

# Getting Started with MS Teams



# Goals

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Log in



Learn our way  
around



Send a chat  
message



Best Practices



# What is Teams?



Chat with colleagues



Share files



Meetings



Work together

# Two versions



## Desktop Client

- Installs on your computer
- Can be set to auto run when logging in

## Web version

- Does not need to install
- Slightly different interface

# Two types of users

## Guest

- Join teams
- Chat and post in channels
- Collaborate on files
- Not UBC employee

## Regular

- Owner or member of teams
- Send files
- Add others to teams
- UBC Employee



# Logging In

- Use your primary email
- UBC Employees: CWL
- Guests: your password



Enter your work, school, or Microsoft account

scott.tatarchuk@ubc.ca

Next

# Web Version

- Google "MS Teams"
- Sign in the same way



The screenshot shows the Microsoft Teams login page in a browser. The address bar displays the URL: <https://www.microsoft.com/en-ca/microsoft-teams/log-in>. The page features a navigation bar with the Microsoft logo, 'Teams', and links for 'Products', 'Solutions', and 'More'. There are also buttons for 'Download Teams' and 'Sign up for free'. A blue banner at the top of the main content area reads: 'The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on these new features >'. Below this banner is a large graphic with a purple and green background, containing three circular profile pictures of people. A yellow hand icon is positioned over the middle profile picture. At the bottom of the page, there is a large heading 'Welcome to Microsoft Teams' followed by the text 'Sign in now to chat, meet, call, and collaborate all in one place.' Below this text are two buttons: 'Sign in' and 'Download now'.

Microsoft Teams Login Page | M X

Microsoft | Teams Products Solutions More

Download Teams Sign up for free

The Together Mode and Large Gallery View features are rolling out to customers now.  
Learn how to turn on these new features >

## Welcome to Microsoft Teams

Sign in now to chat, meet, call, and collaborate all in one place.

Sign in Download now

# Main Page (UBC Employees)

1. Recent posts, tags, chats
2. All chats
3. Teams and channels
4. Your outlook calendar
5. Search for contacts
6. Settings

A screenshot of the Microsoft Teams main page for UBC employees. The interface is dark-themed. On the left is a navigation pane with icons for Get Started, Activity (1), Chat (2), Teams (3), Calendar (4), Calls, Files, and Help. The main area is titled 'Apps' (5) and contains a search bar, a list of app categories (Built for your org, Featured, Categories, Workflows), and a 'Manage your apps' section. The right side features a large banner 'Add apps to personalize learning' and several app tiles, including 'Get Started' (University of British Columbia), 'Tasks by Planner and To Do', and 'OneNote'. A user profile icon 'ST' (6) is visible in the top right corner.

Get Started

Activity 1

Chat 2

Teams 3

Calendar 4

Calls

Files

...

Apps 5

Help

Search

### Apps

Search

Apps

Built for your org

Built with Power Platform

#### Featured

Popular on Teams

Top picks

What's new

Best selling

#### Categories

Microsoft

Education

Productivity

Image & video galleries

Project management

Utilities

[See more](#)

#### Workflows

Manage your apps

## Add apps to personalize learning

Find new ways to improve student outcomes.

#### Built for your org

Created and approved by your organization's technology team

[See all](#)

**Get Started**  
University of British Columbia

#### Popular on Teams

Added and used the most on Microsoft Teams

[See all](#)

**Tasks by Planner and To Do**  
Microsoft Corporation

**OneNote**  
Microsoft Corporation

#### Microsoft

[See all](#)

