

How to use Microsoft Teams to work remotely?

Microsoft Team is an online communication tool with high security and is trusted by users. Along with today's article, TipsMake.com will guide you how to use Microsoft Team to be able to work in remote groups.

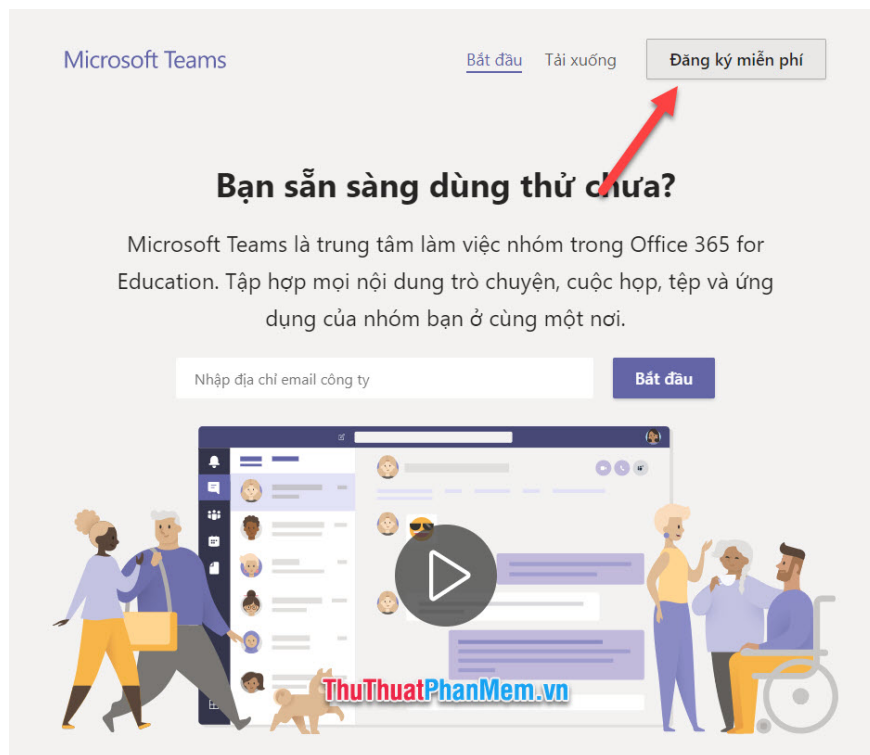
Microsoft Team is an online communication tool with high security and is trusted by users. Along with today's article, TipsMake.com will guide you how to use Microsoft Team to be able to work in remote groups.



1. How to create groups and invite members in Microsoft

To create a working group in Microsoft Team, you can access the link to create Microsoft Team workgroup.

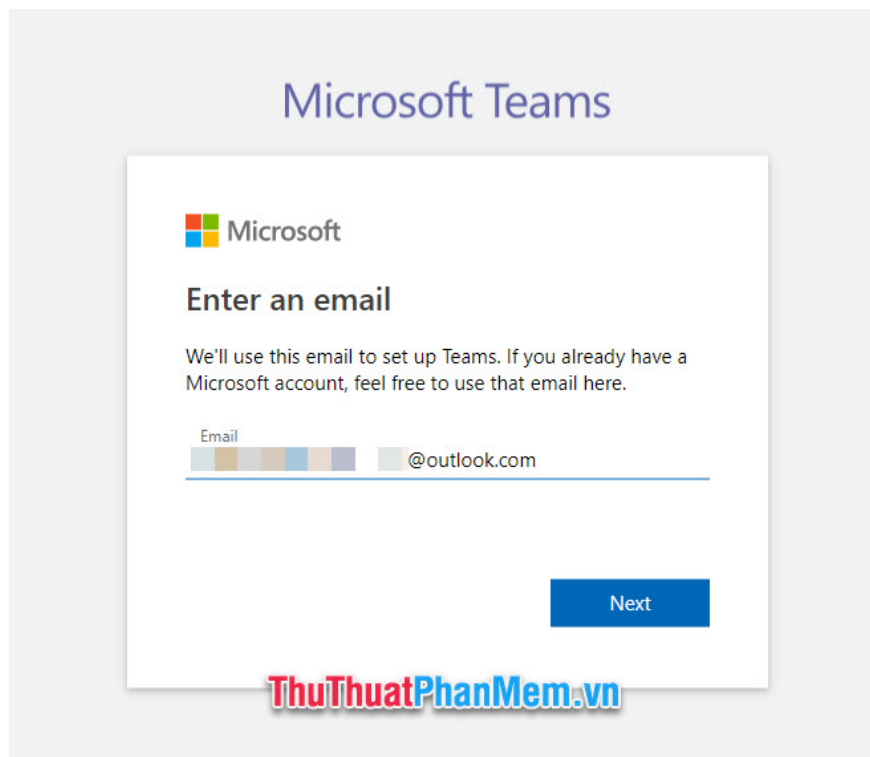
After logging in to the link above, click on **Register for free** to start creating a new workgroup on Microsoft Team.



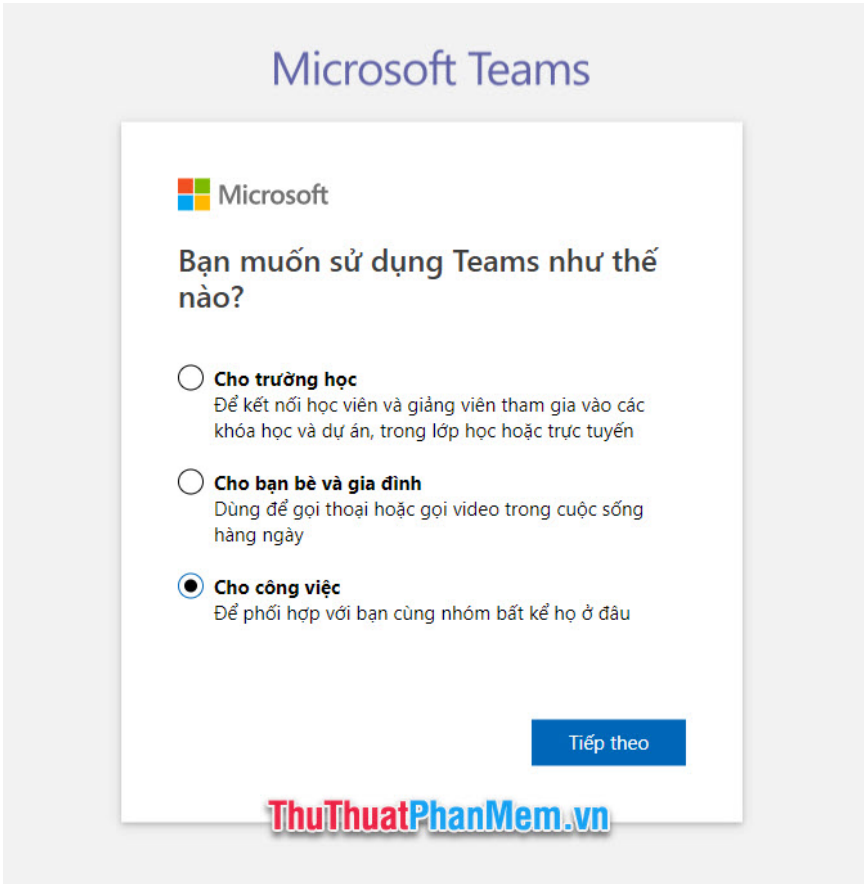
You log into your Microsoft account.

If you do not yet have a Microsoft account, you can follow the instructions in [How to create a Microsoft account](#) to get a new account.


Click **Next** to continue.



You choose the type of Team that you want to create on Microsoft Teams: For school / For friends and family / For work.



Microsoft Teams

 Microsoft

Bạn muốn sử dụng Teams như thế nào?

Cho trường học
Để kết nối học viên và giảng viên tham gia vào các khóa học và dự án, trong lớp học hoặc trực tuyến

Cho bạn bè và gia đình
Dùng để gọi thoại hoặc gọi video trong cuộc sống hàng ngày

Cho công việc
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[Tiếp theo](#)

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Enter the correct password to log into your Microsoft Teams account.

Microsoft Teams



@outlook.com

Nhập mật khẩu

Do bạn đang truy cập thông tin nhạy cảm, bạn cần xác nhận mật khẩu của bạn.

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[Quên mật khẩu?](#)

[Đăng nhập bằng tài khoản Microsoft khác](#)

Đăng nhập

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You choose the name and surname displayed for you when using Microsoft Team to contact. Choose your company name if you have just chosen to use the **For Business** purpose .

Finally, click on **Teams Settings** to create the group.

Microsoft Teams



Một số thông tin chi tiết cuối cùng

Tên
John

Họ
Cena

Tên công ty
ThuThuatPhanMem

Quốc gia hoặc khu vực
Việt Nam

Lưu ý quan trọng: Là quản trị viên, bạn sẽ chịu trách nhiệm đối với dữ liệu cá nhân của mọi người trong tổ chức Teams của mình cũng như đối với yêu cầu quản lý dữ liệu mà họ gửi cho bạn. [Learn more.](#)

Bằng cách bấm vào **Set up Teams**, bạn đồng ý với [điều khoản và điều kiện](#) của chúng tôi.

Cài đặt Teams

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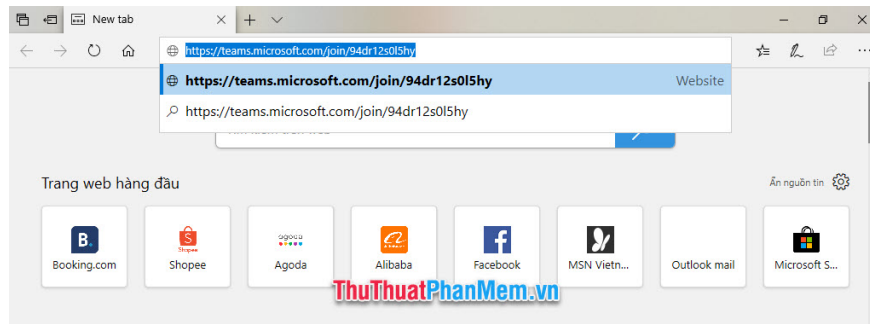
The team installation process will probably take a bit of your time, wait for the team installation to be complete, do not turn off the browser tab.



After creating the team, Microsoft Team will give you a link to invite other members to your contact group.

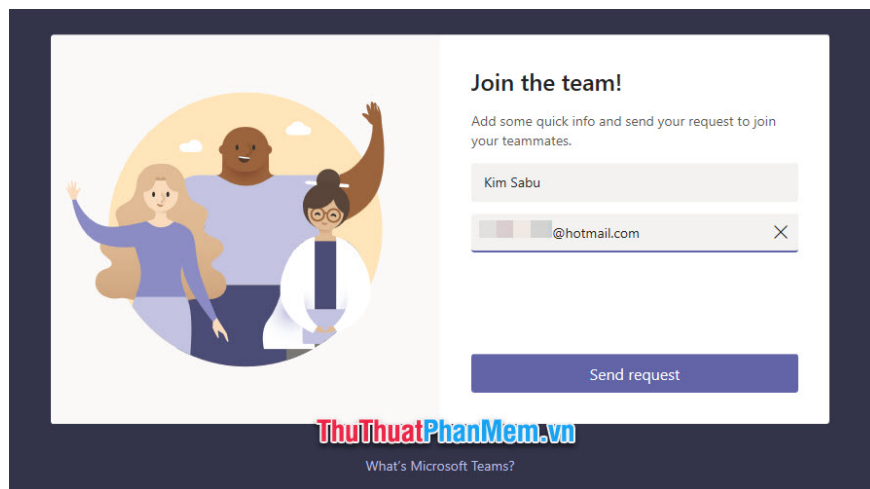


When you send this link to other members, they only need to access it to send a request to join the group to your account.

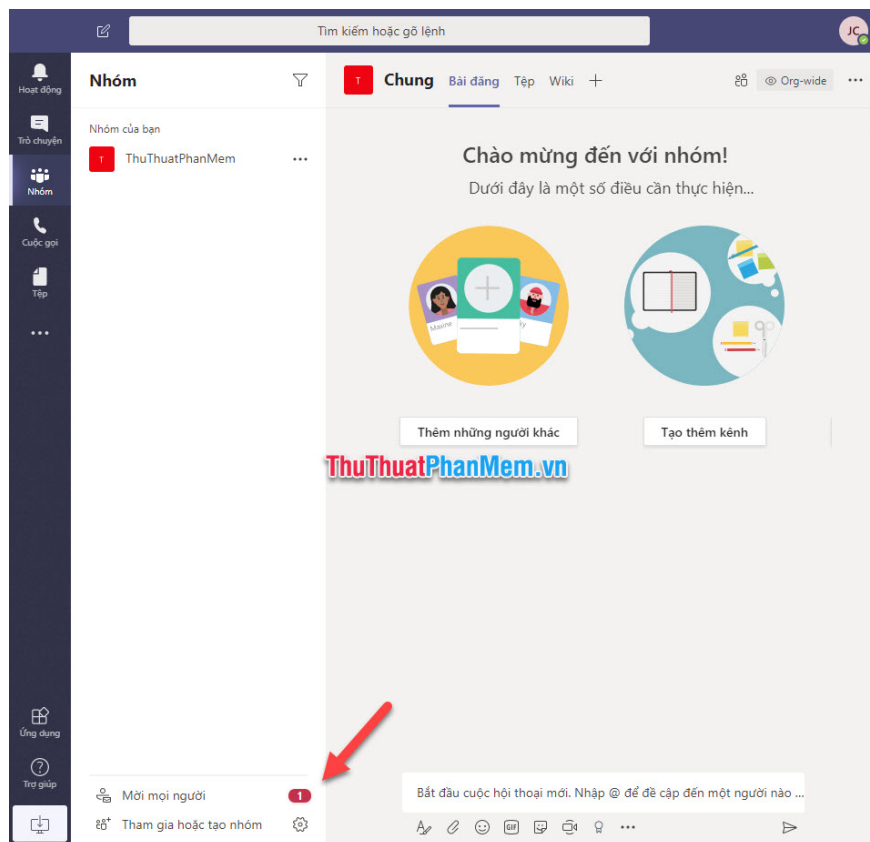


Participants enter their names and mail accounts so the group can know who you are.

Then click on **Send request** to be able to send a request to join the group.



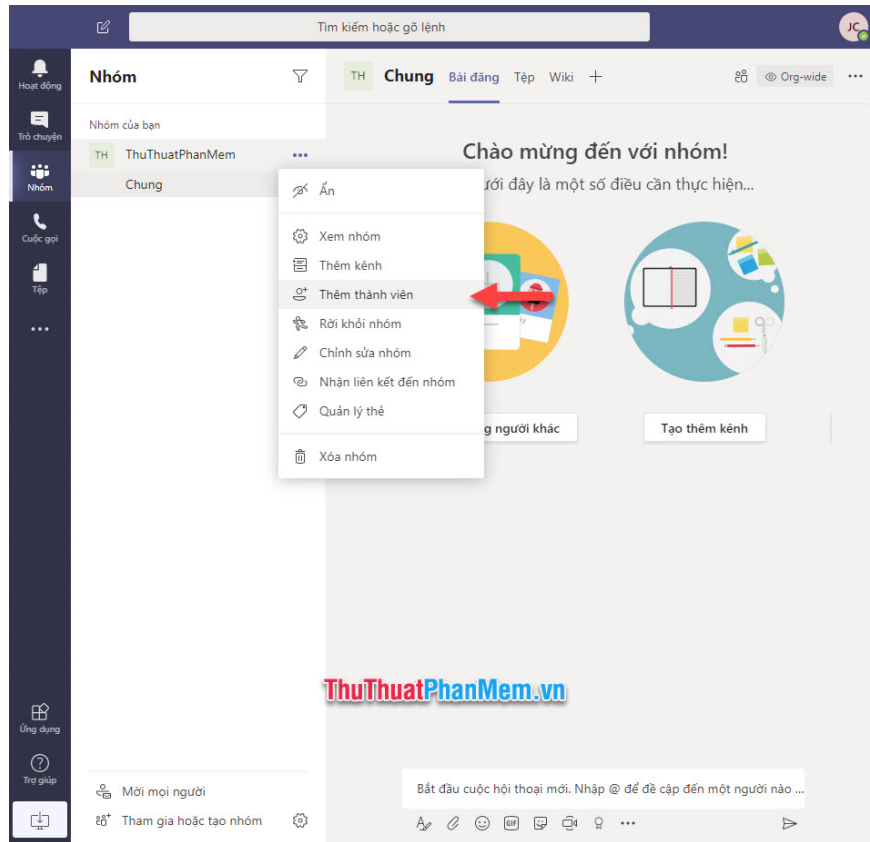
Once you join, the group creator will have a notification in the **Invite people section**.



