



LUMS

Information Systems
Technology

MICROSOFT TEAMS

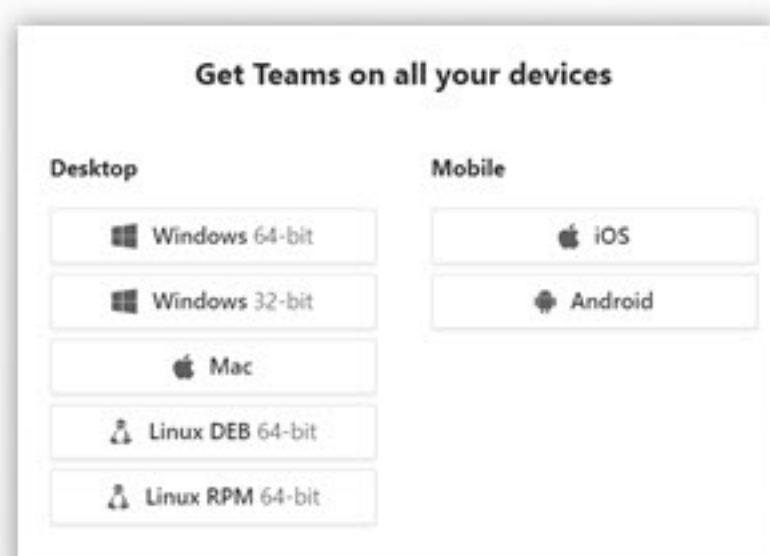
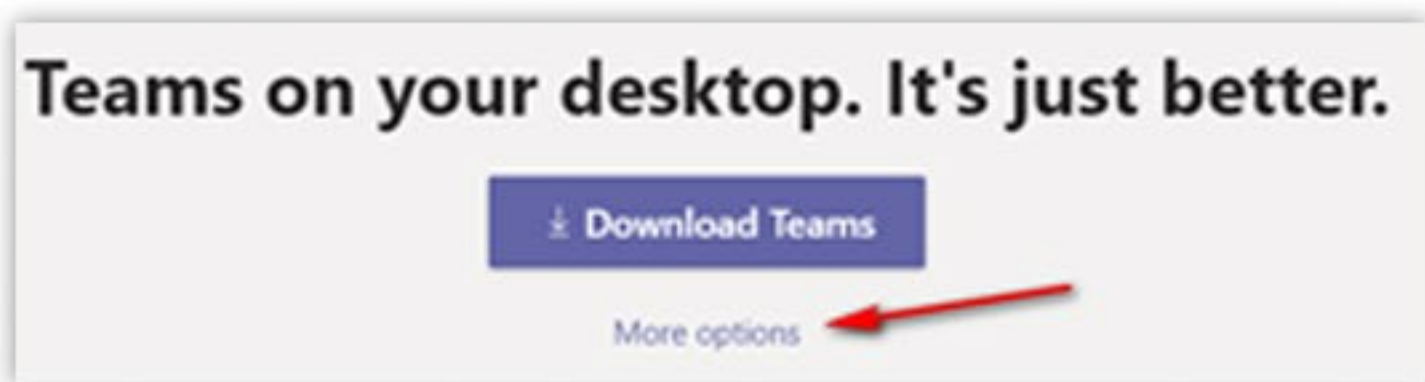


Microsoft Teams is the ultimate messaging app for your organization. A workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone. Rich chat with text, audio, video, and file sharing.

