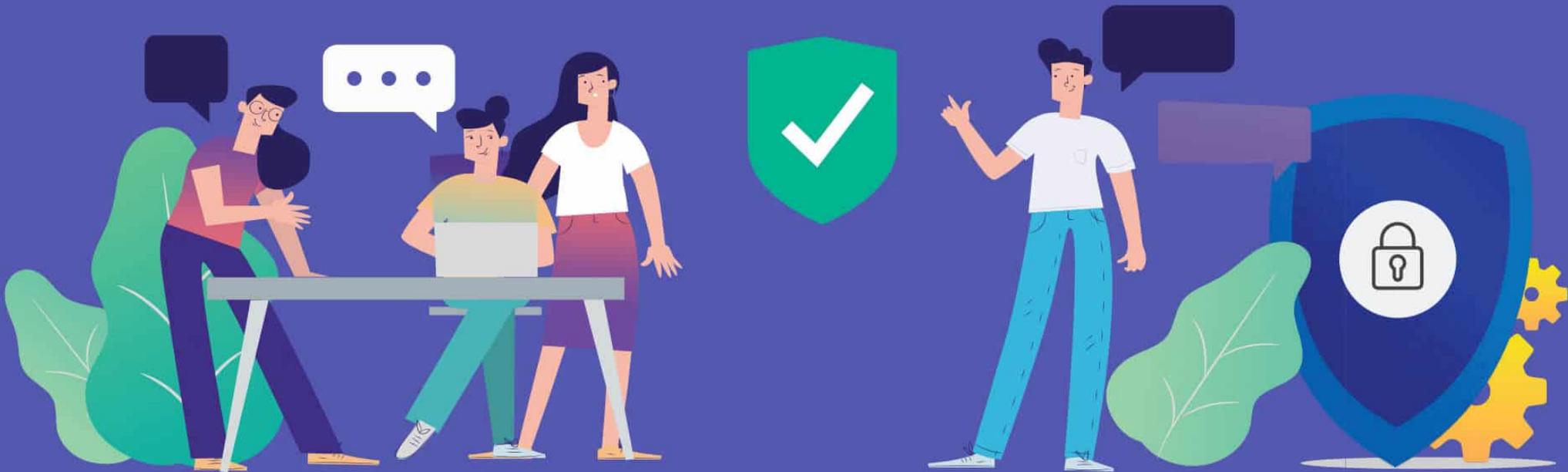




# Training Microsoft Teams



## Quick Start Guide

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

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**Find personal apps**  
Click to find and manage your personal apps.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic in mail.unifr.ch, or download the mobile app.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Reply**  
Your message is attached to a specific conversation.

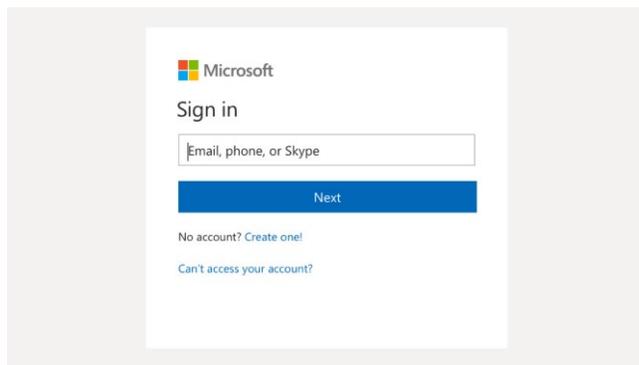
**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

# Microsoft Teams

## Sign in

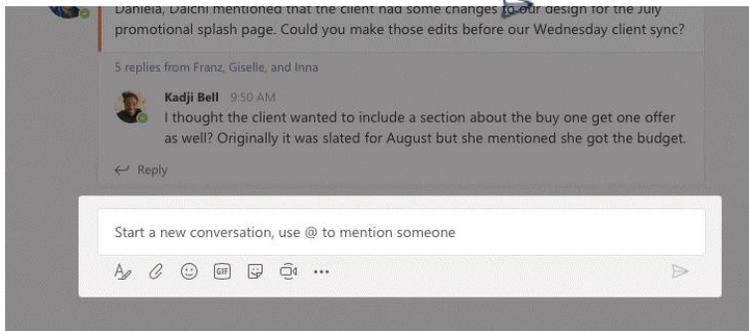
In Windows, click **Start** > **Microsoft Corporation** > **Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