**Tasks by Planner and To Do**  
Microsoft Corporation

**OneNote**  
Microsoft Corporation

ST 6



# Main Page (Guests)

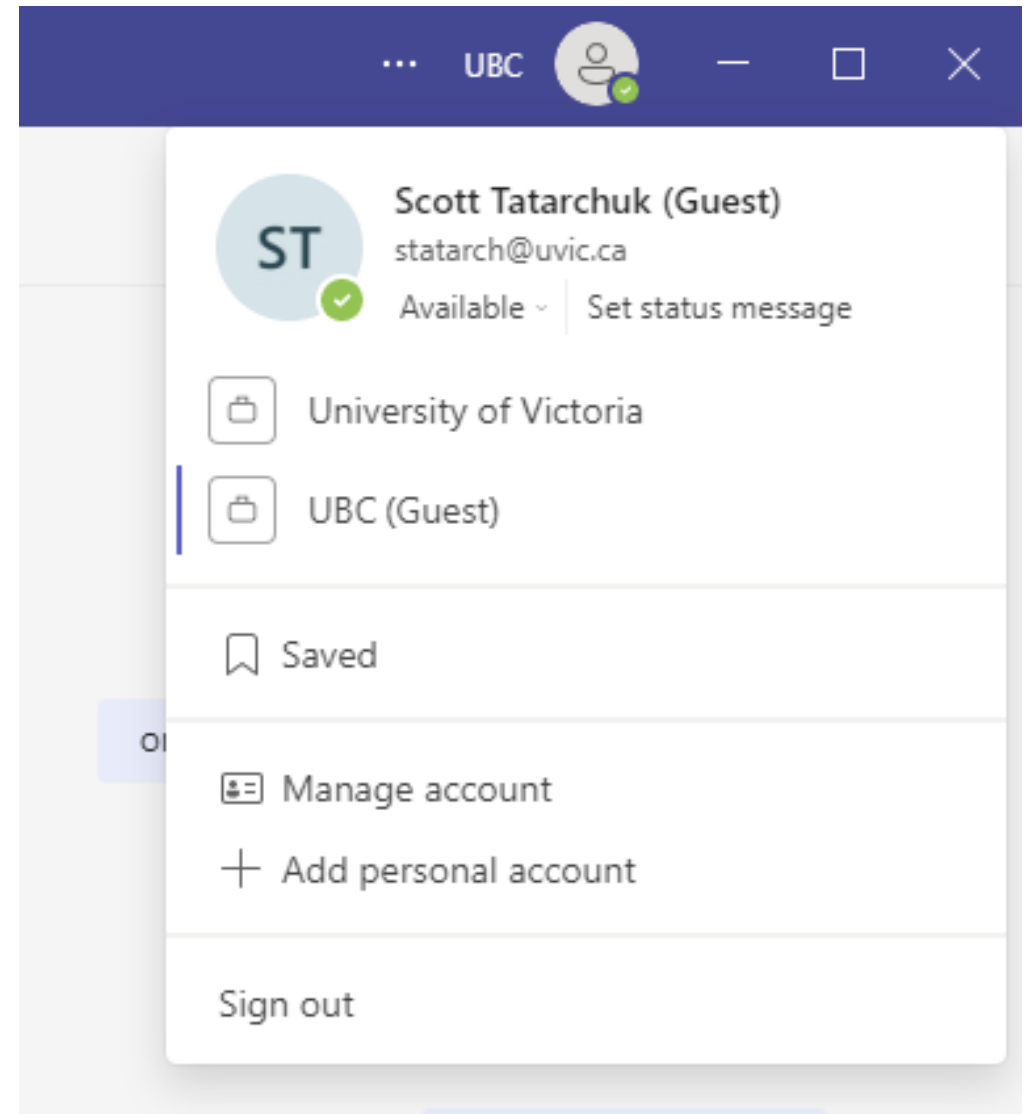
1. No option for calendar
2. No option for calls



A screenshot of the Microsoft Teams interface. The top navigation bar includes a search bar, a profile icon, and window controls. The left sidebar shows navigation options: Activity, Chat, Teams, and Files. The main area is split into two panes. The left pane, titled 'Feed', displays a list of activity items with user avatars and timestamps. The right pane, titled 'CT Session...', shows a chat conversation with a post by 'Liz Raymond' and a reply by 'AH'. The chat content includes text about a 'Knowledge Support' team and a link to a document. A 'New conversation' button is visible at the bottom of the chat pane.

