NA College

Microsoft Teams User Guide

Microsoft Teams is your new system to communicate with other staff in
NA College and share files effortlessly.

This will replace the M: Drive for the foreseeable future. As soon as you start
using Teams do not edit, use or update any files from the M: Drive as this will give
you duplicated files with different content.

This guide will walk you through; setting up teams, how to use teams and any
issues you may encounter.

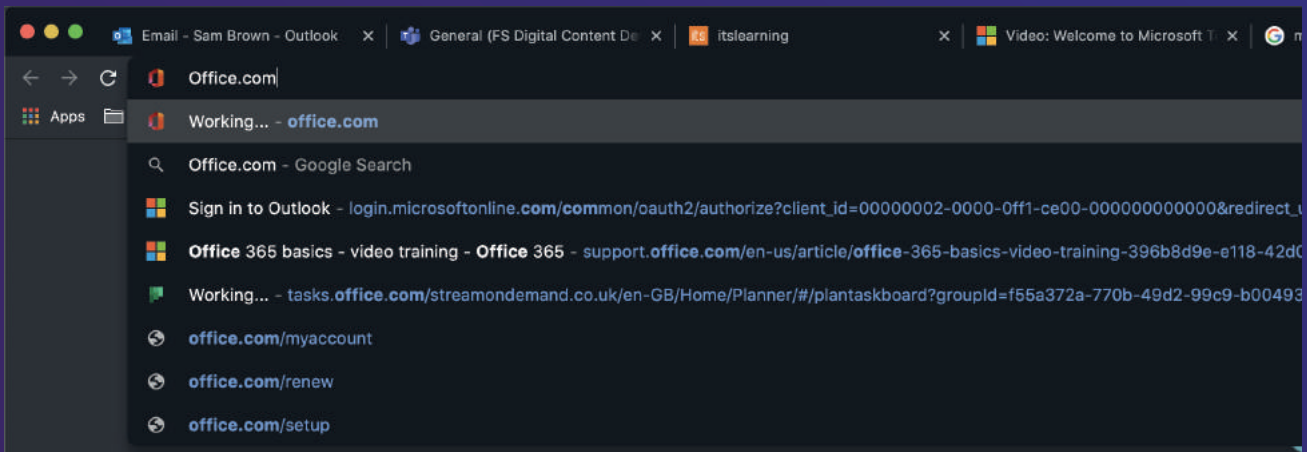**NA College**

Contents Page

Accessing Teams

1. Firstly to access teams, you will need to open Google Chrome from your
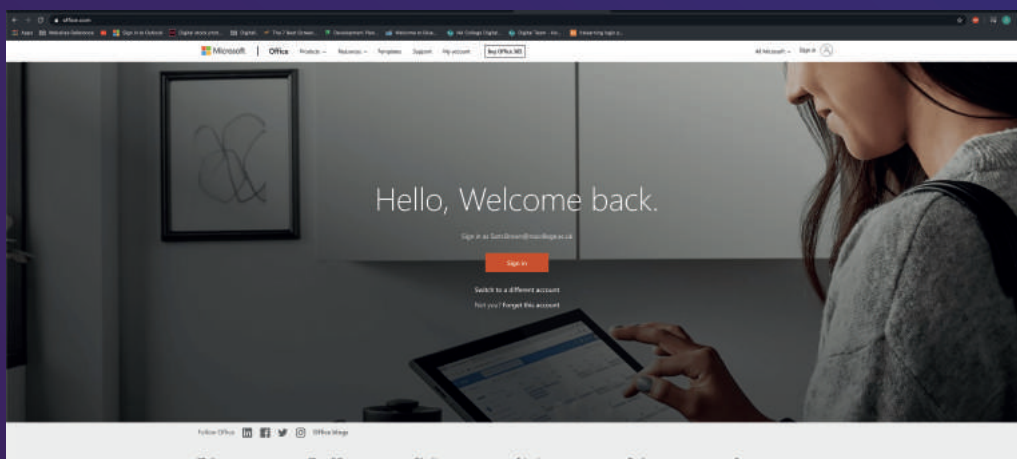Desktop, to do this click this icon:

It is not recommended that you use another browser as there are known issues when not using chrome

2. Navigate to google.com if it does not already take you to this page.

3. In the search bar type in Office.com

4. This should bring up the page shown below,

4.1 if not click the link shown below when you have searched using step 3

www.office.com ▼

Office 365 Login | Microsoft Office

Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Microsoft 365 · Microsoft Office 365 · Office Support · Office Online

5. Select the 'Sign in' button in the middle of the page.

**6.** Sign in using your email address i.e. Firstname.Lastname@nacollege.ac.uk

7. This should take you to the screen shown below: If you are already signed in you will automatically be taken to this screen when your navigate to Office.com
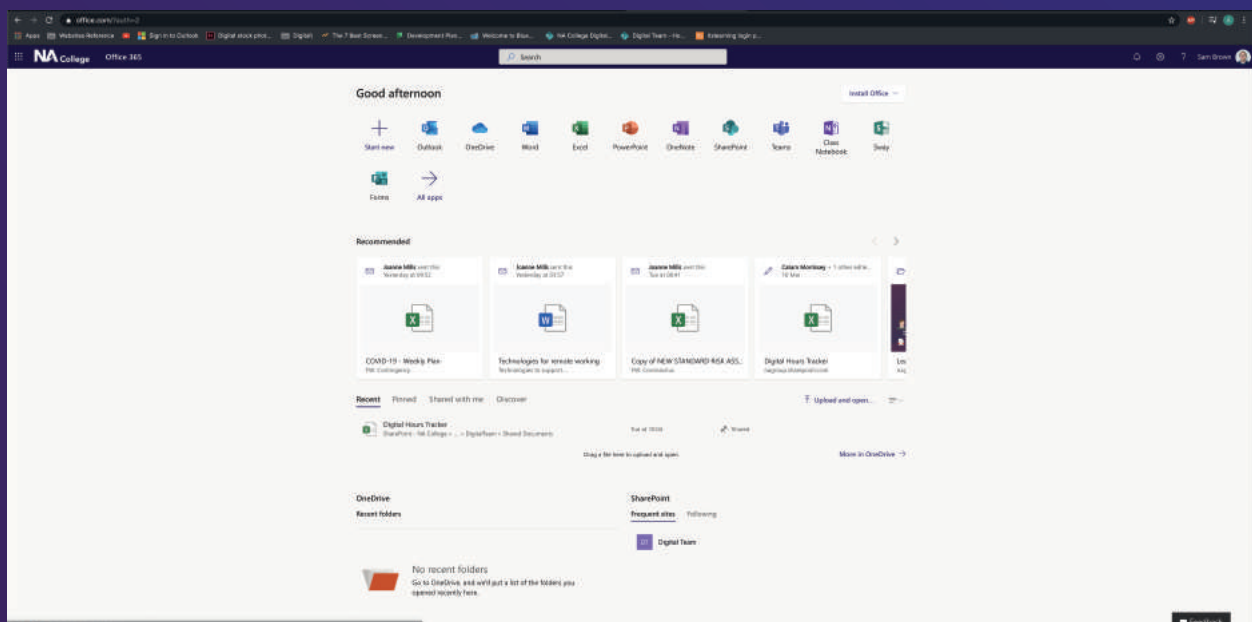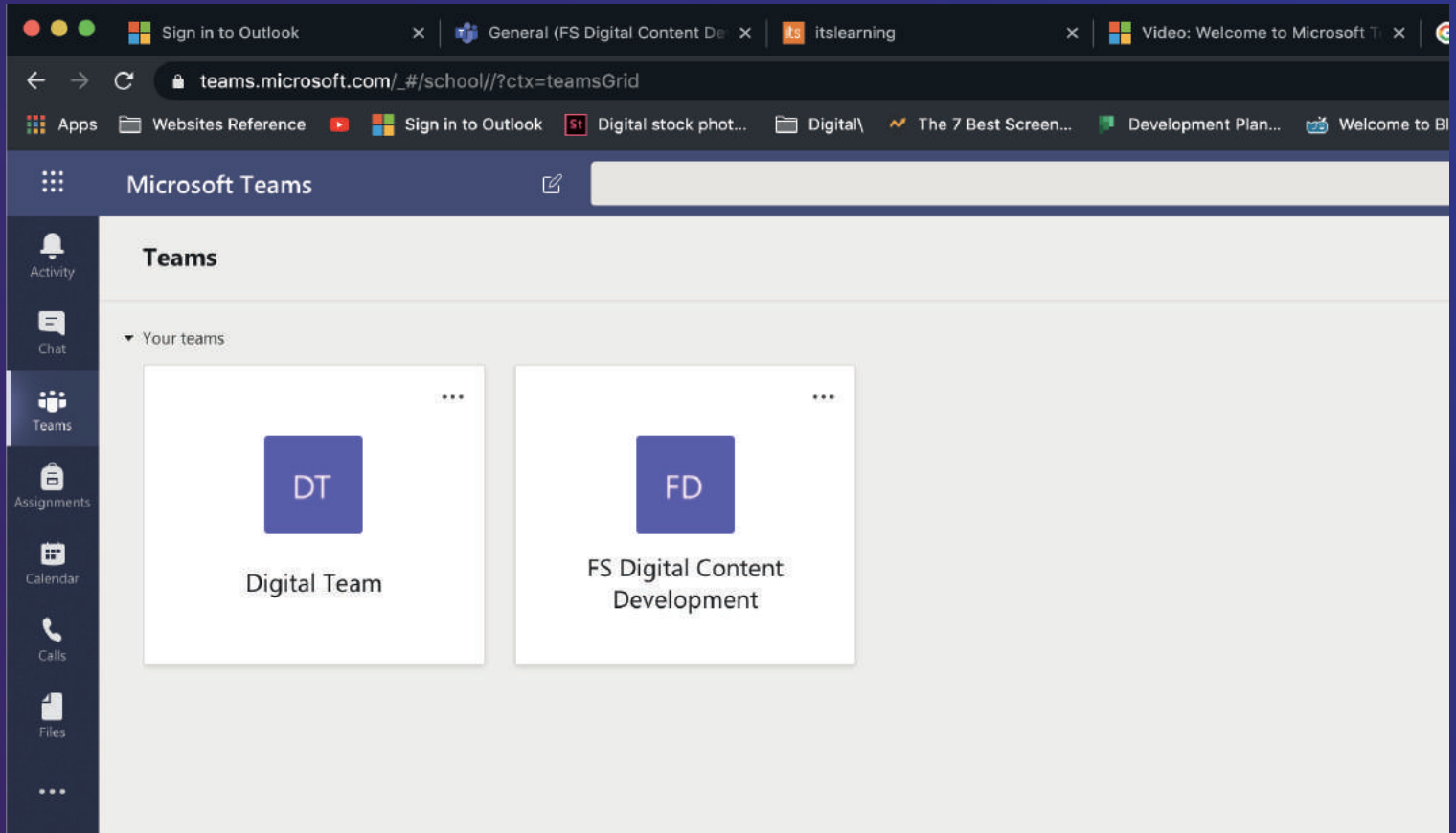
8. To access Teams select the button below:
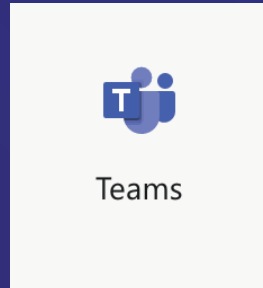
9. Teams will ask you if you would like to download the Teams App or use the Web App, always use the **Web App**, as we cannot guarantee how realiable the Teams App will be.
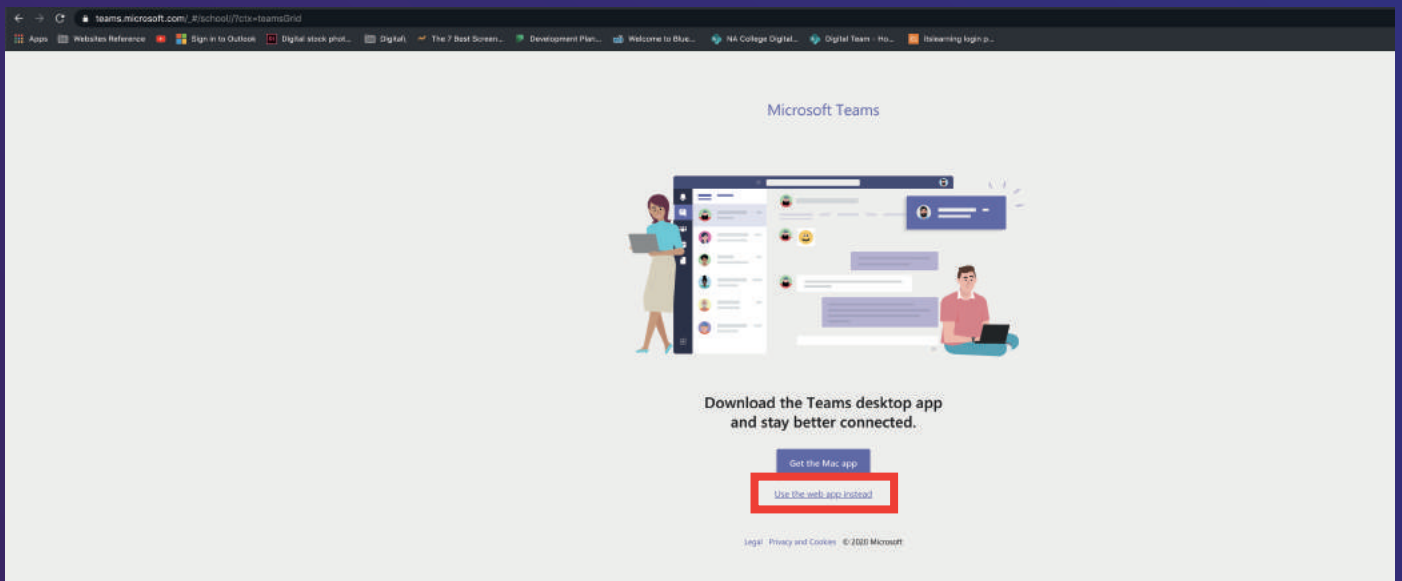
10. You will now be taken to teams, it should look similar to the page shown below:
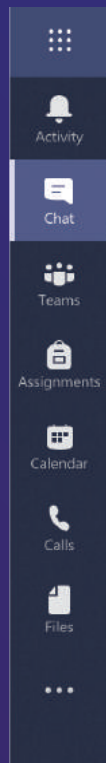
How to use Teams

1. The first screen you will see on Teams will show all of the Teams/Groups you are currently in, as shown on the previous image/page

Chats:

1. To chat to anyone in NA College, navigate to the 'Chat' tab, as shown below:


2. From here you can select a user to chat to, from the list of staff on the left-hand side of the screen.

3. To chat to someone find their name from the list, this will bring up the chat window.

4. To send a message, type it in the chat box at the bottom of the page.

Teams

1. To see any teams/groups you are included in, navigate to the 'Teams' tab.
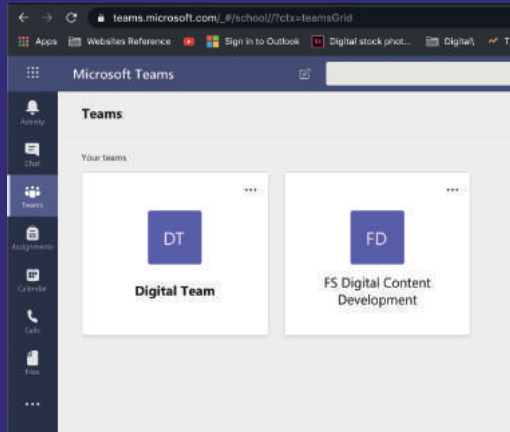
2. From here you can select the team you require, this will take you to a screen that looks similar to the chat window .

