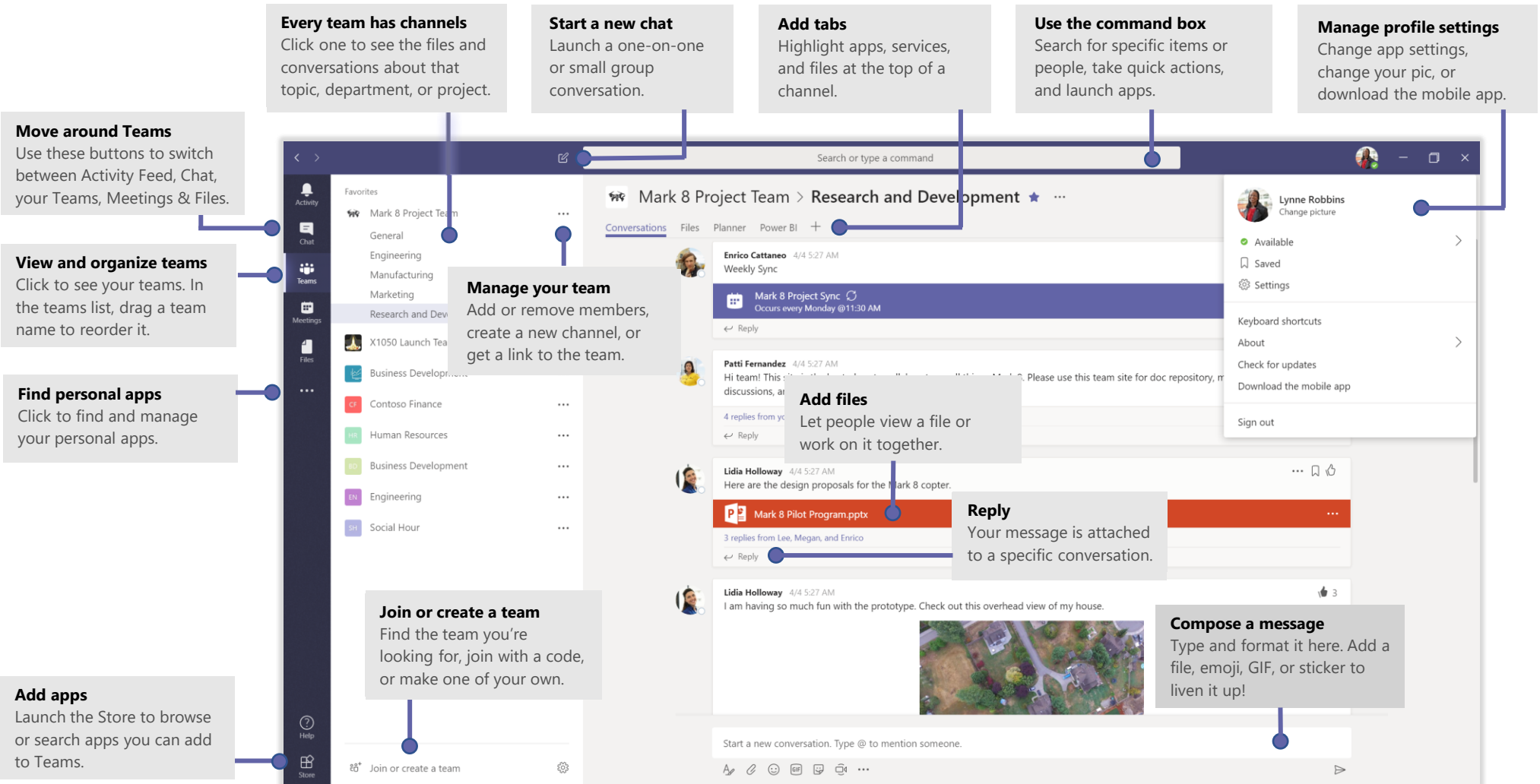


## Quick Start Guide

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

We are happy to help you in your journey with Microsoft Teams! **Contact us today at [info@spyglassmtg.com](mailto:info@spyglassmtg.com).**



**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & 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 the Store 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.

