Teams Quick Reference Card

New Chat

Search/Commands

Settings, Availability Status, and more

Tabs

Channels

App Bar

Compose Box: Conversations
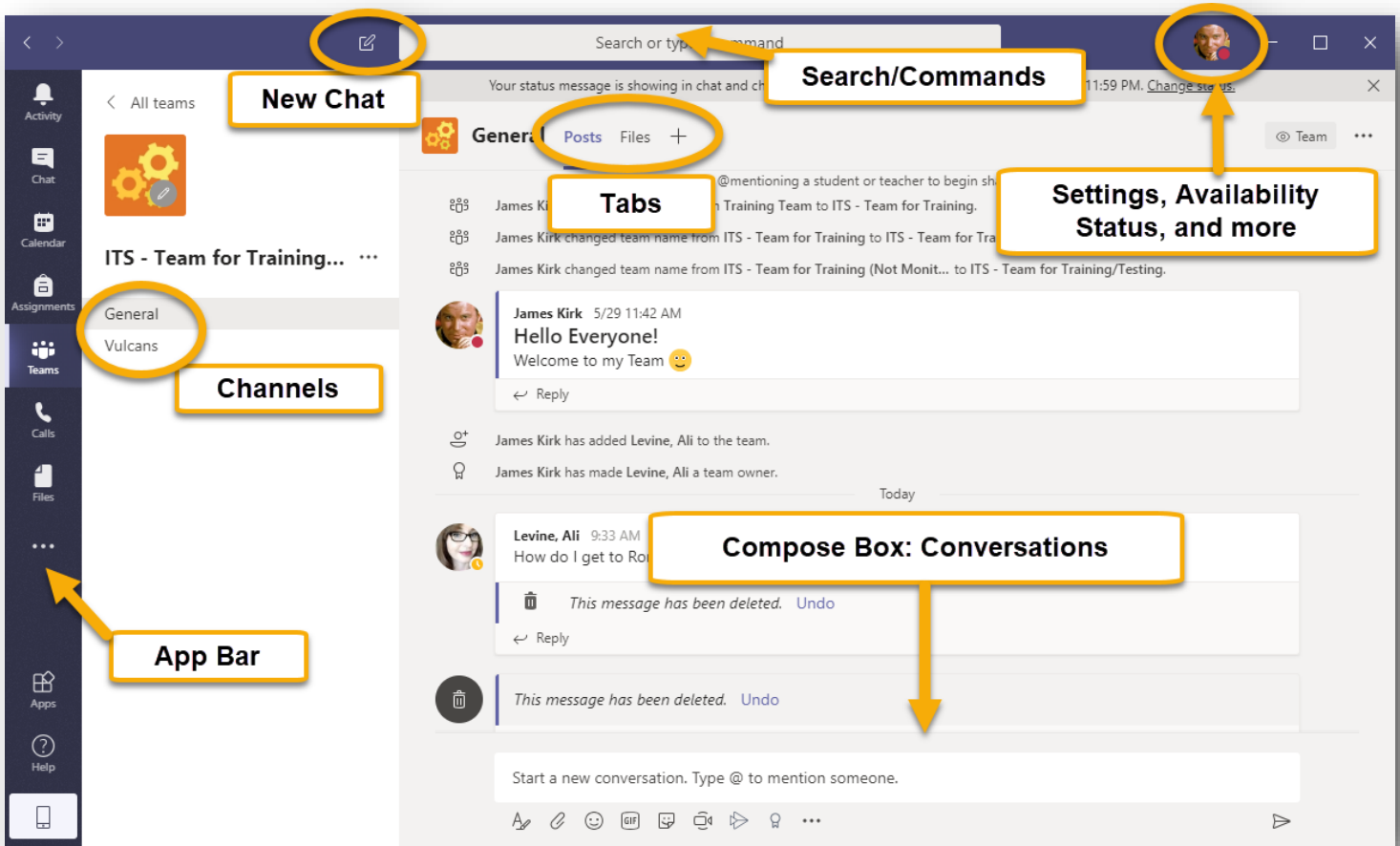
App Bar	
A	Activity: Notifications and @ mentions
B	Chat: Private messages outside a Team
C	Calendar: Set up meetings or join meetings
D	Assignments: For classroom use
E	Teams: Group collaboration om projects
F	Calls: History and Speed dial
G	Files: Quick access to OneDrive
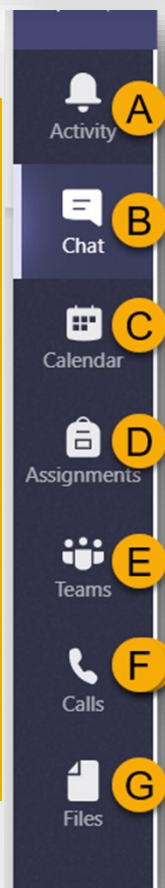
Teams Retention Policies

Function	Time frame	Description
Person to person chat	30 Days	Ad hoc general chats between two or more parties, not connected to a Teams site. Conversations over the retention time will be silently dropped
Teams Chat	365 Day	Chats that are inside of a team sites with two or more people. Conversations over the retention time will be silently dropped.
Team Site Expiration	90 Days	A team is a group of people with shared chat and file sharing. This would be the amount of time without any activity on the site. The owner will receive notification emails prior to deletion
Recover Team Sites Timeouts	30 Days	The time from when a team's site is deleted, where it can be safely recovered
Video Calls	Not Saved	Recordings from video calls, unless configured a per call basis
Voice Calls	Not Saved	Recordings from voice calls, unless configured a per call basis