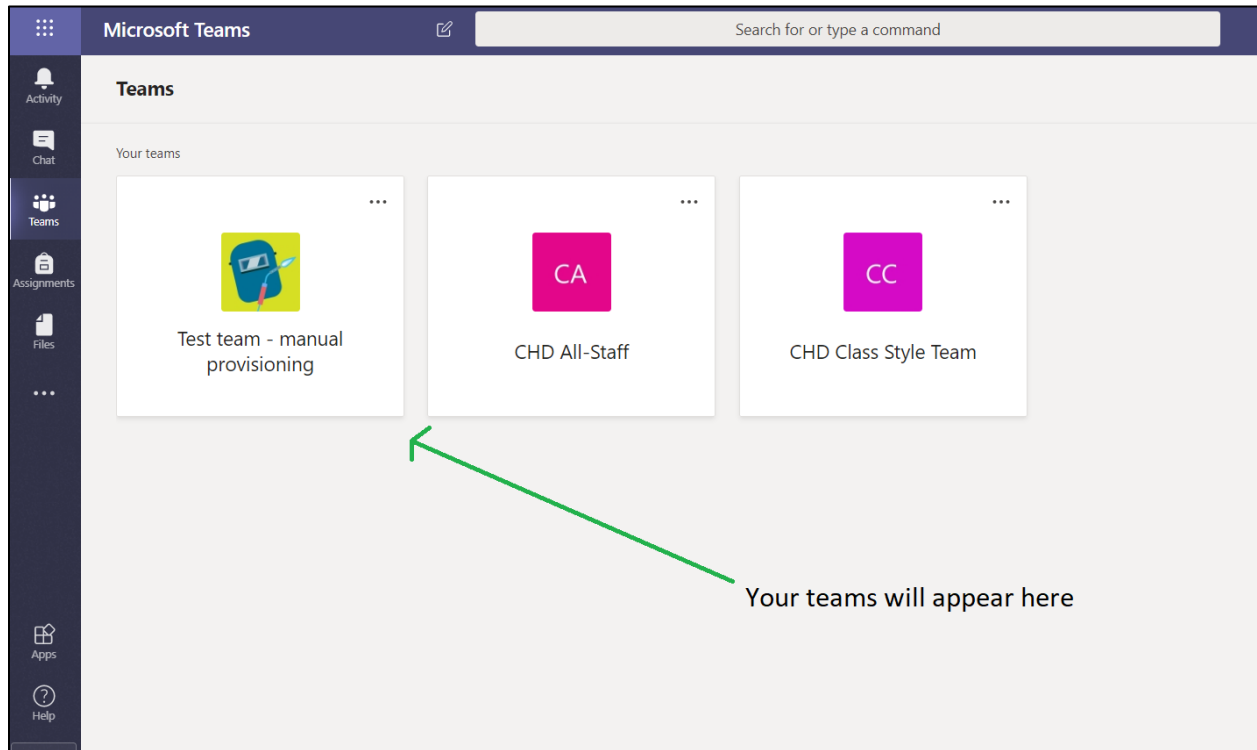


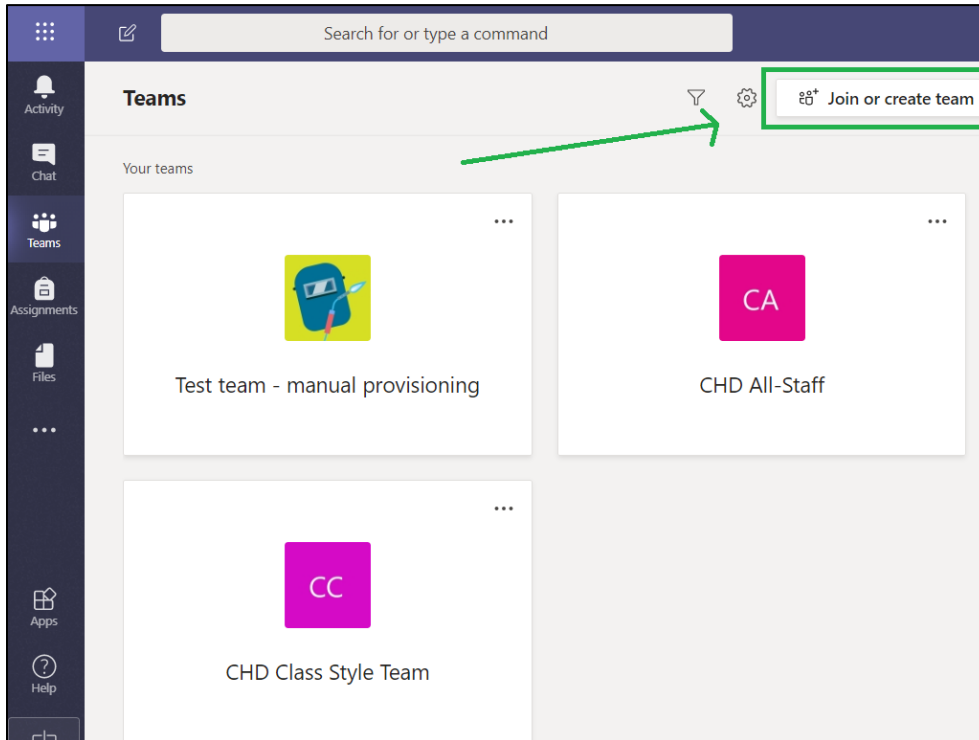
## Teams: Getting Started

Teams organizes itself around the concept of **teams**, which can be small groups you're working with on specific projects, your whole department, or institution-wide teams, such as our Teams Support team. When you launch Teams, you'll be taken to the Teams view.



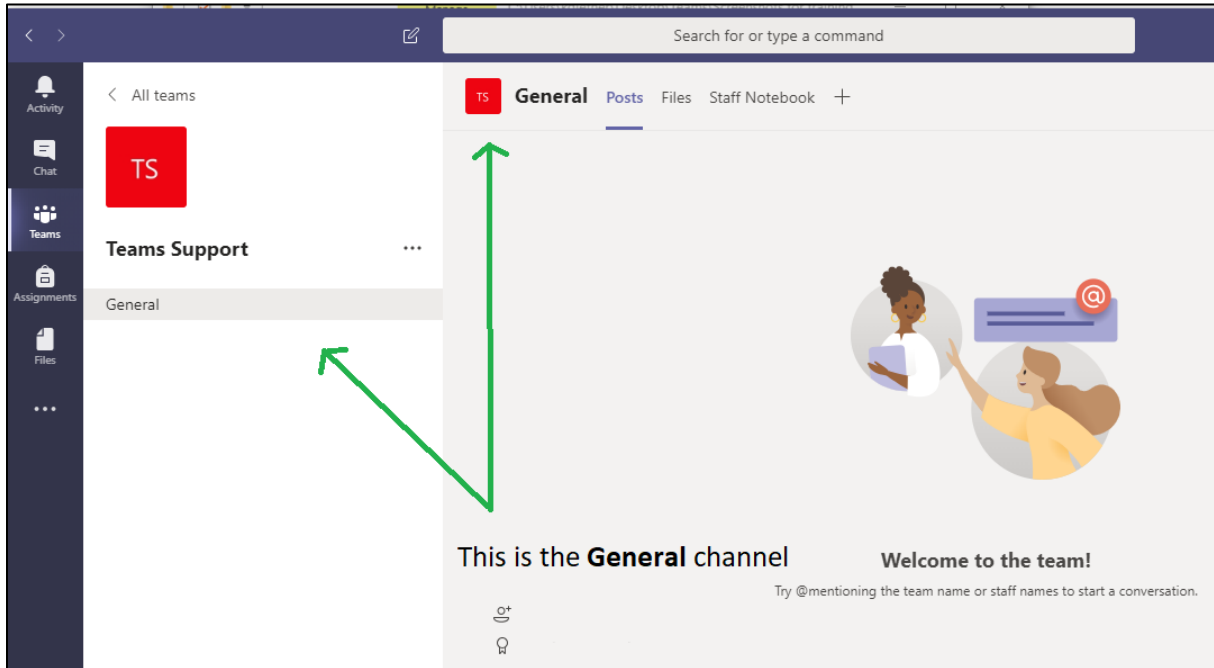
## Joining a team

You will likely be already added to a team or two, but you may also need to join a team. To do this, select **Join or create a team** at the top-right of the Teams window. On the screen that appears, you'll be able to enter in the code of a private team. If there are public teams, such as the Teams Support team, you will be able to see and hover over the public team and click its Join team button to join instantly.

