

# Microsoft Teams

## Quick Start Guide

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

### 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, Meetings & Files.

### View and organize teams

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

### Find personal apps

Click to find and manage your personal apps.

### Add apps

Launch the Store to browse or search apps you can add to Teams.

### Manage your team

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

### Add files

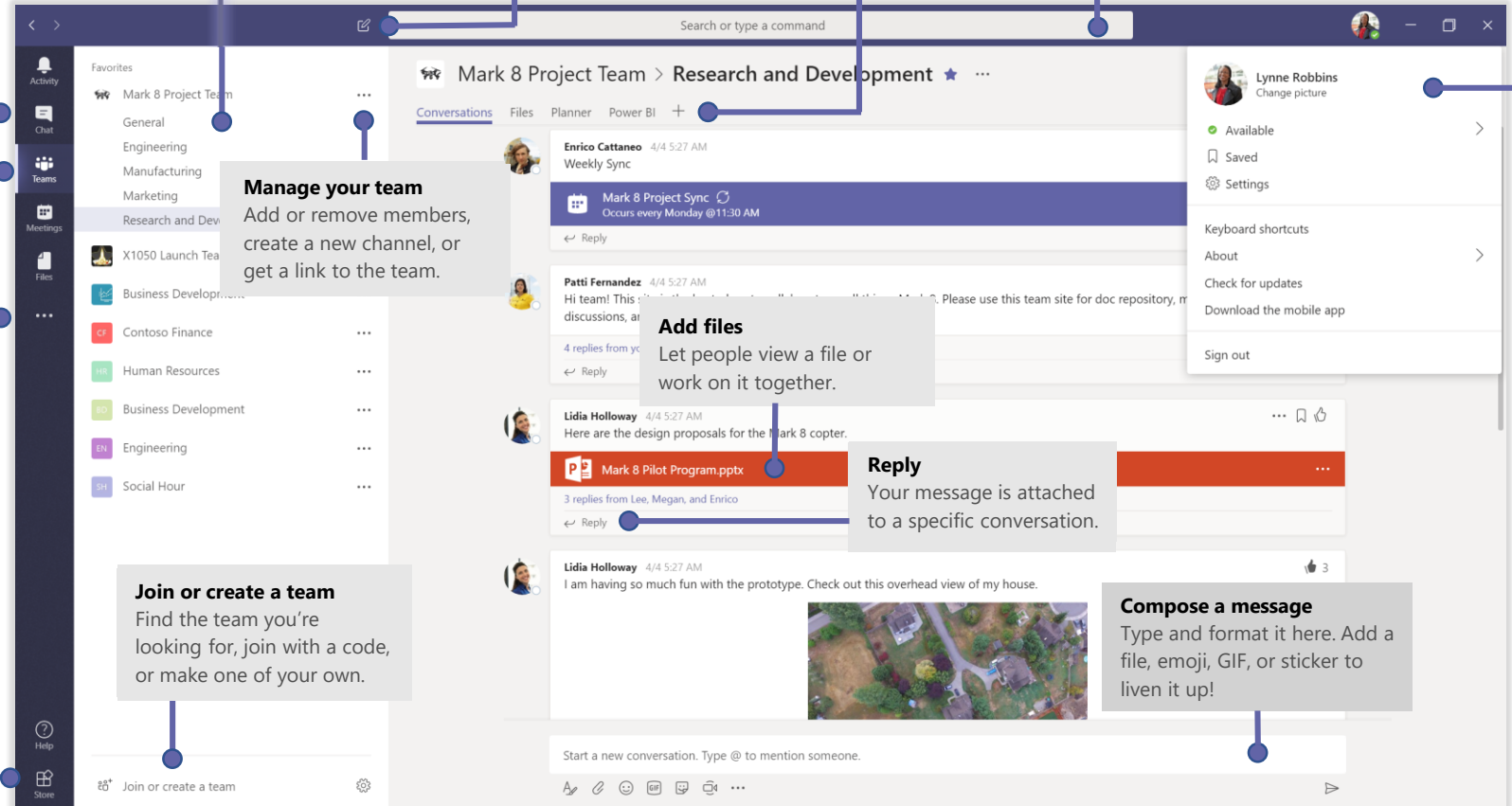
Let people view a file or work on it together.

