Using Microsoft Teams for Macintosh

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Sign-in to Microsoft Teams

To open Microsoft Teams:

1. Click the **T** on your dock.

To Sign-in to Microsoft Teams:

1. Click the **Finder** icon in your dock.
2. Select the **Applications** category on the sidebar.
3. Search for **Microsoft Teams** and double click to open.
4. Click **Get Started**.
5. Type in your **CougarNet username** (Example: **CougarnetID@cougarnet.uh.edu**).
6. Click **Next**.
7. Type in your **CougarNet password**.
8. Click **Sign In**.
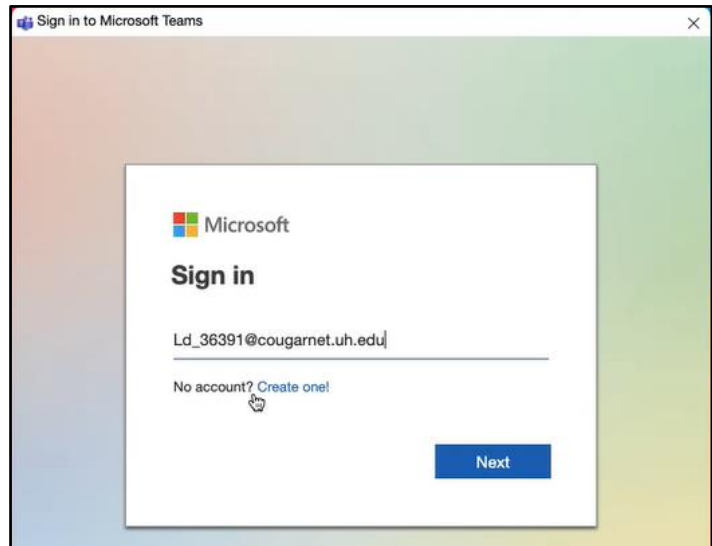
Microsoft Teams Main Window

Microsoft Teams is the digital hub that brings conversations, content, and apps together in one place.
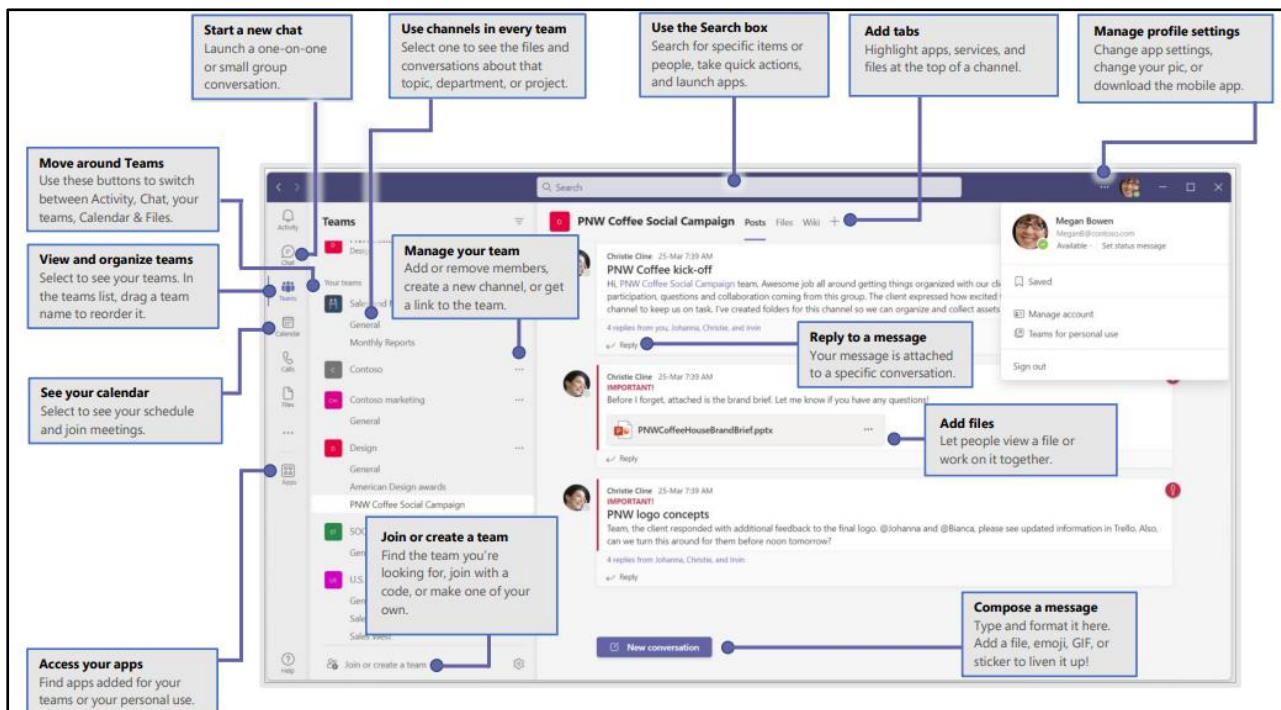
The Benefits of using Microsoft Teams

- Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. Name and pin the chat for easy reference.
- Download the Microsoft Teams desktop and mobile apps on your home devices to enable teamwork from anywhere.
- Join teams for your department and projects to organize larger conversations and files. Better to have fewer, larger teams with more channels than many, small teams with few channels.
- Streamline collaboration and improve teamwork with searchable content and built-in Microsoft 365 apps.

The Microsoft Teams Chat Window

Microsoft Teams chat is at the center of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels.


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Add a Contact

To add a Contact:

1. To view your Teams contacts, select **Calls.**
2. Choose **Contacts** on the left. Here you'll find an A-Z list of all your contacts and a search bar that you can use to find someone specific.
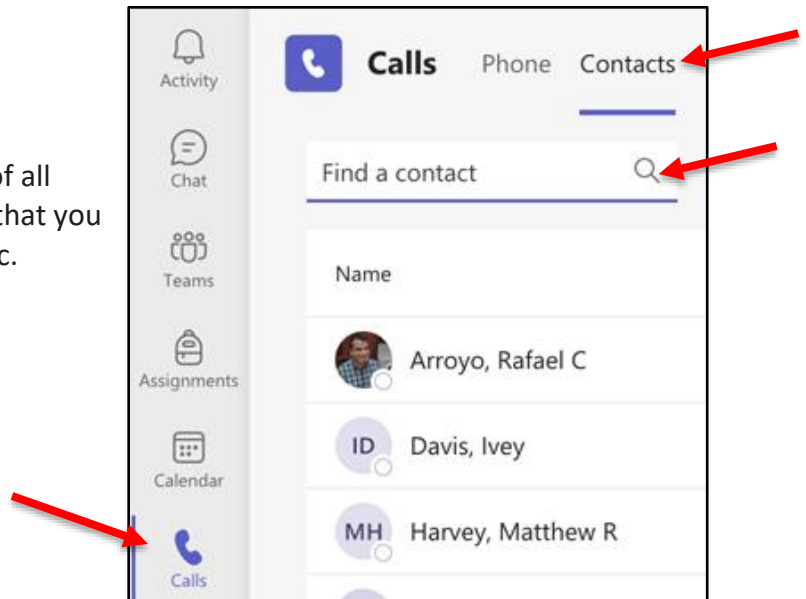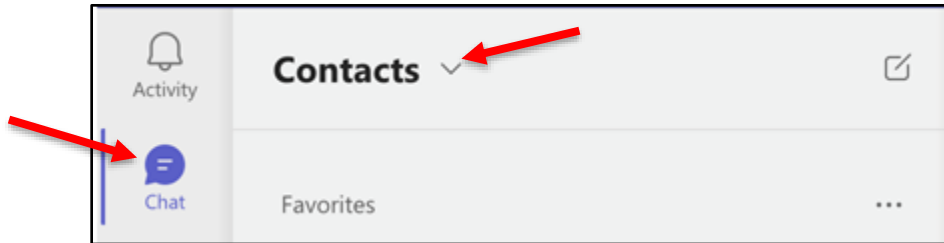
3. If you want to add a new contact to your list, click **Add contact** at the top of your list to get started.
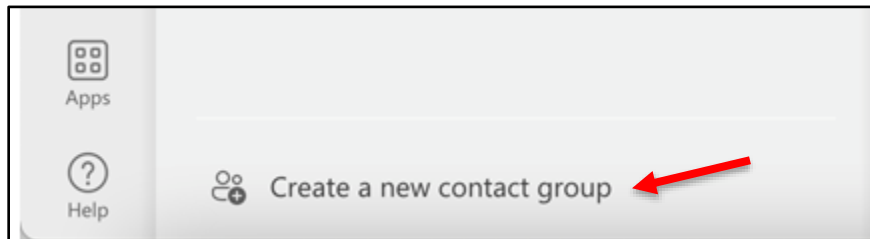
Using Microsoft Teams for Macintosh
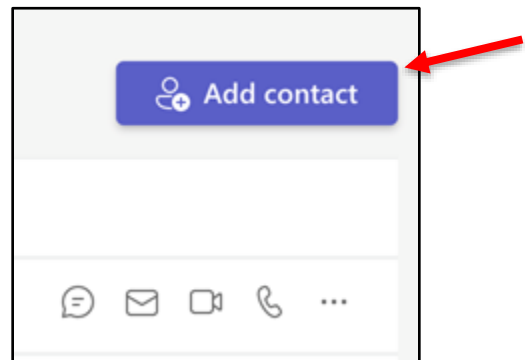
Create a Contact Group
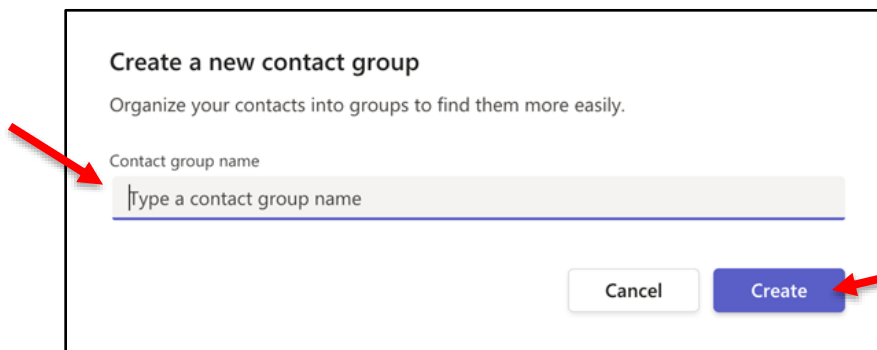
To create a new contact group:

1. Go to **Chat** on the left side of Teams. Then select the **Chat** dropdown at the top and select **Contacts**.

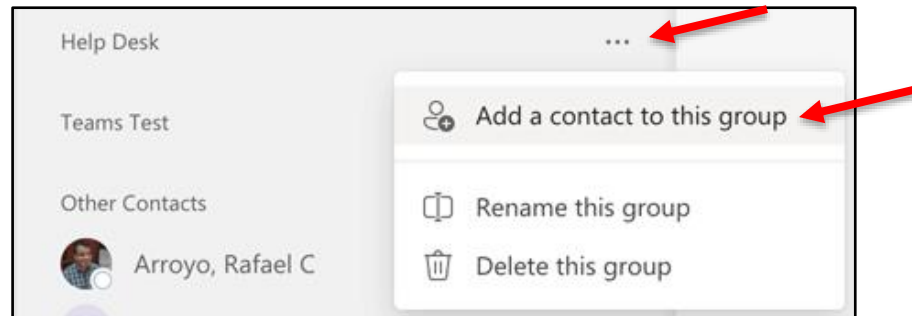2. Next, choose **Create a new contact group** at the bottom.

3. Enter a new **contact group** name and click **Create**.

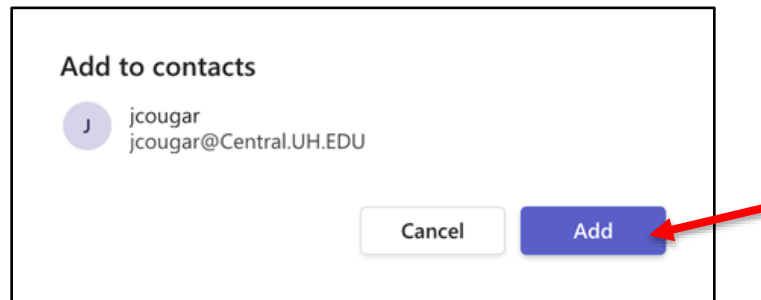

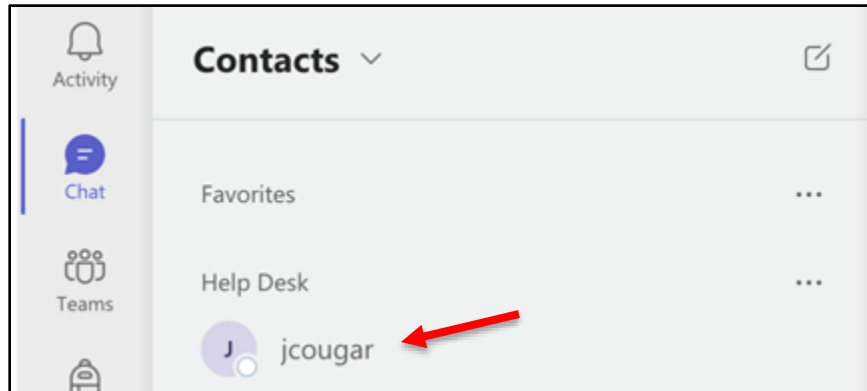Using Microsoft Teams for Macintosh

Adding a name to a Contact Group:

1. Click **More options** (the three dots).
2. Select **Add a contact to this group**.

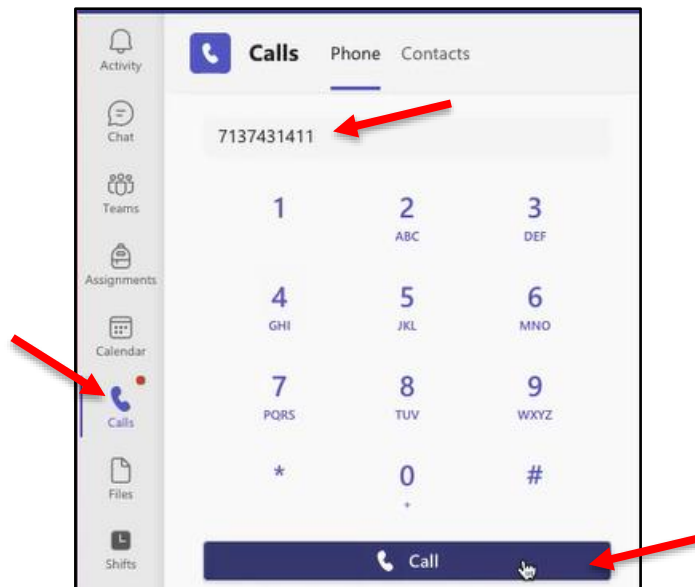3. Enter a **name** and select it.
4. Click **Add**.

Note: The person you added is now added to the Contact Group.

