Microsoft Teams

Using Microsoft Teams for chat, meetings, channels, and file collaboration.

- Joining a Teams Meeting from Your Outlook Calendar
- Joining a Teams Meeting via the Outlook Reminder
- Scheduling a Teams Meeting
- Sending a Chat Message in Teams
- Finding and Using Teams Channels
- Sharing Files in Teams

Joining a Teams Meeting from Your Outlook Calendar

Steps

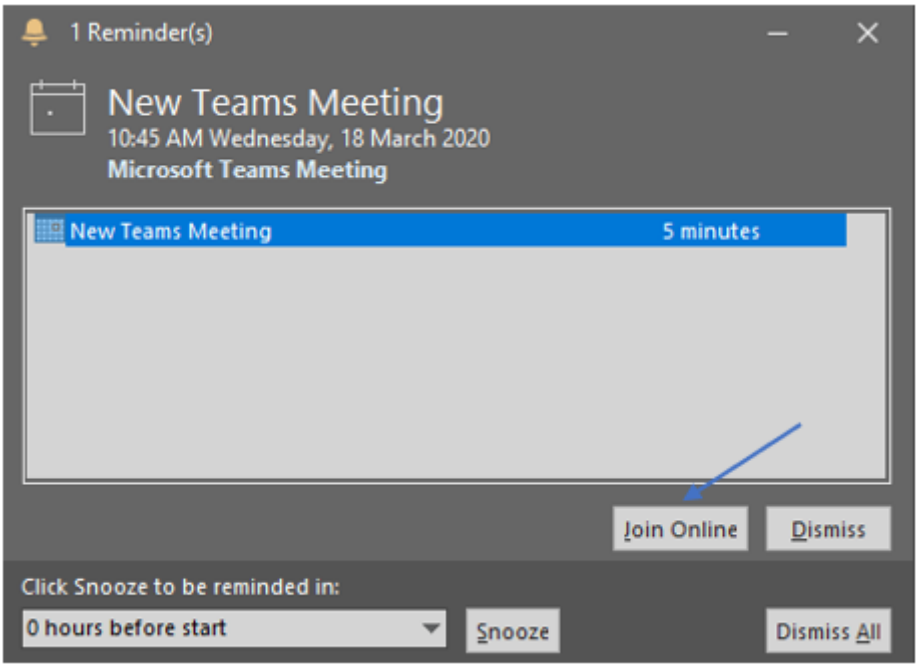
1. Open **Outlook** and go to your **Calendar**
2. Find and open the meeting
3. Click **Join Microsoft Teams Meeting**
4. Teams will open — click **Join now**

Tip: You can also join directly from the Outlook meeting reminder popup when it appears — click the **Join Online** button.

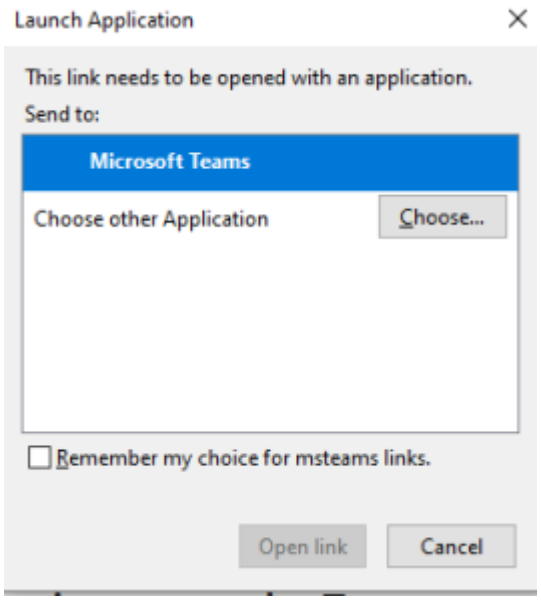
Joining a Teams Meeting via the Outlook Reminder

Step-by-step guide

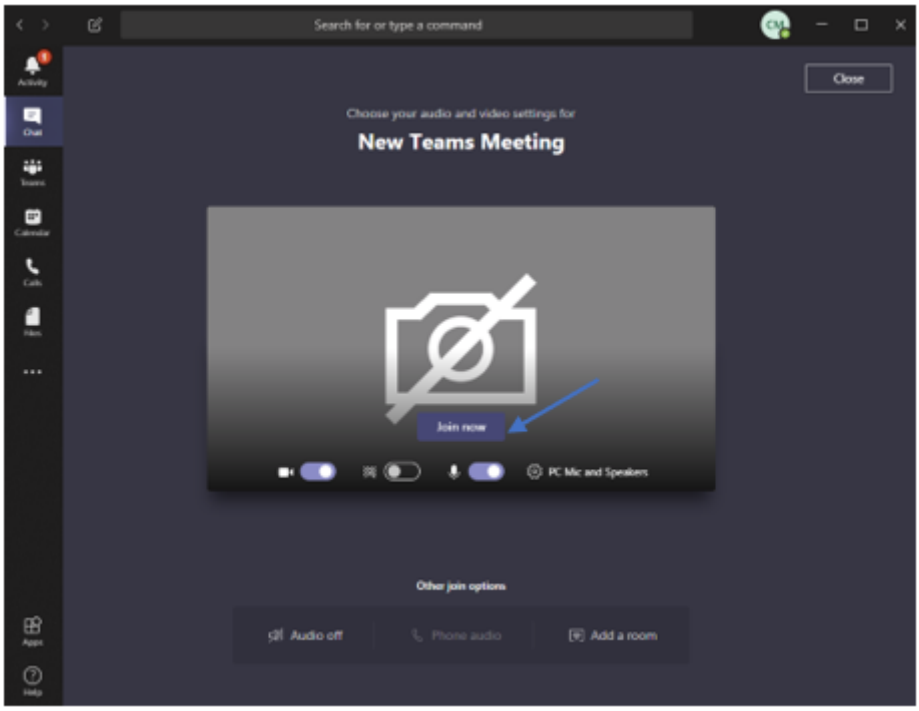
1. Before the meeting Outlook will remind you of the meeting. Click on the **Join Online** button.



