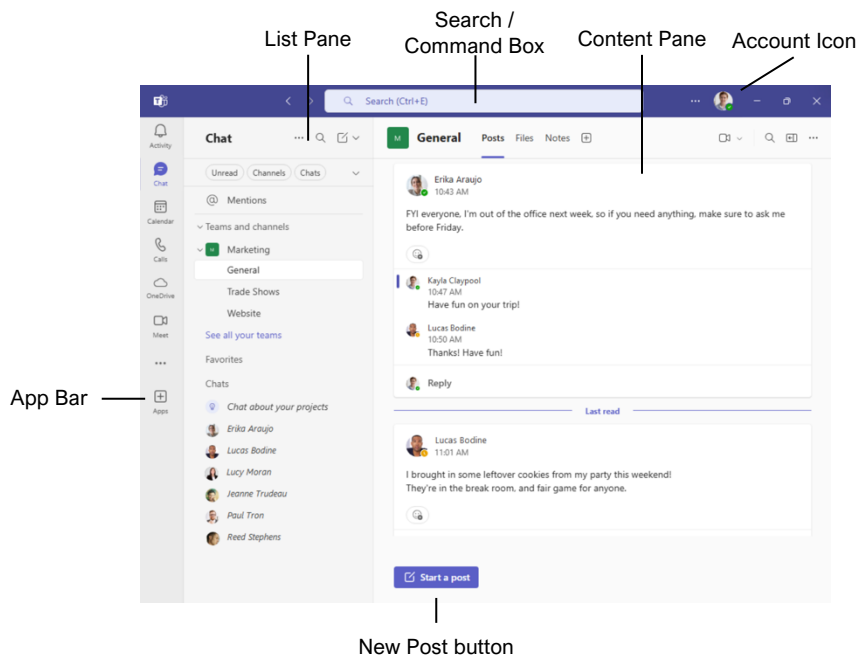




Microsoft Teams

Cheat Sheet

The Teams Program Screen



Keyboard Shortcuts

General

Go to Search	Ctrl + E
Start a New Chat	Ctrl + N
Show Commands.....	Ctrl + /
Show Keyboard Shortcuts	Ctrl + .
Go to	Ctrl + G
Help	F1
Settings	Ctrl + ,
Zoom In	Ctrl + =
Zoom Out	Ctrl + -

Navigation

Activity	Ctrl + 1
Chat	Ctrl + 2
Teams	Ctrl + 3
Calendar	Ctrl + 4 or 3
Calls.....	Ctrl + 5 or 4
Files	Ctrl + 6 or 5
Note: Shortcuts may vary if using the chat, teams, and channels Combined view.	

Messaging

Go to Compose box.....	C
Expand Compose box.....	Ctrl + Shift + X
Send from Expanded Compose Box	Ctrl + Enter
Attach file.....	Ctrl + O
New Line.....	Shift + Enter

Meetings and Calls

Accept Video Call	Ctrl + Shift + A
Accept Audio Call	Ctrl + Shift + S
Decline Call.....	Ctrl + Shift + D
Start Audio Call.....	Ctrl + Shift + C
Start Video Call	Ctrl + Shift + U
Toggle Mute.....	Ctrl + Shift + M
Toggle Video.....	Ctrl + Shift + O
Toggle Fullscreen.....	Ctrl + Shift + F
Toggle Background Blur	Ctrl + Shift + P

Calendar

Schedule a Meeting	Alt + Shift + N
Go to Current Time	Alt + .
Previous Day/Week	Ctrl + Alt + ←
Next Day/Week.....	Ctrl + Alt + →
View Day.....	Ctrl + Alt + 1
View Workweek	Ctrl + Alt + 2
View Week.....	Ctrl + Alt + 3

What's New with Teams

Switch Between Accounts: Click your **Account** icon in the upper-right corner to switch or add accounts without signing out.

Use the Meet Tab: Click the **Meet** tab to view, join, or review meetings.

Use Copilot: Click the **Copilot** tab on the left app bar to summarize, draft, or manage tasks in chats and meetings.

Access OneDrive: Click the **OneDrive** tab on the left app bar to browse, open, and manage your Microsoft 365 files.

