

Microsoft Teams

- Teams is part of the Office 365 Package which is available to Club and County Officers BUT it is also available to anyone as a free download
- Three Steps to an Online Meeting but only 1 and 3 are essential
 1. Send Invitations similar to sending an email
 2. Those invited can indicate their availability with Accept, Maybe or Decline
 3. Join the Meeting and allow participants to enter the meeting from the 'Lobby'
- During the meeting the organiser can share documents, their desktop or give control of this feature to another person attending the meeting

Logon to O365 and usually this will open with the Email (Outlook App)

Outlook

Search

New message

Mark all as read Undo

Favourites

Folders

Inbox 48

Drafts 6

Sent Items

Deleted Items 1

Junk Email

Archive

Notes

Conversation Hist...

MLR 1

New folder

Groups

New group

Discover groups

Manage groups

Inbox ★ Filter

training1.la@gaa.ie
Canceled: sss Mon 06/04
Tue 07/04 00:00 - 00:30
Event cancelled Remove

Communications
GAA Club Newsletter latest edition Wed 01/04
A chairde, Enclosed please find the latest edition of the GAA Club Newsletter. A

Last month

Communications
A message from the Uachtarán and Ard Stiúrthóir 13/03/2020
A chairde, We are all hugely proud of the significant role that the GAA plays in I

February

Communications
GAA Club Newsletter Feb 2020 28/02/2020
A chara, Attached, please find the latest edition of the GAA Club Newsletter. Cli

secretary.bonmahon waterford
Project 25/02/2020
I've shared a document with you, please open here to view attachment. Thanks

training3 la
sas 23/02/2020
adda

Communications
GAA Club Newsletter 2020 03/02/2020
A chairde, Please find the link below to the latest GAA Club Newsletter. As ever,

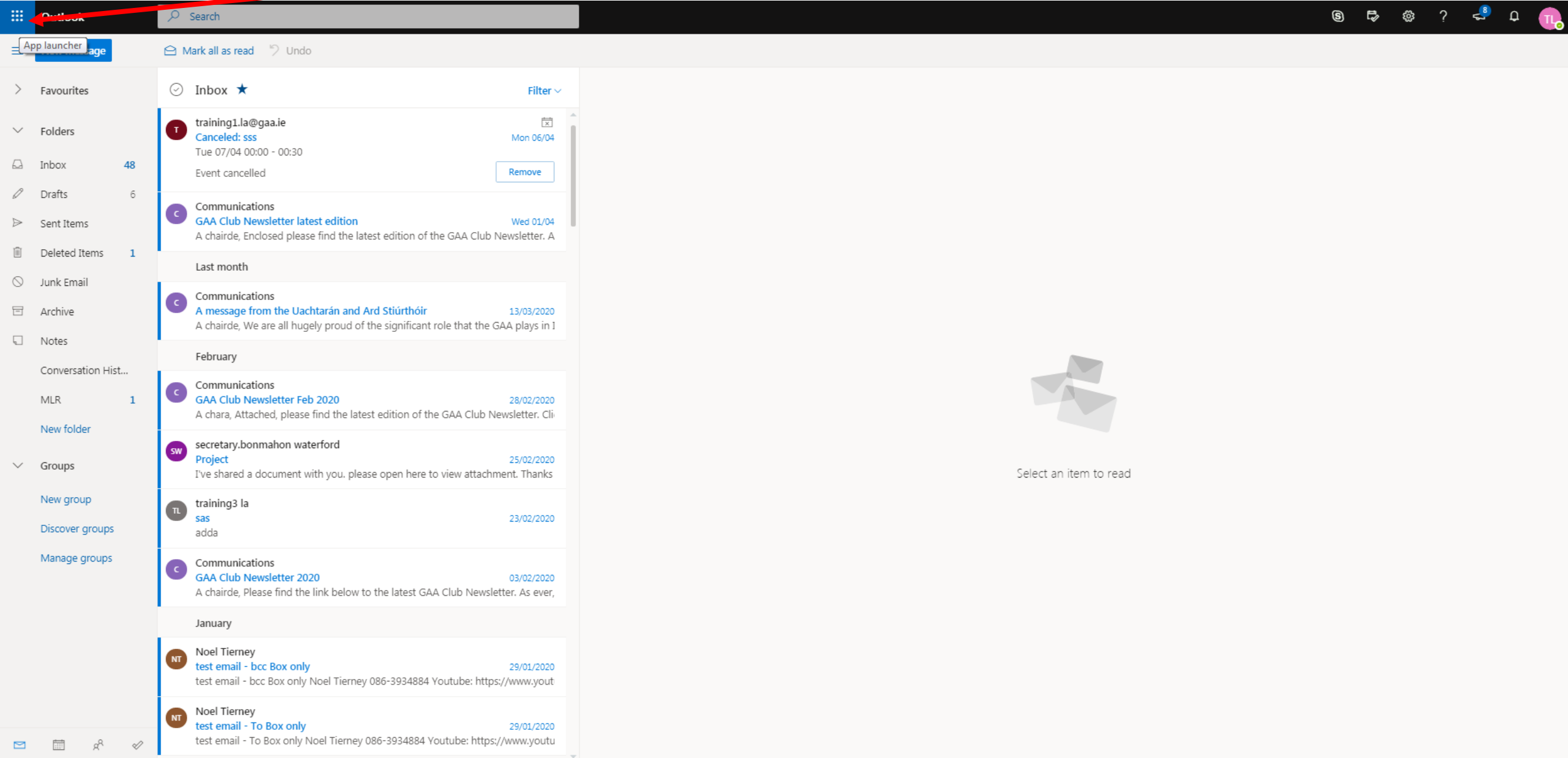
January

Noel Tierney
test email - bcc Box only 29/01/2020
test email - bcc Box only Noel Tierney 086-3934884 Youtube: https://www.yout

Noel Tierney
test email - To Box only 29/01/2020
test email - To Box only Noel Tierney 086-3934884 Youtube: https://www.youtu

Select an item to read

Click on the App Launcher Icon



The screenshot shows the Outlook web interface. A red arrow points to the App Launcher icon (a grid of dots) in the top left corner. The interface includes a sidebar on the left with navigation options like Favourites, Folders, and Groups. The main area displays the 'Inbox' with a list of emails. The right pane is currently empty, showing a message 'Select an item to read'.

