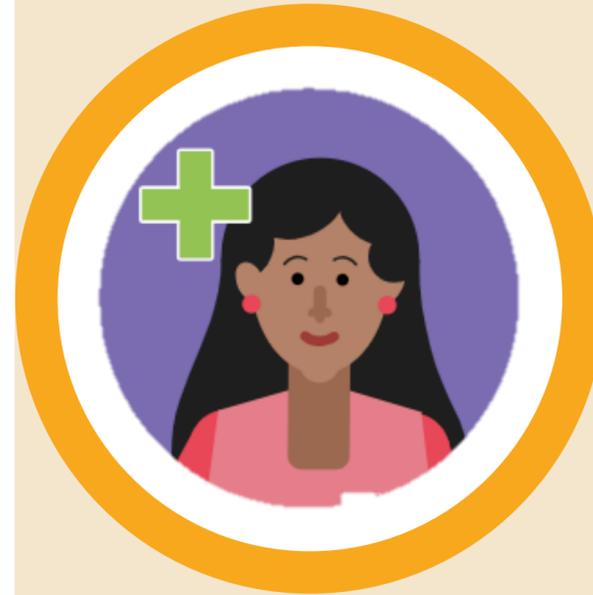# Microsoft Teams
Your 60-second primer

What is Microsoft Teams?

Teams is Microsoft's collaboration hub. It brings together conversation, chat, calls, shared documents, meetings and more - so groups can work easily and openly.

You can connect and collaborate with Teams at anytime and from anywhere.

What can I do in Teams?

- Find and join public and private collaboration spaces
- Chat, call, and meet - including video conference
- Set up communication channels by topic for more organised discussion
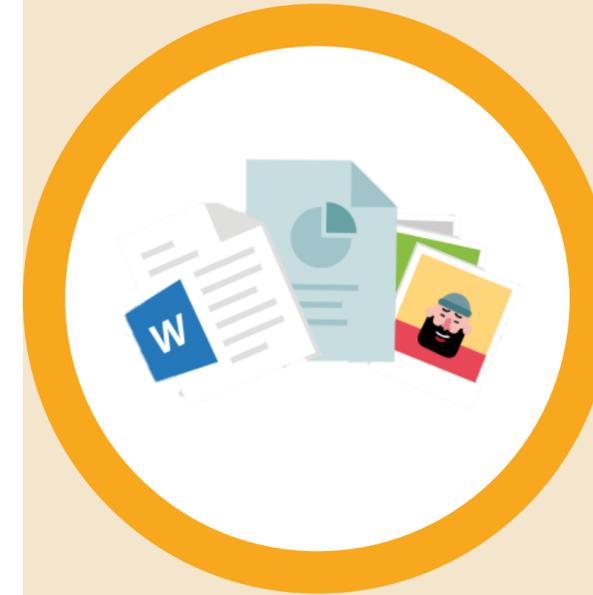
What problems does Teams solve?

