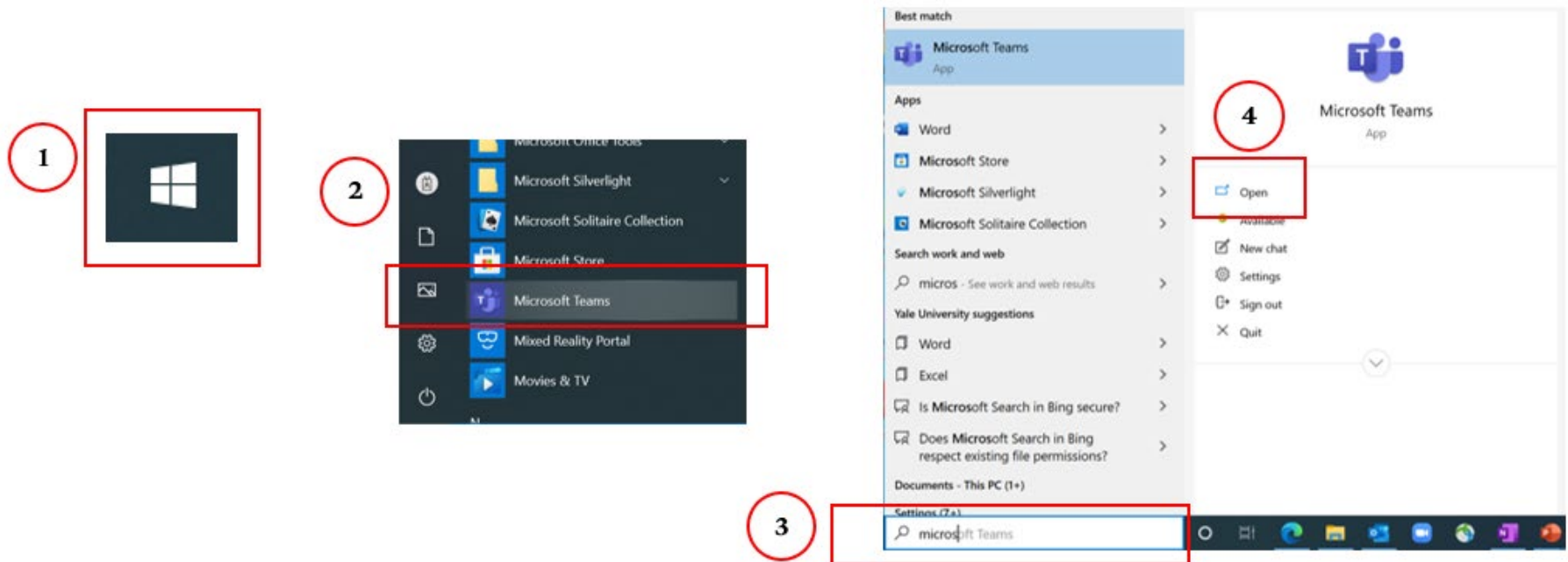


Logging into Teams

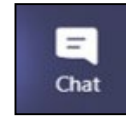
1. Windows users: click the Start icon.
2. Scroll in list to find “*Microsoft Teams*” and click on icon
3. Or type in “*Microsoft Teams*” in the search box to find
4. Click “*Open*”



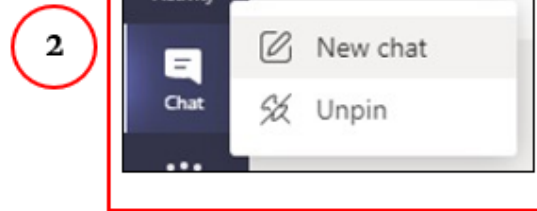
Mac Users: Go to the Applications folder and click on “*Microsoft Teams*”

Starting a One-on-One or Group Chat

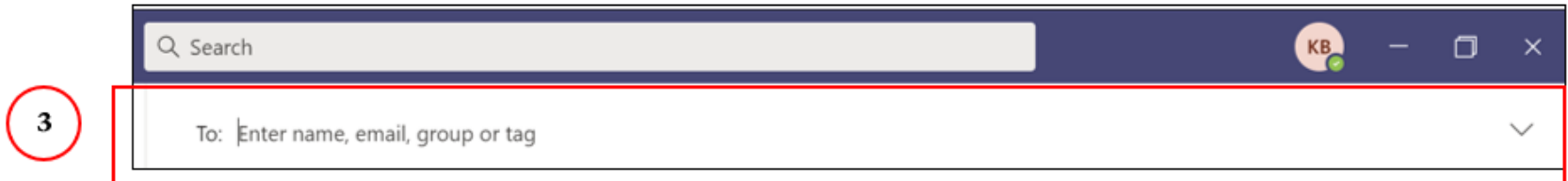
1. In the left-hand side bar in Teams, right click on



2. Click on “New Chat”



3. Enter the person’s information using the identifiers listed. As you type, a list will pop up, click on the person’s name to add them to the chat. Do the same for all those you want to add to this chat. You can also click on the arrow at the far right to name the group chat.



