

Navigate in Microsoft Teams

Use these buttons to quickly switch between activity feed, chat, calls, and files. See the next page for details.

Start a new chat

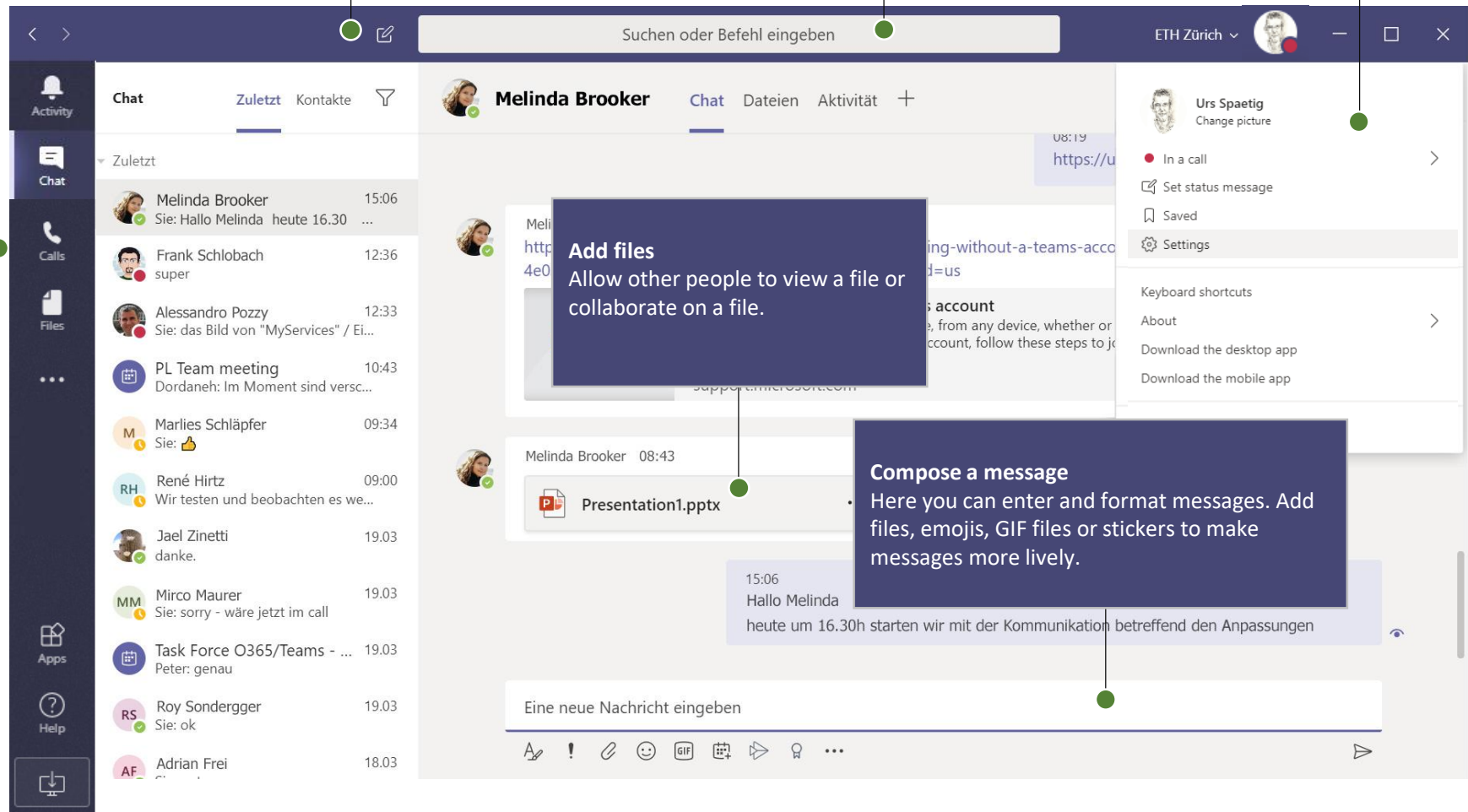
Start a one-on-one conversation or a conversation with a small group.

