

Softlanding

Microsoft Teams Overview



Lesson 1

GETTING STARTED

Lesson 1: Getting Started

In this lesson, you will learn how to:

- Describe what Microsoft Teams is all about
- Use channels and post messages
- Get help in Teams

Topic A: Getting Started with Microsoft Teams

In this topic, you will learn:

- What Microsoft Teams is
- How to launch Teams
- About the Teams interface
- How to set up a new team, access different teams, and leave teams
- How to use the desktop and mobile apps for Teams

What is Microsoft Teams?

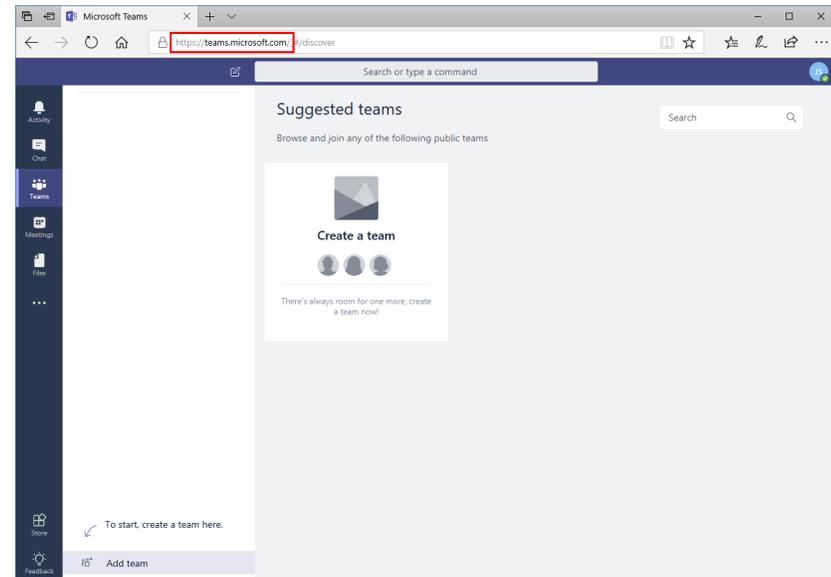
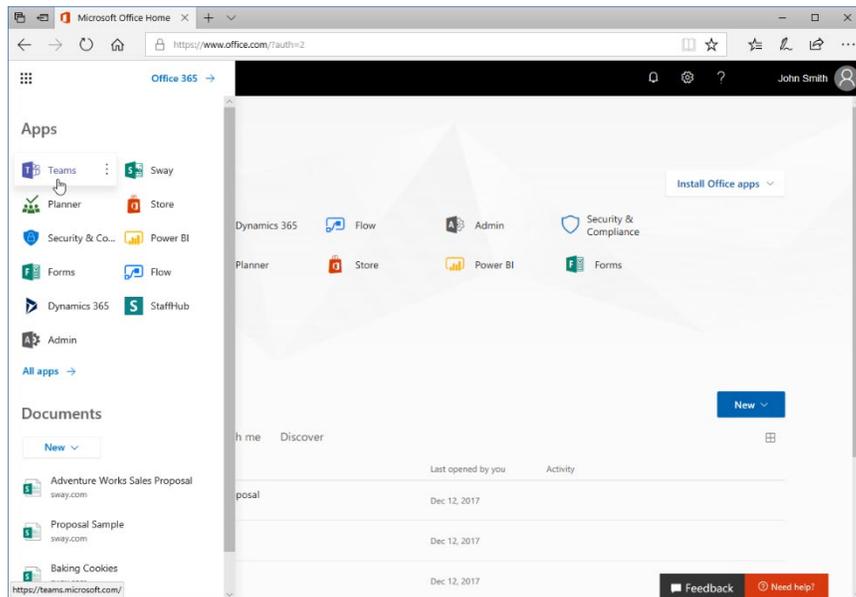
- A collaborative, cloud-based workspace where Office 365 users can send messages, share files, and more
- Teams can be created for a department, a project, or for anything you like
- Each team has access to **channels**, which are places where people can share messages, files, and more

What is Microsoft Teams?

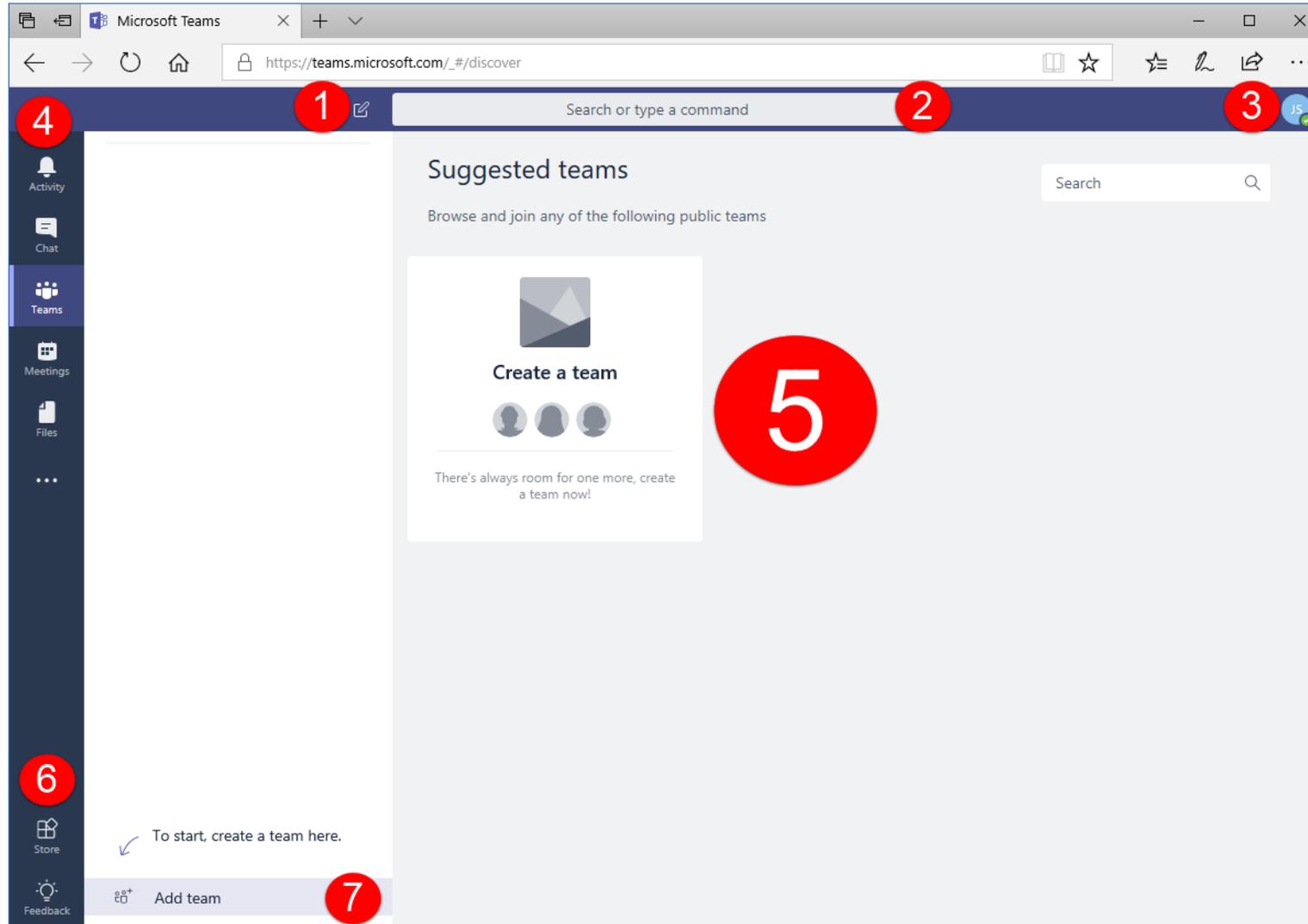
- Teams can be **public** or **private**
- You can be part of as many teams as you like
- You can join or leave teams as needed
- Microsoft Teams also provides additional communication tools, such as chat, meetings, file sharing, and more

Launching Microsoft Teams?

- You will find an icon on the Office 365 home page and app launcher, or
- Enter “teams.microsoft.com” into the address bar of your web browser

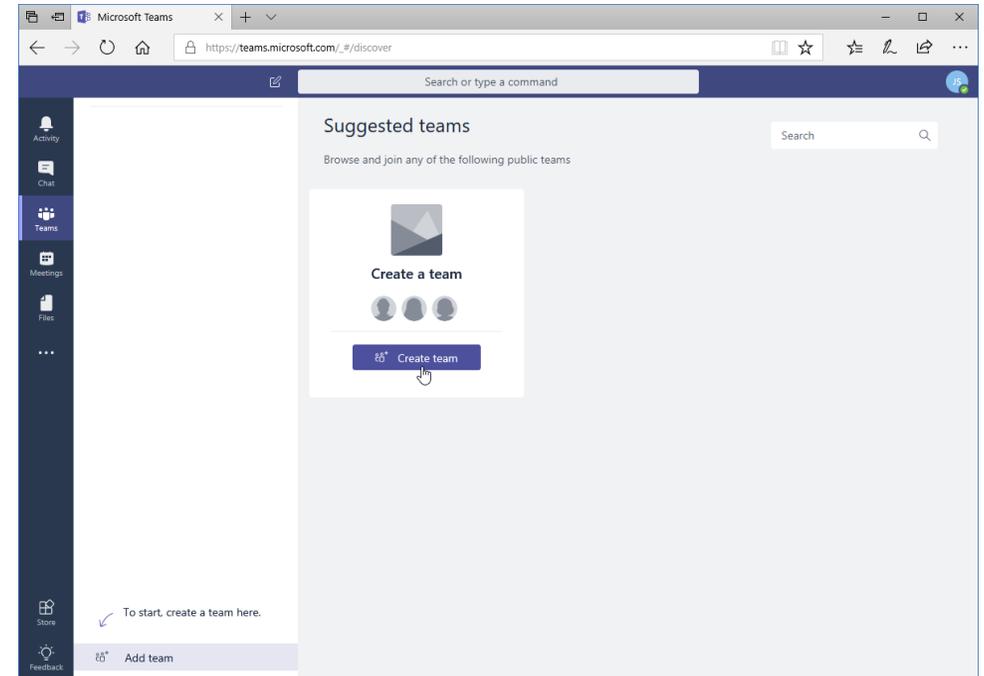
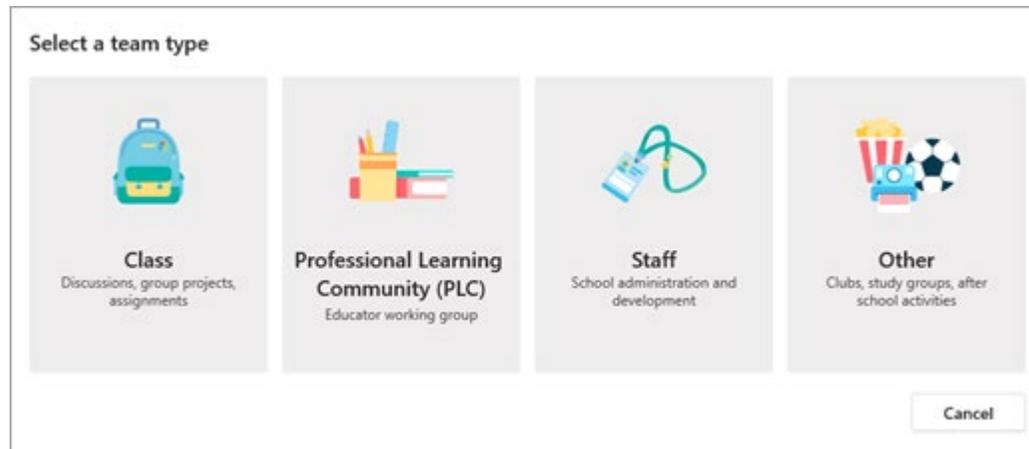


The Microsoft Teams Interface

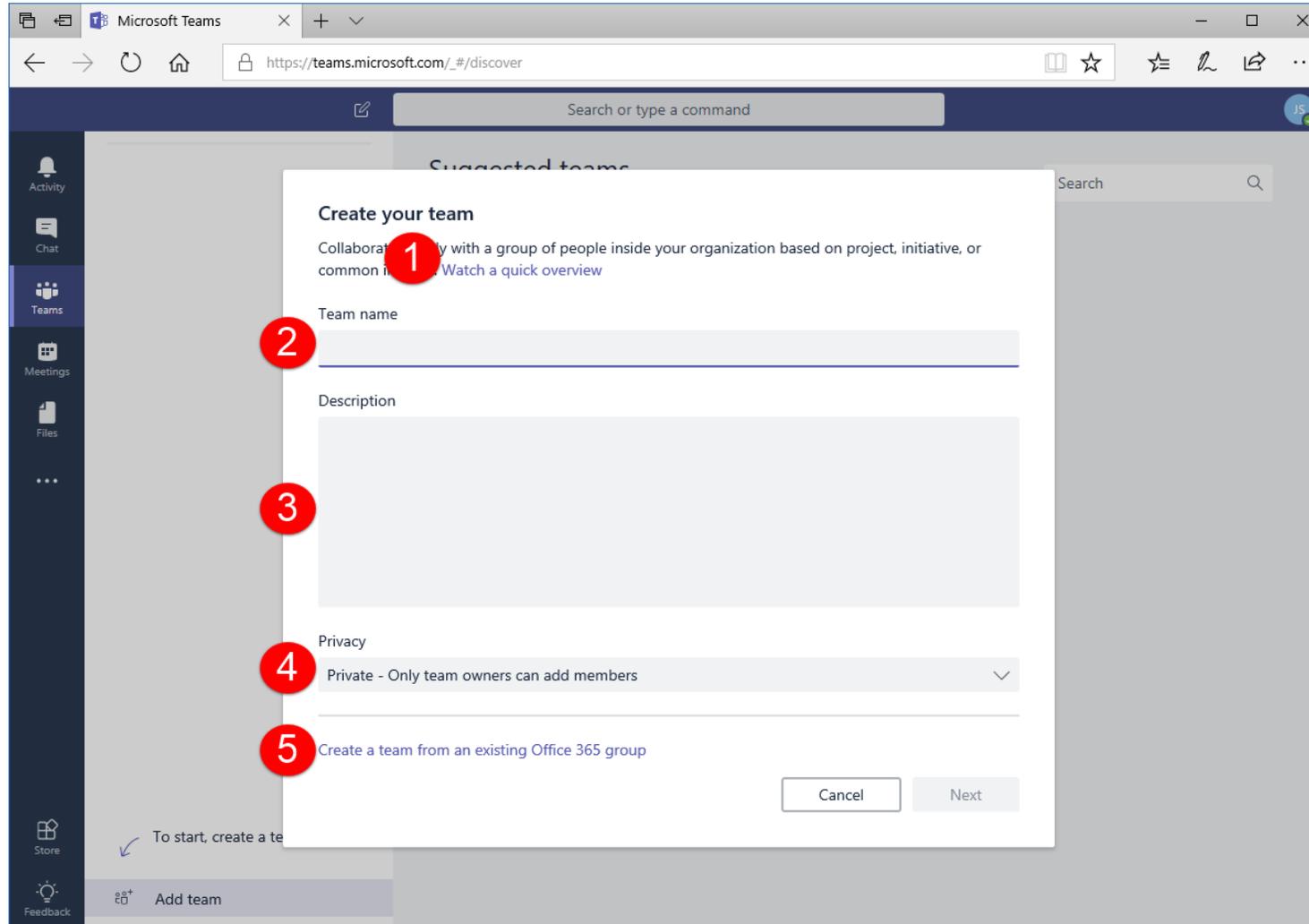


Creating a New Team

- Ensure that the Teams icon is selected from the sidebar
- Click “Create team”



Creating a New Team



Creating a New Team

To create a public team from scratch:

- Enter your information, and click “Next”

Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name

Seattle Office 

Description

This team is for all users located in the Seattle office.

