



# **Microsoft Teams: Getting Started with Microsoft Teams 365**

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## What is Microsoft Teams?

Microsoft Teams is a communication and collaboration tool available in Office 365. It brings together other Microsoft products that you may already be familiar with into a single user interface that creates a chat-based workspace.

These tools include:

- Excel
- OneDrive
- OneNote
- Outlook
- Planner
- Power BI
- PowerPoint
- SharePoint
- Skype for Business
- Stream
- Word

You can also integrate third party apps.

Microsoft Teams is a competitor of Slack.

## How is Microsoft Teams Useful?

It can be very difficult to find information used by a team of people when it resides in individual conversations among members. Even group conversations in email can be hard to traverse, especially if people do not consistently use Reply to All.

The same is true for group notes. Microsoft OneNote makes it easy to share notes, but it is not always easy to manage notes separately from email and other useful tools like Yammer.

Teams provide groups of people easy access to everything they need in a single location. It's a great tool for people who share and co-author files, hold online meetings and create shared notebooks. You can display webpages including SharePoint pages.

## Online, Desktop and Mobile Versions

Once you access the online version, you can download a desktop version. A bar appears at the top of the screen. Click the Download button to begin the process.

Want an even faster, more collaborative experience? Download the desktop app.

Download



Click the Run button at the bottom of the screen to finish the process.

You are then offered access to the mobile version for Android and Apple. Alternately, you can download them at any time from the appropriate App Store.

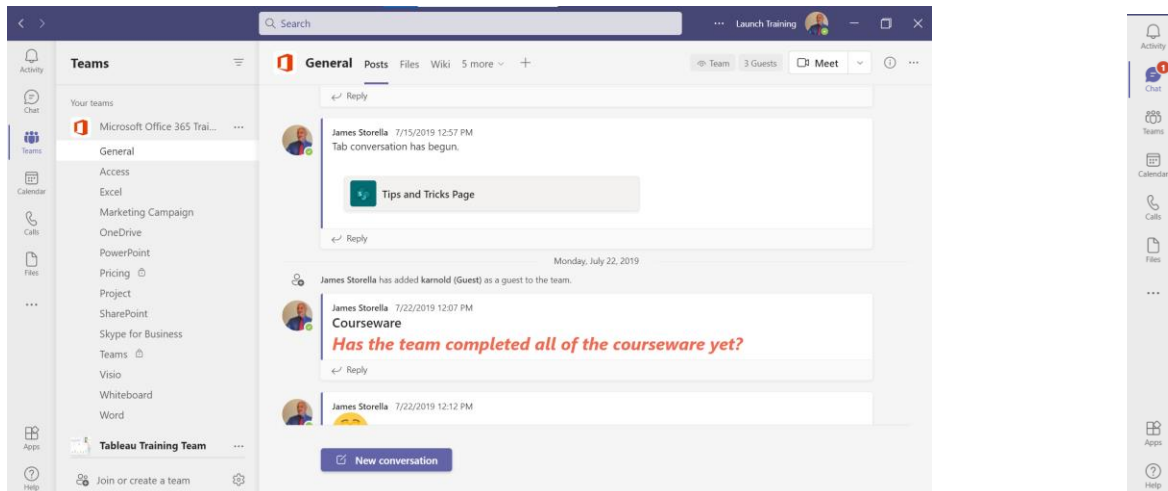
Take Microsoft Teams with you on the go. Check out our mobile apps.

Send link

## The Interface

The Title Bar is at the top of the screen. It includes **Back** and **Forward** buttons to move through screens, the **Command Box/Search**, **Settings Ellipsis**, **User Profile** and **Tenant Selector**, **Minimize**, **Restore** and **Close** buttons.

Along the left edge, is the App Bar, also known as the Menu Bar, that gives us access to **Activity**, **Chat**, **Teams**, **Calendar**, **Calls**, **Files**, **Apps**, and **Help**. This bar sometimes displays numbers and symbols indicating that there is something new for you to be aware of.



**Activity** – Newsfeed of mentions, replies and other notifications from Teams

**Chat** – Private conversations with individual members of your team

**Teams** – Groups of people that work and converse together

**Calendar** – Upcoming meetings from your Outlook calendar

**Calls** – Contacts you can call along with call information and voicemail

**Files** – Files from your team, recent OneDrive files, and team files from SharePoint

**Apps** – Download new apps

**Help** – Learn more about Microsoft Teams

The screen is then divided into a thin pane on the left and a thicker pane on the right that changes depending on what you are doing.

Note: You can navigate between these options with the following shortcut keys:

| Shortcut Keys | Location |
|---------------|----------|
| Ctrl+1        | Activity |
| Ctrl+2        | Chat     |
| Ctrl+3        | Teams    |
| Ctrl+4        | Meetings |
| Ctrl+5        | Calls    |
| Ctrl+6        | Files    |

## Availability

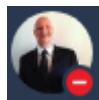
The Profile button contains a picture of the person who is accessing the account. Next to that picture is an icon that shows the availability of the user. The availability information comes from Skype for Business and Outlook.



Available



Busy



Do Not Disturb

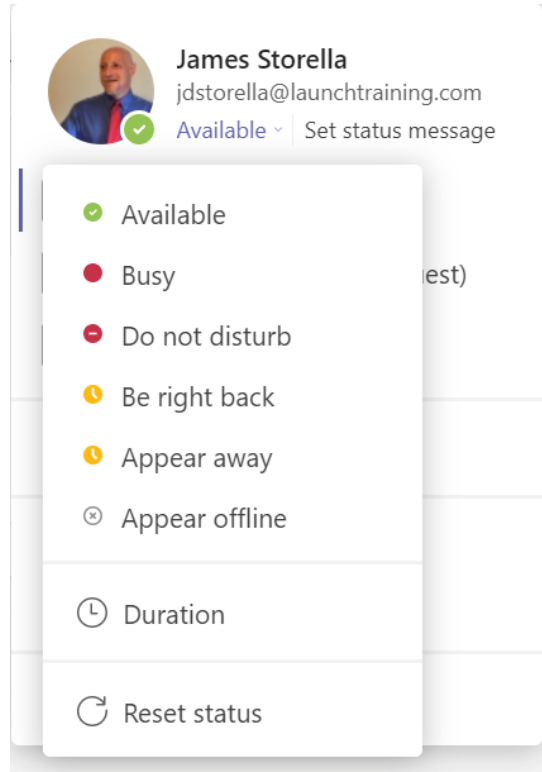


Away



## Changing Your Availability

1. Click the Profile button.
2. Click the Available link.
3. Select a new availability status.



Note: You can also change your availability by clicking in the Command Box and typing a forward slash / followed by a command.

| /activity  | See someone's activity            |
|------------|-----------------------------------|
| /available | Set your status to available      |
| /away      | Set your status to away           |
| /busy      | Set your status to busy           |
| /dnd       | Set your status to do not disturb |

The Duration option allows you to set an availability status for a desired amount of time.

< Back

Status

Busy

Reset status after

Today

Done

## Changing Your Profile Picture

1. Click the Profile button.
2. Click your picture.
3. Click Upload picture.
4. Navigate to the desired picture.
5. Click Open.

### Change your profile picture

It'll be updated for all of your Microsoft 365 apps.

↑ Upload picture

🗑 Remove picture



Close

Save

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

## Teams

A team is a group of people that work and converse with each other. When you create a team, several things are created.

When you create a new team, it automatically generates a **Site Collection on SharePoint** (a team site) and an **Office 365 Group**, which are both linked to your new team and SharePoint site.

The SharePoint Site Collection includes:

- A SharePoint Site
- A Document Library (each channel gets a folder)
- A OneNote Notebook
- A Wiki Page Library

The Office 365 Groups includes:

- A distribution list for Teams (visible on SharePoint for permissions and Outlook)
- Planner
- A shared inbox
- A shared calendar
- SharePoint

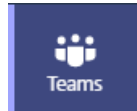
Files that are shared in a channel are automatically added to the document library with permissions and file security options set in SharePoint automatically reflected in Teams.

Private chat files are stored in the senders OneDrive for Business **Microsoft Teams Chat Files** folder and permissions are automatically granted to all participants in the chat.

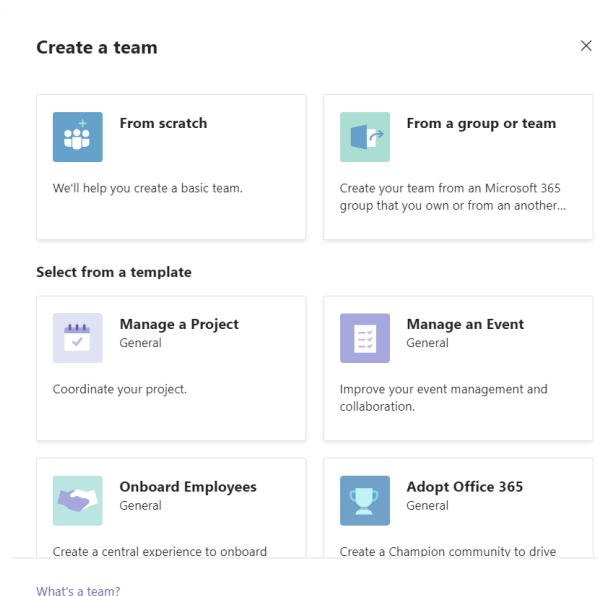
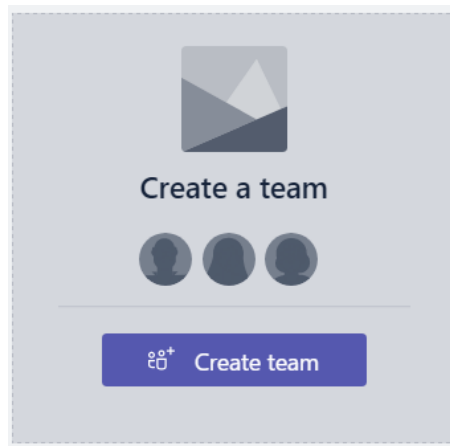
Note: If you already have an established Office 365 Group, it is a best practice to activate Microsoft Team on your existing group, rather than creating a new one in Teams. This avoids the problem of creating two groups for the same people.

## Creating Your First Team

1. Click Teams.



2. Click the Create team button and choose whether you want to create the team from scratch, from an existing team, from an existing Microsoft Office Group, or from a template that automatically adds channels and apps.



## Getting Started with Microsoft Teams

3. If you build it from scratch, select the type of team you want to create.

### What kind of team will this be?



#### **Private**

People need permission to join



#### **Public**

Anyone in your org can join



#### **Org-wide**

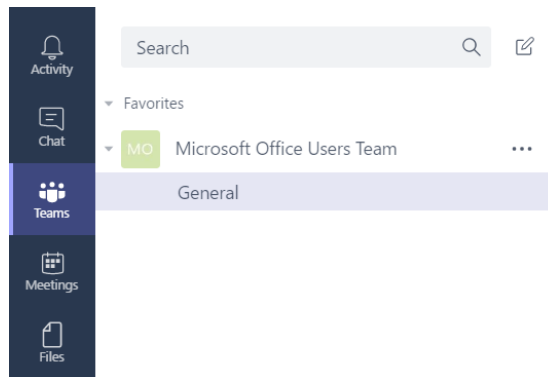
Everyone in your organization automatically joins

4. Name the team and fill in a description of the team.

You can only join a private team if the team owner adds you to them. They also will not show up in your team's gallery. Public teams are visible to everyone from the team's gallery and anyone can join them without getting approval from the team owner.

5. Click the Next button.
6. Add members to the team now or skip to add them later.

The team name appears in the Teams list on the left along with a default channel called General. A channel is a conversation your entire group has access to. You can add more channels. You cannot delete the General channel. If you delete a channel, you can restore the channel for up to 21 days. You will not lose the uploaded files or your OneNote notebook when you delete a channel.



Important! You will lose files if you delete a team but teams can be recovered for 30 days!!!

### Creating Additional Teams

1. Click the Join or create team button in the lower left corner of the screen.



2. Repeat the process above from the second step.

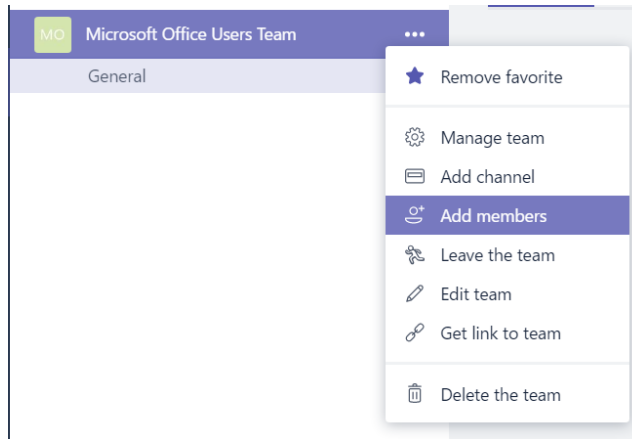
A user can currently add up to 250 teams per account. A global administrator can create up to 500,000 teams.

### Renaming a Team

1. Click the ellipsis (...) next to the team name.
2. Select Edit team
3. Change the name of the team and click Done.

### Adding Members to Existing Teams

1. Click the ellipsis (...) to the right of the team name.
2. Select Add members.



3. Type the names of additional members and click the Add button. You can add multiple people using a distribution list.

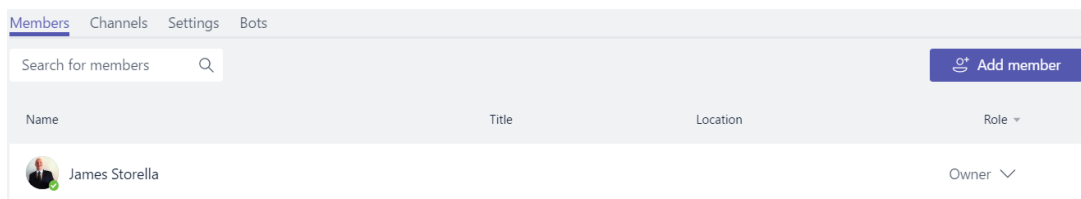
#### Add members to "Microsoft Office Users Team"

Start typing a name, distribution list, or mail enabled security group to add to your team.

Add

Close

Note: You can also add members by clicking Manage team and using the interface you are provided.



You can currently add up to 10,000 members per team.

#### Alerting Members that You Have Created a Team

If you type @team or @[team name] in the General channel, it sends a notification to team members. This feature must be enabled in Settings by the team owner.

Note: If you @mention a team member, the name of the channel gets bolded and the number of @mentions appear next to the channel name. If you are not signed into Microsoft Teams, you receive an email telling you about any activity in the channel.

### Reordering Teams in the Team List

Click and drag the team name into the position where you want it. A black line appears to help you know where you are placing it.

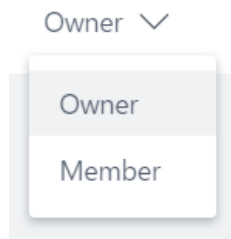
### Listing Team Members

1. Click the ellipsis (...) next to the team name.
2. Click Manage team.

### Making Someone a Team Owner

Teams can have up to 100 owners. Owners of teams can do things members cannot. Guests cannot be made owners of teams.

1. Click the ellipsis (...) next to the team name.
2. Click Manage team.
3. Click the Members tab.
4. To the right of the person's name is their role. Click the drop-down arrow and select Owner.



### Removing Members from a Team

1. Click the ellipsis (...) next to the team name.
2. Click Manage team.
3. Click the Members tab.
4. Click the X to the right of the member's name.

Note: If the member is a team owner, you must first make them a member. Then, you can remove them from the team.

### Locating and Joining a Team

1. Click Join or create a team at the bottom of your teams list.
2. In the search box in your team's gallery, type the name of the team you want to locate.
3. Press Enter, and your team's gallery will show you a collection of teams that match your search.
4. Find the team you're looking for and click Join team.

### Joining a Suggested Team

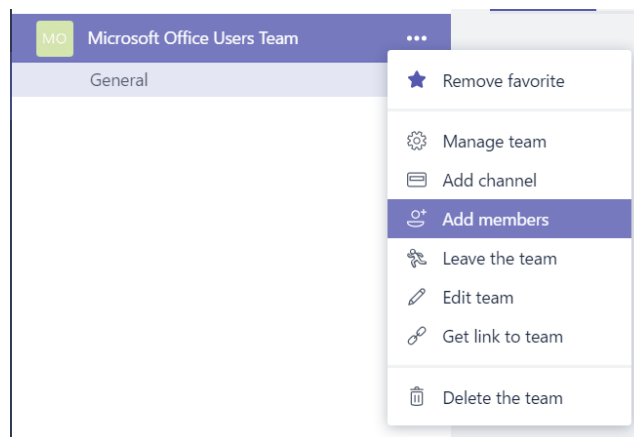
1. Click Join or create a team at the bottom of your teams list. The Teams gallery will include a number of suggested teams.
2. Select the team and click Join team.

### Changing a Team from Public to Private or Vice Versa

1. Click the ellipsis (...) next to the team name.
2. Click Edit team.
3. Change the Privacy setting.

### Adding Guests to a Team

1. Click the ellipsis (...) to the right of the team name.
2. Select Add members.



3. Enter their email address.
4. Click the Add button.
5. Click the Close button.
6. Add the guest's name by clicking the  icon and type the guest's name.

## Setting Member and Guest Permissions

1. Click the ellipsis (...) next to the team name.
2. Click Manage team.
3. Click on Settings.
4. Click the twistie arrow next to Member permissions or Guest permissions to display the options.

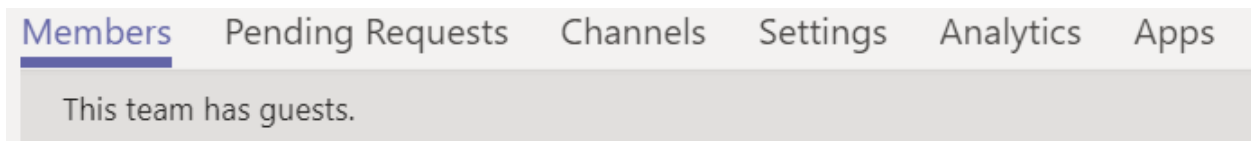
|                             |                                                |                                     |
|-----------------------------|------------------------------------------------|-------------------------------------|
| ▼ <b>Member permissions</b> | Enable channel creation, adding bots, and more |                                     |
|                             | Allow creating and updating channels           | <input checked="" type="checkbox"/> |
|                             | Allow members to delete channels               | <input checked="" type="checkbox"/> |
|                             | Create, update, and remove tabs                | <input checked="" type="checkbox"/> |
|                             | Create, update, and delete connectors          | <input checked="" type="checkbox"/> |
|                             | Add and remove bots                            | <input checked="" type="checkbox"/> |
|                             | Everyone can delete their messages             | <input type="checkbox"/>            |
|                             | Everyone can edit their messages               | <input type="checkbox"/>            |
| ▼ <b>Guest permissions</b>  | Enable channel creation                        |                                     |
|                             | Allow creating and updating channels           | <input type="checkbox"/>            |
|                             | Allow guests to delete channels                | <input type="checkbox"/>            |

## Determining If Your Team Has Guests

The number of guests appears in the top bar.

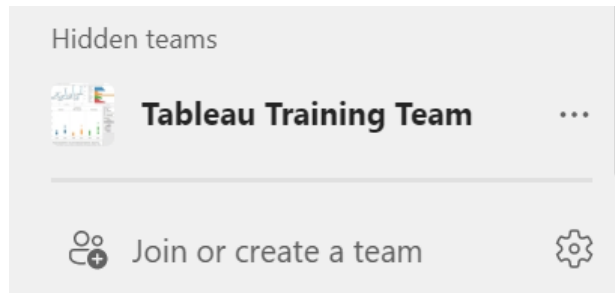


When you are in Manage team, you can see if the team contains members outside your organization.



### Showing and Hiding a Team

Earlier versions of Microsoft Teams allowed you to Favorite a team or channel so that it displayed in your team list. This practice has been ended by Microsoft because it caused confusion. You can now Show or Hide a team. If a team is hidden, it can still be accessed through a collapsed list of hidden teams at the bottom of the Teams list.



### Activity Notifications

Earlier versions of Microsoft Teams allowed you to Follow a Team or Channel so that its activity would show in your Activity feed. This practice has been ended by Microsoft because it caused confusion. You can now change these options through Notifications.

1. Click your profile picture.
2. Select Settings.
3. Select Notifications.

### Learning More about a Team Member

Hover over the picture of the team member to display a profile card with the user's information. Chat, email or call a team member from within their profile card.

### Determine Which Teams You are a Member Of

All the teams you are a member of will appear in the Teams list in the pane on the left of the screen.

### Changing the Picture for a Team

1. Click the ellipsis (...) next to the team name.
2. Click Manage team.
3. Click Settings.
4. Click the grey twistie arrow next to the words Team picture.
5. Click Change picture.

