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)

Click on the App Launcher Icon

App launcher

Outlook Search

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 Mon 06/04
Canceled: sss
Tue 07/04 00:00 - 00:30
Event cancelled Remove

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

Last month

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

February

Communications 28/02/2020
GAA Club Newsletter Feb 2020
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Communications 03/02/2020
GAA Club Newsletter 2020
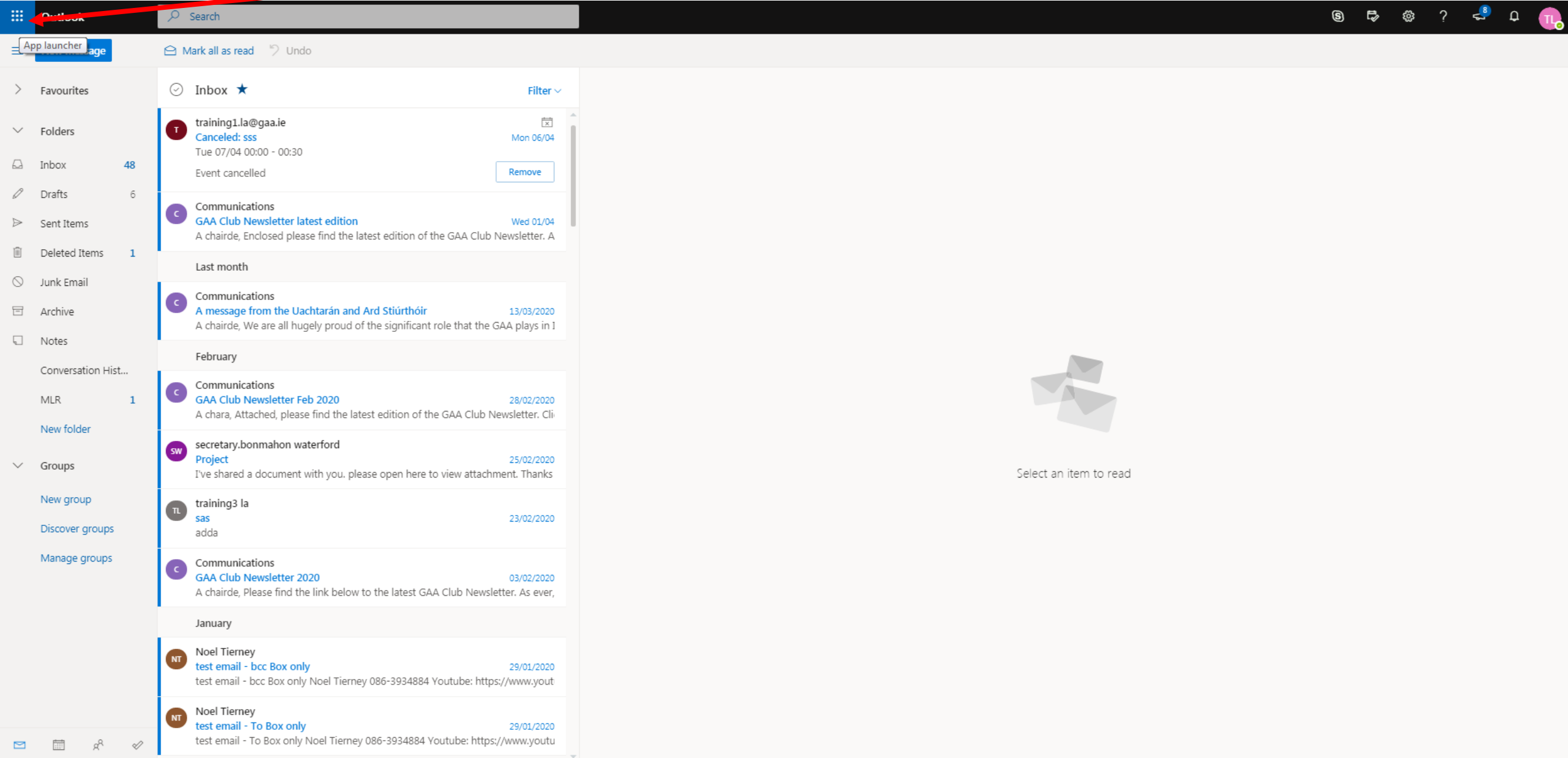A chairde, Please find the link below to the latest GAA Club Newsletter. As ever,

January

Noel Tierney 29/01/2020
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Noel Tierney 29/01/2020
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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'

Office 365 →

read 🔄 Undo

Apps

Outlook	OneDrive
Word	Excel
PowerPoint	OneNote
SharePoint	Teams
Yammer	Dynamics 365
Power Autom...	

