Microsoft Teams

Microsoft

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Every team has channels
Create channels to organize by topic or project. Note: users cannot delete channels.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Each channel has its own set of customizable tabs.

Manage profile settings
Change app settings, set notification preferences and more.

Chat
Click to chat with other WCPSS Teams users. Chat messages are private to participants.

Access your Teams
Click to access your Teams. In the teams list, drag a team name to reorder it.

Reply to conversation
Your message is attached to a specific conversation.

Attach files
Your file is attached to a specific conversation.

Users cannot create Teams
WCPSS is developing a system for users to request custom Teams.

Start a conversation
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up! Conversations are visible to all members of the Team.
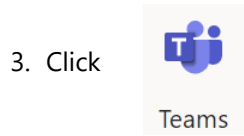
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Sign in - Teams Online

1. Log into WakeID Portal at http://wakeid.wcpss.net .

2. Click [Office 365 logo]

3. Click [Teams logo]

Note: Desktop client and mobile versions also available. See page 5.

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** [icon] and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.
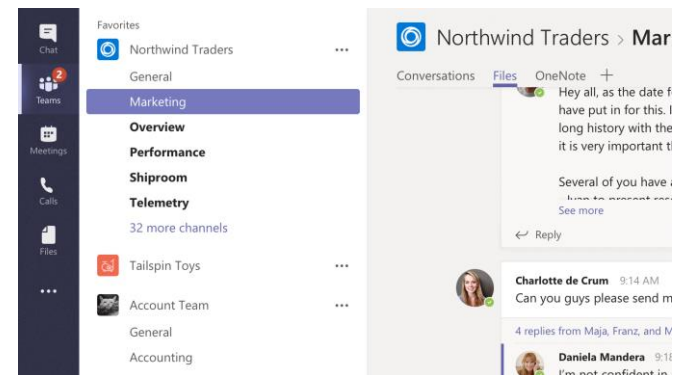
Start a chat with a person or group

Click **Chat** to communicate with any WCPSS Teams user. Chats are private between chat participants.

Click **New chat** [icon], type the name of the person or group in the **To** field, write your message, and click **Send** [icon].

Make note of **User Status**.

- ✓ Available
- ● Busy
- ⊖ Do not disturb
- 🕓 Away
- ⊗ Offline

Start a conversation with a Team

With the whole team... Click **Teams** [icon], pick a team and channel, write your message, and click **Send** [icon]. Messages can be viewed by all members of the Team.
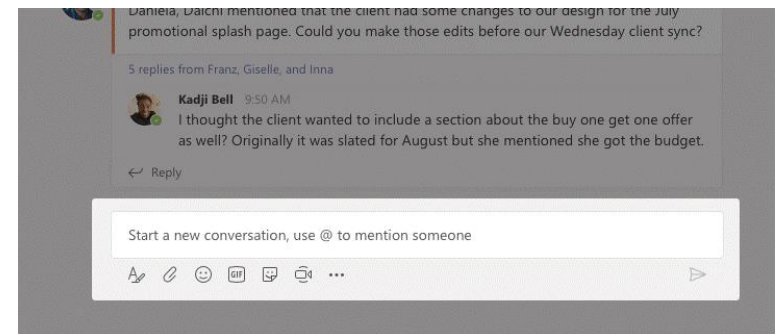
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Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** ⊳ .
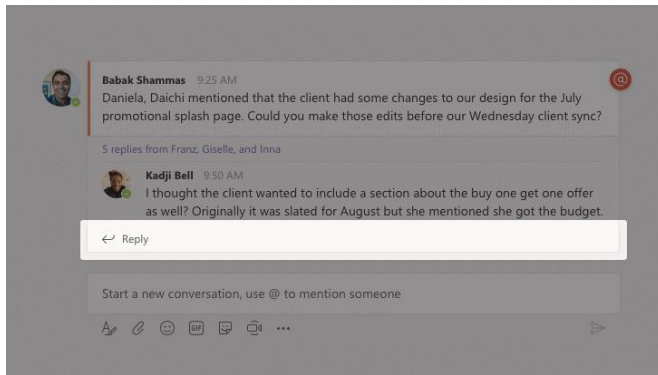

