

# Using Microsoft Teams Job Aid



## Using Microsoft Teams

Microsoft Teams is a collaboration tool to communicate in real time, schedule and attend meetings and share files.

### Menu Options

Sign in to access:

- Chat
- Calendar
- Calls
- Activity



#### Chat

Send messages to one or multiple people using chat. Within chat you can also:

- Schedule a meeting
- Make an audio or video call
- Attach a file



#### Calendar

View all scheduled meetings or create a meeting using this feature



#### Calls

Use the Calls feature to make and receive calls.



#### Activity

Use Teams Activity for an overview of all messages and mentions.

- Select Unread to highlight all unread chats
- Select @Mentions to view all chats where you were mentioned.