

# JOINING A PROJECT TEAM

## Using Microsoft Teams

**Introduction**  
**Responsible Hospitality Institute**  
**Sociable City Plan**

# PROJECT PORTAL

The RHI's Sociable City Plan Assessment Process provides comprehensive background and access to tools for team development.

Using Microsoft Teams provides important centralized file and task sharing for project coordination.

This presentation outlines the steps to use the Team Site developed for your use.

## BENEFITS

- **Secure Login** for Coordinator and key leadership
- **Task Management** organized by project phases
- **Central File Storage** for documents, images, links
- **Link to External** site with access to additional tools and resources

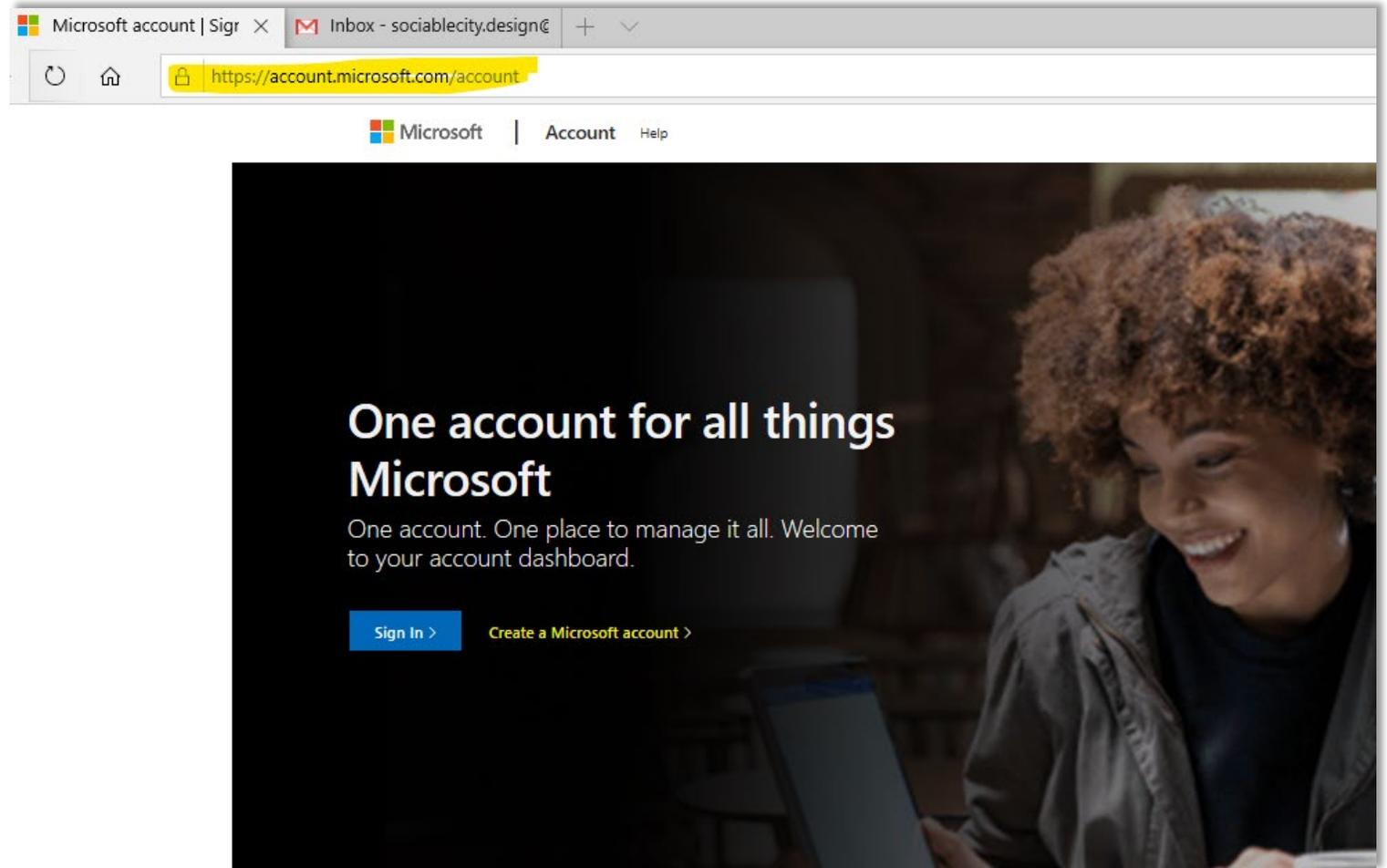
# YOU NEED A MICROSOFT ACCOUNT

You need a Microsoft account to login to a Team site.

