Microsoft Teams Quick Start Guide

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.
- 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.

Move around Teams
Use these buttons to switch between Activity Feed, 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.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

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

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up.

Reply
Your message is attached to a specific conversation.
Microsoft Teams

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 Office 365 username and password. (If you’re using Teams free, sign in with that username and password.)

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.

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.

Start a 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.
Microsoft Teams

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.

@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.

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.

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.
Microsoft Teams

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.

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!
Microsoft Teams

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 click Filter to refine your search results.

Add apps
Click Apps on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and Add.

Find your personal apps
Click More added apps to see your personal apps. You can open or uninstall them here. Add more apps under Apps.

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!

Get other Quick Start Guides
To download our free Quick Start Guides for your other favorite apps, go to https://go.microsoft.com/fwlink?linkid=2008317.