

How to use TEAMS remotely

Guide by Daniel Blumberg

Project Manager GCRA

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Step 1 Preparation

- Ensure you have the following
 - Your documentation ready, either on your local machine (local machine is the one you are using in front of you (NOT stored on your office computer or the V drive) OR have the documentation saved to Onedrive/Office.com
 - If you plan on talking, ensure your microphone is set up and your speaker level is at a comfortable level (a combination earphone microphone set could be best as it reduces feedback), laptops are already equipped with microphones built in.

Step 2 Connection

- In order to successfully use TEAMS remotely it is important to **NOT** VPN into the city's network and you will **NOT** connect remotely to your work computer. (If you are already connected via VPN you need to turn it off).
- Instead, you will navigate directly to office.com in either the Microsoft Edge or the Google Chrome Browser (mozilla firefox does not work, and I'm unsure about Mac Safari).. Mac users can download Google Chrome.

Step 3 Sign in on Office.com



Hello, Daniel. Welcome back.

The screenshot shows a dark-themed sign-in interface. At the top, it says 'Hello, Daniel. Welcome back.' Below that, it says 'Sign in as BlumbergDN@cityofgainesville.org'. There is a prominent orange 'Sign in' button. Below the button are two links: 'Switch to a different account' and 'Not Daniel? Forget this account'. The background of the screenshot shows a hand holding a tablet.

Sign in as BlumbergDN@cityofgainesville.org

Sign in

Switch to a different account

Not Daniel? Forget this account

- The first time you login you'll type in your City of Gainesville email address.
- After the first time you login the screen will look like the one on the left

Step 3 Sign in on Office.com



Gainesville.
Citizen centered
People empowered

Sign in with your organizational account

Sign in

Sign in with 'domain\username' or
'username@domain'.

- You will then be taken to this sign in page.
- Fill in your email address OR gg\username
- Then enter in your normal password
- *Note, IT has advised due to heavy usage if it fails, to wait a minute and then try again



Welcome GG\blumbergdn

For security reasons, we require additional information to verify your account

Enter your PIN and 6-digit code generated by your authenticator app.

