Navigating Microsoft Teams In the Workplace



These instructions are designed to teach how to navigate through Microsoft Teams and it's uses in a work environment. You will find how to effectively create channels and groups, use the calender, and send messages to groups and employees.

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Introduction

Microsoft Teams (MT) is an online platform or resource that can provide widespread communication efficiently in different work environments.



MT has channels, or groups, that allow users to organize discussions by topic or project. With features like real-time document collaboration and meeting scheduling, MT also provides messaging/email software and video conferencing to enhance remote and in-office work.

Creating or Joining Teams/Groups

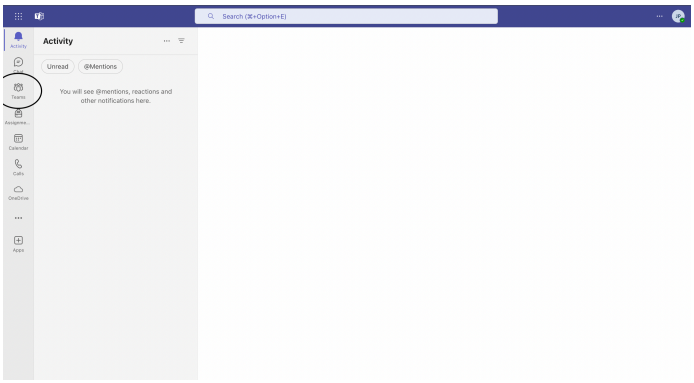


Figure 1

In ‘figure 1’ you will see what would be your “home” page; the Activity page will present any new or recent notifications of messages or upcoming events. To send mass messages or group messages you will need to be a part of a group or “Team”. Click the Teams tab on the left side of your screen as indicated in ‘figure 1’.

On the next page like ‘figure 2’ you will see options to join groups, create groups, or join recommended groups.

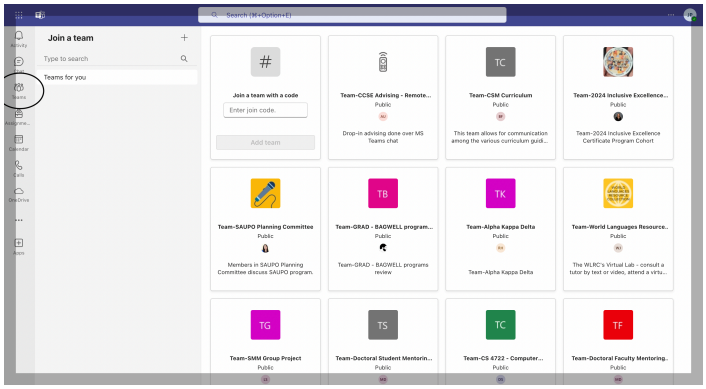


Figure 2

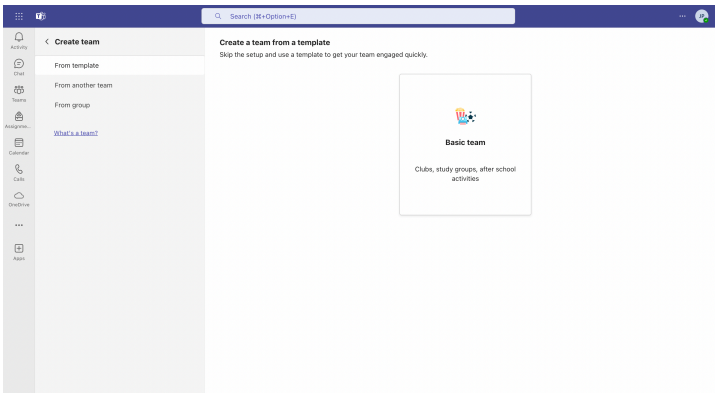


Figure 3

When creating a group you will get brought to a new page indicated in ‘figure 3’ where you can customize it using a template and then add any members you want to be apart of that group. They will then get an email through Teams letting them know that they have been added to a new Team.

Sending Messages

A crucial part of MT is sending and receiving effective information and a good way to do that is through the ‘Chat’ tab indicated in figure 4. Once here this page stays simple and straight forward, similar to composing an email, you can type text, add pictures, attach files, etc.

In the top-middle of the page in the rectangle, I’ve shown where you can add people, groups, emails, or search people by tags or categories to easily find who and where to send messages.

