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What Can Teams Do?

Chat

- Single screen environment
- Rich text communication
- Chat, call, conduct meetings, across almost any device
- File share from Chat

Collaborate

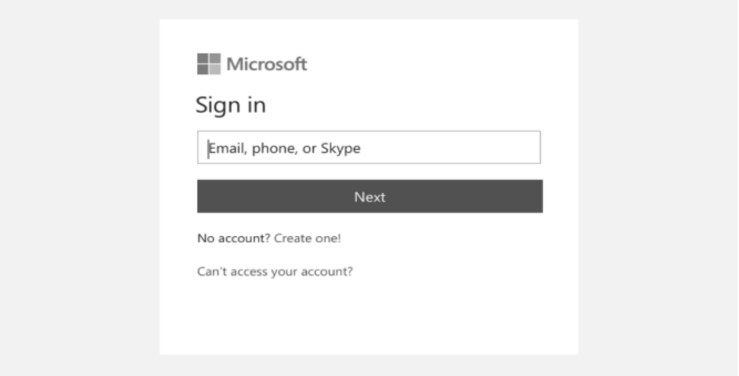
- Search project content
- Use Office 365 from Chat

Meetings

- Conduct meetings remotely
- High definition audio and web conferencing
- Record Meetings to Cloud storage

Sign in

In Windows, select **Start>** Microsoft 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.

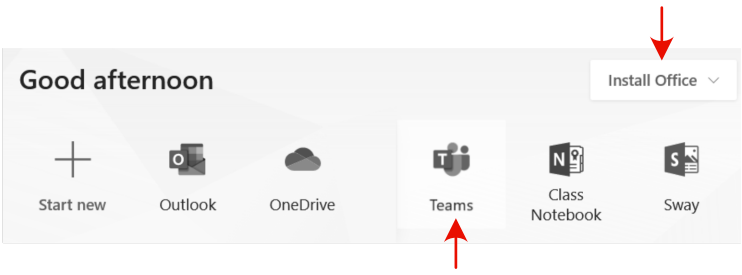


Teams Not Installed?

Visit Office.com and either:

- Install Teams using the Office Installer

- Launch the Teams web application



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Main screen functionality: overview

Every team has channels
Select one to see the files and conversations about that topic, department, or project.

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.

