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| <Insert your company’s logo here. Apply your company’s branding (fonts, colors, illustration or images) to the rest of the document as desired.> | | | | | | |
| Get started with Teams | | | | | | |
| Now that you’ve had a few days to get familiar with Microsoft Teams, take it to the next level. These simple tips will help you and your team make the most of your Teams workspace.  [Get started »](https://login.microsoftonline.com/f8cdef31-a31e-4b4a-93e4-5f571e91255a/oauth2/authorize?response_type=id_token&client_id=5e3ce6c0-2b1f-4285-8d4b-75ee78787346&redirect_uri=https%3A%2F%2Fteams.microsoft.com%2Fgo&state=46e9df0f-5554-4cc7-ac5f-5dd745583c0e&&client-request-id=df019b50-c600-4567-84c8-c7f658aa38a1&x-client-SKU=Js&x-client-Ver=1.0.9&nonce=2402e7e8-2e1d-4ccc-8ebb-de505f35e64a&domain_hint=artdart.com) | | | | | People at a meeting collaborating with Microsoft Teams | |
| Mobile device and tablet showing Teams meeting | | | Start with chat   * Try only using chat rather than email for short, conversational messages like “Can we postpone tomorrow’s meeting?” or *“Nice job with customer X.”* * Keep favorite channels, chats, and teams at the top of the list for quick access. Simply right-click on the item and click Favorite next to the name.   [See more ways to chat »](https://support.office.com/en-us/article/download-and-install-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Chat) | | | |
| Get the app  Microsoft Teams is available as a desktop app and as a mobile app for iOS and Android. You can also run Microsoft Teams as a web app: go to <https://teams.microsoft.com>.  [Download apps »](https://teams.microsoft.com/downloads) | | | | | | Mobile device and tablet showing Teams app loading |
| Create the right teams and channels | | | | | | |
| Mobile device and tablet showing Teams interface  Teams are collections of people, content, and tools surrounding different projects and jobs within an organization. Team members can share conversations, files, notes, and more. | | | | Mobile device and tablet showing Teams interface  Channels are team conversations which have been grouped by subject matter or topic. Create a channel for topics and workflows relevant to your team. | | |
| Tips to make the most of teams and channels:   * It is better to have fewer teams with more members and more channels. * Add guests from outside with secure guest access to the files and content you wish to share. * Post topics and themes that lead to active discussions with input from a variety of people. * Upload relevant files and documents to each channel for easy access to important content. * Pin a SharePoint site or OneNote notebook to a channel for more ways to share important information. | | | | | | |
| Laptop showing a chat using Microsoft Teams | | | Meet in teams  Chat privately one-on-one or have instant group conversations. Join meetings with HD audio and video. All in one place instead of multiple apps.  [Learn how »](https://support.office.com/en-us/article/Meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8?ui=en-US&rs=en-US&ad=US) | | | |
| Add fun to your chat  Let your team’s sense of the humor and personality shine. Share emojis, memes, and stickers.  **Here’s how**:   * Select **Teams**, and then select a channel. * Select Smiley icon in your compose message box /text editor. * Select a sticker, enter a fun caption and select Done. * **@mention** co-workers before you send the message, and then press Enter. | | | | | | Desktop device showing Teams Sticker search interface |
| Mobile device and tablet showing Teams interface | | Get everyone onboard   * If your team isn’t taking off the way you want, use **@team and @channel** to get everybod’s attention, and kick off your next team communication within Teams (like planning a Teams training event). * Encourage members to turn on channel notifications so that they are notified when a new message is posted to a channel (right click on a channel name and choose *“Follow this channel”*). * Be personally active in channels. * Forward emails to a channel to continue discussions in Teams. | | | | |
| Try these tips yourself  [Sign in to Microsoft Teams »](https://login.microsoftonline.com/f8cdef31-a31e-4b4a-93e4-5f571e91255a/oauth2/authorize?response_type=id_token&client_id=5e3ce6c0-2b1f-4285-8d4b-75ee78787346&redirect_uri=https%3A%2F%2Fteams.microsoft.com%2Fgo&state=c6e8690b-225d-48b4-901b-dcc3cb8a6ba5&&client-request-id=b0851587-266d-4066-8d25-28d53a727b3a&x-client-SKU=Js&x-client-Ver=1.0.9&nonce=ca77769b-875b-4347-888b-e7c269399dca&domain_hint=artdart.com) | | | | | | |
| Monthly Calendar | Join us on <fill in date> for tips on getting started with Microsoft Teams.  [Lea­rn More »](file:///C:\Users\martin\Desktop\%20\O365-Productivity-Library\LOC-2018\-client\Microsoft%20Teams%20Usage%20BOM\Teams-Announcement\index.html) | | | | | |
| Chat icon | Share your questions or feedback. We’re here to help you.  <Insert email alias or Yammer group link, or customize this section with more information> | | | | | |
| Explore training resources | | | | | | |
| Blackboard | [Get Started with Teams](https://support.office.com/en-us/teams) »  [Onboard Your Teams »](https://support.office.com/en-us/article/Video-Onboard-your-teams-702a2977-e662-4038-bef5-bdf8ee47b17b?ui=en-US&rs=en-US&ad=US)  [Explore training resources](https://support.office.com/en-us/article/Microsoft-Teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US) »  [Tips and Tricks](https://support.office.com/office-training-center/Teams-tips) » | | | | | |