
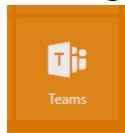


Welcome to Microsoft Teams

Microsoft Teams is a chat-based collaborative workspace in Office 365 that integrates content, people, tools, and calendaring through a common workspace for document collaboration, team chat, and more.

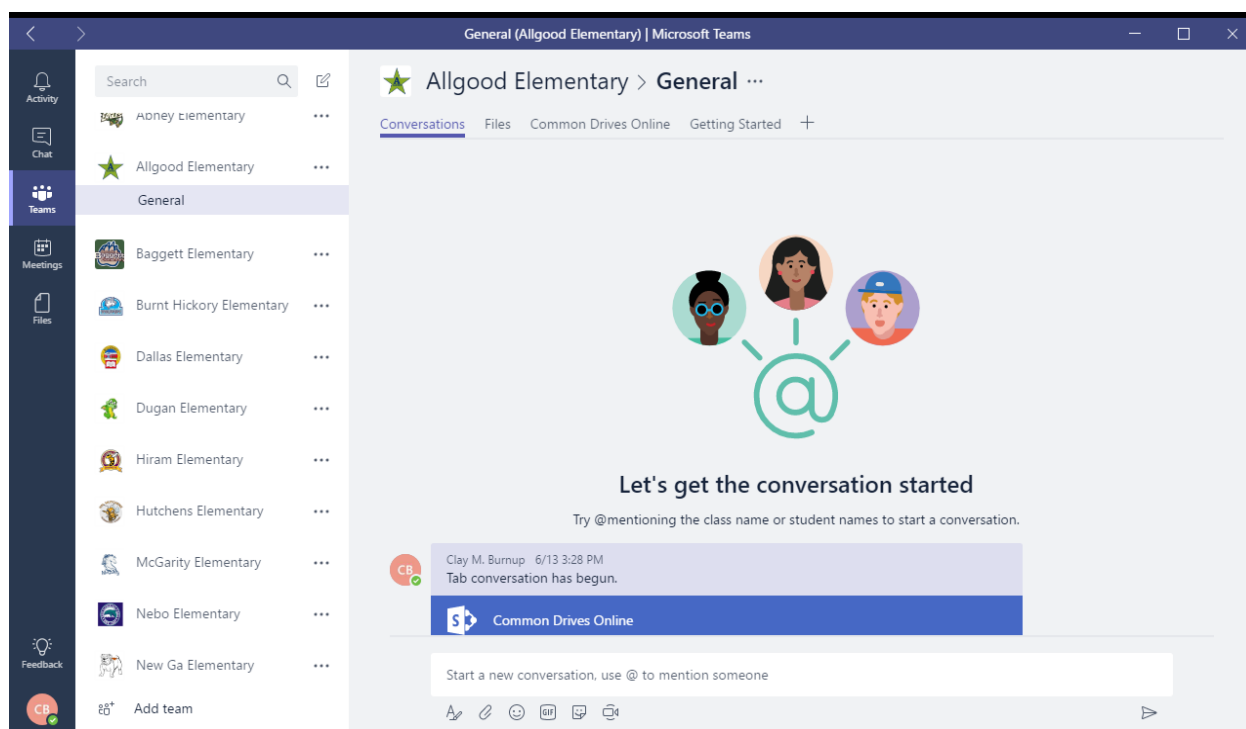
You can access Teams in the browser by signing into your email, clicking on the , and selecting Teams.



You can also use the desktop app or the Teams app on your mobile devices.

Download the Teams app for Desktop or all your devices from here:

<https://teams.microsoft.com/downloads>



[First Steps – Teams, Channels, Conversations](#)

[Next Steps – Notifications, Search, Files](#)

[Meetings – Team Meetings, Scheduled Meetings](#)

[Help – TBOT, Microsoft Resources](#)

