**NEW**

# MICROSOFT TEAMS

**NEW**

**NEW**

## QUICKSTART GUIDE

# 2024

ARE YOU STILL RELATIVELY NEW TO USING MICROSOFT TEAMS? NO PROBLEM. THIS QUICKSTART GUIDE EXPLAINS THE MOST IMPORTANT ELEMENTS WITH THE MATCHING IMAGES. 100% FREE BY AFRAIT.COM

# Microsoft Teams

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## Quickstart Guide

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

**Your collection**
This is a personalized feed that helps you to catch up on posts from your channels.

**Add tabs**
Highlight apps, services, and files at the top of a channel for easier use and navigation.

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

**Manage your profile**
Manage your account, change the status and find all your settings.

**Move around in Teams**
Use these buttons to switch between Activity, Chat, your Teams, Calendar and Files.

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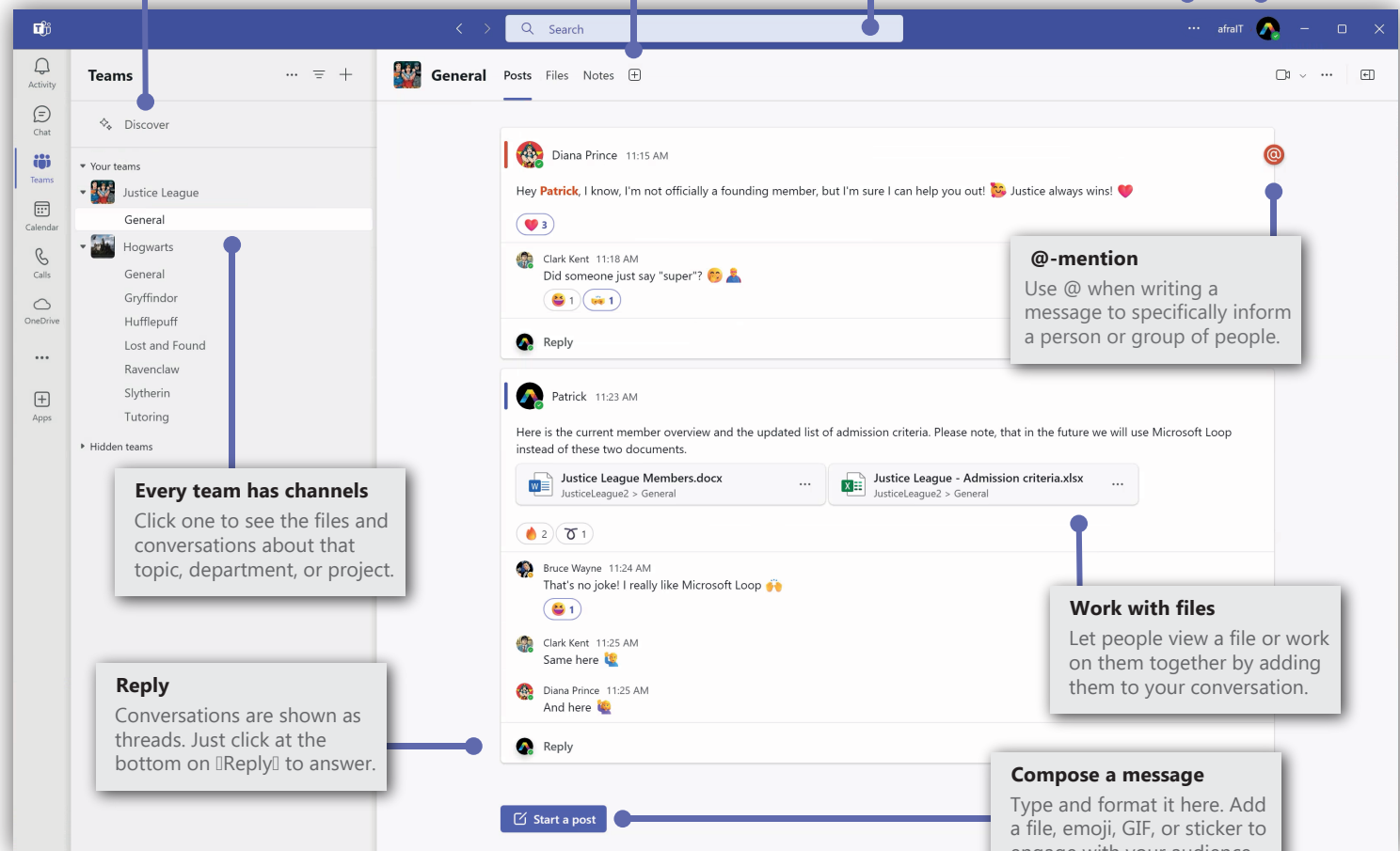Click to see your teams. In the teams list, drag a team name to reorder it.

