

MICROSOFT TEAMS
Introducing



MICROSOFT TEAMS

One place for conversations, meetings, and calls

Chat privately one-on-one with your colleagues. Join meetings with HD audio and video, all in one place, instead of multiple apps.

Security and compliance

Teams is integrated into Office 365, which means it features the enterprise-grade security and compliance you need.

Collaborate with integrated Office 365 apps

Office apps and services that you use every day - Word, Excel, PowerPoint, OneNote, SharePoint - are built-in, giving you access to files and tools in one place, so you stay in your workflow.

Tailor your workspace

Get notifications and content from services you care about.

Your new hub for team files,
conversations, and meetings.
All in one place, wherever you go.

Start a new chat

Launch a one-on-one or small group conversation.

Add tabs

Highlight apps, services, and files at the top of a channel.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Every team has channels

Click one to see the files and conversations about that topic, department, or project.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Move around Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

Add files

Let people view a file or work on it together.

View and organize teams

Click to see your teams. In the teams list, drag a team.

Manage your team

Add or remove members, create a new channel, or get a link to the team.

Join or create a team

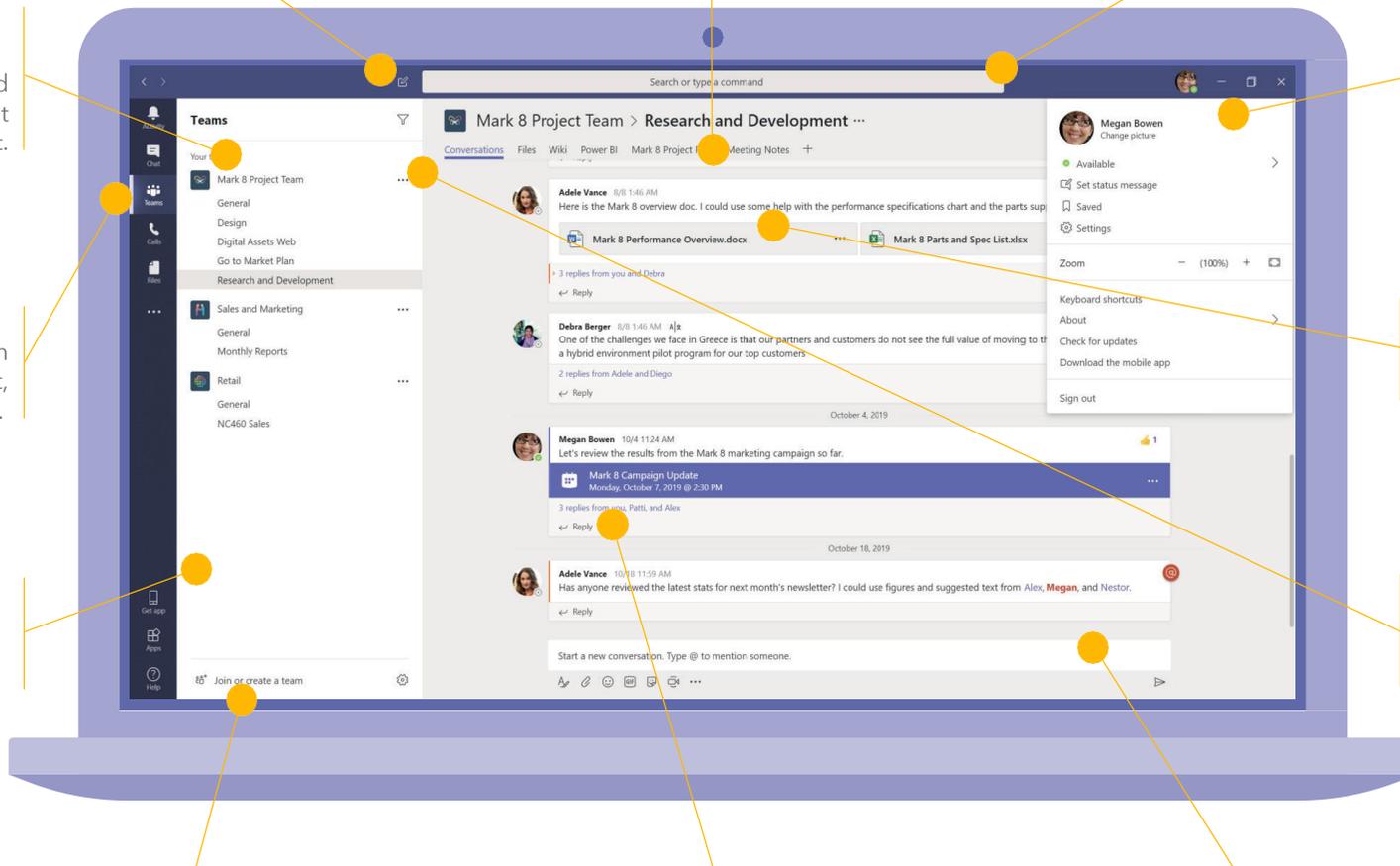
Find the team you're looking for, join with a code, or make one of your own.

