



# Welcome to Microsoft Teams

Microsoft Teams is the app that brings your conversations, meetings, and files together in one place. This guide will help you get started with Teams, learn the basics, get tips to practice on your own, and discover ways to engage your team.

## Set up

**Download** the app for [desktop](#) and [mobile](#) to access Teams with the best performance anywhere you go.

## Explore

Once you [sign in](#), **connect** with your team in chat, channels, calls, and meetings.

## Practice


**Try out** the different features as you learn about them in this guide. You'll get the basics in no time!

**Hit the ground running now!** Build confidence by trying things on your own. Go to the **Meet now** button (at the top right corner on the Calendar tab) to play around and test all the meetings functionalities before you're in the spotlight!




# Getting around


Navigate Teams using the menu along the left side and the top bar of your Teams desktop app.




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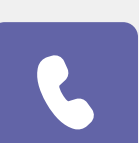
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Activity

Find notifications for all recent actions to stay on top of things. You can manage your notifications according to your preferences.

Chat

Message someone or a group of people. This tab brings up the list of all your chats.

Teams

Create teams and channels to gather people together in focused spaces with conversations and files. This tab brings up a list of all the teams you are a part of.

Calendar

Bring up your calendar to view, create, and respond to meetings.

Calls

Start video and audio calls by dialing a phone number or placing a call over the internet. View your call history and voicemail.

Files

Files shared in chats, meetings, or channels are consolidated under this tab. Files will appear in a list view and can be sorted by type, name, date, or location.

Apps

Search for, choose, and integrate apps to optimize how you work in Teams. Apps can appear in chat, channels, or meetings.

Help

Learn more about Teams with articles and training content. Stay up to date with the latest features, and report problems when things aren't working out.

Search

Search for people, files, meetings, or conversations in Teams, then filter results to find just what you need.

Profile


Selecting your profile picture shows you a menu where you can customize your profile, find saved messages, or set your status and a message people can see when they try to reach you.

**Tip** Your Teams calendar automatically syncs with Outlook, and you can manage meetings through either app.


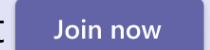


# Meeting essentials


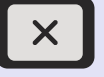
## Create meetings

1. Select  or double-click on a time in your calendar to [create a new meeting](#).
2. Add people, a location and any notes.
3. Send your invite.

## Join meetings

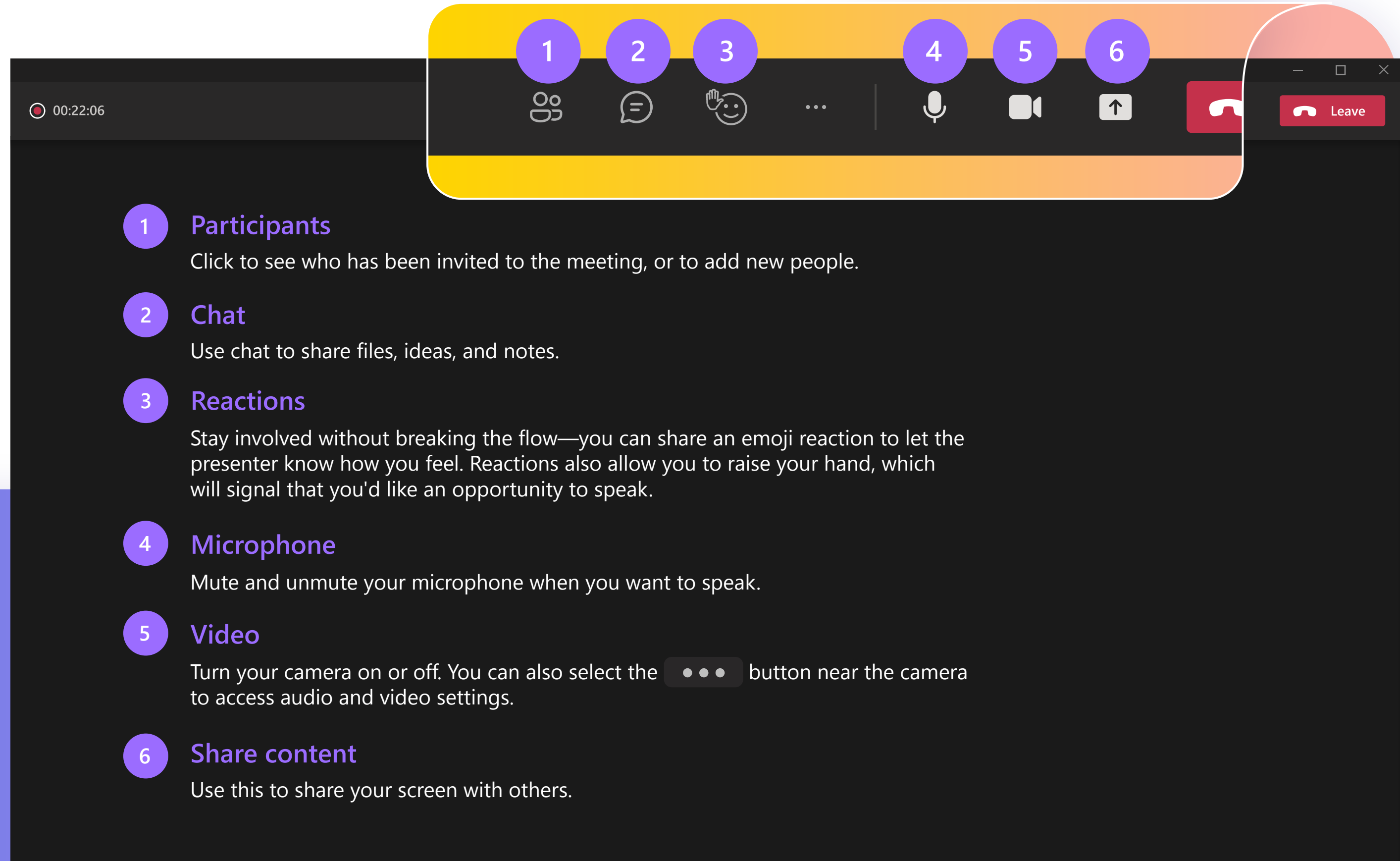
1. From the calendar tab, select the meeting you intend to join, then select .
2. A new screen will show up. Here you can choose how you want to appear in the meeting, and your audio preferences.
3. Then select .

