A quick intro to Teams reference slides

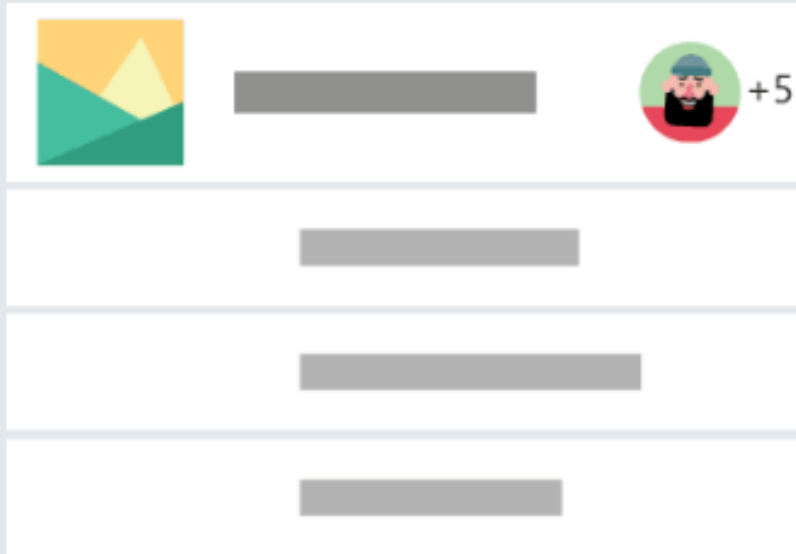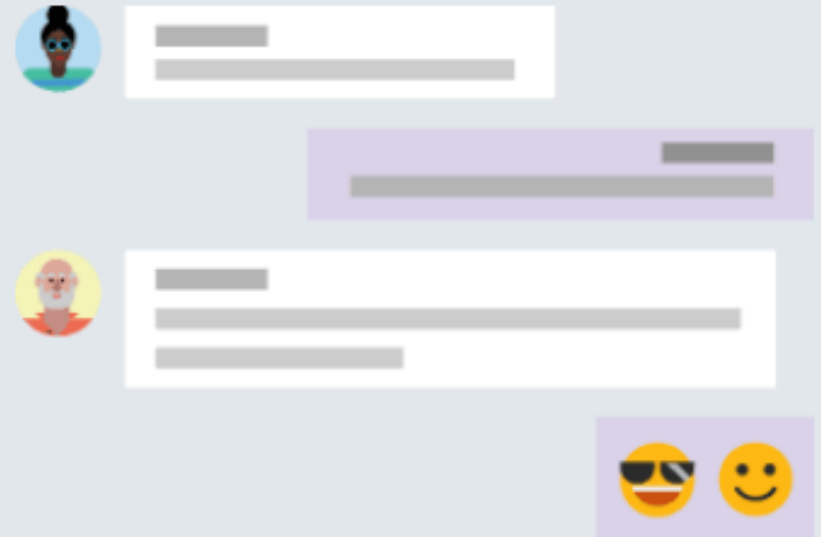**Microsoft Teams**

