

Fiji National University

**Microsoft Teams User
Guide**

Division of ITS

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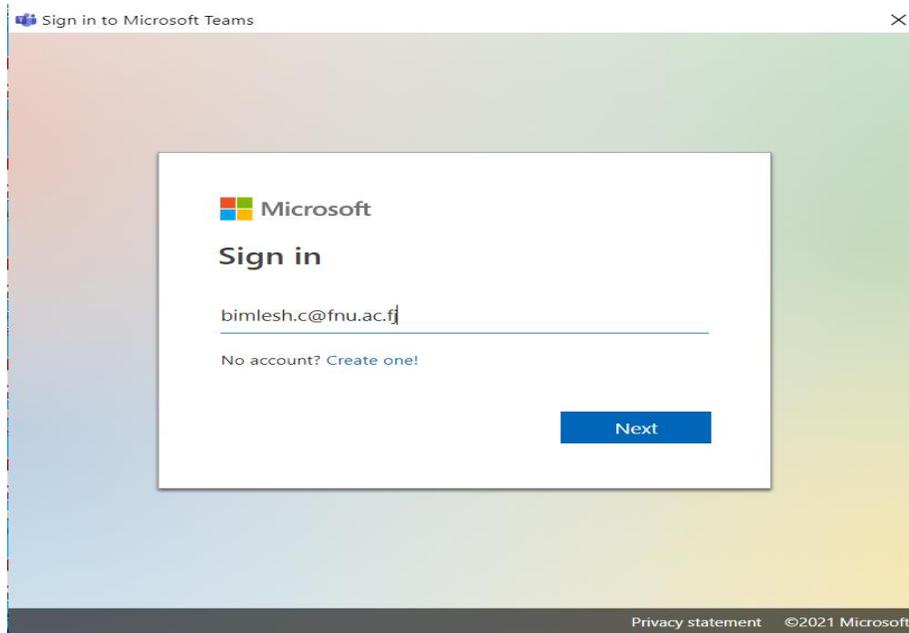
How To download and Install Microsoft Teams

1. Download MS Teams for Desktop from the link below:
<https://www.microsoft.com/en-ww/microsoft-teams/download-app>
2. Once download is complete, double click on the app to install.

How to Login to MS Teams

1. Open MS Teams installed on your computer or from the web. Login using FNU email id and password.





Request for a Team

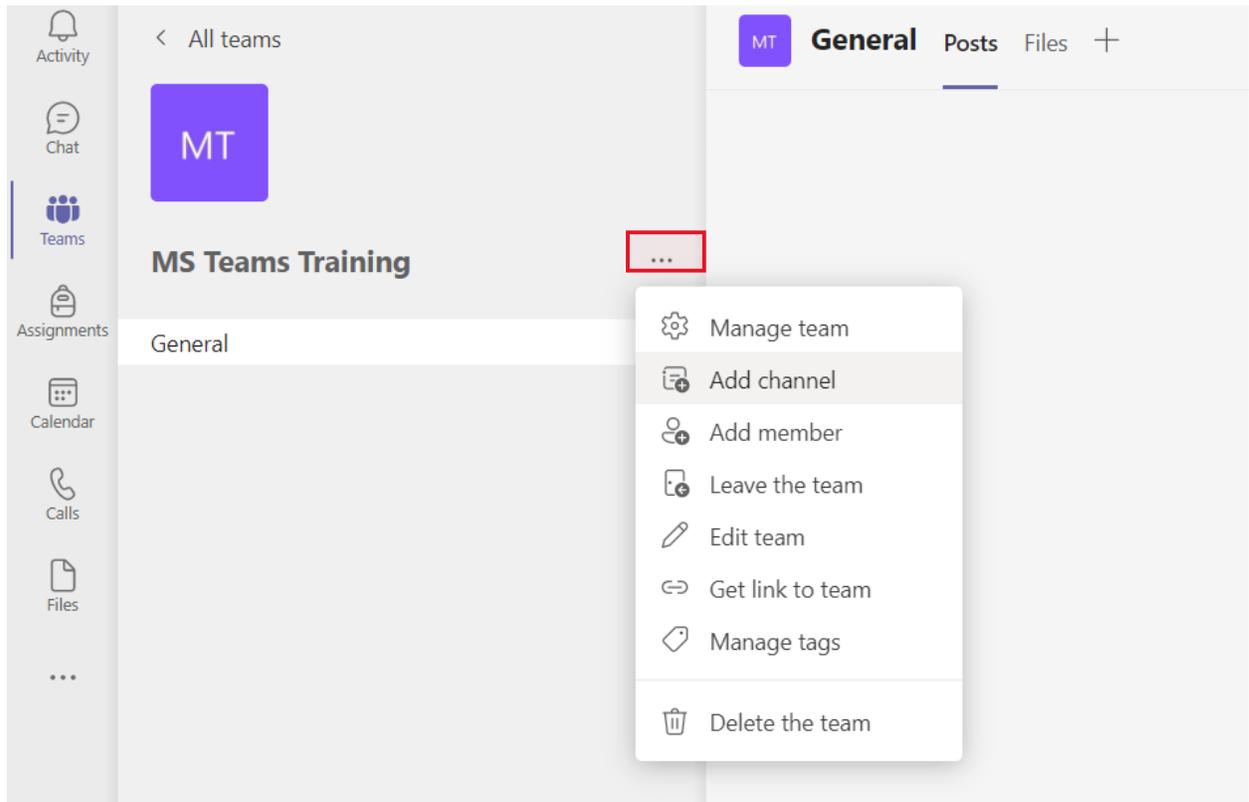
Click on the [link](#) and download the request form

Fill in the request form and send it icthelpdesk@fnu.ac.fj

How to create a channel

Note: By default, every team gets a **General** channel, which is a good channel to use for announcements and information the whole team needs.

1. Select **More options** next to the team's name and select **Add channel**.



2. Enter a name and description for your channel.

You can build a channel around a topic, project, department name, or whatever you like.

3. Select **Automatically favorite this channel for the whole team** if you want this channel to be automatically visible in everyone's channel list.
4. Select **Add**.

Create a channel for "MS Teams Training" team

Channel name

Training



Description (optional)

Ms Teams

Privacy

Standard - Accessible to everyone on the team



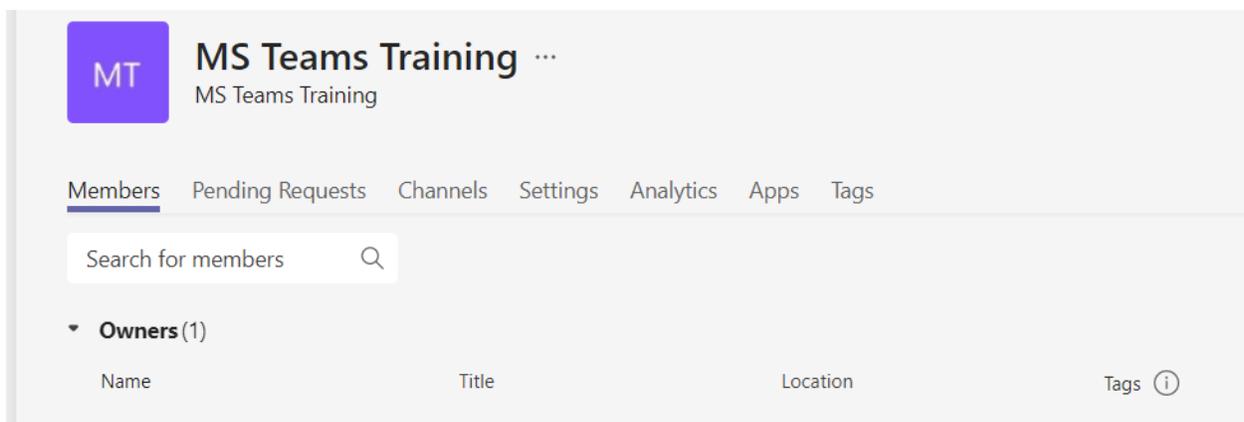
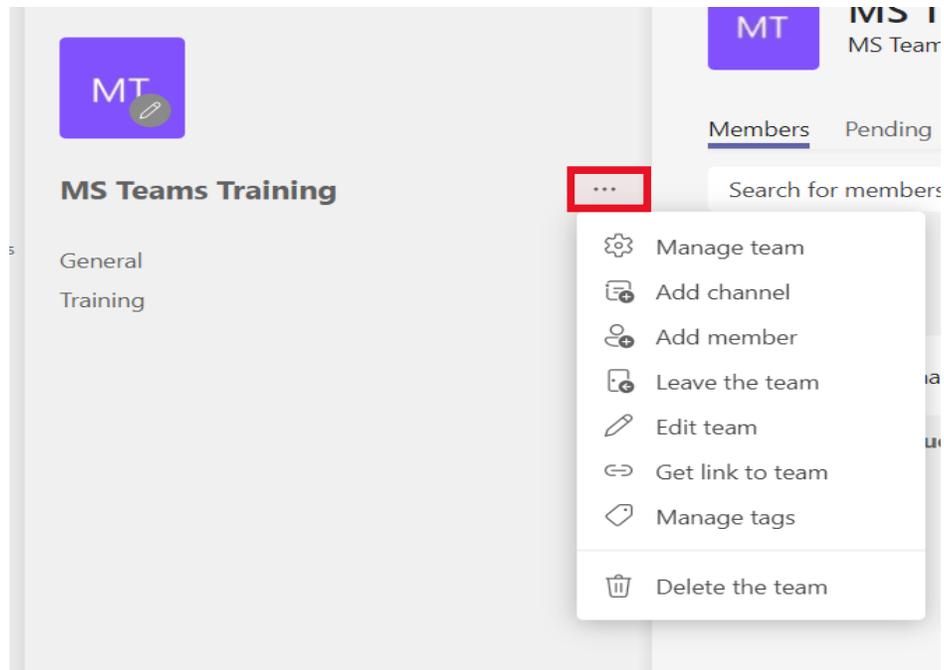
Automatically show this channel in everyone's channel list

Cancel

Add

Customize and manage your team

1. Select **More options** next to the team name.
2. Select **Manage team** to find **Members**, **Channels**, **Settings**, and **Apps** for your team all in one place.
3. Select **Settings** > **Team picture** to add a team picture and give your team some personality.



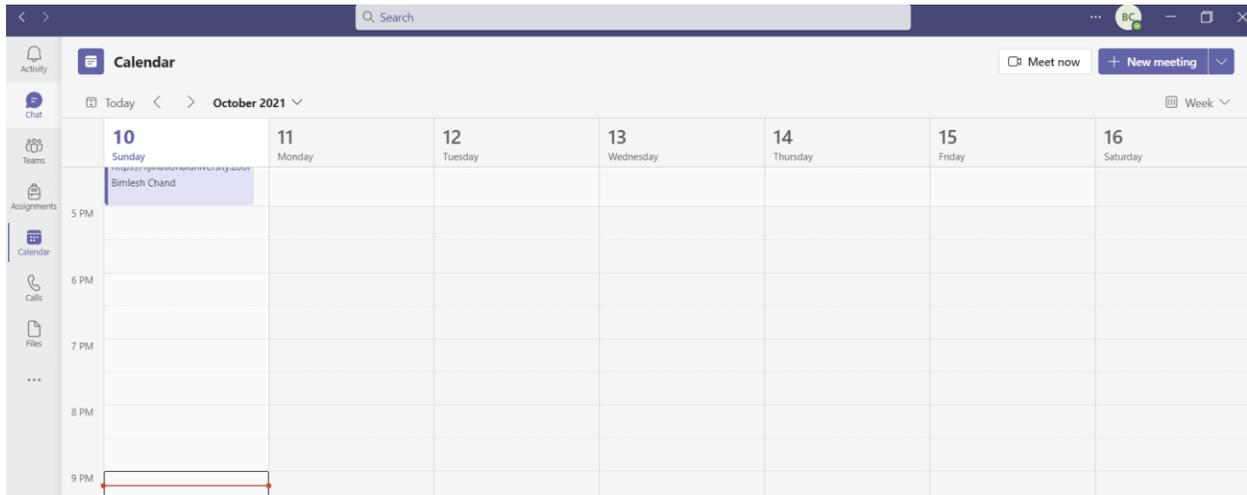
3. Select **Settings** > **Team picture** to add a team picture and give your team some personality.
4. Add and search members from **Members** Tab.
5. Add multiple channels from **Channels** tab.

Schedule a meeting on Microsoft Teams

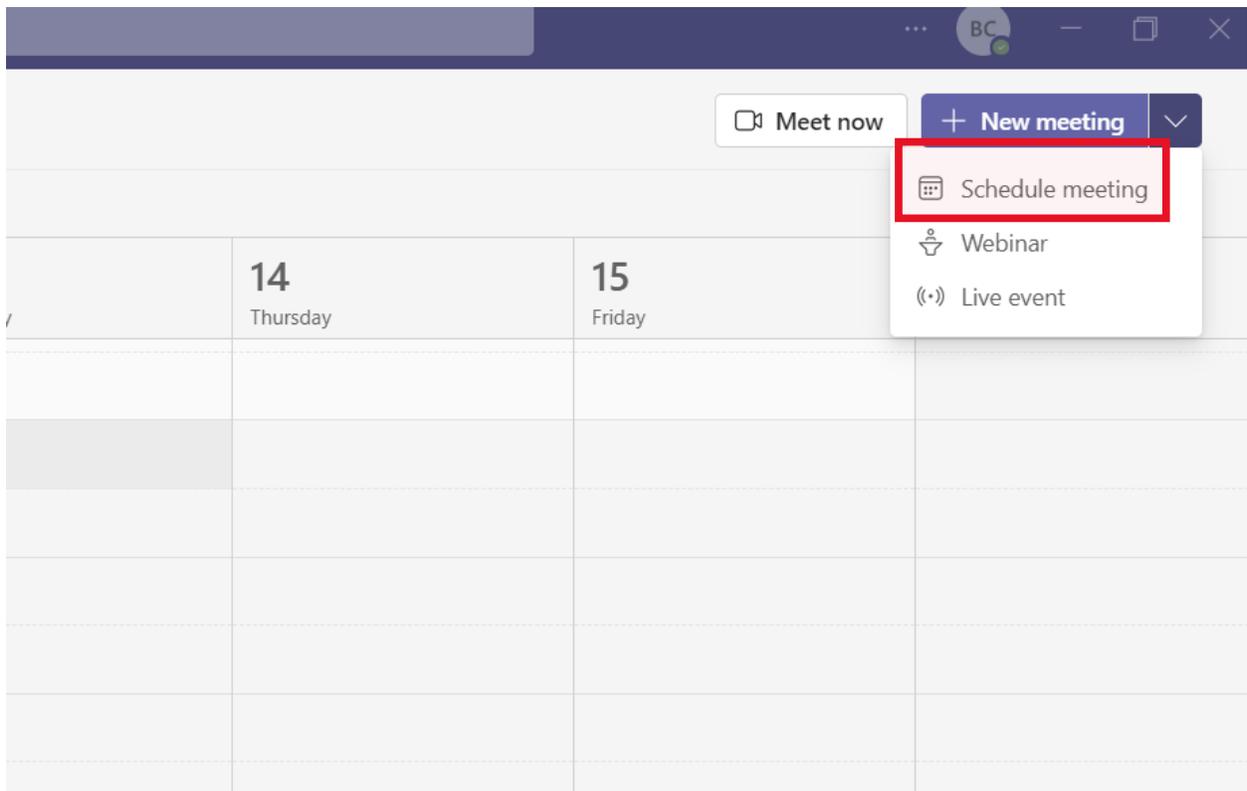
Note: MS Teams calendar is in sync with Outlook calendar.

Schedule Meeting from MS Teams

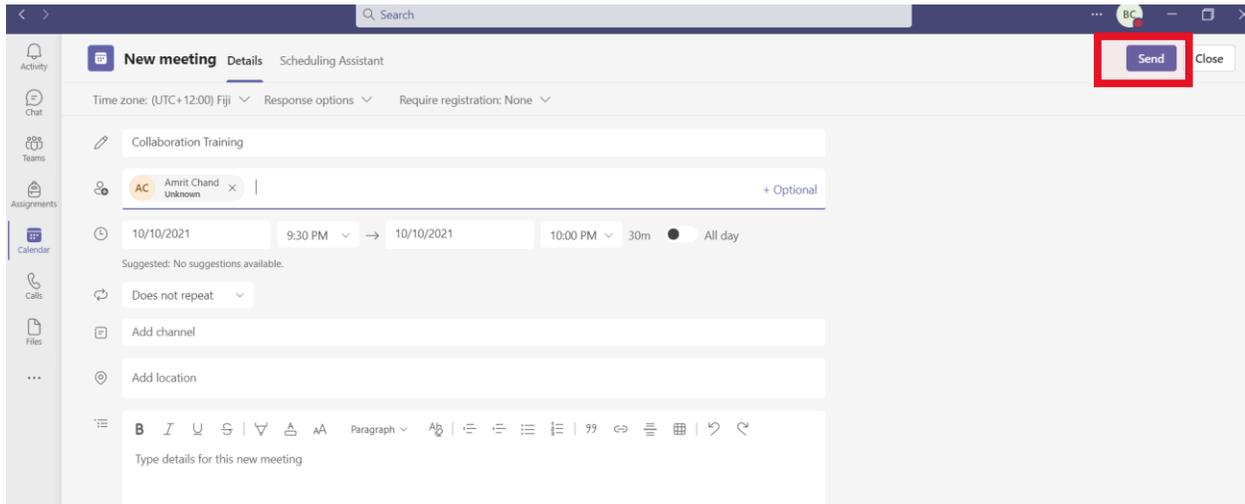
1. Sign into Teams and click on **Calendar**