## Present in meetings

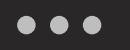
1. Screen share from the  button at the top of your meeting window.
2. Choose what screen or window you want to share. Don't forget to include audio if you're sharing something with sound.
3. When you are finished, use the  button at the top of your meeting window to stop sharing.

## Meeting controls

When you join meetings, a different window will pop-up. These are the controls you need to know:



The screenshot shows the Microsoft Teams meeting controls bar. A yellow highlight covers the first three buttons (Participants, Chat, Reactions), and an orange highlight covers the last three buttons (Microphone, Video, Share content). A red highlight covers the Leave button. The controls bar is positioned at the top of the meeting window, which also displays a timer (00:22:06) and a 'Leave' button.

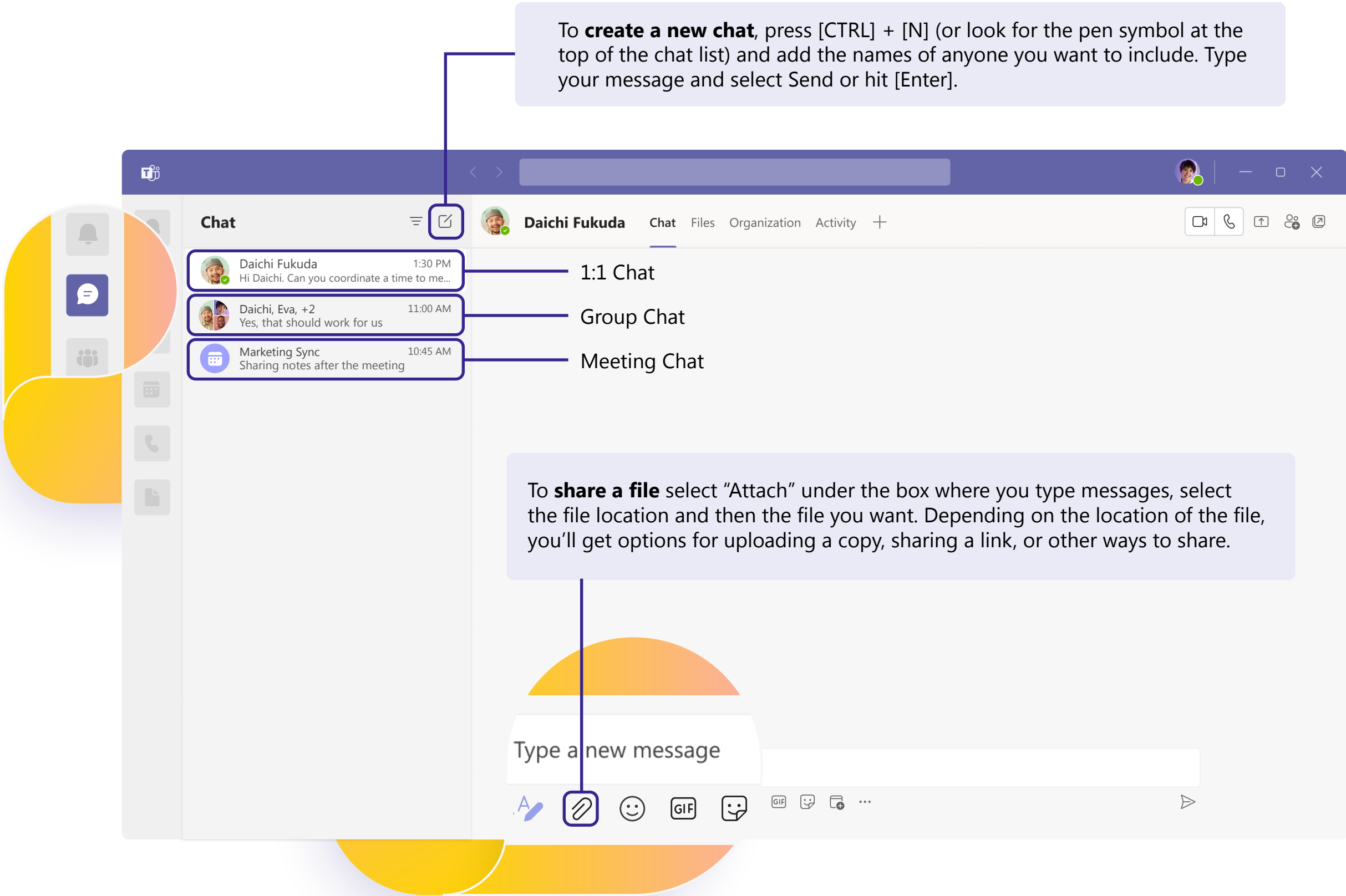
- 1 Participants**  
Click to see who has been invited to the meeting, or to add new people.
- 2 Chat**  
Use chat to share files, ideas, and notes.
- 3 Reactions**  
Stay involved without breaking the flow—you can share an emoji reaction to let the presenter know how you feel. Reactions also allow you to raise your hand, which will signal that you'd like an opportunity to speak.
- 4 Microphone**  
Mute and unmute your microphone when you want to speak.
- 5 Video**  
Turn your camera on or off. You can also select the  button near the camera to access audio and video settings.
- 6 Share content**  
Use this to share your screen with others.

**Tip** Use [Ctrl]+[Shift]+[M] for a shortcut to mute and unmute during meetings.



# Chat

By default, your chats will be arranged along the left-hand side of the chat panel, with the most recent messages at the top. You can right-click on any chat and select "Pin," which will keep it at the top of your list for quick access.

