Main Panel

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

See your mentions, Replies and Likes

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

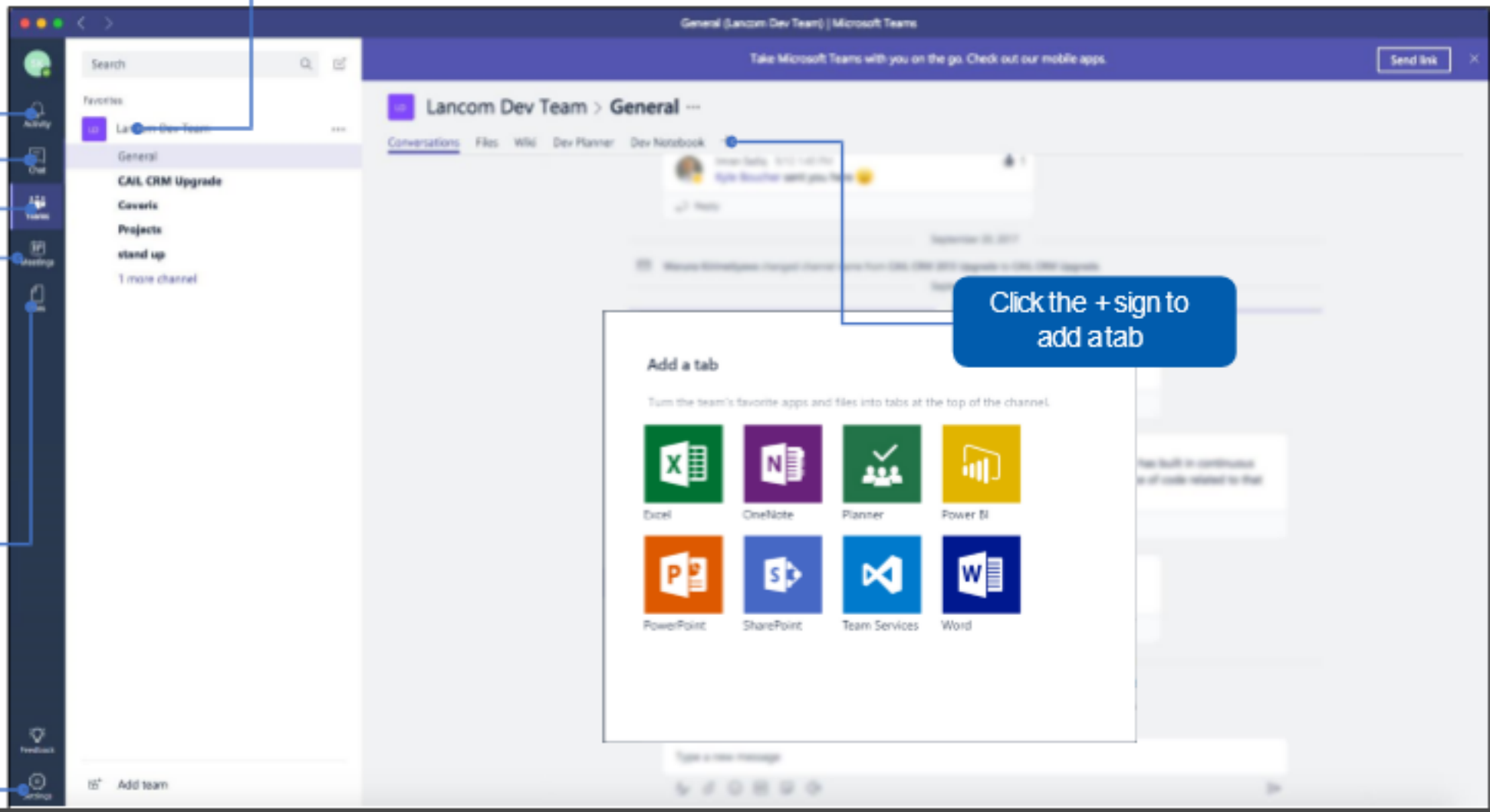
Talk and collaborate in channels open to everyone on the team

View your upcoming Meetings or schedule something new

Quick access to files relevant to you

Set up all of your preferences for Microsoft Teams

Click the + sign to add a tab

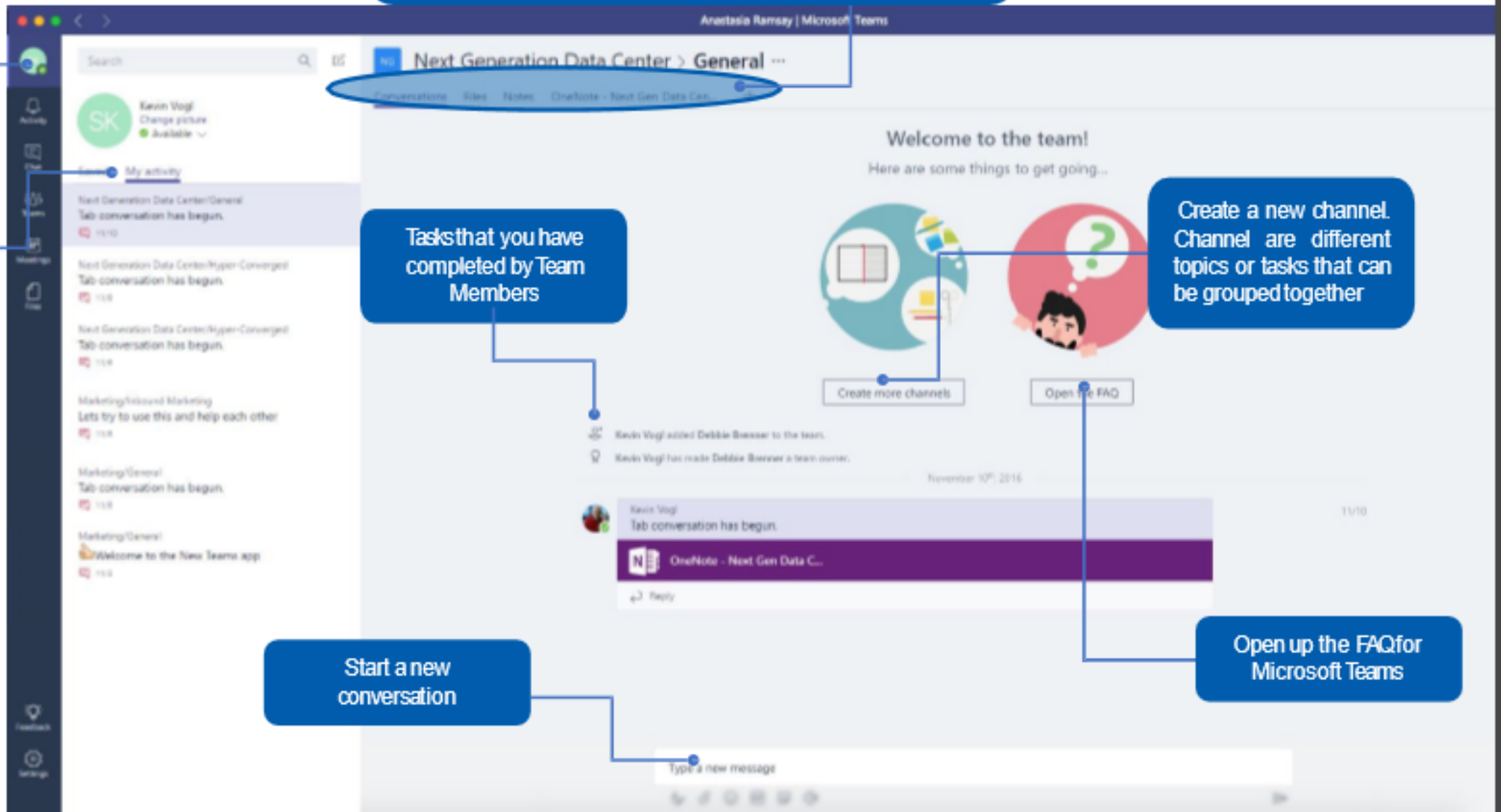


User Panel