2. Click on the down arrow beside + New meeting and click on Schedule meeting

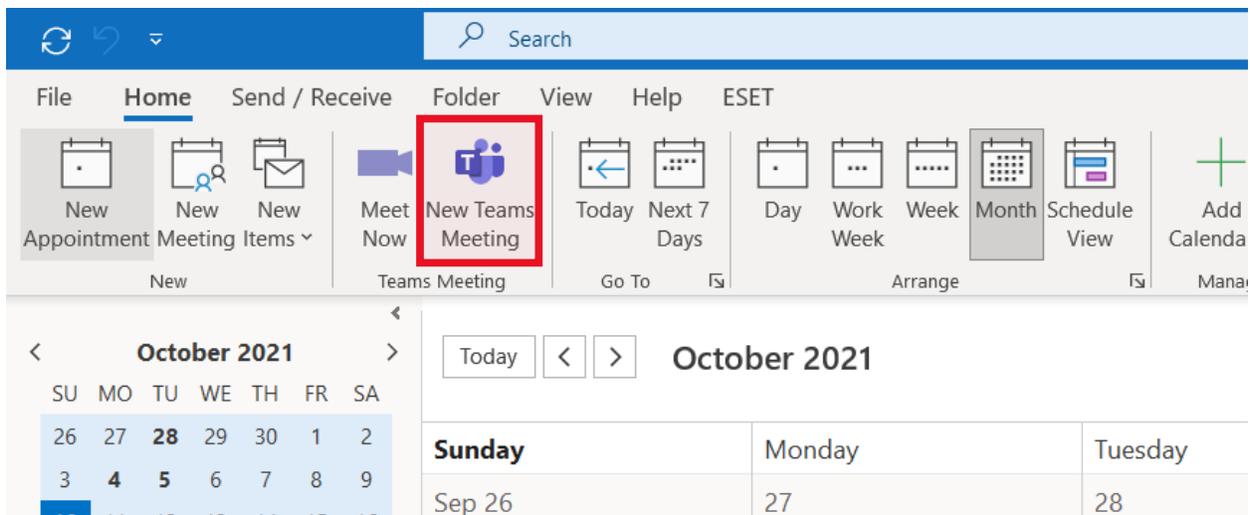


3. Populate the required fields to schedule the meeting and click on **Send**

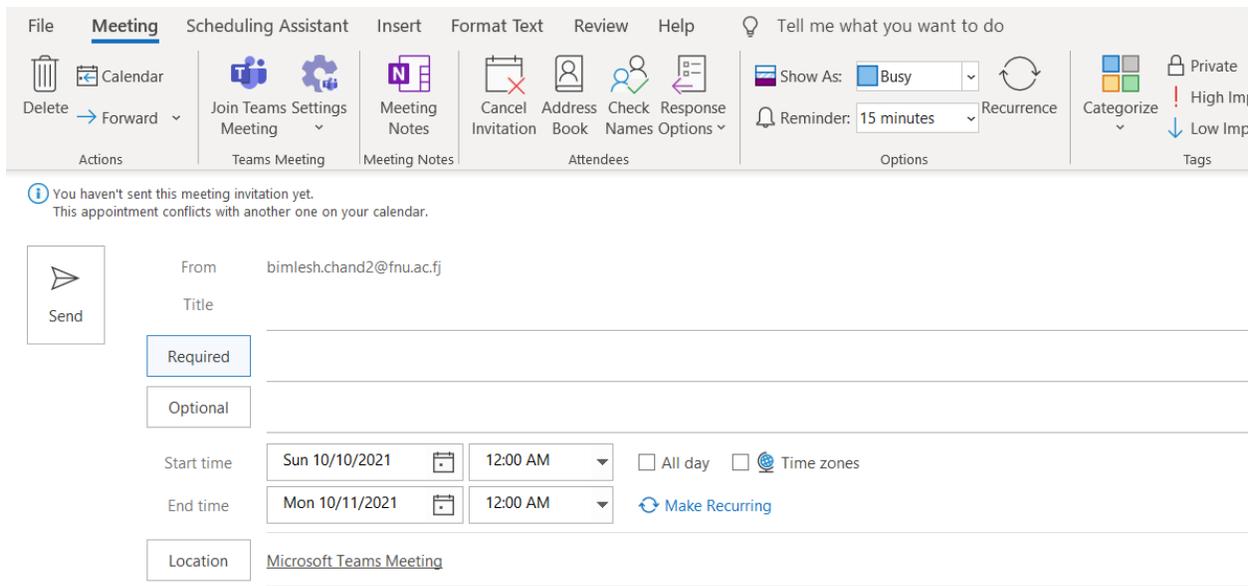


Schedule Meeting from Outlook

1. Open Outlook and switch to the calendar view.
2. Select **New Teams Meeting** at the top of the view.



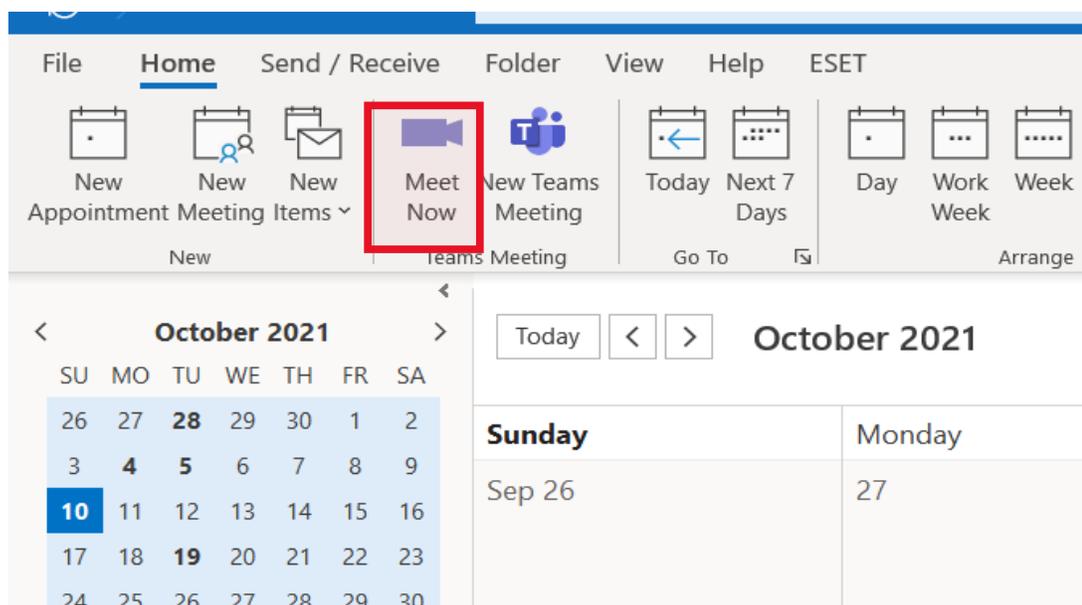
3. Add your invitees to the **Required** or **Optional** field.
4. Add your meeting subject, location (if applicable), start time, and end time.
5. Create your message.
6. Select **Send**.



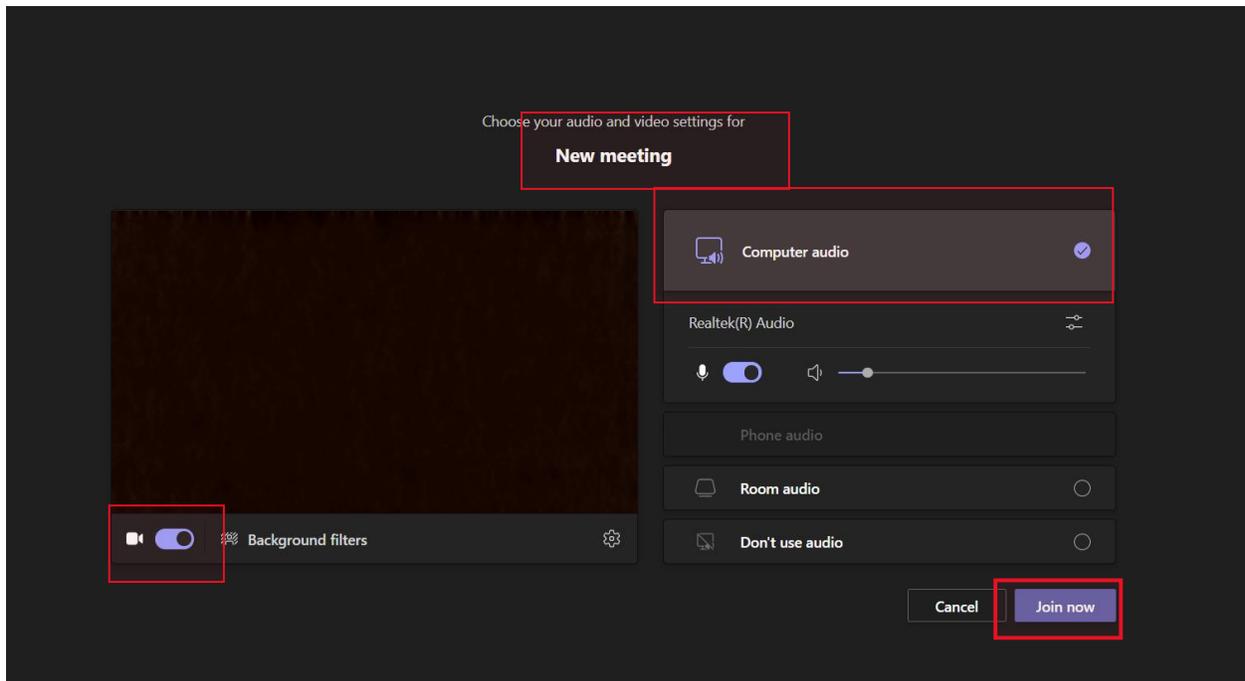
Start an instant meeting in Teams

From your calendar

1. Go to **Calendar**  on the left side of Teams, then select **Meet now**  in the upper right corner.



2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.
3. When you're ready, hit **Join now**.

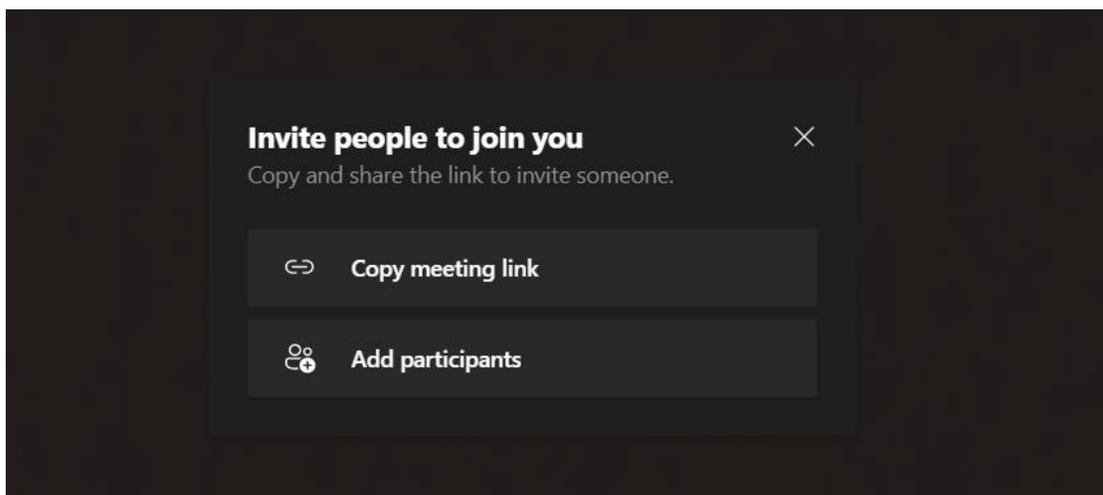


Your meeting is now up and running—you just need people to join you.

