



GovTEAMS Basics

Meet online with video or audio, instantly connect through chat and collaborate on documents together, from anywhere using GovTEAMS. GovTEAMS is a **secure and trusted** environment, rated up to OFFICIAL: Sensitive.

How do I get started?


Access GovTEAMS from anywhere there is an **internet connection, using a web browser** on your work or personal device (computer, laptop, mobile and iPad). To get started [register for GovTEAMS online](#).

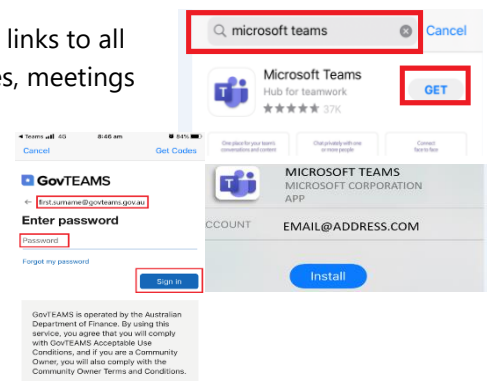
GovTEAMS uses Microsoft software so you have access to tools you already know like Word, Excel and PowerPoint etc. **Download the apps on your personal device for easy access.**



1. Install Microsoft Teams

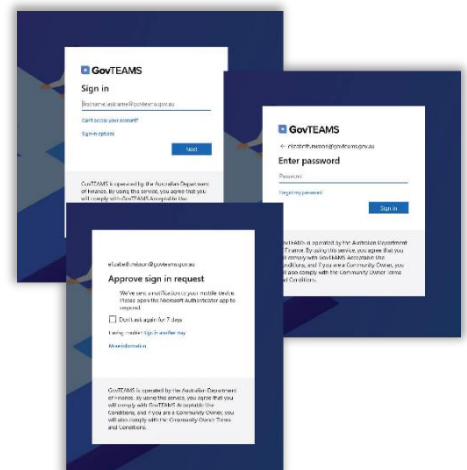
Microsoft Teams is the main application you will use in GovTEAMS and links to all the other tools. Access recent activity, communities, chat messages, files, meetings and calls through the Microsoft Teams app:

1. Install the **Microsoft Teams** app  from the app store on your mobile device
2. Sign in with your **GovTEAMS credentials** – **firstname.lastname@govteams.gov.au**, enter your **password** and complete the two-factor authentication step



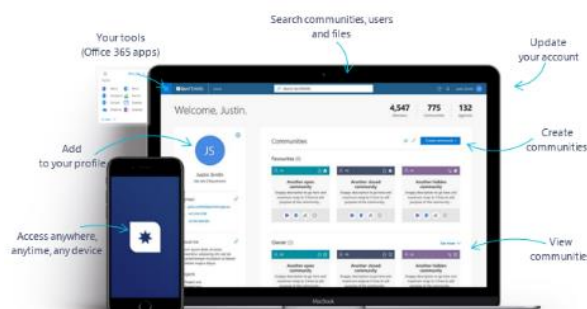
2. Log in

1. Open a **Chrome or Microsoft Edge browser** from any device (mobile, iPad, laptop or computer) and type www.govteams.gov.au and click **log in**
2. Enter your username, ending in **@govteams.gov.au** and your password
3. Open the **Microsoft Authentication app** on your mobile and click **approve**
 - 1) Option - When asked, make sure you tick the box **don't ask me for 7 days**
4. Click **next** - You'll see your GovTEAMS personalised dashboard




Get familiar with your dashboard

When you log in to GovTEAMS you'll land on your **personalised dashboard**. You can access tools, communities, members and files from here.




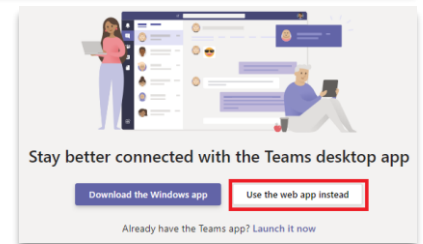


3. Open the Parliament of Australia community

If you have the Microsoft Teams app installed on your device log into it using your GovTEAMS credentials (@govteams.gov.au) and click the Teams icon  and locate the Parliament of Australia community.

If you don't have the Microsoft Teams app installed on your device complete the following instructions:


1. Log in to GovTEAMS and search for the **Parliament of Australia community** in the search bar and click the **arrow**
2. In the search results, click **Parliament of Australia** (a side pane will show)
3. Click **join this community** (you'll receive an email letting you know that you've been added)
4. Click the **Teams icon**  on the community to launch Teams. Pick **download the windows app** (if you're using a work device it might not allow you to download the app) or click **use the web instead**

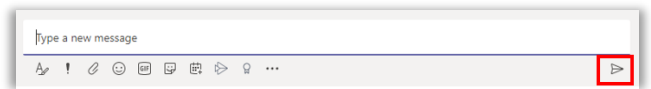


4. Start working together in Microsoft Teams

Chat, meet and co-author files in real-time with Microsoft Teams. **A community**, in Teams, is a collection of people, conversations, files and tools—all in one place. A **channel** is a discussion in a team, dedicated to a topic.


