



Hi there.

Welcome to Microsoft Teams!

Microsoft Teams is an easy-to-use collaboration platform. Through Teams, you can share files, photos, and updates; chat one-on-one; and join discussions with other Youth Leaders around the world.

This guide will help you create your Teams account and get access to the Youth Innovation Project Leaders Team. You'll also find helpful tips on setting up your own "Teams org" to use as a communication tool for your project and to stay in touch with your partner and mentor.

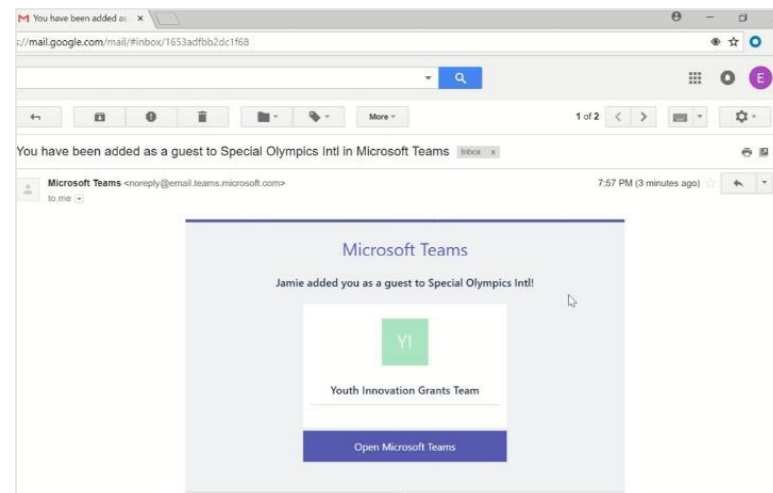
SECTION 1

Creating your Teams account to get access to the Youth Innovation Project Leaders team

Getting Started with Microsoft Teams

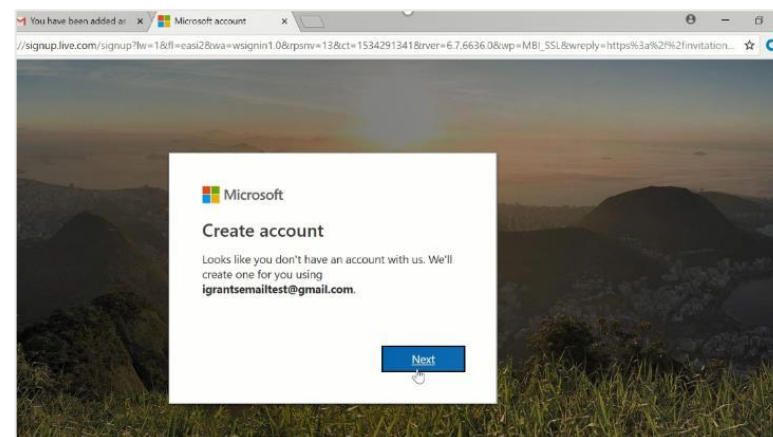
STEP 1 - CLICK ON YOUR INVITE:

You'll receive an email invite to open Microsoft Teams (to the email address listed on your original Innovation Grants Application). If you don't receive the invite, please email innovationgrants@specialolympics.org.



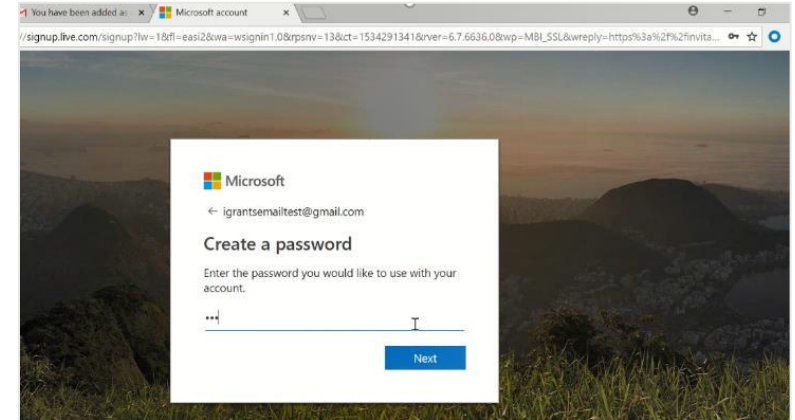
STEP 2 – CREATE A MICROSOFT TEAMS ACCOUNT:

If you have an email address that belongs to an **Azure Active Directory** or **Office 365** work or school account, you'll be prompted to the Teams invitation directly. Enter the same password you use for that email. If you're using a **Gmail address**, you will be asked to create a new Microsoft account.