# Swap Organisations

- Click your icon top right
- Click the org



# Web Main Page



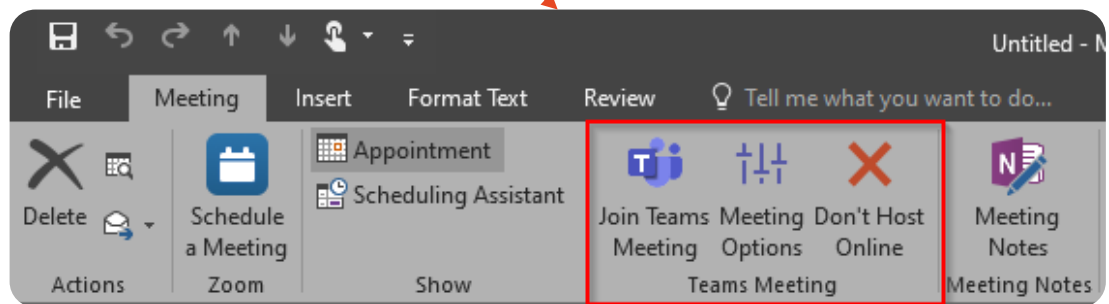
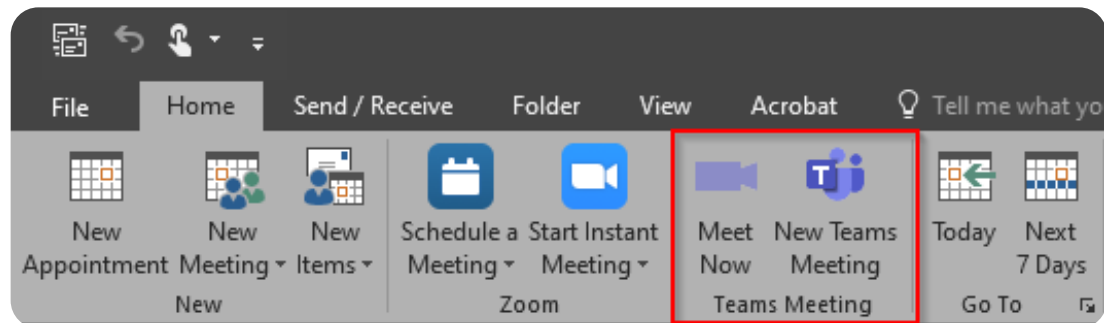
The screenshot shows the Microsoft Teams web interface. At the top, there is a navigation bar with 'Microsoft Teams' and a search bar. Below this is a secondary navigation bar with 'Get Started', 'Training Portal', 'Help and Feedback', and 'About'. The main content area is divided into several sections:

- News:** A grid of six news items. The first item features the Microsoft Word logo and the text 'Mendeley and RefWorks Citation Add-ins Now...'. Other items include 'Find Your New Microsoft Teams...', 'Microsoft Planner Now Available!', 'Get Free Access to Microsoft 36...', and 'A 90 Day Data Retention Schedule for...'. A 'See all' link is present.
- Quick Links:** A vertical list of six blue buttons: 'Request a Team', 'Using Teams at UBC', 'Teams - How to FAQs', 'Using OneDrive at UBC', 'OneDrive - How to FAQs', and 'Help and Feedback'. A 'See all' link is also present.
- Guides:** A section with a 'OneDrive' icon and the title 'OneDrive Folder Location Changeable'. The text below reads: 'Home | Get started with Microsoft Teams | Help & Feedback The Microsoft OneDrive app lets you synchronize your Microsoft Teams and OneDrive files to your... 135 views'. A 'See all' link is present.

On the left side, there is a vertical sidebar with icons for 'Activity', 'Chat', 'Teams', 'Calendar', 'Files', 'Tasks by Pla...', 'Apps', and 'Help'. At the bottom right, there is a notification banner that says 'Stay in the know. Turn on desktop notifications.' with 'Turn on' and 'Dismiss' buttons.