Submit

Need help? Contact: IT_Support@gru.com or x1111

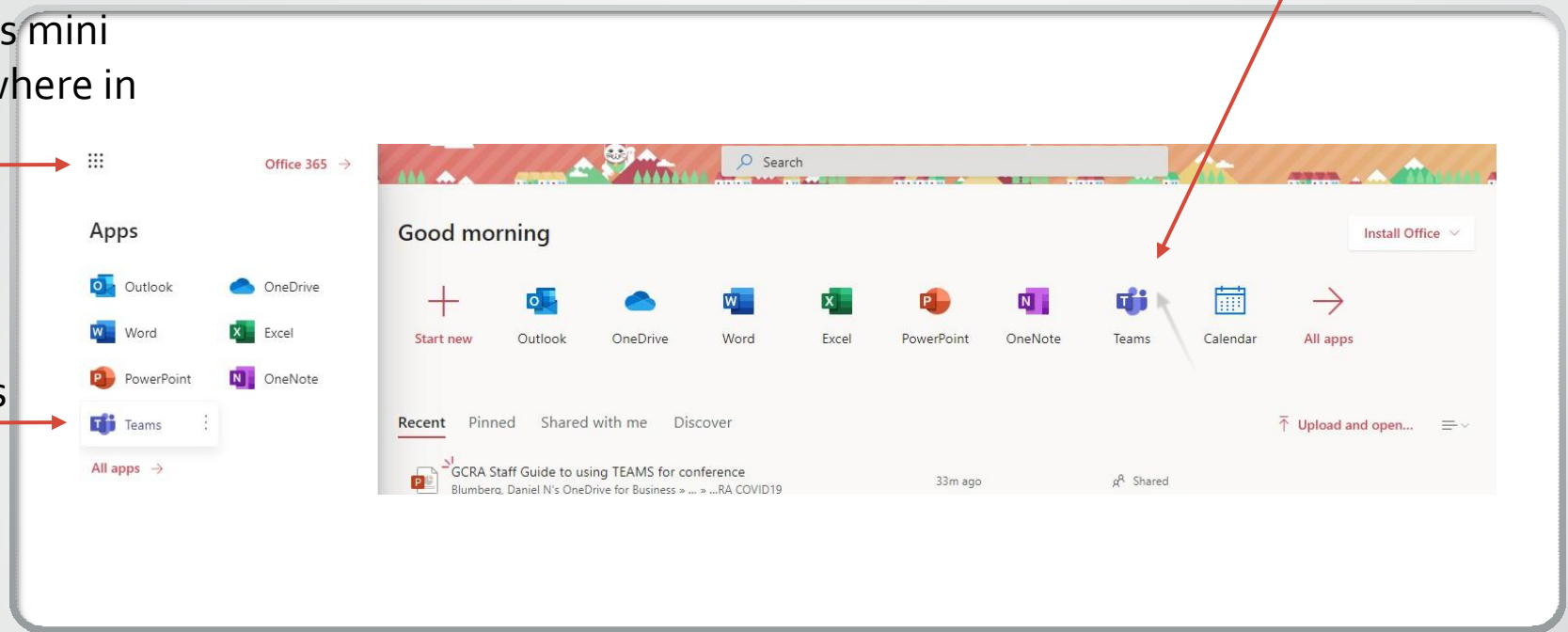
Step 4 PIN and Authentication

Enter in your PIN followed by your google authenticator key (no spaces)

