Teams

Contents

Getting Started

Microsoft Teams is a communication and collaboration tool, part of the Office 365 suite, that you can use to work with other people in your organization. You can chat one-on-one or in groups, participate in meetings and group calls, and share and collaborate on files.

In this module, you'll learn how to get started with Teams. You'll learn how to sign in and out of Teams and learn the different parts of the Teams screen. You'll also learn how to view activity relevant to you and how to update your status.

Objectives

Sign In and Out

Understand the Screen

View Activity

Change Your Status

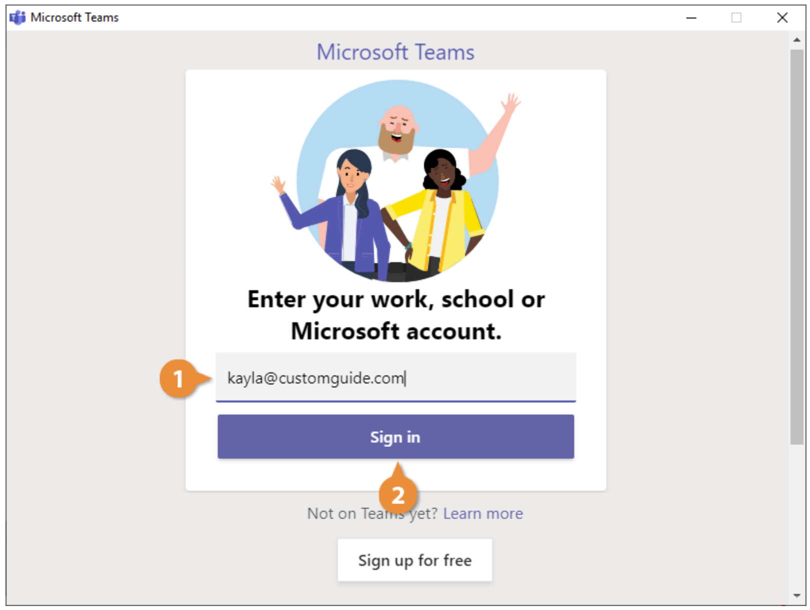
Sign In and Out

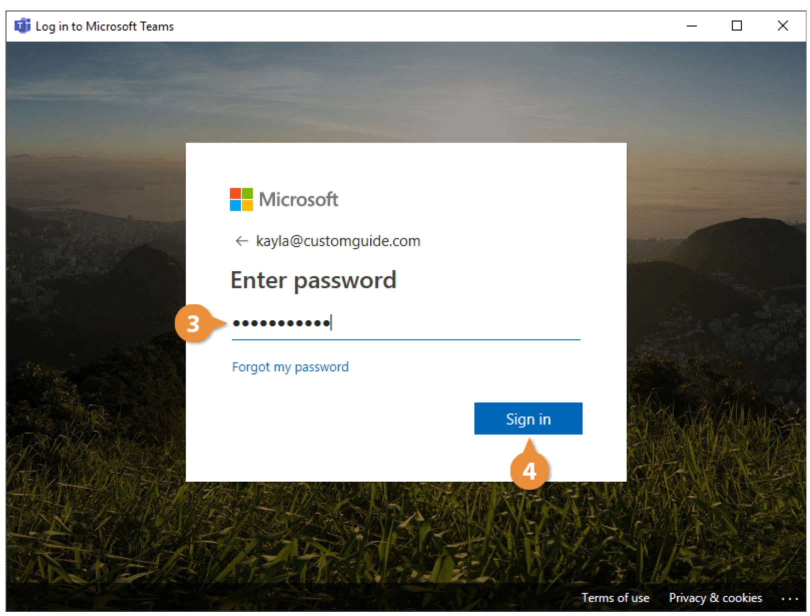
The first step to getting started with Teams is signing in. You'll use the same email address and password that you use for the rest of Office 365 to sign into Teams.

Sign In

1. Enter your email address in the **Sign-in address** field.
2. Click **Sign in**.
3. Enter your password in the password field.
4. Click **Sign in**.

Once you're signed in, you can chat with your colleagues, participate in group conversations, hold meetings, and share files.



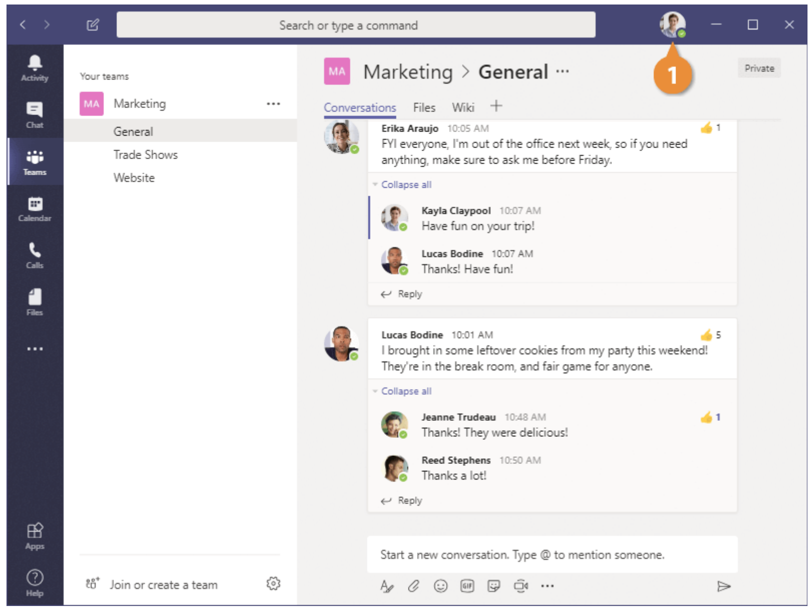


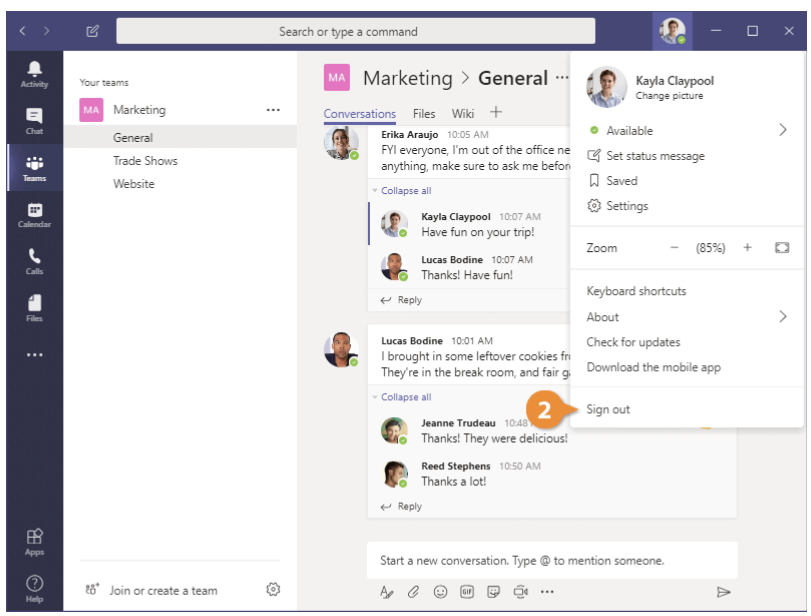
Sign Out

If you need to sign out of Teams—for example, if you're on a shared computer—just closing the program won't automatically sign you out.

1. Click the account icon in the upper right.
2. Select **Sign out**.

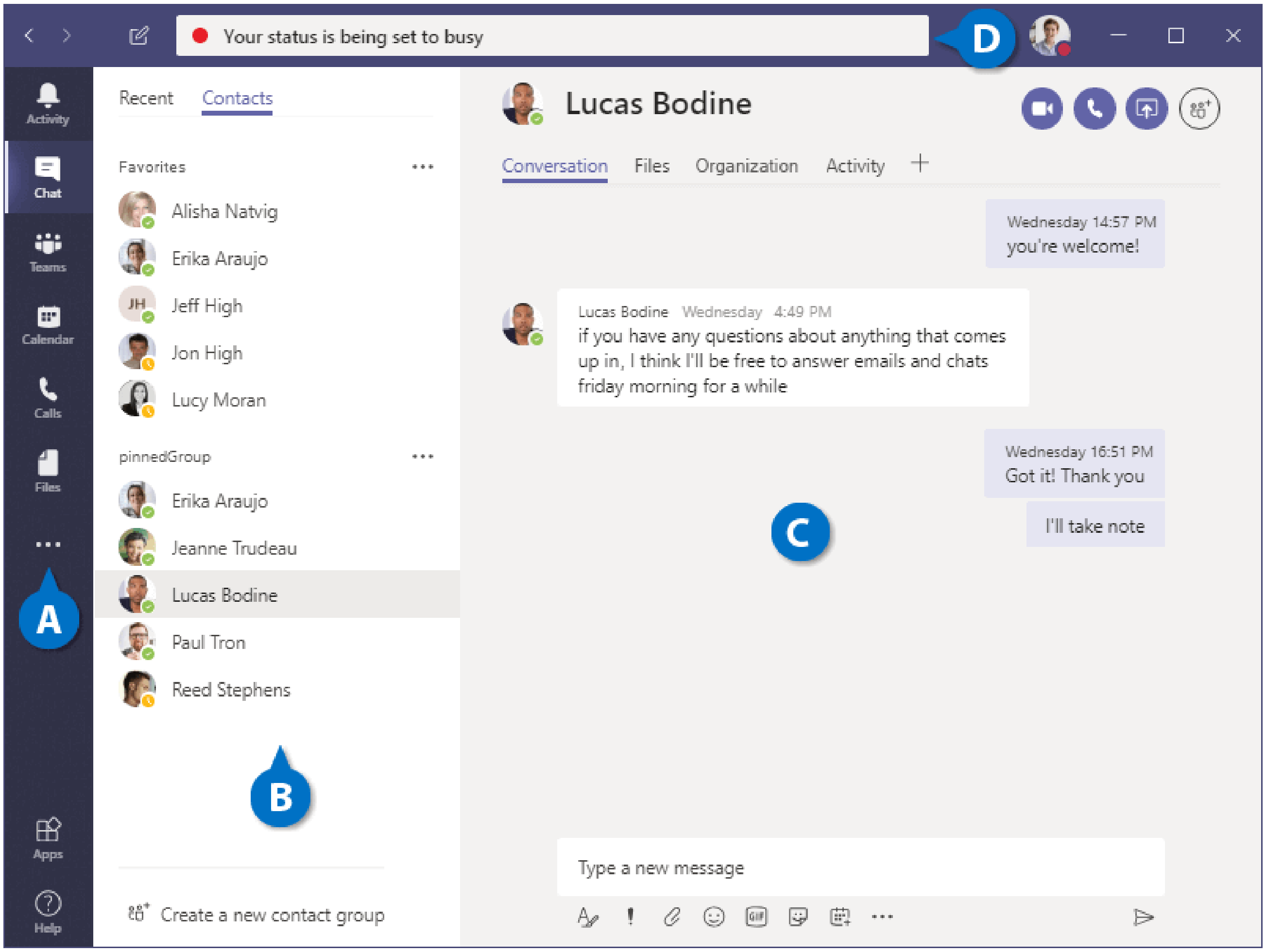
You're signed out as the Sign In screen reappears.





Understand the Screen

The Teams window has several main screen elements that you can use, no matter which view you're in.

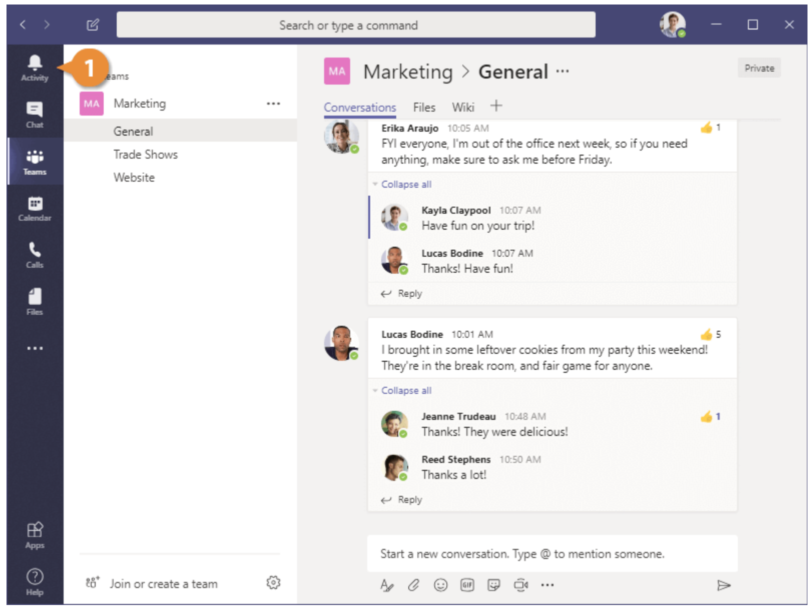


A	**App Bar:** This is where you can switch between the six main views—Activity, Chat, Teams, Calendar, Calls, and Files. You can also add other apps to Teams and access them here.	C	**Content Pane:** This is where your chat conversation with your contacts is displayed.
B	**List Pane:** Depending on which view you're in, this will display a list of teams, chats, contacts, or other categories of information.	D	**Command Box:** This is where you can search for a contact, team, meeting, or anything else in Teams.

View Activity

The Activity Feed is one of the views available on the App bar. It's where you can quickly view other people's recent activity that's relevant to you, as well as your own recent activity.

View the Activity Feed

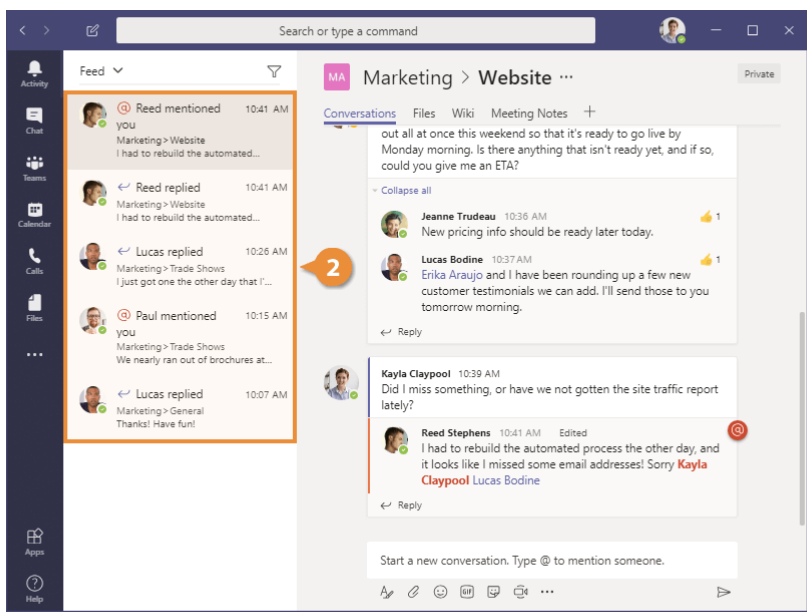


1. Click the **Activity** button on the App bar.

   When you first open the Activity view, it will display the Activity Feed. This feed displays all sorts of notifications involving you, such as @ mentions in team discussions, replies to threaded conversations, likes on messages, and missed calls and voicemails.

2. Click an item in the Activity feed to display it.

When you select an item in the Activity Feed, that item's chat or channel is displayed in the Content pane.



Filter the Activity Feed

If you have a lot of items in the Activity Feed, you can narrow down what it shows by filtering it.

1. Click the **Filter** icon.

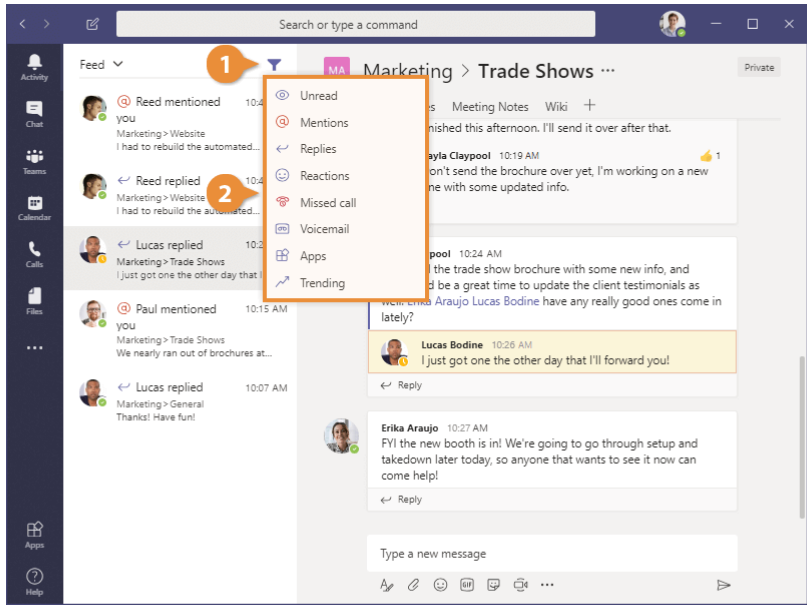
   This menu shows the different types of activity that will appear in the feed.

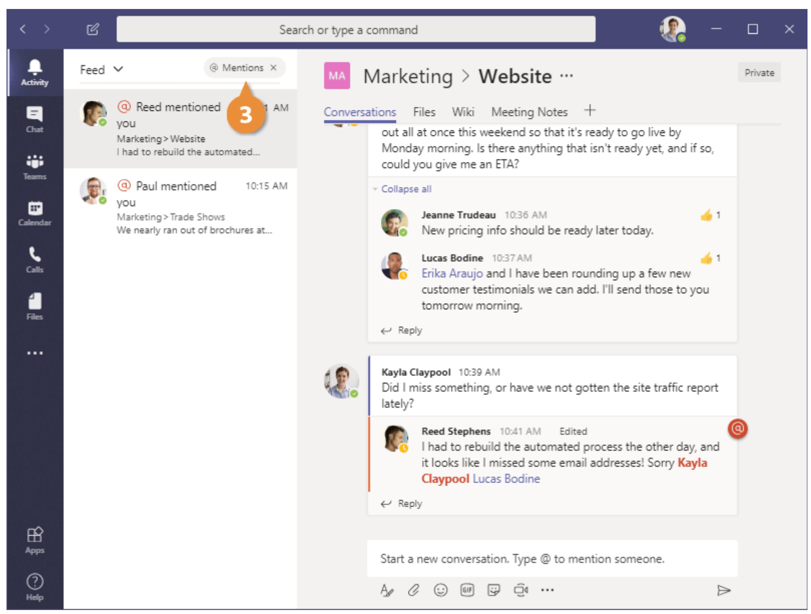
2. Select a type of activity.

   The Activity Feed is filtered, so that only the selected type of activity appears.

3. Click a filter to clear it.

When you clear a filter from the Activity Feed, all types of activity will be shown again.





View Your Activity

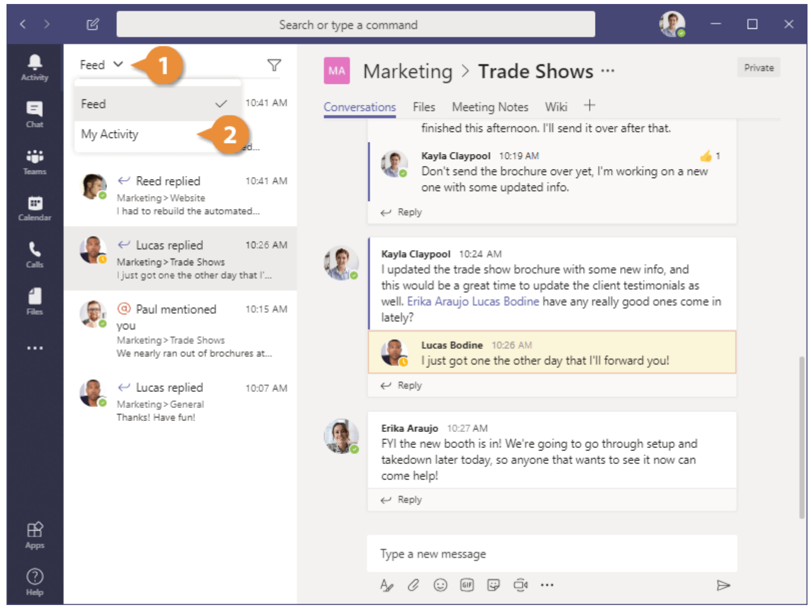
You can also use the Activity view to display only the most recent Teams activity made by you.

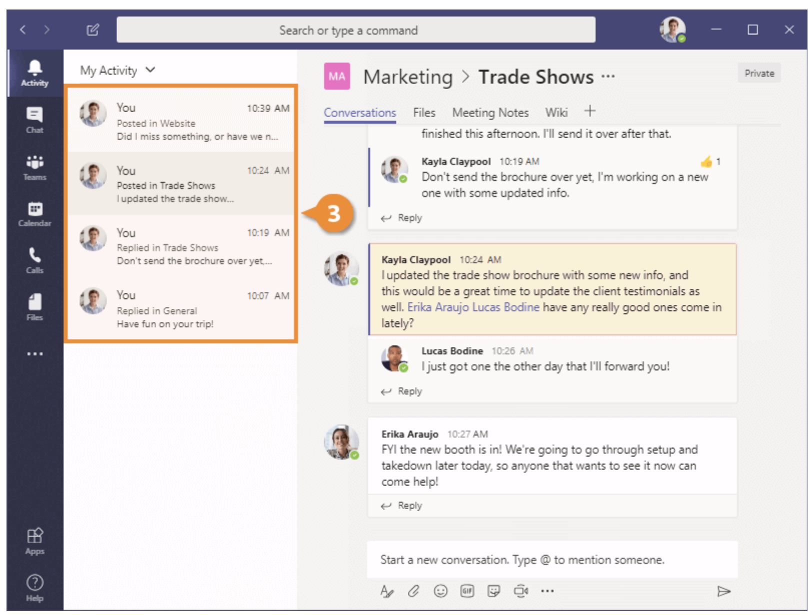
1. Click the **Feed** list arrow.
2. Select **My Activity**.

   Now, you can browse through the comments, replies, and the other activity that you've been up to lately.

3. Click an item to display it.

When you click an item in this feed, the Content pane displays the chat or channel that activity took place in.





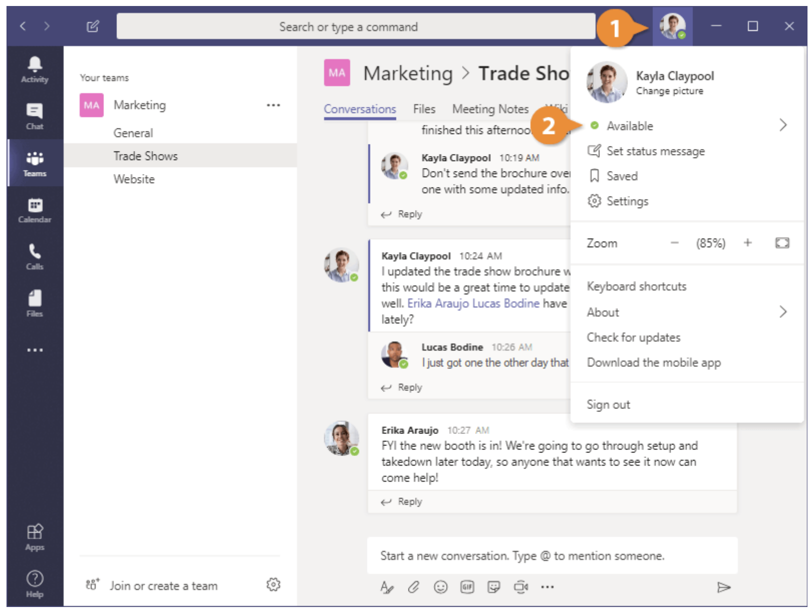
Change Your Status

Your status gives other Teams users an at-a-glance indication of whether you're available to chat, busy in a meeting, or just temporarily away for a few minutes.

You can see your current status represented by an icon next to your profile picture in the upper-right corner. By default, your status is listed as "Available." Teams will automatically change your status when you're idle, in a meeting, or on a call.

Set a New Status

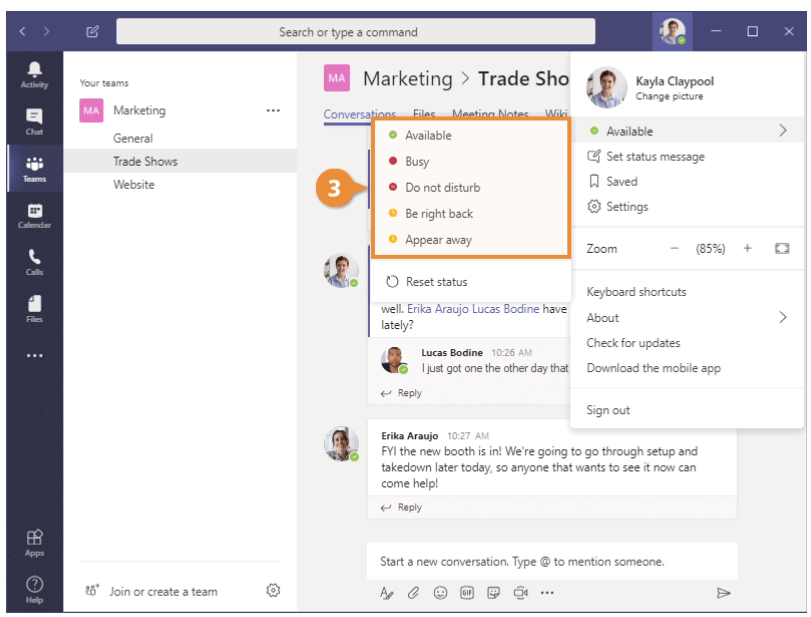
1. While Teams will automatically change your status when you're busy or away, you can also manually set it. Click your profile picture in the upper right.



2. Click your current status.

   A status menu appears, with several statuses to choose from.

3. Select a new status.



   Available means you are online and available to meet or chat.

   Busy indicates that you are online but occupied by a call or meeting. Notifications will still appear.

   Do Not Disturb means that you are online, but do not want to be disturbed. Notifications will be hidden.

   Be Right Back means that you have stepped away for a few minutes and will return shortly.

   Appear Away will make it look like you are away from your computer, allowing you to work and respond to messages later.

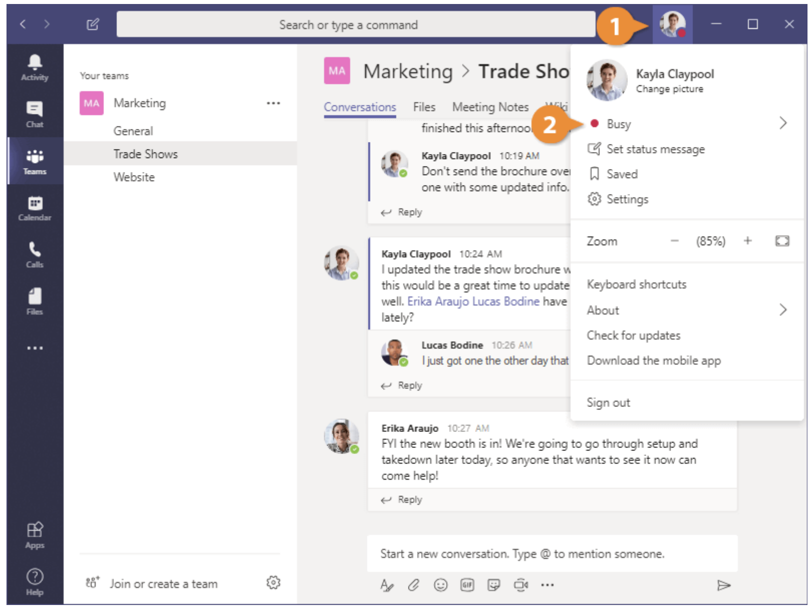
Note: Manually setting your status will prevent Teams from automatically setting it based on your activity.

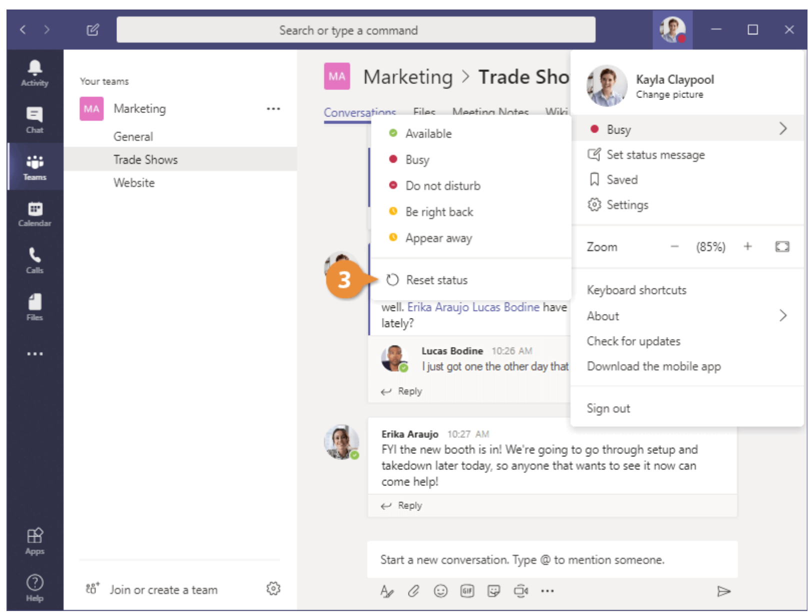
Reset Your Status

Once you no longer need the status that you have manually set, you can reset it so that Teams will resume automatically setting it.

1. Click your profile picture in the upper right.
2. Select your current status.
3. Select **Reset status**.

Your status is reset to Available and will change automatically based on your activity.



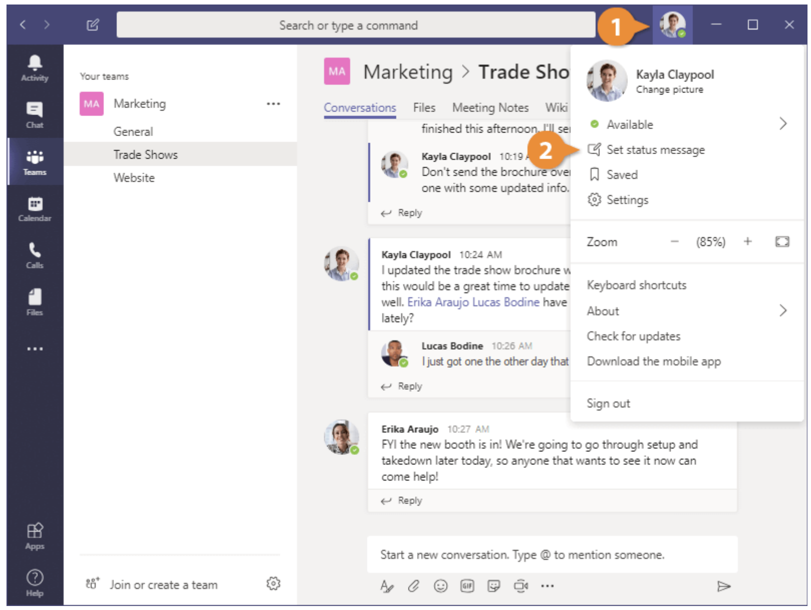


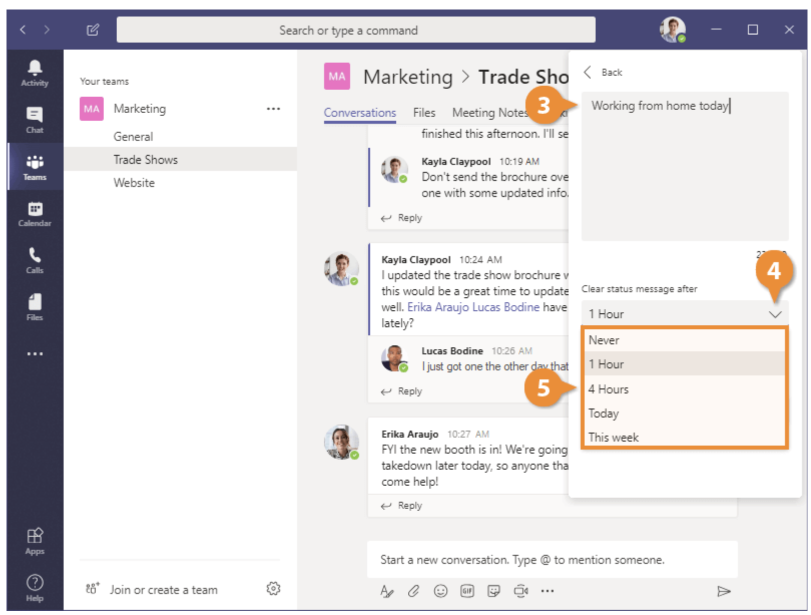
Set a Status Message

You can also set a custom status message to provide some extra information to your colleagues—for example, if you're working from home instead of the office.

1. Click your profile picture in the upper right.
2. Select **Set status message**.
3. Enter a message in the text field.
4. Click the **Clear status message after** list arrow.
5. Select when you want the status message to expire.

   You can select one of the automatic options or select **Custom** and set another time. You can also select **Never** to keep your status until you clear it.

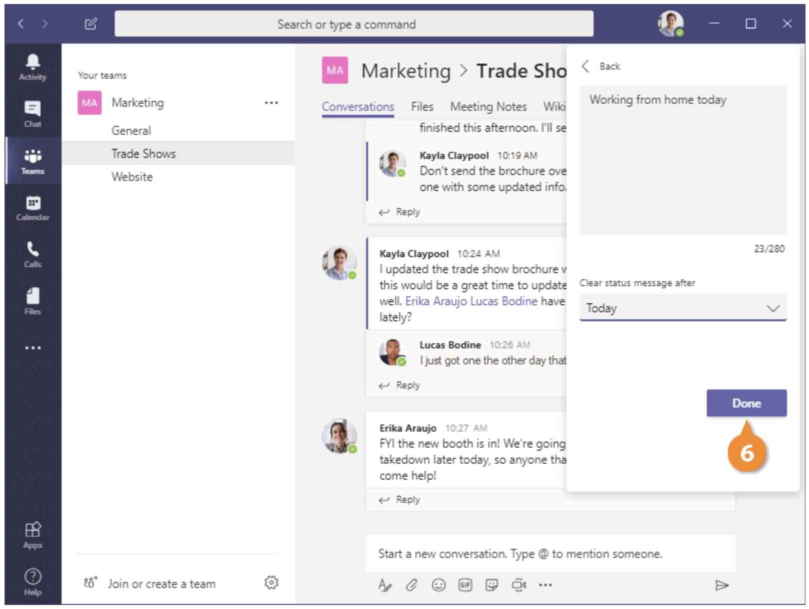




6 Click **Done**.

The custom status message is set.

Tip: To clear a custom status manually, click your profile picture in the upper right and click the **Delete this status message** button.



Chats

You can use Teams to chat with your colleagues, from simple one-on-one conversations to lively group conversations. Chats can even include emoji, GIFs, and stickers, and can also be used to share files.

In this module, you’ll learn how to initiate a chat and how to use advanced text formatting in your chat messages. You’ll also learn how to start and manage group chats, pin, mute, and hide conversations, and share files through chats.

Objectives

Start a Chat

Format Chats

Group Chats

Manage Chats

Share Files in a Chat

Start a Chat

You can use Teams to chat with other members of your organization one-on-one, or in groups.

Start a New Chat

1. Click the **New Chat** button.

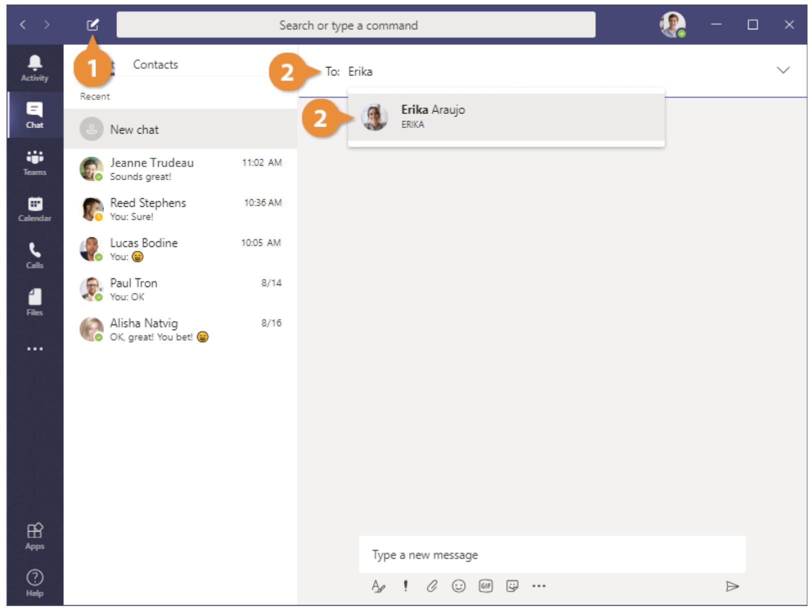
   Teams switches to Chat view, and a new blank chat is started.

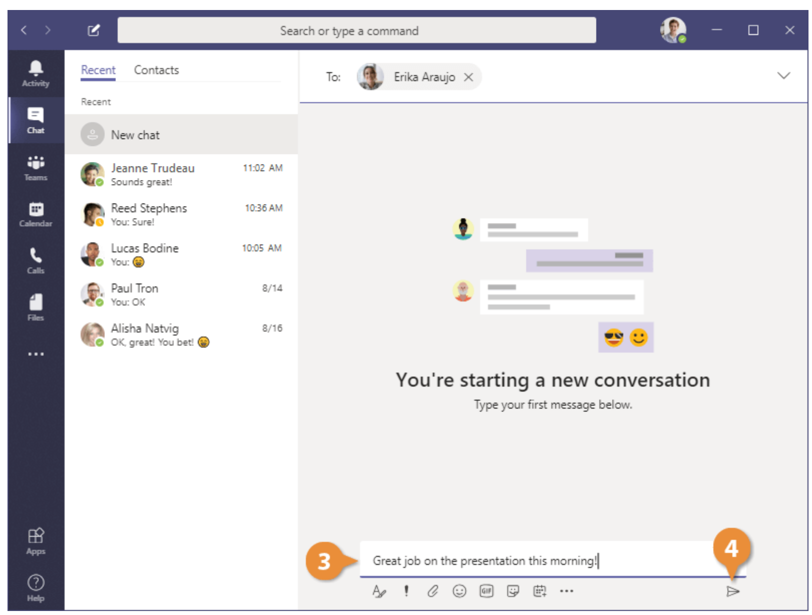
2. Enter the name of the person you want to chat with in the **To** field, then select them from the search results.

3. Enter a message in the message box at the bottom of the Content pane.

4. Click **Send**.

The message is sent to the chat recipient.



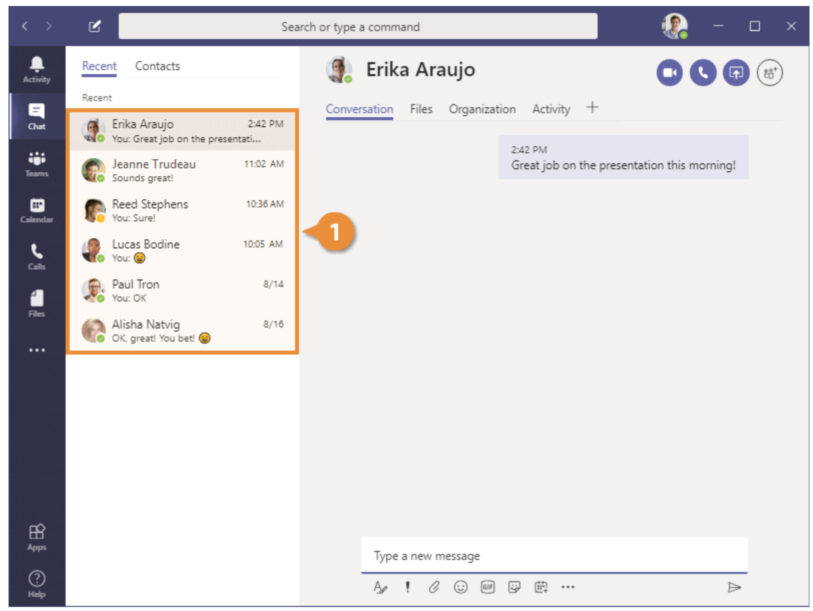


View a Recent Chat

While you're in Chat view, the List pane displays all the recent chats you've had. This lets you easily manage multiple chats at once and return to a recent chat quickly.

1. Select a chat from the Recent list.

The chat displays in the Content pane.

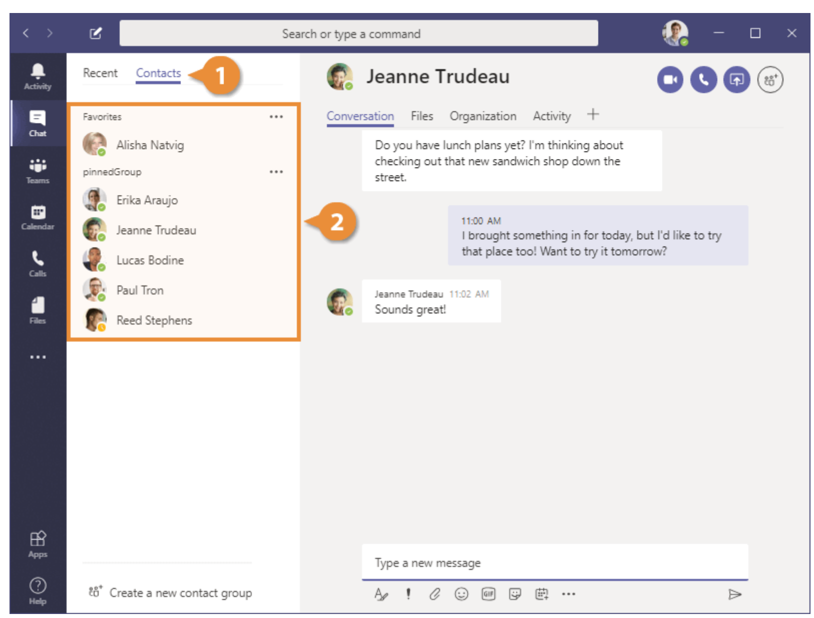


Start a Chat with a Contact

You can also browse your Contacts list and start a new chat with a contact there.

1. Click the **Contacts** tab in the List pane.
2. Select a contact.

If you've never chatted with that contact before, a new chat is started. Otherwise, you're brought back to your last chat with them.



