

MS Teams Training Getting Started





A little bit about me

- Sylvia Lee, Change & Adoption, Softlanding
- Supporting organizations with change & transformation
- Working in Microsoft space for ~10 years
- Yoga enthusiast



Welcome to Teams Training!



What is Teams?

Teams is the productivity hub in Microsoft 365 and provides single-point access to conversations, files, notes and tasks.

Teams combines chat and conferencing features along with file sharing and collaboration.





Training today comprised of 4 sections

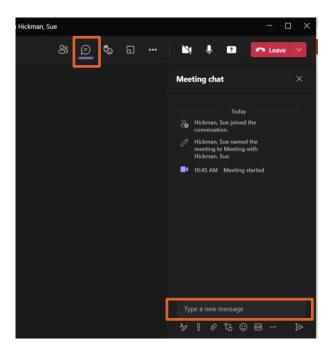
- 1. Navigation
- 2. Chat
- 3. Meetings & calendar
- 4. Collaborating with your team



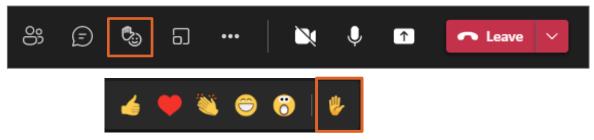


Please ask questions!

1 Type in the chat



2 Raise your hand



I'll pause for questions throughout







Main navigation

Tab through to access:

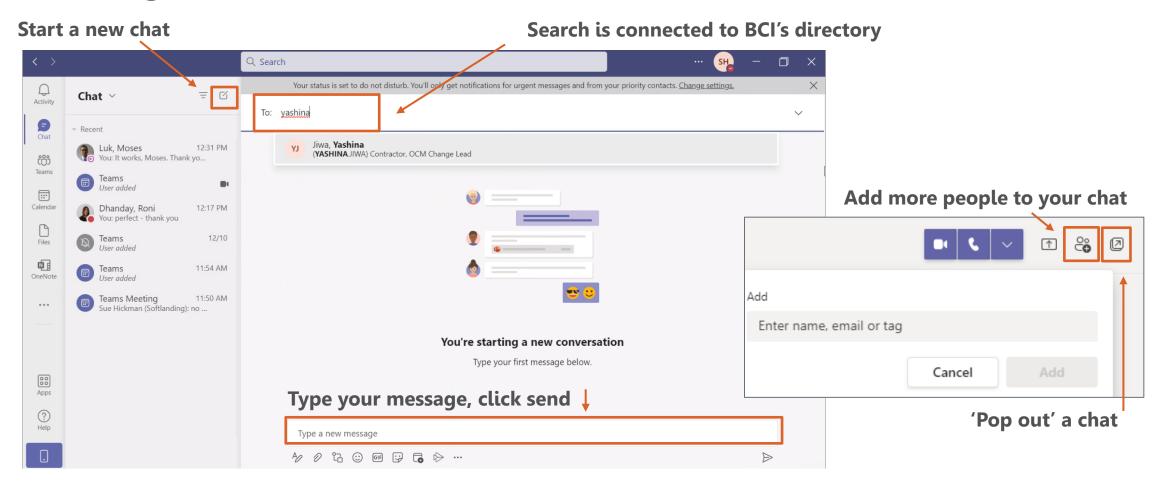
Change profile picture & set status message Q Search Your status is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. Change settings, **Activity notifications** Chat ~ = 0 DI & Luk, Moses Chat Files 2 more > + **Access your chats** Recent Luk, Moses 12:31 PM **Teams** You: It works, Moses. Thank yo... User added **Fully integrated calendar** ::: Dhanday, Roni 12:17 PM You: perfect - thank you Access your files 12/10 Teams User added **App integration** 11:54 AM Teams User added More Teams Meeting 11:50 AM Sue Hickman (Softlanding): no ... 00 (?) Type a new message



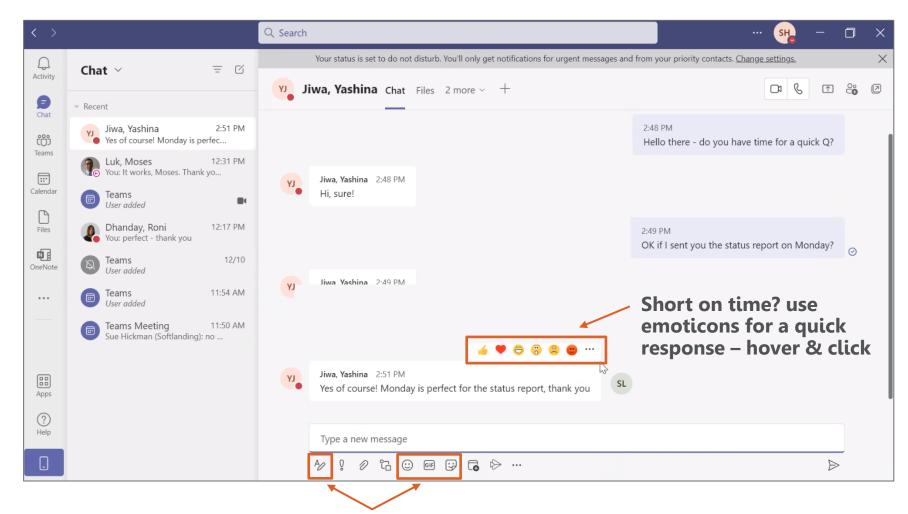




Start chatting





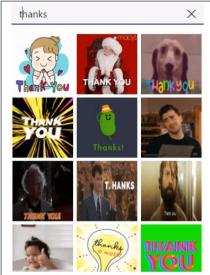


Add 'flavour' to your chats with formatting, emotions, GIFs etc.

Also send links, drag and drop documents, etc.

