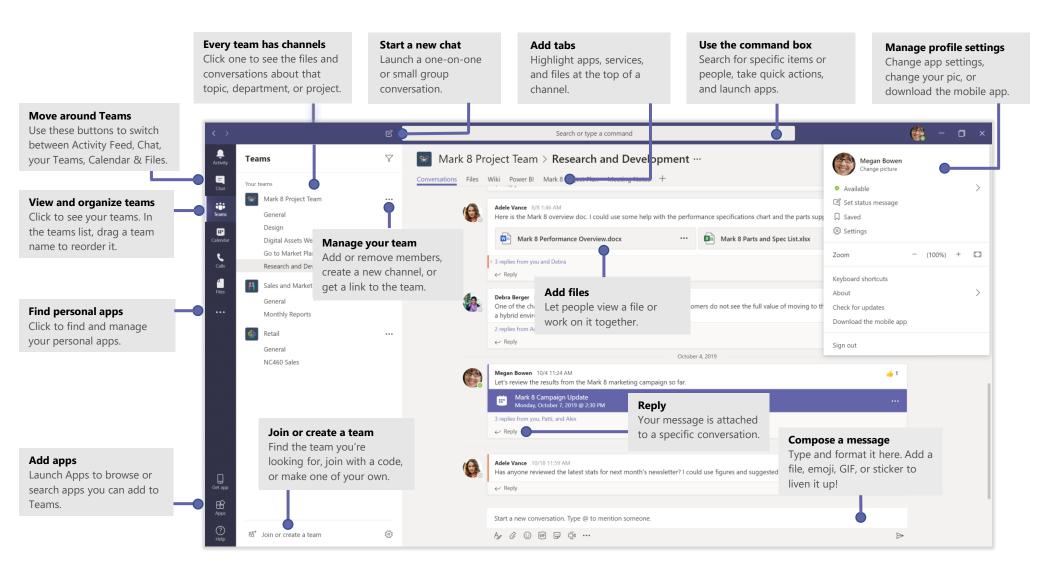
Quick Start Guide

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

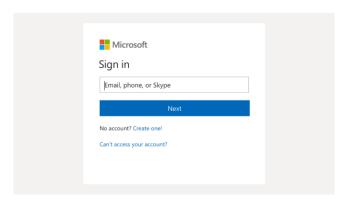


Sign in

In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

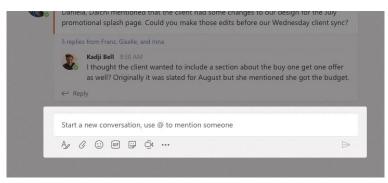
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

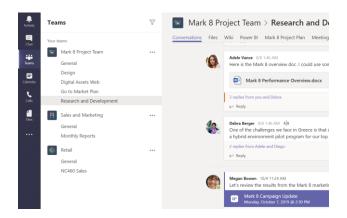
With the whole team... Click **Teams** ♣ pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** \square , type the name of the person or group in the **To** field, write your message, and click **Send** \triangleright .



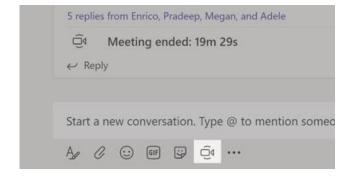
Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** conversations, and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



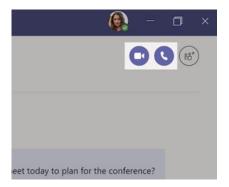
Start a meeting

Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** d, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



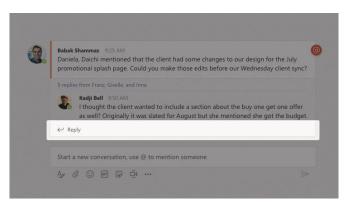
Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



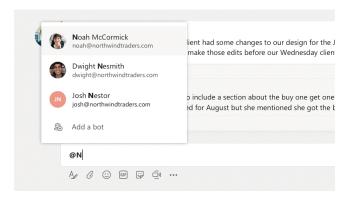
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** \triangleright .



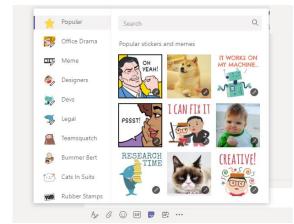
@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.



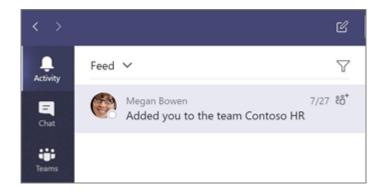
Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



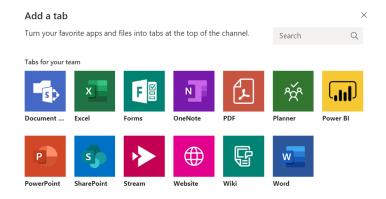
Stay on top of things

Click **Activity** \bigcirc on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



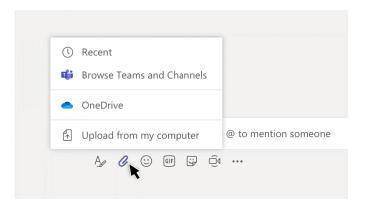
Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



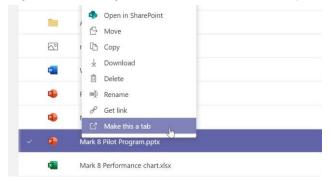
Share a file

Click **Attach** ounder the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



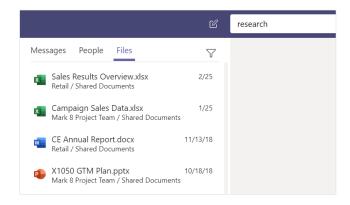
Work with files

Click **Files** on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



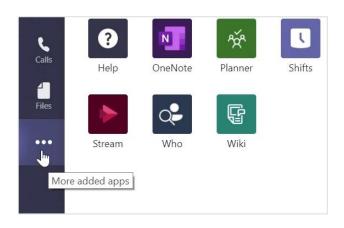
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** γ to refine your search results.



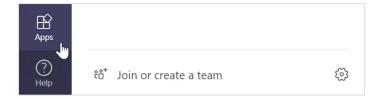
Find your personal apps

Click **More added apps ···** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps** \blacksquare .



Add apps

Click **Apps** $\stackrel{\text{left}}{=}$ on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit https://go.microsoft.com/fwlink/?linkid=871117 for more information.

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