

# Microsoft Teams

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



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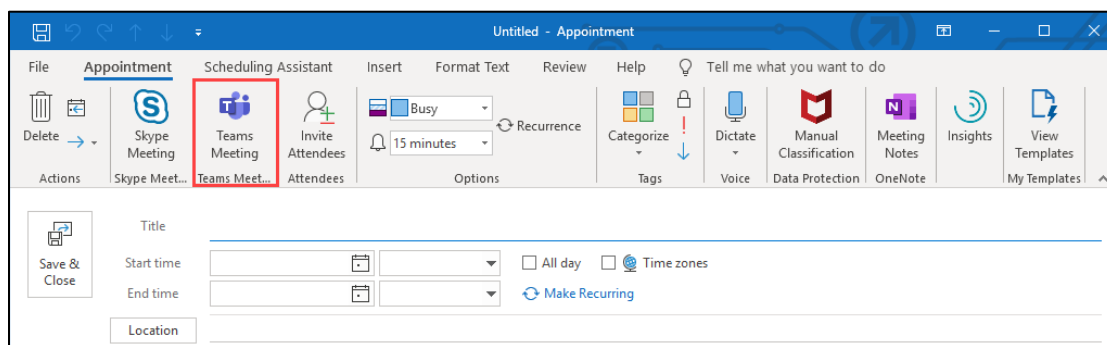
# Microsoft Teams Basics Quick Start Guide

## Overview

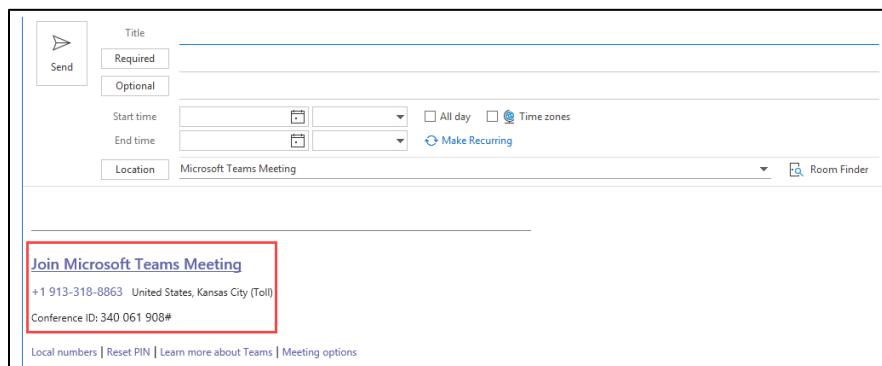
The University of Kansas Health System and University of Kansas Medical Center are beginning a transition from Skype for Business to Microsoft Teams. Microsoft Teams is a collaboration tool with functions such as instant messaging chat, online meetings, screen sharing capabilities, team group messaging, 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**.



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.

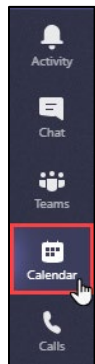


4. Complete the Microsoft Teams meeting invitation and click **Send**.

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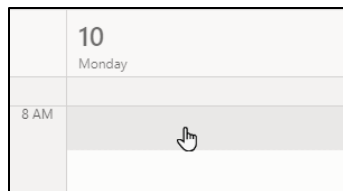
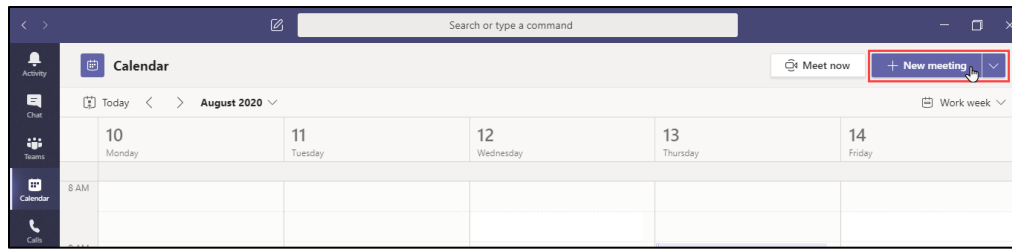
## Creating a Microsoft Teams meeting from Microsoft Teams

