2   INTERFACE

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

DIFFERENT INTERFACES

Teams has a web interface, a desktop app, and a mobile app. The web interface and desktop app are very similar. The mobile app is well-suited for both smartphone and tablet screens. Depending on the size of your screen, your interface may vary slightly. The desktop app is more robust than the web interface and is the recommended interface for those using a laptop or desktop computer.

You can download either app by opening up the web interface. Log into www.office.com and open Teams. Click on **Settings and more** and select the appropriate app for your device.
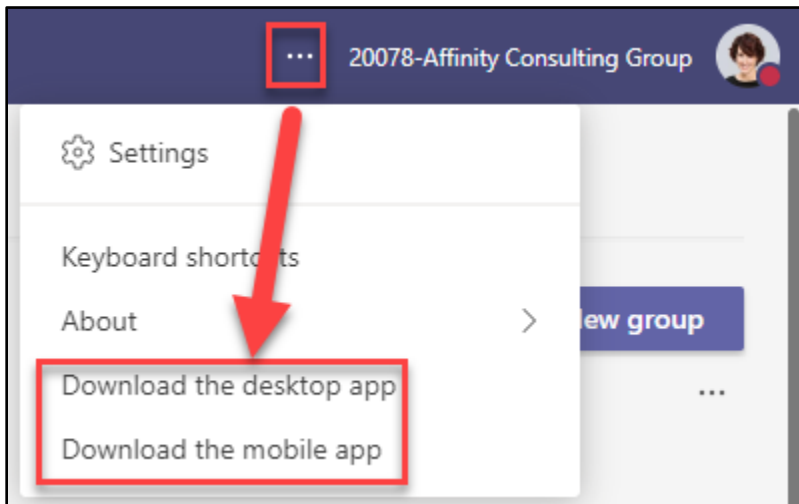

FIGURE 2-1

WEB AND DESKTOP APP

Side Rail

Unlike an Office application with tabs and ribbons across the top, Teams uses a **side rail** on the left-hand side of the interface for navigation. Clicking a button on the side rail changes what is available in the main interface.
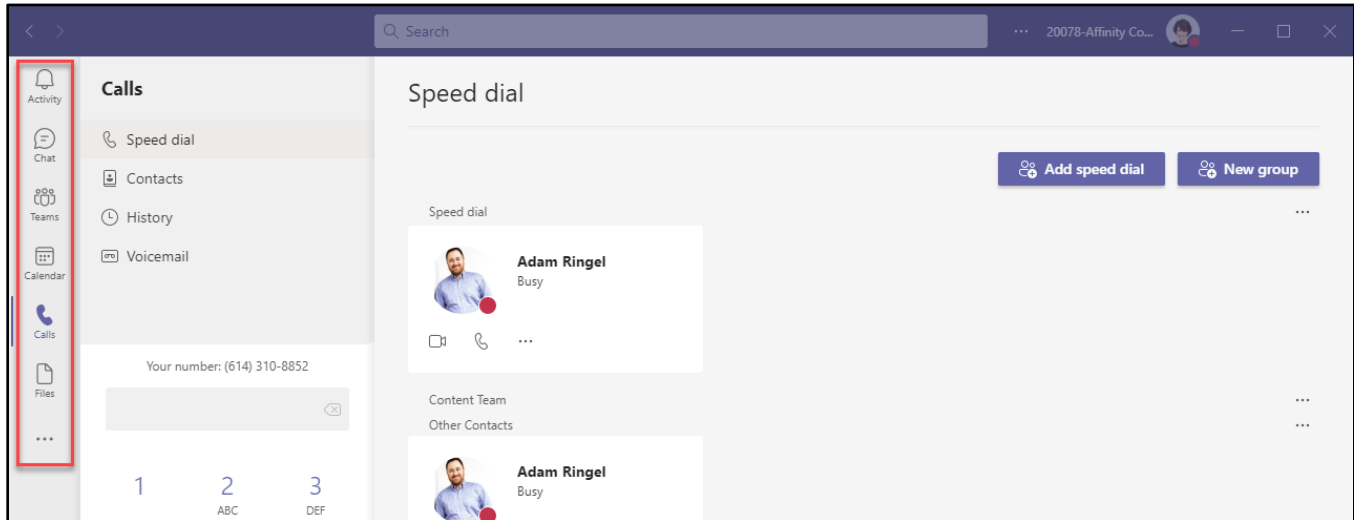

