Getting Started with Microsoft Teams

Microsoft Teams is a great communication tool for a quick chat, meetings, for calling and collaborating with your fellow coworkers.

If you are using a city-provided workstation, you may already have Microsoft Teams installed. Look for the Teams icon on your desktop or click on **Start** and **select Microsoft Corporation** > **Teams**.

If you are using your personal workstation, you may use Teams on the web or install the desktop version.

Click here to sign in on a web browser (Internet Explorer, Chrome).

If you would like to download Teams on your personal workstation, click here to download the latest version. Microsoft Teams is available for Windows 7/8/10 and Mac.

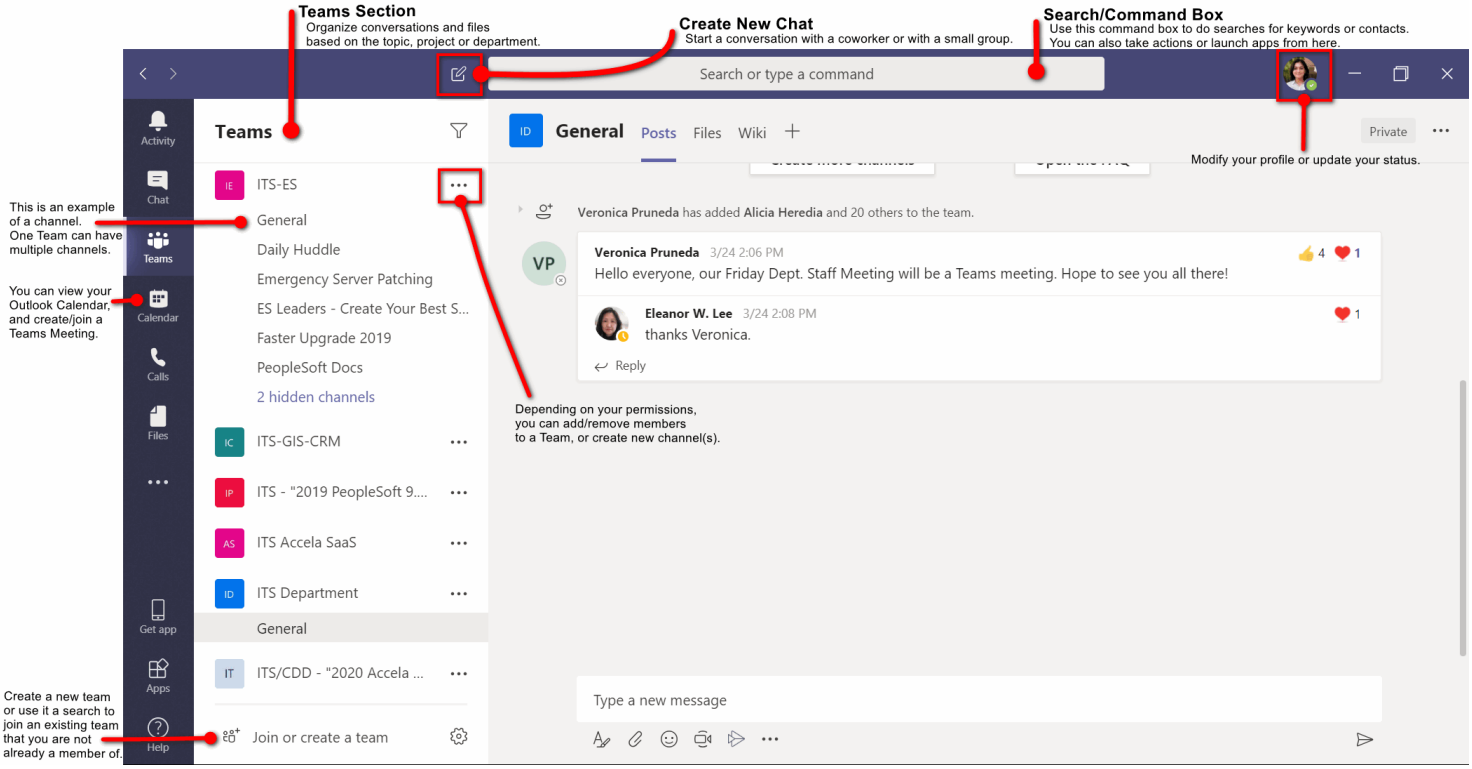
You may also install Teams on your mobile device. Search for "Microsoft Teams" in the Apple App Store or Google Play Store for Android devices.

