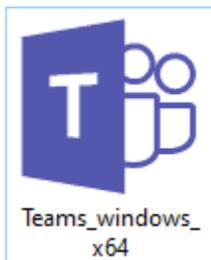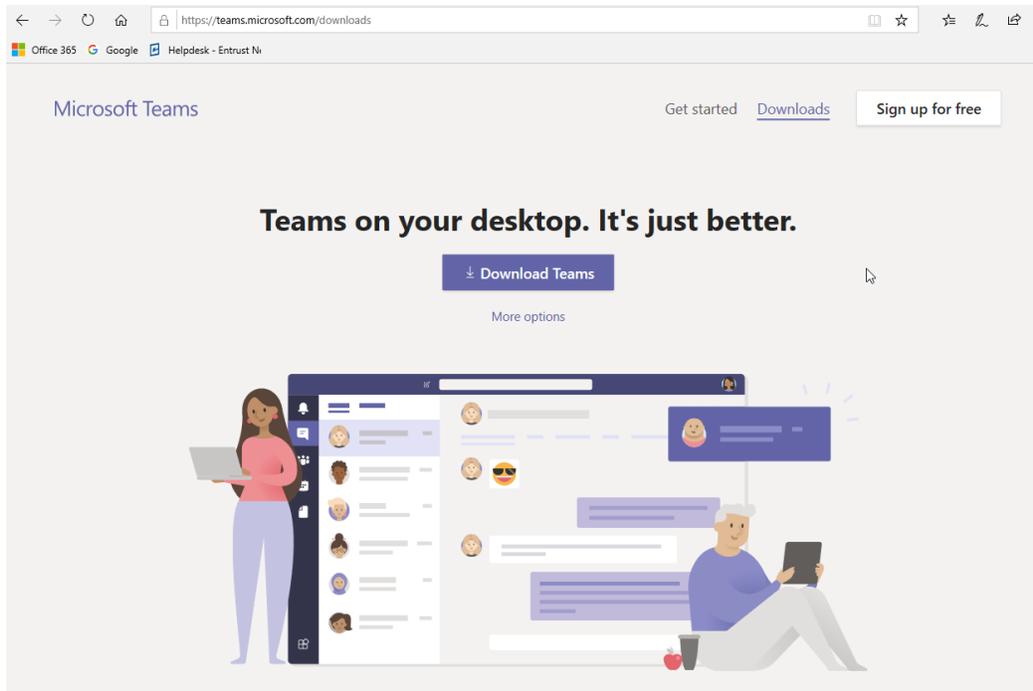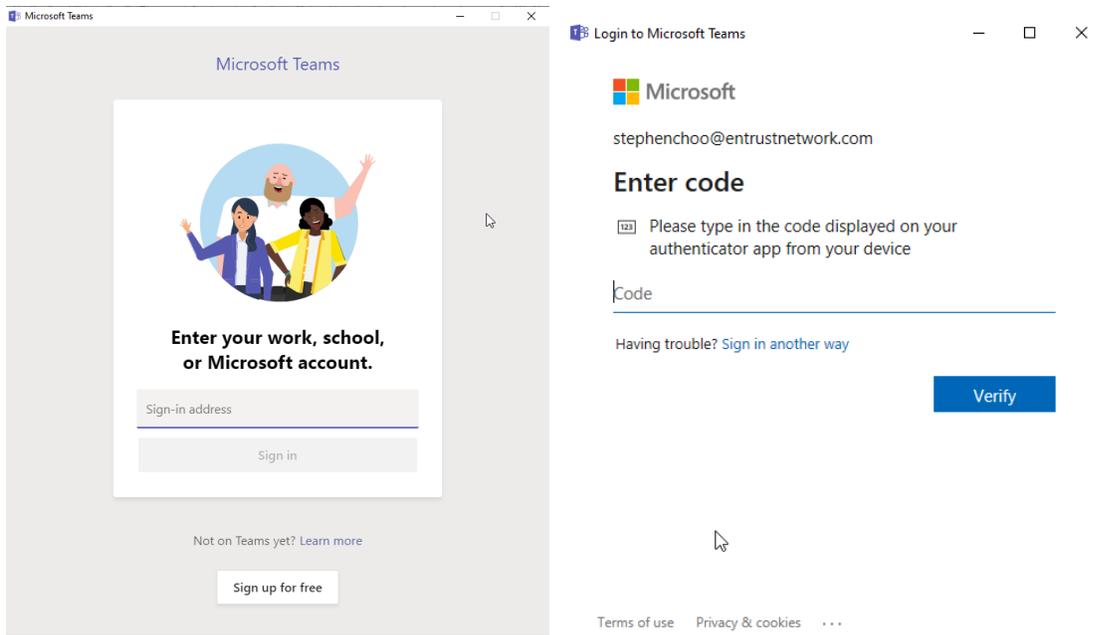# Microsoft Team – How To

Documented by Stephen on 24 March 2020

1. How to install Team for Windows

Desktop clients can be downloaded and installed by end users directly from
https://teams.microsoft.com/downloads

Download and install the Teams.

