# Microsoft Teams: The ins and outs

Note: I have only shown the desktop app version to save on timing. To access web-based Teams go to https://www.office.com/?auth=2 or https://myapps.microsoft.com/index.html
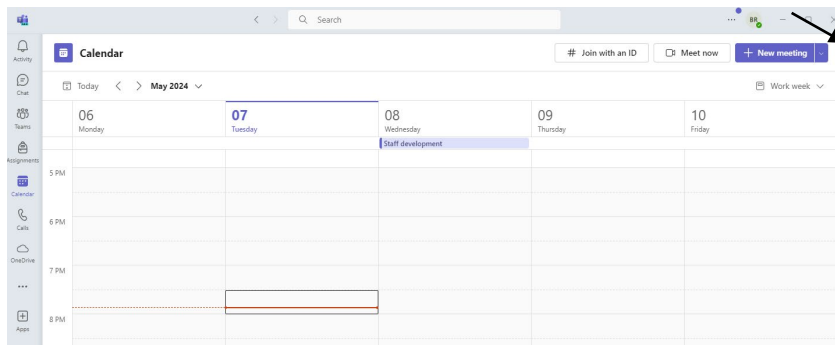
Create a meeting in Teams
Note: If you are already signed in to your Microsoft Office when you launch the Teams app you will already be signed in.
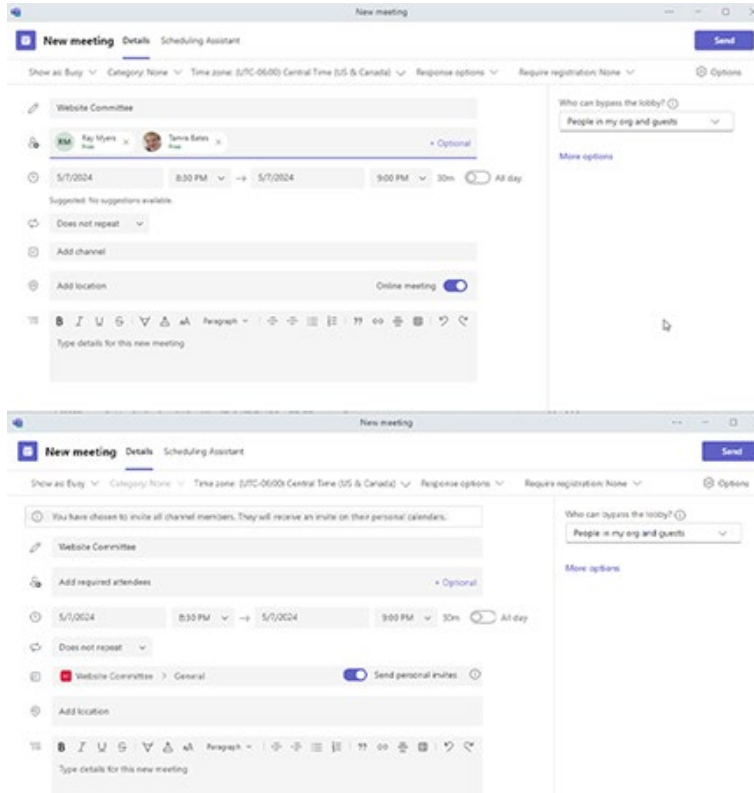
1. Click on Windows Start Menu icon, all apps and then scroll down to Teams
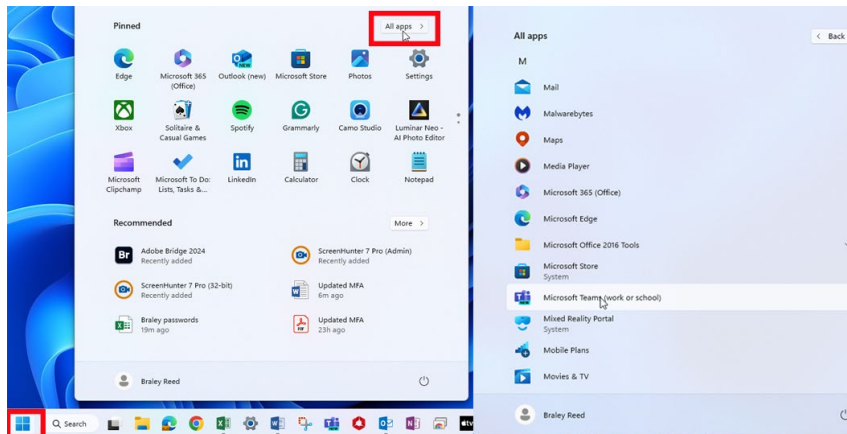
2. Select the **Calendar** icon on the left hand menu bar in Microsoft Teams. Create new **Meeting**.