If you are prompted to Sign In, you will need to login with your City of Fremont email address in the following format: FLastName**@ci.fremont.ca.us**

If you have any issues with installing or launching Teams on your workstation, please contact ITS Helpdesk at (510) 494-4800 or helpdesk@fremont.gov.

Start a Conversation

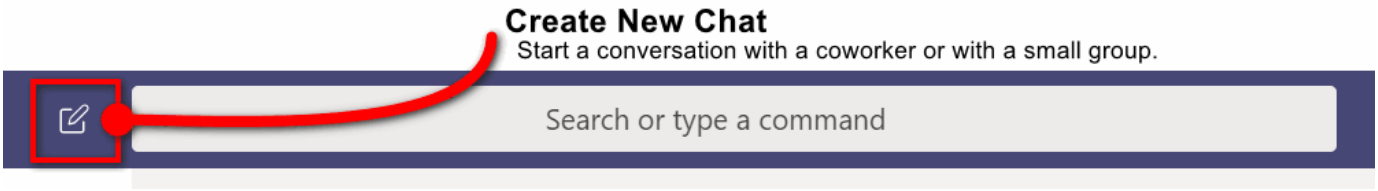
Once you are logged in, you will see a similar screen.



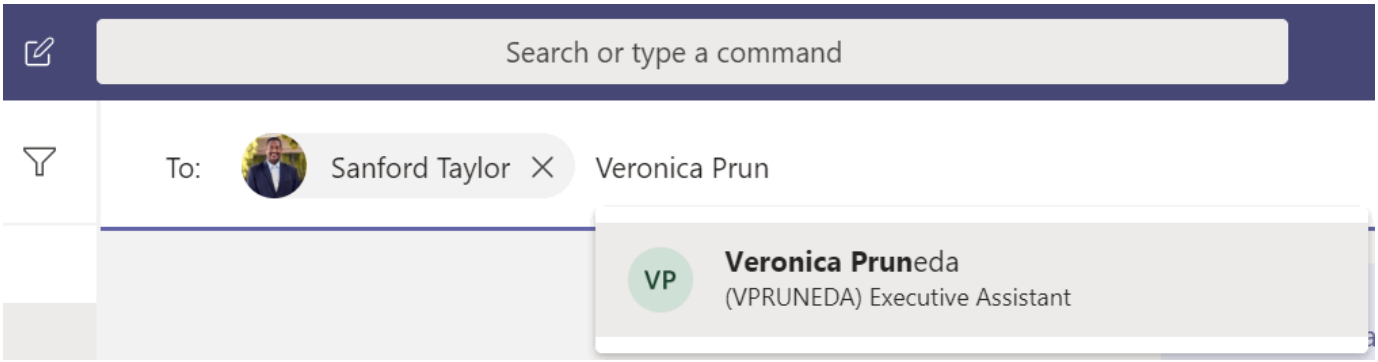
The **Teams Section** contains any "team" you are a part of already. Teams could be based on departments, divisions within a department, and even projects. Each Teams contains participants, conversations, files and additional tools. Also, each Teams could have multiple **Channels** to distinguish between the different topics related to the department, division, or project.

To start a conversation with an existing team, pick a Team and Channel, start writing out your message and click Send.

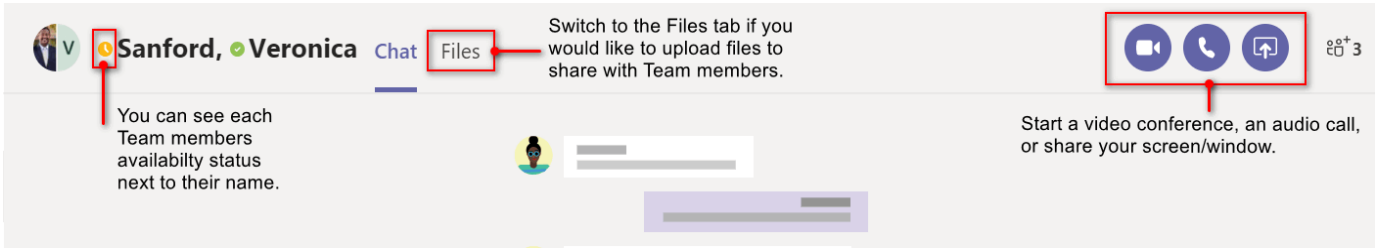
To start a new conversation with an individual person or a group, use the **New Chat** option at the top.



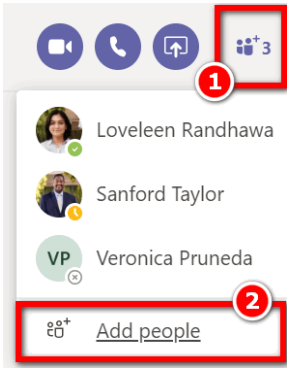
Add each person to the new chat. Teams will search through your Outlook Contacts to find matches.



Once you have added Team member(s), click into the "***Type a new message***" box. This will prompt Teams to create a window for the chat and display share options.

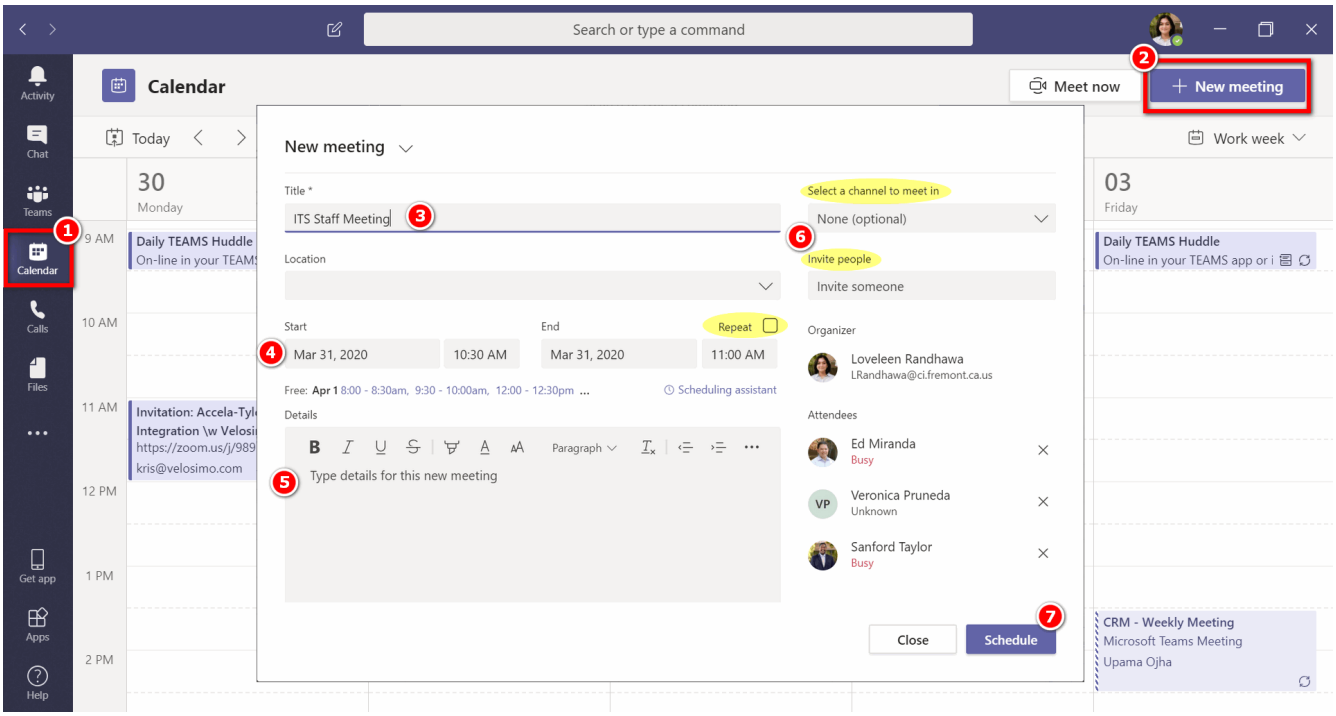


You can always add more team members to a group chat by (1) clicking on the **Add People** button in the top right corner of the chat and (2) select **Add people** at the bottom of the dropdown.



Create a Teams Meeting

To create a new Teams Meeting, (1) click to the **Calendar** from the left sidebar. The Calendar will display all your appointments and meetings from your Outlook Calendar.



(2) Click on **New meeting** at the top right corner.

(3) Set a Subject **Title** for the meeting.

(4) Set the **date and time** for the meeting. If the meeting will be recurring, mark the **Repeat** checkbox.

(5) Add any valuable **details** for the attendees.

