

# Setting up Microsoft Teams

Helen Fooks

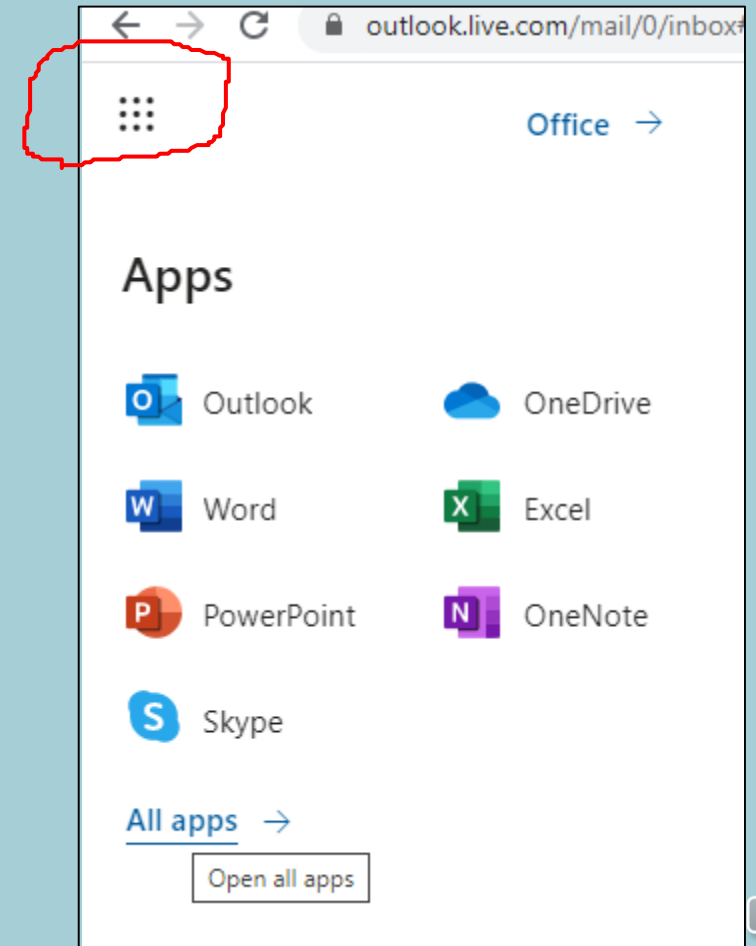


# Do I have Teams already?

- If your organisation has Office 365 for Business you will have Teams
- If someone has invited you to a Team, you can work in their Team but cannot set up your own.
- If you have a personal Microsoft email eg outlook, or hotmail you will be able to access the free version of Teams.
- You will need to set up a Microsoft Account if you haven't already got one. Go to Outlook.com.

