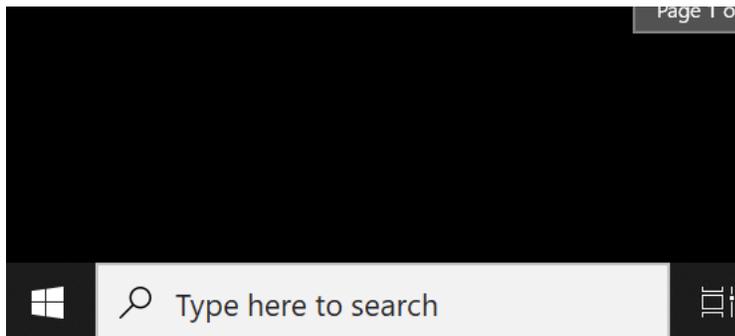
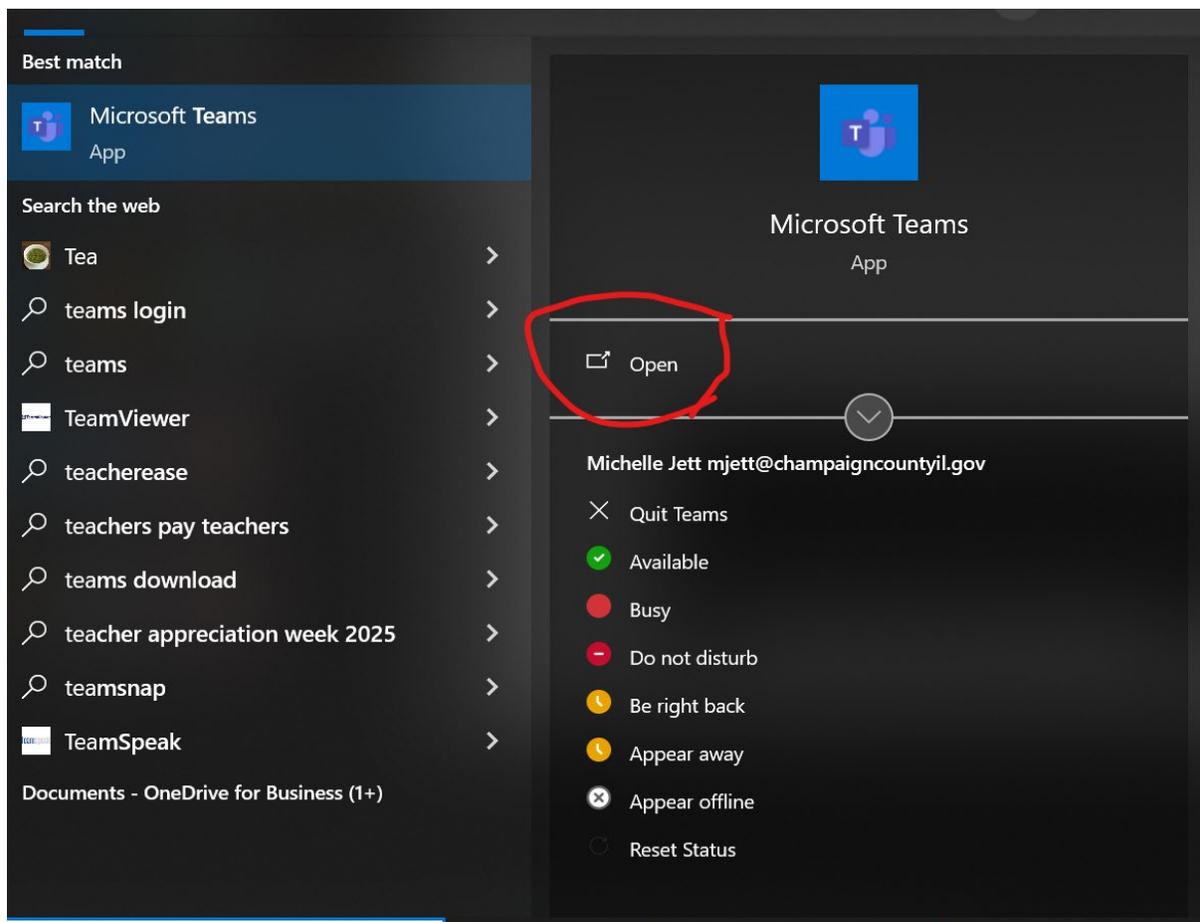


