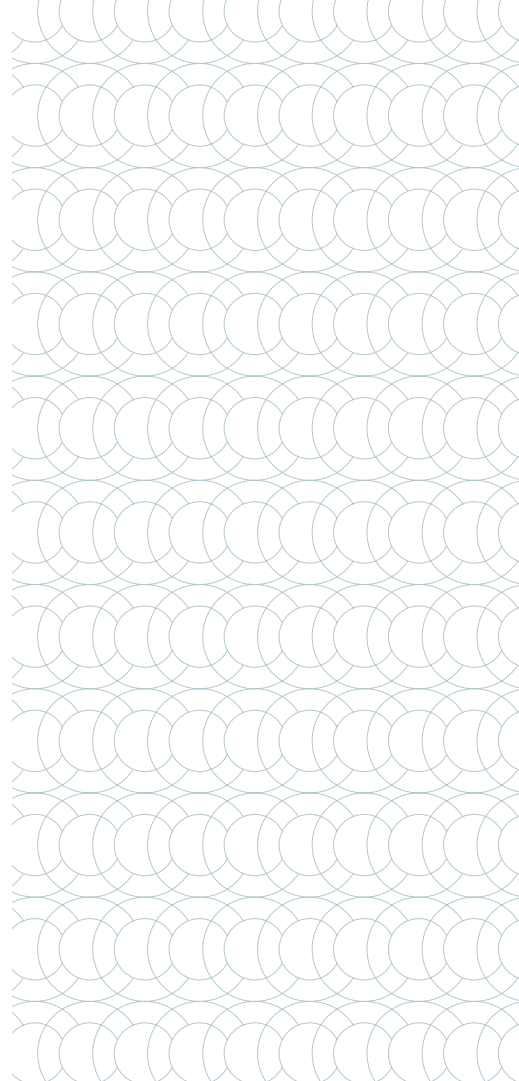




WESTCOAST CLOUD

# MICROSOFT TEAMS QUICK START GUIDE

NEW TO MICROSOFT TEAMS?  
USE THIS GUIDE TO LEARN THE BASICS.



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

**View and organise teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**See your calendar**  
Click to see your schedule and join meetings

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

**Access your apps**  
Find apps added for your teams or your personal use

**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.

The screenshot shows the Microsoft Teams web interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Calendar, Files, and Apps. The main area displays the 'Mark 8 Project Team' with a 'Research and Development' channel. The channel view includes a list of tabs (Conversations, Files, Wiki, Power BI, etc.), a list of files (e.g., 'Mark 8 Performance Overview.docx'), and a message history. A user profile card for Megan Bowen is visible on the right, showing options like 'Available', 'Set status message', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. At the bottom, there's a 'Start a new conversation' prompt.

**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.

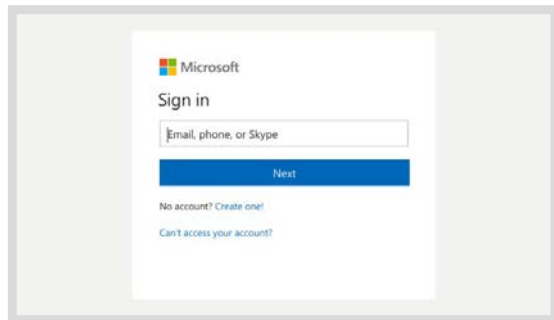
**Reply**  
Your message is attached to a specific conversation.

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


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

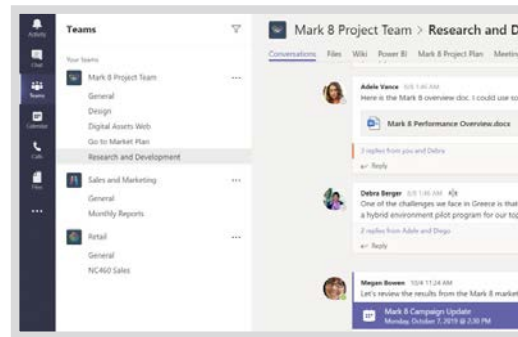
## SIGN IN

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

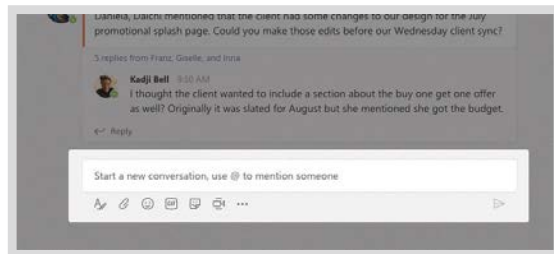
A team is a collection of people, conversations, files, and tools – all in one place. A channel is a discussion in a team, dedicated to a department, project, or topic. Click **Teams**  and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.





## START A CONVERSATION

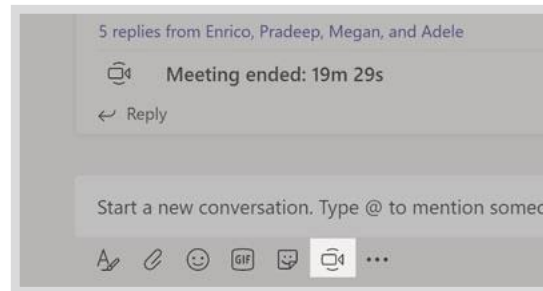
*With the whole team...* Click **Teams Posts** , pick a team and channel, write your message, and click **Send** .

*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** .






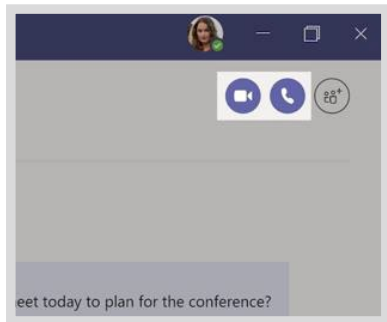
## START A MEETING

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.



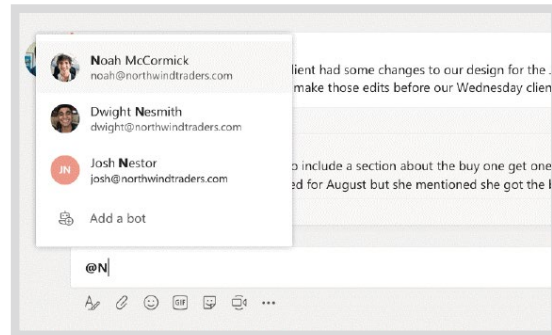
## MAKE VIDEO AND AUDIO CALLS

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.




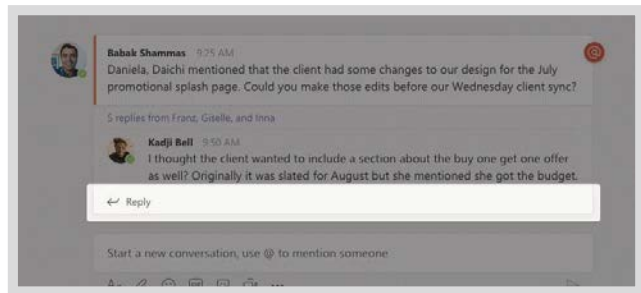
## @MENTION SOMEONE

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 favourited that channel.




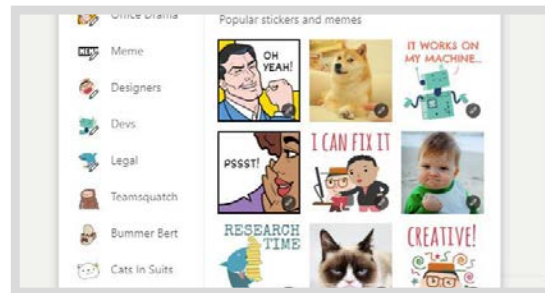
## REPLY TO A CONVERSATION

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




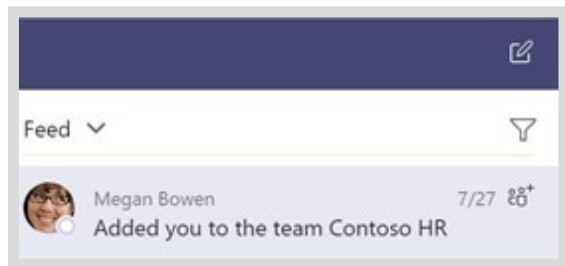
## ADD AN EMOJI, MEME, OR GIF

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.




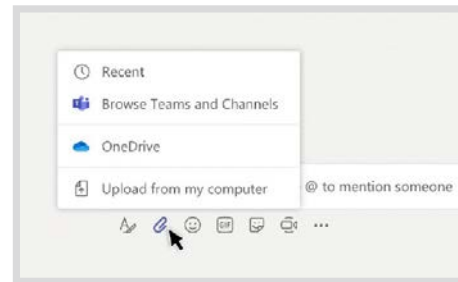
## STAY ON TOP OF THINGS

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




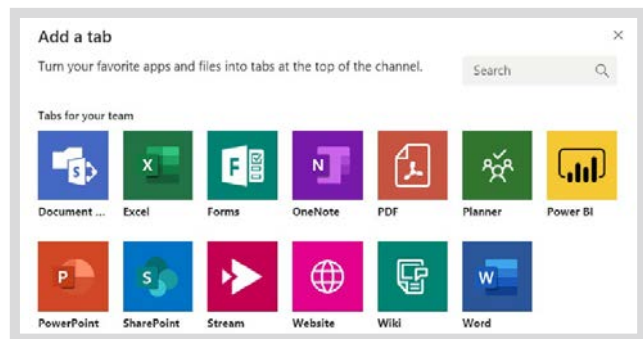
## SHARE A FILE

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.




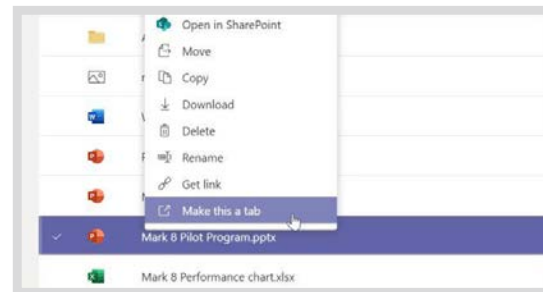
## ADD A TAB IN A CHANNEL

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're looking for.



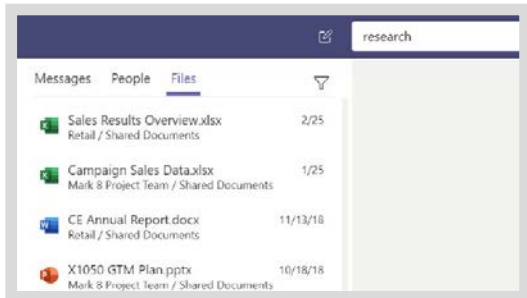
## WORK WITH FILES

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!



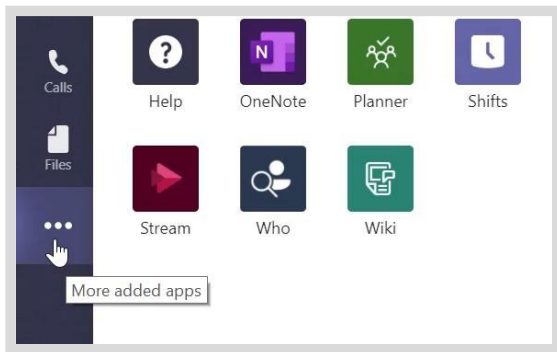
## SEARCH FOR STUFF

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.



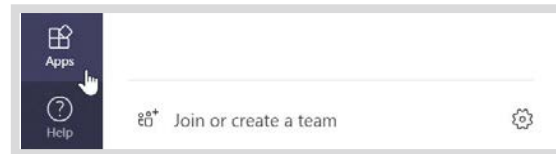
## FIND YOUR PERSONAL APPS

Click **More added apps ...** to see your personal apps. You can open or uninstall them here.



## ADD APPS

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



## 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!

## FIND OUT MORE ABOUT TEAMS

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 If you have any questions about Teams which aren't answered here, feel free to contact our Modern Workplace team at Westcoast Cloud.  
[Microsoft@westcoastcloud.co.uk](mailto:Microsoft@westcoastcloud.co.uk)



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