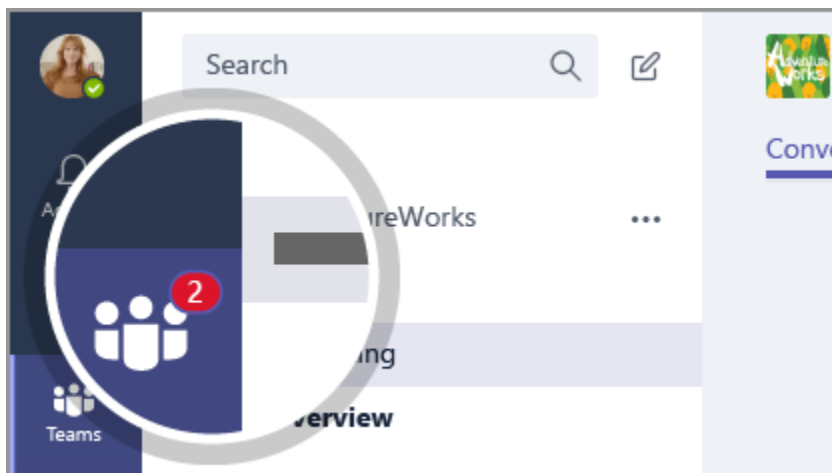
[Team Owners – Adding members and channels](#)

First Steps

Select a team and channel

A team is a collection of people, conversations, files, and tools — all in one place. A channel is a discussion topic in a team. The best way to get familiar with teams and channels is to select a team and channel and start exploring.

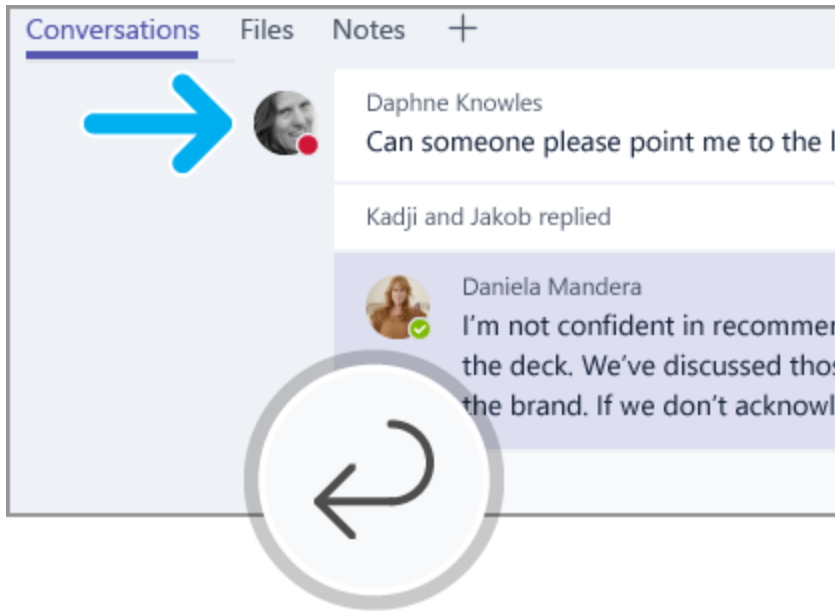
1. Select the **Teams** icon.
2. Under a team, select a channel and take a look at the **Conversations**, **Files**, and **Notes** tabs in the channel.



Reply to a conversation

Conversations in channels are organized by date and then threaded. The replies in threaded conversations are organized under the initial conversation and are easier to follow.

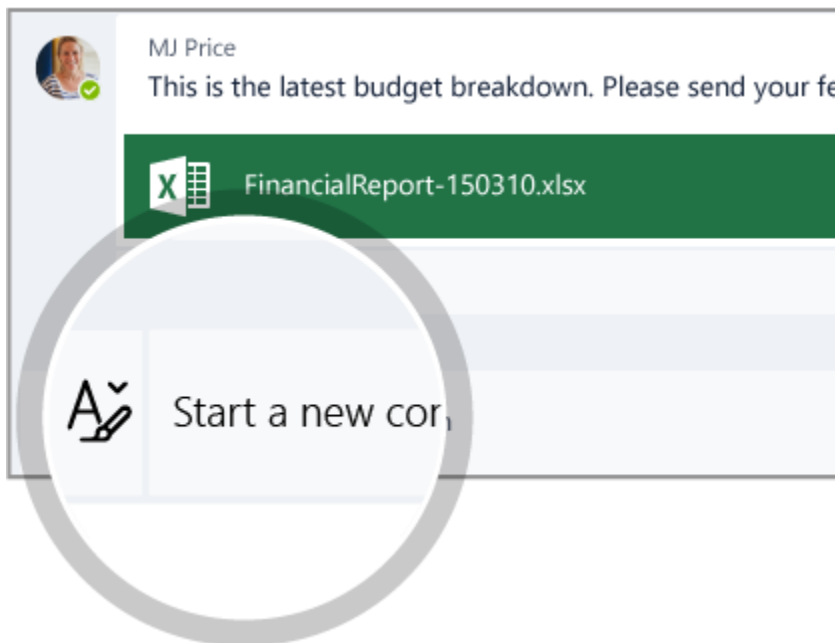
1. Find the conversation thread you want to reply to.
2. Select **Reply**, add your message, and press Enter.



