

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations - all in one place.

Here is a quick look at the left-hand side of Teams.



- **Activity** - Catch up on all your unread messages, @mentions, replies and more
- **Chat** - Share your opinion, and your personality. Send gifs, stickers and emojis in a group chat or in one-to-one messages.
- **Teams** - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations and share files.
- **Calendar** - See everything you've got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.
- **Calls** - In some cases, if your organization has it set up, you can call anyone from Teams, even if they are not using Teams.
- Use the **Search** box at the top to search for specific items or people, take quick actions, and launch apps.

With Microsoft Teams you can:

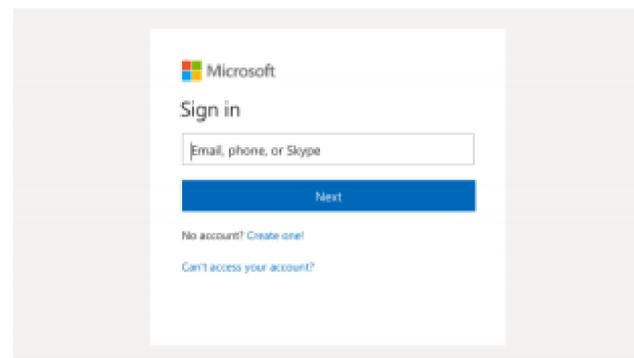
- Pull together a team
- Use chat instead of email
- Securely edit files at the same time
- See likes, @mentions and replies with just a single tap
- Customize it by adding notes, web sites and apps

Sign in

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

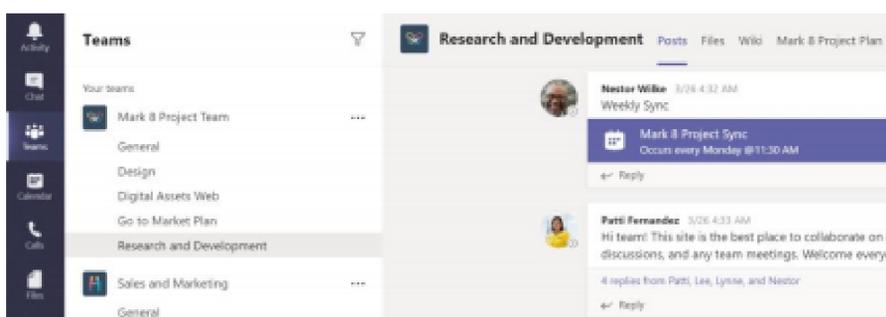
On Mac, go to the **Applications** folder and click **Microsoft Teams**.

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.)



Pick a team and channel

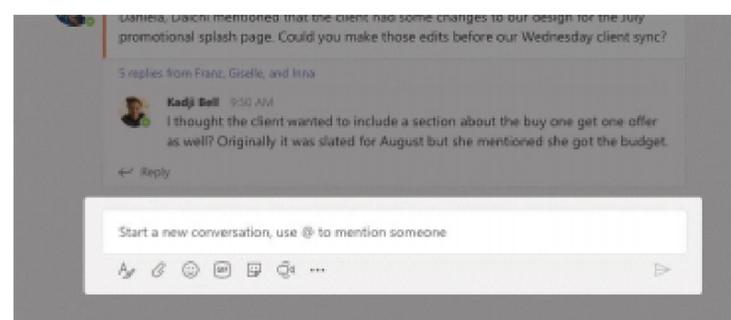
A **team** is a collection of people, conversations, files, and tools—all in one place. A **channel** is a discussion in a team, dedicated to a department, project, or topic. Select **Teams** and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



Start a conversation

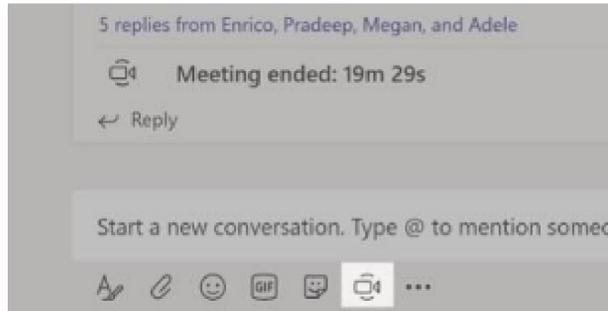
With the whole team... Select **Teams**, pick a team and channel, write your message, and click **Send**.

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**.



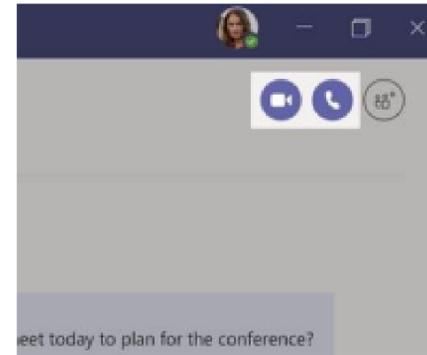
Start an impromptu meeting

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.



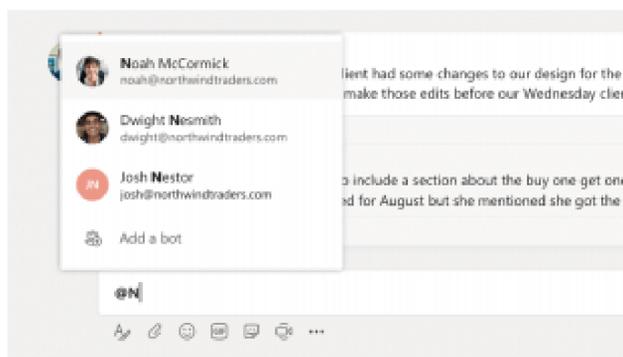
Make video and audio calls

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.



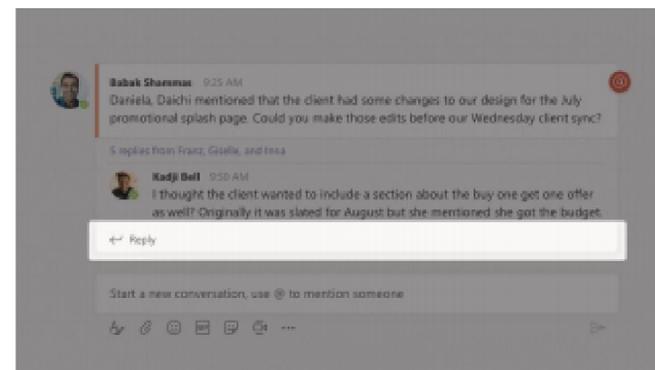
@mention someone

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.



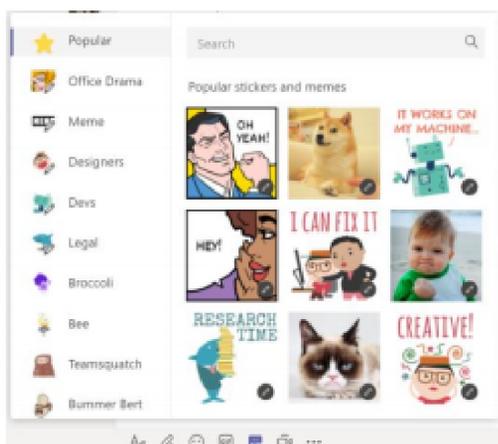
Reply to a post

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** .



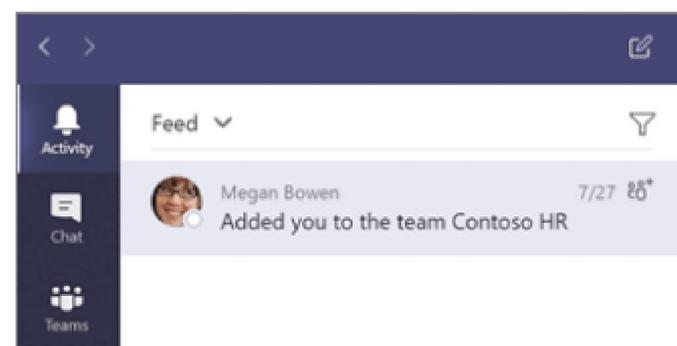
Add an emoji, meme, or GIF

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.



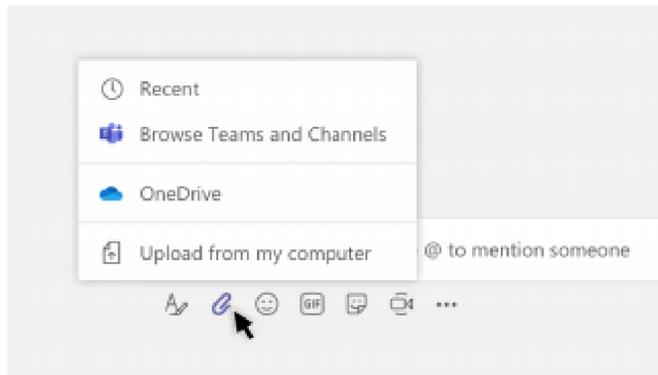
Stay on top of things

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**.



