# Teams – Access Instructions

1. Open Teams

- Click on the **Windows** icon located on the bottom left of the desktop/taskbar.
- Type **Teams**, the **Microsoft Teams** application should be displayed, open it. If this option is applicable to you, skip to **section 4**.

2. Teams Online

- Use this option if you have an office 365 Premium account, but don't have access to a computer with Office 365 installed.
- Type '**portal.office.com**' into the address bar of an Internet Browser e.g., Chrome.
- Enter your office 365 email into the '**Sign in**' box and click '**Next**', then enter your password and sign in.
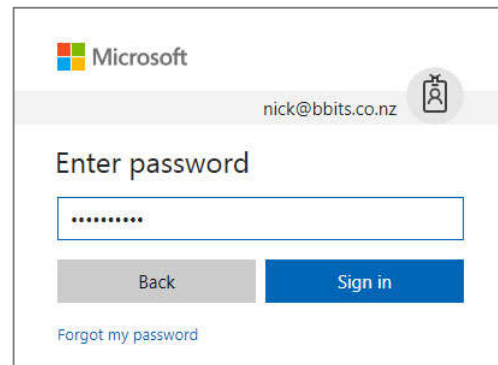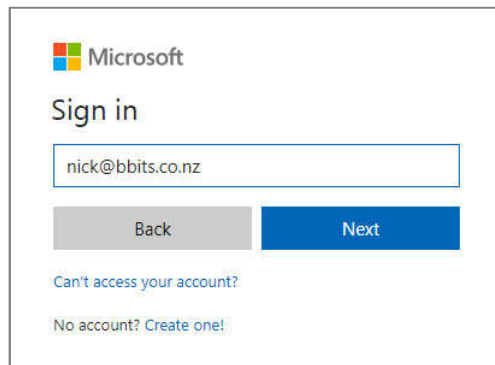

3. Navigating to Teams

- Click the **Teams** icon located under **Apps**, or if it is not visible then click the **Tile Menu** button located at the top left-hand corner of the screen, then select **Teams**.
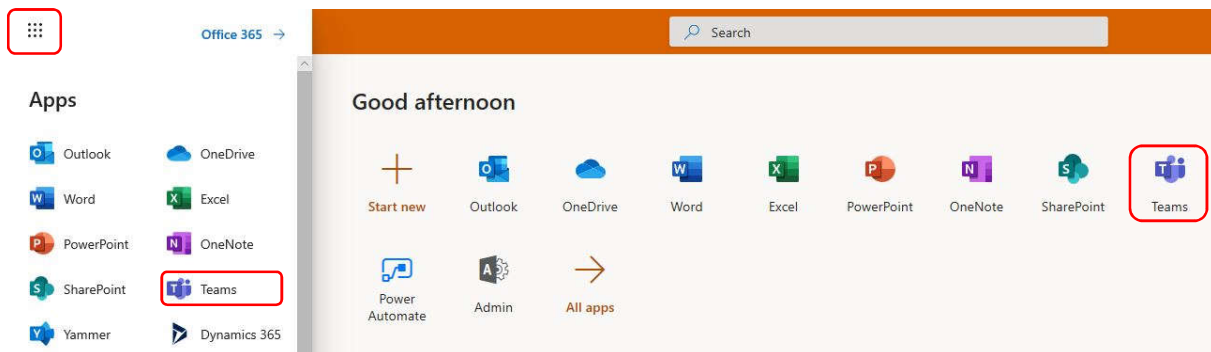
4. Basic internal Meeting/Call

- Please Note, it is recommended that the person hosting a meeting e.g., setting up and running the meeting, users the Desktop App not the Online App. The Online App has some limitations.

- This option allows you to make a video/audio call with people, with-in your organisation, e.g., Does not let you contact external users.

- Click the **Calls** option on the left-hand menu.

- Under the **Make a call** heading, enter the name of a person in your organisation. If this option is missing, you may need to click **Make a call**. If the user exists, select them. Once selected they will be added to the call list. You can add multiple users to create a conference call.