Reply

Your message is attached to a specific conversation.

Compose a new message

Type here and click A to format it. Add a file, emoji, GIF, or sticker to liven it up!

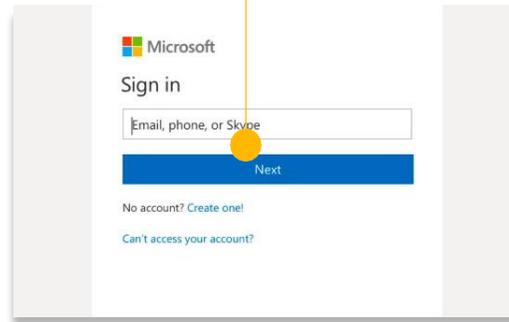


1 Sign in

In Windows, click **Start > Microsoft Teams**.
 If it is not installed on your computer yet, you can access the web version at:

<https://portal.office.com>

USERNAME: E-mail address
PASSWORD: Windows Password



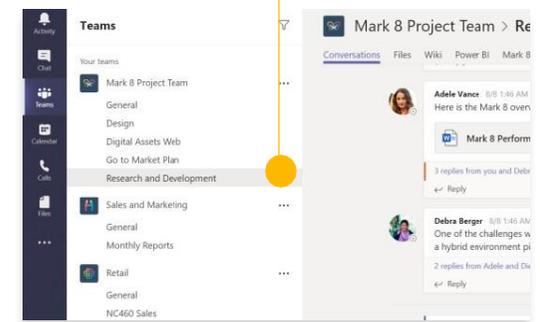
2 Pick a team and channel

A team is a collection of people, conversations, files, and tools – all in one place.

A channel is a discussion in a team, dedicated to a department, project, or topic.

Click **Teams** and select a team.

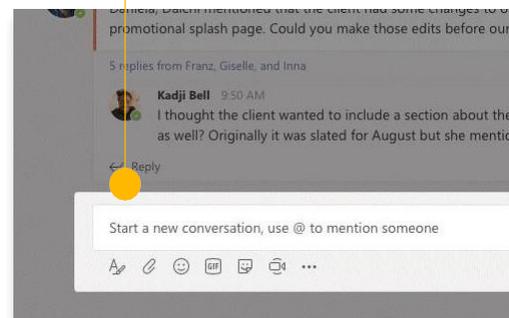
Pick a channel to explore the **Conversations**, **Files**, and other tabs.



3 Start a conversation

With the whole team... Pick a team and **channel**. Click on the Post Tab you see at the top, write your message in the message box and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message. Click **Send**.



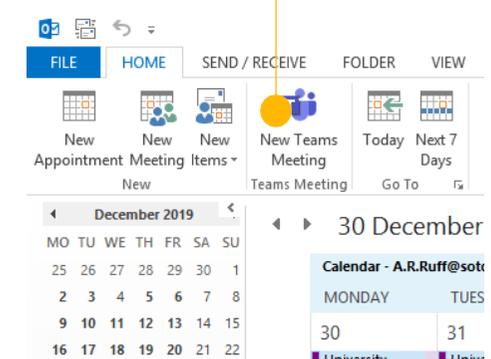
4 Create a meeting in Outlook

Open Outlook and create a new meeting from your calendar.

From the top menu, click **New Teams Meeting**.

Add your invitees and all the other details then click send.

The link to join your Teams meeting will be automatically added to the invite.

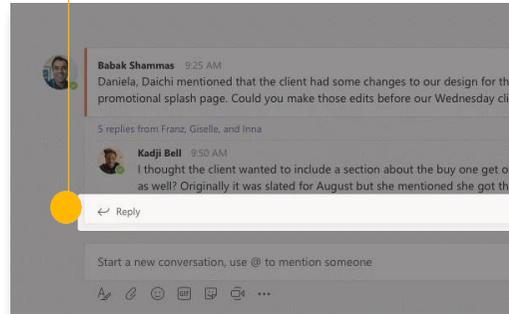


5 Reply to a conversation

Channel conversations are organized by date and then threaded.

Find the thread you want to reply to, then click **Reply**.

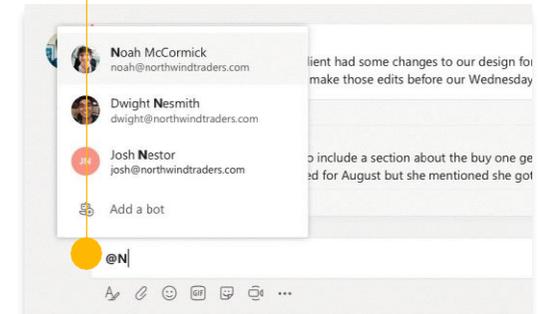
Add your thoughts and click **Send**.



6 @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears).

