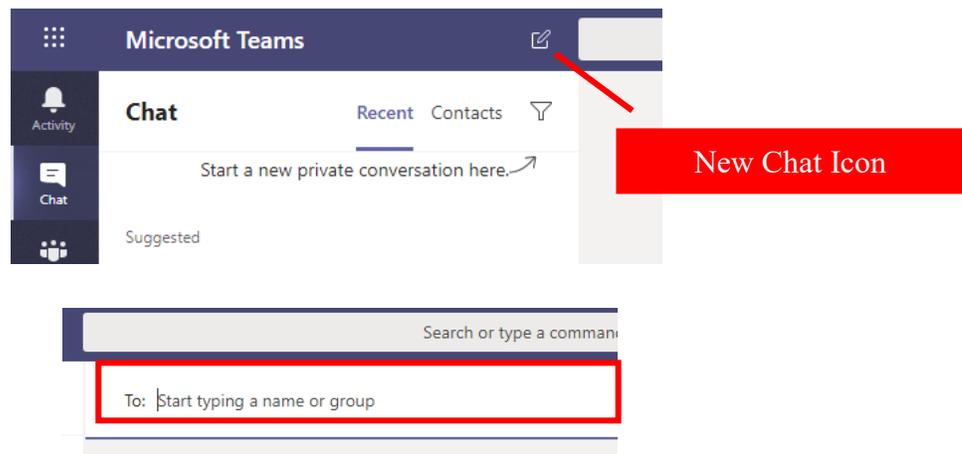
Figure 15: Chat

STATE OF INDIANA



Click on the “New Chat Icon”.

You will see the page changes from your most recently viewed chat, to a new chat with the option to start typing a name or group.



On the bottom of the page you can begin your message in the area that shows “Type a new message”. Hit enter to send your message. To type a message with multiple paragraphs or to format in other ways, select the formatting icon below the message bar.