2. If you asked to choose an application, make sure Microsoft Teams is selected and click **Open Link.**



3. The new meeting will open in Teams. Click on **Join now.**



Scheduling a Teams Meeting

Overview

You can schedule a Teams meeting directly from Outlook or from within Teams. All attendees will receive a calendar invite with a Join link.

Schedule from Outlook

1. Open Outlook and go to your **Calendar**
2. Click **New Teams Meeting** in the ribbon at the top
3. Fill in the meeting title, add attendees in the **To** field, and set the date and time
4. Add any agenda or notes in the body
5. Click **Send**

Schedule from Teams

1. Open **Microsoft Teams**
2. Click **Calendar** in the left sidebar
3. Click **New meeting** in the top right
4. Fill in the meeting details and add attendees
5. Click **Save**

Sending a Chat Message in Teams

Overview

Teams Chat allows you to send quick messages to individuals or small groups without needing a formal meeting or email.

Starting a New Chat

1. Open **Microsoft Teams**
2. Click the **Chat** icon in the left sidebar (speech bubble icon)
3. Click the **New chat** icon (pencil icon) at the top
4. In the **To** field, type the name of the person you want to message
5. Type your message in the box at the bottom and press **Enter** to send

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Group Chat

To chat with multiple people at once:

1. Follow steps 1–3 above
2. In the **To** field, add multiple names (up to 20 people)
3. Type a group name in the **Group name** field (optional but recommended)
4. Type your message and press Enter

Useful Chat Features

- **Formatting:** Click the **A** icon below the message box to add bold, bullet points, headings, and more
- **Attach a file:** Click the paperclip icon to attach a file from your computer or OneDrive
- **React to a message:** Hover over a message and click the emoji icon to react
- **Reply to a specific message:** Hover over the message and click the curved arrow (reply) icon

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Chat vs Email — When to Use Which

Use Teams Chat for	Use Email for
Quick questions, informal conversation	Formal communication, external parties
Real-time collaboration	Long records that need to be archived
Small group coordination	Distribution to large groups

Finding and Using Teams Channels

Overview

Teams are organised into **Channels** — dedicated spaces for different topics, projects, or departments. Channels help keep conversations organised and searchable.

Finding Your Teams and Channels

1. Open **Microsoft Teams**
2. Click **Teams** in the left sidebar
3. You will see a list of Teams you are a member of
4. Click on a Team to expand it and see its channels
5. Click a channel name to open it

Posting in a Channel

1. Open the channel
2. Click the message box at the bottom that says **Start a new conversation**
3. Type your message and press **Enter** to post

Tip: Click **New conversation** to start a distinct thread, rather than replying to an existing one.

Replying to a Channel Post

1. Find the post you want to reply to
2. Click **Reply** below the post

3. Type your reply — this keeps the conversation grouped together as a thread

Important: Always click Reply on the original post rather than starting a new conversation, so the thread stays together.

Channel Notifications

By default you are notified when someone @mentions you in a channel. To change notification settings for a specific channel:

1. Hover over the channel name in the sidebar
2. Click the **three dots (...)**
3. Select **Channel notifications**
4. Choose your preference (All activity, Mentions only, Off)

Sharing Files in Teams

Overview

You can share files directly in Teams — either in a chat or in a channel. Files shared in channels are stored in SharePoint automatically, making them accessible to all channel members.

Sharing a File in a Chat

1. Open the chat
2. Click the **paperclip (attach)** icon below the message box
3. Select **Upload from this device** to share a file from your computer
4. Or select **OneDrive** to share a file already in your OneDrive
5. The recipient can view or download the file directly in the chat

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Sharing a File in a Channel

1. Open the channel
2. Click the **Files** tab at the top of the channel
3. Click **Upload** to add a file, or drag and drop a file into the window
4. The file is now available to everyone in the channel

You can also post a message with the file attached by using the paperclip icon in the channel message box.

Opening a Teams File in the Desktop App

When you click a file in Teams, it opens in the browser by default. To open it in the full desktop app (e.g. Word or Excel):

1. Click the file to open the preview
2. Click **Open in Desktop App** at the top right

Co-editing a File with Colleagues

Multiple people can edit a file at the same time in Teams. Open the file from the channel Files tab — you will see other people's cursors in real time. Changes are saved automatically.