

What is Microsoft Teams?

With Microsoft Teams on your PC, Mac, or mobile device, you can:

- Pull together a team.
- Use chat instead of email.
- Securely edit files at the same time.
- See likes, @mentions, and replies with just a single tap.
- Customize it by adding notes, web sites, and apps.

Sign in and get started with Teams

Sign in to Teams

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.

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.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Select **Teams**  on the left side of the app and then pick a team.
If you're not on a team and want to create one, see [Onboard your teams](#).
2. Select a channel and explore the **Posts**, **Files**, and other tabs.
For more info, see [Teams and channels](#).

Chat and share files in Teams

Start a conversation in Teams through channel posts and chat to share files, start discussions, and more.

Create a channel post

1. In Teams, select **Teams** .
2. Select a channel.
3. Select **Start a post** .
4. Type your message in the compose box and select **Send** .

Reply to a channel post

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. In Teams, select **Teams** .
2. Select a channel.
3. Find the conversation thread you want to reply to.
4. Select **Reply**.
5. Type your message in the compose box and select **Send** .

Start a chat

1. Select **Chat**  in Teams.
2. Select **New chat** .
3. In the **To** field, type the name(s) of who you want to chat with.
4. Type your message in the compose box and select **Send** .

Share a file

In a channel post reply

1. In Teams, select **Teams** .
2. Select a channel.
3. Find the conversation thread you want to reply to.
4. Select **Reply**.
5. In the compose box, select **Actions and apps**  > **Attach file** .
6. Choose the file you want to attach.
7. Select **Send** .

In a chat

1. Select **Chat**  in Teams.
2. Open a chat conversation.

3. In the compose box, select **Actions and apps**  > **Attach file** .
4. Choose the file you want to attach.
5. Select **Send** .

Collaborate in Teams

@mention someone

An @mention is like a tap on the shoulder—a way to get someone's attention in a channel conversation or a chat.

1. In the box where you type your message, type @, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.

Each person you @mention gets a notification in their **Activity** feed. Check for a red circle next to **Activity**  right now to see if someone has @mentioned you!

Start a call from a chat

Collaborate on a call. Teams lets you make audio or video calls directly from a chat.

1. Go to your chat list, then select **New chat**  to start a new conversation.
2. Type the name or names into the **To** field at the top of your new chat.
3. Select **Video call**  or **Audio call**  to start a call.

Set up your Teams mobile apps

Get to your files from anywhere - at work, at home, or on the go.

Set up the Office apps on your mobile device.

Choose your mobile device



Learn more about Teams

Get help

Got a question about Teams? We've got you covered!

Click **Help**  on the left side of the app, then pick one of the following:

- **Topics** to see what's already out there.
- **What's new** to see the latest and greatest.