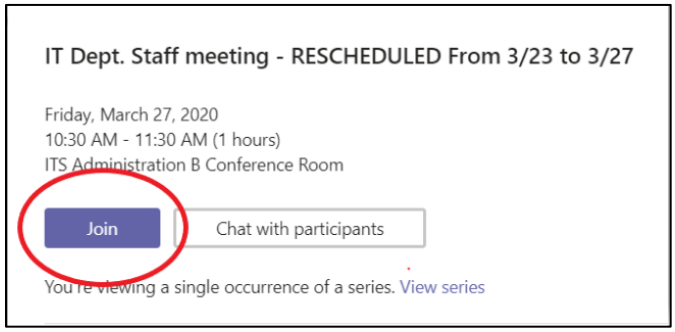
(6) **Select a channel** from an existing Team if you would like to open the meeting to all members of the Team. You can also manually **invite someone**.

(7) Hit the **Schedule** button. The Team or select individuals will get a notification of the new meeting.

Join a Meeting

To join a Teams Meeting, go to the **Calendar** from the left sidebar.

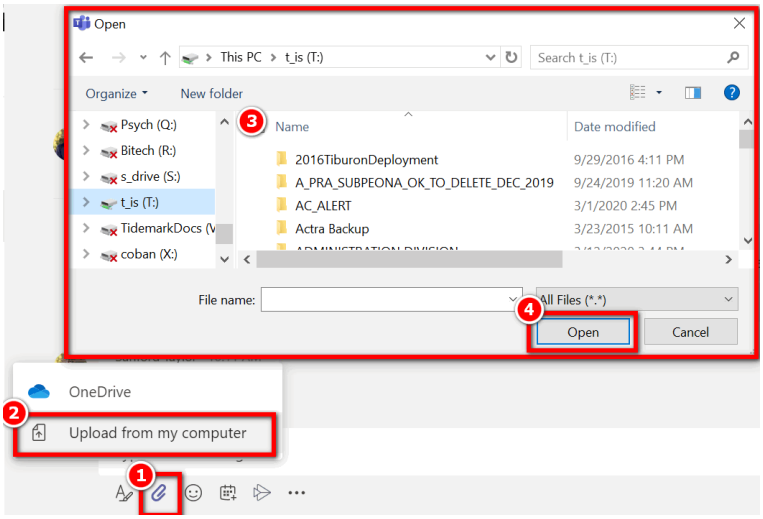
Click on the meeting on the Calendar. You will see the option to **Join** the meeting in the top left corner.



NOTE: You can also join a Teams Meeting from the Outlook Calendar – there will be a hyperlink available within the details of the meeting.

Sharing Files

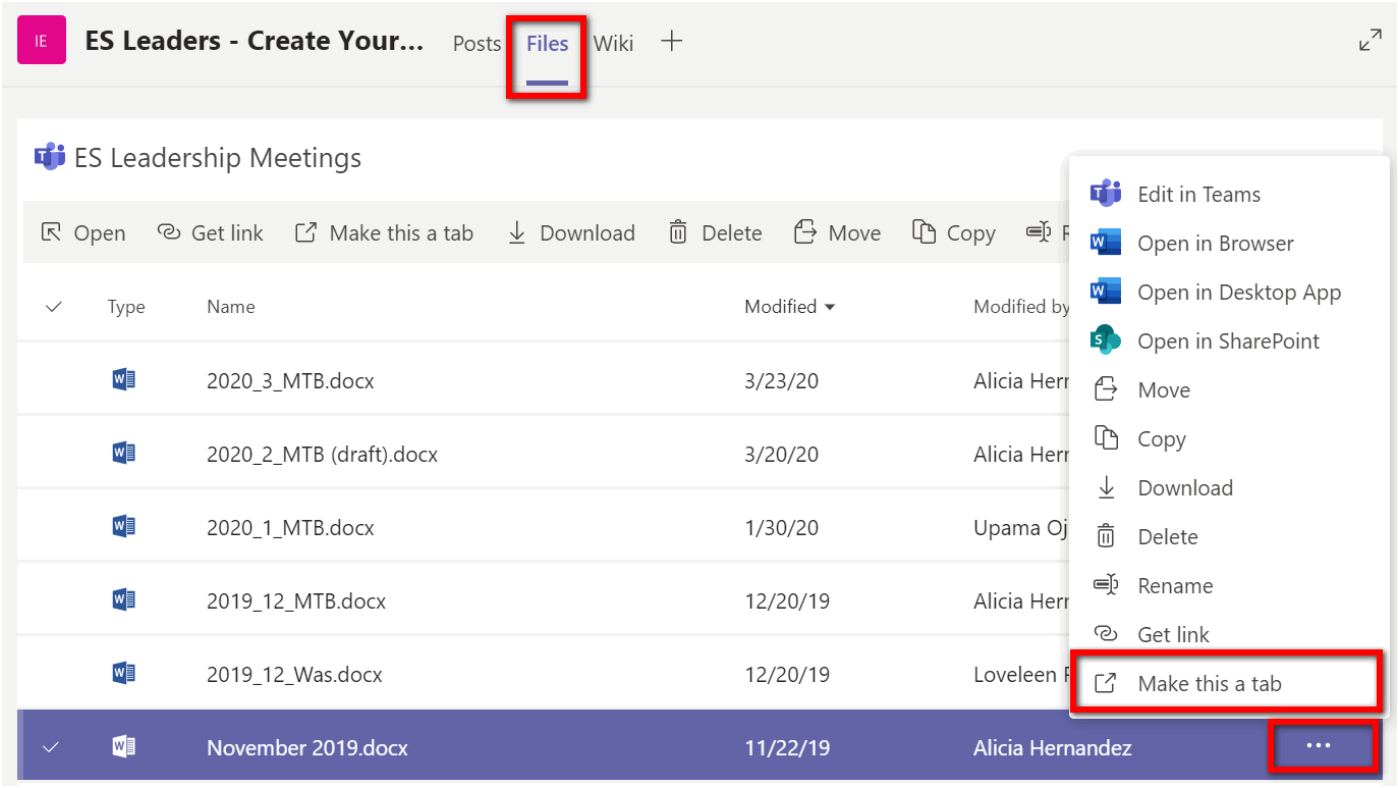
You can share files within a chat, channel or Team. Simply (1) click on the **Attach** option under the box where you type messages and browse for the file you want to share. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



