HOW TO USE MICROSOFT TEAMS
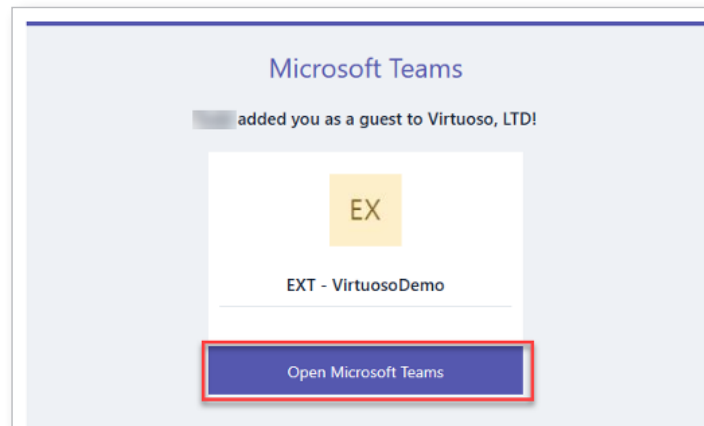## Communicate, Share, and Collaborate in Real Time

SET UP YOUR MICROSOFT TEAMS ACCOUNT

You'll receive a welcome email invitation that includes some information about joining Microsoft Teams.

» Select "Open Microsoft Teams"

If you already have a Microsoft account associated with your email:

» Enter Email and Password » Select "Sign In" » Select "Accept" Permissions

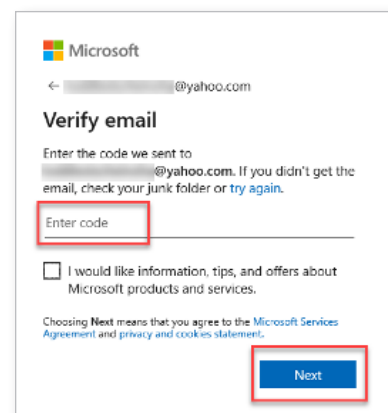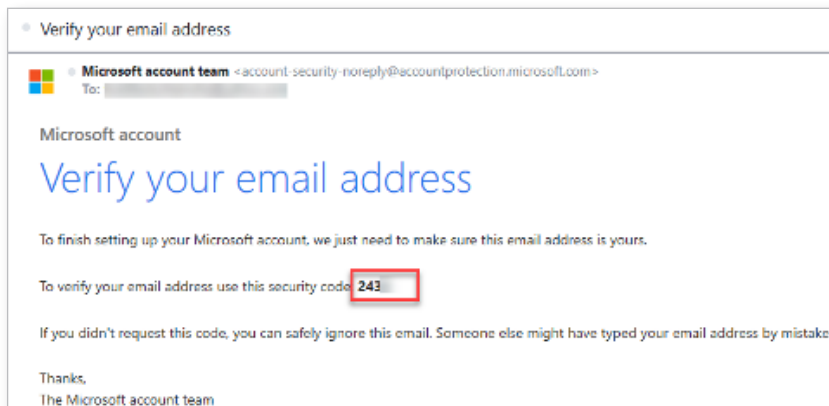**To create a Microsoft account (if you do not have one):**

» Select "Next" » Create Your Password » Select "Next"

VERIFY YOUR EMAIL ADDRESS

You'll receive a verification email that includes a security code from account-security-noreply@accountprotection.microsoft.com.
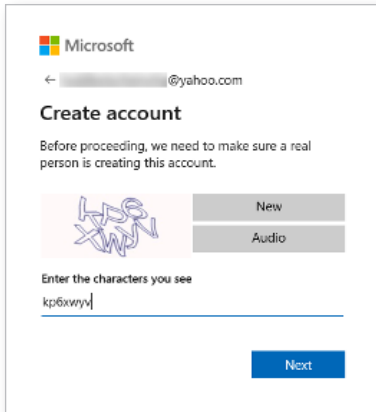
To Verify Email

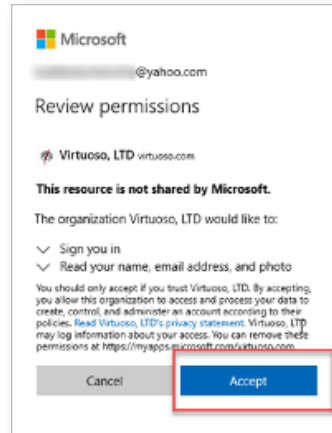» Enter Security Code » Select "Next"

CONFIRM YOU ARE A REAL PERSON

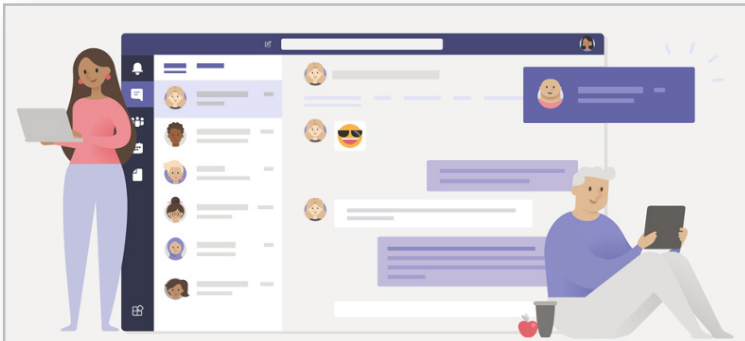» Enter Characters » Select "Next"

