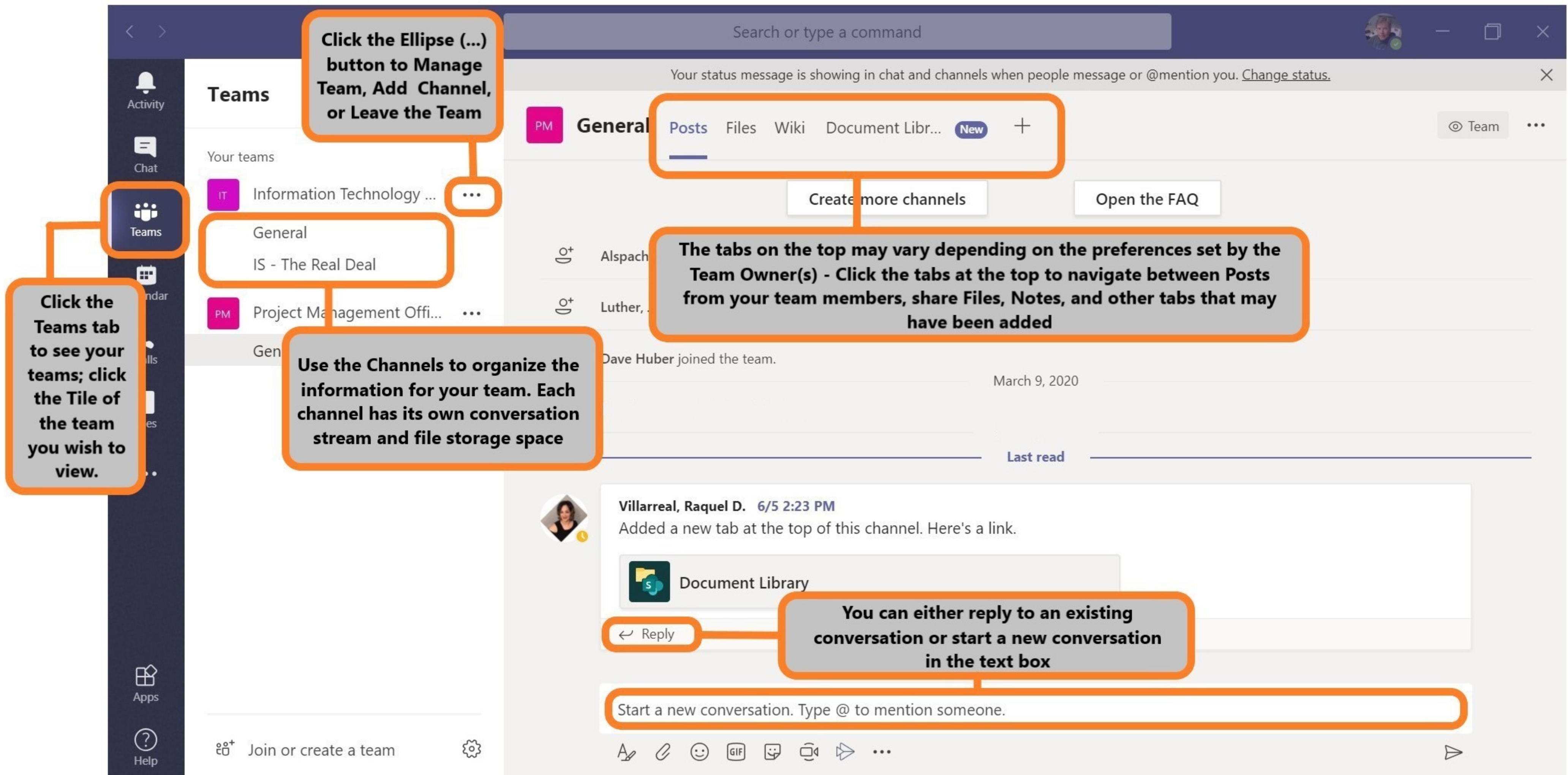


Quick Guide

Teams



Click the Ellipse (...) button to Manage Team, Add Channel, or Leave the Team

Click the Teams tab to see your teams; click the Tile of the team you wish to view.

Use the Channels to organize the information for your team. Each channel has its own conversation stream and file storage space

The tabs on the top may vary depending on the preferences set by the Team Owner(s) - Click the tabs at the top to navigate between Posts from your team members, share Files, Notes, and other tabs that may have been added

You can either reply to an existing conversation or start a new conversation in the text box

Search or type a command

Your status message is showing in chat and channels when people message or @mention you. [Change status.](#)

PM General Posts Files Wiki Document Libr... New +

Create more channels Open the FAQ

Alspach Luther, Dave Huber joined the team. March 9, 2020

Last read

Villarreal, Raquel D. 6/5 2:23 PM Added a new tab at the top of this channel. Here's a link.

Document Library

Reply

Start a new conversation. Type @ to mention someone.

Join or create a team