## Start a conversation

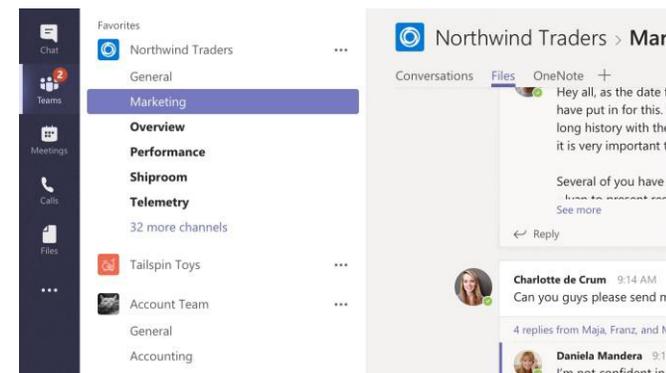
*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send** .

*With a person or group...* Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .



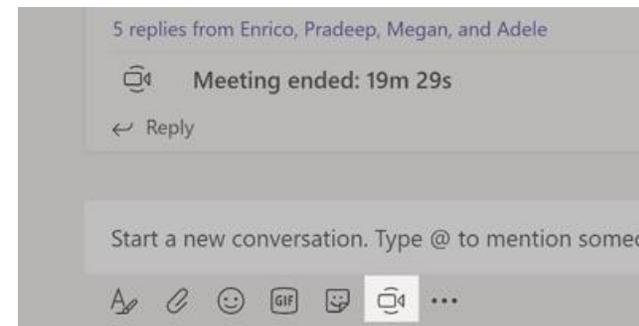
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams**  and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



## Start a meeting

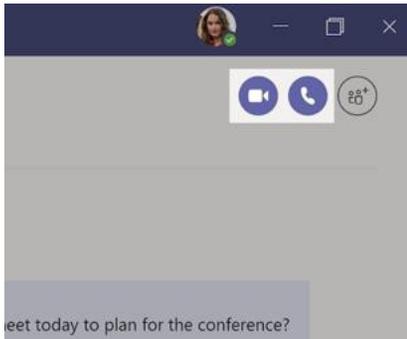
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



# Microsoft Teams

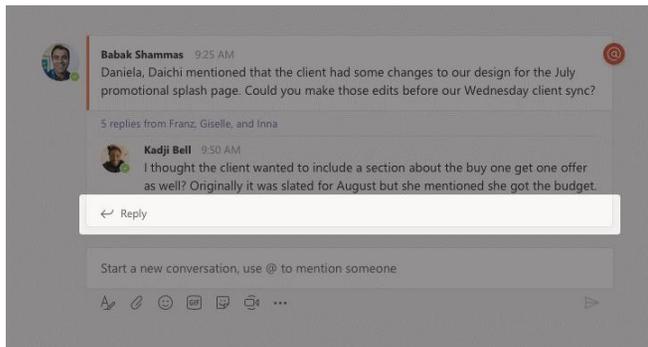
## Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



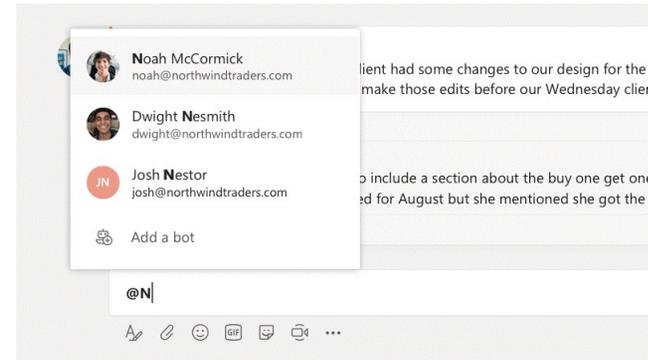
## Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



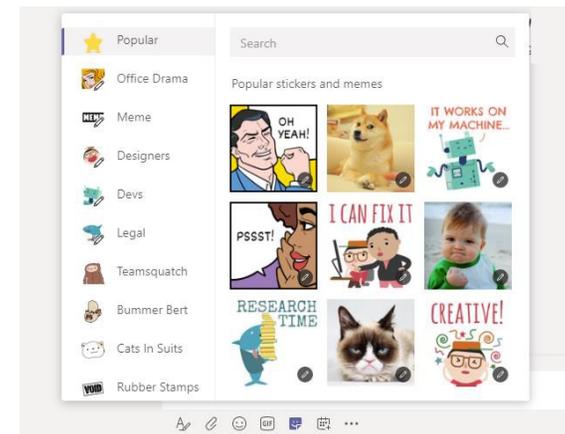
## @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