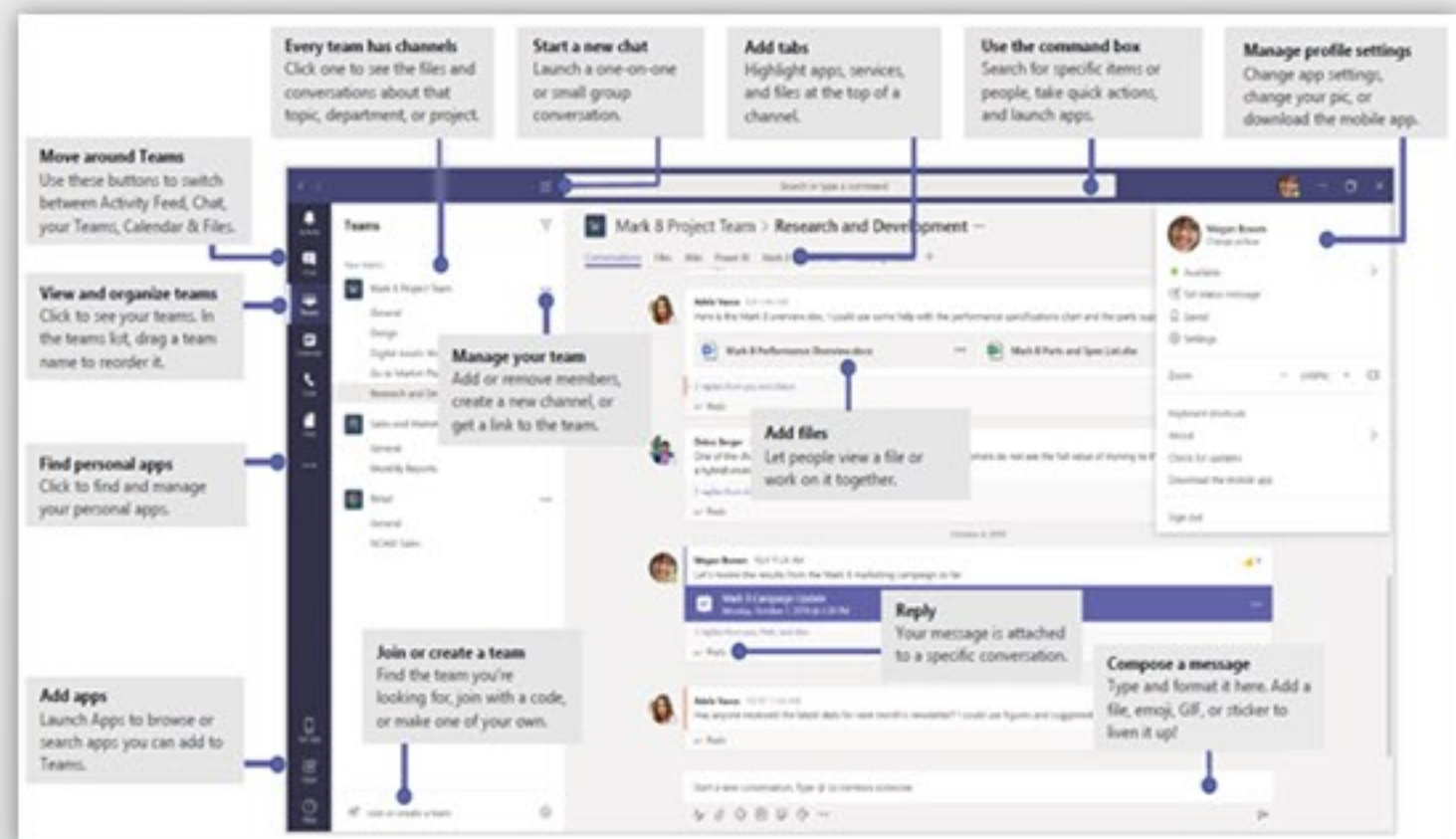


LAHORE UNIVERSITY OF MANAGEMENT SCIENCES

Download Microsoft Teams [click here](#)
Link and choose your operating system
respectively.



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

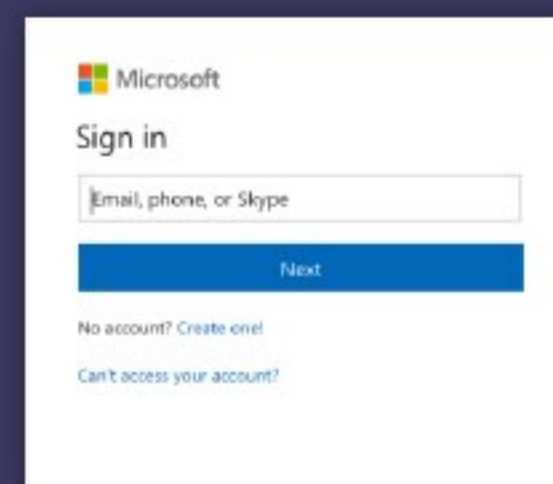


SIGN IN

In Windows, click Start > Microsoft Teams.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

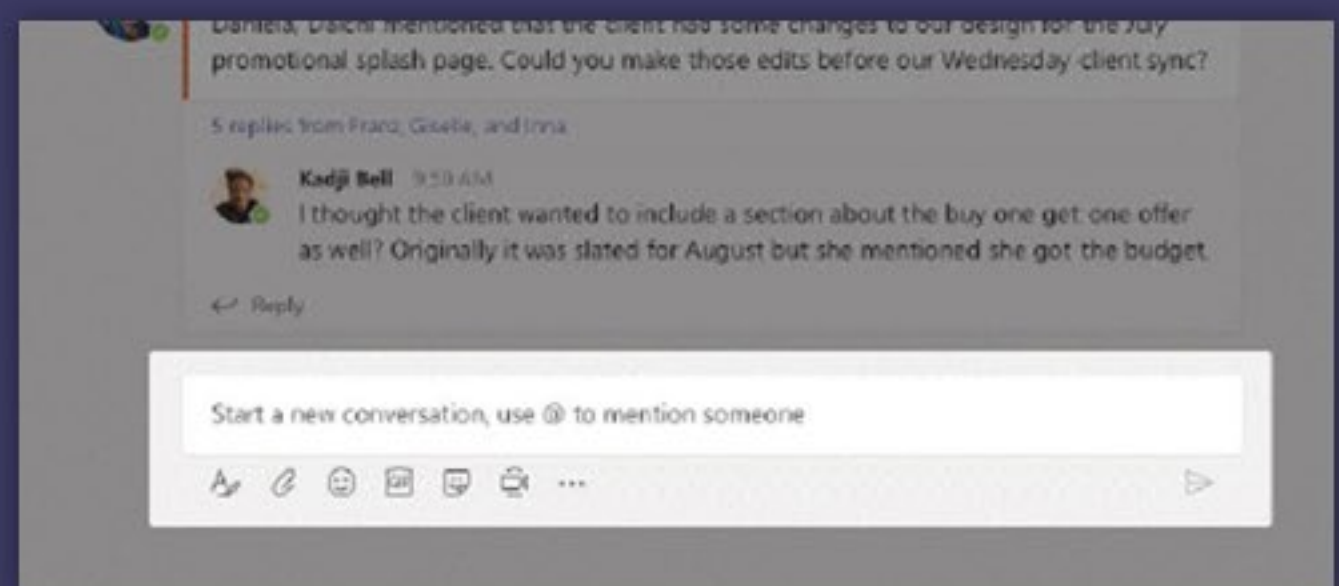
On mobile, tap the Teams icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



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** .