- No hunting for dial-in numbers or running to make a meeting: join from any device
- Minimise 'hallway chatter' and confusing email threads through open, organised conversations
- Review documents on the go, straight from your device
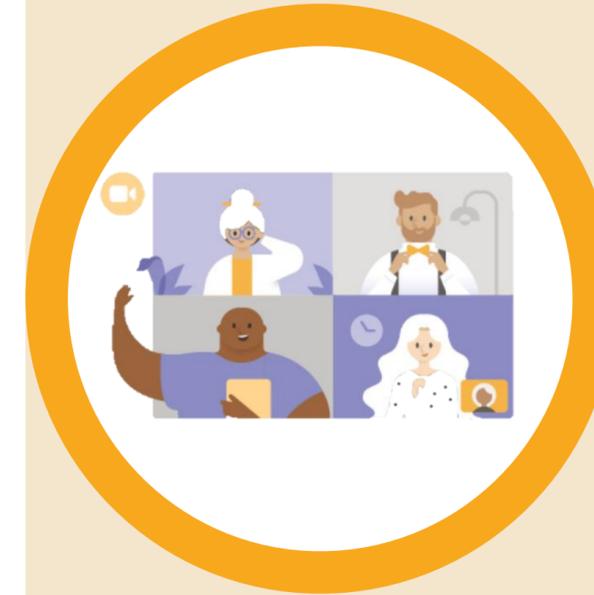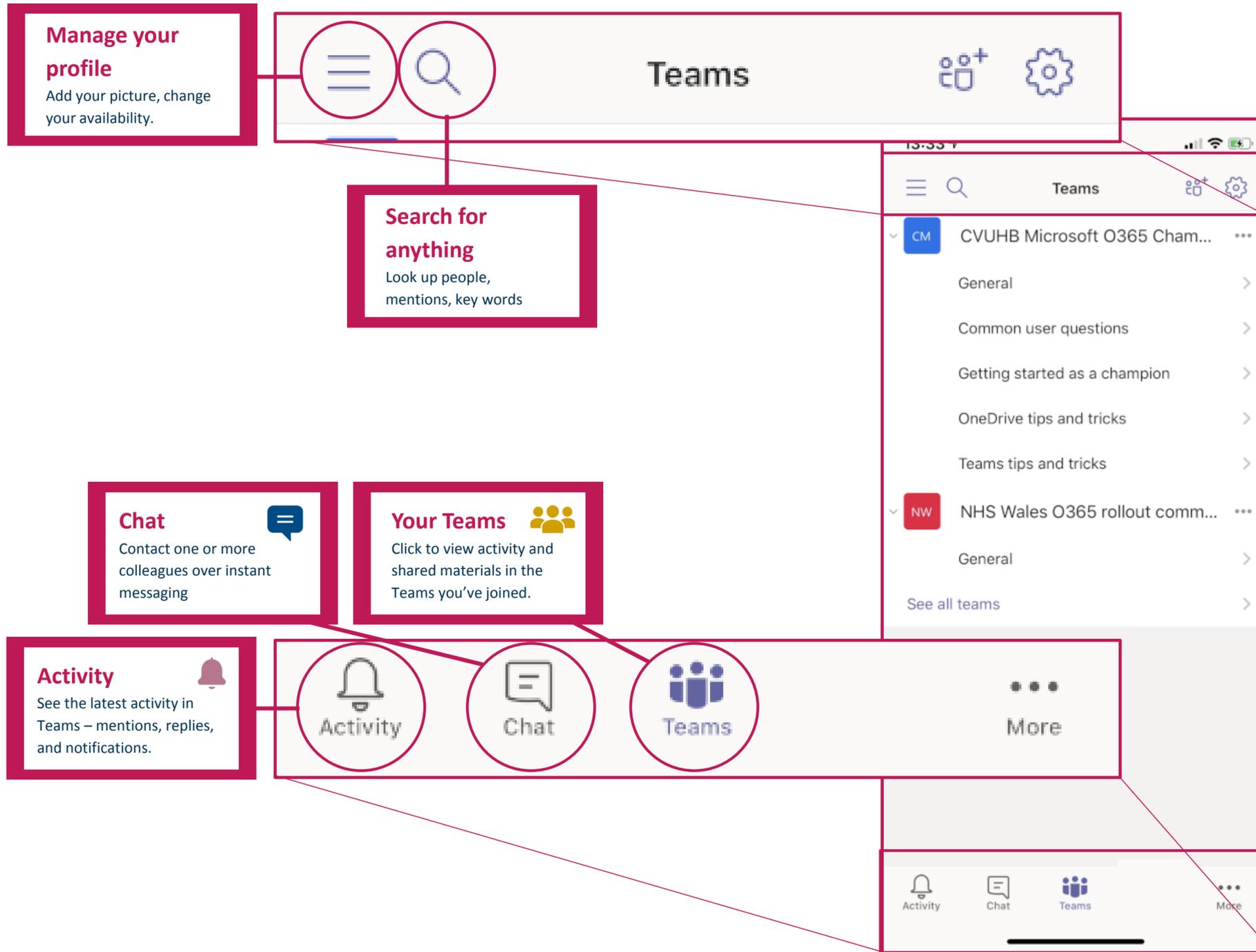
How do I use Teams?