Bring your team together

Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.
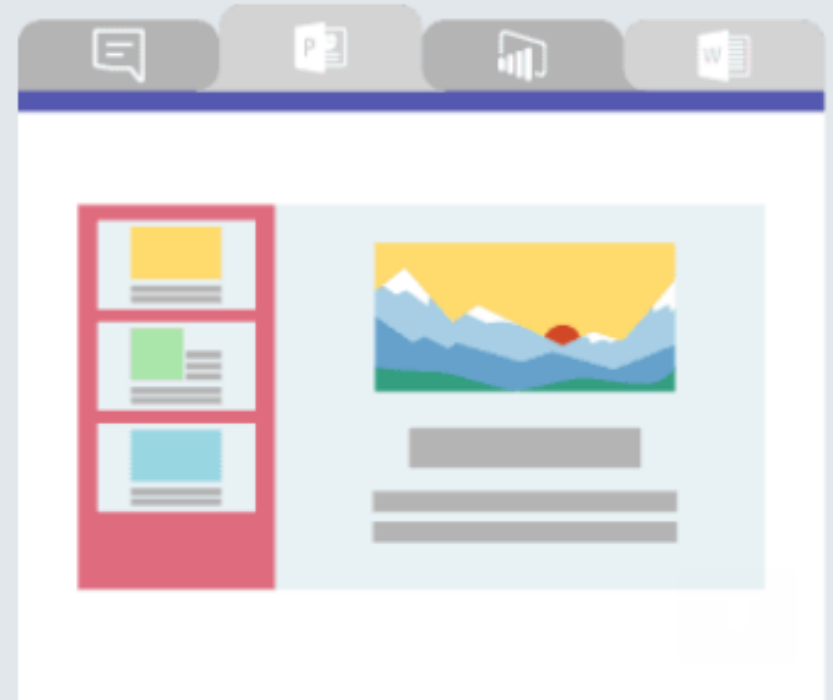
Chat 1:1 and with groups

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

Start a new chat

Command bar

Your Teams

Tabs

Your Profile

Apps

A chat

Join or Create a team

Write a message

Send your message

The left hand menu bar

Microsoft Teams Apps

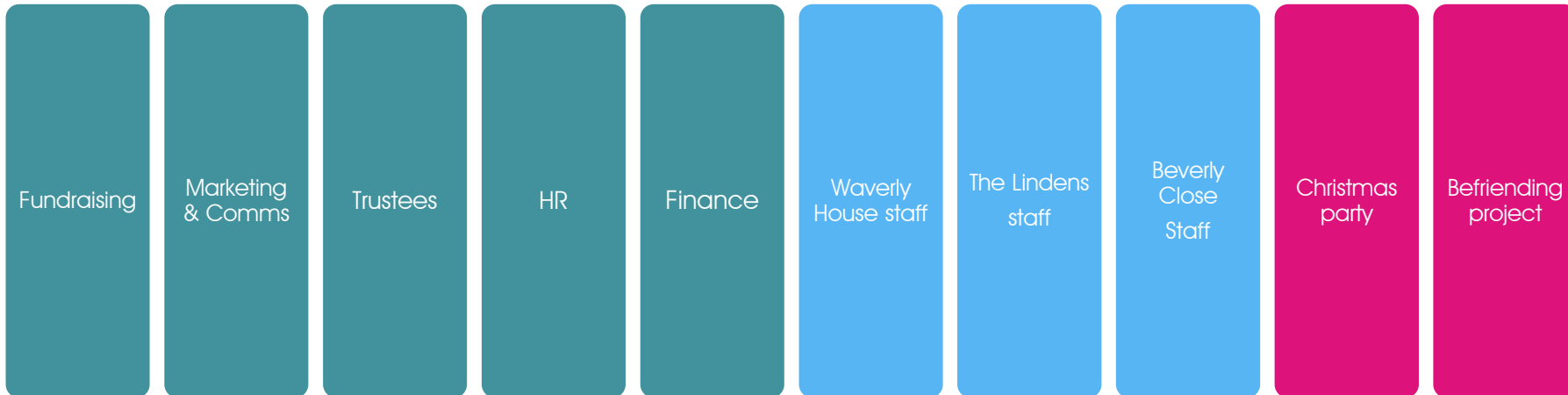|	
Activity	The activity app is your single inbox for all activity across Teams – when someone posts something in a team or sends you a message the Activity icon will alert you.
Chat	Chat & share files one-to-one or in a group outside of a Team.
Teams	Chat & share files with your team. The @ indicates 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