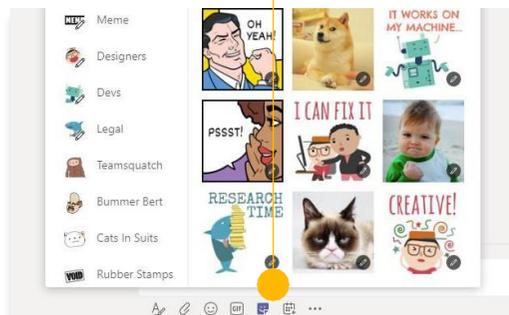
Type **@team** to message everyone in a team or **@channel** to notify every member of that channel.



7 Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories.

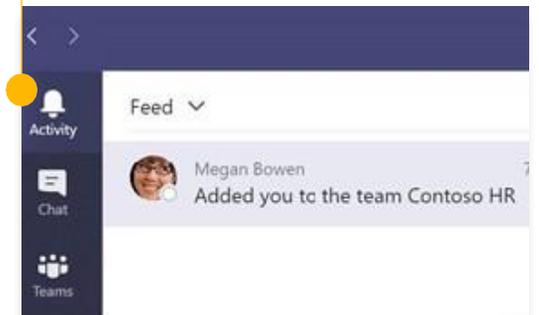
There are also buttons for adding an emoji or GIF.



8 Stay on top of things

Click **Activity** on the left.

The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.

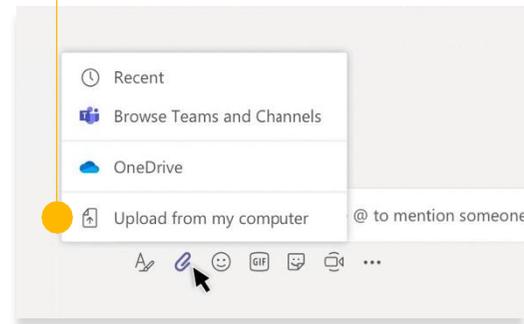


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Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want.

You'll get options for uploading a copy, sharing a link, or other ways to share.



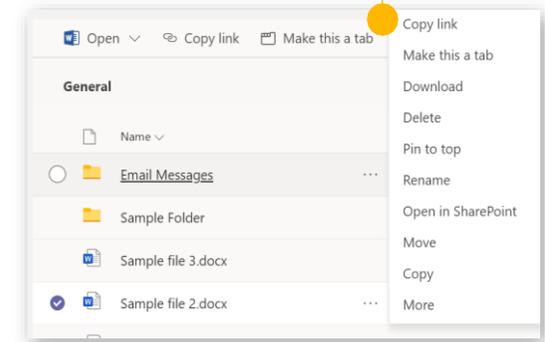
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Share a link to a file

Click **More options ...** next to a file.

Click on **Copy link**.

When writing your message, click on the formatting menu A. Then insert the link by clicking on the link icon.



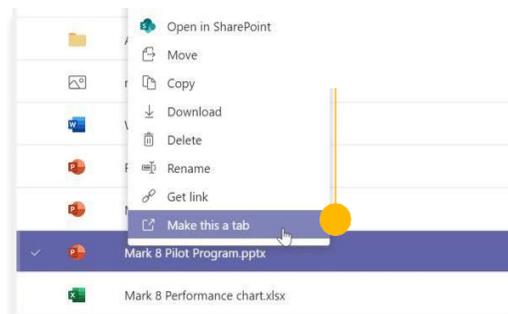
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Work with files

Click **Files** on the left to see all files shared across all of your teams.

Click **Files** at the top of a channel to see all files shared in that channel.

Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



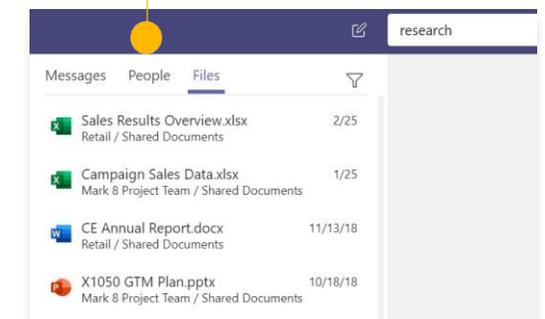
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Search for stuff

Type a phrase in the command box at the top of the app and press **Enter**.

Then select the **Messages**, **People**, or **Files** tab.

Select an item or click **Filter** to refine your search results.

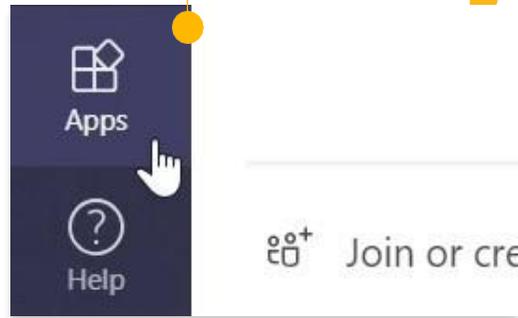


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Add apps

Click **Apps** on the left.

Here, you can select apps you want to use in **Teams**, choose the appropriate settings, and **Add**.



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Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts.

Use **Search** if you don't see the app you want.

