

Introduction to Teams

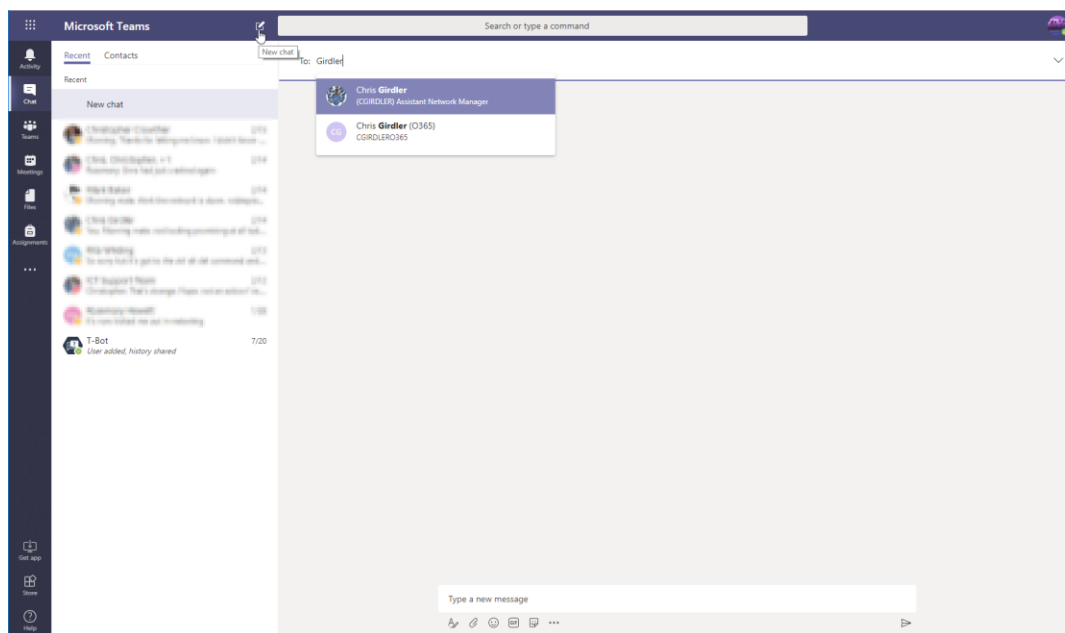
Teams is a communication platform that combines workplace chat, file storage, and full Office 365 integration. This suite provides users with the ability to communicate personally and with the teams you work with. Teams is available for use on the web as well as on mobile platforms, allowing you to stay in touch and collaborate while on the move.

Instant Chat (Staff Only)

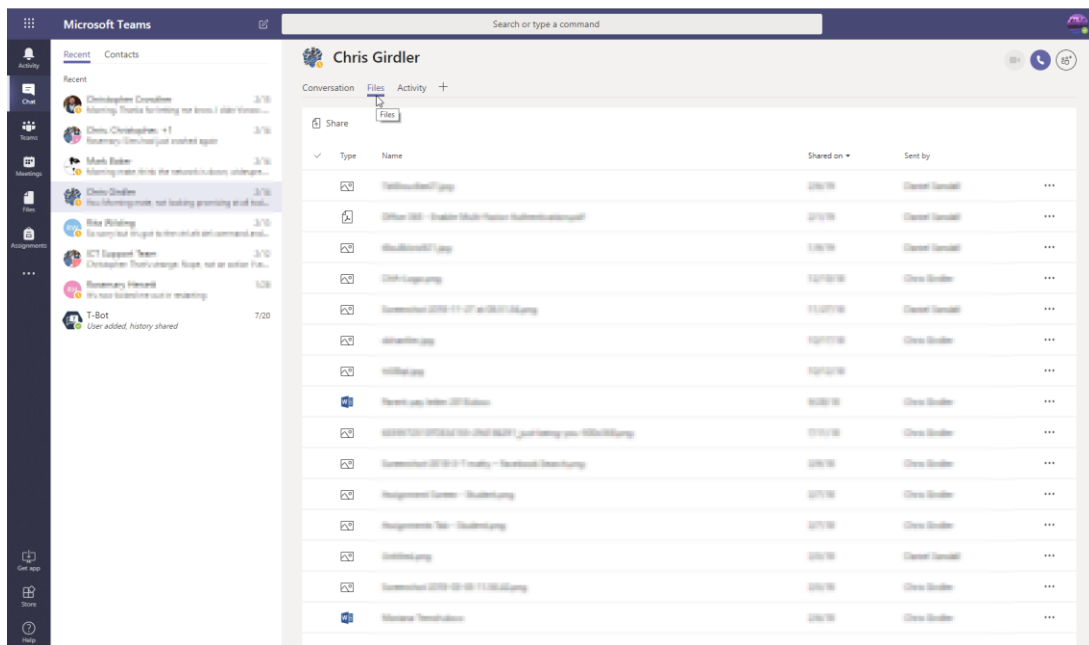
Teams features instant messaging functionality for staff. This feature allows you to send a quick message to any member of staff, without the formality of an email. You are also able to transfer files via this feature.

