



University  
of Dundee

# Get started with Microsoft Teams user guide

**UoDIT**

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# Get started with Teams guide

## Overview

This document describes how to find and use the Microsoft Teams app from your web browser, and how to set up Microsoft Teams the first time you log in.

## Requirements

University email account

Internet Explorer 11, Microsoft Edge, the latest version of Chrome, Firefox, or Safari.

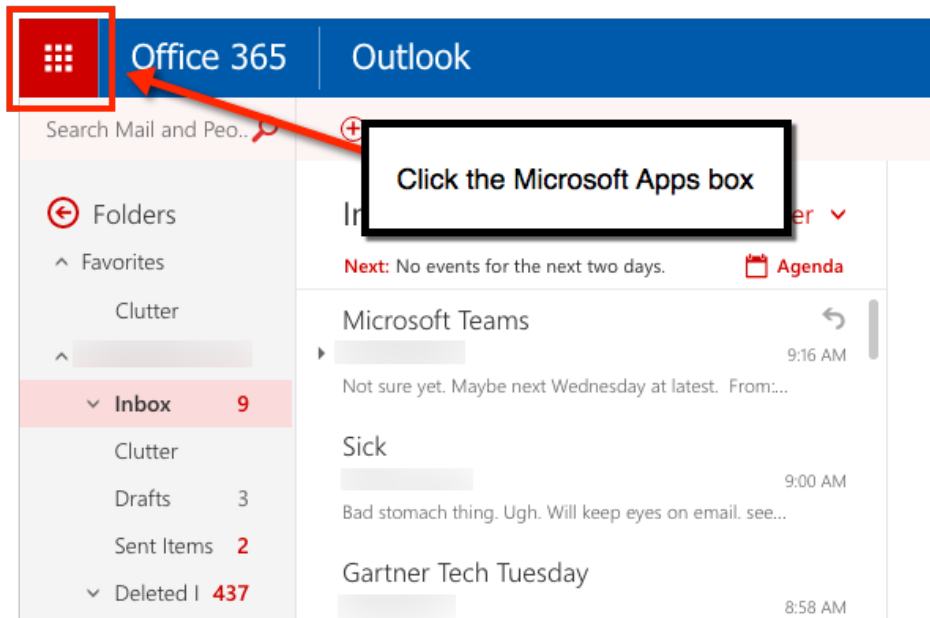
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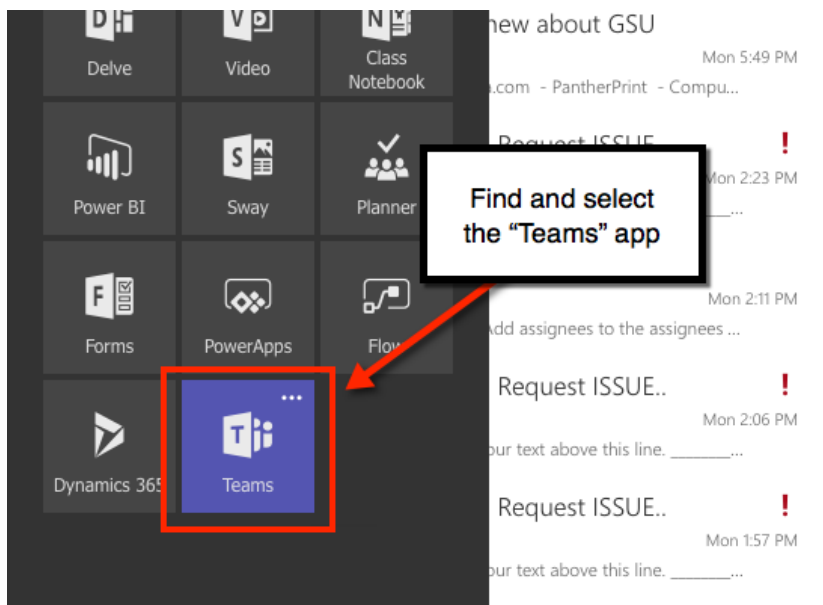
# Using Microsoft Teams

## Find Microsoft Teams in your [Office 365 Outlook](#) webmail

1. Log in to your Outlook webmail with [username@dundee.ac.uk](#) and password.
2. Click the Microsoft Apps box at the top-left corner of the screen.

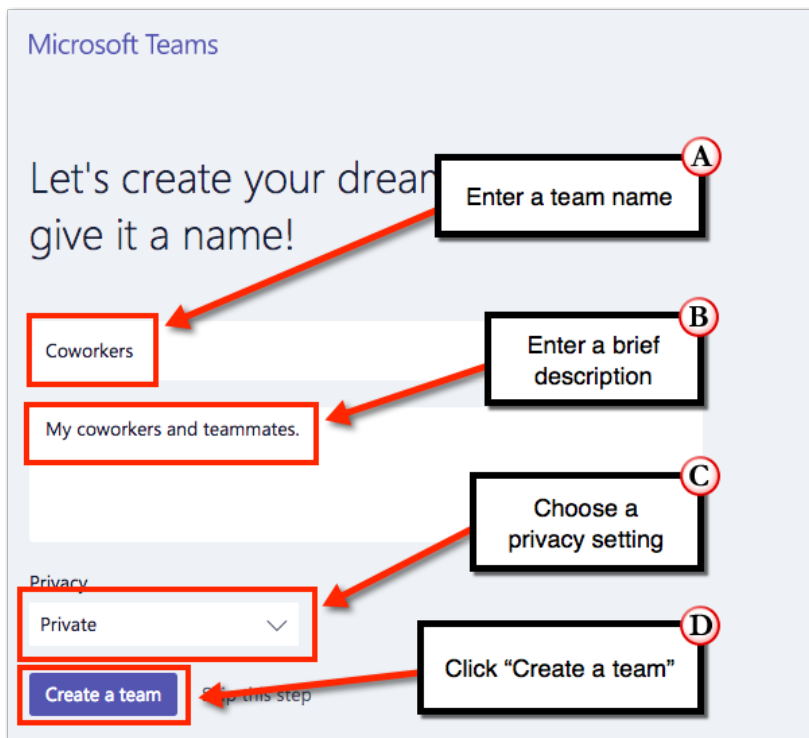


3. Find and select the Teams app in the list of Microsoft Apps.

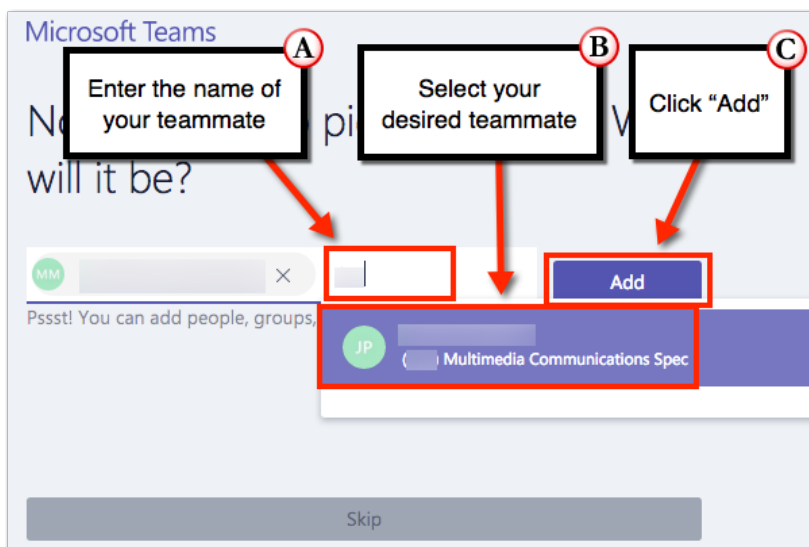


## Creating Teams for the first time

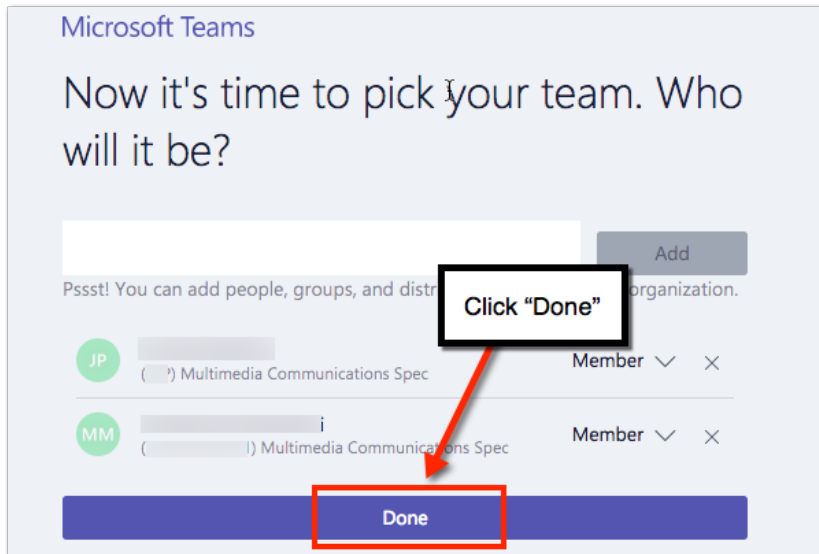
4. Your first time opening the app, you will be asked to create your first team:
  - a. Enter a **team name**
  - b. Enter a **brief description of your team**
  - c. Choose a **Privacy setting**
  - d. Click **Create team**



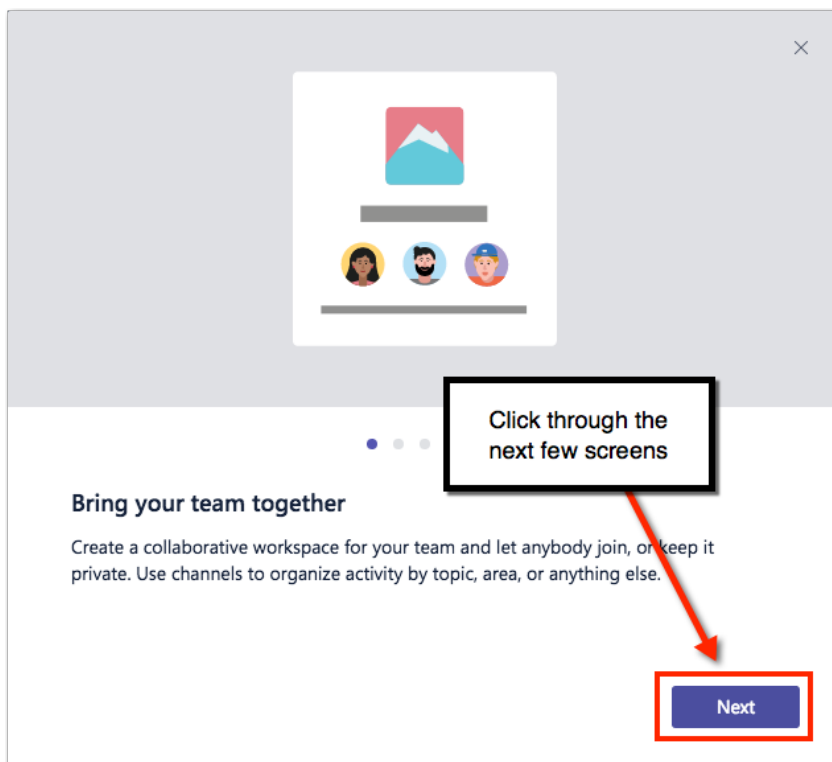
5. In the next screen, add coworkers to your team:
  - a. Enter the **name** of your desired teammate
  - b. Select your **teammate from the dropdown**
  - c. Click **Add**



- When finished adding team members, click **Done**.

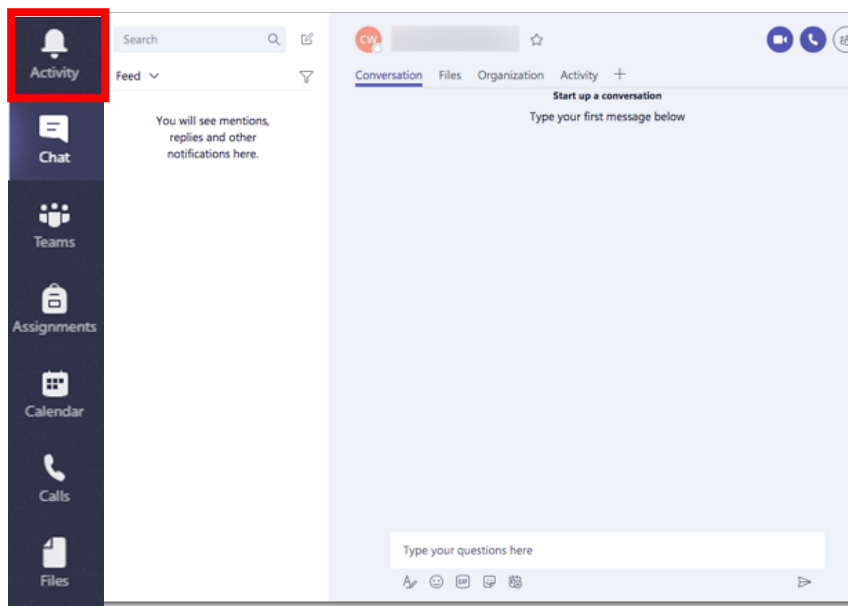


- Click through the **next few screens** to start using Microsoft Teams.



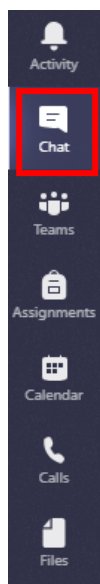
## Activity tab

8. **Activity tab** Your recent notifications, such as likes, mentions, and chat replies, will show up here in the *Activity* tab.



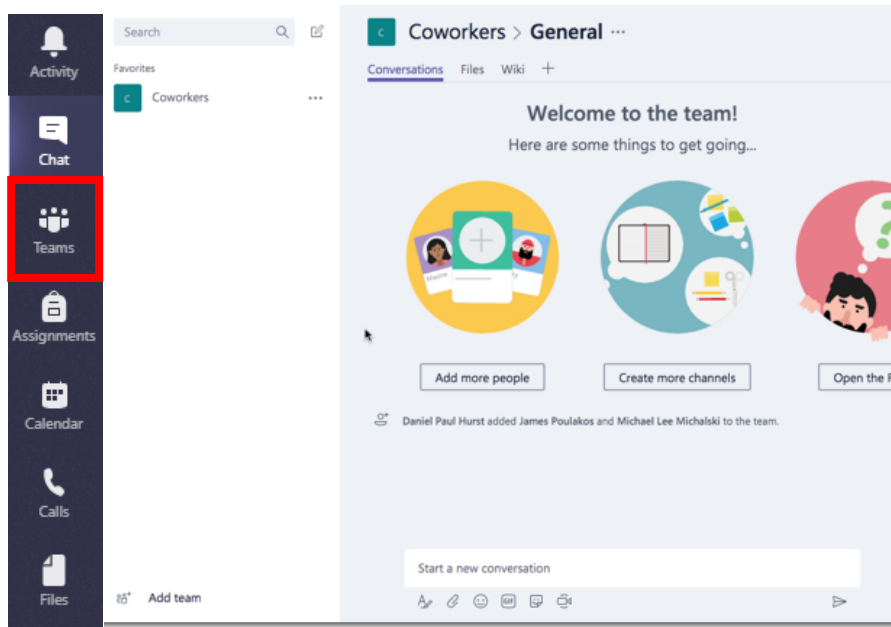
## Chat Tab

9. **Chat Tab** Start chats with your coworkers, including voice calls, video calls, and sharing files.



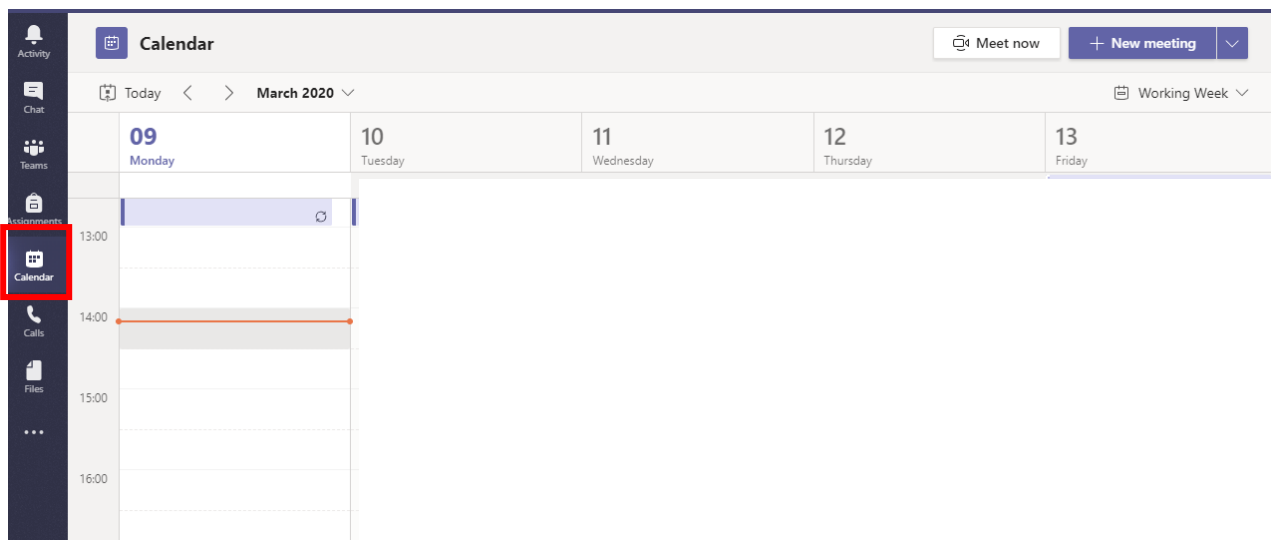
## Teams Tab

10. **Teams Tab** View and chat with your Teams and create new teams.



