

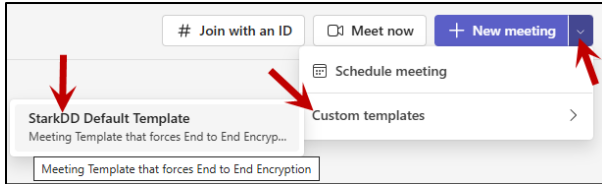


# Microsoft Teams

## Basic Functionality

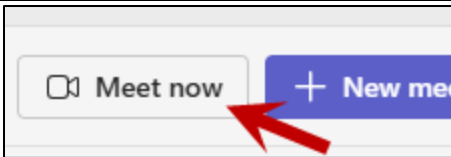
Microsoft Teams is a digital workspace allowing staff to work together through instant messaging, video meetings, and file sharing, while integrating deeply with Microsoft applications like Word, Excel, and PowerPoint.

### Meetings and Calls



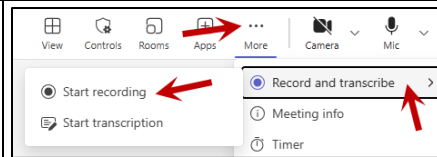
To start an end-to-end encrypted meeting from the *Meet* section, pull the dropdown next to the *New meeting* button. Choose *Custom templates*, then click on *StarkDD Default Template*. The meeting will now be encrypted and HIPAA compliant. Use this template

when discussing PHI and other sensitive information. You are not able to record end-to-end encrypted meetings.



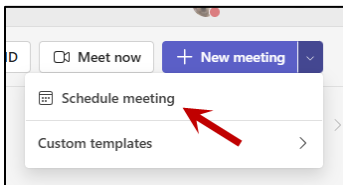
Otherwise, begin a meeting by clicking the

*Meet now* button in the *Meet* section. You can record meetings started this way.



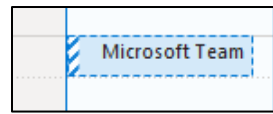
To record or transcribe a meeting, click on the ellipsis in the

meeting window, choose *Record and transcribe*, and make the appropriate choices.



You can schedule a meeting from the *Teams* or the *Meet* section. Invite others, including people

outside the organization.

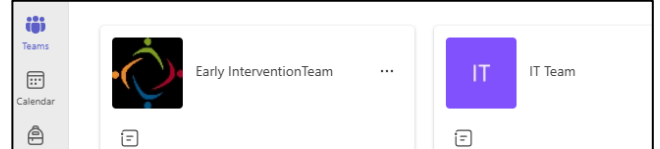


If you receive an invitation to join a meeting, you will receive an email. A notice will also appear on your Teams and Outlook calendars. A diagonal line will appear to the left if you have not responded to the meeting invitation.

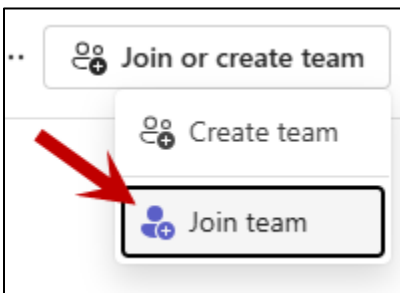
### Join or Make a Team



Open *Teams* from the sidebar.

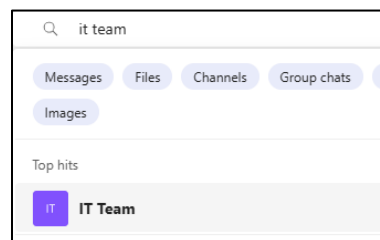


You will see a list of all the Teams of which you are already a member. Click the Team link to open.

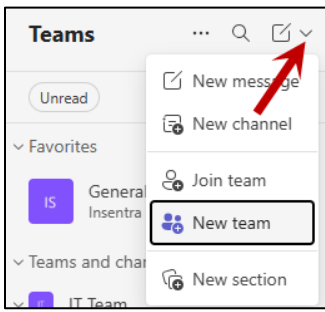


Or you may want to join an existing Team to which you have not been explicitly invited. In Grid view, click on the *Join*

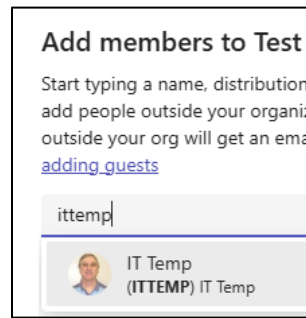
*or create team* button at the top, then *Join team*.



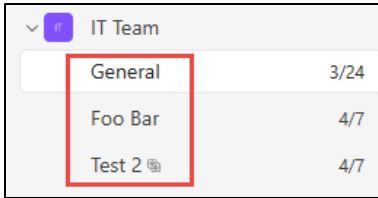
Search for the name of the Team and click on the result. Private Teams may not show up in the search results.



If you are in List view, click the dropdown and choose *New team*. Choose a template or create from an existing Sharepoint group. Decide whether it is Private or Public and name the Team.

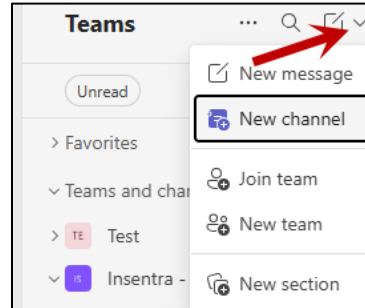


Start typing a name to add members if necessary. You can invite people outside the organization by using their email address. Each new Team automatically begins with a channel named *General* unless you give it a different name.



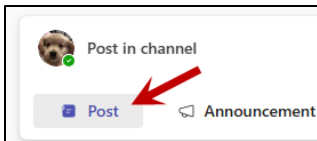
Channels are sections within a Team used to keep conversations organized by specific topics,

projects, or interests. You can create private or shared channels.



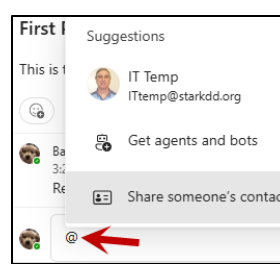
To create a New Channel select the appropriate Team, click on the dropdown or the ellipsis next to the Team name, then *New channel*.

## Messages



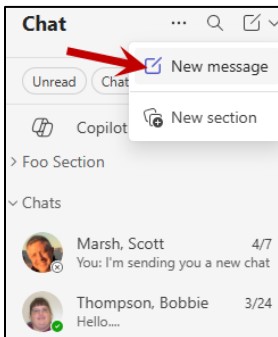
Most users in Teams will have threaded conversations with other team members.

After selecting a channel, start a *Post*. Add a subject and a message. Reply as needed.

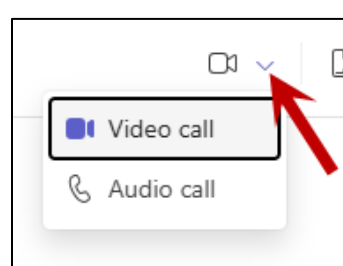


To target a specific team member in a message, use a *@mention*. By typing the @ sign, a list of team member will pop up – choose the member you wish to target.

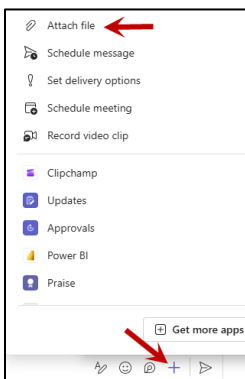
## Chats and Calls



To send a private message to specific people, use the Chat feature. Continue with recent chats, or start a new chat by pulling the dropdown and choosing *New message*.



From a chat, you can start a video or audio call by pulling the dropdown next to the camera icon.



To attach a file to a chat, click the plus sign at the bottom of the chat window, then select *Attach file*.