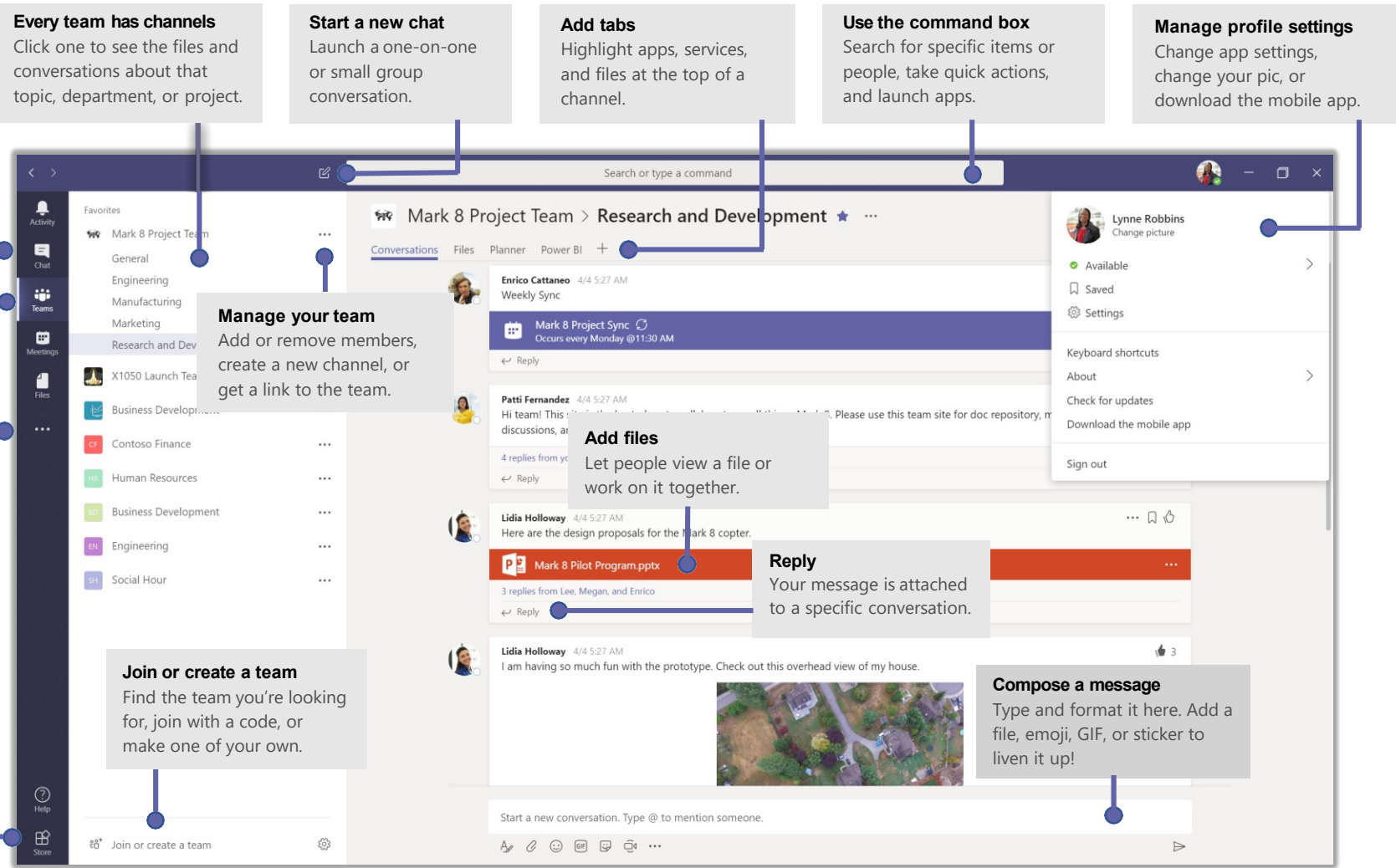


# Microsoft Teams

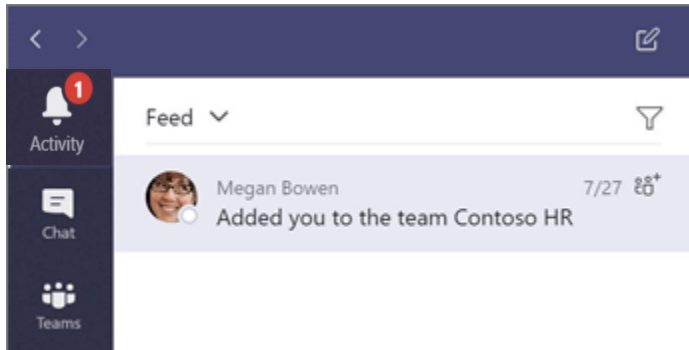
## Quick Start Guide

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




## Notifications









The Activity feed shows you all relevant notifications, including channel activity, mentions, replies and more.

