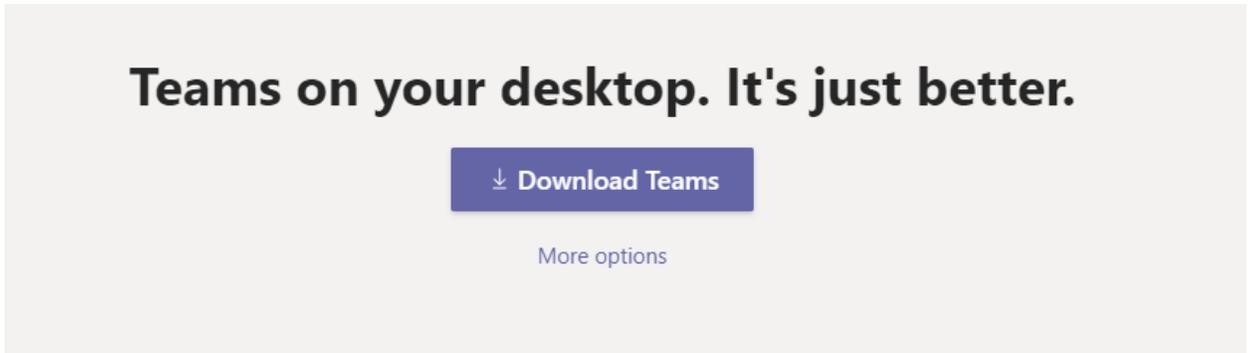


# How to Use Teams

Teams is the hub for teamwork in Office 365. Invite everyone you work with to chat, meet, call, and collaborate all in one place, no matter where you are.

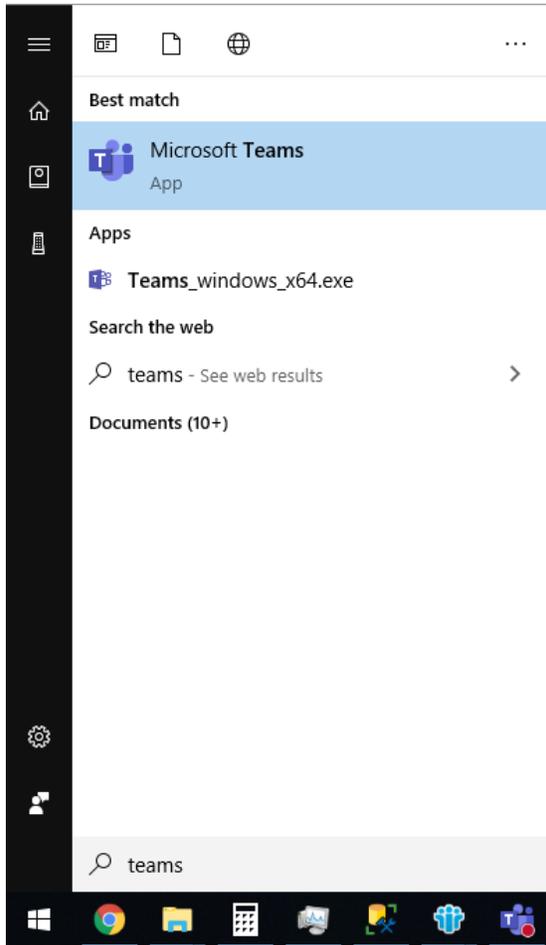
## Installing Teams

1. Navigate to <https://teams.microsoft.com/downloads>
2. Select **Download Teams**



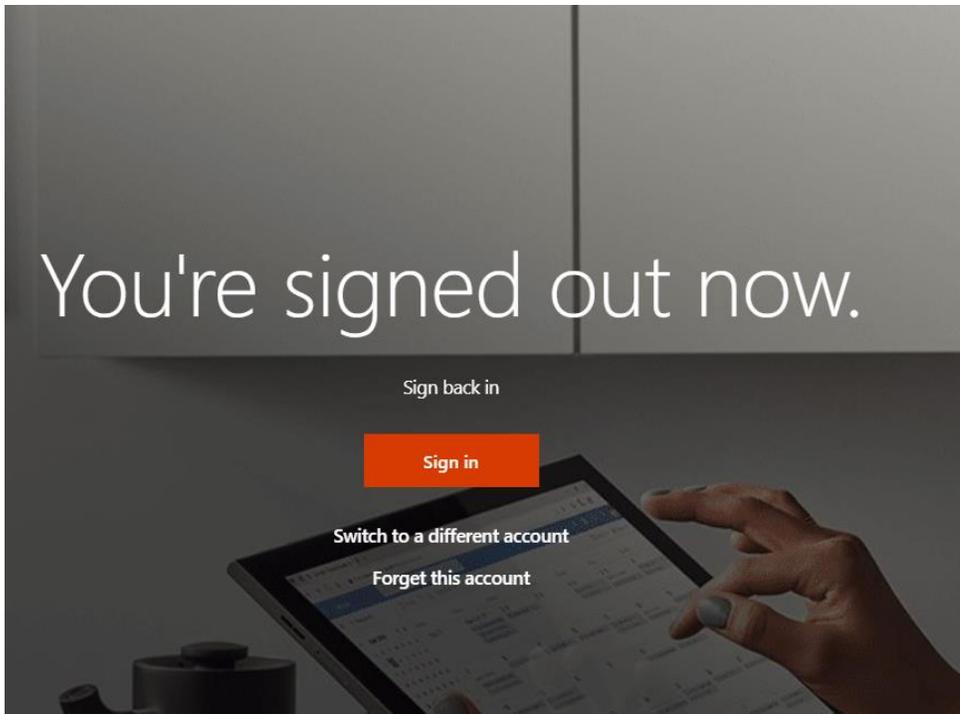
3. Follow the installer instructions

4. Once Teams has been installed, quickly access it by opening the **Start**  menu and searching *Teams*

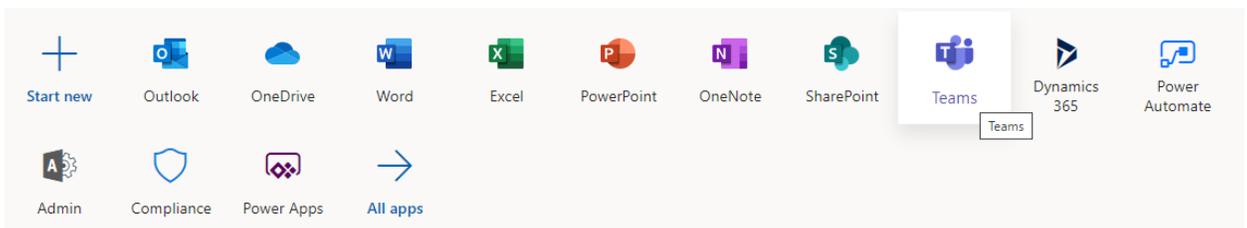


## Accessing Teams on the Web

1. Navigate to <https://office.com>
2. Sign-in to your Office 365 account using your TRCA email and password. You may already be signed in.

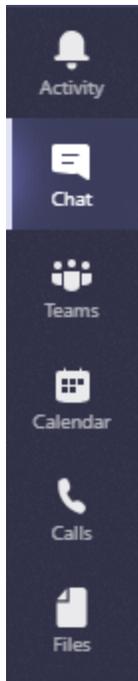


### 3. Select Teams



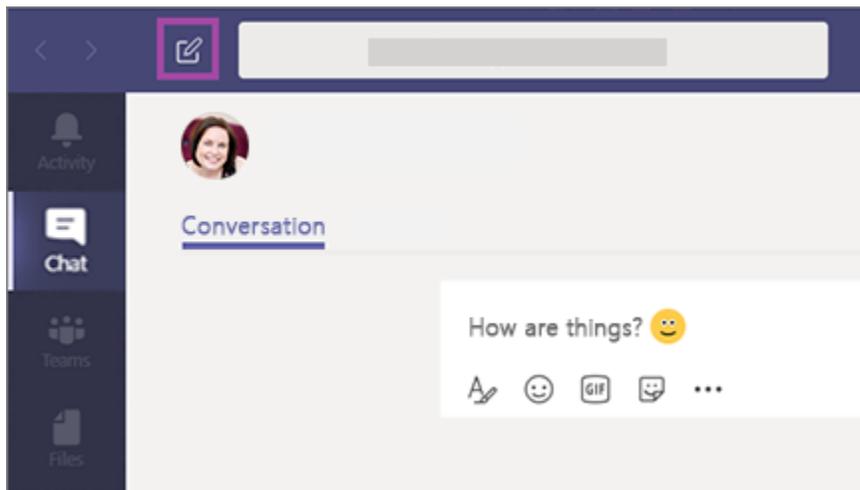
## View a chat

Select **Chat** to view recent chats or start new chats.