To invite people:

You can add people by their name.

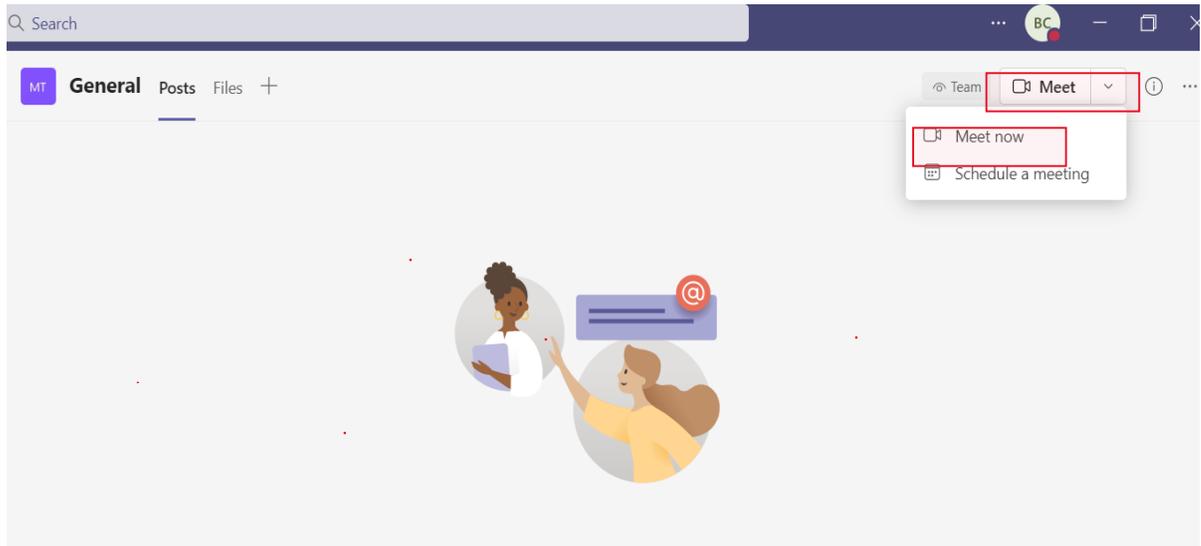
Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose Copy join info and paste the link in a message.



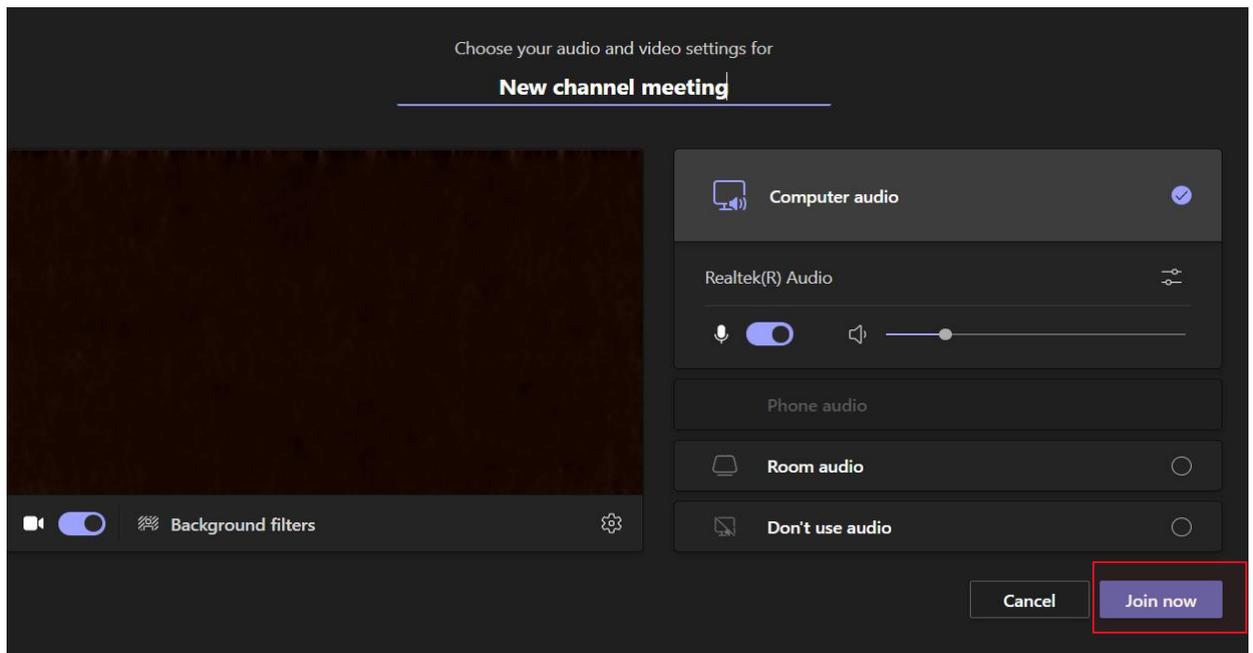
In a Channel

To start an instant channel meeting:

1. Go to **Teams**  on the left side of the app. Choose the channel you want to meet in from the list.
2. From the drop-down, select **Meet now**.



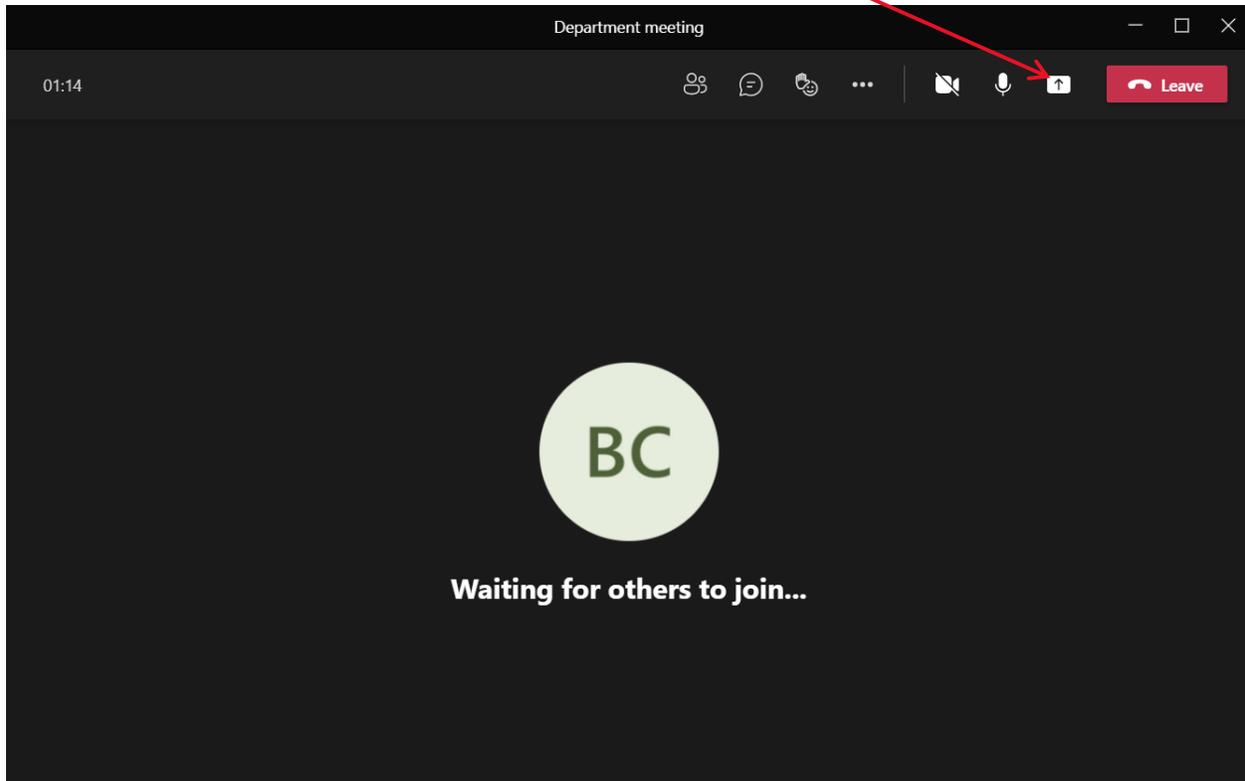
3. Give your meeting a title and choose whether you want to include video.
4. When you're ready, hit **Join now**.



