



Microsoft® Teams for Office 365™ Quick Reference



Exploring the Teams for Office 365 Interface

Teams for Office 365 is a cloud-based collaboration app that is included with an Office 365 subscription. It allows people to communicate using chat conversations, as well as audio calls, or video calls (either in set teams, or privately). In addition, team members can stay organized and collaborate by sharing and working on files together, maintaining notes, and other project details in various team channels as required. Notifications help members keep up-to-date with communication and other activities within a team(s). Teams integrates with other Office 365 apps such as OneDrive for Business (for file sharing) and Outlook (for meetings) to name a few.

Navigation pane – Contains buttons to select different pane views.

- **Activity** – Displays actions where you are included. For example, when you are added to a team or when you miss a call.
- **Chat** – Displays private chat conversations where you have been included, as well as contacts with whom you can communicate.
- **Teams** – Displays the teams (and the associated items) where you are a member.
- **Meetings** – Displays scheduled online meetings (using audio and/or video), which can be integrated with your Outlook calendar.
- **Files** – Displays shared files, which are organized into different category views.

Search or type a command – Allows you to search for people, messages, and files. See “Searching for People, Messages, and Files” on page 3 for more information. You can also type commands (as a shortcut) to perform tasks. Type a forward slash (/) to display a list of available commands, and then select the required command.

Channel page – Allows you to work within a channel. It displays information such as the team name, the current channel name, the team type (*Private* or *Public*), as well as the channel tabs.

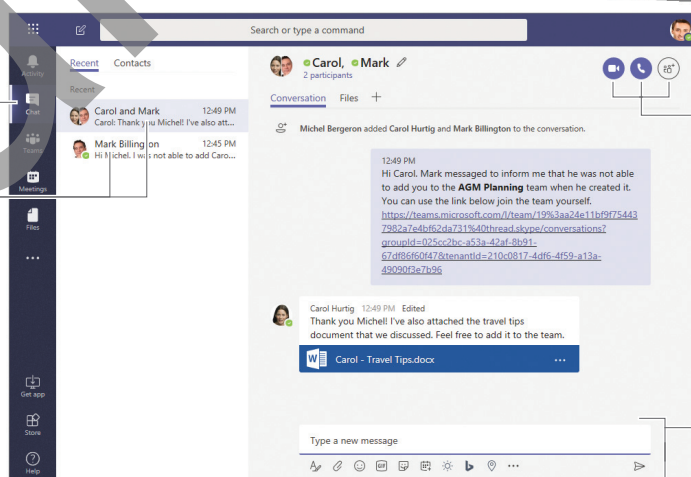
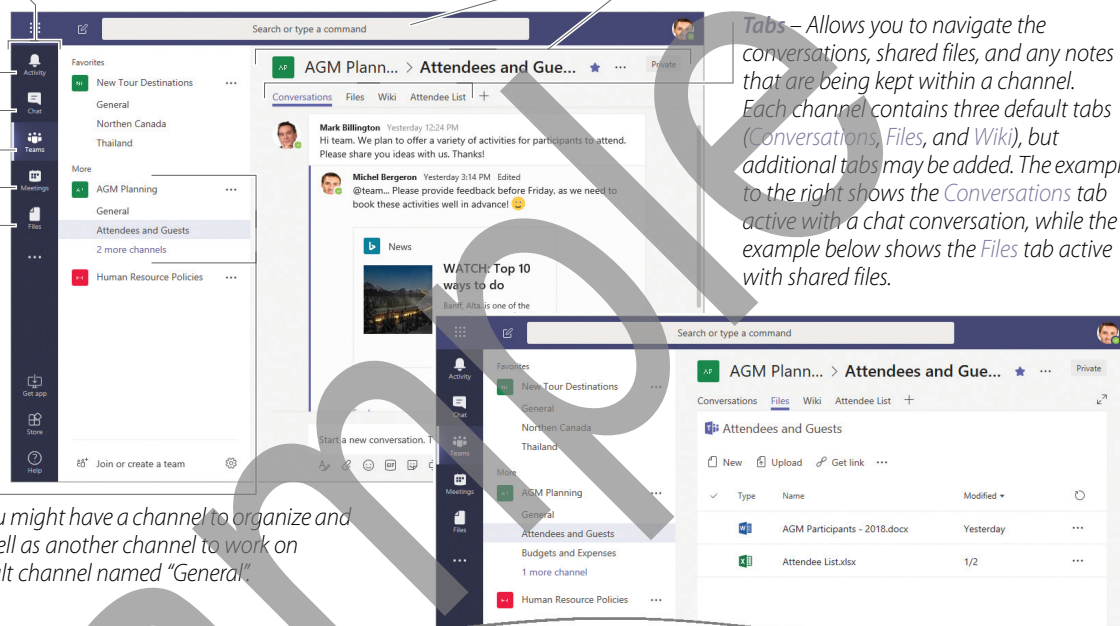
Tabs – Allows you to navigate the conversations, shared files, and any notes that are being kept within a channel. Each channel contains three default tabs (*Conversations*, *Files*, and *Wiki*), but additional tabs may be added. The example to the right shows the *Conversations* tab active with a chat conversation, while the example below shows the *Files* tab active with shared files.

Teams and Channels – Allows you to organize people and working topics within. For example, a team (AGM Planning) may be created to plan and host a company's annual general meeting. Within that team, you might have a channel to organize and work on details regarding the attendees, as well as another channel to work on financial aspects. Each team contains a default channel named “General”. See “Tabs” for additional information.

Private Communication – Allows you to communicate with the individuals or groups of people you choose (not within a team). Communication includes chat conversations (shown to the right), as well as audio and video calls. You can also share files within a conversation. See “Working with Non Team Calls and Meetings” on page 7 for more information.

As you communicate with different individuals or groups, additional tabs (with a picture of the participants) appear in the Chat pane, which you can click to navigate from one conversation-to-another. You can also name chat conversation where there are at least three participants. See “Managing Private Chat Conversations” on page 7 for more information.

Over time, some conversations may become more or less important, or even out dated. As required, you can pin important conversations, turn off notifications for less important conversations, or hide them. See “Managing Chat Conversations in the Chat Pane” on page 2 for more information.



These buttons are used to:

- Start a video call.
- Start an audio call.
- Add people to a video or audio call. See “Starting Audio and Video Calls” on page 8 for more information.

This area is used to type and format chat conversations.

Featured Objectives

PAGE 1

Exploring the Teams for Office 365 Interface

- Learn about the Teams for Office 365 user interface, including its screen components and how to use them.

PAGE 2

Getting Started

- Learn how to sign in to and sign out of Teams for Office 365, as well as manage your presence status, change Teams settings, use the Navigation pane, and perform searches.

PAGE 3

Working with Teams and Channels

- Learn how to create teams, add members, edit and delete teams, add and manage channels, as well as communicate, share files, and take notes in channels.

PAGE 7

Working with Non Team Calls and Meetings

- Learn how to communicate (privately), schedule online meetings, share files, manage meeting/call participants, and share PowerPoint presentations during a meeting.