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

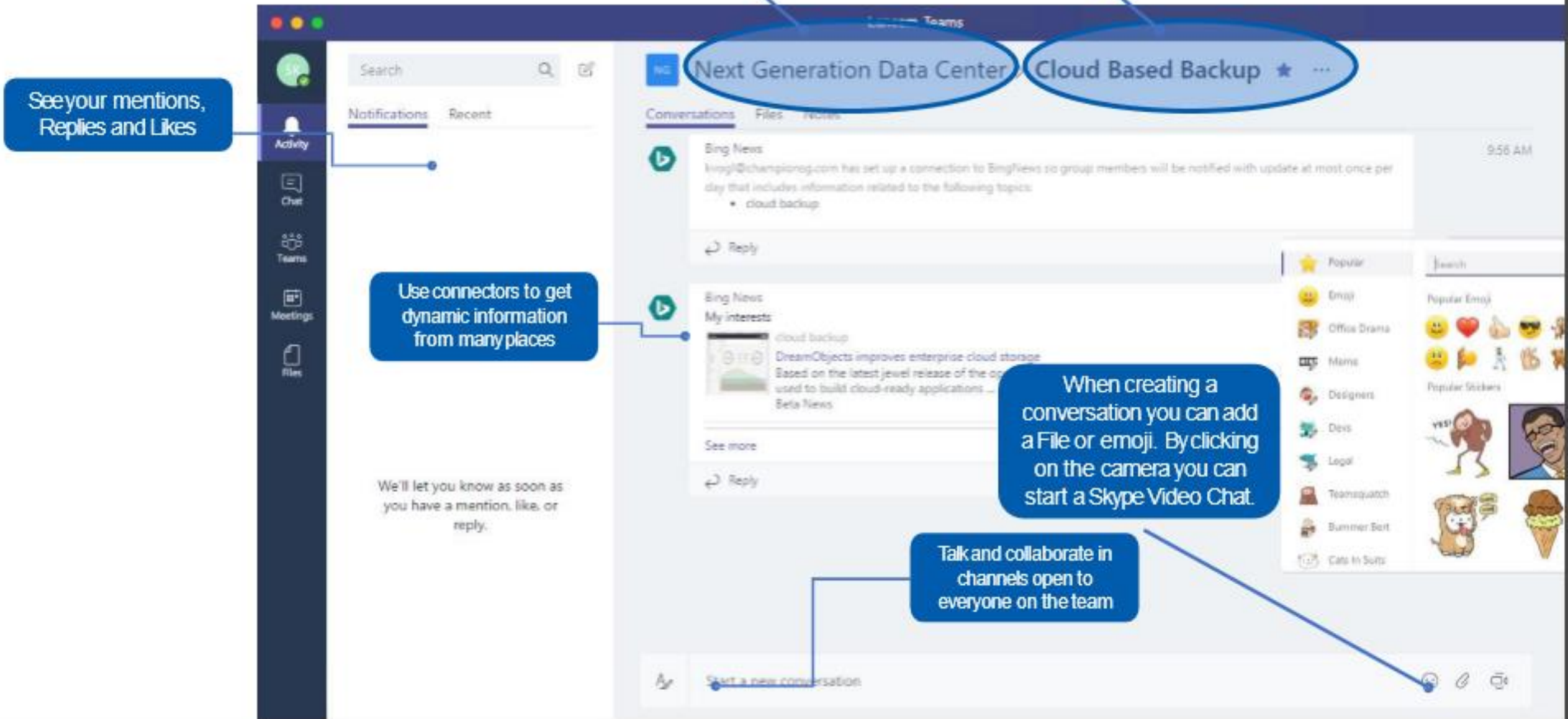
Start a new conversation

Open up the FAQ for Microsoft Teams

InfoSense Solutions

TEAMS OVERVIEW

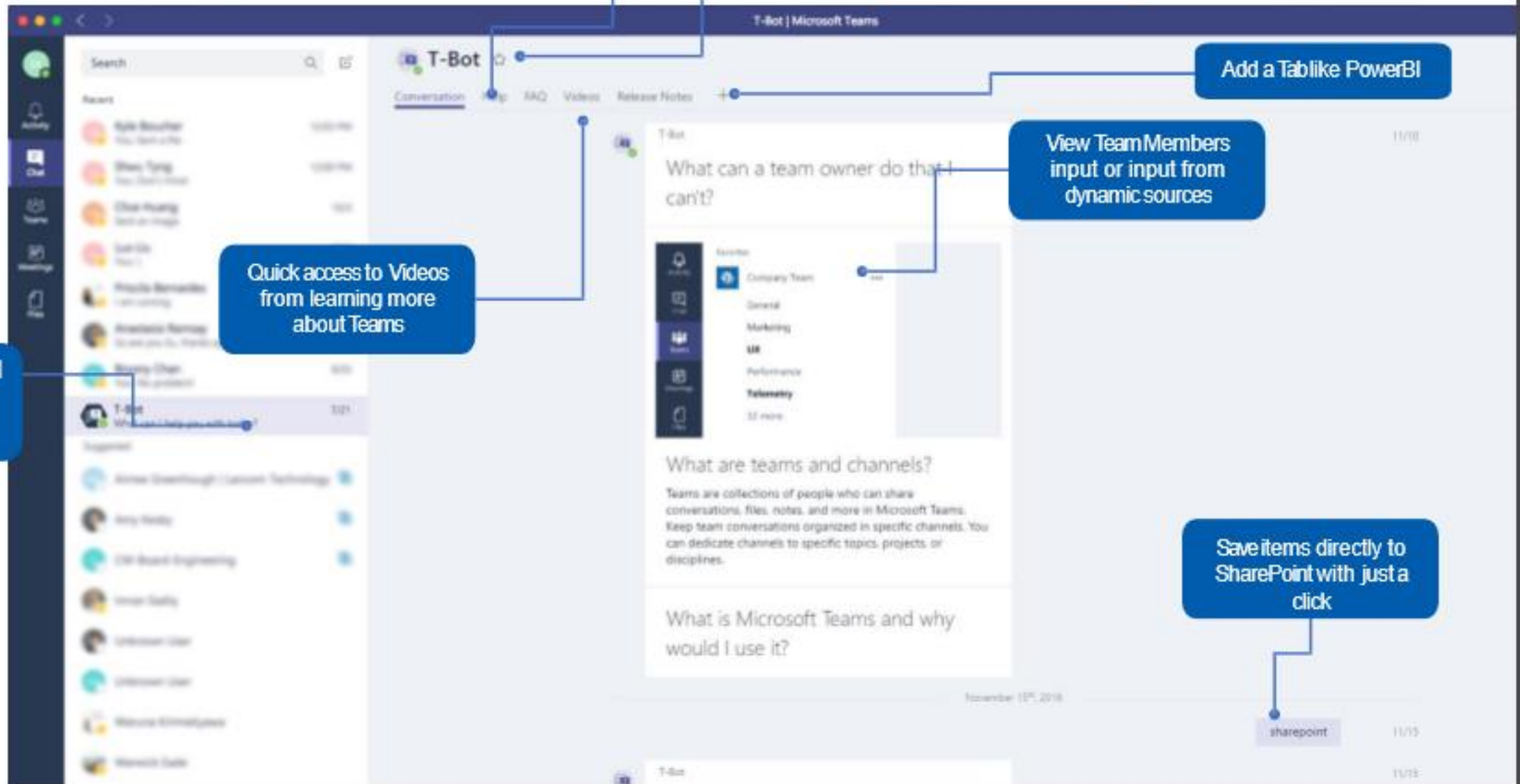
Activity Panel



