Quick start guide
Microsoft Teams

Microsoft Teams
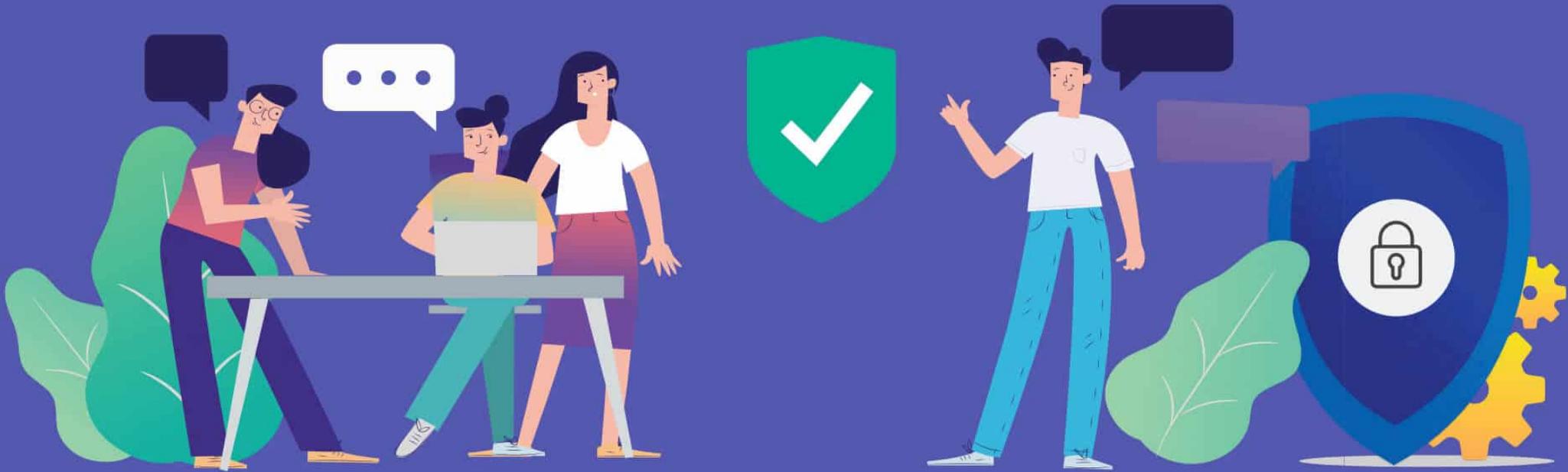
Microsoft

Quick Start Guide

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

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.

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.

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.

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

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

Microsoft Teams

Install Teams / Sign in

Install the Teams application by login in teams.microsoft.com and using your email adress <firstname.name>@unifr.ch. Select «education account», type in your password and downloard the application.
In Windows, click **Start** ⊞ > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your email address and unifr password.
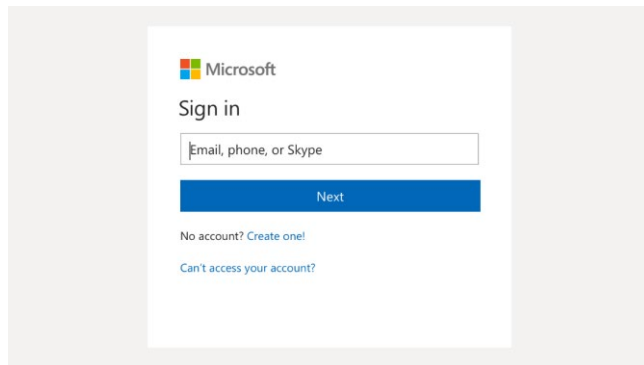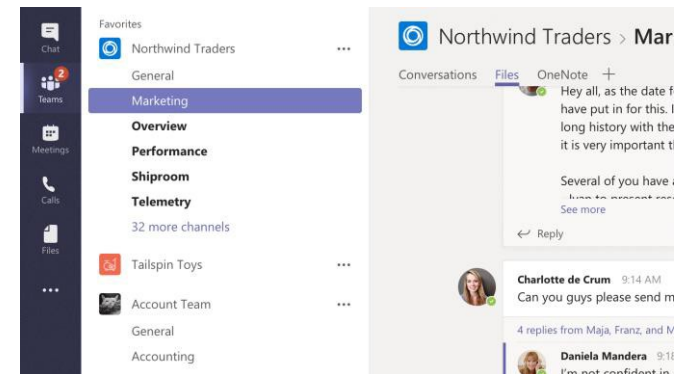

Start a conversation

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** ▷.
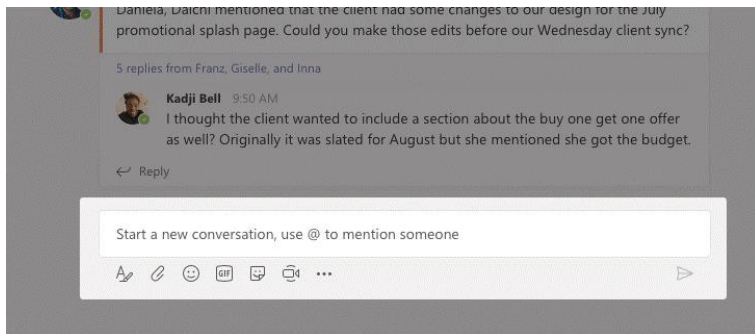

Pick a team and channel

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.
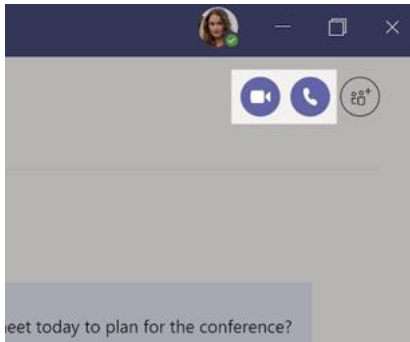

Start a meeting

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.
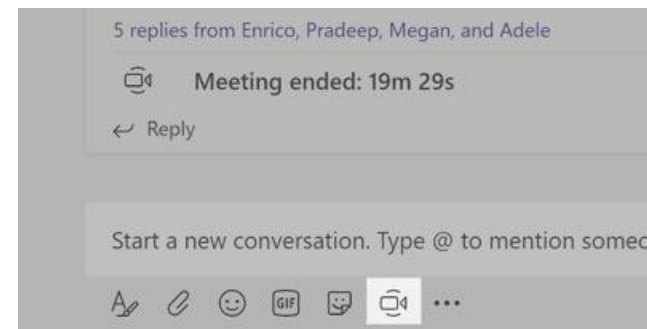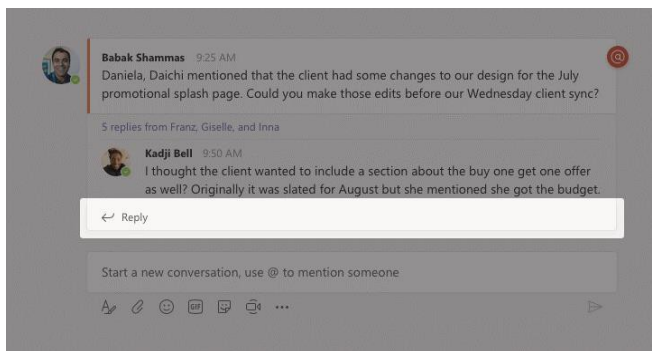
Microsoft Teams

Make video and audio calls

Click **Video call** 📷 **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.

@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.

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** ▷
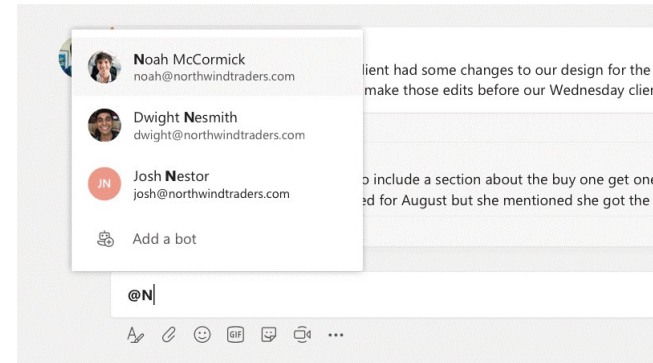
Add an emoji, meme, or GIF

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.

UNI FR
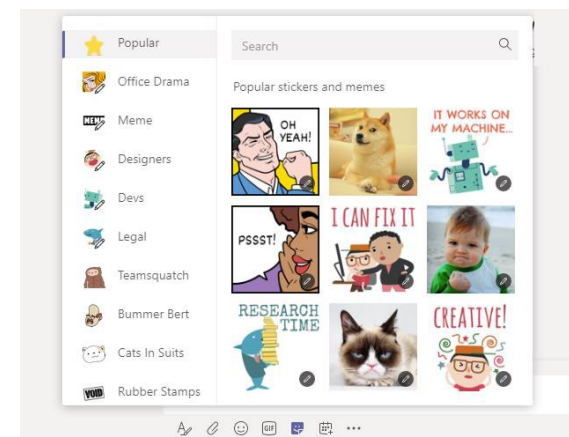
Microsoft Teams

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.
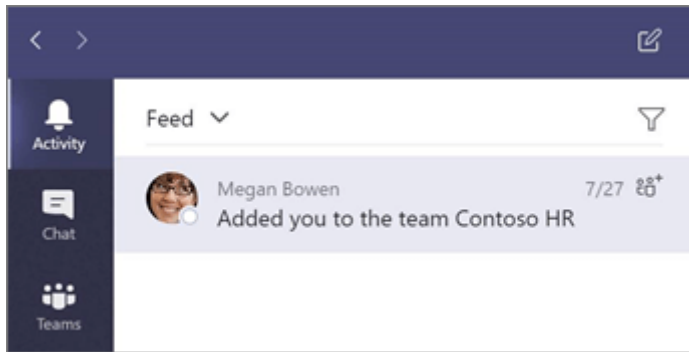

