

My Teamwork 5.0 – My Teamwork Overview

This Help Guide will show you the basic features and tools of the My Teamwork Menu.

My Teamwork Menu

File – You can Sign Out, or start a New Conversation with other My Teamwork users or you can double-click any contact you have listed under **My Contacts**.

View – Hide or show your offline contacts, or block your contacts.

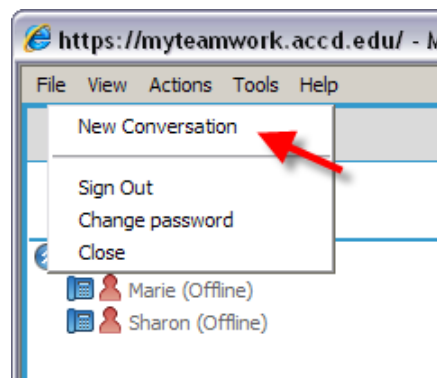
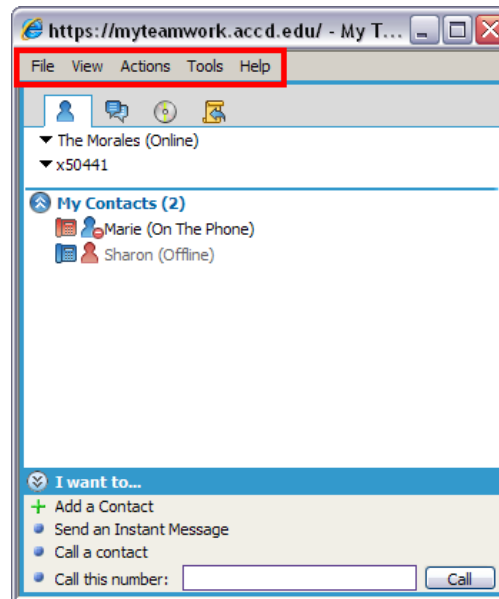
Actions – Send an Instant Message or Schedule a Conference Call

Tools – Add contacts and create groups, you can also choose your delegates.

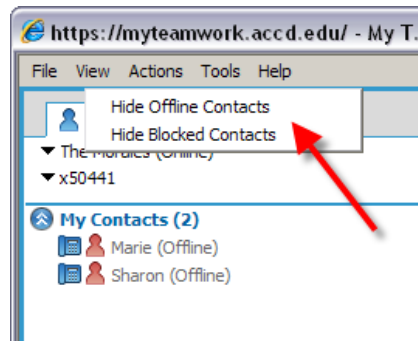
Help – Access more Help Topics for My Teamwork4

To start a New Conversation, click **File > New Conversation**.

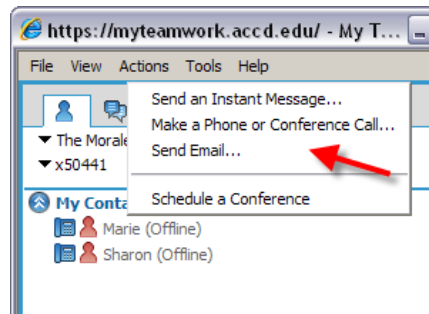
This will launch a new Conference Window; you can invite any My Teamwork user to the conversation.



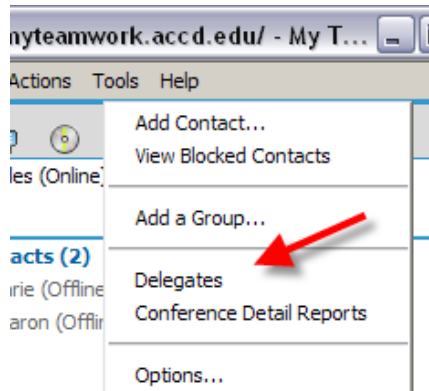
To Hide offline contacts or Block your contacts, Click **View** and make your selection



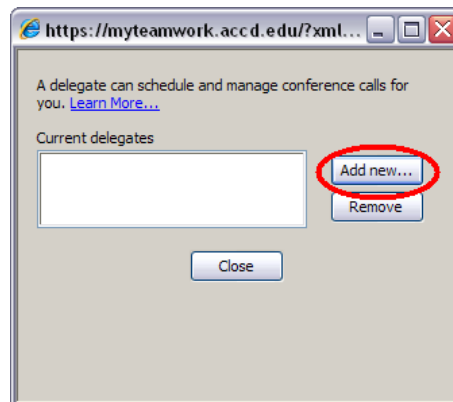
To send an instant message or schedule a conference call, click **Actions** and make your selection



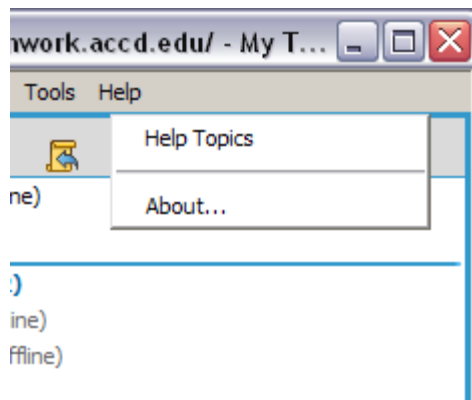
To add contacts or delegates, click **Tools** and make your selection