1. From Microsoft Teams, click **Calendar**.

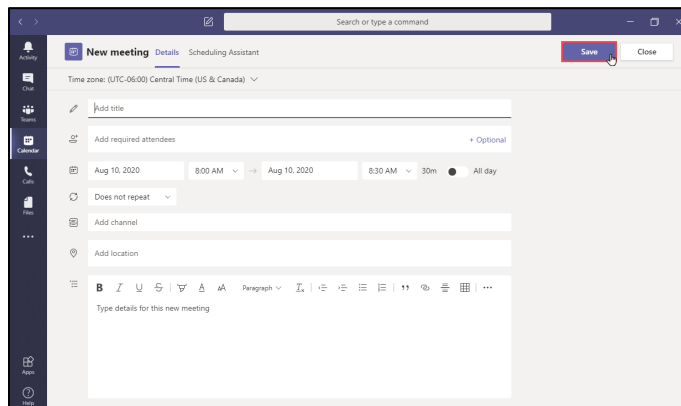



2. In the upper-right corner, click New Meeting **OR**

3. Select the date and click the **Time** of the meeting.



4. Complete the meeting information and click **Save**. Teams Join information will populate automatically.

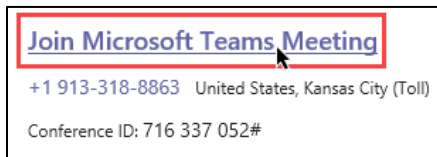


 **Note:** Join details will automatically populate into the body of the meeting invite.

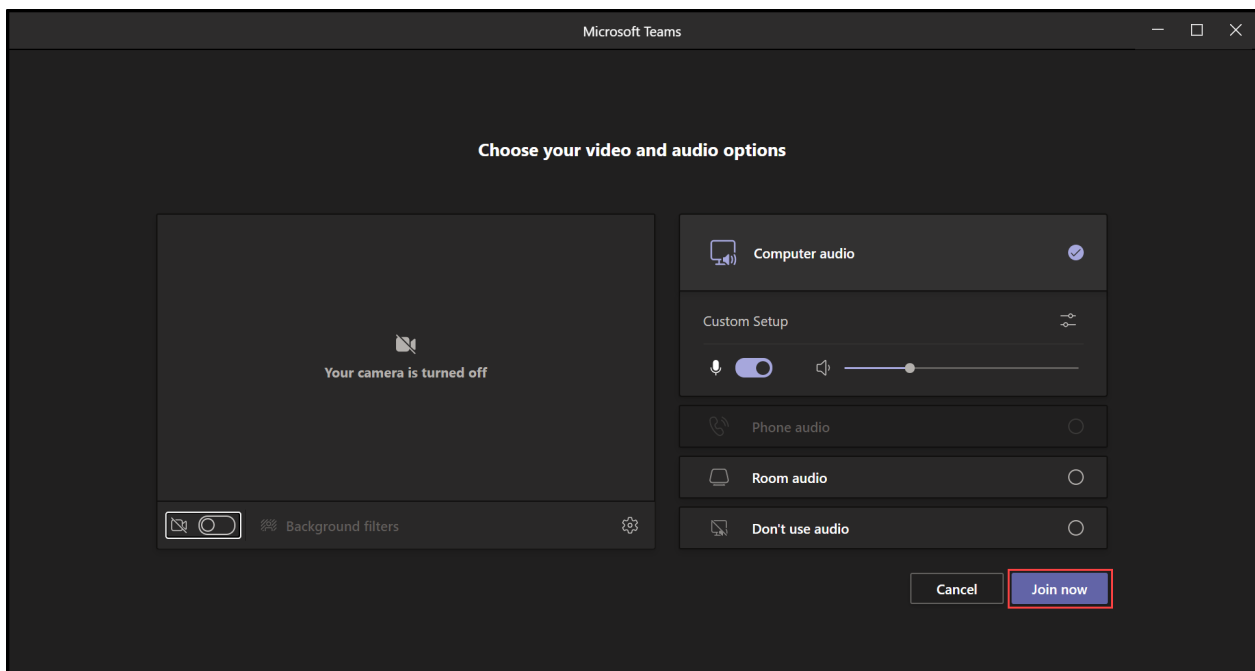
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## Joining Microsoft Teams meeting (Microsoft Teams users)

1. **Open** the meeting invitation.
2. Click **Join Microsoft Teams Meeting**.



