

The Teams app helps you collaborate with your team by providing easy access to team announcements, online chat and shared files. If you need help getting started, see the “Opening and Logging In” Teams QRC.

The Teams Tab

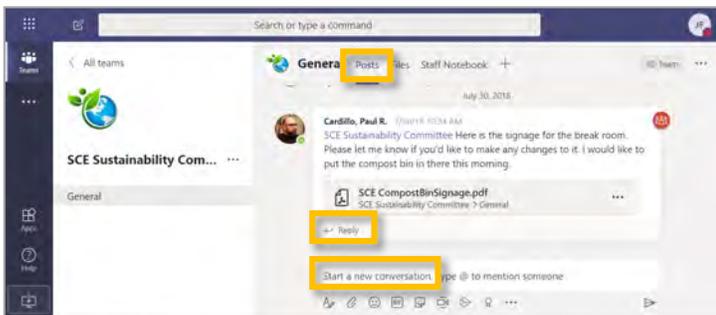
1. After logging in to Teams, click the **Teams** icon on the left side of the screen. All teams you have been added to will appear on the screen.
2. Click the name of the team you want to open.



Posts

The Teams tab will open to your team **Posts**. You will see posts by your team and updates on team activities.

1. To respond to a post click **Reply**.
2. To add a post click **Start a New Conversation**.



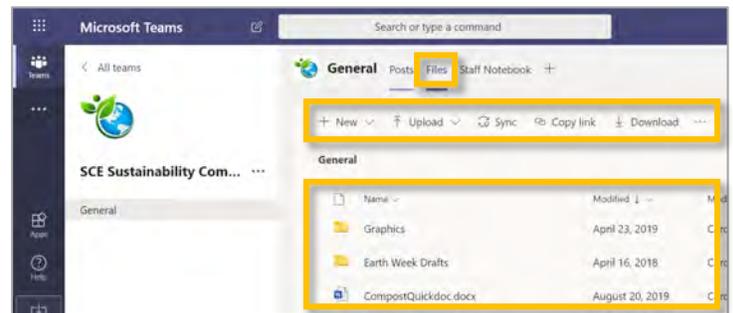
By default you will receive an email each time a post is added to the team.

1. To change your notification settings, click your **profile icon** and select **Settings**.
2. From the settings screen select **Notifications**, make your changes, then click **Save**.



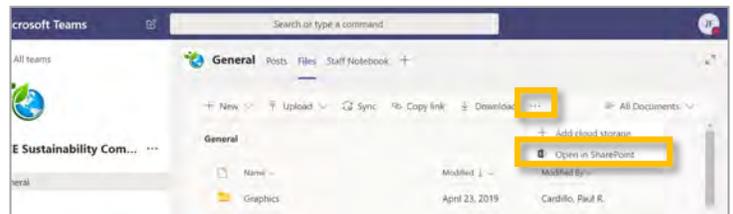
Files

1. To access shared files, click **Files**.
2. Use the file controls to create a **New** folder or file and to **Upload** and **Download** files.
3. Team members can all view and edit the files.

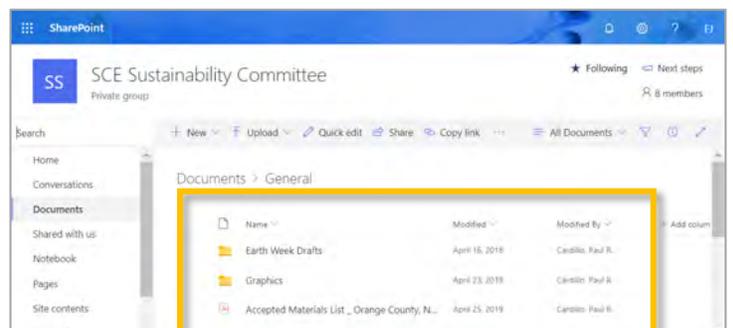


If you prefer, you can view and manage these same files using SharePoint.

1. Click the **3 dots** in the file controls to open the extended menu.
2. Select **Open in SharePoint**.



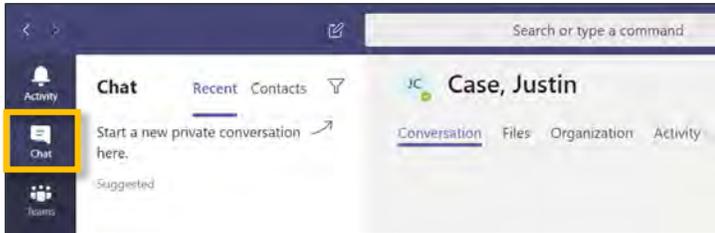
The SharePoint app will open with all of your team’s files listed. Microsoft automatically creates a SharePoint site for each Team that is created.



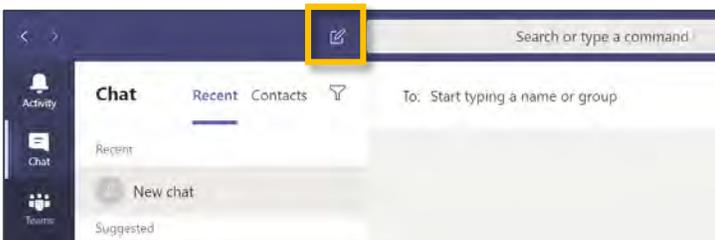
The Chat Tab

The Chat feature allows you to text, call or video any of your contacts and teams. The Chat also allows you to share and edit files.

1. Click the **Chat** icon in the left bar.



2. Click the **New chat** icon.
3. Type a name or group into the **To:** box.



4. Type your message into the message box.



Message Options:

-  Format your text.
-  Add Attachments
-  Create a Meeting
-  Add applications, videos, websites to the chat.

The Calendar Tab

Schedule a Meeting



1. Click the **Calendar** icon on the left bar.
2. Click **New Meeting**.
3. Fill out the **New meeting** form.
4. Click **Schedule**

Note: When you click **Schedule** all request will automatically populate in your Outlook Calendar.

The Calls Tab

Start a Video or Audio Chat

1. Click the **Calls** icon on the left bar.
2. Click **Make a Call**.
3. Enter the name(s) you want to call.
4. Click the video or audio icon to select your call type.



Add People

1. Click on  to add others to the chat or call.
2. Type the name in the search field.
3. Click **Add**.



Share Your Screen

1. Click  to share a screen.
2. Select which screen or window you would like to share.