▼ **Team picture**

Add a team picture



 Change picture

6. Click Upload picture.

Change picture

 Upload picture

 Delete



Close

Save

7. Navigate to the location of the picture you want

8. Click Save.

9. Click Close.

Change picture

 Upload picture

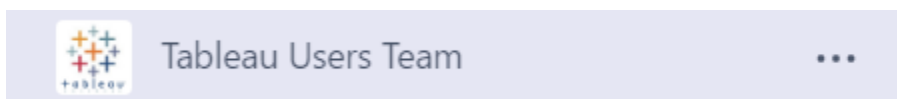
 Delete



Close

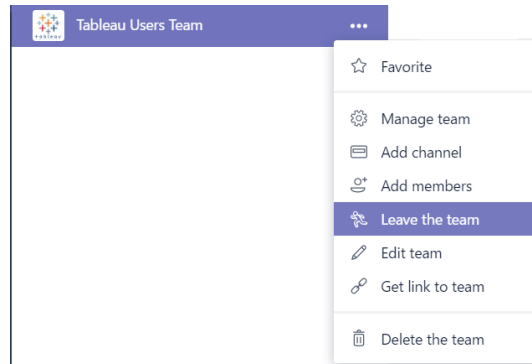
Save

The picture is now displayed next to the team name.



## Leaving a Team

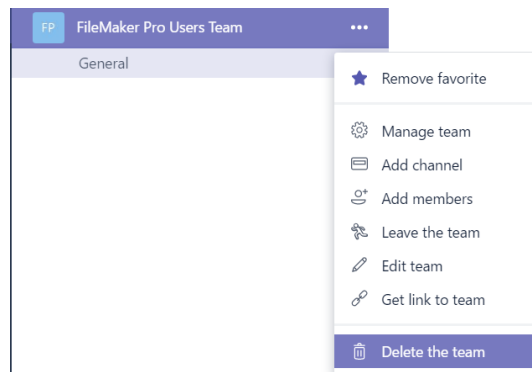
1. Click the ellipsis (...) next to the team name.
2. Click Leave the team.



## Deleting a Team

You may want to delete the entire team. Doing so will delete the team mailbox and team calendar from Exchange. Team owners and Admins at your organization can recover deleted teams for up to 30 days.

1. Click the ellipsis (...) next to the name of the team.
2. Select Delete the team.



You will receive a warning about deleting the team.

### Delete "FileMaker Pro Users Team" team

Are you sure you want to delete the team "FileMaker Pro Users Team"? All channels, chats, files, and the Office 365 Group for this team will be deleted.

☐ I understand that everything will be deleted.

Cancel

Delete team

3. Click the box acknowledging you understand everything will be deleted.
4. Click Delete team.

### Restoring a Deleted Team

A deleted team can be restored for up to 21 days after the deletion of the team. The process may take up to 24 hours.

1. Access your Office 365 Admin Portal, then the Exchange Admin Center.
2. Access the Group listing, under the Recipients menu.
3. Confirm that the recently deleted team shows on the list and select it.
4. On the right-hand side menu, click the "Click here to restore" option.
5. Confirm the restoration request.
6. Go back to the Office 365 Admin Portal and under the menu Groups then Groups again, confirm that the group is effectively showing up.

### Using the goto Command to Quickly Access a Team or Channel

1. In the command bar, type /goto
2. Add a space, and then type the name of a team or channel.
3. Press Enter.

## Channels

Channels are conversations you have with your team. Some people like to think of them as chat rooms. Each team can have up to 200 channels. Every member of the team can create channels and take part in chats by default. Guests can create and delete channels if they have been given permission. Permission to create and delete channels can be removed for members, if desired.

If there is activity in a channel, the channel name becomes bold to indicate unread content.

## Creating a New Channel

Every team automatically gets a General channel. You may want to create additional channels that are dedicated to specific projects, activities or areas of interest.

1. Click the ellipsis (...) next to the team name.
2. Click Add channel.
3. Name the channel and add a description.
4. Choose whether you want a Standard channel that anyone can access or a Private channel that only people you select can access.
5. If you have chosen a Private channel, select who can access the channel. Guests can be added to private channels.
6. Click Add.

Create a channel for "Microsoft Office 365 Training Team" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

☐ Automatically show this channel in everyone's channel list

Cancel Add

## Add members to the Teams channel

This is a private channel, so only the people you add here will see it.

Add

Skip

Note: If you create a Private channel, a lock icon appears next to the name of the channel.

Pricing 

## Renaming a Channel

1. Click the ellipsis (...) next to the channel name.
2. Click Edit this channel.
3. Change the name of the channel.
4. Click the Save button.

## Adding Members to a Channel

To add members to a channel, add them to the team. They then have access to all the team's channels unless they are Private channels.

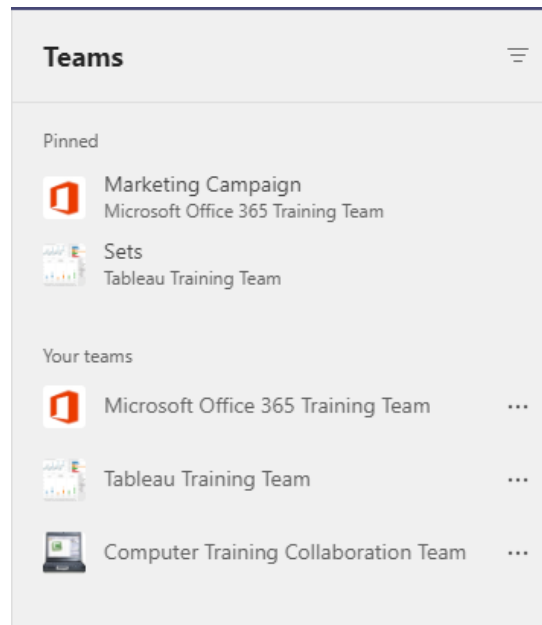
Note: It is a good idea to notify the new members of the team by @mentioning them.

## Alerting Members that You Have Created a Channel

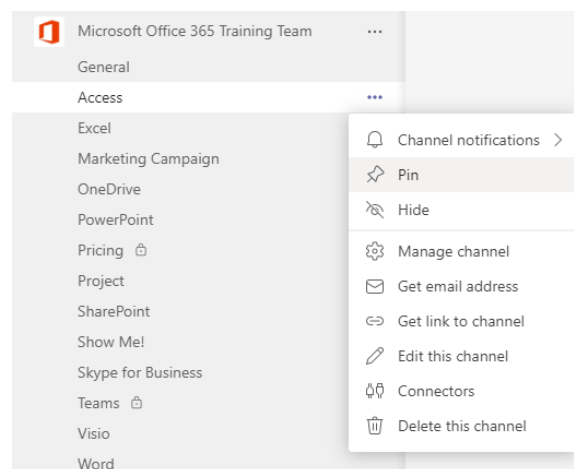
@Mention them to notify them the channel exists by typing @ and then their name.

## Pinning a Channel

If you'd like easy access to channels from one or more teams, you can pin them above the list of teams.



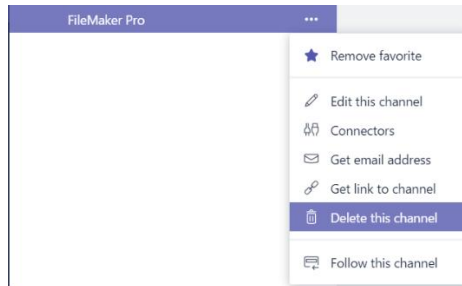
1. Click the ellipsis (...) next to the name of the team and select Pin.



2. To unpin a channel, click on the ellipsis and select Unpin.

## Deleting a Channel

1. Click the ellipsis (...) next to the name of the channel.
2. Click Delete this channel.

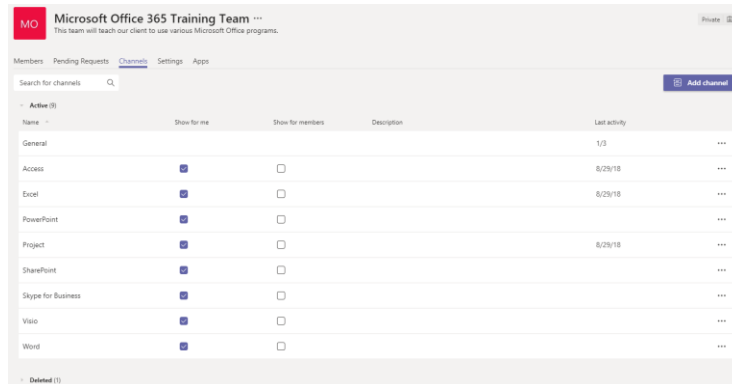


Note: If you delete a channel, you lose all the conversations. The OneNote sections remain in your team's SharePoint site. Files are still accessible through SharePoint.

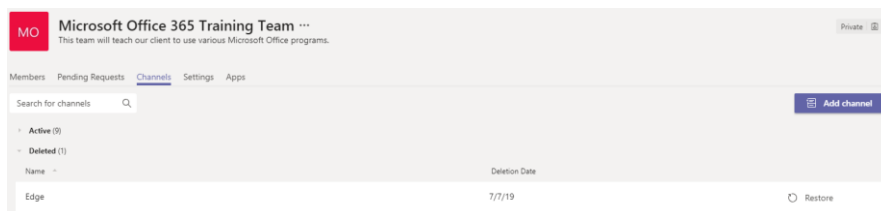
## Restoring a Deleted Channel

You can restore a channel (for up to 21 days) if you delete it accidentally.

1. Click the ellipsis (...) next to the name of the team and select Manage team.
2. Click the Channels tab.



3. Click the twistie arrow next to the word Deleted at the bottom of the screen.
4. Click the Restore button next to the name of the team you want to recover.



## Auto Showing Channels for your Team Members

If you are the owner of a team, you can select up to 10 channels that will automatically show in the members channel list. It is a useful way to emphasize the importance of certain channels.

### Method 1:

When creating the channel, check the box that says Automatically show this channel in everyone's channel list

#### Create a channel for "Tableau Training Team" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

☐

Automatically show this channel in everyone's channel list

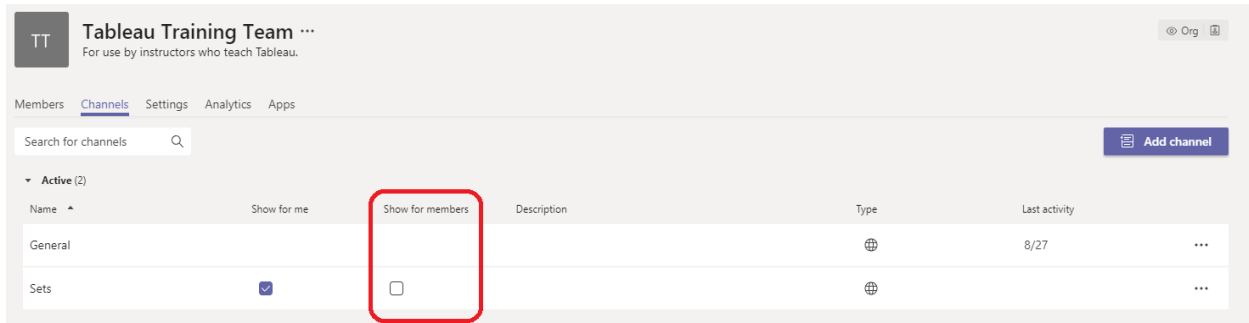
Cancel

Add

### Method 2:

1. Click the ellipsis (...) next to the name of the team.
2. Select Manage team.
3. Select Channels at the top of the window.

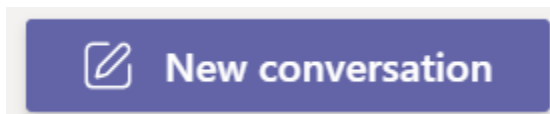
4. Check the box in the Show for members column.



## Posting Messages to Channels

### Creating a Post in a Channel

Click the New conversation icon.

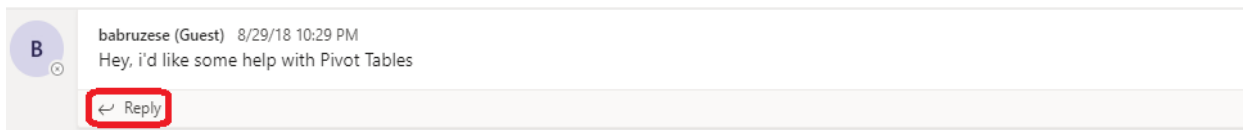


Type a message in the box at the bottom of the screen. When finished, click the Send icon that looks like a paper airplane.

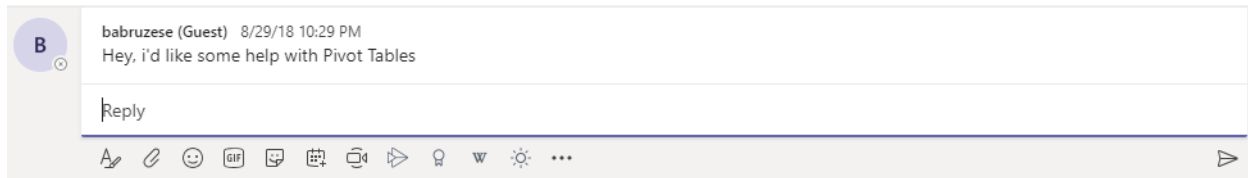


### Replying to an Existing Post

To respond to a post that is a new conversation, click the Reply icon.



Your cursor will appear in the Reply box and a set of tools will appear.



## Expanding the Compose Box

1. Click the Format icon. The box increases in size and displays formatting tools.



## Changing Font Size

1. Expand the Compose Box.
2. Select the text you want to resize.
3. Click the Font size icon.



4. Choose between Large, Medium, and Small.

## Formatting Options

When you expand the Compose Box, you can access tools to bold, italicize, underline, highlight, change font color, change font size, create bulleted or numbered lists, apply a style, and mark the message as having High Importance.

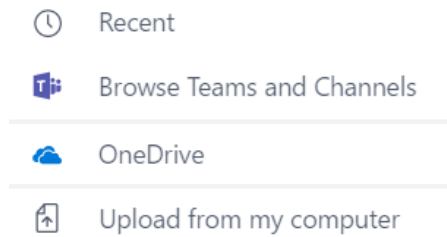


## Adding Pictures or Other Files to a Channel

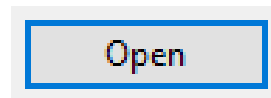
1. Click the Attach icon.



2. Select the location of the file.



3. Browse to the desired file.
4. Click the Upload a copy button or the Open button depending on the location of the file.



## Adding an Emoji to a Channel

1. Click the Emoji icon.



2. Search for the desired emoji using a descriptive term or just select one from the gallery.



3. Click the Send icon.



Note: Admins can block the use of emojis.

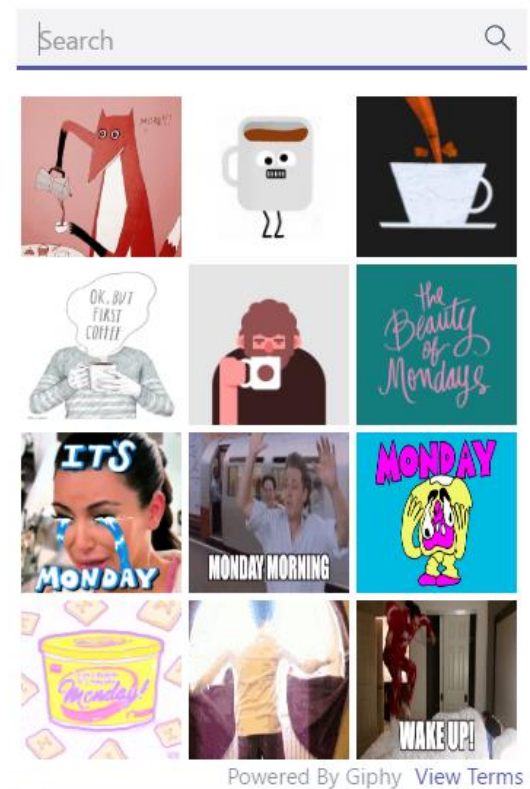
### Adding a GIF to a Channel

GIFs are bitmap images. The acronym stands for Graphical Image Format and the creators say that it is pronounced Jif. Admins can block the use of GIFs.

1. Click the Giphy icon.



2. Search for the desired GIF using a search term or pick one from the gallery.



3. Click the Send icon.



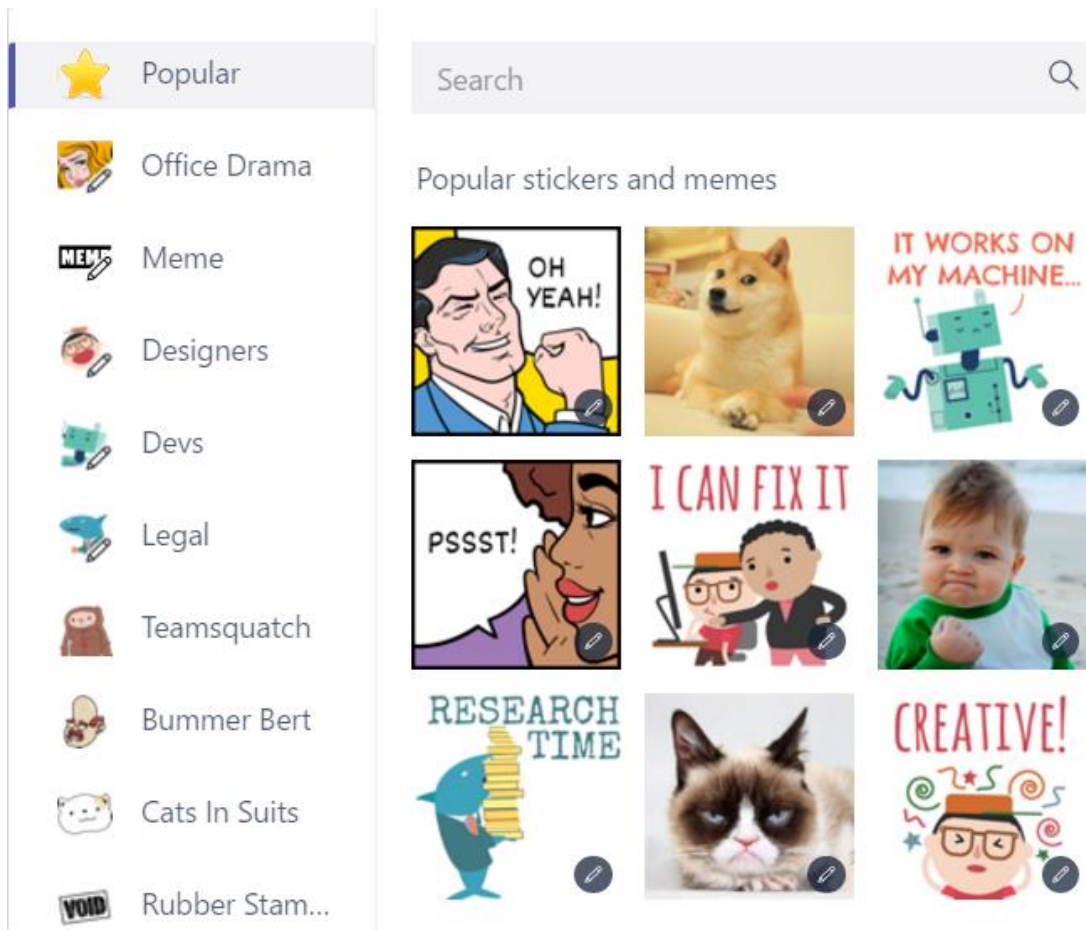
Note: You can create your own GIFs at <https://giphy.com/>.

### Adding a Sticker or Meme to a Channel

1. Click the Sticker icon.



2. Search for the desired sticker using a search term or pick one from the gallery.



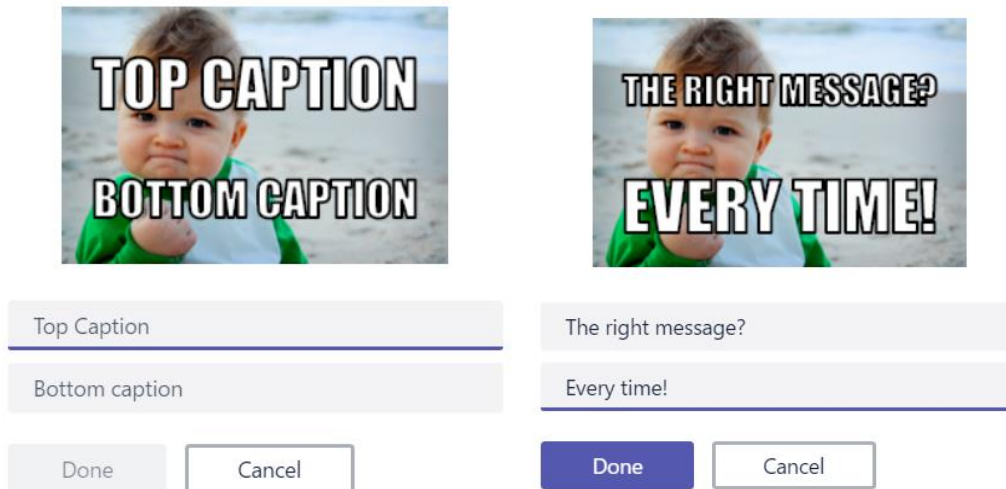
3. Click the Send icon.



Note: The admin can block the use of stickers.

### Adding a Caption to a Sticker or Meme

Once you have chosen a sticker, you can add messages to it.



### Translating Messages in Foreign Languages

If someone sends you a message in one of 36 languages, you can translate it into English. The feature must first be turned on in the Microsoft Teams Admin Center and may take hours to take effect before it is available. One way to access the Admin Center is to go to <https://admin.microsoft.com>.

1. In the Microsoft Teams admin center, select Messaging Policies from the left navigation, then either create a new policy or edit an existing policy, and set the Allow users to translate messages option to On.
2. When a message arrives that you want to translate, hover over the post and click the ellipsis (...).
3. Select Translate.