To access this feature, select “Chat” from the left-hand toolbar within Teams on the web interface. This window will present you with your most recent conversations and give you the option to begin a new chat.

To begin a new conversation simply click the “New Chat” icon highlighted in the screenshot below, and begin entering the name of the user you wish to contact. Teams will automatically begin searching for users based on what you enter in the “To:” field. Should you wish to create a new group message, you can enter multiple users into this field. This chat will be created once a message is sent via the “Type a new message” field at the bottom of the window. After creation, this chat can be found in the left-hand menu.



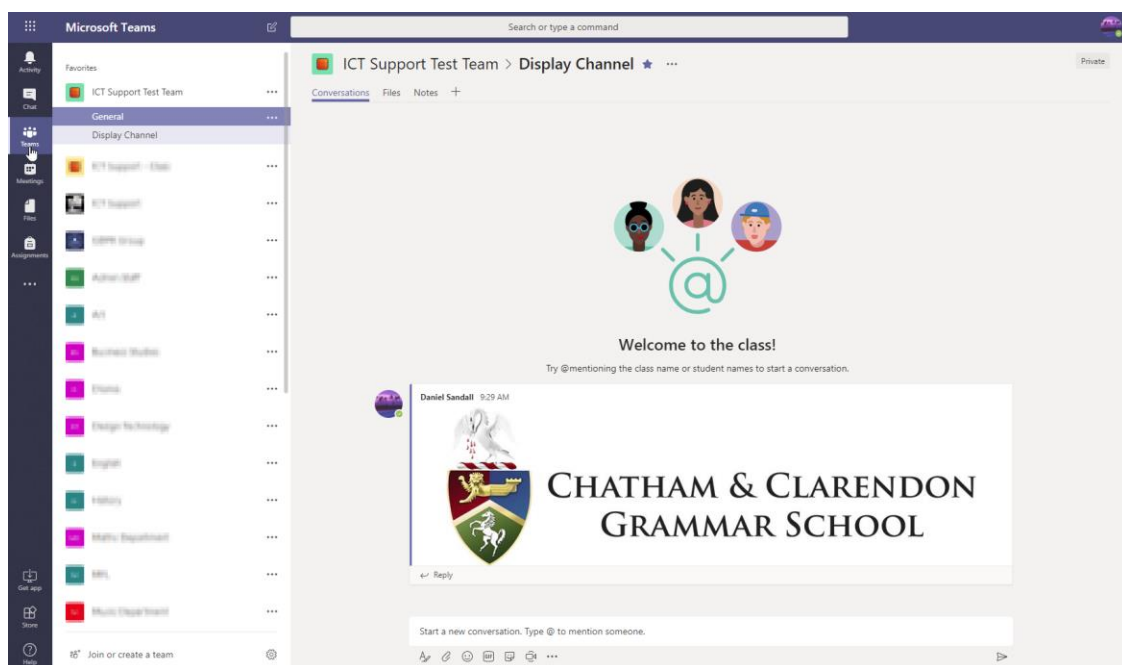
All files sent in a conversation will be stored in the “Files” tab of the conversation within which they were sent.