3. Select required individual users, Channel (groups) members, and optional attendees. Name your meeting, date/time, and other desired settings. **Hit Send**.
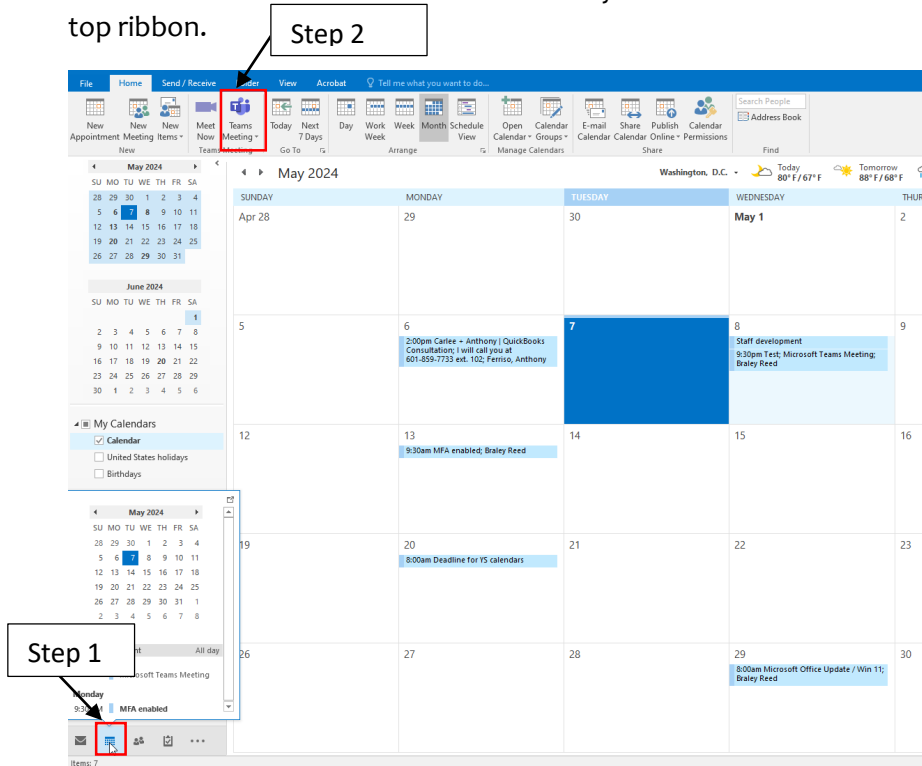

4. It will enter it into your Outlook Calendar and your Teams calendar.
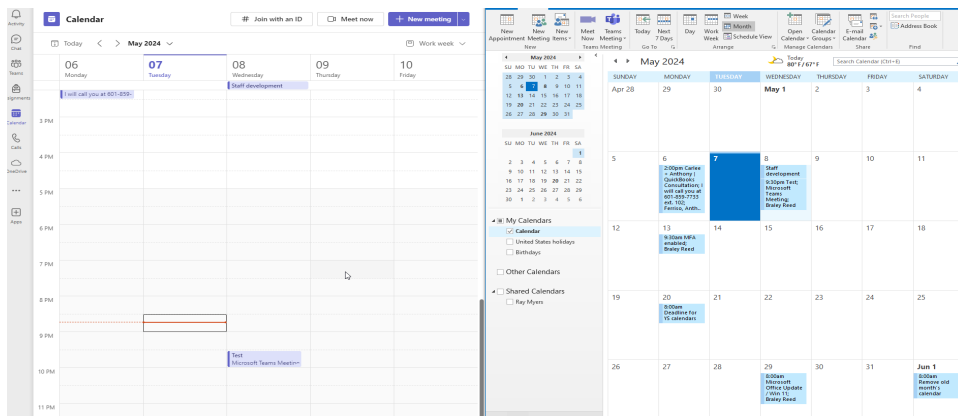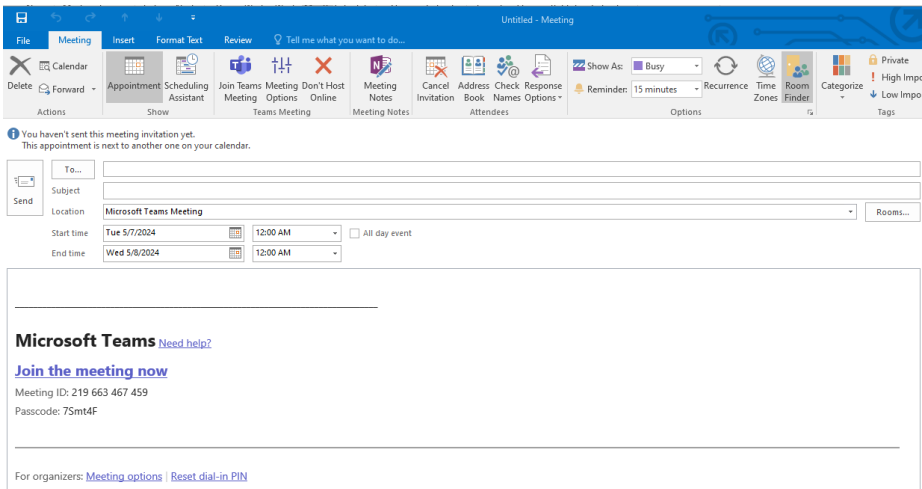
Create a meeting in Outlook

