

MICROSOFT TEAMS

Microsoft Teams is cloud-based software that is part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing.

NOTE: Microsoft Teams now ready to replace Skype for Business, Microsoft says. The year-long process of bringing Teams up to feature parity with Skype for Business is now complete.

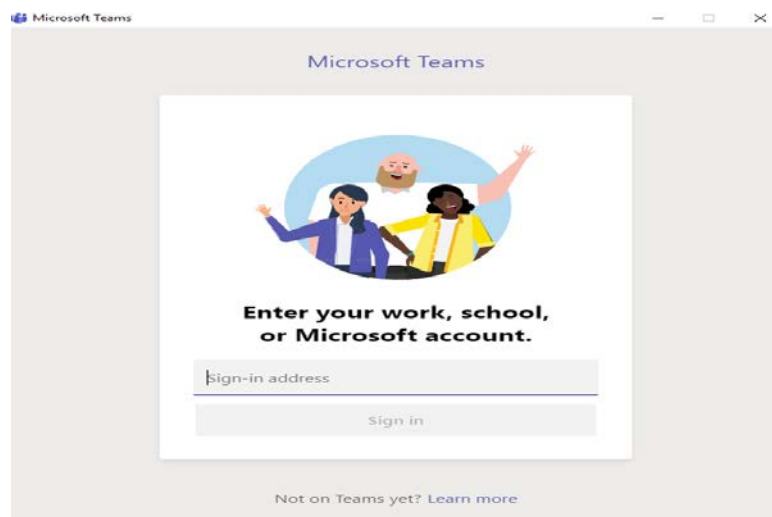
1.SIGN IN

Windows: Click Start> Microsoft Corporation > Microsoft Teams.

Mac: Go to the Applications folder and click Microsoft Teams.

Mobile: Tap the Teams icon.

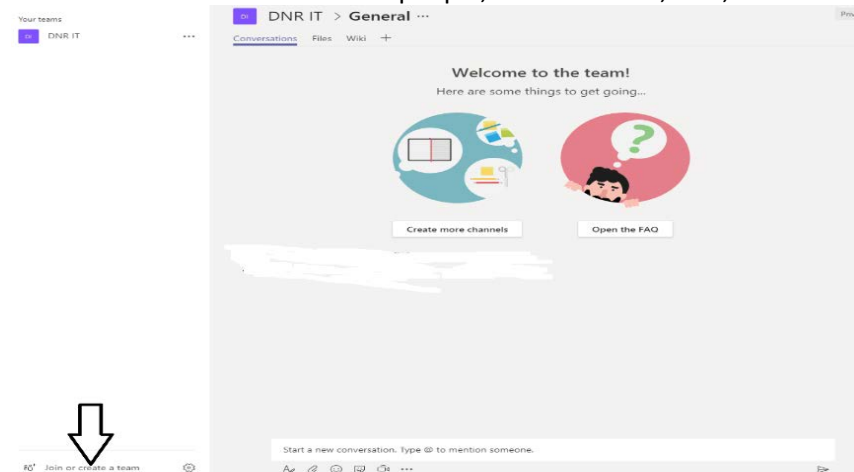
Sign in with your Office 365 (Email) username and password.

