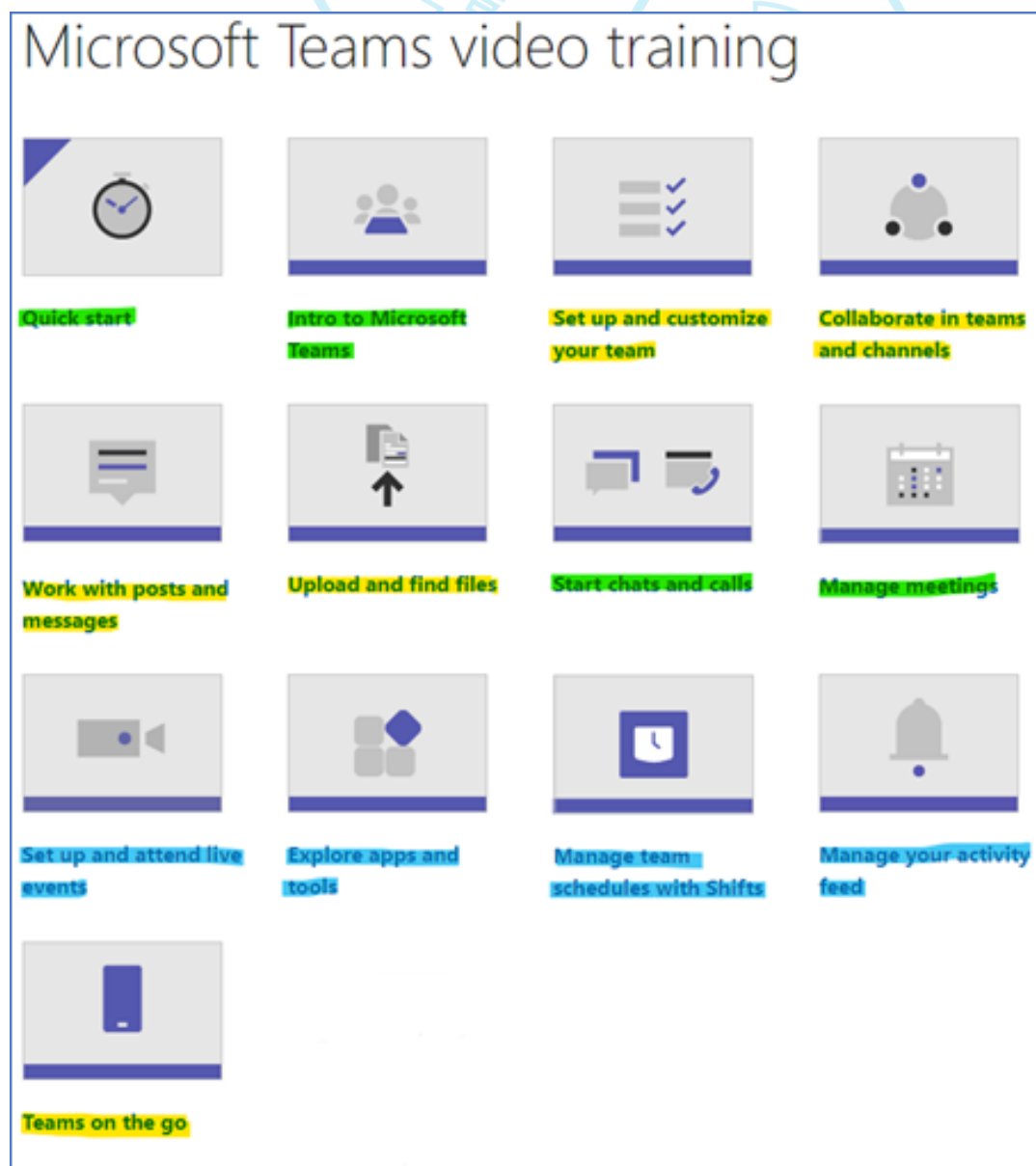


Introduction to Teams











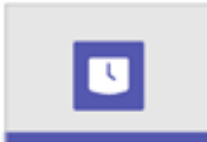


This document will give you a basic introduction and links to [official training videos](#).

The below is colour coded to guide you depending on your current knowledge.

Green is standard knowledge **Yellow** is intermediate **Blue** is more advanced



Microsoft Teams video training

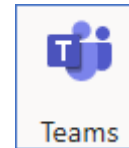
 Quick start	 Intro to Microsoft Teams	 Set up and customize your team	 Collaborate in teams and channels
 Work with posts and messages	 Upload and find files	 Start chats and calls	 Manage meetings
 Set up and attend live events	 Explore apps and tools	 Manage team schedules with Shifts	 Manage your activity feed
 Teams on the go			

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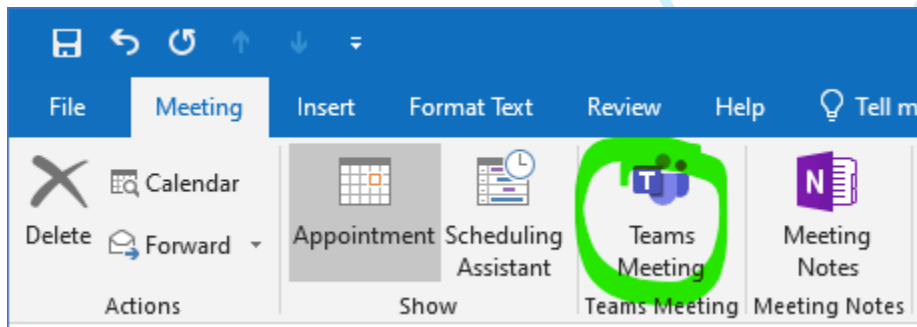
Start by installing Teams and ensuring your colleagues can all use it.

- 1) Logon to <https://portal.office.com> using your email address and 365 password.
 - This password can be obtained by contacting Eurolink.
- 2) Once logged into the above portal, you can click on the Teams tile and then click Download Windows App to install Teams.



Microsoft Teams is very simple and is great for video calls and the meetings plug directly into Outlook.

You can start Teams meetings from Outlook, just as you would create a normal meeting. At the top of the meeting creation in Outlook, click the Teams Meeting button:



This inserts a link into the appointment that can be clicked by the attendees to automatically launch Teams and join.

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