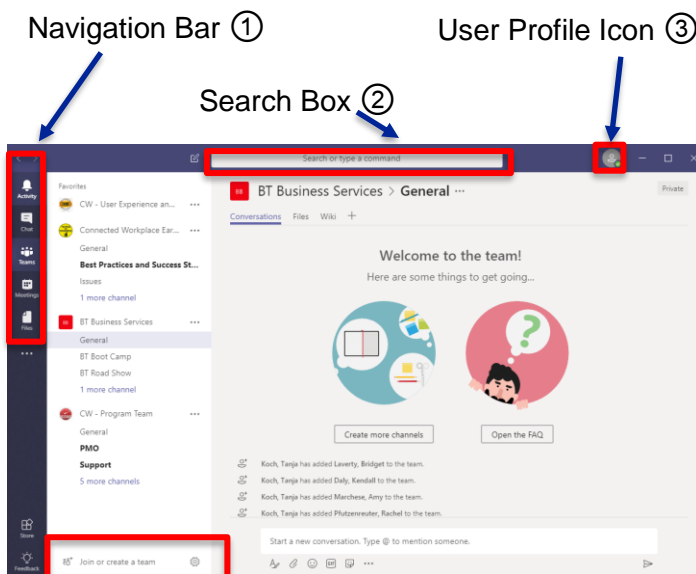




Teams


Teams brings together chat, content, and everyday tools into one place, including file storage and note taking, and is integrated with Office 365. In Teams, a *team* is a collection of people, content and tools; the *channels* under each team organize the team by project or topic. Chats are threaded and persistent - the chat history is always available. Participate in team discussions to stay in-the-know and share your files within Teams so others can view and edit them. Collaborate easily with your own team from any Internet-connected **Company**-managed computer or mobile device (iOS or Android). You can easily continue a chat or conversation from your computer to your phone, to your tablet and back.



④ Join or create a team

① **Navigation Bar** – Click the icons to view your **Activity**, **Chat**, **Teams** or **Files**, as shown. **Tip:** The **Files** tab displays the files you have recently used in Teams and OneDrive. **Note:** The **Meetings** tab is not fully enabled yet.

② **Search Box** – Search for messages, people, or files. You can search across teams, channels, and files. Type a keyword or phrase in the Search box, and then press **Enter**. Select **Messages**,

People, or **Files** at the top of the search results to refine your search or click  to filter search results based on date, team, @mentions of you (when someone entered the @ symbol followed by your name to request input or action from you), or other criteria.

③ **User Profile Icon** – Click your user profile icon to change your *Availability*, view any conversations you've saved, or adjust other settings.







④ **Join or create a team** – You may already be part of a team.

Select **Teams** in the left **Navigation** bar to see *your* teams displayed. To create a new team, click **Join or create a team** and then **Create a team**. Enter a team name, a description if desired, and choose the privacy level. After the team is created, right-click the team name to add team members and channels, or perform other team functions. **Tip:** Select **Manage team** to see the team members that belong to an existing team. Right-click on a channel name for more options.

Setting Your Availability

To change your availability status, click your circular user profile icon in the top right corner of your screen and click to

- | | |
|--|---|
|  Available | select your status: Available (green), Busy (red), Do not disturb (red with a white line), or Away (yellow). As shown, the status color will display as a small dot on both your user profile icon in the <i>top right corner of your</i> |
|  Busy | |
|  Do not disturb | |
|  Away | |



screen and on the Teams icon in your taskbar at the *bottom of your screen*. Refer to the **Add the Teams Icon to Your Desktop** section of this guide for instructions on how to pin the Teams application icon to your taskbar.







Join the Conversation – Teams and Chat

To Join a Team Chat:

Click **Teams** in the **Navigation** bar on the left, select one of your teams from the list, and then select a channel under the team (make sure you are on the **Conversations** tab; select the desired tab at the top of the page).

To respond in an existing conversation, click **Reply**, type your message, and then press **Enter**. To start a new chat, type your message in the **Start a new conversation** box at the bottom, and then press **Enter**. **Note:** These team chats are seen by *all* members of the team.