Make a Call

To make a call:

1. Launch **Microsoft Teams**.
2. Select the **Calls** category on the left side.
3. Dial the **number** using the keypad.
4. Click **Call**.

Answer a Call

To answer a call:

1. When you receive a phone call, a **Call Invitation** alert appears in corner of your screen.
2. Click the blue **Handset** icon.

Pop out a Chat in Teams

It's simple and quick to pop out your one-on-one or group chat into a separate window. Then, resize, reposition, or close the window if you want to. It's a good way to get more done when you're in a meeting or in a call. (**Note:** you can pop out multiple conversations, but not the same chat twice.)

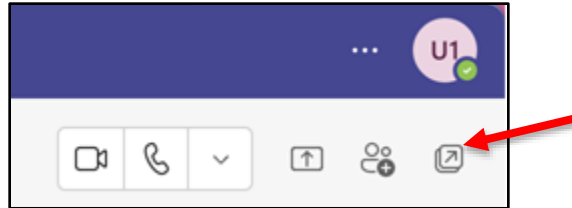There are a few options to pop out a chat in Teams. Here are a few different methods:

From the chat list

1. On the left side of Teams, select **Chat** to open the chat list.
2. Find the **chat** you want.
3. Select **More options** > **Pop-out chat**. Or double-click the chat name and you'll see a new pop-out chat window.
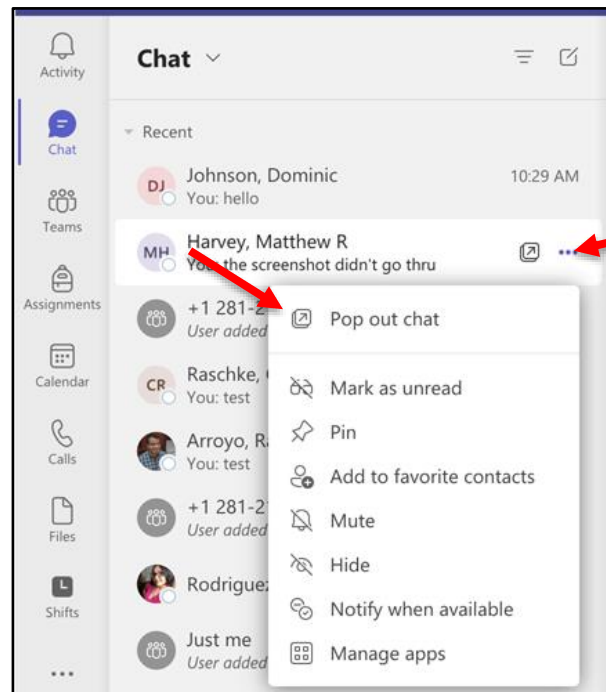
From the chat itself

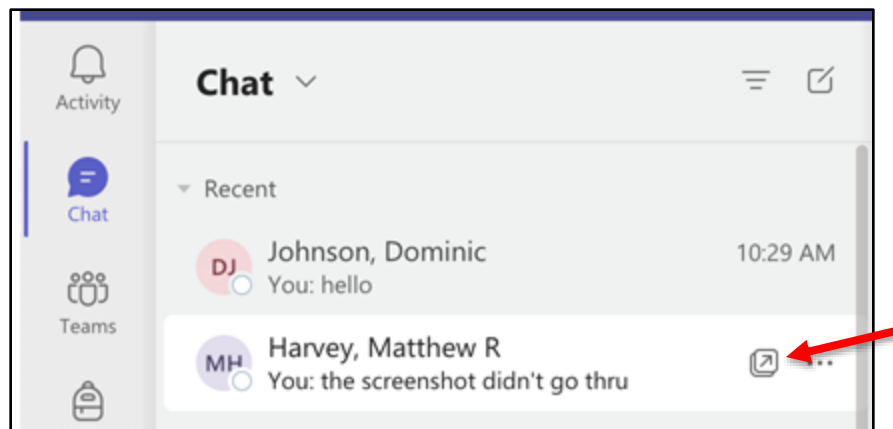Go to the upper-right corner of the chat and select **Pop-out chat**.

From the picture itself

Double-click the **profile** picture of the person you want to have a conversation with to pop out a new window.
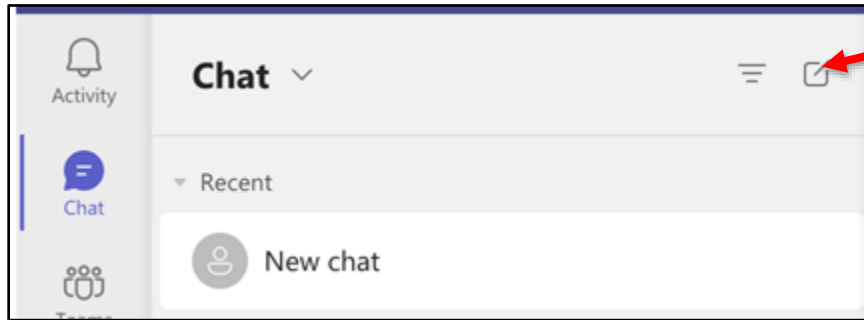
By hovering over a chat

When you hover over a chat, you'll see the **pop-out chat** icon. Select it to open a new pop-out chat window.

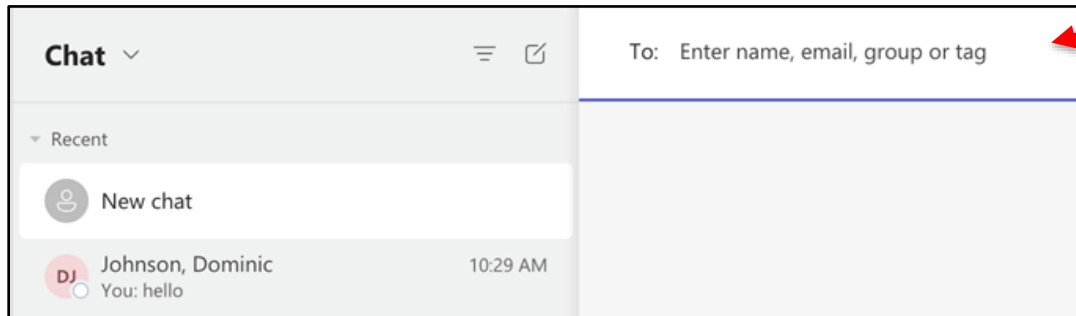

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Send an Instant Message (IM)

To send an Instant Message (IM):

1. Select **New chat** at the top of the app to start a new conversation.

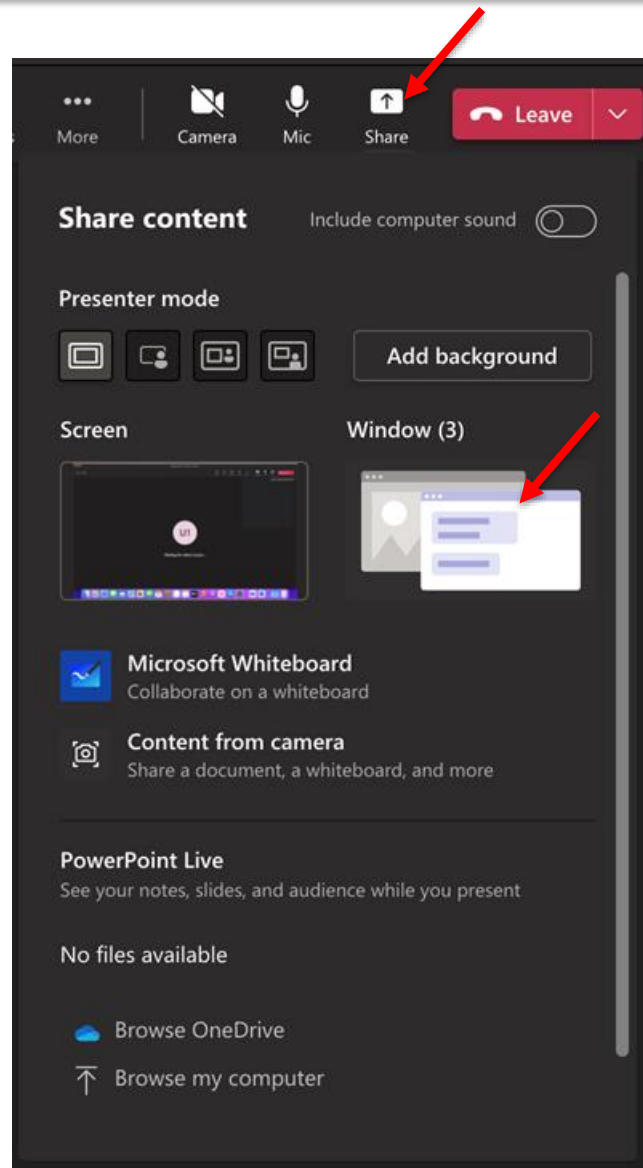2. Type the name or names into the **To** field at the top of your new chat.

3. Compose your message in the box at the bottom of the chat. To open your formatting options, select **Format** beneath the box.
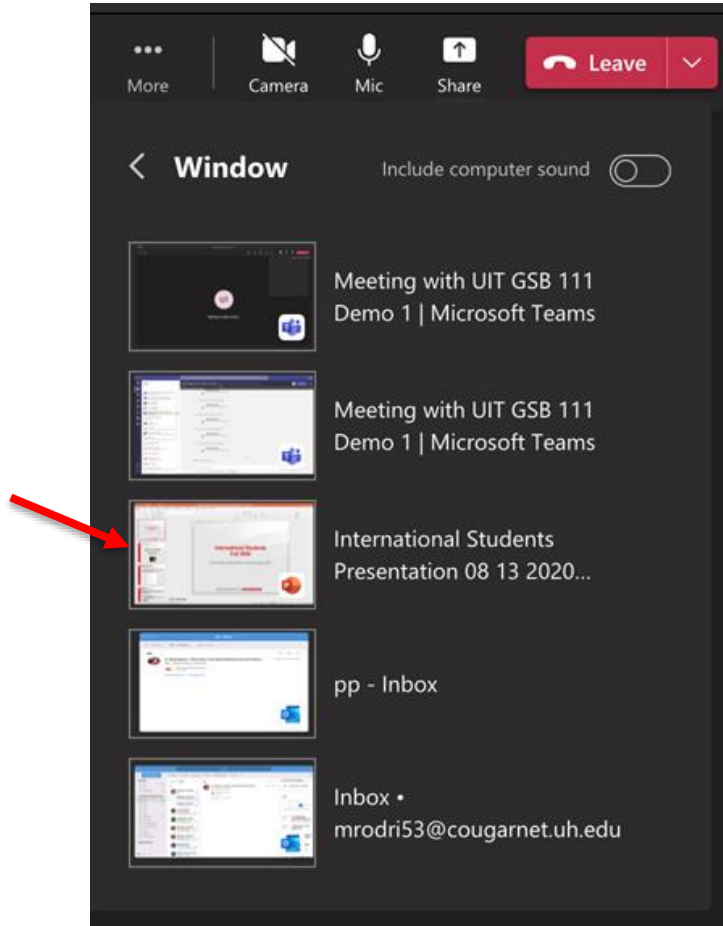4. Click **Send**.

Share a PowerPoint Presentation
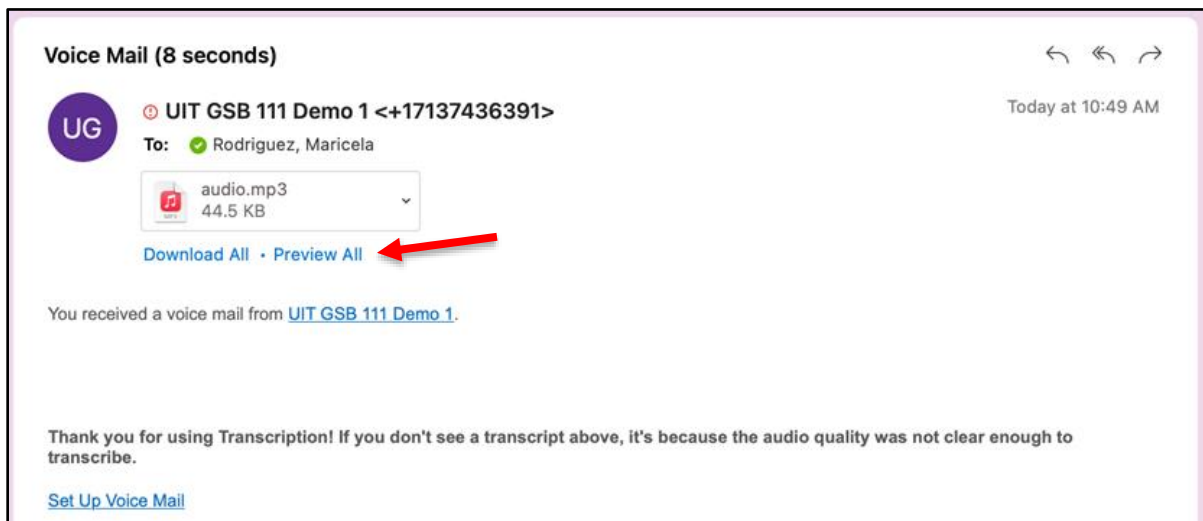
1. Click **Share content**.
2. Click **Windows**.

3. Select **PowerPoint presentation**.

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Listen to Voicemail in Outlook

To listen to your voice mail in Outlook:

1. Go to your **Outlook** Inbox.
2. Open any **email** with Voicemail in the subject line.
3. Double click **Preview All** to listen to the message.

Listen to Voicemail in Microsoft Teams

To listen to your voicemail in Microsoft Teams, choose one of the two options:
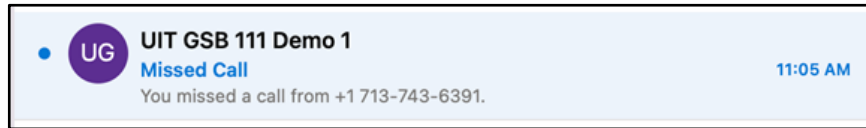
1. On the left side menu, click **Calls**.
2. Click **Voicemail**.
3. Click a **message** in your list and use the **playback controls** to listen to the recording or read a transcript (if it's available).
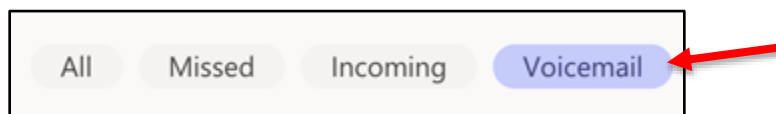
View Missed Calls in Outlook

To view missed calls in Outlook:

1. Go to your **Outlook** Inbox.
2. Double-click any message with **Missed Call** as the subject.

Schedule a Phone Conference or Online Meetings in Outlook
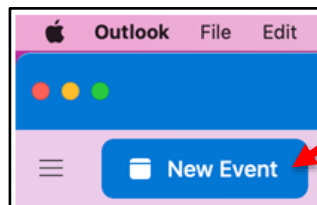
A Microsoft Teams add-on is installed in Outlook that allows you to invite others to a phone conference or an online meeting. You can even invite people who are not affiliated with UH and those not using Microsoft Teams.

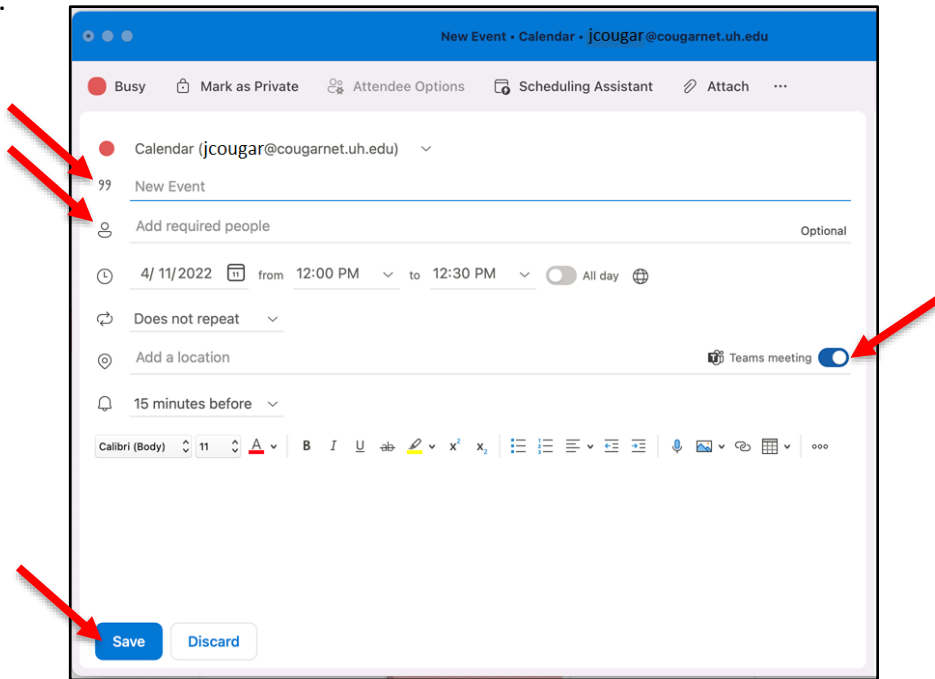To schedule a phone conference or online meeting in Outlook:

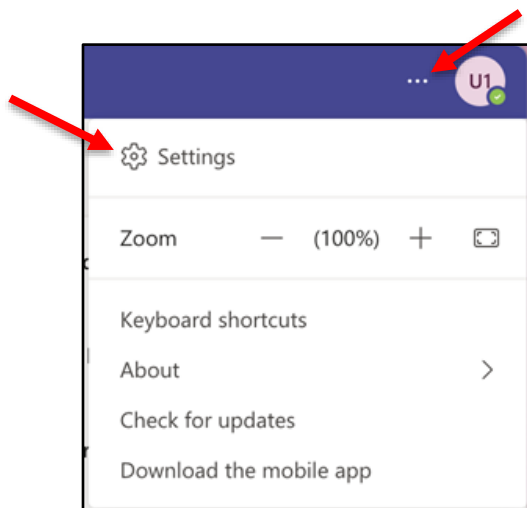1. Open your **Outlook Calendar**.

2. Click **New Event**.

3. Add the **recipients** and enter a **subject**.
4. Select a **time** and **date**.
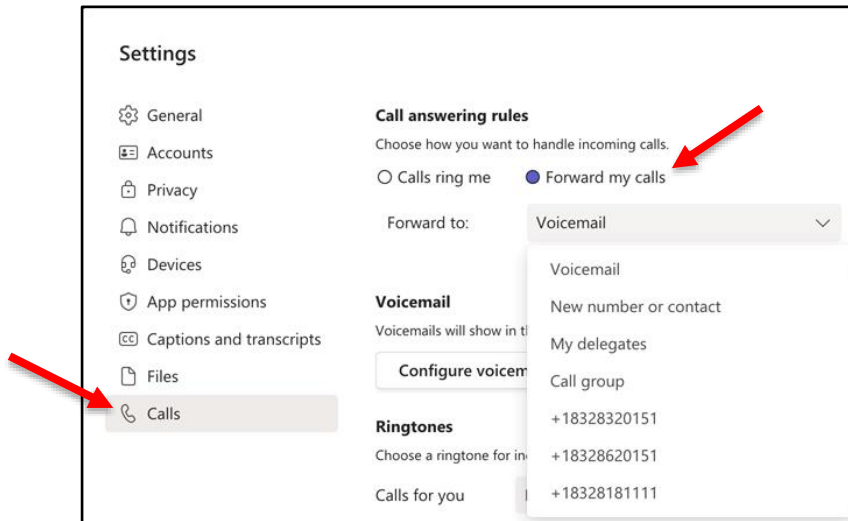5. Click **Teams meeting**.
6. Click **Save**.

Call Forwarding

To Forward a call:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture**)** and click **Settings**.



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2. In the Calls section, click **Forward my calls**.
3. In the drop-down list select the **forward** option.


Transfer a Call

To transfer a call:

1. In the Conversation window, click **More**.
2. Click the **Transfer** option.
3. Enter the contact's **name** or **phone number** in the search field.
4. Select either the **person's contact information** OR the **phone number** you entered in the area below the Search field.
5. Click **Transfer** again.

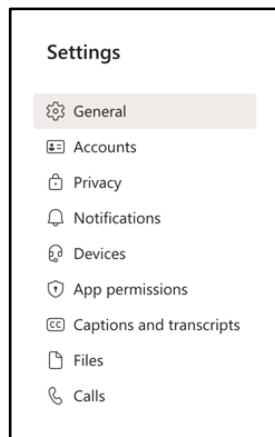Using Microsoft Teams for Macintosh
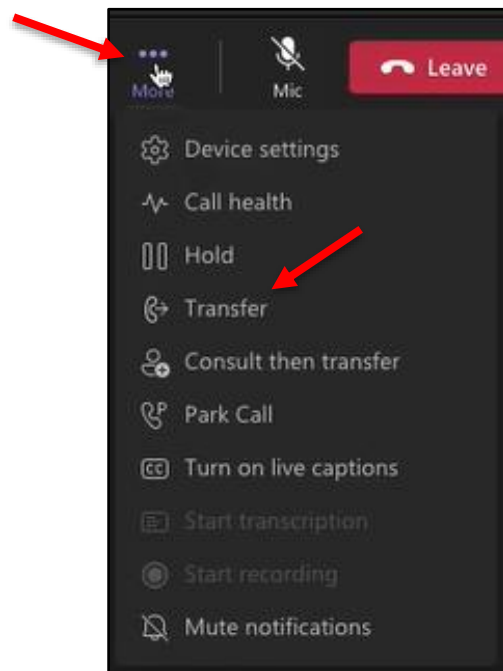
Change Personal Options

To change your personal options:

1. Select **Preferences** from the Microsoft Teams Menu.
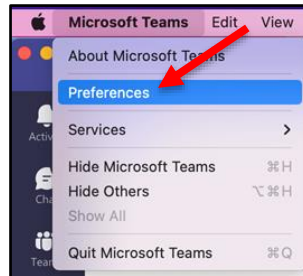
2. In the Settings dialog box, select the **personal** options that you want to change.

Dial a Long-Distance Number

Your long-distance authorization code must be entered using the Microsoft Teams keypad.