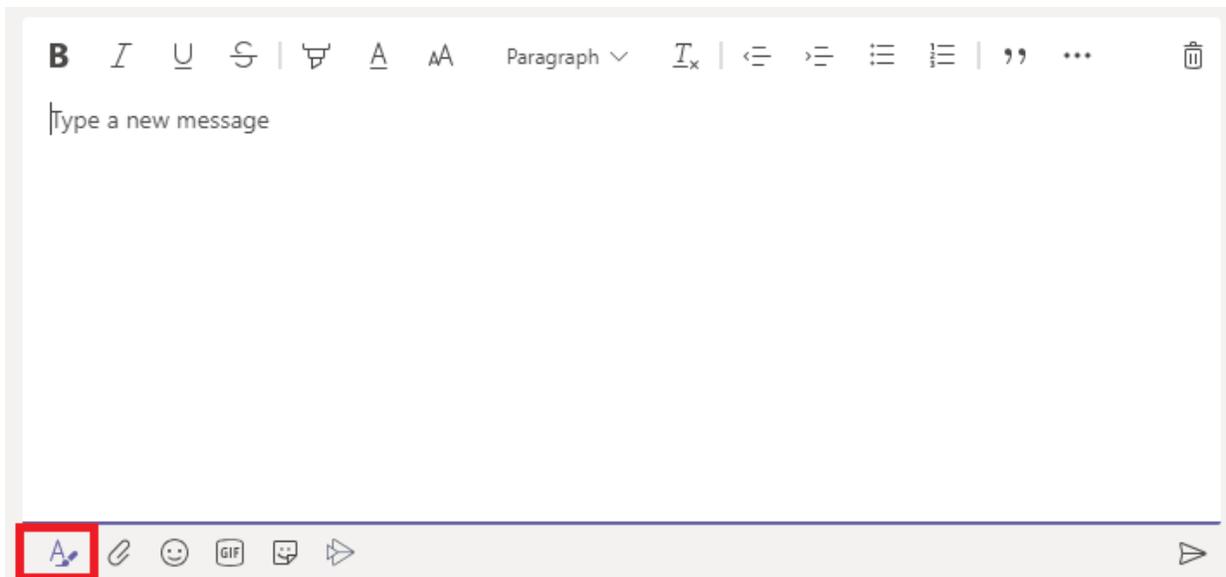


Figure 16: Format your message

STATE OF INDIANA

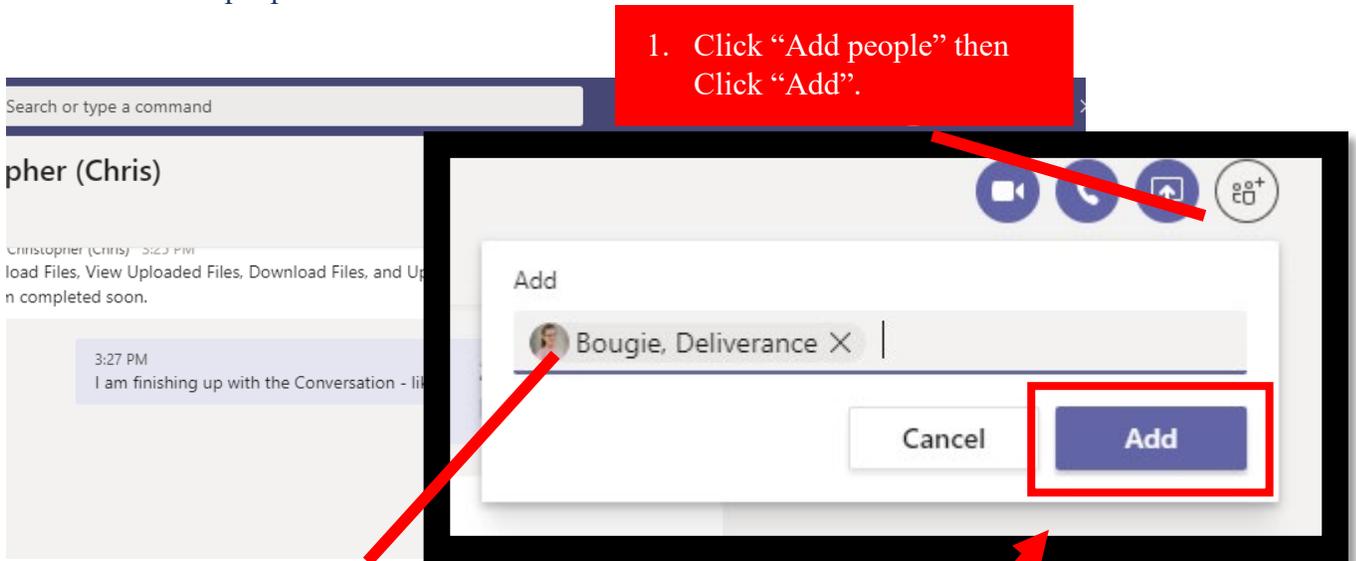


One to One Chat



How to identify a One to one chat - shows only one person on the channel section as well on the top of the Conversation Tab page.

Add new people to the conversation



1. Click "Add people" then Click "Add".

2. Type the person's name, select, and then click "Add".

STATE OF INDIANA



The added people will appear on the conversation. You can add as many people you want to include in the conversation.

