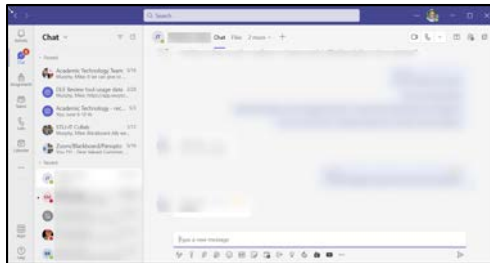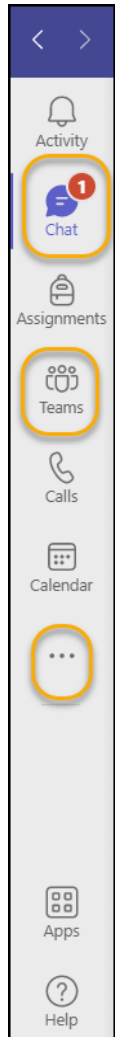**What is Microsoft Teams?**

An online platform that will help groups and individuals interact and communicate within the William & Mary domain. Various tools are available that can help you organize your content. Once you enter into the Teams environment, you will have access to several apps on the left menu bar and can add more applications as needed.
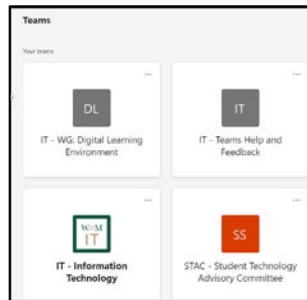
To get started go to https://office.wm.edu and open Teams.
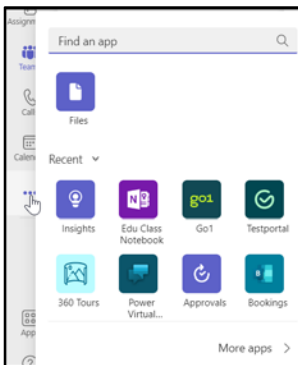**Recommended: Download the Desktop App by clicking on the three dots in the top right hand corner of the Teams site.**

Message people privately within the William & Mary domain. You can chat with a group or individually.
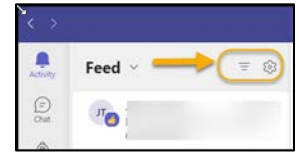

Access any Teams that you have access to or manage. Within the Teams area, you can post conversations for everyone to view and reply. In addition, you will have an area you can share files and create channels for different content areas within the Team.

Add applications to the main menu bar. You can search for specific applications to add. For example, if you enter Teams and do not have a Calls area you can add that to your menu bar.

Activity Feed

Within the Activity Feed you can change your settings by clicking on the gear icon. You can search your feed by clicking on the bars.
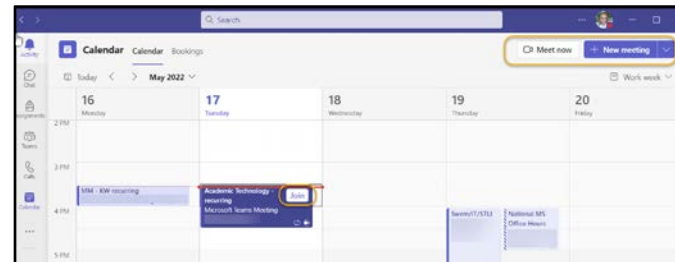

Using Chat

Within the chat area, you can add files or click on the plus symbol to add more applications.

- Click on the phone receiver to make a call to the group or individual.
- Click on the video icon to start a video call.
- Click on the share icon to share content with the individual or group.
- Click on the people icon to add more individuals to the chat

Note: Get someone's attention. When composing a post, just type "@" and start typing someone's name.

Using the Calendar

Within the calendar area you can schedule Teams meetings and join meetings with others within Teams and view content from your Outlook Calendar and add content.

Using Teams

Within the Team, you can access channels on the side menu and the top menu bar allows you to access tools or apps within that channel.