To Begin a Private Chat:

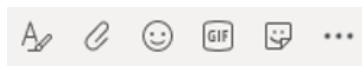
Select **Chat** in the left **Navigation** bar and then **Start Chat**  at the top. Enter the name(s) of the people you want to invite, type a message in the **Type a new message** box, and then press **Enter**. **Tip:** **Start Chat**  is

always visible at the top of the Teams application screen, whether you are viewing your **Chat**, **Teams**, **Activity** or **Files**, so you can easily start a chat anytime. You can also select an existing contact from your recent chat list on the left and **Type a new message**. To leave a chat, right-click the chat you want to leave and select **Leave**; you will still see the chat history in the **Conversation** tab. Add people to an existing chat by clicking




in the top right corner of your **Chat** window.


Enhance Your Conversations – Teams and Chat:




Use these to format your message text, attach a file, add an emoji, GIF or sticker,

and more, as shown here. Include the @ symbol followed by a teammate's full name (no space between @ and the name) to notify the recipient that you are requesting input or action, or enter the channel name after @ to notify the entire team (for example, **@AmySmith** or

@General). Under , you can choose to add a subject to keep your conversations organized. Just place your cursor to the left of **Add a subject** and start typing; larger, bold font is pre-selected for the subject. **Tip:** If you attach a file to your chat, it is stored under the **Files** tab at the top of the channel page for others to easily find later.

Hover to the right of a message or its reply: click  to “like” it,

 to save the chat, or “...” for further options. **Tip:** Select **Edit** under “...” to go back and easily correct a “typo” or make an edit in the body of your message (without having to add a new message), then press **Enter** to re-post it. “**Edited**” will appear to the right of the corrected chat.


Click your circular user profile icon in the top right corner of the screen as shown and select **Saved** to see your *saved* chats. View chat history whenever you like, simply click **Chat** in the left **Navigation** bar and select the chat you want to review (click the **Conversation** tab to see a record of all your chats); or, click **Teams** in the left **Navigation** bar, select a team, and then one of its channels to see the *team* chat history (make sure you are on the **Conversations** tab). **Tip:** Use the **Search** box to quickly find content you are looking for.

Notifications

When a teammate “likes” something you’ve posted, replies to a conversation you’ve started, or @mentions you (by including



@YourName in a chat, for example), a red dot will appear next to the Teams icon in your taskbar at the bottom of your screen alerting you with the number of notifications you have received.

Once in the Teams application, in the left **Navigation** bar, you will also see a red dot next to **Activity** or **Chat**, or the @ symbol next to Teams, letting you know where to look. Select **Activity** in the left **Navigation** bar; the conversations involving you will display. To narrow down the conversations that are displayed, select **Filter** , and then select **@ Mentions, Replies, Likes** or other criteria.

After you have viewed the notifications/new

content, the dot next to the Teams icon in your taskbar turns green, indicating that you are caught up. See the **Add the Teams Icon to Your Desktop** section in this guide for instructions on how to pin the Teams icon to your taskbar.







Save Your Files in Teams

When you save your Office 365 files (such as Word, Excel and PowerPoint) to Teams or OneDrive you will be able to open them from any **Company**-managed computer, tablet, or phone. From the Teams application, select **Teams** in the left Navigation bar, select a team and then the channel where you would like to upload your file. Type a message in the **Start a new conversation** box at the bottom of



the page and click  to upload a file with your chat. Click  to send and post your file and chat. Teammates can reply to your chat if they like. To upload a file in **Teams without** an associated conversation, select a team and then a channel; click the **Files** tab at the top of the channel page and select **Upload** to automatically share the file with the team. **Tip:** To edit a file on a mobile device, be sure to first download the mobile app (for example, Excel, Word, or PowerPoint); you will be prompted to do so if you haven't already.

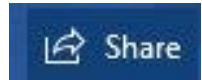
Co-authoring – Shared Documents



Team members can simultaneously edit a file (such as Word or PowerPoint) that is shared from Teams or OneDrive, on their respective devices using real-time co-authoring. Flags indicate where others are working in the file, and you can see their edits as they make them. When another person opens the same file you are in, you are both prompted to **opt in** (to acknowledge and agree to co-authoring) if you have not previously done so. *To get started*, you must first share your file with others using the instructions under **Share Your Files with Others** – just be sure you give them *edit* permissions. Co-authoring can be especially useful when a deadline is approaching, as others can make any necessary changes to their parts of a presentation simultaneously. **Note:** You can share and co-author files stored in Teams with others internal to **the Company** who have Office 365; for detailed information about sharing with external partners, visit BTonDemand.XXX.com and search on “External Collaboration.”

