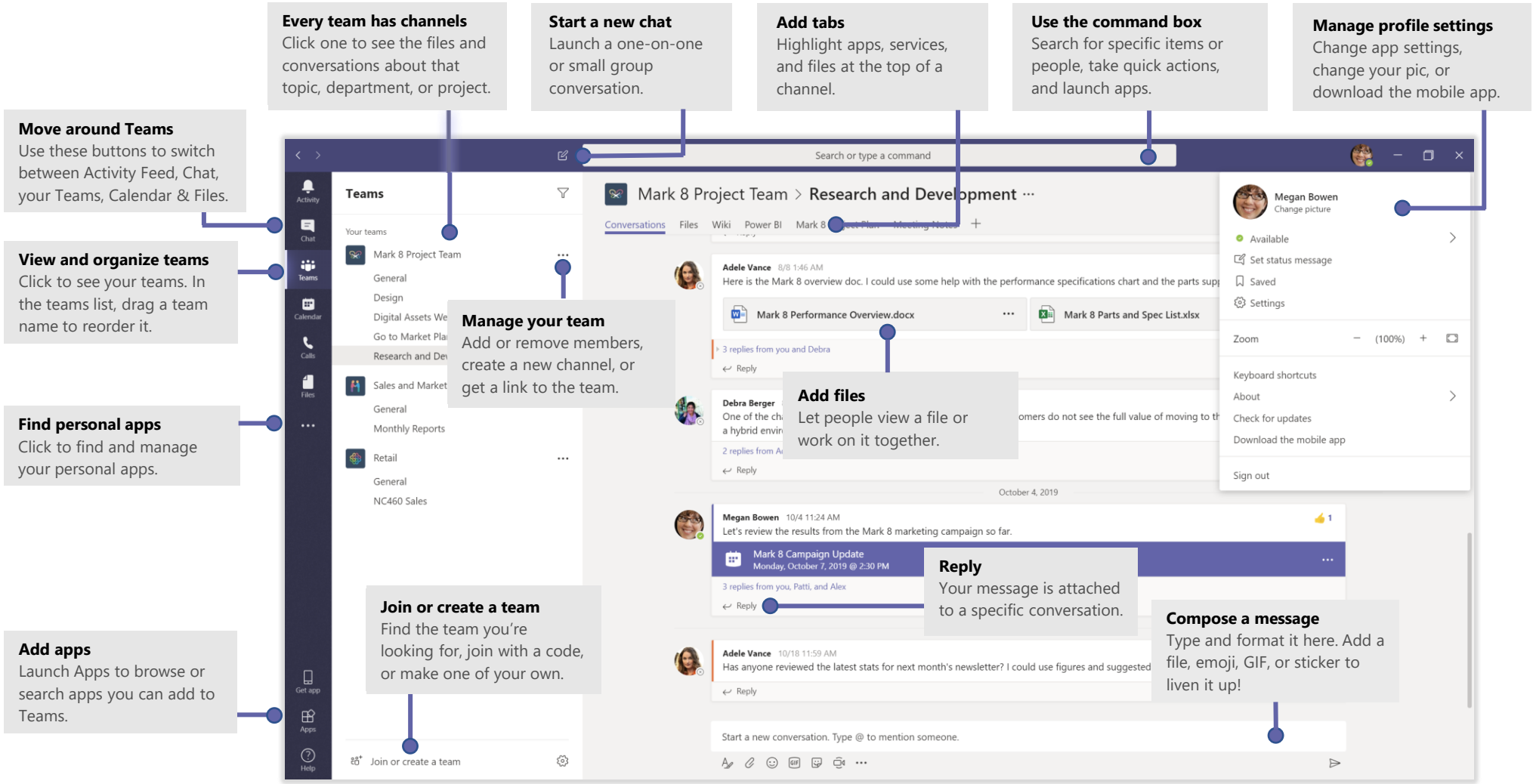
Microsoft Teams

Quick Start Guide

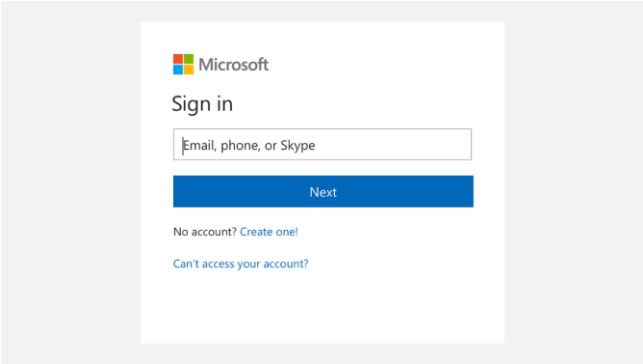
New to Microsoft Teams? Use this guide to learn the basics.