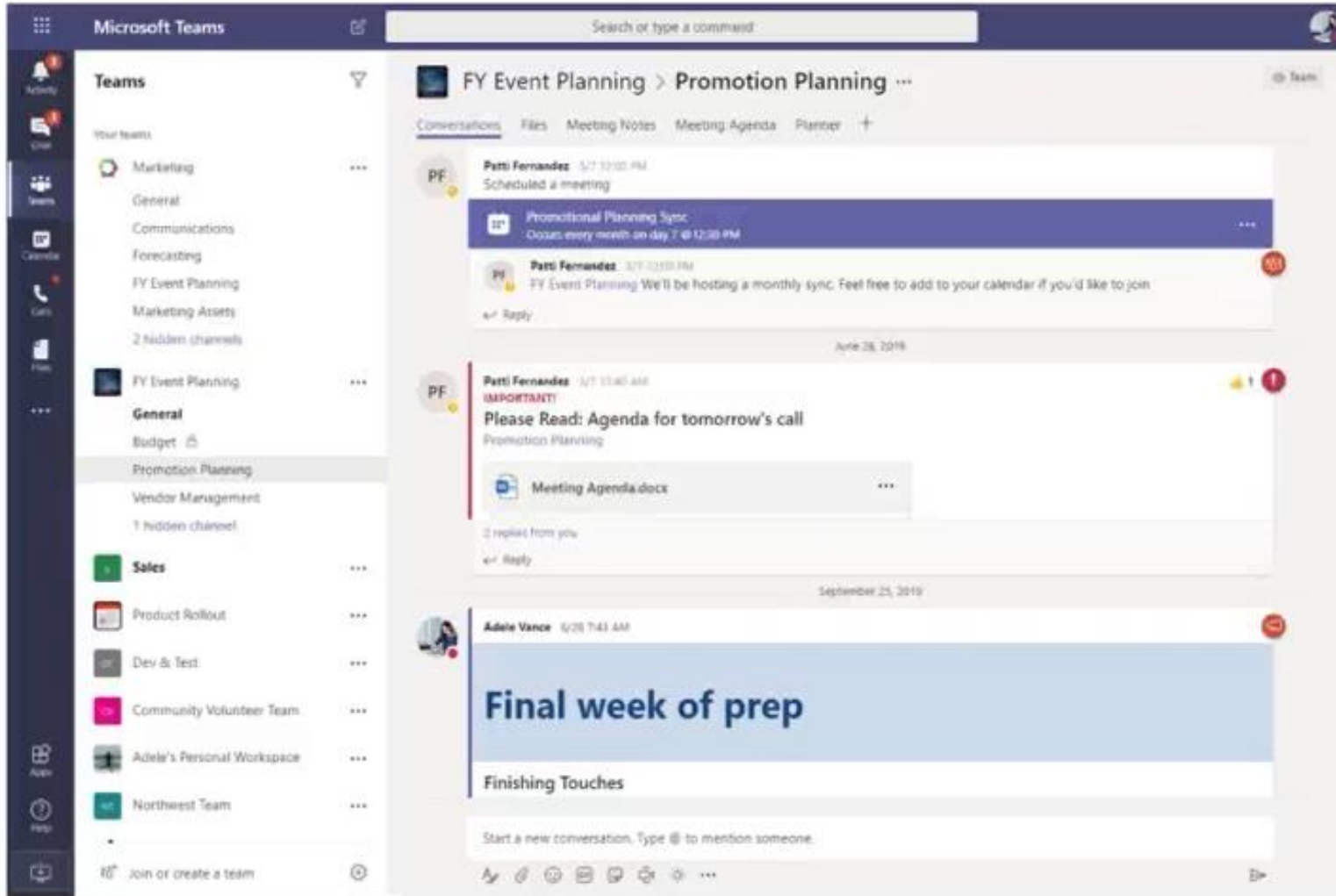| Fundraising	Marketing & Comms	Trustees	HR	Finance	Waverly House staff	The Lindens staff	Beverly Close Staff	Christmas party	Befriending project

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

Select the person or group of people you want to notify

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

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

Teams

Superhighways Finance ...

SF

Click on the 3 dots next to your Team name

Memberships

1 hidden channel

Sm KVA Staff ...