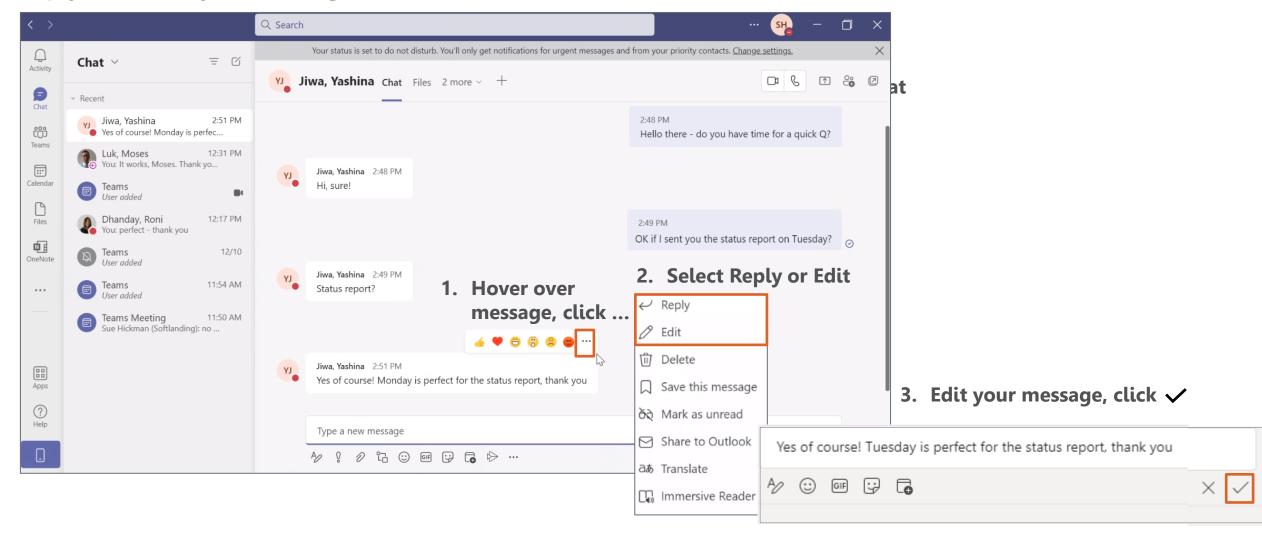
Emoticon & GIF examples





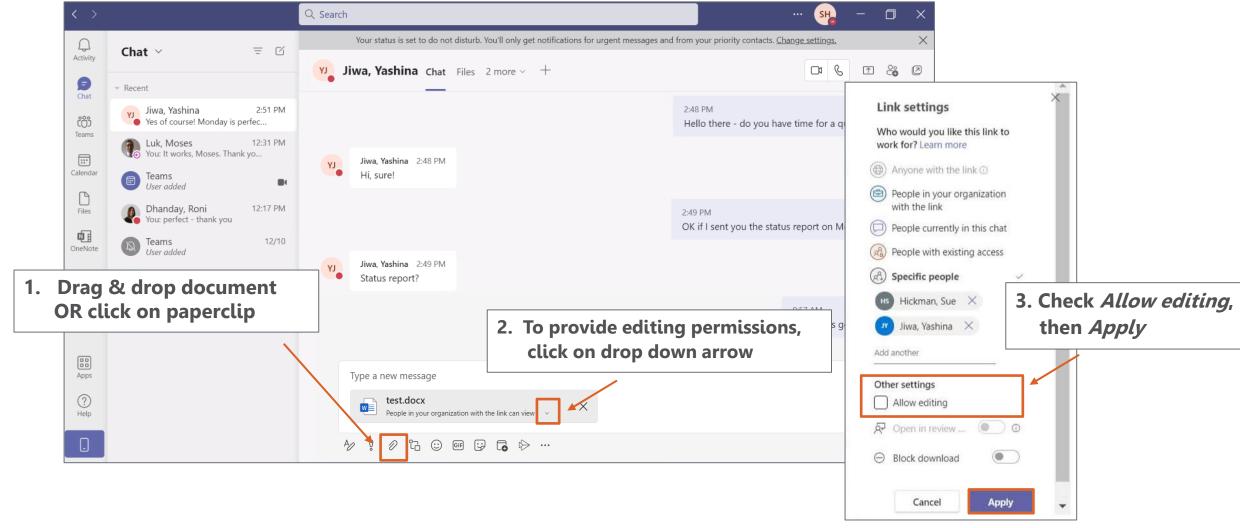


Reply to or edit your message



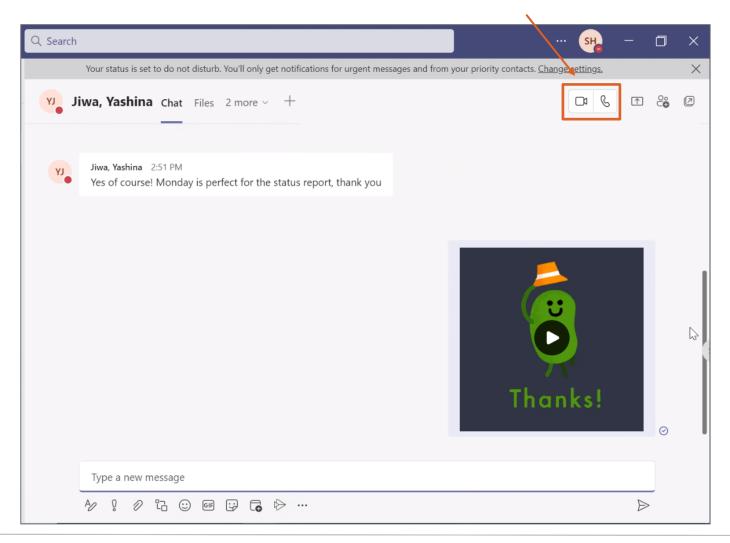


Share & collaborate on documents





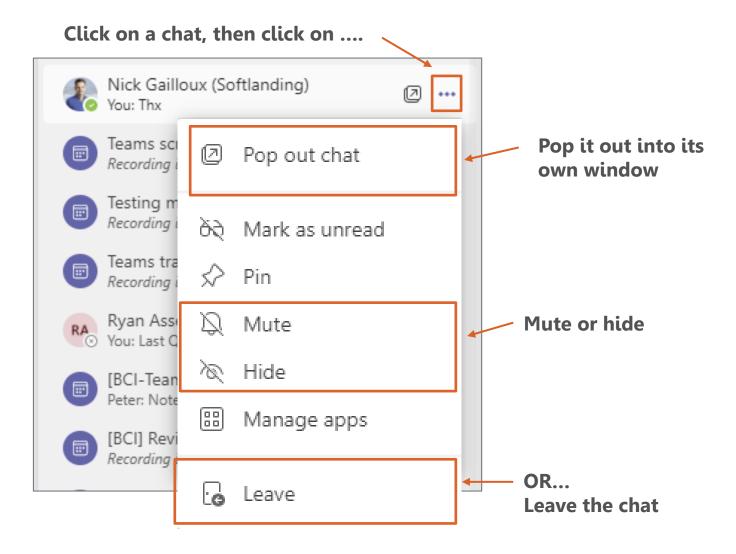
Convert your chat to an audio call or video call





TIPS:

Are you overwhelmed with number of chats you have?



