

Microsoft Teams is a communications platform designed for staying connected with your colleagues and provide access to share content. As a member of the UCSF Saint Francis and St. Mary's Hospitals, you will have access to [Microsoft Teams](#) via the **web!**

Navigating the Interface

Microsoft Teams is a multifaceted platform with a diverse set of features. The *following image* will simplify the usage of teams by providing an overview of the platform's **features** and **navigation**.

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

- Every team has channels**: Click one to see the files and conversations about that topic, department, or project.
- Start a new chat**: Launch a one-on-one or small group conversation.
- Use the command box**: Search for specific items or people, take quick actions, and launch apps.
- Add tabs**: Highlight apps, services, and files at the top of a channel.
- Manage profile settings**: Change app settings, change your pic, or download the mobile app.
- Move around Teams**: Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.
- View and organize teams**: Click to see your teams. In the teams list, drag a team name to reorder it.
- See your calendar**: Click to see your schedule and join meetings.
- Manage your team**: Add or remove members, create a new channel, or get a link to the team.
- Join or create a team**: Find the team you're looking for, join with a code, or make one of your own.
- Access your apps**: Find apps added for your teams or your personal use.
- Add files**: Let people view a file or work on it together.
- Reply**: Your message is attached to a specific conversation.
- Compose a message**: Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

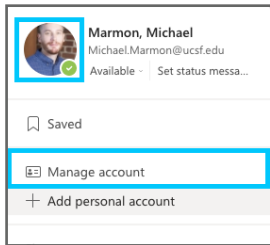
Accessing Teams

Microsoft Teams can be accessed by UCSF Saint Francis and St. Mary Hospital employees on the **web** by entering your UCSF email address and password when prompted.

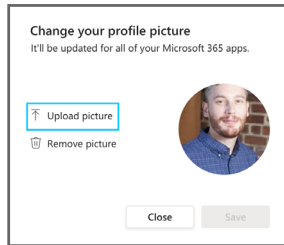
Settings

Select your *profile picture* to access settings through the **Manage Account link**. On the **General** tab, the **Theme and Layout** options can be configured. The **Notifications** section provides the ability to set *Teams notifications* to the user's preferred frequency.



Accessing Settings

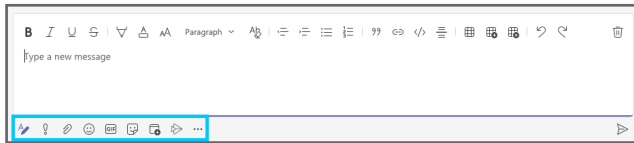



Setting Profile Picture



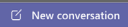

Starting Chats


Interact with your colleagues by selecting the  icon, then click the  icon to open a *blank* chat window. In the **To:** field, enter the **name(s)** of the intended *recipient(s)* and your message entered in the **Message** field.



Within the message field, there are numerous **formatting** options (e.g. **Bold**, **Italicize**, **Underline** etc.), **attach** files, add **links** as well as **emojis**, **animated GIFs**, and **Stickers**. Click  to send a message.

Channels

Channels contain all of the communications occurring within a Team. Users can start channel posts by clicking the  button, messages are formatted by selecting the  icon.

Enhance visibility to **Channel Posts** by adding a **subject line** or change the post to an **Announcement** (Select the *New Conversation* dropdown and then *Announcement*) and add a **Headline** with a *background color or image* before clicking the  icon to send the message.

Setting Notifications

When you receive a *message* in Teams, you will receive a **notification**. You can set your message notifications in two places: **Teams Settings** (Discussed above) and at the **Channel**.


To set your notifications at the channel level, hover over the **Channel Name** before selecting the ... next to the name.

From the list of options, select **Channel notification**. This will provide *three* notification options for channel messages including:

- All activity** - You will receive notifications for Posts, replies, and mentions
- Off** - Turns off *all* notifications except direct replies and personal mentions
- Custom** - This is based off of your selections within the Teams settings screen

Uploading Files and Folders

From *any channel* in a Team, select the **Files** tab to *create or upload files/folders* to the channel.

To create a *new* file or folder, simply click the  button to *add* a **file structure** or select the *desired file type* to start a **new document**.

Files can be uploaded by selecting the  button then either the **Files** or **Folders** link to upload a *local file or folder* from your computer.



Co-Authoring Files in Microsoft Teams

Multiple users can access any file in a team at the same time. You can **co-author** a file with your colleagues by *right-clicking* on the **file name** and selecting **Open** and choosing one of the following options: **Edit in Teams**, **Open in Browser** or **Open in app**.

Once you open the file, you will see an icon for users working in the same document at the same time!



Join or Start Teams

Select the  icon and then the  link to see a list of **public** teams. To *join* a Team, *hover* over the team's icon and select the **Join Team** button. You can also join a team by entering a **Join Code**. The **Search teams** box can be used to identify other teams within the enterprise as well.

Adding Integrations

Teams can *integrate* with different applications by selecting the  icon and selecting one of the available integrations.

To add an app to a channel or chat, select the **plus** icon then select the preferred application.

