

Microsoft Teams

The screenshot shows the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Meetings, Files, and Assignments. The main area displays the 'Service Desk Team' with a 'General' channel selected. A message from 'Polly' is visible, along with a 'Quickstart guide' for creating polls. Six numbered callouts provide explanations: 1 points to the sidebar, 2 points to the 'Join or create a team' button at the bottom left, 3 points to the team name in the left pane, 4 points to the top navigation bar (Conversations, Files, Staff Notebook, Polly), 5 points to the message area, and 6 points to the bottom message input field.

1 Here is the main hub which will allow you to select exactly what section of the Teams application you would like to access.

2 You can join or create teams here.

3 In the Teams section, you can see all of the teams that you are a member of here. New messages notifications will appear beside the team name.

4 Shared files, notebooks, polls, and information from other applications can be found here.

5 The current conversation in the Team will appear here.

6 Enter new messages here. You can attach files, emojis, videos, and more.

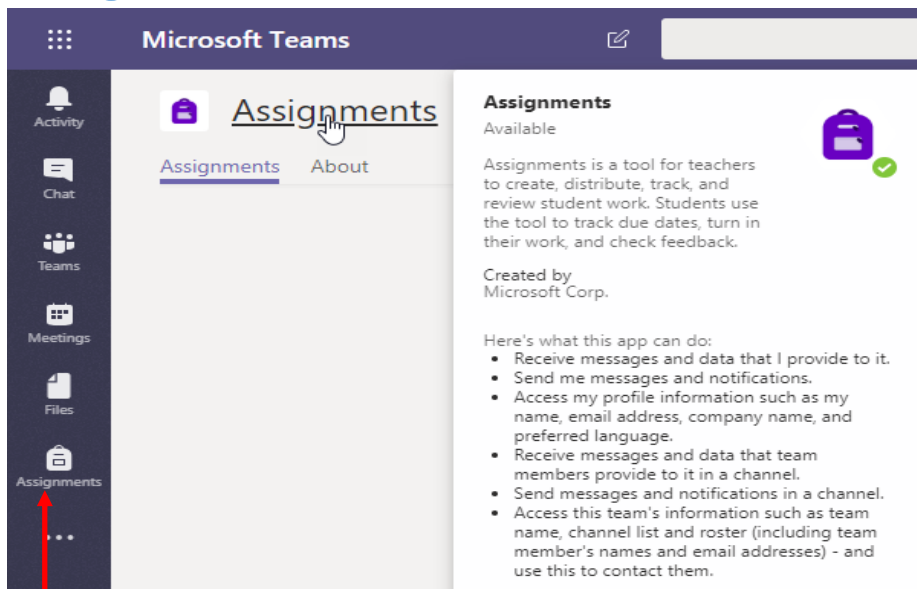
Further information on Teams can be found here:

<https://docs.microsoft.com/en-us/microsoftteams/teams-overview>

<https://support.office.com/en-us/article/create-a-team-for-classes-in-microsoft-teams-fae422eb-58b7-4431-9ff2-a4b9b6ae7c5b?ui=en-US&rs=en-US&ad=US>

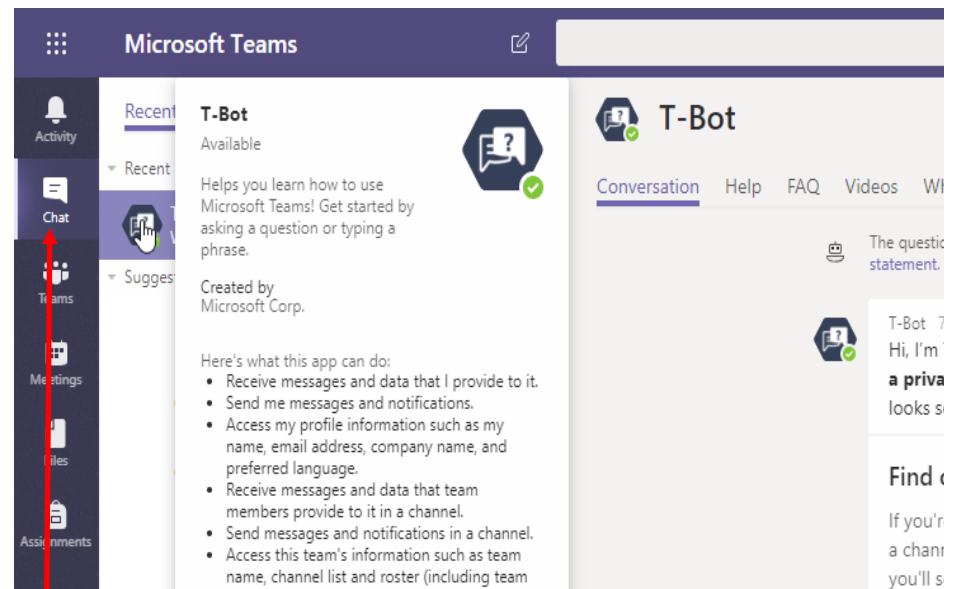
<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>

