



Microsoft Teams

What is Teams?

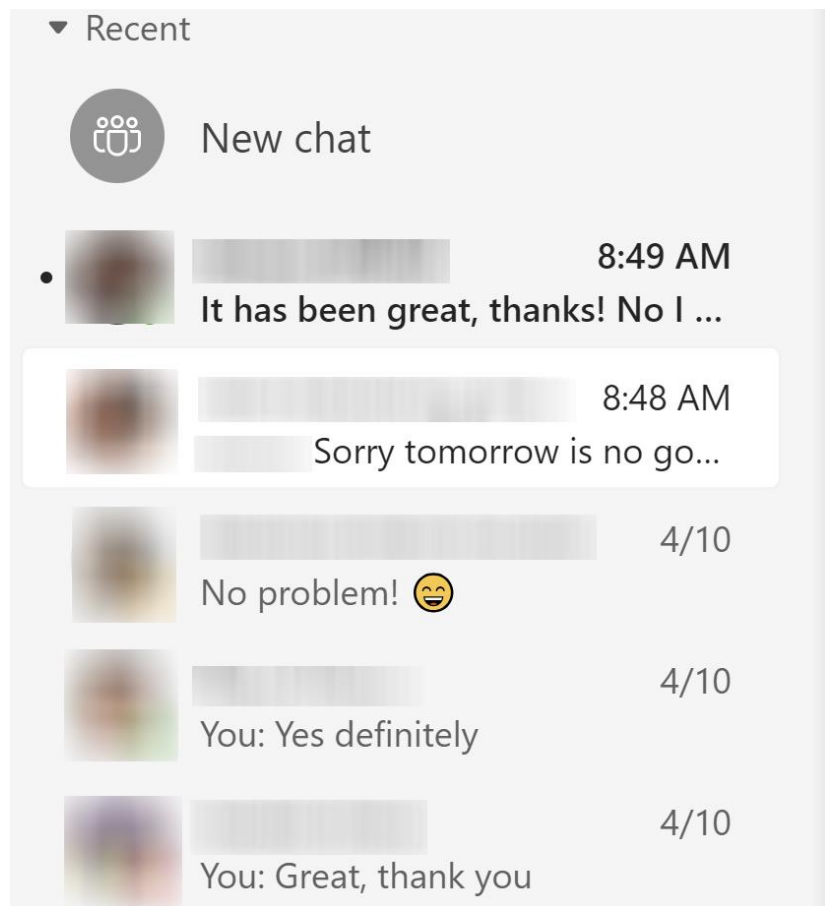
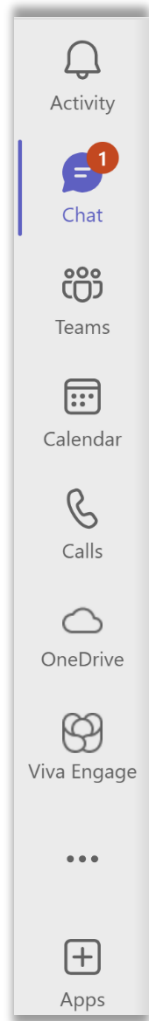
A chat-based workspace that integrates all the people, content, and tools your team needs to be more engaged and effective.

Why Teams?

- Quick and handy chat platform
- File sharing and real-time collaboration
- Meeting and scheduling tools
- Microsoft suite integration
- Maximum accessibility anywhere and everywhere

Tips and Tricks

**General
Navigation**



On the left side of your Teams, you'll have everything you need! The menu allows you to access Activity that you may have missed, Chat with your peers, any Teams that you are a member of, your calendar, call history, your OneDrive, and more! Plus, when you select Chat, you'll see a preview of the chats that you've sent and received!

**Chats
and
Meetings**

Tips and Tricks

Quickly send messages to individual peers or groups. Use the options at the end of the message field to format your message, add emojis, and attach files and images!

Type a message



 Video call

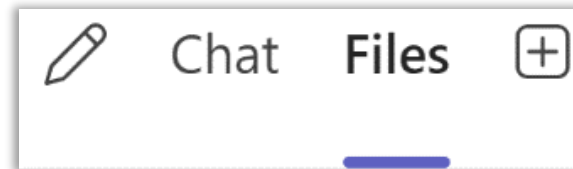
 Audio call




Need to hop on a call with your classmates, professors, or groups? Teams lets you start video and audio calls with just a click!

