

A decorative graphic on the left side of the slide consisting of white and light blue lines and circles, resembling a circuit board or a stylized tree structure.

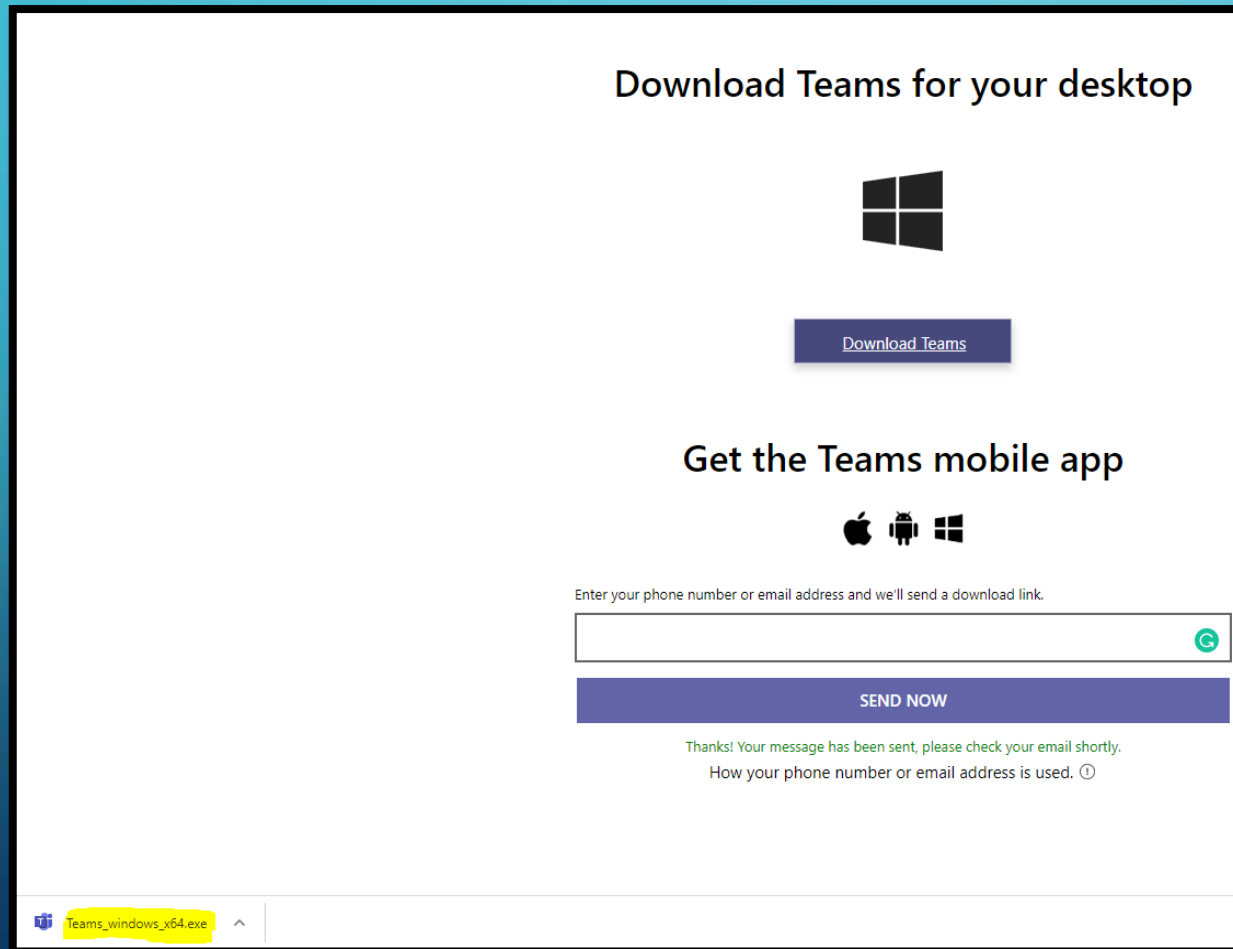
HOW TO USE MICROSOFT TEAMS

VISUAL TUTORIAL ON FULL BASIC TRAINING

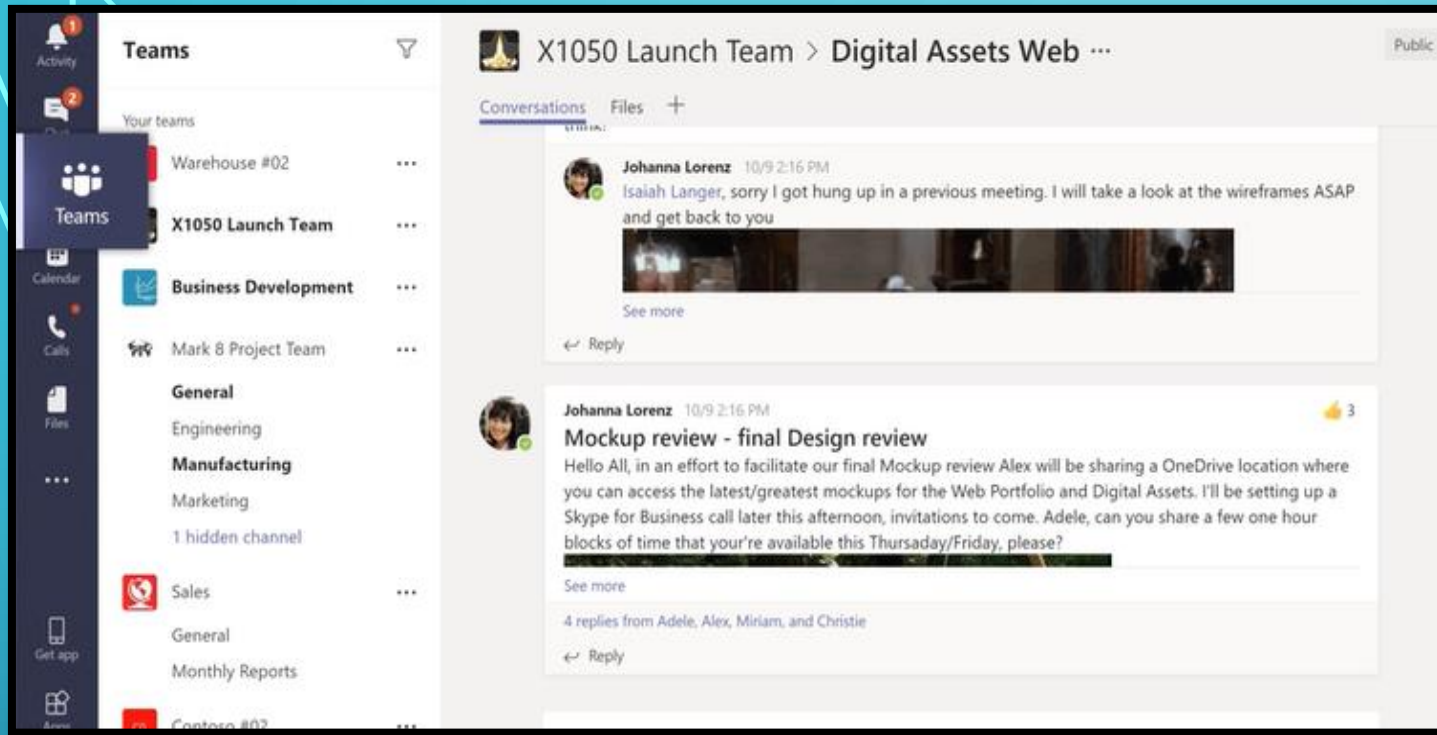
MICROSOFT TEAMS OFFERS

- Chats
- Meetings
- Video and Screensharing
- Unify everything into one place
- Integrative Apps and Services
- Security and Compliance
- Translations
- Customized Backgrounds
- Shifts for scheduling
- Sent/Received Notifications

LET'S BEGIN BY VISITING MICROSOFT TEAMS HOMEPAGE [CLICK HERE](#)



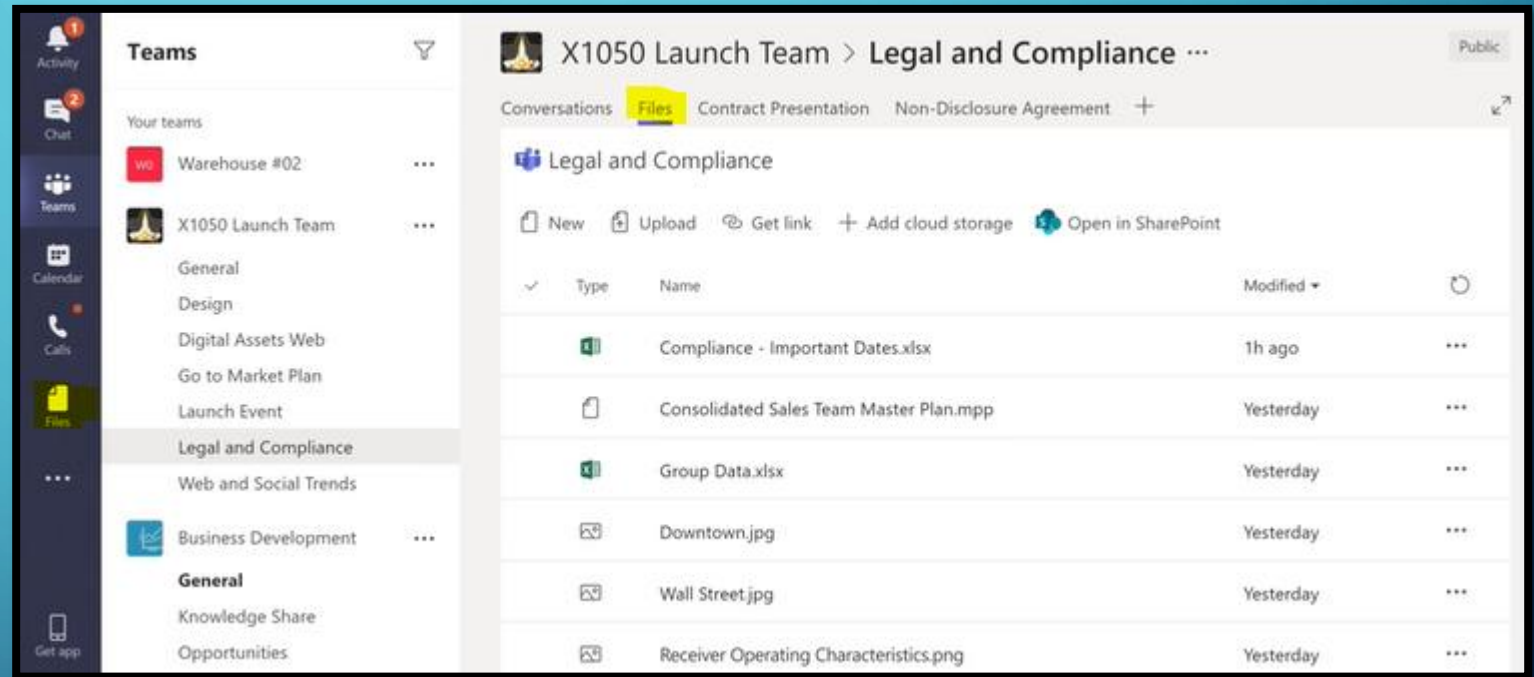
Click “Download Teams”.
The program will be in the
lower left-hand corner.