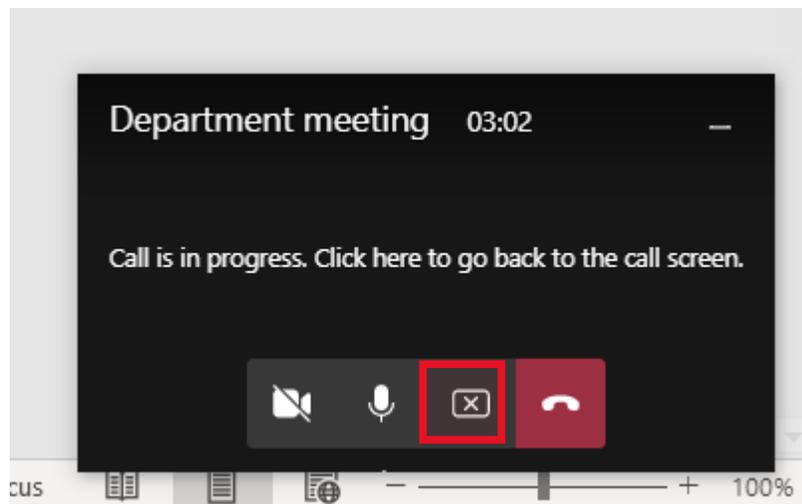
Your meeting is now up and running, and anyone in the channel can join it.

Screen Sharing

1. Click on the icon share icon on top right-hand corner.

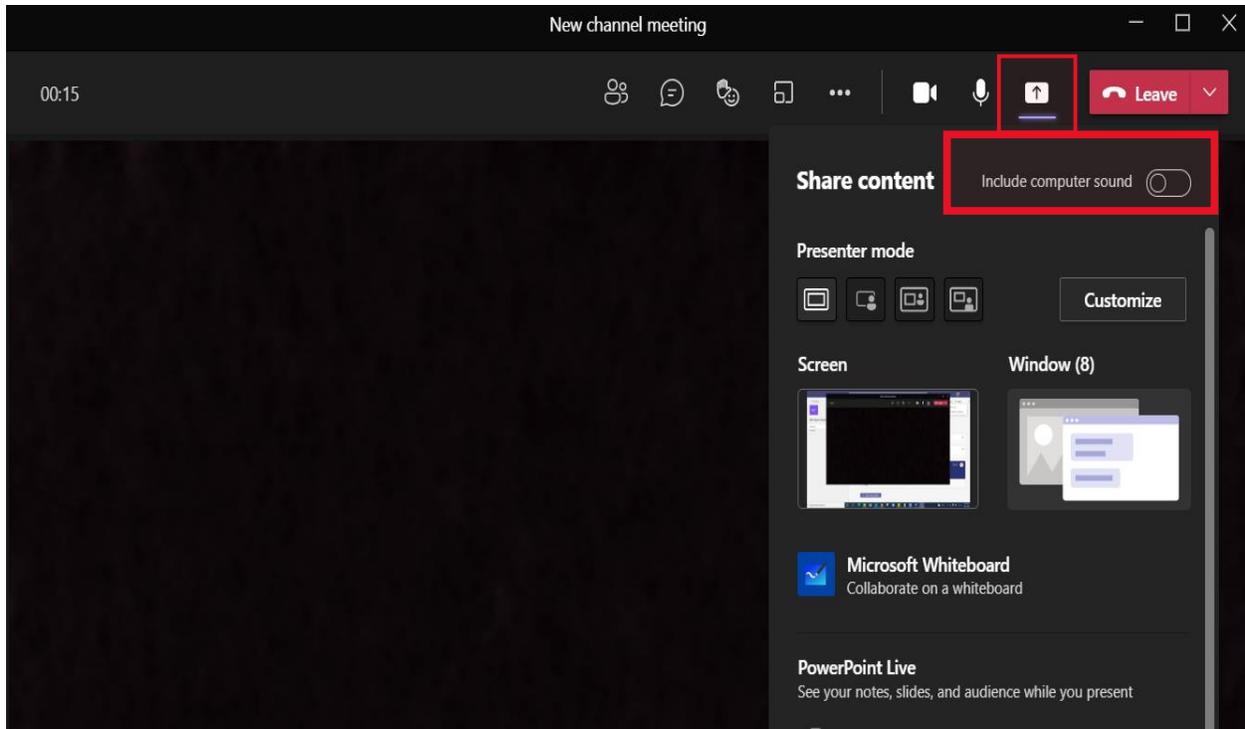


2. To stop share, click on stop share button as highlighted below.



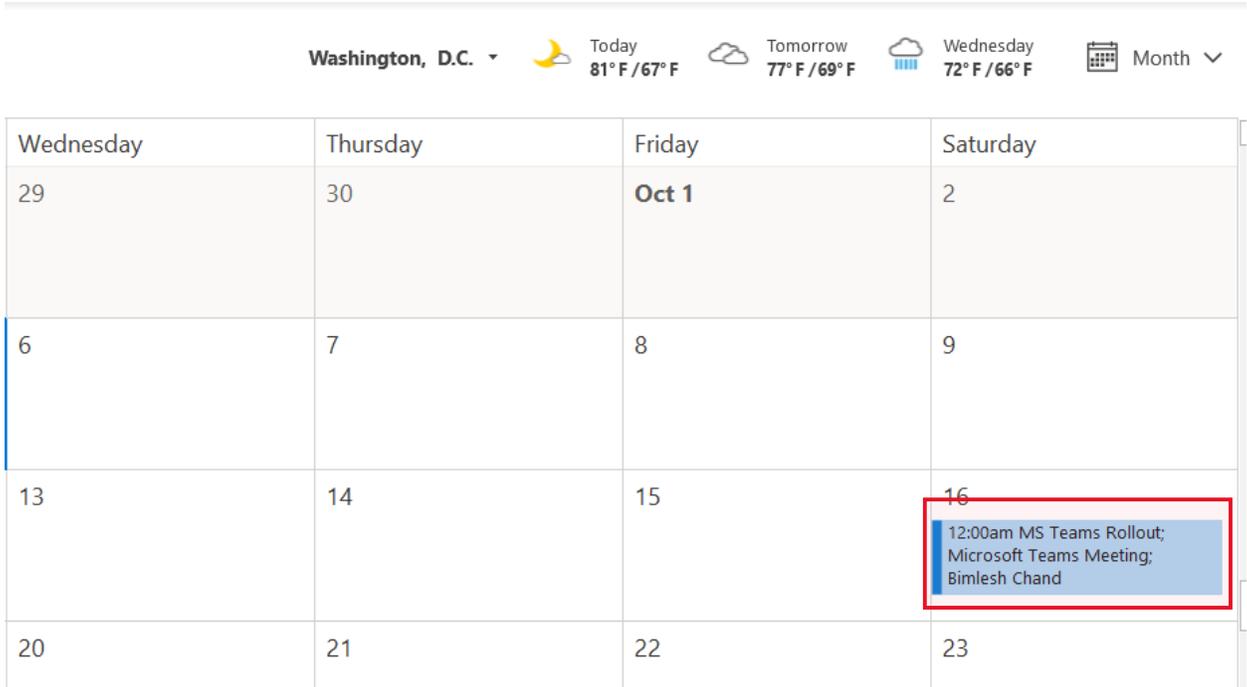
Share computer sound

To share sound from your computer, select **Share content**  in your meeting controls and then **Include computer sound**—it's the switch on the top left of your sharing options.



