



# Microsoft Teams

## Faculty & Staff - Quick Start Guide

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*Microsoft Teams is the hub and the platform for team collaboration in Office 365 that allows communication and collaboration among workplace teams to be more engaged and effective through chatting, video meetings, storing files and collaborating in files.*

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### The Office of Information Technology



[helpdesk@ajman.ac.ae](mailto:helpdesk@ajman.ac.ae)



06-7056500, or Ext.: 6500

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## 1. Using this Guide

### 1.1 Who should read this guide?

This guide is written for Ajman University's faculty members and staff who will be using Microsoft Teams to interact and engage better with their team members while working remotely.

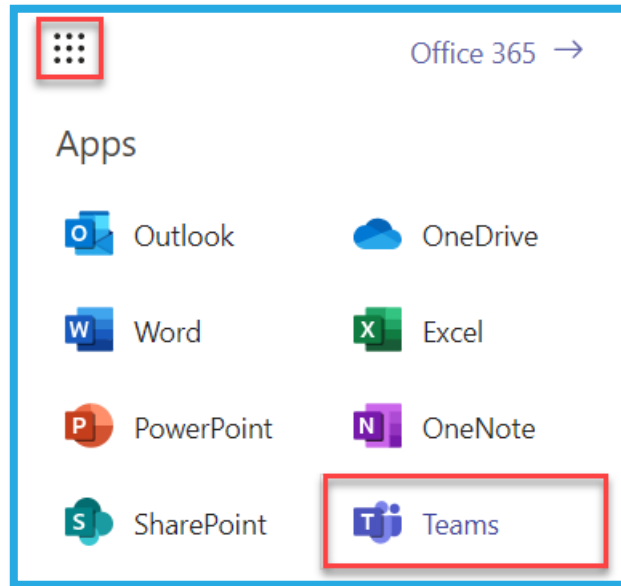
### 1.2 Getting Help

If you are facing any technical issues, you can get technical support by contacting the Helpdesk on [helpdesk@ajman.ac.ae](mailto:helpdesk@ajman.ac.ae) or by calling ext. 6500.

## 2. Accessing Microsoft Teams

You can access Microsoft Teams from the following channels:

1. Using Internet browser through [this link](#).
2. Signing in to your Ajman University's email and click on the Teams icon, as illustrated below:



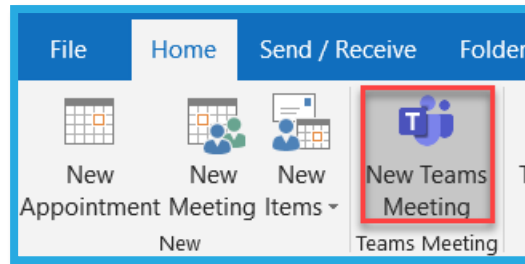
3. Though the desktop client, by searching for “Teams”.

Note: You should be using your Ajman University's email and password to use this service.