Click this to start Teams

This 3x3 grid opens mini toolbar from anywhere in office.com

Click this to start Teams



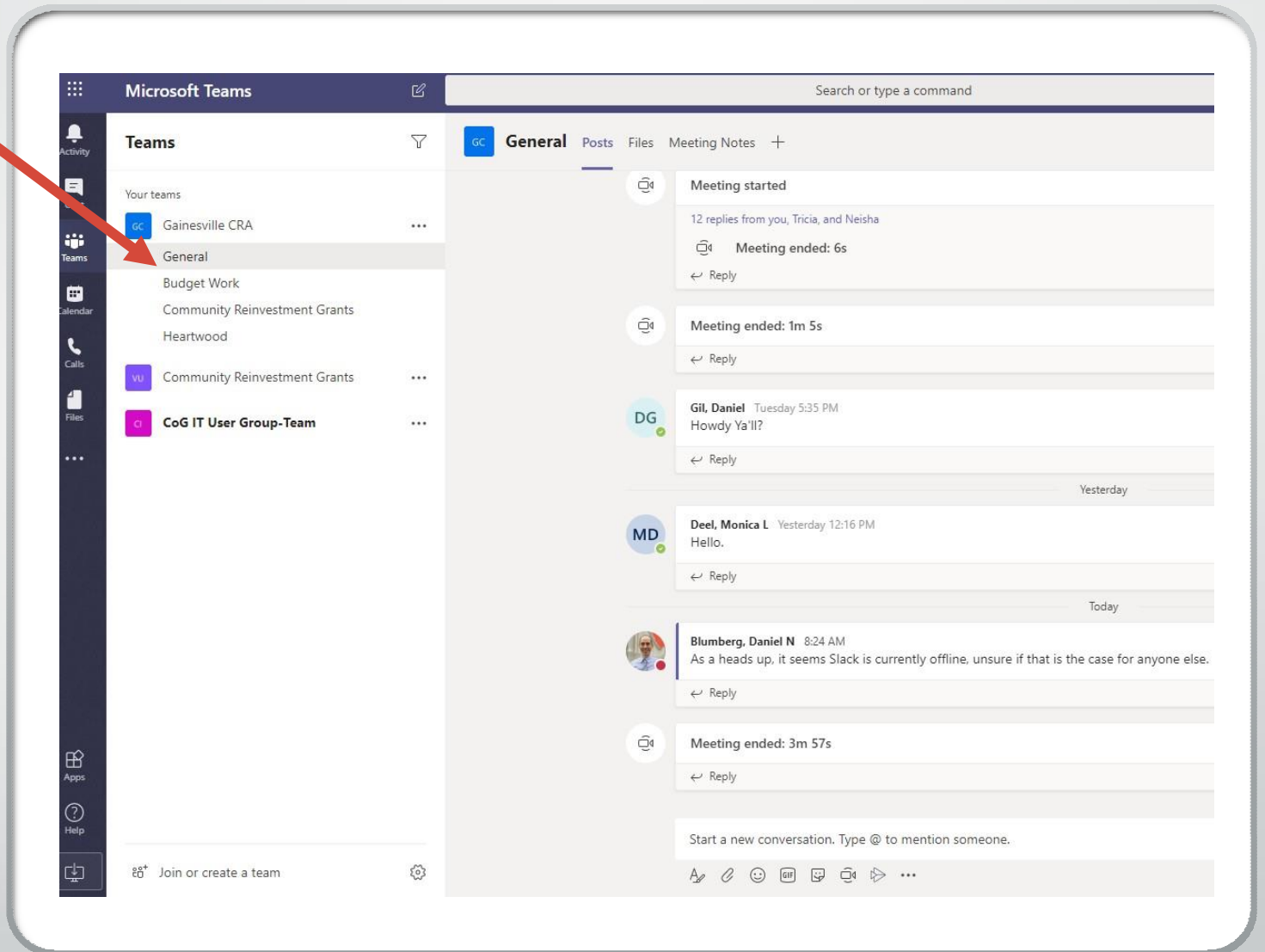
Step 5 Starting Teams

Either of the Teams icons shown above will start Teams

*As a side note you can download and install a local copy of Office by clicking on the install Office pull down

