

When you have been added as a Team member,

you should receive an email similar to below, click Open Microsoft Teams:

Microsoft Teams

Penny added you as a guest to University of Tennessee!

NBTC Annual Conference

NBTC Annual Conference 2020 will be held online through Teams

[Open Microsoft Teams](#)

Bring your team together

Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.

Chat 1:1 and with groups

Outside of open team conversations, chat privately and share files and notes with anyone in your organization.

Make video calls and schedule online meetings

Have impromptu or scheduled meetings in any channel. Or just call someone.

Team files, notes, and apps in one place

Your team's tools are organized and integrated in Microsoft Teams with the power of Office 365.

[Open Microsoft Teams](#)

Get it now! Take it with you wherever you go.

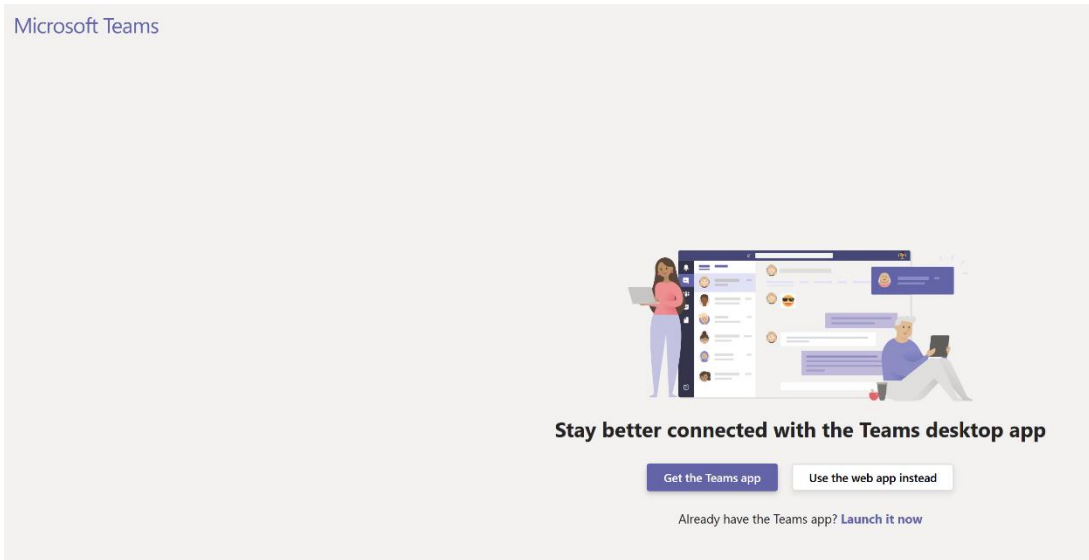
Windows | iOS
Mac | Android

[Go to downloads page](#)

