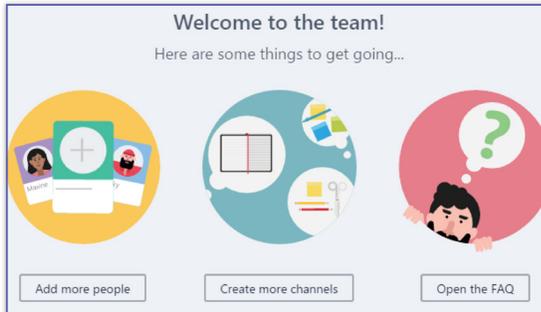


Office 365

Getting Started with Teams

Microsoft Teams

Teams is a chat-based workspace that keeps a team's important communication and files in one place. It works with Office 365 and features threaded chats to help everyone converse and collaborate more effectively.



Getting Started with Teams

A user must download the desktop app to use Teams. Users will receive an email with the download link, or can go to: <https://teams.microsoft.com/downloads> to download the app. The mobile app is also available via this link.

Feature	Description
My Activity	View your activity and saved messages
Activity	View recent conversations and notifications
Chat	View recent conversations
Teams	View all of a user's teams
Meetings	View upcoming meetings or schedule a meeting
Files	View files from Teams and OneDrive

Overview of Teams

A team is a collection of people, content, and tools related to a project. Team members can participate in conversations as well as share files and notes.

Creating a New Team

1. Click Create a team below your team list.
2. Enter the desired name and description for the team, and click Next.
3. Add desired members, or click Skip to skip this step.
Note: To edit or delete a team, click the more button (three dots) to the right of the team and select Edit team or Delete the team.



Adding a User to a Team

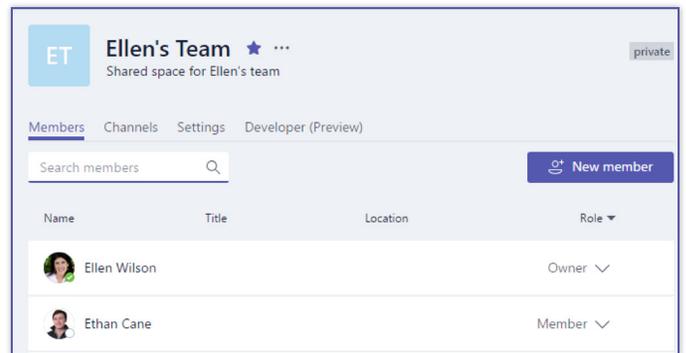
1. Click Teams in the toolbar on the left, and select the desired team.
2. Click the more button (three dots).
3. Click Add members.
4. Enter the desired members, and click Add. Click Done when finished.



Managing a Team

Team Owners can manage members, channels, and general team settings.

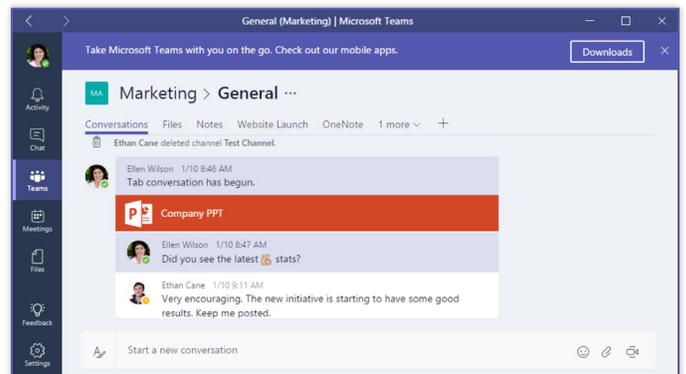
1. Click Teams in the toolbar on the left and select the desired team.
2. Click the more button (three dots).
3. Click View Team.
4. Make the desired changes such as adding new members, adding or deleting channels, etc.



Working with Conversations

Starting a New Team Conversation

1. Click Teams in the toolbar on the left and select the desired team.
2. Click Conversations.
3. Click in the Start a new conversation box and type the desired conversation.
4. To notify a teammate of the conversation, type @ before their name and select the desired person.



TOOL TIP: Use the @ sign before someone's name to get their attention on a particular message.

