



City of Madison | Getting Started with Microsoft Teams

Accessibility note:

This guide uses the same names for the main parts of the Teams screen that screen readers announce. These names are consistent and make the layout easier to follow for everyone. Keyboard steps are included only when a task works differently than expected.

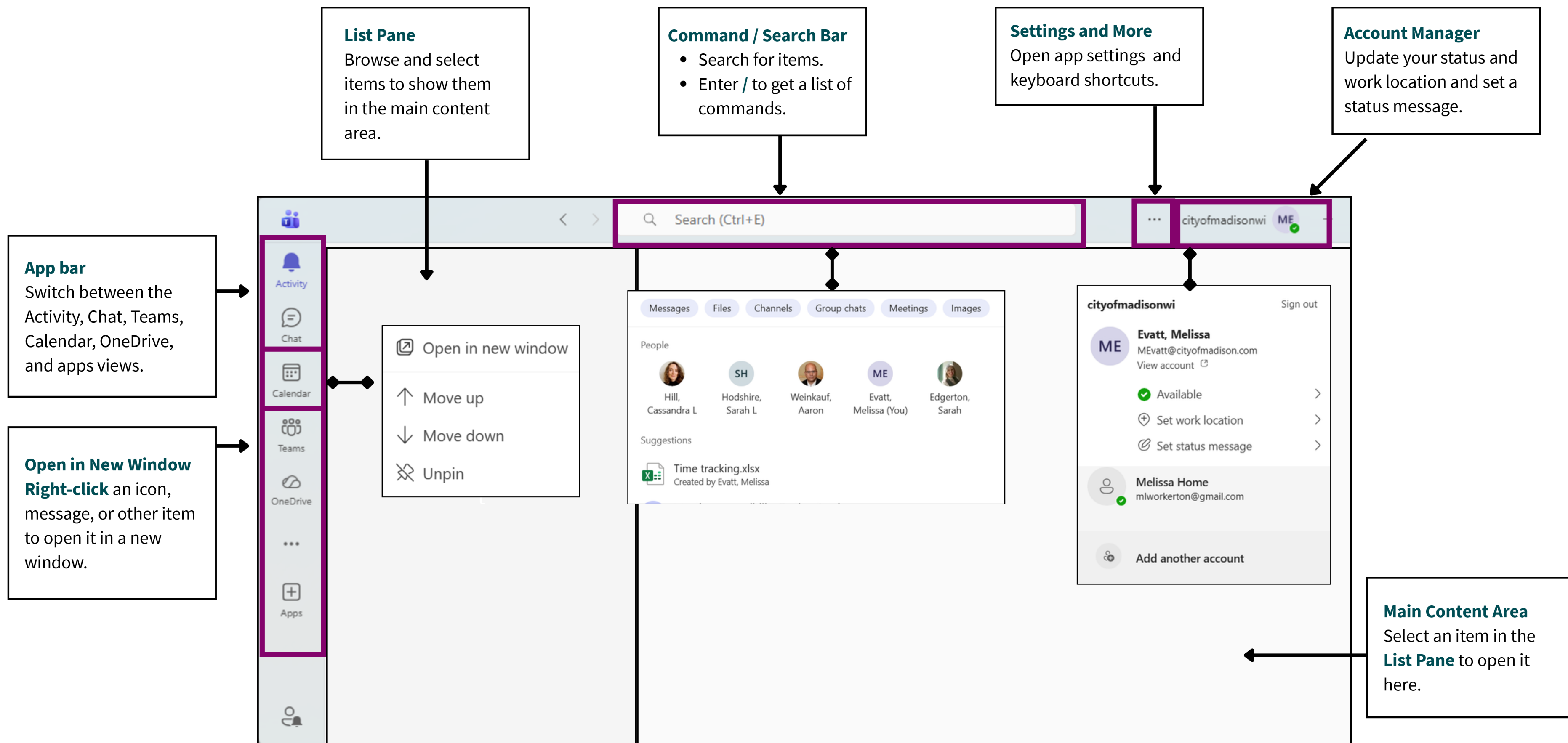




Microsoft Teams App Overview



TIP: Press **Ctrl + F6** to move between parts of the app.





