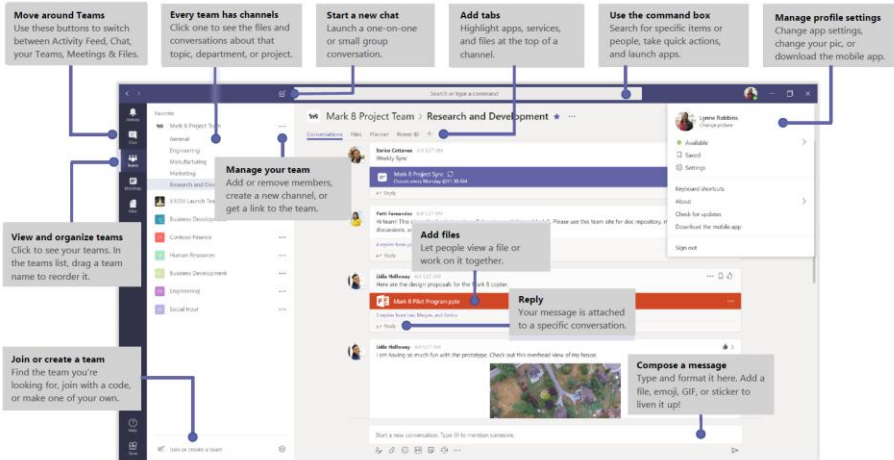## Teams – What is it and what can I do?

- A communication and collaboration app that's part of Office 365.

- Bring together your communications (chats and meetings) and work into one space.

- Reduce the email burden by using instant messaging (chats), conversations within your teams and meetings (audio, video and chat).

- Use @ mentions for individuals, channels or whole team to get the attention of your audience.

- Bring together all the useful elements of your work in your team channels, including websites, notebooks, files and apps.

- Work wherever you need to using the web version, desktop app or mobile app depending on your choice of device.

Download the App

- Go to https://teams.microsoft.com/download.

- Desktop App available for Windows (7, 8 and 10), Mac OS X and Linux.

- Mobile App available for iOS, iPad OS and Android.

Get the Teams app on all your devices and stay in touch wherever you are.

Your calendar is shown in Teams so that you don't have to go outside Teams to check it or to book a meeting.

Teams – Chat

- Start a chat with one person or multiple people – click on the icon and enter the name(s) of the people you want to message.

- Turn a chat into an audio call or video call using the buttons at the top of the chat.

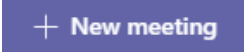- Know when a message has been read by looking for the indicator beside your message.

Teams – Meetings

- To join a meeting, click on the Join Microsoft Teams Meeting link in the meeting invite.

- Choose to join either:

  (a) using the app installed on your system (Windows, Mac or Linux) or the mobile app on your phone or tablet.

  (b) using the web browser (Chrome or Edge are recommended). Click on use browser option.

- In the joining preview, turn your camera and microphone on or off.

- If your system supports backgrounds or blur, click on the icon to use them. These options provide focus on you and mask surroundings or colleagues / family / pets. N.B. Blur / Backgrounds are not supported in the web browser version.

- Click the Join Now button to join the meeting.

- While on a call you may be able to share your screen or an app with information depending on the access you have been given. To share your screen click on the button and choose what to share

  Desktop – Everything running on your desktop can be visible – take care!
  Window – show the contents from a specific window / app
  PowerPoint – show a presentation (viewers may be able to move forwards and backwards independently of the presenter).
  Browse – to search for a specific file.

  A red border will indicate what you have chosen to share.
  Choose to Include System Audio if sharing a video with sound.

Teams – Booking a meeting

- A meeting can be created directly within Teams for specific invited people, or for a whole team.

- In the Calendar tab of Teams, click on `+ New meeting`

- Enter the details of your meeting and either choose to invite specific people, or click on the "add channel" field to select a team and channel for the meeting details to be placed into. All team members will see a channel-based meeting.

- Invite external users to your meeting – just add the email address for the external person.

Teams – Setting the meeting options

- Those attending a meeting can be presenters or attendees. Click on the Meeting Options link in your invitation to set up specific named presenters (internal users). Doing this makes everyone else an attendee and limits their actions in the meeting.

- Attendees (non presenters) cannot use the "mute all" feature, or start or stop recordings of meetings.

- You can also control who bypasses the lobby – a meeting organiser will be able to set this so that only the organiser goes straight into the meeting forcing everyone else to wait in the lobby.

- To make an external person a presenter, promote them to presenter status once they join the meeting by clicking on the … (more options) beside their name and choosing "make presenter".

Teams – Recording a meeting

- A meeting can be recorded by the organiser or a presenter by clicking on the … (more options) and choosing Start Recording. You can also Stop recording in the same way.

- Force the end of a meeting by choosing "End Meeting"

Turn off your camera to preserve meeting integrity and bandwidth.

