We deliver an integrated, responsive, and secure technology environment that advances and supports exceptional learning, research, innovation and patient care.

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**Navigating Microsoft Teams**

- **Back & Forward**: These navigation buttons work just like a browser.
- **Activity Feed**: View your notifications and @mentions.
- **Chat**: Text or Video Chat with anyone at WashU in Microsoft Teams.
- **Teams**: Access your Teams, Join a Team, or Create your own team.
- **Meetings**: View your Outlook Calendar and Join or Schedule Meetings.
- **Files**: View all of your files and files shared with you in Microsoft Teams.
- **Store**: Applications which can be added to Microsoft Teams.
- **Help**: Microsoft’s help for Microsoft Teams.
- **Start a new chat**: Chat with anyone at WashU in Microsoft Teams.
- **Search**: Search for anything in Microsoft Teams.
- **Your Account Image Menu**:
  - Change your Status (Away, Busy, etc.)
  - Access Settings to modify Appearance, Notifications, and more.
- **Team**: Microsoft Teams Users > General
  - This team has guests
  - Conversations
  - Files
  - Tour of Passport Wiki
  - More

- **Channels**: Navigate through content in Team Channels and Chats.
- **Tabs**: Navigate through content in Team Channels and Chats.

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**Starting and Scheduling Meetings**

From the Conversation Tab: Select the Meet Now icon under Start a new conversation or within a Reply. You are prompted with a Meeting initiation screen. Add a Subject then either Meet now or Schedule a meeting for later.

- If you Meet now it will commence immediately with you being the only one in the “room” until someone else joins