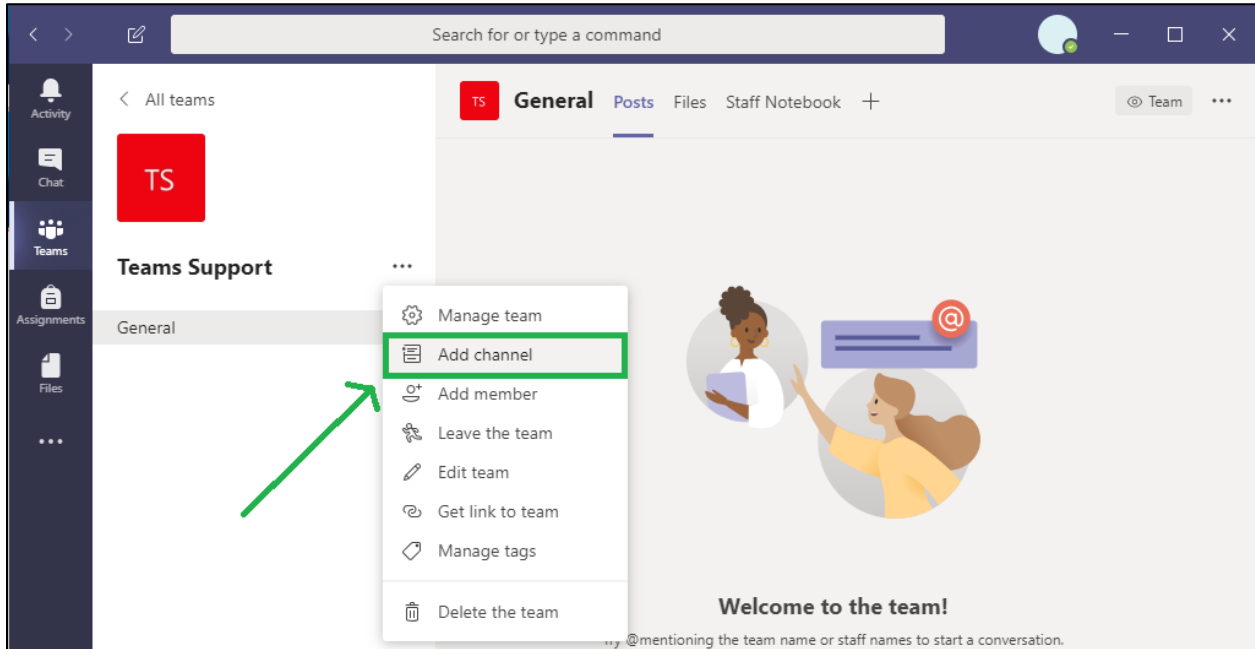


## Channels

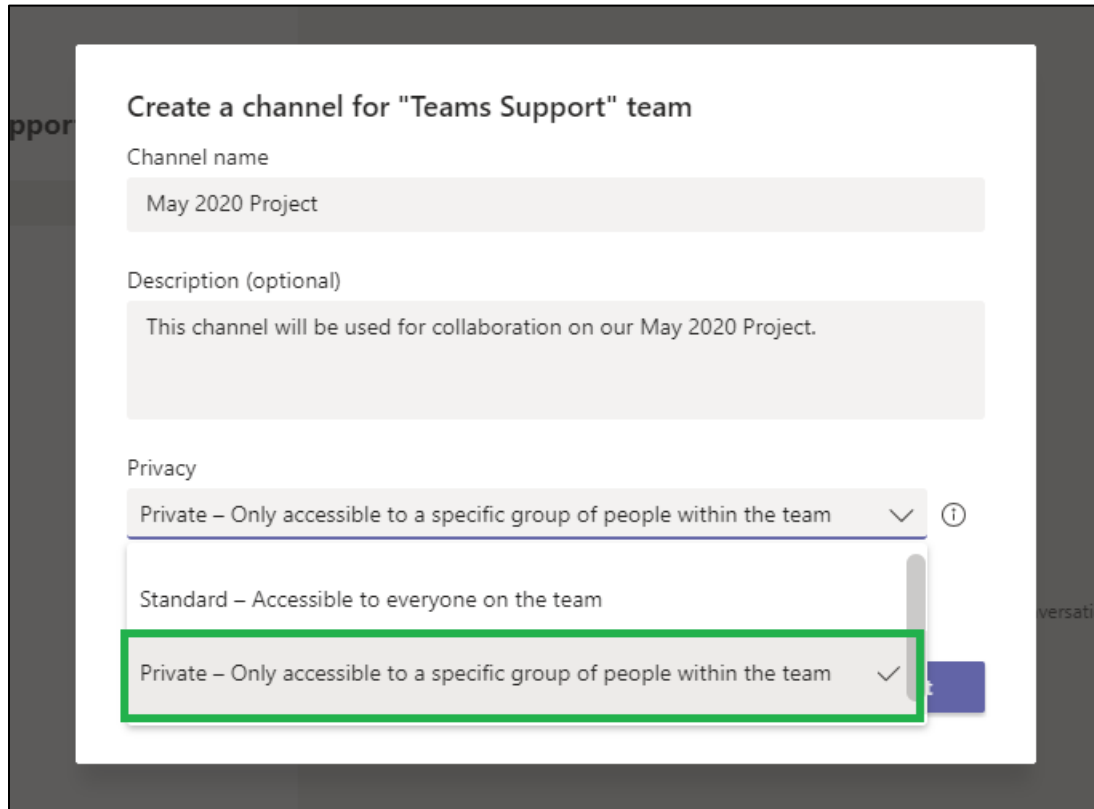
Once you access a team, you'll notice a General channel has been created for the team. Channels are where you converse and collaborate. The General channel is meant to be a comprehensive place where you go to start conversations when you first begin using Teams.