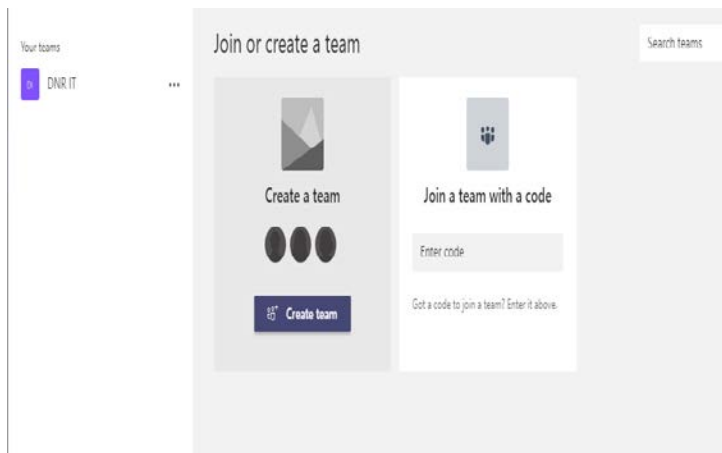


2. ADD OR CREATE A TEAM

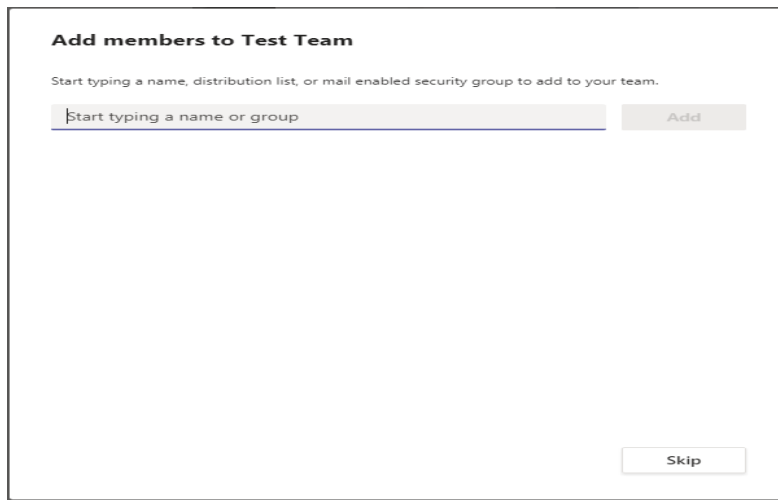
1. Click Join or create a team (Arrow below)

A team is a collection of people, conversations, files, and tools—all in one place





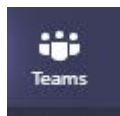
2. **Click** Create team
3. **Click** Build a team from Scratch
4. **Click** Private
5. **Type:** Name of the team
6. **Click:** Create
7. **Add** members to the Team
 - a. Click Skip if you want to add team members later.
 - b. Type the name and click Add



Click Close

Note: Team members receive notification emails.

3. START A CONVERSATION WITH A TEAM

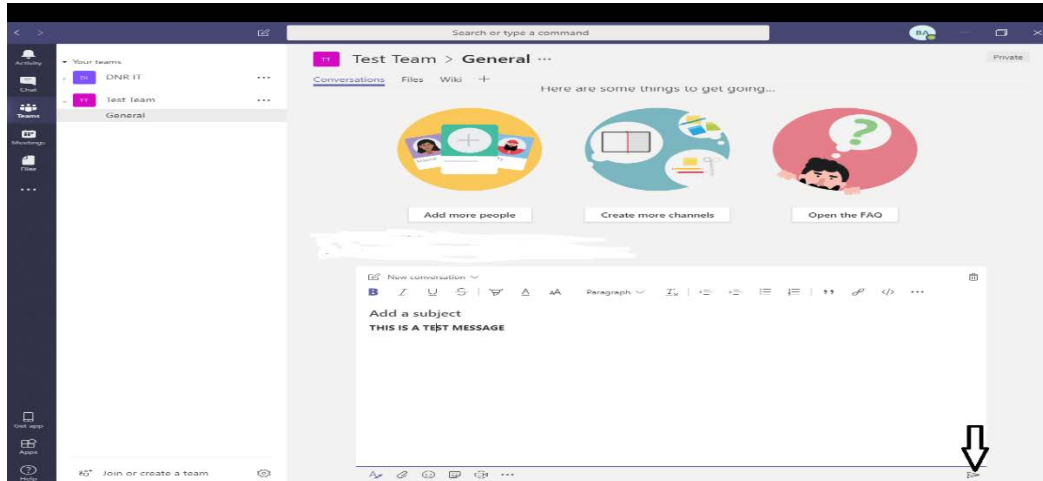


Click Teams


Click a team name (Ex. Test Team)

Write/Type the message (Click  to expand the conversation panel)

Click Send. 



4. START A CONVERSATION WITH A PERSON OR GROUP


Click New chat 

Click the name of the person or group in the Recent or Contact,

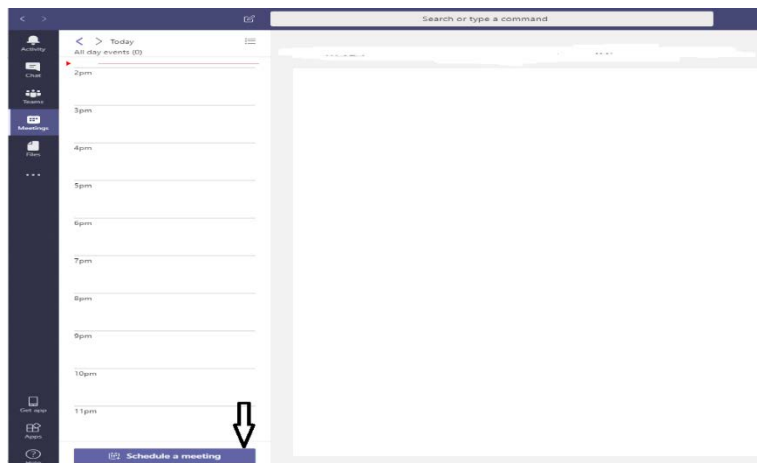
Write/Type the message (Click  to expand the conversation panel)

Click Send 

5. START A MEETING

Click Meetings 

Click Schedule a meeting



Fill out the necessary information to schedule a meeting.

New meeting ▾

Title

Location

Start End Repeat

Details

B *I* U Paragraph

Type details for this new meeting

Click Close