**All your apps**
Click here to see and manage your apps directly within the Microsoft Teams interface.

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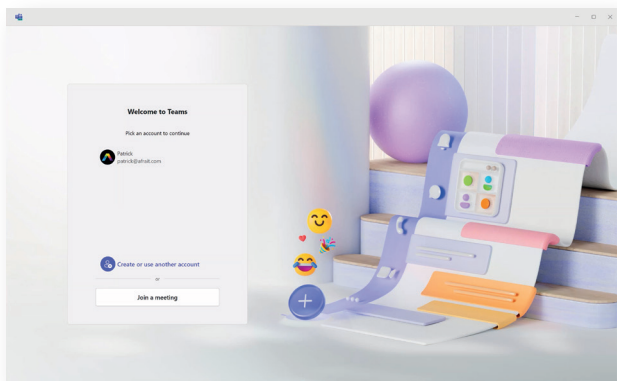Click one to see the files and conversations about that topic, department, or project.

**Reply**
Conversations are shown as threads. Just click at the bottom on ⟦Reply⟧ to answer.

**@-mention**
Use @ when writing a message to specifically inform a person or group of people.

**Work with files**
Let people view a file or work on them together by adding them to your conversation.

**Compose a message**
Type and format it here. Add a file, emoji, GIF, or sticker to engage with your audience.

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Teams — ⋯ ≡ +

Discover

▾ Your teams
  ▾ Justice League
      General
  ▾ Hogwarts
      General
      Gryffindor
      Hufflepuff
      Lost and Found
      Ravenclaw
      Slytherin
      Tutoring
▸ Hidden teams

Activity | Chat | Teams | Calendar | Calls | OneDrive | ⋯ | Apps

Search — afraIT

General — Posts  Files  Notes  +

**Diana Prince** 11:15 AM
Hey Patrick, I know, I'm not officially a founding member, but I'm sure I can help you out! 🦸 Justice always wins! 💗
❤ 3

**Clark Kent** 11:18 AM
Did someone just say "super"? 😏🦸
😂 1  🤝 1

Reply

**Patrick** 11:23 AM
Here is the current member overview and the updated list of admission criteria. Please note, that in the future we will use Microsoft Loop instead of these two documents.

📄 Justice League Members.docx ⋯
JusticeLeague2 > General

📊 Justice League - Admission criteria.xlsx ⋯
JusticeLeague2 > General

🔥 2  ⏱ 1

**Bruce Wayne** 11:24 AM
That's no joke! I really like Microsoft Loop 🙌
🤩 1

**Clark Kent** 11:25 AM
Same here 🦸

**Diana Prince** 11:25 AM
And here 🦸

Reply

✏ Start a post

# Microsoft Teams

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## Sign in

In Windows, click **Start** ▦ > **Microsoft Teams (work or school)**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon 📑 .
Then sign in with your work, school, or personal Microsoft account.
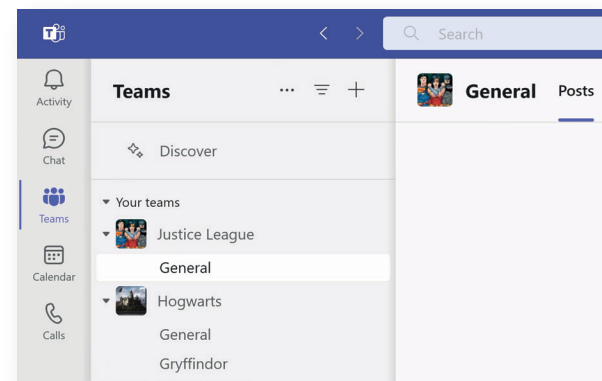


## Start a conversation

*With the whole team...* Click **Teams**, pick a team and channel, click on **Start a post**, write your message, and click **Post**.

