



Microsoft 365

Collaborating in Teams

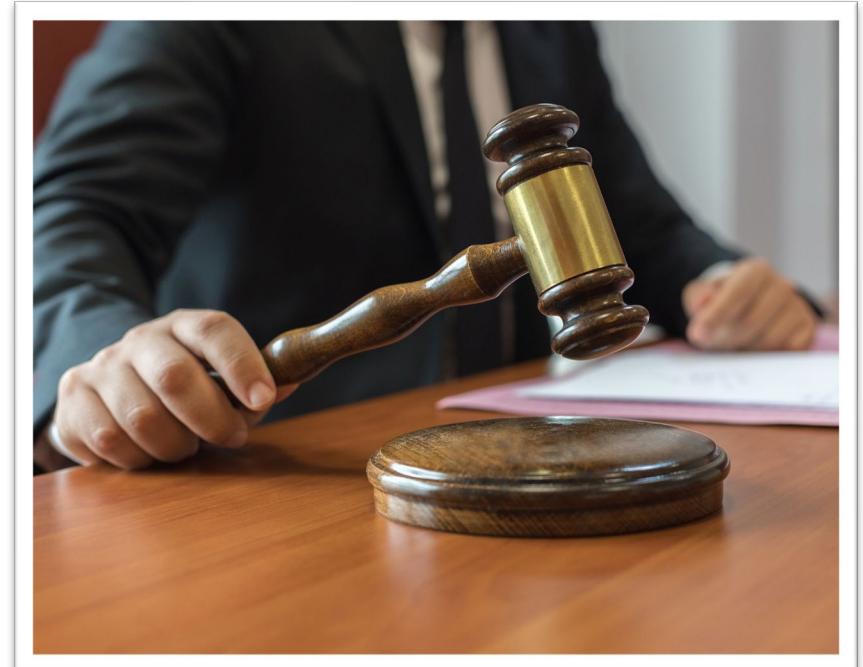
Welcome to Microsoft 365 Teams Essentials



What You'll Learn Today

Overview of Microsoft Teams

- Topics covered include:
 - Introduction to Teams in Microsoft 365
 - Accessing Teams
 - Teams Overview
 - Teams Chats, Calls and Calendar
 - File Management in Teams, Channels, Posts, Collaboration and Version History
 - Accessing and Syncing OneDrive and Teams



Lesson 1

Introduction to Teams in Microsoft 365

- Choose the Right Location
- Teams Benefits



Choose the Right Location for Your Files

What, when, and where to store, share, and collaborate on files in Microsoft 365 comes down to choosing the right application according to how many people are likely to see your document.



Files stored on Teams are shared with a group working together on a project. Designed for collaborative efforts, including file sharing, chatting, conducting meetings, making calls, and video conferencing.



What are the Benefits of Teams?

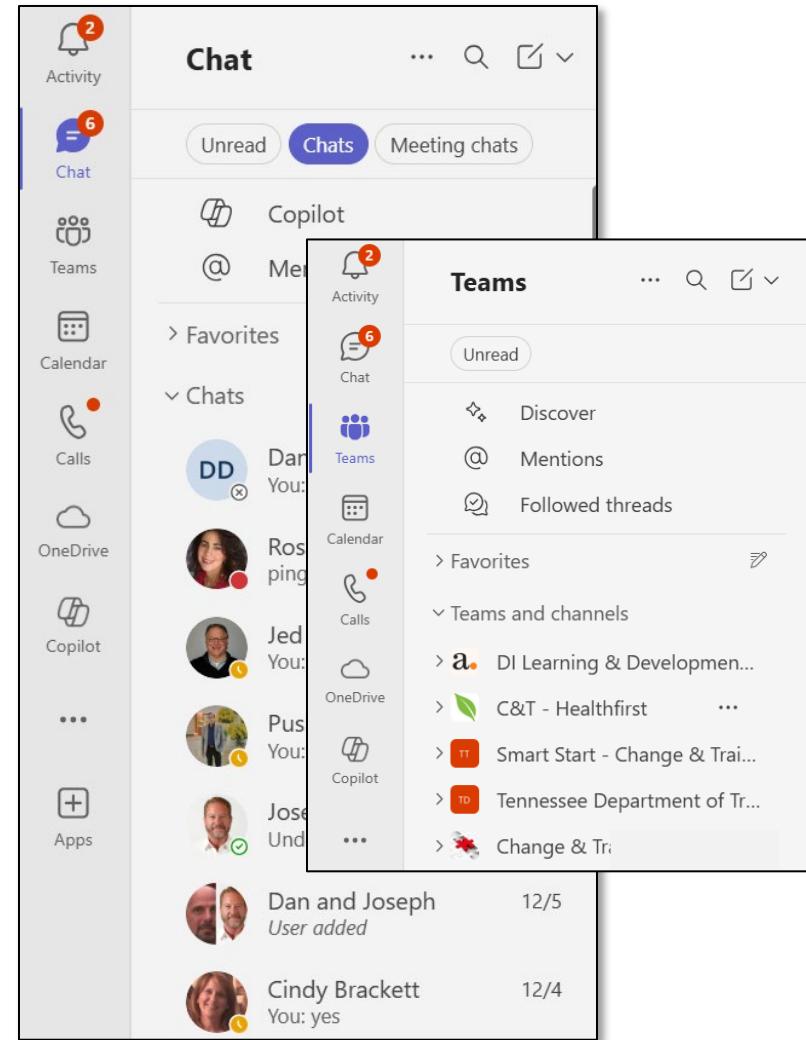


 Improved Communication

 Collaboration
Ensure everyone's on the same page

 Improved access to real-time updates

 Cut down on email clutter



The screenshot shows the Microsoft Teams application interface. On the left is a vertical navigation bar with icons for Activity (2 notifications), Chat (6 notifications), Teams, Calendar, Calls, OneDrive, Copilot, and Apps. The main area is divided into two sections: 'Chat' and 'Teams'. The 'Chat' section shows a list of conversations with users like Copilot, Darlene, Ross, Jed, and Cindy, with mentions of 'Discover', 'Mentions', and 'Followed threads'. The 'Teams' section shows a list of teams and channels, including 'DI Learning & Developmen...', 'C&T - Healthfirst', 'Smart Start - Change & Trai...', 'Tennessee Department of Tr...', and 'Change & Tra...'. At the bottom, there are two messages from 'Dan and Joseph' and 'Cindy Brackett' with their respective reply counts (12/5 and 12/4).

Section	Conversation	Count
Chat	Copilot	6
	Darlene	2
Teams	Discover	...
	Mentions	...
Chat	Ross	...
	Jed	...
Teams	C&T - Healthfirst	...
	Smart Start - Change & Trai...	...
Chat	Tennessee Department of Tr...	...
	Change & Tra...	...
Chat	Dan and Joseph	12/5
Chat	Cindy Brackett	12/4





Lesson 2

Accessing Teams

- Access to Teams
- Teams Overview

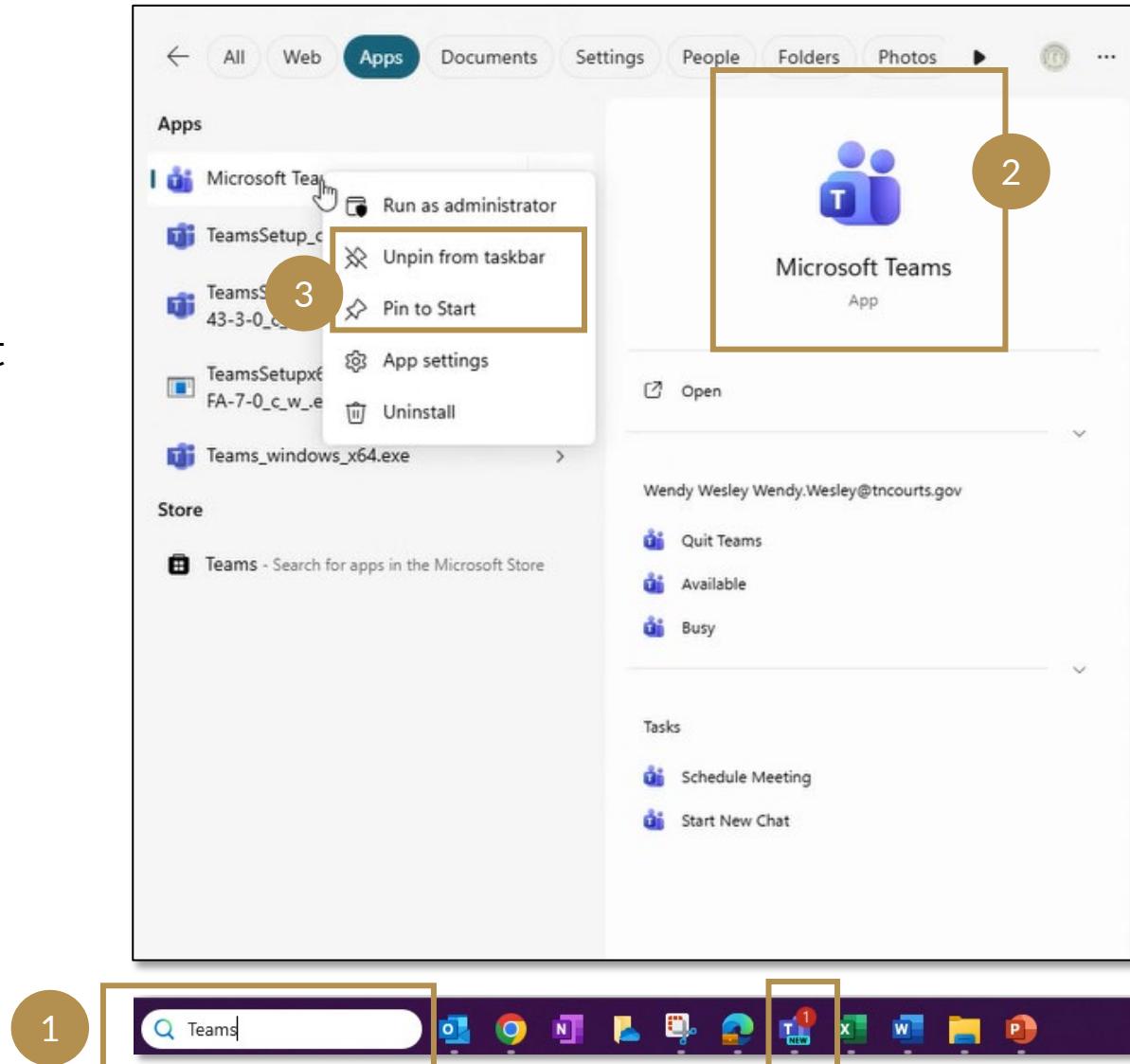
Access Teams

1. Type **Teams** in the **Search** field.
2. To open Teams, click the **Teams** app.

OR

3. Right-click on the Teams app and select **Pin to start** and/or **Pin to taskbar**.

Pinning apps to the taskbar or start menu speeds up access to important tools.



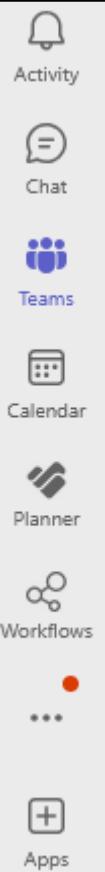
Teams Web Overview

The diagram illustrates the Microsoft Teams web interface with several labeled components:

- Vertical Toolbar**: Located on the far left, containing icons for Activity, Chat, Teams, Calendar, Planner, Workflows, and Apps.
- Teams and Channels**: A list of teams and their channels, including int_AOC_Demo-Insight (General, 12/8), int_ITSD_IFSS (General, 6/13, Administrators, 6/13, COOP, 1/21, Field Support Manager, 3/14, Help Desk, 9/17), TOC Committee Hub (General, 8/6), and int_AOC_Collab-AI (General, 9/24). A callout points to the int_AOC_Demo-Insight channel.
- Search Bar**: Located at the top center, with a placeholder "Search (Ctrl+Alt+E)".
- Channel Tabs**: Located at the top right, showing tabs for General, Posts, Files, Notes, and Test registration. The General tab is selected.
- Tab Menu Bar**: Located at the top right, containing buttons for + New, Upload, Edit in grid view, Share, Copy link, Add shortcut to OneDrive, Download, Export to Excel, and Autodetect.
- Content Area**: The main workspace where documents are displayed. It shows a list of files under "General" (Sample Files, November 19, Charisse Bonwell Cho; Loop paragraph.loop, November 19, Charisse Bonwell Cho).
- Settings**: Located at the top right, with a dropdown menu showing "TNAOC" and a profile picture.



Ways to Collaborate in Teams



Microsoft Teams is a comprehensive collaboration platform that facilitates teamwork, communication, and project management. Team members can chat, hold virtual meetings, share files, and collaborate in real-time.

Activity	Chat	Calendar	Calls	Teams
<ul style="list-style-type: none">The Activity option shows notifications and recent activity within your teams and channelsHelps you stay updated on important events and messages	<ul style="list-style-type: none">The Chat option allows you to have private conversations with individuals or groupsYou can send messages, share files, and use emojis and GIFs to enhance your communication	<ul style="list-style-type: none">In the Calendar option, you can schedule and manage meetingsThe Teams calendar integrates with Outlook, allowing you to track all appointments and events	<ul style="list-style-type: none">The Calls option enables you to make Teams audio or video calls from your Chats	<ul style="list-style-type: none">In the Teams option, you can access all your teams and channelsYou can join discussions, share files, and collaborate on projectsThe Teams option provides access to all your files stored in Teams, OneDrive, and SharePoint to easily find, share, and collaborate on documents

- OneDrive** provides direct access to your OneDrive files and folders
- Copilot** can assist with content creation by generating ideas, outlines, and even full drafts for various documents
- View more apps (...)** is designed to enhance user experience by providing quick access to additional functionalities
- Apps** offers apps that can be integrated into the Teams platform to enhance functionality and streamline workflows



Lesson 3

Teams Chats, Calls and Calendar

- Participating in a Teams Chat
- Making Teams Calls
- Working with the Teams Calendar



What Is Teams Chat and Best Practice

Instant Communication

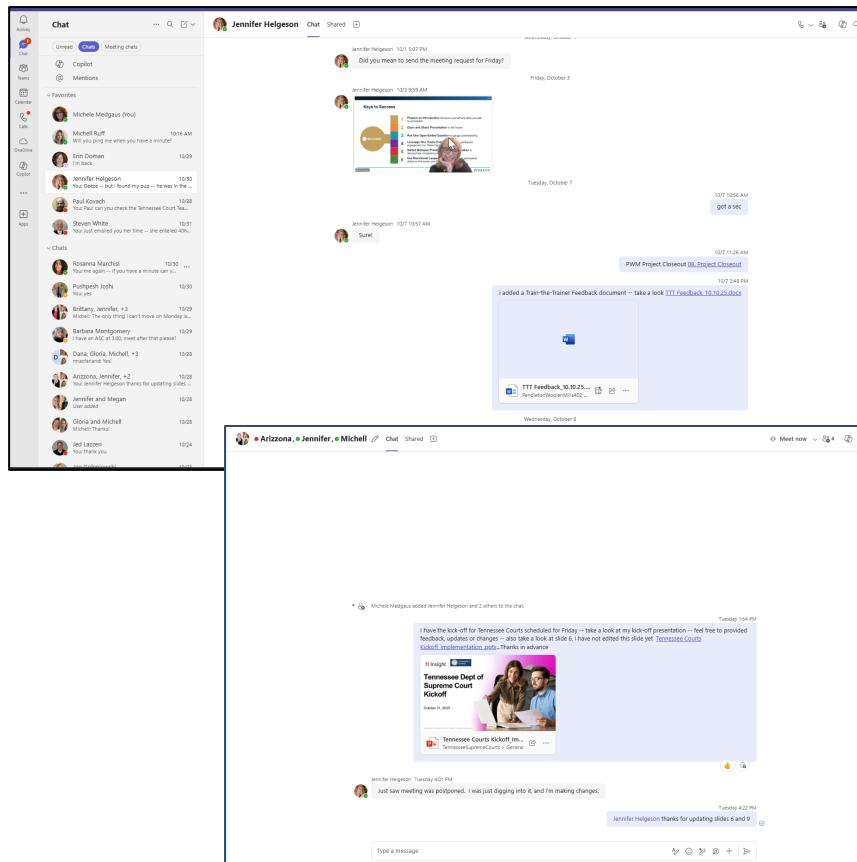
- Teams Chat allows team members to communicate instantly, improving response times and collaboration efficiency.

Streamlined Collaboration

- It provides a centralized space for conversations and file sharing, helping teams collaborate seamlessly.

Email Clutter Reduction

- Teams Chat reduces reliance on emails by consolidating team discussions into one platform, minimizing inbox overload.



Clear and Concise Messages

- Communicate using direct and simple language to ensure messages are easily understood by all team members.

Use Appropriate Channels

- Select the right chat channels for topics to keep conversations organized and relevant to participants.

Leverage @Mentions

- Use @mentions to get attention and ensure important messages reach the right people promptly.

