



# MS Teams for Consultants

Getting Started

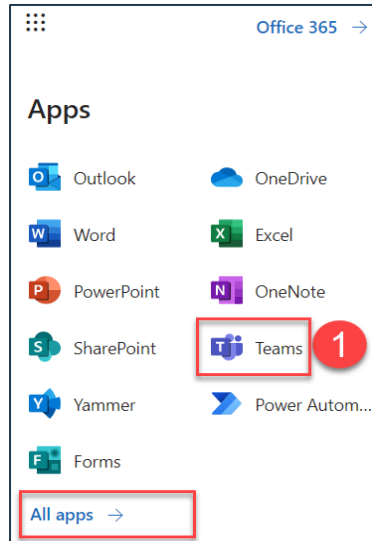
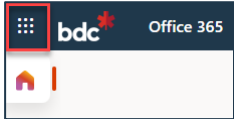


# MS Teams

Two ways to access:

**01.** You can access the **Web version** using your BDC credentials via <https://office.com> with Google Chrome. Once logged in, using the waffle shaped icon in the upper left corner, locate **Teams\***.

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\*You may need to select "All apps" in order to locate it.

**02.** You can also access Teams via the **desktop version**. *If you have not downloaded the application yet, please visit the [Microsoft](https://www.microsoft.com/teams) web site and follow the instructions.*

Log in using your BDC credentials.

2

## Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile

2





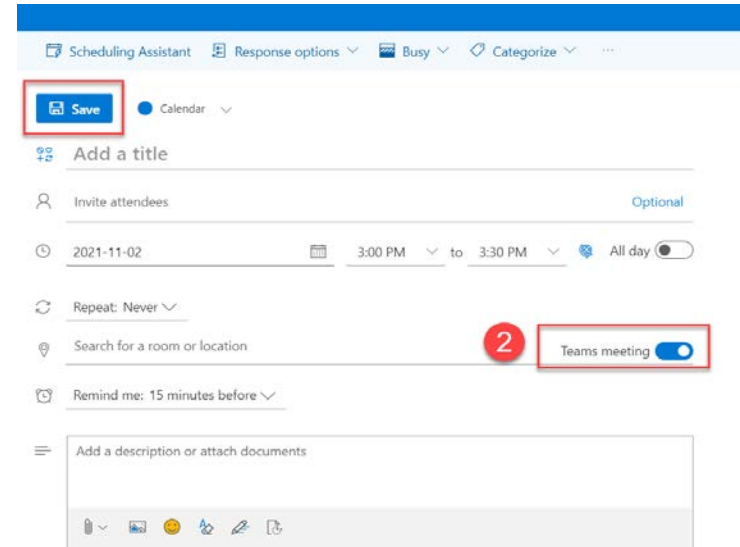
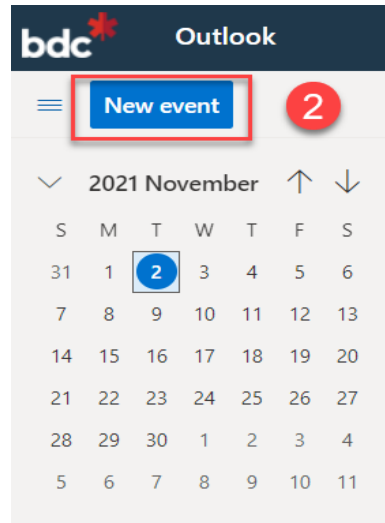
# MS Teams

How to schedule MS Teams meetings using the “Web” version

**01.** Once logged into your BDC’s [Office 365](#), access your calendar.



**02.** While in your calendar, click on « **New event** » and fill in the information. Click on « **Teams Meeting** » to add the videoconference link to your invitation. *Your client will need to click on this link to join the meeting.* Click on « **Save** » once completed to send the invitation.