Attach a file

Click **Attach** ⬯ under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll have options for uploading a copy, sharing a link, or other ways to share.
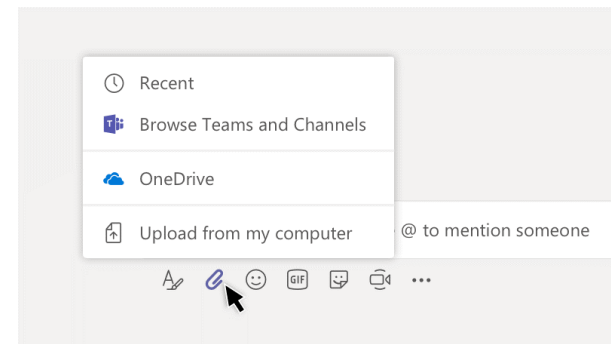

Add an emoji, meme, or GIF

Click **Sticker** ⬚ under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.
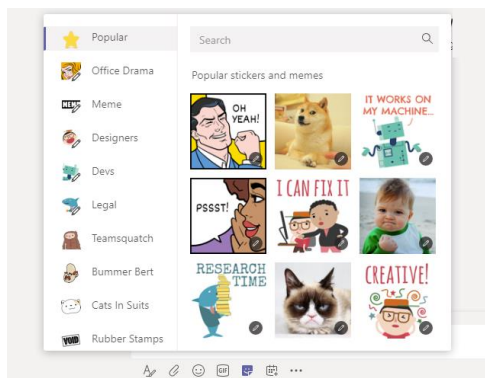

Make video and audio calls

Click **Video call** ⬚ or **Audio call** ☎ to call someone from a chat. To dial a number, click **Calls** ☎ on the left and enter a phone number. View your call history and voicemail in the same area.
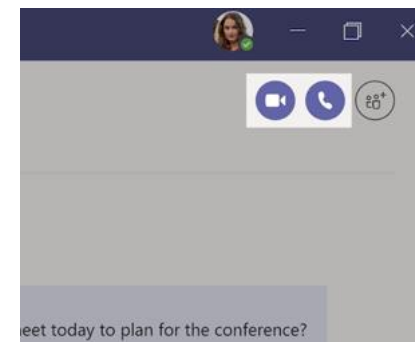
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Start a meeting

Click **Meet now** 🎥 under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** 🎥, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.
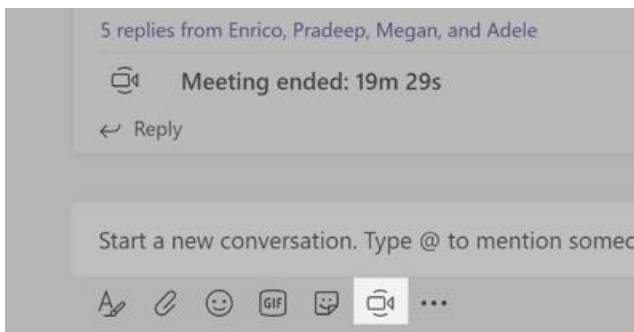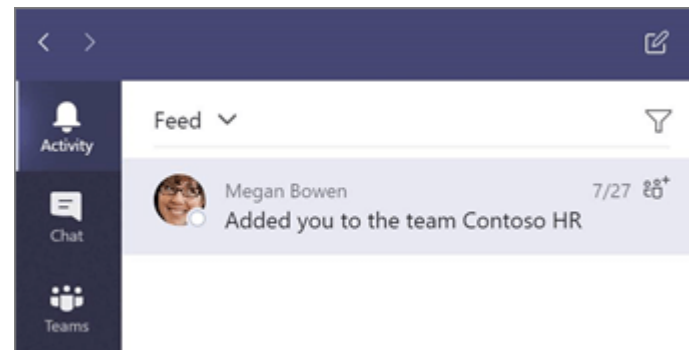

