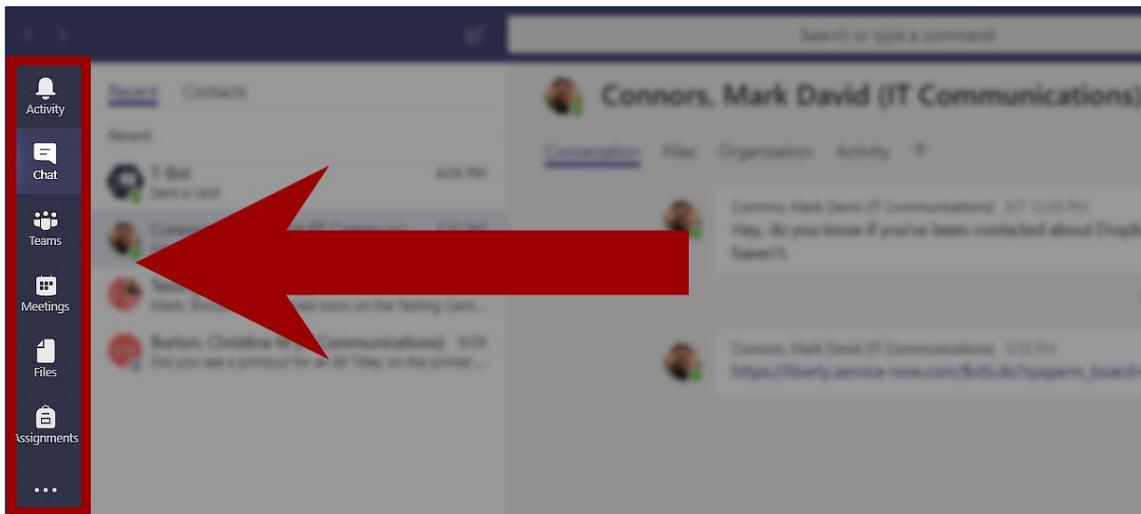




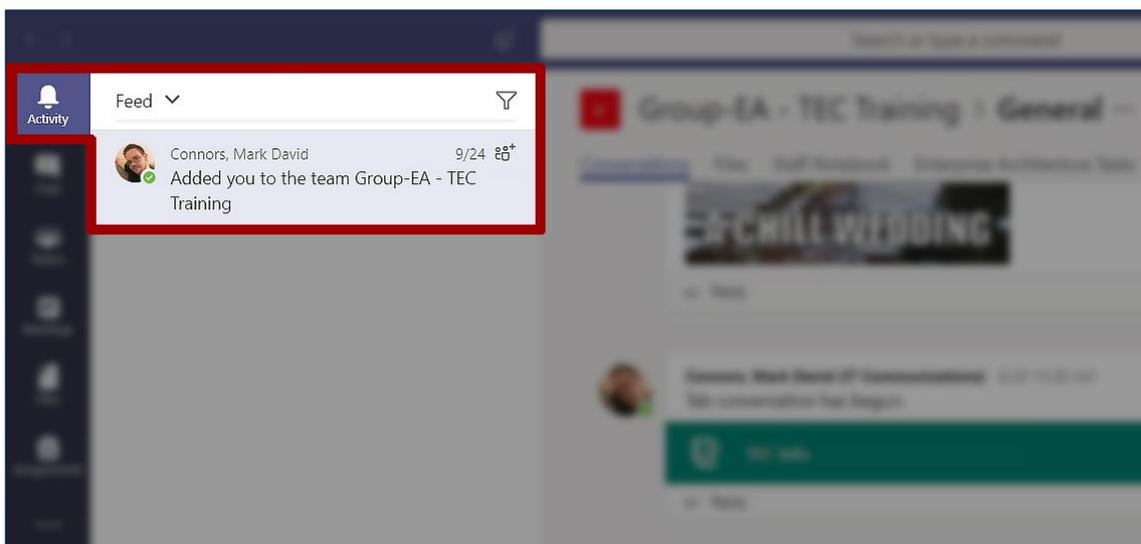
MICROSOFT TEAMS

NAVIGATION

