

Microsoft Teams

Quick Start Guide

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

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

Use channels in every team
Select one to see the files and conversations about that topic, department, or project.

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

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

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

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

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

See your calendar
Select to see your schedule and join meetings.

Access your apps
Find apps added for your teams or your personal use.

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

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

Reply to a message
Your message is attached to a specific conversation.

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

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

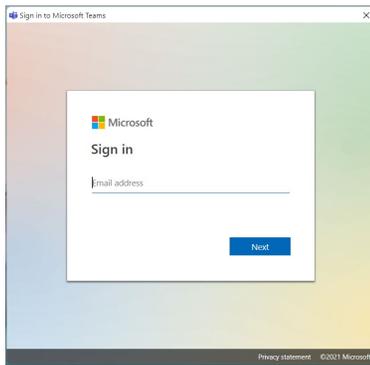
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Sign in

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

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

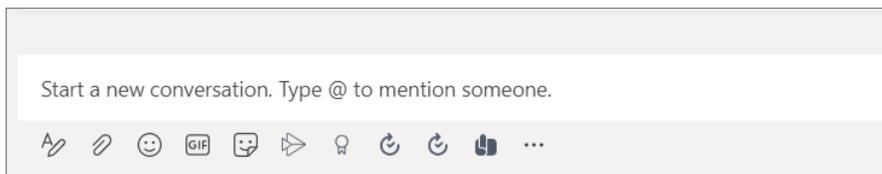
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

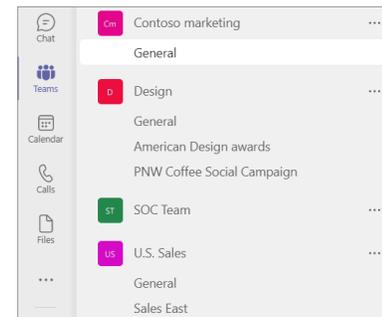
With the whole team... Select **Teams** , pick a team and channel, write your message, and select **Send** .

With a person or group... Select **New chat** , type the name of the person or group, write your message, and select **Send** .



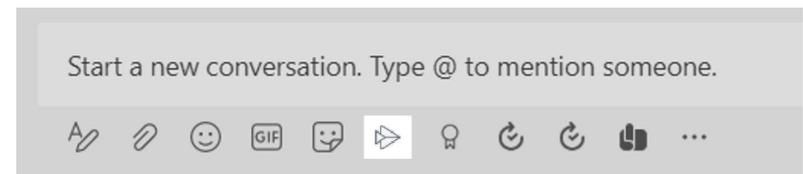
Pick a team and channel

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



Stream videos instantly

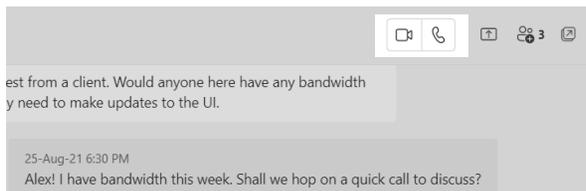
Select **Stream**  to share videos from Microsoft Stream or Office 365 Video directly in a conversation.



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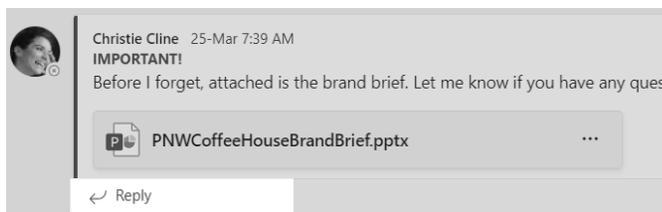
Make video and audio calls

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



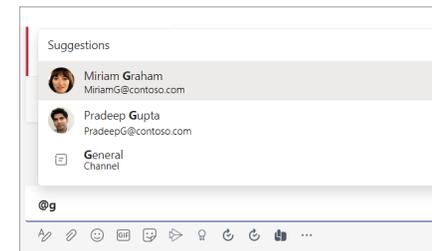
Reply to a post

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



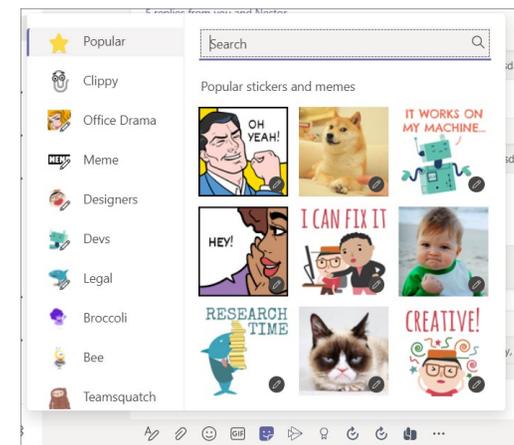
@mention someone

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

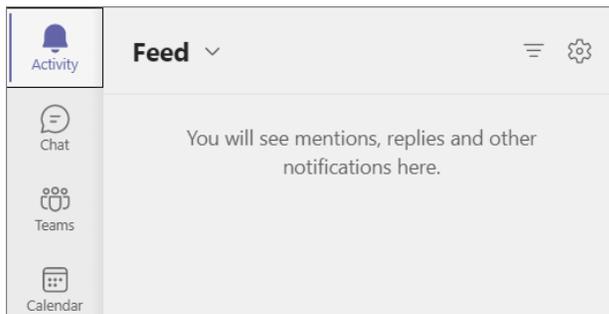
Select **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



