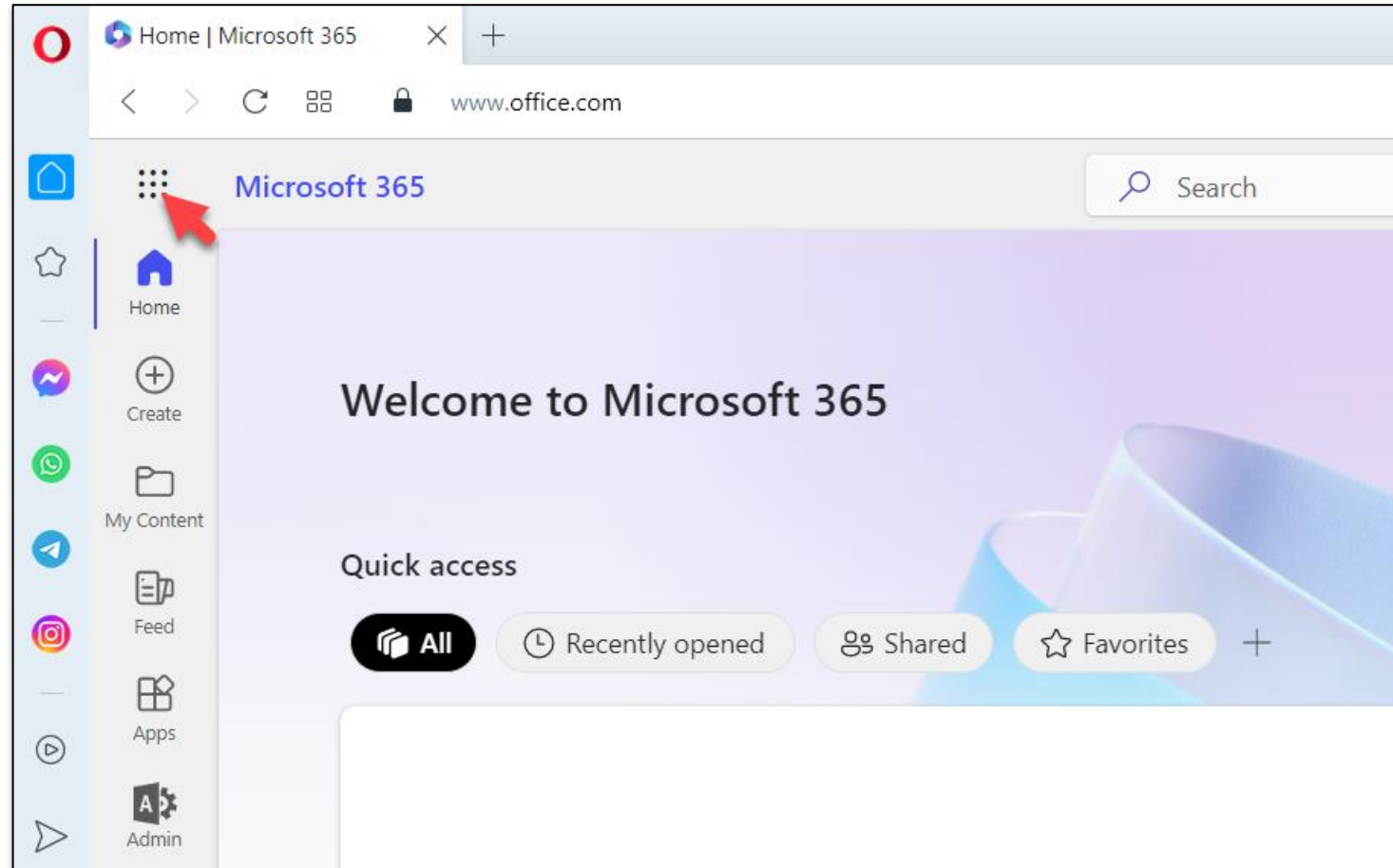


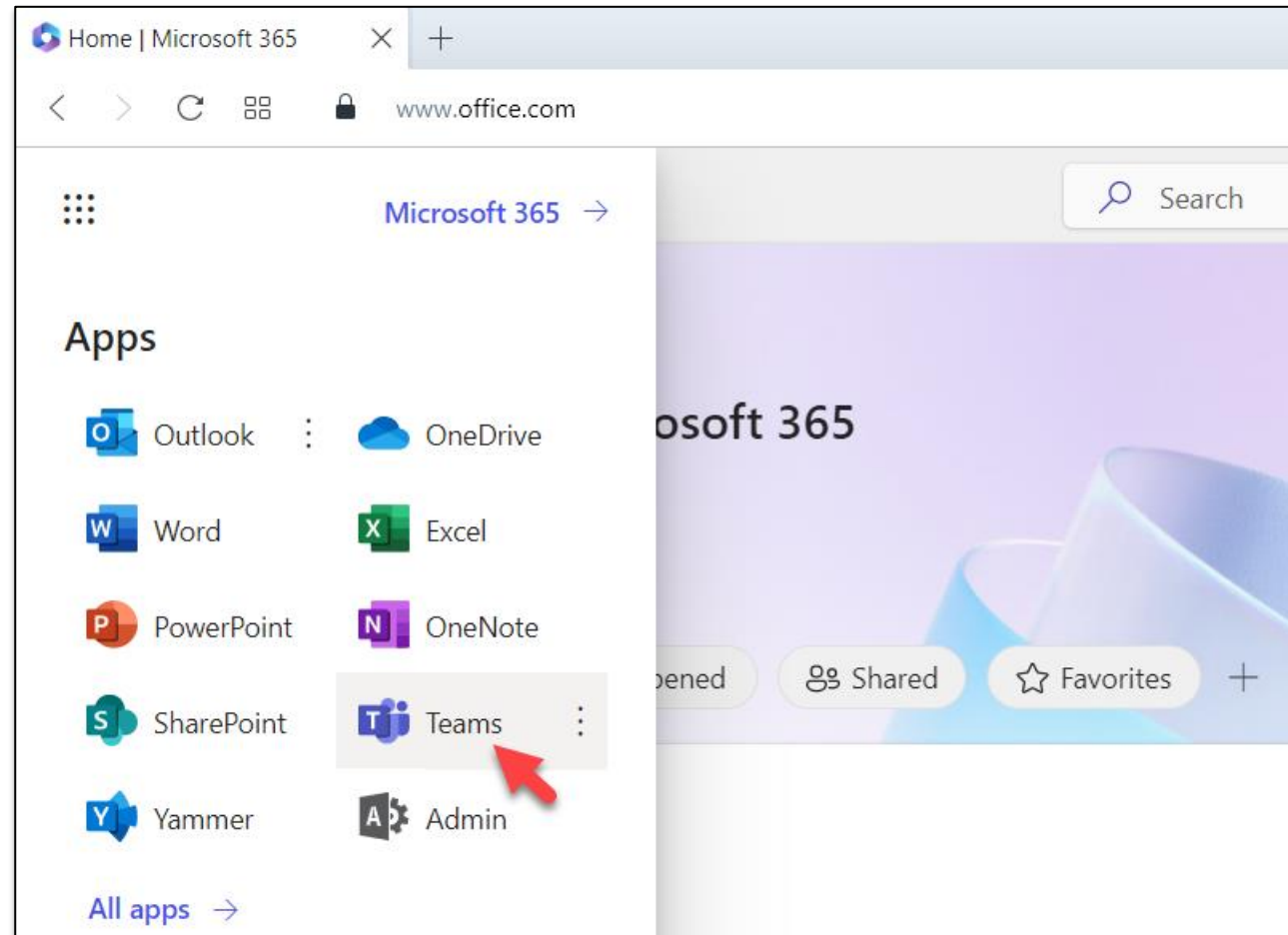
Configure MS Teams

- **Step 1:** Go to <https://www.office.com>, Click icon **App Launcher**



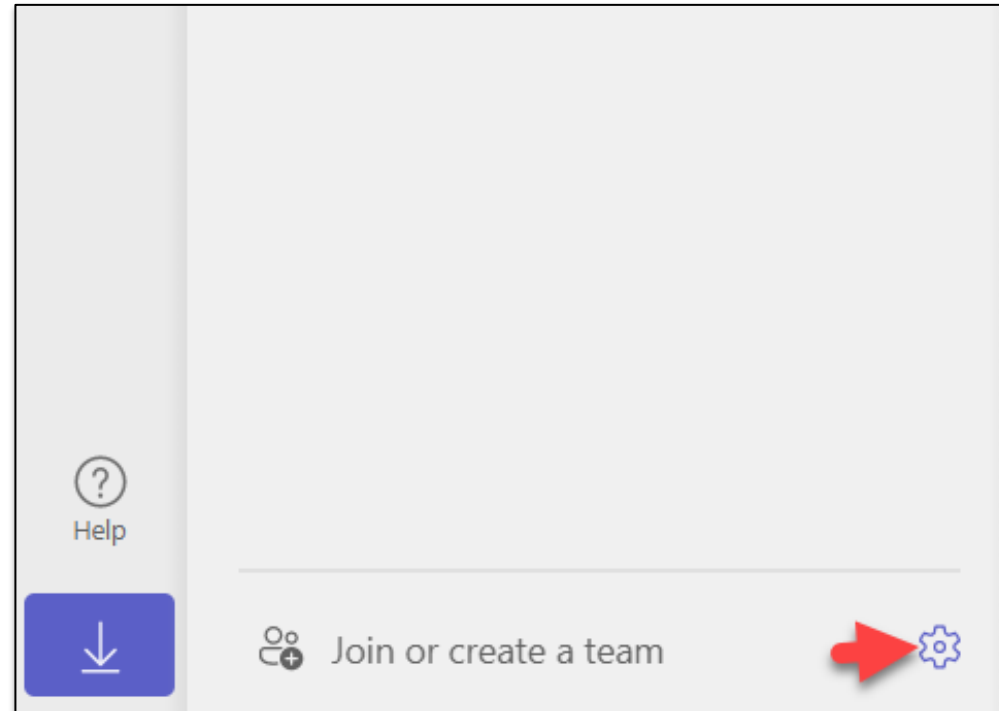
Configure MS Teams

- **Step 2:** Click **Teams**



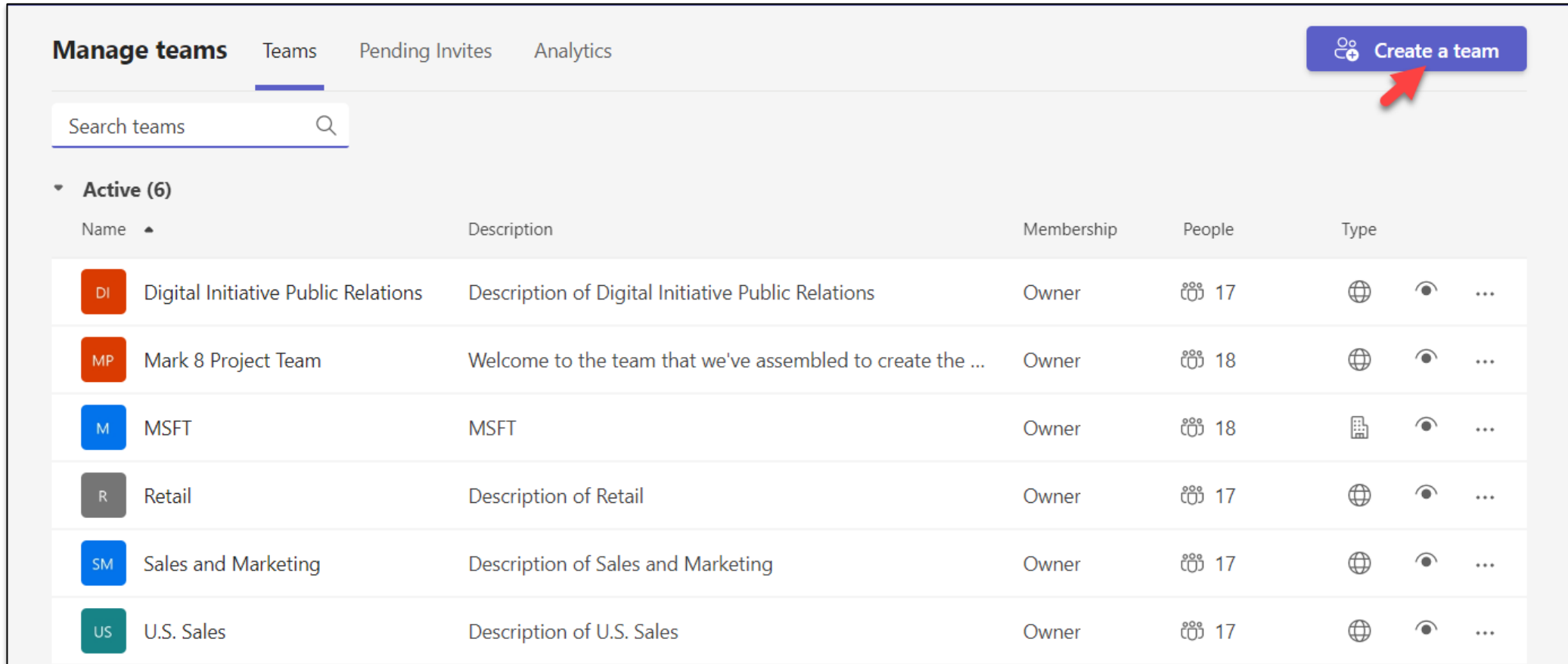
Configure MS Teams

- **Step 3:** Click icon **Manage teams**



Configure MS Teams

- **Step 4:** Click button **Create a team**

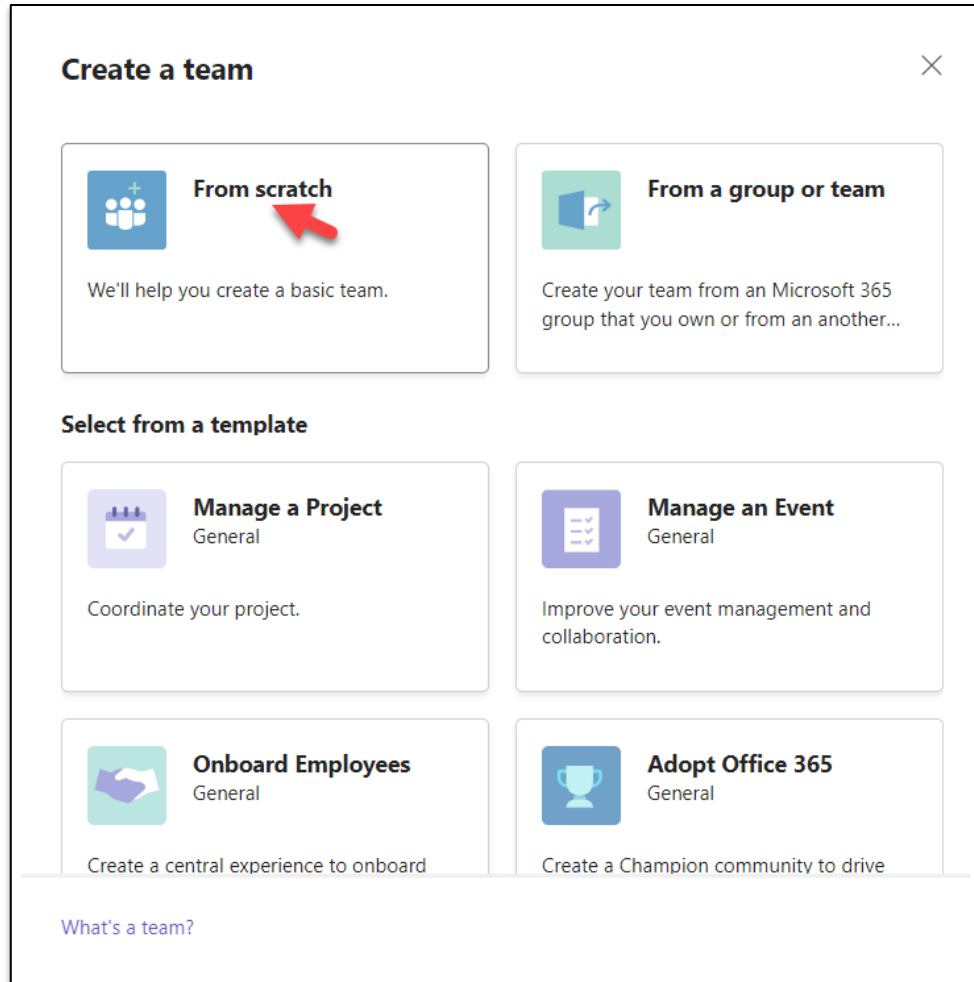


The screenshot shows the 'Manage teams' interface in Microsoft Teams. At the top right, there is a blue button labeled 'Create a team' with a plus icon and a red arrow pointing to it. Below the button is a search bar labeled 'Search teams'. Underneath the search bar, there is a dropdown menu for 'Active (6)' teams. The table below lists the active teams with columns for Name, Description, Membership, People, and Type.

Name	Description	Membership	People	Type
DI Digital Initiative Public Relations	Description of Digital Initiative Public Relations	Owner	17	Global
MP Mark 8 Project Team	Welcome to the team that we've assembled to create the ...	Owner	18	Global
M MSFT	MSFT	Owner	18	Channel
R Retail	Description of Retail	Owner	17	Global
SM Sales and Marketing	Description of Sales and Marketing	Owner	17	Global
US U.S. Sales	Description of U.S. Sales	Owner	17	Global

