Microsoft Teams
Cheat Sheet

CustomGuide
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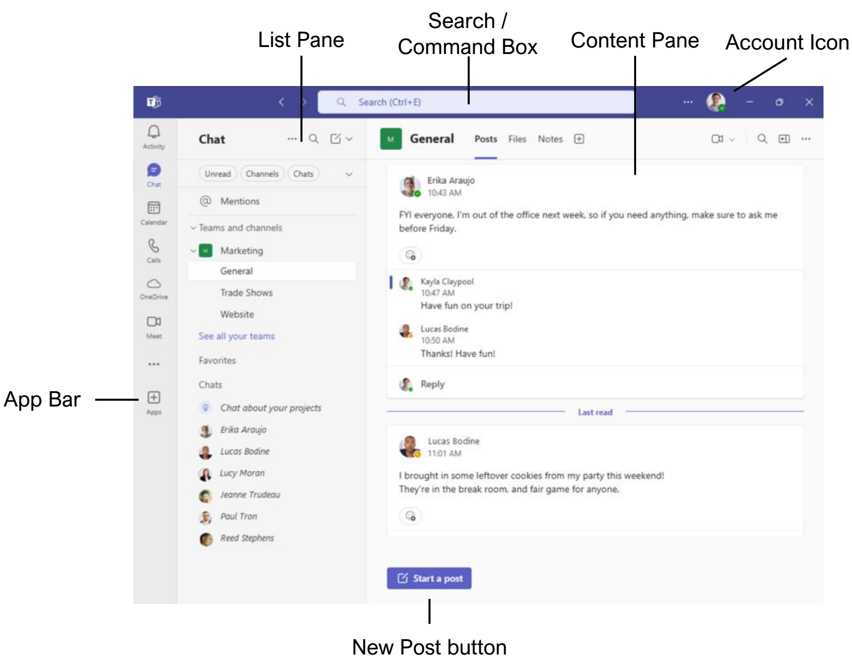
The Teams Program Screen



What's New with Teams

Switch Between Accounts: Click your **Account** icon in the upper-right corner to switch or add accounts without signing out.

Use the Meet Tab: Click the **Meet** tab to view, join, or review meetings.

Use Copilot: Click the **Copilot** tab on the left app bar to summarize, draft, or manage tasks in chats and meetings.

Access OneDrive: Click the **OneDrive** tab on the left app bar to browse, open, and manage your Microsoft 365 files.

Use Loop Components: Click the **Loop** icon in a chat or channel, choose a component like a task list or table, type your content, and click **Send**. Everyone can co-edit the component in real time directly in the conversation.

Getting Started

Sign In: Enter your email address, click **Sign In**, then enter your password and click **Sign In**.

Sign Out: Click your account icon in the upper-right, then select **Sign Out**.

Set Your Status: Click your **Account** icon in the upper-right, click your status, then select a new status from the menu.

Options include Available, Busy, Do Not Disturb, Be Right Back, Appear Away, and Appear Offline.

Set a Status Message: Click your **Account** icon, then select **Set Status Message**. Enter a message into the text field and select when the message should expire. Click **Done**.

View Activity Feed: Click the **Activity** button to see recent mentions, replies, reactions, and more.

Chat

Start a New Chat: Click the **Chat** button on the App bar, then click **New Message**. Select a contact, type your message, and click **Send**.

Format Text: Click the **Format** button below the Message box. Select your text and apply formatting. Click the ••• button for more options.

Start a Group Chat: Click the **Chat** button on the App bar, then click the **New Message** and add multiple people. Enter your message and click **Send** to begin the group chat.

Manage Chats: Hover over a chat in the list pane, then click **More Options •••** to **pin, mute**, **hide**, or move chats into custom **sections**.

Share Files in a Chat: Click the **Attach** button below the message box. Upload a file from your device or OneDrive and click **Send**.