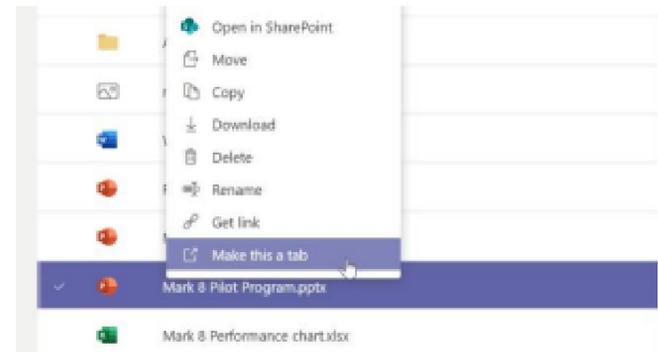
Share a file

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.



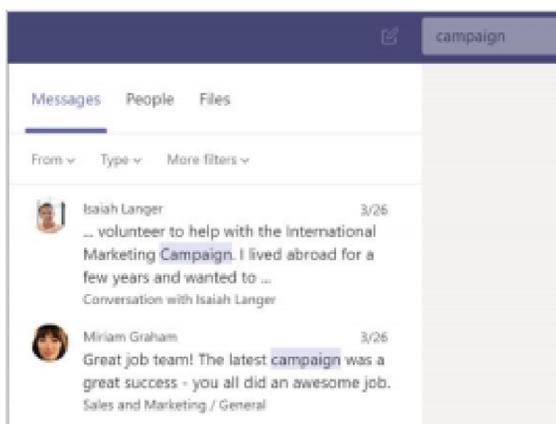
Work with files

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!



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.

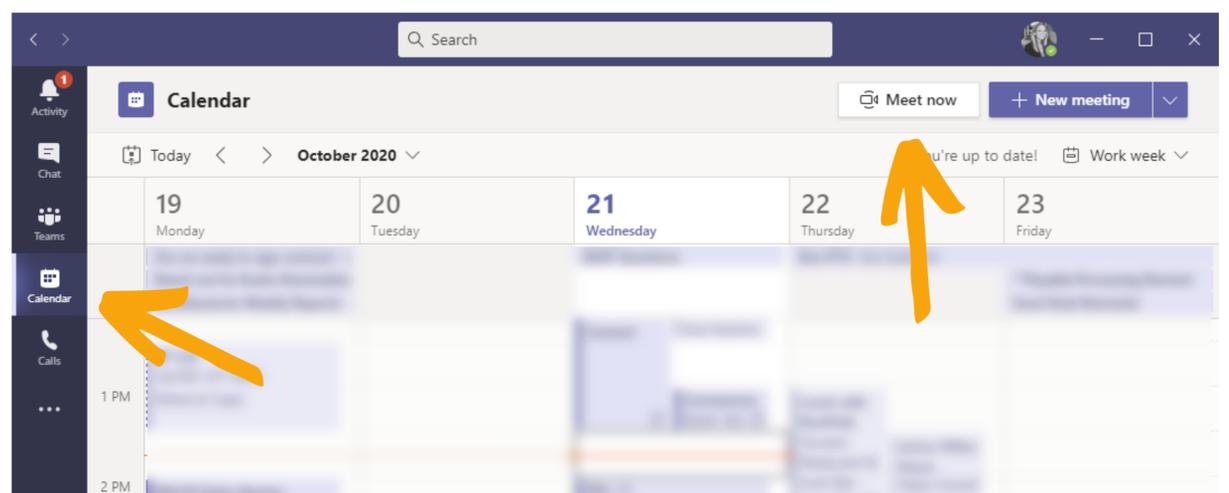


Trouble Logging In?
Reach out to IT at help@itnow.net for help logging in.

Microsoft Teams Tips and Tricks

Tip #1 - Instant Meeting Using Calendar

- From your calendar in Teams, select **Meet now** in the upper right corner.
- You will have the chance to set a few things up before you start your meeting - give it a title, choose whether you want to use video, and pick your preferred audio source.
- When you are ready, click **Join Now**.
- Your meeting is now up and running - you just need people to join you.



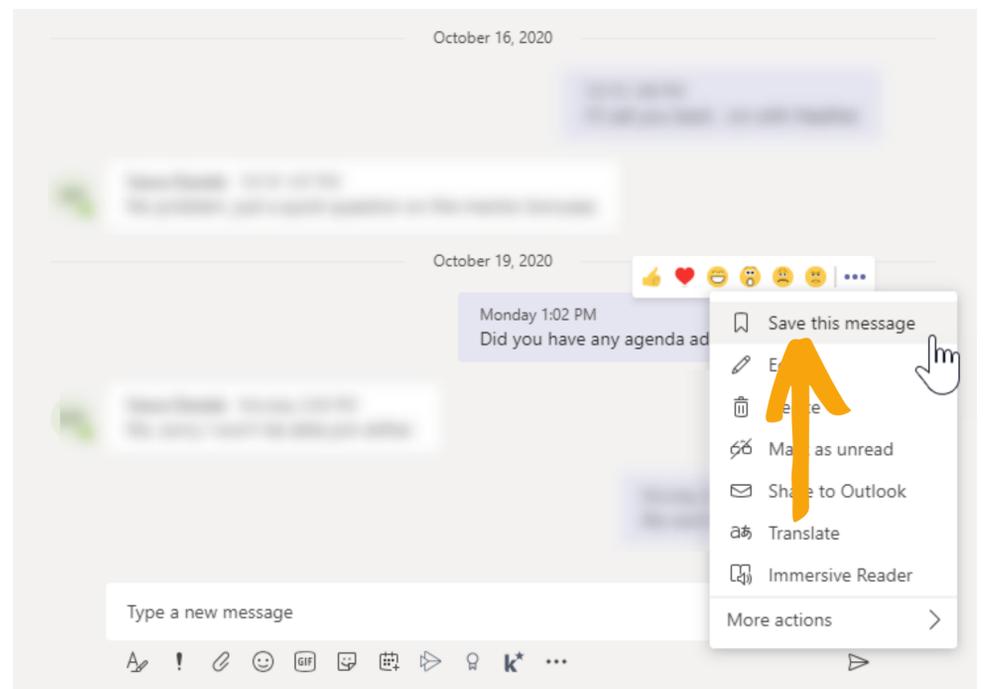
To invite people -

- Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they will get a call right away.
- Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy join info** and paste the link into a message.

Microsoft Teams Tips and Tricks

Tip #2 - Bookmark a Message

You can bookmark any message so it's easy to find later on. Click on the three ellipsis in the top left corner of the message and select Save this message.

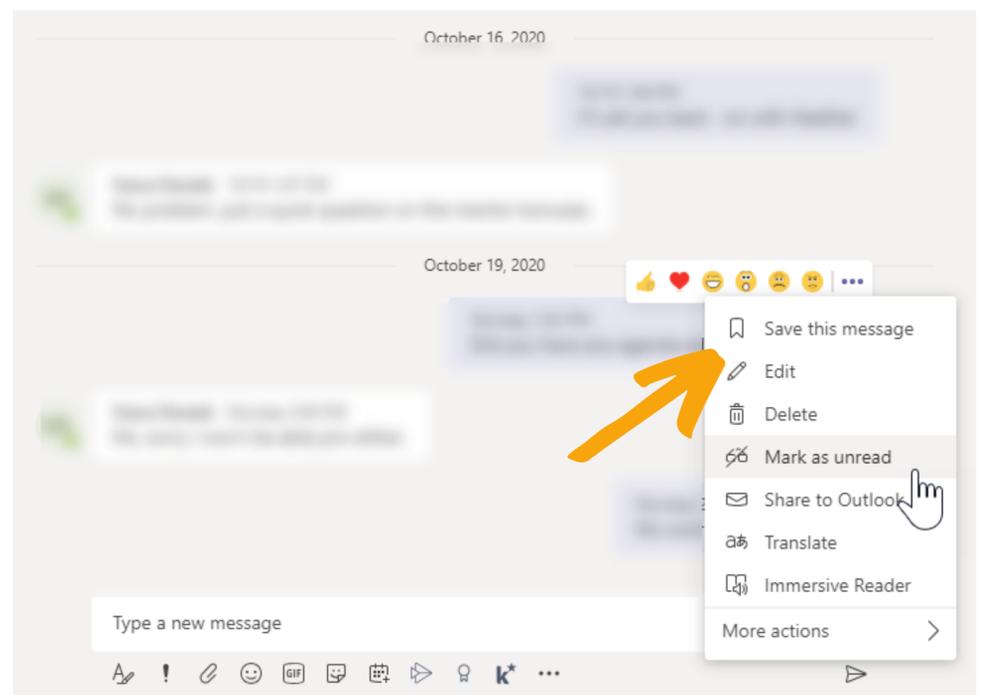
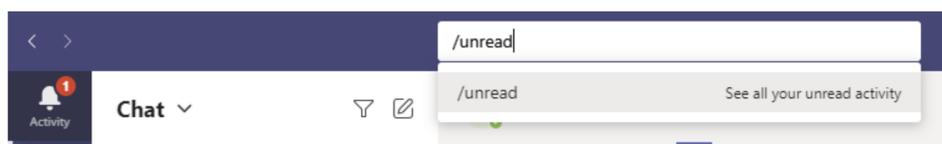


Tip #3 - Mark a Message as Unread

You can mark a message as Unread so you can come back to it later.

