

# Microsoft Teams

## Downloading Teams

To download teams click on the following link which best matched your device. Here you will find you are able to download the software to PC, Phone or Tablet.

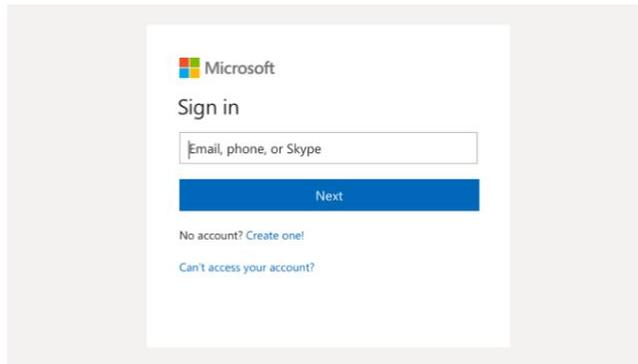
- Desktop Clients <https://teams.microsoft.com/downloads>
- Apple's App Store – iOS <http://aka.ms/iosteam>
- Google Play Store – Android <http://aka.ms/androidteams>
- Microsoft's Store – Windows Phone <http://aka.ms/wpteam>

Please note that the General tab (channel) is seen by all. Here you can contact your tutor or staff at Women Centre Derry. If you need to ask a question tag the tutor of your course by using @ sign before typing their name -(example - use @Denise or @Catherine and click the option that comes up) This will give your tutor a notification alert.

# Microsoft Teams

## Sign in

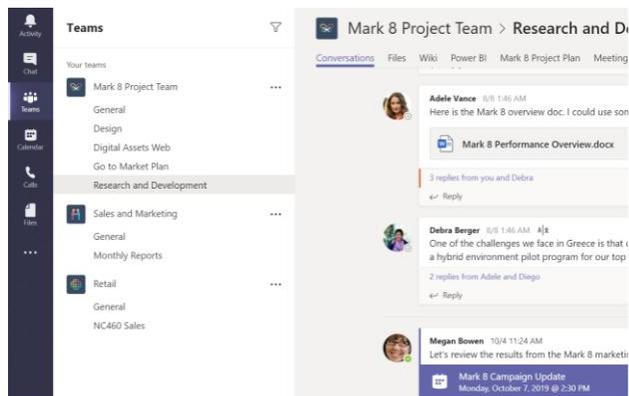
In Windows, click **Start** > **Microsoft Teams**.  
On Mac, go to the **Applications** folder and click **Microsoft Teams**.  
On mobile, tap the **Teams** icon. Then sign in with your provided username and password.



## Pick a team and channel

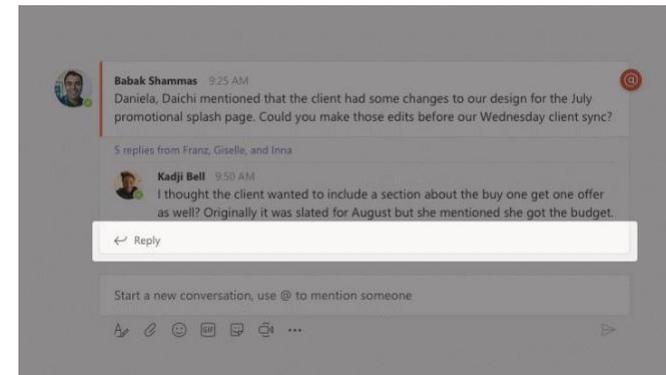
A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

Click **Teams** on the left panel and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



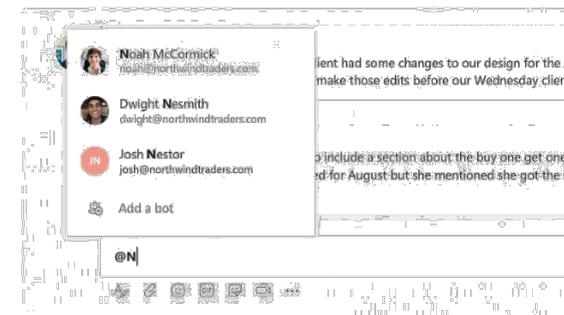
## Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.



## @mention someone

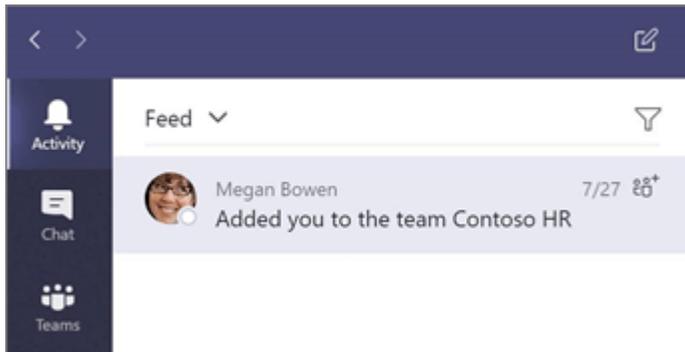
To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



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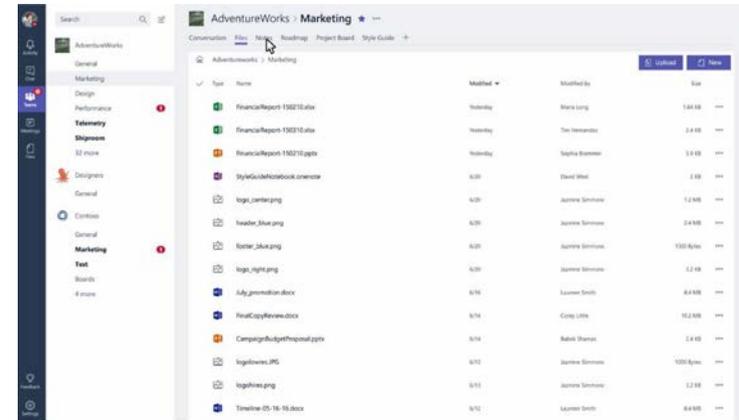
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



## Work with files

Click **Files** at the top of a channel to see all files shared in that *channel*.



## Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.

