

Microsoft Teams

The Teams Program Screen



Keyboard Shortcuts

General

Go to Search.....	Ctrl + E
Start a New Chat.....	Ctrl + N
Show Commands.....	Ctrl + /
Show Keyboard Shortcuts.....	Ctrl + .
Go to.....	Ctrl + G
Help.....	F1
Settings.....	Ctrl + ,
Zoom In.....	Ctrl + =
Zoom Out.....	Ctrl + -

Navigation

Activity.....	Ctrl + 1
Chat.....	Ctrl + 2
Teams.....	Ctrl + 3
Calendar.....	Ctrl + 4
Calls.....	Ctrl + 5
Files.....	Ctrl + 6

Messaging

Go to Compose box.....	C
Expand Compose box.....	Ctrl + Shift + X
Send from Expanded Compose Box.....	Ctrl + Enter
Attach file.....	Ctrl + O
New Line.....	Shift + Enter

Meetings and Calls

Accept Video Call.....	Ctrl + Shift + A
Accept Audio Call.....	Ctrl + Shift + S
Decline Call.....	Ctrl + Shift + D
Start Audio Call.....	Ctrl + Shift + C
Start Video Call.....	Ctrl + Shift + U
Toggle Mute.....	Ctrl + Shift + M
Toggle Video.....	Ctrl + Shift + O
Toggle Fullscreen.....	Ctrl + Shift + F
Toggle Background Blur.....	Ctrl + Shift + P

Calendar

Schedule a Meeting.....	Alt + Shift + N
Go to Current Time.....	Alt + ,
Previous Day/Week.....	Ctrl + Alt + ←
Next Day/Week.....	Ctrl + Alt + →
View Day.....	Ctrl + Alt + 1
View Workweek.....	Ctrl + Alt + 2
View Week.....	Ctrl + Alt + 3

Getting Started

Sign In: Enter your email address in the Sign In field, then click **Sign In**. Enter your password in the Password field, then click **Sign In**.

Sign Out: Click your account icon in the upper-right, then select **Sign Out**.

Set Your Status: Click your account icon in the upper-right, click your current status, then select a new status from the menu.

	Available	Online and available
	Busy	On a call, in a meeting, or otherwise busy
	Do Not Disturb	Online, but does not want to be disturbed
	Be Right Back	Will return shortly
	Appear Away	Currently away from computer or idle

Set a Status Message: Click your account icon in the upper-right, then select **Set Status Message**. Enter a message into the text field, then click the **Clear status message after** list arrow and select when the message should expire. Click **Done**.

Chats

Start a New Chat: Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message in the Compose box, then click **Send**.

Resume a Recent Chat: Click the **Chat** button on the App bar, then select a contact from under the **Recent** heading.

Start a Chat with a Contact: Click the **Chat** button on the App bar. Click the **Chat** heading at the top of the list pane, select **Contacts**, then select someone from the **Contacts** list.

Start a Group Chat: Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. Start typing a person's name, then select their name from the search results. Start typing another name, then select another contact from the search results. Repeat until you have all the contacts you want.

Format Text: Click the **Format** button below the Compose box. Select the text you want to format, then use the formatting options available. Click the **More Options** button to access additional formatting options.

Microsoft Guide

**Melissa Hubbard, Matthew J.
Bailey, D'arce Hess, Mårten Hellebro**

Microsoft Guide:

Mastering Microsoft Teams Melissa Hubbard, Matthew J. Bailey, 2018-08-20 Do you need to learn how to use Microsoft Teams Are you questioning how to drive user adoption govern content and manage access for your Teams deployment Either way Mastering Microsoft Teams is your one stop shop to learning everything you need to know to find success with Microsoft Teams Microsoft s new chat based collaboration software has many rich features that enable teams to be more efficient and save valuable time and resources However as with all software there is a learning curve and pitfalls that should be avoided Begin by learning the core components and use cases for Teams From there the authors guide you through ideas to create governance and adoption plans that make sense for your organization or customer Wrap up with an understanding of features and services in progress and a road map to the future of the product What You ll Learn Implement use and manage Microsoft Teams Understand how Teams drives productivity and engagement by combining the functionality of Microsoft Groups SharePoint OneDrive Outlook and other services in one location Govern explain and use Teams in your organization Know the pitfalls to avoid that may create challenges in your usage of Teams Become familiar with the functionality and components of Teams via walkthroughs including opportunities for automating business processes in Teams Who This Book Is For Anyone who wants to learn Microsoft Teams To get the most out of the book a basic understanding of Office 365 and a subscription including a Microsoft Teams license is useful *Microsoft Office 365 User Guide* Michel M Duncan, 2024-05-30 Have you ever felt overwhelmed by the vast array of tools in Microsoft Office 365 unsure of where to start or how to make the most of its powerful features Imagine the relief of finally mastering this indispensable suite effortlessly navigating its applications to boost your productivity and efficiency Whether you re a student a professional or simply someone looking to streamline their digital life the Microsoft Office 365 GUIDE is your key to unlocking the full potential of this essential software suite With this comprehensive guide in your hands you ll go from confusion to confidence harnessing the power of Office 365 to transform the way you work create and communicate Why This Guide is Your Ultimate Companion Clear and Concise Instructions Step by step guidance for every Office 365 application ensuring you can navigate with ease Expert Insights Insider tips and tricks from seasoned Office users to help you work smarter not harder Comprehensive Coverage Master every aspect of Office 365 from basic tasks to advanced techniques empowering you to accomplish more in less time Stay Updated Keep pace with the latest updates and features ensuring you re always at the forefront of Office 365 innovation Don t let the complexity of Office 365 hold you back any longer With the Microsoft Office 365 GUIDE you ll become a master of productivity turning daunting tasks into seamless experiences Empower yourself today buy your copy now and unlock the full potential of Microsoft Office 365 Planning and Scheduling Using Microsoft Office Project 2007 Paul E. Harris, 2007 This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment It is aimed at any industry including building construction oil and gas software development government

