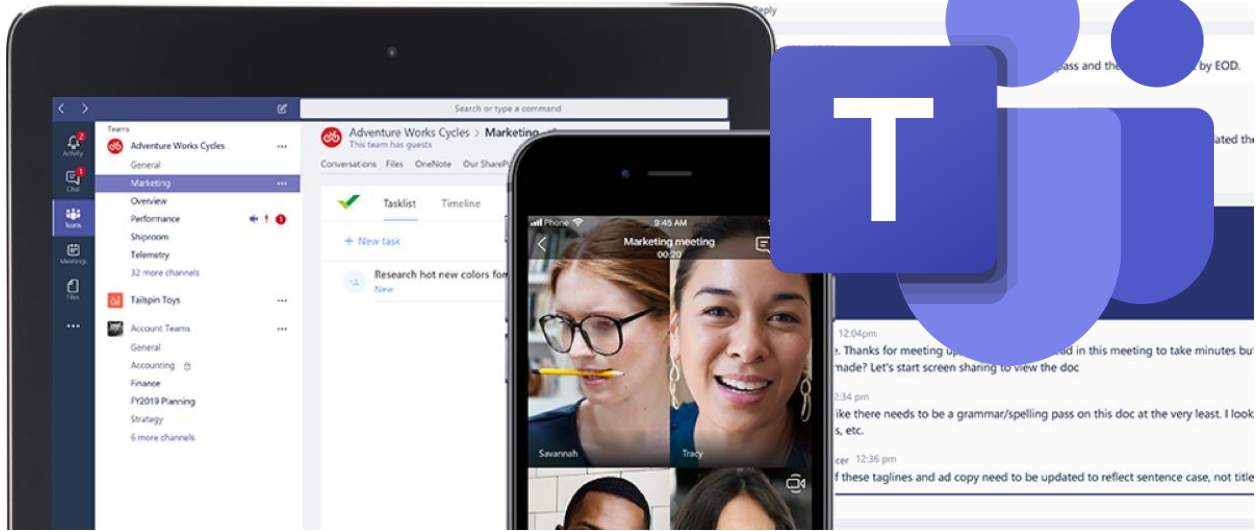


# Teams - One Page Quick Guide



Teams, by Microsoft 365, is a great tool for collaborating with your colleagues. You can chat, make video calls, see presence, create a team or schedule a live webinar or event.

First things first, get logged into Teams:

1. Go here: <https://office.com>.
2. Put in your e-mail address and sign in. If asked what type of account, choose “Work or school”.
3. Click on the Teams icon.
4. When prompted, download the desktop app for the best experience. You may have to sign in again once installed. This does not require admin rights.

Now that you are logged in, you have several features available to you:

Send a Chat message:

1. In Teams, click “Chat”.
2. Click the new icon at the top to search for someone to chat with.



Teams can already find all TFS employees, just start typing their name.

3. Begin chatting. You can chat one-on-one or in groups.

Pro Tip: Elevate your chat session to a full web meeting, audio call or screen share by simply clicking on the appropriate icon at the top of the chat window.



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Schedule a Teams meeting:

1. Be sure Teams is installed on your computer and Outlook is set up.
2. Go to the Outlook calendar and create a new appointment.
3. Click “Teams Meeting”. This automatically creates a Teams invite link and call in phone number for you.
4. Pick the date and time and invite whoever you want to attend. (Within TFS or outside, doesn’t matter.)
5. Hit “Send”.

Make a formal Team that others can join:

1. In Teams, click “Teams”.
2. Click “Join or create team”.
3. If you see the team you want to join in the list, click “Join team” or click “Create a team”.

Pro Tip: Teams are more formal like for a project, committee, council, or department. If you just need to send messages back and forth, use the standard chat feature.

4. When asked what type, choose “Staff”.
5. Give your team a name, description and decide if you want your team to be private (only people you invite) or public (anyone in TFS can join).

Finally, be sure to download Teams for iOS or Android for connecting on the go:



For more, visit: <https://helpdesk.tfs.tamu.edu/teams>

As always, if you have any questions, don’t hesitate to contact the IR Help Desk:

Call: (979) 458-7309, Click: <https://helpdesk.tfs.tamu.edu> or E-mail: [helpdesk@tfs.tamu.edu](mailto:helpdesk@tfs.tamu.edu)

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