

Microsoft Teams Format and Features

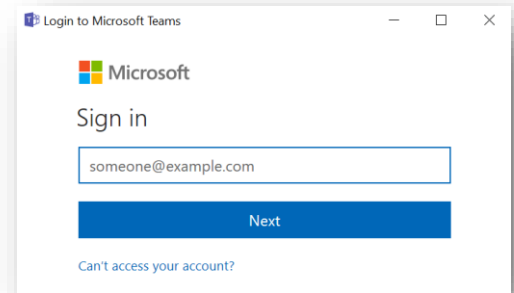
These directions will show you the format and features of Microsoft Teams.

Microsoft Teams

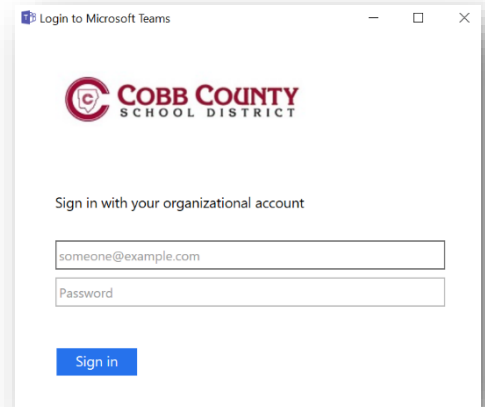
1. Open **Microsoft Teams**.