## Add an emoji, meme, or GIF

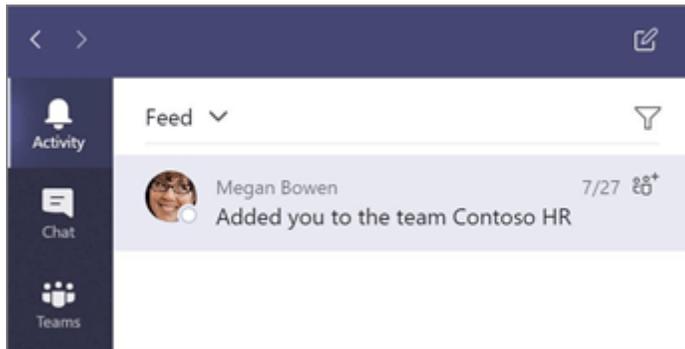
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



# Microsoft Teams

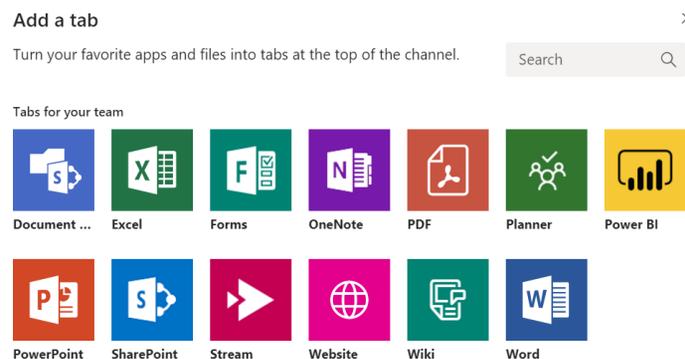
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



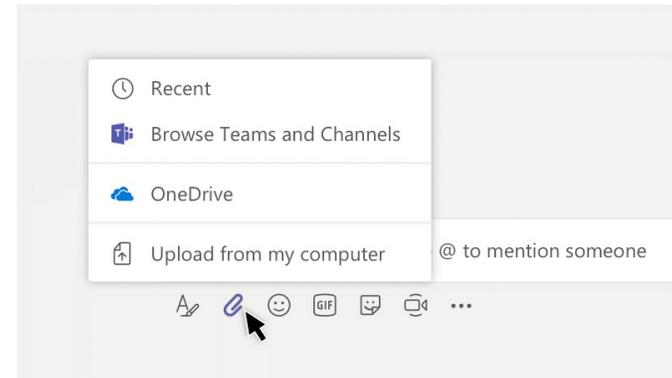
## Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



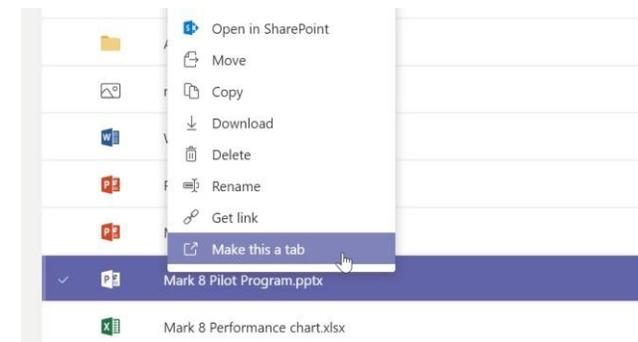
## Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

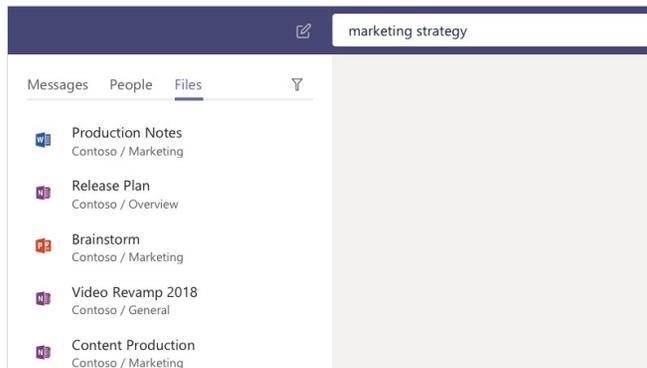
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



