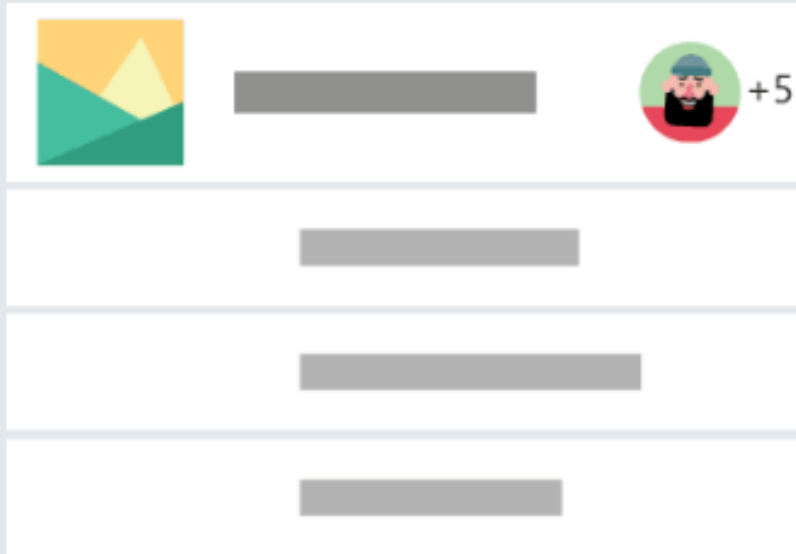
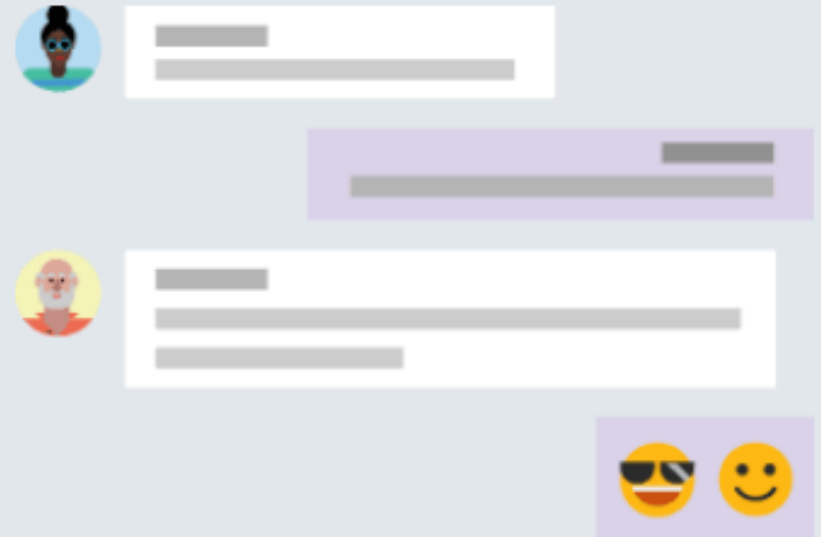


A quick intro to Teams reference slides



Bring your team together

Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.



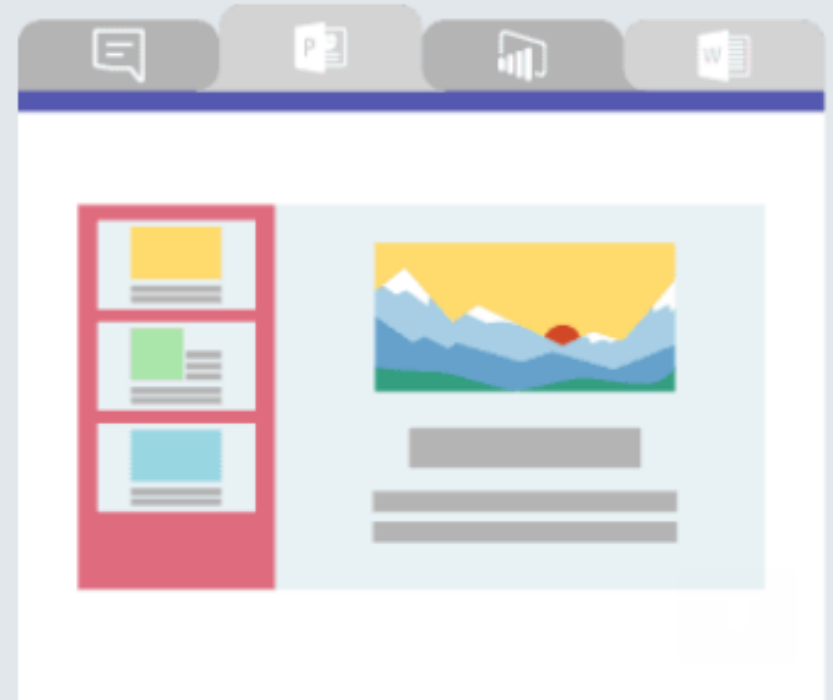
Chat 1:1 and with groups

Outside of open team conversations, chat privately and share files and notes with anyone in your organization.



