

Microsoft Teams

Quick Start Guide

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

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.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Add tabs

Highlight apps, services, and files at the top of a channel.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar

Click to see your schedule and join meetings.

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.

Join or create a team

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

Access your apps

Find apps added for your teams or your personal use.

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with buttons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area displays a team named 'Research and Development' with several channels: 'Mark 8 Project Team', 'General', 'Design', 'Digital Assets Web', 'Go to Market Plan', 'Research and Dev', 'Sales and Market', 'General', 'Monthly Reports', 'Retail', 'General', and 'NC460 Sales'. A chat window is open in the center, showing messages from Nestor Wilke, Patti Fernandez, Lidia Holloway, and Lee Gu. A file named 'Mark 8 Pilot Program.pptx' is attached to a message. On the right, a profile card for Megan Bowen is visible, showing her status as 'Available' and options to set a status message, save, settings, zoom, keyboard shortcuts, about, check for updates, download the mobile app, and sign out. At the bottom, there is a text input field for starting a new conversation and a toolbar with icons for emojis, attachments, and other actions.

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Sign in

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

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

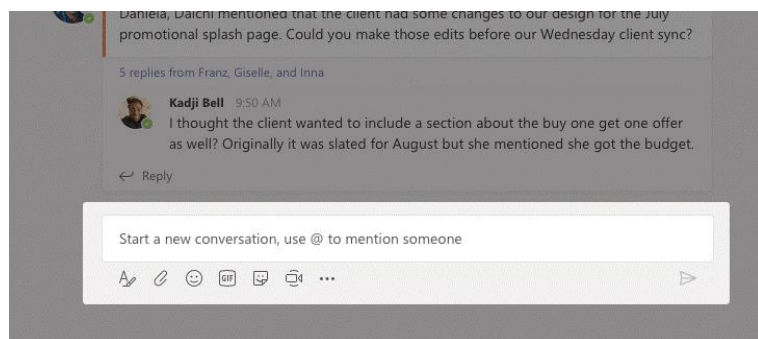
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




Start a conversation

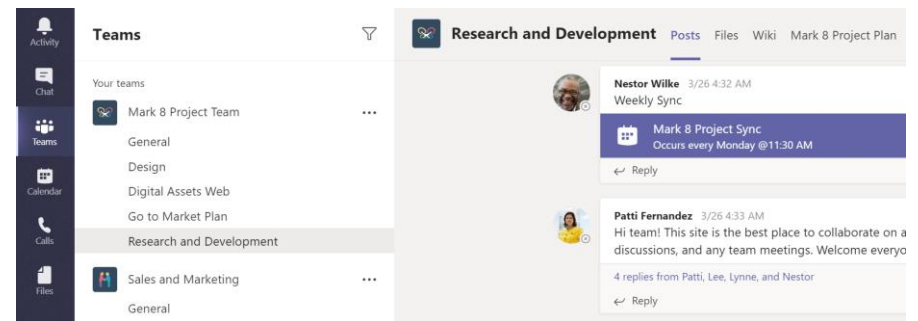
With the whole team... Select **Teams** , pick a team and channel, write your message, and click **Send** .

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** .





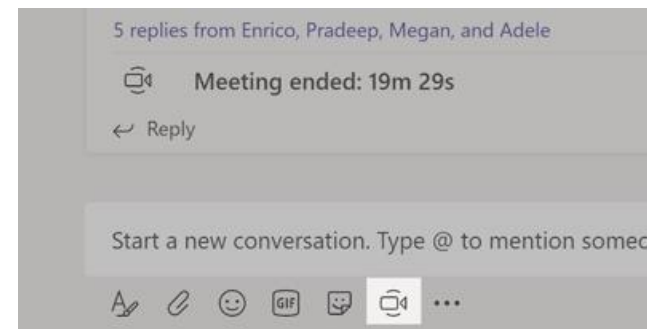
Pick a team and channel

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. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.






Start an impromptu 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.




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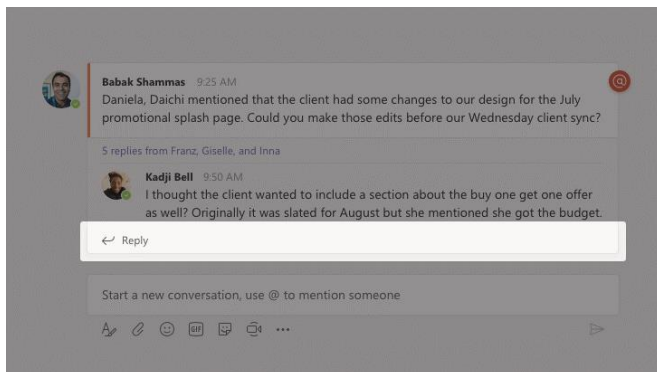
Make video and audio calls

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.



