

BIRGER.

Microsoft Teams Quick Start Guide

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Sign in

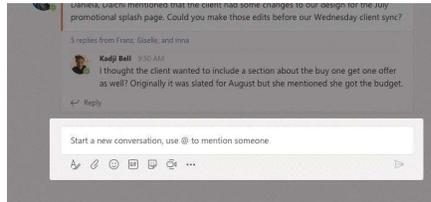
- In Windows, click **Start**  > **Microsoft Teams**.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- On mobile, tap the **Teams** icon.
- Then sign in with your Office 365 username and password.



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Start a conversation

- *With the whole team...* Click **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** .

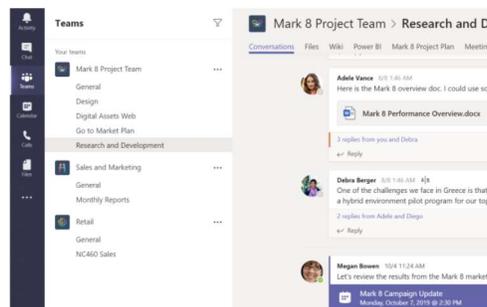


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Pick a team and channel

- 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.

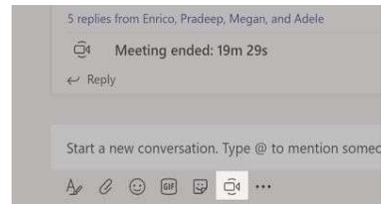


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Start a meeting

- 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.

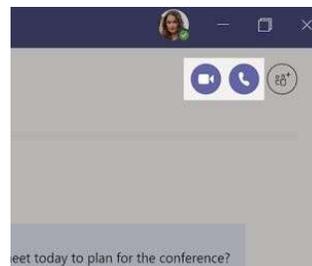


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Make video and audio calls

- 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.

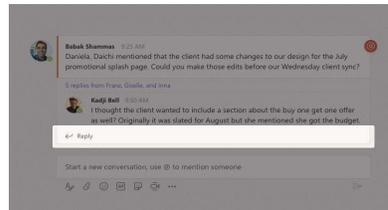


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Reply to a conversation

- Channel conversations are organised by date and then threaded.
- Find the thread you want to reply to, then click **Reply**.
- Add your thoughts and click **Send** ➤.

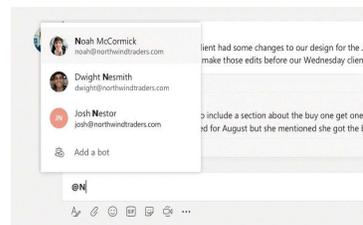


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@mention someone

- 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.

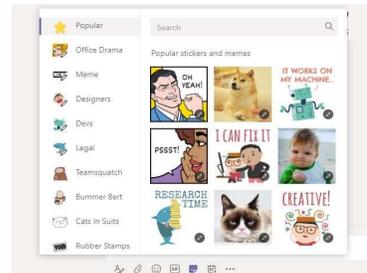


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Add an emoji, meme, or GIF

- 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.

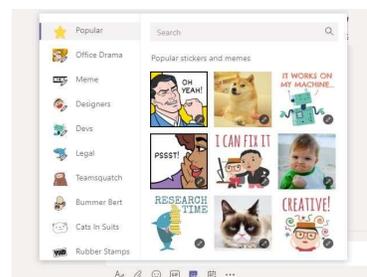


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Stay on top of things

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

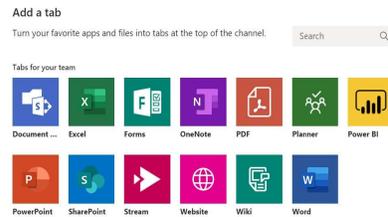


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Add a tab in a channel

- 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.

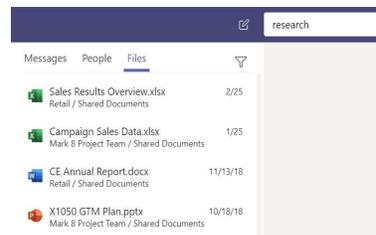


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Search for stuff

- 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**  to refine your search results.

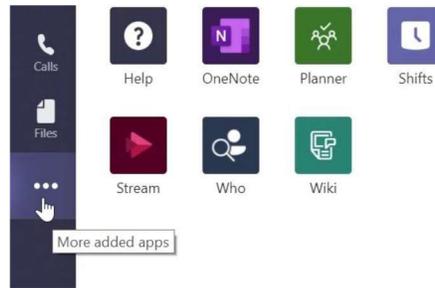


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Find your personal apps

- Click **More added apps...** to see your personal apps.
- You can open or uninstall them here.
- Add more apps under **Apps** 🗑️

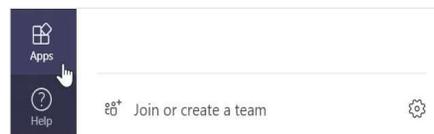


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Add apps

- Click Apps 🗑️ on the left.
- Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



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Microsoft Teams - 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.

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

Use the command box
Search for specific items or people, take quick actions, and launch apps.

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

Move around Teams
Use these buttons to switch between Activity Feed, 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.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

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.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Reply
Your message is attached to a specific conversation.

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