Microsoft

Getting started with Microsoft Teams

Microsoft Teams is a chat-based workspace that is integrated with Office 365. It gives teams instant access to everything they need in a dedicated hub for teamwork where chat, content, people, and tools live together in Office 365. This guide is designed to help you make the most of Microsoft Teams.

Get Microsoft Teams

Access the web app

*   From an Internet browser, go to https://teams.microsoft.com.

Download the desktop (Window/Mac) or mobile (Windows/iOS/Android) app

*   From an Internet browser, go to https://teams.microsoft.com/downloads
    or download the mobile app from your device's app store.

Let's get started

Join a team

You may already be a member of an existing team. To find any teams you may be a member of, select **Teams** in the left navigation. You will see your teams.

Connect or start a team

1. Select **Add team** at the bottom of the center pane.
2. Select an **existing public team** from the suggested list or select **Create a team**.
3. To connect an existing Office 365 group you own (recommended so you don't have to migrate existing content), under **Add Microsoft Teams to an existing Office 365 group?**, select **Yes, add Microsoft Teams functionality**, select **Next**, select the group you want to connect, and then select **Choose team**.

    –OR–

    To create a new team from scratch, enter a name and description for your team, select **Private** (so only

those invited can join) or **Public** (so anyone in your organization can join), select **Next**, add names or emails, and then select **Done**.

Join the conversation

Join a team chat

Every team has channels. A channel helps organize the team's conversations, content, and tools around a specific topic. Channels can be organized, for example, by topic (e.g. "events"), discipline (e.g. "design"), project (e.g. "launch") or just for fun (e.g. "fun stuff").

1. From your team, select a channel.
2. To reply to a conversation, select **Reply**, add your message, and then press **Enter**.

    –OR–

    To start a new conversation, add your message in the **Compose a new message** box, and then press **Enter**.

Have a private chat

1. Select **Chat** in the left navigation.
2. Select **Start Chat** ✎ .
3. Enter the names of the people you want to invite.
4. Enter a message in the **Compose a new message** box, and then press **Enter**.

Enhance your conversation

From within your conversation, select **Emoji, Giph, or Sticker** ☺ GIF 🙂 . Customize your stickers, such as with **Office Drama** by entering a fun caption, and then select **Done**.

*   @mention co-workers before you send the message to let them know they are mentioned in a thread, and then press **Enter**.
*   To add emphasis, like bolded text or a red exclamation, select **Expand compose box** ✎ .
*   To add attachments directly to the thread, select the **paper clip**.
*   To like a comment, point to it, and select the **thumbs-up**.

Explore tabs

Every team channel has a **Conversation**, **Files**, and **Wiki** tab. Team owners can also add customized tabs. Tabs enable teams to keep content all in one place.

Files tab - When a team is created, a SharePoint document library is automatically created for your team (unless you add Teams to an established Office 365 group). Each team channel has its own folder within the SharePoint document library that is visible in the channel's Files tab. Files shared in a team conversation can be found in the Files tab.

Wiki tab - Each team channel has a Wiki tab to use for taking notes or drafting and editing documents in real time. It's a text editor that lets you @mention team members and leave or reply to comments.

Know what's important

Notifications

You can easily see when someone @mentions you, likes something you've posted, or replies to a thread you've started because a number will appear on the **Activity** and **Chat** panes and an **@** symbol will appear on the **Teams** pane.

1. Select **Activity** in the left navigation.
2. To view conversations that apply to you, select **Filter** ▽ , and then select **@ Mentions**.

   Within the team conversation, an **@** symbol will appear next to the thread you were mentioned in and your name will appear in red where you were @mentioned.

Search for messages, people, or files

You can search across teams, channels, and files.

1. Enter a keyword or phrase in the **Search** box, and then press **Enter**.
2. Select **Messages**, **People**, or **Files** to refine your search.

3. Select the item in the search results. Alternately, you can select **Filter** ▽ for a more advanced search.

Save it for later

- To save a conversation, from your private chat or team conversation, point to the conversation, and then select **Save** ⬚ .
- To view all your saved items, select your profile picture in the bottom left, and then select **Saved**.

Make it your favorite or follow a channel

- To mark a team or channel as a favorite, select the **ellipsis (...)** next to the team, and select the **Favorite star**. Channels you favorite will stay in view on your channels list.
- To follow a channel, select the **ellipsis (...)** next to the channel, and select **follow this channel**.

Need help?

To access the T-Bot, select your profile image in the bottom left, select **Help**, and then choose from the following tabs:

- **Conversation**: Ask your question directly to the T-Bot by starting a thread.
- **Help:** View the help articles for direct instructions.
- **FAQ**: Review frequently asked questions.
- **Videos**: See basic introductions for the product and features.
- **Release Notes**: See the latest Teams release notes.

To submit feedback (e.g., bugs or new feature ideas) or vote for ideas, select **Feedback** in the left navigation.

For more information

Microsoft IT Showcase

microsoft.com/itshowcase

Microsoft Teams

https://products.office.com/en-US/microsoft-teams/group-chat-software

Office Support

https://support.office.com