Make video calls and schedule online meetings

Have impromptu or scheduled meetings in any channel. Or just call someone ☐



Team files, notes, and apps in one place

Your team's tools are organized and integrated in Microsoft Teams with the power of Office 365.

Teams quick reference card

The screenshot shows the Microsoft Teams interface with several red boxes and lines pointing to specific features. The labels and their corresponding features are:

- Your Teams**: Points to the 'Teams' section in the left-hand navigation pane.
- Start a new chat**: Points to the '+' icon in the top navigation bar.
- Command bar**: Points to the search bar at the top of the main content area.
- App bar**: Points to the 'Activity', 'Chat', 'Teams', 'Calendar', and 'Calls' icons in the left-hand navigation pane.
- Join or Create a team**: Points to the 'Join or create a team' button at the bottom left of the main content area.
- Write a message**: Points to the text input field at the bottom of the chat window.
- Send your message**: Points to the 'Send' button (paper plane icon) at the bottom right of the chat window.
- A chat**: Points to the main chat area containing messages and attachments.
- General**: Points to the 'General' channel tab in the top navigation bar.
- Superhighways**: Points to the 'Superhighways' team in the left-hand navigation pane.
- Superhighways Members**: Points to the 'Superhighways Members' team in the left-hand navigation pane.
- Kingston Voluntary Action**: Points to the user profile in the top right corner.



The left hand menu bar

Microsoft Teams Apps



Activity

The activity app is your single inbox for all activity across Teams – when someone posts something in a team or sends you a message the Activity icon will alert you.



Chat

Chat & share files one-to-one or in a group outside of a Team.



Teams

Chat & share files with your team. The @ indicates that you or one of your teams has been mentioned in a post