# Booking Meetings (Outlook)

- Similar to Zoom
- Use the New Teams Meeting button
- Invitation has a link to join
- Change meeting settings



# Booking Meetings (Teams)

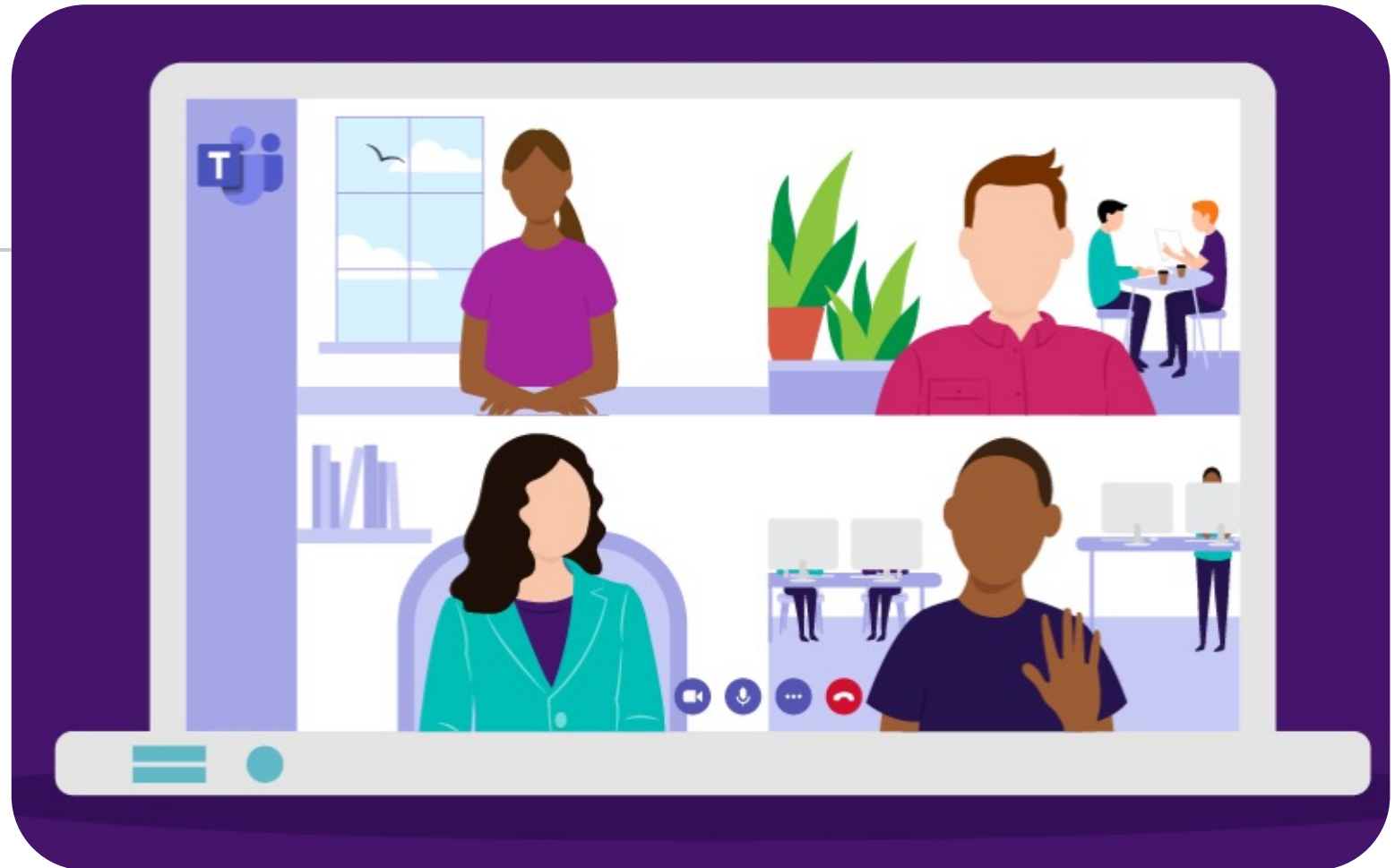
- Click New Meeting

The screenshot displays the Microsoft Teams calendar interface. At the top, there is a search bar and a user profile icon labeled 'ST'. Below the search bar, the 'Calendar' tab is active, showing options to 'Join with an ID', 'Meet now', and 'New meeting'. The calendar view is set to 'September 2022' and 'Work week'. The days shown are Monday (19), Tuesday (20), Wednesday (21), Thursday (22), and Friday (23). A meeting is being booked on Thursday, September 22nd, between 10:00 and 11:00 AM. The meeting box is highlighted with a red border and a red dot on the left side. The left sidebar contains navigation options: Get Started, Activity, Chat, Teams, Calendar (selected), and Calls.



# Meetings

- Similar to Zoom
- People = Participants
- Chat persists after meeting ends
- Record



# Search

- Find your colleagues
- Search by name, email
- Find teams you are part of
- Uses the UBC directory



A screenshot of the Microsoft Teams application interface. The search bar at the top contains the text 'ken'. A search results dropdown is visible, showing a list of people and group chats. The 'People' section includes: Wong, Ken (MED) (KEN.WONG2) Manager, Collaboration; Wong, Ken (KEN.C.WONG) Research Program Manager; Byrne, Ken (KEN.BYRNE) Lecturer-MSFM; Ho, Kendall (KENDALL.HO) Professor (tenure); and Bushe, William Kendal (KENDAL.BUSHE) Assoc Professor (tenure). The 'Group chats' section includes: Hammond, Kenny, +4. The background shows a chat window with a message input field that says 'You can't send messages because you are not a member of the chat.' The left sidebar shows navigation options: Get Started, Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help.

# Chat

- Can be 1 : 1 or group
- Use search to find who you want to chat with
- Add more people to create a group chat
- Share messages or files
- Can start a video call
- 90 day retention policy

