

Quick Start Guide

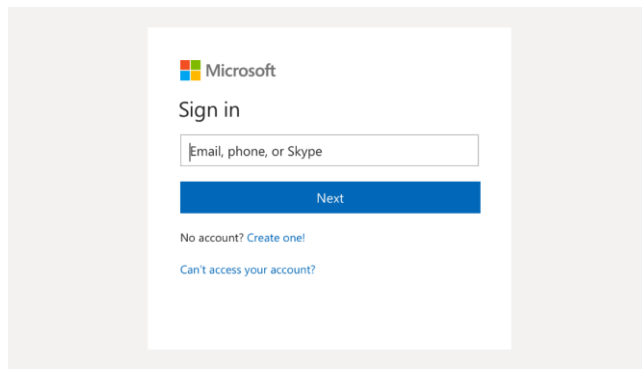
New to Microsoft Teams? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

- Move around Teams:** Use these buttons to switch between Activity, 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.
- See your calendar:** Click to see your schedule and join meetings.
- 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.
- Use the command box:** Search for specific items or people, take quick actions, and launch apps.
- Add tabs:** Highlight apps, services, and files at the top of a channel.
- Manage profile settings:** Change app settings, change your pic, or download the mobile app.
- 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.
- Reply:** Your message is attached to a specific conversation.
- Join a team:** Find the team you're looking for, join with a code,
- Compose a message:** Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Sign in

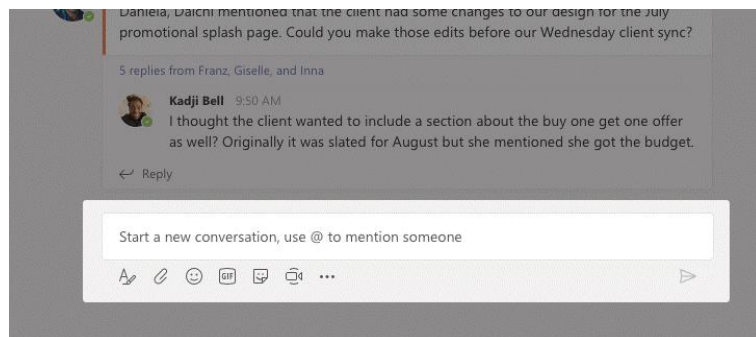
In Windows, click **Start** > **Microsoft Teams**.
 On Mac, go to the **Applications** folder and click **Microsoft Teams**.
 On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

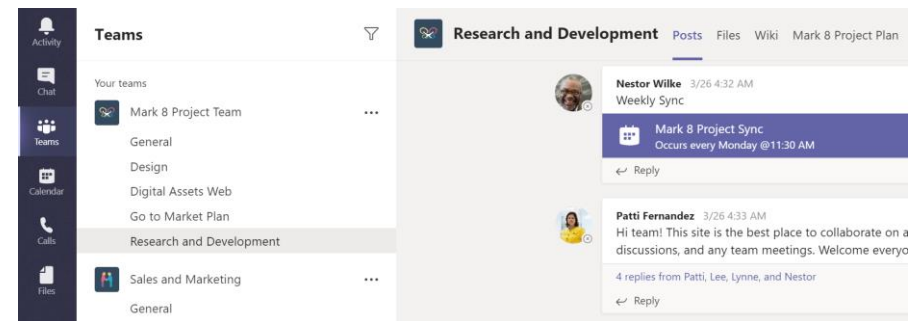
With the whole team... Select **Teams** , pick a team and channel, write your message, and click **Send** .

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** .



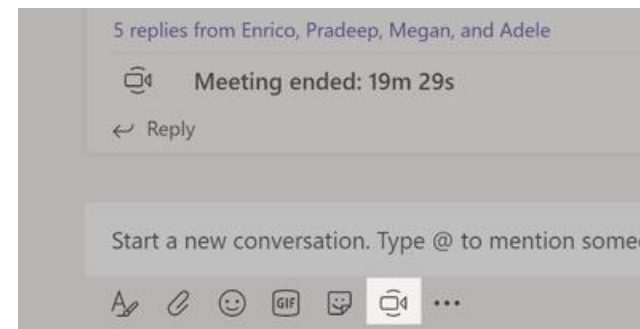
Pick a team and channel

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. Select **Teams** and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



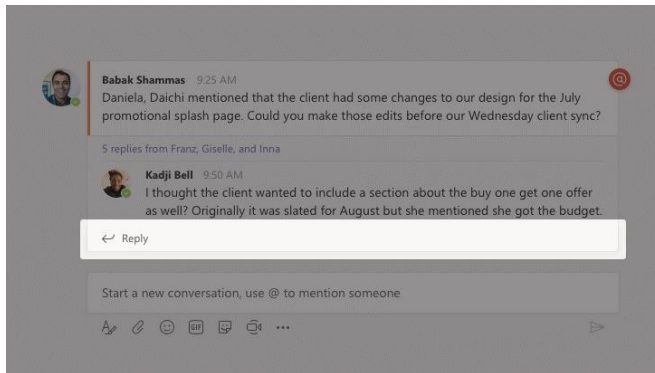
Start an impromptu meeting

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.



