Configure MS Teams

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

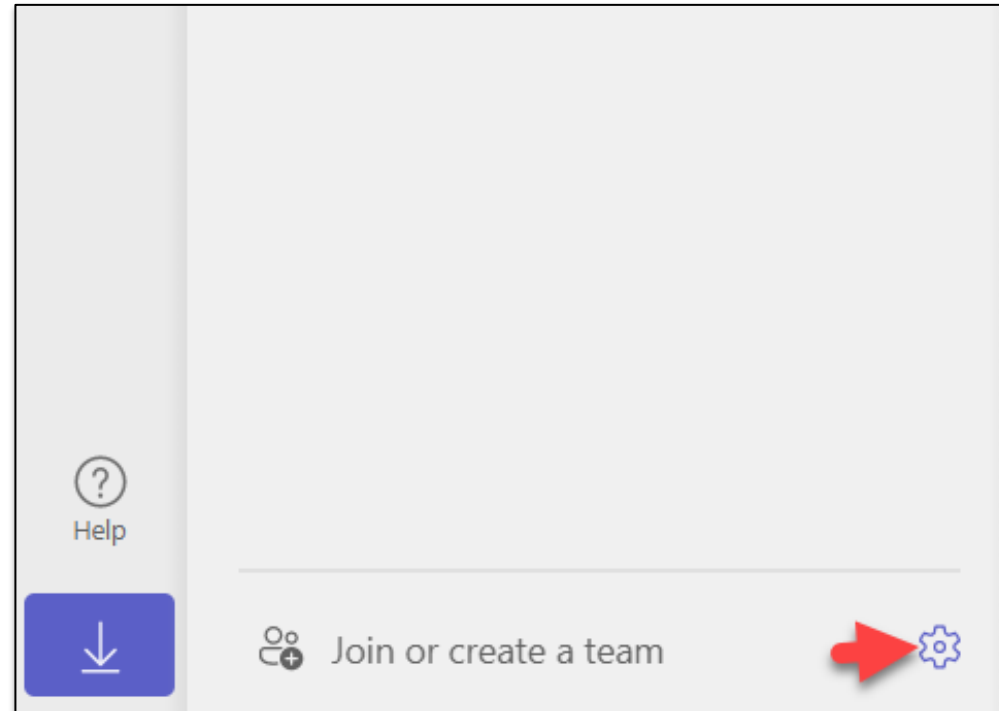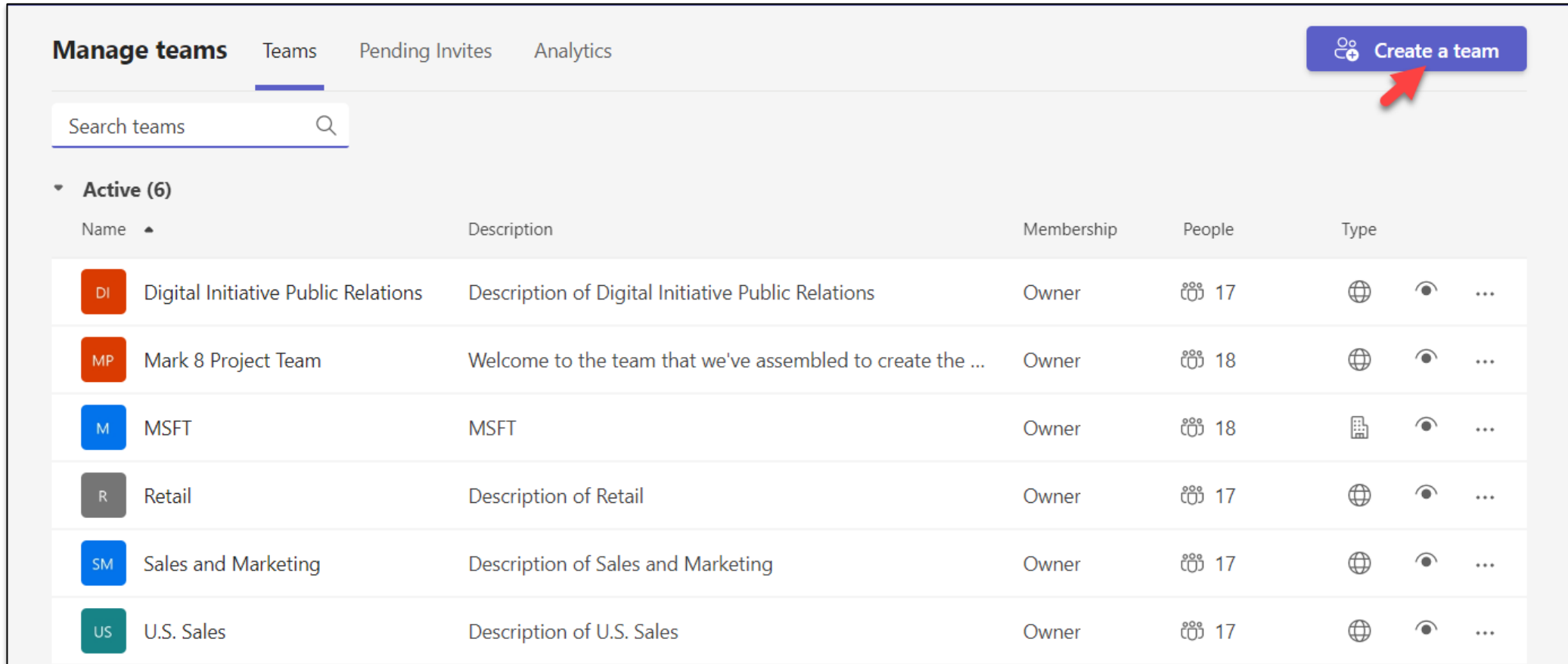# Configure MS Teams

- **Step 2:** Click Teams
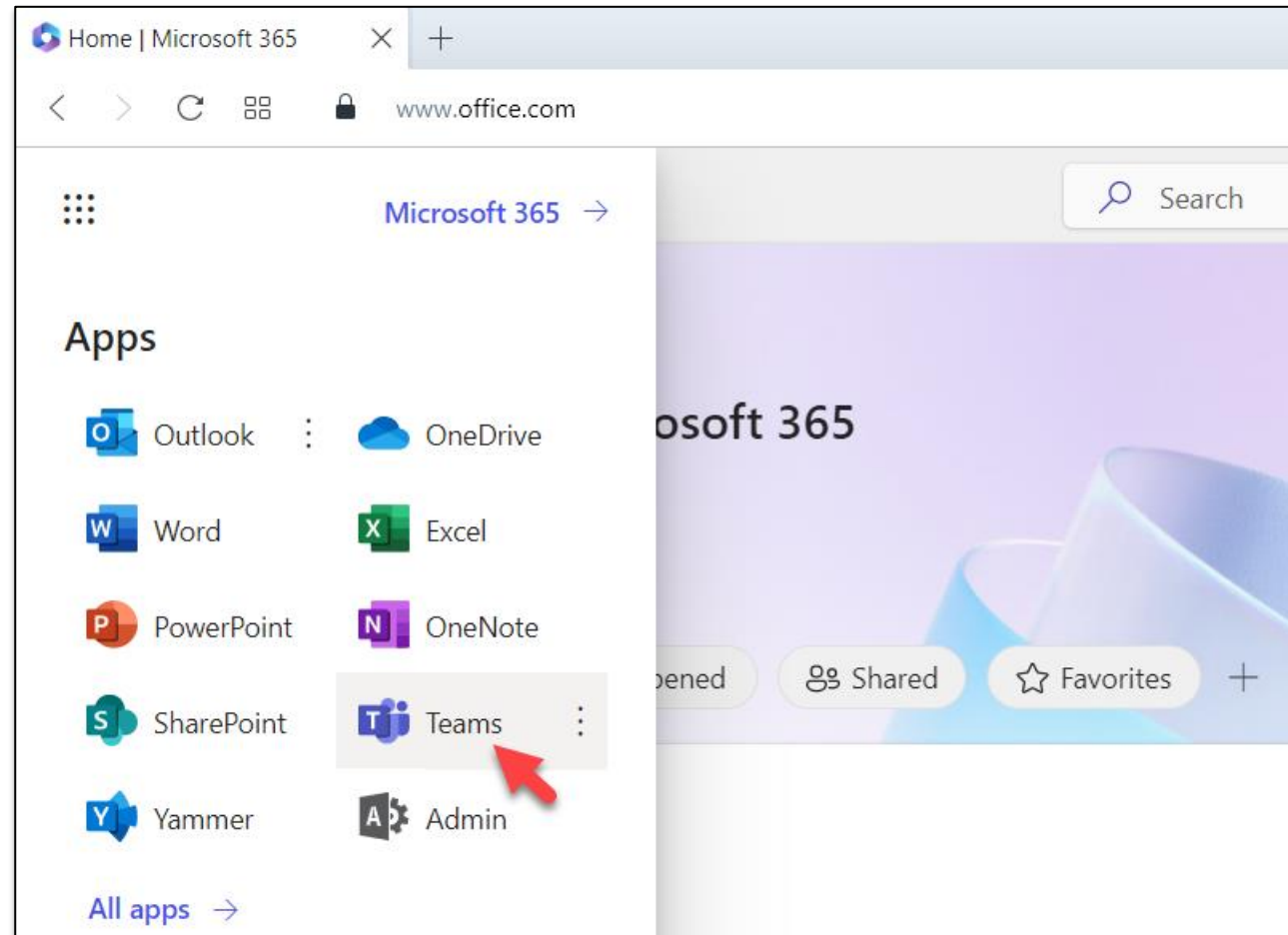
Configure MS Teams

