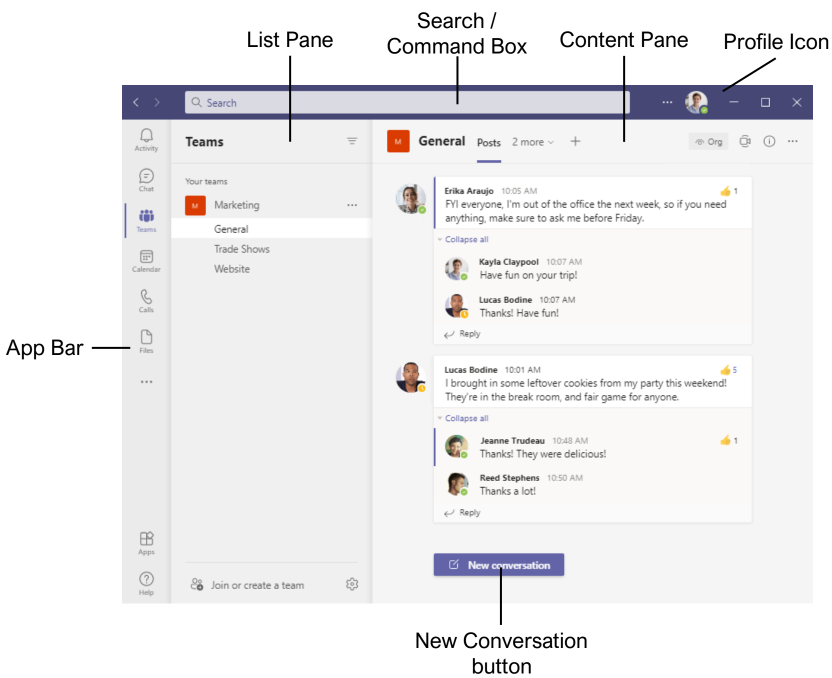
CENTER FOR INFORMATION TECHNOLOGY EXCELLENCE

Microsoft Teams

Cheat Sheet

The Teams Program Screen



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 shorty
◷	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.

Keyboard Shortcuts

General

Go to Search	**Ctrl** + **E**
Start a New Chat	**Ctrl** + **N**
Show Commands	**Ctrl** + **/**
Show Keyboard Shortcuts	**Ctrl** + **.**
Goto	**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**

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** at the bottom of the list pane. 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** at the bottom of the list pane. Click the **Create Team** button, then click **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: While viewing a team channel, click the **New Conversation** button. Enter a message in the 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, set its privacy settings, 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 **Files**, navigate to and 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 **Copy 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 **Save**.

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 **Meeting Notes**. Click the Take Notes button, then begin taking 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, click the recording, then click the **Play** button.

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

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

Change the Camera Background: While in a meeting or call, click the ••• **More Actions** button on the controls toolbar and select **Apply Background Effects**. Select an effect, then click **Apply**.

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

Share Your Screen: While in a meeting or call, click the **Share Content** 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. Enter a contacts name in the **Type a name** field, select them, then click the **Call** button; or click the **Contacts** tab 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**. Type the name of who you want to transfer the call to, select their name from the search results, then click **Transfer**.

Check Your Voicemail: Click the **Calls** button on the App bar and click **Voicemail** tab above the History group. Click a voicemail message, then click the **Play** button to play it.