App launcher

Inbox Filter

training1.la@gaa.ie
Canceled: sss Mon 06/04
Tue 07/04 00:00 - 00:30
Event cancelled Remove

Communications
GAA Club Newsletter latest edition Wed 01/04
A chairde, Enclosed please find the latest edition of the GAA Club Newsletter. A

Last month

Communications
A message from the Uachtarán and Ard Stiúrthóir 13/03/2020
A chairde, We are all hugely proud of the significant role that the GAA plays in I

February

Communications
GAA Club Newsletter Feb 2020 28/02/2020
A chara, Attached, please find the latest edition of the GAA Club Newsletter. Cli

secretary.bonmahon waterford
Project 25/02/2020
I've shared a document with you, please open here to view attachment. Thanks

training3 la
sas 23/02/2020
adda

Communications
GAA Club Newsletter 2020 03/02/2020
A chairde, Please find the link below to the latest GAA Club Newsletter. As ever,

January

Noel Tierney
test email - bcc Box only 29/01/2020
test email - bcc Box only Noel Tierney 086-3934884 Youtube: https://www.yout

Noel Tierney
test email - To Box only 29/01/2020
test email - To Box only Noel Tierney 086-3934884 Youtube: https://www.youtu

Select an item to read

The most commonly used Apps will be displayed, if Teams is not displayed Click 'All apps'

The screenshot shows the Microsoft 365 app launcher interface. On the left, there is a sidebar with the 'Apps' section. A red arrow points from the text 'Click 'All apps'' to the 'All apps' link in the 'Apps' section. The 'Apps' section lists various applications: Outlook, Word, PowerPoint, SharePoint, Yammer, OneDrive, Excel, OneNote, Teams, Dynamics 365, and Power Automate. Below the 'Apps' section is the 'Documents' section, which includes a 'New' button and a list of documents. The main content area on the right displays a list of emails or documents, including 'Newsletter latest edition' and 'Newsletter Feb 2020'. The interface is clean and modern, with a dark header bar at the top.

Office 365 →

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Yammer
- Power Automate
- OneDrive
- Excel
- OneNote
- Teams
- Dynamics 365

[All apps](#) →

Open all apps

Documents

New ▾

Presentation
training5 la's OneDrive for Business > ... > ...

[More docs](#) →

read Undo

★ Filter ▾

l.la@gaa.ie
t: sss
4 00:00 - 00:30
Cancelled Remove

ications
b Newsletter latest edition Wed 01/04
e, Enclosed please find the latest edition of the GAA Club Newsletter. A

ith

ications
ge from the Uachtarán and Ard Stiúrthóir 13/03/2020
e, We are all hugely proud of the significant role that the GAA plays in I

ications
b Newsletter Feb 2020 28/02/2020
Attached, please find the latest edition of the GAA Club Newsletter. Cli

r,bonmahon waterford 25/02/2020
ed a document with you, please open here to view attachment. Thanks

la 23/02/2020

ications
b Newsletter 2020 03/02/2020
e, Please find the link below to the latest GAA Club Newsletter. As ever,

rney
il - bcc Box only 29/01/2020
il - bcc Box only Noel Tierney 086-3934884 Youtube: https://www.yout

rney
il - To Box only 29/01/2020
il - To Box only Noel Tierney 086-3934884 Youtube: https://www.youtu

Select an item to read

A long list will be displayed in alphabetical order, if Teams is not on the list, scroll down the list

The screenshot shows the Microsoft Teams application interface. On the left is a sidebar with a list of Office 365 apps: Add-Ins, Calendar, Dynamics 365, Excel, Forms, Kaizala, OneDrive, OneNote, Outlook, People, Planner, Power Apps, Power Automate, PowerPoint, SharePoint, Stream, and Sway. The main area displays a list of messages in an alphabetical order. The messages are from 'L. la@gaa.ie' and include links to 'b Newsletter latest edition' and 'b Newsletter Feb 2020'. A red arrow points to the list, indicating that if Teams is not on the list, the user should scroll down.

read Undo

Filter

L. la@gaa.ie
b Newsletter latest edition
4 00:00 - 00:30
Cancelled
Remove
Wed 01/04
Enclosed please find the latest edition of the GAA Club Newsletter. A

13/03/2020
ge from the Uachtarán and Ard Stiúir
e, We are all hugely proud of the significant role that the GAA plays in I

28/02/2020
b Newsletter Feb 2020
Attached, please find the latest edition of the GAA Club Newsletter. Cli

25/02/2020
r, bonmahon waterford
ed a document with you, please open here to view attachment. Thanks

