

User Guide For Create Team & Channel Using Microsoft Teams

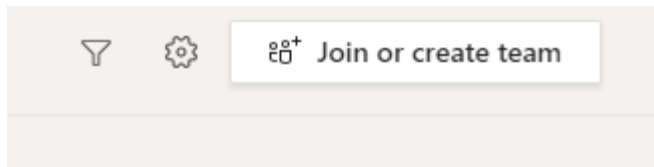
E-Meeting Platform



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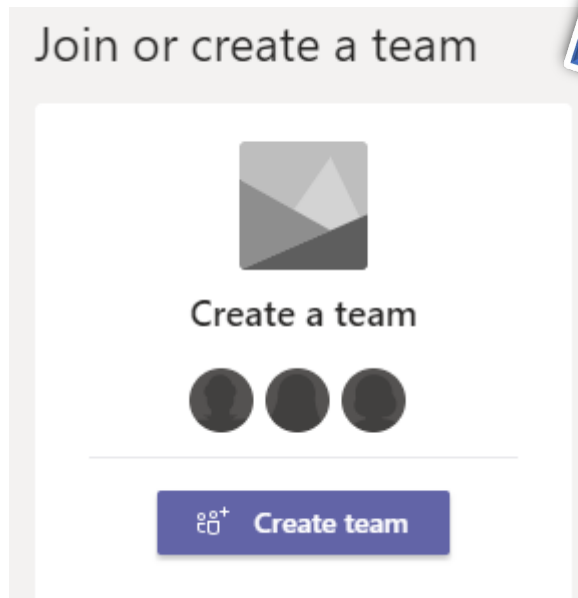


 Microsoft



01

Click Join or Create Team then
Click Create Team




02


Select Class for Team




Select a team type




Class
Discussions, group projects,
assignments



**Professional Learning
Community (PLC)**
Educator working group



Staff
School administration and
development



Other
Clubs, study groups, after school
activities

Cancel

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

DCS

Description (optional)

Digital Communication & Surveillance

Privacy

Private - Only team owners can add members

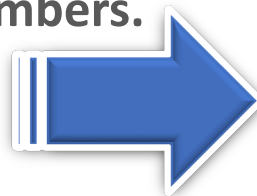
Create a team using an existing team as a template

Cancel

Next

03

Create your Team : Enter Name , Description and Select Private – Only team owners can add members.

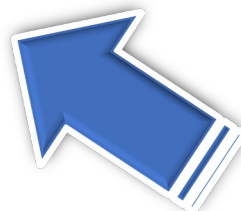


Add people to "DCS"

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.

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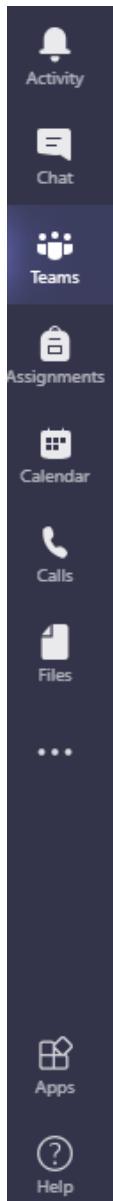
Add



Skip

04

Add team members : Search by name or email then Click Add. Skip if want to add later.