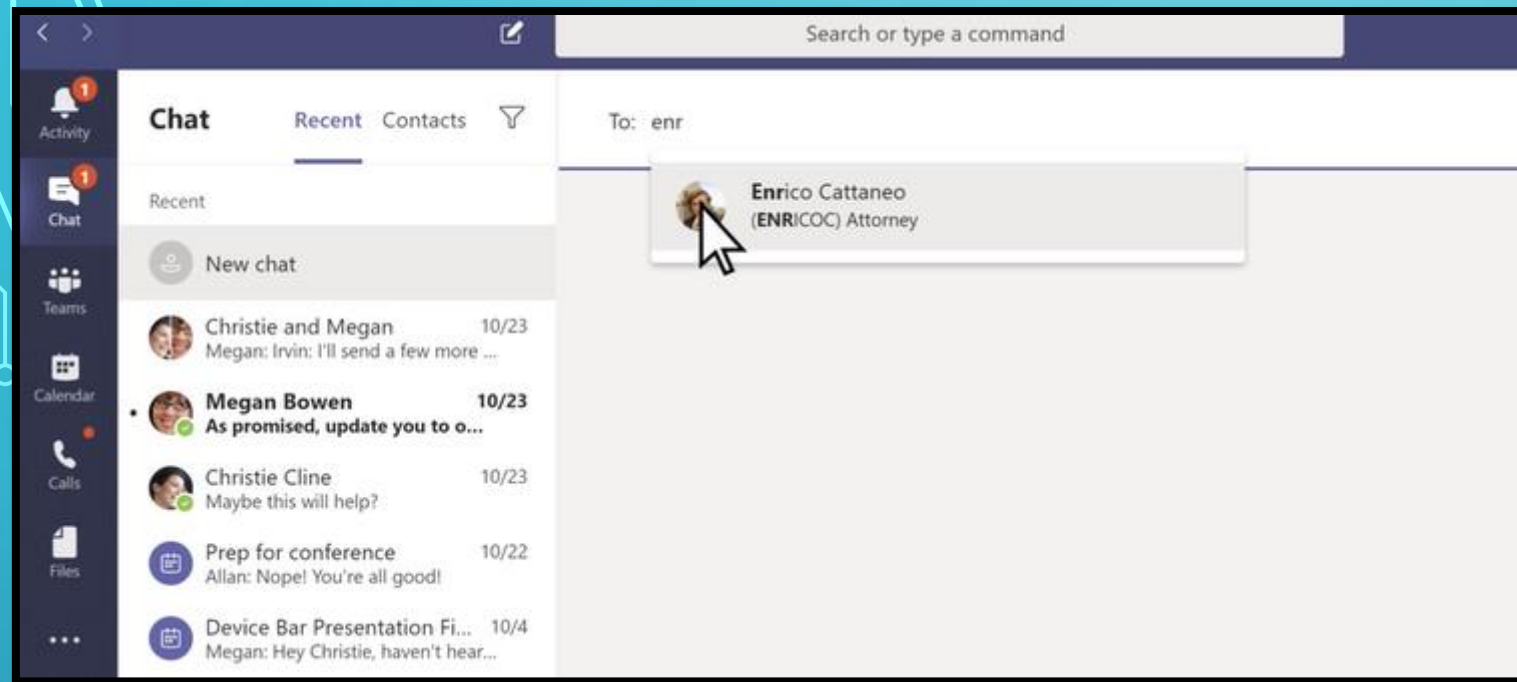


- Click on the “Teams” tab. You will see a list of all the teams you are a part of and may access.

At the top of each channel are tabs containing links, apps, and services.

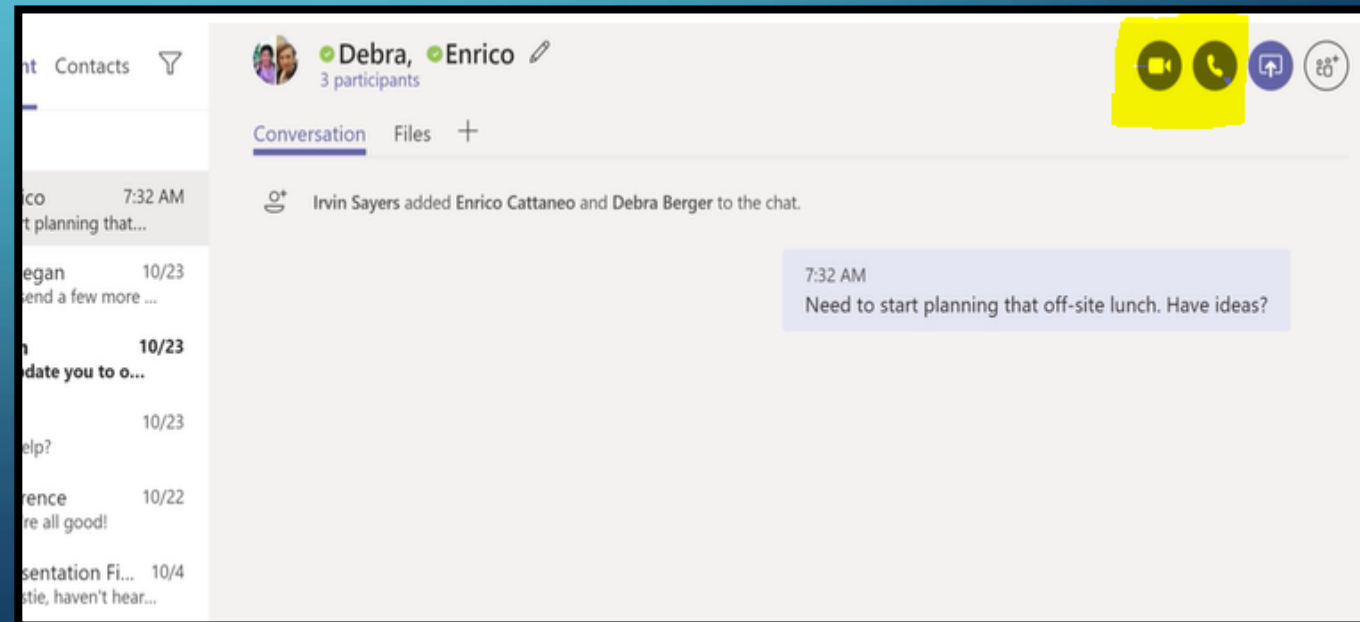
Files Tab: contains all your personal files. The Files Tab on the left will show everyone's files.



