

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, Calendar & 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.

Add apps
Launch Apps to browse or search apps you can add to Teams.

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, 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.

The screenshot shows the Microsoft Teams interface for the 'Mark 8 Project Team' in the 'Research and Development' channel. The left sidebar contains navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and a 'Get app' button. The main area shows a list of teams, with 'Mark 8 Project Team' selected. Below this, a list of channels is shown, including 'General', 'Design', 'Digital Assets We', 'Go to Market Pla', 'Research and De', 'Sales and Market', 'Monthly Reports', and 'Retail'. The 'Research and Development' channel is active, displaying a message from Adele Vance with a file 'Mark 8 Performance Overview.docx' and another file 'Mark 8 Parts and Spec List.xlsx'. Below this, a message from Debra Berger is visible. A date separator indicates 'October 4, 2019'. A message from Megan Bowen follows, with a 'Mark 8 Campaign Update' card attached. At the bottom, a message from Adele Vance is partially visible. The right sidebar shows the profile of Megan Bowen with options like 'Available', 'Set status message', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. A search bar at the top says 'Search or type a command'.