Reply to an Incoming Chat

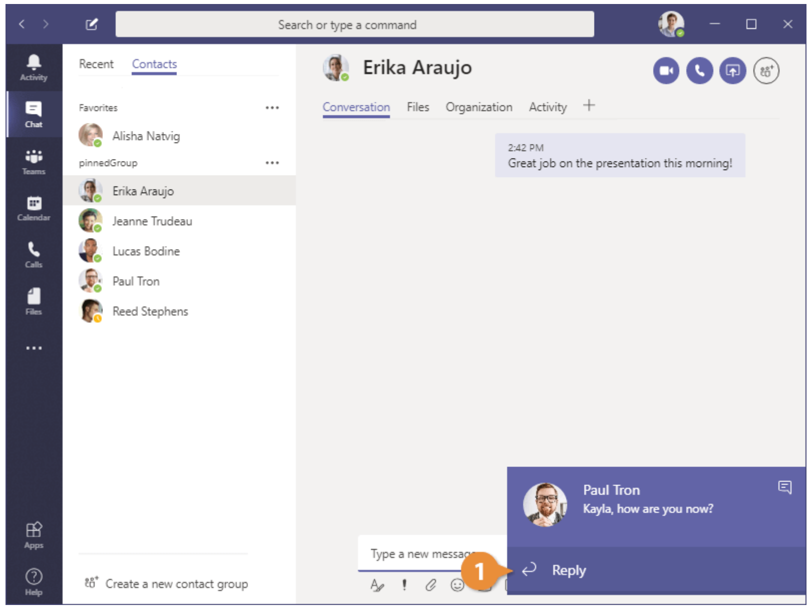
Whenever someone sends you a message, a pop-up notification will appear on-screen. This will include who the message is from, a short preview of the message, and the option to quickly reply.

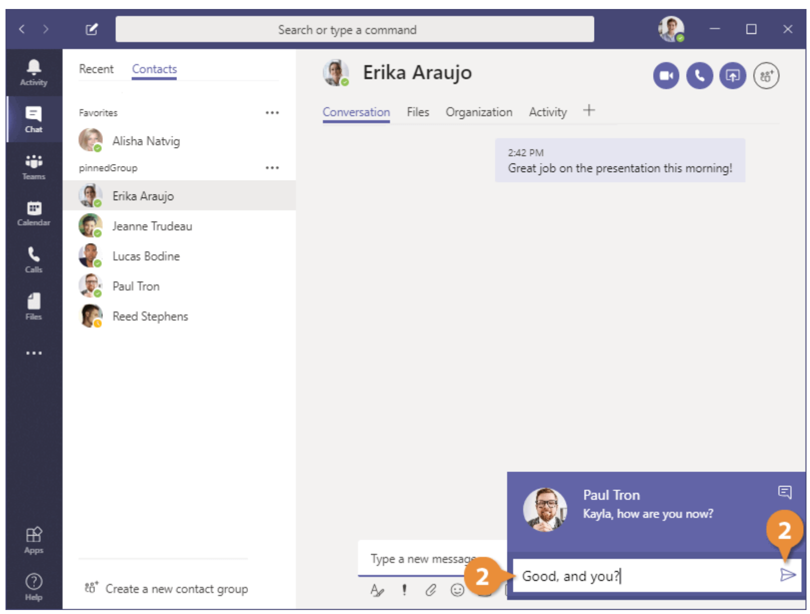
1. Click **Reply** in a notification pop-up.

   The Reply button changes to a text field, where you can enter a reply.

2. Enter a reply and click **Send**.

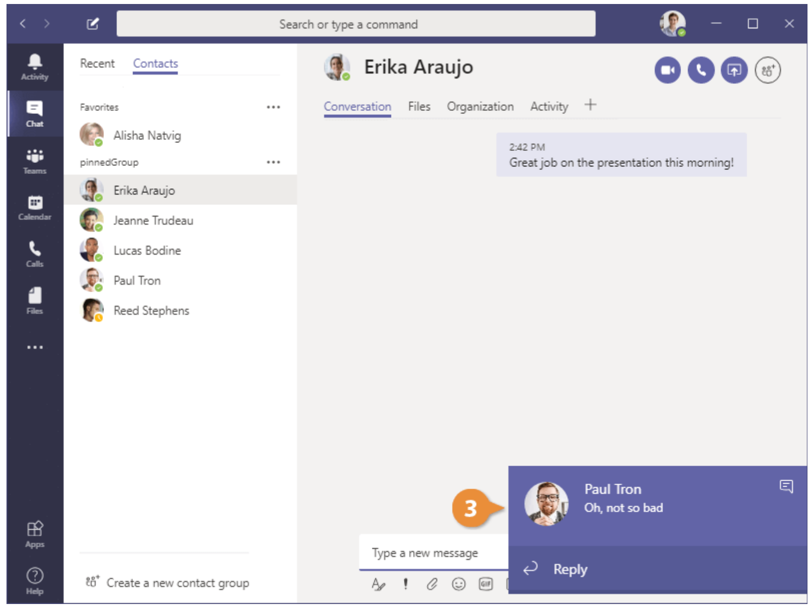
   The message is sent. If you want to continue the conversation, you can view the entire chat thread.





3 Click a notification to view the message in context of the full thread.

The full chat thread appears in the Content pane.



Format Chats

Your chats in Teams are not limited to plain text. You can add style to your chat messages with plenty of formatting options.

Format Text

1. Click the **Format** button below the chat message compose box.

   Formatting buttons appear above the compose box.

2. Select the text you want to format.

3. Click a formatting option.

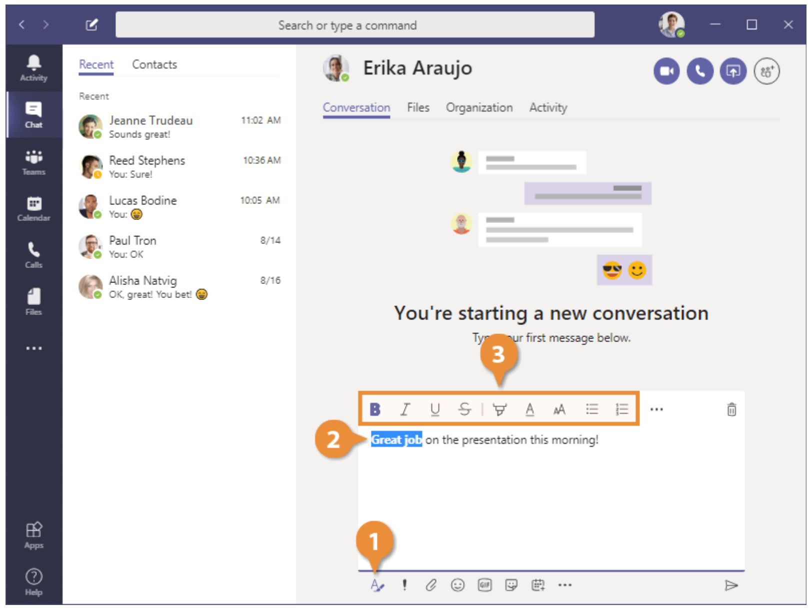
   You can use the standard text formatting options, like bold, italic, and underline, as well as change the highlight color, text color, and font size.

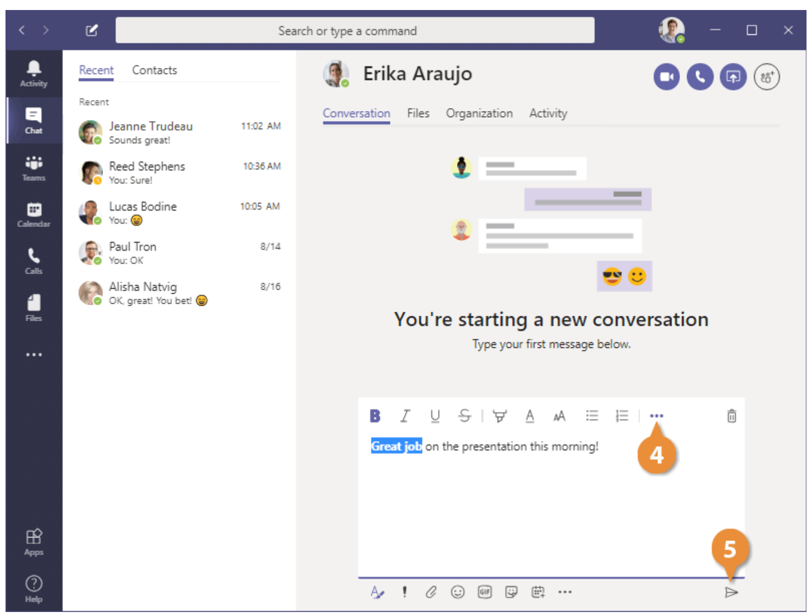
4. (Optional) Click the **More Options** button to view more formatting options.

   From here, you can insert a link or monospaced code snippet, change the paragraph formatting to add multiple heading levels, or even insert a table.

5. Click **Send**.

The message is sent, with the extra formatting applied.





Use Quick Text Formatting

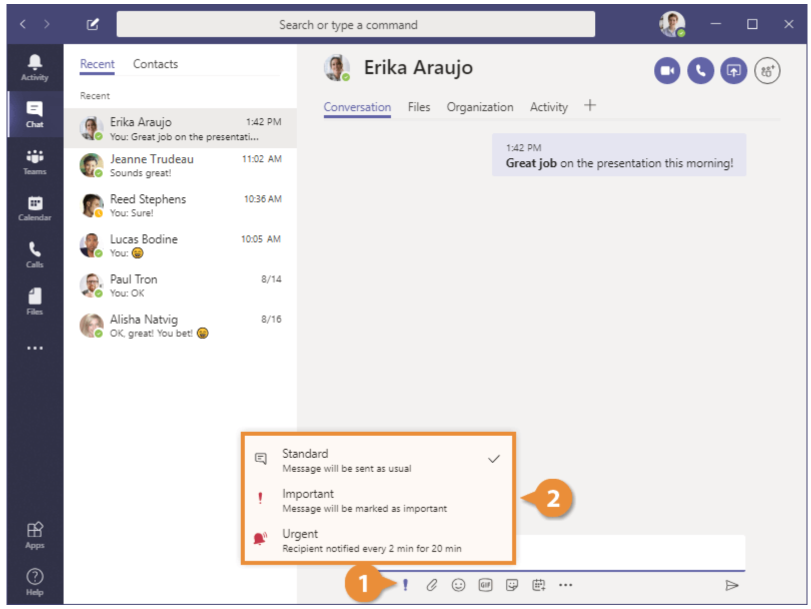
You can also apply some basic formatting when writing a message, without having to open the Format options. Teams supports a few markdown formatting options, which lets you use some text shortcuts to apply formatting on the fly as you type.

Formatting	Code	Example
Bold	`*Bold*`	**Bold**
Italics	`_Italics_`	*Italics*
Strikethrough	`~Strikethrough~`	~~Strikethrough~~
Link	`[Link text](URL)`	Link text
Unordered List	`* List item`	• List item
Numbered List	`1. List item`	1. List item

Send Important and Urgent Messages

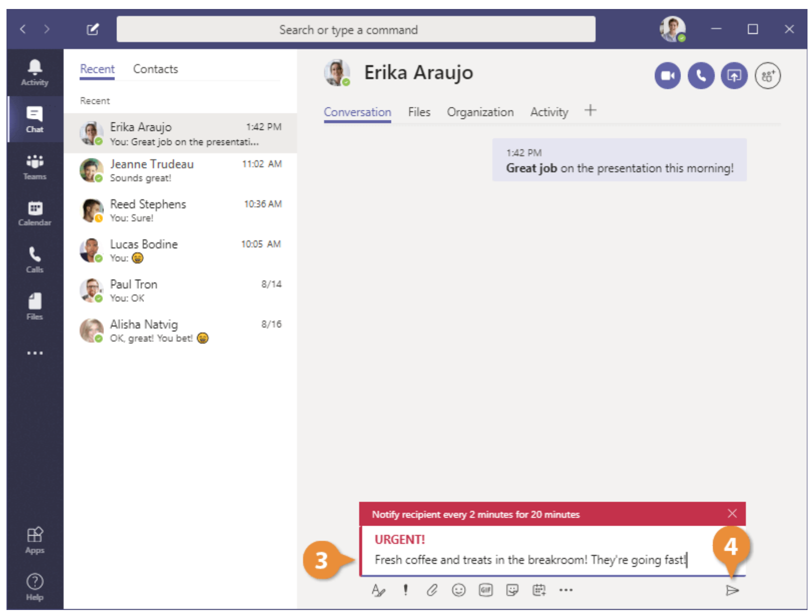
You can choose to mark a chat message that you send as Important or Urgent, if it's crucial that the recipient see it as soon as possible.

1. Click the **Set Delivery Options** button below the compose box.
2. Select an importance level for the message.
   - **Standard**: The message will be sent as usual, showing the recipient a notification when it's received.
   - **Important**: The message will be flagged as important when received.
   - **Urgent**: The recipient will receive a new notification every two minutes for 20 minutes, until the message is read.



3. Enter a message.
4. Click **Send**.

The message is sent and will appear as Important or Urgent to the recipient.

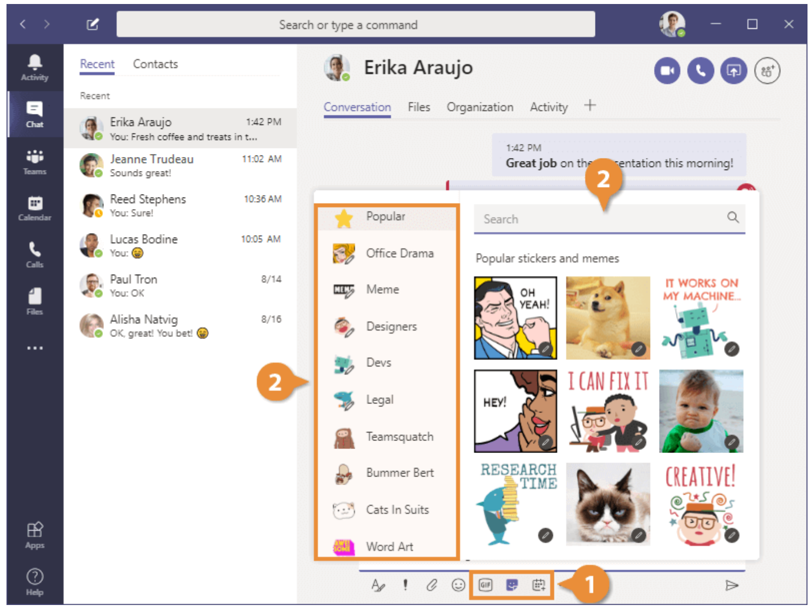


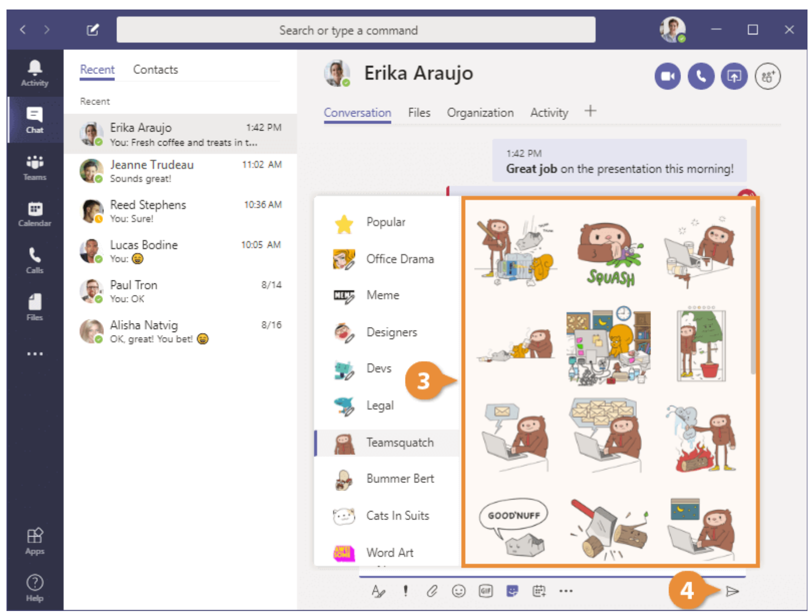
Use Emoji, GIFs, and Stickers

If your organization's culture is a bit more casual, you can send emoji, GIFs, and stickers as part of your chat messages.

1. Click the **Emoji**, **GIF**, or **Sticker** button.
2. Search for or browse emoji, GIF, and sticker categories.
3. Select an emoji, GIF, or sticker.
4. Click **Send**.

The emoji, GIF, or sticker is sent in the chat thread.





Group Chats

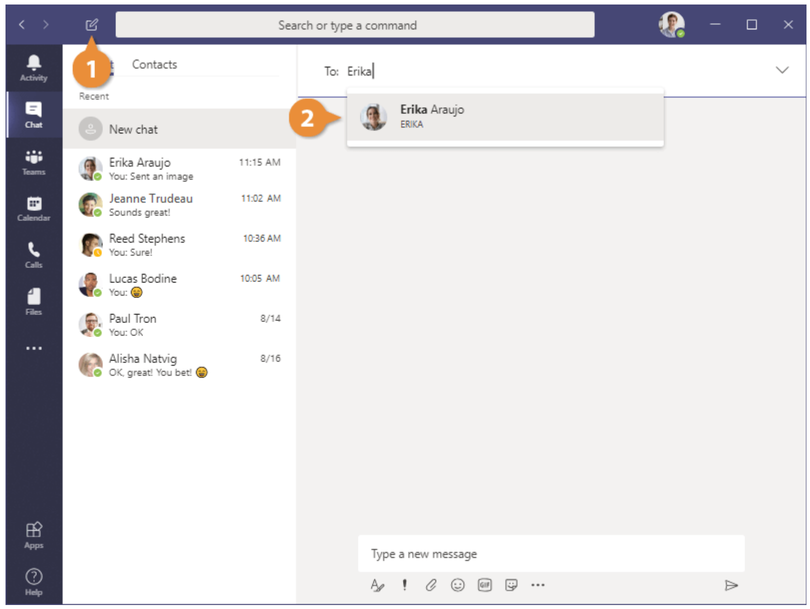
If you need to chat with several people about the same topic, you can begin a chat with multiple contacts at once.

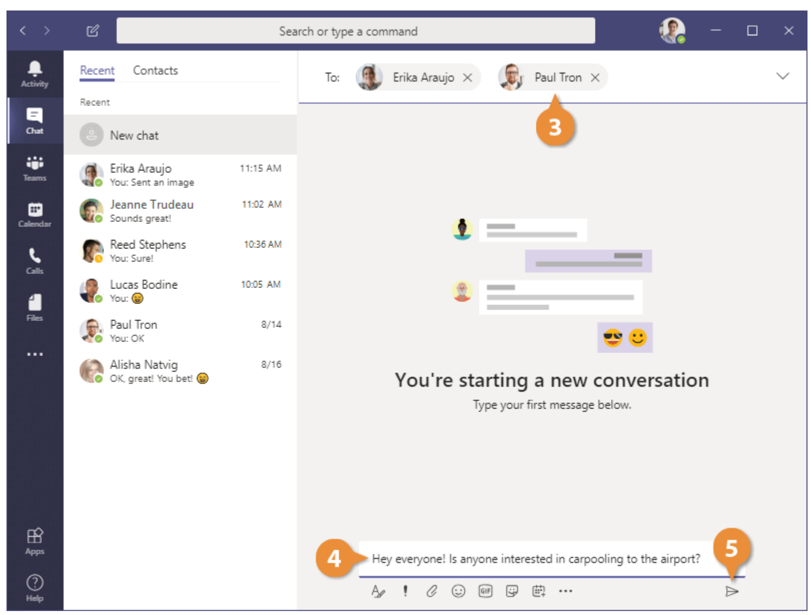
Start a Group Chat

1. Click the **New Chat** button.
2. Enter the name of a person in the group you want to chat with, then select them from the search results.

   If you wanted to chat with only one person, you would now start entering a message. Instead, continue expanding your group.
3. Continue entering contacts in the To field until you have everyone you need.
4. Enter a message for the group.
5. Click **Send**.

The chat message is sent to everyone included in the To field. Every message sent in this conversation, by everyone involved, will be seen by everyone in the group.



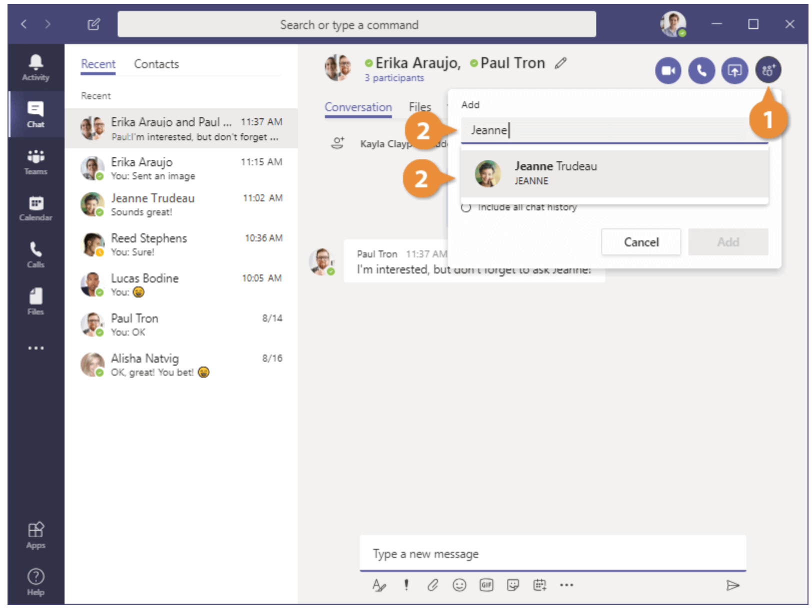


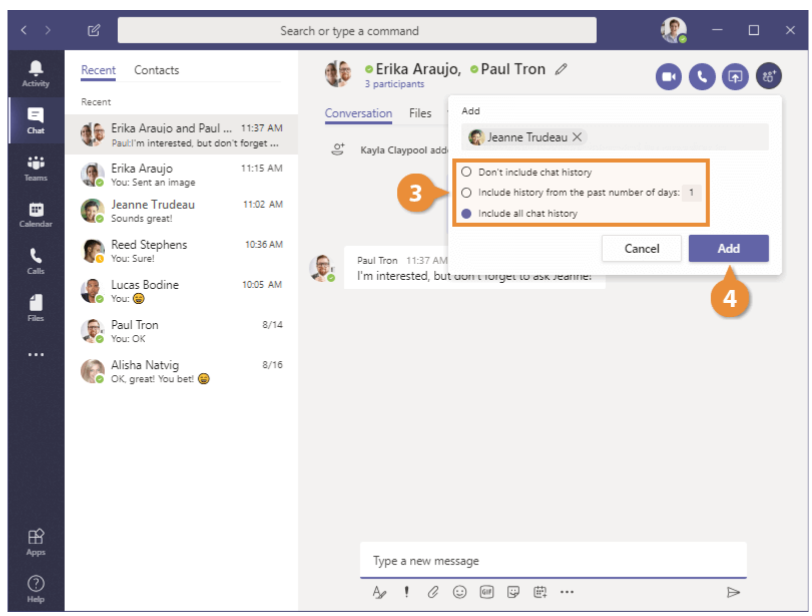
Invite People to a Group Chat

After a group chat has been started, you can continue to add new members as they're needed.

1. Click the **Add People** button at the top of a chat screen.
2. Enter the name of the person you want to add, then select them from the search results.
3. Choose how much of the group's chat history the new person can view.

   You can allow the new person to see all of the messages in the group's chat history, set a number of days they're able to view, or bring them in without allowing them to see any history at all.
4. Click the **Add** button.





The new person is added to the group chat. They are also able to see the existing chat messages, if you allowed them during the invitation.

Leave a Group Chat

If you're part of a group chat that you no longer need to be in, you can leave it. Everyone else in the group will still be able to chat with each other, but you'll no longer be included.

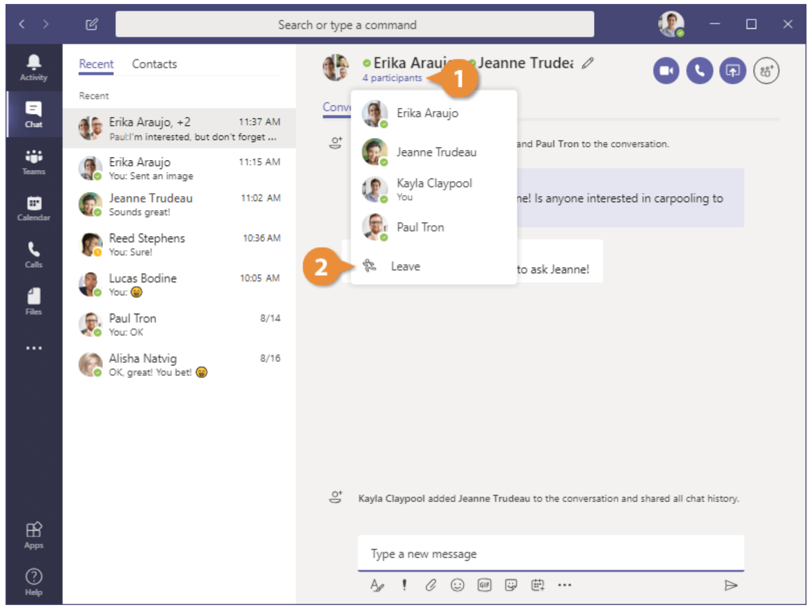
1. Hover your mouse over the **number of participants** link at the top of the chat.

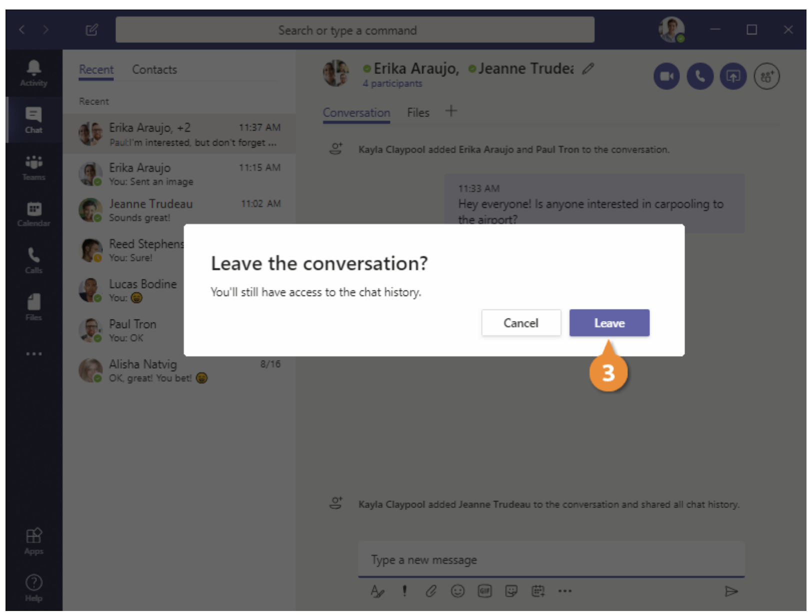
   A menu appears, listing everyone in the group.

2. Select **Leave**.

   A notification will appear, asking you to confirm that you want to leave the group.

3. Click the **Leave** button.





You're removed from the group conversation and will no longer receive new messages from it. You will still be able to access the chat history from the time you were still in the group.

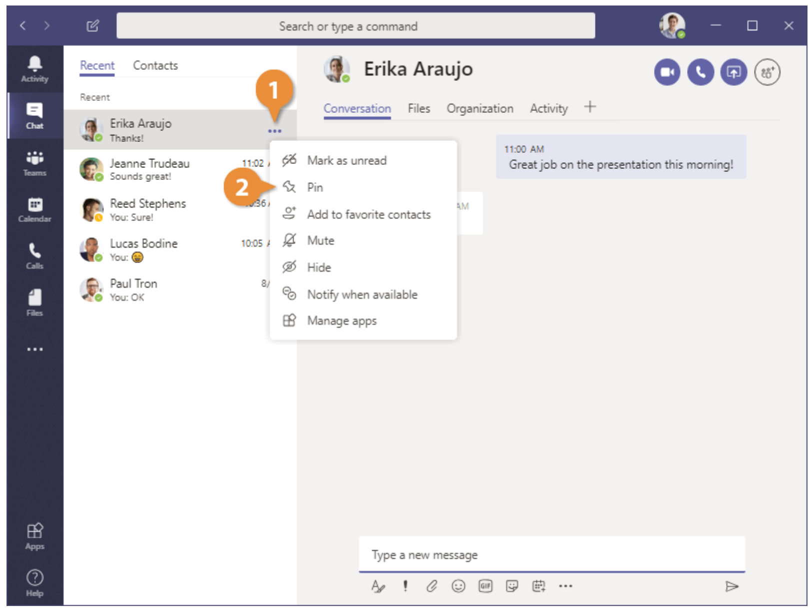
Manage Chats

When your chat list builds up, it can be tough to keep track of them all! Thankfully, you have a few ways to manage your chats.

Pin a Chat

First, if you have a chat that you participate in frequently, you can pin it as a favorite.

1. Click a chat's **More Options** button in the List pane.
2. Select **Pin**.



The chat is pinned to the top of the list pane, so that you can always get to it quickly without having to search your chat list.

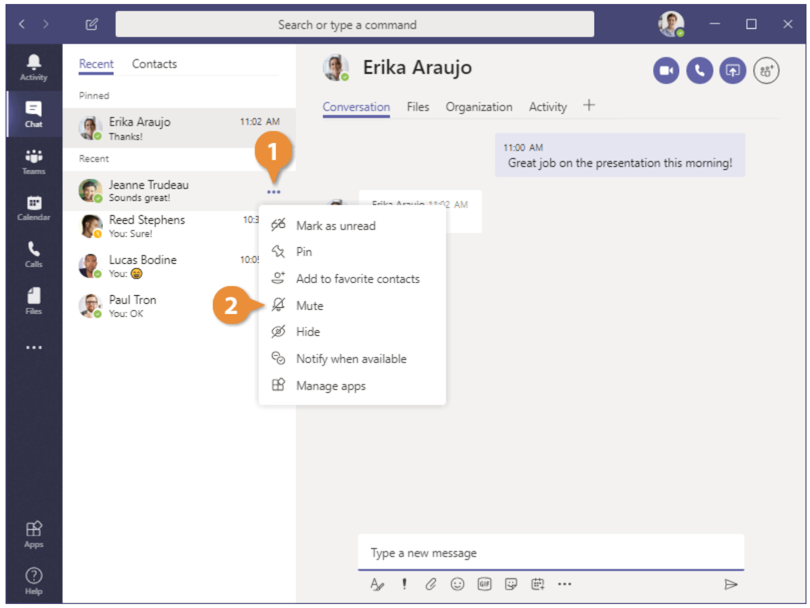
Mute a Chat

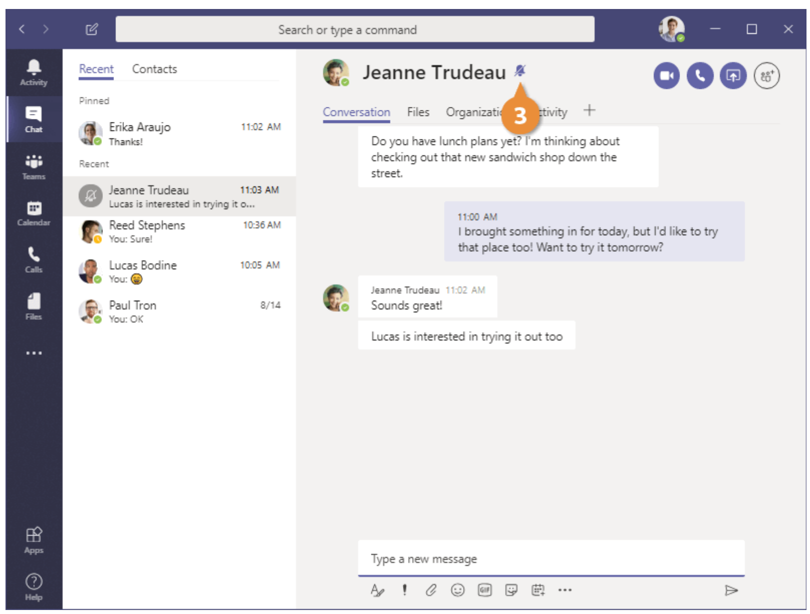
If a chat is very active and resulting in a lot of notifications you'd prefer not to receive, you can mute it.

1. Click a chat's **More Options** button in the list pane.
2. Select **Mute**.

   The chat icon changes to show that it is muted. New messages in this chat will still appear in the chat itself and in the preview in the list pane, but you will not get notifications anywhere else.
3. Click a chat's **Unmute** button, at the top of the chat, to unmute it.

When a chat is unmuted, you will resume getting notifications from it.

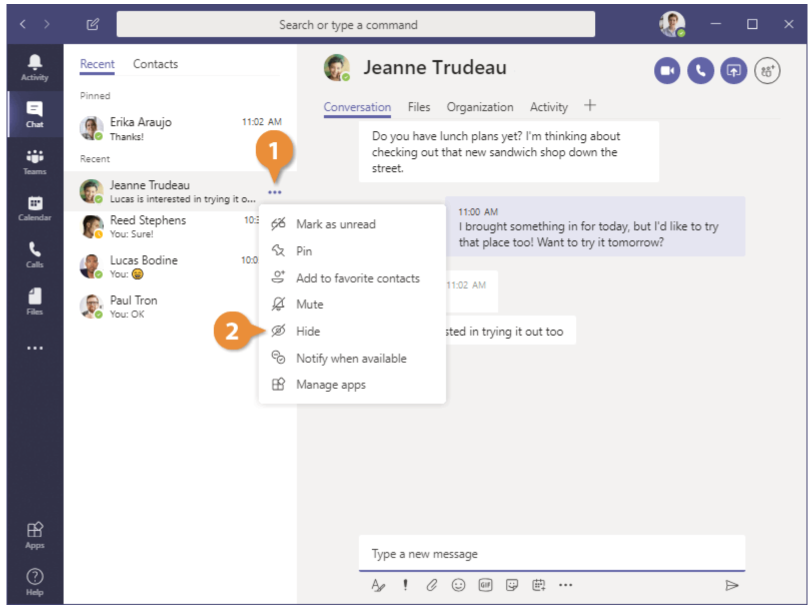




Hide a Chat

When you are done with a chat and do not need it appearing in the recent list anymore, you can hide it.

1. Click a chat's **More Options** button in the list pane.
2. Select **Hide**.



The chat is hidden and will no longer appear in the recent list. If more messages in that chat come in, though, it will reappear. The message history will be saved as well.

Share Files in a Chat

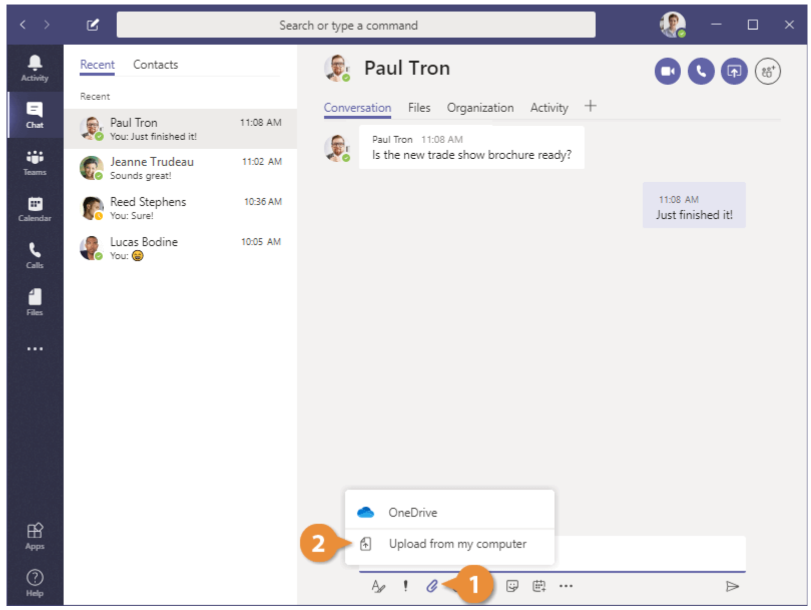
If you have a file that you need to share with someone, you can send it through a Teams chat.

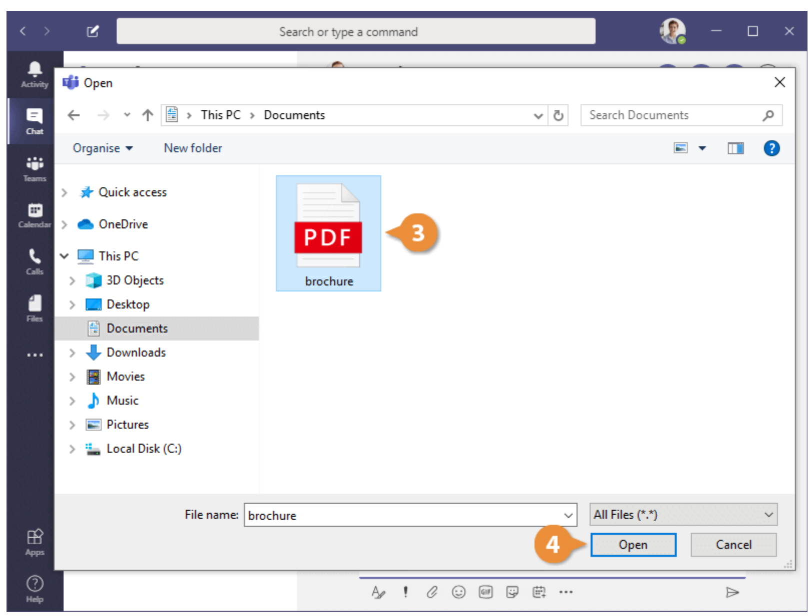
Share a File

1. Click the **Attach** button below the message box.
2. Select a source for a file.

   Choose whether you want to share a file that's saved to your OneDrive or upload one from your computer.
3. Select a file.
4. Click **Open**.

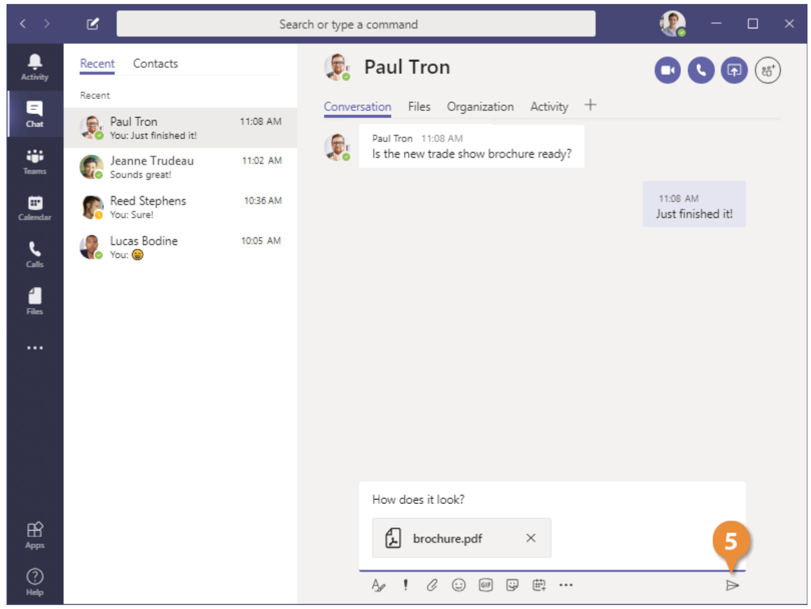
   The file is uploaded to Teams, but not yet sent. You can add a message before sending it or send it without one.





5 Click **Send**.

The file is sent, and your recipient can open or save it.



View Shared Files

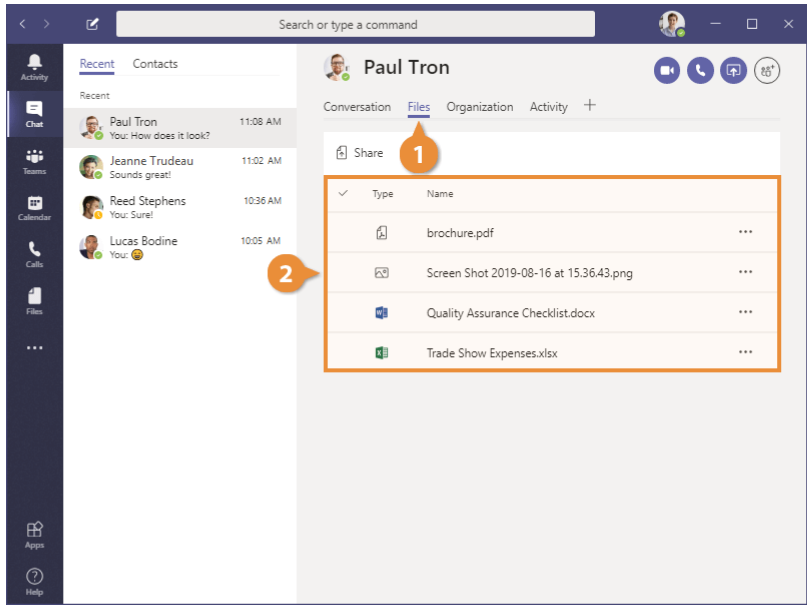
Files that are sent through a chat are first uploaded to Teams. This allows you to view and download files that you have either sent or received at a later time.

1. While in a chat, click the **Files** tab.

   All of the files shared by anyone in the conversation are displayed in one place, so you don't have to sift through a long message history to relocate a file.

2. Select a file to view command options.

You can download a file, get a link to it, or open some supported file types.



Teams

You can use Teams to collaborate with an entire group of your colleagues at once. By organizing people into teams, and organizing discussions into channels, everyone can easily work together on projects.

In this module, you will learn how to join or create a team, and how to use team channels to have conversations. You'll also learn how to manage shared files, team membership, team settings, and shared team wiki pages.

Objectives

Join and Create Teams

Use Team Channels

React to and Save Messages

Manage Shared Files

Manage Team Membership

Manage Team Settings

Use Wikis

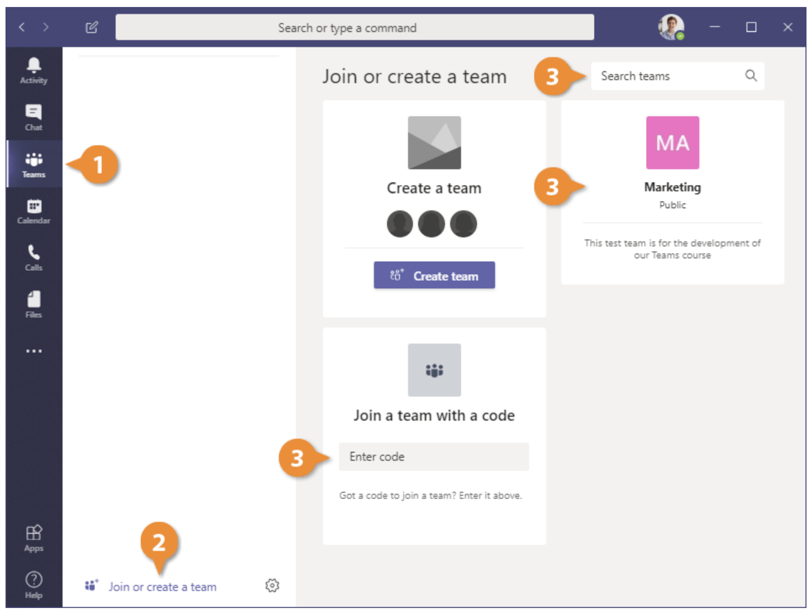
Join and Create Teams

A team is a group of people within your organization working together for something specific. You may have a team for a specific project, for your entire department, or maybe even your entire organization. You can be a member of any number of teams. For example, your organization may have separate teams for each department, with some people being members of multiple teams.