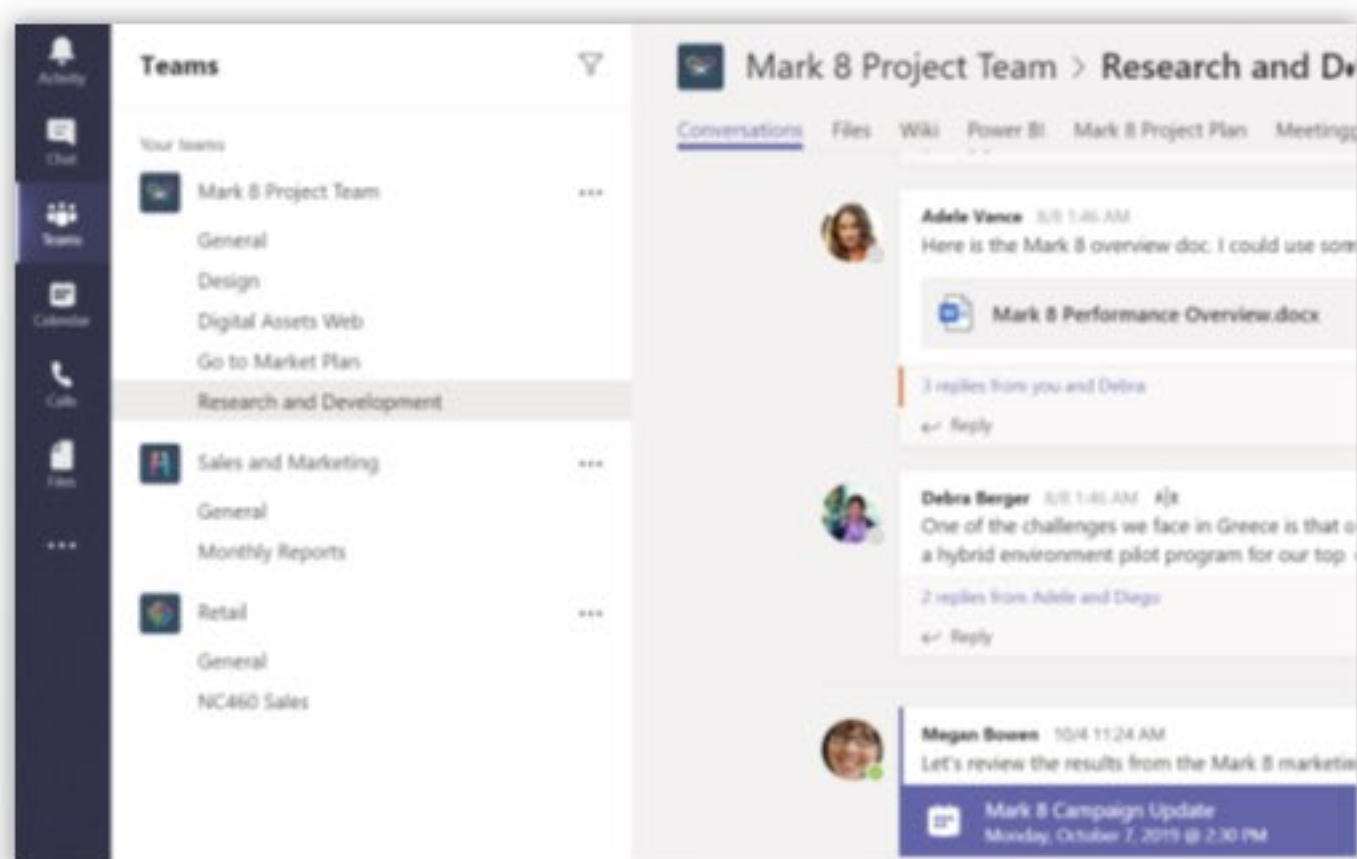


PICK A TEAM AND CHANNEL



A team is a collection of people, conversations, files, and tools all in one place.

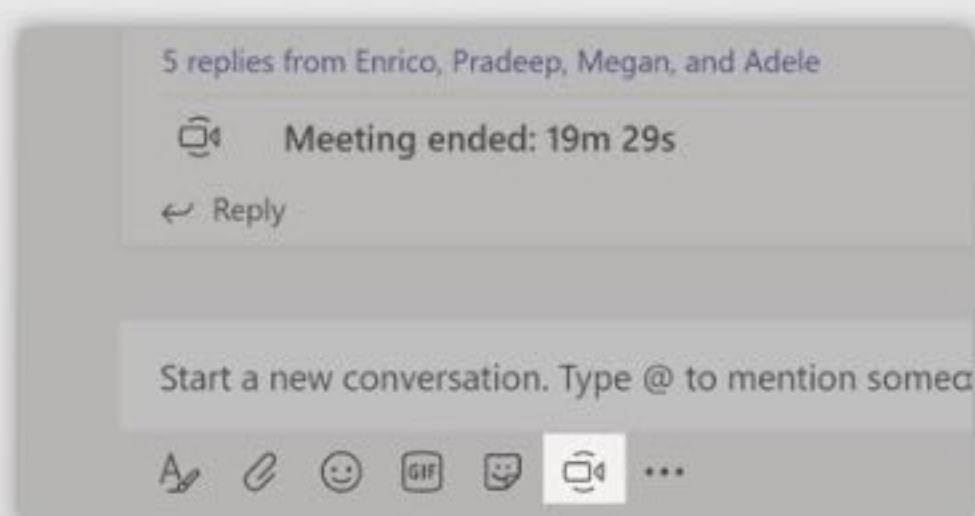
A channel is a discussion in a team, dedicated to a department, project, or topic.

Click **Teams**  and select a team. Pick a channel to explore the Conversations, Files and other tabs.