- Press either the Phone button for a voice call, or the Camera button for a video call.
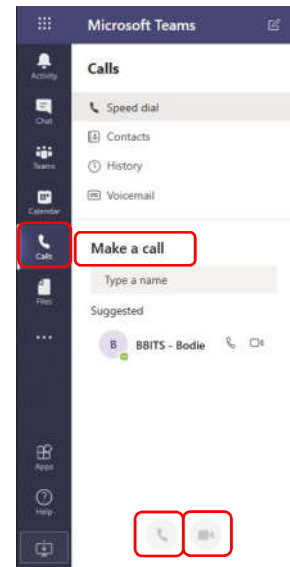
5. Scheduled Meetings/Calls and External Users

- **NOTE**, it is recommended that the person hosting a meeting e.g., setting up and running the meeting, users the Desktop App not the Online App. The Online App has some limitations.

- To create a video/audio call that allows people outside your organisation access. You must create a scheduled meeting and add all the invitees through this process.

- Click on the **Calendar** option in the left-hand menu.

- Click the **New meeting** button at the top of the screen.
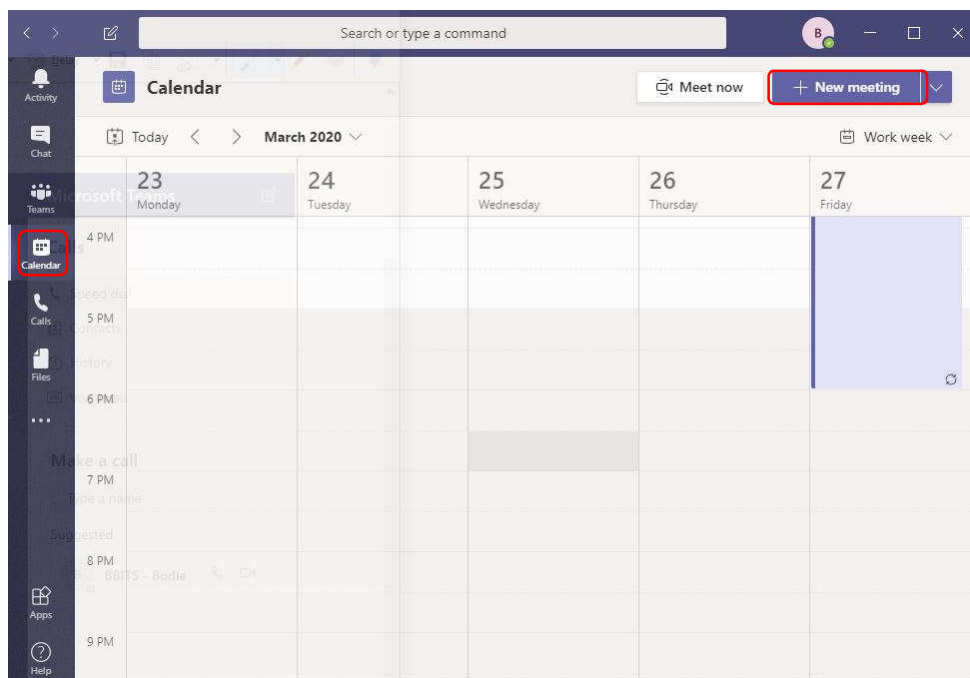
- Fill out the **New meeting details**:
  - **Add title** = Meeting Title
  - **Add required attendees** = Enter the email addresses of people you wish to join the meeting. For external email users, you will have to enter their full email address before you have the option to select it. Distribution lists are not supported at this time, so each user will have to be added. NOTE: Ignore the **+Optional** setting.
  - **Date and Time**.
  - **Repeat** = Select if the meeting is repeating.
  - **Add location** = This is optional, e.g., not often needed for online meetings.
  - **Type details for this new meeting** = This is a message that will appear in the email sent out, inviting people to the meeting.
- Click the **Save** button to add the meeting to your calendar. This will also sync with your Outlook.
- To start join the meeting, right click on the entry in the calendar and select **Join Online**. You also have the option to delete and edit the meeting.