FIGURE 2-2

Back and Forward Buttons

On the desktop app, use the **back and forward buttons** to navigate to previously accessed content. These operate the same as back and forward buttons on your web browser. In the web interface, use your browser's back and forward buttons.
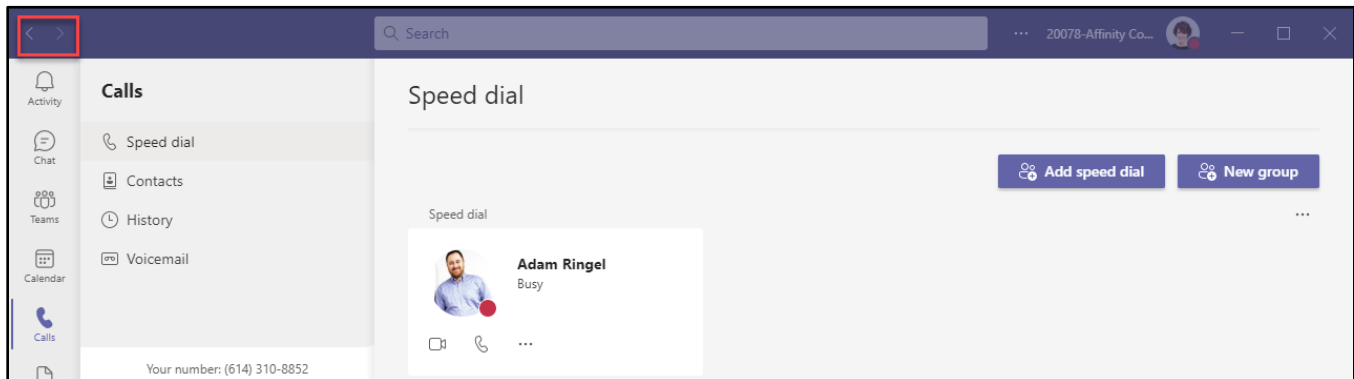

FIGURE 2-3

Search Bar/Command Box

The **search bar** (also known as the command box) allows you to search throughout Teams or enter commands. To see a list of available commands, type a "/" in the search bar.
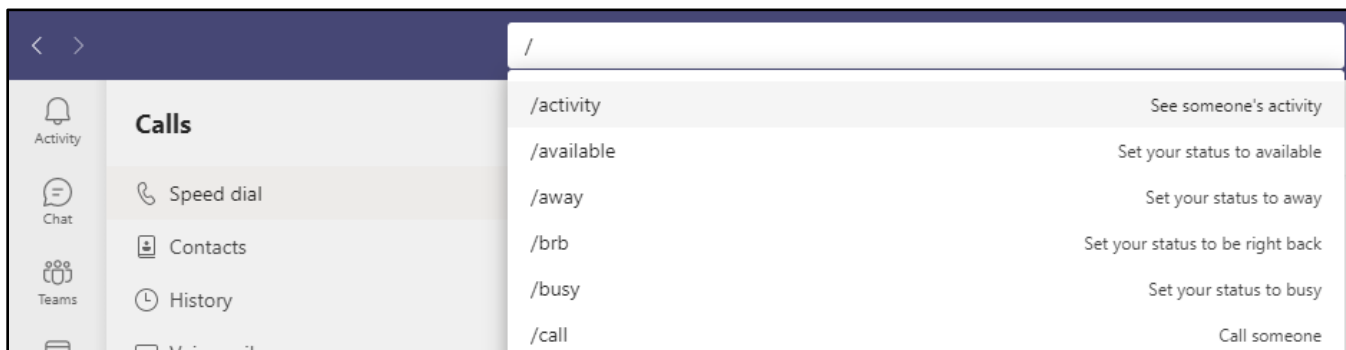

FIGURE 2-4

Settings and More

Click on the Settings and more button to access settings, Zoom, keyboard shortcuts, and check for updates.
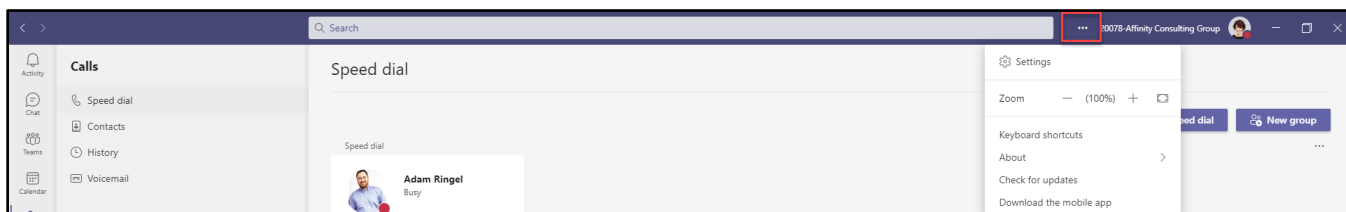

