

Home and Teams Screen

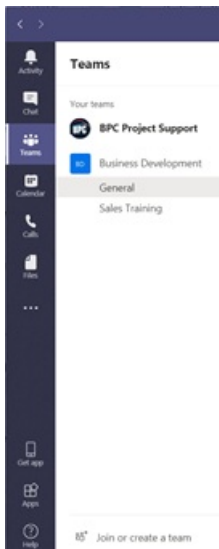
Introduction

Below is an overview of the Teams screen.

Details

Home Screen

1. Once you've [logged into Teams](#), you will be taken to the "Teams" or "Chat" screens.
2. On the left, you will see a "toolbar" which has various options for what you can do in Teams. This toolbar shows on each screen throughout the team's application.



Teams Screen

1. The teams you are involved in are listed on the left.
2. When you click on the **Team name** you will see a list of each "**Channel**" for that team.
3. Click the desired **Channel**. When you do it will open it on the right.
4. There will be **three tabs** automatically set: **Posts**, **Files**, and **Wiki**.
 - **Posts** show the activity within the team, and ongoing discussions, and allow those with permission to add additional tabs to the Team.
 - **Files** show all the files that have been uploaded to the Team. Only those with permission will be allowed to view, edit, and or add files.
 - **Wiki** is like Wikipedia. It is a place where you can put reference information for the team such as what abbreviations stand for, deadlines, project descriptions, etc.
5. You can add tabs by clicking the **+ plus sign**.

Related Articles

Revision History

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