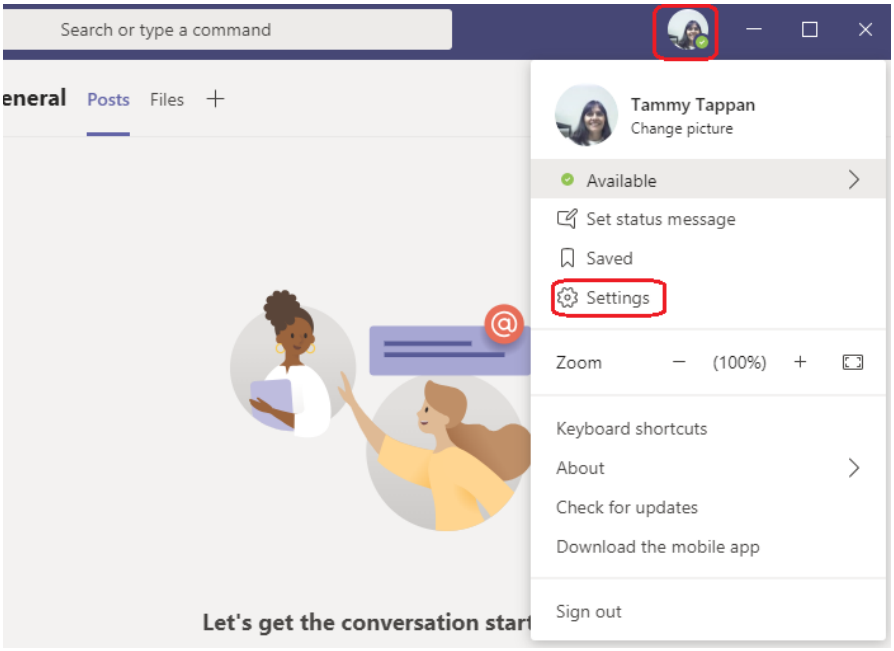
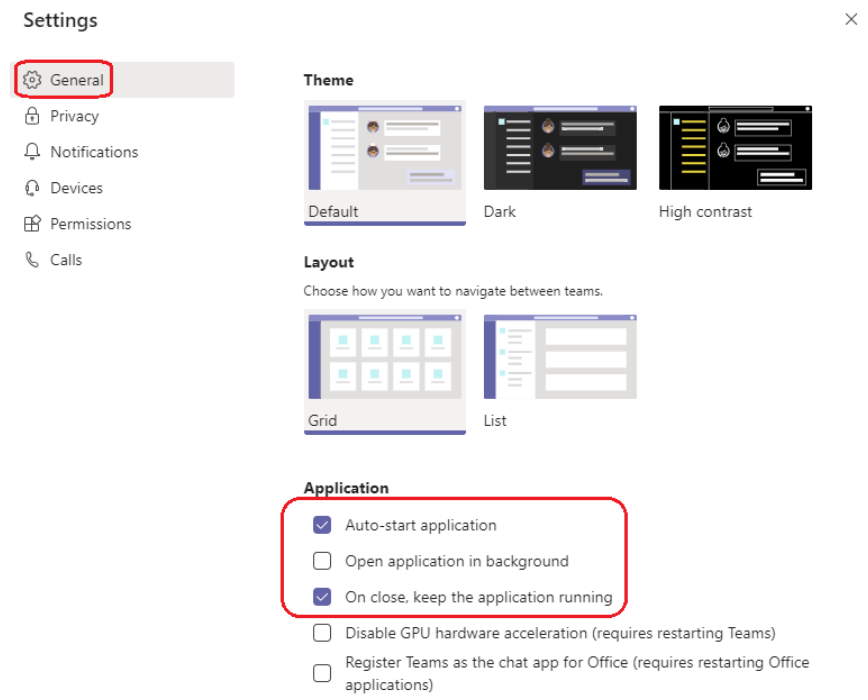
How to use Microsoft Teams

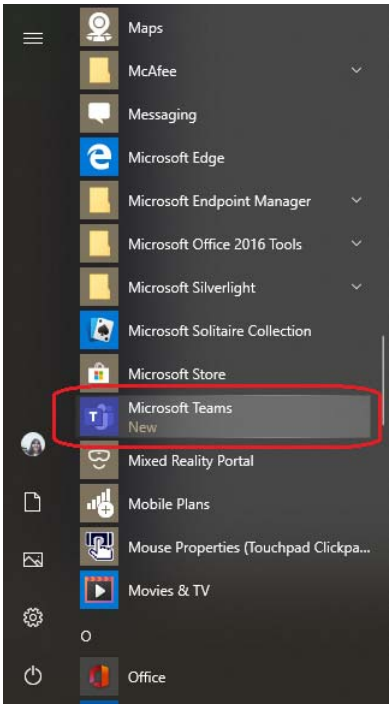
Once Microsoft Teams has been added to your computer, it will auto-launch on start-up. To change it, click on your name/icon and select Settings:



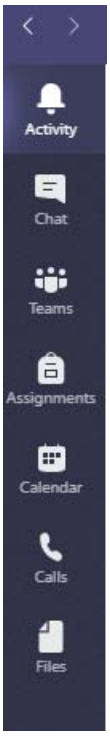
Update the settings as per your preferences:



If it does not auto-start, or you have updated the setting, to launch Teams click on the Start button, scroll down and select Microsoft Teams:

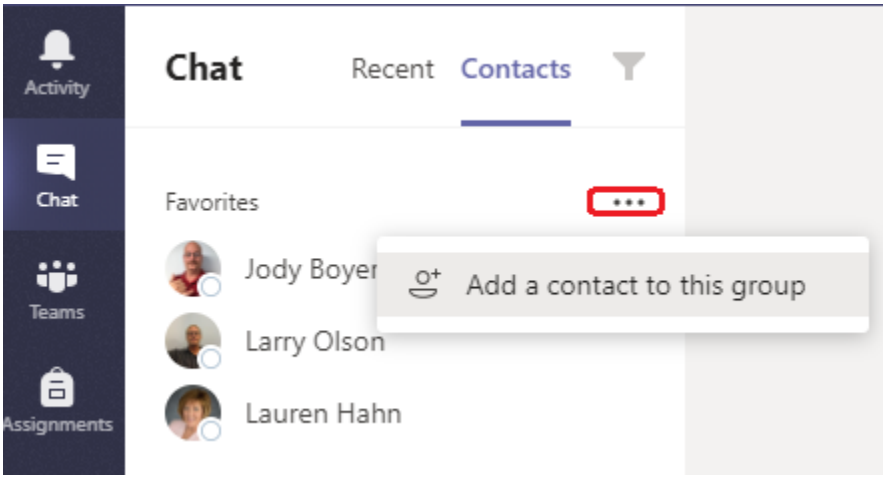


One Teams is open, there are several options to choose from, based on the actions desired:

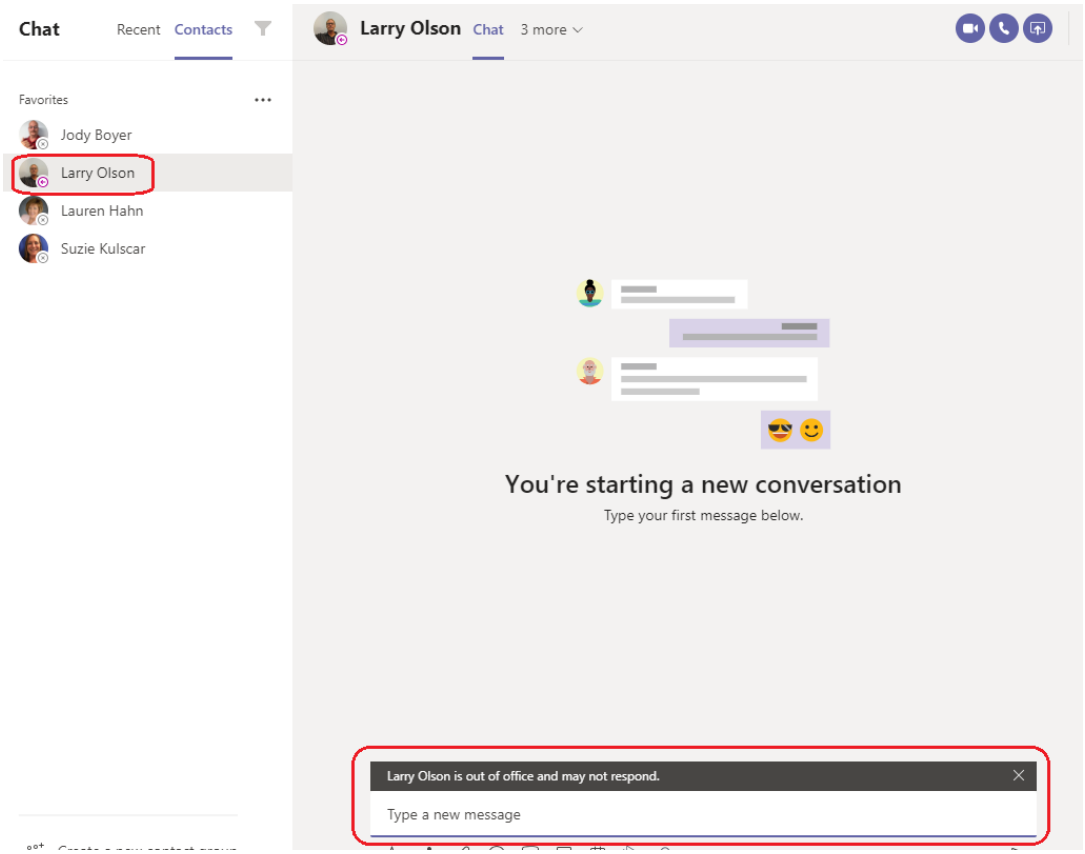


Teams has a wide variety of options that can be explored; however, in this guide, just the basic tools most used by the CBC staff will be shown: Chat, Teams, Calendar & Calls.

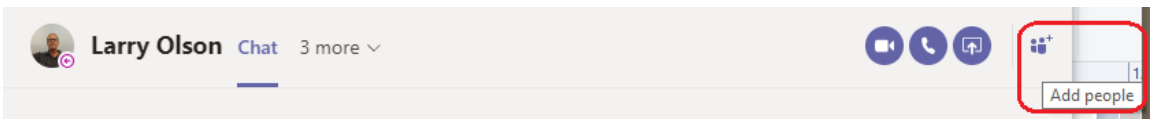
Using the **Chat** option, add contacts to your Favorites list to be able to quickly chat with co workers that you are in touch with frequently:

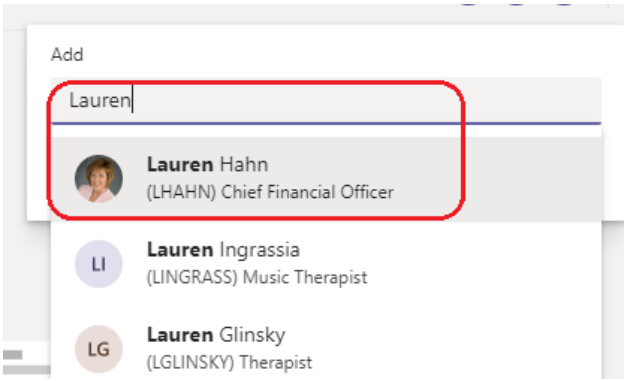


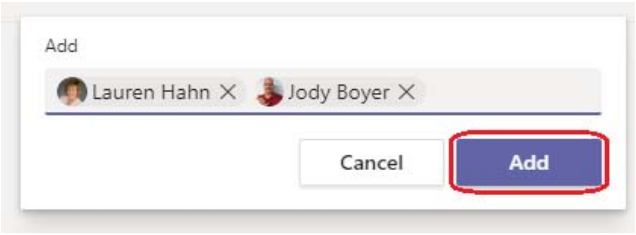
Then select a name & type in your message. If they are not online at the time, the message will be sent and saved for them, to be accessed once they are online again:



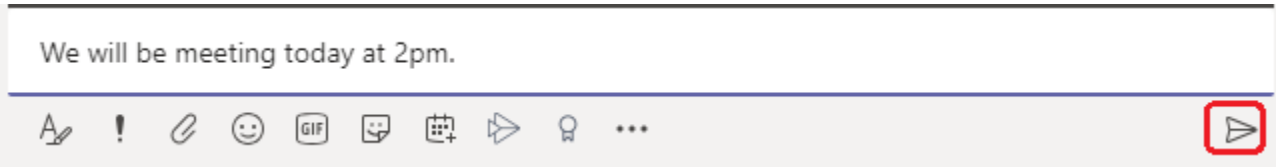
If the chat will involve more than one person, they can be added, making it a group chat:



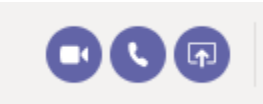




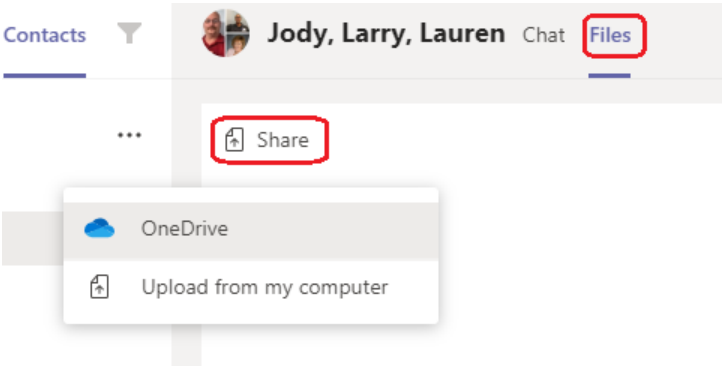
Once the message is typed, and any additional actions (priority, attachments, etc. – mouse over each icon to see it's function) are utilized, click on the Send icon:



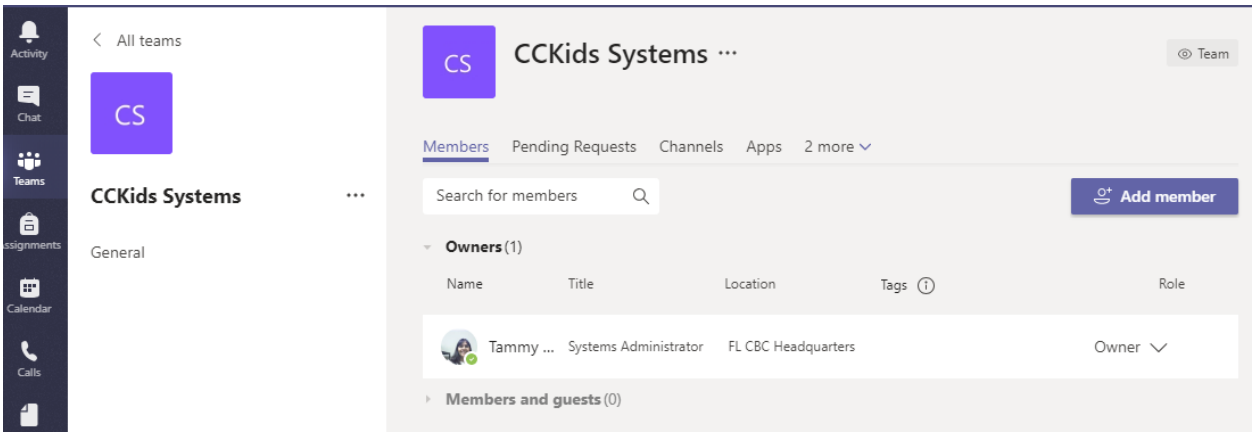
During the chat there are options for changing to a video call, a phone call, or for presentation one's desktop:



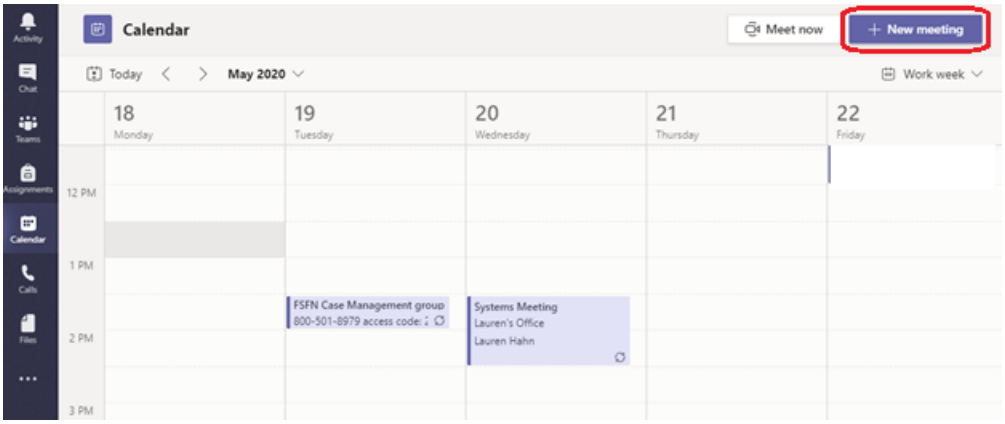
There is also an option to share files within the chat:

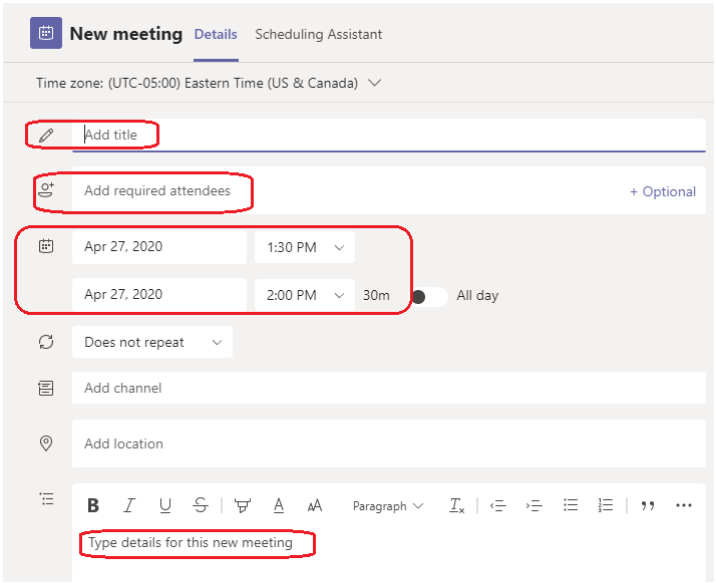


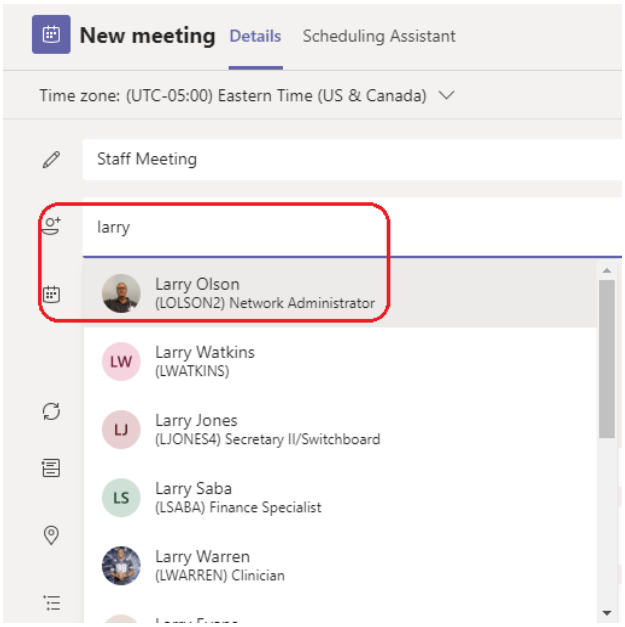
If you have been added to a **Team**, then the Teams option will show the teams you are a part of, and each team tile will show you details such as members, requests, etc.:



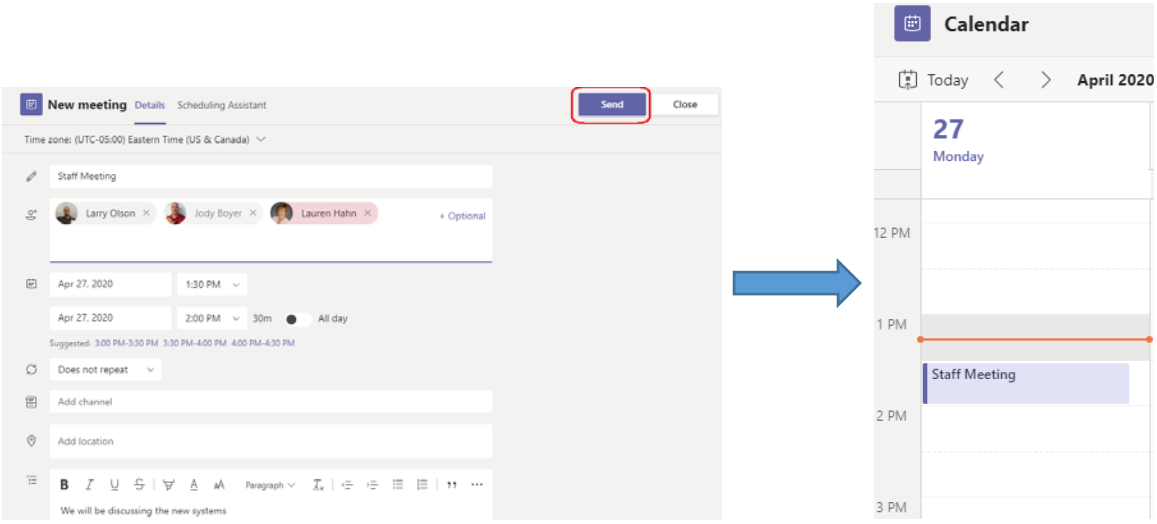
The **Calendar** option will synch with your Outlook calendar, allowing you to schedule meetings that will automatically send invitations & add to calendars:



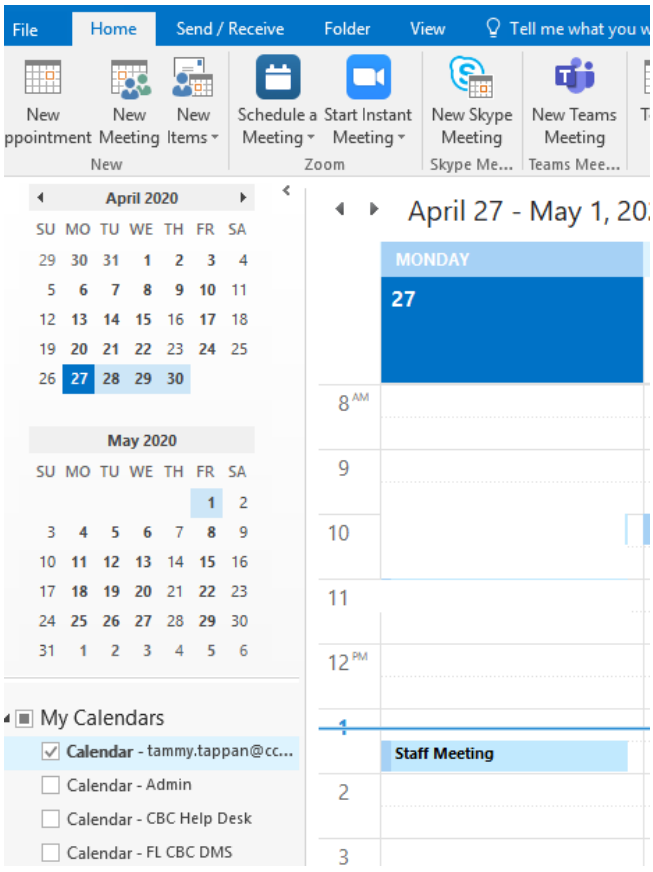




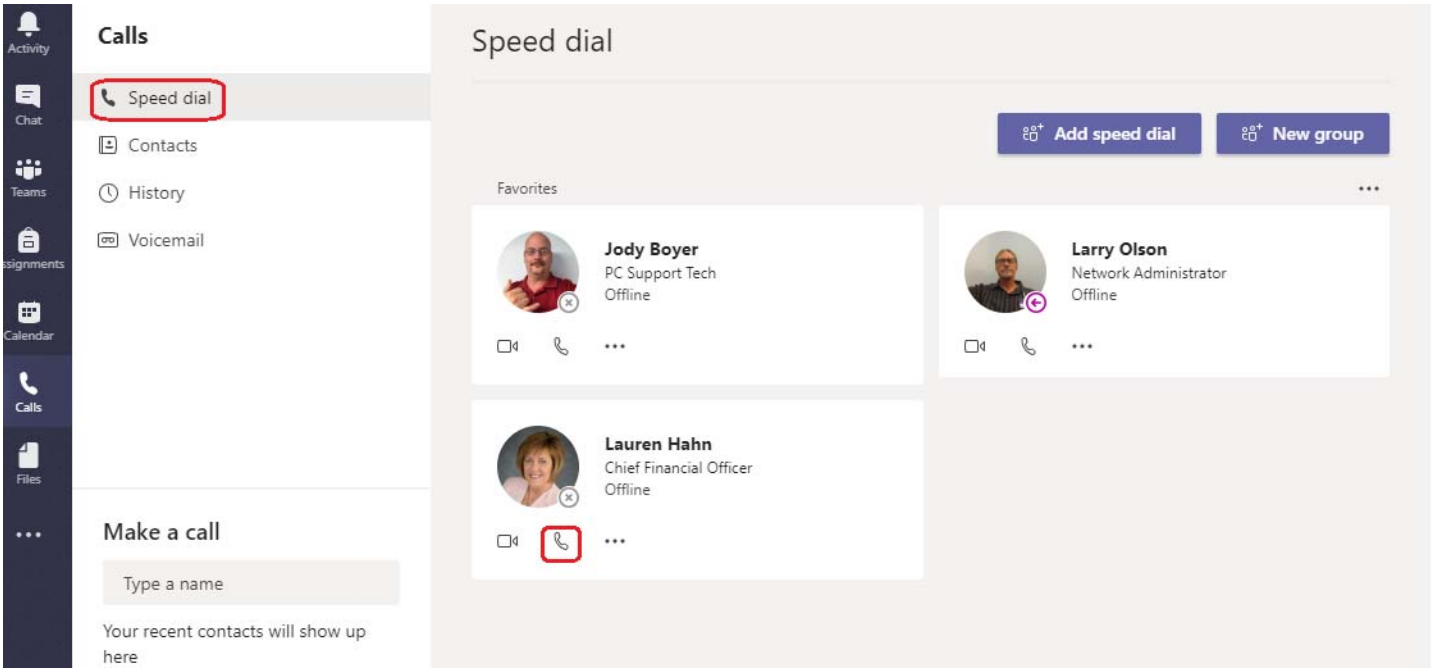
Once all of the meeting information has been added, click on Send to invite others; the email will include a link to the meeting, and, upon accepting, will add the meeting to the attendees' calendars, both on Teams & in Outlook:

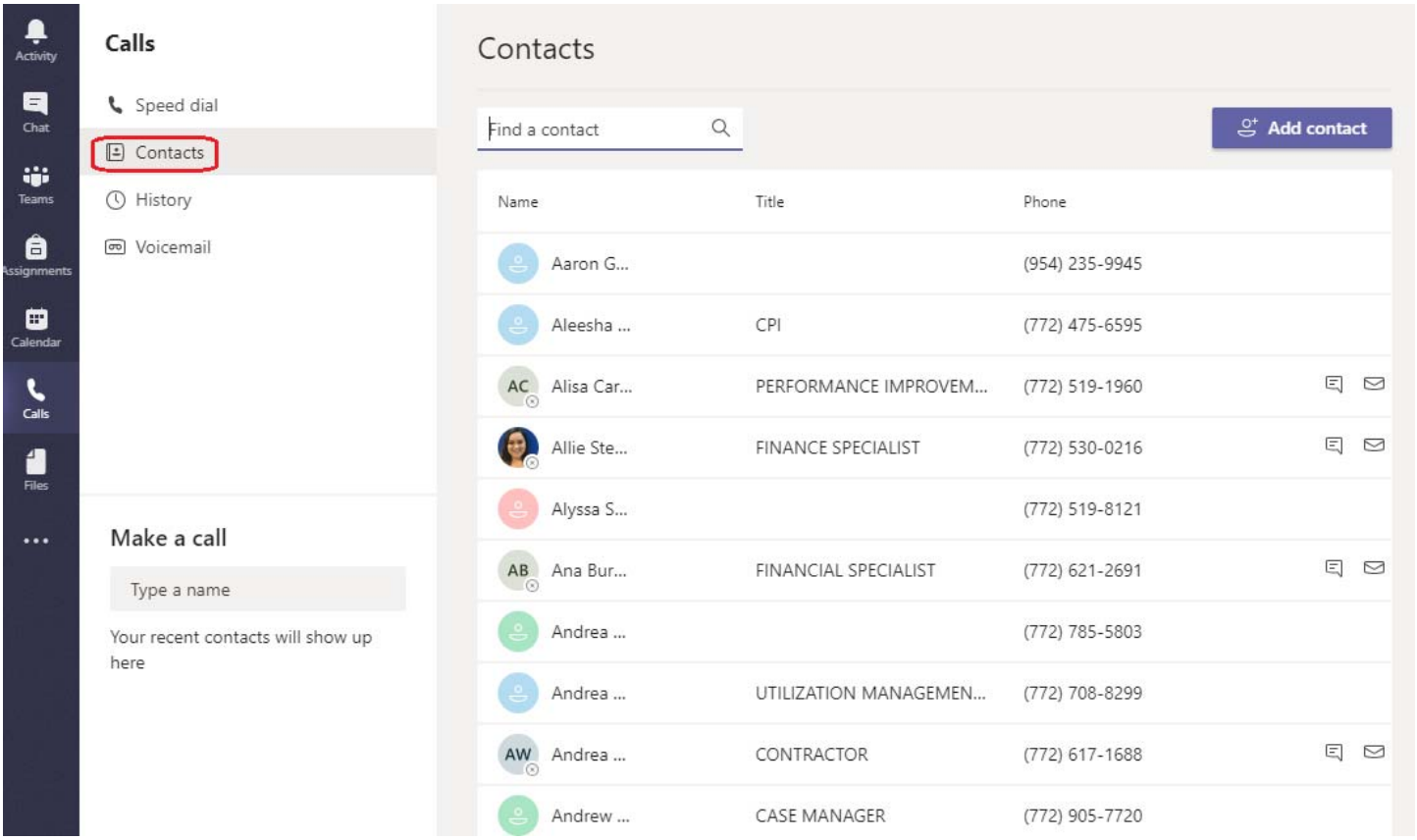


Outlook calendar entry:



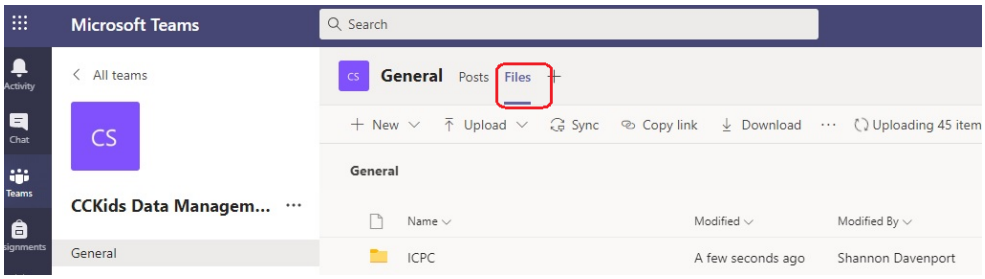
Calls can be made using Teams – select someone from your list of Teams contacts, or from your Outlook contacts list (the person must also be online to receive the call):



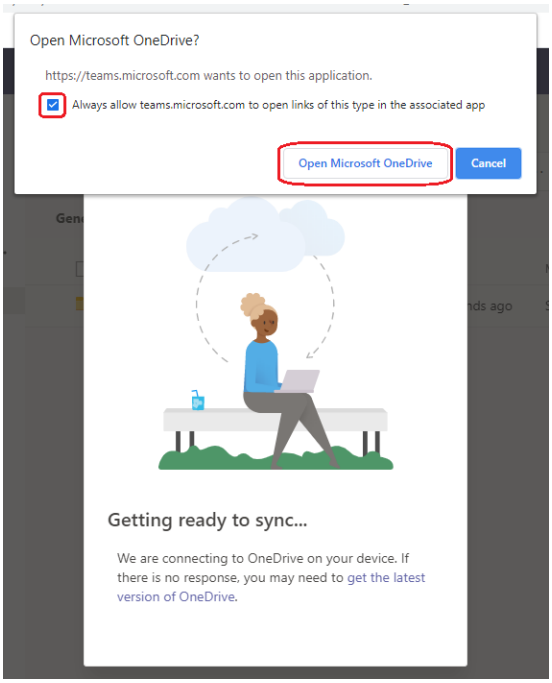


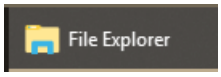
MS Teams can also be **synched** with your local computer, so that you can access files 'outside' of the Teams app. Any updates made to files from your local computer will auto-synch with the Teams 'version', so other members of your Team will be able to access the updated files as well.

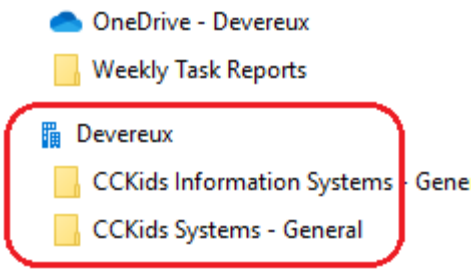
To set up the process, open MS Teams from a web browser page (Edge or Chrome). Log in using your Devereux-format email (network login with @ad.devereux.org, example: ttappan@ad.devereux.org) and your network (work computer) password. Navigate to your Team, then to the Files page:



Click on Synch, wait a moment for the prompt to open, then check the box to "Always allow…", then click on Open Microsoft OneDrive:



Once the message clears, check your local computer File Explorer folder: 

(any local folder will do).

You will now see an option called Devereux: that is where the MS Teams folder(s) will be. (This option is also available in FL Citrix):