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

Configure MS Teams

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

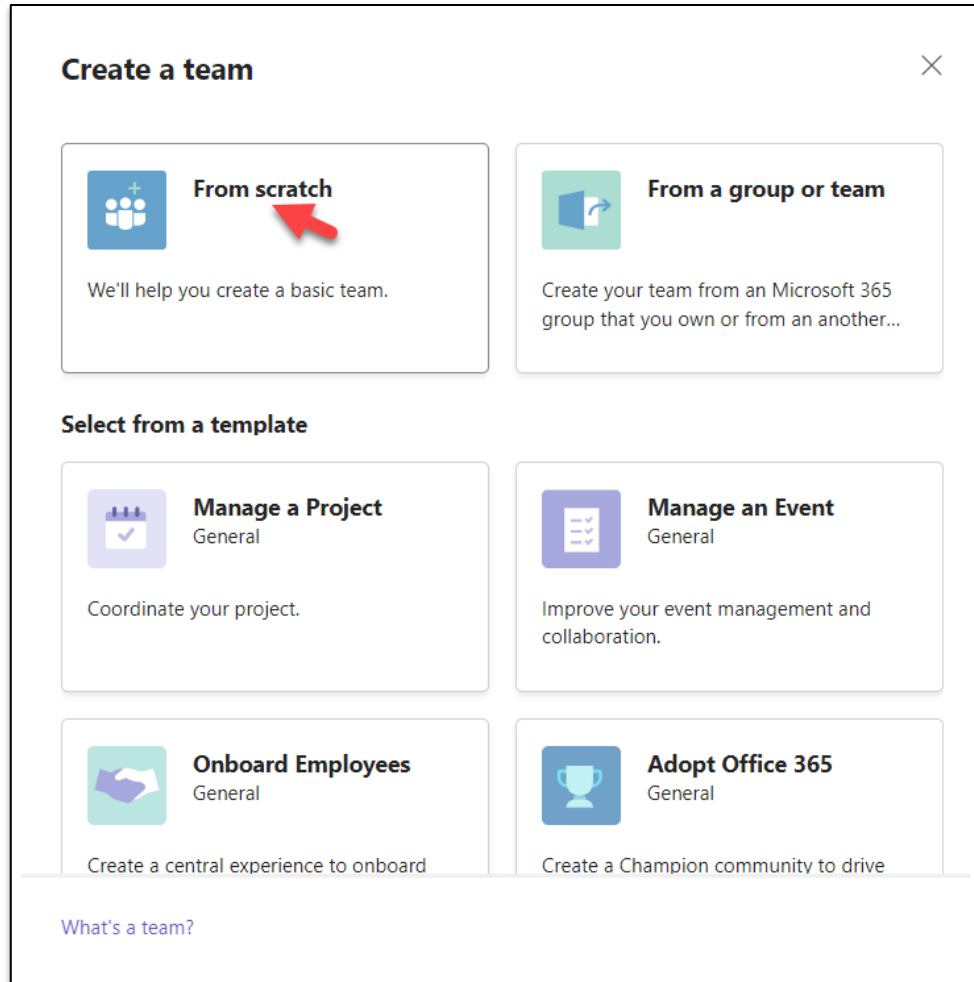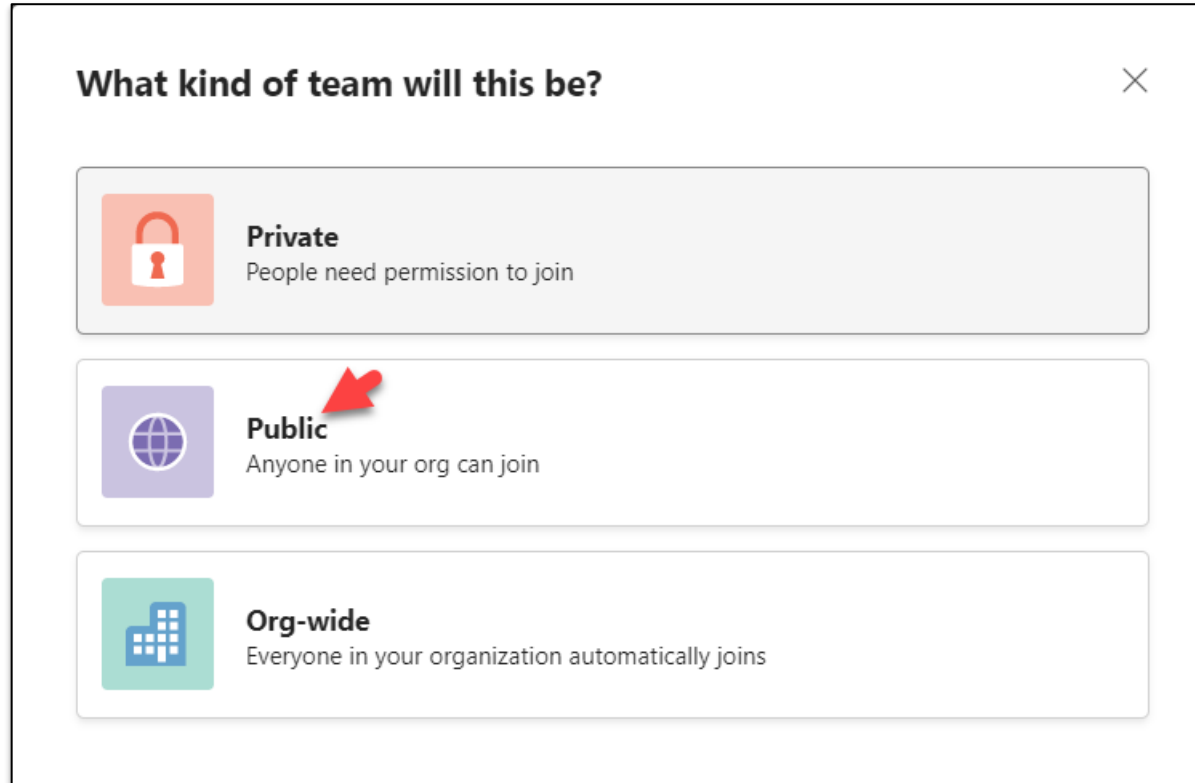# Configure MS Teams

- **Step 5:** Click From scratch

Configure MS Teams

- **Step 6:** Click Public

Configure MS Teams

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

Configure MS Teams

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

Configure MS Teams

- **Step 9:** Click icon …at HR Team, select menu Manage team
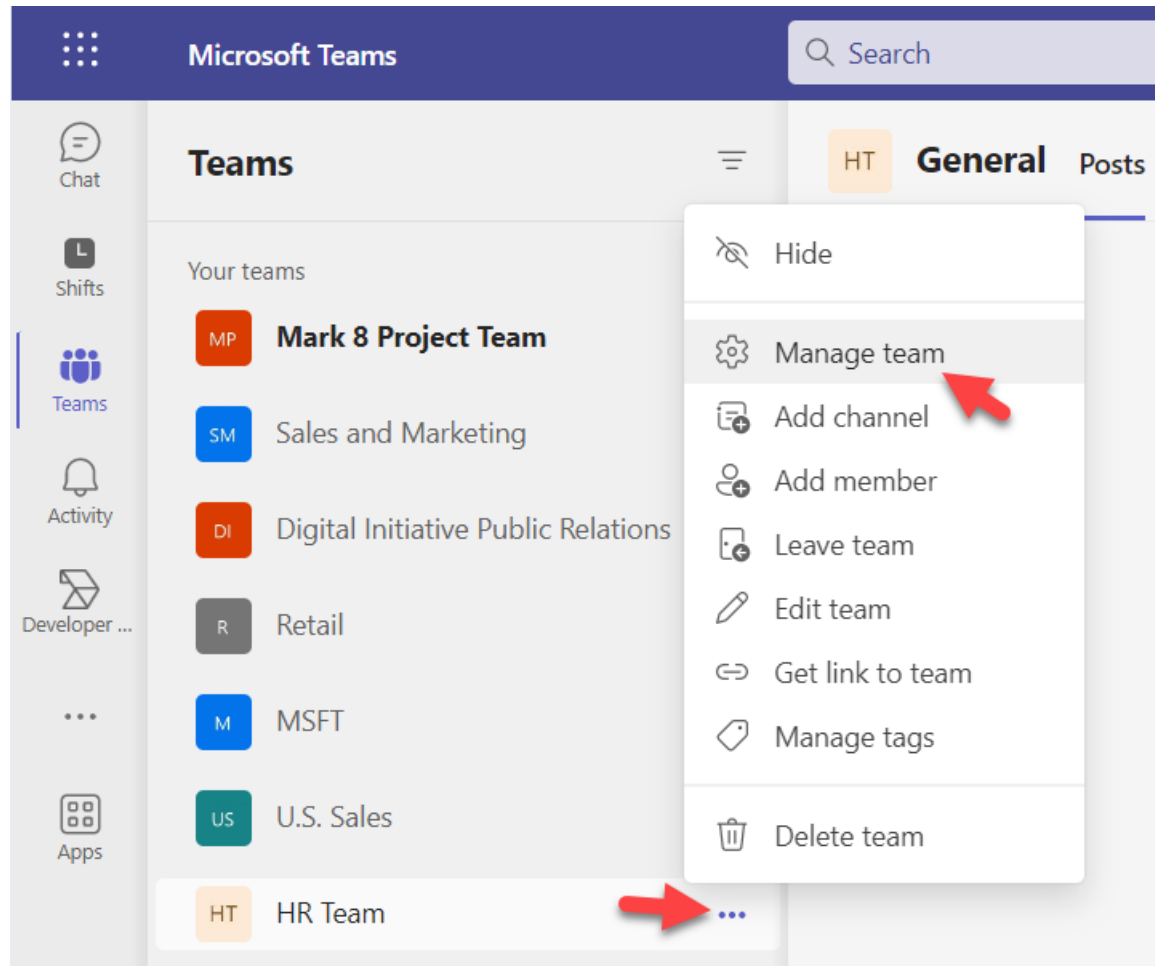
Configure MS Teams

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

Configure MS Teams

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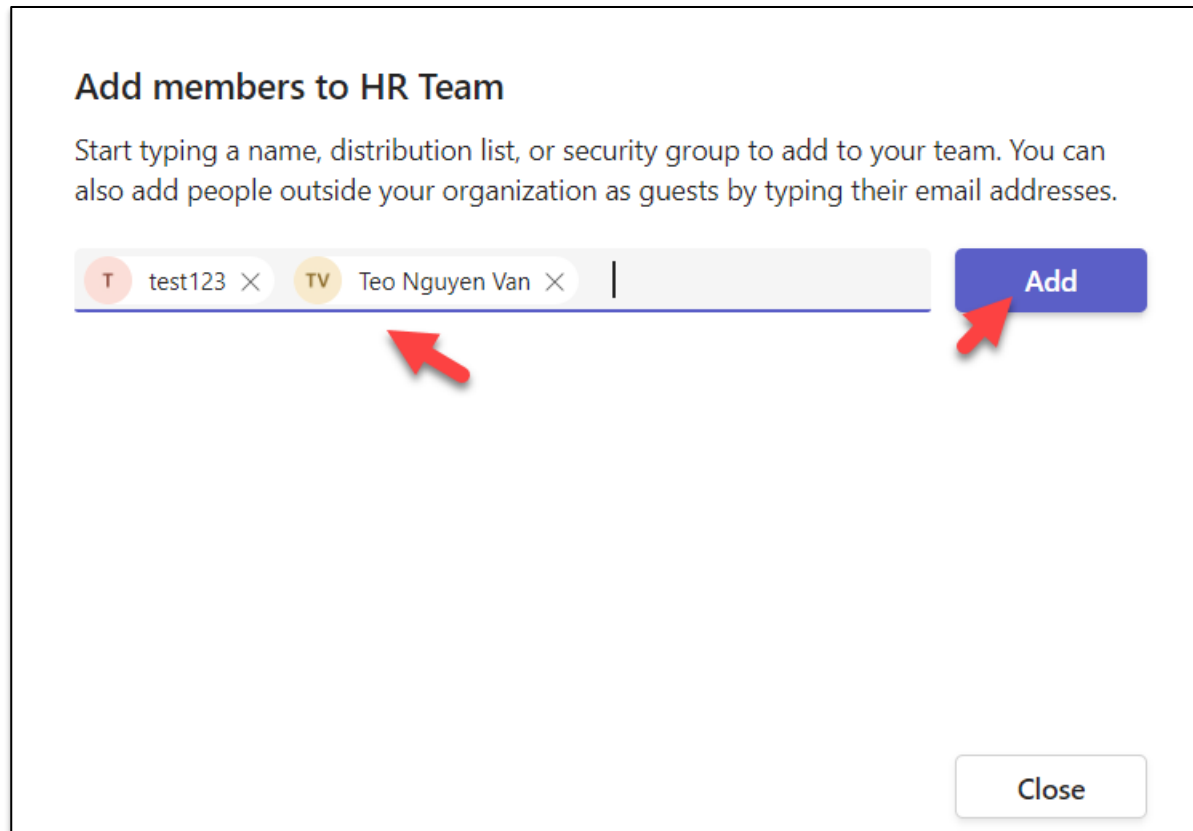
Configure MS Teams

