



MICROSOFT TEAMS USER GUIDANCE		
Doc. ID: IT-MAN-001	Version: 1.0	Effective Date: 10-Apr-2020
Owner: Associate Director, Operations and Compliance		

1. CONFERENCING AND COLLABORATION ROLLOUT

This phase of the rollout and these instructions are focused on the features that will be available in our MMS environment at this time. Additional integration features will be deployed in the coming weeks and months.

The following specific integration features will not be available with this phase of the rollout:

- Calendar integration with Teams from desktop app
- Teams and channels for specific departments
- Canton conference room phones

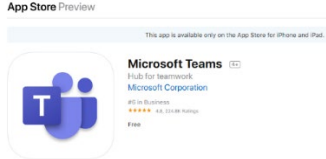
2. DOWNLOAD THE TEAMS APP

Desktop:

Click [here](#) to download teams. This link will automatically download the appropriate version based on your device. Teams can be installed without the assistance of IT.

Mobile:

iOS:





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Android:



Microsoft Teams

Microsoft Corporation Business
Everyone

3. TEAMS DESKTOP, WEB AND MOBILE CLIENT LOGIN

3.1 SIGN ON TO TEAMS - DESKTOP

Click [here](#) to access the instructions on how to sign into the Teams Desktop

The above instructions also cover how to sign in to Teams on a browser

- If you receive any error, please submit a ticket at support@msholdings.com
- NOTE: Teams will be deployed to all Full-Time and TSF colleagues. TSP's will not have Teams.

3.2 SIGN IN TO TEAMS – MOBILE

Click [here](#) to access the instructions to sign into the Teams mobile app, the instructions are similar to the desktop app instructions

- You might be asked for additional verification, such as a code from Authenticator, when you sign in.
- The first time Teams is used on a device, a message stating "Help us keep your device secure" will appear. Click "Enroll now." Please refer to the [Intune MDM Setup Guide](#) if you have not already setup MDM on your phone.



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4. QUICK START GUIDE FOR DESKTOP

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.

Add tabs
Highlight apps, services, and files at the top of a channel.

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, Calendar & Files.

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

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

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!

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5. CHAT

Please use the following link for [instructions](#)

The following are not supported for Chat

- Send a message to a channel
- Share to Outlook from Teams

6. MEETINGS AND CALL

Link to meeting [instructions](#)

The following are limitations or features that are not supported with our tenant (MMS) configuration

- Under Meetings/Join a meeting – only the following is supported
 - Join by link
 - Join a meeting without a Teams account
 - Call in
 - A beep sound will be heard when someone joins and leave the call.
- Under Meetings/During a meeting – the following is not supported
 - Whiteboard
- Under Meetings/During a meeting – the following is available in a different location
 - Change participant settings for a Teams meeting – This is available in the body of teams meeting when scheduled in outlook under the heading “Meeting Options”

[Join Microsoft Teams Meeting](#)

+1 313-261-5272 United States, Detroit (Toll)

Conference ID: 199 246 4#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Meeting options

Who can bypass the lobby?

People in my organization

Who can present?

Everyone

Save

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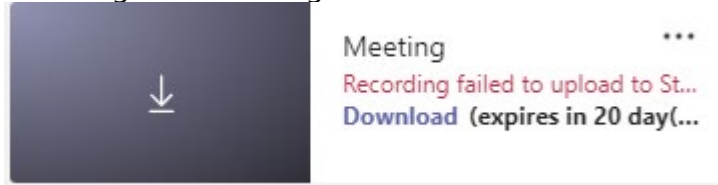
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- Under Meetings/Set up a meeting – only the following is supported
 - Schedule a teams meeting from outlook teams add-in
- Under Meetings/Record a meeting - the following is not supported
 - Records won't be uploaded and downloadable from Microsoft Steams
 - All recordings will be downloadable up to 20 days from the date and time of the recording. The recordings can be accessed from the meeting chat.



The following are not supported currently in CALLS

- Calling a phone number and any related topics to it

Live events are currently not supported

7. NOTIFICATION SETUP

7.1 APPLE IOS

Notification Setup (for broadcast messages and other): On the Teams desktop app, click teams, click the ... next to the appropriate channel (MMS All US, MMS All EU, etc...), (if the channel is hidden, follow the steps under section 5 below), click channel notifications. Select Banner and feed for all new posts and channel mentions. Click save.

