



Datacom Microsoft Teams Quick Start Guide for Guests

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1 Introduction

This guide provides some of the most asked questions when using Datacom's externally shared Microsoft Teams. It also outlines your role as a guest member of the Microsoft Team (Team).

As a member of the Team, you will consume and co-author files with Datacom:

- Respect information privacy and Datacom's intellectual property at all times.
- Use the Datacom Microsoft Teams as per this guide, the Information Management – External Workspaces and Documents Standard and any other processes that are required for your project.

If you have any questions about information privacy and security or how to use the Team, please contact your Datacom representative.

2 What are Microsoft Teams?

Teams are a hub for teamwork where Datacom and our invited guests can communicate in chat-based conversations, collaborate and share documents and coordinate tasks. Datacom use Microsoft Teams for online meetings to bring team members and stakeholders together for projects and management of ongoing services.

You can learn about Teams from the [Welcome to Microsoft Teams](#) video provided by Microsoft.

3 I have received an email invitation to access applications at Datacom. What do I do?

If you have received an email to join one of Datacom's Teams as a guest, you must use your organisation's email account to access the content in the Team.

Step 1 – Install Microsoft Authenticator on your mobile to use with Multi Factor Authentication

Datacom requires an additional form of authentication to your username and password. In this step, you will enrol to use Microsoft Multi Factor Authentication using an app on your phone and your mobile phone number.

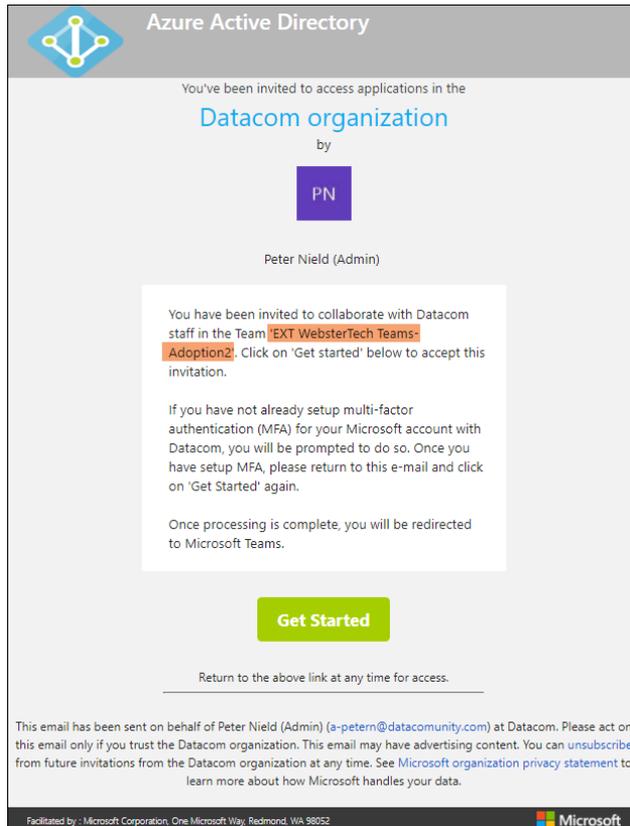
On your mobile phone, visit aka.ms/getauthenticator and install **Microsoft Authenticator**.

Step 2 – Accept the invite to access applications in the Datacom organisation

You will receive an email stating that you have been invited to access applications in the Datacom organisation. The email invitation contains the name of the Team you have been invited to. For example, WebsterTech Teams-Adoption

Select **Get Started** from the email invitation.

Example of email invitation



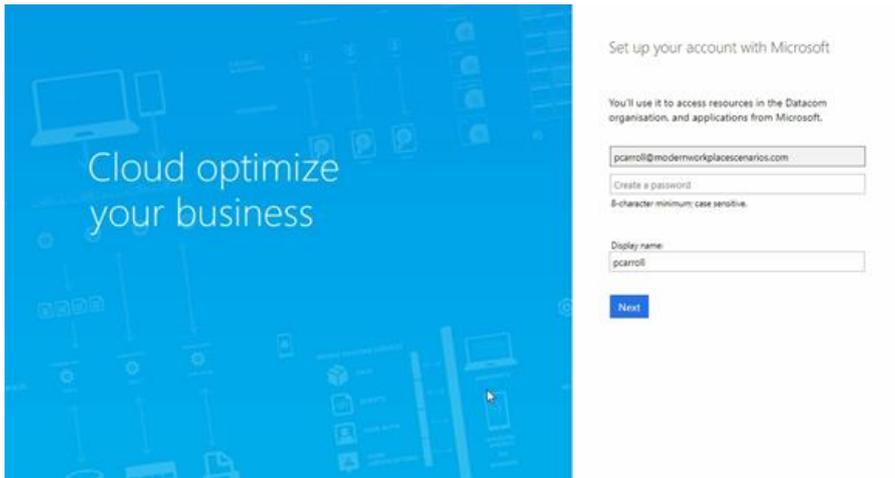
STOP – Does your organisation use Microsoft Office 365?

- If your organisation **uses Office 365**, then you'll be able to sign in with your email address and password. **Go to Step 4** in this guide. A video guide for this scenario can be viewed [from here](#).
- If your organisation **doesn't use Office 365**, you will be required to create a Microsoft personal account and use your work email address to register. **Continue to Step 3**. A video guide for this scenario can be viewed [from here](#).

Step 3 – Create an account with Microsoft

You will be asked to set up your account with Microsoft. It will be used to access the Datacom's Team you received the invitation to join.

Example of Microsoft account creation screen

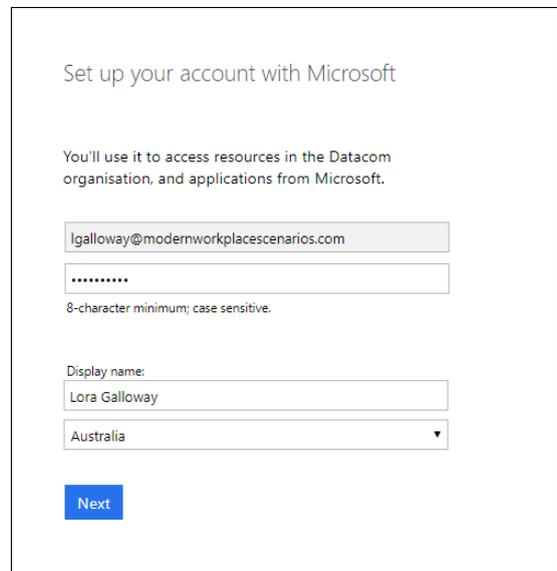


1. Check that your email address is correct.
Create a new password, at least 8 characters long and a mixture of upper- and lower-case characters.

Your work email address and password will be your sign-in credentials when accessing a Datacom Microsoft Team. Keep your password in a safe place.

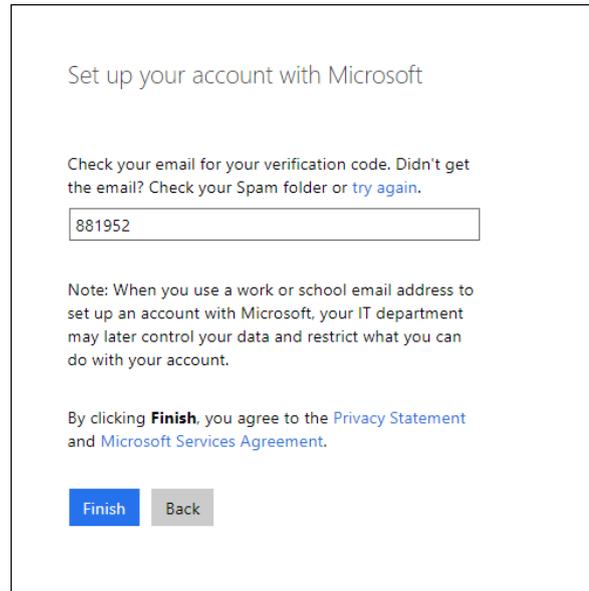
2. Change your Display name to your first and last name.
3. Choose the country you reside in from the drop-down menu and click **Next**.

Example of Microsoft account creation screen



4. Check your work email for a verification code and enter the code on the account creation page. Click **Finish**.

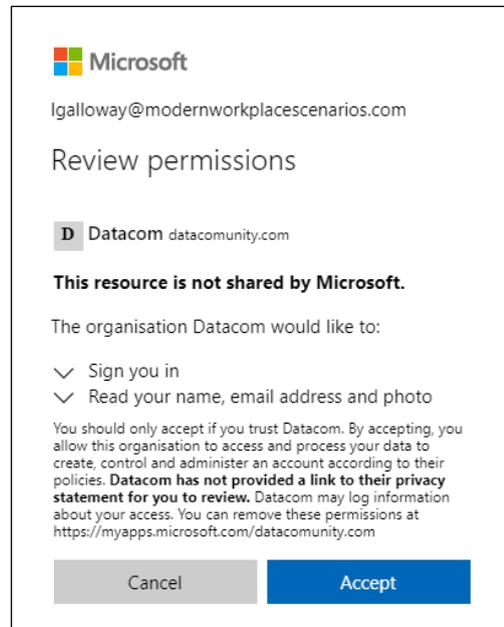
Example of Microsoft account creation screen



Your Microsoft personal account is now created.

5. You will be directed to a page to review permissions. In short, the sign-in process will use your display name and email address each time you sign-in.
6. Click **Accept** to continue.

Example of Microsoft permission review screen



7. The Microsoft Teams web page will open.
If this is the first time you have used Microsoft Teams, you can either **Download the app** onto your device, or use the web app in the browser.

It is recommended that you install the Microsoft Teams app on your device, to improve your meetings and calls experience, and keep Microsoft Teams running in the background while you work.

8. Click **Use the web app** instead.
9. Accept the permissions again as you sign-in.

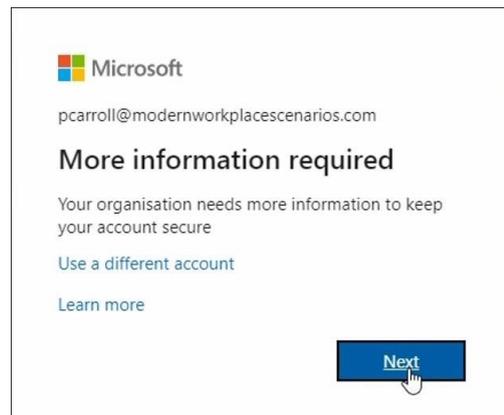
Step 4 – Enrol to use Microsoft Multi-factor Authentication.

As you sign into Teams for the first time, you will be asked to provide more information. This is the process for setting up Multi-factor Authentication.

- Have your mobile phone ready and the Microsoft Authenticator app open.

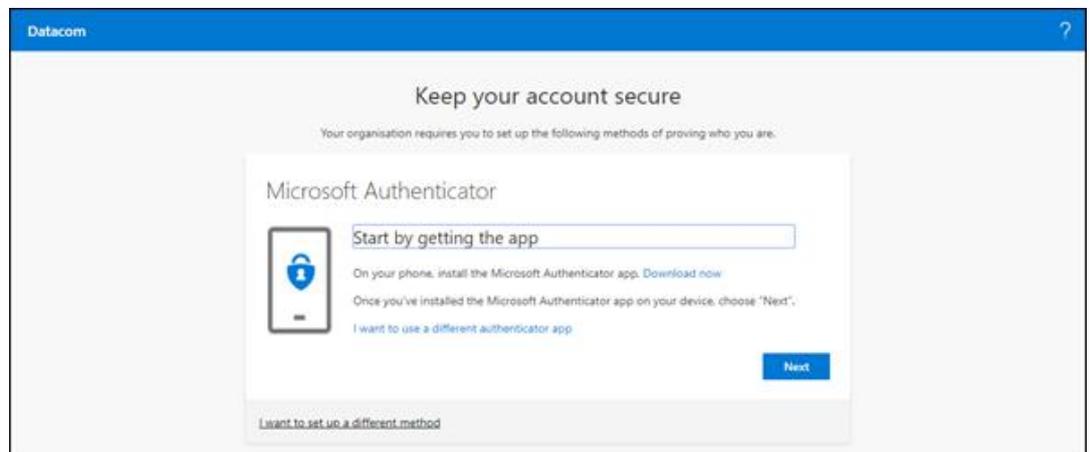
1. You will be asked to provide more information. Click **Next**.

Example of Microsoft Authentication screen



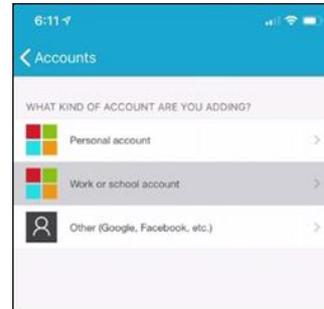
2. The Microsoft Authenticator window will display.

If you haven't already installed Microsoft Authenticator app on your phone, do so now. Once Microsoft Authenticator is installed on your mobile, click **Next**.



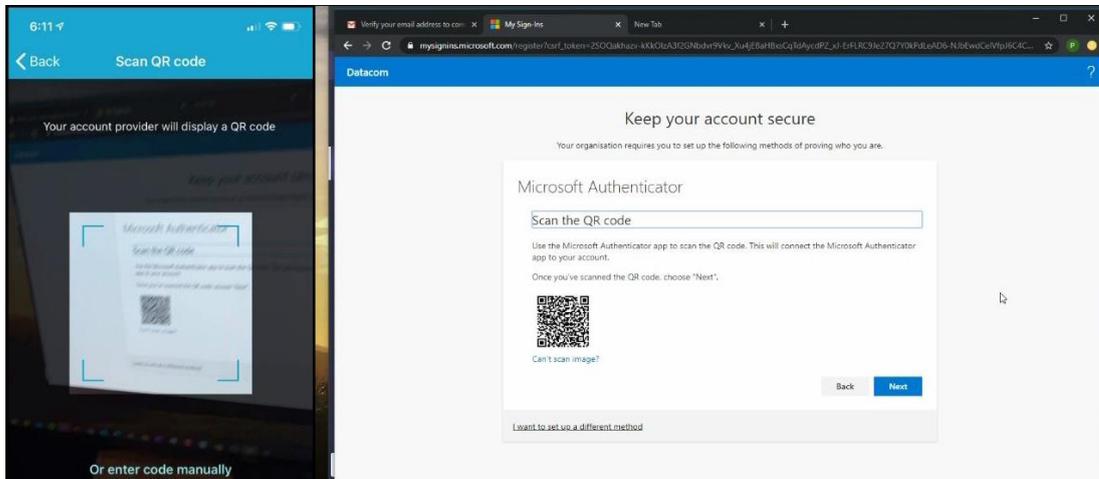
- 3. **On your mobile phone**, open Microsoft Authenticator and choose Add Account, then choose Work or school account.

Example of Microsoft Authentication screen



- 4. **Allow** Authenticator to take pictures. Your camera will be used to take a picture of a QR code in the next step of setup.
- 5. In the web browser on your computer, click **Next**.
- 6. The web page will display a QR code. **On your mobile phone**, Microsoft Authenticator will be using your camera. Point the camera at the QR code on your computer.

Example of Microsoft Authentication screen



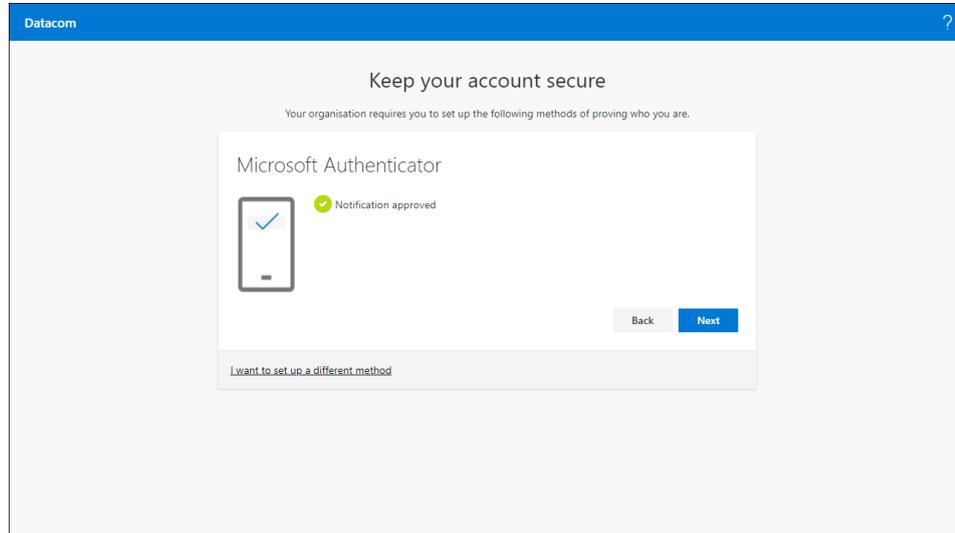
If you are successful, your mobile phone will show a Datacom account and your name, with a 6-digit code.

- 7. On your computer, click **Next**. An authentication message will be sent to your phone to approve.
- 8. On your mobile phone, click **Approve**.



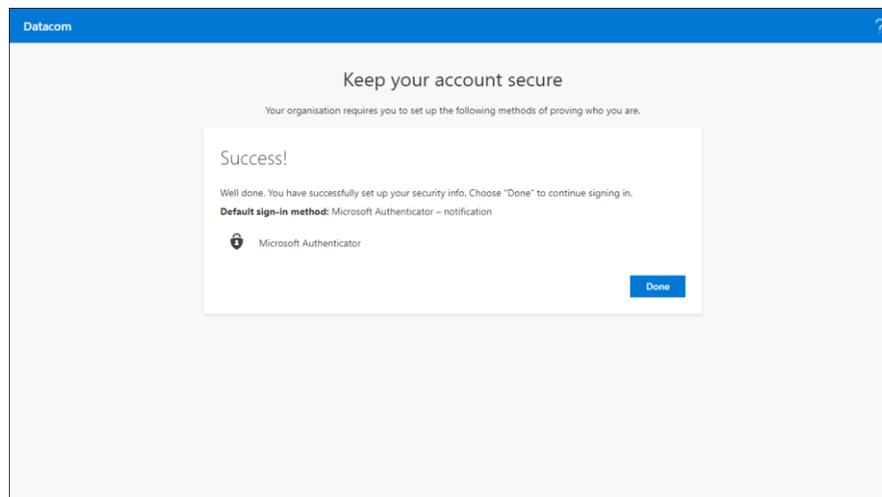
- 9. On your computer, Microsoft Authenticator will confirm the notification has been approved. Click Next.

Example of Microsoft Authentication screen



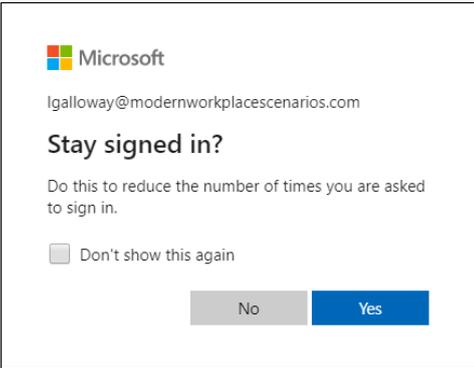
- 10. You have successfully setup Multi Factor Authentication. Click Done to continue signing into Microsoft Teams.

Example of Microsoft Authentication screen



11. Choose whether you want to stay signed into the browser.

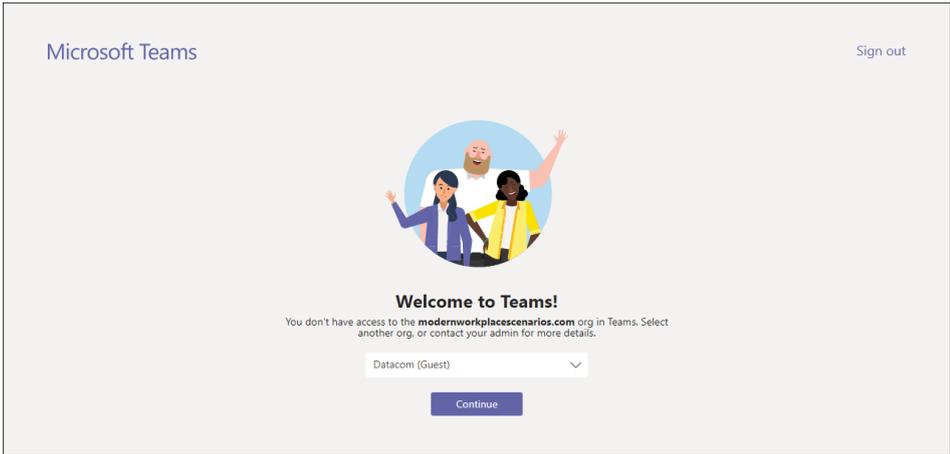
Example of Microsoft Authentication screen



12. Microsoft Teams begins to load in the web browser.

Given your organisation has not used Microsoft Teams yet, you will be presented with a choice to continue and use the Datacom org. Choose **Continue**.

