HANDS in Autism® Interdisciplinary Training & Resource Center
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HANDS in Autism® uses the MS Teams Business Communication Platform as a part of their services. In order to join, you will need to accept an email invitation and sign in as a guest if you do not already have an IU account. This document will guide you through the steps.

Key Terms:
"*Team*" refers to the collective group of people you will be collaborating with
"*Channel*" refers to the subfolders, or focused conversations, within your team
"*Files*" refers to documents/items shared back & forth between team members
"*Chat*" refers to your own private conversations with specific contacts

Joining a Meeting or Team as a Guest

1. When invited to a *team*, you can open Microsoft Teams through the email invite. Follow the guide to create a Microsoft account, if you don't already have one.

2. When invited to *meeting*, it may instead prompt you to accept an invite (adding it to your calendar) or join a live meeting.
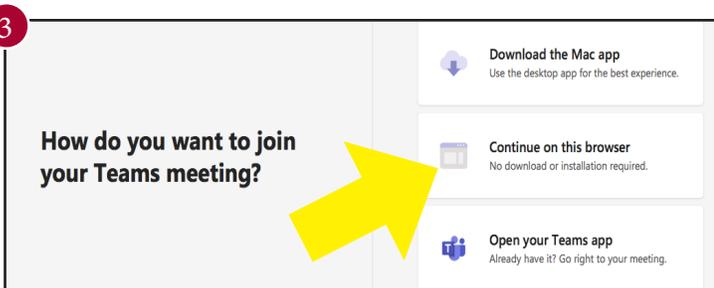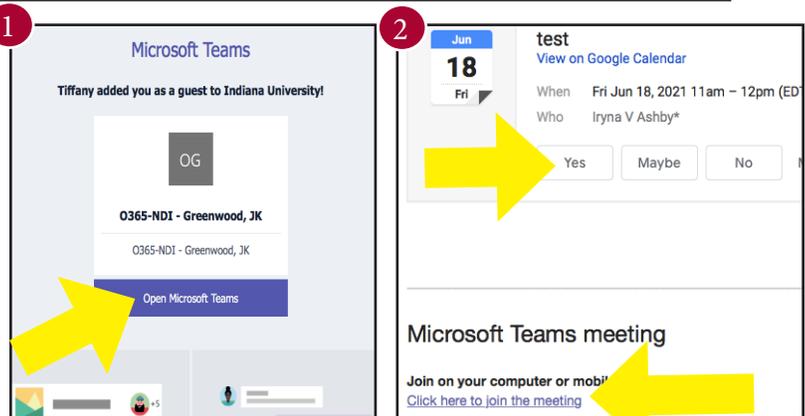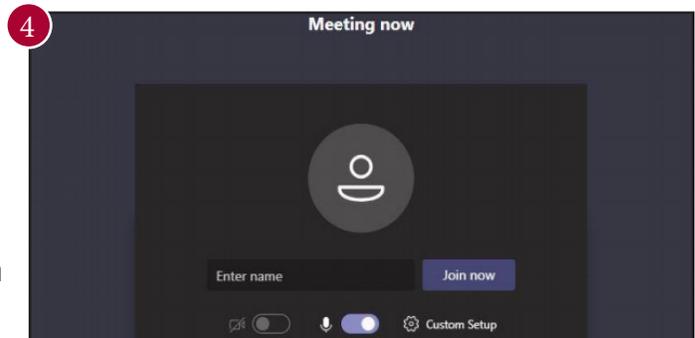

3. If you don't have the Teams app downloaded, click "Continue on this browser".

For best results, download the Teams app.

4. Enter your name and click "Join Now"

From here, you can join meetings, receive and respond to messages in the chat feature, participate in channels and teams, access files in channels, collaborate on documents, and more.

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Sharing and Accessing Files

1. Once in a channel or meeting, go to the 'Files' tab at the top of the screen to view shared files.

2. To share your own files, either (1) attach it through the 'Posts' tab, (2) select "**Upload**" or "**Share**" in the 'Files' tab, or (3) copy and paste a URL link in the chat.
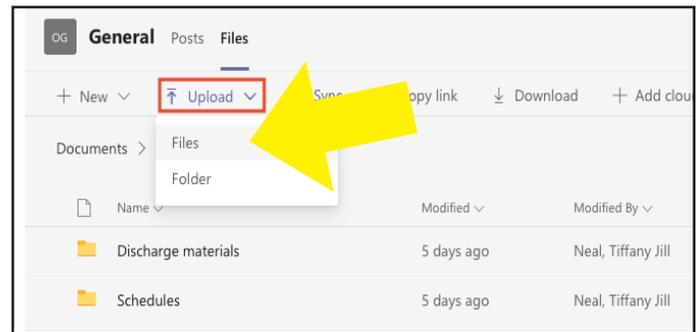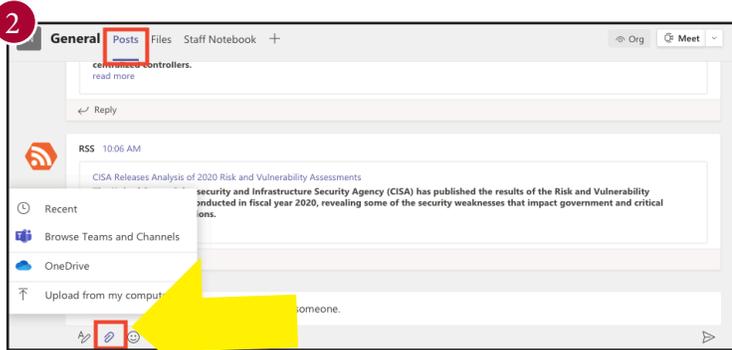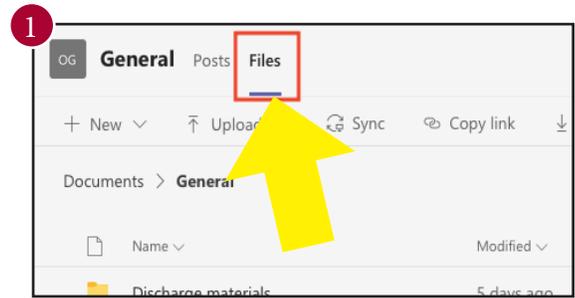
Posts vs Chat

1. Use the 'Posts' tab to send a group message to your whole team. Type "@" and a person's name to **tag** specific people in your message. **Reply** to specific messages to keep the thread of messages attached to the original in order to organize topics covered.

2. Use the 'Chat' window if you want to send a direct message to one or more people. Type their names in the "To:" field or click the dropdown arrow to name a group and add contacts to a group chat.
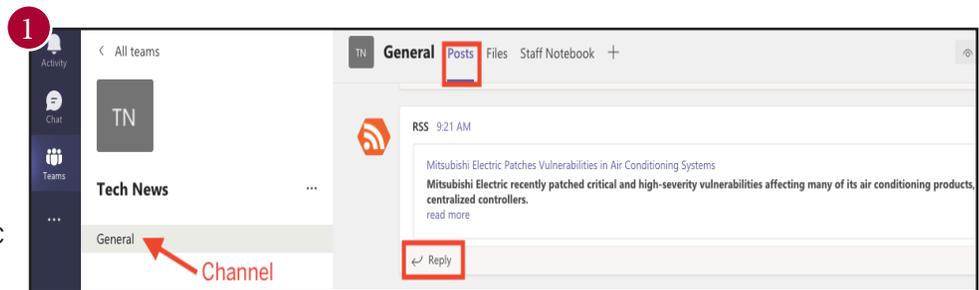
Important Tip: When typing your message, make sure to press Shift & Enter at the same time to move to the next line. Pressing just Enter will send your message before you may be ready. If you happen to send a message by mistake, you can hover over your message and click the three dots to either edit or delete the message.

Questions? Visit HANDSinAutism.iupui.edu/help for additional troubleshooting or visit the Help section in your Microsoft Teams app (lower left-hand corner) for more tips.

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