Microsoft Teams

University of Kansas Health System and Medical Center users Basics - Quick Start Guide



Overview
Creating a Microsoft Teams meeting from Outlook2
Creating a Microsoft Teams meeting from Microsoft Teams
Joining Microsoft Teams meeting (Microsoft Teams users)
Requesting an audio conference line 4
Joining Microsoft Teams meeting for Users without Microsoft Teams or joining from a personal device
Joining Microsoft Teams via telephone 6
Functions inside Microsoft Team Meetings7
Communicating: Chat7
Communicating: Group chat9
Settings10
Help
FAQ
Reference

Overview

The University of Kansas Health System and University of Kansas Medical Center are beginning a transition from Skype for Business to Microsoft Teams. Microsoft Teams is a collaboration tool with functions such as instant messaging chat, online meetings, screen sharing capabilities, team group messaging, and more. For the time being, users will have both Skype for Business and Microsoft Teams, but are encouraged to use Microsoft Teams when possible.

Creating a Microsoft Teams meeting from Outlook

- 1. In Microsoft Outlook open the Calendar.
- 2. Create a meeting.
- 3. In the Appointment tab, click Team Meeting.

B					Unt	itled - Appo	intment					•	- 0	
File	Appointmen	t Scheduling	Assistant	Insert	Format Text	Review	Help	Q	Tell me v	vhat you want to	o do			
Delete	₹ Skype Meetin	g Meeting	Invite Attendees	ш В Д 15 m	ninutes 🔹	Recurrence	Categorize	\downarrow	Dictate	Manual Classification	Meeting Notes	Insights	Templates	
Action	ns Skype Me	et Teams Meet	Attendees		Options		Tags		Voice	Data Protection	OneNote		My Template	s 🔺
	Title													
Save		ne	Ē	-	-	🗌 All day	🗌 👰 Tim	e zone	25					
Close	End tin	ie	f	-	•	🕂 Make Re	ecurring							
	Locatio	n												

The meeting invitation is converted to Microsoft Teams meeting invitation and will include a link to join the online meeting and dial-in information with conference ID number, if available.

♪ Send	Title Required				
	Optional				
	Start time	Ē	🔻 🗌 All day 🗌 👰 Time zones		
	End time	Ē	→ Make Recurring		
	Location Microsoft	t Teams Meeting		•	🕂 Room Finder
+1 913-318- Conference ID	DSOFT Teams Meeti 8863 United States, Kansa 340 061 908# Reset PIN Learn more at	-			

4. Complete the Microsoft Teams meeting invitation and click Send.

Creating a Microsoft Teams meeting from Microsoft Teams

1. From Microsoft Teams, click Calendar.



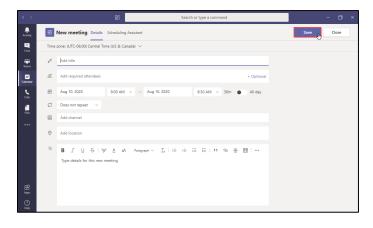
2. In the upper-right corner, click New Meeting OR

3. Select the date and click the <u>Time</u> of the meeting.

$\langle \rangle$		Sear	rch or type a command		- 🗆 ×
Activity	😇 Calendar			Qi Meet no	+ New meeting
Chat	$[1]{*}$ Today \langle $>$ August 2020 \vee				Work week \vee
iji Teams	10 Monday	11 Tuesday	12 Wednesday	13 Thursday	14 Friday
En Calendar	8 AM				
C alls					



4. Complete the meeting information and click <u>Save</u>. Teams Join information will populate automatically.





Note: Join details will automatically populate into the body of the meeting invite.

Joining Microsoft Teams meeting (Microsoft Teams users)

1. **<u>Open</u>** the meeting invitation.

2. Click Join Microsoft Teams Meeting.

Join Microsoft Teams Meeting
+1 913-318-8863 United States, Kansas City (Toll)
Conference ID: 716 337 052#

3. In the Microsoft Teams meeting window opens, click Join Now.

Місго	soft Team	ns		- 0	×
Choose your vide	eo and a	audio options			
		Computer audio	⊘		
Your camera is turned off		Custom Setup Image: Image: Im	÷		
		Room audio	0		
🖎 🔘 🗯 Background filters		💭 🛛 Don't use audio	0		
			Cancel Join now		

Tip: Make sure your computer's microphone and speakers are active. To reduce bandwidth, verify that video is turne off before joining.

Requesting an audio conference line

Access to conference lines is limited. If you require a call-in number for meetings that you schedule, please submit a request:

- Health System users may submit a MyIT Request (manager approval is required).
- University users may submit a ServiceNow ticket.

Joining Microsoft Teams meeting for Users without Microsoft Teams or joining from a personal device

Participants who do not have Microsoft Teams or are outside the University of Kansas Health System/University of Kansas Medical Center can join Microsoft Teams meetings.

Step-by-step instructions:

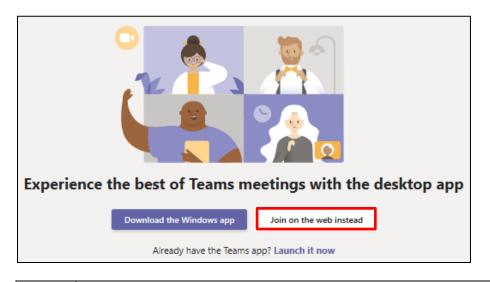
- 1. Follow these steps to join a Teams meeting depending on your scenario:
 - A. UKHS/KUMC users joining Microsoft Teams meetings from a UKHS/KUMC device/computer but do not have Teams installed:
 - From Outlook open the meeting invitation and proceed to the next step
 - B. UKHS/KUMC users joining Microsoft Teams meetings from a personal device (personal computer or mobile device):
 - Open your email from <u>Outlook on the Web</u>
 - Open the meeting invitation and proceed to the next step
 - C. Non-UKHS/KUMC users joining Microsoft Teams meetings from outside the UKHS/KUMC network:
 - From your email application, open the meeting invitation and proceed to the next step
- 2. Right-click on the Join Microsoft Teams Meeting and click Copy Hyperlink.

