

SHEET 4. MICROSOFT TEAMS USER GUIDE



What is “Microsoft Teams”?

Teams is a Microsoft collaboration platform that allows you to:

- Hold video meetings and video lessons
- Create group chats and channels
- Share and edit documents in real time (Word, Excel, PowerPoint, OneNote)
- Organize projects and tasks with integrated tools.



Use of Teams

1. Sign in to Teams

- Open Teams using the following link:
<https://www.microsoft.com/it-it/microsoft-teams/log-in?market=it> or use the application if you already have it installed.
- Sign in with your Teams account or company account, entering your email address or phone number.

2. Main interface

- **Left sidebar:**
 - **Chat** → private or group conversations
 - **Meet** → join or schedule meetings
 - **Community** → shared workspaces (e.g., classes, departments)
 - **Calendar** → schedule or join meetings
 - **Actions** → display mentions, reactions, and other notifications.
- **Top bar:** quick search engine (people, messages, files).

3. Plan a meeting

- From the main screen, in the left bar, click on “Meet” and select “schedule a meeting”.

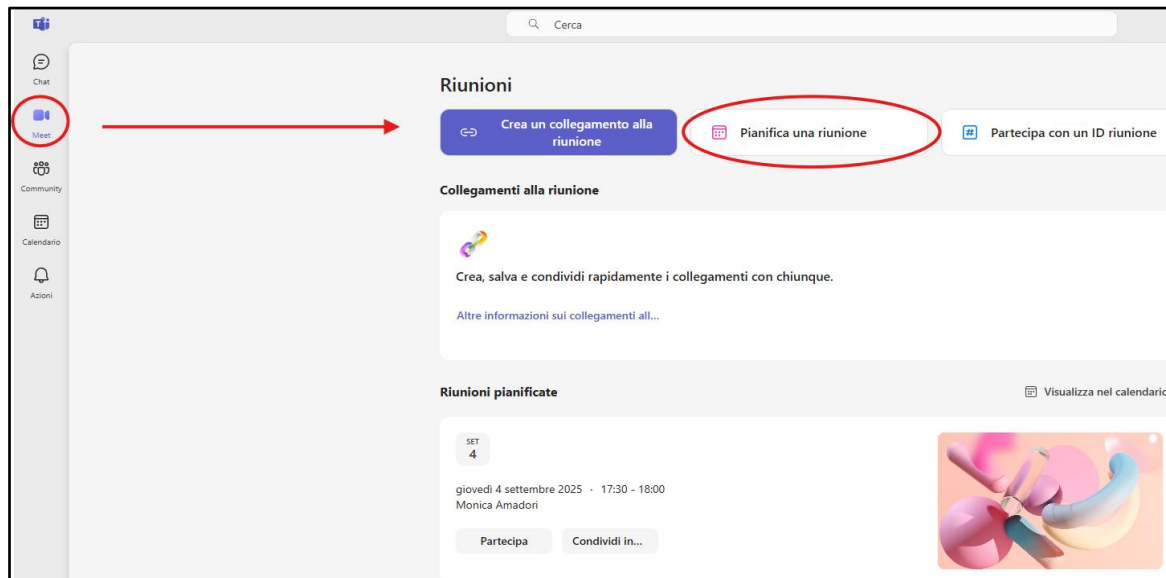


Figure 1. Scheduling a meeting

- Select the corresponding time zone (**Fig. 2**).
- Add a meeting title.
- Add invitees by email address or username.
- Select a day and date. With the free plan, you can schedule meetings up to 60 minutes long and invite up to 100 participants.
- Select a recurrence for the meeting (you can also customize it).
- Add a location.
- Enter the details of the new meeting.
- Indicate who can bypass the waiting room and who can present.
- Once you click Save, you can preview the invitation and copy the meeting details, including the meeting link.



Figure 2. Meeting Scheduling Screen

3. Attend a meeting

- From the main screen, in the left bar, click "Meet" and select "Join with a meeting ID."
- Enter a meeting ID or a meeting passcode (Fig. 3).

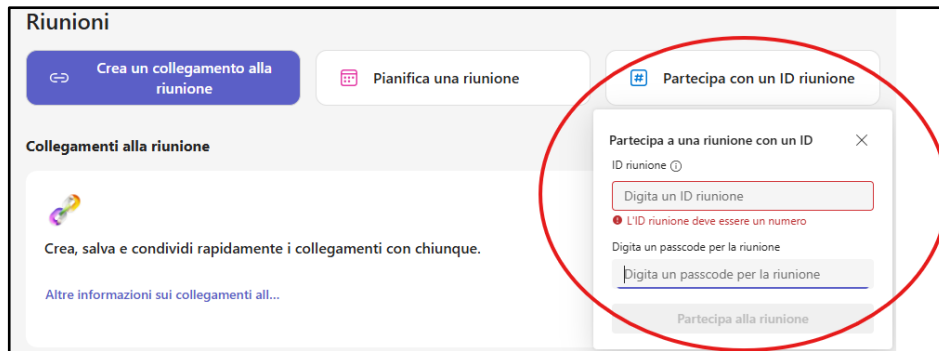


Figure 3. Joining a meeting

4. Main functions during the meeting

Top bar (Fig. 4):