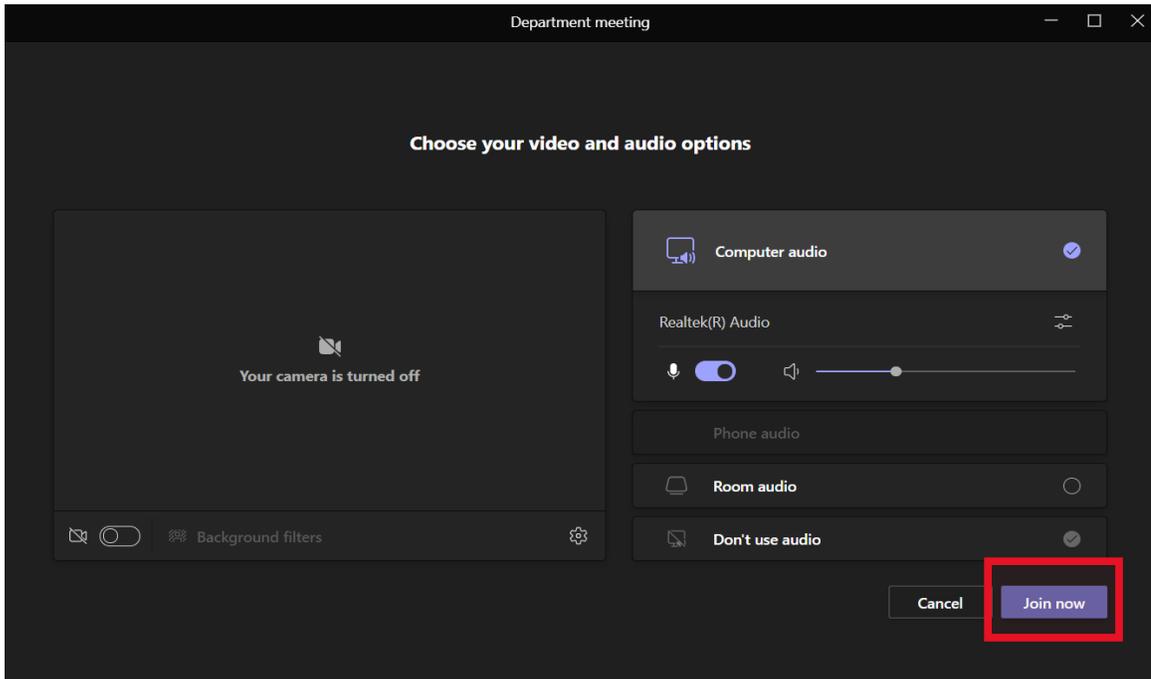
How to connect for a Teams meeting

1. Open your Outlook calendar
2. Double click on the meeting invite to open it



3. Click on **Join Now**.

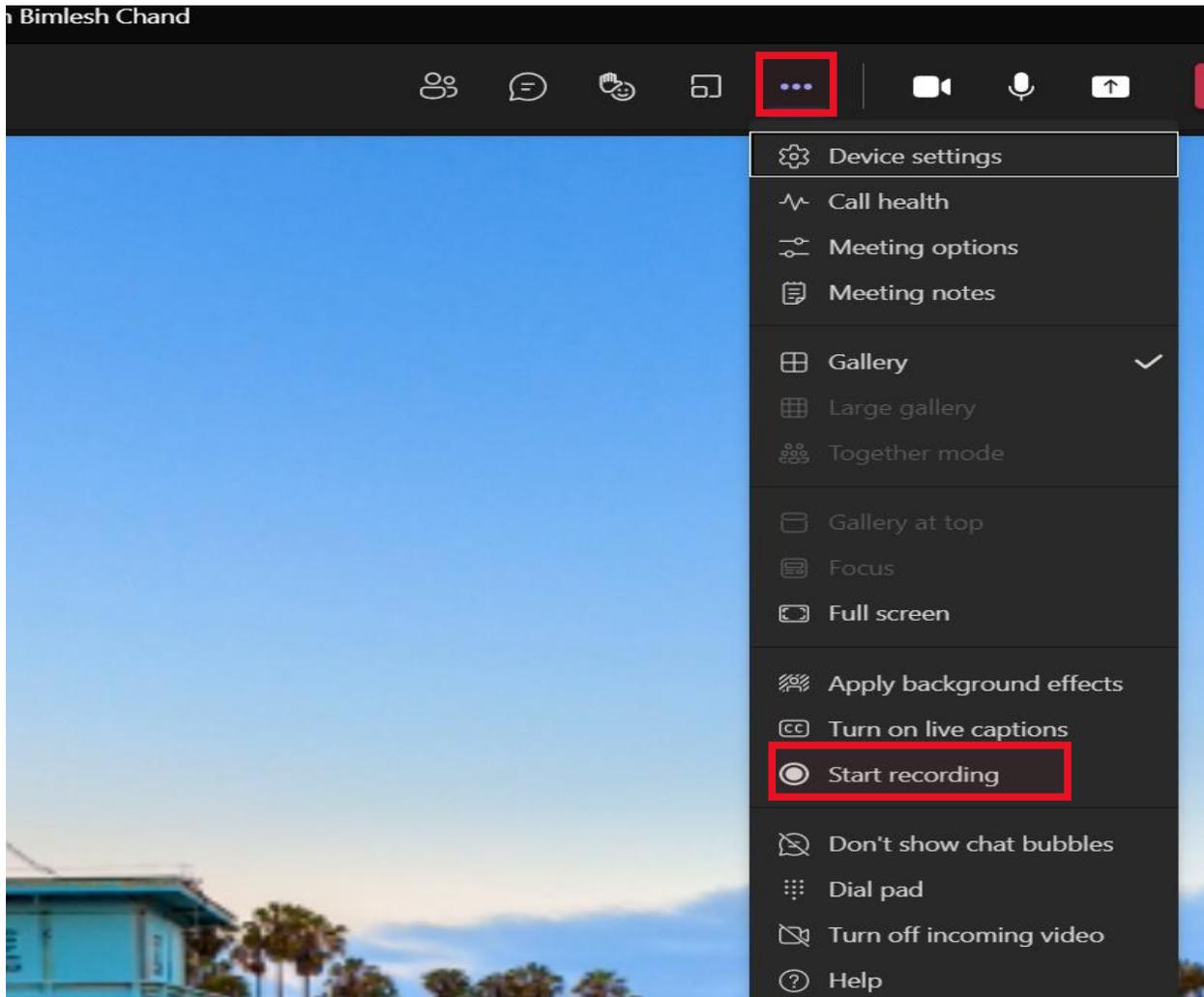
NB: You will also be able to select your audio, virtual background and turn on/off video here.



Record a meeting in Teams

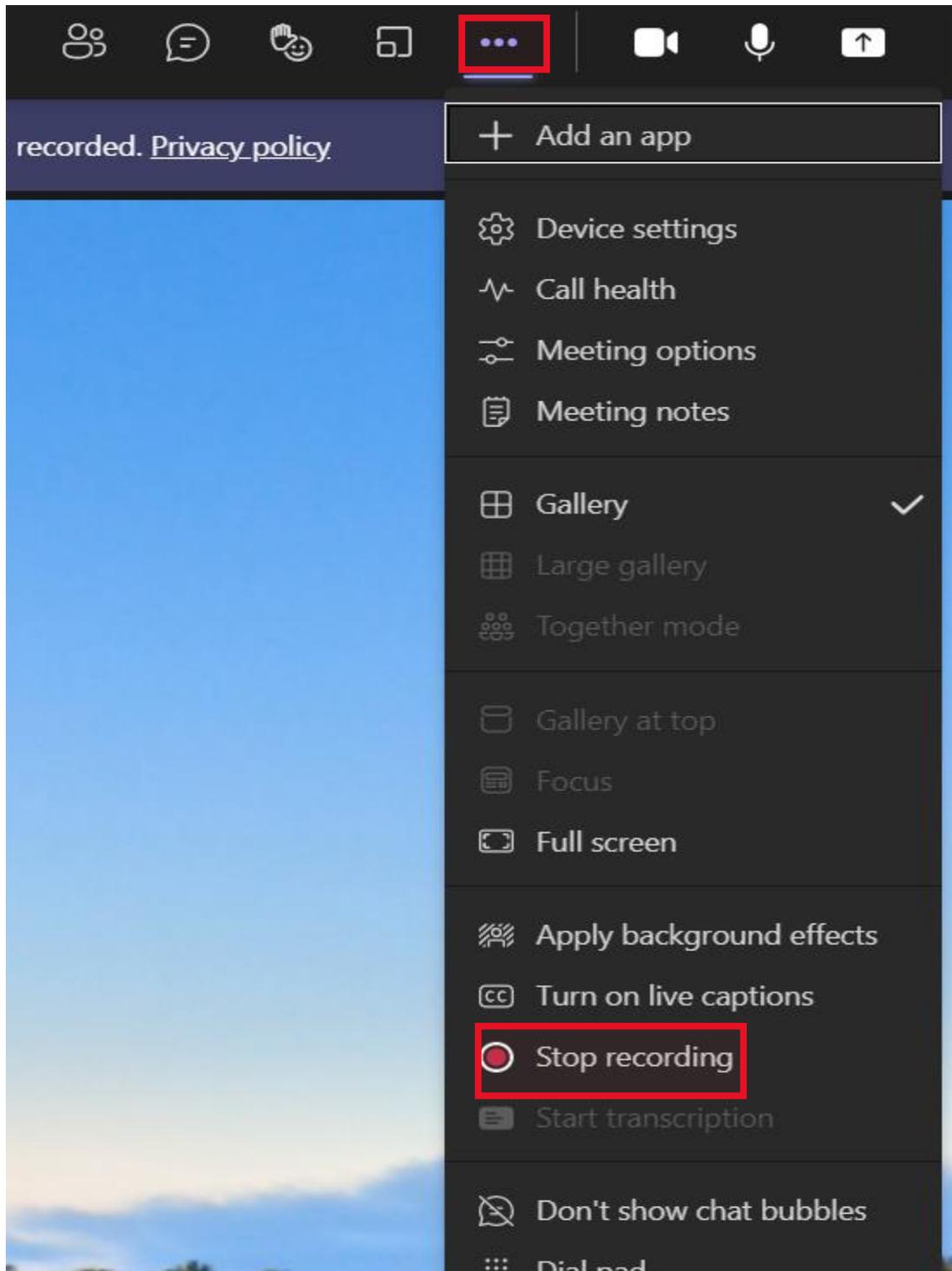
Start recording

1. Start or join the meeting.
2. Go to the meeting controls and select **More actions** **⋮** > **Start recording**.



Stop recording

1. Go to the meeting controls and select **More actions** "...".
2. Choose **Stop recording**:



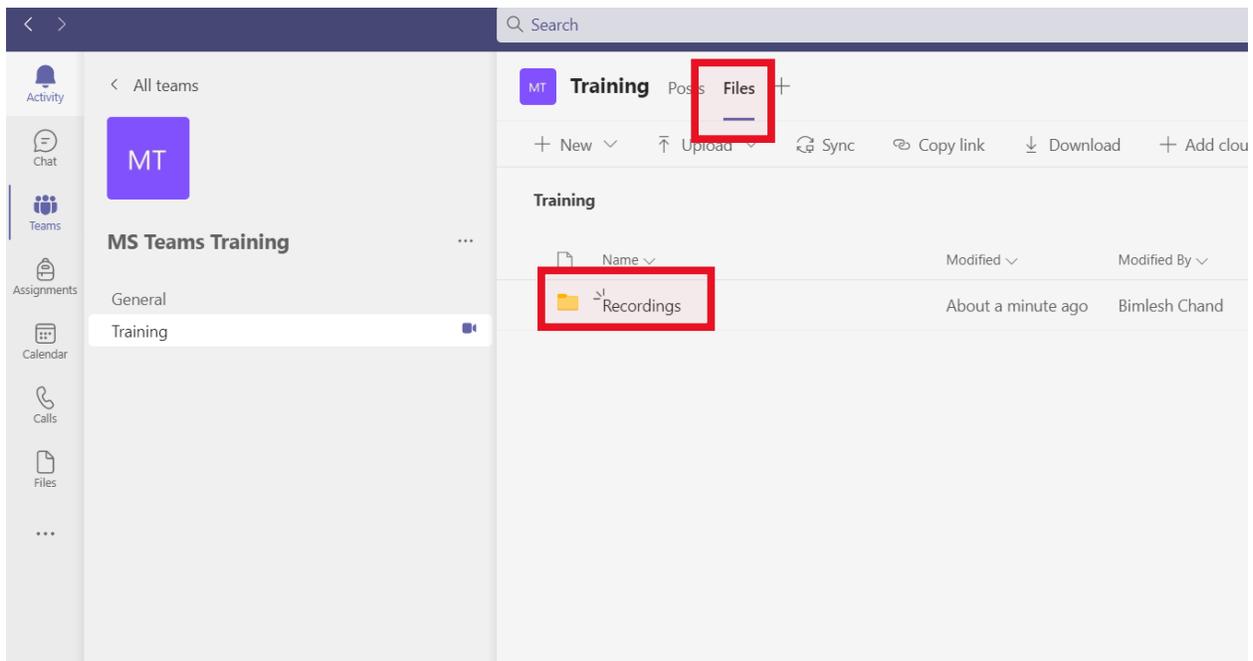
Find recordings

Recordings are available in different places depending on the type of meeting.

