

## 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.

### 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.

### Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

### View and organize teams

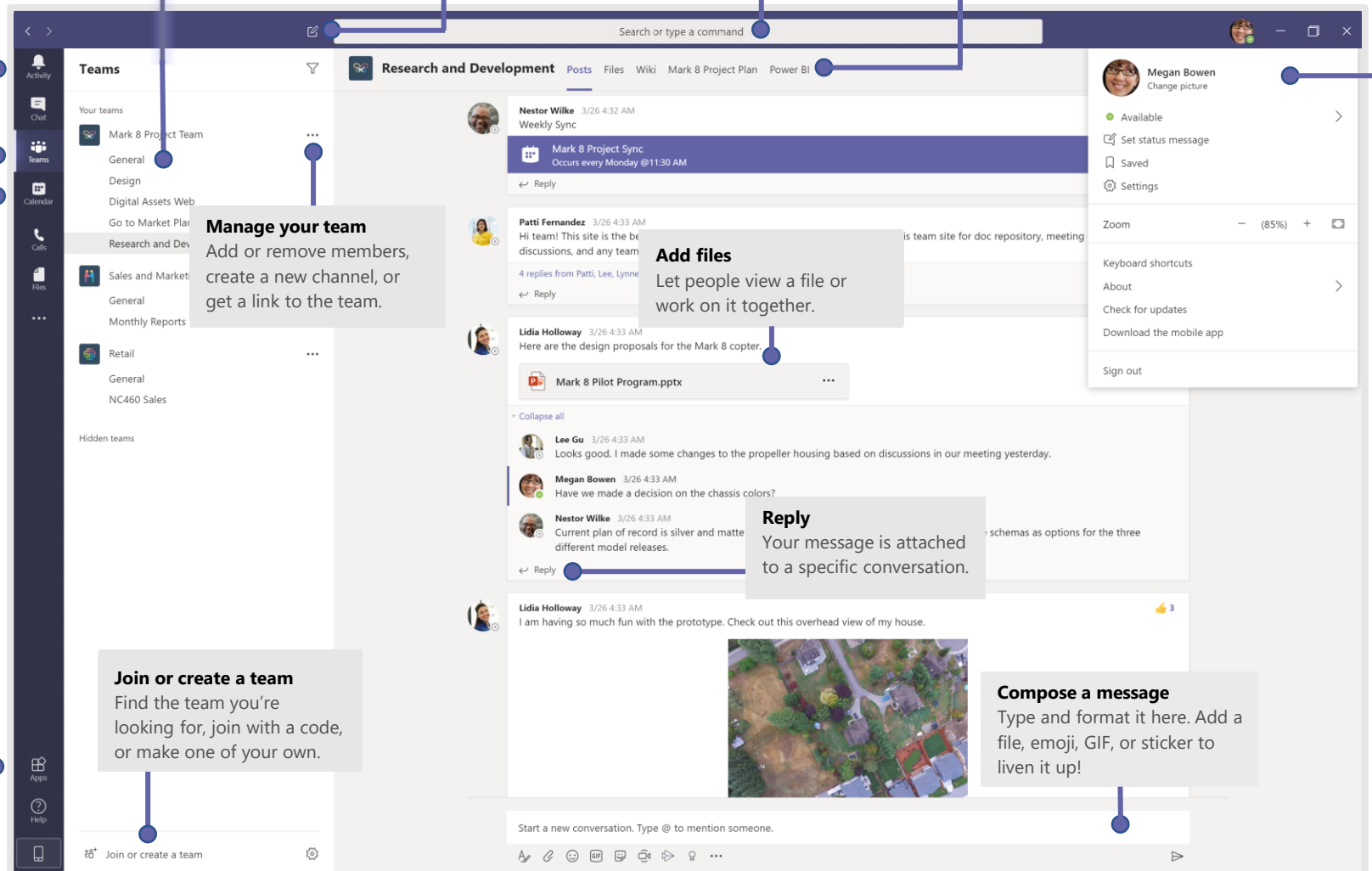
Click to see your teams. In the teams list, drag a team name to reorder it.

### See your calendar

Click to see your schedule and join meetings.

### Access your apps

Find apps added for your teams or your personal use.



