TSU
TEXAS SOUTHERN UNIVERSITY
Office of Information Technology

Microsoft Teams – Quick Reference Guide

Quick Start Guide

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

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

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Add tabs
Highlight apps, services, and files at the top of a channel.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Move around Teams
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar
Click to see your schedule and join meetings.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!
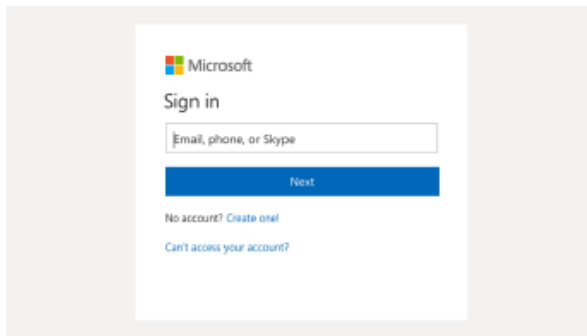
Access your apps
Find apps added for your teams or your personal use.

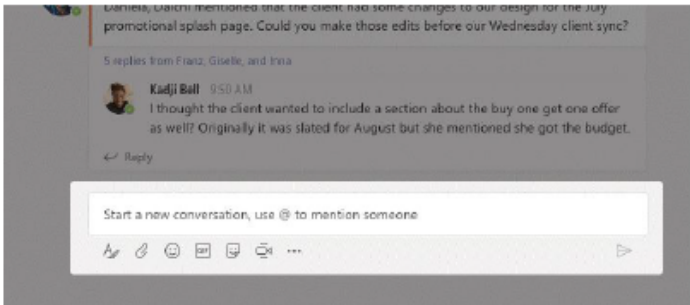**Microsoft Teams – Quick Reference Guide**

Sign in

In Windows, click **Start** ⊞ > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)

Pick a team and channel
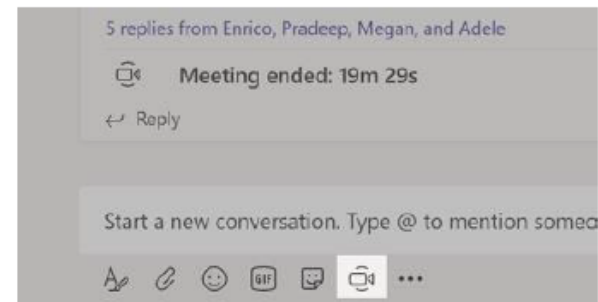
A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams** ⚇ and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.

Start a conversation

With the whole team... Select **Teams** ⚇, pick a team and channel, write your message, and click **Send** ▷.

With a person or group... Click **New chat** ✎, type the name of the person or group in the **To** field, write your message, and click **Send** ▷.
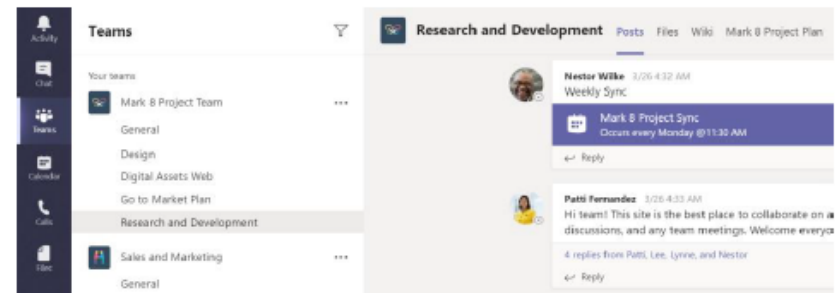
Start an impromptu meeting

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.
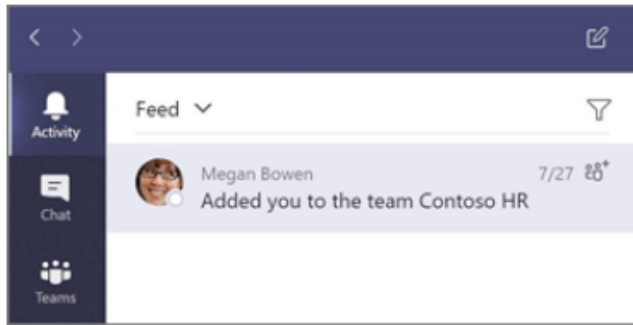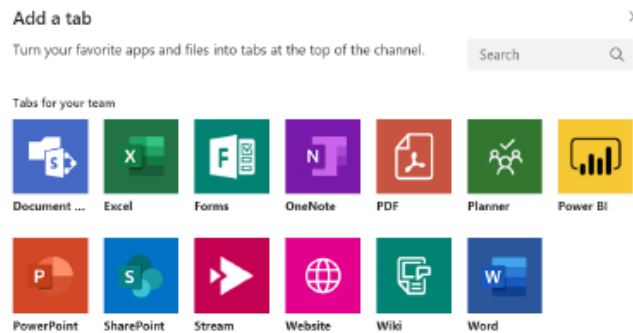
Stay on top of things

