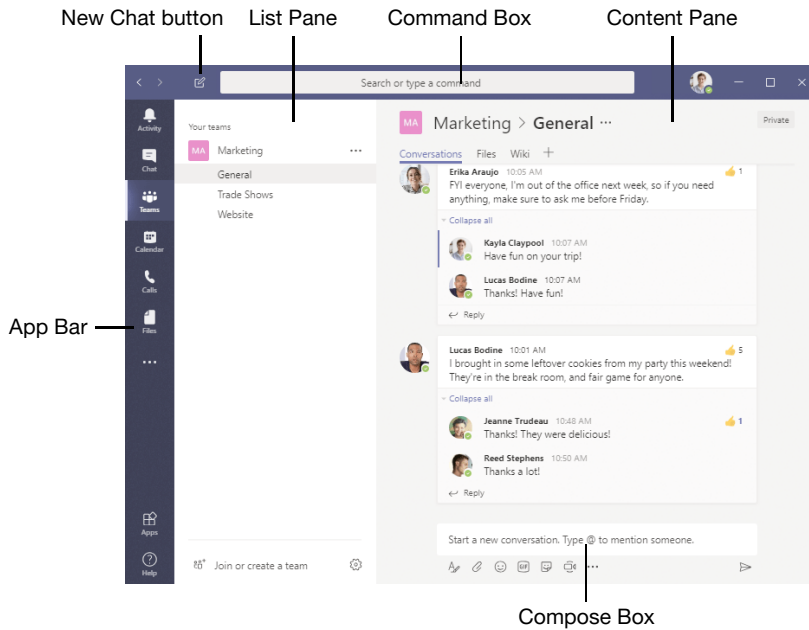




Microsoft®  
**Teams**  
Quick Reference Card



## The Teams Program Screen



## Keyboard Shortcuts

### General

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

### Navigation

Activity .....	<b>Ctrl + 1</b>
Chat .....	<b>Ctrl + 2</b>
Teams .....	<b>Ctrl + 3</b>
Calendar .....	<b>Ctrl + 4</b>
Calls .....	<b>Ctrl + 5</b>
Files .....	<b>Ctrl + 6</b>

### Messaging

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

### Meetings and Calls

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

### Calendar

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

## 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 **New Chat** button at the top of the Teams window. 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. Click the **Recent** tab at the top of the List pane, then select a contact from the Recent list.

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

**Start a Group Chat:** Click the **New Chat** button at the top of the Teams window. 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.

Your Organization's Name Here

Add your own message, logo, and contact information!



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## Chats


### Send Important and Urgent Messages:


Click the **Set Delivery Options** button, then select **Important** or **Urgent**.



- **Important** messages will be marked with a  symbol.
- **Urgent** messages will be marked with a  symbol and will repeatedly notify the recipient until the message is read.



**Insert an Emoji:** Click the **Emoji**  button and select an emoji from the menu.


**Insert a GIF:** Click the **GIF**  button, then search for a GIF. Select a GIF from the search results.

**Insert a Sticker:** Click the **Sticker**  button, select a sticker category or search for a sticker, then click a sticker.


**Invite People to a Group Chat:** Click the **Add People**  button at the top of a chat screen. Start typing a person's name, then select their name from the search results. Choose how much of the conversation they'll be allowed to see, then click the **Add** button.


**Pin a Chat to the Top of the List Pane:** Hover your mouse over a chat in the List pane, click the **More Options**  button, then select  **Pin**.

**Mute a Chat's Notifications:** Hover your mouse over a chat in the List pane, click the **More Options**  button, then select  **Mute**.


**Share a File:** Click the **Attach File**  button below the Compose box, select a file source, select a file, click **Open**, then click **Send**.



## Teams

**Join a Team:** Click the **Teams** button on the App bar, then click  **Join or create a team**. Select a public team, search for a team, or enter a team code in the **Enter code** field. Click a team's **Join Team** button.

**Create a Team:** Click the **Teams** button on the App bar, then click  **Join or create a team**. Click the **Create Team** button, then click **Build a team from scratch**. Select a privacy level, enter a team name and description, then click **Create**. Add team members by searching for their names and selecting them from the search results, click **Add**, then click **Close**.