**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.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

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

**Search or type a command**

**Mark 8 Project Sync**  
Occurs every Monday @11:30 AM

**Mark 8 Pilot Program.pptx**

**Zoom** (85%)

**Megan Bowen**  
Change picture  
Available  
Set status message  
Saved  
Settings  
Keyboard shortcuts  
About  
Check for updates  
Download the mobile app  
Sign out

**Activity**  
**Chat**  
**Teams**  
**Calendar**  
**Files**  
**Calls**  
**Help**

**Teams**  
Your teams  
Mark 8 Project Team  
General  
Design  
Digital Assets Web  
Go to Market Plan  
Research and Dev  
Sales and Market  
General  
Monthly Reports  
Retail  
General  
NC460 Sales  
Hidden teams

**Research and Development** Posts Files Wiki Mark 8 Project Plan Power BI

**Nestor Wilke** 3/26 4:32 AM  
Weekly Sync

**Patti Fernandez** 3/26 4:33 AM  
Hi team! This site is the best for discussions, and any team site for doc repository, meeting

**Lidia Holloway** 3/26 4:33 AM  
Here are the design proposals for the Mark 8 copter.

**Lee Gu** 3/26 4:33 AM  
Looks good. I made some changes to the propeller housing based on discussions in our meeting yesterday.

**Megan Bowen** 3/26 4:33 AM  
Have we made a decision on the chassis colors?

**Nestor Wilke** 3/26 4:33 AM  
Current plan of record is silver and matte different model releases.

**Lidia Holloway** 3/26 4:33 AM  
I am having so much fun with the prototype. Check out this overhead view of my house.

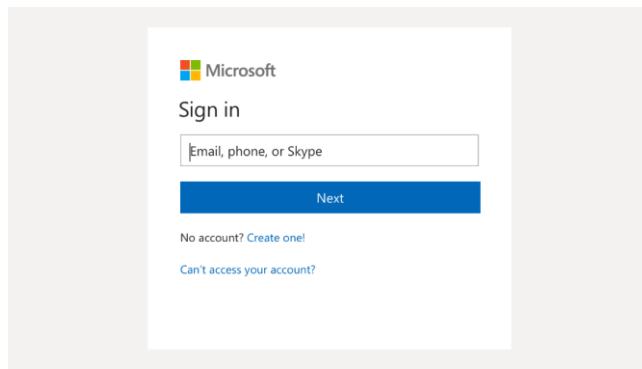
Start a new conversation. Type @ to mention someone.

## Sign in

In Windows, click **Start**  > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

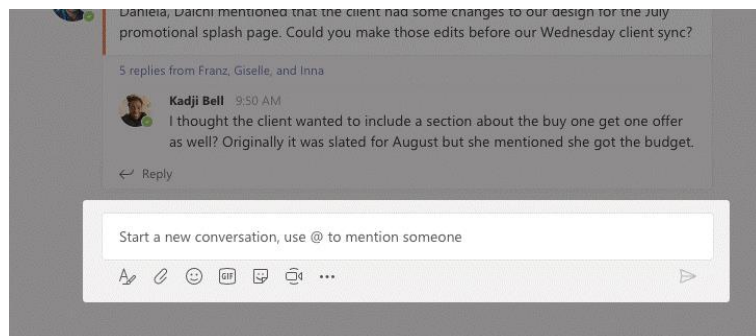
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




## Start a conversation

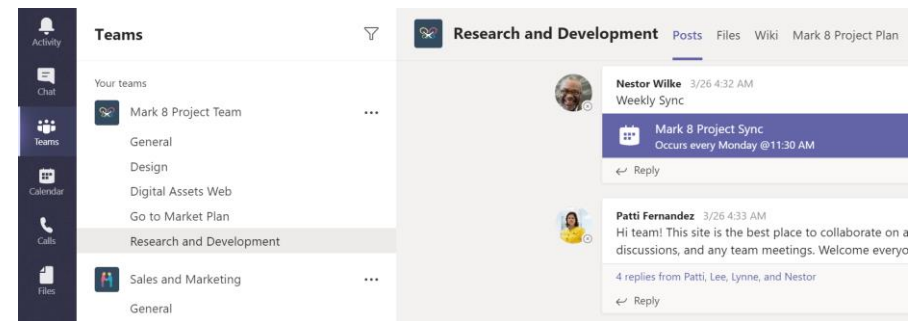
*With the whole team...* Select **Teams** , pick a team and channel, write your message, and click **Send** .

*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** .





