



Instruction Guide

Accessing Microsoft Teams Online



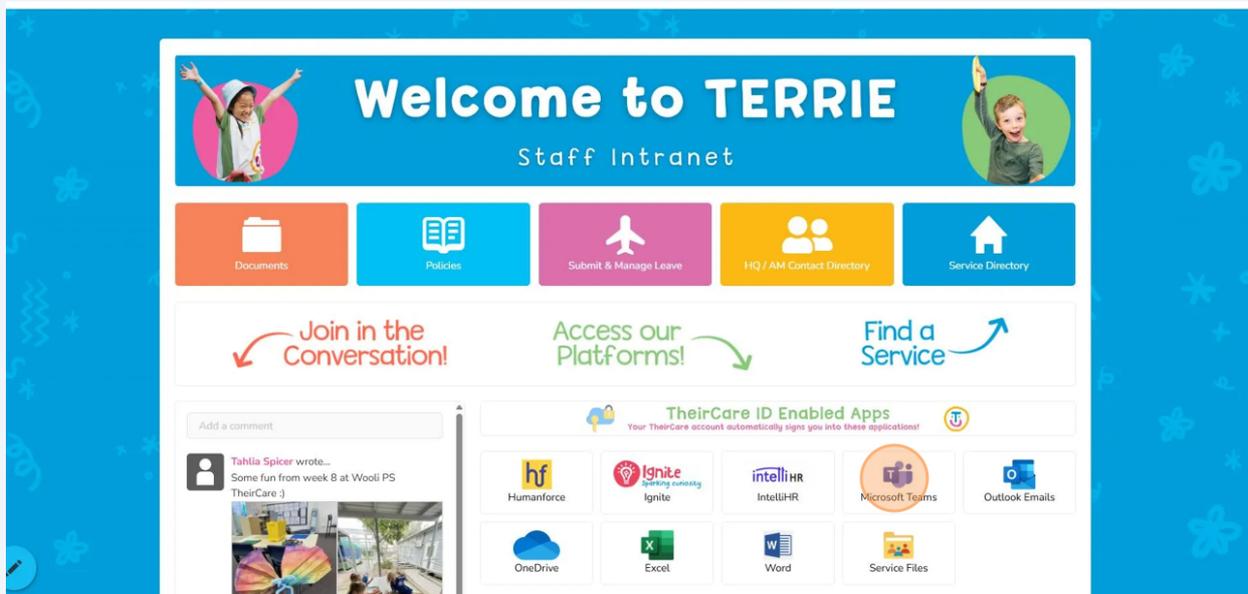
How to Access Microsoft Teams and Start a Chat

This guide offers a straightforward approach to accessing Microsoft Teams and initiating a chat, making it ideal for both beginners and those unfamiliar with the platform.

This will only work on the web application.