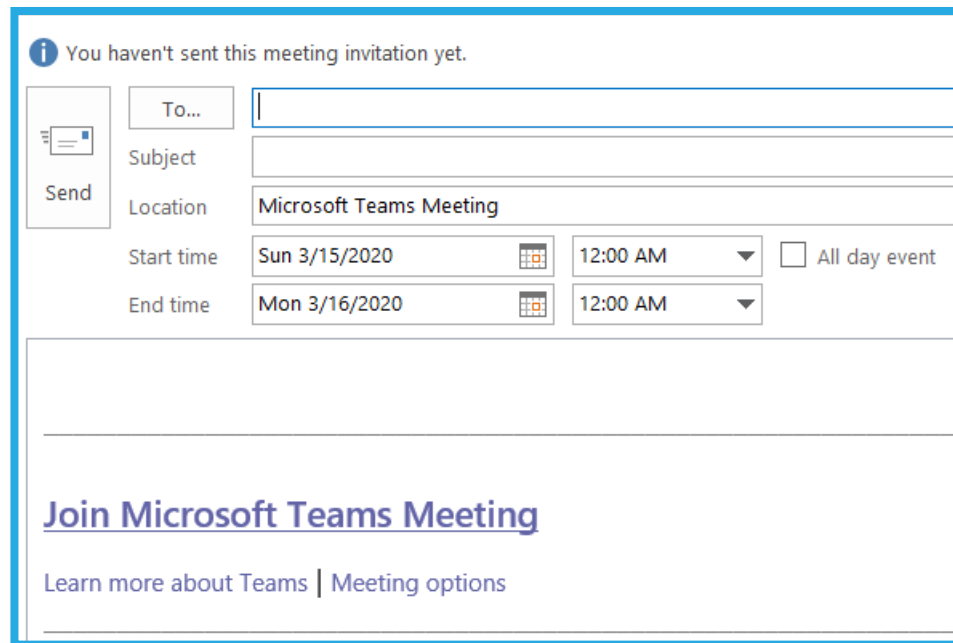
### 3. Create and Join Online Meetings Using Outlook

You can create an online meeting, with people at AU or **any other entity**, through your Microsoft Outlook by following the below steps:

- 1- Go to the Calendar in Microsoft Outlook and click on New Teams Meeting, as illustrated below:



- 2- Similar to other meetings, enter the meeting details and send the invitation.

A screenshot of the 'New Teams Meeting' form in Outlook. At the top, there is a message: 'You haven't sent this meeting invitation yet.' Below this, there is a 'Send' button on the left and a 'To...' field on the right. The 'Subject' field is empty. The 'Location' field is set to 'Microsoft Teams Meeting'. The 'Start time' is set to 'Sun 3/15/2020' at '12:00 AM'. The 'End time' is set to 'Mon 3/16/2020' at '12:00 AM'. There is an 'All day event' checkbox which is unchecked. At the bottom, there is a link that says 'Join Microsoft Teams Meeting' and another link that says 'Learn more about Teams | Meeting options'.

#### Note:

- Creating meetings with external entity should be through Outlook
- The invitees will receive the meeting details with a link to join virtually, using Microsoft Teams.

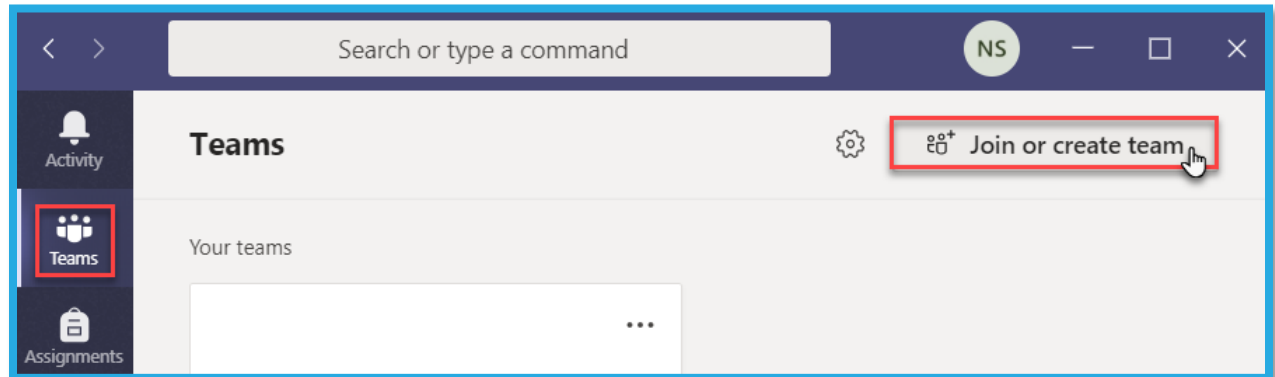
## 4. Get your Team up and Running

You can create and manage teams in Microsoft Teams. The team can be either public or private. For private teams, team owners manage team membership.