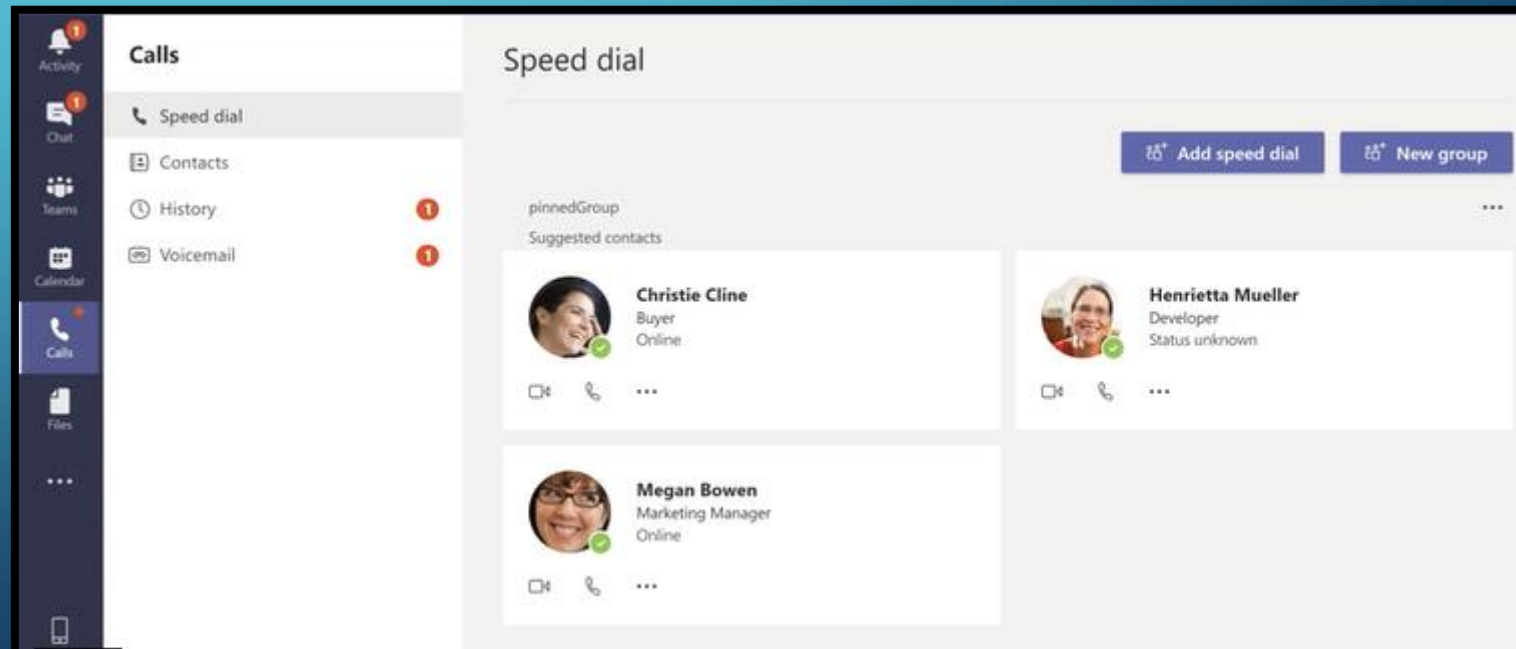


To start a new conversation with a coworker click the pencil button on the top then, enter the individuals name in the “to” area.

