



Microsoft Teams

ClipStart Guide

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Navigating Teams

The buttons on the navigation bar let you quickly switch between tasks for a team. This includes Activity Feed, Chat, your Teams, Calendar, Calls and Files.

Channels

Channels are the place where your team's information is found. Click one to see the files and chat conversations for that team. You can be a part of multiple teams.

Find Personal Apps

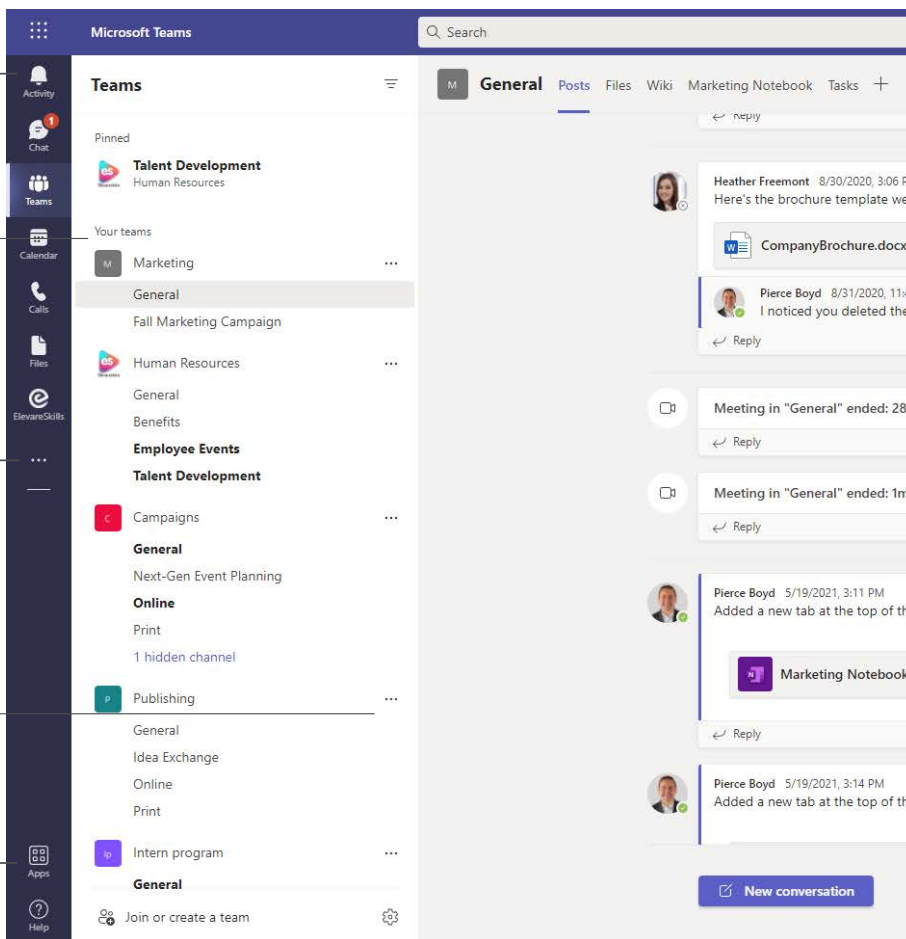
Click the three dots here to locate apps you have added into Teams.

Managing Your Team

Clicking the three dots here gives you more options for your team such as managing the team, adding a channel or getting a link to the Team.

Apps

Click here to see the selection of apps and services you can add to Teams.



