

Microsoft Teams

Controls & Settings guide

Microsoft Teams can be used for friends and families for everyday life such as making audio or video calls of up to 24 hours with up to 250 people. Please note, Teams for personal use is only a preview version.



What do I need?

Microsoft Teams app and a Microsoft account (email address and password)

Restrictions you can apply



Calls & Texts



Chatting



Downloading file sharing



Location sharing



Privacy



Sharing location



Social networking

Step by Step instructions

[Get started](#)

[Create a group chat](#)

[Manage notifications](#)

[Invite friends and family](#)

[Manage location](#)

[Set up Safe](#)

1. Get started

You can download the app for [iOS](#) or [Android](#) devices or you can use the web and desktop version. If you already have the app, you can add an existing email address from the Settings menu.

- Log in or sign up with your personal account email
- Follow the instructions to get started. You'll be able to choose your name for Teams or if you want to sync your contacts

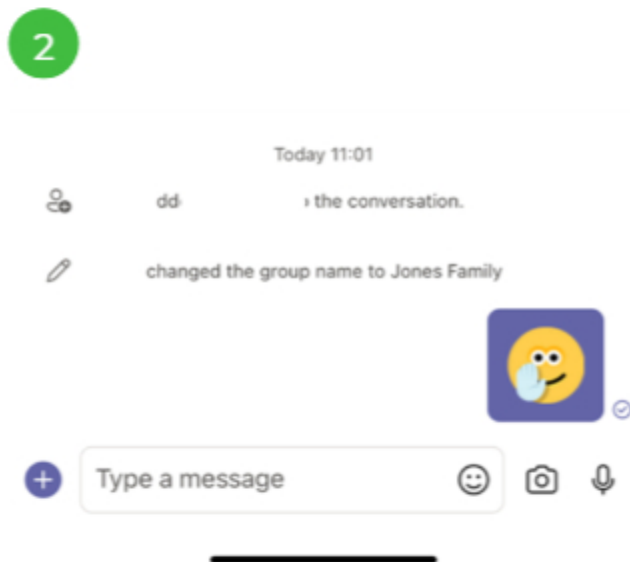
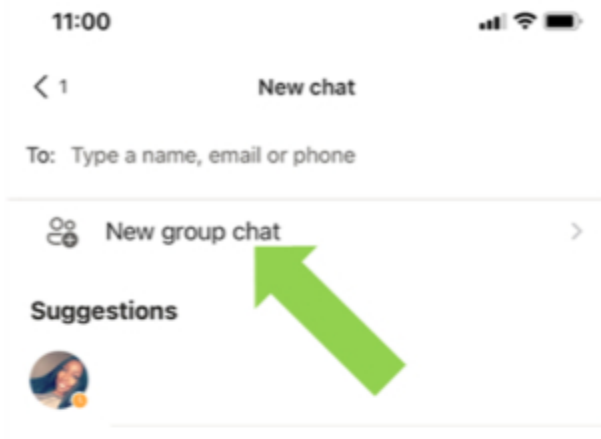
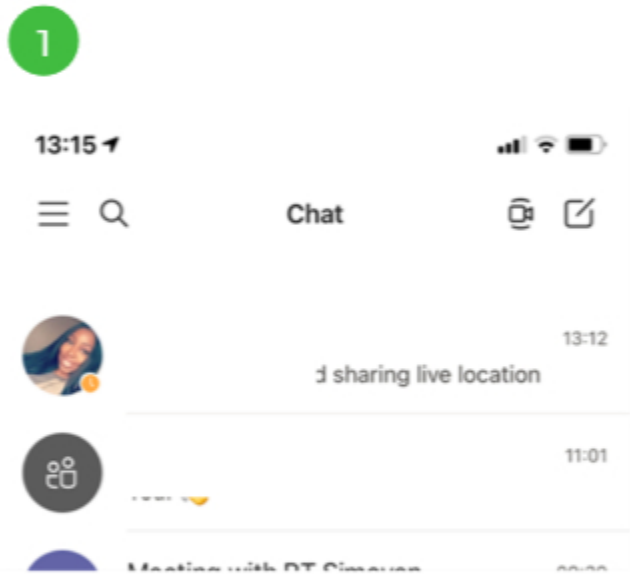
2. Create a group chat