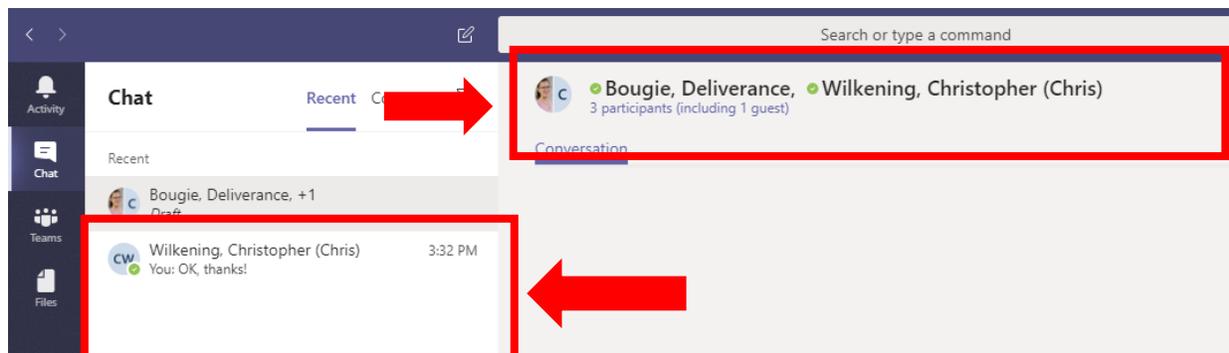
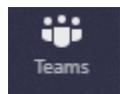
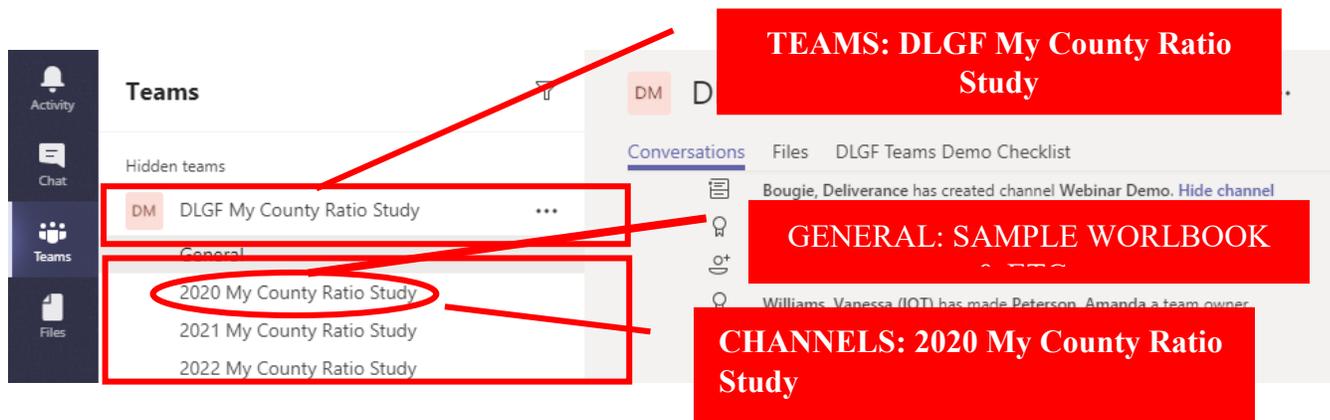


Figure 17: view participants in chat

Teams Icon



When you first sign in to the Microsoft Teams app, you land in the Teams view. The team with the most recent activity in your teams list is selected, and the team's activity in the General channel is displayed. You can browse your teams and select a team's channel. You can also access, modify, and contribute to the content of a team channel. For example, you can write a message or upload a file to share with your team.



STATE OF INDIANA



How to get to the Teams Page to Reply to a message and Start a new conversation.