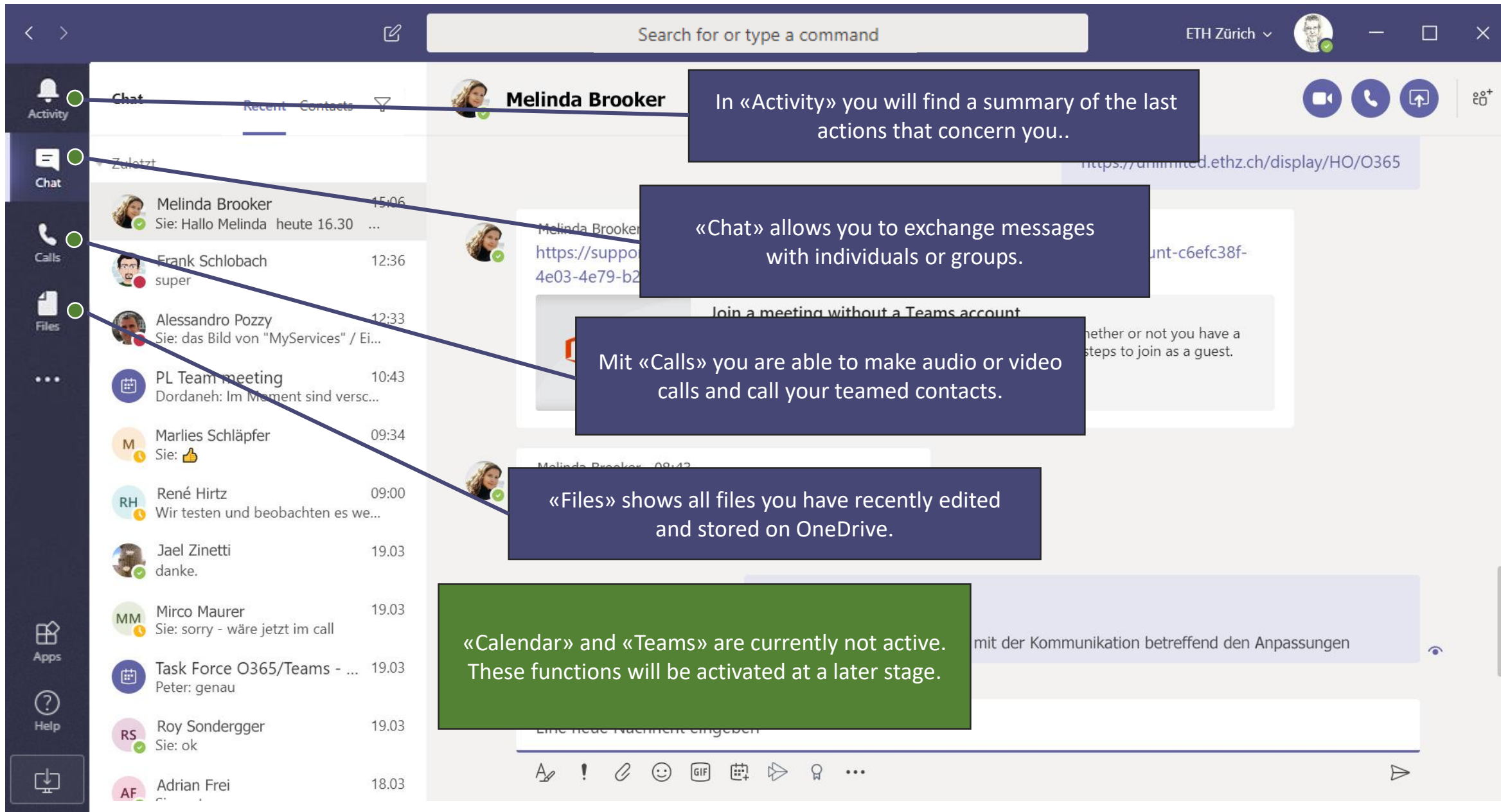
Using the command field

Here you can search for specific items or take quick actions and start apps.
Please refer to page 3 for people search.

Manage profile settings

Change the app settings, set your status, view saved messages or download the mobile app.





In «Activity» you will find a summary of the last actions that concern you..

«Chat» allows you to exchange messages with individuals or groups.

Mit «Calls» you are able to make audio or video calls and call your teamed contacts.

«Files» shows all files you have recently edited and stored on OneDrive.

«Calendar» and «Teams» are currently not active. These functions will be activated at a later stage.

Search for previously unused contacts:

Step 1: Click on the pencil icon - a new chat opens

Step 2: Enter at least 6 characters to get the best search results. Start with the first name, if available middle name, and last name

It is currently not possible to save contacts. This function will be activated at a later point in time.

Name	Last Name	Initials	Time
Frank Schlobach	super		12:36
Alessandro Pozzy	Sie: das Bild von "MyServices" / Ei...		12:33
PL Team meeting	Dordaneh: Im Moment sind versch...		10:43
Marlies Schläpfer	Sie: 👍		09:34
René Hirtz	Wir testen und beobachten es we...		09:00
Jael Zinetti	danke.		19.03
Mirco Maurer	Sie: sorry - wäre jetzt im call		19.03
Task Force O365/Teams - ...	Peter: genau		19.03
Roy Sondergger	Sie: ok		19.03
Adrian Frei			18.03

Contacts, which you have used previously can be easily found using the general search field at the top of the screen.