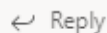
Share Your Files with Others

To invite others to view or edit your files in Teams or OneDrive, *from Word, Excel or PowerPoint*, click the **Share** button in the top right corner of the screen. Then you can enter the name(s) of whomever you want to share with, choose whether they will have *view only* or *edit* permissions, type a note if you wish and click **Share** to notify them. Alternatively, you can go to **File, Share, Share with People**. If you have not yet saved your document to Teams or OneDrive, you'll be prompted to do so first. Keyboard shortcut: **Alt+Y+U**. **Note:** You can share files stored in Teams with others internal to **the Company** who have Office 365; for detailed information about sharing with external partners, visit BTonDemand.XXX.com and search on “External Collaboration.”



Send an Email to a Team Channel

Each channel contained under a team has a unique email address associated with it. To send an email, *right-click* the channel name and select **Get email address**. Right-click to copy the entire email address, then paste it into the **To:** field of an Outlook email message; create the body of the email and click **Send**. Back in the Teams application, the email message becomes a team chat that team members can reply to in the channel. If the email is too long to view in its entirety, click **View original email**. **Note:** Make sure you right-click on a channel and not a team to view the channel email address.



Add the Teams Icon to Your Desktop

To pin the Teams application to your taskbar so the Teams icon is always visible, click the magnifying glass at the bottom left of your screen, enter “Teams” in the **Search Windows** box, press **Enter**, right-click on “Microsoft Teams” when it displays in the results, and then select **Pin to taskbar**. This way you can easily see how many notifications you have; the number of notifications can be viewed in a red dot as shown (for example, you are notified when someone replies to a conversation you started or “likes” your message).

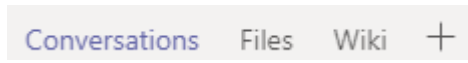




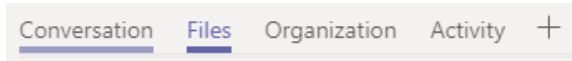
Tabs – Teams and Chat

You and your team members have quick access to tools, services, and files using *tabs*. Tabs are visible at the top of the screen, so you can get to them easily. From the left **Navigation** bar, tabs are located under both **Teams** and **Chat**.

Teams: Each channel under a team contains three *tabs*:

 **Conversations**, **Files** and **Wiki**. (The **Wiki** tab opens a notepad.) To display the current tabs, select one of your teams and then one of the team's channels (teams contain at least one channel, the *General* channel). Upload your files from the **Files** tab to automatically share them with other team members.

Chat: Each chat contains four tabs: **Conversation**, **Files**,

 **Organization** and **Activity**. (The **Organization** tab shows your chat recipient's location in the **Company** org chart). To view the tabs associated with one of your chats, simply select a chat from the list. Share a file from the **Files** tab to collaborate with *just* your chat recipient(s). Learn more about **Files** under the **Save Your Files in Teams** section of this guide.

To create a new tab: Click the + to the right of the existing tabs at the top of the page and then select one of the apps displayed, to provide the template for your new tab (for example, choose OneNote in *Teams* or Website in *Chat*).

Desktop Keyboard Shortcuts

Start new chat: Ctrl+N

Settings: Ctrl+,

Search: Ctrl+E

Help (T-Bot): F1

Close: Esc

Activity view: Ctrl+1

Chat view: Ctrl+2

Teams view: Ctrl+3

Attach file: Ctrl+O

Go to team/channel: Ctrl+G

Use Teams on Your Mobile Device



You can access Teams on-the-go, to chat, manage your files, and more, using the Teams mobile app from any **Company**-managed device. Take advantage of the fact that you can easily continue a chat or conversation from your computer to your phone, on to your tablet and back, without missing a single word. The Teams mobile app looks similar to the PC version. Tap the icons at the bottom of the screen to view your **Activity**, **Chat** or **Teams**.