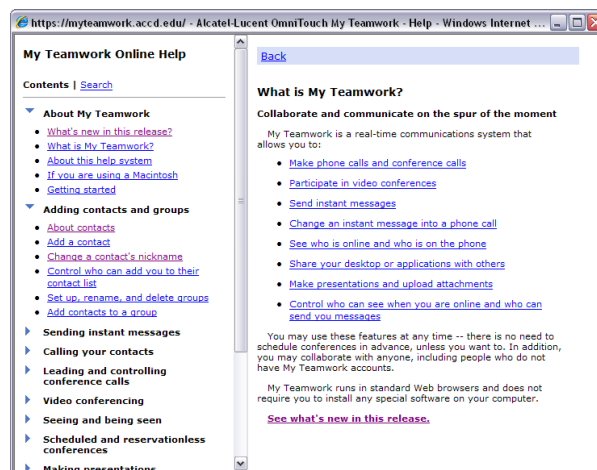
When you choose **Delegates**, you will see your current Delegates or you can click **Add new**



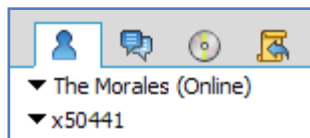
Click **Tools > Help Topics**, to launch more help topics



You can browse the **My Teamwork Online Help**, find out more about My Teamwork

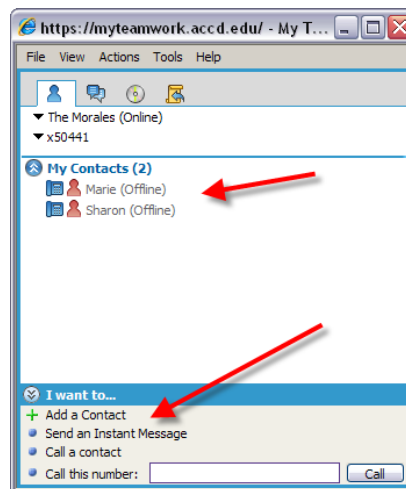


My Teamwork Quick Buttons



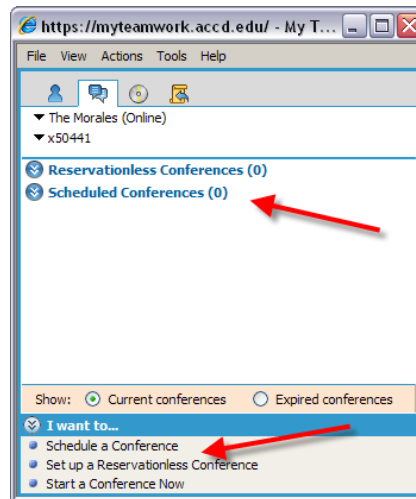
Contacts

You can see all you contacts and their status, you can also use **I want to...** features to interact with your contacts.



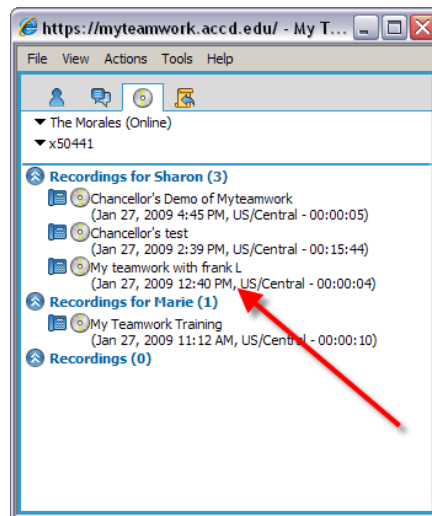
Scheduled Conferences

You can see all your Scheduled or Reservationless Conferences, or use **I want to..** features to **Schedule a Conference** or **Start a Conference Now**



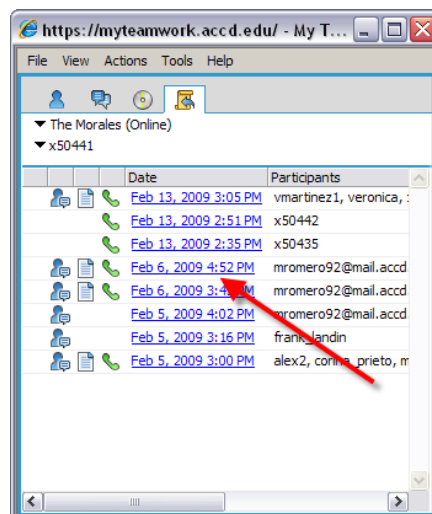
Recordings

You can see a list of all Recordings in My Teamwork, double-click the desired recording to start



Conversation History

You can track and click on conversations you have had in the past



If you need further assistance, please contact Support Central at 485-0555 or email helpdesk@mail.accd.edu.