- **Step 12:** Click button Close

Configure MS Teams

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

Configure MS Teams

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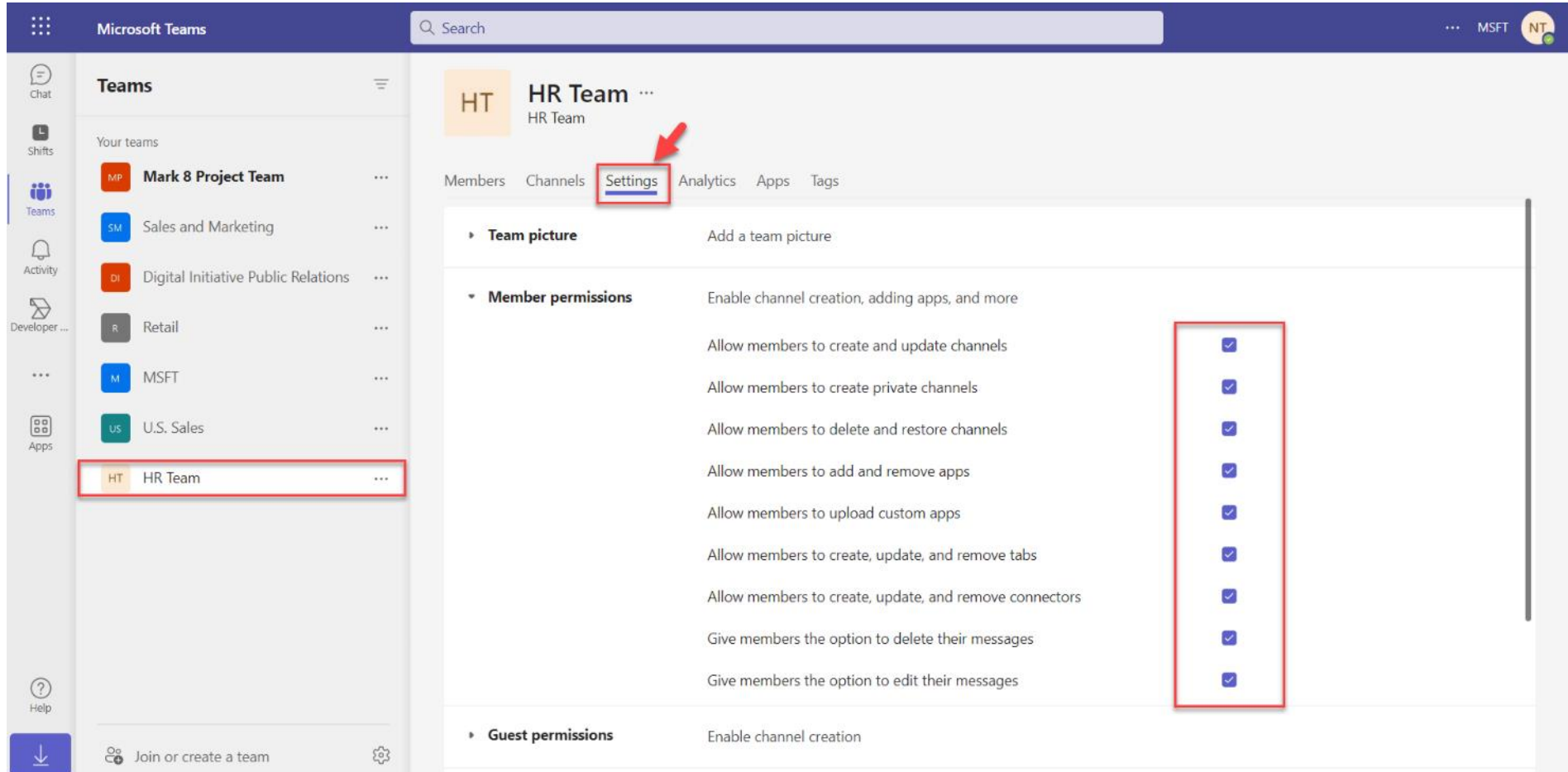
Configure MS Teams

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

Configure MS Teams

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

Configure MS Teams

- **Step 17:** Click button Add

Configure MS Teams

- **Step 18:** Click Teams
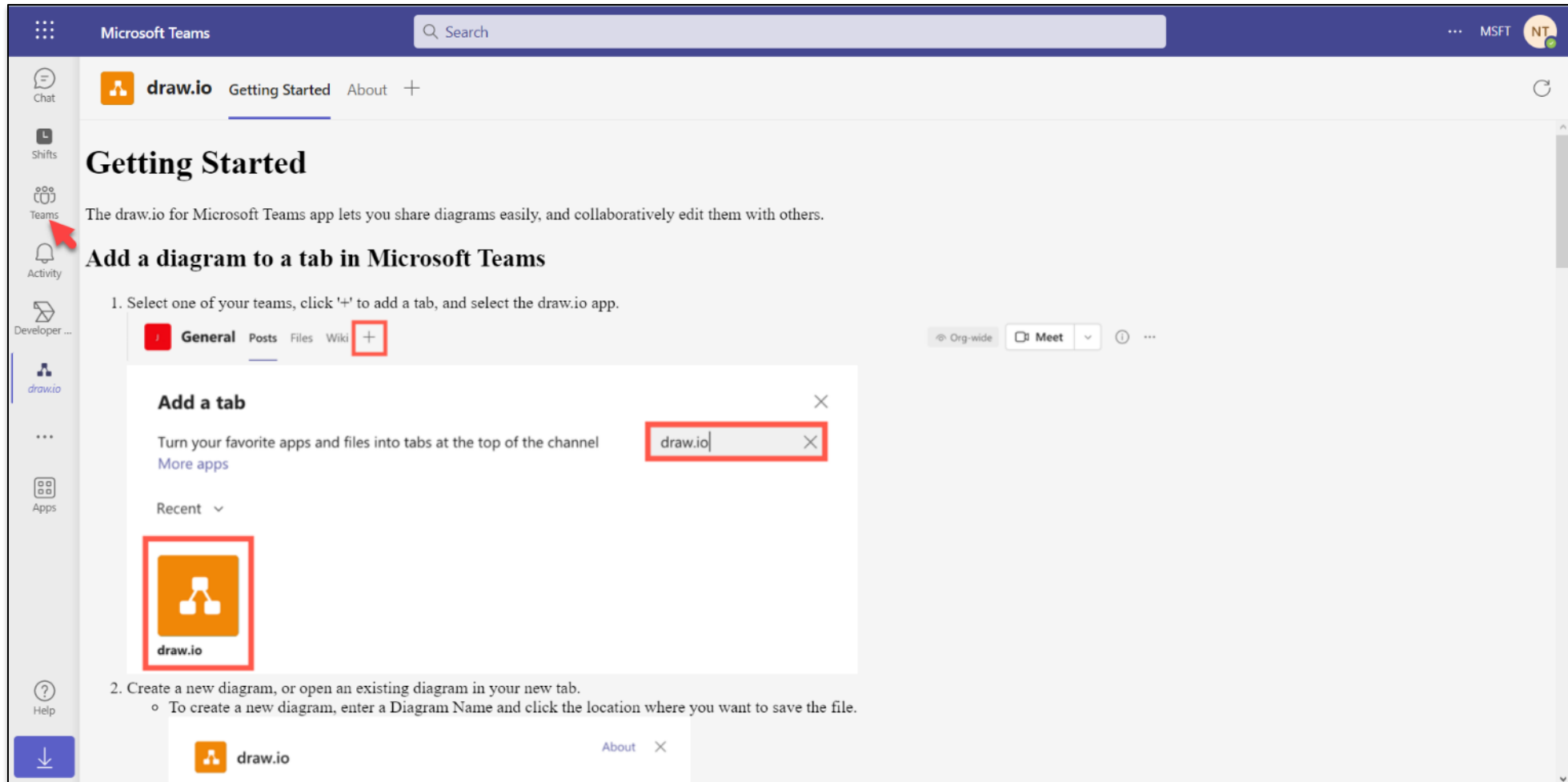
Configure MS Teams

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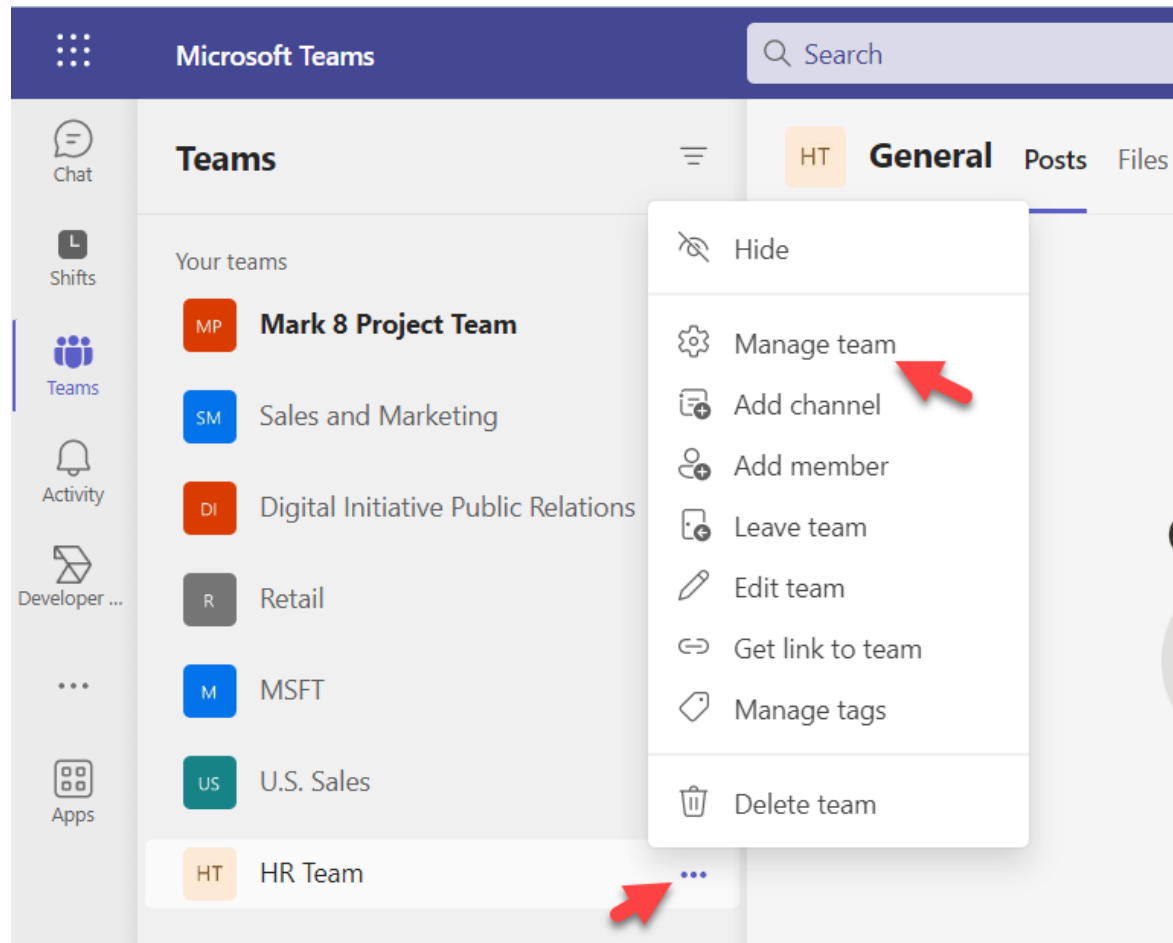
Configure MS Teams