If you have the right permissions in a team, you can create multiple channels for any given team. To add a channel, click the three-dot icon to the right of the team's name in the left navigation pane, and from the menu that pops up, select Add channel. On the screen that appears, type in a name and a description for the channel and click the Add button. All the channels for a team appear underneath the name of the team in the left pane.



The private channel capability lets you set up channels that only certain people can read and respond to. To create one of these channels, follow the steps above, and on the “Create a channel” screen, make sure Private is selected at the bottom of the window. Click the Next button; you’ll then be able to add members.



**Create a channel for "Teams Support" team**

Channel name  
May 2020 Project

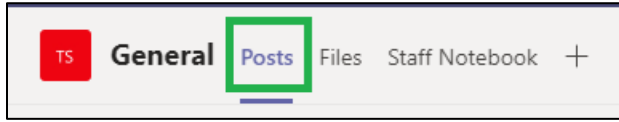
Description (optional)  
This channel will be used for collaboration on our May 2020 Project.

Privacy

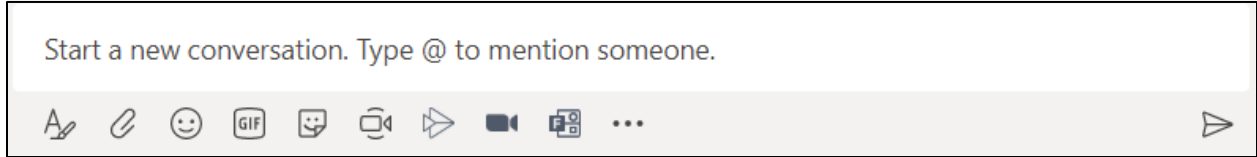
- Private – Only accessible to a specific group of people within the team ✓
- Standard – Accessible to everyone on the team
- Private – Only accessible to a specific group of people within the team ✓

Each channel has tabs that show up in the upper portion of the main area of the Teams screen, including tabs for posts (like conversations), files, notes and related services. When someone does something new in a channel, such as adding a file or starting or continuing a conversation, that channel’s name will become **bold** in the left panel.

## Posts

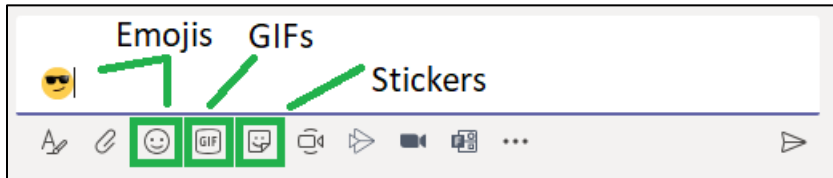


In the Posts tab, you can communicate with your teammates in an ongoing conversation. To compose a message, start typing in the “Start a new conversation” text box, or click Reply below an existing conversation and start typing.

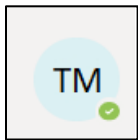


You can call teammates’ attention to certain parts of the conversation by tagging them with an @ sign. Users who have been tagged will see those tagged parts of the conversation highlighted in bright red so they can easily see and respond to messages.

You can use emojis, stickers, and GIFs in your messages for fun.



