

## Instructions for Using Microsoft Teams

Microsoft Teams is cloud-based team collaboration software that is part of the Office 365 suite of applications. The core capabilities in Teams include business messaging, calling, video meetings and file sharing. Teams lets you quickly pull together a team with people inside and outside your organization, chat with others to drive fast and inclusive conversations, securely share and coauthor documents, and iterate on projects.

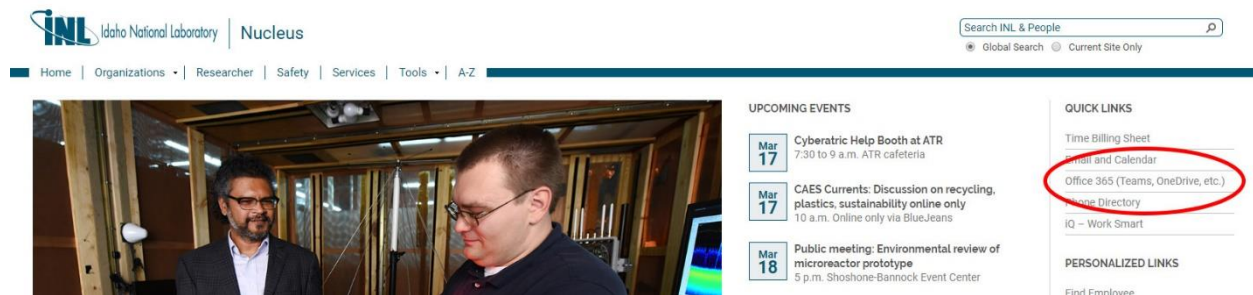
### Why Teams?

Teams is a Lab-wide tool to help you effectively collaborate. You can:

- Make and receive Audio and Video calls
- Chat with coworkers 1 on 1 or in a group chat
- Schedule and attend meetings

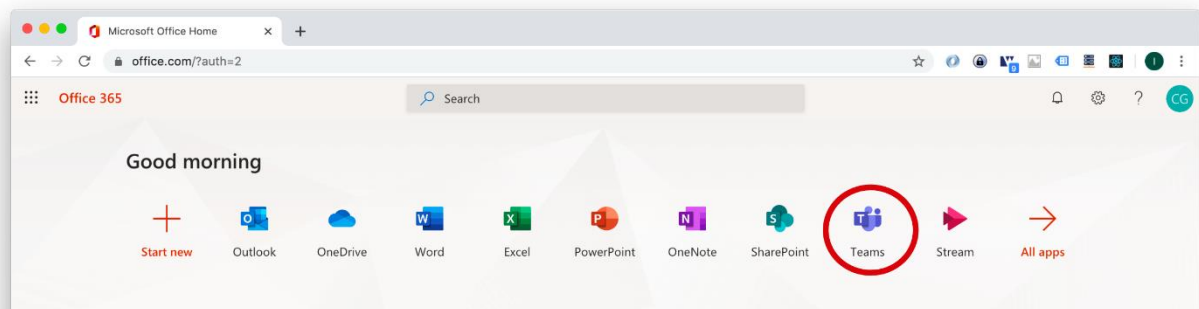
### How to access Teams

We recommend using Teams online for the most consistent experience. For your convenience, click on the 'Office 365 (Teams, OneDrive, etc.)' Quick Link on the Nucleus homepage.



