

Microsoft Teams

Back and forward

Use these buttons to easily move back and forth between pages you've visited in teams. If you hover over the arrows you can select from all the previous screens you have used.

Display OneNote navigation

Press this book symbol to display all your sections in OneNote and switch between them and access your pages.

Search bar

Enter any text into search to find relevant contacts, documents and comments.

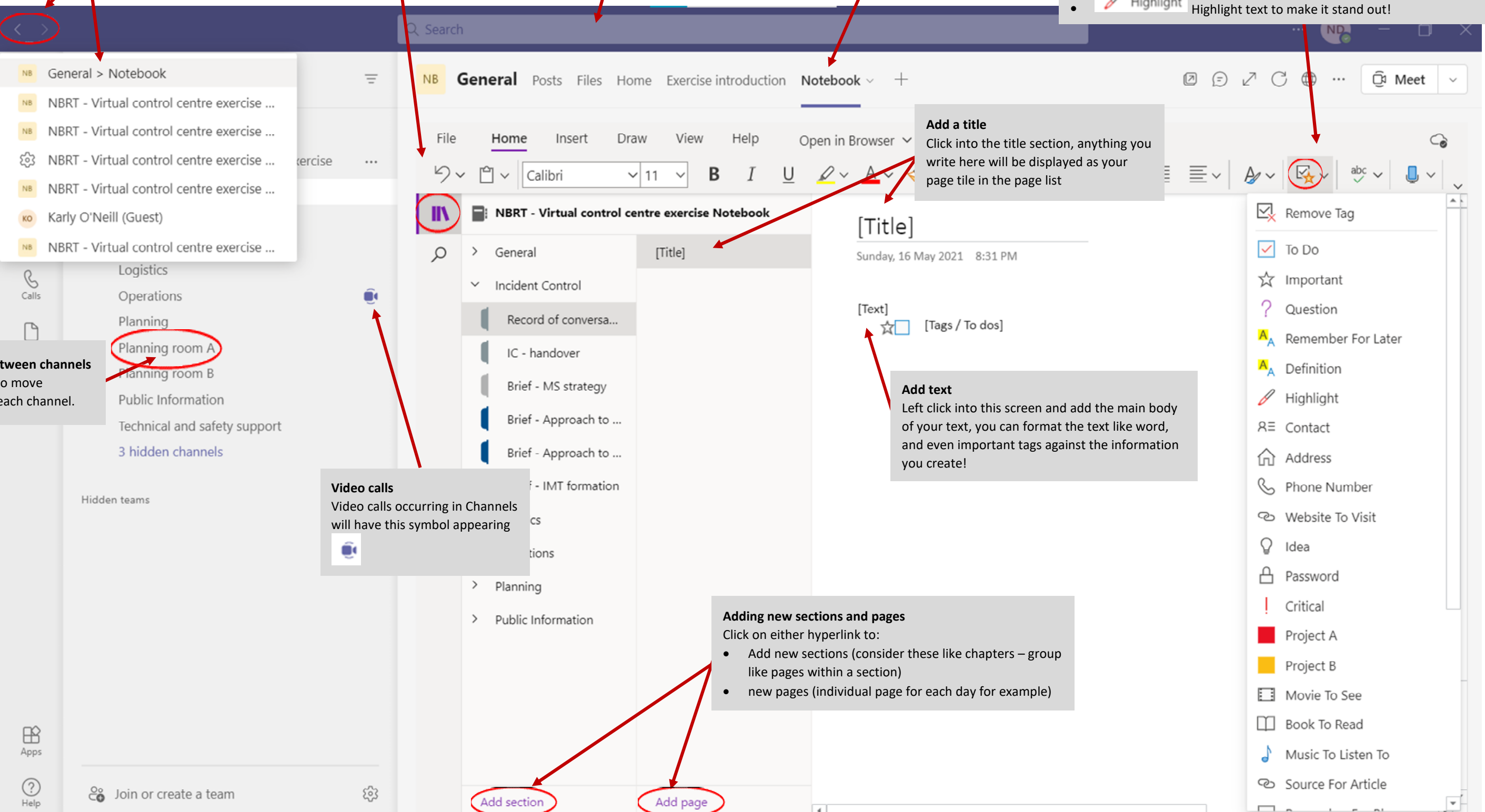
Open Notebook

To navigate to your notebook select this tab at the top of each of your channels (they will take you to the same place)

Add tags

Left click the tag symbol and add tags to identify important elements, such as:

- To Do Mark off your to do list
- Important Flag something important you don't want to forget!
- Highlight Highlight text to make it stand out!



Switch between channels

Left click to move between each channel.

Video calls

Video calls occurring in Channels will have this symbol appearing

Adding new sections and pages

Click on either hyperlink to:

- Add new sections (consider these like chapters – group like pages within a section)
- new pages (individual page for each day for example)