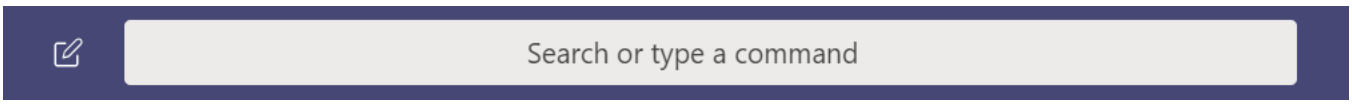
Working with Files

Click **Files** on the left sidebar to see all files shared in any of the Teams and/or Chats you are a participant of.

If you are looking for files within a Team, open up the channel related to the file, click on the **Files** tab at the top of any channel to see all files shared within that channel. Click **More options ...** next to a file to see what you can do with it. If you would like to pin a file to a channel, you can instantly turn a file into a tab so that it remains at the top.

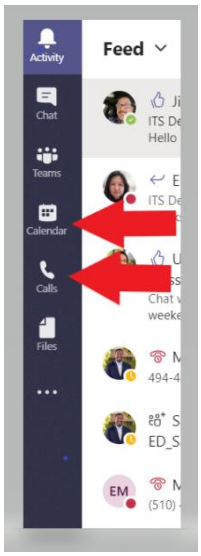


Note: You can always search for a file if you know the filename by using the command box at the top.

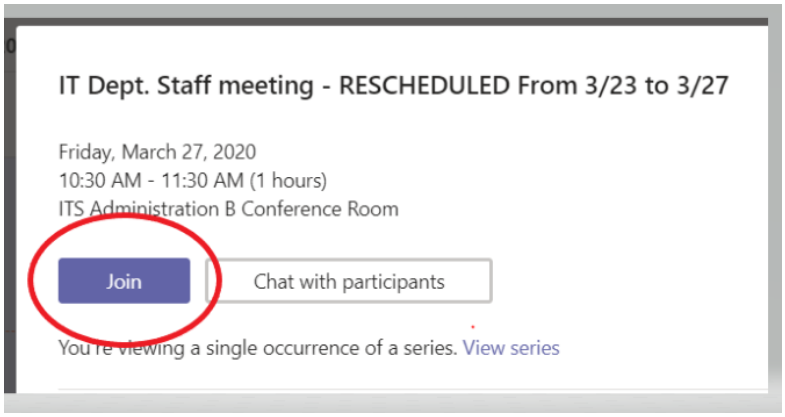


Sharing Screen During a Video/Audio Conference Meeting

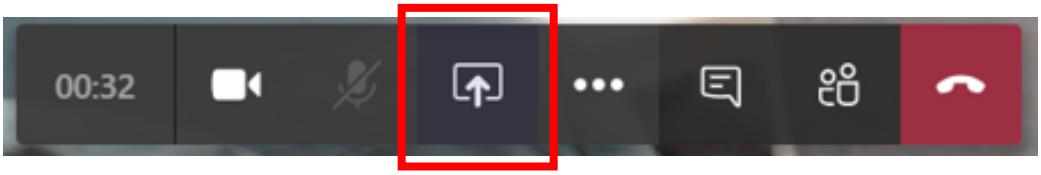
To get started, join the conversation with an individual, group or Team within a channel by placing a video/audio call or joining a scheduled meeting from the Calendar.