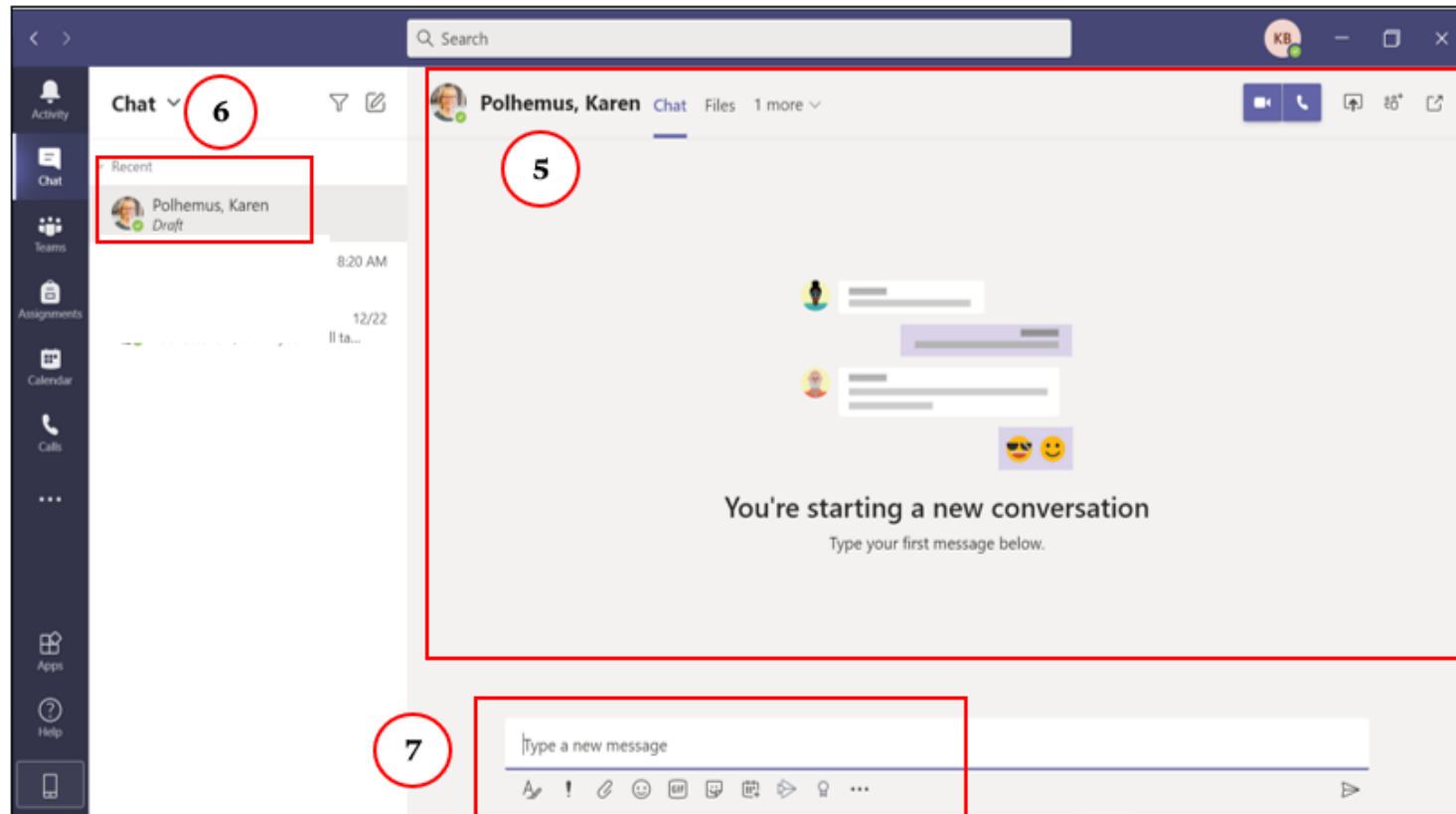
4. Click in the “Type a new message” box at the bottom of the screen to begin sending a message



