Installation:

You can perform a self-service installation of the Teams client on most Valley Water PCs through the SCCM Software Center:

Open the Windows / Start menu

Open ‘All Programs’ / ‘Microsoft System Center’ / ‘Configuration Manager’ / ‘Software Center’

On the ‘Available Software’ tab, check the box next to ‘Teams Machine-Wide Installer’

Click ‘Install Selected’

When the ‘Installation Status’ reports ‘Installed’, restart your PC or log off and log back in.

If the SCCM Software Center application is not available or if you do not see the ‘Teams Machine-Wide Installer’ in the Available or Installed Software lists within Software Center, contact the IT Help Desk at ithelpdesk@valleywater.org or extension 4357 with the system ID (e.g. D1801123) of the PC involved.
When the Microsoft Teams application is installed on a PC it will prompt you to log in to Teams shortly after you log in to Windows.

The Teams login window currently looks like the image on the right.

Log in to Teams with your @valleywater.org email address and your usual Windows password.
Use:

Launching Teams And Outlook

Once installed, the Teams application will start automatically when you sign in to Windows.

Sign in to the Teams client with your Valley Water email address (e.g. kimai@valleywater.org) as your username and your regular Windows password as your password.

When the Teams client is running when Outlook starts, the calendar ribbon will have a ‘New Teams Meeting’ button on the ‘Home’ tab:

If the ‘New Teams Meeting’ button does not appear:

Close Outlook.

Right-click the purple ‘Microsoft Teams’ icon near the Windows clock, then left-click ‘Quit’.

Double-click the ‘Microsoft Teams’ icon on your desktop and log back into Teams.

Open Outlook and check for the ‘New Teams Meeting’ button in your Outlook calendar’s ‘Home’ tab.

That is: You must log in to Teams before opening Outlook for the ‘New Teams Meeting’ button to appear.
Scheduling and Joining Teams Meetings

When you schedule a meeting with the ‘New Teams Meeting’ button in Outlook, the meeting invitation will automatically contain a ‘Join Microsoft Teams Meeting’ link and teleconference dial-in information. Invited participants can click the ‘Join Microsoft Teams Meeting’ link to join the meeting.

Schedule the meeting and invite participants as usual, do not edit the ‘Join Microsoft Teams Meeting’ section.

When you are the organizer of a meeting Outlook will display the calendar entry in edit/update mode. Hold down the ‘Ctrl’ key and click the link to open it:

Alternatively, you can single-click a Teams meeting entry in your Outlook calendar, then click the ‘Join Teams Meeting’ icon in the ‘Meeting’ ribbon:
Internet Explorer:

Participants visiting the ‘Join Meeting’ link in Internet Explorer must use the Teams Windows app to join the meeting. If the PC that they are joining from does not have the Teams Windows app, it can be downloaded and installed from the Join Meeting page.

Google Chrome:

Participants visiting the ‘Join Meeting’ link in Google Chrome (or other HTML5-compliant browsers) can use the Windows app or the web client version of Teams. Both support audio and video conferencing. Only the full Teams client supports screen-sharing. Web client participants can view other people’s shared screens, but can not share their own.
When you join a Teams meeting in the Teams Windows application, you will be prompted to choose your audio and video settings. Set the video and audio options to your preference, then click ‘Join Now’ to join the meeting:

During a Teams meeting, you can use the circular buttons overlaid on the center panel to enable or disable your camera’s video feed and mute or unmute your microphone.

You can use the center, “Share Desktop,” button to start and stop sharing a full screen or an individual application window with the meeting.

When you are finished, click the red, “Hang Up,” icon to disconnect from the meeting.
External Participants

When you invite an external participant (someone who does not have an @valleywater.org email address) to a Teams meeting, they will join using the same steps as an internal participant.

By default, external participants must be allowed to enter the meeting from the meeting lobby by an internal participant.

While in the lobby, external participants will see a message, “Hey [name], someone in the meeting should let you in soon.”

When there are people waiting in the lobby, internal participants will see a pop-up notification that, “[name] is waiting in the lobby,” with options to view the list of people in the lobby or admit the individual referenced in the notification.

When viewing the list of people in the lobby, the X and Check buttons may be used to admit participants into the meeting or deny their request to join.

You can configure whether or not external participants may bypass the lobby in the ‘Meeting Options’ link in your Outlook calendar entry for the meeting.