

About Teams

Microsoft Teams is a chat-based workspace that combines instant messaging, voice, video, calling, and file-sharing. Teams integrates with other Microsoft applications such as Word, Excel, PowerPoint, OneNote and many other apps such as Smartsheet.

Chats are kept for easy searching and channels are customized by topic so that you can follow the discussion on a specific topic. No more searching through Outlook to find a relevant discussion or document because everything will be in the Channel feed.

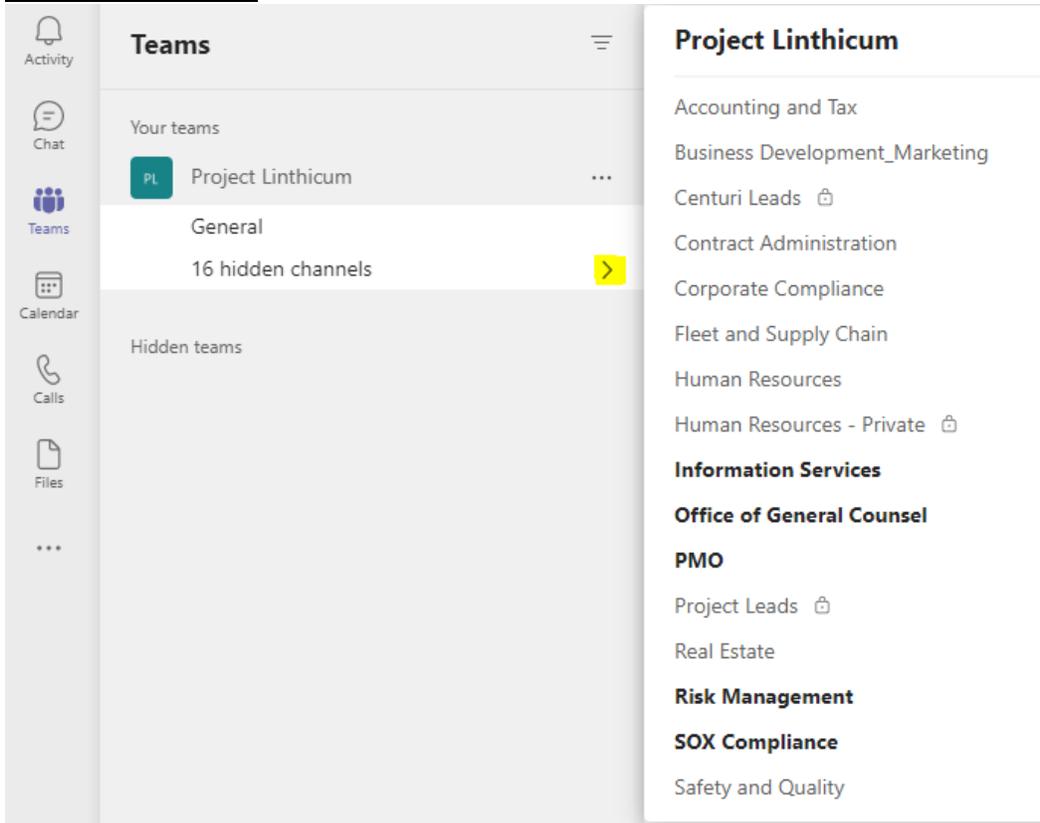
Navigating the Project Linthicum Team

Project Linthicum has been set up as a Team and there are multiple channels that make up this team. Channels are where you have conversations and work on files together. There is a General channel and a channel for each workstream. So, if the post you are making is applicable to the whole team than you'll want to post in the General channel. However, if your post is only applicable to a workstream than you'll want to post in the workstream channel.

@mention functionality

- If you want to get a specific person's attention than type *@their name* and that person will get a notification.

Show/Hide Channels

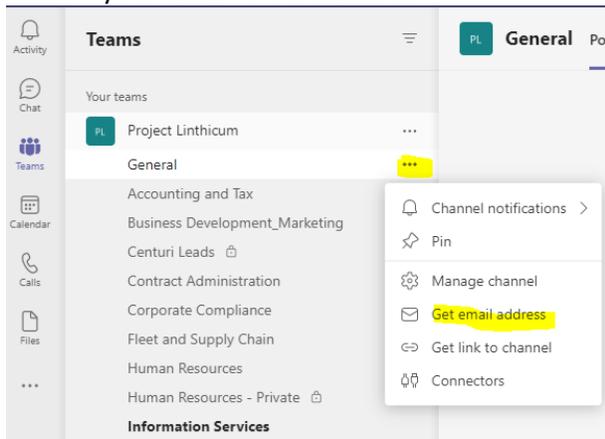


The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area is titled 'Teams' and shows 'Your teams' with 'Project Linthicum' selected. Below it, the 'General' channel is visible, along with a note for '16 hidden channels' and a yellow arrow icon. On the right, a list of channels for 'Project Linthicum' is shown, including Accounting and Tax, Business Development_Marketing, Centuri Leads, Contract Administration, Corporate Compliance, Fleet and Supply Chain, Human Resources, Human Resources - Private, Information Services, Office of General Counsel, PMO, Project Leads, Real Estate, Risk Management, SOX Compliance, and Safety and Quality.

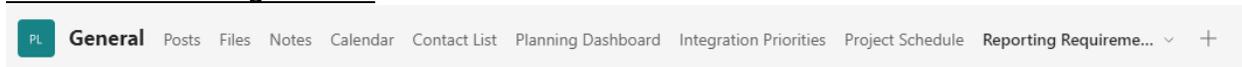
- There are channels for every workstream, but you can choose the channels that you'd like to show, and this will allow you to follow the activity within that channel without having too much noise from all channels.
 - As new activity is posted in the channel than you'll notice that the channel name will bold.
 - If somebody were to @mention the channel, you would be notified because you are following that channel.
 - If you accidentally post something to the wrong channel, you can click on the 3 dots to delete or edit the post.
 - You can also save a post. To find all Saved posts, click on your profile picture (top right) and click Saved. You can remove something from your Saved, by clicking the pink icon.

Email the team or channel

- You can also forward an email to a channel and the thread with any attached documents will be posted to that channel.
- Click the 3 dots on the channel and select Get email Address. Click copy and you can forward your email to the channel.



Tabs and channel organization

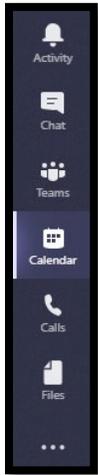


- The tabs at the top of each channel provide link to our frequently used tools/reports.
 - Smartsheet is the tool used to manage the project schedule. Since Smartsheet is integrated with Teams, you'll be able to update any tasks assigned to you by clicking on the Project Schedule tab.
 - If there is an important document that team members might be referring to frequently than the document can be made into a tab, which is what was done for the FAQs.
 - You'll also find a Notes tab within each channel, where all notes taken throughout integration will be posted.
- Any files posted within the channel will be found in the Files tab and is automatically saved to the channel SharePoint site.
 - So, when you click on a file you can edit, and any changes will automatically save.

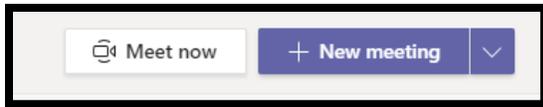
- If you want to open the file in the desktop app version than click on Open in Desktop App.
- If there is a document that should be read only than contact Marysa Popovic to have them set to read only.

Scheduling a Meeting

Click **Calendar**



Click **New Meeting**



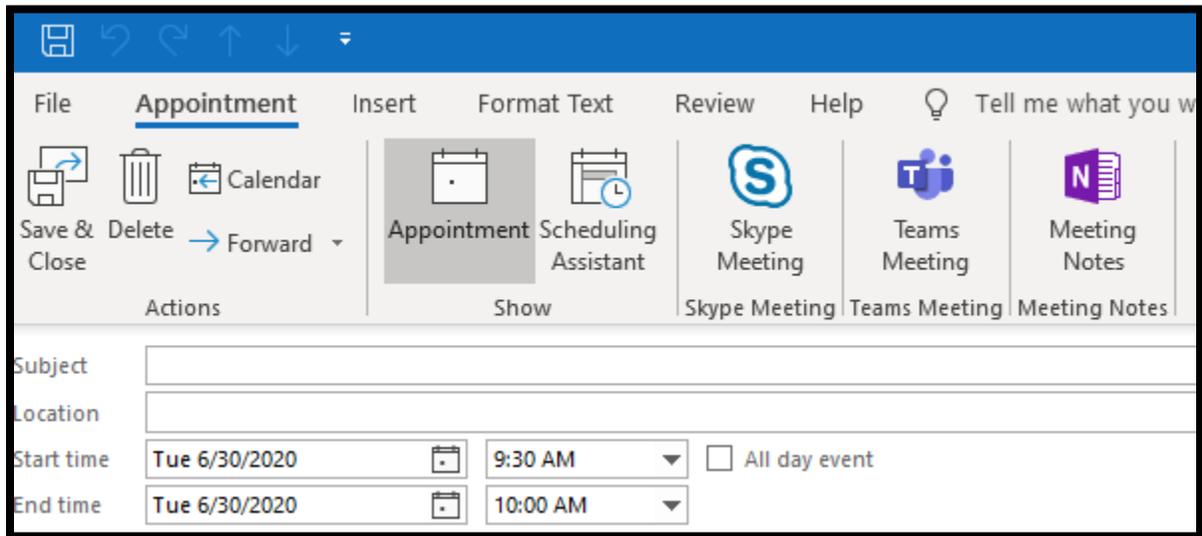
Complete the following fields and click **Send**

- Title
- Required attendees
- Optional attendees
- Start and End dates and times
- Channel (saves the meeting and any recordings during that meeting to that channel)
- Details for the meeting

An email invitation will be sent to the attendees asking them to accept/decline. If accepted the meeting will be added to their Teams & Outlook calendar. You will be notified of their response.

-OR-

Schedule the meeting from Outlook and click Teams Meeting. Keep in mind that the meetings scheduled via Outlook will not be tied to the Team or channel.

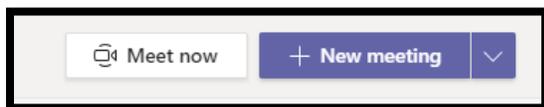


Impromptu Meeting

Click **Calendar**



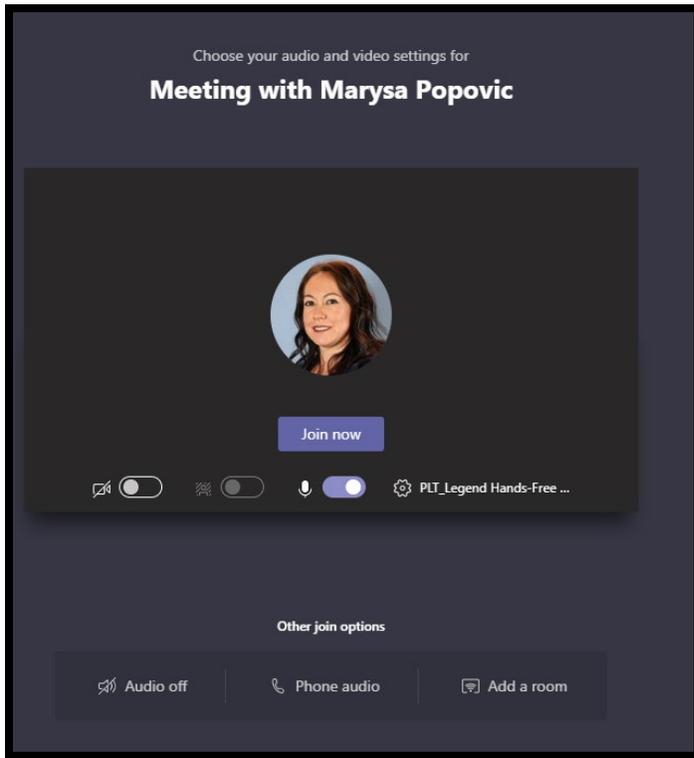
Click **Meet Now**



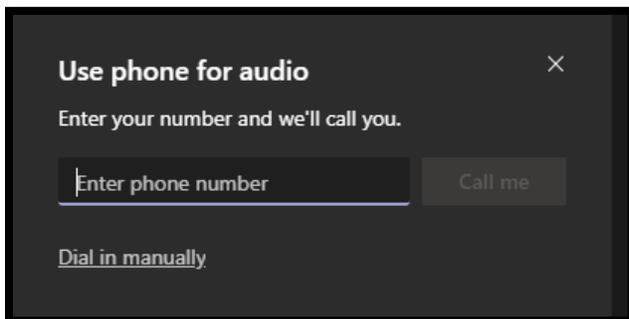
By default, the meeting name will be "Meeting with your name". If desired, you can rename the title of the meeting.

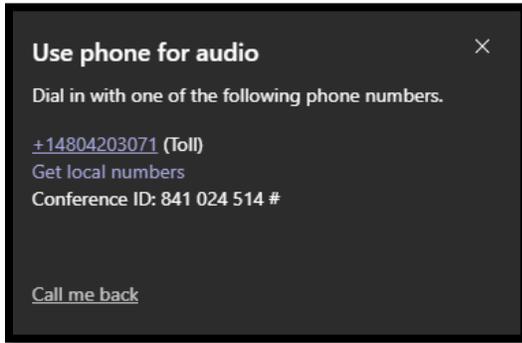
Modify the settings as needed. Click on the settings icon to set the audio and camera devices.

- 1) Turn camera on or off
- 2) Turn microphone on or off.



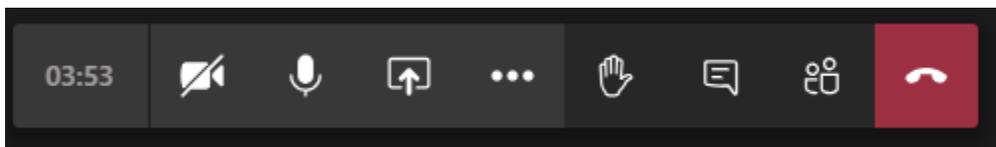
You can also choose to call in using your phone. Click Phone audio. You can enter your phone number and Teams will call you or you can click Dial in manually.





