

Microsoft Teams Training Videos and Articles

Microsoft has an abundance of Teams training videos and articles. We've distilled the essential videos and article for quick introduction to using Teams.

Intro to Microsoft Teams

[Welcome to Microsoft Teams](#) (Video)

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place.

[Using Teams Remotely - Sign In](#) (Article)

Teams and Channels

[Overview of teams and channels](#) (Video)

Teams are made up of channels. Each channel is built around a topic. Channels are where you hold meetings, have conversations, and work on files together.

[Work in channels](#) (Video)

Conversations in channels can be seen and searched for by the entire team. You can participate in conversations, like or save important ones, mention specific people so they see your message, and even edit a file that's been added to the conversation.

[Work on a file together](#) (Video)

Working in Microsoft Teams lets you work on files together at the same time. Also, messages about the document stay with it and will show up in your team conversations.

Work with Post and Messages

[Create and format a post](#) (Video)

Create and format a post to start a conversation in a channel.

[Get someone's attention with @mentions](#) (Video)

Send a co-worker or entire team a notification to get their attention when you use @mention.

[Save a post or a message](#) (Video)

Save a post or message to easily keep track of it.

Upload and Find Files

[Upload and share files](#) (Video)

Anywhere in Teams, look for the paperclip icon to **Attach** a file.

[Find and filter files](#) (Video)

Filter files to find recent documents and ones that have been created or edited in your channels.