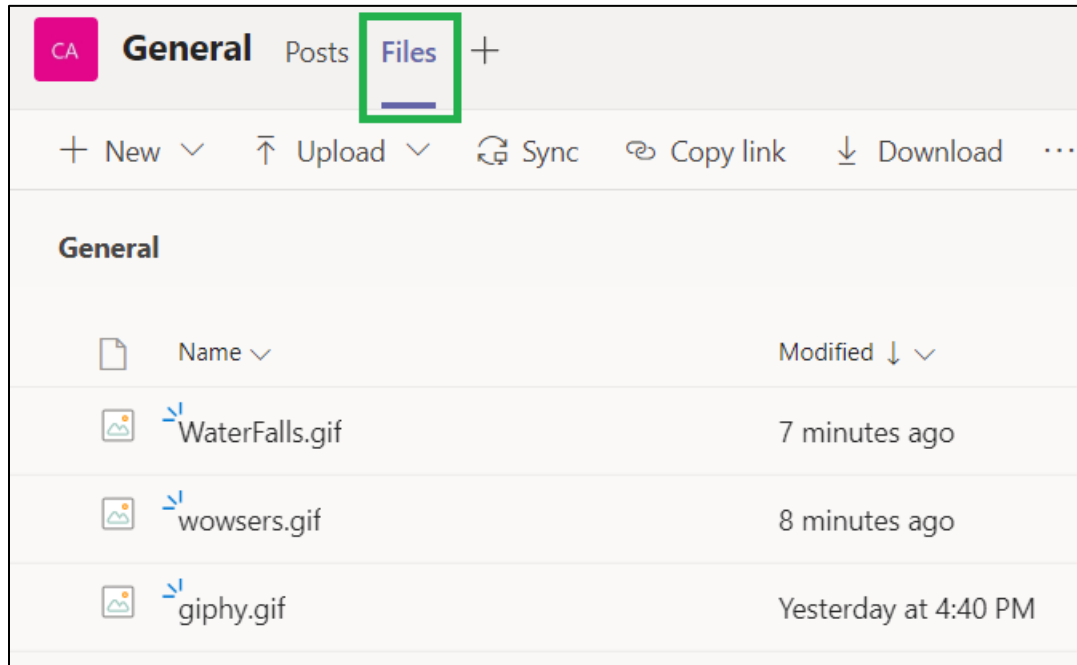
Other activities such as shared calls or shared files appear in a timeline fashion in the Posts tab. These can be accessed elsewhere, but they are populated and referenced in the Posts area as well.



Anyone who is currently available on Teams will have a green circle with a white checkmark on their profile picture in the Posts area.