General

Big Yellow 🔒

Sm **KVA Staff** ···

General KVA staff communications and Project Channels

👁 Team

Members   Pending Requests   Channels   Settings   Apps   **Tags**   1 more ⌄

Search for tags   🔍

🏷 **Create tag**

▾ **Tags assigned to you** (4)

Name   Members   Imported from

🏷 Census   👥 4   ···

Options for people to join a meeting / call

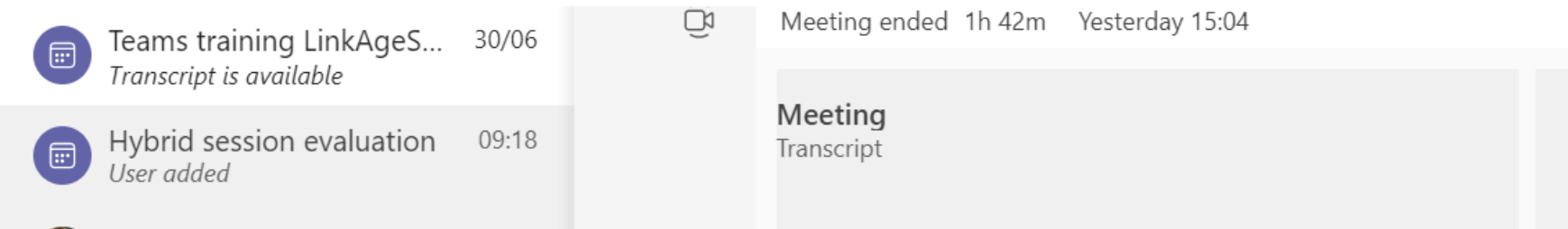# Switch on the Lobby feature in Teams Admin

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)