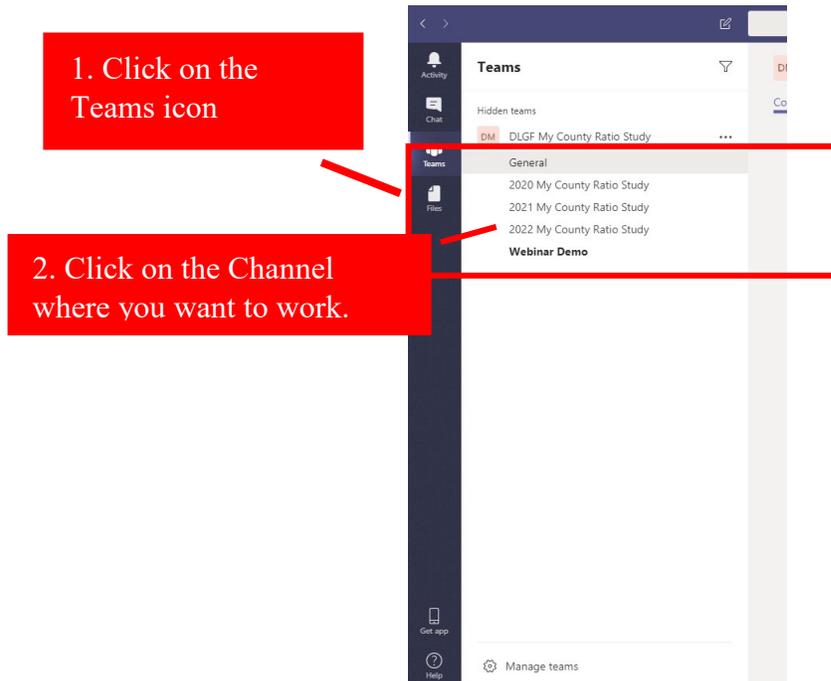


Figure 18: select the Channel where you want to work

“Liking” comments and replying to a conversation



Use the thumbs up (“like”) when you have reviewed a post or comment. It is important to acknowledge that you have seen it by “liking” the post. This notifies everyone in the Team that you have reviewed the post.

STATE OF INDIANA



When you are responding to a post, make sure you click on “Reply”. DO NOT type your reply in “Start a new conversation”.

1. Click on the “Teams Icon”.

2. Click on “DLGF My County Ratio Study”.

3. Click on “Conversation”.

4. Always click on the Like symbol or an emoji to acknowledge you read the post.

View the different conversations.

5. Click on “Reply” and type your comments and press “Enter”. Make sure you are replying to the right post.

6. Your reply will appear at the bottom of the post.

The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' icon is highlighted. The 'Hidden teams' section shows 'DLGF My County Ratio Study' with a 'General' channel selected. The main area shows a list of conversations, including 'DLGF Teams Demo Checklist'. A post by 'Bougie, Deliverance' is visible, with a 'Reply' button highlighted. A red box highlights the emoji reaction bar at the bottom of the post. A blue box points to the conversation list. A red box highlights the 'Reply' button in a separate view of the post.

STATE OF INDIANA



Using the @Mention

To start a new conversation on the Teams Page look towards the bottom of the Page. Click “Start a new conversation.”