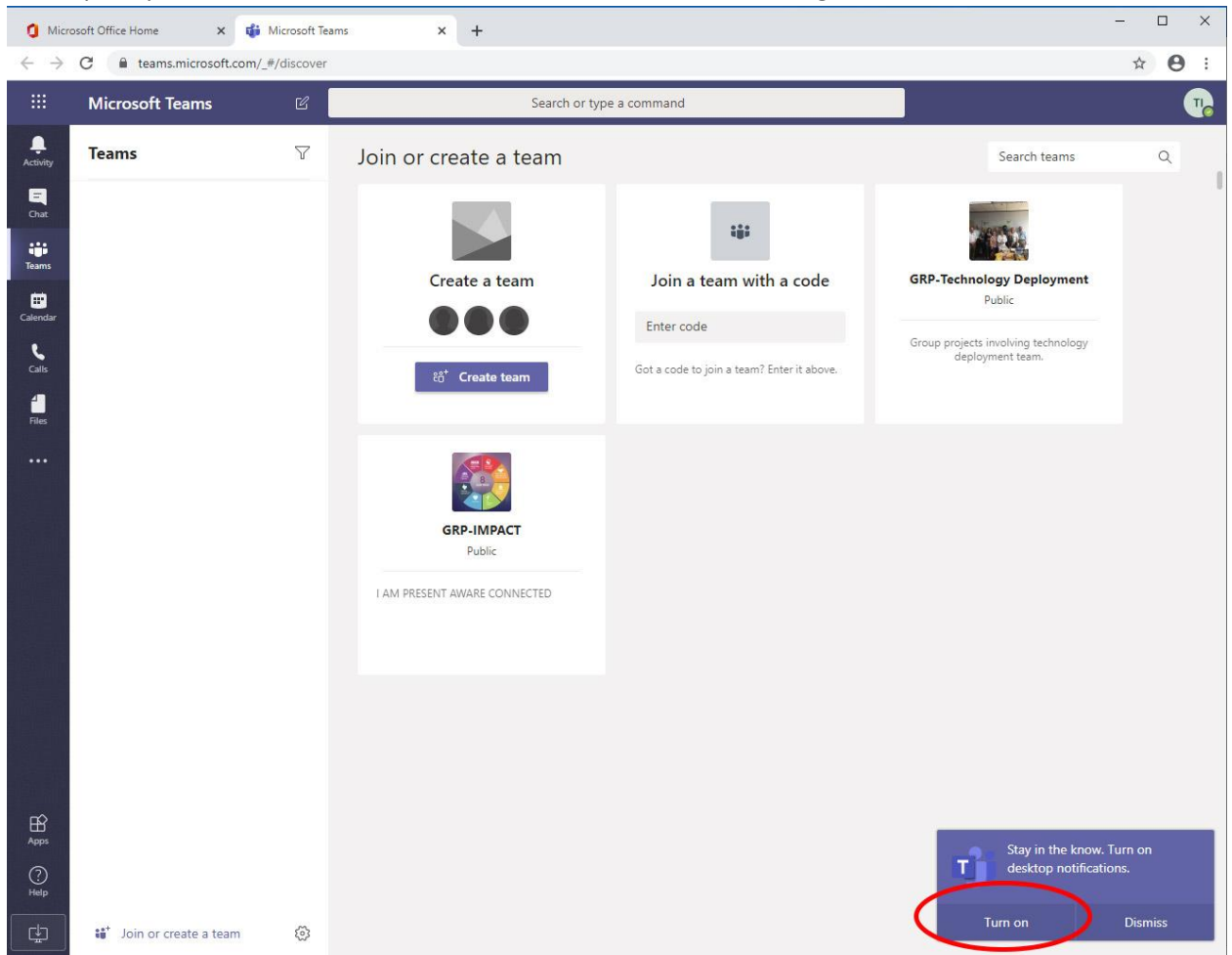
You will be directed to the Office 365 welcome page. From here you can access:

- Teams
- Outlook
- OneDrive
- and more...



