

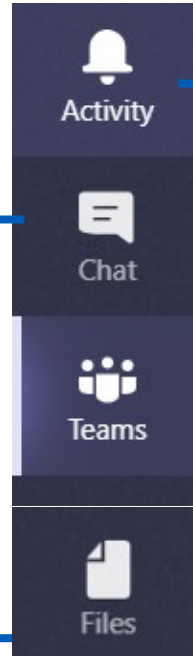


**MENZIES  
AVIATION**

# Microsoft **Teams** **Basics**

# Teams Menu

Chat notifications will appear here. Find all one-on-one and group chats



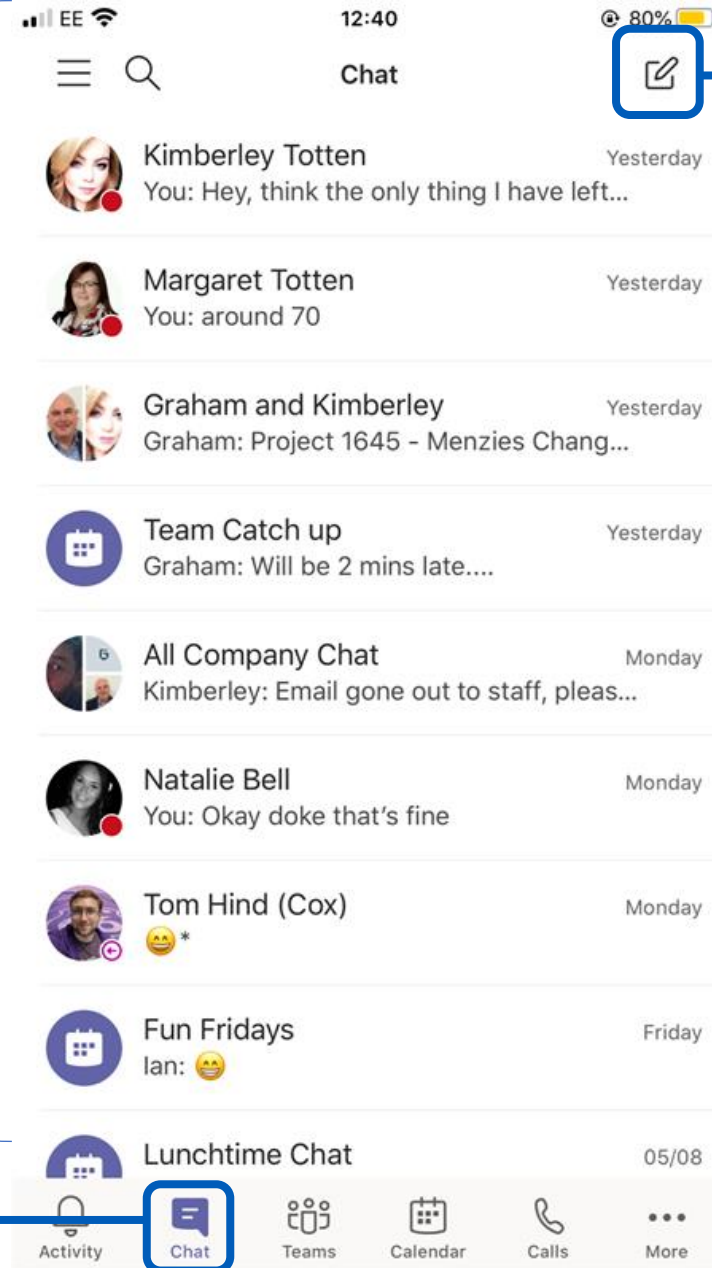
Quickly find recent files that have been shared with you

View updates such as notifications of being added to a Team or mentioned in a conversation

View all the Teams you are a member of

# Chat Within Teams

View your recent chats here.