1. Click on the calendar icon at the bottom of your Outlook screen. Select Team Meeting from top ribbon.

2. Select Meeting from drop down options and set up the requirements. It has the Team meeting ID, passcode, and link to join the meeting. Once clicked on the link by attendees, Teams will open up automatically.

**First things to know about chats in Microsoft Teams**
Note: If you are already signed in to your Microsoft Office when you launch the Teams app you will already be signed in.

1. Click on the Chat icon on the left hand menu bar.
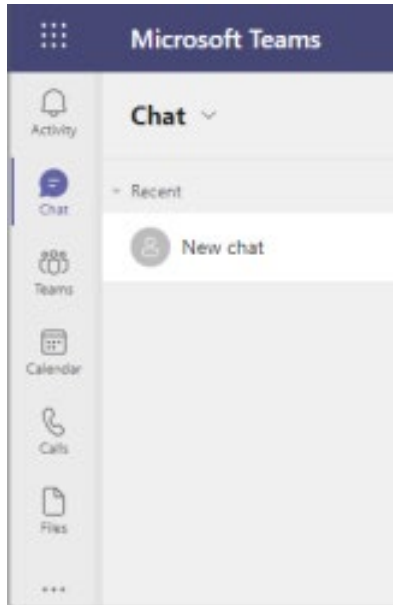

Chats can be one-on-one or in a group

You start one-on-one and group chats the same way: by selecting New chat ✎ at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emoji, stickers, and GIFs—whatever you need to get your point across.
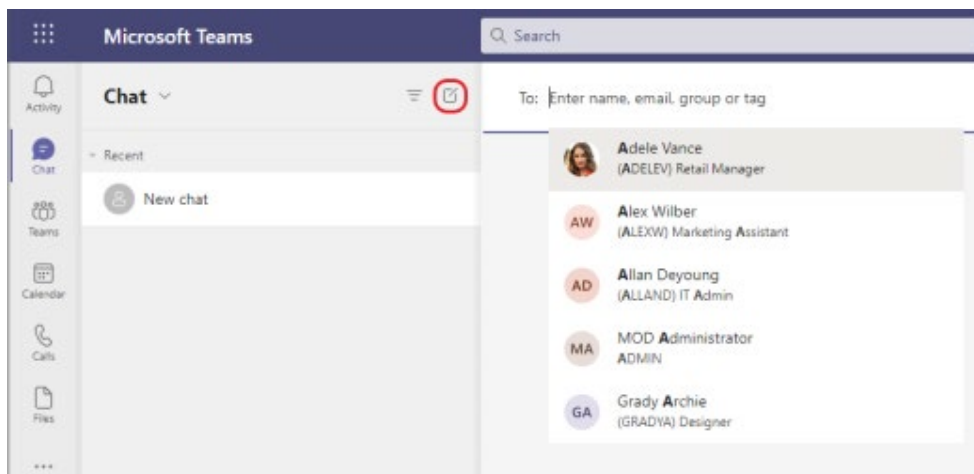
The following are more details about each kind of chat:
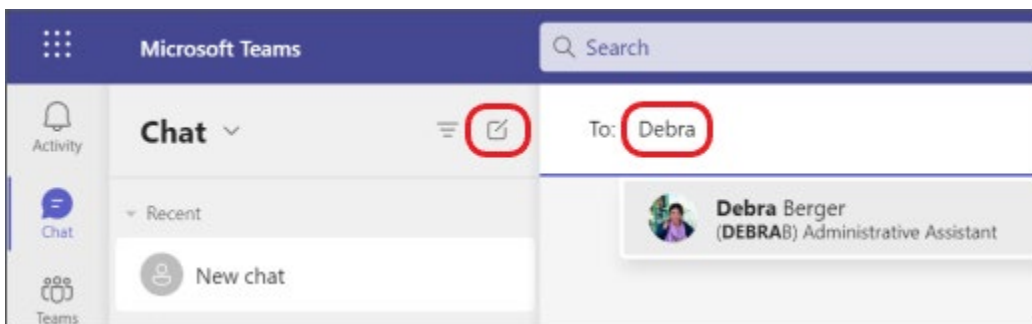
5. **One-on-one chat**