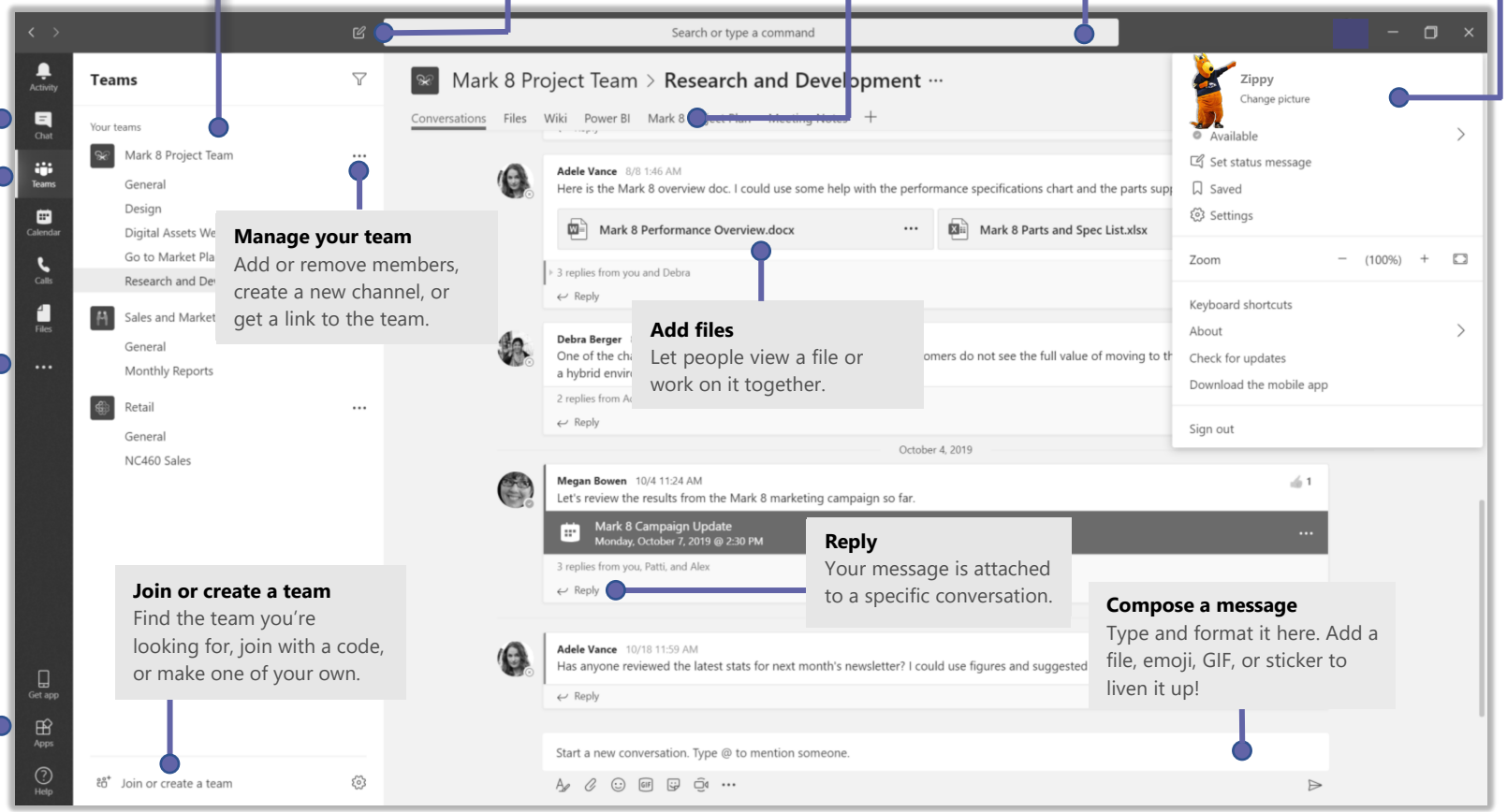
Manage profile settings
Change app settings, change your pic, or download the mobile app.

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

View and organize teams
Select to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Select to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.



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

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

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

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

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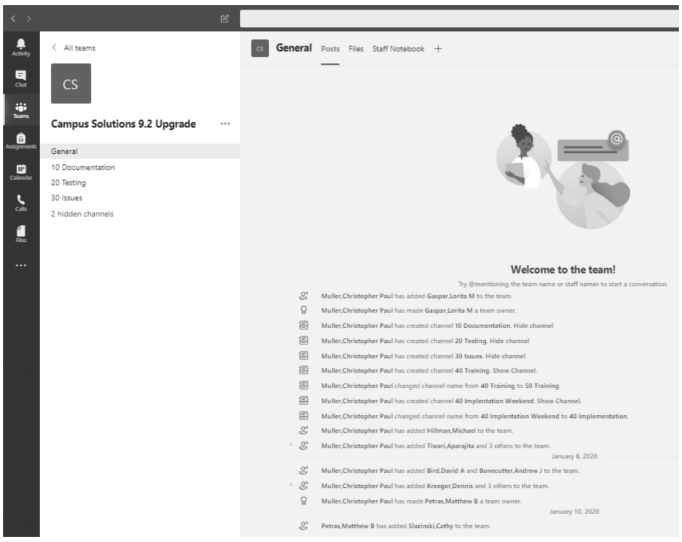
What is a Channel?

