📒 Microsoft

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.



Sign in

In Windows, click **Start : Nicrosoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)

Microsoft	
Sign in	
Email, phone, or Skype	
Next	
No account? Create one!	
No account? Create one! Can't access your account?	

Start a conversation

With the whole team... Click **Teams** ²⁽³⁾, pick a team and channel, write your message, and click **Send >**.

With a person or group... Click **New chat** \mathbb{C} , type the name of the person or group in the **To** field, write your message, and click **Send** \geq .

5 replies from Franz, Giselle, and Inna
Kadji Bell 9:50 AM I thought the client wanted to include a section about the buy one get one offer as well? Originally it was slated for August but she mentioned she got the budget C Reply
Start a new conversation, use @ to mention someone

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.



Start a meeting

Click **Meet now** dunder the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** d, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

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Make video and audio calls

Click **Video call** \Box or **Audio call** & to call someone from a chat. To dial a number, click **Calls** & on the left and enter a phone number. View your call history and voicemail in the same area.



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** \triangleright .

Dar	ak Shammas 925 AM niela, Daichi mentioned that the client had some changes to our design for the July motional splash page. Could you make those edits before our Wednesday client sync?
S re	plies from Franz, Giselle, and Inna
3	 Kadji Bell 950 AM I thought the client wanted to include a section about the buy one get one offer as well? Originally it was slated for August but she mentioned she got the budget
Ų	Reply
Sta	rt a new conversation, use @ to mention someone

@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 everyone who favorited that channel.



Add an emoji, meme, or GIF

Click **Sticker** Given 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.



Stay on top of things

Click **Activity** \square on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



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.



Share a file

Click **Attach** \mathscr{O} under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



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!



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** \mathbb{T} to refine your search results.



Find your personal apps

Click **More added apps** \cdots to see your personal apps. You can open or uninstall them here. Add more apps under **Apps** B.



Add apps

Click **Apps** B on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

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Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit **https://go.microsoft.com/fwlink/?linkid=2008318** to explore our free training options.

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