# How do I check with I have Teams?

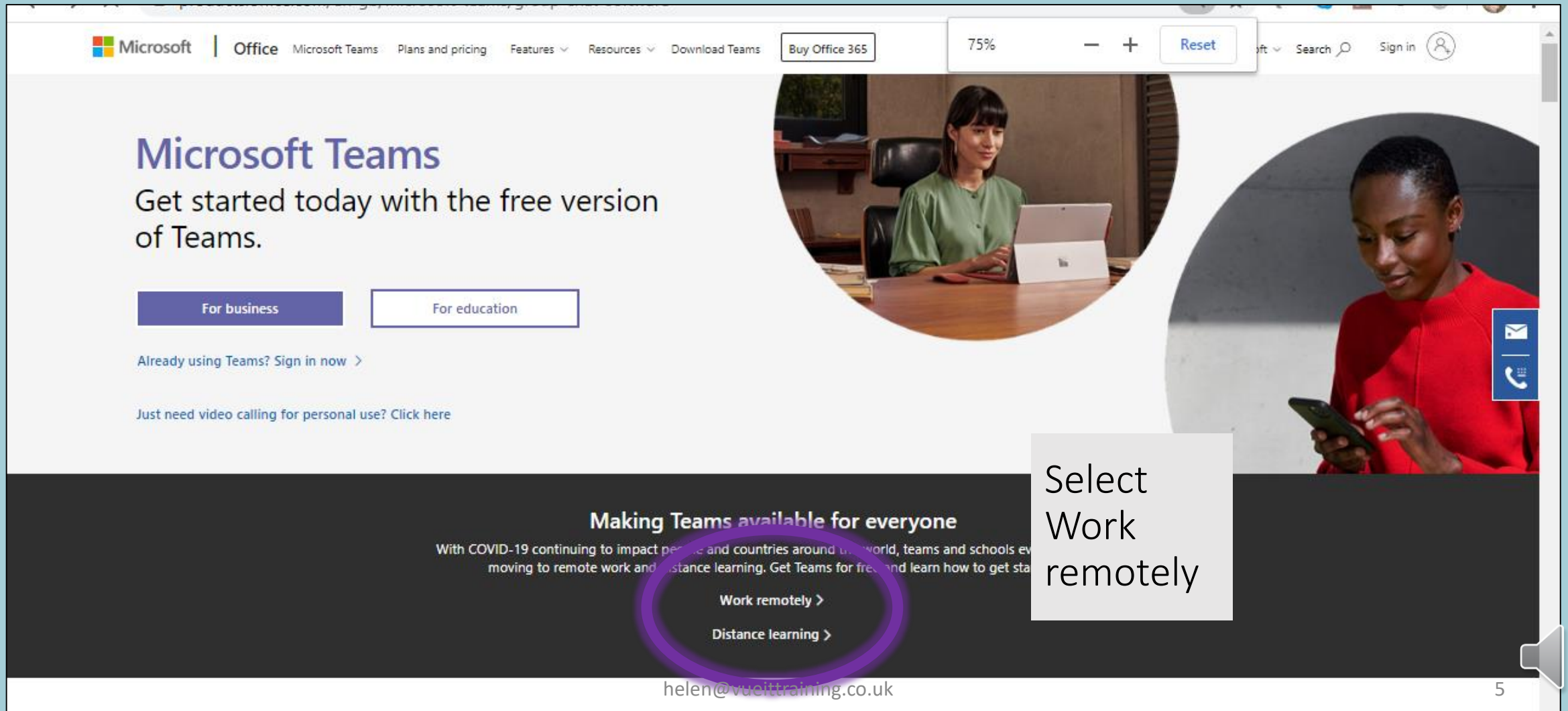
- Log into your Office account (Office 365, Outlook.com, Outlook.co.uk, Hotmail.com or Hotmail.co.uk)
- Click on the 9 dots in the left corner.
- Select ALL APPS. Teams will be listed there if you have it already. If not you will need to download it.



To Download TEAMS go to:

<https://products.office.com/en-gb/microsoft-teams/group-chat-software>





The screenshot shows the Microsoft Teams website. The navigation bar includes the Microsoft logo, 'Office', 'Microsoft Teams', 'Plans and pricing', 'Features', 'Resources', 'Download Teams', and a 'Buy Office 365' button. The main heading is 'Microsoft Teams' with the subtext 'Get started today with the free version of Teams.' Below this are two buttons: 'For business' and 'For education'. A purple circle highlights the 'Work remotely >' link in the bottom section. A white box on the right contains the text 'Select Work remotely'. The footer contains the email 'helen@vueittraining.co.uk' and the page number '5'. A speaker icon is in the bottom right corner.

Microsoft | Office Microsoft Teams Plans and pricing Features Resources Download Teams Buy Office 365 75% Reset Search Sign in

# Microsoft Teams

Get started today with the free version of Teams.