Microsoft Teams

Sign in

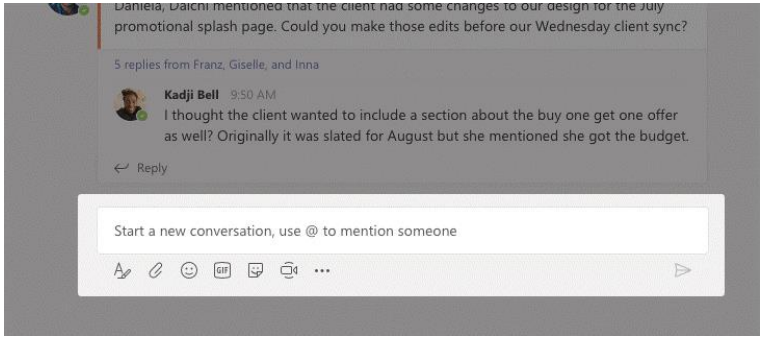
In Windows, click **Start** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

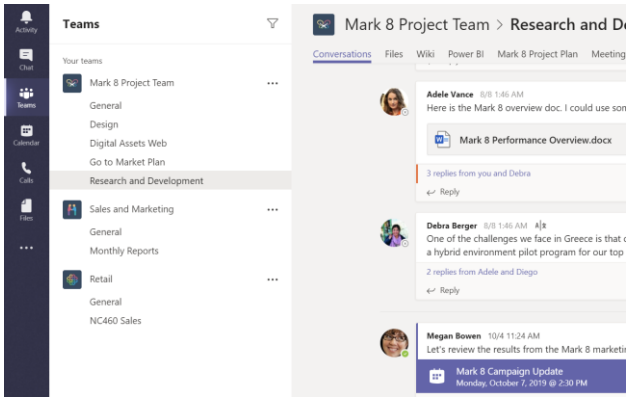
With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

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**.



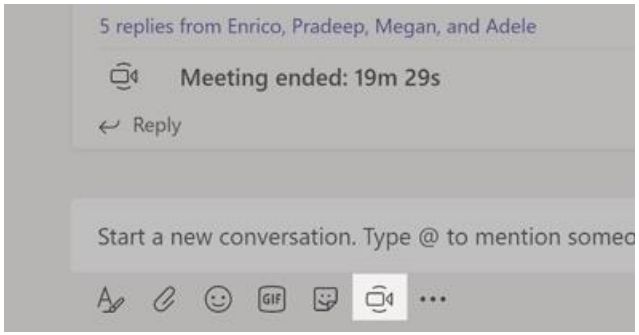
Pick a team and channel

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 meeting

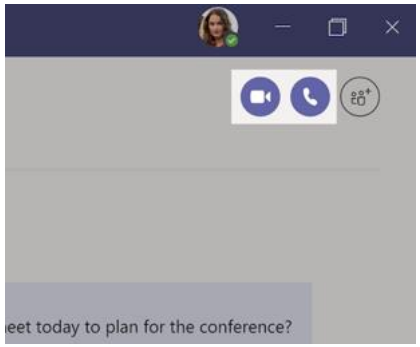
Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



Microsoft Teams

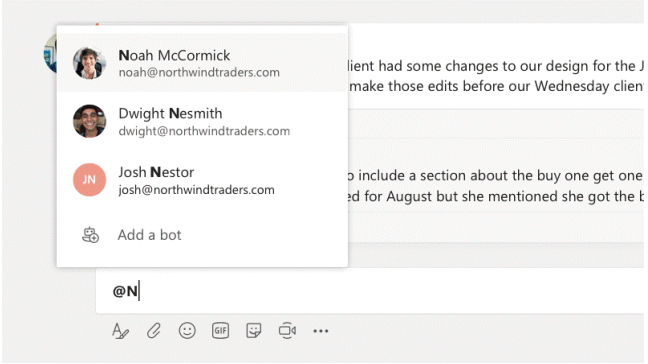
Make video and audio calls

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.