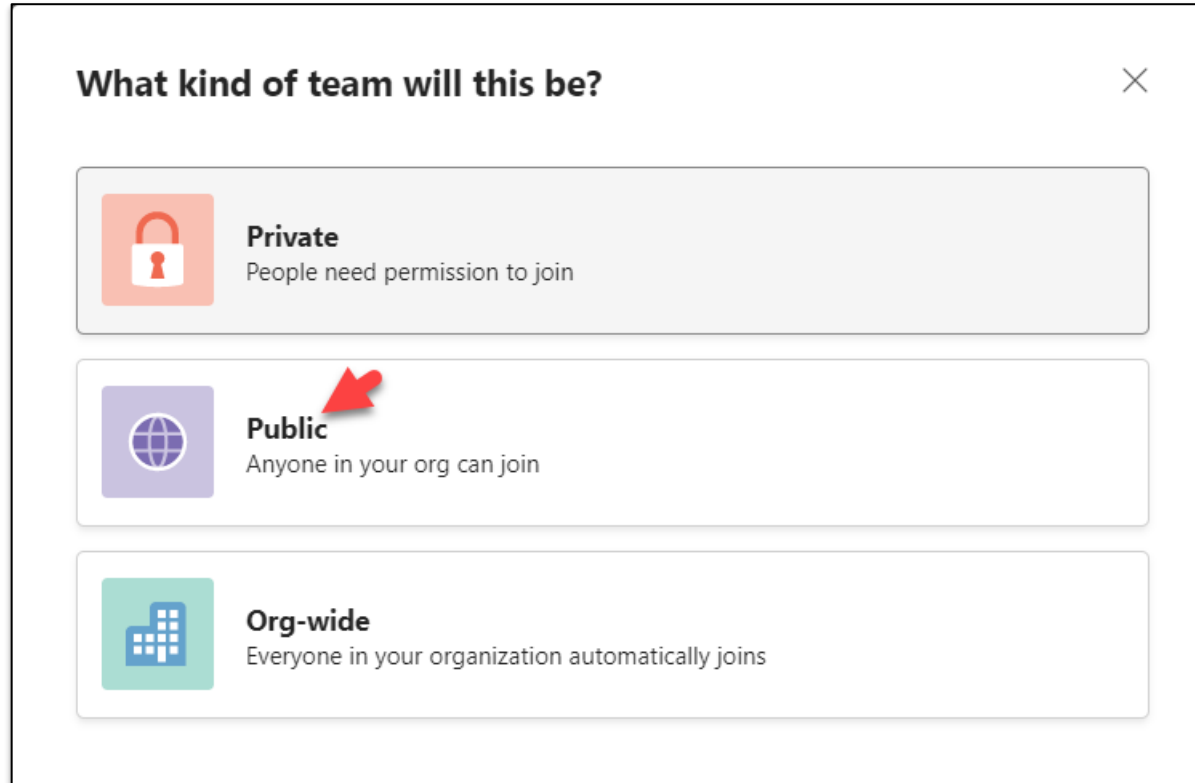
Configure MS Teams

- **Step 5:** Click **From scratch**



Configure MS Teams

- Step 6: Click **Public**



Configure MS Teams

- **Step 7:** Enter Team name. Click button **Create**

Some quick details about your public team ×

Team name

HR Team ✓

Description

Let people know what this team is all about

< Back **Create**

Configure MS Teams

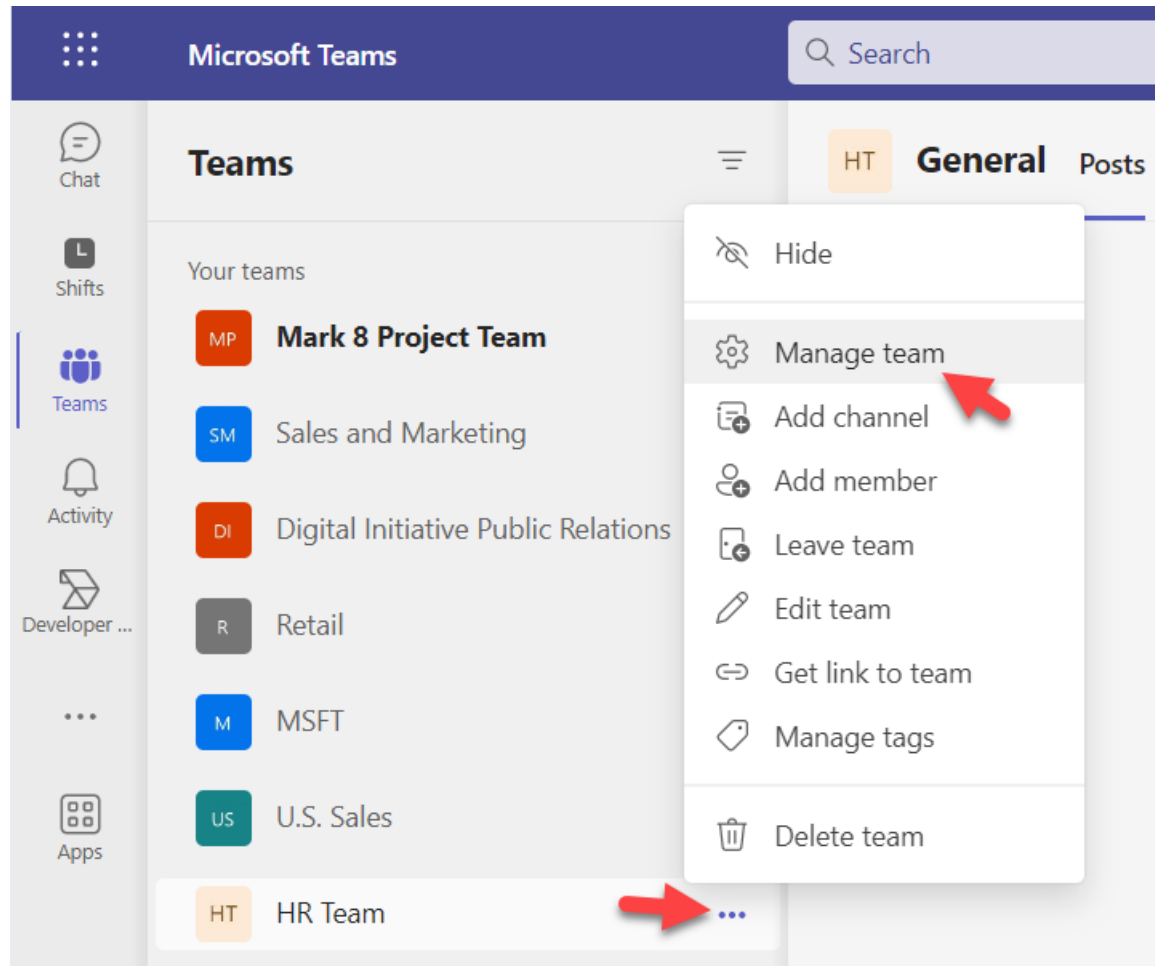
- **Step 8:** At **Add members to HR Team**. Click button **Skip**

Add members to HR Team

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.

Configure MS Teams

- **Step 9:** Click icon ...at **HR Team**, select menu **Manage team**



Configure MS Teams

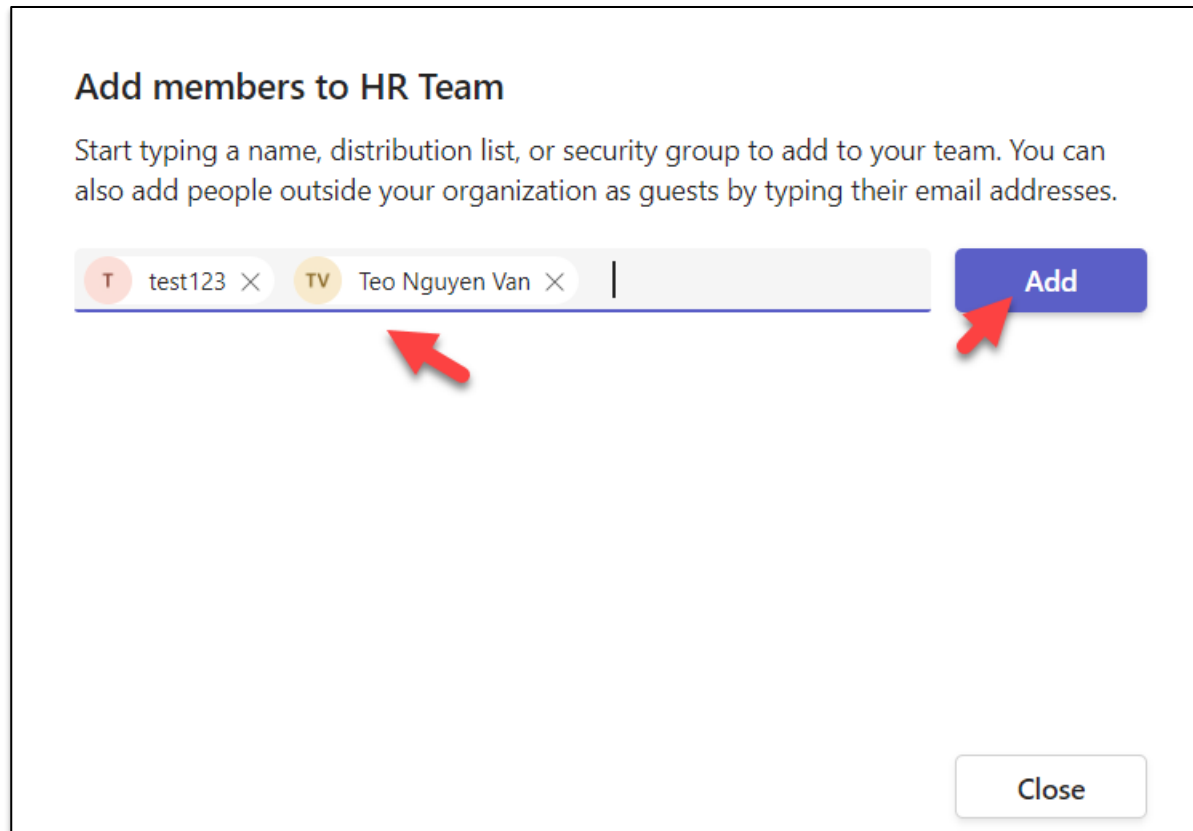
- **Step 10:** Select tab **Members**, Click button **Add member**

The screenshot displays the Microsoft Teams interface for the 'HR Team'. The left sidebar shows navigation options: Chat, Shifts, Teams, Activity, Developer..., and Apps. The 'Teams' section lists several teams, with 'HR Team' selected and highlighted. The main content area shows the 'HR Team' details, including the 'Members' tab selected. A search bar for members is visible, and the 'Add member' button is highlighted with a red arrow. The 'Owners (1)' section shows a table with one member, 'NT', who is the Owner. The 'Members and guests (2)' section is also visible.