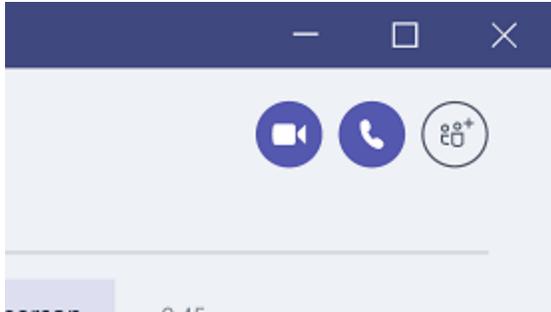


## Start a chat

1. Select **New chat** .
2. Type the name of the person or people you want to contact.
3. Select the down arrow to add a name to your chat group.



## Make video and audio calls from a chat



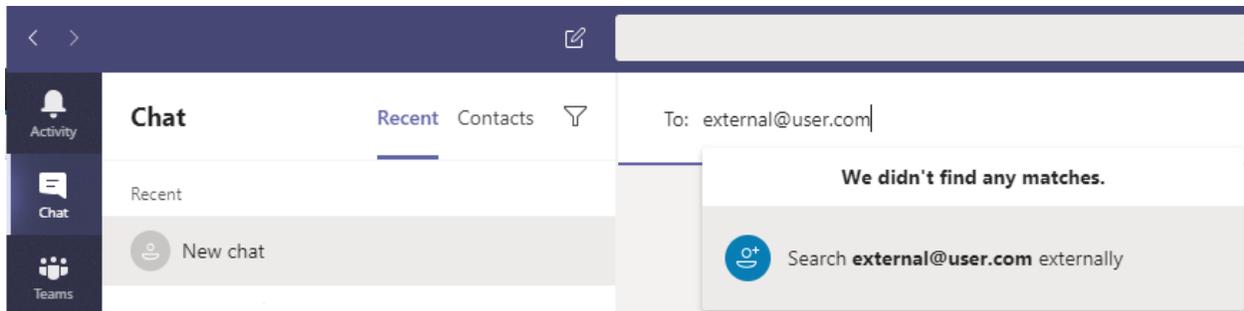
Select **Video call**  or **Audio call**  to call someone directly from a chat.



## Adding External Users

Sometimes you'll want to collaborate with people who aren't in your team's organization. A lot of times you'll be doing that in email, but if you want to collaborate with them in Teams, you can add them as an external user.

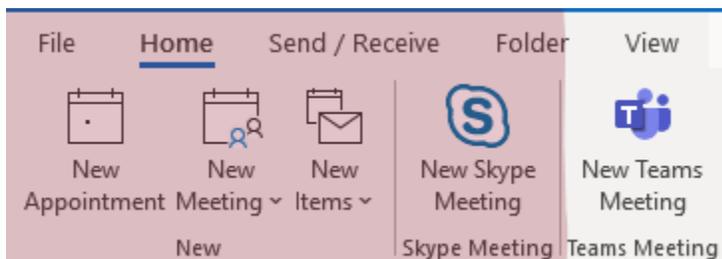
1. Select **New chat** .
2. Type in the email address of the external user you would like to chat with
3. Search user externally
4. Select the external user that matches
5. You may now chat with and call the user you have invited.



## Schedule a Teams meeting from Outlook

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



Add your invitees to the **Required** or **Optional** fields—you can even invite entire groups. Add your meeting subject, location, start time, and end time. Then click **Send**.

 You haven't sent this meeting invitation yet.  
This appointment conflicts with another one on your calendar.

