

Teams Section

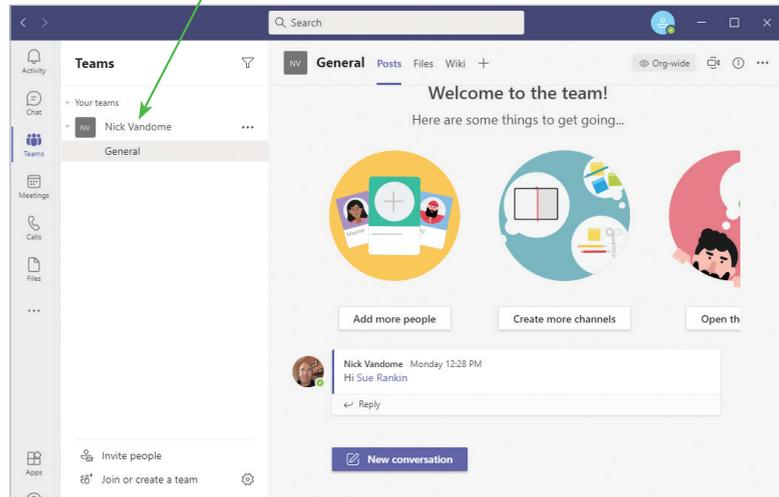
The Teams section is one of the most important in the Teams app, as this is where you will be able to create, manage and join teams so that you can link up with colleagues and perform a variety of tasks, from having a group video chat to sharing and editing documents. To use the Teams interface:

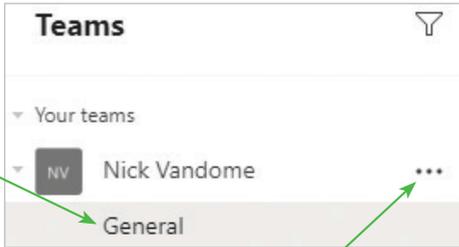


Think carefully before creating more teams, and channels within Teams. The more that there are, the harder it is to keep track of them all, for both you and the members of the teams.

1 Click on the **Teams** button in the left-hand sidebar 

2 The left-hand panel displays details of teams that have been created, and the channels within those teams

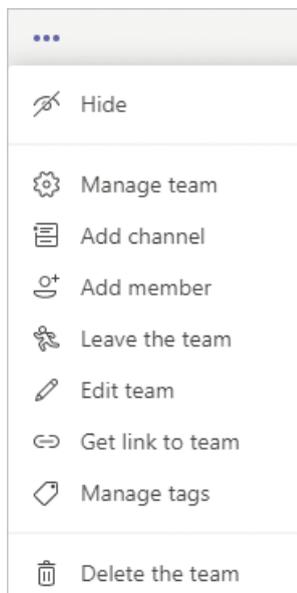


3 Click on a team name to view the channels within it 

4 Click on this button to access the menu for managing the Teams panel 

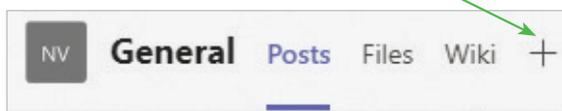
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- 5** The Teams menu provides options for managing the Teams section, including adding channels to a team, adding team members, leaving a team, editing a team and deleting a team



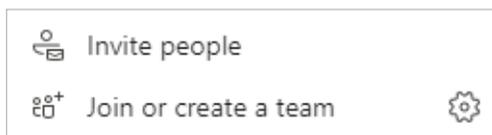
If you are not a Teams administrator, all of the options in Step 5 may not be available; i.e. you may not be able to delete the current team.

- 6** The top of the Teams section contains details of the current team and channel being viewed, and also tabs relating to elements of the team – e.g. posts, files and knowledge Wikis. Click on the **+** symbol to add tabs



Click on the different tabs in Step 6 to view their contents and add items, as required.

- 7** Use these buttons at the bottom of the left-hand panel to invite people to a team, join another team, or create a new team, which will appear as the next one on the Teams list



- 8** Click on these buttons on the top toolbar to, from left to right: start a video call or meeting; view information about the channel currently being viewed; and access additional options