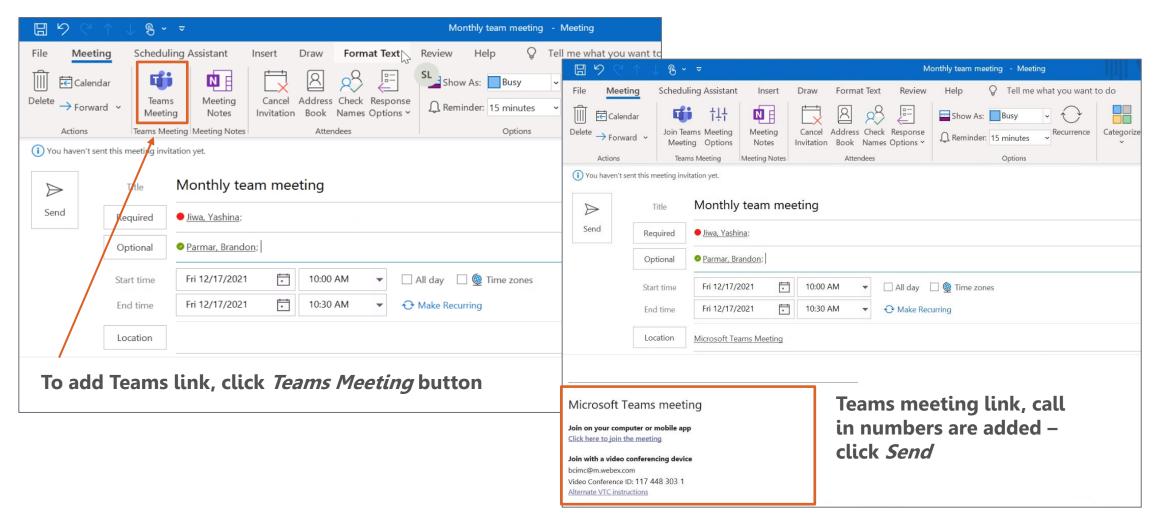






Pre-schedule/book a meeting from Outlook

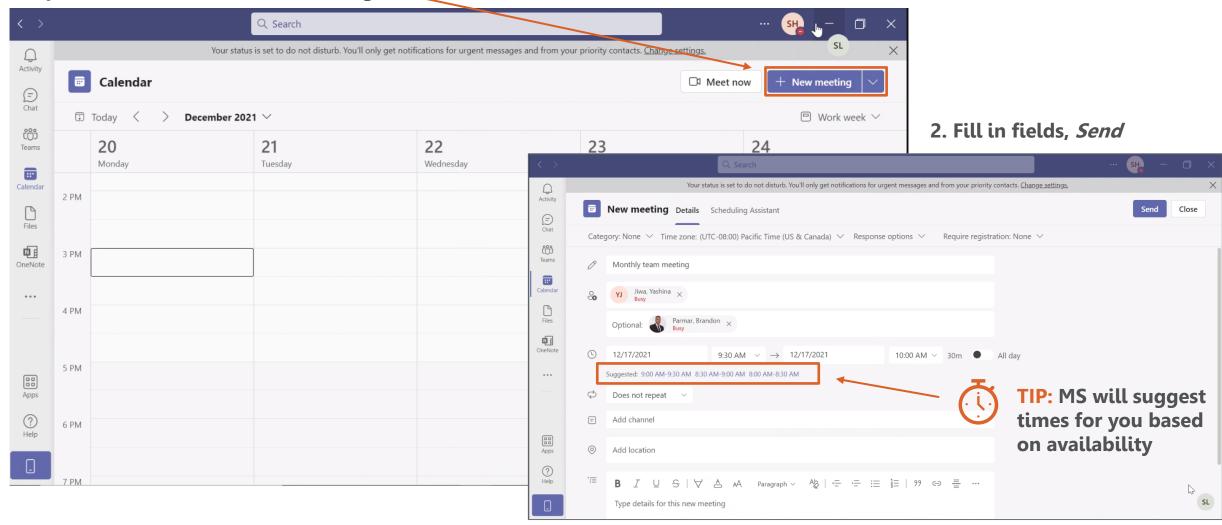
Outlook





Pre-schedule/book a meeting in Teams

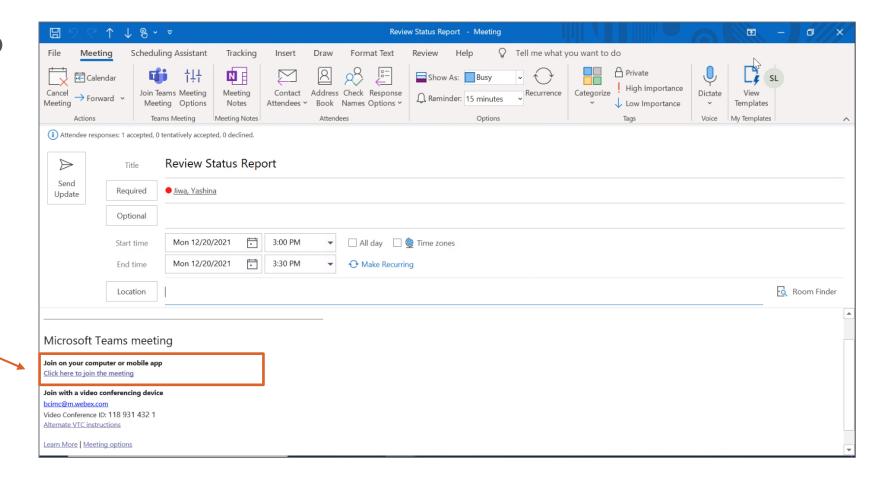
1. Open Calendar, click + New meeting





Join a meeting from Outlook

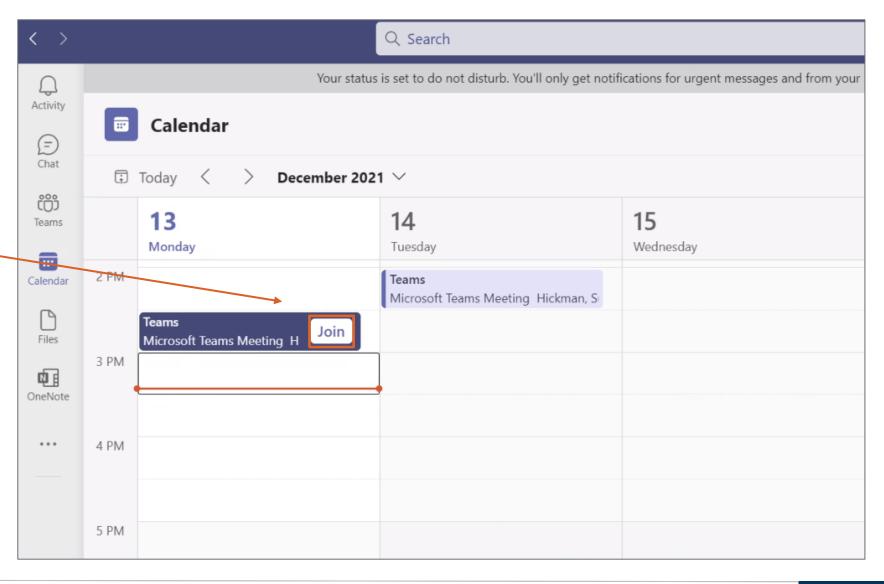
Navigate to your calendar, open the meeting, click on the join link





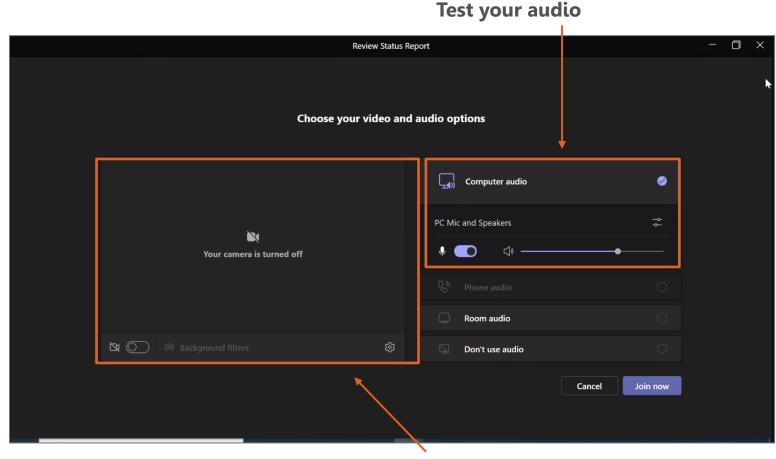
Join a meeting from Teams

Navigate to your calendar, click the *Join* button that displays on your meeting





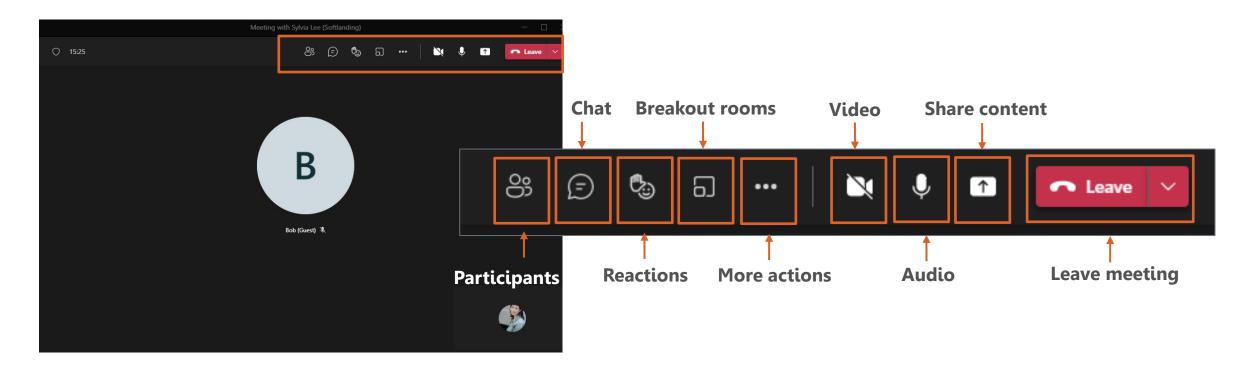
Pre meeting screen appears after you click join link