Add a tab in a channel

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.
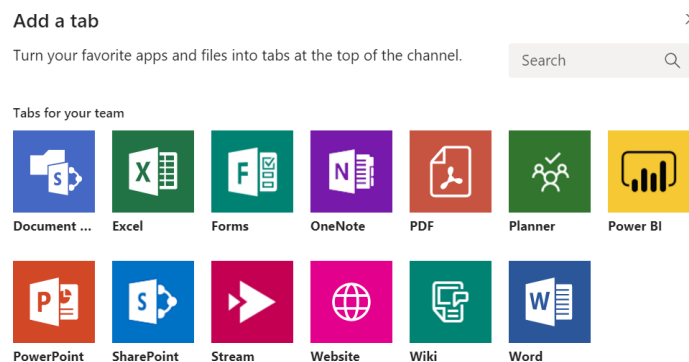

Share a file

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.
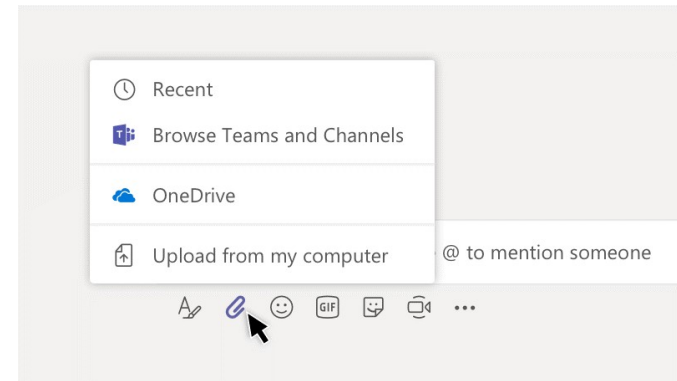
Work with files

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!
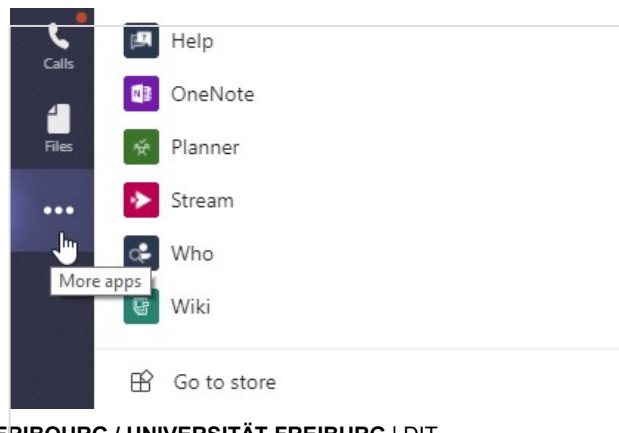
UNI
FR
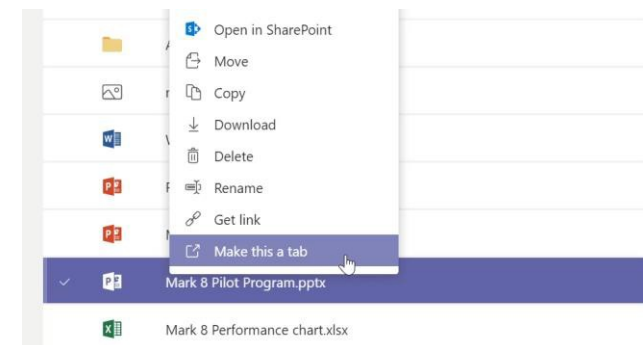
Microsoft Teams

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.
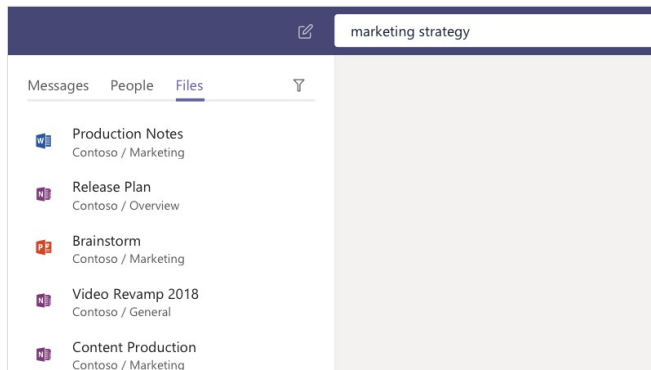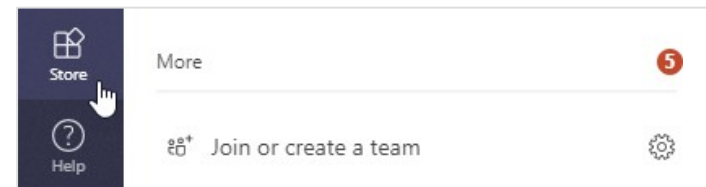

Find your personal apps

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

Add apps

Click **Store** 田 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

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

Make your Team operational

Microsoft Teams

Click on the images to access the page

Overview of teams and channels