

# Microsoft Teams

## Quick Start Guide

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

### Every team has channels

Click 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.

### Use the command box

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

### Add tabs

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

### Manage profile settings

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

### Move around Teams

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

### View and organize teams

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

### See your calendar

Click to see your schedule and join meetings.

### 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.

### Access your apps

Find apps added for your teams or your personal use.

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with buttons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area displays a team named 'Research and Development' with several channels: 'Mark 8 Project Team', 'General', 'Design', 'Digital Assets Web', 'Go to Market Plan', 'Research and Dev', 'Sales and Market', 'General', 'Monthly Reports', 'Retail', 'General', and 'NC460 Sales'. A chat window is open in the center, showing messages from Nestor Wilke, Patti Fernandez, Lidia Holloway, and Lee Gu. A file 'Mark 8 Pilot Program.pptx' is attached to a message. On the right, a profile card for Megan Bowen is visible, showing her status as 'Available' and options to set a status message, save, settings, zoom, keyboard shortcuts, about, check for updates, download the mobile app, and sign out. At the bottom, there is a text input field for starting a new conversation and a toolbar with icons for emojis, attachments, and other actions.

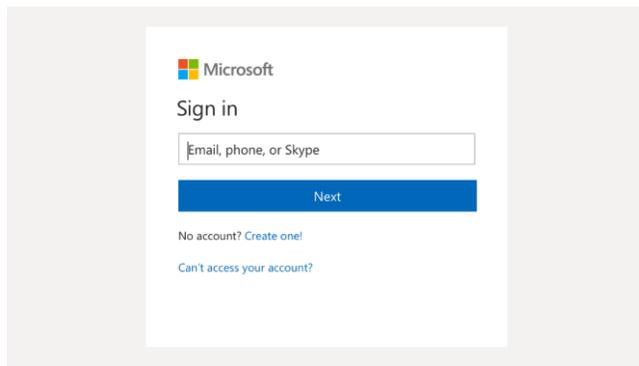
# Microsoft Teams

## Sign in

In Windows, click **Start**  > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

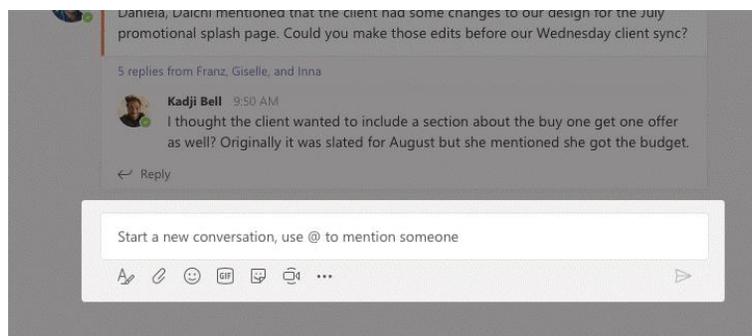
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



## Start a conversation

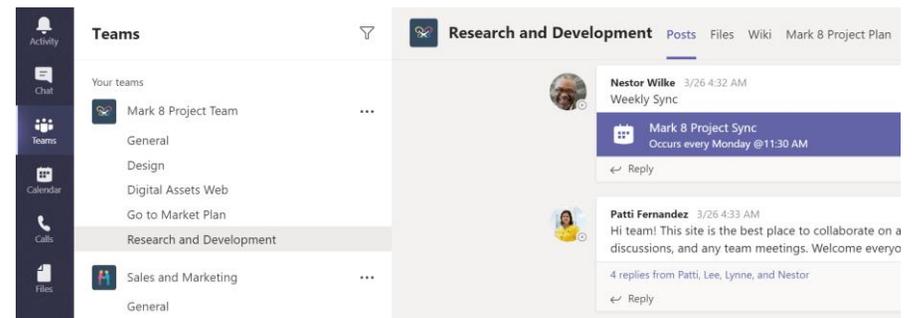
*With the whole team...* Select **Teams** , pick a team and channel, write your message, and click **Send** .