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

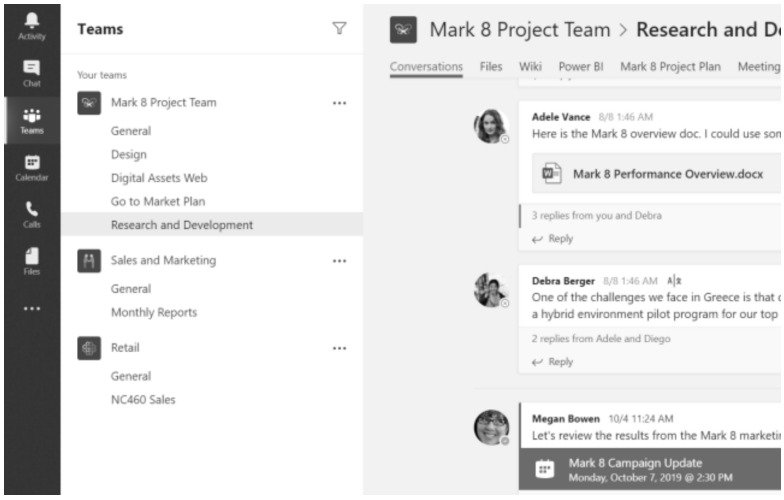
Channel characteristics

- Dedicated sections within a team that keep conversations organized by specific topics, projects, or disciplines.
- Channels can be open to **all team members** or, if you need a more select audience, they can be **private**.
- **Standard** Channels are for conversations that everyone in a team can participate in and **private** channels limit communication to a subset of people in a team.
- Increase Channel functionality by adding apps.



Find your Team and Channel

1. Click **Teams** and select a team.
2. Pick a **Channel** to explore the Team Posts, Channel Conversations, Files, and other tabs.
3. Posts are broadcast to the entire team. Channel Conversations are broadcast to Channel members only.



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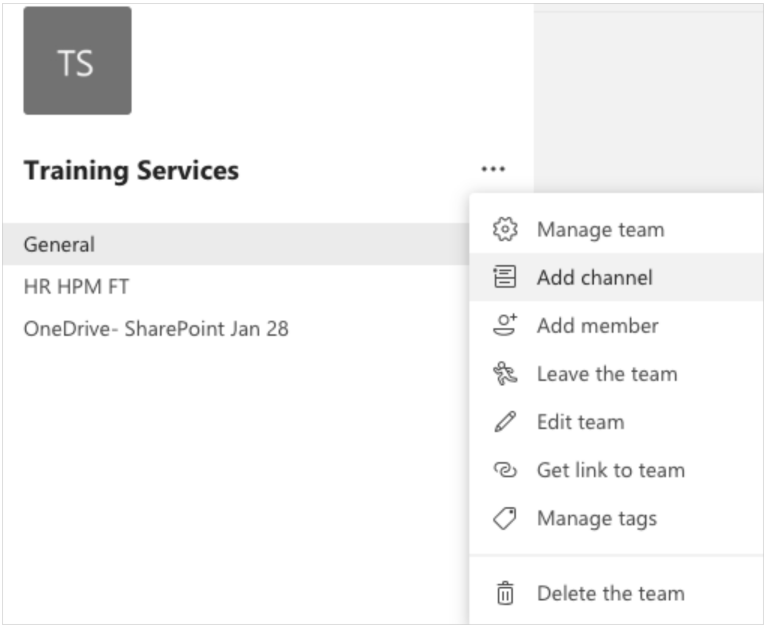
Create a Channel

1. Select Teams.
2. Open the Team's property menu ▪ ▪ ▪
3. Choose Add channel.



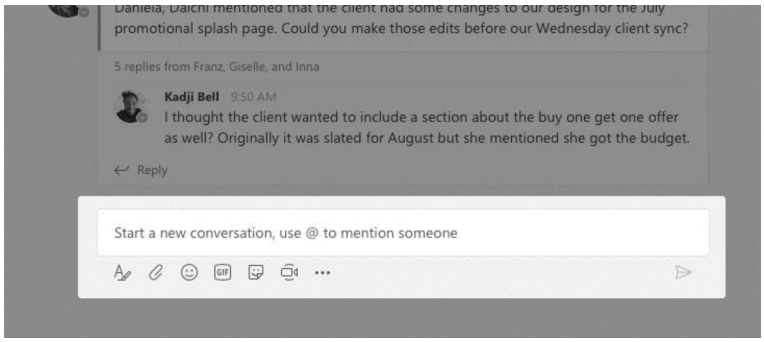
Start a Team Post or Channel Chat

Write Post to address the entire Team...

1. Select Teams.
2. Pick a Team and Channel.
3. Write your message, and select Send.

Start a Chat with a person or group...

1. Select New Chat.
2. Type the name of the person or group in the To field.
3. Write your message, and select Send.



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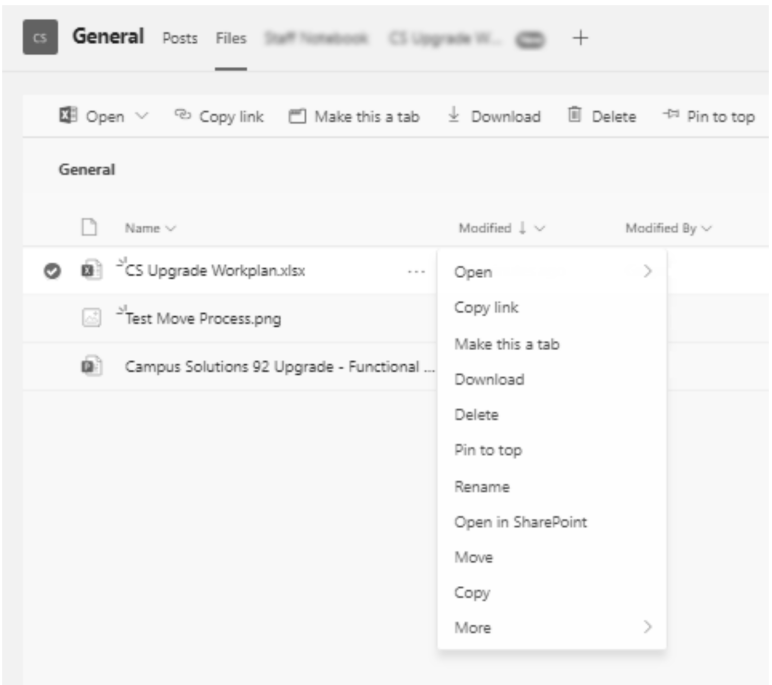
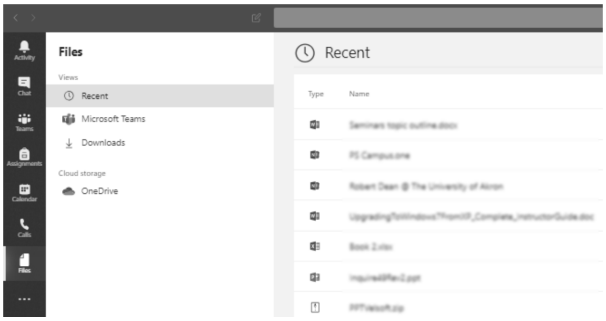
Overview: built-in and custom tabs

- Tabs add functionality for use within a Team:
  - **File sharing:** Share files using the File tab
  - **Document Library:** similar to your 'H-drive'
  - **Office 365:** Add an Office 365 application for use within the team
- Context specific: add tabs to just a Channel, private or group Chat

Accessing Team files with Files tab

1. Select **Files** on the **left** to see all files shared across all of your teams.
2. Select Files at the **top** of a channel to see all files shared in that channel.
3. Select **More options** ... next to a file to see what you can do with it.





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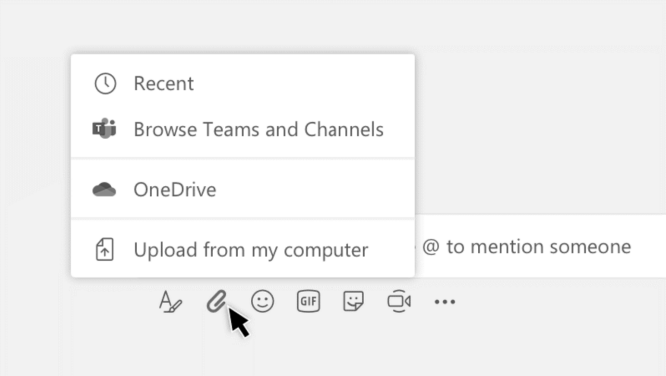
Share a file

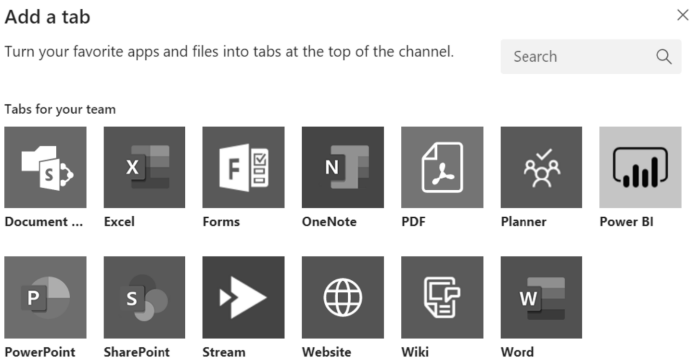
1. Select **Attach** under the box where you type messages
2. select the file location and then the file you want. You can also drag and drop directly to a File tab

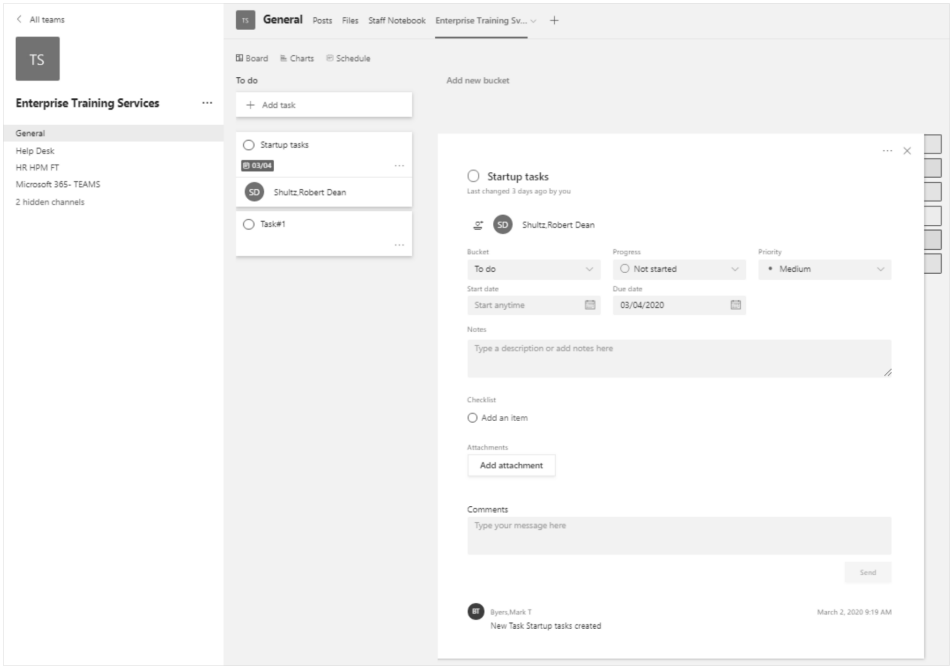
Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Add an App to a Channel

Select + by the tabs at the top of the channel, select the app you want, and then follow the prompts. Use Search if you don't see the app you want.





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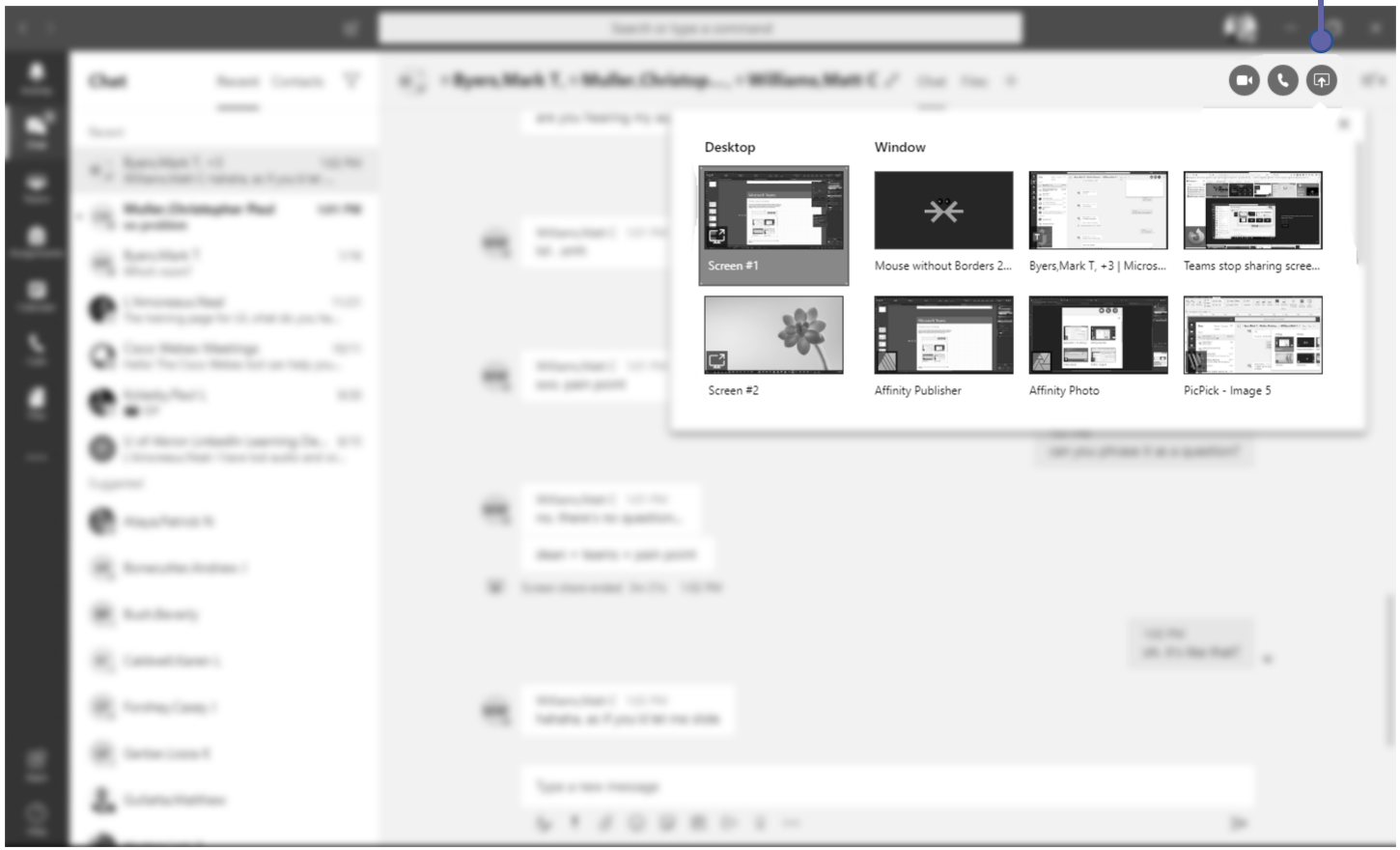
Share your screen

You can share your computer screen with other Teams members. Limiting your sharing to a screen instead of a desktop improves performance as background detail is omitted. You also have discretion as to how much you share.

1. From any **Chat**, select the icon, in the top right.
2. Select the **screen** you want to share.



3. When you're done sharing, go to your meeting controls and select **Stop** sharing.

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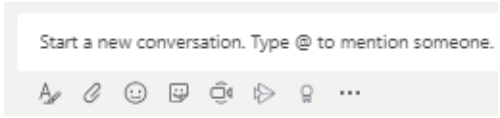
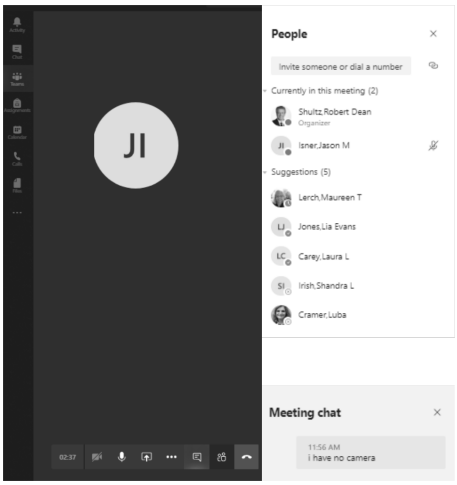
Meet Now

Turn a conversation into a meeting.





Start a Meeting

1. Select **Meet Now**
2. Use an existing Chat to keep context. You can also start from a new Chat.
3. In the preview, enter a meeting name, select **Meet Now.**
4. Enter Team member names to invite.

Join a Meeting

1. Look for the meeting notice icon .
2. Select **Jump In.**

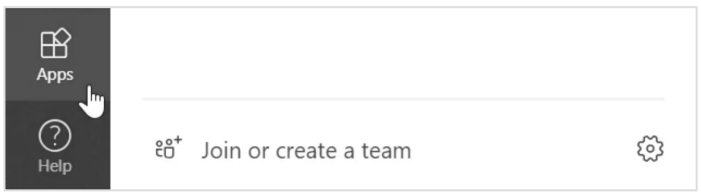
Note Regarding Calendar Meetings

At this time, the ability to add a calendar meeting is still being added to Teams.

Until then, use Meet Now instead of booking a calendar meeting.

Add apps

1. Select Apps on the left.
2. Select an apps you want to use in Teams.
3. Choose the appropriate settings, and Add.



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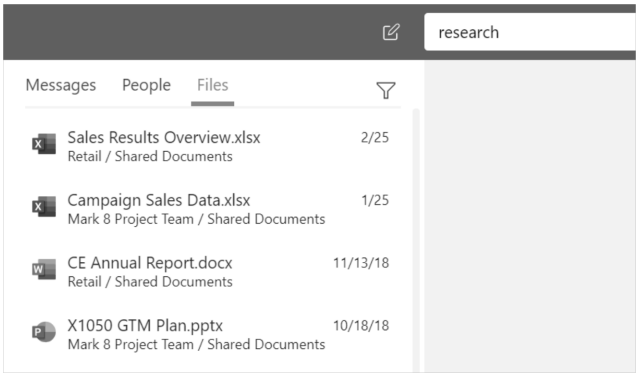
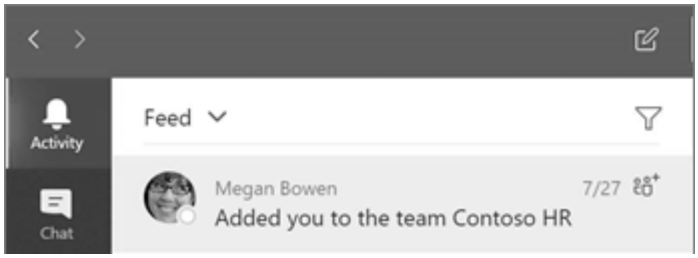
Search for stuff

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the Messages, People, or Files tab.
3. Select an item or select Filter to refine your search results.



Stay on top of things

1. Click **Activity** on the left.
2. The Feed shows you all your notifications and what has happened lately in the channels you follow.



Next steps.

See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit **https://go.microsoft.com/fwlink/?linkid=871117** for more information.

Links to training, tutorials, and videos

Visit **https://go.microsoft.com/fwlink/?linkid=2008318** to explore our free training options.

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