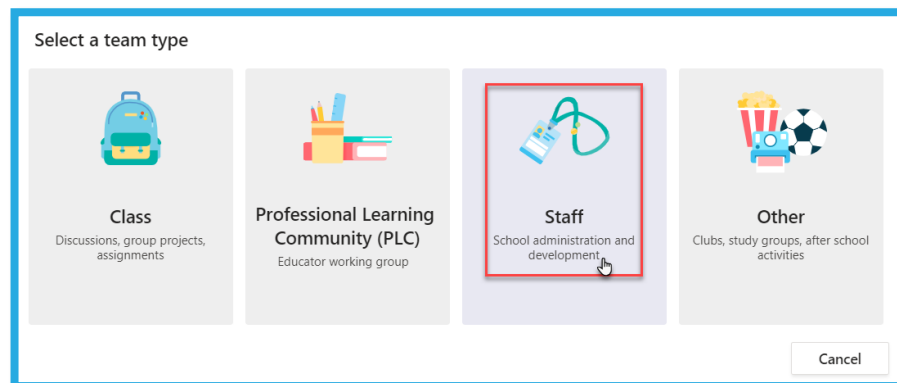
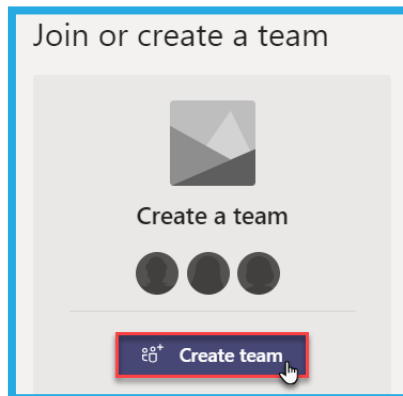
### 4.1 Create your Team and Add Team Members

You can create a team through the following steps:

- 1- Through the Teams section, click on Join or Create Team, as illustrated below:



- 2- Click on Create Team and choose the Staff type, as illustrated below:



3- Enter the Team details, as illustrated below:

### Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Team X

Description (optional)

Privacy

Private - Only team owners can add members

[Create a team using an existing team as a template](#)

CancelNext

4- Add your team members and assign their roles, as illustrated below:

### Add people to "Team X"

Start typing a name, distribution list, or mail enabled security group to add to your team.