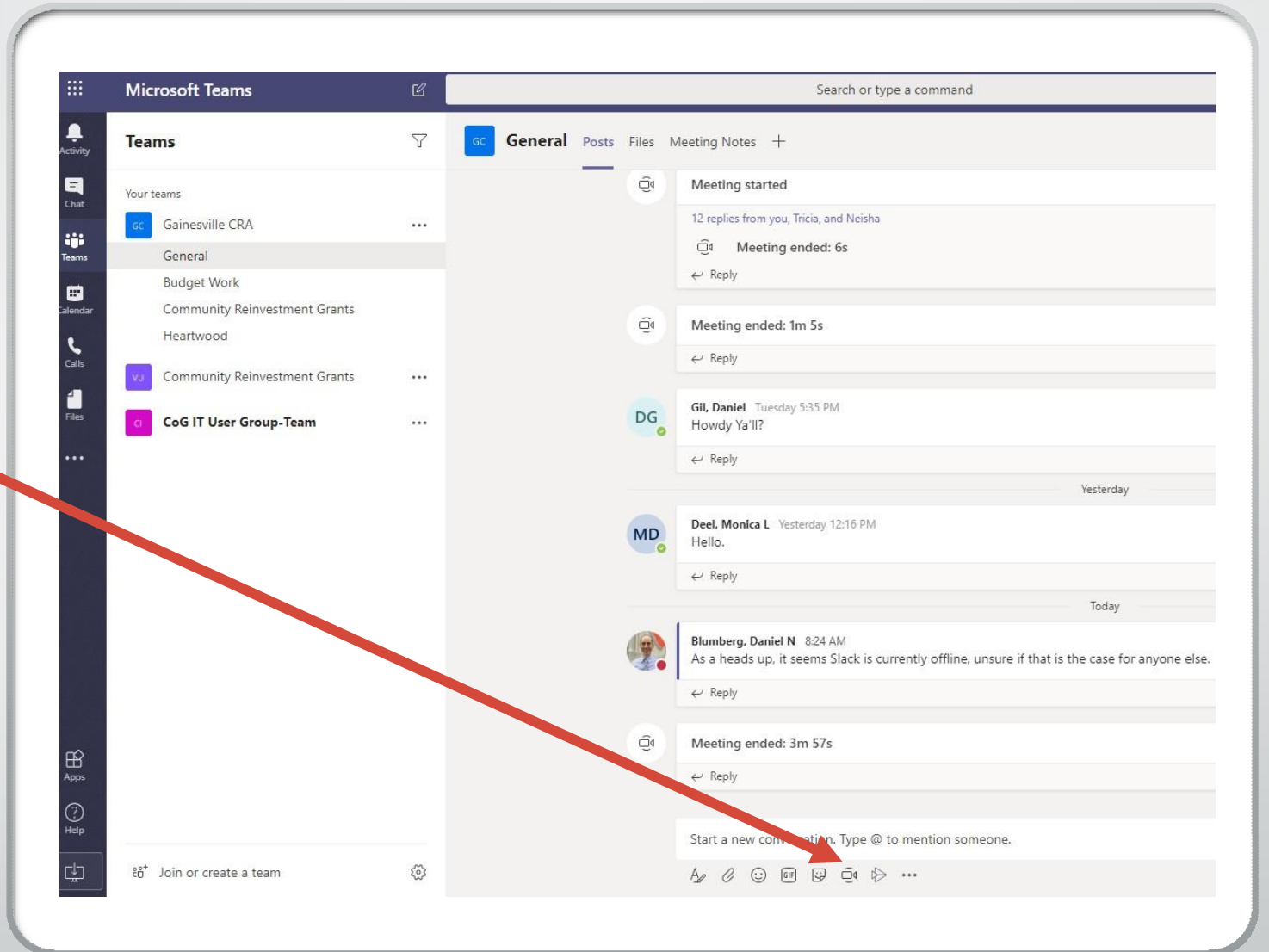
Step 6a Teams Info

- The left bar in black lets you navigate activity, chat, teams, Calendar (it pulls data from your outlook), in Teams calls, and files
- Teams- General where the arrow is, is where most meetings will be started from
- I can add more subchannels as requested



