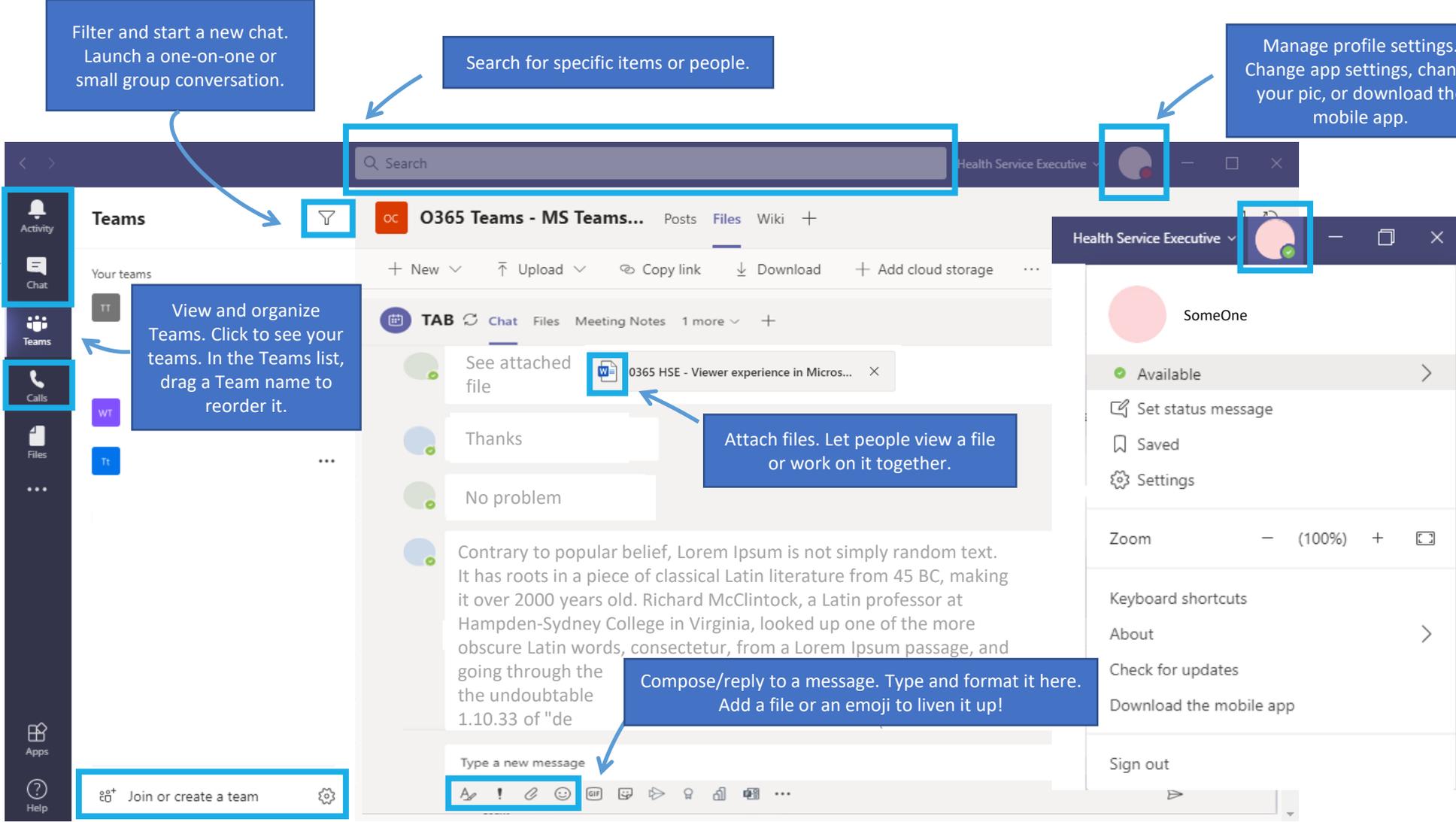


MS Teams . . . Quick Start Guide



Move around Teams. Use these buttons to switch between Activity Feed, Chat, your Teams and Files.

Filter and start a new chat. Launch a one-on-one or small group conversation.

Search for specific items or people.

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

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

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

Compose/reply to a message. Type and format it here. Add a file or an emoji to liven it up!

Join or create a team

Make Audio or Video call. See Contacts, Call History and Voicemail options.

The screenshot shows the MS Teams interface with several callouts. On the left, a vertical navigation bar contains icons for Activity, Chat, Teams, Calls, Files, and Apps. A search bar is located at the top of the main content area. The main content area is divided into three sections: a 'Your teams' list on the left, a chat window in the center, and a user profile card on the right. The chat window shows a message with an attached Word document. The user profile card shows the user's name, status, and various settings options. A 'Join or create a team' button is located at the bottom left of the interface.

Sign into MS Teams from the app

1. Start Teams.

- In Windows, click **Start**  > **Microsoft Teams**.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- On mobile, tap the **Teams** icon.