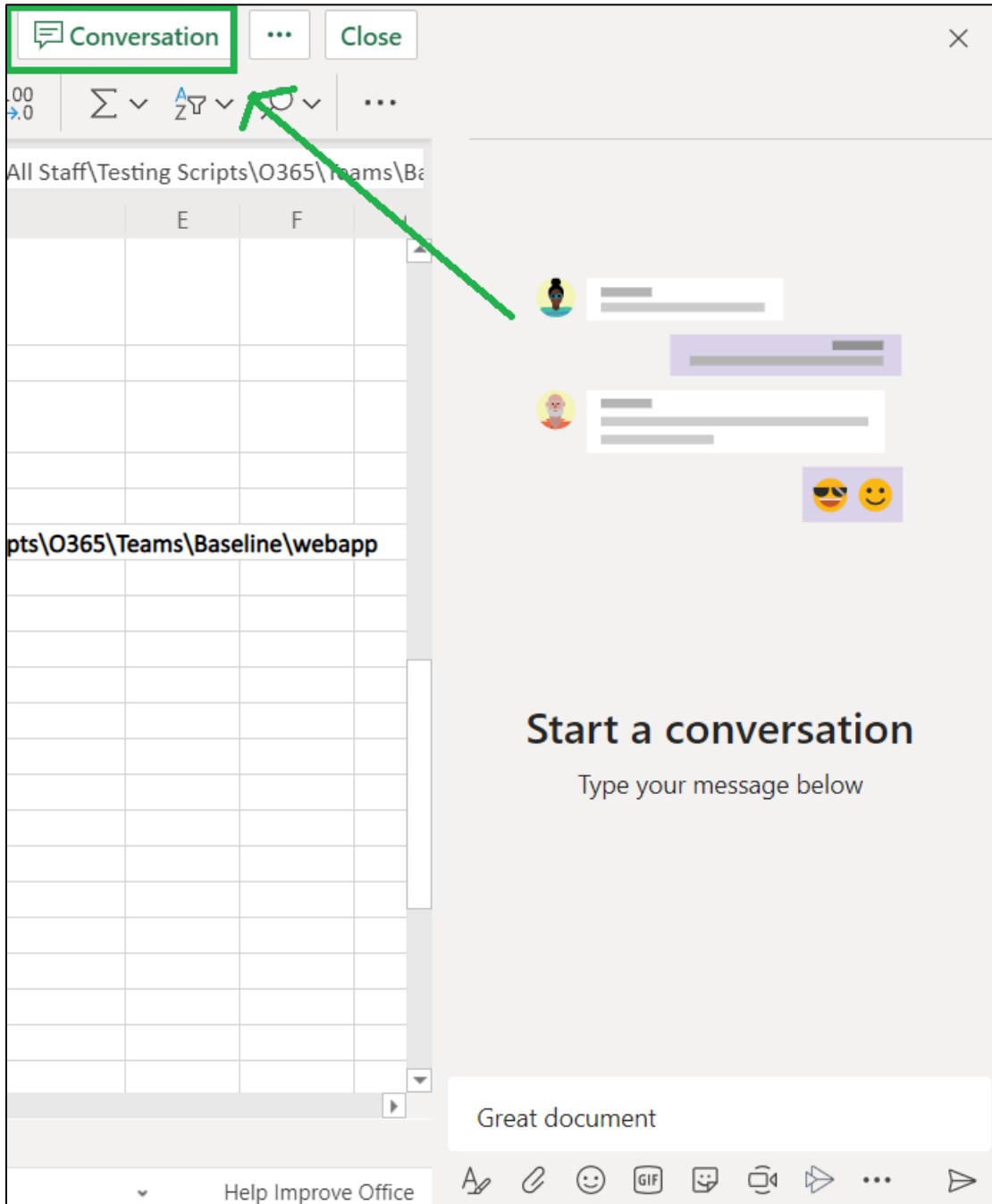
## Files

The Files tab populates a list of files on the shared SharePoint team site. You can upload, open, edit, copy, move, download and delete files, or get links to those documents to share with others.



If you click on a file name, the online version of the file will open in the Teams window so that you can perform simple edits or even create documents from scratch.

With the file open in Teams, you can start also a conversation about it. This conversation will also appear in the Posts tab.





## Adding more tabs

The tab area is where you can add Excel spreadsheets, Word documents, Wikis, and other available apps.

### Add a tab ×

Turn your favourite apps and files into tabs at the top of the channel

[More apps](#)

 🔍

Tabs for your team



Document Library



Excel



Forms



OneNote



PDF



PowerPoint



Stream



Wiki



Word

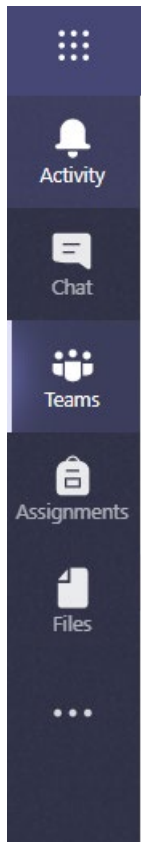
Please note that you will not be able to add apps that have not been whitelisted by University Systems.

## Searching

To search for any content in Teams, use the search bar at the top of the Teams window.

## The navigator bar

On the far left side of the Teams window, you will find a navigation bar:



**Activity:** @ mentions, replies, and other notifications sent specifically to you will be highlighted here. Click the funnel icon to see filtering options.

**Chat:** You can start private conversation by clicking a team member's name and start chatting in the main area of the screen to the right. If you are a student, you will not see this option.

**Teams:** This area lets you see all of the teams of which you are a member, and will let you add more people, create more channels, or start conversations in channels within each of those teams. You'll spend a lot of time here, as it is the default place the software takes you when you start it up.

**Assignments (for class style teams):** Assignments are tasks or units of work assigned to a student or team member in a class.

**Files:** This tab contains files from shared storage and OneDrive (your personal storage). The Recent view shows what you've used most recently.

**The ...:** Here is another place where you can add additional applications to Teams.

See [oac.uvic.ca/O365](https://oac.uvic.ca/O365) for Teams Quick Guide, Teams FAQ, and other Microsoft 365 resources.