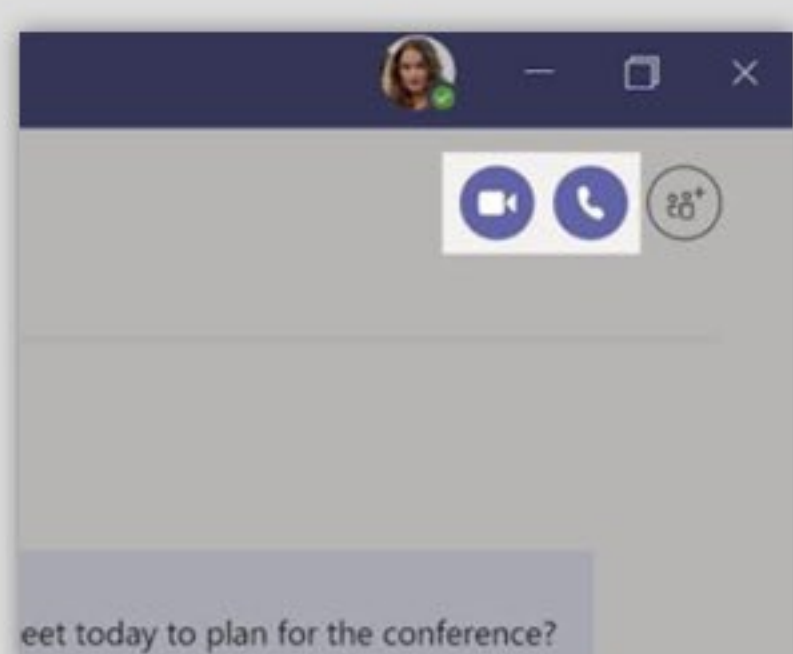
START A MEETING

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.



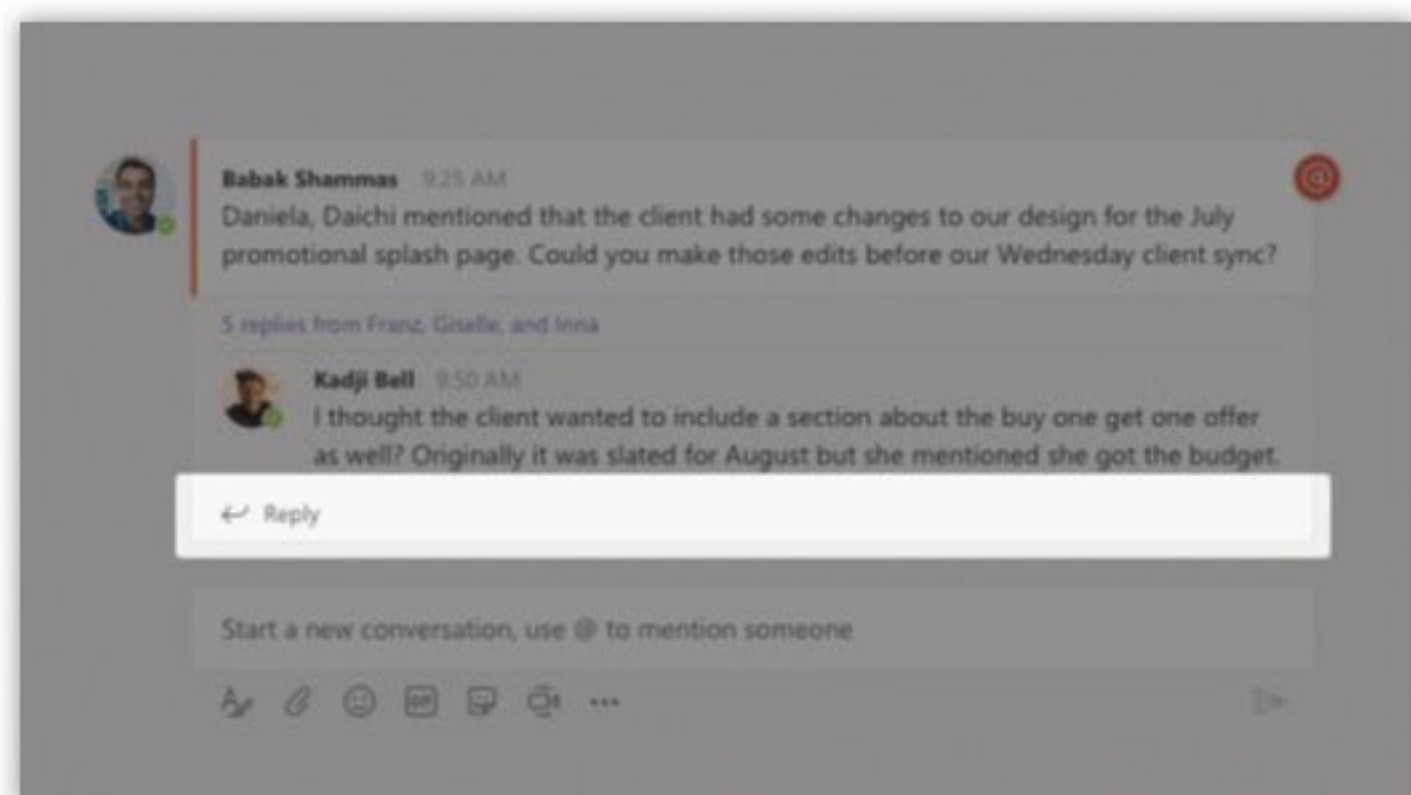
MAKE VIDEO AND AUDIO CALLS

Click **Video call**  or **Audio call**  to call someone from a chat.



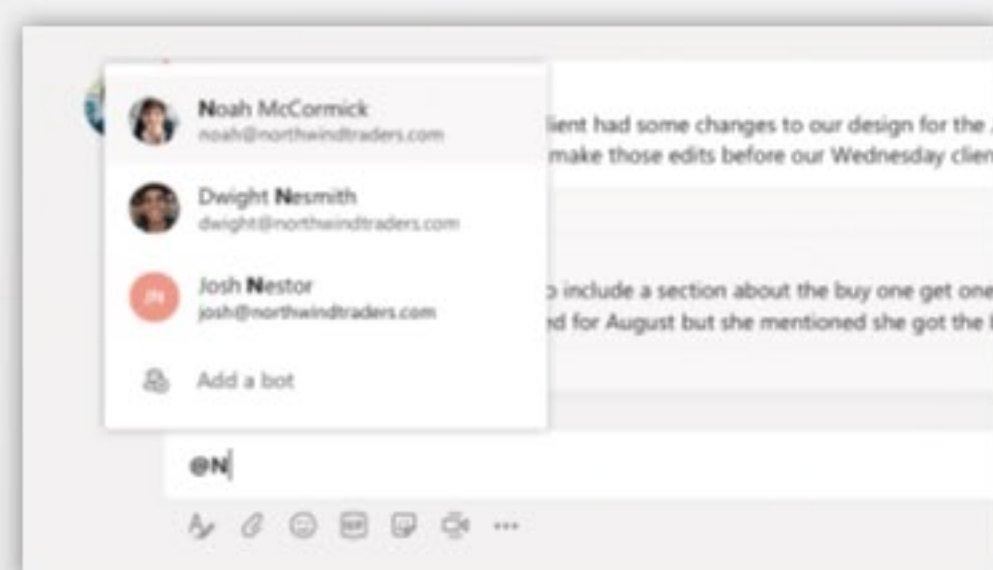
REPLY TO A CONVERSATION

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**.



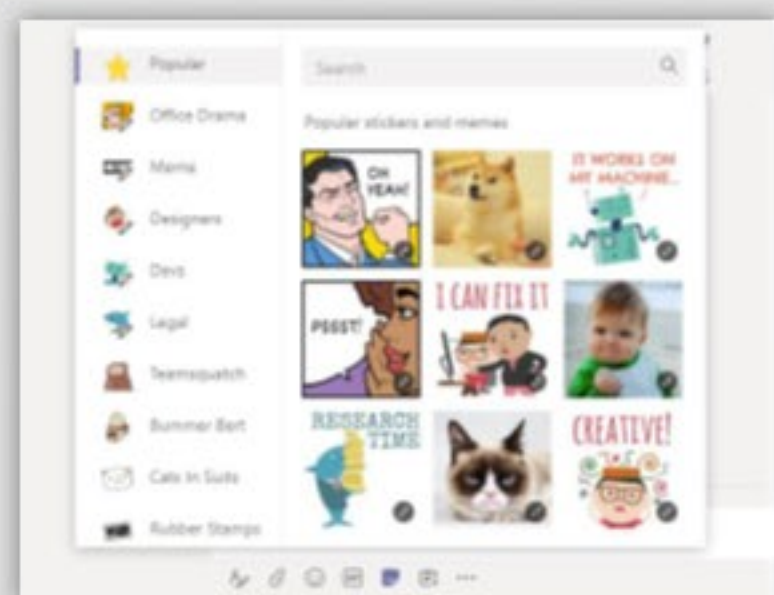
@mention someone

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.



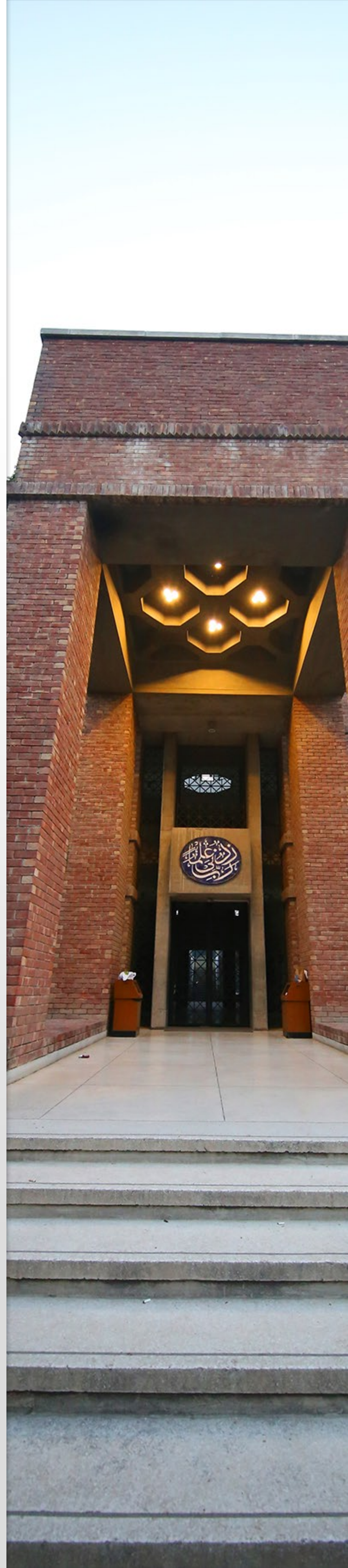
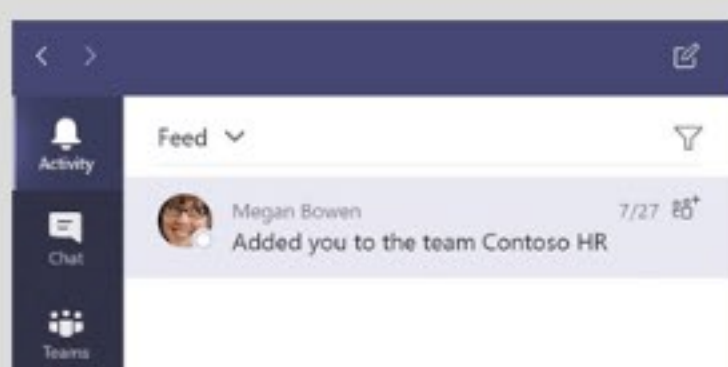
Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Stay on top of things