Once you've selected **New chat** and entered the person's name, compose your message in the text box and then select **Send** or press Enter. This starts the chat.
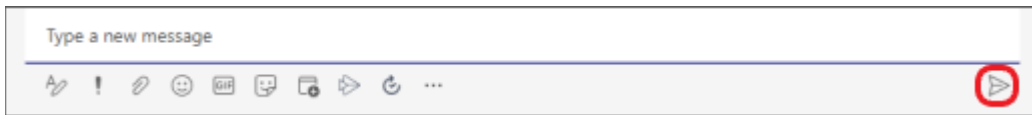

6. **Chat with yourself**

   For times when you want to draft messages, send files from one device to another, or get to know features a little better, you can start a chat with yourself. Everything you do in a regular chat you can also do in a chat with yourself. You'll see it pinned to the top of your chat list by default.

- If you unpin the chat with yourself and want to find it again, select New chat and enter your name into the To field.


7. **Group chat**

   Use a group chat when you need to talk to a small group of people. Start one the same way you start a one-on-one chat: select New chat at the top of your chat list. Select the down arrow to the far right of the to field and type a name for the chat in the Group name field. Next, type the names of the people you'd like to add in the to field.
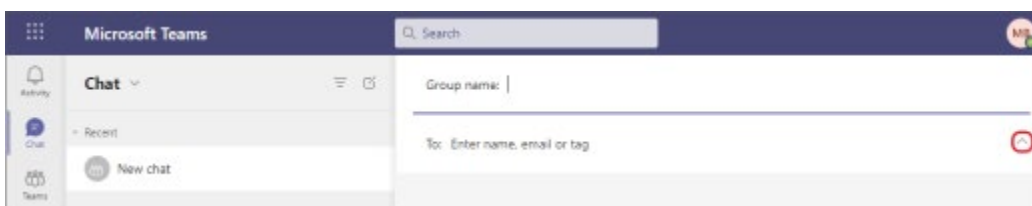

Once the chat has begun (whether group or one-on-one), just choose it in the chat list to resume the conversation and send more messages.
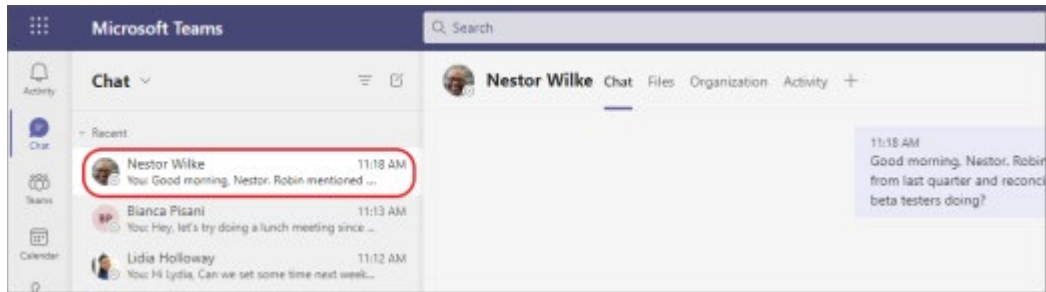
Press Shift+Enter to start a new line

