



## First things first! – Prepare for first use

### KEY INFORMATION

Welcome to NHS Fife’s instance of Microsoft Teams, our digital collaboration platform.

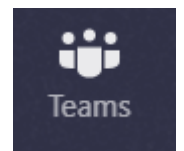
Microsoft provides comprehensive user guides and videos available here:

[Microsoft Teams Training Videos](#)



### STEP 1 – Joining an Existing Team

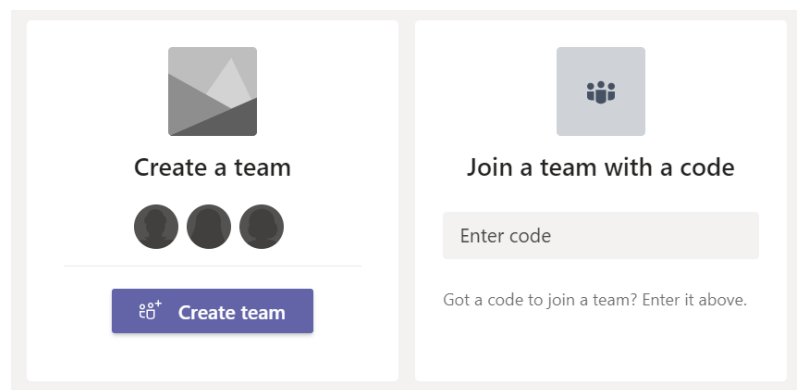
a. Click the ‘teams’ icon from the sidebar on the left of the screen



b. Click the ‘Join’ or ‘Create’ link at the bottom of the page to setup a new team or join an existing team.

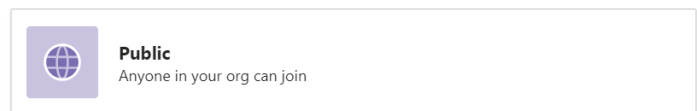
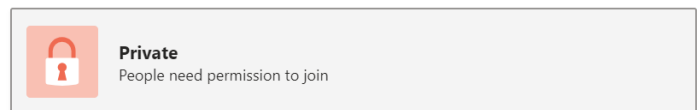
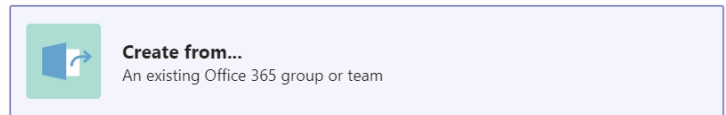
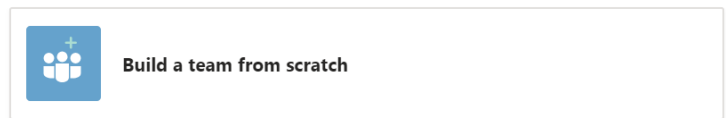


c. Select to either ‘create’ a new team or **enter** a code to join an existing team.



## STEP 2 – Creating a new Team

- a. **Select** the method you would like to use to create a team.
- b. If you **select** 'Create From', you can make a copy of an existing team.
- c. **Select** 'Build from Scratch' to create a new team.
- d. **Select** the visibility of the team, NHSFife advises that teams are created with '**private**' access and members invited.
- e. Next step is to **name** the Team and add a brief description.



a name

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is team is all about

Members can now be added to the team.

- f. This works like the email Address Book, simply **type** a name and select.

Your team is now setup, it will appear on the Teams list on the left hand side of the Teams screen.

- g. You can manage the team by **clicking** the three dots alongside the team name.

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

TT

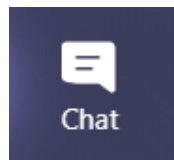
Team Test



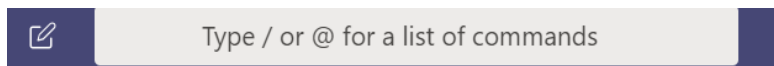
## STEP 3 – Using Chats, Video Calls and Screen sharing

You can video call an **individual** or **group chat**.

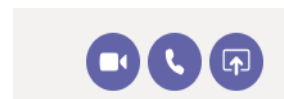
- a. **Click** on the 'chat' function on the left.



- a. **Type** the name of the user in the search bar.



- b. **Select** the user and type a new message in the bar at the bottom.

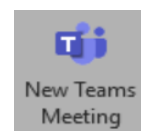


You can video call, audio call and share your screen by selecting the icons on the top right of this screen.

## STEP 4 – Creating Teams Meetings

**Please note:** Scheduling a meeting is only available on **Office 2013** and **above**. If you need to schedule a meeting and have Microsoft Office **earlier than 2013** - please email [Office365 Team](#) who can set the meeting up for you. This is an interim measure until Office365 mail accounts are turned on, which is due later this year.

- a. Go to your **Outlook calender**.
- b. **Click** the 'Teams Meeting' icon on the top of the page.



This will attach a **Team Meeting link** to the invite.

- c. **Select** individual **person(s) to invite** to meeting (**internal and external**).
- d. **Select** 'Date and 'Time' of the meeting.
- e. **Click** 'Send'.

[Join Microsoft Teams Meeti](#)

[Learn more about Teams](#) | [Meeting option](#)

**Congratulations, You have now set up Team group!**

**Finally!**

**Need help?**

If you have any issue logging in or following the steps above please contact the eHealth O365 Programme Team using the email address [fife-uhb.office365@nhs.net](mailto:fife-uhb.office365@nhs.net).

