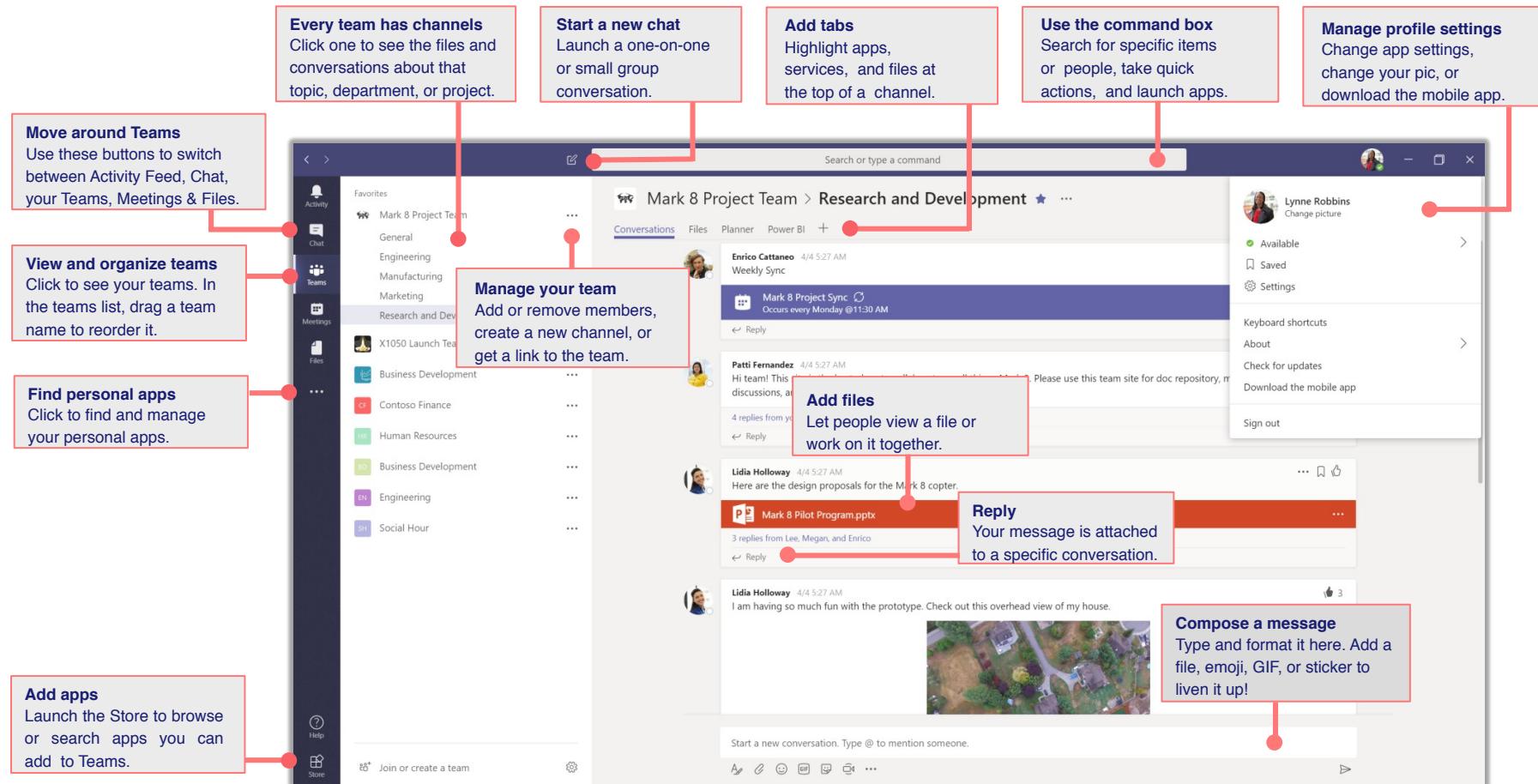


Microsoft Teams: Quick Start

Quick Start Guide

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

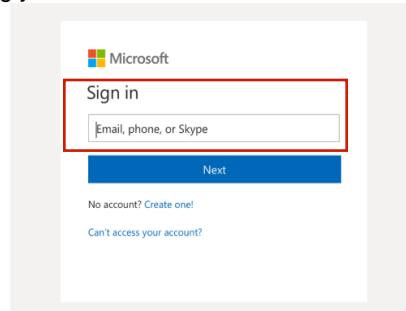


Microsoft Teams: Getting Started

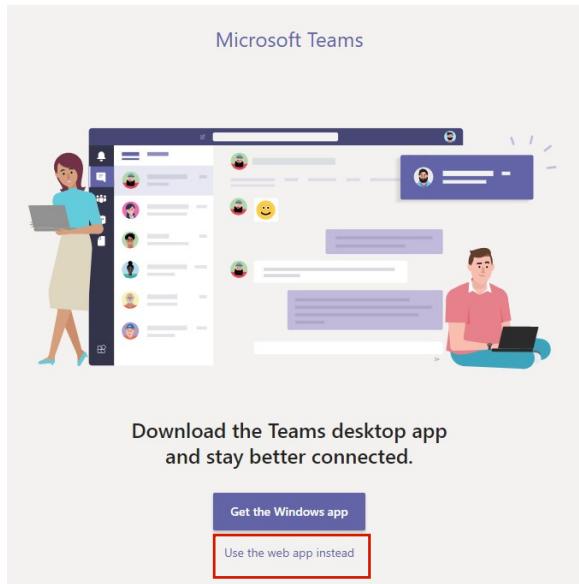
Sign in: Web browser

Open your browser: Google Chrome  or Microsoft Edge Chromium 

1. Navigate to <https://teams.microsoft.com>
2. Sign in using your SHN credentials.



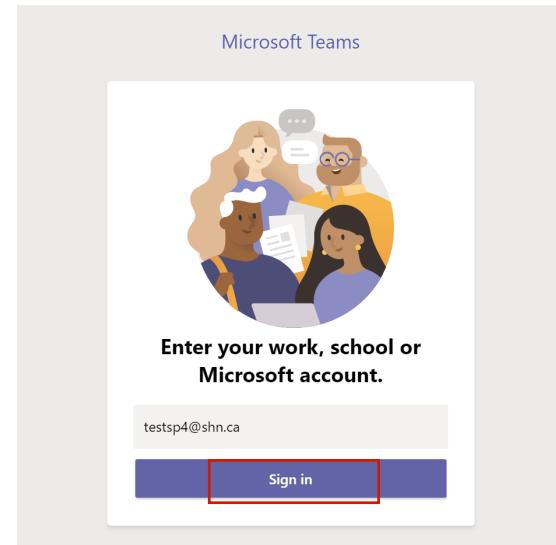
3. Select **Use the web app instead**.



Sign in: Desktop application

If Teams has been installed on your computer:

1. Launch the application:
 - In Windows, click **Start**  > **Microsoft Teams**
 - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
2. Sign in using your SHN credentials.



