Microsoft Teams Quick Reference Guide

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

Start a new chat
Launch a new one to one or a group conversation.

Tabs
Highlight apps, files and services at the top of the channel.

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

Manage settings
Change settings or your profile picture. Set your status. See your saved posts.

Move around Teams
Use these icons to switch between Activity feed, Teams, Chats, Calendar (meetings), Calls & files.

All Teams
Go back to all your Teams.

Calls
Place calls, view your call history and contacts. Retrieve your voicemails.

Add apps
Launch the store to find new apps for Teams.

Link to Microsoft Help

Compose a message and add files
Type and format your message here. Add emojis and gifs if you like, or add files to the Team and share them with others.

More: https://www.reading.ac.uk/internal/its/phones/communicating-with-teams.aspx
How to...

Start a new chat or conversation
Click the **New Chat** icon 📩 at the top of the screen, or right click the **Chat** button on the side bar.
Type in the name of the person (or people) you want to chat to.

![New Chat icon](image)

Type your message in the box at the bottom of the screen and then press **Send** 🔄

Chat to Skype for Business users
Open a **New Chat** 📩 and type in the SfB email address of the person you want to chat to.

The conversation will appear in Teams for you, and Skype for Business for the other person.

Make internal calls
Type `/call` followed by a name in the Command Box at the top of the screen. Or click the **Calls** symbol 📞.

Create a meeting with a weblink (Outlook)
Open **Outlook** and switch to the calendar view.
Click **New Teams Meeting**.

![New Teams Meeting](image)

Create a meeting (Teams)
Click **Calendar** 🗓 on the left hand side bar.
Click **+ New Meeting** at the top right of the page.

Show a presentation or share your screen
In the Chat screen, click **Share** 📹.
This gives you the options of either sharing your whole screen, or a specific window or document.
You can do the same in a Call as well.

More: [https://www.reading.ac.uk/internal/its/phones/communicating-with-teams.aspx](https://www.reading.ac.uk/internal/its/phones/communicating-with-teams.aspx)