

# Microsoft Teams

## User guide on Microsoft Teams for Staff

(Last Update on 18 Feb 2020)

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## Download and Install Microsoft Teams on PC / MAC

1. You can download the Microsoft Teams PC/MAC software from <https://teams.microsoft.com/downloads>
2. After that, please install the MS Teams.

## Download Microsoft Teams on Mobile

Mobile App function is similar to the desktop client.

1. You can download the Mobile App from Android

- Download Microsoft Teams via Google Play Store.

Or

- Visit the link : <https://aka.ms/androidteams>



IOS

- Download Microsoft Teams via IOS App Store.

Or

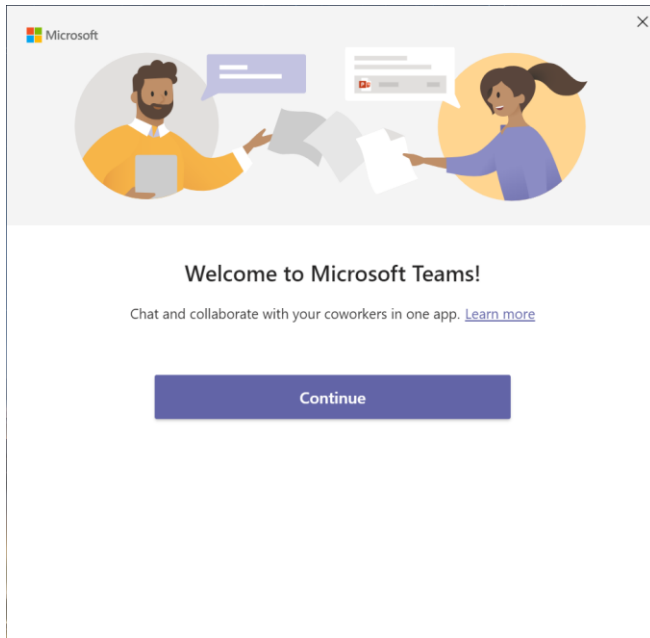
- Visit the link : <https://aka.ms/iosteam>



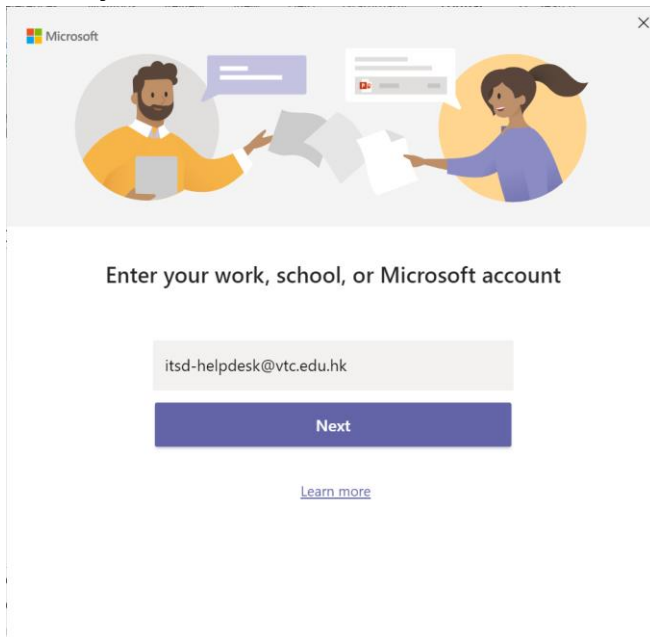
## Launch the Microsoft Teams

**\*\*The user interface may change after the software has been updated.**

1. Double click the icon of **Microsoft Teams** on the desktop
2. Click **Continue**



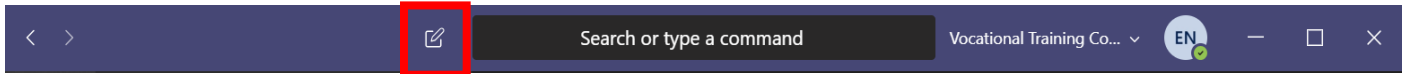
3. Enter **your email address** and click **Next**



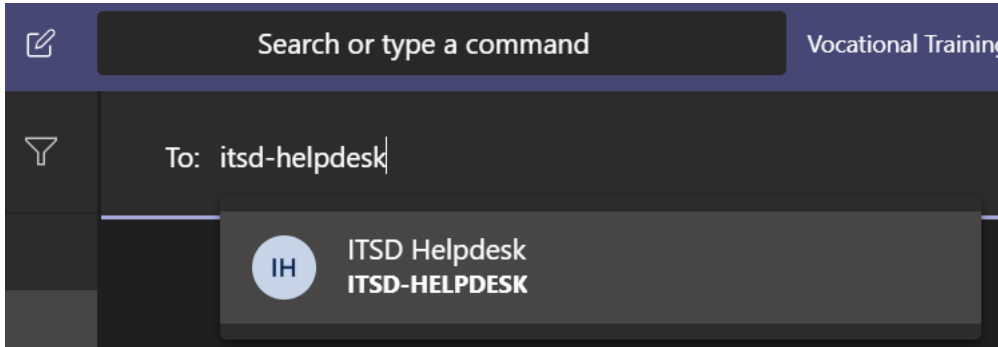
## Start a private chat

1. To create a chat, click New chat button .

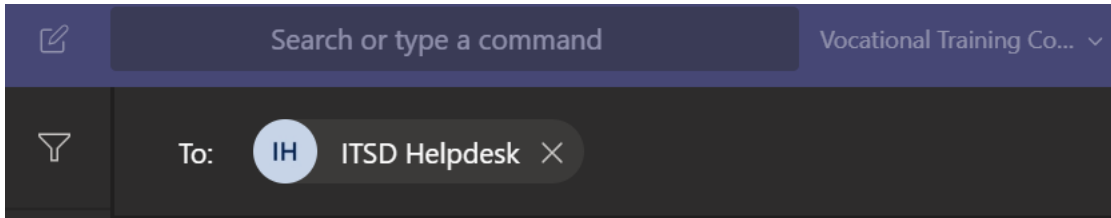
**\*\*Up to 100 people can be in a private chat.\*\***