Keyboard Shortcuts

General

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

Navigation

Activity	**Ctrl** + **1**
Chat	**Ctrl** + **2**
Teams	**Ctrl** + **3**
Calendar	**Ctrl** + **4**
Calls	**Ctrl** + **5**
Files	**Ctrl** + **6**

Messaging

Go to Compose box	**C**
Expand Compose box	**Ctrl** + **Shift** + **X**
Send from Expanded Compose Box	**Ctrl** + **Enter**
Attach file	**Ctrl** + **O**
New Line	**Shift** + **Enter**

Meetings and Calls

Accept Video Call	**Ctrl** + **Shift** + **A**
Accept Audio Call	**Ctrl** + **Shift** + **S**
Decline Call	**Ctrl** + **Shift** + **D**
Start Audio Call	**Ctrl** + **Shift** + **C**
Start Video Call	**Ctrl** + **Shift** + **U**
Toggle Mute	**Ctrl** + **Shift** + **M**
Toggle Video	**Ctrl** + **Shift** + **O**
Toggle Fullscreen	**Ctrl** + **Shift** + **F**
Toggle Background Blur	**Ctrl** + **Shift** + **P**

Calendar

Schedule a Meeting	**Alt** + **Shift** + **N**
Go to Current Time	**Alt** + **.**
Previous Day/Week	**Ctrl** + **Alt** + ←
Next Day/Week	**Ctrl** + **Alt** + →
View Day	**Ctrl** + **Alt** + **1**
View Workweek	**Ctrl** + **Alt** + **2**
View Week	**Ctrl** + **Alt** + **3**

Chats

Send Important and Urgent Messages: Click the **Set Delivery Options** button, then select **Important** or **Urgent** to highlight the message or send repeat alerts.

Edit a Sent Message: Hover over your message, click **More Options**, and select **Edit** to update.

Insert a GIF, Sticker, or Emoji: Click the button on the chat screen and select a **GIF**, **Sticker**, or **Emoji** from the menu.

React with More Emoji: Click the **reaction** icon on a message to choose from the emoji menu.

Invite People to a Group Chat: Click the **Add People** button at the chat screen, type and select the person's name, choose how much chat history to include, then click Add.

Pop Out a Chat: Click the **Pop Out** icon next to a chat to open it in a separate window.

Pin a Chat: Hover your mouse over a chat in the list pane, click the ••• **More Options** button, then select **Pin**.

Mute a Chat's Notifications: Hover your mouse over a chat in the list pane, click the ••• **More Options** button, then select **Mute**.

Share a File: Click the **Attach File** button below the Compose box, select a file source, select a file, click **Open**, then click **Send**.

Create New Section: Click **New Message,** choose **New Section** and select **Create**.

Teams

Join a Team: Click the Chat button in the App bar, click the **New Message** icon, then select **Join a Team**. You can search for a team, join with a code, or create one.

Create a Team: Click the **New Message** icon, then click **New Team**. Choose whether to start from scratch or use a template, then set your team settings and details,

Create a New Channel: Click the **New Message** icon, then click **New Channel**. Type your channel, description, and channel type, then select a team to add your channel.

Start a Channel Conversation: In a team channel, click **Start a Post**, type your message, and click **Post**.

Manage Channel Notifications: Click the ••• button next to the channel name, then customize your notification preferences.

View and Upload Files in a Channel: In a team channel, click the **Files** tab to view its library. To upload, click **Upload**, select Files, choose your file, and click **Open**.

Use a Tag in a Channel Post: Type **@,** then start typing the tag name. Select it from the list to notify everyone assigned to it.

Teams

Create a Tag: Click a team's ••• button, select **Manage Tags**, then click **Create Tag**. Enter |your tag details, assign people, and click **Create**.

Add or Remove Team Members: If you're a team owner, click the ••• button next to a team, then select **Manage Team**. In the **Members** tab, click **Add Member** or use the **Remove** button.

Meetings

Schedule a Meeting: Click the **Calendar** button on the App bar, then click the **New Event**. Fill in the details and click **Send**.

Schedule a Channel Meeting: Click the **Calendar** button, select the **New Event** dropdown, choose **Channel** meeting, fill in details, select a channel, and click **Save**.

Join a Meeting from a Channel: In the team channel, find the meeting and click **Join Now**, or open its meeting details and click **Join**.

Join a Meeting from the Calendar: Click the **Calendar** button on the App bar, click a meeting, then click the **Join** button.

View a Meeting Conversation: While in a meeting, click the **Show Conversation** button on the control toolbar.

View and Manage Participants: Click **Show Participants** to see attendees. Invite others, mute, change roles, or remove people.

Share Your Screen: While in a meeting or call, click the **Share Content** button. Click **Share Content**, select your screen or window, and click **Stop Sharing** when done.

Take Meeting Notes: While in a meeting, click the ••• and select **Meeting Notes**. Click the **Take Notes** button, then begin taking notes.

Record a Meeting: While in a meeting, click the ••• button and select **Start Recording**. Click the ••• button again to **Stop Recording**.