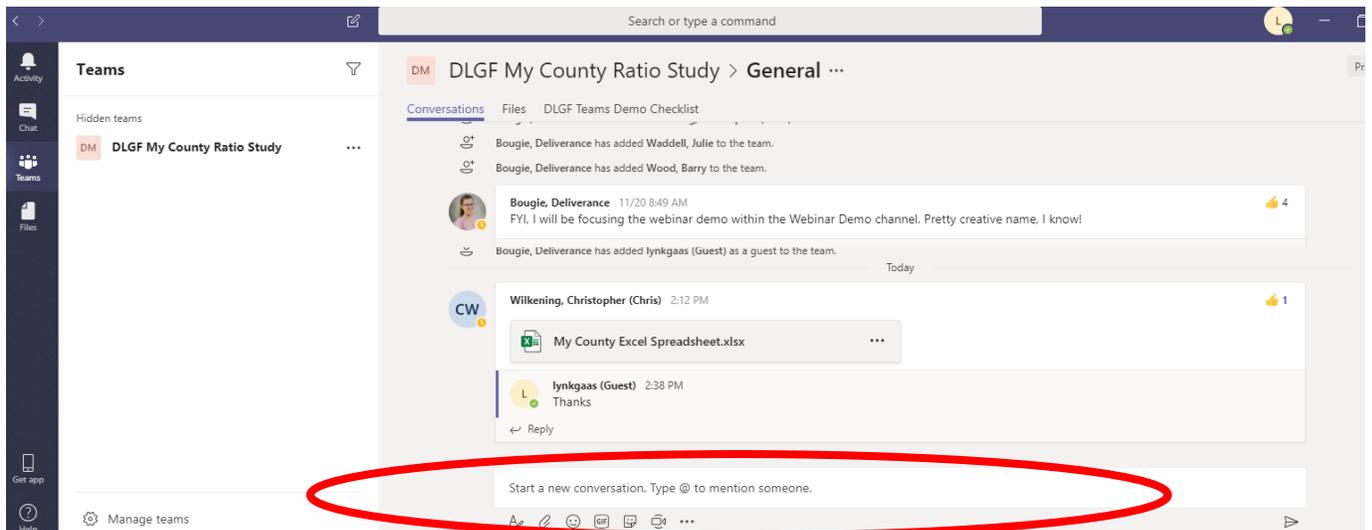


Figure 19: start a new conversation in a Channel

STATE OF INDIANA



Use the @mention to notify the relevant people for the post. To do this type @ then begin their name without a space. You should begin to see some name suggestions. Select the appropriate person.

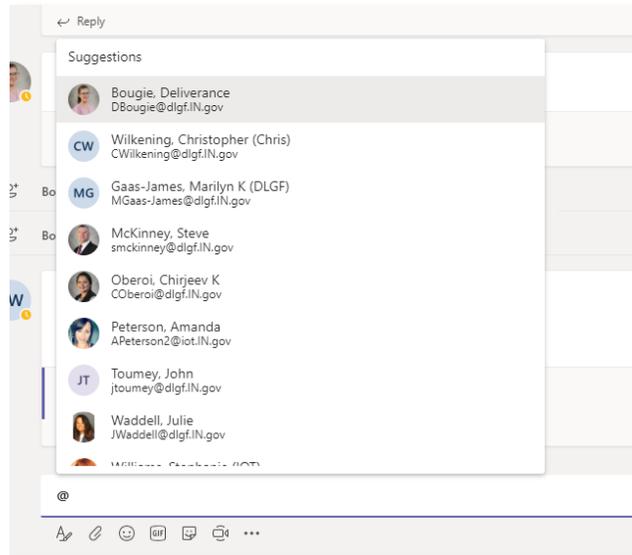


Figure 20: suggestions appear when you @mention

STATE OF INDIANA



Uploading Files

To upload a file to Teams, select the Files tab listed in the channel. Just below the channel name select “Upload”.

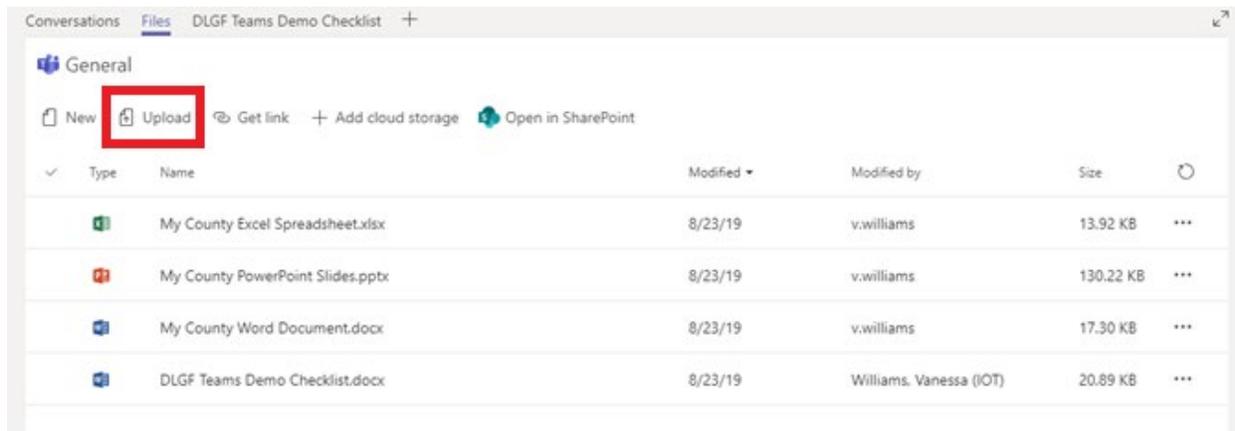


Figure 21: select "Upload" in the appropriate Channel to begin your file upload

A file menu will pop up allowing you to choose a file to upload. Click open and the file should appear in the listing below.