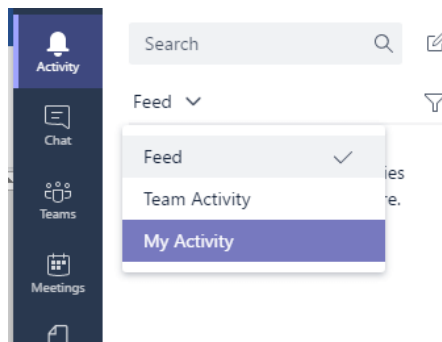


## Filter

Filter your activity by clicking the filter icon  in the top right corner. Users can also choose between seeing their feed or their activity.

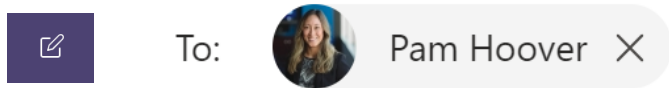


-  Unread
-  Mentions
-  Replies
-  Reactions
-  Missed call
-  Voicemail
-  Apps
-  Suggested

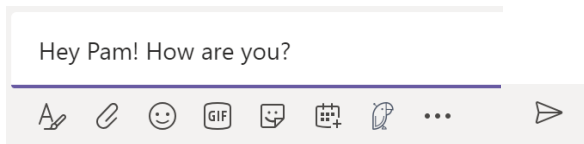


## Compose

Chat allows users to host 1:1 or group chats. Group chats can include up to 50 participants. To start a new chat, right click on the chat icon and select **New Chat**, or click the compose new message icon. Enter the name of the contact you would like to chat with. For group chats, enter multiple participants.



Compose your message and click the send message icon or press enter. You can also include file attachments, GIFs and emojis with your message.



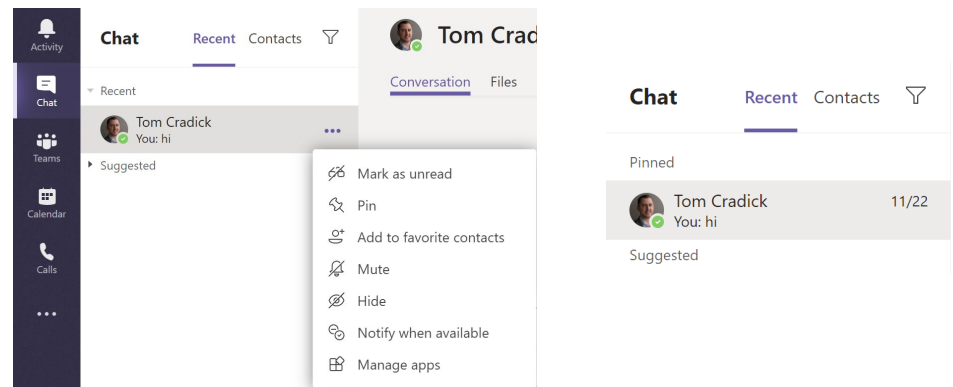
## Escalate Chat

Use the video, call or share icon at the top of your chat to escalate a chat into collaboration.



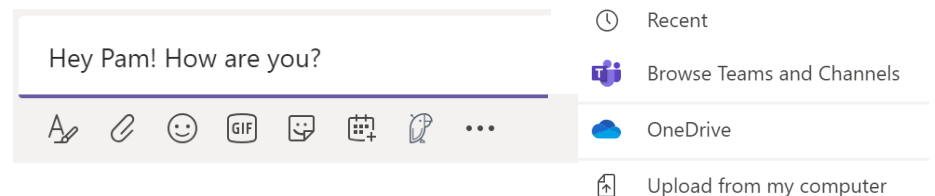
## Pin Frequent Chats

Pin frequently contacted chat participants to your chat list for quick access to chat. Find the name of the conversation you want to pin and click More Options ... > Pin. This ensures that the chat stays at the top of your list.