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

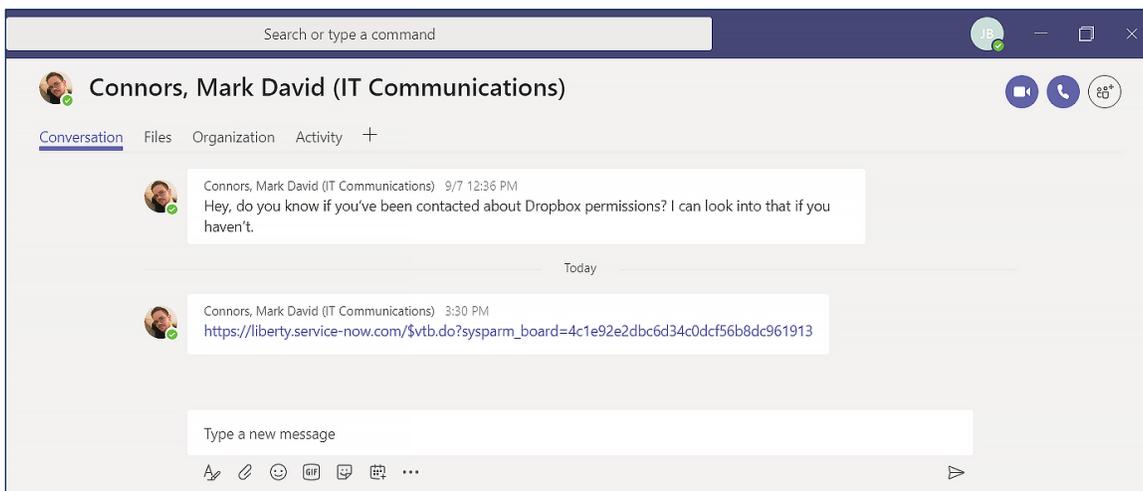
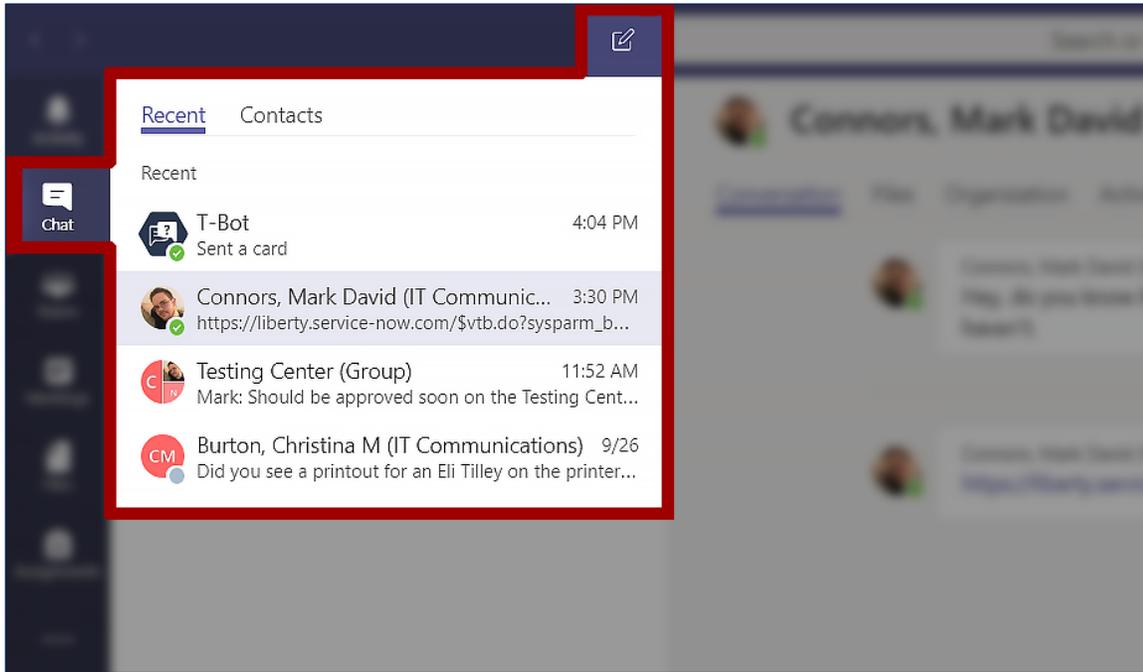


