Microsoft Teams

Quick Start Guide – Using Microsoft Teams at the University of Liverpool

Use this quick guide to learn the Microsoft Teams essentials. Microsoft Teams brings together chat, files, apps, and online meetings into one space. You can seamlessly share information, work together on documents and projects, and keep each other up-to-date with informal chat. To create a new Team, complete a short online request form on the CSD self-service portal at servicedesk.liverpool.ac.uk.

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.

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

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

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

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

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

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.

Find personal apps
Click to find and manage your personal apps.

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

Add apps
Launch the Store to browse or search apps you can add to Teams.

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Sign in

Go to **office.com** and select the Teams app. If you already have the app installed on your PC click ⊞ > **Microsoft** > **Microsoft Teams**. On Mac, go to the Applications folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in using your University credentials, with your username in the format **username@liverpool.ac.uk**
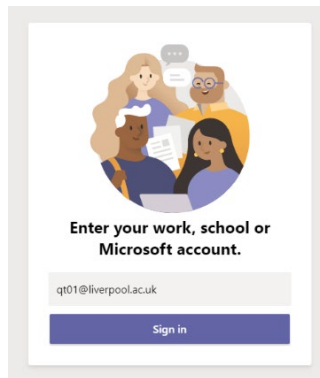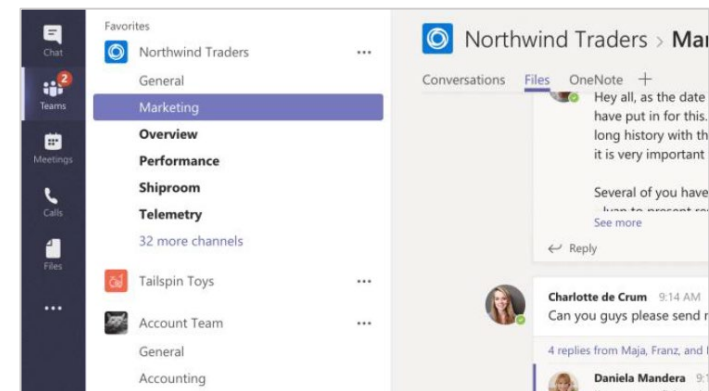

Start a conversation

With the whole team... In the left menu, click **Teams** 👥 , pick a team and channel, write your message, and click **Send** ▷

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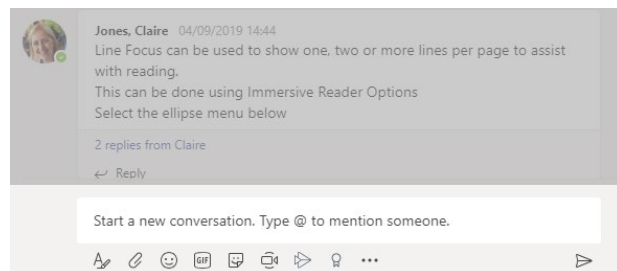

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** 👥 and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.
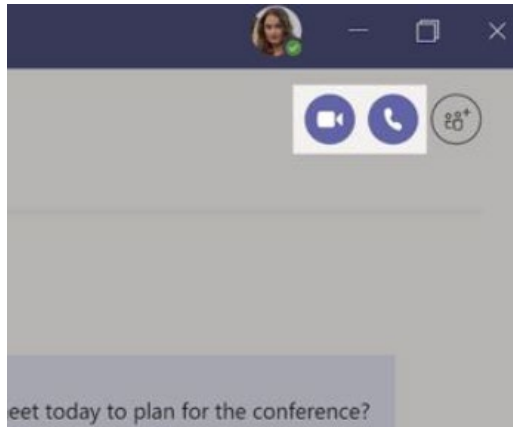

