

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.

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

Use the command bar
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, Meetings, & 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.

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

Add apps
Launch the Store 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
Get people across the org work on it together.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to draw it out.

Reply
Your message is attached to a specific conversation.

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CH Cherryholmes



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