Send Update	Title Required Optional Start time End time Location	© ™ A ¶ €	<u>C</u> opy Hyperlink <u>R</u> emove Hyperlink <u>F</u> ont	☐ All day ☐ T
	rosoft Teams Me		Tran <u>s</u> late <u>W</u> ho Is 9	

- 3. Open Google Chrome or Microsoft Edge.
- 4. In the address bar, right-click and select Paste and Go.



5. Select Join on the web instead.





Note: You may be asked to set up your microphone, speakers, and video camera before joining the meeting.

Joining Microsoft Teams via telephone

If users need to dial into a Microsoft Teams meeting, the Microsoft Audio Conference Center number is listed in the meeting invitation, if available.

- 1. Dial the Microsoft Audio Conference Center number.
- 2. Enter the **Conference ID** and push **#** button.





Note: If you are the meeting organizer and dial into the Microsoft Teams meeting, you will need to enter your Microsoft Conference Call PIN to start the meeting.

Functions inside Microsoft Team Meetings



00:59	Meeting duration	•••	Additional features
1	Camera – Toggle on and off	E	Open/Close Meeting Chat widow
Ŷ	Microphone – Toggle on and off	පී	Open/Close Meeting participants window
ſ	Share screen	~	Hang up

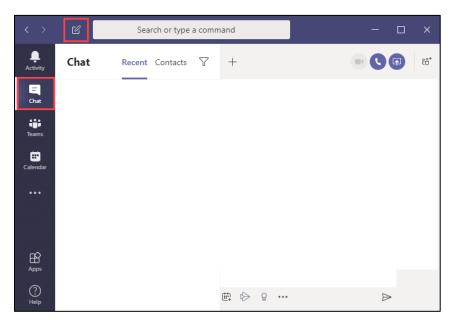
Communicating: Chat

Microsoft Teams provides different ways for users to communicate with other users using Teams.

Chat

Chat allows for one-on-one chats with other Microsoft Teams users. To start a chat:

- 1. Click the <u>Chat tab</u> on the left of the Microsoft Teams window.
- 2. Click <u>New Chat</u> icon (



4.8.2021 | Produced by HITS Learning & Development | To request updates to this document, please email <u>HITSTraining@kumc.edu</u>.

3. Click in the **To:** field and enter the person's name to chat with.



4. Click the **<u>name of the person</u>** to chat with.

L Activity	Chat	Recent Contacts	Y	To: Joey T Test
E	- Recent			Joey T Test (JTEST) Test Accountant
	New chat			

5. Click in the <u>text field</u> at the bottom of the chat window, type your chat message and press <u>Enter</u> on your keyboard to send the chat message.

L Activity	Chat	Recent Contacts 🖓	To: JT Joey T	Test ×
= Chat	✓ Recent			
	 New chat 			
Teams				
Ealendar				٠
C alls				
4				٠
Files				••••
•••				You're starting a new conversation
				Type your first message below.
ß				
Apps			Туре	a new message
? Help			<u>A</u>	! ℓ ⊙ ₪ 🛱 🏷 …

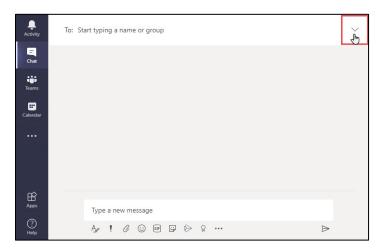
Communicating: Group chat

Group chat is a way for a small group of people to chat in the same window together.

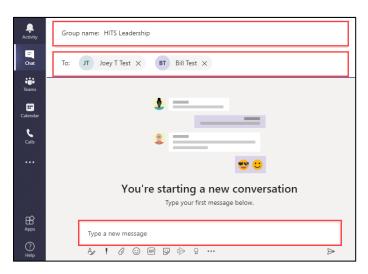
Group Chat

How to start a group chat:

- 1. Click <u>New Chat</u> icon (
- 2. In the chat window, click the **<u>down-arrow</u>** on the right side of the search bar.



- 3. Enter a <u>name</u> for the chat group.
- 4. Search for the group chat participants and click on their names to add them to the group.



5. Click in the <u>text field</u> at the bottom of the chat window, type your chat message and press <u>Enter</u> on your keyboard to send the chat message.

Settings

To change setting in your Teams profile, click the <u>three-dots</u> (...) next to your profile picture and click Settings.

🛄 💮 — 1	
铰 Settings	
Zoom — (100%) +	- []
Keyboard shortcuts	
About	>
Check for updates	
Download the mobile app	

<u>Help</u>

If you have questions:

- Health System users: contact the HITS service desk at 913-945-9999, Option 1.
- University users: contact the University service desk at 913-945-9999, Option 2.

FAQ

Will I be able to communicate with Microsoft Teams users from Skype for Business users?

■ No. Each application can only communicate with itself.

Will I be able to join other web-based meetings, such as WebEx/Zoom?

Yes

Will I be able to invite participants to Microsoft Teams meetings that do not have Microsoft Teams?

Yes, but they will have to join the meeting through Google Chrome or Microsoft Edge and/or dial into the meeting. (See the section <u>Joining Microsoft Teams meeting Users without</u> <u>Microsoft Teams</u>.)

<u>Reference</u>

For additional features on Microsoft Teams, click this link:

Additional Features for Microsoft Teams