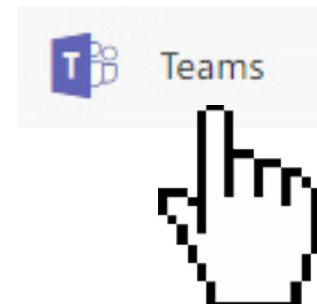


# Microsoft Teams - Getting Started



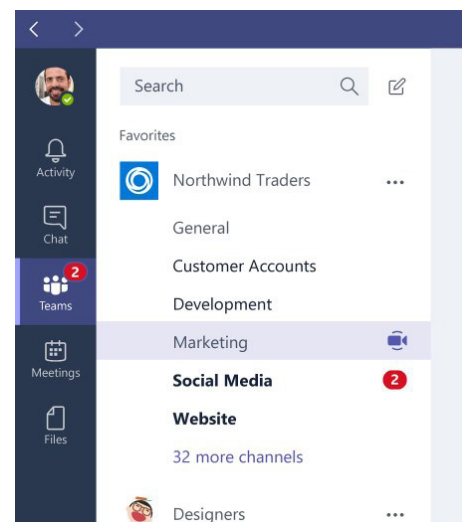
## Accessing Teams

- To access Teams, go to [365.lincoln.ac.uk](https://365.lincoln.ac.uk), and click on the Teams tile.
- When you access Teams, you will have the option to download Teams to your computer. If you are using a personal computer, or a University one that you do not share, you can download Teams. However, if you share your Computer with other users, please **do not download** Teams; instead, please continue to use [365.lincoln.ac.uk](https://365.lincoln.ac.uk)



## Teams, Channels & Tabs

- You can view any **Teams** that you are a member of on the left hand side.
- When you click on a team, you will see any **Channels** that have been created. Channels are a great way of splitting up the focus of discussion topics. For example, one channel could be created for each different piece of work that your team is doing. The Team owner can add or delete channels by clicking the three dots next to the Team's name, and clicking 'Add Channel'
- When you click on a channel, you will see any conversations that have taken place. At the top of the screen, you will see **Tabs** including 'Conversations' tab and a 'Files' tab. More tabs can be added to personalise the channel by clicking the Plus icon.



## Joining a Team

- If you have been added to a team by a colleague, you will receive an email. Click the link in the email to access Teams on [365.lincoln.ac.uk](https://365.lincoln.ac.uk)
- You will then be able to view any conversations and files that have been shared by the Team so far.
- If you would like to leave a team, click the three dots icon next to the Team name, and select 'Leave the Team'.

# Microsoft Teams - Getting Started

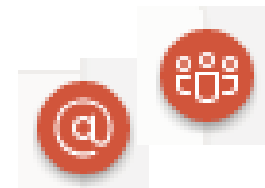
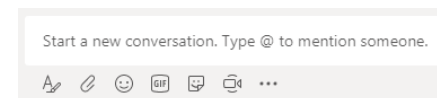


## Creating a Team

- When you first visit Teams, you will be asked if you would like to create a Team. If you would like to do this, choose an appropriate name and team members, when click Save.
- If you are already a member of a Team and would like to create another:
  - Click 'Join or create a team' at the bottom of the screen, click 'Create Team',
  - Choose the type of team you would like, then choose an appropriate name.
  - You can then add any description, and decide if you would like your Team to be private, or public (meaning anybody in the University can join your Team).
  - Click 'Next', then choose who you would like to be in your Team.

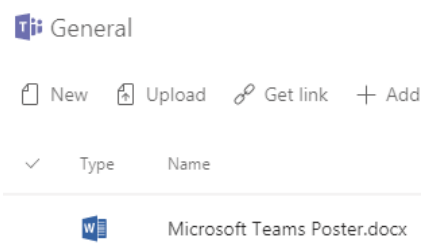
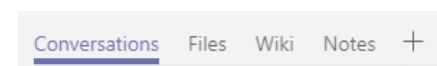
## Sending Messages

- You can send messages from any Channel to members of the Team you are in. To do this, simply type in the box at the bottom of the page. You can add attachments, smileys or other media to your message.
- If you would like to target anybody particular, type an @ sign before their name (e.g. @John Smith). This will notify that person that you have sent them a message.



## Storing Files

- Any document shared when sending messages will be stored in Teams, and can be viewed in the 'Files' tab of the channel that the message was sent in.
- Files can be stored directly in Teams, by clicking on the 'Files' tab of your desired channel, and clicking 'Upload', or by dragging files from your computer's folders.
- You can also create documents directly from Teams, by clicking New, and selecting the relevant format, which will open an office online page. This document will then be automatically stored in Teams.



## More Information

For more information on using Teams, go to Lynda.com (<http://lincn.eu/kr37>) or the Microsoft Help Centre (<http://lincn.eu/dm67>)