Respect Response Times

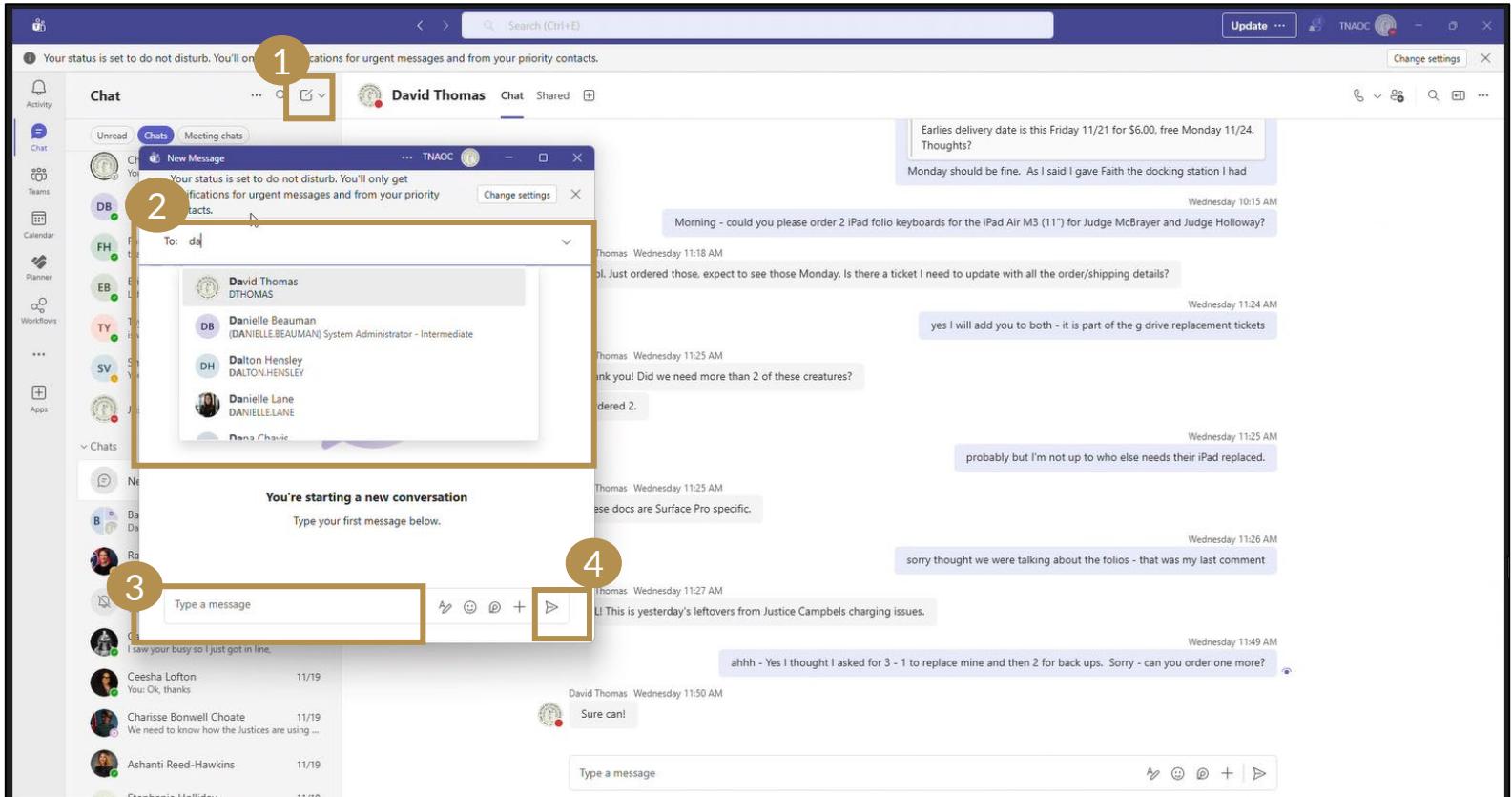
- Allow reasonable time for responses to reduce pressure and maintain respectful communication flow within the team.



Live Chat

To start a new chat:

1. Click **New message**.
2. Type the name of the recipient in the **To** field or select from the recent list.
3. Enter the message in the **Type a message** field.
4. Click **Send**.



If you already have a chat going with someone, you can begin typing in the **Type a message** box at the bottom of the window.



Live Chat Actions

today

Jennifer Helgeson 9:47 AM
Did you receive the meeting invitation for 11:00 today?

Type a message

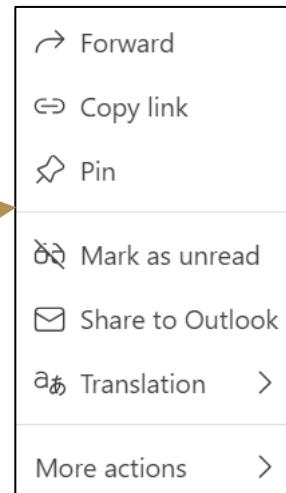
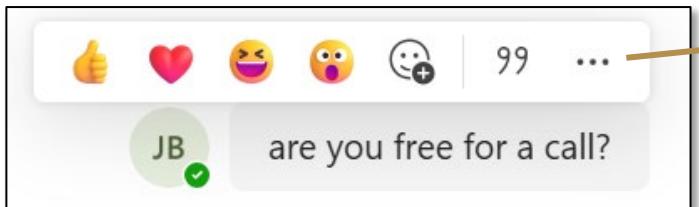
Suggested Responses

Yes, I did No, I didn't Yes

Format

Format

Reactions



Actions and apps

Search for actions and apps

Attach file

Schedule message

Set delivery options

Record video clip

Schedule meeting

Stream

Praise

Approvals

Viva Learning

Get more apps

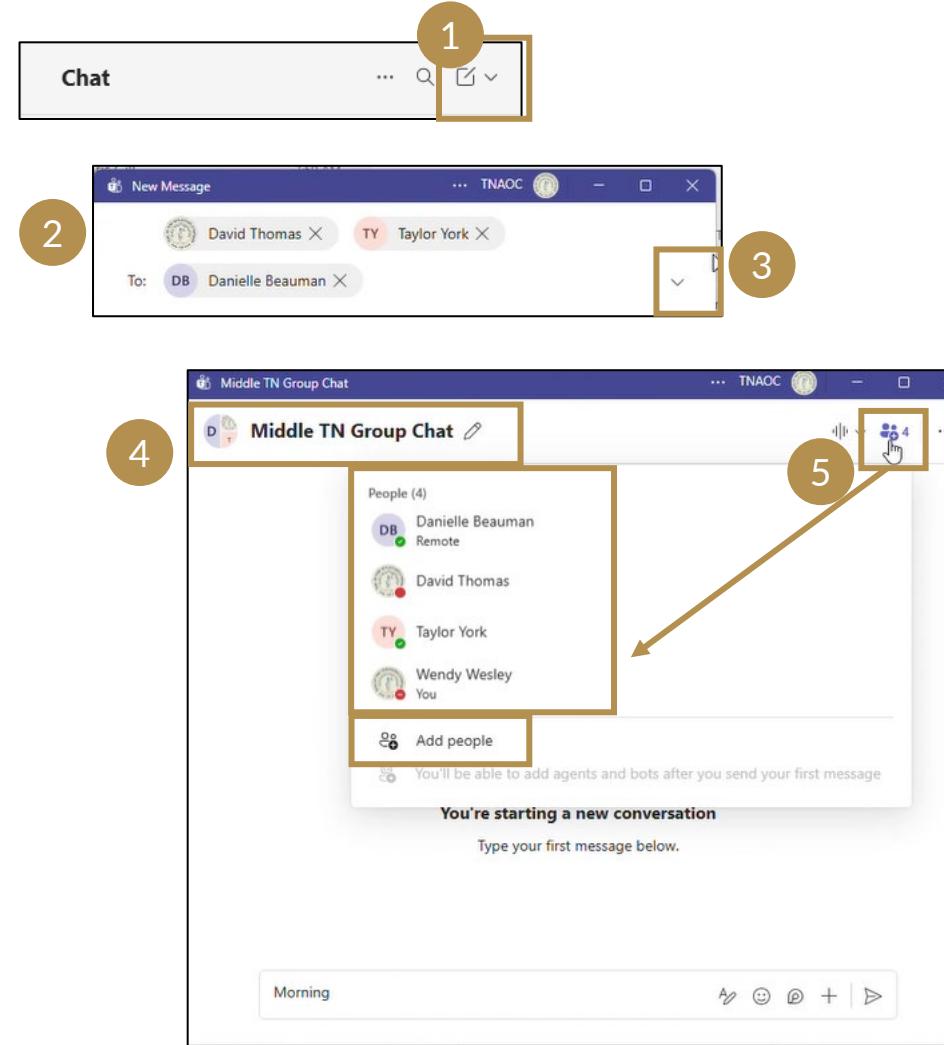
Actions and apps



Group Chats

Group chats are a powerful tool for enhancing communication, collaboration, and team building.

1. Click the **New Message** button.
2. Add members to the group chat.
3. To name the group, click the drop-down arrow.
4. Once the group is named, individual names are hidden, and the group name displays.
5. To see who's in the group or to add new people, click the **View and Add Participants** button.

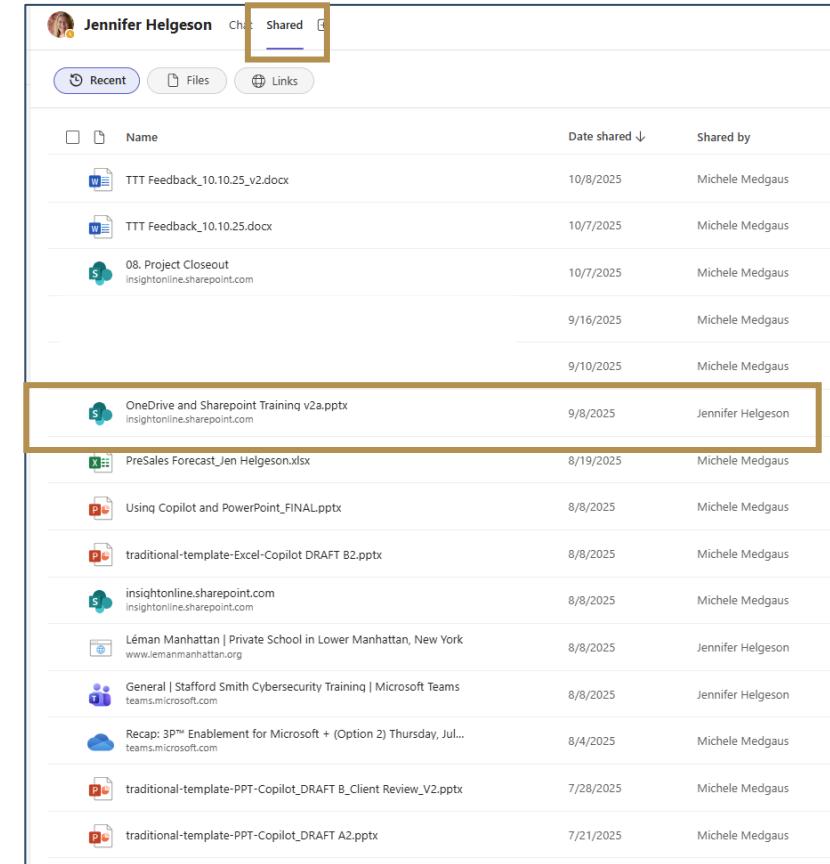


Shared Tab in Teams Chat

The **Shared Tab** in a Teams chat is a dedicated section that displays content exchanged within a conversation, including files, links, and media.

1. Open your Teams chat conversation.
2. At the top of the chat window, locate and click on the **Shared** tab.
3. Browse the list of files, images, and links that have been shared in the chat.
4. Click on any item to open, download, or view details.

- **Saves Time:** No need to scroll through old messages to find attachments or links.
- **Improves Collaboration:** Keeps everyone on the same page with easy access to shared resources.
- **Enhances Organization:** Helps maintain an organized workspace within Teams chats.



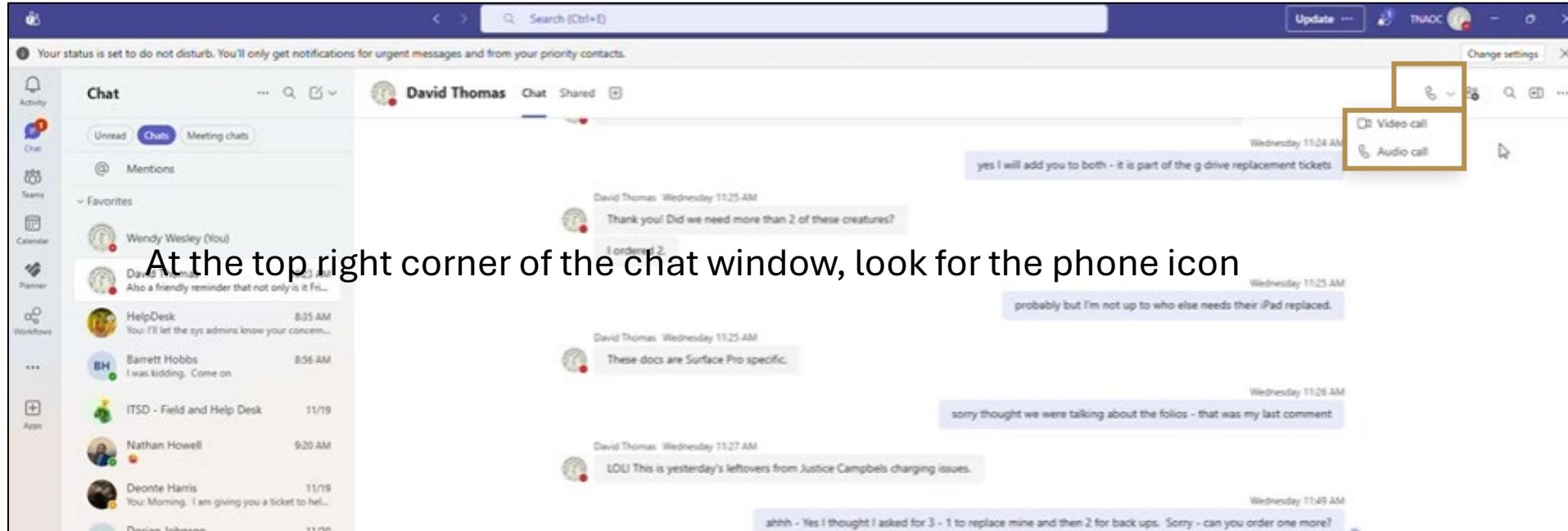
The screenshot shows a Microsoft Teams chat window for Jennifer Helgeson. At the top, there are tabs for 'Recent', 'Files', and 'Links', with the 'Shared' tab highlighted by a yellow box. Below the tabs is a table listing shared items. The columns are 'Name', 'Date shared', and 'Shared by'. The table includes the following items:

Name	Date shared	Shared by
TTT Feedback_10.10.25_v2.docx	10/8/2025	Michele Medgaus
TTT Feedback_10.10.25.docx	10/7/2025	Michele Medgaus
08. Project Closeout insightonline.sharepoint.com	10/7/2025	Michele Medgaus
	9/16/2025	Michele Medgaus
	9/10/2025	Michele Medgaus
OneDrive and Sharepoint Training v2a.pptx insightonline.sharepoint.com	9/8/2025	Jennifer Helgeson
PreSales Forecast_Jen Helgeson.xlsx	8/19/2025	Michele Medgaus
Using Copilot and PowerPoint_FINAL.pptx	8/8/2025	Michele Medgaus
traditional-template-Excel-Copilot DRAFT B2.pptx	8/8/2025	Michele Medgaus
insightonline.sharepoint.com insightonline.sharepoint.com	8/8/2025	Michele Medgaus
Léman Manhattan Private School in Lower Manhattan, New York www.lemanmanhattan.org	8/8/2025	Jennifer Helgeson
General Stafford Smith Cybersecurity Training Microsoft Teams teams.microsoft.com	8/8/2025	Jennifer Helgeson
Recap: 3P™ Enablement for Microsoft + (Option 2) Thursday, Jul... teams.microsoft.com	8/4/2025	Michele Medgaus
traditional-template-PPT-Copilot_DRAFT B_Client Review_V2.pptx	7/28/2025	Michele Medgaus
traditional-template-PPT-Copilot_DRAFT A2.pptx	7/21/2025	Michele Medgaus



Teams Phone

Microsoft Teams makes it easy to connect with colleagues through audio or video calls directly from Chat.



- At the top right corner of the chat window, click the phone icon.
- From the drop-down menu, select **Video** or **Audio** call.



Answering Calls

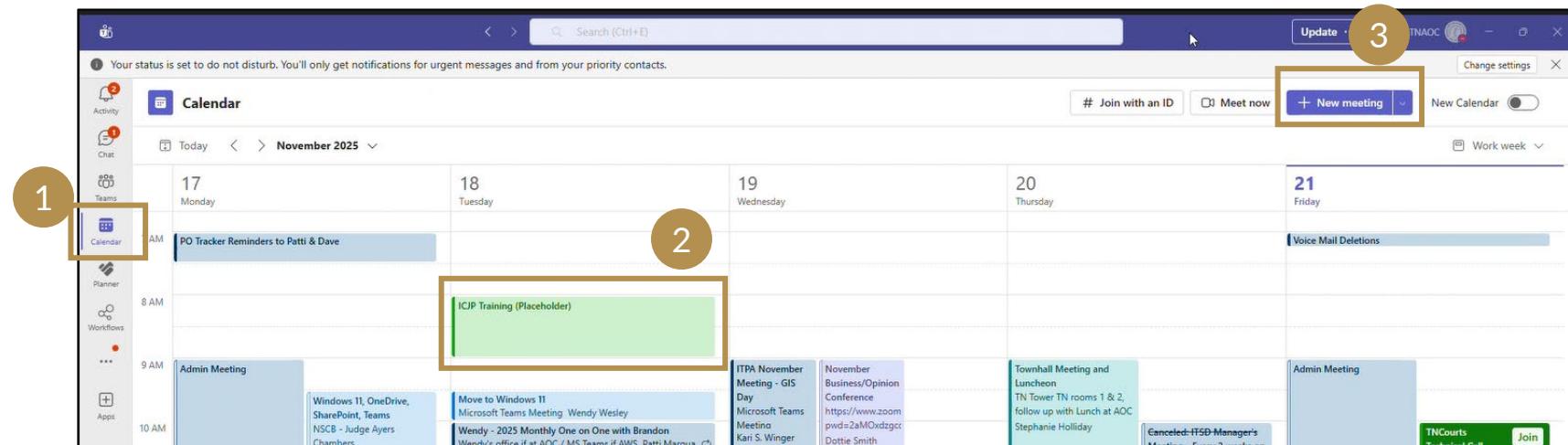
- When someone calls you, a notification pops up on your computer.
- The notification provides buttons for you to answer or decline the call:
 - Accept with video
 - Accept with audio
 - Decline call



Working with the Teams Calendar

The **Calendar in Teams** is integrated with your Outlook calendar and automatically syncs your appointments allowing users to schedule, view, and manage meetings and events directly within the app without switching between platforms.

1. Navigate to the **Calendar** tab located on the left sidebar of the Teams app.



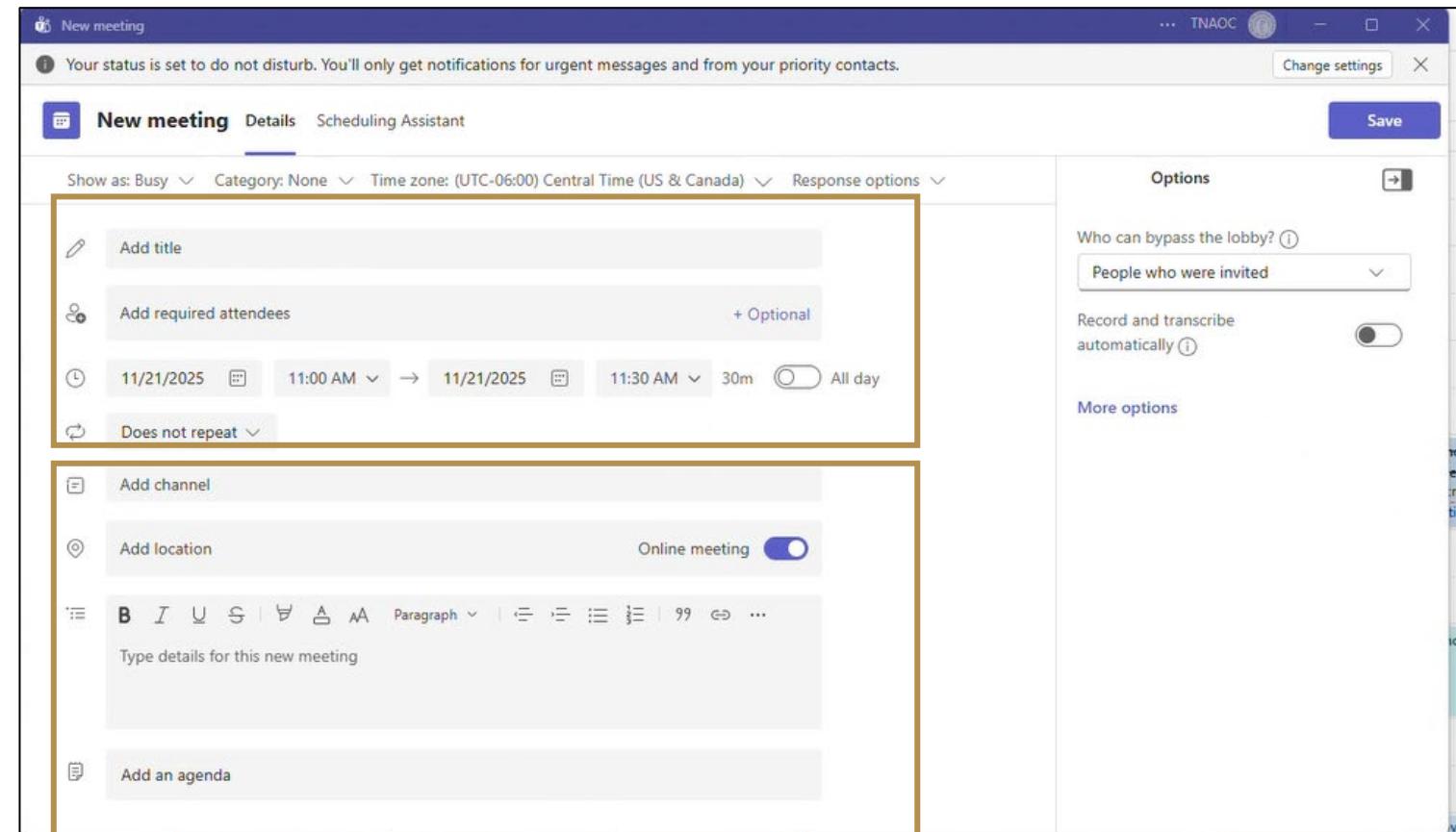
2. Click on any event to view details, join the meeting directly, or edit the appointment.

3. To schedule a new meeting, click the **+ New meeting** button at the top right of the Calendar view.



Working with the Teams Calendar

- Fill in the meeting details, invite participants, and set a date and time.
- Add attendees.
- You can also set up recurring meetings by selecting the recurrence option.
- Teams will handle invitations and reminders, keeping your schedule up to date and accessible.



Lesson 4

File Management in Teams

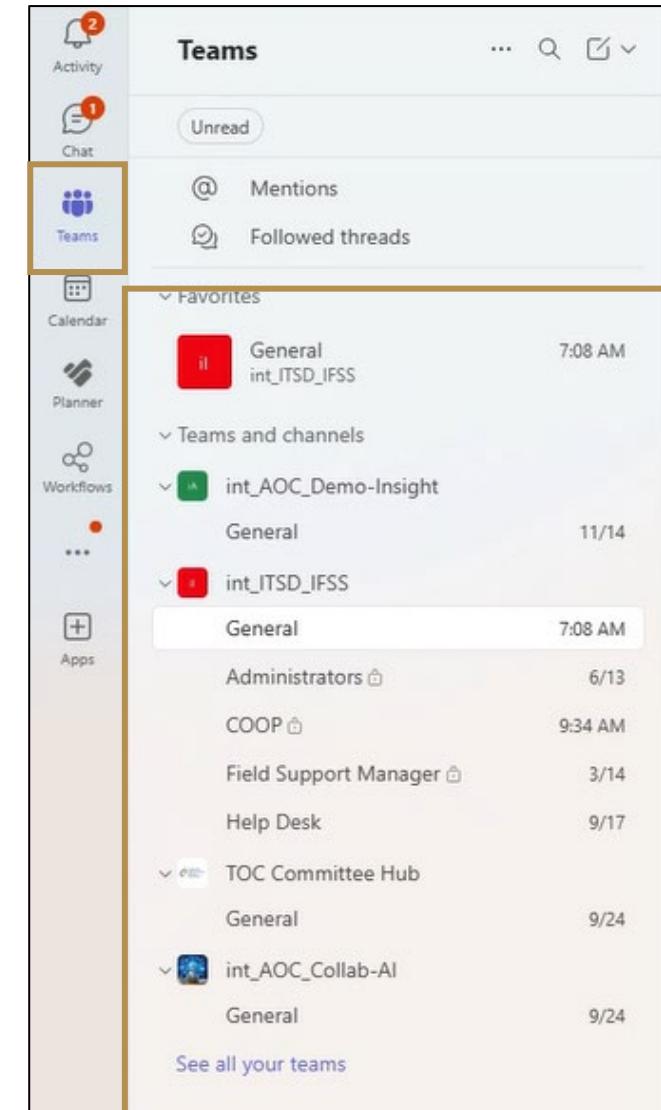
- Teams Channels
- Channel Posts
- Managing Files and Folders on Teams



The Teams Section of a Teams Site

The **Teams** section of a Teams site serves as the central hub for group collaboration within Microsoft Teams.

- Within each team, channels organize conversations, files, and meetings, allowing members to communicate, share resources, and work together seamlessly.
- This structure helps streamline workflows, keeps all relevant information easily accessible, and supports both ongoing and project-based collaboration efforts.



Team Creation – TN Court Process

What should I do before I create a new Team?

1. Define the purpose, goals and members to the team
2. Search for an existing Team that meets these needs
3. If there is already a Team, create a channel
4. If you are not currently a member of the Team, request access



Use the search bar at the top of the Teams app to enter keywords related to your project, department, or team name.



Creating a Teams Site

- Submit a request through AOC Help Center
(<https://tennaoc.atlassian.net/servicedesk/customer/portals>)
- The Governance Team evaluates the request, need, and impact.
- Once approved, ITSD provisions the new Team.
- The Team owner is the person who made the request or a person identified in the ticket.
- Team owners are responsible for:
 - Adding Channels (both Standard and Private)
 - Adding members to the Team
 - Contact ITSD before adding external members to the Team as guests

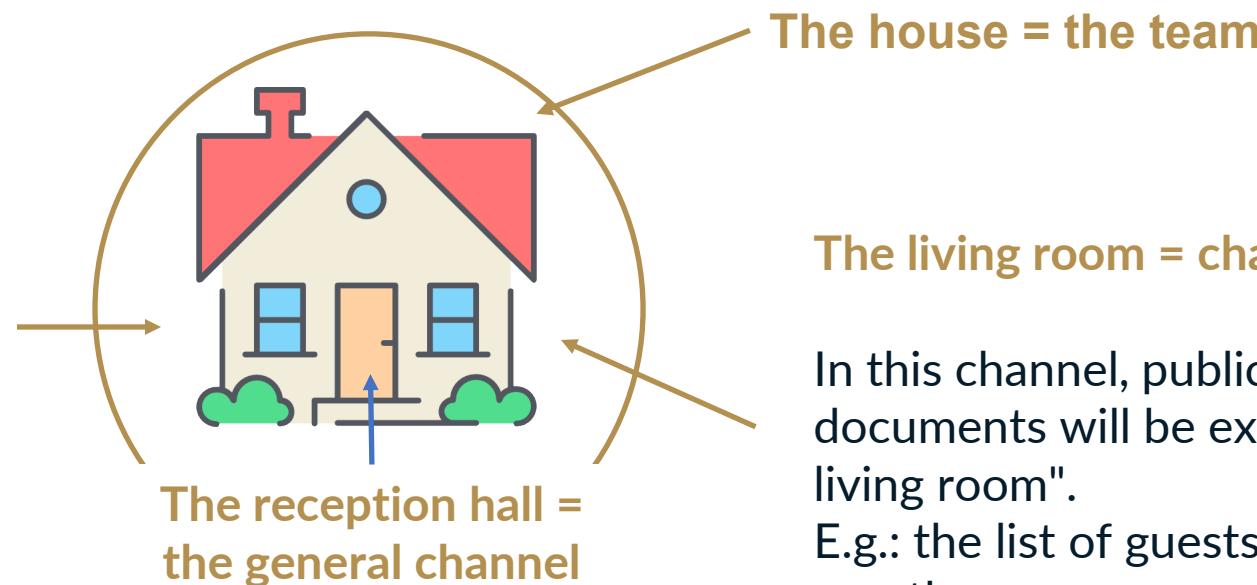


Differentiate Between Teams and Channels

Channels are used to **sequence information**. You can create as many new channels as you need.

The **General** channel is the default channel associated with the team.

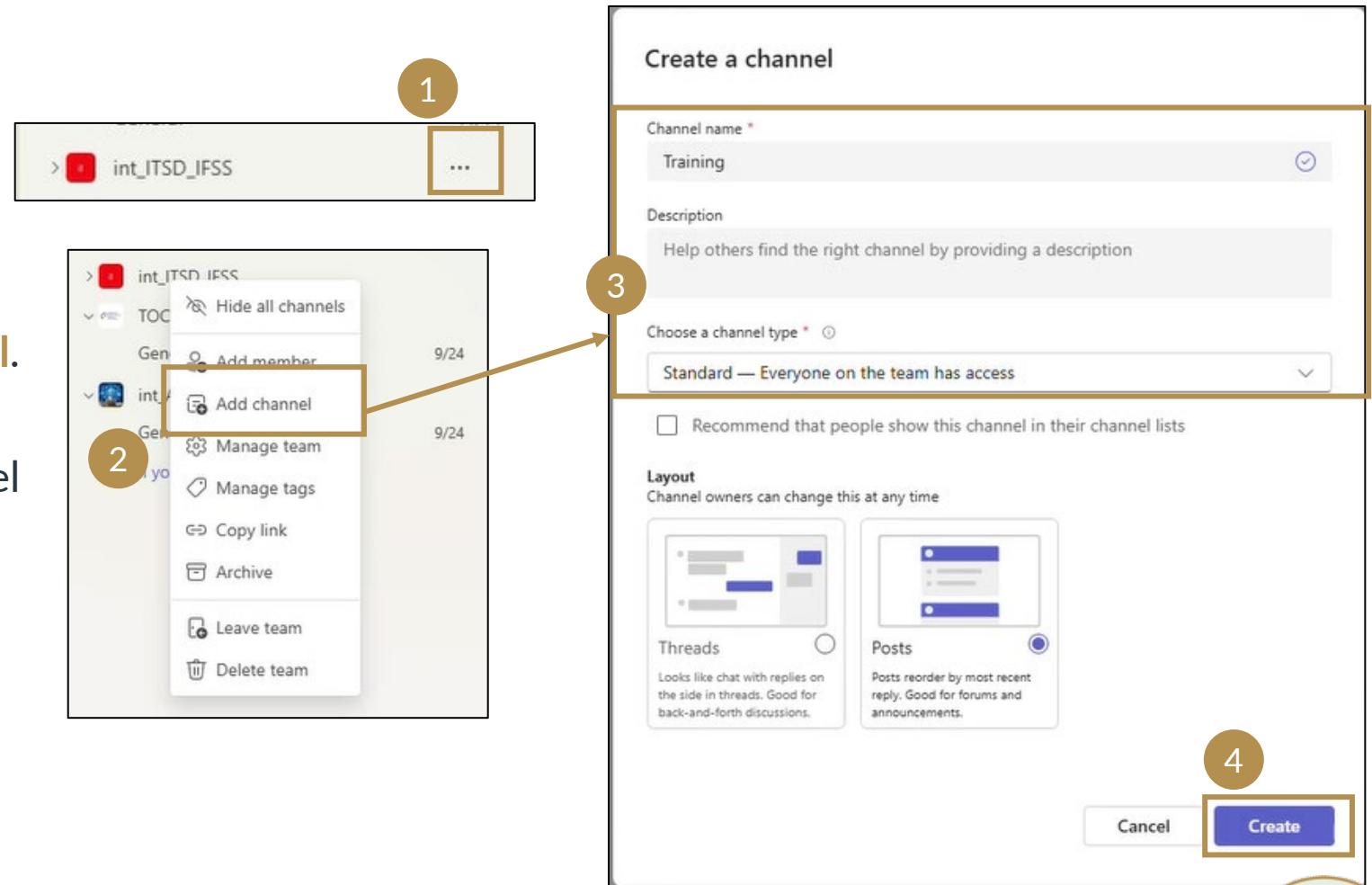
You should think of a team and its channels as a house:



Create a Channel

To create a channel:

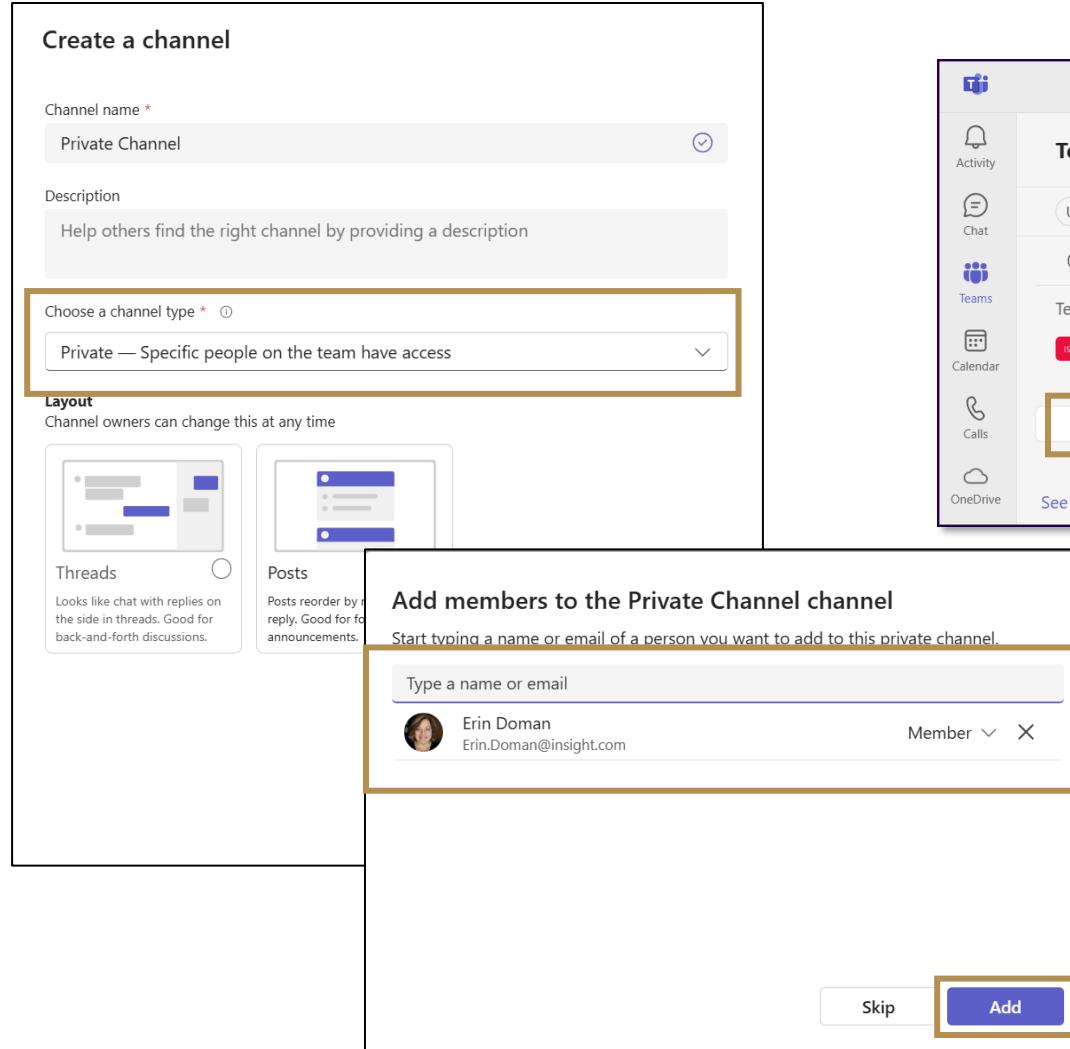
1. Right-click the Team name or click **More options (three dots)** to the right of the Team name.
2. From the menu, select **Add channel**.
3. Add the **Channel name** and **Description** and choose the channel type, **Standard**, **Shared**, or **Private**.
4. Click **Create**.



Private Channels

Private Teams Channels provide a secure and confidential way to collaborate with select team members.