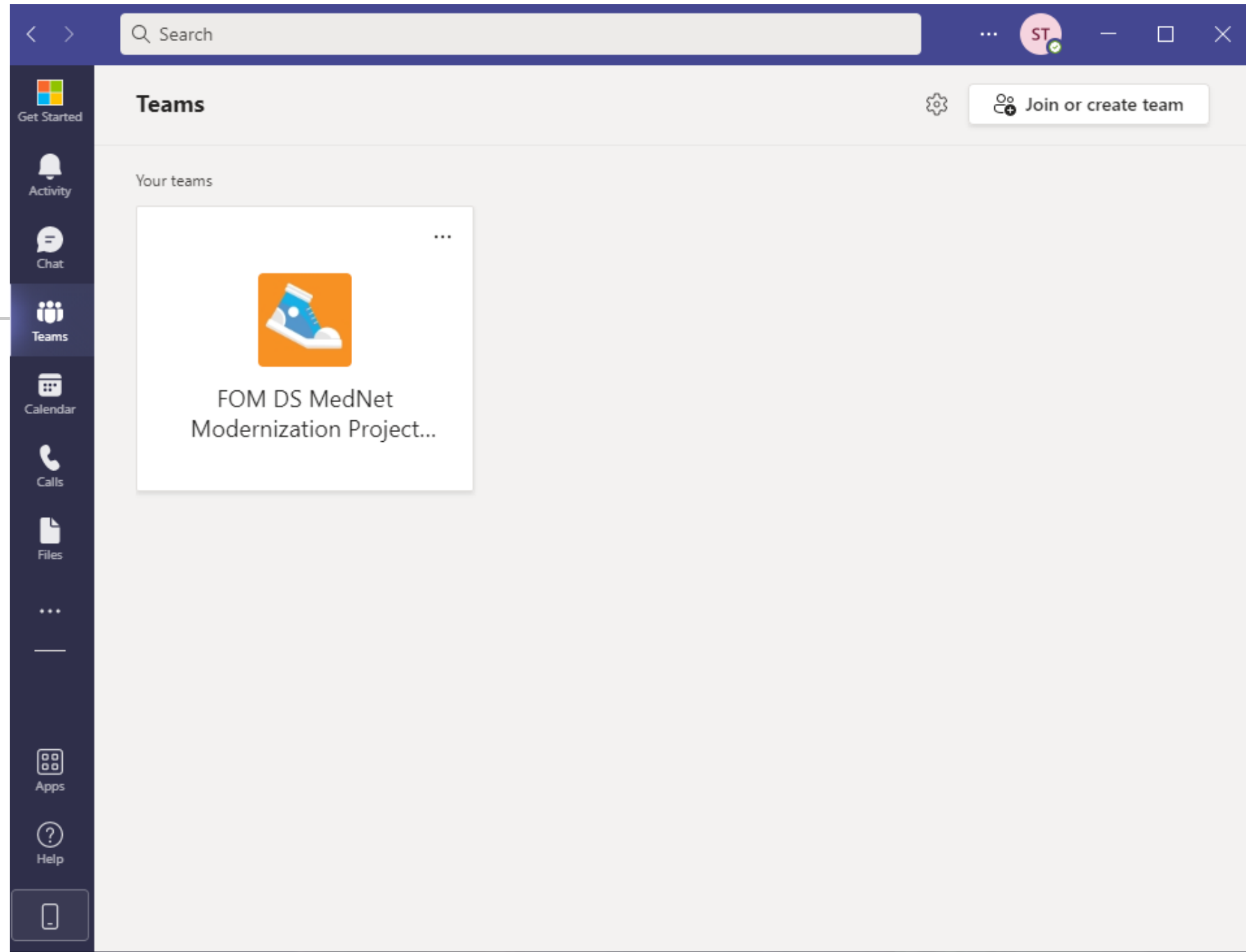


A screenshot of the Microsoft Teams chat interface. On the left, there is a sidebar with 'Activity', 'Chat', 'Teams', and 'Files' tabs. The main area shows a list of chat conversations with names and dates. The right pane shows a detailed view of a group chat named 'IMP Techs'. The chat history includes messages from Devin Vassallo (Guest), Buchanan, Stewart, Nicole Wells (Guest), Kennedy, Alex, Olivier, Chris (Guest), Tanya Simpson (Guest), Lee, Allan, Mahl, Ricky, Duarte, Matt, Mak, Jason, Michael Quan (Guest), Chia, Zhi Wei, and Yee, Shirley. A date separator for 'November 7, 2022' is visible. A message from Scott Tatarчук (Guest) indicates the group name was changed to 'IMP Techs'. Recent messages include 'Sure!', a link to 'jonesgotmeat.com/menu', and a discussion about Windows virtual machines. The bottom of the screen shows a text input field and various chat controls.



# Teams

- Collection of related channels
- Important teams and channels can be pinned
- Click on a team to see channels
- Owners, members, and guests



# Channels

- Teams can have many channels
- Channels can have unique permissions
- Chat in a channel with posts



A screenshot of the Microsoft Teams interface. The left sidebar shows the 'Teams' section with a list of channels under 'Your teams'. The selected team is 'FoM Digital Solutions', and the selected channel is 'General'. Other channels listed include 'Major Incidents', 'Mednet Modernization Proj...', 'Project Intake', 'Watercooler', 'Wellness', 'FoM DS Research and Di...', 'CT Condeco Testing', 'CT Microsoft Teams Onboarding', 'CT PD Opportunities and St...', 'CT Projects and Ideas', 'CT Recording Operations Team', 'CT Resource Coordination T...', and 'CT Session Support'. The main area shows a post in the 'General' channel. The post is titled 'Santa in the Summer' and is dated May 20, 2022. The post content reads: 'Hello All! You're invited to our next social committee event: Santa in the Summer! As we have been unable to celebrate the Holidays in person the last few years we thought it was about time to bring some festive cheer to the office...'. The post is by 'Wheeler, Adrian' and has 5 likes and 1 reaction. A reply from 'Hammond, Kenny' says 'I got this.' There is a 'New conversation' button at the bottom.