## Share File via Chats

To share a file through a chat, drag and drop a file into the body of the message, or use the attachment icon. Browse to your file and click send.



# Teams and Channels

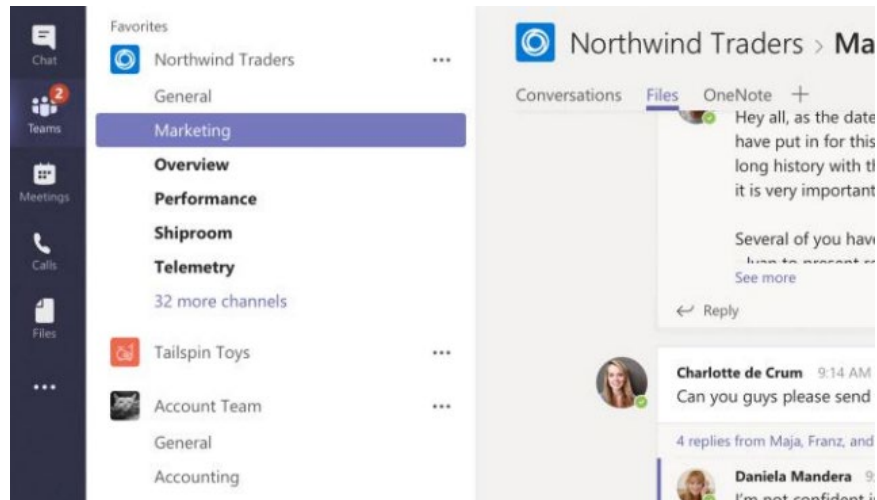


Teams

## Teams vs. Channel

A Team is a collection of people, conversations, file and tools all in one place. A channel is a discussion in a Team, typically dedicated to a department or topic.

When a user is invited to a Team, they will receive a notification in their activity feed. In this example, the Team is Northwind Traders, and the channels are listed below the Team.



## Private Channels

**Private channels** enable users to create channels within existing teams that can be viewed and accessed by only select members of that team. Users can create a private channel by selecting "Private" under the privacy settings of the new channel.

### Create a channel for "Mark 8 Project Team" team

Channel name

Budget and other financials

Description (optional)

Help others find the right channel by providing a description

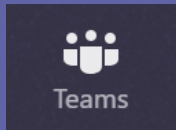
Privacy

Standard - Accessible to everyone on the team

Standard - Accessible to everyone on the team

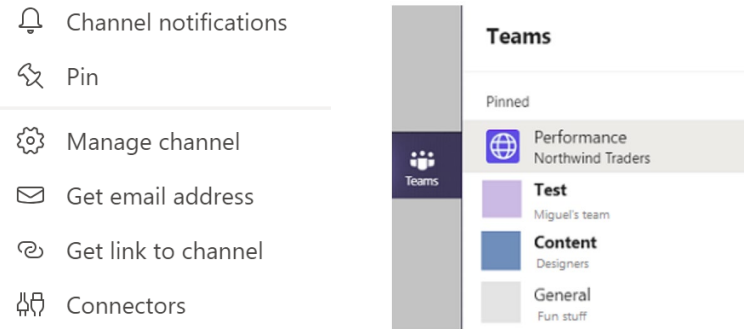
Private - Accessible only to a specific group of people within the team

# Teams and Channels



## Pin a Channel

To pin a channel, go to a channel name and select More options ... > Pin.  
This ensure the channel stays at the top of your list.