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

Configure MS Teams

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

Configure MS Teams

- **Step 22:** Click button New conversation
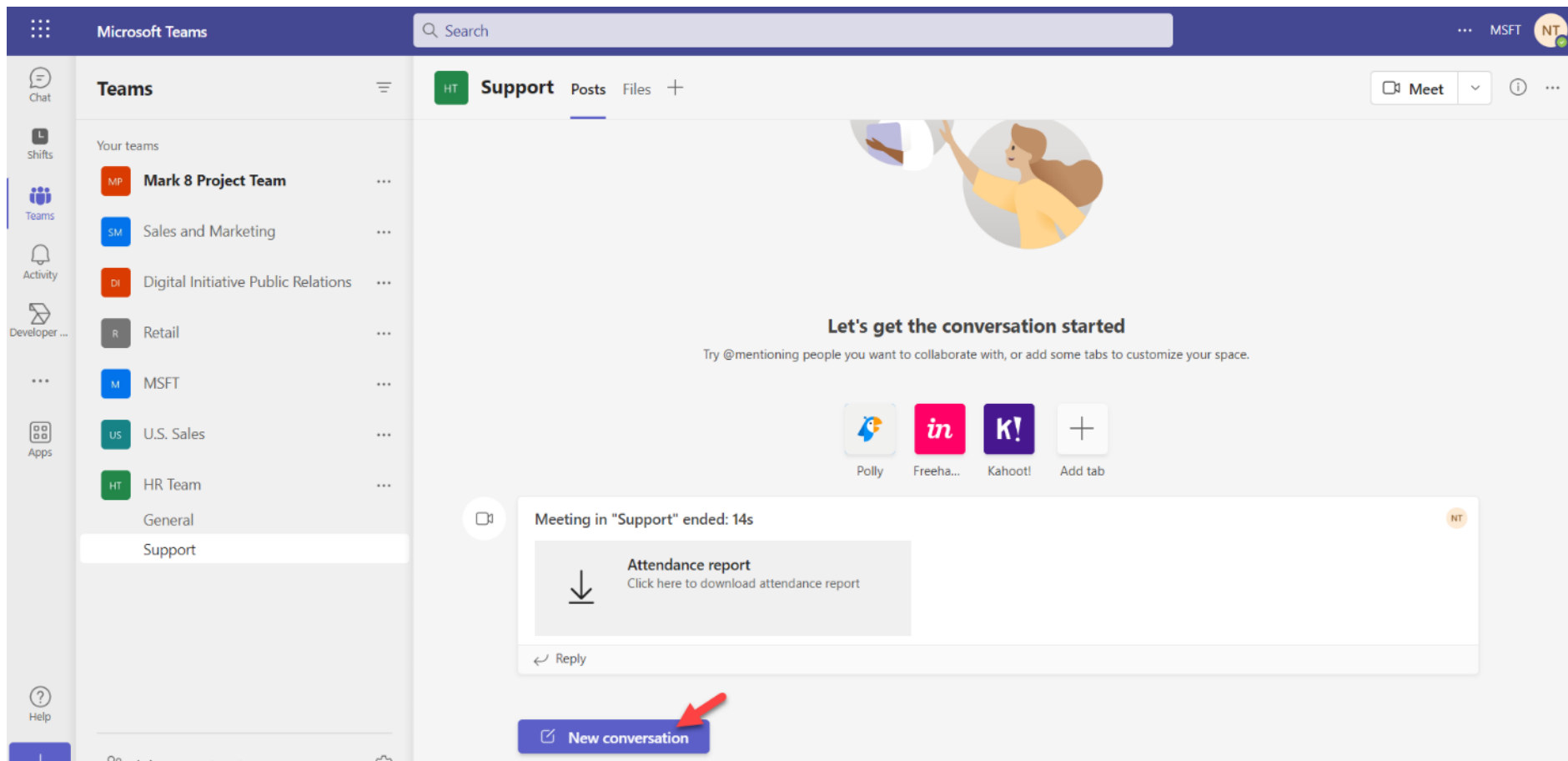
Configure MS Teams

- **Step 23:** Enter message. Click button Send
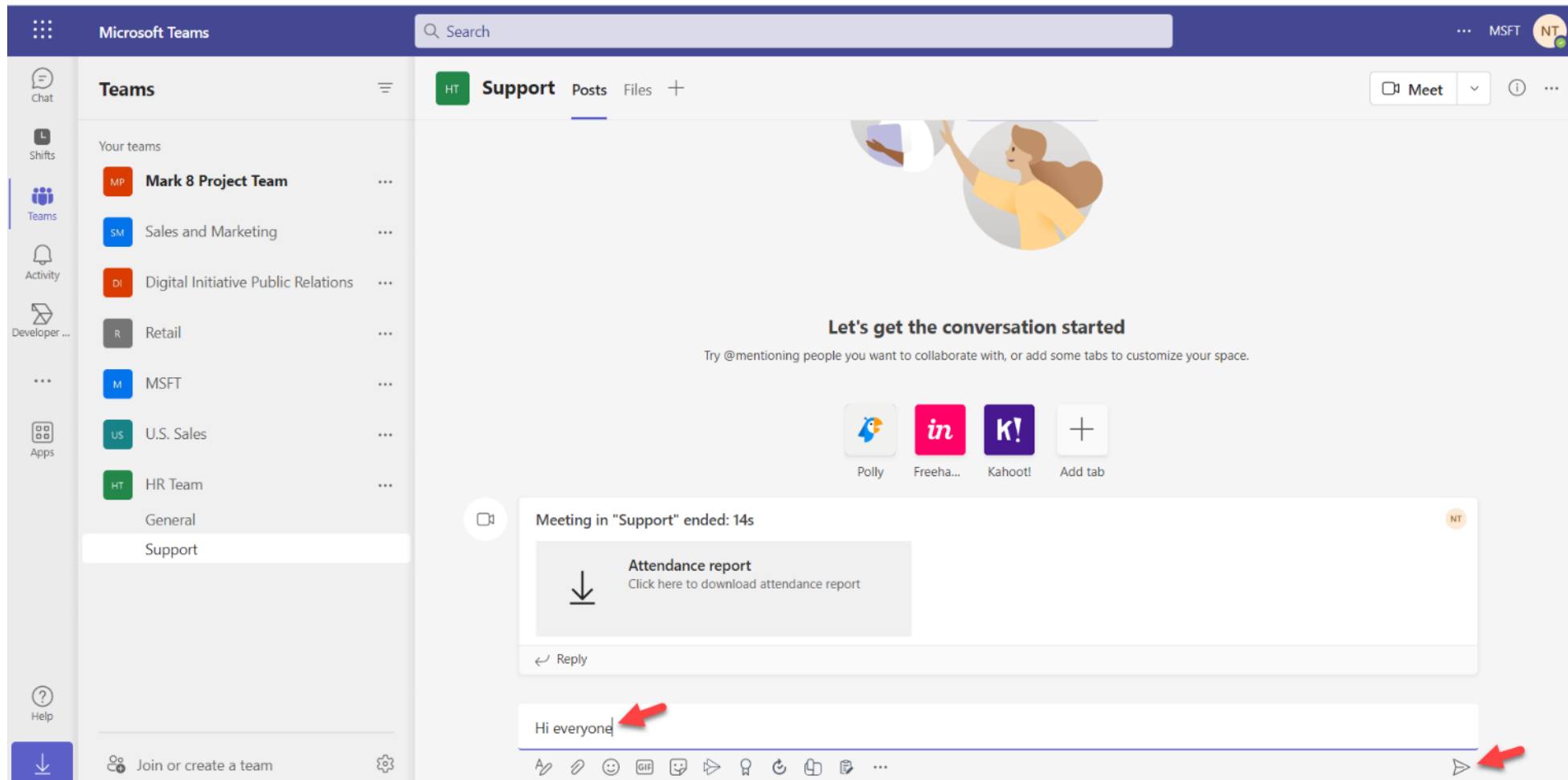
Configure MS Teams

- **Step 24:** Click ...on channel Support, select menu Get link to channel to invite overyone.
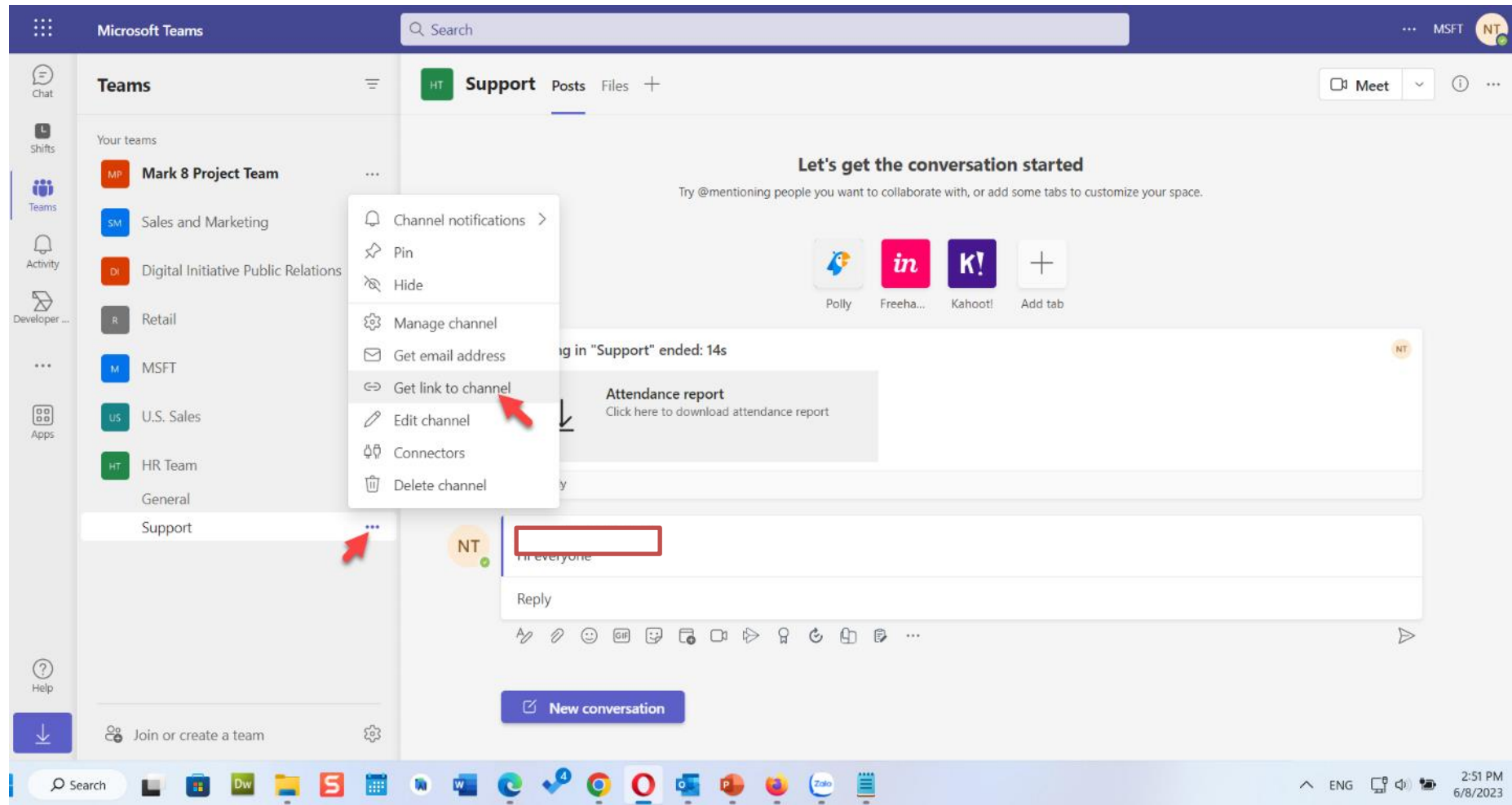
Configure MS Teams

- **Step 25:** Click button Copy
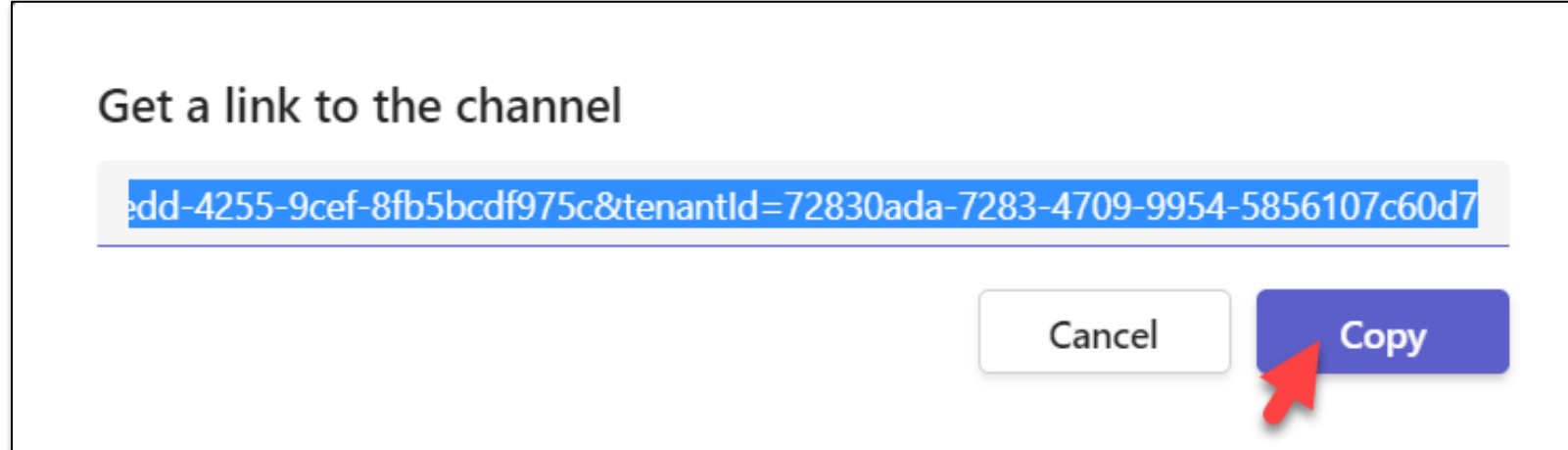
Configure MS Teams