2. The first tab in teams is the “Activity” tab. This tab shows all recent activity that relates to you. This can include updates to files, people mentioning you and even your own activity.

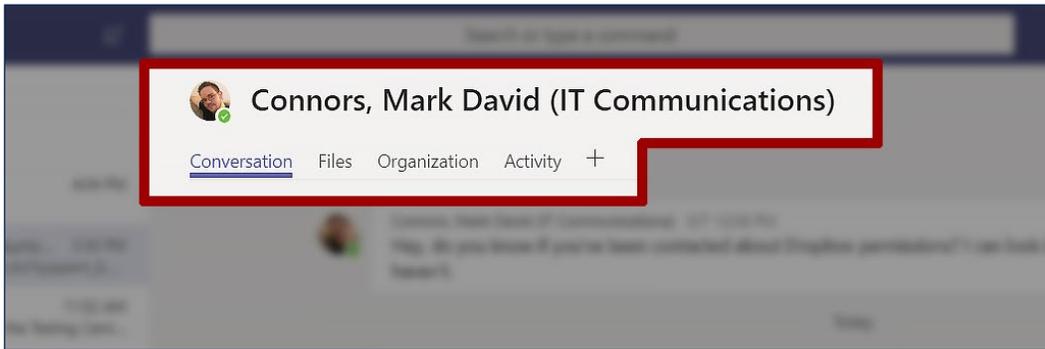


3. The “Chat” tab allows for more direct communication between individuals. Chats can be used to message a single person or even multiple people at once.

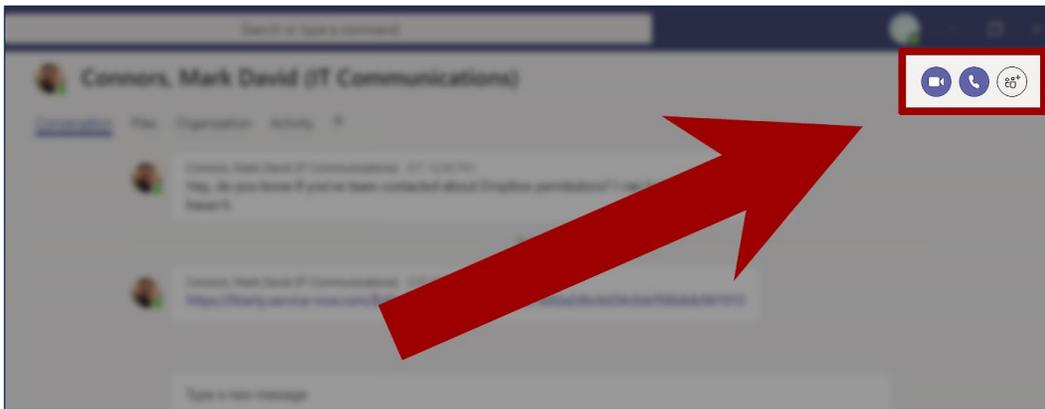
Note: Chats are organized by most recent, but can also be organized by individual contacts via the “contacts” button.



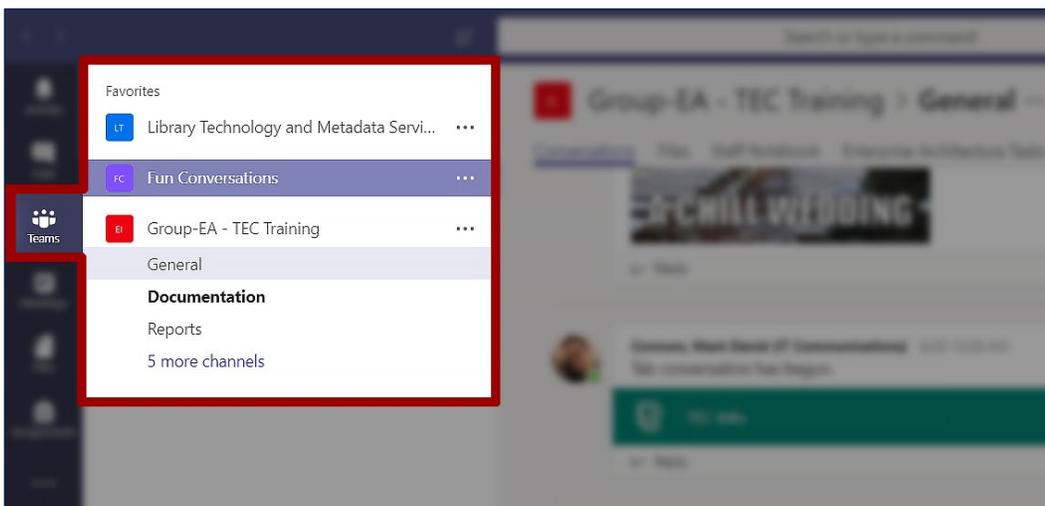
4. Chats also have sections that allow for easy organization. These tabs can hold specific information such as files shared with a contact or the contact's recent activity.



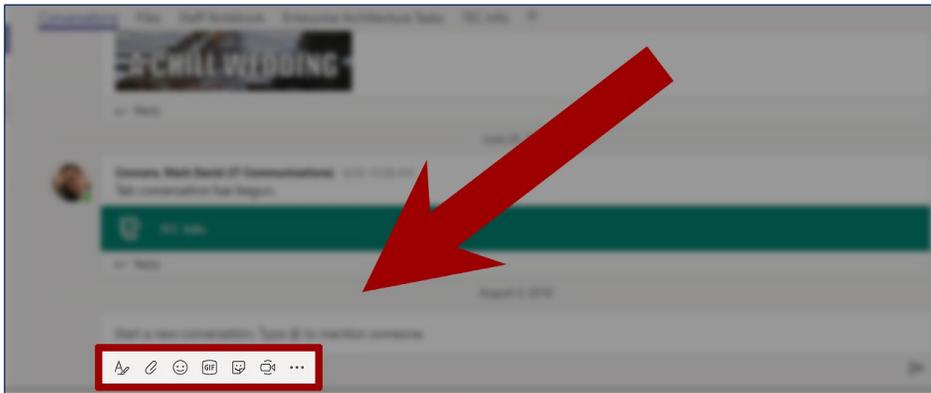
5. There are also additional buttons from the chat window that allow you to both voice and video call with someone as well as add more people to the chat.



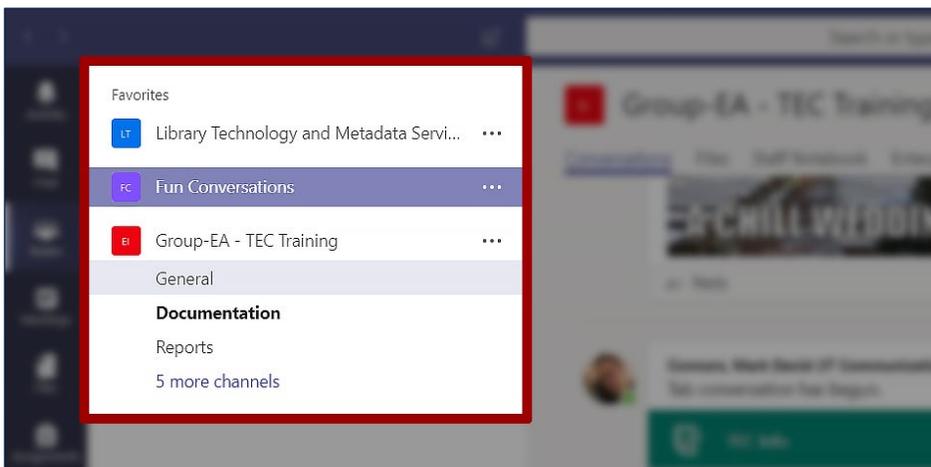
6. The “Teams” tab is similar to the “Chat” tab but is designed for many users to communicate at once.



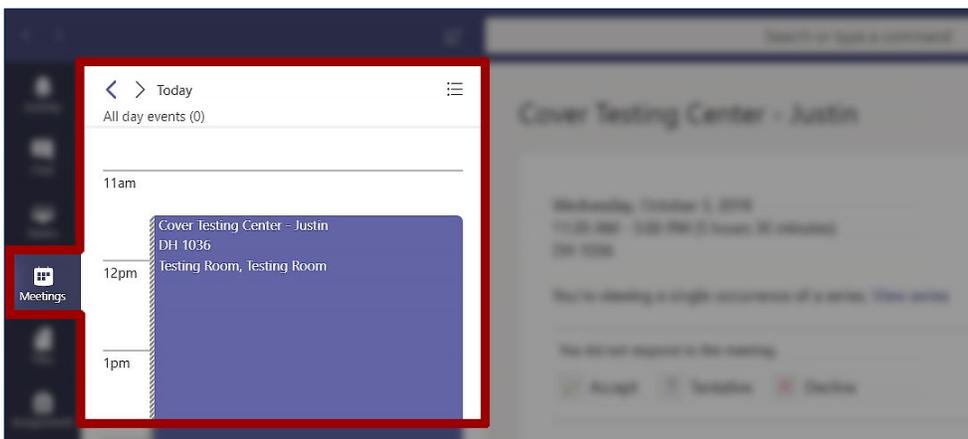
7. This tab has all the same features as the “Chat” tab except that the voice and video call feature is located at the bottom of conversations.



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

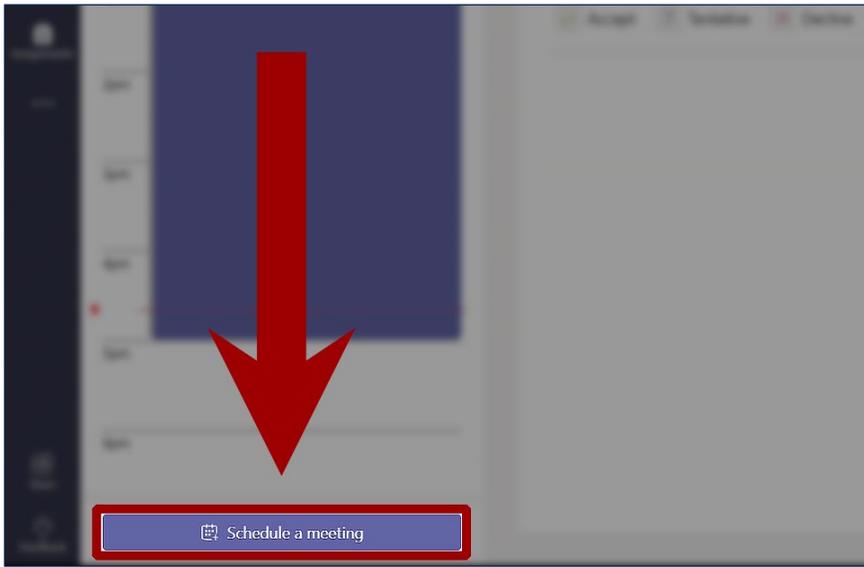
You're viewing a single occurrence of a series. [View series](#)

You did not respond to this meeting.

Accept
 Tentative
 Decline

Organizer
 TR Testing Room, Testing Room
 Organizer

Attendees
 JB Bonheim, Justin Graham
 Unknown



New meeting

Title

Location
 Microsoft Teams Meeting

Start
 Oct 20, 2018 3:00 PM

End
 Oct 20, 2018 3:30 PM

Repeat

Select a channel to meet in
 None (optional)

Invite people
 Invite someone

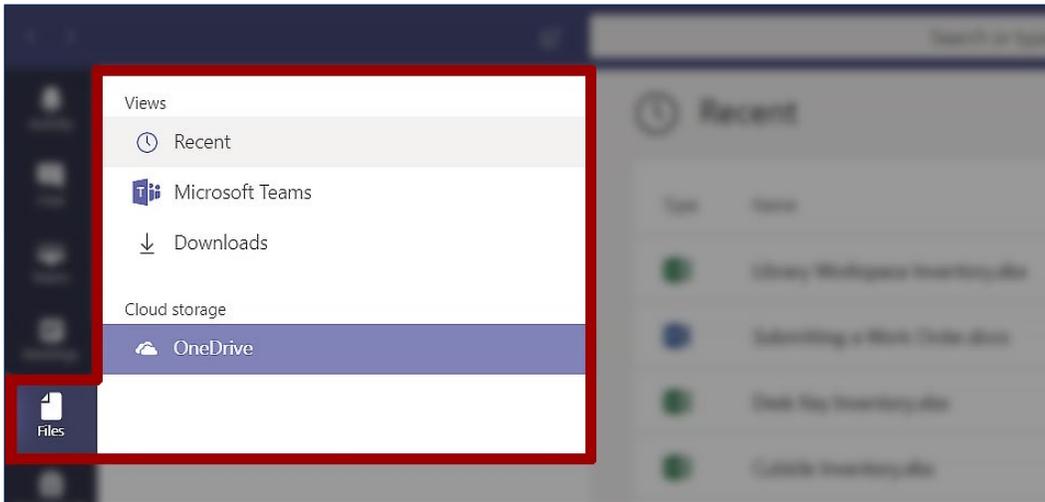
Organizer
 Connors, Mark David (IT Comm...
 mdconnors@liberty.edu)