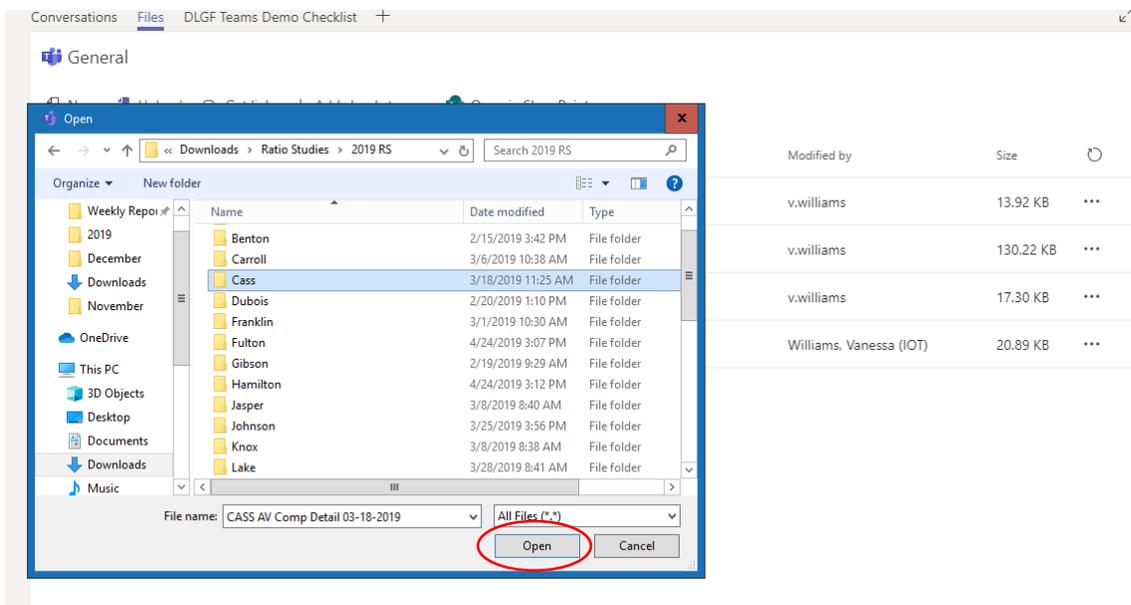


Figure 22: navigate to the location of your file on your computer and select Open

STATE OF INDIANA



To view the uploaded file, simply click on the file you wish to view. This will open the file within Teams. The file automatically opens in view mode.