23/02/2020
la

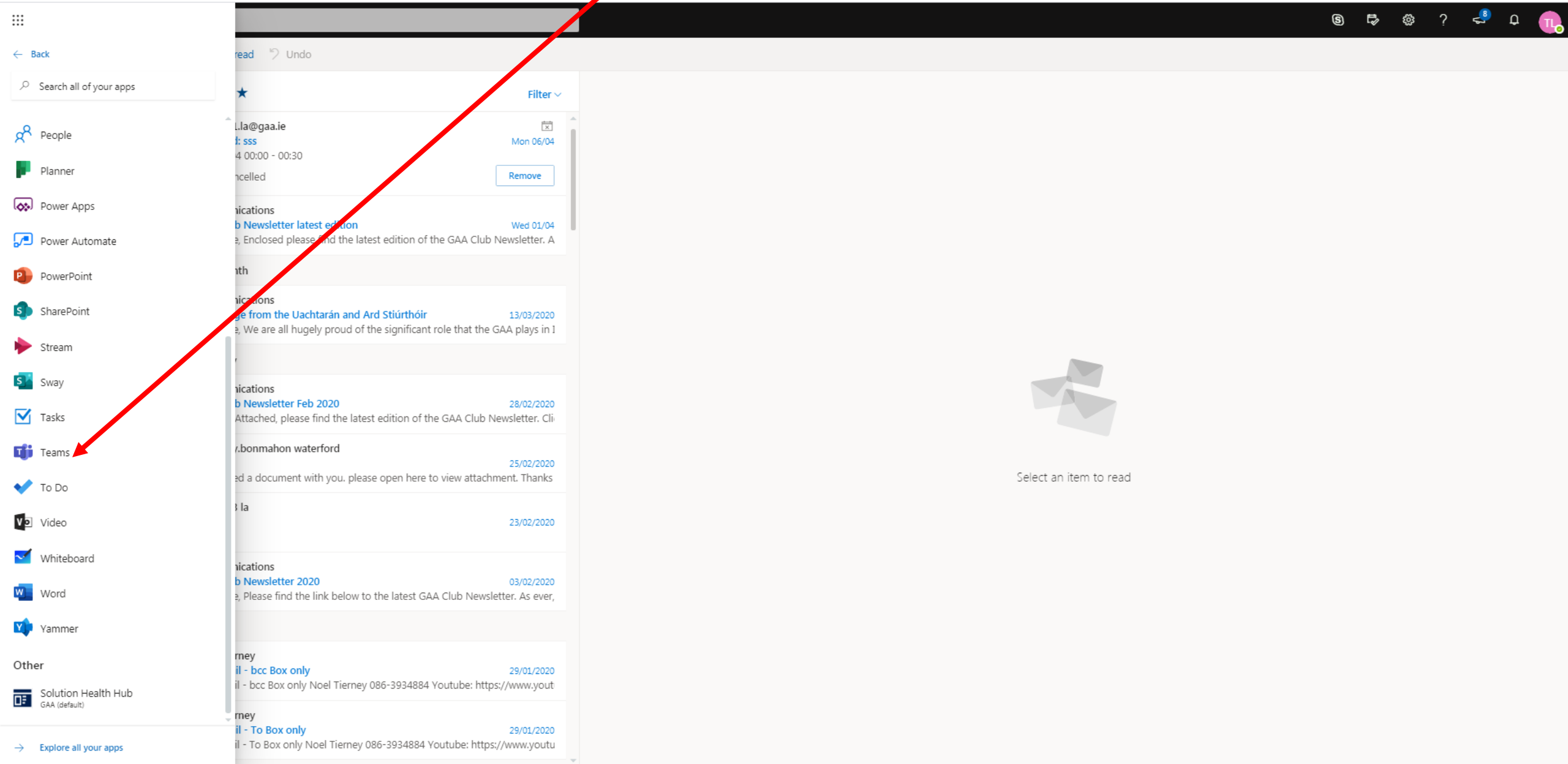
03/02/2020
b Newsletter 2020
e, Please find the link below to the latest GAA Club Newsletter. As ever,

29/01/2020
il - bcc Box only
il - bcc Box only Noel Tierney 086-3934884 Youtube: https://www.youtu

29/01/2020
il - To Box only
il - To Box only Noel Tierney 086-3934884 Youtube: https://www.youtu

Select an item to read

When you find Teams, Click on the app



The screenshot shows the Microsoft Teams application interface. On the left is a sidebar with a list of apps. A red arrow points from the title 'When you find Teams, Click on the app' to the 'Teams' icon in this sidebar. The main area of the app displays a list of messages or notifications. The top of the interface has a dark header bar with various icons. The bottom of the sidebar has a link to 'Explore all your apps'.

← Back

Search all of your apps

People

Planner

Power Apps

Power Automate

PowerPoint

SharePoint

Stream

Sway

Tasks

Teams

To Do

Video

Whiteboard

Word

Yammer

Other

Solution Health Hub
GAA (default)

→ Explore all your apps

read Undo

Filter

Lila@gaa.ie
i: sss
4 00:00 - 00:30
Cancelled
Remove

ications
b Newsletter latest edition
e, Enclosed please find the latest edition of the GAA Club Newsletter. A
Wed 01/04

th

ications
ge from the Uachtarán and Ard Stiúrthóir
e, We are all hugely proud of the significant role that the GAA plays in I
13/03/2020

ications
b Newsletter Feb 2020
Attached, please find the latest edition of the GAA Club Newsletter. Cli
28/02/2020

r, bonmahon waterford
25/02/2020

ed a document with you, please open here to view attachment. Thanks

la
23/02/2020

ications
b Newsletter 2020
e, Please find the link below to the latest GAA Club Newsletter. As ever,
03/02/2020

rney
il - bcc Box only
il - bcc Box only Noel Tierney 086-3934884 Youtube: https://www.yout
29/01/2020

rney
il - To Box only
il - To Box only Noel Tierney 086-3934884 Youtube: https://www.youtu
29/01/2020

Select an item to read

If you are using the Teams for the first time a series of Welcome slides will now be displayed



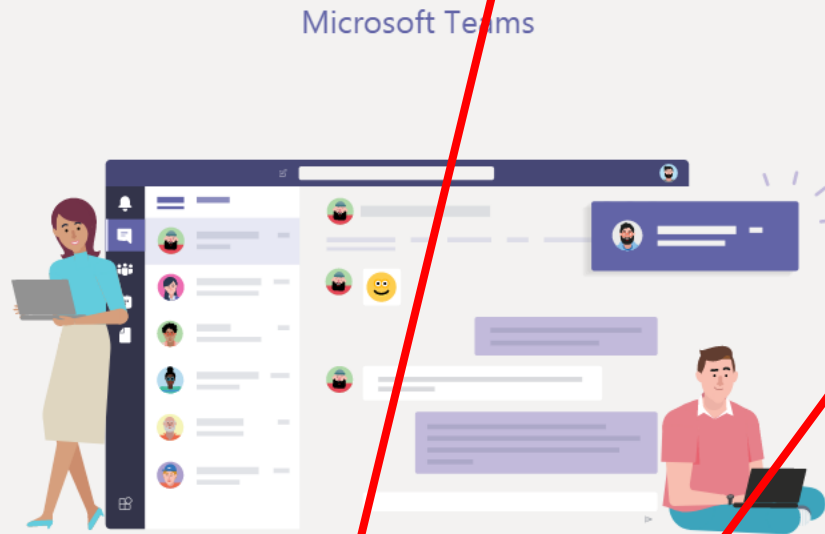
Download the Teams desktop app
and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

[Legal](#) [Privacy and Cookies](#) © 2020 Microsoft

The first screen offers you a choice to Get the Windows app (free) or use the Web app



Download the Teams desktop app
and stay better connected.