- Focused spaces for collaboration
- Only team owners/members of the private channel have access
- Private channel scenarios:
 - Want a focused space to collaborate
 - Discuss sensitive information
- A **lock** icon indicates a private channel
- Linked to the parent team
- Cannot be moved to a different team
- Cannot be converted to standard channels and vice versa



Channel Tabs



Posts

Allows for messages, announcements, updates, and replies within the conversation thread

Files

Provides access to files and documents stored in SharePoint, OneDrive, or other cloud storage services

Website

Allows for linking and displaying a specific website within the channel

OneNote

Embeds a shared OneNote notebook for note taking and collaboration

Calendar

Access and manage your calendar within the context of your team collaboration

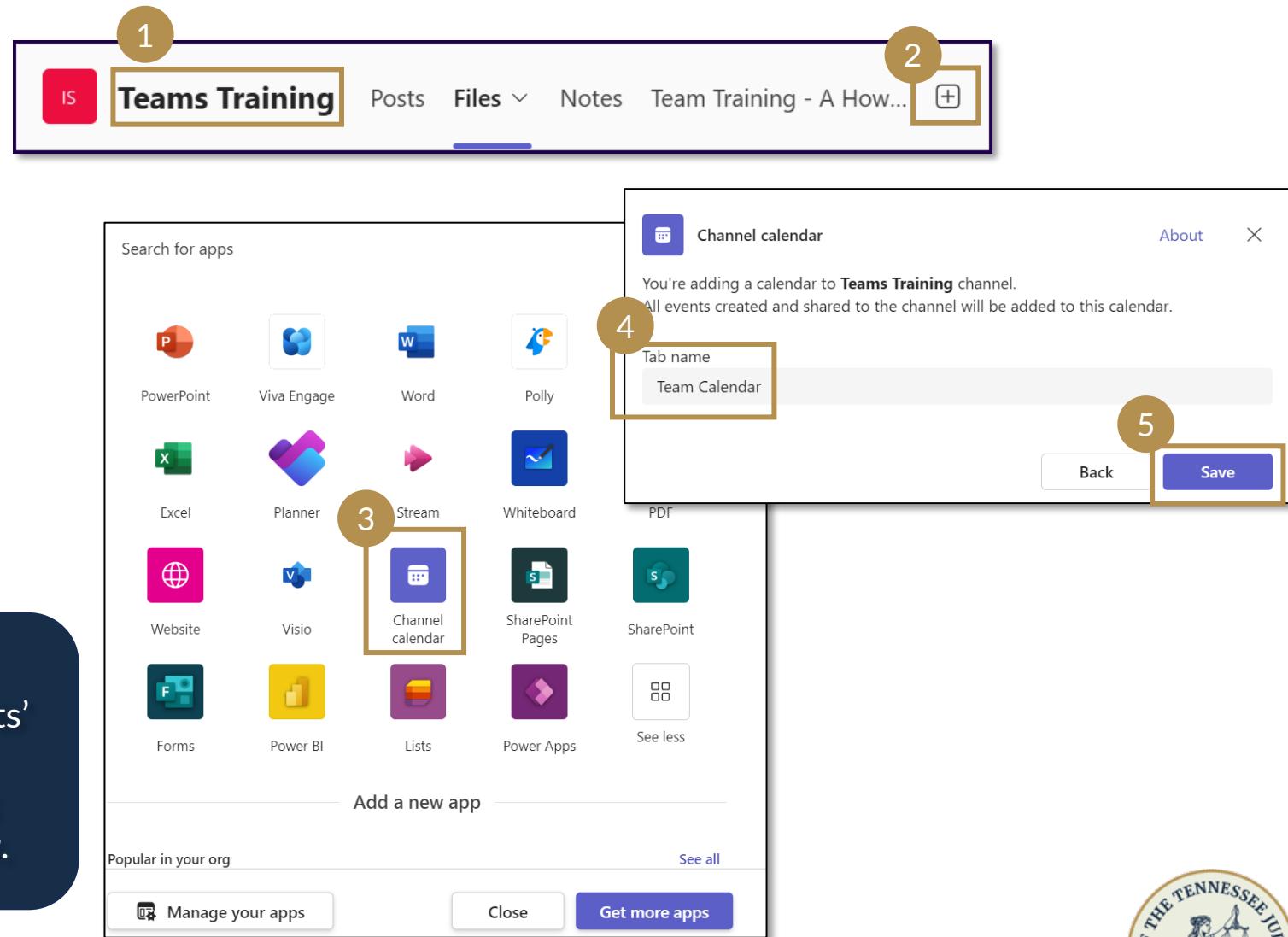


Add a Calendar Tab

To add an app as a tab:

1. Navigate to the channel in Teams where you want to add the tab.
2. Click on the **Add a tab (+)** icon.
3. From the list of available tab options, select the appropriate item.
4. Follow the prompts for the selected tab.
5. Click **Save**.

- Meetings created in the **Channel calendar** automatically populate the sender and recipients' Teams and Outlook calendars.
- Meetings created in the Teams and/or Outlook calendars **do not** populate the channel calendar.

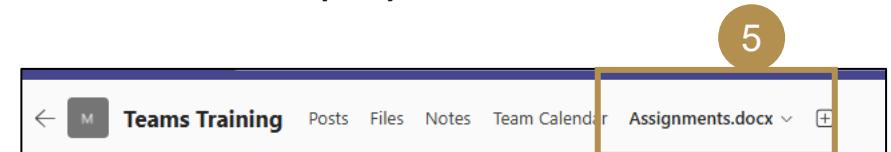
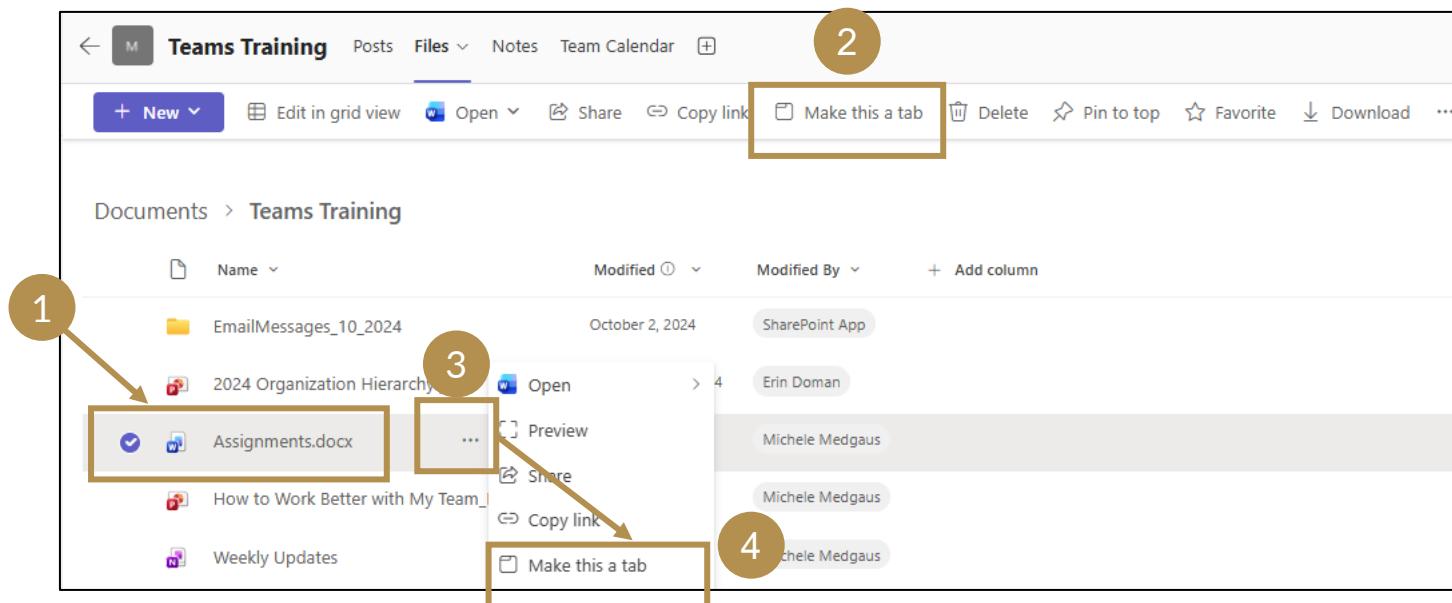


Tab Access to an Important Channel Document

To make a document a tab:

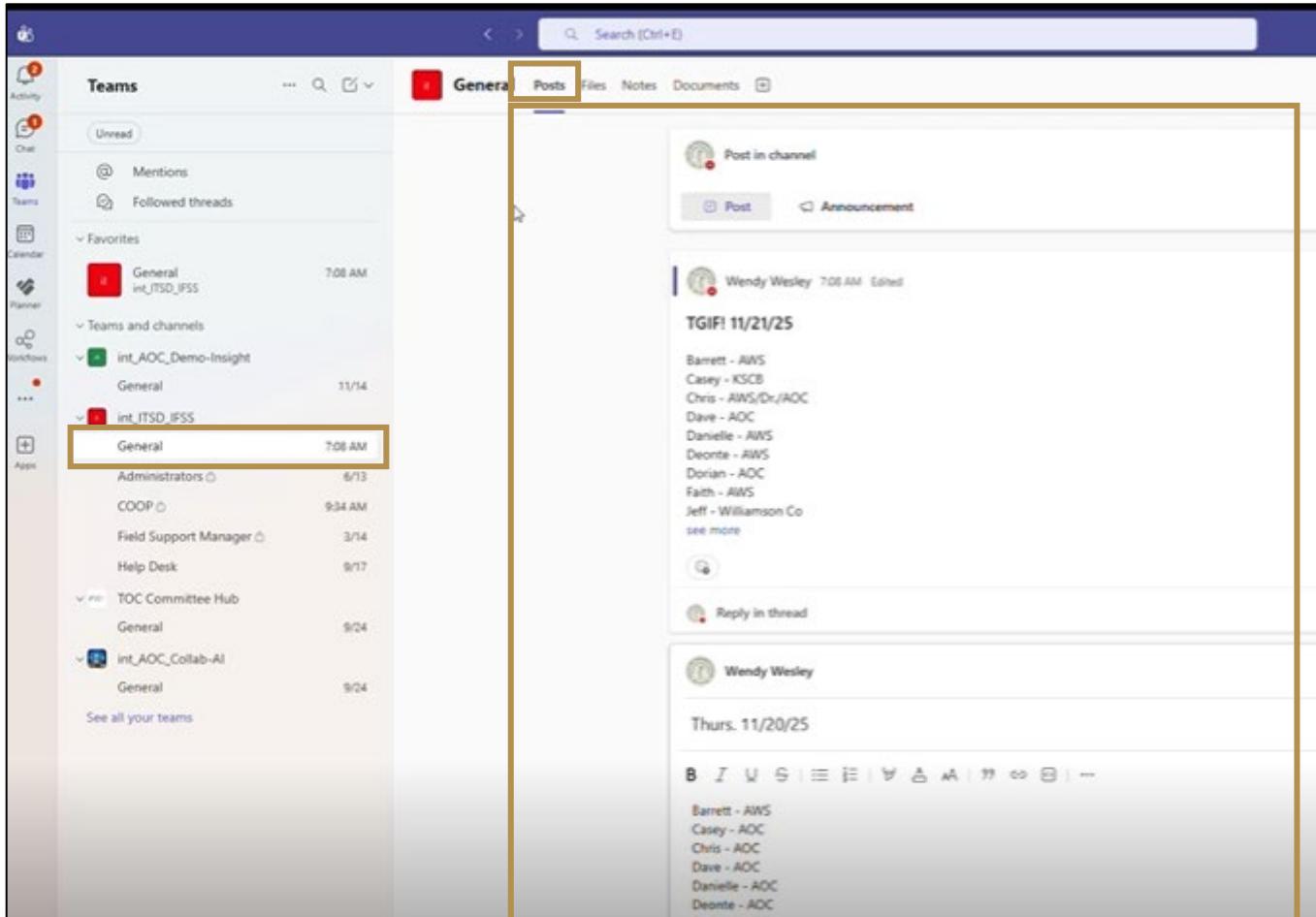
1. Navigate to the file in the channel.
2. From the ribbon, click **Make this a tab**.
3. Click the **Show more actions for this item (...)** icon.
4. From the menu, select **Make this a tab**.
5. The file displays as a Tab.

OR



Posts/Conversations

The channel **Posts** tab acts as a central hub where team members can share updates, discuss ideas, and post important information in an organized and accessible manner.

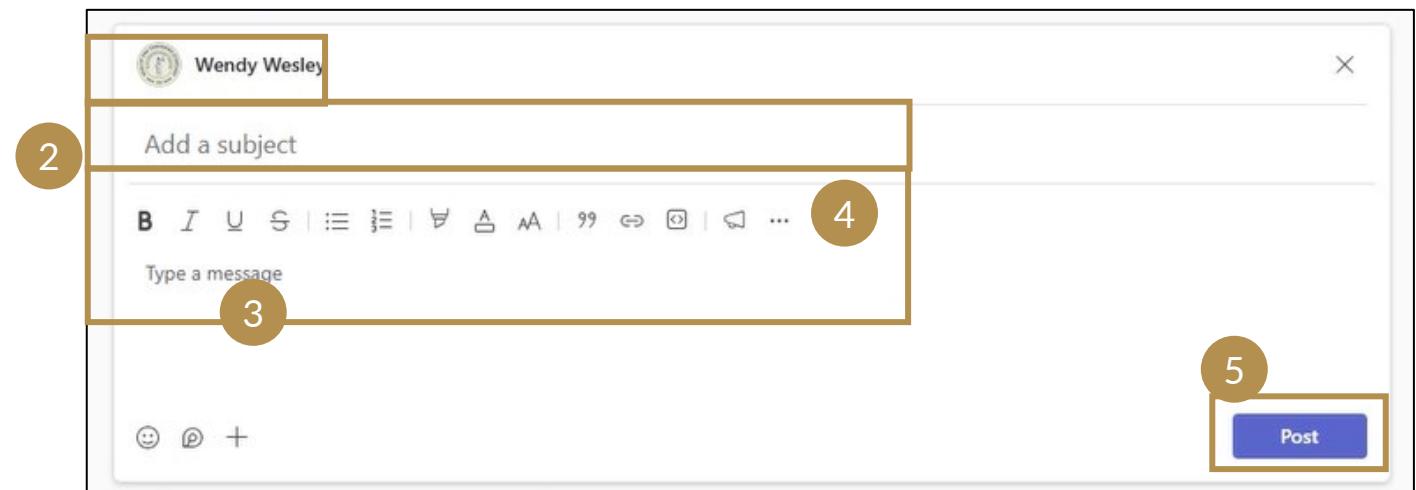
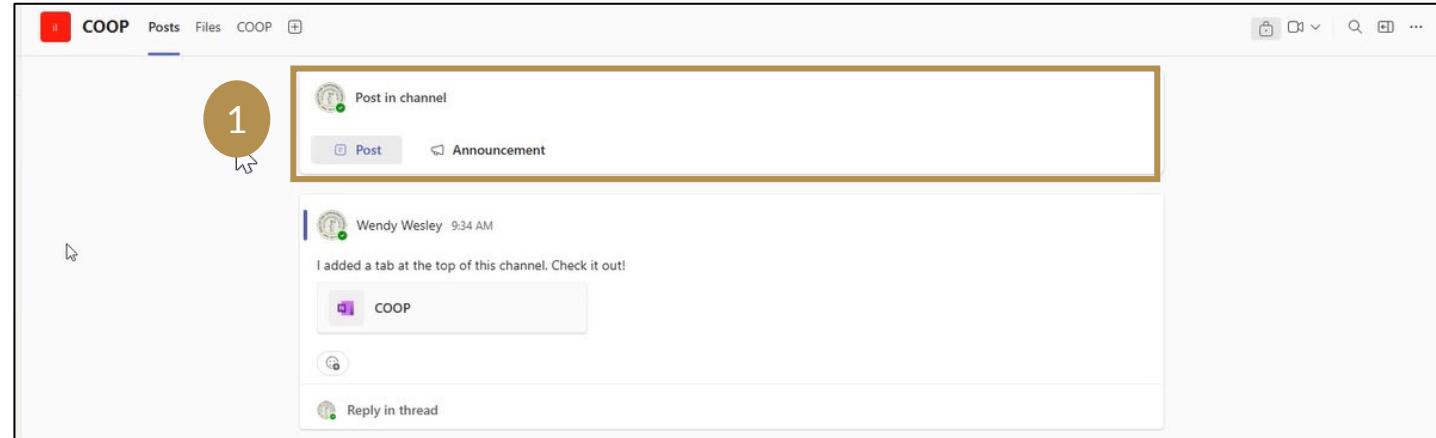


Select the channel and then select the **Posts** tab to view the conversations.



Start a New Post

1. From the Posts tab, click the **Post in channel** button.
2. Type a **Subject** for the post.
3. Type the post.
4. Change the message format, if desired.
5. Click **Post**.



Attach Files to a Post

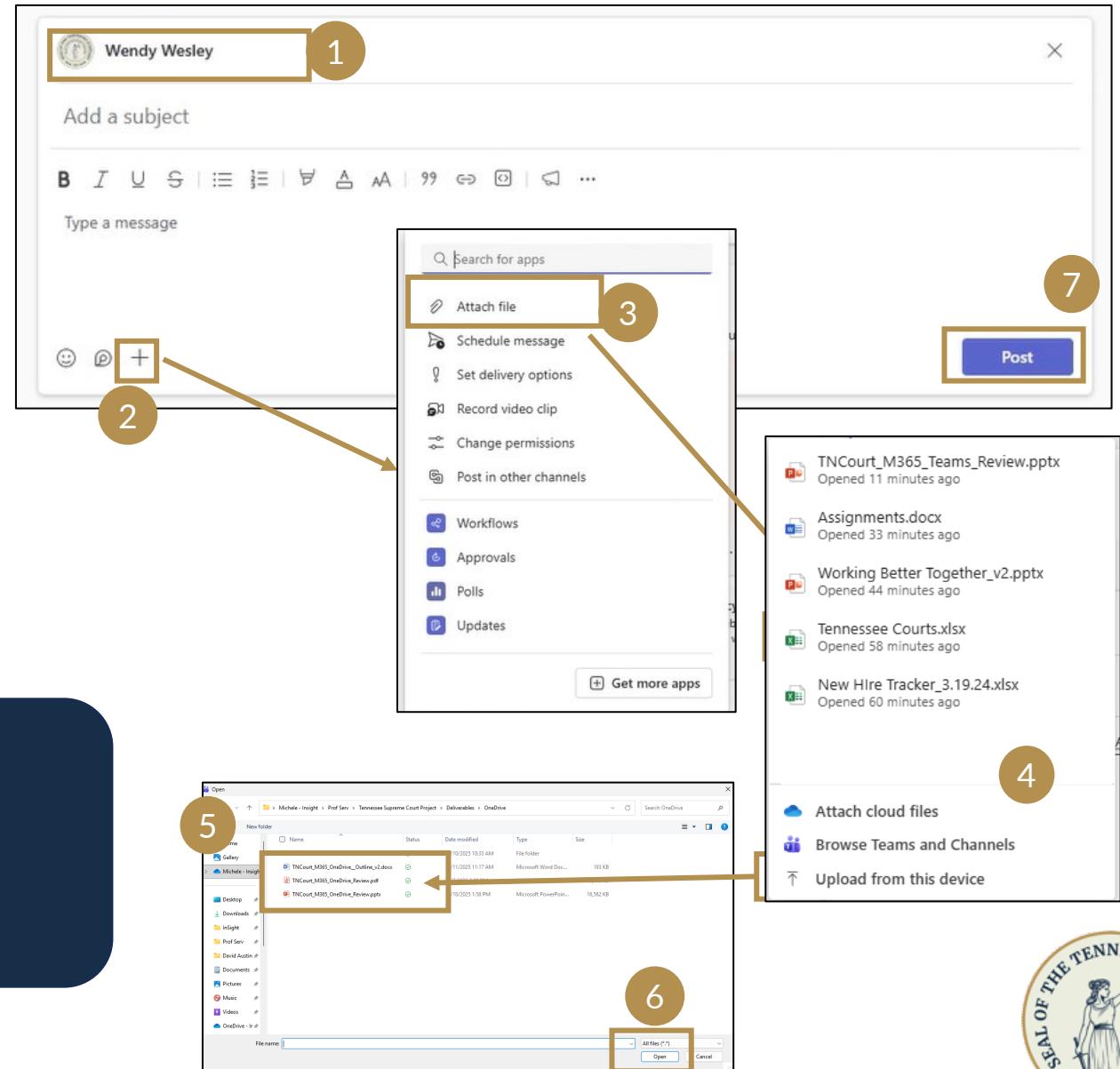
To attach files to a post/conversation:

1. Create the post.
2. Click the **Actions and apps (+ sign)** icon.
3. From the menu, select **Attach file (paperclip)**.
4. Select the file from the list of recent files or select **Upload from this device**.
5. Search for and select the appropriate file.
6. Click **Open**.
7. Click **Post**.

Attached files are saved to the **Files** tab of the channel.

Important:

The best practice is to share a link to a file to ensure everyone is accessing the most current version of the file.



Link Files from OneDrive to a Post

To attach a link to a file in a post:

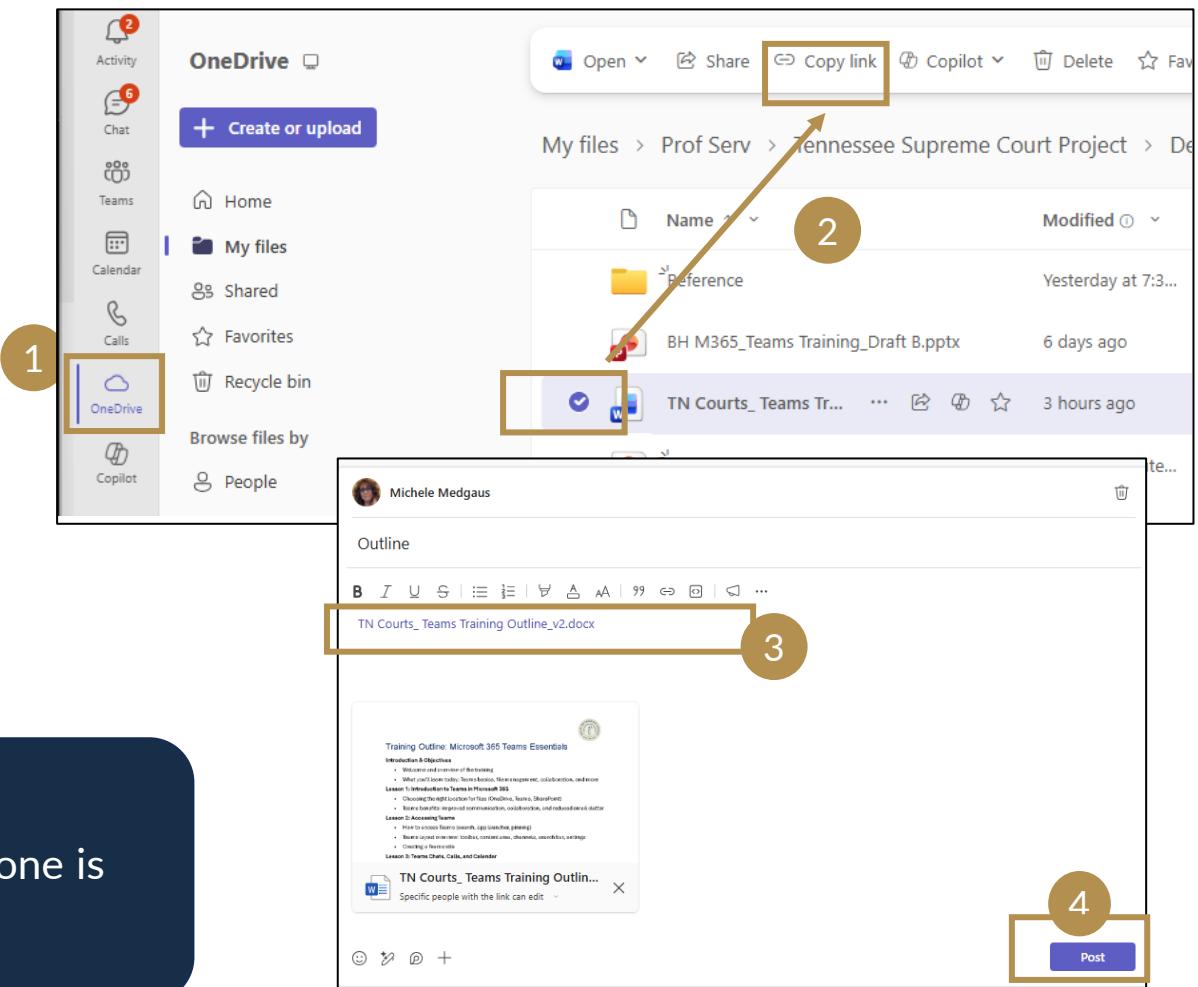
1. Open **OneDrive**.
2. Select your file and click **Copy link** from the ribbon.

Return to your Team / Channel and create a **Post**.

3. Paste the link in the body of the post.
4. Click **Post**.

Important:

The best practice is to share a link to a file to ensure everyone is accessing the most current version of the file.



Tag People in a Post

To Tag People to a post/conversation:

1. Start a new post.
2. Type **@<name>**.
3. Select the name from the list.
4. Type the message.
5. Click Post.

Tagging people in posts ensures that the tagged individual receives a notification, drawing their immediate attention to the post.

1

Suggestions

- Michell Ruff Michell.Ruff@insight.com
- Marci Gilbert-Ramey Marci.Gilbert-Ramey@insight.com
- TS Tennessee Supreme Courts Team
- TS Tennessee Supreme Courts Team
- MindMeister -Mind Mapping Create mind maps to brainstorm and plan with your collaborators in real-time
- Share someone's contact info

2

3

4

5

Post

Michelle Medgaus

Training

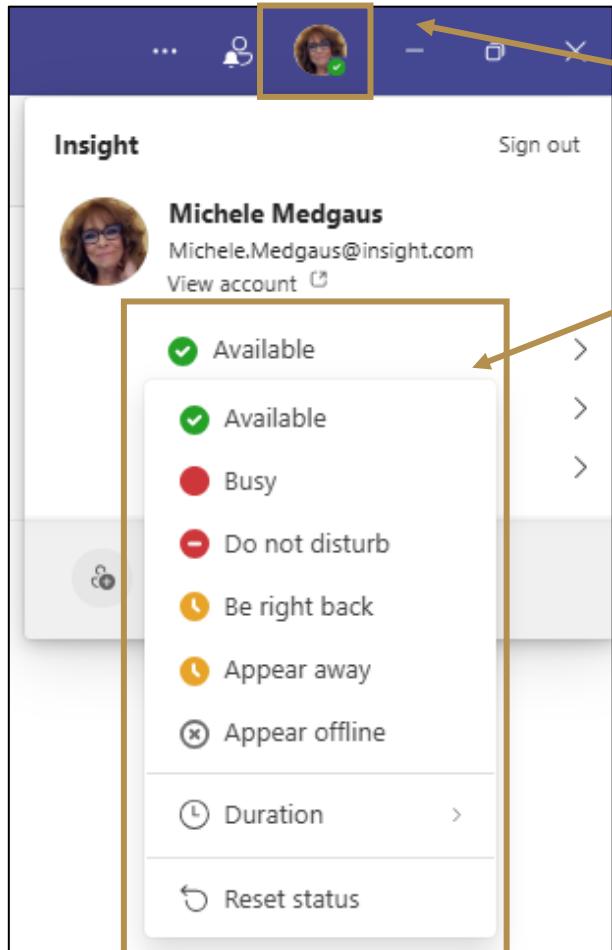
B T U S I E H A A 99 ↵ ⌂ ⌂ ...

Michell Ruff please review the presentation

Post



Status Indicators



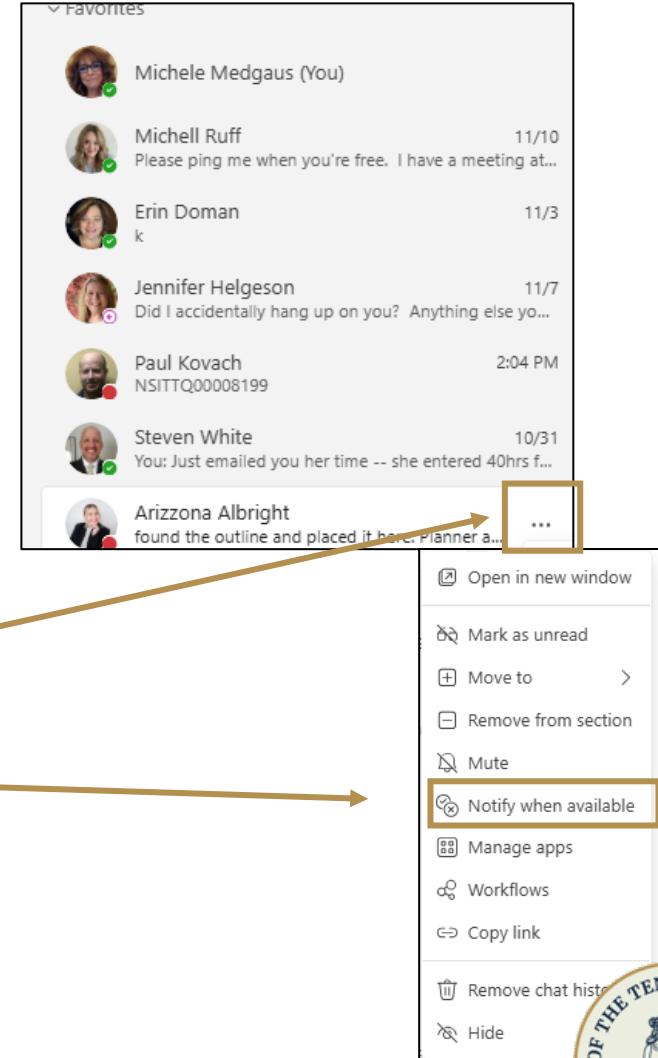
To view or set status options:

- Click on your profile picture located at the top right corner of the Teams window.
- Status options display.

To receive notification when someone is available:

- Hover over the name of the recipient and click **More options** for the person.
- Select **Notify when available**.

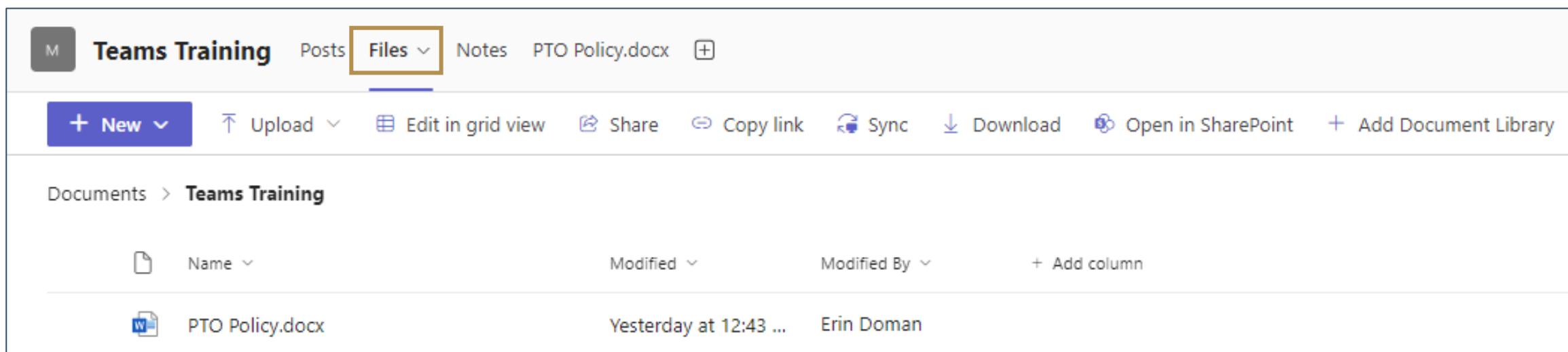
You will receive a confirmation:



The Files Tab in a Teams Channel

The **Files** tab of a team contains all the files created or uploaded by the team, or the files attached using the **Attach file** button from the conversation posts.

- Each channel has its own file folder where you can share files for that specific channel.
- To access a folder, go to the channel and select the **Files** tab above the conversation window.



Documents > Teams Training

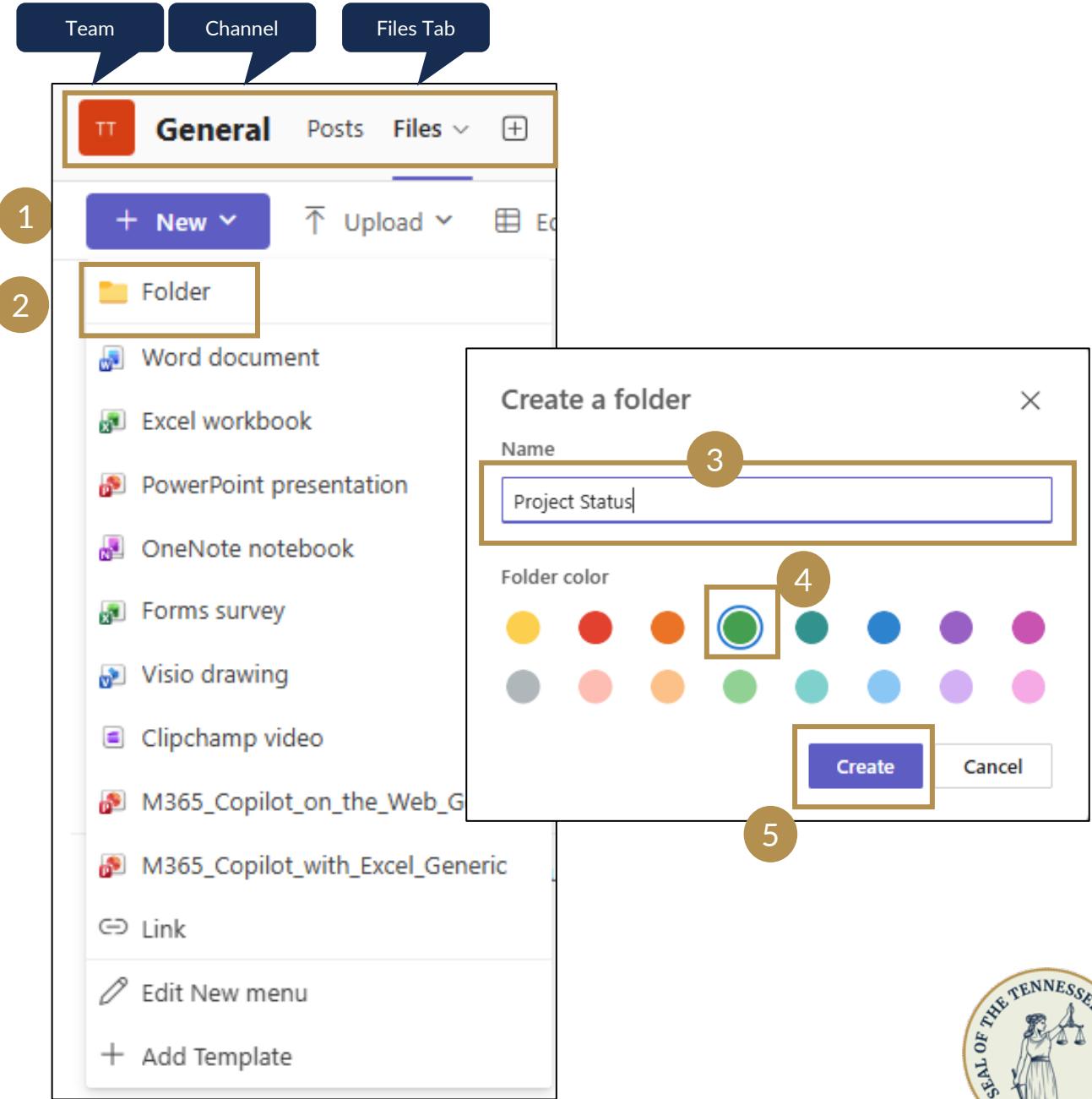
Name	Modified	Modified By	Actions
PTO Policy.docx	Yesterday at 12:43 ...	Erin Doman	Edit in grid view Share Copy link Sync Download Open in SharePoint



Create New Folders

To create a new folder, select the **Team**, the **Channel** and the **Files** tab.

1. Click the **New** button.
2. Select **Folder**.
3. Enter a filename.
4. Select a color for your folder.
5. Click **Create**.



Create New Files

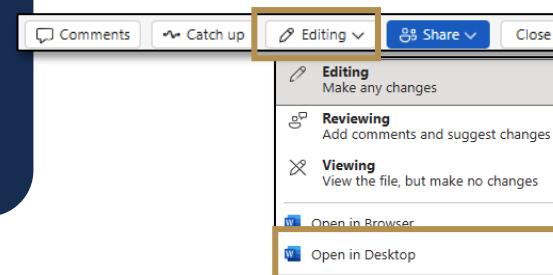
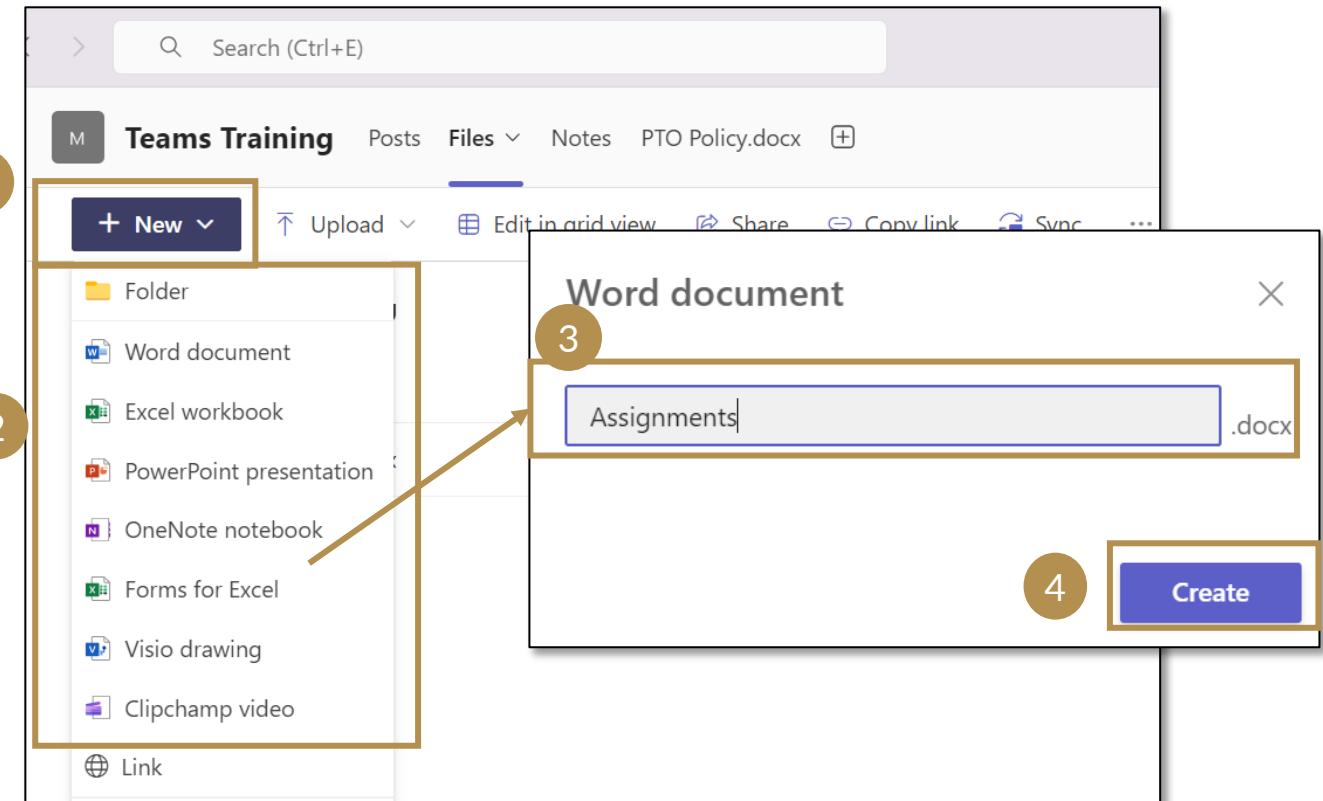
To create a new file (Word, PowerPoint, Excel, etc.):

To create a new file, select the **Team**, the **Channel** and the **Files** tab.