Click on the three ellipsis in the top left corner of the message and select Mark as Unread.

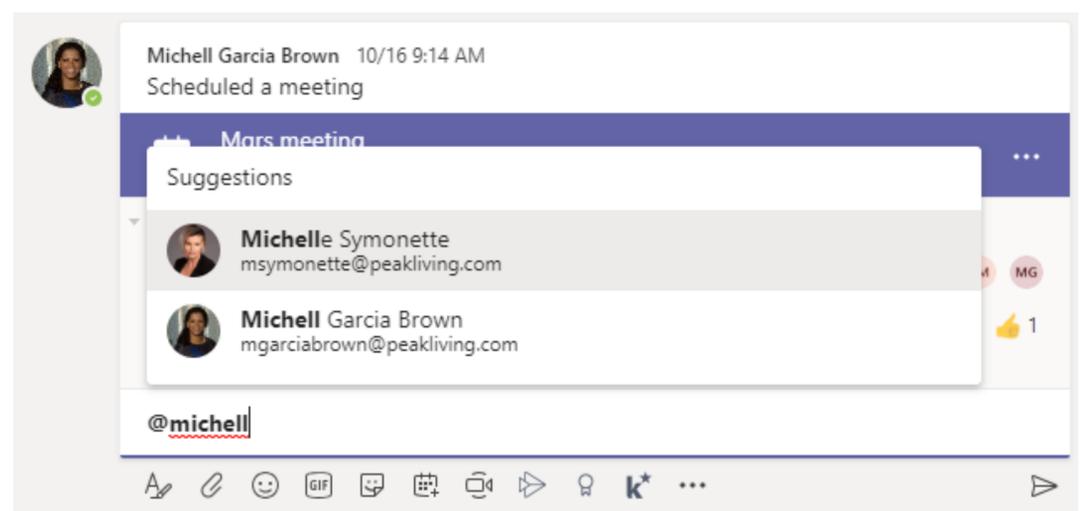
When you need to find your bookmarked messages, you can use the **/unread** command from the search bar to access your saved messages.



Tip #4 - @Mention to Get Attention

You can use an @ mention to make sure a particular person gets notified of your message.

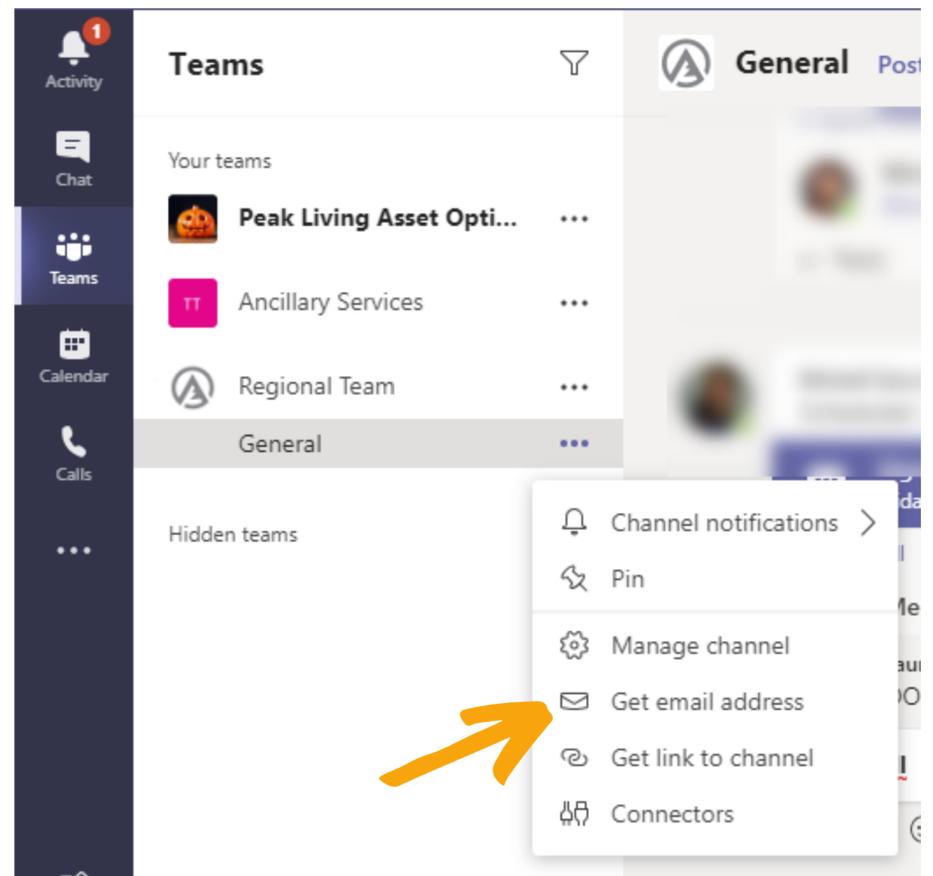
Just type the @ symbol anywhere in your message and then start typing a person's name, channel name or team name. Then you can select from the suggestions list to mention them.