- The recording is processed and saved to SharePoint if it was a channel meeting or OneDrive if it was any other type of meeting.
- The meeting recording shows up in the meeting chat or channel conversation.

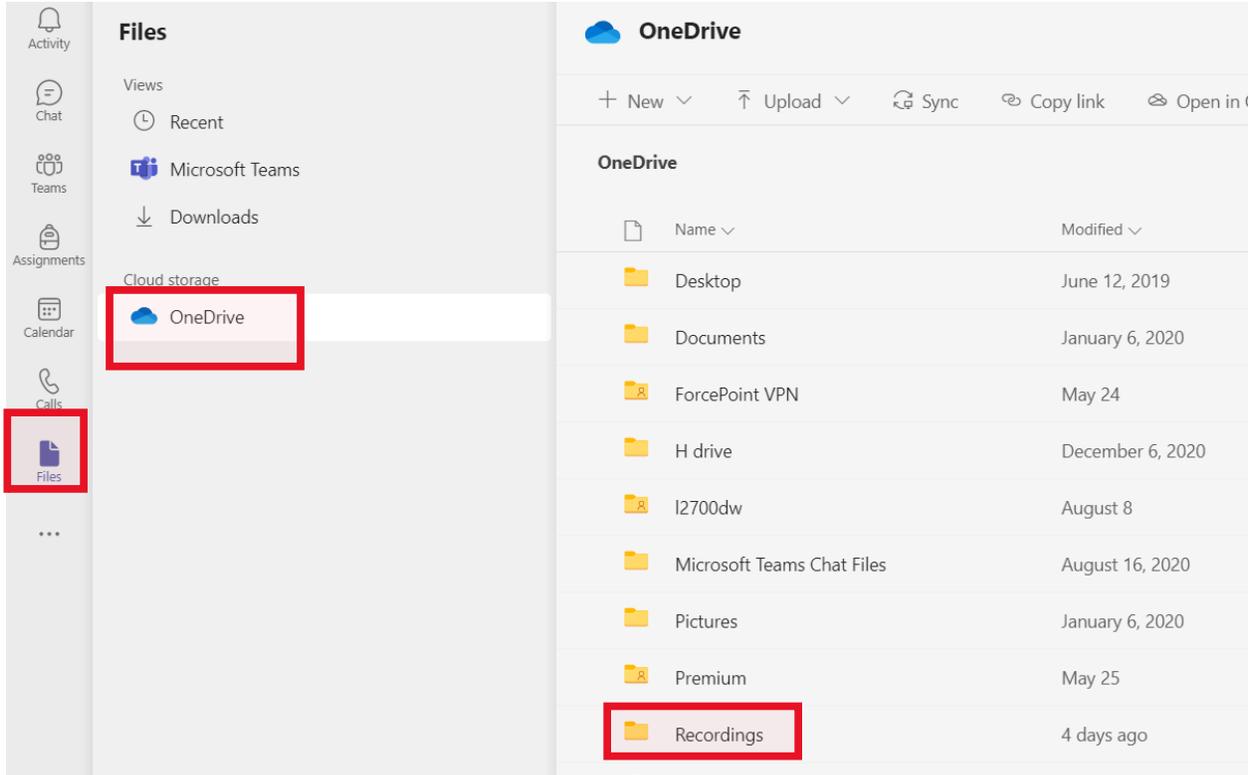
Access recording on SharePoint

1. Select your Team
2. Click on **Files**, and locate the **Recording** folder



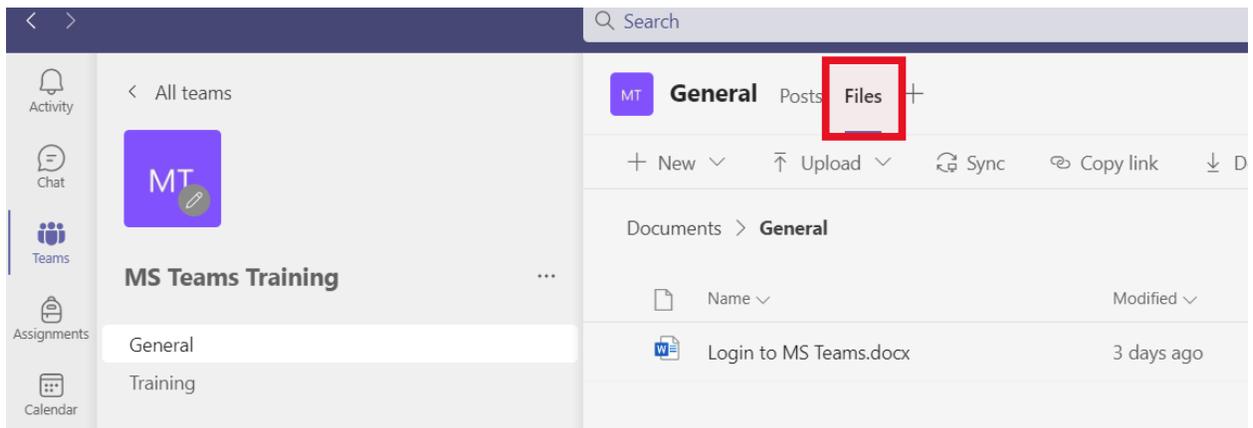
Access recording on OneDrive

1. Click on **Files**.
2. Click on **OneDrive** and locate the **Recordings** folder.



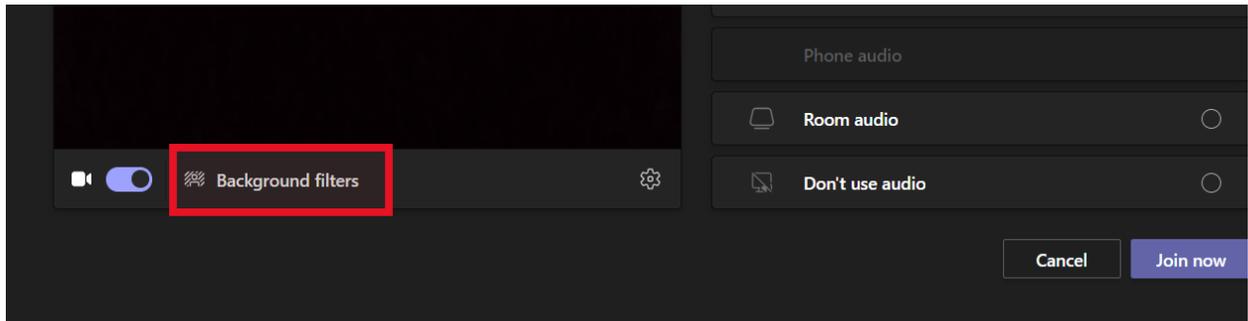
File storage in Teams

Files that you upload to a channel are stored in your team's SharePoint folder. These files are available in the **Files** tab at the top of each channel.



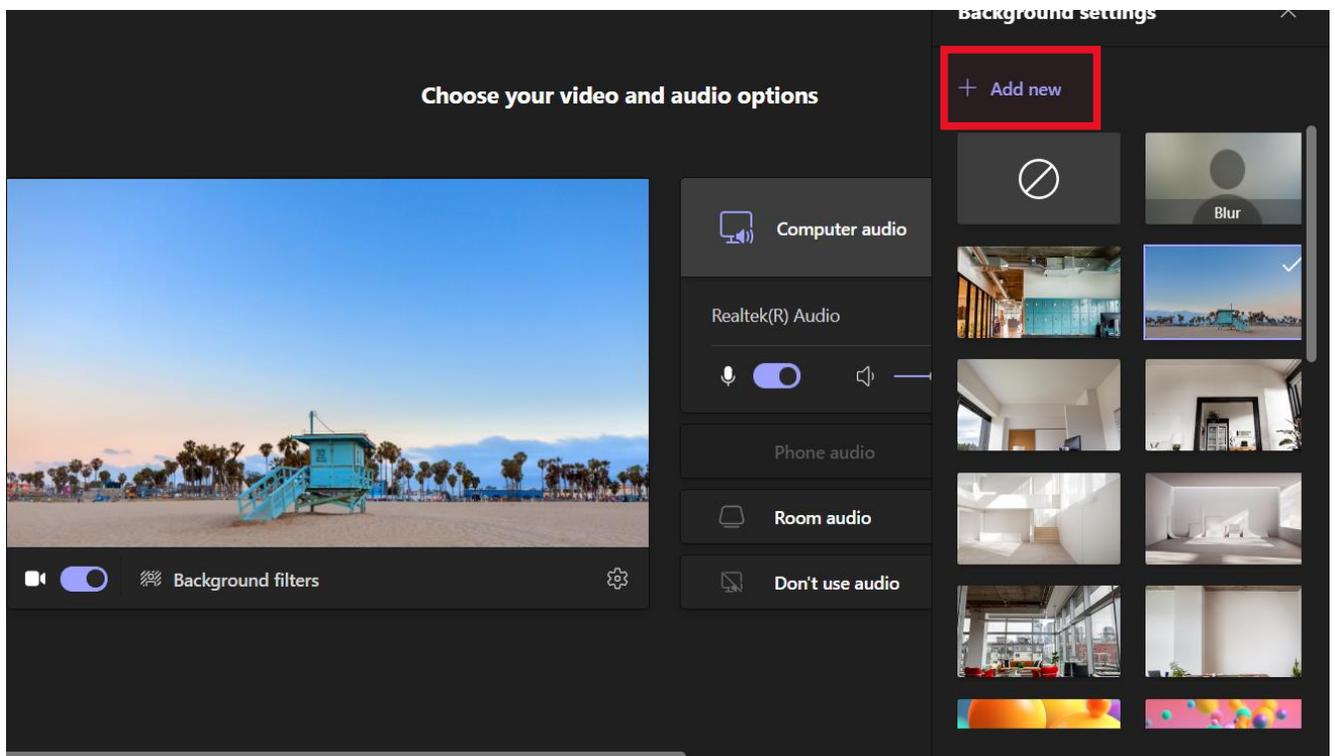
Change your background for a Teams meeting