Assignments



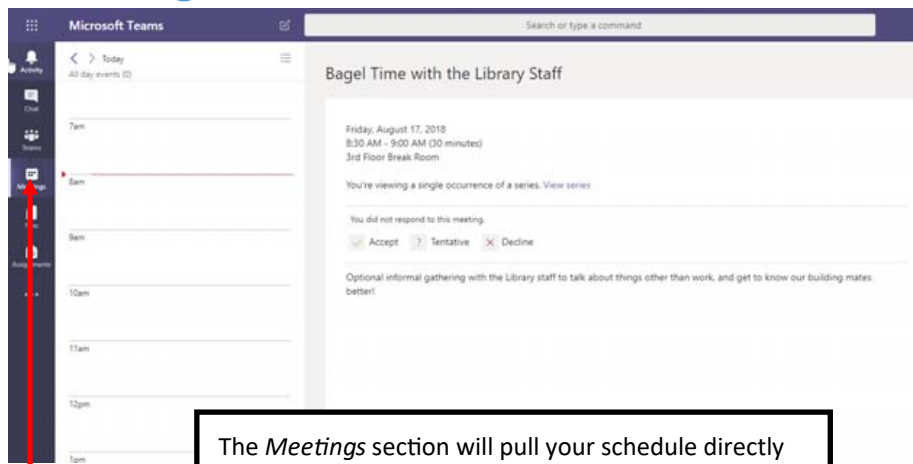
Assignments can be shared within your team to help keep track of ongoing projects.

Chat



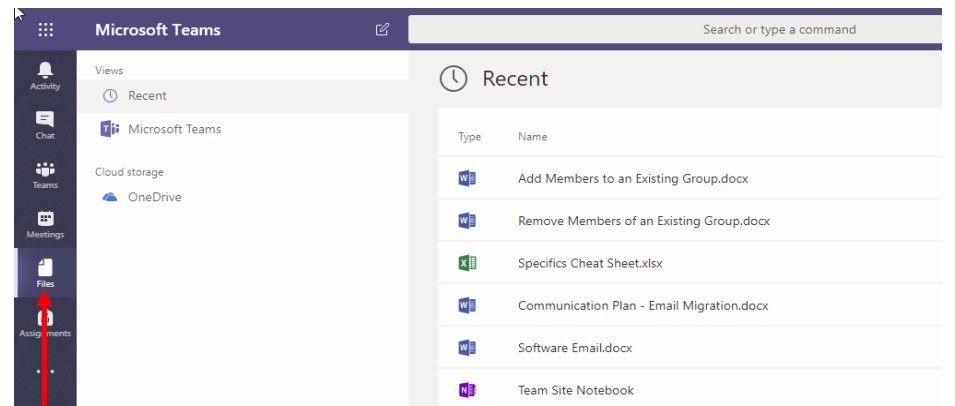
The Chat feature allows you to communicate within your Teams.

Meetings



The Meetings section will pull your schedule directly from your Outlook calendar. New meetings can be scheduled here as well.

Files



The Files section will load files you have received or shared from across the Office 365 platform. You will be able to share these with your Teams.