- If you keep pressing Enter to start a new line, which sends the message before you're ready, try the following:
- When you want to start a new paragraph, press Shift+Enter to insert the line break. If you've opened your formatting options (see step 3 for details), just press Enter to start a new line of text, then select Send ▷ to send it.
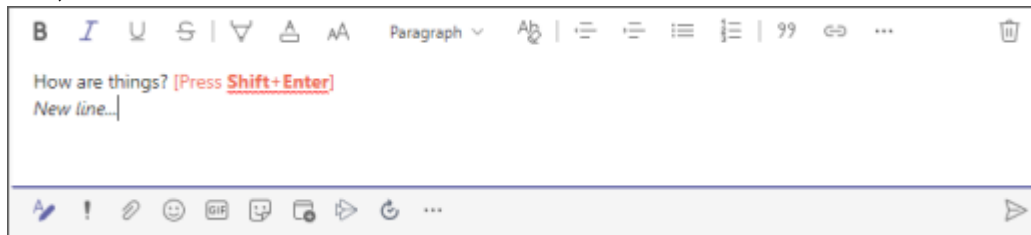

Select Format to see all your formatting options

- There are many formatting options for messages.
- To open your formatting options, select Format 𝒜 beneath the box where you type your message. In this expanded view, select the text that you want to format, then choose an option like B, I, or U to bold, italicize, or underline the text. There are also options for highlighting, font size, font color, lists, and more.
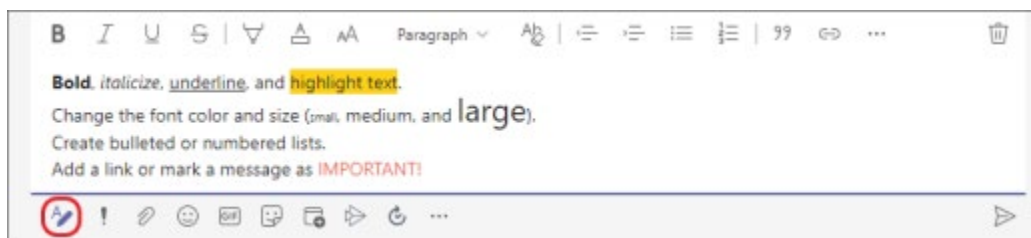
- Beneath the box you'll also find delivery options, attach files, emoji, giphy, stickers, schedule a meeting, and more. Select More options ••• to find more apps.

8. **Chat happens in channels, too**

   When you go to any channel in Teams the very first tab is Posts. Think of this as one big group chat. Everyone who has access to the channel can see messages in Posts.
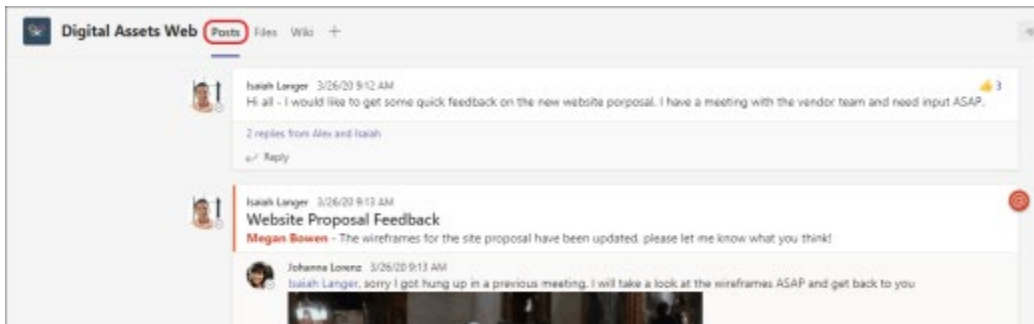
Based on your organization and culture, you'll need to decide which messages are suitable for the Posts tab in a particular channel.

- Another important thing to know is that replies to a channel message stay attached to the original message. This way, the whole *thread* of the conversation can be easily followed by anyone reading it. This is what's great about threaded conversations.
- To reply to a channel message, be sure to use the Reply link underneath the message.
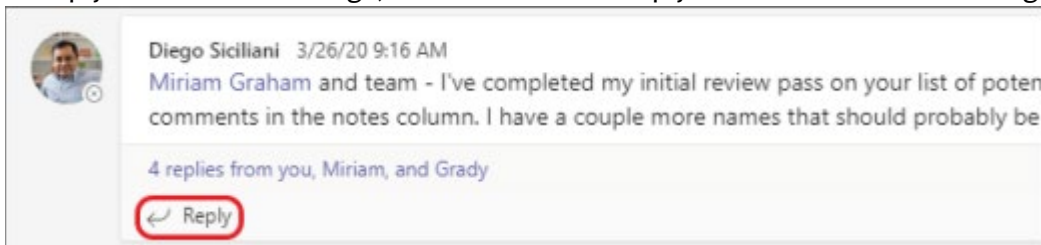

9. There are several ways to search for and find messages
   Note: Depending on what you remember about the sender of the message or the characteristics of the message, a different way of searching might make more sense.