All apps →

Open all apps

Documents

New ⌄

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

More docs →

⭐ Filter ⌄

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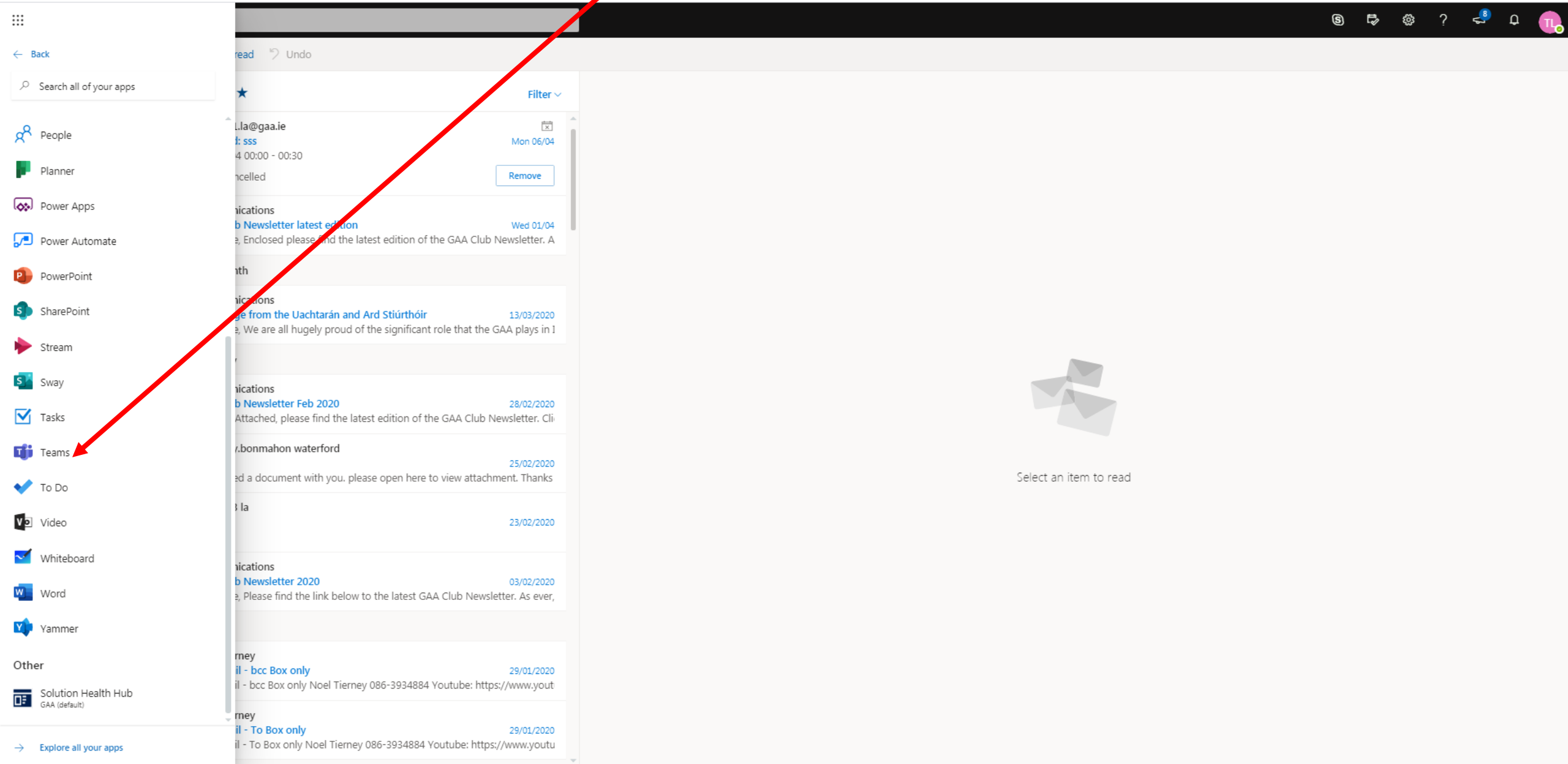
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Select an item to read

