Microsoft Teams: Overview

Switch between a chat window (Posts) and your documents (Files).

Write messages here (either in Teams from the App bar if you want to send to one of your groups or Chat from the App bar to send to an individual). Press the paper aeroplane icon to send! You can @ people to get their attention.

You can edit your settings here.

This is called the App bar.

Use the Calendar icon to schedule a video meeting. This syncs with your Outlook calendar.

There is an option in the post area to Meet now – an on demand video call!