



Information Technology

# Microsoft Teams

## User Manual



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# What is Microsoft Teams?

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage

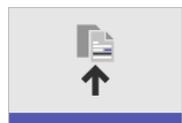
It's a hub for team collaboration that integrates the people, content, and tools your team needs to be more engaged and effective, in addition, it keeps all your team's chats, meetings, files, and apps together in one place.



The slide features the Ministry of National Guard Health Affairs Information Technology logo in the top left and the IT logo in the top right. The central text reads: **Microsoft Teams** Work remotely without feeling remote. Below this, it states: **Microsoft Teams** is a collaboration app that helps your team stay organized and have conversations—all in one place. At the bottom, there are four labels: **Teams**, **Meetings**, **Calls**, and **Activity**. In the center, a laptop and a smartphone display the Microsoft Teams interface, showing a chat window with messages and a meeting link.



- **Teams** - Teams allows groups, or teams to join through a specific URL or invitation sent by a team administrator, you can hold on-the-spot meetings, have conversations, and share files.
- **Channels** - Within a team, members can set up channels. Channels are topics of conversation that allow team members to communicate without the use of email or group SMS (texting). Users can reply to posts with text as well as images.
- **Chats and Video conferencing**
  - Instant messaging
  - Video conferencing inside the client software
- **Meetings** - Meetings can be scheduled or created, and users visiting the channel will be able to see that a meeting is currently in progress. Additionally, This calendar syncs with your Outlook calendar.
- **Live events** - are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences!
- **Files:** Teams makes it easy to share files and work on them together. If your files are Word, Excel, PowerPoint, or Visio files your colleagues can even view, edit, and collaborate on them, right within Teams.





## How to Get and Sign in

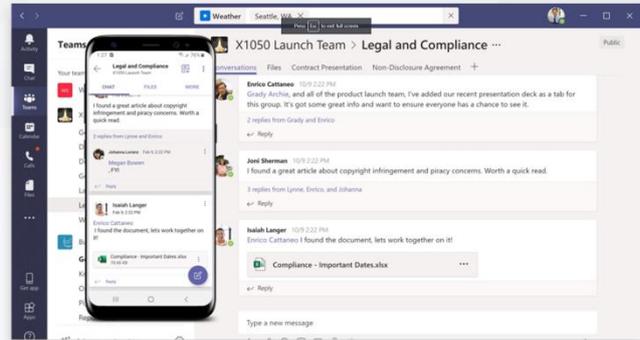


# Microsoft Teams

Work remotely without feeling remote.

### Get the app you want

- ◆ From your desktop
- ◆ iOS [[App Store](#)]
- ◆ Android [[Google Play](#)]
- ◆ Use Teams on the web at <https://teams.microsoft.com>



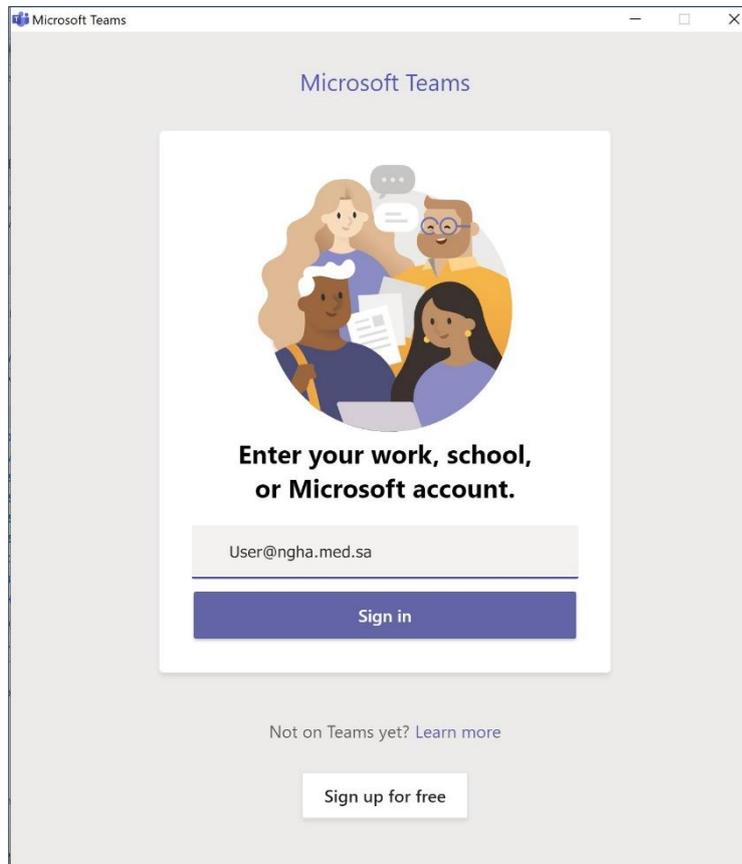
- From your desktop
- iOS iPhone and iPad [[App Store](#)]
- Android [[Google Play](#)]
- Or just use Teams on the web at <https://teams.microsoft.com>.





## How to Sign in with teams

- Sign in with your MNG-HA username i.e. [Username@ngha.med.sa] and the Password.



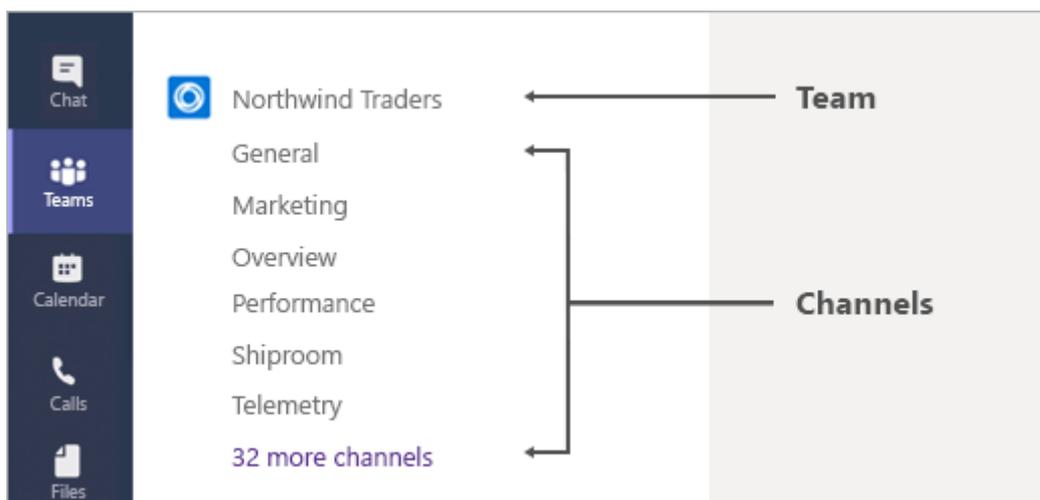


# Work in Teams

## Learn about teams

A **team** is a group of people gathered to get something big done in your organization. Sometimes it's your whole organization.

Teams are made up of **channels**, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.



**Channels** are where the work actually gets done—where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added.

While channel conversations are public, chats are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

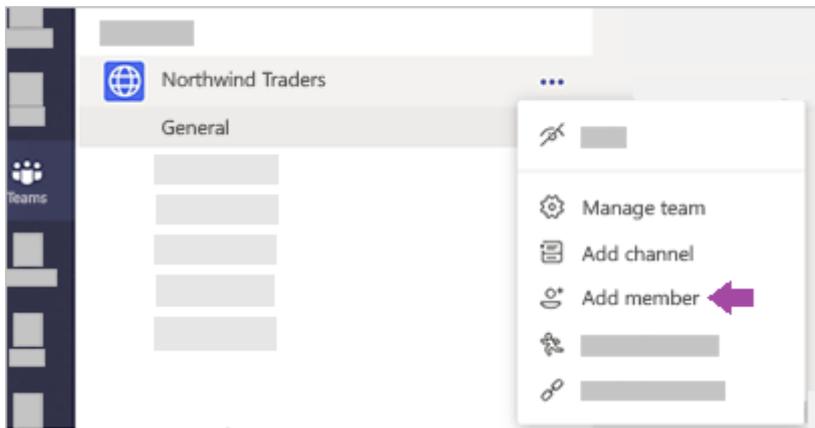
FYI—If you're working in Teams offline, or on a low-bandwidth network, you'll be able to switch between chats and channels and keep working. You'll see everything from the last time we were able to sync to your network, and we'll trickle messages in as bandwidth allows.



## Add members to a team

Your team can hold up to 5000 people.

1. If you're a team owner, go to the team name in the teams list and click **More options** > **Add member**.



2. When you're done adding members, select **Add**.
  - FYI, you can make someone a team owner by selecting the down arrow next to the word **Member**. There can be multiple owners in a team.
3. Select **Close**. People you add to a team will receive an email letting them know they are now a member of your team and the team will show up in their teams list.

## Manage team settings and permissions in Teams

If you're a team owner, you're in control of a lot of the settings and permissions of your team. Here's how to adjust them.



# Work in Channels

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## Create a channel in Teams

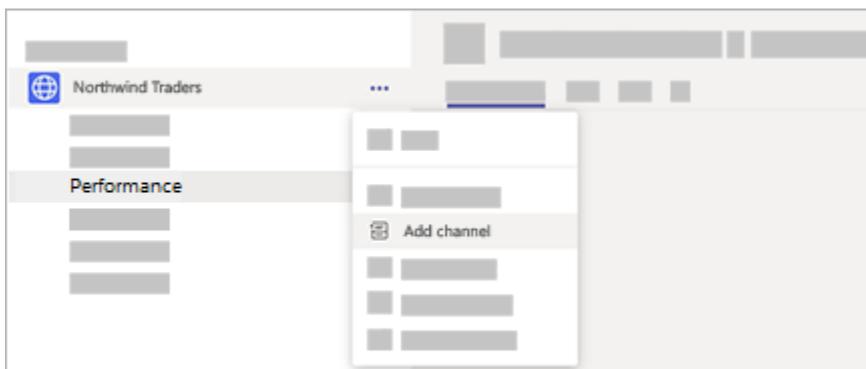
Each channel is dedicated to a specific topic, department, or project.

By default, all members of a team can create channels. A standard channel is open for all members and anything posted is searchable by others. If you need a smaller audience for a specific project, you can create a private channel for your team.

When you need to create or edit a channel, use the steps below.

## Create a standard channel

To create a standard channel, start in the team list. Find the team name and click **More options** > **Add channel**. You can also click **Manage team**, and **add a channel** in the Channels tab.



You can create up to 200 channels over the life of a team. That number includes channels you create and later delete.



## Create a private channel

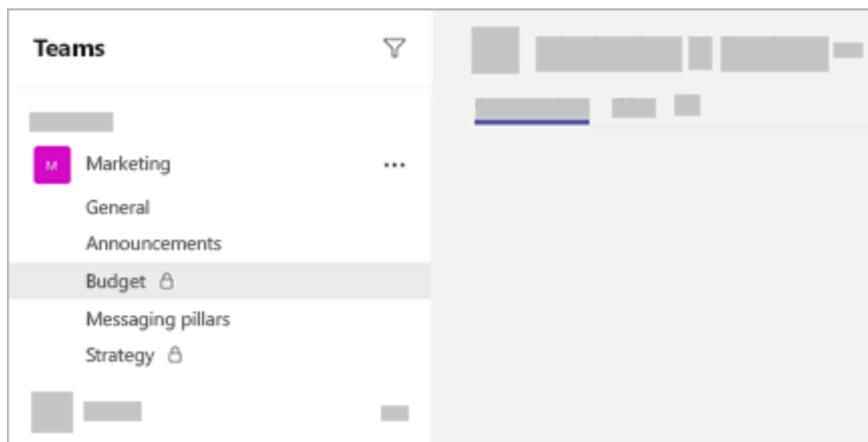
If you want a focused place to discuss sensitive information such as budgets, resourcing, strategic positioning and so on, create a private channel for your team. Only owners or members of the private channel can access it.

You can create up to 30 private channels over the life of a team.

Note: Your admin can change this permission and limit private channel creation to certain roles.

### To create a private channel for a team:

1. Go to the team you want to create the private channel for and choose **More options** > **Add channel**.
2. Enter a name and description for your channel.
3. Under **Privacy**, select the down arrow on the right, and then select **Private – Accessible only to a specific group of people within the team**.
4. Select **Add**. This adds a private channel to the team.



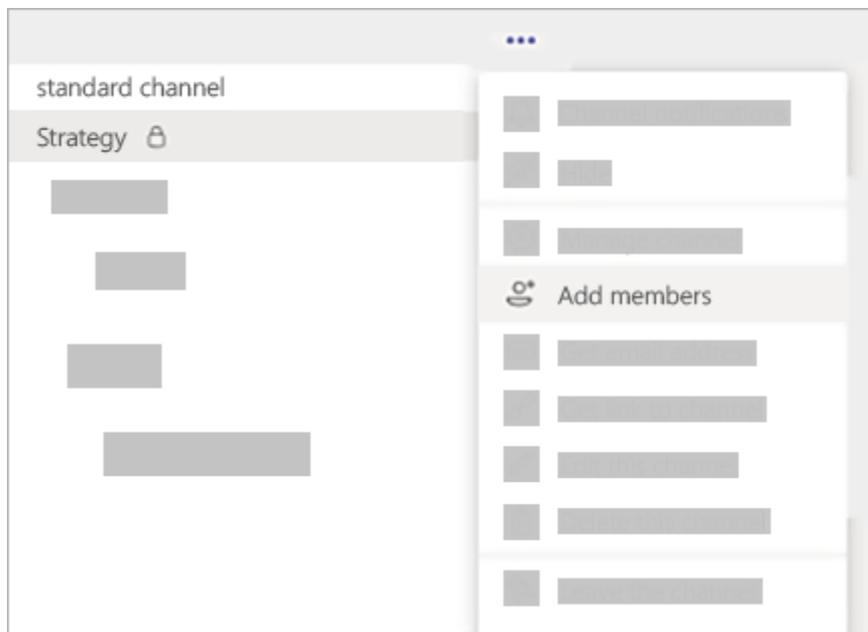


## Add members to a private channel

As a private channel owner, you can add or remove members, and edit private channel settings. Each person that you add must first be a member of the team.

To add members of your team to a private channel:

1. Next to the private channel name, select **More options** > **Add members**.



2. Use the **Members** and **Settings** tabs to add or remove members and assign roles. Your private channel can have multiple owners and up to 250 members.
3. When you're ready, select **Done**. Members can now post messages in the private channel.

## Manage private channel creation

As a team owner, you can turn on or turn off the ability for members to create channels.

To see and change this option, go to the **Settings** tab for the team.



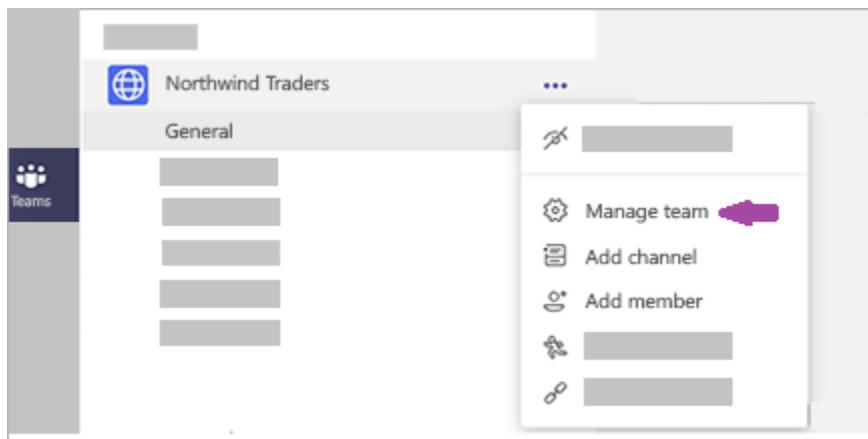
## Edit, delete, hide, or leave a channel

Select **More options** next to the channel name. Then, use the menu to edit, delete, hide, or leave the channel as desired.

**Note:** Team owners get to decide which team members can delete channels.

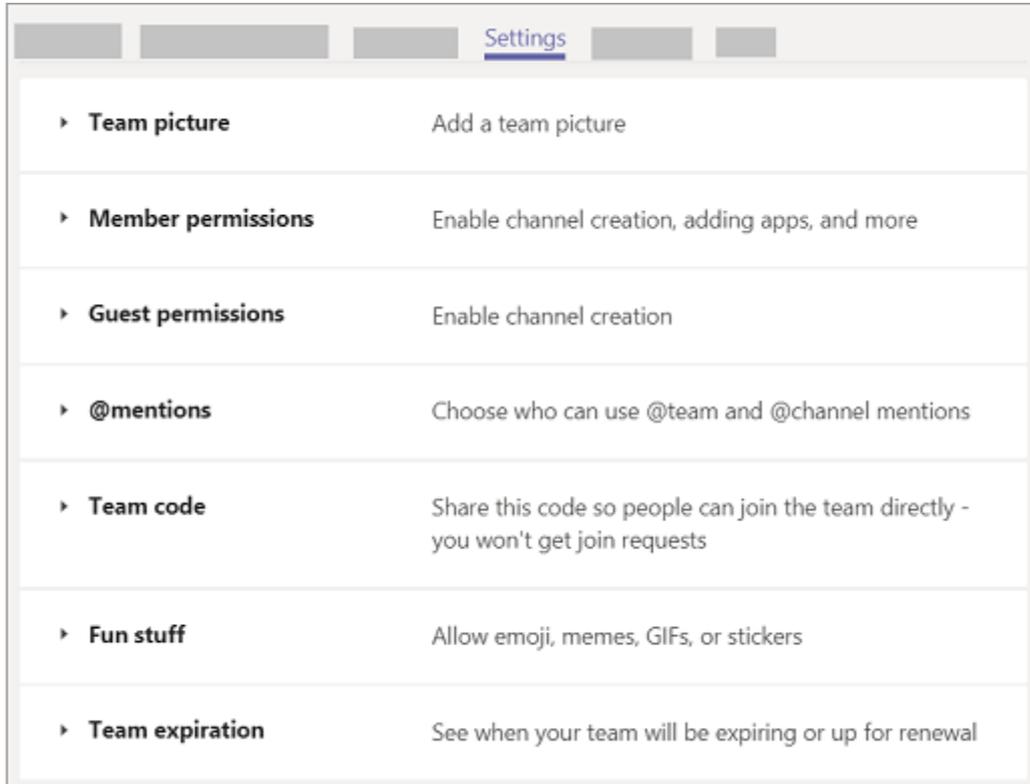
Keep in mind that once you delete a channel, you also lose its entire conversation history. However, the OneNote sections associated with that channel will still show up on your team's SharePoint site.

1. Go to the team name and click **More options > Manage team**.





2. In the **Settings** tab, check or uncheck the options or permissions you want to use.

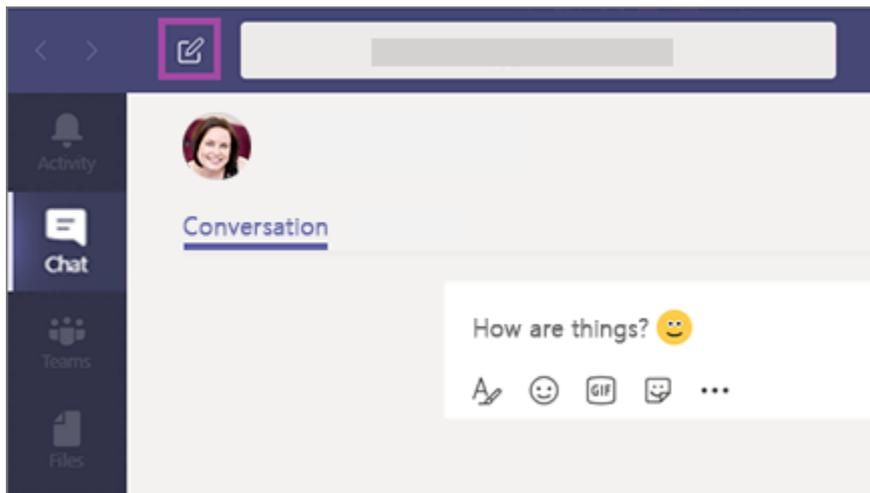


# Things to Know about Chat in Microsoft Teams

- **Chats can be one-on-one or in a group.**

Sometimes you'll want to talk one-on-one with someone. Other times, you'll want to have a small group chat. In Chat, you can do either.

You start one-on-one and group chats the same way: by selecting **New chat**  at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!



Here are some more details about each kind of chat.

## One-on-one chat

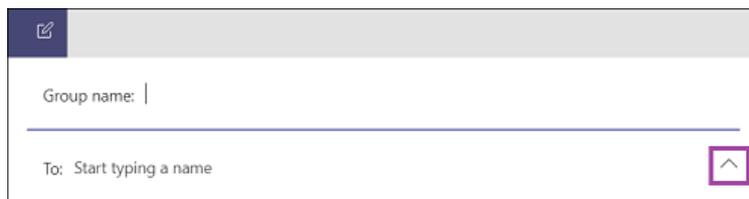
Once you've selected **New chat**  and entered the person's name, compose your message in the box and select **Send** . This starts the chat.



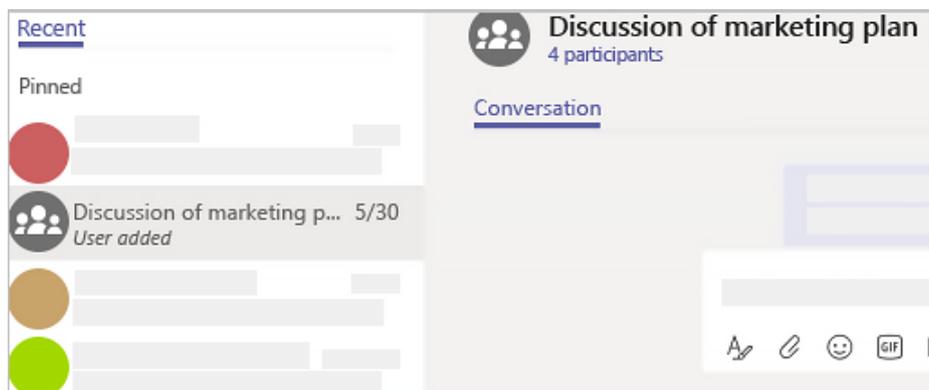


## Group chat

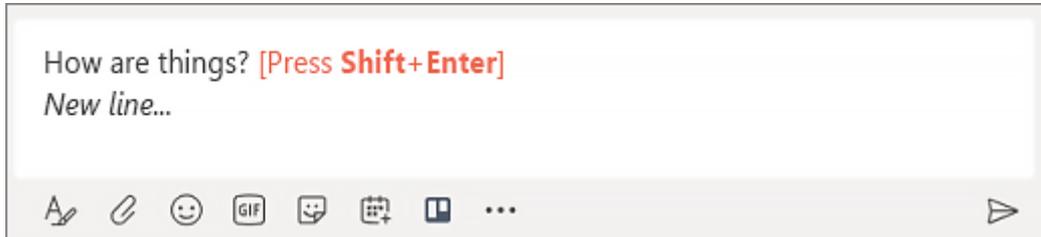
Use a group chat when you need to talk to a small group of people. Start one the same way you start a one-on-one chat: select **New chat**  at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Next, type the names of the people you'd like to add in the **To** field.



Once the chat has begun (whether group or one-on-one), just click it in the chat list to dip back into it and send more messages.

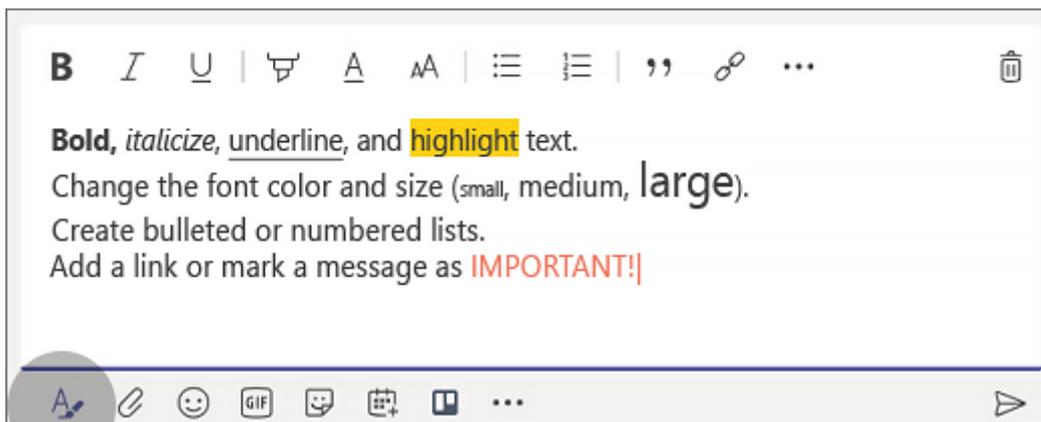


- **Press Shift+Enter to start a new line.**
  - If you keep hitting Enter to start a new line, which goes ahead and sends the message before you're ready, try this tip:
  - When you want to start a new paragraph, press Shift+Enter to insert the line break, and you're done. FYI—If you've opened-up all your formatting options (see step 3 for details), you can press Enter to start a new line of text.



- **Select Format to see all your formatting options**

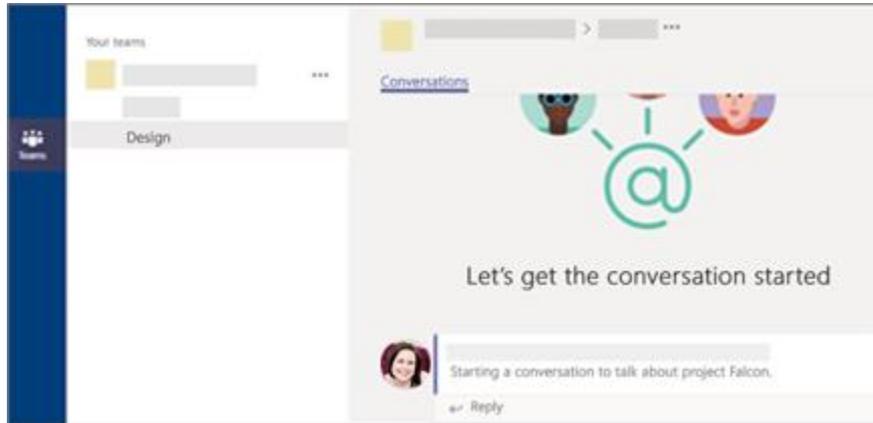
- There are lots of formatting options for messages.
- To open your formatting options, select **Format**  beneath the box where you type your message. In this expanded view, select the text you want to format, then choose an option like B, I, or U to bold, italicize, or underline the text.



- There are also options for highlighting, font size, lists, and more. Check out More options for additional formatting options, and the buttons below the box for attaching a file or inserting fun stuff like emoji.

- **Chat happens in channels, too.**

- When you go to any channel in Teams the very first tab is Posts. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the Posts tab.



- You'll have to judge based on your organization and culture what messages are suitable for the **Posts** tab in a particular channel.
- The other important thing to know about messages in a channel is that **replies to a channel message stay attached to the original message**. This way, the whole thread of the conversation can be easily followed by anyone reading it. This is the beauty of threaded conversations!
- To reply to a channel message, be sure to use the little Reply link underneath the message.



- **There are a few ways to search for and find messages.**
  - Depending on what you remember about the sender of the message or the characteristics of the message, a different way of looking for it might make the most sense.
    - You can Find a chat based on a person's name or a keyword that you remember.



Type the person's name in the command box at the top of the app. You'll see their name and any group chats they're a part of with you listed. Select their name to go to your one-on-one chat with them, or a group chat to resume that one.