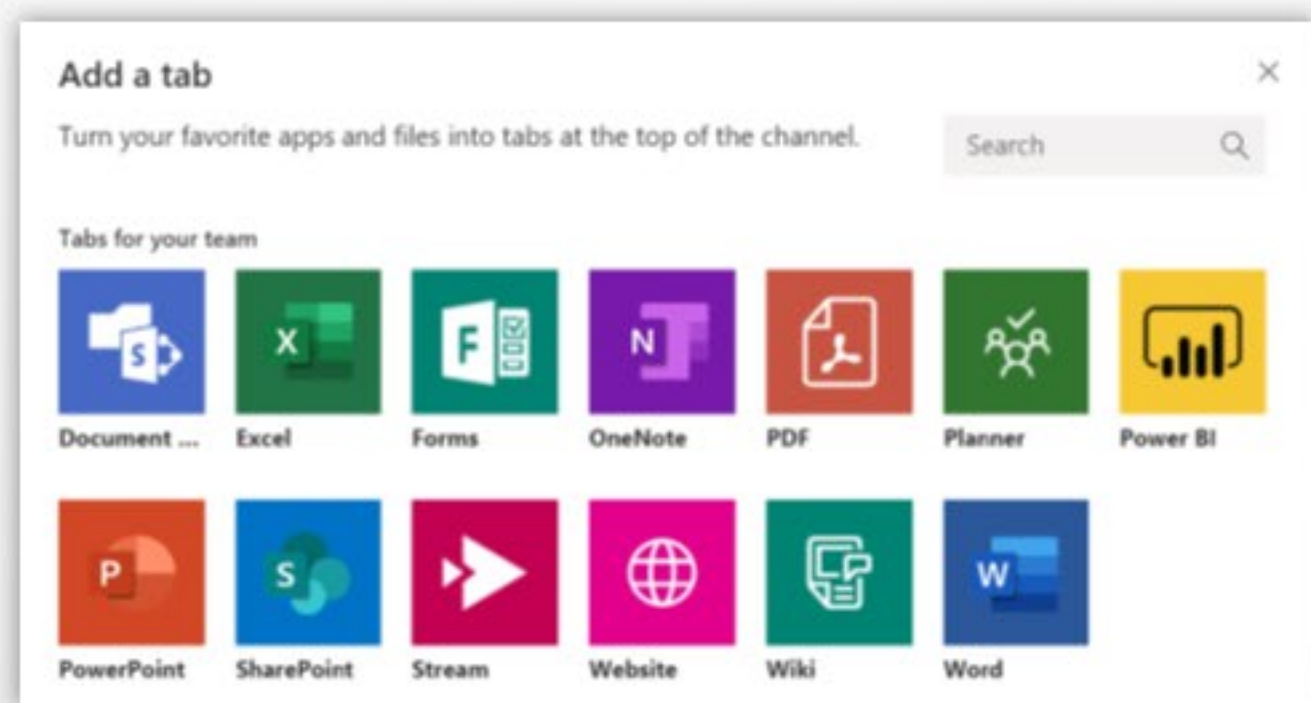
Click **Activity** on the left. The Feed shows you all your notifications and everything that's happened lately in the channels you follow.