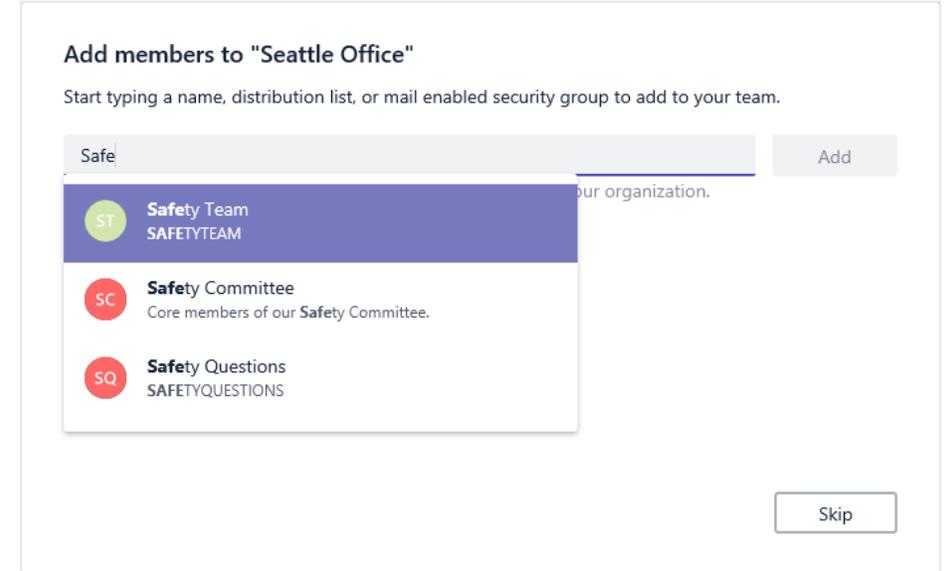
Privacy

Public - Anyone in your organization can join 

[Create a team from an existing Office 365 group](#)

Creating a New Team

- You will be prompted to add members
- You can add people, groups, and distribution lists, which makes team creation quick and easy
- As you type, suggestions will be displayed



Creating a New Team

- Let's add one user
- Once a team member is added, the dialog changes slightly

Add members to "Seattle Office"

Start typing a name, distribution list, or mail enabled security group to add to your team.

JG Jane Gibson × | Add

Pssst! You can add people, groups, and distribution lists from your organization.

Skip

Add members to "Seattle Office"

Start typing a name, distribution list, or mail enabled security group to add to your team.

Add

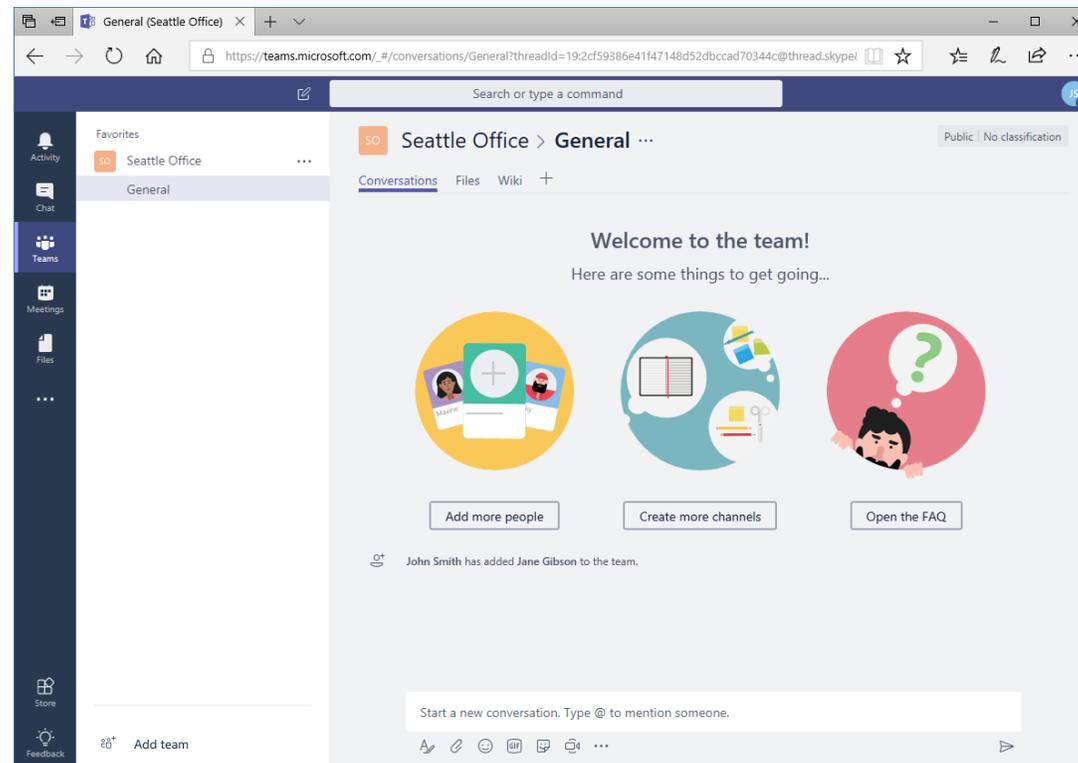
Pssst! You can add people, groups, and distribution lists from your organization.

JG Jane Gibson JGIBSON Member ▾ ×

Close

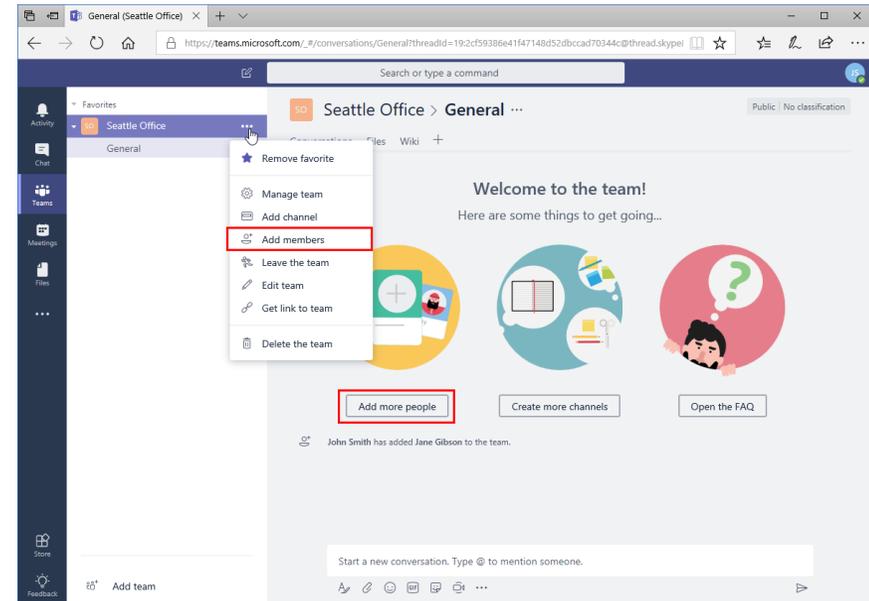
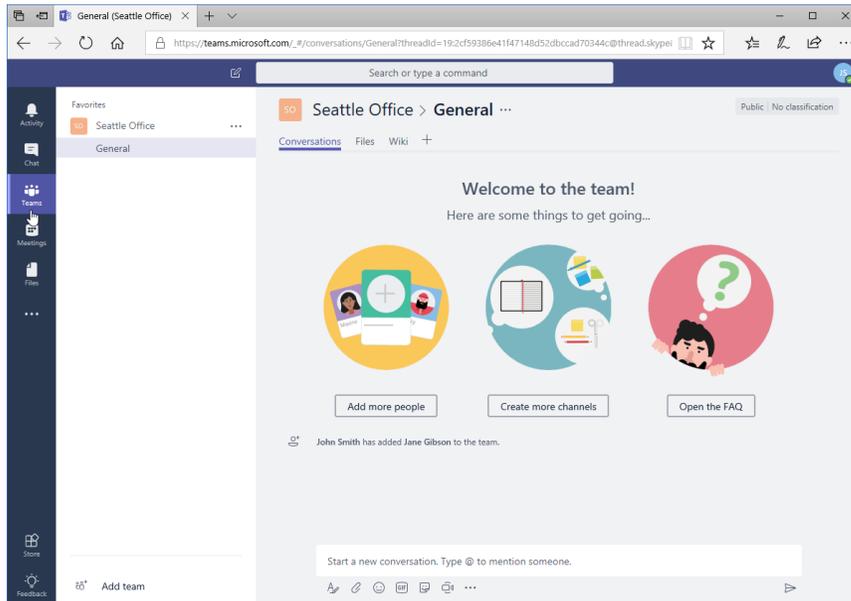
Creating a New Team

The team is now created, with the default channel (General) displayed:



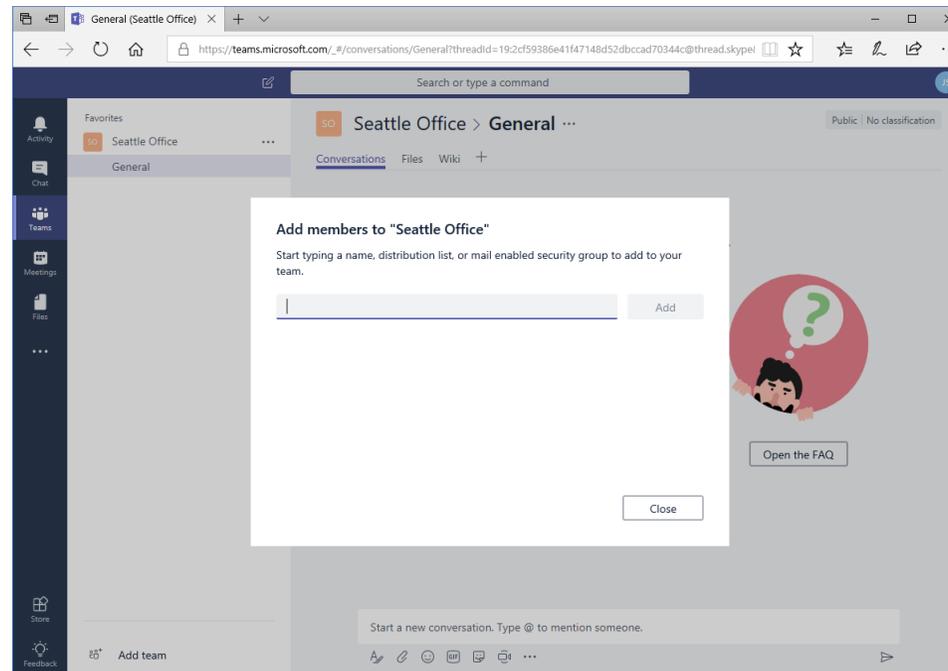
Adding Members to Your Team

- Ensure the Teams icon is selected from the sidebar
- Click “Add more people” from the main screen, or click the ellipses next to the team name and click “Add members”



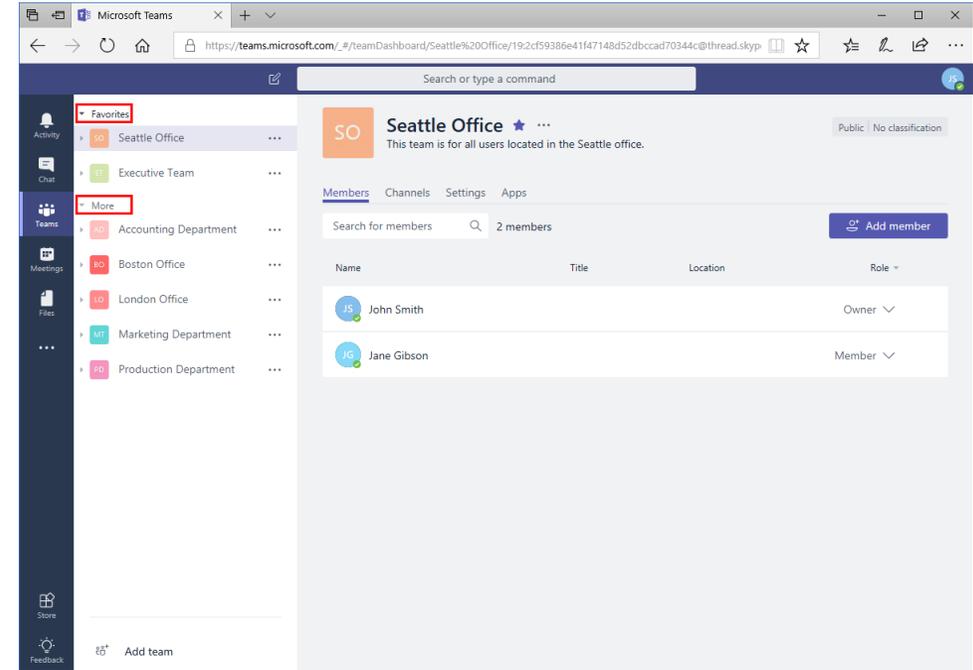
Adding Members to Your Team

- “Add members” dialog box will open, which works the same way as during signup
- Add members, click “Close” to return to Teams