2. Sign in with your Microsoft 365 username and password.



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Sign in with your organizational account

Sign in

[Cannot access your account?](#)

Sign into MS Teams from the web

1. Start Google Chrome or Microsoft Edge

- In address bar Type: **teams.microsoft.com**

2. Sign in with your Microsoft 365 username and password.



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

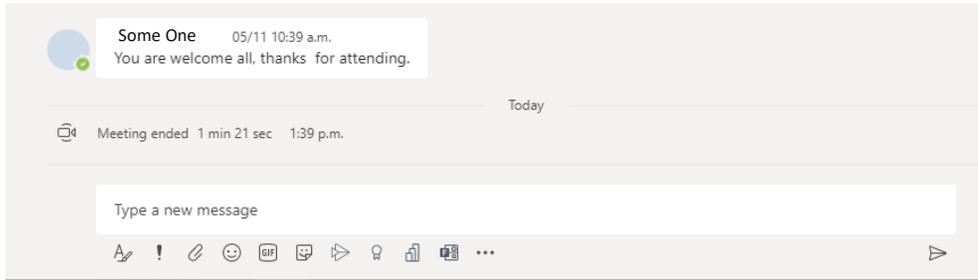
Next

Note: Internet Explorer no longer works with MS Teams

Get started with Microsoft Teams

Start a chat in Teams

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



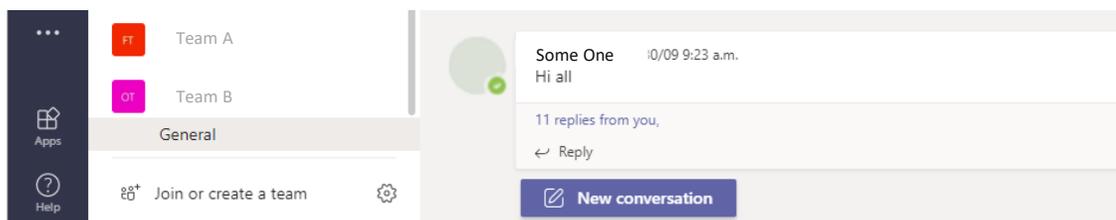
With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .

Pick a team and channel

A team is a collection of people, conversations, files, and tools- all in one place.

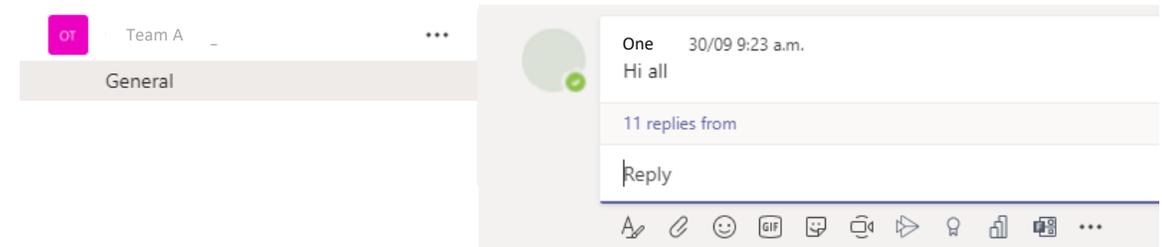
A channel is a discussion in a team, dedicated to a department, project, or topic.

Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files** etc.



Start an impromptu meeting

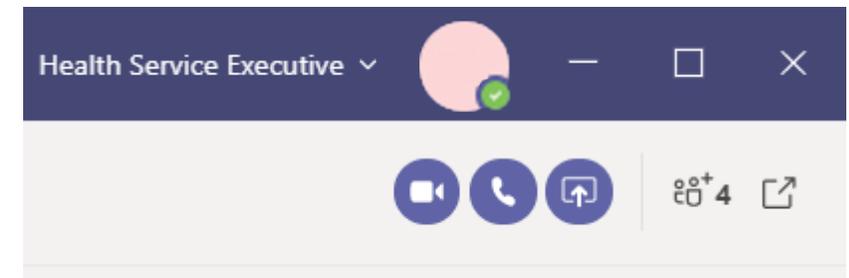
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation) Enter a name for the meeting, then start inviting people.



Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat.

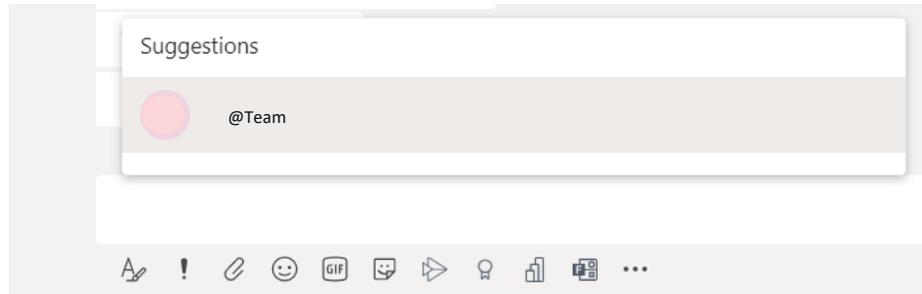
View your call history and voicemail in the same area.



