

Teams Overview

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Add tabs
Highlight apps, services, and files at the top of a channel.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Move around Teams
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar
Click to see your schedule and join meetings.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.



Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Access your apps
Find apps added for your teams or your personal use.

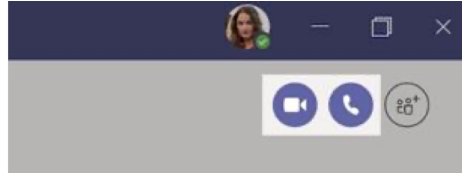
Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Teams Features


Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat.

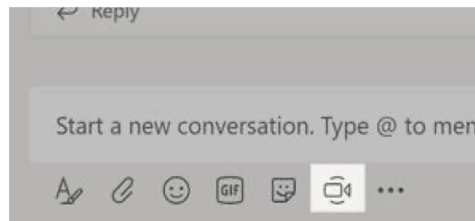
View your call history here.




Start an impromptu meeting

Click **Meet now**  under the area where you type a message to start a meeting in a channel.

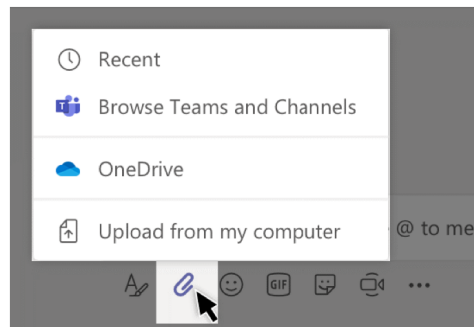
Enter a name for the meeting, then start inviting people.



Share a file

Click  under the box where you type messages, select the file location and then the file you want.

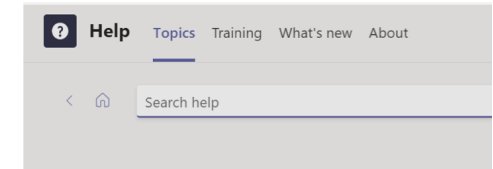
Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Get help in Teams

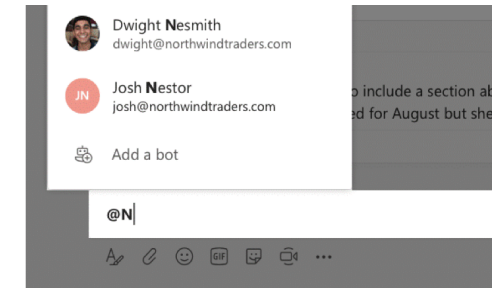
Click **Help** on the left, then choose **Topics** or **Training**.

You can browse for topics you are interested in.



@mention


To get someone's attention, type **@** then their name (or pick them from the list). Type **@team** to message everyone in a team or **@channel** to notify everyone in that channel.





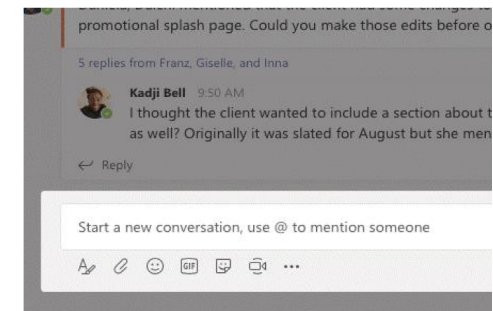
Start a conversation

With the whole team...

Select **Teams** 

Pick a team and channel, write your message, and click **Send** .

With a person... Click **New chat**  type the name of the person in the field, write your message, and click **Send** .



Need More Help?

If you encounter problems after trying these features, please contact the SUPPORT TEAM via these channels:



Email the Team

Email Helpline: 365support@ytl.com



Join the live
Zoom helpline

Meeting ID: 823 5779 2307

Password: 222588

Duration: 30th August to 2nd
September during work hours