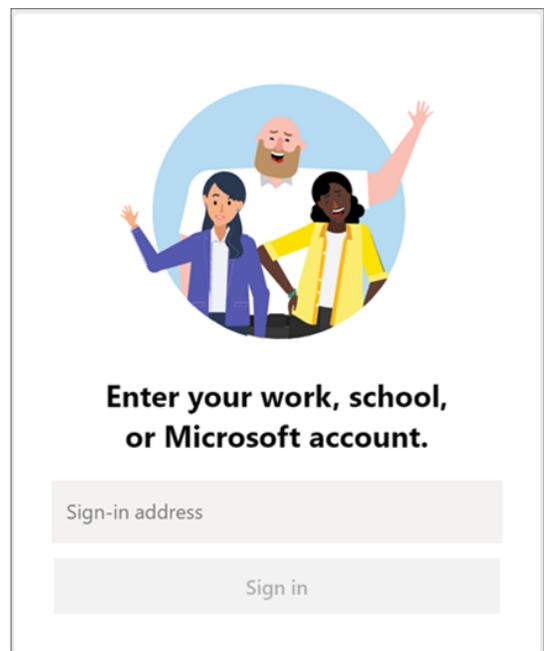


MICROSOFT TEAMS QUICK GUIDE

Sign in and get started with Teams

Sign in to Teams

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

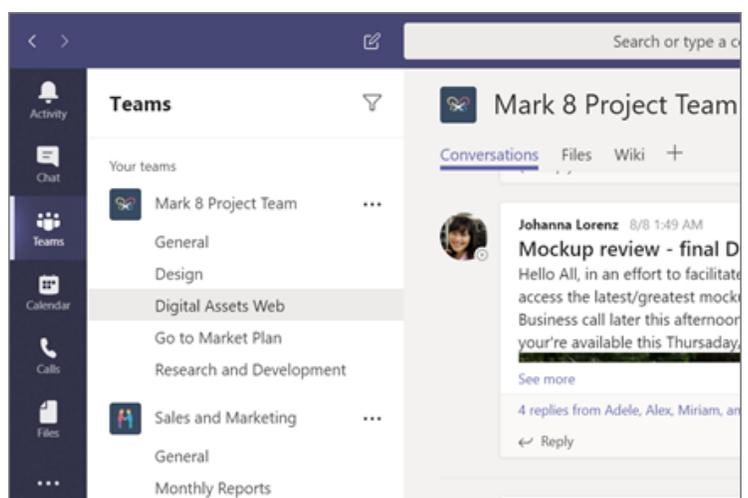


Pick a team and channel

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!

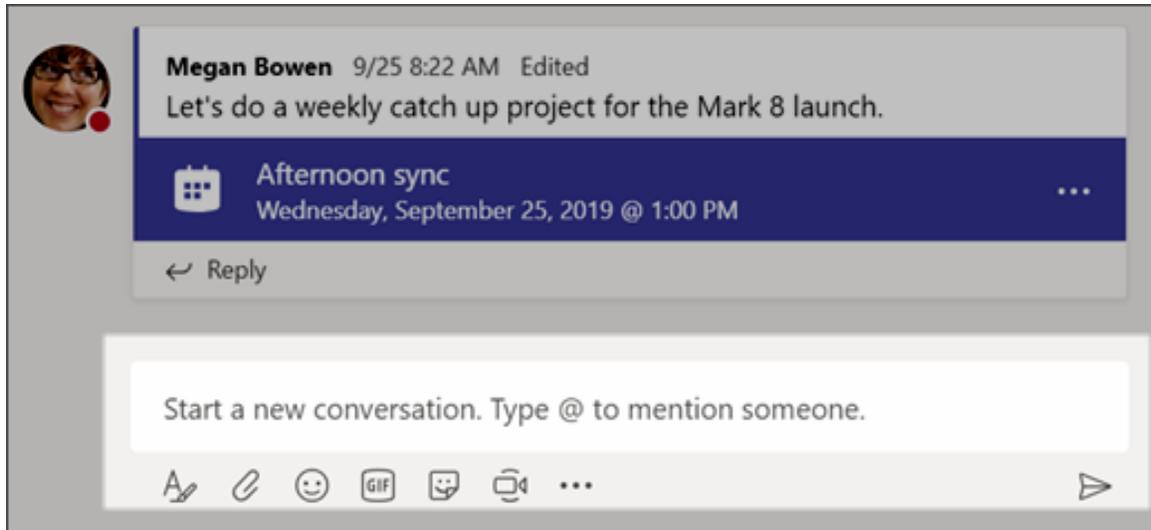
1. Select **Teams**  on the left side of the app and then pick a team.
2. Select a channel and explore the **Conversations**, **Files**, and other tabs.