Calendar

Schedule meetings with your team and have it synch with your Outlook calendar



Calls

Call people both internally & externally

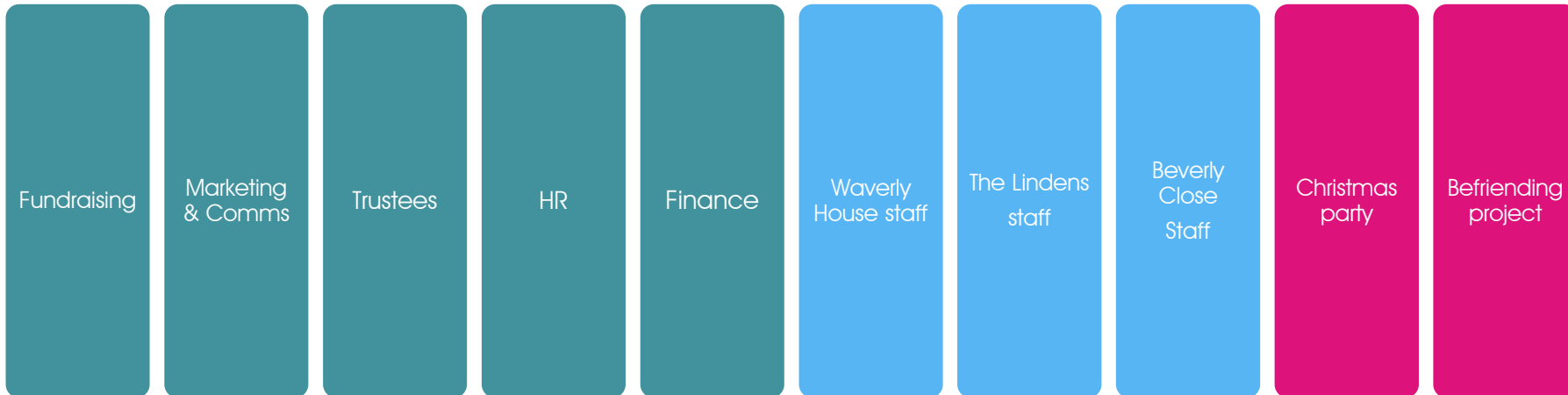


Structuring your Team with Channels

Team

KSH Support

Channels



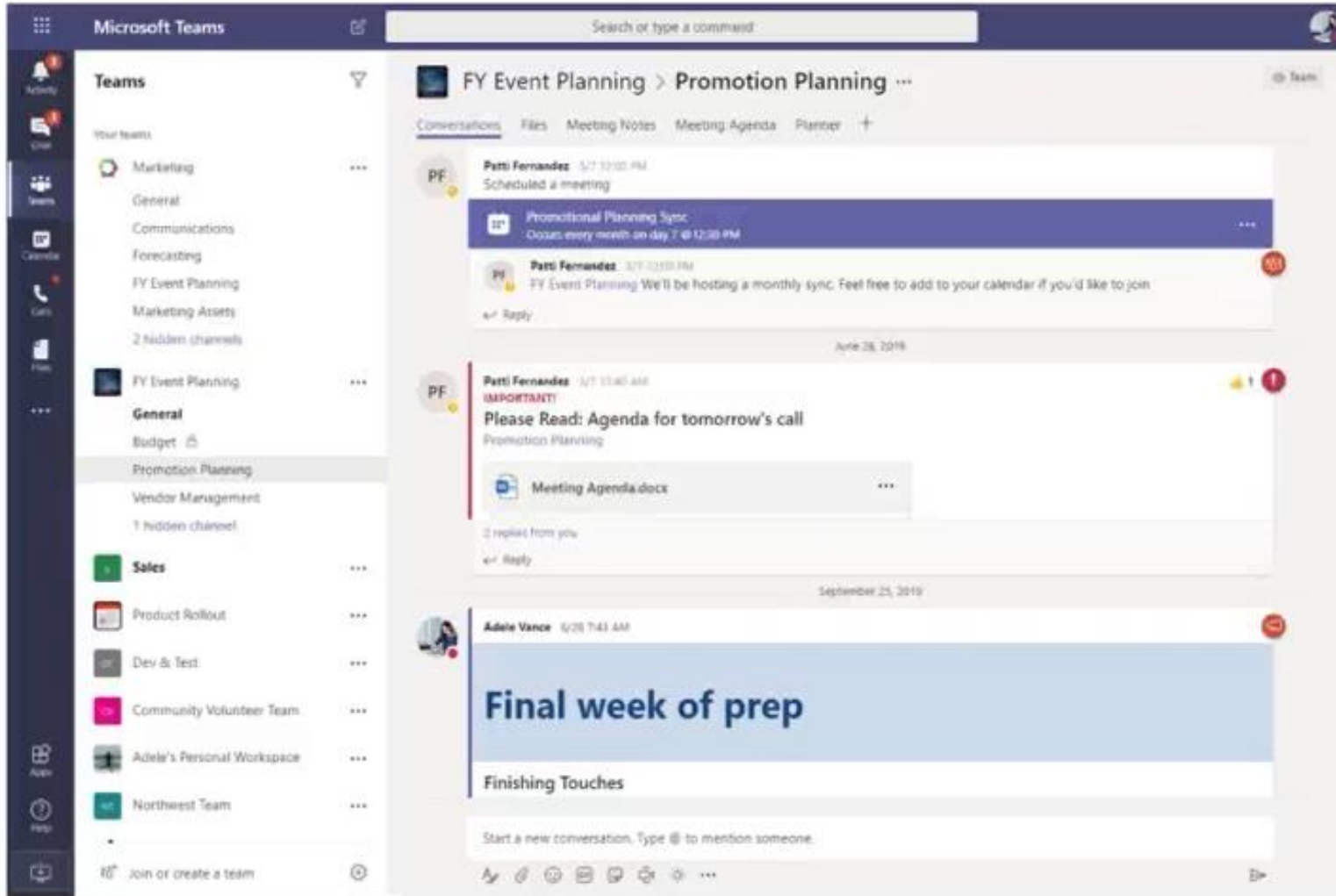
Areas of work

Sub teams

Specific projects



Align Work Groups and Manage Projects



Conversations, files and tools in a shared workspace

Threaded conversations and announcements

Integrated meeting notes and recordings

Owners, members, guests and moderators

Public visibility plus private channels

@mention – to flag a person or team when posting

Search for or type a command

Kingston Voluntary Ac...

