

Microsoft Teams

The screenshot shows the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Meetings, Files, and Help. The main area displays a team chat for 'AOC|ALW Digital Team' in the 'General' channel. A message from Rhydian Williams says 'Tab conversation has begun.' and includes a file named 'Edit | Test'. At the bottom, there is a text input field and a toolbar with icons for text, link, emoji, image, video call, and more options. The video call icon is highlighted with an orange box.

Dechrau sgwrs newydd neu agor hen sgwrs.

Dechrau sgwrs newydd.

Timau rydych chi'n aelod ohonynt.

Teipiwch yma i ddechrau trafodaeth newydd.

Dechrau cyfarfod fideo newydd.

Microsoft Teams

Search for or type a command

Test team > General ... Private

Conversations **Files** Class Notebook Assignments 4 more **New** +

General

New **Upload** Get link + Add cloud storage Open in SharePoint

	Modified	Modified by	
Folder			
Word document			
Excel spreadsheet			
PowerPoint presentation	09/04/2019	SharePoint App	

Join or create a team

Callout 1: I greu feil neu ffolder newydd cliciwch 'new' a dewiswch 'folder' neu'r math o feil rydych chi eisiau ei greu.

Callout 2: Cliciwch 'upload' i lwytho ffeiliau i'w rhannu hefo'r tim.

Callout 3: Cliciwch 'files' i gael mynediad i ffeiliau sydd wedi'i rhannu gan aelodau eraill o'r tim, neu i adio ffeiliau newydd.

Microsoft Teams

The screenshot shows the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Meetings, Files, and Help. The main area displays a team chat for 'AOC|ALW Digital Team > General'. The chat history shows a message from Rhydian Williams: 'Tab conversation has begun.' with a file named 'Edit | Test'. At the bottom, there is a text input field with the prompt 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, link, emoji, image, video meeting, and more options.

Start a new chat or open previous chats.

Start a new chat.

Teams that you are a member of.

Type here to start a new conversation thread.

Start a new video meeting.

Microsoft Teams

The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Meetings, Files, Get app, Apps, and Help. The main area displays a list of teams under 'Your teams', with 'Test team' selected. The 'Test team' chat window is open, showing the 'General' channel. At the top of the chat window, there are tabs for 'Conversations', 'Files', 'Class Notebook', 'Assignments', and '4 more'. The 'Files' tab is highlighted with an orange box. Below the tabs, there are buttons for 'New' and 'Upload', both also highlighted with orange boxes. A dropdown menu is open under the 'New' button, listing options: 'Folder', 'Word document', 'Excel spreadsheet', and 'PowerPoint presentation'. Below the menu, a table shows a file named 'SharePoint App' with a date of '02/04/2019'. Three callout boxes with orange arrows provide instructions: one points to the 'New' button, one to the 'Upload' button, and one to the 'Files' tab.

Search for or type a command

Test team > General ... Private

Conversations **Files** Class Notebook Assignments 4 more **New** +

General

New Upload Get link + Add cloud storage Open in SharePoint

	Modified	Modified by	
Folder			
Word document			
Excel spreadsheet			
PowerPoint presentation	02/04/2019	SharePoint App	

Click 'upload' to upload files to share with the team.

Click 'files' to access files that have been shared by other members of the team, or to add new files.

To create a new file or folder click 'new' and then select 'folder' or the type of document you want to create.

Join or create a team