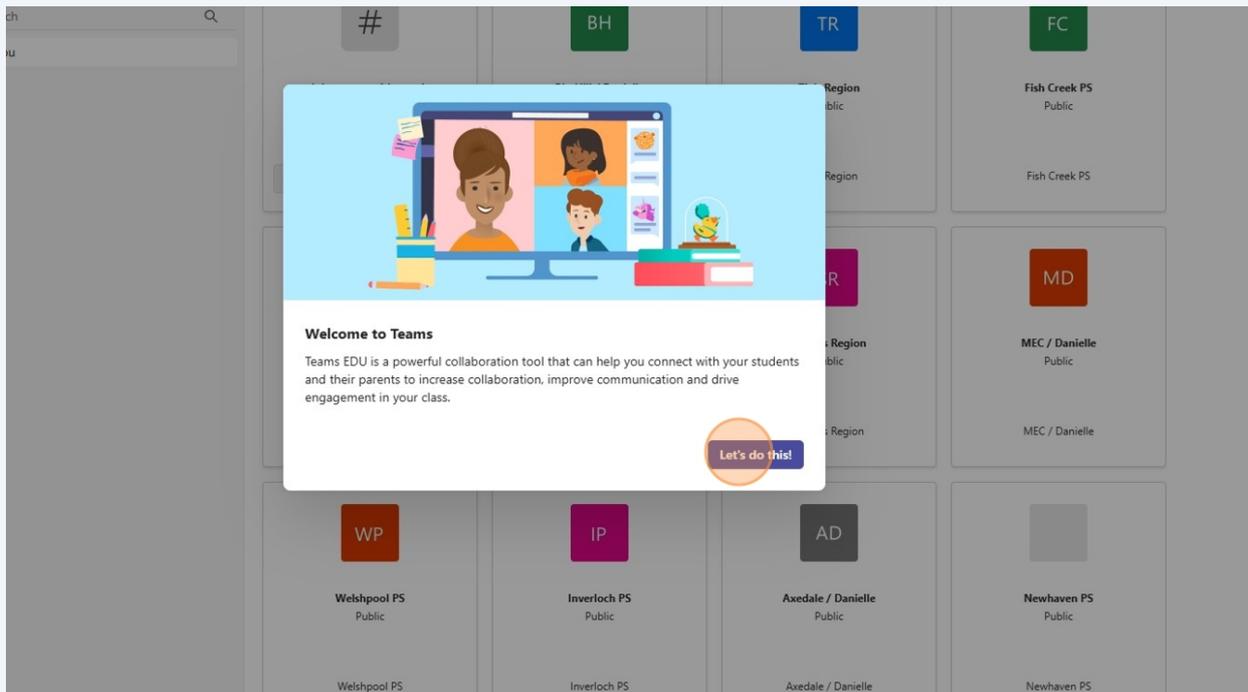
Accessing Teams

- 1 Open TERRIE & click the **Microsoft Teams** button

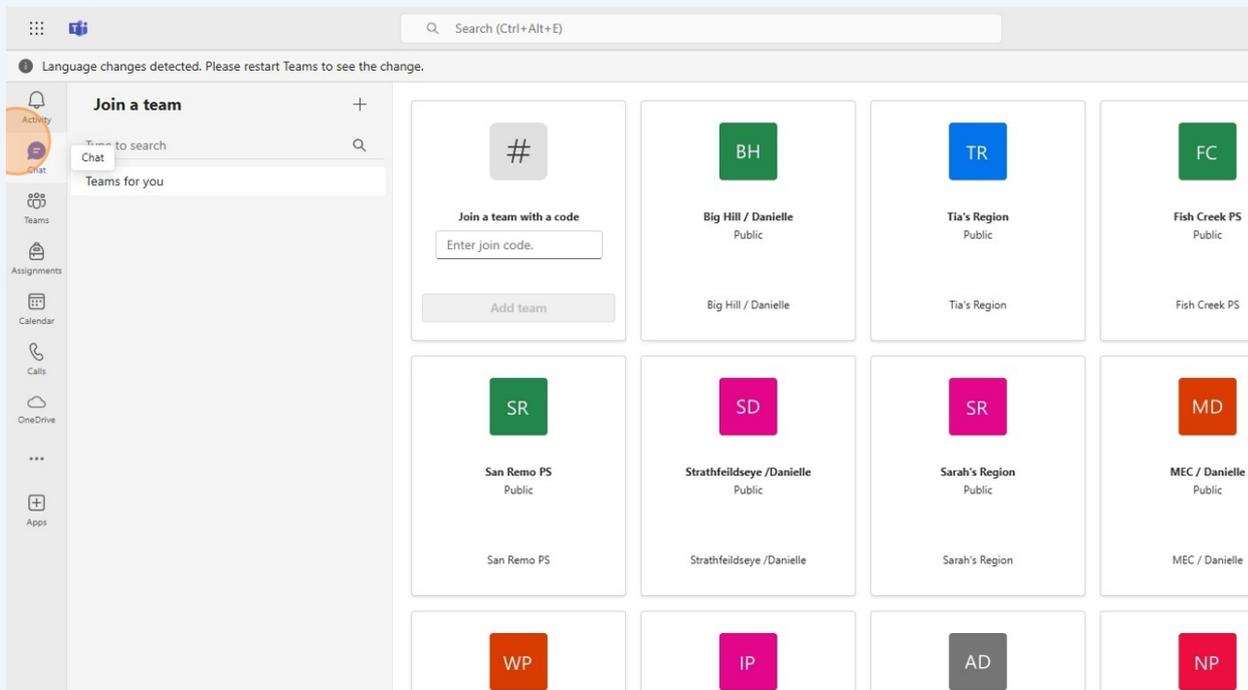


- The first time you launch Teams you may get some welcome prompts.