Scheduling assistant

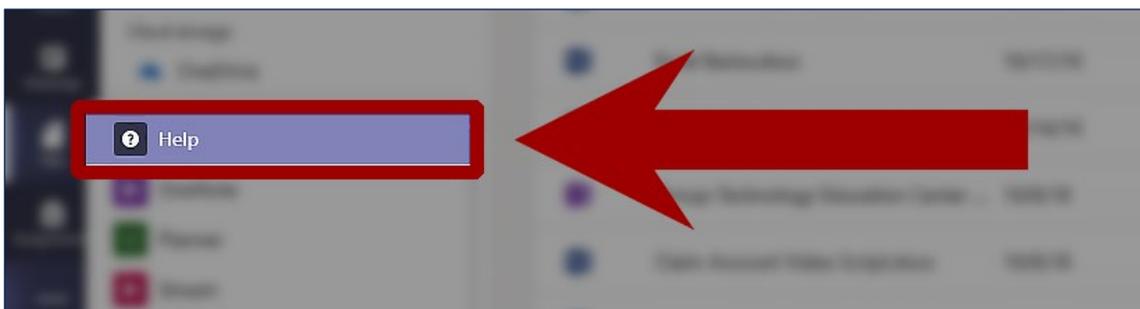
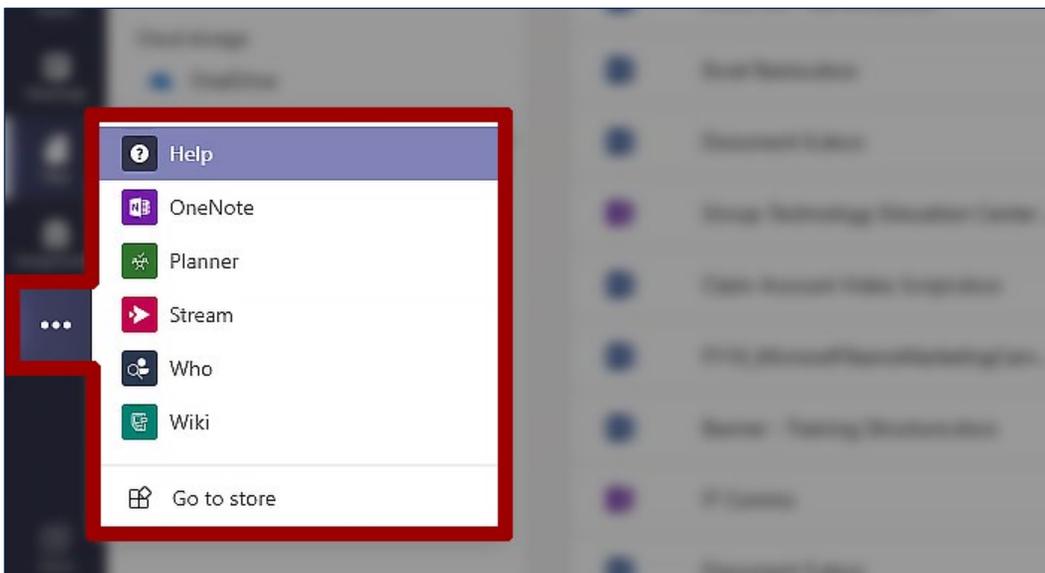
B *I* U ~~ABC~~ **A** **AA** **☰** **☰** **🔗** **”** Paragraph

Type details for this new meeting

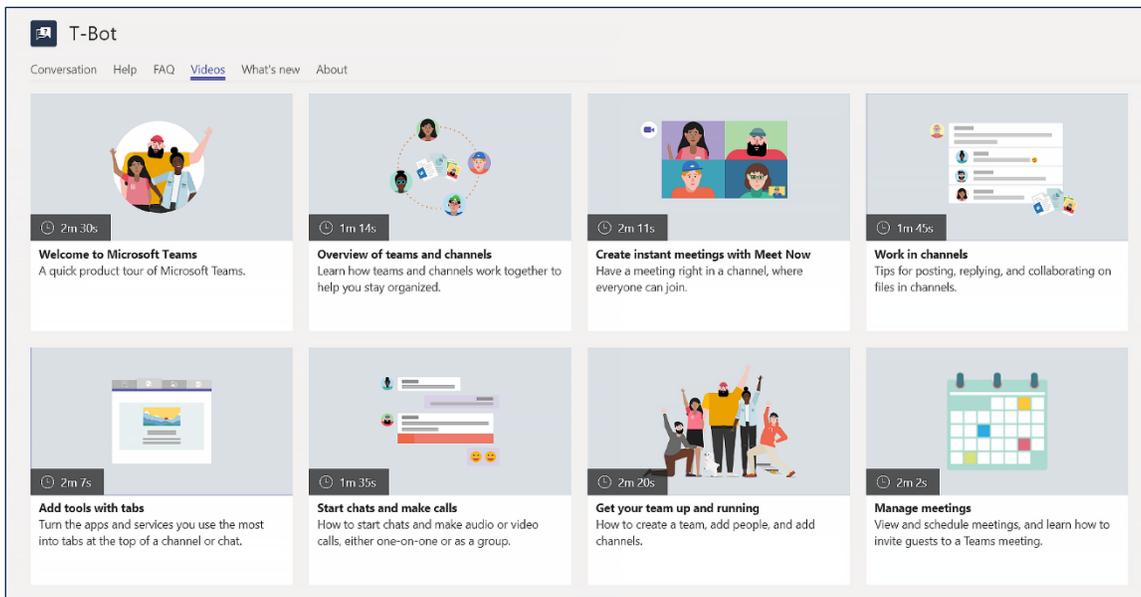
10. The “Files” tab is a quick and easy way to access files that you have recently worked on or have been shared with you in Teams



