

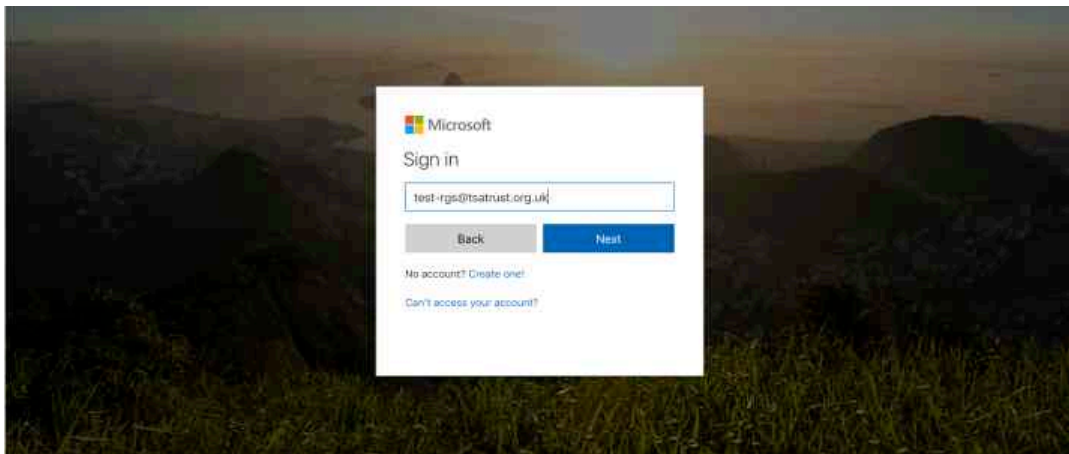


Using Microsoft Teams

Staff using the TSAT Office 365 email system may have access to Microsoft Teams for sharing documents and group collaboration.

Signing In

1. Open a web browser to <https://login.microsoftonline.com>
2. On the login screen, enter your username and password. Please note that your username ends in @tsatrust.org.uk.



3. If this is the first time you have signed in, you will be prompted to change your password. Please enter your current password and then your new password twice.



Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

test-rgs@tsatrust.org.uk

Current password

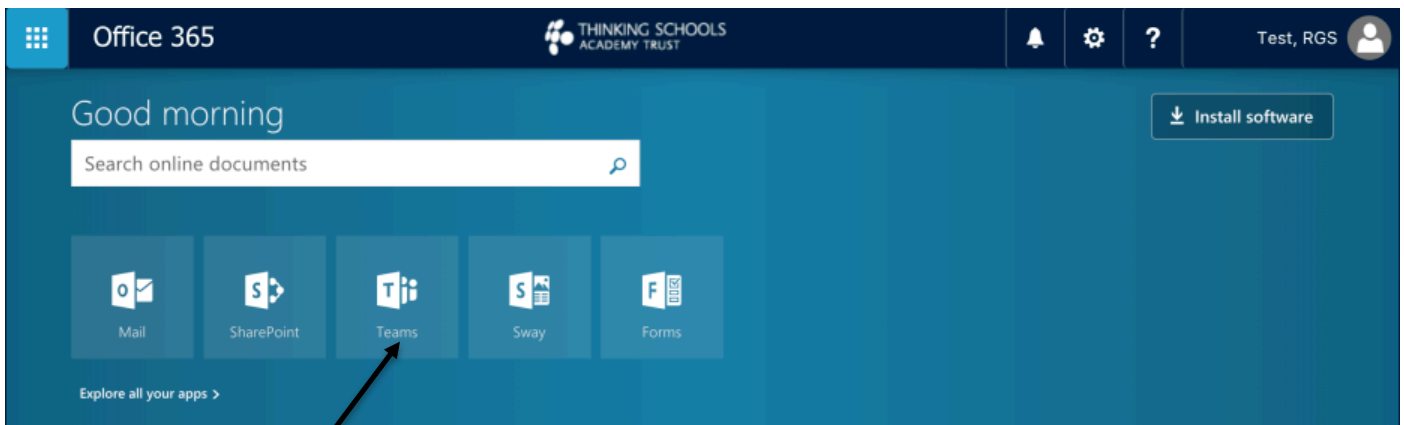
New password

Confirm password

Update password and sign in

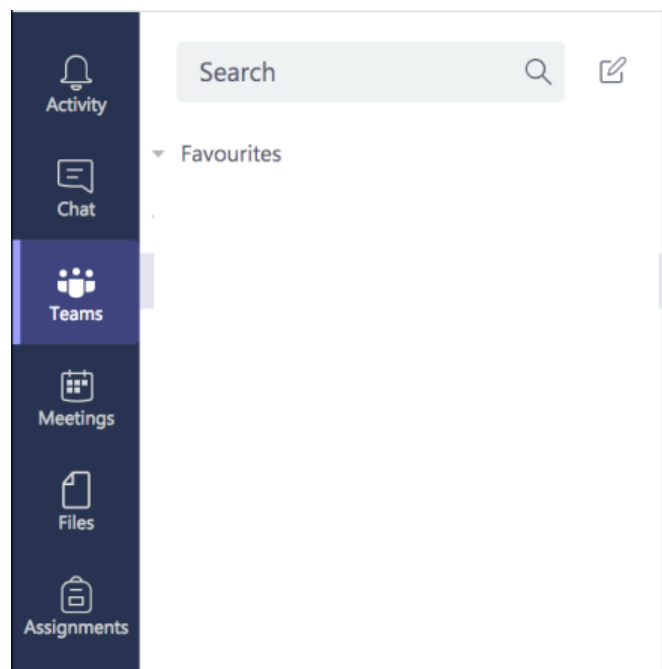


4. You should now be signed into Office 365, and should see the below screen. Clicking on any of the tiles below will open the relevant web based application.



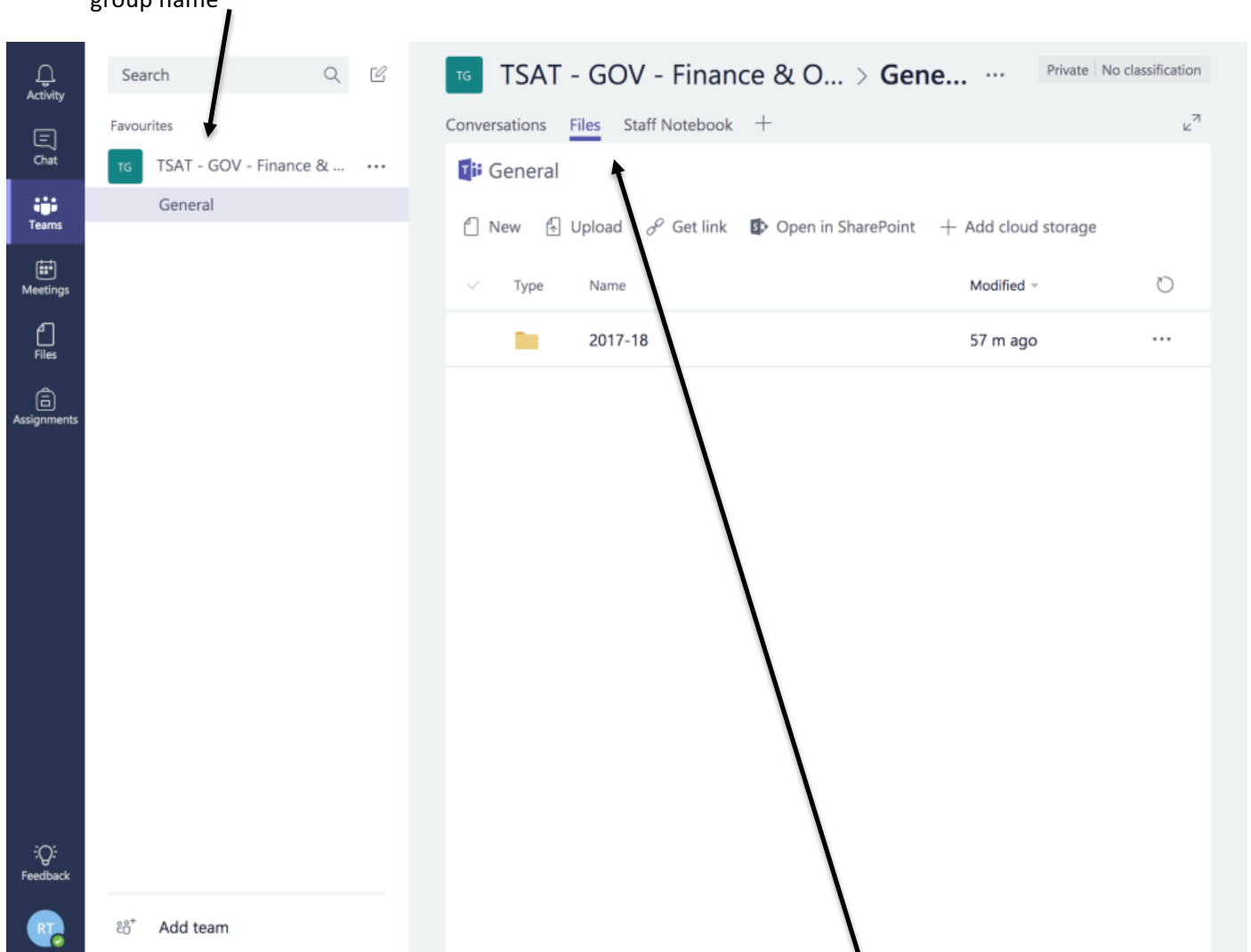
Accessing Teams

5. Once you have signed in and are presented with a screen similar to the one shown above. Click on the Teams tile.
6. Once the Teams app has opened, you should see a screen similar to the one shown below. To locate the "Team" or "Group" that you wish to communicate with or share documents, click on the Teams button (Group icon) within the left-hand navigation pane. (This is highlighted in Purple in the screenshot below)





7. You should now see a list of the Teams that you are a member of. (To begin with, you may only have one or two items in this list). Once you have located the group you wish to collaborate with double click on the group name



8. In the right-hand pane, you should notice three sub menus: Conversations, Files and Staff Notebook.

Conversations is a chat room style method of communicating.

