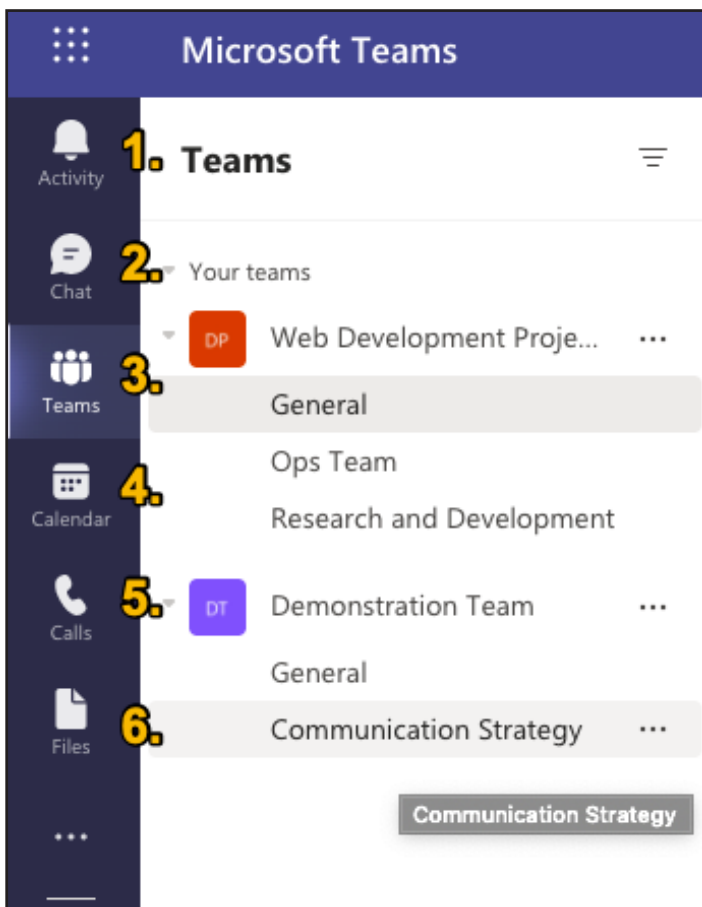


# Microsoft Teams Left Navigation Guide

Microsoft Teams has a number of icons on the left navigation menu to provide quick access to the tools that you use most. Microsoft Teams has many options to help your project, workgroup, or team of people stay organized and work more efficiently by centralizing the communication and collaboration for any type of group.

## → LEFT NAVIGATION BAR IN MICROSOFT TEAMS



1. **Activity** - a summary of everything that has happened in the channels in your teams list since you last visited Microsoft Teams. This includes unread chat messages, @mentions, replies, likes, and more.
2. **Chat** - a list of individual or group chats of which you are a participant.
3. **Teams** - shows a list of all of the teams and channels of which you are a participant.
4. **Calendar** - view your Microsoft Outlook calendar. Note: Microsoft Teams does not have a separate calendar. Clicking on the "calendar" icon will allow you to view your Office365 Outlook calendar.
5. **Calls** - Allows you to make an audio or video call to other University of Iowa Microsoft Teams users. Note: Skype for Business is the University's telephone service.
6. **Files** - quick access to all of your files. "Recent" displays files you've recently viewed or edited, "Microsoft Teams" displays files recently created or edited in your channels, and "Downloads" displays the files you've downloaded from Teams since your last sign-in. Under "Cloud Storage", clicking on "OneDrive" will display all of your files that are stored in OneDrive.

## LEARN MORE

→ [its-training@uiowa.edu](mailto:its-training@uiowa.edu) → [its.uiowa.edu/teams](https://its.uiowa.edu/teams)

→ If you have any questions about how to achieve your group's goals by using Microsoft Teams, please reach out to us to schedule a consultation.