3. You can chat in the same way as shown on the previous page.

4. You can share files, images and more from the bar below the chat box
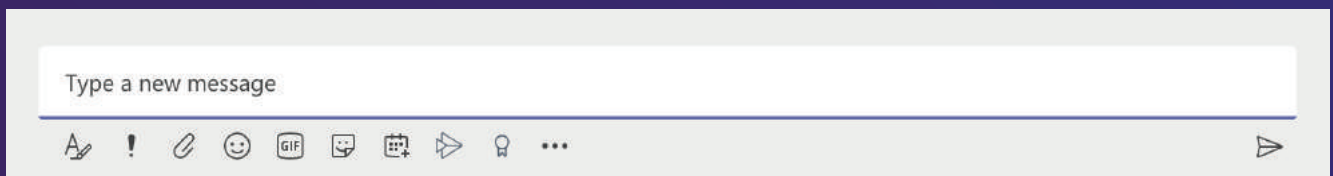
5. To view any files in the team navigate to the 'Files' tab at the top of the window, as shown below
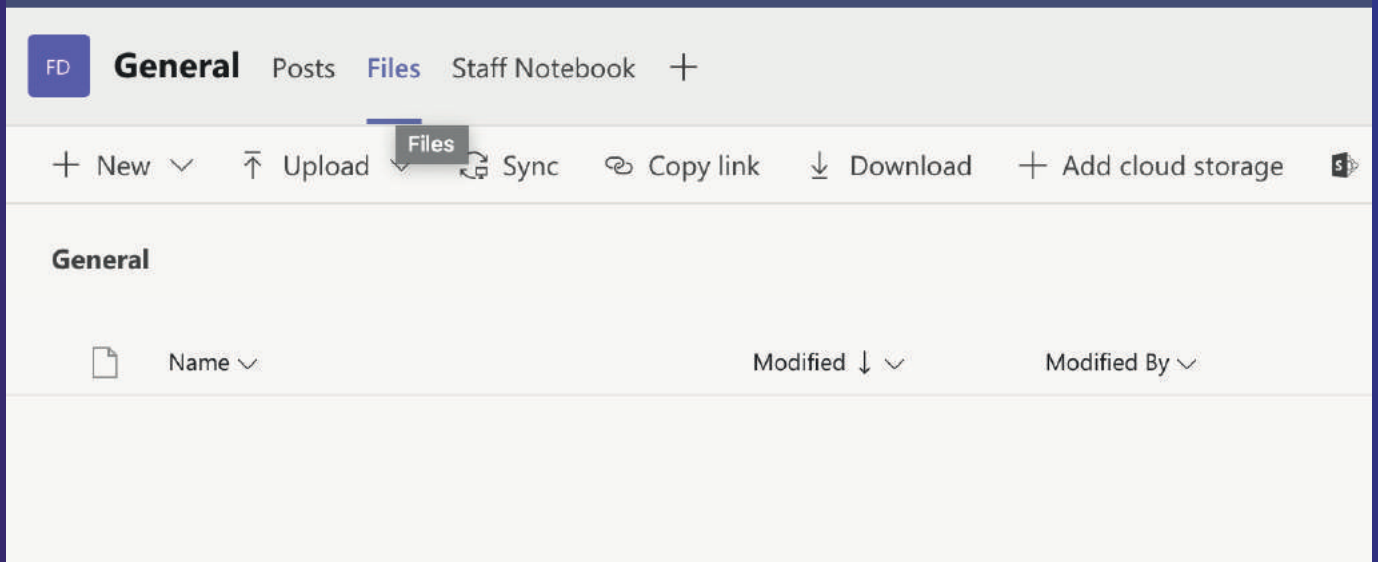

6. You can download any files by selecting them and clicking 'Download'

7. You can upload any files by selecting 'Upload'

Remember: When you download a file and edit it, you will have to re-upload it to here so everyone can have access to the latest version.

Creating a Team

1. Navigate to the Teams tab, as shown on the previous pages.

2. Select the 'Join or Create Team' button

3. From here select 'Create Team'

4. You will be shown a selection of groups you can create, our recommendation is to create a class

5. From here you can name and describe your group

6. A new pop-up box will appear and you can add learners or staff from here

7. When you are done adding learners select 'Close'

8. If you need to add learners later, you can select the three dots from the main page, and select 'Add Member'
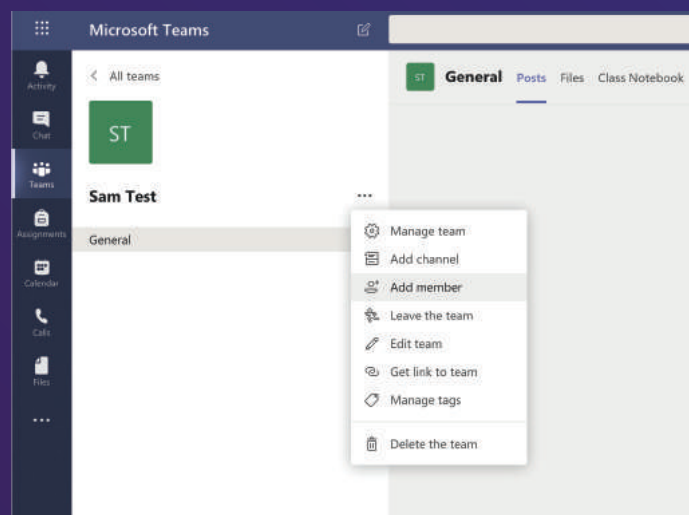
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Issues and Solutions

1. One major issue is the use of Teams without Chrome, many of the Teams features do not work in browsers other than Chrome, we recommend using the Chrome browser whenever you use Teams.

2. Another issue is: when you first log in to Teams, it may show a help page which you can't remove, if you wait roughly 30 minutes you should be able to access Teams normally.

If you are having other issues outside of the issues listed above, you can contact the digital team by emailing:

servicedesk@nacollege.ac.uk