Name	Title	Location	Tags	Role
NT				Owner

Configure MS Teams

- **Step 11:** Enter members name, Click button **Add**







Configure MS Teams


- **Step 12:** Click button **Close**

Add members to HR Team

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

 TV	Teo Nguyen Van TEOVN	 Member	▼	✕
 T	test123 TEST123	 Member	▼	✕

 Close

Configure MS Teams

- **Step 13:** You'll see all member added

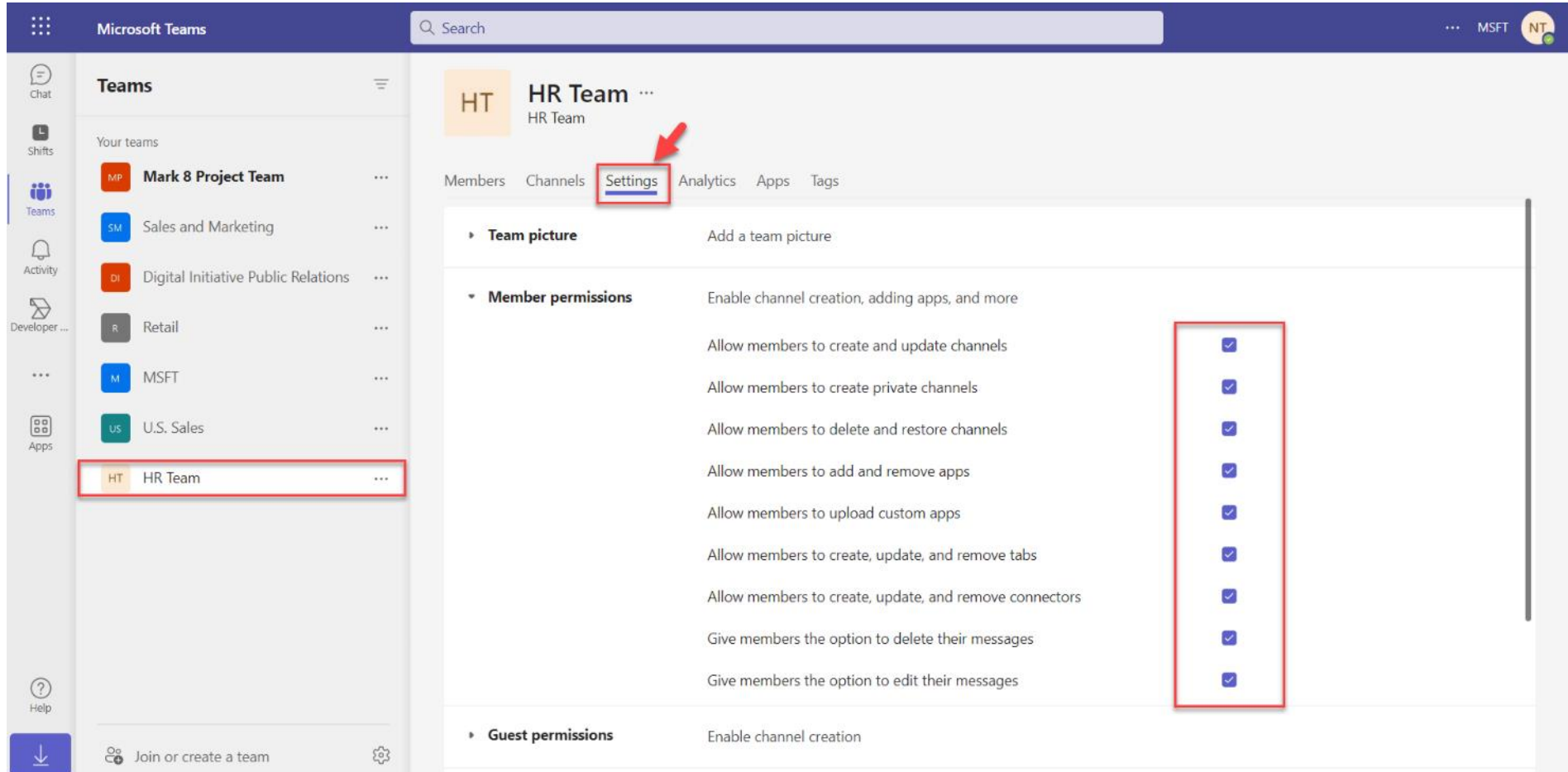
The screenshot displays the Microsoft Teams interface for the 'HR Team'. The left sidebar shows a list of teams, with 'HR Team' selected. The main content area shows the 'Members' tab for the 'HR Team'. A search bar is present at the top of the member list. Below the search bar, there are two sections: 'Owners (1)' and 'Members and guests (2)'. The 'Owners' section contains one member, 'NT', who is the team owner. The 'Members and guests' section contains two members: 'Teo Nguyen Van' and 'test123'. A red box highlights the 'test123' member, and a red arrow points to it from the left. The 'test123' member is listed as a 'Member' with a role dropdown and a removal icon (X).

Owners (1)				
Name	Title	Location	Tags	Role
NT				Owner

Members and guests (2)				
Name	Title	Location	Tags	Role
TV	Teo Nguyen Van			Member
T	test123			Member

Configure MS Teams

- **Step 14:** Select tab **Settings** to set **Member permissions**



Configure MS Teams

- **Step 15:** Select tab **Apps**, Click button **More app**

The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' list includes 'Mark 8 Project Team', 'Sales and Marketing', 'Digital Initiative Public Relations', 'Retail', 'MSFT', 'U.S. Sales', and 'HR Team'. The 'HR Team' is selected. The main area shows the 'HR Team' channel with tabs for 'Members', 'Channels', 'Settings', 'Analytics', 'Apps', and 'Tags'. The 'Apps' tab is highlighted with a red box. Below the tabs, a message states: 'Apps let you complete tasks, receive updates, and communicate at the same time. To get started @mention a bot or add a tab in a team channel.' A blue button labeled 'More apps' is visible on the right. Below this, a table lists various apps:

Name	Description	
Forms	Easily create surveys, quizzes and polls.	
Lists	Bring Lists into your channel	
OneNote	Use OneNote to collaborate on digital notes and notebooks with your team.	
Power BI	Uncover insights in your data.	
Praise	Show gratitude for your peers.	
SharePoint	View pages and collaborate with lists.	
SharePoint Pages	Add a tab for a SharePoint news article or page.	
Tasks by Planner and To Do	Stay organized across all your team and individual tasks.	

At the bottom, there are links: 'Build your own apps with the Teams developer platform. [Learn More](#)' and 'Create an outgoing webhook | Upload a custom app'.

Configure MS Teams

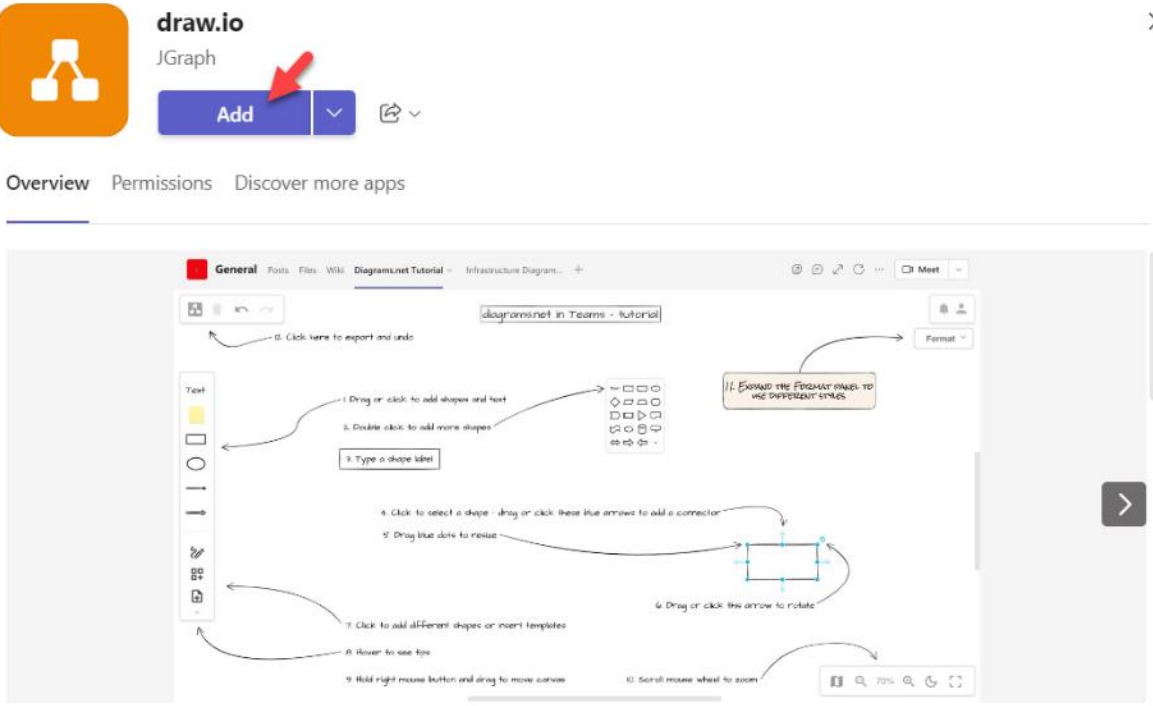
- **Step 16:** Select app. Click button **Add**

The screenshot displays the Microsoft Teams interface for managing apps. The left sidebar contains navigation options: Chat, Shifts, Teams, Activity, Developer..., Apps, and Help. The main content area is titled 'Apps' and includes a search bar. Below the search bar, there are sections for 'Featured' (with sub-sections like 'Popular on Teams', 'Top picks', 'What's new', 'Best selling', 'Elevate customer experiences', 'Engage your employees') and 'Categories' (with sub-sections like 'Built by Microsoft', 'Education', 'Productivity', 'Project management', 'Utilities'). At the bottom of the sidebar is a 'Workflows' section and a 'Manage your apps' button. The main area shows a grid of app cards, each with an icon, name, developer, and an 'Add' button. The 'Add' button for the 'draw.io' app is highlighted with a red arrow. The top of the interface shows the 'Microsoft Teams' header, a search bar, and user information (MSFT, NT).

App Name	Developer	Action
Trivia	Springworks HR Tech	Add
Poll Everywhere	Poll Everywhere	Add
Built by Microsoft See all		
Avatars	Microsoft Corporation	Add
Power Automate	Microsoft Corporation	Open
Forms	Microsoft Corporation	Add
Tasks by Planner and To Do	Microsoft Corporation	Open
Channel calendar	Microsoft Corporation	Add
SharePoint	Microsoft Corporation	Add
Education See all		
Breakthru	Breakthru Immersive, INC	Add
Kahoot!	Kahoot!	Add
Bookings	Microsoft	Add
draw.io	JGraph	Add
Whiteboard.chat for Edu	Epiphani Inc.	Add
Poll Everywhere	Poll Everywhere	Add

Configure MS Teams

- **Step 17:** Click button **Add**



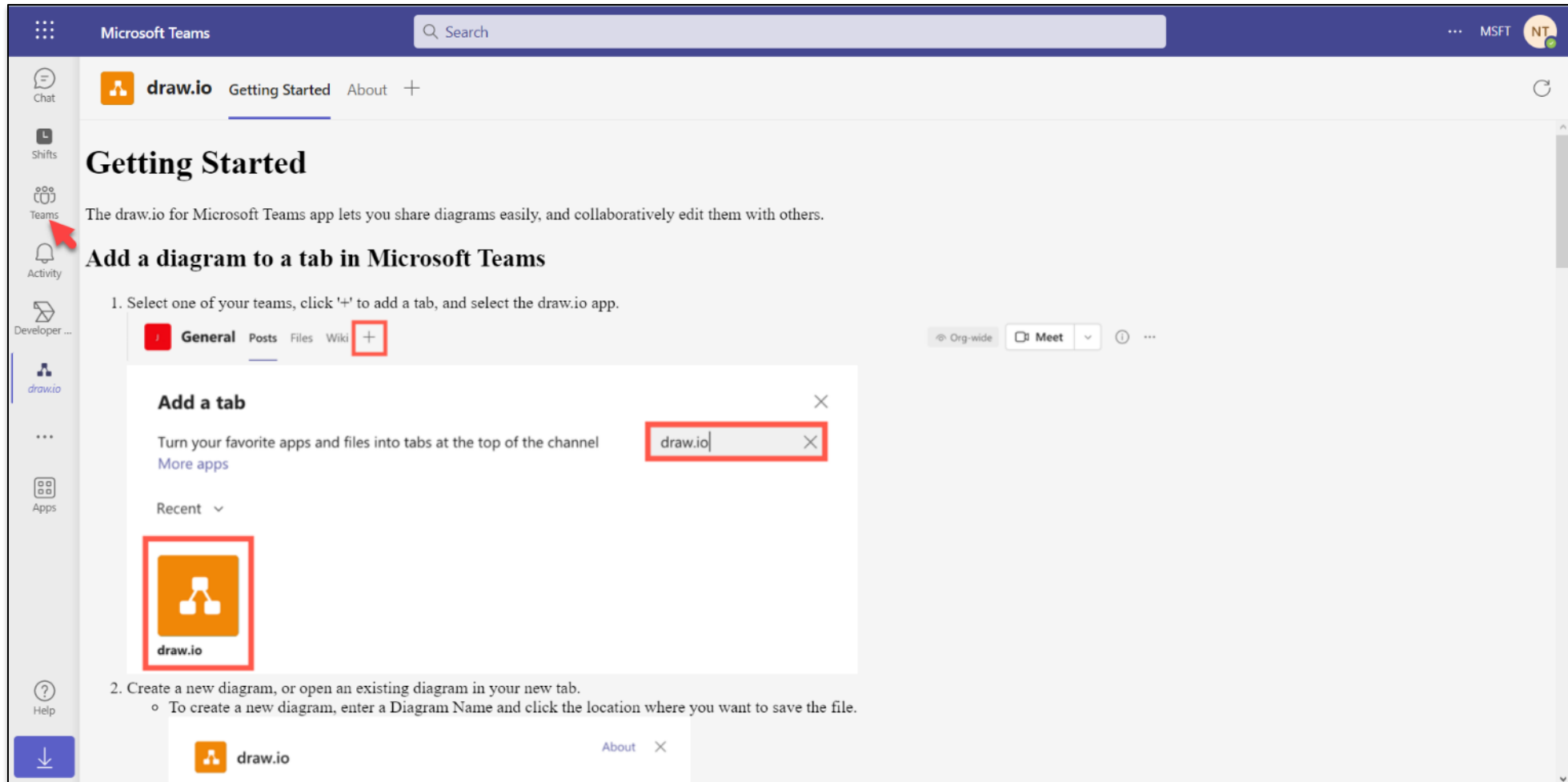
Collaborate visually on whiteboards and diagrams

draw.io is a diagramming and whiteboarding app that allows you to collaborate visually in your browser or using our desktop tool. draw.io allows you to add a diagram tab so you and your co-workers can collaborate on a diagram file stored in your OneDrive without leaving Microsoft Teams. JGraph Ltd has been building secure diagramming technology since 2004.

By using draw.io, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

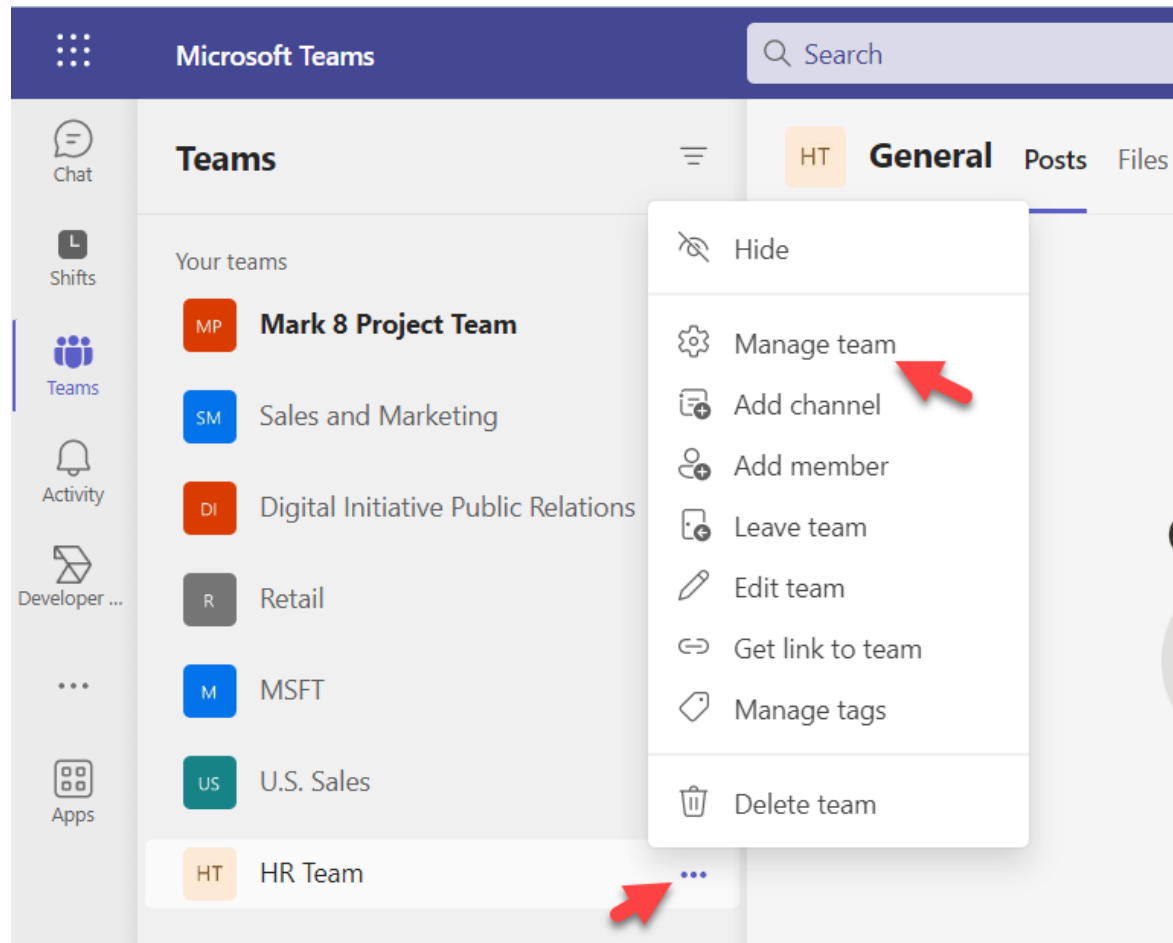
Configure MS Teams

- Step 18: Click **Teams**



Configure MS Teams

- **Step 19:** Click icon ..., select menu **Manage team**



Configure MS Teams

- **Step 20:** Select tab **Channels**, Click button **Add channel**

The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and the user profile 'MSFT NT'. The left sidebar shows navigation options: Chat, Shifts, Teams, Activity, Developer..., and Apps. The main content area displays the 'HR Team' page. The 'Channels' tab is selected, indicated by a red arrow. Below the tabs, there is a search bar for channels and a table of active channels. The 'Add channel' button is highlighted with a red arrow.


Name	Show for me	Show for members	Description	Type	Last activity
General				🌐	...

Configure MS Teams

- **Step 21:** Enter **Channel name**. Click button **Add**

Create a channel for "HR Team" team


Channel name

Support 


Description (optional)

Help others find the right channel by providing a description

Privacy

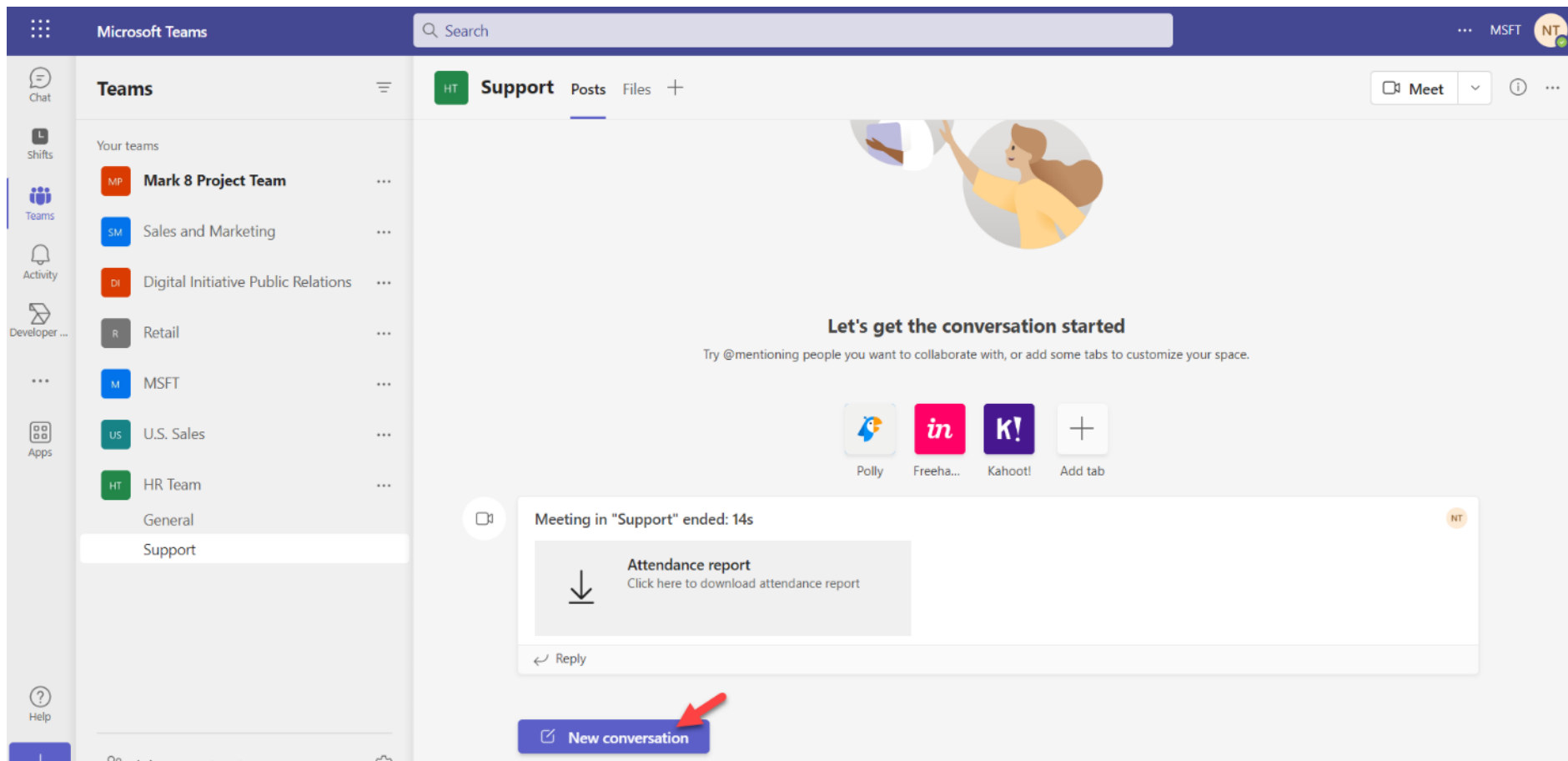
Standard - Everyone on the team has access 

Automatically show this channel in everyone's channel list



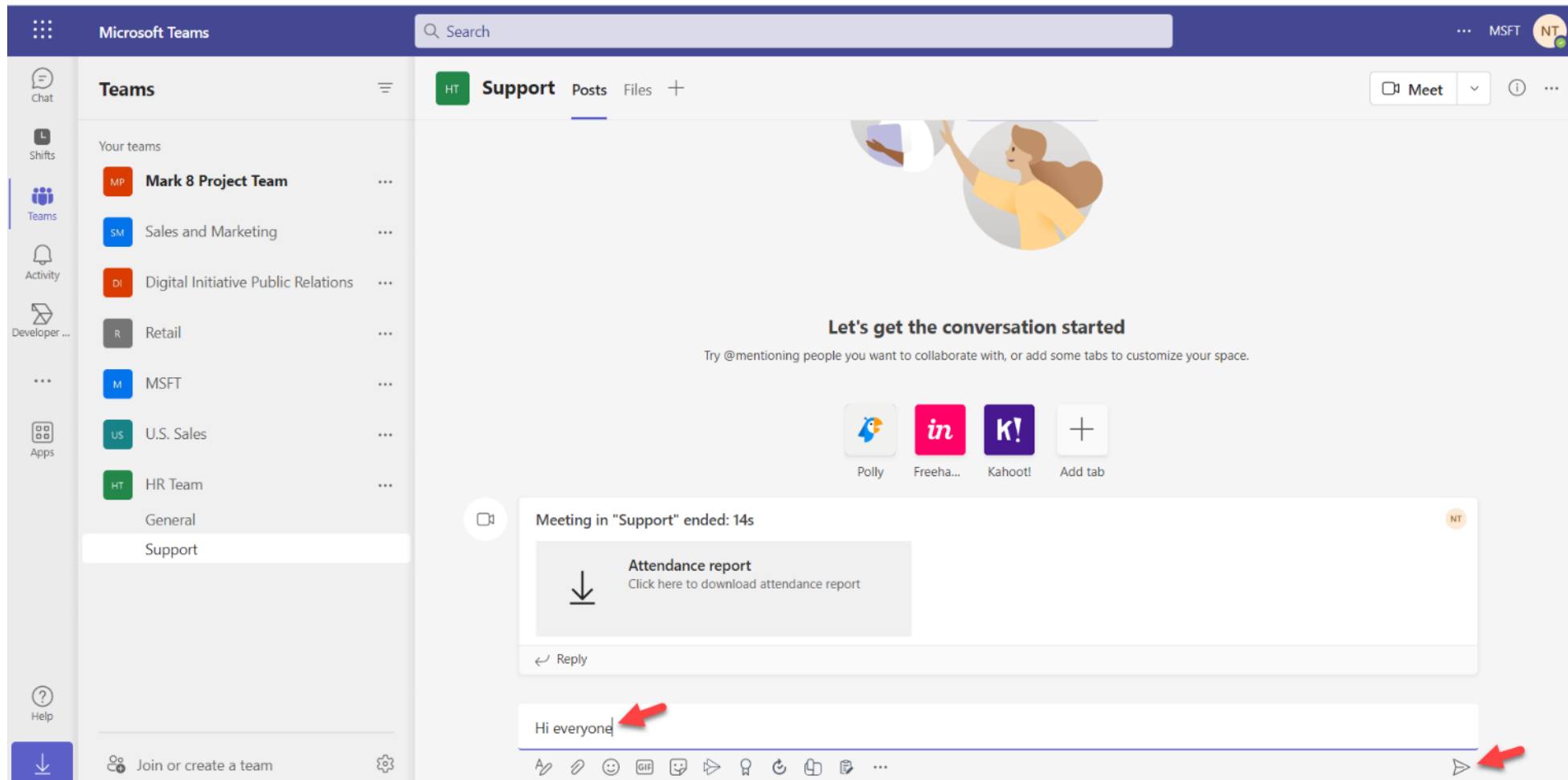
Configure MS Teams

- Step 22: Click button **New conversation**



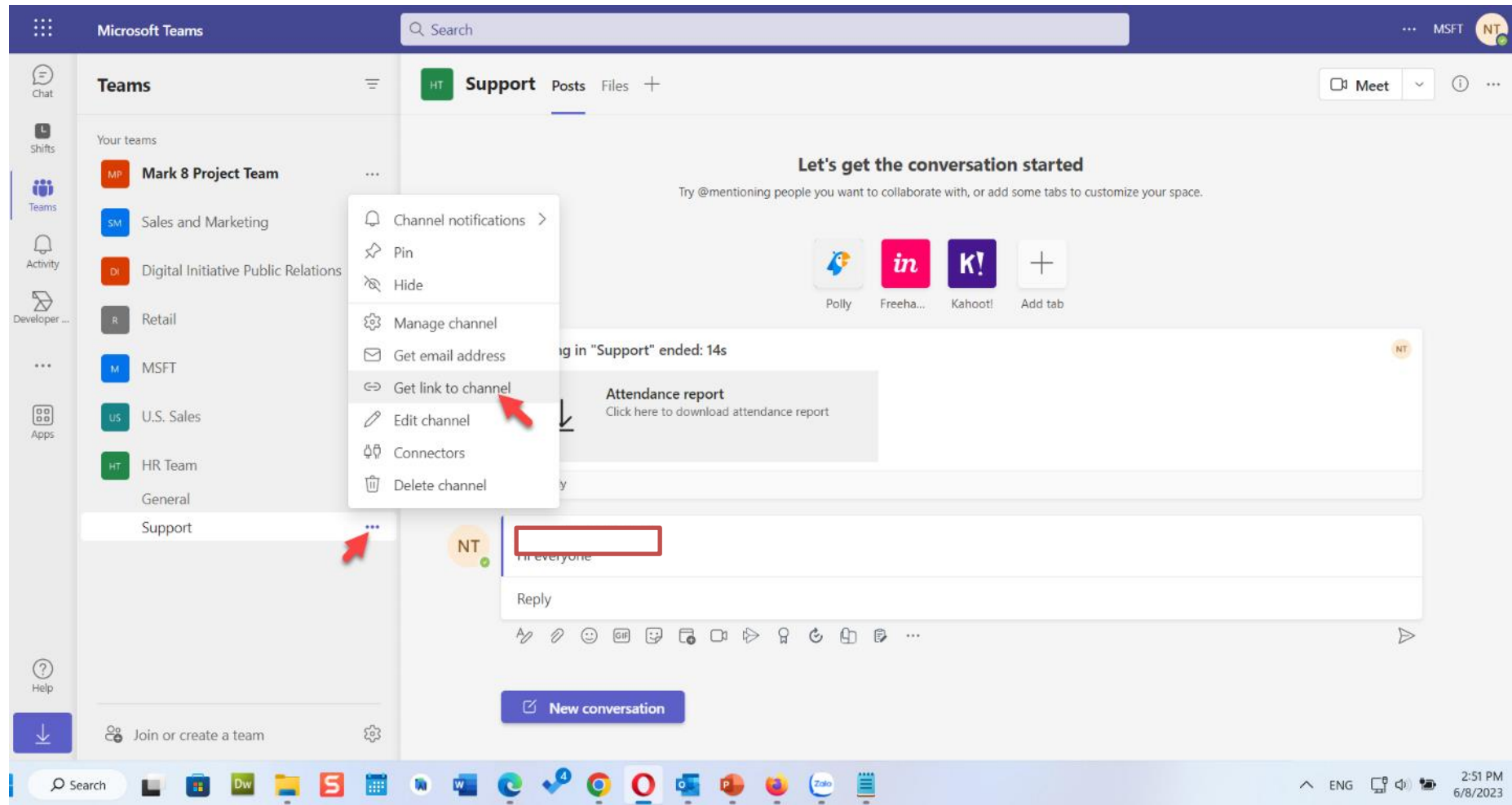
Configure MS Teams

- **Step 23:** Enter message. Click button **Send**



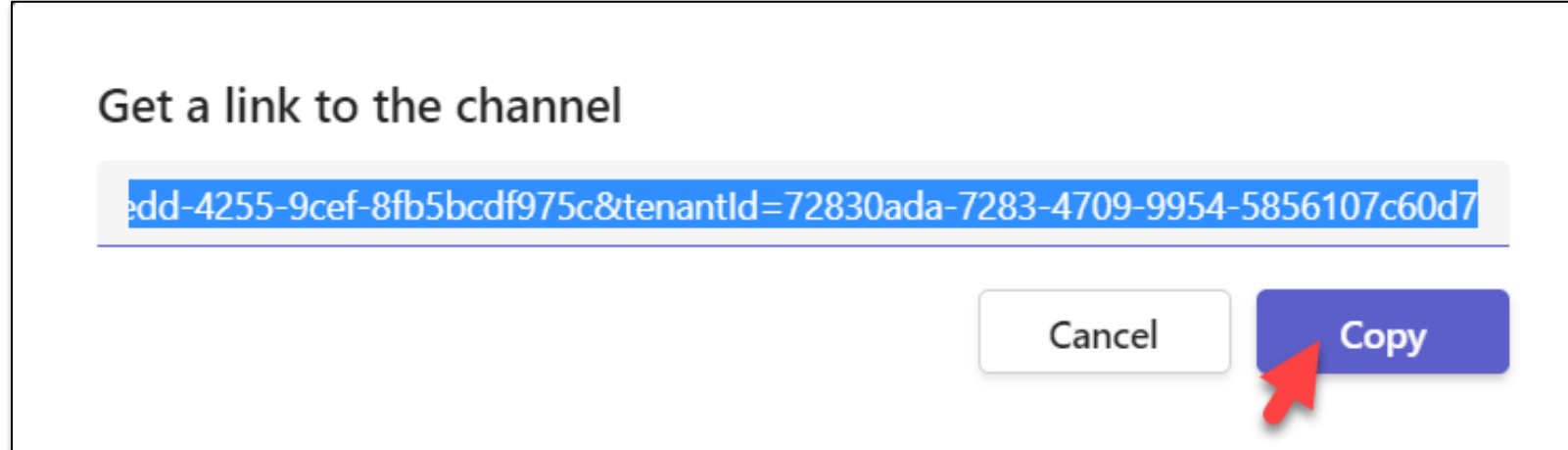
Configure MS Teams

- **Step 24:** Click ...on channel **Support**, select menu **Get link to channel** to invite everyone.



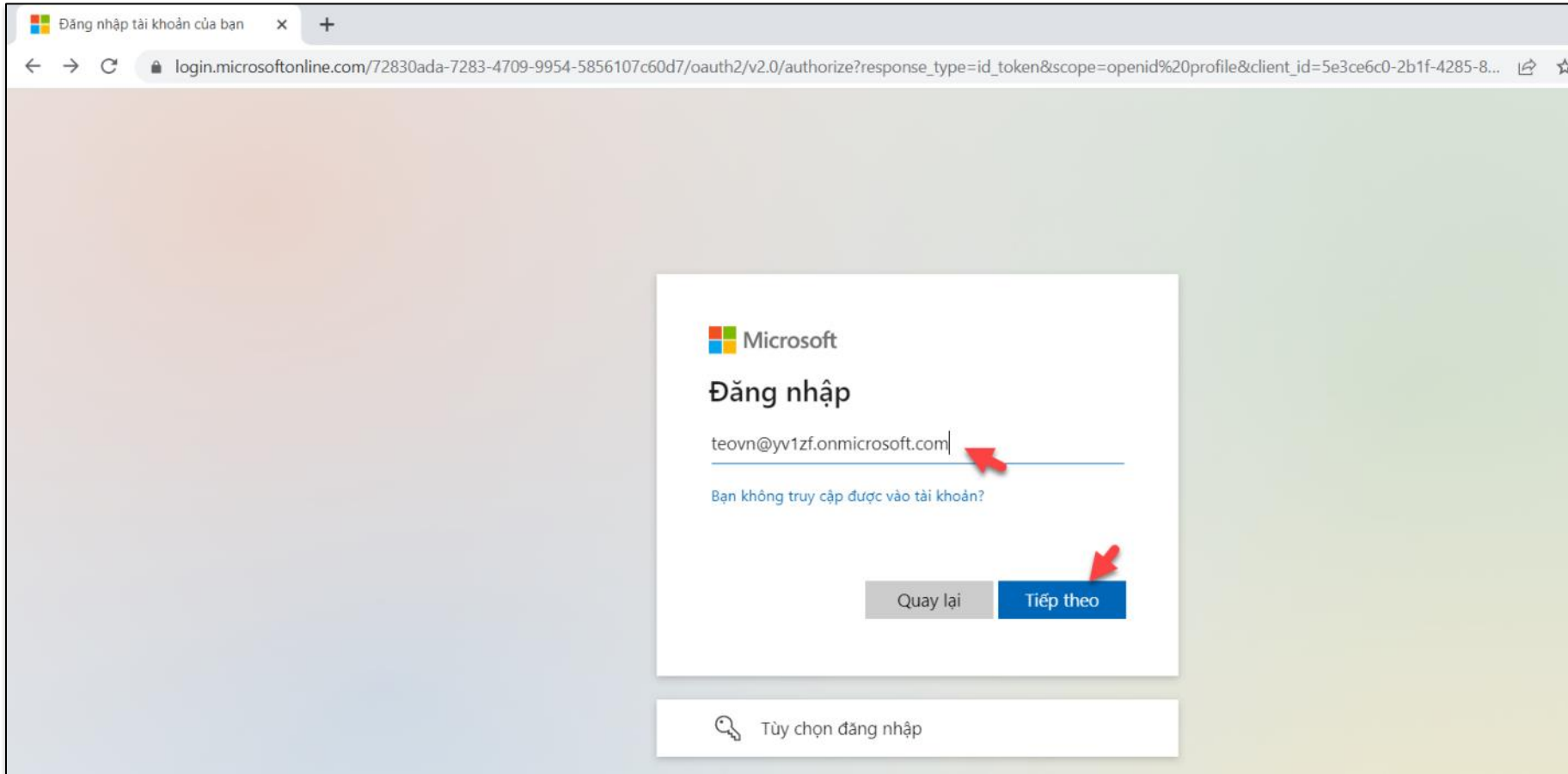
Configure MS Teams

- **Step 25:** Click button **Copy**



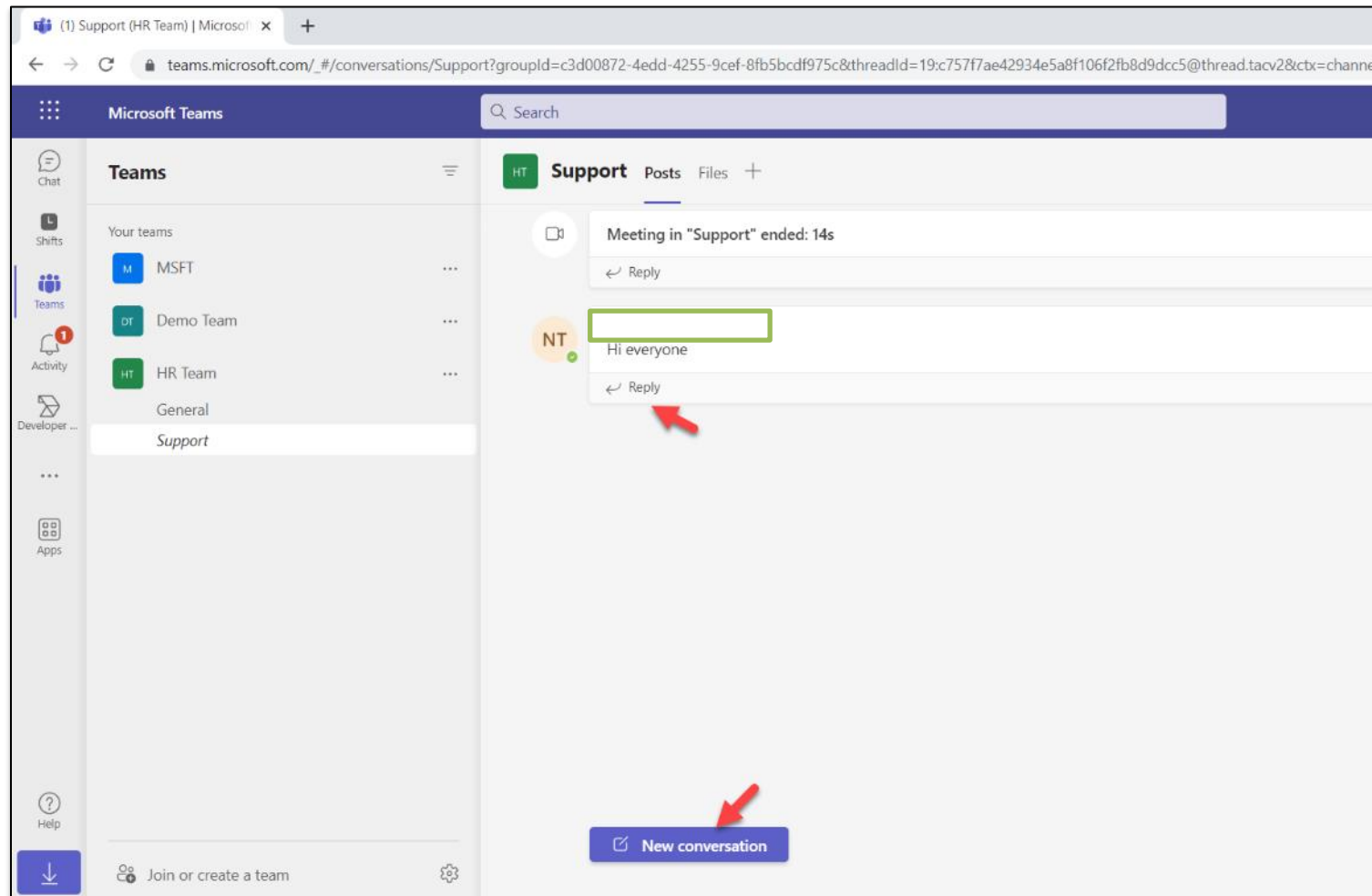
Configure MS Teams

- **Step 26:** Open new browser, paste link then login



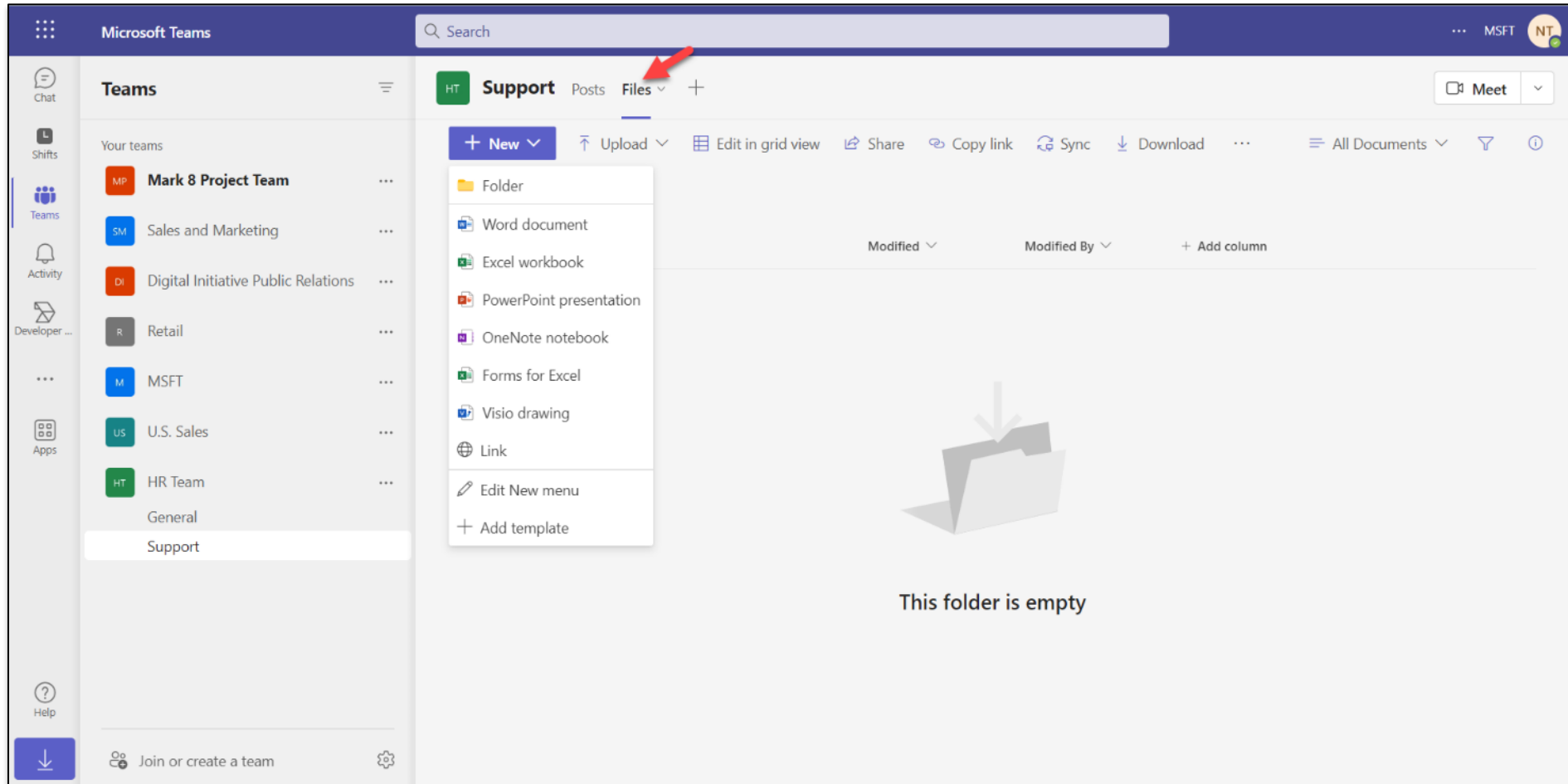
Configure MS Teams

- **Step 27:** Enter password, then Click button **New conversation** or click **Reply**



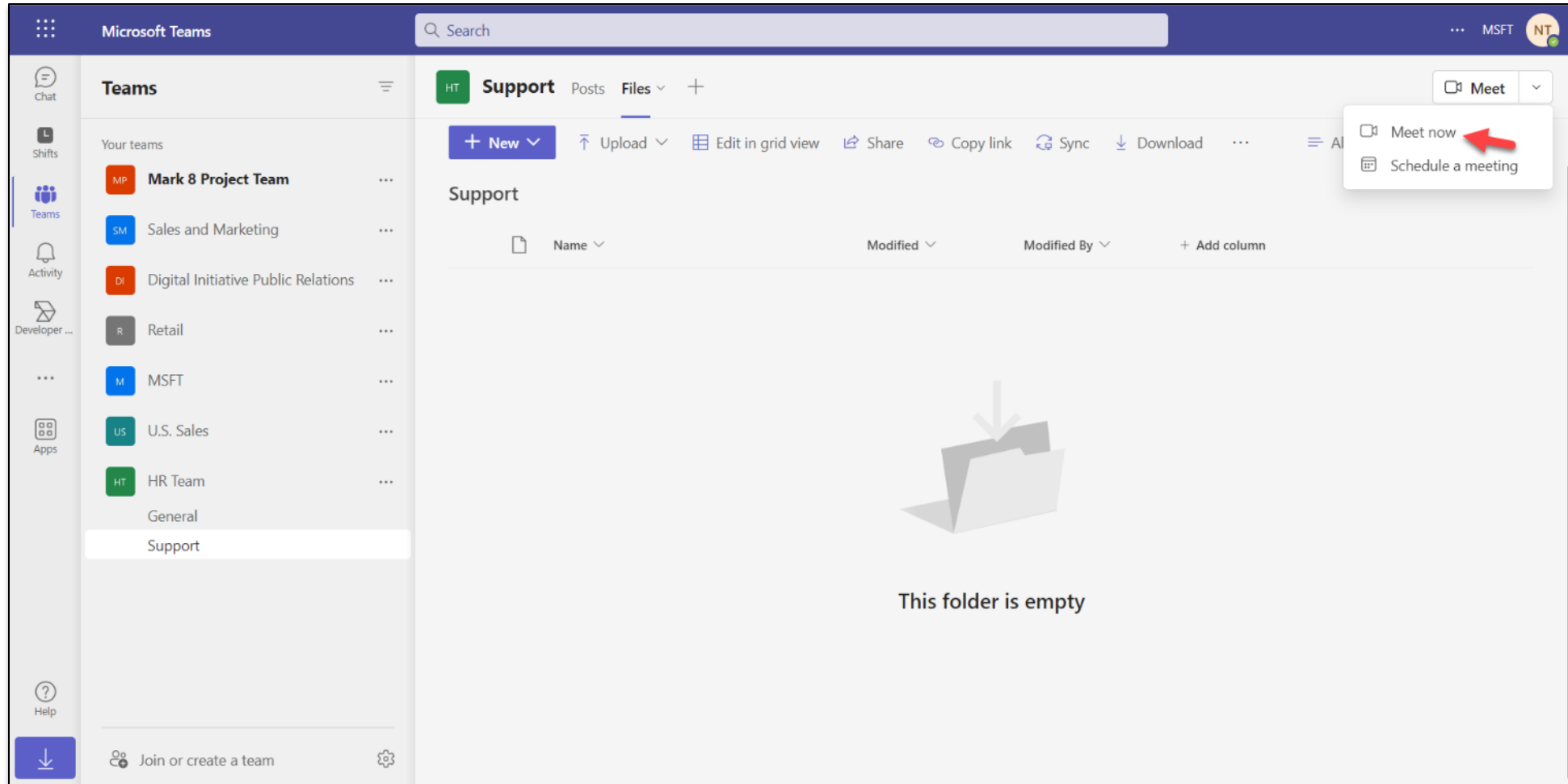
Configure MS Teams

- **Step 28:** In channel **Support**, select tab **Files** to create file, upload file, download file or share file...



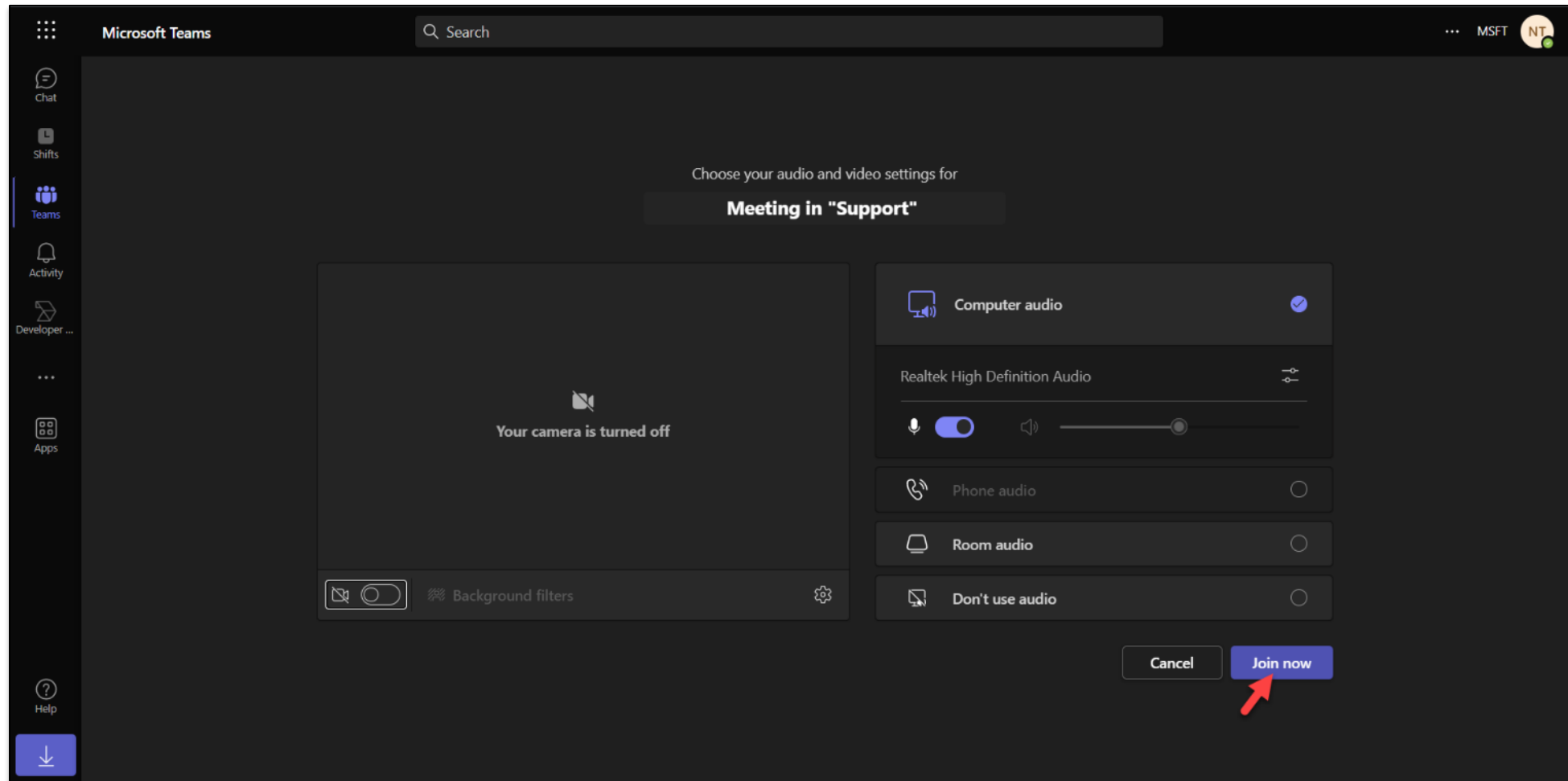
Configure MS Teams

- **Step 29:** In channel **Support**, Click button **Meet** -> **Meet now**



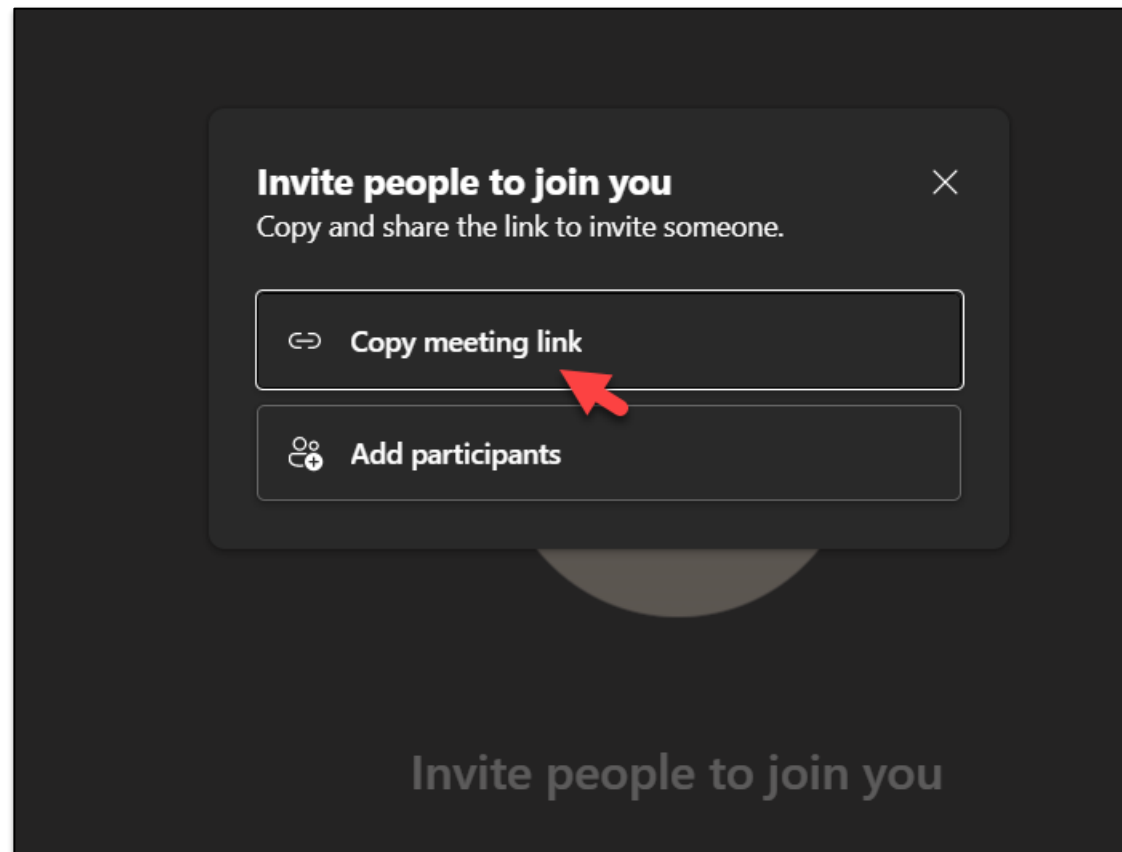
Configure MS Teams

- **Step 30:** Click button **Join now** begin meet



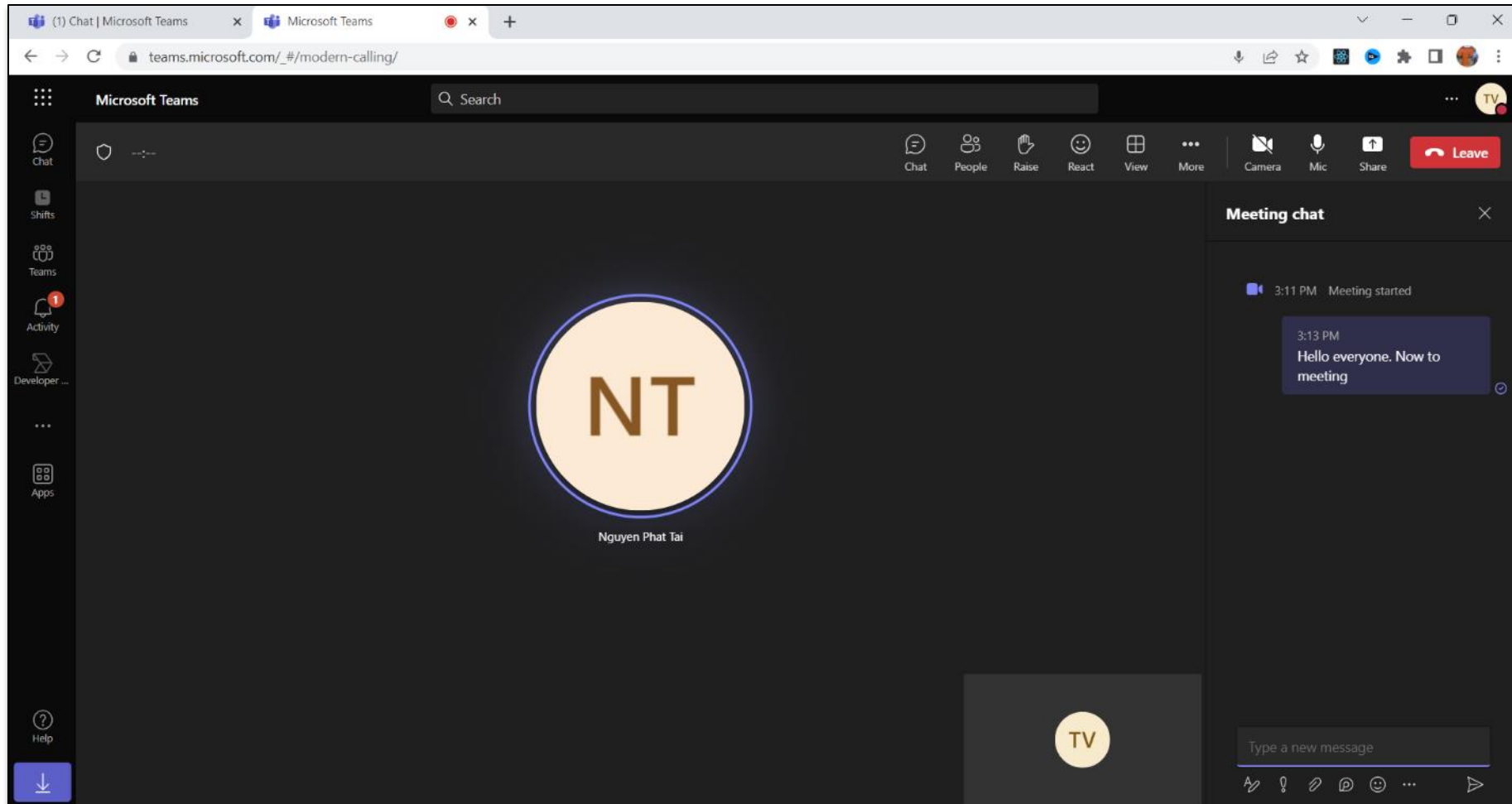
Configure MS Teams

- **Step 31:** Click **Copy meeting link** to share everyone or click **Add participants** to meet



