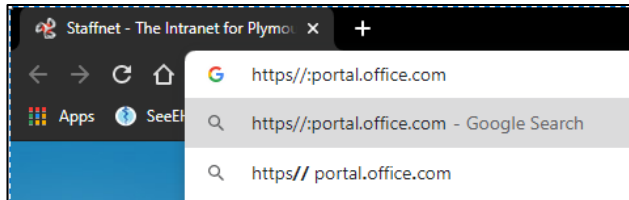


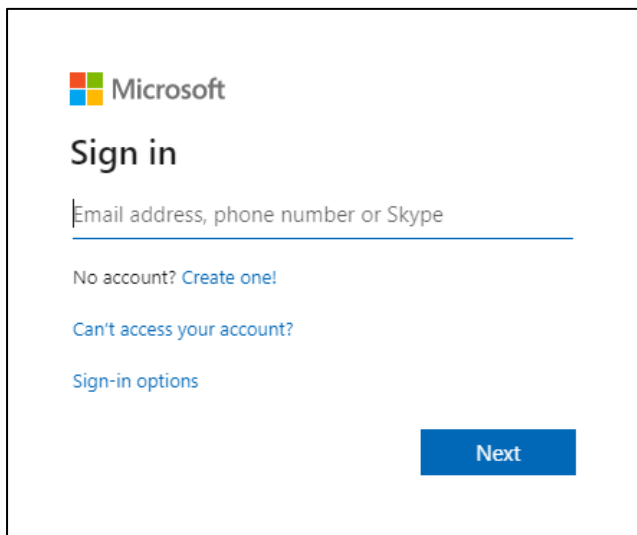
Microsoft Teams user guidance.

## Accessing MS Teams

- Open Chrome and type the following link 'https://portal.office.com'

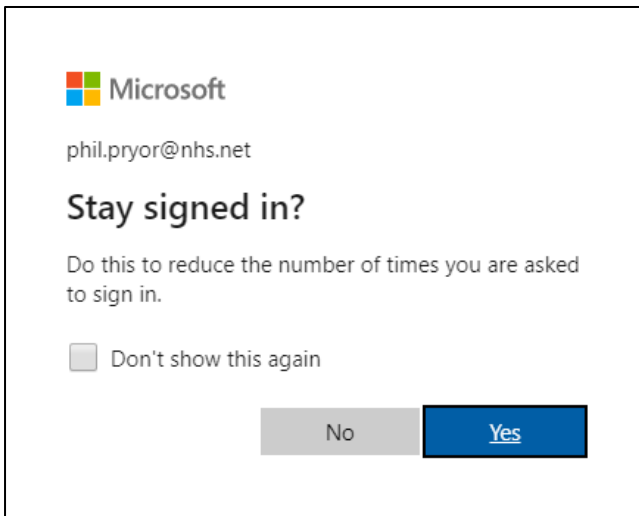


- Select the 365 login from the Google search.
- Once the web page has opened, select sign in.

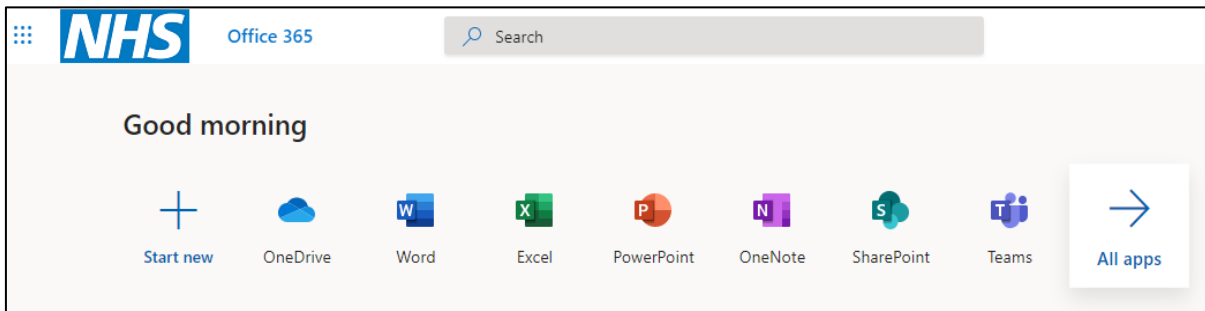


- The box displayed above will appear and sign in using your **NHS e-mail ONLY**.
- You will then be directed to the NHS web mail sign in page. Complete the sign in by entering your e-mail password.
- If you are prompted to to select a work/school account or a personal account, you **MUST** select the work/school option.

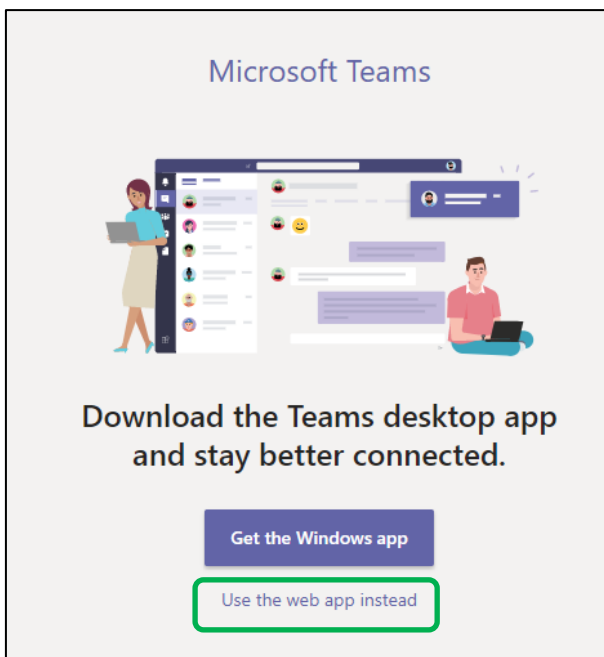
# USER GUIDE



- The box above will appear, click yes to continue.

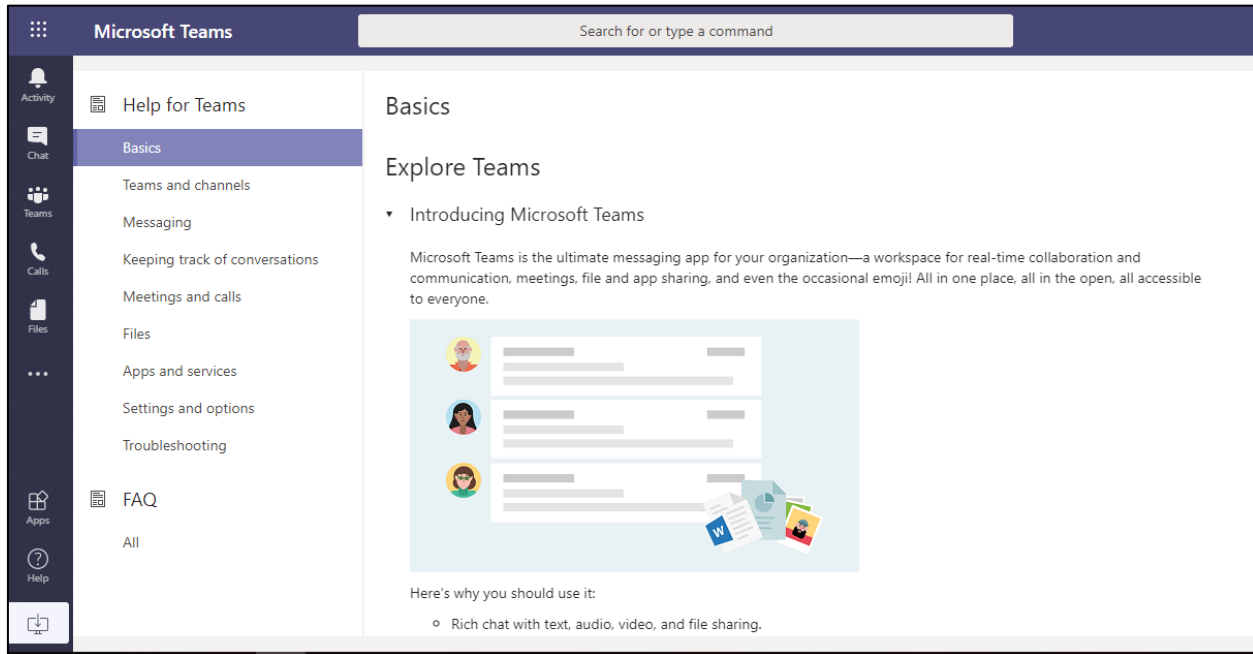


- From the options above, you will be able to select Teams and access the application.



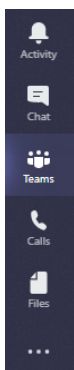
# USER GUIDE

- As you can see from the image above, you will now be prompted to open the Windows app or use the web app. At this point you **MUST** use the WEB APP, as indicated in the green box.



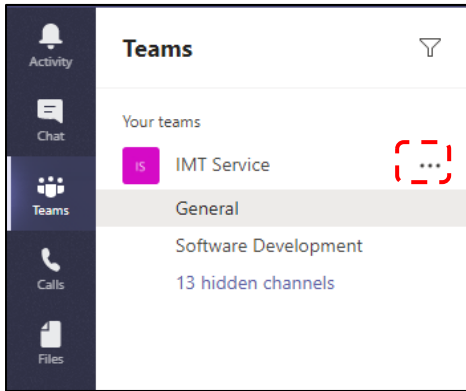
- The 'Teams' homescreen will now be displayed.

Please be aware that the Windows app will be available to download from the software centre shortly and this is the preferred method of adding the app to your computer.

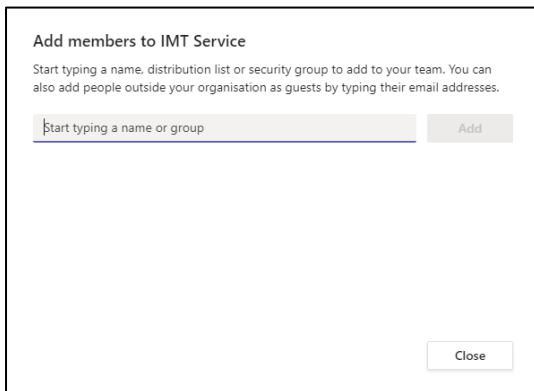


- Navigating Teams is conducted by using the icons on the left hand side of the display.

# USER GUIDE

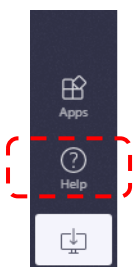


- Once your Team has been set up, Team Owners will be able to manage the Team, create Channels and add Members through the extended options list which is the three dot icon displayed above.



Note: When using the search function to find and add Members, it is advised to use an e-mail address as Teams will search the entire NHS Global address list to find that person.

- Once you have created these Channels, you can organise your Members into the appropriate Channel.



If you do require further help and guidance, there is extensive information in the 'Help' section situated in the bottom left of the main Teams display.

Please be aware that this is a new system that is being introduced into the NHS very quickly. A lot of users will be trying to access this resource, so you may experience a time delay when updating /accessing information within the system.

You will be able to find additional guidance on Teams by following the link below:

<https://support.nhs.net/article-categories/teams/>