For business For education

Already using Teams? Sign in now >

Just need video calling for personal use? Click here

## Making Teams available for everyone

With COVID-19 continuing to impact people and countries around the world, teams and schools everywhere are moving to remote work and distance learning. Get Teams for free and learn how to get started.

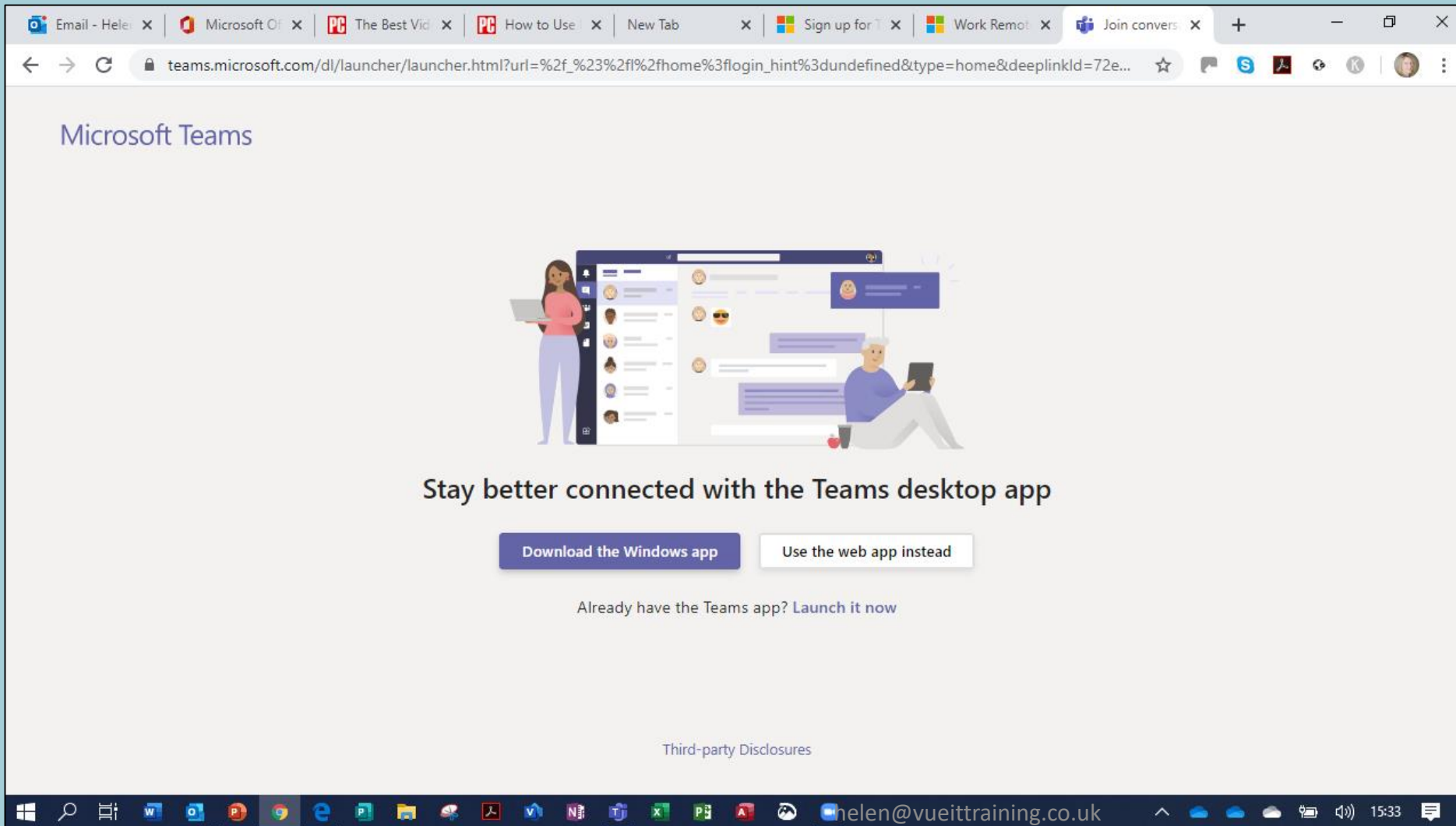
Work remotely >

Distance learning >

Select Work remotely

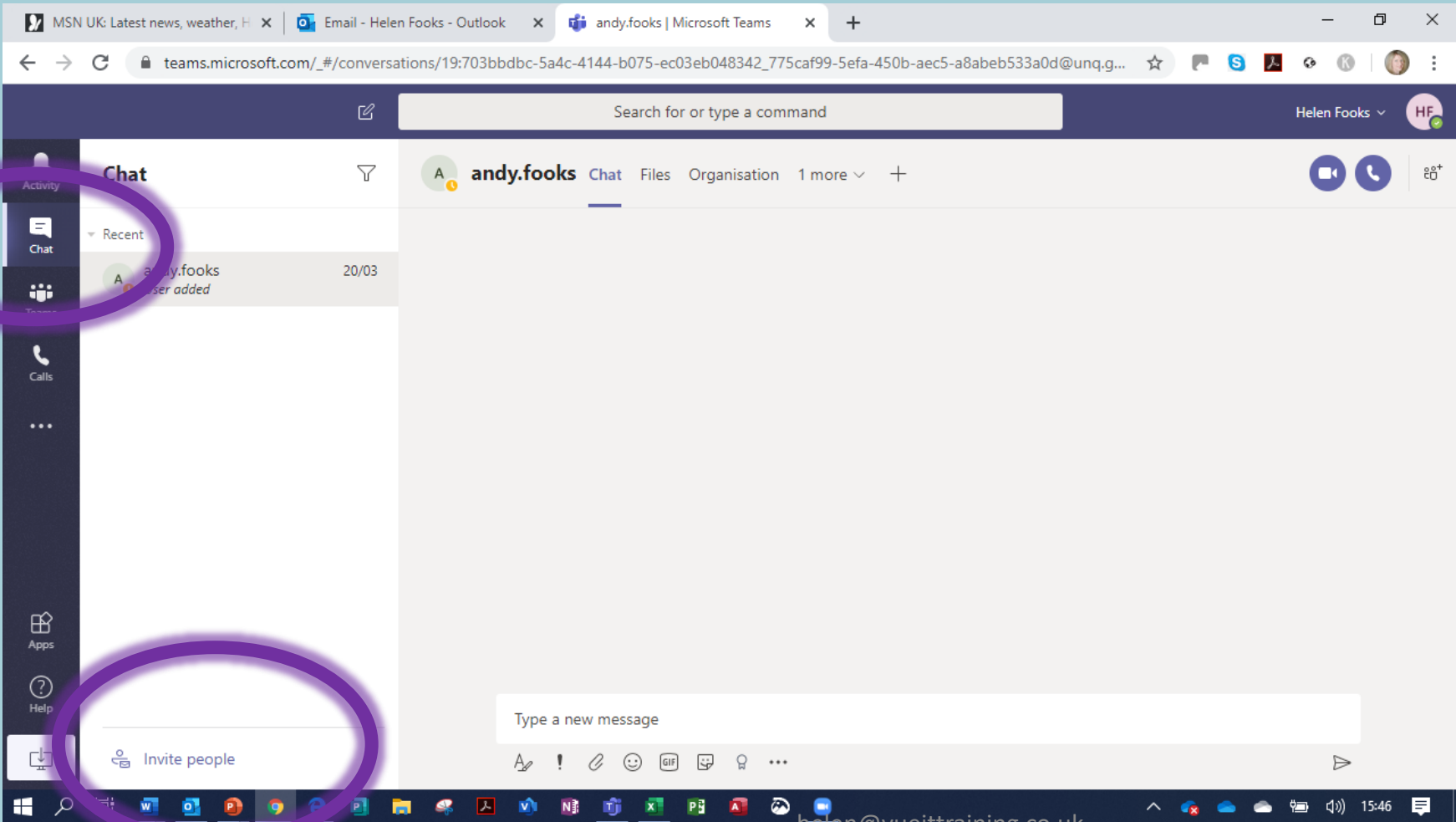
helen@vueittraining.co.uk

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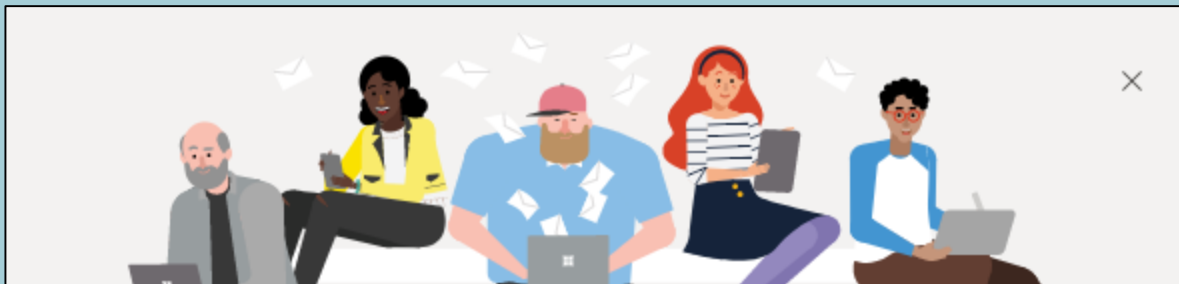
A screenshot of a web browser displaying the Microsoft Teams desktop app download page. The browser's address bar shows the URL: teams.microsoft.com/dl/launcher/launcher.html?url=%2f\_%23%2f%2fhome%3flogin\_hint%3dundefined&type=home&deeplinkId=72e... The page content includes the Microsoft Teams logo at the top left, an illustration of two people interacting with a large Teams interface, and a central heading: "Stay better