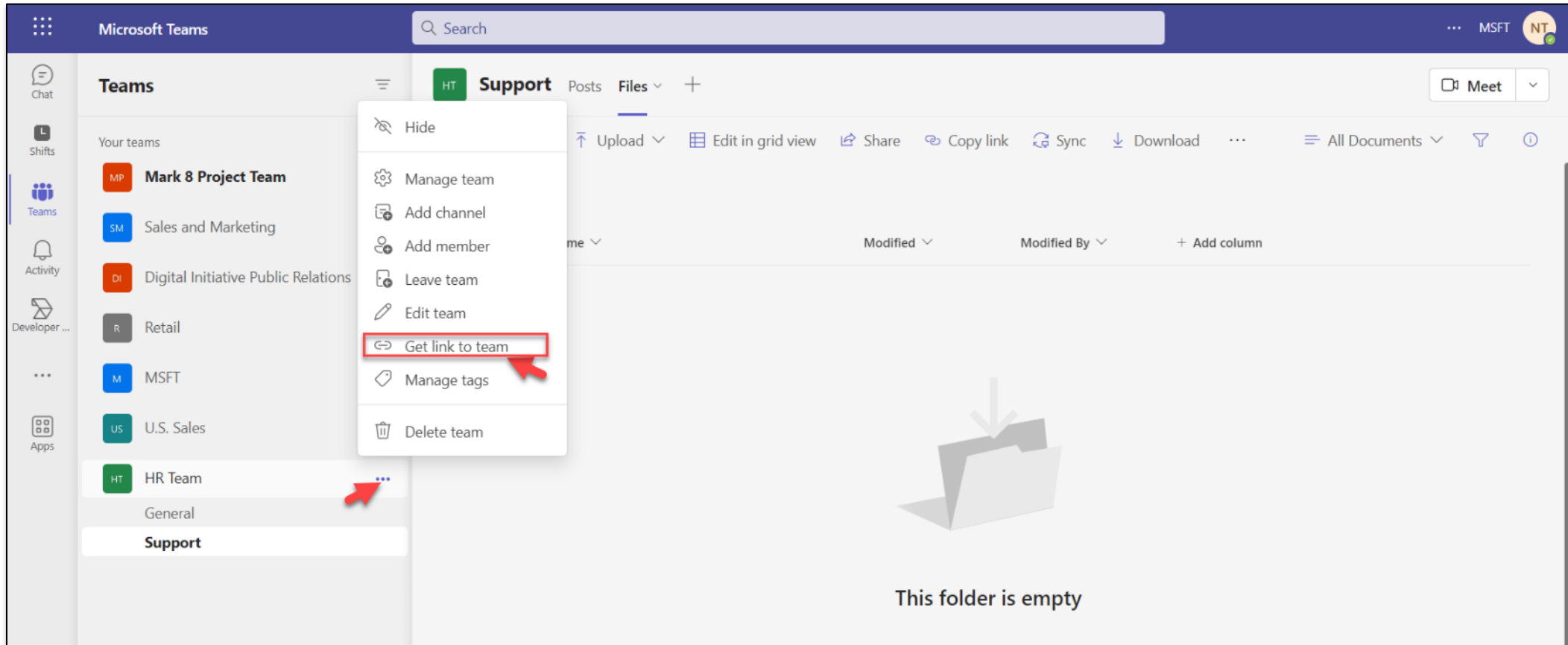
Configure MS Teams

- **Step 32:** Open new browser, paste link then meeting with everyone



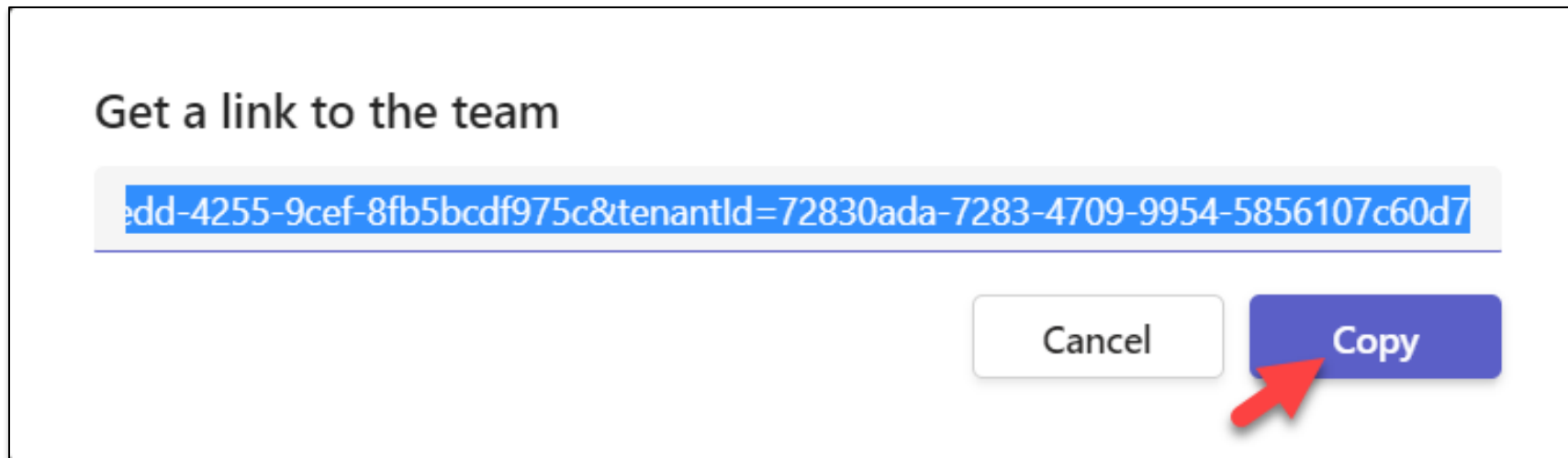
Configure MS Teams

- **Step 33:** Click ... on HR Team, select menu **Get link to team**



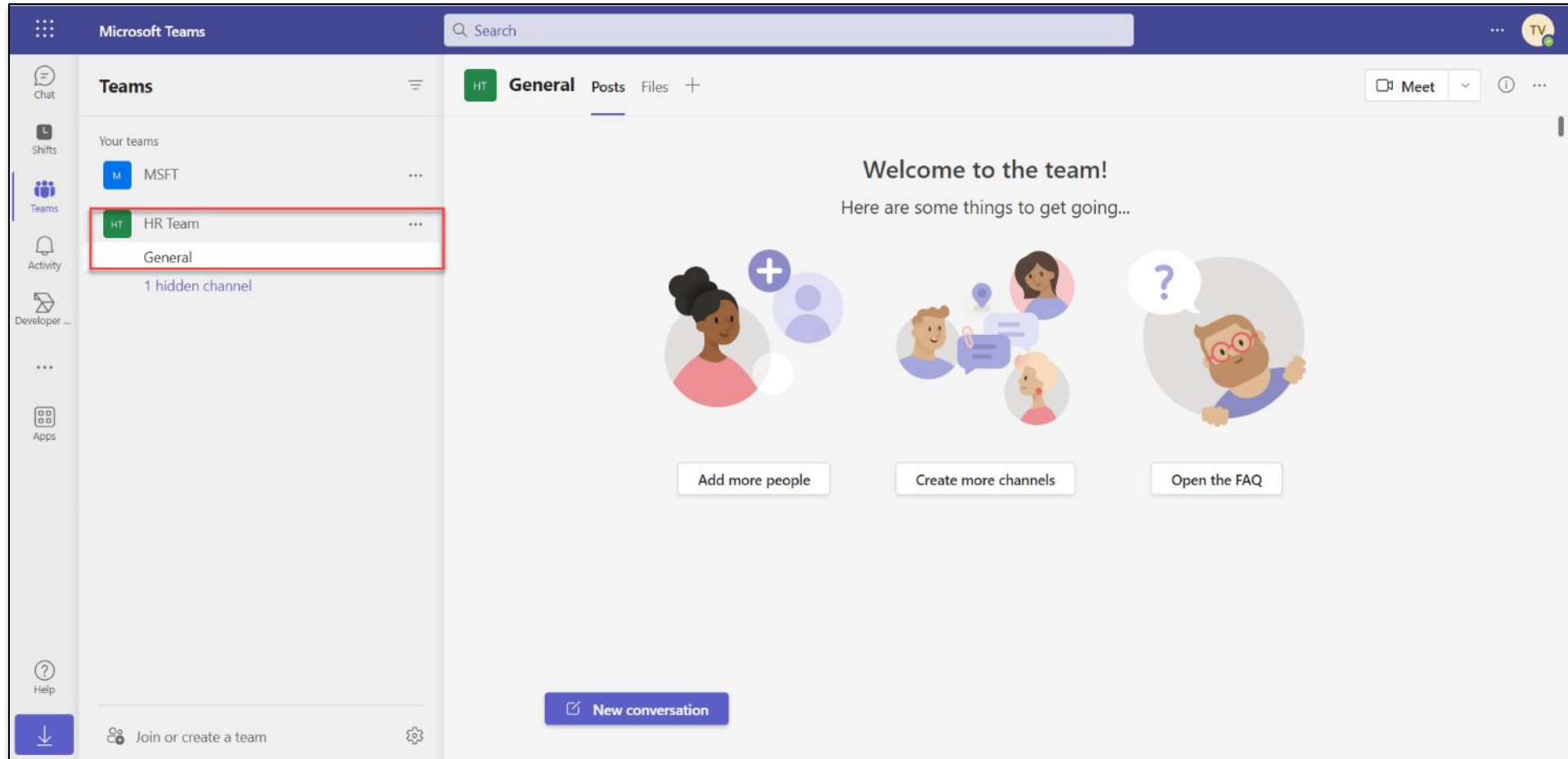
Configure MS Teams

- **Step 34:** Click **Copy**



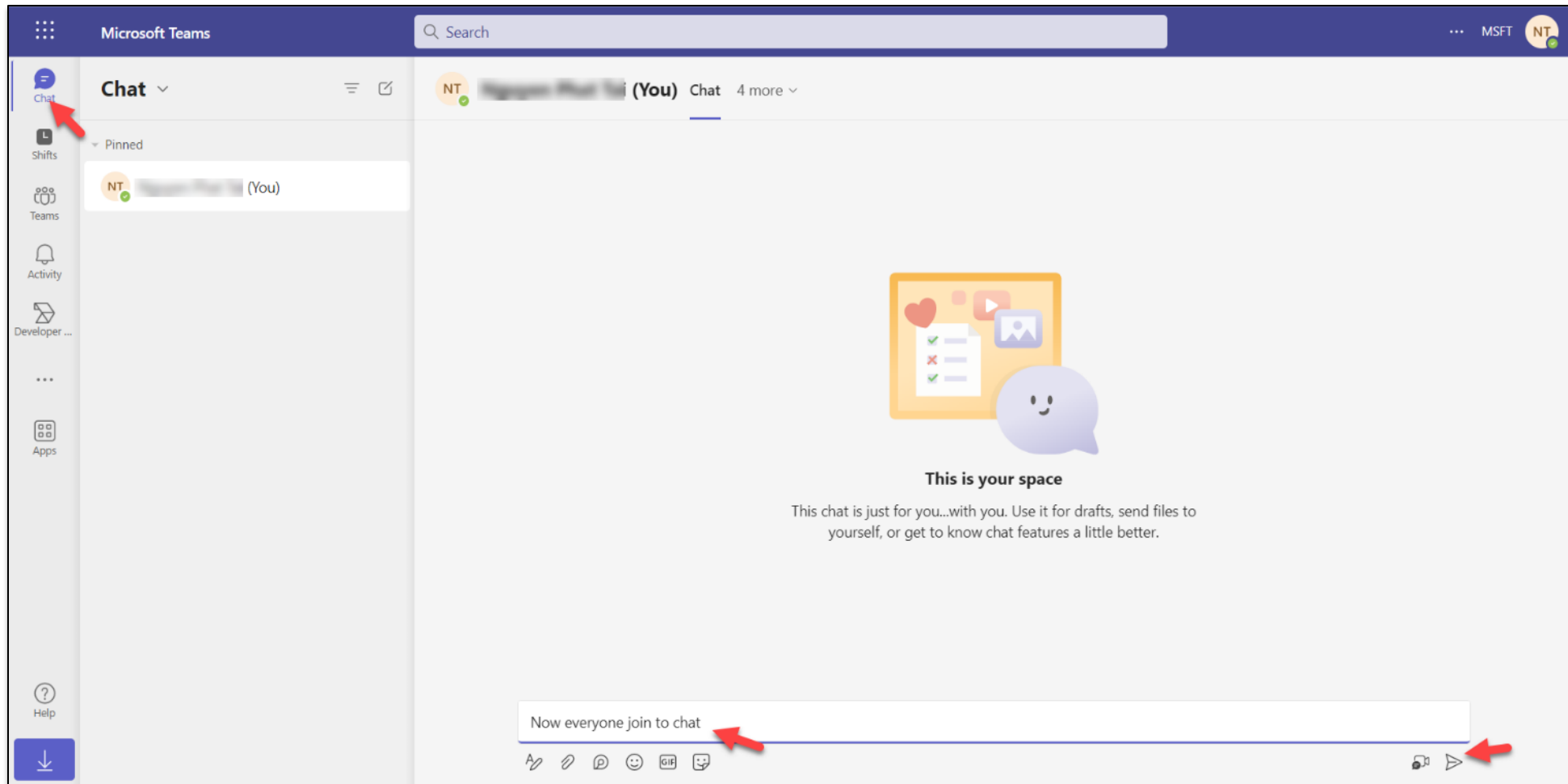
Configure MS Teams

- **Step 35:** Open new browser, paste link then work with the Team



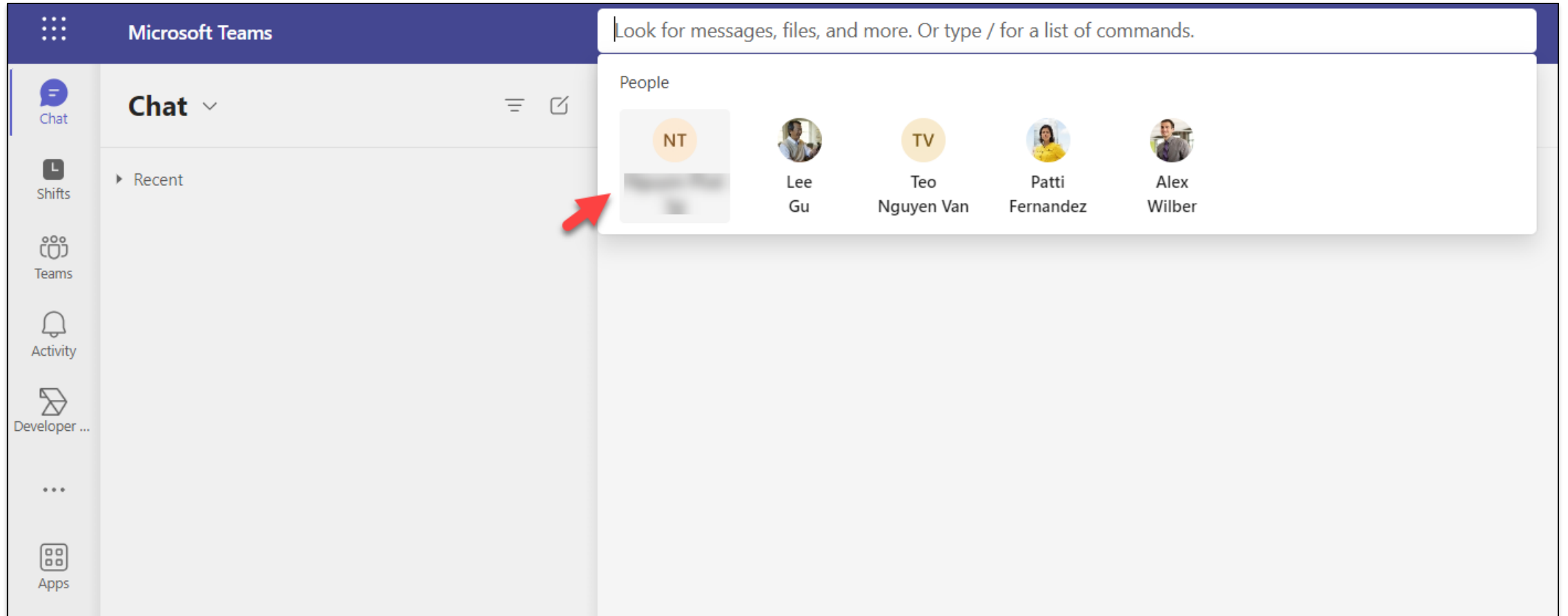
Configure MS Teams

- **Step 36:** Click icon **Chat**, Enter message then Click **Send**



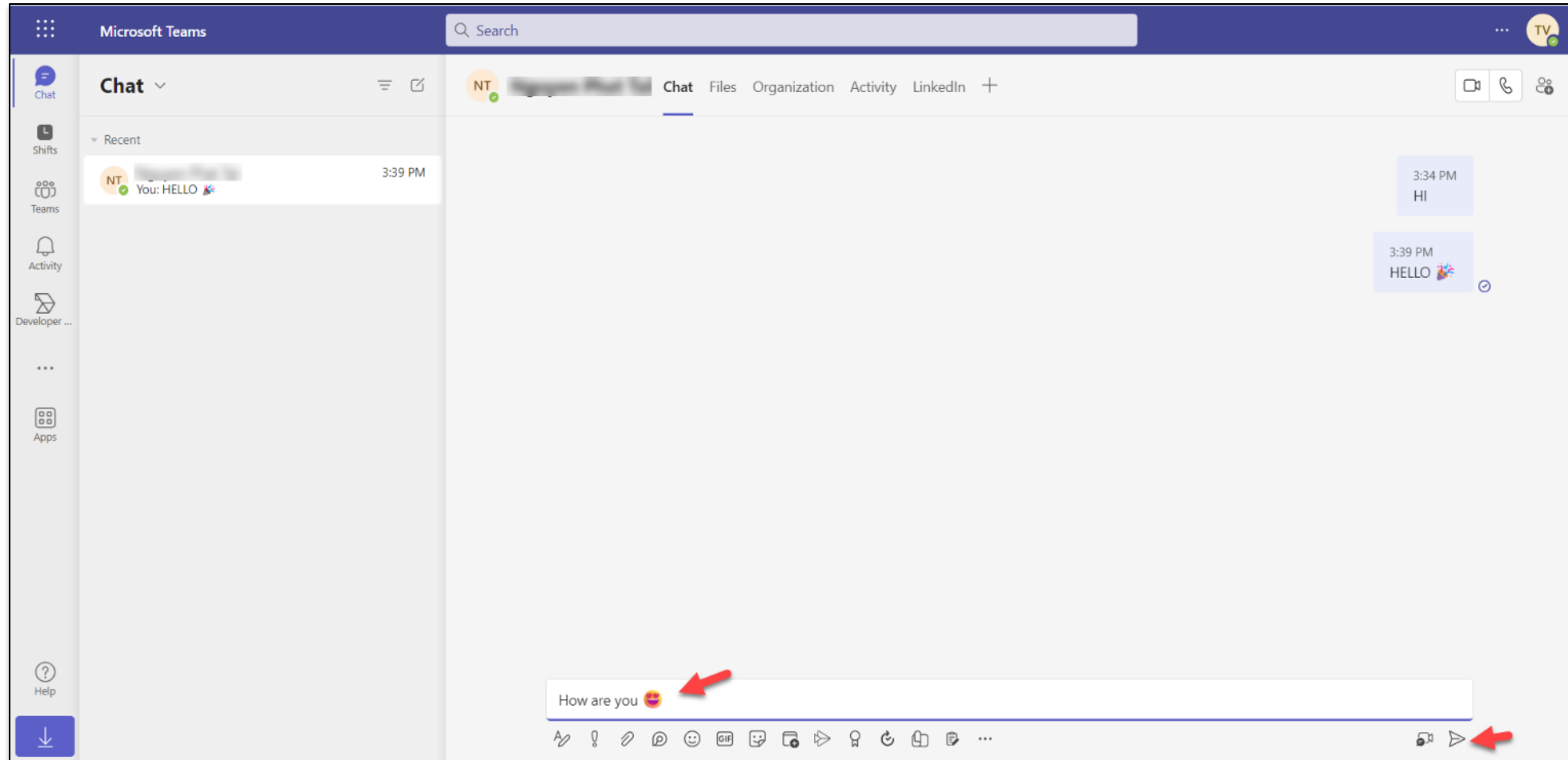
Configure MS Teams

- **Step 37:** Lookin user you want to chat in search box



Configure MS Teams

- **Step 38:** Enter message then click icon **Send**



Configure MS Teams

- **Step 39:** Click icon **Download Desktop app** to download MS Team, After downloading, install and perform team activities in this software.

