



# Microsoft Teams

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## Topics

### Microsoft Teams

- What Is Microsoft Teams
- Signing into Microsoft Teams
- The Microsoft Teams Screen
- Navigating with the Sidebar
- The Settings Menu
- Notifications Settings
- Downloading the Desktop App
- Logging Out of Microsoft Teams

### Creating Teams

- Creating a Team
- Adding Members to Your Team
- The Team Area
- The Conversations Tab
- The Files Tab
- Understanding the Wiki Tab

### Conversations

- Understanding T-Bot Chat
- Understanding Private Chat
- Sending Private Messages
- Replying to Private Messages
- Team Chat
- Emojis, GIFs and Stickers
- Replying to Messages in Team Chat
- Sending Attachments
- Working with Received Files
- Saving and Liking Messages
- Mentioning People
- Editing and Deleting Messages

### Working with Teams

- Opening Existing Team Files
- Creating New Team Files
- Organising Team Files
- Sharing Files
- SharePoint and Microsoft Teams
- Working with Tabs
- Adding Channels to a Team
- Adding Bots to a Team
- Understanding Connectors

### Managing Teams

- Team Settings
- Changing the Team Picture
- Editing a Team
- Leaving a Team
- Deleting a Team

### Meetings

- Scheduling a Meeting
- Accepting a Meeting
- The Meeting Window
- Joining and Leaving a Meeting Online
- Making and Receiving Calls



## Microsoft Teams Mobile App

- Working with Activity
- Working with Chat
- Working with Teams
- Working with the More Menu