### Editing a Message

1. Click the ellipsis (...) in the message.
2. Select Edit.

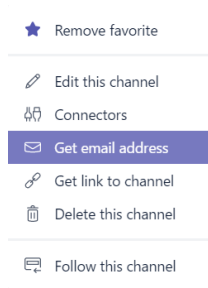
### Deleting a Message

1. Click the ellipsis (...) in the message.
2. Select Delete.

### Forwarding Email to a Channel

If you want to forward an email you have received in Outlook to a channel, you can do so by getting the email address of the channel. To do so:

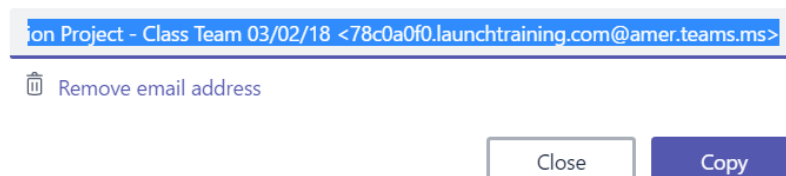
1. Click the ellipsis (...) next to the name of the channel.
2. Select Get email address.



A box appears with the email address for the channel. Copy the address.

#### Get email address

See [advanced settings](#) for more options.



Click [advanced settings](#) to see options.

### Get email address

See [advanced settings](#) for more options.

Conversion Project - Class Team 03/02/18 <78c0a0f0.launchtraining.com@amer.tea>

 [Remove email address](#)

- ☒ Anyone can send emails to this address
- ☐ Only members of this team
- ☐ Only email sent from these domains:

e.g. microsoft.com, gmail.com

Close

Copy

## Creating a Post that Appears in Multiple Channels

If you have a message that you want to share with multiple teams and channels, you can create a Cross Post.

1. Click the Format icon at the bottom of the box where you type the message.



2. Click Post in multiple channels.

New conversation ▾

Everyone can reply ▾

Post in multiple channels

**B**

*I*

U









Paragraph ▾



















...

Add a subject

Start a new conversation. Type @ to mention someone.



















...



3. Click Select channels.

New conversation ▾ Everyone can reply ▾ Post in multiple channels

To: General **Select channels**

**B** *I* U Paragraph ▾ *I<sub>x</sub>* | <≡ >≡ | ≡≡ | ≡≡ | ” | </> | | ! ...

**Add a subject**

Start a new conversation. Type @ to mention someone.

4. Put checks in the boxes next to the name of the channels to select the channels.

**Choose channels** ×

Pick the channels where you want this message posted. Replies to the original post won't be included.

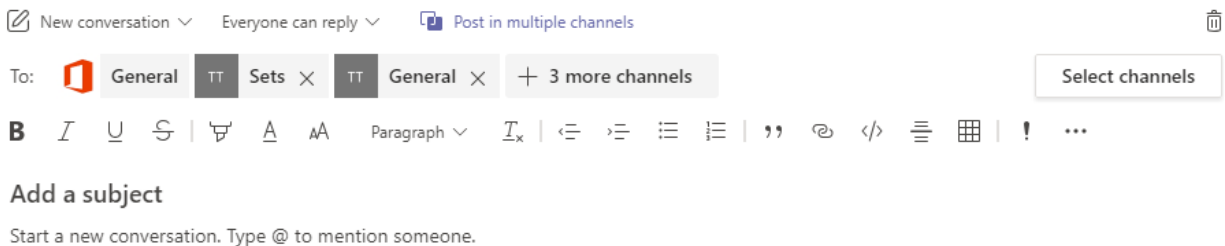
Search 🔍

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Tableau Training Team ^              |                                     |
| General                              | <input checked="" type="checkbox"/> |
| Sets                                 | <input checked="" type="checkbox"/> |
| Microsoft Office 365 Training Team ^ |                                     |
| General (source)                     | <input checked="" type="checkbox"/> |
| Excel                                | <input type="checkbox"/>            |
| Marketing Campaign                   | <input checked="" type="checkbox"/> |
| OneDrive                             | <input checked="" type="checkbox"/> |
| PowerPoint                           | <input checked="" type="checkbox"/> |
| 9 hidden channels                    |                                     |

6 channels selected

Cancel Update

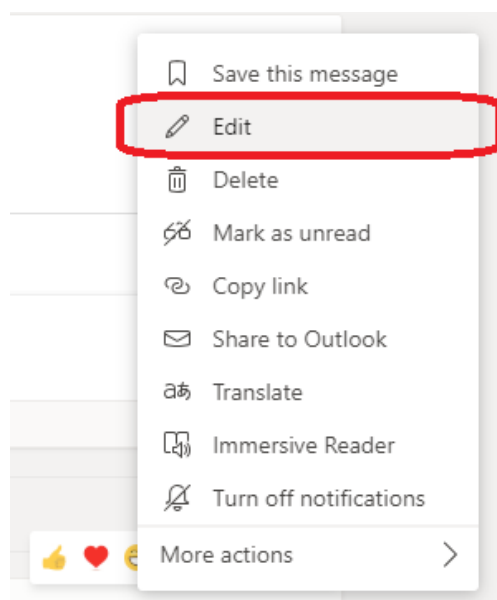
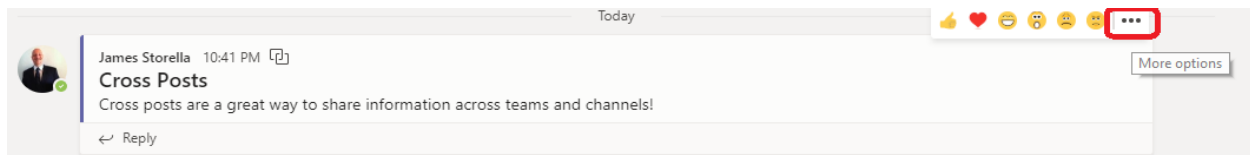
5. Then click the Update button. A list of selected channels appears at the top of the message.



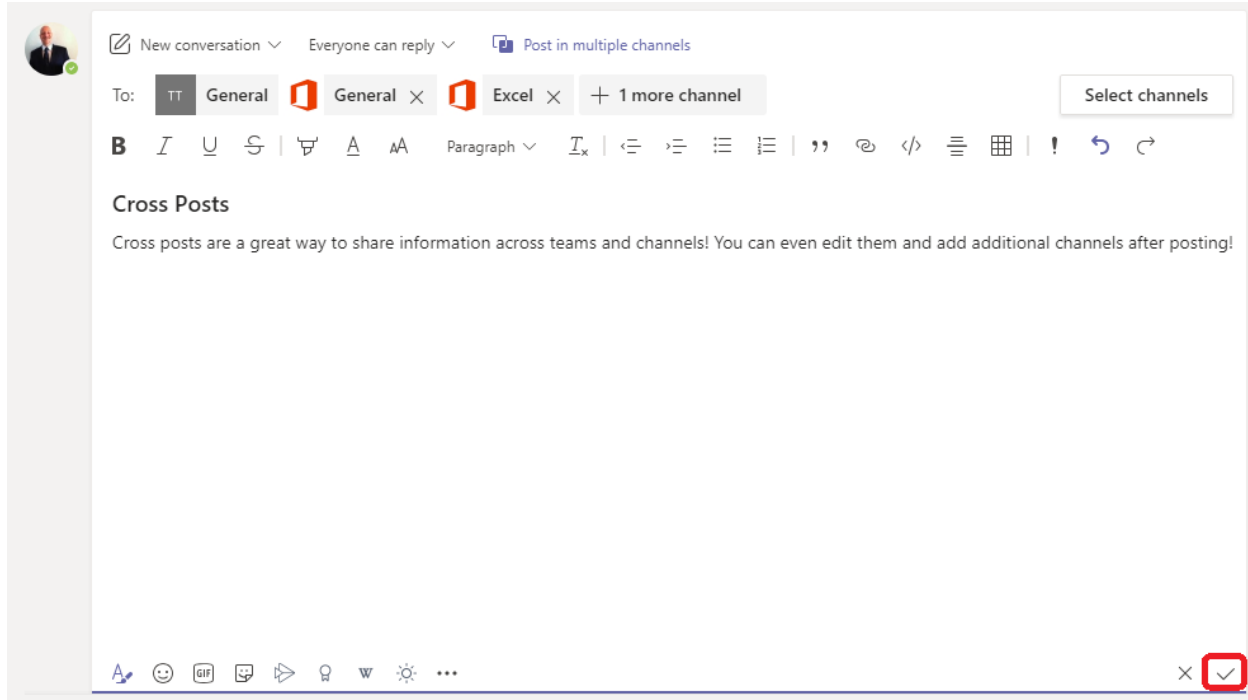
6. Write your message and click the Send icon.

## Editing a Cross Post

You can edit the content of a cross post or add more channels at any time by clicking the More actions ellipsis and selecting Edit.



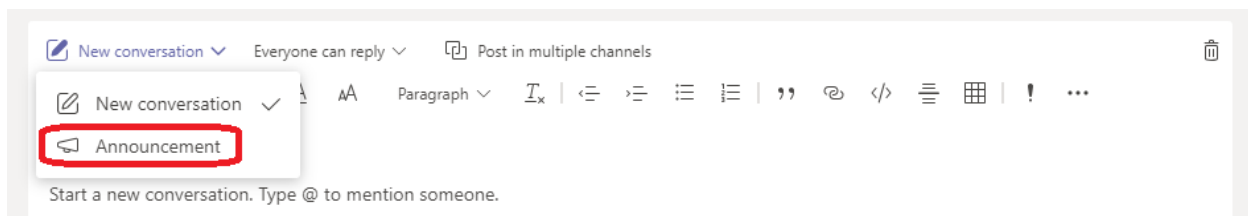
7. Click the Done checkmark in the lower right corner to post the altered message.



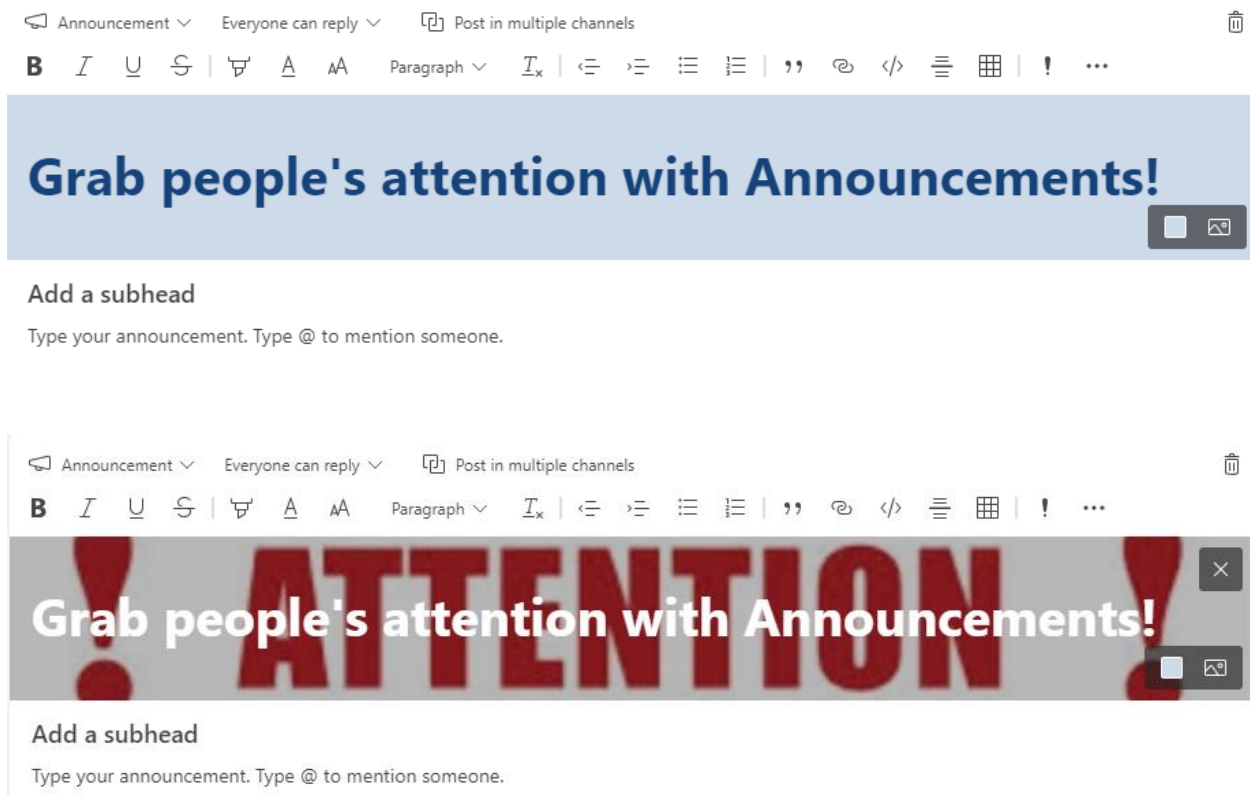
## Creating an Announcement

If you want a message to really stand out, consider creating an announcement.

1. After clicking the Format icon, click New conversation, and then Announcement.



2. Type a title and then consider changing the background color or add a background image by clicking the icons that appear in the lower right corner of the title box.



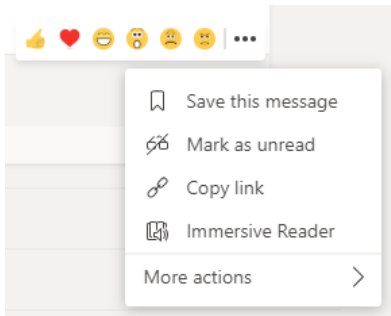
3. Add a subheading if you want and type your message. Then send.

Note: Announcements can only be used in channels. They cannot be used in chats.

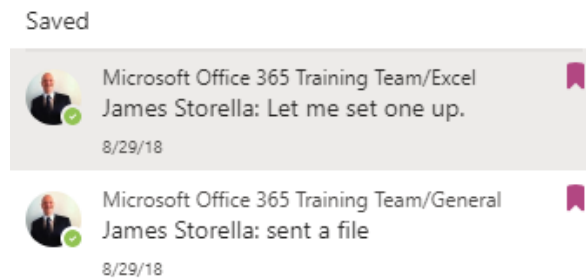
### **Saving Messages in a Channel (Formerly Known as Bookmarks)**

If you want to easily access something you or someone else has said in a channel, you can save the spot in the channel where the message was posted.

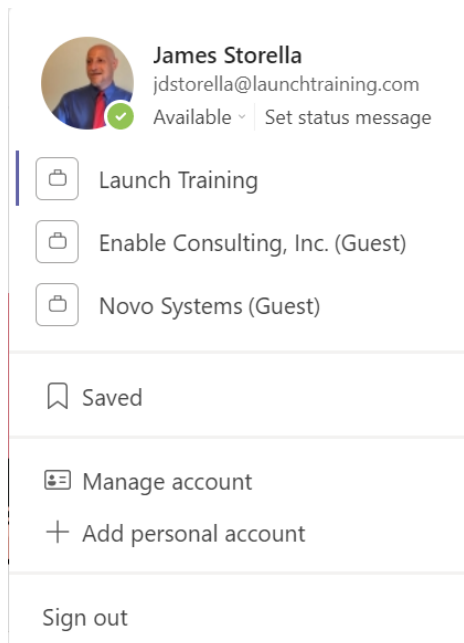
1. Click the ellipsis (...) next to the message and select Save this message.



2. To access the saved message, type /saved in the Command Bar. The list of saved messages appears on the left.



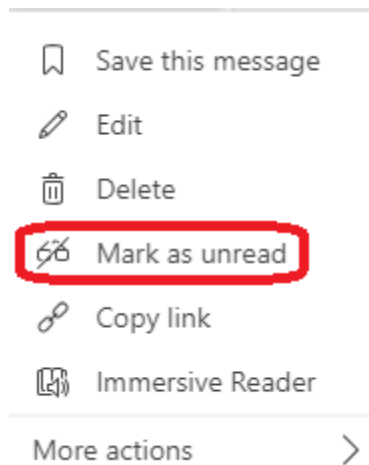
Note: You can also access saved messages by clicking your profile picture and selecting Saved.



## Marking Messages as Read/Unread

Sometimes, you see a post but don't have time to deal with it right now. You can mark a post as unread and then bring up a list of unread posts later when you have time to respond.

1. Click the ellipsis (...) next to a message.
2. Select Mark as Read/Unread.

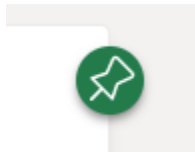


To view a list of unread messages, go to a channel, type /unread in the Command Bar, and then press Enter. The list of posts that have been marked as unread appears

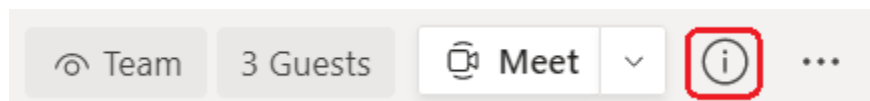
## Pinning Posts

Important messages can be emphasized by adding a pin icon.

1. Click the ellipsis (...) next to a message.
2. Select Pin. An icon now appears in the corner of the post.



To find pinned posts, click the info button for the channel.



## @Mentions

@Mentions are used to get the attention of the people you work with.

- Type @[User Name] or @[User's Email Address] to get the attention of a single user. The user receives a notification that brings them to the point in the conversation where they were mentioned.
- Type @team or @[Name of the Team] to message everyone on the team.
- Type @channel or @[Name of the Channel] to notify everyone who has favorited that channel.

If you are the owner of a team, you can now “tag” team members and then @ mention the tag name to alert all of the members of the team.

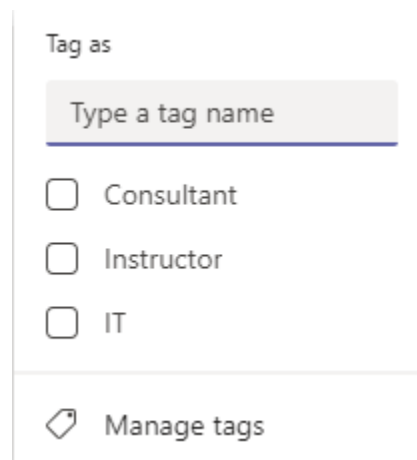
1. To tag team members with different tags, click the ellipsis (...) next to the name of the team and select Manage Team.
2. Hover over the team members name until you see an icon appear in the Tags column.

K karnold (Guest)



Guest X

3. Click the tag and a dialog box appears. If the tag name has already been created, click the check box to tag the person. Members can be tagged with multiple tags.

A screenshot of a 'Tag as' dialog box. It features a text input field with the placeholder 'Type a tag name'. Below the input field are three checkboxes, each followed by a label: 'Consultant', 'Instructor', and 'IT'. At the bottom of the dialog is a button with a tag icon and the text 'Manage tags'.

4. If the tag does not exist yet, type a tag name and click the Create tag button.

Tag as

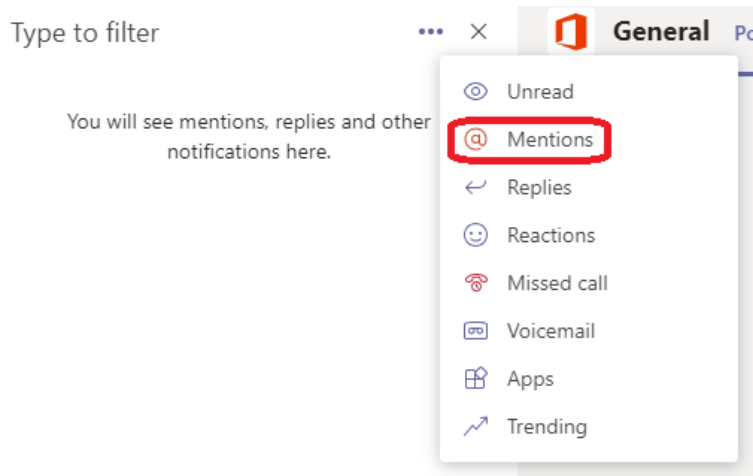
Sales

We didn't find any matches.

Create 'Sales' tag

You can filter your Activity list to see @Mentions.

1. Click the Activity icon.
2. Click the Filter icon.
3. Then click the ellipsis (...) next to it.
4. Select @Mentions.



You can also send someone a message directly from the Command Bar.

1. @Mention the person in the Command Bar.



2. Type the message in the Command Bar.



3. Press Enter or click the arrow in the circle on the right side of the bar.

## Using Microsoft and Third-Party Programs with Teams

A large selection of Microsoft and third-party programs can be used in conjunction with Teams. New ones are being added all of the time!

### Bots

Bots are automated programs that respond to queries. Ask a question and it automatically provides an answer. There is a wide selection of Bots to choose from.

Note: A feature in previous versions of Microsoft Teams, called T-Bot, has been replaced with an enhanced Help Feature.

1. Start by clicking the Apps icon in the lower part of the Menu Bar on the left.



2. Select Bots from the choices on the left.
3. Then, pick the bot you are interested in.
4. Follow prompts to add the bot.