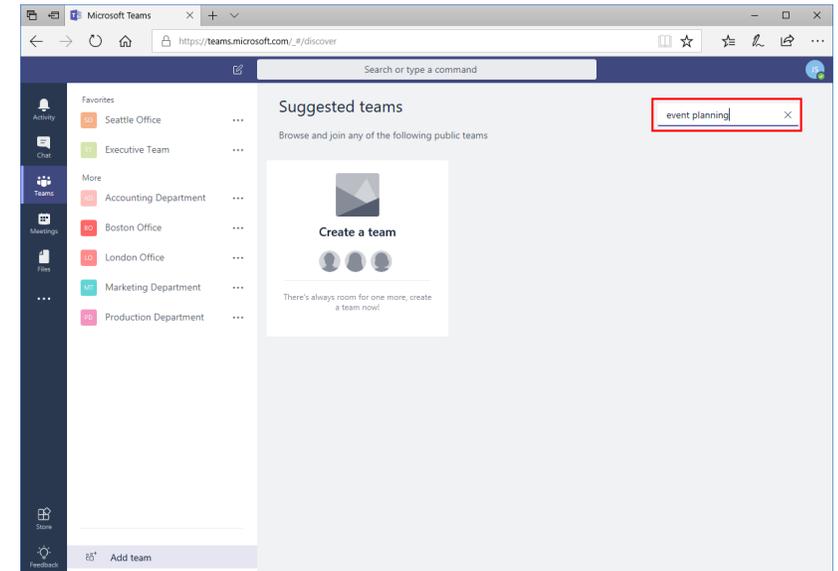
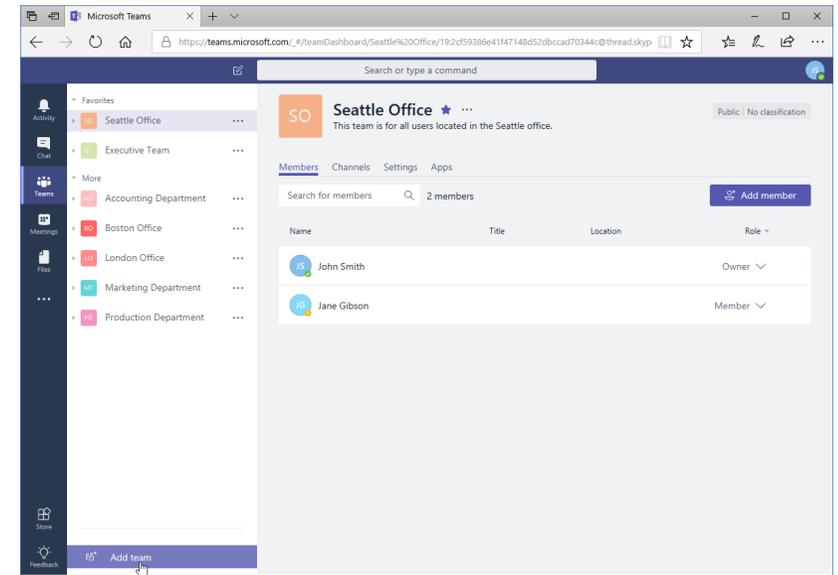
Changing Teams

- View your teams using the Teams icon in the sidebar
- Any teams of which you are a member are listed in the contextual task pane



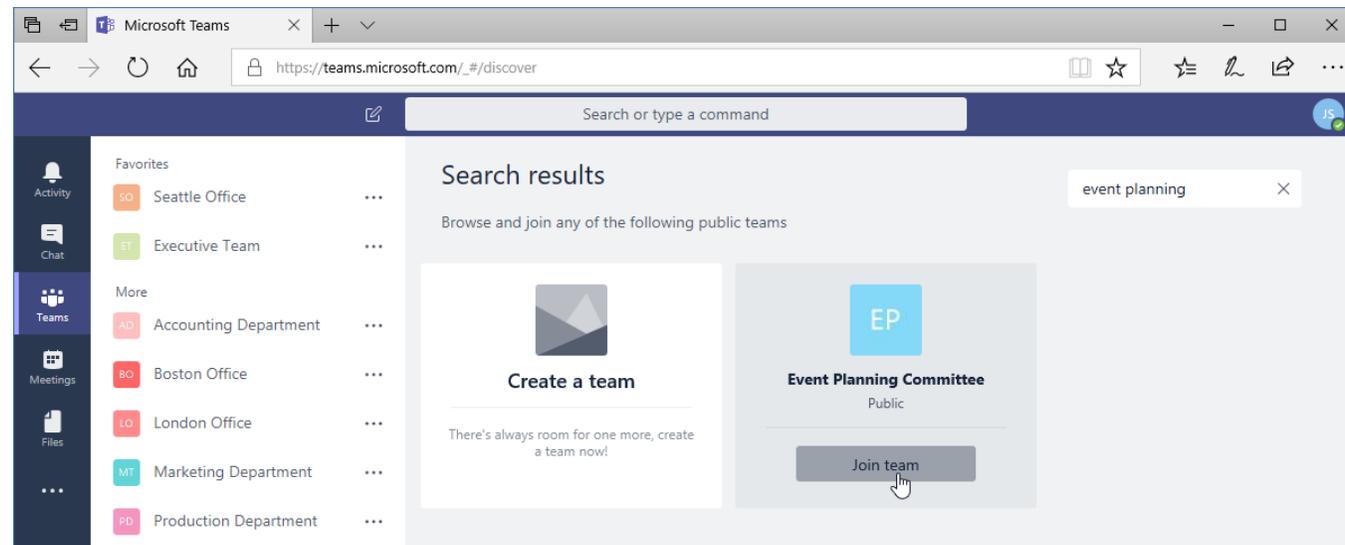
Changing Teams

- To search for a team, click the “Add team” shortcut at the bottom of the task pane
- Type your search term(s) in the search field and press “Enter”



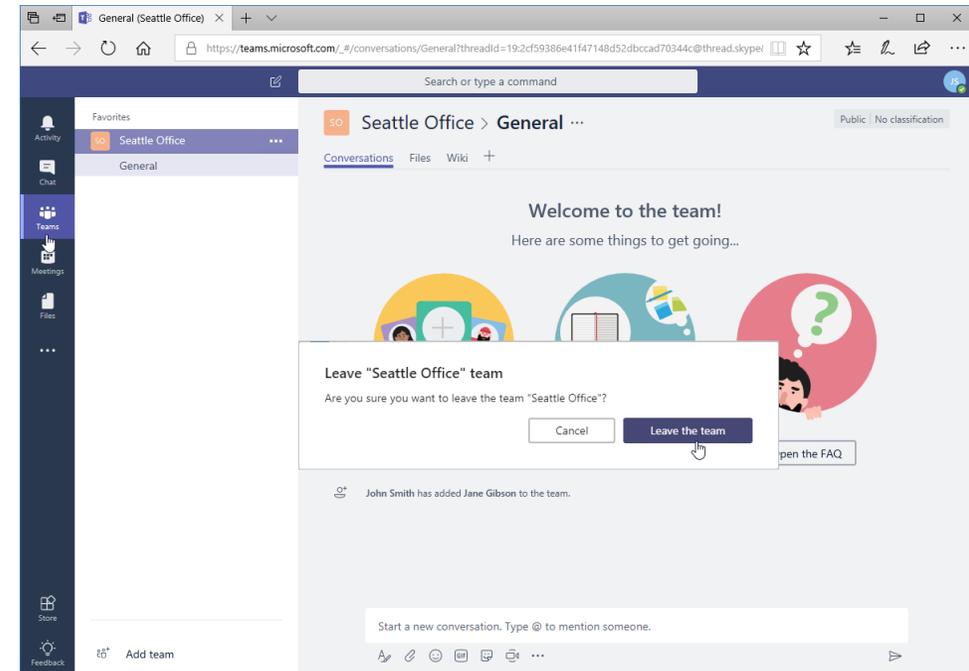
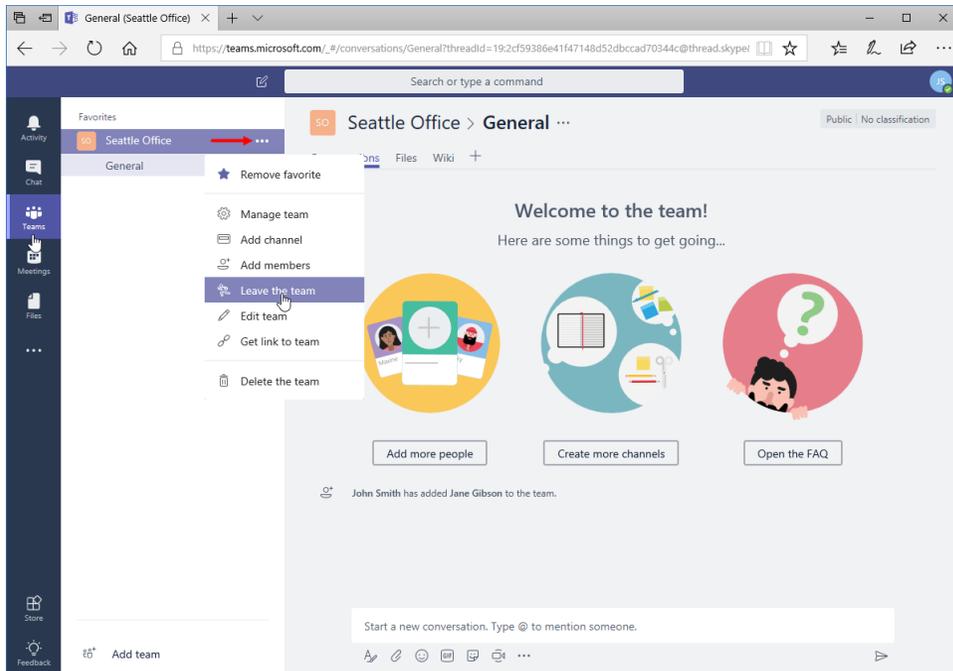
Changing Teams

- Related results will be displayed, as well as a tile to add a team
- Move your mouse over the tile to join it (or, if it is a private team, request to join it)



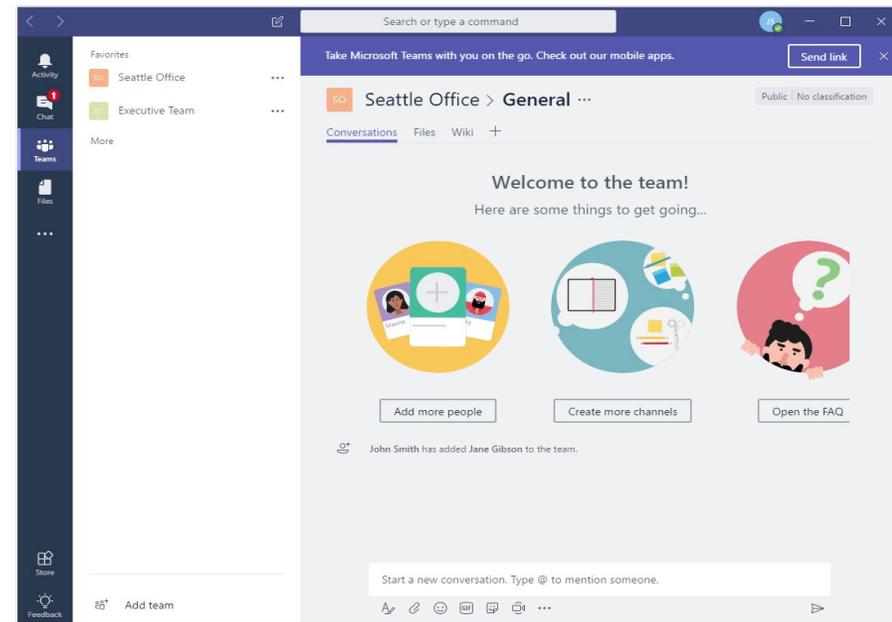
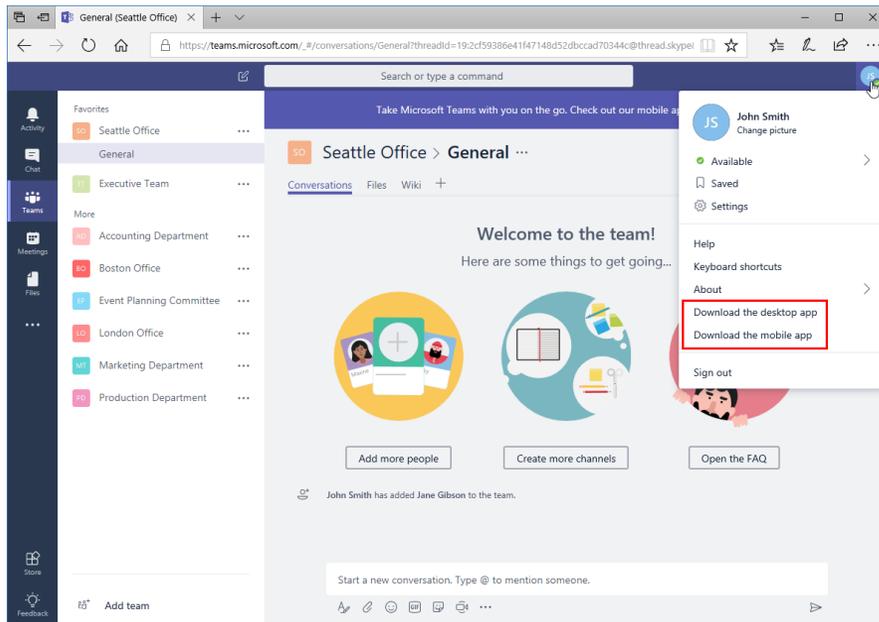
Leaving a Team

- Move your mouse over its name, click the ellipses, and click “Leave the team”
- Click “Leave the team”



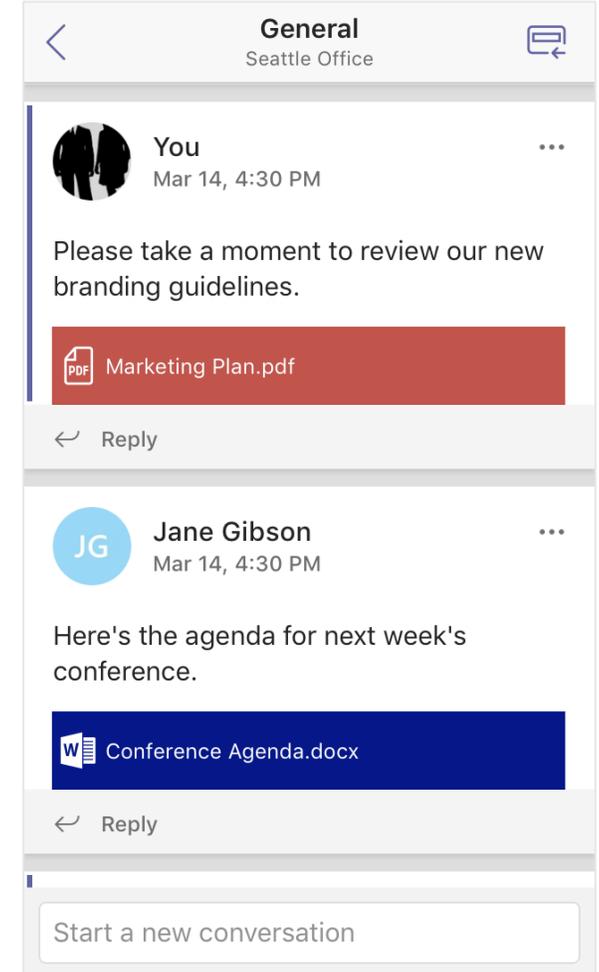
Using Microsoft Teams Desktop and Mobile Apps

To download either app, click your profile icon in the top right corner of the window and click the appropriate link:



Using Microsoft Teams Desktop and Mobile Apps

The mobile app provides a focused view on the currently selected content. Here, you can see a channel:



TOPIC B: Using Channels

In this topic, you will learn how to:

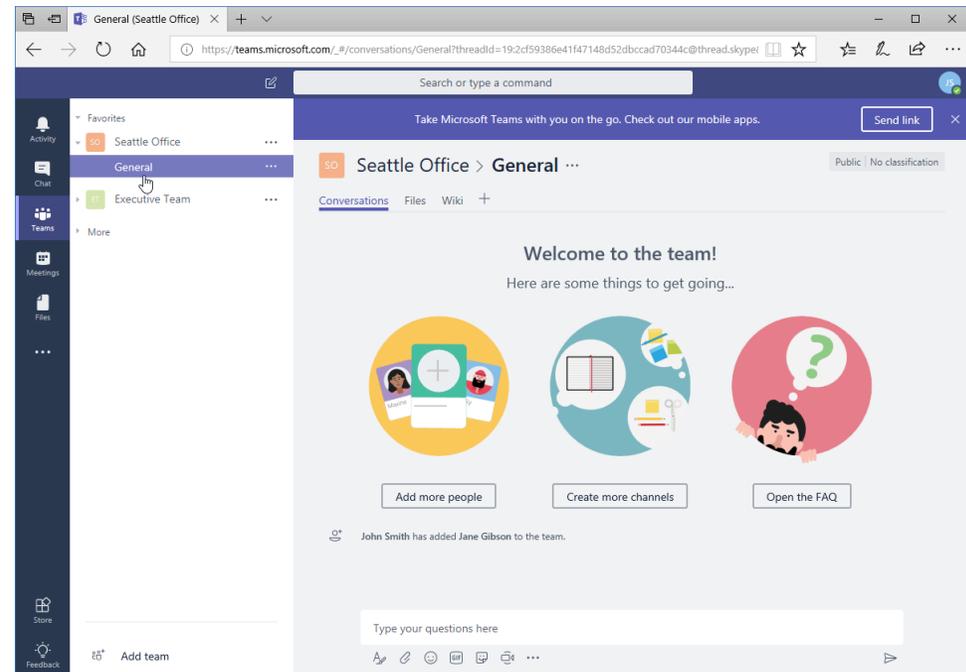
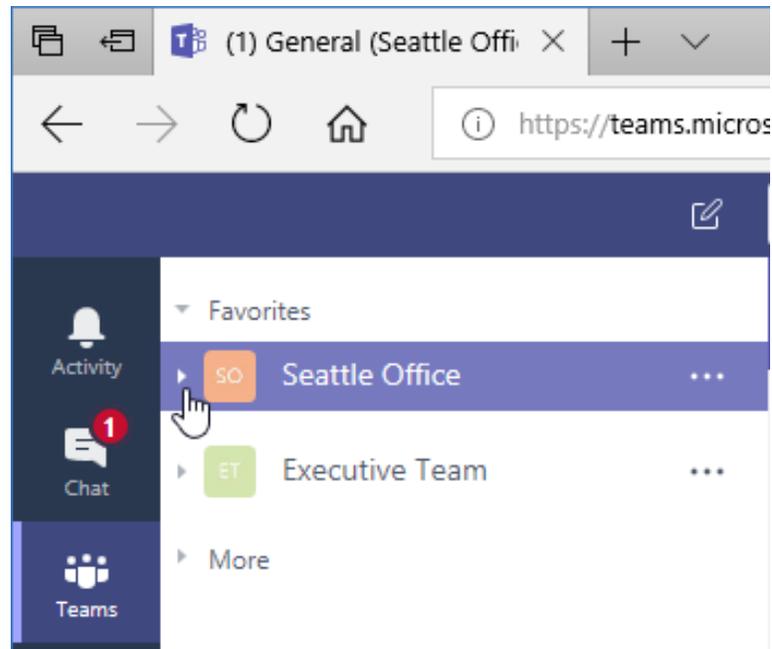
- Create, view, and use channels
- Mark a channel as a favorite
- Follow and unfollow channels

About Channels

- A **channel** is a central place where users can talk to each other
- By default, a General channel is created for team-wide communications and announcements
- Microsoft Teams users can also create their own channels for different topics
- All team members will automatically be added to all channels

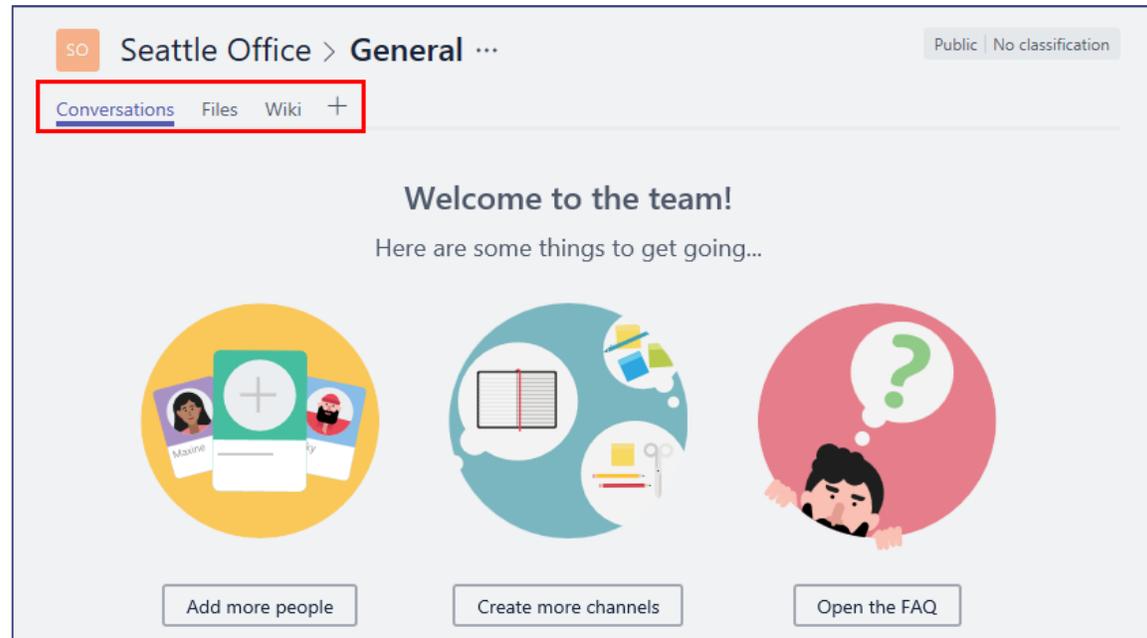
Viewing Channels

- Move your mouse over the team and click the chevron to expand it
- Click the channel you want to display



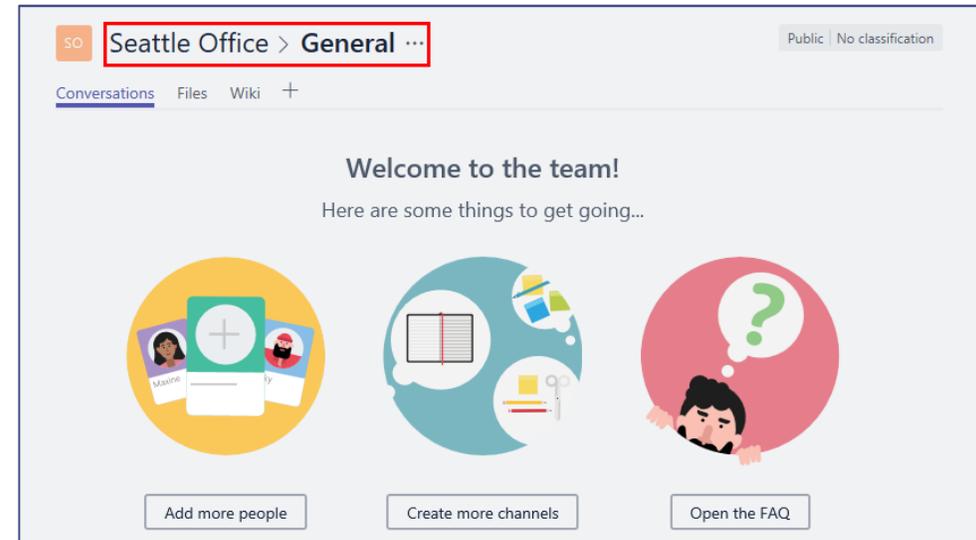
Viewing Channels

The three tabs at the top of the window allow you to view different aspects of the channel, and can be customized:



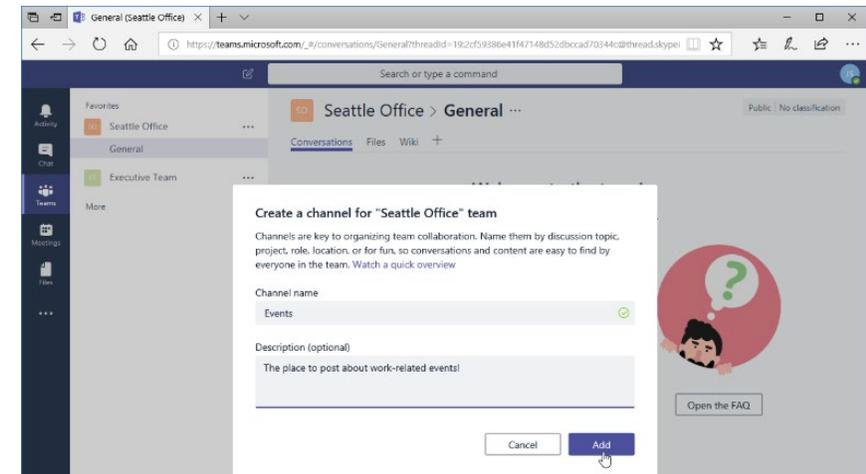
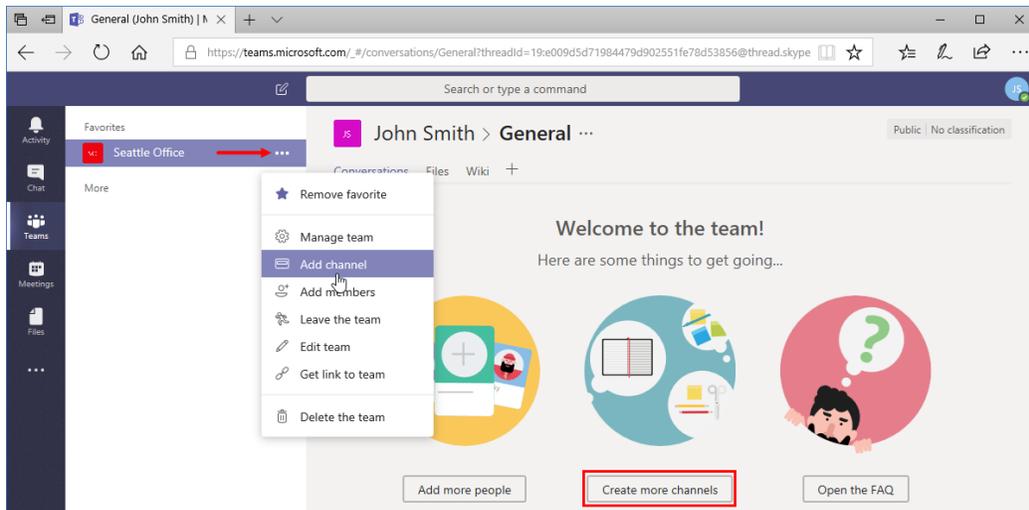
Viewing Channels

- Note the breadcrumb trail at the top of the window
- This shows where you are in the team
- You can click any item to go to it
- Click the ellipses to access channel and team options



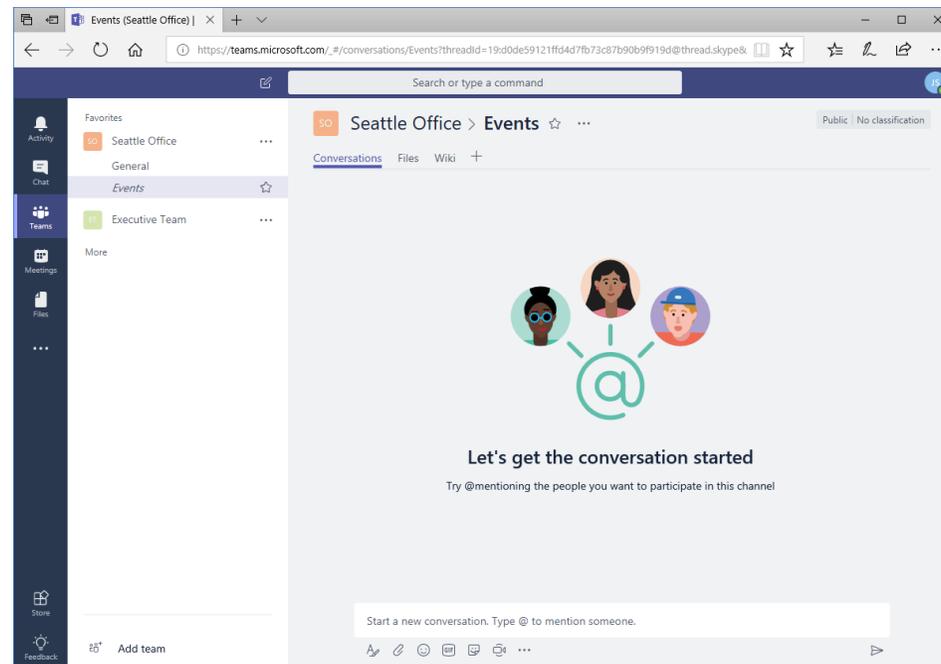
Creating a Channel

- Click the ellipses next to the team name and click “Add channel,” or click “Create more channels” at the top of the General channel page
- You will see the “Create a channel” dialog box



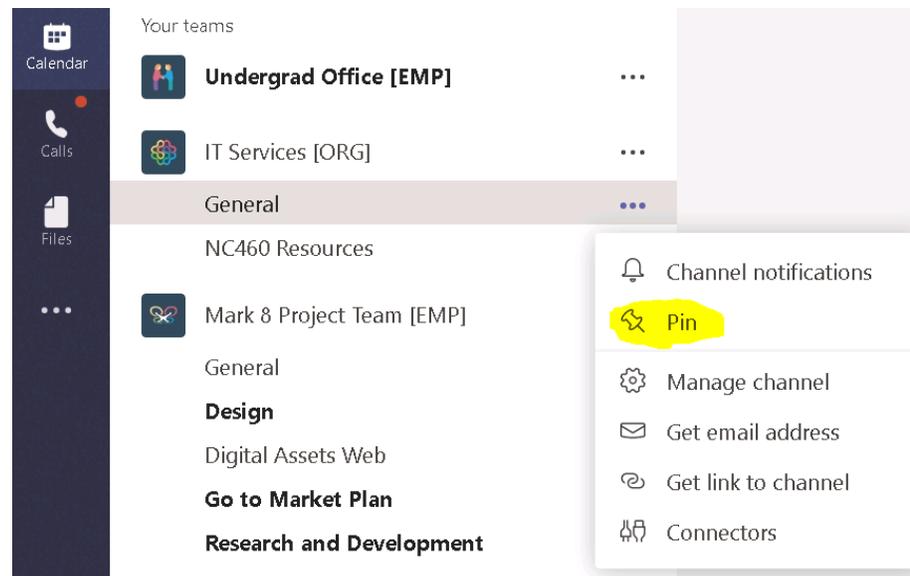
Creating a Channel

- Enter the channel name and description, and click Add
- The new channel is now created and displayed



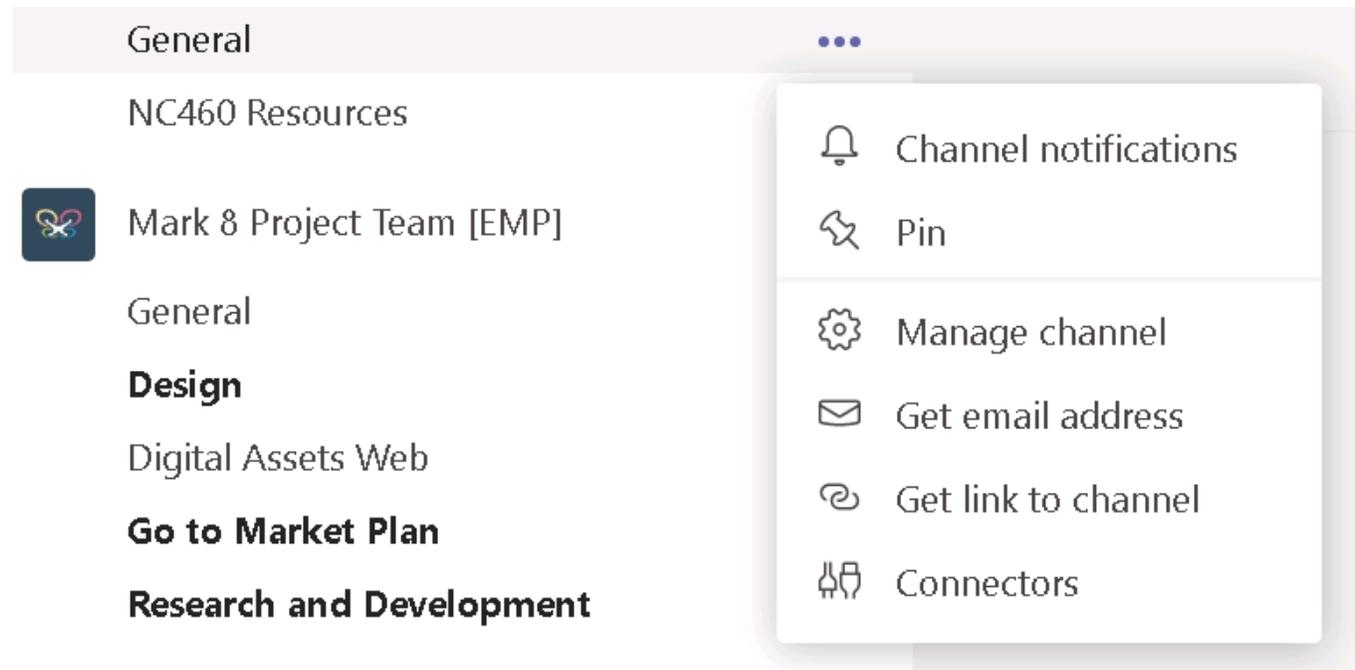
Pin a Channel as a Favorite

Pin a channel as a favorite, or remove this indicator, by clicking the pin icon next to the channel name in either the task pane or the main window:



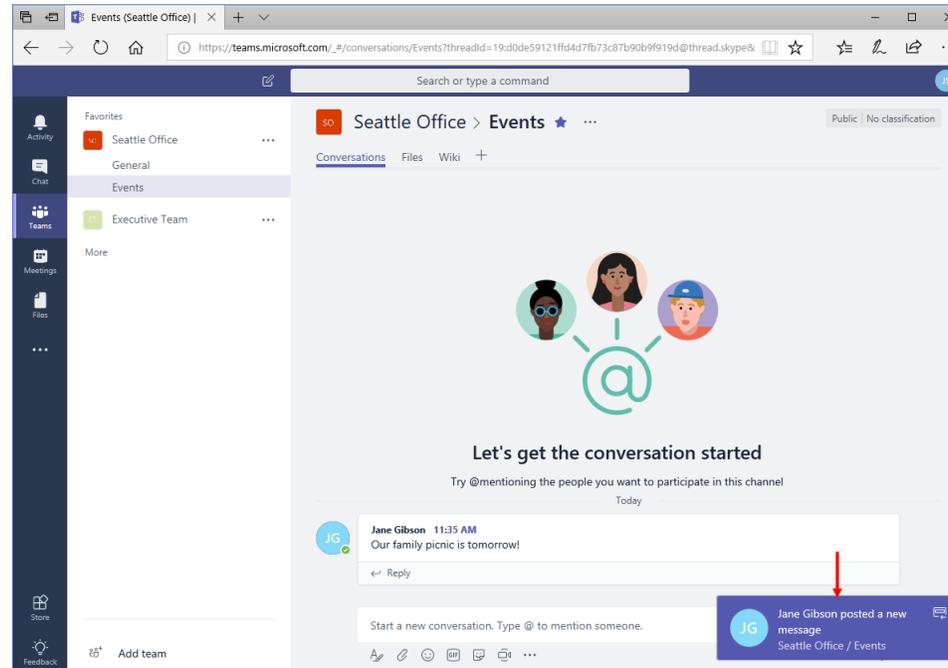
Channel Notifications

Open the channel, click the ellipses next to its name, and click “Channel notifications”:



Channel Notifications

You can receive a notification when someone posts in this channel, and the activity will be recorded on the Activity tab:



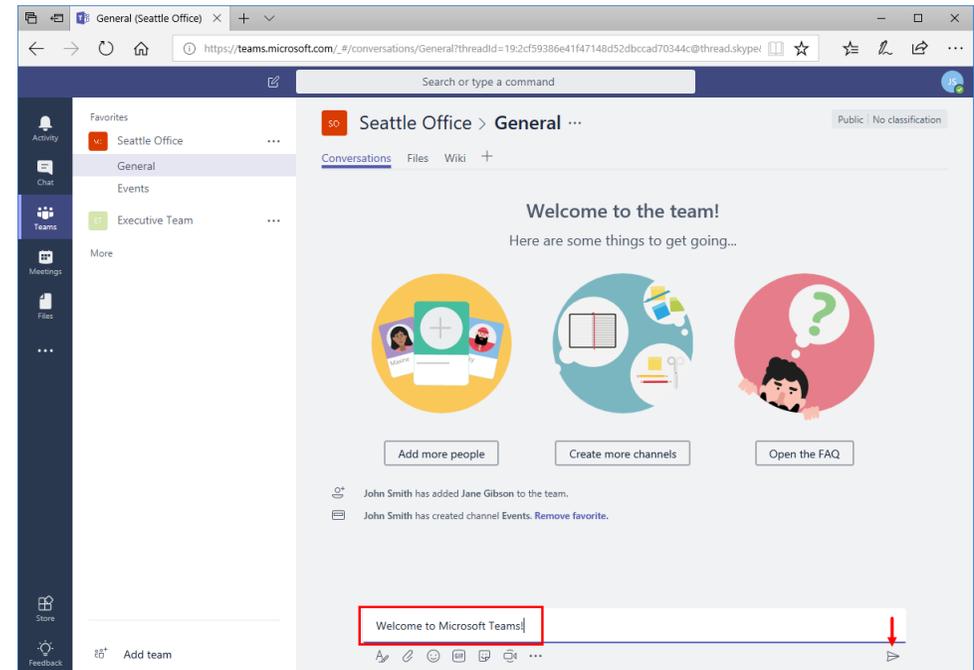
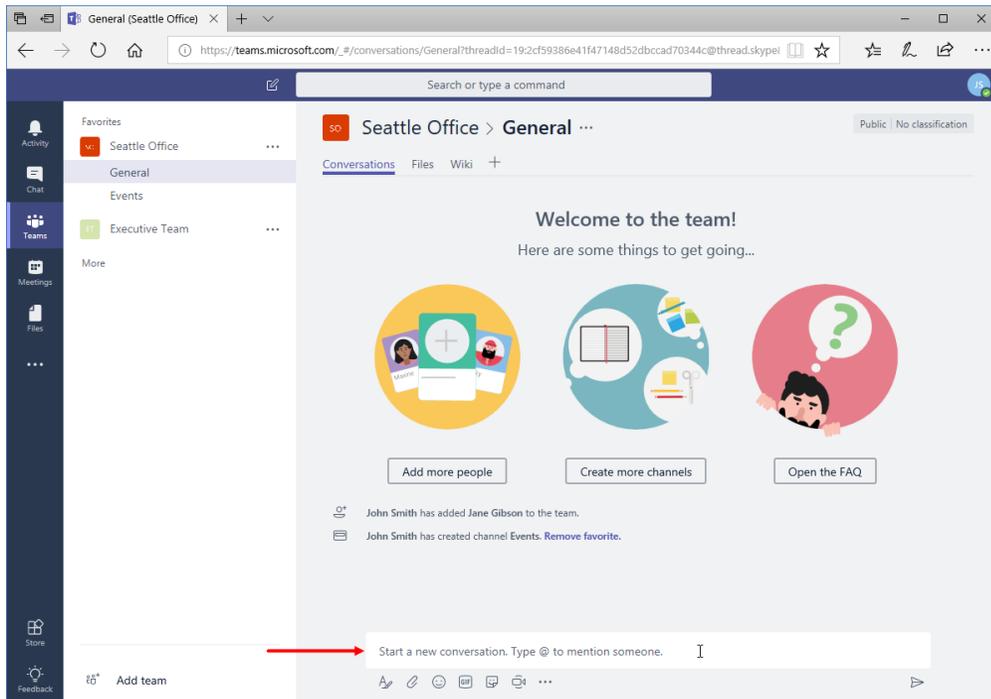
Topic C: Posting Messages

In this topic, you will learn how to:

- Post, edit, reply to, and delete messages
- Expand the compose box to access additional options
- Add files to a message

