Microsoft Teams

**Meet Teams
Tips & Tricks**

Get started with Teams

Now that you've had a few days to get familiar with Microsoft Teams, take it to the next level. These simple tips will help you and your team make the most of your Teams workspace.

[Get Started]

Start with chat

- Try only using chat rather than email for short, conversational messages like "Can we postpone tomorrow's meeting?" or *"Nice job with customer X."*
- Keep favorite channels, chats, and teams at the top of the list for quick access. Simply right-click on the item and click Favorite next to the name.
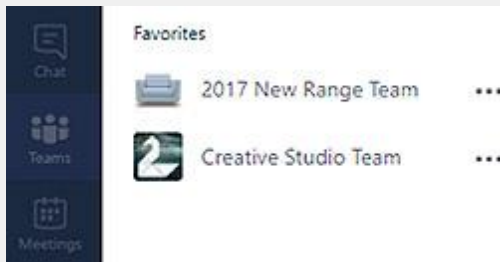
See more ways to chat

Get the app

Microsoft Teams is available as a desktop app
and as a mobile app for iOS and Android. You
can also run Microsoft Teams as a web app—go
to https://teams.microsoft.com.

Download apps

## Create the right teams and channels

Teams are collections of people, content, and
tools surrounding different projects and jobs
within an organization. Team members can
share conversations, files, notes, and more.
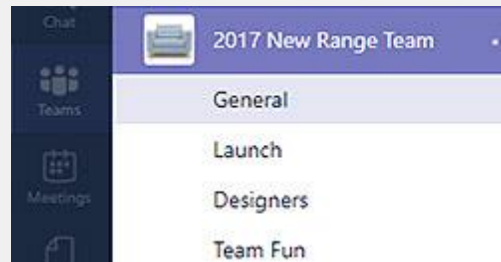
Channels are team conversations which have
been grouped by subject matter or topic.
Create a channel for topics and workflows
relevant to your team.

Tips to make the most of teams and channels:

- It is better to have fewer teams with more members and more channels.
- Add guests from outside with secure guest access to the files and content you wish to share.
- Post topics and themes that lead to active discussions with input from a variety of people.
- Upload relevant files and documents to each channel for easy access to important content.
- Pin a SharePoint site or OneNote notebook to a channel for more ways to share important information.
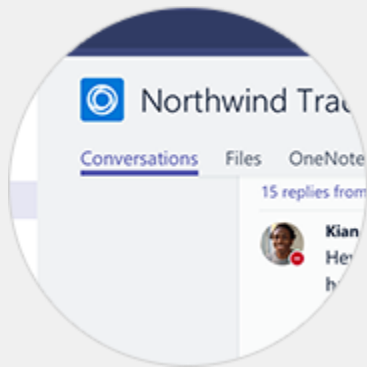
Meet in teams

Chat privately one-on-one or have instant group conversations. Join meetings with HD audio and video. All in one place instead of multiple apps.

Learn how

Add fun to your chat

Let your team's sense of the humor and personality shine. Share emojis, memes, and stickers. **Here's how**:

- Select **Teams**, and then select a channel.
- Select 🙂 in your compose message box /text editor.
- Select a sticker, enter a fun caption and select Done.

- **@mention** co-workers before you send the message, and then press Enter.

More fun stuff for chats

Get everyone onboard

- If your team isn't taking off the way you want, use **@team and @channel** to get everybody's attention, and kick off your next team communication within Teams (like planning a Teams training event).
- Encourage members to turn on channel notifications so that they are notified when a new message is posted to a channel (right click on a channel name and choose *"Follow this channel"*).
- Be personally active in channels.
- Forward emails to a channel to continue discussions in Teams.