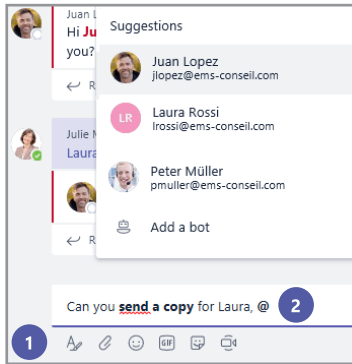


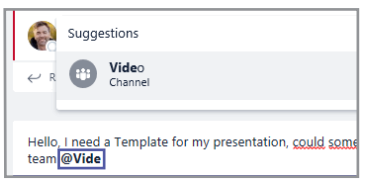
Exchange with your colleagues

Posting a message in Teams is very easy but a few best practices are always useful...

- Remember to **highlight keywords** to catch the eye of your reader.
- Use **@ to mention someone**: they will be notified of your message on their PC and cell phone.



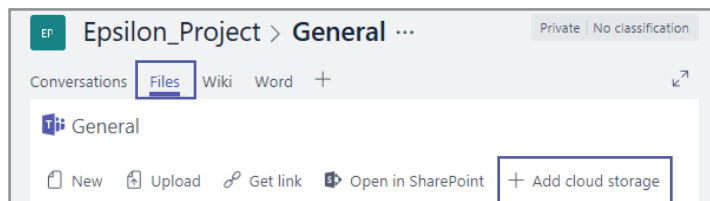
Tip!
You can also notify all the members of a channel by using **@Channel name**.



- Made a mistake? **Edit your published** message by going over it and clicking .

Share Files

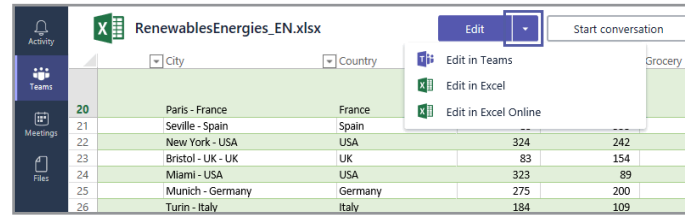
To share your files in Teams, you can upload them from the **Files** tab or create a link to your existing SharePoint or OneDrive space by clicking **Add cloud storage**.



Best practice: When you upload a file in a conversation, it is automatically uploaded in your Teams files to be accessible.

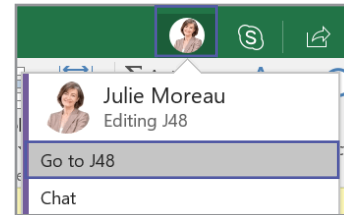
Work on your documents

With Teams, edit your documents when, where and with whom you want. Go to **Files** and click the document you wish to edit:



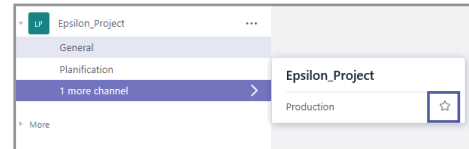
Edit in Teams for minor text editions,

Edit in Excel to work comfortably by yourself or simultaneously, even in Excel! You know who is also editing and which cell they are working on.

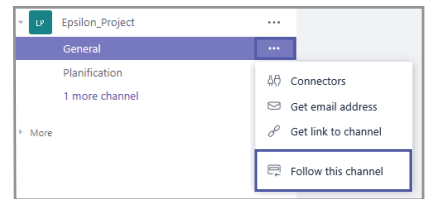


Follow your favorites

To access your teams and channels more quickly upon opening Teams, add them to your favorites.

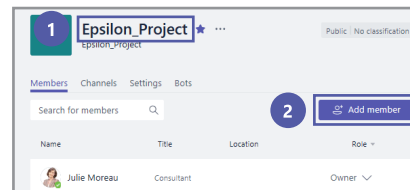


Tip!
Be notified of all activity for a topic by following the specific channel.



Invite other members

Click the team name to view its current members: this is where you will be able to add colleagues if you need to.



Find your marks

Find us on



EMS Conseil



@EMS_Conseil



www.ems-conseil.com

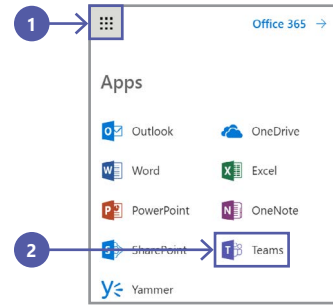
Discover your Teams

Teams is an all-included tool to share messages and documents for different projects in a single interface!

