

TEAMS AT A GLANCE

This image is a screenshot of the Microsoft Teams application interface, overlaid with several orange callout boxes that explain key features. The interface is divided into a left-hand navigation pane and a main content area.

Navigation Pane (Left):

- Activity:** Represented by a bell icon. A callout points to it: "Check here to see any recent activity or announcements from your Team".
- Chat:** Represented by a speech bubble icon.
- Teams:** Represented by a group of people icon. A callout points to the "All teams" link: "Switch between your Teams easily".
- Calendar:** Represented by a calendar icon. A callout points to it: "Do all your Virtual meetings through Teams".
- Calls:** Represented by a telephone handset icon.
- Files:** Represented by a document icon.
- More Options (Three dots):** A callout points to this area: "Each Team has Channels. Click a channel to see files and conversations about that topic or project".
- Apps:** Represented by a grid of application icons.
- Help:** Represented by a question mark icon.

Main Content Area (Right):

- Search Bar:** At the top, with a magnifying glass icon. A callout points to it: "Use key words to Search for files, messages or people in Teams".
- User Profile:** At the top right, showing a profile picture and a status indicator. A callout points to it: "Set your Status, find Saved messages and get access to your Settings from your profile picture or initials".
- Channel Header:** Shows the channel name "Board Meetings (trainin..." and tabs for "Posts", "Files", "Notes", and "Agenda".
- Message List:**
 - A message from "Jandi Shennan" with an "attached article".
 - A message from "Kelly Coyle" dated "Wednesday 10:48 AM" with the subject "Board Meetings (training example)".
 - A message from "Kelly Coyle" dated "3:03 PM" with the subject "Weekly Meeting Day has Changed". A callout points to the subject line: "Use a subject to start your posts to make them easier to find". The message body says: "Hi Board Meetings (training example), please note we have moved to Wednesday for this week only - see you then.".
 - A message from "Kelly Coyle" dated "3:04 PM" with the text "As requested Jandi Shennan". A callout points to the name: "Use @mentions for names or assume it hasn't been seen".
- File Attachment:** A document icon is next to the text "Resources to review.docx". A callout points to it: "Let people view a file or work on it together".
- Compose Box:** At the bottom, with the placeholder text "Start a new conversation. Type @ to mention someone." A callout points to it: "Compose a message. Type and format it here. Add a file, emoji, GIF or sticker to liven it up!".
- Rich Text Editor:** Located at the very bottom, showing icons for text formatting (bold, italic, underline), links, emojis, GIFs, stickers, video, voice, and more options.