Quick Start Guide

Welcome to Microsoft Teams! This quick start guide will introduce you to the basics.
**One-on-one individual chat:**

To chat, call, or share information individually, use Chat.

**Start a 1:1 Chat**

If you want to chat, call or share information individually, use Chat.

<To chat with someone who has chatted recently>

1. Click on the list of users to chat with.

<To start a New Chat>

1. Click to select from candidate members.

After clicking the “New Chat” button, enter a name for “Member”.

**Group chat:**

You can also use group chats to communicate with multiple people using Teams.

**Create a Group Chat**

1. Click to select from candidate members.

**Rename the Group Chat**

1. Enter the new group name.
Create a Team:

1. Click the Request-a-team.

2. Click Use Template.

3. Click the dropdown arrow.

4. Choose the option that best describes your team feature.
5. **After selecting an option, click Next.**

6. **Click Next.**

7. **Enter Team Descriptive Name** and click **Check availability**. Choose an **End Date (Optional)** and enter a **Description**. Then, click **Next**.
8. Click the arrows to select **Owners** and **Members** by typing their email addresses.

   Add Owners and Members: You will be able to edit/modify/add team members once the team has been created

   Owners
   - Start typing a name

   Members
   - Start typing a name

9. Review and click **Submit**.

10. Click **My Requests** to view all team requests.
11. The newly created team will appear when you click on **Teams** in the left sidebar.
Set up Teams Channels:

You can create multiple channels to discuss specific topics, projects, and more for deeper conversations.

Share Files in Teams:

Within the team, you can share files and have conversations.
Schedule a meeting in Teams and then join it:

You can schedule a meeting in advance using Teams. People can join the meeting from the Calendar tab in Teams. Alternatively, they can join the meeting booked from the Teams channel if you scheduled it from the channel during setup.

You can Invite specific users to the meeting.

You can also select a channel for the meeting. Users can join the meeting using join link on the channel.