

**Generate Well-being**



## **Your first steps in Teams**

The essentials to get you started in your Teams

# Discover Microsoft Teams!



**Microsoft Teams** is the new digital toolbox for your team.

In a single interface, **share documents easily** and **exchange with conversations** for different themes with your workgroup.

You can also use **Teams** to:



Coordinate work by project or team



Collaborate on documents



Share information and news



Save time by sharing gained experience and avoiding doing the same work twice

# Connect to your Teams



To connect to your space Teams, **go to the following address:**

<https://portal.office.com>

And fill in your **email address** and **your Windows password**.

A second login page will be shown, please type again your email address and your Windows password

The screenshot shows the Okta login interface. At the top is the 'okta' logo. Below it is a circular placeholder for a user profile picture with a question mark. Underneath is the text 'Se connecter'. There are two input fields: the first contains the email address 'noel.godin@stago.com' and the second is labeled 'Mot de passe'. Below the password field is a checkbox labeled 'Se souvenir de moi' which is checked. A blue 'Se connecter' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Besoin d'aide pour vous connecter?'.

Then click Teams!



# The Teams interface at a glance

Overview of the activities that affect you

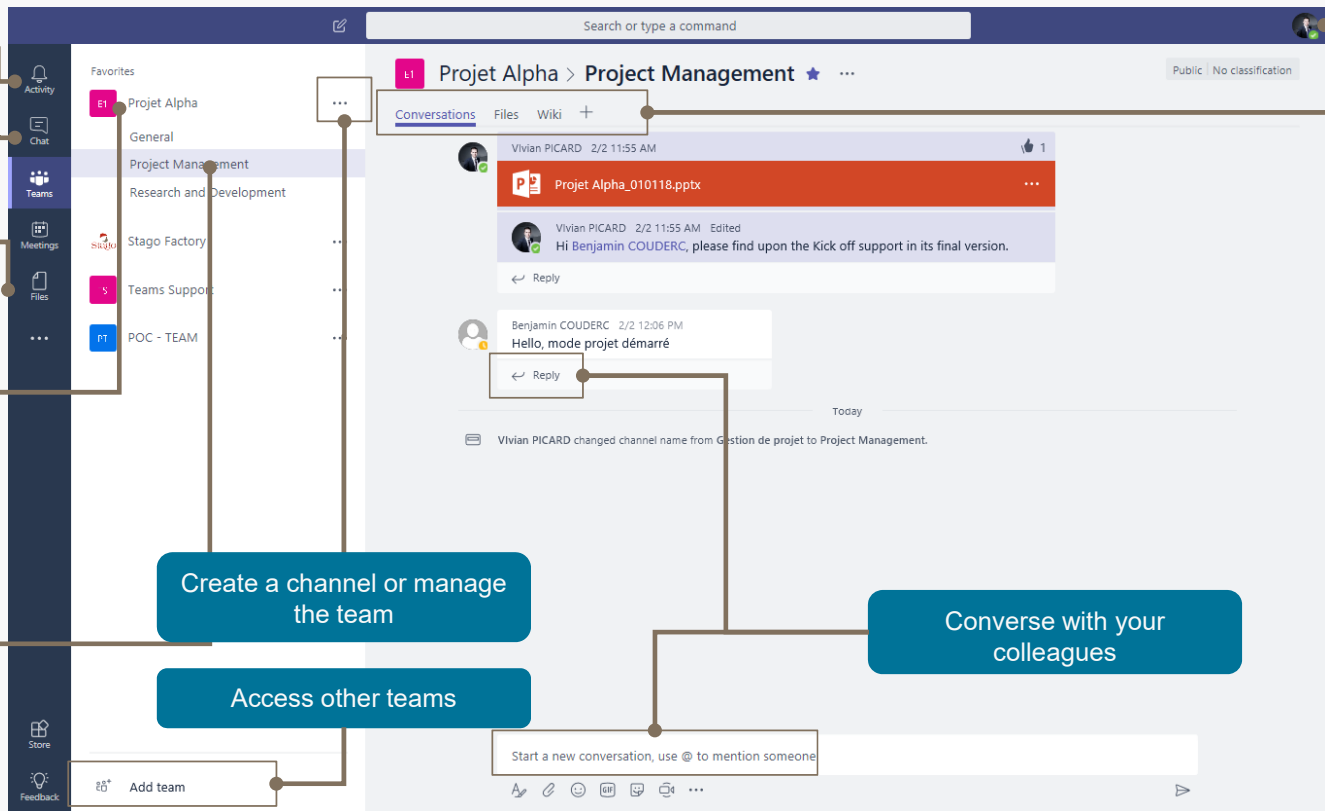
Your private conversations

Quick access to the last 30 documents you have worked on

A **team** is a common workspace for a workgroup at Stago

In a team, the **channels** can be arranged as you wish (by theme, project...)

The channels are open to all team members. Each channel has its own conversations, files, tools.



Customize your **personal settings** (notifications, languages...)

The **tabs** allow quick access to the content and tools available in a channel.