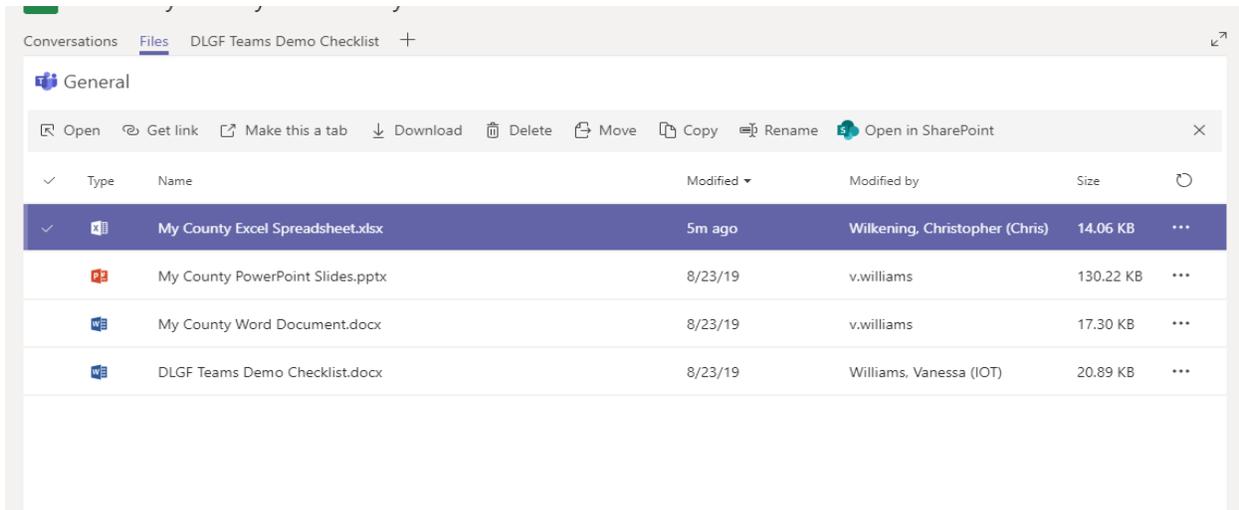


Figure 23: select the file you wish to view

If you would like to make changes within the file, simply go to the right side of the screen and click “Edit.” This will give you three options: Edit in Teams, Open in Desktop App, and Open in Browser.

- Edit in Teams will allow an individual to edit within the same window;
- Open in Desktop App will open a file within the program you chose (Word, Excel, etc.); and
- Open in Browser will open a new window contained in an internet browser.

For purposes of the ratio study process, only Edit in Teams should be used to make any changes.

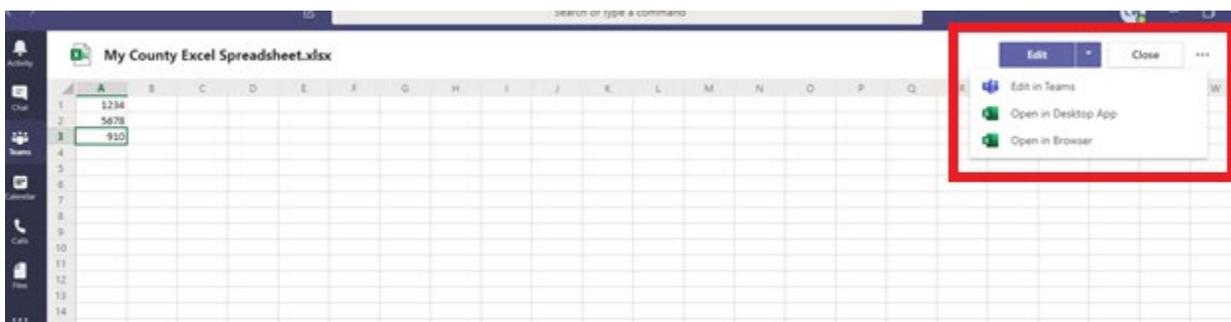


Figure 24: to edit file, select Edit and where you would like to edit

STATE OF INDIANA



In order to save any changes, click “Edit” and drop down to Edit in Teams. Make your changes then click “Close.” Any changes made should be reflected. It should also be noted that multiple users can edit at the same time, so a representative from the Department can help edit with a county at the same time.