View Activity

More options

Mark all activity as read or open notification settings.

Show filter text box

Filter content by name, group, or keyword.

Filter options

Filter content by unread (chat or channel) messages, @mentions, tag mentions, and calendar invites.

Activity List

View channel, chat, and calendar activities including new messages, @ mentions, and reactions.

The screenshot displays the Microsoft Teams 'View Activity' interface. At the top, there's a navigation bar with a search bar labeled 'Search (Ctrl+E)' and a user profile 'cityofmadisonwi ME'. Below this, the 'Activity' section is visible, featuring a bell icon with a red notification badge and a search icon. The activity list includes items such as 'Hill, Cassandra L reacted to...', 'Hill, Cassandra L invited you', 'Weinkauf, Aaron +2...', and 'Starczewski, Leslie replied t...'. To the right, the 'Content Pane' shows a chat conversation with 'Hill, Cassandra L', displaying two images of cacti. Arrows from external text boxes point to various UI elements: 'More options' points to the three-dot menu in the top bar; 'Show filter text box' points to the search bar; 'Filter options' points to the filter buttons; 'Activity List' points to the activity list; and 'Content Pane' points to the chat content area.

Content Pane

Select an item in the **Activity List** to open it here.



Send Instant Chat Messages



TIP: An automatic process deletes chat messages after 24 hours.

Rail actions toolbar

Open more list options, use the search filter box, and start a new message.

Filter

View only messages in a selected category, such as meeting, unread, or saved.

Chat type

Use the icons next to each message to identify chats with a person, group, or meeting.

Chat actions toolbar

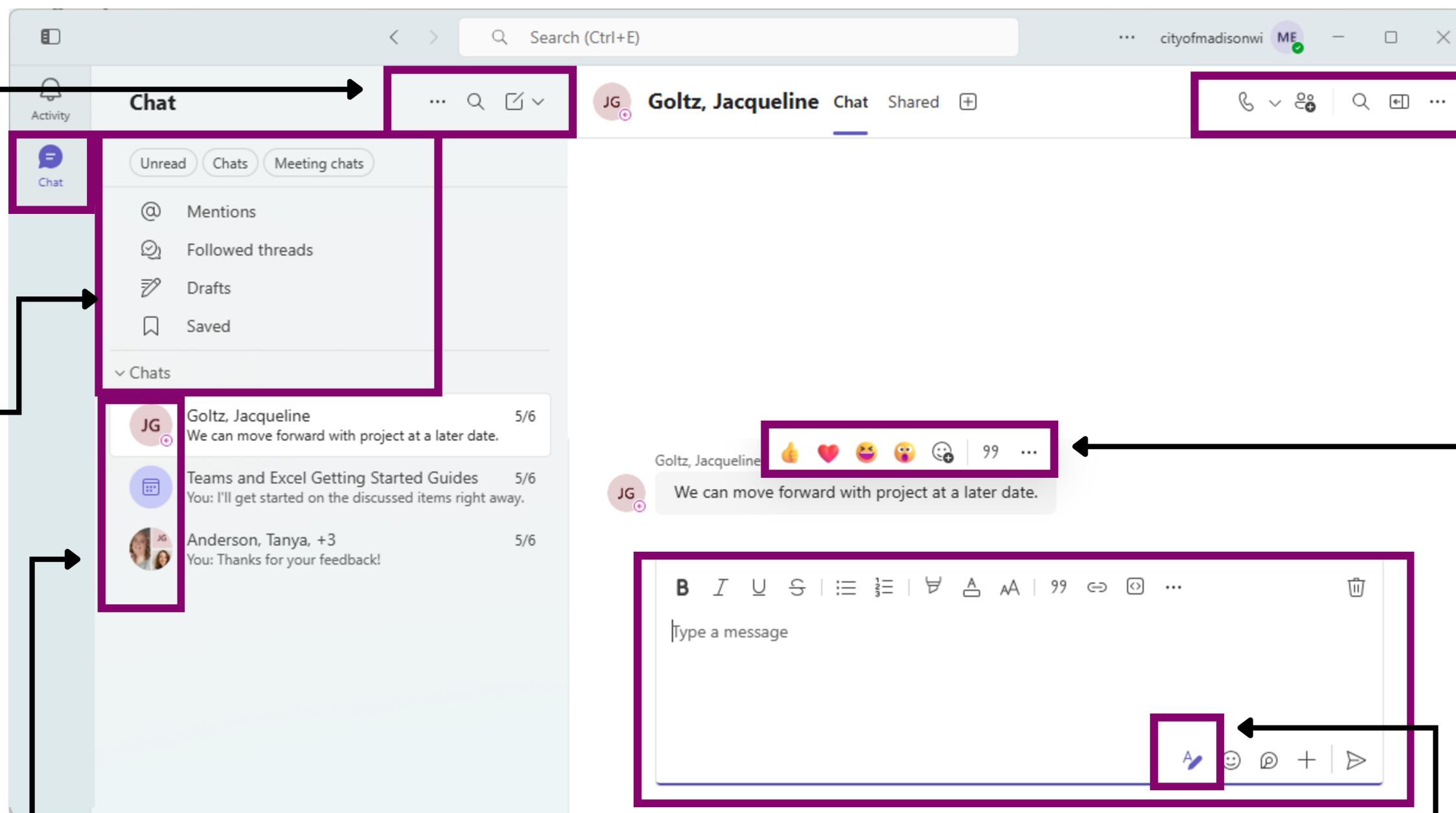
Call participants, view or add people, search chat content, open chat details, or access more options.

