



OFFICE OF INFORMATION TECHNOLOGY

Empowering Alaskans Through Technology

Getting Started with Microsoft Teams

What is Microsoft Teams

Microsoft Teams is a collaboration tool that combines workplace chat, audio and video meetings, calendar and shared files which can be accessed from a single location. Teams can enable State of Alaska (SOA) employees to work securely with internet connectivity but without a connection to the SOA network. Once you become familiar with using chat, audio and video calls, calendar and shared files in a single location, it will seem inefficient to use anything else.

Teams can run in a web browser or with software installed on a work/home PC, or through a smart phone/tablet app. If you frequently use your phone or tablet for work, it can be helpful to install Teams on all your devices.

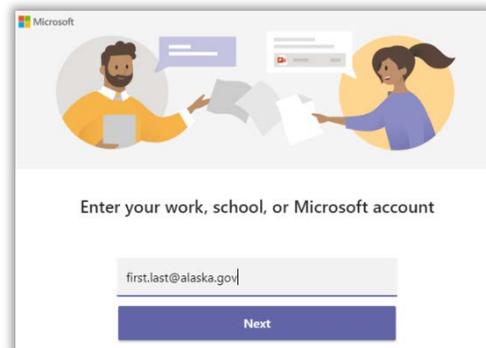


Data Security Reminder

Microsoft Teams for SOA has not been configured to meet compliance for the Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH). While as a platform Microsoft Teams is compliant, the SOA Teams implementation has not been configured beyond the default settings. Please be aware of the potential misuse of Teams beyond what its current SOA configuration supports.

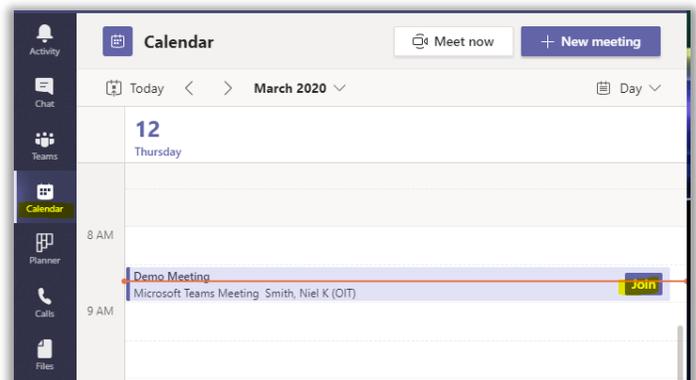
Get Started

- Go to <https://teams.microsoft.com> to run Teams in a browser or install it on your work or home PC. You can also find Microsoft Teams in your mobile app store if you choose to run Teams on your phone or tablet.
- Login with your State of Alaska email address and password.



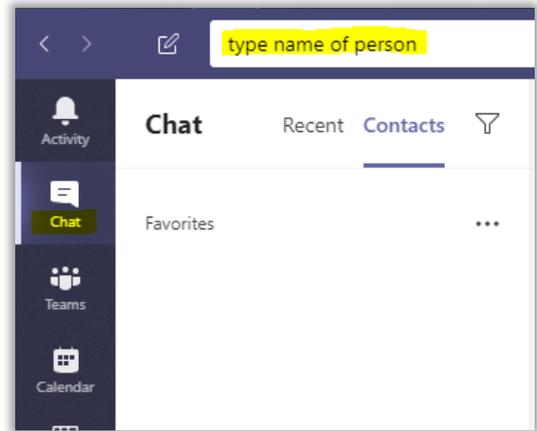
Calendar

- Your Outlook calendar is available in Teams and is an easy way to join a meeting.
- Watch training videos (links under Learning Resources at the end of this document) to learn about audio, video and desktop sharing in meetings.



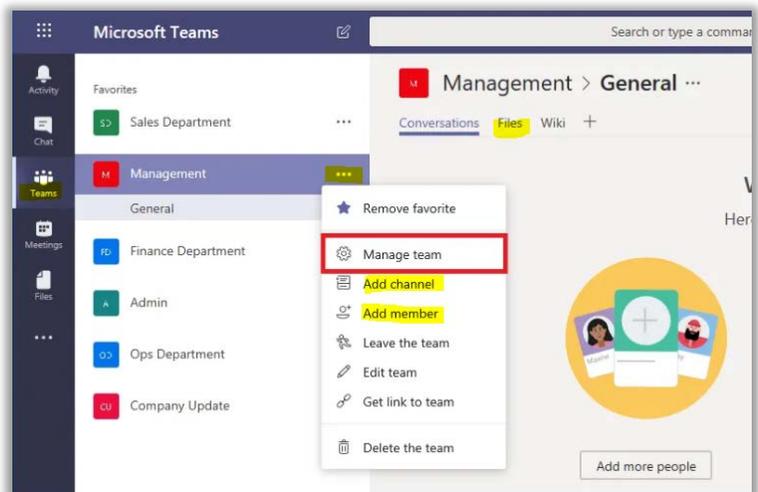
Chat

- If you are familiar with Skype, you already know how to Chat in Teams.
- Type an employee's name in the search bar at the top to find them in the SOA global address list and start an individual Chat session.
- You can watch training videos to learn how to switch from a Chat session to an audio, video or desktop sharing session.



Teams

- This is where different Teams/groups are created to store and work on documents at the same time as well as where group comments can be posted.
- For starters, ask someone already on Teams to add you to one of their groups to become familiar with how they work. When you are ready to create your own team/group, request one using this link, <https://aws.state.ak.us/msteams/>
- You can watch training videos to learn how to invite others to your Team (including non-SOA participants) and how to organize your Team into channels to keep your workflows efficient.



Learning Resources

[3-minute Welcome to Teams video](#)

[Quick reference Teams navigation instructions](#)

[State of Alaska Teams new user guide](#) (currently available only from inside the SOA network)

Guidance for Maximizing Teams Use when Working Remotely

Teams automatically shows your status – available, in a meeting, away etc. Logging into teams as soon as you start your workday will allow your co-workers to see that you are “at work” and available to collaborate. Throughout the day if communicating with your peers can be managed through email and chat, start there before opening a meeting. For meetings, consider using only audio if the meeting doesn't require video.

While Teams offers a record function which can be used for meetings, calls, etc., recordings also require storage space. The record function is best used when recording training or meetings that will be shared and replayed. If you are recording a training or meeting that will be used later, request permission of the participants to record and notify them before recording starts. All meetings in teams have a place that is accessible during and after the meeting to capture notes.