and defense [PC Mag](#) ,1989-01-31 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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SharePoint OneDrive Outlook and other services in one location Govern explain and use Teams in your organization Use Teams in a structured way to reduce users time spent in meetings Know the pitfalls to avoid that may create challenges in your usage of Teams Become familiar with the functionality and components of Teams via walk throughs including opportunities for automating business processes in Teams See how educators and students can use Teams to improve remote learning This book is for anyone who wants to learn Microsoft Teams To get the most out of the book a basic understanding of Microsoft 365 and a subscription including a Microsoft Teams license is useful Melissa Hubbard specializes in driving productivity collaboration and communication in the modern workplace She is a former Microsoft MVP and early adopter of Microsoft Teams with a background in project management and the implementation of collaboration and business process automation solutions She is particularly passionate about the topic areas of user adoption governance and training Matthew J Bailey is a Microsoft MVP and Microsoft Certified Trainer MCT for Noteworthy Technology Training specializing in SharePoint Microsoft 365 including Teams Azure and Power BI He combines his business expertise and his technical knowledge to resolve corporate challenges He is a highly regarded presenter avid blogger and author most recently of The SharePoint Business Analyst Guide D arce Hess is a Microsoft MVP who specializes in the creation of custom portals and experiences in SharePoint Microsoft Teams and Microsoft 365 As a UI UX designer and developer she uses industry and Microsoft best practices as a base for creating solutions that simplify processes and drive user adoption and governance from the start She has worked with Fortune 500 companies and has become a trusted partner to her clients in the industries of healthcare pharmaceuticals legal travel and tourism and entertainment She loves to volunteer in the community and is the leader of the Rhode Island SharePoint Microsoft 365 User Group M rten Hellebro is an Office Apps and Services MVP focused on Microsoft Teams and an expert in enterprise voice As an infrastructure migration and user adoption lead M rten has extensive experience managing numerous Teams and Skype for Business implementation projects He regularly speaks at Microsoft conferences and other events and he organizes one of the largest Microsoft Teams conference in the Nordics Teamsdagen He also runs the Microsoft Teams blog msteamsswe se and co hosts the Teams podcast Teamspodden

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Third Edition Kevin Wilson, 2018-11-10 The twenty first century offers more technology than we have ever seen before but with new updates and apps coming out all the time it s hard to keep up Essential Office 365 is here to help Along with easy to follow step by step instructions illustrations and photographs this guide offers specifics in Downloading and Installing Microsoft Office Suite Getting started with Office Online using Sway OneDrive Mail Calendar Using Office Apps on your iPad or Android device Constructing professional looking documents with Microsoft Word Adding and using graphics photographs and clipart Changing fonts creating tables graphs clipboard sorting and formatting text and mail merge Creating presentations for your lessons lectures speeches or business presentations using PowerPoint Adding animations and effects to PowerPoint slides Using 3D and cinematic transitions to spice up your presentations Using Excel to create spreadsheets that analyse present and manipulate data Creating Excel charts graphs pivot tables functions and formulas The basics of Microsoft Access databases Keeping in touch with friends family and colleagues using Outlook Maintaining calendars and keeping appointments with Outlook Taking notes with OneNote and more Unlike other books and manuals that assume a computing background not possessed by beginners Essential Office 365 tackles the fundamentals of Microsoft Office so that everyone from students to senior citizens to home users pressed for time can understand So if you re looking for an Office manual a visual book simplified tutorial dummies guide or reference Essential Office 365 will help you maximize the potential of Microsoft Office to increase your productivity and help you take advantage of the digital revolution

Competition, Innovation, and Public Policy in the Digital Age United States. Congress. Senate. Committee on the Judiciary, 1998

A Guide to Programming Languages Ruknet Cezzar, 1995 This reference is intended for experienced practitioners consultants and students working on building practical applications It discusses the most widely used programming languages and their fuctional pros and cons for application and development The author provides a brief overview of programming languages principles and concepts numerous diagrams charts and sample programs coverage of object oriented programming and visual programming and tables rating languages on such subjects as simplicity data structuring portability and efficiency

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Microsoft Windows 2000 Professional Comprehensive Course Marly Bergerud, Donald Busche, 2000-12-22 This self paced self instructional guide provides you with all the instruction necessary to become an expert user of this popular operating system

The Rough Guide to Internet Peter Buckley, Duncan Clark, 2005-09 This guide to the Internet covers everything you need to know from getting connected to building your own Web page There are also chapters covering on line shopping Internet radio and music including a guide to navigating the MP3 maze plus information on the next generation browsers

Global Register of Migratory Species Klaus Riede, 2004

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