connected with the Teams desktop app". Below the heading are two buttons: "Download the Windows app" (highlighted in blue) and "Use the web app instead" (white with a grey border). A link "Already have the Teams app? Launch it now" is positioned below the buttons. At the bottom of the page, there is a link for "Third-party Disclosures". The Windows taskbar is visible at the bottom of the screenshot, showing various application icons and the system tray with the time 15:33 and the user email helen@vueittraining.co.uk.

Download the Windows App – this will make it easier to access Teams.








The screenshot shows a Microsoft Teams chat window in a browser. The browser tabs include 'MSN UK: Latest news, weather, H...', 'Email - Helen Fooks - Outlook', and 'andy.fooks | Microsoft Teams'. The address bar shows the URL 'teams.microsoft.com/\_#/conversations/19:703bbdbc-5a4c-4144-b075-ec03eb048342\_775caf99-5efa-450b-aec5-a8abeb533a0d@unq.g...'. The Teams interface features a search bar at the top with the text 'Search for or type a command'. Below this is a navigation bar with icons for Activity, Chat, Teams, Calls, and a menu. The main chat area shows a conversation with 'andy.fooks' with a message 'andy.fooks user added' dated '20/03'. At the bottom, there is a text input field 'Type a new message' and a toolbar with icons for attachments, emojis, GIFs, and more options. The Windows taskbar is visible at the very bottom with various application icons and the system tray showing the time '15:46'.



**Invite people to join the Helen Fooks org**

Pending requests

-  **Copy link**  
<https://teams.microsoft.com/join/j2vzdguijw0w>
-  **Invite your contacts**  
Add people from your email contact list
-  **Invite by email**  
Send an invitation to any email address

Choose which method you would like to use to invite you colleagues to the meeting. You can copy a link – which you could post on facebook or website, or you can email them directly.

They will need to click the link to join the meeting.



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- *Telephone: 01795 897511*