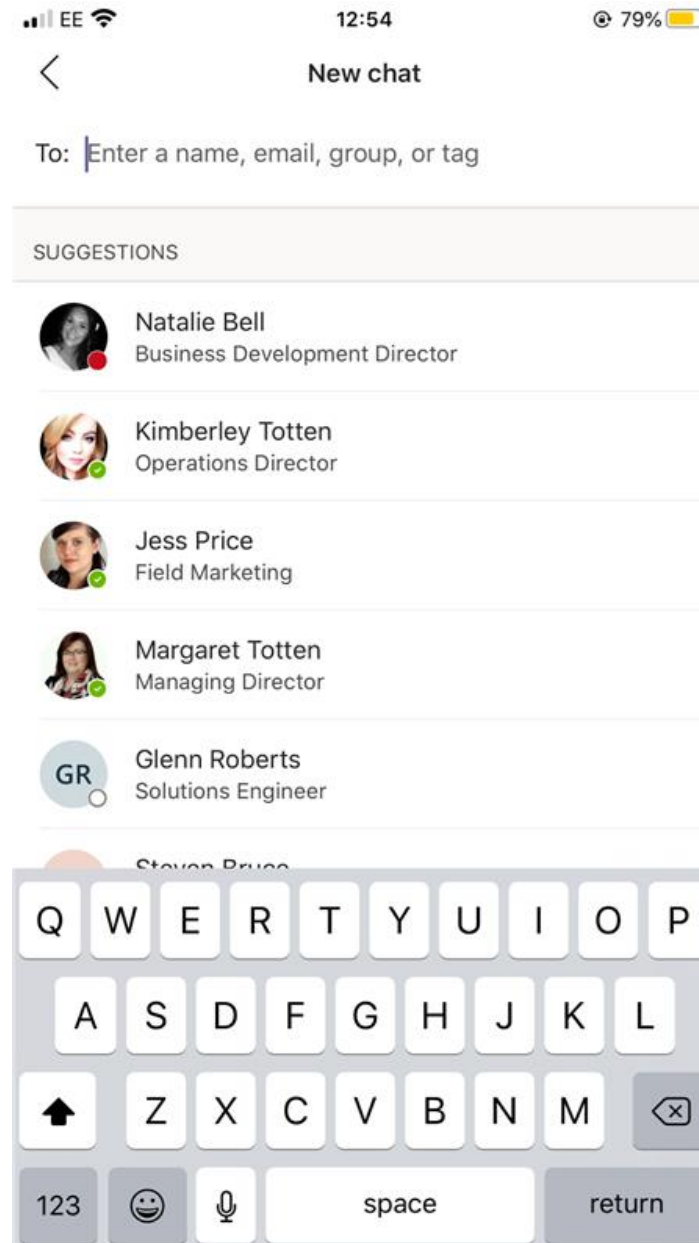


Use this icon to start a new chat.

The chat tab is at the bottom of the screen.

# Chat Within Teams

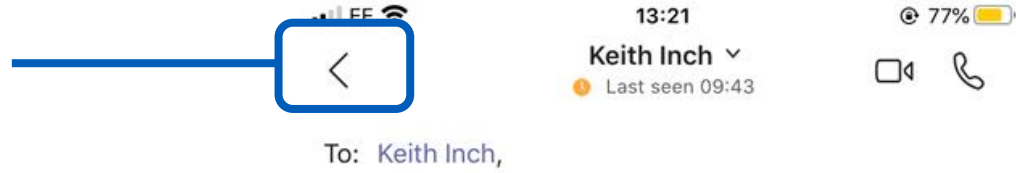
After starting a new chat, type in the persons/people's names here.



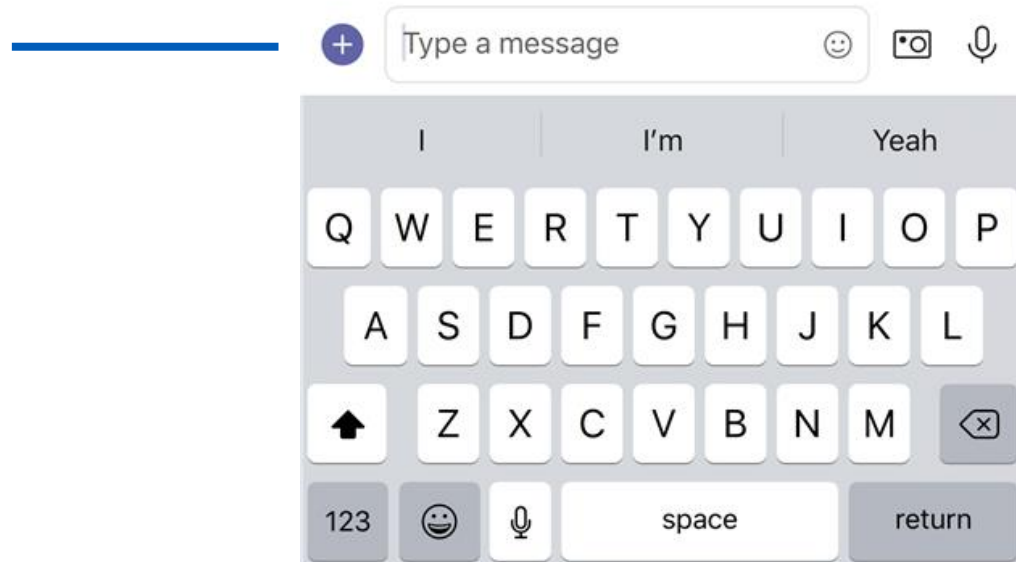
Suggestions will appear here based on who you regularly interact with.

