Welcome to Microsoft Teams

Microsoft Teams is a chat-based collaborative workspace in Office 365 that integrates content, people, tools, and calendaring through a common workspace for document collaboration, team chat, and more.

You can access Teams in the browser by signing into your email, clicking on the icon, and selecting Teams.

You can also use the desktop app or the Teams app on your mobile devices. Download the Teams app for Desktop or all your devices from here: https://teams.microsoft.com/downloads

First Steps – Teams, Channels, Conversations

Next Steps – Notifications, Search, Files

Meetings – Team Meetings, Scheduled Meetings
Help – TBOT, Microsoft Resources

Team Owners – Adding members and channels

First Steps

Select a team and channel

A team is a collection of people, conversations, files, and tools — all in one place. A channel is a discussion topic in a team. The best way to get familiar with teams and channels is to select a team and channel and start exploring.

1. Select the Teams icon.
2. Under a team, select a channel and take a look at the Conversations, Files, and Notes tabs in the channel.

Reply to a conversation

Conversations in channels are organized by date and then threaded. The replies in threaded conversations are organized under the initial conversation and are easier to follow.

1. Find the conversation thread you want to reply to.
2. Select Reply, add your message, and press Enter.
Start a new conversation

When you have a new topic or idea to introduce to the team, you can start a new conversation.

1. Select a team and channel.
2. In the **Start a new conversation** box, add your message and press Enter.
@mention someone

When you want someone to receive a notification for a message you’re sending, you can @mention the person. You can @mention a channel, a team, a person, or several people.

1. In the Reply or New Conversation box, type the @ symbol, then type the first few letters of the person’s first name.
2. In the Suggestions box, select the person. Repeat for as many people as you want to @mention.
3. For those who you @mention, the @ symbol shows in the message in their Channel and on their Team icon. Check your Team icon now to see if someone has @mentioned you.
Next Steps

Stay on top of things with Activity and notifications

You can easily see when someone @mentions you, likes something you’ve posted, or replies to a thread you’ve started. A number appears or increments on the Activity and Chat icons and an @ appears on the Teams icon.

1. Select the Activity icon.
2. To view conversations that apply to you, select Notifications. Select Recent to view up-to-date Team conversations.

Search for messages, people, or files

You can search across teams, channels, and files.

1. Type a phrase in the Search box and select .
2. Select Messages, People or Files.
3. Select the item in the search results. Alternately, you can click the Filter icon to sort or filter your search results.
Sharing Files with the Team

To share files with a team, go to the **Files** tab at the top of a conversation, and click **Upload**.

You can also attach a file directly to a message and it will appear in your **Files** tab.
Meetings

Team Meetings

Team meetings are a quick and easy way for people in a channel to go from a conversation to an impromptu meeting.

Anyone from the team can join, so people work in the open. Team meetings include audio, video, and sharing that’s fast. You always have a meeting space and never need a room or projector.

To start a team meeting, click the meet now icon in a new conversation:

Or, keep the context of the conversation and bring in the people you’re already talking to by clicking the meet now icon in an existing conversation:

Here's the most recent copy, let's try to have all changes made by 5 pm today.
Private Scheduled Meetings
With private scheduled meetings, you can meet with others in a pre-planned and selective manner rather than leaving your meeting open to anyone in a channel. You can schedule a private meeting with anyone in your organization—whether they’re active on Microsoft Teams or not.

Every private scheduled meeting that’s created also starts a new chat thread for everyone that’s participating in the meeting. You can use this thread to share your meeting agenda or important files. You can also use it after your meeting to follow up on specific items, summarize your takeaways, or post questions.

To schedule your own private meeting, click on the calendar icon on the left side of the app and then select Schedule a meeting. To make sure your meeting isn’t open to an entire channel, select None under the dropdown labeled Select a channel to meet in. Then, all you have to do is start inviting people!
Need Help?

Ask T-Bot

T-Bot is here to help you learn how to use Microsoft Teams! Ask a question or type a keyword or phrase into the card, and we’ll find the answer.

1. Select Chat, and then select T-Bot.
2. Type your question in the message box and press Enter.

Additional Resources

Training

Teams and channels

Online Help

Microsoft Teams Help

Microsoft Teams on mobile devices
Team Owners

Add people to your team (Team Owners)

Select ** next to the team name

Enter a team member’s name, and select them from the list. You can also enter an email alias, security list, or Outlook group to add a group of people.

Select Close.
You can change a member to an owner. This will allow that member to add and remove members, create channels, and remove channels. You can have 9 owners counting yourself.

Create a channel for your team (Team Owners)

Select *** next to the team name. Select Add channel.
Enter a name and short description for your channel. Select Add.

Create a channel for “Allgood Elementary” team

Channels are key to organizing team collaboration. Name them by discussion topic, project, role, location, or for fun, so conversations and content are easy to find by everyone in the team. Here’s a helpful video

Channel name
Kindergarten

Description (optional)
Channel for Kindergarten discussions, file sharing, and group editing of documents.

Add  Cancel

Your new channel will show up under the team name.

Each channel has tabs at the top. You can add more tabs to any channel by clicking the +

One tab for each channel is the Files tab. This tab will have any file that was uploaded or attached to a conversation in this channel. That way you can always find a file from a conversation easily, even if you
joined the group after the conversation took place.