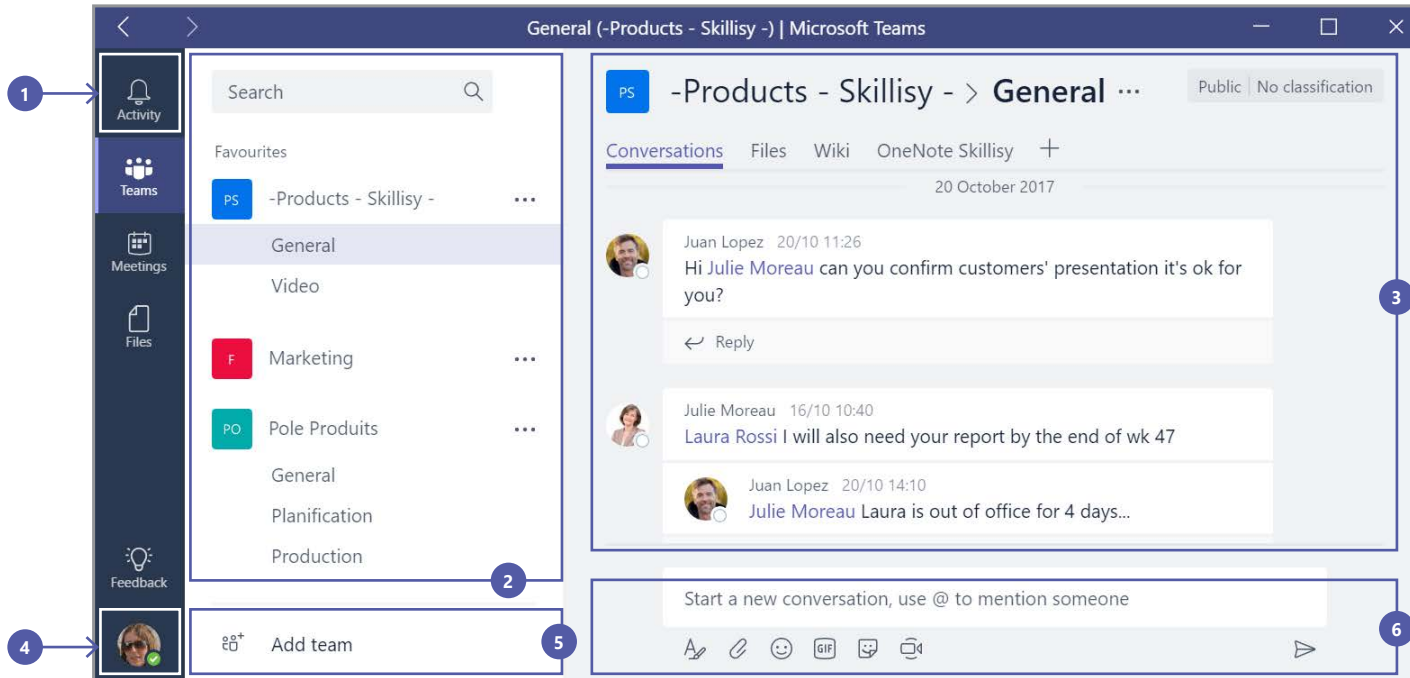
Login to Teams

Do you want to access Teams for the first time?

From anywhere in Office 365, click the top-left button **1** and find Teams **2**.



Find your marks in the Teams interface



- 1 All your activities**
- 2 All your teams and conversation channels**
- 3 All your conversations with your active team**
- 4 Your personal settings**
- 5 Access other teams**
- 6 Exchange with your team** 😊

When you begin, **download Teams on your PC and cell phone** to follow your team more easily!

Want an even faster, more collaborative experience? Download the desktop app. [Download](#)

Zoom in on your Teams menu



If you have only 5 minutes to check out your Teams, go to **Activity**. It groups all the topics of direct concern to you!



Go to **Meetings** to view at a glance all your upcoming meetings or set up a meeting with your team directly from Teams!



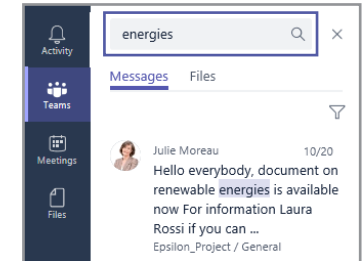
With the **Files** button, access the 30 documents you have worked on lately in 2 clicks!

Find anything in Teams

Search by keyword

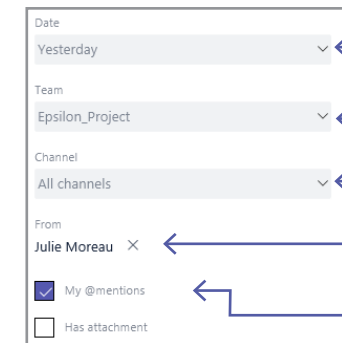
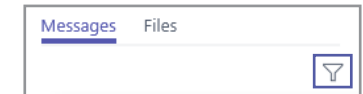
Use the search engine in the top-right corner to **find any information** in Teams : document, conversation, note, link...

Please note: Teams also searches the content of files, don't hesitate to use any keyword you can think of!

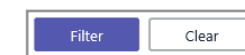


Filter your search

There are many filters you can use for your search, to find anything:



- 1 Time frame**
- 2 Team**
- 3 Channel (theme)**
- 4 Author**
- 5 Even mentioning your name is an option!**



Be careful! Remember to scroll down the menu and click the Filter button to apply your choices.