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





**Tip:** Make sure your computer's microphone and speakers are active. To reduce bandwidth, verify that video is turned 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.

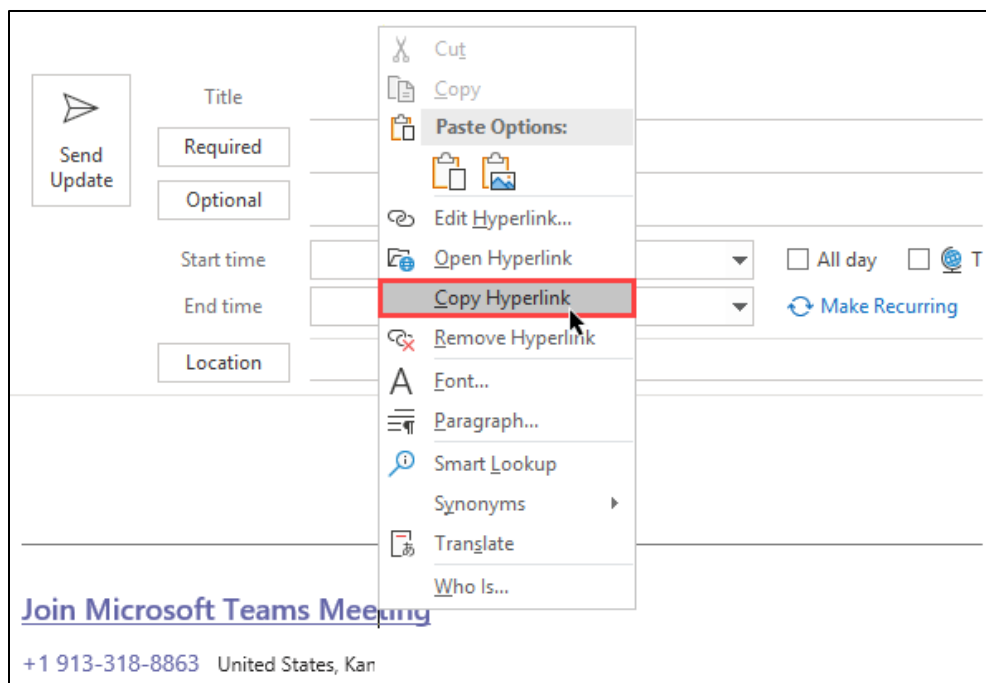
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## Joining Microsoft Teams meeting for Users without Microsoft Teams or joining from a personal device

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.

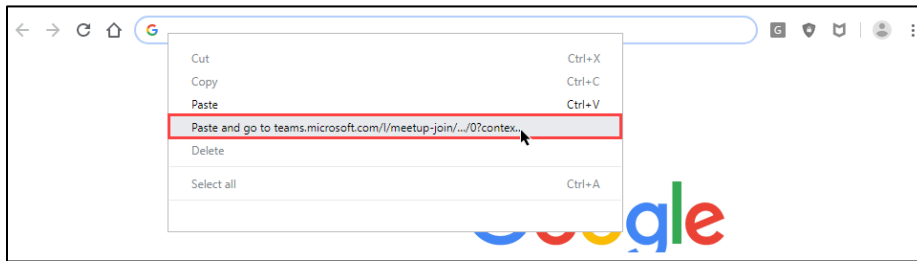
### Step-by-step instructions:

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 [Outlook on the Web](#)
    - 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**.

