

Microsoft Teams

Teams for Desktop

Self-directed Learning



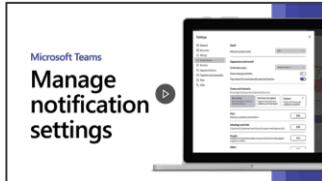
Make sure you are familiar with Microsoft Teams [Appropriate Use](#) guidelines



- *Personal Health Information can only be shared in Teams Chat; do not share PHI in Teams Channels*
- *Team chats will be deleted after 60 days.*

Review your Notification Settings

Ensure your notification settings are correct so you receive alerts on your desktop



Decide what notifications to receive, where to receive them, and how often you get them.

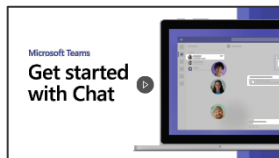
- Choose your settings
- Modify your customized settings

[Video](#) ~ 1 min

Helpful Quick Reference Guides

Manage notifications in Microsoft Teams ([Desktop](#), [Mac](#), [iOS](#), [Android](#))

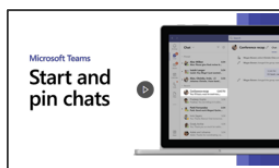
Working in Teams



[Video](#) ~ 2:20min

Connect with others and stay up to date on messages

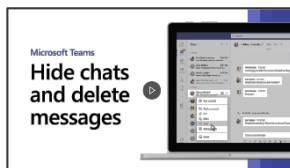
- One-on-one chats: to connect with people individually
- Group chats: to speak with a group of people at the same time
- Meeting chats: to ask a question without interrupting the speaker



[Video](#) ~ 2 min

Start 1:1 or group chats to collaborate with a smaller group:

- Start a chat
- Add a group chat name
- Reply or react to a specific message
- Pin a chat



[Video](#) ~ 1min

Hide chats and delete messages in Microsoft Teams if they are no longer relevant

- Hide, search, or unhide a chat
- Mute or unmute a chat
- Delete a message
-

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Helpful Quick Reference Guides

Learn how to do a specific activity in Microsoft Teams. Many of the below resources include instructions for desktop and mobile (iOS and Android) users.

Select the device for the corresponding instructions

Chat with others in Microsoft Teams



Send Messages

- Start a chat with others ([Desktop](#), [Mobile](#))
- Send and read ([Desktop](#), [Mobile](#))
- Send a file, picture, or link ([Desktop](#), [Mobile](#))
- Send an emoji, GIF, or sticker ([Desktop](#), [iOS](#), [Android](#))
- Read receipts ([Desktop](#), [Mobile](#))
- Like or react to messages ([Desktop](#))
- Share your screen in a chat ([Desktop](#))
- Reply to a specific message ([Desktop](#), [Mobile](#))
- Share a link to a specific message ([Desktop](#))
- Forward a message ([Desktop](#))
- Record a video clip ([Desktop](#), [iOS](#), [Android](#) - refer to iOS instructions)
- Schedule chat messages ([Desktop](#), [Mobile](#))

Manage Messages

- Format a message ([Desktop](#), [Mobile](#))
- Edit or delete a message ([Desktop](#), [iOS](#), [Android](#))
- Delete a chat thread ([Desktop](#), [Mobile](#))
- Copy and paste ([Desktop](#), [iOS](#), [Android](#))
- Mark as important or urgent ([Desktop](#), [Mobile](#))
- Pin a chat message ([Desktop](#))
- Hide, unhide, mute, pin, or mark a chat as unread ([Desktop](#), [Mobile](#))
- Open a chat in a new window ([Desktop](#))
- Search for messages ([Desktop](#), [Mobile](#))
- Translate a message ([Desktop](#), [Mobile](#))

An **urgent message** notifies a person or group repeatedly, every 2 minutes of 20 minutes or until they read it.
*this functionality is not available if the group is greater than 20

Group Chat

- Leave or remove someone from a group chat ([Desktop](#), [iOS](#), [Android](#))

Status

- Change your status ([Desktop](#), [Mobile](#))
- Set your status message ([Desktop](#), [Mobile](#))
- Schedule an out of office status ([Desktop](#), [Mobile](#))
- Get notified when someone's status changes ([Desktop](#))