# LAUNCH<sup>®</sup>

## COMPUTER TRAINING & CONSULTING

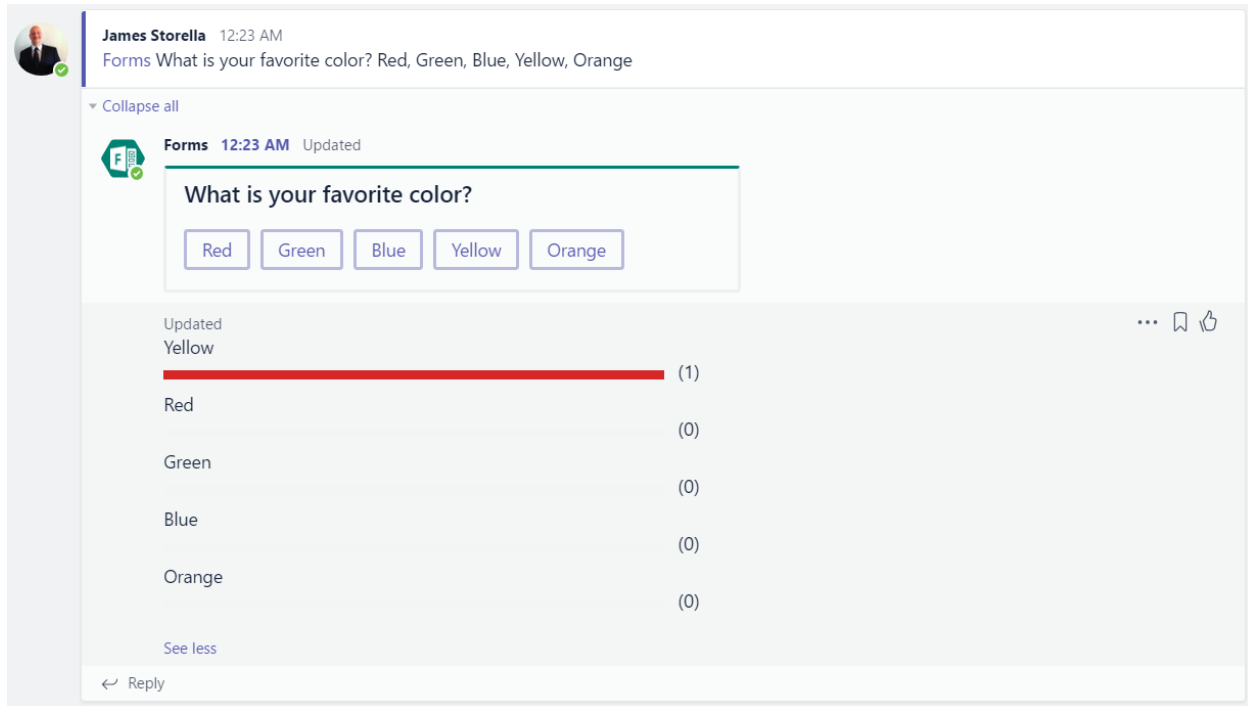
Reach new heights of productivity & knowledge!

|                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Forms</b><br>Microsoft Corporation<br>Easily create surveys, quizzes and polls.                                                                                                                |  <b>Polly</b><br>Polly<br>Gather real time insights with simple polls that work where you work                                                                                            |  <b>Trello</b><br>Trello<br>Trello lets your team work more collaboratively and get more done. Trello's boards, lists, and cards enable you to organize and prioritize yo...                      |  <b>Who</b><br>Microsoft Corporation<br>Search for anyone in your organization based on what they're working on, who they work with, and more.                                                 |
|  <b>Planner</b><br>Microsoft Corporation<br>Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so you can start...            |  <b>Flow</b><br>Microsoft Corporation<br>Automate time-consuming and repetitive tasks by integrating your favorite apps and services with Microsoft Flow.                                 |  <b>Calendar BOT</b><br>Approved Contact<br>The Approved Contact Bot enables calendar comparison and scheduling                                                                                   |  <b>MindMeister</b><br>MeisterLabs GmbH<br>MindMeister is a professional mind mapping software that's both versatile and easy to use. Whether you're a freelancer, a startup or a...           |
|  <b>Smartsheet</b><br>Smartsheet<br>Send Smartsheet Notifications to a Teams Channel so everyone has the most updated information. Add Smartsheet as a channel Tab ...                             |  <b>Jira Cloud</b><br>SoftServe, Inc.<br>Jira Cloud is an issue management tool designed to help you plan, track, and release world class software.                                       |  <b>SurveyMonkey</b><br>SurveyMonkey<br>Get real time feedback with quizzes, polls and pre-built surveys right within Microsoft Teams. Update everyone by setting notifications for n...          |  <b>Miro</b><br>Realtimeboard Inc.<br>Miro is the online collaborative whiteboard platform that enables distributed teams to work effectively together from brainstorming with...              |
|  <b>Azure Boards</b><br>Microsoft Corporation<br>Azure Boards enables you to plan, track and discuss work across your teams. Azure Boards app for Microsoft Teams lets you monitor work...         |  <b>Zoom</b><br>Zoom Video Communications, Inc.<br>Seamlessly start, schedule and join Zoom meetings from Microsoft Teams. Meet happy with flawless video, clear audio, and easy...       |  <b>Cisco Webex Meetings</b><br>Cisco Webex Meetings<br>The Cisco Webex Meetings integration makes it easy to add a link for your Webex meeting or Personal Room meeting to your message in yo... |  <b>Jira Server</b><br>SoftServe, Inc.<br>Jira Server is an issue management tool designed to help you plan, track, and release world-class software.                                          |
|  <b>MURAL</b><br>MURAL<br>MURAL is your team's digital workspace for innovation. Anytime on any device                                                                                            |  <b>GitHub</b><br>Tata Consultancy Services<br>Browse issues and pull requests for your GitHub repositories with the tabs and messaging extension for Microsoft Teams. Use the bot to... |  <b>AgilePolly</b><br>Polly<br>AgilePolly automates standups and check-ins while enabling your teams to be more effective and engaged by tracking status updates and...                          |  <b>App Studio</b><br>Microsoft Corporation<br>Create new Microsoft Teams apps, design and preview bot cards, and explore documentation using App Studio.                                     |
|  <b>Asana</b><br>Asana<br>With Asana's work management platform, your team can stay focused on their goals, projects, and tasks—no matter when or where they wor...                              |  <b>Adobe Sign</b><br>Adobe Systems Inc.<br>Keep document signing workflows moving fast when you add Adobe Sign to Teams. Now, right in Teams, you can sign documents, send them...     |  <b>Adobe Creative Cloud</b><br>Adobe<br>Content creators and collaborators can now find, view, and share Adobe Creative Cloud assets within Microsoft Teams.                                   |  <b>Zoom.ai Meeting Assistant</b><br>Zoom.ai Inc.<br>Zoom.ai is the faster and smarter way for recruiters and sales teams to schedule meetings. With Zoom.ai for Microsoft Teams, you can... |
|  <b>TaskList</b><br>LimeStat, Inc.<br>TaskList is the easiest way to keep your team in sync. Your team can manage all their tasks with 2 simple commands, 'task' & 'list'. It's built for all... |  <b>Advisor for Teams</b><br>Microsoft Corporation<br>Accelerate your Microsoft Teams rollout through contextual plans and other curated success tools.                                 |  <b>Live Chat</b><br>Social Intents<br>Live Chat lets you talk with your website visitors right from Teams. Now you can offer great customer service and sell more without the ne...            |  <b>Confluence Cloud</b><br>SoftServe, Inc.<br>Confluence Cloud is a collaboration tool that helps you to create, organize and discuss work with your team.                                  |
|  <b>Teams Manager</b><br>Solutions2Share GmbH<br>Teams Manager helps your company keep control of Microsoft Teams and stop uncontrolled growth, while still enabling users ...                   |  <b>Box</b><br>Box<br>The Box for Teams integration helps businesses of all sizes securely manage and collaborate on content to drive more productive teamwork...                       |  <b>TD Assignments</b><br>AvisT2 Ltd<br>TD Assignments takes the admin out of assignments; from assigning work, to visibility of your students' progression, right through to...                |  <b>GoToMeeting</b><br>GoToMeeting by LogMeIn Inc.<br>With GoToMeeting you can easily start or join meetings within MS Teams.                                                                |
|  <b>Workboard</b><br>Workboard<br>Workboard's Active Strategy Management solution helps organizations set, measure and execute strategic priorities faster.                                      |  <b>SecretaryBot</b><br>MySecretary<br>Save time by enlisting the help of SecretaryBot to schedule your 1:1 and team meetings.                                                          |  <b>MailClark</b><br>MailClark<br>Email, Facebook, Twitter — The Shared Inbox for teams. Easily engage your teammates in workflows related to messages management. F...                         |  <b>ScrumGenius</b><br>ScrumGenius<br>Automate your team startup meetings. ScrumGenius runs automatic check ins and stand ups to help managers to track the...                               |

## Apps

Apps, like Bots are tools that help us be productive.

One example is the Forms App. It allows you to create forms that members can fill in.



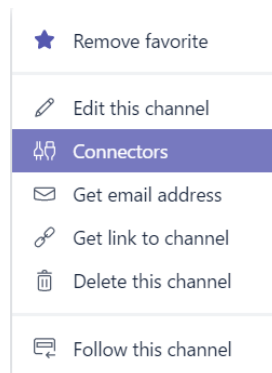
The screenshot shows a Microsoft Teams chat interface. At the top, a message from James Storella at 12:23 AM says "Forms What is your favorite color? Red, Green, Blue, Yellow, Orange". Below this, a "Forms" app card is displayed, titled "What is your favorite color?". The card contains five buttons: "Red", "Green", "Blue", "Yellow", and "Orange". Below the buttons, a poll results section shows "Updated Yellow" with a red progress bar and a count of (1). The other options (Red, Green, Blue, Orange) all show a count of (0). At the bottom of the chat, there is a "Reply" button.

| Color  | Count |
|--------|-------|
| Yellow | (1)   |
| Red    | (0)   |
| Green  | (0)   |
| Blue   | (0)   |
| Orange | (0)   |

## Connectors

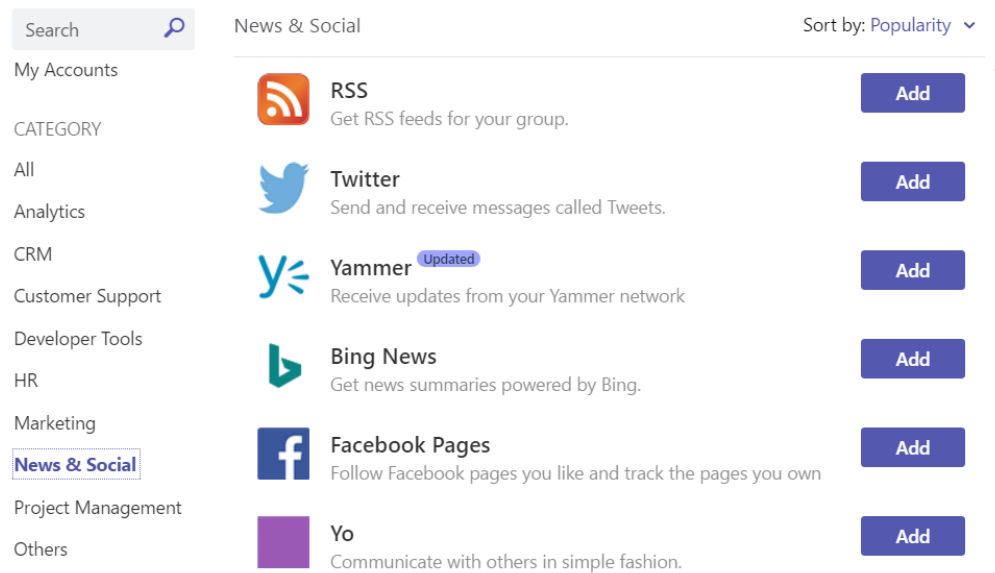
Connectors can be used to get content from content providers added to your channel.

1. Click the ellipsis (...) next to the name of the channel.
2. Select Connectors.



3. View all connectors or view a subset of choices by topic, such as News and Social.

Keep your group current with content and updates from other services.



4. Click the Add button to add the content to your channel.
5. Fill out any options associated with the connector such as when you would like the content delivered.



BingNews

[Send feedback](#)

Get the most relevant news on topics you care about.

Name of digest

Enter a name for your digest

Select topics

Search and select your topics

What time would you like your digest delivered?

8:00 AM

Save

Cancel

## Microsoft Stream

Microsoft Stream is a video sharing service.

You might want to add a Microsoft Stream channel to a team or you might want to add a tab at the top that displays a particular video.

1. In Microsoft Stream, click the ellipsis (...) and select Share.

The screenshot shows the Microsoft Stream interface. At the top, there are tabs for Videos, Groups, Channels, Meetings, Watchlist, Followed channels, and Recycle bin. Below these tabs is a search bar and filters for Sort by (Upload date), State (All), and Privacy (All). The main content area displays a video titled 'Wildlife' with a duration of 00:30. Below the video title, there is a description: 'This is a video provided by Microsoft. It is useful way to demonstrate adding videos to PowerPoint presentations or Microsoft Teams.' A context menu is open on the right side of the video, showing options: Share, Replace video, Delete, Trim video, and Download video. The 'Share' option is highlighted.

Share Email Embed

This video will only be viewable by authorized users

☐ Start at:

Direct link to video

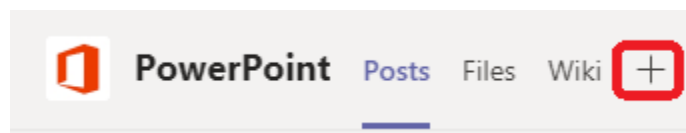
<https://web.microsoftstream.com/video/33446093-091d-4d49-8623-dba59d502818>

Copy

Share with



2. Click the Copy button and then click the Close button.
3. In Teams, click the plus icon at the top of the channel.



4. Select the Stream icon.

## Add a tab



Turn your favorite apps and files into tabs at the top of the channel

[More apps](#)

Search



Recent ▾



Stream



Document  
Library



Excel



Forms



OneNote



PDF



Planner

5. Paste the URL in the box and name the tab. If the name of the video appears, select it.
6. Then click the Save button.

---

 **Stream** About ×

☐ Channel ☒ Video

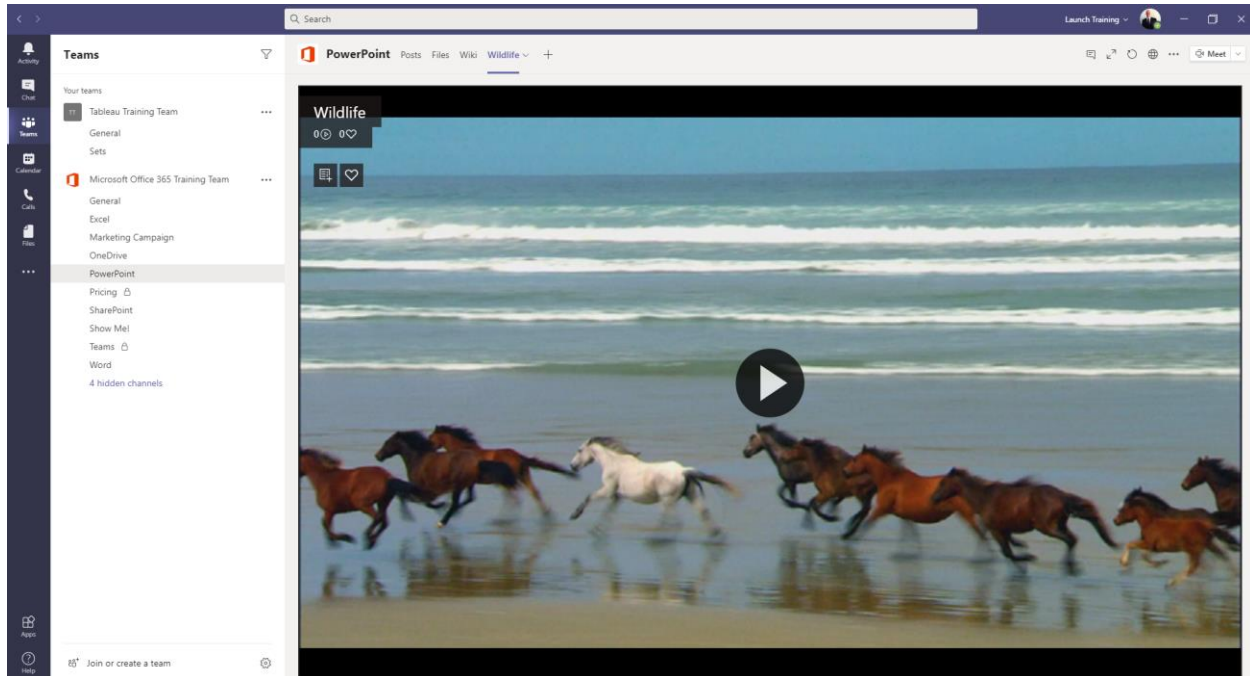
Search or paste a direct link to a [Microsoft Stream](#) video

 Wildlife

Tab name

☒ Post to the channel about this tab

The video can now be watched from within Teams!



Note: Microsoft is making changes to the way Stream integrates with Teams. Functionality might be different at any time.

## Chats

Chats are private messages. They are not visible to everyone on the team. Instead, they are only visible to the people you choose to chat with. You can now have up to 250 people in a chat.

Chat is persistent. That means that it does not go away by default. New retention policies allow admins to decide whether added members to a group chat can see previous messages.

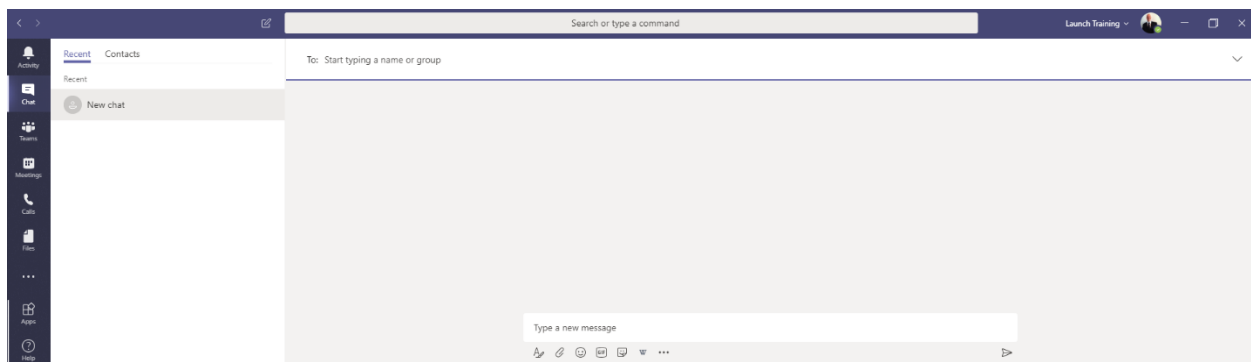
There are two kinds of chats: One-On-One Chats and Group Chats. You can only have One-On-One Chats with external guests at this time.

## Creating a New One-On-One Chat

1. Click the New chat icon at the top of the screen or press Ctrl+N.



2. Type the name of the person you want to chat with, and press Enter.



## Creating a New Group Chat

1. Click the New chat icon at the top of the screen or press Ctrl+N.



2. Click the drop-down arrow to the right of the recipient list.



A Group name: option appears.

Group name:

---

To: Start typing a name

^

3. Enter a name for the group.

Group name: Managers

---

To: Start typing a name

4. Type the names of each of the members of the chat.

### Adding Someone to a Chat

1. Click the Add people icon in the top right of the screen.



2. Type the name of the person you are adding.
3. Click the Add button.

### Determining Who Is in a Group Chat

1. Hover over the number of participants to view a list of people who are part of the conversation.

### Leaving a Group Chat

1. Right-click a chat and select Leave.

### Renaming a Chat

You can rename any group chat.

1. Select the pencil icon next to the name of the chat.

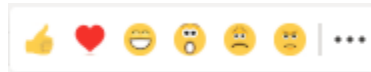
### Chat History

Microsoft Teams retains your entire chat history, all the way back to the first message you sent. If someone leaves your organization, their chat responses are saved.

### Liking a Chat

You can show how you feel about what someone said in a chat with an emoji.

1. Hover over the message and a selection of emojis appear.



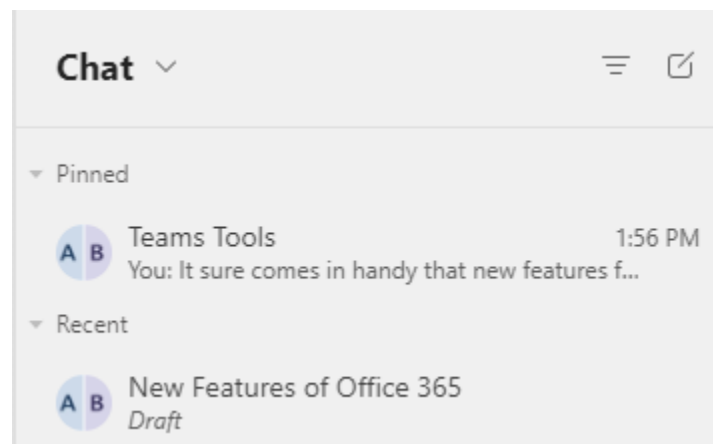
2. Select the desired emoji.

### Pinning a Chat

If you would like one or more chats to be moved to the top of the list of chats, you can pin them.