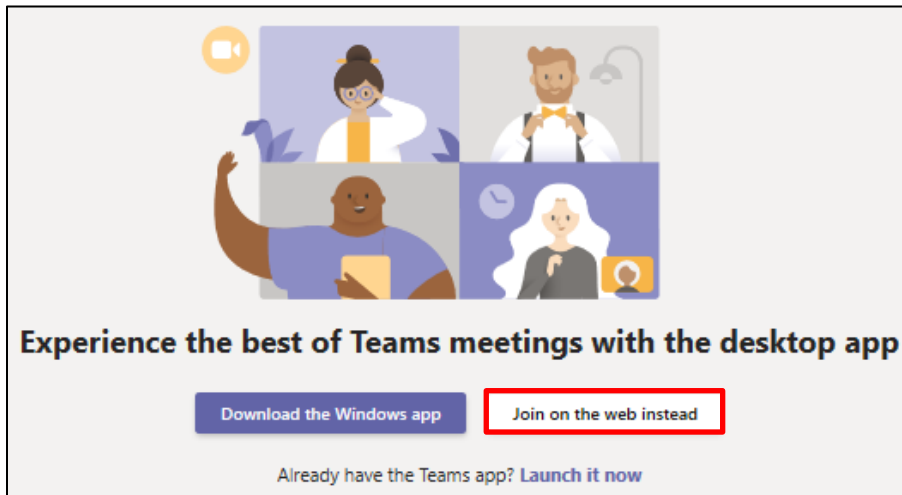



3. Open **Google Chrome** or **Microsoft Edge**.
4. In the address bar, right-click and select **Paste and Go**.

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5. Select **Join on the web instead**.

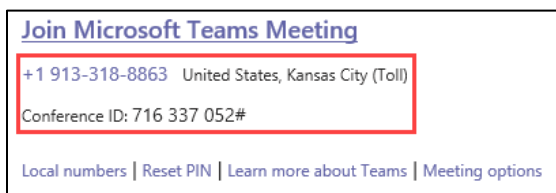



 **Note:** You may be asked to set up your microphone, speakers, and video camera before joining the meeting.

## 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.

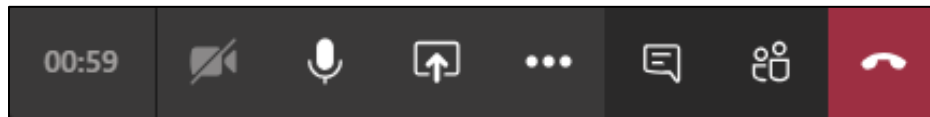
1. **Dial** the Microsoft Audio Conference Center number.
2. Enter the **Conference ID** and push **#** button.

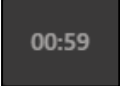









 **Note:** If you are the meeting organizer and dial into the Microsoft Teams meeting, you will need to enter your Microsoft Conference Call PIN to start the meeting.

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## Functions inside Microsoft Team Meetings




	Meeting duration		Additional features
	Camera – Toggle on and off		Open/Close Meeting Chat widow
	Microphone – Toggle on and off		Open/Close Meeting participants window
	Share screen		Hang up

