

# USER GUIDE

## Microsoft Teams – Organize an electronic Meetings

### Introduction

Microsoft Teams application is a workspace used by STF projects.

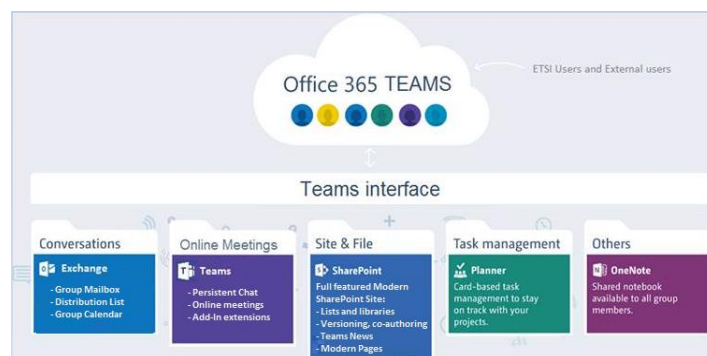
All STF experts from a working team are allowing to use it.

It is a hub for teamwork in Office 365 that brings together files sharing services, task management and a set of communication tools in a chat-based user interface.

Accessing to Microsoft TEAMS from your browser or download and install the desktop application (which is free and does not require administrative privileges to be installed).

The main features currently available are:

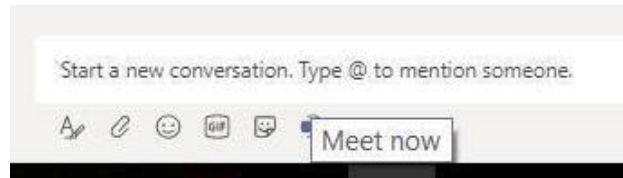
- A **Public group email address** ([stfXXX@groups.etsi.org](mailto:stfXXX@groups.etsi.org), named “**Conversations**”) that can be used by anyone to send emails to all group members. Also, an access to the emails sent/received by the group.
- A **Skype for Business** to organize proper group electronic meetings.
- A **Persistent Chat** for the group members where you can create channels to organize conversations by topic, area or anything else.
- A modern **Document library** (powered by SharePoint Online, named “**Files**”) to upload and edit the group files.  
Versioning, check-in & check-out, content approval, simultaneous editing, recycle bin, custom metadata are just some of the features that are available.
- A **Notebook** (powered by OneNote online, named “**Wiki**”) to that can be used to take notes and minutes.
- A **Shared Calendar** (named “**Planner**”).
- **Task management applications** (named “**Travel Management**” and “**Timesheet**”).
- A **Mailbox Archive**



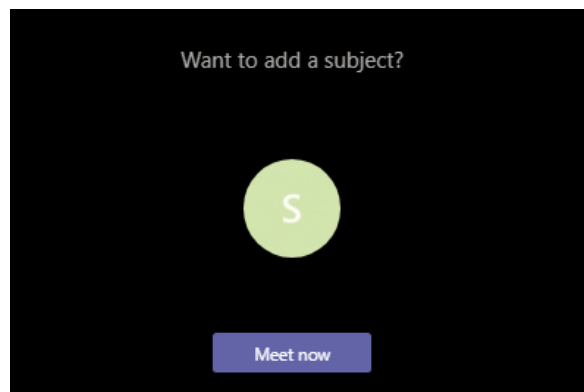
## Organize an electronic meeting (Skype for Business)

Open **Microsoft Teams** application.

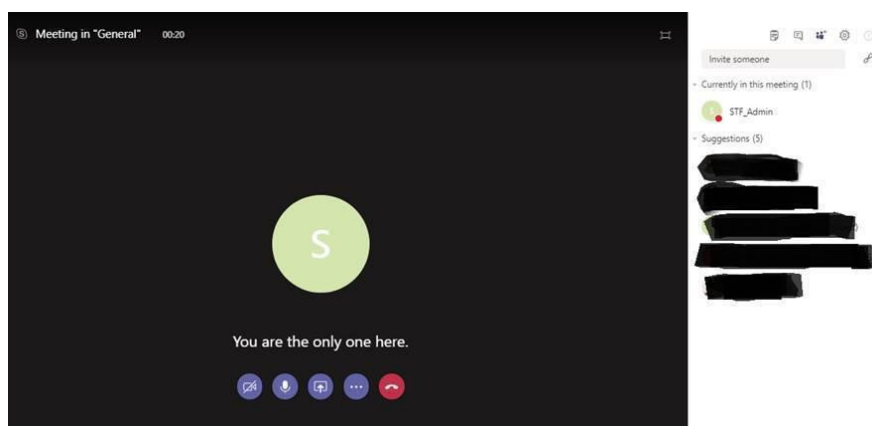
On the “**General/Conversations**” screen at the bottom, there is a camera icon “**Meet Now**”.



Click on it, the following window opens:



Click on “**Meet now**”, the following window opens:



On the right-hand side, invite every member of your team, who will need to be connected to Microsoft Teams application by clicking on the name of the person (on “**Suggestions**”) or entering the address email (on “**Invite someone**”).

Note: The meeting invitation process will have to be managed in separate emails.