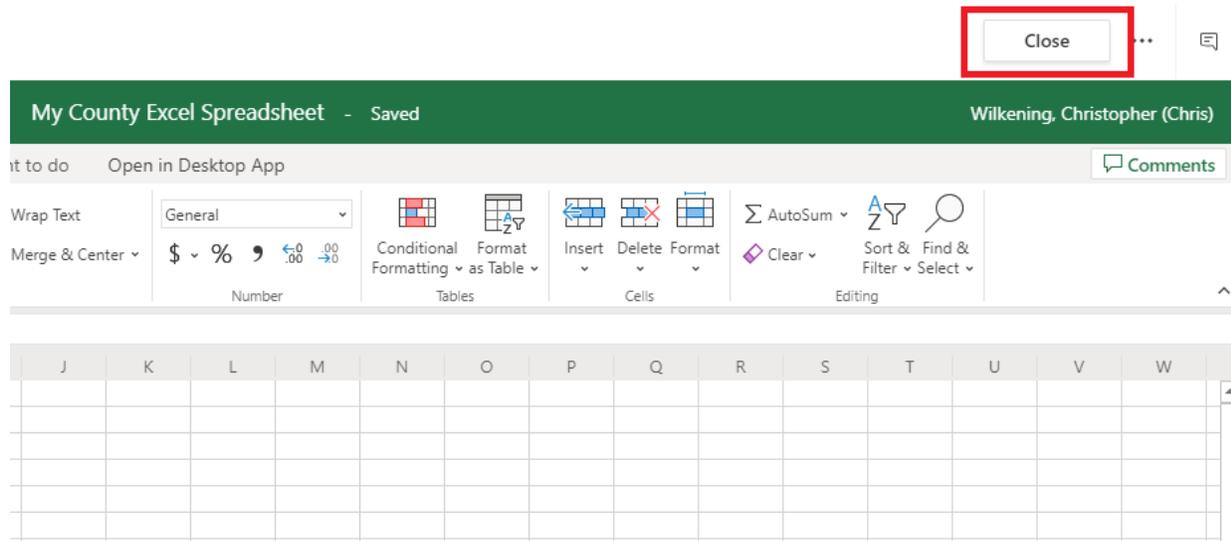


Figure 25: changes are made in real time.

STATE OF INDIANA



In order to download any file contained within the channel, proceed to the Files tab, find the file you wish to download, and click the “...” on the right side of the file. This will give you a menu, find Download and click. This should download the file to your designated Downloads folder.

****Caution** do not download to make changes to your file in Teams.** Downloading is only utilized if you would like to keep a copy of the file on your own computer. This is not necessary as files will always be available in Teams for those members.

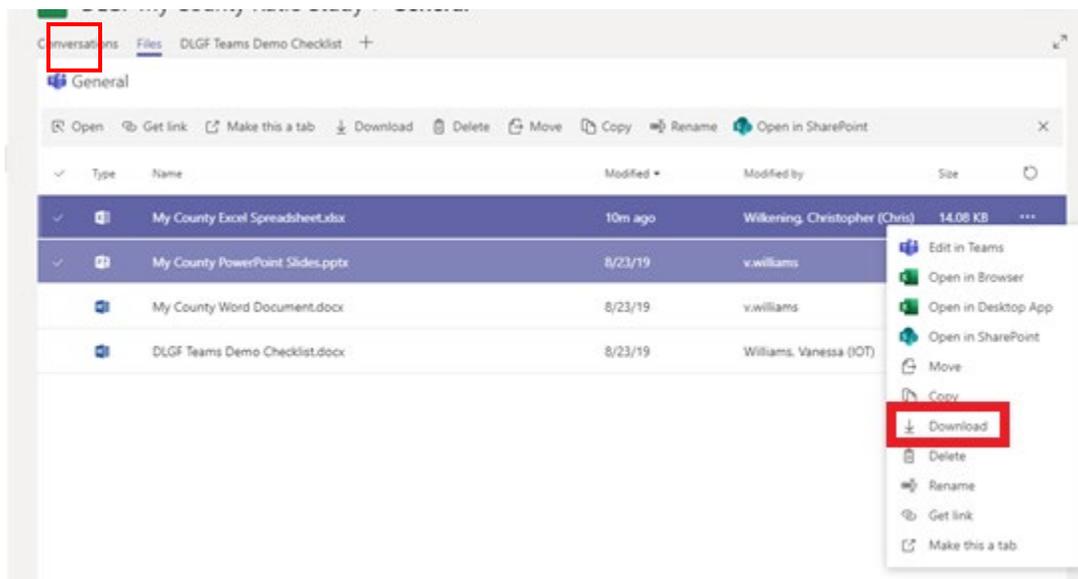
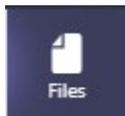


Figure 26: download a file for your own records

STATE OF INDIANA



Files Icon



Select Files to browse and open the files from your team's shared files in the native app, or edit them in Microsoft Teams. You can also download a file to your local device. **Remember, do not download files to make changes for the Ratio Study.**



Figure 27: view all of your recent files in Teams

Congratulations! You have successfully submitted and navigated Microsoft Teams for your 2020 Ratio Study. If you have any questions, please contact your Department Field Representative for further assistance.