- Download Microsoft Teams app to your computer and smart device
- Coming soon: you'll also be able to to Teams securely from any browser, using Multi-Factor Authentication

Look out for more Teams functionality coming soon, including calendar and scheduling meetings

Microsoft Teams: your app home screen

GIG CYMRU NHS WALES | Bwrdd Iechyd Prifysgol Caerdydd a'r Fro Cardiff and Vale University Health Board

Manage your profile
Add your picture, change your availability.

Search for anything
Look up people, mentions, key words

Teams

Teams & channels
Click on a team to see the conversations and shared files for that team, such as different streams in a project.

Chat
Contact one or more colleagues over instant messaging

Your Teams
Click to view activity and shared materials in the Teams you've joined.

Activity
See the latest activity in Teams – mentions, replies, and notifications.

Activity   Chat   Teams   More

13:33

Teams

CM CVUHB Microsoft O365 Cham...

General

Common user questions

Getting started as a champion

OneDrive tips and tricks

Teams tips and tricks

NW NHS Wales O365 rollout comm...

General

See all teams

Activity   Chat   Teams   More

Good to know

A **Team** is a group of people with a common purpose: a department, a project, a shared interest, or location

Channels allow you to organise communication within a **Team**: huddle announcements, rounds, training, compliance

Microsoft Teams: your browser home screen

GIG CYMRU NHS WALES
Bwrdd Iechyd Prifysgol Caerdydd a'r Fro
Cardiff and Vale University Health Board

New chat
Use for more private instant messaging discussions

Search for anything
Look up people, mentions, key words

Manage your profile
Add your picture, change your availability.

Need to know
You can use Teams to discuss **patient identifiable data** – but Teams is not part of the patient record, so any decisions reached in Teams must be recorded elsewhere.

Activity
See the latest activity in Teams – mentions, replies, and notifications.

Chat
Contact one or more colleagues over instant messaging

Your Teams
Click to view activity and shared materials in the Teams you've joined.

Calls
Call contacts via Teams or listen to voicemail straight from your device – no phone needed..

Teams & channels
Click on a team to see the conversations and shared files for that team, such as different streams in a project.

Find, add & pin useful content to the channel

Good to know
A **Team** is a group of people with a common purpose: a department, a project, a shared interest, or location

Channels allow you to organise communication within a **Team**: huddle announcements, rounds, training, compliance

Search for or type a command

DA

Activity
Chat
Teams
Calls
Files
Apps
Help

Teams

Your teams

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General
Common user questions
Getting started as a champion
OneDrive tips and tricks
Teams tips and tricks

Find or join a team
Find or join one.

Join or create a team

CM **Common user questions**   Posts Files Wiki +   Team ...

Let's get the conversation started
Try @mentioning people you want to collaborate with, or add some tabs to customise your space.

Planner   OneNote   Website   Add tab

Deborah Armitage has changed the channel name from **Common questions** to **Common user questions**.

DA **Deborah Armitage** 14:20
Hi champions! Here is a summary of the most common Microsoft O365 questions we're

W Top 10 Microsoft Office 365 User FAQs.docx ...

↵ Reply

Start a new conversation. Type @ to mention someone.

Reply to an existing conversation

Send new messages
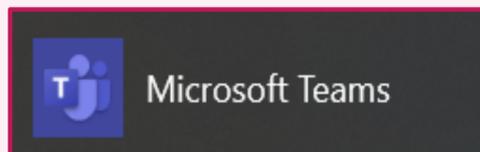Write and format messages. Attach files, and add emojis and gifs.

