



Facilitating work with 0365... via a knowledge platform



To learn about the many features of the O365 apps step-by-step...

To add your organization's own information on the same, user-friendly knowledge platform...

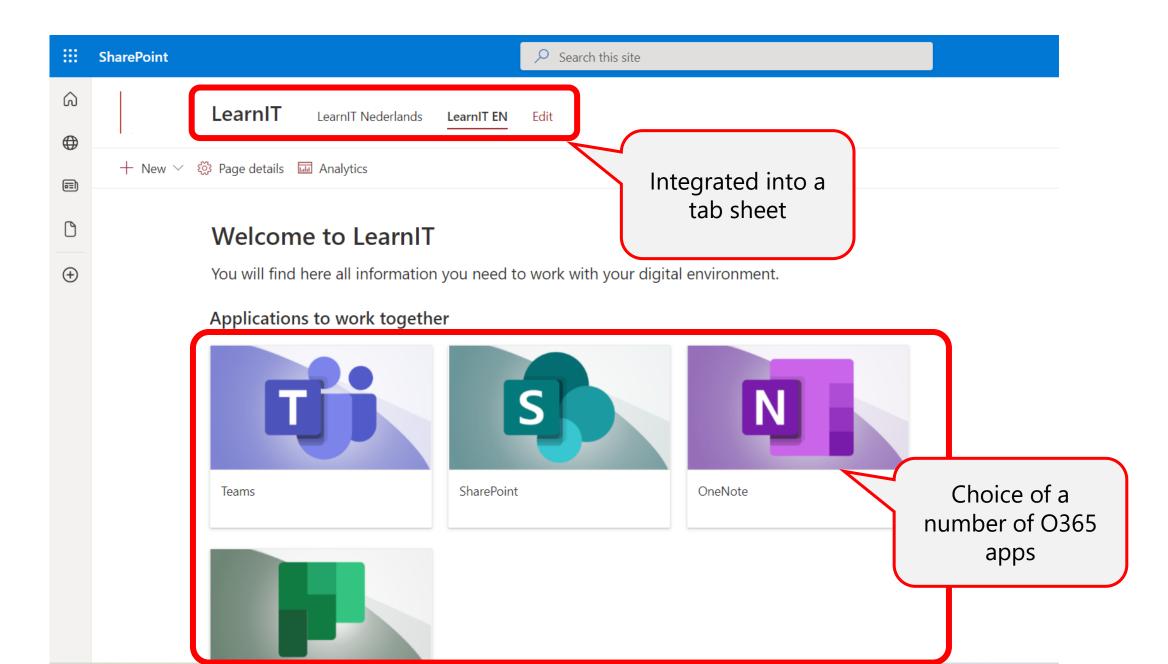
Why this knowledge platform about Office 365?

To have up-todate info...

In order to have information that is suitable for IT departments as well as for novice and advanced end users...

Not to have to search the entire internet for information, but to be able to offer everything nicely together in one's own environment to colleagues...







Teams

1/ Getting started

What is Teams?

How to change the language of the desktop application?

- What is the difference between a team and a channel?
- How to start Teams?
- How to install the Teams desktop application?
- How to change your presence status manually?
- How do your presence settings work in Teams?
- How to set a custom status message?
- How to quickly switch accounts in Teams?
- How to retrieve a team?
- How to join a team?
- How to change the notifications settings in Teams?
- How to keep a clear view on your teams list?
- What is a Microsoft 365 Group (formerly Office 365 Group)?

More than 120 knowledge sheets on using Teams

Menu



Home



Overview Teams



Quick reference card Teams



Ask a question



Microsoft Support

2/ Private conversations (chats)



Teams

108-How to change your presence status manually?

1/ Getting started

To a great extent, your Teams presence status is set automatically. These automatic status changes in Teams are based on your activity (Available, Away), Outlook calendar states (In a meeting), or Teams app states (In a call, Presenting).

Although these auto-settings are undoubtedly helpful on a daily basis, it's good to know that they can be manually *overruled*. Here's a short how-to in case you want to change your status manually and an overview of the Teams statuses that can be set manually.

Changing your status manually

- 1. In the upper right corner, click your avatar (picture or initials).
- Below your name, click your current status.A small pane showing six statuses opens.





Home



Overview Teams



Quick reference card Teams



Ask a question



Microsoft Support



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After situating "why should you do this," it follows "how should you do it."



See all

Do you wish to print a quick reference card?

Quick Reference Card



Note: To start the Teams desktop app, click the magnifler in the left corner of the task bar, type 'Teams' and click 'Microsoft Teams app' in the results list. Retrieving and joining a public team 1. At the bottom of your teams list, click ## Join or create a team 2. Type the name of the team in the search box (upper right corner) 3. Hover the cursor over the result and click Join team Note: Private teams cannot be retrieved Marking a channel as a favorite If you mark a channel as a favorite, it will always show at the top of the list Right-click the channel and choose 🔍 🕬 Keeping up with all activities of an important channel Right-click a channel and choose 4 Channel notifications Communicating Starting a channel conversation (post) 1. Navigate to the appropriate channel 2. Write your message in the text box at the bottom om the page 3. Click As below the text to add a subject and formatting 4. Click to post the message Replying to a channel post 1. Click ← Reply below the post 2. Write your reply and click to post the message Editing and deleting a message 1. Hover the cursor over the message you want to modify

2. Click '...' in the top right corner

Note: you can only delete/edit your own messages

3. Choose Edit or Delete

Menu Home Overview Teams **Quick reference card Teams** Ask a question Microsoft Support

Summary of key elements - ideal for a beginner!

Download and print quick reference card



Features

Great adaptability

- In **your** Teams or SharePoint online environment
- You can customize them yourself!
- You can add your own knowledge sheets

Updates included

Expandability

• Expandable with videos or scenarios (always tailormade for your organization!)

Integration with (free) Microsoft content

- Microsoft learning pathways
- Viva Learning