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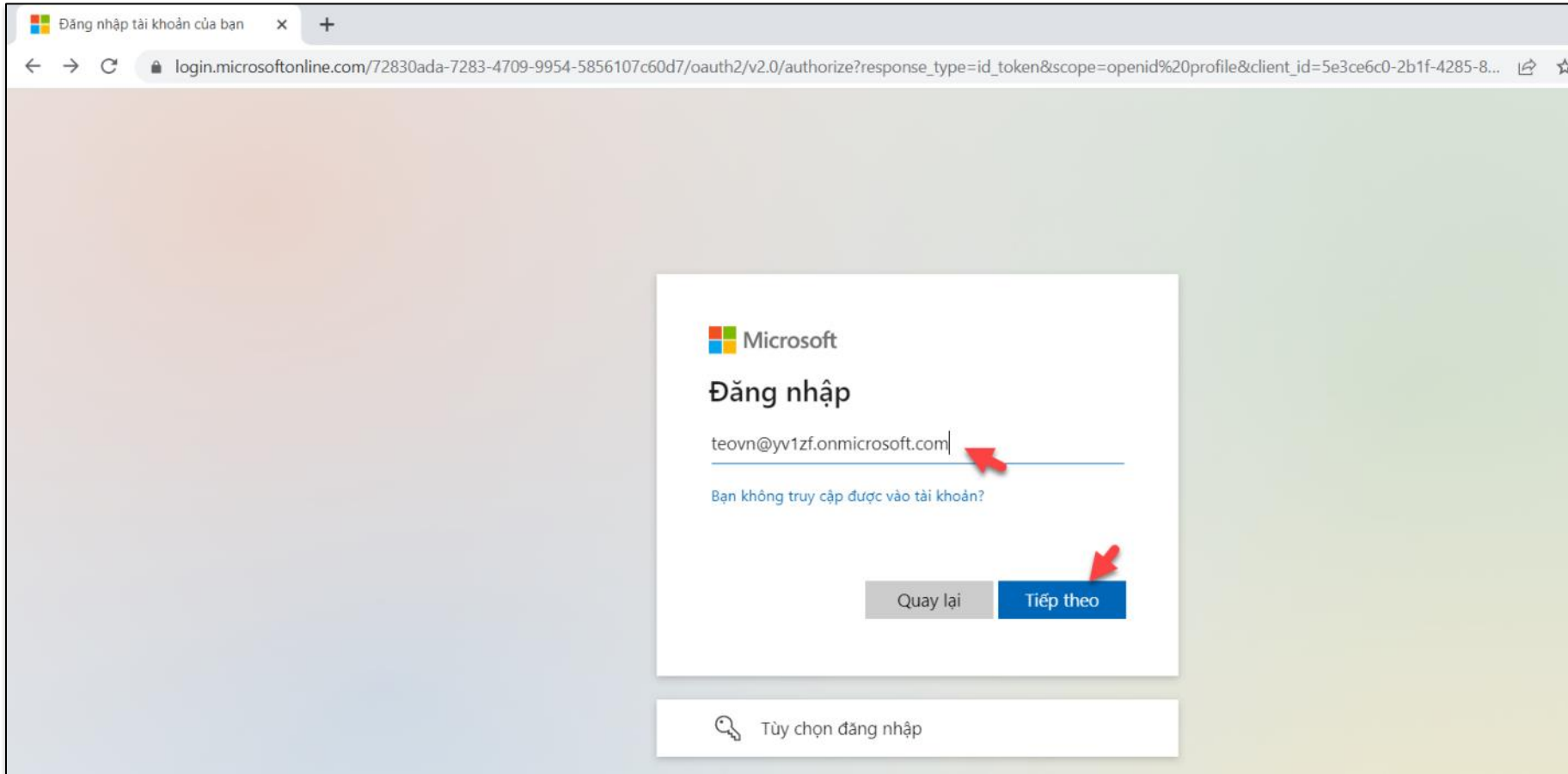
Configure MS Teams

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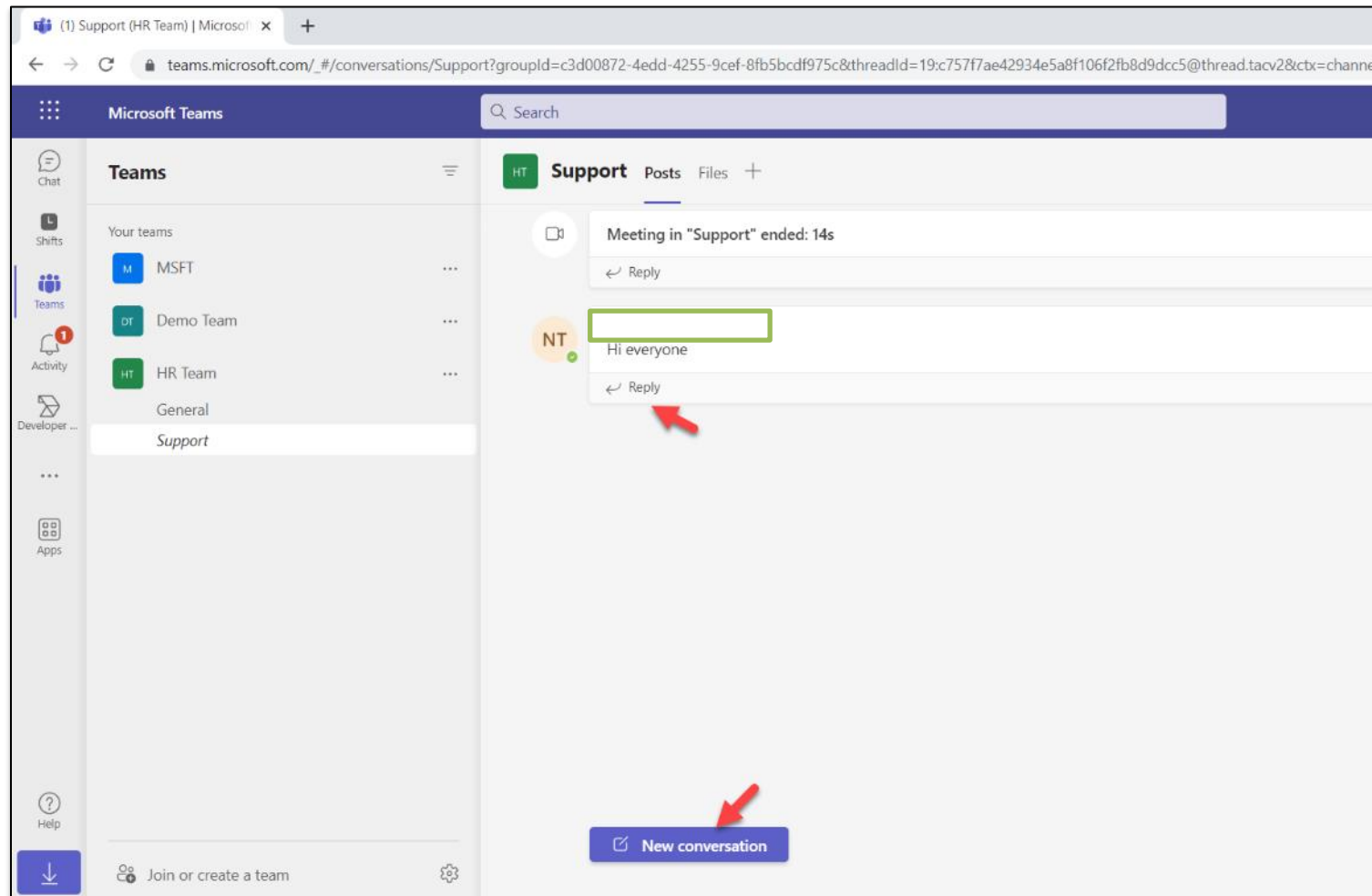
Configure MS Teams

- **Step 28:** In channel Support, select tab Files to create file, upload file, download file or share file…
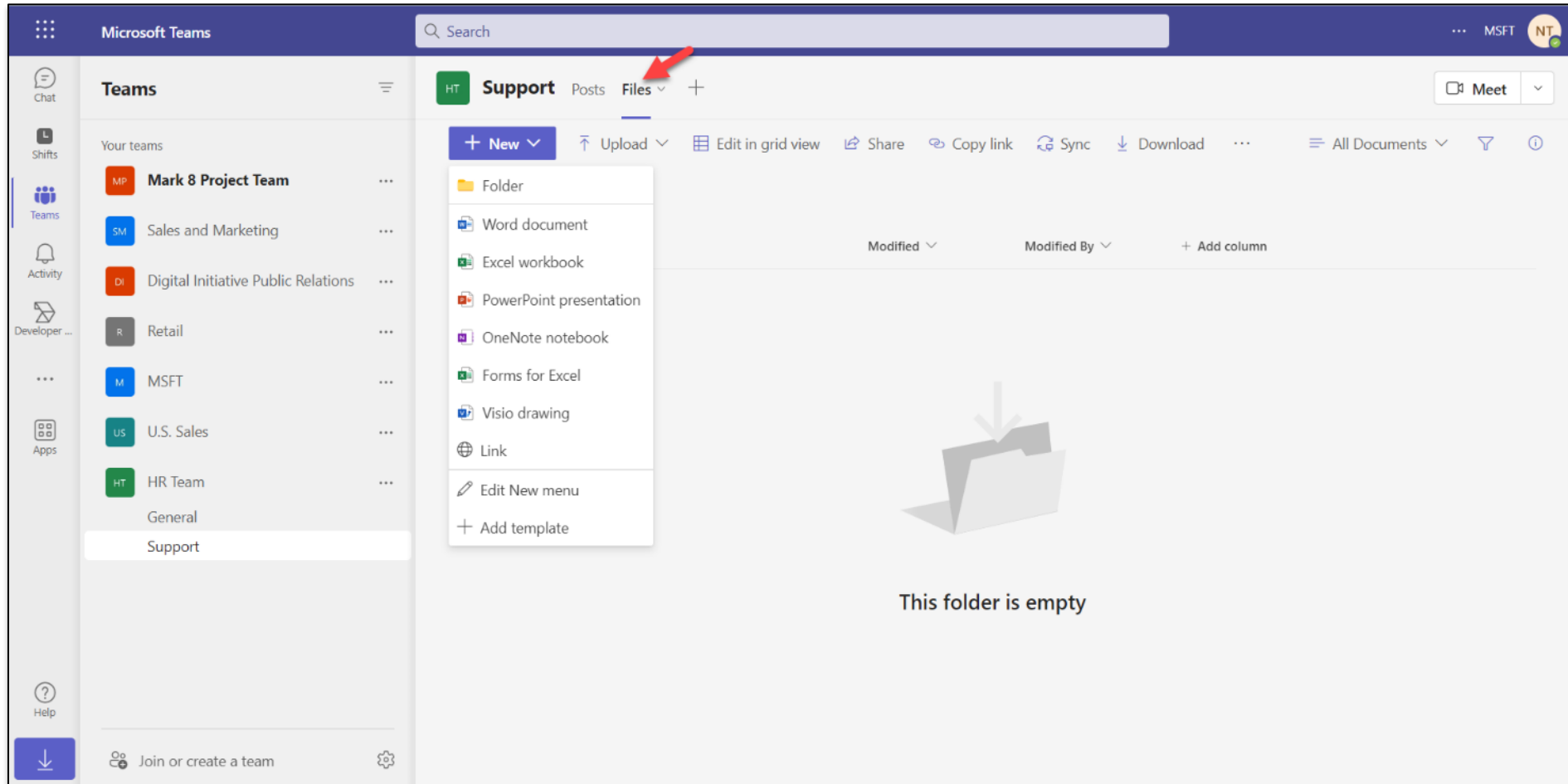
Configure MS Teams