FIGURE 2-5

Account Dropdown

Click on your **profile picture** to manage your account, see saved message, and set your status/status message.
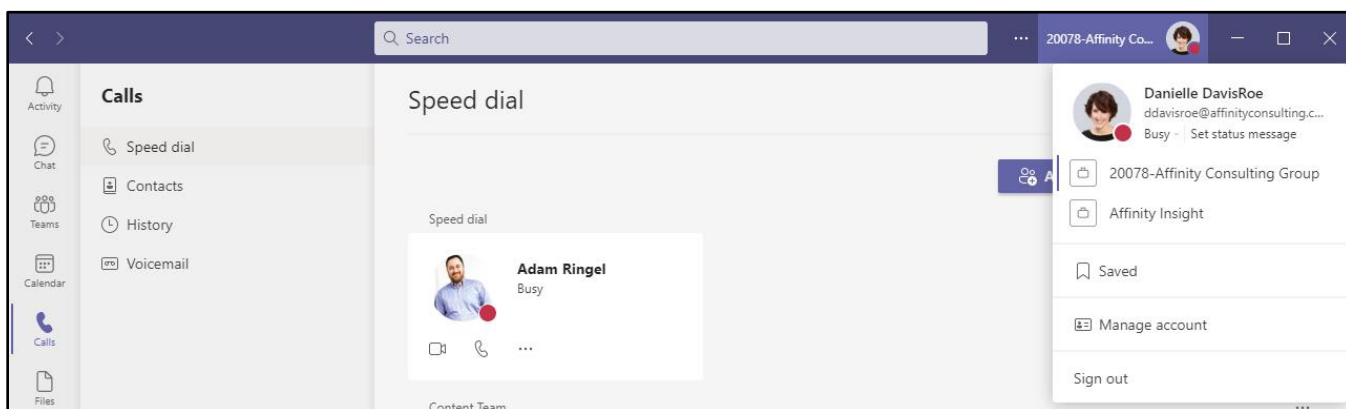