1. Click the **New** button.
2. Select the type of file to create.
3. Enter a filename.
4. Click **Create**.

The new file opens in Teams, is saved to the current folder, and is available for team members to edit as well.

To open the file in the desktop application, select **Editing** from the document Tool bar and then choose **Open in Desktop**.

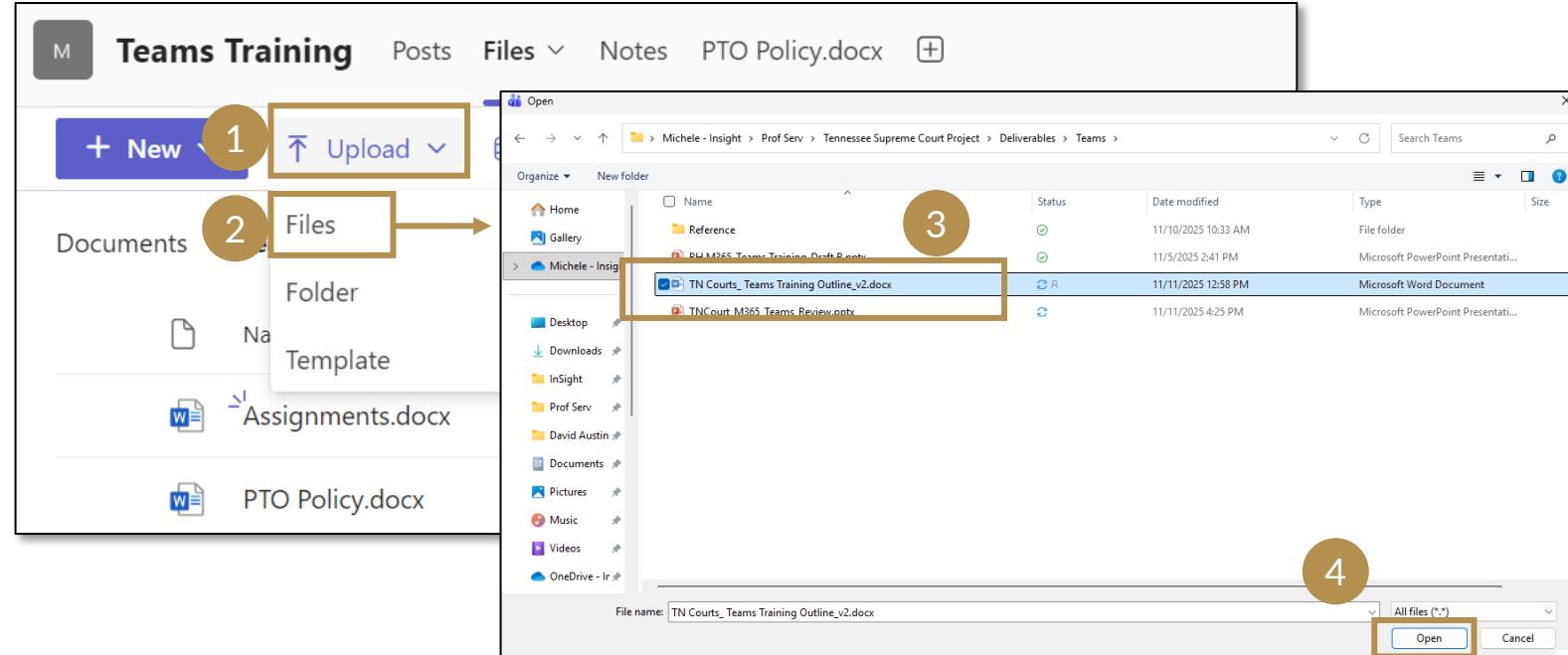


Upload Files to a Teams Channel

To upload a file:

1. Click the **Upload** button.
2. Select **Files**.
3. Select the file (or files) to upload.
4. Click **Open**.

You can also upload a file by dragging it from its current location and dropping it on the Teams window among the files.



- Files uploaded and shared to a channel are accessible to every member of the team.
- Files can be added to the General channel of a Teams site by attaching them via the Posts tab.
- Document uploads do not notify the team.



Why should I Download a File from Teams?

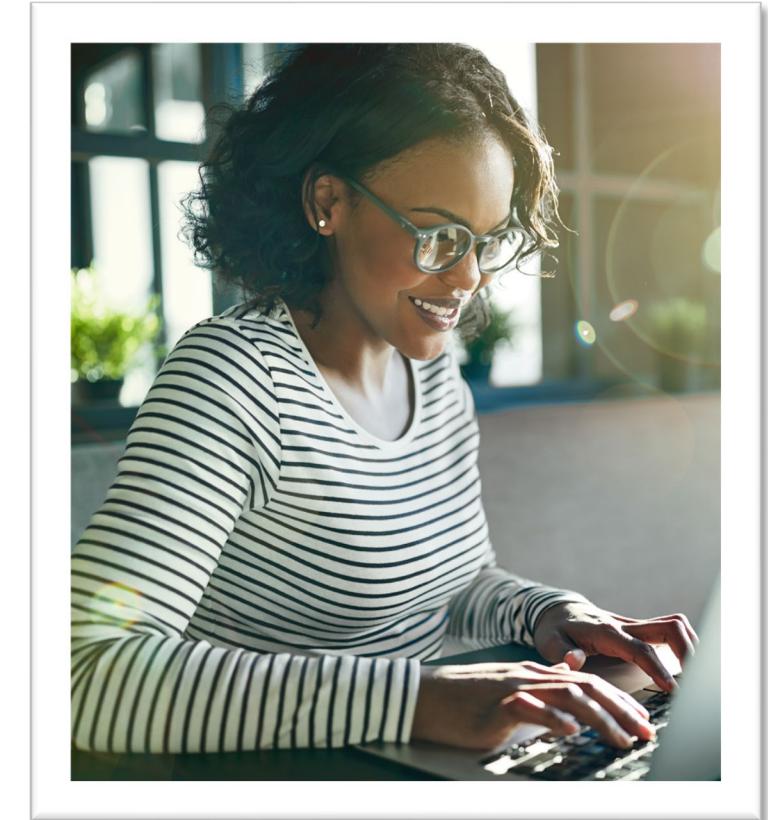
Offline access: Access and work when you are offline or do not have an internet connection.

Sharing: Share it with someone who is not a member of the Teams workspace or does not have access to Teams.

Collaboration: Work on it using different software or tools not integrated with Teams.

Archiving: Organize and store important documents for future reference.

Revise/Customize: Review or edit files locally on your device without changing the source file.

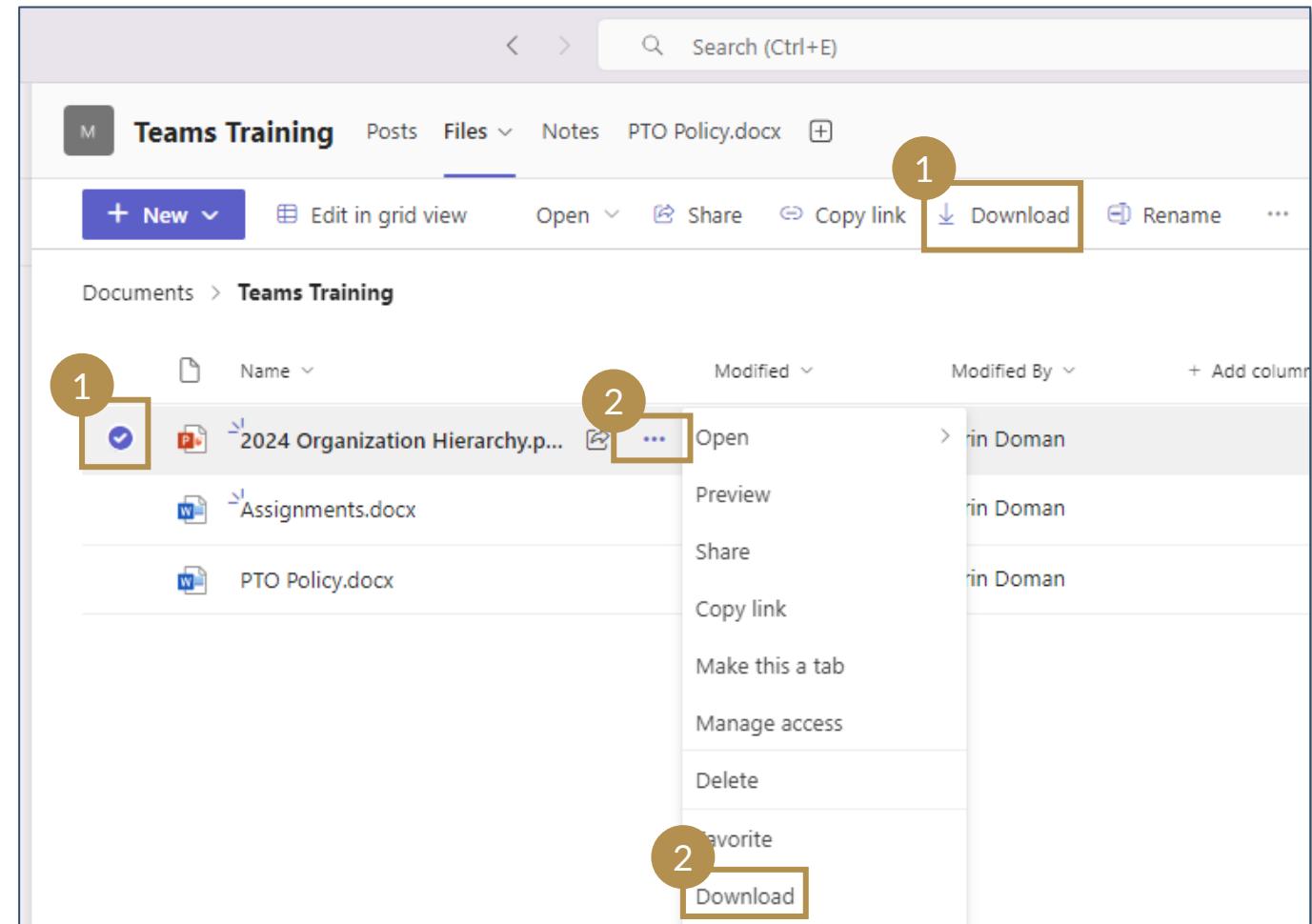


Download a File

To download a file:

1. Select the file and click the **Download** button.
2. Click **Show more actions for this item (ellipsis)** next to the file and select **Download**.

OR



Lesson 5

Collaboration in Teams

- Share Files on Teams
- Copy a Link on Teams
- Share or Copy a Link from an Open File
- Use Manage access



Benefits of Collaborating in Teams

You can pin specific files to the top of your list for easy access.

Any files you upload to Teams are accessible by any member of your team.

You are always working on the most current version.



Reduces the attachments of files to emails.

Attachments are no longer lost in emails.

The main file is always in the same location.

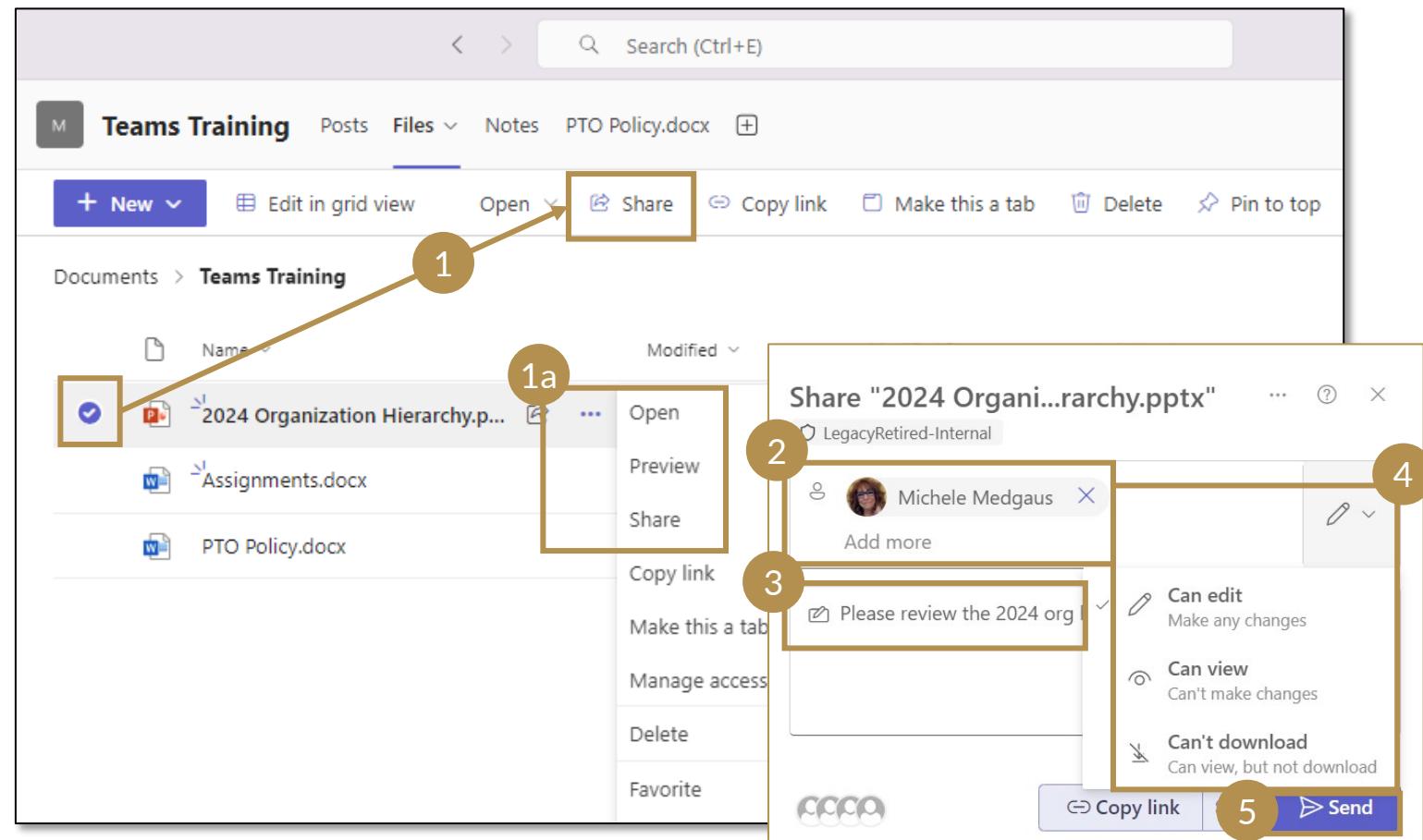


Share Files from a Teams Channel

Sharing files is an integral part of modern collaboration, allowing teams to work together seamlessly regardless of their physical locations.

To share a file:

1. Select the file and click the **Share** button.
- OR
- a. Click **Show more actions for this item (ellipsis)** next to the file and select **Share**.
2. Select the team or channel member to share the file with.
3. Enter a message, if necessary.
4. Click **Edit** to change the sharing permissions.
5. Click **Send**.