Start a new conversation

When you have a new topic or idea to introduce to the team, you can start a new conversation.

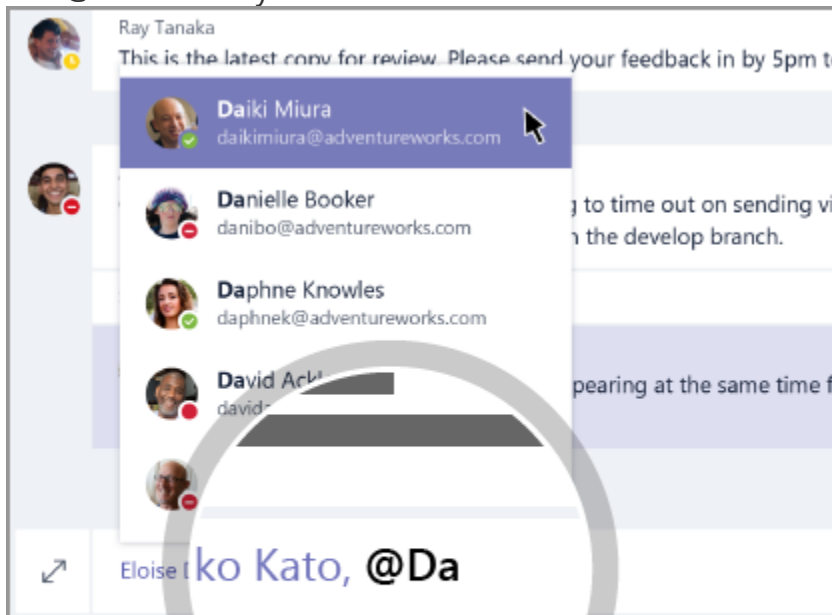
1. Select a team and channel.
2. In the **Start a new conversation** box, add your message and press Enter.



@mention someone

When you want someone to receive a notification for a message you're sending, you can @mention the person. You can @mention a channel, a team, a person, or several people.

1. In the **Reply** or **New Conversation** box, type the @ symbol, then type the first few letters of the person's first name.
2. In the **Suggestions** box, select the person. Repeat for as many people as you want to @mention.
3. For those who you @mention, the @ symbol shows in the message in their **Channel** and on their **Team** icon. Check your **Team** icon now to see if someone has @mentioned you.