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

Back

Search all of your apps

Office 365 apps

Add-Ins

Calendar

Dynamics 365

Excel

Forms

Kaizala

OneDrive

OneNote

Outlook

People

Planner

Power Apps

Power Automate

PowerPoint

SharePoint

Stream

Sway

→ Explore all your apps

read | Undo

Filter ⌄

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Select an item to read

When you find Teams, Click on the app

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

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

Microsoft Teams
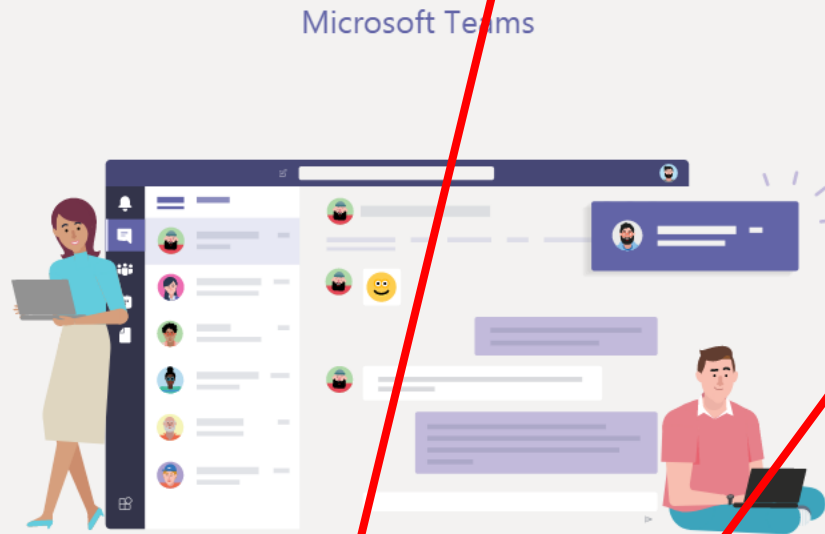
Download the Teams desktop app
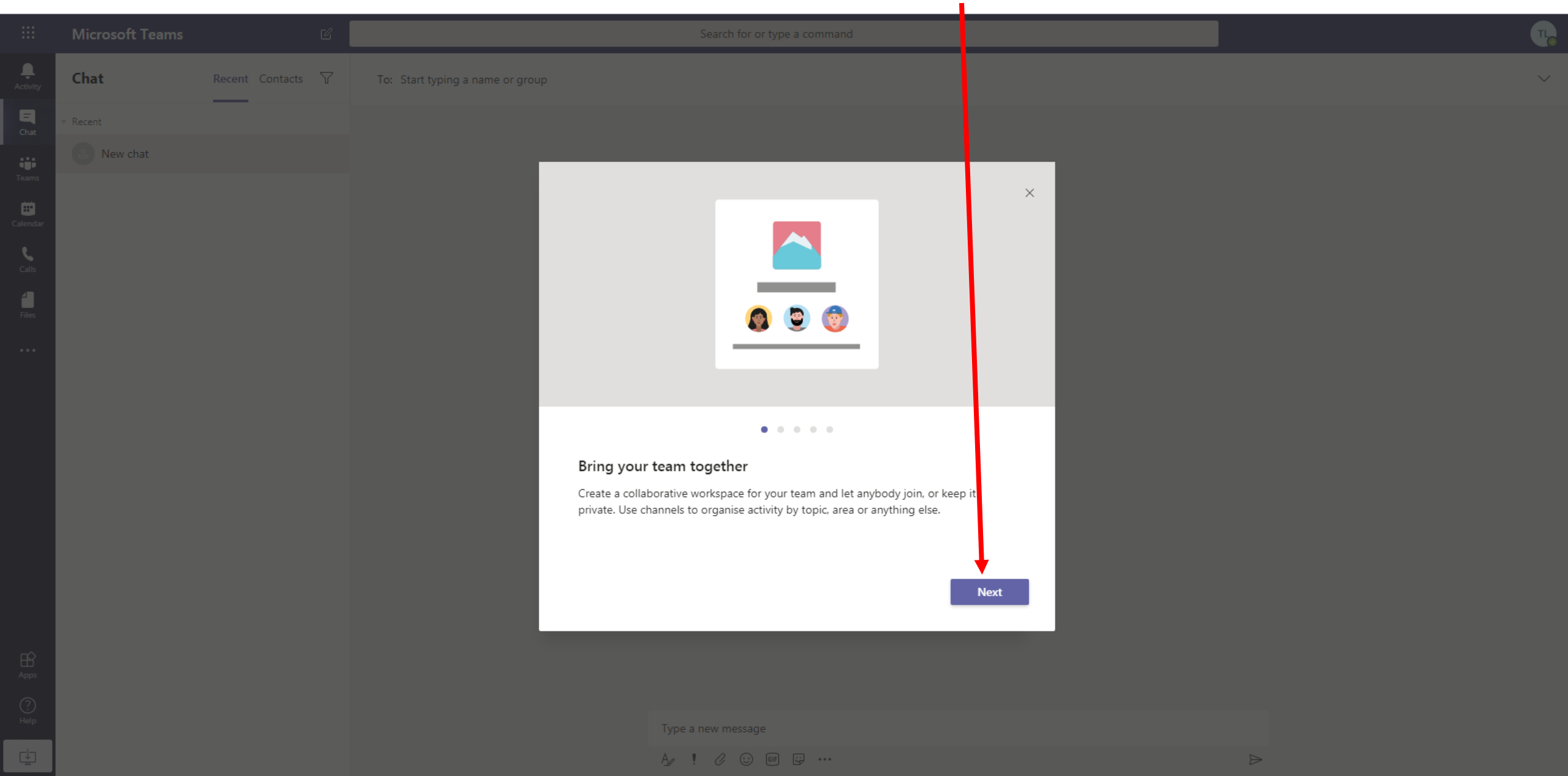and stay better connected.

