Using Microsoft Teams

An overview of the application and features.

breakwater IT

Microsoft Teams: Overview

Microsoft Teams is an application from Microsoft that is designed to be your organisation's central app for communication and collaboration.

It combines Microsoft apps such as OneDrive, Viva Engage (Yammer), Calendar, and Word, alongside features like chat, video calls, third-party apps and more.

This guide will cover a basic overview of the desktop app, highlighting key features.

Teams Apps

To the left of your Teams application you will see a list of applications, like this:
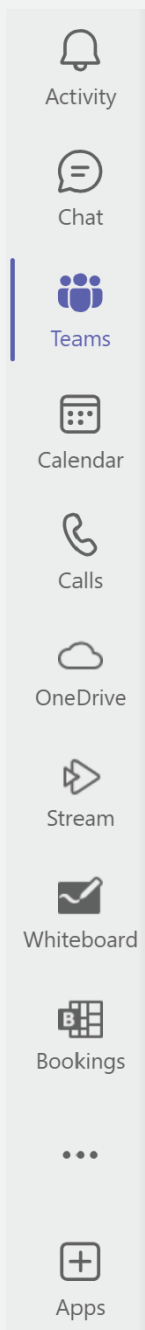
Activity
The activity tab shows your recent tags, mentions, reactions and more. It's all your Teams notifications in one place.

Chat
This is where you will have one-on-one or group chats. You will also find chats and files from video meetings here.

Teams
Within Teams, you have teams. These are the groups or departments you are part of, for example, marketing team or sales team. Each team holds files, apps, post threads and more. This keeps your data and information organised and accessible to only those who need it.

Calendar
Your calendar is synced to your Outlook calendar. You can perform actions such as scheduling meetings and webinars and joining video meetings.

Calls
Teams allows you to turn the calls app into your oragnisation's telephone system. But it can also be used for general audio calls or video calls.

OneDrive
This is synced to your OneDrive and gives you access to all of your files.

Below these apps, you will see other Microsoft apps. These can be customised to add apps you access regularly, such as Word, OneNote, or custom and third-party apps.
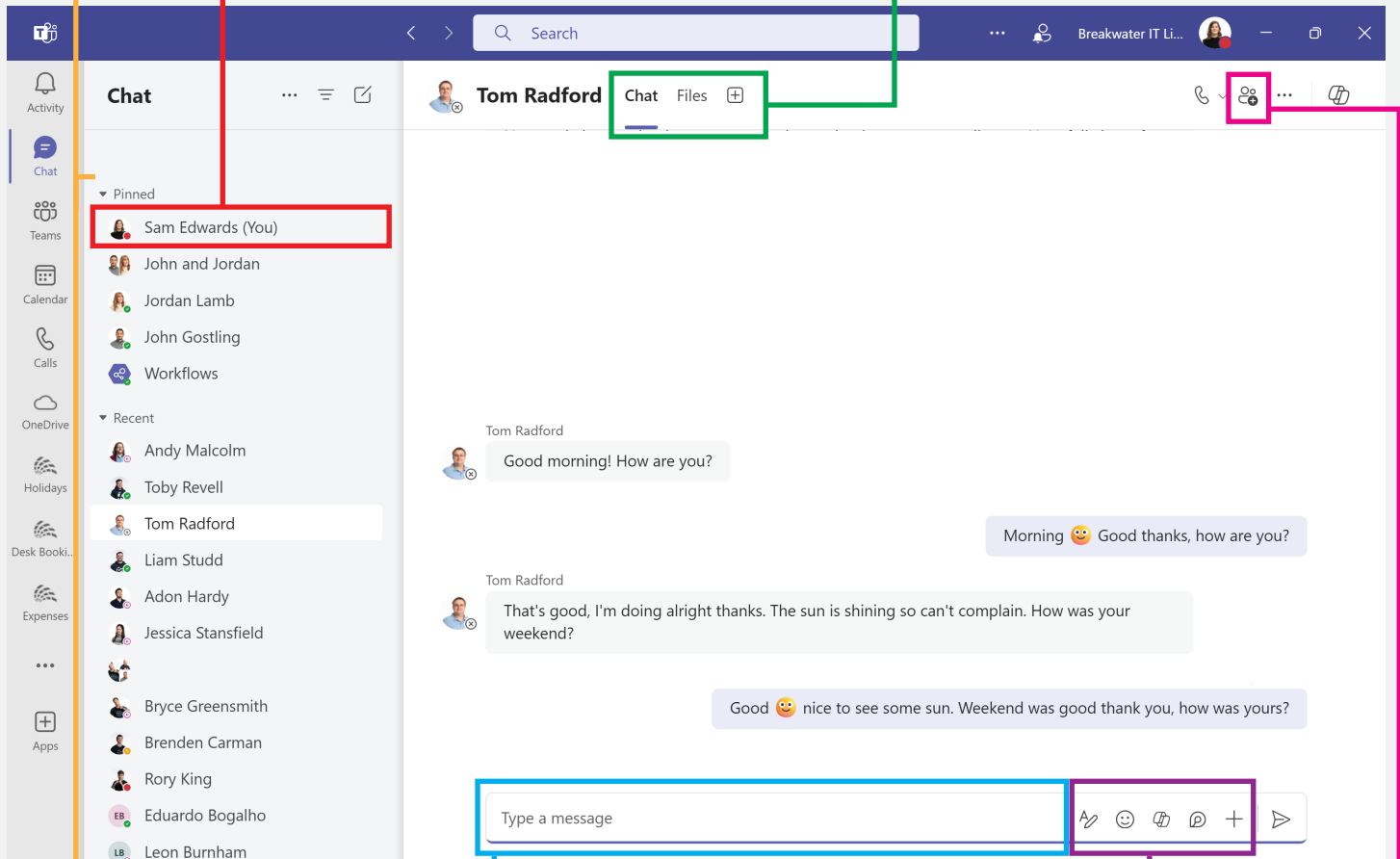
The **Apps +** button takes you to the Teams app store.