< All teams



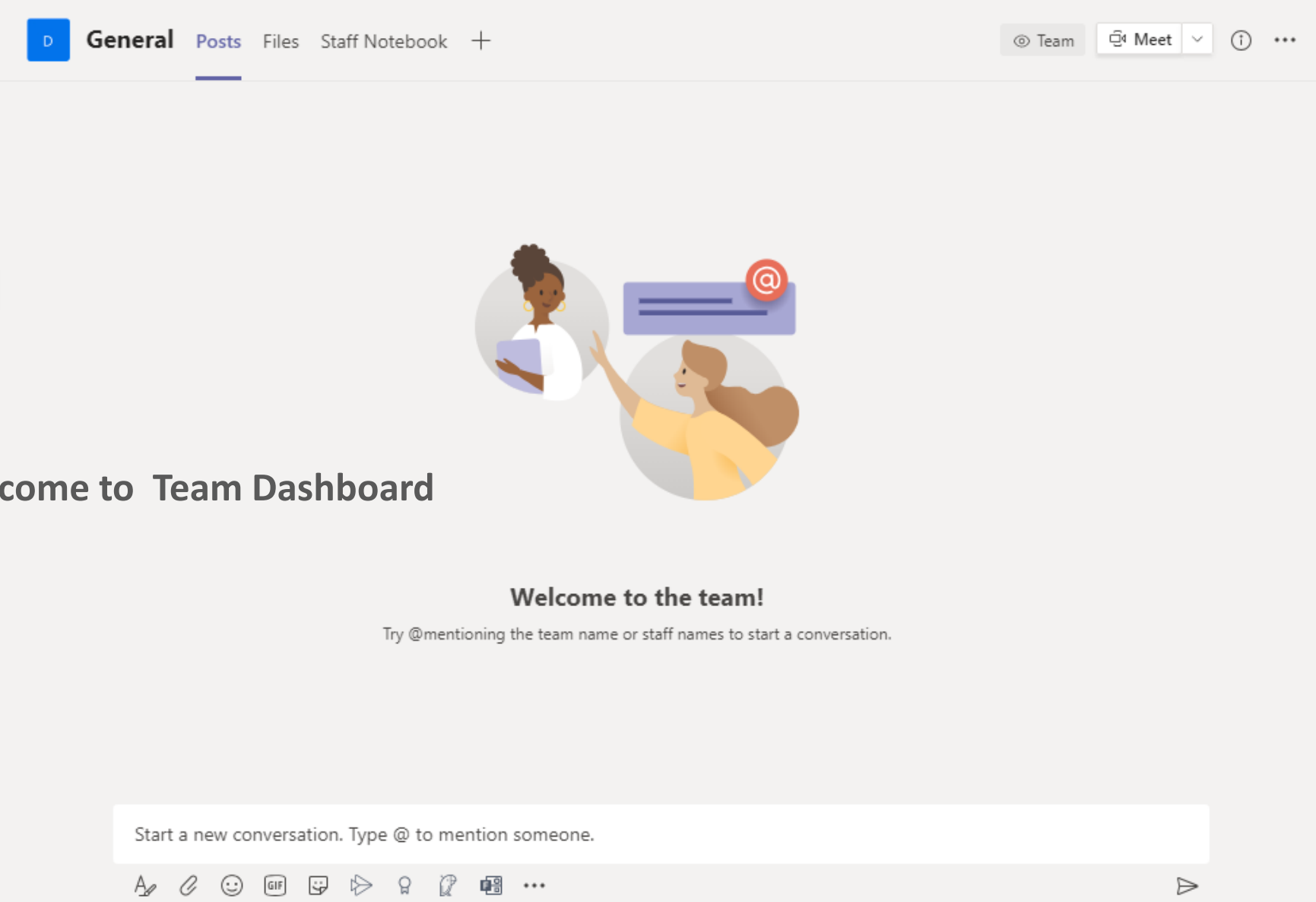
DCS



General



Welcome to Team Dashboard



The screenshot shows the Microsoft Teams interface for a channel named 'General'. At the top, there are tabs for 'General', 'Posts', 'Files', and 'Staff Notebook'. On the right side of the header, there are controls for 'Team', 'Meet', and a help icon. The main content area features an illustration of two people, one pointing at a message bubble with an '@' symbol. Below the illustration, the text reads 'Welcome to the team!' followed by a tip: 'Try @mentioning the team name or staff names to start a conversation.' At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content like text, links, emojis, GIFs, and more.

