

Microsoft Teams *for students*

Quick Start Guide

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

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

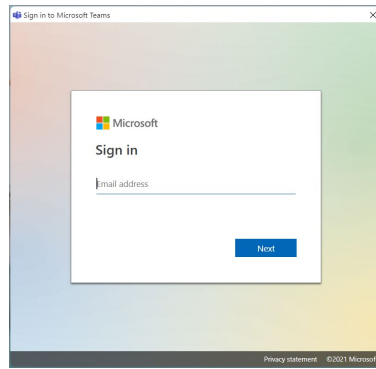
- Move around Teams**: Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.
- View and organize teams**: Select to see your teams. In the teams list, drag a team name to reorder it.
- See your calendar**: Select to see your schedule and join meetings.
- Access your apps**: Find apps added for your teams or your personal use.
- Use channels in every team**: Select one to see the files and conversations about that topic, department, or project.
- Use the Search box**: Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings**: Change app settings, change your pic, or download the mobile app.
- Reply to a message**: Your message is attached to a specific conversation.
- Add files**: Let people view a file or work on it together.
- Compose a message**: Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!
- Get Help**: Find quick technical help or call the Personal Support Center at 1-866-693-2211.

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Sign in

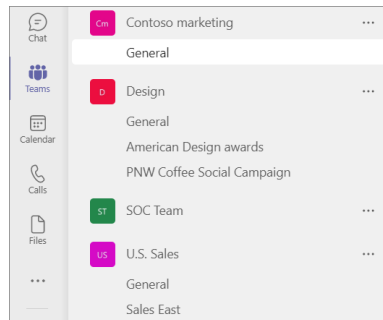
In Windows, select **Start**  **Microsoft Teams**. On Mac, go to the **Applications** folder and select **Microsoft Teams**.

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.)



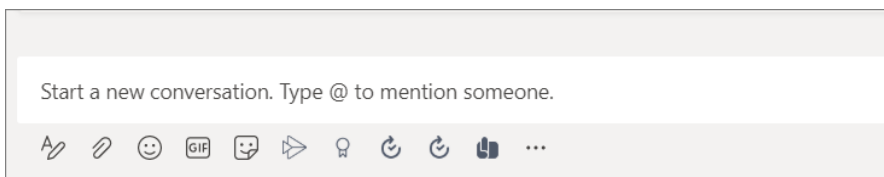
Pick a team and channel

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.




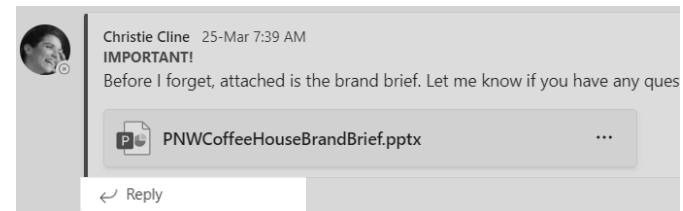
Start a conversation

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




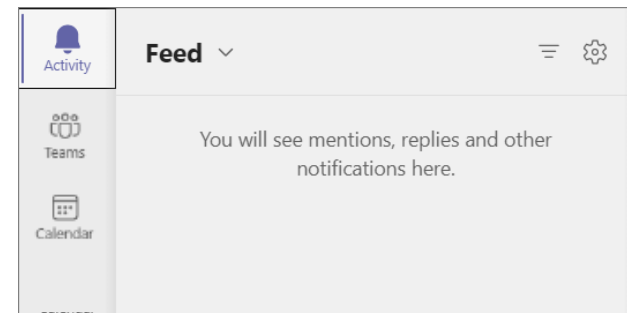
Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then select **Reply**. Add your thoughts and choose **Send** .




Stay on top of things

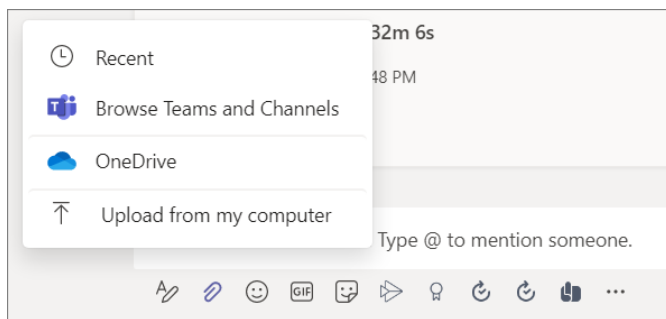
Select **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.




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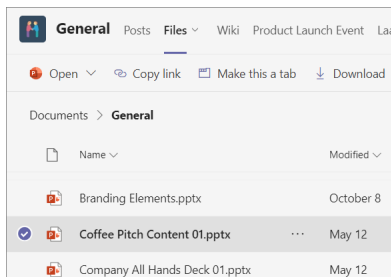
Share a file

Select **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.



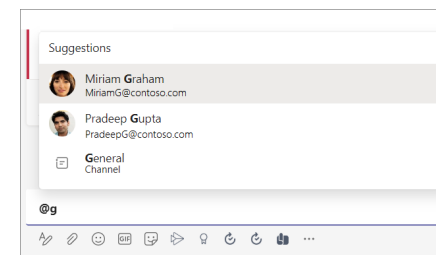
Work with files

Select **Files**  on the left to see all files shared across all of your *teams*. Choose **Files** at the top of a channel to see all files shared in that *channel*. Select **Show actions...** 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.




@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.



Add an emoji, meme, or GIF

Select **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.