# Tasks by Planner

- Can be added to a channel by the owner
- Assign people to tasks
- Make it work for your team



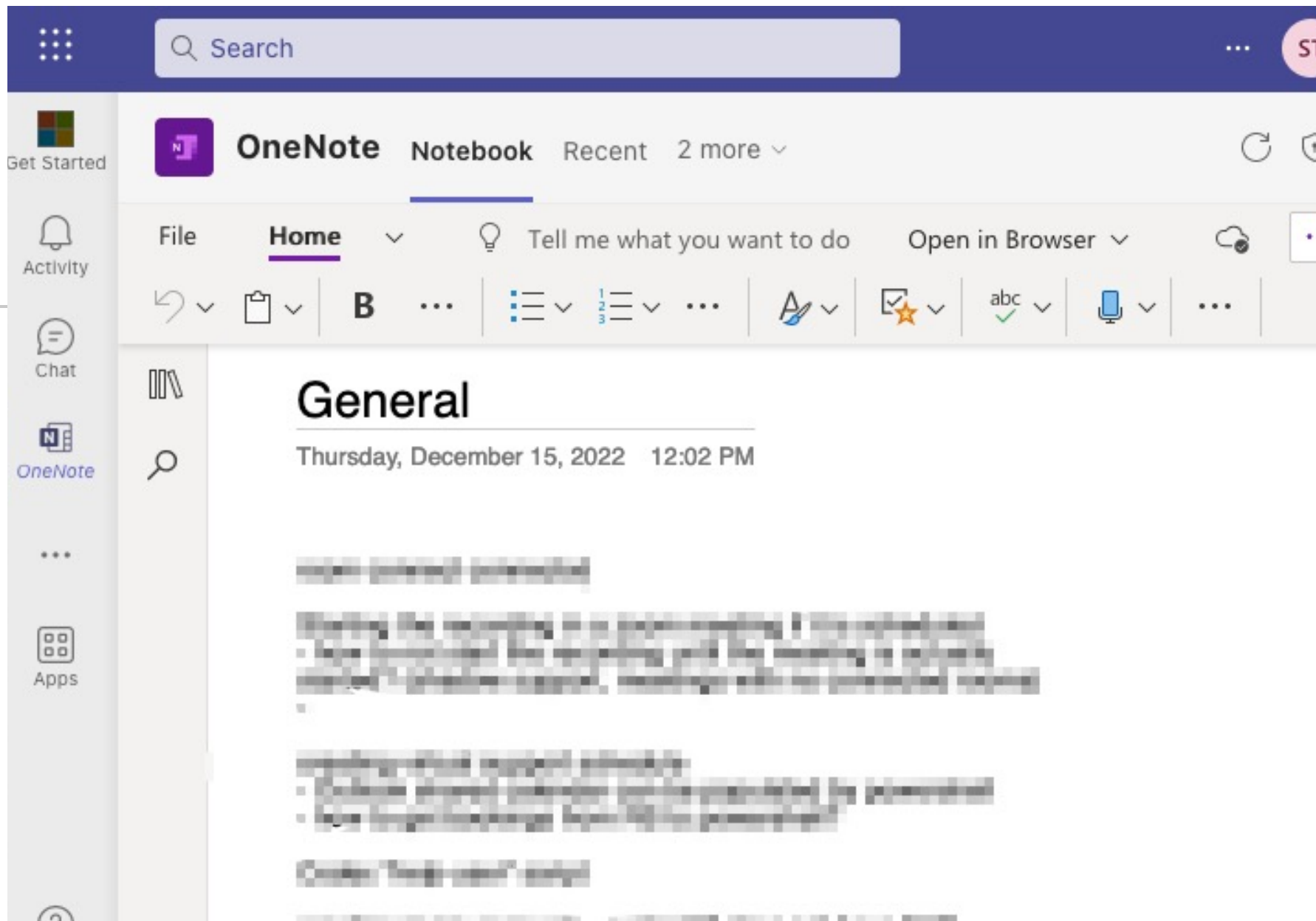
The screenshot displays the Microsoft Teams Planner interface for a channel named "CT Projects and Ideas". The interface is organized into three columns: "To Do / Approved", "In Progress", and "Completed".