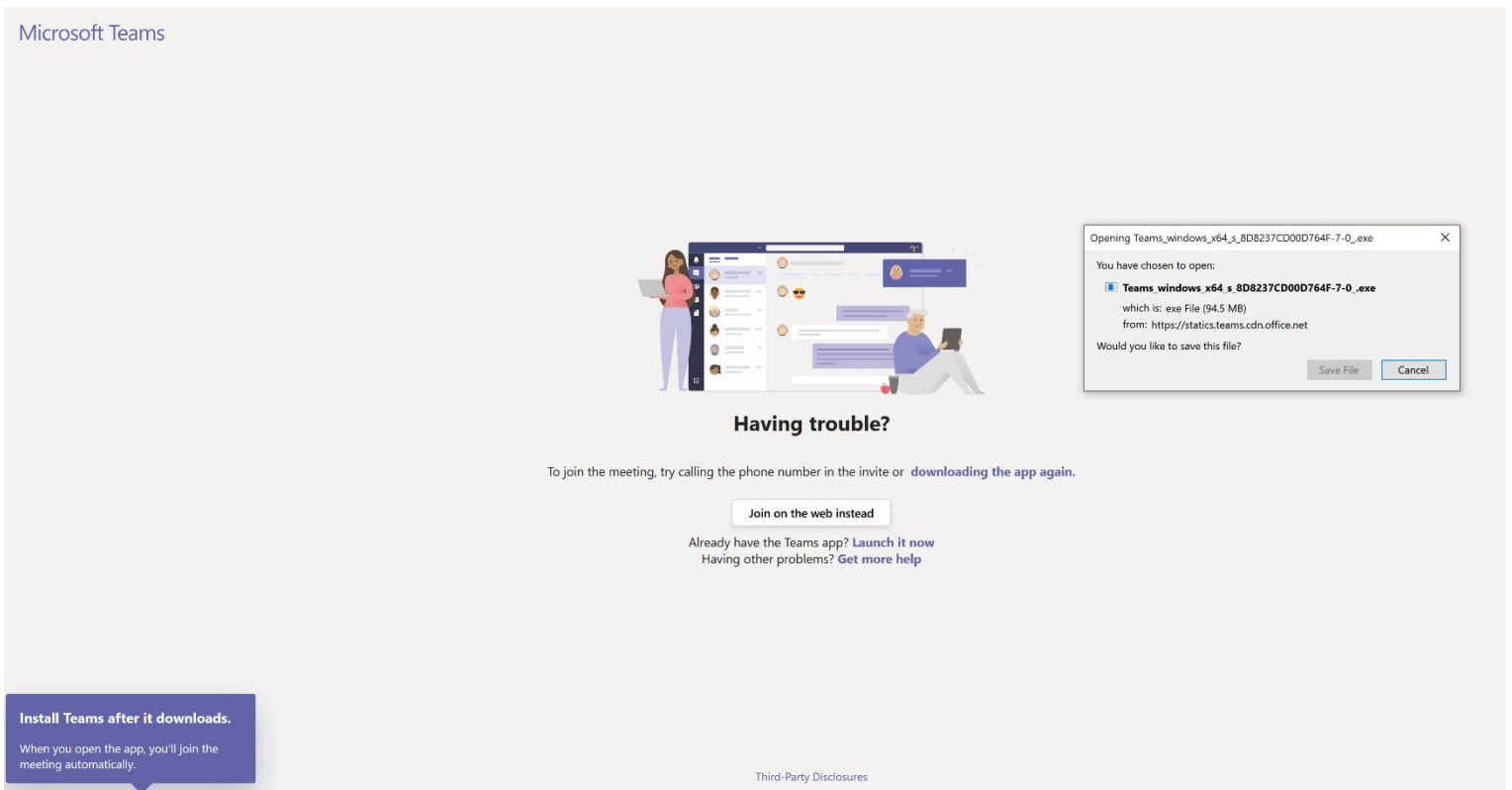
© 2019 Microsoft Corporation
One Microsoft Way, Redmond, WA 98052-7329
[Privacy policy](#)

The next screen allows you to download the Teams app or use the web app instead.

We recommend downloading the Teams app to your computer but using the web app works fine (just a bit differently.)



If you choose to download the Teams app, you'll see this screen:

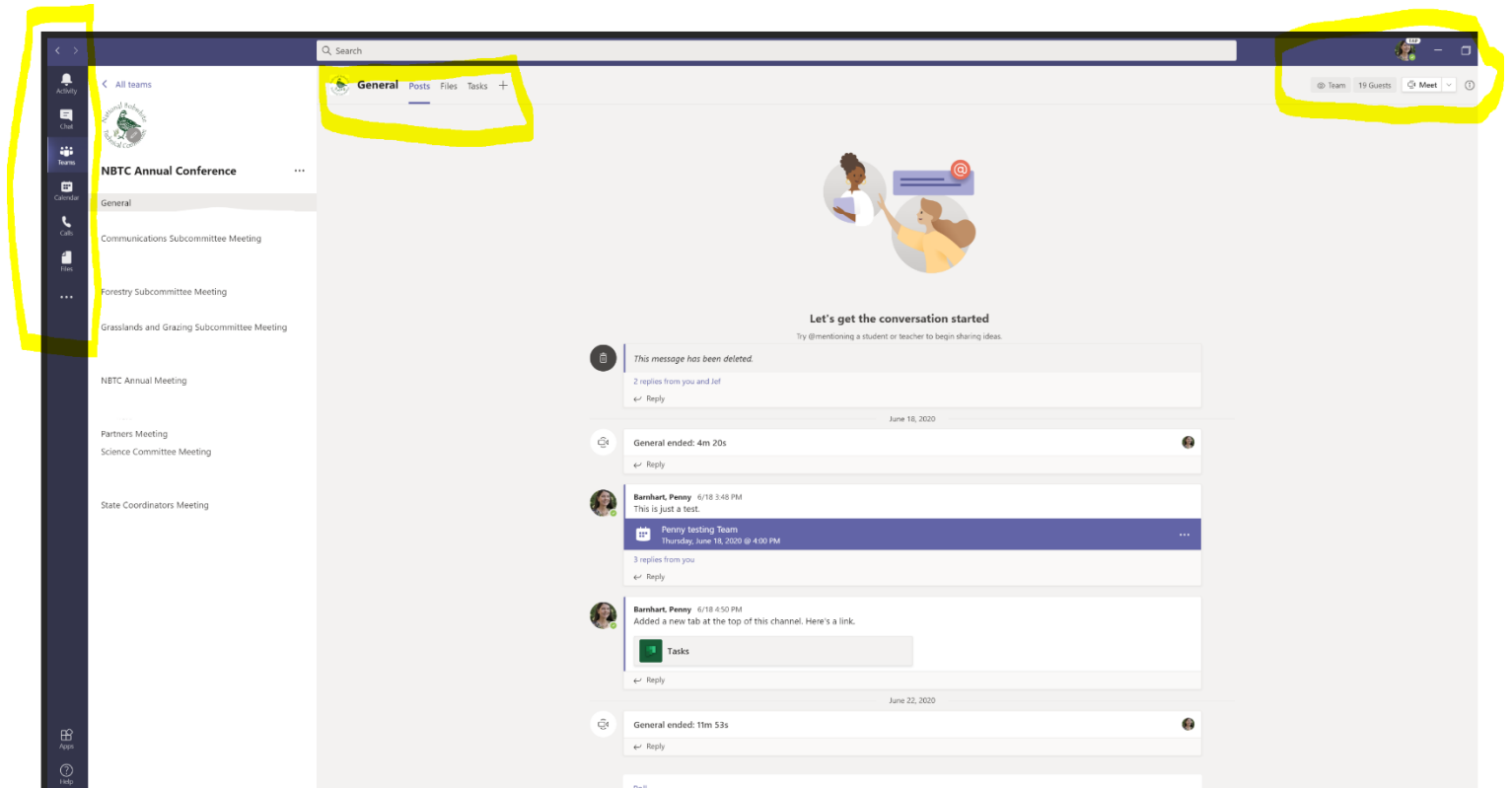


Click “save file” on the popup window, then click on your browser download to start the application.

If you experience problems with the download, you can click “Join on the web instead,” or if you have Teams already downloaded and did not realize it, click “Launch it now.”

When in Teams, your home screen should look like the one below:

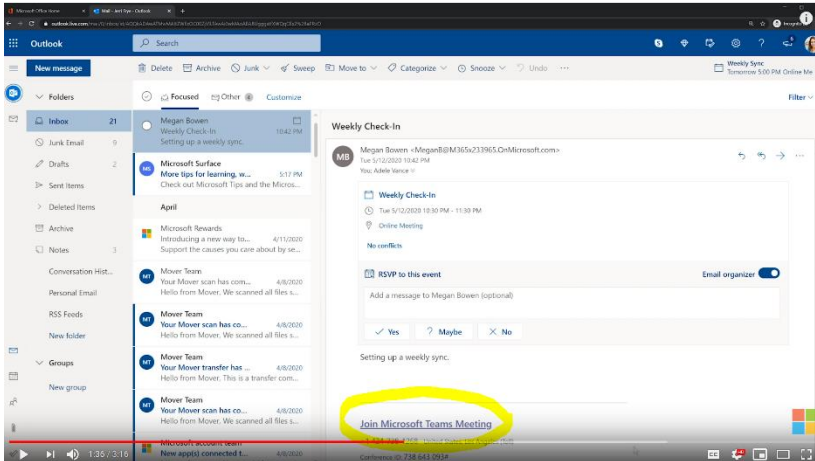
- a. The left-hand vertical navigation bar shows tasks, chat, teams, calendar, phone, and files.
- b. The top middle navigation menu shows each channel's contents (as a participant in the NBTC Annual Meeting, you'll see separate channels titled General, 2020 NBTC Annual Meeting, Communications Subcommittee Meeting, Forestry Subcommittee Meeting, Grasslands Subcommittee Meeting, Science Subcommittee Meeting, Partners Meeting, and State Coordinator Meeting).
- c. The top right menu shows your image/initials (you can change your personal settings here) and Meeting button (start a meeting)



You may start a post in this screen (bottom of page, blank cell opening to typing in), click the left side calendar for meetings.

Join a Teams meeting via email invite

Click "Join Microsoft Teams Meeting" link in the email



If you receive a calendar invite like the one below, RSVP in the calendar invite, which will send a notice to the organizer, add the meeting to your calendar inside the Teams app, and synchronize with your Outlook calendar.