Use Loop Components: Click the **Loop** icon in a chat or channel, choose a component like a task list or table, type your content, and click **Send**. Everyone can co-edit the component in real time directly in the conversation.

Getting Started

Sign In: Enter your email address, click **Sign In**, then enter your password and 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 status, then select a new status from the menu.

Options include Available, Busy, Do Not Disturb, Be Right Back, Appear Away, and Appear Offline.

Set a Status Message: Click your **Account** icon, then select **Set Status Message**. Enter a message into the text field and select when the message should expire. Click **Done**.

View Activity Feed: Click the **Activity** button to see recent mentions, replies, reactions, and more.

Chat

Start a New Chat: Click the **Chat** button on the App bar, then click **New Message**. Select a contact, type your message, and click **Send**.

Format Text: Click the **Format** button below the Message box. Select your text and apply formatting. Click the **...** button for more options.

Start a Group Chat: Click the **Chat** button on the App bar, then click the **New Message** and add multiple people. Enter your message and click **Send** to begin the group chat.

Manage Chats: Hover over a chat in the list pane, then click **More Options ...** to **pin**, **mute**, **hide**, or move chats into custom **sections**.

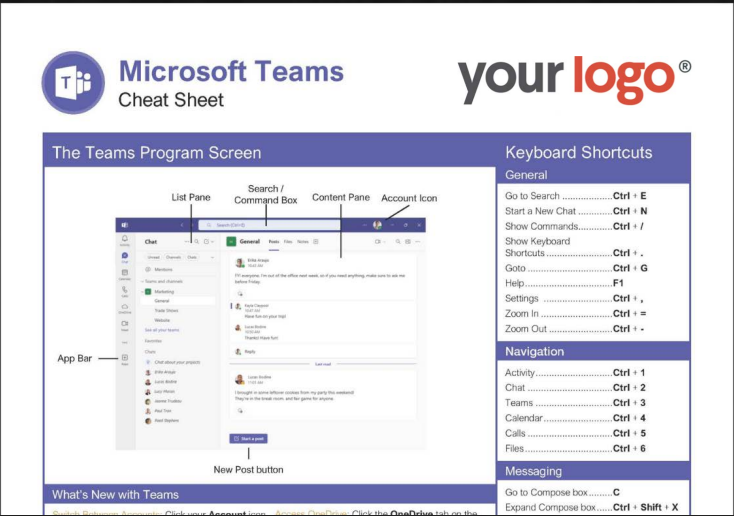
Share Files in a Chat: Click the **Attach** button below the message box. Upload a file from your device or OneDrive and click **Send**.