Reactions toolbar

React with an emoji, reply with a quote, open more options.

Formatting tools

Write accessible content using built-in formatting options for structure and clarity.





View & Schedule Calendar Events



TIP: Your Teams and Outlook calendars sync together.

Go to
Go to today, the previous or next week, or a specific date or range.

Calendar view
Change your calendar view and the time scale.

Filter
Apply or remove calendar event filters.

Meet now

- Start an instant Teams meeting.
- Select the arrow to Join with a meeting ID.

Show all
Select to view and open created, shared, and group calendars.

Time slot
Double select to open a calendar invite.

Create a new event
Create a new event. **NOTE:** The City doesn't use webinars or town halls at this time.

Join with an ID

Calendar

June 2026

Calendar

My calendars

- Calendar

Show all

← Today > June 22–26, 2026

Work week

Filter

Meet now

New

22 Mon

23 Tue

24 Wed

25 Thu

26 Fri

9 AM

10 AM

11 AM

12 PM

Day

Work week

Week

Month

Split view

Time scale 30 minutes

Saved views

Clear filters

- Appointments
- Meetings
- Poll holds
- Reservations
- Categories
- Show as
- Recurrence
- In-person

Join with an ID



Rail actions toolbar

Customize the list, show the filter text box, and open a new channel.

Posts and conversations

View and send channel posts and conversations. Posts group messages and replies. Conversations list content in the order added.

Shared

View uploaded and shared files stored in the channel.

Channel tabs

Open tabs added by teams owners. Each channel has different tabs.

Channel info

View channel members, description, and recent updates. Search by keyword or person.

Filter options

Filter content by things like unread message, **@mentions**, tag mentions, followed threads.

