

The next
five things
to do in
Teams



Get Started

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. You can rename the group chats.

3. Start a video or audio call

You can start calls directly from your chat windows to quickly talk to people you are in a chat with.

4. Schedule a meeting

Within Teams you have access to a calendar. In here you can schedule meetings or book tasks and appointments. Use this for general catch ups, for specific meetings or reminders.

Interact

5. Reply to a thread

In a channel if there are conversations, reply within a specific thread/to a specific message by clicking the reply button under the message.

6. 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 actually replying.

7. Mention/tag someone

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

Get Organised

8. Pin/hide chats

Pin the chats that you use most frequently so that they are at the top of your list and will not get lost. Hide the chats that you no longer use to clean up your chat list. You can do this by hovering over a chat and clicking the three dots ...

9. Rearrange your Teams

Change the order of your Teams list by dragging and dropping them where you prefer. For example, you can have your most used teams at the top of your list.

10. Customise channels

Upload files to a channel and pin frequently used files to make it easy for everyone to find.