Preview your video & pick your background

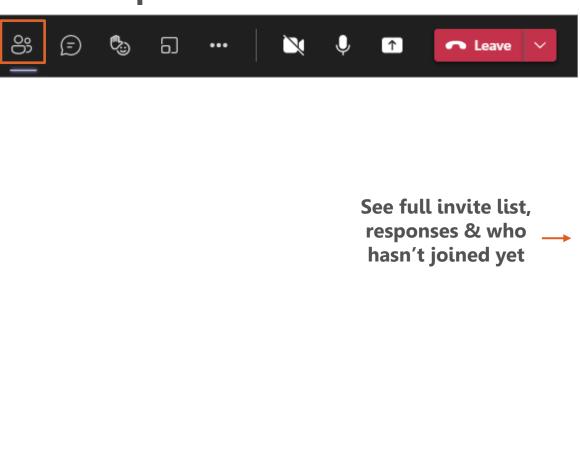


General navigation tabs on top of screen

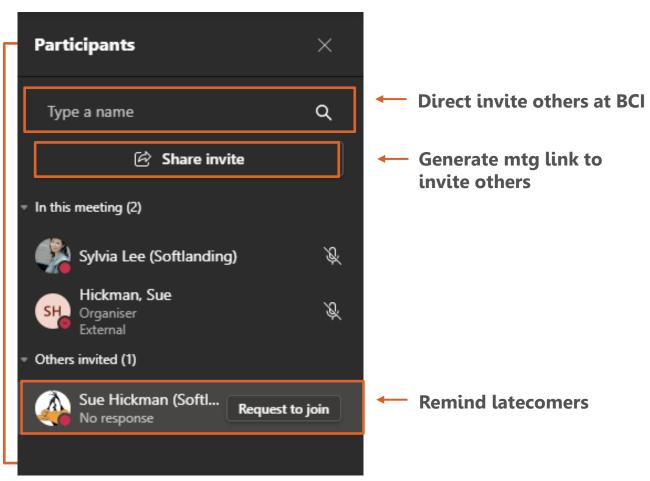




Participant Pane

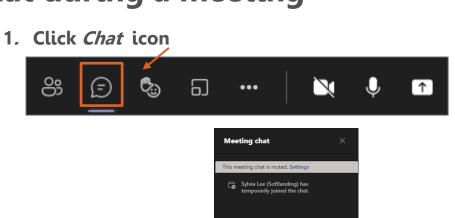


You can



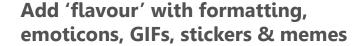


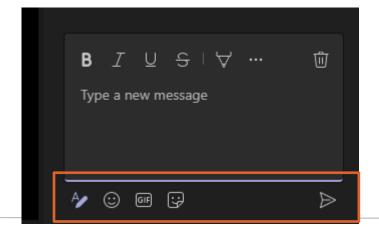
Chat during a meeting

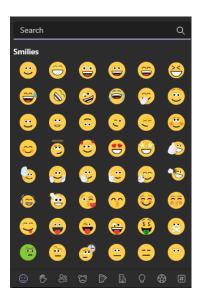


2. Chat pane opens on right

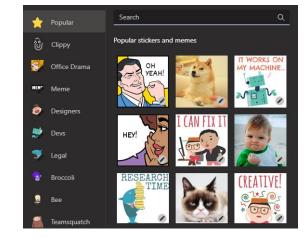
3. Type message, click send





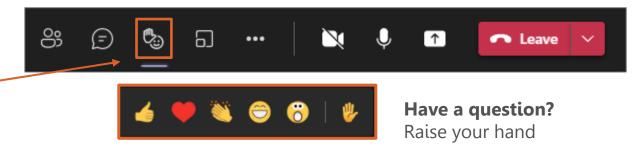








Use reactions to quickly provide feedback during a meeting



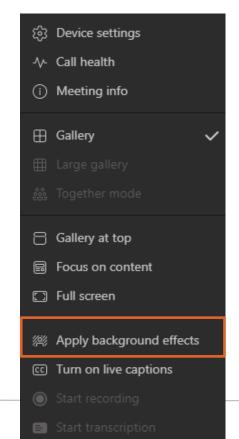


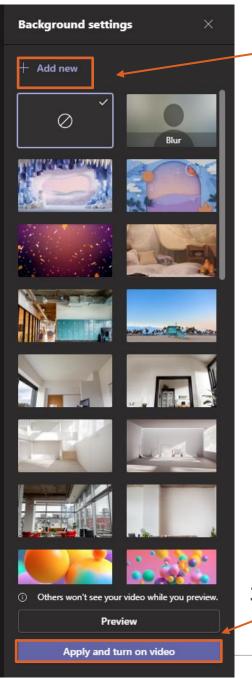


More Actions: Change your background

1. Click ..., select Apply background effects







TIP

You can also upload your own!

2. Select from pre-loaded backgrounds

3. When done, click

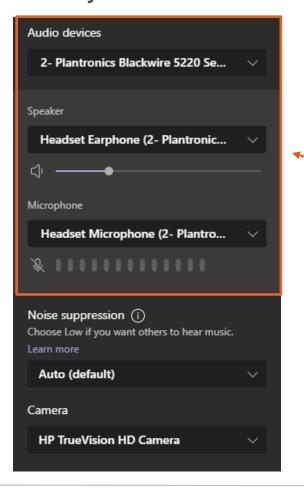
Apply and turn on video



More Actions: adjust audio & video when in your meeting

1. Click ..., select *Device settings* ✐ ٩ 0 **1** Device settings √ Call health (i) Meeting info Gallery at top Focus on content Full screen Apply background effects

2. Select your audio devices





More actions: change your view

Click ... ✐ ٨ Leave Device settings -√- Call health Meeting info Gallery Default view up to 9 people Can view up to 49 people on one screen See everyone together in one place Together mode (virtually) Gallery at top Places images of participants at top Show content only, no participants --> Focus on content Full screen **Expand to full screen**