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

✎ **Start a post**

Type a message    A͟ ☺ 🗩 + | ➤

## 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 **Posts**, **Files**, other tabs and integrations.
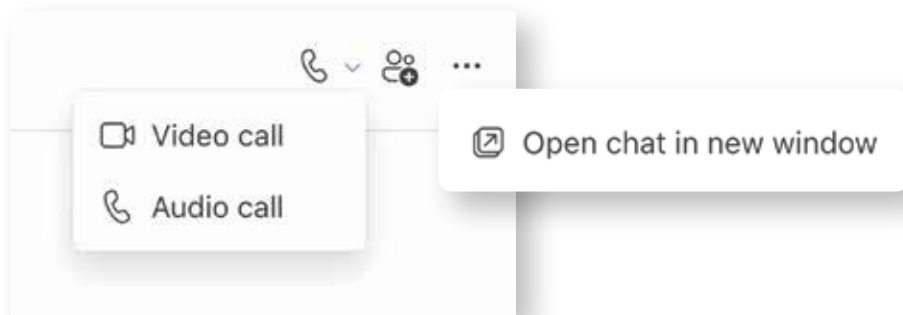


## Start a meeting

If you have selected the calendar on the left, you can schedule a new meeting, webinar and even a live event or just ◻ **Meet now**.

If you click on **Reply** in a channel, then the **+**, you are able to schedule a meeting which will take place in the respective channel.

# Join with an ID    ◻ Meet now    + New meeting ⌄

🗓 Schedule meeting

Templates

**Virtual appointment**
Guests join on web and enter via tailored lobby

**Controlled-content meeting**
Apply extra meeting content controls
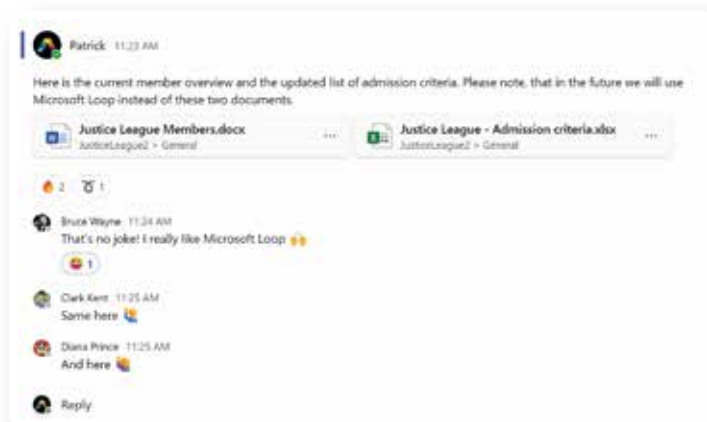
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## Make video & audio calls

Click **Video call** 🎥 or **Audio call** 📞 to call someone from a chat. You can also undock your chat and move it as a separate window for better organization. To do so, click the three dots **...** and then **Open chat in new window** ↗ .
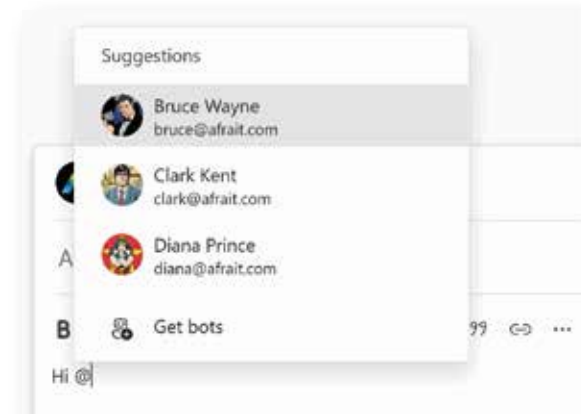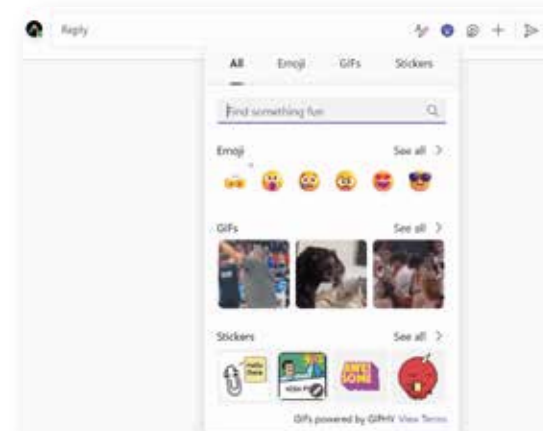


## @mention someone

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 in that channel.