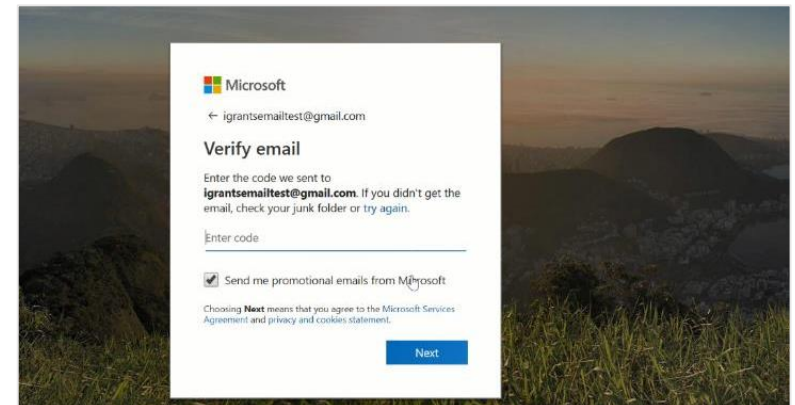
STEP 3 – CREATE A PASSWORD:

Make it **something you can easily remember** and **write it down**. You'll need it to access your account as your Youth Innovation Grant Project progresses.



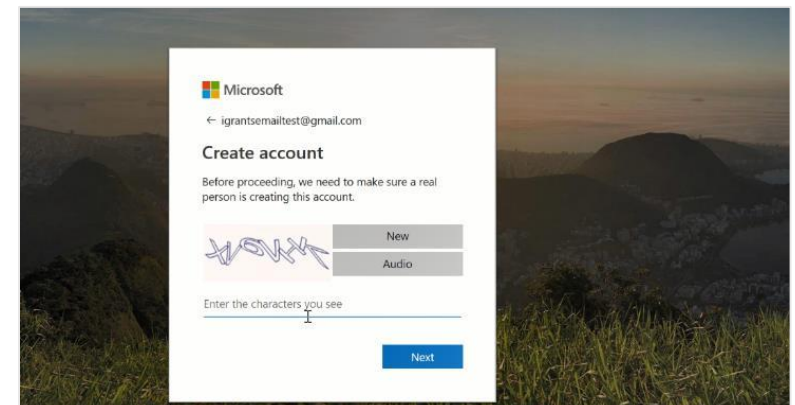
STEP 4 – VERIFY YOUR EMAIL ADDRESS:

Enter the **four-digit code** that will be sent to your email address from "Microsoft Teams."



STEP 5 – VERIFY YOUR ACCOUNT:

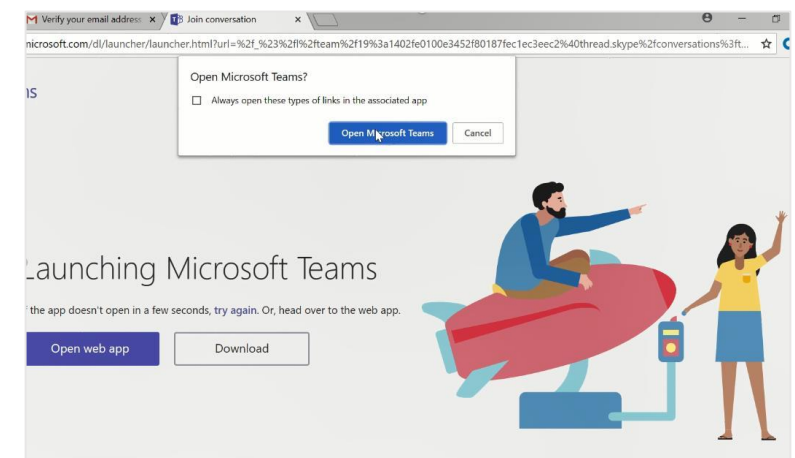
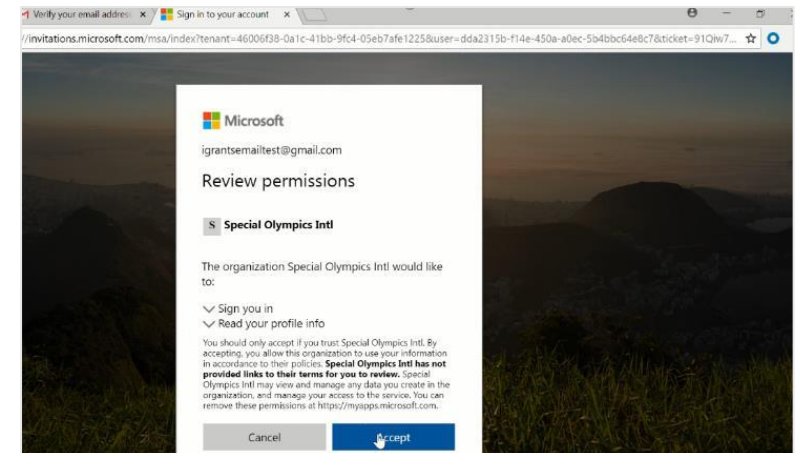
A **randomly generated code** will appear on your screen. Type in the characters as they appear in order from left to right.



STEP 6 - REVIEW & ACCEPT MICROSOFT TEAMS PERMISSIONS AND TERMS:

Once this step is completed, you'll have access to the **Youth Innovation Grants Project Leaders team!**

TIP: Download the Microsoft Teams app to easily access materials shared between other Youth Leaders. This app can be added to any Microsoft operating system and downloaded for free on iPhones and iPads.



Learning the Basics

A. MOVE AROUND TEAMS

Use these buttons to switch between Activity, Chat, and your Teams.

B. VIEW YOUR TEAMS

Click to see your Teams. In the teams list, drag a team name to reorder it.

C. ACCESS CHANNELS

Click one to see the files and conversations about that topic.

D. START A NEW CHAT

Start a one-on-one or small group conversation.

E. ADD FILES

Let people see a file or work on it together.

F. REPLY

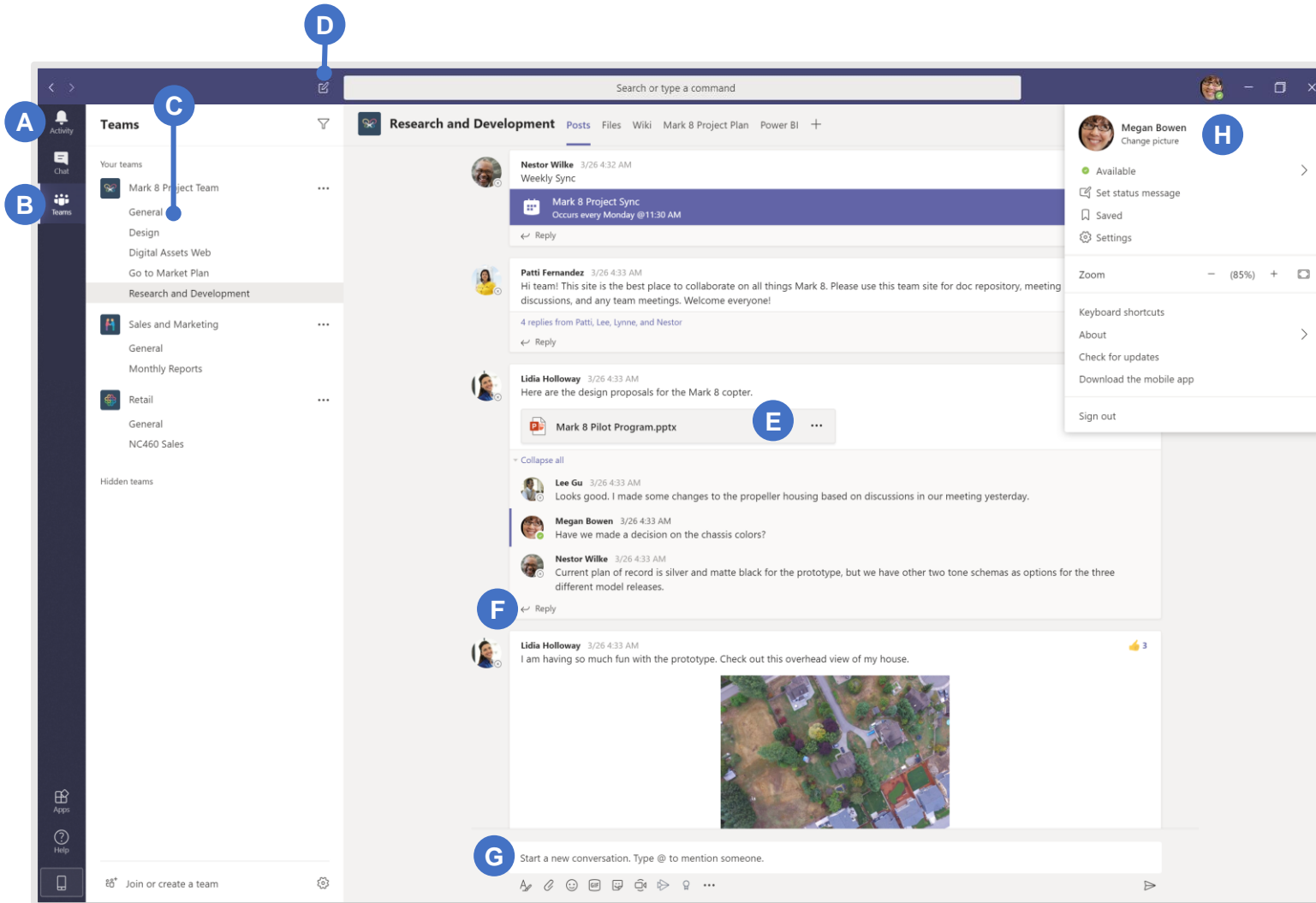
Reply to a post or conversation.

G. COMPOSE A MESSAGE

Type and format it here. Add a file, emoji, GIF, or sticker.

H. MANAGE PROFILE SETTINGS

Change app settings, change your pic, or download the mobile app.




