**Teams Instructions**

Getting Started

* + How to Access Teams
	+ Create a Team or Channel
	+ Collaborate in Teams
	+ Chat and Share Files in Teams

Messaging

* + Send a Message to a Teams Channel
	+ Send an Announcement to a Teams Channel

Chats

* Start a Teams Chat
* Start a call from a Teams Chat

Teams Sharing

* Share Files in Teams
* Share Content in a Teams Meeting
* Share your Screen in a Teams Chat

Meetings

* + Start an Instant Meeting in Teams
	+ Join a Meeting in Teams
	+ Schedule a Meeting in Teams

Teams FAQ’s

[Set up Teams on Mobile Device](https://support.office.com/en-us/article/set-up-your-teams-mobile-apps-1ba8dce3-1122-47f4-8db6-00a4f93117e8)

[Manage Teams Notifications](https://support.office.com/en-us/article/manage-notifications-in-teams-1cc31834-5fe5-412b-8edb-43fecc78413d)

[Six Things to Know about Teams Chat](https://support.microsoft.com/en-us/office/six-things-to-know-about-chat-in-microsoft-teams-88ed0a06-6b59-43a3-8cf7-40c01f2f92f2)

[Create Edit or Delete a Contact Group in Teams](https://support.microsoft.com/en-us/office/create-edit-or-delete-a-contact-group-in-teams-f66f2e30-df9b-459e-871d-9bc8f025cd3a)

[More Teams and Channels How-Tos](https://support.office.com/en-us/article/teams-and-channels-df38ae23-8f85-46d3-b071-cb11b9de5499?ui=en-US&rs=en-US&ad=US)

[More Teams Tracking How-Tos](https://support.office.com/en-us/article/keep-track-of-conversations-afe6d0e5-34f3-4469-b7bd-905aab4042a3?ui=en-US&rs=en-US&ad=US)

[More Teams Chat How-Tos](https://support.office.com/en-us/article/chat-in-microsoft-teams-f3a917cb-1a83-42b2-a097-0678298703bb?ui=en-US&rs=en-US&ad=US)

[More Teams Meetings How-Tos](https://support.office.com/en-us/article/meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Meetings)

[More Teams Calls How-Tos](https://support.office.com/en-us/article/meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Calls)

[More Teams Files How-Tos](https://support.office.com/en-us/article/files-c593c78a-27c4-4661-a598-682baa30ca7e?ui=en-US&rs=en-US&ad=US)