Replying to a Conversation

1. Under a current conversation, click Reply.
2. Type the desired message, and press Enter.

Adding Files and Emoji

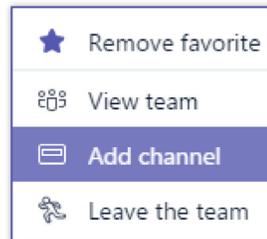
1. Click in the Start a new conversation box, or under a current conversation, click Reply. 
2. To insert a file, click the paper clip icon to the right of the conversation box and select the desired Teams file. Click OneDrive to select a file from oneDrive, or click Upload to select a file from the hard drive.
3. To insert an emoji, click the smiley face icon to the right of the conversation box and select the desired icon.

Overview of Channels

Channels allow a user to organize team conversations by specific topics.

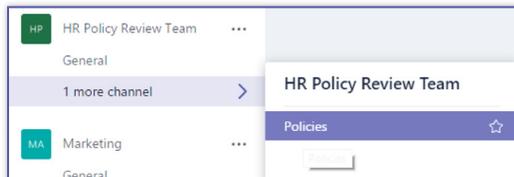
Creating a New Channel

1. In the toolbar on the left, click Teams and select the desired team.
2. Click the more button (three dots)
3. Click Add channel.
4. Enter the desired channel name and description, and then click Add.



Adding a Favorite

1. Click X more channel(s).
2. Click the star next to the channel desired to pin the channel.
Note: Click the more button (three dots) for additional channel options.



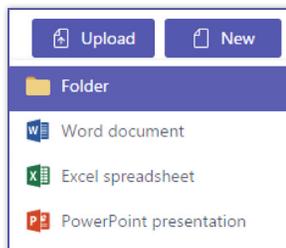
Working with Files

Sharing Files with a Team

1. In the toolbar on the left, click Teams and select the desired team.
2. Click Files above the conversation window.
3. Click Upload, and select the desired file.
Note: A teammate can also attach a file directly to a message and it will still appear in the Files tab.

Creating New Documents in Teams

1. In the toolbar on the left, click Teams and select the desired team.
2. Click Files above the conversation window.
3. Click New, and select Word document, Excel Spreadsheet, or PowerPoint presentation.
4. Type a name for the new file and click Create.

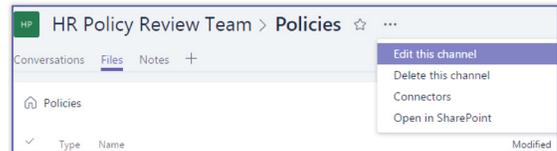


Note: To create a new Folder, click New and select Folder.

Integration with SharePoint

Teams will automatically create a SharePoint site for each team.

1. In the toolbar on the left, click Teams and select the desired team.
2. Above the Conversation and Files link, click the more button.
3. Select Open in SharePoint.



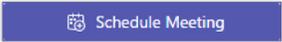
Working with Meetings

Starting a Team Meeting

Use a team meeting to move your conversation to an impromptu meeting.

1. Click in the Start a new conversation box, or click Reply to an existing conversation.
2. Click the Meet now icon. Click Meet now again. 
3. To add others to the meeting, click their name on the right.
4. Click someone in the list of people to let them know a meeting has started. Or click in the search bar and type a name to invite other team members.
5. The meeting will appear in the conversation, and people who have favorited the channel will see it has started.

Scheduling a Team Meeting

1. In the toolbar on the left, click  Meetings.
2. At the bottom of the list, click Schedule Meeting.
3. Enter the desired meeting information.
4. Click the Invite People box and type the names of the desired attendees.
5. Click Schedule Meeting.

Adding a Tab

Tabs keep the files, notes, and apps your team accesses at the top of the channel.

1. Click Add a tab (plus sign) to the right of the tabs.
2. Click the desired app.
3. Type a tab name or select the desired options and click Save.

Adding a Connector

Connectors allow your team to access content and updates from services such as Twitter, Bing News, Trello, and GitHub.

1. To the right of a channel, click the more button and select Connectors.
2. Click Add next to the desired connector, or use the Search box to find the desired connector.