## 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 ➤ .



## Add an emoji, meme or GIF

When replying to a message, click the **Emoji** on the right side of the box where you type your normal message, then pick a emoji, GIF or sticker.
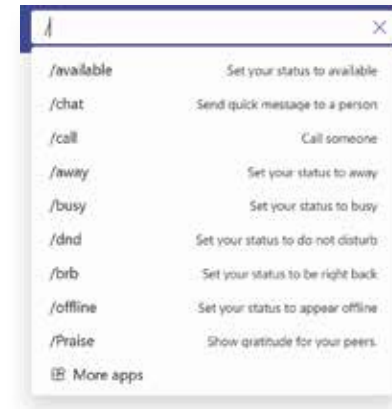
## Create a group chat

When you select **Chat** and **New Chat** you can add multiple people at once. In addition you are able to give this conversation a name.

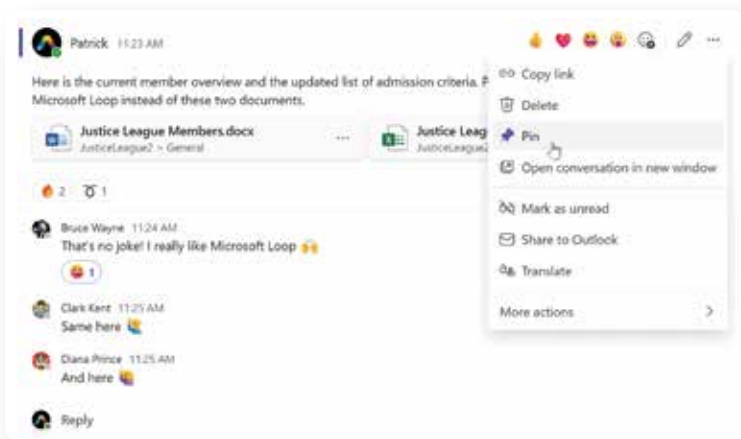With that you find the **group conversation** easier in your list of chats.



## Use commands

There are multiple commands you can use to improve productivity. Use **/call** to call someone. You can use **/dnd** to set you status fast to "Do not disturb", use **/Praise** to send praise to people or set your status to offline with **/offline**.
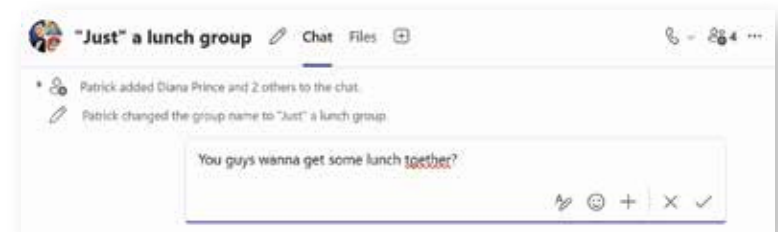


## Pin a message

Sometimes you might want to pin a particular chat message for reference. To do that, simply click **More options ...** and **Pin**. A pinned message appears at the top.
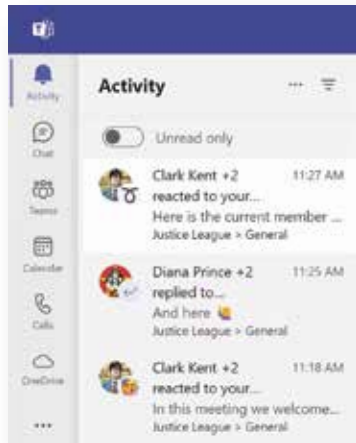


## Typo? No problem

We are all human, so a typo happens. By simply using the **up-arrow key** ↑ you can edit your previous sent message. After you fixed your typo you can send it again. As alternative, use the **...** and then select the pencil to edit the message.
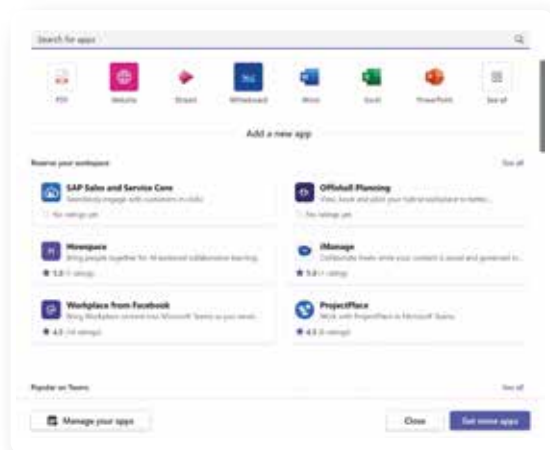
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## Stay up-to-date