To start a group chat with your friends and family:

- Tap the Chat icon, then tap the “New Chat” icon located in the top-right-hand corner
- Tap “New group chat”
- Take or add a photo, type a “Group chat name”, then tap “Next”
- In the To: line, type the phone numbers, email addresses or names of those you want to include in this group
- Type a message and send it to finish creating your new group

To customise your group chat:

- Tap your group chat name to open Chat details, where you can
- Add or update the photo for your group chat
- Edit your group name
- Switch Mute chat on or off
- Switch Allow join via link on or off
- Share the link to join the chat
- Add people to the chat
- View a list of Participants then leave the chat



3

13:16



Chat details



Jones Family

Mute chat

Allow join via link

Share link

2 participants

Add people >



RS

Leave chat



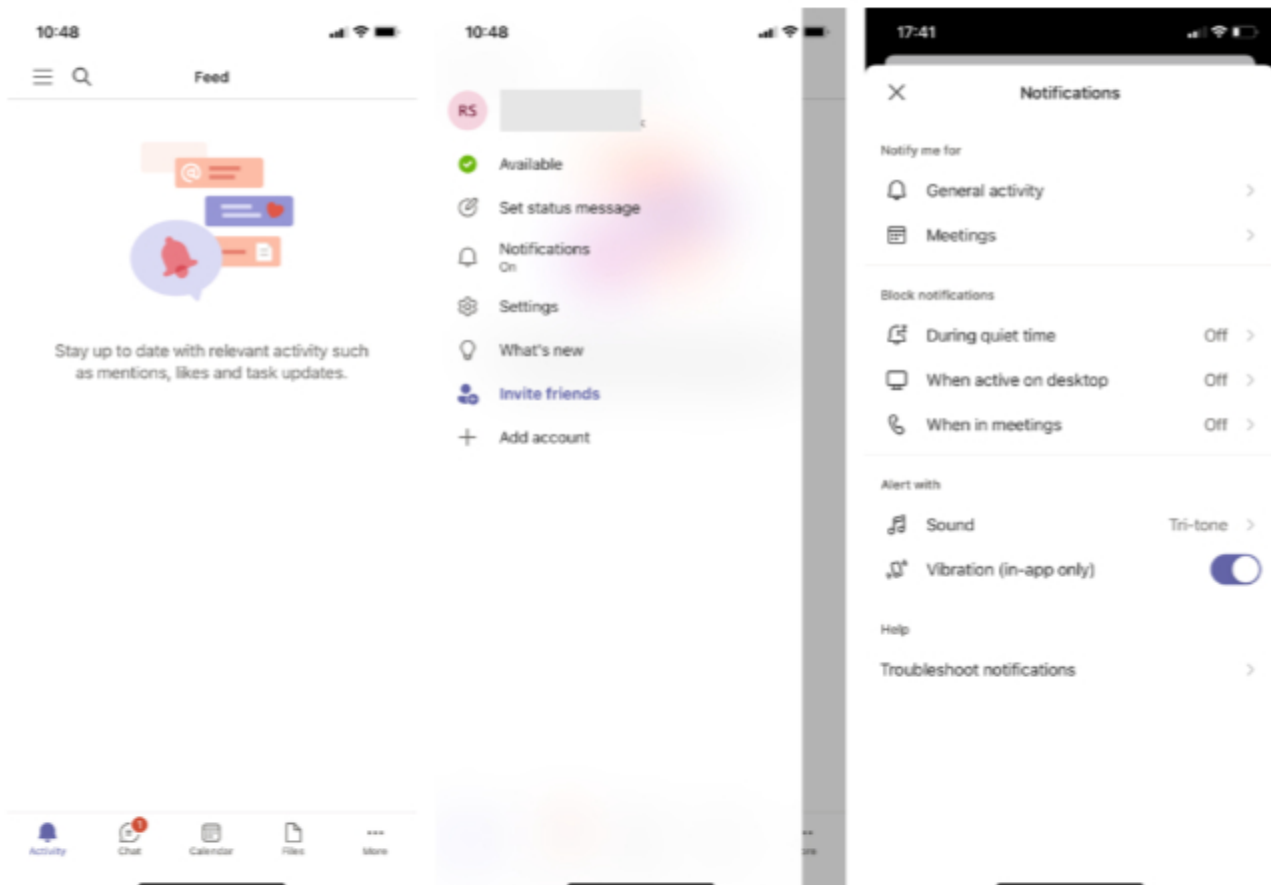
3. Manage notifications

These settings include how, when, and where your notifications appear, custom settings for channels and chat, appearance and sounds, and turning off specific messages, etc.

To customise your notifications:

- Tap the menu which is located in the top-left-hand corner
- Tap "Settings"
- Tap "Notifications" and choose the settings relevant to you

If someone isn't already on Teams, they will receive an invite to join Teams and join this group.



4. Invite friends and family

– Tap the menu which is located in the top-left-hand corner

Tip: On desktop, you can simply click Invite Friends at the bottom of the Chat tab.

– Tap “Invite friends”

– Select the method you want to use to share the link

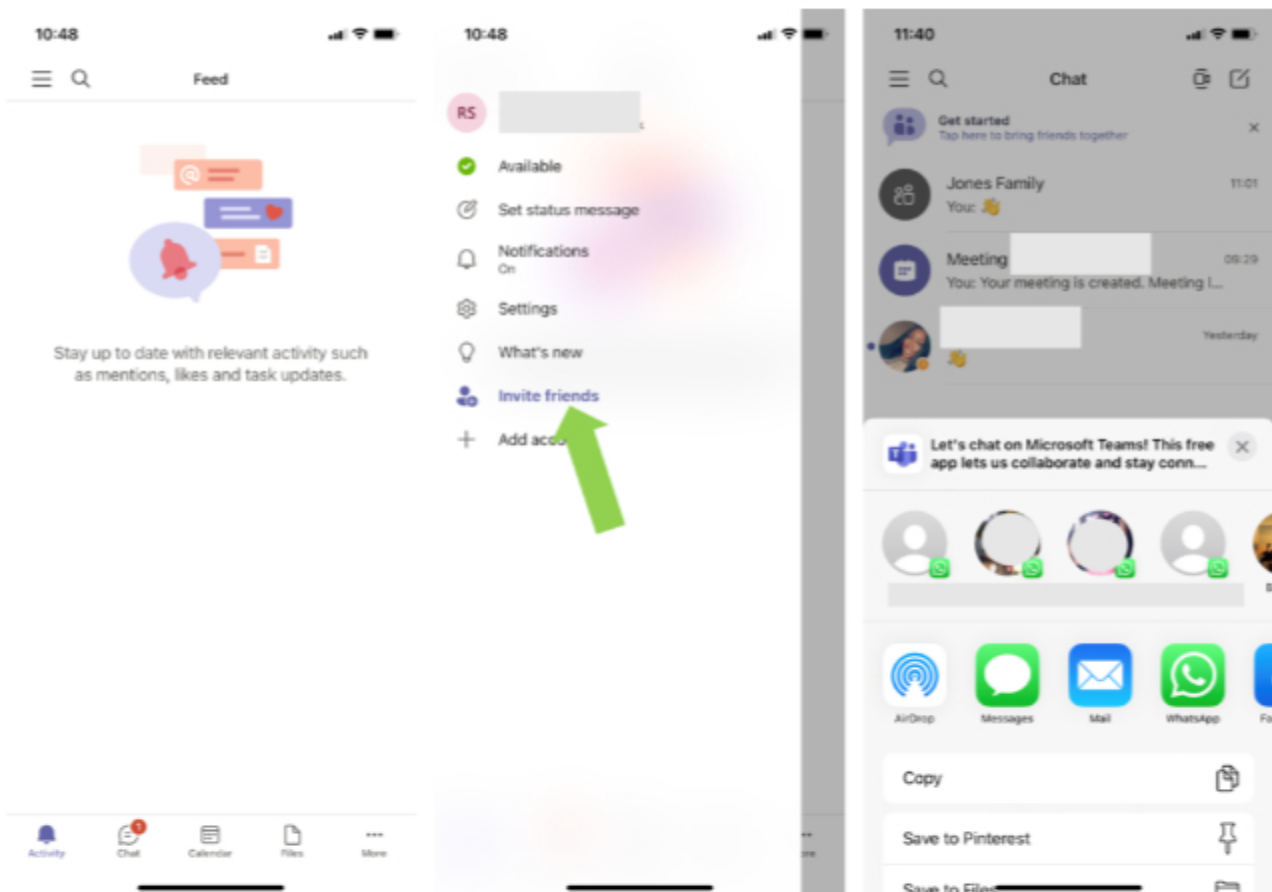
From a chat:

– Tap the “Chat” tab

– Tap “New chat”

– Enter the name of someone in your address book, the phone number of someone you know, or an email address of someone you know

– Tap “Send Invite”; the link will be sent to that person



5. Manage location

With Teams for your personal life, you can share your location with your friends and family.

To share your location:

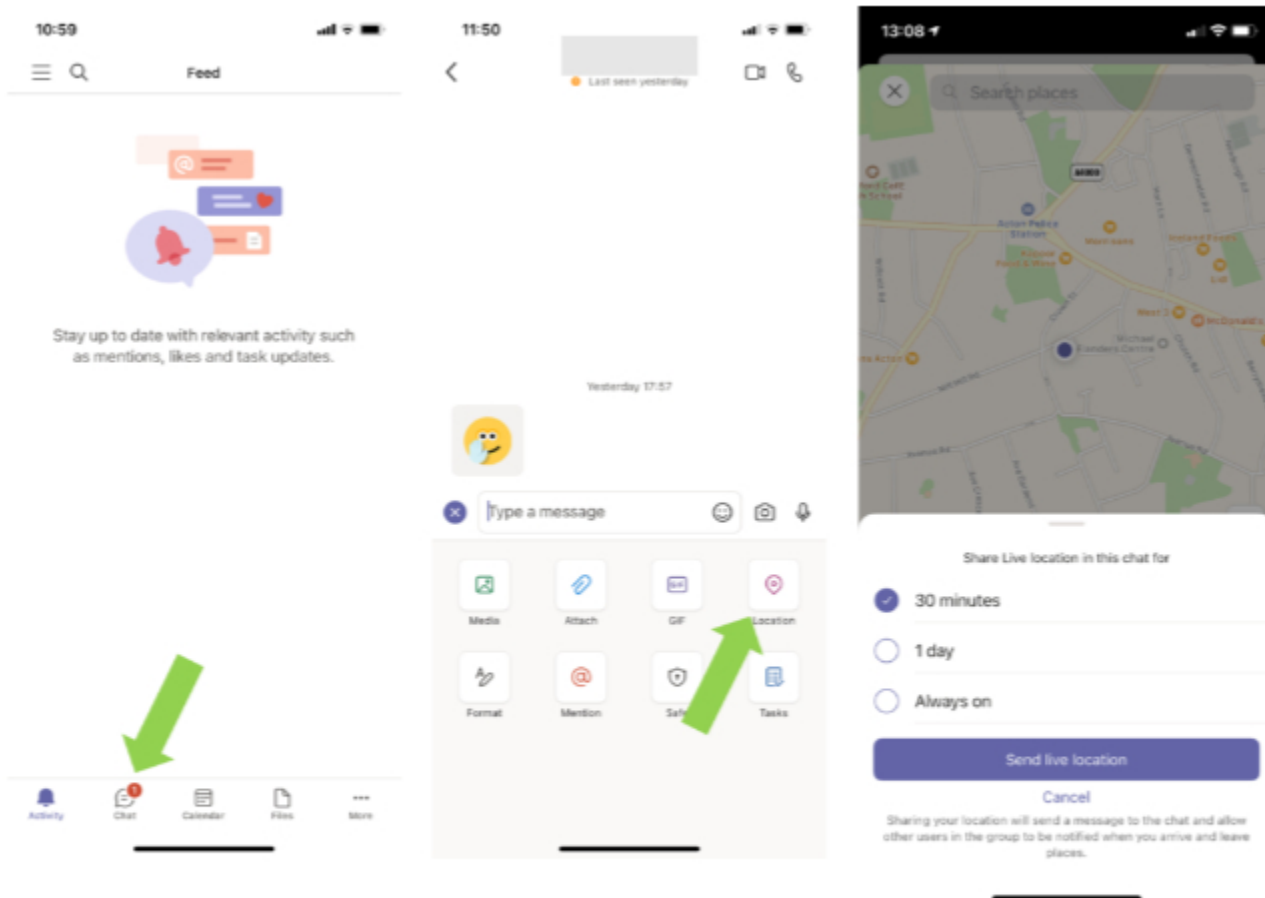
- Tap the chat where you want to share your location
- Tap the plus icon in the bottom left-hand corner then tap "Location", tap "Allow Access"
- Tap "Share" your live location or Suggested places, then select the duration you want to share either from 30 minutes, 1 day or Always on

Your location will show in the chat for the duration you've chosen.

To stop sharing your location:

- From within the chat, go to the chat you're sharing
- Tap the plus icon then tap "Location"
- Tap "Stop Sharing"

1



6. Set up Safe

In Safe, you can store your valuable and sensitive information across any of your devices.

- Tap the menu which is located in the top-left-hand corner

- Tap "Settings" and tap "Safe"

If you want to manage your own master key, select the Opt out of saving my recovery information on my Microsoft account

checkbox. If you want Microsoft to manage your master key, leave the box unchecked. Learn more about Safe encryption

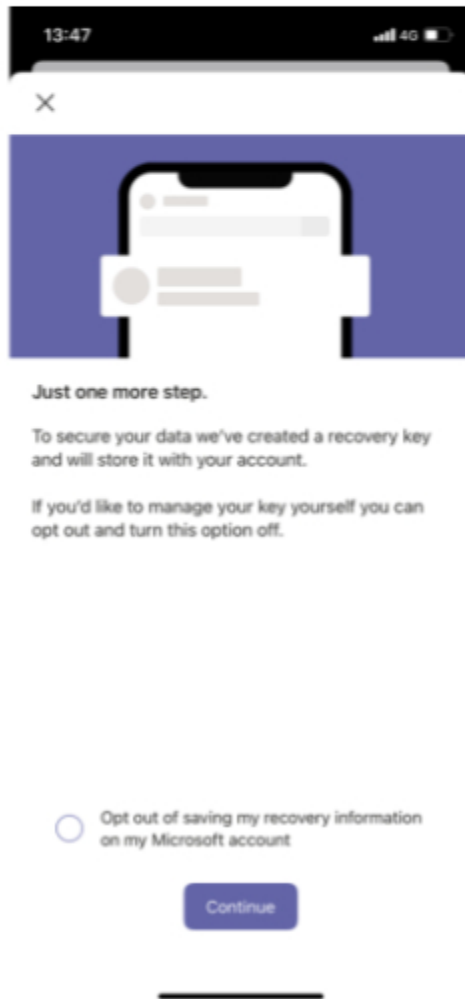
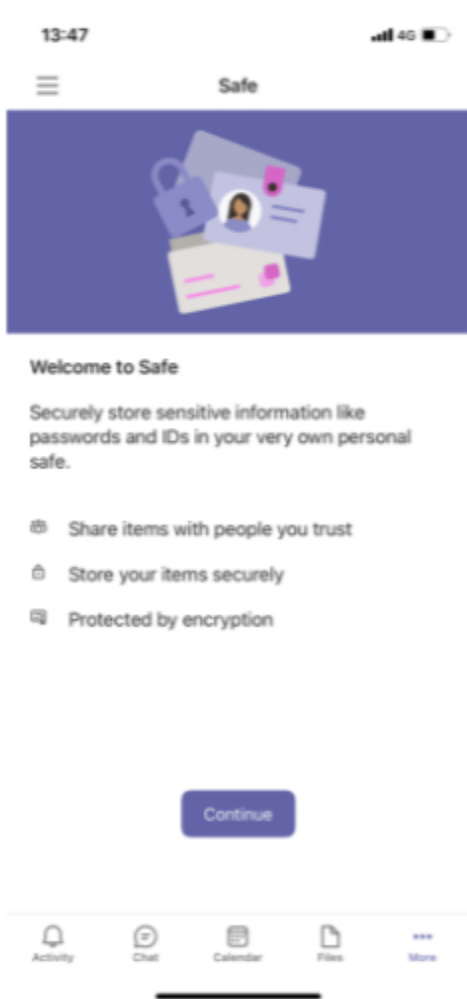
- Tap "Get Started"