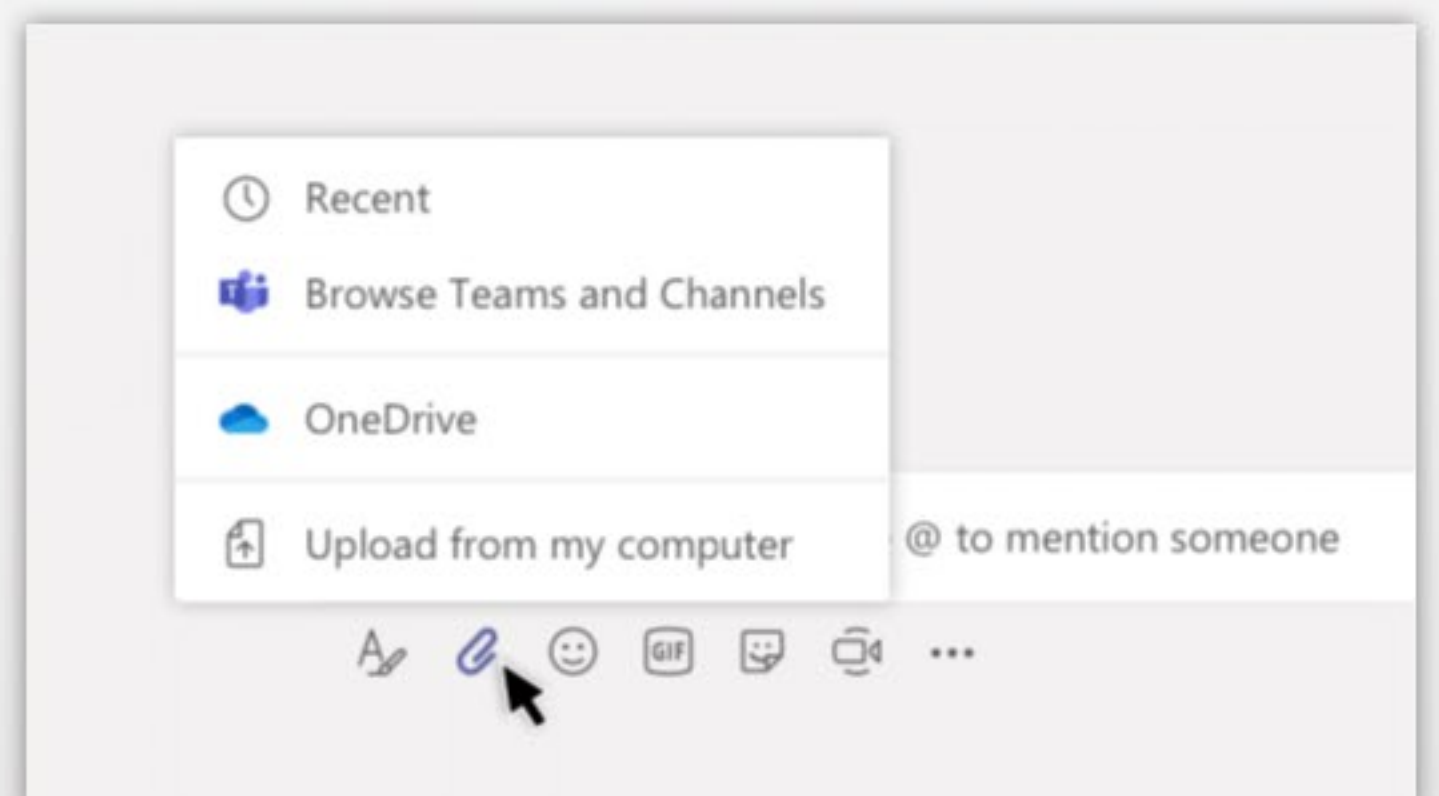
ADD A TAB IN A CHANNEL

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



SHARE A FILE

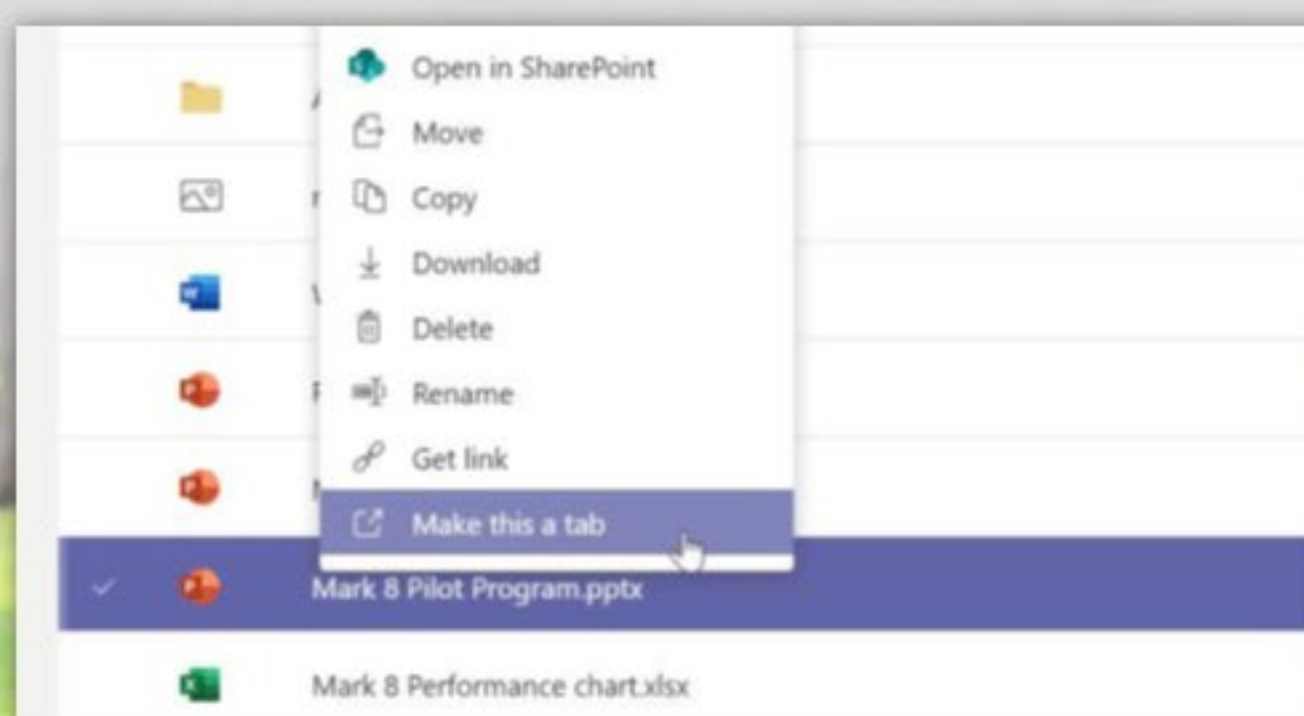
Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



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.

