

# Microsoft Teams

## Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams application interface. At the top is a navigation bar with icons for Activity, Chat, Teams, Calendar, Calls, and Files. Below this is a list of teams, including 'Mark 8 Project Team'. The main area displays a chat conversation within this team, showing messages from Megan Bowen, Adele Vance, and Debra Berger. A command bar at the bottom allows users to search or type a command. Various callout boxes provide instructions on how to use different features of the app.

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & 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 Apps to browse or search apps you can add to Teams.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, 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 app settings, change your pic, or download the mobile app.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

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

**Reply**  
Your message is attached to a specific conversation.

**Start a new conversation.** Type @ to mention someone.