# Quick Start – Teams

suitable for powerful team collaboration remotely, globally or dispersed

Microsoft Teams is a shared workspace used to chat, meet, share files and content in a common area. Ideal for working with others and collaborating internally and/or externally, and like all Office 365 tools, you can access Teams on the go anywhere, anytime, and from any device (MFA required).

Getting Started – download the app

Teams centralises team information, files, websites, Confluence pages, Jira projects and more, making it easy to organise and access your content from one central hub.

- For Windows – go to the Start button 🪟 - search for Teams - select Microsoft Teams
- *For Mac* – go to Applications folder – select Microsoft Teams
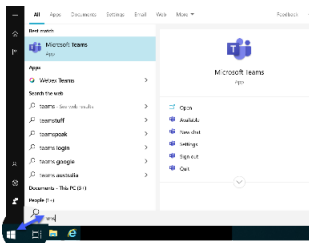
*Note - for access to the Teams app on a mobile device, register for MFA (Multi Factor Authenticator) and then install the application from the 'App Store'

Who is in the Team?

Get your Team started by 'Creating a Team' and inviting others to be part of this team.

Open the Teams app

- Select the 'Teams' area from the navigation bar to select, join or create a team

As the creator of the Team, you are an Owner. It is highly reccommended that at least one other person is nominated as an 'Owner' of the Team to help you manage members and team permissions.

What is a Channel?

Need to organise your Team Space? Try adding a Channel.

Channels help teams categorise their activity. Each channel has its own conversation thread, file structure and links specific to that topic.

- All Teams will be allocated a 'General' channel to get started. You can 'Hide' or 'Show' the more active Channels you frequently use by clicking **More options (** ⋯ **)** next to a channel and then select ⌀ Hide

- Add tabs (links) within a Channel to quickly access regularly used files, apps or URL's by clicking ➕ **Add a Tab**

O365 Governance Tool

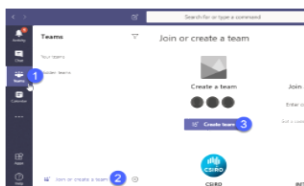*Are my information assets compliant for retention and classification?*

When any new Team is created, the creator (Owner) will receive an email to complete the O365 Governance Tool form within 24hrs. Completing this form will ensure that records management and document retention standards can be set and monitored for content created in this group. It also sets appropriate access permissions for external contacts and tags sensitive data to ensure CSIRO complies with applicable legislative and regulatory standards.

Conversations

Connect with your team using the online chat function to share ideas and comments on team activity. For example, you could provide an update on project status or let them know that you have added a new file.

- For one-on-one or unstructured group chat, select 'Chat' 💬 from the navigation bar
- Chatting in a Channel keeps a threaded conversation in context and arranged by date and time
- @mention (someone's name) who you want to chat with to get their attention - this will notify them
- All conversations become part of your activity feed

Share and Work with Files

Want to collaborate and receive feedback on the go or co-author documents, simply upload your files and share them in the Teams space!

You can share files with your team by using the 📎 in the Conversation line. This link allows others to comment or make changes in real time keeping version control centrally located. You can also share files with guests (non-members)

Looking for a file?

- Select the **Files** tab out your recent files by clicking 📄 from the side navigation bar

For online videos and further assistance visit CSIRO O365 Learning Centre or Microsoft Help