# Chat Within Teams

Click the arrow to exit the chat



Type your messages here.



# What Is A Team?

A *Team* is a collection of people, content, and tools surrounding different projects and outcomes within an organisation. Teams are the main groups, which then have smaller sections underneath called channels.

Teams can be created to be private to only invited users or created to be public and open and anyone within the organisation can join (up to 5000 members).

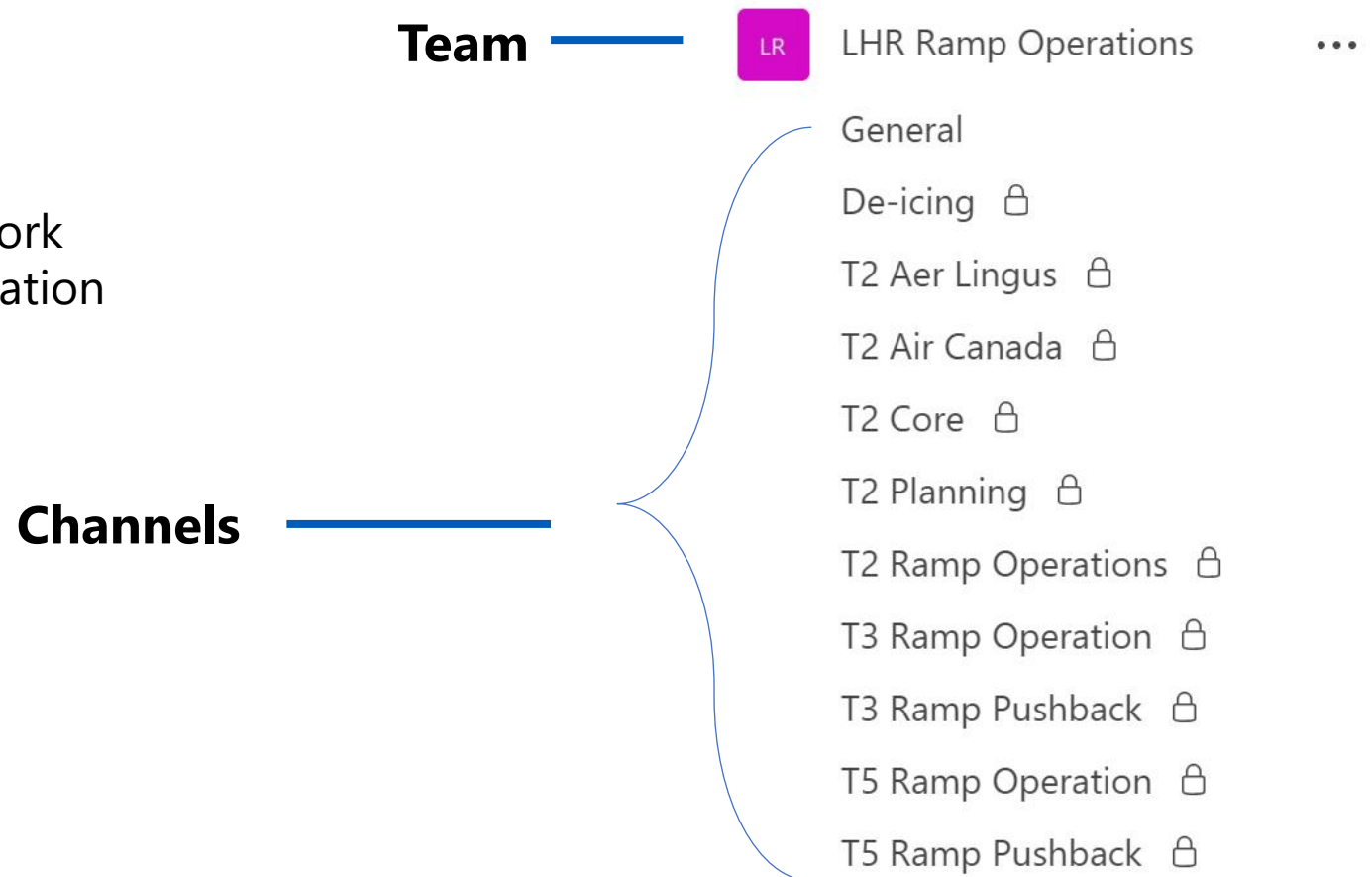


# What is a Channel?

Each Team has smaller groups that are called Channels, a Team can have multiple channels where you can have different conversations based on each topic

