Setting up/Signing in:

1. Sign into Microsoft Teams

Go to this link: https://teams.microsoft.com/ and sign in with your lastname.#@osu.edu.

OR

2. Download the Microsoft Teams app

You can use the web-based client for teams (using the link above) but you can also download the Microsoft Teams app on any device. You can download the apps from here: https://teams.microsoft.com/downloads

Getting started with Microsoft Teams:

The best way to get familiar with **chats**, **teams** and **channels** is to explore and experiment yourself.

A **chat** is the way that you can communicate one-on-one with someone or hold a private small group chat.

1. You start one-on-one and private group chats the same way, by selecting **New chat** ✎ at the top of your chat list.
2. Once in a chat, you will be able to send messages, files, links, emojis, stickers, and GIFs.
3. Once a chat has begun, just click in the chat list to go back into it and send more messages.
4. You can manage your contacts list on this tab as well.

A **team** is a collection of people with files, tools, and conversations all packed into one space. These are persistent, meaning they will not go away, and you will always have access to these items and topics.

A **channel** is a distinct discussion topic within a team. Think of this as the same thing as a Skype group chat. However, teams can have multiple channels. They could be anything from personal, recreational, funny, or more serious-work related discussions.

1. Selecting a team and a channel

1. Click on the **Teams** icon.
2. Select one of your teams.
3. Select one of the channels and begin talking.
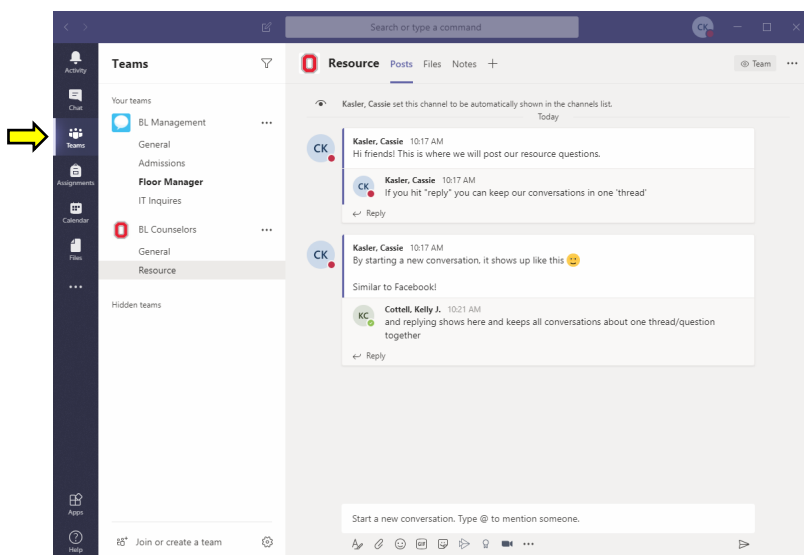
2. Adding a message and replying to a conversation.

After selecting a team and a channel within it, you should find the "**Start a new conversation box**." Add your message to this box and hit Enter to send.

All conversations are organized by dates and threads. This organizes the replies under the initial conversation making them easier to follow. To reply to a particular conversation, follow these steps:

1. Find the conversation thread that you want to reply to.
2. Select **reply**,
3. Enter your message in the **reply** box and hit Enter to send.

Mentioning someone via @mention

To ensure that the other person you are talking to sees your message, you can @mention them before sending your message. This way they will receive a notification of your message and be able to find it later. Follow these steps:

1. In the **Start a new conversation** box or the **reply** box, depending on where you are typing,
2. Type the **@** symbol and type the first few letters of the person's first or last name
3. Select the right person from the **suggestions** box
4. Repeat steps 1 through 3 for as many people you would want to mention
5. Type your message and hit Enter to send
6. An **@** message will show up on the **Team** icon (on the left) of the person you have tagged. The same will happen to you if someone @mentions you.

Other things you can do with Teams:

1. Search for specific messages, people, and files

1. In the search box (at the top), type the phrase/name you want to search,
2. Click the Search icon from the dropdown menu
3. Select the appropriate file/conversation from the search results.

2. Use emojis, memes, and stickers.

1. Go to a particular team and channel.
2. Select the Smiley Face icon below the **Start a new conversation** box
3. Or select the GIF icon or Sticker icon
4. Select one of the stickers/memes, put a clever caption, and hit Enter to send.
5. You could **@mention** your coworkers to direct a sticker/emoji/meme to them

3. Make full use of Activity and Notifications

Make sure you have your notifications up. You can be up to date with conversations by checking the numbers on the **Activity** and **Chat** icons. You can also check if someone has **@mention**ed you by looking for an **@** sign on the **Teams** icon. Follow these steps to check your activity and @mentions:

1. Click on the **Activity** icon
2. Select **Notifications**
3. Select **Recent** and you should be able to view up-to-date conversations.