In large meetings or when in a noisy space, mute your mic to improve sound quality for all.
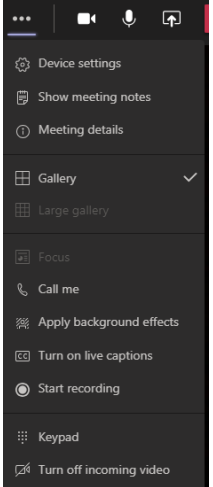
Use a wired connection wherever possible for the best experience.

Teams – more options

- Change the view between gallery (3 x 3) and large gallery (up to 7 x 7) and together mode (lecture theatre style).

- Use Live Captions to assist those with hearing or language difficulties.

- Apply background effects.

Teams – other controls

- Mute and unmute yourself (use Ctrl (Command on Macs), Shift and M)

- Turn on and off video (use Ctrl (Command on Macs), Shift and O)

- Raise a hand to indicate your desire to speak or ask a question

- Use the Chat button to send text messages or share information with the meeting

Teams – Formatting a post

- Click on the format icon ![format icon]

- Choose if this is a new conversation or an announcement

- If an announcement, then choose your background and picture

- Write your post

- Send it to the channel using the send button ![send icon]

- Depending on what has been allowed in your team, you may be able to add giphys, emojis, or stickers.
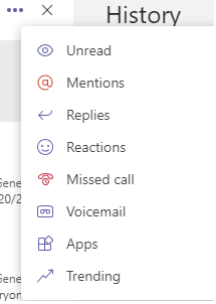
- Attach files using the attach button ![attach icon]

- You can also add Praise (to recognise the work of individual(s)), a YouTube video, a Form or a Place.

Teams – Activity Feed

- The activity feed will show where you have been @ mentioned, or when someone has reacted to a post or replied to a post.

- Clicking on an item in the activity feed will highlight the relevant element in the main window.

- Filter your activity feed by clicking on the filter button ![filter icon]

- Enter a search term or choose from the categories

- Click on the settings cog ![cog icon] to change your notifications.

History
- ![icon] Unread
- @ Mentions
- ↩ Replies
- ☺ Reactions
- ☎ Missed call
- ⊡ Voicemail
- ⊞ Apps
- ↗ Trending

Channels – use for collating info on a subject or project.

Posts – use the editor to add a title or even create an announcement.

Add extra **Tabs** to highlight useful resources for your colleagues.

Teams – Channels, Posts, Files and Tabs

- Use the General channel as an announcements and admin channel – restrict access so only owners can post to the General channel.

- Create channels to group work by subject / theme / project / workgroup as appropriate.

- Use private channels with caution – there are limitations (e.g. no scheduling meetings in private channels) and recovery of lost information is difficult.

- Every channel gets a posts and a files tab. The posts tab is for the conversation in that channel and the files tab keeps files related to that channel in one place. You can create subfolders in the files area of a channel.

- When writing posts, use the advanced editor to add a subject – this encourages replies in the thread.

- If replying to a post, ensure that you are using the reply option rather than creating a new post in the channel.

- Use @ mentions (person, channel or team) to draw attention to a post or actions required in a post.

- Add tabs linking out to websites, other Office 365 functionality like Planner or to files that you need colleagues to see or work on.

Teams – Apps

- It is possible to add apps to Teams. Ensure that you have the required licensing to use an app. Free personal licenses are NOT enough for College use.

Teams – Using a Team for Work and Study

- Work with your colleagues or classmates in a team to bring all the work elements into a single space.

- Start by joining or creating a team. If you are studying then your tutors and course leaders will have set up teams for the classes that you are joining.

- If you need a new team, ensure that there isn't one that serves your purpose already. Then click on [Join or create team] at the top right of the Teams tab.

- Choose the right sort of team – Class and PLC teams are for educators to create for engaging with student classes. A Staff team is for managers with staff who report to them. For all other team types use the "Other" option.

  N.B. You cannot change a team type once it has been created. If in doubt pick the "Other" option.

- Provide a name for your team, and also a description. Your department's short code will be added at the end of your team for identification and reporting purposes.

- Add your team colleagues / working partners. You can add more team colleagues by clicking on Manage team once the team is created.

- Always add at least a second and preferably a third "owner" to the team – this helps with managing the team and keeping things running in the event that you are not available.

- All teams have an initial 1 year expiry date. When expiry is approaching owners will be notified if no "auto renewal" activity has been detected in the team.

Teams keep groups of students, staff or project teams working together.

Live Events provide mass engagement opportunities.

Teams – Live Events

- A Live Event is a special type of meeting – like a webinar.

- Attendees can only interact by using the Q and A to send questions by text.

- Producer and Presenter roles are determined when the live event is created.

- Live events are great for large audience engagement – up to 10,000 attendees.

- Live Events require more resources in terms of manpower and input both prior to and during the event.

- There is a useful training video on Live Events on the Office 365 Tips and Tricks Yammer Community. https://bit.ly/31Tmc6d

- Public Live Events are controlled by the Institutional Events team. You can request access to schedule a public live event using the Yammer post's linked form.

- For help or further information on Live Events contact the Institutional Events team at events@imperial.ac.uk