

Microsoft Teams

How to get started



Microsoft Teams has now been enabled for NHSmail users.

With Teams, you'll be able to:

- Chat with and call (video or voice) NHSmail colleagues both in the hospital and from different organisations and locations in real-time. **Please note:** you need a webcam/laptop to video call. Alternatively you can use the Teams App on your smartphone to video call.
- Use Teams to hold virtual meetings with fellow NHSmail users.
- Catch up on all your unread messages, @mentions, replies and more.

Getting started

To start using Teams please follow the steps below:

- 1) Your Head of Department/Specialty Manager needs to contact the **IT Service Desk** on x5444 (option 2) or via email on ruh-tr.ITServiceDesk@nhs.net to create the overarching Team for your department e.g. RUH IT Department.

They must also nominate 2 named owners to act as Administrators for the Team.

- 2) Use the training material below to become familiar with Teams and, if you like book a virtual tutorial on Teams with a Trainer;

User Guide:

<https://elearning.ruh.nhs.uk/Millennium/eLearning/PDFstore/MSTeams/Teams%20Training.pdf>

eLearning:

<https://elearning.ruh.nhs.uk/Millennium/eLearning/MSTeams/index.html>

Book a virtual tutorial with a Trainer:

Contact Sara Liras to book on x1013 or email ruh-tr.IT-Training@nhs.net

- 3) You can now start adding colleagues, channels and start collaborating!