2 Click "Let's do this!"

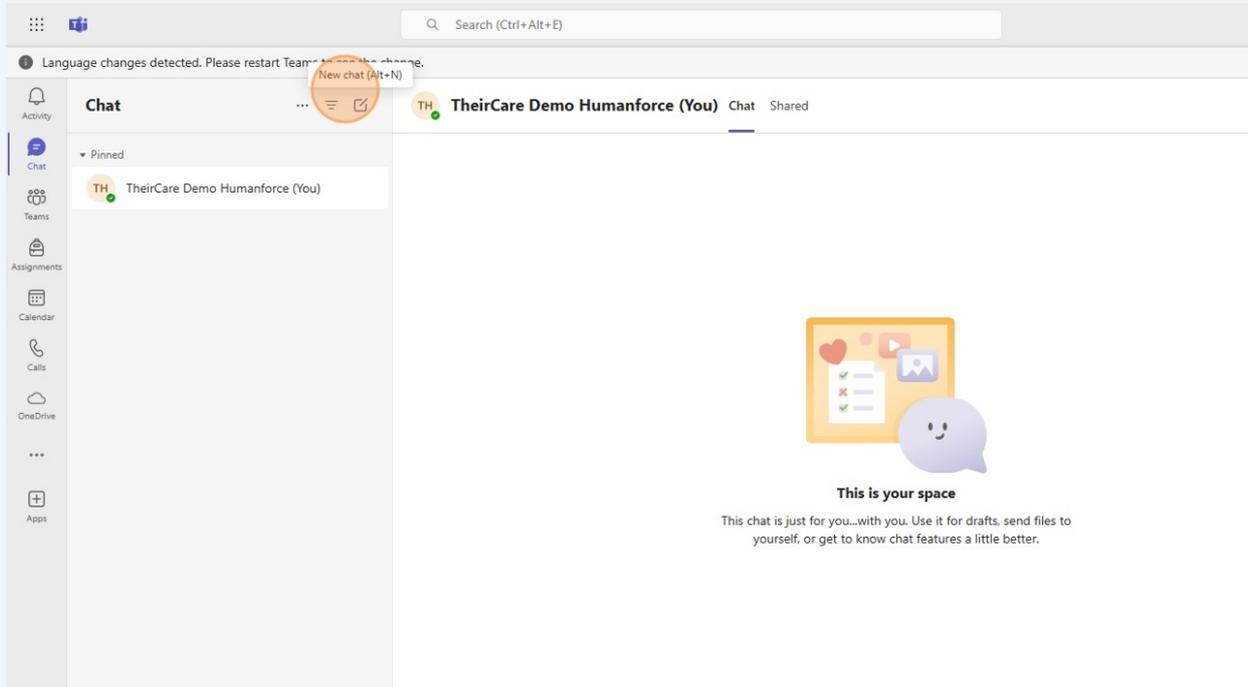


3 Click "Chat"

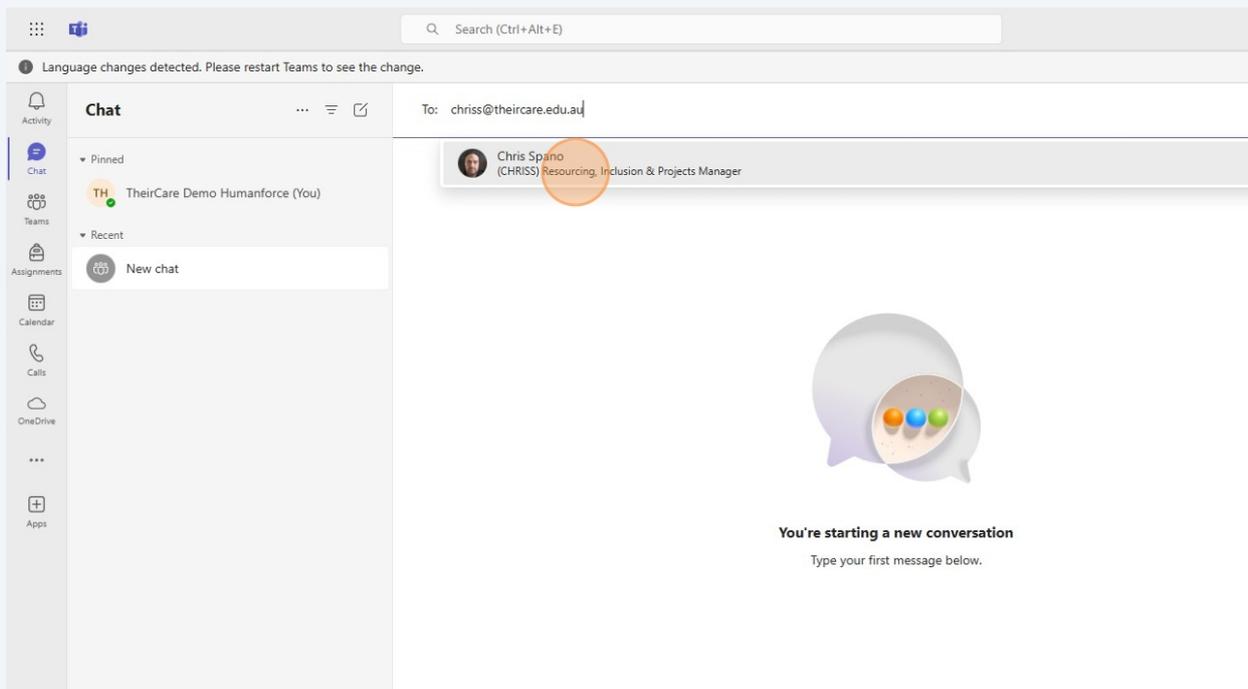


To Start a Chat

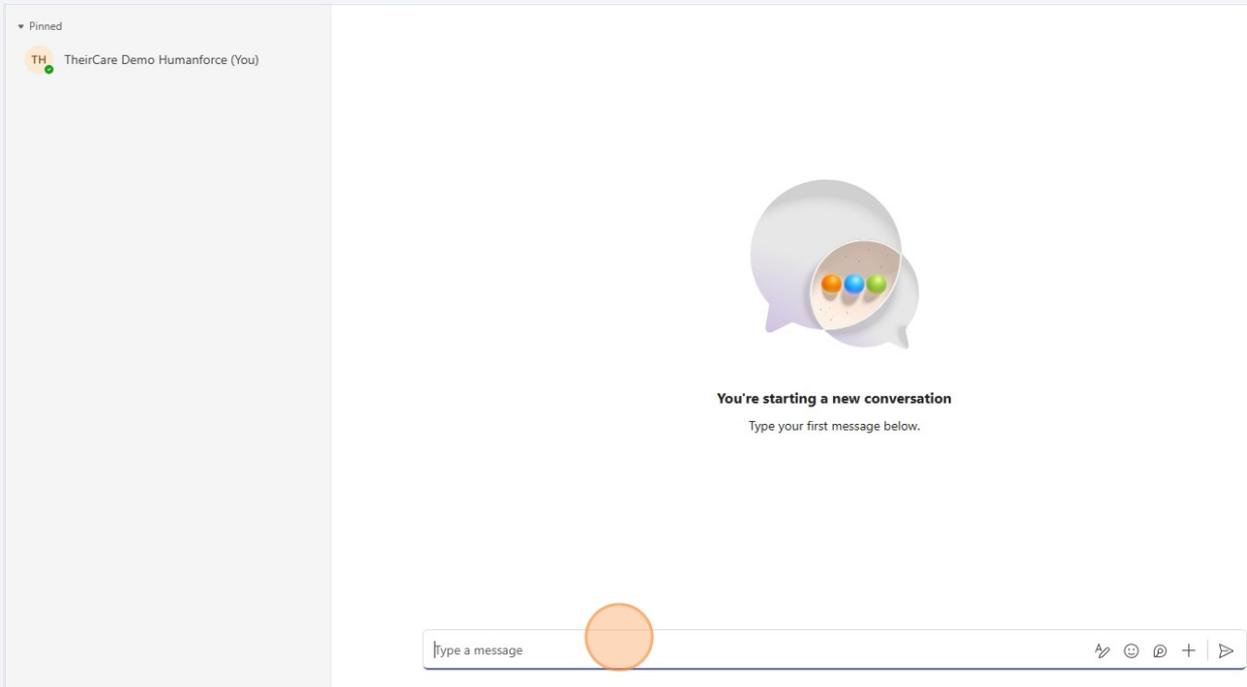
4 Click the **New Chat** button



5 Add the user you want to chat with

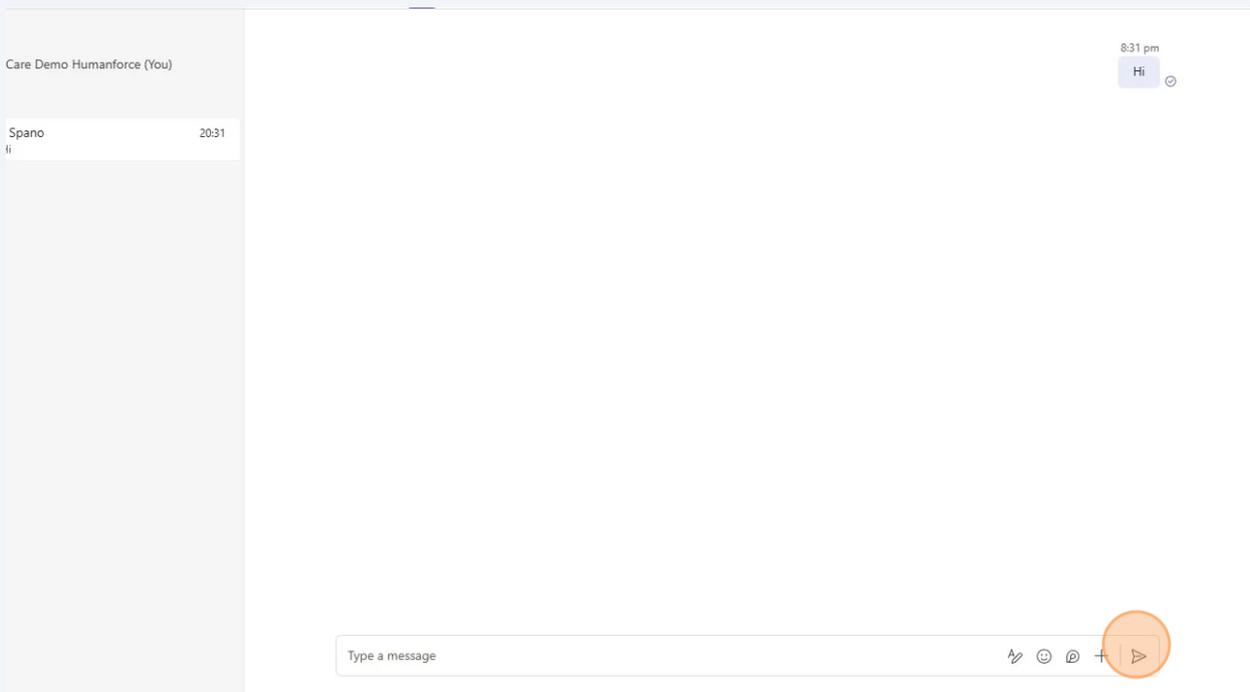


6 Type your message



The screenshot shows a chat interface with a sidebar on the left containing a pinned contact: "TheirCare Demo Humanforce (You)". The main chat area is empty and displays a large graphic of two overlapping speech bubbles, one light blue and one light purple, with three colored dots (orange, blue, green) inside the purple bubble. Below the graphic, the text reads: "You're starting a new conversation" followed by "Type your first message below." At the bottom, there is a text input field with the placeholder "Type a message" and a circular orange button to its right. To the right of the input field is a toolbar with icons for emojis, attachments, and a send button.

7 Press send (or hit enter on your keyboard)



The screenshot shows the same chat interface as in step 6, but now with a message sent. The message "Hi" is displayed in a blue bubble in the top right corner, with a timestamp of "8:31 pm" above it. The text input field at the bottom now contains the text "Type a message" and the circular orange send button is highlighted with a larger orange circle, indicating it is the focus of the action.



For more instructions refer to the Microsoft guides at <https://support.microsoft.com/en-au/office/get-started-with-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>

You can also choose to install Teams on your phone. For instructions go to aka.ms/teasmobiledownload