HOW TO USE TEAMS

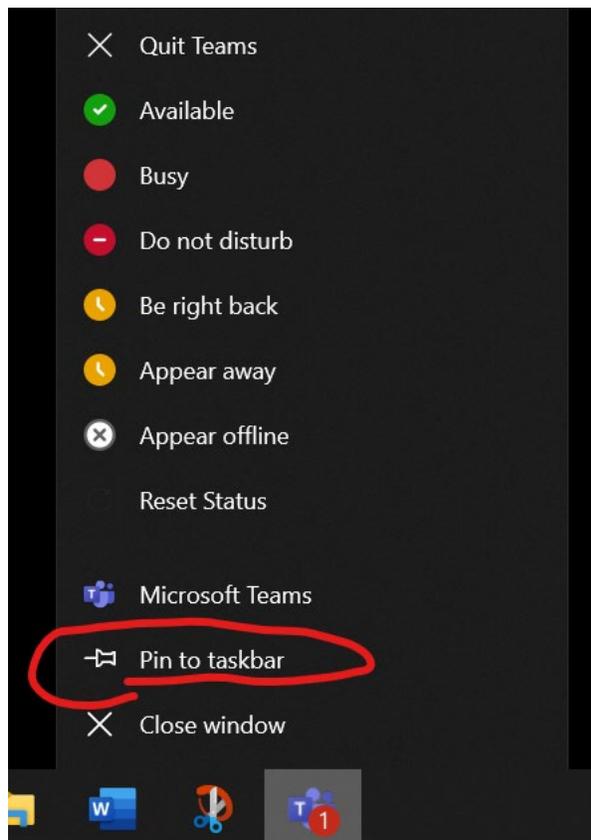
In the search bar on the lower left of your desktop screen, search TEAMS

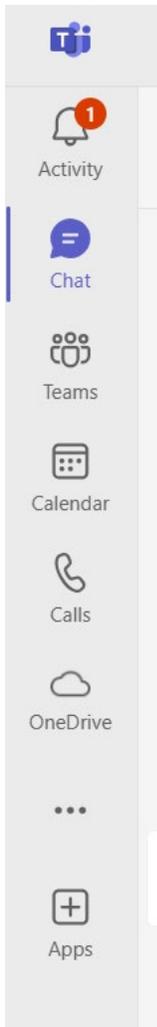


Click on OPEN



Once TEAMS is open, you can right click on the icon on the bottom of the screen and select PIN TO TASKBAR and then it will remain an icon in the taskbar across the bottom of your screen and opening the app in the future just requires double clicking on the icon.





Along the left side of the TEAMS window are these icons –

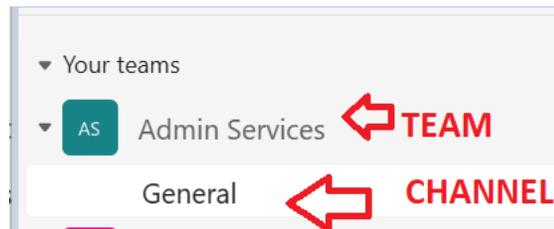
ACTIVITY – alerts to new messages, reactions to your comments, etc

CHAT – one-on-one or group conversations that you started or were included in

Here’s a [summary](#) of what you can do in Chat.

TEAMS – Teams are a set group of people for a specific purpose. For example, I am in a Team that is all the Admin Services Staff (where we mostly talk about good snacks). Additional [info](#) about Teams.

CHANNELS - Within a Team are Channels. Those can be more nuanced, like a Channel about a specific project or for a specific division in an office. More Channel info [here](#).

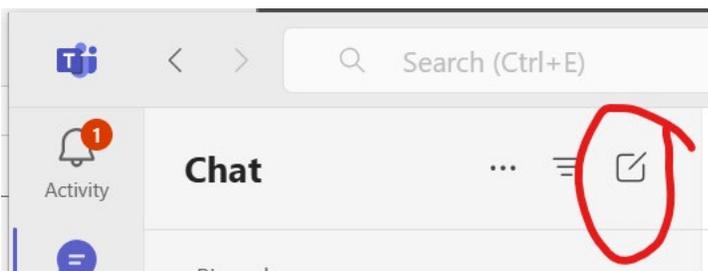


CALENDAR – is your Outlook calendar. If you have a meeting on Teams you can click here and join the meeting directly from the Teams calendar.

