

# Microsoft Teams

## Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

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

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Reply**  
Your message is attached to a specific conversation.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

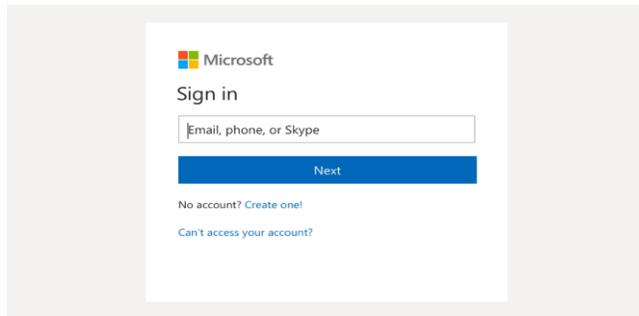
# Microsoft Teams

## Sign in

You will receive and invite from Microsoft Teams to join the ACEM Faculties Team. Follow the prompts to register and join.

Once you have registered you can sign in again by going to the MS teams website <https://products.office.com/en-US/microsoft-teams/group-chat-software> and signing in.

You can also download Teams as an App on iOS and Android.



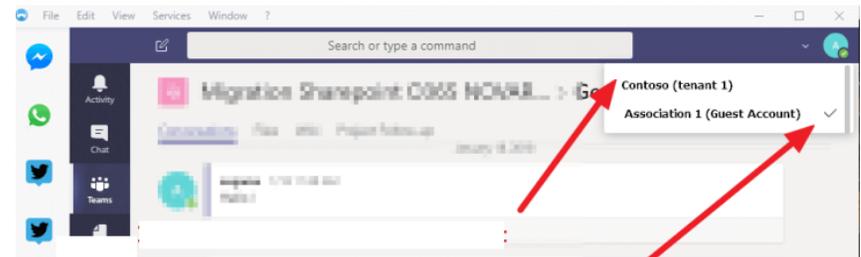
## Already have a Team?

**I have a Team set up via a different email address and I want one sign in for both teams**

ACEM will need to resend the invite to your preferred email.  
teams@acem.org.au

**How do I see my new ACEM Team?**

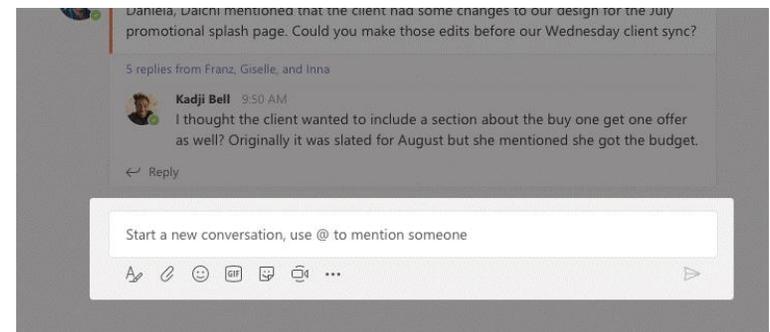
1. Click on your picture, usually in the top right.
2. Under "Your Accounts" you will see your current account and my Guest account available, with a check next to your usual account.
3. Click on the "Guest Account" and it switches over to my Guest Account (as expected)
4. Repeat the above steps to return, and there is no section for "Your Accounts" available while in the guest account.



## Start a conversation

*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send** .

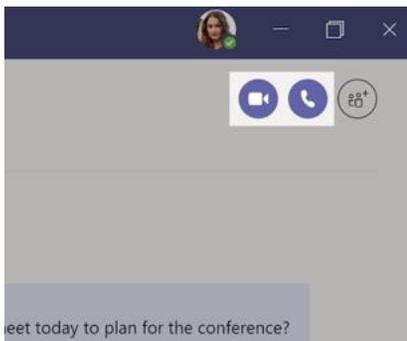
*With a person or group...* Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .



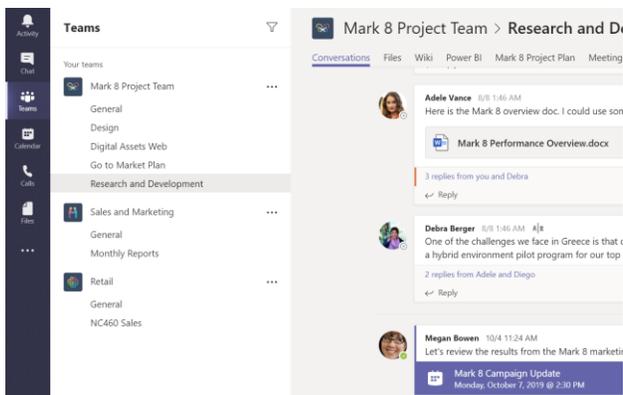
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## Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.

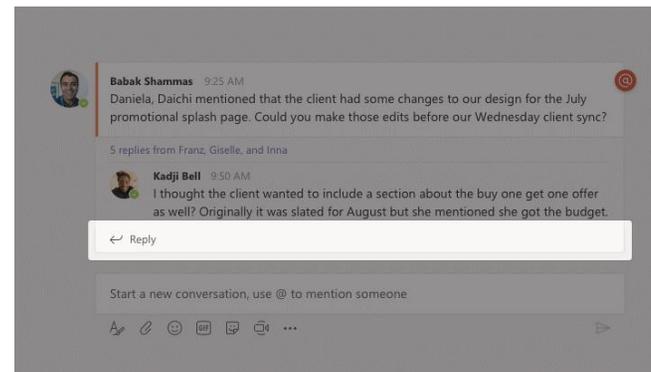


## Pick a team and channel



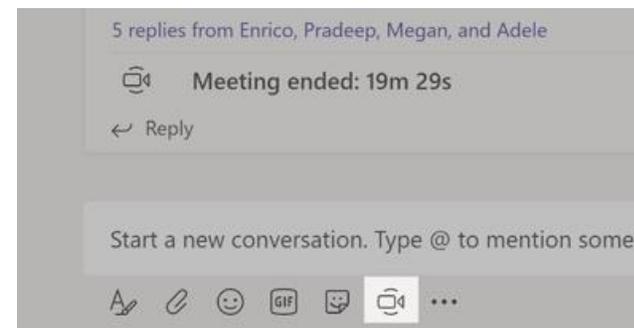
## Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .



## Start a meeting

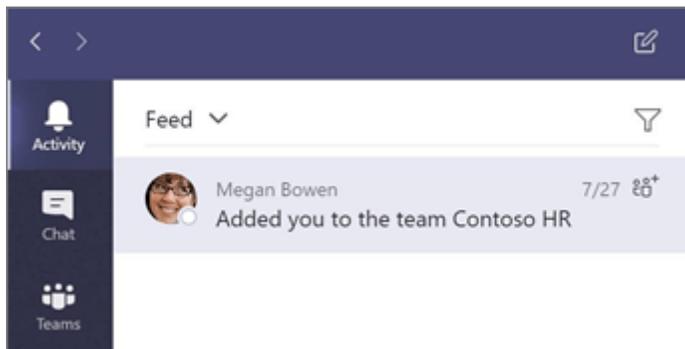
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



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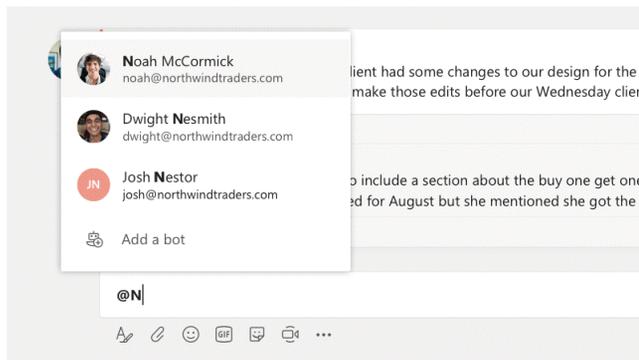
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



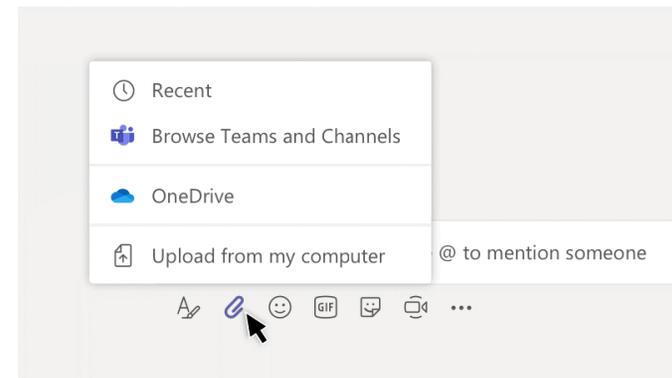
## @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



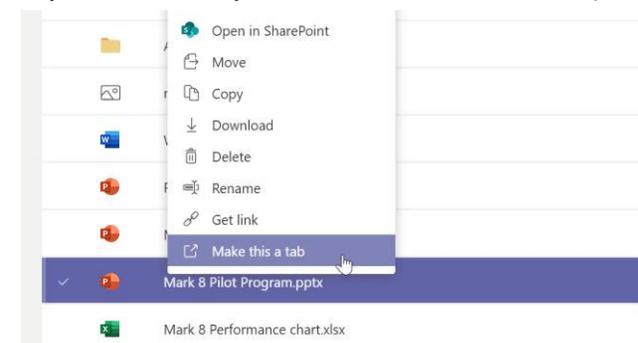
## Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

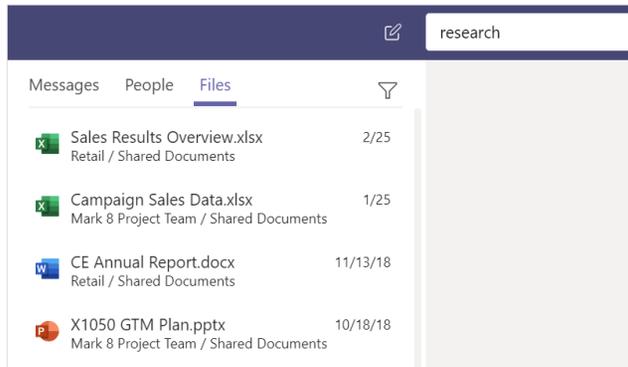
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



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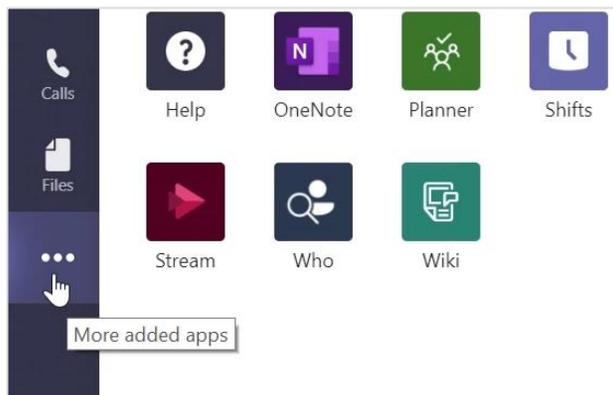
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter**  to refine your search results.



## Find your personal apps

Click **More added apps**  to see your personal apps. You can open or uninstall them here. Add more apps under **Apps** .



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