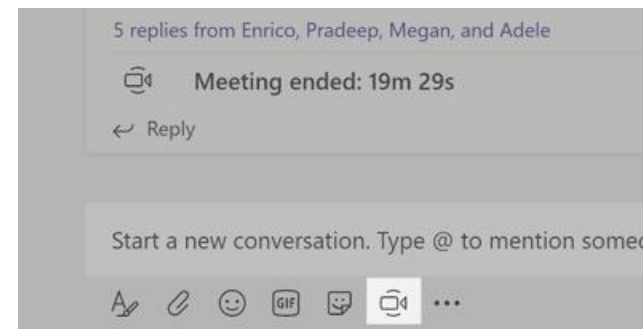
## Pick a team and channel

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.






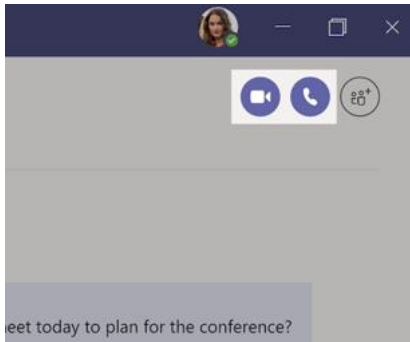
## Start an impromptu meeting

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.




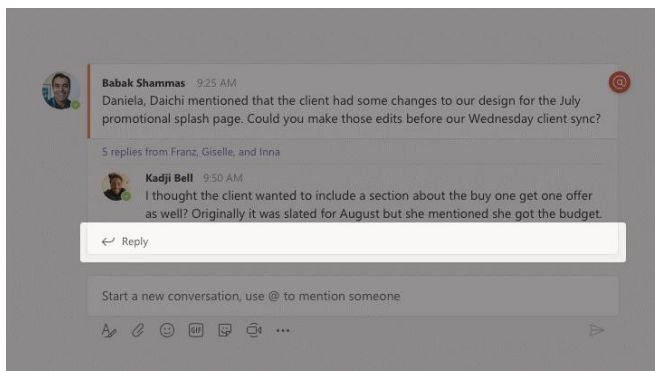
## Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



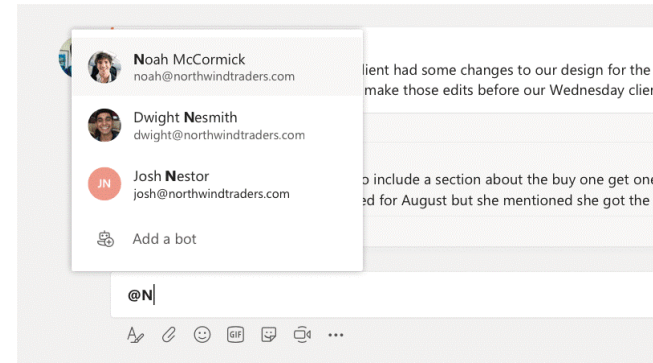
## Reply to a post

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** .




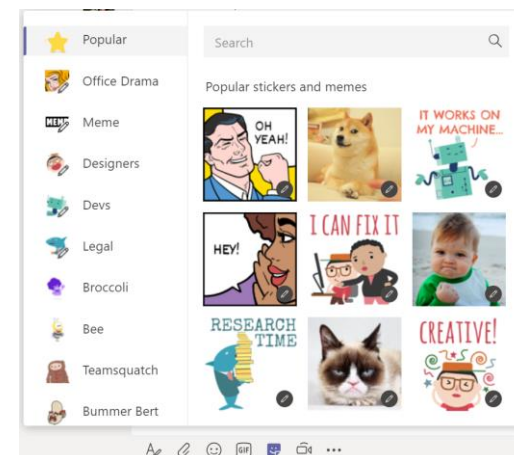
## @mention someone

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.




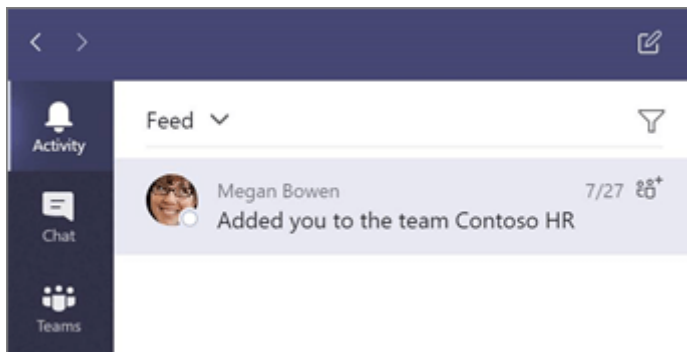
## Add an emoji, meme, or GIF

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.



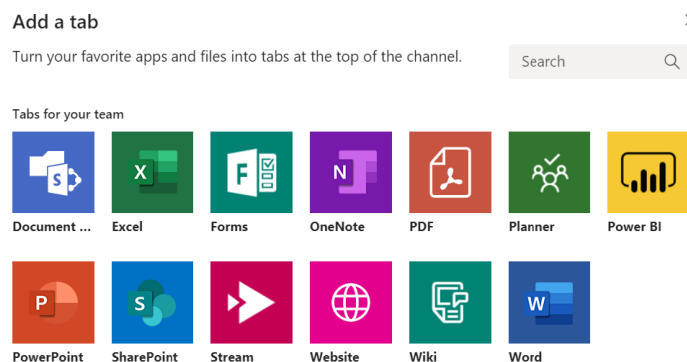
## Stay on top of things

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**.




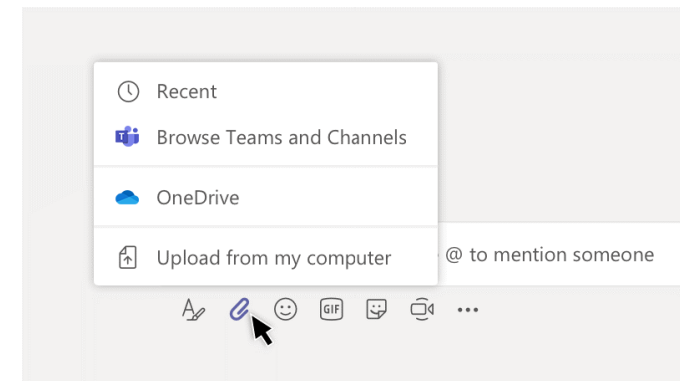
## Add a tab in a channel

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.




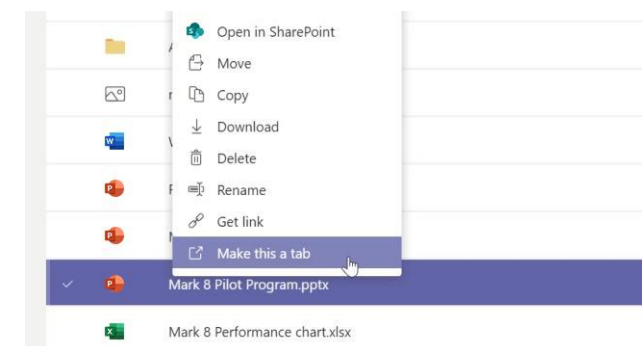
## Share a file

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.



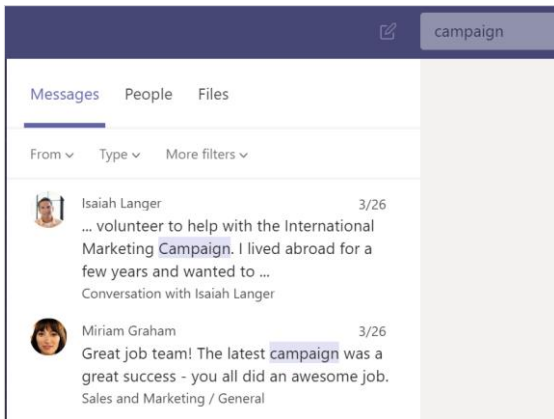
## Work with files

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!



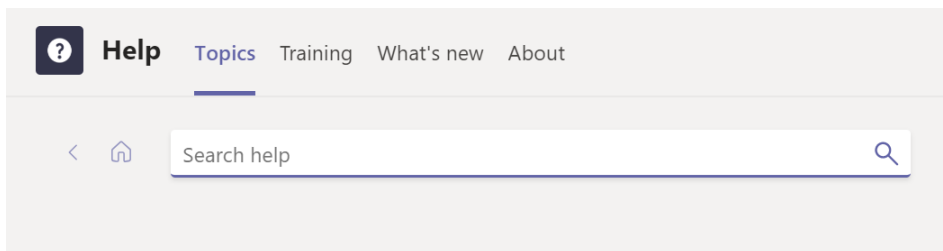
## Search for stuff

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.




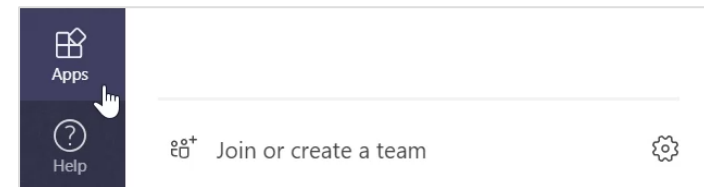
## Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



## Add apps

Click **Apps**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

### See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

### Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Give feedback**. Thank you!

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.