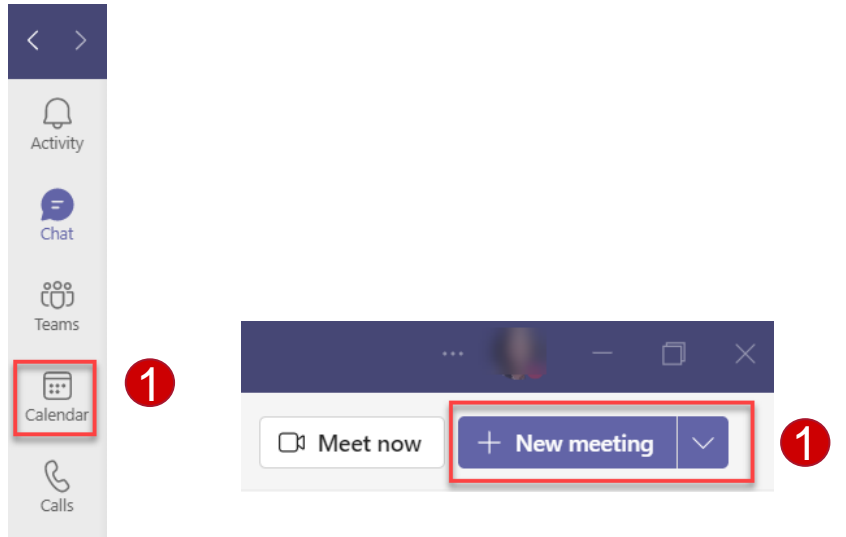




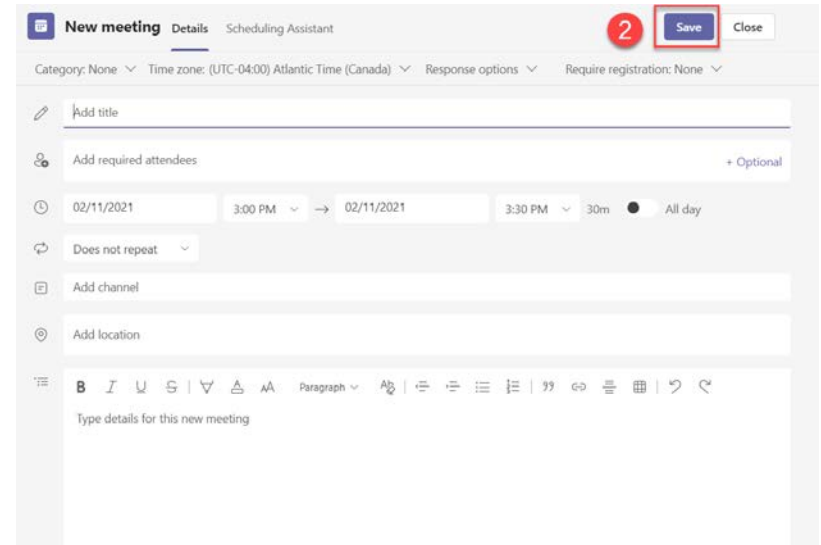
# MS Teams

How to schedule MS Teams meetings using the “desktop” application

**01.** Once connected to the MS Teams application on your desktop, locate your **calendar** on the left-hand side and click on « **+ New meeting** » in the top right corner.



**02.** Fill in the information and click on « **Save** » to send your invitation. A link will automatically be added to your invitation. *Your participants will have to click on this link to join the meeting.*





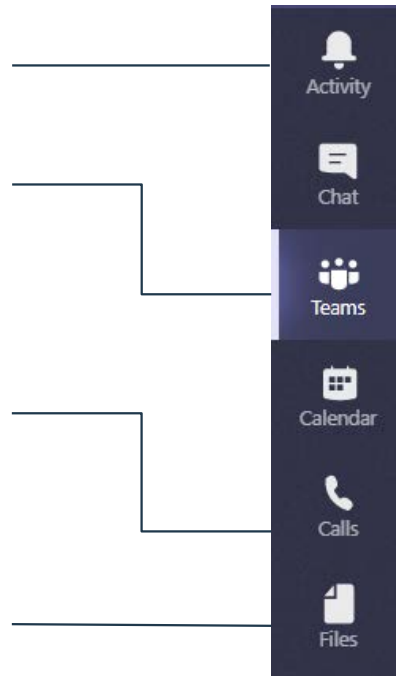
# Basic functionalities

Summary of **activities** that took place

Allows you to access the **list of your teams**

Quick access to all your **calls** with other BDC employees who have Microsoft Teams. You'll find your favorite contacts, call history, and access to your voicemail linked to your Microsoft email address.

Quick access to all your **files** and folders stored in SharePoint and OneDrive.



Allows you to **chat** with colleagues (whether they are part of your Teams or not). It is possible to have a chat with a single person or a group of people. All videoconferencing features are also available.

*Note: Chat messages remain in the history for **one year**.*

Allows you to access your **Outlook calendar** and participate in online meetings.

You can also schedule meetings and invite participants. The "scheduling assistant" feature is also available to view availability information for each attendee.