



Microsoft Teams brings together the full depth of Office 365, to provide a true chat-based hub for teamwork and give you the opportunity to create a more open, fluid, and digital environment. Microsoft Teams is built on existing Microsoft technologies woven together by Office 365 Groups.

Activity – See recent activity from all Teams you are a member of

Chat – IM or call individuals outside of a Team conversation

Teams – Find a list of the Teams you are a member of

Calendar – View your schedule and join meetings

Files – See your recent and Team files in one location

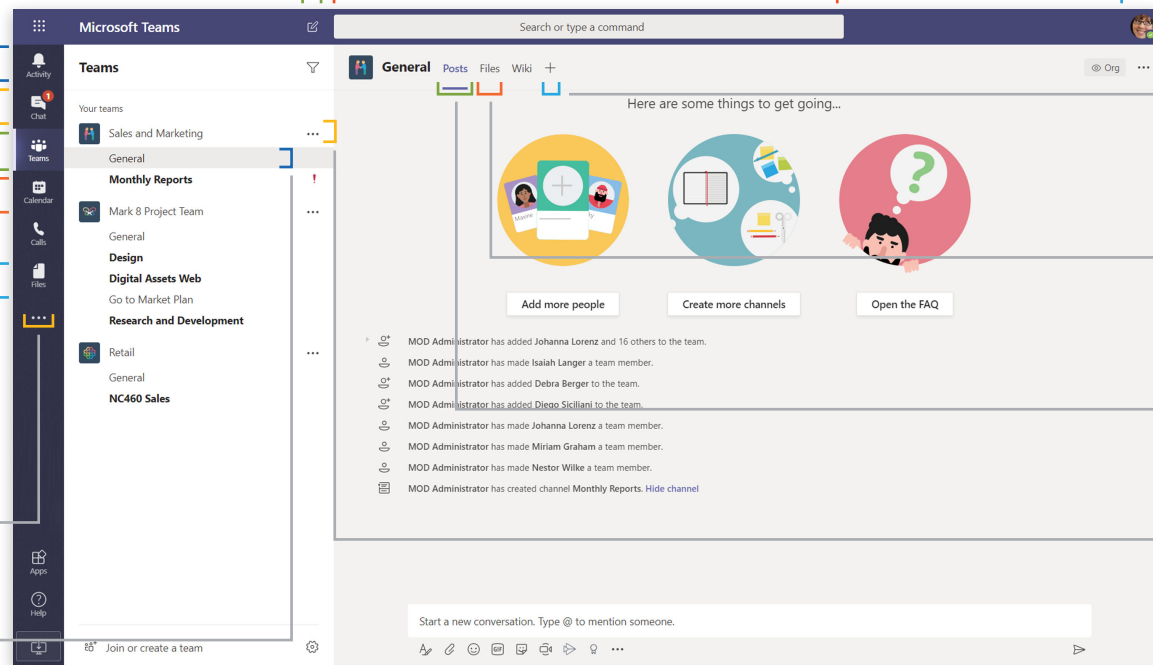
More Options – Add apps to your Team

Channel – Each Team can have different channels, General is the default

New Chat – Start a new chat with a contact

Search – Use keywords to find what you are looking for

Profile – View your profile and personalize your Teams experience



Add a Tab – Add apps to your Team with the + feature

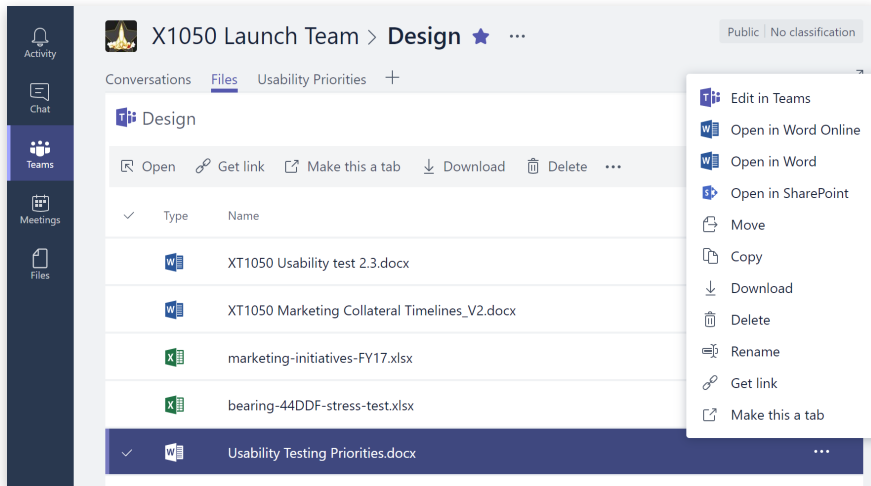
Files – Store and share files with your Team members

Posts – Chat with your team in an organized environment

Team – Select a Team to view

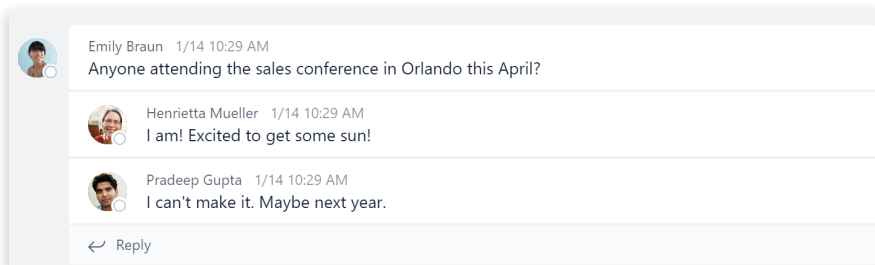
Files

Files that you share in a channel are stored in your team's SharePoint folder. Files that you share in a private or group conversation are stored in your OneDrive for Business folder and are shared with the people in that conversation.



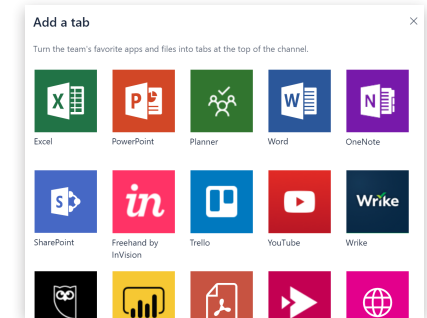
Posts

Team posts are a space to connect with your entire team quickly and easily. Use @ mentions to target a specific member in a post. The convenient formatting options allow you to create a dynamic collaboration environment.



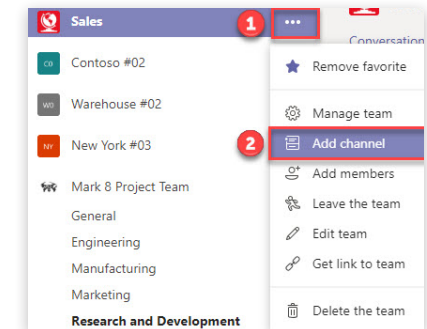
Add Tabs

Tailor your workspace to include content and capabilities your team needs every day. Add Tabs to provide quick access to frequently used documents and cloud services like PowerPoint, Planner, SharePoint, and Power BI.



Create a Channel

Channels are dedicated sections within a Team to keep conversations organized by specific topics, projects, or disciplines. Within Channels everyone on the team can have conversations, share files, schedule meetings, as well as add applications such as Planner to stay on task. Creating channels is a great way to keep your projects and your team organized and on task.



Profile/Settings

To see or change your Microsoft Teams settings, click on your profile picture in the bottom left corner. You can change your picture, set your status, themes, app settings, notifications, language, keyboard shortcuts and more. There's even a link to download the mobile app.