**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.

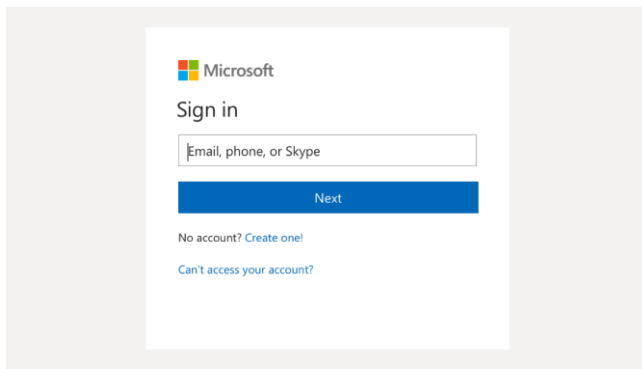
**Reply**  
Your message is attached to a specific conversation.

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

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

## Sign in

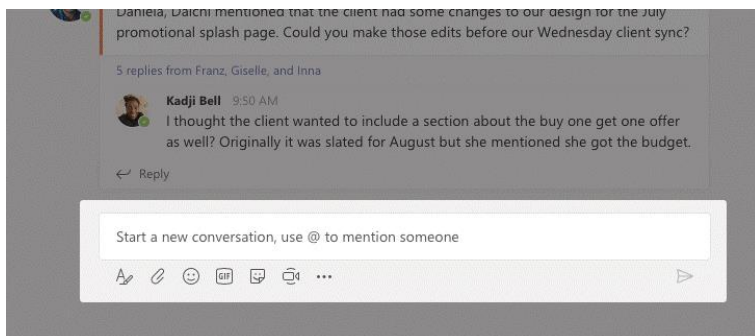
In Windows, click **Start** > **Microsoft Corporation** > **Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



## Start a conversation

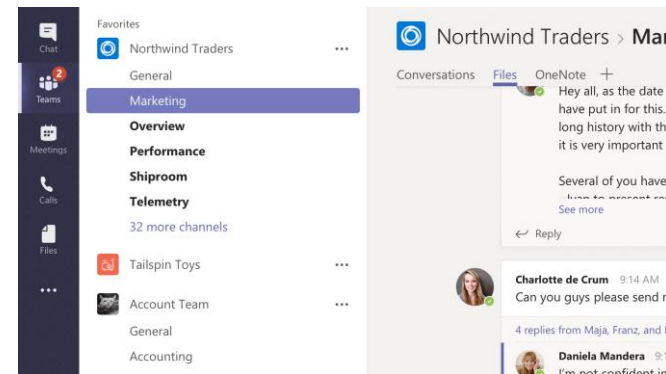
*With the whole team...* Click **Teams**, pick a team and channel, write your message, and click **Send**.

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



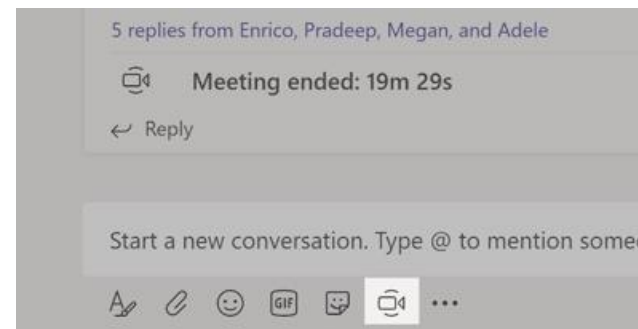
## Pick a team and channel

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** and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.






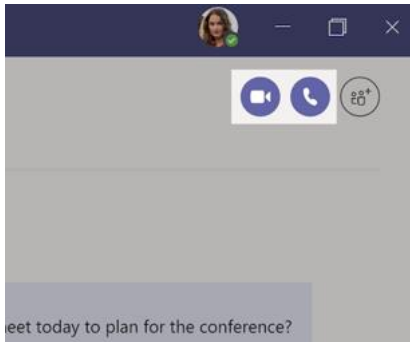
## Start a meeting

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**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.




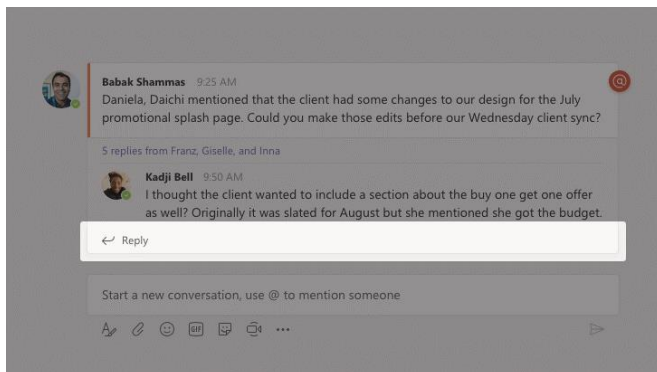
## Make video and audio calls

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.



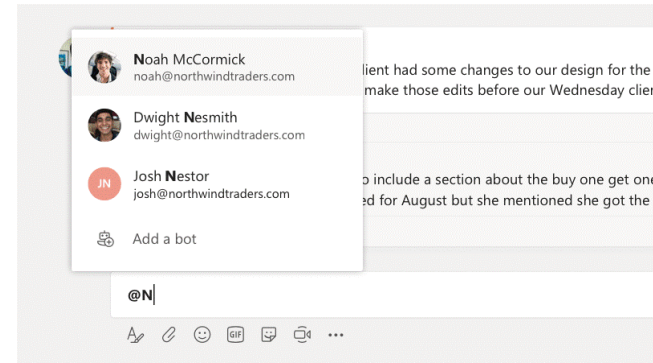
## Reply to a conversation

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** .




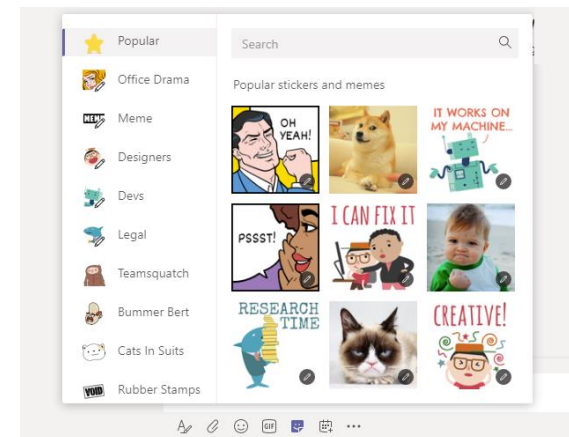
## @mention someone

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.




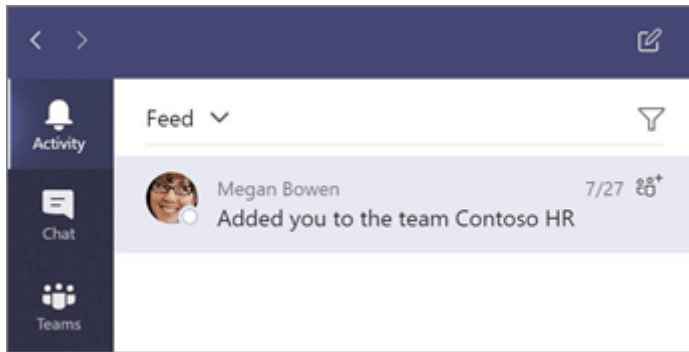
## Add an emoji, meme, or GIF

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.