Copy a Link

To copy a link to share a file:

1. Select the file and click:

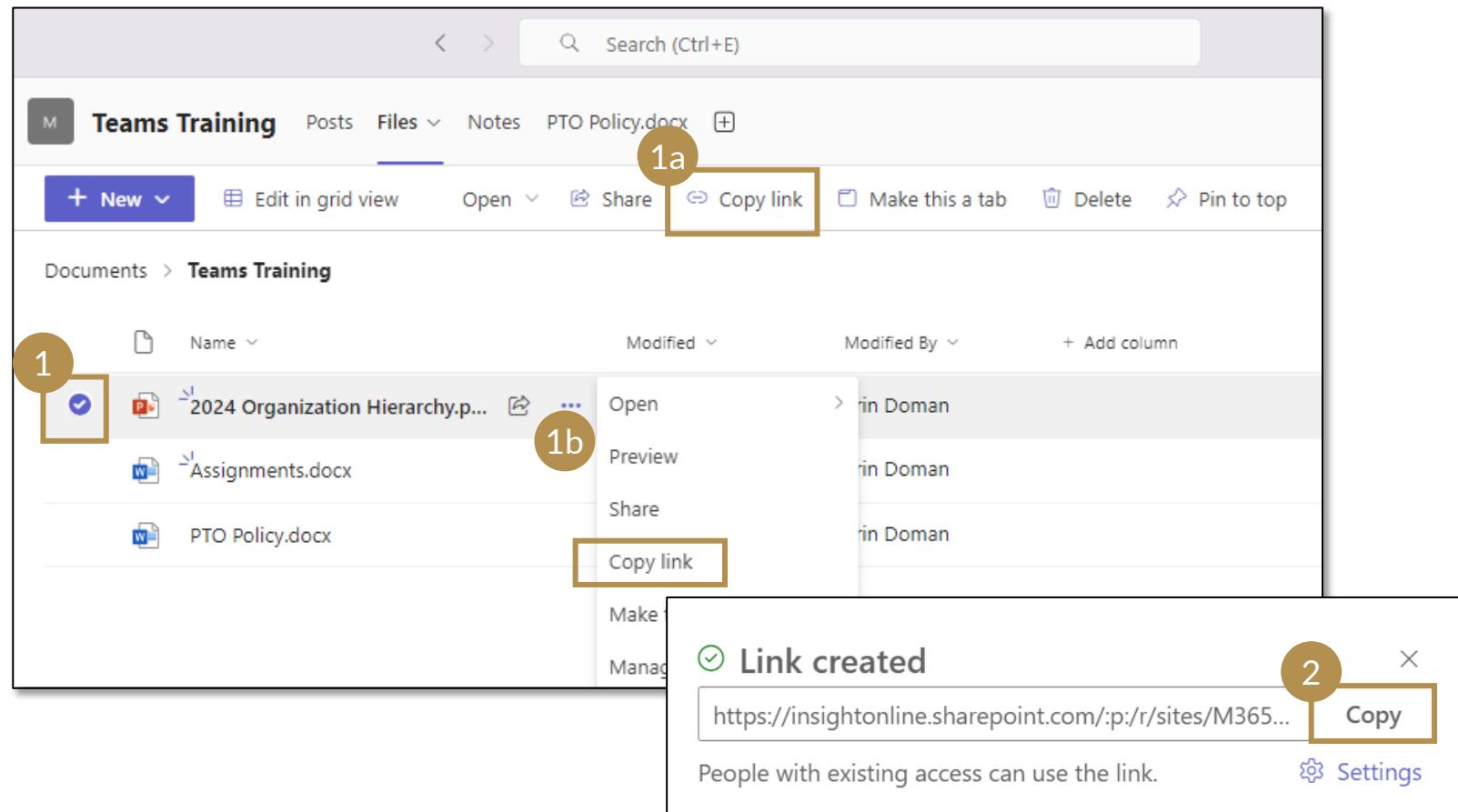
a. The **Copy link** button.

OR

b. Click **Show more actions for this item (ellipsis)** next to the file and select **Copy link**.

2. Click **Copy**.

3. Paste the copied link into the appropriate location.



- Sending a link minimizes the size of sent emails and working on the file outside of Teams.
- When a file is shared in Chat the file is usually view-only and permissions need to be changed for collaboration.

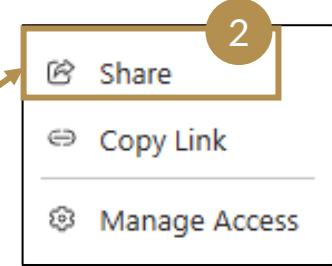


Collaborate with Word, Excel and PowerPoint

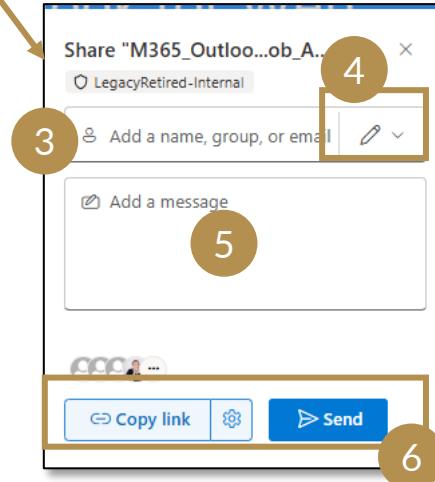
Sharing from within a document, spreadsheet or presentation ensures immediate collaboration or co-authoring.

Open the document, spreadsheet, or presentation you intend to share.

Application	Symbol
Word	Share 
Excel	Share 
PowerPoint	Share 



1. Click the **Share** button in the top-right corner of the interface.
2. Select **Share** from the Menu.
3. Enter the email addresses of the individuals you wish to share the document with or choose from your contacts.
4. Specify the permissions (e.g., can view or can edit).
5. Add a message to provide additional context, if desired.
6. Click **Send** to share the document.



Click **Copy link** to send a more flexible method of sharing.

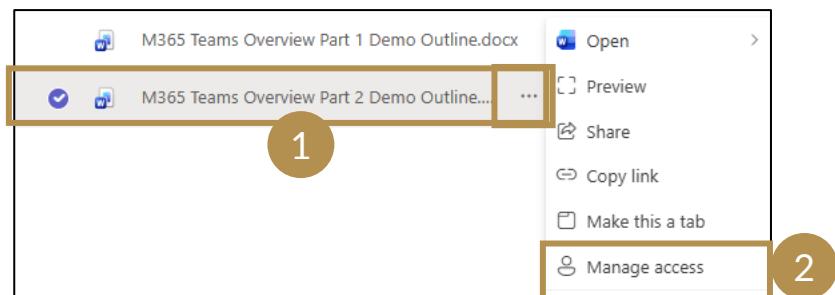
- This option generates a URL that can be distributed through various channels.



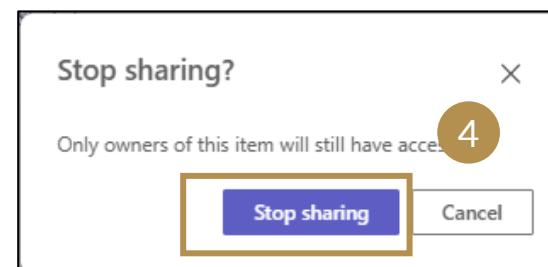
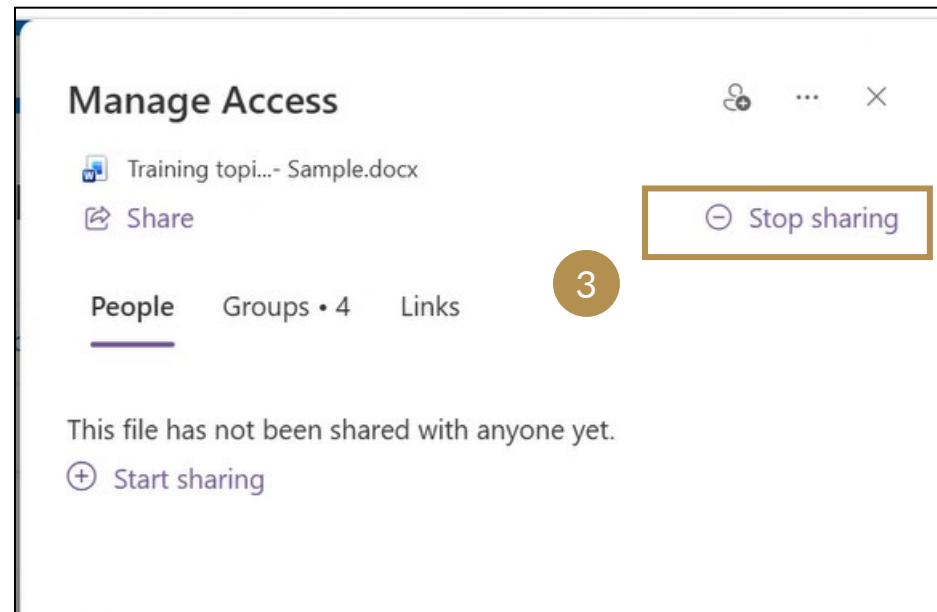
Manage Access

If you are the file owner, the **Manage Access** option allows users to view the list of people who have access to a shared document and revoke access at any time.

1. Navigate to the file or folder on **Teams**.
2. Right-click on the file or click **Show more actions for this item (ellipsis)** and select **Manage access** from the menu.



3. The **Manage Access** dialog box displays, click on **Stop sharing**.
4. A confirmation message displays, click on **Stop sharing**.



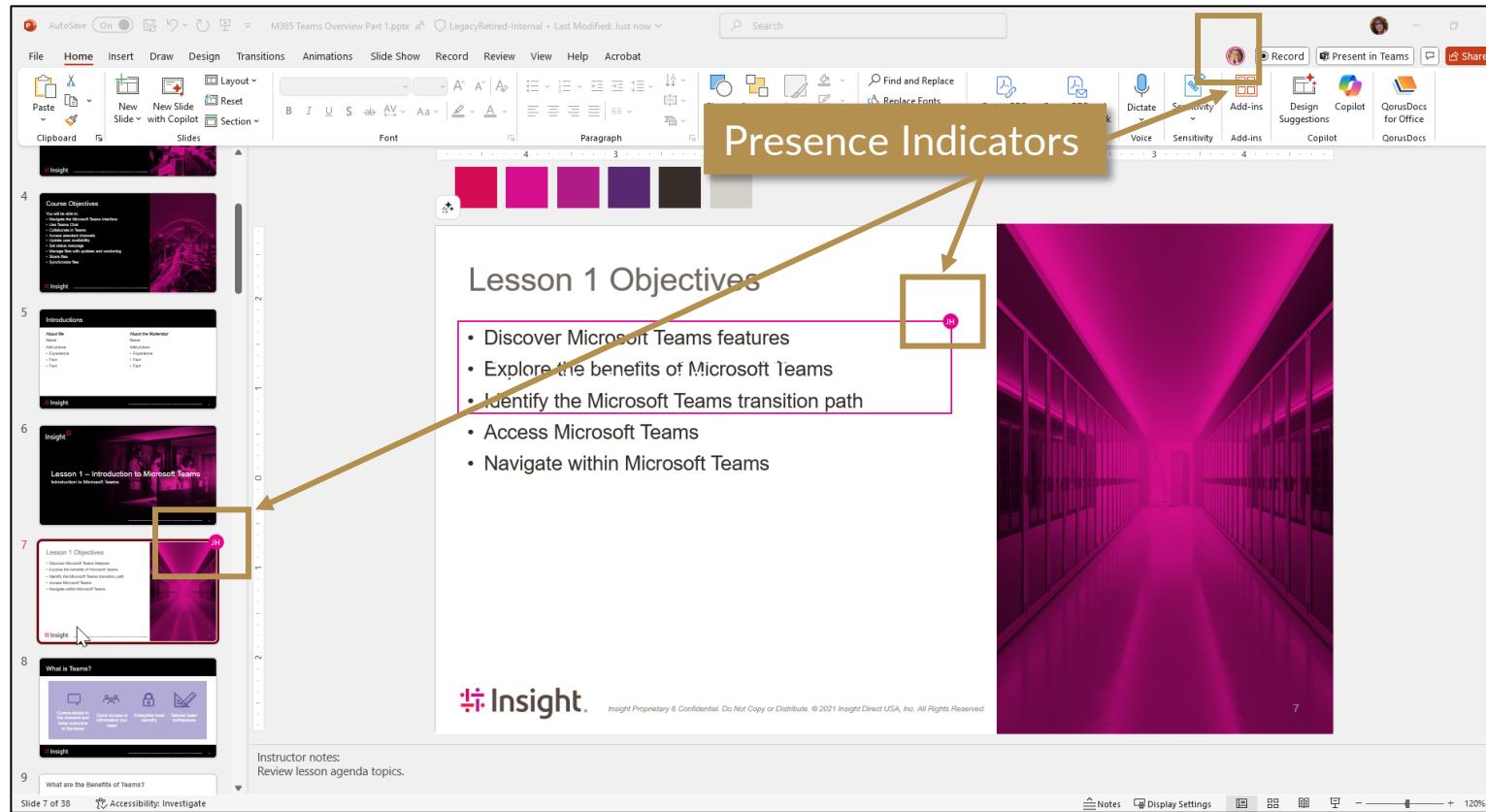
When you use the **Stop Sharing** link in the Manage access dialog box for a file, it removes any sharing links that were previously created for that file.



Benefits of Sharing Files

When your files are stored on Teams, it is easier to collaborate in real-time with others because you and your teammates can be working in the same file at the same time, which is known as **co-authoring**.

- The **Presence indicators** show who has the file open and where in the file they are working.
- For co-authoring to work effectively, everyone working on the document must be working on the same uploaded file.





Lesson 6

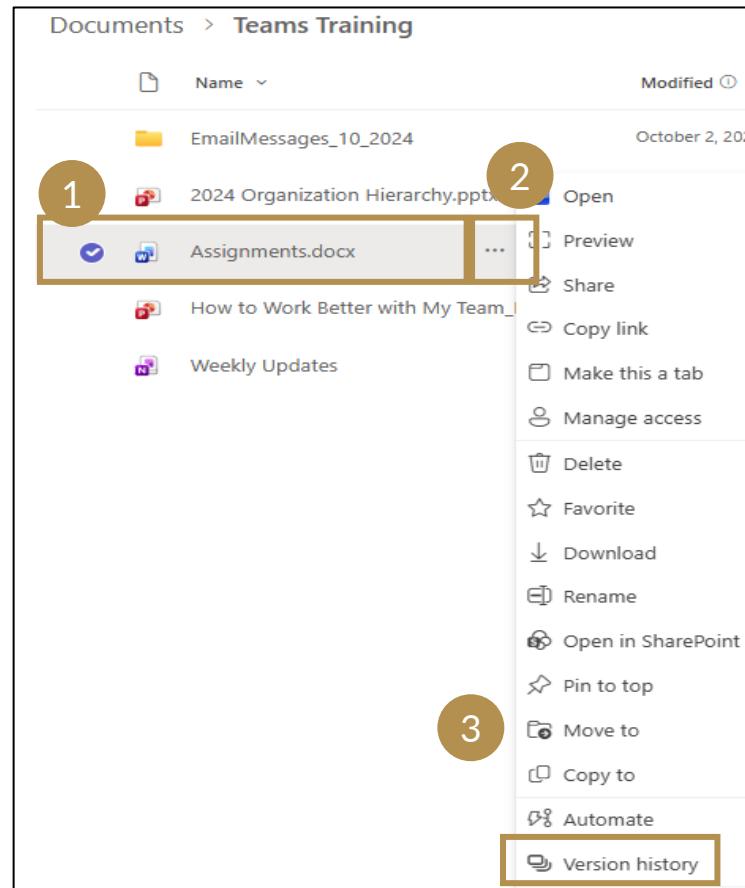
Version History

- Version History from Teams
- Version History from Teams on SharePoint
- Version History from a File

Accessing Version History from Teams

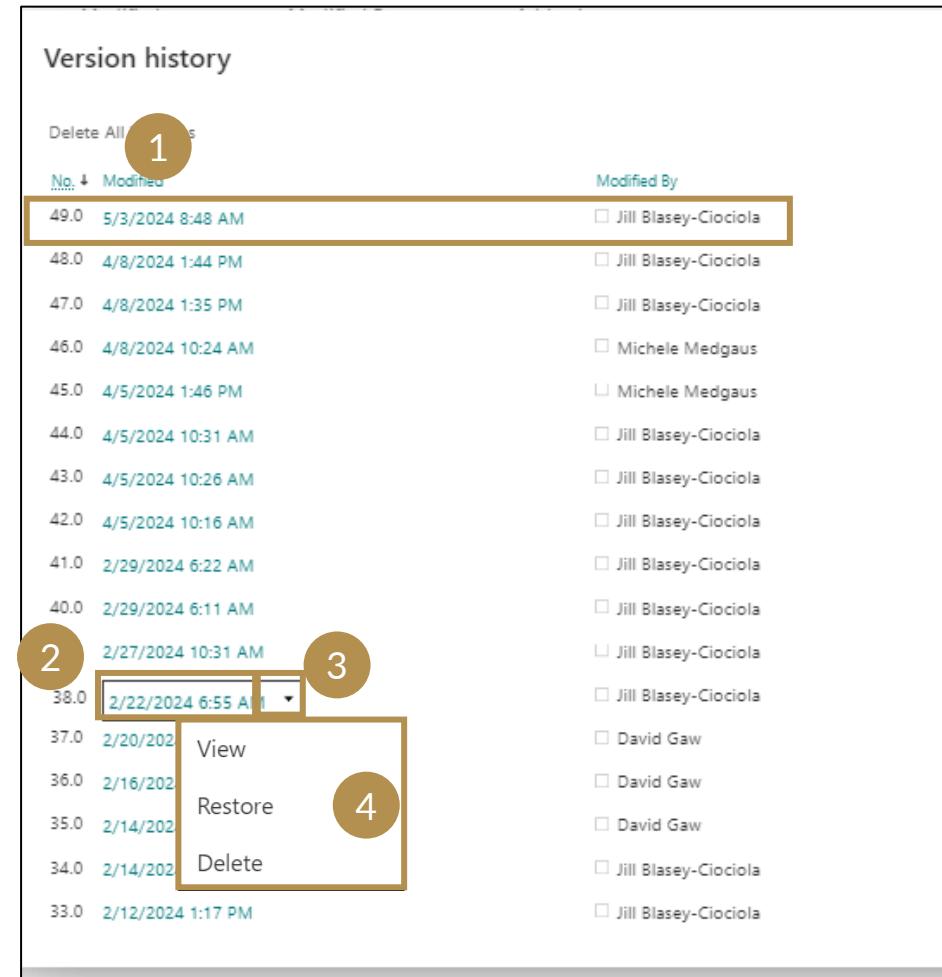
Version history allows users to track and manage changes made to their files over time.

1. Find the file you want to open in **Teams**.
2. Click the **Show more actions for this item (three dots)** icon next to the file name or right-click the file to open the file menu.
3. Select **Version History**.



Viewing Version History

1. Most recent version displays at the top - click the column header to change the order.
2. Hover your mouse over the file version you wish to review.
3. Click the dropdown arrow to show the available actions.
4. Select the appropriate action:
 - **View** – Open the document
 - **Restore** – Overwrite the current version with the selected version
 - **Delete** – Remove the selected version



- You cannot delete the current version.
- If a previous version is deleted, it cannot be used as a restore point.

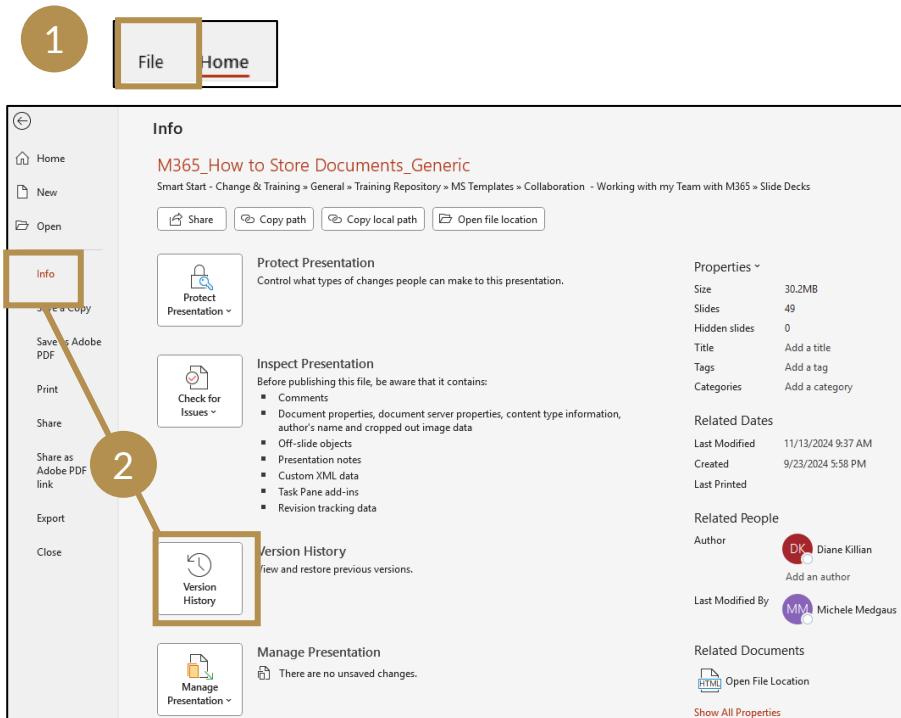


Accessing Version History from a File

Open the file (Word, Excel or PowerPoint). You can access **Version History** while viewing the opened file. Utilizing this feature ensures that you can easily track progress and recover important information if needed.

From the File Menu:

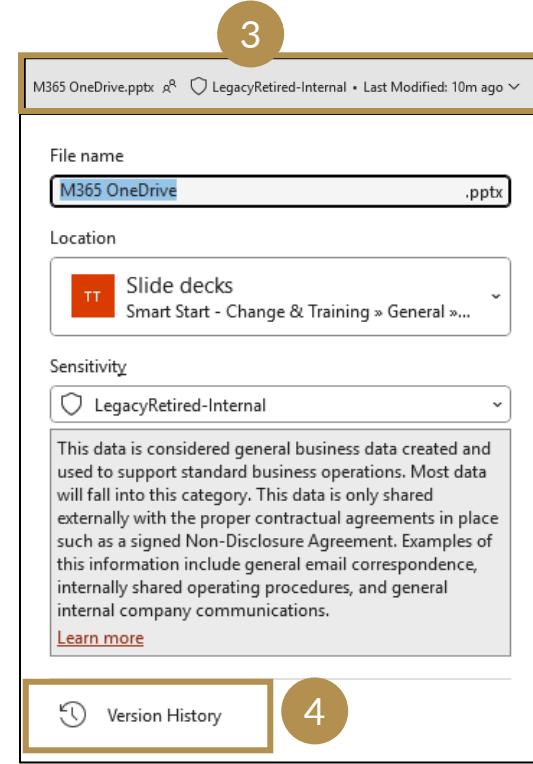
1. From the ribbon, click on the **File** tab.
2. Select **Info** and click on **Version History**.



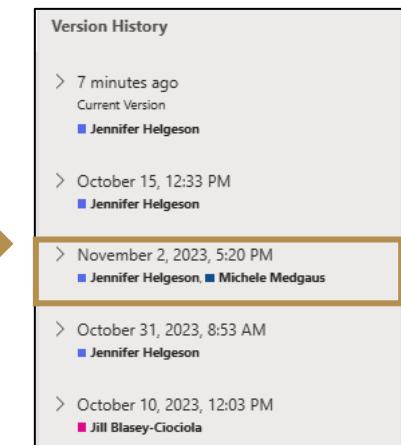
OR

From the File Title:

3. Click on the title.
4. Select **Version History**.



The **Version History** panel displays on the right.



Lesson 7

Accessing and Syncing OneDrive and Teams

- Access OneDrive from Teams
- Syncing Files from Teams to OneDrive

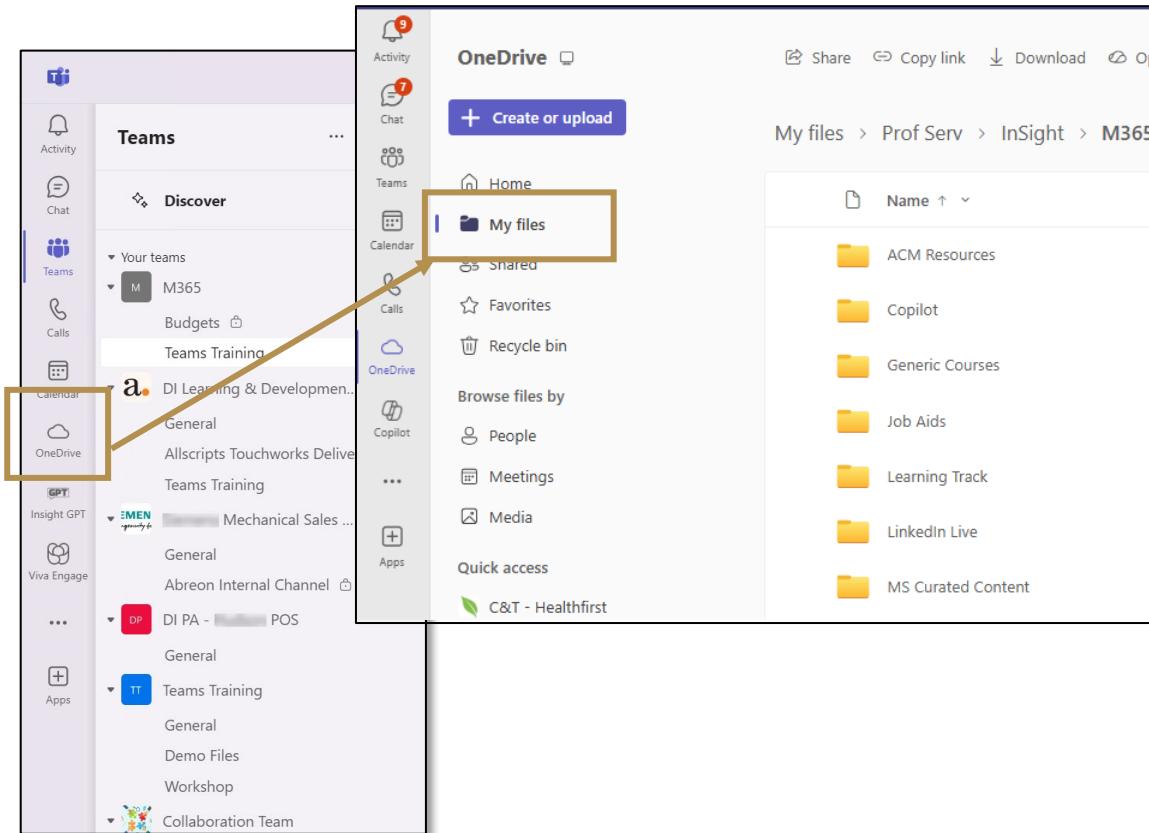


Access OneDrive from Teams

You can access **OneDrive** from Teams allowing you to open, share, and collaborate on documents without leaving Teams.

Accessing OneDrive from Teams provides:

- Simplified access to files.
- Enhanced collaboration
- Simplified file management
- Improved productivity



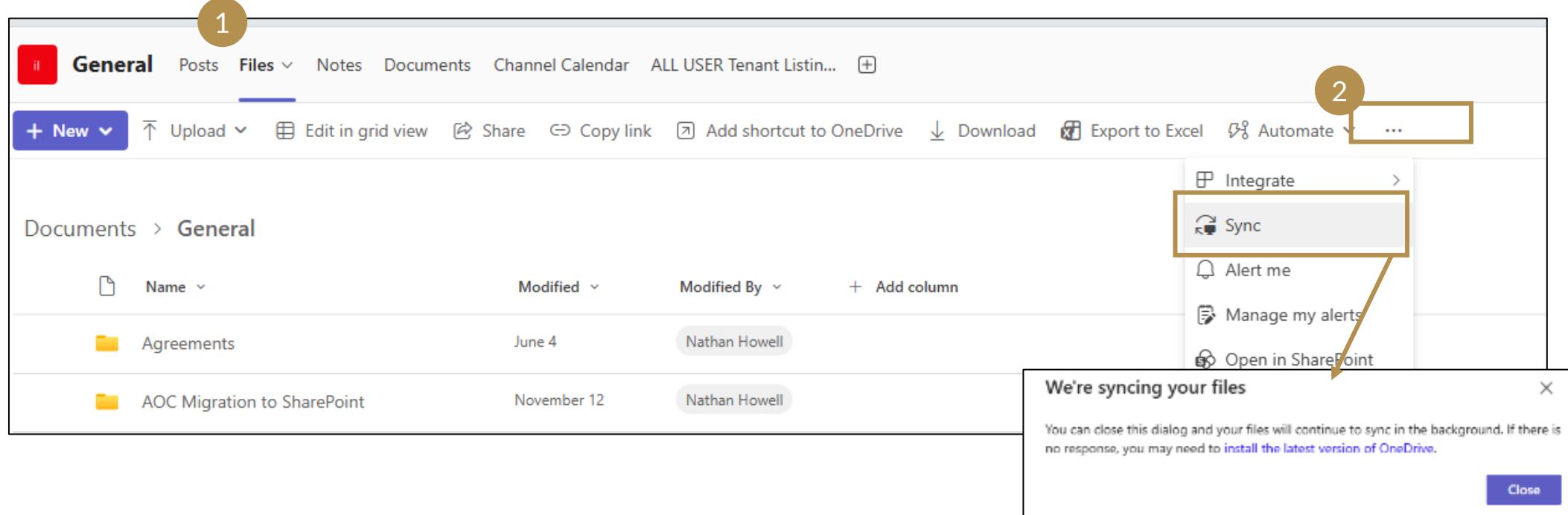
This integration streamlines your workflow, making it easy to collaborate on files, organize content, and maintain secure access to your cloud storage in one place.



Syncing Files from Teams to OneDrive

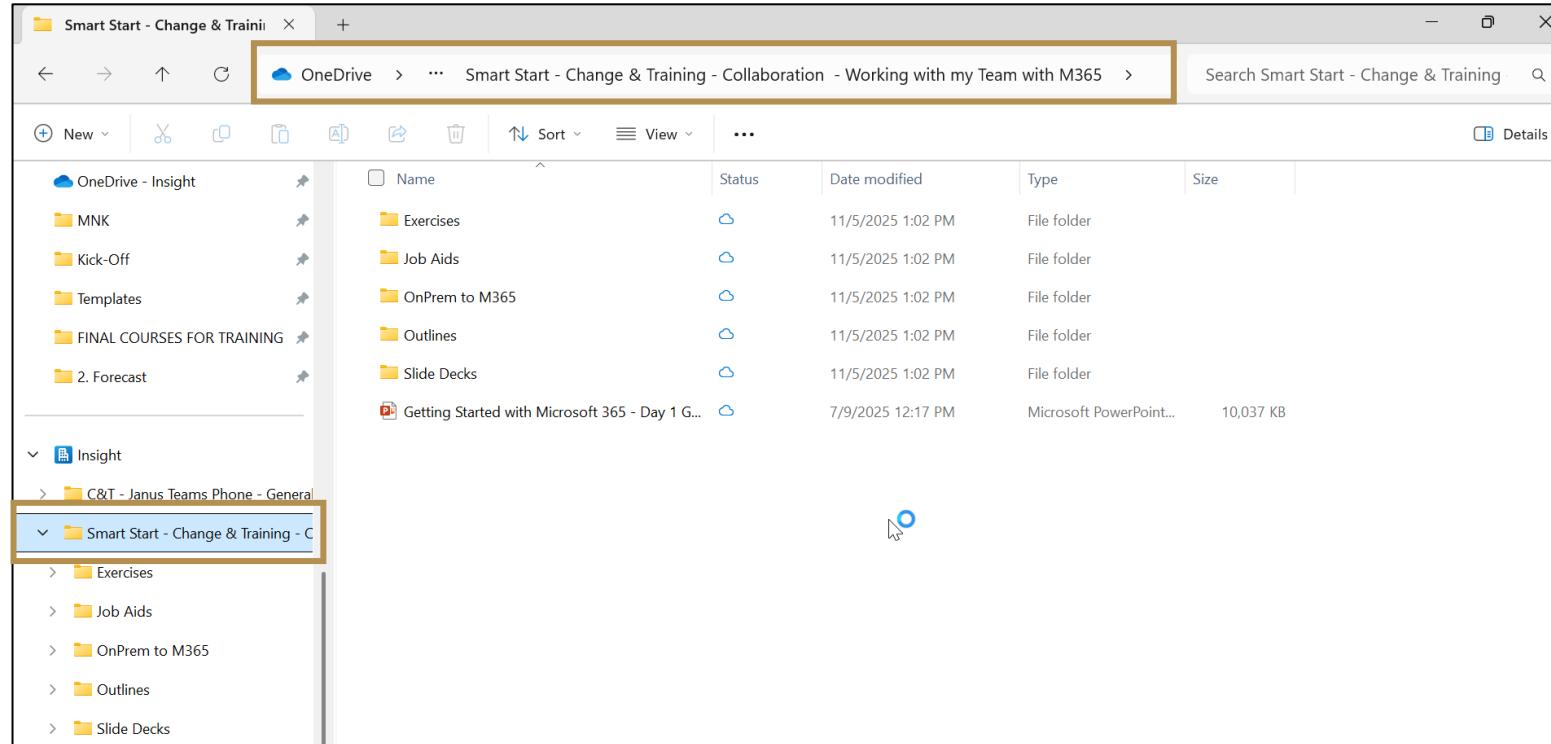
The **Sync** icon on the Teams Files toolbar allows you to synchronize files and folders from a Teams channel to your OneDrive/File Explorer.

1. Navigate to the **Files** tab within your desired Teams channel.
2. Click **More commands (three dots)** on the toolbar and select **Sync** on the menu.



Syncing Files from Teams to OneDrive

When you click the **Sync** option, it connects the channel to your **OneDrive**, so you can access, edit, and manage files directly from OneDrive/File Explorer even when you're offline.



Any changes made to the synced files on OneDrive are automatically updated in Teams and SharePoint when you reconnect to the internet, ensuring your files stay consistent across all devices.



Lesson 8

Accessing Teams from the Web

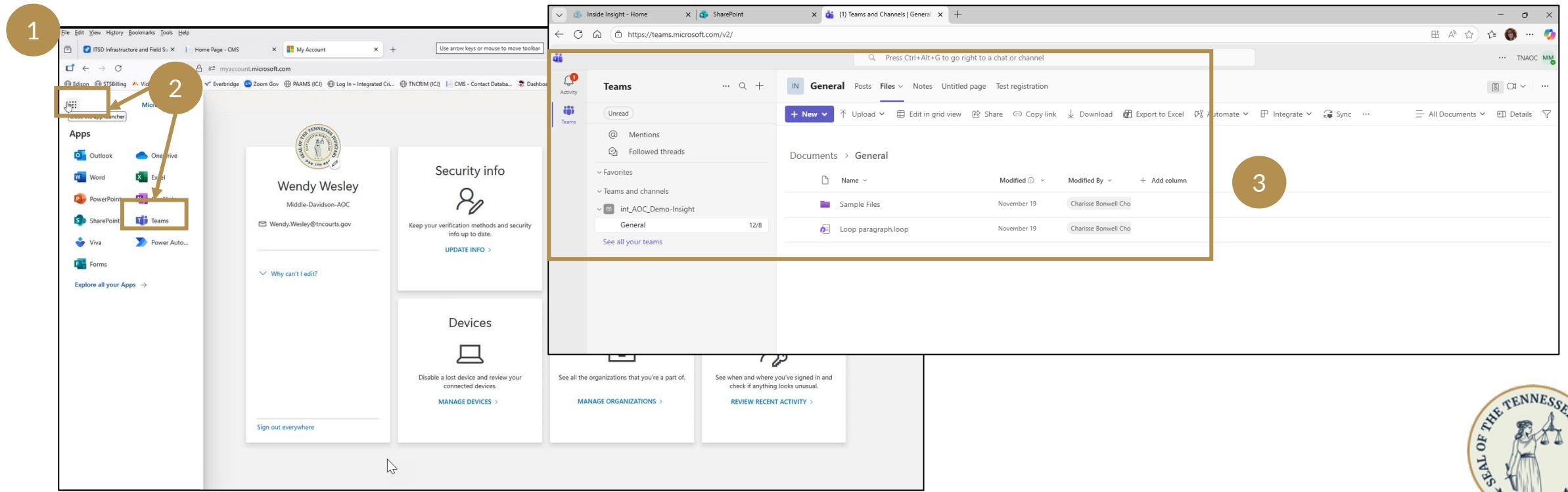
- Teams on the Web Overview



Access Teams on the Web

Microsoft 365 for the web lets you view and edit documents stored in Teams directly from your web browser.

1. Type **myaccount.Microsoft.com** into your internet browser, M365 opens.
2. From the Navigation Pane select the **App Launcher (nine dots)** and then select **Teams**.
3. Your **Teams** displays.



Teams Web Overview

The image shows a screenshot of the Microsoft Teams web interface with several UI elements labeled for an overview:

- Vertical Toolbar**: Located on the far left, containing icons for Activity, Chat, Teams, Calendar, Calls, OneDrive, Copilot, and Apps.
- Teams and Channels**: A large area on the left showing a list of teams and channels, with a sub-label "Teams and channels" below it.
- Search Bar**: Located at the top center, with a placeholder "Type 'is:' to narrow your search to Messages, Files or more".
- Channel Tabs**: Located at the top right, showing the "General" tab is selected.
- Tab Menu Bar**: Located at the top right, containing options like + New, Upload, Edit in grid view, Share, Copy link, Download, Export to Excel, Automate, Integrate, Sync, and Details.
- Settings**: Located at the top right, showing the user profile and settings icon.
- Content Area**: The main area displaying a SharePoint list titled "Training Repository" from September 10, 2024. The list includes the following items:

Name	Modified	Modified By
1 - Teammate Support Documents	June 28, 2022	Friedman, Diana
2. Fireside Chat_04.11.25	April 11	Michele Medgaus
OCM Repository	June 28, 2022	Friedman, Diana
Product Training and Installation	September 19, 2022	David Gau
Recordings	December 13, 2024	SharePoint App
Standard Teams Folder Structure (Copy)		
Training Repository		
Train-the-Trainer	April 18, 2023	Michele Medgaus
Insight Change and Training Project Status ...	July 22	Linda Lloyd
Insight Change and Training Project St...	July 22	Linda Lloyd



Quick Recap

- Introduction to Teams in Microsoft 365
- Accessing Teams
- Teams Overview
- Teams Chats, Calls and Calendar
- File Management in Teams, Channels, Posts, Collaboration and Version History
- Accessing and Syncing OneDrive and Teams





QUESTIONS?



THANK YOU