

Learn how to improve your research with a powerful hub for teamwork supplied to you by **iit**

Every Team has channels

Click one to see the files and conversations about that topic, lines 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 apps settings, change your pic or download the mobile app.

Move around Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings and 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 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

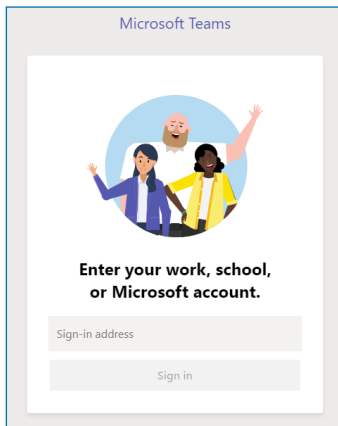
Type and format it here. Add a file, emoji, GIF, sticker to liven it up!

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with navigation buttons: Activity, Chat, Teams, and Files. Below these are icons for Help and Store. The main area displays the 'Mark 8 Project Team' with a 'Research and Development' channel selected. The channel view shows a list of tabs (Conversations, Files, Planner, Power BI) and a list of messages. A message from Enrico Cattaneo is highlighted, and a reply is being composed. A file 'Mark 8 Pilot Program.pptx' is attached to the reply. The right sidebar shows the user's profile (Lynne Robbins) and a menu with options like Available, Saved, Settings, Keyboard shortcuts, About, Check for updates, Download the mobile app, and Sign out. Arrows from the callout boxes point to specific elements in the interface: the 'Start a new chat' button, the 'Add tabs' button, the 'Command box' at the top, the 'Manage profile settings' button, the 'Move around Teams' buttons, the 'View and organize Teams' list, the 'Find personal Apps' button, the 'Add Apps' button, the 'Manage your Team' button, the 'Add Files' button, the 'Reply' button, and the 'Compose a message' text area.





Sign In



In Windows, click **Start**  and write "**Teams**".

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



On **mobile**, tap the **Teams** icon.

Then sign-in with your **IIT credentials**.





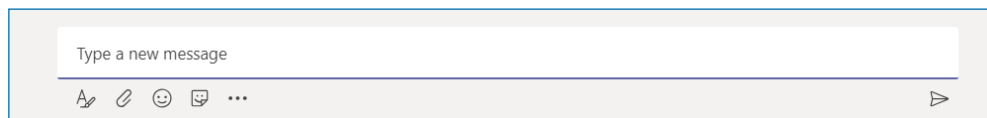
Start a conversation

With the whole Team:

Click **Teams** , pick a **Team** and **Channel**, write your message and click **Send** .

With a person or a group:


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



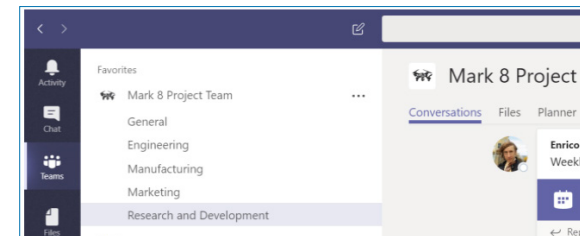
Pick a team and a channel

A **Team** is a collection of people, conversation, 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.

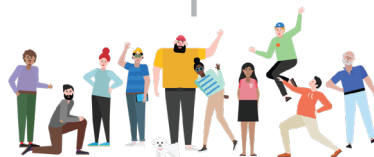
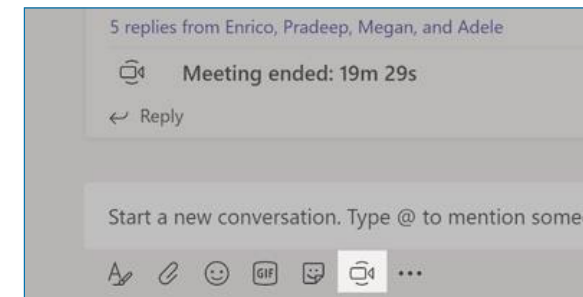


Start a meeting

Click **Meet now**  under the area where you type a message to start a meeting in a **Channel**.

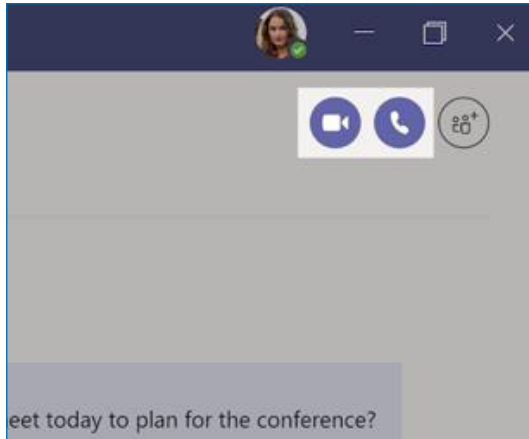
If you click **Reply** then **Meet now** , the meeting is based on that conversation.