**View a Team Channel:** Click the **Teams** button on the App bar, then click a team channel in the List pane.


**Start a Channel Conversation:** Enter a message in the Team channel's Compose box, then click **Send** .


**Reply to a Channel Conversation:** Click a conversation's  **Reply** button, then enter a message and click **Send** .

## Teams

**React to a Message:** Hover your mouse over a message in a team channel, then click a reaction from the menu that appears.


**Save a Message:** Hover your mouse over a message in a team channel, click the **More Options**  button, then select  **Save this message**.


**View Saved Messages:** Click your account icon in the upper-right, then select  **Saved**. Click a saved message to view it.

**Create a New Channel:** Hover your mouse over a team in the List pane, click the **More Options**  button, then select  **Add channel**. Give the channel a name and description, then click **Add**.

**View a Channel File Library:** While viewing a team channel, click the **Files** tab.

**Upload a File to a Library:** While viewing a file library, click the  **Upload** button, select a file, then click **Open**.

**Create a New File in a Library:** While viewing a file library, click the  **New** button, select a file type, then enter a file name and click **Create**.


**Share a Link to a Library:** While viewing a file library, click the  **Get Link** button, select whether you want a **Teams** link or a **SharePoint** link, then click the **Copy** button.

## Meetings


**Schedule a Meeting:** Click the **Calendar** button on the App bar, then click the **New meeting** button. Enter a meeting's name, date, and time, then choose a location or team channel. Click **Schedule**.


**Join a Meeting from a Channel:** View the team channel the meeting is taking place in, locate the meeting in the Content pane, then click a meeting's **Join Now** button. Or, click the meeting to view its details and then click the **Join** button.

**Join a Meeting from the Calendar:** Click the **Calendar** button on the App bar, click a meeting, then click the **Join** button.

**View a Meeting Conversation:** While in a meeting, click the **Show Conversation**  button on the controls toolbar.



**Show Meeting Participants:** While in a meeting, click the **Show Participants**  button on the controls toolbar to display the People pane.

**Mute a Meeting Participant:** While the meeting's People pane is displayed, click a participant's **More Options**  button and select **Mute Participant**.

**Take Meeting Notes:** While in a meeting, click the **More Actions**  button on the controls toolbar and select **Show Meeting Notes**.

## Meetings


**View Meeting Notes:** View the team channel that a meeting took place in, then click the **Meeting Notes** tab.


**Record a Meeting:** While in a meeting, click the **More Actions**  button on the controls toolbar and select **Start Recording**. Click the **More Actions**  button again and select **Stop Recording** when you're finished.



**View a Meeting Recording:** View the team channel that a meeting took place in, locate the meeting in the Content pane, then click the recording.

**Toggle Camera in a Meeting:** While in a meeting, click the **Camera**  button on the controls toolbar to turn it on or off.



**Toggle Microphone in a Meeting:** While in a meeting, click the **Microphone**  button on the controls toolbar to turn it on or off.

**Blur the Camera Background:** While in a meeting or call, click the **More Actions**  button on the controls toolbar and select **Blur My Background**.




**Change Audio and Video Devices:** While in a meeting or call, click the **More Actions**  button on the controls toolbar and select **Show Device Settings**. Click the list arrows for audio devices and the camera to select from available devices.


**Share Your Screen:** While in a meeting or call, click the **Share Screen**  button on the controls toolbar. Select your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane. Click the **Stop Sharing**  button when you're done.


## Calls

**Make a Call:** Click the **Calls** button on the App bar. Use the number pad (if your organization supports it) to dial a number, then click the **Call**  button; or click **Contacts** in the List pane and click a contact's **Call**  button.

**Answer a Call:** When someone calls you, a notification will appear.

- Click  to answer as a video call.
- Click  to answer as an audio call.
- Click  to decline the call.

**Place a Call on Hold:** While on a call, click the **More Actions**  button on the controls toolbar and select **Hold**. Click the **Resume** button when you can return to the call.

**Transfer a Call:** While on a call, click the **More Actions**  button on the controls toolbar and select **Transfer**. Start typing the name of who you want to transfer the call to, then select their name from the search results and click **Transfer**.

**Check Your Voicemail:** Click the **Calls** button on the App bar and click **Voicemail** in the List pane. Click a voicemail message to play it.

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