Microsoft Teams Tips and Tricks

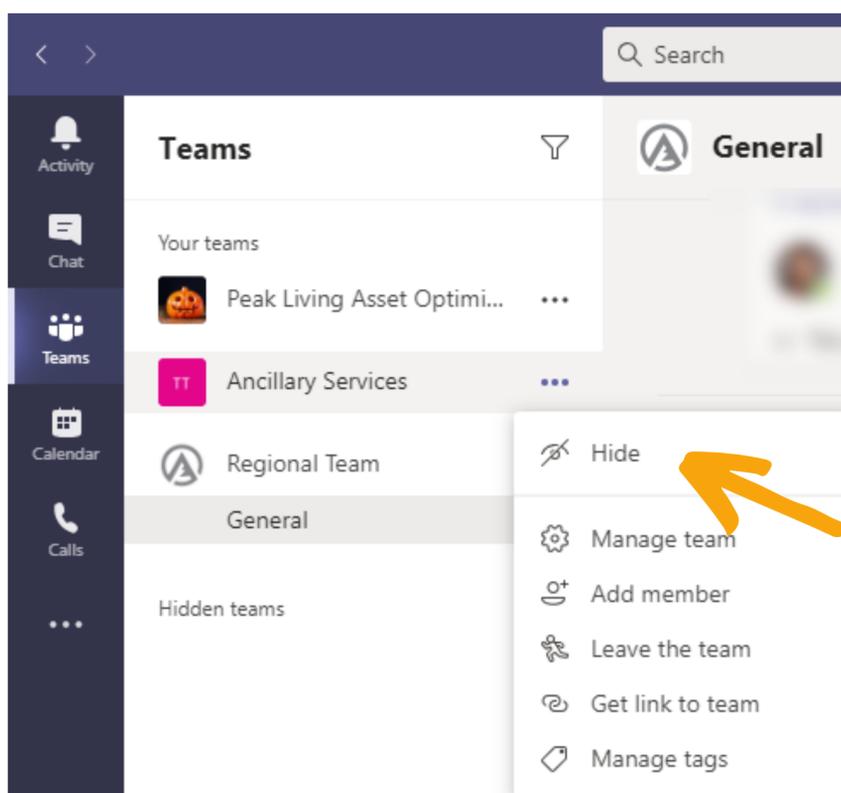
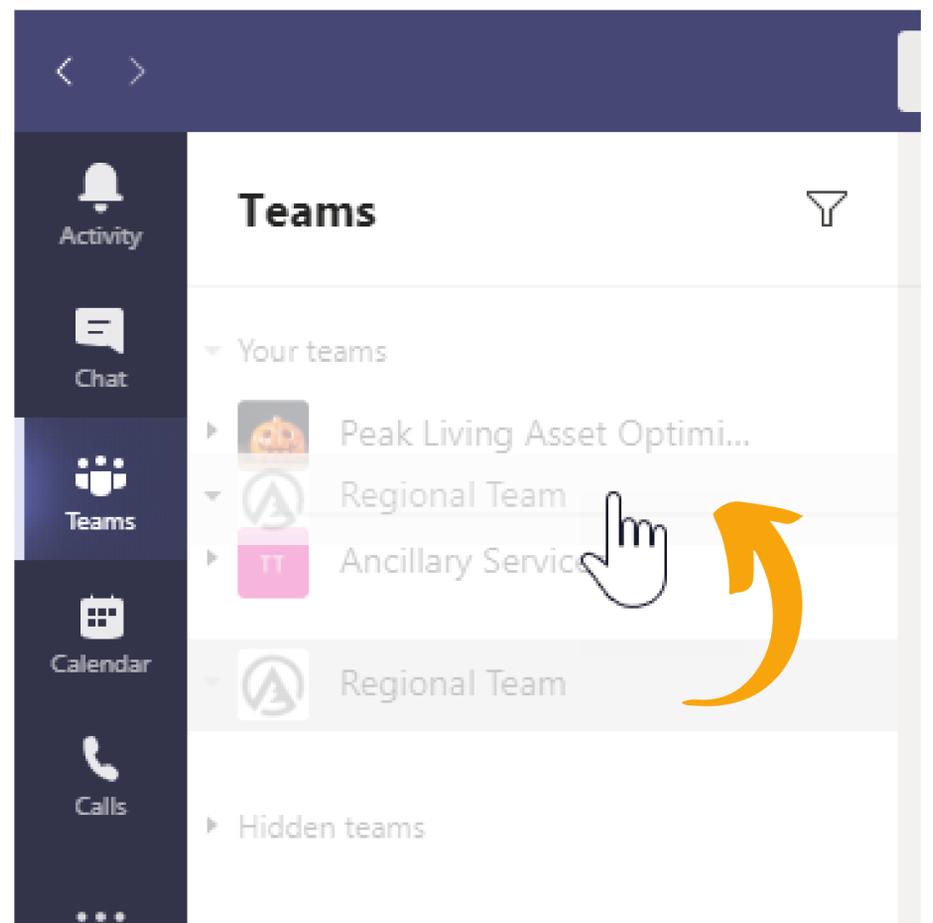
Tip #5 - Get Email Address for Teams and Channels