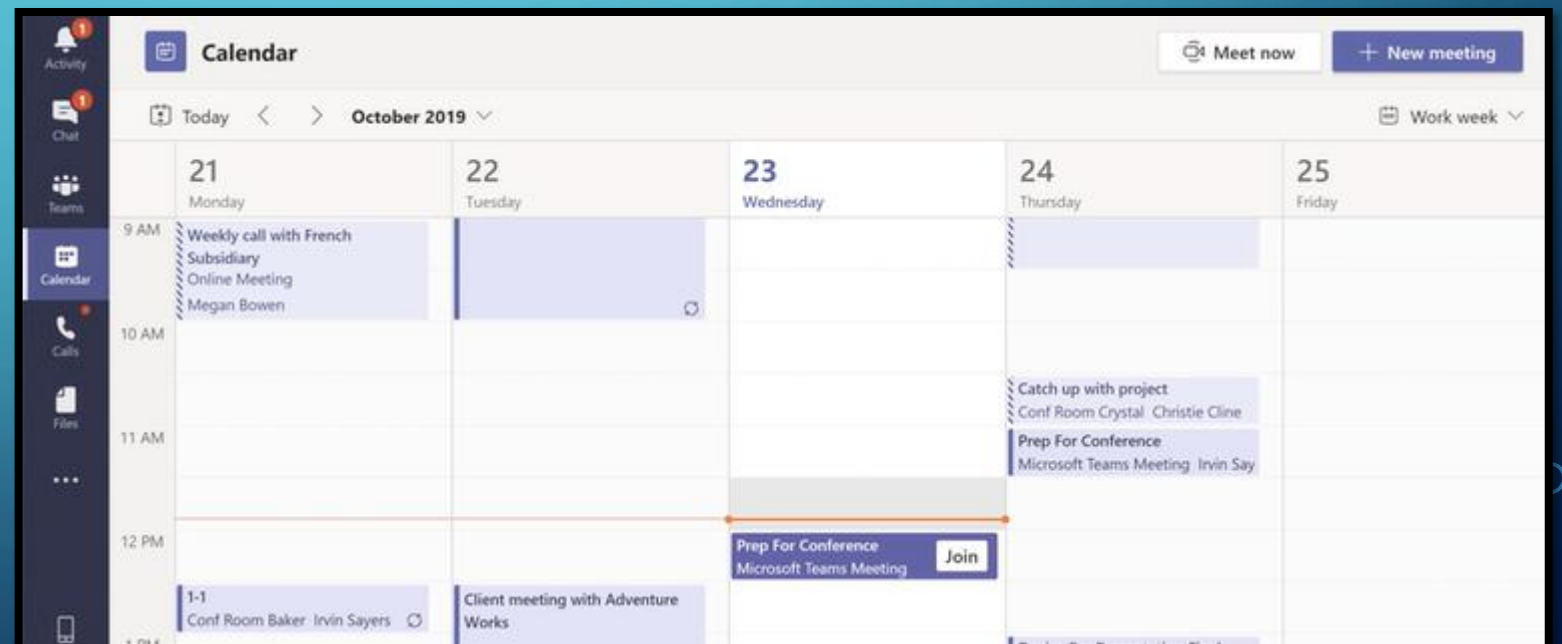
To make a call directly from a Chat you can click “video” or “audio” as highlighted to the right.