### Reply

Your message is attached to a specific conversation.


### Compose a message

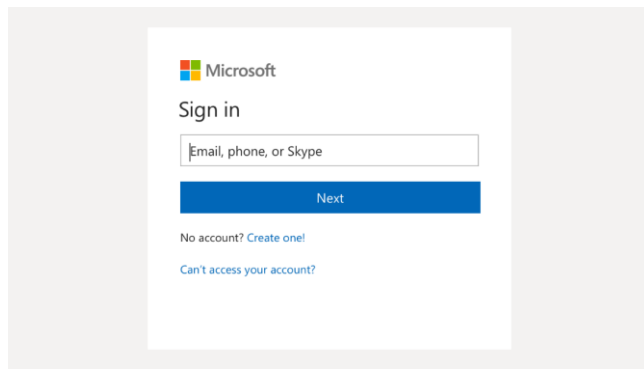
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!



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## Sign in

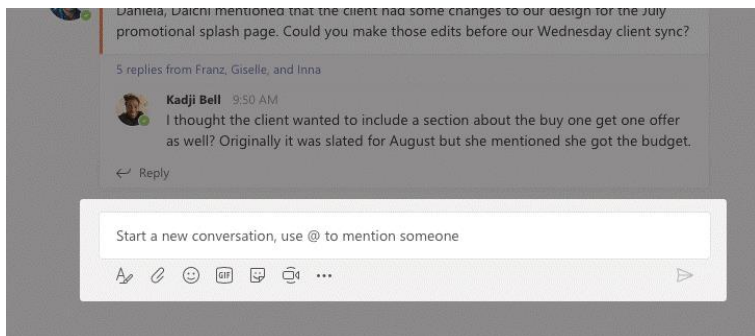
In Windows, click **Start**  > **Microsoft Corporation** > **Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username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




## Start a conversation

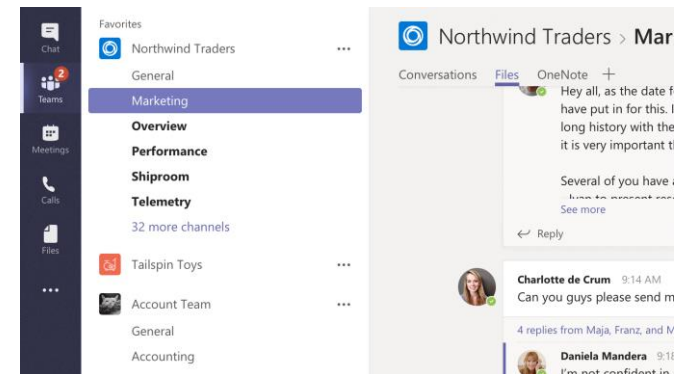
*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send** .

*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** .





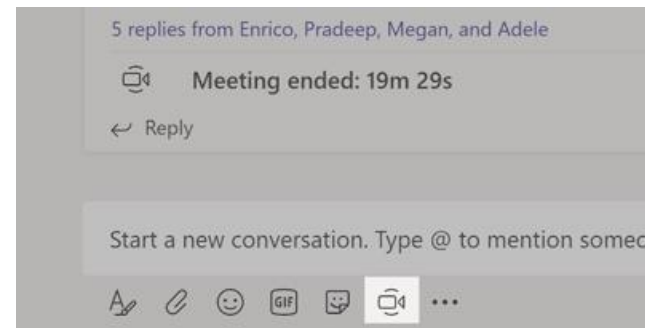
## Pick a team and channel

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

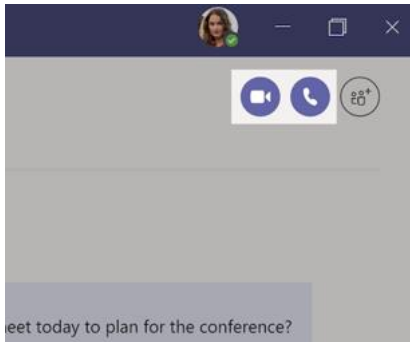
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.




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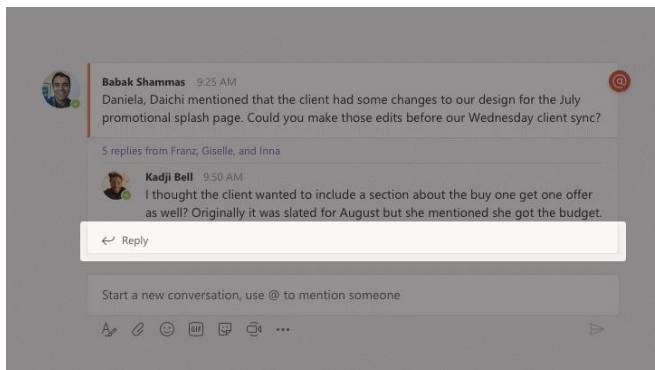
## Make video and audio calls

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.



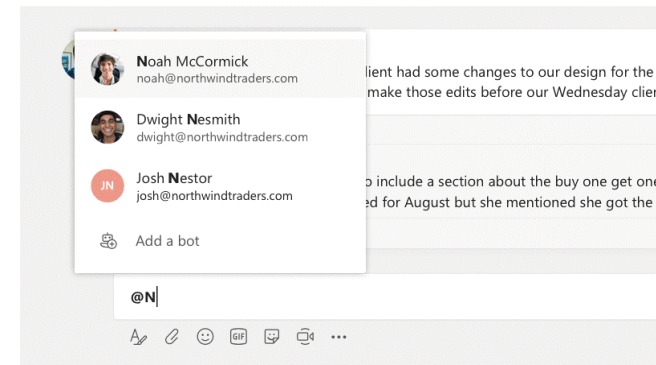
## Reply to a conversation

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** .




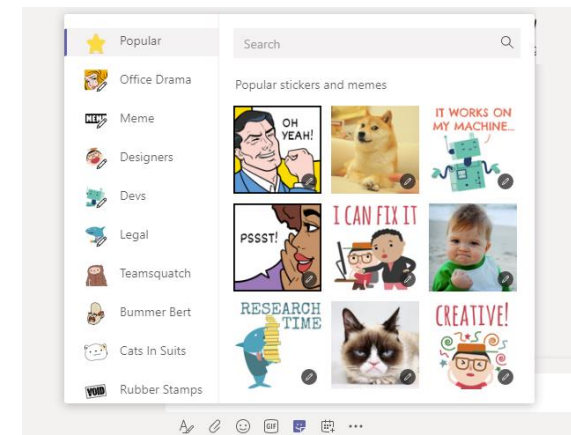
## @mention someone

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

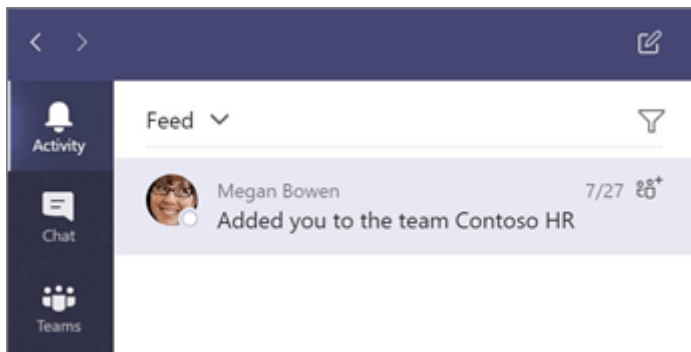
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



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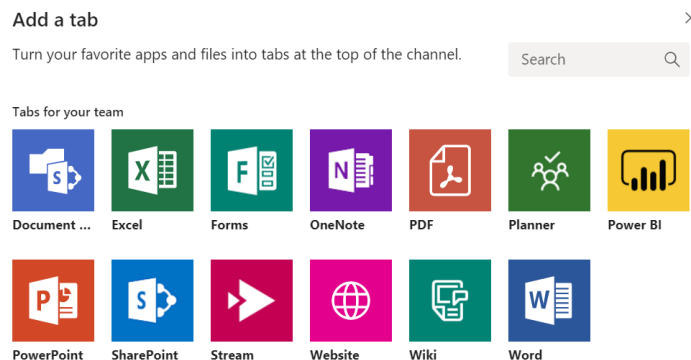
## Stay on top of things