Get the Windows app

Use the web app instead

Legal   Privacy and Cookies   © 2020 Microsoft

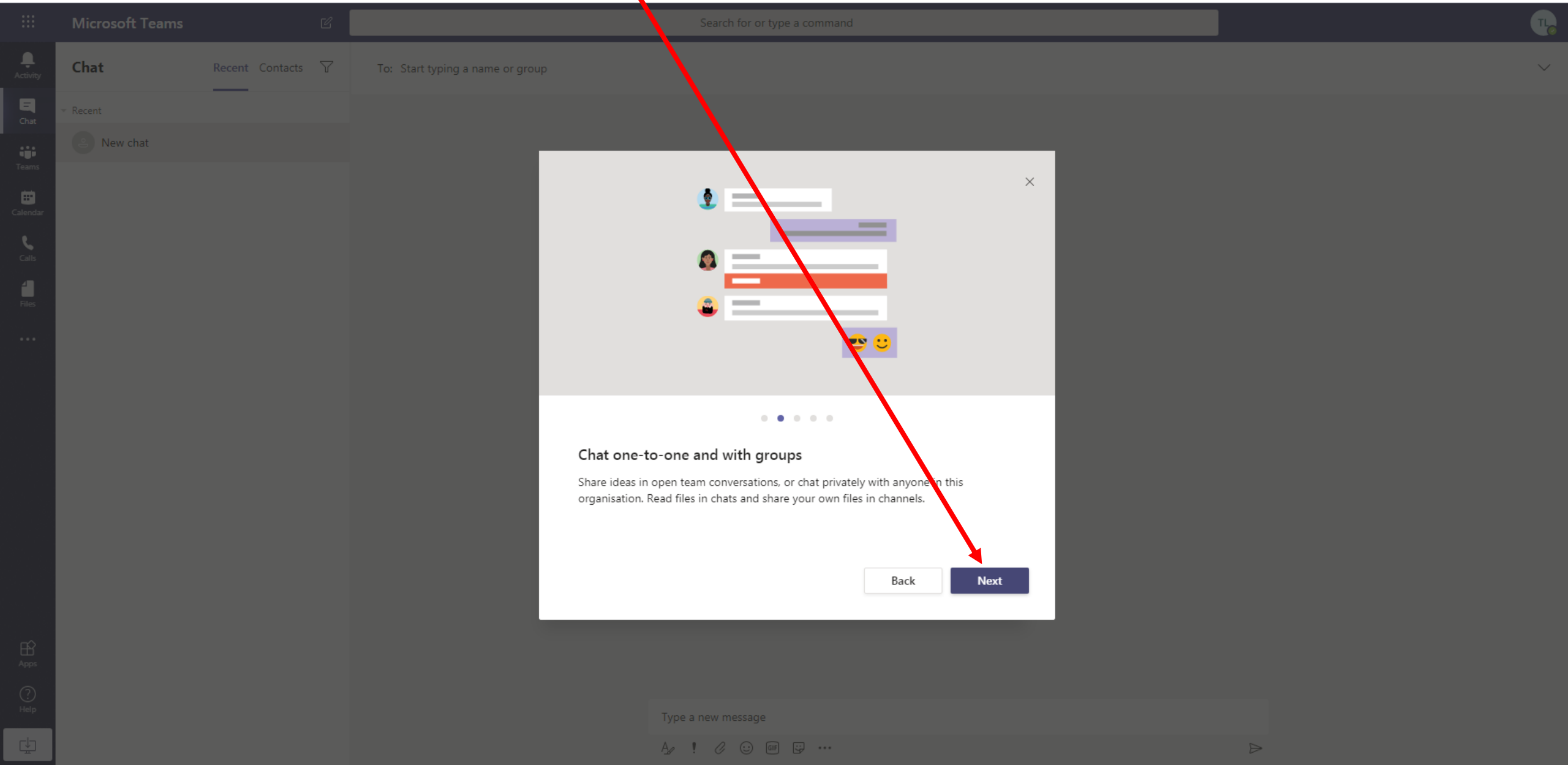Waiting for teams.microsoft.com...