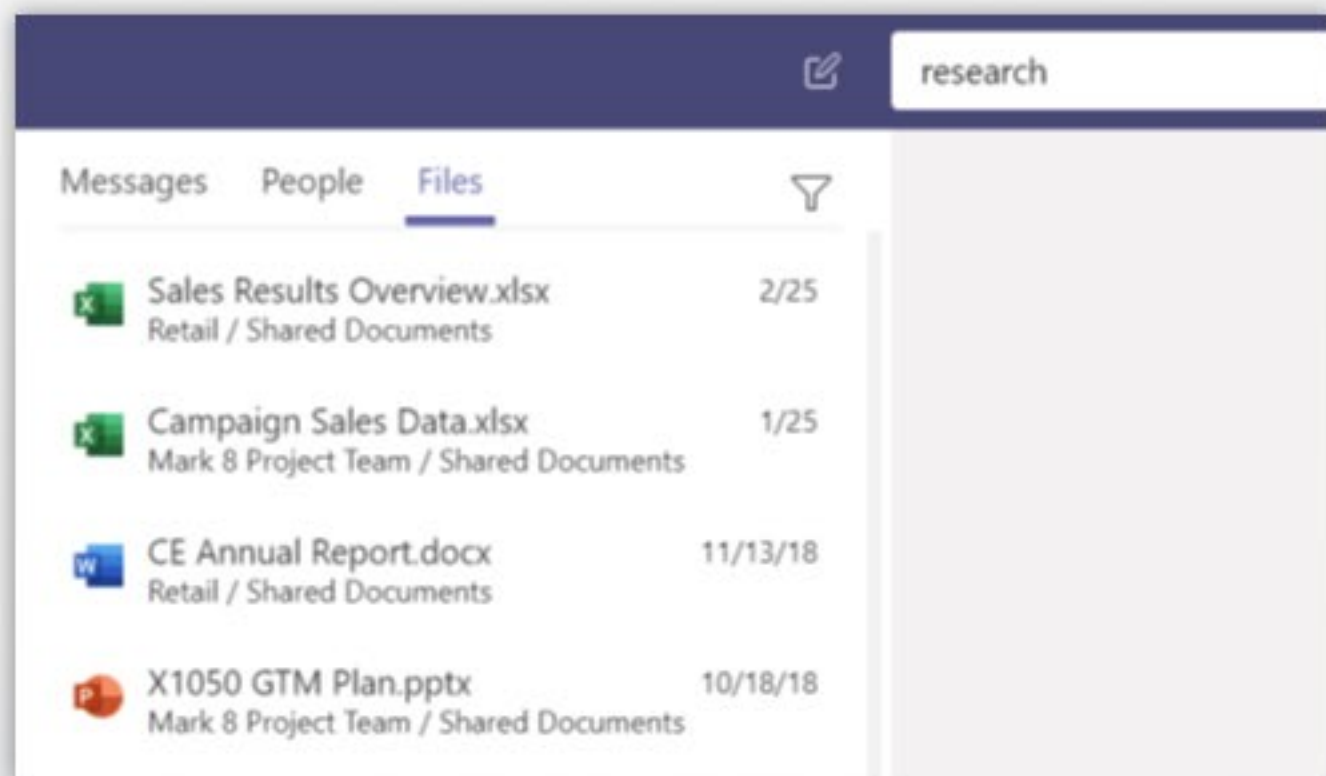
In a channel, you can instantly turn a file into a tab at the top!





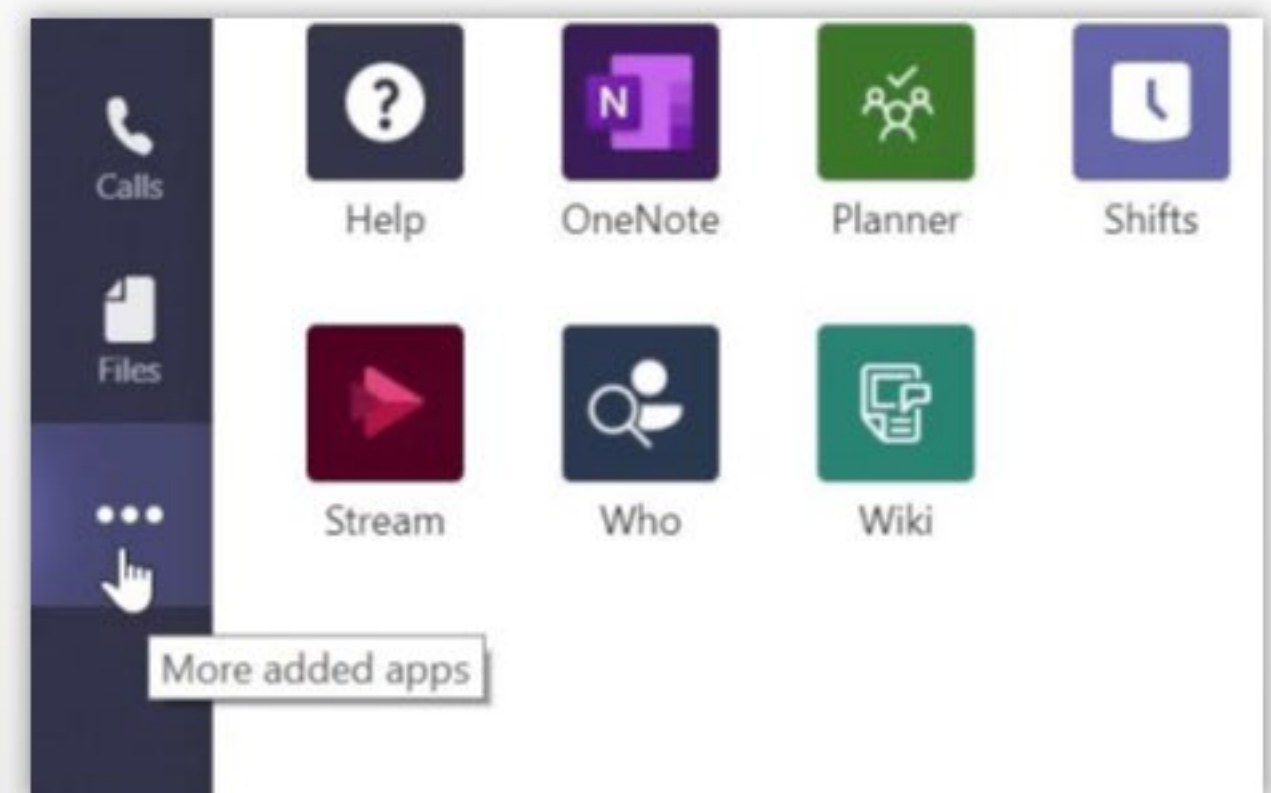
SEARCH FOR STUFF

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** Ⓜ .



ADD APPS

Click **Apps** Ⓜ on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.