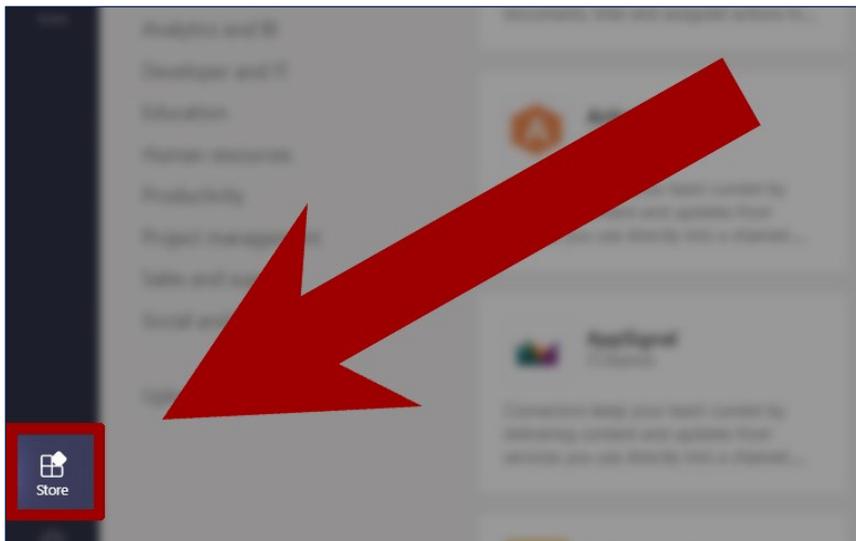
11. There is also a “...” tab that contains more options. One of these options is Help. Clicking on this will open section with helpful articles, videos, and updates.

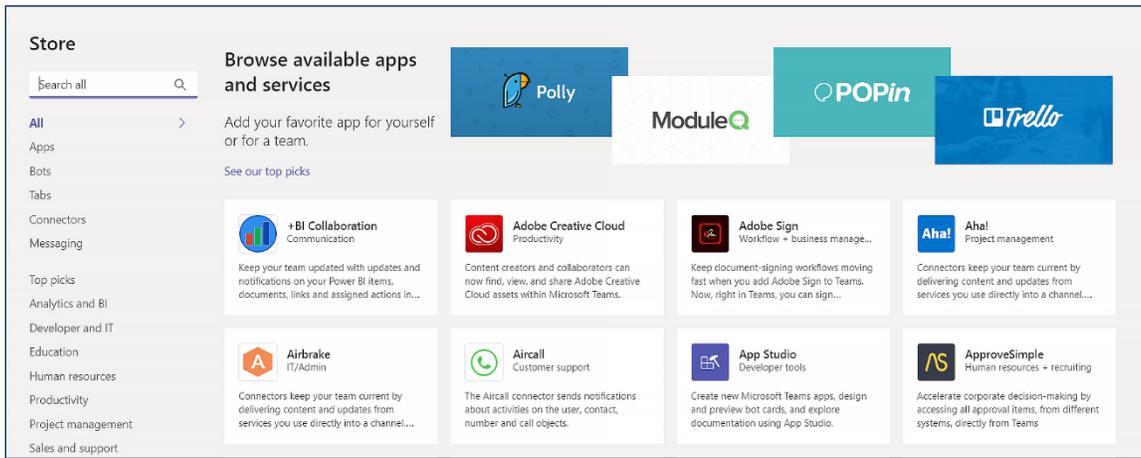


12. Select the “Videos” tab for introductory videos for Teams at the top of the screen.



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.





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.

