

## Microsoft Teams

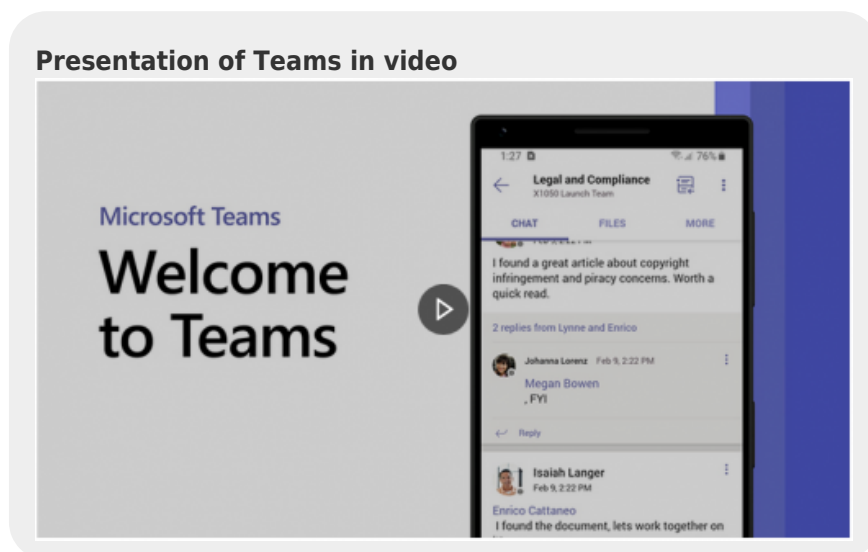
### Product

	Nom	Version
System	Windows/OSX	
Application	Microsoft Teams	

### Description

Microsoft Teams is a collaborative communication software for work teams. Accessible from the **Google Chrome browser** or from the **local client version** installed on the computer, its main features are :

- one-on-one and group chat
- organization of virtual meetings
- one-on-one or group calls
- screen sharing
- storage space for collaborative work



### Generalities

#### Rules of us

Microsoft Teams is provided by the UNIL IT Center (Ci). The rules defined by the Ci apply. For more information, please refer to their [Service Level Agreement \(SLA\)](#) (fr).

#### How to get an account

All collaborators with an UNIL contract and with a UNIL account have access to Microsoft Teams. No other registration is necessary.

#### Installation and access to Microsoft Teams

It is not necessary to be on the UNIL network (wired or connected through the VPN if you are working from outside of UNIL) to use Microsoft Teams. Only a stable internet connection is required

#### On your computer

Can you use Microsoft Teams in two ways:

- Start the **client application** ▸ [How to install Microsoft Teams](#)
- Use **Google Chrome web browser** and log in with your UNIL credentials ▸ [Access to the web version of Microsoft Teams](#)

#### On your smartphone

Get Microsoft Teams on your smartphone by downloading it from the Apple/Play Store or from the link below. Then login in with your UNIL email address which will redirect you to the UNIL Office 365 login portal. ▸ [Installer Microsoft Teams sur smartphone](#)

## Settings

To get the most out of Microsoft Teams, take the time to configure the settings:

- Regarding videoconferences and phone calls ▸ [Audio and video settings](#)
- Regarding the chat ▸ [Manage notifications in Teams](#)

