



# An intro to MS Teams



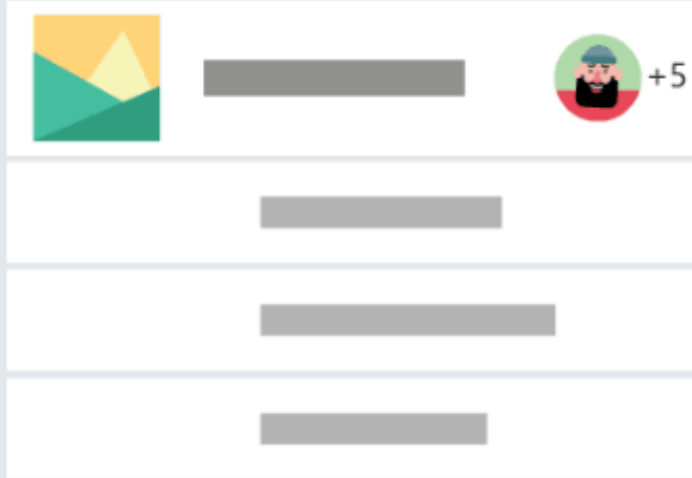
# What we'll cover

- What is Teams?
- Teams desktop & web app
- Updating Teams
- Channels
- Posts
- Chat – individual & groups
- Files – navigating, editing & collaborating

*Join on Thursday for a session looking at Calls & Meetings*

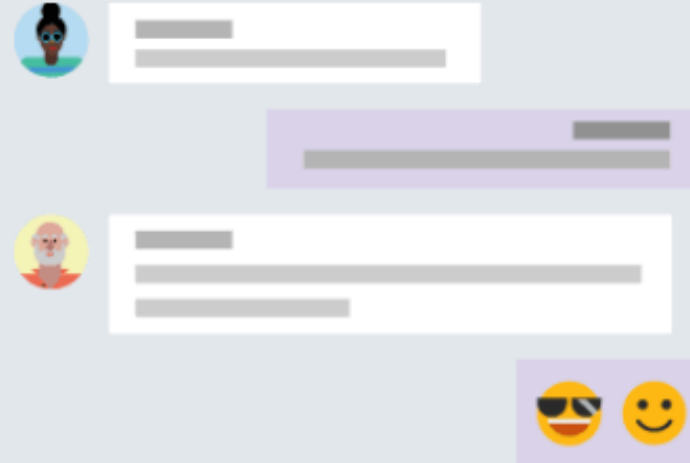


# What is Teams?!



## 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

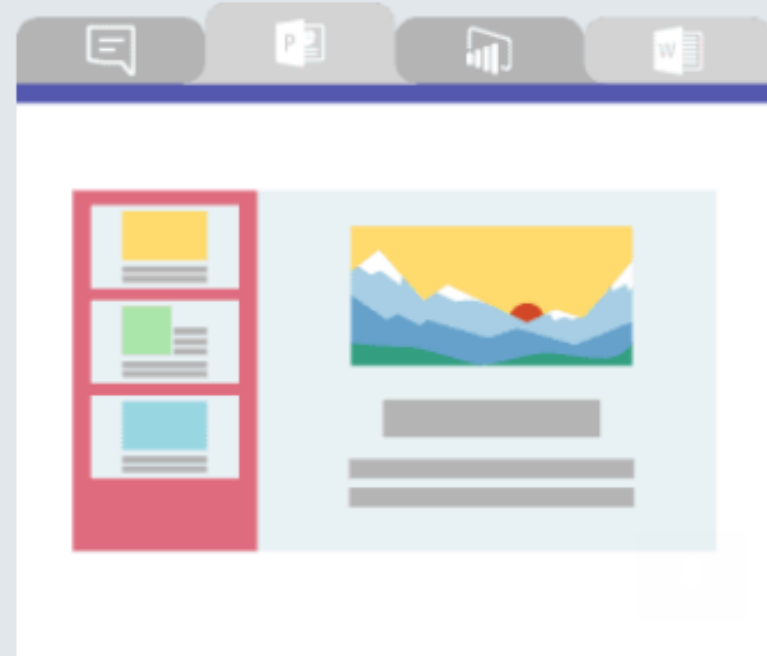
Outside of open team conversations, chat privately and share files and notes with anyone in your organization.