Teams

Sm Covid-19 Posts Files Wiki +

Team

Let's get the con
Try @mentioning people you want to collabora

Planner OneNote Add tab

Kate White na-29

Suggestions

- KA KVA Admin
admin@kva.org.uk
- Sm KVA Staff
Team
- KVA Twitter Feed
Channel
- KVA Infrastructure
5 people have this tag

Start typing @ and then the name of the person, team, channel or tag to generate a list of suggestions

Select the person or group of people you want to notify

Activate Windows
Go to Settings to activate Windows.



Creating and using Tags

Select the Tag tab and manage or Create a tag. Then you can @mention a Tag and all members will be alerted

Click on the 3 dots next to your Team name

The screenshot shows the Microsoft Teams interface for a team named 'KVA Staff'. The team description is 'General KVA staff communications and Project Channels'. The 'Tags' tab is selected in the navigation bar. A search bar for tags is visible, and a 'Create tag' button is in the top right. Below the search bar, there is a section for 'Tags assigned to you (4)'. A table lists the assigned tags, with one tag named 'Census' shown, which has 4 members and was imported from an external source.

Name	Members	Imported from
Census	4	



Options for people to join a meeting / call

Microsoft Teams



Stay better connected with the Teams desktop app

[Download the Windows app](#)

[Use the web app instead](#)



Already have the Teams app? [Launch it now](#)

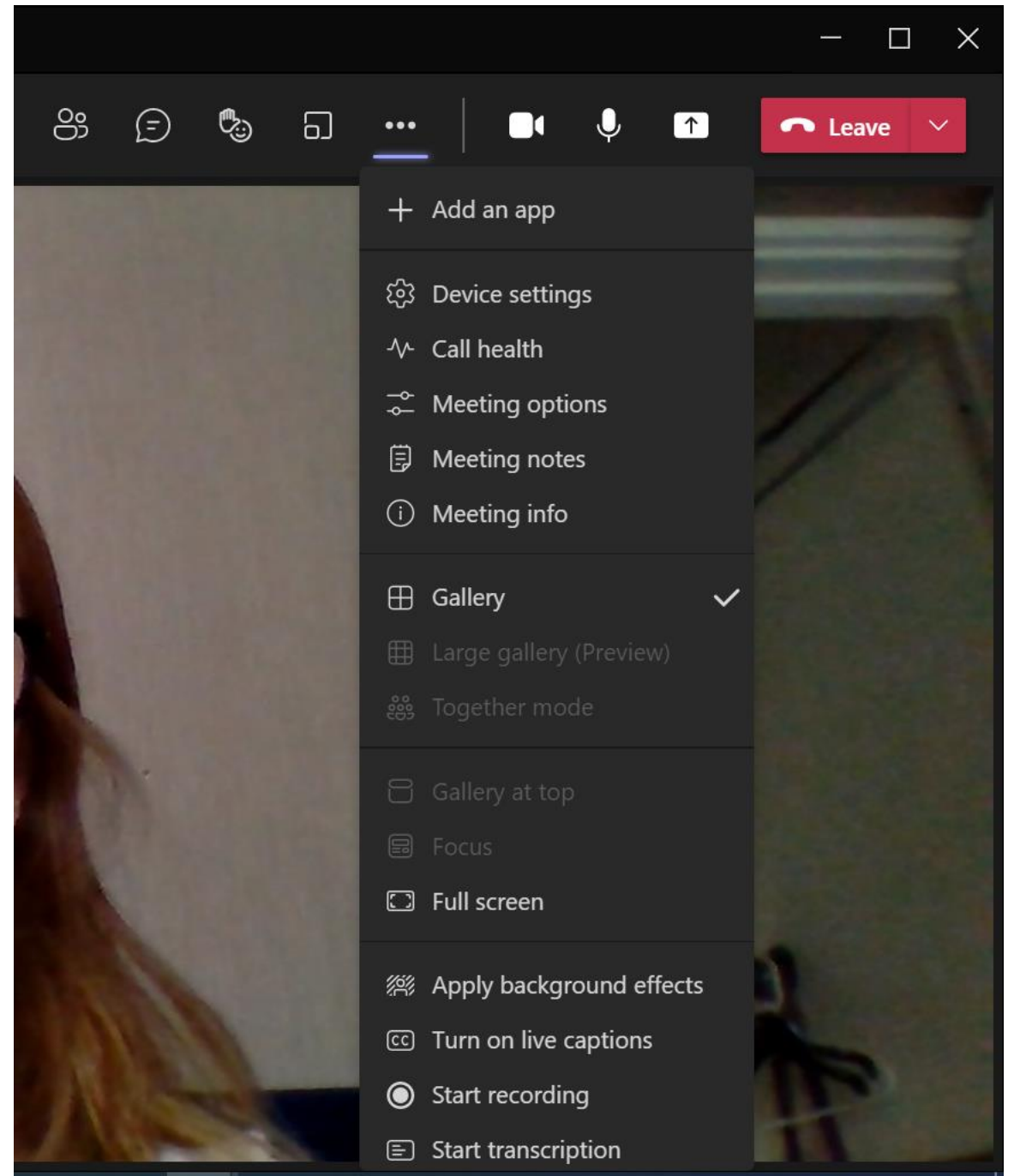
Switch on the Lobby feature in Teams Admin