You may want to adjust your notifications to ensure they are tweaked to your needs, here's how:

1. Click your profile picture in the upper right corner.

2. Choose **Settings > Notifications.**
3. There are three categories for notifications:
   a. **Mentions** (e.g. when someone @s you)
   b. **Messages**
   c. and **other**
4. For each type of notification, you can choose to receive one of these:
   a. **Banner** (a pop-up notification on your screen)
   b. **Banner and email** (the frequency of the email notification is set in the 'Other' category)
   c. **Only show in feed** (Teams **activity** tab)
   d. **Off** (not available in some categories)
5. To receive notifications of most new messages, including replies, without being spammed with emails – you can set most notifications to "**Banner**"

If you want to adjust or fine tune the notifications you are getting from a **channel**, here's how:

1. Under the **Teams** list, go to the channel name, and select •••
2. Select **Channel notifications**
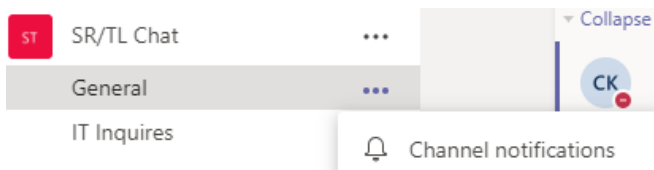
3. Choose where and what notifications you want to get.
   a. **Banner** (a pop-up notification on your screen)
   b. **Feed** will send notifications to the **Activity** tab at the top of your Teams app.
   c. **Banner and feed** will send notifications to both.
4. Below are the different types of settings you can set, which can vary per channel:
   a. **All new posts** will notify you each time someone starts a new conversation in the channel.
   b. **Include all replies** will notify you any time someone replies to a conversation.
   c. **Channel mentions** will notify you whenever someone @mentions the channel
5. Want fewer notifications? You can turn them off from here as well.
6. **Reset to default** will turn on notifications for each item and will notify you in your **feed** and through a **banner**.
7. If you enable notifications, you can set your Teams status to **Do not disturb** and you will not receive notifications of any activity.

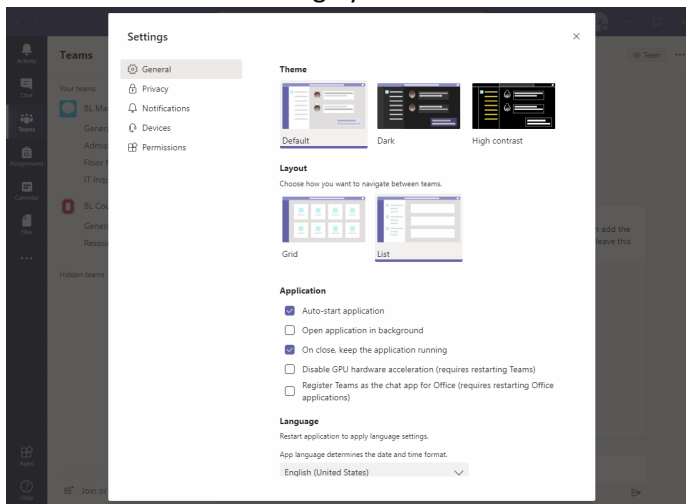## 4. Manage how you see your Teams and Channels

Microsoft Teams may show your **Teams** by default in a grid view. You can view your **Teams** as a list by changing your view. <u>Recommendation is that you use the list view.</u>

1. Select **Teams** on the left.
2. Select the ⚙ next to **Join or Create a team**
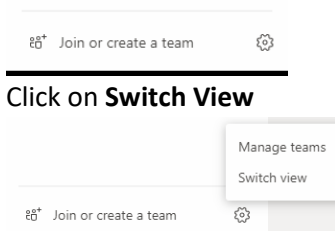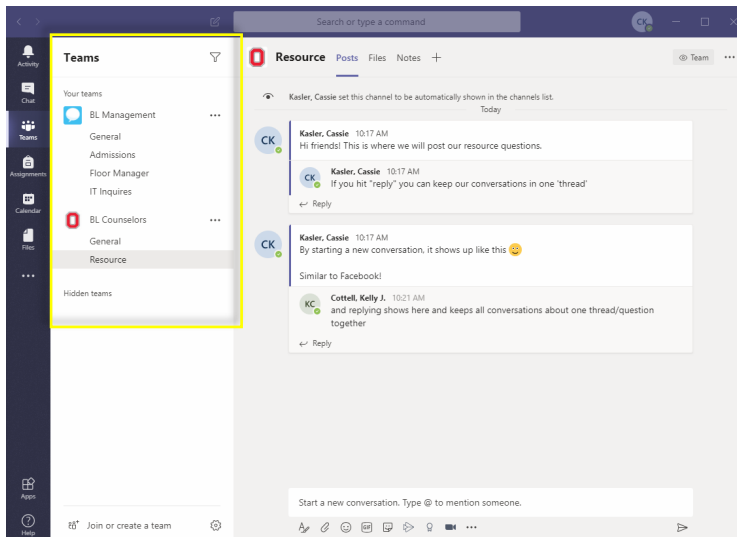

3. Click on **Switch View**

4. Select **Grid** or **List** to change your view. **Grid** view is recommended.

5. If you select **List**, your view will look like this:

By selecting **Grid**, your view will look like this: