

## Main Panel

See your mentions, Replies and Likes

Have Private, one on one, group chats and video calls

Talk and collaborate in channels open to everyone on the team

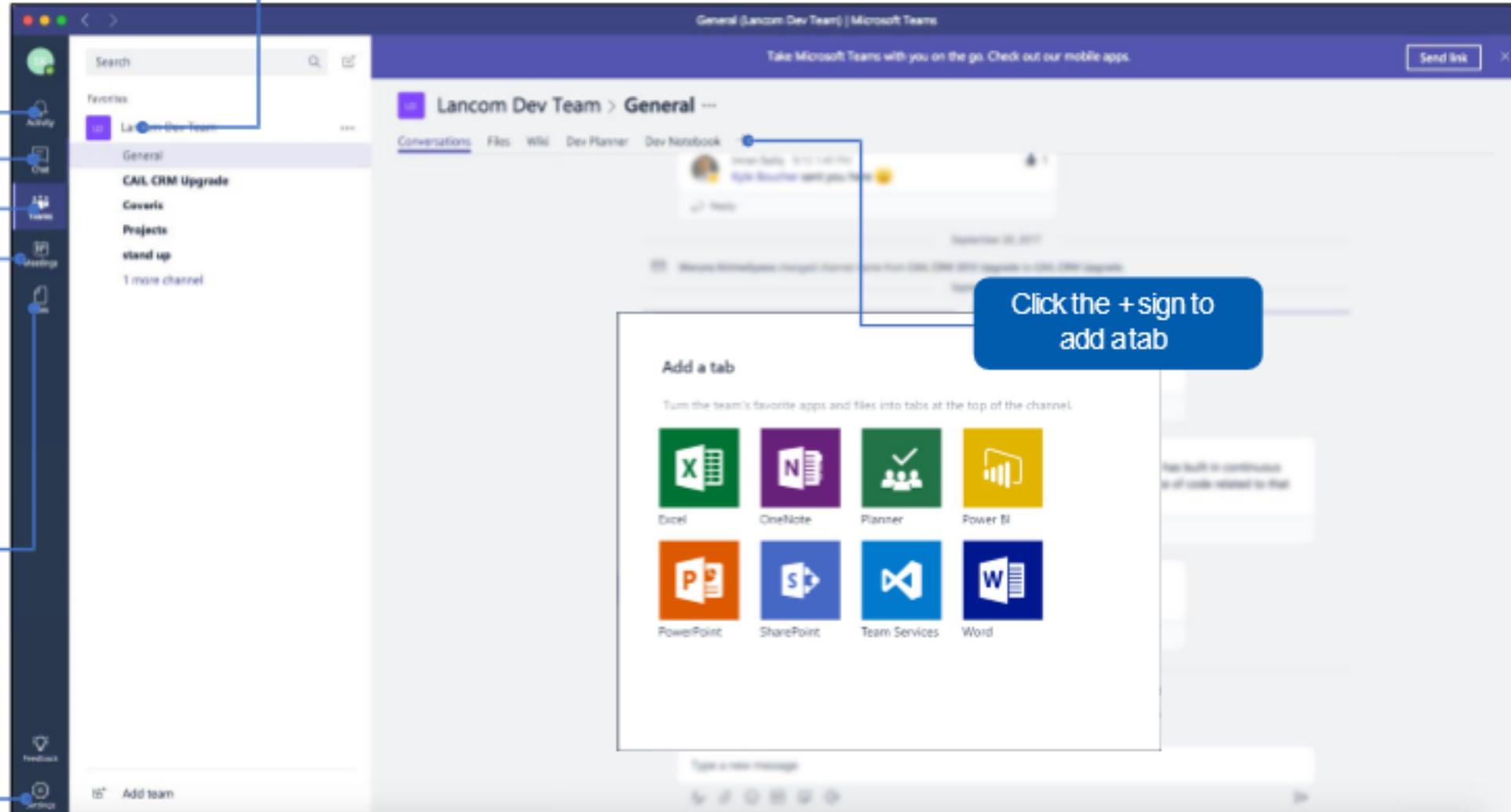
View your upcoming Meetings or schedule something new

Quick access to files relevant to you

Set up all of your preferences for Microsoft Teams

See your Activities and saves messages.  
Change your Picture or Status

Click the + sign to  
add a tab



## User Panel

Find all documents and information about this team in one of these headings. Files will access all documents, video's and other content. Note will let you create notes to the Team. OneNote is a digital notebook for capturing and organizing everything.

Who you are login as

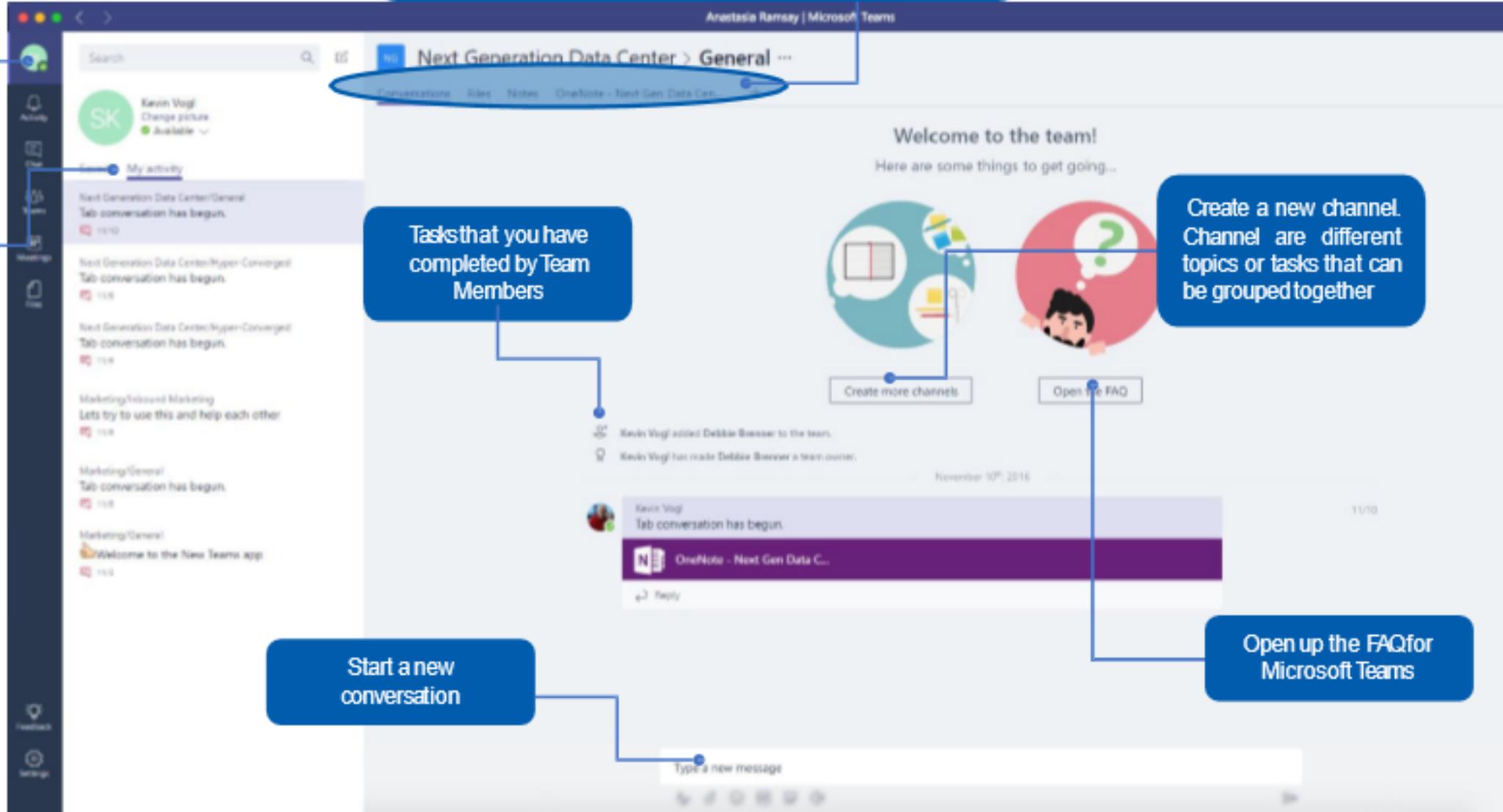
What actives you have been working on

Tasks that you have completed by Team Members

Create a new channel. Channel are different topics or tasks that can be grouped together

Start a new conversation

Open up the FAQ for Microsoft Teams



## Activity Panel

See your mentions, Replies and Likes

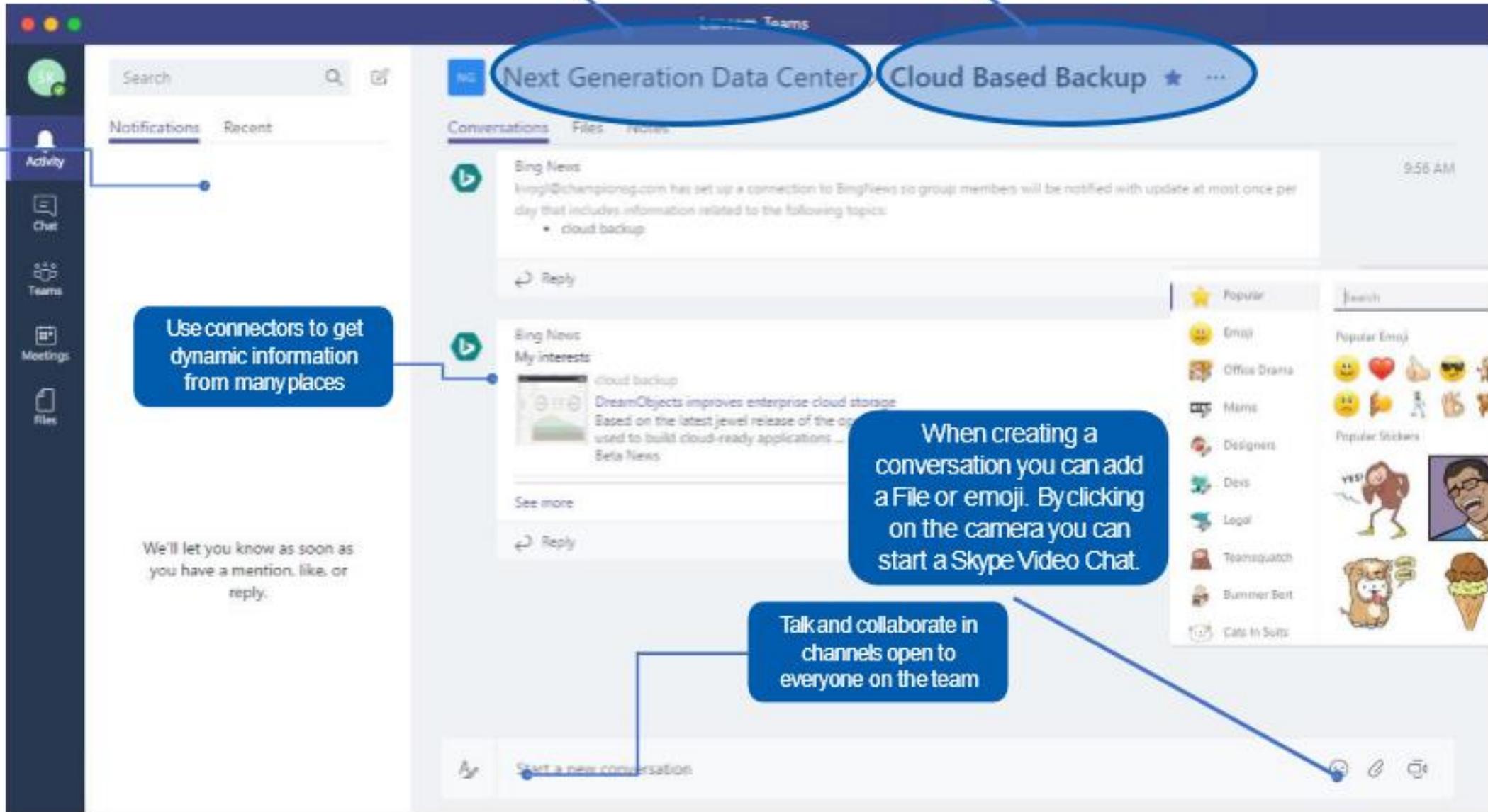
This show your Team

This show your Channel

Use connectors to get dynamic information from many places

When creating a conversation you can add a File or emoji. By clicking on the camera you can start a Skype Video Chat.

Talk and collaborate in channels open to everyone on the team



## Chat Panel

The screenshot shows the Microsoft Teams interface with several callout boxes highlighting key features:

- All the help information about Teams**: Points to the T-Bot header and the 'FAQ' tab.
- Frequently ask questions about Teams**: Points to the 'FAQ' tab.
- Add a Tab like PowerBI**: Points to the '+' icon in the top navigation bar.
- View Team Members input or input from dynamic sources**: Points to the 'Company Team' card in the T-Bot response.
- Quick access to Videos from learning more about Teams**: Points to the 'Videos' tab in the T-Bot header.
- Select User to see all of your conversations**: Points to the user selection icon in the left-hand navigation pane.
- Save items directly to SharePoint with just a click**: Points to the 'sharepoint' button at the bottom of the chat panel.

The interface includes a search bar, a list of recent conversations, a chat window with a T-Bot response, and a bottom navigation bar with icons for chat, calendar, and other apps.

## Teams Panel

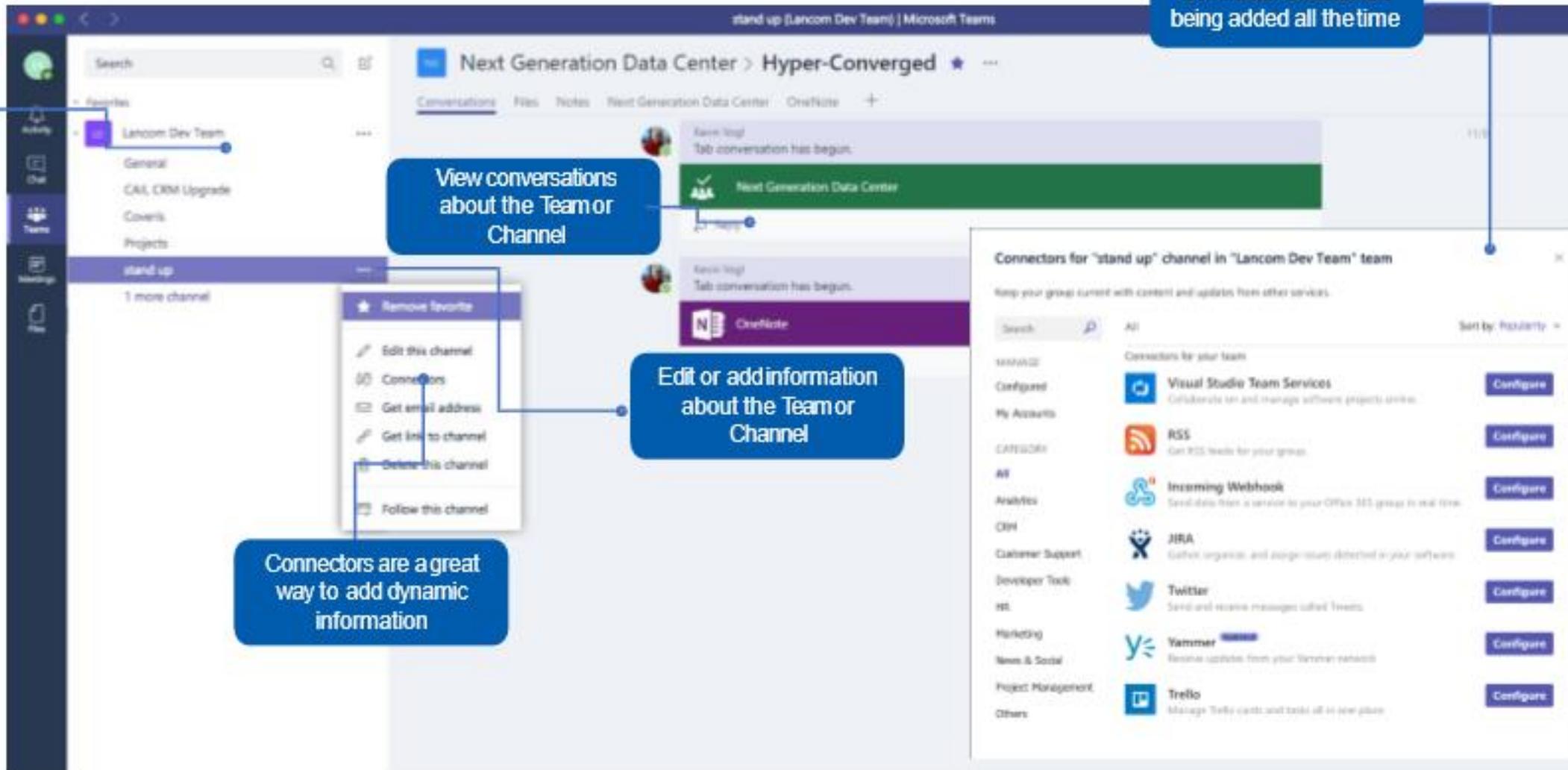
See all the Teams and Channels that you belong to

Connector sources are being added all the time

View conversations about the Team or Channel

Edit or add information about the Team or Channel

Connectors are a great way to add dynamic information



## Meetings Panel

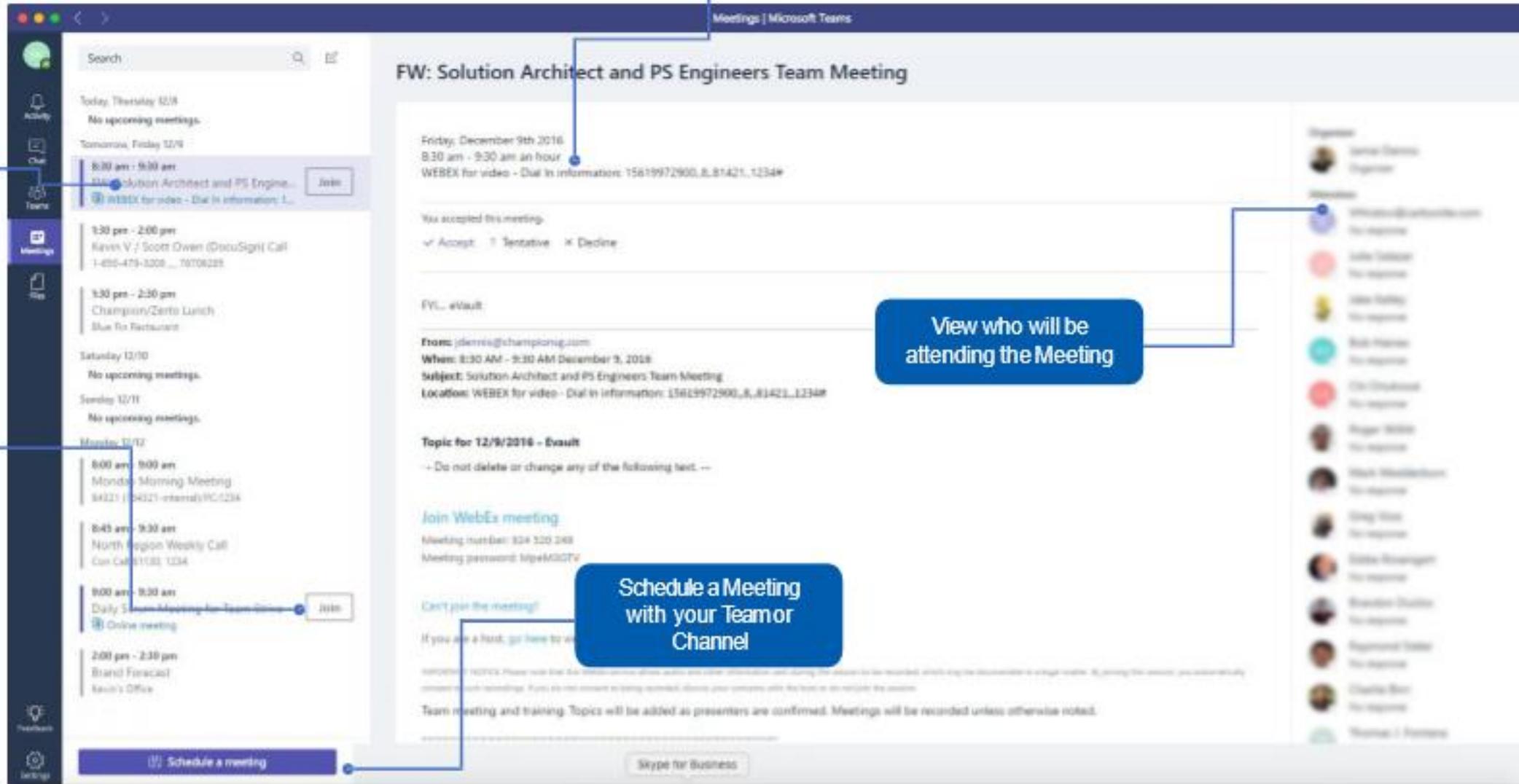
See your Meeting from your outlook calendar

Where a Video conference has been set up, Skype, WEBEX or Goto Meeting, you will see a Join button next to the meeting

Detailed information from your Outlook Calendar

View who will be attending the Meeting

Schedule a Meeting with your Team or Channel



## Files Panel

The image shows a screenshot of the Microsoft Teams Files Panel interface. The interface includes a left-hand navigation pane with icons for Home, Chat, Teams, Meetings, and Files. The main area displays a 'Recent' view of files. A table lists a file named 'Microsoft presentation.pptx' with columns for Type, Name, Modified, and Location. A context menu is open over the file, showing options: Edit in Teams, Open in PowerPoint Online, Download, and Get link. Callout boxes provide instructions for each part of the interface.

**See your different Sources where your files are located**

**Selecting Recent Files you will find all of the documents you have viewed or worked on lately**

**See where the files are stored**

**In the OneDrive folder you can directly upload or create a new document**

**See the last time file were modified**

**Selecting the file and the three dots will let you edit them with the correct program**

**If you want to download or get a link to send this to people outside or team or channel you can do that right here**

Type	Name	Modified	Location
Microsoft presentation	Microsoft presentation.pptx	9/26/17	Priscilla's OneDrive / Testing

- Edit in Teams
- Open in PowerPoint Online
- Download
- Get link

Upload New

## Help

Use Keyboard Shortcuts to maximize your Team's Experience

Customize Notifications to fit your needs

Change the appearance of Microsoft Team

Press Settings from any screen to access custom configuration settings