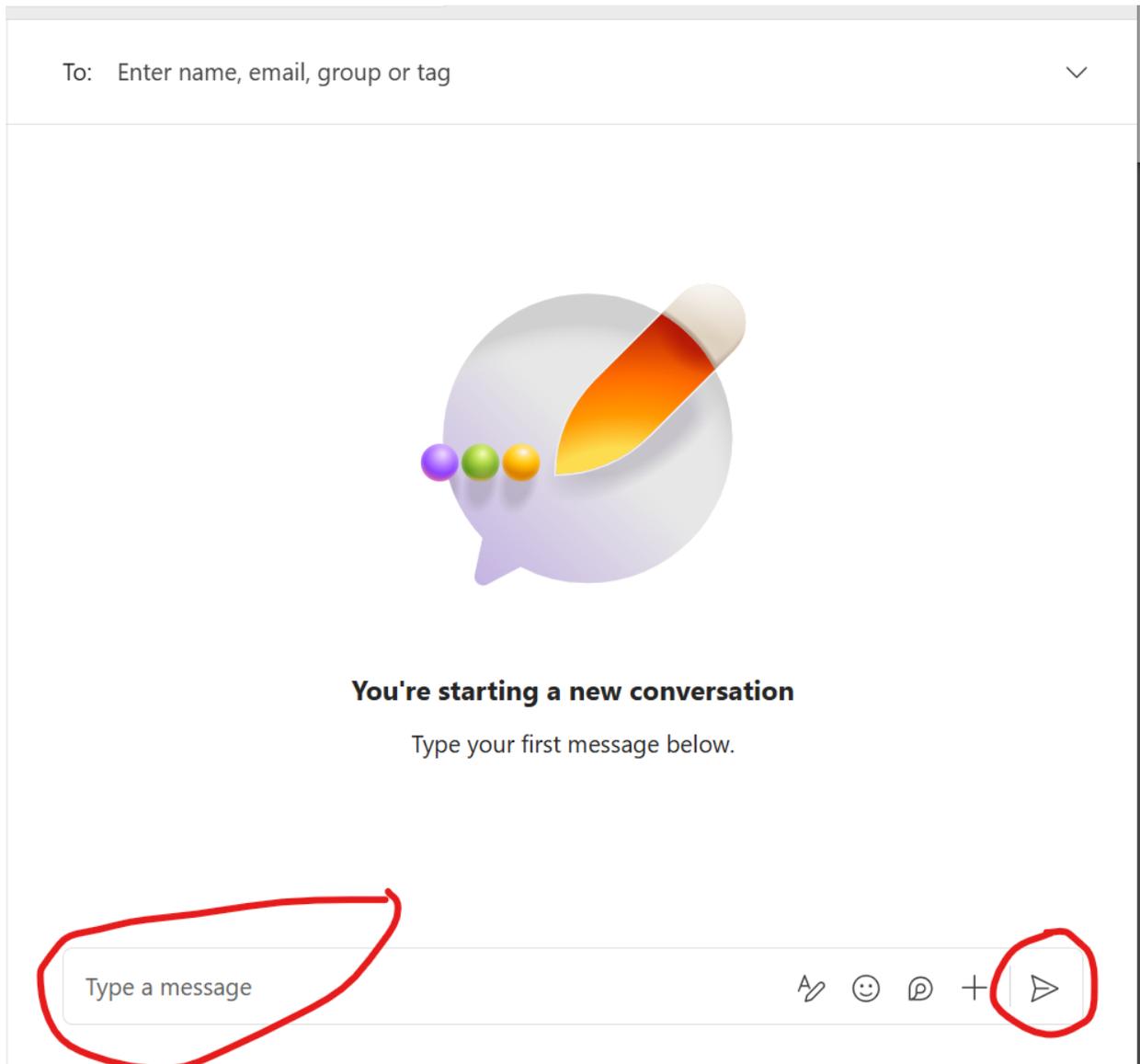
CALLS – you can call people on Teams! The call goes to their Teams, video is optional. This is a great tool if you want to have a conversation where you are both viewing something on the computer.

ONEDRIVE – opens your Microsoft OneDrive in the Teams window. That’s a whole other training for a later time.

To start a chat, click on this icon:



A new message window will pop up and names from the County's Outlook will automatically populate as you type in the to field. Type your message in the box along the bottom and click the arrow to send it.



Here's a couple of quick tips to make TEAMS more useful for you -

- You can tag someone by typing @ and their name — they'll be notified directly.
- Hover over a message to react with an emoji like 👍 or ❤️ instead of typing a full reply.
- In each Team or chat, click the Files tab to view, upload, or edit shared documents.

- During a meeting, you can send messages or links through the Meeting Chat — it stays available even after the meeting ends.
- Click your profile picture in the top-right to set your status — for example, Busy or Do Not Disturb.

And just like that – you’re using TEAMS!

IMPORTANT REMINDER

Teams is a work tool; it is not a personal messaging system. Please exercise discretion, professionalism, and prudence with what you send.