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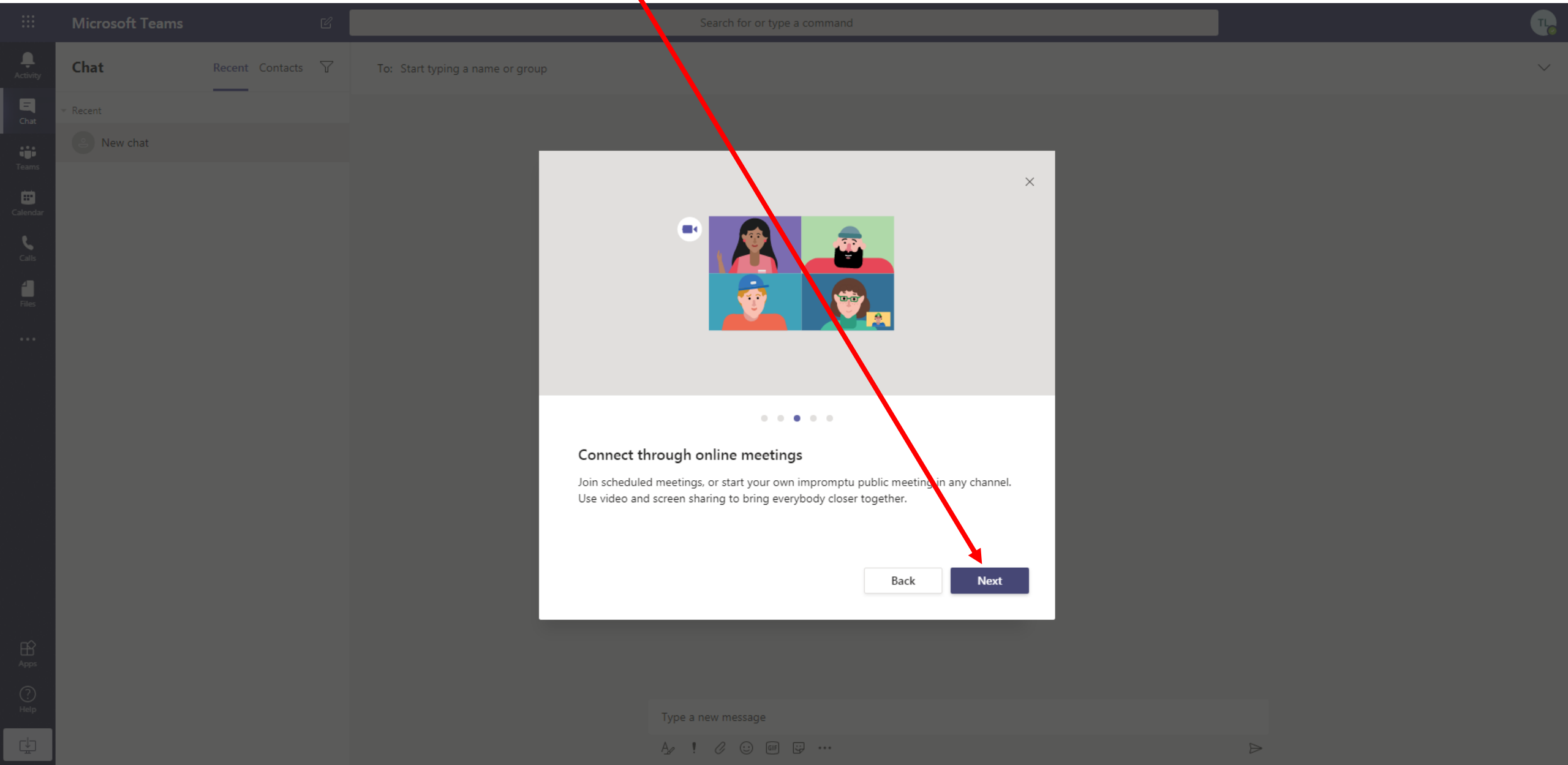