Add

Skip

Member

Member

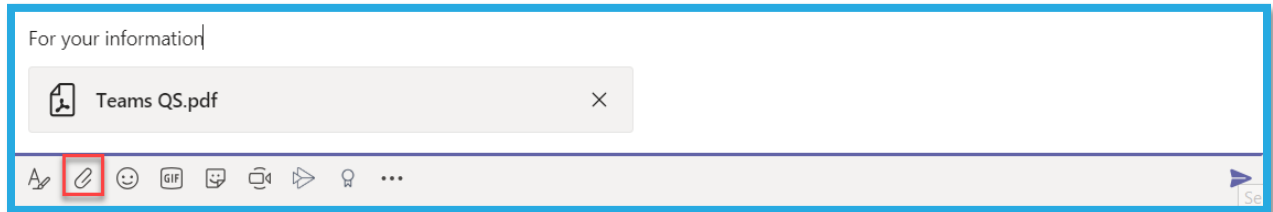
Owner

Member

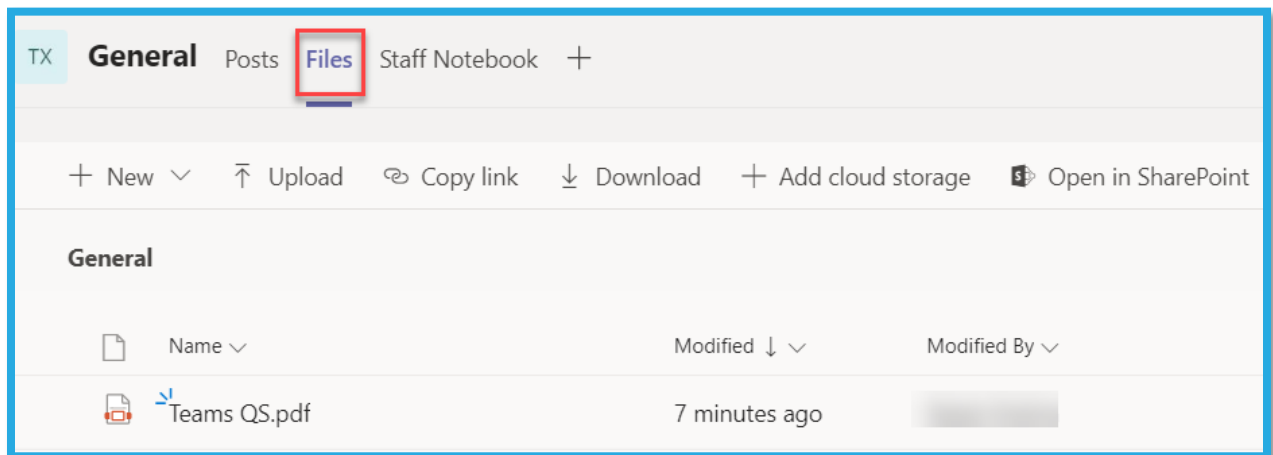


## 4.2 Share Documents with your team

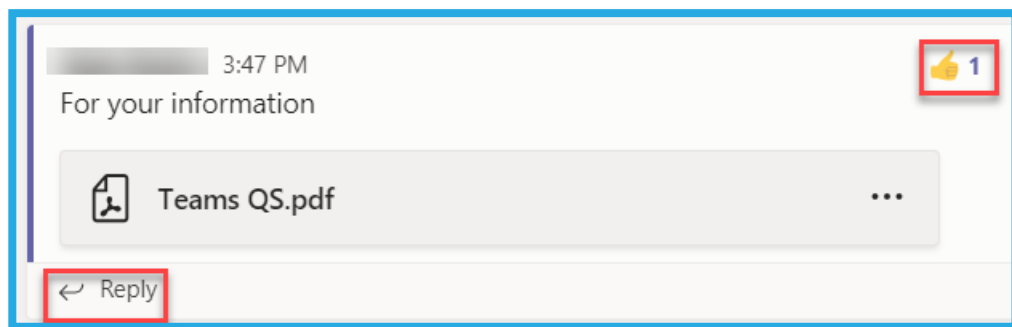
You can share documents with your team by adding attachments, as illustrated below:



You can even create, upload, share and download files through the File option inside the team/channel, as illustrated below:

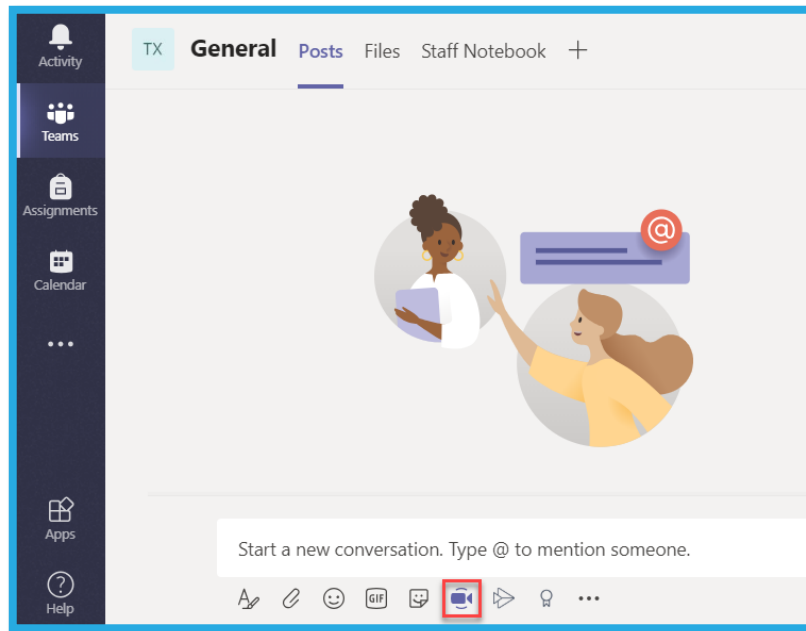


The team can reply and react to the documents you share, as illustrated below:

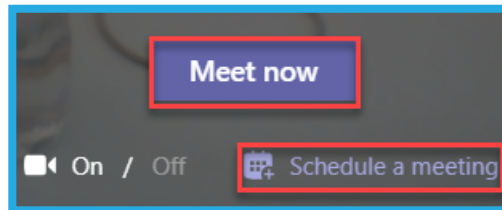


### 4.3 Create Meetings with your Team

You can create a meeting, by clicking on the meeting icon inside your team, as illustrated below:

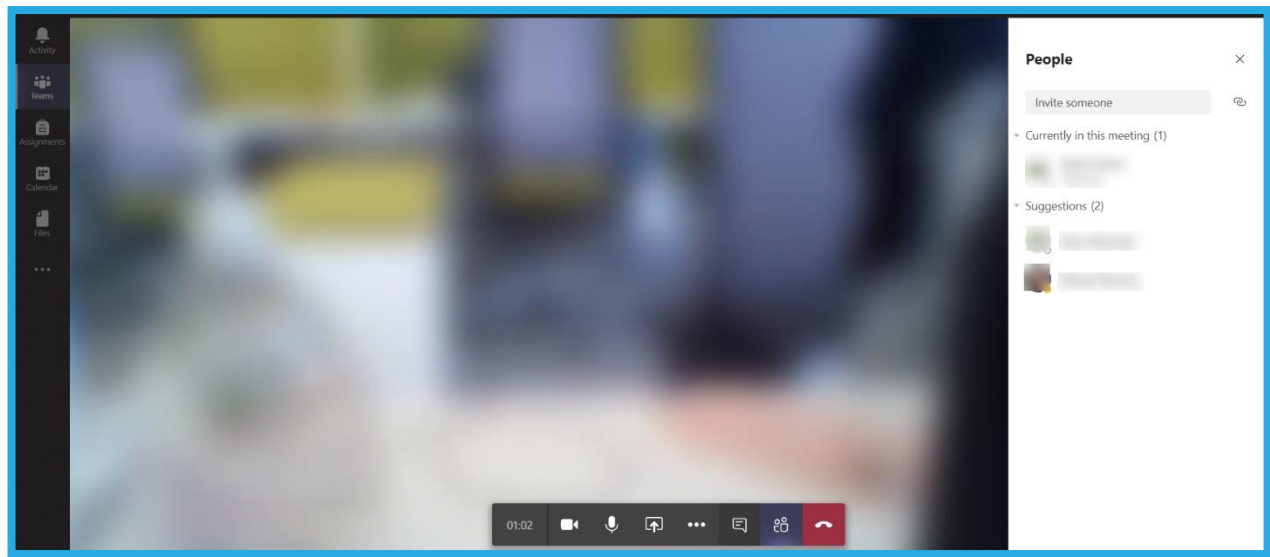


You can choose either to meet now or schedule a meeting, as illustrated below:



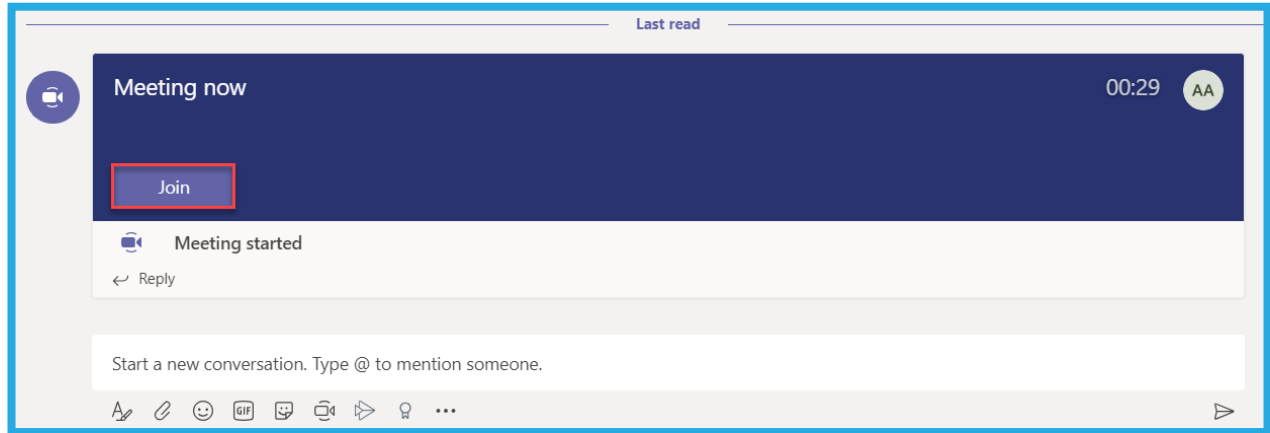
Note: You can enter all details while scheduling a meeting, including a recurrence, location, description, and inviting attendees (optional and mandatory attendance).

Once you start the meeting, you will be presented by a video call layout, where you can share your audio, video and screen, and you can type in a chat with the attendees.

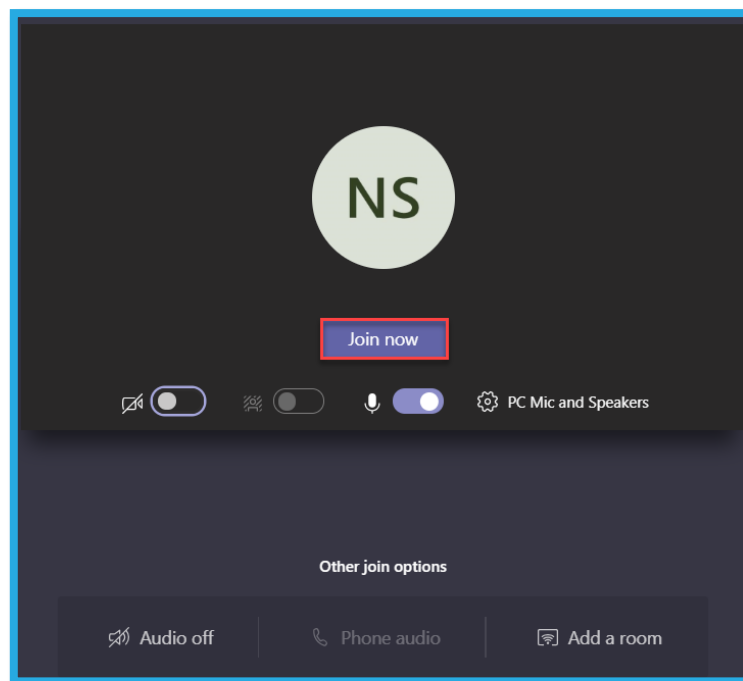


## 4.4 Join a Meeting with your Team

If a meeting was initiated by a team member or the team owner, go to Microsoft Teams and at the time of the meeting, you will be able to view the following to join a meeting:



Once you click on Join, as illustrated above, adjust your settings and then click on Join now, as illustrated below:



## 5. Download the Mobile Application

You can download Microsoft Teams to your mobile through Google Play and App Store.