Teams are made up of channels, which are conversations on specific aspects of what the team is working towards. For example, a Marketing team may have one channel for work on the company website, and another channel to coordinate for an upcoming trade show. A team can have any number of channels, including the default General channel. Everything that happens in a team—conversations, file sharing, or meetings—takes place in a channel.

Join a Team

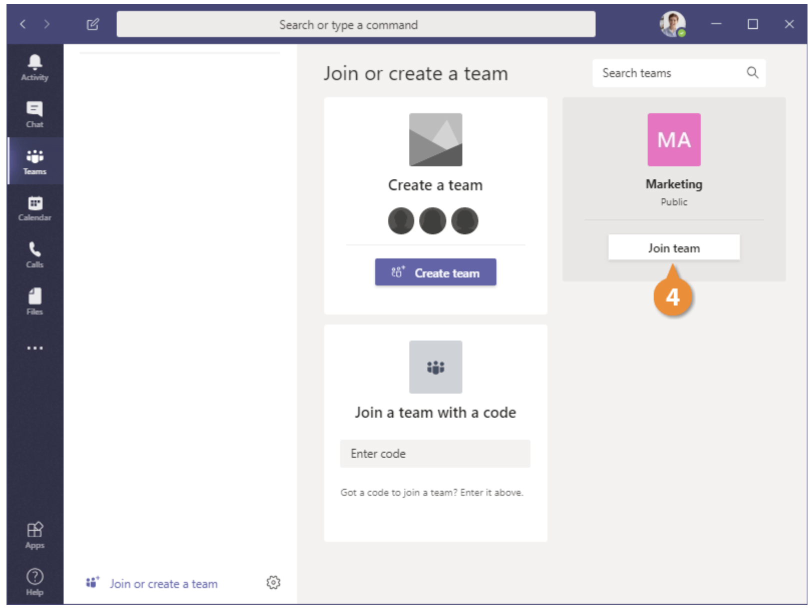
1. Click the **Teams** button in the App bar.
2. Click the **Join or create a team** link.
3. Search for a team, select one from the list, or enter the team code.



4 Click the **Join Team** button.

Once you join a team, it will appear in the Teams list, with the channels in that team appearing below it.

If it's your first team, that team's General channel will automatically open. Otherwise, you can select a team channel in the List pane to view it.

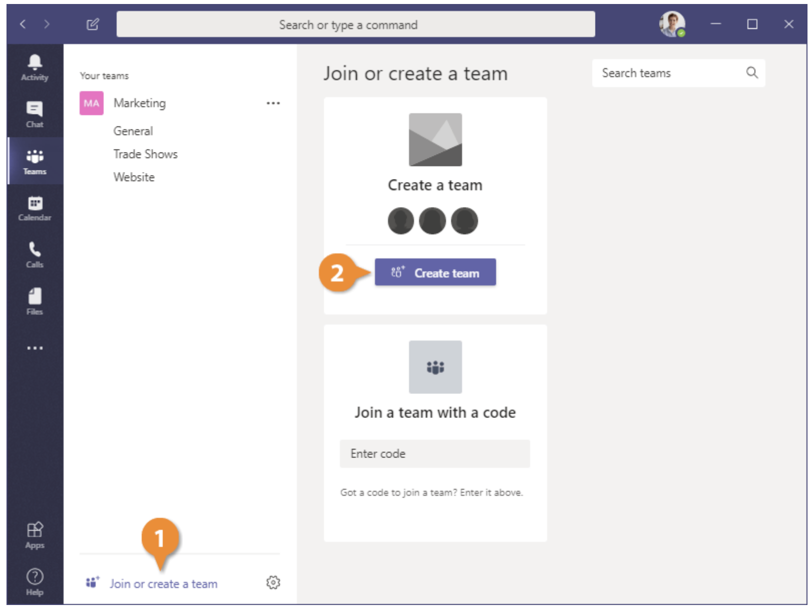


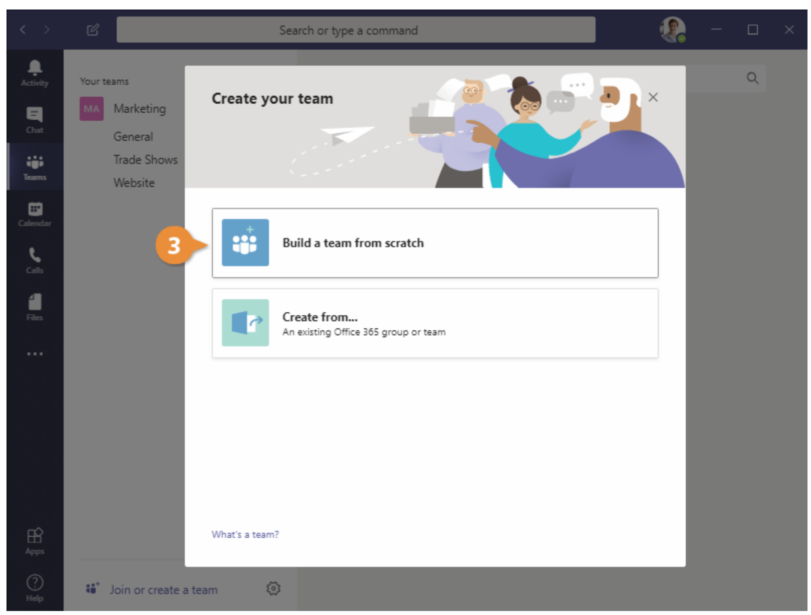
Create a Team

If you have the proper permissions from your organization's administrators, you can create new teams that others will be able to join.

1. Click the **Join or create a team** link at the bottom of the Teams list pane.
2. Click the **Create team** button.

   When you create a team, you have the option to base it on an existing Office 365 group, which will automatically include everyone from the group in the team. Instead, let's create one from scratch.
3. Click **Build a team from scratch**.





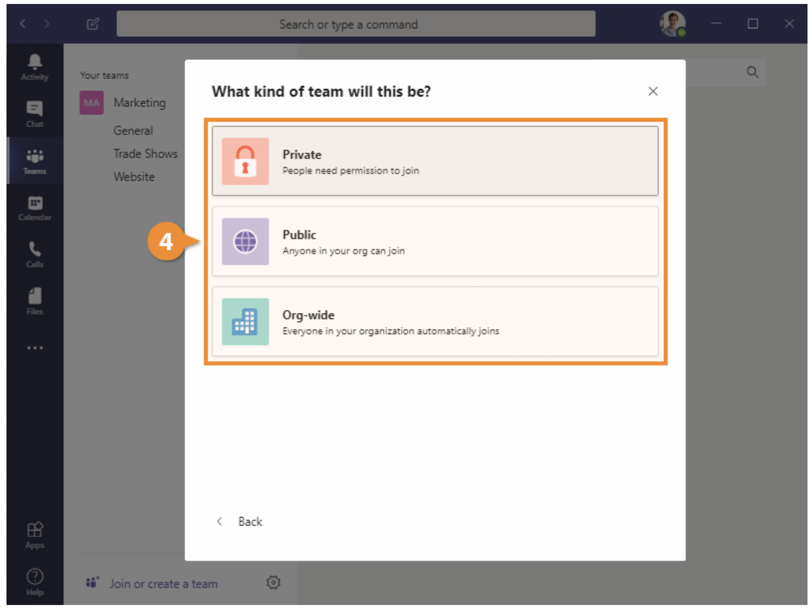
4 Select a privacy level for who will be allowed to join the team.

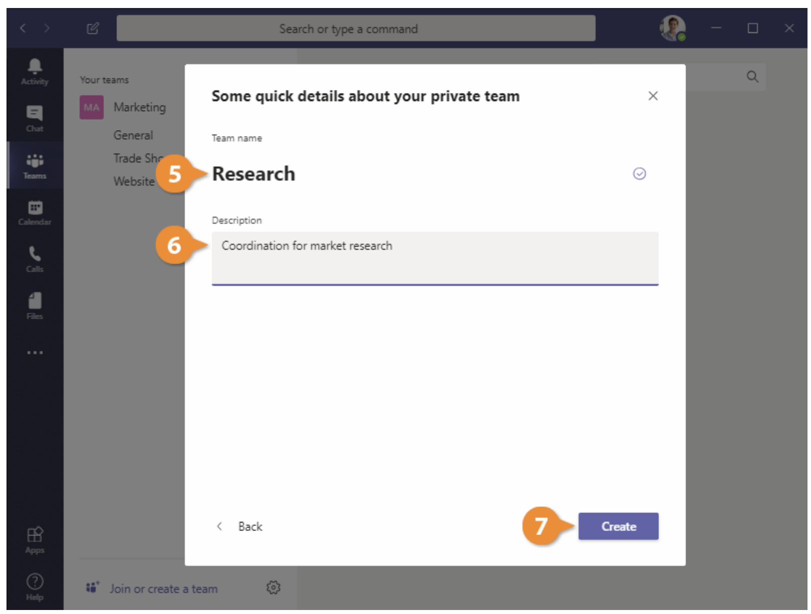
- **Private**: Requires invitations to join.
- **Public**: Can be joined by anyone in your organization.
- **Org-wide**: Will automatically include everyone in your organization.

5 Enter a team name.

6 Enter a team description.

7 Click **Create**.



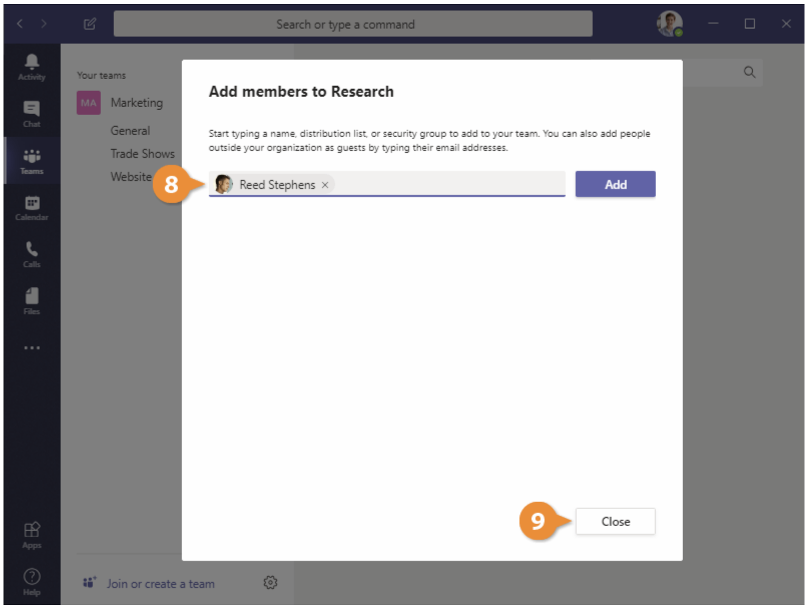


8 (Optional) Add members to the team by entering their names in the text field, then clicking **Add**.

You don't need to invite everyone at this step, since you can add more people later.

9 Click **Close**.

The team is created, and if public, will appear for everyone in your organization as an option to join.



Use Team Channels

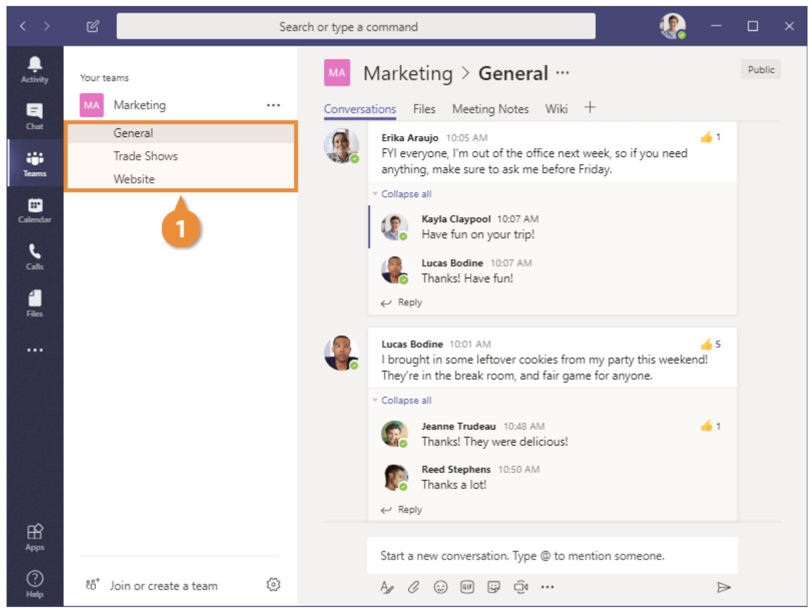
Channels are where you communicate with your team members. Each channel within a team is for a specific task or topic within that team's scope. Each team includes a General channel, where you can chat with your team members about general topics that are outside of the purpose of other channels.

View a Team Channel

Every channel in a team will be listed in the Teams list pane below the team’s name.

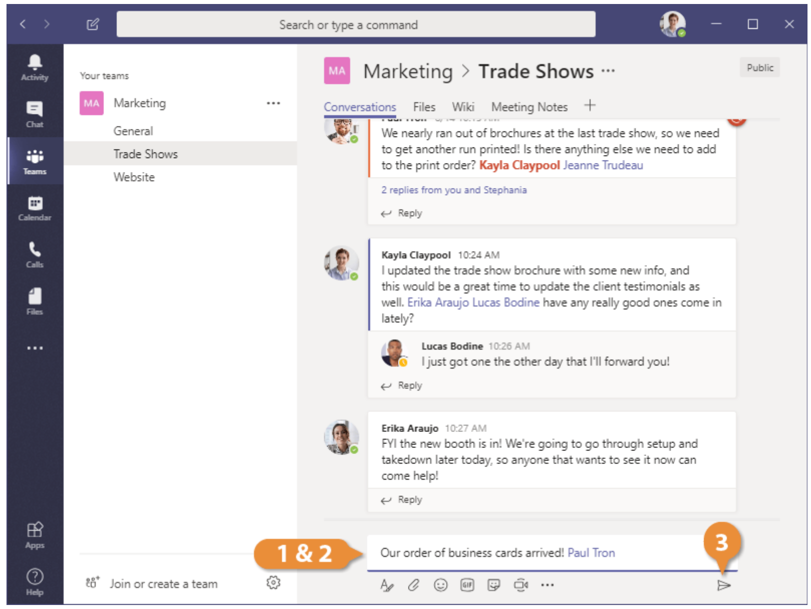
1. Click a channel in the list pane.

The conversation threads in that channel will appear in the Content pane.



Start a Channel Conversation

Unlike a chat, which is a single thread of discussion, a channel can have multiple conversations going on at once. The first message in a conversation begins a thread that everyone else can reply to.



1. Click in the conversation text field at the bottom of the Content pane.
2. Enter a message.

   When using channels, you're also able to tag (or mention) other people in a message. This sends them a notification, letting them know that they need to see this message. You can mention someone by typing the @ symbol, followed by their name.
3. Click **Send**.

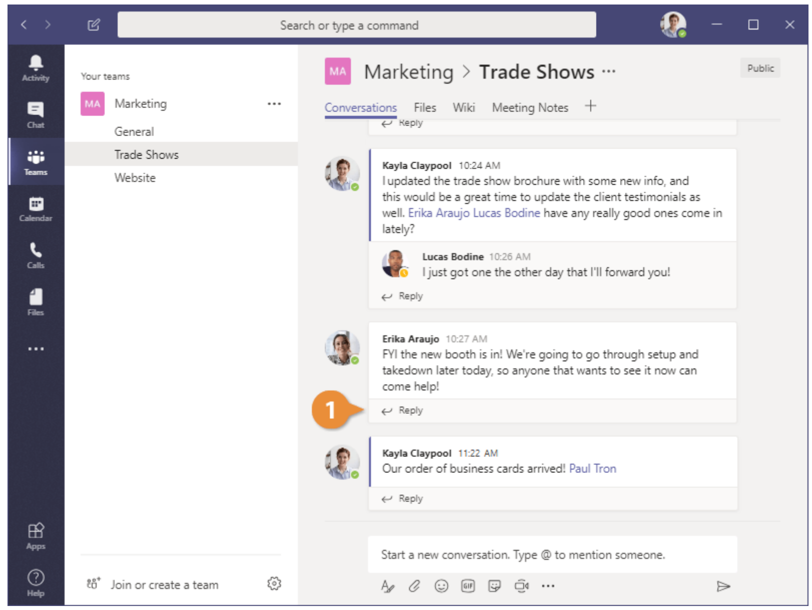
The new conversation thread is added to the channel, and everyone in the team can view it and reply to it.

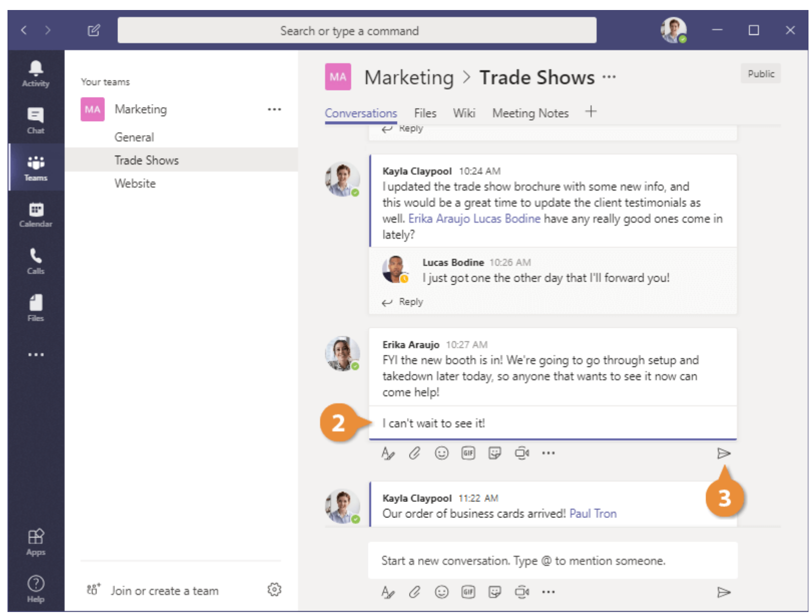
Reply to a Channel Conversation

You can respond directly to a specific thread to keep all dialog about that topic together. This helps keep vibrant conversations, with several participants and various topics, organized and in context.

1. Click a conversation's **Reply** button.
2. Enter a message in the reply text field.
3. Click **Send**.

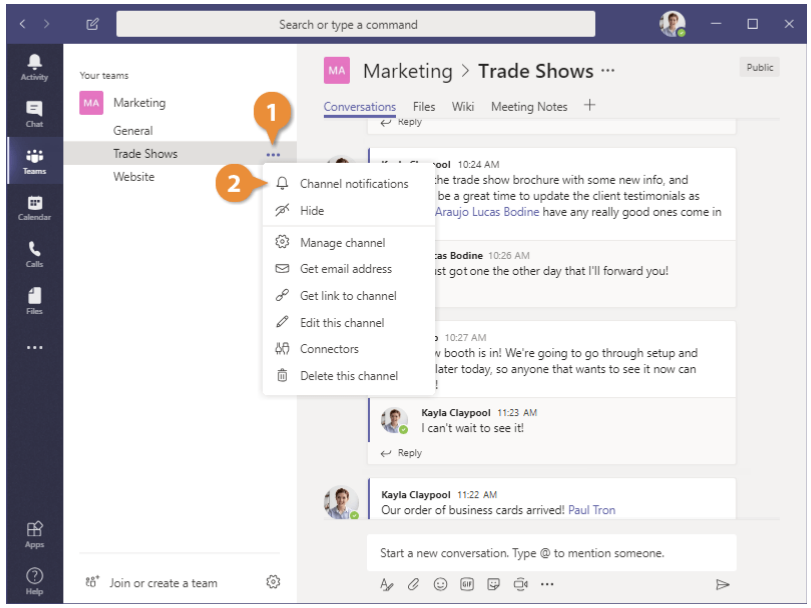
The reply is added to the conversation thread, and notifications will be sent to everyone else participating in that conversation.





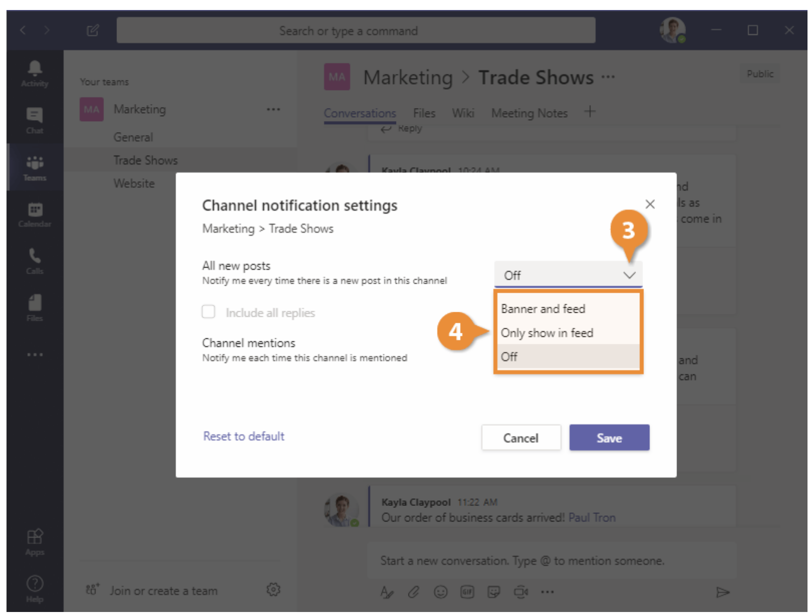
Manage Channel Notifications

By default, you'll get notified whenever someone replies to a conversation you're involved in, or one that you started. If a particular channel is very important to you, you can choose to get notifications whenever there's any activity in it.



1. Click the **More Options** button next to the channel's name in the List pane.
2. Select **Channel notifications**.

   The Channel notification settings dialog box lets you customize the notification settings for all new posts, as well as channel mentions.
3. Click an activity type's list arrow.
4. Select a notification setting.
   - **Banner and feed**: Notifications will display in a pop-up banner, as well as in your Activity feed.
   - **Only show in feed**: Notifications will appear in your Activity feed but won't pop up on the screen.
   - **Off**: No notifications will appear for this activity.

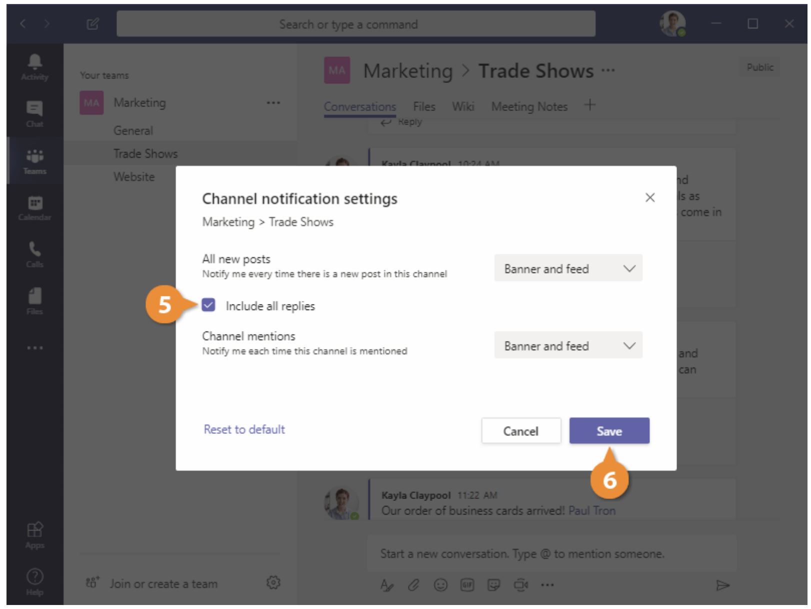


5 (Optional) Click the **Include all replies** check box.

This setting will enable notifications for all replies to all posts in a channel. This may result in a lot of notifications, depending on how active the channel is.

6 Click **Save**.

Your notification settings for the channel are updated.

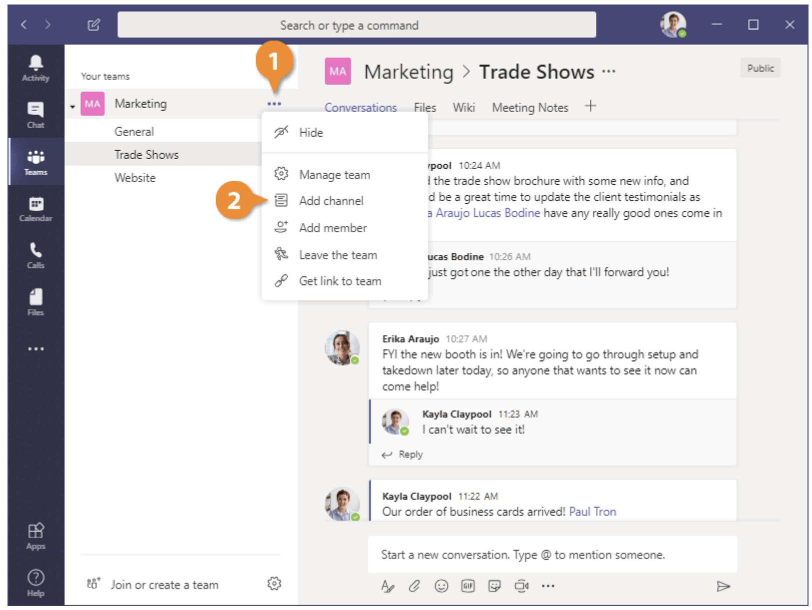


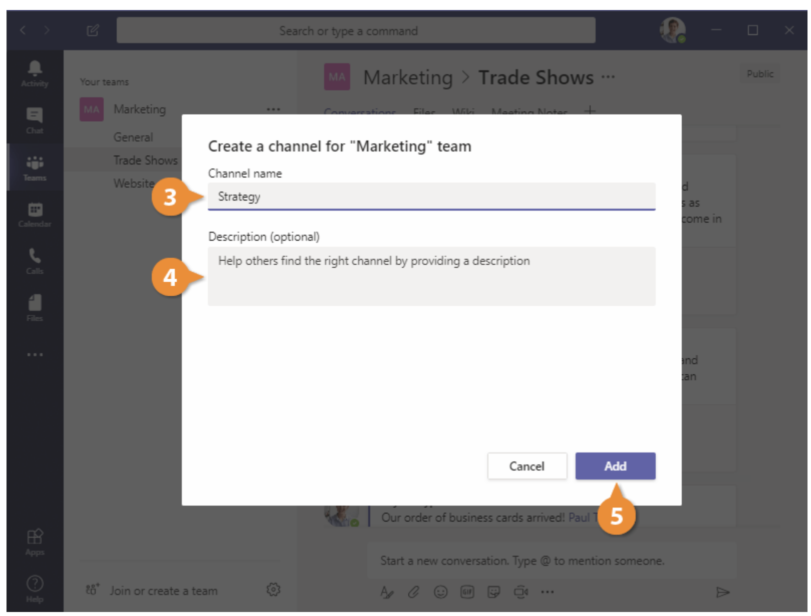
Create a New Channel

A team can have any number of channels, so if you have been granted the proper permission, you can add new ones when they're needed.

1. Click the **More Options** button next to a team in the list pane.
2. Select **Add channel**.
3. Enter a name for the channel.
4. Give the channel a description (optional).
5. Click **Add**.

The channel is added and is available for everyone in the team to use.





React to and Save Messages

Since channel conversations involve multiple people, they can move fast! You can react to messages to give feedback or save messages that you need to refer to later.

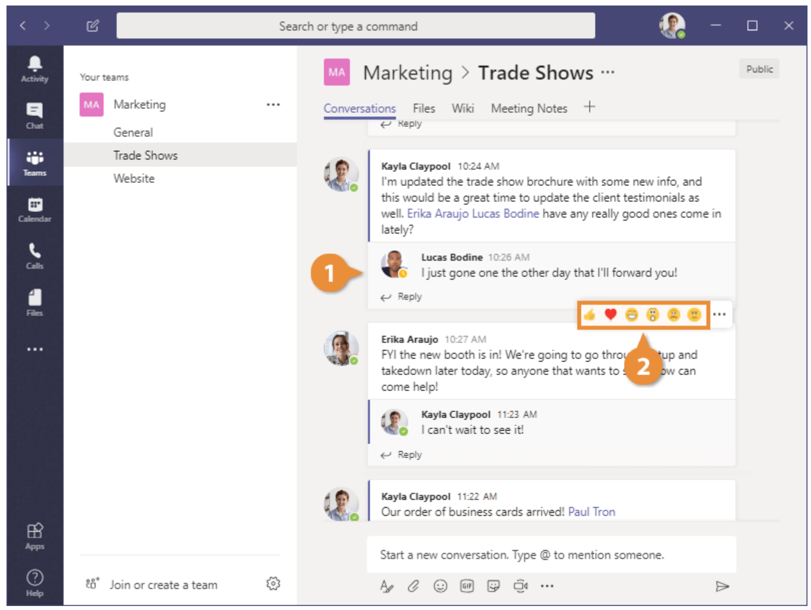
React to a Message

Reactions are little bits of feedback that let you reflect how a message made you feel.

1. Hover your mouse cursor over a message.

   When you hover your mouse over a message, a pop-up menu with some options appears above it. These reactions will let you express whether you like a message, love it, or if you find it funny, surprising, sad, or angering.

2. Click a reaction button in the pop-up menu.



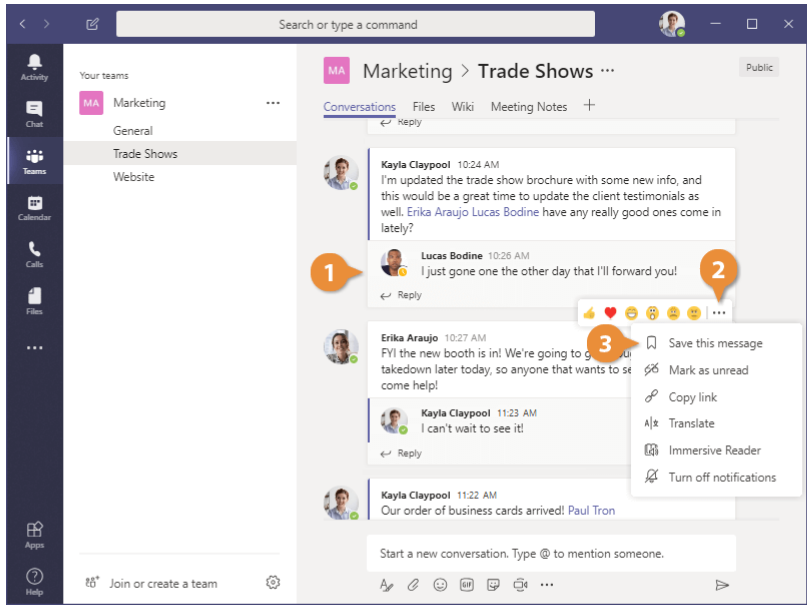
The feedback is added, and the person that made the post or comment is notified.

Save a Message

If a conversation is moving quickly and you feel the need to return to a specific message later, you can save it so that it's easier to find when you have time to review it.

1. Hover your mouse cursor over a message.
2. Click the **More Options** button in the pop-up menu.
3. Select **Save this message**.

The message is saved and can be found later in your saved messages.

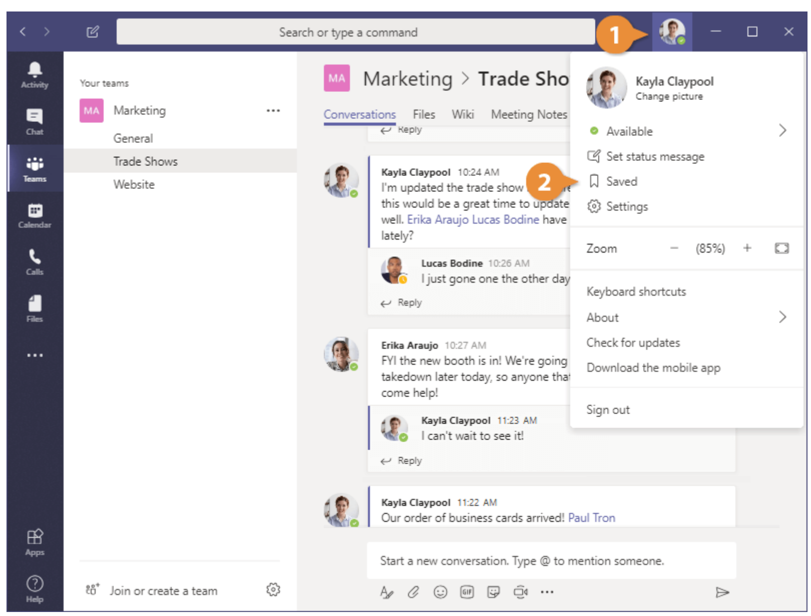


View Saved Messages

Your saved messages list lets you quickly find all the messages you've saved and view them in the context of the chat or channel they were originally in.

1. Click your user icon.
2. Select **Saved**.

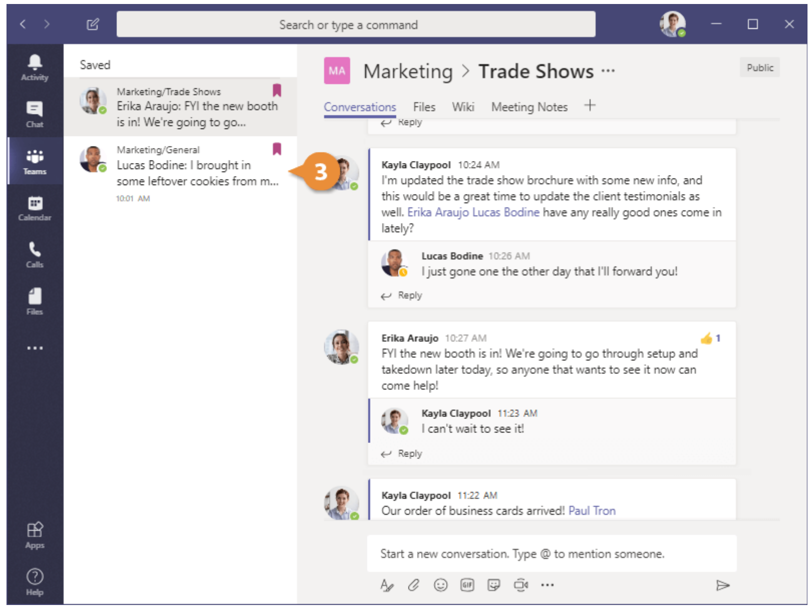
The List pane now shows all the messages you've saved, including the chat or channel they were in.



3

Click a message in the List pane.

The message is displayed in the Content pane, in context of the chat or channel from which it originated.



Manage Shared Files

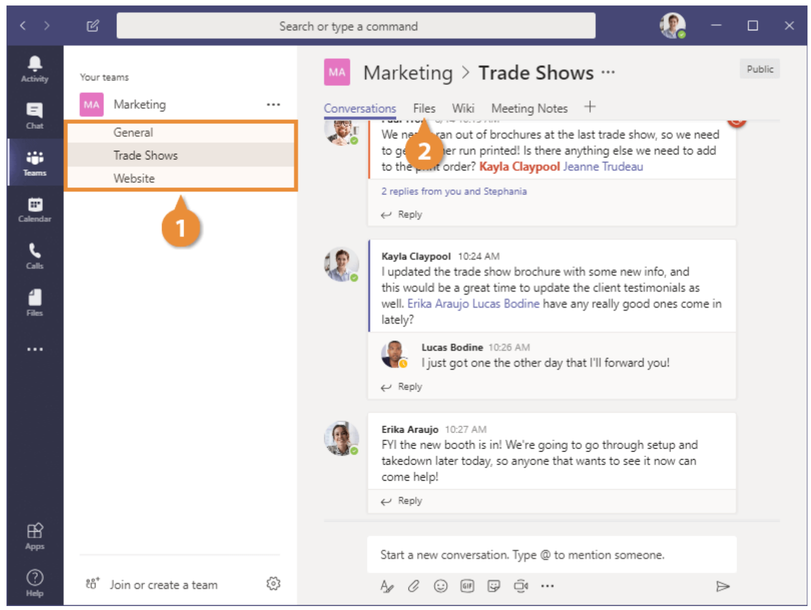
In addition to sharing messages, you can use a team channel to share files amongst its members.

View a Channel File Library

Each channel has its own file library, separate from the other channels in the team, that houses all the files that have been shared in it.

1. Click a channel in the List pane.
2. Click the **Files** tab.

The channel's file library appears in the Content pane.



Create a New Document

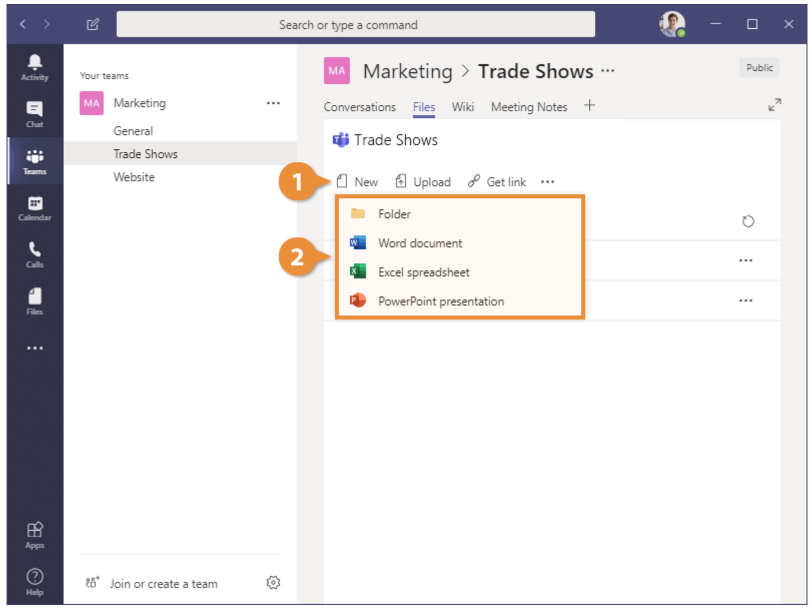
A channel's file library looks similar to a chat's file library but has a few extra features, including the ability to create Office documents right from Teams.

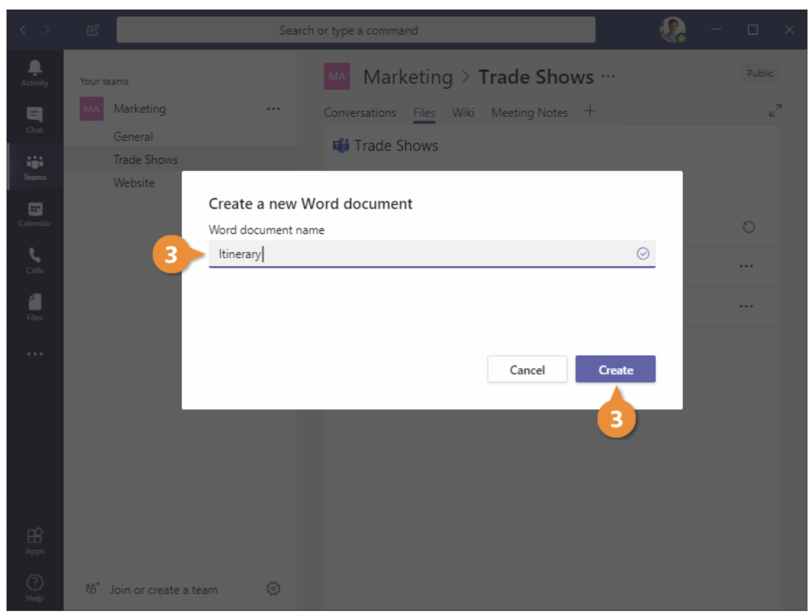
1. While viewing a channel's file library, click the **New** button.

   You can create a subfolder in a file library or create an Office document.

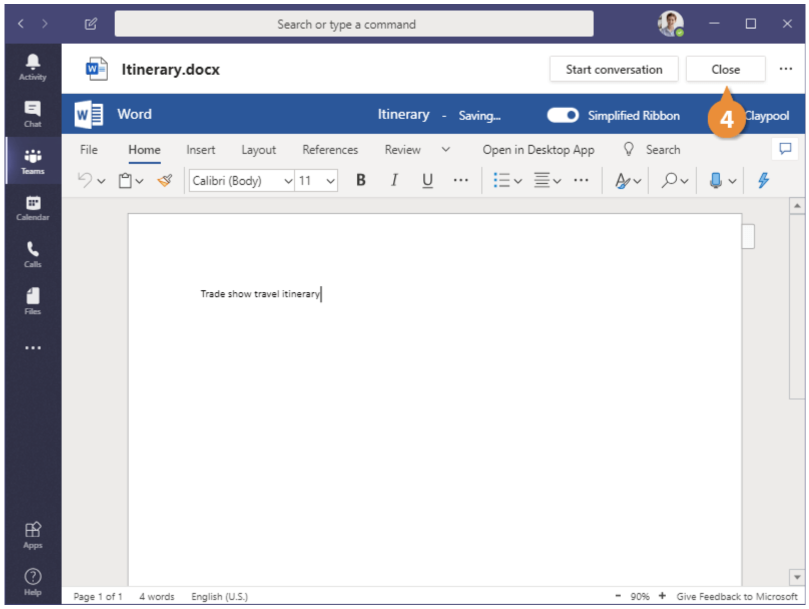
2. Select a file type.
3. Enter a file name and click **Create**.

   An online version of the associated Office app opens up right in the Teams window. Any changes to the document are automatically saved.





4 Modify the document and click **Close** when finished.



The instance of the Office app closes, and you return to the file library.