Channels are places where conversations happen and where the work gets done – connect with your managers, peers and work together on important operational information

The channels are based on the current structure of Menzies departments and groups



# What Is A Channel?

Access shared files  
in one space

The screenshot displays a Microsoft Teams channel interface. At the top, there are navigation tabs: 'General' (selected), 'Posts', 'Files', 'Wiki', 'Sales Dashboard', and 'Excel'. To the right of these tabs are icons for 'Org', 'Meet', and a settings/info icon. Below the navigation, the main content area shows a post with the following details:

Request type:	Urgent
Status:	Unassigned
What is it about?:	Test incident #1
First observed on:	Mon, 27 Jul 2020
Details:	Ongoing issue

Below the details are three buttons: 'Chat', 'Change status', and 'Change severity'. Underneath the post is a 'Reply' button. The next post is from a bot user, 'Bot User - 729535fe-e5a2-4b9c-9aa9-1345f53107b3', dated '27/07 15:53'. The message content is:

**Test message**

Test

@steven.bruce

Below this message is another 'Reply' button. At the bottom of the channel is a text input field with the placeholder text 'Start a new conversation. Type @ to mention someone.' and a send button on the right. The input field contains icons for text, attachments, emojis, GIFs, and other media.

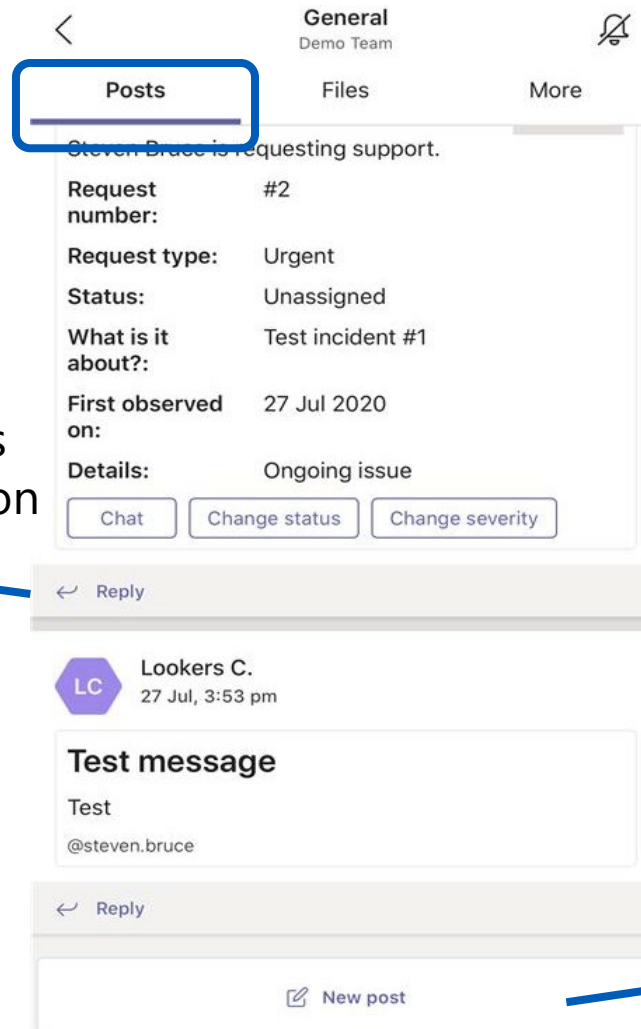
Have  
conversations,  
share information,  
ask questions etc

Have Team  
Meetings/calls



# Conversations in Channels

Within each individual channel, members can have conversations within the “Posts” tab. This feature is very similar to your normal chat except it is shared with your team