## **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

The image shows a screenshot of the Microsoft Teams application interface with several key components highlighted by red boxes and lines, and labeled with text:

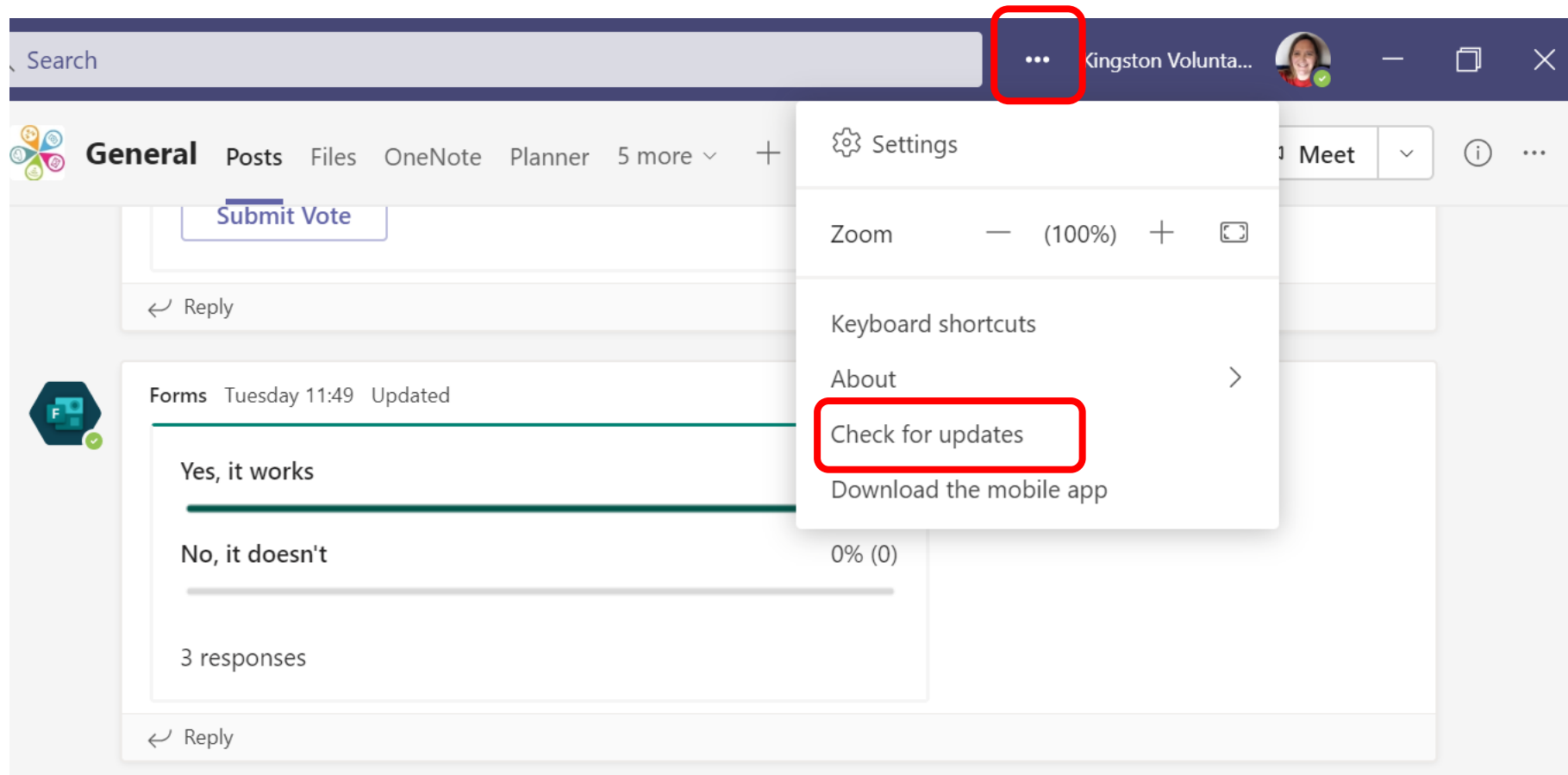
- Microsoft Teams**: The top header bar.
- Search for or type a command**: The search bar in the top right.
- Kingston Voluntary Action**: The user's profile and team name in the top right.
- Activity**, **Chat**, **Teams**, **Calendar**, **Calls**: The left-hand navigation pane.
- Apps**: A label pointing to the navigation pane.
- Join or Create a team**: The button at the bottom left of the navigation pane.
- General**, **Posts**, **Files**, **OneNote**, **Superhighways**, **Calendar**, **Office clear out day**: The tabs for the selected team.
- Command bar**: A label pointing to the search bar.
- General**: The selected team channel.
- Today**: The date separator in the chat area.
- A chat**: A label pointing to the main chat area containing messages and attachments.
- Write a message**: The text input area at the bottom of the chat.
- Send your message**: The send button (paper plane icon) at the bottom right of the chat.