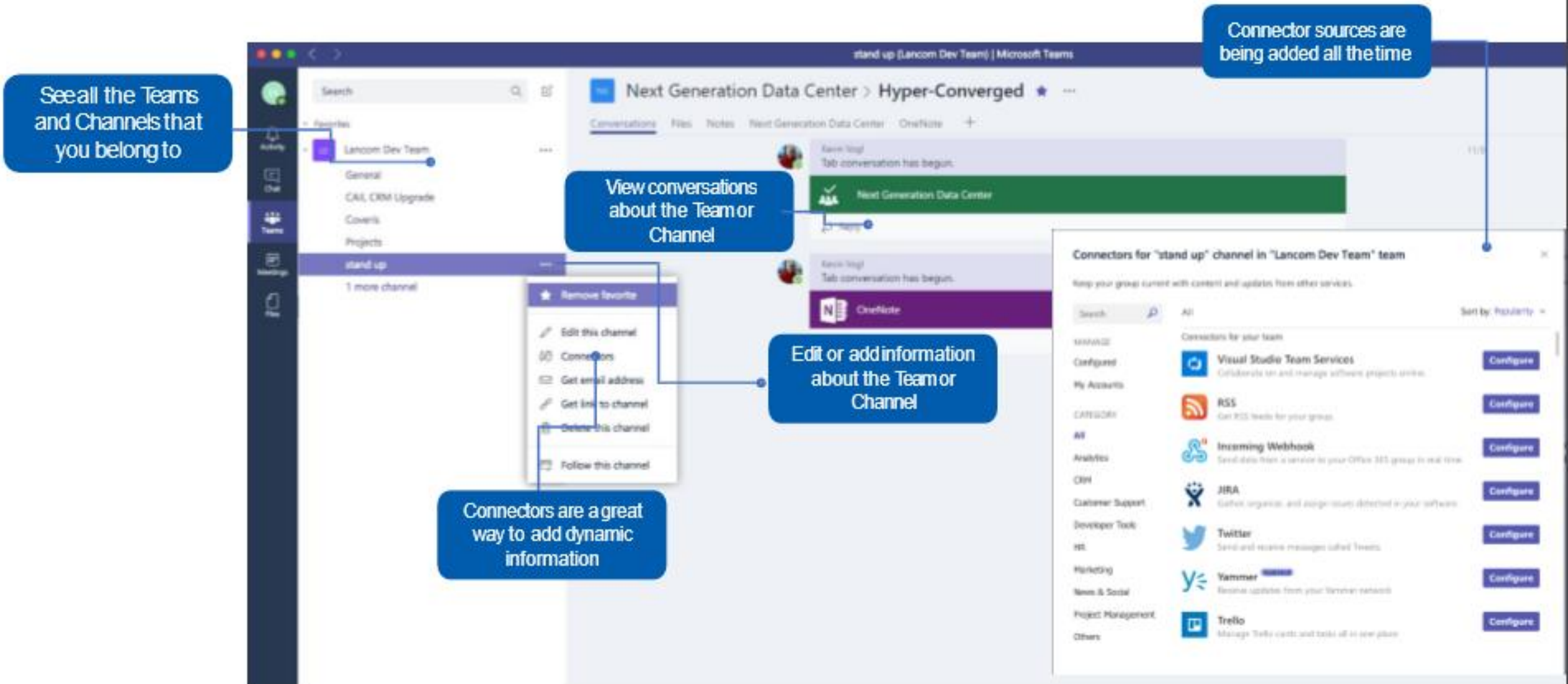
InfoSense Solutions

TEAMS OVERVIEW

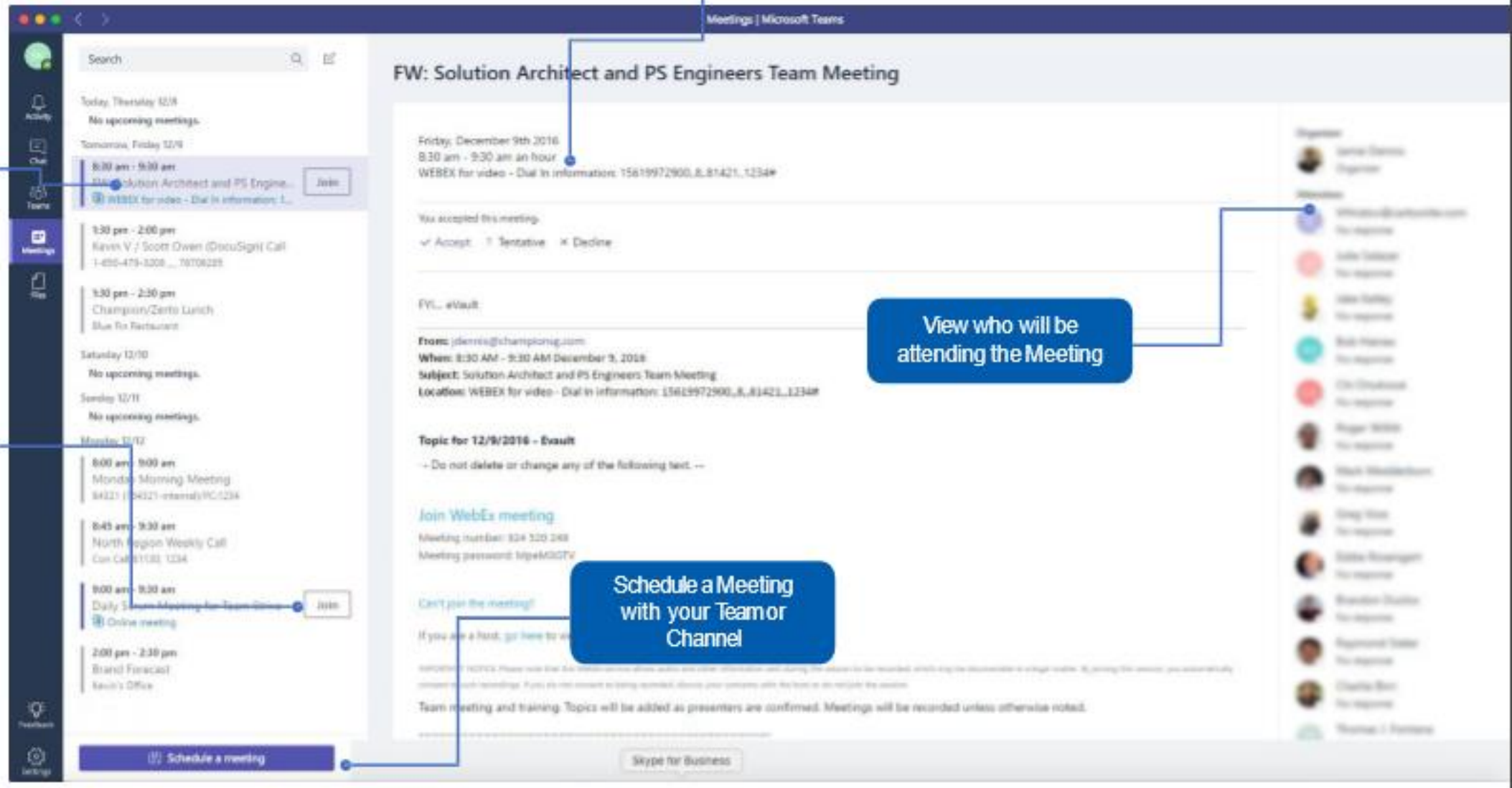
Chat Panel



Teams Panel

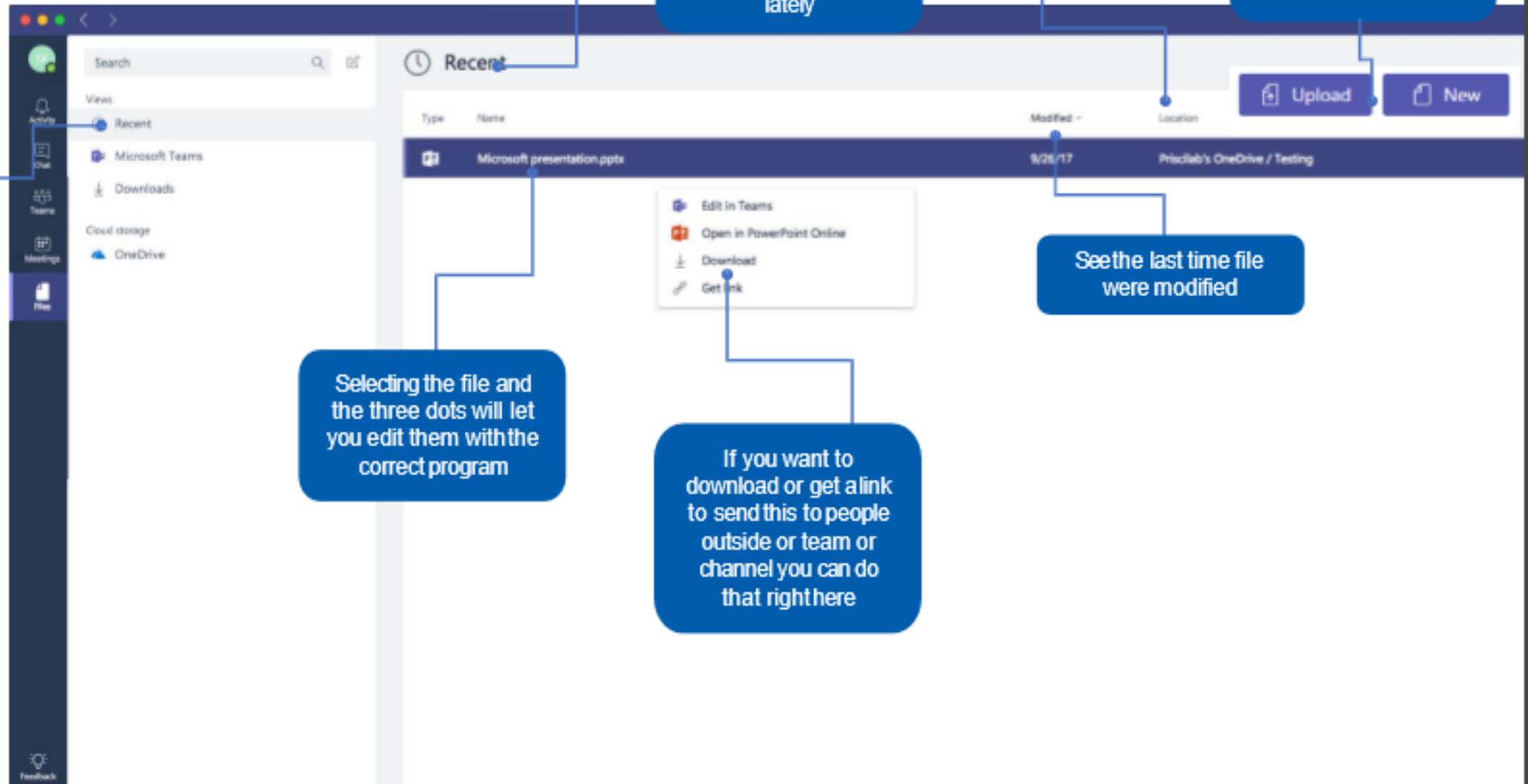

See all the Teams and Channels that you belong to
Connector sources are being added all the time
View conversations about the Team or Channel
Edit or add information about the Team or Channel
Connectors are a great way to add dynamic information
stand up (Lancom Dev Team) | Microsoft Teams
Next Generation Data Center > Hyper-Converged
Lancom Dev Team
General
CAS, CRM Upgrade
Covers
Projects
stand up
1 more channel
Remove favorite
Edit this channel
Follow this channel
Tab conversation has begun.
Next Generation Data Center
OneNote
Connectors for "stand up" channel in "Lancom Dev Team" team
Visual Studio Team Services
RSS
Incoming Webhook
JIRA
Twitter
Yammer
Trello
Configure

Meetings Panel



InfoSense Solutions

Files Panel



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 your different Sources where your files are located

