

MICROSOFT TEAMS

NAVIGATION

1. Each section in Teams is divided into different tabs on the left.



 The first tab in teams is the "Activity" tab. This tab shows all recent activity that relates to you. This can include updates to files, people mentioning you and even your own activity.



3. The "Chat" tab allows for more direct communication between individuals. Chats can be used to message a single person or even multiple people at once.

Note: Chats are organized by most recent, but can also be organized by individual contacts via the "contacts" button.

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-	Recent Contacts	Connors, Mark David
E Chat	Recent 4:04 PM	income the Suprame And
	Connors, Mark David (IT Communic 3:30 PM https://liberty.service-now.com/\$vtb.do?sysparm_b	
	Testing Center (Group) 11:52 AM Mark: Should be approved soon on the Testing Cent	
	Burton, Christina M (IT Communications) 9/26 Did you see a printout for an Eli Tilley on the printer	Contraction of the last of the
-		

	Search or type a command	- - ×		
Connors				
Conversation Files	Organization Activity +			
&	Connors, Mark David (IT Communications) 9/7 12:36 PM Hey, do you know if you've been contacted about Dropbox permissions? I can look into that if you haven't.			
	Today			
\$	Connors, Mark David (IT Communications) 3:30 PM https://liberty.service-now.com/\$vtb.do?sysparm_board=4c1e92e2dbc6d34c0dcf56b8dc961913			
	Type a new message			
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4. Chats also have sections that allow for easy organization. These tabs can hold specific information such as files shared with a contact or the contact's recent activity.



5. There are also additional buttons from the chat window that allow you to both voice and video call with someone as well as add more people to the chat.



6. The "Teams" tab is similar to the "Chat" tab but is designed for many users to communicate at once.





7. This tab has all the same features as the "Chat" tab except that the voice and video call feature is located at the bottom of conversations.



8. Teams can also have different channels such as a "General" channel or a "Reports" channel that allow for easy organization of more specific subjects. These separate channels can be accessed by clicking the arrow to the left of the team's name.



9. The "Meetings" tab is an easy way for you to see your upcoming meetings as well as schedule one, which will sync with your Outlook account.





Cover Testing Center - Justin	
Wednesday, October 3, 2018 11:30 AM - 5:00 PM (5 hours 30 minutes) DH 1036 You're viewing a single occurrence of a series. View series You did not respond to this meeting. Vou did not respond to this meeting. Accept ? Tentative Cecline	Organizer TR Testing Room, Testing Room Organizer Attendees JB Bonheim, Justin Graham Unknown



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1			None (optional)	\sim
ocation			Invite people	
Microsoft Teams Meeting		\sim	Invite someone	
tart	End	Repeat	Organizer	
Oct 20, 2018 3:00 F	PM Oct 20, 2018	3:30 PM	Connors, Mark David (IT	Comm
		③ Scheduling assistant	mdconnors@liberty.edu	
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Type details for this new meeti	ng			
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10. The "Files" tab is a quick and easy way to access files that you have recently worked on or have been shared with you in Teams



11. There is also a "..." tab that contains more options. One of these options is Help. Clicking on this will open section with helpful articles, videos, and updates.





12. Select the "Videos" tab for introductory videos for Teams at the top of the screen.



13. There is also a "Store" tab that allows users to download addons that can provide additional functionality to Teams. These addons can range from Adobe Creative Cloud implementation to adding a bot to a team.





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All	>	Add your favorite app for yourself		Module		Trello	
Apps		or for a team.				CONTRACT OF	
Bots		See our top picks					
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dessaging		Communication	Productivity			Aha! Project management	
Top picks		Keep your team updated with updates and notifications on your Power BI items,	Content creators and collaborators can now find, view, and share Adobe Creative	Keep document-signing workflows moving fast when you add Adobe Sign to Teams. Now, right in Teams, you can sign		Connectors keep your team current by delivering content and updates from	
Analytics and BI		documents, links and assigned actions in	Cloud assets within Microsoft Teams.			services you use directly into a channel	
Veveloper and IT							
ducation		Airbrake	Aircall	🖉 🗸 App S	tudio	ApproveSimple	
luman resources		IT/Admin	Customer support	Develop	per tools	Human resources + recruiting	
Productivity		Connectors keep your team current by delivering content and updates from	The Aircall connector sends notifications about activities on the user, contact,	Create new Micros and preview bot ca	oft Teams apps, design ards, and explore	Accelerate corporate decision-making by accessing all approval items, from different	
^p roject management		services you use directly into a channel	number and call objects.	documentation usi	ing App Studio.	systems, directly from Teams	
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14. By clicking on your profile at the top right of the screen, you can access some additional menus such as setting your status and accessing your account settings.

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