Start a meeting

Click **Meet now** 📹 under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** 📹 , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.
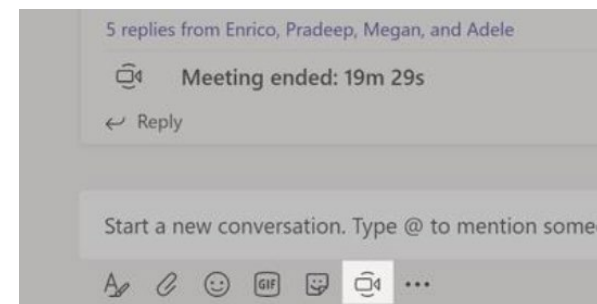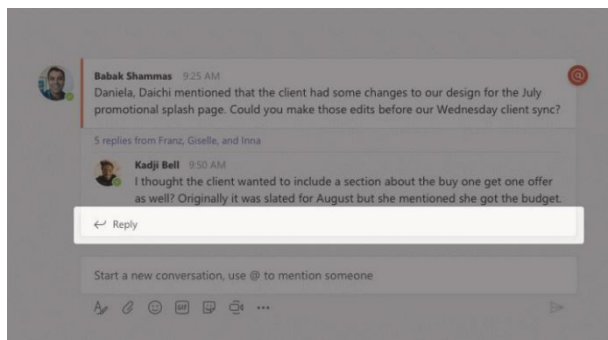
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Make video and audio calls

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

Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** ➤


@mention someone

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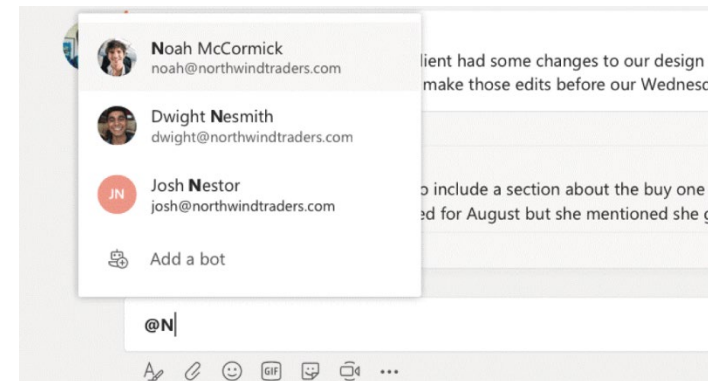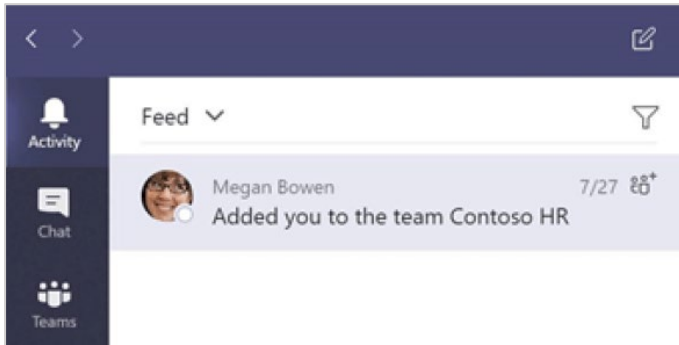

Add an emoji, meme or GIF

Click **Sticker** 😀 under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.
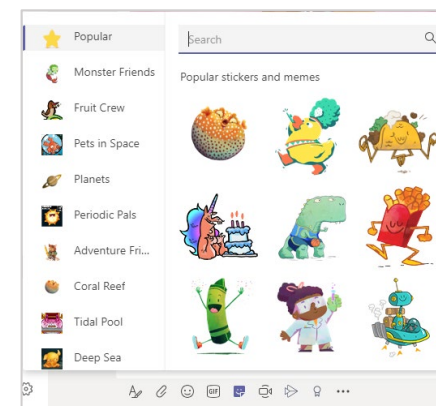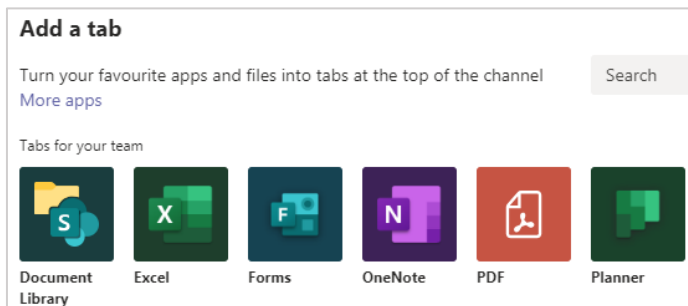
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Stay on top of things

Click **Activity** 🔔 on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.


Add a tab in a channel

Click ➕ by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.