Step 6b Teams Info

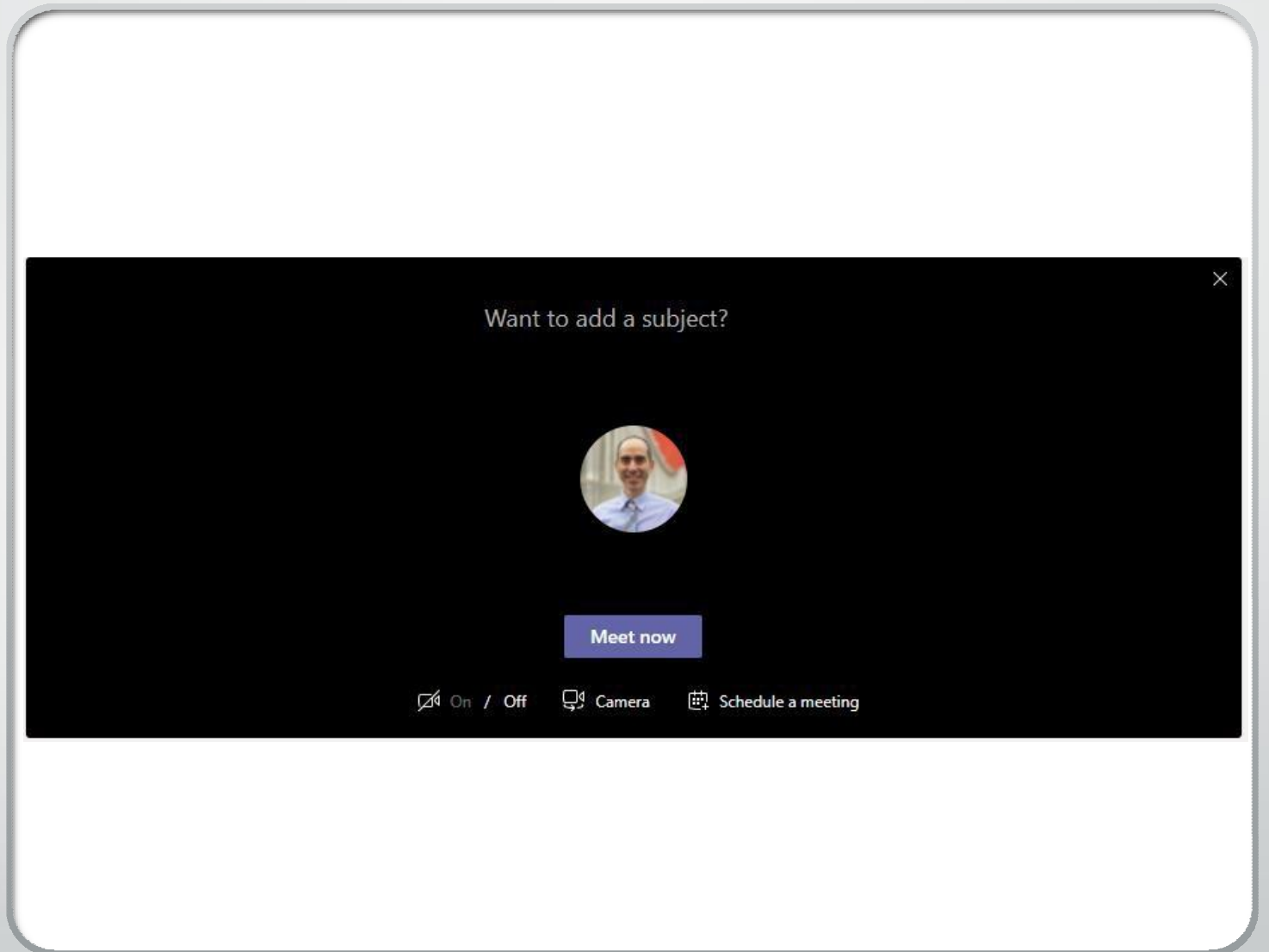
- Starting a meeting is the option called "Meet Now"



Step 6c

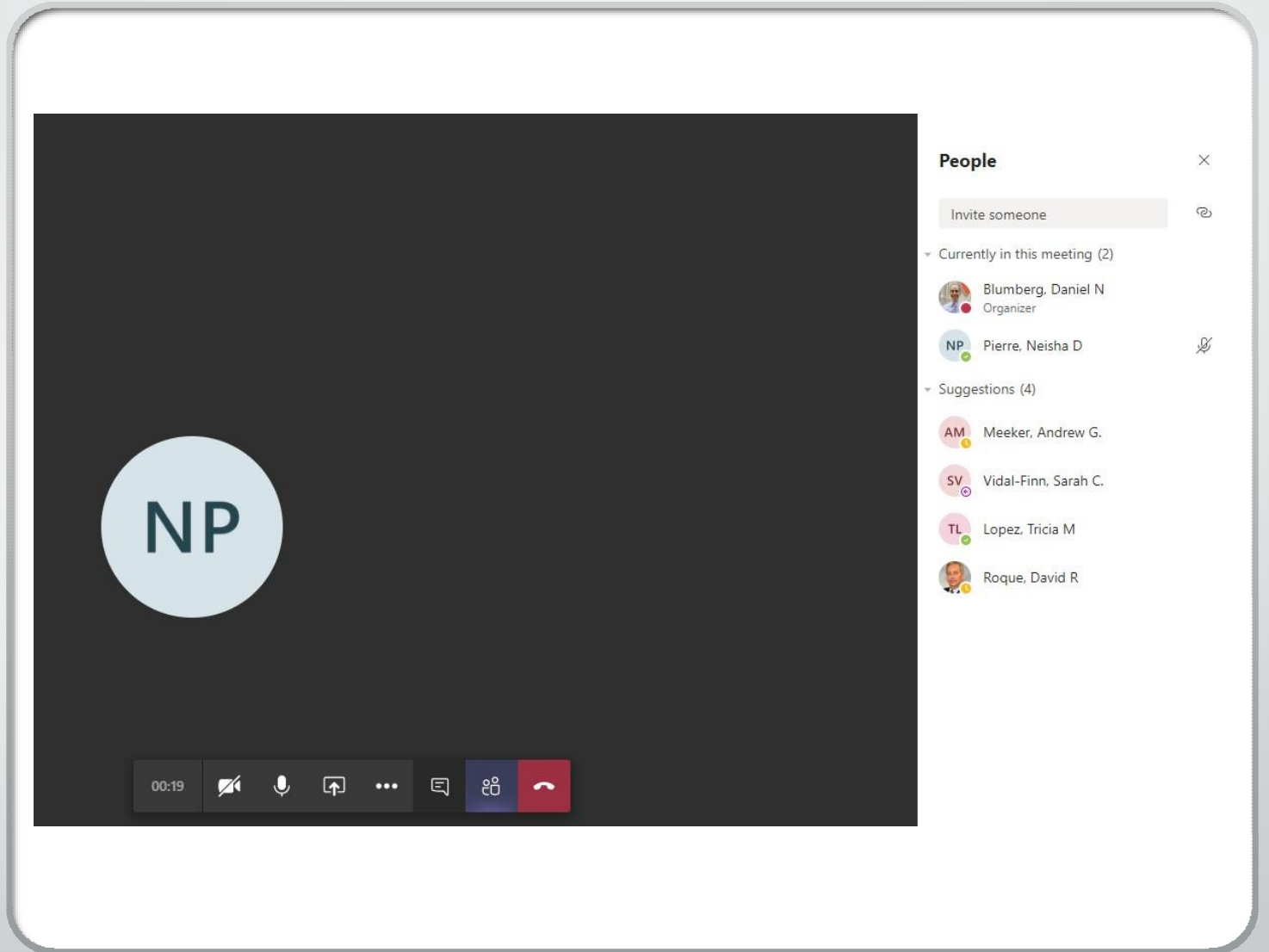
Teams Info

- You can start a meeting immediately by pressing Meet Now
- Or you can schedule a future meeting



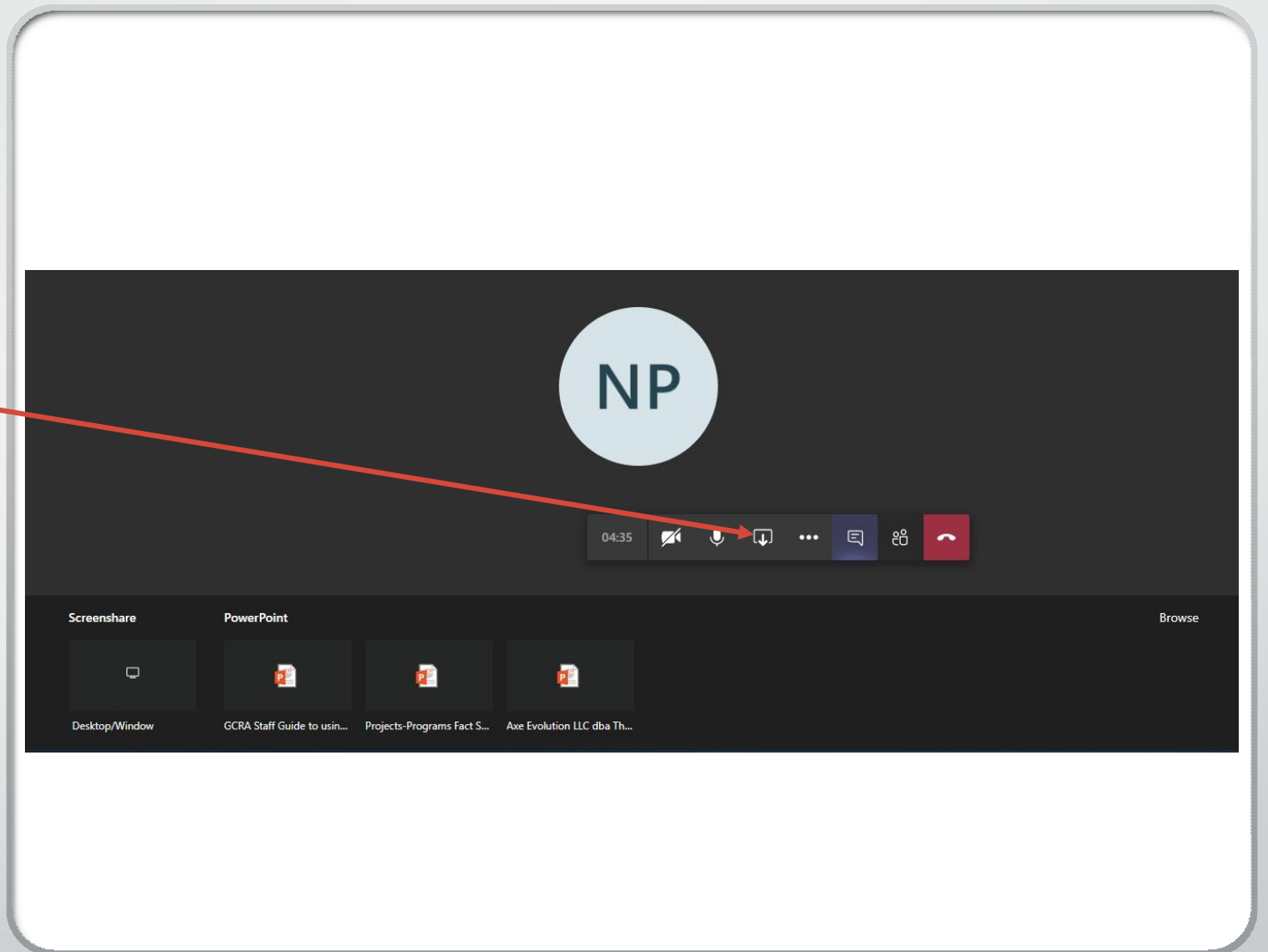
Step 6d Teams Info

- If Meet now is selected, on the right you can select recommended people or type in the Invite Someone box people to invite



