

Get started with Microsoft Teams

Microsoft Teams is a collaboration app built for hybrid work so you and your team stay informed, organized, and connected — all in one place.

Tip: Get tech expertise with Business Assist. Connect with our small business advisors for help making Microsoft 365 products work for you and everyone in your business. [Learn more](#).

Explore how Teams can help you and your colleagues come together no matter where you are:

- **Chat** - Message someone or a group to talk about work, projects, or just for fun.
- **Teams** - Create a team and channels to gather people together and work in focused spaces with conversations and files.
- **Calendar** - Connect with people before, during, and after a meeting so prep and follow-up are easy to find. This Teams calendar syncs with your Outlook one.
- **Apps** - Find familiar apps and explore new ones to simplify, customize, and manage how you work.

Tips

- Catch up on all your unread messages, @mentions, replies, and more under **Activity**.
- Use the **Search** box to find and filter specific items or people, take quick actions, and launch apps.

Get started now

- [Download Teams](#) for your desktop, iOS, or Android.
- Or just use Teams on the web at <https://teams.microsoft.com>.

Get started with Chat

Chat lets you connect with others, stay up to date on projects, and express yourself, whether you're in the office, at home, or on the go with the Microsoft Teams app.

In Teams, you'll see three types of chats:

- **One-on-one chats:** to connect with people individually.
- **Group chats:** to speak with a group of people at the same time.
- **Meeting chats:** to ask a question without interrupting the speaker.

Try it!

Here are the top ten tips to get started:

1. **Start a chat** and send your first message.
2. **Add teammates to the chat** to turn it into a group conversation.
3. **Choose a chat reaction** to share how you feel about a message.
4. **Add an emoji or GIF** to bring some fun to a conversation.
5. **Insert a meme** to express yourself the way you want.
6. **Add a file** to your chat message to share information.
7. **Type an @mention** to grab someone's attention.
8. **Mark a message as Important** to make sure it's seen and addressed in a timely manner.
9. **Name a group chat** to give it context and pin it for quick access.
10. **Set your status** so people know what you're up to.

Get started with Meetings

Meetings are an essential place where work happens in Microsoft Teams — whether you're engaging an important client or catching up on a group discussion.

There are three parts to a Teams meeting:

- **Before:** When you create and send out an invite.
- **During:** When everyone meets.
- **After:** When people share recaps and action items.

Try it!

Here are the basics of how to get started with meetings in Teams.

Before a meeting

Create a meeting and discover how to adjust your settings before you join one:

1. Go to your **Calendar** and select **New meeting**.
2. Add people to the invite such as colleagues in your organization or external guests.
3. Add a location or make it an online meeting.
4. Type an agenda.
5. Check **Scheduling Assistant** to make sure your proposed time works for everyone.
6. Choose to automatically record a meeting in case someone can't make it and select **Send**.
7. Join a meeting from an email, a channel, a mobile device, or your calendar

8. Choose your meetings settings from the pre-join screen, and select **Join now**.

During a meeting

Explore how to interact with others in a meeting:

- Avoid the frustration of speaking over other people and select **Raise your hand** to share your thoughts.
- Add your questions to the meeting chat to avoid interrupting a speaker.
- Select **React** and choose a reaction to express how you feel in real-time.
- Select **Share** to show a presentation, a window, or your entire screen.

After a meeting

Re-visit documents and follow-up with people after the meeting's done:

- Go to your calendar invite to view shared files, the meeting recording, or transcript.
- Share notes or action items with your team.

Get started with Teams and Channels

Try it!

If you're ready to use your Teams free org, here are five things to help you get started with it.

#1. Schedule an online meeting

1. Select **Meetings**.
2. Select **Meet now** to meet when you want, or select **Schedule a meeting** to book a meeting in advance.
3. Add meeting details.
4. Select **Schedule**.
5. To share the meeting invite, select **Copy meeting invitation**, **Share via Outlook**, or **Share via Google Calendar**.
6. If you need to manage privacy settings for your meeting, select **Meeting options**.

#2. Create a team and add people to it

1. Select **Teams > Join or create a team**, and then select **Create team**.
2. Once your team's created, select **Add more people** to add more team members.

#3. Add channels to keep your team organized

1. In your team, select **Create more channels**.
2. Type a channel name and description.

When you're done, the new channel appears in the team.

#4. Start a new conversation in a channel

- In a channel, type a message to start a conversation.

People can respond directly to your message.

#5. Start a one-on-one or group chat

1. Select **Chat > New chat**.
2. Type a name and choose who you want to chat with.
3. Type a message and select **Send**.

Get started with Apps

Apps helps you customize, simplify, and optimize how you work in Microsoft Teams to make collaboration more effective.

Explore **Apps** in Teams to find apps, tools, and more that help you and your colleagues stay focused and organized.

There are three main areas where you can add an app in Teams:

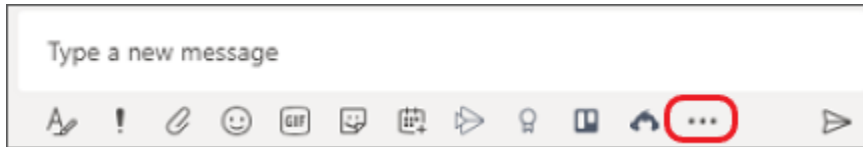
- **Chat**: to take action directly in a conversation.
- **Channel**: to share content and keep your team informed.
- **Meeting**: to drive real-time collaboration as you come together.

Try it!

Add an app in a chat

Make it convenient for people to take action in a chat and insert an app directly into your reply.

1. Select **Messaging extensions**  beneath the box where you type a message and choose an app.



2. Search and choose what you want, such as an app to let people act on approvals or task assignments, and follow the steps to add it.
3. To create quick access to an app, select **Add a tab**  at the top of a chat, channel, or calendar event then pick an app to add.

Work with apps in a channel

Add project or work management apps to a channel to keep people on track and make them more accessible for your team.

Similar to a chat, you can:

- Add an app as tab to the top of a channel to make it easily accessible for everyone.
- Insert an app into a conversation to stay in the flow of it.

Build collaboration with apps in a meeting

Encourage real-time collaboration and ideas among meeting attendees with whiteboarding apps, survey apps, and more.

1. After joining a meeting, select **Apps**  to add an app to your meeting.
2. Search for and choose an app, and then follow the steps to add it.