To install the desktop Teams application go to: <https://teams.microsoft.com/downloads>

Select **Download Teams**.

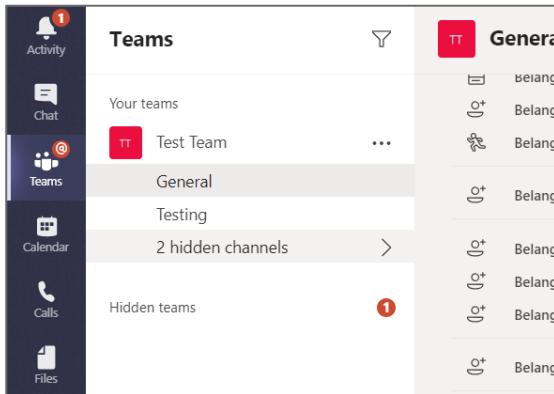
Double click the **downloaded file** (check your downloads folder). Teams will be installed. To launch follow the steps above.

Alternatively, follow the steps under *Sign in: Web browser*, in step 3 select **Get the Windows app**. Then proceed to step 4 above.

Microsoft Teams: Getting Started

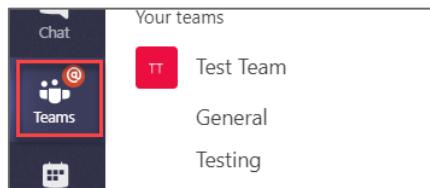
Pick a team and channel

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. Click **Teams** and select a team. Pick a channel to explore the **Conversations**, **Files** and other tabs.



Start a conversation

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



Start a conversation

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**.