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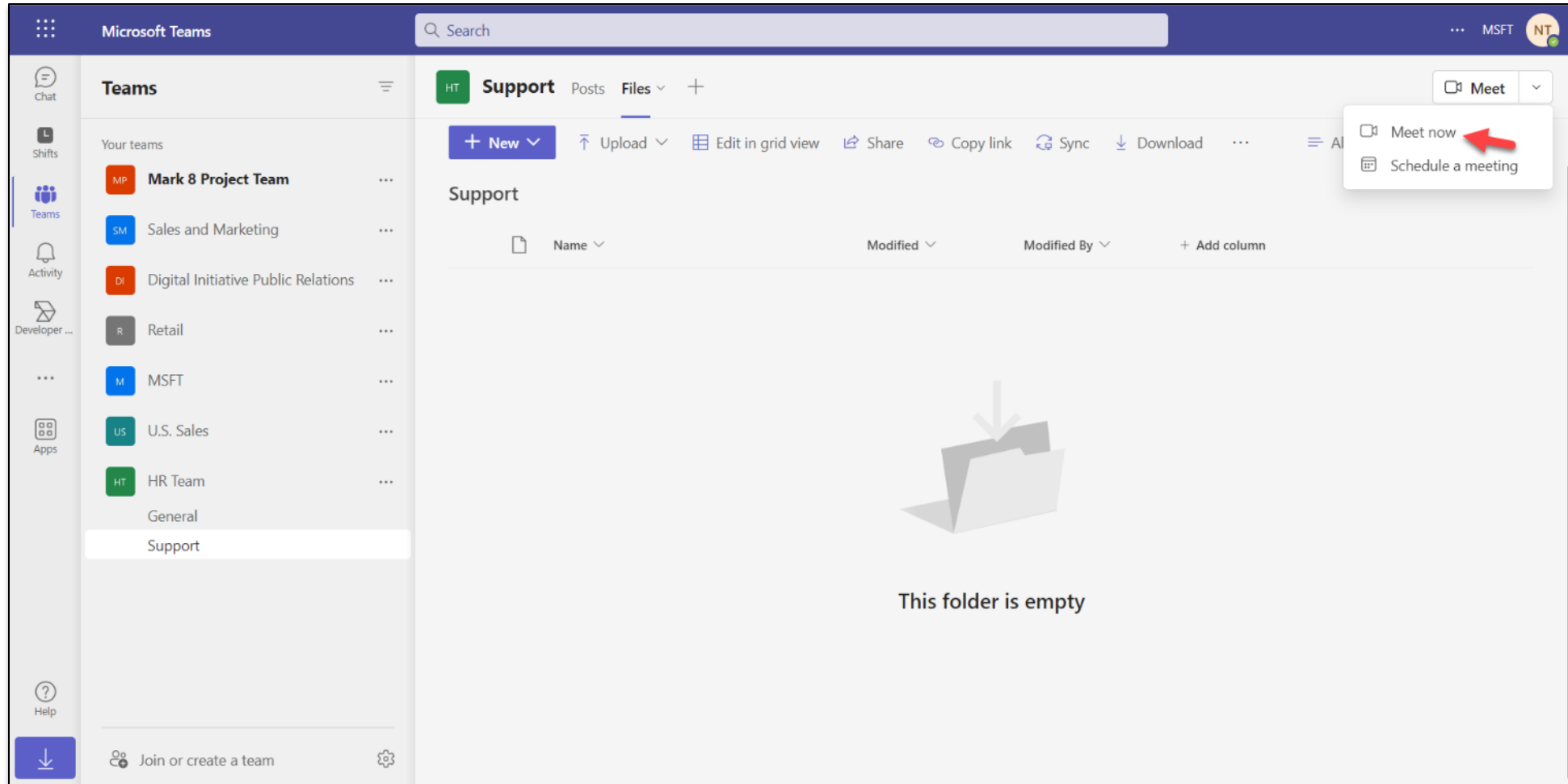
Configure MS Teams

- **Step 30:** Click button Join now begin meet
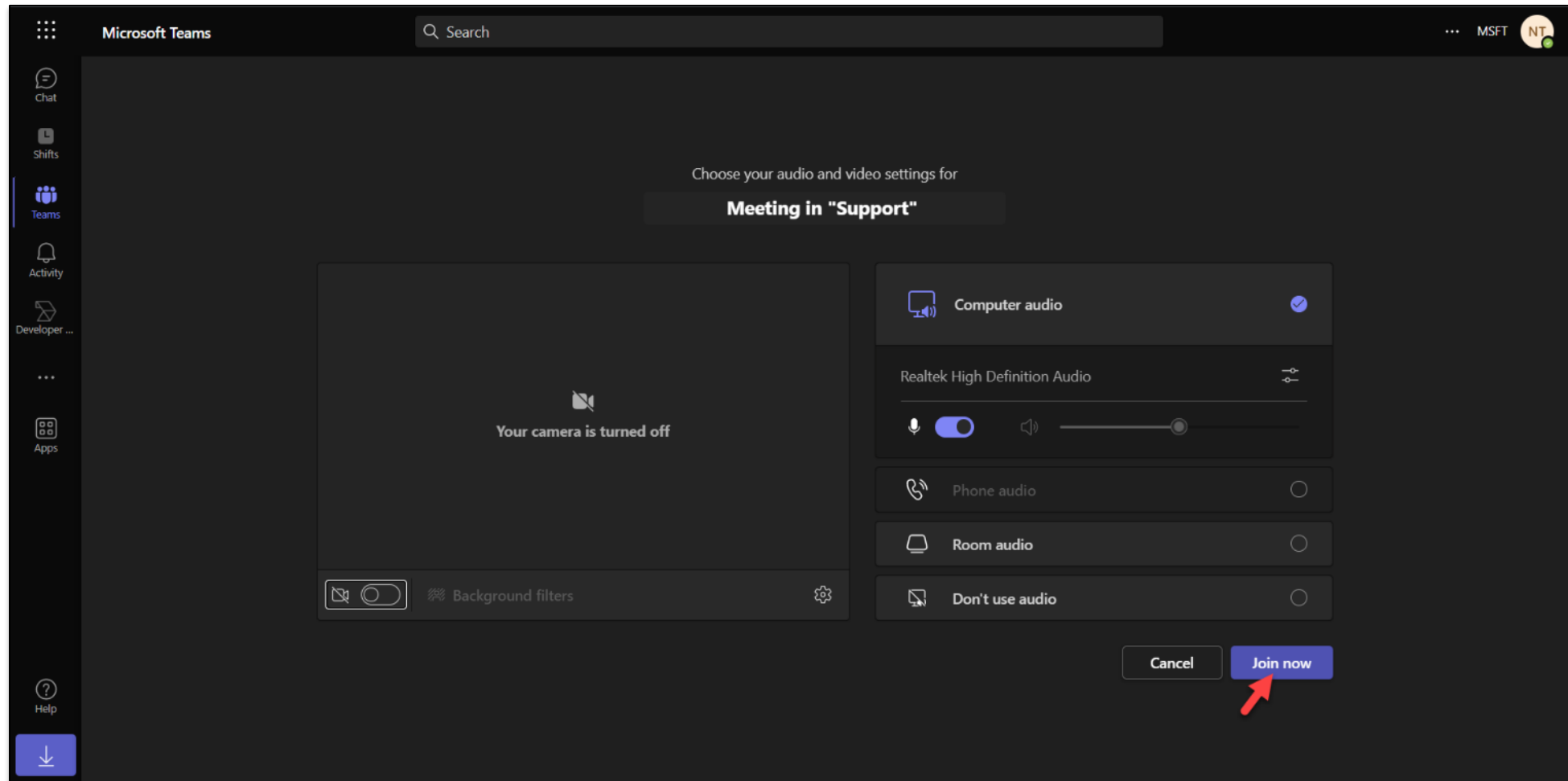
Configure MS Teams

- **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 overyone
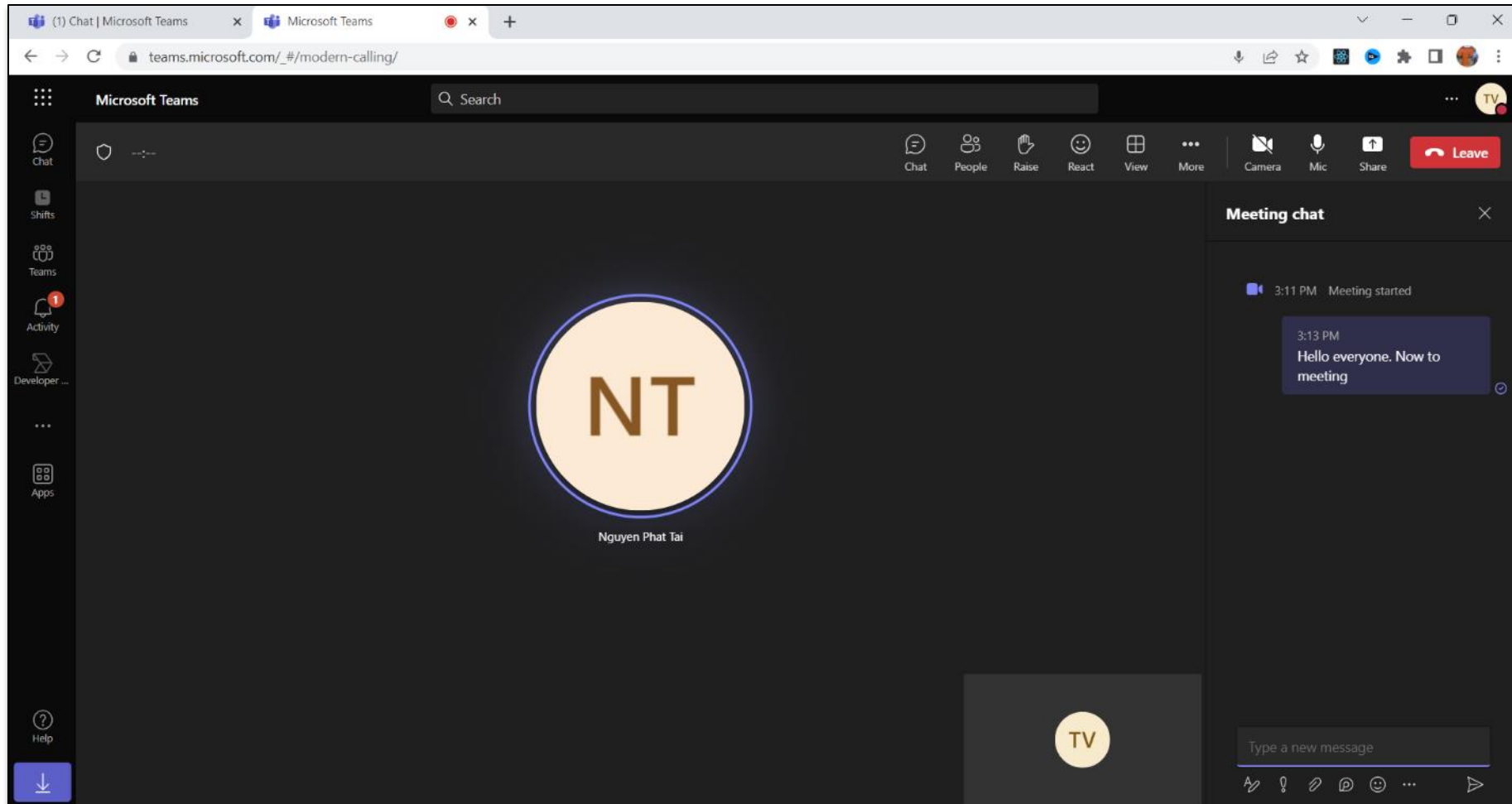
Configure MS Teams

