Microsoft 365

Quick start guide to Microsoft Teams

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

Introduction to Teams

Being able to communicate easily and still have access to all your files and data is absolutely vital to remote working successfully. Microsoft Teams has incredible functionality that allows you and your employees to work together through chat, online meetings, document collaboration, file sharing and phone calls — from any device.

Our beginners guide will ensure that you have the right foundation of knowledge so that your Teams experience is second-to-none. Enjoy!

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

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

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Find personal apps
Click to find and manage your personal apps.

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

Reply
Your message is attached to a specific conversation.

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

Add apps
Launch Apps to browse or search apps you can add to Teams.

Sign in

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

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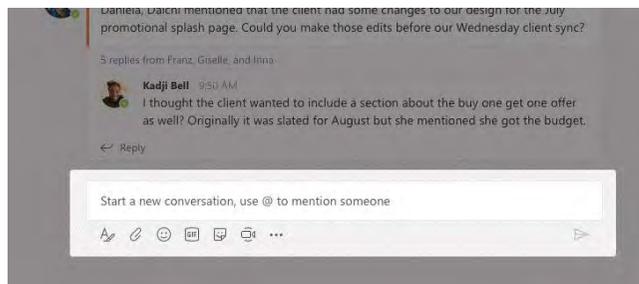
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)


Pick a team and channel

A team is a collection of people, conversations, files, and tools—all in one place. A channel is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** 🔲 and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.

Start a conversation

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

With a person or group... Click **New chat** ✎ , type the name of the person or group in the To field, write your message, and click **Send** ▷ .
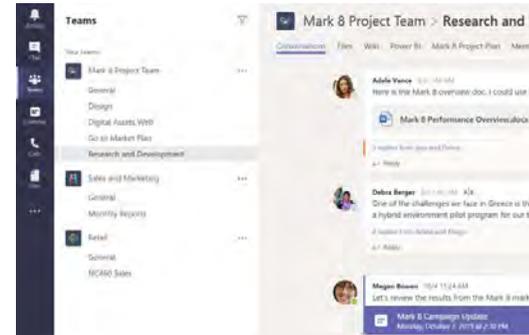

Start a meeting

Click **Meet now** 🎥 under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** 🎥 , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.
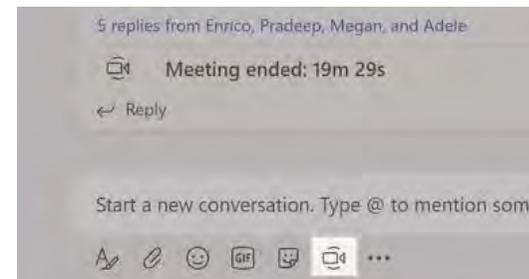
Make video and audio calls

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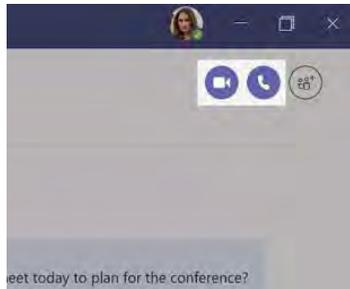

Reply to a conversation

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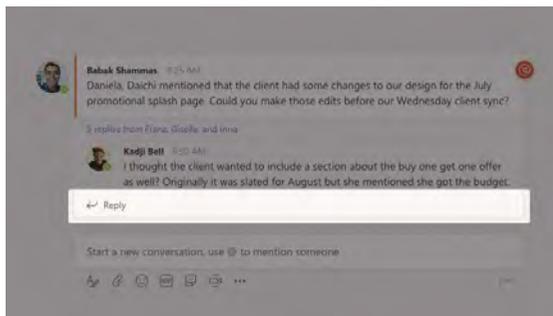

@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.
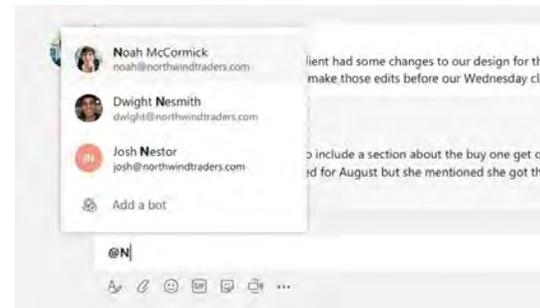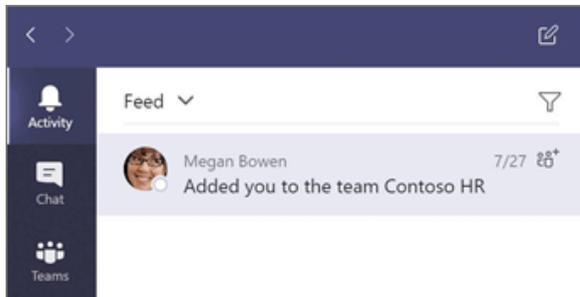