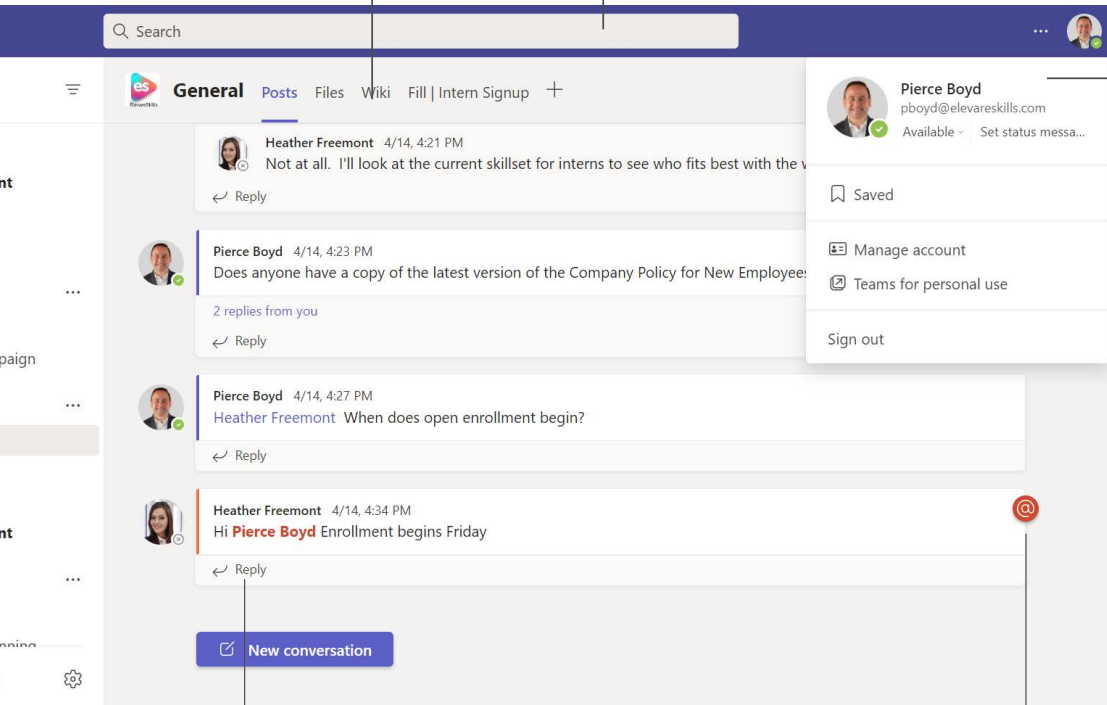
The screenshot displays the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Elevation Skills. The main area is divided into two panes. The left pane shows a list of teams under 'Your teams', including 'Marketing' (selected), 'General', 'Fall Marketing Campaign', 'Human Resources', 'Employee Events', 'Talent Development', 'Campaigns', 'General', 'Next-Gen Event Planning', 'Online', 'Print', '1 hidden channel', 'Publishing', 'General', 'Idea Exchange', 'Online', 'Print', 'Intern program', and 'General'. The right pane shows a chat conversation in the 'General' channel, with messages from Heather Freemont, Pierce Boyd, and a meeting notification. A 'New conversation' button is visible at the bottom right.

Add Tabs

Tabs are a great way to quickly access important content that is of value to the entire Team. You can add apps, files and services to tabs by clicking the plus sign.

Search

No matter where you are in Teams, the Search box will be there at the top of the screen. Use it to search for a message, person, channel or file. Or bring up the task menu by typing / in the Search



Profile Settings

This area lets you personalize your Teams work area. Change app settings from here, change your picture or reset your status availability.

Reply

Whether you are chatting to a colleague or a group, use the Reply button to keep the conversation going. Type your message here. Use, emoji's, stickers and more. Or attach a file that everyone in the chat can access.

Get Someone's Attention

If you see a large red circle with @ next to a message, that means someone is speaking directly to you in a group chat. To get someone's attention like this, simply put an @ in front of their name like this: @Pierce Boyd

Use Keyboard Shortcuts

Ctrl + E	Go to Search
Ctrl + N	Start a New Chat
Ctrl + /	Show Commands
Ctrl + .	Show Shortcuts
Ctrl + G	Goto
F1	Help
Ctrl + ,	Settings
Ctrl + =	Zoom In
Ctrl + -	Zoom Out
Ctrl + O	Attach File

Setting Your Status

- Available
- Busy
- Do not disturb
- Be right back
- Appear away

Keep your Team members informed of your availability by managing your status. To do this, click on your account icon in the upper right. Then click on the colored status ball. Select a new status from the menu that appears.

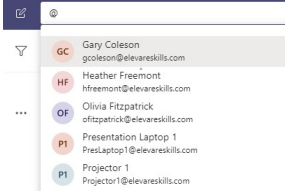
As you enter meetings, take calls or share your screen, your status will change automatically to reflect your busy status.

Tips and Tricks

1

Get Attention With @

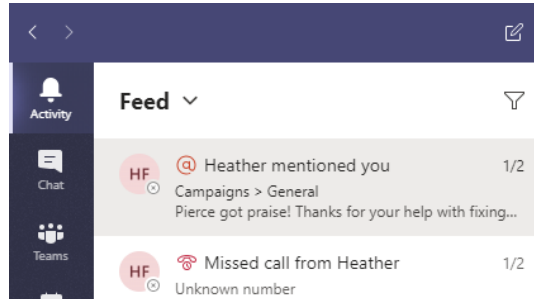
To quickly message, go to the command bar and type @. Find who you are looking for and type your message and then send.



2

Stay Alert with Activity

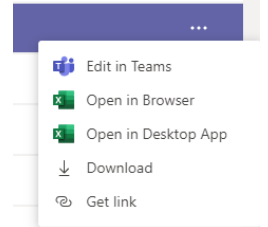
On the left navigation bar, locate the Activity button. Click on this to see recent messages. Come back to this feed to see what's happening in the channels you follow.



3

Recent Files Are Nearby

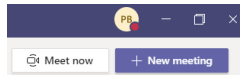
On the left navigation bar, locate the Files button. When you click this, you will be provided with a list of recently used files in Teams. Click the More button for file options.



Enhance Teams Meetings

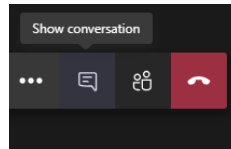
Schedule a Meeting

Click the Calendar button on the app bar to schedule a Teams meeting. Click on the **+ New Meeting** button. Add attendee, scheduling and other meeting information. When done, click **Schedule**.



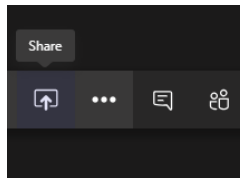
Chat in a Meeting

If you need to send a chat message to meeting participants during a meeting, click on the **Show Conversations** button. This will open the chat window on your right. Messages will be sent to all participants in the meeting.



Share Your Screen

A fantastic way to collaborate with others during meetings is to share your screen as you present information or demonstrate a task. Do this by pressing the **Share** button during a meeting. When done, click on the **Stop Presenting** button on top.



Record a Meeting

With a meeting underway, click the ... button on the controls toolbar and select **Start Recording**. Select ... again at the end of the meeting and choose **Stop Recording** to turn it off.

Become a Teams Power User

Exploring Files in Teams

When you click on the **Files** button on the left navigation, important files will be displayed. These are sorted into the following: **Recent** will display every Office 365 file you have edited or looked at recently. **Microsoft Teams** view displays documents recently edited or created within your channels. **Downloads** shows what you have downloaded to Teams.

Share Files

Lots of ways to do this:

- Send it in chat: one on one or group.
- To share a file with your team in a channel, select **Choose file** beneath the compose box or go to the **Files** tab and select **Upload**.
- If the file you want to share is already in Teams, share a link to it instead. Go to the file and click **More Options** next to the file name and select **Get a link**. Now share that link with your Team member.
- To share files with someone in your organization but not on Teams, you will need to know if they use Teams or not. If they do, you can send it to them in chat. If they do not use Teams or are outside your organization, open the file in Office Online or an Office app and share it from there.

Recover Deleted Files

Whenever you need to recover an accidentally deleted file, go to the left navigation bar and click the **Teams** button. Locate the Team and the Channel where the file was located previously. Once there, click on the **Files** tab and choose the **Open in SharePoint** button. Once that opens, click the Recycle Bin from the left bar where you can locate and restore your file