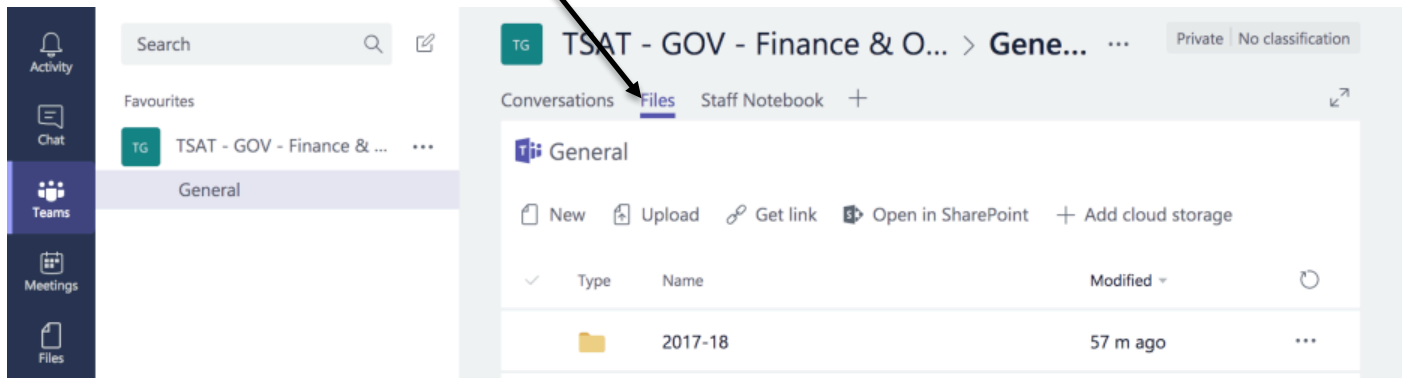
Files is where files can be shared between group members.

Staff Notebook is a OneNote file that is shared with group members.

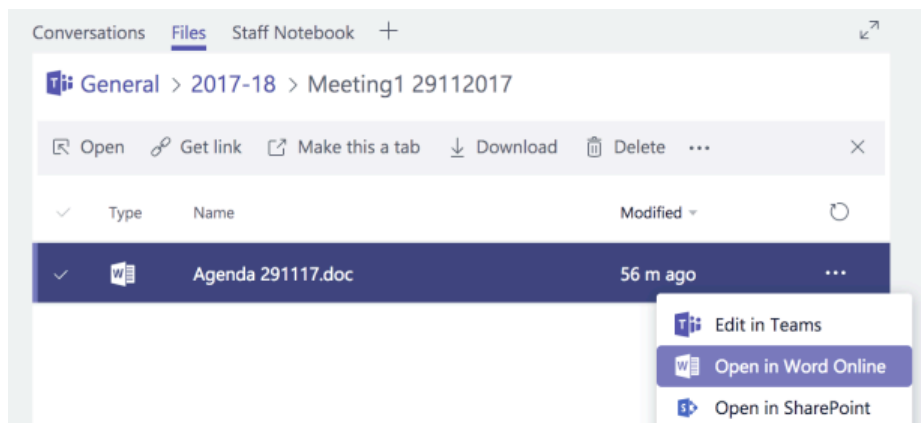


Opening Files

- For the purpose of this guide (currently) only the File sharing will be covered. To open files that have been shared within the group, click on Files in the sub navigation menu in the right-hand pane.



- Once the File browser has opened, you may see a list of folders & files. The folder structure can be navigated by double clicking on the folder names.
- When you have located a file that you wish to view, simply click on the three dots at the right-hand side of the file row and select open in "Word Online" as shown below.



- Once you have finished with the document that you have opened you can simply close the tab within your browser. The Teams app should still be opened in a separate tab, so you can return to the file browser quickly to open other documents.

Please note that any changes made to the documents are saved automatically. Staff are reminded to be cautious when making significant changes to documents when they are not the document owner, as revision changes may not be able to easily reversed.

The use of Teams within the Trust is still in development and is only enabled for a handful of staff for testing purposes. The additional functionality within the Teams app will be documented/supported in the future.