Add an emoji, meme, or GIF

Click **Sticker** 🙂 under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.
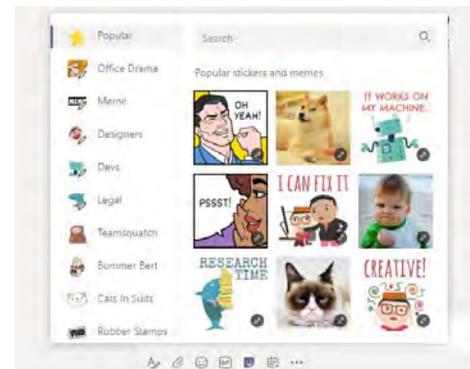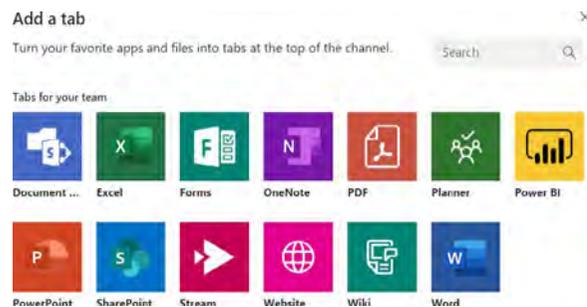
Stay on top of things

Click **Activity** 🔔 on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.


Add a tab in a channel

Click ＋ by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.


Share a file

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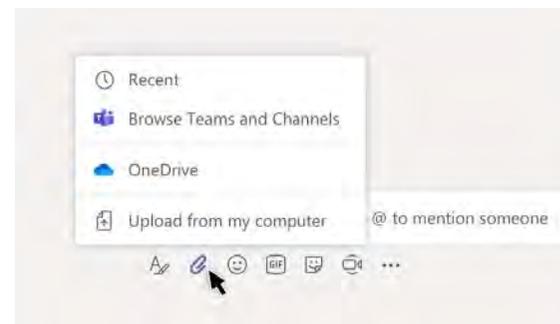

Work with files

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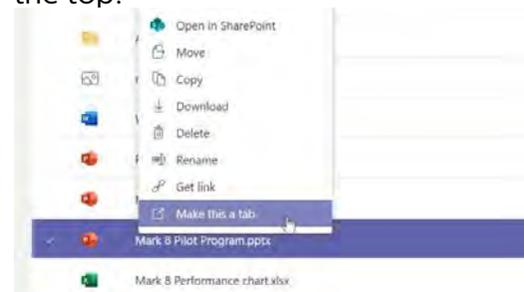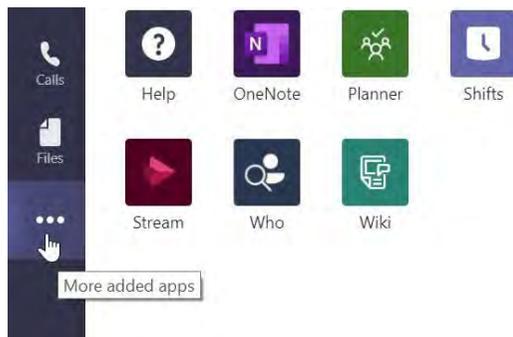
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** ▽ to refine your search results.
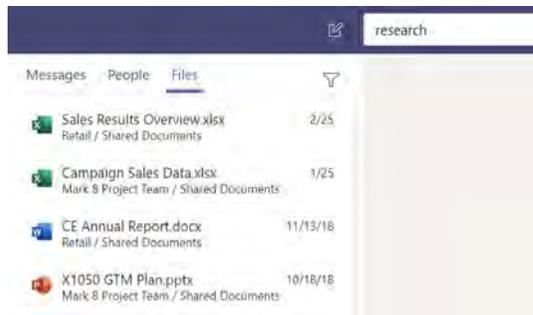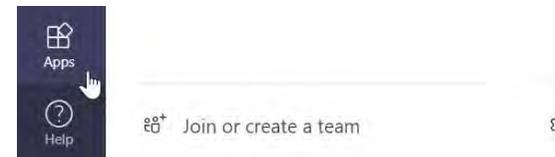

Find your personal apps

Click More added apps ••• to see your personal apps. You can open or uninstall them here. Add more apps under Apps ⊞.

Add apps

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

The first 10 things to do in Teams

Get your shared workspace organised with these basic tips.

1. Start with chat.

Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. You can name and 'favourite' the chat for easy reference.

2. Connect from anywhere.

Download the Microsoft Teams desktop and mobile apps to enable teamwork from anywhere.

3. Go big.

Create larger teams with dedicated channels to specific topics, projects, disciplines whatever you like. Better to have fewer, larger teams with more channels than many, small teams with few channels.

4. Customise channels.

Upload files to the appropriate channel and pin frequently used files to make it easier for everyone to find.

5. Add apps to channels.

Do more in one place by integrating favourite apps and services such as Word, PowerPoint, Excel, PowerBI, Planner, SurveyMonkey, HootSuite and more withteam chats and meetings.

6. Consolidate 'need to know' content.

Use OneNote or the Wiki feature to spotlight important content meeting follow ups, best practices, goals separate from conversations.

7. Spotlight resources.

Pin key websites used to track news, performance, live site monitoring or metric tracking so everyone can access this information right within Teams.

8. Elevate email conversations.

Forward email to a team channel to continue the discussion in a threaded chat conversation, with attachments automatically uploaded for easy team co authoring.

9. Share content from other services.

Set up connectors to push rich content into Microsoft Teams from services like Trello, GitHub, Bing News, or Twitter; and get notified of the team's activity in that service.

10. Help foster active channels.

Be personally active in channels and @team to highlight posts for the whole group.

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