Click on you will see a list of people applying to join the group. Then you just need to click **Approve** or **Accept all** to allow them to join the group you have created.



Or if you do not invite to join by the link then you can click on the settings dots next to the group name and select **Add members** .

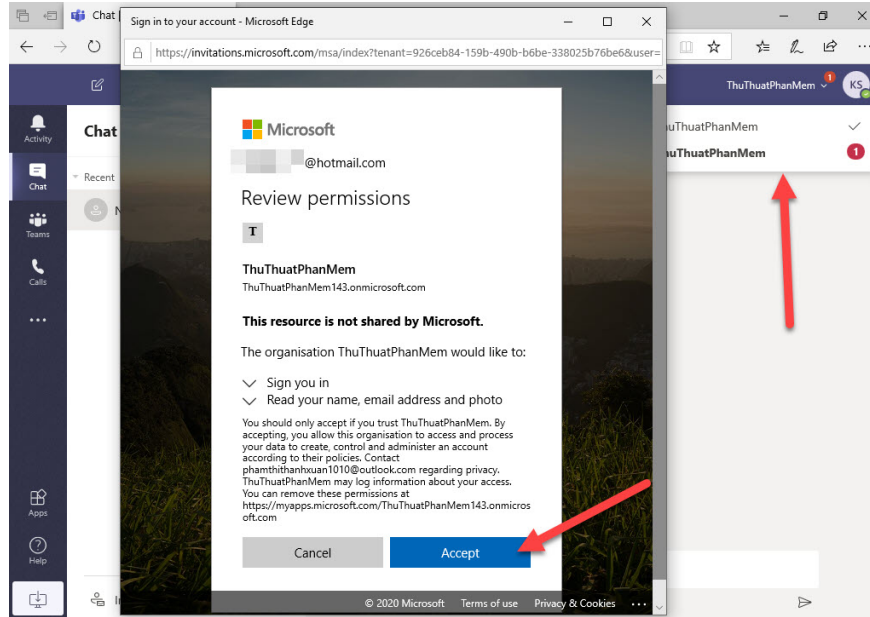


Send them an invitation by filling in the email address (note that Microsoft mail only means the hotmail.com or outlook.com extension) of the person to invite. Finally click **Add** to invite.



The invitee's account side will then receive a notification in the right corner of the Microsoft Team interface. Click on the name of the invited group, another window will be opened.

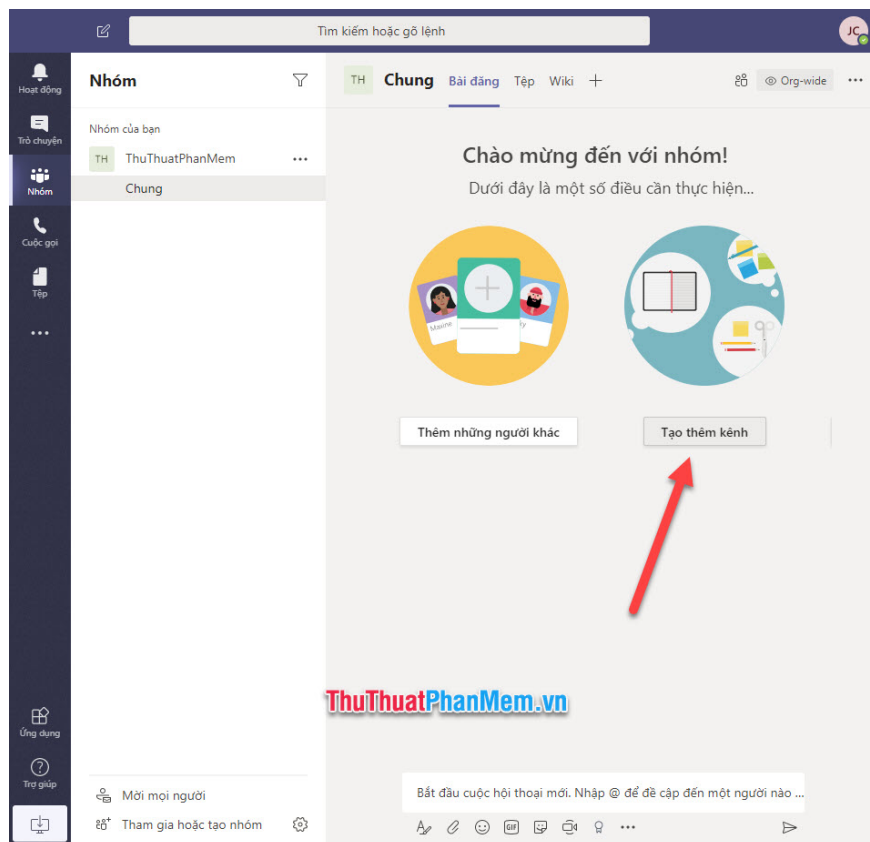
You click on **Accept** to agree to join the group.



2. How to create channels in groups and basic communication

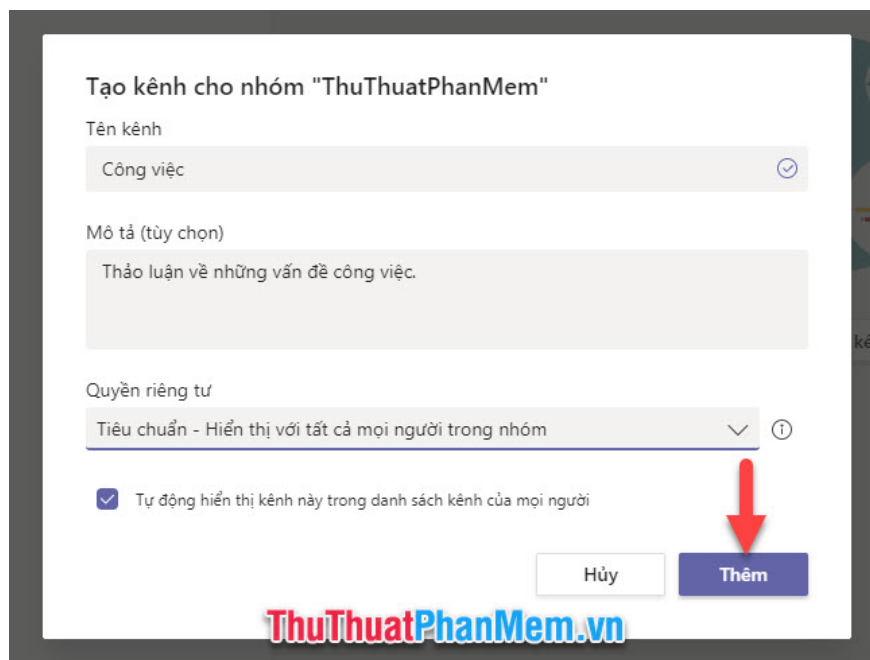
In a Microsoft workgroup, you can create multiple channels to discuss different topics.

You can click on **Create more channels** or click on the settings dots next to the group name and select **Add channels** in the list of display options.