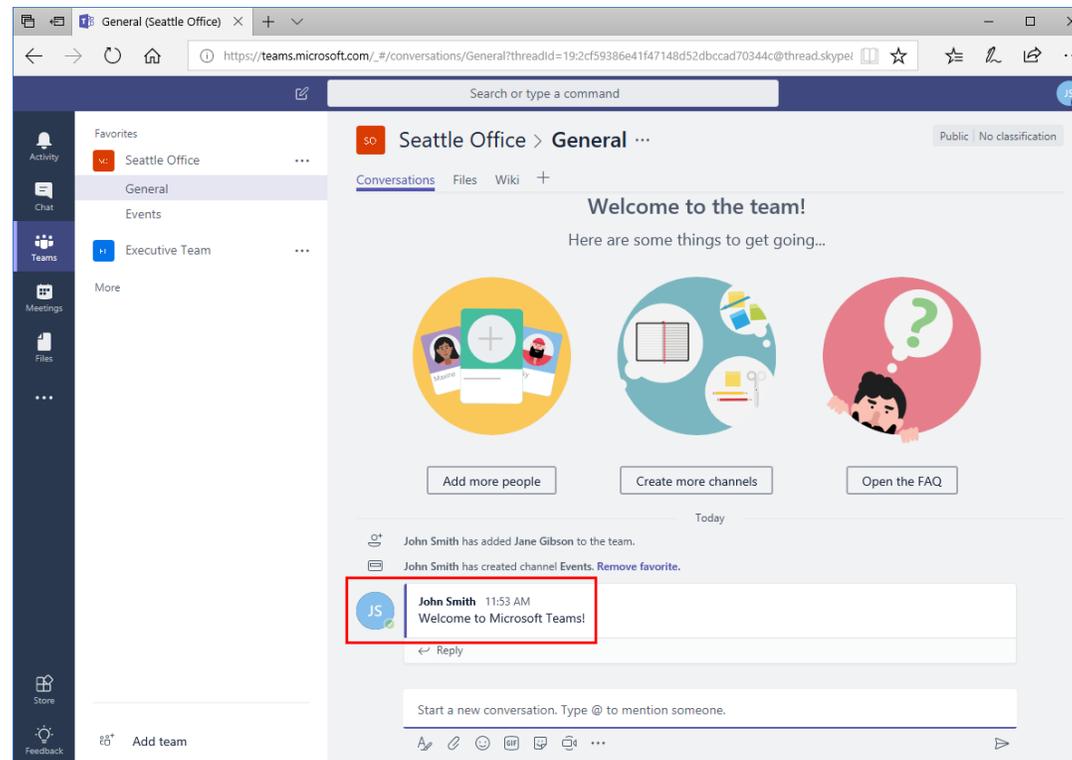
Posting a Message

- To post a message, click in the compose box
- Type your message. When finished, press “Enter” or click the arrow to send it



Posting a Message

Once you have created your message, it will appear in the channel, visible to all members:



Expanding the Compose Box

Let's take a closer look at the commands below the compose box:



Expanding the Compose Box

The screenshot displays the Microsoft Teams interface for a channel named "General" within the "Seattle Office" team. The interface includes a left-hand navigation pane with options like Activity, Chat, Teams, Meetings, Files, and Store. The main content area shows the channel header, tabs for Conversations, Files, and Wiki, and a compose box. The compose box is highlighted with a red border and contains a rich text editor toolbar (1), a subject input field (2), a text input area (3), and a bottom toolbar with icons for attachments, emojis, GIFs, and other media (4). A red circle with the number 5 is positioned at the bottom right of the compose box, indicating the send button.

General (Seattle Office) x + v
https://teams.microsoft.com/_#/conversations/General?threadId=19:2cf59386e41f47148d52dbccad70344c@thread.skype

Search or type a command JS

Seattle Office > General ... Public No classification

Conversations Files Wiki +

Add more people Create more channels Open the FAQ

John Smith has added Jane Gibson to the team.
John Smith has created channel Events. Remove favorite.

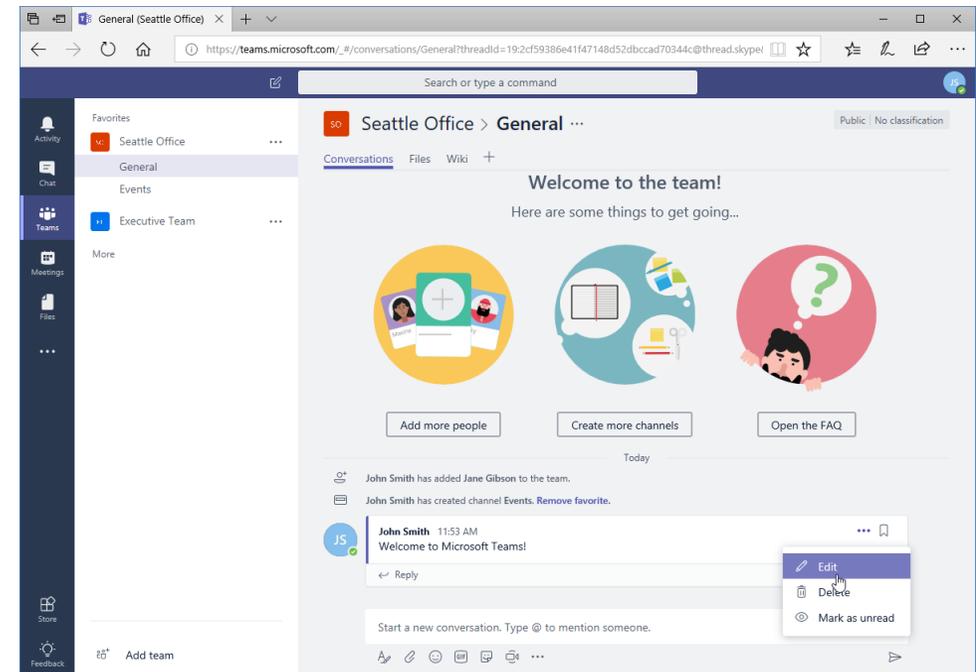
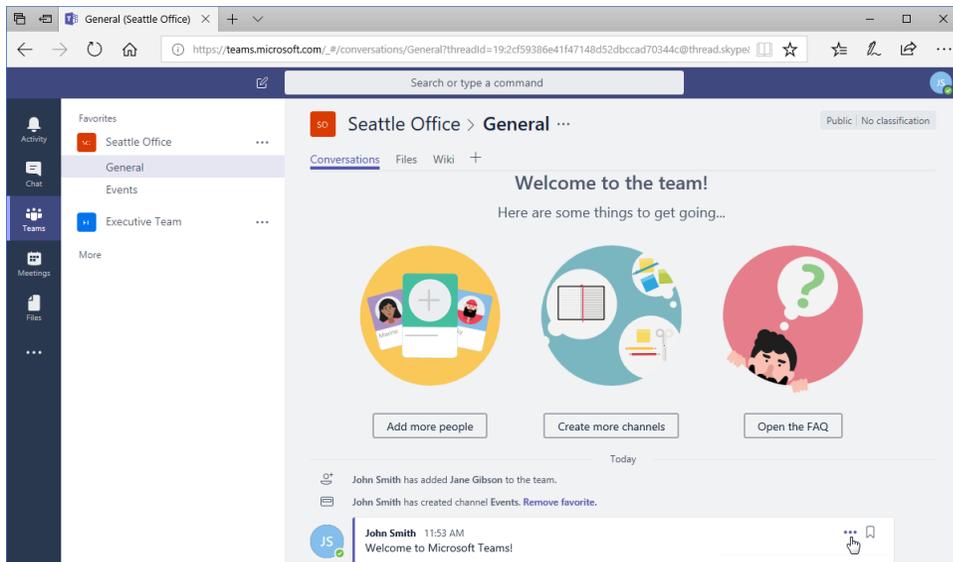
2 B I U A A | Paragraph | !

Add a subject
Welcome to Micro 3

1 4 5

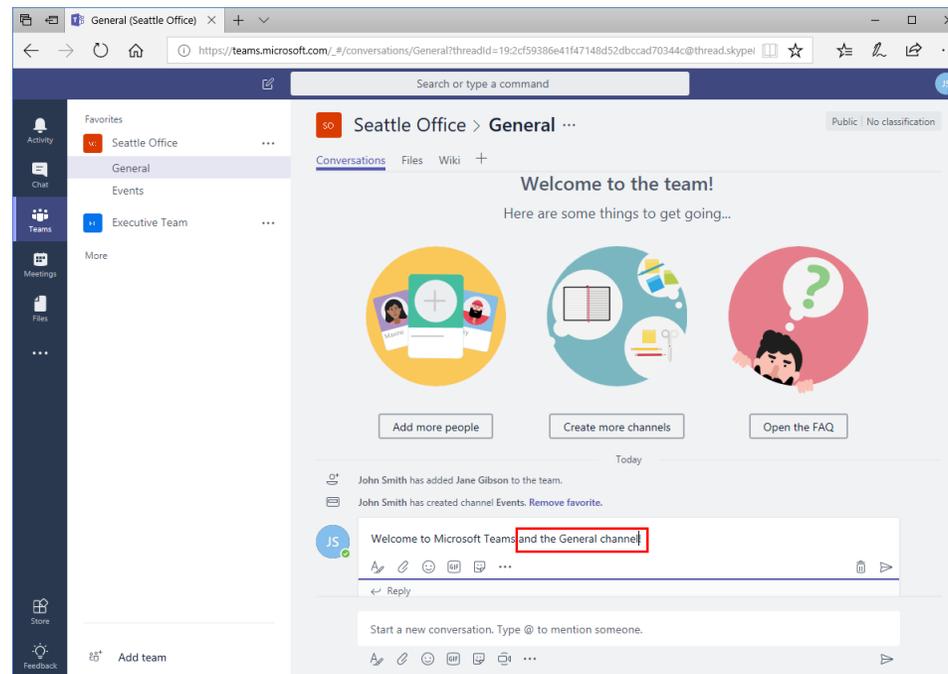
Editing a Message

- To edit a message you have posted, move your mouse over it and click the ellipses in its right corner
- Click “Edit” from the menu that opens



Editing a Message

The compose box will now reopen, with fewer commands. Simply make your changes and press “Enter” to update the message:



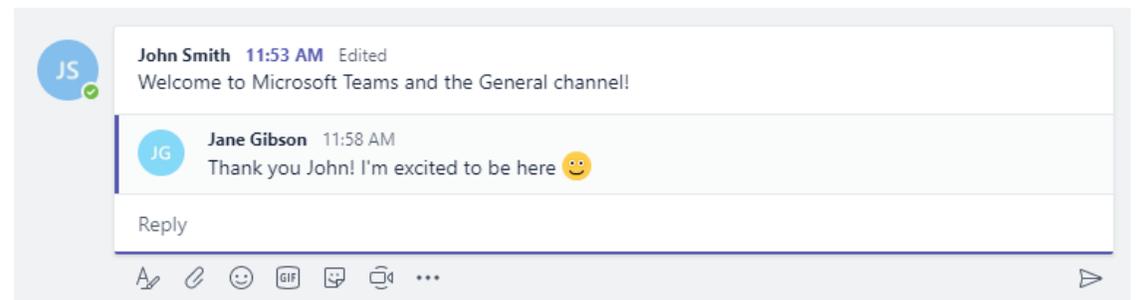
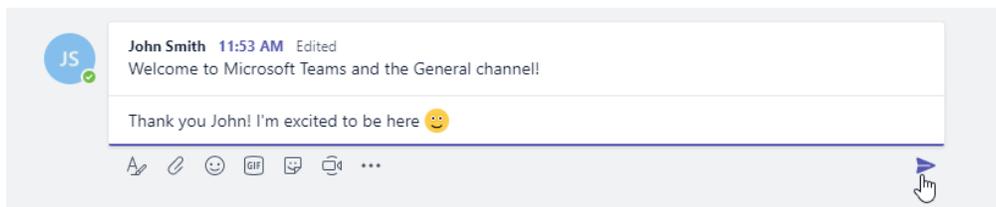
Replying to a Message

To reply to a message, click the “Reply” link below it:



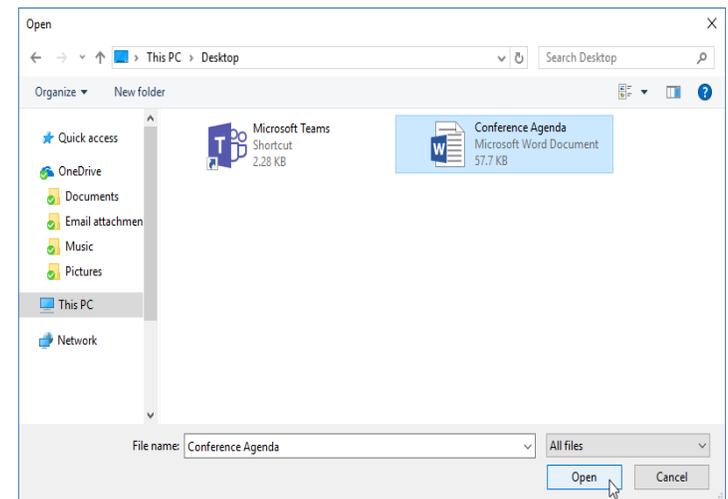
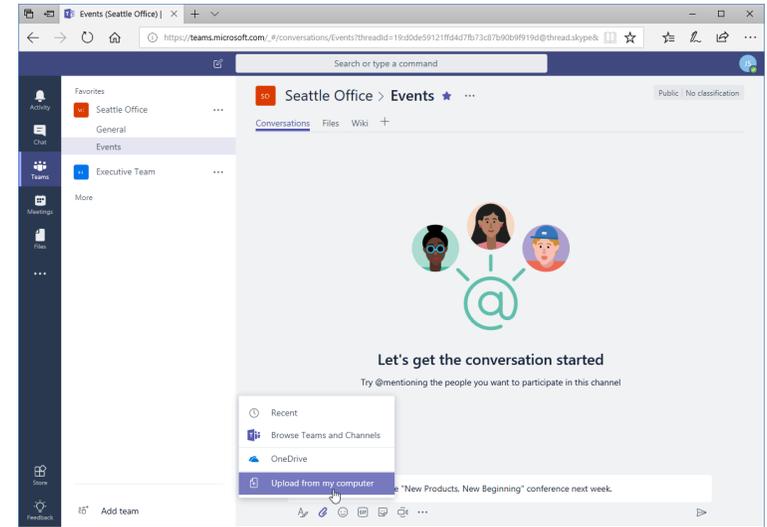
Replying to a Message

- Type and send your message
- Your reply will now be visible in the channel, indented under the original message



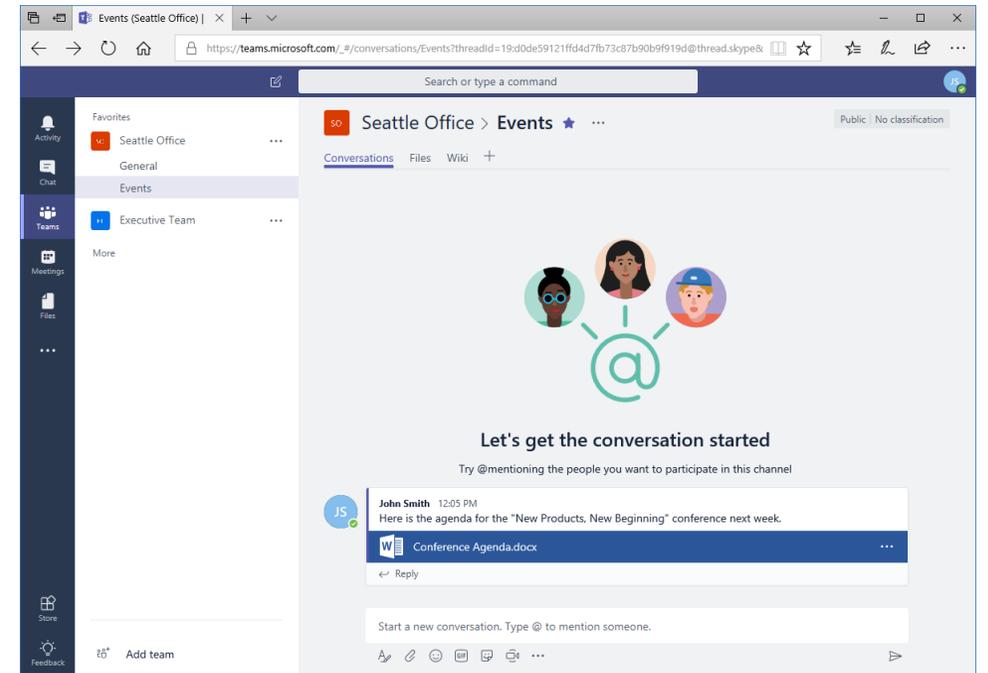
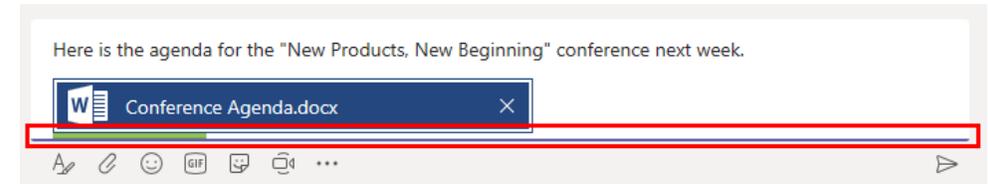
Adding Files to a Message

- To add a file to a message, click the paperclip icon
- Choose where to add the file from
- Browse to and choose the file
- Click “Open” to start uploading it



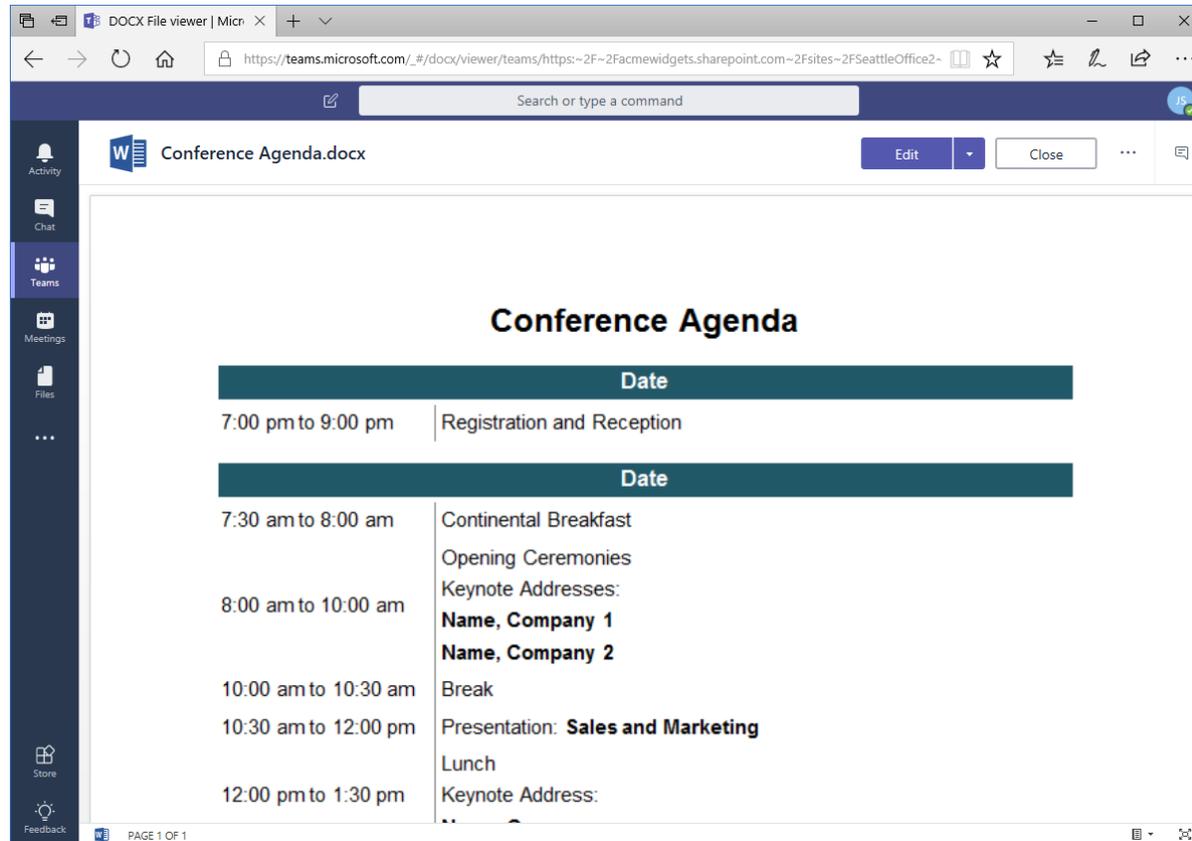
Adding Files to a Message

- Teams will then start the upload process
- When finished (the green bar will disappear), click the arrow or press “Enter” to send your message
- It will then be added to the channel



Adding Files to a Message

Users can click the file to view it within Teams:

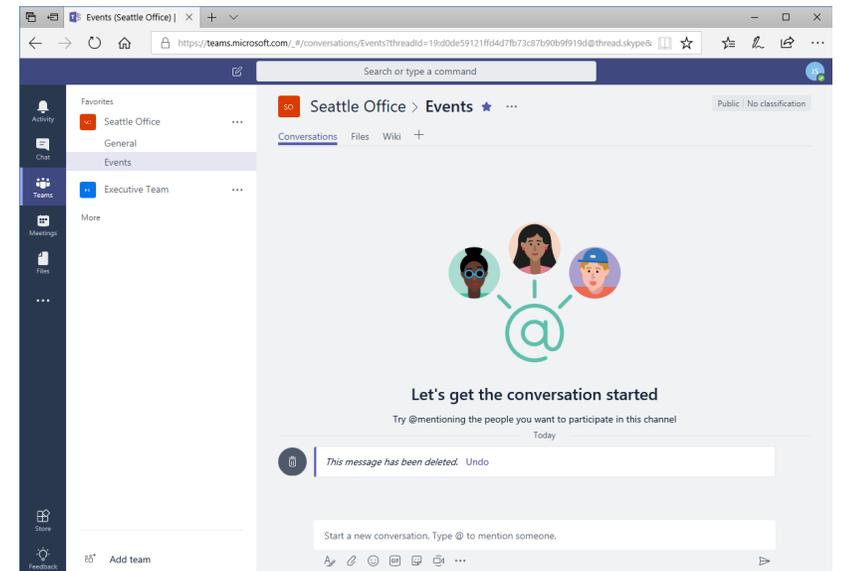
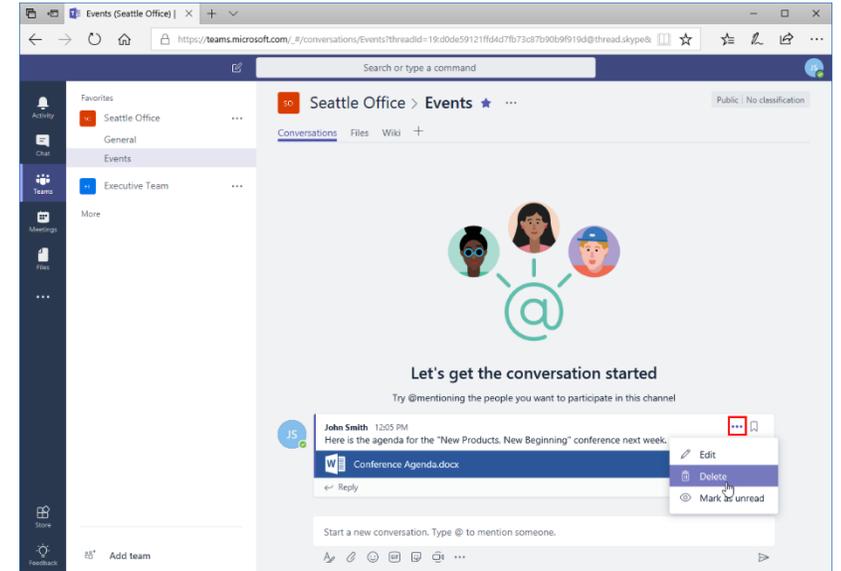


The screenshot shows a Microsoft Teams interface with a document viewer open. The document is titled "Conference Agenda.docx" and is displayed in a browser window. The agenda content is as follows:

Date	
7:00 pm to 9:00 pm	Registration and Reception
Date	
7:30 am to 8:00 am	Continental Breakfast
8:00 am to 10:00 am	Opening Ceremonies Keynote Addresses: Name, Company 1 Name, Company 2
10:00 am to 10:30 am	Break
10:30 am to 12:00 pm	Presentation: Sales and Marketing Lunch
12:00 pm to 1:30 pm	Keynote Address:

Deleting a Message

- Move your mouse over the message
- Click the ellipses on the right of it
- Click “Delete”
- You will be able to undo it for a short period of time



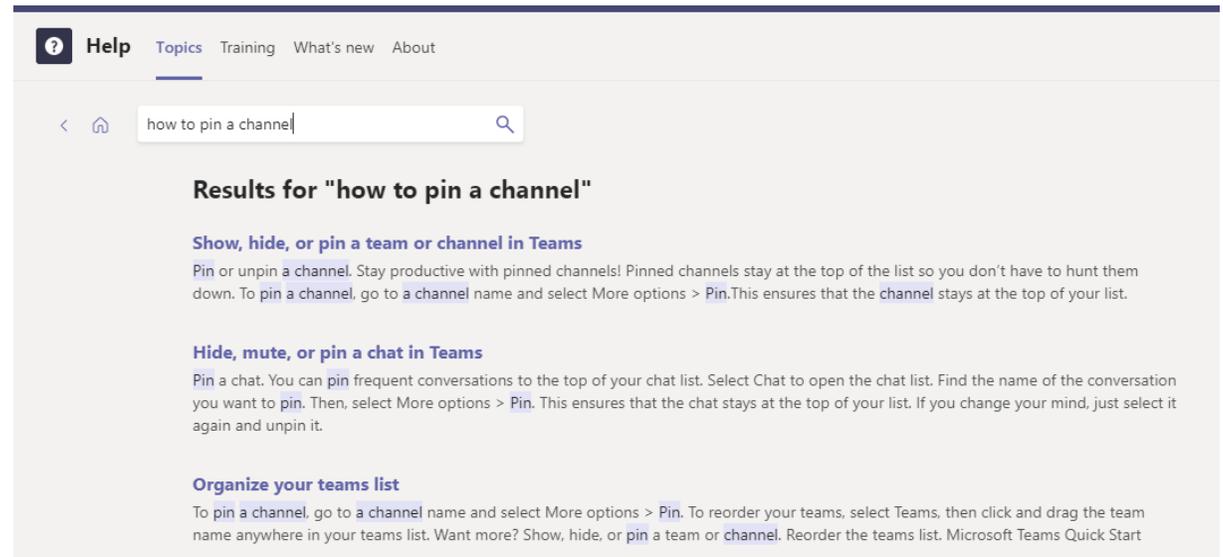
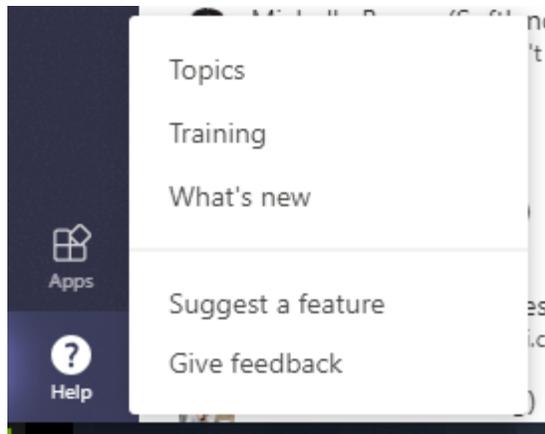
Topic D: Getting Help with Microsoft Teams

In this topic, you will learn:

- How to access the Help Center
- How to find out about new features
- About slash commands and keyboard shortcuts