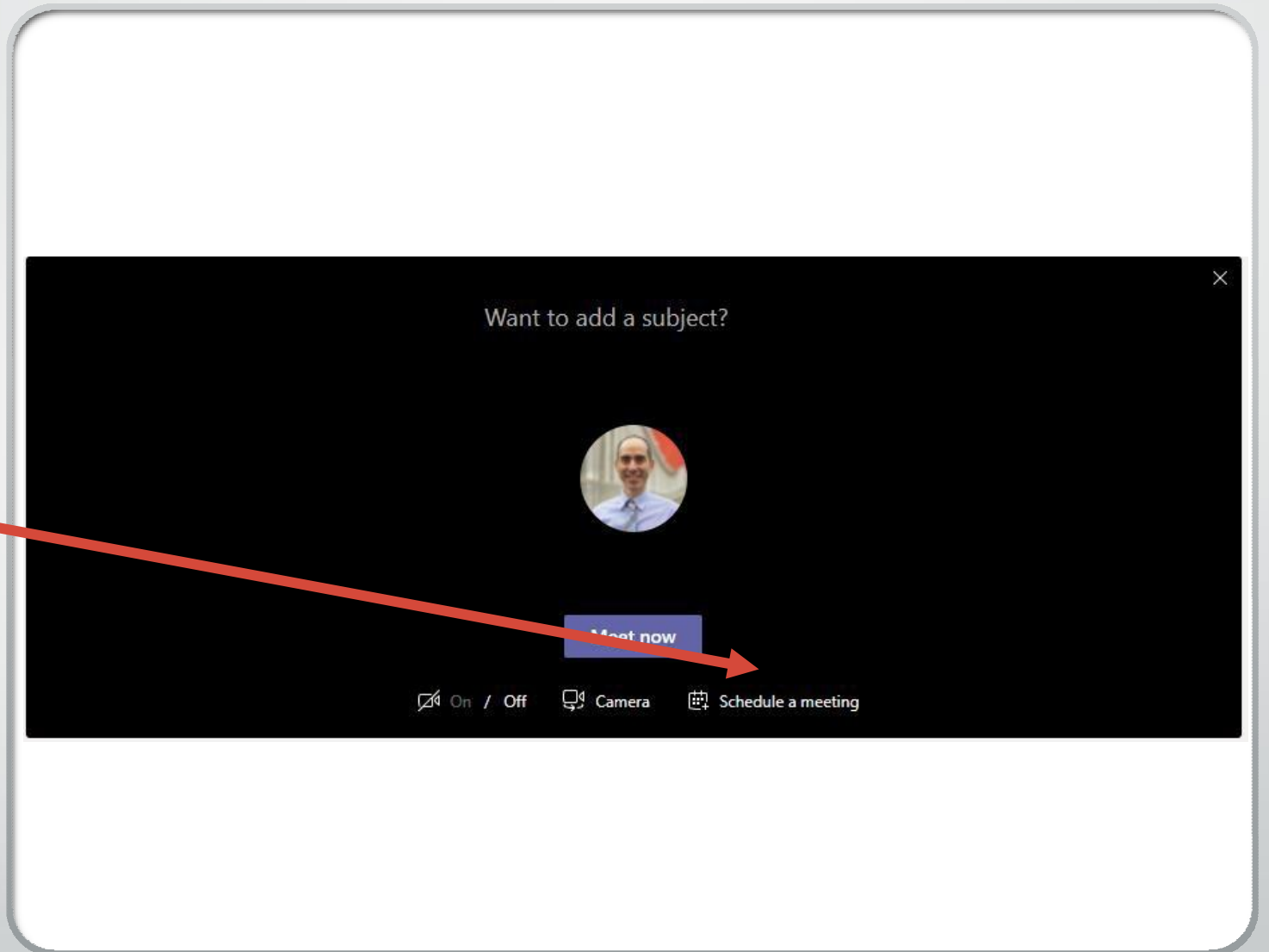
Step 6e Teams Info Screen Sharing

- Pressing Share opens up a menu where you can choose to screenshare your monitor, recent powerpoint presentations, or browse for files.
- If you choose Screen, you can pick from between monitors or limit it to a specific application



Step 6f Teams Future Meetings

- This will allow you to set up a meeting in the future with selected participants



Step 6f Teams Future Meetings

- This will allow you to set up a meeting in the future with selected participants
- You will have to select which participants by inviting them under Invite People

New meeting

Title *
Team Meeting

Select a channel to meet in
Gainesville CRA / General

Location
[Empty field]

Invite people
Invite someone

Start: Mar 20, 2020 10:00 AM
End: Mar 20, 2020 11:30 AM
Repeat: Repeat

Free: Mar 20 11:30 - 1:00pm, 4:30 - 6:00pm
Scheduling assistant

Repeat: Every Friday
Starts: Mar 20, 2020
Ends: Never

Details

B *I* U ~~S~~ | | | | | | Paragraph | | | | ...

This is for our weekly Friday meetings starting at 10 AM via TEAMS

Organizer: Blumberg, Daniel N
BlumbergDN@cityofgainesville.org

Attendees:

- CB Bakaitis, Chelsea H *Busy* [X]
- Roque, David R *Busy* [X]
- NP Pierre, Neisha D *Busy* [X]
- SV Vidal-Finn, Sarah C. *Busy* [X]

This is a Microsoft Teams online meeting. Everyone can join online.

Close Schedule



End of Instructions for Teams

- If you have questions, please ask