
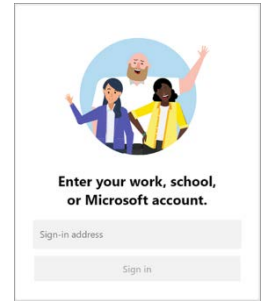


## Sign in and get started with Teams

### Sign in to Teams

1. Start Teams.
  - In Windows, click **Start**  > **Microsoft Teams**.
  - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
  - On mobile, tap the **Teams** icon.
2. Sign in with your Office 365 username and password.

**Note:** Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. For details, see [How do I get access to Microsoft Teams?](#)

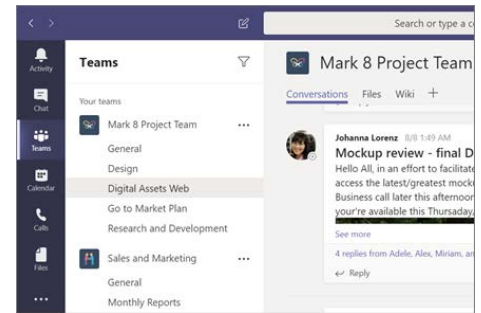


### Pick a team and channel

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.



The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Select **Teams**  on the left side of the app and then pick a team. If you're not on a team and want to create one, see [Onboard your teams](#).
2. Select a channel and explore the **Conversations**, **Files**, and other tabs. For more info, see [Teams and channels](#).





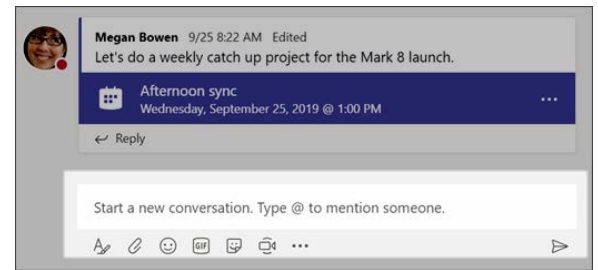
### Chat and share files in Teams

#### Start a new conversation... ..with the whole team

1. Click **Teams** , then pick a team and a channel.
2. In the box where you type your message, say what's on your mind and click **Send** 


#### ...with a person or group

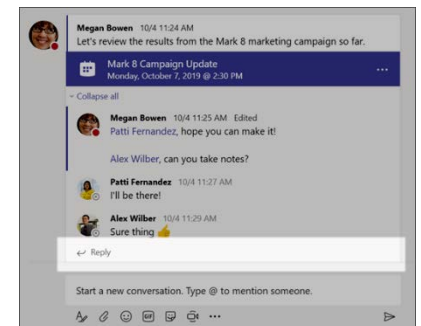
1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the box where you type your message, say what's on your mind and click **Send** 



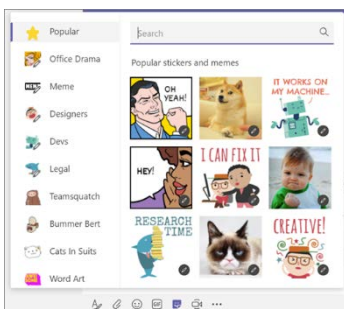
### Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.


1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** 




### Have fun with emoji, memes, and GIFs



Express yourself and impress your coworkers!

• Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories.


The **Sticker**  catalog contains a wide variety of customizable stickers and memes — you can even upload your own!


Check out **Emoji**  for smiley faces and **Giphy**  for animated GIFs.

## Share a file

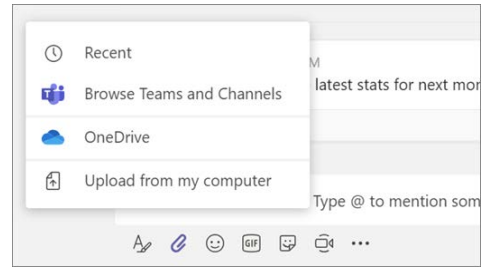
Sometimes words aren't enough, and you need to post a file to a channel conversation.

**Tip:** Teams works particularly well with Microsoft Office documents.

1. In your channel conversation, click **Attach**  under the box where you type your message.
2. Select from these options:
  - **Recent**
  - **Browse Teams and Channels**
  - **OneDrive**
  - **Upload from my computer**
3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** .

You can always see all the files you post to a channel by going to the **Files** tab.

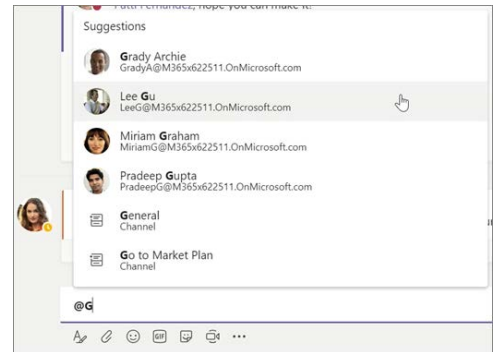



## Collaborate in Teams

### @mention someone

An @mention is like a tap on the shoulder — a way to get someone's attention in a channel conversation or a chat.



1. In the box where you type your message, type **@**, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.

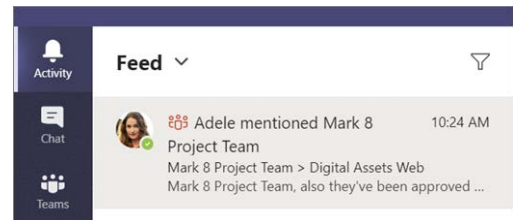


Each person you @mention gets a notification in their **Activity** feed. Check for a red circle next to **Activity**  right now to see if someone has @mentioned you!

## Stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

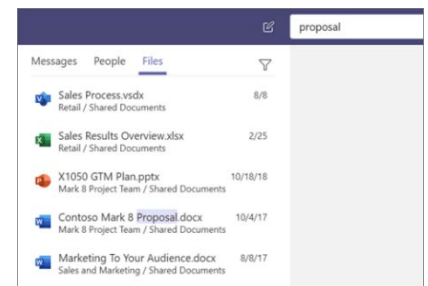
1. Click **Activity** .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.
  - Click **Filter**  to show only certain types of notifications such as @mentions or reactions.
  - Select **Feed** > **My Activity** to see a list of everything you've been up to lately in Teams.



## Search for messages, people, or files

Searches cover your entire organization — all the teams and channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.



## Handy Training/Instructor learning Links:

1. Quick Start Guide – <https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>
2. Teams Interactive Demo - <https://teamsdemo.office.com/>
3. Collaborating with Team Members with Microsoft Office 365 - <https://youtu.be/0y0w1xcJmu8?list=PL1DA6150B24AFF5B7>
4. Watch Teams Training Videos - <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-US&ad=US>
5. End User Training - <https://docs.microsoft.com/en-us/microsoftteams/enduser-training>