Using Microsoft Teams

Rhys Lyford - 2026-11-04 - Microsoft Teams

Using Microsoft Teams

A quick start guide is attached to this article.

Teams Login

Getting Started: Log in to Microsoft Teams using your Office 365 account credentials. If you don't have an account, you can sign up for free or use a business account provided by your organization.

Navigating the Interface: Once logged in, you'll see the main interface of Teams. The left sidebar contains navigation options like Activity, Chat, Teams, Calendar, Calls, and Files. You can switch between these sections to access different features.

Creating or Joining a Team: Teams are groups of people organized around a common goal, project, or topic. To create a new team, click on the "Teams" tab in the sidebar and then select "Join or create a team." You can also join an existing team by clicking on the "Join or create a team" button and entering the team code or name.

Channels: Within each team, you'll find channels, which are specific topics or areas of discussion. Channels help organize conversations and files related to different aspects of the team's work. You can create new channels within a team by clicking on the "..." next to the team name and selecting "Add channel."

Conversations: Teams allow you to communicate with your colleagues through text-based conversations. You can start a new conversation in a channel by clicking on the "New conversation" box at the bottom of the channel. You can also reply to existing conversations by typing in the reply box.

Meetings and Calls: Teams includes built-in audio and video calling features, as well as the ability to schedule and join meetings. You can start a new meeting or call by clicking on the "Meetings" tab in the sidebar and selecting "Meet now" or "Schedule a meeting." You can also join a meeting scheduled by someone else by clicking on the meeting link.

Files and Documents: Teams integrates with Microsoft 365, allowing you to create, share, and collaborate on files and documents within the platform. You can access shared files by clicking on the "Files" tab in a channel.

Chat: In addition to conversations within teams and channels, you can also have one-on-one or group chats with colleagues. Click on the "Chat" tab in the sidebar to access your chats. You can start a new chat by clicking on the "New chat" button and entering the names of the people you want to chat with.

Notifications: Teams allows you to customize your notification settings to stay informed about important updates and messages. You can manage your notification preferences by clicking on your profile picture in the top right corner and selecting "Settings" > "Notifications."

Additional Features: Microsoft Teams offers many other features and integrations, including third-party app integrations, file sharing, task management, and more. Explore the platform to discover how it can best meet your team's needs.

Attachments

- Microsoft Teams Meetings Quick Start Guide.pdf (2.12 MB)