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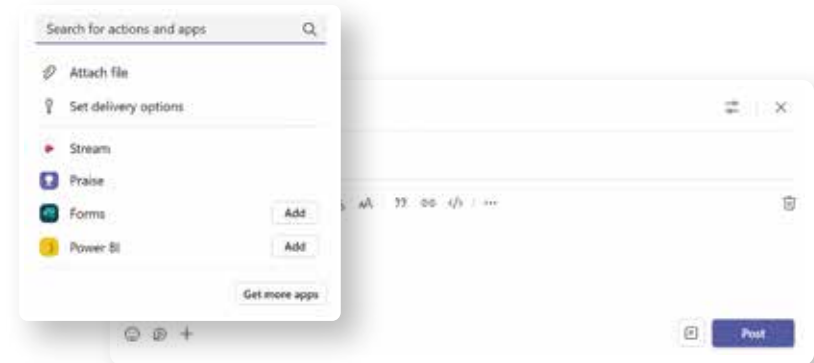


## Add a tab in a channel

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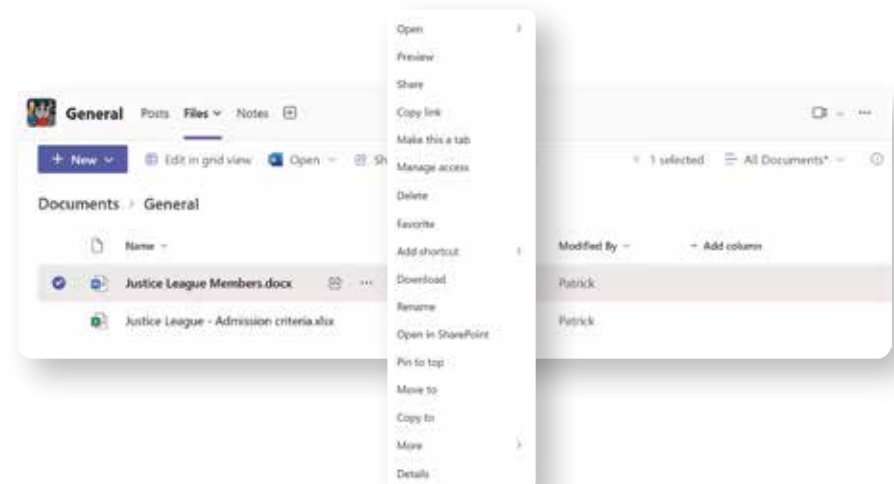


## Share a file

Click the + icon when composing a new post. Then, click **Attach file** 📎.

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 in a channel

Click **Files** at the top of a channel to see all files shared in that channel. Click ... next to a file to see what you can do with it.
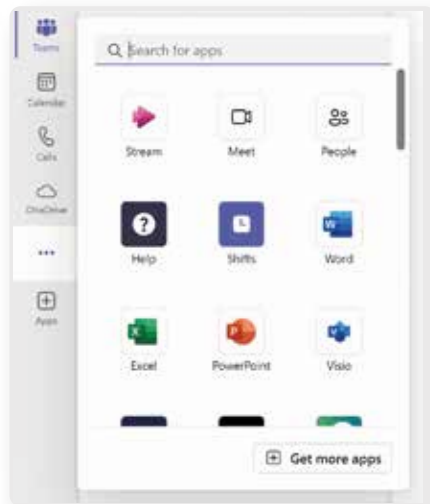
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## OneDrive in Teams

You can also access your entire OneDrive environment in Microsoft Teams. Select **OneDrive** from the left side to navigate to all your work in one place.



## 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** ⊞ .



## Options, Filter and Create

At the top next to Teams, you can open **More channel options**, **Filter** messages and **Create or join teams and channels**.



## Your next steps with Microsoft Teams

**Get free training, tutorials, and videos for Microsoft Teams**
Ready to dig deeper into the capabilities that Microsoft Teams has to offer?
Visit **http://adoption.microsoft.com/microsoft-teams** to explore all the options.

**Send your feedback**
Love Microsoft Teams? Got an idea for an improvement to share?
On the top of the app, click Help > Give feedback or Suggest a feature!

## More guides & infographics

Last but not least, something on my own behalf. On my website, I try to make people smile while learning a thing or two about technology. To make people less afraid of IT. That's why my brand is called: **afraIT**

**How to visit?**
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