Get the Windows app

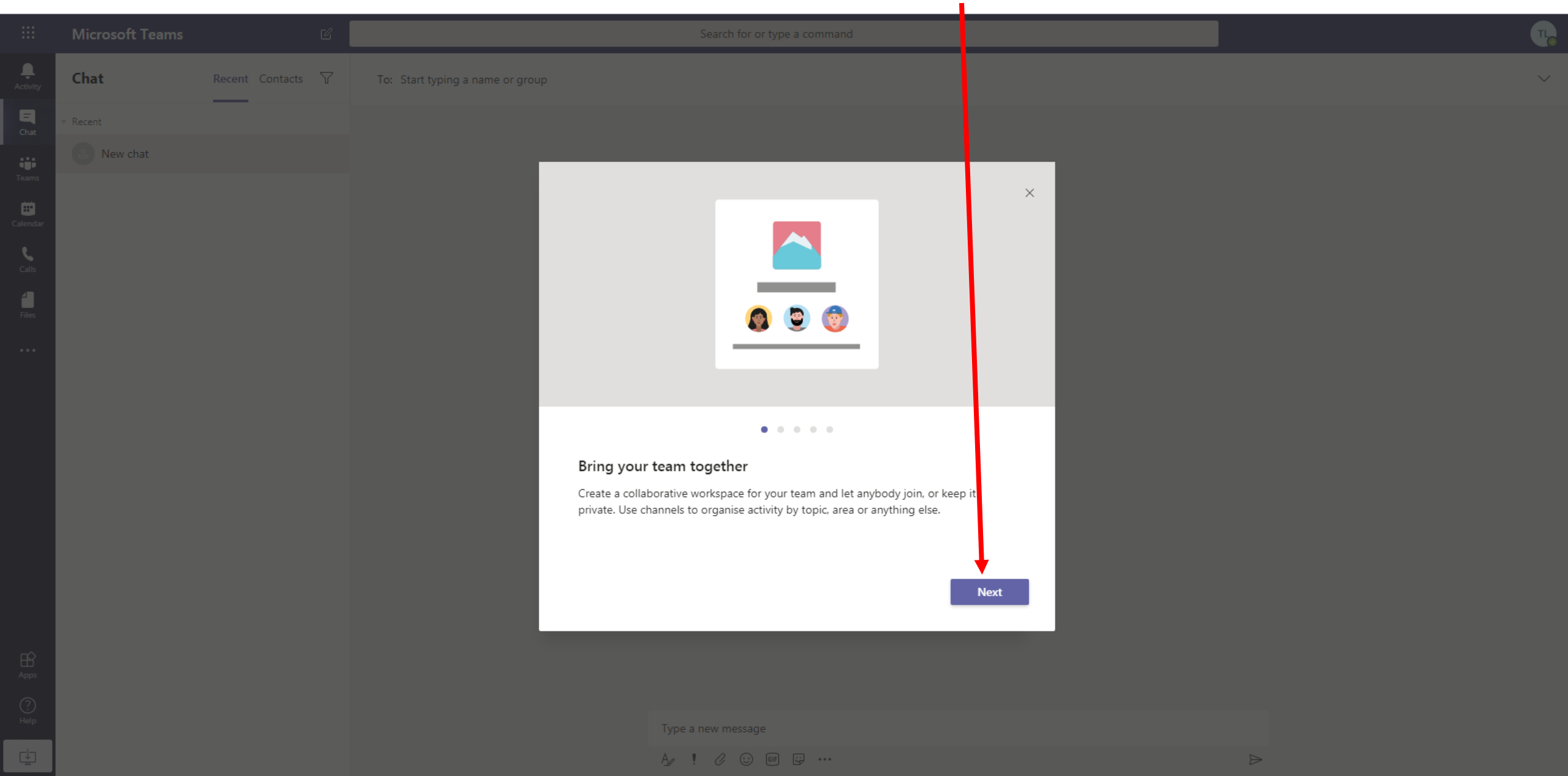
[Use the web app instead](#)

[Legal](#) [Privacy and Cookies](#) © 2020 Microsoft

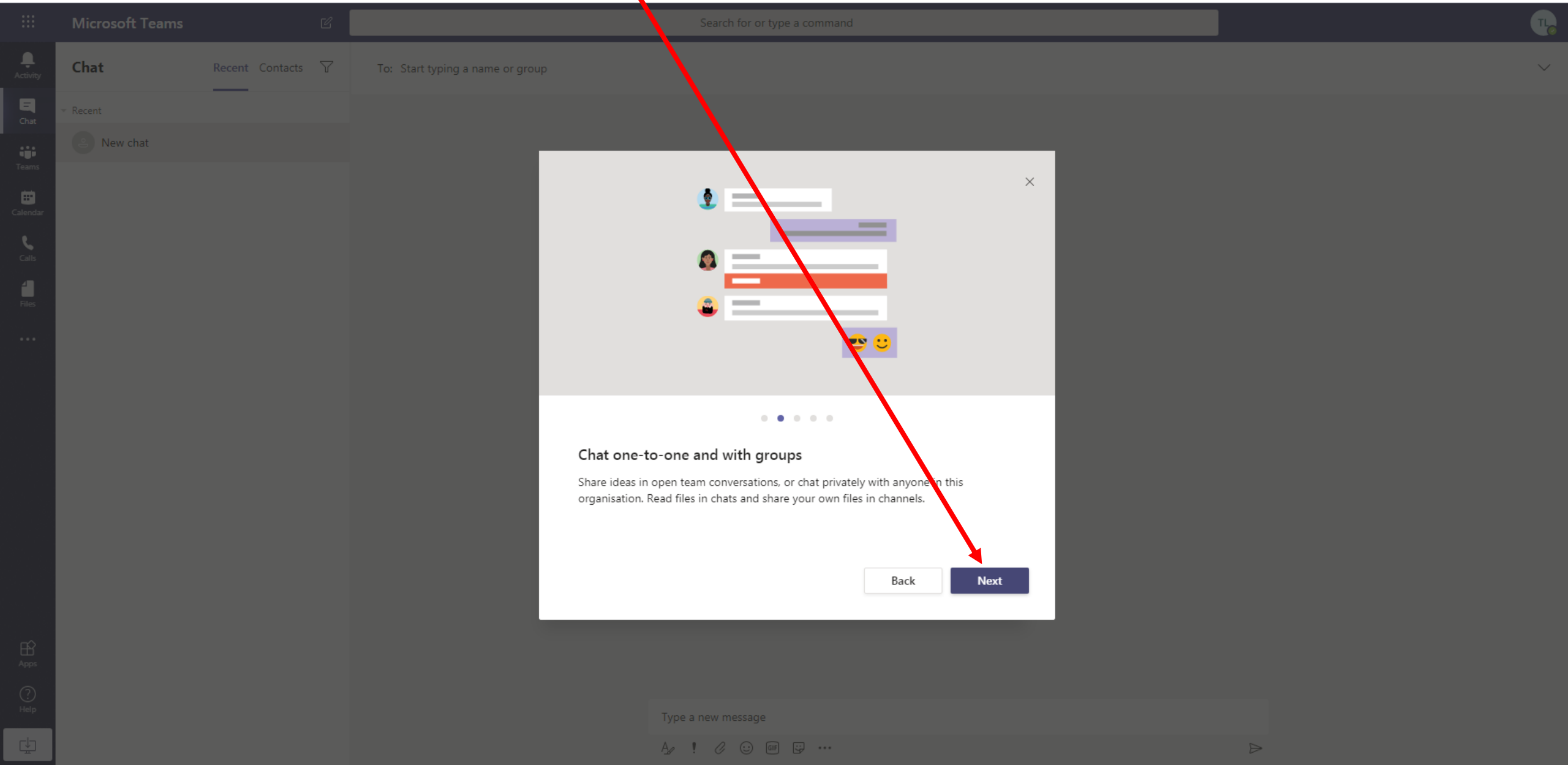
Windows (Desktop) app or Web App

- Both versions have almost exactly the same features
- You can use either version
- People who do not have O365 and would be using a phone for joining the meeting might be better to download the Desktop version
- The Downloaded version is slightly less demanding on the internet connection so in areas with slow/poor internet connections the Downloaded version is probably a better choice.

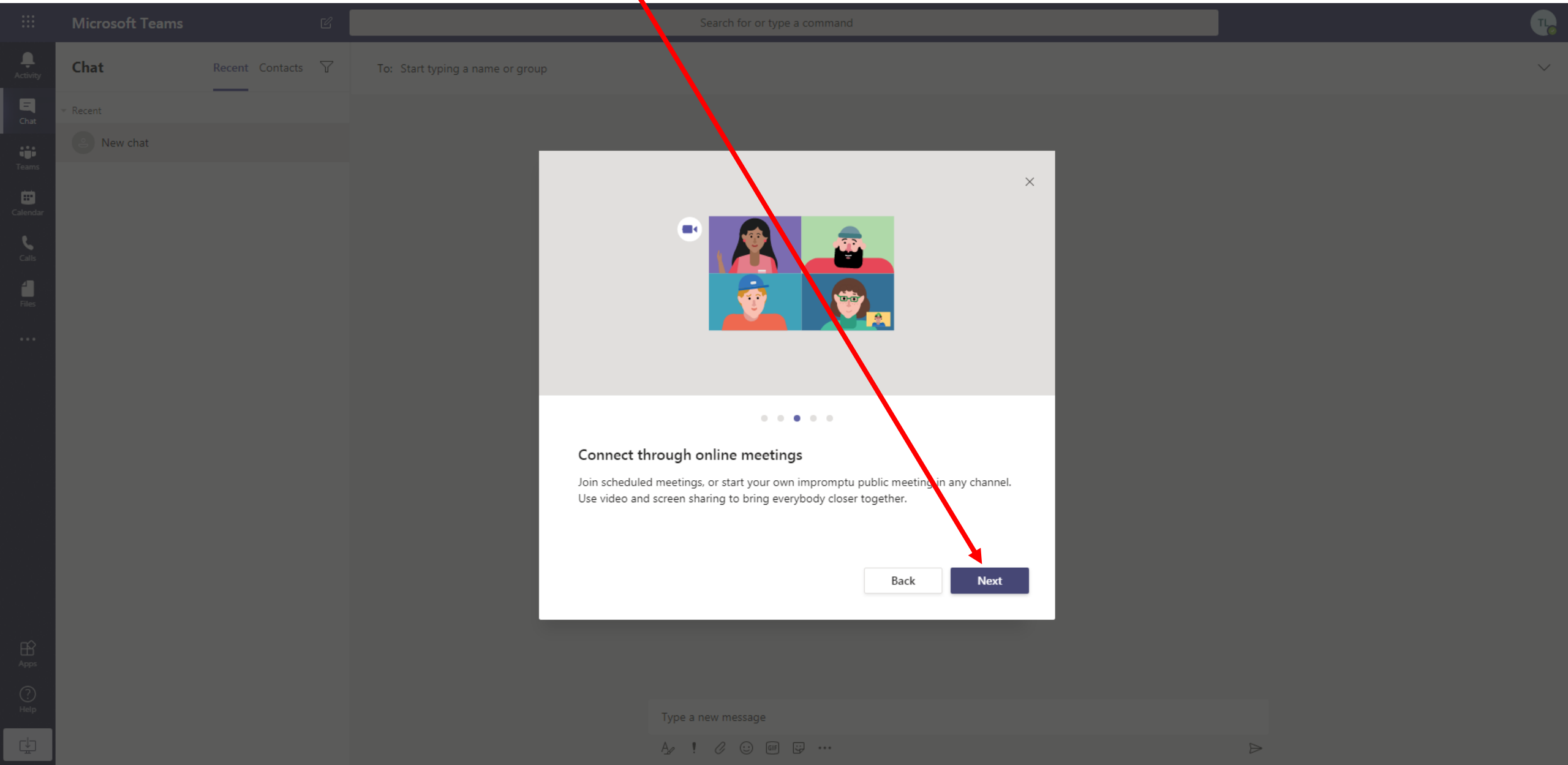
The remaining Welcome screens can be passed by Clicking 'Next'



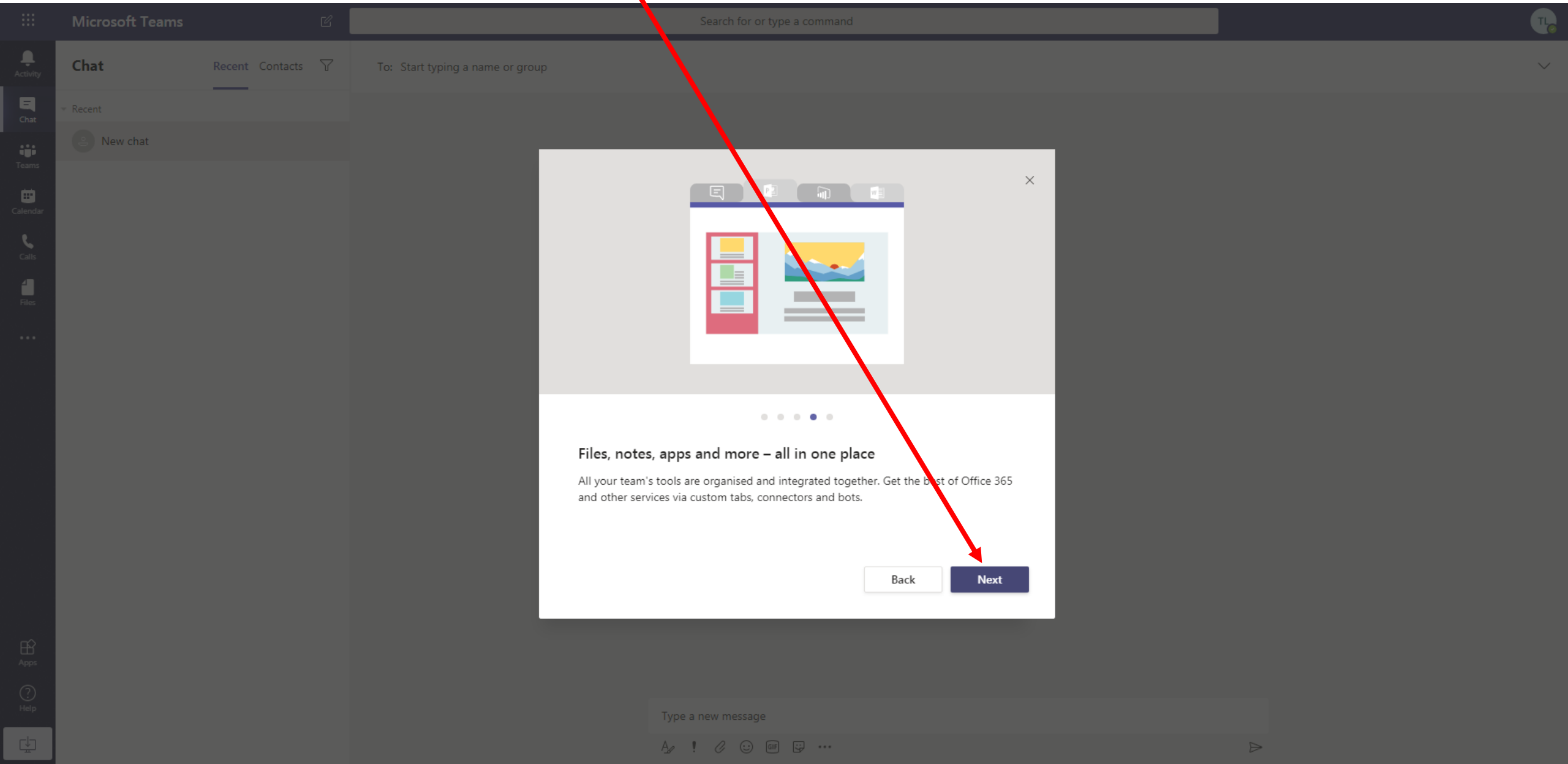
To move to the next screen Click 'Next'



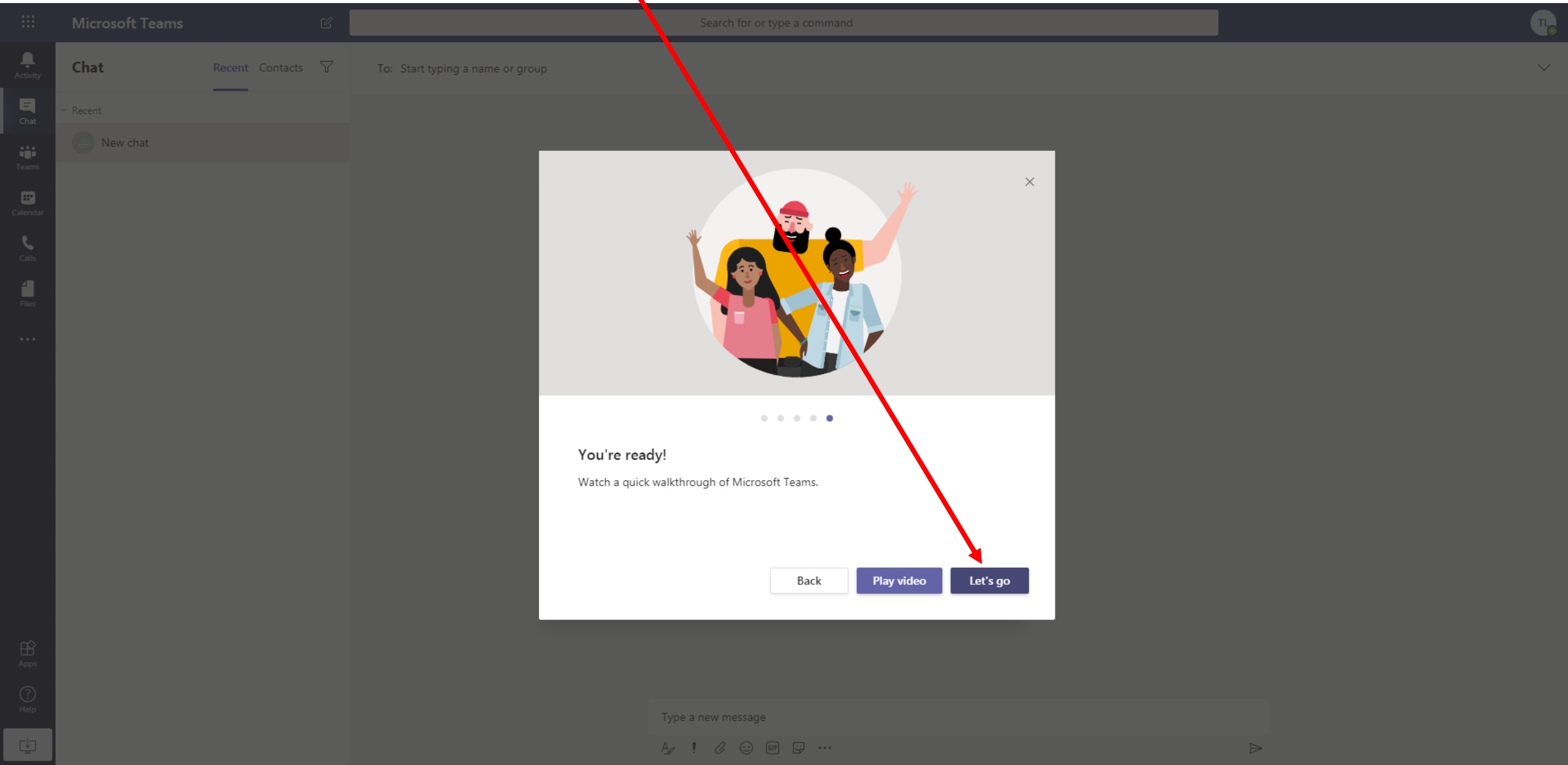
To move to the next screen Click 'Next'