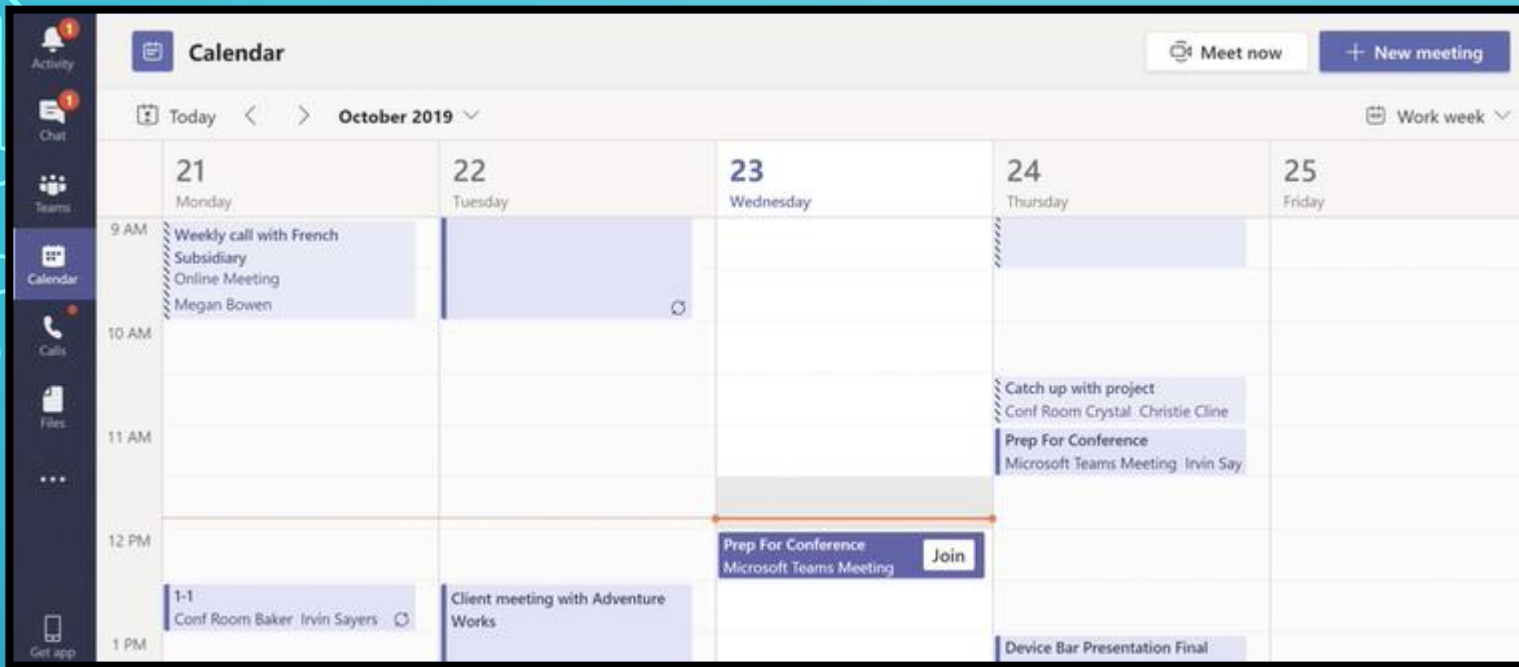


You can call anyone from
the “Calls” tab even if
they’re not using teams.