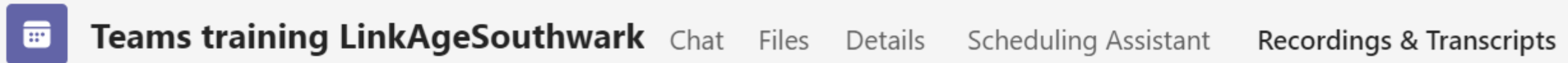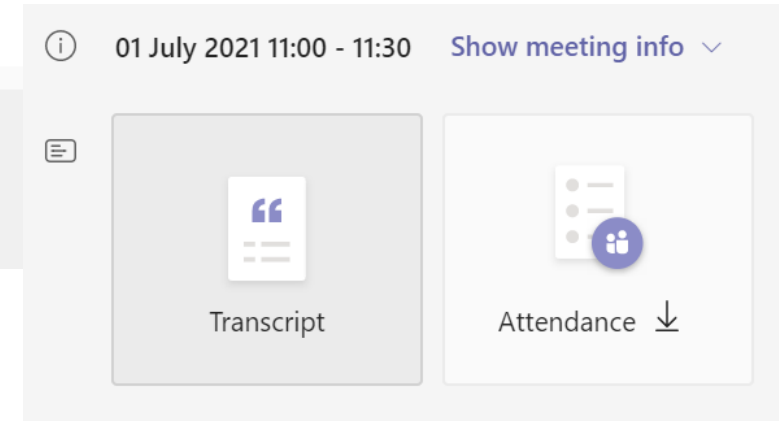- Start transcription – only visible if you set up the meeting
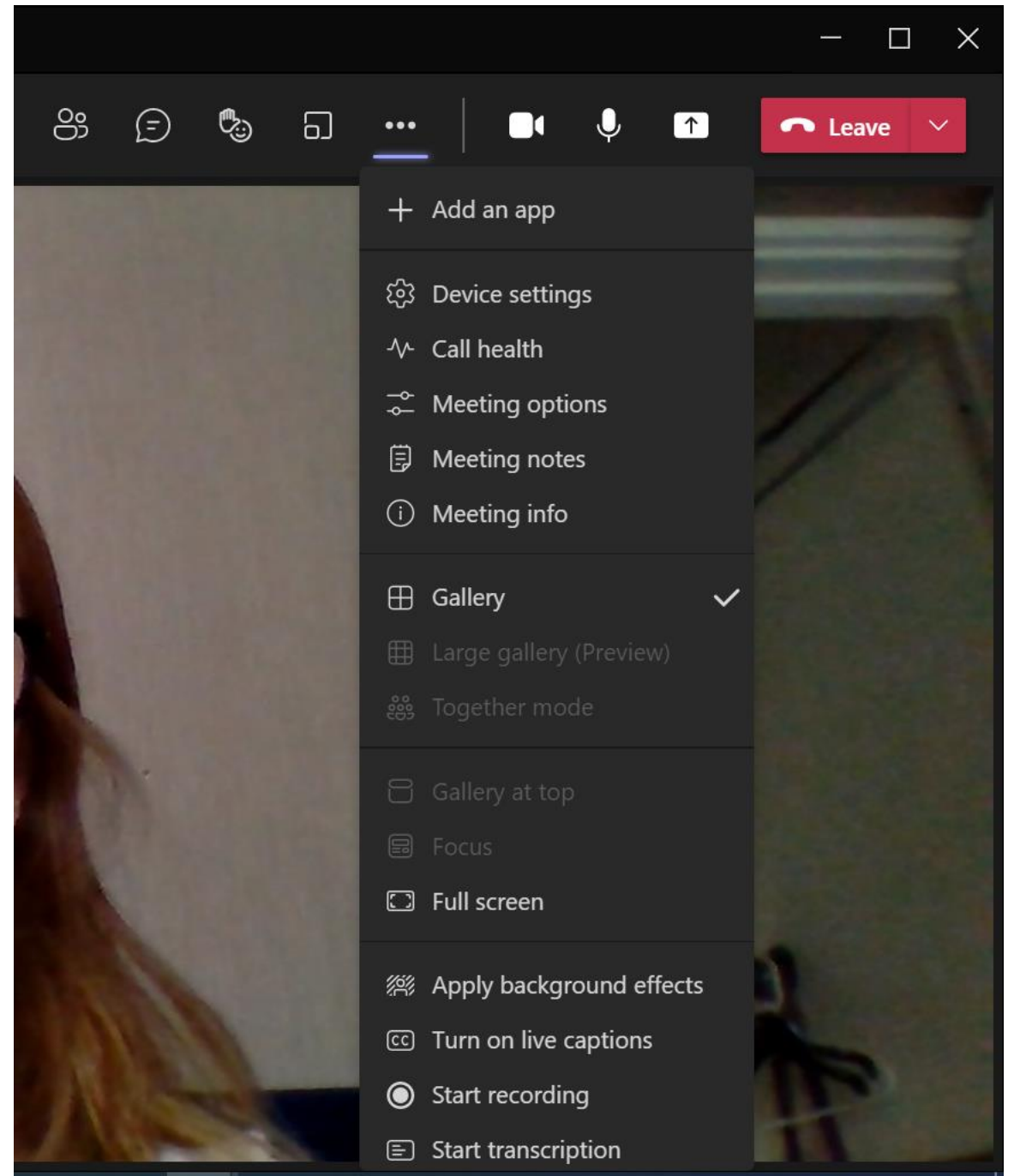
Accessing recordings & transcripts

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

Teams training LinkAgeS... 30/06	
Transcript is available	
Hybrid session evaluation 09:18	
User added	

Meeting ended 1h 42m Yesterday 15:04

Meeting
Transcript

01 July 2021 11:00 - 11:30 **Show meeting info** ⌄

Transcript

Attendance ↓

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

Teams training LinkAgeSouthwark Chat Files Details Scheduling Assistant **Recordings & Transcripts**
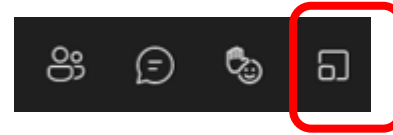
↓ Download ⌄ 🗑 Delete

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)**   **CLOSED**
This room is empty

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

‹ 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

Update to the latest Teams version

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