Microsoft Teams Quick Reference Guide

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All Teams
Go back to all your Teams

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.

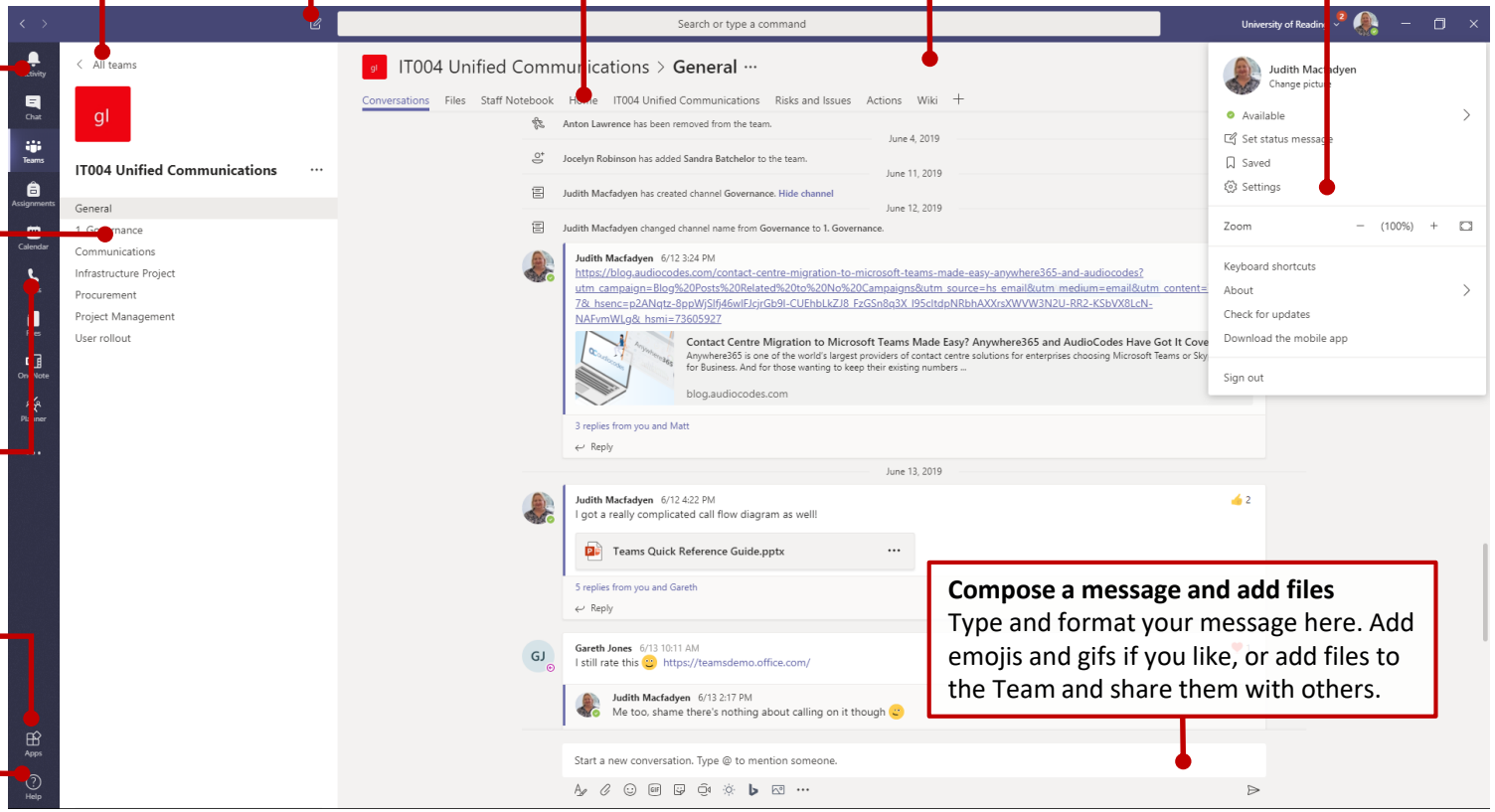
Move around Teams
Use these icons to switch between Activity feed, Teams, Chats, Calendar (meetings), Calls & files.

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

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...

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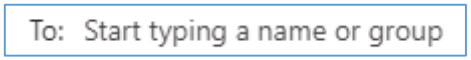
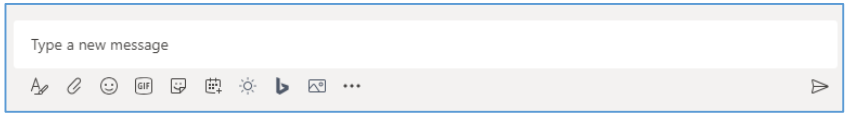
Start a new chat or conversation

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.



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.

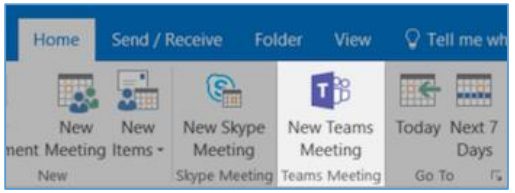
Make internal calls

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.

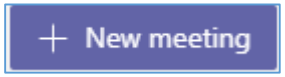
Click **New Teams Meeting**.



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