ACCEPT PERMISSIONS

» Review Permissions » Select "Accept"

DOWNLOAD THE MICROSOFT TEAMS APP

Available for Desktop and/or iOS or Android Mobile Devices.
» To download visit: teams.microsoft.com/downloads

LEARN THE BASICS

What is Microsoft Teams

Chat and Share Files in Teams

Teams and Channels

Working In Channels

Manage Notifications in Teams

Join a Teams Meeting

Setup Teams on your Mobile Device

PRIVACY & CHANNEL VISIBILITY OVERVIEW

When using Teams, you may need to discuss information that is not meant for everyone to see. It's important to understand who can view your messages/files when posting in certain channels.
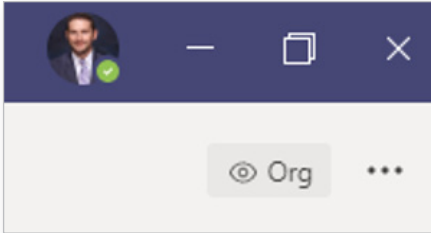
» You may find information regarding the channel's classification in the upper-right corner:
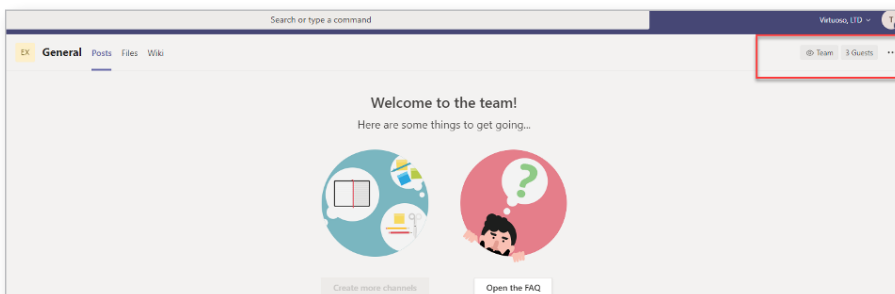
PRIVACY & CHANNEL VISIBILITY OVERVIEW (CONT.)

Public Channels (Org)

» Org channels are accessible by anyone in the organization, including all uploaded files and messages. These channels should be considered "public".
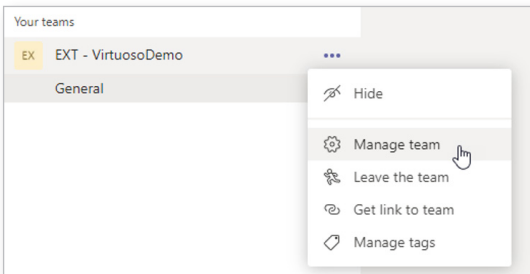

Private Channels (Team)

» Team channels are only accessible by people who have been granted explicit access. "Guests" are users who have been invited from outside the organization (Virtuoso). Anyone who is a member of this Team can view your messages/files.
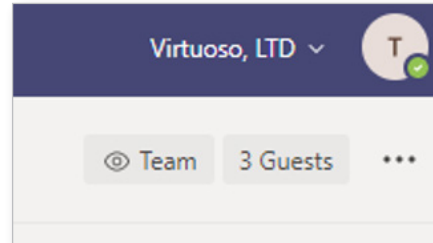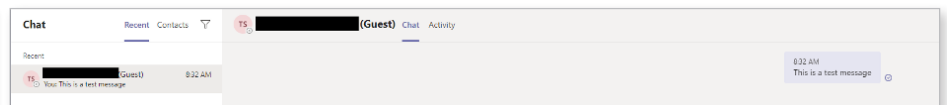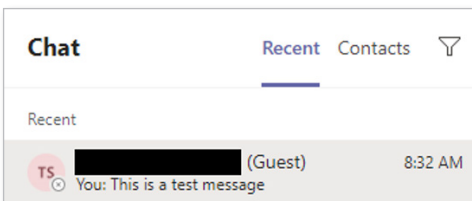

You can review who has access to the Team by clicking the "…" and selecting "Manage Team".

Direct Conversations (Chat)

» Chats are direct conversations with individuals or groups of individuals. Although chats are by far the most private means of communication, please keep in mind that messages are accessible by Virtuoso Admins and anyone invited to the direct chat.

» Various Virtuoso staff members have access to all Teams channels, public and private and even direct chat messages.

» If you're concerned with the sensitivity of the data you need to share, we would ask that you do not share this info via Teams. Please refer to Virtuoso's Privacy Policy for more information.

Questions? Please contact help@virtuoso.com