Chats	Teams	Calls
Send Important and Urgent Messages: Click the Set Delivery Options button, then select Important or Urgent to highlight the message or send repeat alerts. Edit a Sent Message: Hover over your message, click More Options, and select Edit to update. Insert a GIF, Sticker, or Emoji: Click the button on the chat screen and select a GIF, Sticker, or Emoji from the menu. React with More Emoji: Click the reaction icon on a message to choose from the emoji menu. Invite People to a Group Chat: Click the Add People button at the chat screen, type and select the person's name, choose how much chat history to include, then click Add. Pop Out a Chat: Click the Pop Out icon next to a chat to open it in a separate window. Pin a Chat: Hover your mouse over a chat in the list pane, click the More Options button, then select Pin. Mute a Chat's Notifications: Hover your mouse over a chat in the list pane, click the More Options button, then select Mute. Share a File: Click the Attach File button below the Compose box, select a file source, select a file, click Open, then click Send. Create New Section: Click New Message, choose New Section and select Create.	Create a Tag: Click a team's ... button, select Manage Tags, then click Create Tag. Enter [your tag details, assign people, and click Create. Add or Remove Team Members: If you're a team owner, click the ... button next to a team, then select Manage Team. In the Members tab, click Add Member or use the Remove button. Meetings Schedule a Meeting: Click the Calendar button on the App bar, then click the New Event. Fill in the details and click Send. Schedule a Channel Meeting: Click the Calendar button, select the New Event dropdown, choose Channel meeting, fill in details, select a channel, and click Save. Join a Meeting from a Channel: In the team channel, find the meeting and click Join Now, or open its meeting details and click Join. Join a Meeting from the Calendar: Click the Calendar button on the App bar, click a meeting, then click the Join button. View a Meeting Conversation: While in a meeting, click the Show Conversation button on the control toolbar. View and Manage Participants: Click Show Participants to see attendees. Invite others, mute, change roles, or remove people. Share Your Screen: While in a meeting or call, click the Share Content button. Click Share Content, select your screen or window, and click Stop Sharing when done. Take Meeting Notes: While in a meeting, click the ... and select Meeting Notes. Click the Take Notes button, then begin taking notes. Record a Meeting: While in a meeting, click the ... button and select Start Recording. Click the ... button again to Stop Recording. Change the Camera Background: While in a meeting or call, click the ... button select Apply Background Effects, choose an effect then click Apply. Change Audio and Video Devices: While in a meeting or call, click the ... button and select Device Settings. Click the list arrows for audio devices and the camera to select a device. View a Meeting Recording: In the team channel, locate the meeting in the Content pane, find the recording, and click the Play button. Edit a Meeting: From the Calendar or Channel, select a meeting, click Edit, update details, and click Send to update. Cancel a Meeting: Select the meeting, click Edit, then click Cancel meeting. Confirm to cancel and notify attendees.	Make a Call: Click the Calls button on the App bar. Enter a contacts name, select them, then click the Call button; or click the View Contacts tab and click a contact's Call button. Answer a Call: When someone calls you, a notification will appear. - Click to answer as a video call. - Click to answer as an audio call. - Click to decline the call. Place a Call on Hold: While on a call, click the ... button and select Hold. Click the Resume button when you can return to the call. Transfer a Call: While on a call, click the ... button and select Transfer. Type the name of who you want to transfer the call to, then click Transfer. View Call History: Click Calls, then check the History list. Use the All dropdown to filter calls such as Missed or Voicemail. Hover over a call to return it or click More Actions to start a chat. Check Your Voicemail: Click the Calls button on the App bar and click Voicemail tab above the History group. Click a voicemail message, then click the Play button to play it.
Teams		Teams Settings
Join a Team: Click the Chat button in the App bar, click the New Message icon, then select Join a Team. You can search for a team, join with a code, or create one. Create a Team: Click the New Message icon, then click New Team. Choose whether to start from scratch or use a template, then set your team settings and details, Create a New Channel: Click the New Message icon, then click New Channel. Type your channel, description, and channel type, then select a team to add your channel. Start a Channel Conversation: In a team channel, click Start a Post, type your message, and click Post. Manage Channel Notifications: Click the ... button next to the channel name, then customize your notification preferences. View and Upload Files in a Channel: In a team channel, click the Files tab to view its library. To upload, click Upload, select Files, choose your file, and click Open. Use a Tag in a Channel Post: Type @, then start typing the tag name. Select it from the list to notify everyone assigned to it.		Change Your Profile Picture: Click your Profile Picture in the upper right, click Upload, choose a new image, click Open to upload. Change the Theme: Click the ... button in the upper right, select Settings, click Appearance, open the Theme menu, and select Dark, Light, Classic, or High Contrast. Adjust Notifications: Click the ... button in the upper right, select Settings, click Notifications and activity, and change your notification based on your preferences. Set Up Devices: Click ... button in the upper right, select Settings, click Devices, and choose your preferred speakers, microphone, and camera. Add an App: Click the Apps button on the App bar, browse or search for an app, click it, choose where to install it, then click Add or Go. Remove an App: Click the Apps button, click Manage your apps, select the app, click Remove, and Confirm. Use Copilot: In Copilot, enter a prompt, click Send, and review the response. Use suggestion cards or past chats for quick access. Use a Copilot Agent: In Copilot, click Get Agents, select an agent, click Add, choose a tool, and click Send. Create a Copilot Agent: In Copilot, click Create an Agent, enter details and instructions, configure settings, click Create.

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- A.I.
- Digital Literacy
- Software Applications

 Career Development

- Career
- Higher Education
- Job Hunting

 Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

 Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

 Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

 Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

Includes	Paid Plans			
	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
 Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
 Customizable Courses		300+	300+	 LinkedIn Learning
 Course Builder with AI				 Articulate Rise
 Skill Assessments				 Northstar
 LMS				 Teachable
Annual Cost	Free Sign Up	\$495 Buy Now	Contact Us	