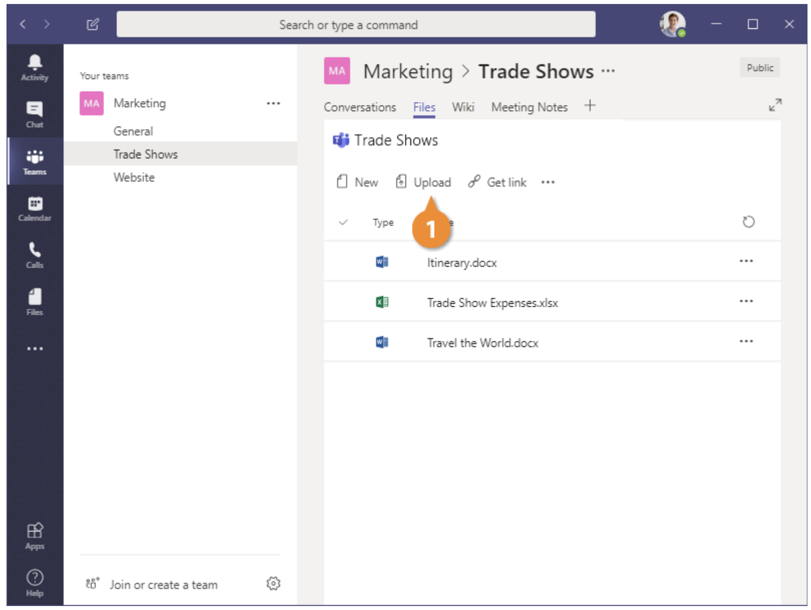
Upload a File

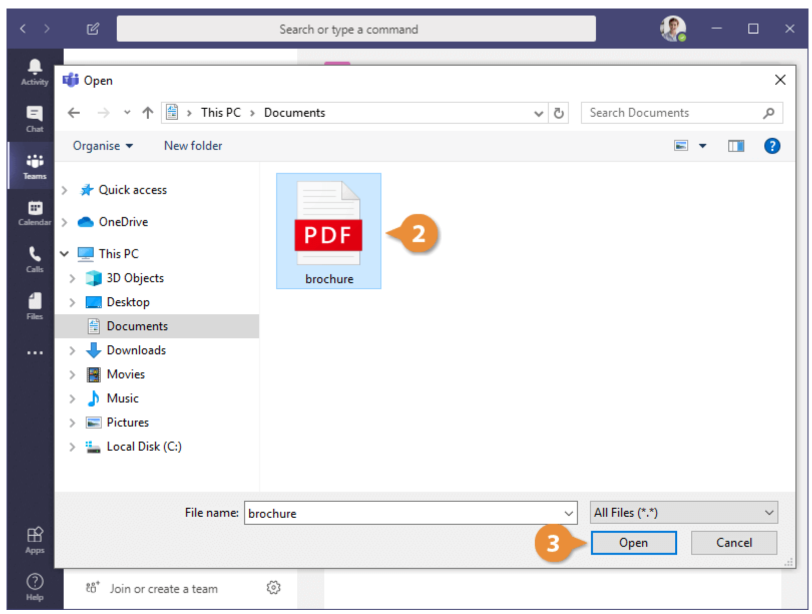
You can also upload a file to a file library directly from your computer.

1. While viewing a file library, click the **Upload** button.
2. Select a file.

   While you're limited to the Office file types when creating a new file, you can upload any type of file.
3. Click **Open**.

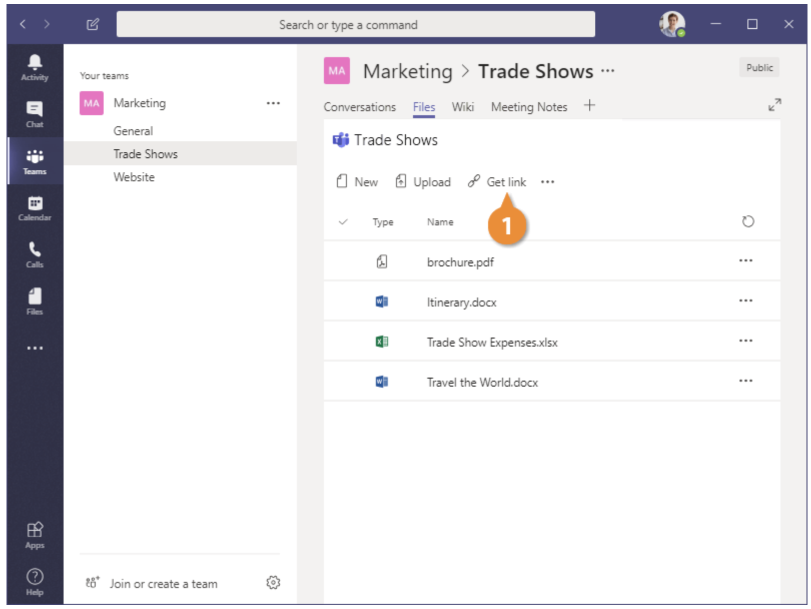
The selected file is uploaded to the file library and can be viewed by anyone in the team.





Share a Link to a Library

You can get a shareable link to a file library, which will send someone directly to the library without having to navigate to it.



1. While viewing a channel's file library, click the **Get link** button.

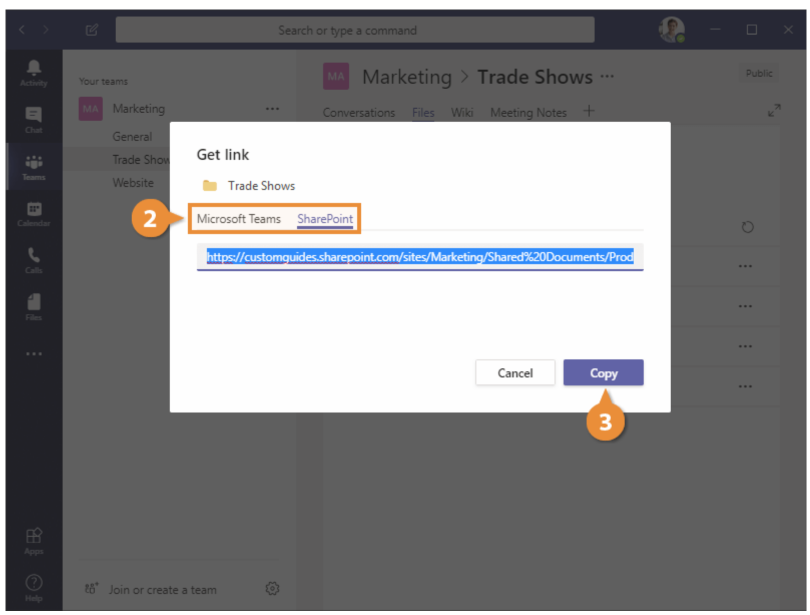
   A Get link dialog box opens, with some links you can copy and share.

2. Select **Teams** or **SharePoint**.

   - **Teams link**: This will open the library in the Teams web app when clicked.
   - **SharePoint link**: This will open this team channel library on your organization's SharePoint site.

3. Click the **Copy** button.

The link is copied and can be pasted into a chat or email.



Manage Team Membership

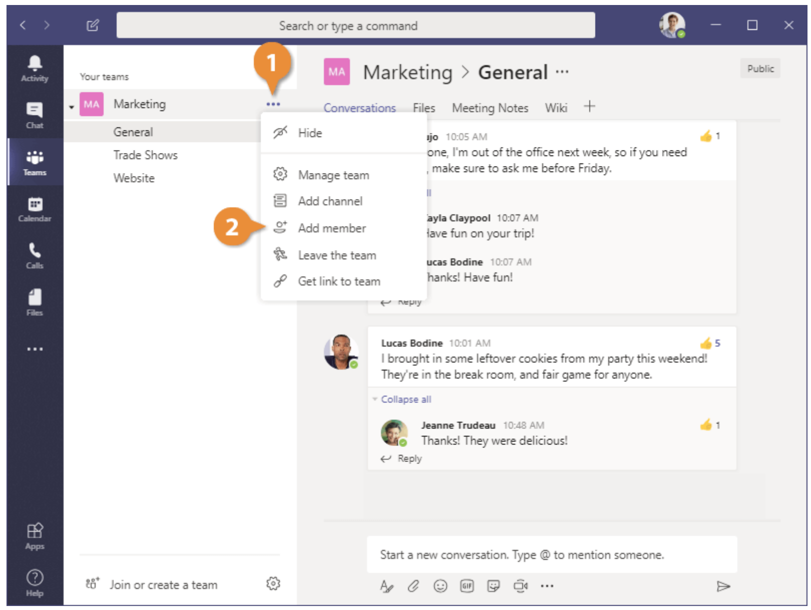
If you're a team owner, you can add and remove team members, as well as manage team members' roles.

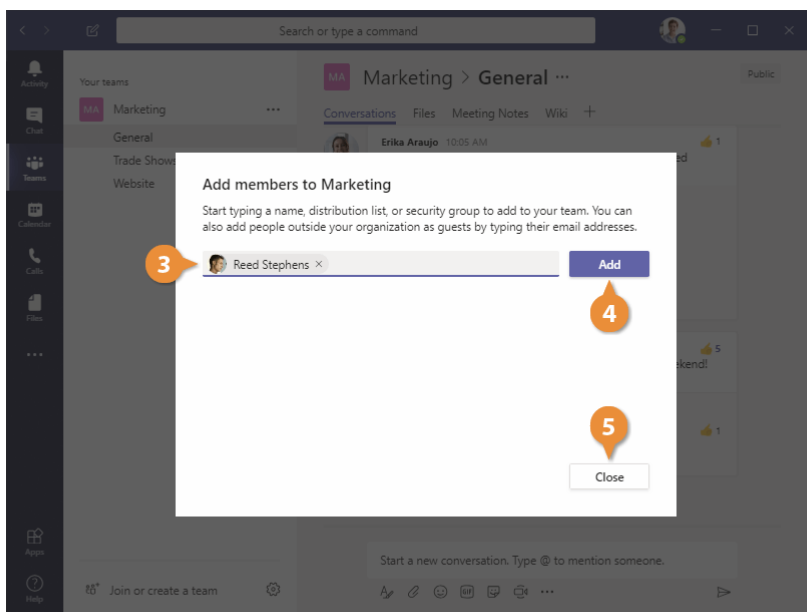
Add a Member

1. Click a team's **More Options** button.
2. Select **Add member**.
3. Start typing a person's name, then select them from the suggestions menu.
4. Click **Add**.

   The new team member is added. If you have more than one team member to add, continue typing names and clicking Add.
5. Click **Close**.

The team members are added.





Manage Team Member Roles

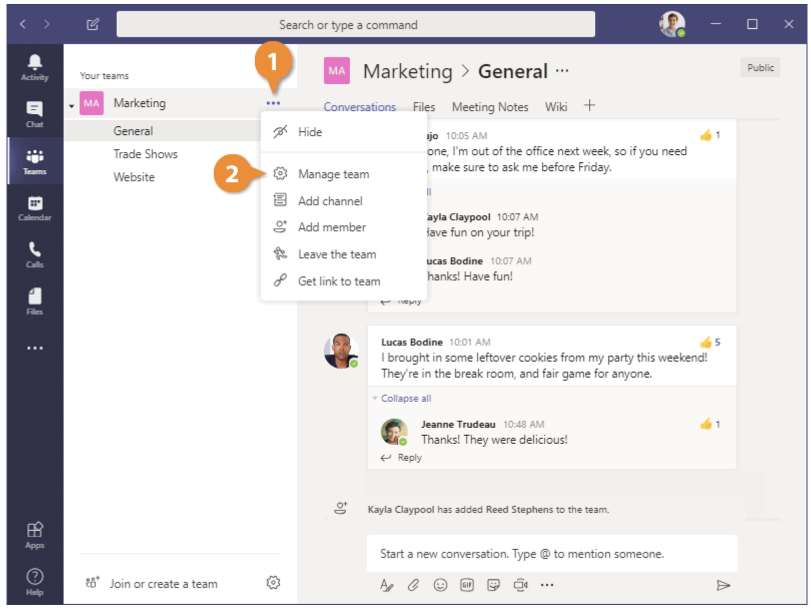
If you’re a team’s owner, you can change other team members’ roles, promoting someone to an owner or demoting an owner to a regular member.

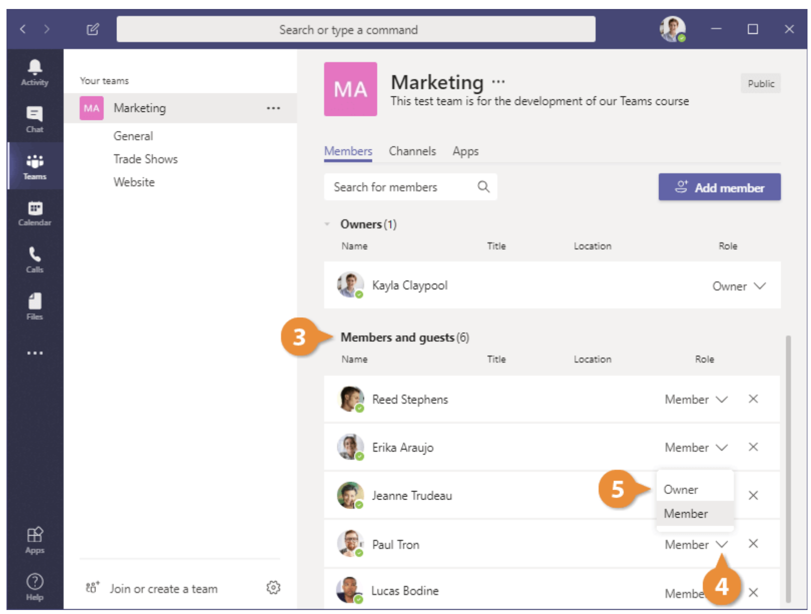
1. Click a team's **More Options** button.
2. Select **Manage team**.

   The Members tab shows the team owners in a separate group from the rest of the members.
3. Click a group heading to expand the group.
4. Click a member's **Role** list arrow.

   There are only two roles a team member can have, Owner and Member. Owners have permission to manage the team settings, while members do not.
5. Select a role.

The team member’s role is updated.



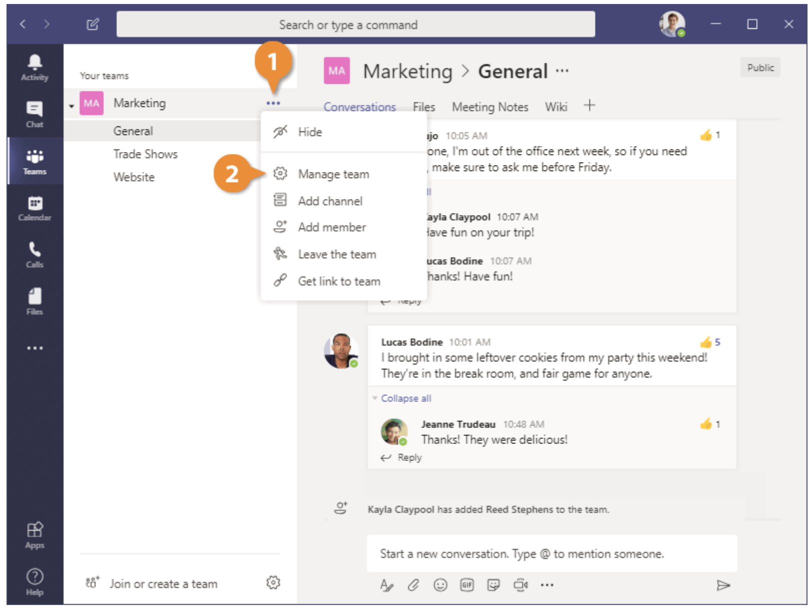


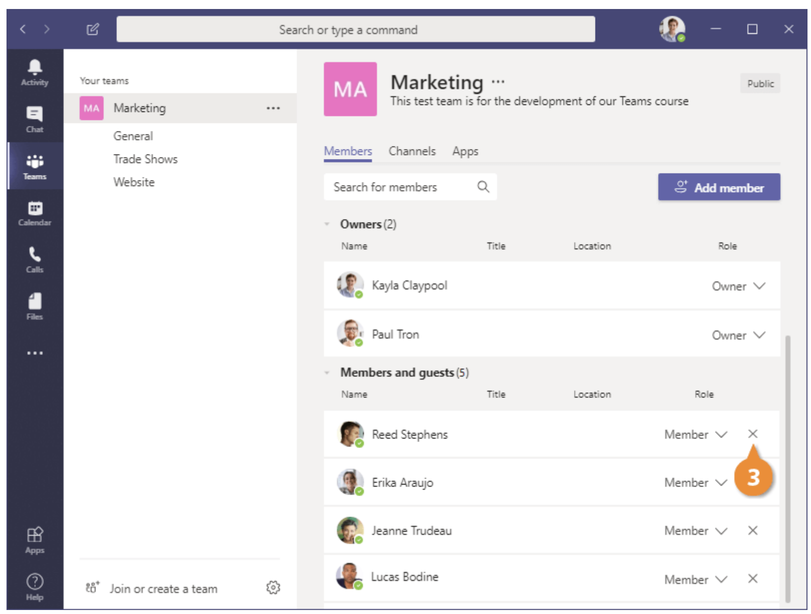
Remove a Member

If a team member is no longer needed on the team, you can remove them from the Manage Team window.

1. Click a team's **More Options** button.
2. Select **Manage team**.
3. Click a member's **Remove** button.

The team member is removed from the team.





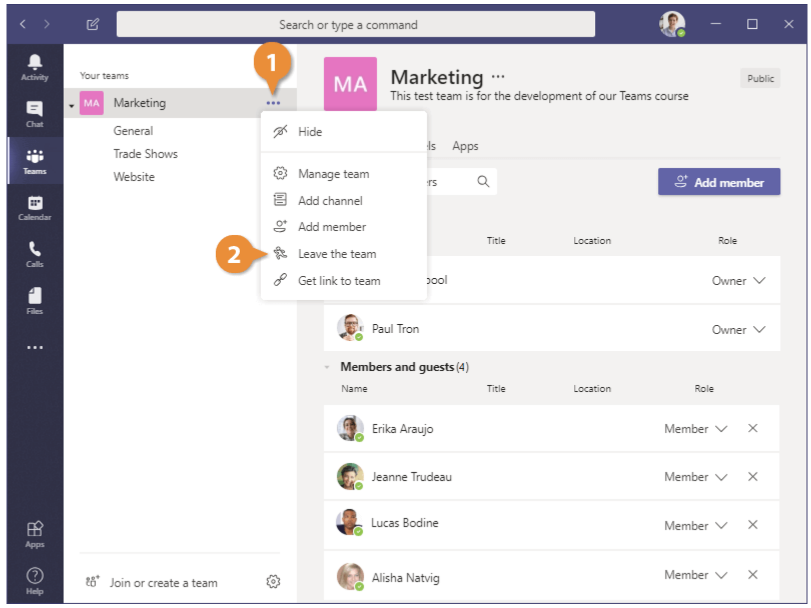
Leave a Team

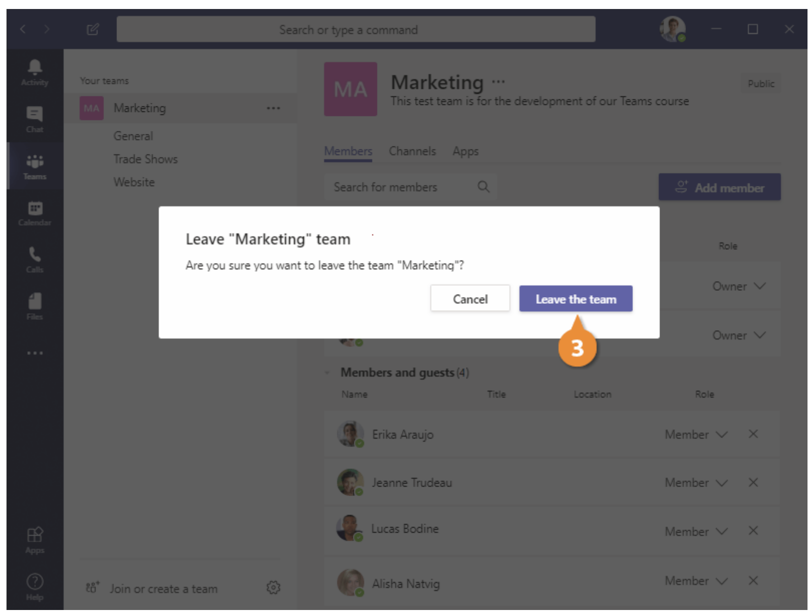
If you're no longer needed on a team, you don't need to wait for a team owner to remove you. You can leave a team voluntarily as well.

1. Click a team's **More Options** button.
2. Select **Leave the team**.

   You will be prompted if you're sure that you want to leave.
3. Click the **Leave the team** button to confirm that you want to leave it.

You are removed from the team and will no longer have access to any of its channels.





Manage Team Settings

If you're a team's owner, you can customize several settings to change how the team looks and works.

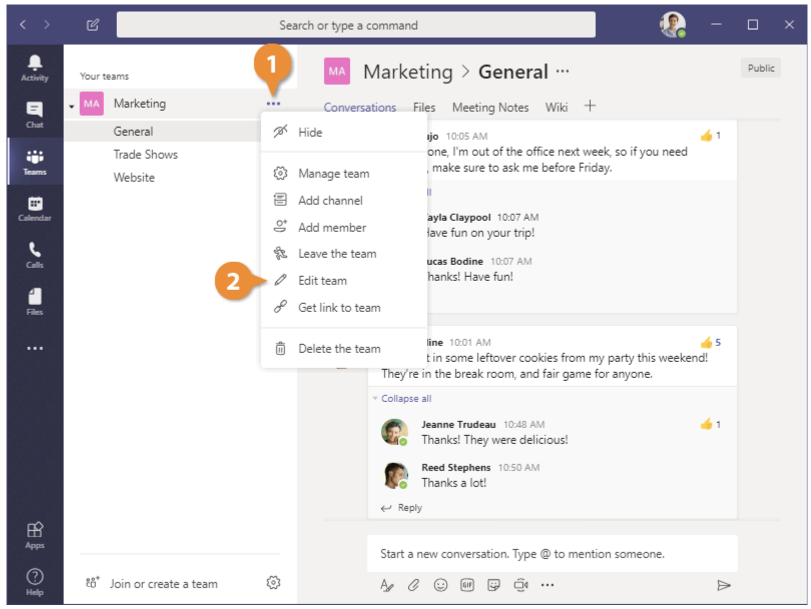
Edit a Team

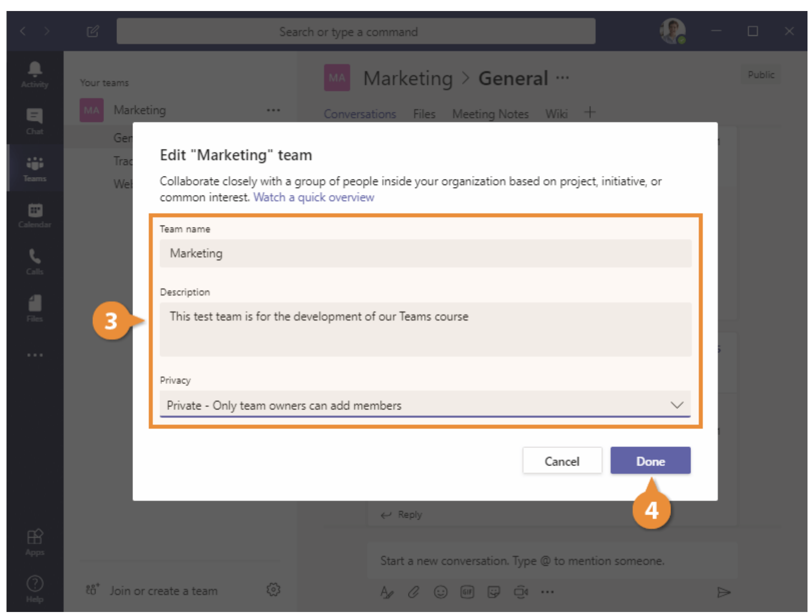
You can edit a team's basic properties in the Edit Team window.

1. Click a team's **More Options** button.
2. Select **Edit team**.

   The Edit Team window opens, where you can edit some of the team's basic properties—its name, description, and privacy level.
3. Edit a team's basic properties.
4. Click **Done**.

The team's name, description, and privacy settings are updated.





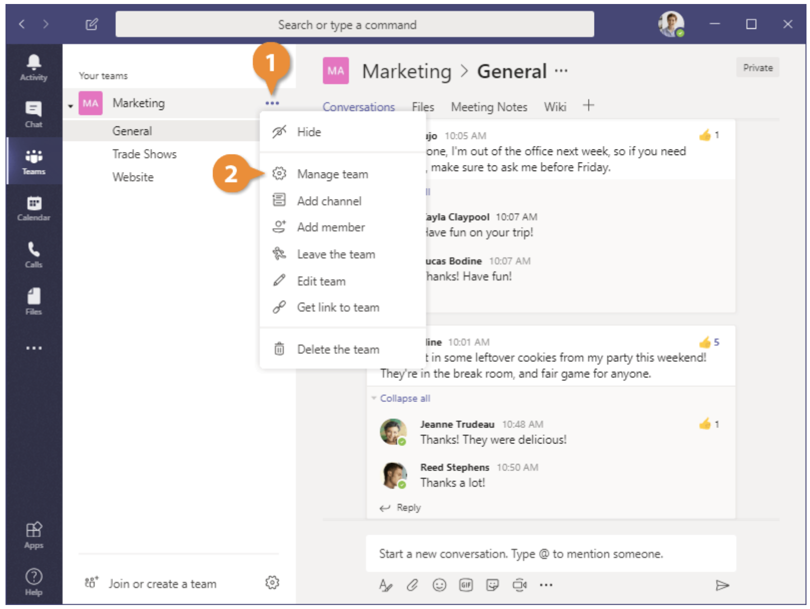
Manage a Team's Advanced Settings

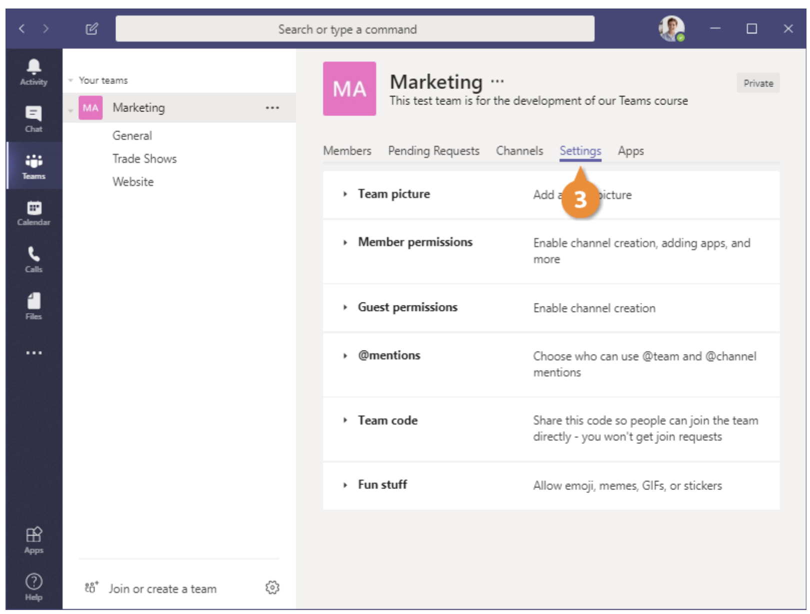
You can access more advanced options for a team in the team's Settings tab.

1. Click a team's **More Options** button.
2. Select **Manage team**.
3. Click the **Settings** tab.

Here, you have a few more settings categories.

- **Team Picture**: This lets you add a custom picture for the team's thumbnail, instead of the default text.
- **Member Permissions**: These settings control whether team members can create new channels, add apps, and edit or delete their messages.
- **Guest Permissions**: This category lets you control whether guests can create or delete channels.
- **@mentions**: This category lets you control whether members will be allowed to use @mentions to send messages to the entire team or a specific channel.
- **Team Code**: These settings let you reset, remove, or copy the team code.
- **Fun Stuff**: This category controls whether team members will be able to use emoji, GIFs, stickers, and memes.





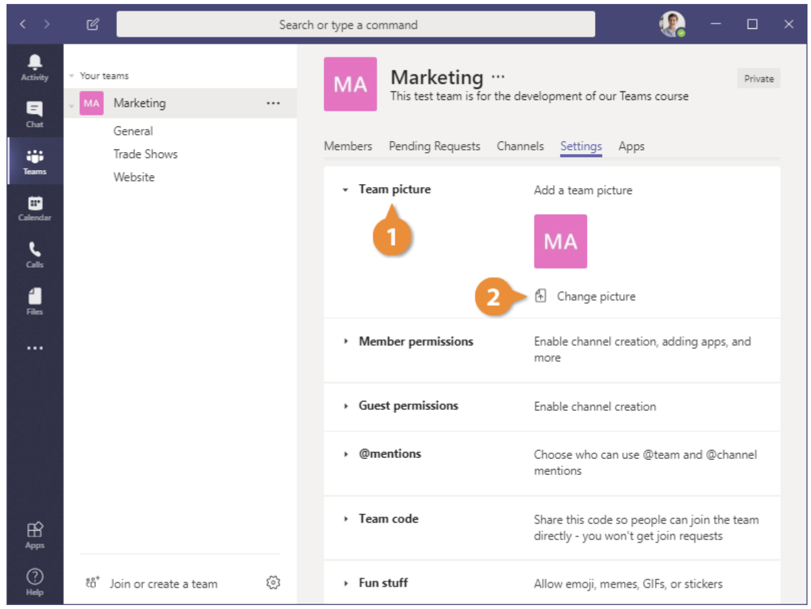
Change a Team's Picture

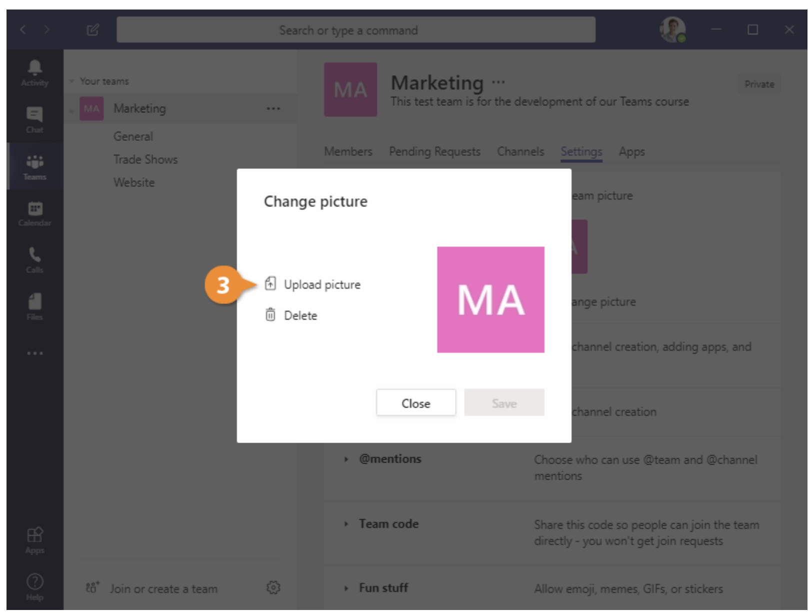
If you want to have a more descriptive image thumbnail to represent a team, you can update it from the team's Settings tab.

1. From the team's Settings tab, click the **Team picture** heading to expand it.

   The current team picture is shown.

2. Click **Change picture**.
3. Click **Upload picture**.





4 Select a picture.

5 Click **Open**.

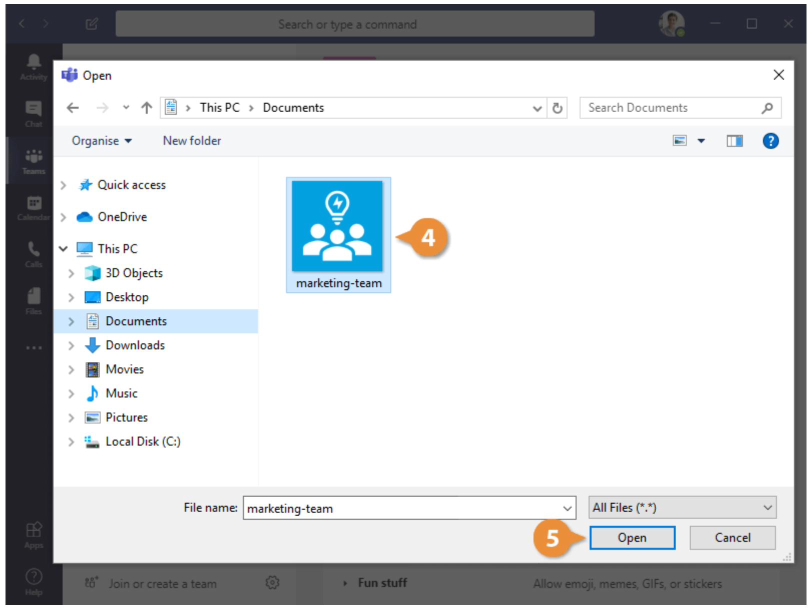
The image is uploaded, and a preview of it appears.

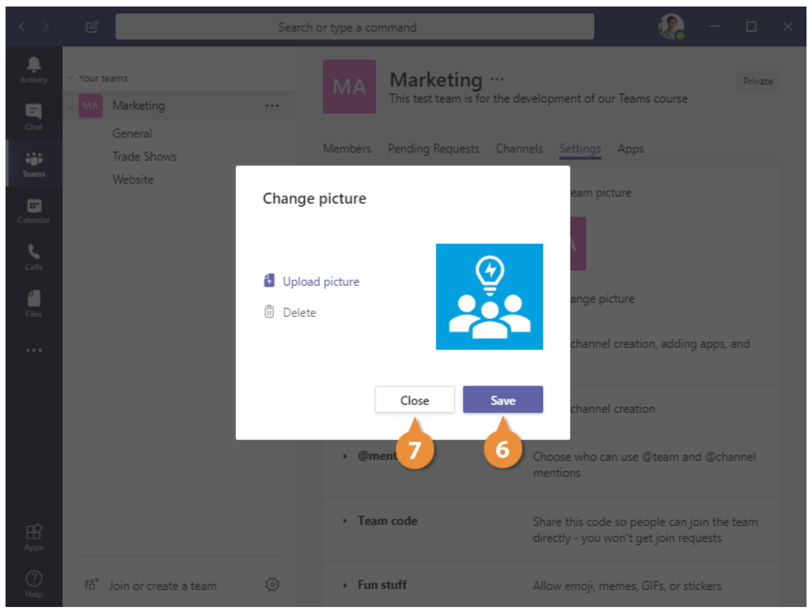
6 Click **Save**.

The image is set as the new team image.

7 Click **Close**.

The team will now be represented by the uploaded image.





Use Wikis

Each team channel can have one or more wiki pages, which members of that team can use to keep information and notes available for later reference.

View a Wiki Page

1. Click a team channel's **Wiki** tab.

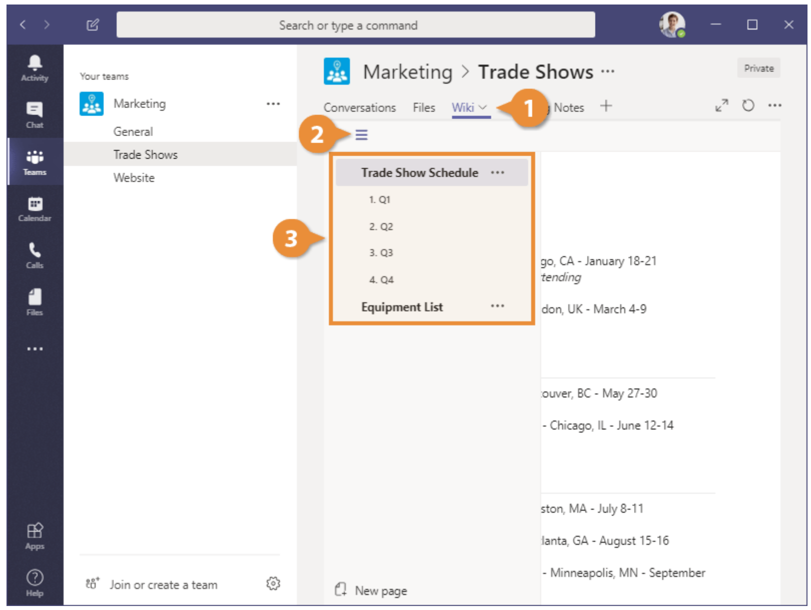
   The wiki screen opens. Wiki pages can be short documents, or they can contain multiple pages with multiple sections.

2. Click the **Expand Wiki menu** button.

   Every page and section of the wiki is listed.

3. Select a page or section within a page.

The wiki tab now displays the selected section or page.



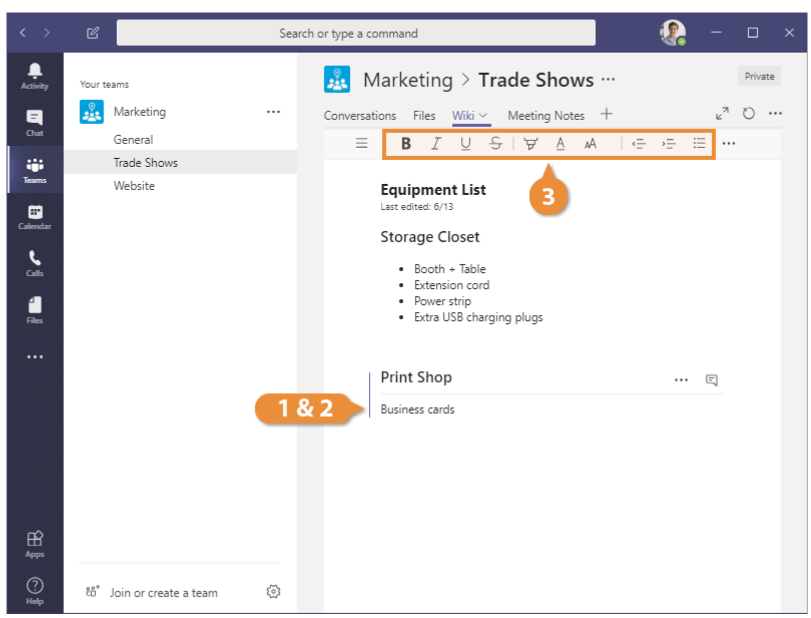
Edit a Wiki Page

Wiki pages are not static documents. They can be edited by anyone with access, making them excellent collaboration tools.

1. Click a section in the wiki page.

   Once you click within a text field in a wiki page, you can begin editing it.

2. Start typing in a section.
3. Use the formatting options to format text.

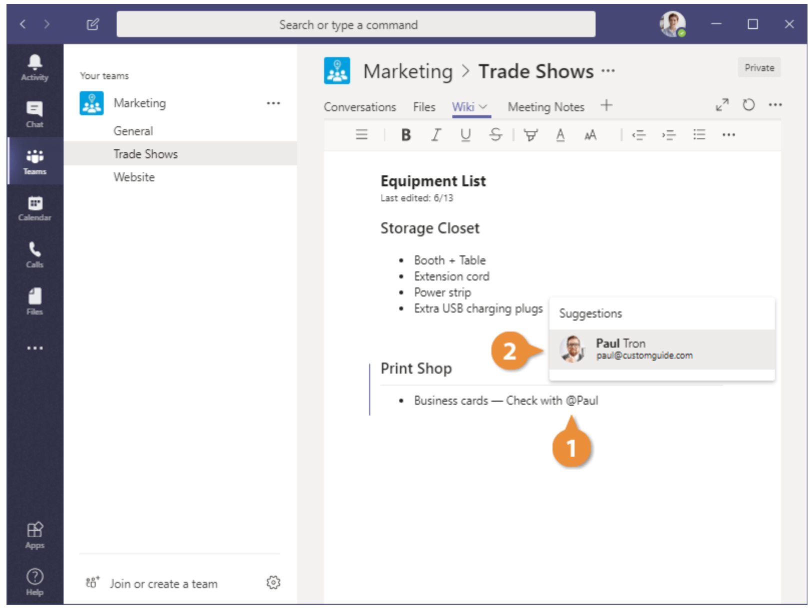


Mention People on a Wiki Page

Since wiki pages are collaborative, you can work on them with other people on your team. If you need a specific person's input somewhere, you can use @ mentions to get their attention.

1. While editing a wiki page, type an @ symbol followed by the beginning of a person's name.
2. Select a person from the suggestions list.

The selected person will get a notification that they were mentioned in the wiki page.



Start a Section Conversation

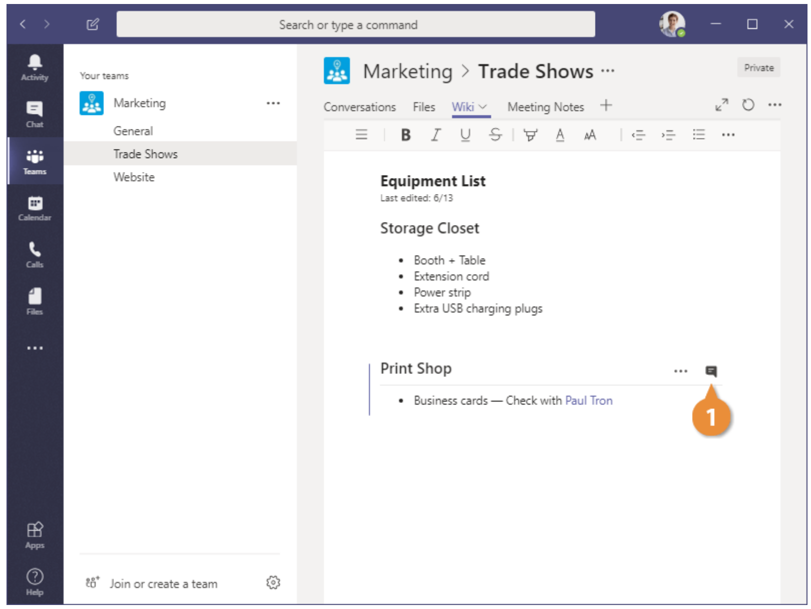
While wiki pages themselves are collaborative and can be edited by anyone, you don't necessarily want a lot of discussion happening on the content page itself. Instead, you can discuss a section of a wiki page in its own separate conversation thread.

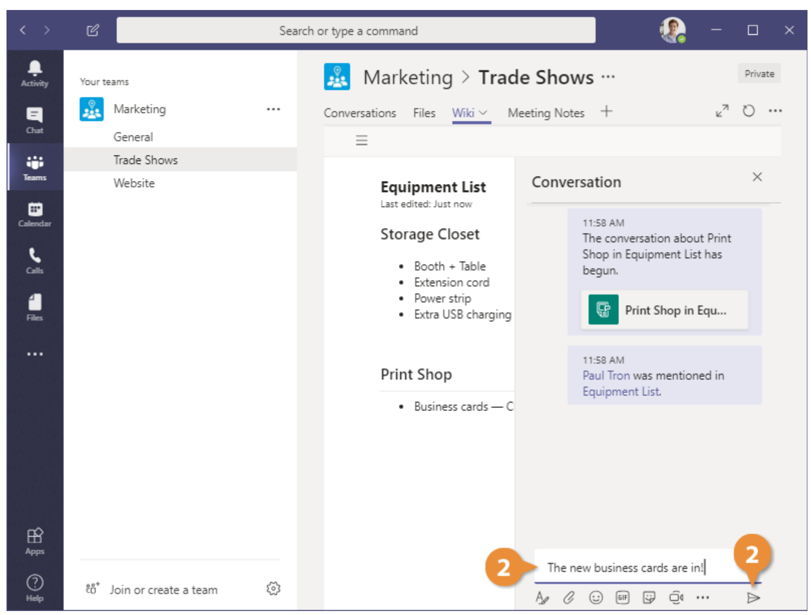
1. Click the **Show section conversation** button at a section's right margin.

   A conversation pane appears on the right, showing the conversation thread for that section of the wiki page.