## Documentation of use

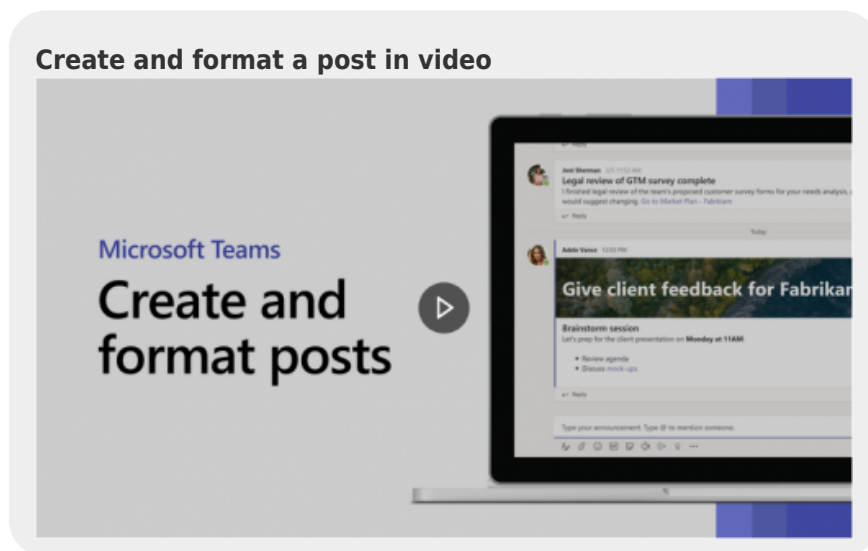
### Teams status

On Microsoft Teams, you can set a status to indicate to your colleagues if you are available or unavailable (e.g. busy, absent, in communication, etc.) for a discussion. ▸ [Change your status in Teams](#)

### Chat

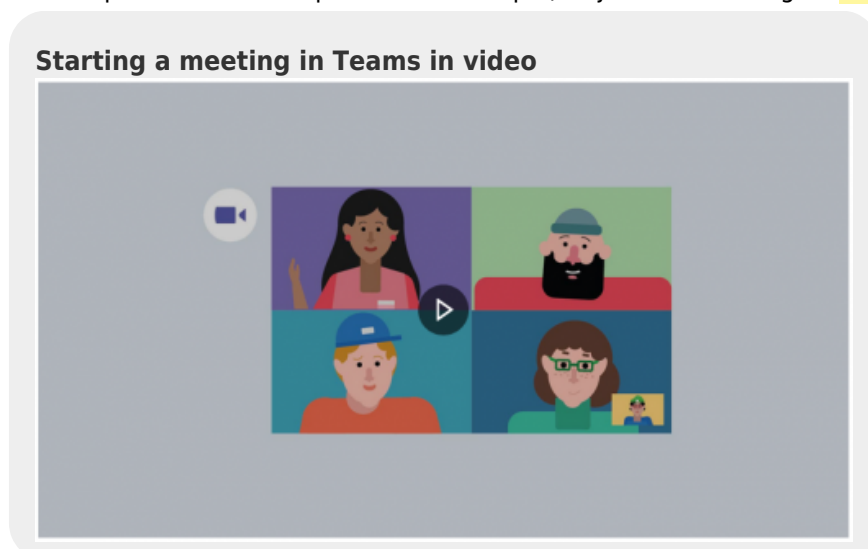
To discuss with colleagues, you can use the chat. This feature allows you:

- to discuss with one or more colleagues at the same time, who are not necessarily part of the same team Teams as you ▸ [Communicating with your colleagues](#)
- to post a message to a channel of the team of which you are a member ▸ [Send a message to a channel in Teams](#)



## Organization of meetings and screen sharing

The online meetings are organized by one person of the team. When you start the meeting, you can also invite external people (other UNIL persons or CHUV person for example) to join the meeting. ▸ [Meeting organization](#)

