

Microsoft Teams + OneDrive

- Road Map

January 2020

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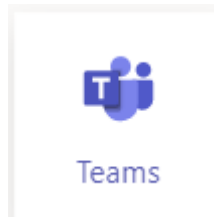


Quick Start Guide for Teams

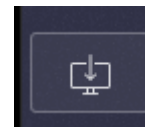
- View and organize teams
- Move around Teams
- Every team has channels
- Manage your team
- Use the command box
- Manage profile settings
- Compose a message
- Add files

Installing MS Teams

- You can use MS Teams from the Microsoft site at www.office.com
 - Login with your uOttawa account
 - Click on the Teams Icon



- If you want to install the application on your computer.
 - From the Teams app online
 - At the bottom left of the screen, click on the Download Desktop app Icon and follow the instructions.



Every team has channels
Click one to see the files and conversations about that topic, department, or project.

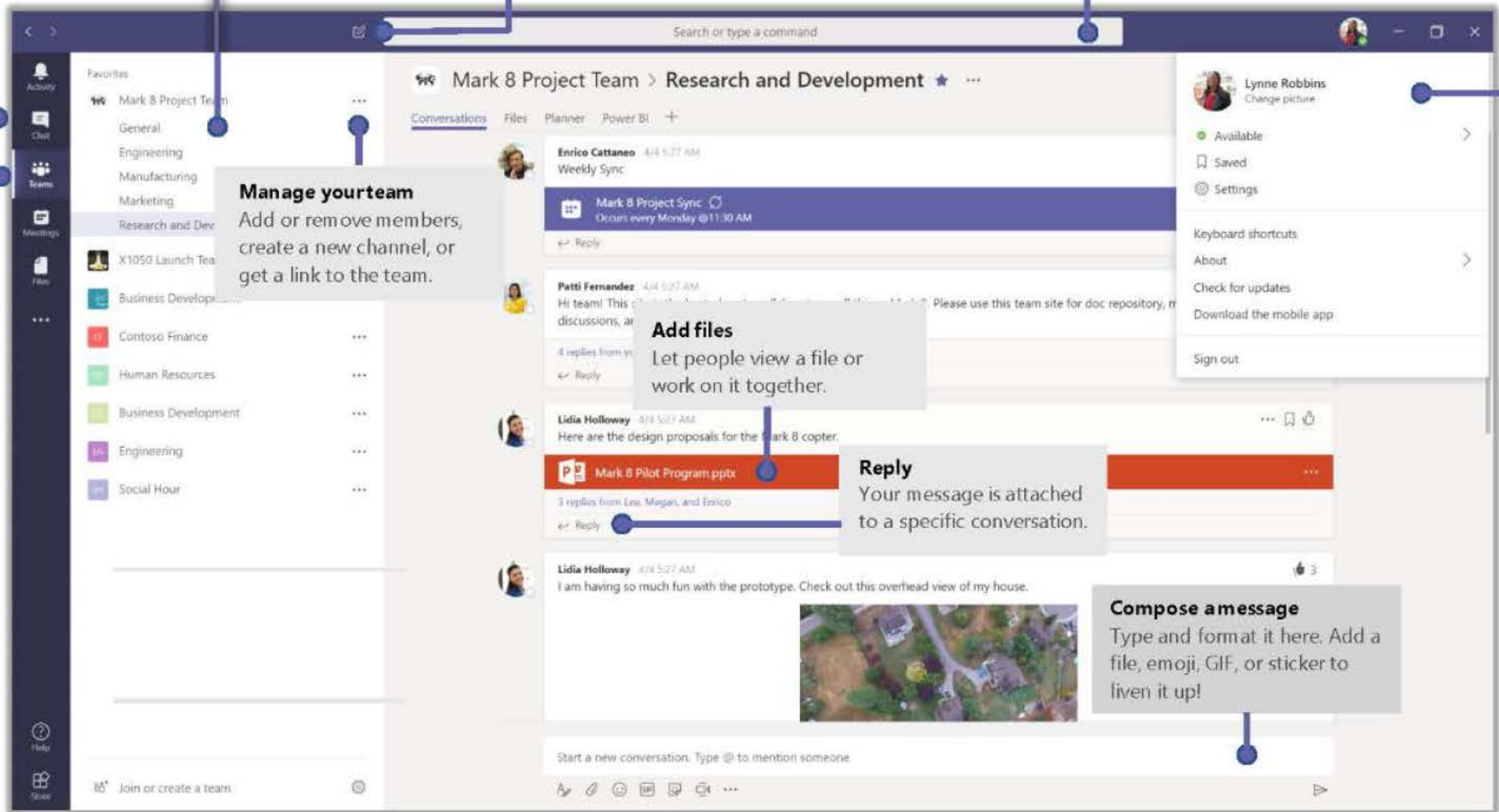
Start a new chat
Launch a one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.



Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.



Reply
Your message is attached to a specific conversation.

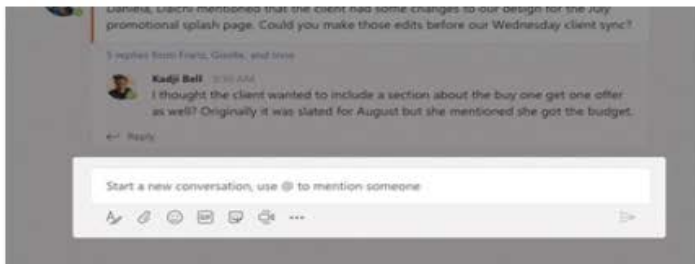
Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Reference sheet

- Start a conversation
- Start a meeting
- Reply to a conversation
- Make video and audio calls

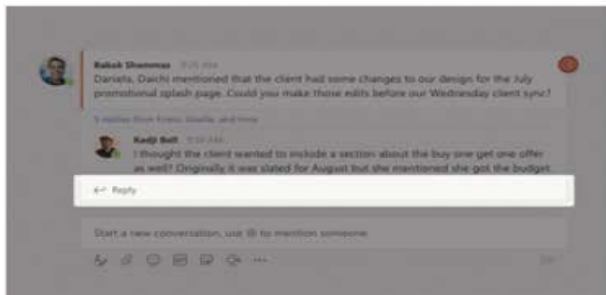
Start a conversation

With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .





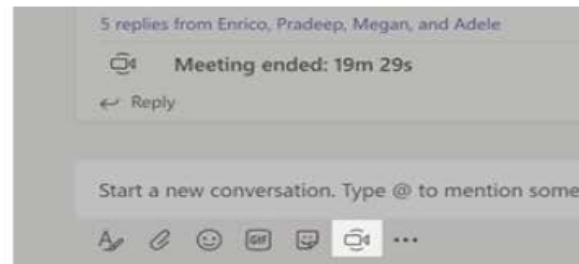
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .






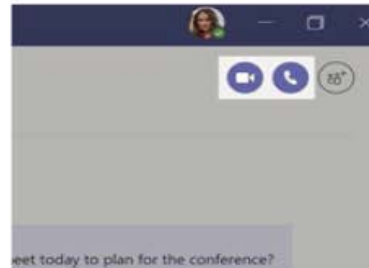
Start a meeting

Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.

