

Microsoft Teams

Teams navigation
Use these buttons to switch between activity, Chat, your teams, calendars, and files.

View your teams
Click to see your teams and channels.

Virtual control centre channels
Click on each to:
▪ See the files and conversations related to the functional area.
▪ Hide and show channels.

Manage your settings
Including hiding the team/channel

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

Access tabs
Click on each tab to view different elements of the channel:
a) *Posts* – to view all the conversation/history of the functional channel
b) *Files* – view all the files (including templates) available to the function

Manage profile settings
Change your status, profile picture, or zoom scale.

Reply to a message
Type and format your text here. You can reply or react to existing messages.

Start a new conversation
Type and format your text here. You can reply or react to existing messages.

New conversation

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area displays a team named 'NBRT - Virtual control centre exercise' with channels like 'General', 'ExCon', 'Exercise introduction', 'Finance and administration', 'Planning', and '6 hidden channels'. A 'Planning' channel is selected, showing a message from Nicole Dash-Greentree: 'Welcome to the planning channel'. A 'New conversation' button is at the bottom. A profile card for Nicole Dash-Greentree is on the right, showing status as 'Available' and options for 'Accounts & orgs', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. A search bar is at the top.