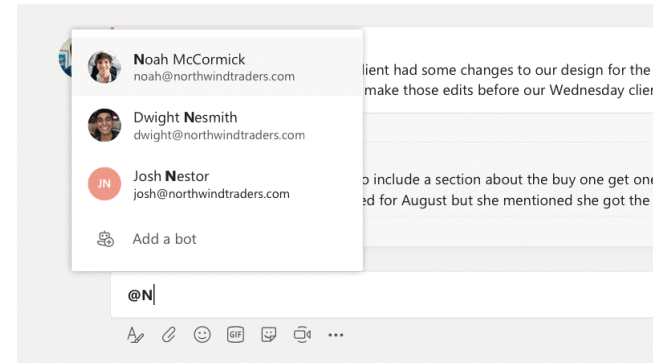
Reply to a post

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




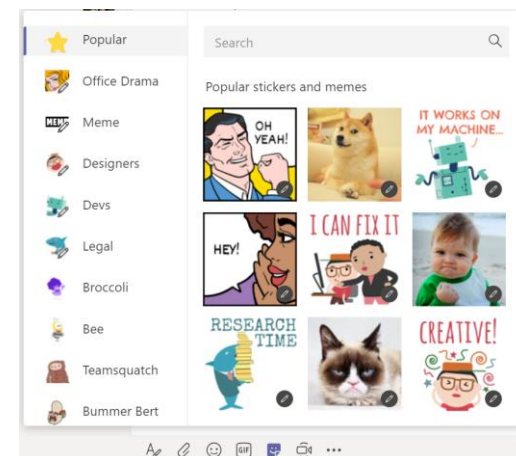
@mention someone

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.



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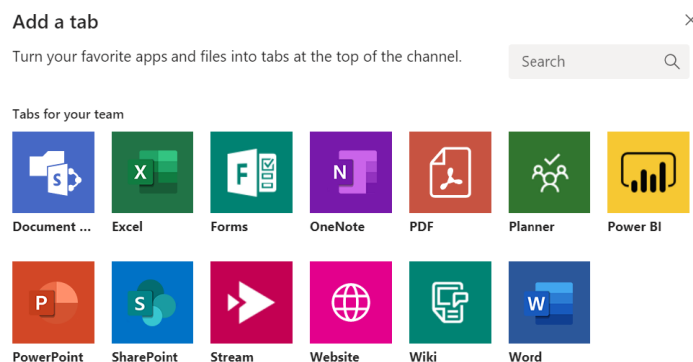
Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.




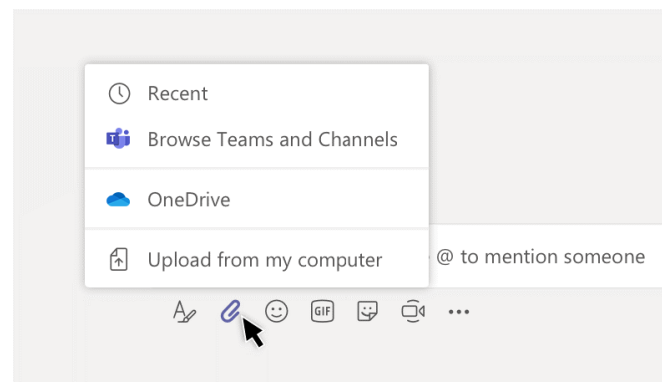
Add a tab in a channel

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.




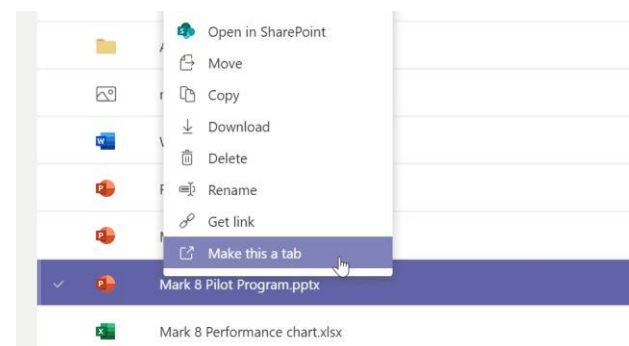
Share a file

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

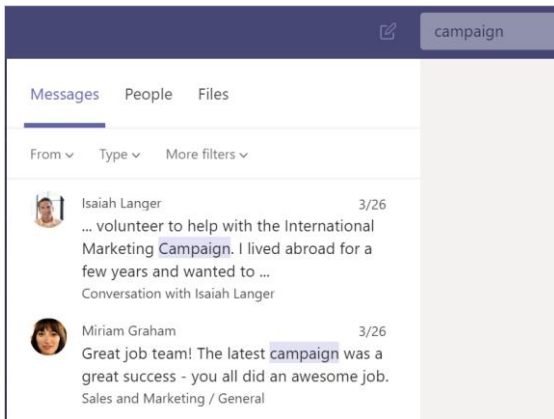
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



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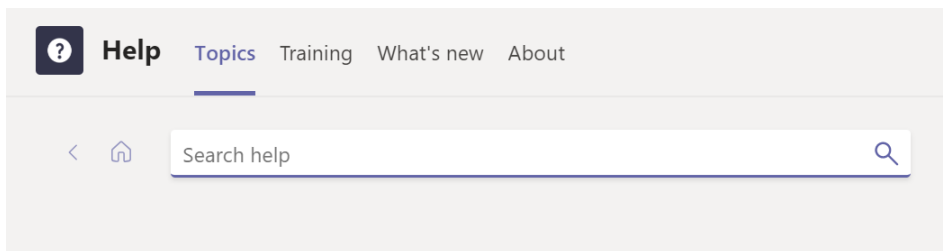
Search for stuff

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 use the filters to refine your results.




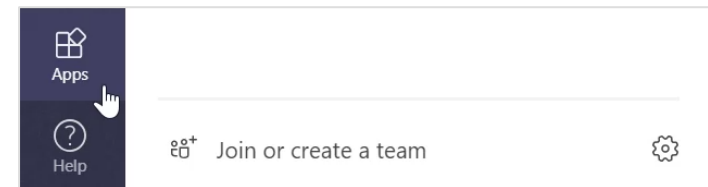
Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



Add apps

Click **Apps**  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.

Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Give feedback**. Thank you!

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