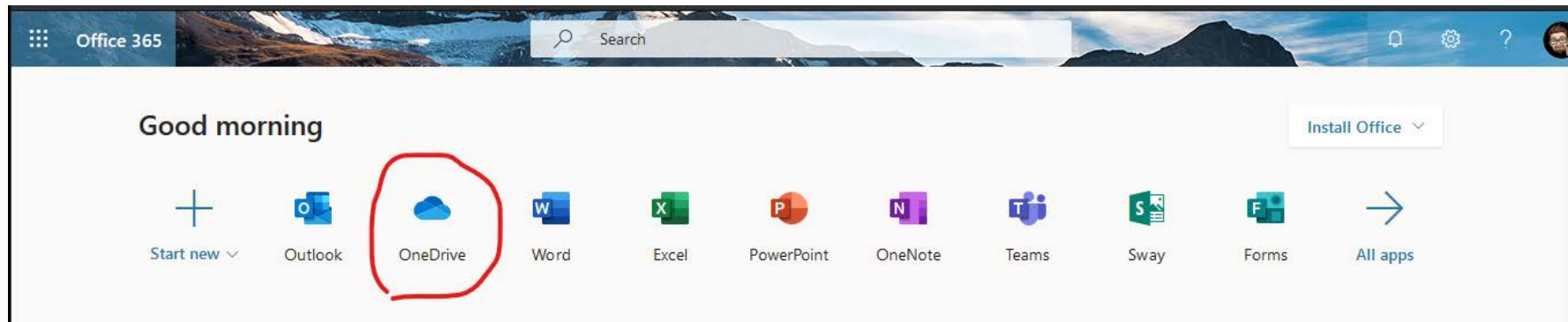


OneDrive

- Accessing the Web Portal.
 - www.office.com
 - Installing the application
- Accéder au portail Web
 - www.office.com
 - Installer l'application

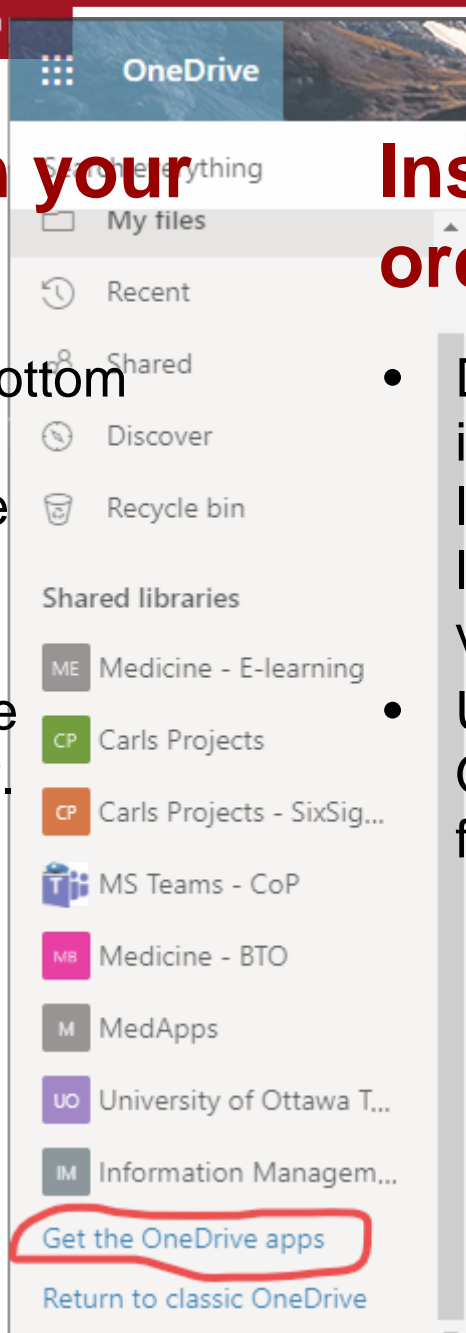
www.office.com

- Login to www.office.com
 - Click on the OneDrive icon
 - Installing the application
- Se connecter à www.office.com
 - cliquez sur l'icône OneDrive
 - Installing the application



Installing OneDrive on your computer

- In the web application at the bottom left corner, click on “ Get the OneDrive Apps” and follow the instructions to install on your computer
- Once installed, you will see the OneDrive in your File Explorer.



Installer OneDrive sur votre ordinateur

- Dans l'application Web dans le coin inférieur gauche, cliquez sur «Obtenir les applications OneDrive» et suivez les instructions pour installer sur votre ordinateur
- Une fois installé, vous verrez le OneDrive dans votre explorateur de fichiers