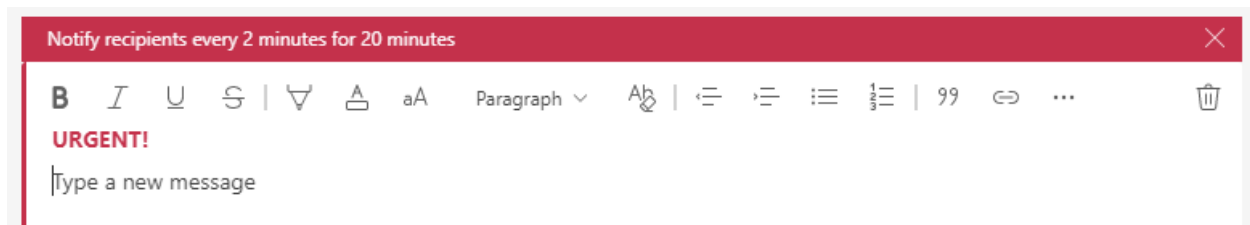
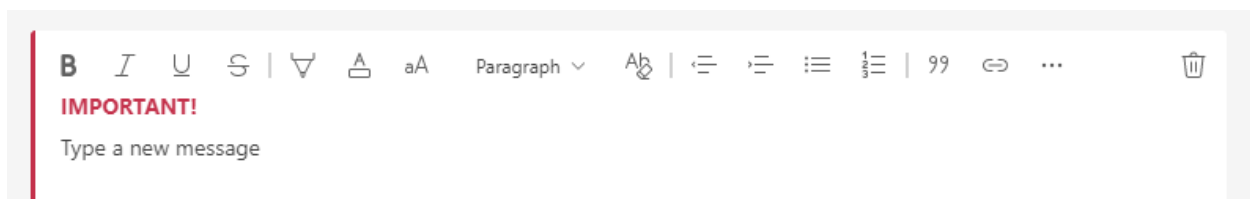
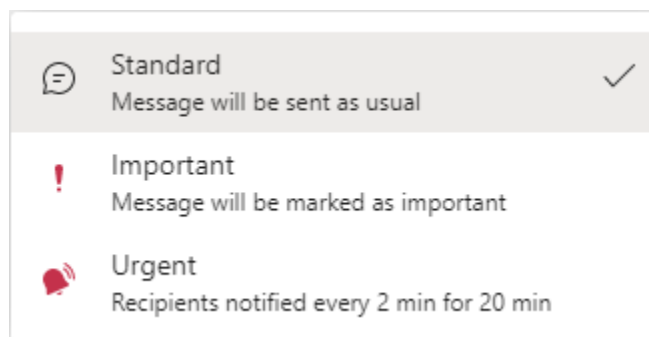
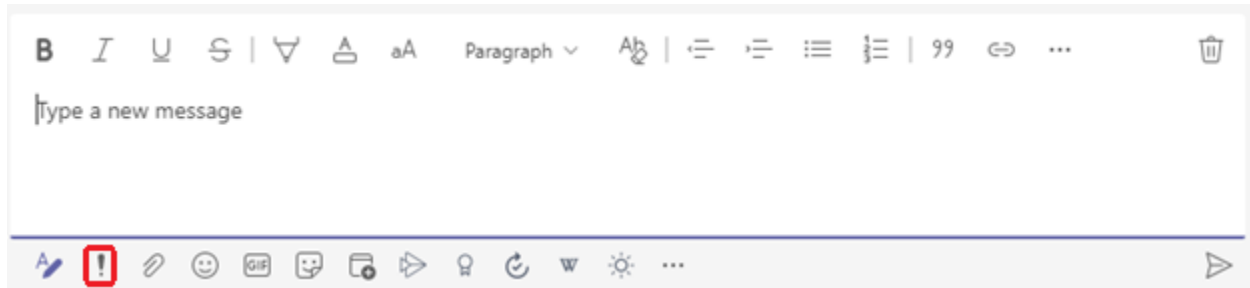
1. Click the ellipsis (...) next to the chat.
2. Select Pin.

The chat now appears in a group above Recent Chats called Pinned Chats.



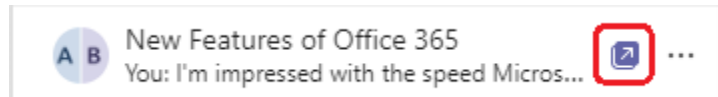
## Sending an Important or Urgent Chat

1. After clicking the Format icon to expand the compose box, click the Set Delivery Options icon.
2. Choose Important or Urgent.
3. Type your message and click the Send icon.



## Popping Out a Chat

You can view a chat in its own window. Simply hover over the chat, and click the Pop Out icon.



## Muting a Chat

If you no longer want to receive notifications when someone adds a new message to a chat, you can mute the chat.

1. Click the ellipsis (...) next to the chat.
2. Select Mute.

## Hiding a Chat

If you would like to get chats out of your view, you can hide them. Then, when someone posts a message, the chat returns to view.

1. Click the ellipsis (...) next to the chat.
2. Select Hide.

Note: To unhide a chat, search for a participant in the chat or a word in the chat. When you find it, click the ellipsis and select Unhide.

## Turning a Chat into a Video Call, Audio Call, or Screen Sharing Experience

After a few messages back and forth, you might realize you'd be better off with a meeting.

In the upper right corner of the chat window, click the Video Call, Audio Call or Screen Sharing icon.



It immediately contacts the members of the chat attend the meeting.

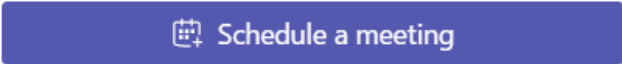
## Holding a Meeting

Microsoft Teams meetings include audio, video, and desktop/application sharing. You can meet with both people inside your organization and people outside your organization

You do not need a Microsoft Teams account to attend a meeting.

Up to 250 people can be invited to a meeting (or a call). The Meetings tab on the Menu Bar displays a list of meetings you have scheduled in Outlook. From here, you can create a meeting which is then added to Outlook.

1. Click Schedule a meeting.



2. Select a location for the meeting. It could be a conference room if a group of people plan to meet there and watch on a projector. If it is a Microsoft Team meeting, you can choose a channel if you want. But remember, then anyone in the team can view the meeting.
3. Enter the date and time of the meeting.
4. Provide additional information in the Details box.
5. Use the Invite people box to choose attendees for the meeting. They receive the invitation in Teams and Outlook.
6. When done, click Schedule a meeting.

### New meeting

Title

Select a channel to meet in  
None (optional) 

Location  
Microsoft Teams Meeting 

Invite people  
[Invite someone](#)

Start  End  Repeat ☐

Organizer  
 James Storella  
jstorella@launchtraining.com

[Scheduling assistant](#)

Details

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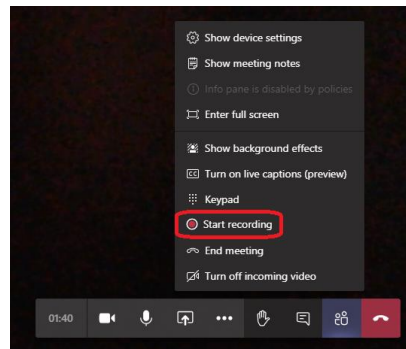
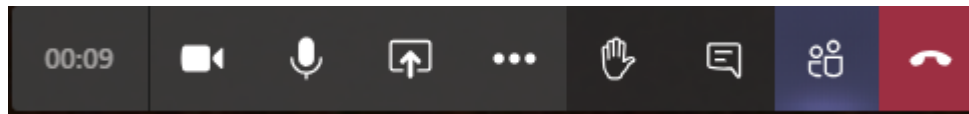
Type details for this new meeting

Close

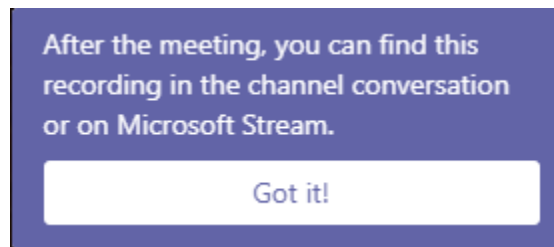
Schedule a meeting

## Recording a Meeting

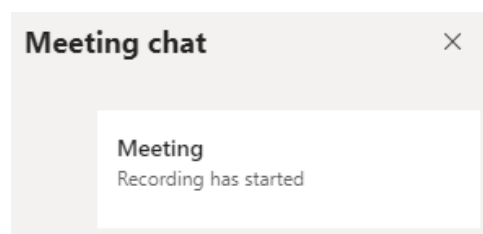
1. While in a meeting, select the ellipsis (...) known as More actions on the toolbar.



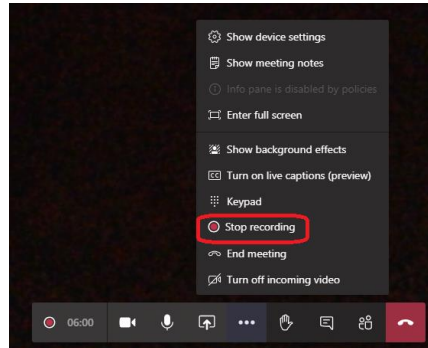
You may be notified that the recording can be found in the channel conversation or on Microsoft Stream. Note: Microsoft is moving recordings to OneDrive and SharePoint.



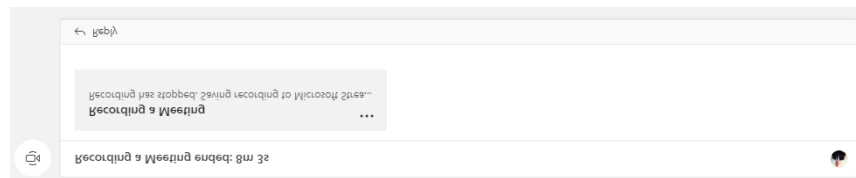
A message appears in chat notifying participants that the meeting is being recorded.



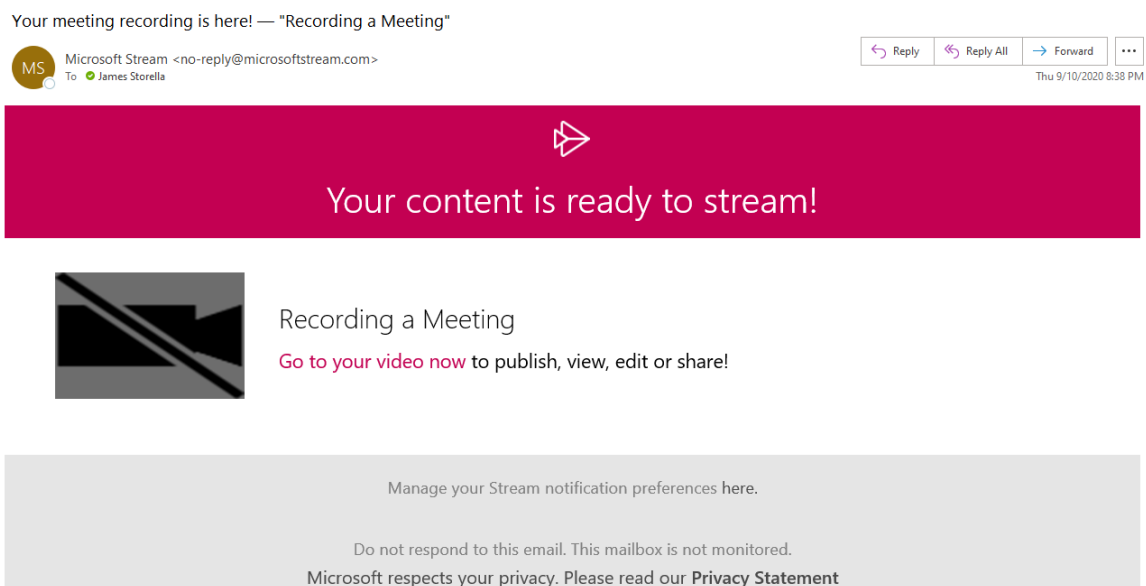
To stop recording, click the ellipsis again, and select Stop recording.



A post appears in the channel explaining that the recording has stopped and that the recording is being saved to Microsoft Stream.

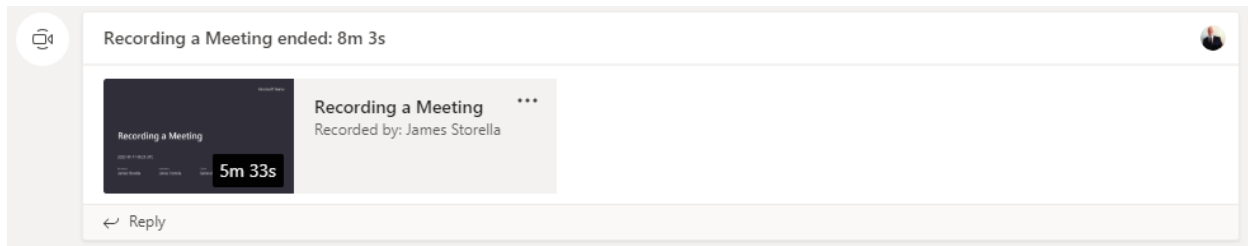


You also receive an email with a link to the recording.



## Playing Back the Recording from within the Channel

Once the recording is finished saving, it can be accessed from within the channel.



Note: Company policy and settings determine who can start and stop recordings in Teams.

These are the default settings:

| Type of user                       | Can start recording? | Can stop recording? |
|------------------------------------|----------------------|---------------------|
| Meeting organizer                  | Yes                  | Yes                 |
| Person from same org               | Yes                  | Yes                 |
| Person from another org or company | No                   | No                  |
| Guest                              | No                   | No                  |
| Anonymous                          | No                   | No                  |

If the person who started the recording of the meeting leaves the meeting, the recording continues. If everyone leaves the meeting, the recording stops. If someone forgets to leave the meeting, the recording stops after four hours.

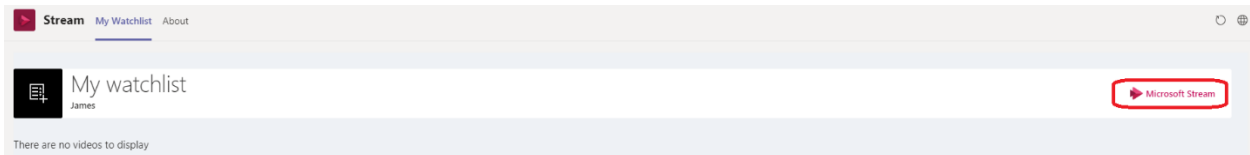
## Playing Back the Recording from Microsoft Stream

If you own the meeting recording, you can access the recording in Microsoft Stream,

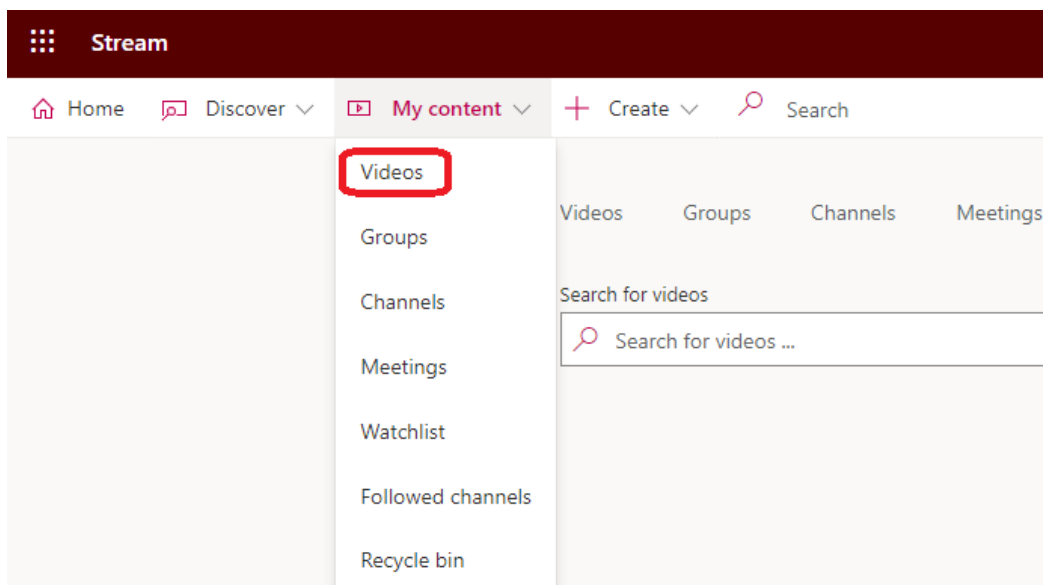
1. Open Stream by clicking on the ellipsis (...) on the menu bar and selecting Stream.

Note: You may have to search for it the first time you use it.

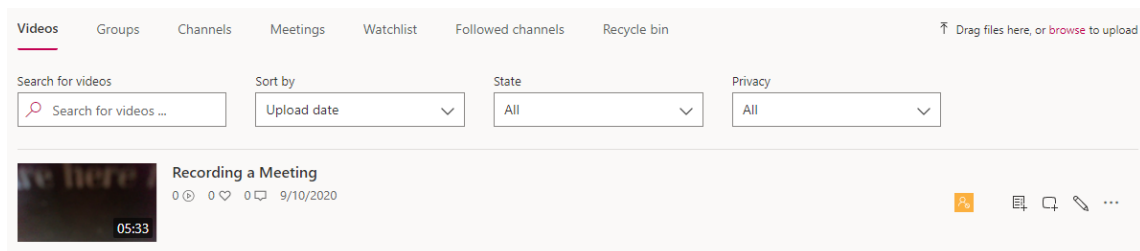
2. When it opens, click the Microsoft Stream link on the right.



3. Select Videos from the My Content drop-down.



The video is now displayed in the list.

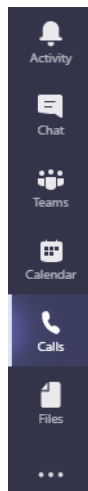


## Making a Call

In order to make phone calls from within Microsoft Teams, you must have a phone system set up and a calling plan.

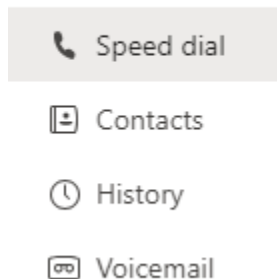
There are several ways to call people from within Teams.

1. Select Calls in the menu bar.



A panel appears on the top of the left-hand side.

### Calls



- Speed dial displays a list of favorite contacts.
- Contacts shows phone numbers from your Outlook contacts.
- History shows the people you have made calls to or received calls from.
- Voicemail provides a list of messages left by people. Transcripts are available.

On the bottom of the left-hand side, you will find a tool that enables you to call people who are not in your favorite list.

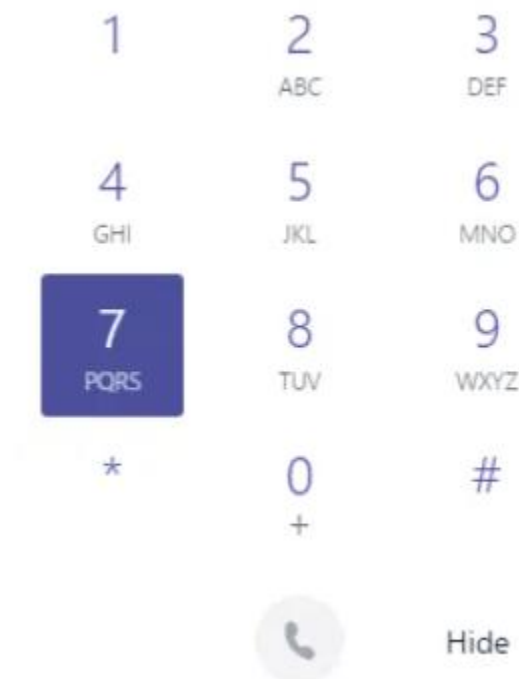
Type a name of a team member in the text box and click the phone icon to make an audio call or the movie camera icon to make a video call.

### Make a call

Type a name



You can also make phone calls from the Dial Pad.



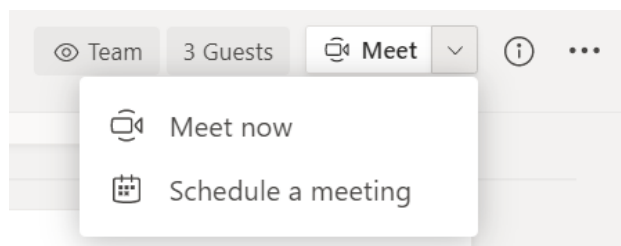
## Meetings

Meetings can include audio, video, and desktop sharing.

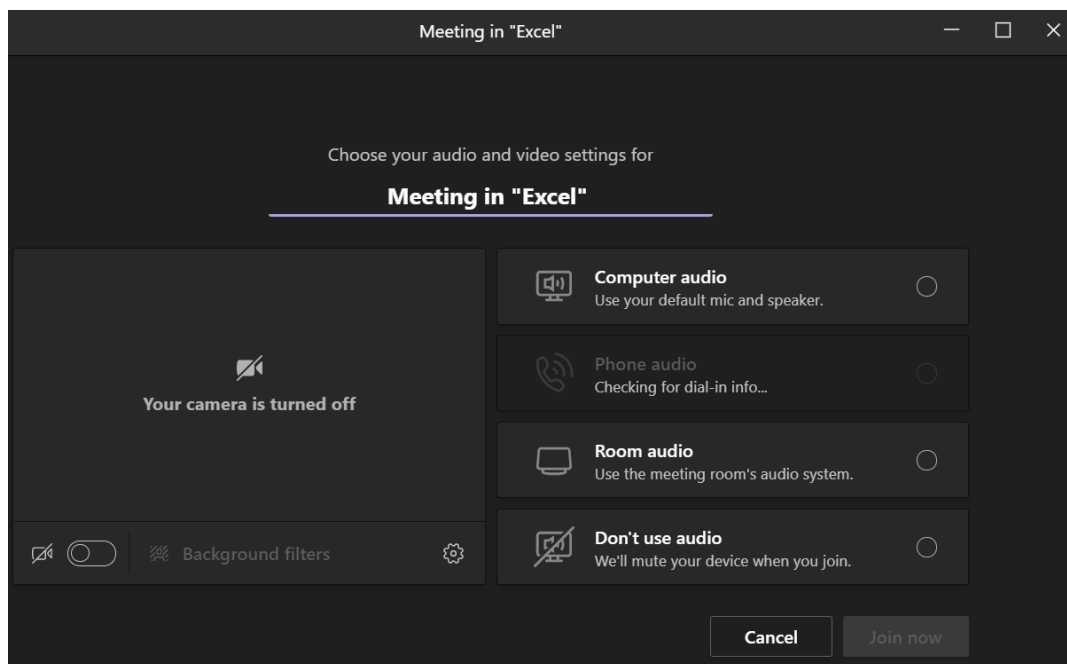
You can schedule a meeting for the future or meet right now.

### Meet Now

1. Click the Meet icon drop-down arrow in the upper right corner and select Meet now.

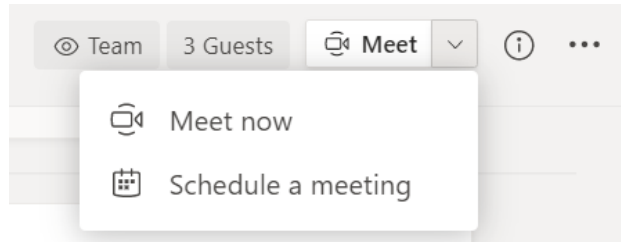


2. Add a subject and click Join now.



## Schedule a Meeting for Later

1. Click the Meet icon drop-down arrow in the upper right corner and select Schedule a meeting.



2. Fill out the dialog box and click Schedule a meeting.

Note: Video meetings in channels are different than video meetings in group chats. A video meeting in a channel can be viewed by anyone who has access to the channel.

You can see the video of yourself and the four most recent speakers in the meeting.

New meeting

|                                     |                              |                                                                        |                                                              |
|-------------------------------------|------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------|
| Title<br><input type="text"/>       |                              | Select a channel to meet in<br>Microsoft Office 365 Users Team / Mi... |                                                              |
| Location<br>Microsoft Teams Meeting |                              | Invite people<br>Invite someone                                        |                                                              |
| Start<br>Oct 16, 2017 12:00 PM      | End<br>Oct 16, 2017 12:30 PM | Repeat<br><input type="checkbox"/>                                     | Organizer<br>James Storella<br>jdstorella@launchtraining.com |

[Scheduling assistant](#)

Details

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Type details for this new meeting

This is a Microsoft Teams online meeting. Everyone can join online.

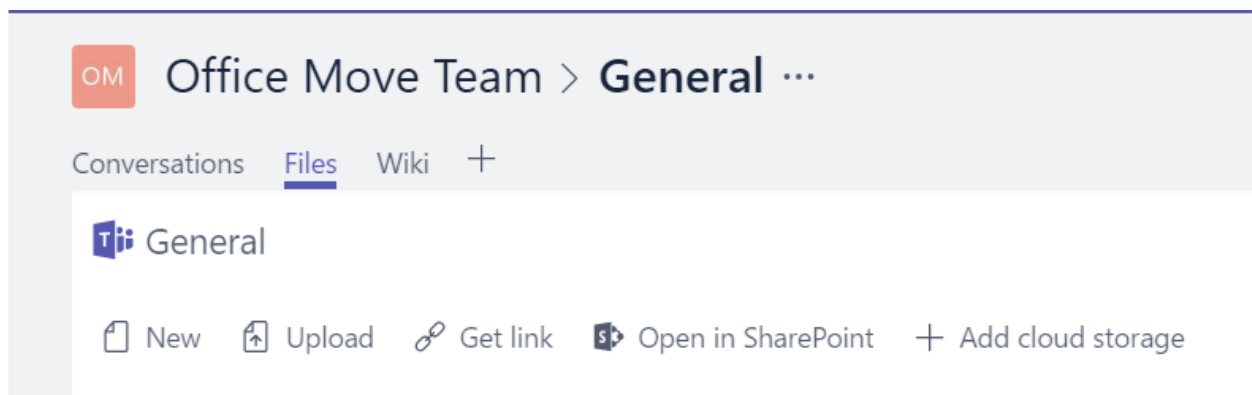
Close Schedule a meeting

## Working with Files

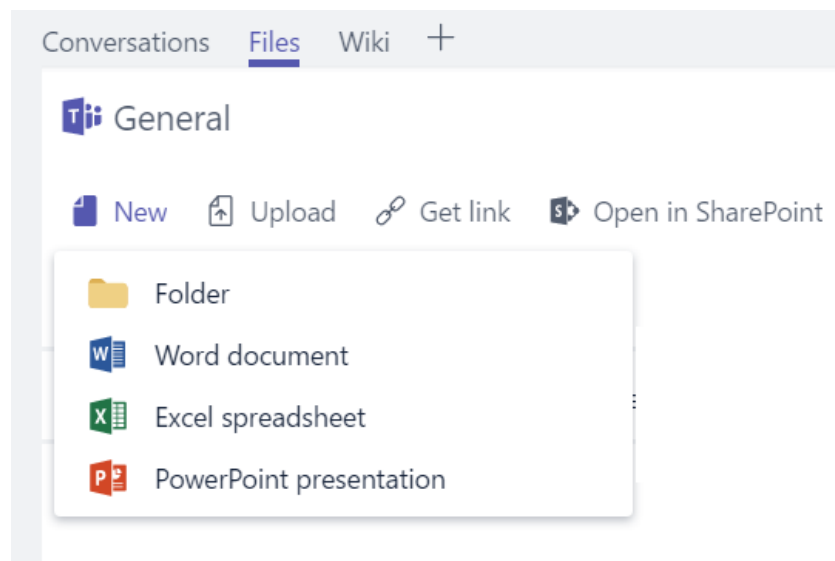
Microsoft Teams makes it easy for everyone to access the files they need. Files can be stored in channels. Then, team members can work on the files at the same time using a process called co-authoring as long as the file is opened in the web app version of the product. There is no need to notify the other person. Simply open the file and start working. Changes are integrated seamlessly. You can even make your files available to people outside your organization by using the Share command.

### Creating a New File from Within Teams

1. Click on the Files link at the top of the window.



2. Click New.
3. Select the type of file you want to create.



4. Name the new file and click the Create button.

**Create a new Excel spreadsheet**

Excel spreadsheet name

Contact Info for Employees Being Moved 

5. The new file opens in the online version of the product. Create the file using the online version or Click Edit in <Product> to use the desktop version of the product.
6. If using the online version of the product, when done, click Close.

### Uploading Files to Teams

1. Select Upload.

 Office Move Team > **General** ...

Conversations Files Wiki +

 General

 New  Upload  Get link  Open in SharePoint + Add cloud storage

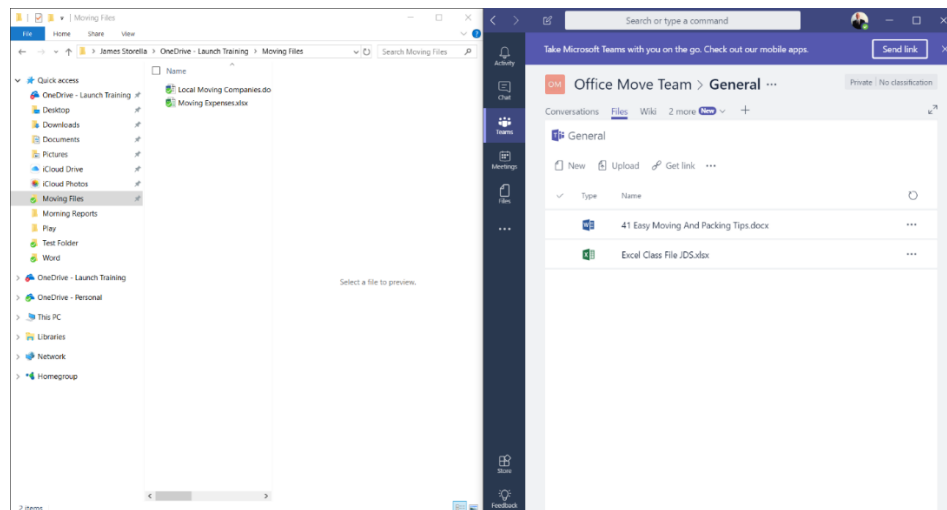
2. Navigate to the file or files you want to upload.
3. Select one or more files and click Open.

Note: To select contiguous files, use the Shift key. To select non-contiguous files, use the Ctrl key.

## Uploading Files Using Drag and Drop

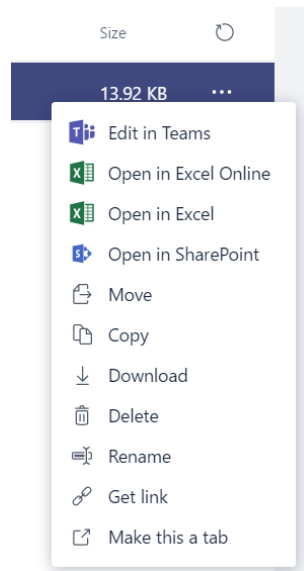
You can also upload files to a library by displaying them in a File Explorer window and dragging the files into the library window in Teams.

It can be helpful to dock and tile the File Explorer window and the Teams window. Use the Windows Logo Key  and the Arrow Keys ← → to position and dock windows.



## Deleting Files from Teams

1. Select one or more files by clicking on their names.
2. Click the ellipsis (...) next to one of the selected files.
3. Select Delete from the menu that appears.



4. Confirm deletion of the file.

### Delete this file?

 Contact Info for Employees Being Moved.xlsx

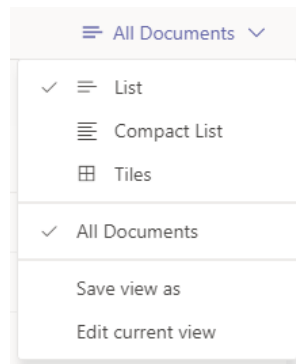
The file will be moved to the Recycle bin in SharePoint.

Cancel

Confirm

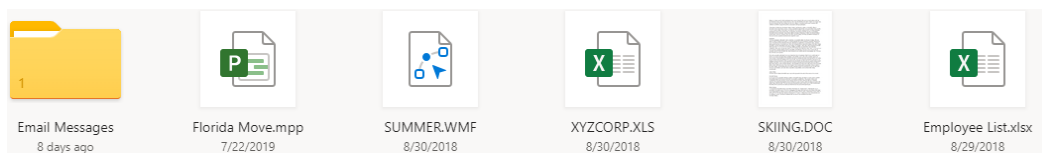
## Changing How Files Are Displayed

Click the All Documents drop-down list to display files as a normal list, compact list or as tiles.



|  Name ▾               | Modified ↓ ▾    | Modified By ▾  |
|--------------------------------------------------------------------------------------------------------|-----------------|----------------|
|  Email Messages       | May 18          | SharePoint App |
|  Florida Move.mpp     | July 22, 2019   | James Storella |
|  SUMMER.WMF          | August 30, 2018 | James Storella |
|  XYZCORP.XLS        | August 30, 2018 | James Storella |
|  SKIING.DOC         | August 30, 2018 | James Storella |
|  Employee List.xlsx | August 29, 2018 | James Storella |

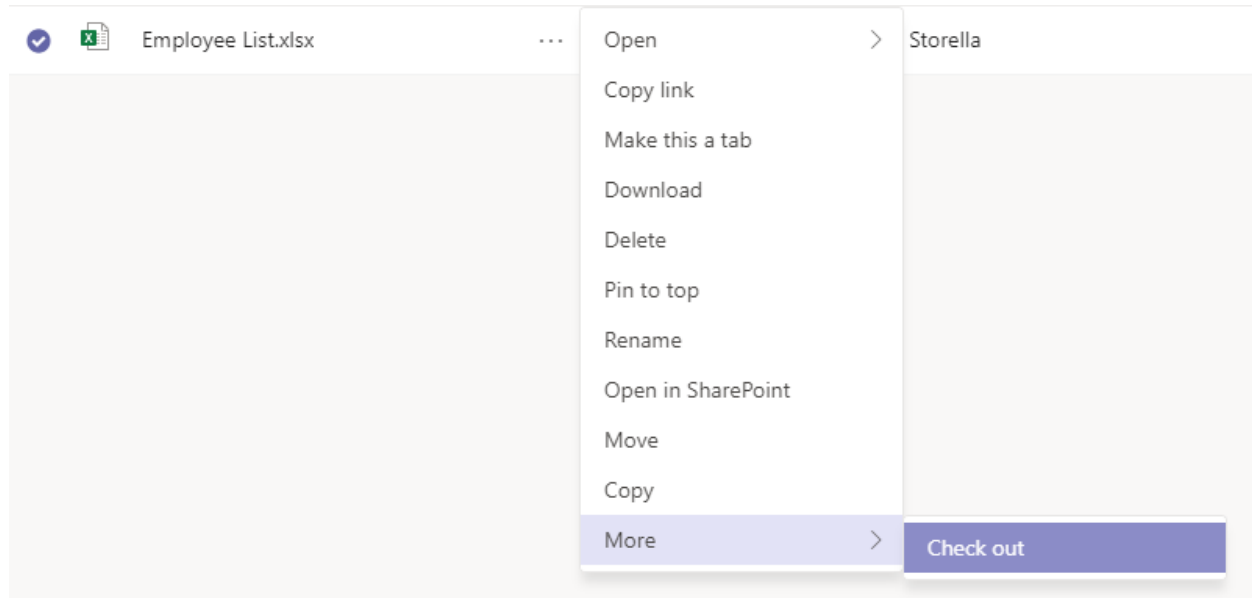
|  Name ▾             | Modified ↓ ▾    | Modified By ▾  |
|--------------------------------------------------------------------------------------------------------|-----------------|----------------|
|  Email Messages     | May 18          | SharePoint App |
|  Florida Move.mpp   | July 22, 2019   | James Storella |
|  SUMMER.WMF         | August 30, 2018 | James Storella |
|  XYZCORP.XLS        | August 30, 2018 | James Storella |
|  SKIING.DOC         | August 30, 2018 | James Storella |
|  Employee List.xlsx | August 29, 2018 | James Storella |



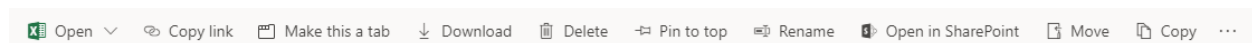
You can add or remove columns from the view by selecting Edit Current View. A window appears with options for columns to add or remove. You can change the order of the columns as well. Modified configurations can be saved as their own views. Then you can easily switch from view to view!

| Display                             | Column Name                              | Position from Left |
|-------------------------------------|------------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Type (icon linked to document)           | 1 ▼                |
| <input checked="" type="checkbox"/> | Name (linked to document with edit menu) | 2 ▼                |
| <input checked="" type="checkbox"/> | Modified                                 | 3 ▼                |
| <input checked="" type="checkbox"/> | Modified By                              | 4 ▼                |
| <input type="checkbox"/>            | App Created By                           | 5 ▼                |
| <input type="checkbox"/>            | App Modified By                          | 6 ▼                |
| <input type="checkbox"/>            | Check In Comment                         | 7 ▼                |
| <input type="checkbox"/>            | Checked Out To                           | 8 ▼                |
| <input type="checkbox"/>            | Comment count                            | 9 ▼                |
| <input type="checkbox"/>            | Compliance Asset Id                      | 10 ▼               |
| <input type="checkbox"/>            | Content Type                             | 11 ▼               |
| <input type="checkbox"/>            | Copy Source                              | 12 ▼               |
| <input type="checkbox"/>            | Created                                  | 13 ▼               |
| <input type="checkbox"/>            | Created By                               | 14 ▼               |
| <input type="checkbox"/>            | Edit (link to edit item)                 | 15 ▼               |
| <input type="checkbox"/>            | File Size                                | 16 ▼               |
| <input type="checkbox"/>            | Folder Child Count                       | 17 ▼               |
| <input type="checkbox"/>            | ID                                       | 18 ▼               |
| <input type="checkbox"/>            | Item Child Count                         | 19 ▼               |
| <input type="checkbox"/>            | Item is a Record                         | 20 ▼               |
| <input type="checkbox"/>            | Label applied by                         | 21 ▼               |
| <input type="checkbox"/>            | Label setting                            | 22 ▼               |
| <input type="checkbox"/>            | Like count                               | 23 ▼               |
| <input type="checkbox"/>            | Name (for use in forms)                  | 24 ▼               |
| <input type="checkbox"/>            | Name (linked to document)                | 25 ▼               |
| <input type="checkbox"/>            | Retention label                          | 26 ▼               |
| <input type="checkbox"/>            | Retention label Applied                  | 27 ▼               |
| <input type="checkbox"/>            | Sensitivity                              | 28 ▼               |
| <input type="checkbox"/>            | Title                                    | 29 ▼               |
| <input type="checkbox"/>            | Version                                  | 30 ▼               |

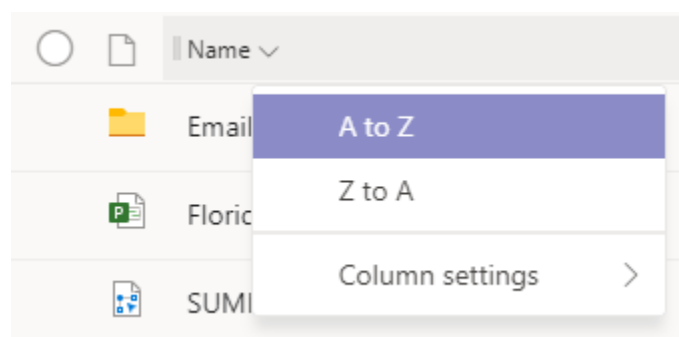
If you click on the ellipsis (...) next to a file name, commands appear. The commands may differ depending on the type of file or folder you select.

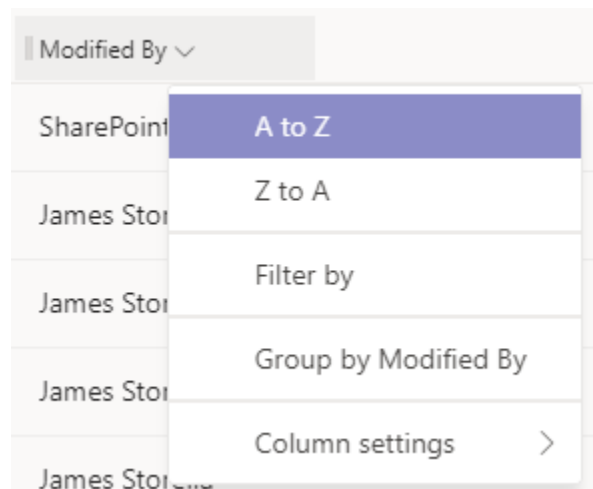
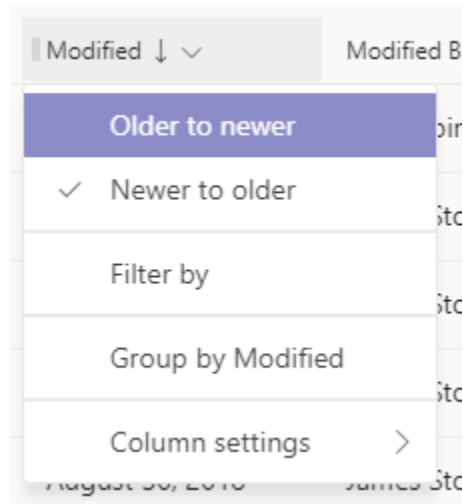


You can also access commands by selecting a file. A toolbar appears with options.