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes a search bar with the text "Search for or type a command", the organization name "Kingston Voluntary Ac...", and a user profile icon. The left sidebar contains navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main video area shows a woman with short brown hair. A dark blue notification bubble is overlaid on the video, displaying a yellow circle with the letter 'Y', the name "yogarani", and the message "is waiting in the lobby". Below the message are two buttons: "View Lobby" with a person icon and "Admit" with a checkmark icon. At the bottom of the video area is a control bar with icons for mute, video, screen share, chat, and a lobby icon with a red notification badge. The Windows taskbar at the very bottom shows various application icons and the system clock indicating 15:01 on 20/04/2020.

Meetings / Calls tool bar

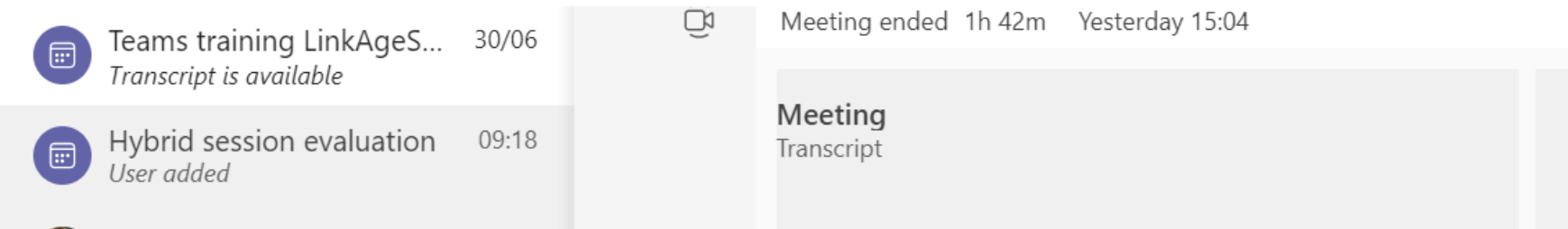
Useful / new features...

- Switch between Gallery & Large gallery / Together mode depending on how many people in the call
- When someone is screensharing – choose to have Gallery at the top and / or to view in Full screen or Focus to see better
- Turn on Live captions (even if you're presenting, each person needs to do this themselves to see on screen)
- Start transcription – only visible if you set up the meeting

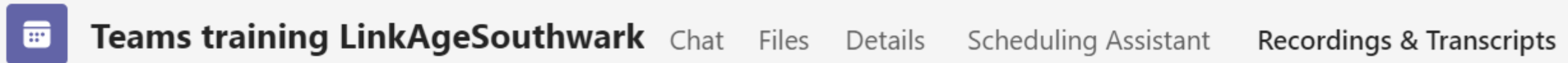
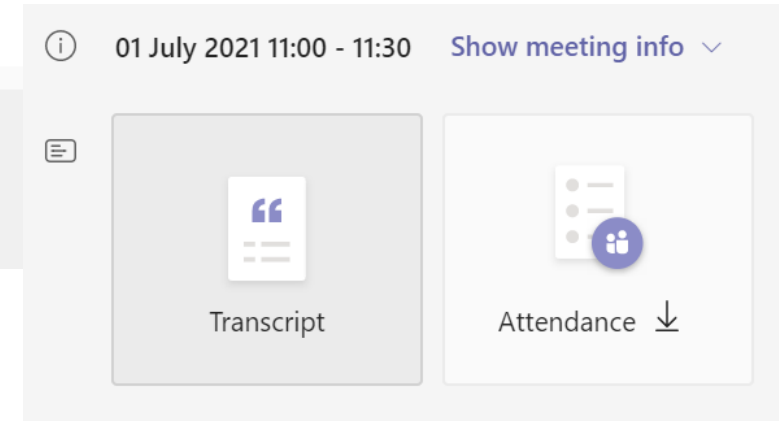


