

Introduction to Teams

Overview.....	1
What You Will Learn.....	1
What is a Team?.....	2
Work or Department Based Teams.....	2
Project Based Teams.....	2
Other Ways to Organize Your Teams.....	2
Microsoft 365 Groups.....	3
Getting Started.....	4
Creating a Team and Microsoft 365 Group.....	4
Private or Public Teams.....	6
Adding Members to the Team.....	7
Background on Microsoft 365 Group Permissions.....	8
Navigating the Main Team Screen.....	9
Channels.....	10
Creating a Standard Channel.....	10
Private Channels.....	13
Teams and SharePoint.....	15
Exercise 1.....	16
Team Updates (by Team Owners).....	17
Team Membership.....	17
Changing the Team Name or Description.....	18
Managing Files in the Channel.....	19
Renaming Files.....	20
Pin to Top.....	20
Opening Files.....	21
Moving or Copying a File to Another Channel or Team.....	22
Version History.....	23
Exercise 2.....	24
More on Channels for Team Owners.....	25
Add/Update Members in a Private Channel.....	25
Channels: Deleting, Renaming, and Updating a Description.....	26
Customizing Screens and Layout.....	27
General Settings to Change Theme and Layout.....	27
Change the Team Order or Hide a Team.....	28
Team Tabs.....	29

Adding a Website Tab	29
Create a Tab for OneNote, Planner, Forms.....	31
Adding PowerPoint, Excel, and PDF Files.....	31
Conversations about the Tab.....	33
The Document Library App.....	33
Making Changes to Tabs	35
Renaming or Removing a Tab	35
Changing Options	35
Exercise 3.....	36
Restoring a Deleted Channel	37
Third Party Cloud Storage (Optional).....	38
Conversations.....	40
Getting Started	40
Private Chats	43
Notifications, Status, and Activity	45
Global Notifications.....	45
Channel Notifications	47
Conversations.....	48
Change Status Manually	49
Checking Activity	50
Exercise 4.....	51
Type Commands in the Search Box.....	52
Guest Access.....	53
Add a Guest to the Team	53
Team Settings.....	54
Changing Team Settings.....	55
Channel Moderation (Optional).....	57
Archive and Deleting Teams	60
Appendix A: Meetings in Teams	62
Appendix B: Solutions to Exercises	67