Reply to a conversation

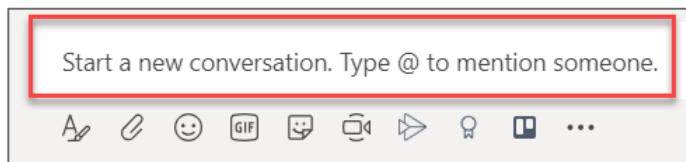
Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



Microsoft Teams: Getting Started

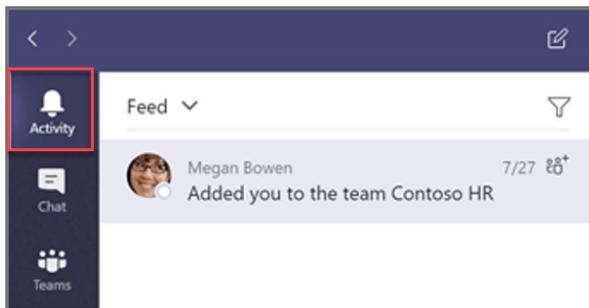
@mention someone

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.



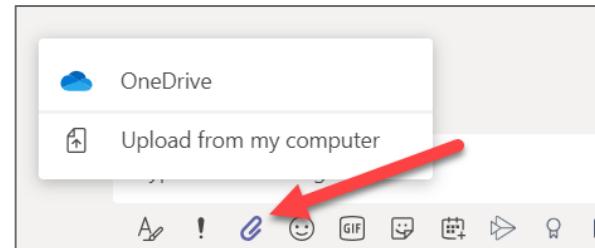
Stay on top of things

Click **Activity** 📲 on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



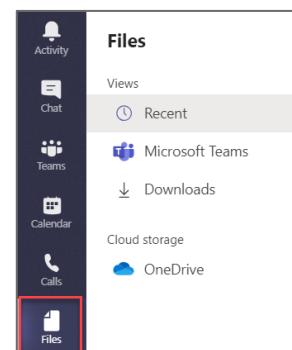
Share a file

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

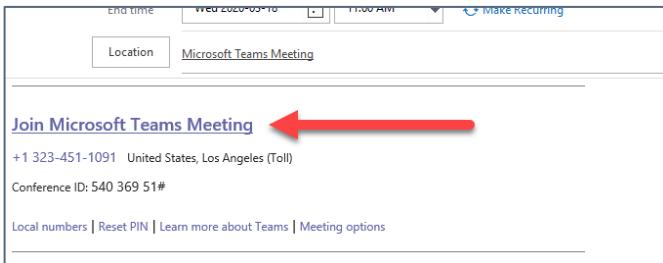
Click **Files** 📁 on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it (not pictured). In a channel, you can instantly turn a file into a tab at the top!



Microsoft Teams: Meetings

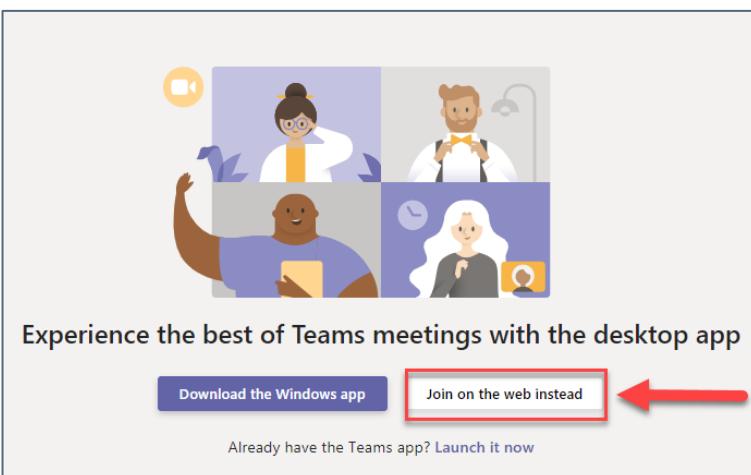
Join a Teams meeting using a browser

1. In your email invite, select **Join Microsoft Teams Meeting**. You can also use the dial-in number and conference ID to call in.

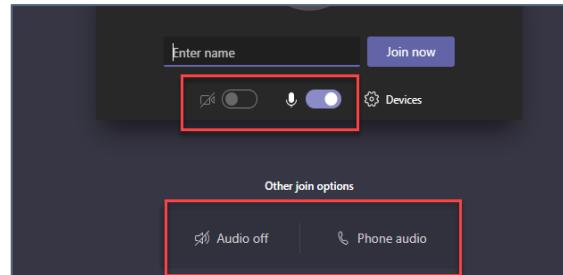


If you are already logged in to Teams in your browser, you will proceed to step 3.

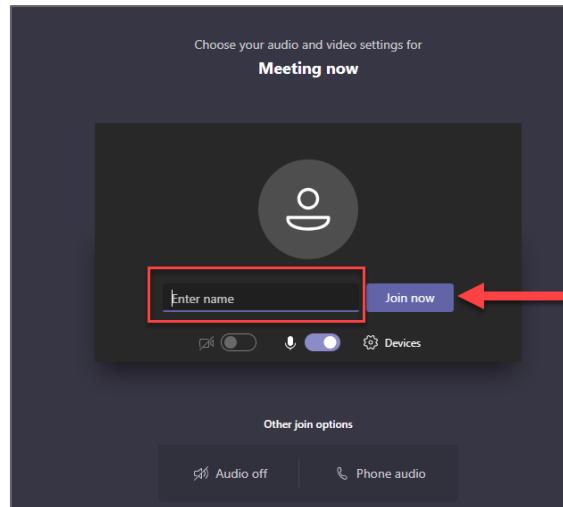
2. Select **Join on the web instead**.



3. Choose your video and audio settings.



4. Type in your name and select **Join now**.



Note: The latest version of Google Chrome is fully supported for Teams on the web (audio, video and sharing). However, give and take control is not currently supported on the web.

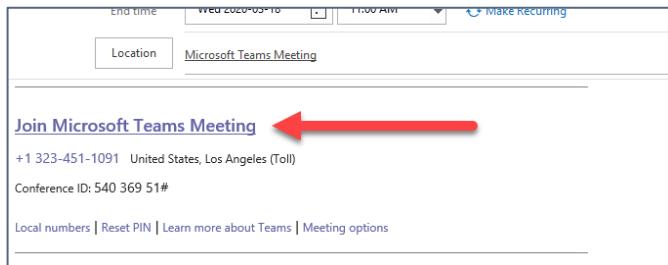
SHN participants can choose to sign in before selecting **Join now**. Scroll to the bottom of the screen and select **Sign in**.

External meeting participants are not required to have a Teams account to join (web only).

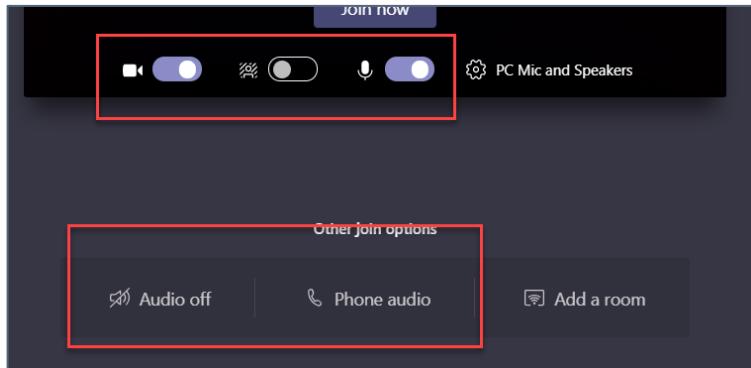
Microsoft Teams: Meetings

Join a Teams meeting using the desktop app

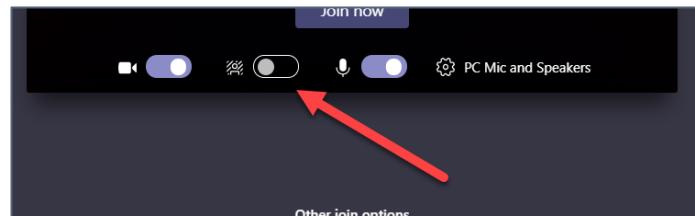
1. In your email or Teams invite, select **Join Microsoft Teams Meeting**. You can also use the dial-in number and conference ID to call in.



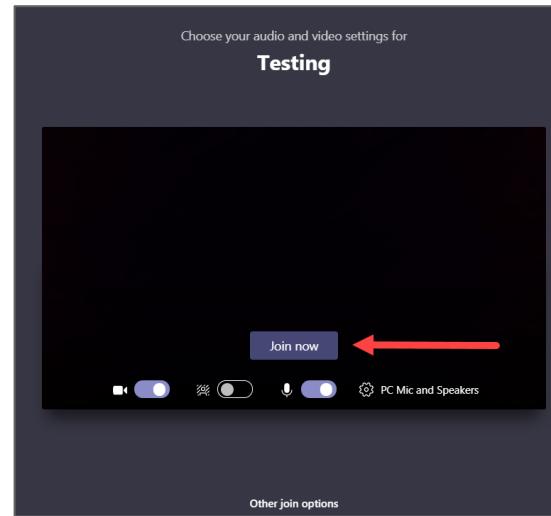
2. Choose your video and audio settings.



3. Toggle **on** to blur the background when your video is on.



4. Select **Join now**.



Note: If you are not logged in to your Teams app, you may be asked to sign in before you join the meeting.