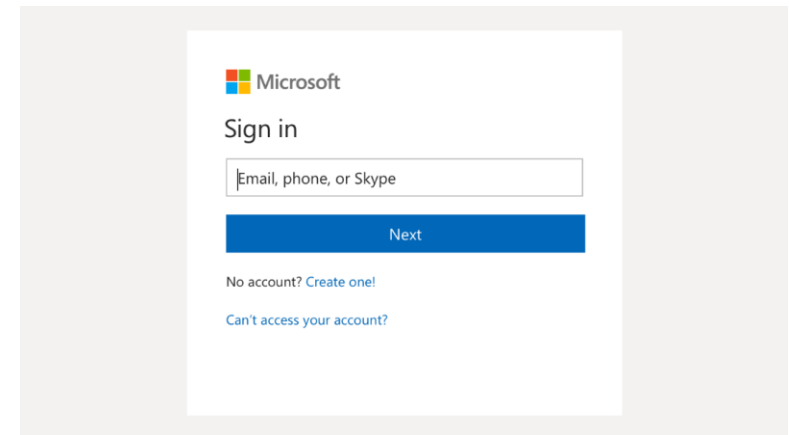
Here are some introductory resources that walk you through the basics:

[Teams Welcome YouTube video](#)

You Can Use These Features in Your Guest Account

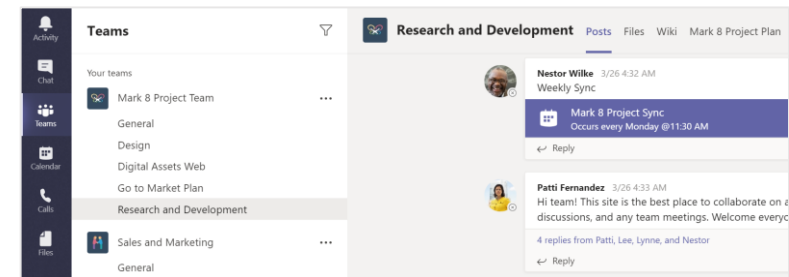
SIGN IN:

In Windows, click **Start**  > **Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



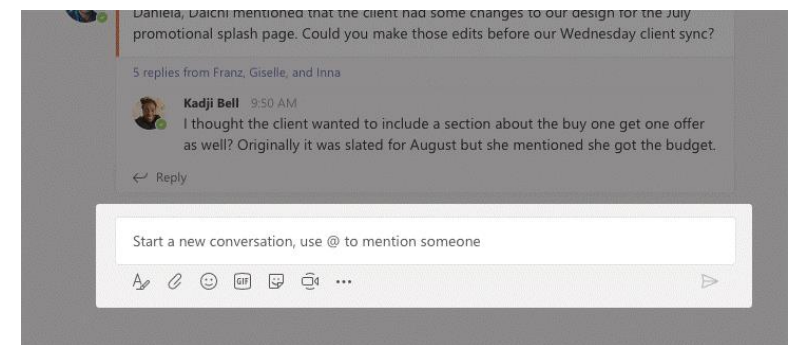
PICK A TEAM AND CHANNEL:

Select **Teams** and choose a team. A team is a collection of people, conversations, files, and tools—all in one place. A channel is a discussion in a team that's dedicated to a project or topic.



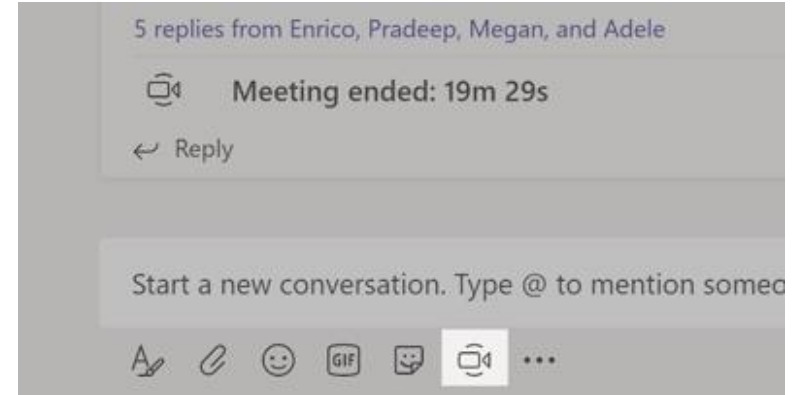
START A CONVERSATION:

To start a conversation with the Youth Innovation Project Leaders, select **Teams**, pick a team and channel, write your message, and click **Send**. If you want to start a conversation with one person or a small group, click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.