2. Enter a message and click **Send**.

You can chat with other team members about this section of the wiki page, and the conversation will also appear in the team channel.





Meetings

You can use Teams to conduct meetings via conference call while also taking advantage of other collaboration features. You can switch between video and audio calls while also sharing your screen or a PowerPoint presentation.

In this module, you will learn how to schedule meetings in Teams and how to join those meetings when they're scheduled to start. You'll also learn how to manage meeting attendees, take meeting notes, and record a meeting for later viewing. Finally, you'll learn how to manage your audio and video settings, share your screen, and edit or cancel meetings that have been scheduled.

Objectives

Schedule a Meeting

Join a Meeting

Manage a Meeting

Take Meeting Notes

Record a Meeting

Manage Audio and Video Settings

Share Your Screen

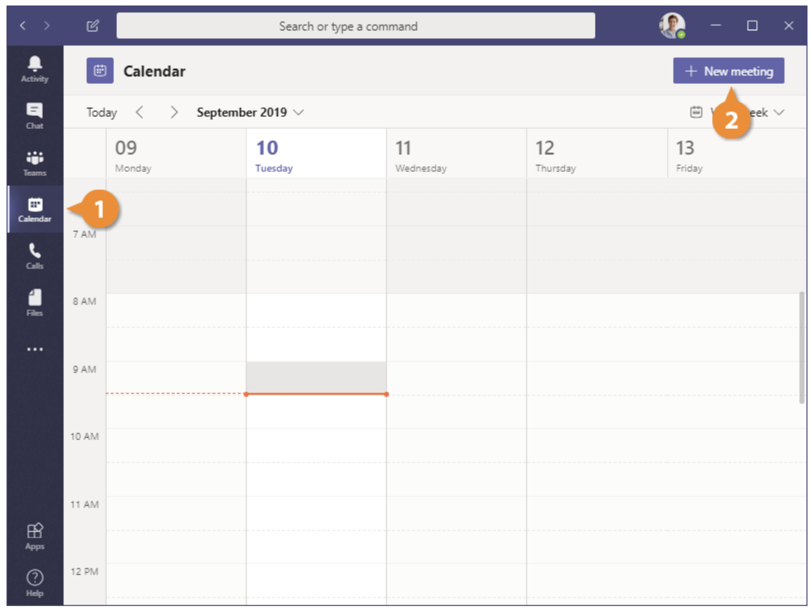
Edit and Cancel Meetings

Schedule a Meeting

By scheduling and conducting meetings right within Teams, you can easily work with remote colleagues online, or, meet with co-located colleagues without needing to find an available meeting room.

Schedule a Meeting

Meetings in Teams can be scheduled from the Calendar view.



1. Click the **Calendar** icon on the App bar.

   The Calendar view displays a timeline of your work week, with any meetings that may be scheduled.

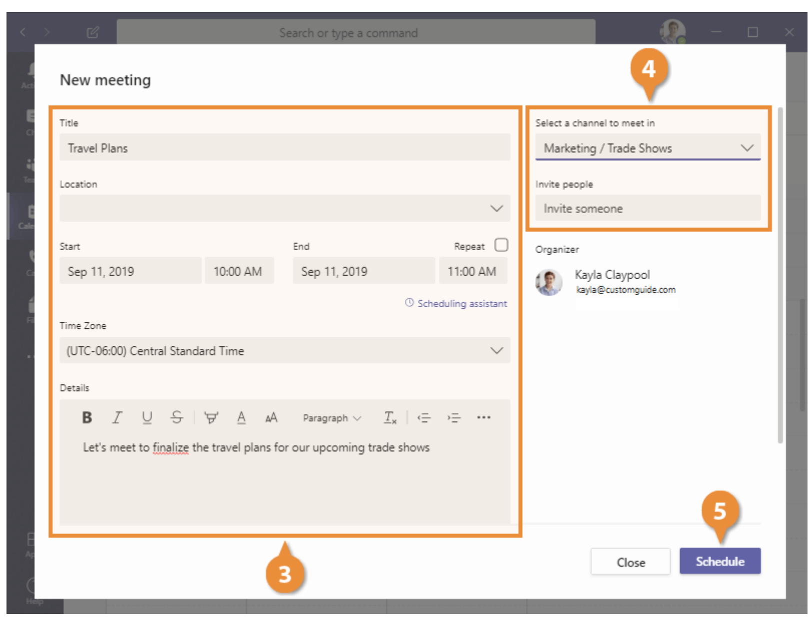
2. Click **New meeting**.

   The New meeting dialog box opens, where you can add meeting details, such as a title, location, start and end time, and additional details.

3. Enter the meeting's details.
4. Select a team channel or select invitees individually.

   If you choose to host the meeting in a team channel, everyone in that team will be able to join. If you instead invite people directly, it won't appear for the rest of the team.

5. Click **Schedule**.



The meeting is scheduled. It will appear on your calendar and, if it's a team channel meeting, in that channel's conversation as well.

Join a Meeting

You'll have several different ways to join a meeting in Teams, depending on how you were invited.

Join a Meeting from a Channel

If a meeting is being hosted in a team's channel, you can join that meeting from within that channel's conversation view.

1. Click the **Teams** icon on the App bar.

2. Select a team channel.

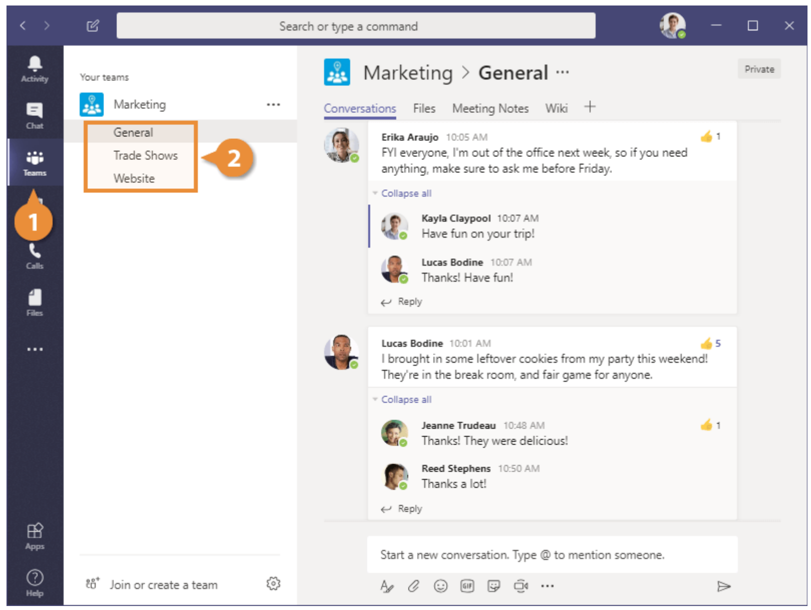
   Even if the meeting hasn't started yet, you can still see the meeting in the channel conversation.

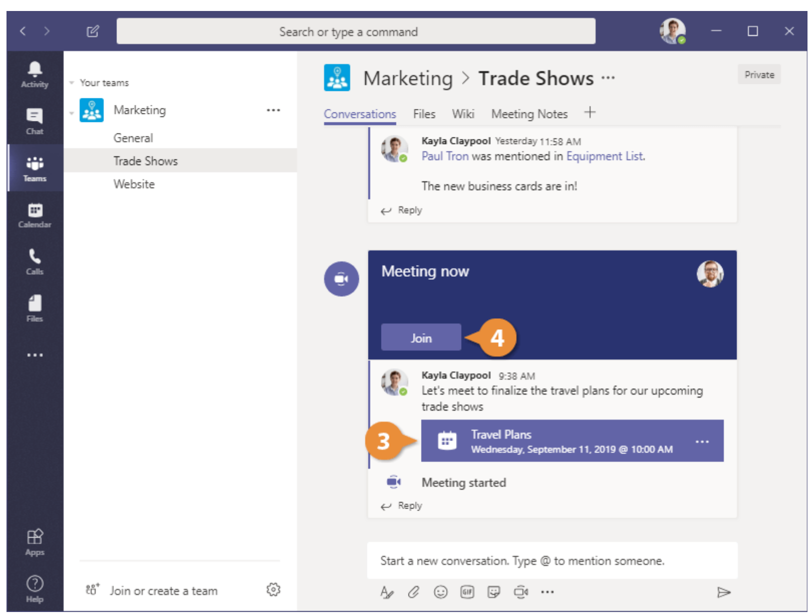
3. (Optional) Click a meeting to view its details.

   Once anyone joins the meeting, a banner appears above it in the conversation. This banner shows how long it's been going on, and who's already joined.

4. Click the **Join** button.

   After you click Join, you'll be prompted to configure your audio and video settings.





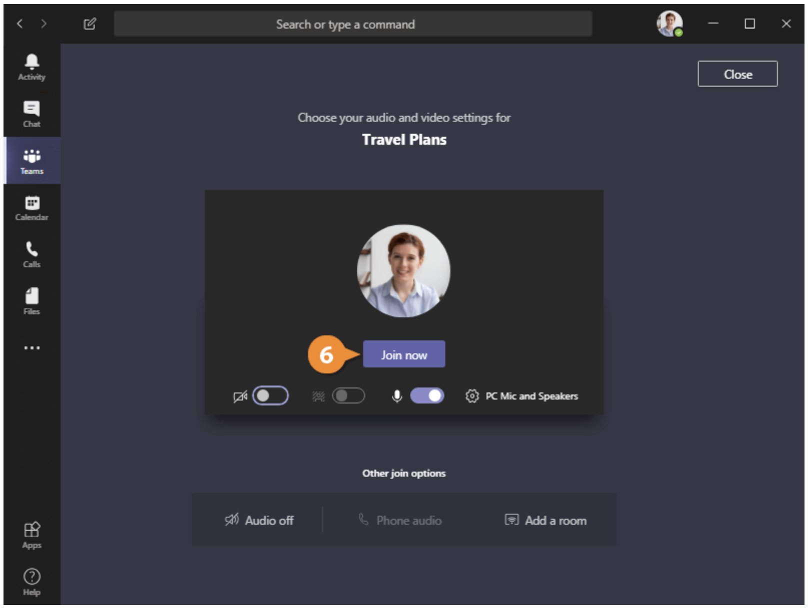
5 Configure your video and audio settings.

You can toggle both your camera and microphone. If you have multiple cameras or microphones, you can click the Settings icon to select which camera and microphone to use.

6 Click **Join now**.

When you join the meeting, you can see the other participants represented by either their video feed, or an icon if they're not sharing their video.

A row of controls will also appear along the bottom, where you can toggle your camera and microphone, as well as access other sharing and audio/video options.



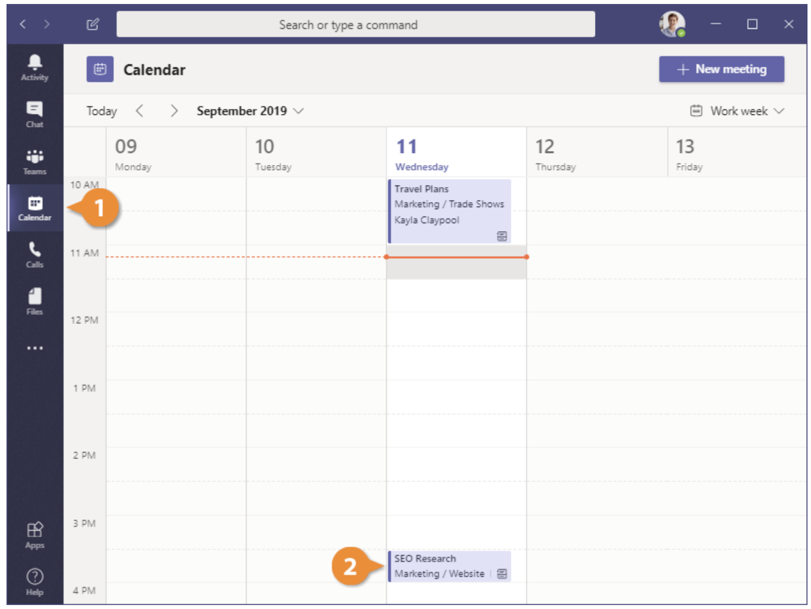
Join a Meeting from the Schedule

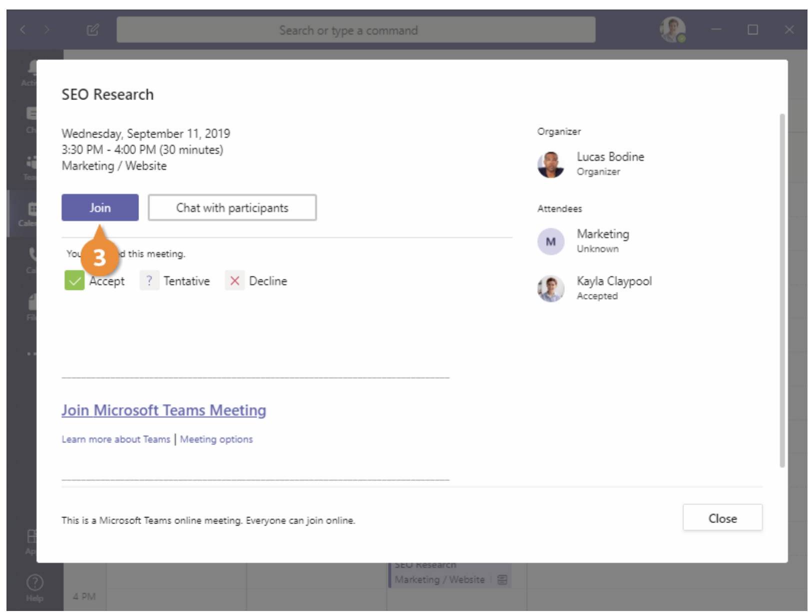
Your schedule will display all of your meetings, both those in team channels and those you've been invited to directly. Any meetings and appointments made on your Outlook calendar will also appear. You can join a Teams meeting directly from your calendar.

1. Click the **Calendar** icon on the App bar.
2. Select a meeting.

   That meeting's details appear, showing its scheduled time, location, and invited participants.
3. Click **Join**.

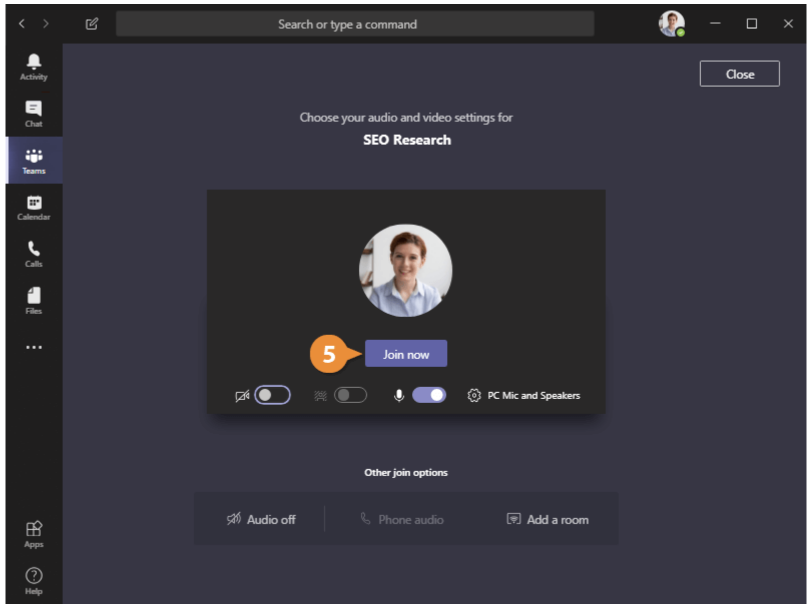
   Next, you'll be given a chance to configure your A/V settings, toggling your camera and microphone.





4. Configure your video and audio settings.
5. Click **Join now**.

You join the meeting, seeing other participants represented by their video or user icon. You'll also see a row of controls near the bottom of the window.



Leave a Meeting

When a meeting has concluded, you can leave it by hanging up.

1. Click the **Hang Up** button on the meeting controls bar.

You leave the meeting and return to the channel conversation.

Manage a Meeting

While a meeting is in progress, there are several ways to manage the record of the meeting and the people participating in it.

View a Meeting Conversation

Every meeting also has a text conversation that you can use, which will be saved after the meeting is over.

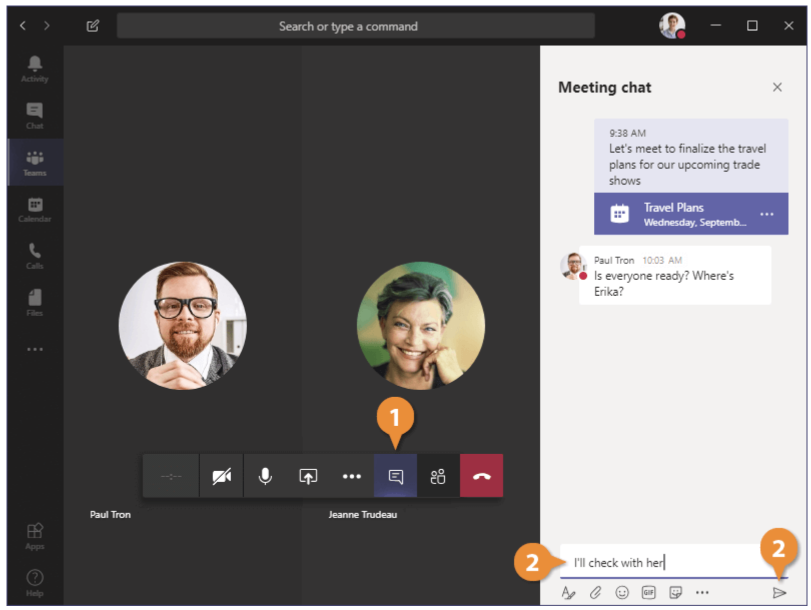
1. Click the **Show Conversation** button on the meeting controls toolbar.

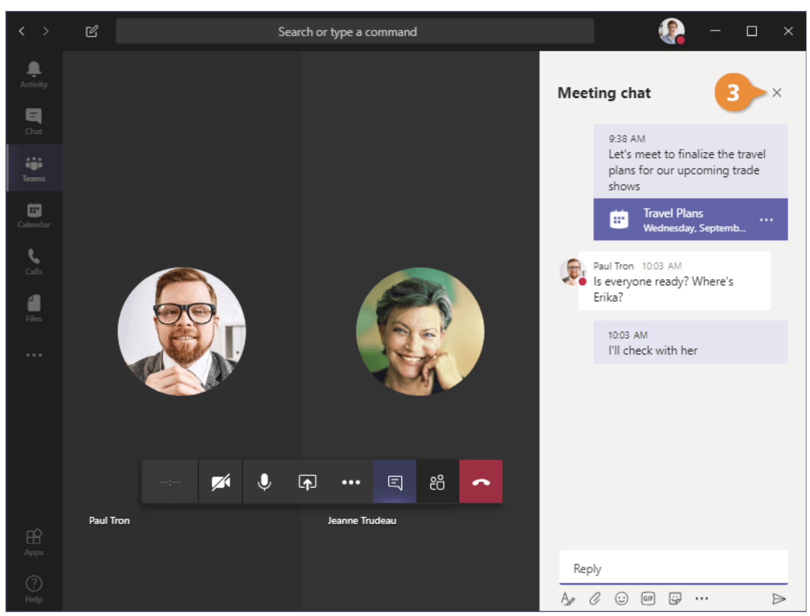
   The meeting chat pane opens on the right, showing the conversation so far.

2. Enter a message in the Reply field and click **Send**.

3. Click the pane's **Close** button.

The pane closes, and the meeting takes over the whole window again. When the meeting is over, the conversation will be found in the team channel that the meeting took place in. Or, if it's not part of a channel, the conversation appears in your chat history.





View Meeting Participants

If you're in a meeting with several people, it can be challenging to keep track of who's there. You can view a list of all participants to see everyone involved.

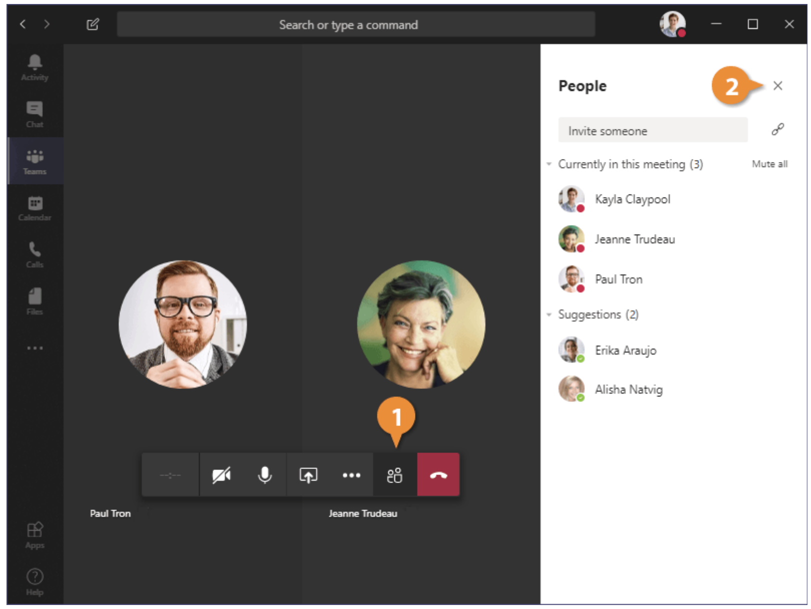
1. Click the **Show Participants** button on the toolbar.

   The People pane opens, where you can see all the participants in the meeting.

   Below the list of participants, you'll see a list of suggested participants.

2. Click the People pane's **Close** button when you're finished.

The People pane closes.



Invite Participants

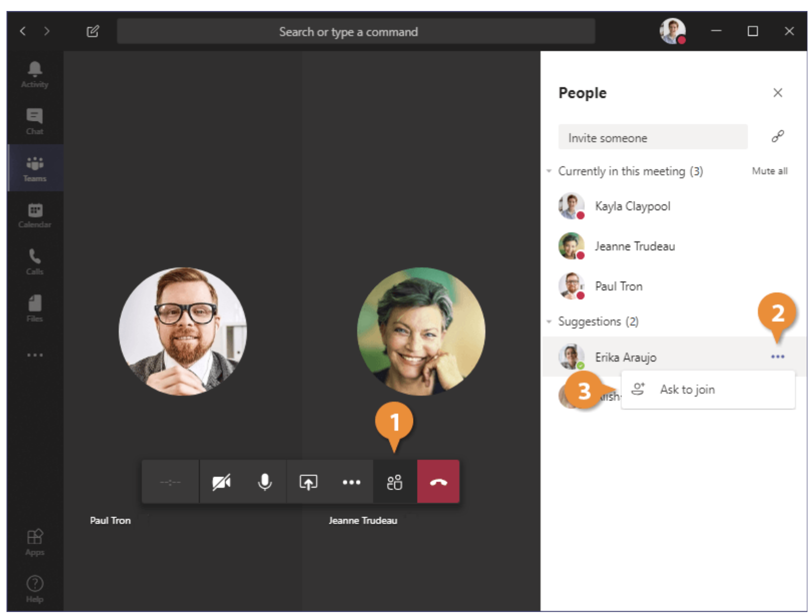
If you need someone new to join a meeting after it's started, you can invite them to join through the People pane.

1. Click the **Show Participants** button on the toolbar.
2. Click a suggested person's **More Options** button.
3. Select **Ask to join**.

A call is automatically placed, and the invited person can choose to join the meeting or reject the call.

Tip: If the person you want to invite is not in the Suggestions list, you can enter their name in the **Invite someone** field and select them from the search results.

Once you're finished adding participants, you can close the People pane.

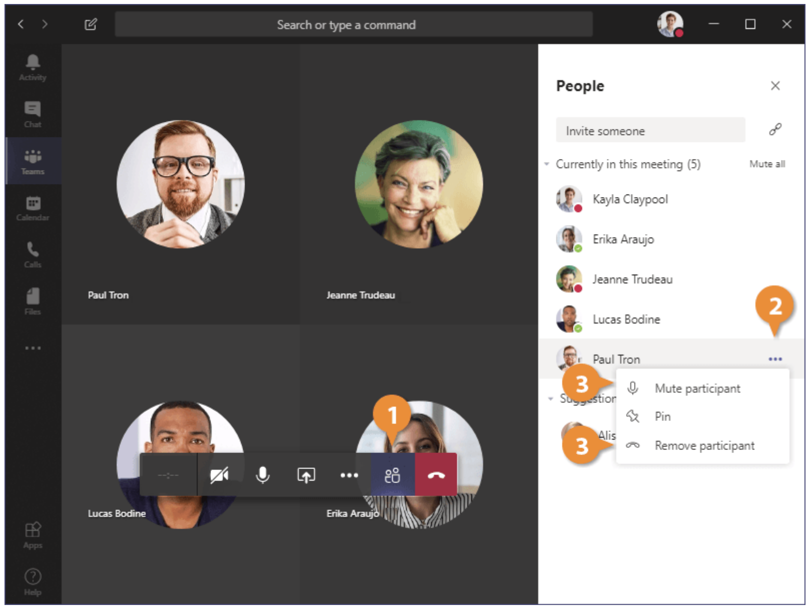


Mute and Remove Participants

You can also mute another meeting participant’s microphone (for example, if they stepped away from the meeting and have a background noise causing disturbance), or remove them from a meeting entirely.

1. Click the **Show Participants** button on the toolbar.
2. Click a person's **More Options** button.

   Here, you have some options to manage a person. You can mute their microphone, which will prevent everyone else in the meeting from hearing their audio. You can also remove them from the meeting entirely.
3. Select **Mute participant** or **Remove participant**.



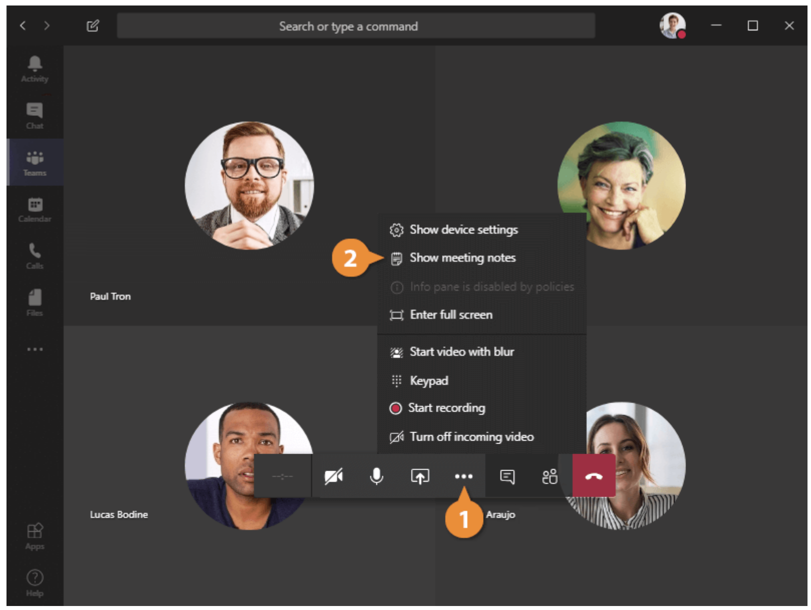
That person is muted or removed from the meeting. They’ll be able to rejoin the meeting or unmute their microphone at any time.

Take Meeting Notes

If you're having a productive meeting, you can take notes to capture main points without leaving the meeting window.

Take Meeting Notes

You can start taking meeting notes by opening the Meeting Notes pane.

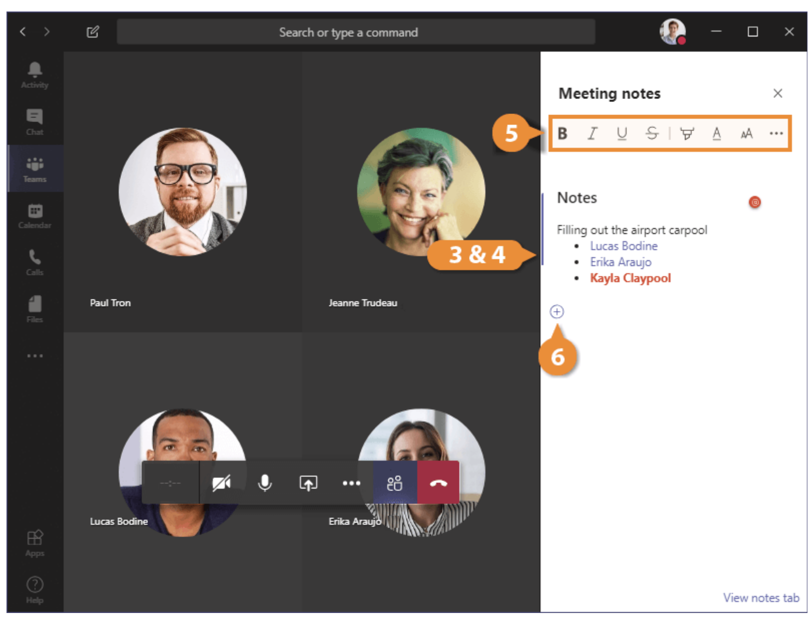


1. Click the **More Actions** button on the meeting controls toolbar.
2. Select **Show meeting notes**.

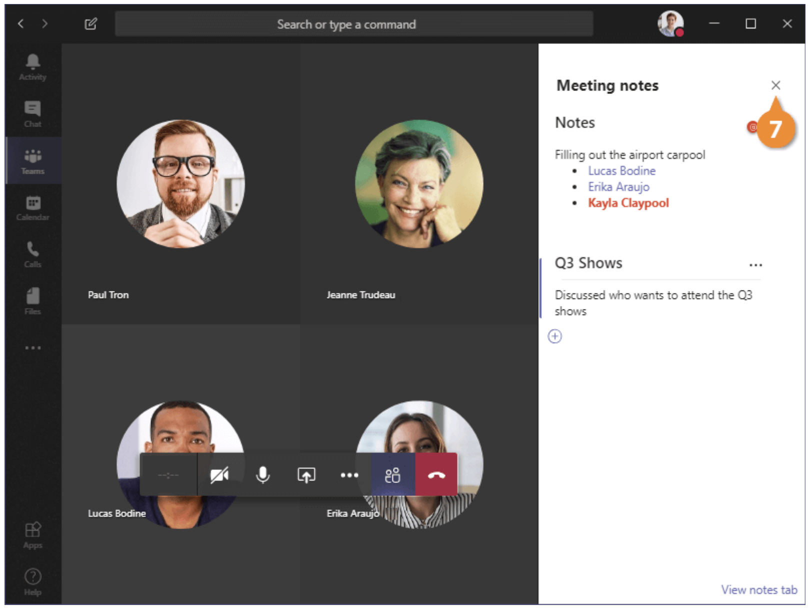
   The Meeting Notes pane opens on the right. If meeting notes have already been started for this meeting, they'll be displayed. Otherwise, a new note appears.
3. Click in the notes text field.
4. Type your meeting notes.

   Notes will automatically be saved as you fill them out, so there's no need to manually save.
5. Use the available formatting options to format the note text.
6. (Optional) Click the **New Section** button to add a new section.

   Adding more sections to a note can help you keep separate topics organized.



7 Click the **Close** button at the top of the Meeting Notes pane.



The Meeting Notes pane closes. If you need to take notes again later in the meeting, you can reopen it and resume taking notes where you left off.

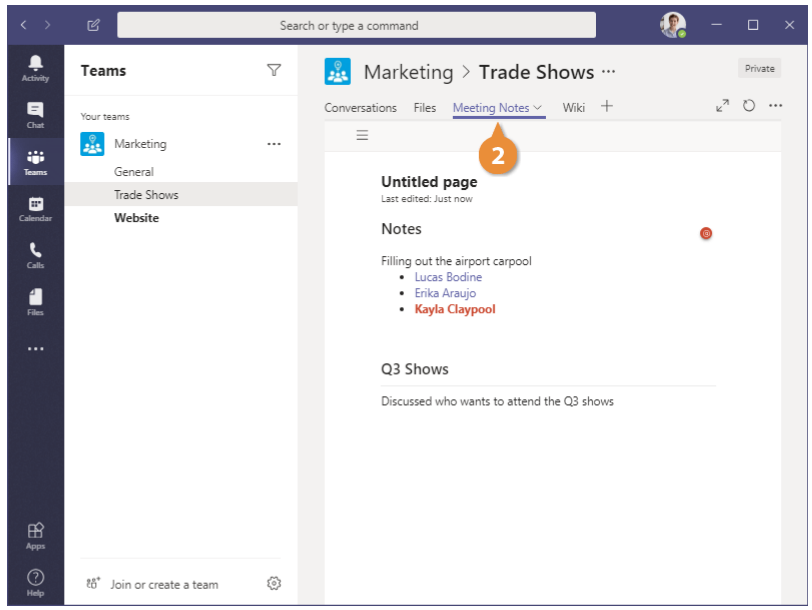
View Meeting Notes

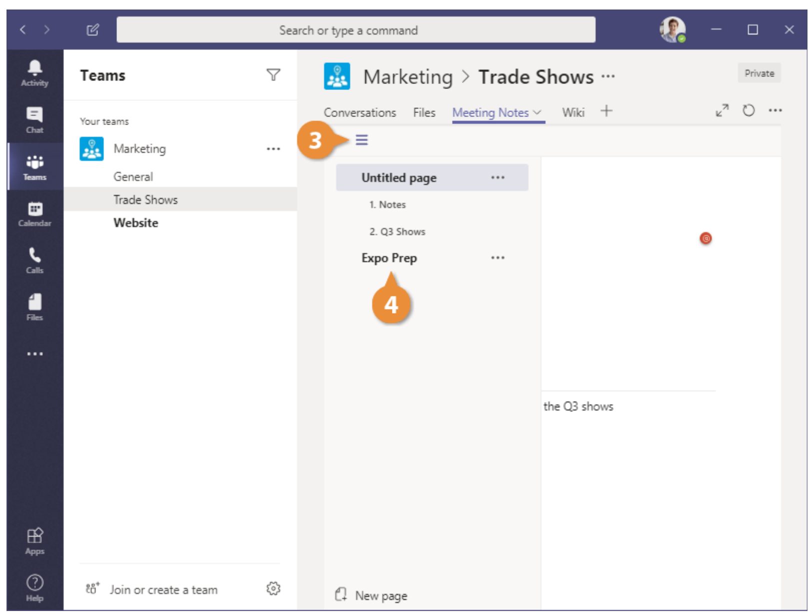
After a meeting has concluded, you can check the notes that were taken to refresh your memory as an attendee or get caught up if you missed it.

1. View the team channel or chat the meeting took place in.
2. Click the **Meeting Notes** tab.

   If a channel has held multiple meetings where notes were taken, they'll be saved as separate notes pages.
3. Click the **Expand Wiki menu** button.
4. Select another page.

The selected notes page is displayed.





Record a Meeting

You can record a meeting as a video, allowing people who missed it to view it later. A meeting video will be saved to the Microsoft Stream service, where it can be viewed later.

Record a Meeting

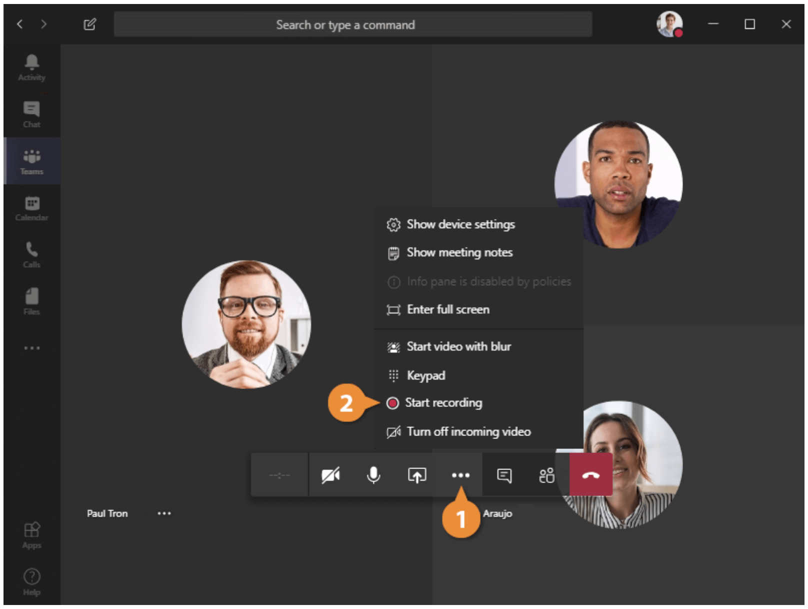
Before you record a meeting, make sure that everyone involved knows that a recording is being made. You can start recording after the meeting has begun.

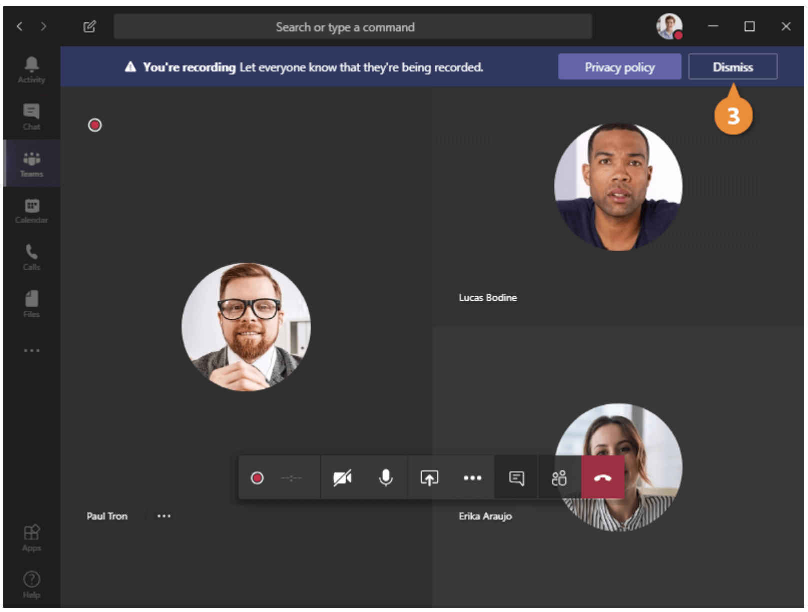
1. Click the **More Actions** button on the meeting controls bar.
2. Select **Start recording**.

   When the recording starts, everyone in the meeting will be notified.
3. Click **Dismiss** to clear the recording notification.

   While the meeting is being recorded, a recording icon will appear to remind everyone involved.

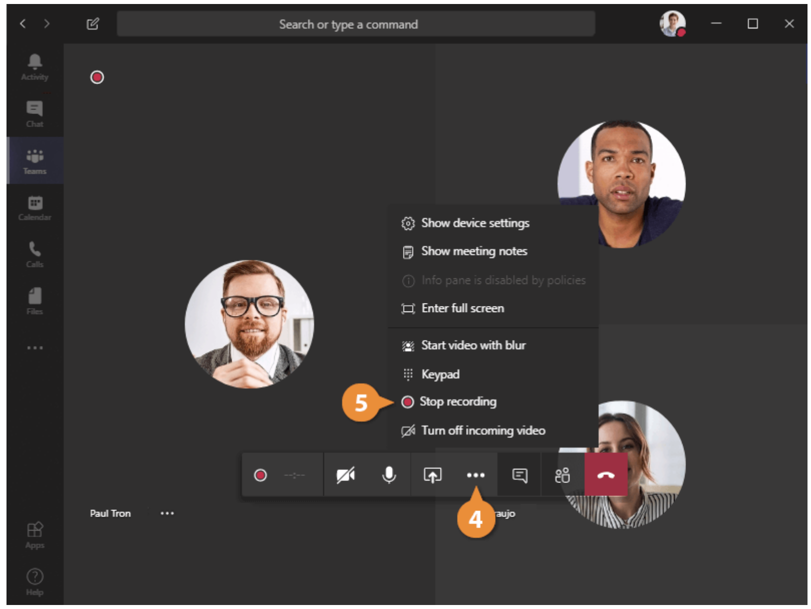
   When you've finished the part of the meeting that you want recorded, you can stop recording.





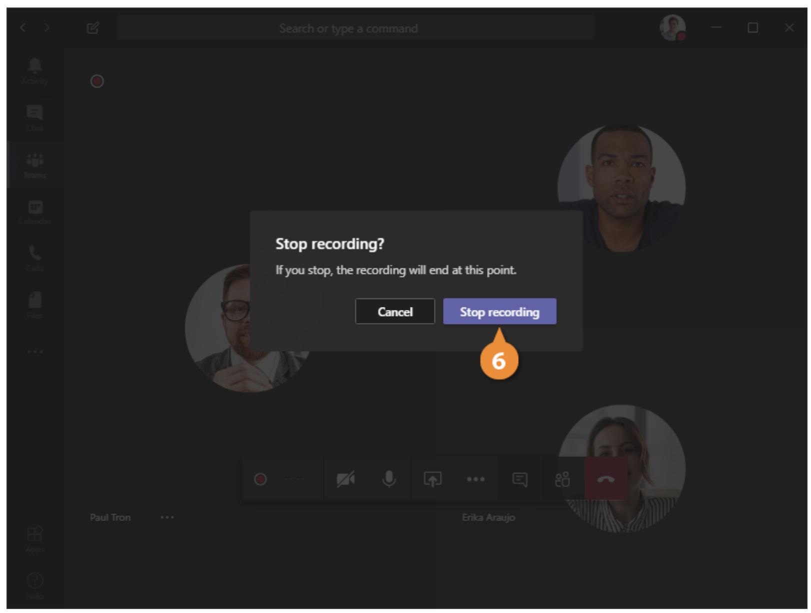
4. Click the **More Actions** button again.
5. Select **Stop recording**.

   A dialog box asks you to confirm that you want to stop recording.
6. Click the **Stop recording** button.



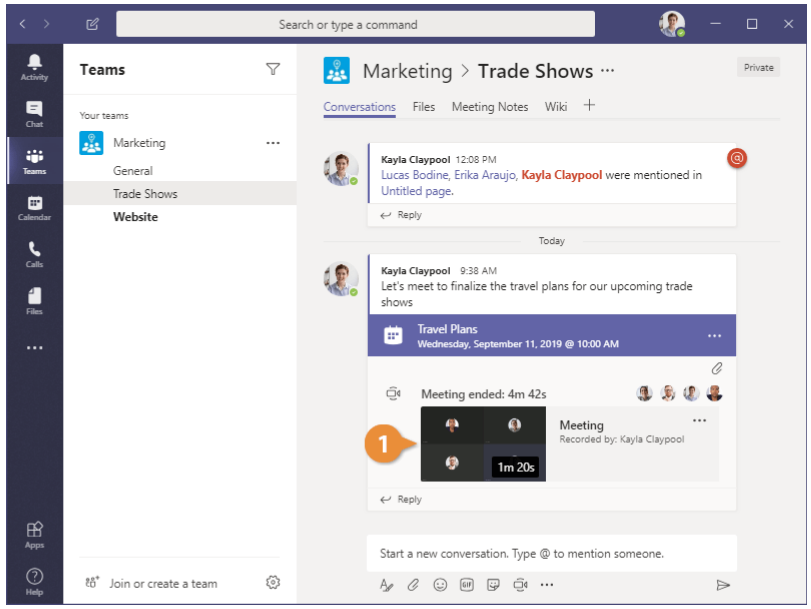
Once the recording stops, it needs to be processed and saved to a service called Microsoft Stream. This process will take a few minutes, depending on how long the recorded meeting was.