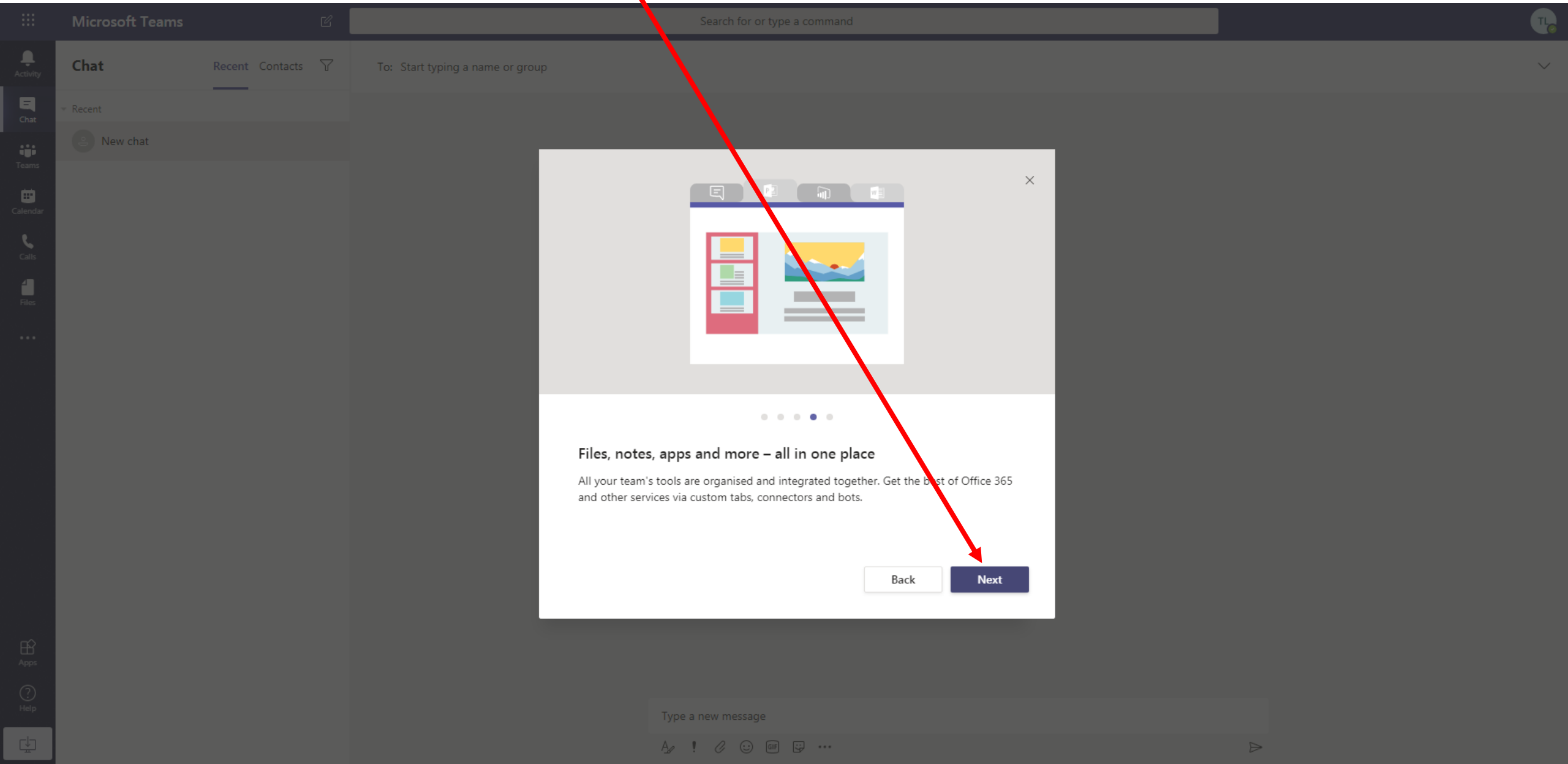# The remaining Welcome screens can be passed by Clicking 'Next'

Microsoft Teams

Search for or type a command
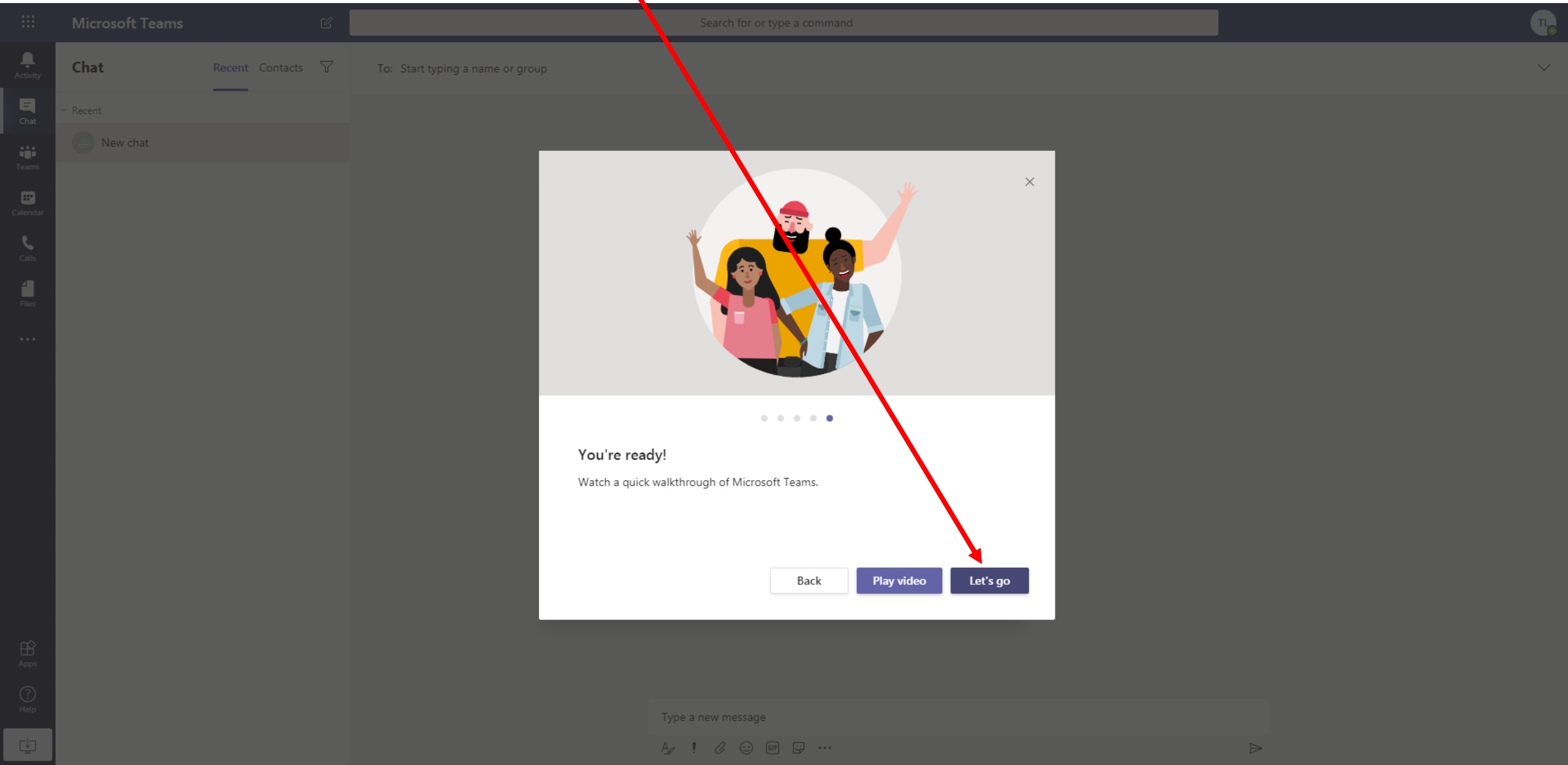
Chat   Recent Contacts

Recent

New chat

To: Start typing a name or group

Bring your team together

Create a collaborative workspace for your team and let anybody join, or keep it private. Use channels to organise activity by topic, area or anything else.

Next

Type a new message

To move to the next screen Click 'Next'

To move to the next screen Click 'Next'

To move to the next screen Click 'Next'

Microsoft Teams

Chat   Recent Contacts

Recent

New chat

To: Start typing a name or group

Files, notes, apps and more – all in one place

All your team's tools are organised and integrated together. Get the best of Office 365 and other services via custom tabs, connectors and bots.

Back   Next

Type a new message

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

Microsoft Teams

Search for or type a command

Chat   Recent Contacts

To: Start typing a name or group

Recent

New chat

You're ready!