Post in the general channel

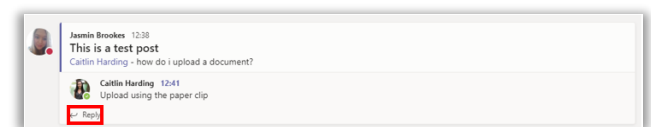
Click in the text box (from a computer) or click **new post** (from a mobile device), type your question and click the **send icon** 



Reply to a post

Keep conversations together, it's like an online email trail.

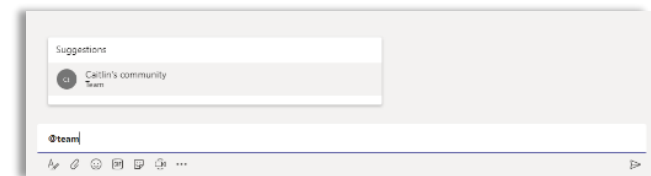
Click the **reply button** under the post, type your answer and click the **send icon** 




@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears).

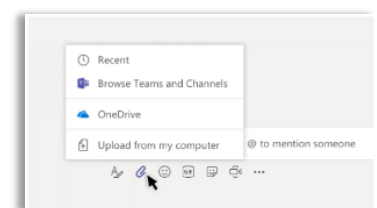
Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.



Share and work on a files

Upload a file – click the **file icon** and upload a file from your computer or share a file from across Teams and channel. Type a message and click the **send icon** 




Co-author files – click the **files tab** in the channel the file is located, find the file and click **edit** (multiple people can work on the file at the same time)

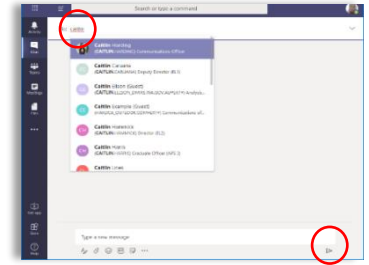






Start a chat, video or audio call

You can **start a chat** with individuals and groups in Teams.

1. At the top left of the page, click **the pen icon**  to start a new chat or click the **chat icon**  (to continue a chat)
2. Start **typing the name** of the person you want to chat with. This will show a list of suggested people. Click on the **name of the person** you're after
3. Start typing your message in the textbox at the bottom of the screen and click the send icon 
4. If you want to start a group conversation, repeat steps 3 and 4 before continuing with step 5.






To video or audio call a person in a chat – click on the **video** or **phone** icons.  

Host online meetings

You can host meetings anywhere, anytime in Teams.


 [Click here – Host online meetings video](#)

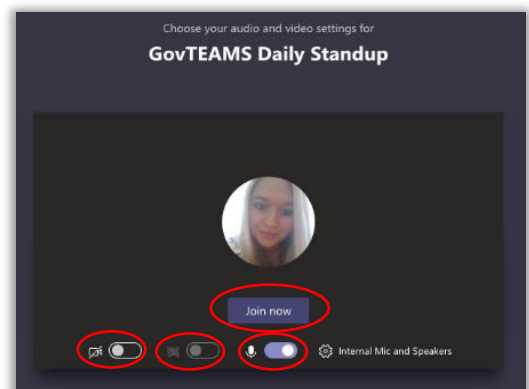
Schedule an online meeting (you must install the Teams app)

1. Open the Teams app and sign in with you **GovTEAMS credentials** – @govteams.gov.au, enter your **password** and complete the two-factor authentication step
2. Click the **calendar icon**  and select **schedule/new meeting** (from a computer) or click the **+calendar icon** (from a mobile) 
3. Complete the **meeting details form** (add participants, time, location etc.) and click **send** or **done** (from a mobile) . The people you invite will receive an email and can see the meeting in their Teams calendar.




***Important – DO NOT create a meeting in a channel, or invite a channel** unless you want to invite everyone (which may include a whole department).

To join an online meeting

1. Click the **calendar icon**  in the menu
2. Click the meeting invite in your calendar in Teams and select **join**
 - Turn on or off your camera
 - Blur your background
 - Turn on or off your microphone
3. Click **join now**



Other options (click on the three dots ...)

- Share your screen*, click the share icon 
- Collaborate on meeting notes  Show meeting notes
- Record your meeting  Start recording

***Important – DO NOT share your screen during an online meeting with people who are not cleared to see the information, or this could lead to a **security breach**.**