

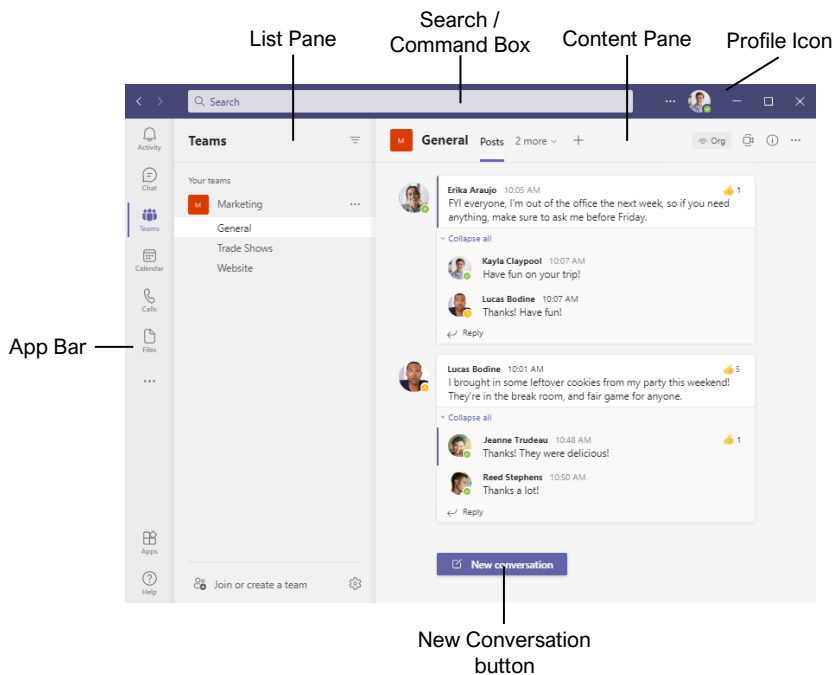


# Microsoft Teams

## Cheat Sheet



### 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 **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.

| Chats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Teams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>Send Important and Urgent Messages:</b> Click the  <b>Set Delivery Options</b> button, then select <b>Important</b> or <b>Urgent</b>.</p> <ul style="list-style-type: none"> <li><b>Important</b> messages will be marked with a  symbol.</li> <li><b>Urgent</b> messages will be marked with a  symbol and will repeatedly notify the recipient until the message is read.</li> </ul> <p><b>Insert an Emoji:</b> Click the  <b>Emoji</b> button and select an emoji from the menu.</p> <p><b>Insert a GIF:</b> Click the  <b>GIF</b> button, then search for a GIF. Select a GIF from the search results.</p> <p><b>Insert a Sticker:</b> Click the  <b>Sticker</b> button, select a sticker category or search for a sticker, then click a sticker.</p> <p><b>Invite People to a Group Chat:</b> Click the  <b>Add People</b> 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 <b>Add</b> button.</p> <p><b>Pin a Chat to the Top of the List Pane:</b> Hover your mouse over a chat in the list pane, click the <b>... More Options</b> button, then select  <b>Pin</b>.</p> <p><b>Mute a Chat's Notifications:</b> Hover your mouse over a chat in the list pane, click the <b>... More Options</b> button, then select  <b>Mute</b>.</p> <p><b>Share a File:</b> Click the  <b>Attach File</b> button below the Compose box, select a file source, select a file, click <b>Open</b>, then click  <b>Send</b>.</p> | <p><b>React to a Message:</b> Hover your mouse over a message in a team channel, then click a reaction from the menu that appears.</p> <p><b>Save a Message:</b> Hover your mouse over a message in a team channel, click the <b>... More Options</b> button, then select  <b>Save this message</b>.</p> <p><b>View Saved Messages:</b> Click your account icon in the upper-right, then select  <b>Saved</b>. Click a saved message to view it.</p> <p><b>Create a New Channel:</b> Hover your mouse over a team in the list pane, click the <b>... More Options</b> button, then select  <b>Add channel</b>. Give the channel a name and description, set its privacy settings, then click <b>Add</b>.</p> <p><b>View a Channel File Library:</b> While viewing a team channel, click the <b>Files</b> tab.</p> <p><b>Upload a File to a Library:</b> While viewing a file library, click the  <b>Upload</b> button, select <b>Files</b>, navigate to and select a file, then click <b>Open</b>.</p> <p><b>Create a New File in a Library:</b> While viewing a file library, click the  <b>New</b> button, select a file type, then enter a file name and click <b>Create</b>.</p> <p><b>Share a Link to a Library:</b> While viewing a file library, click the  <b>Copy Link</b> button, select whether you want a <b>Teams</b> link or a <b>SharePoint</b> link, then click the <b>Copy</b> button.</p> | <p><b>View Meeting Notes:</b> View the team channel that a meeting took place in, then click the <b>Meeting Notes</b> tab.</p> <p><b>Record a Meeting:</b> While in a meeting, click the <b>... More Actions</b> button on the controls toolbar and select <b>Start Recording</b>. Click the <b>... More Actions</b> button again and select <b>Stop Recording</b> when you're finished.</p> <p><b>View a Meeting Recording:</b> View the team channel that a meeting took place in, locate the meeting in the Content pane, click the recording, then click the <b>Play</b> button.</p> <p><b>Toggle Camera:</b> While in a meeting or call, click the  <b>Camera</b> button on the controls toolbar to turn it on or off.</p> <p><b>Toggle Microphone:</b> While in a meeting or call, click the  <b>Microphone</b> button on the controls toolbar to turn it on or off.</p> <p><b>Change the Camera Background:</b> While in a meeting or call, click the <b>... More Actions</b> button on the controls toolbar and select <b>Apply Background Effects</b>. Select an effect, then click <b>Apply</b>.</p> <p><b>Change Audio and Video Devices:</b> While in a meeting or call, click the <b>... More Actions</b> button on the controls toolbar and select <b>Device Settings</b>. Click the list arrows for audio devices and the camera to select a device.</p> <p><b>Share Your Screen:</b> While in a meeting or call, click the  <b>Share Content</b> button on the controls toolbar. Select your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane. Click the  <b>Stop Sharing</b> button when you're done.</p> |