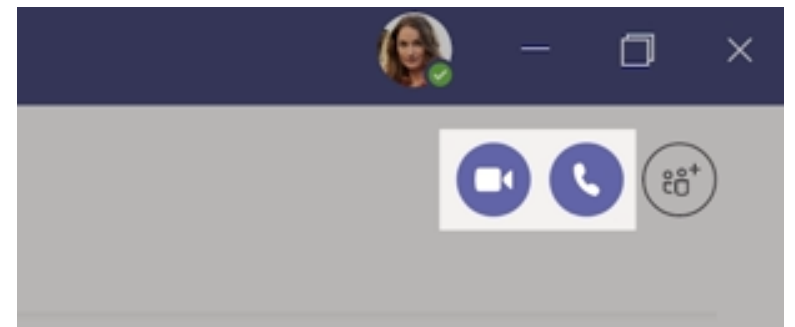


START CHATS AND CALLS:

If something really exciting happens and you want to share it with your teammate, or you need help or input right away, just click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

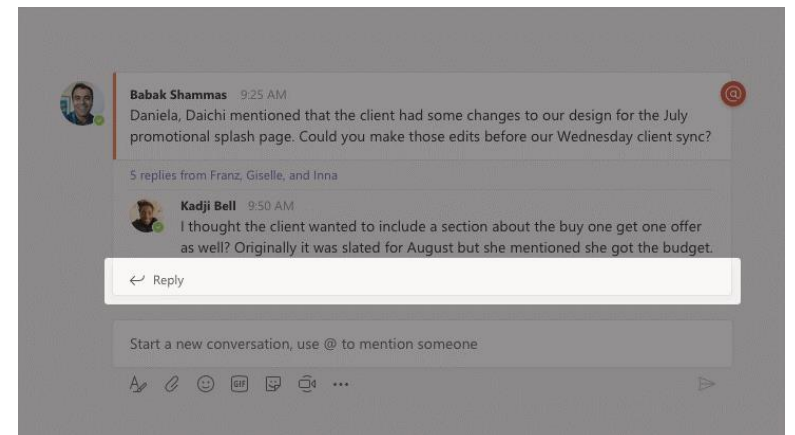


To call someone from a chat, just click **Video call** or **Audio call**.



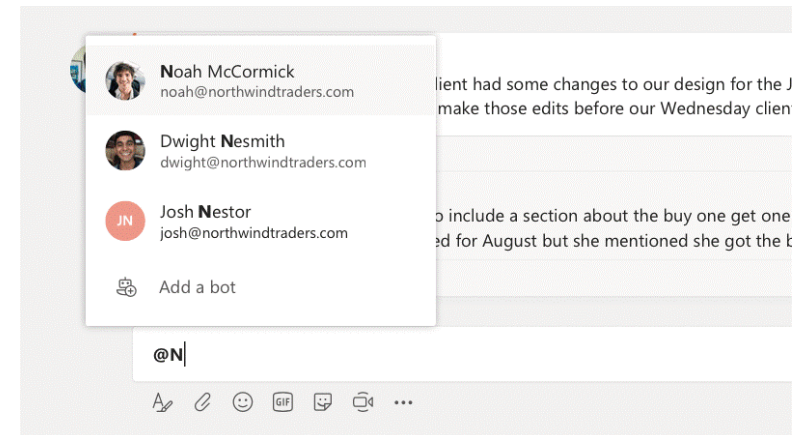
COMMUNICATE WITHIN A POST:

Channel posts are organized by date. To reply to a post, find the post you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



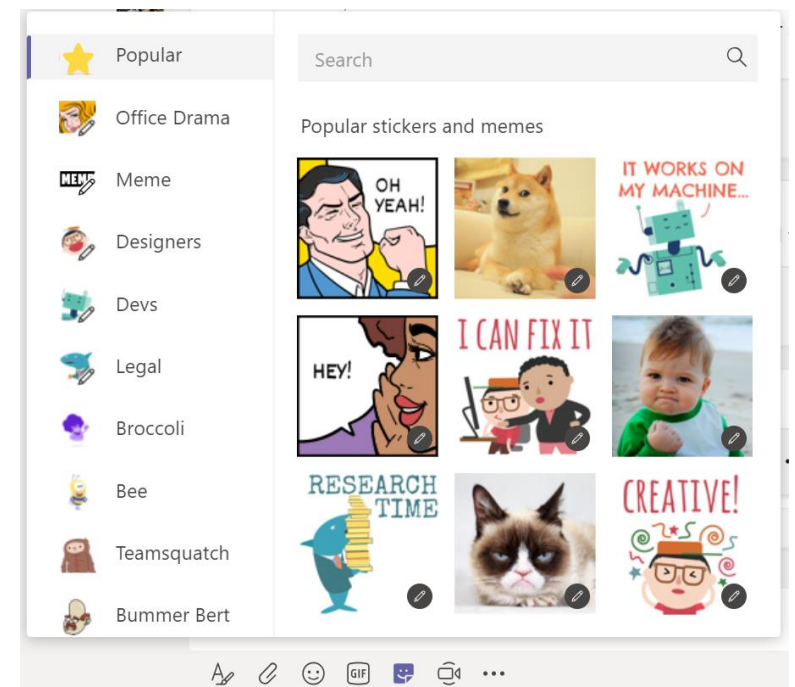
@ MENTION SOMEONE:

To get someone's attention, you can @ mention them in your post. [Watch this video](#) to learn how. To be sure that your message is seen by the **Youth Innovation Project Leaders**, start by typing @Youth and the rest of the name will autofill. This will notify the entire team that an update has been shared.



SHOW YOUR PERSONALITY!

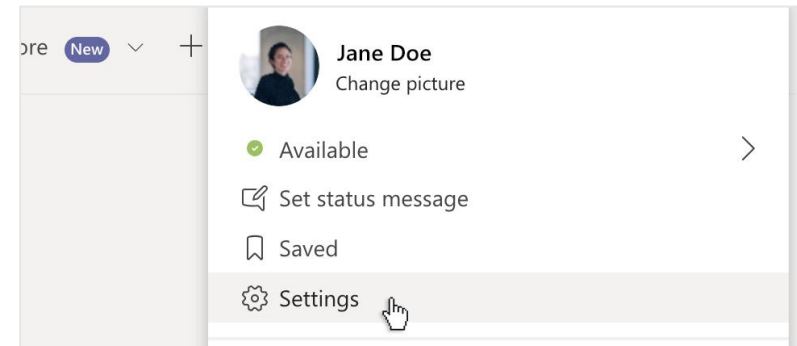
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



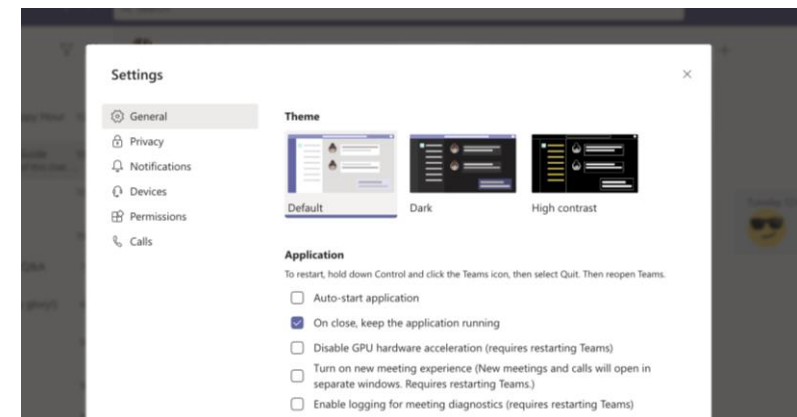
ACCESSIBILITY FEATURES:

Within your personal settings, you can turn on accessibility features. Click your profile icon in the upper right corner of Teams to get started.

Zoom – Make everything on screen **larger**. Just use your keyboard or mouse (for example, Ctrl+ / Ctrl- or Command+ / Command -).

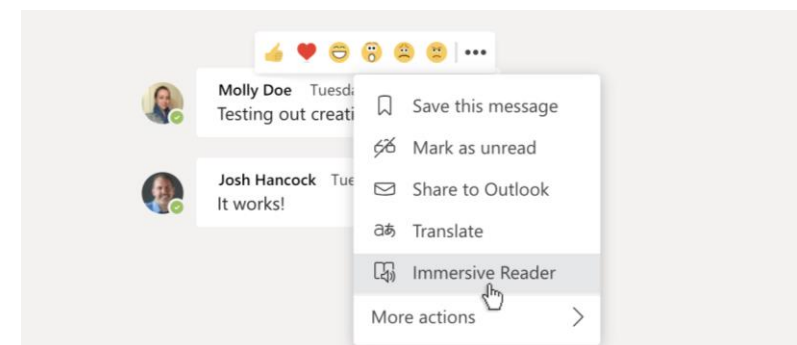


Contrast/Theme – Customize how your Teams content is displayed by choosing either **dark** or **high contrast** in the **General** section of **Settings**.



Immersive Reader – To hear posts, messages, and assignments read aloud, you can click on the three dots next to a message and choose **Immersive reader**. It also includes grammar tools too!

Learn more about customizing how you read, view, and hear things on Teams [here](#).



SECTION 2

Create your own “Teams org” to help you with your Youth Innovation Project!

Using Teams for your Youth Innovation Project

Now that you've got your account set up and are familiar with some of Teams' most useful tools, you're ready to put it to work on your own Inclusion project with even more features! This part of the guide will show you how to set up a Teams org. [Start by watching this guided tour.](#)

CREATE YOUR ORG:

First you'll need to create your own Teams org. You can use the same email address you used to get access to the Special Olympics Youth Innovation Project Leaders team.

These tutorials can help you get started.

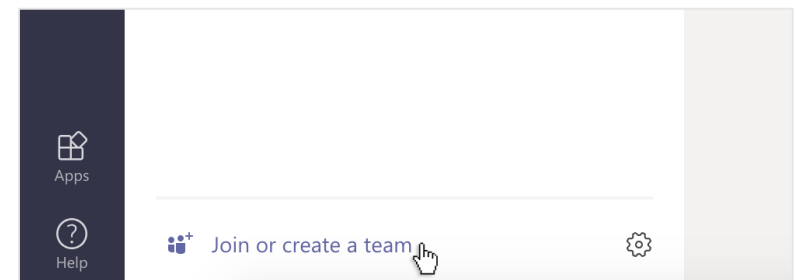
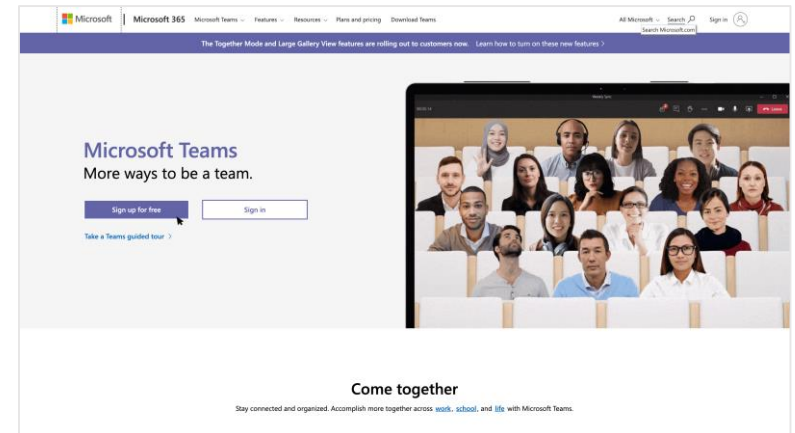
- Using a [Gmail address](#)
- Using a [Microsoft account](#)

CREATE A NEW TEAM AND CHANNELS:

Once you've created your own Teams org, invite your partners to that org to start collaborating. [Watch this video](#) to learn more about how to invite people. Then talk together to decide who will create a Team and Channels for your org. Select **Join or create a team**. Give the team a name and add a short description. By default, your org is Private, so you'll have to add people. To add someone, use their email address to invite them.

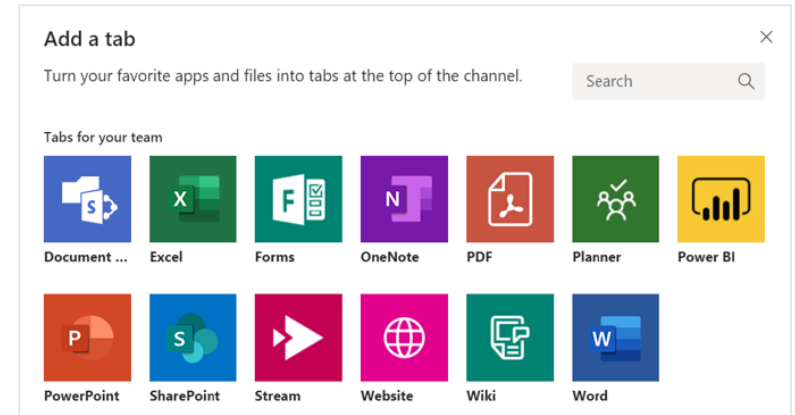
A **Channel** could be helpful if there's a specific topic you want to talk about within framework of your project—like tech challenges, new ideas, or questions you might have for your partner or others. To create a channel, select the **three dots** next to the team name for **More Options**. Enter a name and description for your channel. Select **Add**.

[Here is a helpful link](#) on how to create Teams and Channels.



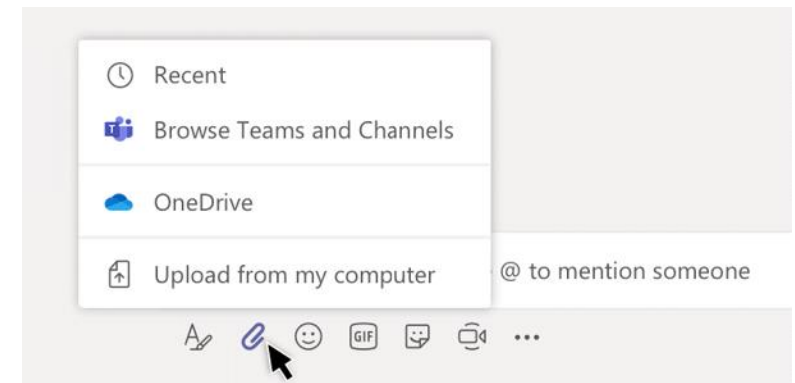
ADD A TAB IN A CHANNEL OR CHAT GROUP:

In the tabs at the top of the channel (where you see Posts, Files, etc), click the plus sign to add a new tab. Add the app you want, and then follow the prompts. For example, if you use OneNote to take notes on your project, you can add a tab to bring OneNote into your project to see everything in one place!