Create a channel or manage the team

Access other teams

Converse with your colleagues

- Main tabs:
- **Conversations:** discussions with team members
  - **Wiki:** shared notes
  - **+** : add other tabs

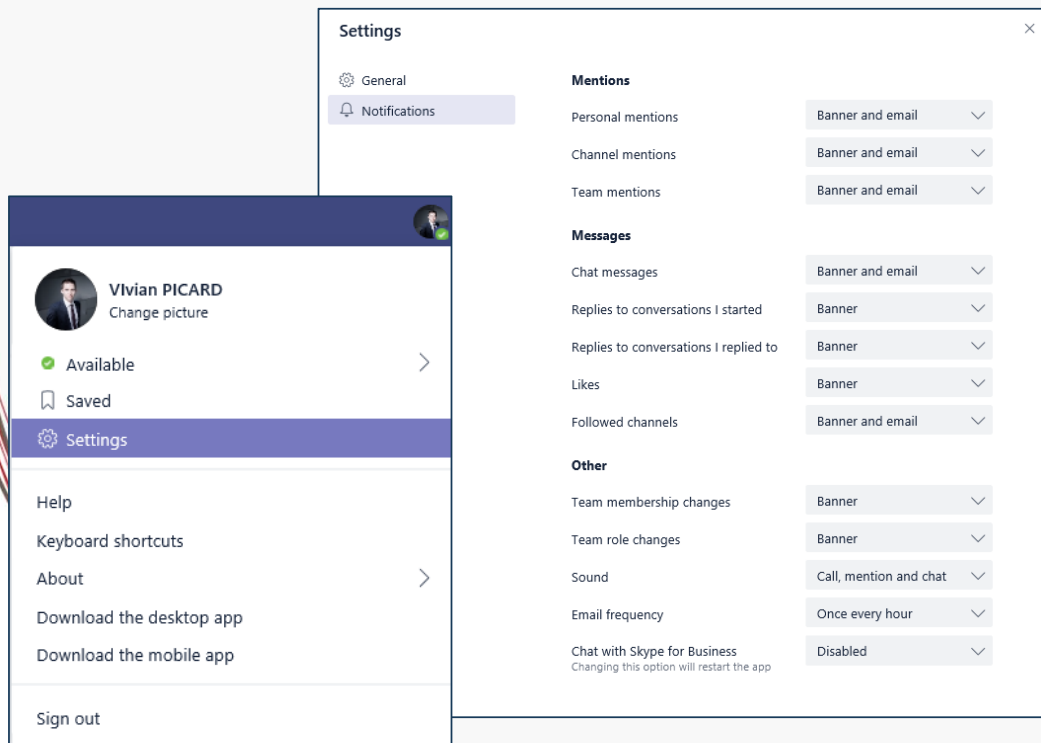
# Your first steps

## MANAGE YOUR NOTIFICATIONS

You can customize the frequency and the type of notifications for your Teams:

Click on your profile picture. In **settings**, select **Notifications**.

Click and select the desired notification settings.



## CUSTOMIZE YOUR EXPERIENCE

Customizing your experience starts with joining teams or following channels that interest you.

You will find the history of exchanges and the files and tools shared within the team.



Join Teams



Follow Channels



Exchange, share files & notes!

[Ready? Try the Teams interface now!](#)

# Go further with Microsoft Teams

Join the [Teams Support](#).

You will find resources to help you make the most out of Teams.

It is also a space of **exchange and mutual support** between Teams users at Stago.



## A question? A note?

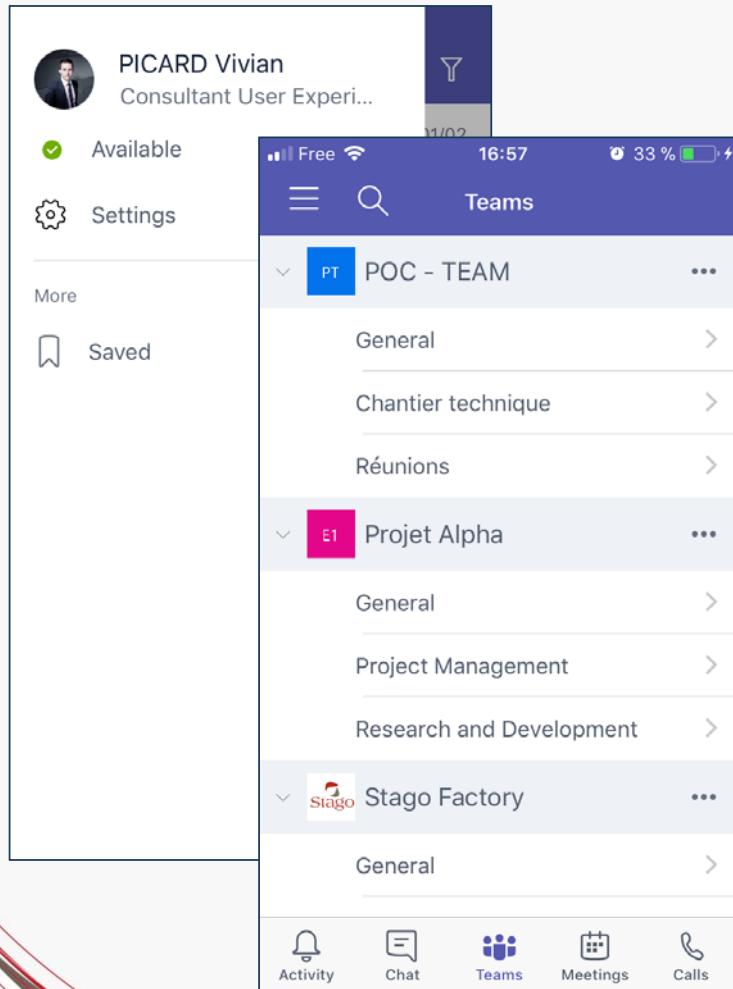
Ask questions, **share and discuss best practices** in the conversation newsfeed



## The facilitators corner & project information

Stay informed of the news of the project.  
Enjoy **tips to animate your Team**

# Take your team with you anywhere



Teams is available on Mobile and tablet. Share with your colleagues and see your documents from anywhere!

**Find the app on your usual store!**



Apple Store for iPhone & iPad



Google Play store for Android