Share a file

Click **Attach** 🔗 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.
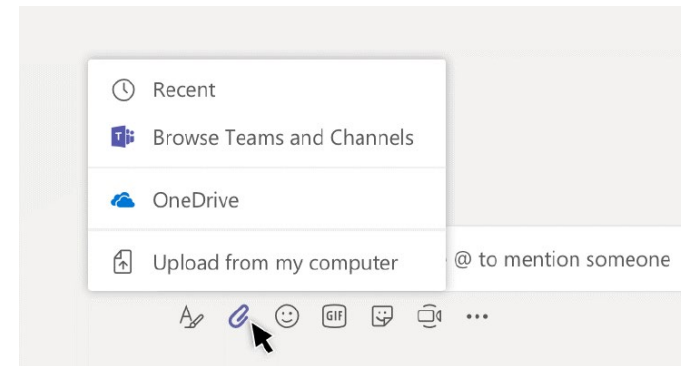

Work with files

Click **Files** 🗂 on the **left** to see all files shared across all of your *teams*.
Click **Files** at the **top** of a channel to see all files shared in that *channel*.
Click **More options ...** next to a file to see what you can do with it.
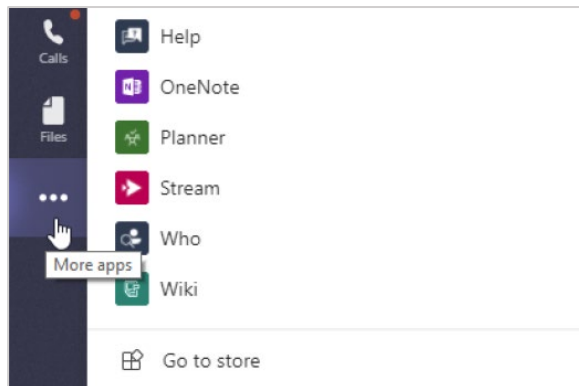In a channel, you can instantly turn a file into a tab at the top!
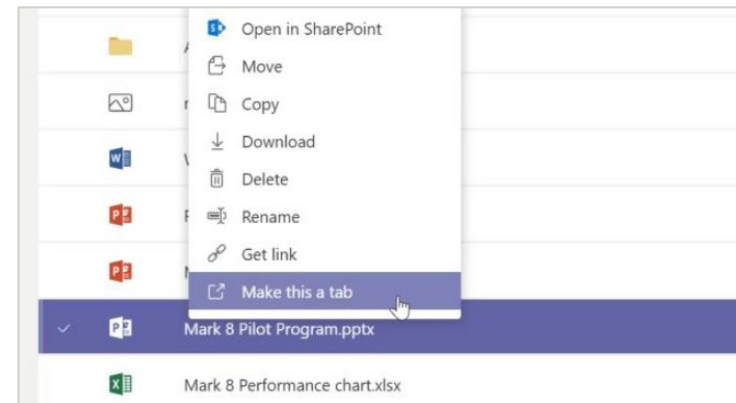
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Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** ⛢ to refine your search results.
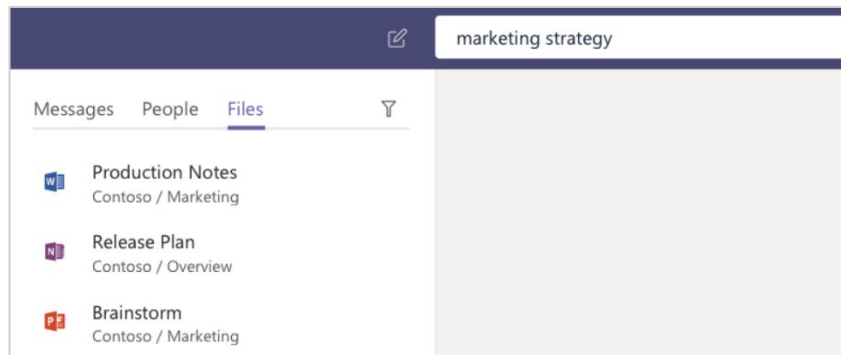
Find your apps

Click **More apps** ••• to see your personal apps. You can open or uninstall them here.

Next steps with Microsoft Teams

Find help
Explore help and training for OneDrive and other Office apps.

- **Computing Services self-service portal** to search for knowledge or book to attend Office 365 training courses **servicedesk.liverpool.ac.uk**

- **Online tutorials and videos** available via LinkedIn Learning **www.linkedin.com/learning**

- **Microsoft Teams for Higher Education -** access on-demand webinars and recordings of popular sessions **microsoftteams.eventbuilder.com/TeamsEducation**

- **Microsoft Teams Interactive Demo -** a guided tour of Microsoft Teams to understand the app and learn about key features, then try out some actions. **teamsdemo.office.com**