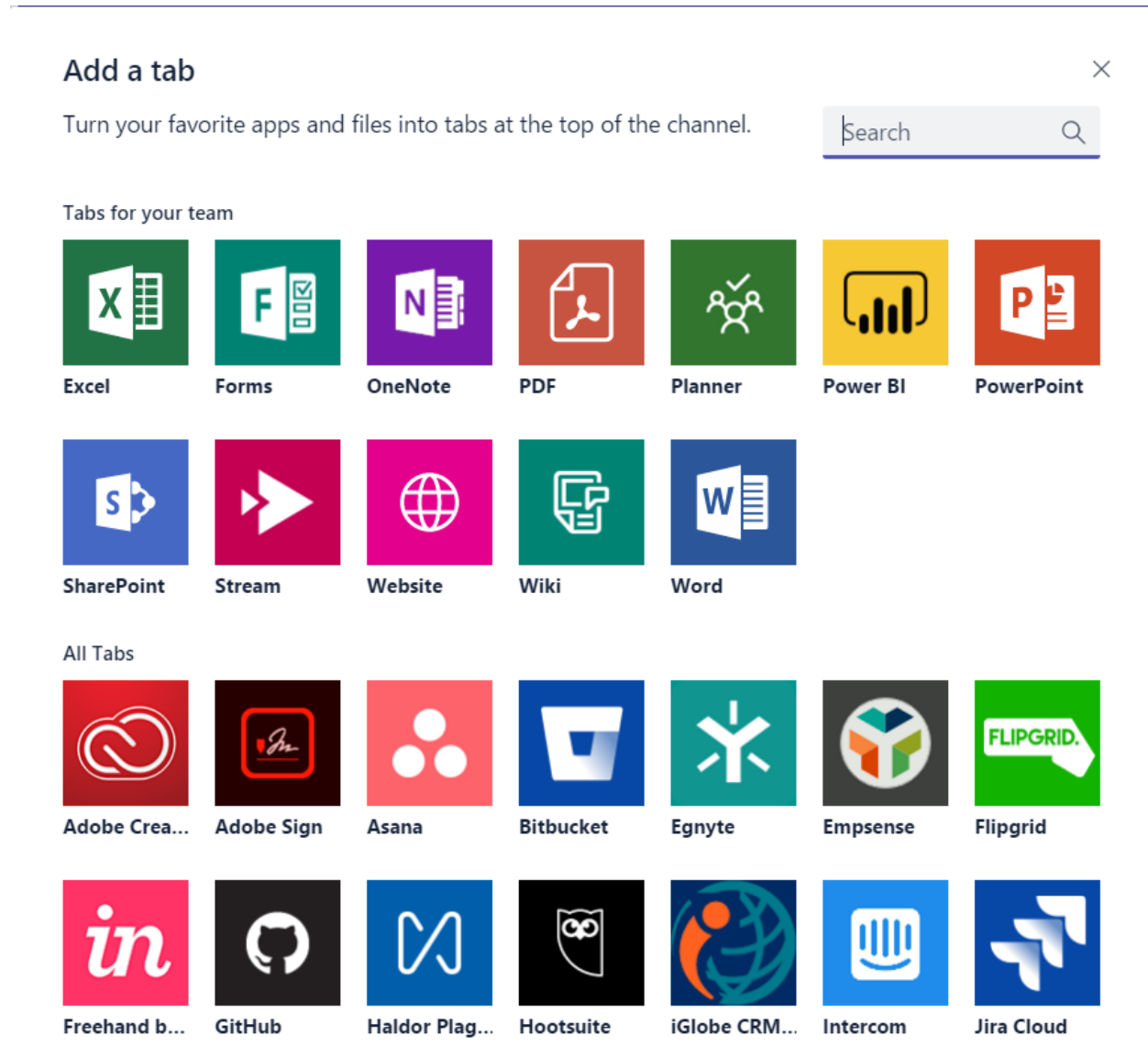
If you click on the drop-down arrow next to each column header, additional options become available.





## Adding Tabs

You can add tabs to the top of the window that make it easy to access important information like files and websites. There is a wide array of choices available such as:





MeisterTask



MindMeister



Nearpod



Nimble Con...



Perfony



Pickit Images



Polly



POPin



PowerApps



Quizlet



Sapho



Skooler



Smartsheet



Sociabble



SurveyMon...



Tasks in a B...



Trello



VSTS



Wrike



YouTube



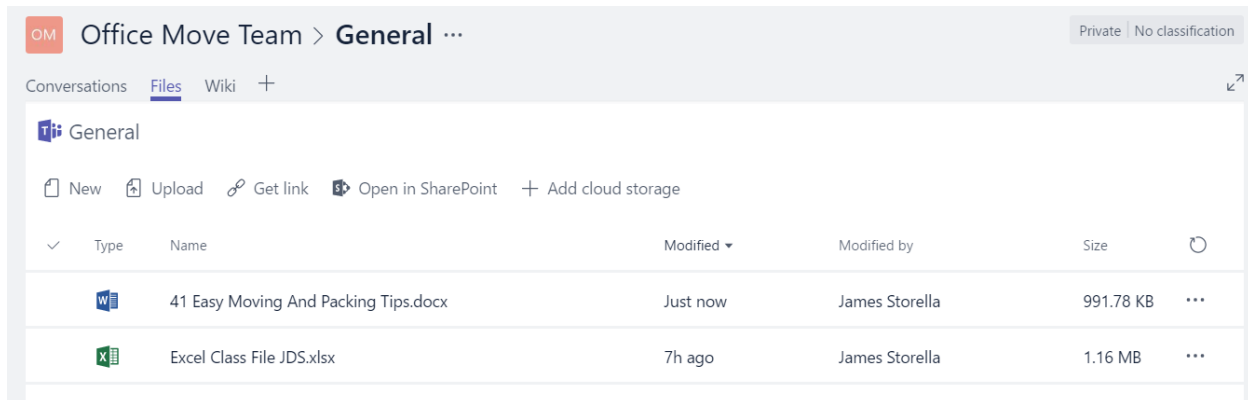
Zendesk



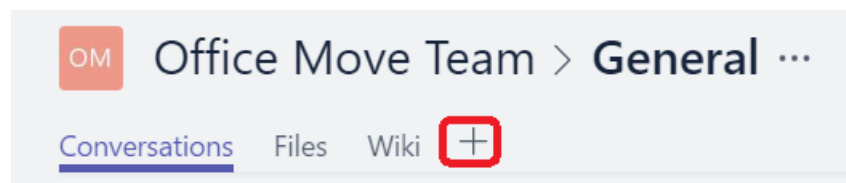
Zenefits

## Adding A Word Document to a Tab

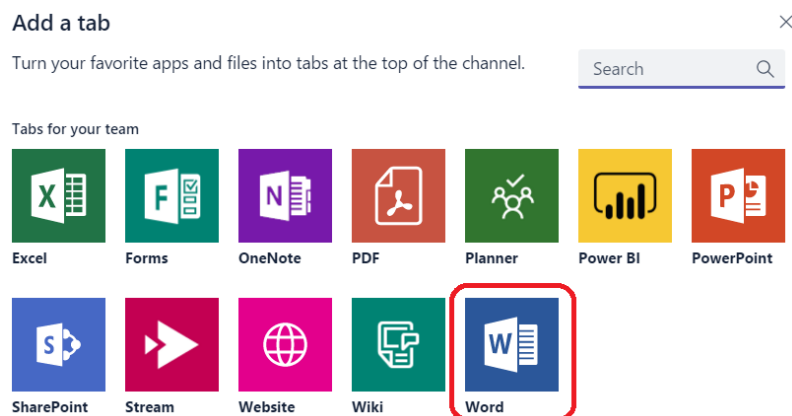
If you want to access a Word document, you must upload the document to your library first. Then you can create a tab based on it. For this example, I've uploaded a Word document with packing tips.



1. Click the plus near the top of the window.



2. Select Word from the Add a tab screen.



3. Rename the tab to a meaningful name and select the file you want to add and click Save.

## Word

About X



Add any Word doc to a tab so your team can get to it quickly and easily.  
[Learn more](#)

Tab name

41 Packing Tips



↑ General



41 Easy Moving And Packing Tips.docx



Excel Class File JDS.xlsx

☒ Post to the channel about this tab

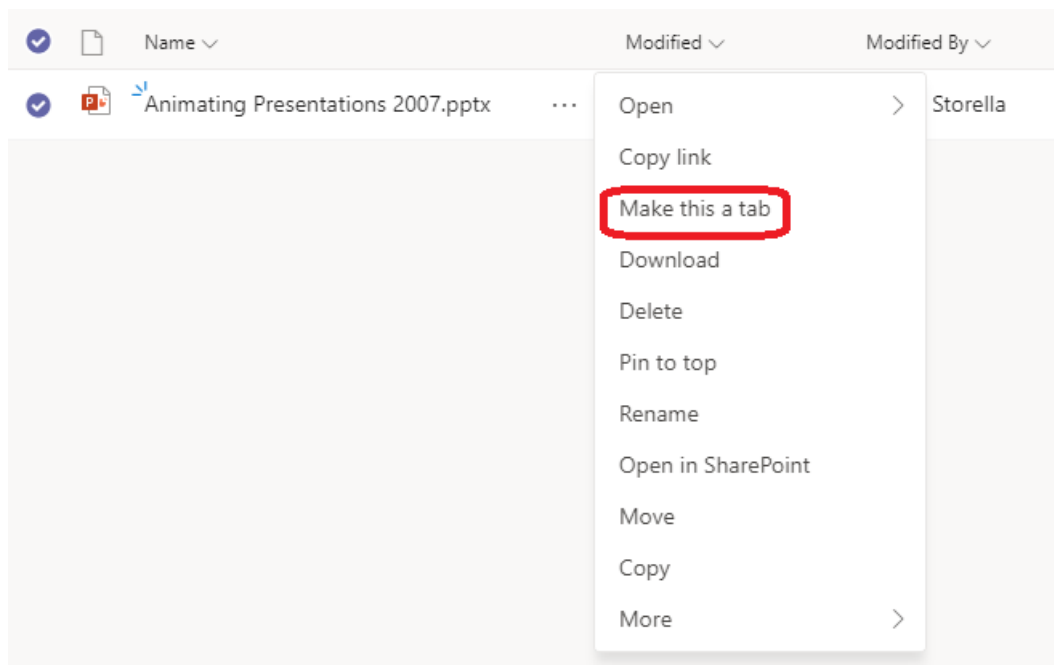
Back

Save

Now when you click on the tab, the document will be displayed in a scrollable window.



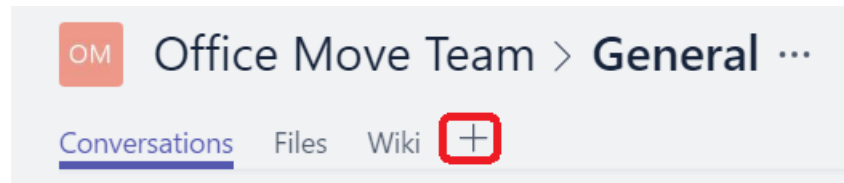
Note: A quick way to add a document to a tab is to select the file in the Files tab, click the ellipsis (...), and select Make this a tab.



You can add Excel spreadsheets and PowerPoint presentations using the same steps.

## Adding A Website to a Tab

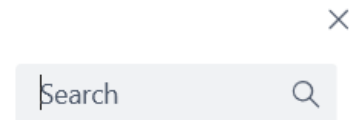
1. Click the plus near the top of the window.



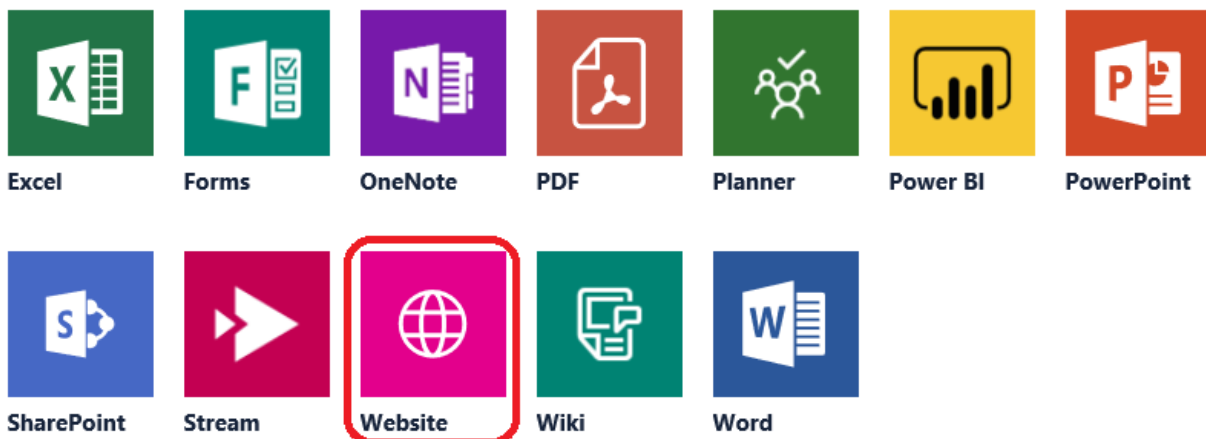
2. Select Website from the Add a tab screen.

### Add a tab

Turn your favorite apps and files into tabs at the top of the channel.



#### Tabs for your team



3. Enter a name for the tab and the URL for the website.
4. Then click Save.

**Website** [About](#) [×](#)

 The website tab lets you pin a secure website at the top of a channel or conversation so everyone has easy access to important sites.

Tab name

U-Haul 

URL\*

https://www.uhaul.com/ 

\*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.

☒ Post to the channel about this tab

[Back](#) [Save](#)

The website is now visible when you click on the tab. You can surf the site as you would in any browser.

OM Office Move Team > General ... Private | No classif

Conversations Files Wiki 41 Packing Tips **New** U-Haul ▾ +

If your site isn't loading correctly, click here

**U-HAUL<sup>®</sup>** Your moving and storage resource. [Cart](#) [Sign in / look up order](#) [Locations](#)

Trucks Trailers & Towing U-Box<sup>®</sup> Containers Storage Boxes & Packing Supplies Moving Labor

 **In-Town moves from \$19.95** Plus Mileage/Fees

**Right Equipment  
Lowest Cost  
Guaranteed**

 [Trucks, trailers, towing, cargo vans, pickups and U-Box containers](#)

**Truck & Trailer Rentals**

Get rates, availability and deals in your area.

Pick Up Location   Drop Off Location Optional

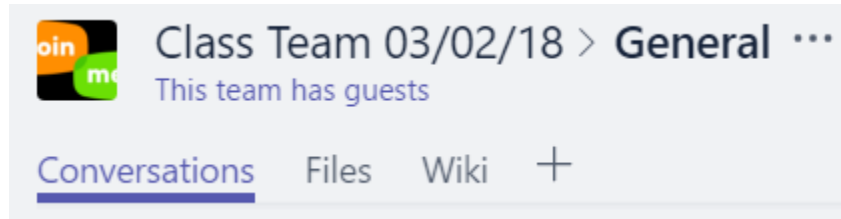
Zip/Postal Code or City, State/Province Zip/Postal Code or City, State/Province

Pick Up Date   Pick Up Time  [Get Rates](#)

## Adding OneNote to a Tab

OneNote notebooks are a great way to share and organize information for your team. As mentioned earlier, when you create a team, you automatically create a OneNote notebook.

1. Click the + at the top of the window.



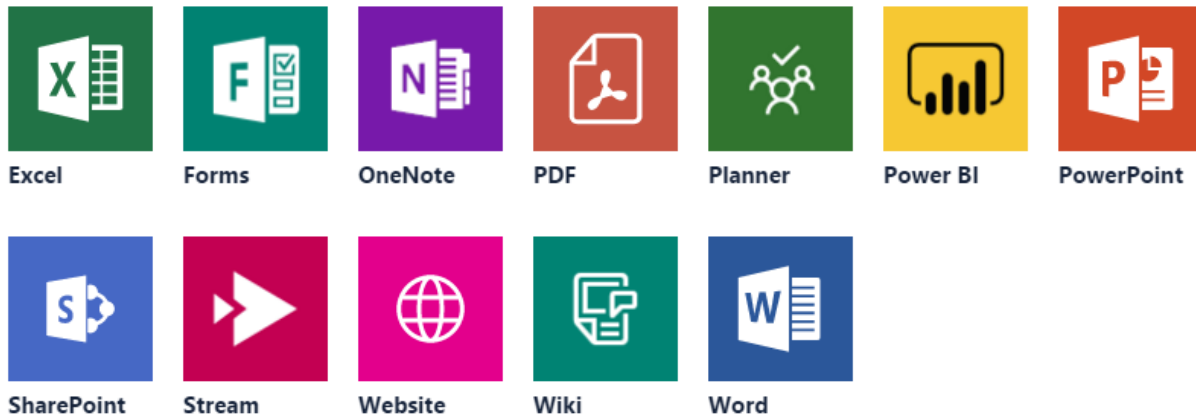
2. A window appears with choices. Choose OneNote.

### Add a tab

Turn your favorite apps and files into tabs at the top of the channel.



#### Tabs for your team



#### All Tabs



3. Choose the OneNote notebook you want to add to the tab and click Save.

## OneNote

[About](#) ×



Use OneNote notebooks to collaborate on digital content and share it with your team.  
[Learn more](#)

☒ Create a new notebook

☐ Browse notebooks

☐ Paste a OneNote link

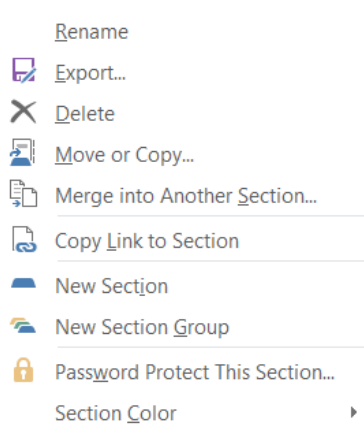
Notebook name

☒ Post to the channel about this tab

Back

Save

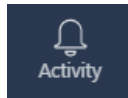
Note: If you already have a team notebook, you can use OneNote's Merge into Another Section feature or its Move or Copy feature to bring content into the OneNote notebook already created for the team.



## Staying Up to Date with Your Team

There are some habits that make it easier to stay connected with your group.

- ✓ Look at your Activity icon to see the number of notifications you have. Click Activity to see mentions, notifications and replies.



- ✓ If you @Mention team members, they will be more likely to do the same. @Mentions appear in notifications. You will also see a red circle with a number in it showing the number of @Mentions you have received.

Another way to check your notifications is to use the command box at the top of Teams.

- ✓ Type /unread to see your unread channel notifications.
- ✓ Type /mentions to see all your @mentions.

## The Activity Tab

The Activity tab is composed of two features: Feed and My Activity. The Activity Feed shows you what is happening in the workspaces you are part of. My Activity shows you things that directly involve you.

The Activity Tab helps you to keep track of things that are happening in channels and chats. You receive notification if any of the following things happen:

- Someone @Mentions you.
- Someone @Mentions teams or channels you belong to
- Someone replies to conversations that you are a part of
- Someone replies to your replies

Note: You'll also see a number next to the bolded channel name, which lets you know you were mentioned in that channel.

Some apps also post information in the Activity Feed.

When a red circle with a number appears next to the word Activity, you have unread activities. The symbol remains for 14 days.

## Activity Feed Symbols

We attached unique symbols to different types of notifications in your feed. That way, you can look through your feed and prioritize based on the following:

@ @mentions of you specifically.

@team @team mentions for teams you're on.

@channel @channel mentions in teams you're on.

← Replies to your posts.

👍 Posts you liked.

+ You were added to a team.

👤 You were made a team owner.

## The Activity Feed Filter

The activity filter allows you to view a subset of activities that meet a certain condition.

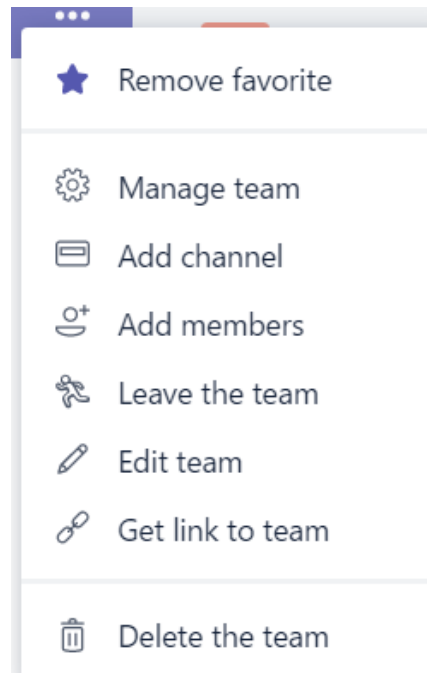


- 👁 Unread
- @ Mentions
- ← Replies
- 😊 Reactions
- 📞 Missed call
- 📧 Voicemail
- 📦 Apps
- 📈 Trending

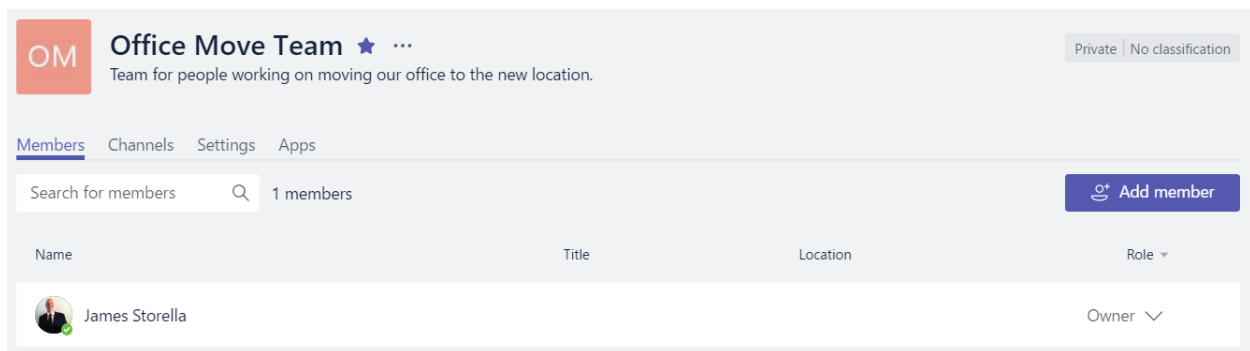
## Managing a Team

Options are available to customize how Microsoft Teams looks and works.

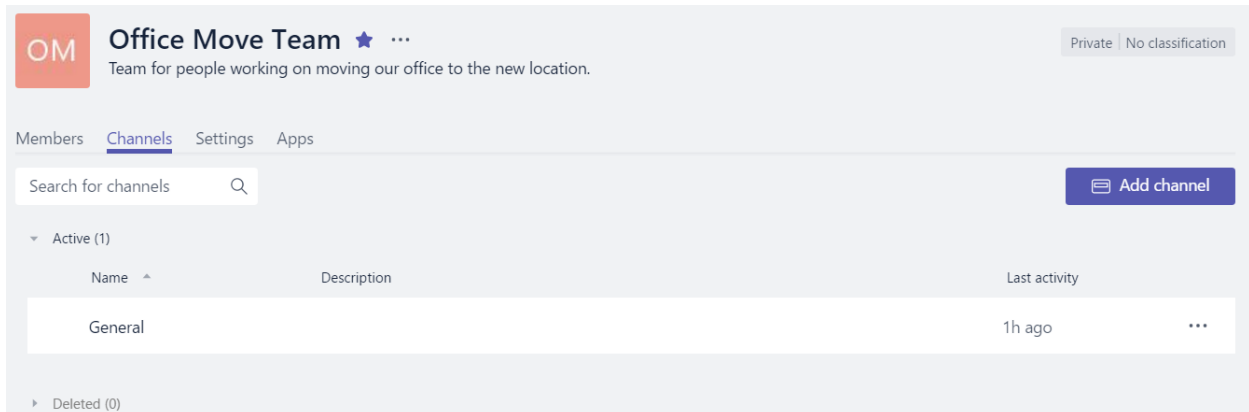
1. Click the ellipsis (...) next to the name of the team.
2. Click Manage team.



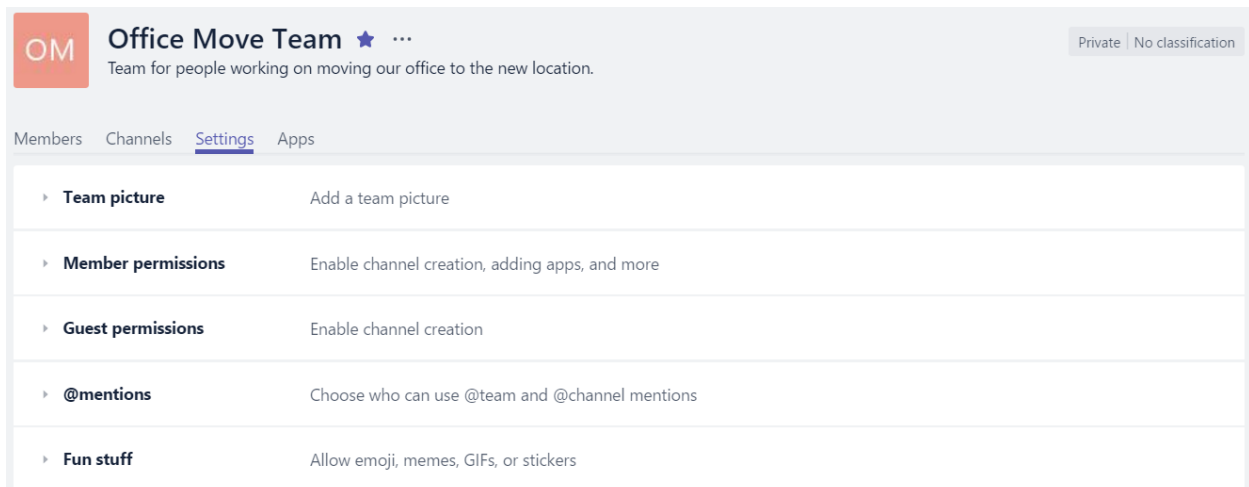
The Members tab has a button for adding new members to the group.



The Channels tab displays the names of active and deleted channels. You can create new channels here as well.



The Settings tab provides access to the team picture, member permissions, guest permissions, @mentions, Emoji, memes, GIFs and stickers options.



Click the twistie ▾ next to the option to expand the section.



▼ **Member permissions**

Enable channel creation, adding apps, and more

Allow creating and updating channels



Allow members to delete and restore channels



Allow members to add and remove apps



Allow members to create, update, and remove tabs



Allow members to create, update, and remove connectors



Everyone can delete their messages



Everyone can edit their messages



General Channel:

☒ Anyone can post messages

☐ Anyone can post; show alert that posting will notify everyone (recommended for large teams)

☐ Only owners can post messages

▼ **Guest permissions**

Enable channel creation

Allow creating and updating channels



Allow guests to delete channels



▼ **@mentions**

Choose who can use @team and @channel mentions

Allow @team or @[team name] mentions (this will send a notification to everyone on the team)



Allow @channel or @[channel name] mentions (this will send a notification to everyone who has favorited the channel being mentioned)



▼ **Fun stuff**

Allow emoji, memes, GIFs, or stickers

Giphy

Enable Giphy for this team



Filter out inappropriate content using one of the setting below:

Moderate



Stickers and memes

Enable stickers and memes



Custom Memes

Allow memes to be uploaded



The Apps tab gives you access to Forms, OneNote, Planner, and Stream.

OM

**Office Move Team** ★ ...
 

Private | No classification

Members Channels Settings Apps

Apps let you complete tasks, receive updates, and communicate at the same time. To get started @mention a bot or add a tab in a team channel.

Go to store

| Name ▾  | Description                                                                                                                              |  |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|--|
| Forms   | Easily create surveys, quizzes, and polls.                                                                                               |  |
| OneNote | Use OneNote notebooks to collaborate on digital content and share it with your team.                                                     |  |
| Planner | Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so you can sta.. |  |
| Stream  | Share and collaborate with Microsoft Stream, the intelligent video service in Office 365.                                                |  |

Click the Go to store button to add more apps to Teams.

Activity

Chat

Teams

Meetings

Files

...

Store

Take Microsoft Teams with you on the go. Check out our mobile apps.

Send link

**Store**

Search all

All Apps Bots Tabs Connectors Messaging

Top picks
 Analytics and BI
 Developer and IT
 Education
 Human resources
 Productivity
 Project management
 Sales and support
 Social and fun

**Browse available apps and services**

Add your favorite app for yourself or for a team.

See our top picks

**inVISION**

**Wrike**

**SurveyMonkey**

**smartsheet**

**+BI Collaboration**  
Communication
 

Keep your team updated with updates and notifications on your Power BI items, documents, links and assigned actions in

**Adobe Creative Cloud**  
Productivity
 

Content creators and collaborators can now find, view, and share Adobe Creative Cloud assets within Microsoft Teams.

**Adobe Sign**  
Workflow + business manage...
 

Keep document-signing workflows moving fast when you add Adobe Sign to Teams. Now, right in Teams, you can sign

**Aha!**  
Project management
 

The Aha! connector sends notifications about activities related to your product or account.

**Airbrake**  
Developer tools
 

The Airbrake connector sends notifications about errors and exceptions in your applications.

**Aircall**  
Customer support
 

The Aircall connector sends notifications about activities on the user, contact, number and call objects.

**AppSignal**  
Analytics
 

The AppSignal connector sends notifications about exceptions in your applications.

**Asana**  
Project management
 

Asana helps you clarify who's doing what, by when. Assign tasks and due dates to stay accountable to each other.

**Assistant @ Zoom.ai**  
Productivity
 

Your personalized automated virtual assistant that can schedule meetings, get you prepared for meetings, get you warm

**Avocado**  
Customer support
 

Avocado is text messaging software for sales, support, and operations teams.

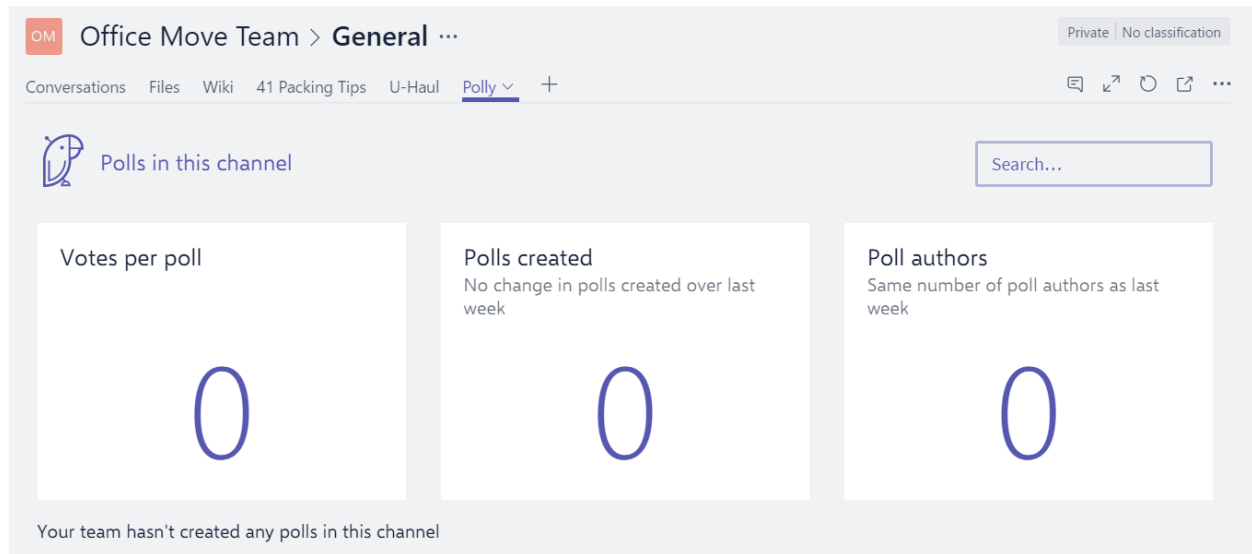
**Axure Share**  
Project management
 

Get notified of activity on your projects hosted on Axure Share to keep all team members aware of updates and new

**Backtrack**  
Utilities
 

Track your packages with Backtrack.

The new app appears as a tab.



## Frequently Asked Questions (FAQs)

### Why Can't I Change Team Settings?

You must be the owner of the team to change the team's settings.

### Why Can't I Create a Team?

Organizations have the power to limit who can and cannot create teams.

### Who Can See What I Post in a Channel?

All team members can see what you post in a channel unless it is a private channel.

### If I Add Someone to a Chat, Will They See What Was Previously Typed?

When you add someone to a chat, you can choose to include or leave out what was said before they joined.

### Can I Remove Someone from a Group Chat?

Yes.

### Can I Delete a Conversation?

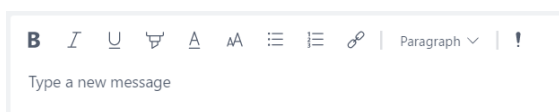
No

### Can I Turn Off Chat History?

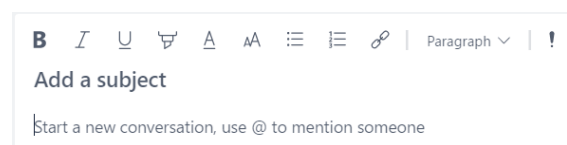
No, you can only delete individual messages.

### Can Private and Group Chats have subject lines?

No, only conversations in channels can have subject lines.



Private or Group Chat



Conversation in Channel

## The Command Box

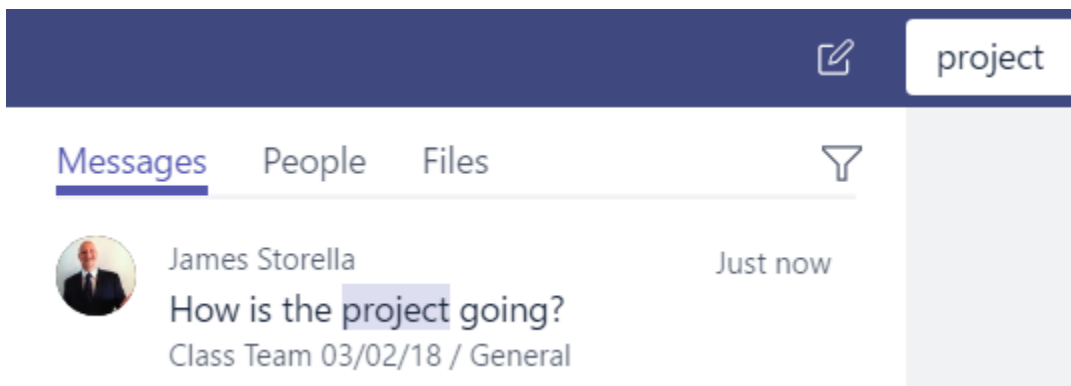
The command box allows the user to type in phrases to get things done. Type Ctrl+E to place the cursor in the Command Box. e a / or an @ symbol to see options.

|                   |                                   |
|-------------------|-----------------------------------|
| /                 |                                   |
| /activity         | See someone's activity            |
| /available        | Set your status to available      |
| /away             | Set your status to away           |
| /busy             | Set your status to busy           |
| /call             | Call someone                      |
| /dnd              | Set your status to do not disturb |
| /files            | See your recent files             |
| /goto             | Go right to a team or channel     |
| /help             | Get help with Teams               |
| /join             | Join a team                       |
| /keys             | See keyboard shortcuts            |
| /mentions         | See all your @mentions            |
| /org              | See someone's org chart           |
| /saved            | See your saved list               |
| /unread           | See all your unread activity      |
| /whatsnew         | See what's new in Teams           |
| /who              | Ask Who a question about someone  |
| @                 |                                   |
| @News             | Stay on top of the latest news    |
| @Places           | Get info about different places   |
| @Stocks           | Get real-time stock quotes        |
| @Weather          | Get the latest weather report     |
| @Wikipedia Search | Share articles from Wikipedia     |
| @YouTube          | Search for videos on YouTube      |
| Go to store       |                                   |

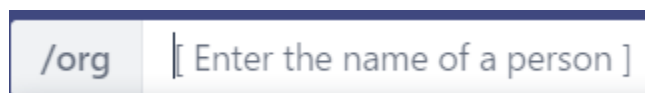
Here are some useful examples:

You can easily find teams and channels by typing their name in the command box.

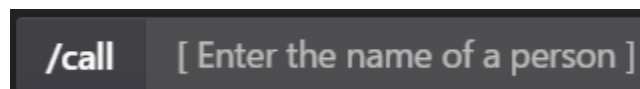
- Type a search term to find messages, people and files that contain the word. Quickly navigate to the location with one click.



- Type /org and press Tab. A box appears that you can use to find a person. It brings you to the person's location on the company org chart.

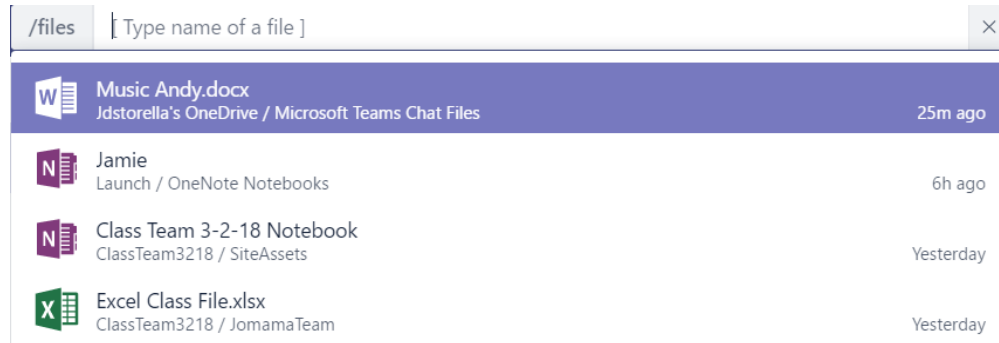


- Type /call and press Tab. Enter a person's name to initiate a telephone call.

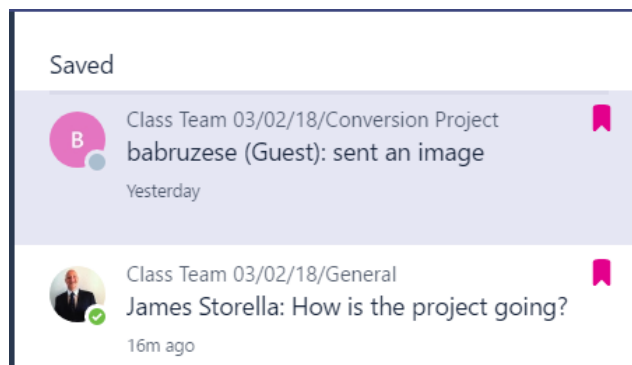


- Type /unread and press Enter to see a list of things you have not yet read.

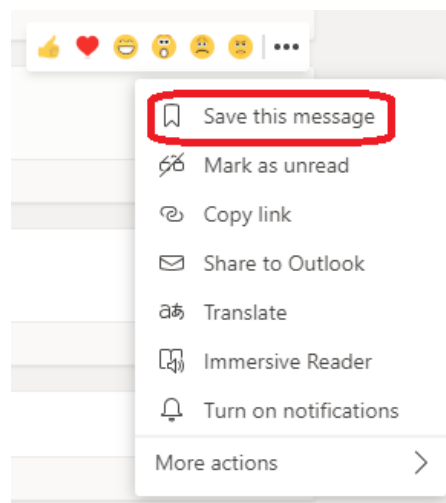
- Type /files to see a list of files you have been working on recently. Select the file to open it.



- Type /saved to see a list of messages you have bookmarked.



Note: To bookmark a post, hover over the message, click the ellipsis (...) and select Save this message.



## Accessing Teams on Other Devices

To get the apps needed to access Teams on your laptop or mobile device, visit <https://teams.microsoft.com>.

## Security in Teams

According to Microsoft...

“Microsoft Teams is built on the Office 365 hyper-scale, enterprise-grade cloud. Teams also enforces team-wide and organization-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. Files are stored in SharePoint and are backed by SharePoint encryption. Notes are stored in OneNote and are backed by OneNote encryption.

We also added support for audit log search, eDiscovery and legal hold for channels, chats and files as well as mobile application management with Microsoft Intune.”

- Multi-factor authentication
- Compliance with HIPAA, ISO27001

Learn more at:

<https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

## Accessing Help

1. Click in the Search box at the top of the screen and type /Help.

A horizontal search bar with a magnifying glass icon on the left and the placeholder text "Search".

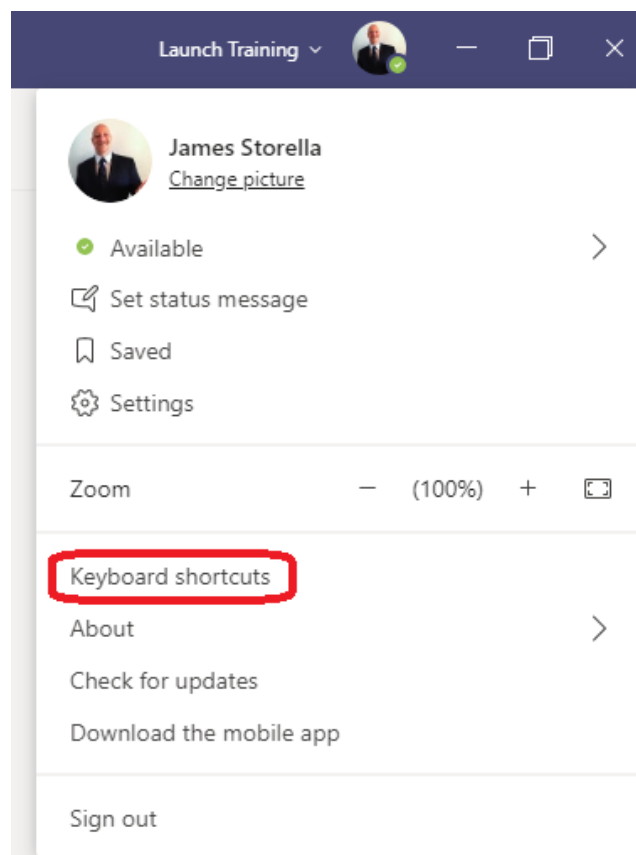
2. Press Enter.

A horizontal search bar containing the text "/help".

Note: You can also press the F1 key.

## Microsoft Teams Shortcut Keys

Note: To display a list of shortcuts while in Teams, click on your profile picture and select Keyboard Shortcuts or press Ctrl+. (period).



## Keyboard shortcuts



Keyboard language is: English (United States)

### General

|                         |      |   |                  |        |       |   |
|-------------------------|------|---|------------------|--------|-------|---|
| Show keyboard shortcuts | Ctrl | . | Go to Search     | Ctrl   | E     |   |
| Show commands           | Ctrl | / | Open filter      | Ctrl   | Shift | F |
| Goto                    | Ctrl | G | Open apps flyout | Ctrl   | `     |   |
| Start new chat          | Ctrl | N | Open Settings    | Ctrl   | ,     |   |
| Open Help               | F1   |   | Close            | Escape |       |   |
| Zoom in                 | Ctrl | = | Zoom out         | Ctrl   | -     |   |
| Reset zoom level        | Ctrl | 0 |                  |        |       |   |

### Navigation

|                          |      |       |                      |                         |      |       |   |
|--------------------------|------|-------|----------------------|-------------------------|------|-------|---|
| Open Activity            | Ctrl | 1     | Open Chat            | Ctrl                    | 2    |       |   |
| Open Teams               | Ctrl | 3     | Open Calendar        | Ctrl                    | 4    |       |   |
| Open Calls               | Ctrl | 5     | Open Files           | Ctrl                    | 6    |       |   |
| Go to previous list item | Alt  | ↑     | Go to next list item | Alt                     | ↓    |       |   |
| Move selected team up    | Ctrl | Shift | ↑                    | Move selected team down | Ctrl | Shift | ↓ |
| Go to previous section   | Ctrl | Shift | F6                   | Go to next section      | Ctrl | F6    |   |

### Messaging

|                    |      |       |   |                             |      |       |   |
|--------------------|------|-------|---|-----------------------------|------|-------|---|
| Go to compose box  | Alt  | Shift | C | Reply to thread             | Alt  | Shift | R |
| Expand compose box | Ctrl | Shift | X | Send (expanded compose box) | Ctrl | Enter |   |

[See shortcuts for all platforms](#) | [Office Accessibility Center](#)