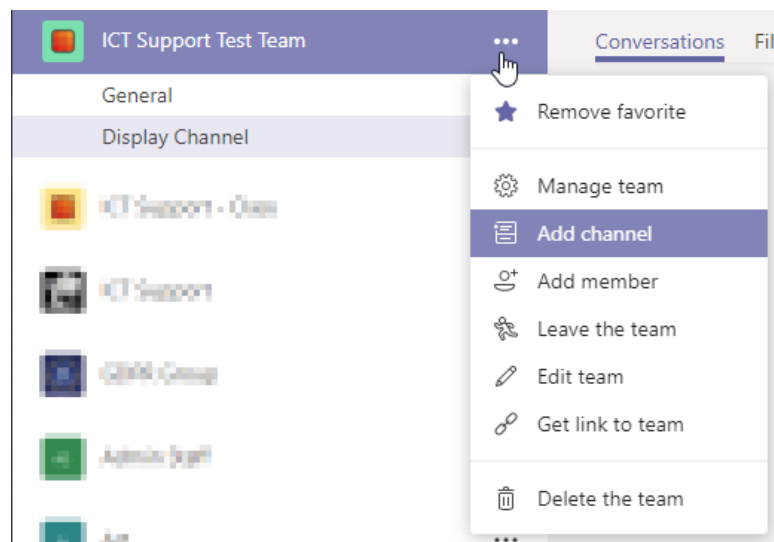
Teams

The Teams tab is the location for all team-based collaboration and communication. Here, you can stay in contact with any teams or classes you're a part of. These Teams also have the capacity to double up as an interactive classroom.

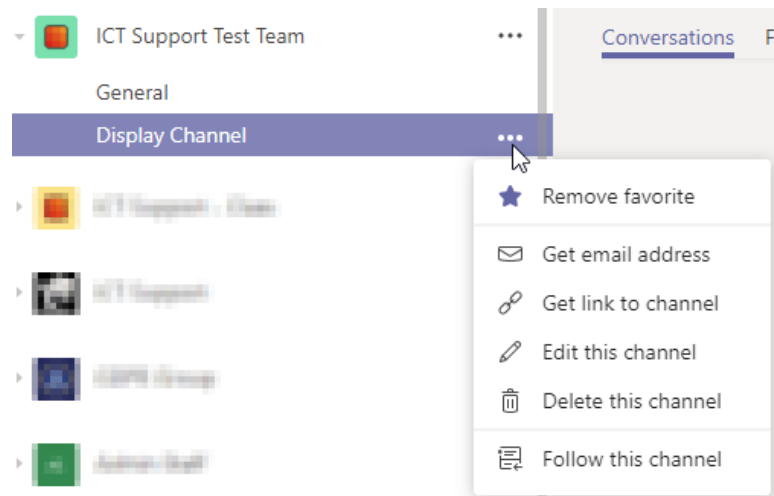
You can access your Teams by selecting the Teams tab from the toolbar on the left of your screen.





Each Team is divided into “Channels” which will allow you organise your Team effectively. This is shown above with the channels “General” and “Display Channel”. You can add further channels to your Team by simply clicking the ellipsis to the right of your Team selection and choosing the “Add channel” option. This menu will also present you with various other options for managing your Team.



Similarly, clicking the ellipsis next to a channel selection will allow you to edit these individual channels.



As with messaging individuals via the Chat tab, all files from these channels can be found in the Files tab.

 ICT Support Test Team > Display Channel  ...


Private


Conversations


Files


Notes


+


 Display Channel


 New

 Upload

 Get link

 Add cloud storage

 Open in SharePoint

✓	Type	Name	Modified	Modified by	Size	
		Colour 195mm - A3.png	1h ago	Daniel Sandall	799.54 KB	...