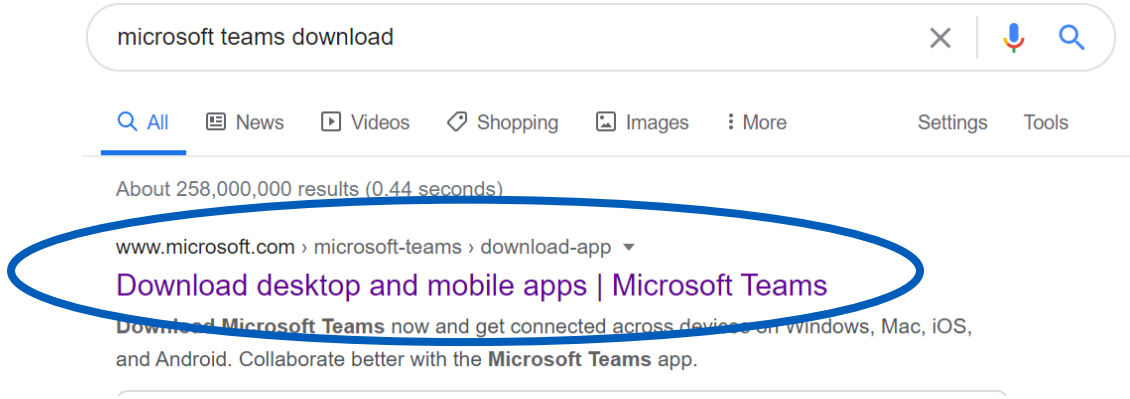
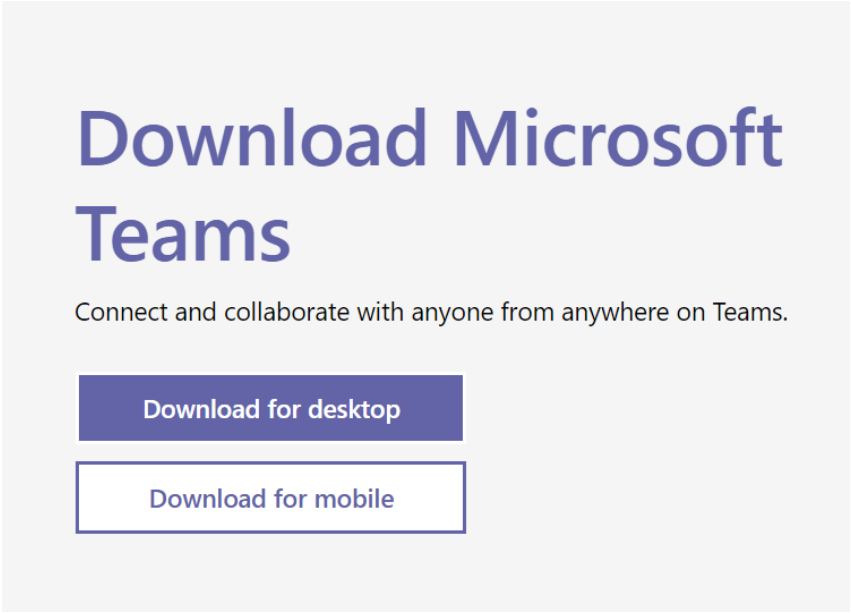
Getting Started With Microsoft **Teams**

Download the Microsoft Teams application on your desktop/laptop

1. For your computer (desktop or laptop) – search the internet for “Microsoft Teams Download” and click the first link, shown here.



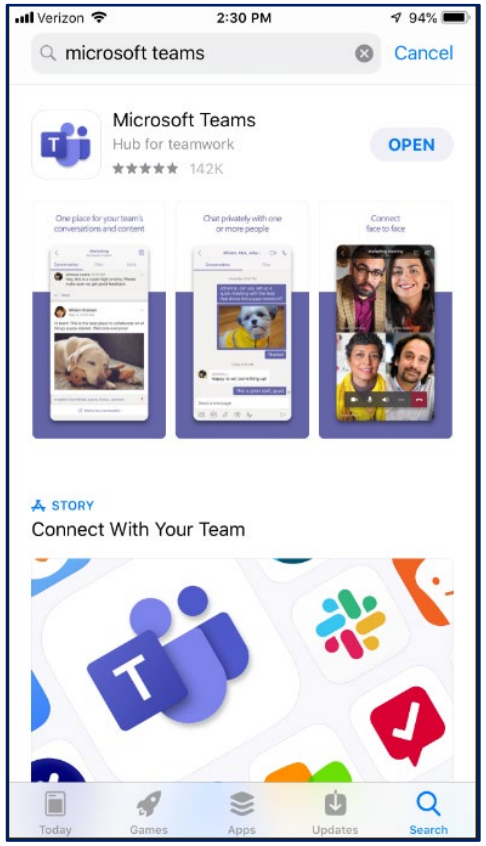
2. Then click the “Download for desktop” button. The application will install on your device.



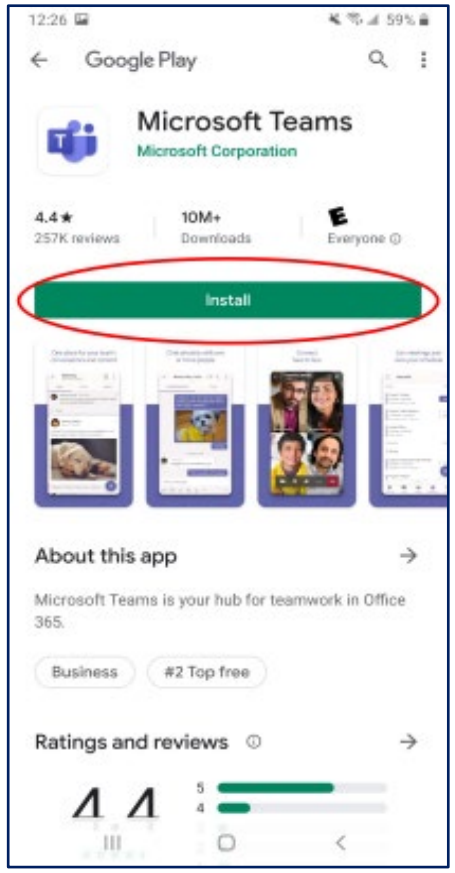
Download the Teams application on your mobile/tablet

For mobile phones/tablets - download the Microsoft Teams application for free from the Apple or Android app store. Simply search the app store for Microsoft Teams and select “Install”.

IOS



Android



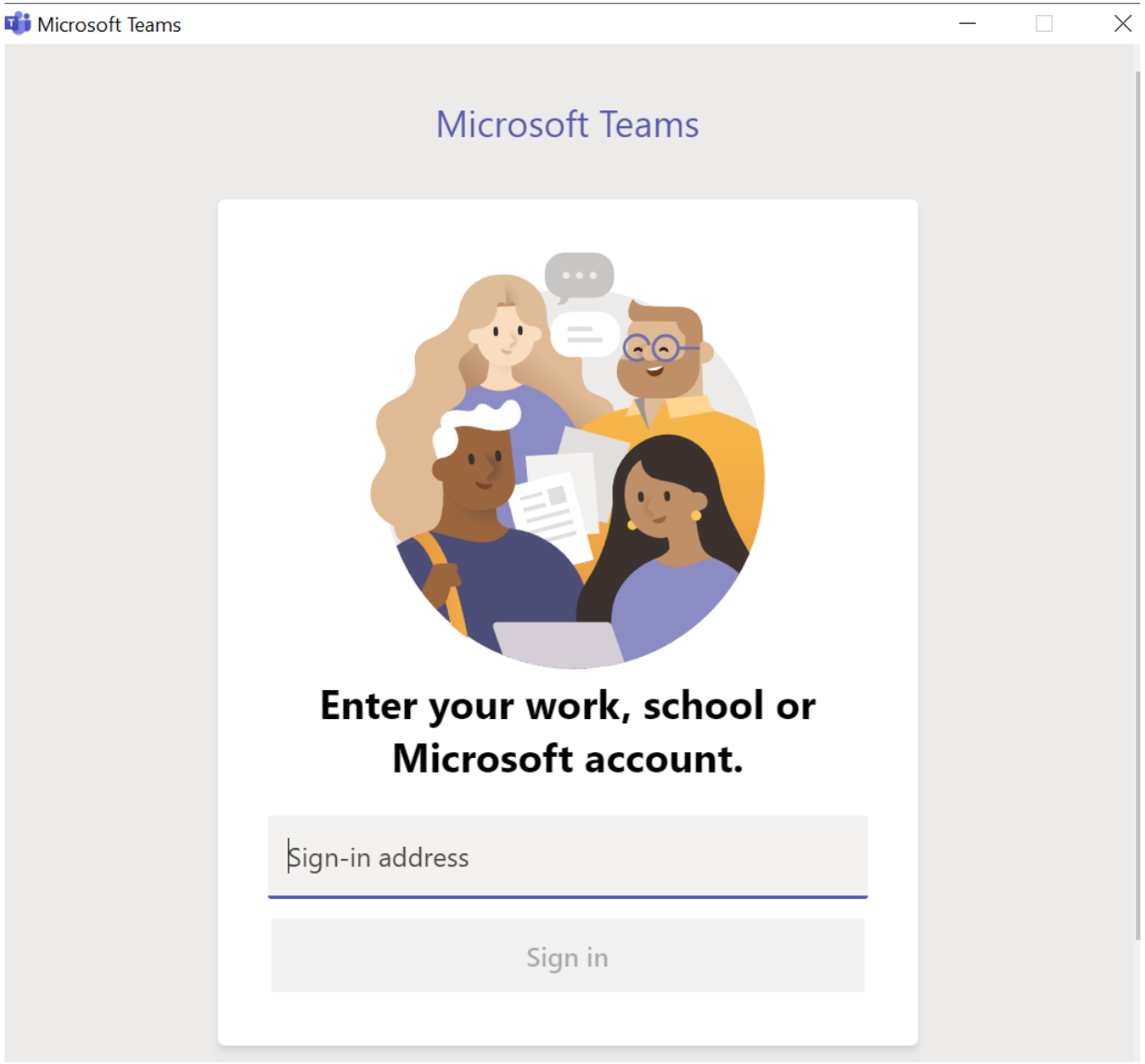
Signing into Teams

When you first open the Teams application you will be asked to sign in with your log in details, for example:

Sign-in address:
FirstName.LastName@myjohnmenzies.aero
Password: Menz!EmployeeNumber (e.g. Menz!123456)

The first time you log in you'll be asked to set a new password.

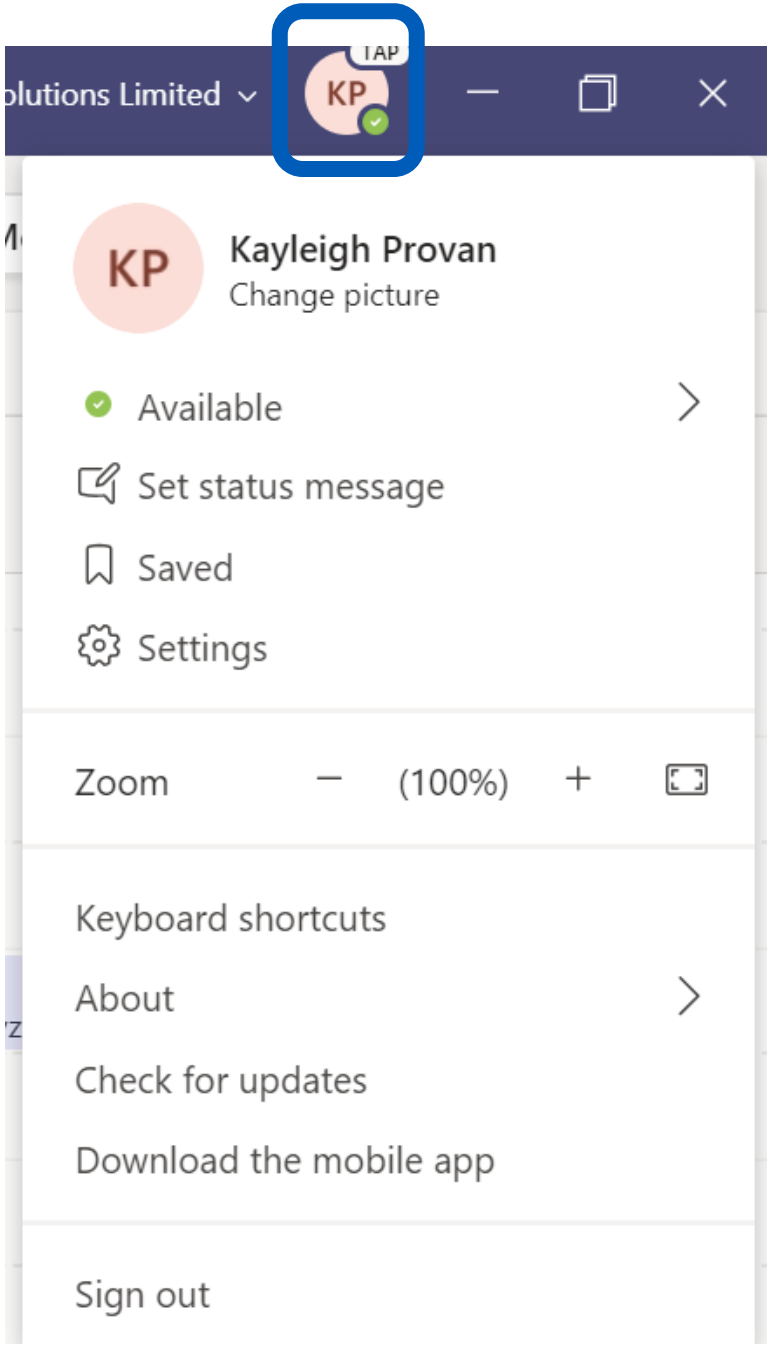
If you have a Menzies Aviation email account, use your email address to log in, this is usually in the format Firstname.Lastname@johnmenzies.aero.



Setting up

Once you have successfully logged in, you can access your different settings from your profile picture/icon at the top of your screen.

In here you can set a status message, just like in WhatsApp - for example let people know you are on holiday or that you are based in Terminal 2 today.

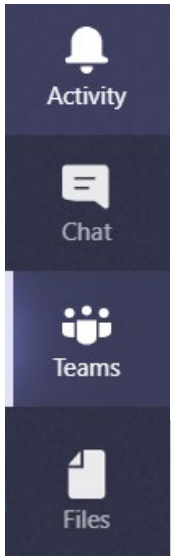


Navigating the Teams menu

You can find the menu on the bottom of your mobile screen or on the left-hand side of your device.

Find all of your chats and messages with team members here

Quickly find files that have been shared with you



View updates such as notifications of being added to a Team or mentioned in a conversation

View all Teams you are a member of