Change the Camera Background: While in a meeting or call, click the ••• button select **Apply Background Effects**, choose an effect then click **Apply**.

Change Audio and Video Devices: While in a meeting or call, click the ••• button and select **Device Settings**. Click the list arrows for audio devices and the camera to select a device.

View a Meeting Recording: In the team channel, locate the meeting in the Content pane, find the recording, and click the **Play** button.

Edit a Meeting: From the **Calendar** or **Channel**, select a meeting, click Edit, update details, and click **Send** to update.

Cancel a Meeting: Select the meeting, click **Edit**, then click **Cancel meeting**. **Confirm** to cancel and notify attendees.

Calls

Make a Call: Click the **Calls** button on the App bar. Enter a contacts name, select them, then click the **Call** button; or click the View **Contacts** tab and click a contact's **Call** button.

Answer a Call: When someone calls you, a notification will appear.

- Click to answer as a video call.
- Click to answer as an audio call.
- Click to decline the call.

Place a Call on Hold: While on a call, click the ••• button and select **Hold**. Click the **Resume** button when you can return to the call.

Transfer a Call: While on a call, click the ••• button and select **Transfer**. Type the name of who you want to transfer the call to, then click **Transfer**.

View Call History: Click **Calls**, then check the **History** list. Use the All dropdown to filter calls such as **Missed** or **Voicemail**. Hover over a call to return it or click **More Actions** to start a chat.

Check Your Voicemail: Click the **Calls** button on the App bar and click **Voicemail** tab above the History group. Click a voicemail message, then click the **Play** button to play it.

Teams Settings

Change Your Profile Picture: Click your **Profile Picture** in the upper right, click **Upload**, choose a new image, click **Open** to upload.

Change the Theme: Click the ••• button in the upper right, select **Settings**, click **Appearance**, open the **Theme** menu, and select **Dark**, **Light**, **Classic**, or **High Contrast**.

Adjust Notifications: Click the ••• button in the upper right, select **Settings**, click **Notifications and activity,** and change your notification based on your preferences.

Set Up Devices: Click ••• button in the upper right, select **Settings**, click **Devices**, and choose your preferred speakers, microphone, and camera.

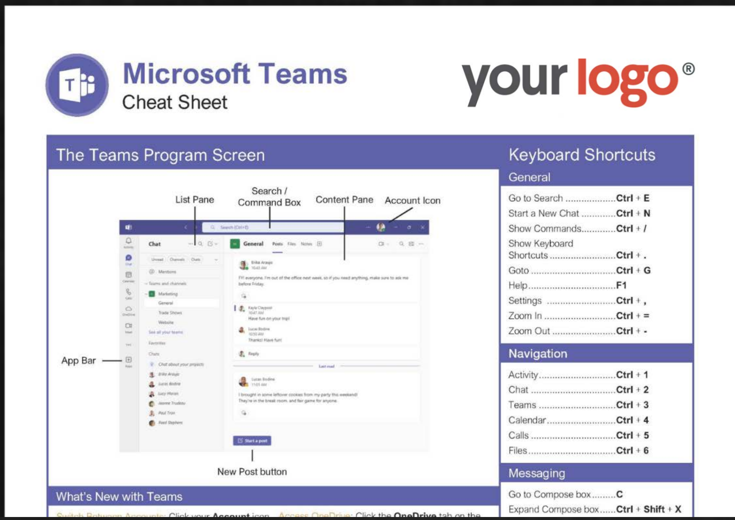
Add an App: Click the **Apps** button on the App bar, browse or search for an app, click it, choose where to install it, then click **Add** or **Go**.

Remove an App: Click the **Apps** button, click **Manage** your apps, select the app, click **Remove**, and **Confirm**.

Use Copilot: In **Copilot**, enter a prompt, click **Send**, and review the response. Use suggestion cards or past chats for quick access.

Use a Copilot Agent: In **Copilot**, click **Get Agents**, select an agent, click **Add**, choose a tool, and click **Send.**

Create a Copilot Agent: In **Copilot**, click **Create an Agent**, enter details and instructions, configure settings, click **Create**.



CustomGuide

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- Discrimination
- Harassment
- Safety
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- Chrome
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- Docs
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- Gmail
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- Copilot
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- Outlook
- PowerPoint
- Teams
- Windows
- Word

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- Management
- Project Management

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- Digital Literacy
- Software Applications

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- Well-Being
- Work/Life Balance

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- Diversity
- U.S. Citizenship

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Includes	Free	Starter	Custom Plans	
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