Once you send your email associated with the account, you will be invited to the Team Site.

Don't have an account. It is simple to create one.

Paste the **web address** highlighted in yellow on the right page into your browser.



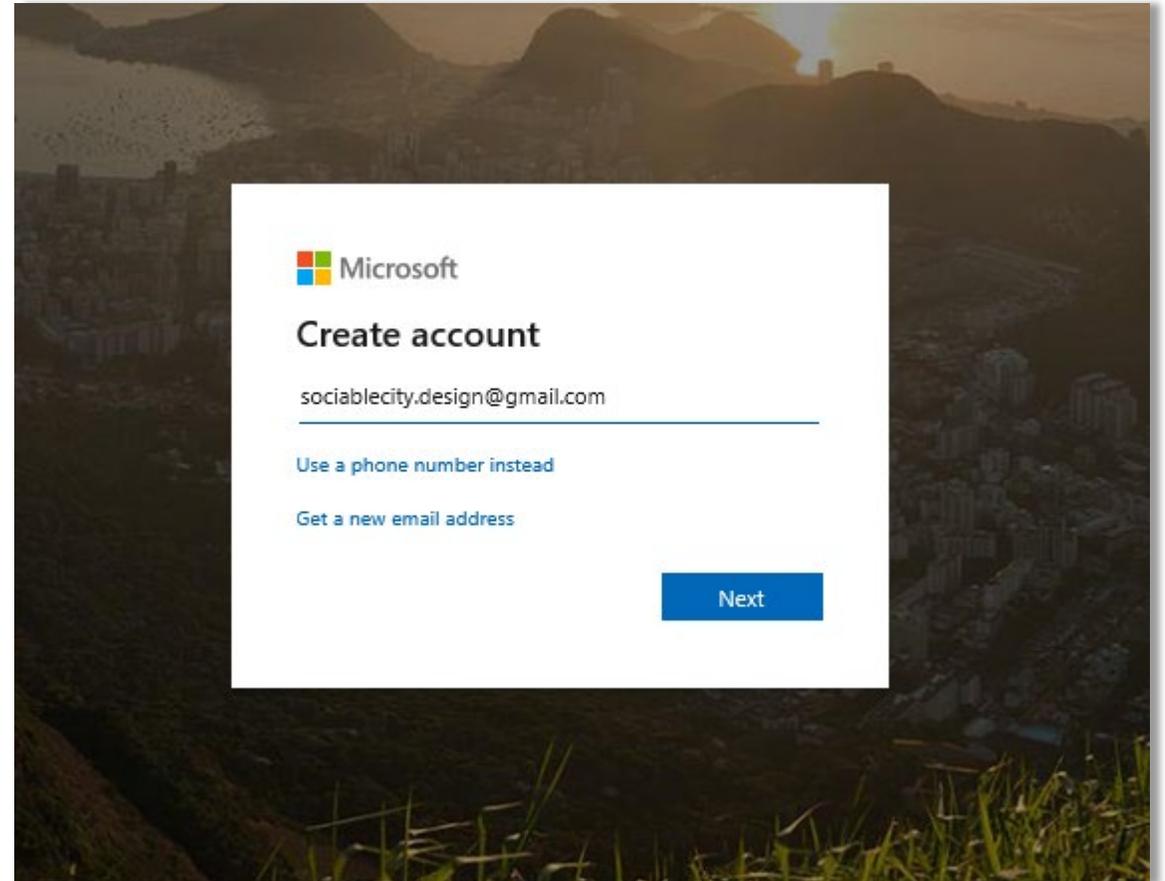
# YOU NEED A MICROSOFT ACCOUNT

You can use any email that is not already a Microsoft Account to create a new account.