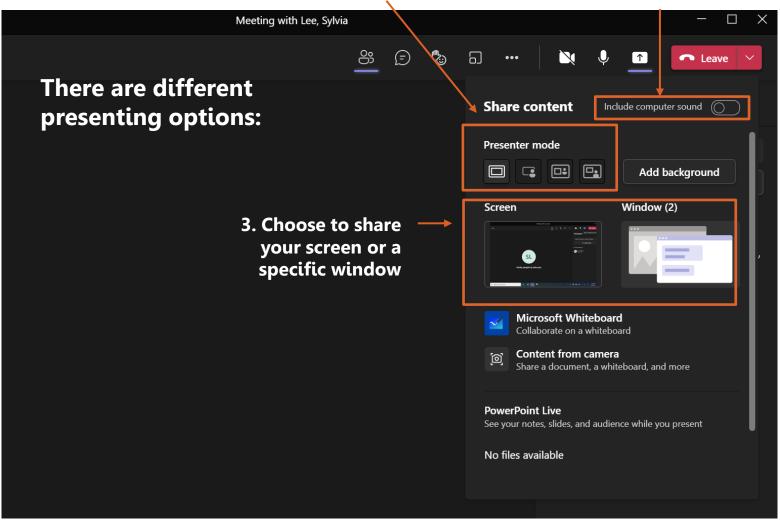
Presenting content

1. Click on Share Content button



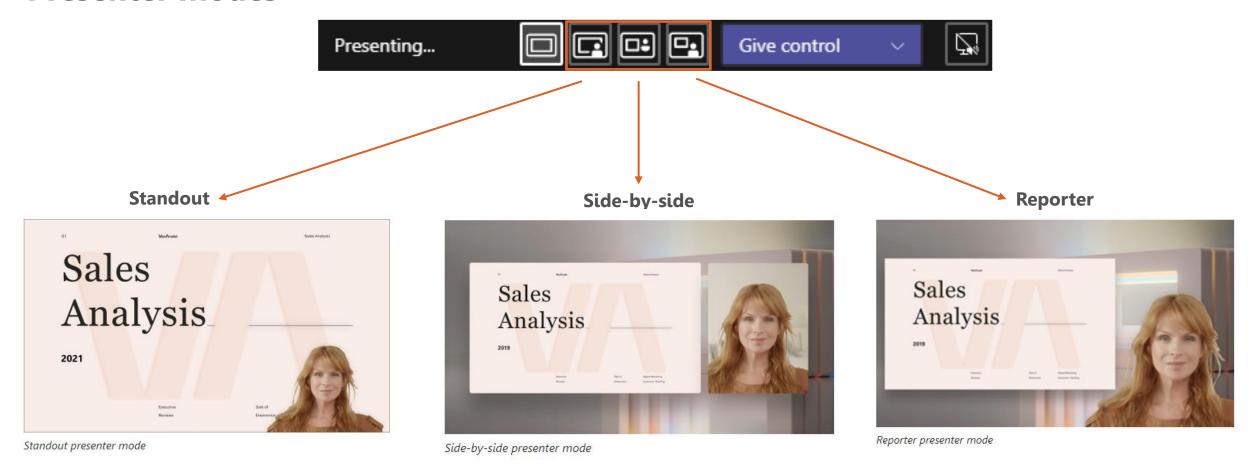
2. Options: Content only / Standout / Side-by-side / Reporter

4. Toggle on to share audio (e.g. video that you play during mtg)





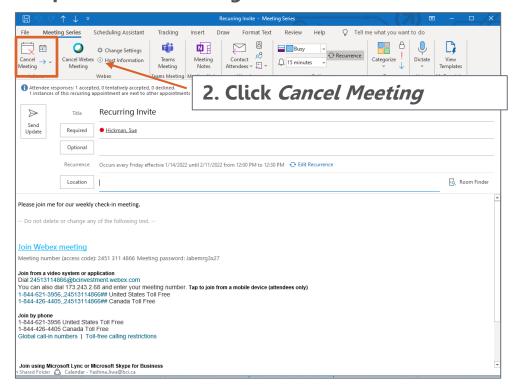
Presenter modes



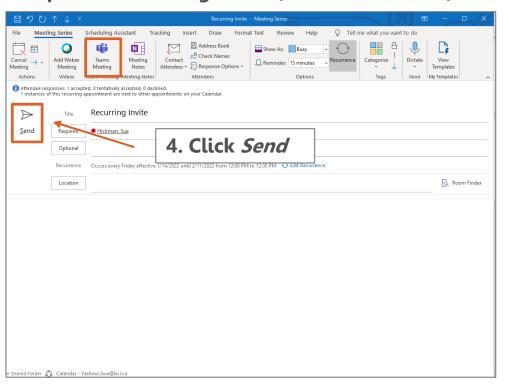


Please cancel your Webex meetings & reschedule them as Teams meetings

1. Open Webex meeting instance or series



3. Open new meeting invite (instance or series), click *Teams Meeting*



TIP: If your meeting involves other people from other depts who have not moved to Teams, stick with Webex until they are using Teams as well



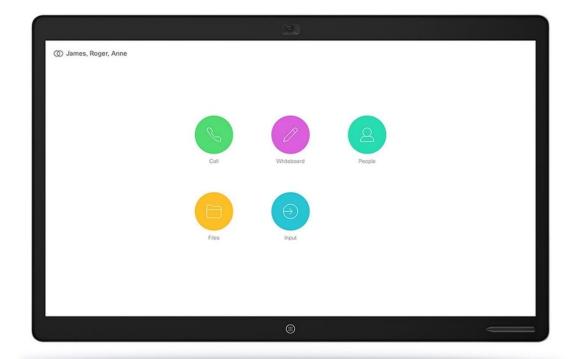
Meetings onsite using Webex boards

BOOKING:

- 1. Use *AskCody* search for room by equipment
- 2. Select room & book it

JOINING (one button to join):

- 1. Go to board, join meeting
- 2. Join mtg on laptop, share screen



TROUBLESHOOTING

- 1. Teams meeting hosted by 3rd parties may experience audio/video quality issues quality will depend on their set up
- 2. THE FIX: BCI hosts meeting or ask 3rd party to obtain a CVI license (subscription from Cisco)



Is the shared content too small & difficult to read?

Zoom in by pressing down on Ctrl button & scroll up with your mouse



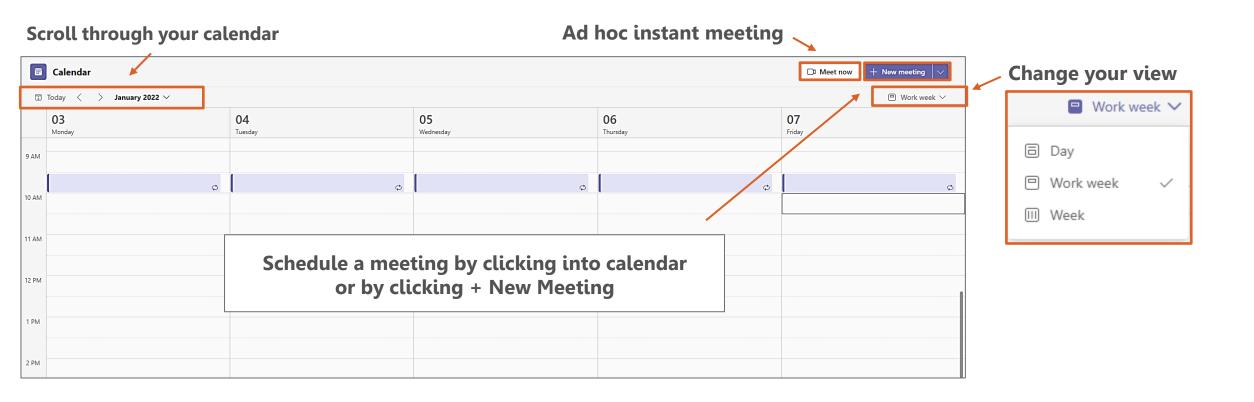








Your calendar









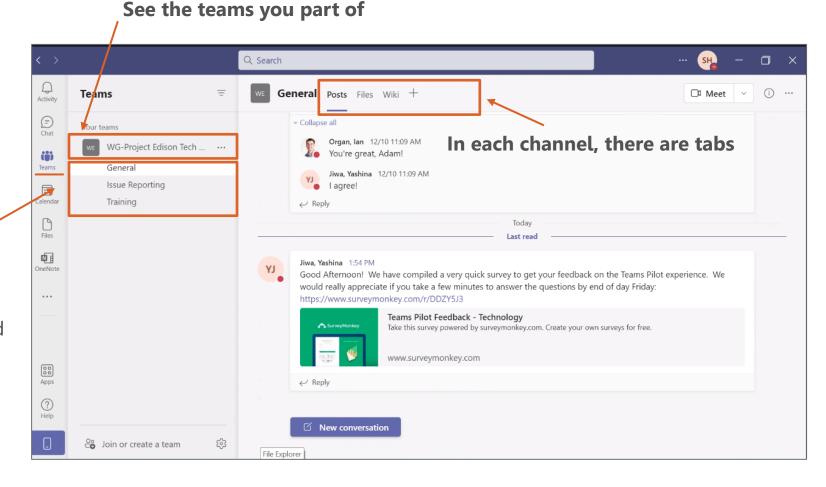


Your Team

This is where the work happens with your colleagues & external partners

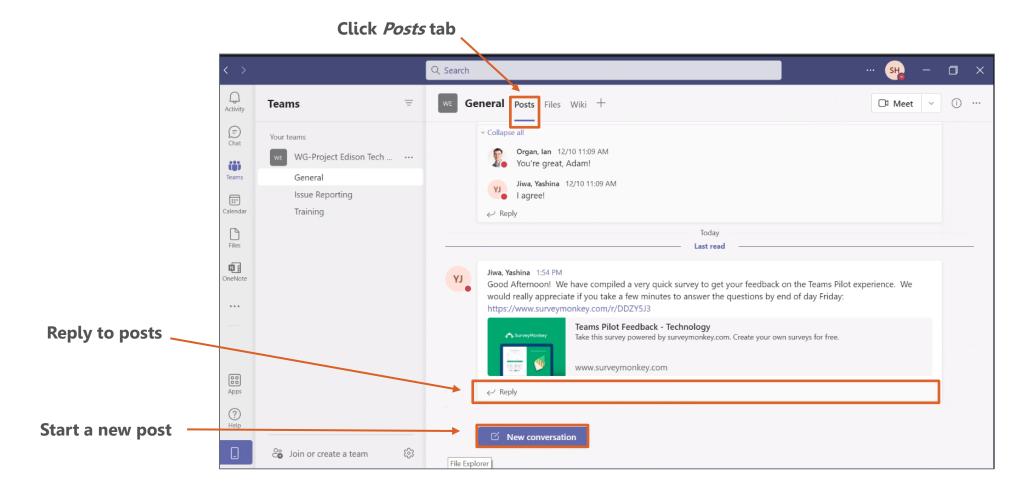
Teams are made up of channels

This is where you communicate and collaborate with your team





Chatting in your channel





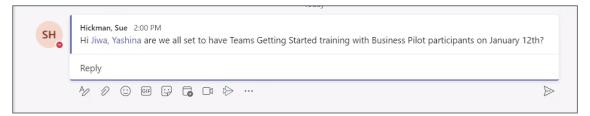
Chatting in your channel

At mentioning enables you to get someone's attention

1. In a message, type @, then start typing their name



2. You will see the @mention in blue, finish your message, click send



3. Recipient will be notified via an activity alert





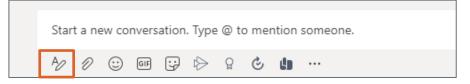
Chatting in your channel

Two tips to help you with breaking through the clutter

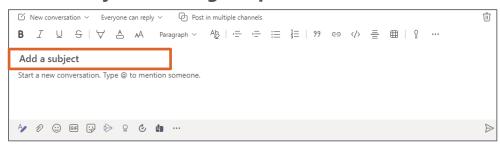


TIP #1: Add a subject

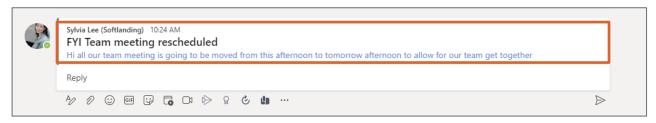
1. Click on Formatting icon



2. Add a subject, message & post



3. Now your message has a subject that can be quickly scanned



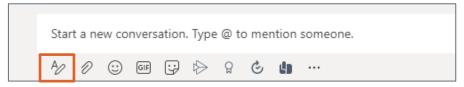


Chatting in your channel continued...

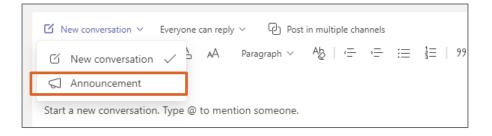
Two tips to help you with breaking through the clutter



1. Click on Formatting icon

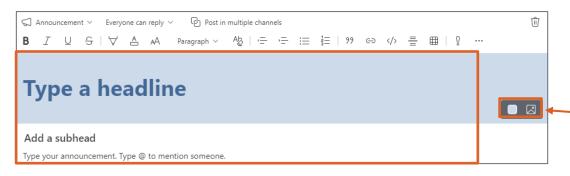


2. Select announcement

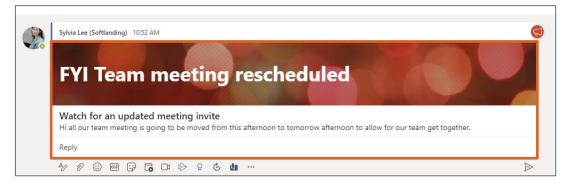




3. Add your headline, sub-head, message & if you wish, customize your background & post

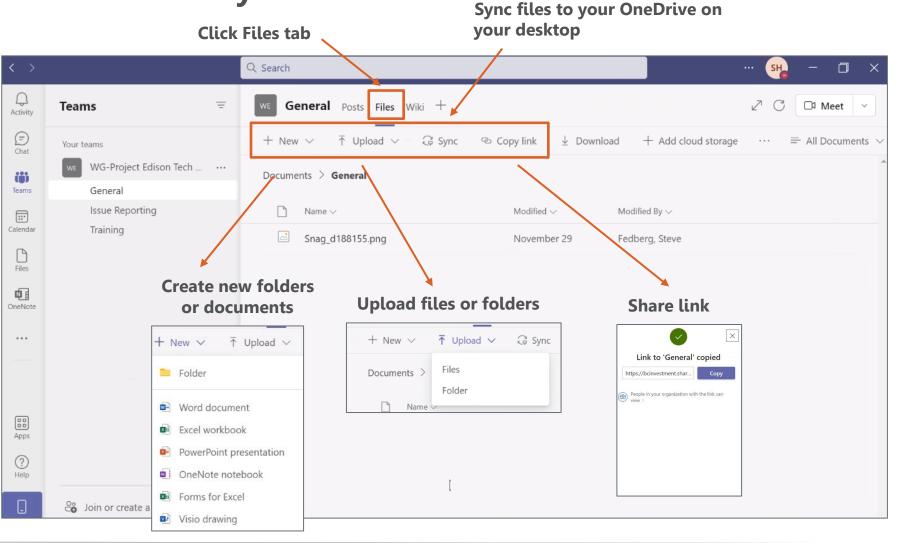


4. Now your announcement stands out





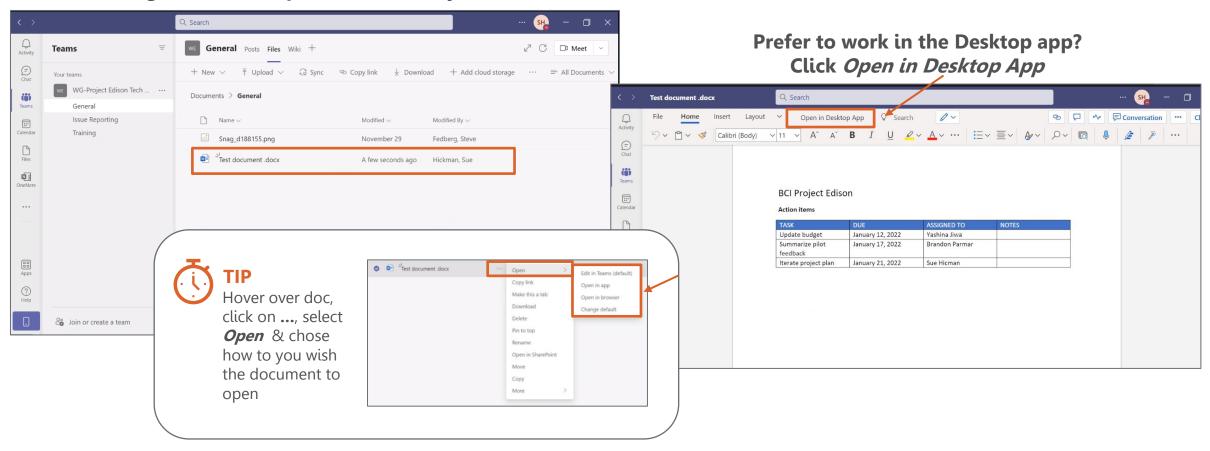
Working on documents in your channel





Working on a document that has been uploaded to Teams

Double clicking on doc will open it in Teams by default

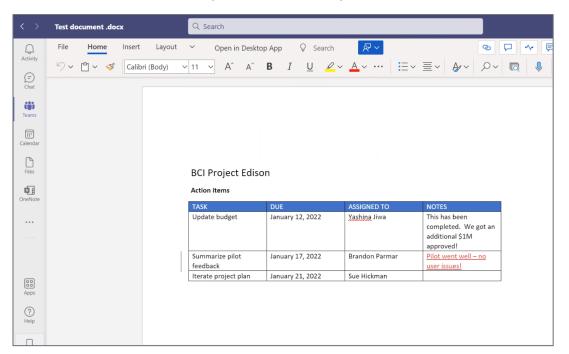




Working on documents – documents are autosaved

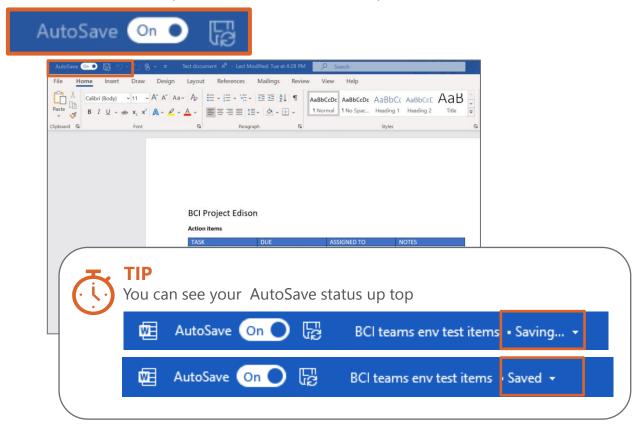
Working on document within Teams environment

(no Save button)



Working on document in desktop app

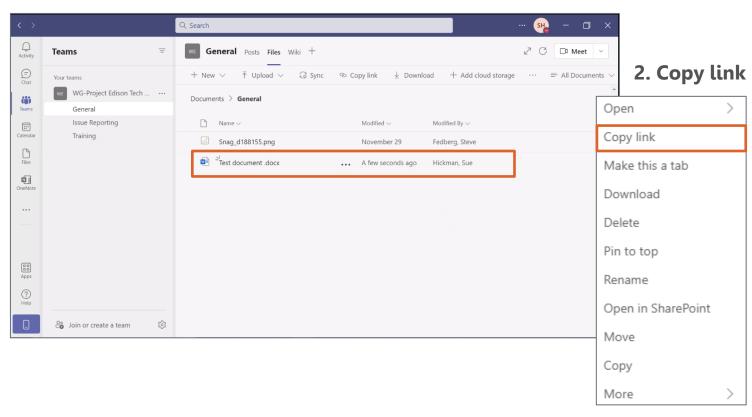
(can turn on/off autosave)





Now you are ready to collaborate – here's how to share a link

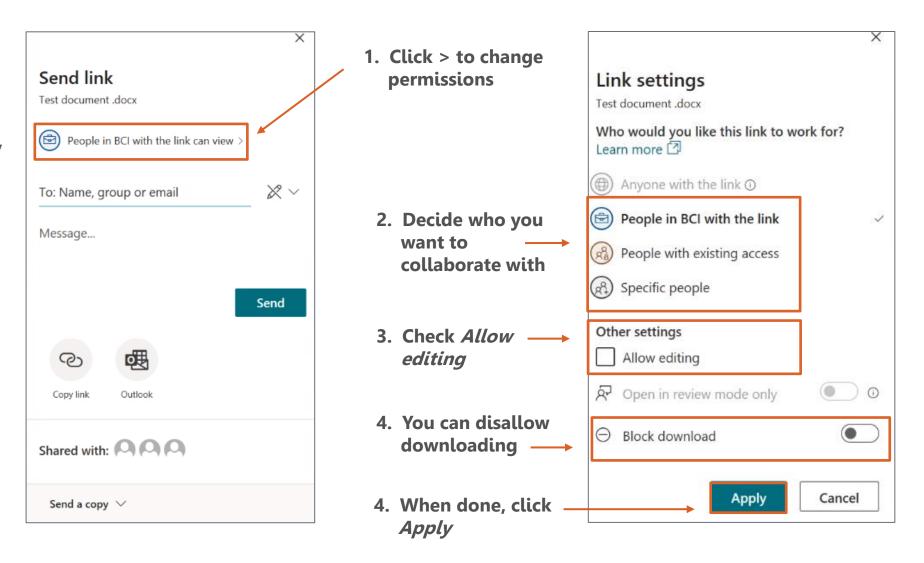
1. Hover over document, click ...





Sharing a link to a document

Default setting is view only



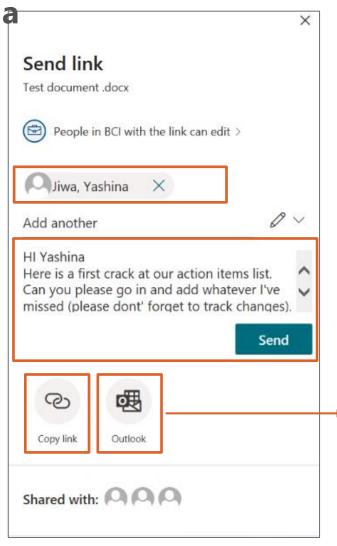


Sharing a link to a document continued...

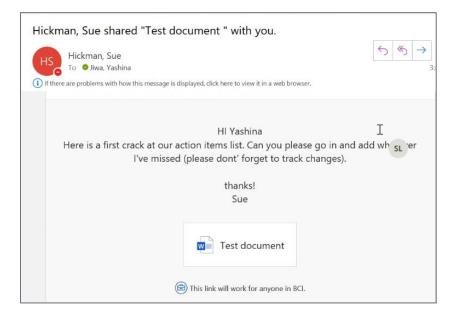
- 1. Search for person you wish to collaborate with
- 2. Add your message, click *Send*

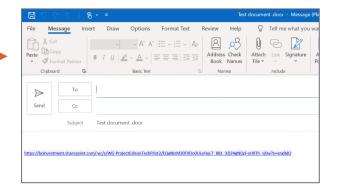
Other sharing options

- Copy link or
- Link pasted into an email



3. Email is sent with a link – find a copy in your Outlook Sent Mail folder







Collaboration: co-authoring

BCI Project Edison

Action items

TASK	DUE	ASSIGNED TO	NOTES	
Update budget	January 12, 2022	Yashina Jiwa	This has been	
			completed. We got an	
			additional \$1M	Hover over edit to see details
			approved!	
Summarize pilot	January 17, 2022	Brandon Parmar	Pilot went well - no	
feedback			user issues!	Parmar, Brandon, 12/15/2021 12:27:00
Iterate project plan	January 21, 2022	Sue Hickman		AM inserted:
	, , ,			Pilot went well - no user issues!