FIGURE 2-6

Popping Out Windows

To open something in a new window, click on the button in the upper right-hand corner. Not everything can be opened in a new window, but chat messages and certain tabs can be.
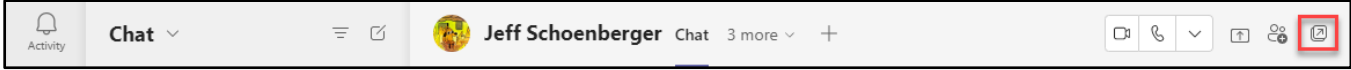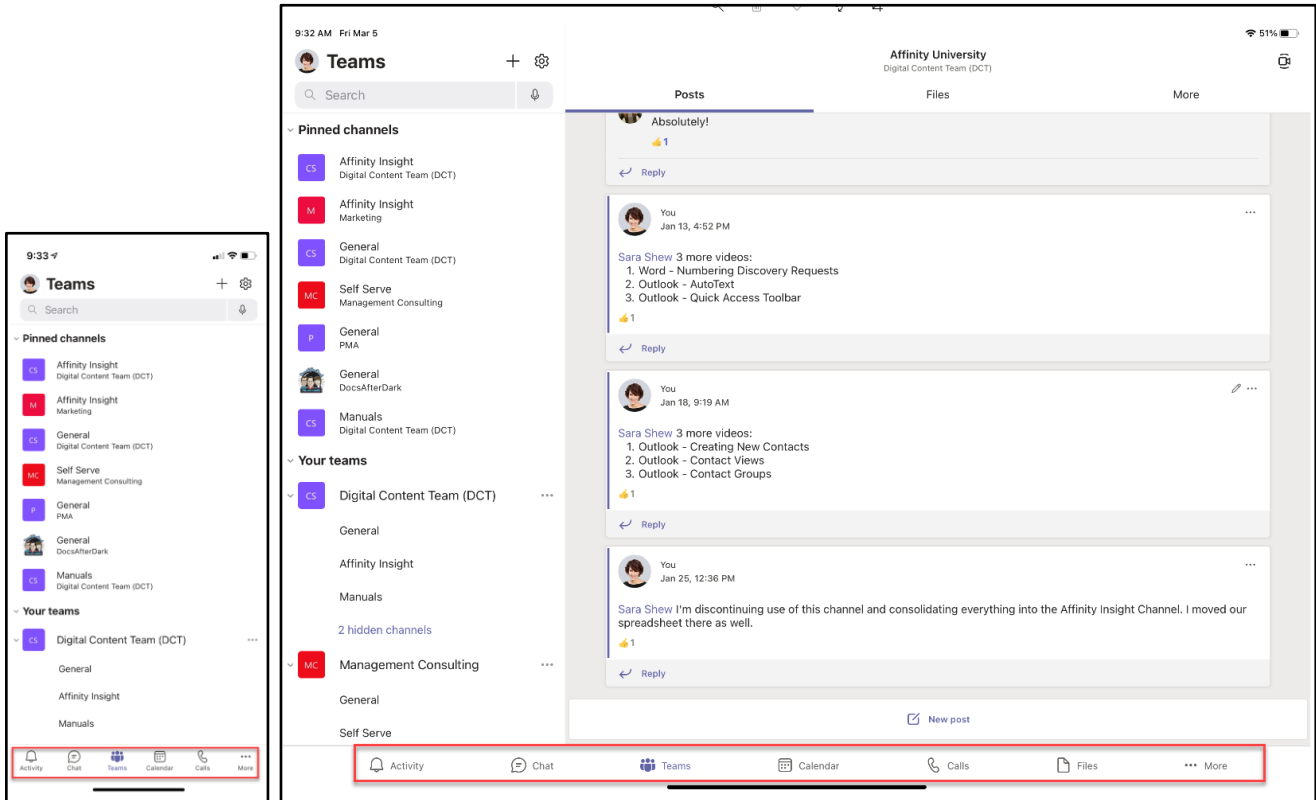
FIGURE 2-7

MOBILE APP

Navigation Bar

Navigation occurs across the bottom of the mobile app. The mobile app's navigation bar is similar to the side rail of the web and desktop app.

FIGURES 2-8 AND FIGURE 2-9

Hamburger Button

Tap on your **profile picture** to access your settings and account information.
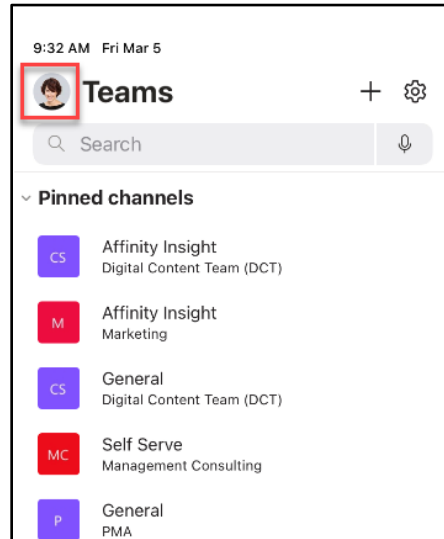

FIGURE 2-10

Search Bar

Use the **search bar** to search. Unlike the web and desktop app, the mobile app's search bar does not work as a command bar.
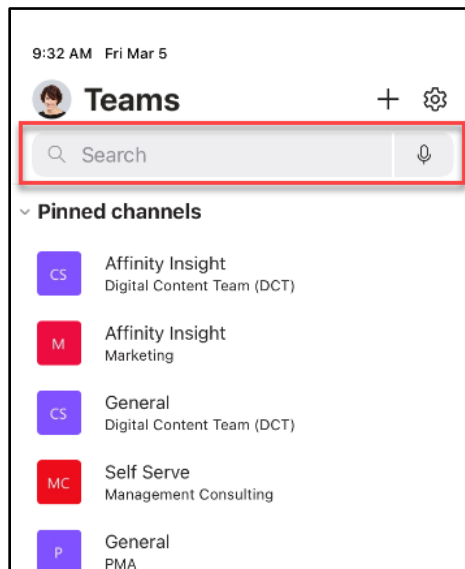

FIGURE 2-11