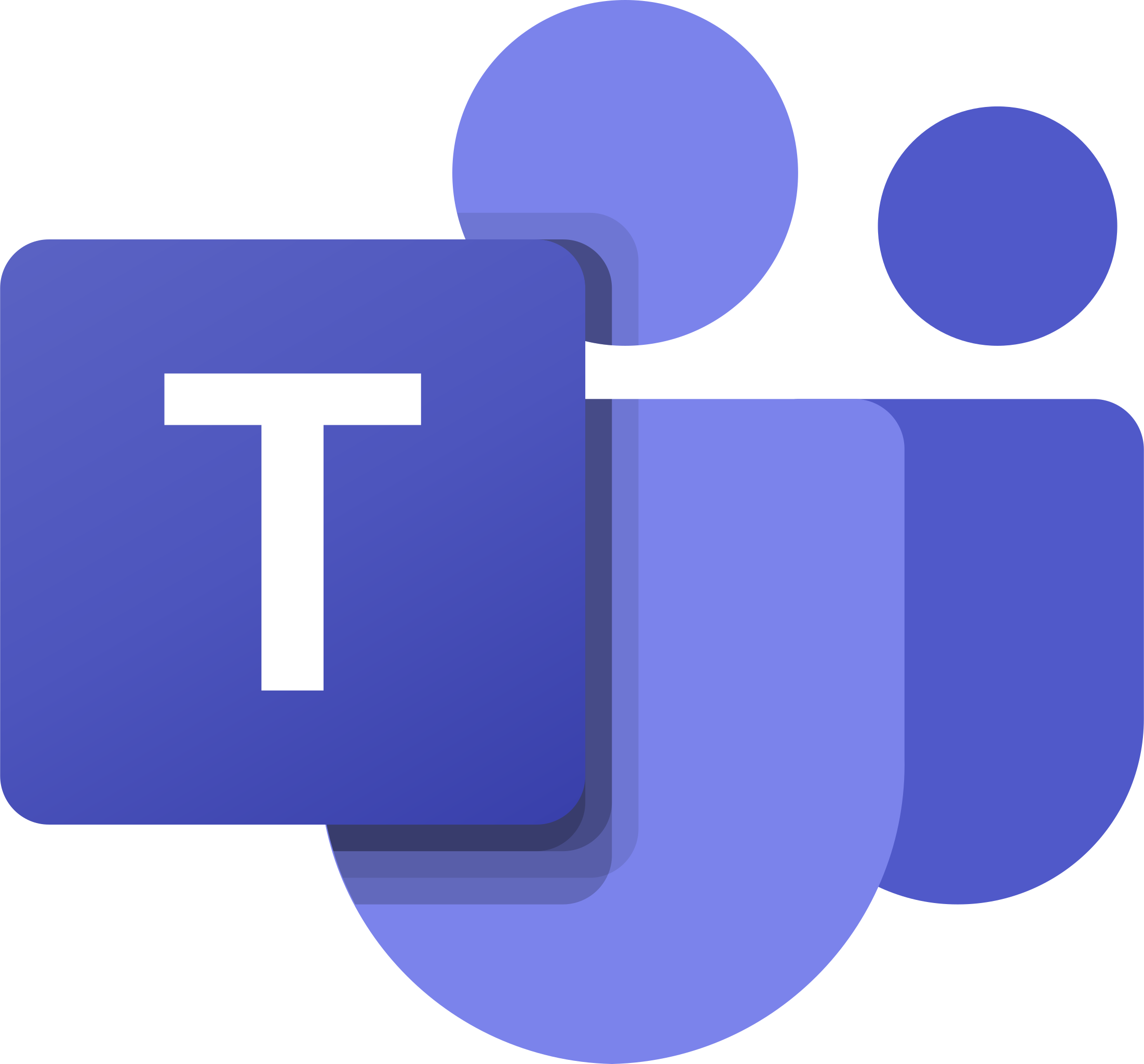
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Abstract

Microsoft Teams is an integrated collaboration platform offering chat, video meetings, file sharing, and more. It unifies communication and teamwork, allowing users to connect seamlessly across devices.

Microsoft teams

User Manual

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# **Introduction:**

## 1.1 What is Microsoft Teams?

Microsoft Teams is a collaboration platform that brings together chat, video conferencing, file storage, and application integration in one place. It is designed to facilitate communication and collaboration among teams, whether they are working in the same office or remotely.