- Find a message that has a keyword that you remember

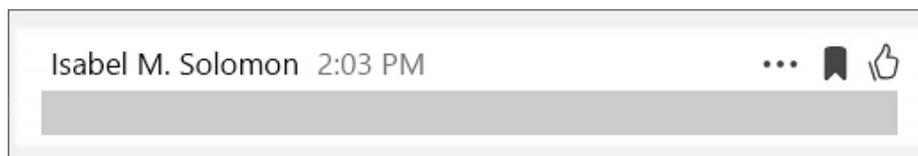
Start typing a keyword into the command box at the top of the app and press Enter. You'll see a list of results that include the keyword.

- Filter to show certain types of messages

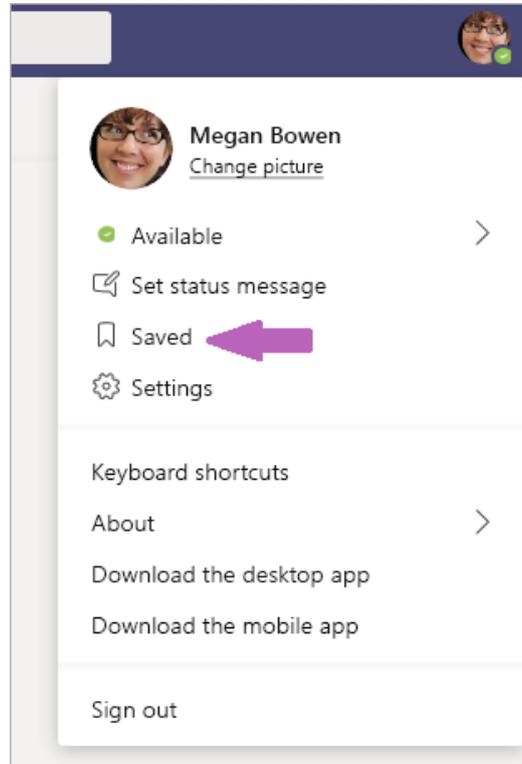
From the Activity feed, select Filter  to show certain types of messages such as unread messages, @mentions, replies, and likes. For a more specific search, go to the Feed menu and select My Activity.

- Find your saved messages

To save a message, select Save message  just to the right of the text.



To see a list of your saved messages, select your profile picture at the top of the app, then choose **Saved**. Or just type **/saved** in the command box at the top of the app.

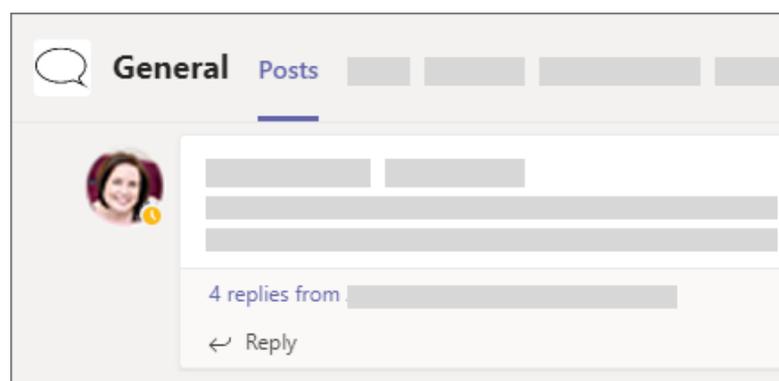


- **Hide or mute chats to keep them out of your way.**

- While you can't delete an entire chat conversation in Teams, you can hide the chat from the chat list, or mute it so you stop getting notifications, or pin messages.

- **Send a message to a channel in Teams**

- When you go to any channel in Teams the very first tab is **Posts**. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the **Posts** tab.





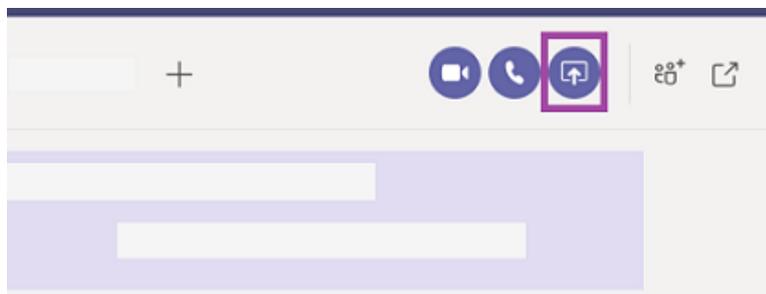
- The other important thing to know about messages in a channel is that replies to a channel message stay attached to the original message. This way, the whole thread of the conversation can be easily followed by anyone reading it. This is the beauty of *threaded conversations*!
- To reply to a channel message, select the little **Reply** link underneath the message.



- To send a message to everyone in a particular channel (the whole team), follow these steps:
- First, select the channel you want. Then, click **Reply** to respond to an existing thread or go to the compose box at the bottom of the **Posts** tab to start a new one. Next, type your message in the box and select **Send** ➤. Voila! Your message is now live in the channel.

## • Share your screen in a chat in Teams

- When you're chatting with one or more people in Teams, you can instantly share your screen.



- Choose a window to share that specific program and its content, or select **Desktop** to share everything on your screen.



- The other participants in the chat will receive a notification asking them to accept your screen share. Once they do, they'll be able to see your screen and continue the chat.
- When you're done sharing, go to your meeting controls and select **Stop sharing**.

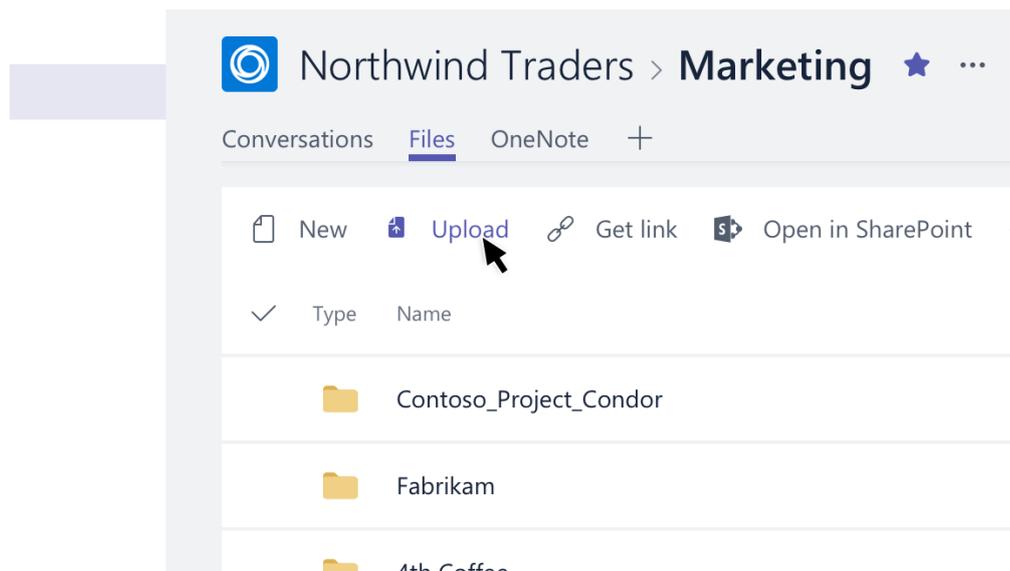
**Note:** Linux users can't share screens in a Teams chat at this time.



## Share a File in Teams

To send a file in a one-on-one or group chat, select **Choose file**  beneath the compose box, select the file you want to share, and then send. You can also upload a file by going to the **Files** tab and clicking **Share**. You can select a file from your computer or OneDrive for Business account.

To share a file with your team in a channel, select **Choose file**  beneath the compose box or go to the **Files** tab and select **Upload**.



Once you share a file, you can also share a link to it. That way, you don't have to upload multiple copies of the same file to share it in different places.

### Share a Link

You can grab a link to a previously uploaded file without leaving the channel you're chatting in. Just click **Choose file**  beneath your compose box, then select **Browse Teams and Channels**. Go to the file you want, and then click **Share a link**. Teams posts your link in the channel conversation, including the name of the team and channel where the file is stored.



↑ General ↻

Type	Name	Modified ▼	Modified by	Size
	graphs-draft-3.png	Minutes ago	Corey Little	2.4 KB
	budget-graphs-1	Yesterday	Corey Little	2.4 KB
	budgetreport-draft.xlsx	Yesterday	Daniela Madera	2.4 KB
	budgetreport-draft-presentation.pptx	Yesterday	Daniela Madera	5.9 KB
	budget-julytracking.onenote	6/20	Daniela Madera	2 KB
	budget-graphs.ai	6/20	Daniela Madera	1.2 MB

Alternatively, you can go to the file's location in Teams, click **More options** **...** next to the file name, and then select **Get link**. You can now paste the link into any channel or chat.

Don't forget that you can share links to files in other channels (even if they belong to different teams). That way, you never have to upload multiple copies of the same file to work with it in different places.

## Meetings in Teams

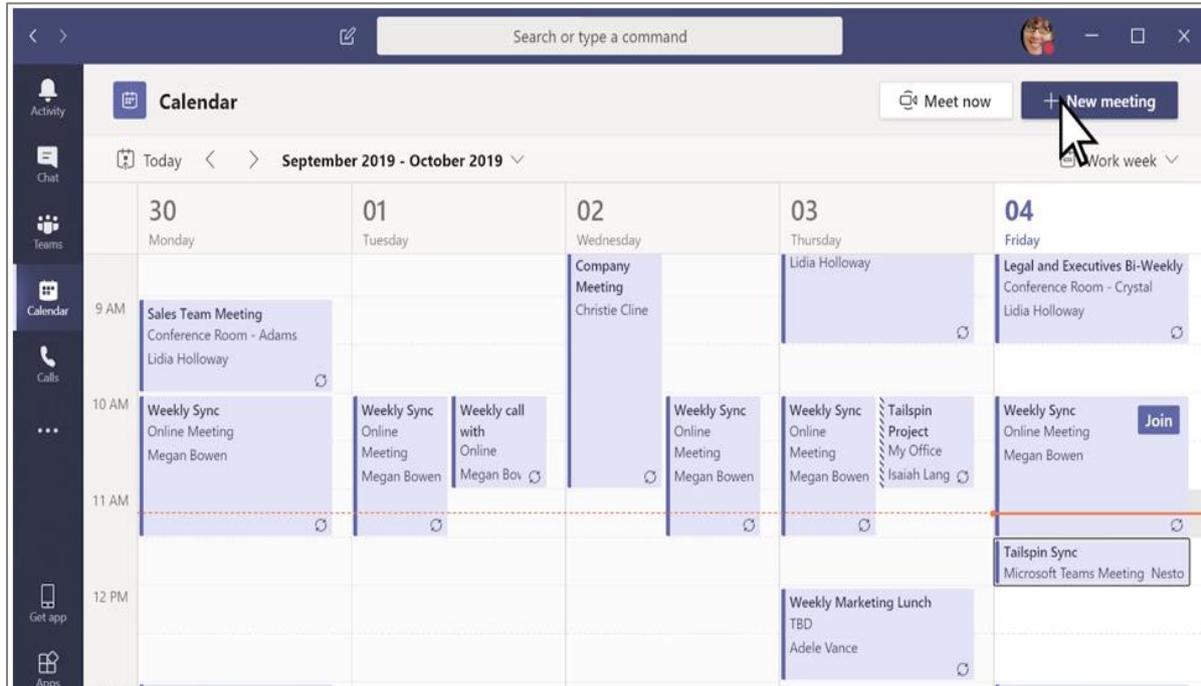
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### Meeting in Teams



#### Schedule a meeting

1. Select **New meeting**.



2. Type in a meeting title and enter a location.

An online meeting is created by default.

3. Choose a start and end time, and add details if needed.

4. Enter names in the **Invite people** box to add them to the meeting.



**New meeting** ▾

Title  
Mark 8 Campaign Update

Location  
Microsoft Teams Meeting ▾

Start  
Oct 7, 2019 1:00 PM

End  
Oct 7, 2019 1:30 PM

Repeat

Free: Oct 7 12:30 - 1:00pm, 12:00 - 12:30pm, 11:30 - 12:00pm ... [Scheduling assistant](#)

Details

**B** *I* U Paragraph ▾ ...

Let's review the results from the Mark 8 marketing campaign so far.

Select a channel to meet in  
None (optional) ▾

Invite people  
[Invite someone](#)

Organizer  
 Megan Bowen  
MeganB@contoso.com

Attendees

- CariD@example.com  
Unknown ×
- Debra Berger  
Unknown ×
- Patti Fernandez  
Unknown ×

**Note:** To invite someone outside MNGHA, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.

Start  
Oct 7, 2019 2:30 PM

End  
Oct 7, 2019 3:00 PM

Invite people  
[Invite someone](#)

Mon 10/7  
10 am 11 am 12 pm 1 pm 2 pm 3 pm 4 pm 5 pm 6 pm

Megan Bowen  
MeganB@contoso.com

- CariD@example.com  
Unknown ×
- Debra Berger  
Free ×
- Patti Fernandez  
Free ×
- Alex Wilber  
Free ×

6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:

- Select **None** to keep your meeting private.
- Select a channel to open the meeting to team members.



**New meeting** ▾

Title  
Mark 8 Campaign Update

Location  
Microsoft Teams Meeting ▾

Start  
Oct 7, 2019 2:30 PM

End  
Oct 7, 2019 3:00 PM

Repeat

Free: Oct 7 2:30 - 3:00pm, 3:00 - 3:30pm, 3:30 - 4:00pm ... [Scheduling assistant](#)

Details

**B** *I* U Paragraph ▾

Let's review the results from the Mark 8 marketing campaign so far.

Select a channel to meet in

None (optional) ▾

None

Pick a channel so anyone in it can join the meeting.

- ▶ Mark 8 Project Team
- ▶ Retail
- ▶ Sales and Marketing

Attendees

- CariD@example.com  
Unknown ×
- Debra Berger  
Unknown ×
- Patti Fernandez  
Unknown ×

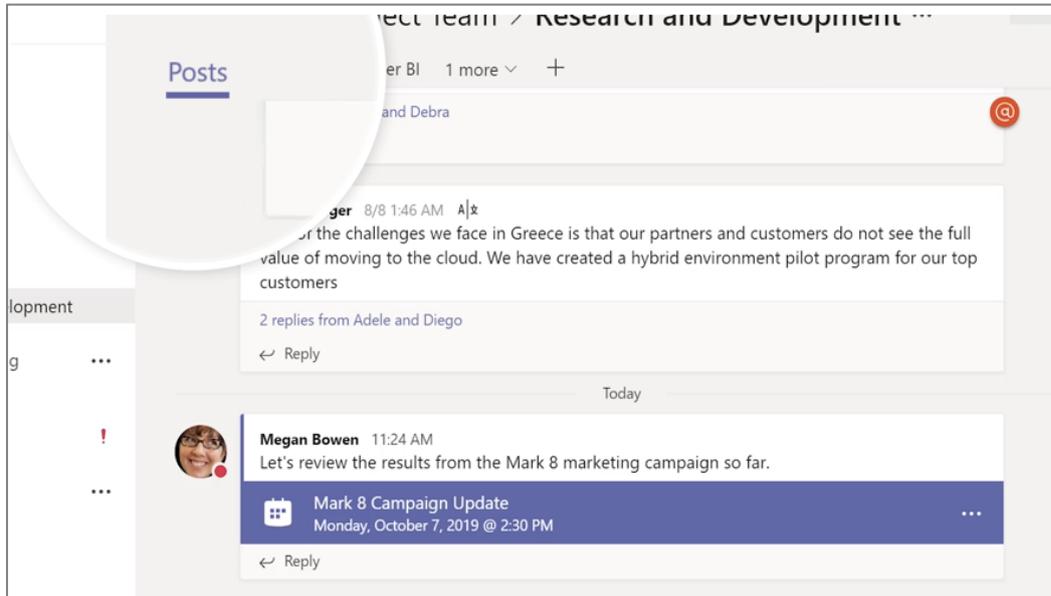
Channels can't be edited or added once the invite is sent. You'll need to send a new invite with the updated channels.

**Note:** When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.

Once you've added the people you want, select **Scheduling Assistant** to find the best time.

If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.

If your meeting gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.



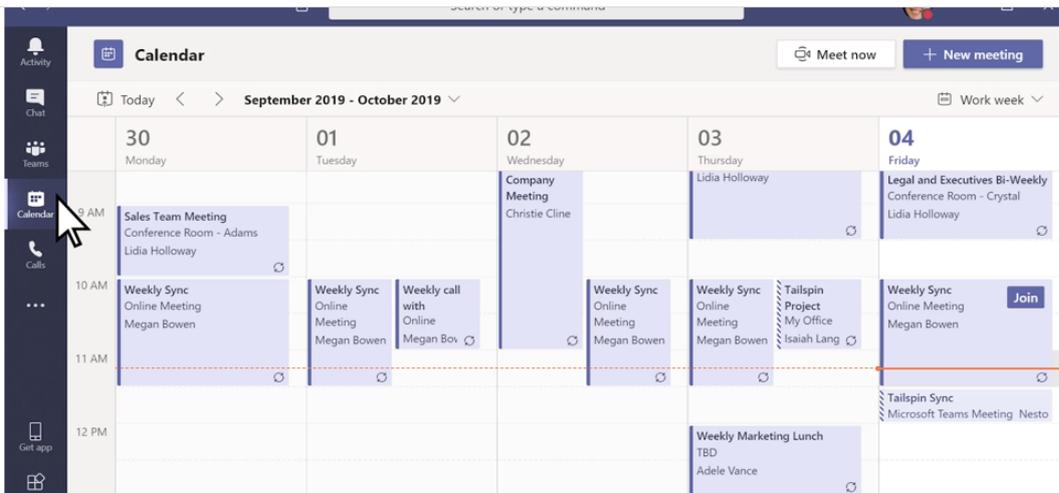
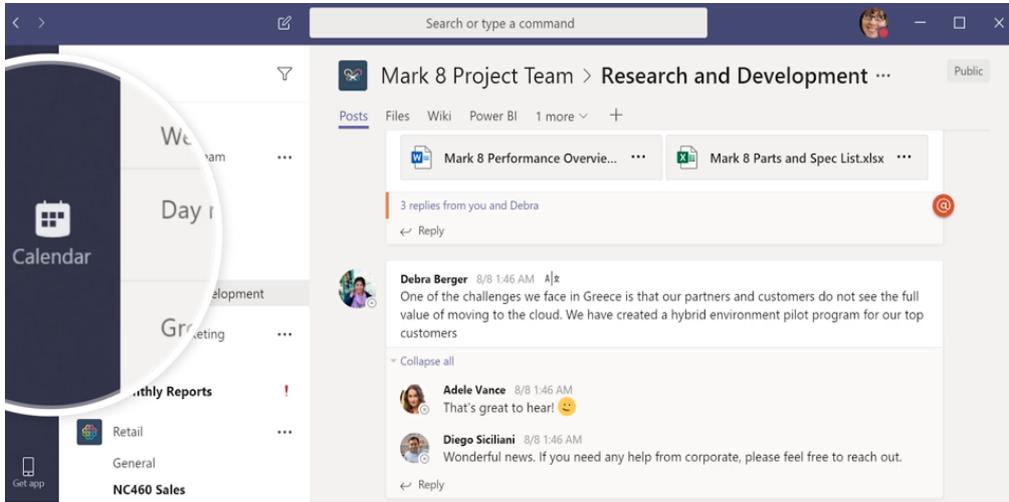
## Invite people outside MNGHA

Teams lets you invite people outside MNGHA, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

## View meetings

- Select **Calendar** to view your appointments and meetings for the day or work week.



**Note:** The calendar shows you everything that was scheduled in Teams.

- Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.



Calendar interface showing a weekly view from Monday, September 30 to Friday, October 4, 2019. Meetings are listed in a grid format. A mouse cursor is hovering over a meeting titled "Tailspin Sync" on Friday, October 4, at 11:30 AM. The meeting details are partially visible in a tooltip: "Tailspin Sync Microsoft Teams Meeting Nesto".

**Tailspin Sync**  
Friday, October 4, 2019  
11:30 AM - 12:00 PM (30 minutes)  
Microsoft Teams Meeting

[Join](#) [Chat with participants](#)

You did not respond to this meeting.

Accept  Tentative  Decline

**Weekly sync to review client feedback. Please bring your own lunch.**

[Join Microsoft Teams Meeting](#)  
+1 323-886-7051 United States, Los Angeles (Toll)  
Conference ID: 616 313 183#

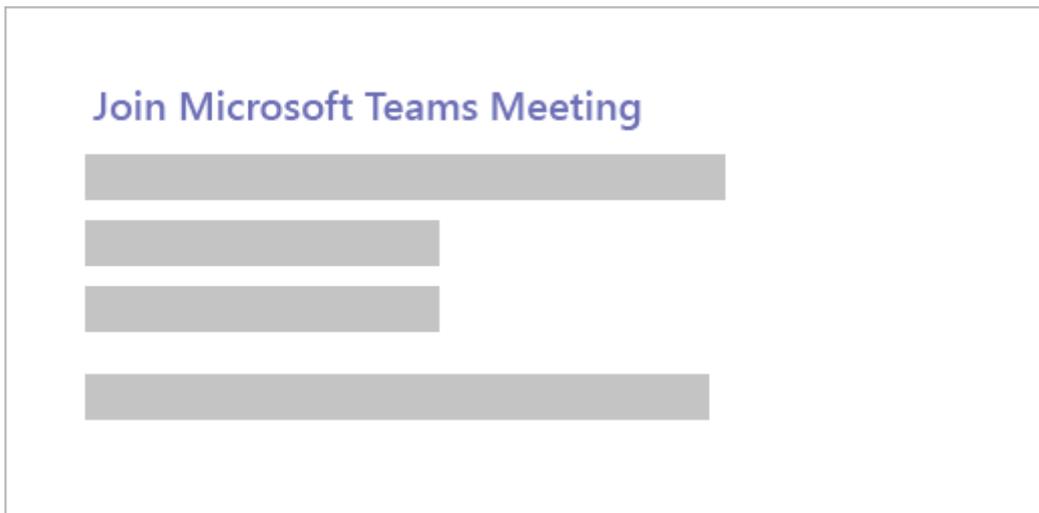
Organizer: Nestor Wilke  
Attendees: Brian Johnson (TAILSPIN), Debra Berger, Megan Bowen



## Join a Teams meeting

### Join by link

All you need to join a Teams meeting is a link.

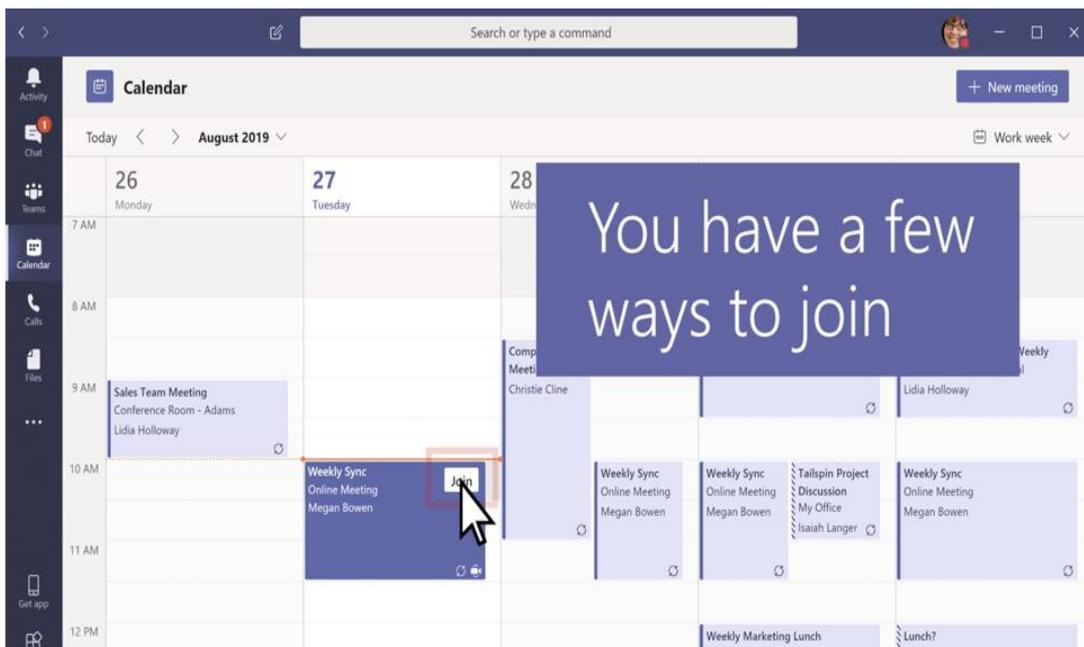
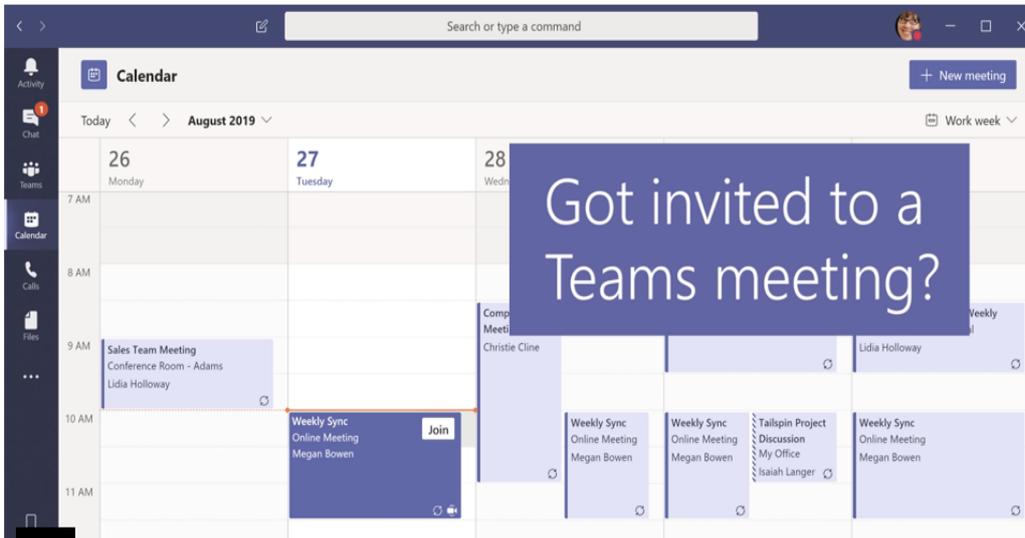


Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

### Join from Calendar

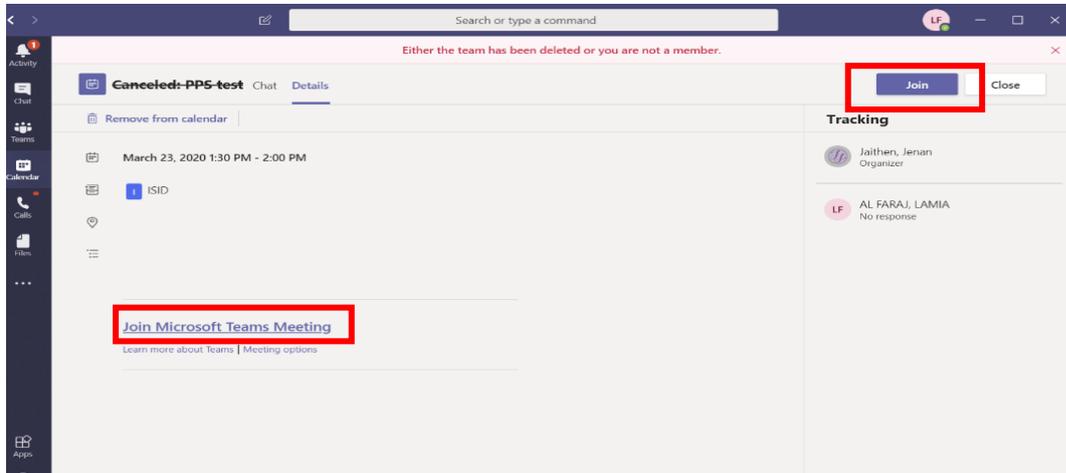
1. In a Teams meeting invite, select **Join**.



