


# Using Microsoft Teams

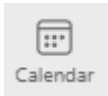
## How to start a chat or locate a previous Chat:

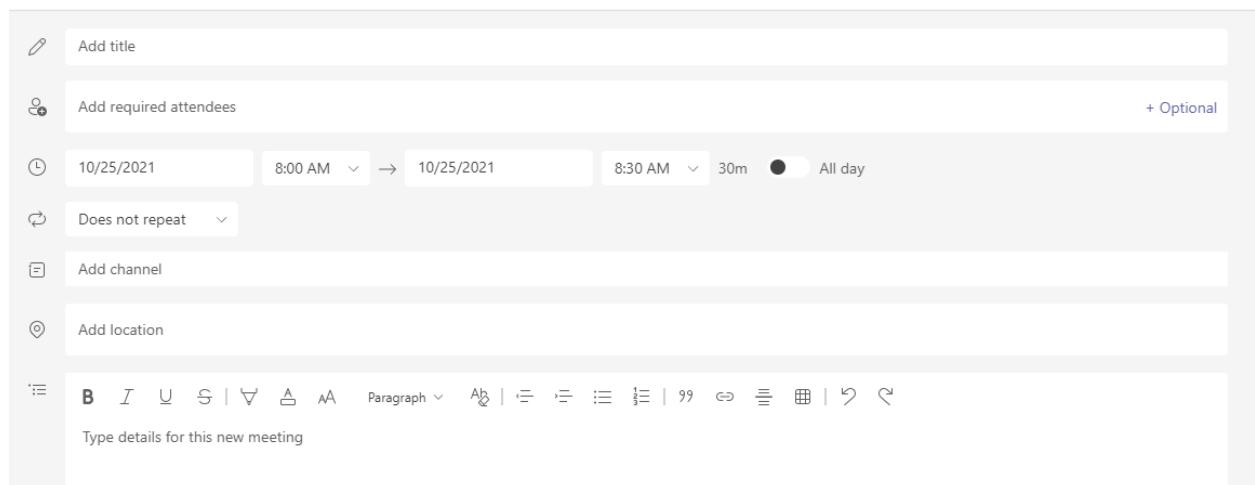
- Select the Chat Icon



- Got to top of that section and select the  icon
- Type the Agent/Manager name in the “To” box and draft your message in the box at the bottom of the page. Once you submit the message your chat will be created.

## How to Schedule a meeting:

- Select the Calendar Icon 
- Select the box for the time frame you want to schedule the meeting
- After selecting the box, A New Meeting Page will open.

A screenshot of the Microsoft Teams 'New Meeting' form. The form has a light gray background and contains several input fields and a rich text editor. The fields are: 'Add title' (with a pencil icon), 'Add required attendees' (with a person icon and a '+ Optional' link), '10/25/2021' (with a clock icon), '8:00 AM' (with a dropdown arrow), '→', '10/25/2021' (with a clock icon), '8:30 AM' (with a dropdown arrow), '30m' (with a dropdown arrow), and a toggle switch for 'All day'. Below these is a 'Does not repeat' dropdown with a refresh icon. Then there is an 'Add channel' field with a list icon, and an 'Add location' field with a location pin icon. At the bottom is a rich text editor with a toolbar containing bold, italic, underline, link, unlink, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert table, and other icons. The text area of the editor says 'Type details for this new meeting'.

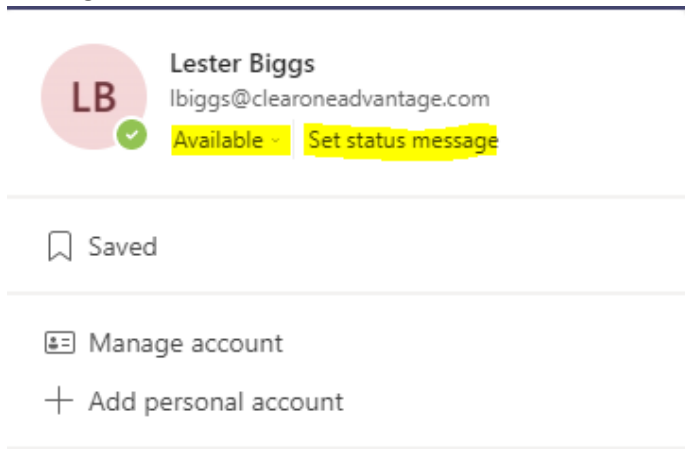
- Fill in the appropriate fields:
  - Title
  - Required Agents & Optional Agents
  - The date and times of the meeting
  - Frequency of meeting
  - Meeting Notes/Details

## How to Change your Teams Status:

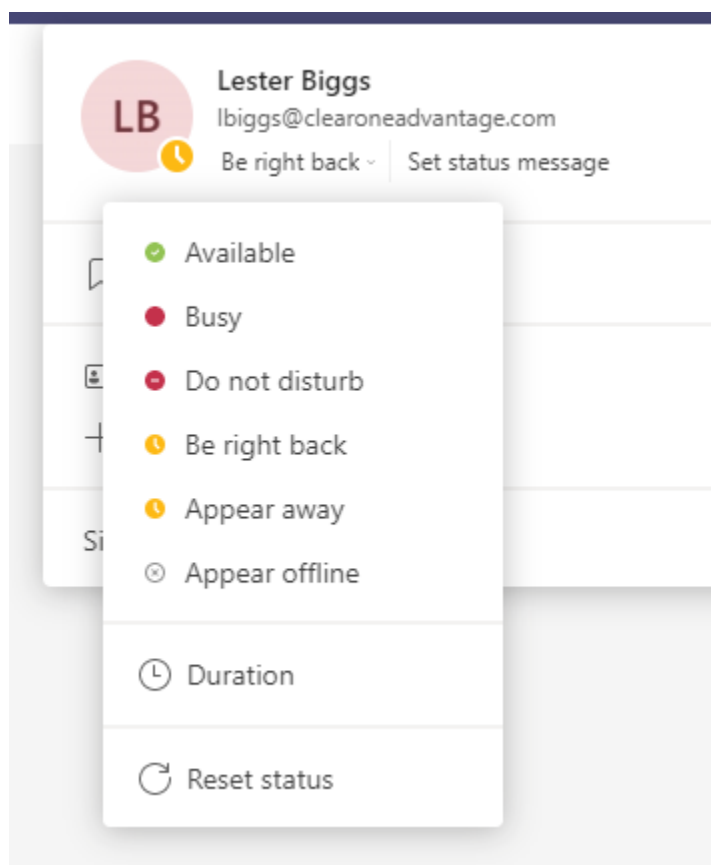
- Go to the top of the window and select the Icon with your initials



- Go to the Pop-up window below and select the “Available” dropdown arrow to change your Teams status from the options provided. Select “Set Status Message” to leave a response message.



- Options provided for Teams Status:



Status Message and Timeframe option box.

< Back

Type @ to mention someone in your status

280

☐ Show when people message me ⓘ

Clear status message after

Today

