

What you can do

How to do it

Post to a Conversation

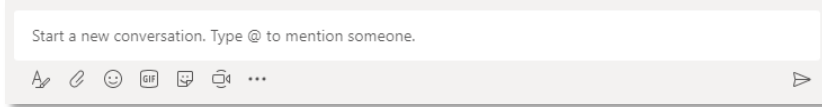
Send out a message to a group so that everyone on the group can see.

- Click on the Teams icon on the left and select a group & channel.
- Select the Conversations tab in the top row



Conversations Files Staff Notebook

- Enter your message in the composition window at the bottom

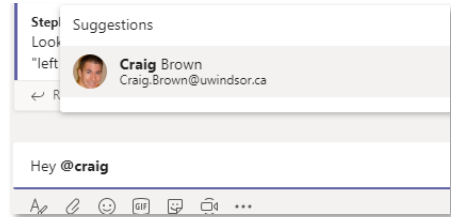


- Use emoji or animated GIF's for extra emphasis

Mention Someone

To get someone's attention with a notification or email message.

- When composing a message, type @ and start typing a name. Click on the name when you see it in the list. Type @Team and all members of the team will get an alert about your post.



See What's New

If you have been away for a while, you can quickly catch up.

- Click on the Activity icon in the left menu.
- Go through the list of mentions and replies. Activities will **not** list new conversations that don't mention you.
- To see new conversations, go to the Teams list. Channels with new content are in **bold**.



Quick Feedback

With persistent chat features, Teams is better for conversations than Outlook.

- It's fast and easy to reply to a message. Hover over the message and click on the thumbs up icon in the upper left corner to like the message.



- Click on the reply link under the message to post a response to the channel

Share Files and Work Together

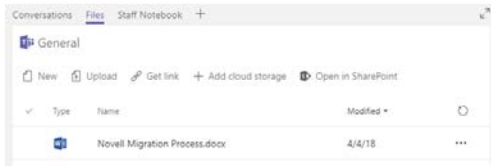
Teams is integrated with SharePoint, and it's easier to get to files.

You can also edit files inside of Teams and start a conversation about a file.

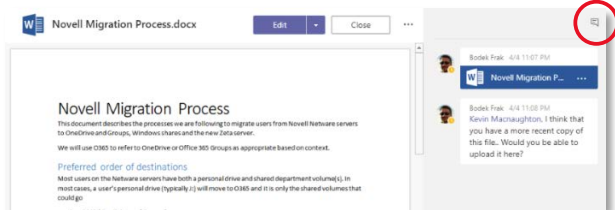
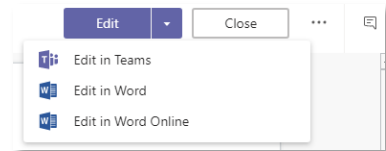
Use @mentions to direct your conversation.

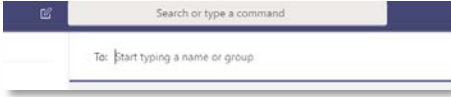
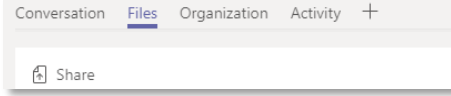

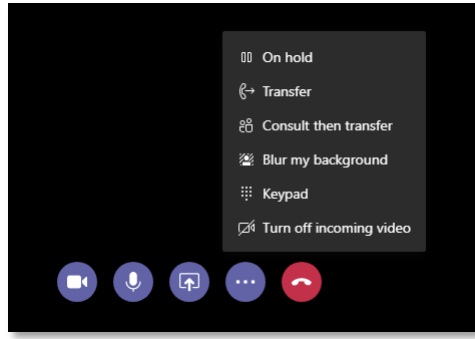
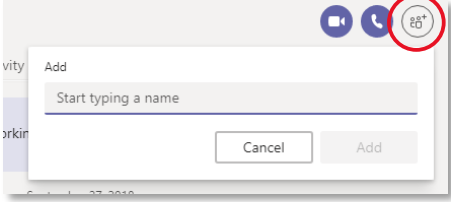

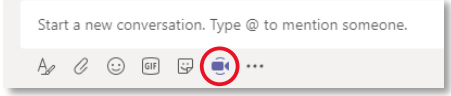
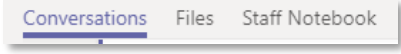
Teams is the new "hub" to Office 365.

- While in a channel, click on the Files tab.
- Each channel has its own library of documents stored in SharePoint.



- Click on the file name to view the shared document.
- Use the edit menu in the upper right corner to work on the document.
- Click on the comment icon in the upper right corner to start a Teams conversation about the document.



What you can do	How to do it
<p>Start a Chat</p> <p>You can use Teams instead of Skype to chat with people.</p> <p>Unlike Skype, chats are persistent (saved)</p> <p>You can share Files easily by pressing the Share link.</p>	<ul style="list-style-type: none"> Press the pencil icon on the window title bar  <ul style="list-style-type: none"> Enter the name of person or group. A menu will appear as you type The previous chat, if there is one, will appear. Switch to the Files tab to easily share files in your chat 
<p>Turn a Chat into an Online Meeting</p> <p>At any time during a text chat, you can turn it into an online meeting with video, audio and/or screen sharing.</p>	<ul style="list-style-type: none"> In the upper-right corner, click on the video or audio icons  <ul style="list-style-type: none"> While in a video call, you can upload a file, share your screen, blur your background and more by clicking on the three dots button. You can share some or all of your screen by opening up the share tray (third icon) 
<p>Add People to a Chat</p> <p>Invite more people in an online meeting.</p>	<ul style="list-style-type: none"> In the upper right corner, click on the right-most icon and enter a name. 
<p>Schedule a Meeting</p> <p>While in a chat, you may want to schedule a meeting to discuss the issue further. You can schedule the meeting on line or in a physical location.</p>	<ul style="list-style-type: none"> Under the message composition window at the bottom of the chat, press the calendar + icon to schedule a meeting with the chat participants  <ul style="list-style-type: none"> In the Teams Conversations view, you can create an instant meeting by pressing on the Meet Now icon (video camera) 
<p>Take Notes and Use Apps</p> <p>If your team has a OneNote notebook, you can access it inside of Teams.</p> <p>Other apps may be installed in your channel for easy access.</p>	<ul style="list-style-type: none"> If your Team is attached to a OneNote notebook, click on the Notebook tab at the top of the Teams window to open it.  <ul style="list-style-type: none"> Access optional apps from the tabs or add a custom app or file with the plus icon 