1. Click the Teams button in the list of apps.




2. When prompted, click 'Continue with Web'. You should see something like this:



3. If prompted, click 'Turn on' notifications for Teams.

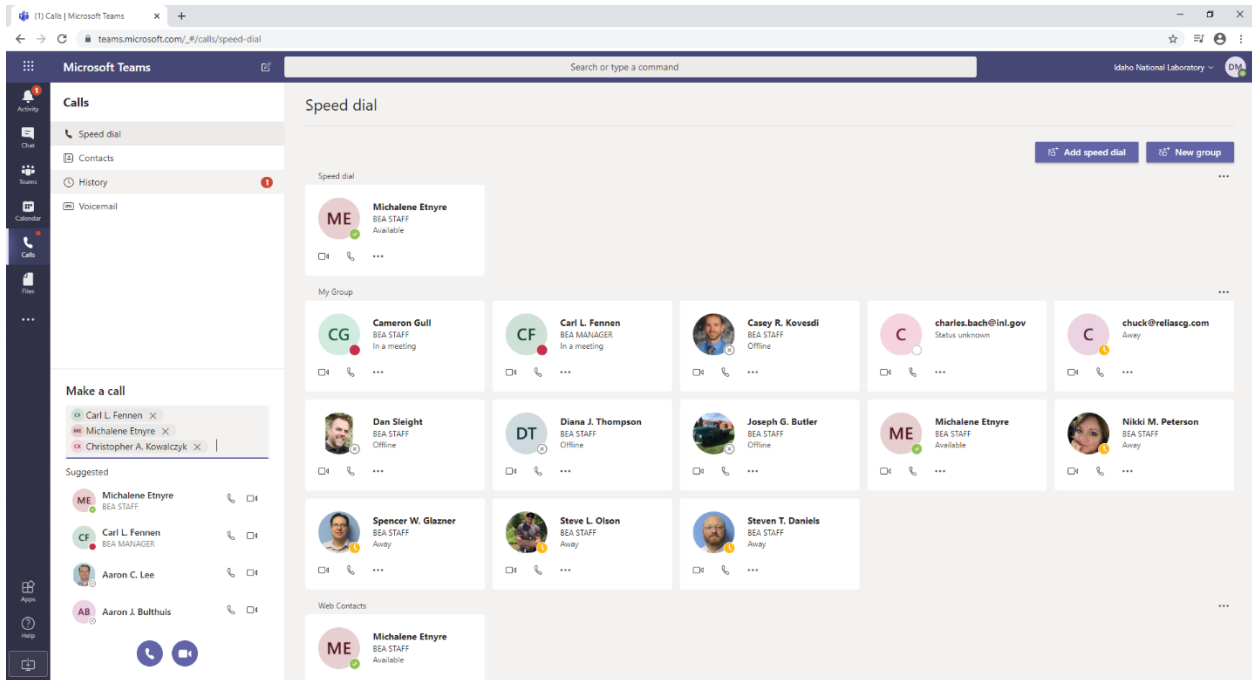
## How to make and receive audio and video calls

### How to make audio and video calls

1. Click the Calls button  in the left navigation in Teams.
2. Use Make a Call to add the name of each INL worker whom you would like to call. Autocomplete will pull from the INL directory.
3. Click the Video  or Audio  button to start a call with the person/persons.

*For optimal experience, use external headphones and mic.*

*Audio and Video calls will be conducted through the internet and not use a phone line.*




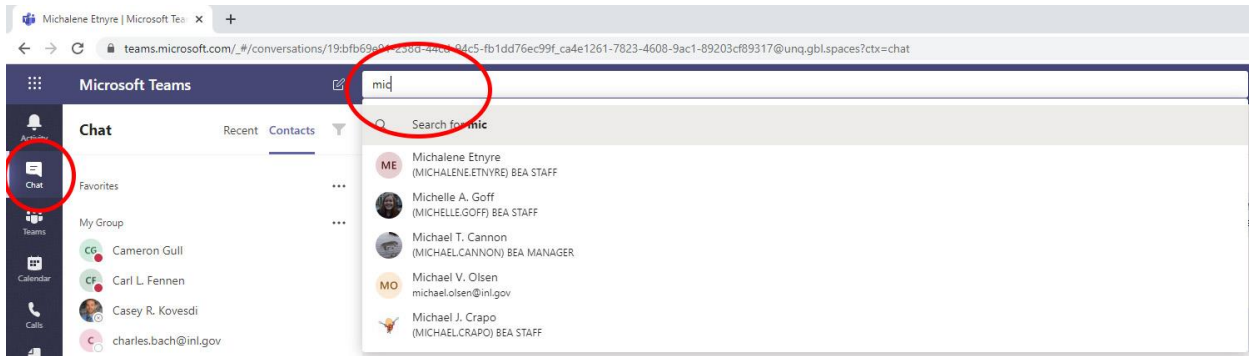
## How to receive audio and video calls


1. Make sure Microsoft Teams is open in your browser and the tab is active.
2. Click the Audio or Video button depending on which option you prefer.