- To Do / Approved:** Contains a single "Add task" button.
- In Progress:** Contains three task cards:
  - Task 1: "SMH LT (deferred to Summer of 2023)". It has a progress indicator of 1 / 3 and a due date of 06/30. Assigned to two team members.
  - Task 2: "FHA IP Camera Installation". It has a checklist with four items: "Physically install IP camera", "Test remote accessibility", and "Update IP camera asset spreadsheet". It has a progress indicator of 3 / 6 and a due date of 12/31/2022. Assigned to two team members.
  - Task 3: "Onboarding - MSMRI". It has a progress indicator of 0 / 1 and a due date of 02/28. Assigned to two team members.
- Completed:** Contains a single "Add task" button and a summary at the bottom showing "Completed tasks 6".

The left sidebar shows a list of teams, with "CT Projects and Ideas" selected. The top navigation bar includes a search bar and the text "UBC".

# OneNote

- Apps -> OneNote
- Pin it for quick access
- Access personal, team, and meeting notes



# Tips and Tricks

- Settings -> devices -> noise suppression
- Change your status
- Set a status message



A screenshot of a Microsoft Teams interface. The top navigation bar is dark blue with 'UBC' and a user profile icon. Below it, a menu shows 'Posts', 'Files', and '1 more'. A date separator indicates 'May 13, 2022'. A message from '05-13 11:17 a.m. Edited' is partially visible, mentioning 'onboarding' chat schedule and 'Monday from 1300-1400h'. Another date separator shows 'May 19, 2022'. On the right, a user profile card for 'Scott Tatarchuk (Guest)' is displayed, showing a profile picture with initials 'ST', status 'Available', and a 'Set status me...' option. Below the profile card are several menu items: 'University of Victoria', 'UBC (Guest)', 'Saved', 'Manage account', 'Add personal account', and 'Sign out'.

# Status Messages Best Practices

- Days working from home
- Days in the office
- Where you will be when in the office
- Like setting your out of office



aturday

... UBC ST

**ST** **Scott Tatarchuk (Guest)**  
statarch@uvic.ca  
Available | Edit status message

Week of April 17 - 21: @MSB 161 Mon - Thurs, WFH on Fri  
Display until Saturday 11:59 p.m.

University of Victoria

UBC (Guest)

Saved

Manage account

Add personal account

Sign out

# Find Your Colleagues

- Go to your team
- Manage team
- Hover over each portrait
- Quickly check the status of team members



A screenshot of the Microsoft Teams interface. On the left, a sidebar shows navigation options: Chat, Teams (selected), and Files. The main area displays a list of teams under 'Pinned' and 'Your teams'. The 'FoM Digital Solutions' team is highlighted. A profile card for 'Scott Tatarchuk (Guest)' is shown, indicating he is 'Available'. Below the profile card, a status message is visible: 'Status message • 2:15 p.m. Week of April 17 - 21: @MSB 1... See More'. Under the 'Contact' section, his status is 'Available' and his email is 'statch@uvic.ca'. The team name 'FoM Digital Solutions' and its description 'Digital Solutions advances education and research' are visible at the top right of the interface.



# Questions?

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[medit.servicedesk@ubc.ca](mailto:medit.servicedesk@ubc.ca)