SHARE AND COLLABORATE ON FILES:

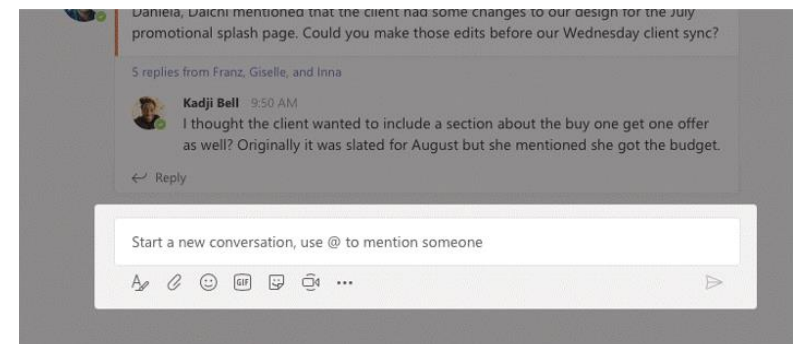
To quickly share documents with your partner and collaborate on them in real-time, simply click **Attach** under the box where you type messages. Select the file location, and then select the file you want to share. You'll get options for uploading a copy, sharing a link, and other ways to share. Click **More options** (the three dots) next to a file to see what else you can do with it.



START A CONVERSATION:

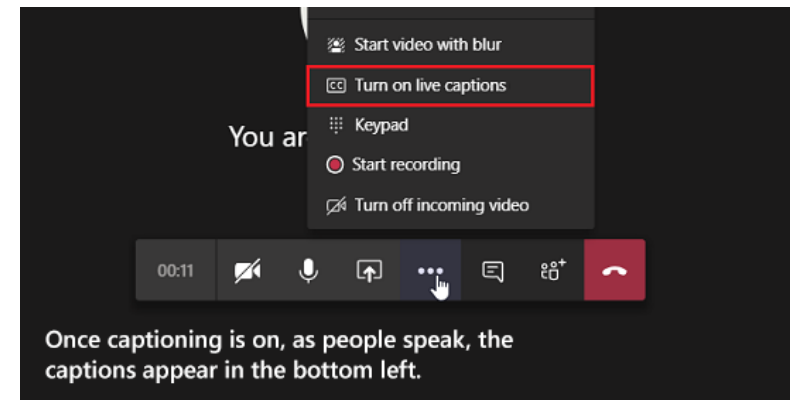
Chatting with your Youth Leader teammate, mentor, or others from wherever you are is super easy with Teams. To message your partner or a group*, click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.

TIP: Creating a new group is a great way to bring others into a conversation about a specific topic as your work through your project. To create a new group, just click the down arrow at the top right, name your group, and send your message.



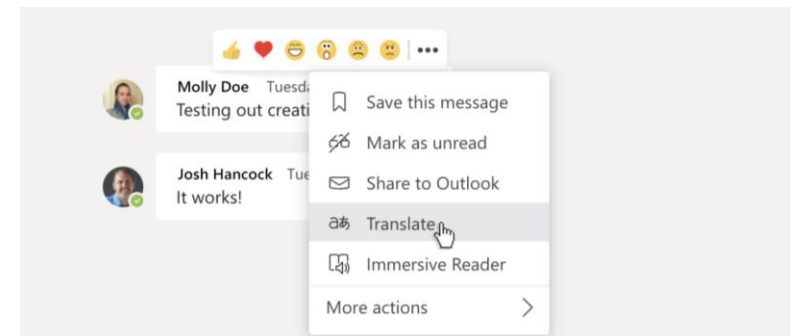
LIVE CLOSED CAPTIONS:

Teams can detect what's said in a meeting and **present real-time captions**, as long as there are at least 3 people in a call. If you turn on the **new meeting experience**, you'll see not only what's being said, but who's saying it. To turn on closed captions, choose the 3 dot icon in the meeting tool bar and select "Turn on live captions."




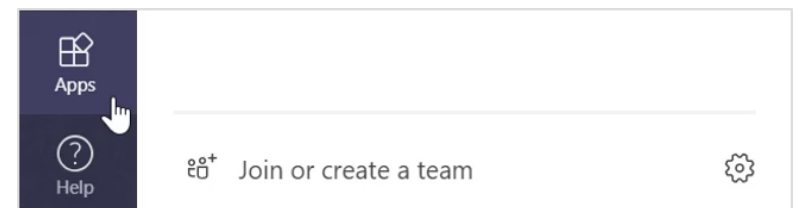
TRANSLATE A MESSAGE:

You can translate a message in a chat by moving the cursor over the chat you want to translate. To the right of the six emoji's, select the icon with three dots to expand the menu. This will give you the option to translate.



ADD APPS:

Click **Apps**  on the left to select apps you want to use in Teams. Just choose the appropriate settings and click **Add**.



Contact and Support

To get help or support in Teams, just click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In **Help**, browse the tabs or search for a topic you're interested in.

If you have questions and need to talk to someone from the Youth Innovation Grant leadership team, we're here to help! Send an email to innovationgrants@specialolympics.org.

For additional training and support, visit the links below:

These visual demos will take you on a tour of some key Teams features

[Teams basics](#)

[Meetings & Chats](#)

[Tips & Tricks](#)

Additional video trainings by topic

Teams [video trainings](#) (Microsoft Website)

Teams [YouTube training videos](#) (YouTube)

[Instructor-led training videos](#) (multiple)

