To Setup Teams
Use the Search bar and type ‘Teams’. Right click the icon and select ‘Pin to Taskbar’.

Teams Settings Menu
Click the Portrait in the upper righthand corner of the teams window->settings

Check Application settings
‘Auto start application’, ‘On close, keep the application running’ and ‘Register Teams as the default chat app for Office’ should all be checked.

Test and setup your devices for video and audio calls here.
Microsoft Teams Basics

Teams Navigation

App Bar
Teams Apps are Pinned here. Right Click to adjust what is and isn’t pinned.

App Ellipsis
Inside the Ellipsis you can find available apps you can pin to the App Bar.

Calls
Contact cards are inside here. You can use this to make calls or initiate chats.

Chat
Private chats. Can initiate video calls, audio calls, and screen shares as well.

Teams
Slack style conversation channels.

Teams Chat App
Create a new Chat
Search Box for finding previous messages etc.

Contact List
Recent Chats
Chats by Contact
Message Options & Reactions
Chat Box

Video And Audio
Conferencing buttons

Teams Settings and Profile Info

Messages can be deleted. They leave a trail for compliancy reasons.