To dial a long-distance number:
1. Dial a **long-distance number** or select a long-distance **Contact**.
2. In the Conversation window of the long-distance call, click the **Keypad** icon.
3. Wait for the beep, and then enter your **long-distance code** using the keypad. If you enter your long-distance code too soon, the call will fail.
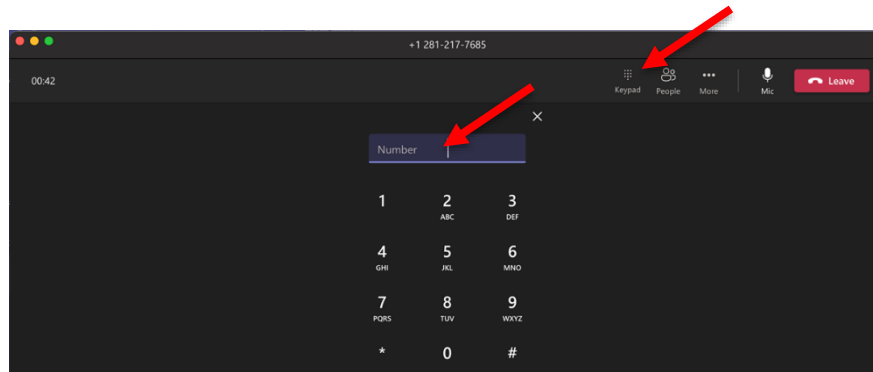
Start a Conference Call

To make a conference call in Microsoft Teams, choose one of two options:

- Escalating a Call to a Conference Call
- Meet Now

If you are on a call and you decide that you need to have a conference call that includes the Contact to whom you are speaking and additional participants, this can be done in the Conversation window of your current call.

To escalate a call to a conference call:

1. During a call, in the Conversation window, click the **People** options button.
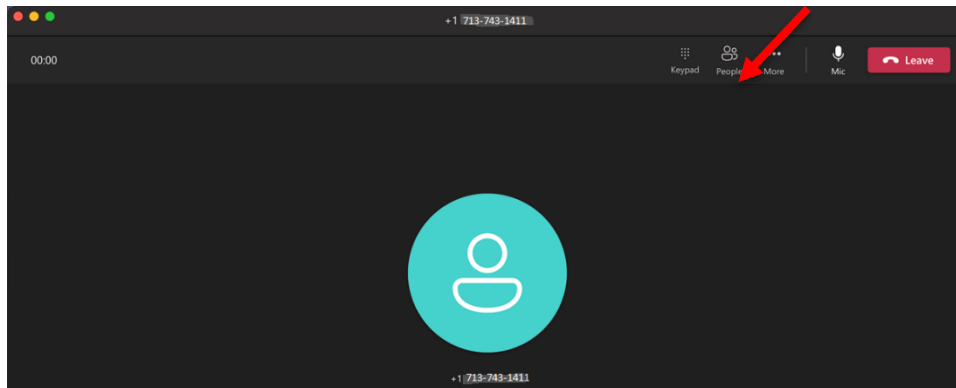

2. In the Invite more people dialog box, enter a **Contact** or **number** in the Search field.
3. Click the **contact's name** OR **phone number** that appears in the area below the Search field.
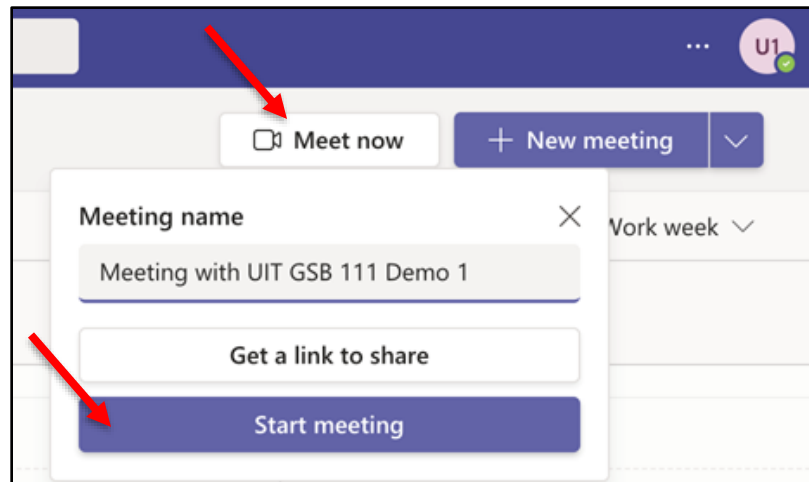4. Once the call is accepted the invitee will show up on the Attendees list.
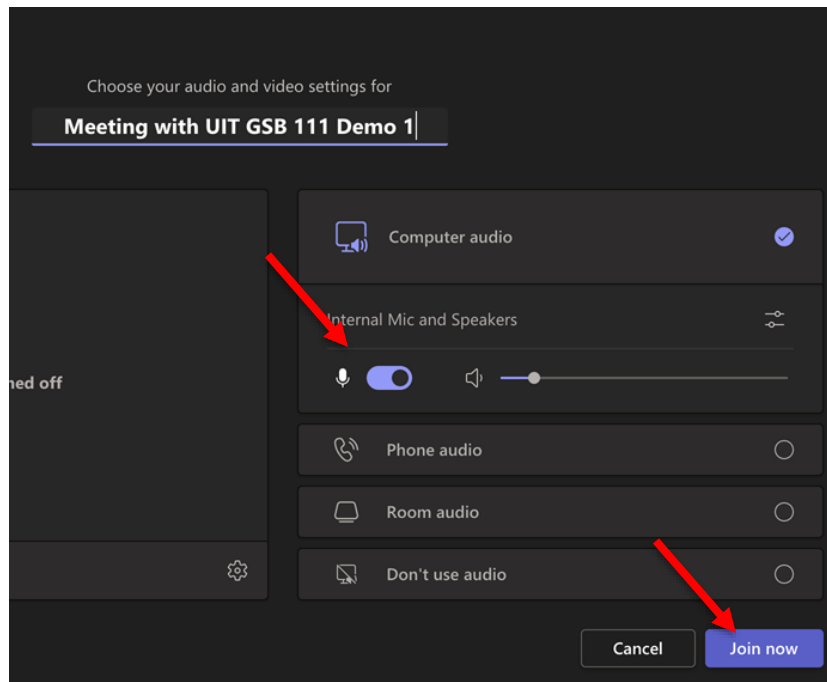

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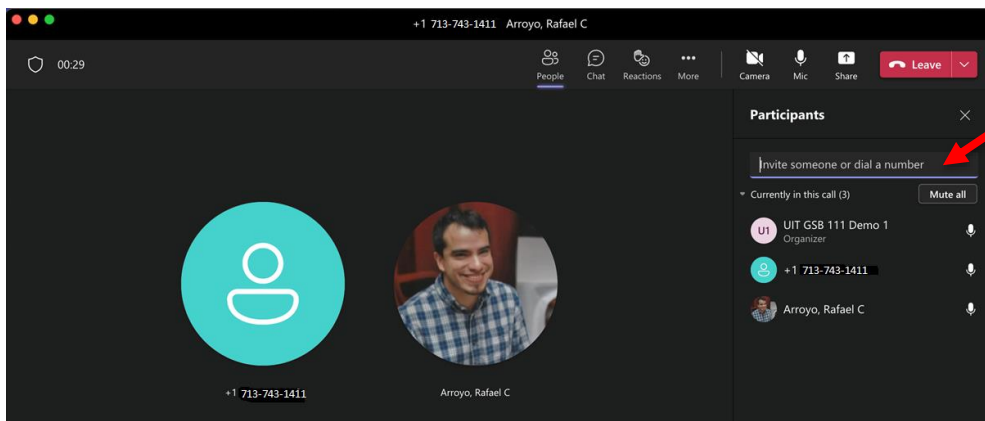
Using Meet Now to create a Conference call:

1. On the left side of Teams, select **Calendar**.
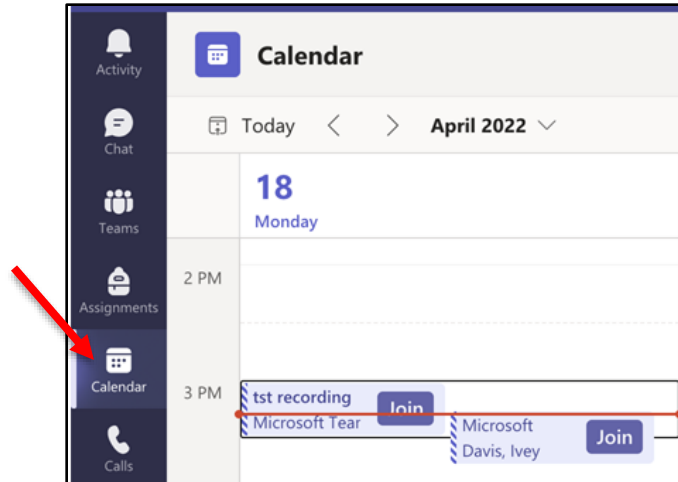
2. Click **Meet now**.
3. Click **Start meeting**.

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4. Select to **mute** your mic or not.
5. Click **Join now**.

Unfortunately, it is not possible to add a long-distance number to a phone conference or online meeting. If a person with a long-distance number needs to join a phone conference or online meeting already in progress, send the person a meeting invitation or email the dial-in number and conference ID. You cannot add them, but they can dial-in.

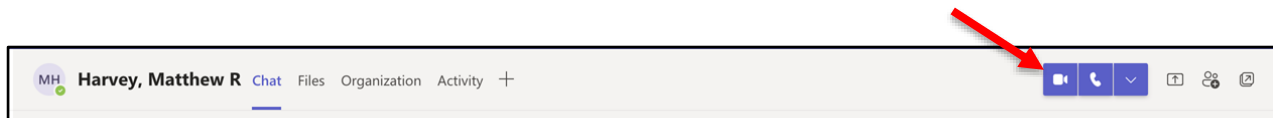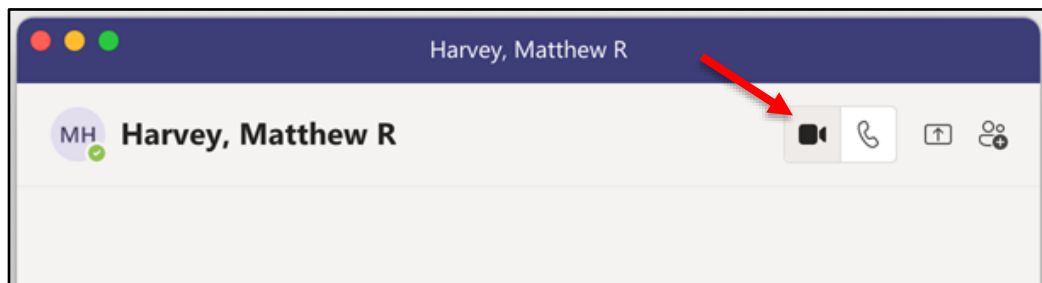Using Microsoft Teams for Macintosh

Start a Video Call

To make a video call:

1. On the left side of Teams, select **Chat**.
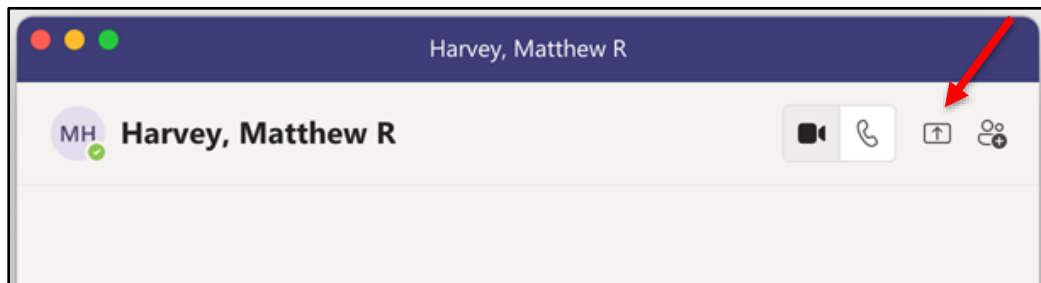2. Either search for a **person** or pop out a **chat**.
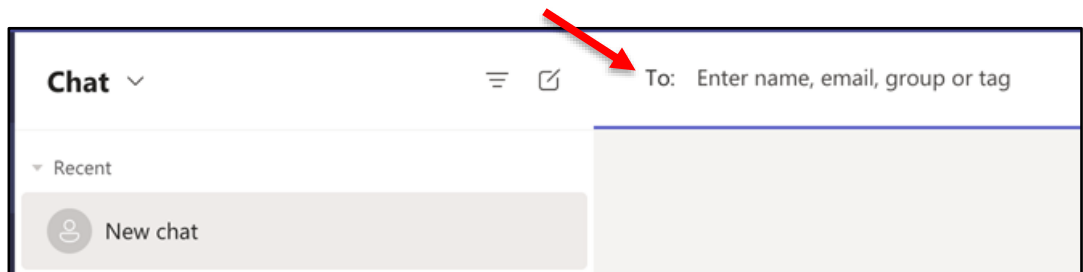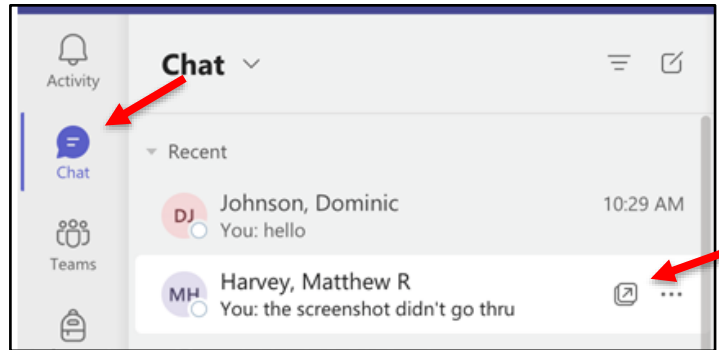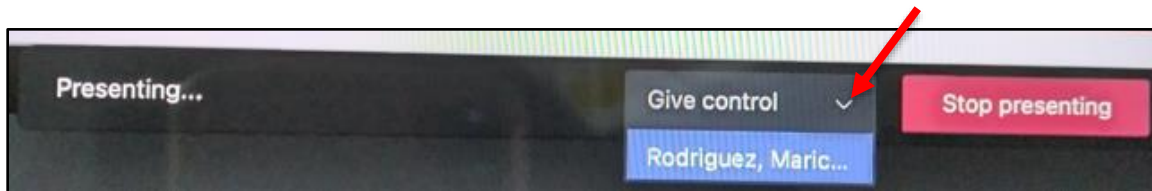

3. Click **Video call**.
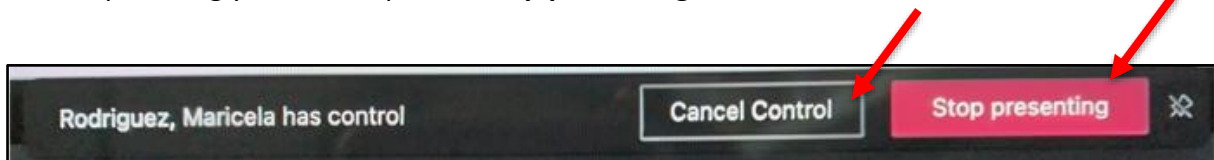
Share Your Desktop

To share your desktop:

1. In the Microsoft Teams window, pop out a **Chat** window.
2. Select **Screen sharing**.

3. To give control while sharing your desktop, click the drop-down list and select a **name**.

4. To stop someone from controlling your screen, click **Cancel Control**.
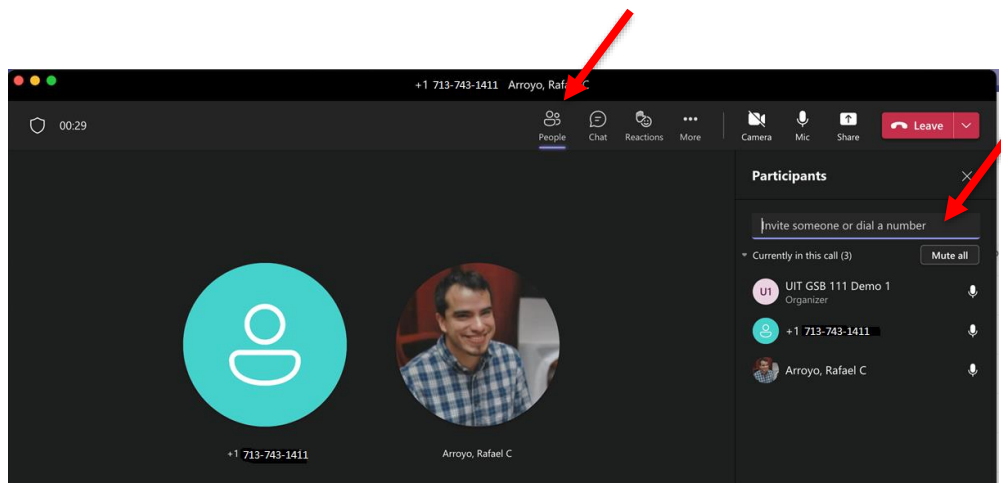5. To stop sharing your desktop, click **Stop presenting**.

Add a Participant to a Video Conference Call

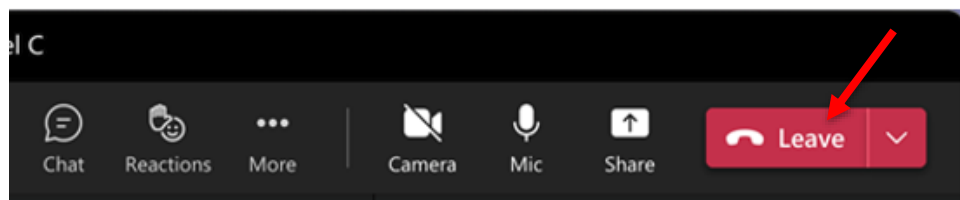Adding Participants to a Video Conference Call

To add participants:
1. Click **Show Participants**.
2. Enter a **number** or a contact **name**.
3. Select the search **result** below the textbox.

Ending a Video Conference Call

- To end the entire call, click **Leave**.

Assign a Delegate

A Delegate is a person with permission to receive calls, messages and schedule meetings on behalf of another. Deans, directors and department heads commonly use a Delegate, as well as department phones, where a back-up person is needed to answer the phone. If a phone must be answered at all times, delegation provides a solution by routing incoming calls to multiple phones.
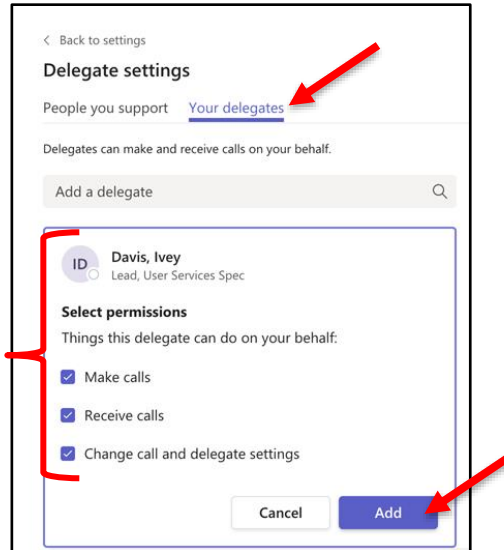
To set-up a Delegate:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture**)** and click **Settings**.
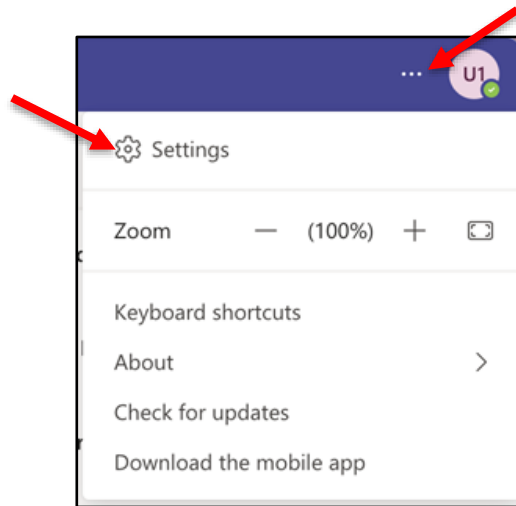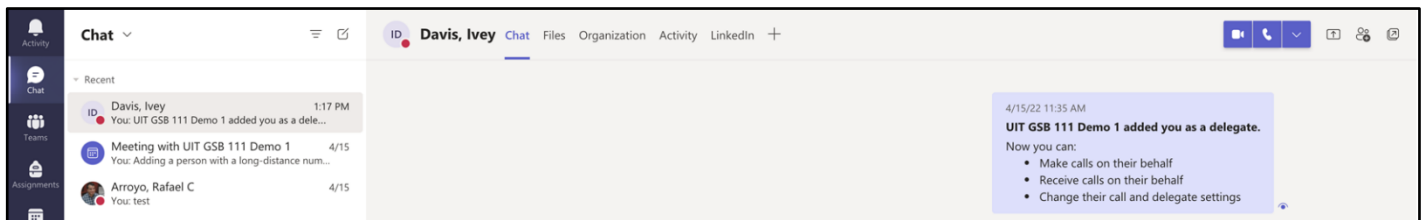

2. Select **Manage delegates**.

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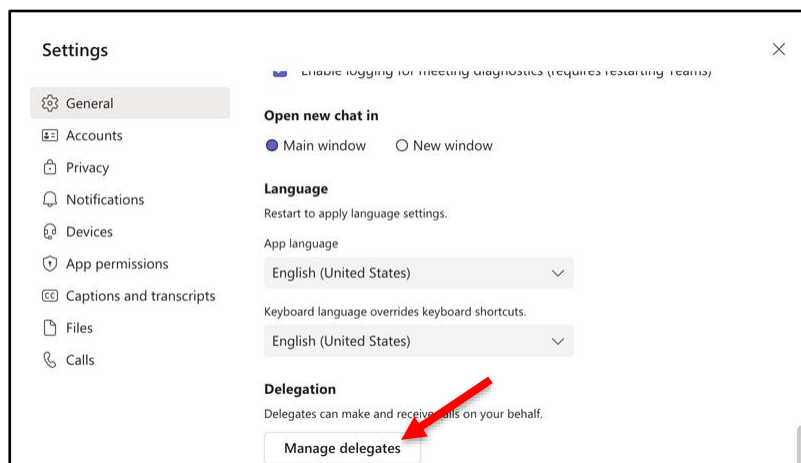
3. Select **Your delegates**.
4. Enter a **name** in the search field.
5. Select the **permissions**.
6. Click **Add**.

Note: A message appears for the person who was added as a delegate.

To make edits to permissions or to remove a delegate:
1. Click **More actions**.
2. Select either **Edit permissions** or **Remove delegate**.