Sending a Message in Chat

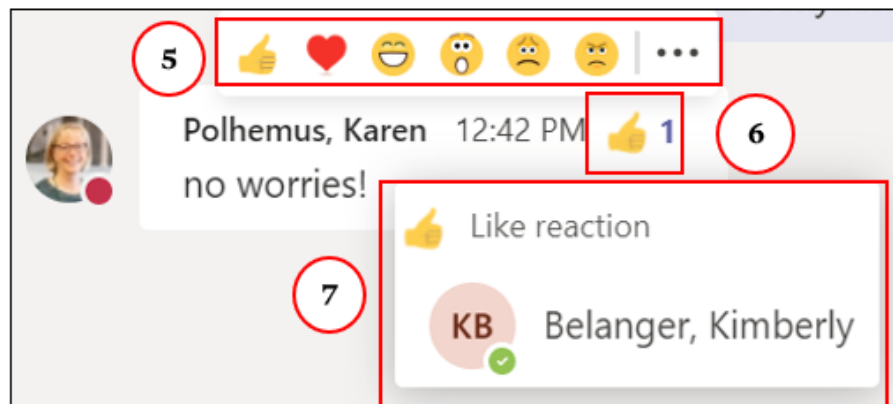
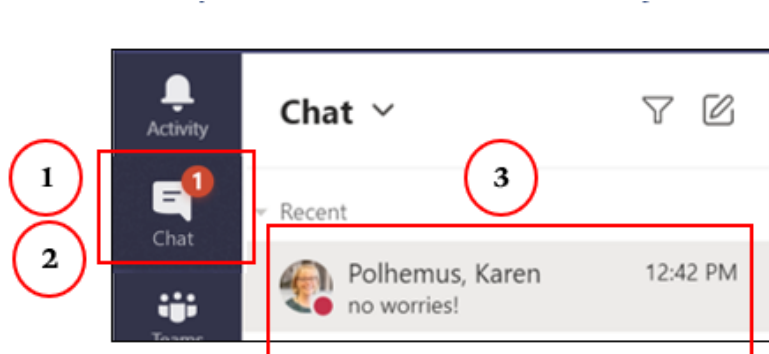
When you click on the “*Type a new message*” box;

5. The screen will change to show a new chat was started
6. The chat will automatically be added to the chat list. You can right click to delete a draft however once you start a message it will remain in the list.
7. Type in your message (formatting and attachment options are below message) and press “*Enter*” or the arrow icon in the bottom right of the screen.



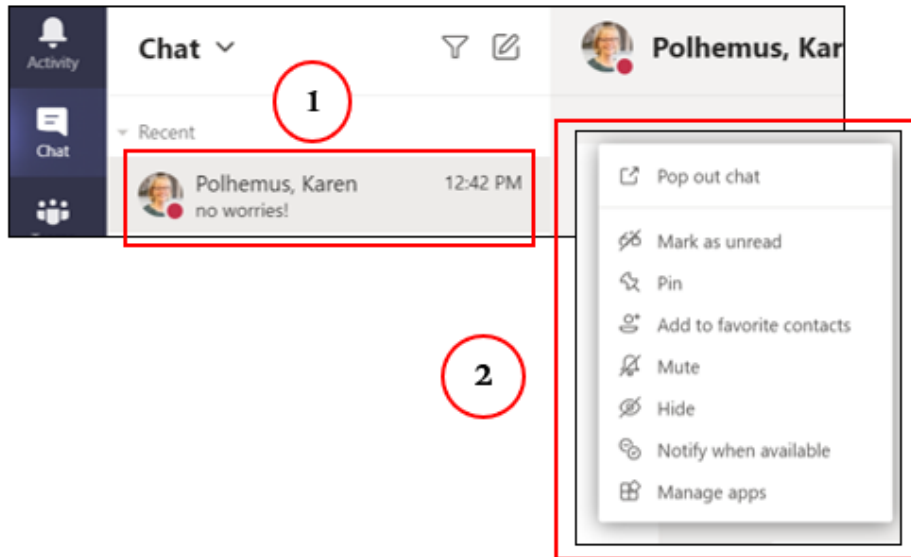
Replying to a Message

1. A notification that you have been sent a message or someone replied to your message will pop up on the “Chat” icon in the left-hand side bar
2. Click on the “Chat” icon to open the Chat list
3. Click on the chat stream with the new message
4. Click in the “Type a new message” at the bottom of the screen to reply
5. You can also reply by hovering your cursor over the message to open the emoji icon bar
6. Emoji replies will show up in the message box
7. If you hover over the emoji reaction, it will show who made the reaction



Chat Features

1. Click on the chat to open
2. Right click on the chat in the list to show available features for that chat stream

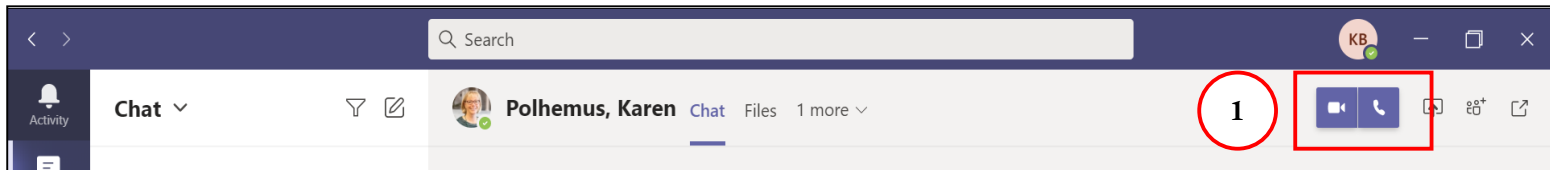


3. Click here to share files with the person(s) in the chat
4. Click here to share your screen with the person(s) in the chat
5. Click here to add more people to the chat



Video and Audio Calls

1. From a chat: Click the Video call icon  or Audio call icon 



2. Outside of chat: click the “Calls” icon in the left-hand side bar
3. Click “Make a call”
4. Type in the person’s name in the pop-up window
5. Click on the video or audio icons to make the call
6. Click to set up and use speed dial and contacts
7. Click to view your call history and voicemails