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



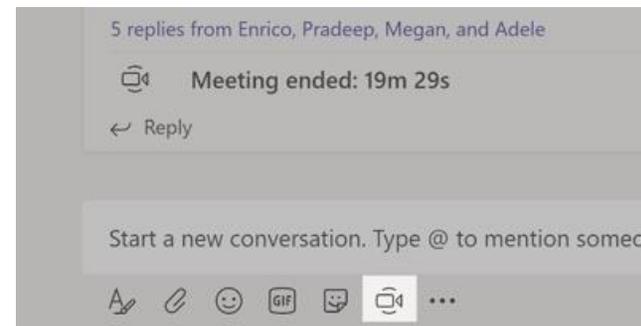
## Pick a team and channel

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. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



## Start an impromptu meeting

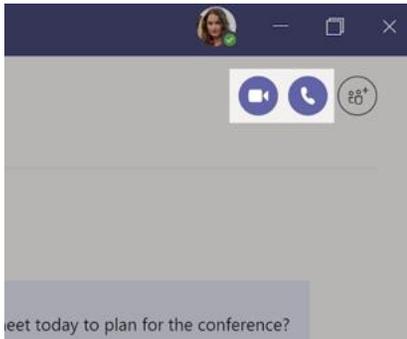
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



# Microsoft Teams

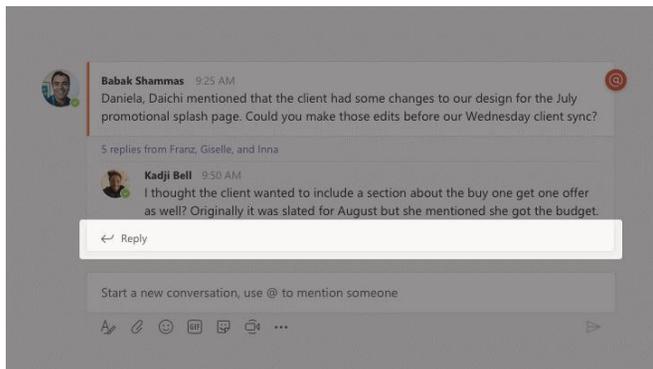
## Make video and audio calls

Click **Video call**  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.



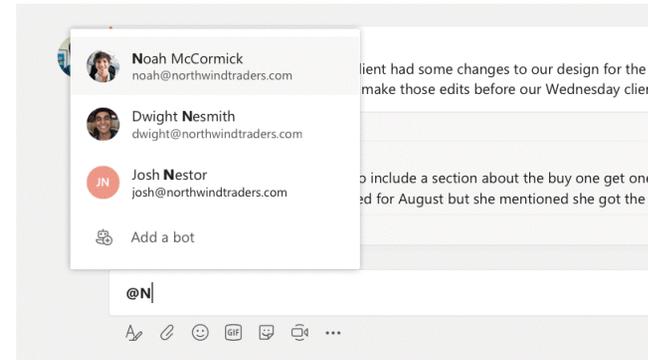
## Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .



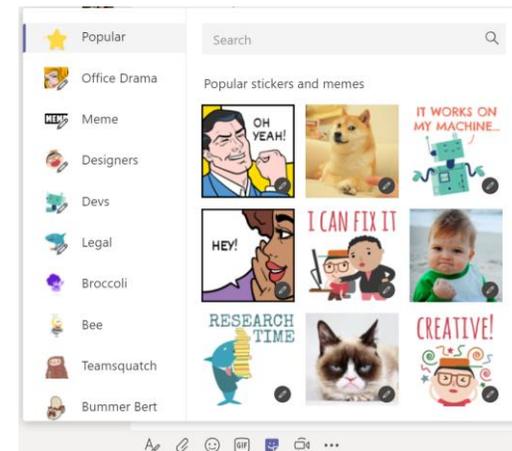
## @mention someone

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

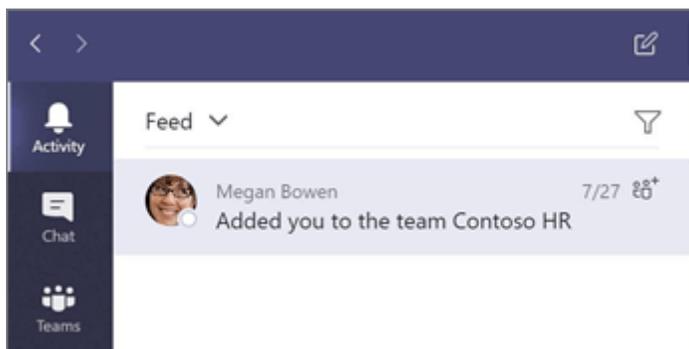
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



# Microsoft Teams

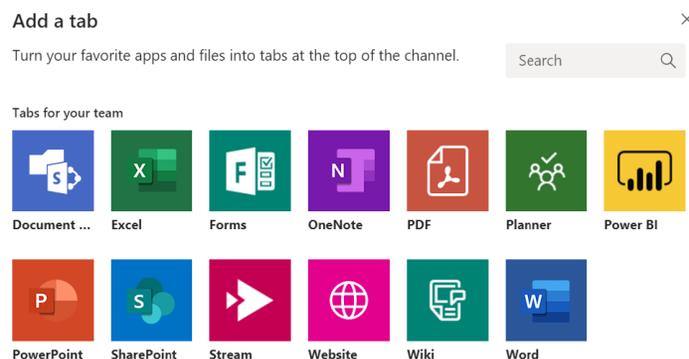
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.