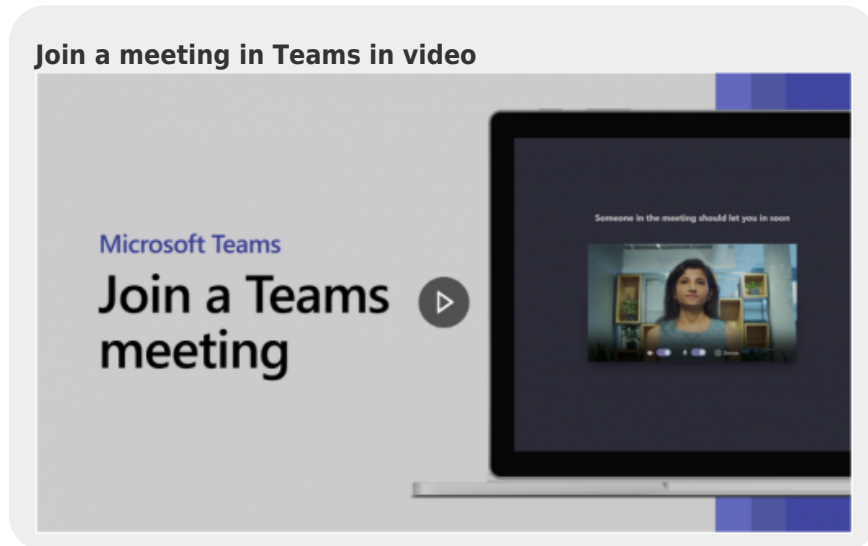


During the meeting, you can continue to use the chat and share your screen if necessary: ▸ [Share content in a](#)

## meeting in Teams

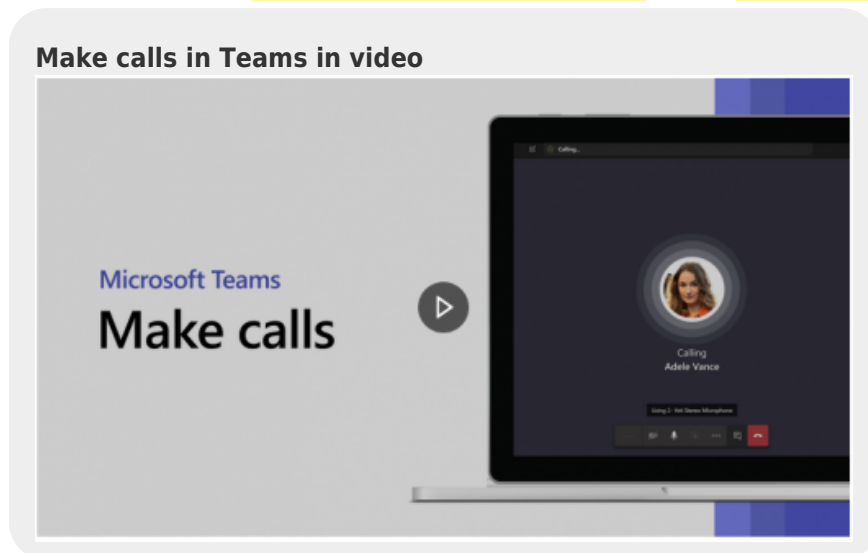
### Joining a meeting

If you have Microsoft Teams client installed on your computer, you can join programmed or instant meeting directly in Teams. External people or people who don't have Teams installed on the computer can join the meeting with the web version of Microsoft Teams by using the **Google Chrome web browser**. ▸ [Joining a meeting](#)