Click **Activity** 🔔 on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications.**

Share 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 get options for uploading a copy, sharing a link, or other ways to share.
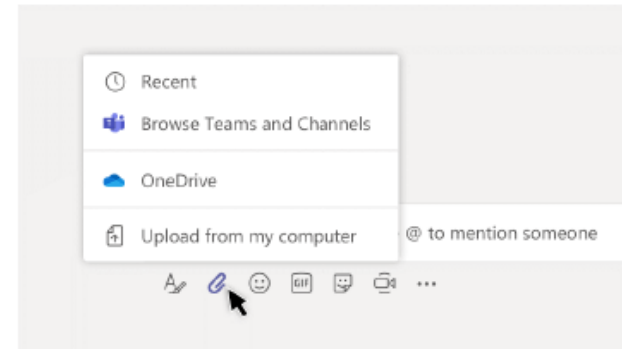
Add a tab in a channel

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.
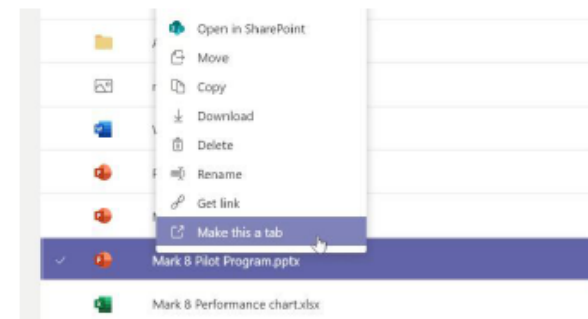
Work with files

Click **Files** 🗂 on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!
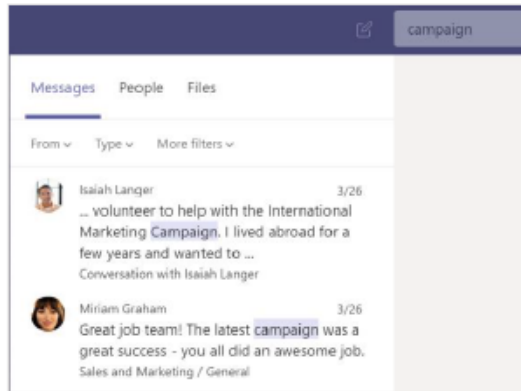
Texas Southern University
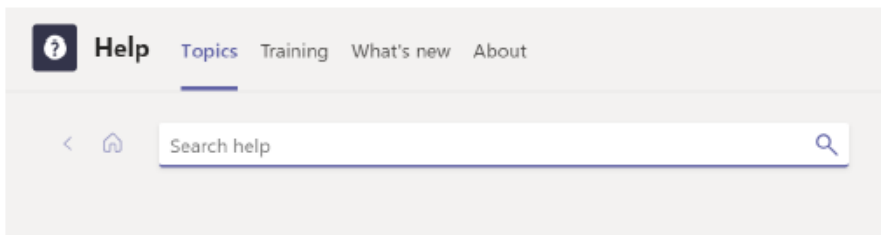Office of Information Technology

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 use the filters to refine your results.
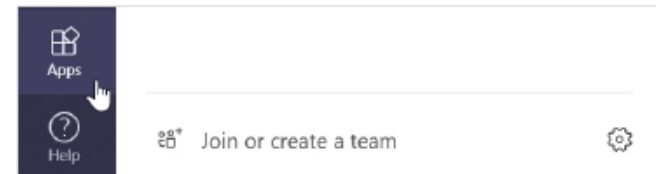

Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.

Add apps

Click **Apps** ⊞ on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.


Next steps with Microsoft Teams

See what's new in Office
Explore the new and improved features in Microsoft Teams and the other Office apps. Visit **https://go.microsoft.com/fwlink/?linkid=871117** for more information.

Get free training, tutorials, and videos for Microsoft Teams
Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit **https://go.microsoft.com/fwlink/?linkid=2008318** to explore our free training options.

Send us your feedback
Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** ⓘ > **Give feedback**. Thank you!

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to **https://go.microsoft.com/fwlink/?linkid=2008317**.