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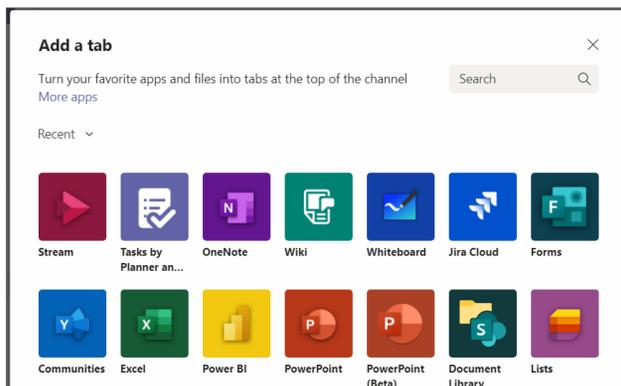
Stay on top of things

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



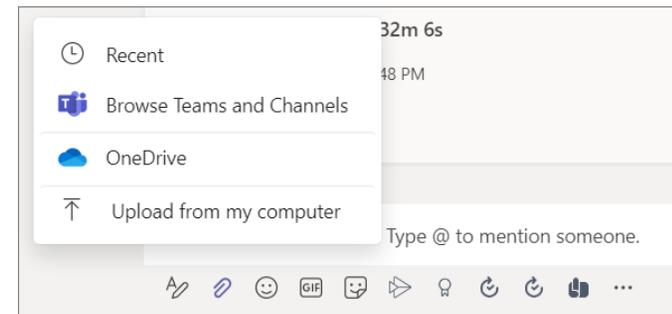
Add a tab in a channel

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



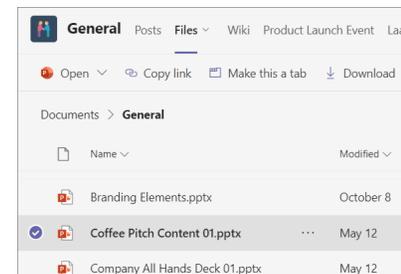
Share a file

Select **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

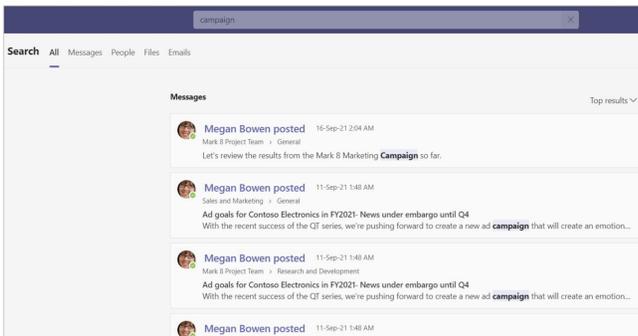
Select **Files**  on the left to see all files shared across all of your *teams*. Choose **Files** at the top of a channel to see all files shared in that *channel*. Select **Show actions...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the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



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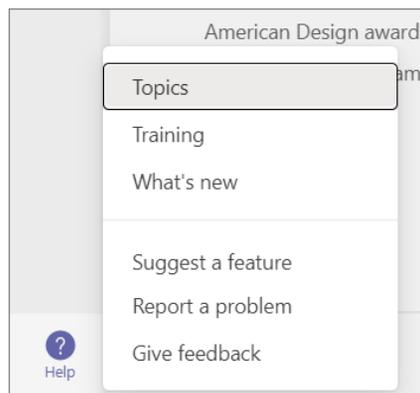
Search for stuff

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



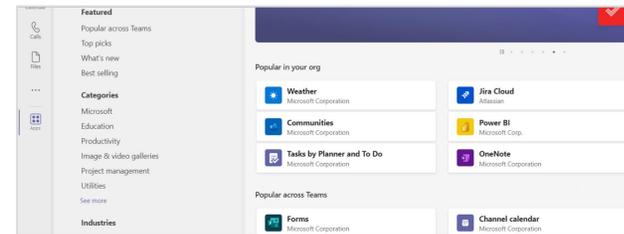
Get help in Teams

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



Add apps

Select **Apps** on the left. Here, you can add apps and workflows you want to use in Teams.



Next steps

See what's new in Office

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

Get free training, tutorials, and videos for Microsoft Teams

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

Send us your feedback

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

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