1. While you're setting up your video and audio before joining a meeting, select **Background filters** . It's just below the video image. Your background options will display on the right.



2. Select your background with one of the images provided, or with one of your own choosing.
3. To use an image of your own, select **Add new** and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.

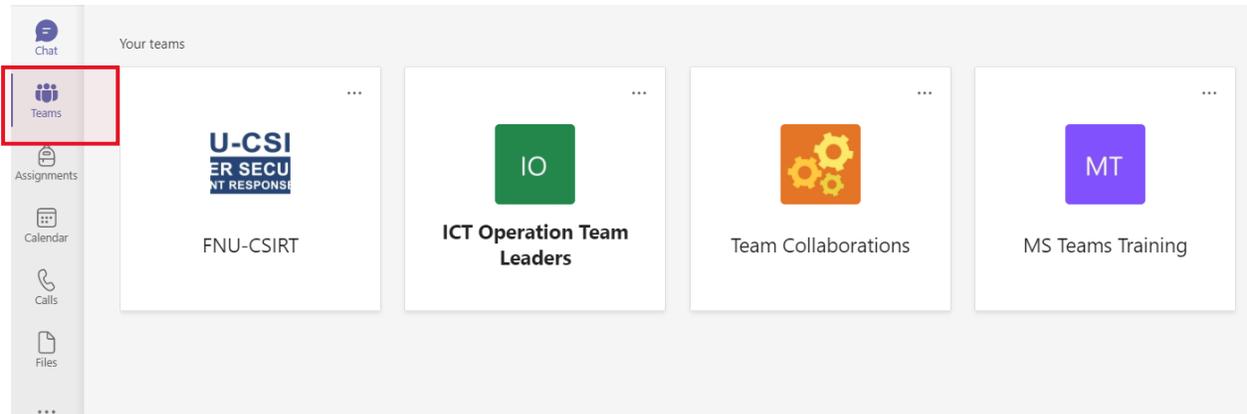
Your new background will persist in all your meetings and calls until you change it again.



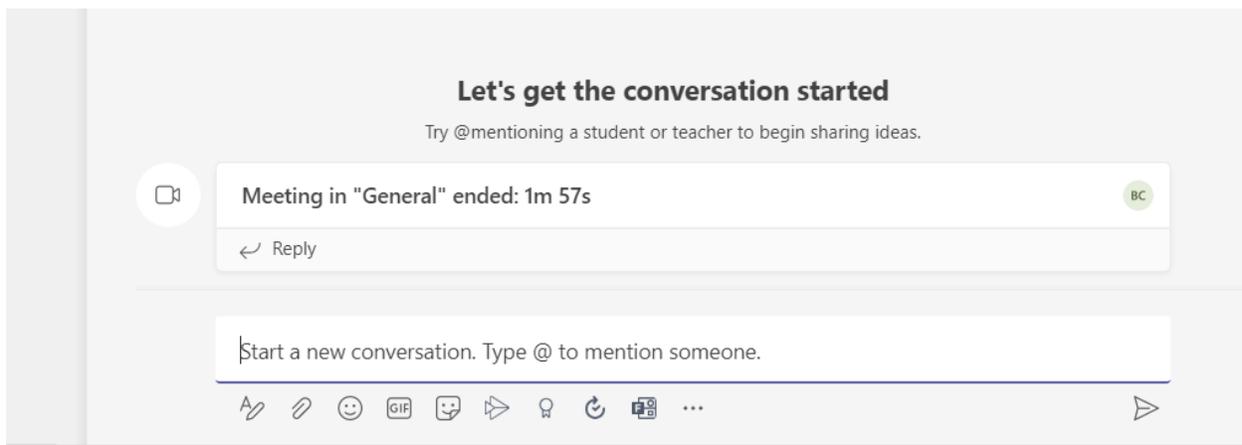
Chat and share files in Teams

Start a new conversation with the whole team

1. Click **Teams** , then pick a team and a channel.

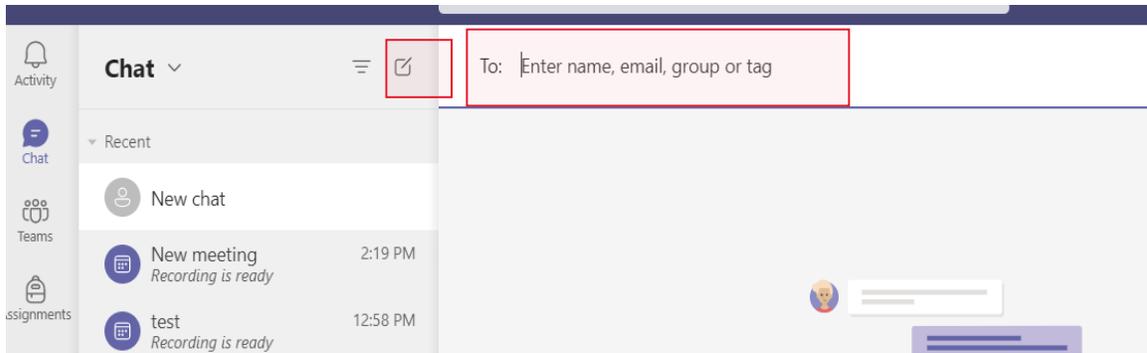


2. In the box where you type your message, say what's on your mind and click **Send** 



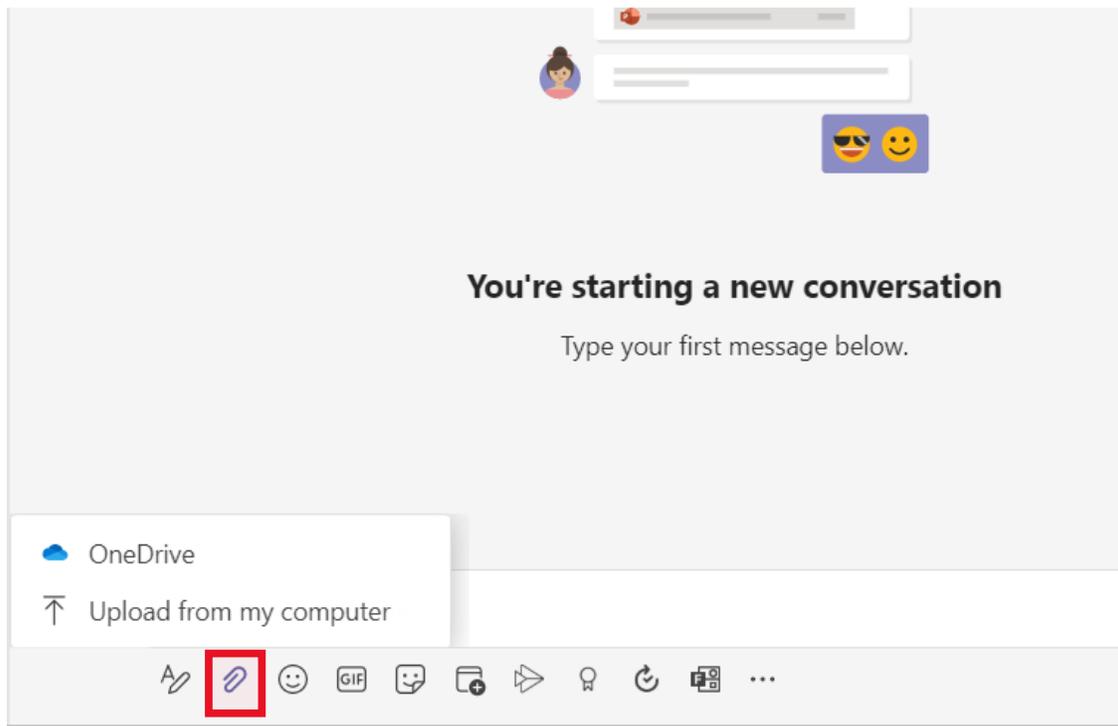
...with a person or group

1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the box where you type your message, say what's on your mind and click **Send** 



Share a file

1. In your channel conversation, click **Attach**  under the box where you type your message.
2. Select a file, click **Open**, and then **Send** .



Contact

For queries, please email to icthelpdesk@fnu.ac.fj

You can also contact your respective site Technicians.