

Teams: The Basics

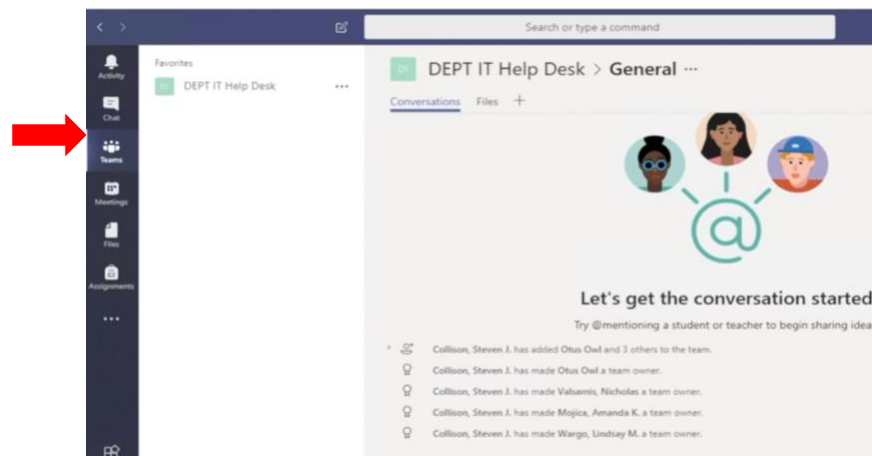
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Introduction

This guide will teach some basic functions of the Microsoft Teams application, including how to locate your team, how to engage with others on your team, and where team files are held.

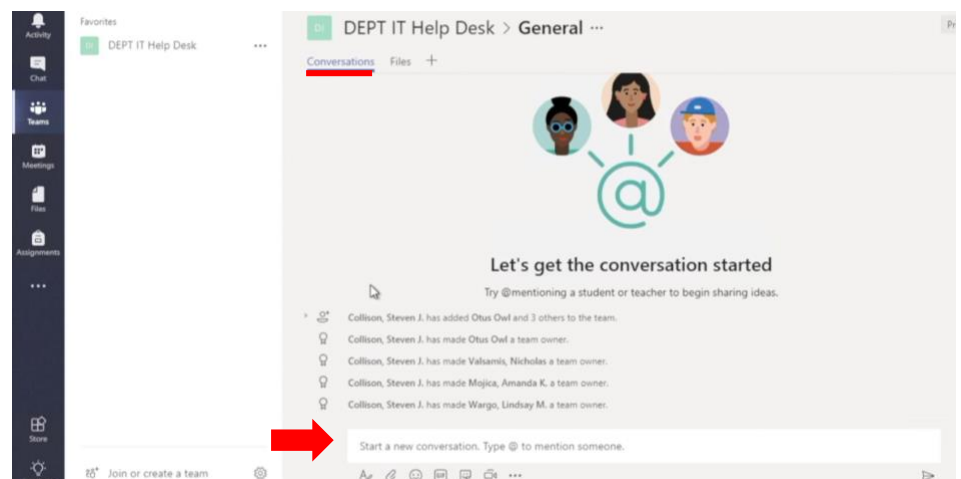
Quick Basics

1. The team(s) that you are a member of will show on the left column under the “Teams” tab.



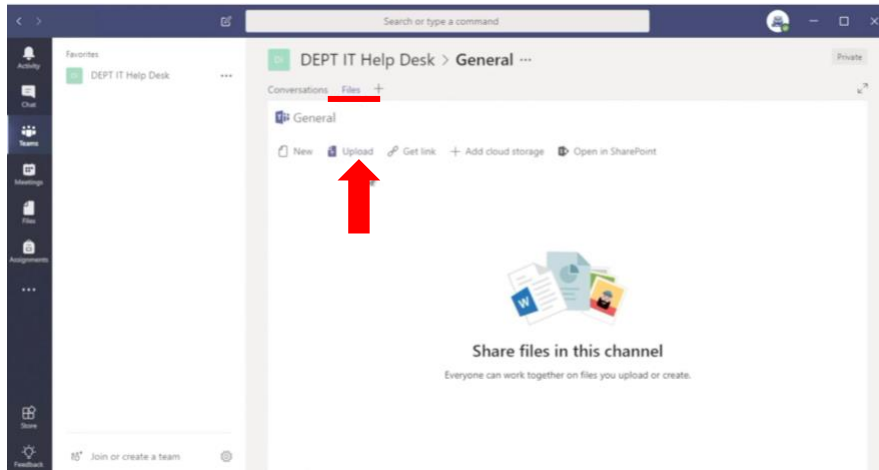
Conversations

1. You may engage with the entire team in the “Conversations” tab.
2. To mention someone directly use the “@” symbol and type their name.



Files

1. Under the “Files” tab you will be able to create, upload, and link files. These files will be accessible to all members of your team.



Apps

1. To add applications, which will show up as tabs, select the “+” symbol and customize your workspace as needed.