Right click the desired channel and select Get email address



Tip #6 - Drag and Drop Teams or Hide Channels

There is a quick and easy tip that will help you keep your Teams and Channels organized. You can drag and drop Teams around your team list so you have your most used items at the top.



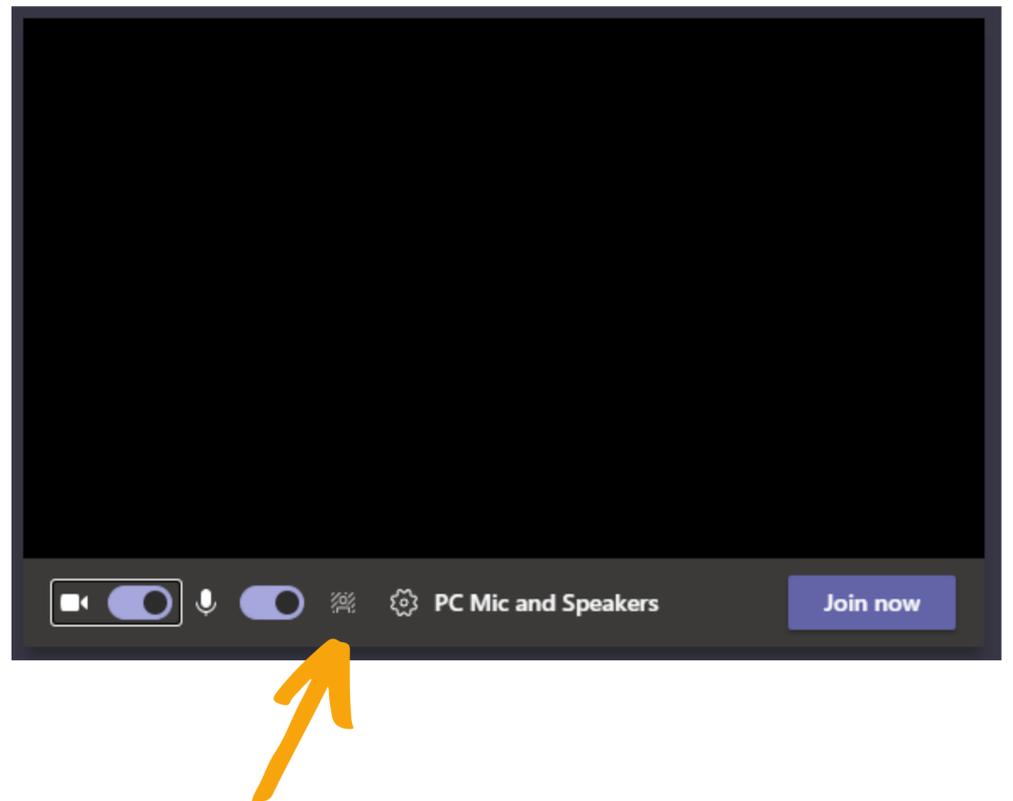
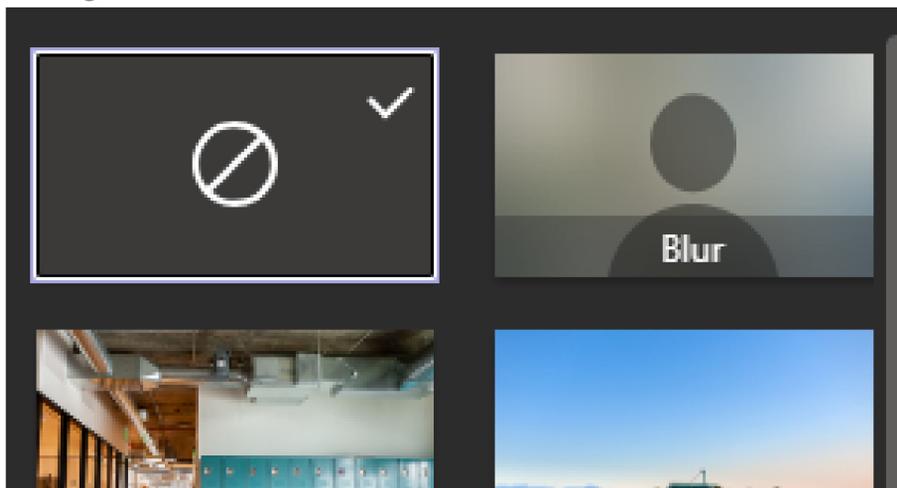
Another great organizing tip is you can hide channels within a Team. This way you can remove some clutter from channels you're not active in. Right click the channel to select Hide.

Microsoft Teams Tips and Tricks

Tip #7 - Blur Backgrounds for Meetings

Are you working from home and your room is a mess? Blurring your background is the perfect way to hide your messy background during meetings.

Before joining a meeting, turn the Blur toggle on to choose from a variety of backgrounds including a blurred background.

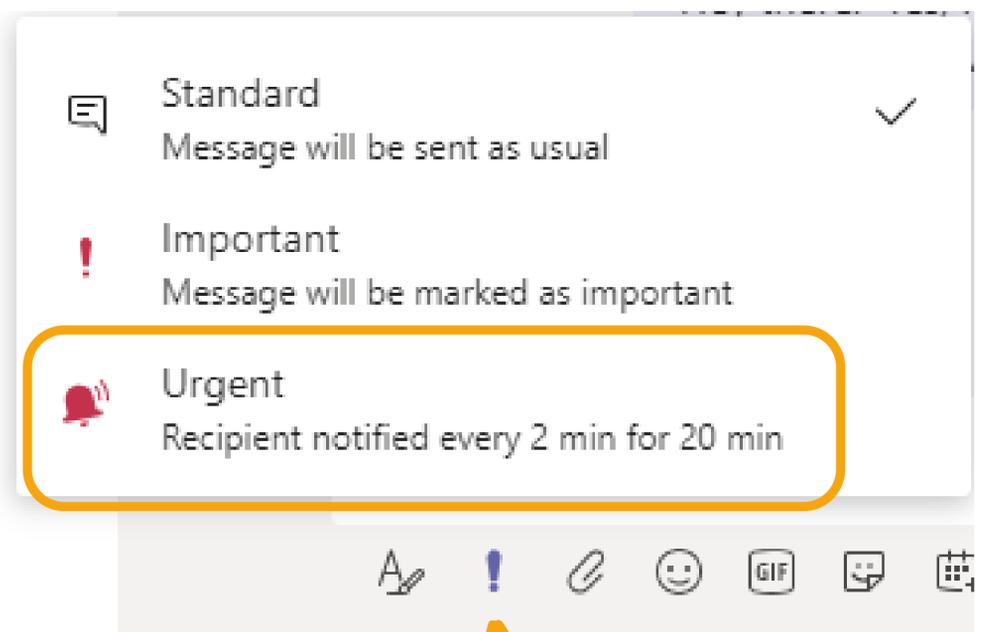


Tip #8 - Urgent Chat Message

If you need to ensure someone sees your message in Teams, you can send an urgent message.

This is a very useful feature to get someone's attention, but is one you should definitely use sparingly.

From inside any chat click on the exclamation icon to select Urgent from the message status options. This will notify them of the new message every 2 minutes for the next 20 minutes.



Tip #9 - Activity Center and Filters

The best way to stay up to date with all your Teams activity is to use the activity center.

This will show you a timeline feed of all your activity and notifications.

You can then search your activity feed by text search or filter on it to show only certain types of activity like reactions or mentions etc...

Go to the **Activity** center in the left navigation pane then click on the **Filter** icon. You can either **Type to filter** or click the **three dots** to filters by type of activity.