Channel notification settings

Pebble Projects > General

All new posts
Notify me every time there is a new post in this channel

Include all replies

Channel mentions
Notify me each time this channel is mentioned

[Reset to default](#) [Cancel](#) [Save](#)



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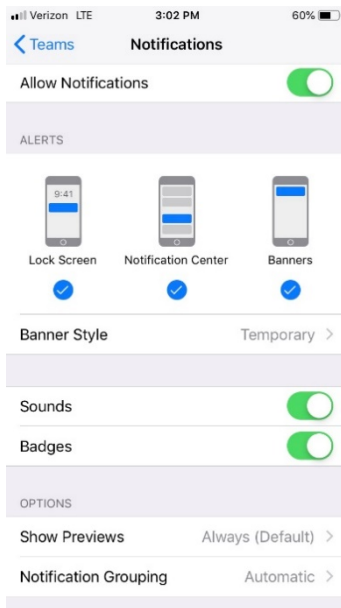
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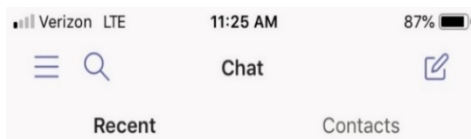
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Notification Setup on iPhone (for broadcast messages and other): Click Settings, Click Teams, Click Notifications. Ensure "Allow Notifications" is turned on.



Notification Setup verification:

- Open the Teams app on the iPhone.
- Click the  in the upper left-hand corner
- Click Notifications to verify settings












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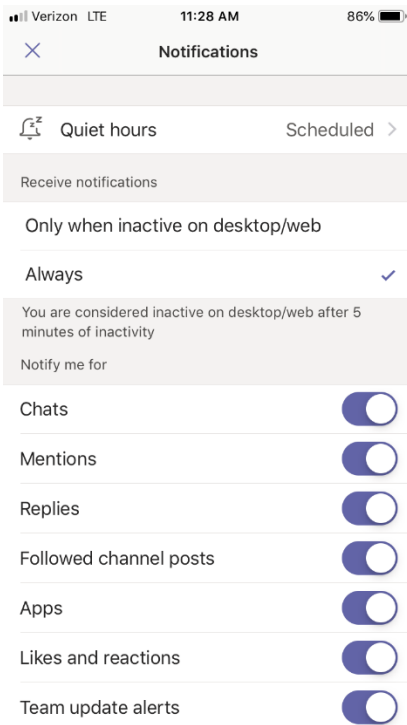
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-  In a meeting 
-  Set status message
-  Notifications
On
-  Settings
-  What's new
-  More Apps



When a notification is sent to your phone, it will look like



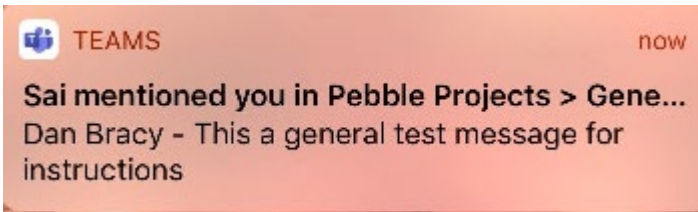
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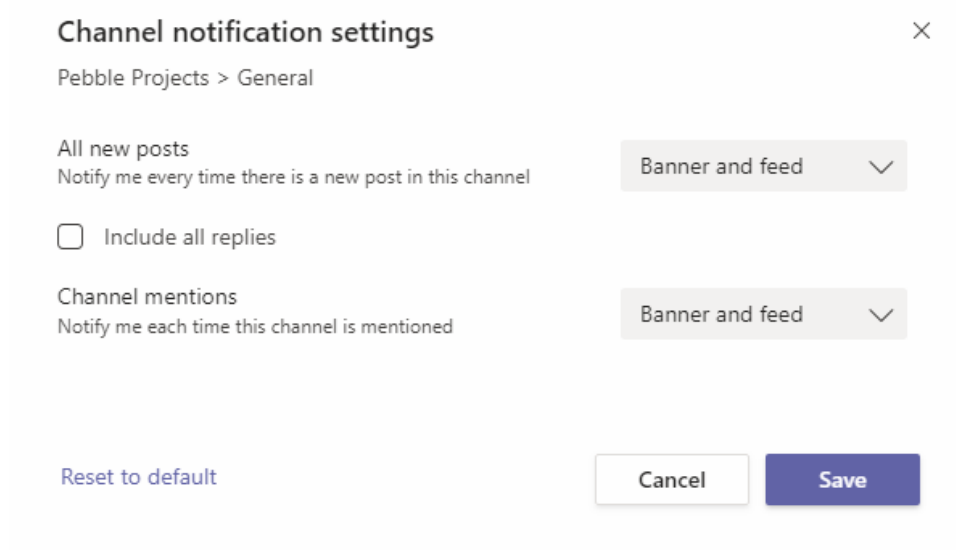
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7.2 ANDROID

Notification Setup (for broadcast messages and other): On the Teams desktop app, click teams, click the ... next to the appropriate channel (MMS All US, MMS All EU, etc...), (if the channel is hidden, follow the steps under section 5 below), click channel notifications. Select Banner and feed for all new posts and channel mentions. Click save.