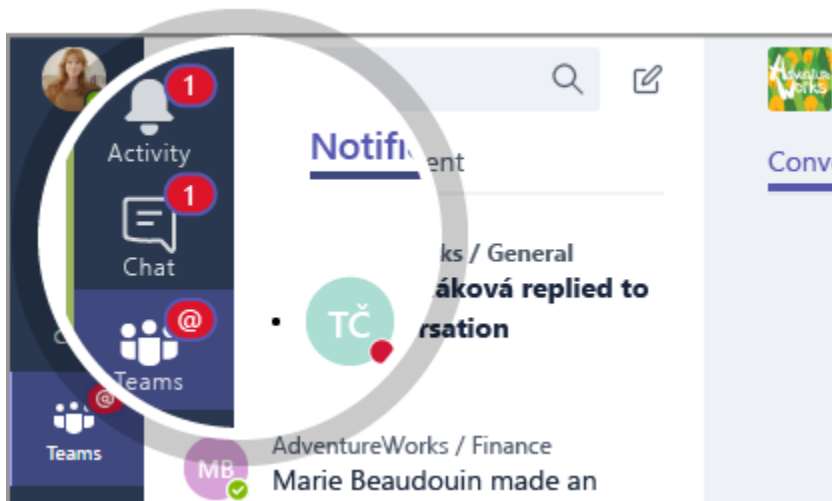


Next Steps

Stay on top of things with Activity and notifications


You can easily see when someone @mentions you, likes something you've posted, or replies to a thread you've started. A number appears or increments on the **Activity** and **Chat** icons and an @ appears on the **Teams** icon.

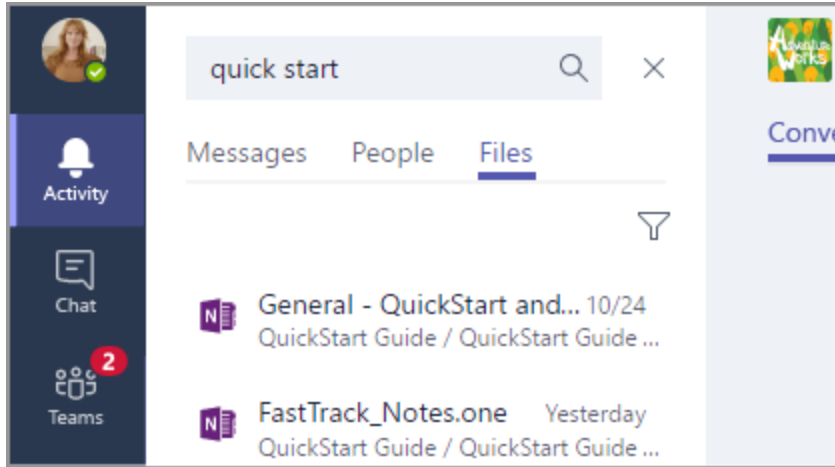
1. Select the **Activity** icon.
2. To view conversations that apply to you, select **Notifications**. Select **Recent** to view up-to-date Team conversations.



Search for messages, people, or files

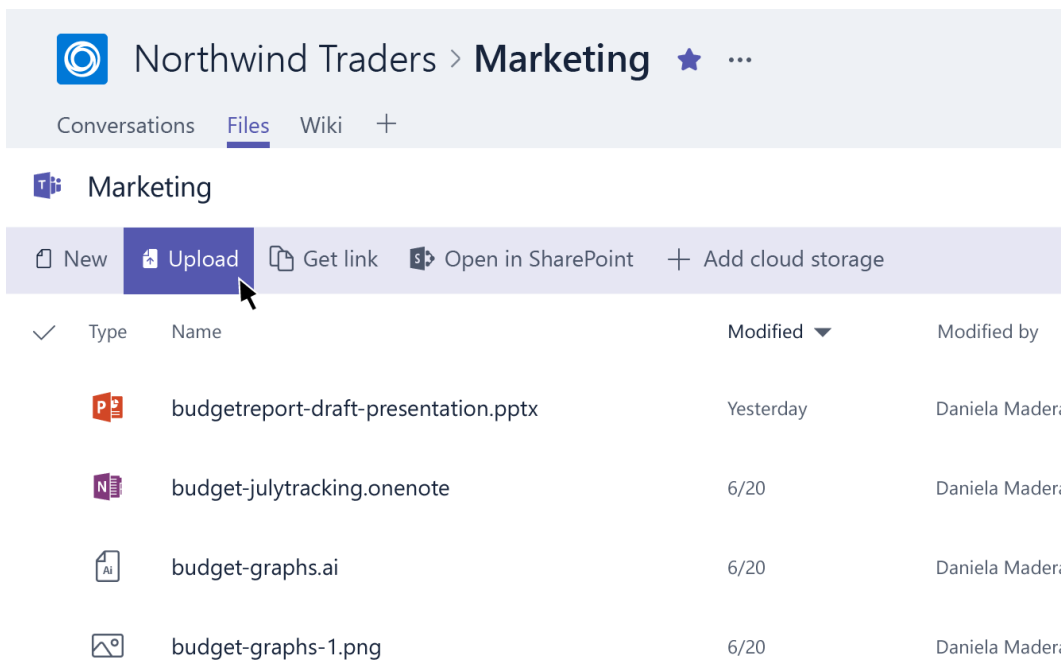
You can search across teams, channels, and files.

1. Type a phrase in the Search box and select .
2. Select **Messages**, **People** or **Files**.
3. Select the item in the search results. Alternately, you can click the **Filter** icon to sort or filter your search results.



Sharing Files with the Team

To share files with a team, go to the **Files** tab at the top of a conversation, and click **Upload**.



You can also attach a file directly to a message and it will appear in your **Files** tab.

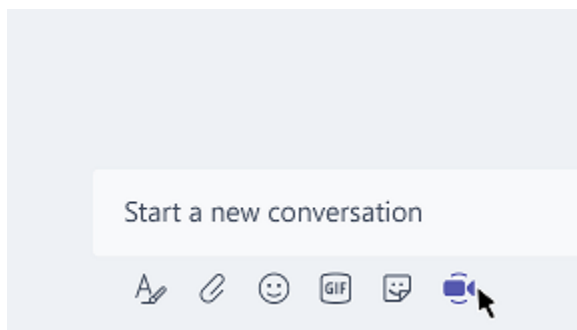
Meetings

Team Meetings

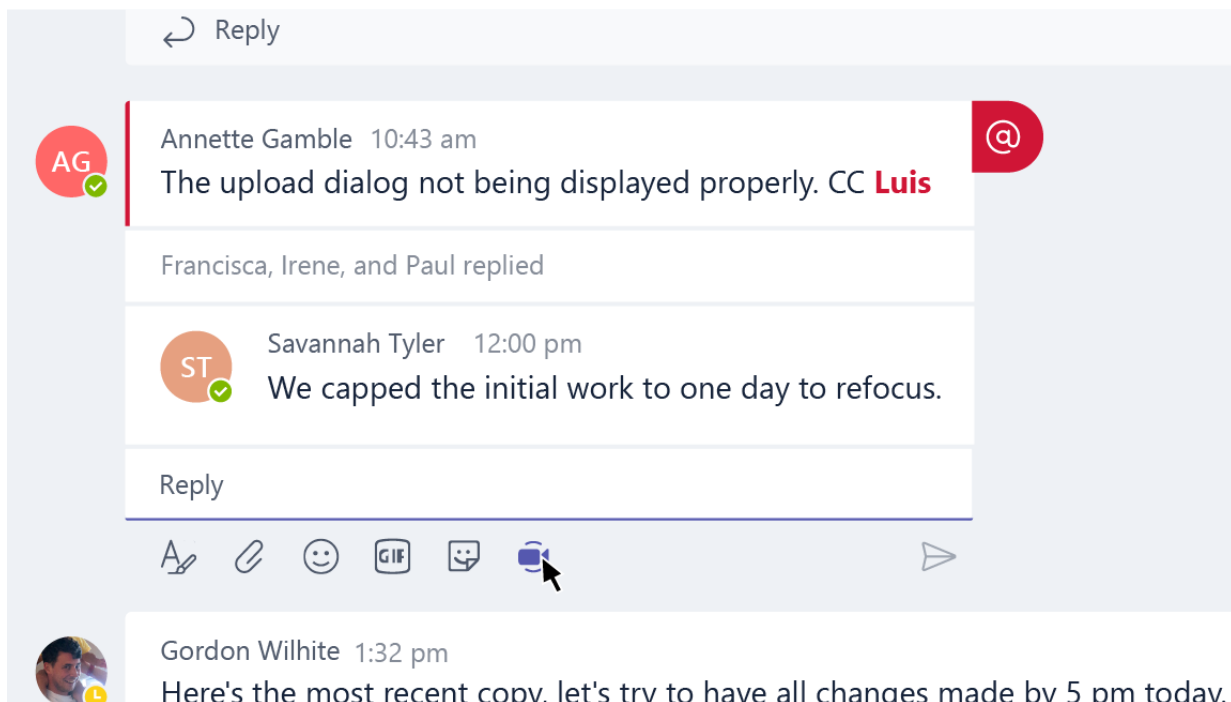
Team meetings are a quick and easy way for people in a channel to go from a conversation to an impromptu meeting.

Anyone from the team can join, so people work in the open. Team meetings include audio, video, and sharing that's fast. You always have a meeting space and never need a room or projector.

To start a team meeting, click the meet now icon in a new conversation:



Or, keep the context of the conversation and bring in the people you're already talking to by clicking the meet now icon in an existing conversation:



Private Scheduled Meetings

With private scheduled meetings, you can meet with others in a pre-planned and selective manner rather than leaving your meeting open to anyone in a channel. You can schedule a private meeting with anyone in your organization—whether they're active on Microsoft Teams or not.

Every private scheduled meeting that's created also starts a new chat thread for everyone that's participating in the meeting. You can use this thread to share your meeting agenda or important files. You can also use it after your meeting to follow up on specific items, summarize your takeaways, or post questions.

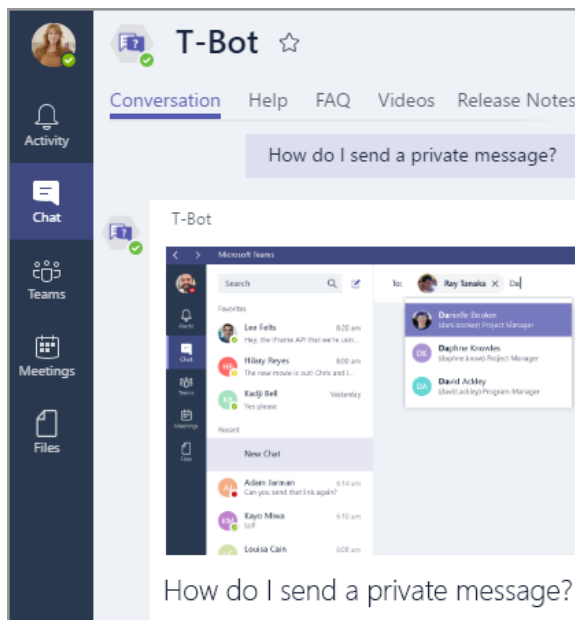
To schedule your own private meeting, click on the calendar icon on the left side of the app and then select **Schedule a meeting**. To make sure your meeting isn't open to an entire channel, select None under the dropdown labeled **Select a channel to meet in**. Then, all you have to do is start inviting people!

Need Help?

Ask T-Bot

T-Bot is here to help you learn how to use Microsoft Teams! Ask a question or type a keyword or phrase into the card, and we'll find the answer.

1. Select **Chat**, and then select **T-Bot**.
2. Type your question in the message box and press Enter.



Additional Resources

Training

[Teams and channels](#)

Online Help

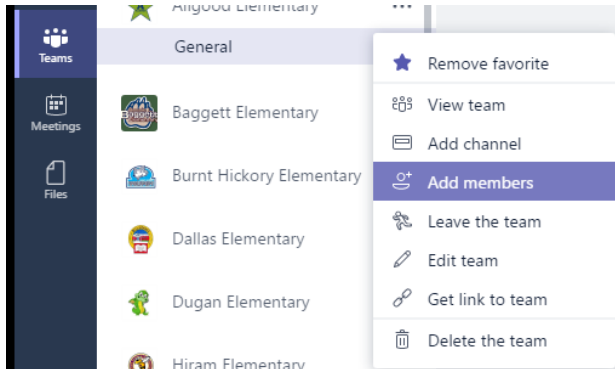
[Microsoft Teams Help](#)

[Microsoft Teams on mobile devices](#)