You need to enter the MFA code to login the Microsoft Teams if you have enabled the MFA.
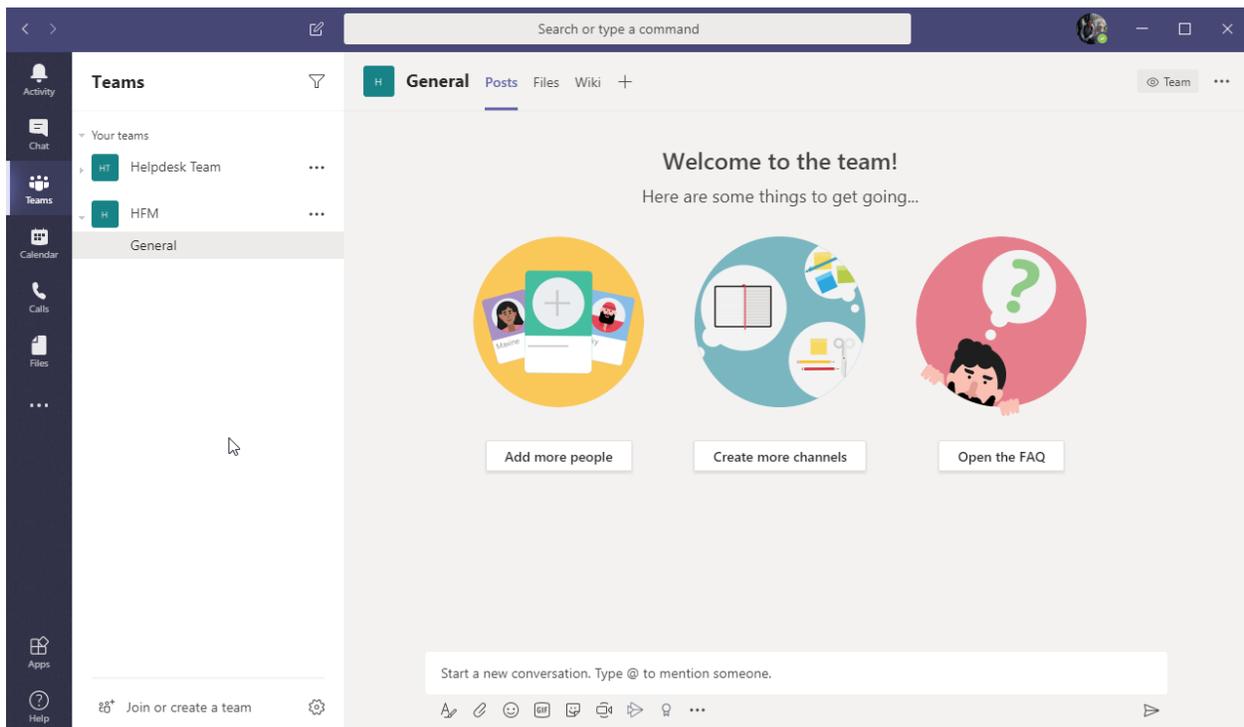
You have login the Teams successfully.

2. How to install Team for Mac

Go to Teams download page, https://teams.microsoft.com/downloads

Under Mac, click to Download. Administrative access is required to install the mac client.
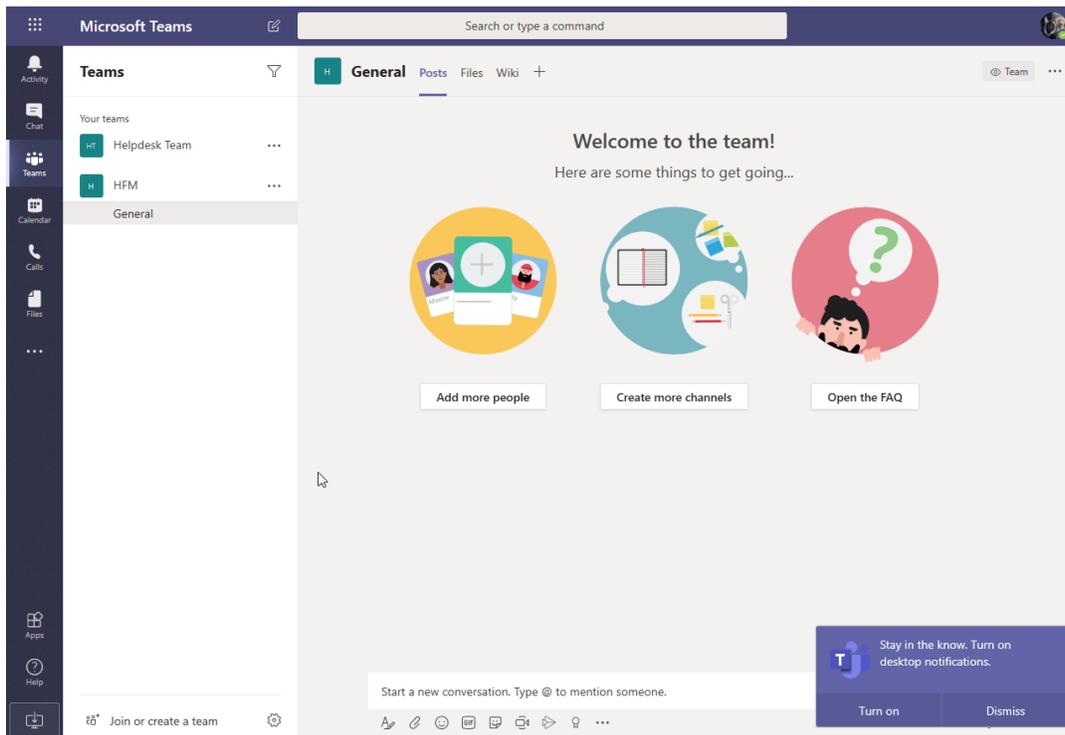

Double-click the **Teams_osx.pkg** file. Follow the installation wizard to complete the installation. Teams will be installed to /Applications folder. It is a machine-wide installation.

