Getting Started

Microsoft Teams is the chat-centered workspace integrated with Office 365. It gives teams instant access to everything they need in a dedicated hub for teamwork where chat, content, people, and tools live together.

Accessing

You can access Microsoft Teams using a web browser, desktop app, or mobile device.

- Using a web browser:
    1. Go to https://portal.office.com/.
    2. Select "Sign in" and log in using your JMU email address ([eID]@jmu.edu) and network password.
    3. Authenticate with Duo.
    4. (Optional) Select "Yes" when prompted to "Stay signed in" if on a personal device.
    5. Select the ⊞ icon in the upper-left corner, and select the 📧 icon.
- Download the desktop and mobile apps from within Teams by selecting your user icon in the upper-right corner and selecting **Download the desktop app** or **Download the mobile app**.

Navigating

Teams looks the same whether you are accessing it in a web browser or the desktop app.
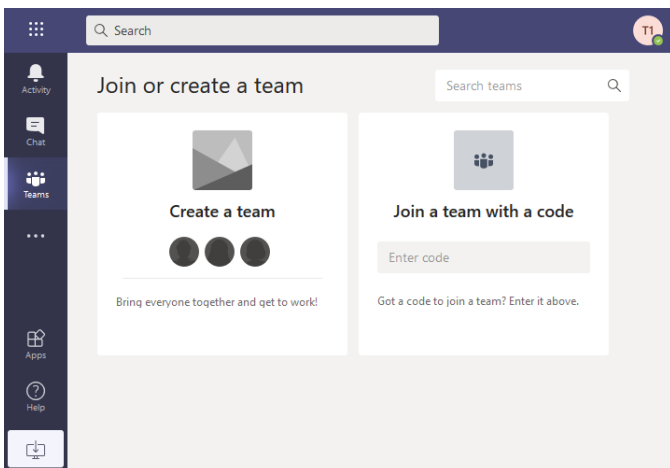
Navigation Bar

The navigation bar on the left includes:

- Activity – latest posts, reactions, etc. from your chats and team channels
- Chat – one-on-one and group conversations
- Teams – the teams you belong to and their channels
- Calendar – your Outlook calendar with controls to schedule meetings within Teams
- Files – access to recent files within Teams and OneDrive

Chat

Private conversations between individuals and groups.

- Text-based chat
- Audio and video calls
- Document and screen sharing

Teams

Overview

Teams are persistent groups of users working together under a particular topic. These teams may be departments, working groups, special projects, etc.

A team is made up of two roles:

- Owners – permission to manage team settings and membership
- Members – permission to view and participate in designated team channels

Channels

Within a team, channels can be used to separate different sub-topics or sub-groups. Each channel has a set of tabs that can be customized by the team's owners.

- Posts – chat feed for the team members in the current channel
- Files – shared file space backed by SharePoint; allows for collaboration on documents and sharing of other files
- Notebook (depending on team type) – OneNote-based space for the team
- Additional tools can be added using the +

Notifications

You can manage notifications by clicking on your user icon in the upper-right corner and selecting Settings, then Notifications.

In addition, you can manage notifications for each channel you're a part of by selecting the ••• icon next to a channel name and selecting "Channel notifications". This allows you to reduce the number of notifications you receive from channels in which you are not as active.

This article from Microsoft has additional information about managing notifications: https://support.microsoft.com/en-us/office/manage-notifications-in-teams-1cc31834-5fe5-412b-8edb-43fecc78413d

Mentions

To notify specific people in a channel, you can type @ followed by their name. As you type, their name should appear from the directory and can be selected to insert the "mention" into the message.

Suggestions

T2 Training User
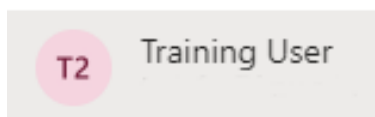
@train

Additional Resources

**Sign up for IT711 Microsoft Teams Overview** in MyMadison to learn more about Teams within a Teams meeting: https://www.jmu.edu/computing/teaching-and-learning/course-listing.shtml

Microsoft support for Teams: https://support.microsoft.com/en-us/teams

Microsoft Teams Essential Training on LinkedIn Learning: https://www.linkedin.com/learning/microsoft-teams-essential-training-5

Microsoft Teams
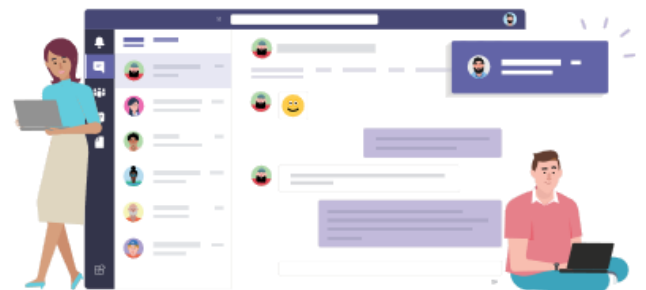
Download the Teams desktop app and stay better connected.