



## Welcome to Microsoft Teams





# Navigating Microsoft Teams

## Navigation Arrows

Move forward & backwards through your MS Teams history



New Chat

## Command Box

@Mentions  
Search chats, contacts and conversations

## Use / (forward slash):

/Away (Status Change)  
/Activity (See Someone's Activity)  
/Call (Contact Name)  
/Keys (Keyboard Shortcuts)  
/Whatsnew (MS Teams Updates)

## Profile Icon

Change Profile Settings  
Set Presence Status  
Screen View Zoom  
Keyboard Shortcuts



Search or type a command

## Use / (forward slash) cont'd:

/Chat (Quick Chat)  
/Unread (Filter Unread Messages)  
/Org (View Org Chart)  
/Saved (See your Saved List)  
/Help (Get Help)

Chat conversations displayed here

## Keyboard Shortcuts

New Chat.....Alt+N  
Accept Call.....Ctrl+Shift+A  
Start Video Call.....Ctrl+Shift+U  
Open Activity.....Alt+1  
Open Chat.....Alt+2  
Open Settings.....Alt+G  
Open Help.....Alt+H

Navigation Bar

Teams offers persistent chat messaging

## Meet the Team

Erica Expert

Brian Ideas



Lisa Leads

Start a new message here



Text Formatting

Type a new message



Send a message





# Microsoft Teams Functions Reference

## Sign In

Signing into MS Teams on your desktop is EASY and Automatic!

Microsoft

Enter password

.....

Keep me signed in

[Forgot my password](#)

[Sign in with a different Microsoft account](#)

Your work email address will pre-populate and Teams will proceed to log you in. At times, you will have to sign in manually using your Windows password.

## Create New Groups

Stay organized by creating groups for your contacts.

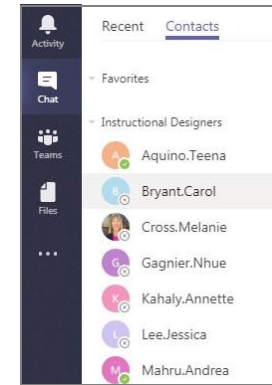
Click Create a new contact group



Enter a group name and then add contacts

Contact group name

## Add Contacts



Click More Options (3 dots) next to contacts to add to groups

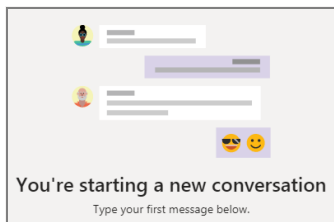
- Add a contact to this group
- Rename this group
- Delete this group

## Start a New Chat

Teams has persistent chat which saves your previous messages. This allows you to organize your conversations by topic or group.



To: Start typing a name or group



## Add People to a Conversation



Click this icon to add participants to your conversations

Add

Click here to Add

Note: If a contact is added by mistake, there is no way to remove the participant. Simply exit the conversation and re-attempt to add the correct participant.

## Search Conversations & @mention someone using the Command Bar

Search keywords in the command bar to sift through the following:

- Messages** People Files

Use @mentions to get someone's attention

@ Smarts, Bob



# Microsoft Teams: Audio Calls, Video Calls & Screen Share\*

## Make Audio Calls



Click this icon to call someone from a chat.

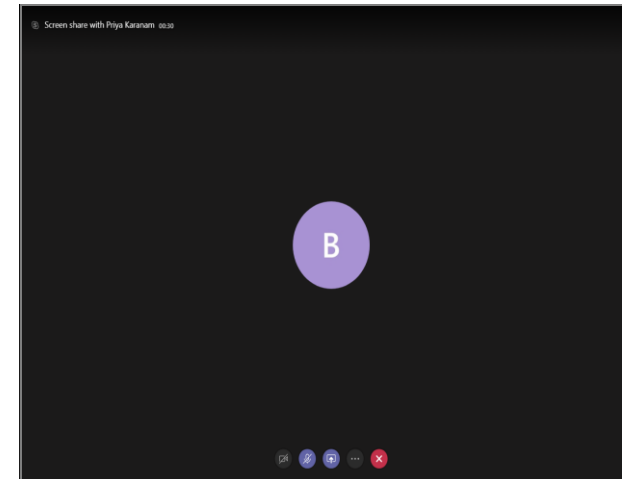


Call started 3/4 3:51 PM

## Screen Share



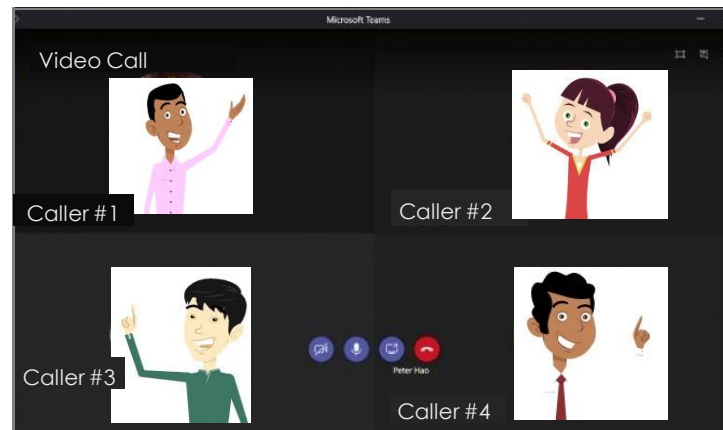
Click this icon to share your screen with someone from a chat.



## Make Video Calls



Click this icon to utilize the video conferencing function to connect up to 250 participants. Only the first 4 callers will be displayed.





# Microsoft Teams: Safeguard PII & SPI

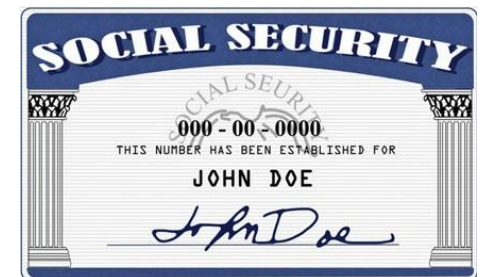
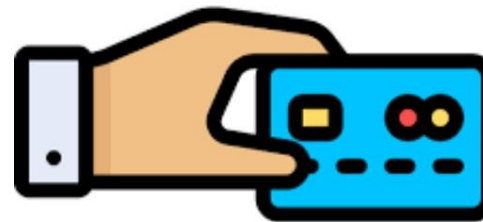
## Personally Identifiable Information (PII) Sensitive Personal Information (SPI)

Recommended Information security policy is to not share Personally Identifiable Information (PII) and Sensitive Personal Information (SPI) data through Microsoft Teams

Sharing of the personal information listed below is strictly prohibited.

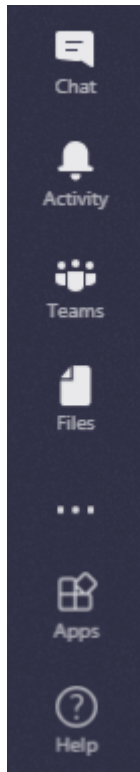


- Full Name
- Social Security #
- Date of Birth
- Home Address
- Phone #
- Email Address
- Driver License #
- Vehicle Registration #
- Credit Card #
- Login Username & Password





# Microsoft Teams: Tab Summary



Chat - Most Common Feature Used to Communicate

Activity - Summary of your Teams activity

Teams – Teams sites and channels tab

Files – shared or downloaded files tab

More Options - Help & Additional Options

Apps – Teams App Store

Help - Click for MS Teams Support