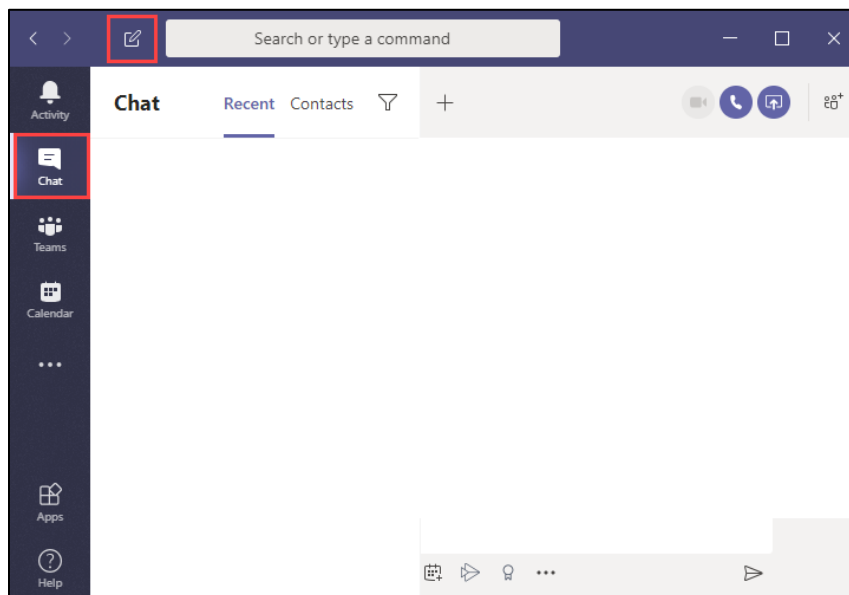
## Communicating: Chat

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

### Chat

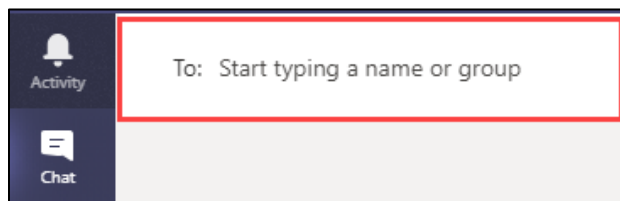
Chat allows for one-on-one chats with other Microsoft Teams users. To start a chat:

1. Click the **Chat tab** on the left of the Microsoft Teams window.
2. Click **New Chat** icon (  ).

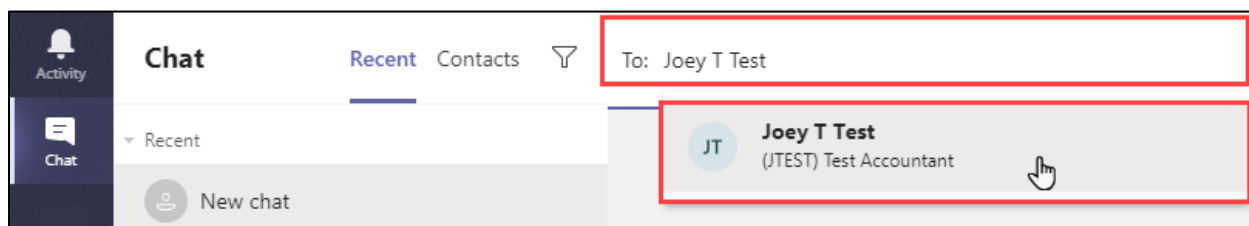


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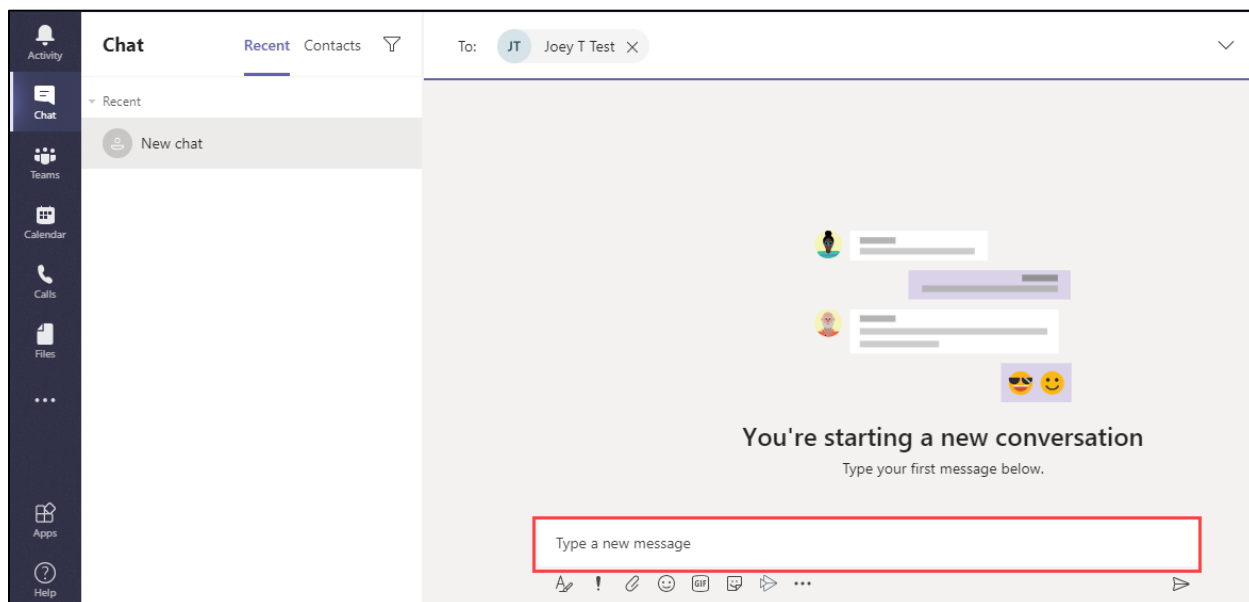
3. Click in the **To:** field and enter the person's name to chat with.