2. You have two choices:

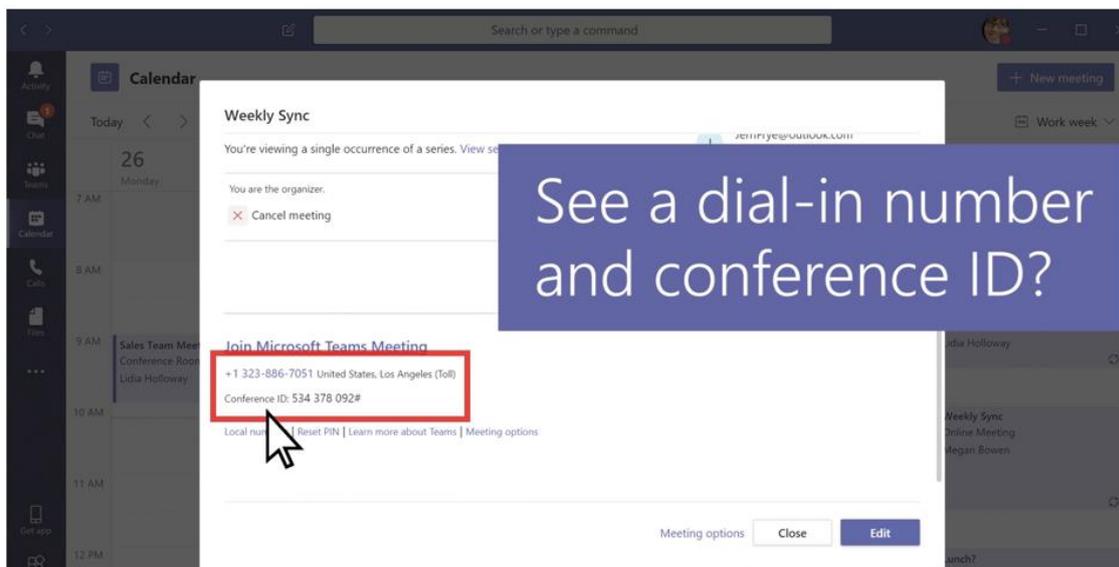


- **Join Microsoft Teams Meeting:** Enter a meeting from your Teams meeting

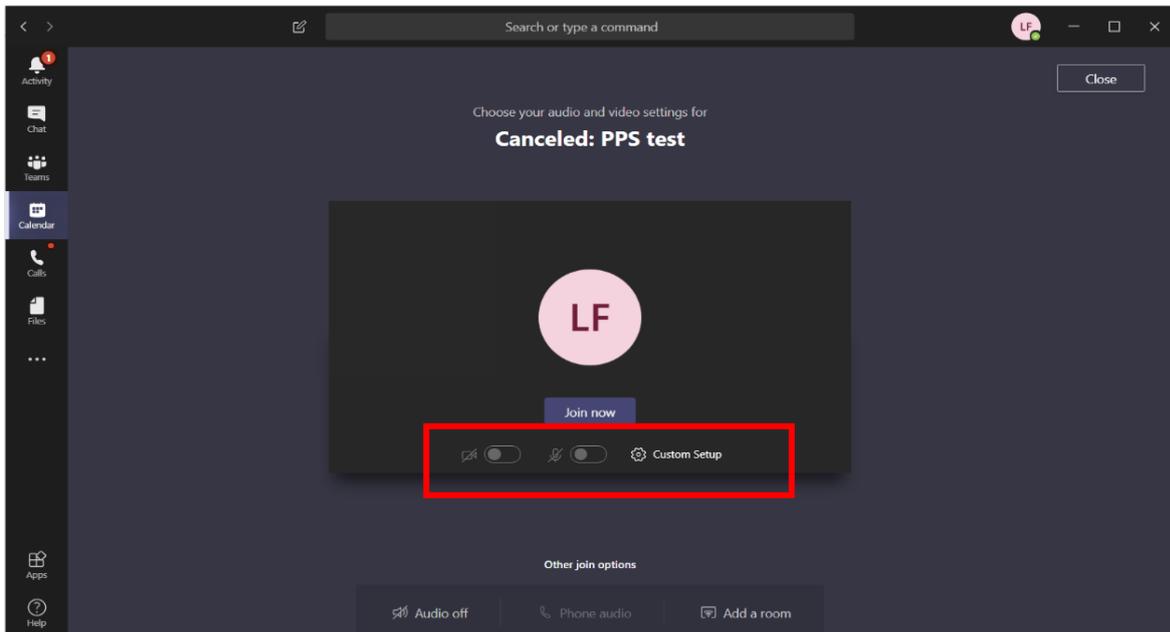


invite.

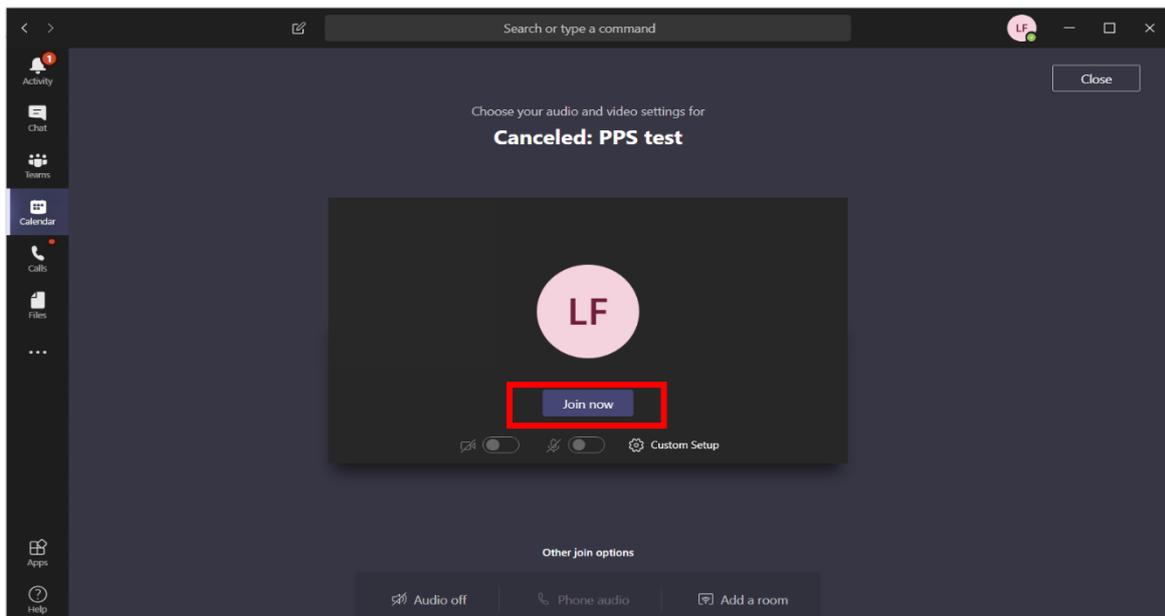
- **Dial-in number and conference ID:** Use these if you need to call into the meeting



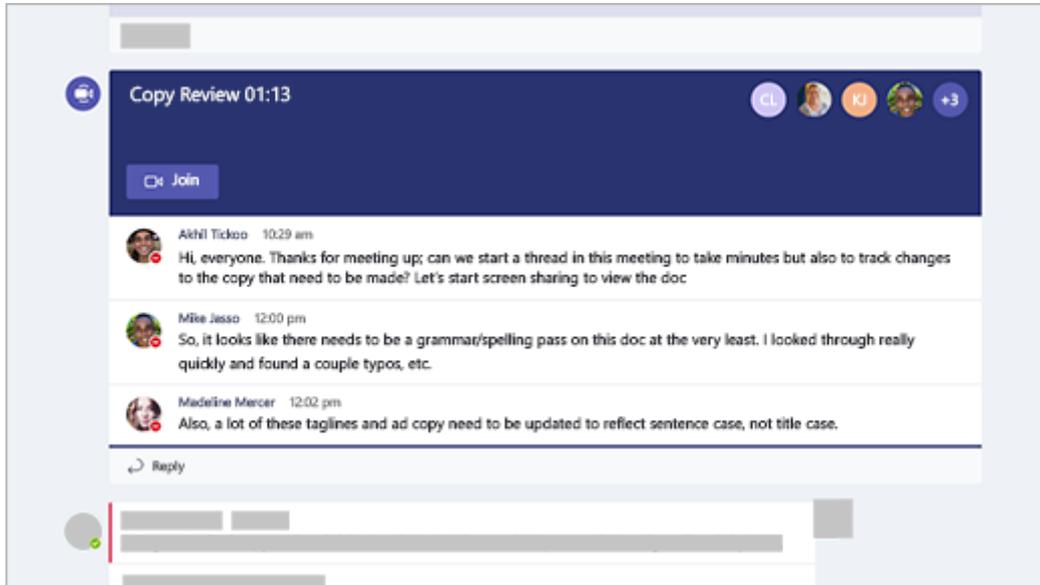
3. Choose the audio and video settings you want.



4. Select **Join now**.

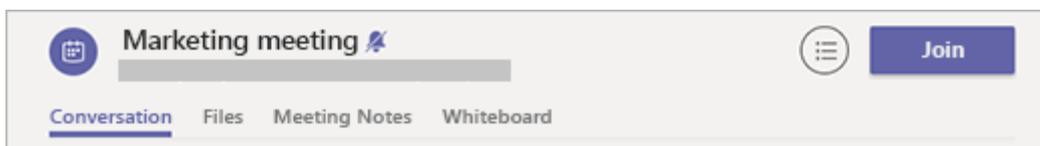


If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.



## Join from Chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



## Add a Room While You Join

When you're choosing your audio and video settings, you have the option to add a room so you can use a meeting room's audio and video devices.

## Schedule a Teams meeting from Outlook

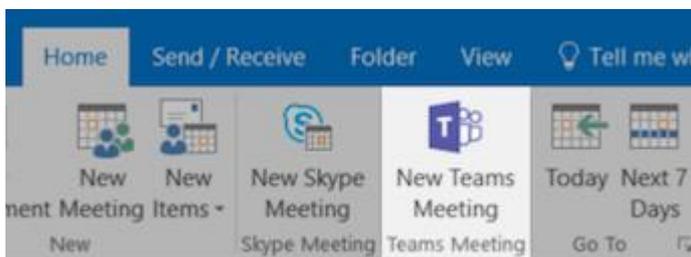
Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.



Note: Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

### To schedule a meeting:

1. Open Outlook and switch to the calendar view.
2. Click New Teams Meeting at the top of the view.



3. Add your invitees to the To field—you can even invite entire contact groups (formerly known as distribution lists).
4. Add your meeting subject, location, start time, and end time.
5. Click Send.

**You can also invite people from outside MNGHA from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.**

### Live Event Types

There are two ways you can produce a live event:

Production Tool	Description
Teams	Plug in your laptop and go... Produce the live event using Teams, a lightweight option to create the event and invite presenters and panelists to participate on their own devices.
An external app or device	Professional camera and sound setup



Production Tool	Description
	Produce the live event using an external hardware or software encoder via Microsoft Stream. Use this option if you already have a production setup (for example, media mixers) that supports streaming to an RTMP service. This method is typically used in auditorium events, such as town halls, where a stream from a media mixer is broadcast to the audience.

## Event Group Roles

Large live streaming events typically have several people working behind the scenes—the event group—to make them successful.

Role	Responsibilities
Organizer	<p>Schedules a live event and ensures the event is set up with the right permissions for attendees and the event group, who will manage the event.</p> <ul style="list-style-type: none"> <li>• Creates the live event.</li> <li>• Sets attendee permissions.</li> <li>• Selects production method.</li> <li>• Configures event options (for example, the moderated Q&amp;A)</li> <li>• Invites attendees.</li> <li>• Selects event group members.</li> <li>• Manages reports generated after the event is over.</li> </ul> <p>For more info, see the organizer checklist.</p>
Producer	<p>As a host, makes sure attendees have a great viewing experience by controlling the live event stream.</p> <ul style="list-style-type: none"> <li>• Starts and stops the live event.</li> <li>• Shares own video.</li> <li>• Share participant video.</li> <li>• Shares active desktop or window.</li> <li>• Selects layouts.</li> </ul>
Presenter	<p>Presents audio, video, or a screen to the live event, or moderates Q&amp;A.</p> <p>Note: Presenters can only share audio, video, or a screen (desktop or window) in live events produced in Teams.</p>
Attendee	<p>A viewer. Watches the event live or on-demand, using DVR controls, either anonymously or authenticated. Can participate in Q&amp;A.</p>



## Who Can Create Live Events

To be able to create a live event, a person needs to have the following things. Your IT admin can provide more information.

- Permission to create live events in Microsoft Teams admin center.
- Permission to create live events in Microsoft Stream (for events produced using an external broadcasting app or device).
- Full team membership in the org (can't be a guest or from another org).
- Private meeting scheduling, screen sharing, and IP video sharing, turned on in Team meeting policy.

## Who Can Attend Live Events

### Public events

If an event is public, anyone who has the link can attend without logging in.

### Private events

If attendance is restricted to your org or to specific people and groups, attendees will need to log in to join.

If the event is produced in Teams, they'll need a license that includes Teams. If it's produced externally, they'll need one that includes Microsoft Stream.

**Note:** Attendees need to enable third-party cookies in their browsers to watch a live event.

## System Requirements and Supported Platforms

- **Supported operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- **Supported mobile operating systems:** Android 4.4 and later, iOS 10 and later
- **Supported web browsers:** Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari

**Note:** Linux isn't supported for live events.

### Supported Platforms



	<b>Desktop</b>	<b>Web</b>	<b>Mobile</b>
<b>Producer</b>	Yes	No	No
<b>Presenter</b>	Yes	No	No
<b>Attendee</b>	Yes	Yes	Yes

#### Notes:

- Teams and Skype Room Systems and Surface Hubs can only support live event presenters.
- Teams for Windows 10 S can't support presenters or producers.

### Get Started

After your IT admin enables the Microsoft Teams live events feature for your organization, you can start using it.

Step 1. [Schedule a live event](#)

Step 2. [Invite attendees](#)

Step 3. [Produce your live event](#)

Step 4. [Present in your live event](#)

Step 5. [Manage the recording and reports](#)



## Secure files in Microsoft Teams

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### Where are Teams Files Really Stored?

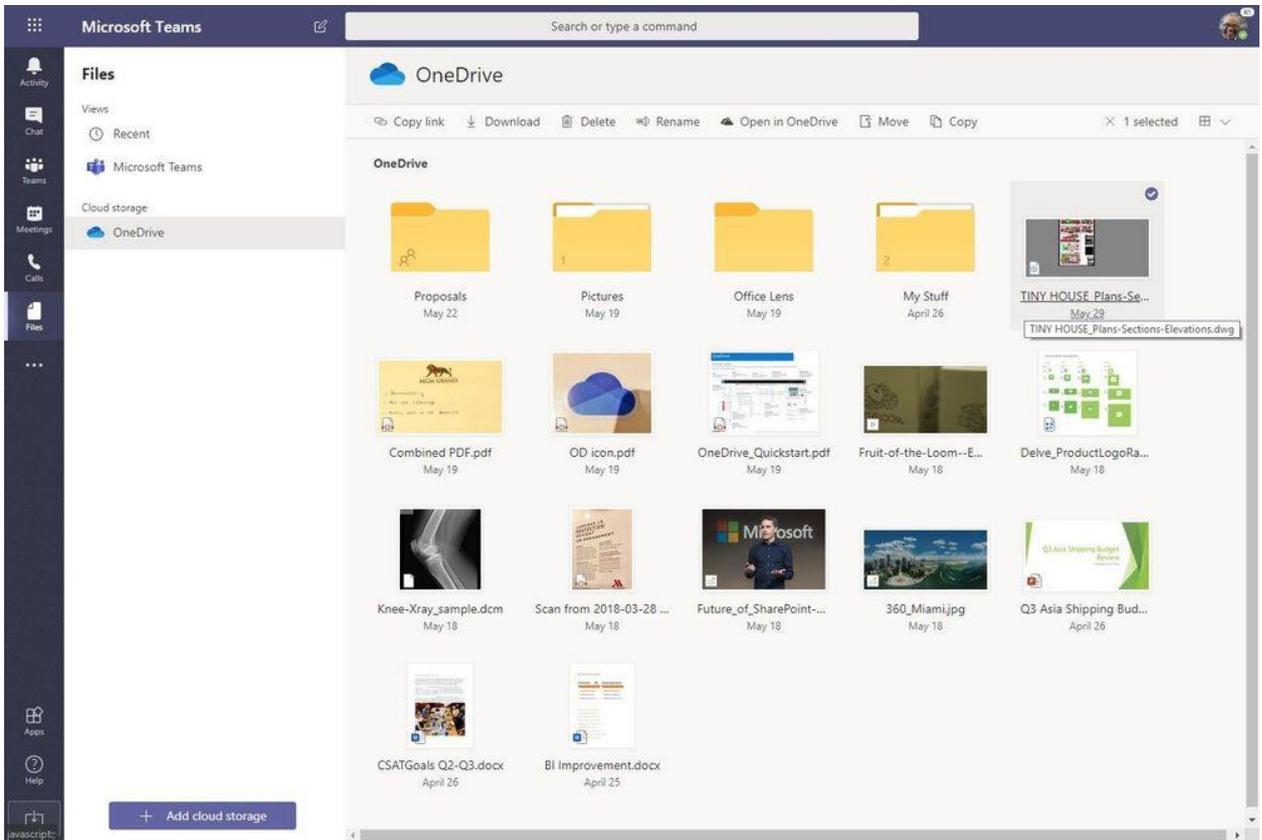
When you upload a file from your computer to Teams, it goes into the "**Files**" tab of whatever channel you uploaded it to.

Every Team has a modern SharePoint site associated with it where channel documents are stored. Every channel in a Team gets its own document library in the Team's SharePoint site.

Files shared in a private or group chat are stored in your OneDrive for Business folder and are only shared with the people in that conversation.

### OneDrive experience in Teams

You don't have to leave Teams to access OneDrive files directly. Teams and OneDrive work better together, keeping you in context and productive.



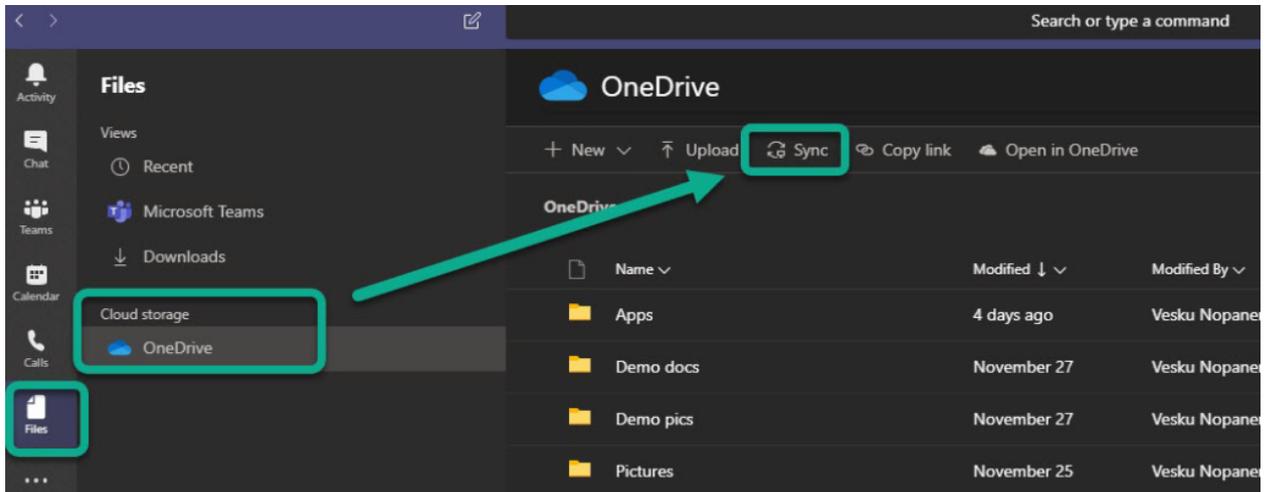
In Teams, simply click **Files > Cloud storage > OneDrive**, to see all your files and folders right inside Teams – and with the same new files experience as you see across all apps – no compromises.

**Note:** files shared within private 1:1 chat is stored in the sender's OneDrive, and permissions are automatically granted to all chat participants as part of the file sharing process.

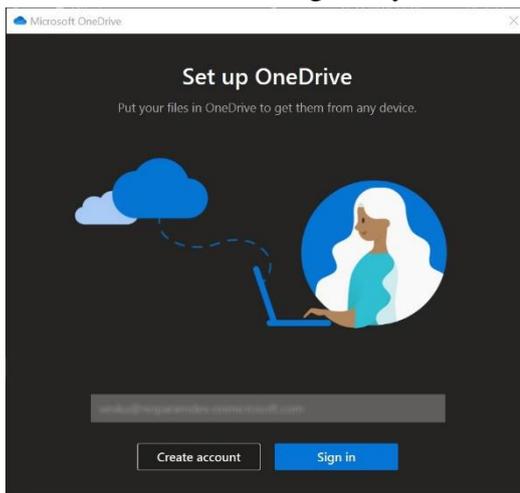
## Syncing your OneDrive using Microsoft Teams:

In Teams, you can simply sync your OneDrive by a few steps as follow:

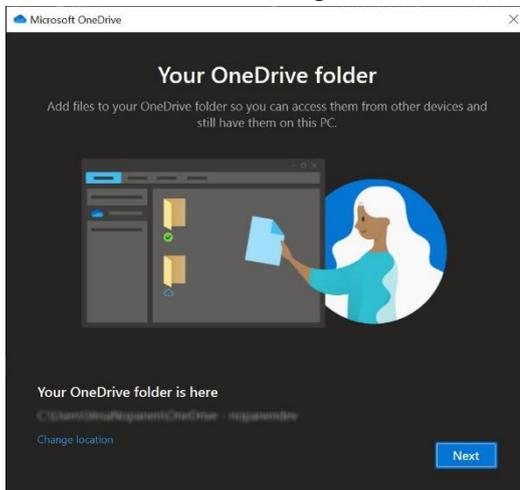
1. Go to **Files > Cloud storage > OneDrive**, to see all your files and folders right inside Teams.
2. In the same window you will find a Sync button click it.



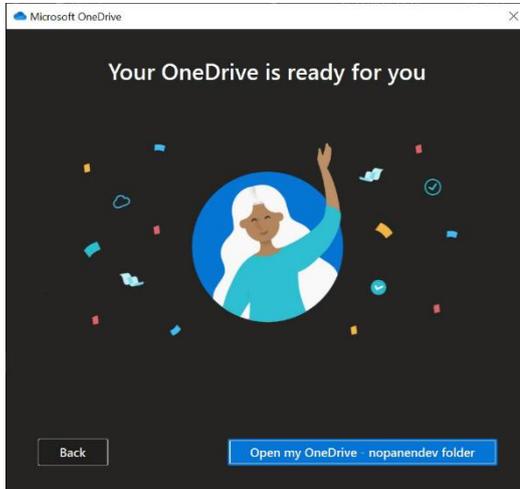
3. You are instructed to login to your MNG-HA account.



4. You can choose to change the location of your OneDrive folder.



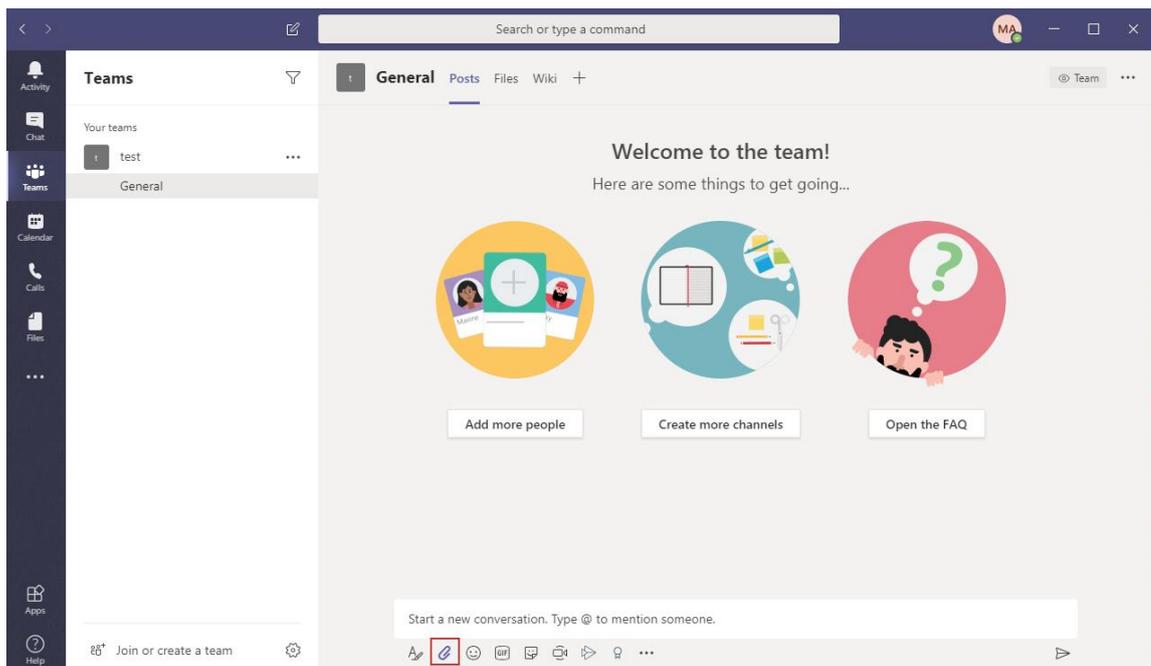
5. And finally – you are ready! Open the OneDrive folder to see what’s in there.