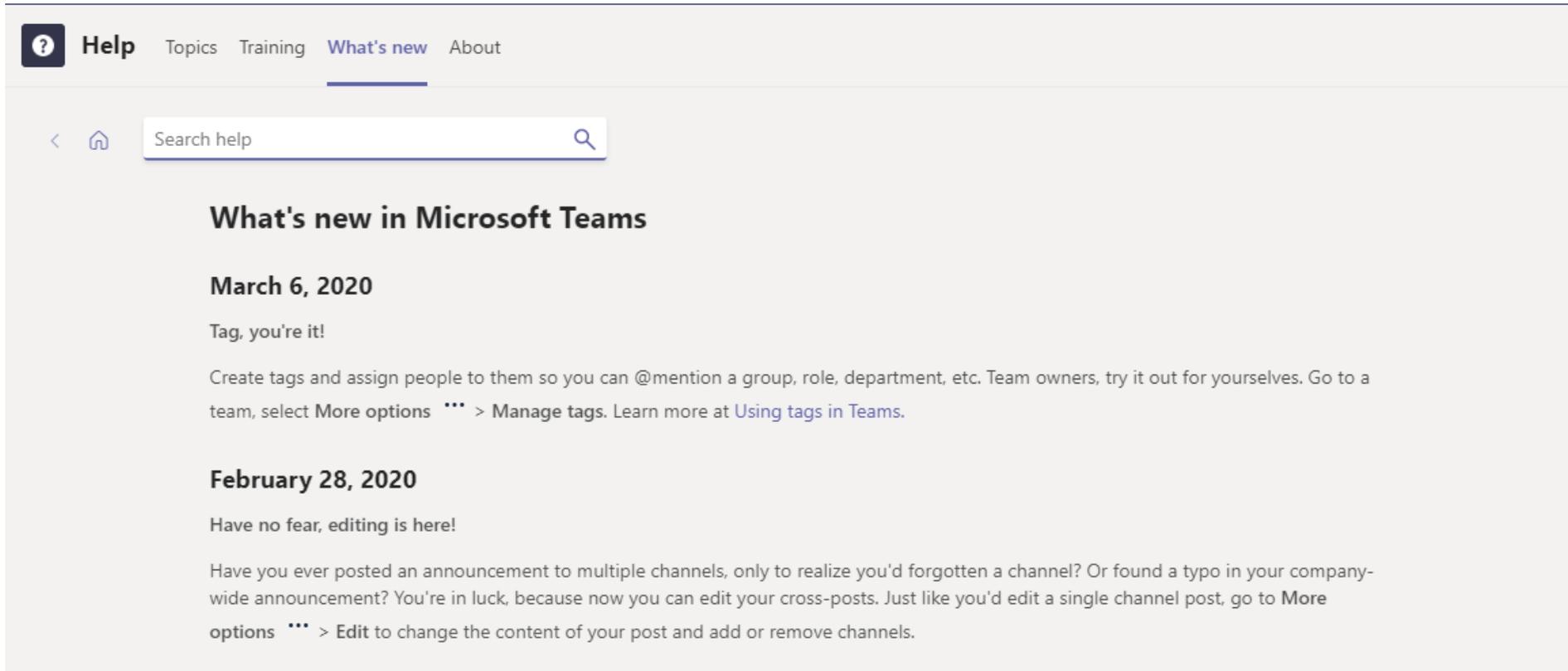
Using the Help Center

- To access the Help Center, click the “Help” button in the lower left corner of the side pane.
- Select “Topics” to ask for assistance or “Training” to see educational assets



Viewing New Features

The “What’s new” tab lets you quickly see new features and updates, sorted by date:

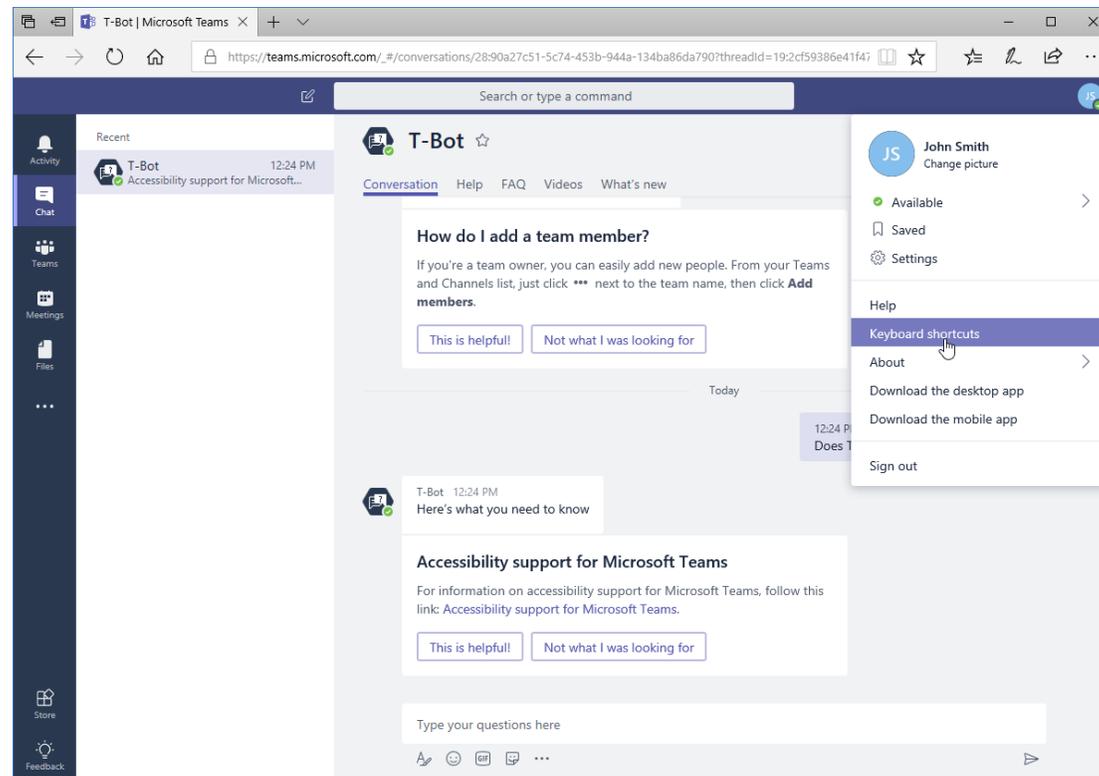


The screenshot shows the Microsoft Teams Help interface. At the top, there is a navigation bar with a question mark icon, the word "Help", and links for "Topics", "Training", "What's new" (which is underlined and highlighted), and "About". Below this is a search bar with a magnifying glass icon and the text "Search help". The main content area is titled "What's new in Microsoft Teams". It lists two updates:

- March 6, 2020**
Tag, you're it!
Create tags and assign people to them so you can @mention a group, role, department, etc. Team owners, try it out for yourselves. Go to a team, select **More options** > **Manage tags**. Learn more at [Using tags in Teams](#).
- February 28, 2020**
Have no fear, editing is here!
Have you ever posted an announcement to multiple channels, only to realize you'd forgotten a channel? Or found a typo in your company-wide announcement? You're in luck, because now you can edit your cross-posts. Just like you'd edit a single channel post, go to **More options** > **Edit** to change the content of your post and add or remove channels.

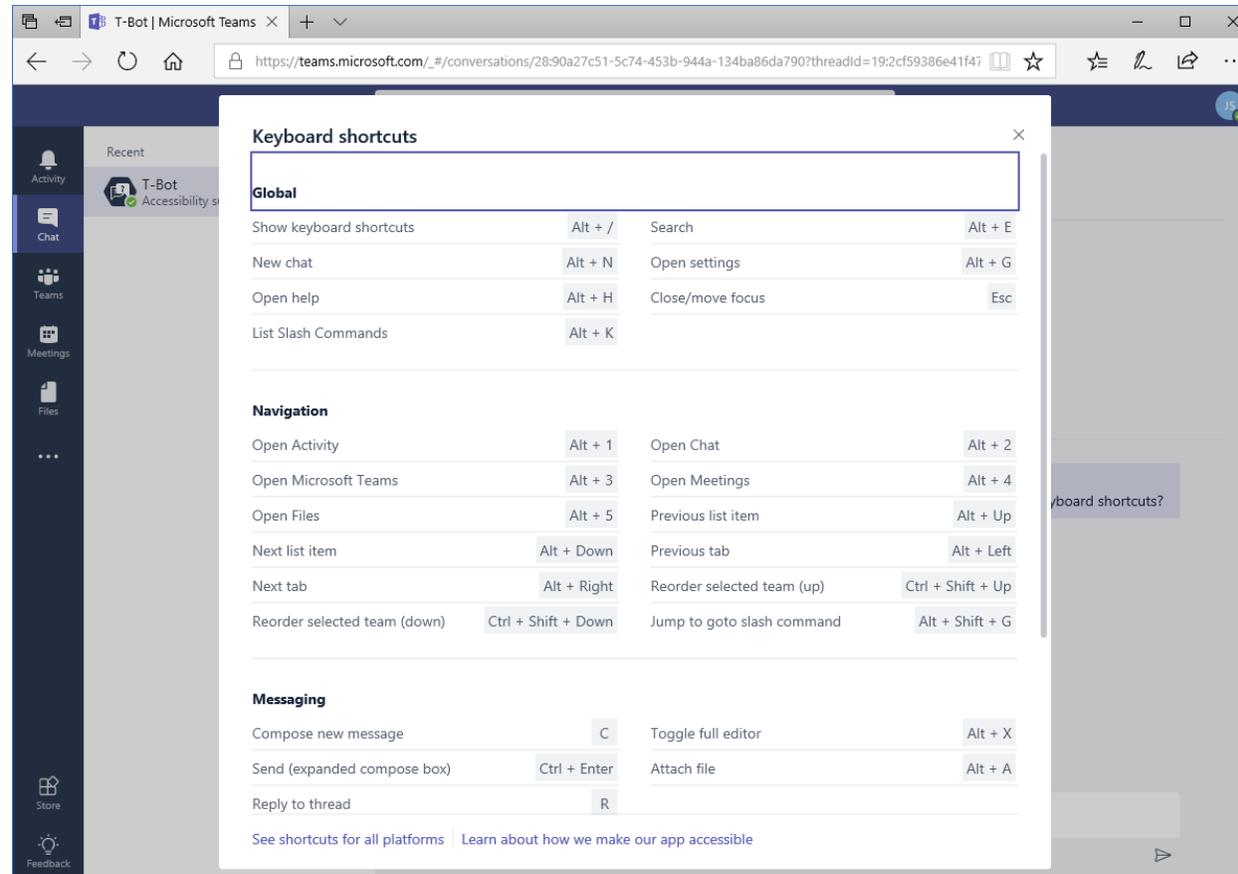
Viewing Keyboard Shortcuts

Click your profile icon and click “Keyboard shortcuts,” or use the Alt + / command:



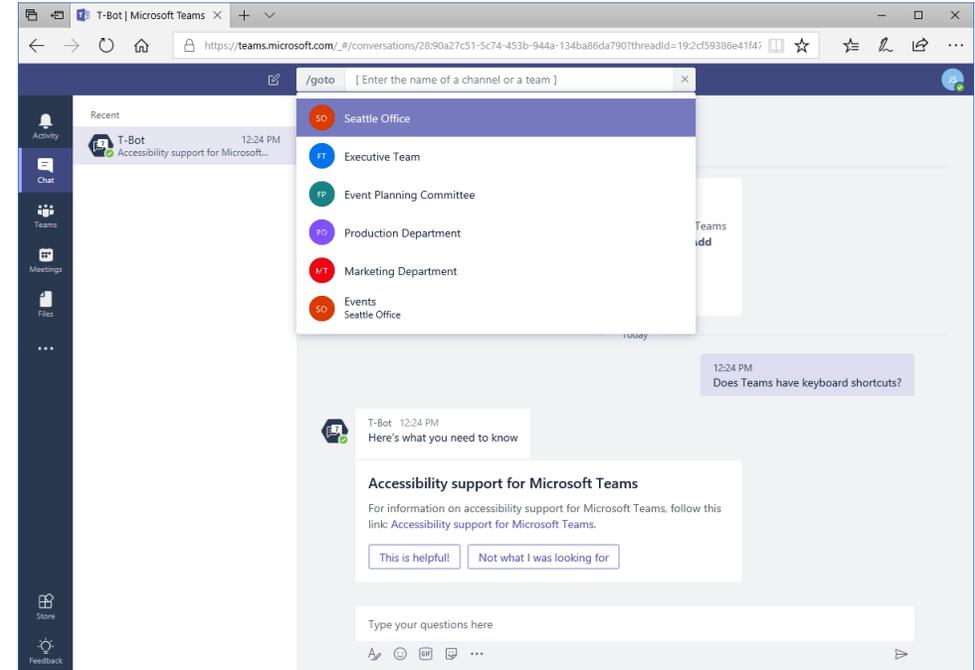
Viewing Keyboard Shortcuts

A list of shortcuts will open:



Using Slash Commands

- Microsoft Teams also offers many text-based commands
- These commands let you perform shortcuts from the field at the top of the Teams window



Using Slash Commands

Here is a list of the slash commands currently available in Microsoft Teams:

Slash Command	Action
/activity	View someone's activity
/available	Changes your Teams status to "Available"
/away	Changes your Teams status to "Away"
/busy	Changes your Teams status to "Busy"
/call	Initiate a call
/dnd	Changes your Teams status to "Do Not Disturb"
/files	See your recent files
/goto	Go to a certain team or channel
/help	Get help
/join	Join a team
/keys	View keyboard shortcuts
/mentions	See all of your mentions
/org	View an org chart
/saved	View your saved list
/unread	See all of your unread activity
/whatsnew	Check what's new in Teams
/who	Ask Who a question

Summary

In this lesson, you learned how to use the Teams interface and its key elements (including teams, channels, and messages). You also learned how to get help in Teams.

Review Questions

1. How do you open Microsoft Teams?
2. What command sequence displays a list of keyboard shortcuts?
3. How do you access Help?
4. You just posted a message and you realize there is a typo in it! How do you edit it?
5. List one way to create a new channel.