Interface Overview
Microsoft Teams
# University Information Technology Services

## Interface Overview

Microsoft Teams

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Accessing Microsoft Teams through the Web</td>
<td>5</td>
</tr>
<tr>
<td>Microsoft Teams Interface</td>
<td>6</td>
</tr>
<tr>
<td>Microsoft Teams – Activity Interface</td>
<td>7</td>
</tr>
<tr>
<td>Microsoft Teams – Chat Interface</td>
<td>8</td>
</tr>
<tr>
<td>Manage Who Is Able to Contact You Through Chat</td>
<td>9</td>
</tr>
<tr>
<td>Setting Your Status</td>
<td>10</td>
</tr>
<tr>
<td>Microsoft Teams – Teams Interface</td>
<td>11</td>
</tr>
<tr>
<td>Microsoft Teams – Meetings Interface</td>
<td>12</td>
</tr>
<tr>
<td>Microsoft Teams – Files Panel</td>
<td>13</td>
</tr>
<tr>
<td>Logging Out</td>
<td>13</td>
</tr>
<tr>
<td>Additional Help</td>
<td>14</td>
</tr>
</tbody>
</table>
Introduction

Microsoft Teams is a chat-based workspace that makes collaboration teamwork easy with the ability to co-author and share files using popular Office 365 apps like Word, Excel, PowerPoint, and OneNote.

This booklet is intended to provide a brief introduction to the interface of Microsoft Teams, and highlight some of the main features available.

This booklet was written using Microsoft Edge. Although Microsoft Teams is supported on Firefox, Chrome, Safari, and Microsoft Edge, full functionality of the web version of Microsoft Teams is only available in Microsoft Edge at this time. Microsoft Edge fully supports the majority of the features the web version of Microsoft Teams has to offer, including audio and voice chat.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Access Microsoft Teams from a variety of web browsers
- Navigate the interface of Microsoft Teams
- Change your availability status
- Add people to your priority access list
- Discover the different features available within Microsoft Teams
Accessing Microsoft Teams through the Web

You can access Microsoft Teams using your KSU Mail account, or by accessing Office 365:

1. Navigate your web browser to ksumail.kennesaw.edu or o365.kennesaw.edu.
2. Log-in to your account using your KSU Email Address credentials.
3. In the upper-left corner, click the App Launcher.

4. Select Teams from the list of available apps.

5. Microsoft Teams will open.
Microsoft Teams Interface

1. **Activity** – Displays any mentions, replies, and other notifications here (See Figure 4).
2. **Chat** – Chat with a contact within your Skype for Business contacts (See Figure 4).
3. **Teams** – Access channels where members within your team can leave messages, notes, files, and other content that can be accessed by other members of your team (See Figure 4).
4. **Meetings** – Schedule a meeting with video and voice chat (See Figure 4).
5. **Files** – Access files uploaded and shared within your Microsoft Teams group, or access your OneDrive for Business storage directly (See Figure 4).
6. **Get App** – Download the Microsoft Teams desktop app for additional functionality such as voice/video chat (See Figure 4).
7. **New Chat** – Start a new chat session with someone in your organization or group (See Figure 4).
8. **Profile Icon** – Set your current status, access saved messages and settings, change your profile picture, and sign out of Microsoft Teams (See Figure 4).

Figure 4 - Microsoft Teams Interface Overview
Microsoft Teams – Activity Interface

The Activity panel will show you any conversations within Team Channels that you have replies from, unread conversations, and any conversations where you are @ mentioned. The Activity panel can also be used to show your recent activity.

1. **Activity Panel** – Click to display a list of any mentions, replies, and other notifications related to you. A notification badge will also display on the Activity icon to indicate how many notifications are waiting (See Figure 5).
2. **Feed** – Switch between viewing your activity feed, and your current activity within Microsoft Teams (See Figure 5).
3. **Filter** – Filter activity announcements based on type (e.g. Unread, Mentions, etc) (See Figure 5).
4. **Activity Feed** – Activity within Team Channels will be displayed here. Click an item within your feed to jump to the Team Channel where the activity has taken place (See Figure 5).
5. **Tabs** – Additional tabs organize apps and files at the top of the Team Channel. These tabs allow you to access conversations, shared files, notes, and other apps that have been added to the Team Channel (See Figure 5).

![Figure 5 - Activity Panel](image-url)
Microsoft Teams – Chat Interface

From the Chat Panel you can access recent chats and/or start new chats with people from your Skype contacts. You can even add new contacts/groups, share attachments, and set up meetings within a chat:

1. **Chat Panel** – Click to display your recent chats. A notification badge will also display on the Chat icon to indicate how many messages are waiting (See Figure 6).
2. **Recent** – Displays your recent chat messages (See Figure 6).
3. **Contacts** – Displays contacts added via Skype for Business/Microsoft Teams (See Figure 6).
4. **Recent Messages** – Displays a list of all the recent chat messages that you are a part of (See Figure 6).
5. **Video Call** – Initiate a video call with all parties involved within the chat (See Figure 6).
6. **Audio Call** – Initiate an audio call with all parties involved within the chat (See Figure 6).

**Note**: Video and Audio calls are currently only available in the desktop version of Microsoft Teams, or while using the Microsoft Edge browser. Clicking the icon while using Firefox/Chrome will give you the option to initiate a call using the Microsoft Teams app, if installed on your computer.

7. **Add People** – Add additional people to the current conversation (See Figure 6).
8. **Chat Notification** – Incoming chat notifications display in the bottom of the chat (See Figure 6).
9. **Chat Field** – Text/attachments within this field will be sent to everyone within the chat session (See Figure 6).
10. **Attach** – Attach files from your OneDrive for Business account, or from your computer (See Figure 6).
11. **Schedule a Meeting** – Schedule a meeting and automatically include all members within the current chat session (See Figure 6).
12. **Send** – Send messages or attachments in the Chat Field. You can also press Enter to send messages/attachments (See Figure 6).

![Figure 6 - Chat Panel](image)
Manage Who Is Able to Contact You through Chat
Staff, Faculty, and Students will have access to the chat feature in Microsoft Teams, along with all people currently within the KSUmail system. If you would like to limit the people who can contact you to only a select few, you will need to add these people to your priority access list before setting your status to Do Not Disturb:

1. Click your profile icon (See Figure 7).
2. Click Settings (See Figure 7).

3. The Settings window will open. Click Privacy (See Figure 8).
4. Click Manage priority access (See Figure 8).

5. The Manage Priority Access window will appear. In the Add People field, type the name of the person you would like to add to grant priority access (See Figure 9).
6. The person’s name will auto-populate from the KSU directory. Press enter or click their name to add the person to your list (See Figure 9).
7. The person will be added to your priority access list (See Figure 10).
8. To remove someone from your list, click the X (See Figure 10).

![Figure 10 - Person Added](image)

9. You can now set your status to Do Not Disturb. Only the people added to your Priority Access List will be able to contact you while your status is set to Do Not Disturb (See Setting Your Status for more).

**Setting Your Status**

Your status is automatically updated based on how your calendar events show your status to others (e.g. free, busy, tentative, out of office, etc). However, you can set your status at any time:

1. Click your profile icon (See Figure 11).
2. Hover your mouse over your current status (See Figure 11).
3. A list of additional statuses will appear. Click the status you wish to set (See Figure 11).

![Figure 11 - Change Status](image)

4. Your status will be changed and show to other users your status. A list of status can be found below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Others see</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Randall Dean - Available - Viceco Capable</td>
</tr>
<tr>
<td>Busy</td>
<td>Randall Dean - Busy</td>
</tr>
<tr>
<td>Do Not Disturb</td>
<td>Randall Dean - Do not disturb</td>
</tr>
<tr>
<td>Away</td>
<td>Randall Dean - Away 5 mins</td>
</tr>
</tbody>
</table>

![Figure 12 - List of Status](image)

**Note:** When your status is set to Do Not Disturb, others will not be able to send you messages unless they have been added to your Priority Access list.
Microsoft Teams – Teams Interface

The Teams panel is where much of your collaboration will take place. Channels can be created where members can post messages for other channel members, upload files, and access additional apps added to the channel by the administrator.

1. **Team Panel** - Click to display a list of teams and channels you belong to. A notification badge will also display on the Team icon to indicate if you have been @ mentioned in a conversation (See Figure 13).
2. **Favorites** - Displays teams and channels you have marked as favorite (See Figure 13).
3. **More Channels** - Displays additional channels that are not marked as favorite (See Figure 13).
4. **Join or Create a Team** - Join an established team, or create your own team (See Figure 13).
5. **Favorite Channel** - Mark the selected channel as a favorite (See Figure 13).
6. **Tabs** - Additional tabs organize apps and files at the top of the Channel, allowing you to access conversations, shared files, and other apps that have been added to the Channel (See Figure 13).
7. **Conversation Tab** - Displays any conversations within the channel (See Figure 13).
8. **@ Notification** - When someone @ notifies you within a conversation, a mark will be placed on the conversation to help it stand out (See Figure 13).
9. **Chat Field** - Text/attachments within this field will be sent to the chat session (See Figure 13).
   a. **@ Notifying** - If you want to send a notification to someone, type @ then the person’s name. The notified person will receive a notification in their activity panel, and on their teams’ panel.
      @ notifications are NOT private and can be seen by everyone in your conversation (See Figure 13).
10. **Attach** - Attach files from your OneDrive for Business account, computer, associated teams/channels, or from a list of recent files (See Figure 13).
11. **Video Call** - Initiate a video call with all parties currently within the chat (currently only available in the desktop application, or while using the Microsoft Edge browser) (See Figure 13).
12. **Send** - Send messages or attachments in the Chat Field. You can also press Enter to send messages/attachments (See Figure 13).

![Figure 13 - Teams Panel](image-url)
Microsoft Teams – Meetings Interface

The Meetings panel is where you can view all your upcoming meetings, manage existing meetings, and schedule new ones with members of your team.

1. **Meetings Panel** – The Meetings panel is connected with your Office 365 calendar and will display any upcoming meetings (See Figure 14).
2. **Day** – Click the arrows to cycle through previous/next day in your calendar (See Figure 14).
3. **Agenda/Day View** – Click to switch between viewing your upcoming meetings by day, or as an agenda (See Figure 14).
4. **Current Time** – Progresses down your calendar in day view to indicate where you are during the day (See Figure 14).
5. **Appointment** – Appointments/meetings are listed in the selected view (See Figure 14).
6. **Selected Appointment** – Selected appointments are colored purple and additional information will be displayed to the right of the agenda/day view (See Figure 14).
7. **Schedule a Meeting** – Opens a window where you can set up a new meeting time and place, and invite people (See Figure 14).
8. **Join** – Appears when a meeting has been selected from your agenda/day. Click to join the meeting with voice/video chat (See Figure 14).
9. **Chat with Participants** – Send a chat message to attendees (See Figure 14).
10. **Cancel Meeting** – Cancels the selected meeting if you are the organizer (See Figure 14).
11. **Attendees** – People who have been invited to the meeting. A person’s status will be displayed under their name depending on if they have responded as accepted/tentative/declined (See Figure 14).
12. **Edit** – Available for meetings if you are the organizer. Allows you to edit time/date/title of the meeting and invite additional people (See Figure 14).

![Figure 14 - Meetings Panel](image-url)
Microsoft Teams – Files Panel

The Files Panel provides an easy location to access all of your recent files, files that have been uploaded/posted across teams that you are a member of, and files within your OneDrive for Business account.

1. **Files Panel** – Allows you to access any files uploaded through Microsoft Teams, and provides access to your files stored in your OneDrive for Business account (See Figure 15).
2. **Views** - View your recently accessed files and/or files uploaded by others within team channels that you have access to (See Figure 15).
3. **Cloud Storage** - Shows files connected with your OneDrive for Business account (See Figure 15).
4. **Files** - List of all the files under the currently selected view (See Figure 15).
5. **More Options** – Access additional options for editing, downloading, getting an access link and more (See Figure 15).

![Figure 15 - Files Panel](image)

Logging Out

1. Click your profile picture (See Figure 16).
2. From the drop-down, click **Sign out** (See Figure 16).

![Figure 16 - Sign Out](image)
**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)