 Send	From			
	Title			
Required				
Optional				
Start time	Fri 3/13/2020 	3:00 PM 	<input type="checkbox"/> All day	<input type="checkbox"/>  Time zones
End time	Fri 3/13/2020 	4:00 PM 	<a href="#">Make Recurring</a>	
Location	<a href="#">Microsoft Teams Meeting</a>			

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### [Join Microsoft Teams Meeting](#)

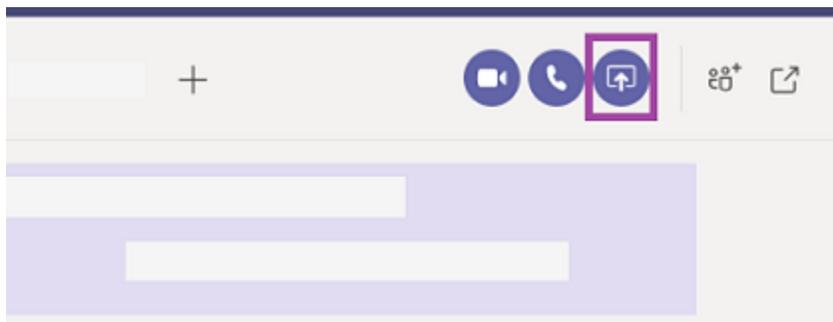
[Learn more about Teams](#) | [Meeting options](#)

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You can also invite people from outside your organization from Outlook.

## Share your screen

When you're chatting with one or more people in Teams, you can instantly share your screen. Go to the chat controls in the upper-right corner and select **Share** .

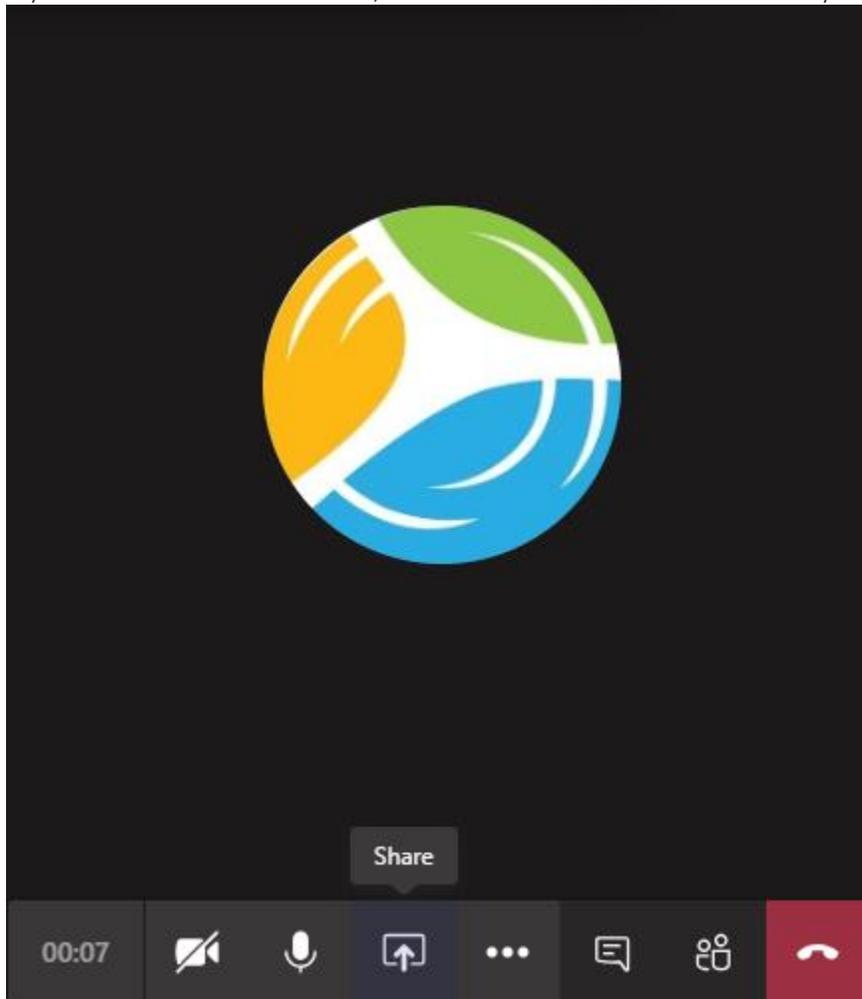


Choose a window to share that specific program and its content or select **Desktop** to share everything on your screen.

The other participants in the chat will receive a notification asking them to accept your screen share. Once they do, they'll be able to see your screen and continue the chat.

When you're done sharing, go to your meeting controls and select **Stop sharing**.

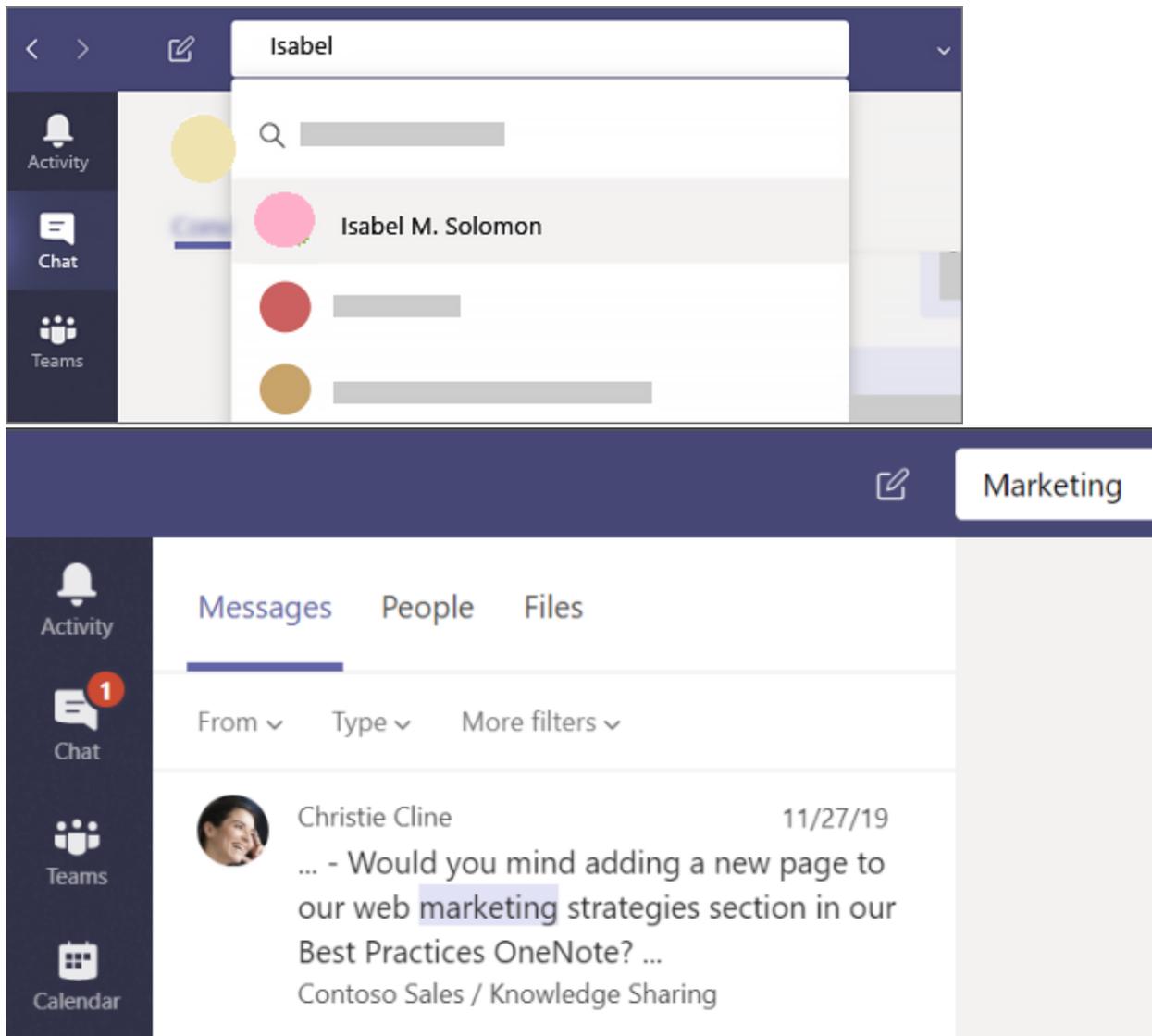
If you are in an audio-visual call, select the center **Share**  button of your call toolbar



## Find an old message

In Teams, you can find and resume a previous conversation. No matter how many times you've spoken to that person, it's all in one place.

All your old messages are saved, and you can search for them (and people, chats, and files) using the command box at the top of your screen. Click the conversation you want to resume.



To search for an attachment, look in the Files tab above your search results. You can click Filter  button to narrow your results.