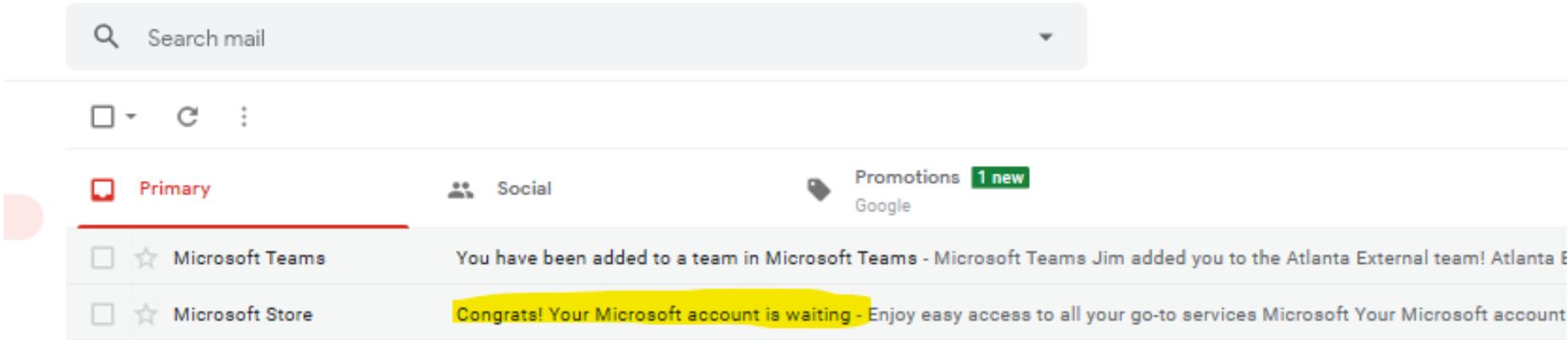
**If you want to add Team members, please share this presentation.**

Request they send their Account information to:

[Alicia@rhiweb.org](mailto:Alicia@rhiweb.org)

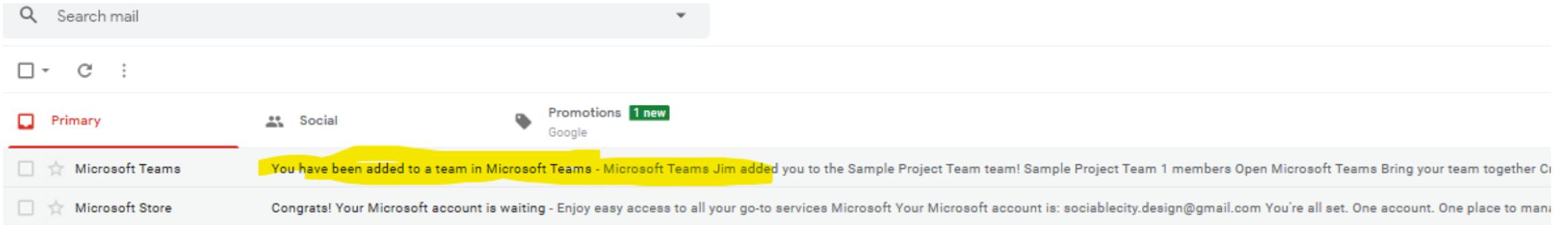


# ACCOUNT CONFIRMATION



You will receive a confirmation. Remember to note your password since you will need it to login to the Team site.

# ACCOUNT CONFIRMATION



After you provide your Account information to RHI you will receive an email. Open the email.

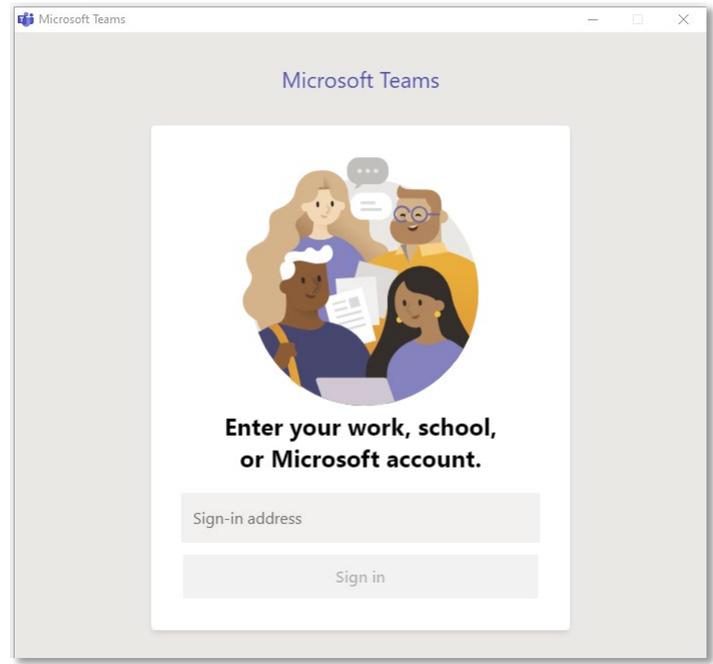
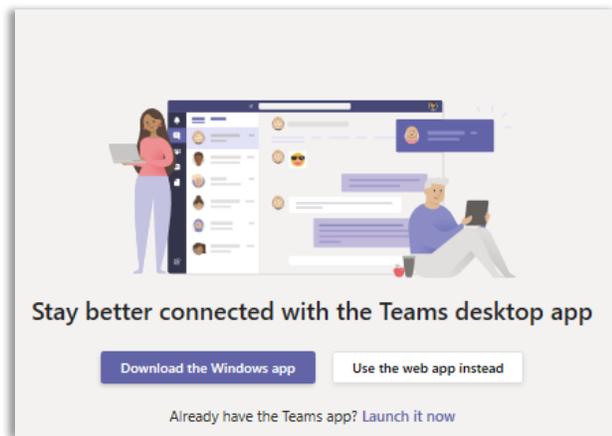
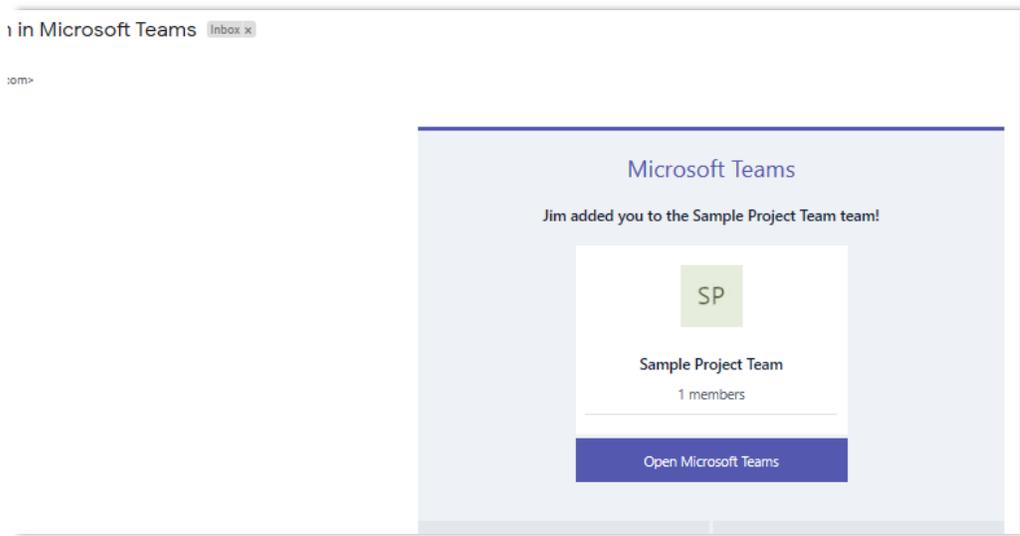
# LOGIN TO TEAM

You will see OPEN MICROSOFT TEAM link.  
Click to open.

If you do not have the desktop Team app,  
you will be invited to add to your computer.  
This provides more direct access to  
features.

Use your Account and Password to open.

You can then launch the app and enter your  
account information.



# USING THE TEAM SITE

This is what you will see. On the left is a Chat option for people part of the team. Above is a menu with links to Files, Tasks and an External Site with more resources

The External Site appears in the team window. Use the icon in the upper right to open in a Browser for more resources

The Files link shows folders where you can upload or review documents

The Tasks link shows tasks organized by phases

The menu on the left has links to more resources

VIEW THE NEXT PRESENTATION ON USING THE EXCEL WORKBOOK

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# BUILDING TEAMS

## Using the Recruitment Workbook

### Introduction

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# RHI Contacts



**THE RESPONSIBLE HOSPITALITY INSTITUTE (RHI)** is a private, non-profit organization founded in 1983 and is the leading source for events, resources and consultation services on nightlife and the social economy.



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