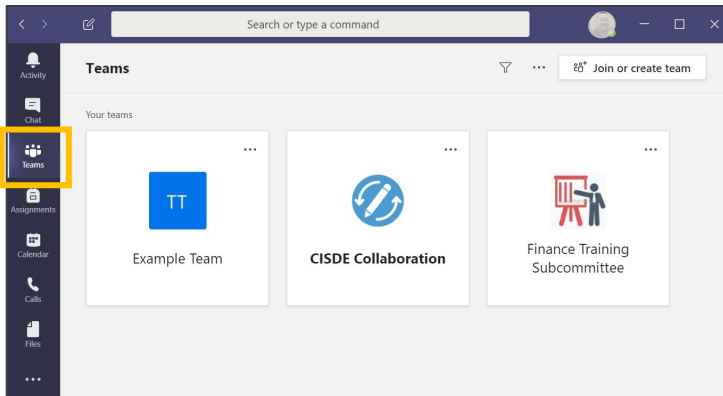
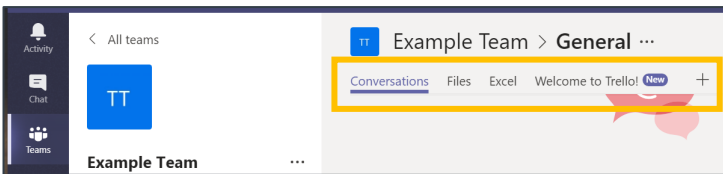


Teams

Teams enables all members and coworkers to chat and share files together. A team is composed of channels in which users can discuss projects and share files.



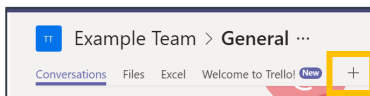
Teams Tabs



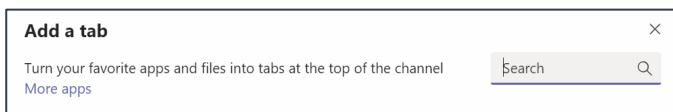
Each channel may contain tabs to help members collaborate. These tabs may include links to files, external websites, or applications such as Excel.

Add a Tab

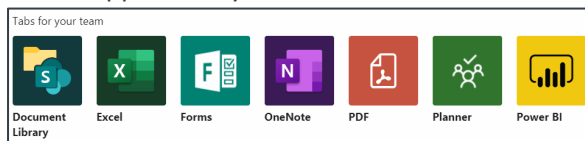
1. Click the Plus Sign



2. Search Application you would like to add



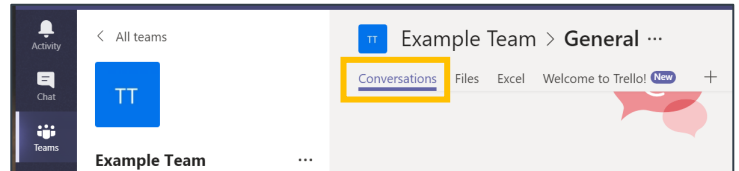
3. Select Application you would like to add



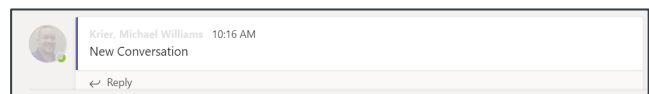
Teams can add:

- File Folder From SharePoint
- Single File
- Microsoft Applications
- Apps from the Microsoft Tab

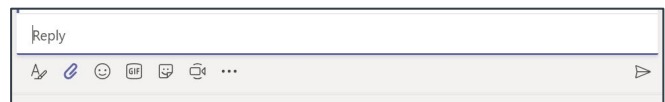
Teams Conversation Tab



Teams enables users to chat in channels or in private groups. To chat with a coworker one on one, click chats on the left side menu and search for their name.




Click **Reply** to answer a comment on a conversation.