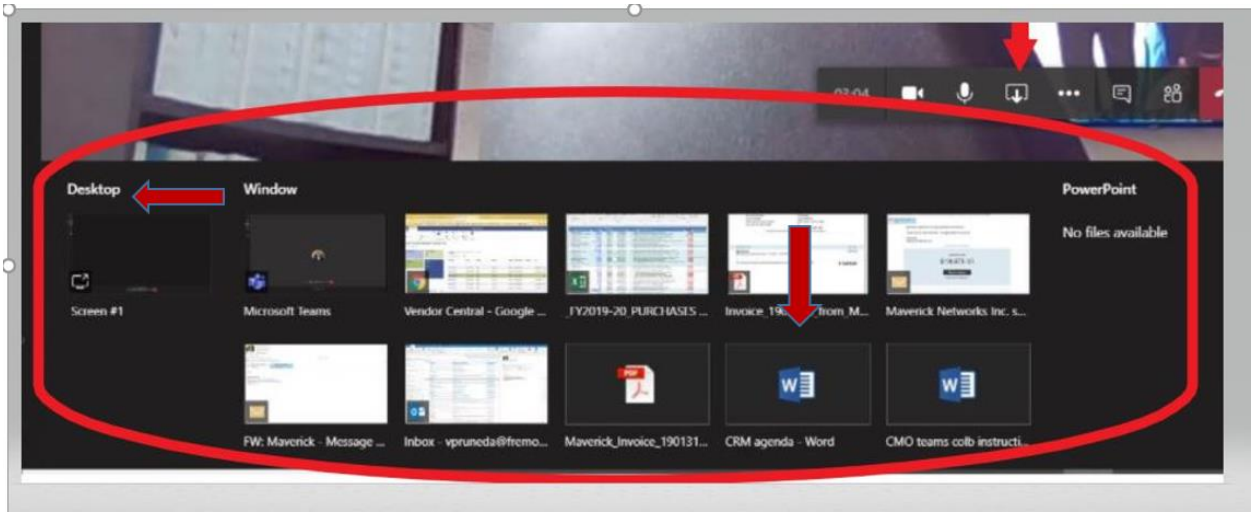
Open the meeting and select **Join**.