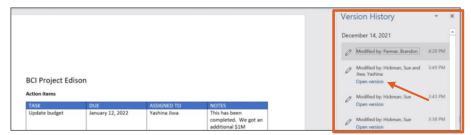


Version history

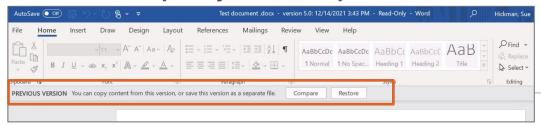
1. View versions, click on drop down **▼** next to document title, select *Version History*



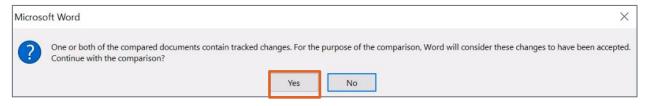
2. Access version history on right panel, click *Open version* to see earlier version



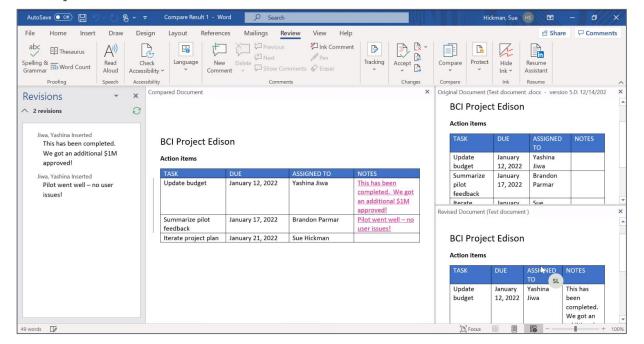
3. Earlier version opens, you can Compare or Restore



4. If you choose compare, you will see this, if you are ok, click Yes



4. Comparison view



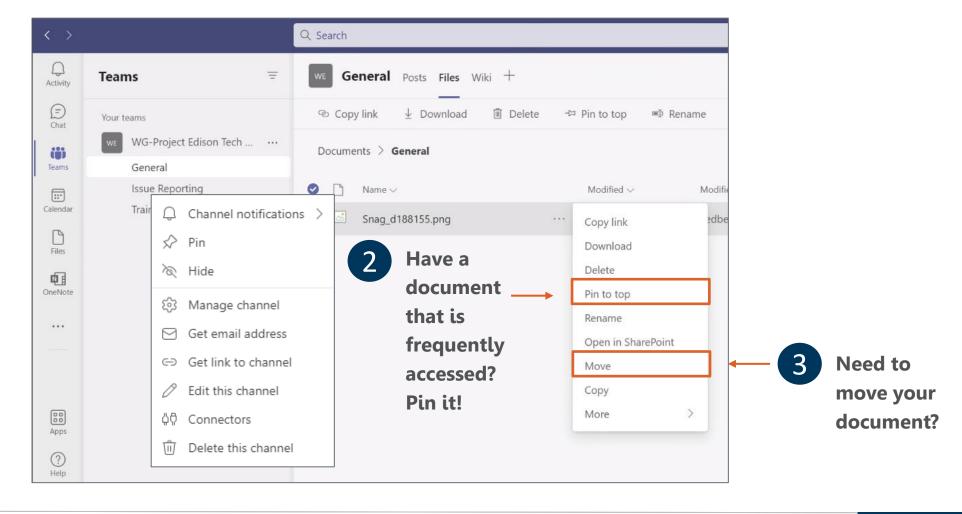
Working on documents



Overwhelmed with notifications?

Navigate to your channel, click ... and select *Channel notifications*

You can also apply set your notifications globally – go to ... > Settings > Notifications









Parting thoughts

Guidelines: Email vs chat?

Ask yourself		
What type of message do you have?	Concise	More detailed
What type of response do you need?	Short & sweet	Lengthy
How many questions do you have?	3 or less	4+
How fast do you need a response?	Now!	Not now
What is the tone of your conversation?	Casual/conversational	More formal

Is there a complex or sensitive information involved?

Have a meeting or call instead

Ultimately it comes down to:









Shortcuts

Slash is your friend!



Type slash in the search bar to bring up useful shortcuts

1	
/activity	See someone's activity
/available	Set your status to available
/away	Set your status to away
/brb	Set your status to be right back
/busy	Set your status to busy
/call	Call someone
/chat	Send quick message to a person
/dnd	Set your status to do not disturb
/files	See your recent files
/find	Search the page
/goto	Go right to a team or channel
/help	Get help with Teams
/join	Join a team
/keys	See keyboard shortcuts
/mentions	See all your @mentions
/offline	Set your status to appear offline



Parting thoughts

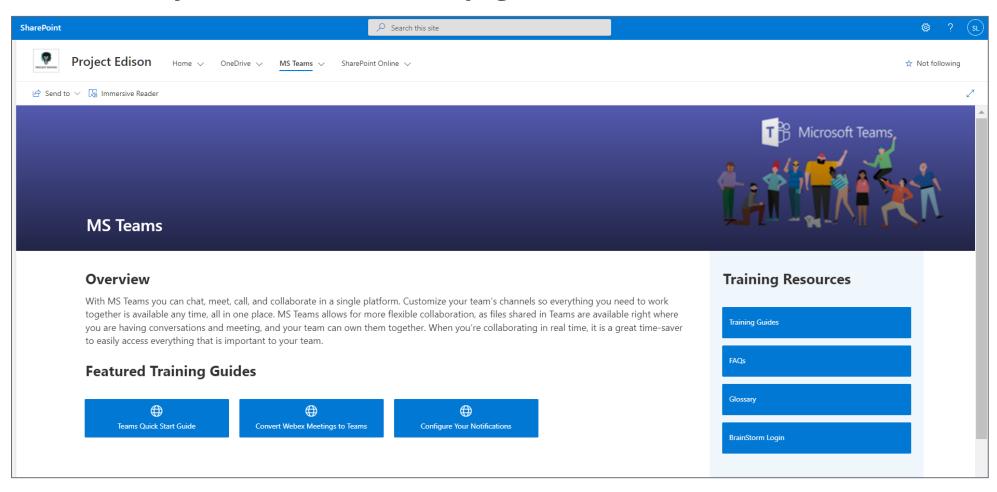
Welcome to the M365 cloud – a place full of:





Interested in learning more?

Visit the Project Edison SharePoint page



Click <u>here</u> to go to site



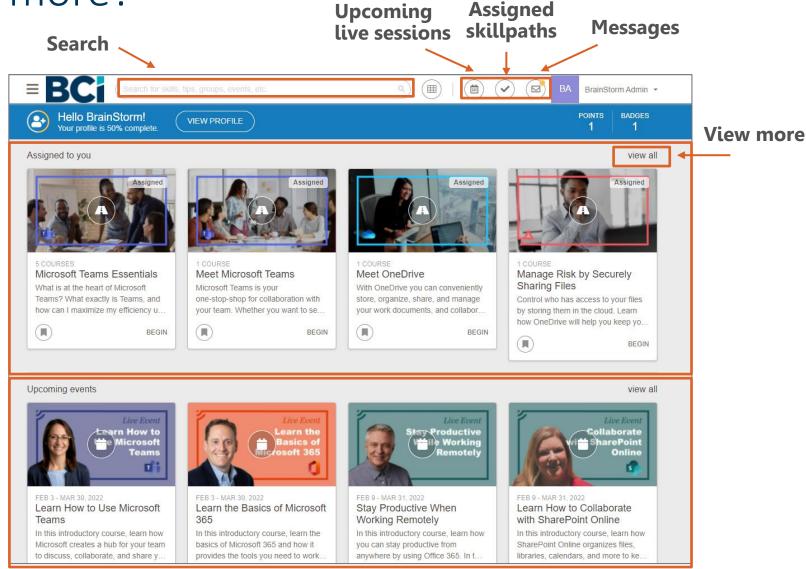
Interested in learning more?



Accessible from your Okta dashboard

Assigned skillpaths

Register for live training session





Questions?