## How to chat with your coworkers



1. Click the Chat  button in the left navigation in Teams.
2. Find a coworker in your 'Contacts' list.
3. Or search for a person in the top search bar.

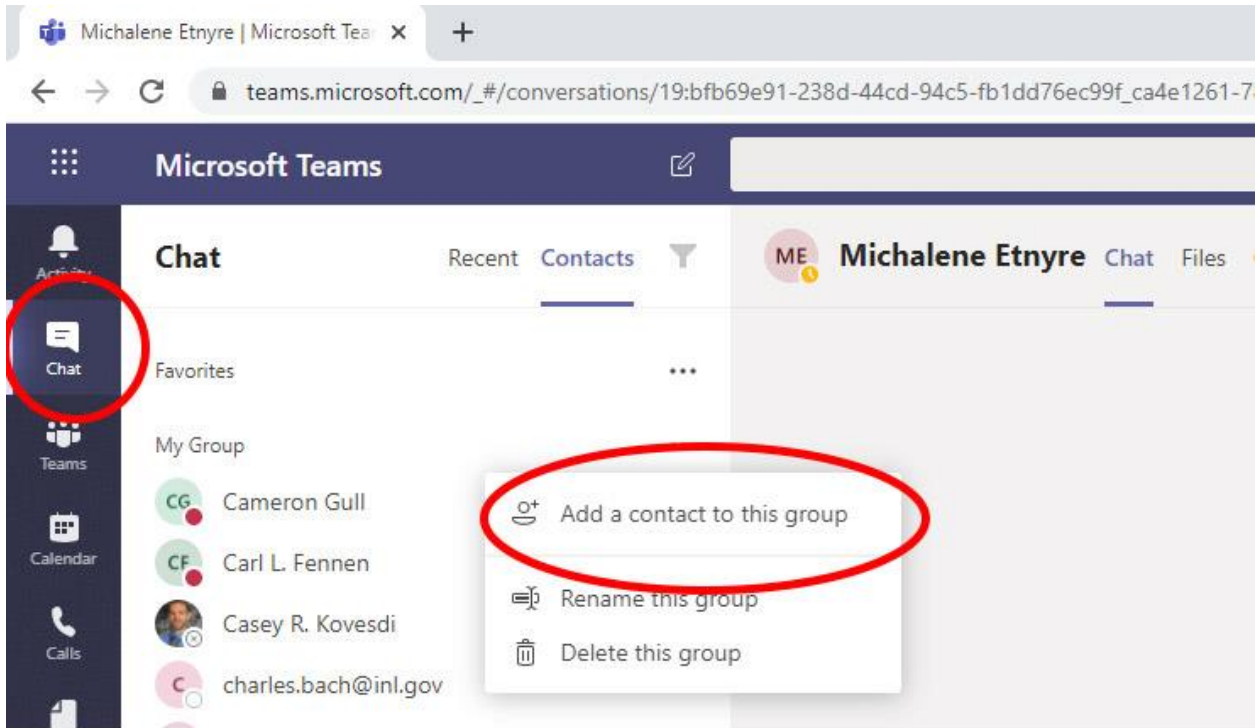


To add additional coworkers to your chat, click “Add People”  on the upper-right and begin typing their name:




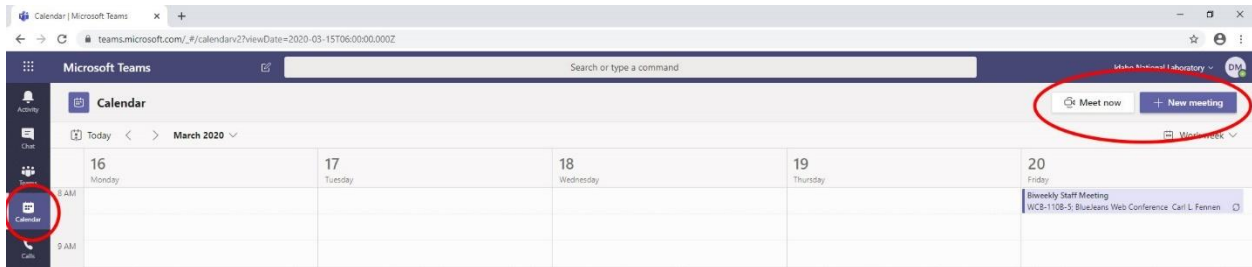
## How to Add a Contact.

1. Click the Chat  button in the left navigation in Teams.
2. Click the ellipses  next to the group name and click ‘Add a contact to this group.’



## How to set up a Teams Meeting

1. Click on the Calendar button  on the left navigation in Teams. You can select either 'Meet Now' if you're looking to meet with people right away. Or you may select 'New Meeting' if you want to schedule a meeting sometime in the future.



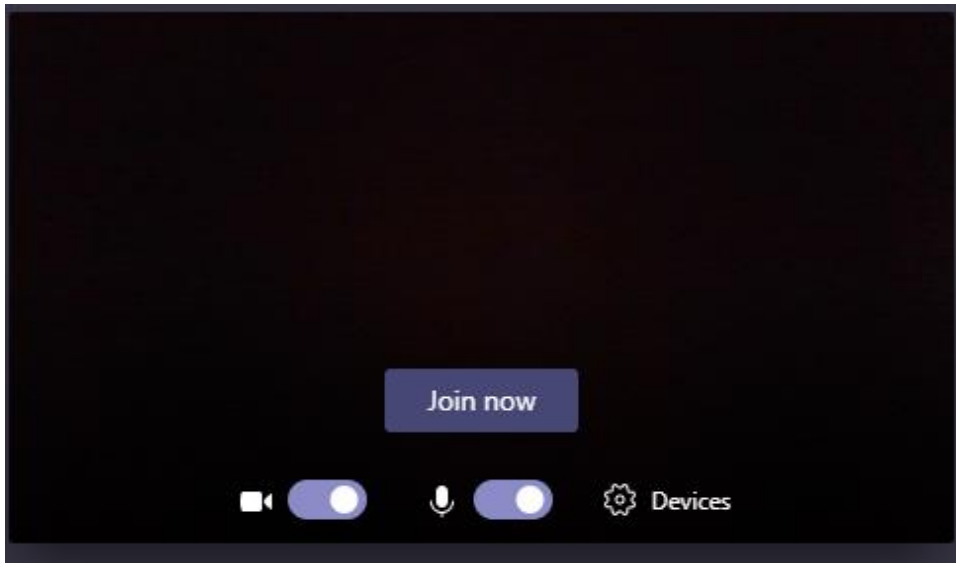
2. Complete the meeting invitation with the appropriate details.
3. Click 'Schedule' to send the meeting notice.

## How to join a Teams Meeting

1. From wherever you access your calendar (Outlook desktop client or OWA) click on the Teams Meeting invitation.

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

2. This will take you to Teams online.



3. Click the Join now button to connect to the meeting.

## More Information

General information regarding Teams is available at Microsoft's website: <https://support.office.com/en-us/teams>

Microsoft Teams Quick Start Guide: <https://docs.microsoft.com/en-us/microsoftteams/get-started-with-teams-quick-start>

Over the next few weeks Information Management will continue to share information about Microsoft Teams, for both basic and advanced use.