

# Microsoft Teams

## Quick Start Guide

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

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

- 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, websites, and files at the top of a channel.
- Use the command bar:** 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, 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.
- Manage your team:** Add or remove members, create a new channel, or get a link to the team.
- Join or create a team:** Find the teams you're looking for, join with a code, or make one of your own.
- Add apps:** Launch the Store to browse or search apps you can add to Teams.
- Add files:** Get people across the web to work on it together.
- Compose a message:** Type and format it here. Add a file, emoji, GIF, or sticker to cheer it up!
- Reply:** Your message is attached to a specific conversation.

# Microsoft Teams Quick Start Guide Messageops

**DIZZY DAVIDSON**



## **Microsoft Teams Quick Start Guide Messageops:**

Uncover the mysteries within its enigmatic creation, **Microsoft Teams Quick Start Guide Messageops** . This downloadable ebook, shrouded in suspense, is available in a PDF format ( \*). Dive into a world of uncertainty and anticipation. Download now to unravel the secrets hidden within the pages.

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