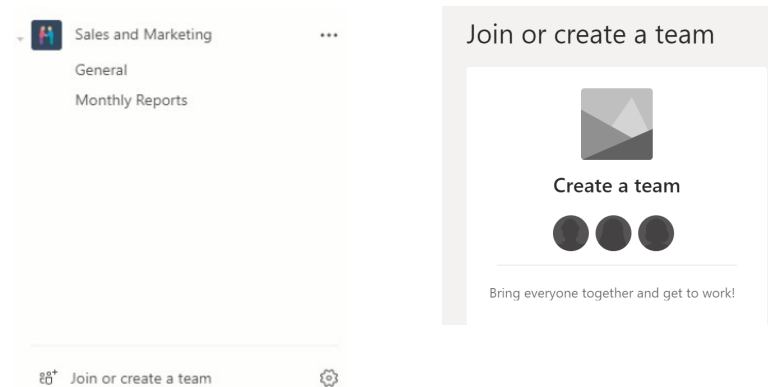
## Get Someone's Attention

Get someone's attention in a channel post or a group chat with @-mentions. Simply press the @ key before typing a person's and select the right contact from the list of suggestions. They will receive a notification, which they can click to go directly into the point in the conversation where they were mentioned.



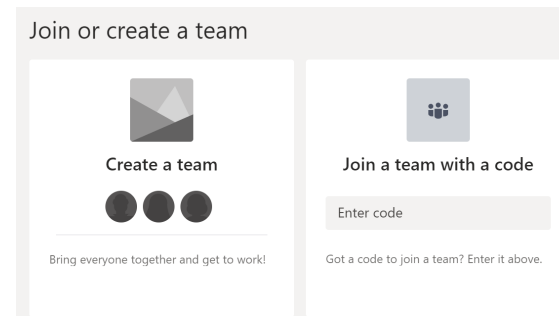
## Create a Team

To create a Team, click Join or **create a team** at the bottom of your list of teams. Select **Create a team**.

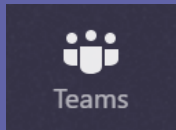


## Join a Team

To create a Team, click Join or **create a team** at the bottom of your list of teams. Search for a public Team to join [private Teams are not visible in a public search]. Or if you have a code to join a private team, enter that code.

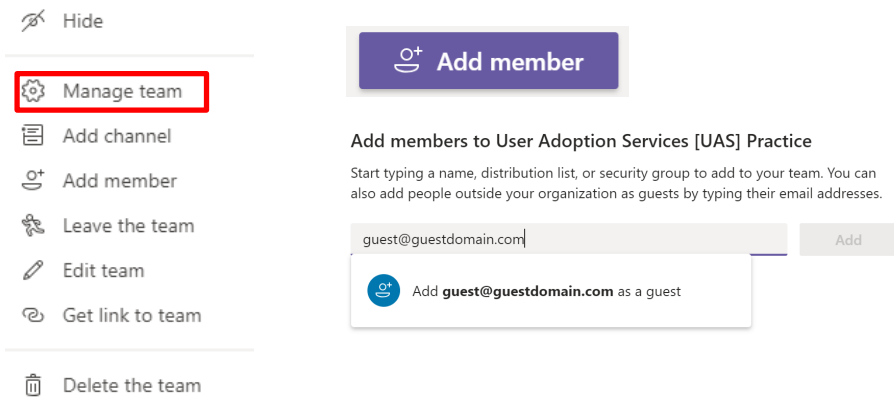


# Teams and Channels



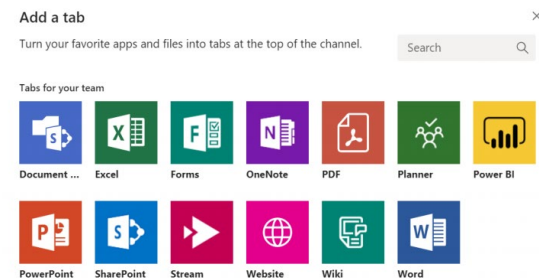
## Guest Access

To invite a guest to your team, browse to your team, click the ... **more options** icon, and select **Manage Team**. Click **Add Member** and enter the guest's email address. **Note: Only team owners can invite guests.** By default guest members cannot add or delete channels.



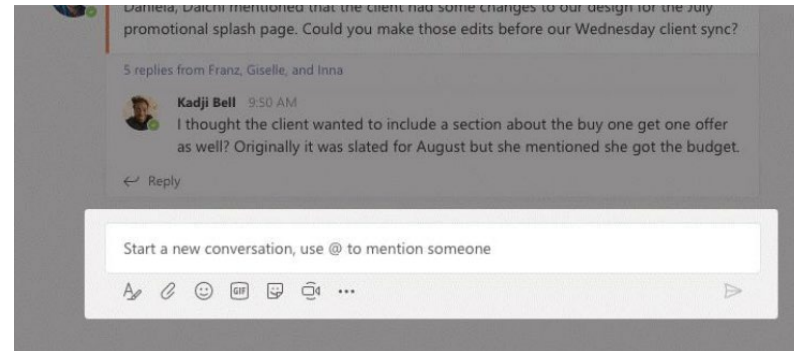
## Add a Tab

To add a tab, click the + at top of your channel, select the app you want to integrate, and follow the prompts. You can also **Search for apps**.



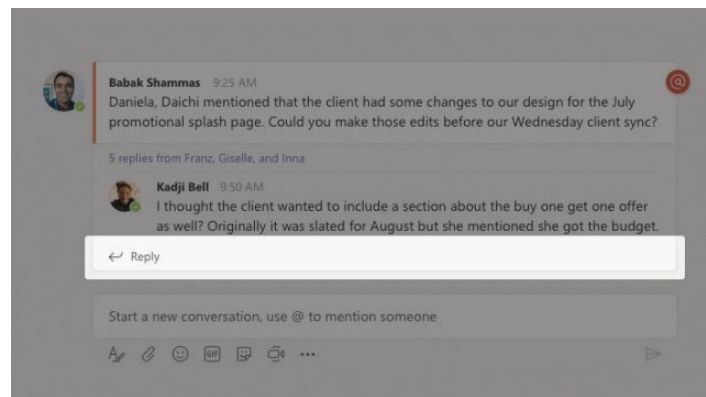
## Posts

Posts take place within a channel and are visible to all members of the channel. To start a post, select a team and channel, compose your message, and click send.



## Reply to Post

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



## What to Expect

As a Team owner you have access to permissions and settings that members do not have:

- Invite and approve members [for private channels and/or private Teams]
- Remove members from Teams
- Access and set settings policies including
- Member permissions
- Guest permissions
- And more
- View analytics and activity of your site
- Delete channels and Team sites\*

\*Please make sure you talk to your IT or service desk to prevent any issues before deleting channels or Teams sites.

## Settings

**Team Picture:** Add a team icon

**Member Permissions: Allow members to**

- Create and update channels
- Create private channels
- Delete/restore channels
- Add/remove apps
- Upload custom apps
- Create/update and remove connectors
- Delete their own messages
- Edit their own messages

**Guest Permissions: Allow guests to**

- Create and update channels
- Delete channels

**@mentions:**

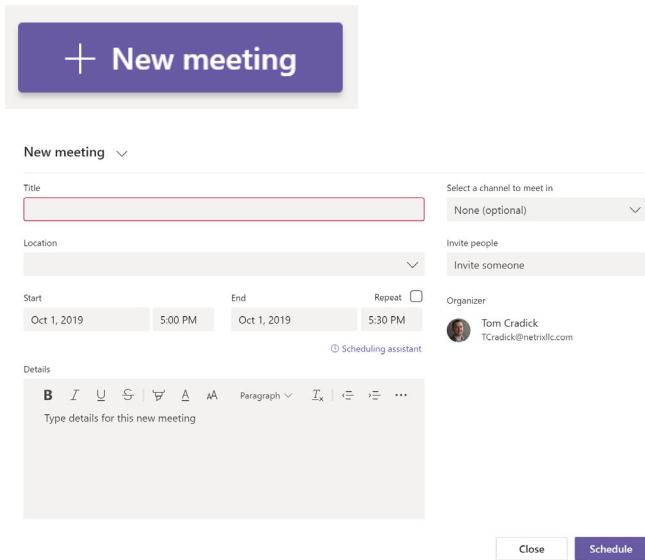
- Show members the option to @team or @teamname
- Give members the option to @channel or @channelname

**Team code:** Create a code so people can join the team directly without owner having to get join requests

**Fun stuff:** Allow Giphy, emojis, stickers and memes, as well as set filter for inappropriate content

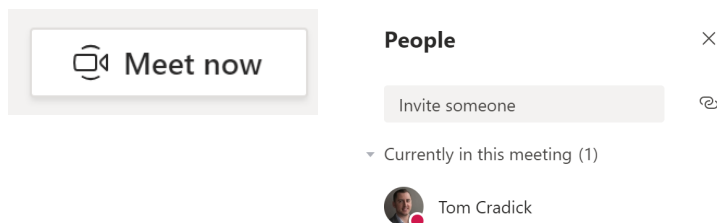
## Schedule New Meeting

Use the Calendar app to schedule Teams meetings. Click the **Calendar** tab and select a date and time for your meeting. Enter a meeting title and select the date and time of your meeting. Include all meeting participants in the **Invite People** field. Once you have filled out the required fields, click **Schedule**.