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




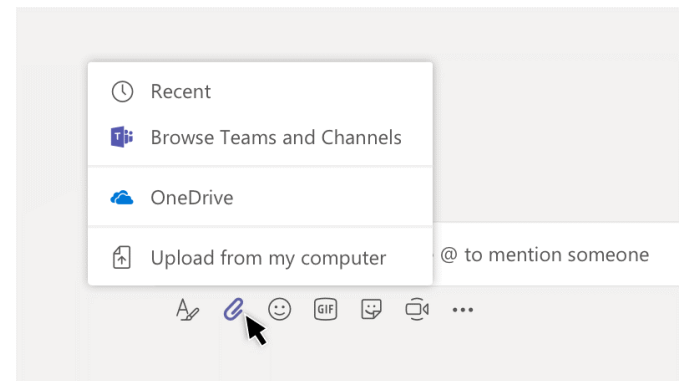
## Add a tab in a channel

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.




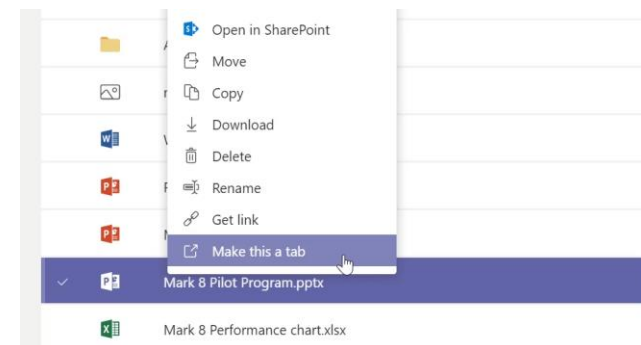
## Share a file

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

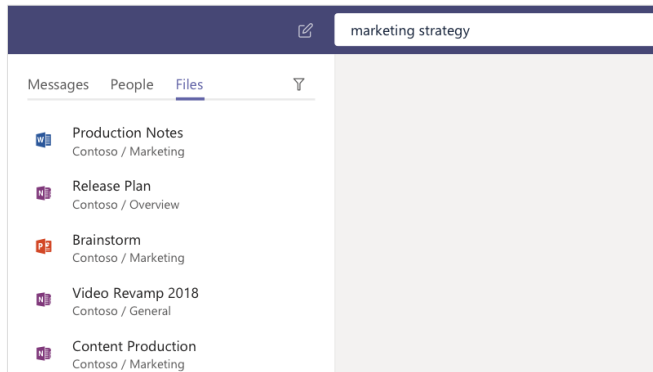
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!





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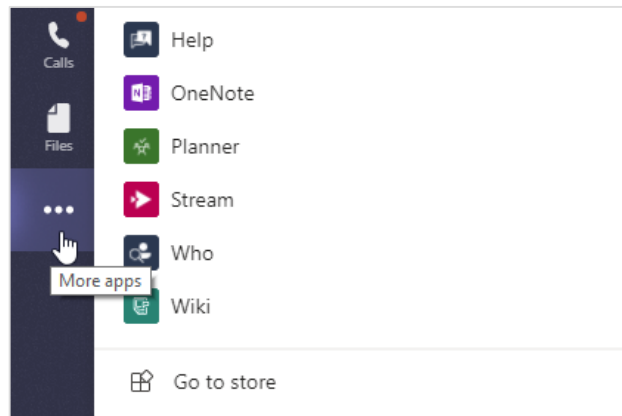
## Search for stuff

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.




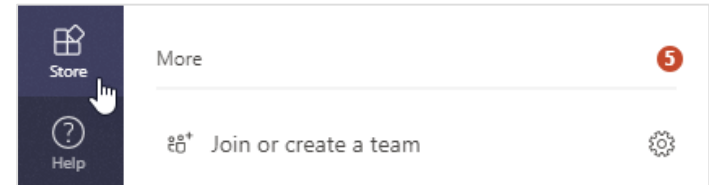
## Find your personal apps

Click **More apps**  to see your personal apps. You can open or uninstall them here. Add more apps in the **Store** .



## Add apps

Click **Store**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Install**.



## 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**  > **Provide feedback**. Thank you!

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