

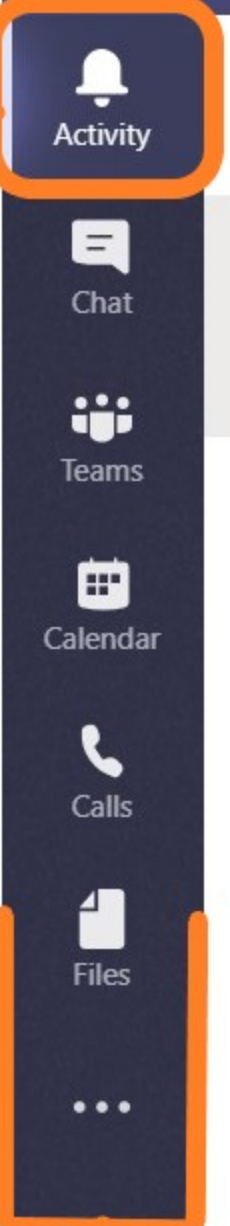
# Quick Guide

## Getting Started

Back and Forward Buttons



The Activity tab shows recent actions and notifications for chats and mentions



Filter down allows you to narrow down your feed



The Navigation Bar allows you to move between the different tabs in Teams, such as Chat and Calendar

Search or type a command

Type here for Search for Messages, People, and Files

Click on your person icon to set your status and access various settings



History

Name	Type			
Huber, David	Incoming			
Huber, David	Outgoing	1h 9m	6/4 8:40 AM	...
Huber, David	Missed call		6/4 8:40 AM	...
Huber, David	Outgoing		6/4 8:39 AM	...
Wadhwa, Shuchi	Incoming	4m 42s	6/3 2:11 PM	...
Huber, David	Outgoing	15m 59s	6/2 10:33 AM	...
Wadhwa, Shuchi	Incoming	5m 44s	6/1 10:45 AM	...
Villarreal, Raquel D.	Missed call		5/15 4:06 PM	...
Villarreal, Raquel D.	Missed call		5/15 4:03 PM	...
Alspach, Jonathon	Incoming	13m 18s	5/5 8:56 AM	...
JL Luther, James	Incoming	43m 34s	4/28 11:39 AM	...

List Pane

Content Pane