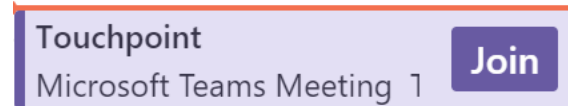
## Meet Now

To start an ad-hoc meeting, use the **Meet Now** feature.

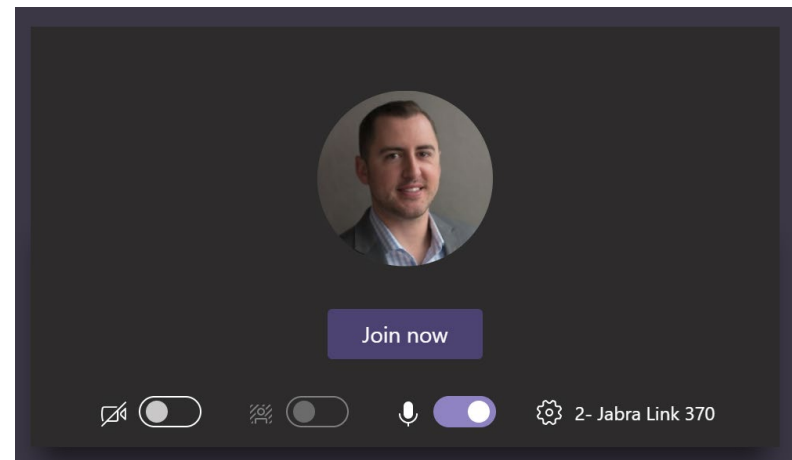


## Join Meeting

To join a meeting, click the **Join** button next to the meeting title from the calendar, or from the meeting invite.

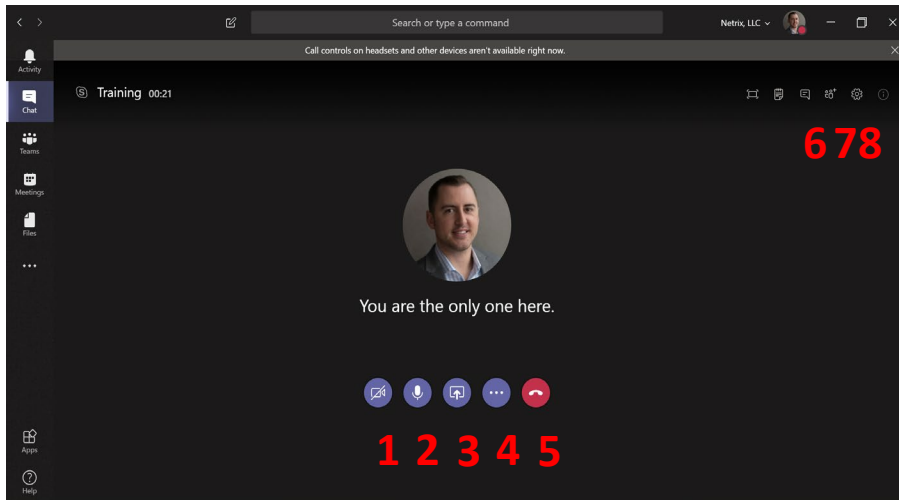


Prepare your audio and video settings. Use the slider in the middle to enable **Blur**. This features blurs out the background around you and focuses on just your face. Blur is a great feature for those who often work remotely.





## Meeting Controls



1. Toggle video
2. Toggle audio
3. Share content
4. More options
5. End meeting
6. View meeting chat
7. View meeting participants
8. Change settings

## Meeting Roles

Organizers can now choose what roles your invitees have during your meetings. Once you have sent your meeting invite, open that meeting from the **Calendar** tab and click **Meeting options**.

Meeting options

Close

Edit

Who can bypass the lobby?

People in my organization

Who can present?

Everyone

Save