

What Can Teams Do?

Chat

- Single screen environment
- Rich text communication
- Chat, call, conduct meetings, across almost any device
- File share from Chat

Collaborate

- Search project content
- Use Office 365 from Chat

Meetings

- Conduct meetings remotely
- High definition audio and web conferencing
- Record Meetings to Cloud storage

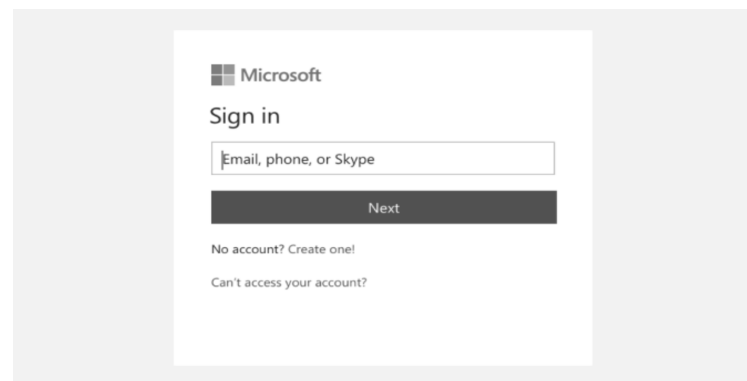
Sign in

In Windows, select **Start**> Microsoft Teams.

On Mac, go to the Applications folder and click Microsoft Teams.

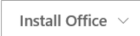

On mobile, tap the Teams icon.

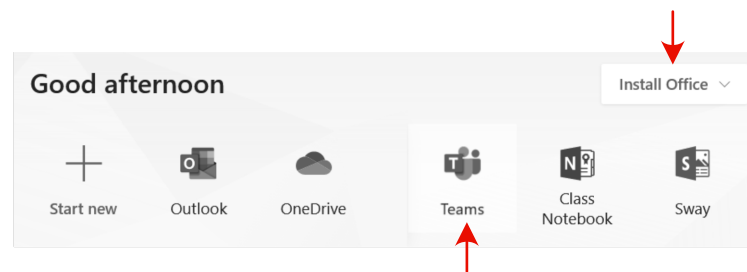
Then sign in with your Office 365 username and password.



Teams Not Installed?

Visit [Office.com](https://office.com) and either:

- Install Teams using the Office Installer 
- Launch the Teams web application 



Main screen functionality: overview

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

View and organize teams
Select to see your teams. In the teams list, drag a team name to reorder it.

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

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

Every team has channels
Select 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.

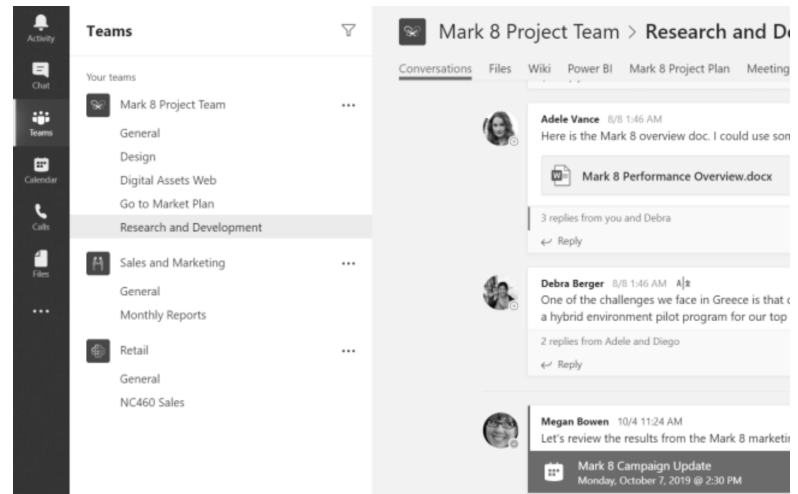
Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

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!

Find your Team

1. Click **Teams** and select a team.
2. Pick a **Channel** to explore the Team Posts, Channel Conversations, Files, and other tabs.
3. Posts are broadcast to the entire team. Channel Conversations are broadcast to Channel members only.



Accessing Team files with Files tab

1. Select **Files** on the **left** to see all files shared across all of your teams.
2. Select Files at the **top** of a channel to see all files shared in that channel.
3. Select **More options** ... next to a file to see what you can do with it.