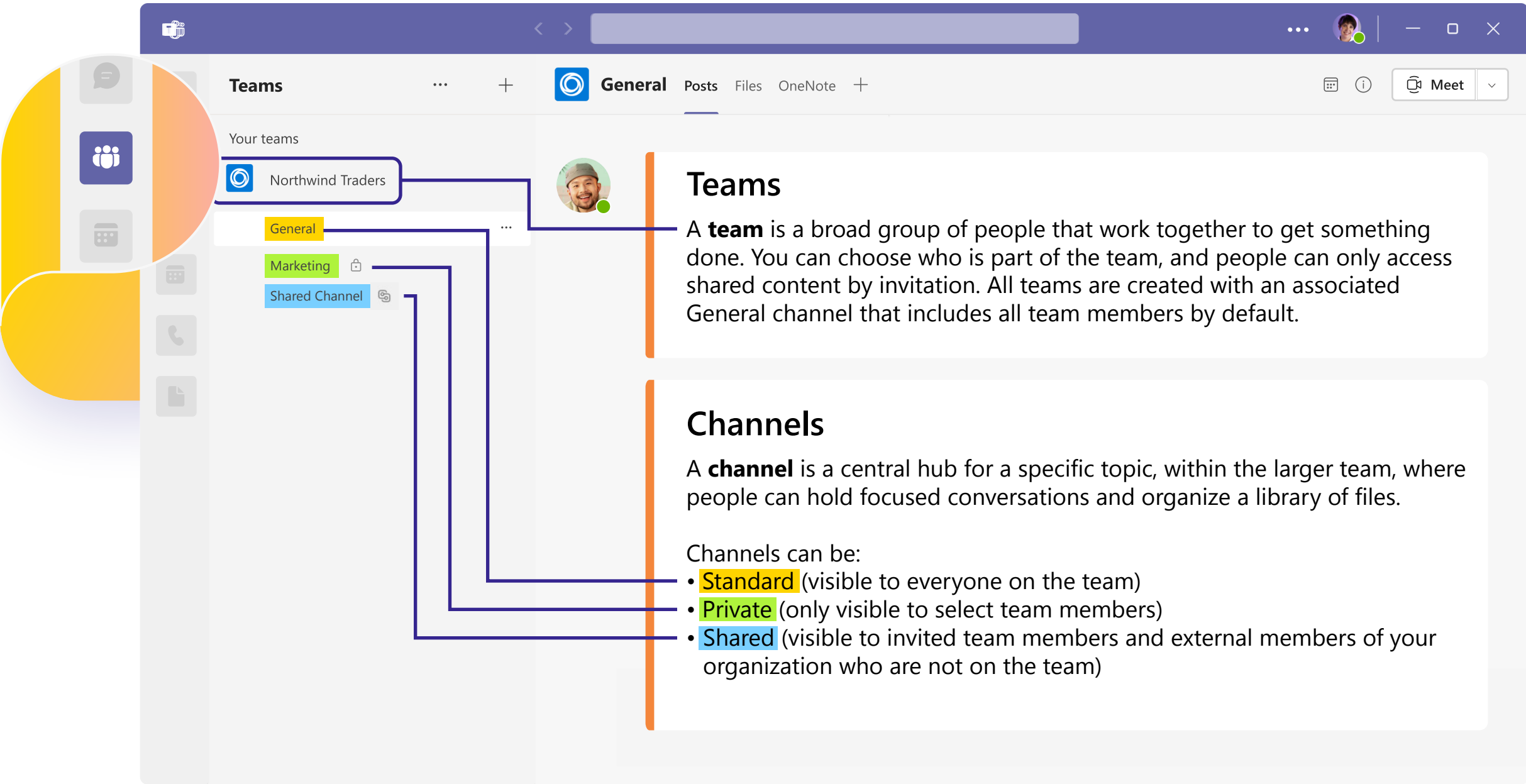


Tip

When you create group chats you can edit the name of the group by selecting the symbol next to the group icon in the chat. This will help you give it context and make it easier to find.

# Teams and channels

When you are invited to a new Team, it will automatically appear on the left panel along with all its associated channels. You can choose to "show" the most relevant chanelns and "hide" the rest.



Tip

Create a team for your organization with channels for your leadership team, each department, and one just for fun!





# Connect through messages

Whether you're in a meeting, channel, or a chat, your messaging box will look the same.