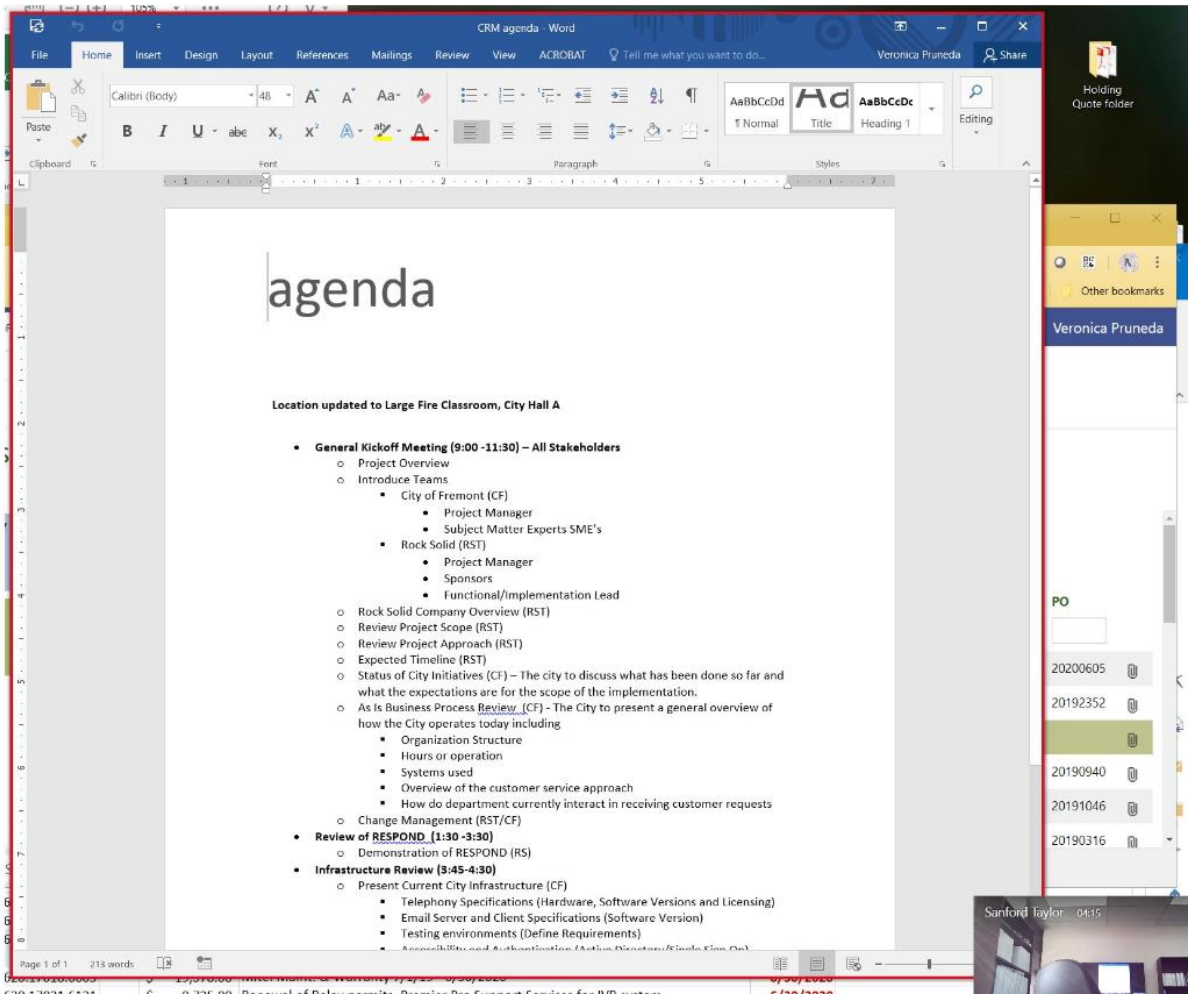
While in a Teams meeting or call, click the **Share Screen** button on the controls toolbar. Select your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane.



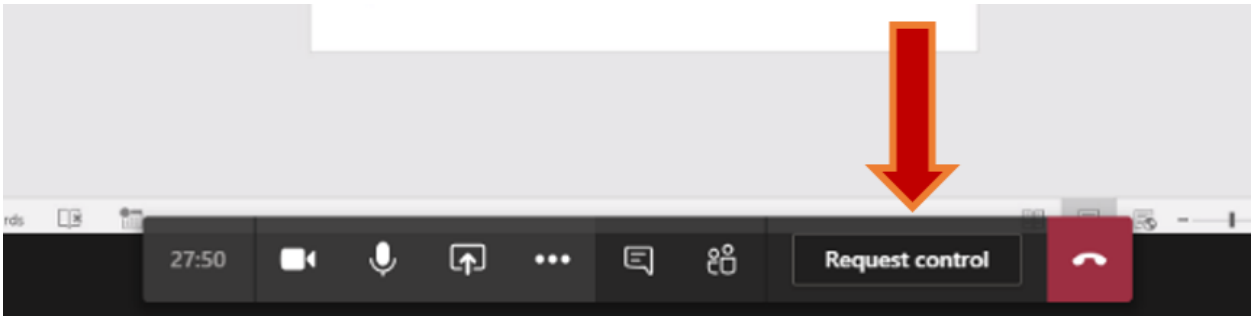
Select your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane.



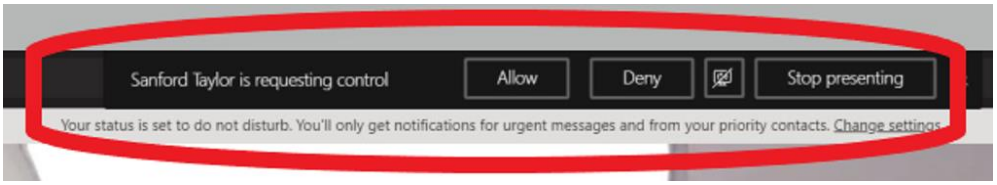
Whatever is being shared will have a red box around it as pictured below:



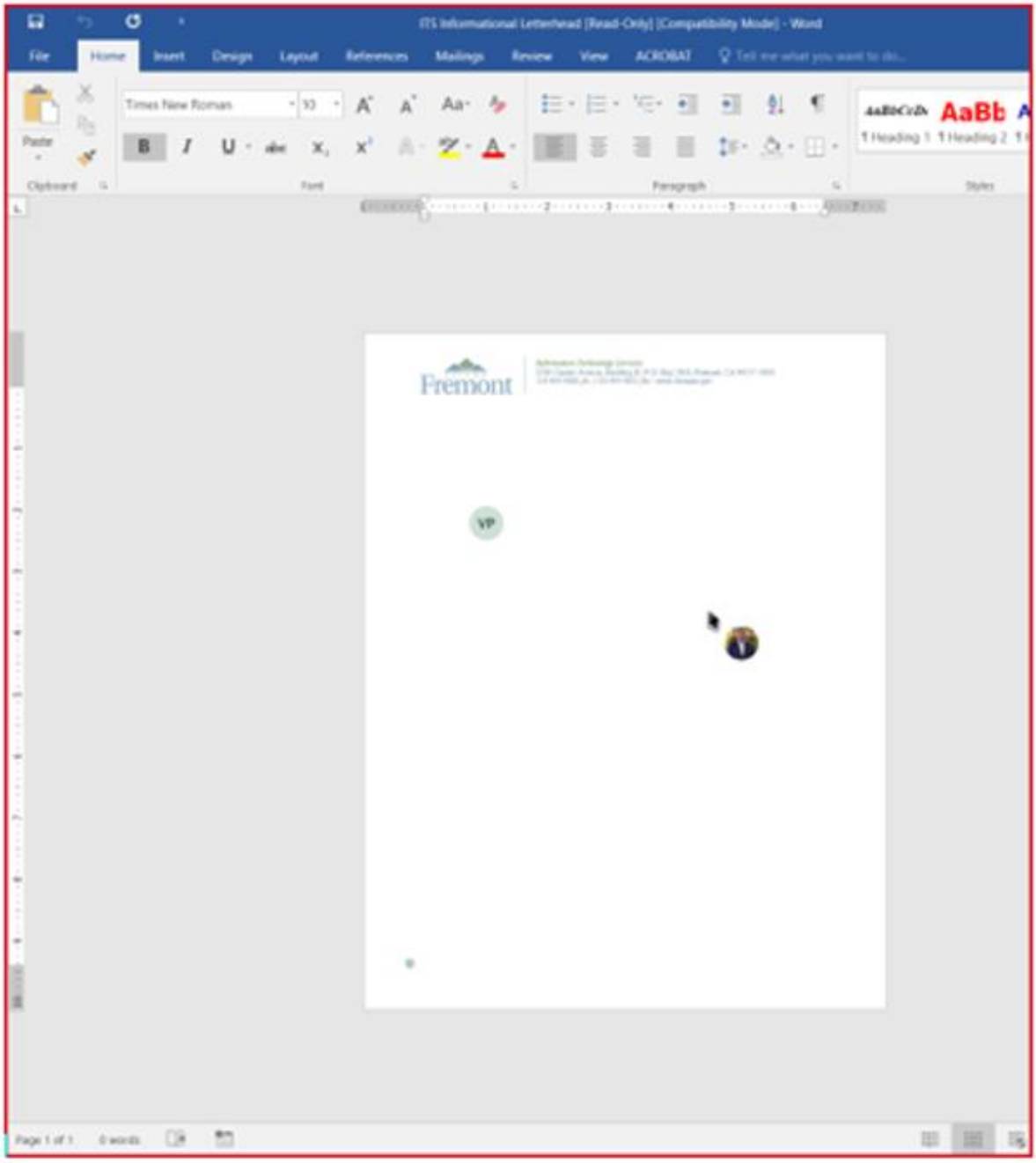
Anyone in the meeting or on the call can request control of the screen by selecting **Request Control** from the tool bar.



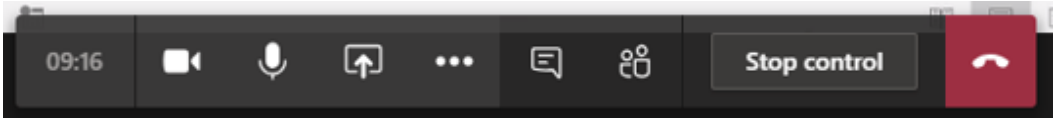
If you are the one sharing the screen, you will have the ability to **Allow** or **Deny** any requests for control of the shared screen at the top.



At this time two people can control the document as shown in cursors below:



If another Team member has control of the screen, they can select **Stop Control** to stop controlling the screen.



To stop sharing your screen, simply click on the **Stop Sharing** button from the tool bar.