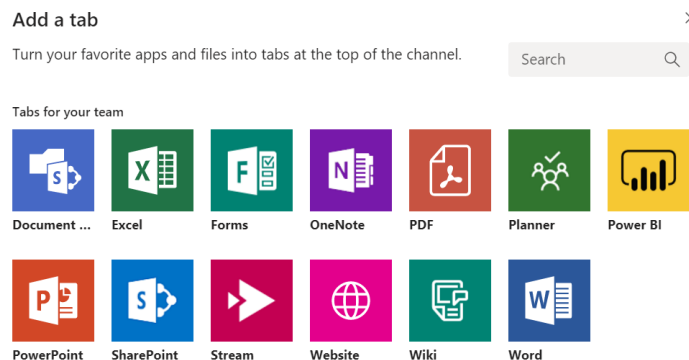
## Stay on top of things

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




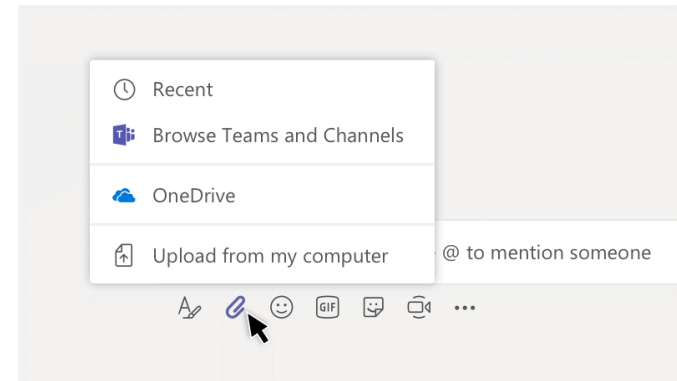
## Add a tab in a channel

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.




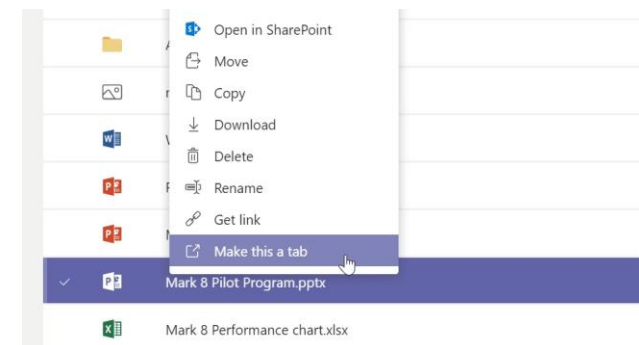
## Share a file

Click **Attach**  under 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.




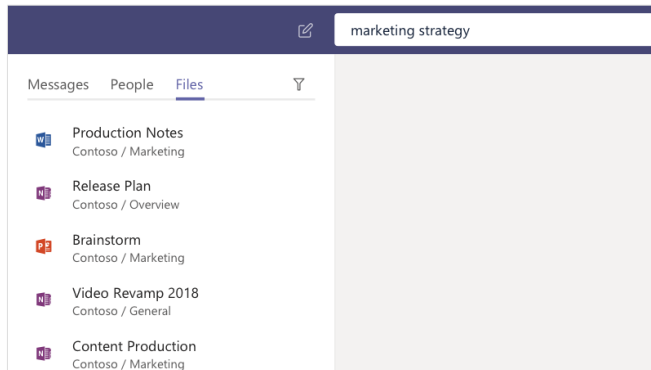
## Work with files

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!





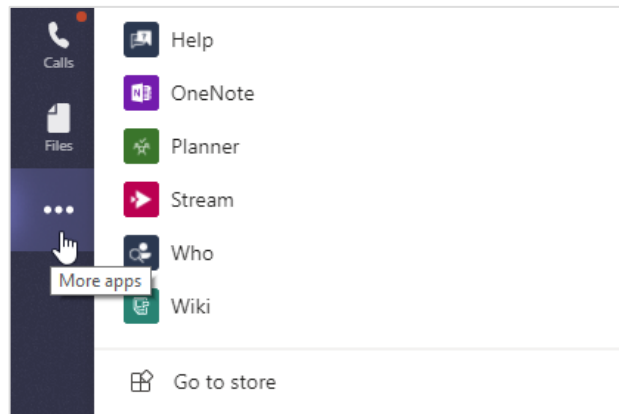
## Search for stuff

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**  to refine your search results.




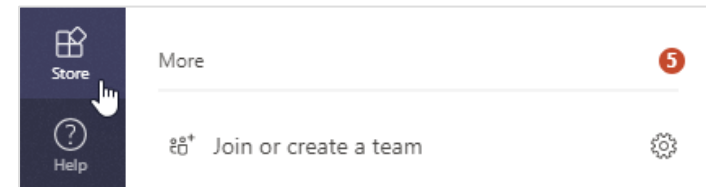
## Find your personal apps

Click **More apps**  to see your personal apps. You can open or uninstall them here. Add more apps in the **Store** .



## Add apps

Click **Store**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Install**.



## 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.

### Get a free half-day virtual Teams set up

Spyglass MTG is offering a free half-day virtual Teams set up to get you up and running on Teams in these difficult times. **Contact us today at [info@spyglassmtg.com](mailto:info@spyglassmtg.com).**

## Get other Resources

To download more resources, visit <https://www.spyglassmtg.com/resources>.