## Compose

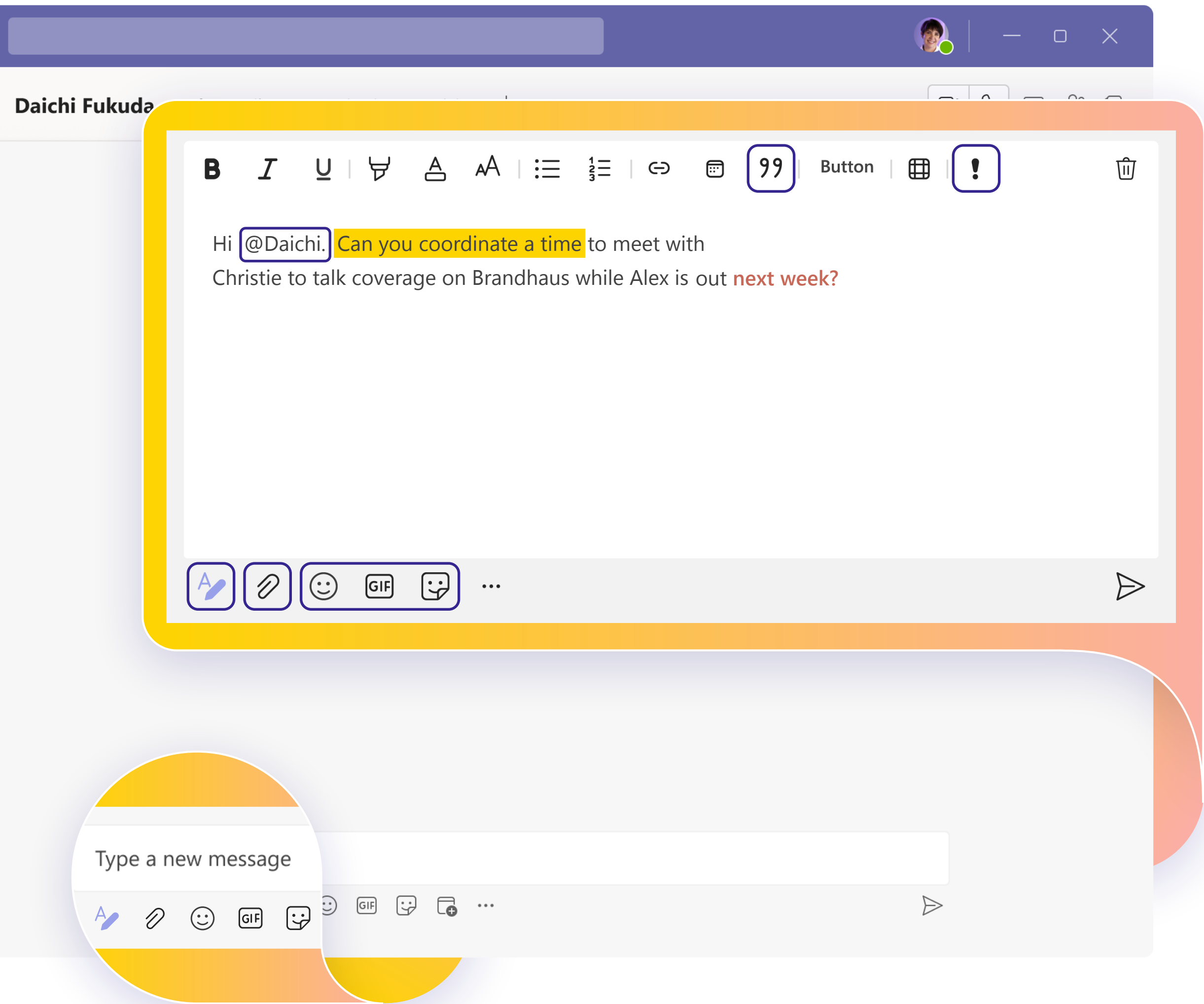
- Format** your messages, add bullet points, charts or hyperlinks.
- Mark as important** to call attention to specific messages.
- Attach files** to share with your teammates.
- Include gifs**, emojis, stickers to bring lightness to your conversations.

**Tip** Going into format mode will prevent your message from sending when you hit [Enter], so it's a great way to draft and preview messages before sending them.

## Respond

- Tag a teammate** in a message by typing the **@ symbol** followed by their name. They will receive a special notification calling for their attention.
- React** to individual messages or **quote** them in a response.

**Tip** If you want to revisit an important message later, hover on that message, select the , then choose "Save." Saved messages will be found under your profile picture dropdown menu.






# Next Steps

You will **get the most out of Teams** when you get to truly connect with your team and collaborate together. Keep practicing until each step of your workflow feels natural.

## Test meetings

1. Use the  **Meet now** button in the Calendar tab
2. Then select "Start meeting"
3. And then "Join now"

Here you can try to share your screen, start a whiteboard or even record yourself while you are practicing a presentation. This is your safe space to test everything out!

 **Meet now** **New meeting**

## Share knowledge

Teamwork is all about collaboration! **Share with your team best practices** you learn along the way, tips and tricks for how you can best organize your workflows and ask for their own advice to define how you can best use Teams together.

## Keep learning

No matter how you like to learn and practice, we've got resources to support and inspire you:

- [Virtual classes](#): We have instructors to answer your questions and walk you through all the details.
- [Training series](#): Complete the beginner series of videos at your own pace.
- [Support articles and step-by-step guides](#): To get answers to your most common questions.
- [Feature overviews, tutorials, and announcements](#): Our YouTube channel has carefully curated content to get you excited and show how you can use Teams effortlessly.

Looking for training and additional resources?

Centaris is here to help your organization.

[www.Centaris.com](http://www.Centaris.com)

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