3. How to access Team using web browser

Go to https://teams.microsoft.com and then click "**Use the web app instead**"
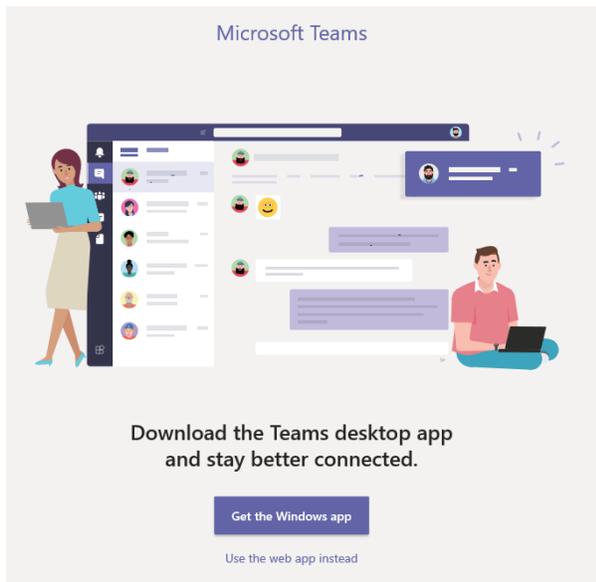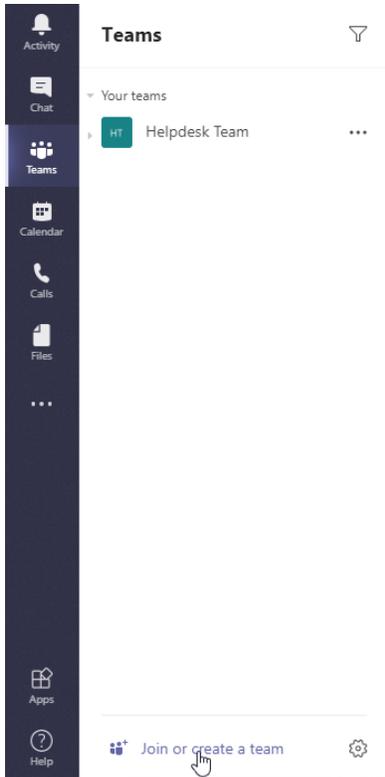

Follow the on-screen instruction to login Teams.

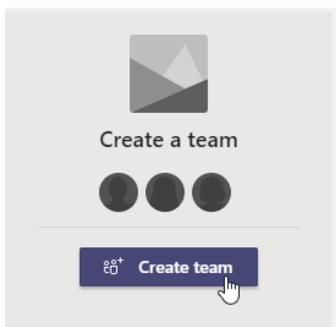
You can choose to **Turn on** the desktop notifications.

** Note: We recommend to download and install the TEAM app. We tested using different browser and some features are not available.
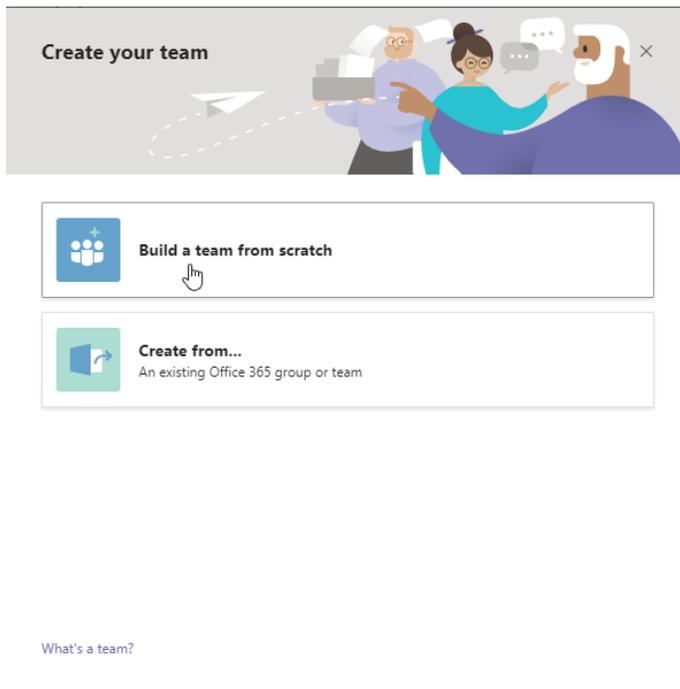
4. How to create a Team
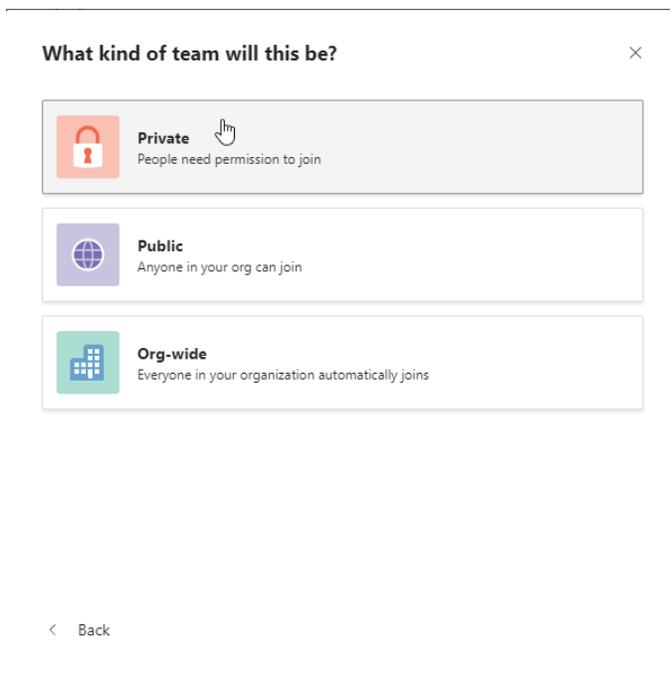
In Teams, click **Join or create a team**

Click **Create team**

Select Build a team from scratch

Select the kind of team that you want to create.