When the processing is finished, the recording will be available to watch and share.



View a Meeting Recording

Once a meeting recording has finished processing on Microsoft Stream, it will appear as a thumbnail in the team channel or chat the meeting took place in.



1. Click a meeting recording in the meeting's conversation feed.

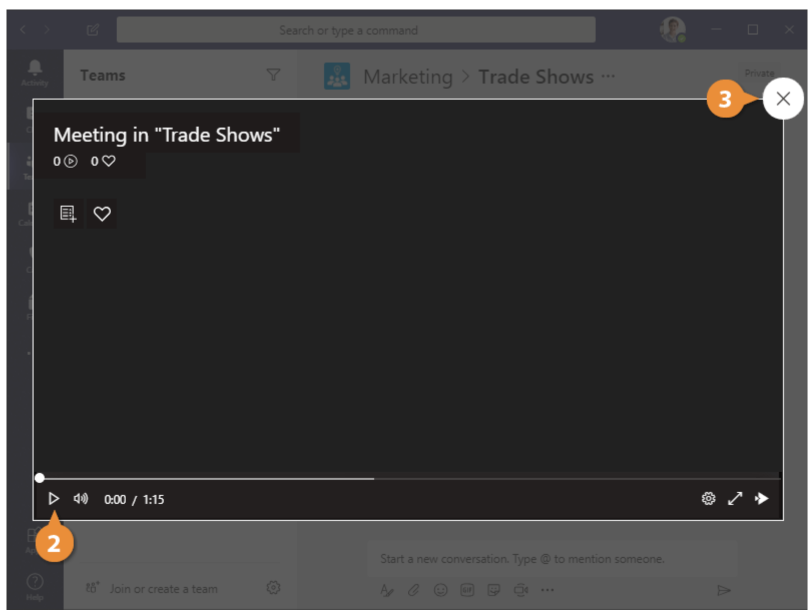
   The video of the recorded meeting will appear in a media player.

2. Click the **Play** icon to play the video.

   The recorded meeting plays. You can use the media controls to move forward or backward in the video, or even adjust the playback speed.

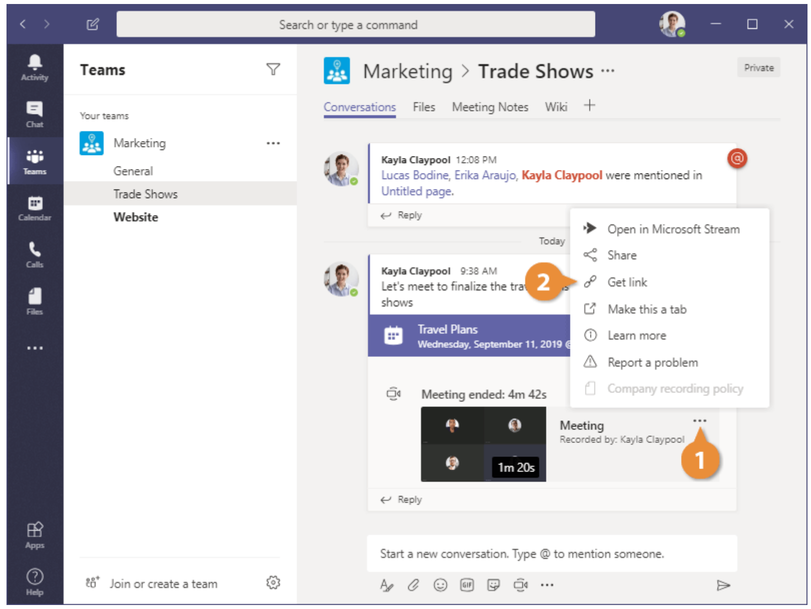
3. Click the **Close** icon when you're finished.

The media player closes.



Share a Meeting Recording

You can share a meeting recording with someone who wasn't able to attend. There are several ways you can share a meeting recording.



1. Click a meeting recording's **More Options** button.

   Here, you have several ways to share a meeting recording.

   - **Open in Microsoft Stream** opens the meeting recording in a web browser.
   - **Share** lets you change the permissions for the meeting, allowing more people access to it.
   - **Get Link** copies a link to the video to the clipboard.
   - **Make this a tab** allows you to create a tab at the top of the chat or channel that links to the video, making it easier for everyone to find.

2. Select one of the sharing options.

Different sharing options may have additional steps. For example, if you select Share, you'll need to specify who you want to share the video with.

Manage Audio and Video Settings

While you're prompted to set up your audio and video settings whenever you join a meeting, you're also able to change those settings again after joining.

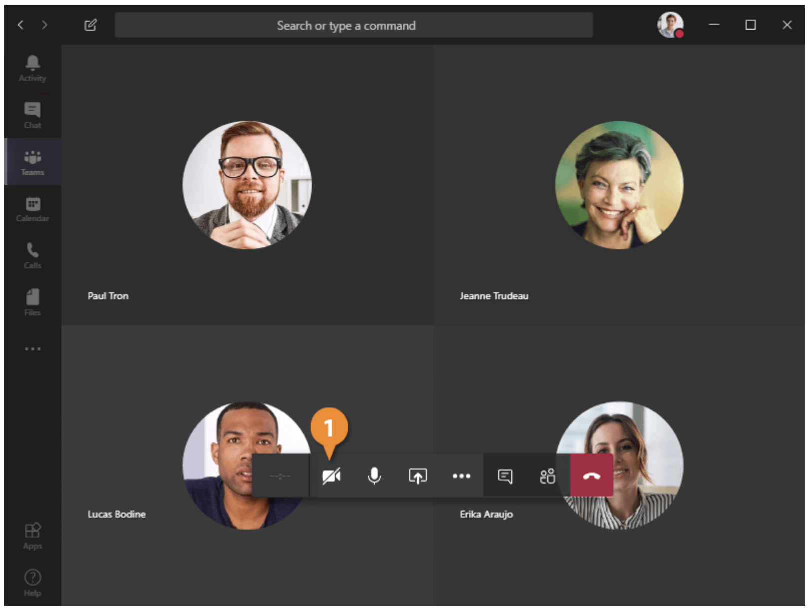
Toggle Camera and Microphone

While in a meeting, you can use the buttons on the meeting controls bar to toggle your camera and microphone on or off.

1. Click the **Camera** or **Microphone** buttons on the meeting controls bar to toggle them off or on.

While a device is turned off, its icon is changed to have a slash through it. Click it again to turn it back on.

When your camera feed is on, your video will appear as a thumbnail in the bottom-right corner.

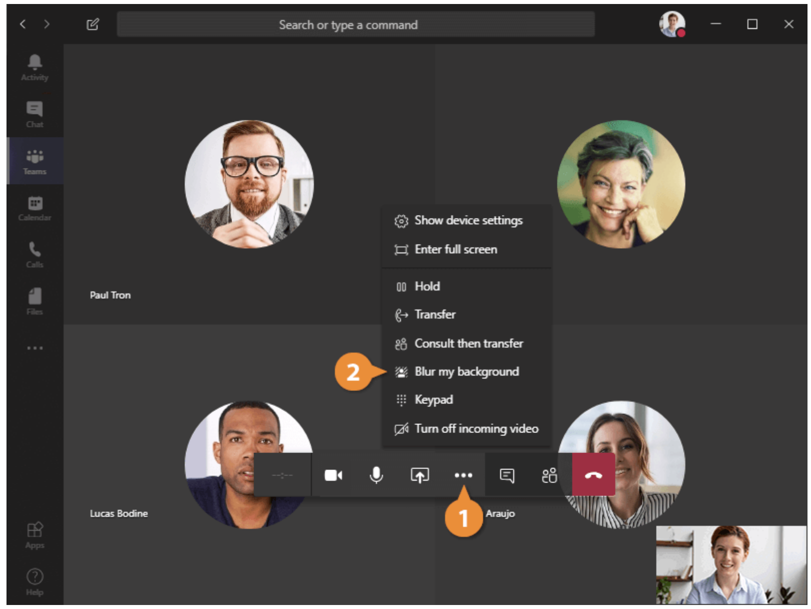


Blur Camera Background

While you're sharing video, you can blur your background to prevent anything distracting from appearing behind you.

1. Click the **More Actions** button on the meeting controls bar.
2. Select **Blur my background**.

Your background is blurred. You can select this option from the menu again to toggle it off.



Change Audio and Video Devices

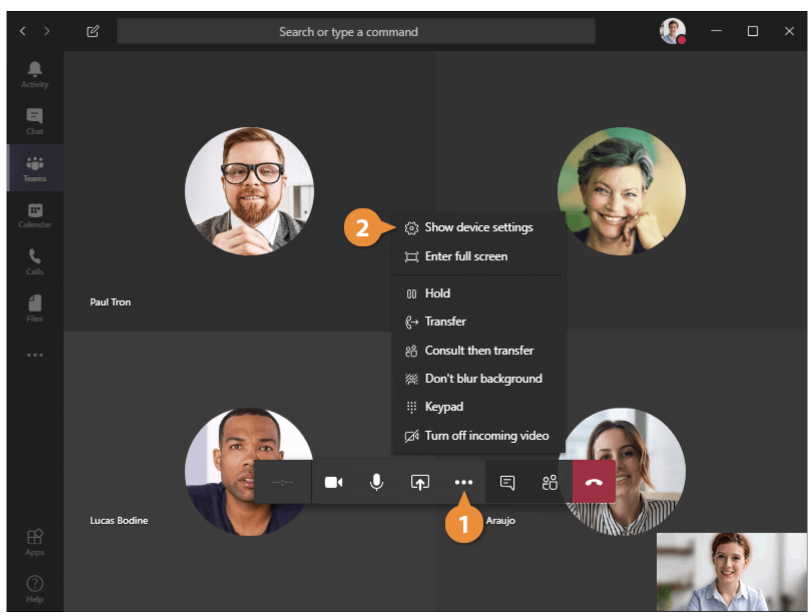
Depending on your computer's setup, you may have more than one microphone or camera. You can switch between these devices during a meeting.

1. Click the **More Actions** button on the toolbar.
2. Select **Show device settings**.

   The Device Settings pane opens, and you can see your audio and video device options.

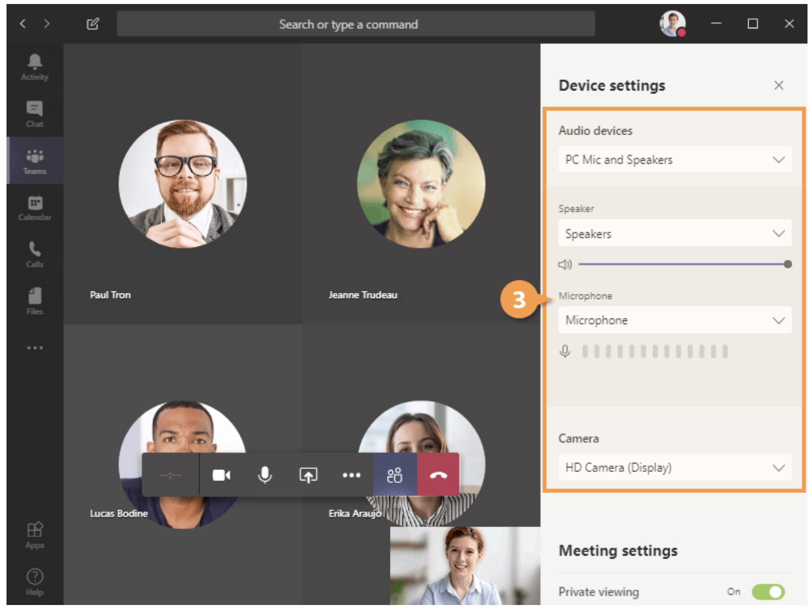
   The speaker and microphone setup that you're currently using will be listed under the Audio Devices heading. You can also see your speaker volume setting, and your current microphone input levels.

   You can see the camera that you're using under the Camera heading.



3 Change your audio or camera device settings.

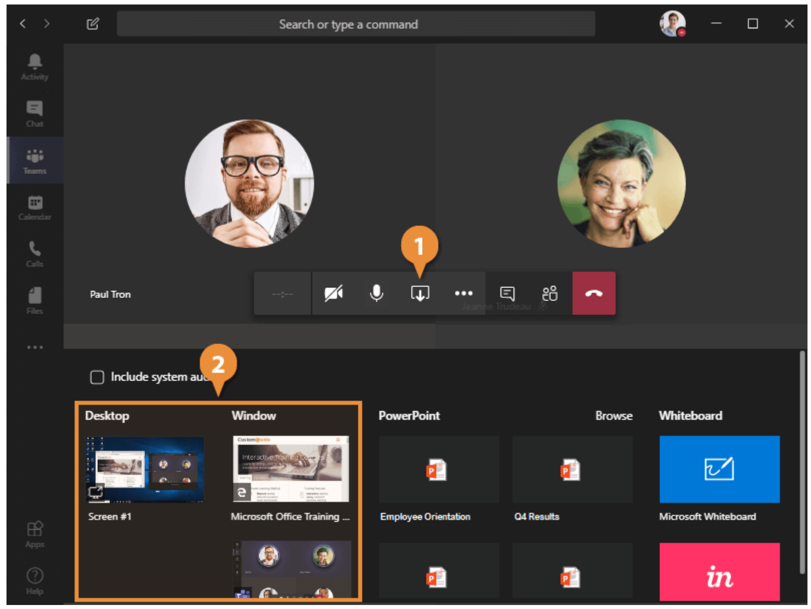
Changes you make to your audio and camera devices will take effect immediately.



Share Your Screen

You can share your screen during a meeting, which allows all the participants to see the contents of your screen. You can show off images, documents, and anything else on your screen.

Share Your Screen



1. Click the **Share Screen** button on the meeting controls bar.

   A pane appears at the bottom of the meeting screen, where you can choose to share your entire desktop, or a single window.

2. Select a desktop or window to share.

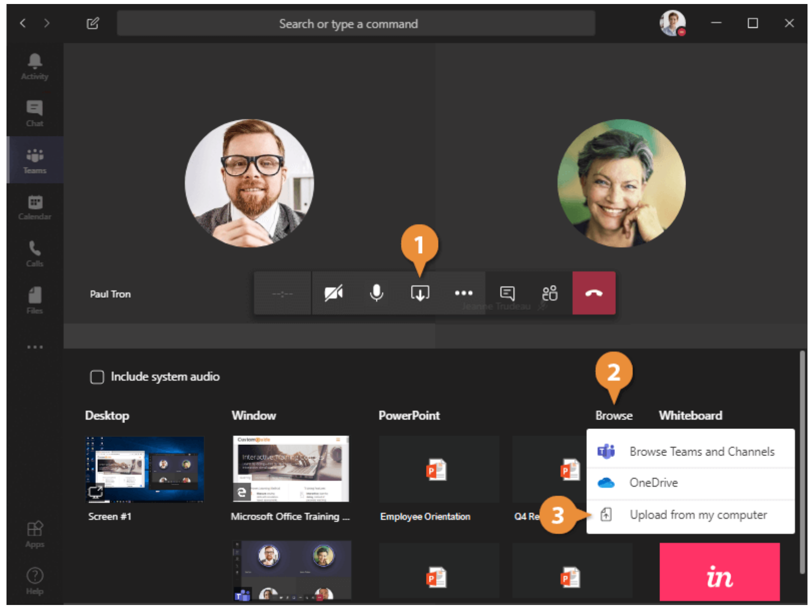
   While sharing your screen, the part being shared will be outlined in red. A small meeting window will also appear in the corner with some basic meeting controls.

3. Click the **Stop Sharing** button when finished.

The screen sharing stops, and the bigger Teams meeting window reappears.

Share a Presentation

You can also share a PowerPoint presentation in a meeting and control that presentation from right within the Teams meeting window.



1. Click the **Share Screen** button on the meeting controls bar.

   Shortcut: In addition to the desktop and open windows, the screen sharing pane will display some recent PowerPoint presentations you've opened on your team's SharePoint site or your OneDrive. If the presentation you want to share appears here, just click it.

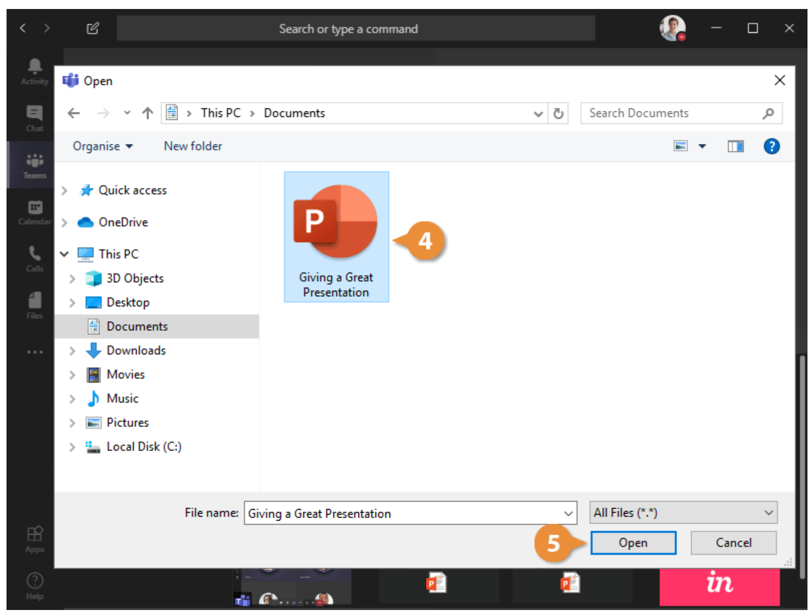
2. Click **Browse**.

   You can browse for a presentation in a team channel's file library, select one from your OneDrive, or upload a presentation from your computer.

3. Select a location.
4. Select a presentation.
5. Click **Open**.

   The presentation is uploaded to the file library of the meeting's team channel, or to your OneDrive if the meeting isn't taking place in a team channel.

   Once the presentation is uploaded, it starts on the first slide. A small controls bar appears, showing your progress and letting you navigate through the presentation.



6 Use the **left** and **right** arrows to navigate the presentation.

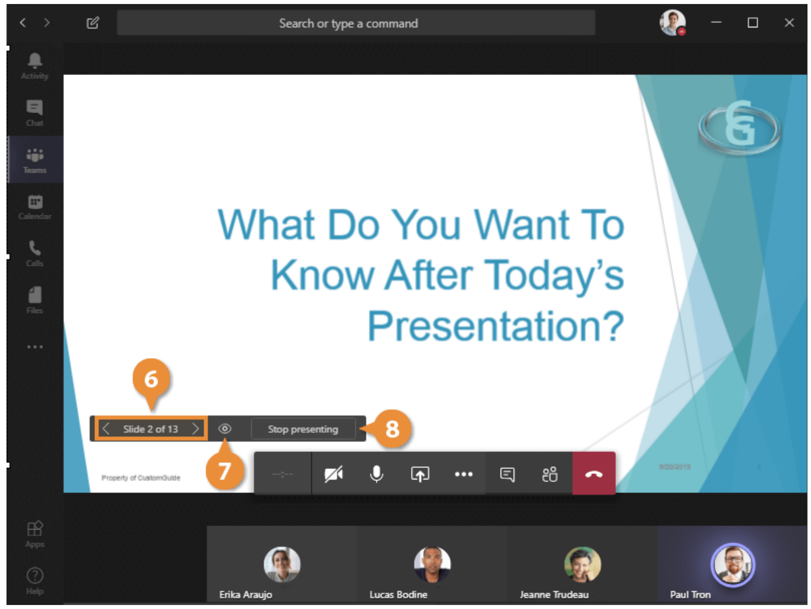
As you move through the presentation, everyone else in the meeting will automatically move through it with you.

7 Click the **eye** icon to toggle private viewing.

While private viewing is enabled, meeting participants will be able to move through the presentation on their own. If private viewing is disabled, everyone will be restricted to viewing the slide that you're on.

8 Click **Stop presenting**.

The presentation closes, and the Teams meeting window returns to normal.



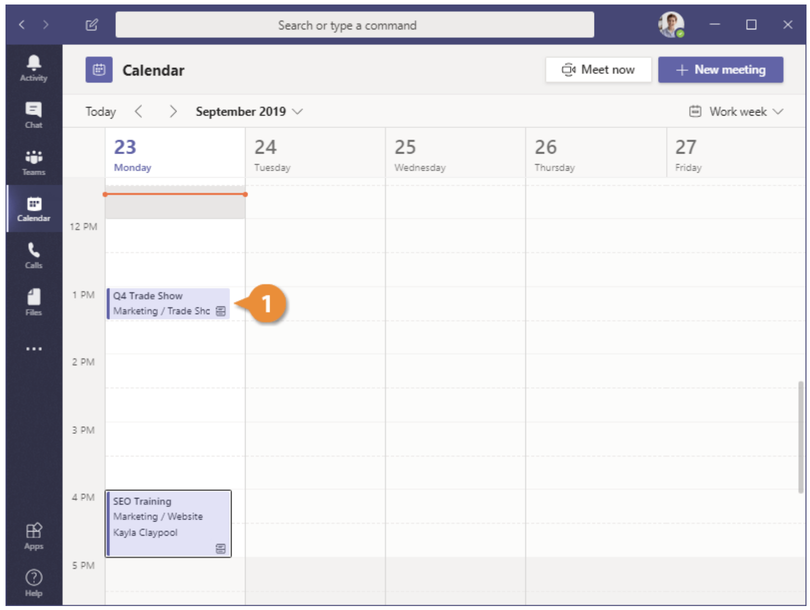
Edit and Cancel Meetings

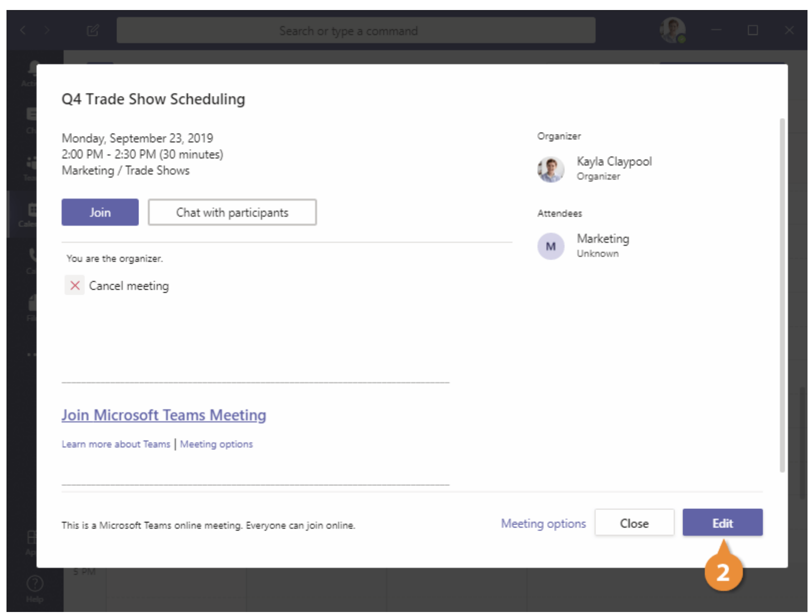
Once you've created and scheduled a meeting, you can still make changes to it by rescheduling it, changing its name and description, or inviting additional people.

Edit a Meeting

1. Select a meeting to view its details.
2. Click **Edit**.

   All of the meeting's details are now open for editing.



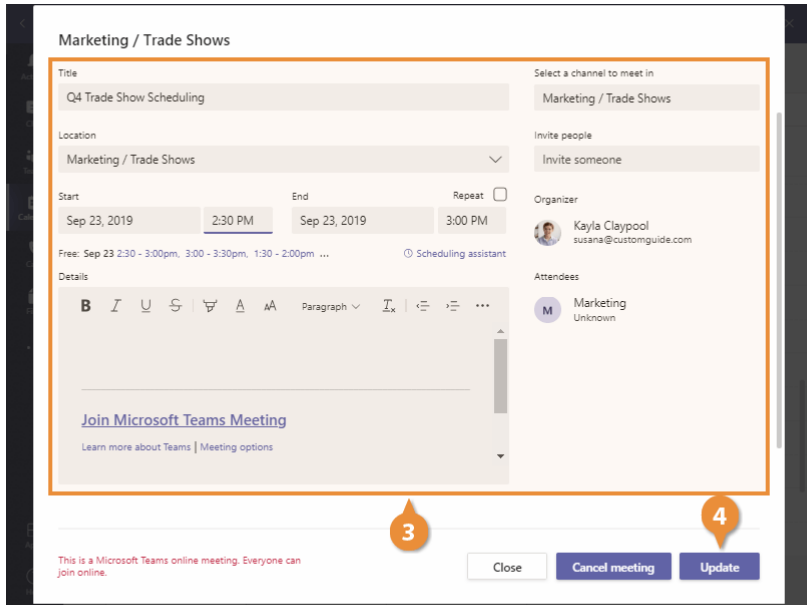


3 Edit a meeting's details.

You can change the meeting's name, date, time, and description. You can also invite additional people to the meeting from this screen.

4 Click **Update** when you're finished.

The meeting's details are updated.

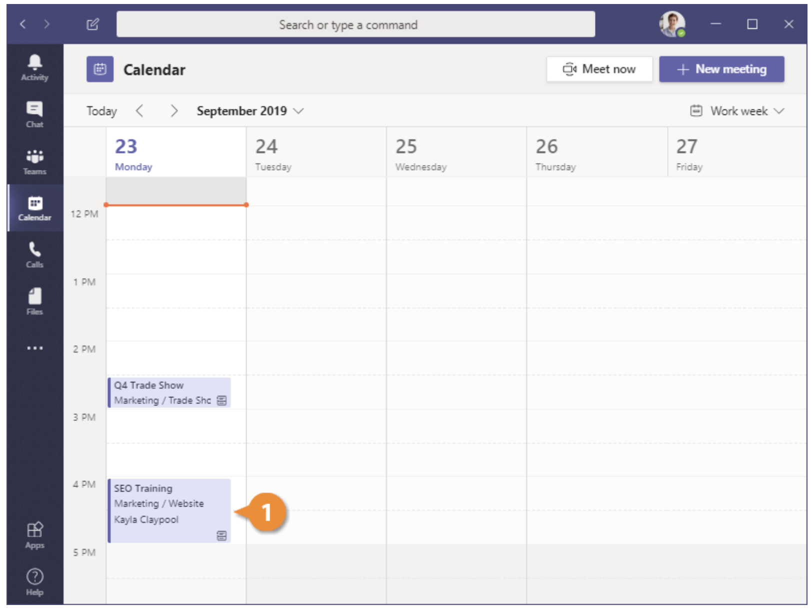


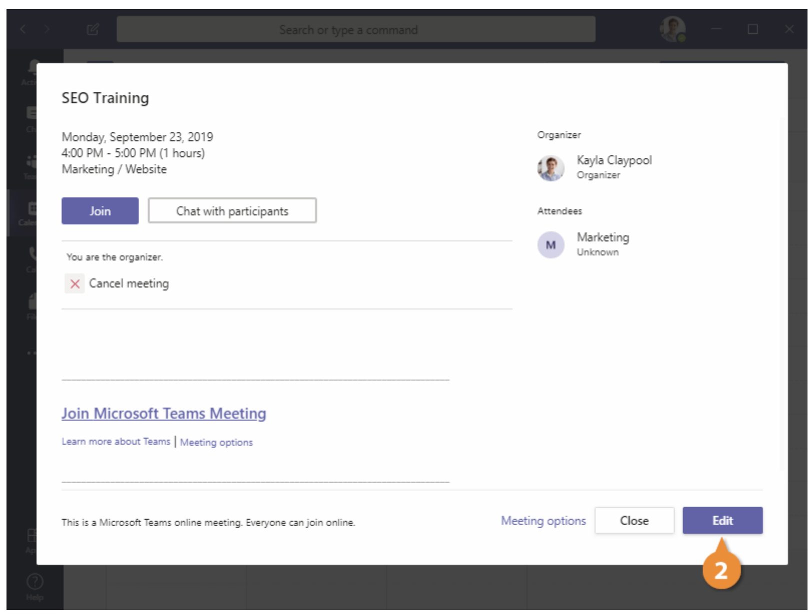
Cancel a Meeting

You can also cancel a meeting when it's no longer needed, or if the people that need to be there can't make it.

1. Select a meeting to view its details.
2. Click **Edit**.

   The meeting's editing screen appears.



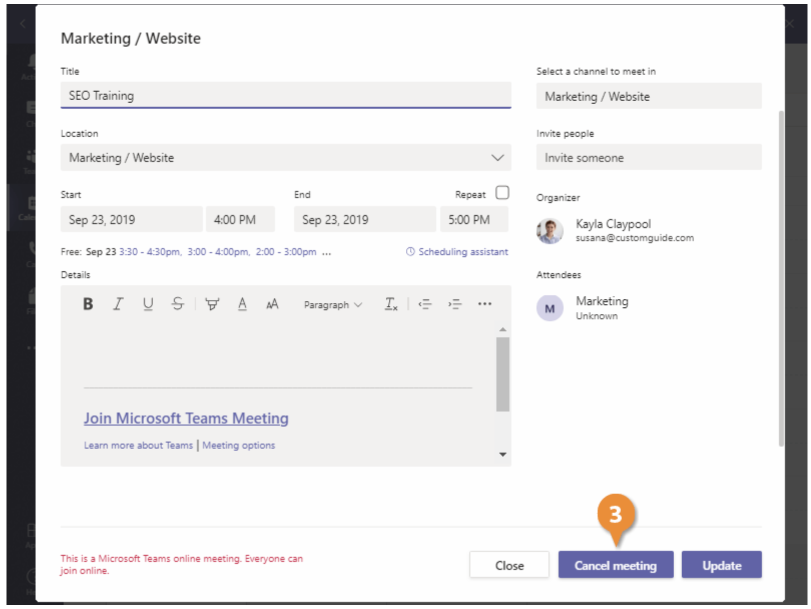


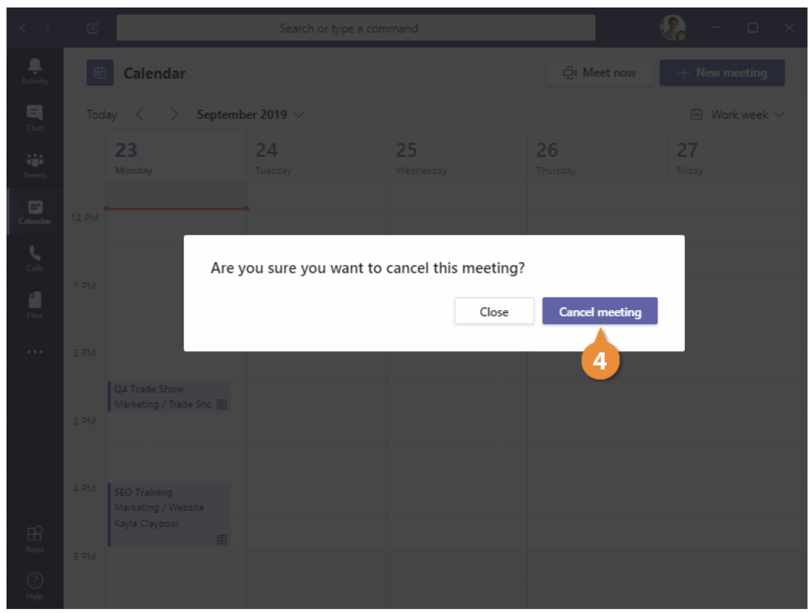
3. Click **Cancel meeting**.

   You're prompted to confirm that you're sure you want to cancel the meeting.

4. Click **Cancel meeting** again to confirm.

The meeting is canceled and is removed from the schedule.





Calls

You can use Teams to make audio and video calls to anyone in your organization. If your organization has a supported phone plan, you may even be able to use Teams to make external phone calls as well.

In this module, you will learn how to make calls through Teams, and how to hold and transfer calls as well. You'll also learn how to access and manage your voicemail inbox, how to view your call history, and how to add and organize contacts in Teams.

Objectives

Make Calls

Receive, Hold, and Transfer Calls

Use Voicemail

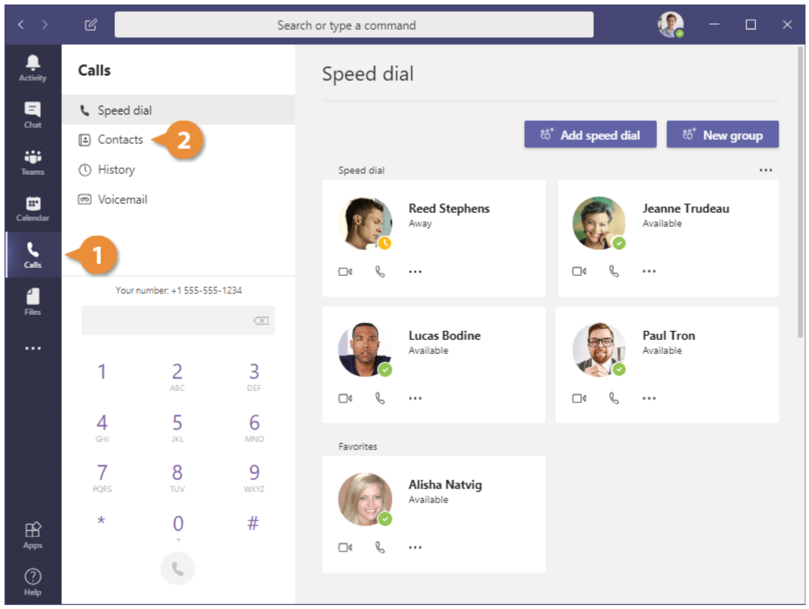
View Your Call History

Add and Organize Contacts

Make Calls

You can make both audio and video calls to other people in your organization through Teams' Calls view. You may also be able to make outside calls, if your organization has a supported phone plan.

Call a Contact



1. Click the **Calls** button on the App bar.

   You're brought to the Calls view, which displays the Speed Dial screen by default. This screen displays the contacts you've saved to your speed dial, followed by the rest of your contact groups.

   You may also have a dial pad, if your organization has a supported phone plan. You can use this number pad to call telephone numbers both inside and outside of your organization.

   You can also view a simple list of all of your contacts.

2. Click **Contacts**.

   The profile picture and availability of each contact displays here. It's wise to check availability before making a call, so that you're not calling someone who's already busy.

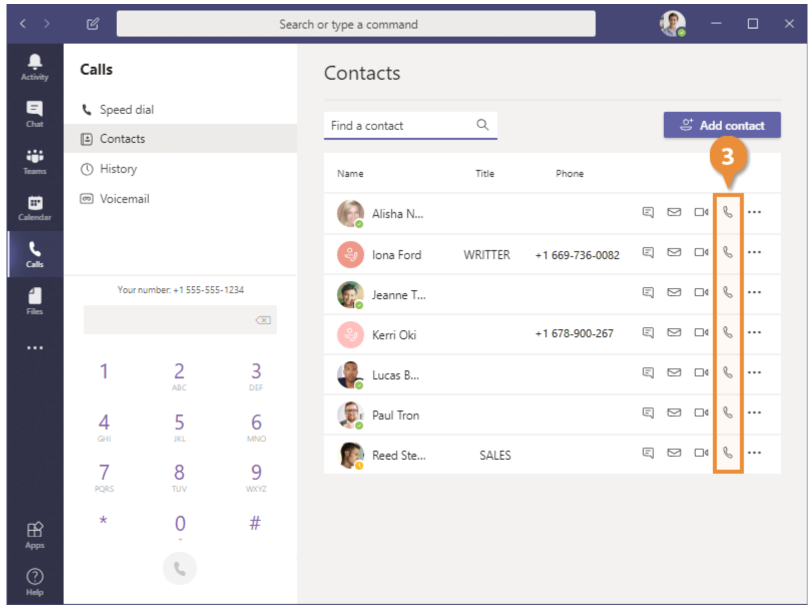
   Each contact also shows calling buttons—one to make a video call and one to make an audio call.

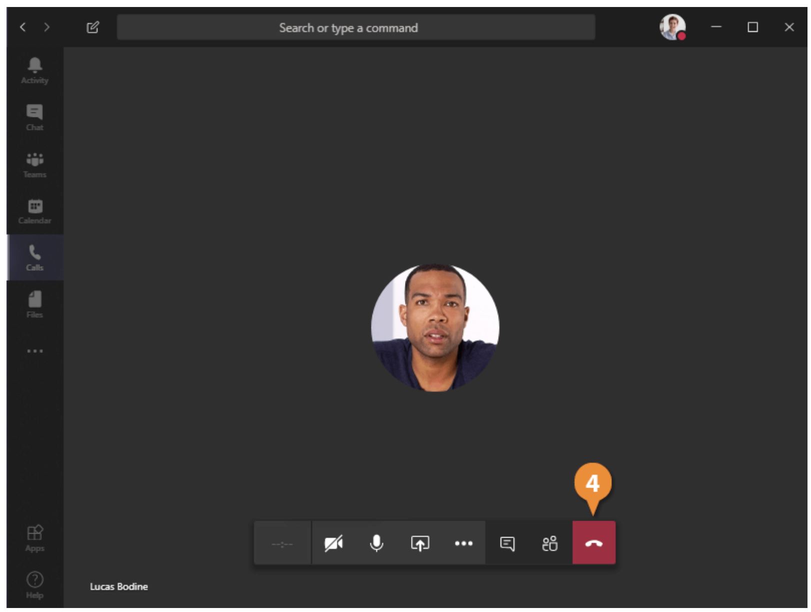
3 Click a contact's **Call** button.

An audio call is placed, and the other person's computer or mobile device will start ringing. Once they answer, the call begins, and call control buttons appear near the bottom of the window.

4 Click **Hang Up** when you're finished with the call.

The call ends, and you return to the Teams Calls view.





Receive, Hold, and Transfer Calls

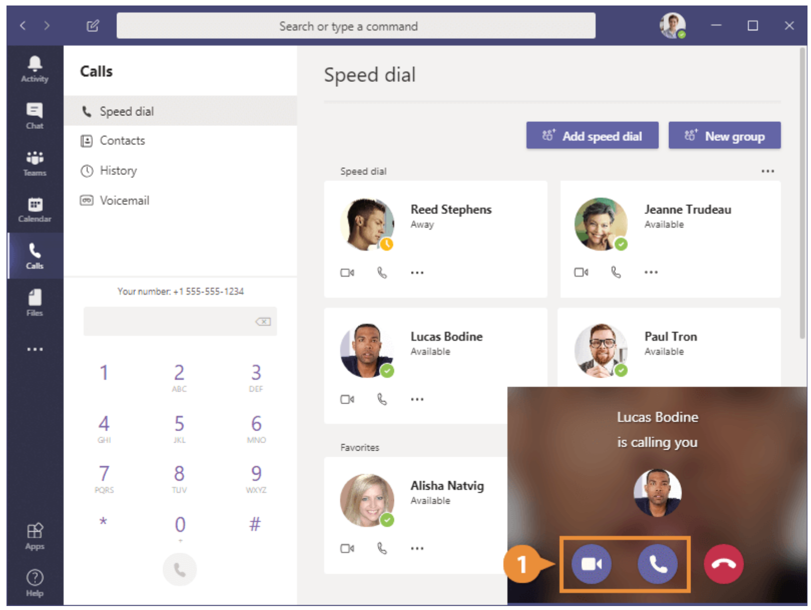
When another person in your organization uses Teams to call you, a notification will appear on your screen. You can use the buttons that appear on the notification pop-up to answer it or decline it.

Answer a Call

You can choose to answer an incoming call as either an audio-only call or a video call.

1. Click the **Accept with Video** or **Accept with Audio** button.

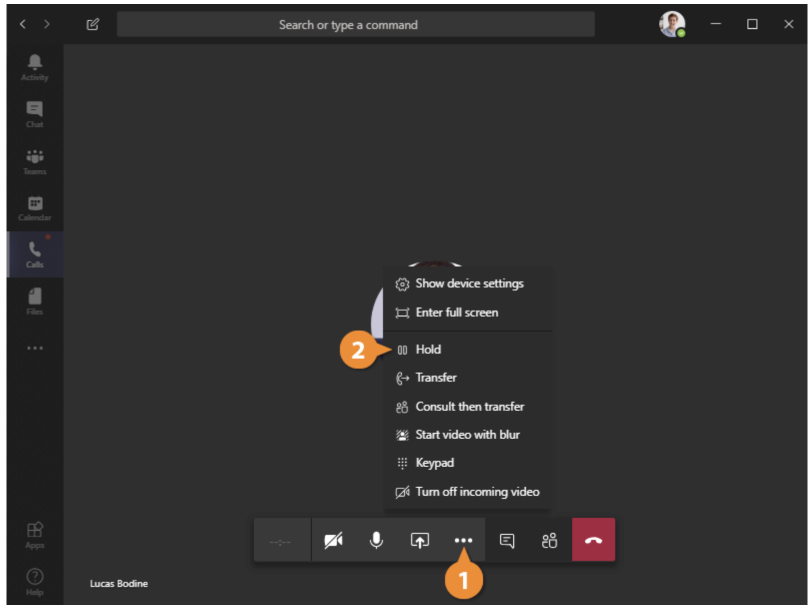
The call starts, and the call screen takes over the Teams window.



Place a Call on Hold

While you're on a call, you can place it on hold to step away from it without ending the call entirely.

1. While on a call, click the **More Actions** button on the call controls bar.

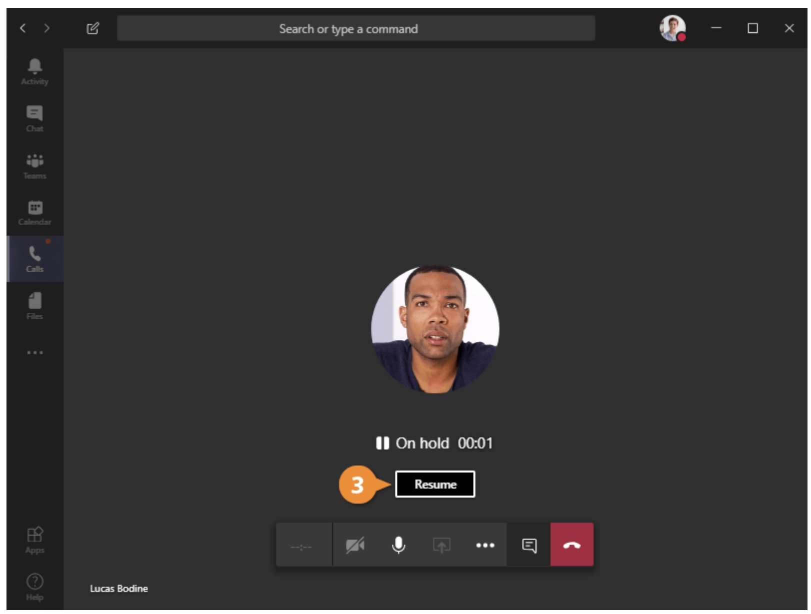


2. Select **Hold**.

   The call is placed on hold, and everyone else on the call is notified. While a call is on hold, all audio, video, and screen sharing is stopped for everyone on the call.

   A Resume button will appear on the call screen during a hold.

3. Click **Resume**.



The call resumes, and any video or screen sharing that was active before will be resumed as well.

Transfer a Call

If you're on a one-on-one call, you can transfer your end of the call to someone else in your organization.

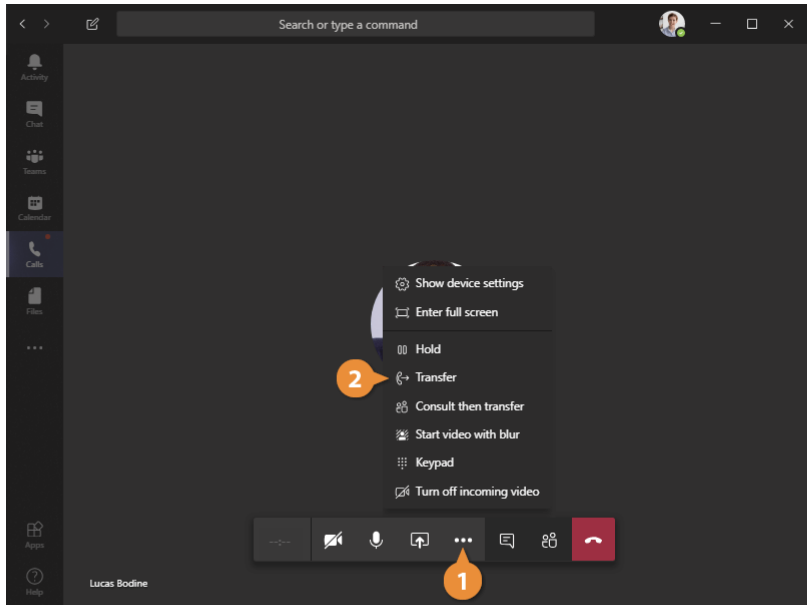
1. While on a one-on-one call, click the **More Actions** button on the call controls bar.

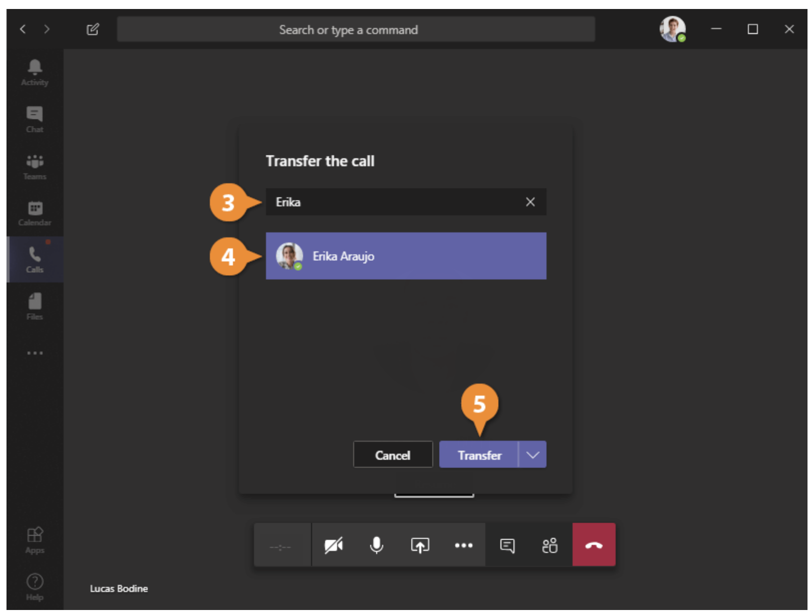
   Here, you have two ways you can transfer a call.

   - **Consult then transfer** lets you check in with someone via chat before transferring a call to them.
   - **Transfer** will transfer the call immediately to another person.

2. Select **Transfer**.
3. Start typing the name of the person you want to transfer the call to.
4. Select a person from the search results.
5. Click **Transfer**.

The call is transferred, and you're disconnected from the original call.





Use Voicemail

If someone calls you in Teams when you're unable to answer, they can leave you a voicemail that you can check later.

Check Your Voicemail

If you have unheard voicemail messages, a red dot will appear as an indicator on the App bar's Calls button.

1. Click the **Calls** button on the App bar.

   A link to your voicemail will be in the List pane, with a number displaying how many unheard messages you have.

2. Click **Voicemail** in the List pane.

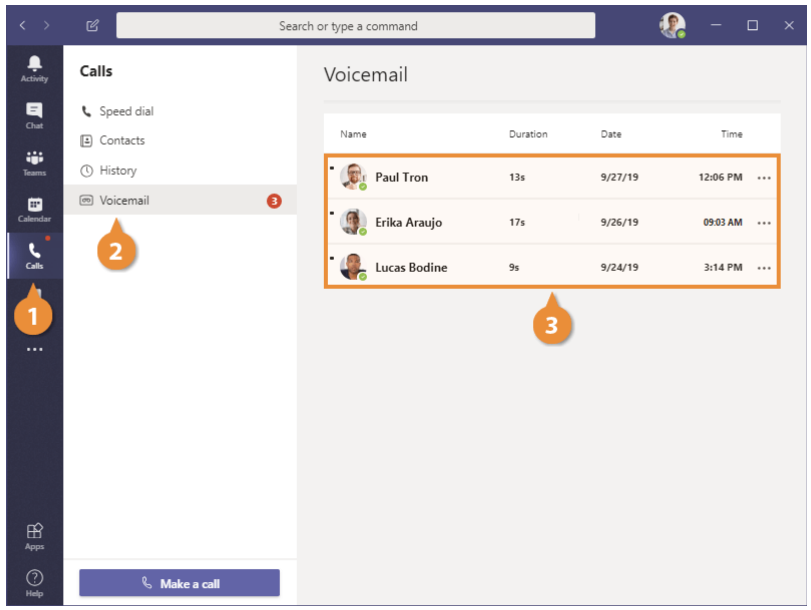
   All voicemail messages will be shown in the Content pane, with the contact who left the message, the message duration, and the date and time of the message also listed.

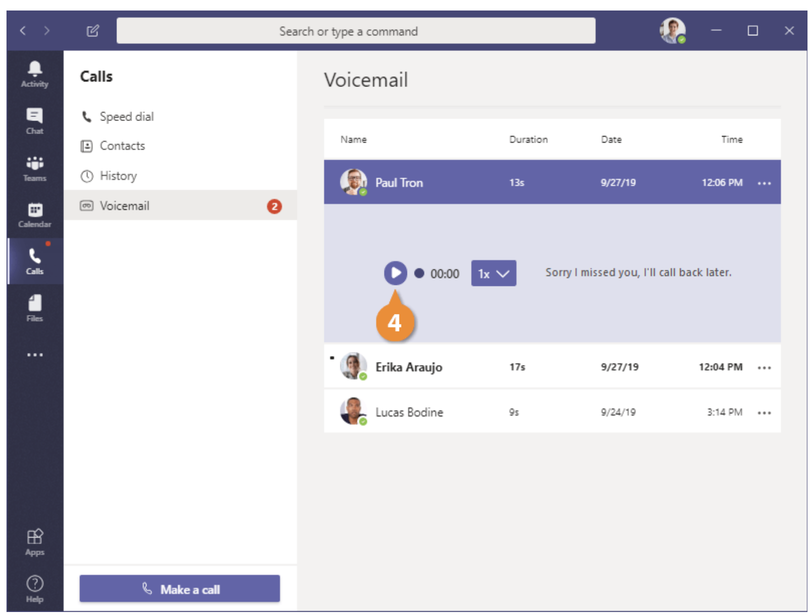
3. Select a voicemail message.

   Teams will try to transcribe your voicemails after they're recorded. If it's a simple message, you can read it instead of listening to it.

4. Click **Play**.

The voicemail message plays. If it's a long message, you can also adjust the playback speed so that it plays faster.





Delete a Voicemail Message

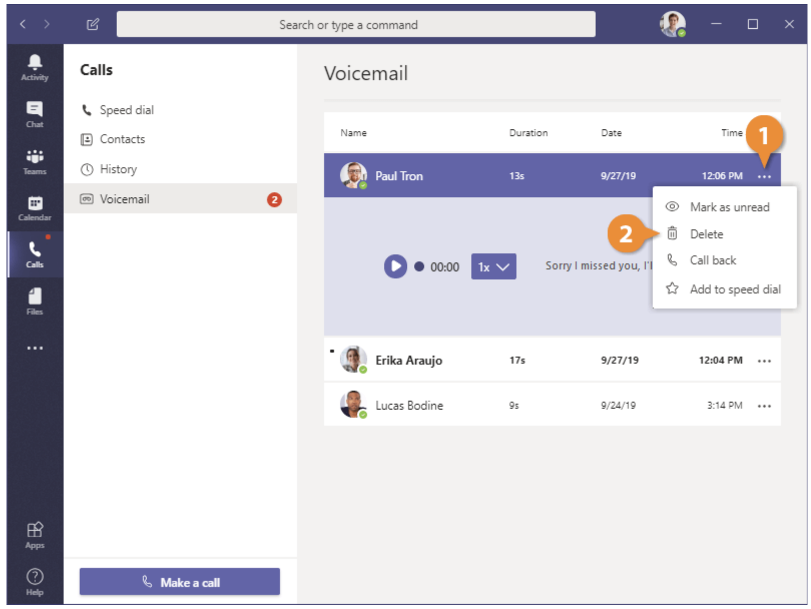
Once you've heard a message, you can remove it to keep your voicemail inbox from getting too cluttered.

1. While viewing your voicemail, click a message's **More Actions** button.

   From this menu, you could also mark the voicemail as unread, or return the person's call.

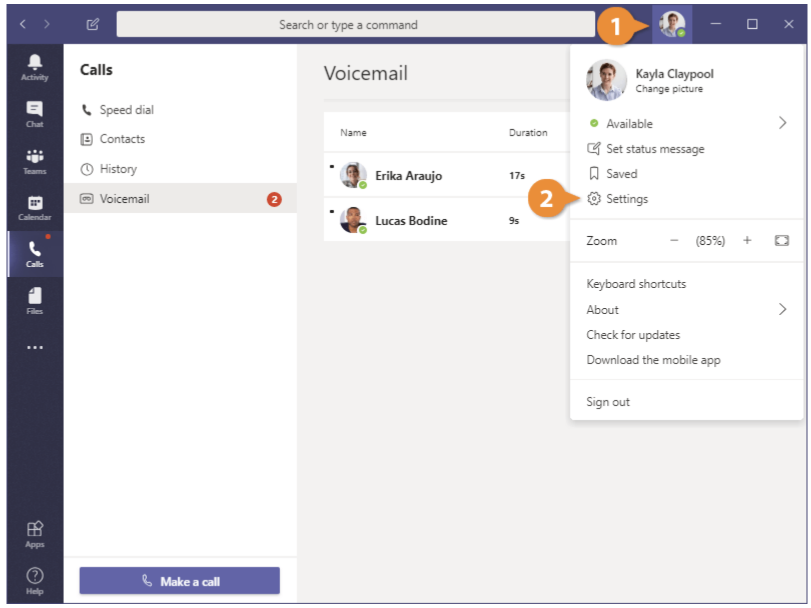
2. Select **Delete**.

The voicemail message is deleted from your mailbox.



Change Voicemail Settings

There are a few settings you can adjust to change how your voicemail works. For example, you can set how long a call rings before it goes to voicemail, record a new voicemail greeting, or choose to forward your calls directly to voicemail.



1. Click your user icon.
2. Select **Settings**.
3. Click **Calls**.
4. Change call and voicemail settings using the available options.

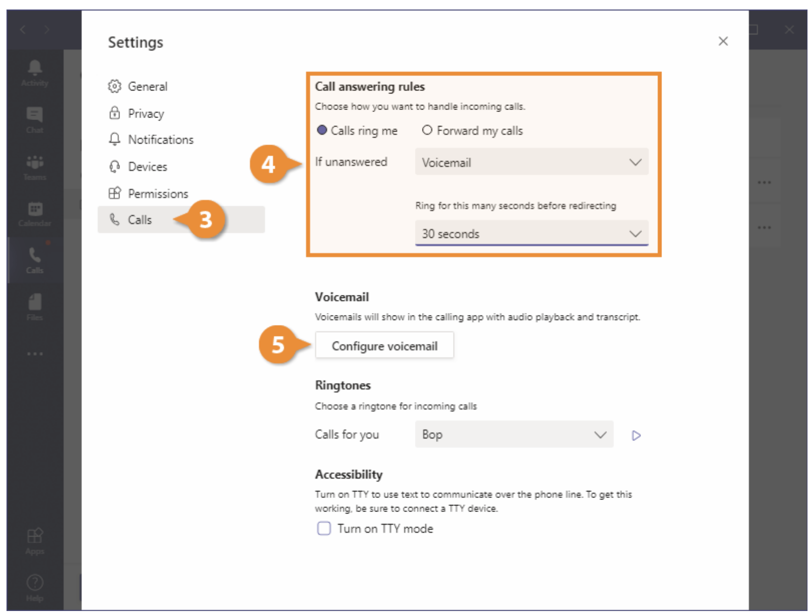
   The first set of options controls forwarding calls directly to voicemail, whether to send unanswered calls to voicemail, and how long a call needs to ring before going to voicemail.

5. Click **Configure voicemail**.

   This menu is where you can change some of the more advanced voicemail options. You can change the call answer rules, choosing whether the caller can leave a message, whether they can transfer to someone else, or whether to just play your greeting.

   You can also change the language of the default system greeting or create your own text-to-speech greeting instead.

   Finally, this menu is also where you can record a new voicemail greeting.

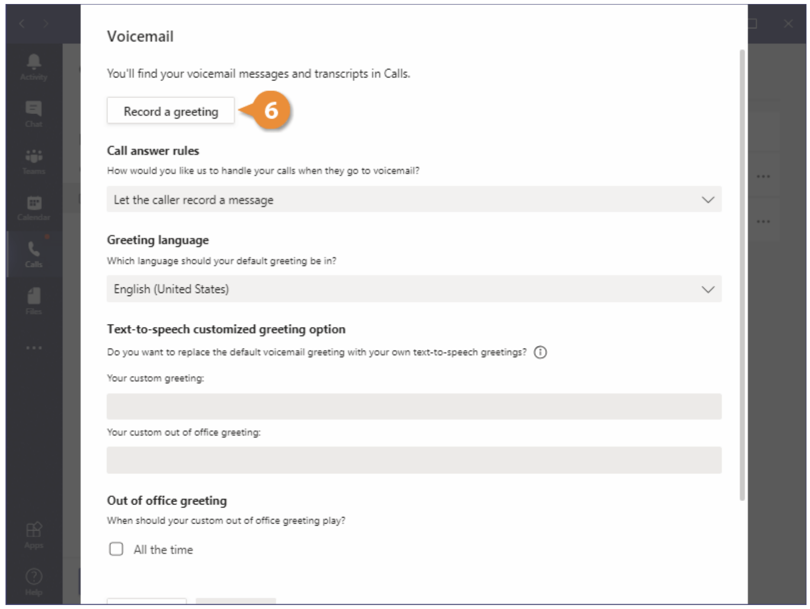


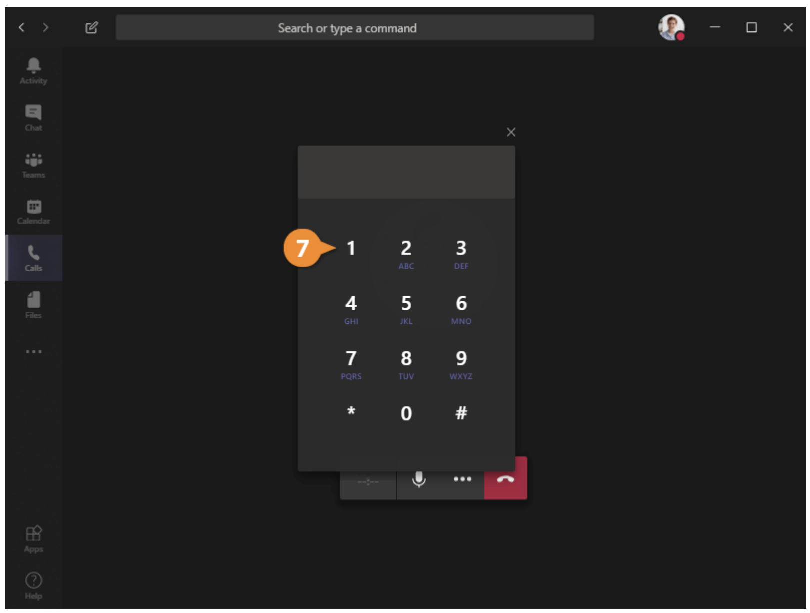
6 Click **Record a greeting**.

A new call is started, this time to a settings menu.

- Press **1** to record a new standard voicemail greeting.
- Press **2** to record a new out-of-office voicemail greeting.

7 Press **1** or **2**.

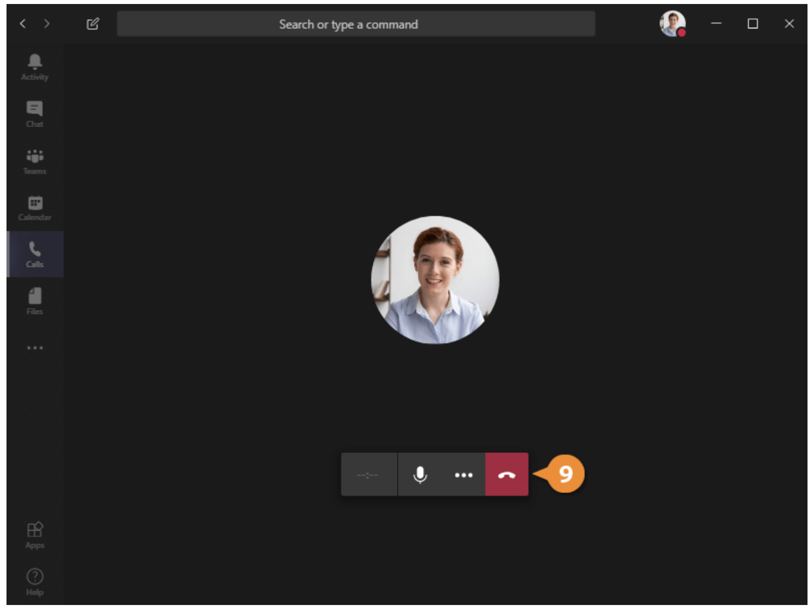




8 Record a new greeting.

9 Click the **Hang Up** button.

The call ends, the new recording is saved, and will be used for your voicemail greeting.



View Your Call History

Teams keeps track of all the calls that you make and receive. You can see who you called, who called you, and when those calls took place.

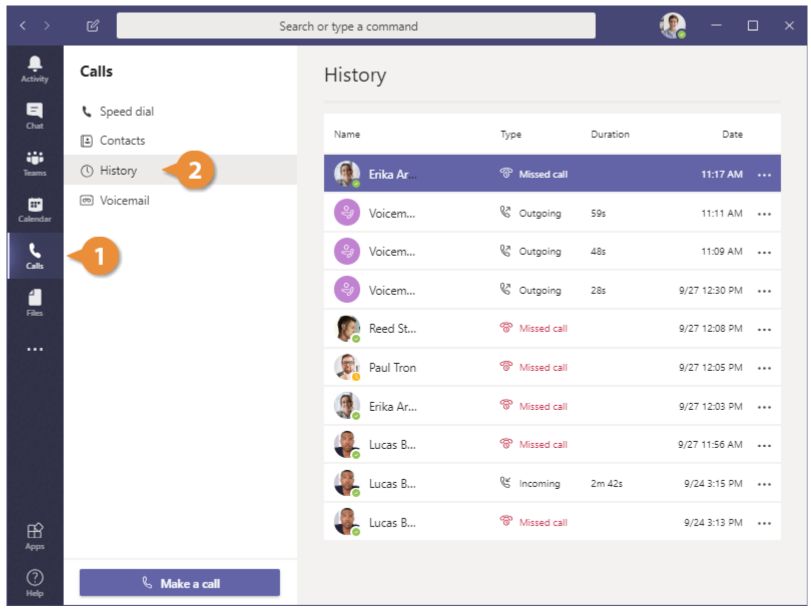
View Your Call History

If you're trying to remember when you had a certain call, or who it was with, you can check your call history.

1. Click the **Calls** button on the App bar.
2. Click **History** in the List pane.

All your past calls are displayed.

The first column of the Content pane displays the contact the call was with. Next, you can see whether that call was incoming, outgoing, or missed. To the right of the call type, the duration and time of the call appears.

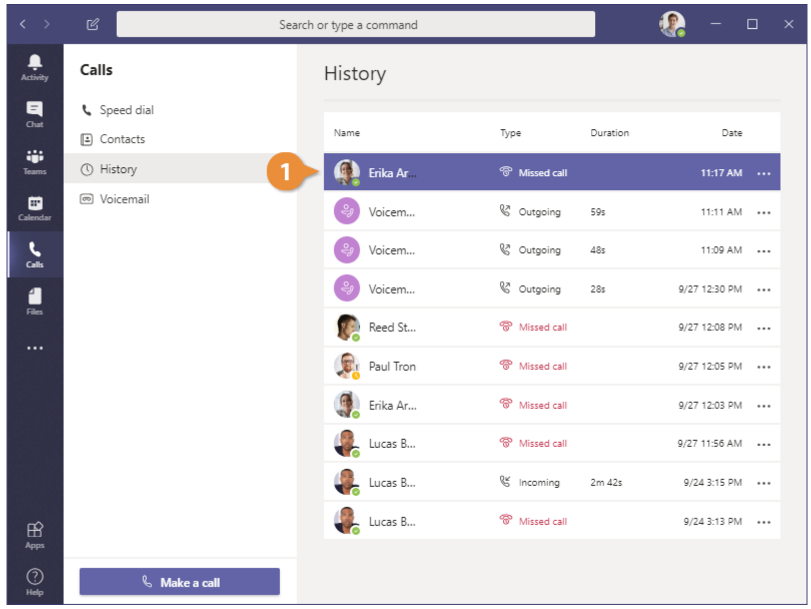


Return a Call

If you see that you missed a call, or just want to follow up with someone you talked to earlier, you can call someone back right from the call history.

1. Double-click a call in the history.

A new call is placed to that contact.

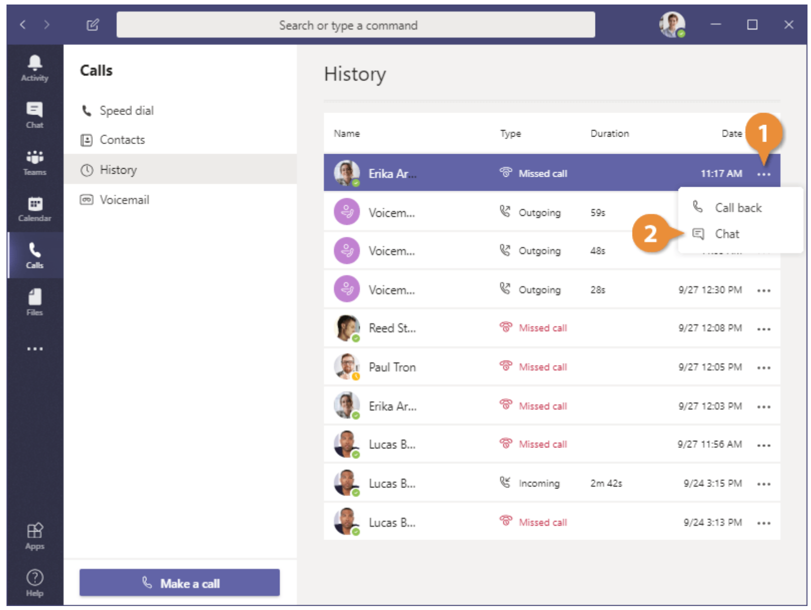


Start a Chat from the History

If you want to follow up with a call in your call history, but another call isn't necessary, you can start a chat with someone from your history instead.

1. Click a call's **More Actions** button.
2. Select **Chat**.

A new chat is started with the contact.



Add and Organize Contacts

You can manage the contacts that you interact with via chats, meetings, and calls through the Calls view.

Add a Contact

You can add a new contact to the Contacts list, so it will appear with the rest of your existing contacts.

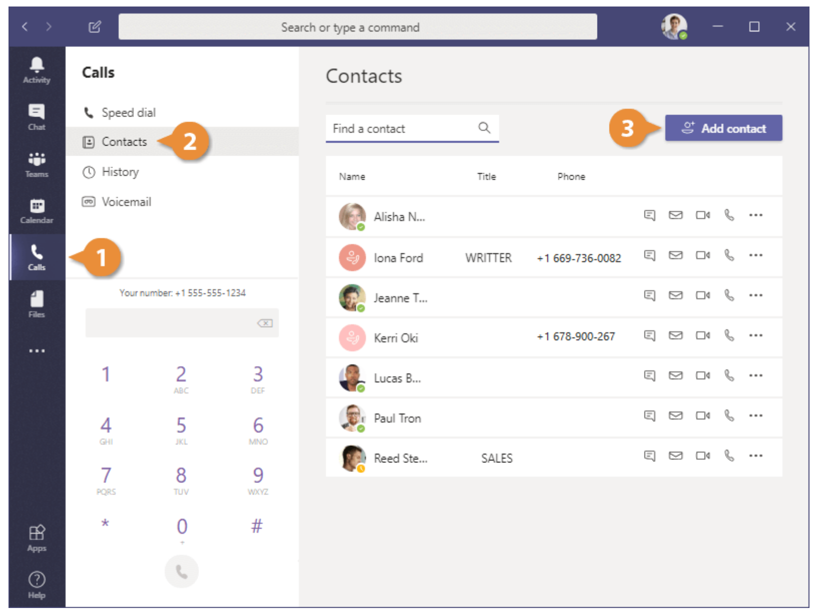
1. Click the **Calls** button on the App bar.
2. Click **Contacts** in the List pane.

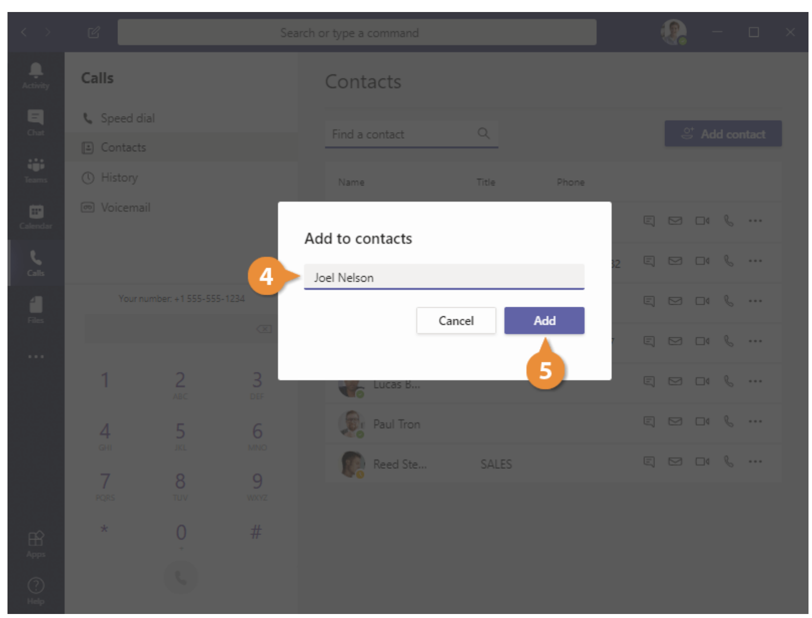
   All your contacts are displayed in a single list.

   You can add contacts within your organization or outside of it. However, you'll only be able to call people outside of your organization with a supported calling plan.
3. Click **Add Contact**.
4. Enter a contact's name.

   If the name you entered is in your organization, a suggestion will appear in a pop-up. If that is who you want to add, you can select them from the list to automatically add their information.

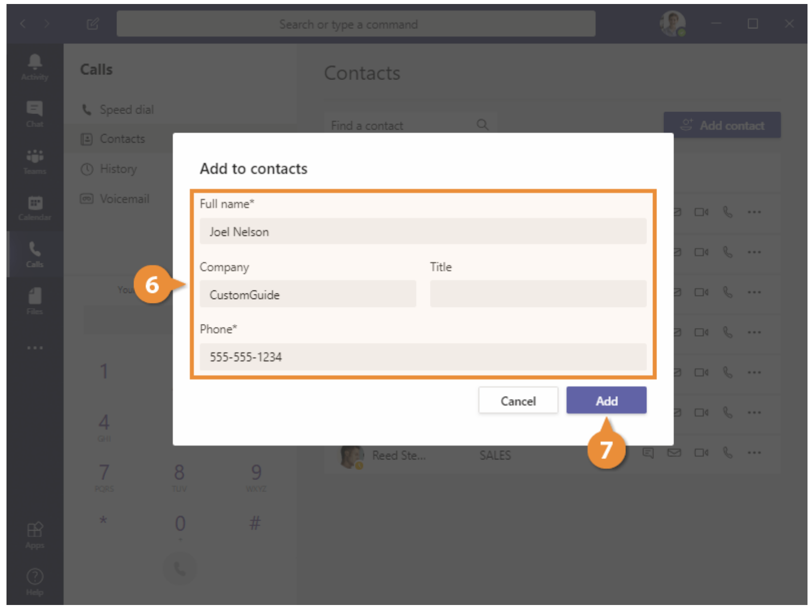
   Otherwise, you can continue adding their information manually.
5. Click **Add**.





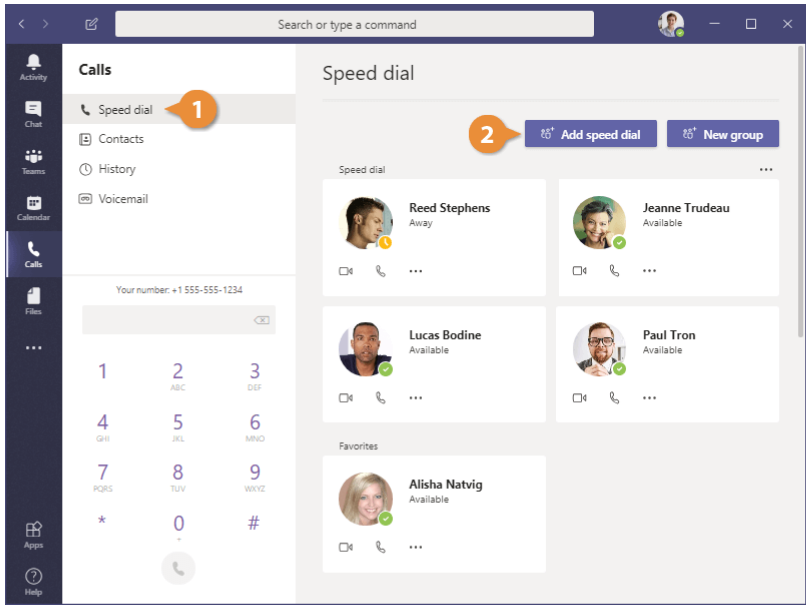
6. Enter additional information.
7. Click **Add**.

The contact is added to your Contacts list.



Add a Contact to Speed Dial

You can add people from your Contacts list to your speed dial. People in your speed dial will appear listed before anyone else in the Calls view.

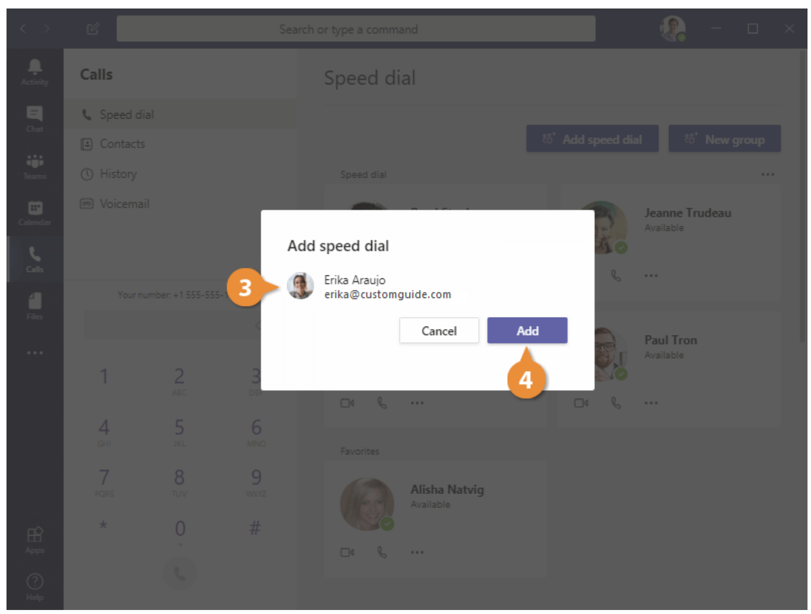


1. While in Calls view, click **Speed dial** in the List pane.
2. Click **Add speed dial**.

   The contacts that you've added to your speed dial appear at the top, with your Favorites and other groups appearing below.

   Tip: You can quickly call a contact from here by clicking one of the call buttons.
3. Enter a contact name, then select them from the suggestion list.
4. Click **Add**.

The contact is added to the speed dial.

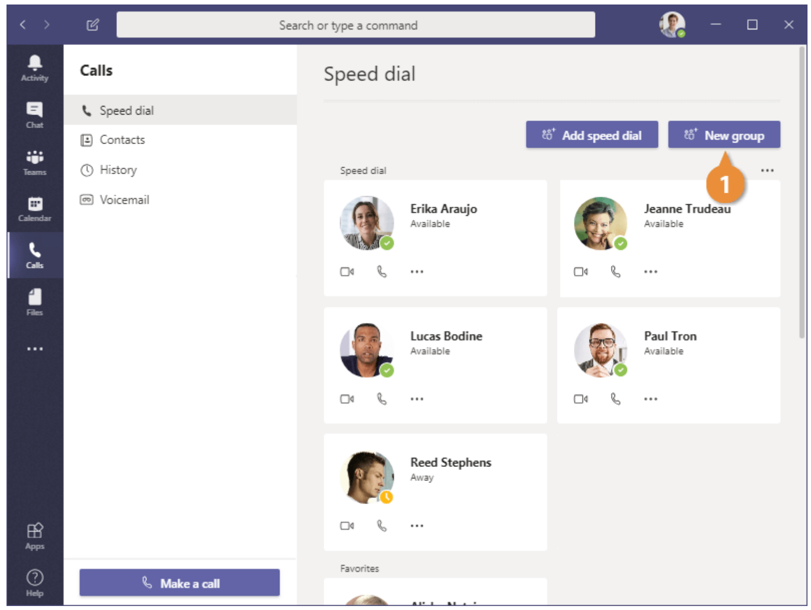


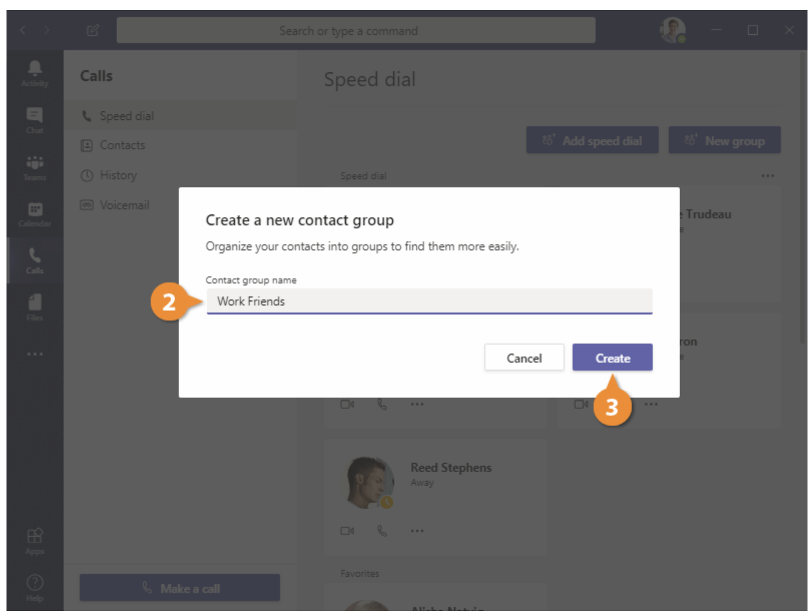
Add a Contact Group

In addition to your speed dial and favorites lists, you can create new contact groups to keep related people organized together.

1. While in Calls view, click **New group**.
2. Give the group a name.
3. Click **Create**.

The group is created, and the next step is to begin adding people to it.



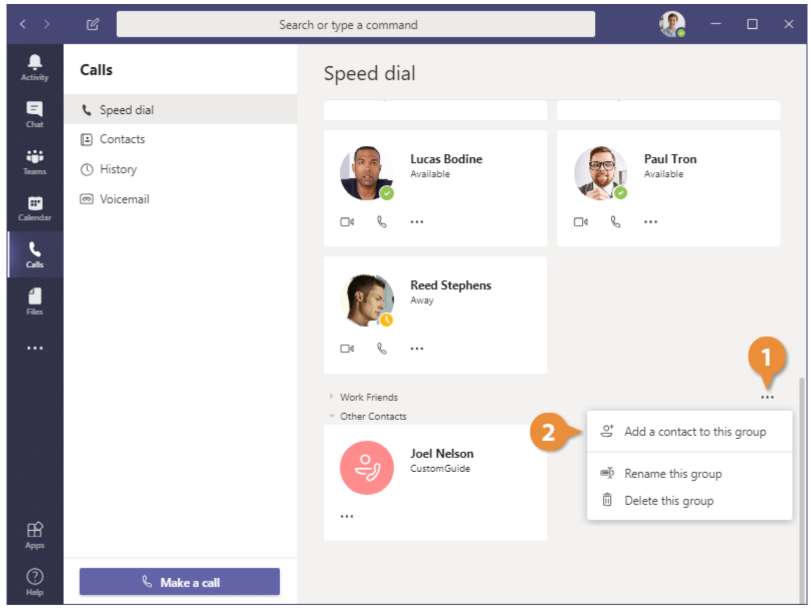


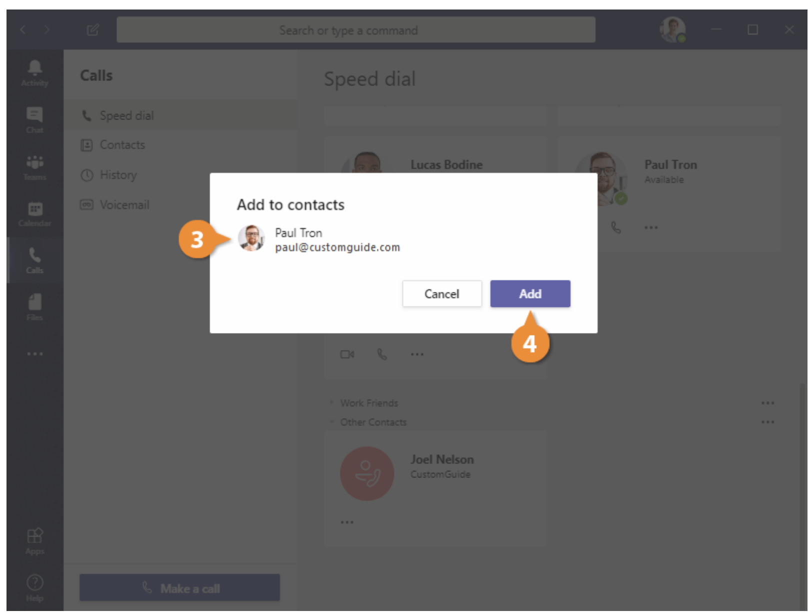
Add a Contact to a Group

Once you've created a group, you can begin adding contacts to it.

1. Click a group's **More Options** button.
2. Select **Add a contact to this group**.
3. Enter a contact name, then select them from the suggestions list.
4. Click **Add**.

The contact is added to the group. Just repeat this process until a group has everyone it needs.





Tools and Settings

Teams has several settings that let you customize how it works, ranging from privacy settings to the way the app looks. It also includes an app store, where you can find new apps to add new features to Teams.

In this module, you will learn how to access and customize Teams' settings. You'll also learn how to manage files that have been shared between chats and teams. Finally, you'll learn how to access the app store to add new apps for yourself and for your teams, as well as remove apps that are no longer needed.

Objectives

Teams Application Settings

Manage Files

Add Apps

Remove Apps

Teams Application Settings

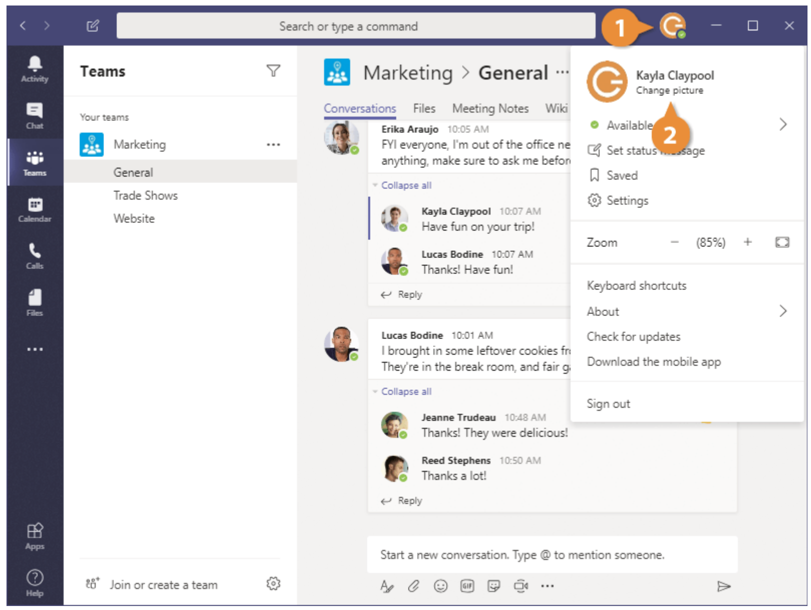
You have a few settings available in Teams to customize how it looks and works.

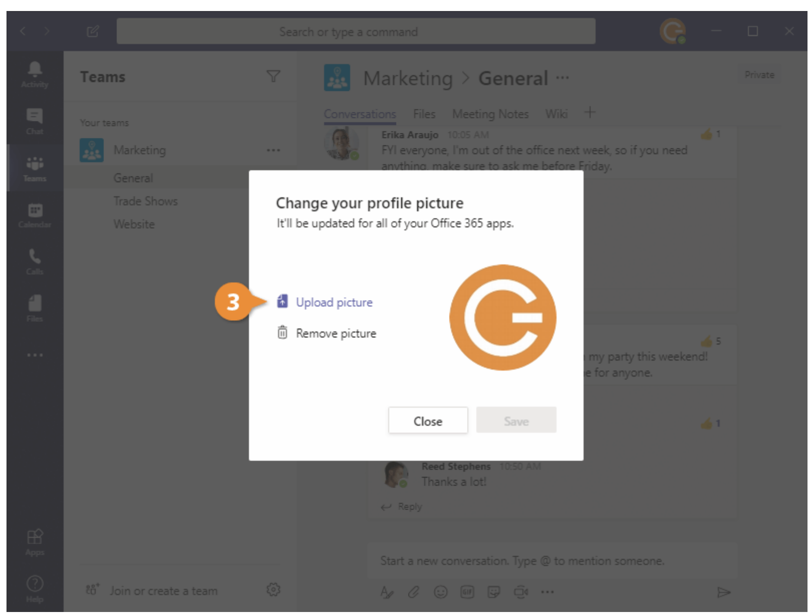
Change Your Profile Picture

You can change your profile picture that other Teams users will see.