Hello all,
Some have gotten the invite and accepted, some have not. I am sending this through Outlook email to a distribution list created from the Teams members. Please add accept the invite if you are availab.e.
Penny

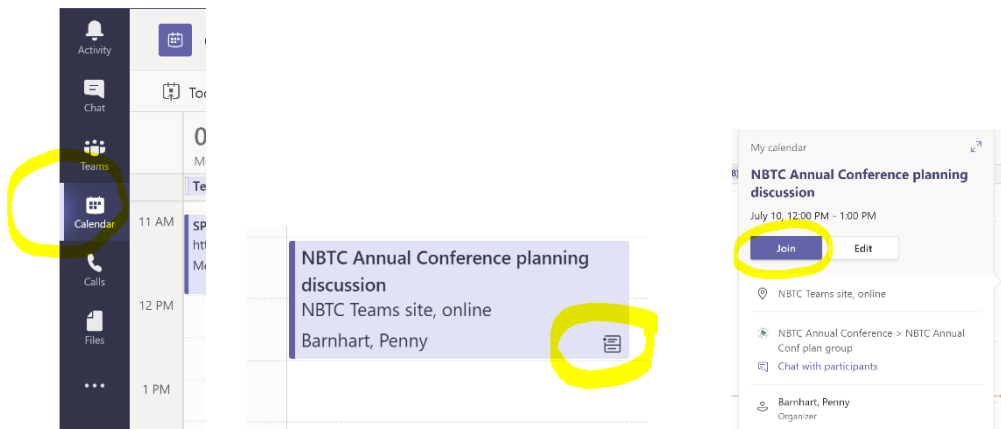
-----Original Appointment-----

From: NBTC Annual Conference
Sent: Monday, July 6, 2020 12:15 PM
To: NBTC Annual Conference; Barnhart, Penny
Cc: thkeller; Robert Perez; Ryan Diener; jfitzgerald; Merka, Alyssa Danielle; Morgan, John (FW)
Subject: NBTC Annual Conference planning discussion
When: Friday, July 10, 2020 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: NBTC Teams site, online

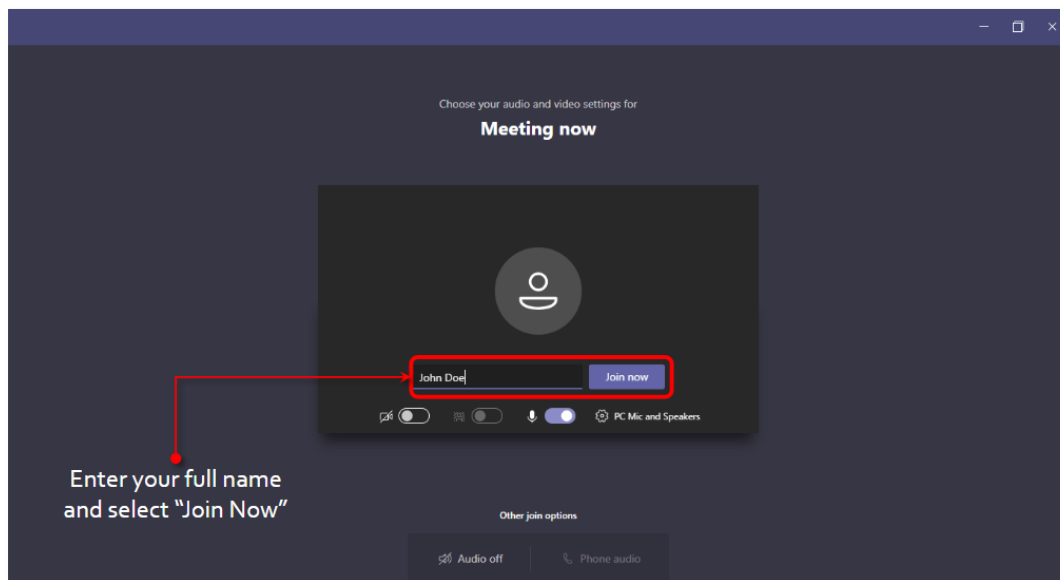
[invite.ics](#) [Download](#)

Join a Teams meeting in the Teams app

Inside Teams, click the calendar icon on the left-hand vertical navigation bar to open your calendar. Clicking on a meeting will open a second screen with a “Join” button.



The next screen will allow you to adjust your audio/video settings before you're placed into the meeting.



For a short and helpful Microsoft Teams tutorial, visit:
<https://www.youtube.com/watch?v=BH6bSlwR0-4>