Enter the team name and then click Create

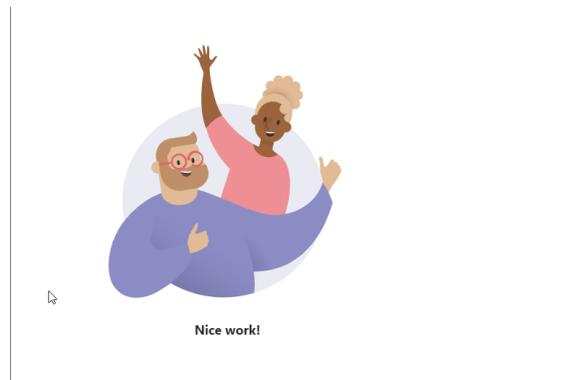Some quick details about your private team   ×

Team name

HFM   ⊘

Description

Let people know what this team is all about

‹   Back   **Create**

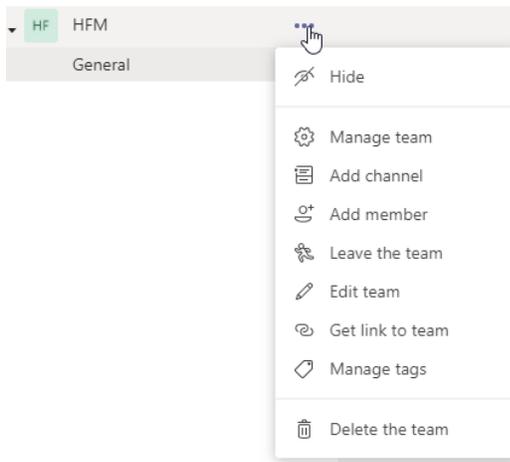The team is created successfully.

Nice work!

Add members to HFM team. You can add the team member later by clicking Skip

Add members to HFM

Start typing a name, distribution list, or mail enabled security group to add to your team.

Start typing a name or group   Add

Skip

5. How to add team member

In Teams, click **…** to display more options. Click **Add member**

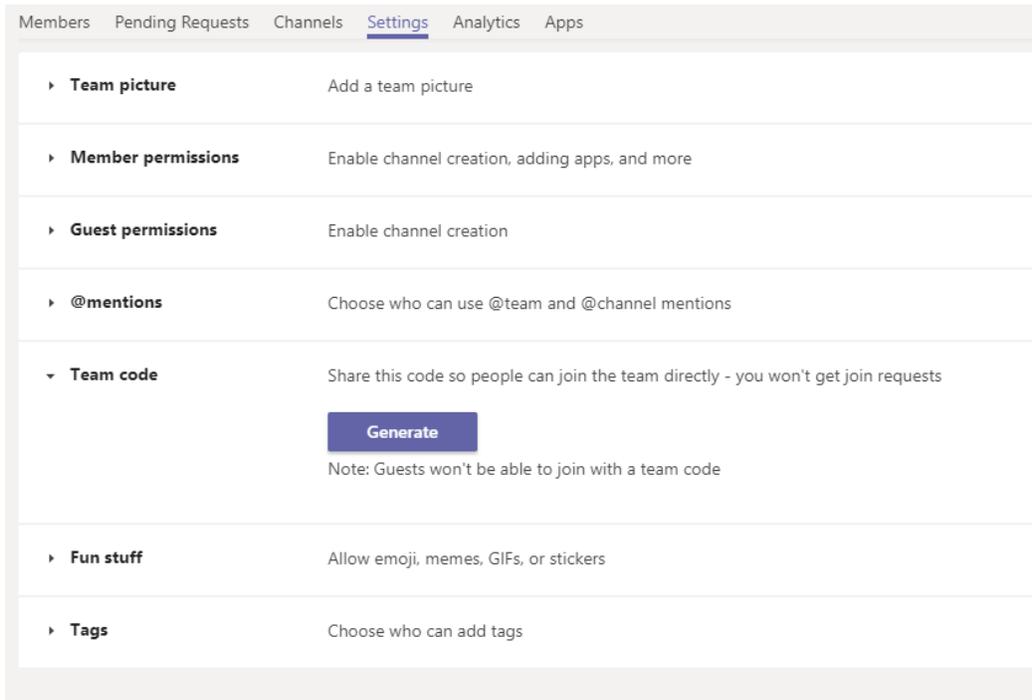Enter the email address and click **Add**

In Teams, click **…** to display more options. Click **Get link to team** to invite people to Team.

