# Microsoft Teams

# Sign in

In Windows, click **Start**  > **Microsoft Corporation** > **Microsoft Teams**. On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)

| Microsoft                  |  |
|----------------------------|--|
| Sign in                    |  |
| Email, phone, or Skype     |  |
| Next                       |  |
| No account? Create one!    |  |
|                            |  |
| Can't access your account? |  |

#### Start a conversation

*With the whole team...* Click **Teams** B, pick a team and channel, write your message, and click **Send**  $\triangleright$ .

With a person or group... Click **New chat**  $\square$ , type the name of the person or group in the **To** field, write your message, and click **Send**  $\triangleright$ .

| 5 replies from Franz, Giselle, and Inna   |  |
|---|--|
| Kadji Bell 9:50 AM<br>I thought the client wanted to include a section about the buy one get one offer<br>as well? Originally it was slated for August but she mentioned she got the budge<br>← Reply |  |
|   |  |
| <br>Start a new conversation, use @ to mention someone  |  |

### Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



## Share a file

Click **Attach** @ under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.