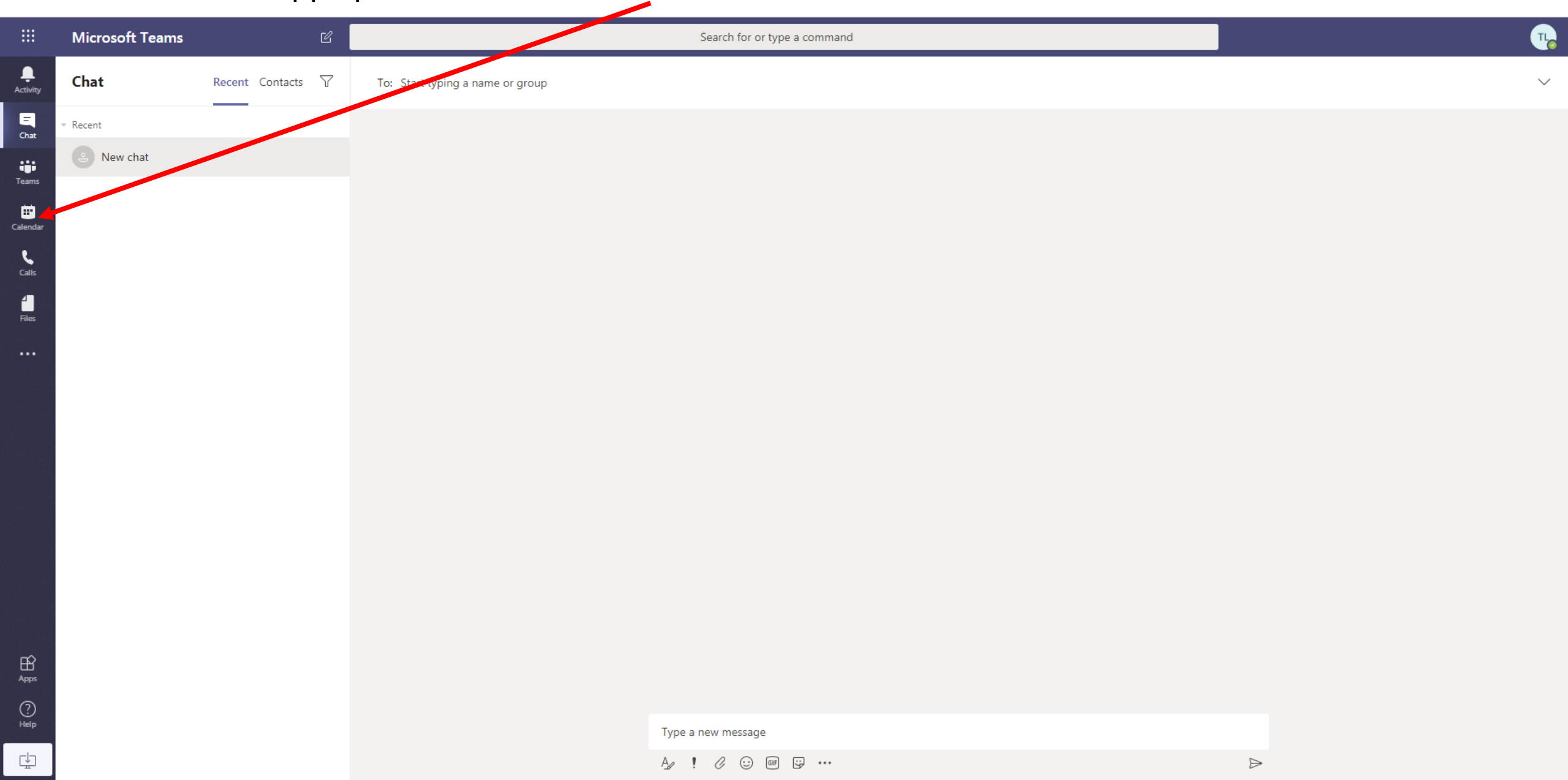
To move to the next screen Click 'Next'



To move to the next screen Click 'Let's go'



The Teams app opens, Click on Calendar



Click on 'New Meeting'

Microsoft Teams

Search for or type a command

Calendar

Today < > April 2020

Working Week

	20 Monday	21 Tuesday	22 Wednesday	23 Thursday	24 Friday
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					
21:00					
22:00					
23:00					

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

Help

Meet now

New meeting

Enter the details of the Meeting, starting with a Title

Microsoft Teams

Search for or type a command

TL

Activity

Chat

Teams

Calendar

Calls

Files

Apps

Help

New meetingDetailsScheduling AssistantSaveClose

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London ▾

Add title

Add required attendees + Optional

20 Apr 2020 19:00 → 20 Apr 2020 19:30 30m All day

Does not repeat ▾

Add channel

Add location

B I U | A Paragraph Ix <=> ≡≡ | ” @ ≡≡ | ↶↷

Type details for this new meeting

Enter the date and time of the meeting

Click on Send

Microsoft Teams Search for or type a command

New meeting Details Scheduling Assistant

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London ▾

County Management Meeting

CA Chairperson Antrim × SD Secretary Down × TA Treasurer Armagh × CM ccdelegate Monaghan × + Optional

coachingofficer cajan ×

22 Apr 2020 21:00 ▾ → 22 Apr 2020 21:30 ▾ 30m ● All day

Suggested: 12:30-13:00 12:00-12:30 11:30-12:00

Does not repeat ▾

Add channel

Add location

B *I* U Paragraph ▾

Setting-up an online meeting

Send Close

An email will be sent to all those invited to the meeting and the meeting will be displayed in the calendar

Microsoft Teams

Search for or type a command

TL

Activity

Chat

Teams

Calendar

Calls

Files

...

