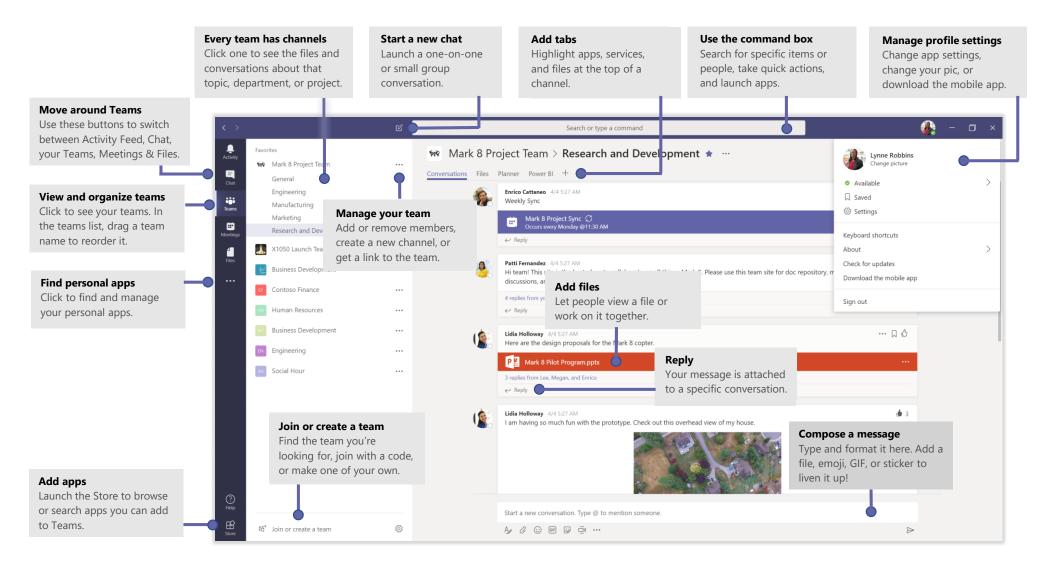
Microsoft + MOMENTUM

# New to Microsoft Teams?

This Teams 101 guide is just what you need.

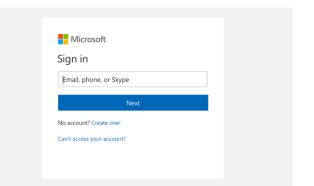


# MICROSOFT TEAMS 101



### Sign In

In Windows, click **Start**  > **Microsoft Corporation** > **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. (If you're using Teams free, sign in with that username and password.)



#### Start a Conversation

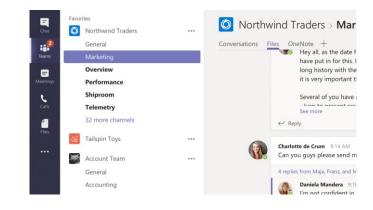
*With the whole team*... Click **Teams** <sup>2</sup>⊕<sup>3</sup>, pick a team and channel, write your message, and click **Send** ▷.

With a person or group... Click **New chat**  $\square$ , type the name of the person or group in the **To** field, write your message, and click **Send**  $\triangleright$ .

	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   ← Reply							
	Стерну							
-	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

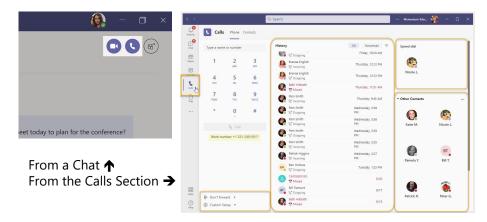
Click **Meet now**  $\bigcirc$  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**  $\bigcirc$ , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

5 replies from Enrico, Pradeep, Megan, and Adele									
Meeting ended: 19m 29s									
e R	eply								
	101.00								
Start a new conversation. Type @ to mention some									
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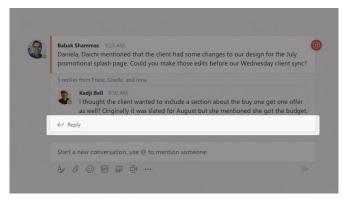
#### Make Video and Audio Calls

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.



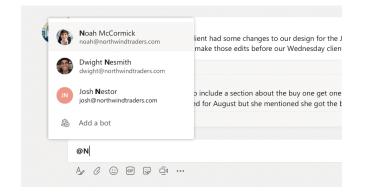
### **Reply To a Conversation**

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**  $\triangleright$ .



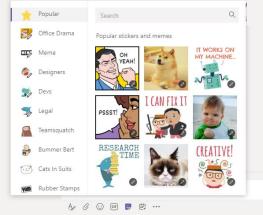
## @mention Someone

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** Growthere 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.

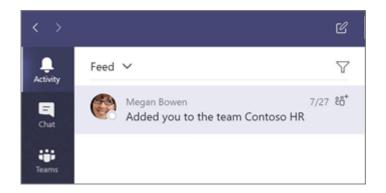


# MICROSOFT TEAMS 101



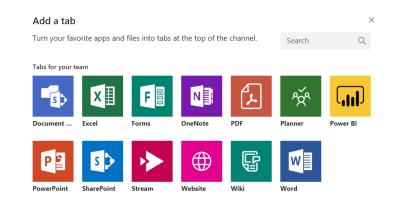
## Stay On Top of Things

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



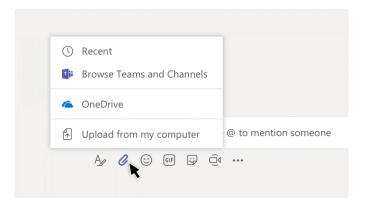
### Add a Tab in a Channel

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** *(*) 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!

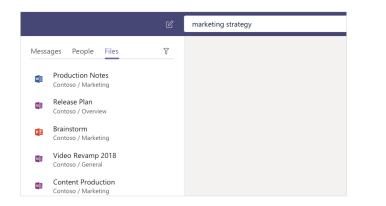
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# MICROSOFT TEAMS 101



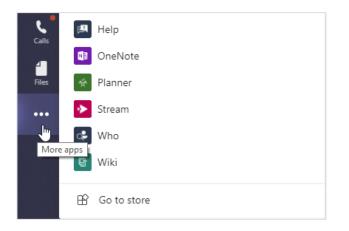
#### Search for Stuff

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**  $\Im$  to refine your search results.



#### **Find Your Personal Apps**

Click **More apps**  $\cdots$  to see your personal apps. You can open or uninstall them here. Add more apps in the **Store**  $\mathbf{B}$ .



## Add Apps

Click **Store C** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Install**.

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? Help	tరి <sup>*</sup> Join or create a team	ŝ

#### Next Steps with Microsoft Teams

#### 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.

#### Get free training, tutorials, and videos for Microsoft Teams

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.

#### Send Microsoft your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** (?) > **Provide feedback**. Thank you!

#### Find Other Quick Start Guides

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