Chat

Your chat list.

You will see a chat with yourself pinned at the top of your chat list. This is great to send yourself notes or reminders.

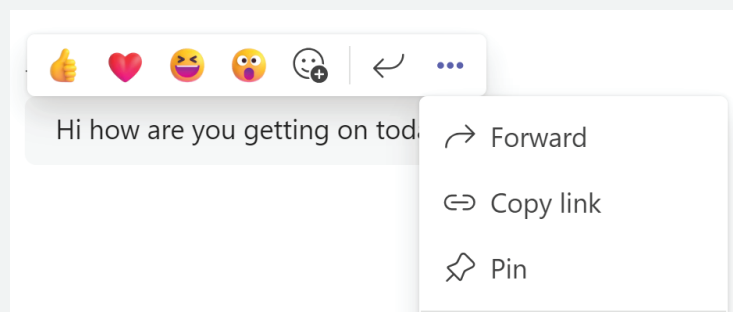View files shared in the chat, and add files and apps as tabs.

Type your messages here.

Format text, add emojis, GIFs and other apps.

Add people to your chat.

When you have a chat message, you can hover your cursor over it to send reactions, directly reply or perform other actions.

Teams and Channels

Within Teams, you have your teams such as Marketing, Sales, etc. For security purposes, it is best practice to only include those who need access to the files and data within each team.

