## Key things to get started

- **Download** the Teams desktop and Mobile apps. During setup in the mobile app, when prompted for your email address use the following format: **[network login name]@stjude.org** (i.e. khuffman@stjude.org)

- **Update Teams desktop application settings** to open the application in the background. Click on your picture, select **Settings**. Under **General**, be sure all 3 application settings are checked.
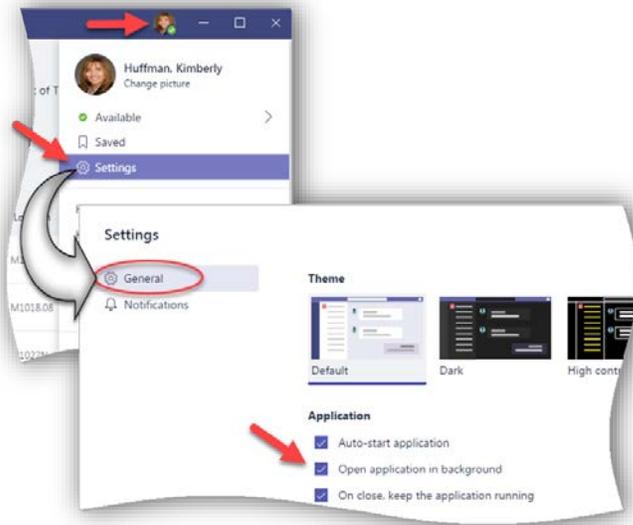

- **Follow channels**. When you follow a channel(s), you will receive notifications when activity in the channel occurs.
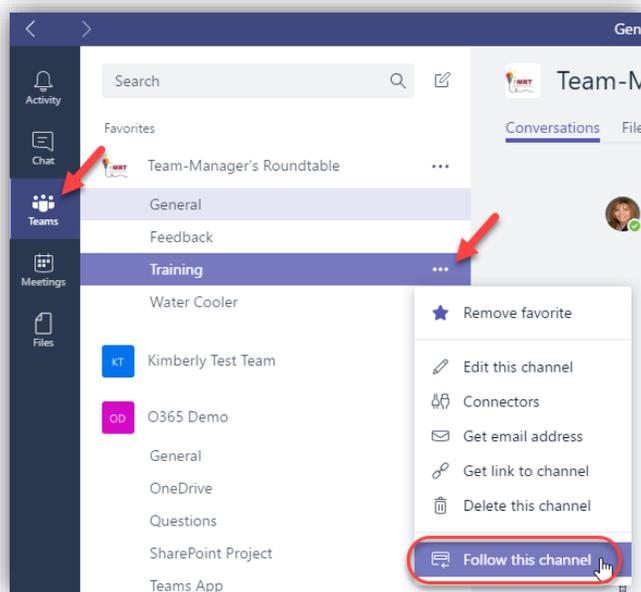
- **Start a conversation**. Begin a new conversation within the channel. Using the tools across the bottom allows you to open the compose box (to add a subject, formatting, mark the as important, etc.), attach a file, add emojis, gifs, or begin a meeting (if using the desktop app).
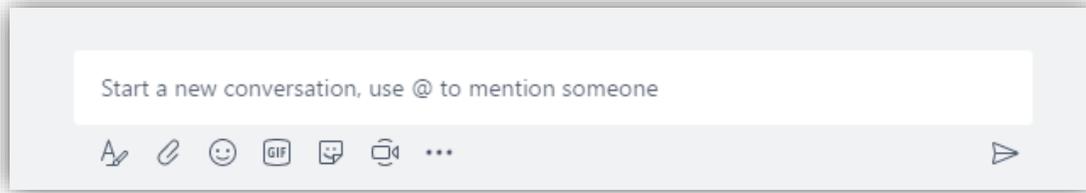
- **Respond to conversations**. Contribute to the conversation by clicking **Reply**.
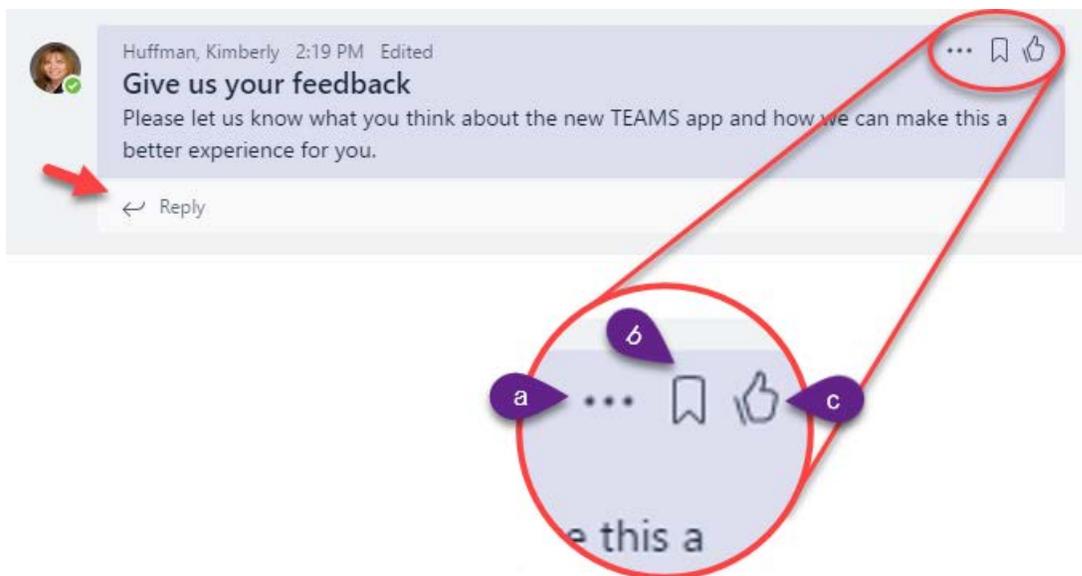
   a. Appears for conversations you have created, allowing you to **Edit**, **Delete**, or **Mark as unread**.

   b. Flags the conversation as **Saved**. To view your saved conversations, click on your picture located at the bottom of the left tabs panel, click on Saved.

   c. **Acknowledges** you have read the post.

- **Mention someone or the Team.** Typing **@** before someone's name is used to get their attention in a conversation. They'll receive a notification. You can also type **@team** to message everyone on the team.

- **Edit a document and start a conversation.** From a file attached to a conversation or from the Files tab of a channel, you can edit a document within Teams and begin a conversation around the document.