## 1.2 Key Features

* Real-time messaging and chat
* Video conferencing and online meetings
* File sharing and collaboration
* Integration with Microsoft 365 apps

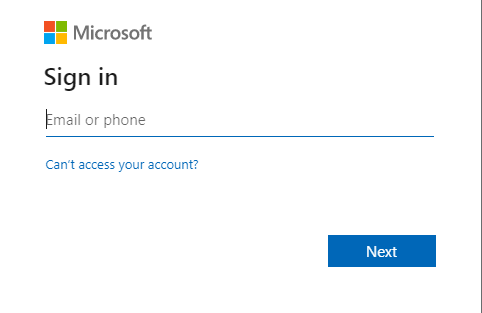
Seamless communication across devices

# **Getting Started:**

## 2.1 Access Microsoft Teams

Access Microsoft Teams through the desktop application, web browser, or mobile app. Visit teams.microsoft.com or download the desktop/mobile app from the respective app stores.

Login with organization email ID and password.



## 2.2 Navigate the Interface

Familiarize yourself with the Teams interface, including the left sidebar for navigation, the chat and activity feed, and the Teams and Channels section.

## 2.3 Update Your Profile

Click on your profile picture to access your profile settings. Update your profile picture, display name, and other preferences.

# **3. Creating and Managing Teams:**

## 3.1 Create a Team

Click on the "Teams" tab and select "Join or create a team." Follow the prompts to create a new team. Choose between a private or public team.

## 3.2 Add Members

Once your team is created, add members by clicking on "Add member" within the team. Invite members using their email addresses.

## 3.3 Use Channels and Conversations

Create channels within your team to organize discussions. Click on "General" to start conversations. Use @mentions to notify specific team members.

## 3.4 Manage Notifications

Customize notification settings to stay informed without being overwhelmed. Adjust notification preferences based on your needs.

# **Chatting and Messaging:**

## 4.1 Initiate One-on-One Chat

Start a one-on-one chat by clicking on a team member's name in the chat section. Use the chat for private conversations and file sharing.

## 4.2 Create Group Chats

Create group chats for discussions involving multiple team members. Add or remove participants as needed.

## 4.3 Share Files and Documents

Attach files directly within the chat or conversation by clicking on the paperclip icon. Ensure that your files are easily accessible by organizing them in channels.

## 4.4 Use Emoji’s, GIFs, and Stickers

Enhance communication by using emoji’s, GIFs, and stickers. Express yourself creatively during conversations

# **5. Meetings and Calls:**

## 5.1 Schedule a Meeting

Click on the "Calendar" tab to schedule meetings. Choose the date, time, and participants. Send invites and reminders.

## 5.2 Join a Meeting

Join meetings by clicking on the scheduled event in the calendar or using the meeting link. Use video and audio controls to customize your participate

## 5.3 Control Video and Audio

During meetings, control your video and audio settings. Mute/unmute, turn the camera on/off, and adjust other settings as needed.

## 5.4 Share Your Screen

Share your screen during meetings to present documents, slideshows, or other content. Click the "Share" button and select the desired screen or application

# **. Collaboration and File Sharing:**

## 6.1 Upload and Share Files

Upload files directly to channels or conversations. Use the file tab within each channel to access shared documents.

## 6.2 Collaborate in Real-Time

Collaborate on documents in real-time using Microsoft 365 integration. Multiple team members can work on the same document simultaneously.

## 6.3 Integrate with Microsoft 365 Apps

Integrate Microsoft 365 apps seamlessly with Teams. Access and edit documents from Word, Excel, PowerPoint, and more within the platform.

## 6.4 Access Version History and File Recovery

Track changes and access version history for shared documents. Restore previous versions if needed.

# **7. Integration with Apps:**

## 7.1 Add Apps and Connectors

Enhance functionality by adding apps and connectors to your Teams. Explore the app store and integrate third-party tools.

## 7.2 Integrate with Microsoft 365 Apps

Utilize the full power of Microsoft 365 by integrating apps like Planner, OneNote, and SharePoint directly within Teams.

## 7.3 Customize Tabs and Channels

Customize channels with tabs for quick access to important apps, files, or websites. Click on the "+" icon to add tabs.

# **8. Settings and Personalization:**

## 8.1 Access Personal Settings

Access personal settings by clicking on your profile picture. Adjust settings such as status, availability, and language preferences.

## 8.2 Customize Notification Settings

Personalize notification settings to manage alerts effectively. Choose between banner notifications, sounds, and more.

## 8.3 Personalize Appearance and Theme

Customize the appearance of Teams by selecting a theme. Choose between light and dark modes for comfortable viewing.

## 8.4 Manage Privacy and Security

Review and manage privacy settings