07

Add Member : Click
(Add Member) to add









< All teams



DCS

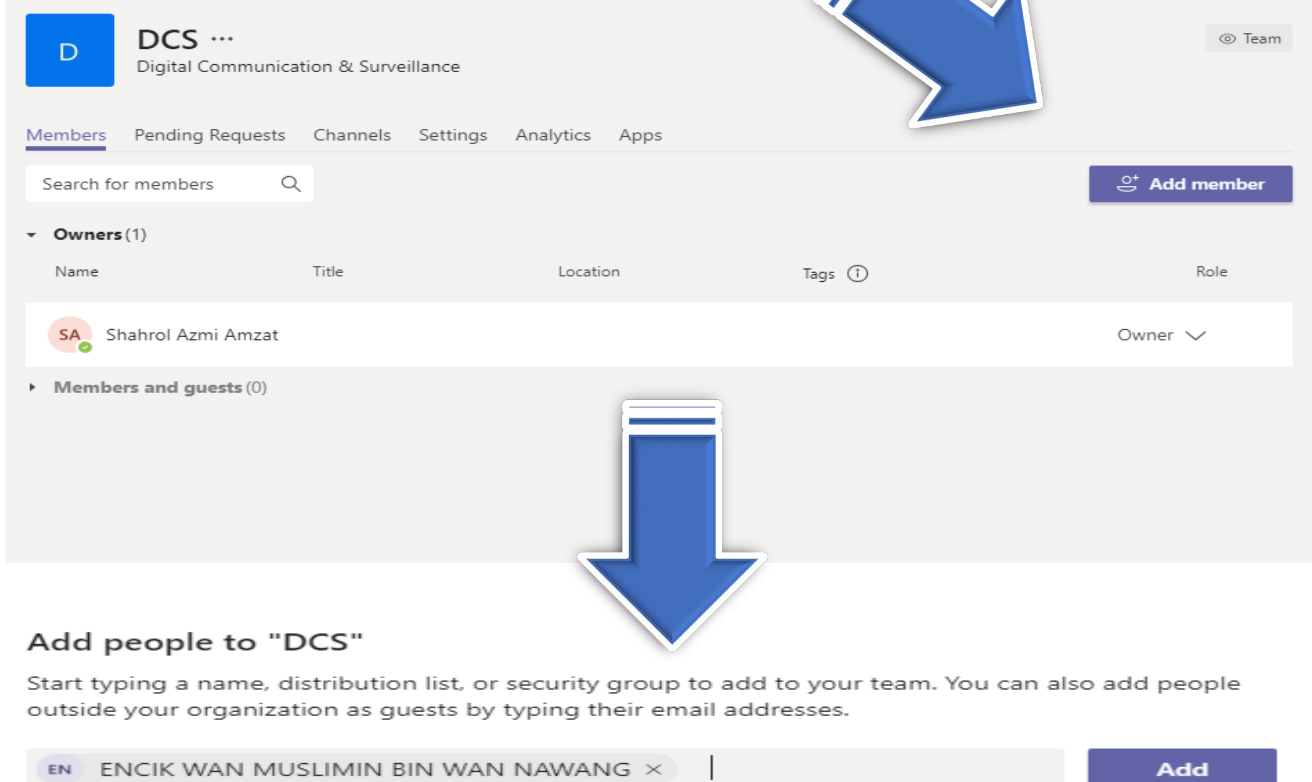
General

...

-  Manage team
-  Add channel
-  Add member
-  Leave the team
-  Edit team
-  Get link to team
-  Manage tags
-  Delete the team

06

Manage Team:
Click (...) to
manage.



DCS ...
Digital Communication & Surveillance

Members Pending Requests Channels Settings Analytics Apps

Search for members

Owners (1)

Name	Title	Location	Tags	Role
SA Shahrol Azmi Amzat				Owner

Members and guests (0)

Add people to "DCS"

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.

ENCIK WAN MUSLIMIN BIN WAN NAWANG | Add

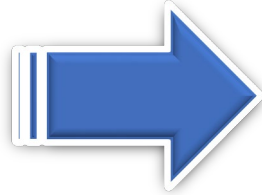
08

Add team members : Search by
name or email then Click Add.
Skip if want to add later. Member
will be notify by email automatically

Skip

09

Add Channel : Click
Add Channel for new
item (Example :
Mesyuarat XXXX)



Create a channel for "DCS" team

Channel name

Mesyuarat

Description (optional)

19082020

Privacy

Standard - Accessible to everyone on the team

Automatically show this channel in everyone's channel list

Cancel









Add

< All teams



DCS

General

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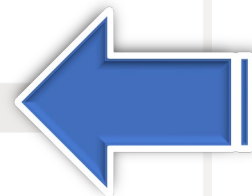
< All teams