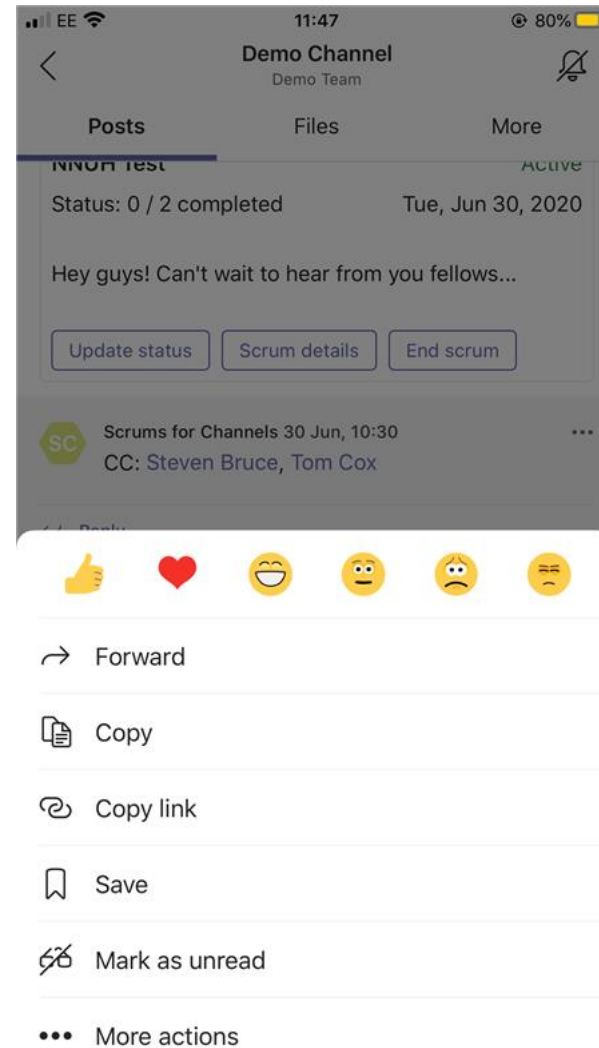
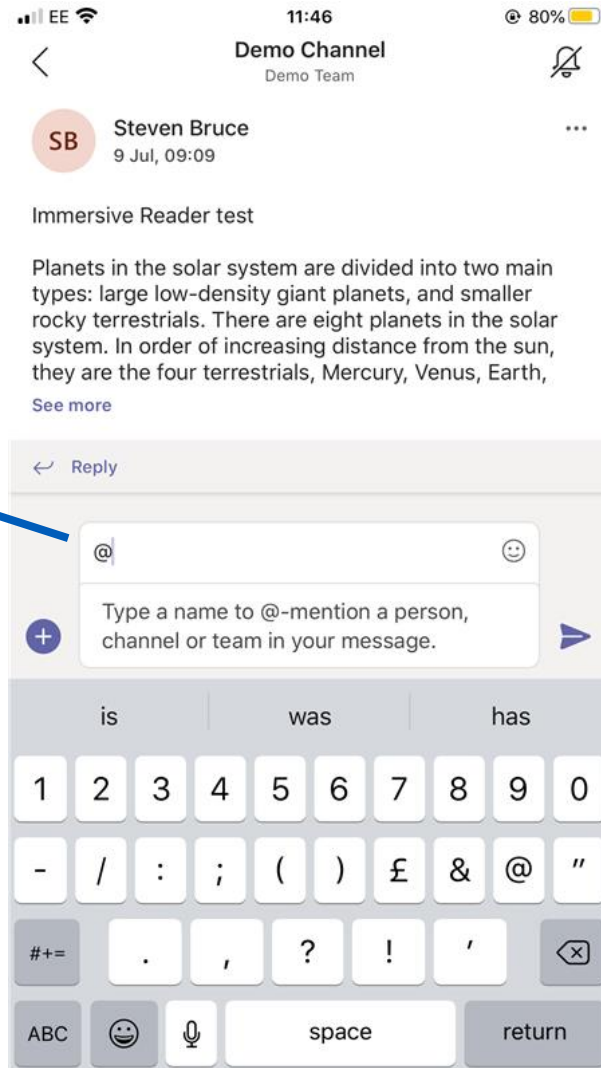
You can reply directly to someone's message by clicking the reply button underneath.

You can start a new conversation by clicking “New post”.

# Conversations in Channels

After you click “New post” you can type your message in the box.

Use the @ symbol if you want to get a specific persons/people's attention. If you type someone's name after the @ then they will be notified.



You can react to someone's message by holding down on the message or clicking the three dots beside it.