2. Log in with your **Office 365 account email**. Click **Next**.

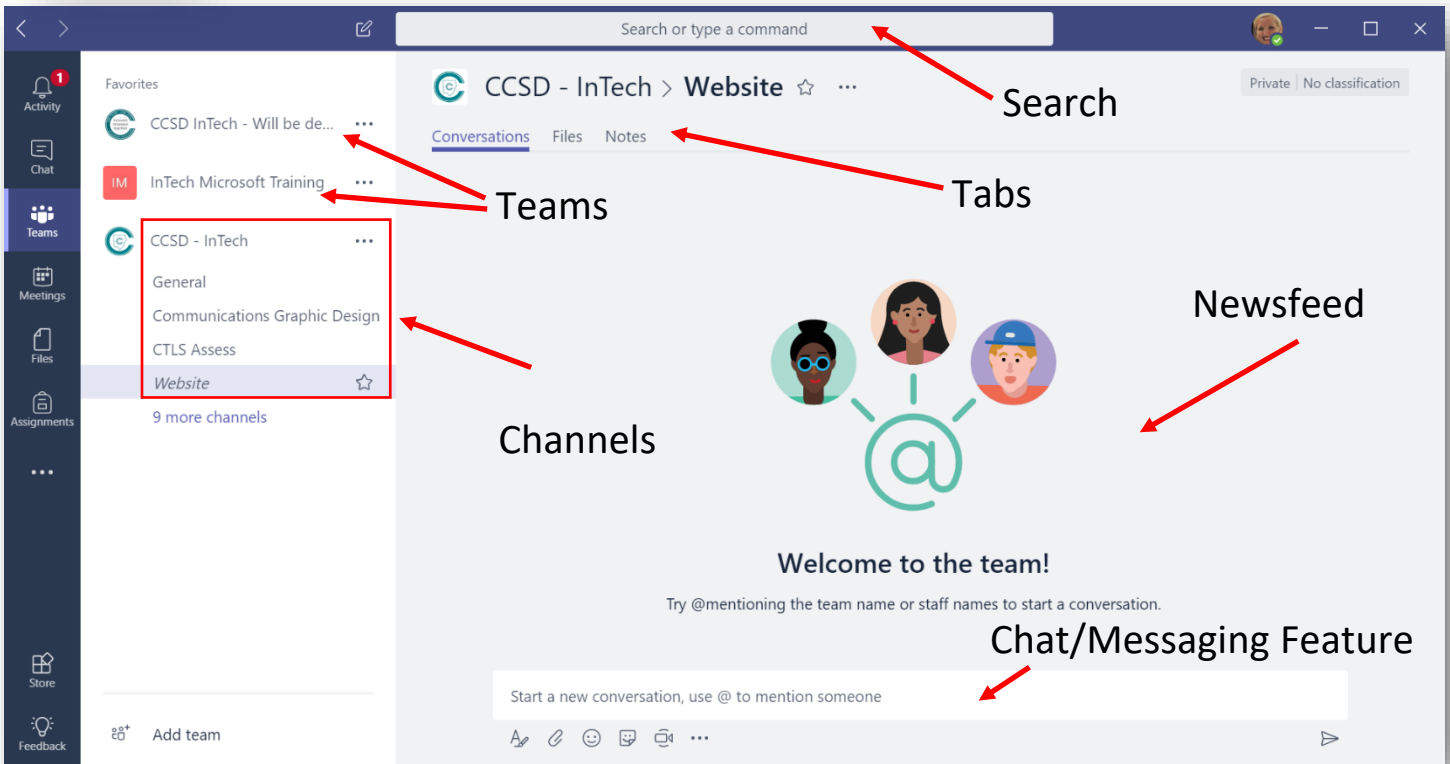




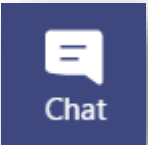
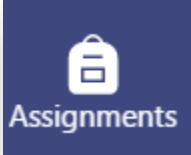
3. Log in with your Office 365 **account email and password**. Click **Sign in**.

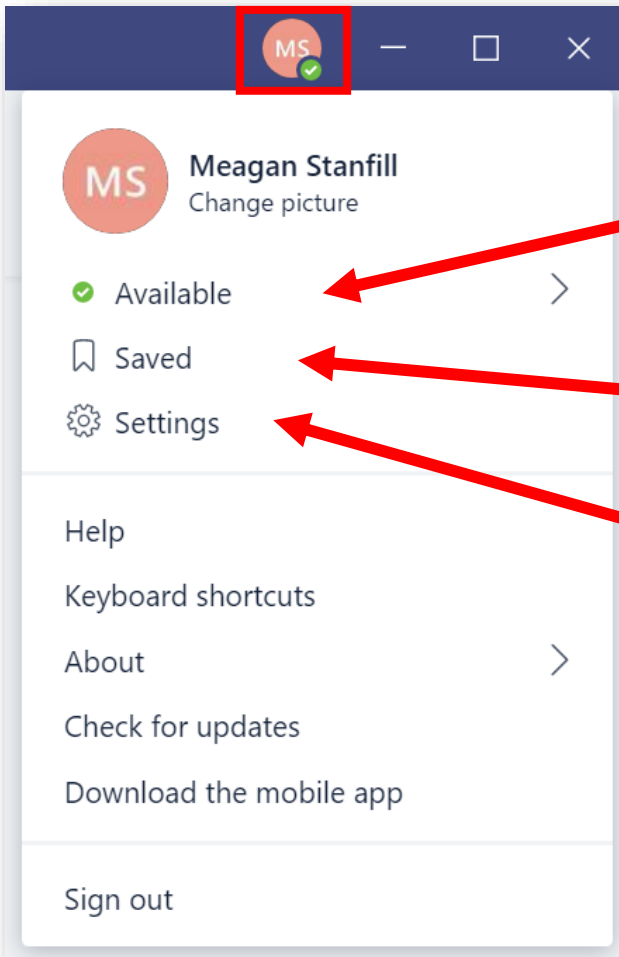




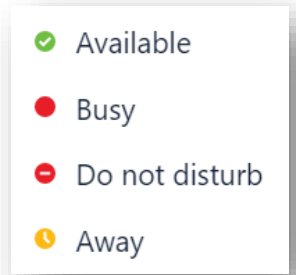
Under the **Teams** tab, you are able to view the Teams and Channels you are a part of.



	<p>Under the Activity tab, you are able to find any recent activity in your teams.</p>		<p>Under the Files tab, you can view the documents that are located in your Office 365 account along with documents you are using in your Teams.</p>
	<p>Under the Chat tab, you are able to create and participant in one on one or group messaging.</p>		<p>Under the Assignment tab, you are able view any assignments that have been assigned to you. You can view these in a list or calendar view.</p>



Show Availability



Load Saved Messages

Change Settings or Notifications

