NEW TEAMS

The first time you open the new Teams app, you see the following screen:

If you are not used to seeing your Teams-groups in a grid view, please continue reading. This is one of the settings you can change in the Teams settings menu.

THE SETTINGS MENU

You open the Teams settings menu by clicking the three dots next to your profile picture or initials. Next, select ‘Settings’.
The settings menu looks as follows. In this manual we go through a few of the settings.

Firstly, we open ‘Notifications and activity’. On this page, we look at the sections ‘Chats and channels’ and ‘Meetings’.
Below ‘Chats and channels’ you specify about which activities you want to be notified. For example, you choose if you want to be notified if a Teams-group or channel is mentioned in a message and how you want to receive this notification.

![Chats and channels settings](image)

Below ‘Meetings’ you configure whether or not you want to be notified when a meeting is started and the settings for notifications about meeting chats.

![Meetings settings](image)
Secondly, we look at ‘Appearance and accessibility’. Here we highlight the sections ‘Theme’, ‘Layout’, and ‘Language’.

Below ‘Theme’ you select the Teams layout.

By default the theme is set to ‘Light’, but you could also choose ‘Classic’ if you would like to see the recognizable purple header.
Below ‘Layout’ you select the view of your Teams-groups. By default, the grid view is selected which is the reason you see your Teams-groups as tiles the first image of this manual shows.

**Layout**

Choose how you want to navigate between teams.

![Grid](image1)

![List](image2)

When you select List view, your Teams-groups will be listed.

Below ‘Language’ you select in which language you want to use Teams.

**Language**

- English (United States)
Lastly, we look at ‘Files and links’. Here you can choose how you want to open Word, PowerPoint and Excel files: in Teams, in the desktop app or in the browser. You can also configure how you want to open weblinks: in your default browser or in Microsoft Edge.

![Image of settings with Files and links selected]

**THE VERTICAL TOOLBAR**

On the lefthand side you see the vertical toolbar. Using the icons you can quickly navigate to, for example, your calendar. By default, some apps, like Viva Learning and OneDrive, are pinned to the toolbar. You can edit the toolbar to your liking by adding or removing apps.

**Remove an app**

1. Right-click the app and select ‘Unpin’.

![Image of right-clicking an app and selecting Unpin]
2. The app is removed from your vertical toolbar.

Adding an app

1. Select the three dots (‘View more apps’).
2. Select the app you want to add, for example, Whiteboard.

3. The app appears in the toolbar. Next, right-click the app and select ‘Pin’.
4. The app is now added to your vertical toolbar.