Teams list

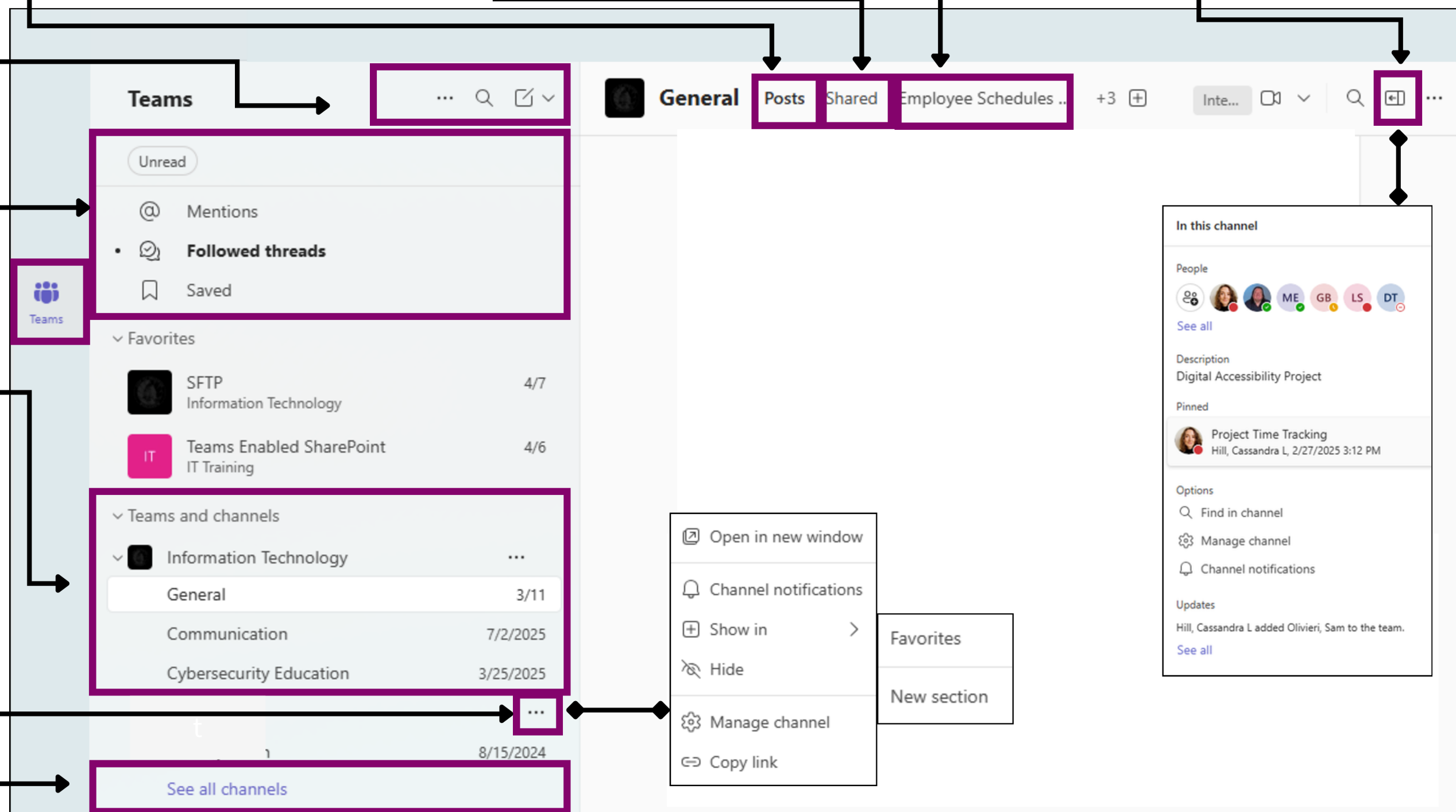
View your teams and channels.
Select a channel to open it.

More team options

Hide channels, manage notifications, or add channels to **Favorites**.

[See all channels](#)

View all channels in a team and choose which ones to show or hide.