Add a tab in a channel

Click ➕ by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.
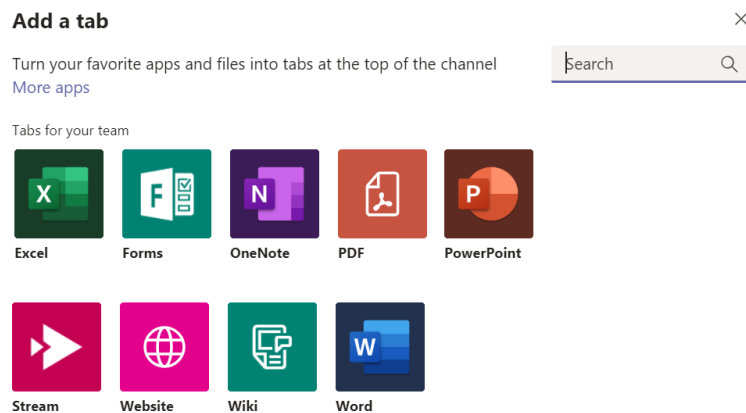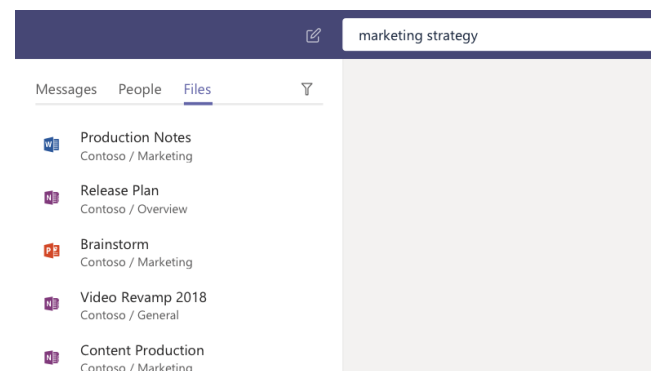

Stay on top of things

Click **Activity** 🔔 on the left. The **Feed** shows all your notifications and everything that's happened recently in the channels you follow.


Search for stuff

Type a phrase in the command box at the top of the app and press **Enter**.
Then select the **Messages**, **People**, or **Files** tab.
Select an item or click **Filter** 🔽 to refine your search results.

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@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.
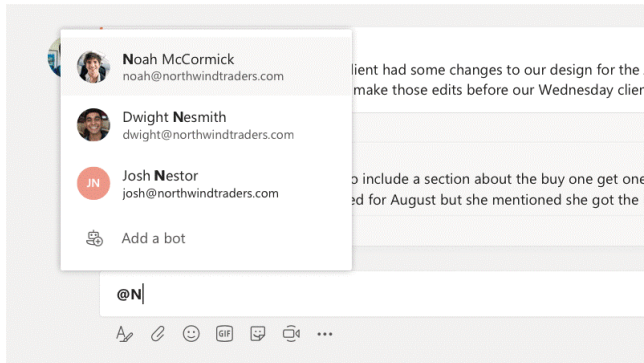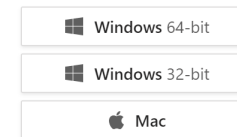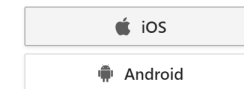
Teams desktop client & mobile app

1. Visit **http://teams.microsoft.com/download**

2. Scroll to **bottom** of page.

3. Select **version**.
   Note: For Windows, select 32-bit

Get Teams on all your devices

Desktop
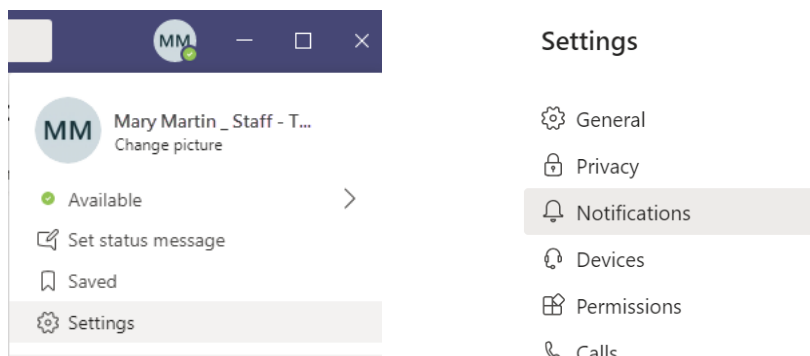- Windows 64-bit
- Windows 32-bit
- Mac

Mobile
- iOS
- Android

Manage profile settings

Click your **user account icon/photo** and click **Settings**.
Click **Notifications** to select how you would like to be notified of new messages and other new Teams activity.

Office 365 Support

http://o365support.wcpss.net