## Sharing a file in chat using OneDrive:

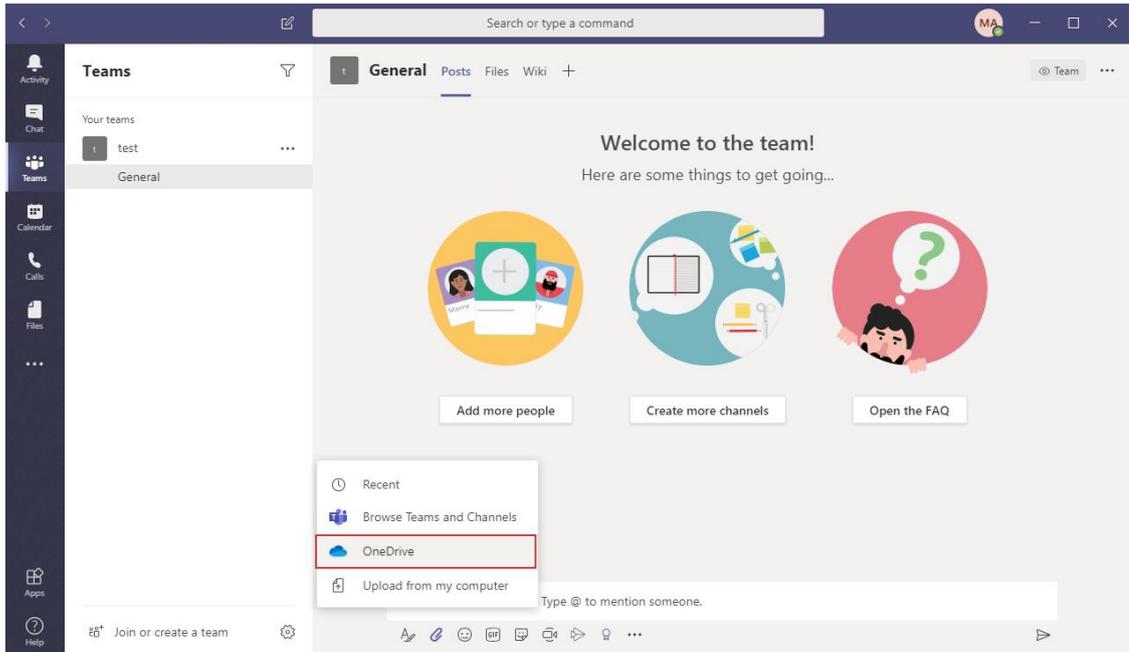
To share a file with someone, follow the steps below:

1. In a chat, select **Attach file** .



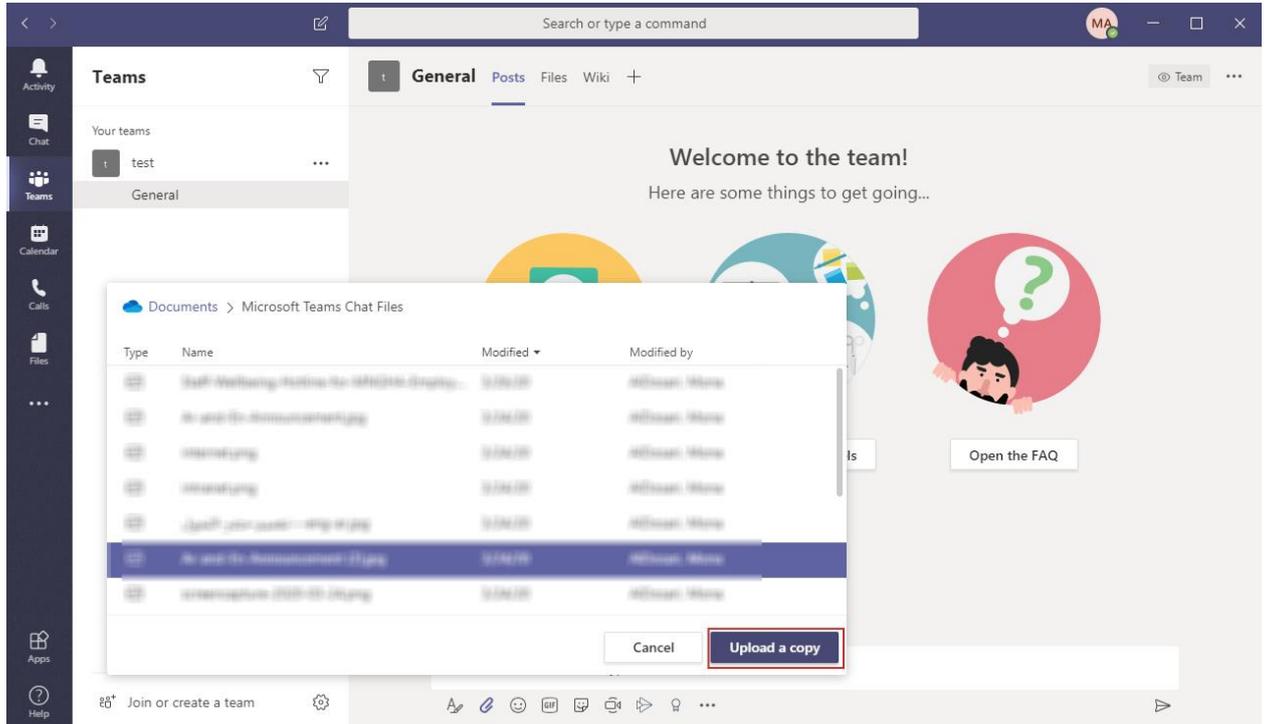


2. Then choose Attach from **OneDrive**.





3. A window will open with the available files you can upload, select the file you want to upload and click **Upload a copy**.





# Public and Private MS Teams Security

## Teams & Channels in Microsoft Teams

Each Team is dedicated to a specific department, group of people, or a project. Within each team is a number of channels. Channels are meant for discussing different topics related to a Team.

By default, all members of a team can create channels. A Standard Channel is open for all members and anything posted **is searchable and viewable by other team members**. If you need a smaller audience for a specific topic, you can create a Private Channel for your team.

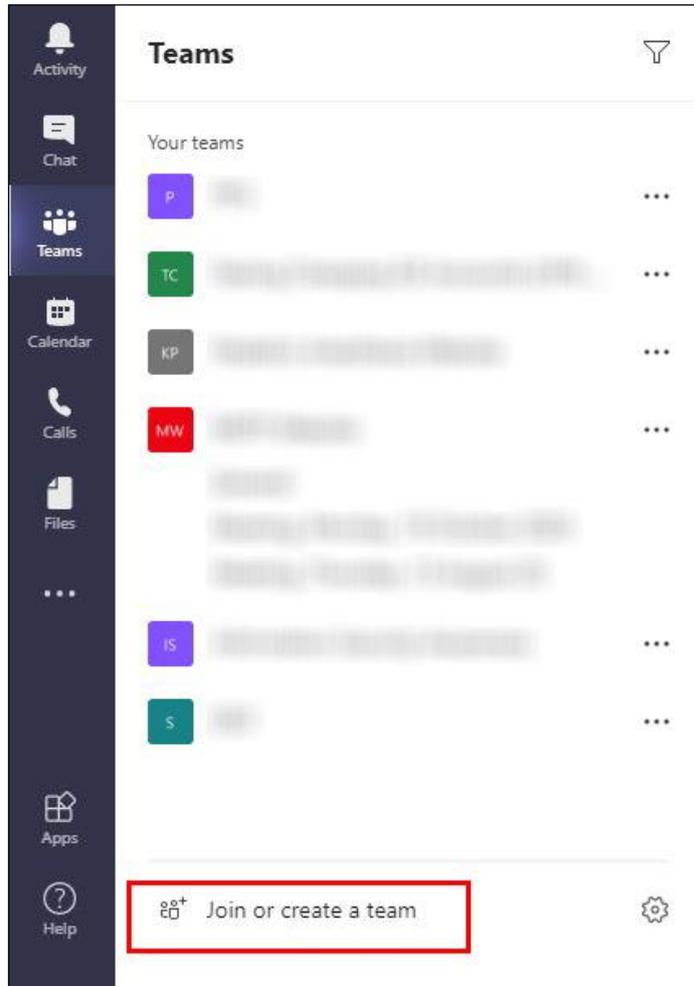
- Always use the “**Private**” option while creating new Teams in Microsoft Teams, to limit content access (recorded meeting, posts and files) only to those who are members of the newly created Teams. **If you choose to create a Public Team instead, then this team and all of its contents are visible to everyone in MNGHA.**
- **Do not** share **sensitive and classified data** across MS Teams or any other online/cloud storage.

### ○ Create a Private Team

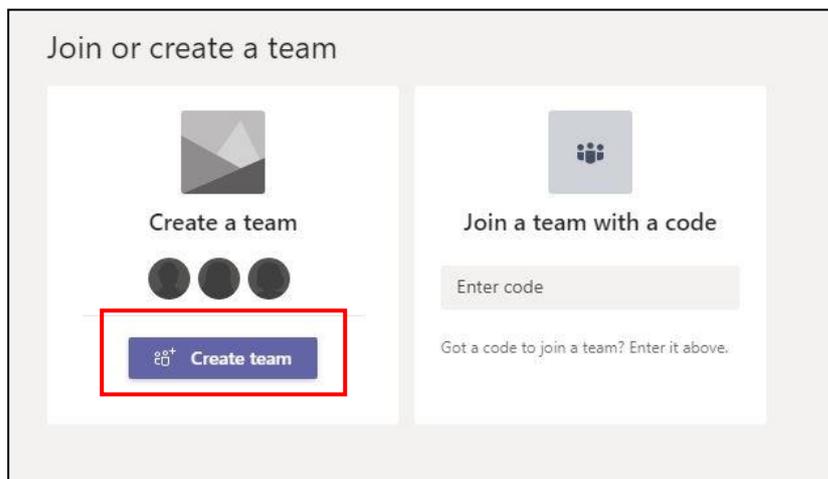
If you want a focused place to discuss sensitive information such as budgets, resourcing, strategic positioning and so on, create a Private Team for your team. Only owners or members of the Private Team can access it.

### ○ To Create a Private Team:

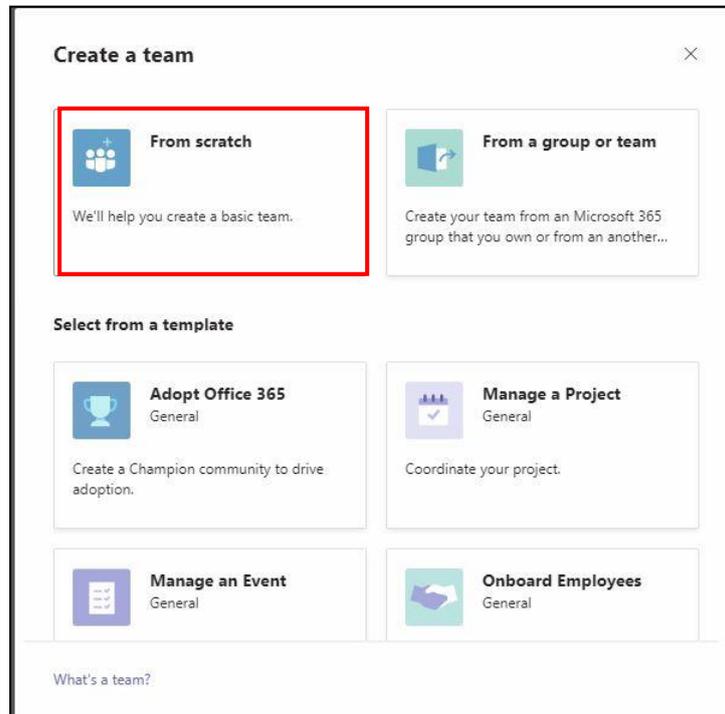
1. First, click Teams button on the left side of the APP, then click **Join or create a team**



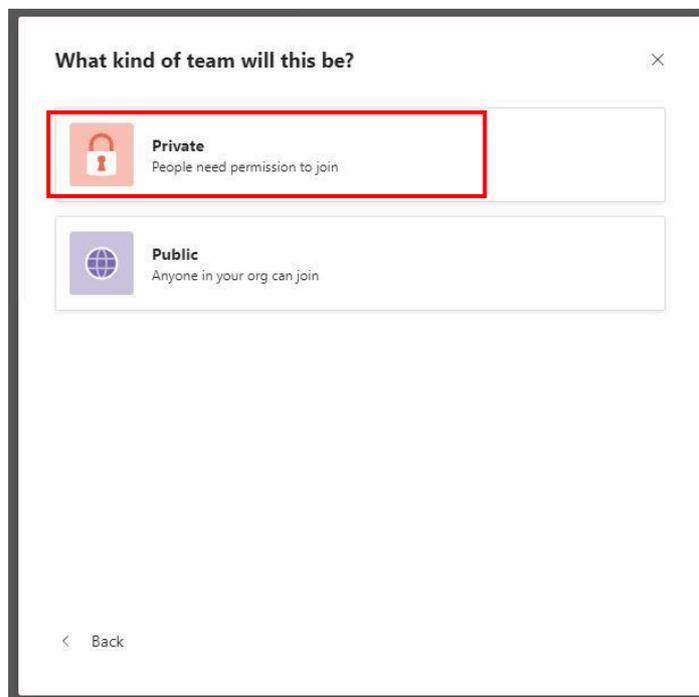
2. Then click Create team (first card, top left corner).



3. Choose Build a team **from scratch**.



4. To limit content and conversation to a specific set of people, choose **Private**.



5. Name your team and add an **optional** description.



### Some quick details about your private team

Team name

**Test**

Description

Test

< Back Create

6. When you're done, click **Create**.

7. **Add members** to team.

### Add members to Test

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

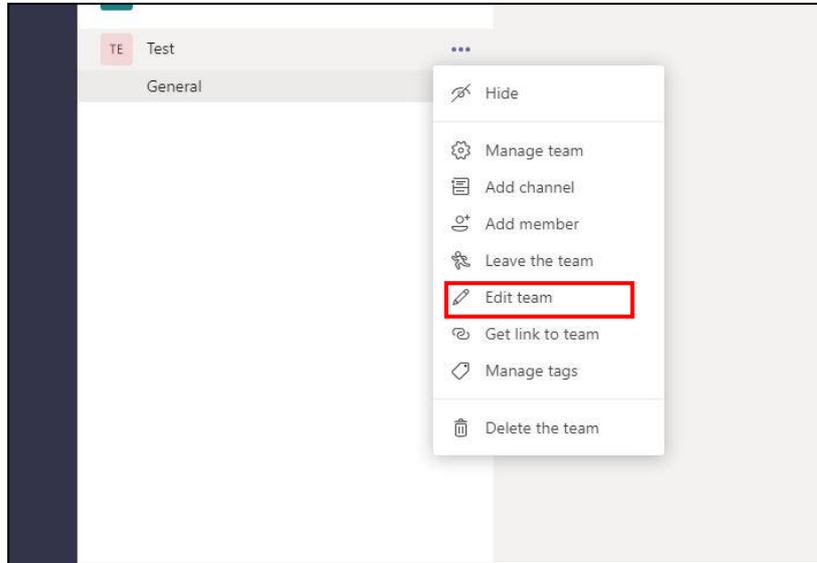
Start typing a name or group Add

Skip

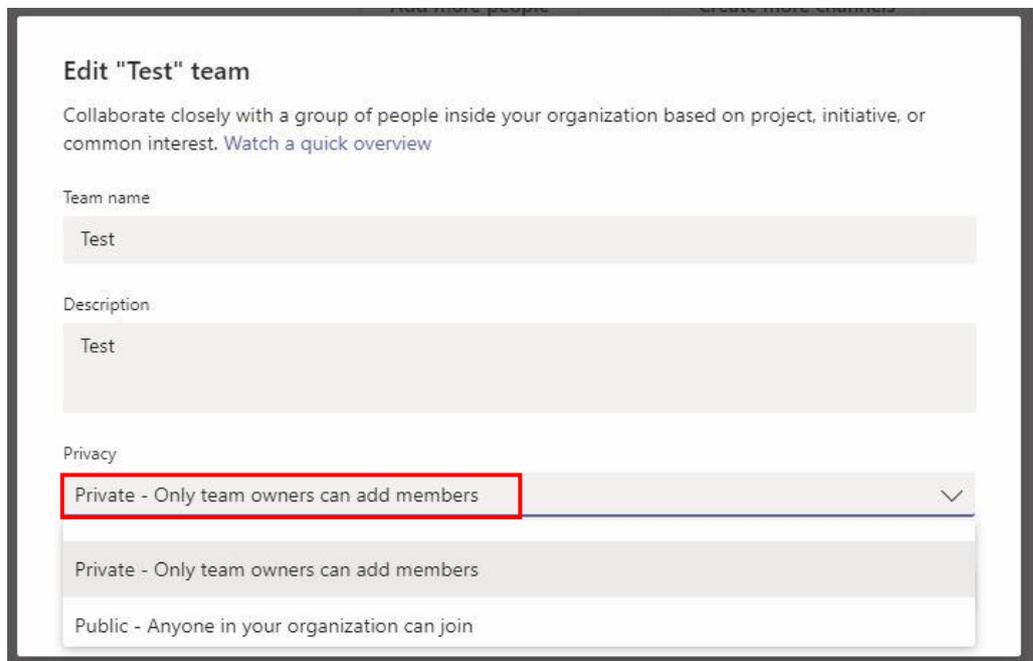


## ○ Convert a (Public) Team to a (Private) Team

1. Find the team name and click More options > Then click **Edit team**

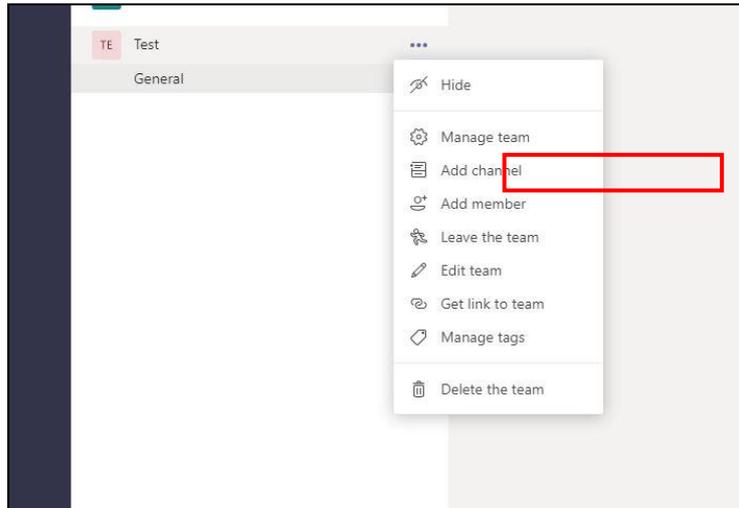


2. Under Privacy, select the down arrow on the right, and then select **Private – Accessible only to a specific group of people within the team.**

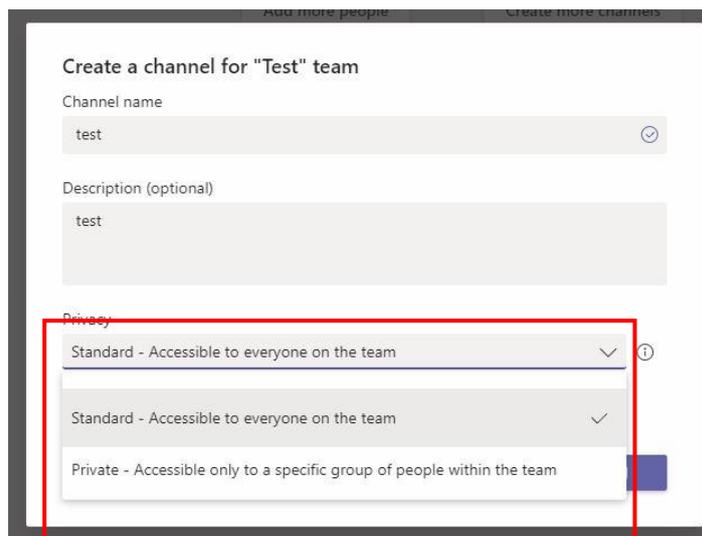


## ○ Create a Channel in your Team

1. Find the team name and click **More options**.
2. Choose **Add Channel**



3. Under **Privacy**
  - Select **Private** – Accessible only to a specific group of people within the team for a **Private channel**
  - Select **Standard** – Accessible to everyone on the team for a **public channel**.



4. When you're done, click **Add**.



5. Add members to Channel.

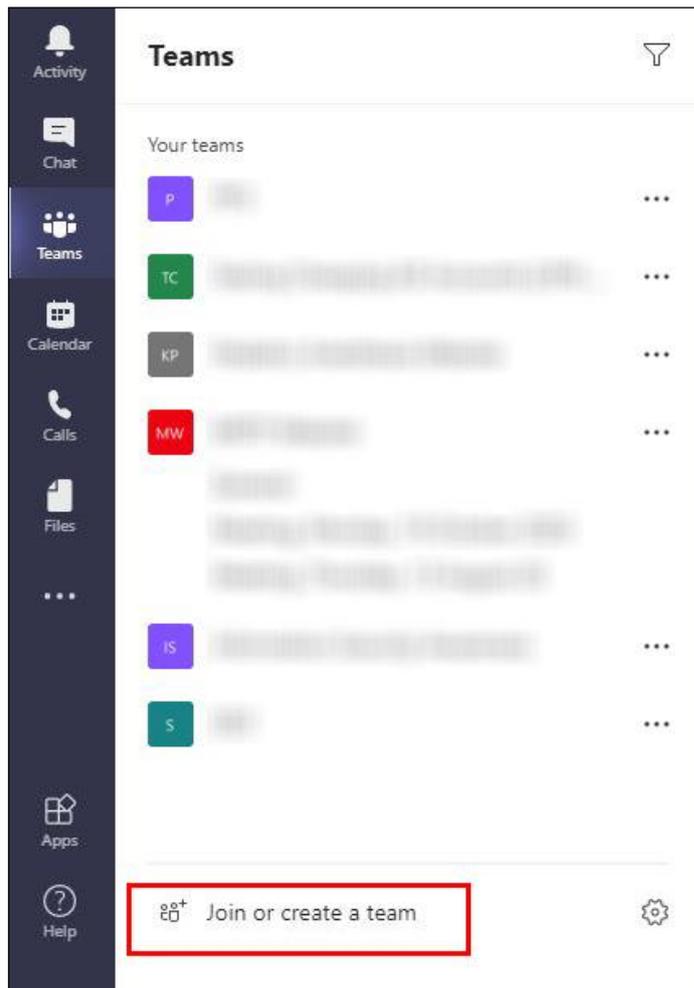
### Add members to the test channel

This is a private channel, so only the people you add here will see it.

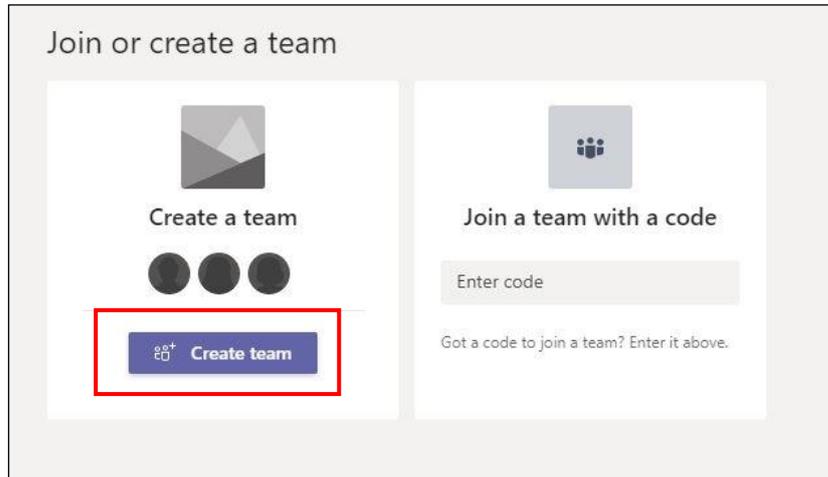


## ○ Create a Public Team

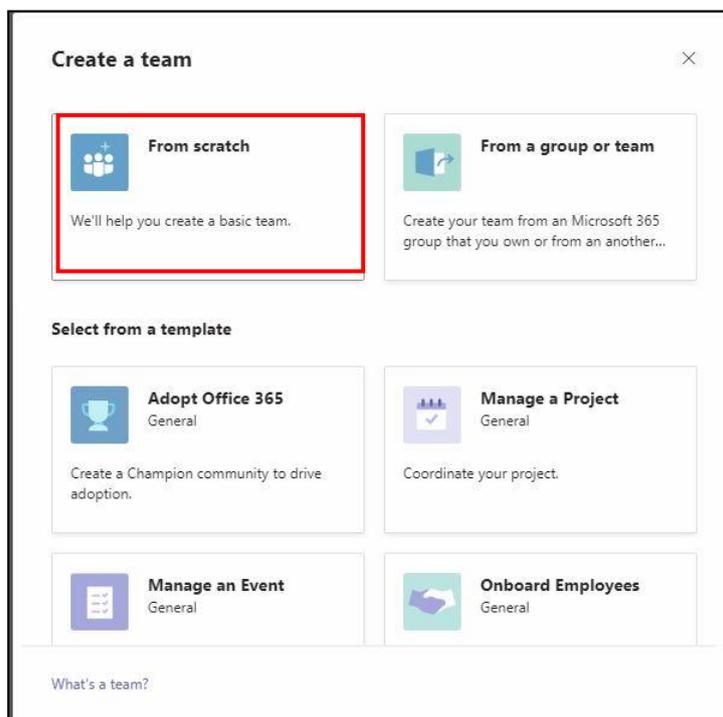
1. First, click Teams button on the left side of the app, then click **Join or create a team**



2. Then click **Create team** (first card, top left corner).



3. Choose **Build a team from scratch**.



4. To limit content and conversation to a specific set of people, choose **Public**.



What kind of team will this be? ×

 **Private**  
People need permission to join

 **Public**  
Anyone in your org can join

< Back

5. Name your team and add an optional description.

Some quick details about your private team ×

Team name

**Test** ✓

Description

Test

< Back Create

6. When you're done, click **Create**.



## 7. Add members to team.

### Add members to Test

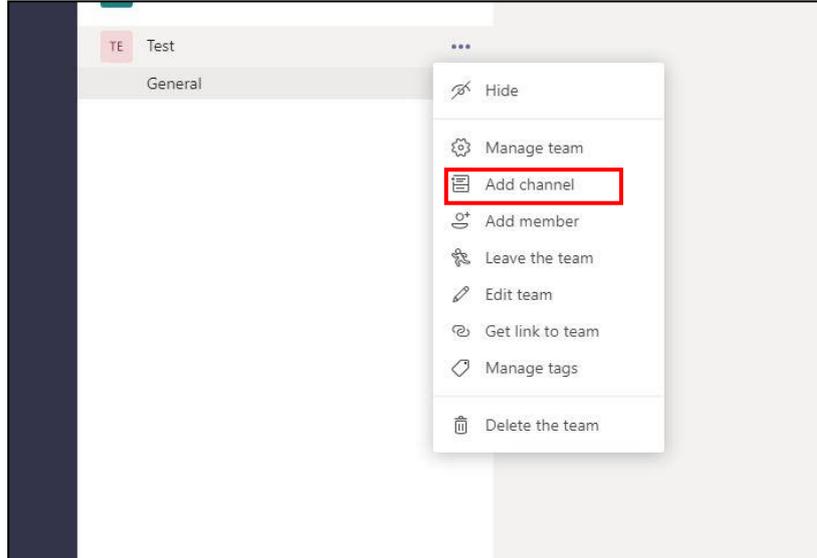
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

### ○ Create a Channel in your Team

1. Find the team name and click **More options**.

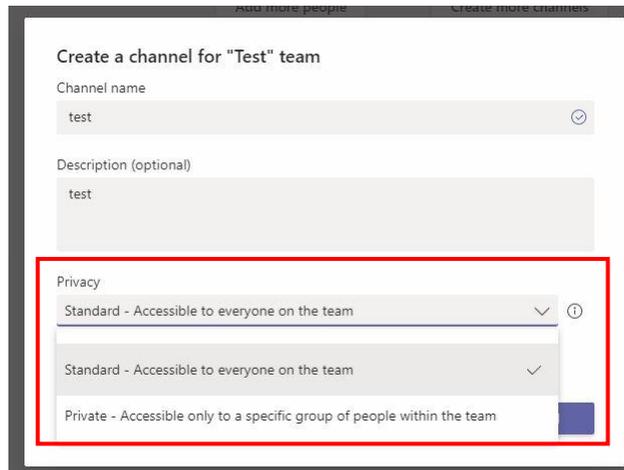


## 2. Choose **Add Channel**



## 3. Under **Privacy**

- Select **Private** – Accessible only to a specific group of people within the team for a **Private channel**
- Select **Standard** – Accessible to everyone on the team for a **public channel**.



## 4. When you're done, click **Add**.



## 5. Add members to Channel.

### Add members to the test channel

This is a private channel, so only the people you add here will see it.