Find a chat based on a person's name

- Enter the person's name in the command box at the top of Teams. You'll see their name and any group chats they're a part of with you listed. Select their name to go to your one-on-one chat with them or select a group chat to resume that one.
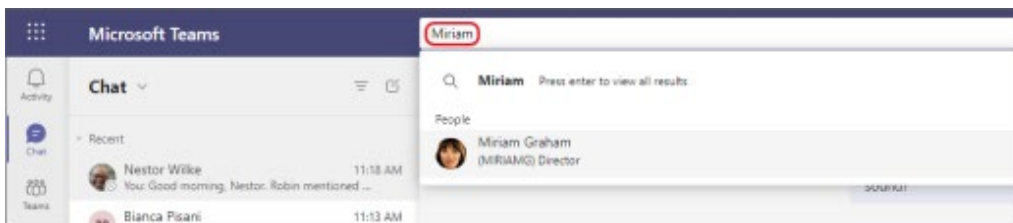

Find a message that has a keyword that you remember

- Start typing a keyword into the command box at the top of Teams and press Enter. You'll see a list of results that include the keyword.

Filter to show certain types of messages

- From the Activity feed, select Filter 📑 and then More options ••• to show certain types of messages including unread messages, @mentions, replies, and reactions.

  For a more specific search, go to the Feed menu, select the drop-down arrow, and then choose My Activity.
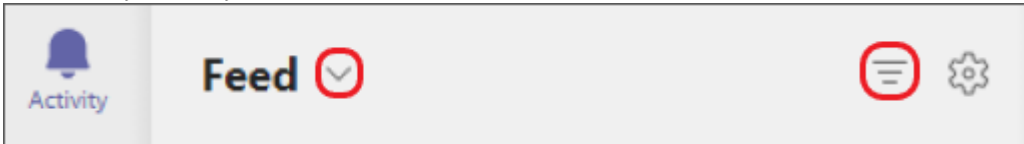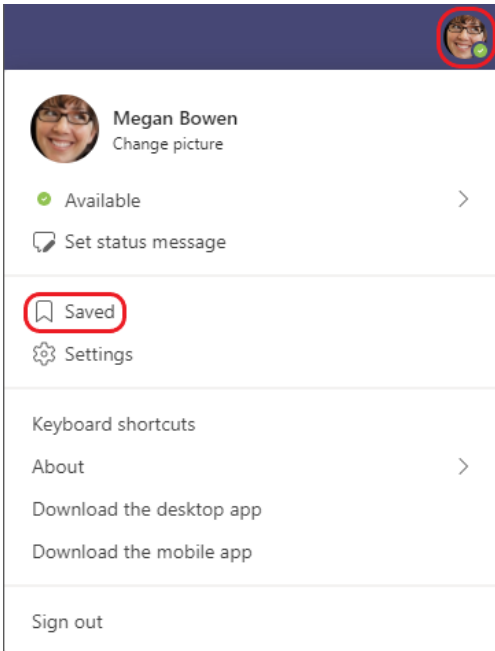

10. **Find your saved messages**

    To save a message, hover over it, select More options •••, and then select Save message 🔖.

- To see a list of your saved messages, select your profile picture at the top of Teams, then choose Saved. Or, type /saved in the command box at the top of Teams.

Delete, hide, or mute chats to keep them out of your way

- You can delete an entire chat conversation, hide the chat from the chat list, or mute it so you stop getting notifications. For details, see [Delete a chat thread in Teams](#) and [Hide, mute, or pin a chat in Teams](#). Note that you are also able to [delete individual messages](#) you've sent.
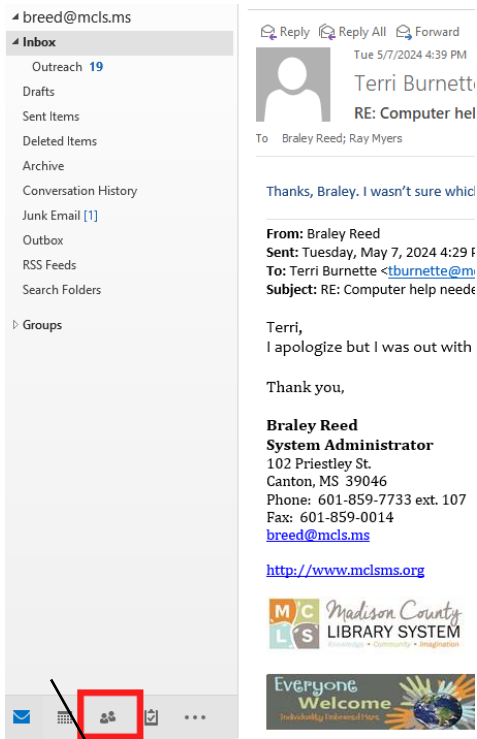
First things to know about teams in Microsoft Teams: Desktop

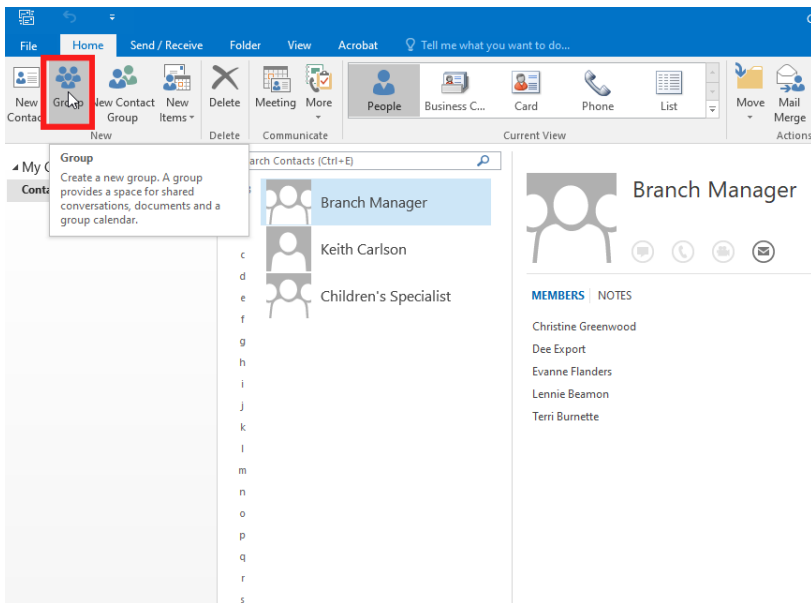11. Click on the Teams icon on the left hand menu bar in Teams
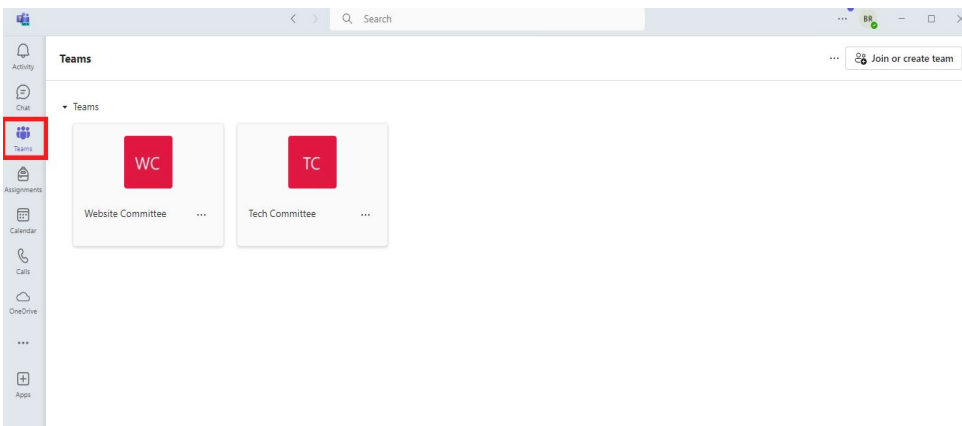
You can create a Team from Microsoft Teams or in Outlook.