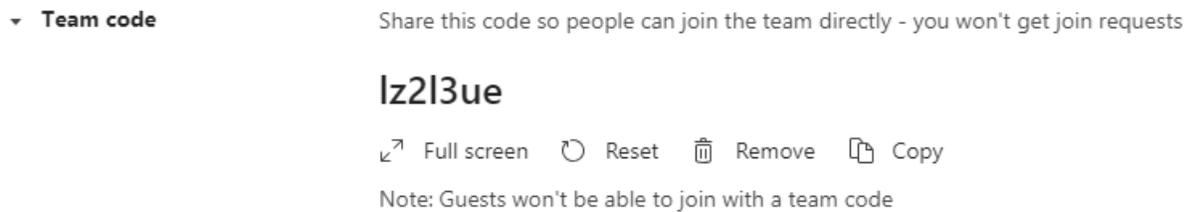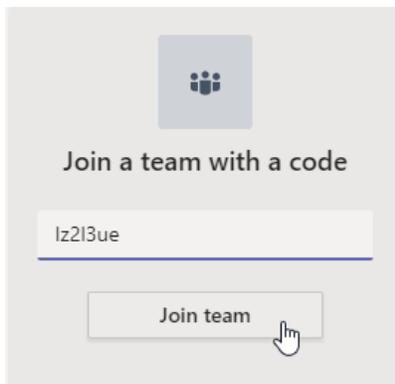Copy and email the link to the people that you want to invite

In Teams, click **…** to display more options. Click **Manage Team** to edit the team settings

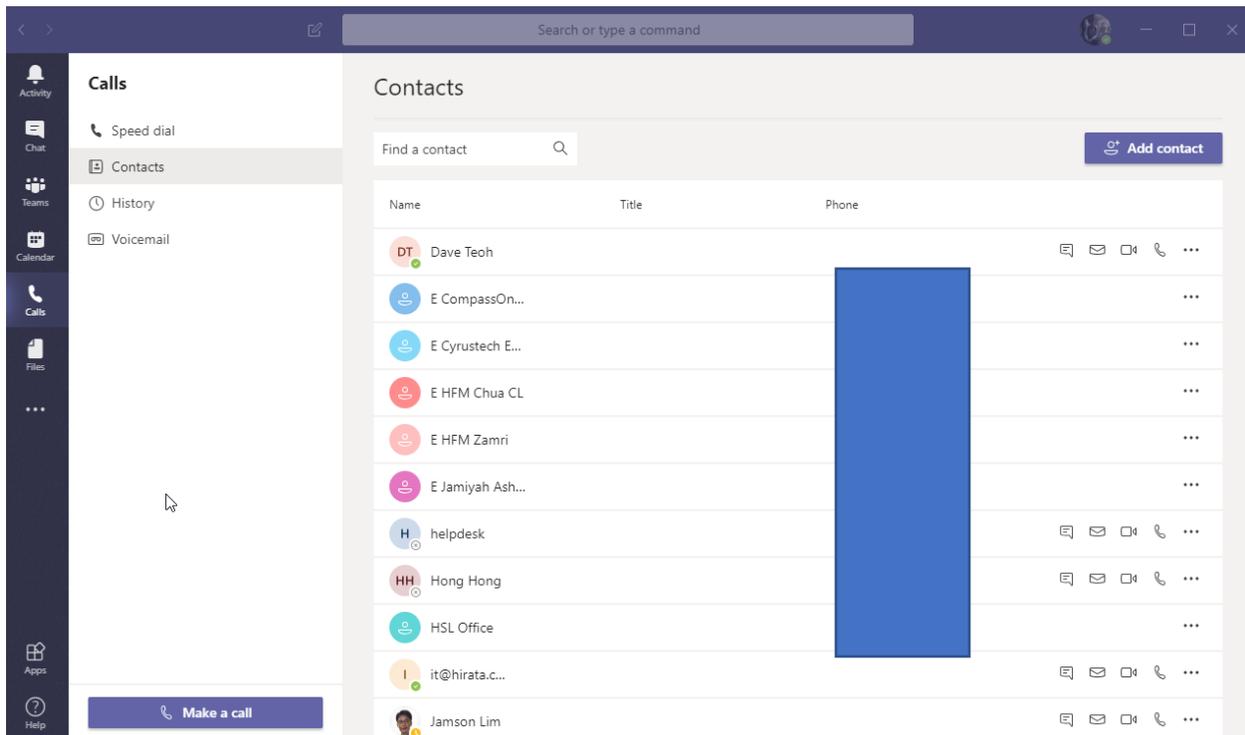In Team code, click **Generate** to generate the team code for other to join the team

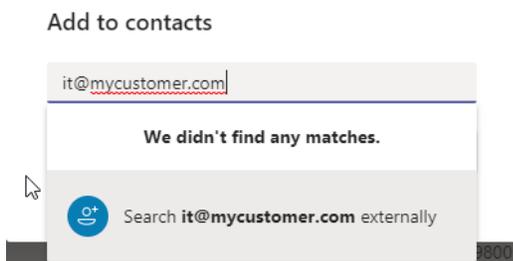Enter the team code and click **Join team**

6. How to manage contact

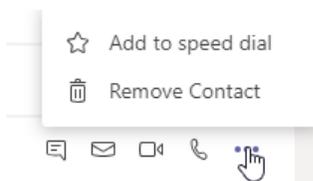Go to **Calls** → **Contacts**, click **Add contact**

Enter the email address and then select **Search externally.** After the contact was found, click **Add** to save the contact

To delete a contact, select the contact and then click the **…** to display more Options.