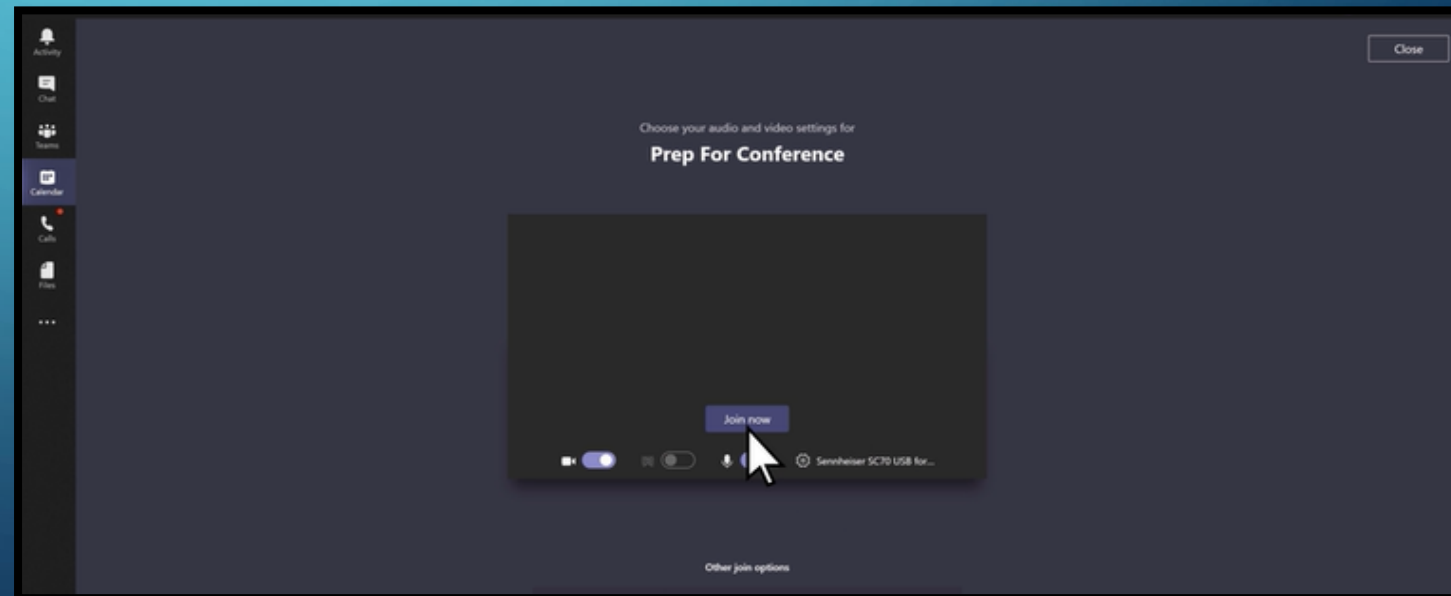


In the “Calendar” tab, you can see everything lined up for the day or week or you can schedule a meeting. It also has the capability of syncing with your Outlook calendar.





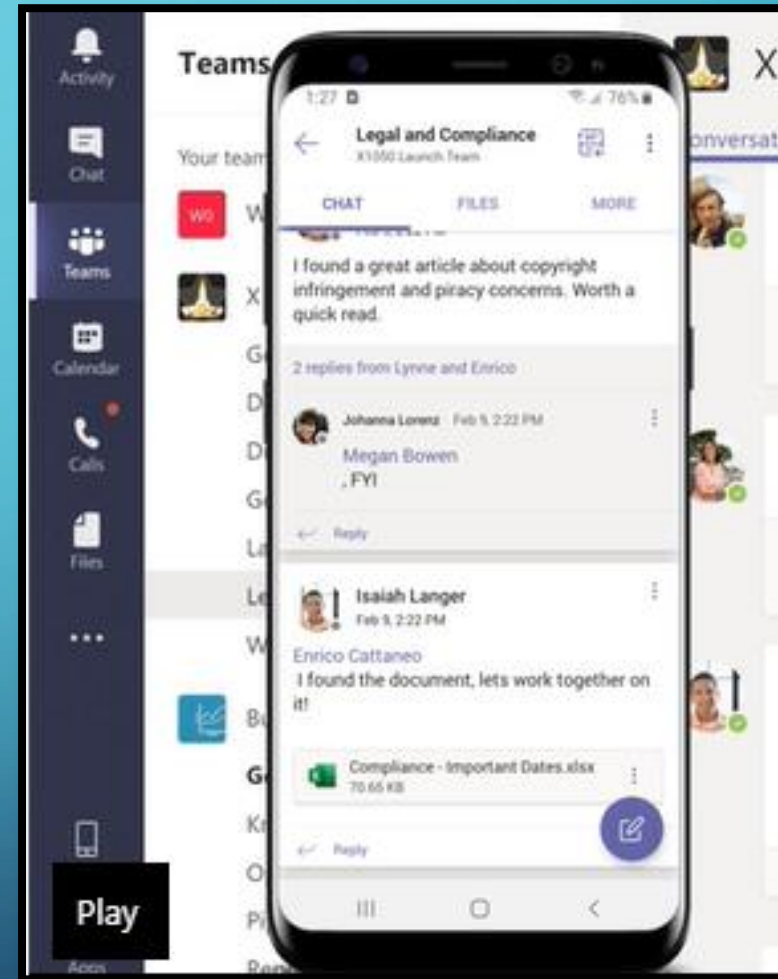
To go to a meeting, click “Join”.
Then, “Join Now” to immediately
enter the conference. In a
meeting you can show content
from a device or the option of
recording your meeting.



The screenshot displays the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and a mobile app icon. The main area is divided into two sections. The top section, titled 'Feed', shows a list of activity items: a mention from Megan at 10:57 AM, a missed call from Megan at 10:56 AM, two mentions from Megan at 10:38 AM, a voicemail from Christie at 10:27 AM, and another mention from Christie at 10:25 AM. The bottom section shows a chat conversation with participants Christie, Megan, and Irvin. The chat history includes a message from Christie Cline at 10:22 AM, a message from Megan Bowen at 10:37 AM with a file attachment 'Device Bar Event.docx', and a message from Megan Bowen at 10:57 AM mentioning Irvin. A 'Last read' line is visible in the chat history.

Go to the “Activity” tab to catch up on your missed messages, replies, voicemails, and many more.

You should download the mobile APP for when you're on the go.





THANKS FOR VIEWING

PLEASE LET US KNOW YOUR THOUGHTS BY
POSTING YOUR COMMENTS BELOW