Accessing recordings & transcripts


- Go to Chat, find the meeting & click on Transcript



- Or go to your calendar and double click on the Meeting entry & click on Transcript

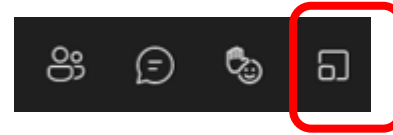


Download ▾ Delete

 Kate White 14:46
Automated a transcription? I haven't used that in a live setting in teams yet.

I'm but I think it's it's pretty good because it must be linked to the live captions.

Breakout rooms are here!



Create breakout rooms

Rooms
Select the number of rooms you want to create. 1 ▾

Participants
How do you want to assign people to rooms?


Automatically
We'll assign people to rooms for you.

Manually
Choose the people you want to put in each room.


Cancel Create rooms


Breakout rooms

⋮ ✕

 **Assign participants**
All participants are assigned

Manage rooms Add room Close rooms

 **Room 1 (0)**
This room is empty CLOSED

 **Room 2 (0)**
This room is empty CLOSED

Settings

Automatically move participants to rooms

Participants can return to the main meeting

Set a time limit

0 hours ▾

0 minutes ▾

Sharing your screen – options to select what to share

The screenshot shows the Microsoft Teams interface during a screen sharing session. At the top, there is a search bar with the text "Search for or type a command" and a user profile for "Kingston Voluntary Ac...". On the left sidebar, there are icons for Activity (with a '2' notification), Chat, Teams, Calendar, Calls, and Files. The main video area shows a blurred view of a person's face. Below the video is a control bar with a timer at "01:15" and icons for video off, microphone off, screen sharing, a menu (three dots), chat, participants, and a red end call button. Below the control bar is a menu with the following options:

- Include system audio
- Desktop**: Shows a thumbnail of the current desktop view labeled "Screen 1".
- Window**: Shows thumbnails of open windows, including "Microsoft Teams" and "Settings".
- PowerPoint**: Shows thumbnails of open PowerPoint presentations, including "Data Essentials open sess...", "Becoming more datawise...", and "Teams Quick Cards.pptx".
- Browse**: Shows a thumbnail of a web browser.
- Whiteboard**: Shows a blue thumbnail with a whiteboard icon labeled "Microsoft Whiteboard".

At the bottom of the screen is the Windows taskbar with icons for Start, File Explorer, Edge, Teams, PowerPoint, and Settings. The system tray on the right shows the time "11:30", the date "03/04/2020", and a notification icon with "18".

Update to the latest Teams version

The screenshot displays the Microsoft Teams application window. At the top, there is a search bar and a window title bar with the text 'Kingston Volunta...'. A red box highlights the three-dot menu icon in the title bar. A context menu is open, listing several options: 'Settings', 'Zoom (100%)', 'Keyboard shortcuts', 'About', 'Check for updates', and 'Download the mobile app'. The 'Check for updates' option is highlighted with a red box. In the background, a poll titled 'Forms' is visible, showing two options: 'Yes, it works' and 'No, it doesn't', with a progress bar indicating 0% (0) responses. The poll was updated on Tuesday at 11:49.



Microsoft Teams – a summary

- An online collaboration space for your team
- Conversation, Wiki & Files tabs by default
- Add your own extras e.g. Planner, Forms, Weblinks
- Upload key documents and collaborate in real time (no more attached docs)
- Chat and @mention to alert colleagues
- Arrange meetings – links with Outlook calendar + video / audio calls
- Invite external partners into the space (or what about trustees?)
- [Teams video training](#)



Further resources to help you get started..

- ✓ [New to Teams – we'll show you around](#) – Superhighways blog post with screen shots
- ✓ [Getting started with Teams – chats, calls and meetings](#) – Superhighways blog post with screen shots
- ✓ [Microsoft Teams Quick Start Guide](#) – MS resource
- ✓ [Microsoft Teams YouTube channel](#) – Good range of videos as reminders or to share with others
- ✓ [Microsoft Teams Video Training](#) – as above
- ✓ [Instructor Led Live Training](#) – from Microsoft – book a date and join