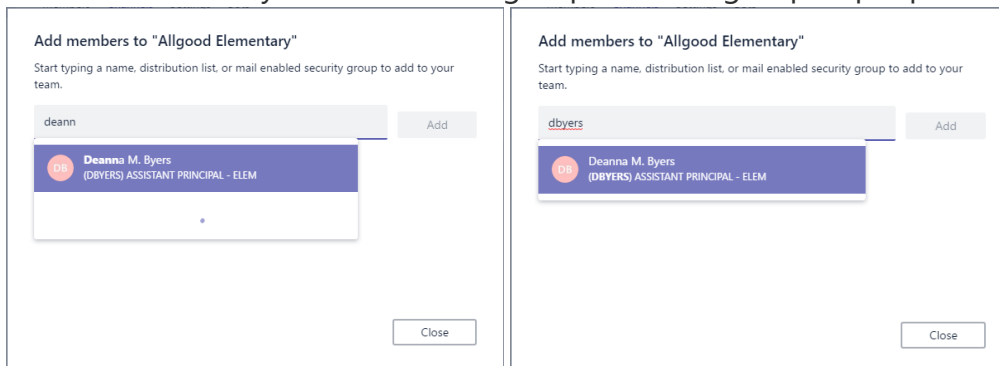
Team Owners

Add people to your team (Team Owners)

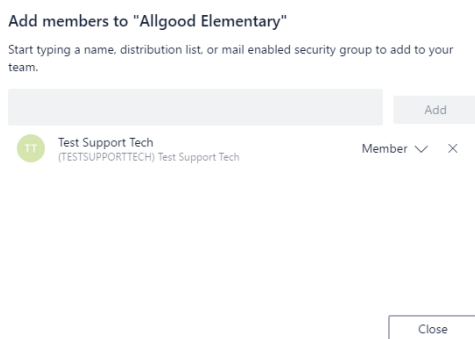
Select  next to the team name



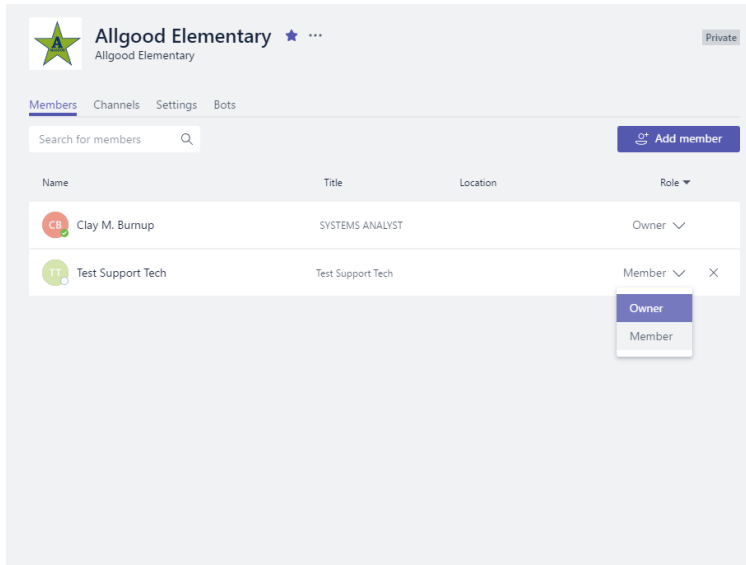
Enter a team member's name, and select them from the list. You can also enter an email alias, security list, or Outlook group to add a group of people.



Select **Close**.