Tools available during meetings

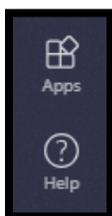
The toolbar is at the bottom of the screen when in a meeting. It may disappear after inactivity, just move your mouse and it will reappear.

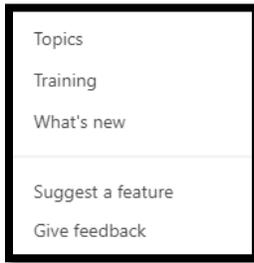


- You can modify the camera or audio settings with the first two icons on the left. Use the audio icon to mute and unmute yourself.
- The third icon will allow you to share your screen.
- Click the three dots for more actions: record the meeting or obtain meeting details (in case you need to copy the joining info and share it with somebody else).
- Use the hand icon to raise your hand if you need to get attention from the meeting organizer but don't want to interrupt the conversation.
- The dialogue icon will show or hide the conversation.
- The people icon will show or hide the participants.
- Use the red phone icon to hang up.
- **Tip:** To attach a document for the team to review, click Show Conversation and click the paperclip to attach the document.

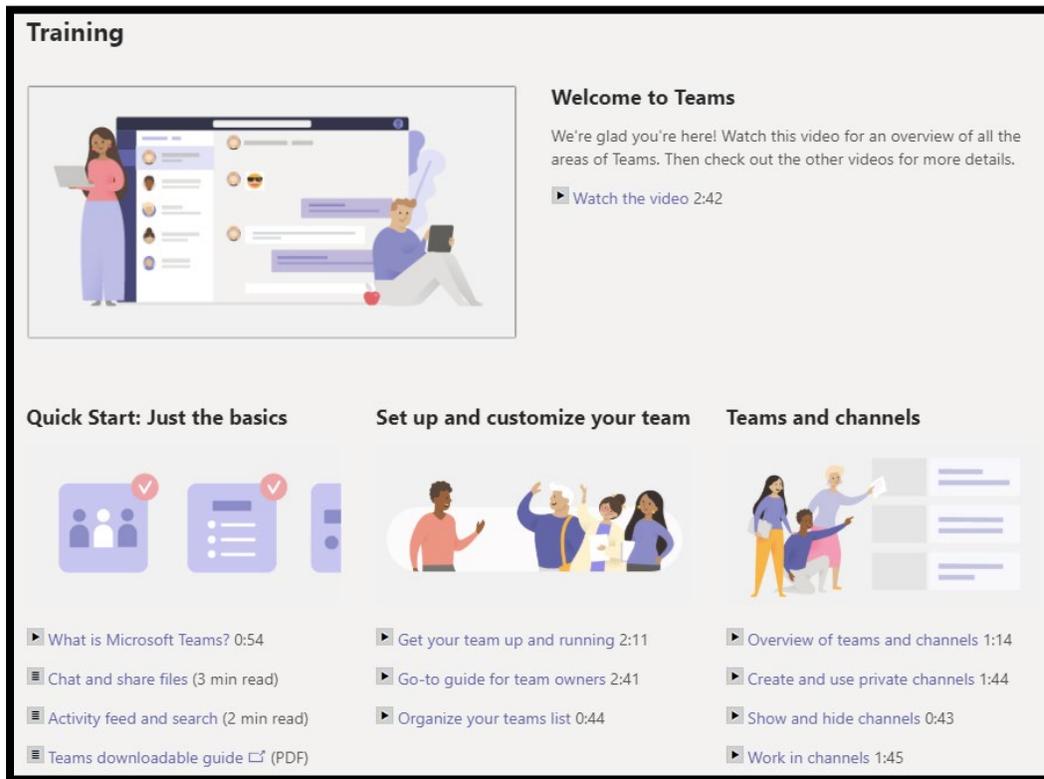
Additional Training

Click Help



Click Training

Training videos are organized by topic.



Training

Welcome to Teams

We're glad you're here! Watch this video for an overview of all the areas of Teams. Then check out the other videos for more details.

▶ Watch the video 2:42

Quick Start: Just the basics

- ▶ What is Microsoft Teams? 0:54
- ▶ Chat and share files (3 min read)
- ▶ Activity feed and search (2 min read)
- ▶ Teams downloadable guide [📄](#) (PDF)

Set up and customize your team

- ▶ Get your team up and running 2:11
- ▶ Go-to guide for team owners 2:41
- ▶ Organize your teams list 0:44

Teams and channels

- ▶ Overview of teams and channels 1:14
- ▶ Create and use private channels 1:44
- ▶ Show and hide channels 0:43
- ▶ Work in channels 1:45