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**  .

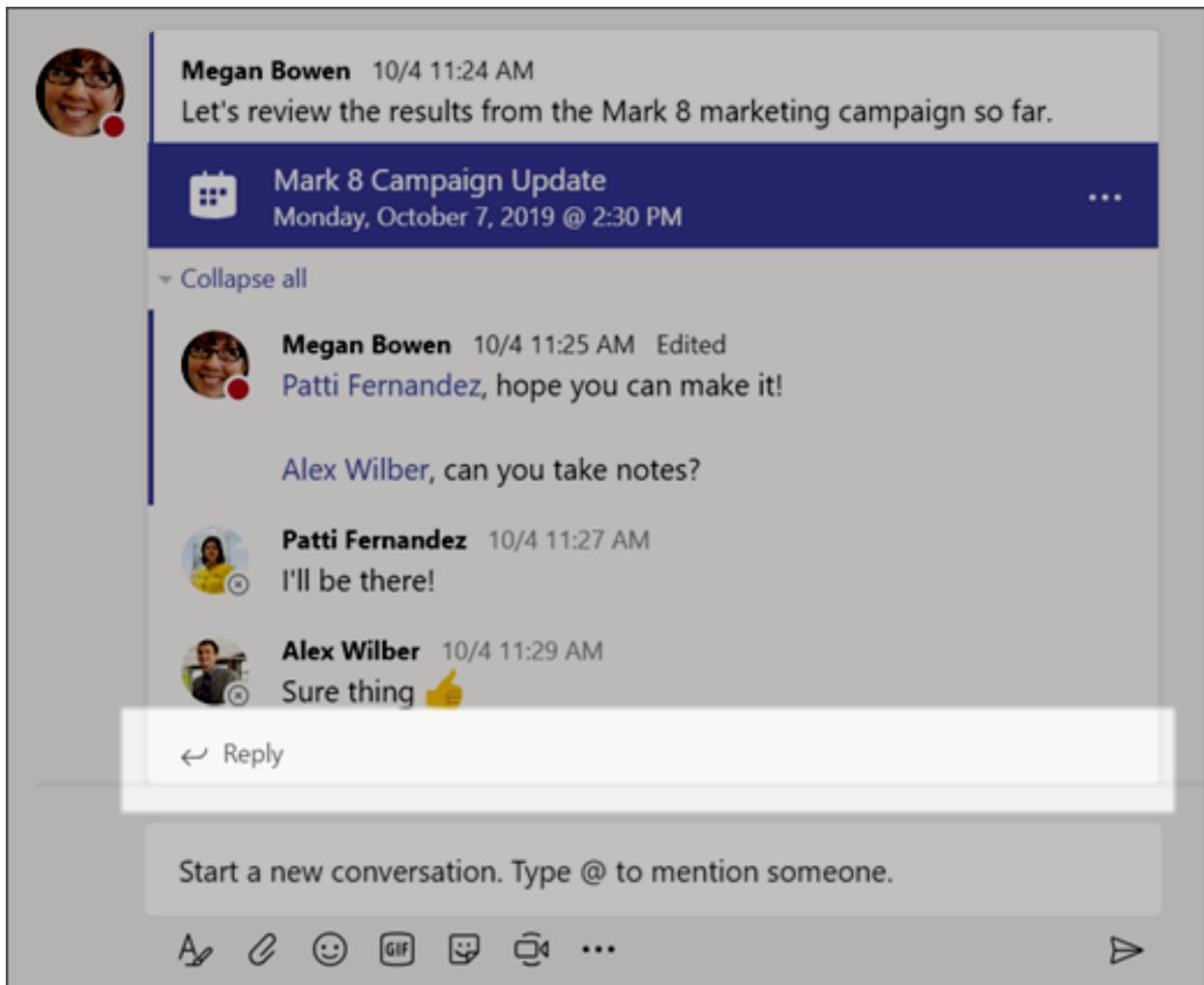
...with a person or group

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** .



Share a file

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

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.