1. Click your profile picture in the top right.
2. Select **Change picture**.

   A larger thumbnail of your current profile picture appears, with options to upload a new picture or to remove the current one.
3. Select **Upload picture**.

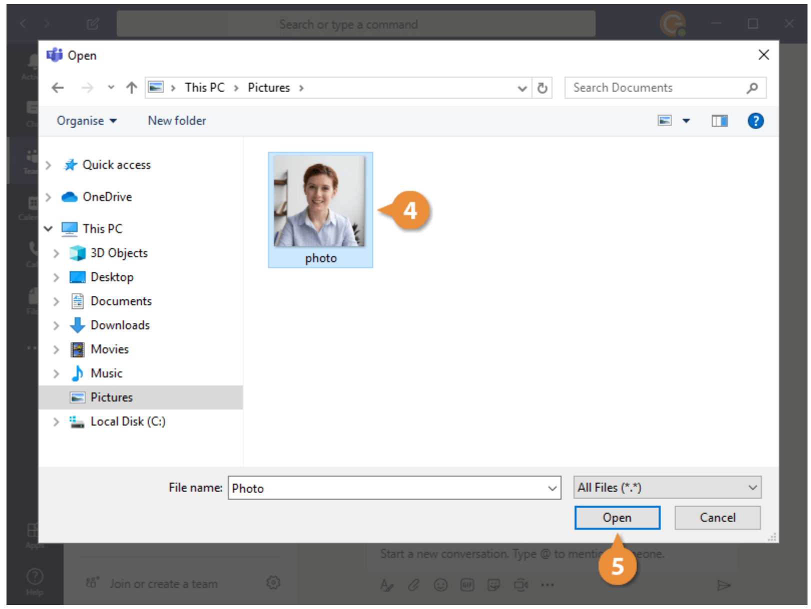


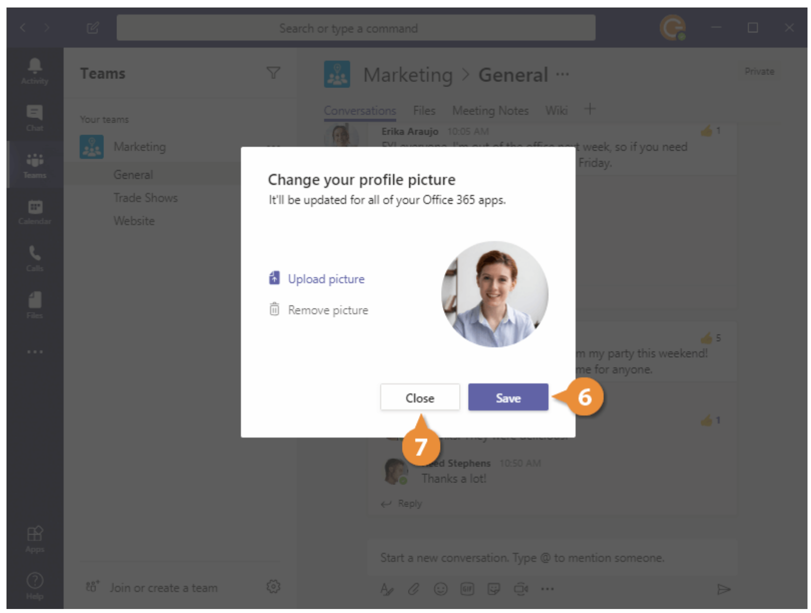


4. Select a new profile picture.
5. Click **Open**.

   The preview thumbnail updates to use the newly uploaded picture.
6. Click **Save**.
7. Click **Close**.

Your profile picture is updated for Teams, and the rest of your Office 365 apps as well.





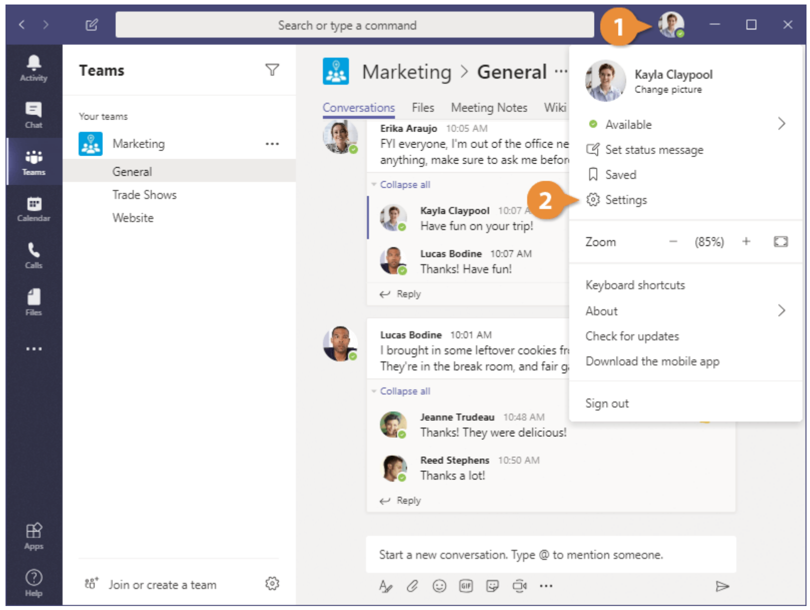
Change Teams Application Settings

Teams' Settings window includes a variety of settings options that allow you to customize how Teams looks and works.

1. Click your profile picture in the top right.
2. Select **Settings**.

   The Settings window opens. Several different categories are listed on the left.

   - **General** contains general settings, including the appearance theme, language settings, and application settings.
   - **Privacy** lets you select priority access contacts and toggle whether to send read receipts when you view messages.
   - **Notifications** controls what type of notifications you'll see.
   - **Devices** allows you to set audio and video devices used in meetings and calls.
   - **Permissions** sets what information apps added to Teams can access.
   - **Calls** controls how incoming calls are handled, how your voicemail functions, and lets you change your ringtone.



3 Select a settings category.

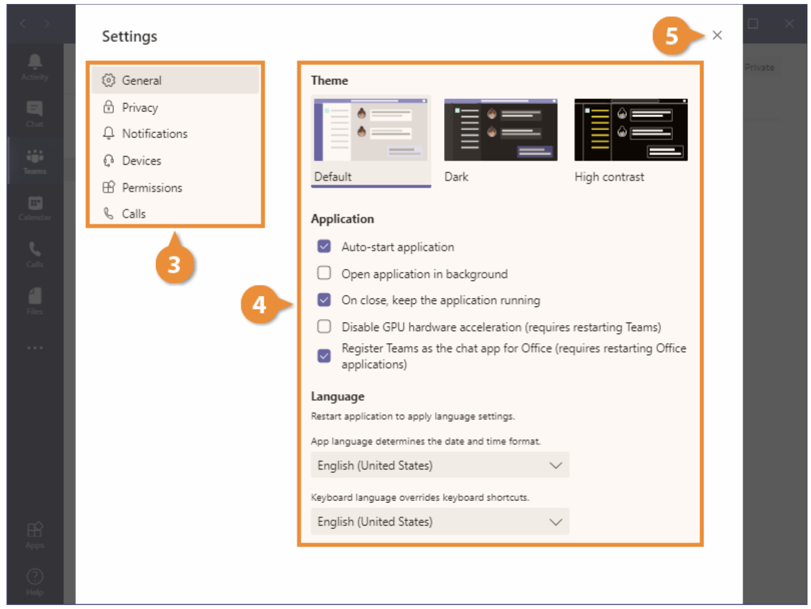
That category's settings will appear in the right pane.

4 Change the available settings.

As you update settings, they're automatically saved.

5 Click **Close**.

The new settings are in place.



Manage Files

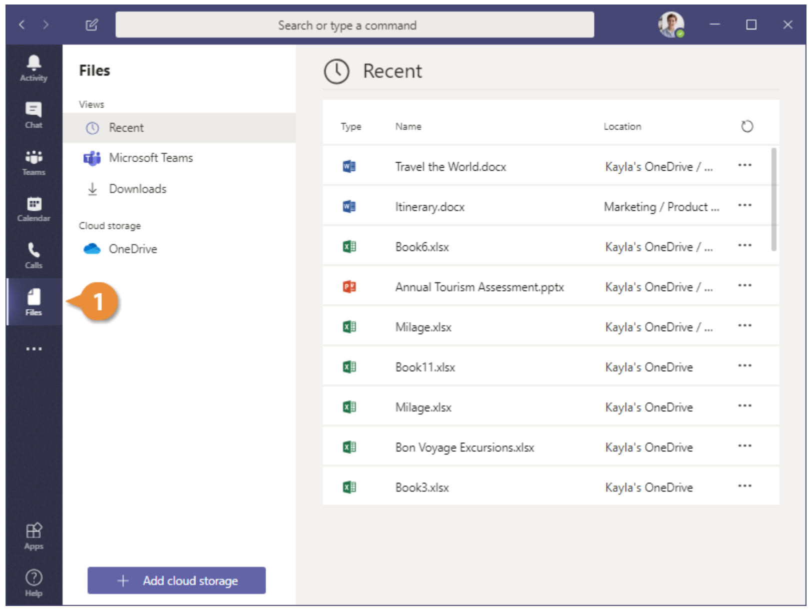
Once you start sharing files with people and groups, it can be tricky to keep track of everything. Each chat and team has its own file library, but you can use the Files tab to see important files in one place.

Browse Files

1. Click **Files** on the App bar.

   The Files tab opens. The List pane in this view displays files in several views.

   - **Recent** displays files that you've recently viewed.
   - **Microsoft Teams** will show files that have been shared or created within the team channels you're a member of.
   - **Downloads** will show files that you've downloaded from Teams channels to your computer. This view also includes a button to open your computer's Downloads folder.
   - The options under the **Cloud Storage** heading will let you browse through any cloud storage services you've connected to Teams. By default, this includes your OneDrive, although you can add more, including Dropbox and Google Drive.



View and Edit a File

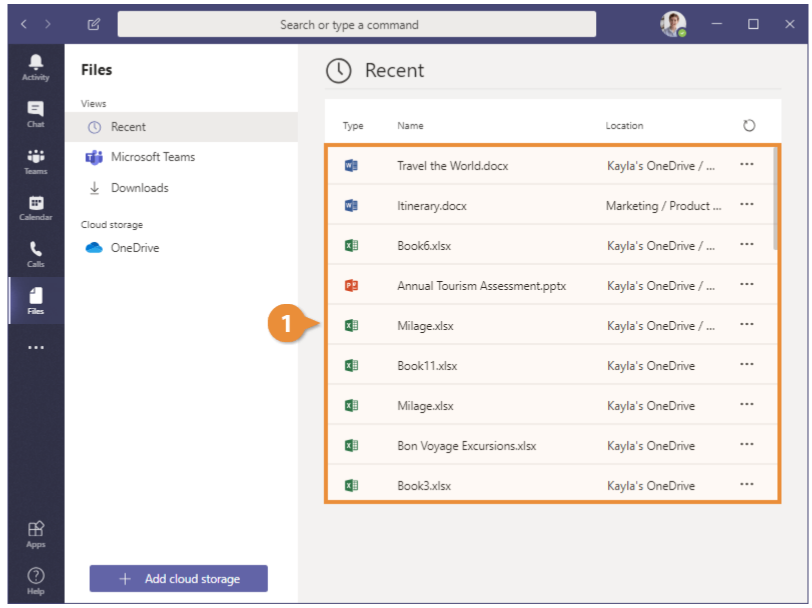
You will be able to view and edit some file types directly in the Teams window from the Files view. You can view images and PDF documents, and you can edit Word documents, Excel spreadsheets, and PowerPoint presentations.

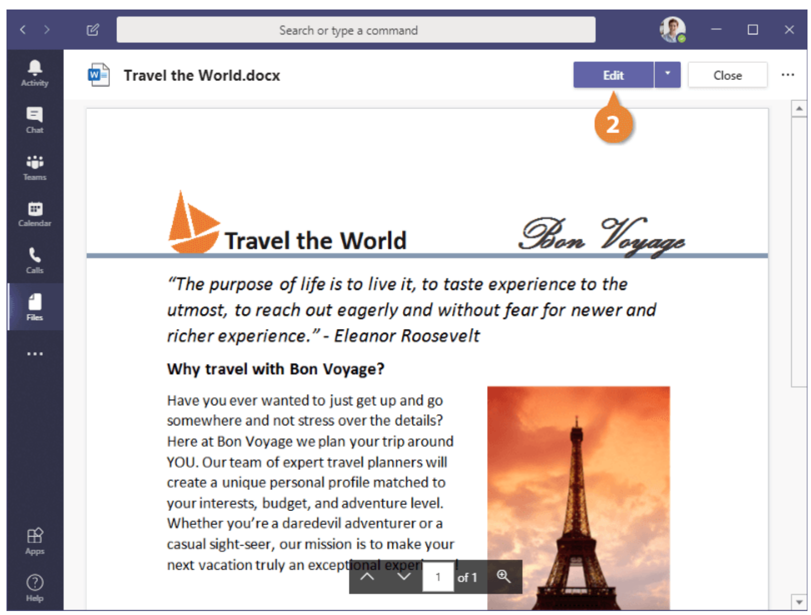
1. Click a file's name.

   A preview of the selected file appears right in the Teams window. If it's a file type you can edit, an Edit button will appear at the top of the window.

2. Click the **Edit** button.

   An online version of the relevant Office app opens in the Teams window.



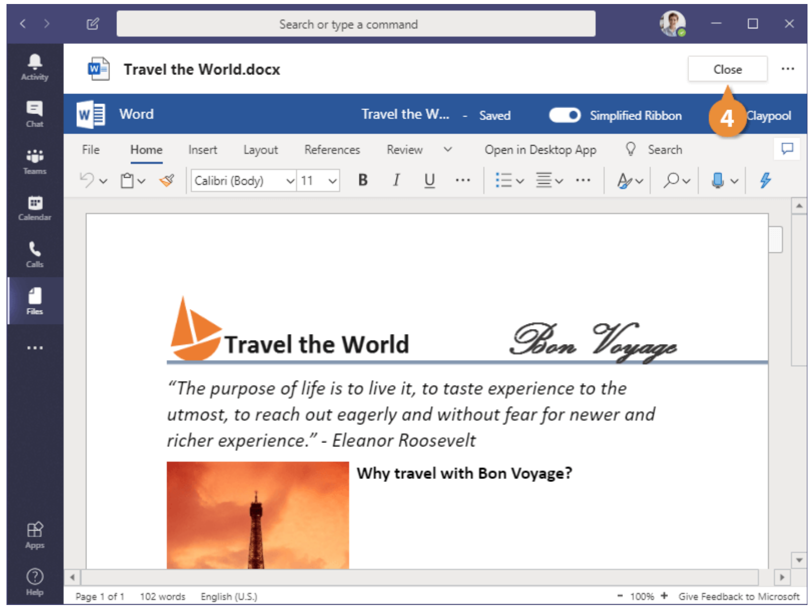


3 Edit a document.

Since the file is stored online, any changes you make are automatically saved.

4 Click **Close**.

The Office online app closes, and you return to the Files view.



Add Apps

You can expand the capabilities of Teams by adding apps. There are several types of apps that can be added, some by regular Teams users and some only by Teams administrators. Teams includes an app store, allowing you to browse apps by different vendors to add more functionality.

There are four different types of ways you can interact with Teams apps, outlined in the table below. Many apps will include more than one of the methods, depending on what exactly the app does.

Interaction Style	Description
Bots	You interact with Bots by chatting with them, either one-on-one or in a team channel. You can ask a bot for information or tell a bot to perform a task.
Tabs	Tabs add extra content tabs to the top of a chat or team channel window. You can use these tabs to add quick access to certain files, websites, or other information.
Connectors	Connectors send notifications from other services, like project management software or RSS feeds, directly into chats and channel conversations.
Messaging	Messaging apps add extra functionality to chats and channel conversations, letting you send new types of content. For example, a messaging app may add the ability to conduct a poll or share a video.

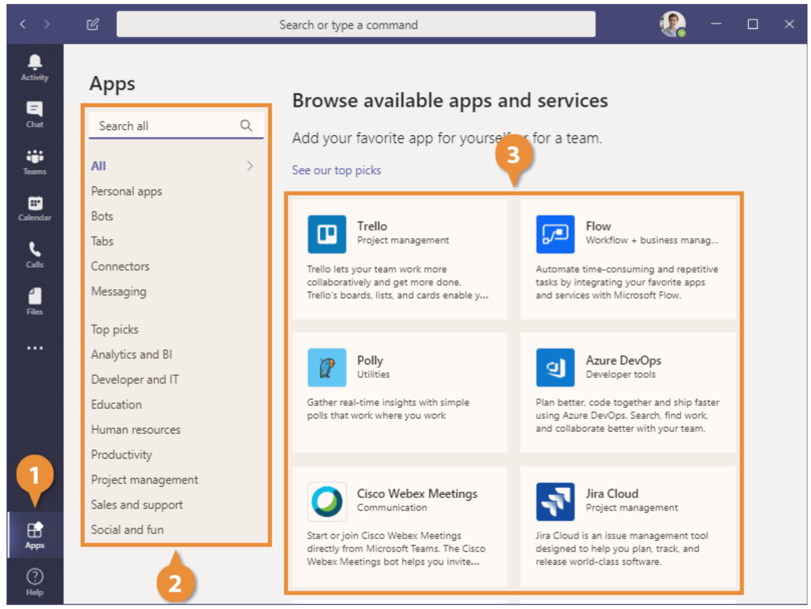
Add an App for Yourself

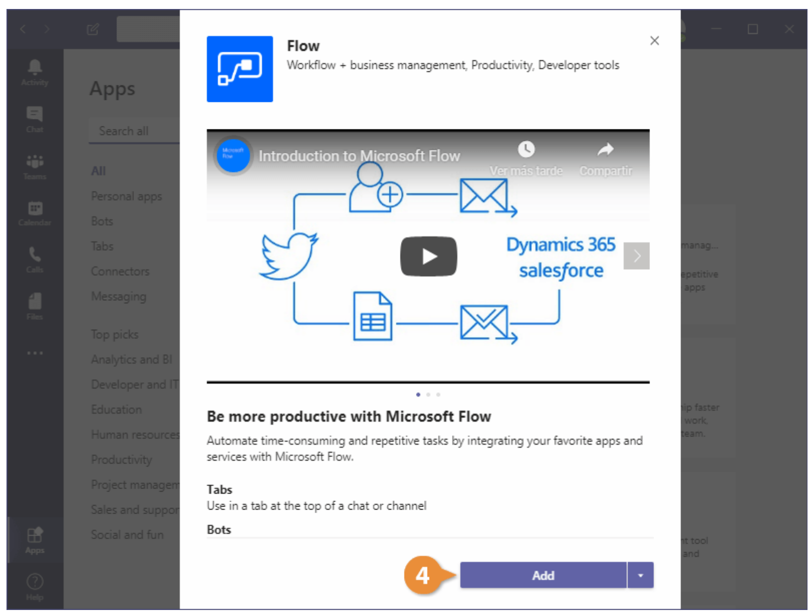
You can browse the Teams app store to find an app that adds the functionality you need.

1. Click the **Apps** button on the App bar.
2. Browse the app store by type, by category, or by a search.
3. Click an app's thumbnail.

   That app's page opens, showing more information about its features. Each page shows the ways you can interact with it and explains the permissions it requires.
4. Click the **Add** button.

The app is added and automatically opens to its own tab on the App bar. Depending on the app, you can interact with it via chat or through tabs at the top of the screen.





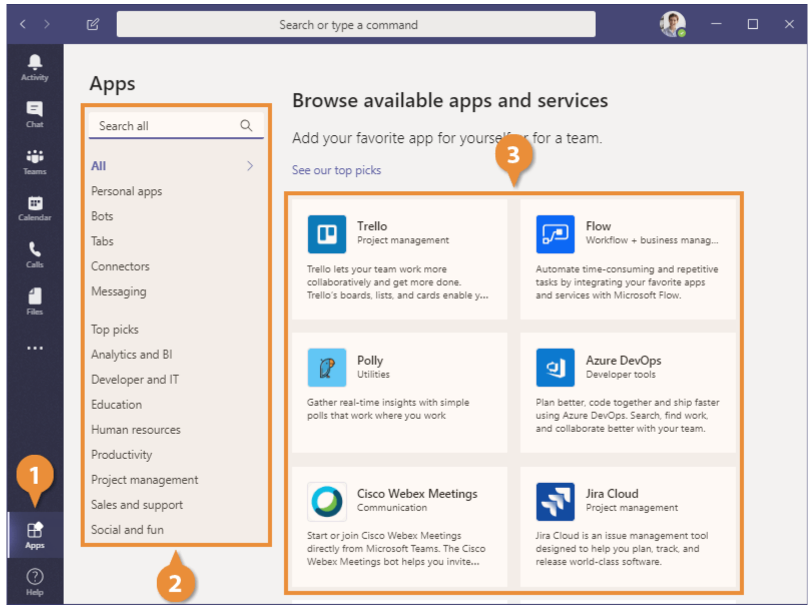
Add an App to a Team

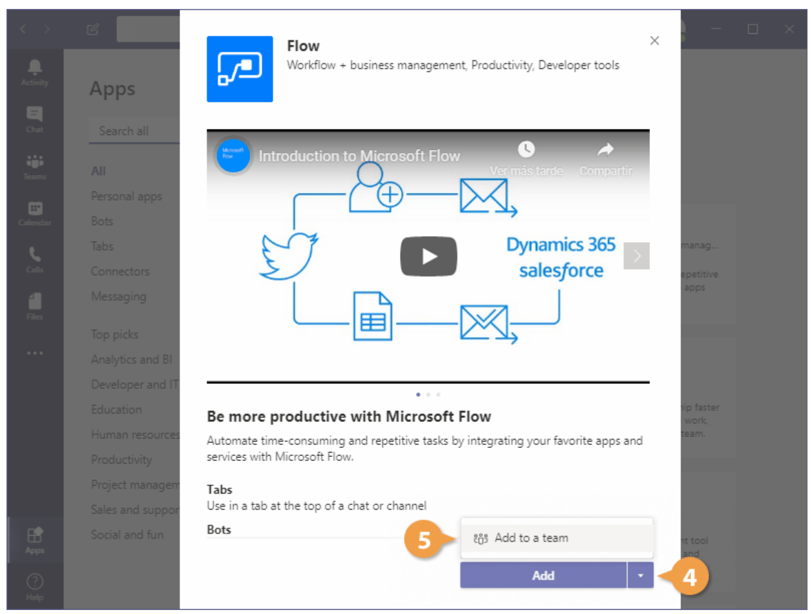
You can also add an app for an entire team channel to use.

1. Click the **Apps** button on the App bar.
2. Browse the app store by type, by category, or by a search.
3. Click an app thumbnail.

   You can install an app just for yourself by clicking the Add button, but you can also install some apps for your entire team to use.
4. Click the **Add** button's list arrow.
5. Select **Add to a team**.

   Now, you're asked which team channel you want to install the app to.





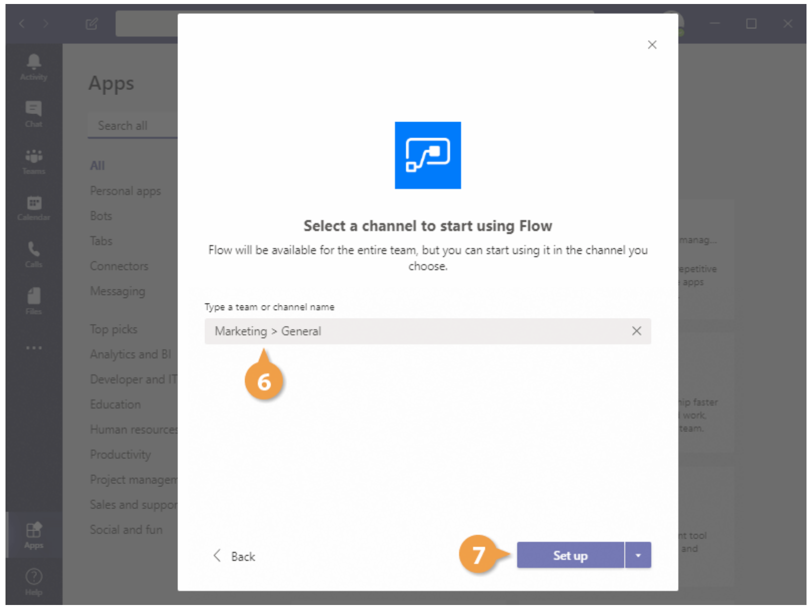
6. Select a team channel to add the app to.

   You can select a team channel by entering the team or channel name in the search field, then selecting the team or channel from the search results.

7. Click the **Set up** button.

All the app's features are installed to the team channel.

Tip: If you wanted to install only one of an app's features (for example, only an app's bot), you could instead click the Set up button's list arrow and select the feature you want to install.



Add an App Tab

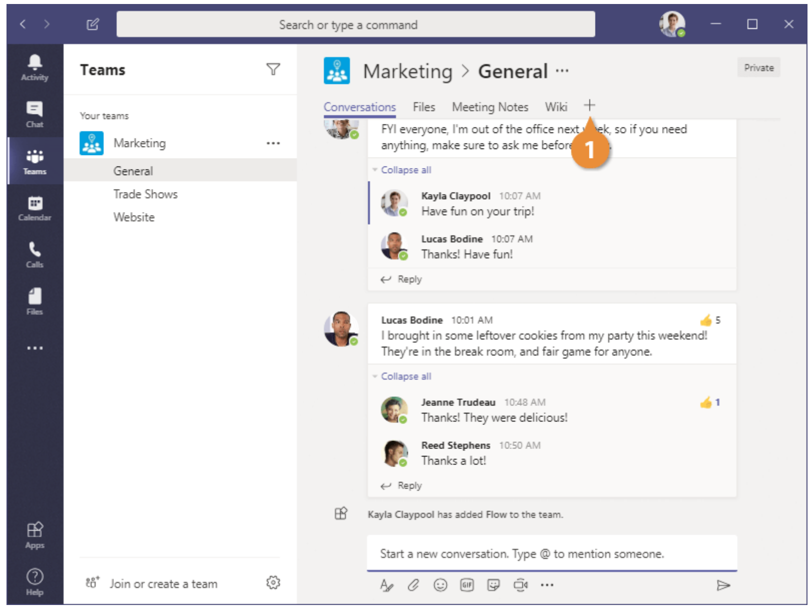
You can add an app tab to a team channel to add a prominent link to important content, like a specific web page, document, or wiki page.

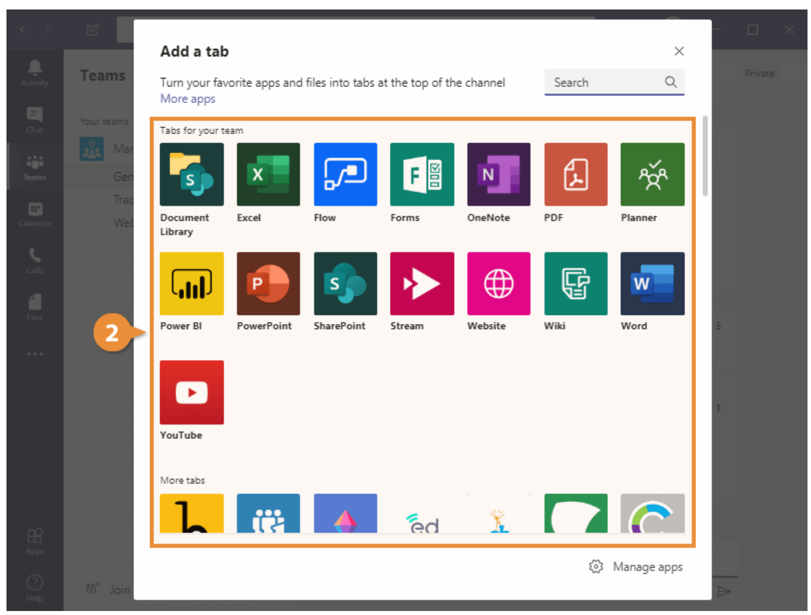
1. Click the **Add a Tab** button at the top of the Content pane.

   A gallery of apps appears, showing a list of apps that can be added as a tab to the channel.

2. Select an app.

   Depending on what kind of tab you're adding, you'll need to set some additional options. These options will vary based on what app you're adding but will generally include specifying the content that the tab should display.

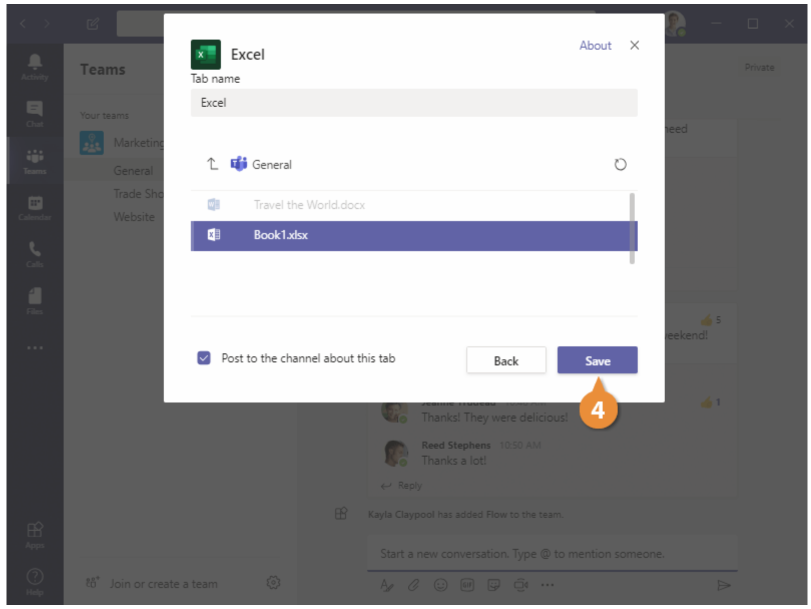




3 Set up that app's tab options.

4 Click **Save**.

The tab is added to the channel, and everyone in the team can click it to view the tab's contents.



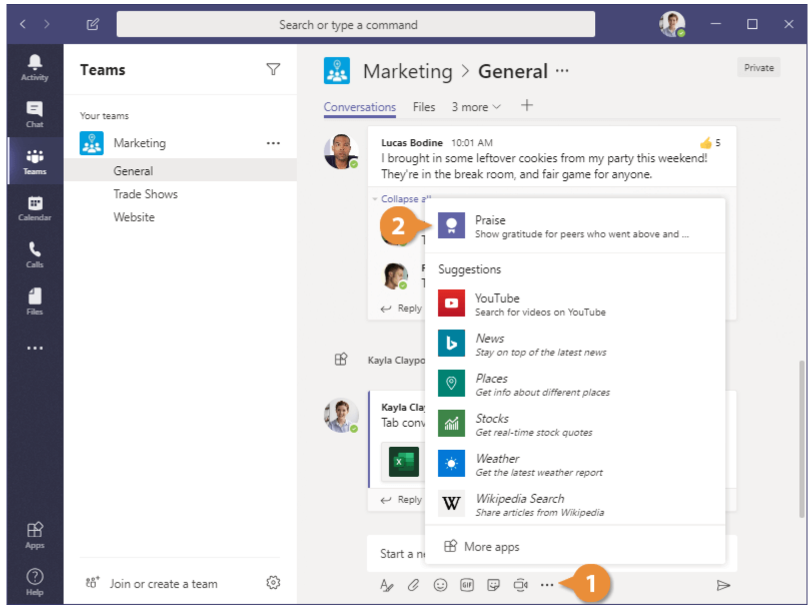
Use a Messaging App

Once a messaging app has been installed, you can use it in chats and channels to extend Teams' messaging capabilities.

1. Click the **Messaging Extensions** button below the chat field.

   A list of apps appears, showing apps you've installed and other apps that are available.

   Note: You may have buttons for installed messaging apps below the chat field. You can click a button there to access it directly instead of through the Messaging Extensions menu.



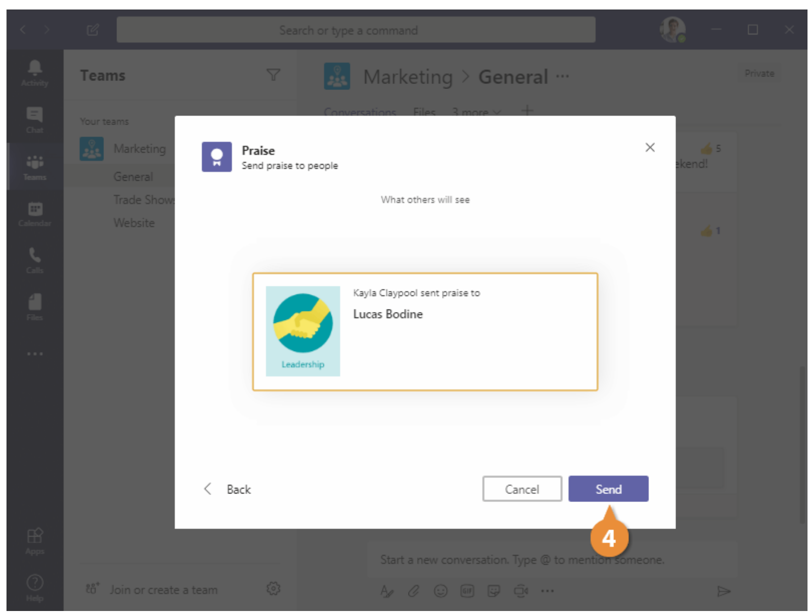
2. Select a messaging app.

   A window appears, where you can set up the message using the messaging app's options. The options here will change, based on what the app can do.

3. Set up the message using the app's options.

4. Click **Send**.

   The message is sent, using the messaging app's extra features.



Remove Apps

If you install an app for yourself or a team to try and find that it's not what you need, you can remove it.

Uninstall an App for Yourself

1. Click the **More Added Apps** button on the App bar.

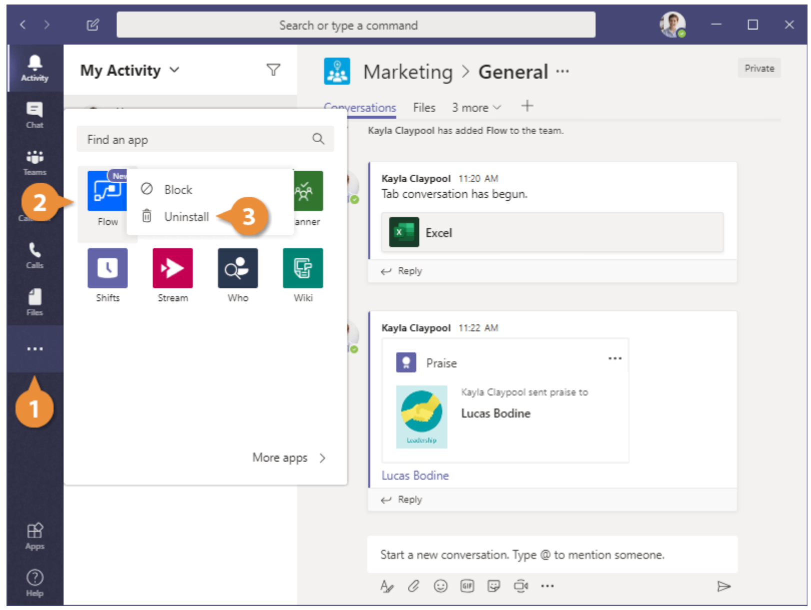
   Apps that you've installed appear in a list.

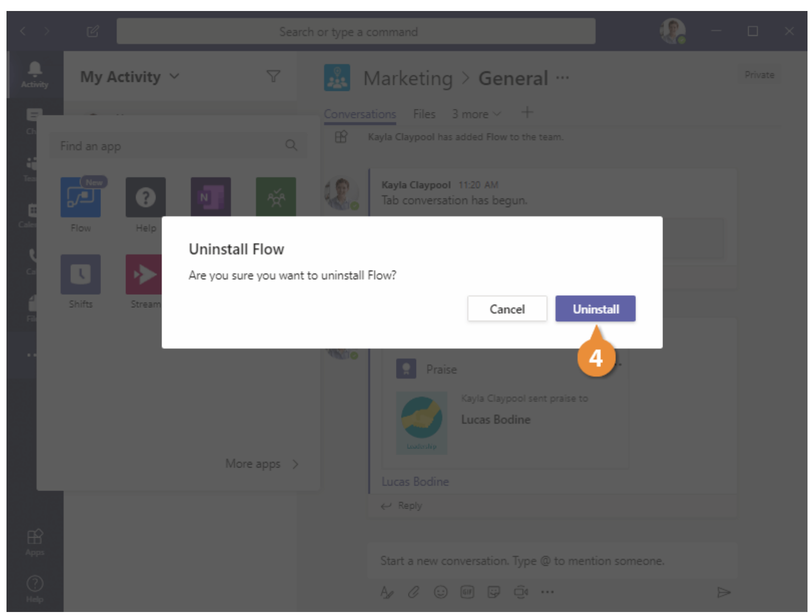
2. Right-click an app.
3. Select **Uninstall**.

   You're asked to confirm that you want to uninstall the app.

4. Click **Uninstall**.

The app is removed. If you need to use its features again, you can reinstall it later.





Uninstall an App from a Team

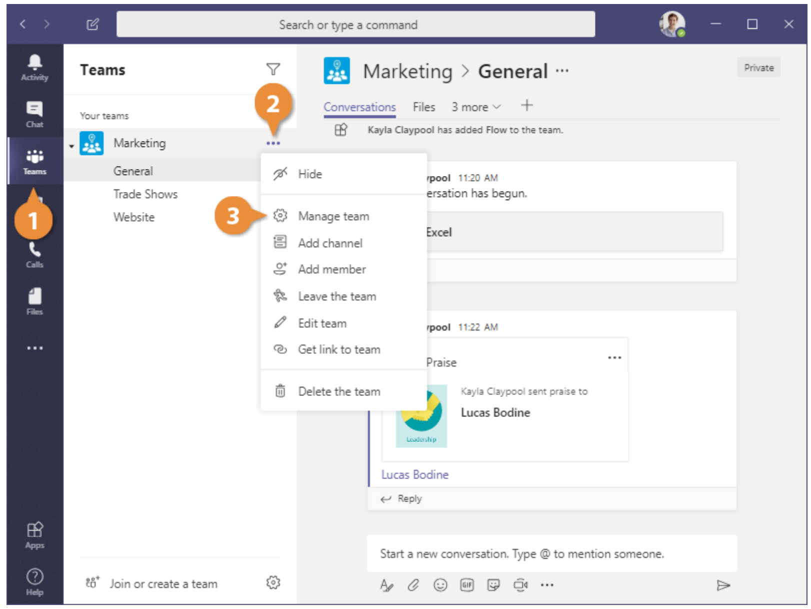
If you're a team owner who's able to add apps to a team, you can also remove unnecessary apps from a team too.

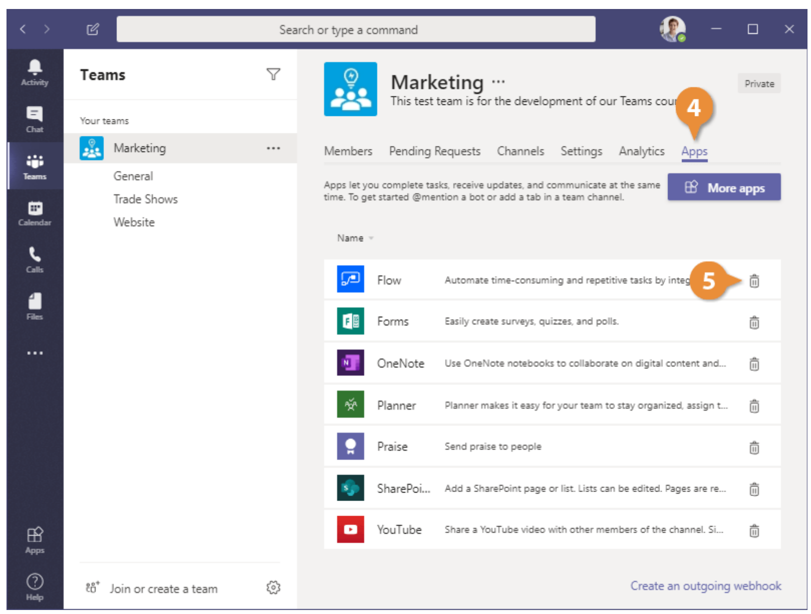
1. Click the **Teams** button on the App bar.
2. Click a team's **More Options** button.
3. Select **Manage team**.

   The Manage Team screen for that team opens.
4. Click the **Apps** tab.

   A list of the apps installed to this team is displayed. Each app has an uninstall button to its right, in the shape of a trash can.
5. Click an app's **Uninstall** button.

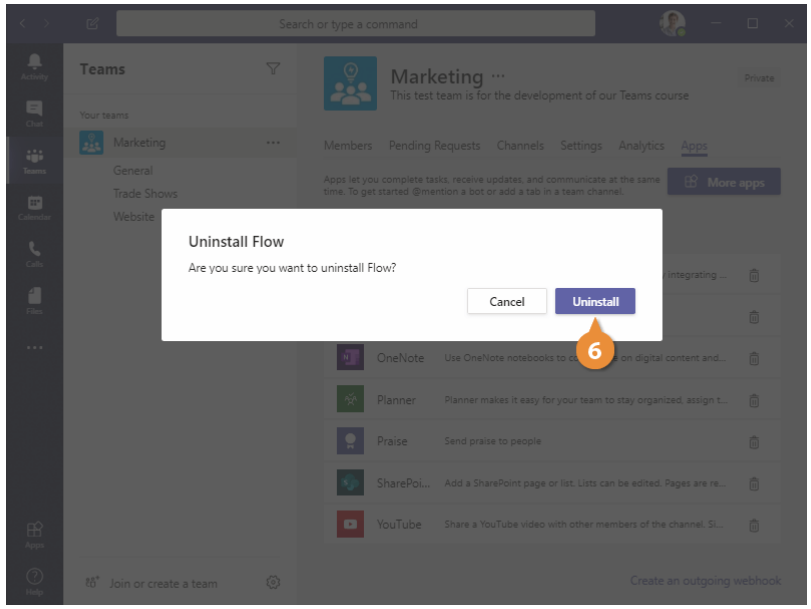
   You'll be asked to confirm that you do want to uninstall the selected app.





6 Click **Uninstall**.

The app is uninstalled from the team.



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