

# Microsoft Teams Tips

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Microsoft Teams is a digital hub that brings conversations, meetings, files and apps together in one place. You may have already used Teams at work. Since it is a cloud-based app, Teams is available without logging onto Citrix — making it convenient for working remotely.

## Access Teams on your computer

Go to <https://seattlechildrens.okta.com>. Select the “Teams” tile. You have the option to download the app (on your Mac or PC) or open Teams with the web app. Log in with your Seattle Children’s email. Next, you’ll be asked to enter your credentials to authenticate in Okta.

## Using Teams

You may already be part of a Team — there are 800 Teams and 3,000 active users at Seattle Children’s. Because it’s built on Office 365, Seattle Children’s benefits from integration with familiar Office apps and services.

Once you are set up, simply launch the Teams app and you’ll be connected to all of your assigned Teams. Use the app to chat with a person or communicate to an entire team at once. Share documents and collaborate within Teams.

## Getting help in Teams

Select “?” in the lower left corner of the Teams screen to see the available help topics and training. Most of your questions can be answered here.

## New training

Watch for upcoming live, online training sessions, led by Microsoft professionals. Look for the session that meets your needs. Details will be posted on [CHILD](#).

## Starting a new team

To start a new team, submit a [ServiceNow request](#). Include the name of the owner(s) of the new team and the name of the team.

## Team owner controls

The owner has full control to manage the team, including adding and removing members. See the “Go-to guide for team owners” in the training section on Teams for more details.