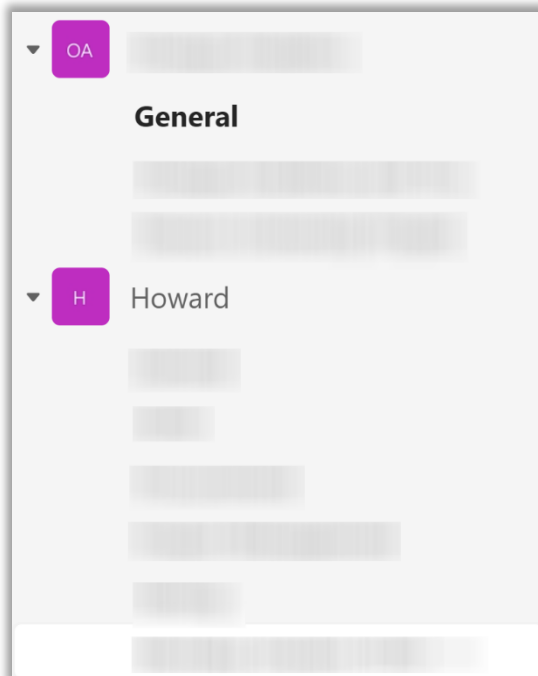
Files and Teams

Tips and Tricks

Any files that you share with individuals or groups in Teams will be easily accessible!



	Name	Shared on ↓	Sent by
	[Redacted]	Thursday, April 11, 2024	[Redacted]
	[Redacted]	Thursday, April 11, 2024	[Redacted]
	[Redacted]	Wednesday, February 7, 2024	[Redacted]

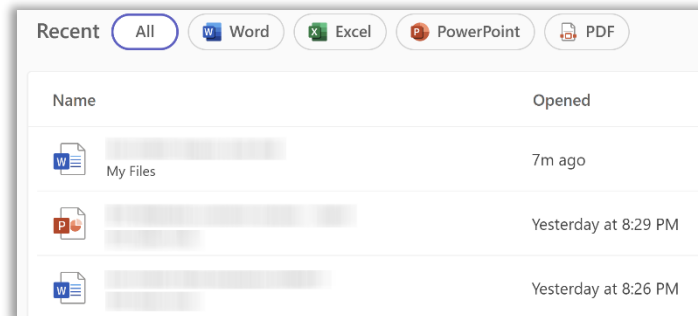
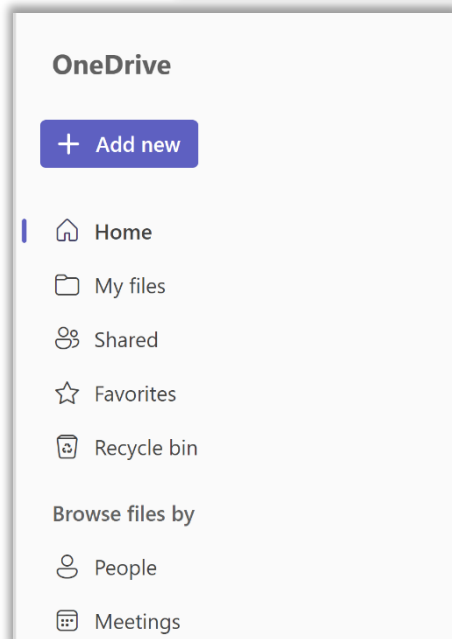
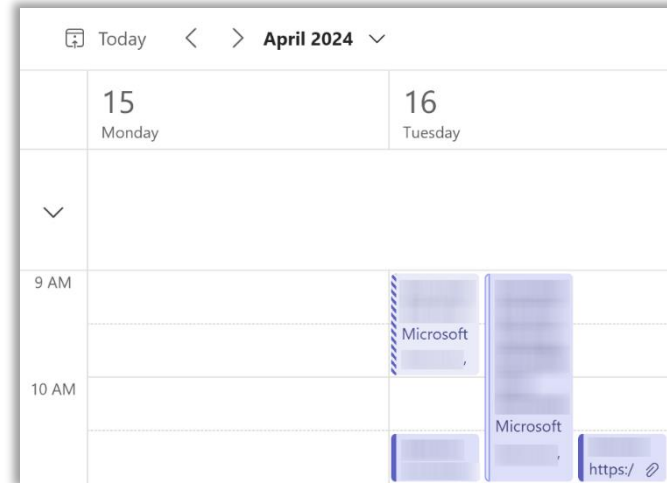