- **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

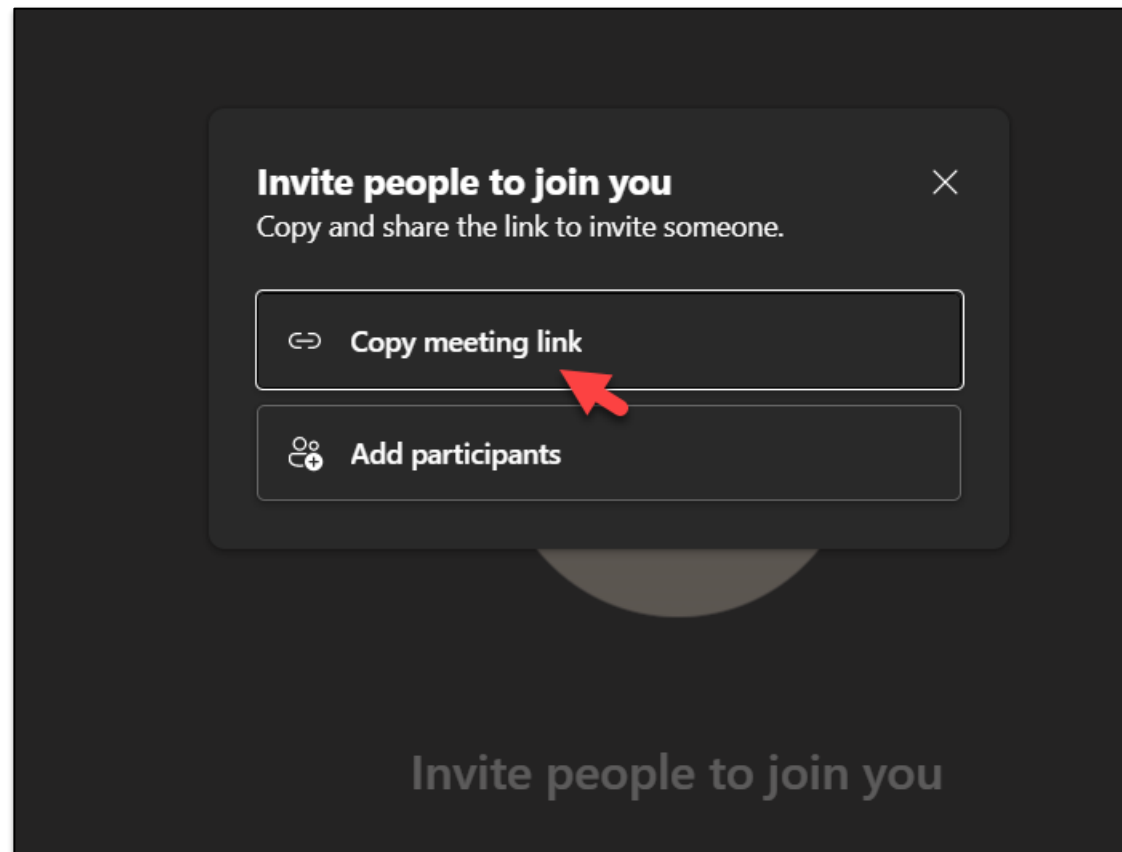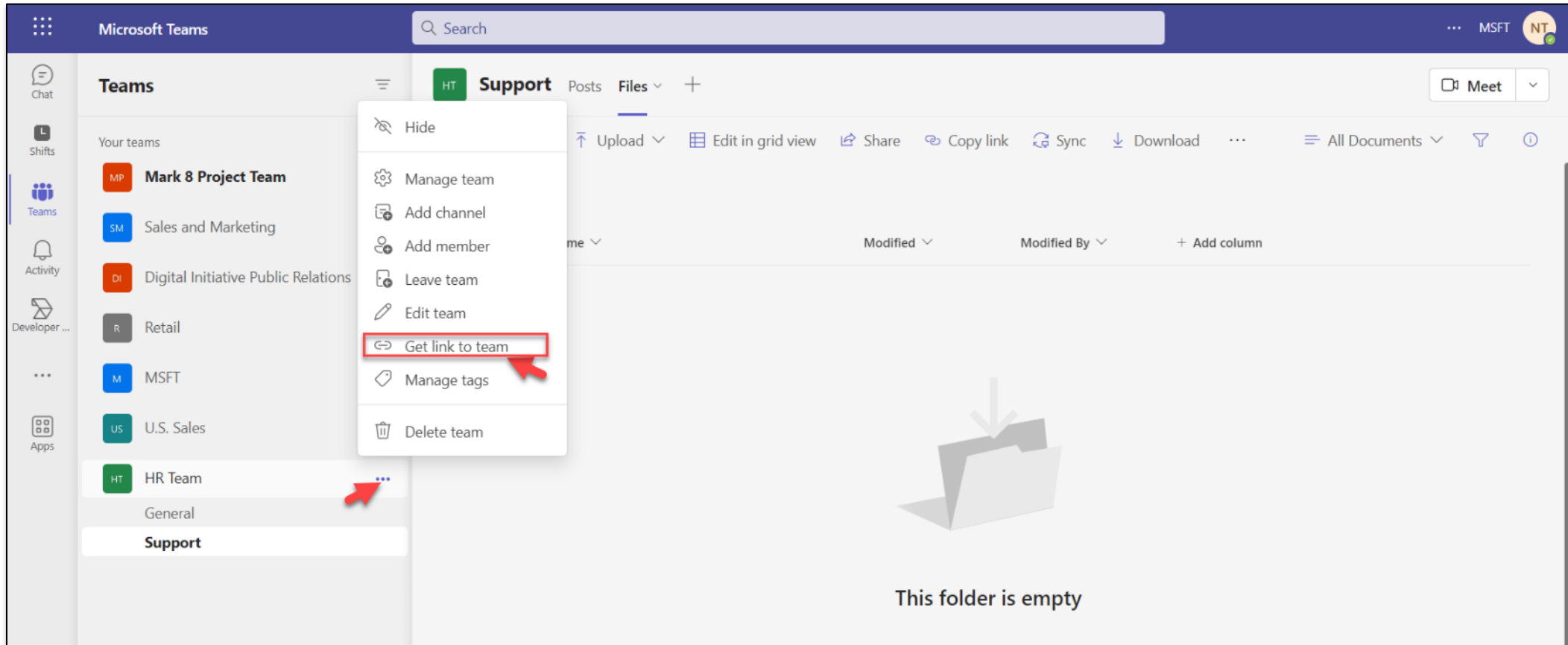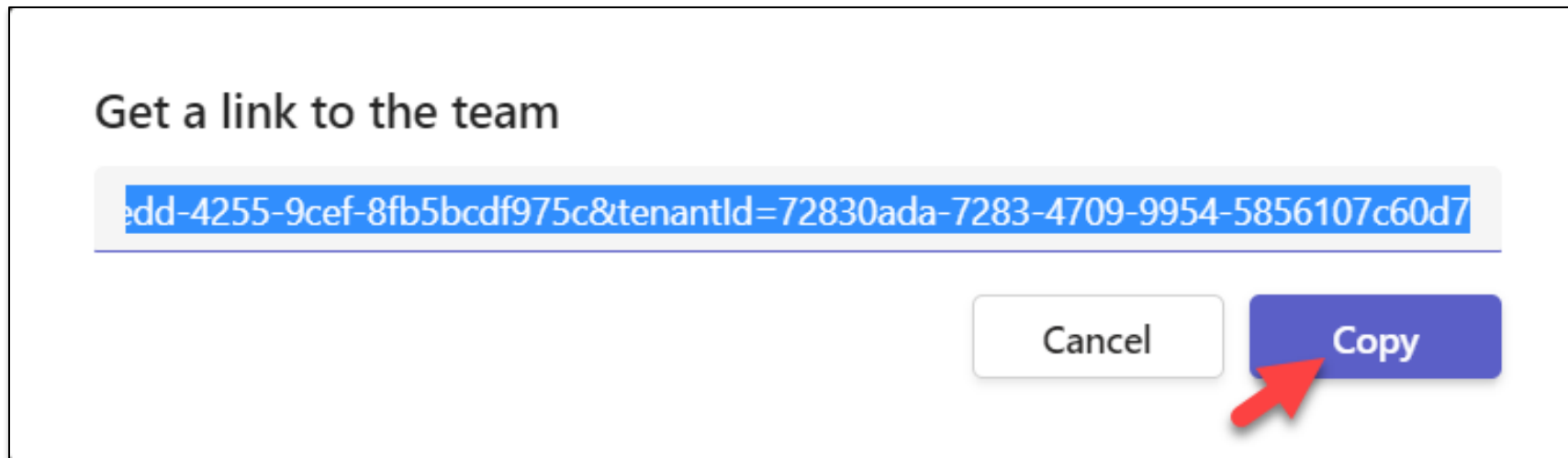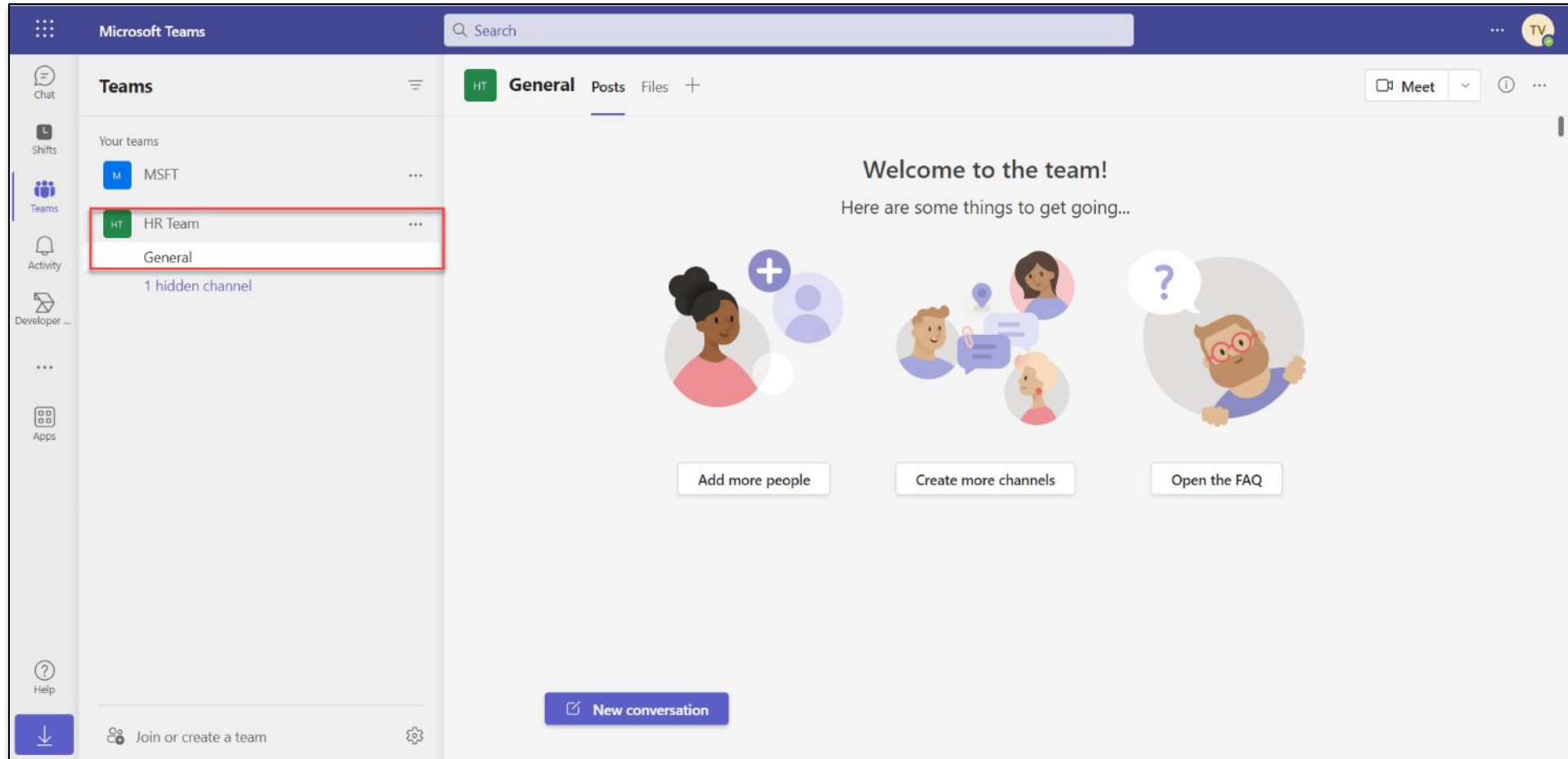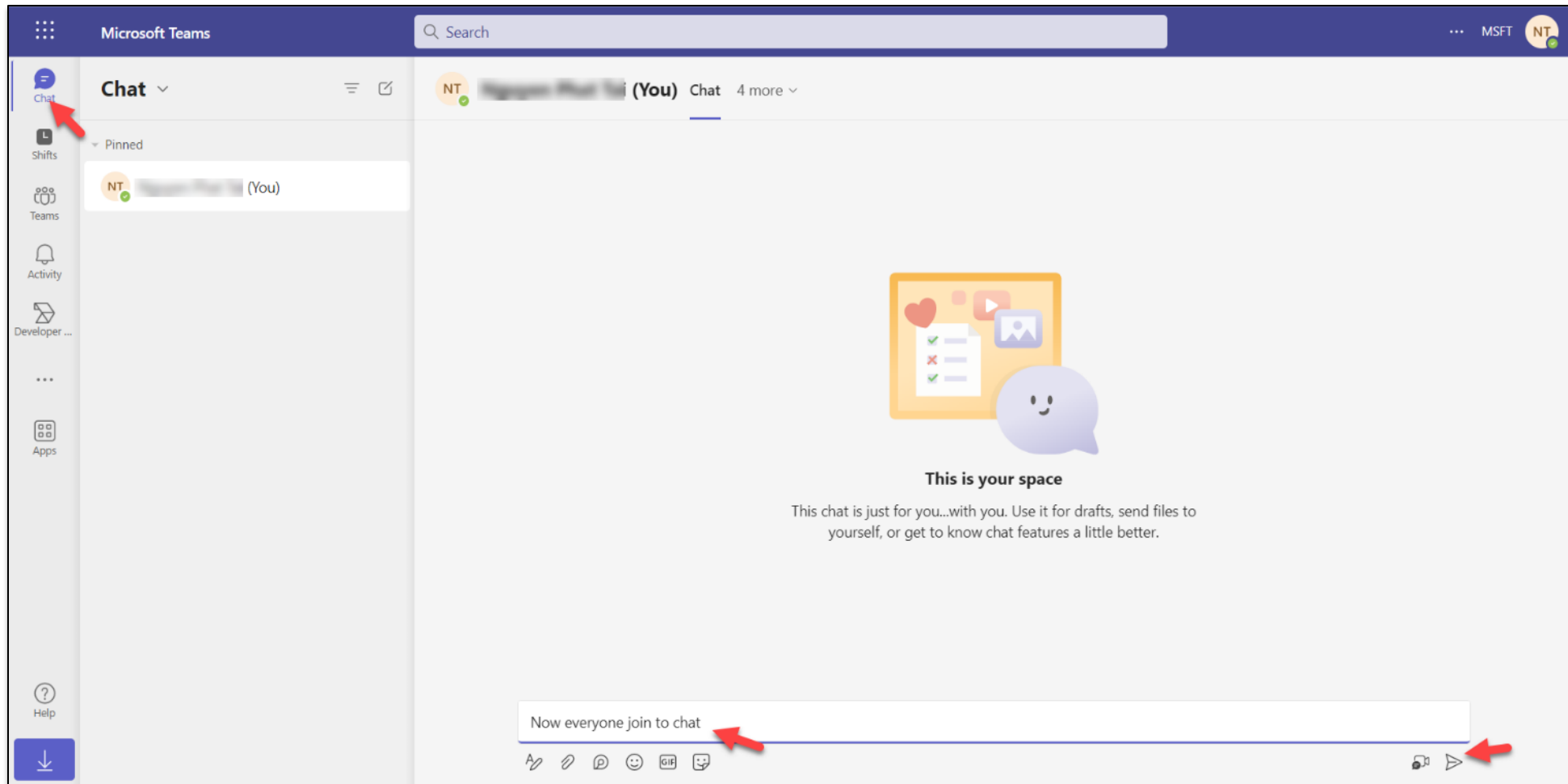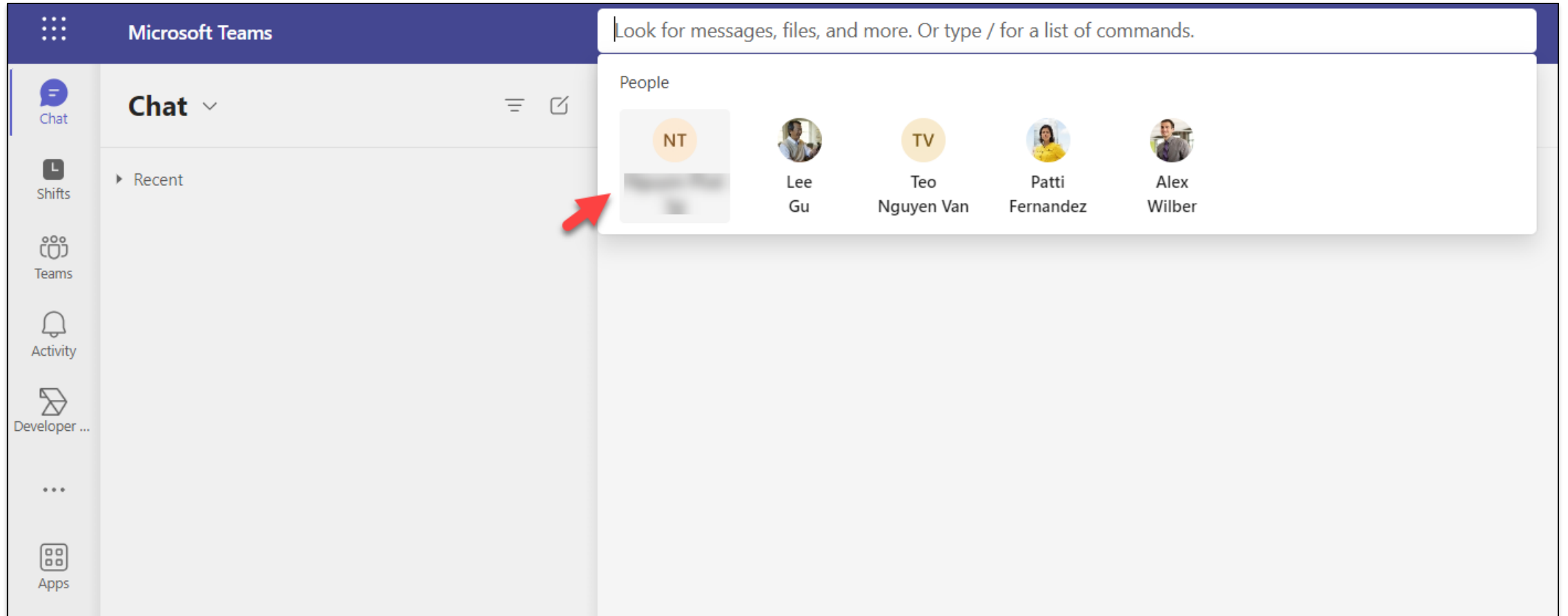# Configure MS Teams