Each team then has channels. Channels allow you to create smaller projects within the main channel. You can have team members be part of a team, whilst excluding them from channels within that team.
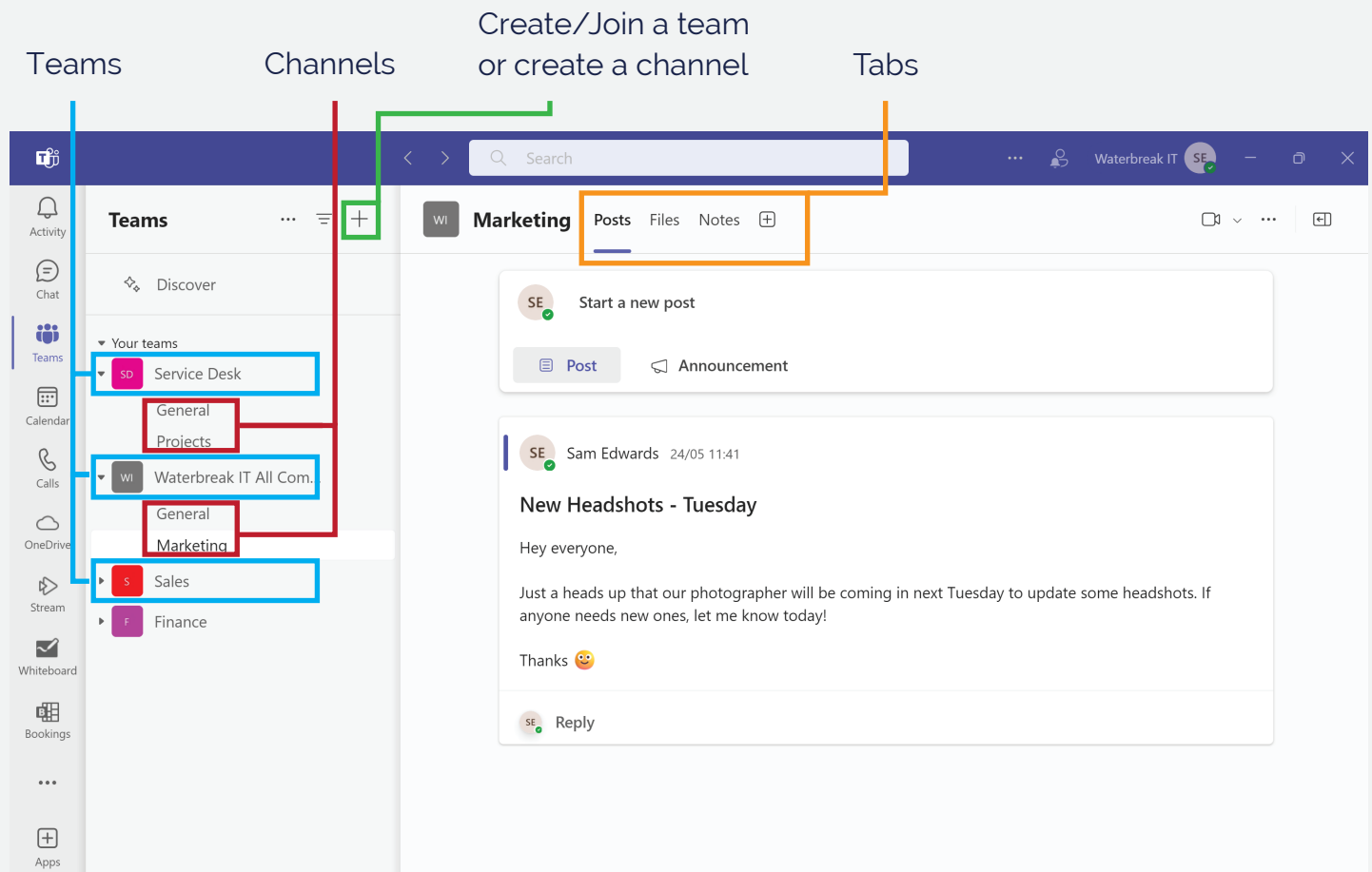
Tabs sit across the top of each channel. You will always have a Posts and a Files tab.

Posts is like a feed of posts you and other channel members create. You can also enhance a post by making it an announcement. An announcement will make the post much bolder but also notifies those in the channel.

Files is where the files from the channel are stored. Files stored in a channel can only be accessed by those with access to the channel.

You will also see a + button. This allows you to add files and apps as easily accessible tabs.
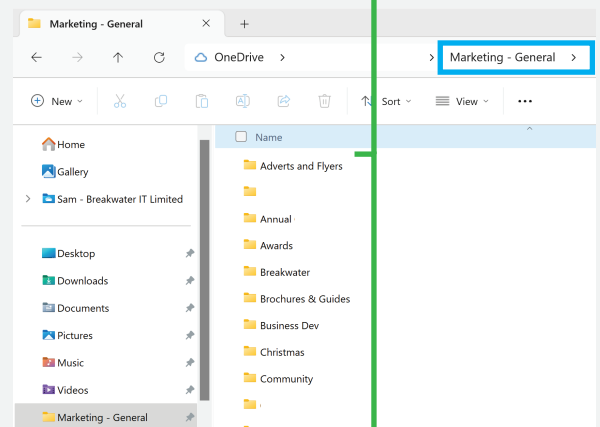
OneDrive