Work with OneDrive Files & Apps

Work with Files

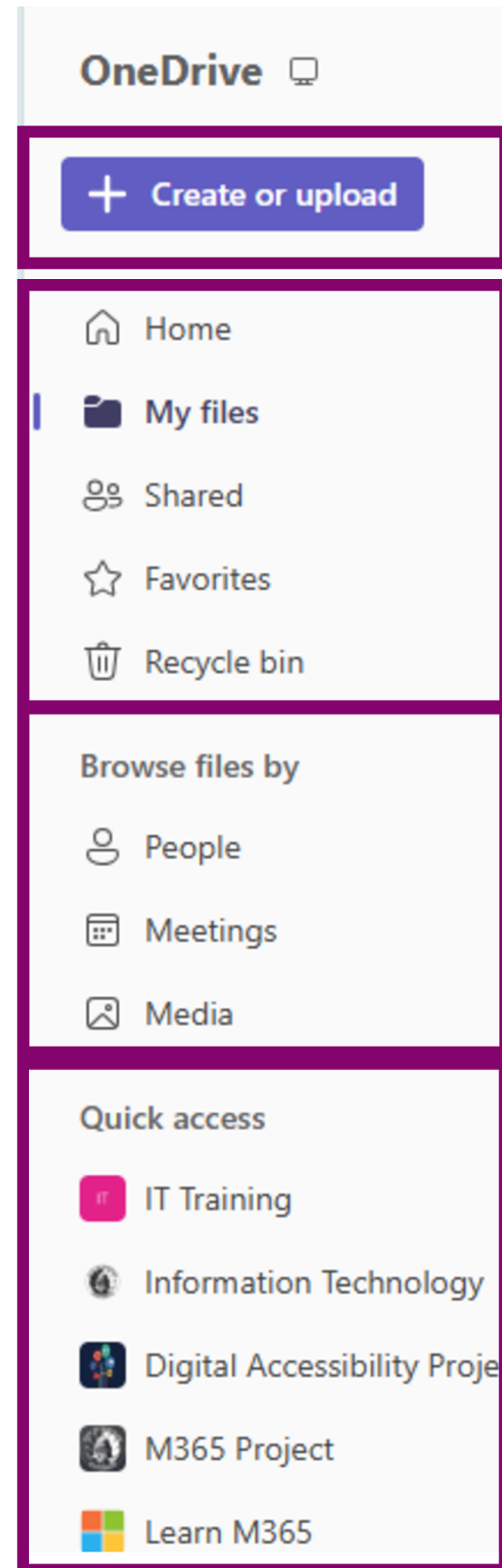
Use OneDrive in Teams to open, upload, and organize your files.

Create or upload files using the **Create or upload** menu.

Browse files under **My files**, **Shared**, **Favorites** or **Recycle bin**.

Browse files by **People**, **Meetings**, or **Media**.

Open quick links to share organizational resources.