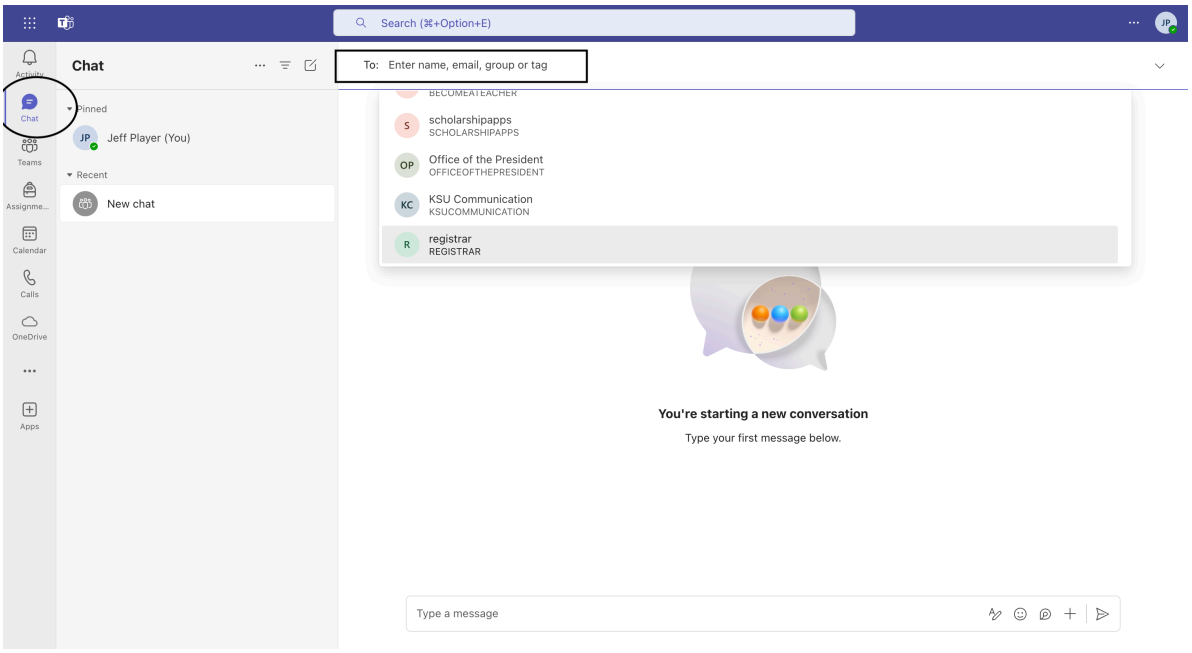


Figure 4

Calendar Application

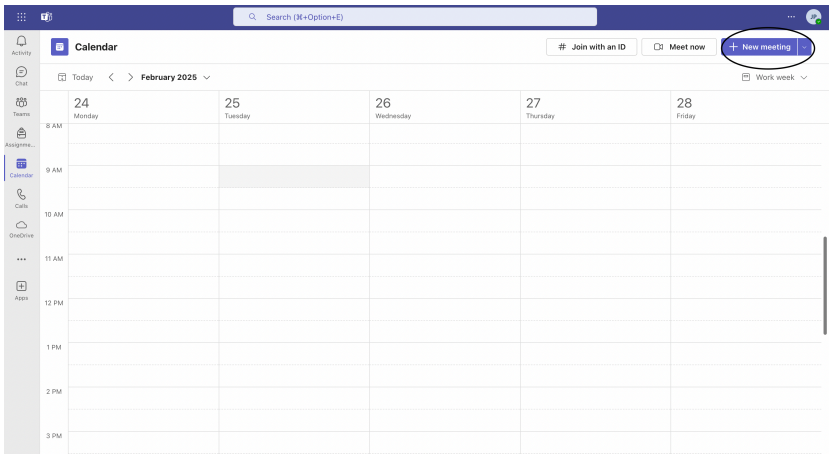


Figure 5

Upon clicking the calendar tab, the current date and any upcoming scheduled meetings, deadlines, and events will be shown. To create a new event on your calendar you can either click on the date or the new meeting button in the top right corner indicated in ‘figure 5’.

When you are creating new events or meetings you can do all sorts of customizations ranging from who to alert, where to send the alert, what time, to what the event consists of.

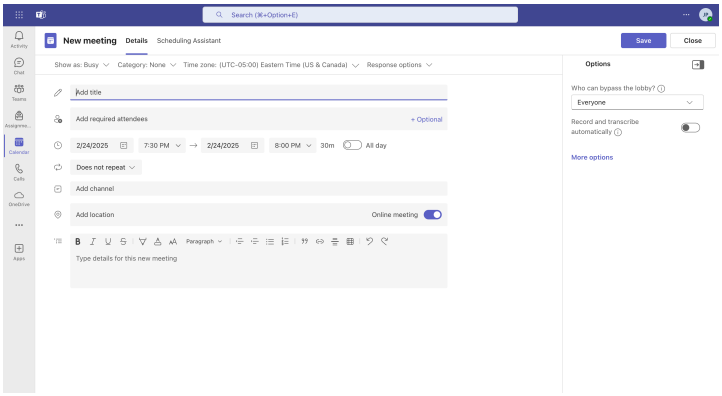


Figure 6

Final Thoughts

These components of Microsoft Teams are the corner stone of an effective business model. Through this briefing, you should have learned how to join or create new groups with different employees, how to send one-on-one messages or group messages, and how to navigate the MT calender effectively.

- The Calendar tab helps schedule and manage meetings
- The Messages tab facilitates quick communication through chats and groups
- The Teams tab allows users to create and manage teams, organize conversations and projects