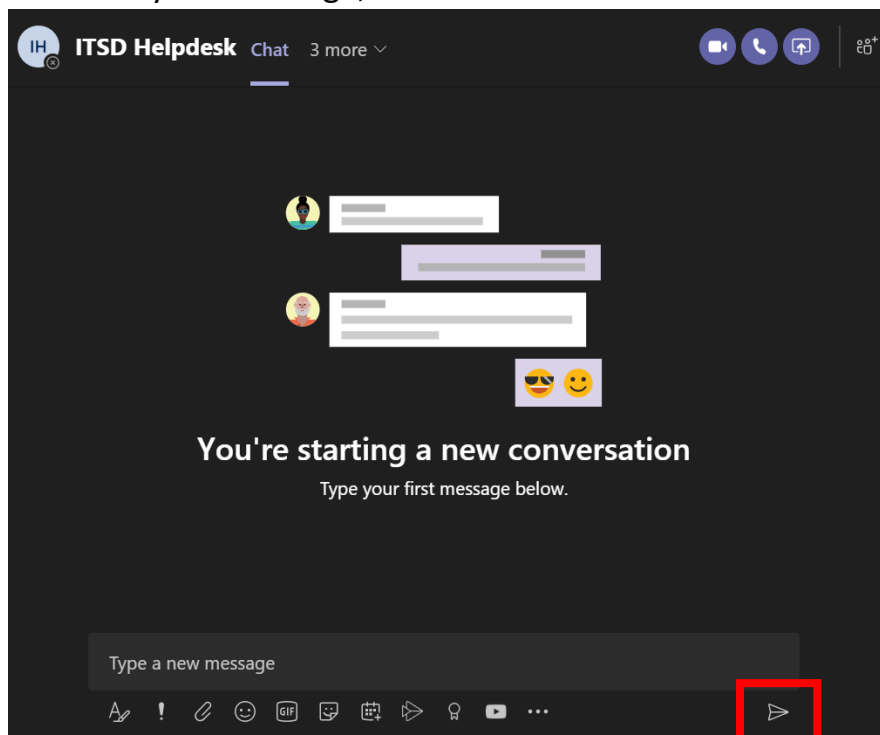
2. Type the name of the person or email address you want to contact.



3. Select the down arrow to add a name to your chat group.




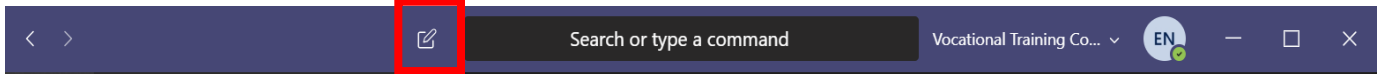
4. Write your message, and click Send .



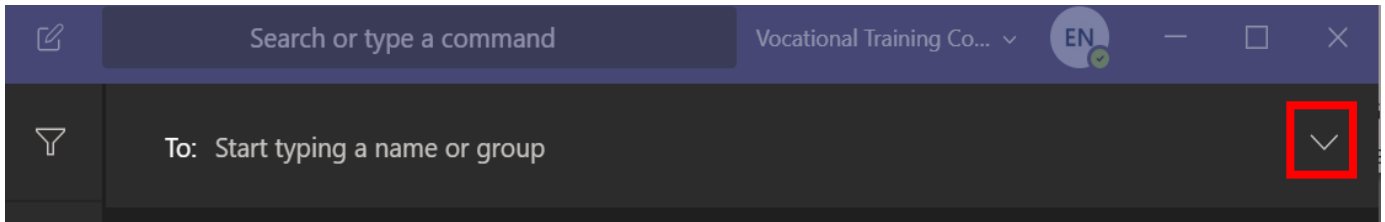
## Start a group chat

**\*\*Up to 100 people can be in a private conversation.\*\***

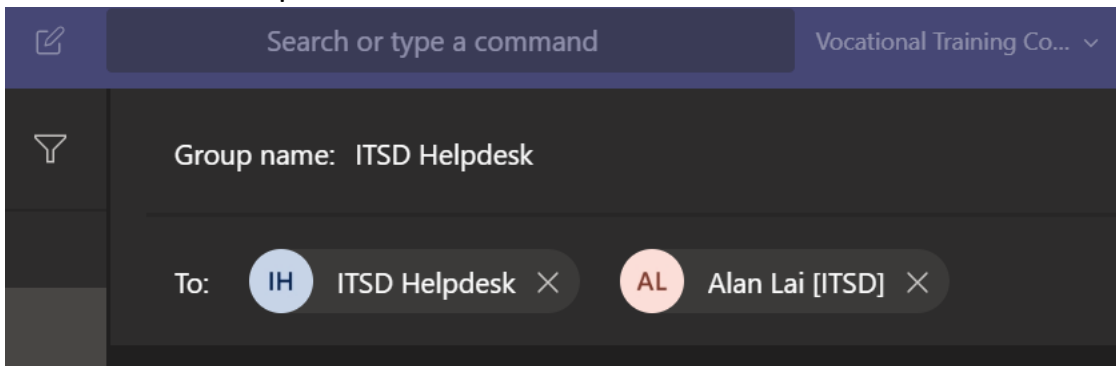
1. To create a group chat, click **New chat** button .




2. In the new message windows, click on the drop-down arrow to create new Group chat.

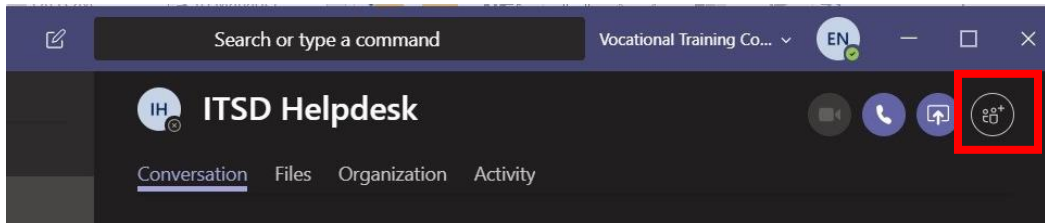


3. Enter the Group name and add the team member names.

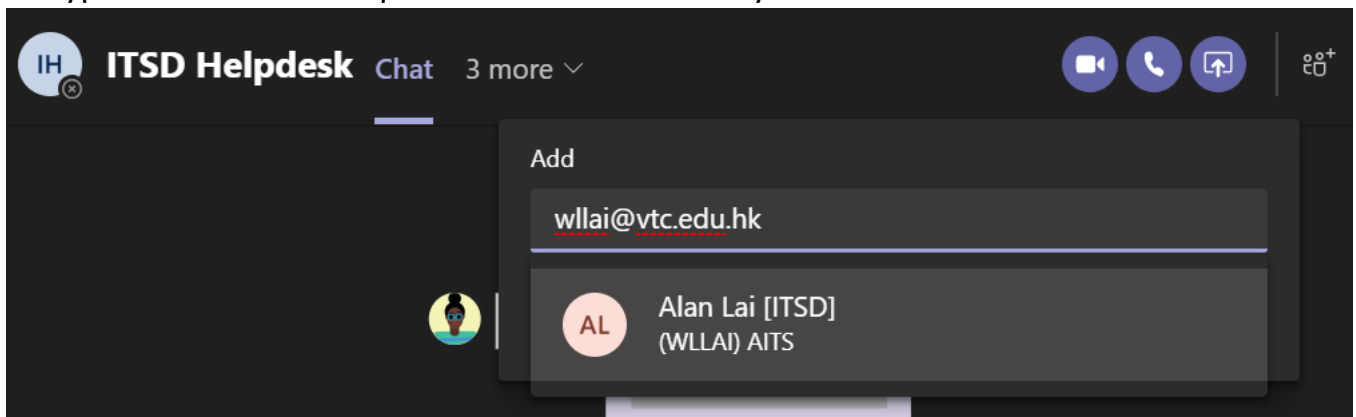


## Add member into group chat

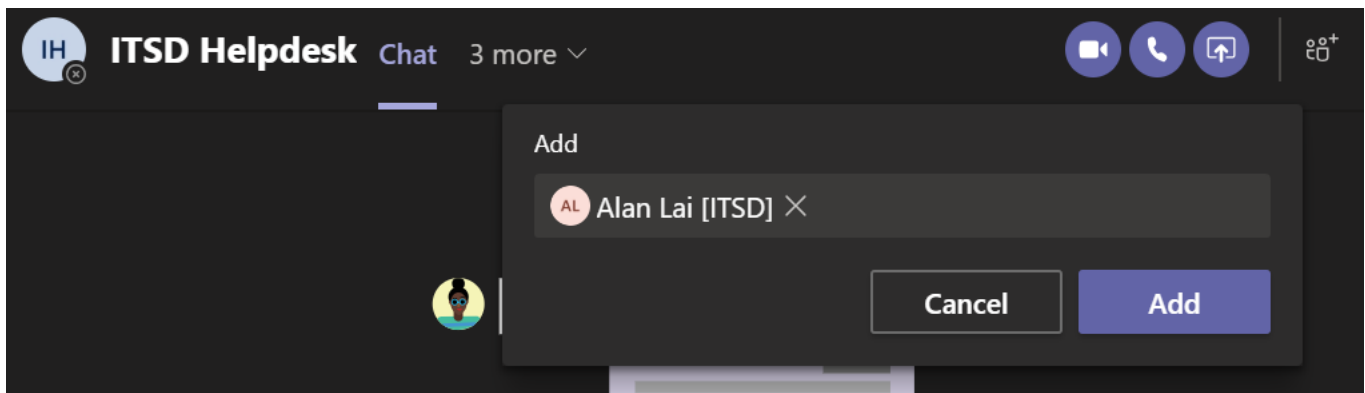
1. After creating a group chat, click **Add people** button 