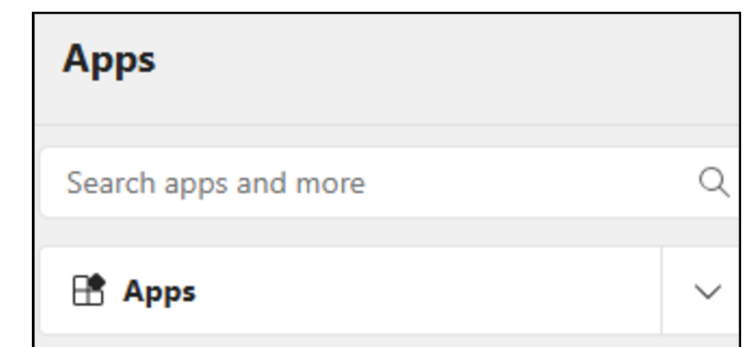
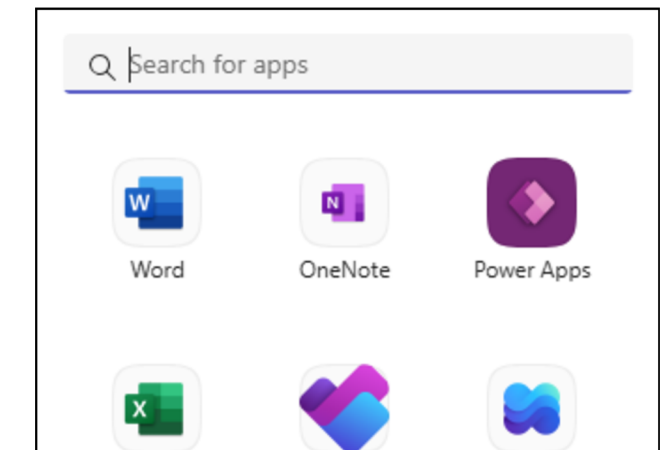
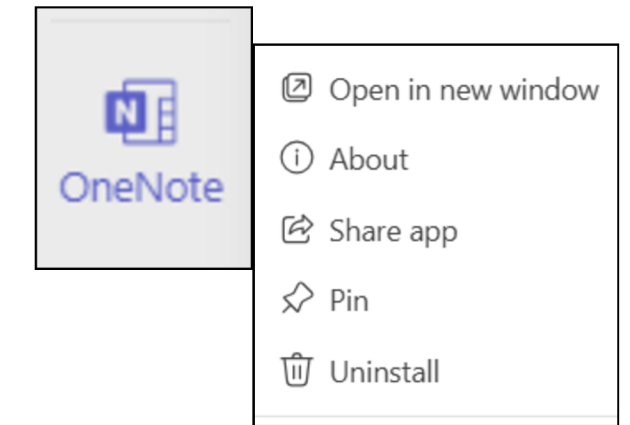
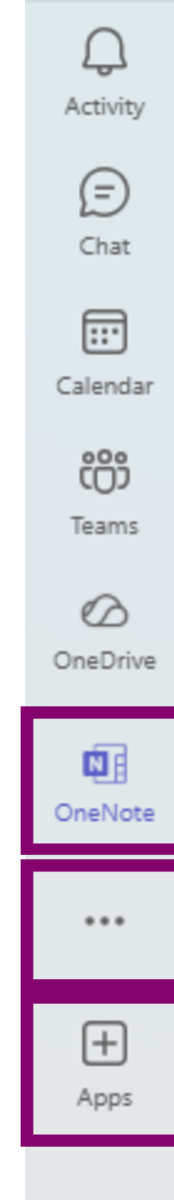
Add & Pin Apps

Use the Apps area to view, add, and manage apps in Teams.

Right-click an added app to see options such as **Open in new window**, **Share**, **Pin**, or **Uninstall**.

View more apps to see the common M365 apps already available in Teams.

Open the Apps button to browse the M365 apps available at the City.





Check Out Resources

City IT Knowledge Base Resources

Accessibility

- [Accessible Video Conferencing](#)
- [Document Accessibility Basics](#)
- [Color Accessibility](#)
- [Image Accessibility](#)

Records Management

- [Where to Store Your Stuff](#)
- [Records Management](#)

Account Access

- [Managing Passwords, Passphrases, Locked Accounts](#)
- [Multi-Factor Authentication \(MFA\)](#)

City IT Services Resources

- [Microsoft Office Incidents](#)
- [Multi-Factor Authentication](#)
- [Password Reset / Unlock](#)

Microsoft Resources

- [Microsoft's YouTube channel.](#)
- [Microsoft's support page](#)
- [LinkedIn Learning: Teams](#)

Organizational Development Resources

More Guides

- Getting Started with Word
- Getting Started with OneDrive for the Web
- Getting Started with the OneDrive Desktop App
- Getting Started with Outlook
- Getting Started with Teams
- Getting Started with Excel

Classes

- [Document Accessibility Basics](#)
- [Plain Language and Effective Communication](#)