



Microsoft Teams Outline

- A. What Does Teams Do?
- 1. Chat.....
- a) Group.....
- b) One to One
- 2. Meeting.....
- a) Video Conferencing.....
- b) Screen Sharing
- 3. Calls
- a) Make and Receive Calls.....
- (1) Internal Groups
- (2) External Groups.....
- (3) Calling Plans.....
- (4) Direct Routing.....
- 4. Collaboration
- a) File Sharing.....
- b) Apps and Workflows
- B. Teams Platforms
- 1. Teams Desktop App
- 2. Web Browser
- 3. Mobile App.....
- C. Signing In.....
- 1. Status.....
- a) Available.....
- b) Busy.....
- c) Do Not Disturb
- d) Be Right Back.....
- e) Appear Away
- 2. Status Message
- 3. Settings.....
- 4. Zoom.....
- 5. Keyboard Shortcuts.....
- 6. Sign Out.....
- D. Screen Components
- 1. Manage Profile Settings
- 2. Command Box.....
- a) Search.....
- b) Commands.....
- (1) /activity (See someone's activity)
- (2) /available (Set your status to available)
- (3) /away (Set your status to away).....
- (4) /brb (Set your status to be right back)

	(5)	/busy	(Set your status to busy).....	<input type="checkbox"/>
	(6)	/call	(Call Someone).....	<input type="checkbox"/>
	(7)	/chat	(Send quick message to a person)	<input type="checkbox"/>
	(8)	/dnd	(Set your status to Do Not Disturb)	<input type="checkbox"/>
	(9)	/files	(See your recent files).....	<input type="checkbox"/>
	(10)	/find	(Search the Page).....	<input type="checkbox"/>
	(11)	/goto	(Go right to a team or channel)	<input type="checkbox"/>
	(12)	/help	(Get help with Teams)	<input type="checkbox"/>
	(13)	/join	(Join a Team).....	<input type="checkbox"/>
	(14)	/keys	(See Keyboard Shortcuts).....	<input type="checkbox"/>
	(15)	/mentions	(See all your @mentions).....	<input type="checkbox"/>
	(16)	/org	(See someone’s org chart).....	<input type="checkbox"/>
	(17)	/pop	(Pop out a chat into a new window)	<input type="checkbox"/>
	(18)	/saved	(See your saved list)	<input type="checkbox"/>
	(19)	/testcall	(Make a test call).....	<input type="checkbox"/>
	(20)	/unread	(See all your unread activity).....	<input type="checkbox"/>
	(21)	/whatsnew	(See what’s new in Teams)	<input type="checkbox"/>
	(22)	/who	(Ask who a question about someone)	<input type="checkbox"/>
3.		Navigation “Move around Teams”		<input type="checkbox"/>
	a)	Activity		<input type="checkbox"/>
	b)	Chat.....		<input type="checkbox"/>
	c)	Teams & Channels		<input type="checkbox"/>
	d)	Calendar.....		<input type="checkbox"/>
	e)	Apps		<input type="checkbox"/>
E.		Viewing Teams & Channels		<input type="checkbox"/>
F.		Scheduling A Video Conference Meeting		<input type="checkbox"/>
G.		Making Video and Audio Calls		<input type="checkbox"/>
H.		Speed Dial.....		<input type="checkbox"/>
I.		Contacts.....		<input type="checkbox"/>
J.		History.....		<input type="checkbox"/>
K.		Voicemail.....		<input type="checkbox"/>
L.		Groups.....		<input type="checkbox"/>
M.		In Call Options		<input type="checkbox"/>



1.	Call Timer	<input type="checkbox"/>
2.	Turn off/on video.....	<input type="checkbox"/>
3.	Turn off/on Audio.....	<input type="checkbox"/>
4.	Sharing Tray	<input type="checkbox"/>
	a) Share Desktop	<input type="checkbox"/>
	b) Share Windows.....	<input type="checkbox"/>

	c)	Share Files.....	<input type="checkbox"/>
5.		Additional Options.....	<input type="checkbox"/>
	a)	Device Settings.....	<input type="checkbox"/>
	b)	Enter Full Screen Mode	<input type="checkbox"/>
	c)	Hold	<input type="checkbox"/>
	d)	Transfer	<input type="checkbox"/>
	e)	Consult then transfer.....	<input type="checkbox"/>
	f)	Show background effects.....	<input type="checkbox"/>
	g)	Keypad	<input type="checkbox"/>
	h)	Turn off incoming video	<input type="checkbox"/>
N.		Team & Channel Posts.....	<input type="checkbox"/>
O.		Posts	<input type="checkbox"/>
	1.	Formatting.....	<input type="checkbox"/>
	2.	Attaching.....	<input type="checkbox"/>
	3.	Emojiis.....	<input type="checkbox"/>
	4.	Gif	<input type="checkbox"/>
	5.	Stickers.....	<input type="checkbox"/>
	6.	Streams	<input type="checkbox"/>
	7.	Praise	<input type="checkbox"/>
	8.	Other Apps.....	<input type="checkbox"/>
P.		Mentions	<input type="checkbox"/>
Q.		Tabs.....	<input type="checkbox"/>
R.		Posts	<input type="checkbox"/>
S.		Files.....	<input type="checkbox"/>
T.		Wiki.....	<input type="checkbox"/>
U.		Adding Tabs to Channel	<input type="checkbox"/>