2. Type the name of the person or email address you want to contact.

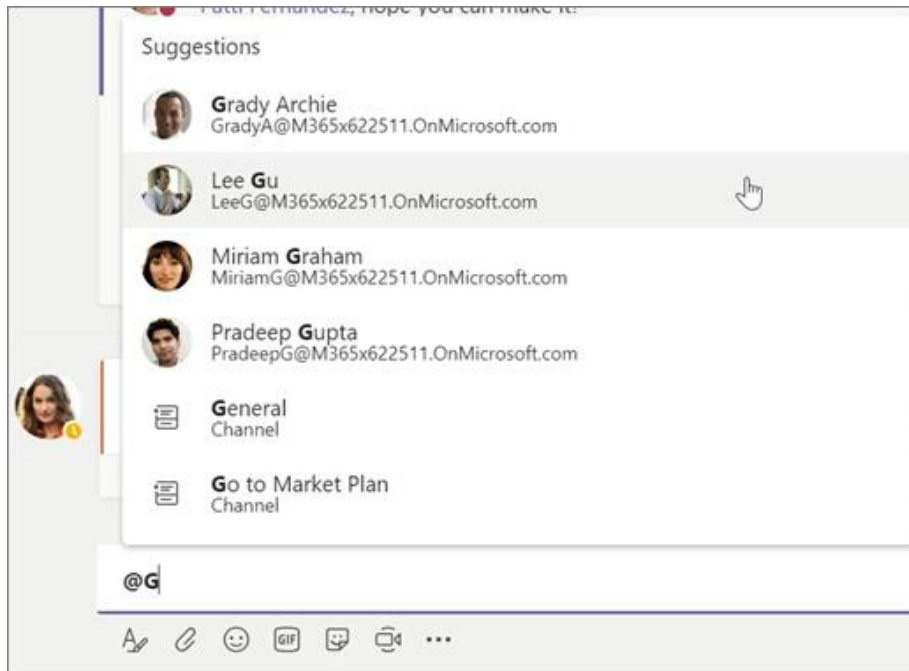


3. Select the down arrow to add a name to your group chat.



## Get one person's attention in group chat

1. Type @ and the person's name in the chat.
2. Select the person's name you want to mention.
3. Finish your message and select Send.

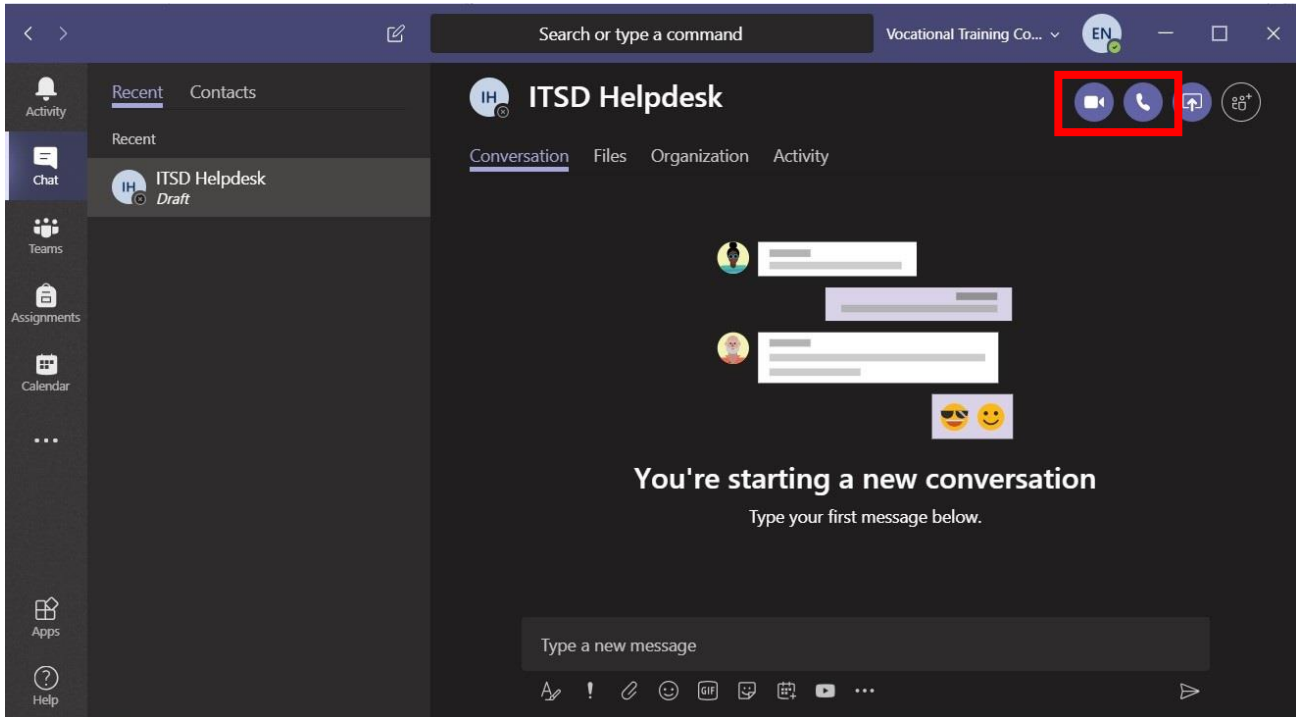





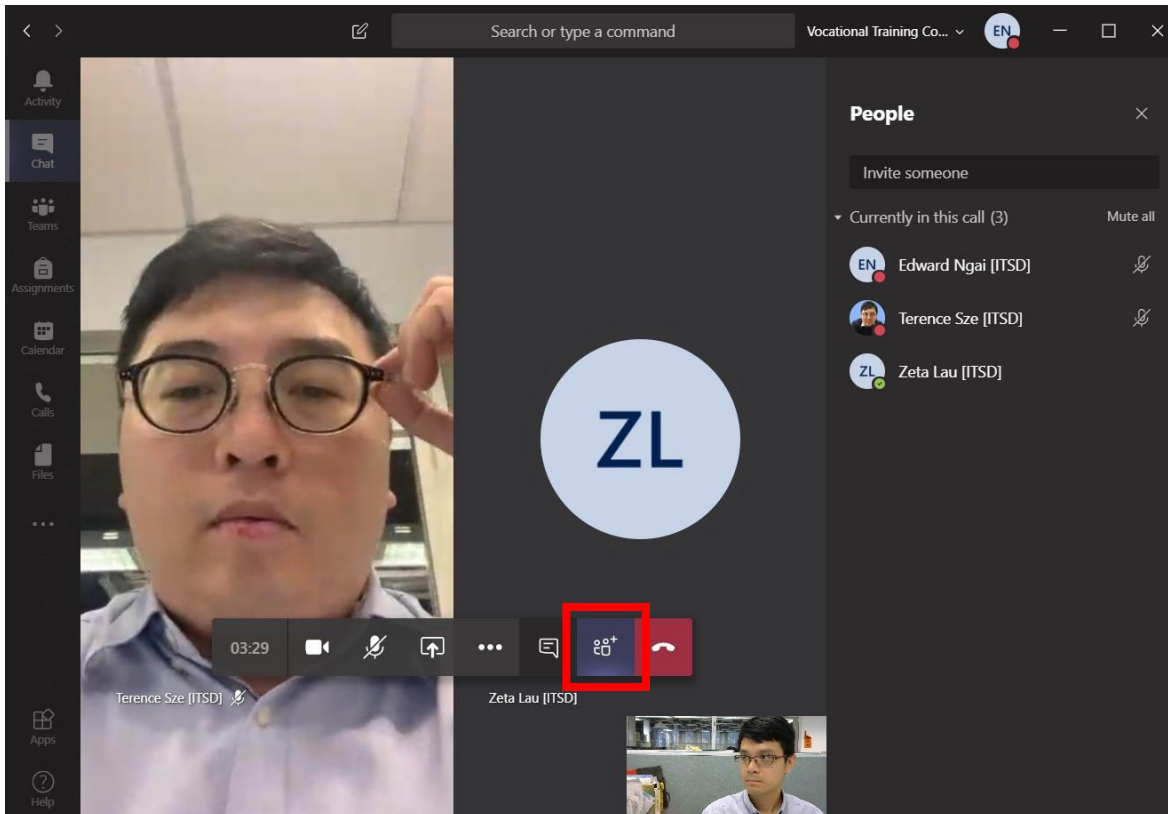
## Video call

**\*\*Up to 250 people can be on the same video call.\*\***

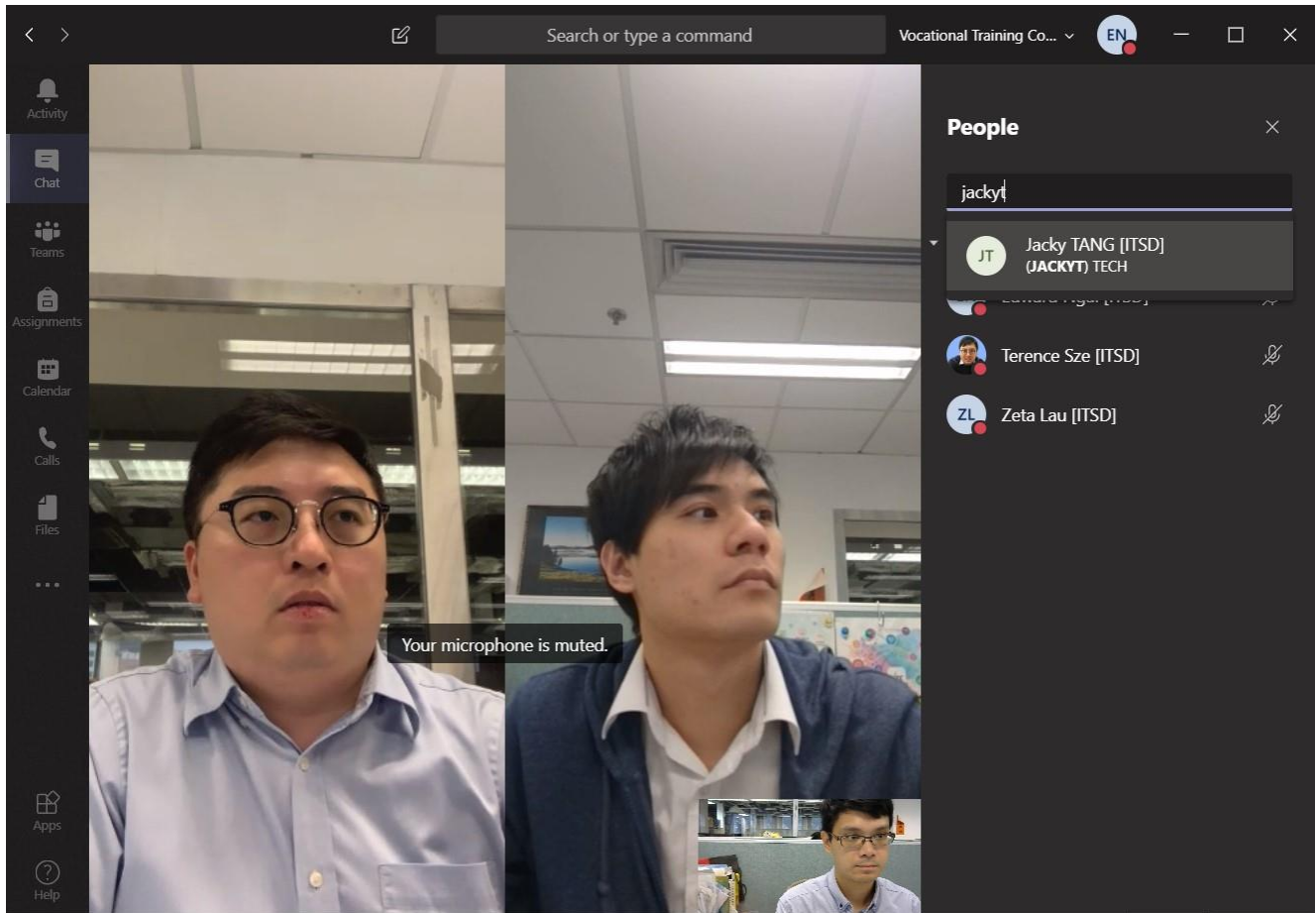
1. Click **Video call** button  or **Audio call** button  to start a call