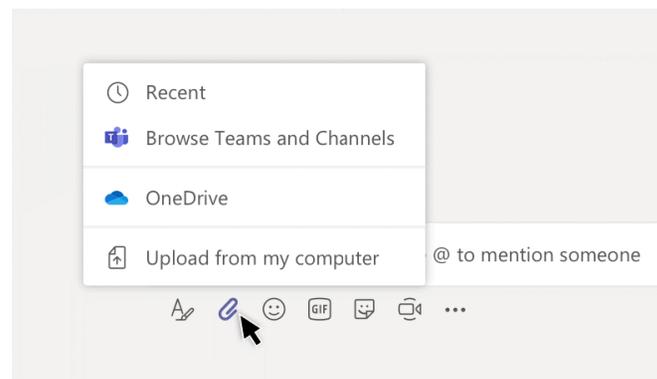
## Add a tab in a channel

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.



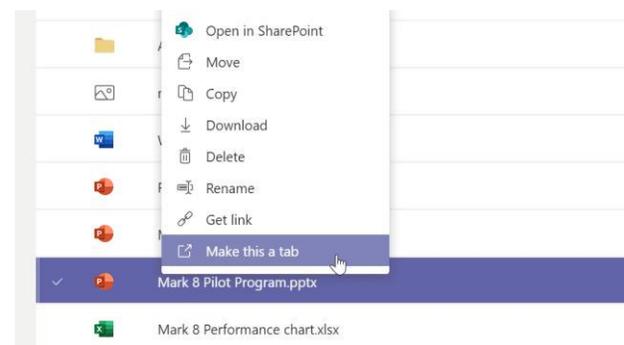
## Share a file

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

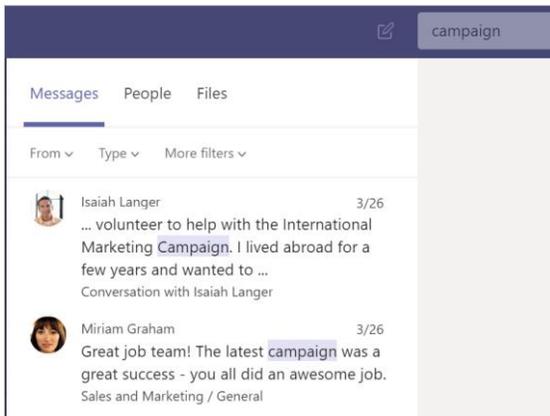
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



# Microsoft Teams

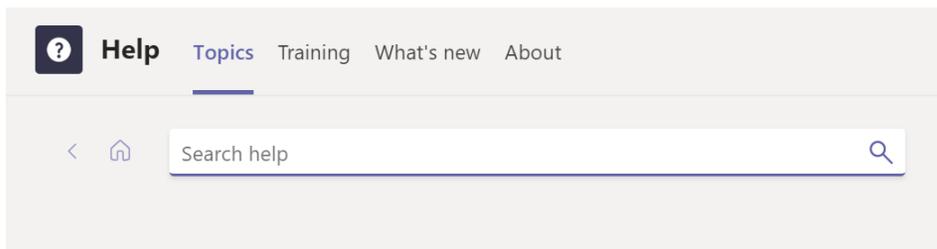
## Search for stuff

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 use the filters to refine your results.



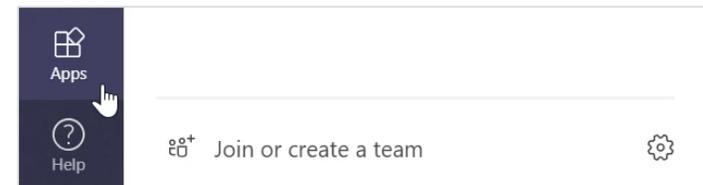
## Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



## Add apps

Click **Apps**  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

### 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 us your feedback

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

## Get other Quick Start Guides

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