



Facilitating work with O365...
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-to-date 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...

SharePoint

Search this site


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+ New Page details Analytics


Welcome to LearnIT

You will find here all information you need to work with your digital environment.


Applications to work together




Teams



SharePoint



OneNote



Integrated into a tab sheet

Choice of a number of O365 apps






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
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-  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).
2. Below your name, click your **current status**.
A small pane showing six statuses opens.

Menu



Home



Overview Teams



Quick reference card Teams



Ask a question



Microsoft Support



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

Do you wish to print a quick reference card?

Office 365 - Teams

Getting started with Teams

Definition
Teams is a chat-based workspace and part of Office 365. It allows a group of people (a team) to easily communicate and collaborate. Teams can be used inside the browser, with a desktop app or with a mobile app.

Terminology

Team	The centre for a group of people to communicate and collaborate.
Channel	A team can be subdivided into multiple channels, where each channel focusses on a specific topic. Standard channels are public for all team members. Private channels are only accessible to the members that were specifically added.
Post	A public message in a channel and its correspondent replies.
Chat	A private message to one or multiple contacts.
Activity (Feed)	A list of your notifications about all activities in Teams
Tab	Each team channel is subdivided by several tabs that link to collaboration elements like Posts, Files, Notes, Wiki, OneNote, Planner, a website...
Connector	Connectors allow you to add content and updates to a channel from external services (Yammer, Twitter, JIRA...).

Starting Teams

1. Go to portal.office.com
2. Enter your credentials and log in
3. Click the Teams icon (if it's not showing, click on **Show more apps**)
4. If you already are a member of one or more teams, they will show in your teams list when you click the Teams button in the left menu.

Finding & joining a public team

1. Click on **Add team** at the bottom of your teams list
2. Start typing the name of the team in the search box (upper right corner)

Note : To start the Teams desktop app, click the magnifier 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 **Pin**

Keeping up with all activities of an important channel
Right-click a channel and choose **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 of the page
3. Click **+** below the text to add a subject and formatting
4. Click **Post** to post the message

Replying to a channel post

1. Click **Reply** below the post
2. Write your reply and click **Post** 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
3. Choose **Edit** or **Delete**

Note: you can only delete/edit your own messages

Menu

[See all](#)

-  Home
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[Download and print quick reference card](#)

Summary of key elements - ideal for a beginner!

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

A silver laptop is open on a wooden desk. The laptop screen is blank. A semi-transparent text overlay is positioned on the left side of the image, over the laptop and desk. The text is white and reads: "More info or a demo?" followed by "Contact info@learnia.be".

More info or a demo?
Contact info@learnia.be