2. To loop more people into the conversation, just click **Add people**  at the bottom of the window.



### 3. Type the email address of the people you'd like to chat with



## Schedule video conference

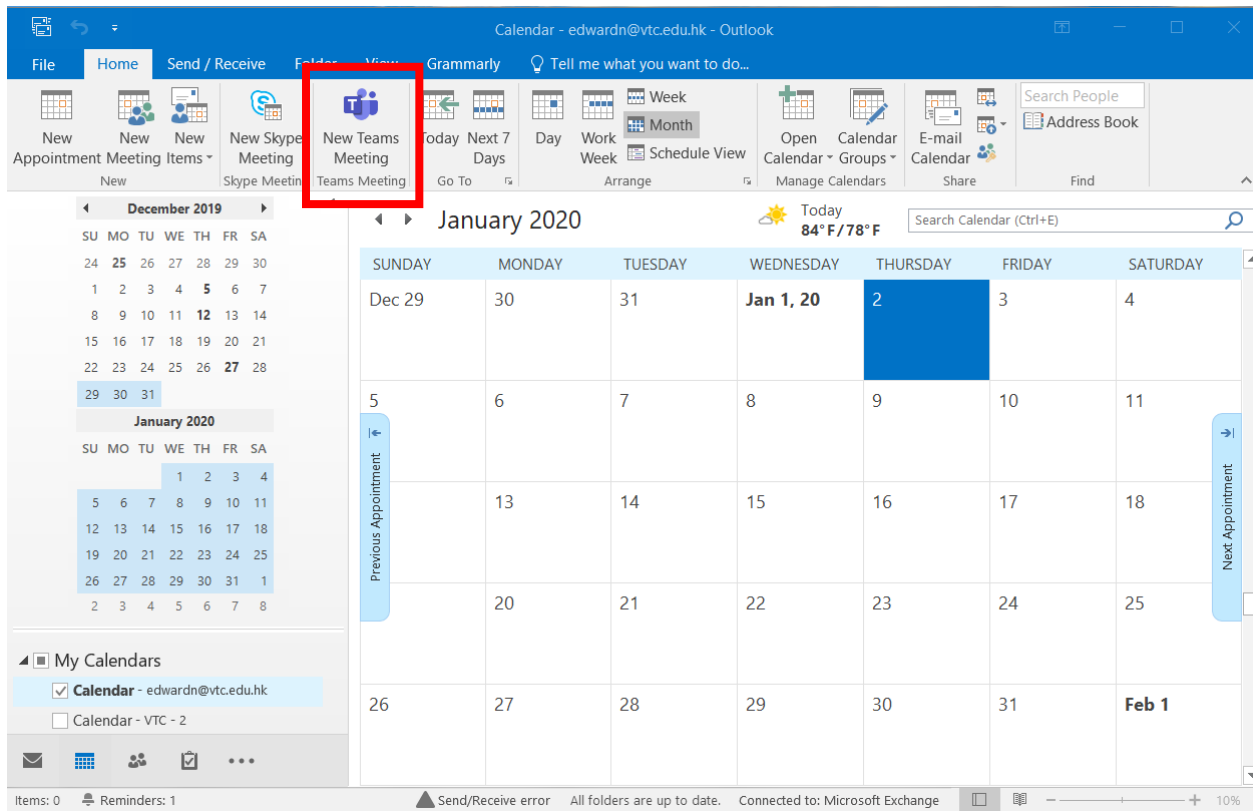
**\*\* The invitation to the Teams Meeting is permitted for non VTC staff.**

**\*\* The network performance of the Teams Meeting could degrade if VPN is used.**

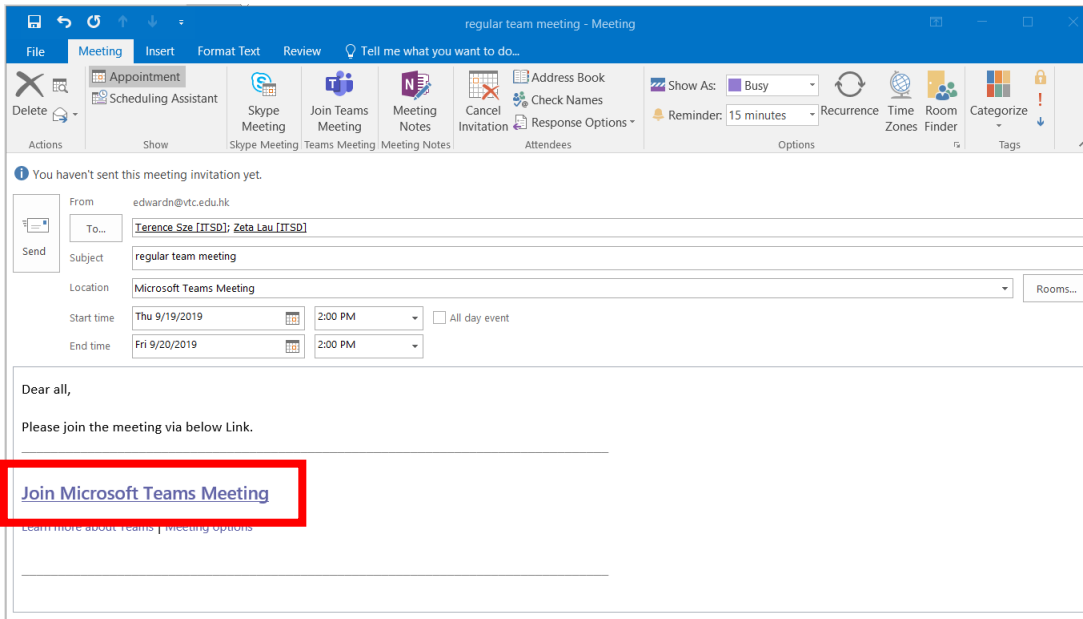
### Method 01: Schedule in Outlook (Window only)

1. Microsoft Teams client is already installed on the PC.

2. Click **New Teams Meeting** button to schedule a video conference.

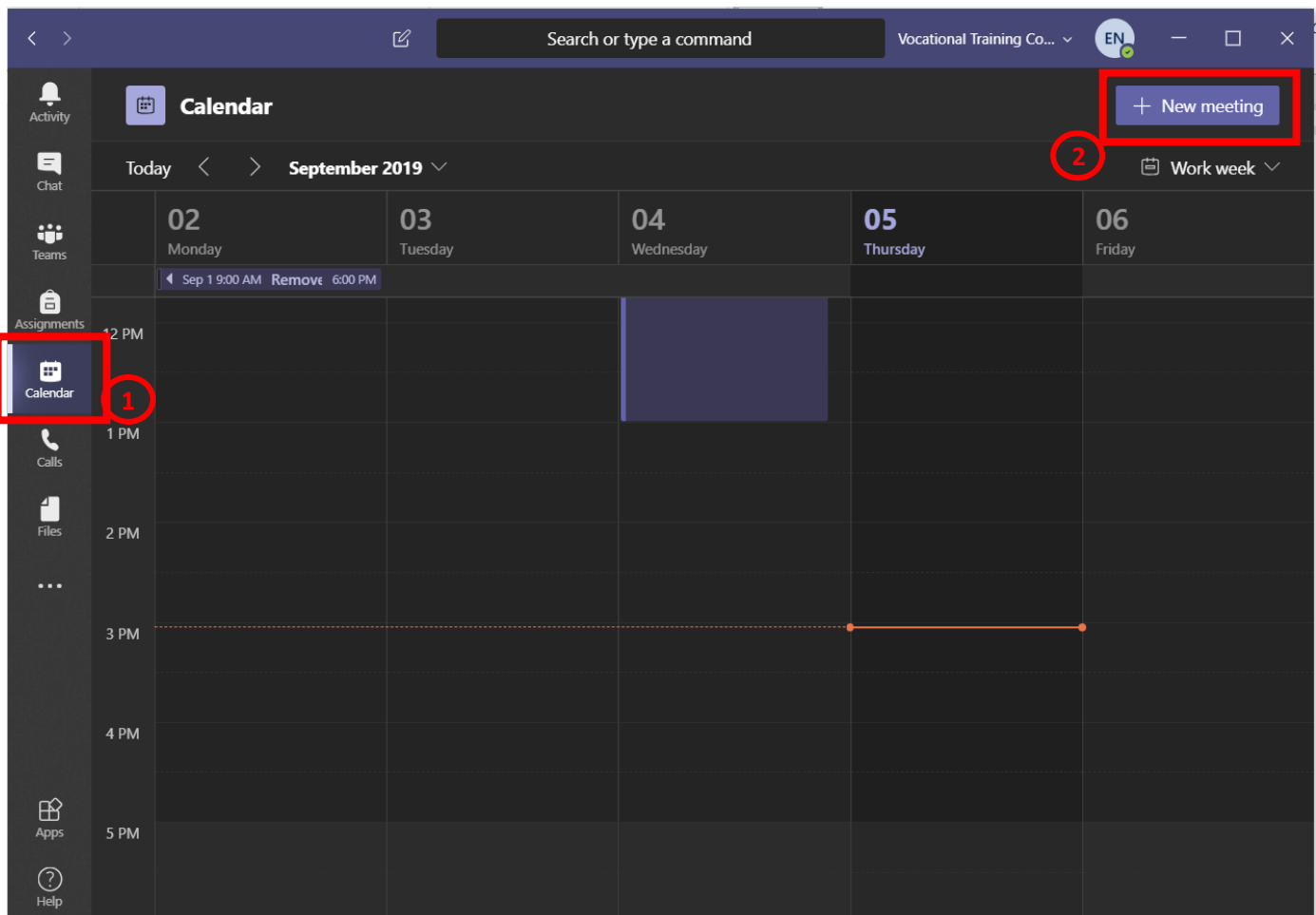


### 3. The link of Teams Meeting will be generated.

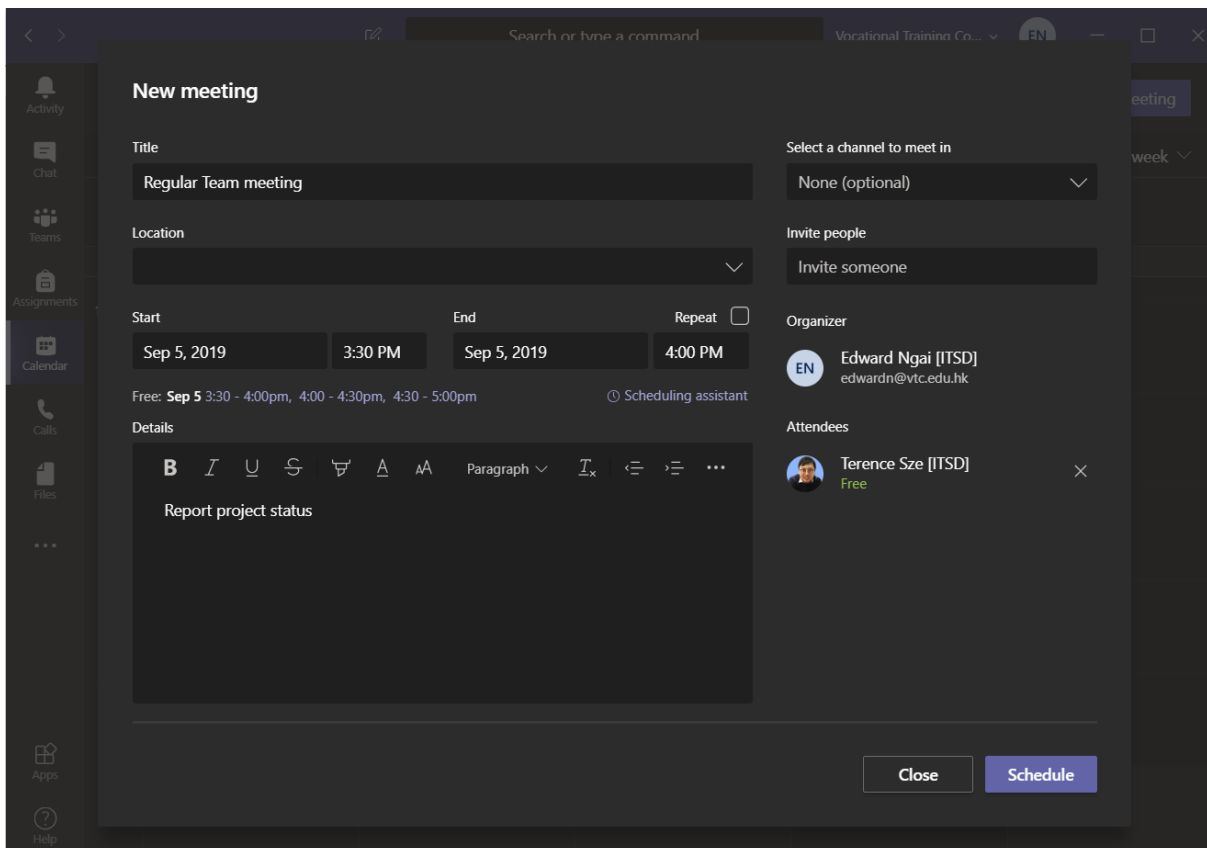