Get started with Microsoft Teams

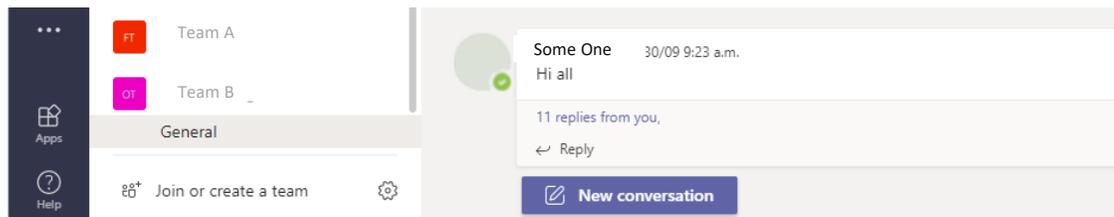
@mention someone

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 favourited that channel.



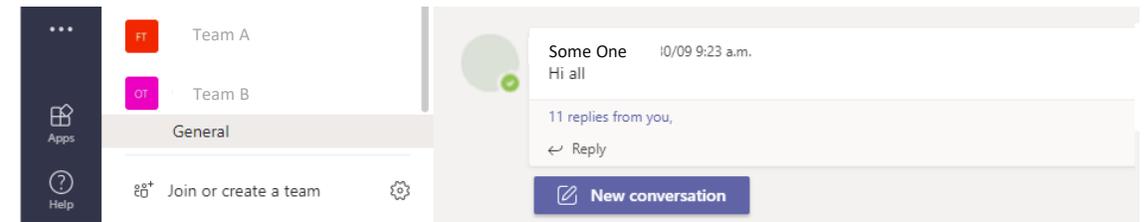
Reply to a post

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



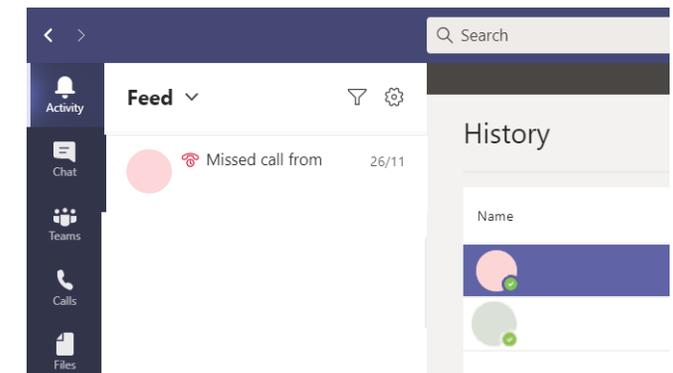
Share a file

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.



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**.



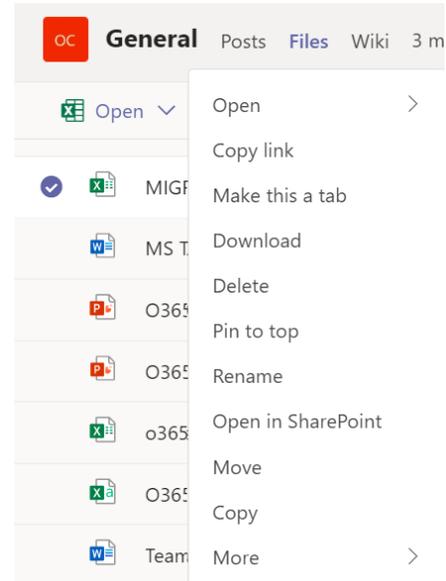
Get started with Microsoft Teams

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.

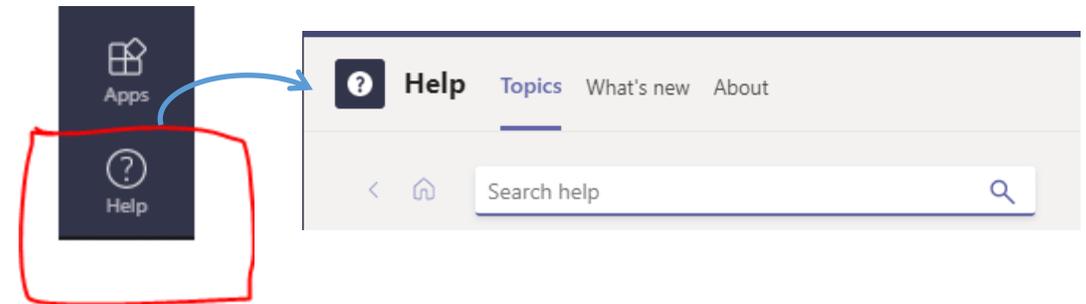
Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Get help in Teams

Click Help on the left, then choose Topics, or What's new.

In help, browse the tabs or search for a topic you're interested in.



Breakout Rooms

Who can start a breakout room?

Only the meeting organizer can start breakout rooms.

How can I use breakout rooms?

The meeting organizer can start a breakout room on the desktop app only. Participants can join a breakout room from desktop, web or mobile.

How do I start using breakout rooms?

Set up an MS Teams Meeting with 3 or more participants; when you join the meeting you should see the new "**Breakout Room Icon**" on your tool bar.