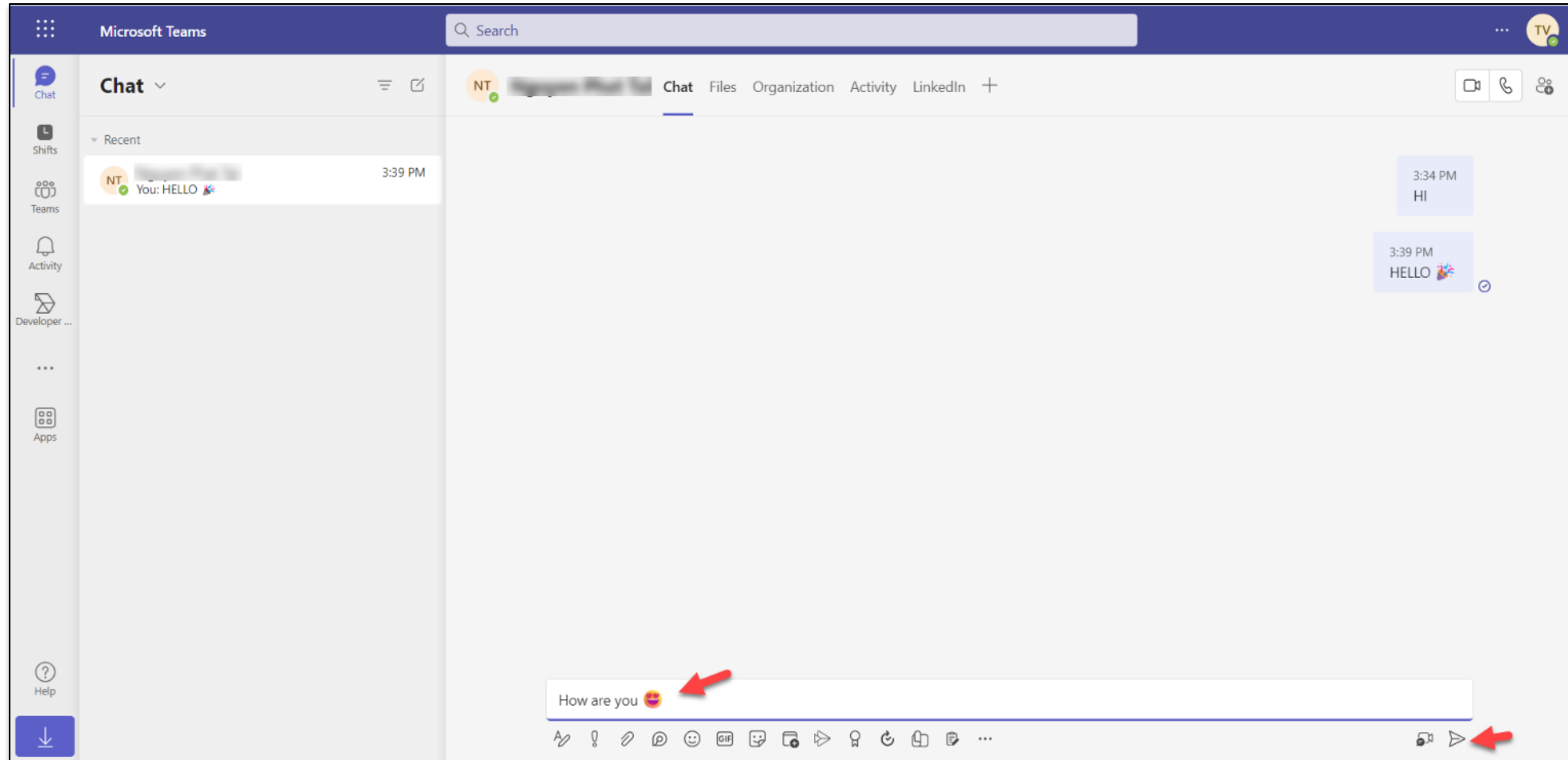- **Step 36:** Click icon Chat, Enter message then Click Send

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.