OneDrive is where you will find all your files from your Teams.
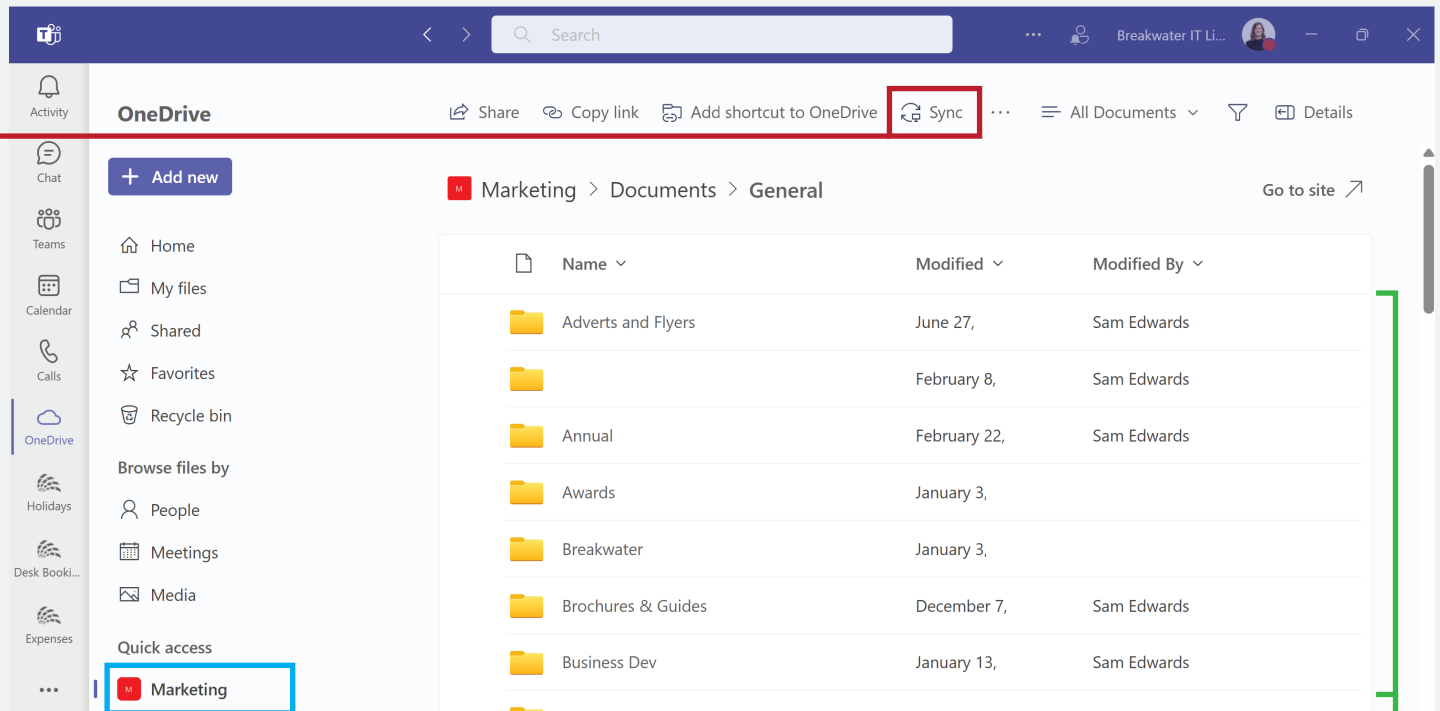
Files from
your teams.

You can sync your files and folders from here to your file explorer - a more traditional way of accessing them.

You can do this on the OneDrive tab or at the top of each team in the files tab.

This guide has given a brief overview of Microsoft Teams, including some of the key tabs and features.

If you need further support, please contact our team, or head to our knowledge hub for video guides, insights and more.

E: servicedesk@breakwaterit.co.uk
T: 01603 709300
Or use the Breakwater Hub.