

Microsoft Teams: Quick Start

Quick Start Guide

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

The screenshot shows the Microsoft Teams interface with the following callout boxes:

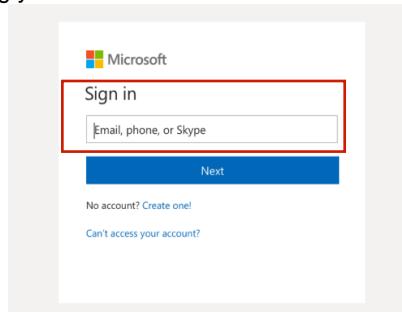
- Move around Teams**
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.
- View and organize teams**
Click to see your teams. In the teams list, drag a team name to reorder it.
- Find personal apps**
Click to find and manage your personal apps.
- Add apps**
Launch the Store to browse or search apps you can add to Teams.
- 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.
- Add tabs**
Highlight apps, services, and files at the top of a channel.
- Use the command box**
Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings**
Change app settings, change your pic, or download the mobile app.
- 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.
- Compose a message**
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Microsoft Teams: Getting Started

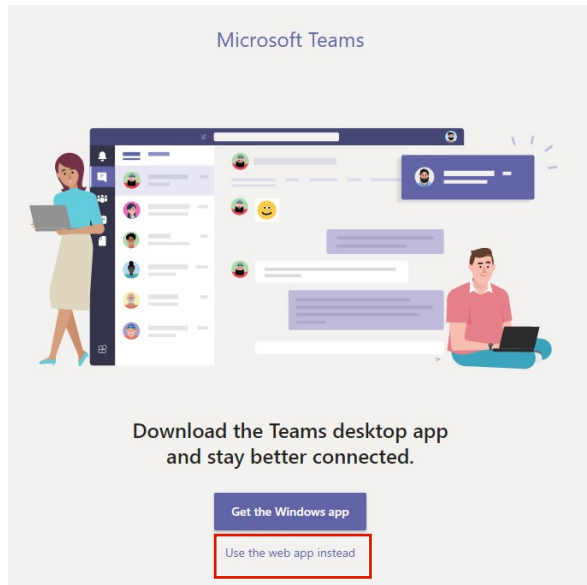
Sign in: Web browser

Open your browser: Google Chrome or Microsoft Edge Chromium

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



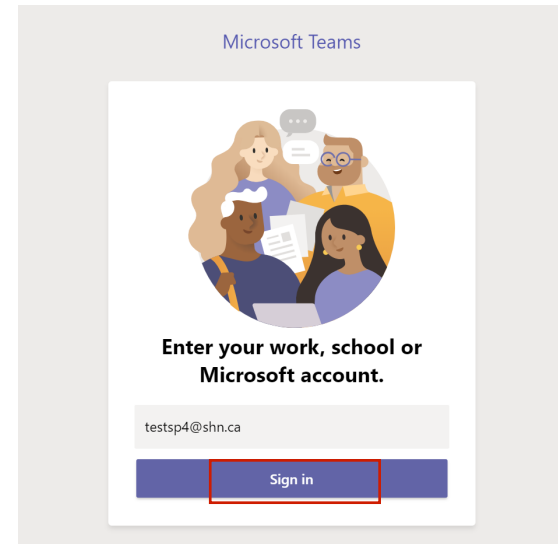
3. Select **Use the web app instead.**



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**.

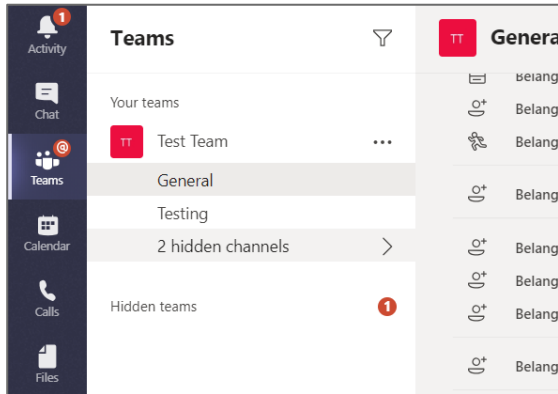
Double click the **downloaded file** (check your downloads folder). Teams will be installed. To launch follow the steps above.

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

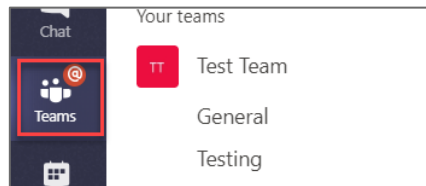
Pick a team and channel

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.