Watch a quick walkthrough of Microsoft Teams.

Back   Play video   Let's go

Type a new message

The Teams app opens, Click on Calendar

Click on 'New Meeting'

Enter the details of the Meeting, starting with a Title

Enter the email addresses of those you want to invite, the system will prompt known addresses

Enter the date and time of the meeting

Click on Send

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

If you click on the meeting, the screen below will be displayed. To join the meeting click or here

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

Click Join
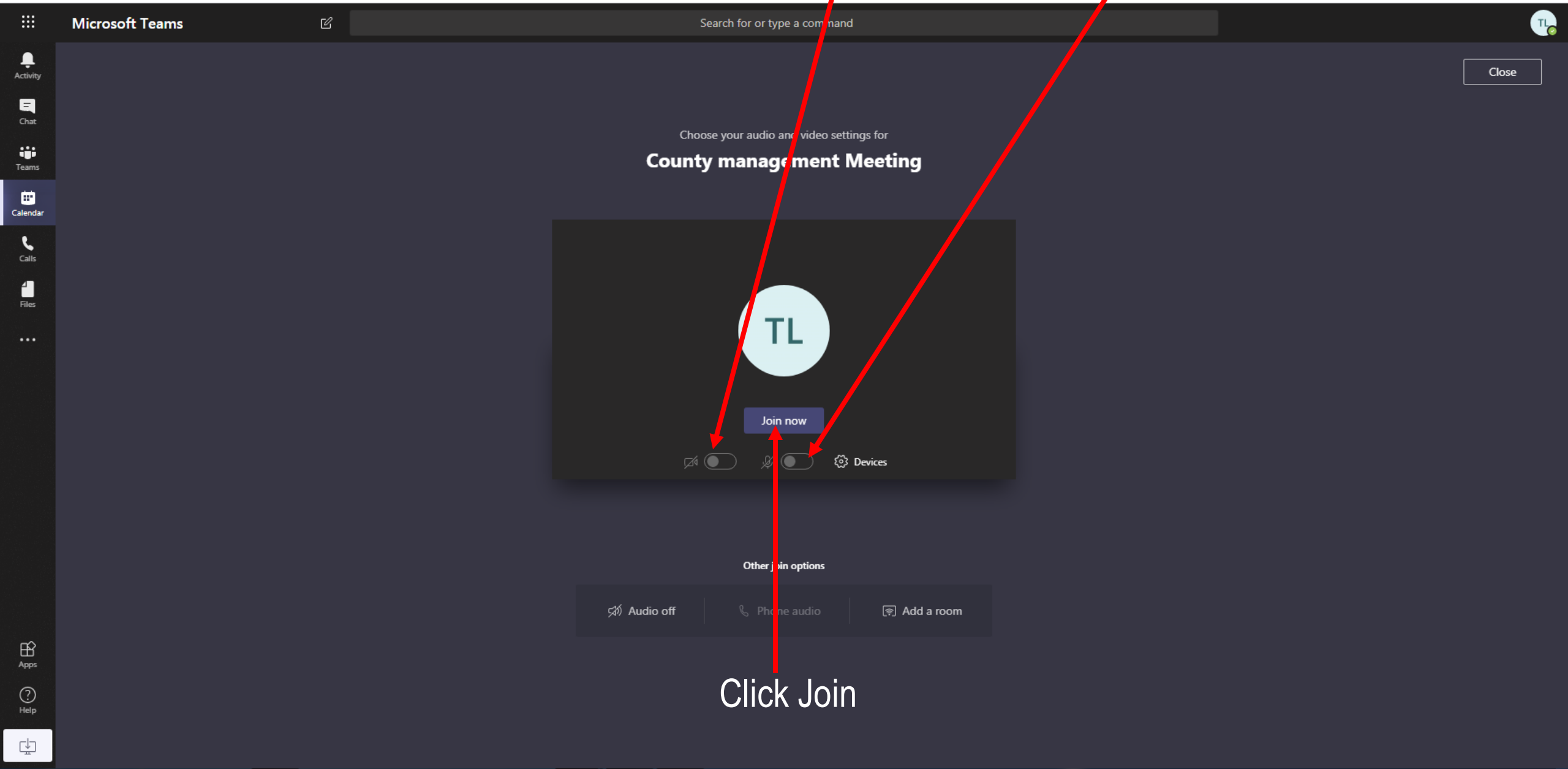
Search for or type a command

Activity

Chat

Teams

Calendar

Calls

Files

Apps

Help

TL