12. Open Microsoft Outlook on your PC and select the people icon in the bottom left part of your Outlook screen.

13. Click on the Group icon to create a new group.

14. Name the group, select public or private for your group type, and check the the Subscribe new members to receive group conversations. Select OK.
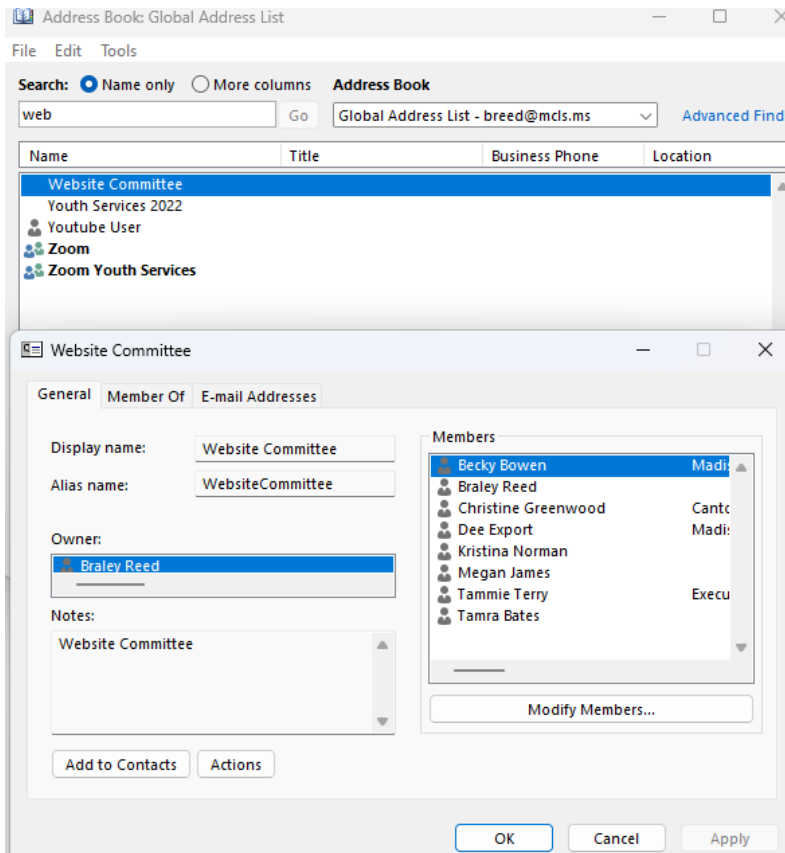

15. Still under the People icon click on the Address book in your top taskbar.
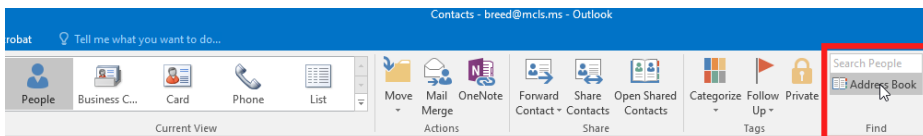
16. Type in some of the group name and select Global Address Book from the drop down menu. Double click the group name to open in on the left hand side.
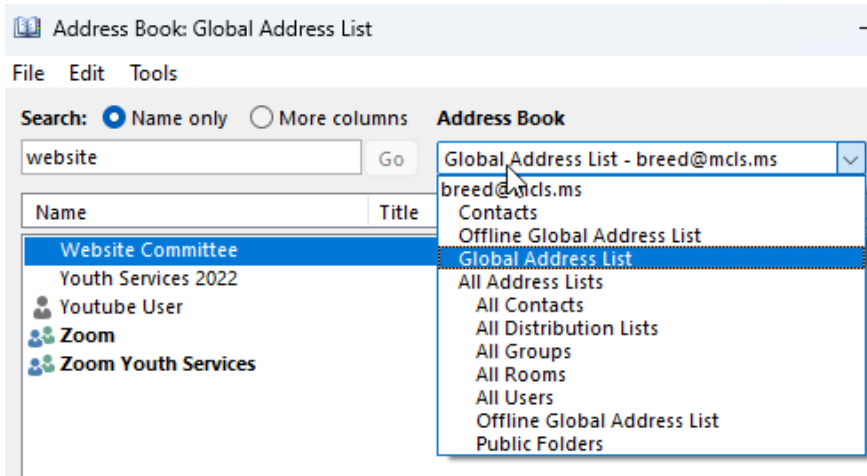
17. Select Add Contacts and type in the email address of the users you would like to add.

18. You can now see this new group under Teams in Microsoft Teams and in the inbox of Outlook.