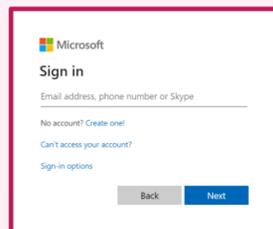# Microsoft Teams: five steps to get started

1. Sign in to Teams

- On a Windows computer, click **Start**

- Then search for and select **Microsoft Teams**

- Enter your work email address, and usual password

2. Download Teams app

- On your chosen smart device, make sure you're on a WiFi connection

- Go to your device's app store and search for **Microsoft Teams**

- Versions of the official Microsoft Teams app are available for **Android**, **Apple**, and **Windows** devices

- Download the app and log in, using your work email

3. Check activity

- Click on **Activity** **at** the bottom of your Teams app or upper left of your Teams browser homepage

- You'll see a feed of all the latest updates, such as:
  - new and updated posts in channels
  - @ mentions of you
  - new people added to your Teams

- If you spot a red circle next to **Activity**, it means:
  - you have been mentioned
  - you've received a reply to a message of yours
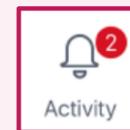
4. Join a conversation

- To share something openly with a Team, click on **Teams**, and find the team and channel you want

- Start a new thread or **Reply** to an existing post, pressing **Send** when ready

- Messages sent this way can be seen by everyone in the Team, even people who join later on

- For direct 1:1 or small group chat, use the **Chat** option, selecting **New Chat** to start
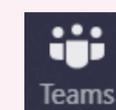
5. Join a meeting

- All you need to join a Teams meeting is:
  - A **link** for the meeting
  - Any device with an internet connection

- Depending on your device, you'll receive a notification for the meeting (calendar reminder; channel pop-up; on-screen banner etc.)

- The notification will contain the meeting link – which you need to click

- If you're not signed in, you may be asked to sign in first – or you may be able to join as a guest, depending on meeting settings

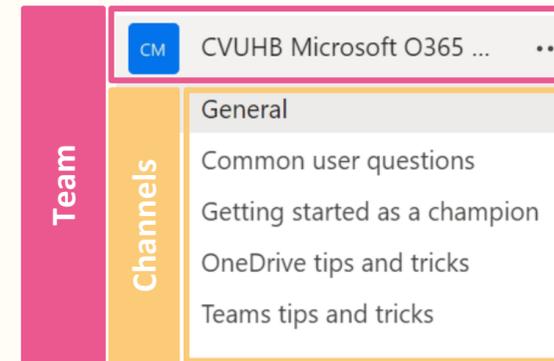**Coming soon: the ability to schedule meetings in Teams**

Microsoft Teams: Teams and channels basics

Teams

- A Team is a group of people with a common purpose: a department, a project, a shared interest, or location.
- You will be added to relevant Teams – and can search for others of interest
- If there's not an existing Team that meets your needs, your **Digital Change Coordinator** will create a new Team for you, ensuring there's no duplication with an existing team, that the Team's name is logical and unique, and there are Team owners in place.
- Teams can be:
  - **Public** (open to everyone in CVUHB) – collaborating on a topic of wide interest, e.g. carbon reduction initiatives
  - **Private** (participants need invitations or permission to join) – collaborating on sensitive or confidential projects

Channels

CM   CVUHB Microsoft O365 ...   •••

Team | Channels:
- General
- Common user questions
- Getting started as a champion
- OneDrive tips and tricks
- Teams tips and tricks

Each Team can have one or more **Channels**. Channels allow you to organise communication by topics.

All Teams have a **General** channel by default – but you can add channels with the **More options** (...) button.

For instance, a Carbon Reduction Taskforce Team might have a channel for each location (UHW, UHL etc.), and also for activities (recycling, energy, green travel).

Conversations in a channel are organised by date, and then threaded (e.g. replies to a post appear under that post).

Channel conversations are visible to everyone in the Team, including people who join later.

Communicating in a Team

@

- To get someone's attention, type **@** and their name (e.g. @dylanthomas), selecting the right person from the pop-up menu. This will send them a notification – and they can click on this to respond directly. (Avoid using **@mentions** too often – it's like adding someone to the 'To' field in email)
- To contact everyone in a Team, post a message in the Team's **General** channel.

What can we discuss in a Team?

You can discuss patient identifiable data – but must record any decisions on the patient record as Teams is not part of the patient record.

Who can we add to a Team?

In this phase, you can only connect with others in CVUHB. In the future, you'll be able to use Teams to connect with others in NHS Wales and trusted partner organisations, such as local councils.