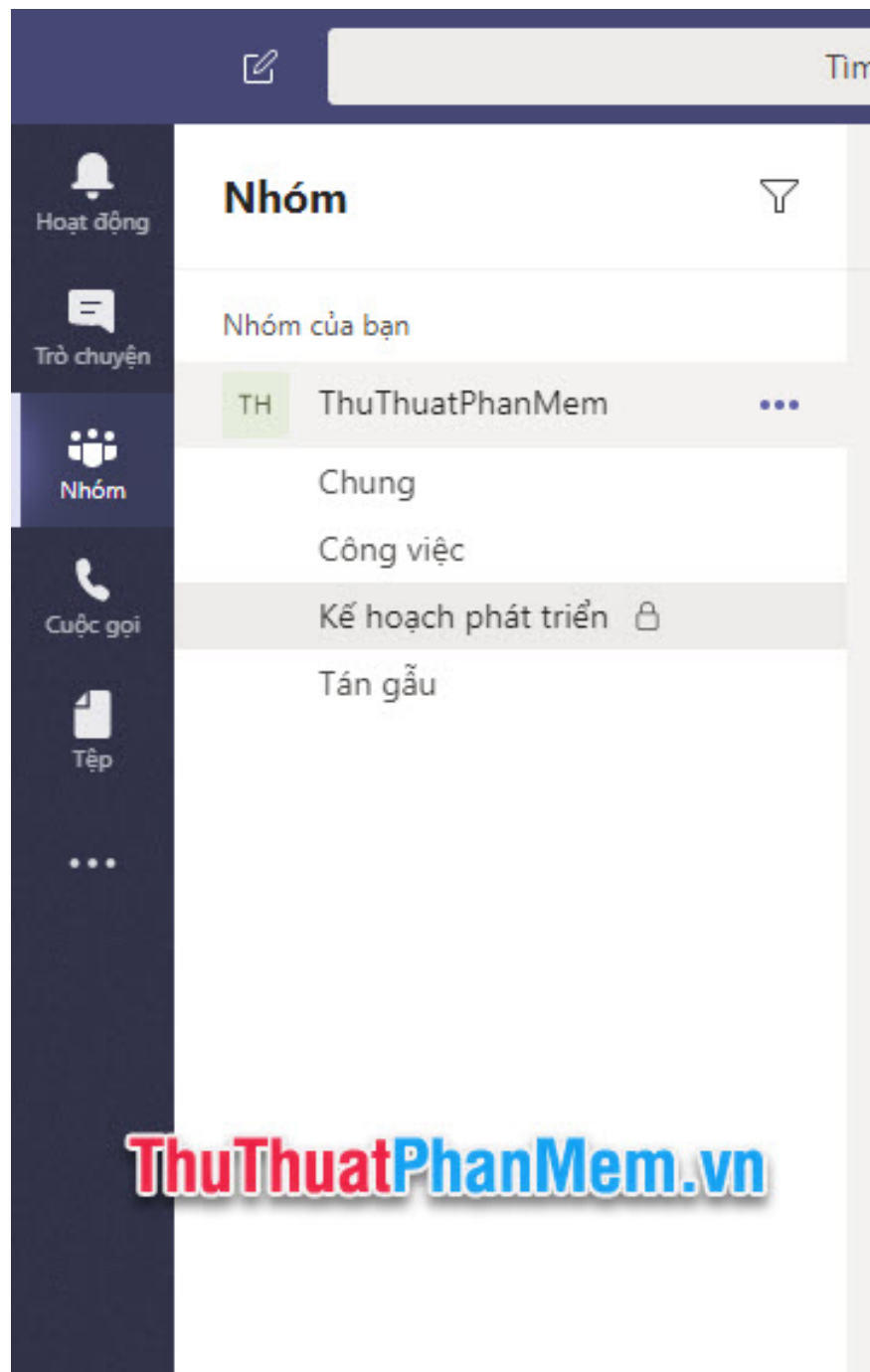


You enter the channel name and brief description for that channel. The Channel Privacy option is **Standard** (visible to everyone in the group) or **Secret** (visible only to certain people invited in the group).