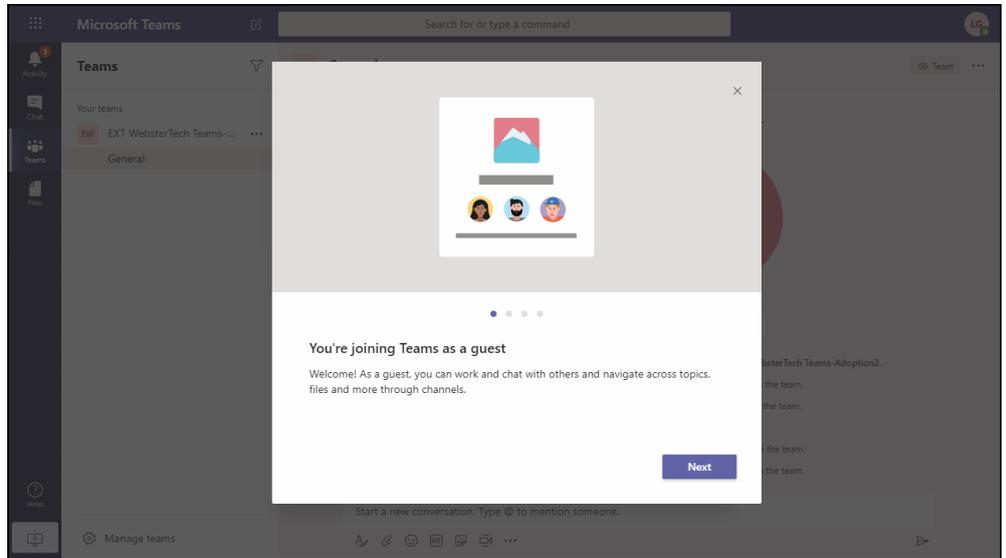
Example of Microsoft Teams screen



13. Choose to use the web app instead, to open your Microsoft Team in the web browser.

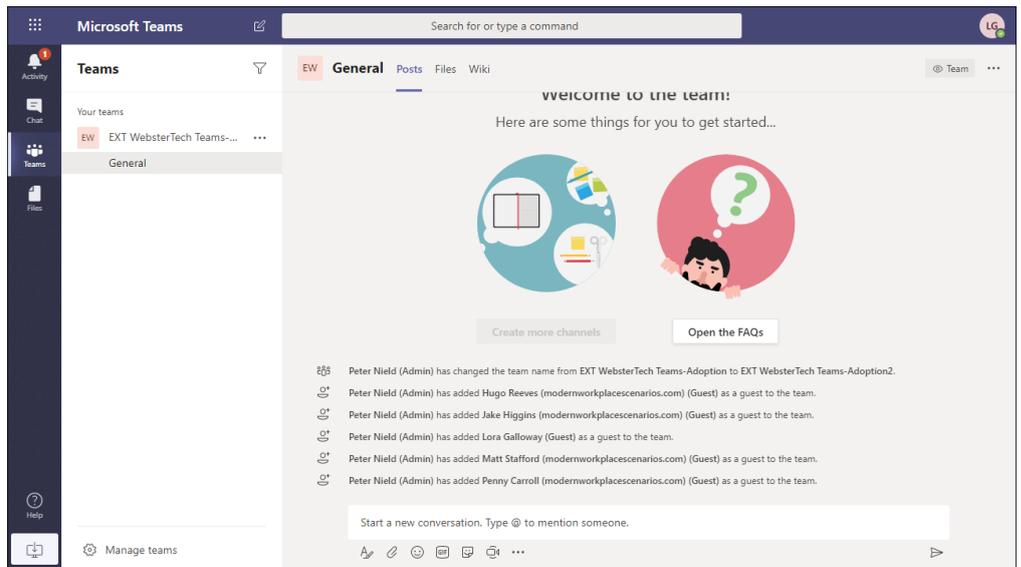
- 14. Microsoft Teams will load and show a welcome message – You’re joining Teams as a guest. Click **Next** to page through the welcome messages. Click **Let’s go** at the end of the welcome messages.

Example of Microsoft Teams screen



- 15. You have signed in successfully to the Datacom Microsoft Team as a guest.

Example of Microsoft Teams screen



Step 4 – Welcome to the team: the Datacom Microsoft Team.

Now that you have signed in for the first time, it will be much easier to work in a Datacom Microsoft Team going forward. Keep your sign-in credentials in a safe place like a secure password manager.

Recommendation: Install the Microsoft Teams app on your device

While you can use Microsoft Teams within a web browser, installing the Microsoft Teams app on your device will give you additional benefits. Those benefits are:

- Your sign-in credentials will be remembered, and you will be signed into Microsoft Teams automatically. Every few days or so, you may be asked to sign-in again and use Multi -factor Authentication to confirm your identity.
- The application will give a better calls and meetings experience. Meetings will display video from multiple attendees. Application performance will be improved.

4 Learn how to use Microsoft Teams

1 – Download and review the Microsoft Teams Quick Start Guide.

If you're new to using Microsoft Teams, this guide from Microsoft is a good resource to download and get a quick overview of the basics.

Learn how to

- Sign in and navigate the application
- Start a conversation with the whole Team in a channel. OR start a new private chat with a person or group.
- Reply to a conversation and get someone's attention by typing @ and then their name (@mention)
- Start a meeting and make video and audio calls
- Share and work with files in a Team

[Download the guide](#)

(Source: *Microsoft Office Support > download.microsoft.com*)

2 – How to join a meeting with Datacom in Microsoft Teams

You will receive a meeting invite in your email which will include a link to the Microsoft Teams meeting. Follow the steps below to join a meeting in Teams or alternatively take a look at the [video](#) available from the Datacom YouTube channel which also explains these steps.

1. Open your email or meeting invite.
2. In the body of the meeting invite, click on the link **Join Microsoft Teams Meeting**.
The link will open in your default web browser.
3. Join the meeting
 - Either **Join on the web** or continue using your web browser.
 - Or **Download the Windows app** and join using the best experience for a Teams meeting.
4. Check your devices, audio and video, to make sure your device is using the right speakers, mic and camera.
5. Enter a display name.
 - If you are signed into the Teams application or the web browser, you can skip this step.
6. You may enter a meeting lobby. The meeting organiser will let you in shortly.
Otherwise, you will enter the meeting.

5 I need to hand-over my role to another person in my organisation. What do I do?

Your access to Datacom's Teams is individually assigned. No other person, even those from the same organisation, will be able to accept your invitation. Nor will they be able to access any links to the content that has been shared with you. Only your Datacom representative, as the Team Owner, can provision access and we ask that you contact them to organise the new access.