- If you selected to manage your own master key, record your master key and keep it in a secure location. You will need this key to gain access to all of your encrypted data

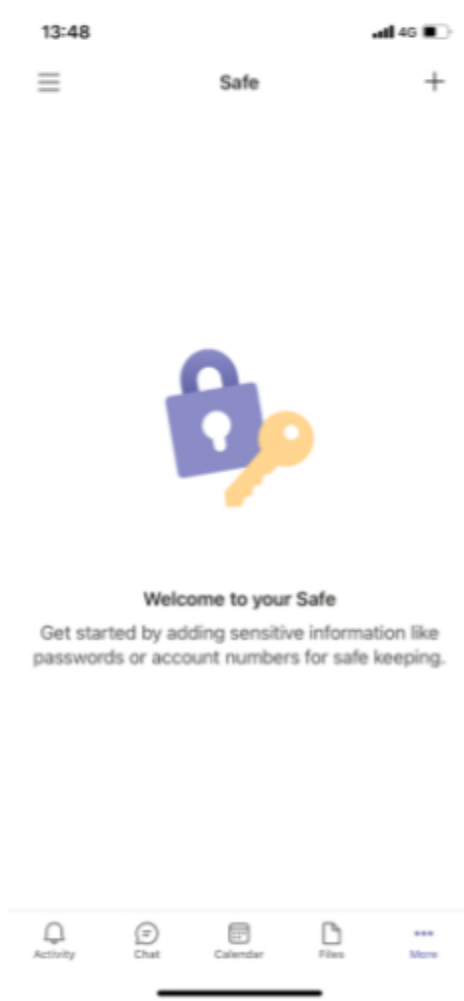
- You can tap and hold and select "Copy" to copy your master key to your device clipboard

- You can also tap the "Share Teams iOS" share icon to share your master key

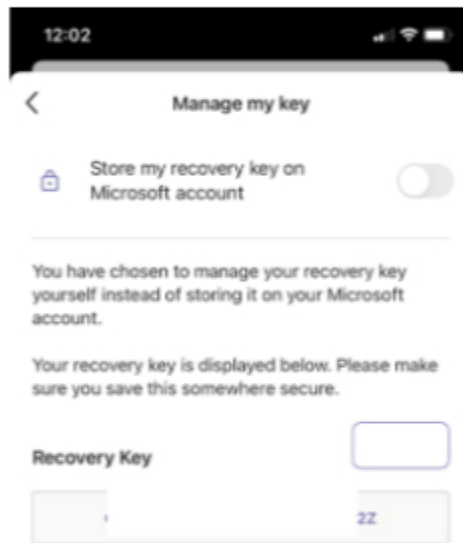
1



2



3



It is important that you save this key somewhere secure.