# Microsoft Teams

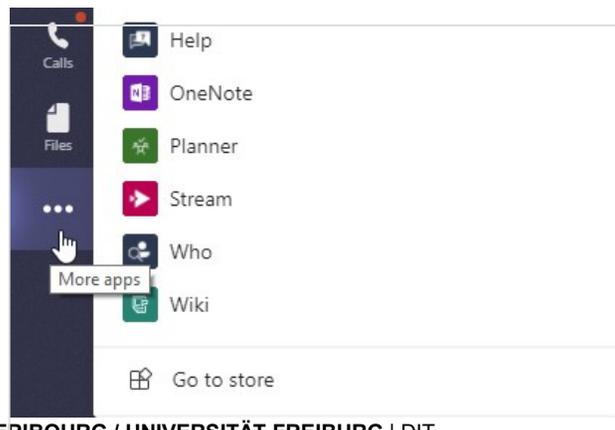
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter**  to refine your search results.



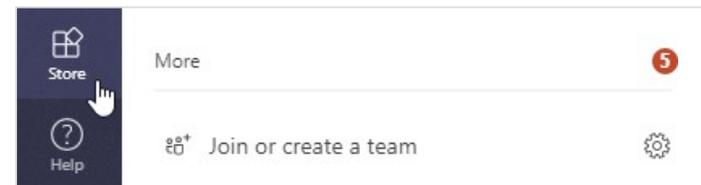
## Find your personal apps

Click **More apps**  to see your personal apps. You can open or uninstall them here. Add more apps in the **Store** .



## Add apps

Click **Store**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Install**.



## Next steps with Microsoft Teams

### See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

### Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Provide feedback**. Thank you!

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

# Microsoft Teams

Click on the images to access the page

## Microsoft Teams video training



Quick start



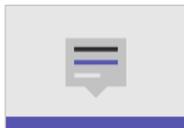
Intro to Microsoft Teams



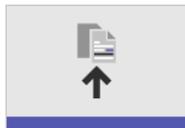
Set up and customize your team



Collab and ch



Work with posts and messages



Upload and find files



Start chats and calls



Manag

## Instructor-led training for Microsoft Teams

Microsoft is excited to host a series of free, live, online training classes designed to get you up and running with Teams. Whether you're a business decision maker or a user, we have a session for you. Not sure where to begin? Take our [Teams knowledge check](#). Join us to see Teams in action, get your questions answered, and interact with our live instructors. To learn more, visit [end-user training](#).

Click a session below to sign up.

 **Say hello to Microsoft Teams**  
What is Microsoft Teams? Join us for this 30-minute orientation to discover what Teams is and to see it in action.  
*Audience: All*

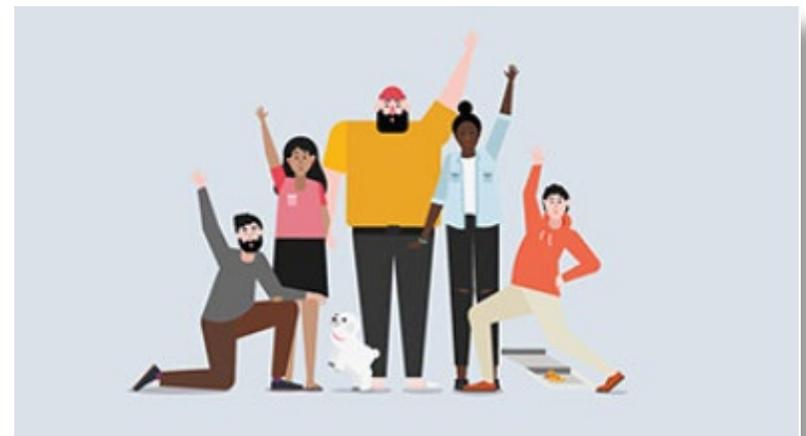
 **Get started with Teams**  
From chatting and meetings to using teams and channels, users will leave this session with the foundation to use Teams with confidence.  
*Audience: End users*

 **Explore teams and channels in Teams**  
Learn how you can streamline your project and workgroup collaboration.  
*Audience: End users*

 **Learn to use apps in Teams**  
Understand how to improve teamwork with apps.  
*Audience: End users*

 **Teams for Education - Webinars**  
Learn how to use Teams in higher education.  
*Audience: Staff, students, academics, research faculty, IT professionals*

 **Empower your Firstline Workers with Teams**  
Learn how Teams enables digital transformation that brings limitless potential to your entire workforce.  
*Audience: Business decision makers, IT decision makers*



Make your Team operational

# Microsoft Teams

Click on the images to access the page



Overview of teams and channels

**Rubriques proposées**

[What is Shifts ?](#)

[Plan & schedule an event](#)

[Chat in Teams](#)