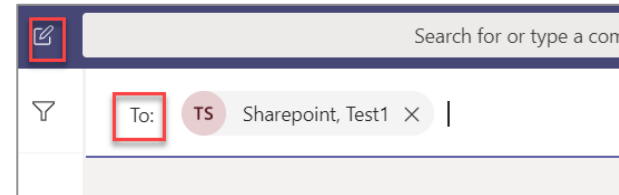
Start a conversation

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



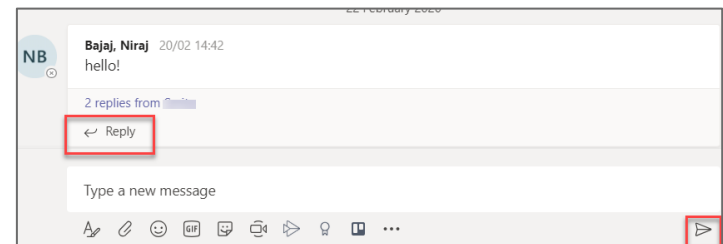
Start a conversation

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

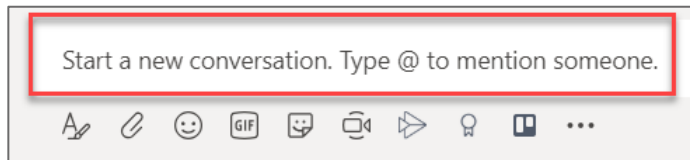
Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.




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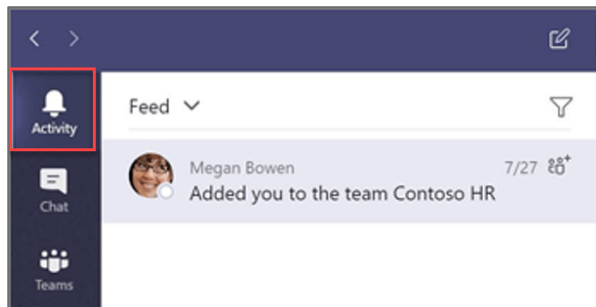
@mention someone

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.




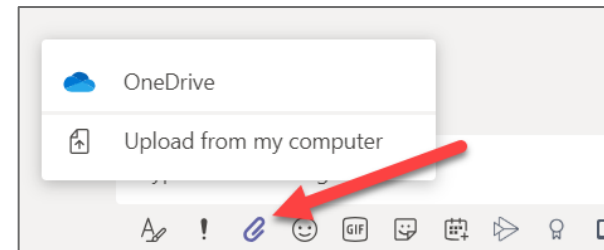
Stay on top of things

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




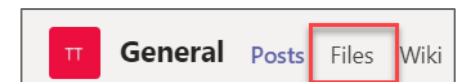
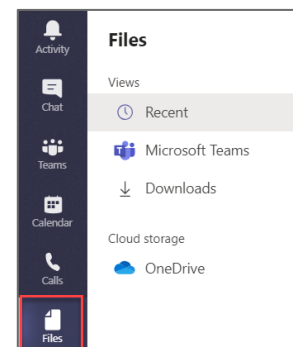
Share a file

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

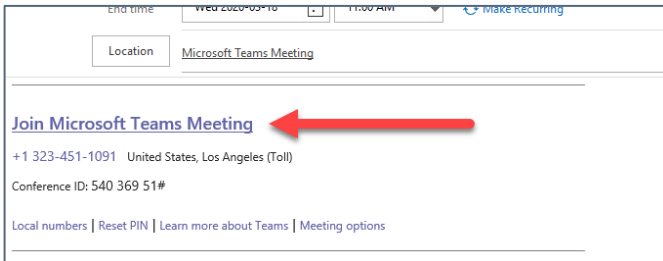
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options** ... next to a file to see what you can do with it (not pictured). In a channel, you can instantly turn a file into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



Microsoft Teams: Meetings

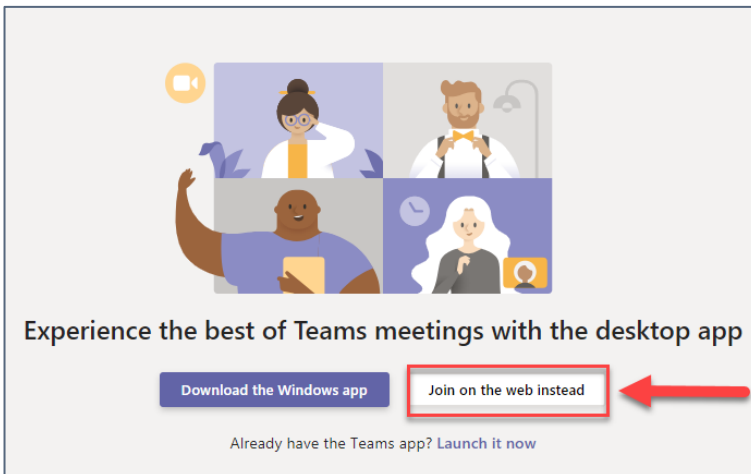
Join a Teams meeting using a browser

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

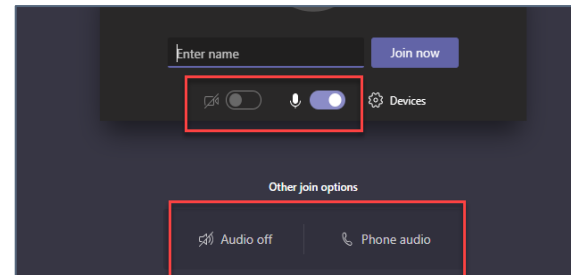


If you are already logged in to Teams in your browser, you will proceed to step 3.