Click **Remove Contact** to delete the contact from the contact list

7. How to video call (one to one)

Select the contact, click the Video Call icon to start the call

When users initiate a call using the Microsoft Teams client for the first time, they might notice a warning with the Windows firewall settings that asks for users to allow communication. Users might be instructed to ignore this message because the call will work, even when the warning is dismissed.
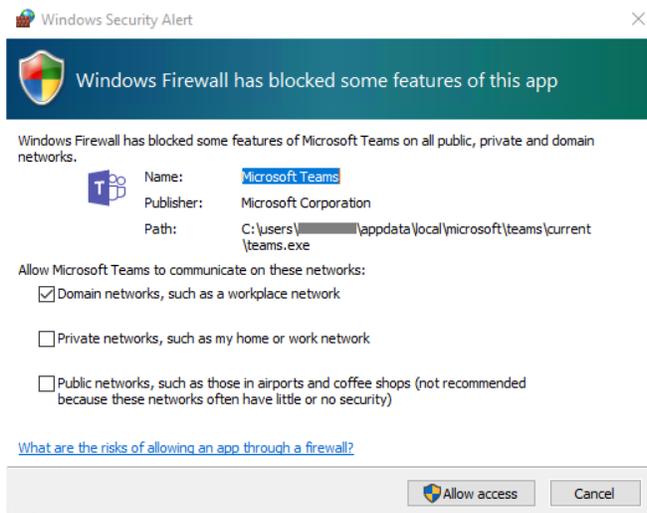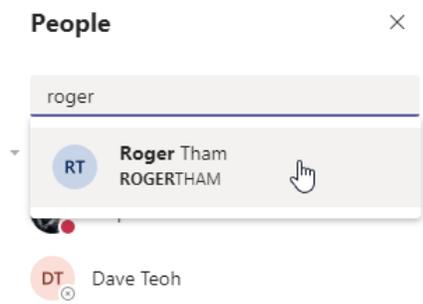
8. How to host video call (multiple user)

Start a one-on-one video call then click Show participants to invite people to join the video call
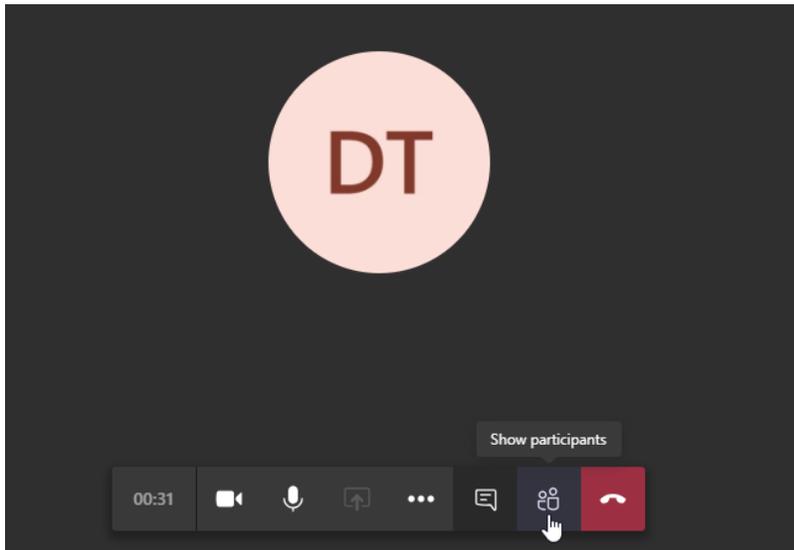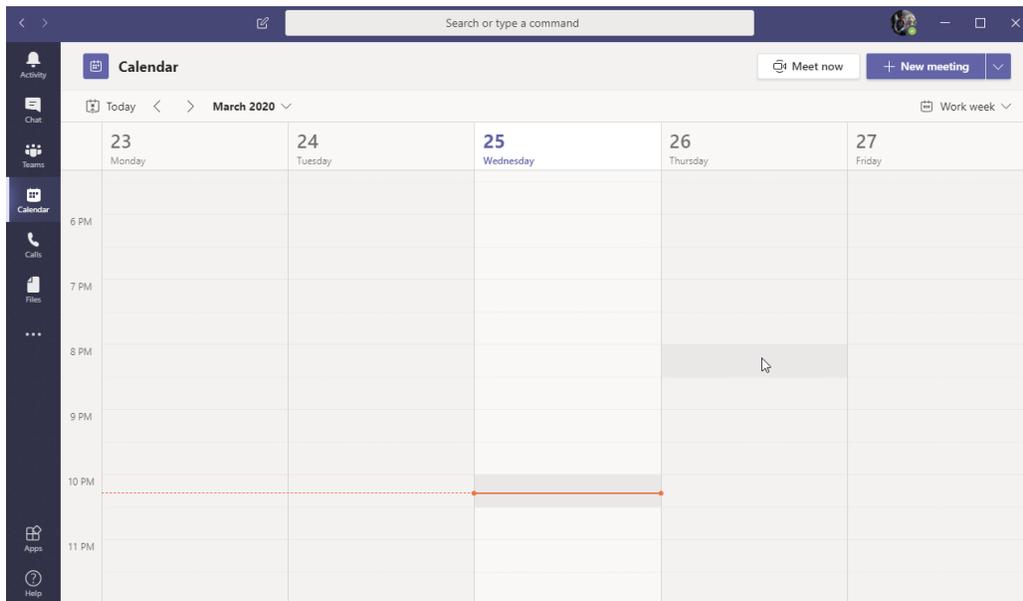

Enter the people email address or the user name to invite people to join the video call

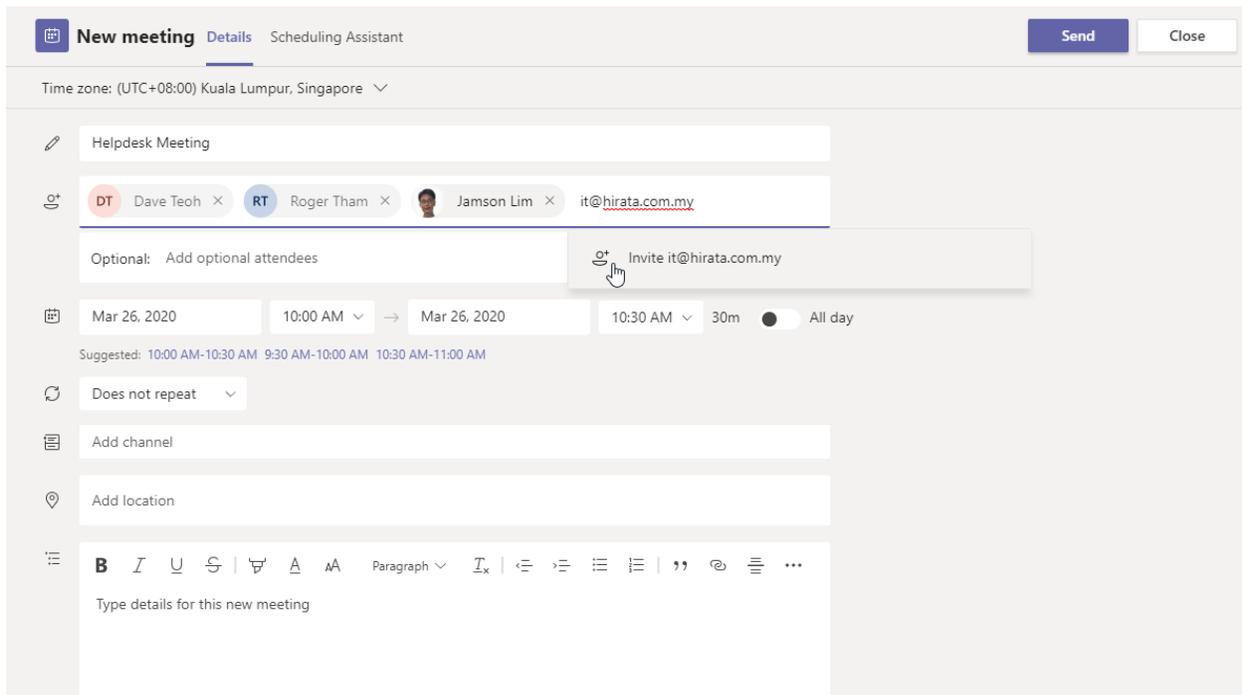## 9. How to schedule video call in advance

In Calendar, click **New meeting**

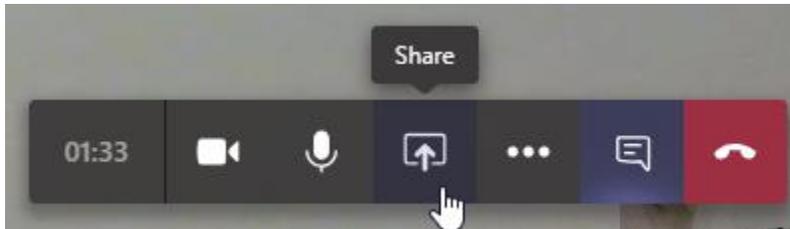Add the Attendees, edit the date and time, meeting info

Add external attendees, click **Invite**. The meeting schedule will show on the external attendee calendar
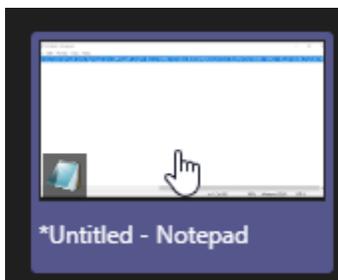
Click **Send**

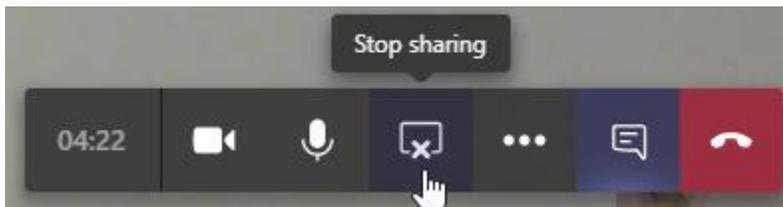## 10. How to share document on screen

In video call, click the **Share** icon.

Select the document that you want to share on the screen
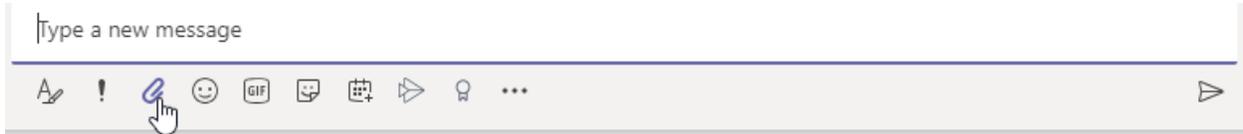

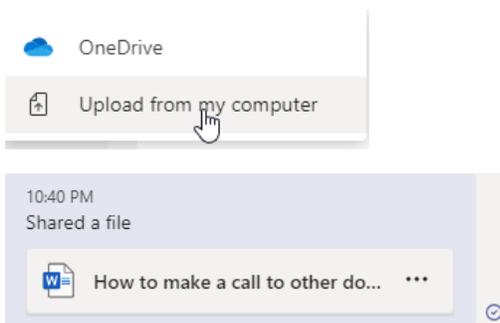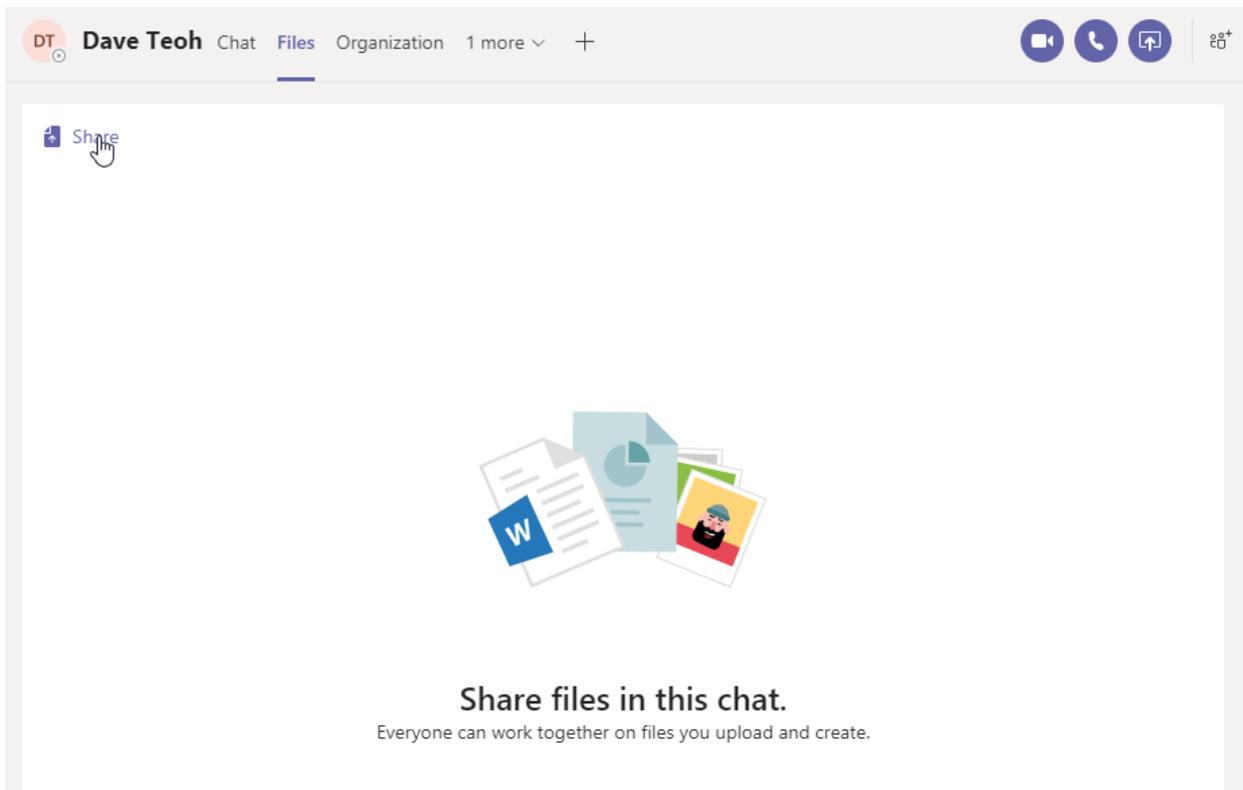In video call, click the **Stop sharing** icon

11. How to share document on drive

To send a file in a one-on-one or group chat, select **Choose file** 📎 beneath the compose box, select the file you want to share, and then send.

You can also upload a file by going to the **Files** tab and clicking **Share**. You can select a file from your computer or OneDrive for Business account.
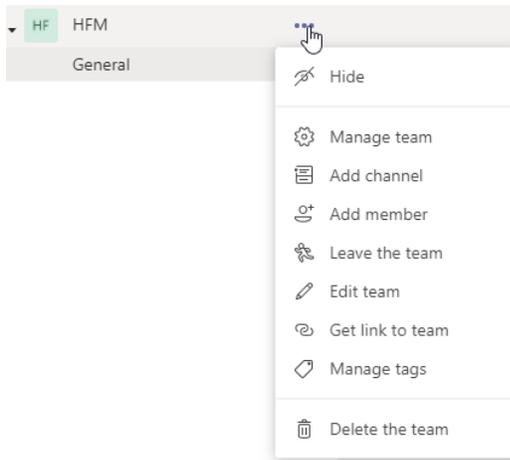
12. How to invite guest

To add a guest to your team in Teams:

Select **Teams** and go to the team in your team list.

In Teams, click **…** to display more options. Then click **Add member**.

Enter the guest's email address. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can join your team as a guest.

Note: If you receive a "We didn't find any matches" error while trying to add a guest, your organization doesn't allow guests.

Add your guest's name. Select **Edit guest information** ✎ and type a friendly name for them. Be sure to take the time to do this now—you'll need the help of an IT admin to do it later.

13. How to allow guests (other organizations)

By default, guest access is turned off. As the Office 365 admin, you must turn on guest access for Teams before the admin or team owners can add guests. To turn on guest access, use the Guest access checklist.

After you turn on guest access, it takes 2-24 hours for the changes to take effect. If a user sees the message "Contact your administrator" when they try to add a guest to their team, it's likely that either guest access hasn't been turned on or the settings aren't effective yet.