


Microsoft Teams: The Basics for

< For more information, please view the Welcome to

Create and Format a Post to Start a Conversation:

- < Type a message.
- < Select Format.
- < Format your post with the following options:
 - Add a subject
 - Bold
 - Bulleted list
 - Insert link
- < Select Send.

Upload and Find Files

- < Anywhere in Teams, look for the paperclip icon  to Attach a file. Alternately:
 - Go to the Files tab.
 - Select Upload.
 - Select single or multiple files from device computer or OneDrive for Business account.
 - Select Open.

Start Chats and Calls:

- < Please click [here](#) to learn to how to start chats and calls on Teams.

Join a Teams Meeting:

- < Please click [here](#) to learn to join a Teams meeting.