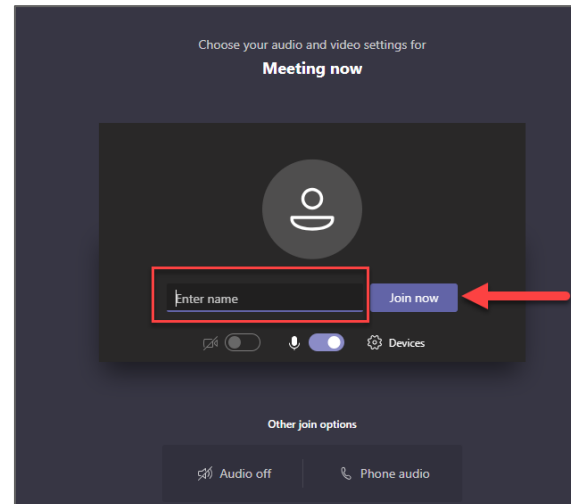
2. Select **Join on the web instead**.



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.

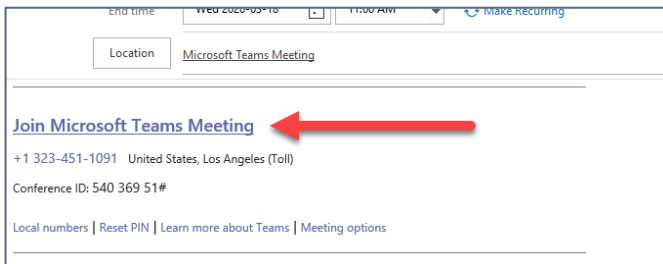
SHN participants can choose to sign in before selecting **Join now**. Scroll to the bottom of the screen and select **Sign in**.

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

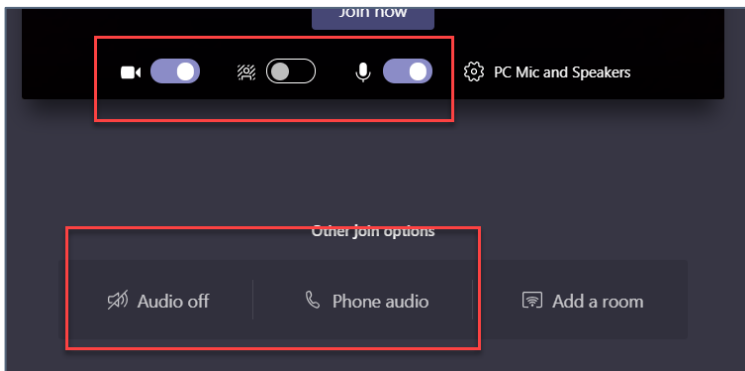
Microsoft Teams: Meetings

Join a Teams meeting using the desktop app

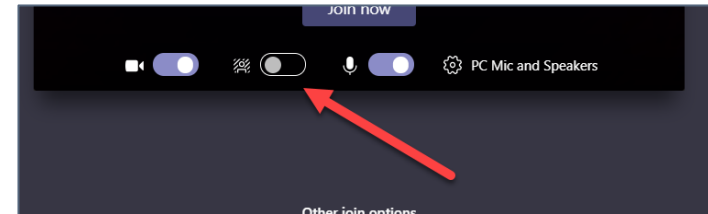
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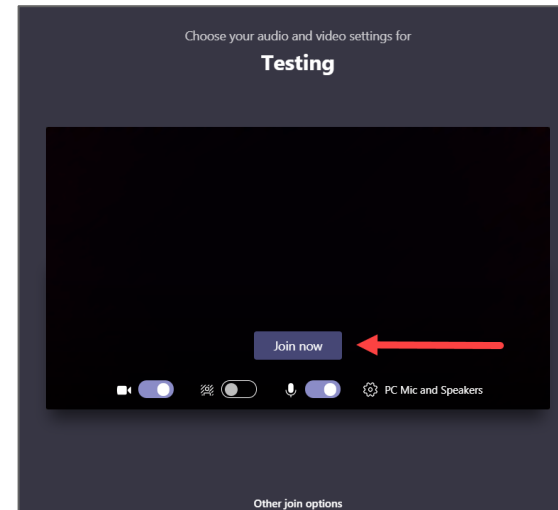
2. Choose your video and audio settings.



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.