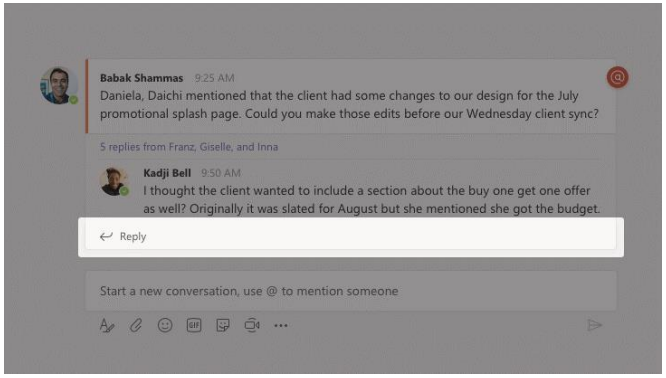
@mention someone

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.



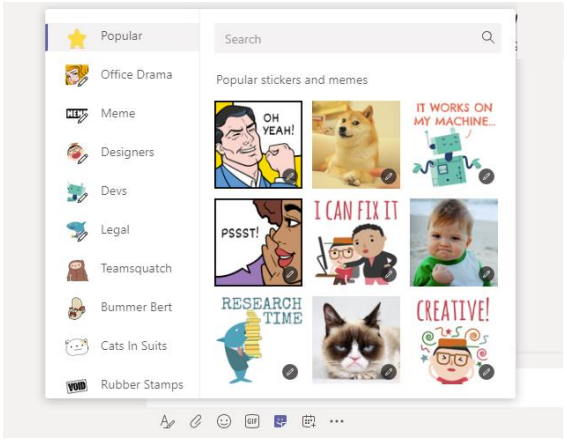
Reply to a conversation

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

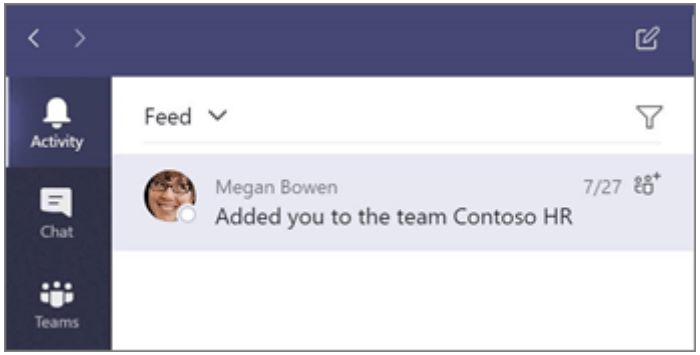
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Microsoft Teams

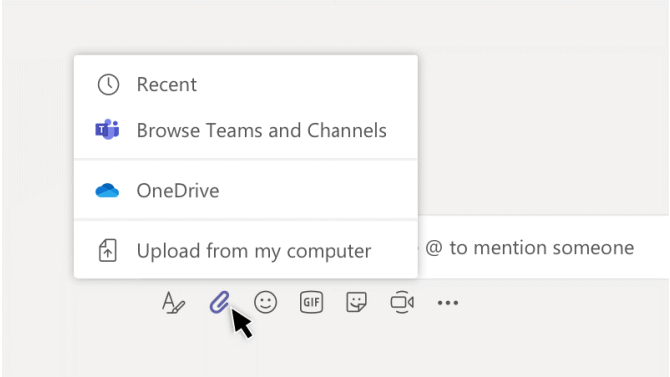
Stay on top of things

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



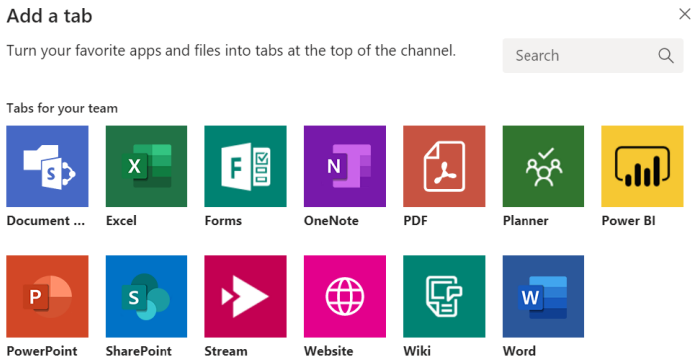
Share a file

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.



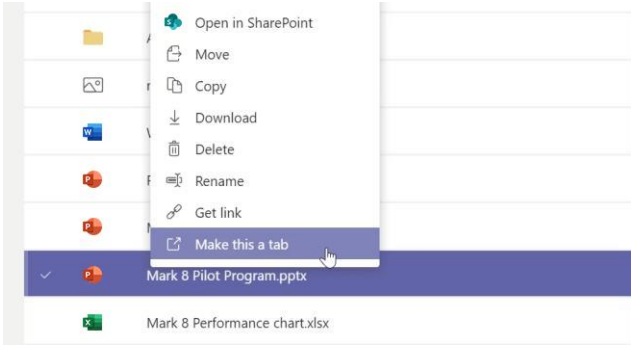
Add a tab in a channel

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.



Work with files

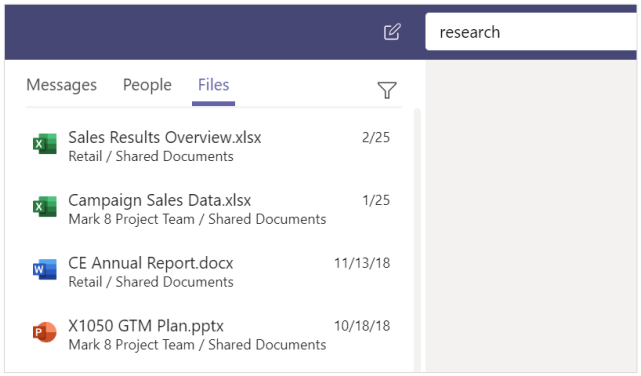
Click **Files** on the left to see all files shared across all of your *teams*.
Click **Files** at the top of a channel to see all files shared in that *channel*.
Click **More options ...** next to a file to see what you can do with it.
In a channel, you can instantly turn a file into a tab at the top!



Microsoft Teams

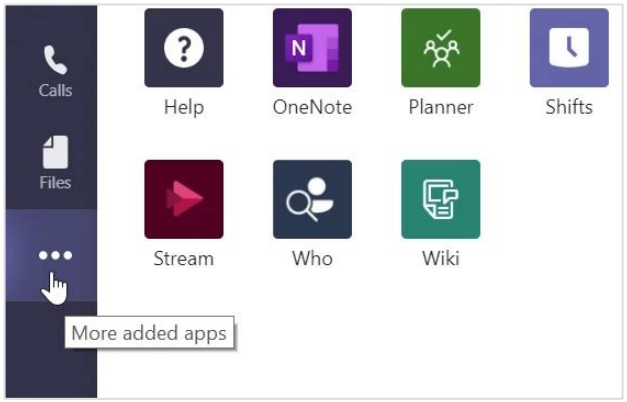
Search for stuff

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.



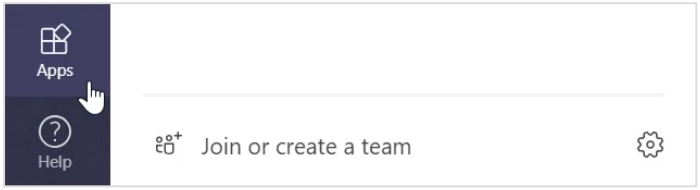
Find your personal apps

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**.



Next steps with Microsoft Teams

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

Get free training, tutorials, and videos for Microsoft Teams
Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit **https://go.microsoft.com/fwlink/?linkid=2008318** to explore our free training options.

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

Get other Quick Start Guides

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