

Microsoft Teams

The Teams Program Screen



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.

| | | |
|--|----------------|--|
| | Available | Online and available |
| | Busy | On a call, in a meeting, or otherwise busy |
| | Do Not Disturb | Online, but does not want to be disturbed |
| | Be Right Back | Will return shortly |
| | 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 **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 **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 **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..... | Ctrl + N |
| Show Commands..... | Ctrl + / |
| Show Keyboard Shortcuts..... | Ctrl + . |
| Go to..... | Ctrl + G |
| Help..... | F1 |
| Settings..... | Ctrl + , |
| Zoom In..... | Ctrl + = |
| Zoom Out..... | Ctrl + - |

Navigation

| | |
|---------------|----------|
| Activity..... | Ctrl + 1 |
| Chat..... | Ctrl + 2 |
| Teams..... | Ctrl + 3 |
| Calendar..... | Ctrl + 4 |
| Calls..... | Ctrl + 5 |
| Files..... | Ctrl + 6 |

Messaging

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

Meetings and Calls

| | |
|-----------------------------|------------------|
| Accept Video Call..... | Ctrl + Shift + A |
| Accept Audio Call..... | Ctrl + Shift + S |
| Decline Call..... | Ctrl + Shift + D |
| Start Audio Call..... | Ctrl + Shift + C |
| Start Video Call..... | Ctrl + Shift + U |
| Toggle Mute..... | Ctrl + Shift + M |
| Toggle Video..... | Ctrl + Shift + O |
| Toggle Fullscreen..... | Ctrl + Shift + F |
| Toggle Background Blur..... | Ctrl + Shift + P |

Calendar

| | |
|-------------------------|-----------------|
| Schedule a Meeting..... | Alt + Shift + N |
| Go to Current Time..... | Alt + , |
| Previous Day/Week..... | Ctrl + Alt + ← |
| Next Day/Week..... | Ctrl + Alt + → |
| View Day..... | Ctrl + Alt + 1 |
| View Workweek..... | Ctrl + Alt + 2 |
| View Week..... | Ctrl + Alt + 3 |

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