



# MS 365 MS Teams Overview

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# Outline

- **Overview**
- **Join or Manage Team Groups**
- **Group Conversations Using Teams and Channels**
- **Private Chats**
- **Meetings and Calls**
- **Sharing Files**
- **Apps and Optional Features**
- **Search, Setting, and Customizations**
- **Working with the Mobile App**
- **Review**

# Overview

- **Use the Full Version in USAWOA**
- **When to use the free version**
- **Using Teams as a guest**
- **Attending a meeting without a MS Teams Account**

# Join or Manage Team Groups

- **Joining a Team**
- **Managing Your List of Teams**
- **Create a Team and Add Members**
- **Invite People to a Private Team**
- **Manage and Delete a Team**

# Group Conversations Using Teams and Channels

- **Organizing Conversations with Channels**
- **Post and Read Messages**
- **Target Messages with @mentions**
- **Edit and Delete Messages**
- **React to Messages and Bookmark Messages**
- **Adding Emoji's and Animated GIFS**

# Private Chats

- Use Chat for Private Messages

# Meetings and Calls

- **Get Set Up for Calls and Meetings**
- **Make Audio or Video Calls from the Chat Section**
- **Start a Meeting On-Demand**
- **Schedule a Meeting and Invite Attendees**
- **Join a Meeting and Check A/V Settings**
- **Manage Lobby Settings**
- **Using Optional Features During a Meeting**
- **Background Effects**
- **Share Your Screen during a Call, Meeting, or Chat**
- **Record and Video Meeting or Call**
- **Place and Receive Telephone Calls**

# Sharing Files

- **Share Files**
- **Edit and Collaborate on Files**



# Apps and Optional Features

- **Use the Wiki Tab for Shared Information**
- **Customize Channel Tabs**
- **Use Apps to Add Extra Functionality**

# Search, Setting, and Customizations

- **Set Your Status Message**
- **Use the Search Tool to Find Specific Messages, Files, or People**
- **Use the Command Box to Trigger Quick Commands**
- **Adjust User Settings**
- **Access Administrator Settings**

# Working with the Mobile App

- **Using and Working with the Mobile App for iOS and Android Devices**

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