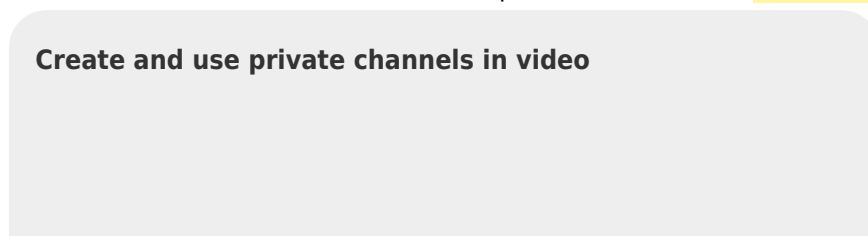
### Make audio or video calls

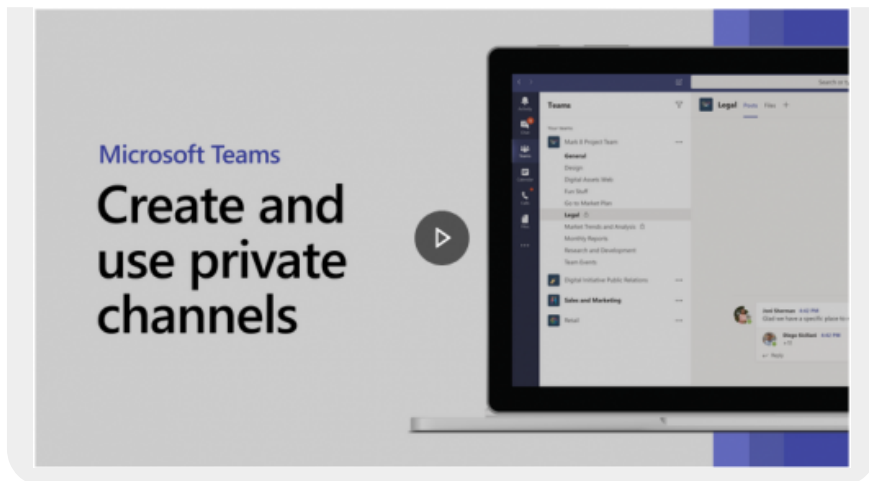
To communicate orally, use the call Teams feature. You can call one or more people at a time and choose whether you want to activate the video or only the audio. For external people or people who do not have the Microsoft Teams client application installed on the computer, it is possible to call or answer a call via the web using the **Google Chrome browser**. ▸ [Start a call from a chat in Teams](#) and ▸ [Answer a call in Teams](#)



### Create a channel

Channels allow to organize discussions within a team for a unit or about a project/theme. They can be public (accessible to the whole team) or limited to a few members (private channels). ▸ [Create a channel in Teams](#)





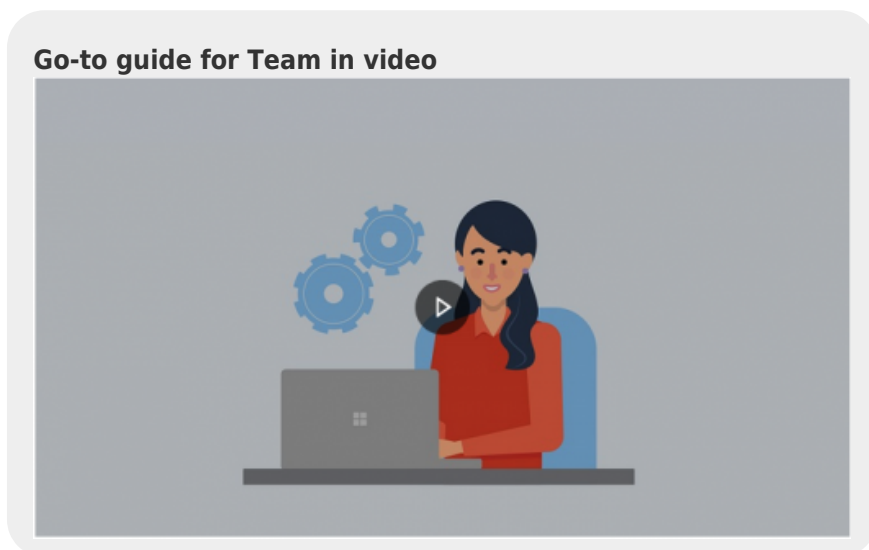
### Add new members in a Team or Private Channel and make someone a new owner



It is necessary to be the owner of the Team or Private channel concerned

Team or Private Channel owners manage access to their team or private channel by managing the list of members. ▾ [Add a member to a Team](#)

They can also appoint new Team or Private Channel owners to assist them in this task.. ▾ [Make someone a team owner](#)



### Go-to guide for Team in video

## Help and documentation

For an advanced use of Microsoft Teams, you can also consult the documentation of the UNIL IT Center (Ci) and the official documentation of Microsoft:

- [Wiki of the UNIL IT Center](#)
- [Microsoft's documentation](#)
- [Microsoft's video tutorial](#)

[visioconference](#)