| Teams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Calls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Join a Team:</b> Click the <b>Teams</b> button on the App bar, then click  <b>Join or create a team</b> at the bottom of the list pane. Select a public team, search for a team, or enter a team code in the <b>Enter code</b> field. Click a team's <b>Join Team</b> button.</p> <p><b>Create a Team:</b> Click the <b>Teams</b> button on the App bar, then click  <b>Join or create a team</b> at the bottom of the list pane. Click the <b>Create Team</b> button, then click <b>From scratch</b>. Select a privacy level, enter a team name and description, then click <b>Create</b>. Add team members by searching for their names and selecting them from the search results, click <b>Add</b>, then click <b>Close</b>.</p> <p><b>View a Team Channel:</b> Click the <b>Teams</b> button on the App bar, then click a team channel in the list pane.</p> <p><b>Start a Channel Conversation:</b> While viewing a team channel, click the  <b>New Conversation</b> button. Enter a message in the Compose box, then click  <b>Send</b>.</p> <p><b>Reply to a Channel Conversation:</b> Click a conversation's  <b>Reply</b> button, then enter a message and click  <b>Send</b>.</p>                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Schedule a Meeting:</b> Click the <b>Calendar</b> button on the App bar, then click the  <b>New meeting</b> button. Enter a meeting's name, date, and time, then choose a location or team channel. Click <b>Save</b>.</p> <p><b>Join a Meeting from a Channel:</b> View the team channel the meeting is taking place in, locate the meeting in the Content pane, then click a meeting's <b>Join Now</b> button. Or, click the meeting to view its details and then click the <b>Join</b> button.</p> <p><b>Join a Meeting from the Calendar:</b> Click the <b>Calendar</b> button on the App bar, click a meeting, then click the <b>Join</b> button.</p> <p><b>View a Meeting Conversation:</b> While in a meeting, click the  <b>Show Conversation</b> button on the controls toolbar.</p> <p><b>Show Meeting Participants:</b> While in a meeting, click the  <b>Show Participants</b> button on the controls toolbar to display the People pane.</p> <p><b>Mute a Meeting Participant:</b> While the meeting's People pane is displayed, click a participant's <b>... More Options</b> button and select <b>Mute Participant</b>.</p> <p><b>Take Meeting Notes:</b> While in a meeting, click the <b>... More Actions</b> button on the controls toolbar and select <b>Meeting Notes</b>. Click the Take Notes button, then begin taking notes.</p>                                              | <p><b>Make a Call:</b> Click the <b>Calls</b> button on the App bar. Enter a contacts name in the <b>Type a name</b> field, select them, then click the  <b>Call</b> button; or click the <b>Contacts</b> tab in the list pane and click a contact's  <b>Call</b> button.</p> <p><b>Answer a Call:</b> When someone calls you, a notification will appear.</p> <ul style="list-style-type: none"> <li>Click  to answer as a video call.</li> <li>Click  to answer as an audio call.</li> <li>Click  to decline the call.</li> </ul> <p><b>Place a Call on Hold:</b> While on a call, click the <b>... More Actions</b> button on the controls toolbar and select <b>Hold</b>. Click the <b>Resume</b> button when you can return to the call.</p> <p><b>Transfer a Call:</b> While on a call, click the <b>... More Actions</b> button on the controls toolbar and select <b>Transfer</b>. Type the name of who you want to transfer the call to, select their name from the search results, then click <b>Transfer</b>.</p> <p><b>Check Your Voicemail:</b> Click the <b>Calls</b> button on the App bar and click <b>Voicemail</b> tab above the History group. Click a voicemail message, then click the <b>Play</b> button to play it.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |