

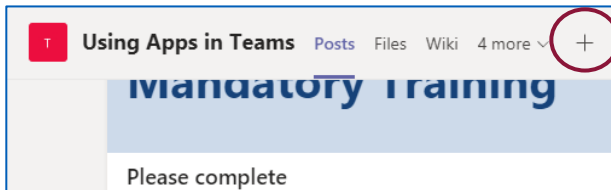
Teams Wiki App

How to add the Wiki app as a Tab, create new pages and edit sections.

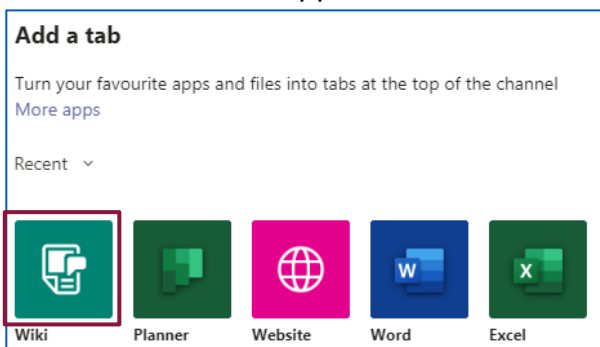
Quick Reference Guide

Add a Wiki Tab to a Team Channel

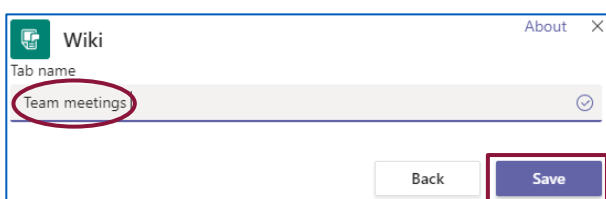
- Go to the [Team Channel](#).
- Click the [+](#) button at the top to [Add a Tab](#).



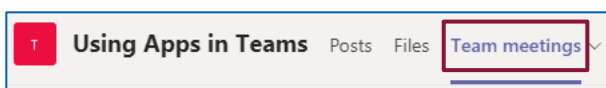
- Select the [Wiki app](#).



- Enter a [Tab name](#) → [Save](#).

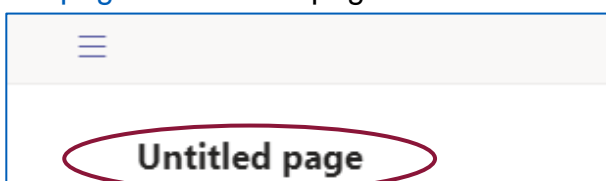


The Wiki will now be at the top of the channel.

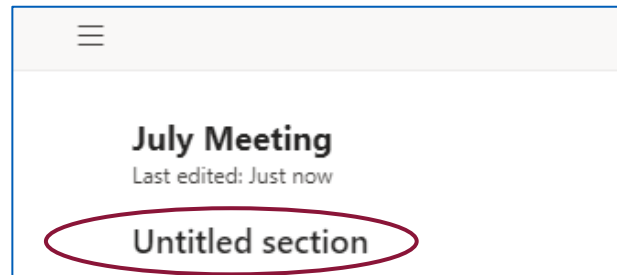


Edit a Wiki Page and Section Name

- Select the Wiki tab → click [Untitled page](#) and enter a page name.



- Click [Untitled section](#) and enter a section name.

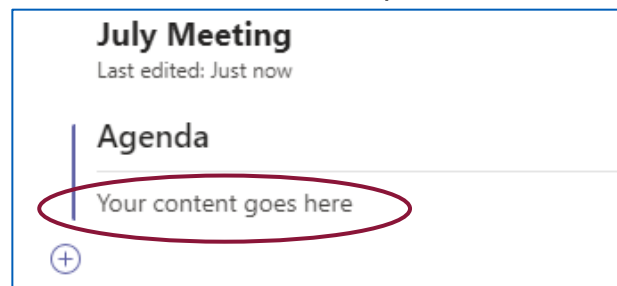


Add Content to a Section

Text can be added to a section and formatted using the the toolbar.

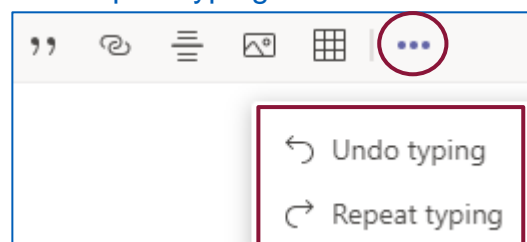


- Click in the section [Your content goes here](#) and format as required.



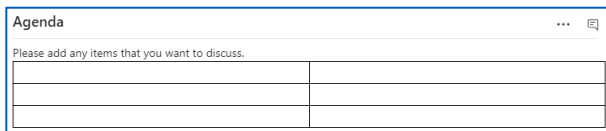
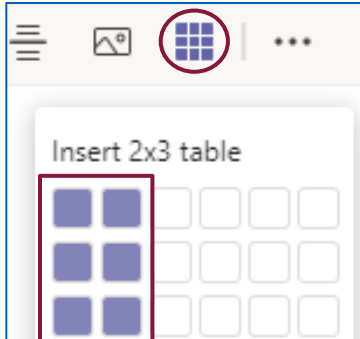
Add Additional Features

There are several features that can also be added such as [Quote](#), [Insert link](#), [Insert horizontal rule](#), [Insert image](#) and [Insert table](#). Also the [3 Dots](#) at the end of the toolbar include the options [Undo typing](#) and [Repeat typing](#).



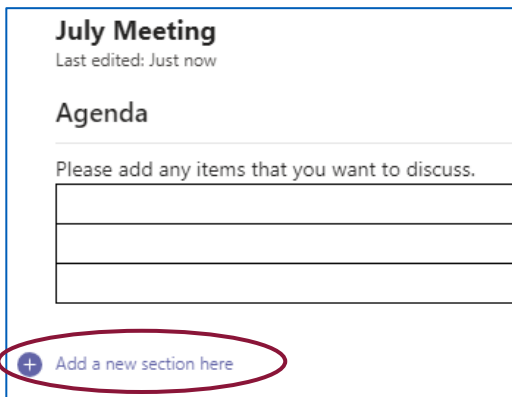
Insert a Table

- Click into the **Content** area → **Insert table** → select number of columns and rows.

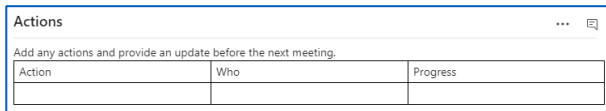


Add a New Section

- Click the **+** icon next to **Add a new section here**.

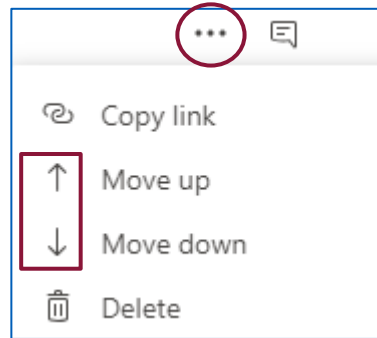


Enter the Section name and add content as previously instructed.



Rearrange Sections

- Click the **3 Dots** at the end of the section → select the **Arrow** to move the section up or down.

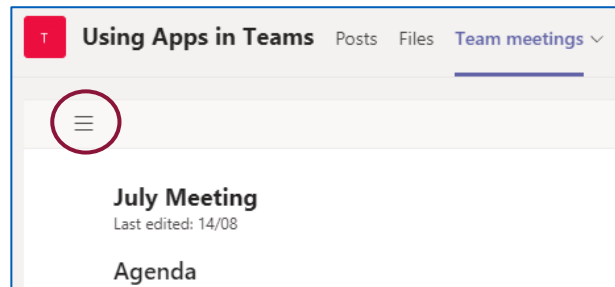


Delete a Section

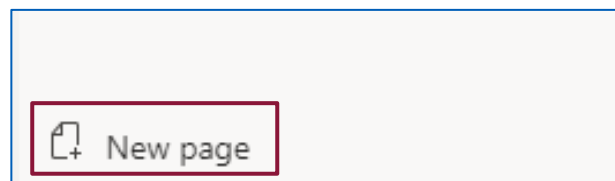
- Click the **3 Dots** at the end of the section → select **Delete**.

Add a New Page

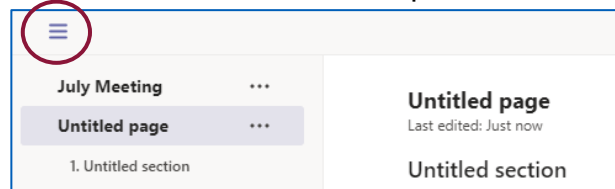
- Click the **3 Lines** to expand the menu.



- Click **New Page** at the bottom of the screen.



- Click the **3 Lines** to collapse the menu.



- Edit the Wiki Page as previously described and add content as required.

To book training or speak to a trainer, please get in touch via:
e training@imerseyside.nhs.uk