Apps

Help

Calendar

Meet now

New meeting

Today

<

>

April 2020

You're up to date!

Working Week

	20 Monday	21 Tuesday	22 Wednesday	23 Thursday	24 Friday
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					
21:00					
22:00	<div>County management Meeting training5 la</div>				
23:00					

County management Meeting
from 21:30 to 22:00

If you click on the meeting, the screen below will be displayed. To join the meeting [click or here](#)

The screenshot displays the Microsoft Teams interface for a meeting titled "County management Meeting". The top navigation bar includes "Activity", "Chat", "Teams", "Calendar", "Calls", "Files", and "More". The meeting details section shows the title, a list of attendees (including "brad@btinternet.com"), the date and time (20 Apr 2020, 21:30), and the duration (30m). A red arrow points from the "Join" button in the top right corner to the "Join Microsoft Teams Meeting" link in the meeting description. The right sidebar shows the "Tracking" section with a list of participants.

Microsoft Teams

Search for or type a command

County management Meeting Chat Files Details Scheduling Assistant Meeting notes Whiteboard

Cancel meeting Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London Meeting options

County management Meeting

brad@btinternet.com + Optional

20 Apr 2020 21:30 → 20 Apr 2020 22:00 30m All day

Suggested: No suggestions available.

Does not repeat

Add location

Setting-up an online meeting

[Join Microsoft Teams Meeting](#)

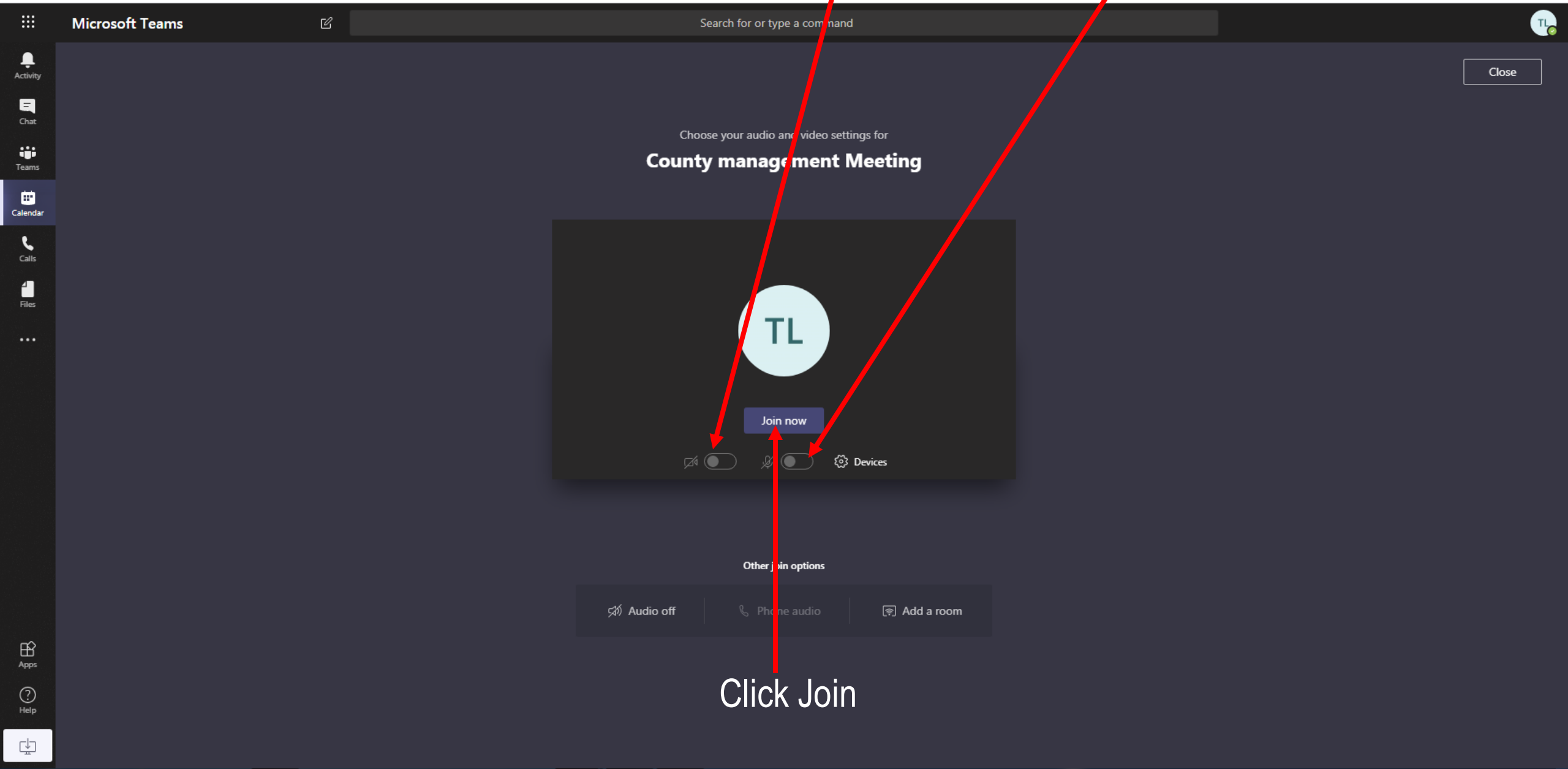
Learn more about Teams | Meeting options

Tracking

training5 la
Organiser

brad@btinternet.com
Unknown

You are ready to join the meeting, check settings, Camera On/Off, Microphone On/Off,





Microsoft Teams



Search for or type a command



Activity



Chat



Teams



Calendar



Calls



Files



...



Apps



Help



Sign out