4. Click the **name of the person** to chat with.



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





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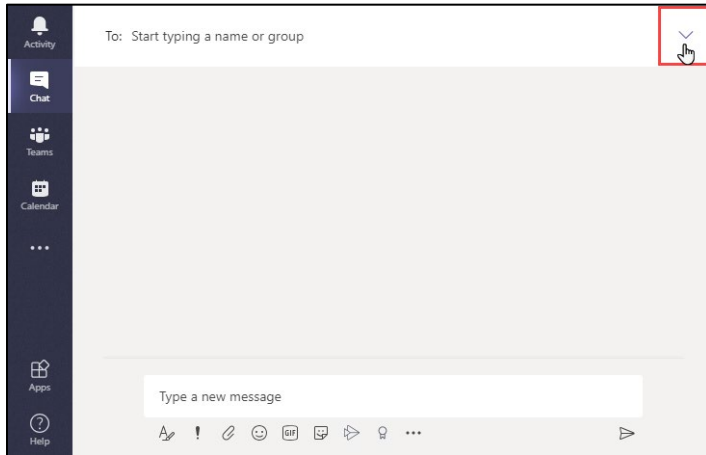
## Communicating: Group chat

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

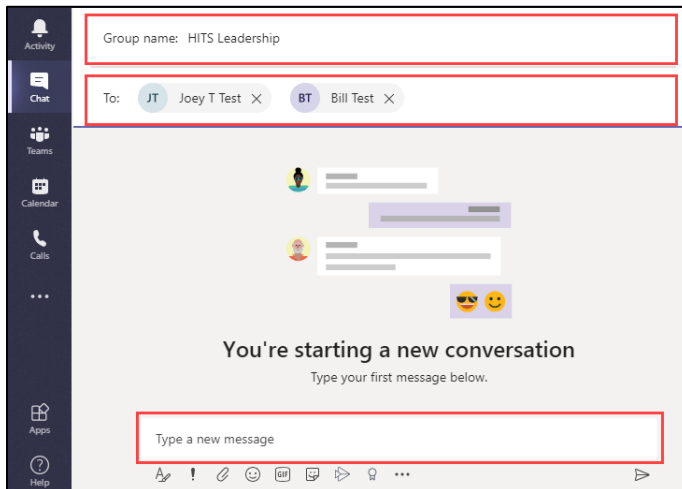
### Group Chat

How to start a group chat:

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



3. Enter a **name** for the chat group.
4. Search for the group chat participants and click on their names to add them to the group.

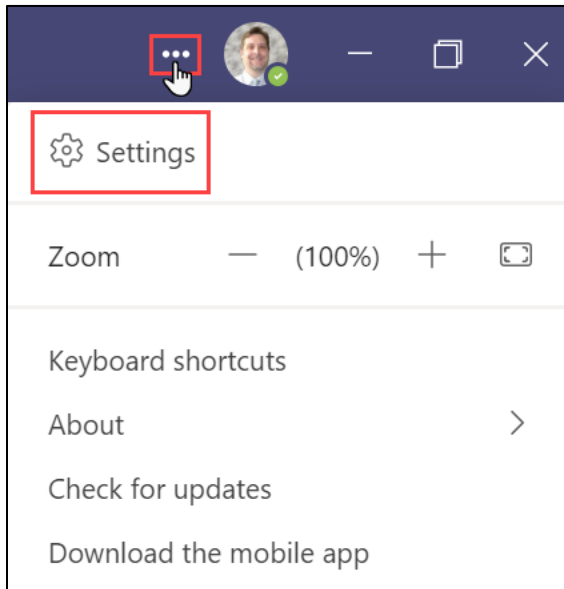


5. Click in the **text field** at the bottom of the chat window, type your chat message and press **Enter** on your keyboard to send the chat message.

# Microsoft Teams Basics Quick Start Guide

## Settings

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



## Help

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 [Joining Microsoft Teams meeting Users without Microsoft Teams.](#))

## Reference

For additional features on Microsoft Teams, click this link:

[Additional Features for Microsoft Teams](#)