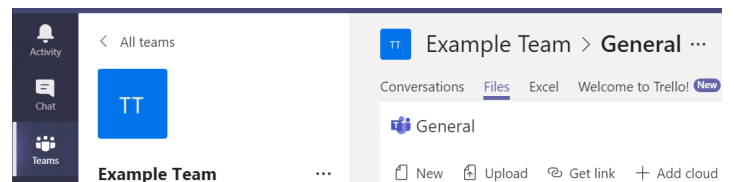
Reply Options

- Text 
- Attach 

Teams also supports video chats  with coworkers. Users can host virtual meetings in Teams. These meetings can be channel specific to include everyone who is a member of a Teams channel.

Microsoft Teams will notify you by a Desktop Notification and an Email when someone has contributed to the chat.

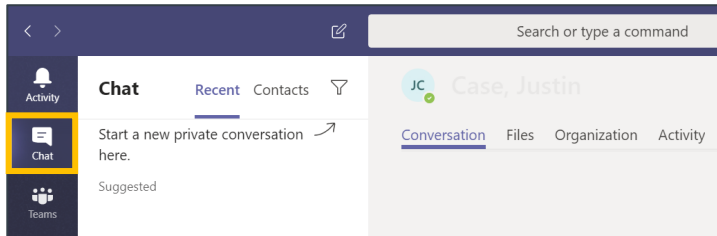
Teams Files Tab



All files shared in Teams are stored in Teams automatically. Each Channel will receive its own folder called Files. Members can upload files to the Team. Files can be edited through Teams.

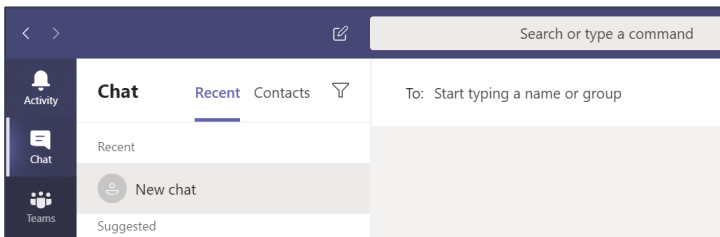
If you are syncing files you can access the files through your File Explorer. See the **SharePoint Quick Reference Card** for more information on Syncing.


Chat

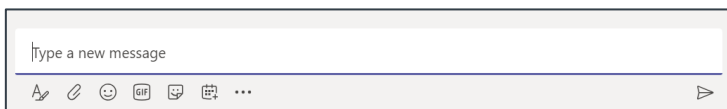


The Chat feature allows you to text, call or video any of your contacts and Teams. The Chat also allows you to share and edit files. Each chat has the feature of adding tabs and applications.





Starting a New Chat




1. Click on 
 2. Type names or Groups
- Note: Chats are limited to 100 people.
3. Begin the Conversation



Response Options:

- Format : Formats your text
- Attach : Add Attachments
- Schedule a Meeting : Create a Meeting
- More Apps : Add other applications, videos, websites to the chat.

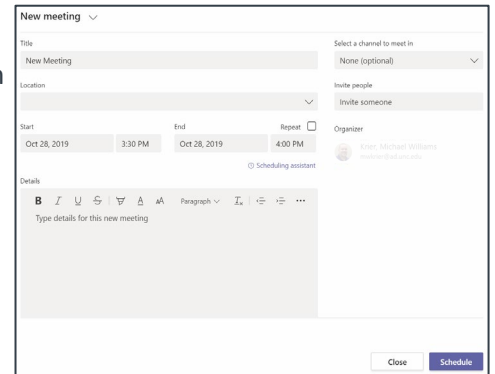
Scheduling a Meeting

1. Click  to schedule a meeting with a person or team.



2. Fill out the Form

3. Click **Schedule**

Note: When you click **Schedule** all request will automatically populate in your Outlook Calendar.



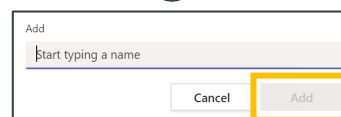
Starting a Video & Audio Chat

- Click  for a video call.
- Click  for an audio call.

Note: Calls are limited to 80 people.

Adding People


1. Click on  to add participants to the chat or call.



2. Type the name in the search field.

3. Click **Add**

Sharing Your Screen

1. Click  to share a screen.
2. Select which screen or window you would like to share