The chat area displays a message from **Philippa Leary** at 07:07, which includes text, an image attachment (**IMG\_2903.JPG**), and a video attachment (**how to make a team call.mp4**). A reply from **Alice Linell** at 08:41 is also visible.



# Update to the latest version of Teams

- Click on the 3 dots to the left of your profile pic / initials at the top right of your screen
- Click Check for updates



The screenshot shows the Microsoft Teams interface. At the top right, the user's profile picture and initials are visible, with a red box highlighting the three dots menu icon to their left. A dropdown menu is open, showing options: Settings, Zoom (100%), Keyboard shortcuts, About, Check for updates (highlighted with a red box), and Download the mobile app. The background shows a chat window with a poll titled 'Forms' and a 'Submit Vote' button.



# 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

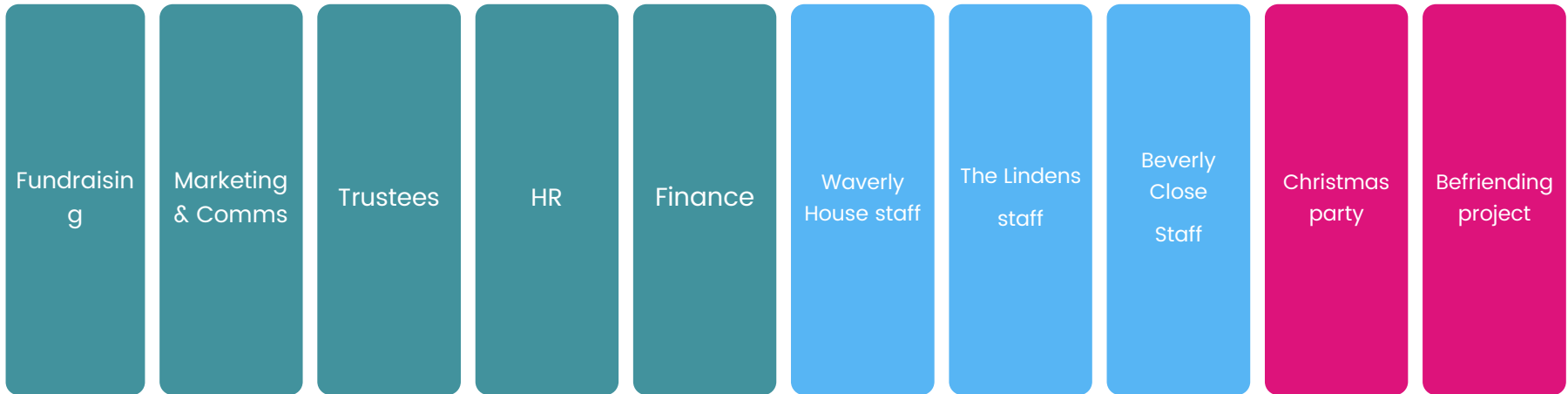


# Structuring your Team with Channels

**Team**



**Channels**



**Areas of work**

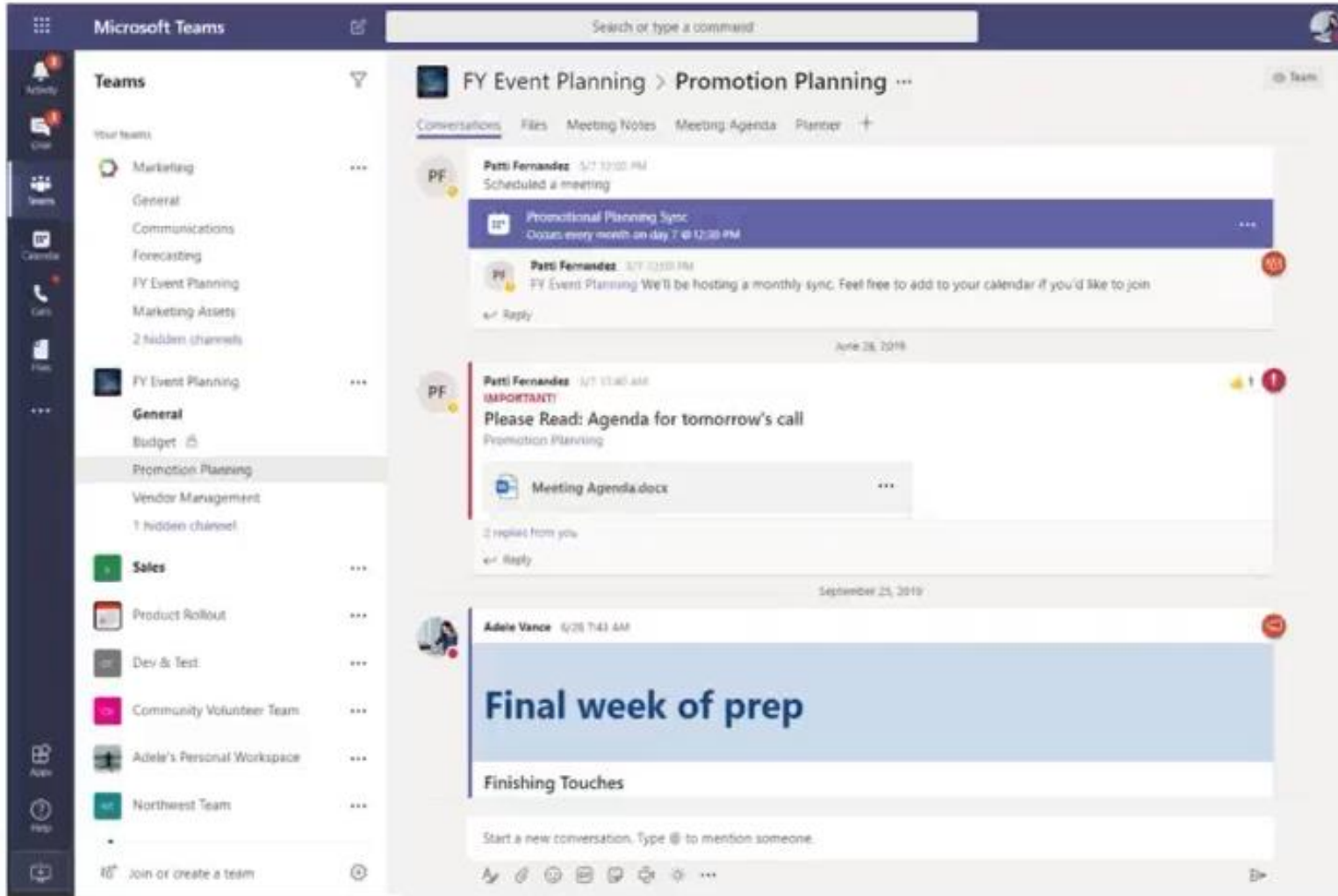
**Sub teams**

**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

on website  
/naa Aparajit Alison Ewart There's

the data protection during this  
the pandemic continues. The IC...

Activate Windows  
Go to Settings to activate Windows.

Join or create a team

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



# 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	



# 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



# Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



## Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



## Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



## Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)





# About Superhighways

Providing tech support to small local charities in London for over 20 years

- ✓ Support
- ✓ [Training](#)
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](#)
- ✓ [See all services](#)
- ✓ [E-news sign up](#)





# Thank you for listening

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@SuperhighwaysUK

