Microsoft Teams

The Teams Program Screen



New Conversation button

Getting Started

Sign.in: Enter your email address in the Sign in field, then click Sign in. Enter your password in the Password field, then click Sign in.

Sign.Out. Click your account icon in the upper-right, then select Sign Out.

Set Your Status: Click your account icon in the upper-right, click your current status, then select a new status from the menu.

(0)	Available	Online and available
•	Busy	On a call, in a meeting, or otherwise busy
0	Do Not Disturb	Online, but does not want to be disturbed
0	Be Right Back	Will return shorty
0	Appear Away	Currently away from computer or idle

Set a Status Message: Click your account icon in the upper-right, then select Set Status Message. Enter a message into the text field, then click the Clear status message after list arrow and select when the message should expire. Click Done.

Chats.

Start a New Chat: Click the Chat button on the App bar, then click the ^[25] New Chat button at the top of the list pane. Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message in the Compose box, then click IP Send.

Resume a Recent Chat: Click the **Chat** button on the App bar, then select a contact from under the Recent heading.

Start a Chat with a Contact: Click the Chat button on the App bar. Click the Chat heading at the top of the list pane, select Contacts, then select someone from the Contacts list.

Start a Group Chat: Click the Chat button on the App bar, then click the ES New Chat button at the top of the list pane. Start typing a person's name, then select their name from the search results. Start typing another name, then select another contact from the search results. Repeat until you have all the contacts you want.

Format Text: Click the * Format button below the Compose box. Select the text you want to format, then use the formatting options available. Click the * More Options button to access additional formatting options.

Keyboard Shortcuts

General

Go to Search	Ctrl + E
Start a New Chat	Carl + N
Show Commands	Cert + /
Show Keyboard Shortouts	Ctrl + .
Goto	Ctrl + 0
Help	F1
Settings	Carl + ,
Zoom in	Carl + -
Zoom Out	Carl + -

Navigation

Activity	Ctrl + 1
Chat	Corl + 2
Teams	Cert + 3
Calendar	Ctrl + 4
Calls	Ctrl + 5
Files	Carl + 6

Messaging

Go to Compose box	C
Expand Compose box .	Cerl + Shift + X
Send from Expanded Compose Box	Ctrl + Enter
Attach file	Osrl + O
New Line	Shift + Enter

Meetings and Calls

Accept Video Call	Carl + Shift + A
Accept Audio Call	Ctrl + Shift + S
Decline Call	Ctrl + Shift + D
Start Audio Call	Ctrl + Shift + C
Start Widen Call	Carl + Shift + U
Toggle Mute	Ctrl + Shift + M
Toggle Video	Ctrl + Shift + O
Toggle Fullscreen	Ctrl + Shift + F
Toggle Background B	Rur Ctrl + Shift + P

Calendar

Schedule a Meeting	Alt + Shift + M
Go to Current Time	Alt + .
Previous Day/Week	Ctrl + Alt + 4-
Next Day/Week	Ctrl + Alt + -+
View Day	Ctrl + Alt + 1
View Workweek	Ctrl + Alt + 2
View Week	Ctrl + Alt + 3

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David Planchard

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