

The first five things to do in Teams

1. Connect from anywhere

Download the Microsoft Teams desktop and mobile apps to enable teamwork from anywhere.

2. Start with chat

Create a small group chat or start a 1 on 1 chat to communicate in the moment.

3. React to a message

React to a chat or a message in a channel by hovering over it, this lets the sender know that you have seen the message and have acknowledged it without replying.

4. Mention/tag someone

In chats and channels, you can tag people by using the @ symbol on your keypad. This will send them a notification to get their attention.



5. Reply to a message

Under a conversation you can reply by clicking the reply button under the message.