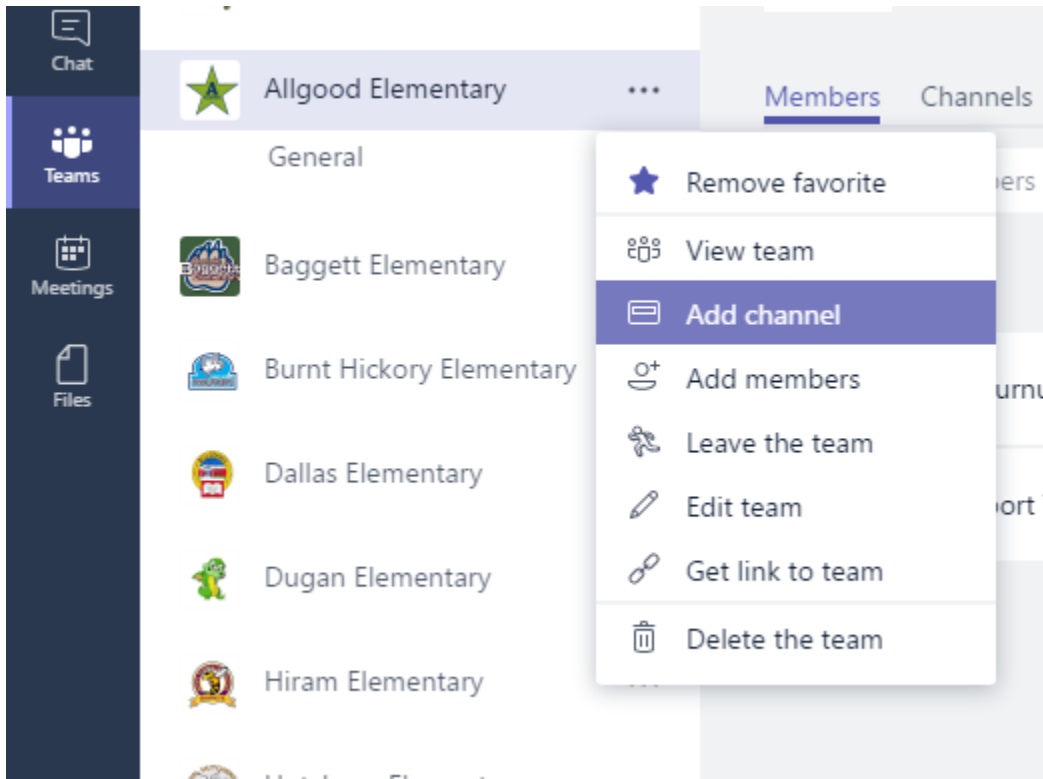


You can change a member to an owner. This will allow that member to add and remove members, create channels, and remove channels. You can have 9 owners counting yourself.



Create a channel for your team (Team Owners)

Select **...** next to the team name. Select **Add channel**.



Enter a name and short description for your channel. Select **Add**.

Create a channel for "Allgood Elementary" team

Channels are key to organizing team collaboration. Name them by discussion topic, project, role, location, or for fun, so conversations and content are easy to find by everyone in the team. [Here's a helpful video](#)

Channel name

Kindergarten ✔

Description (optional)

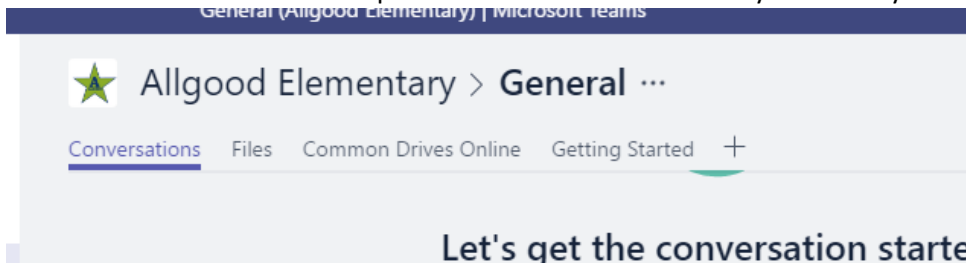
Channel for Kindergarten discussions, file sharing, and group editing of documents|

Add
Cancel

Your new channel will show up under the team name.



Each channel has tabs at the top. You can add more tabs to any channel by clicking the +



One tab for each channel is the Files tab. This tab will have any file that was uploaded or attached to a conversation in this channel. That way you can always find a file from a conversation easily, even if you

joined the group after the conversation took place.

The screenshot shows the Microsoft Teams interface for a group named 'Allgood Elementary'. The current channel is 'General'. The 'Files' tab is selected, showing a list of files. The file list has columns for 'Type', 'Name', 'Modified', and 'Modified by'. A single file is listed: 'TeamsStartPage.docx', which was modified on 6/13/17 by Clay M. Burnup. The interface also includes navigation tabs for 'Conversations', 'Files', 'Common Drives Online', and 'Getting Started', along with action buttons like 'New', 'Upload', 'Get link', and 'Open in SharePoint'.

Type	Name	Modified	Modified by
Word Document	TeamsStartPage.docx	6/13/17	Clay M. Burnup