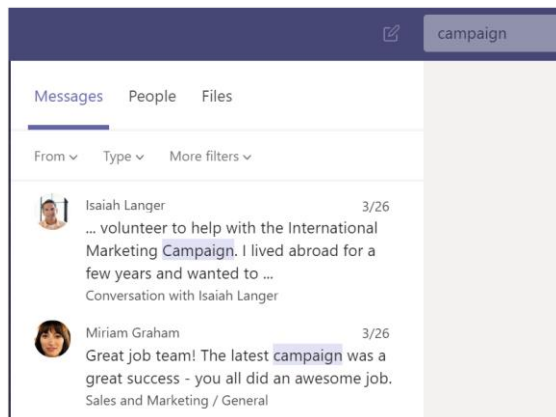
Reply to a post

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



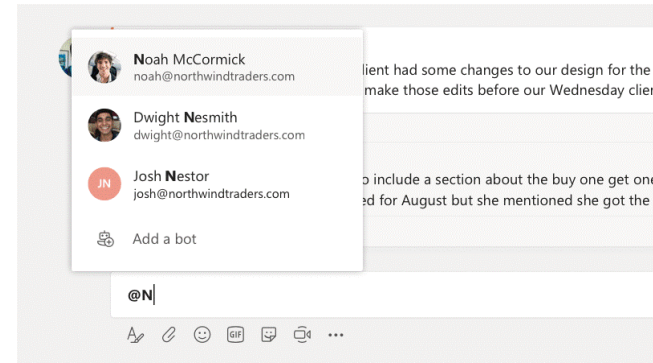
Search for stuff

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 use the filters to refine your results.



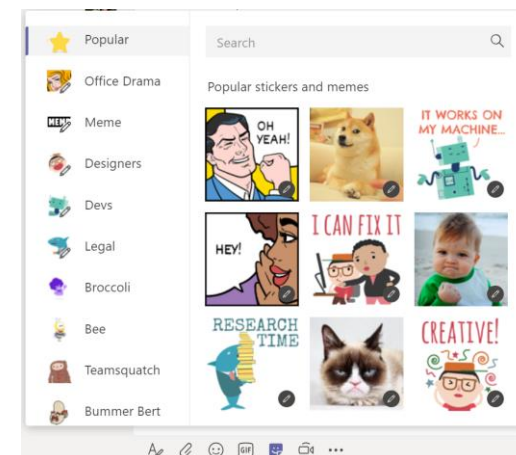
@mention someone

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.



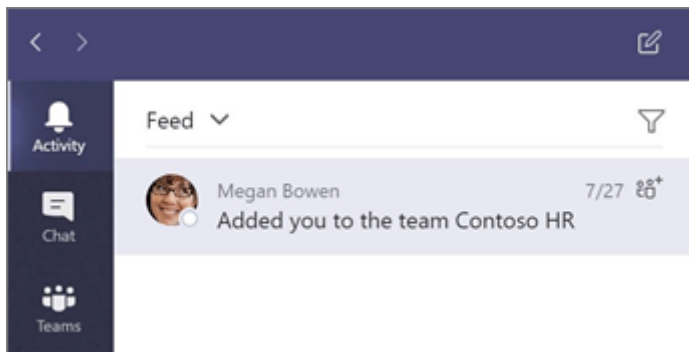
Add an emoji, meme, or GIF

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.



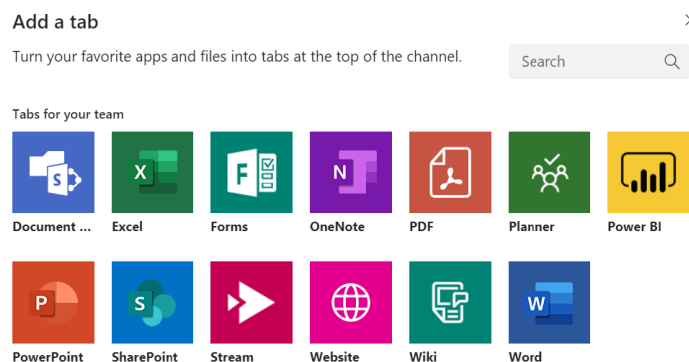
Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.



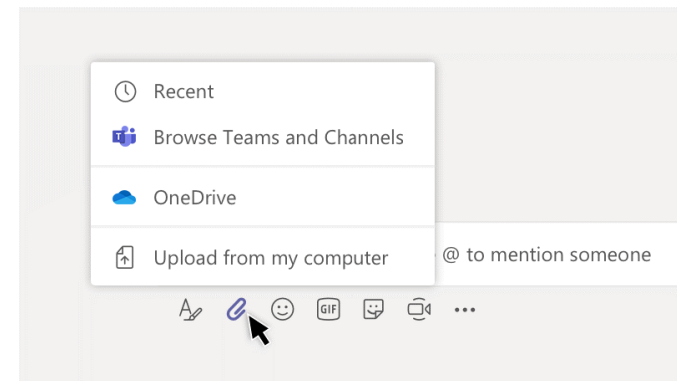
Add a tab in a channel

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.



Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

Click **Files** on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!

