Solution

# Overview of the Teams Dashboard

## Get familiar with the Teams Dashboard

### Open Teams

1. **Double-click** on the Teams icon on your desktop OR search for it on your PC.



1. Alternatively, log into your Microsoft 365 account.
2. Click on the **App Launcher**.
3. Click **Teams**.



### Review the Teams Dashboard

1. Click on every button in the Teams navigation menu and get familiar with where to go to view the activity feed, create a new team, upload files, install apps etc.