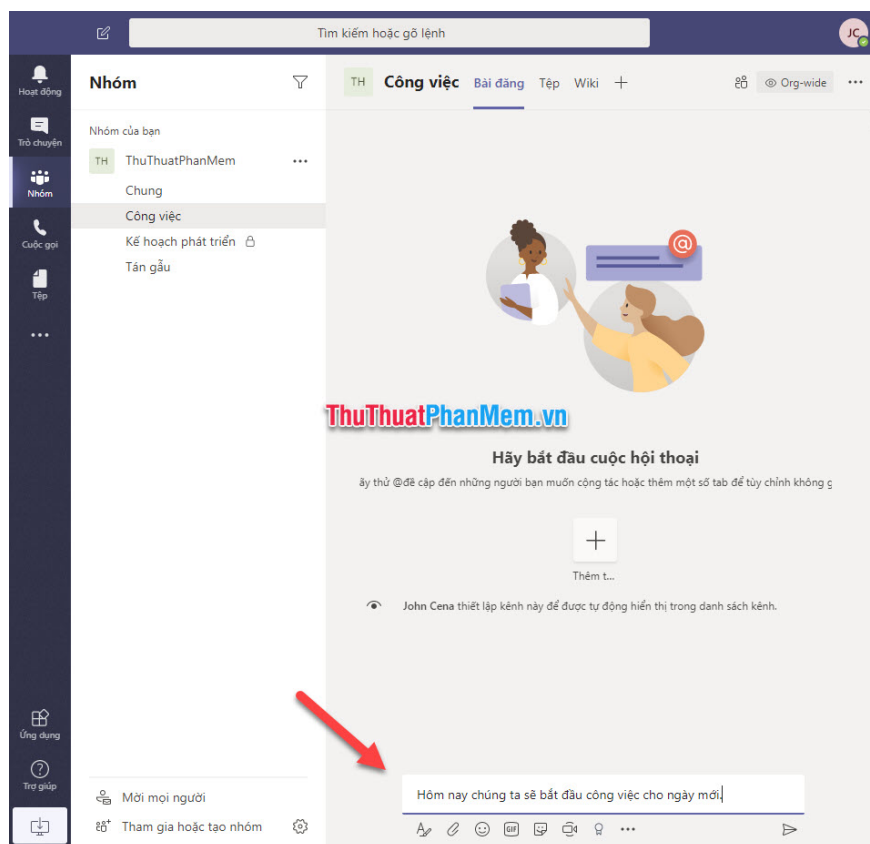
Finally click **Add** to create the group.



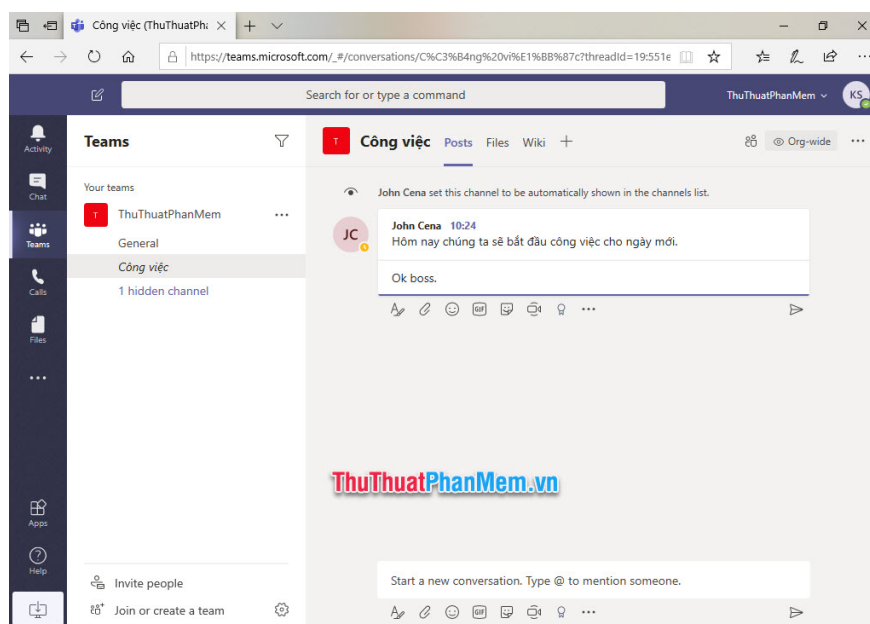
The channel list in the group will display as shown below, with the group in Secret mode, there will be a lock icon next to it.



To start a conversation in the channel, you just need to enter the words to say in the chat box and then press **Enter** will send the dialogue.



Microsoft Team also has a mode of separating the conversation by adding a reply for each sentence. You can click on the **Reply** button to reply to each sentence in the channel.



Thank you for reading and following the article How to use Microsoft Team to work remotely from TipsMake.com. Wish you can successfully implement this trick easily.

You finished reading the article "**How to use Microsoft Teams to work remotely?**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