Create a team for a centralized location for a group to communicate and collaboration. Great for classes, organizations, and more!

Calendar and OneDrive

Tips and Tricks

Your Outlook calendar syncs to Teams, so you'll be able to view it within the app! Plus, you can schedule meetings and appointments within Teams!

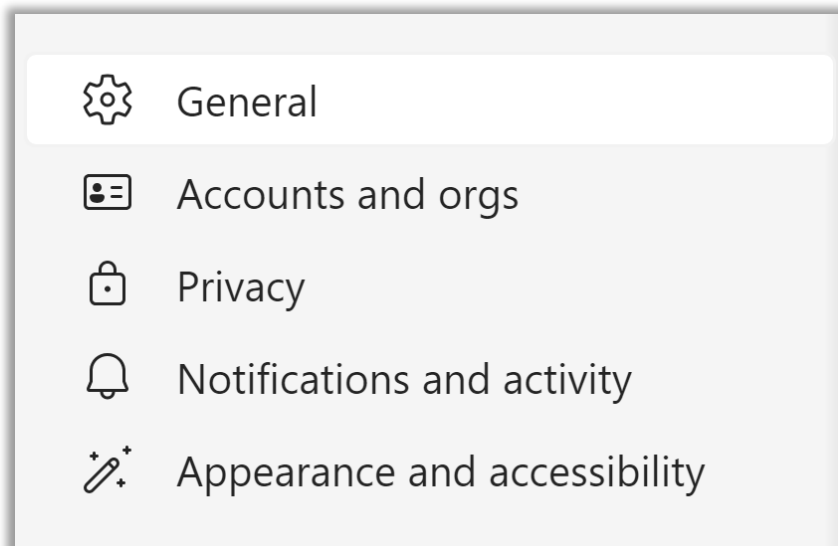
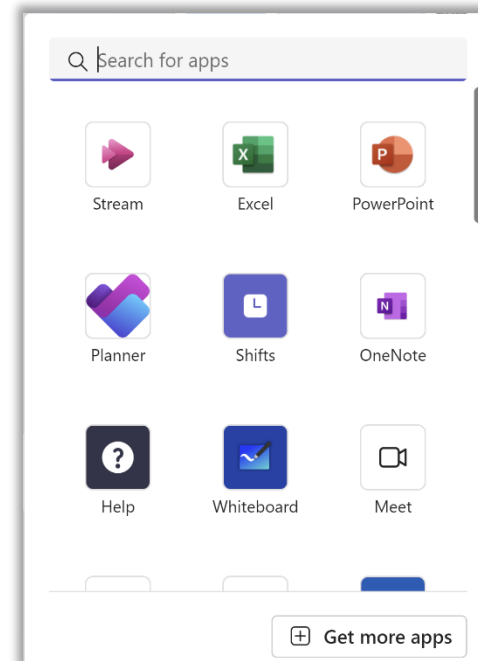
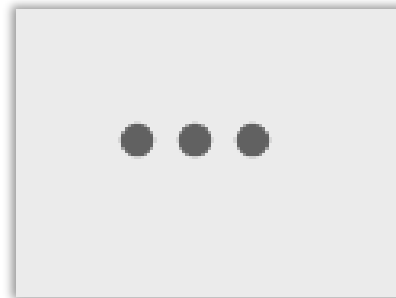


Your OneDrive links to Teams too! Easily access and upload files in Teams!

**Apps
and
Settings**

Tips and Tricks

Access other Microsoft apps in Teams! Don't see the one you're looking for? See if you can add it!



Want to change your notification preferences or appearance of Teams! You can do that and more in Settings!