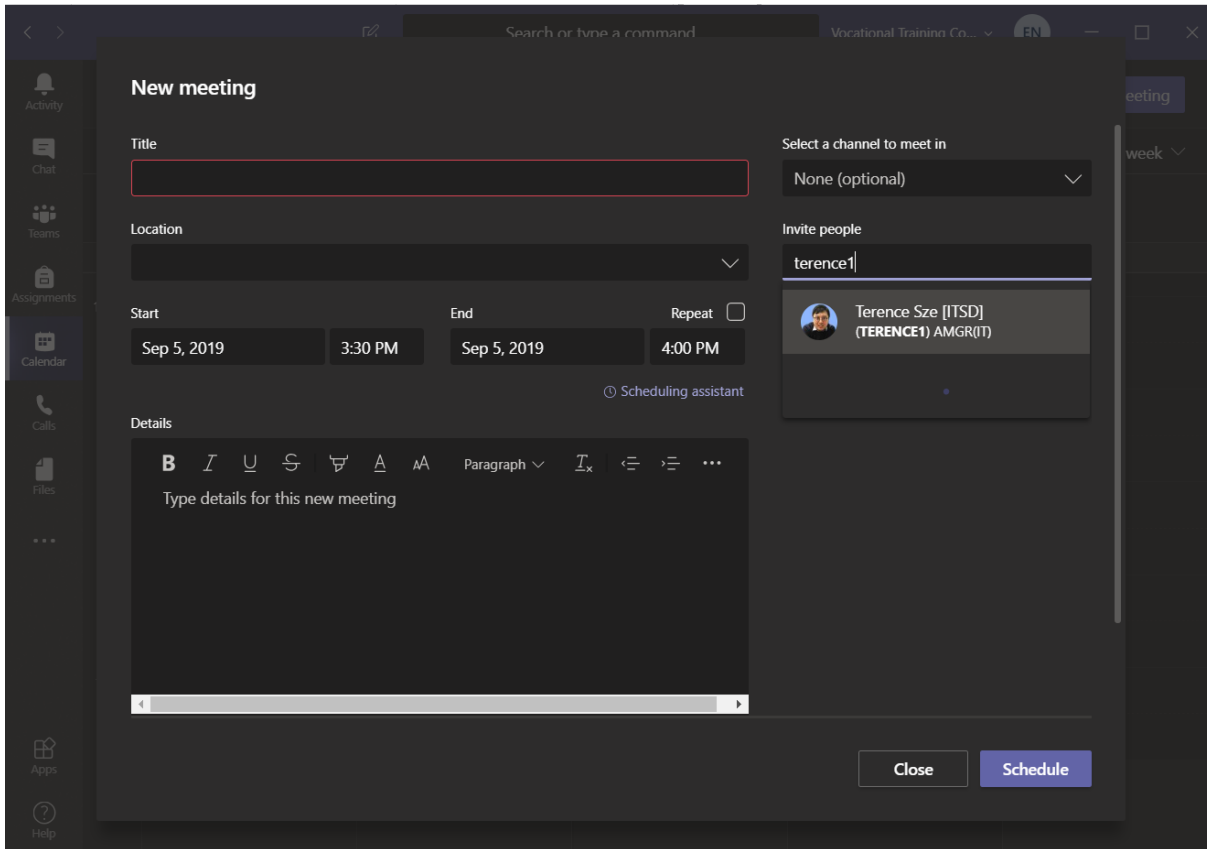


### Method 02: Schedule in MS Teams

1. To schedule a meeting in the MS Teams, click **Calendar** button and click **New meeting** button in the top right corner of Teams.



2. Enter **the email address** who will be invited and click **Schedule**.



~ End ~