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

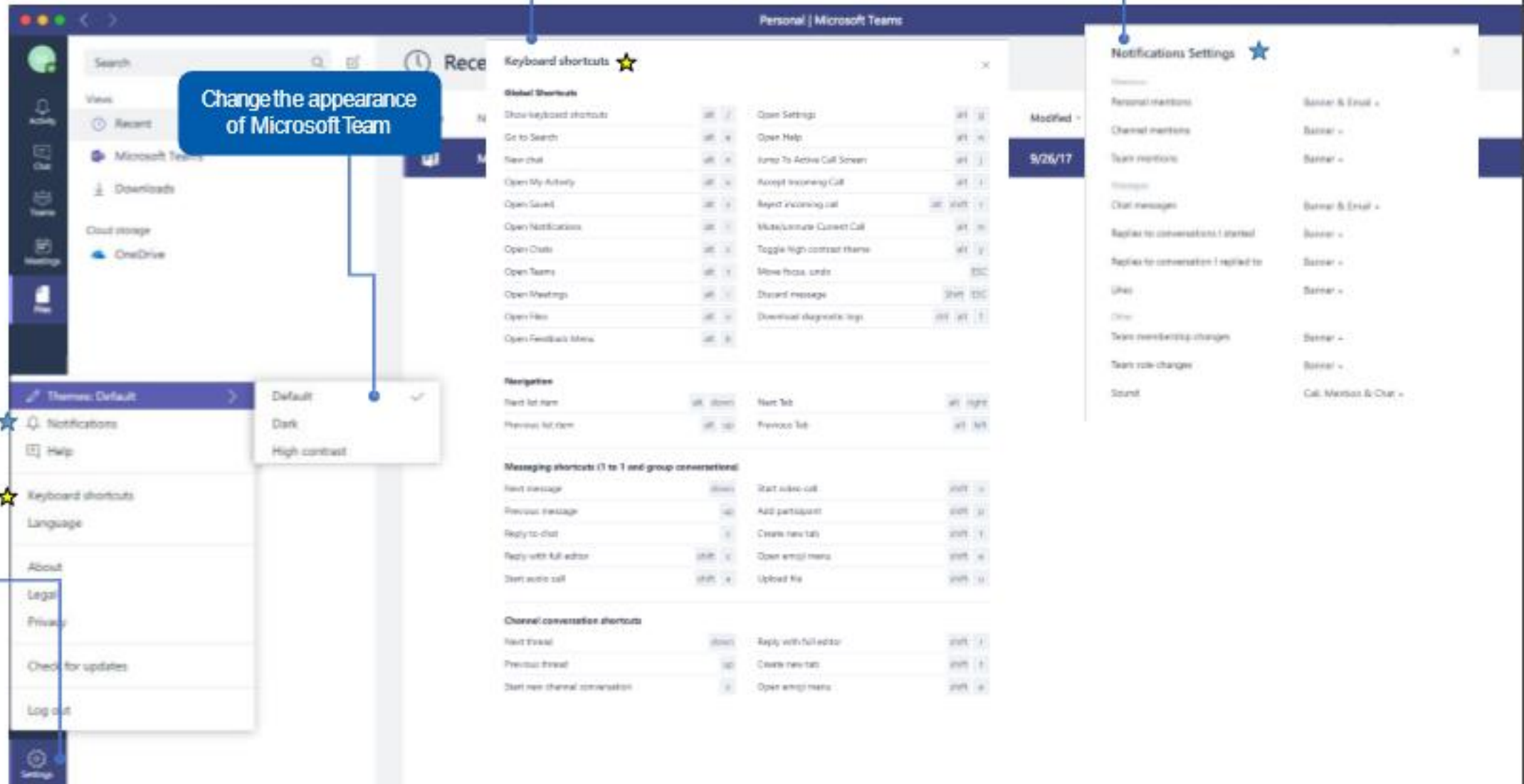
If you want to download or get a link to send this to people outside or team or channel you can do that right here

See the last time file were modified

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