-  **Microphone** → Mute/Unmute
-  **Video** → Mute/Unmute Camera
-  **Chat** → Send Messages
-  **Participants** → See Who's Connected
-  **Hand** → Raise Your Hand
-  **React** → Use Emoji
-  **View** → Change the meeting view
-  **Share Screen** → Share your screen, window, or tab
-  **Record Meeting** → You can't record the meeting with the free Teams version, but you can with the Business or Enterprise version. Click More and select Record.

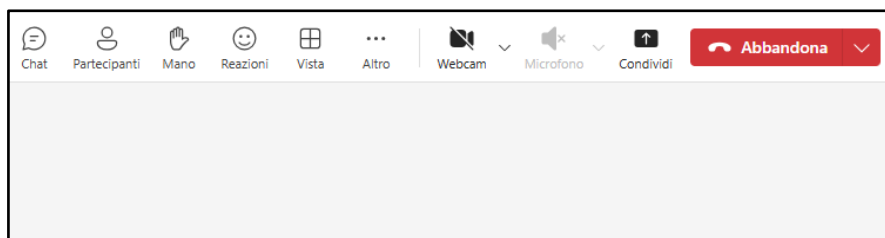


Figure 4. Bar to access the main functions during a meeting

5. Files and collaboration/sharing

- From the main screen, in the left bar, click "Community."
- Select the type of community you want to create (school, company, etc.) (Fig. 5).
- Once the community is created, you can upload Office documents.

- Office documents open in Teams and can be edited by multiple people simultaneously.
- All files remain saved in the cloud (SharePoint/OneDrive).

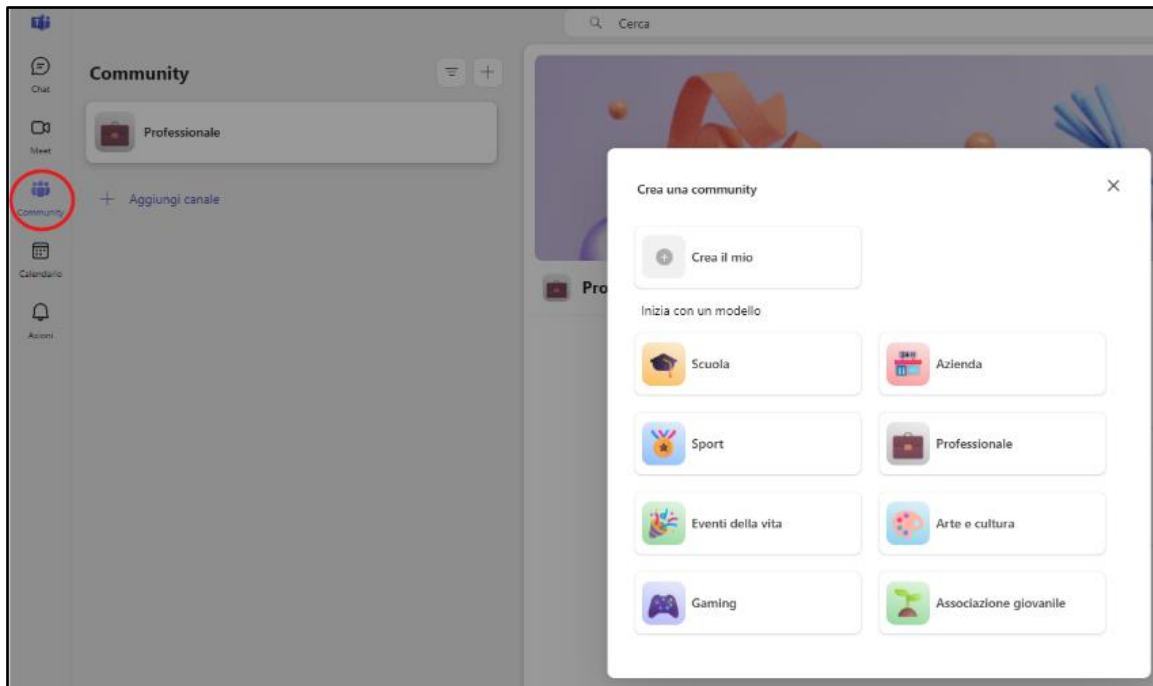


Figure 5. Community creation