Notification Setup on Android (for broadcast messages and other): Click Settings, Click Notifications, Click Teams. Ensure "Show Notifications" is turned on.



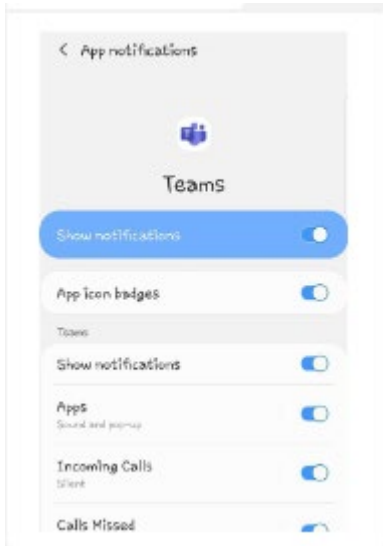
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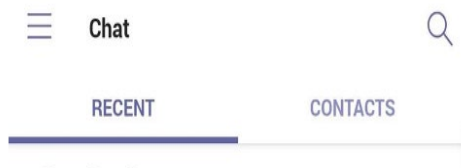
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Notification Setup verification:

- Open the Teams app on the Android.
- Click the  in the upper left-hand corner
- Click Notifications to verify settings

Sai Gutta Tuesday 3:52 PM





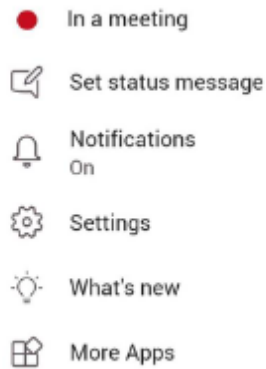
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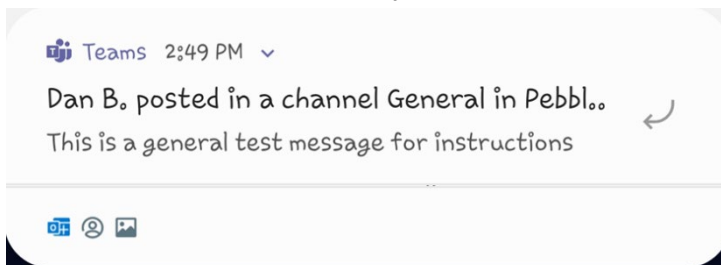
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When a notification is sent to your phone, it will look like



7.3 DESKTOP APP - HOW TO DISPLAY A HIDDEN CHANNEL

- 1.) Click "Teams" from the left side panel



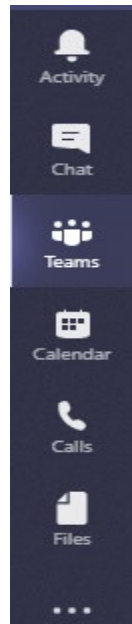
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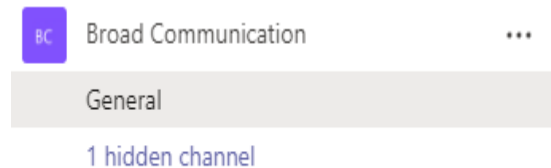
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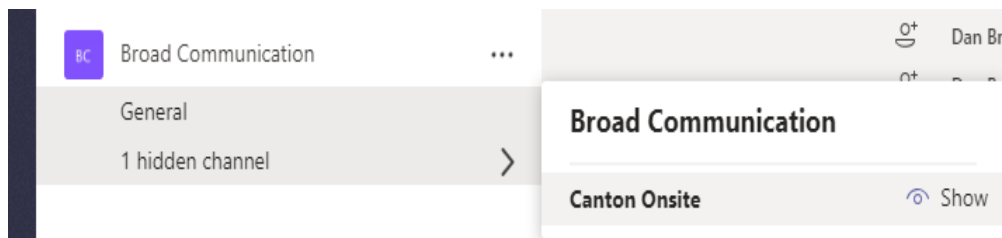


2.) Click the link for "1 hidden channel"



3.) Click "Show" next to Canton Onsite (or the channel that was hidden for you such as MMS All US, etc..)

4.)



8. REFERENCES

For more information regarding Teams, please see the [Microsoft Teams Video Training](#) and/or [Teams](#).

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9. AMENDMENT RECORD

Version	Date	Description of Changes
1.0	10-April-2020	New Document Release