DCS

General

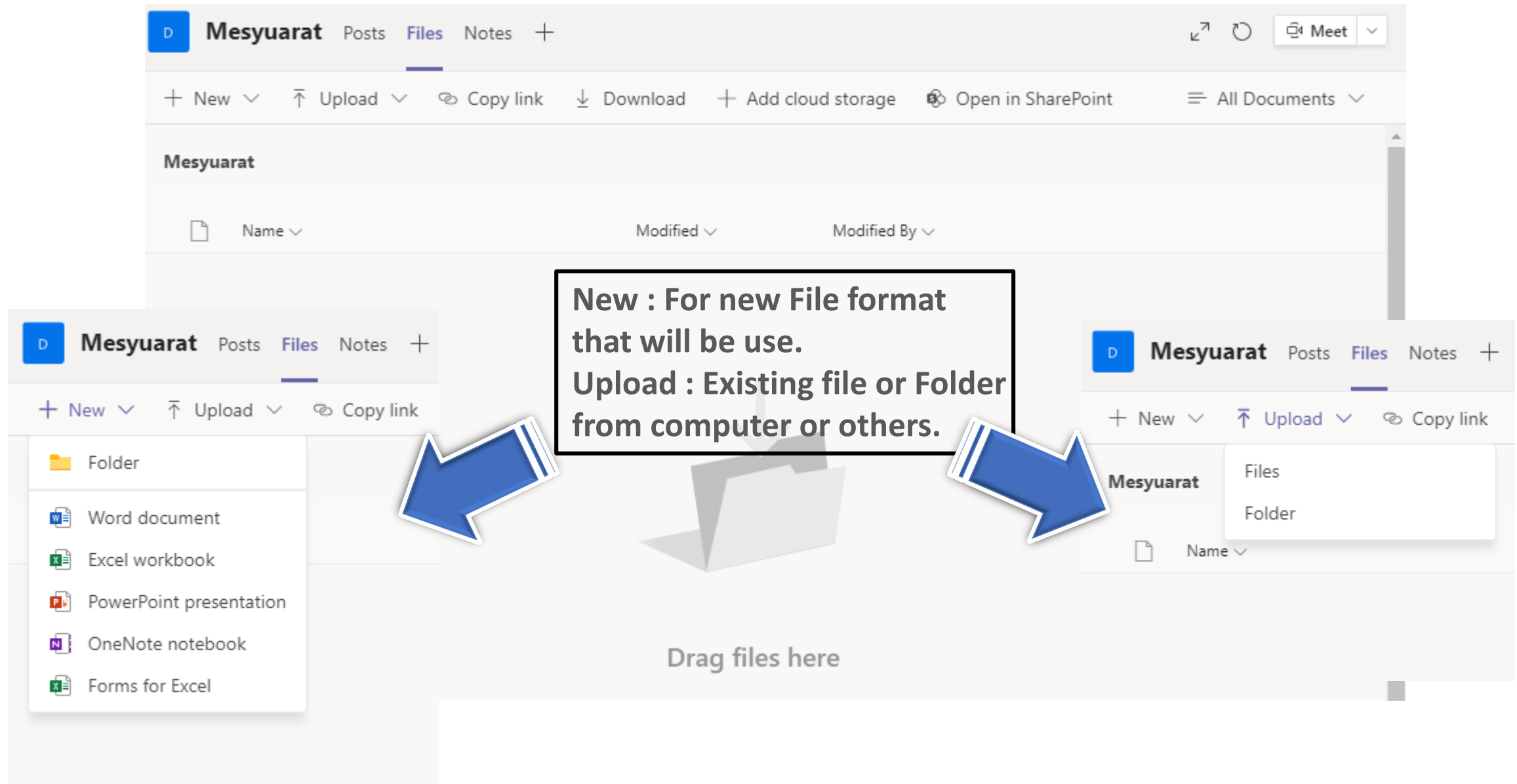
Mesyuarat



10

Click Add , New
Channel Done.

Add or Upload Files in Channel



New : For new File format that will be use.

Upload : Existing file or Folder from computer or others.

Drag files here