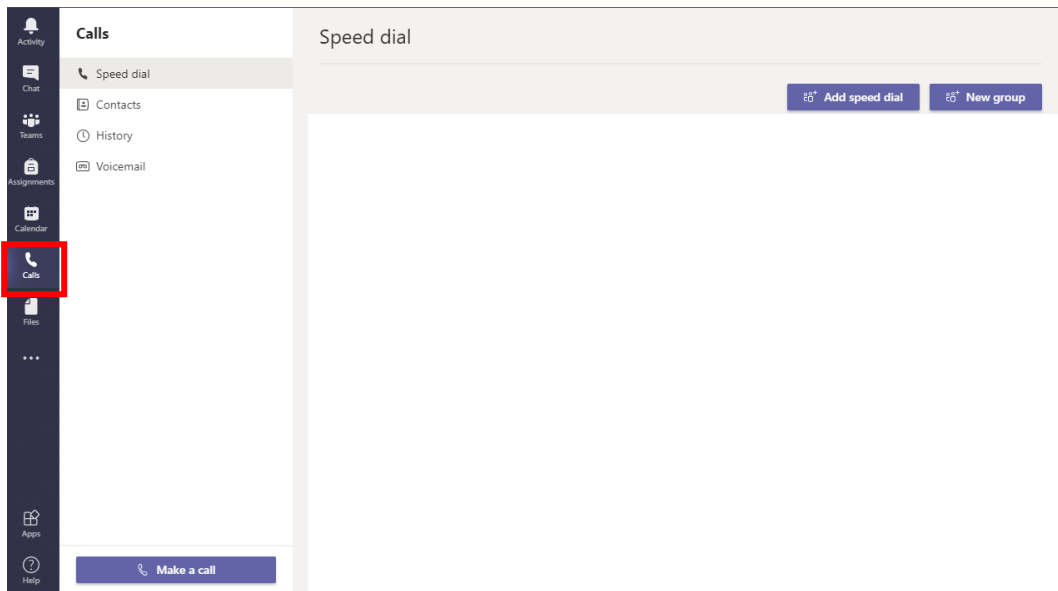
## Calendar Tab

11. Allows you to view your calendar and organize meetings using Microsoft Teams.



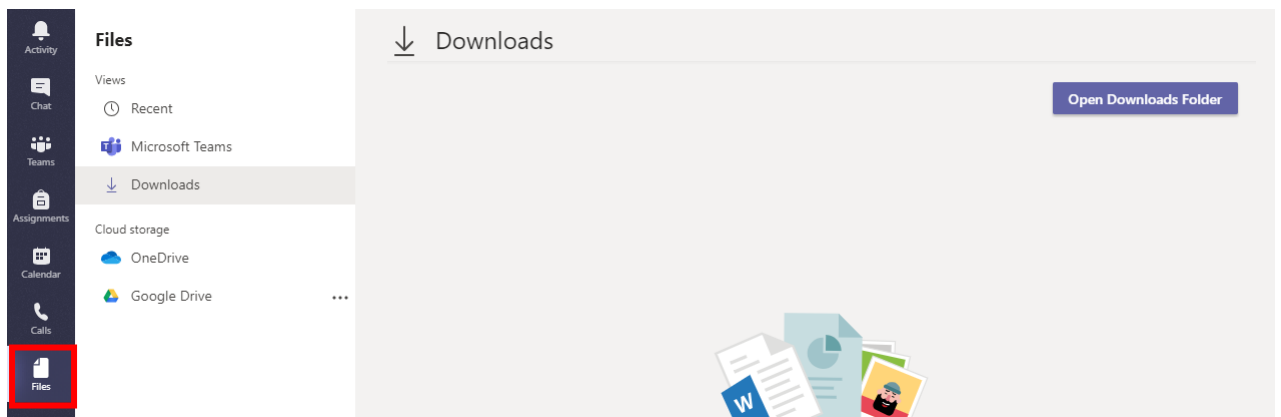
## Calls Tab

12. Calls tab allows you to call (audio and Video) your team members or colleagues (staff and students) within University. Member, you are trying to call must be signed into Teams.



## Files Tab

13. View and access to all your files - Microsoft Teams, Downloads and One Drive.



## Help

If you have questions or need technical assistance, please contact us at [help4u@dundee.ac.uk](mailto:help4u@dundee.ac.uk)





University  
of Dundee

University of Dundee  
Nethergate,  
Dundee  
DD1 4HN

t: +44 (0)1382 383000  
e: [dundee.ac.uk](mailto:dundee.ac.uk)