Enter a name for the meeting, then start inviting people.




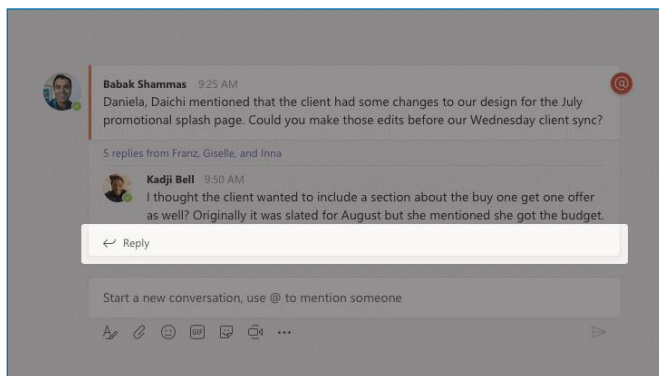
Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat.



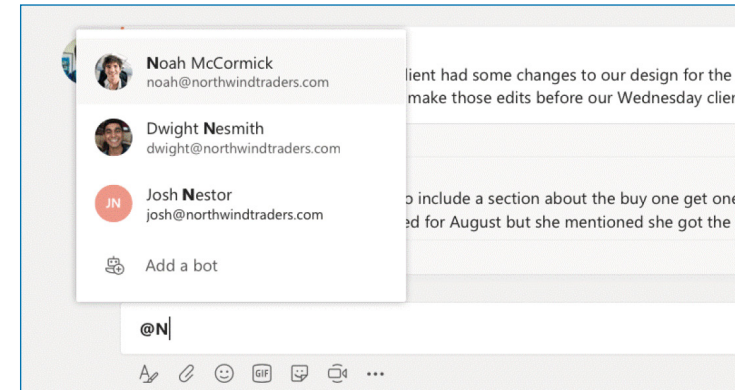
Reply to a conversation

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** .




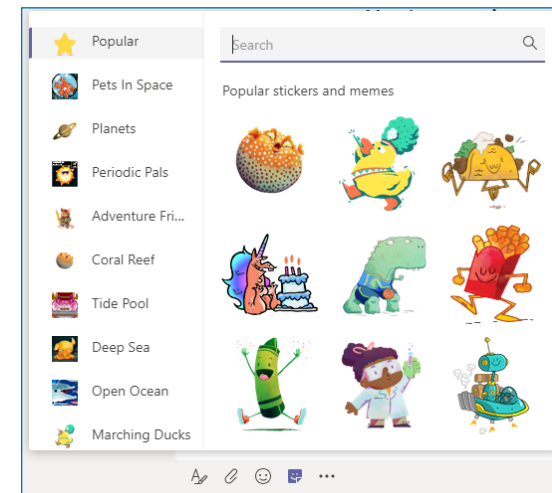
@mentions

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.

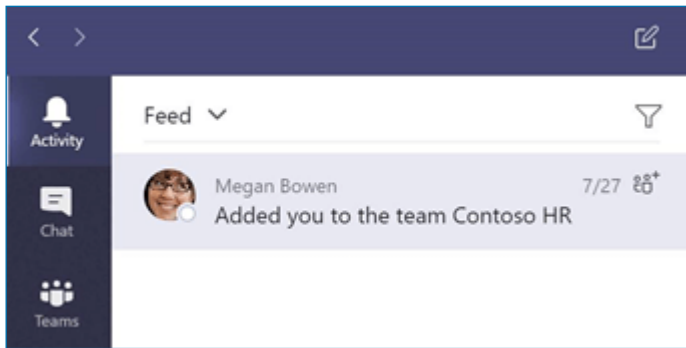


Stay on top of things



Click **Activity**  on the left.

The **Feed** shows you all your notifications and everything that's happened lately in the **Channels** you follow.

Select an item or click **Filter**  to refine your search results.

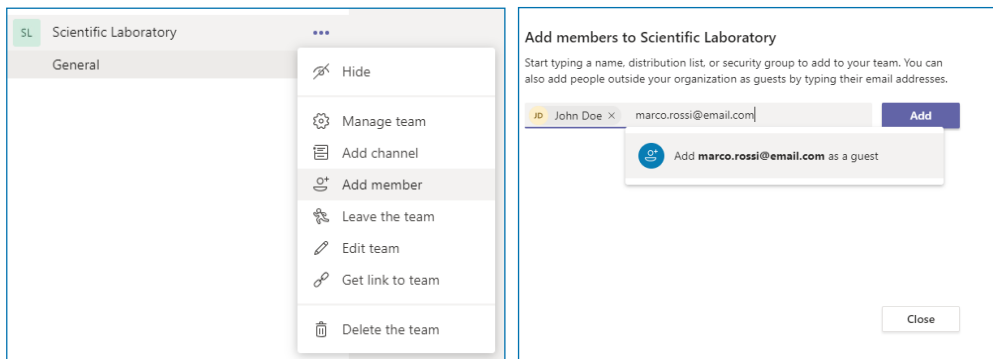


Add a member to a Team


Click  near the name of the **Team** you want to add a guest to and select **Add Member** .

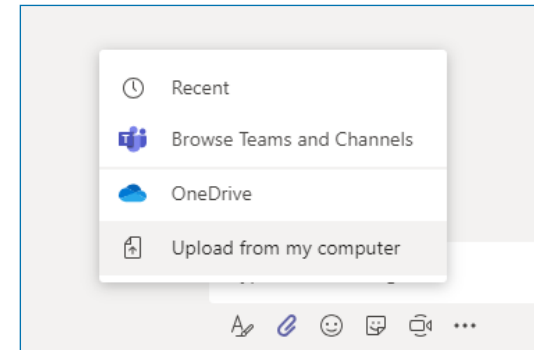
Type the email address or the name of the person you wish to add.

If outside your organization, **Teams** will automatically add them as a guest.




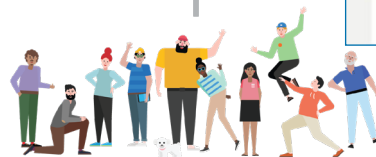
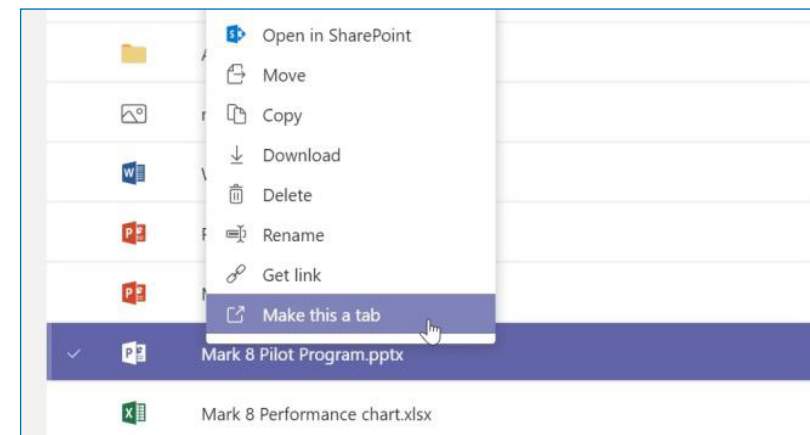
Share a file

Click **Attach**  under the box (in a chat or in a **Channel**) 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!





Collaborate with your lab-book

Choose the **Notebook** tab to start collaborating with your Team!

Sort content across notebooks, sections, and pages, draw your thoughts and annotate your notes, highlight can't-miss notes with  **Important** and  **To-Do** tags.

Record audio notes, insert online videos, and add files and much more!

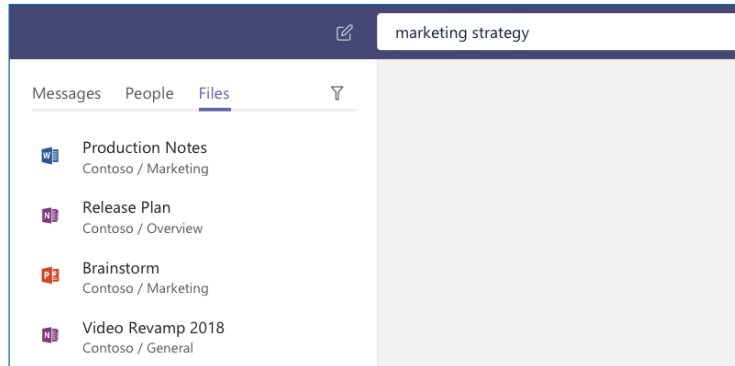




Search for stuff

Type a phrase in the command box at the top of the app and press **Enter**. Then select the **Messages**, **People**, or **Files** tab.

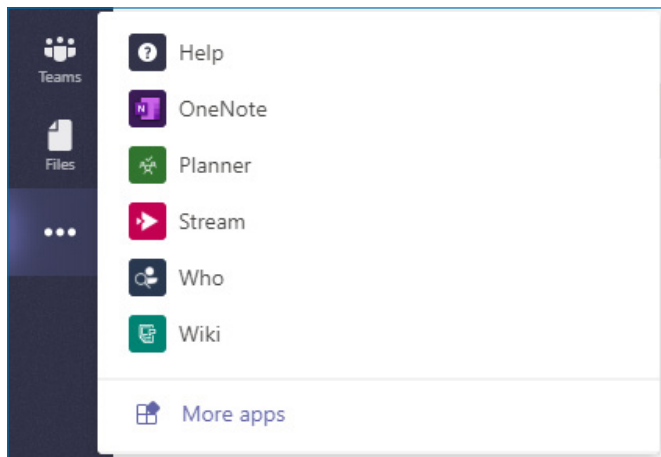
Select an item or click **Filter** to refine your search results.



Find your personal apps

Click **More apps** ... to see your personal apps: you can open or uninstall them here.

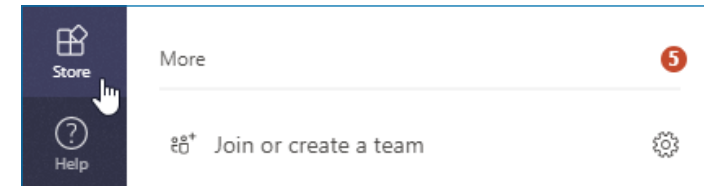
Add more apps in the **Store** .



Add apps

Click **Store** on the left.

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



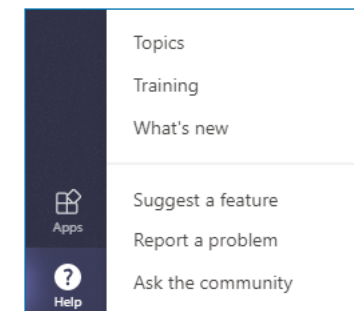
Do more with your Teams Lab-book!

Do you want to find out how to maximize the efficiency of your line of research?

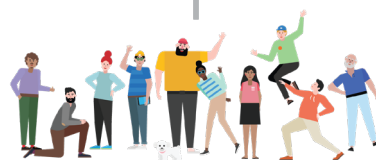
Do you want to learn all the **Teams**' tricks?

Do you want to know what else **Teams** can do for you?

Explore the new and improved features in Microsoft Teams and watch all Training Videos using the **Help**.



If you need more support, ideas and suggestion write to ict_servidesk@iit.it





...now that you've learned the basics...start collaborating with Teams on all your devices!

Mobile Devices:

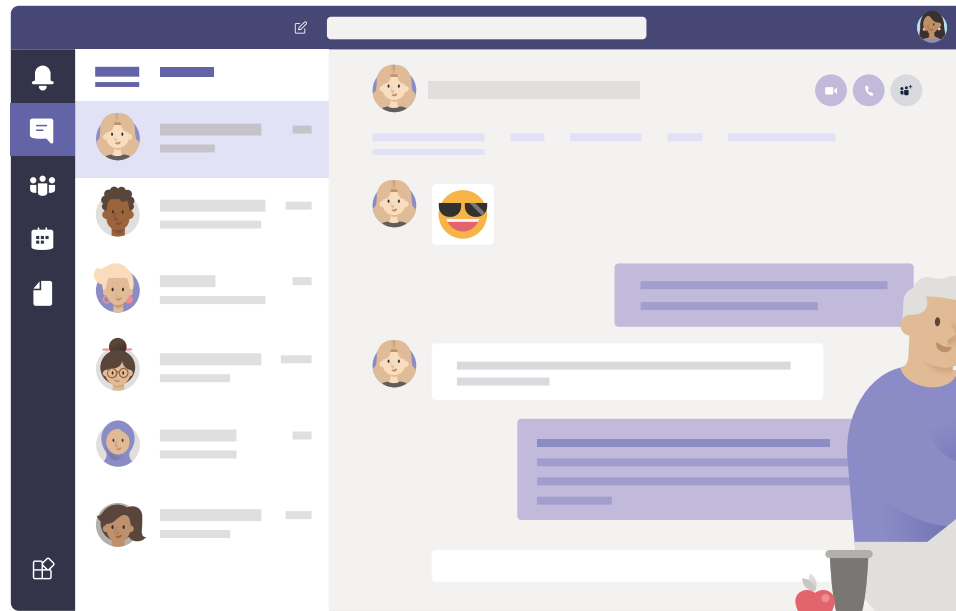
Android



iOS



<https://teams.microsoft.com/downloads>



Desktop:



Windows



Mac



Linux



ANY QUESTIONS? Ask to the ICT Staff: ict_servicedesk@iit.it



Microsoft

