

# MS Teams Instructions

# Hackathon

24 – 25 October 2020

# Organisers / Judges Version

**This is a guide for navigating MS Teams as it will be used at this event.**

**MS Teams is the communication platform for talks, presentations and for us, the organisers, to communicate with you, the competitors.**

**You may use whatever platform you want to chat and work together. Please keep someone in your Teams channel to watch for communication from event staff.**

## Event Etiquette:

**Please keep your mic muted in all general meetings until invited to speak**

**Please keep questions for after each session and ask them in a chat or conversation page**

**Please try and respond promptly to any message from a member of event staff or judge**

< > Search MM — □ ×

Activity

Chat 1

**Teams** @

Assignments

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Help

## Teams

Join or create team

Find DMS Hack 2020 in the Teams section

DMS Hack 2020

Click to enter

Search

Activity

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**DMS Hack 2020**

**General** Posts Files +

Team 96 Guests

**Common channel for all hackathon events and communication:**

- Introduction talks
- Speakers and Q&As
- Presentations
- Judging

New conversation

The screenshot shows the Microsoft Teams application window. On the left sidebar, the 'Teams' icon is circled in orange. The main area displays a team named 'DMS Hack 2020' with a 'General' channel. An orange text box on the right contains the following text:

**Your private team channel:**

- Private communication
- File sharing & storage
- Facilitators will reach you here for private chats
- Speakers and experts will reach you here for private chats

Activity  
Chat  
Teams  
Assignments  
...

All teams

DMS Hack 2020

General

Team name

General

Files

New Upload Sync Copy link ... All Documents

Name	Modified	Modified By
rules_of_engagement_2020.pdf	5 days ago	German Terrazas
team_presentation_v1.0.pptx	5 days ago	German Terrazas

**Files Tab:**

- The General Channel has files which you may find useful
- Feel free to download anything in the general channel
- Please do not upload your own files in the General channel

The screenshot shows a Microsoft Teams window. On the left is a dark sidebar with navigation icons: Activity, Chat, Teams (highlighted), Assignments, and Help. The main area is divided into two panes. The left pane shows a list of teams under 'All teams', including 'DMS Hack 2020' and 'General'. The 'General' channel is selected, and a small video camera icon next to the 'Team name' is circled in orange. The right pane shows the 'General' channel content with a header bar containing 'General', 'Posts', 'Files', and a plus sign. It also shows 'Team', '96 Guests', and other icons. The main content area has an orange heading 'Meeting indicator:' followed by two bullet points: 'A meeting is taking place in the indicated channel' and 'Change to this channel to join the meeting'. At the bottom of the right pane is a 'New conversation' button.

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Activity

Chat

Teams

Assignments

Help

< All teams

DMS Hack 2020

General

Team name

General Posts Files +

Team 96 Guests

**Meeting indicator:**

- A meeting is taking place in the indicated channel
- Change to this channel to join the meeting

New conversation



This is the home view in your team page:  
Create new conversations as a separate chat thread, or reply to conversations to keep the replies in that thread.

Let's get the conversation started  
Try @mentioning a student or teacher to begin sharing ideas.

Mike McNally Monday 15:36  
Hi! Welcome to your DMS Hack 2020 team space.

You can use this space for conversation, private chat video/audio meetings, and file sharing and project submission.

See more

← Reply

New conversation

Facilitators, organisers and judges will use this as a space for private conversations with you, to help you out with any questions, advise you and to generally chat about how your are getting along. Please make sure there is always someone keeping an eye on this page so we can reach you!

Search

MM

< All teams

Team Name Post Files

Channel 3 Guests

DMS Hack 2020

General

Team name

New conversation

Use the Files storage in your private team:

- To share files / code / etc
- You must submit your final code, project and instructions, your presentation, any video or other materials here

Activity

Chat

Teams

Assignments

Calendar

Apps

Help

All teams

Team Name Posts Files +

Channel 3 Guest

Create a new voice / video meeting

This meeting is private to this channel

Let's get the conversation started

Try @mentioning a student or teacher to begin sharing ideas.

Mike McNally Monday 15:36

Hi! Welcome to your DMS Hack 2020 team space.

You can use this space for conversation, private chat video/audio meetings, and file sharing and project submission.

See more

← Reply

New conversation

Microsoft Teams interface showing a channel meeting notification.

**Left Sidebar:**

- Activity
- Chat (1)
- Teams
- Assignments
- Calendar
- ...
- Apps
- Help

**Channel Header:**

- Team Name
- Posts
- Files
- + (More options)
- Channel
- 3 Guests
- Video call icon
- Info icon
- More options (three dots)

**Channel Content:**

- Channel name: DMS Hack 2020
- Channel type: General
- Channel lock status: Team name (locked)

**Meeting Notification:**

- Title: New channel meeting
- Duration: 00:05
- Participant: MM
- Action: **Join** (highlighted with an orange circle)
- Text: **Join an existing channel meeting**
- Status: New channel meeting started
- Reply: Reply
- Action: New conversation

## Events:

**Saturday 24<sup>th</sup> 9:00 – Introductions event – general channel**

**Saturday 24<sup>th</sup> 11:00 – Eva Agapaki – general channel:**  
*Computer Vision for 2D and 3D Industrial Data*

**Saturday 24<sup>th</sup> 12:45 – Eva Agapaki Q&A – general channel**

**Saturday 24<sup>th</sup> 13:40 – James Malley & Pat Powers – general channel:**  
**Smart Cartonization with paccurate**

**Saturday 24<sup>th</sup> 15:00 – James Mallet & Pat Powers Q&A – general channel**

**Sunday 25<sup>th</sup> 15:30 – Challenge Presentations – general channel**

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Activity

Chat

Teams

Assignments

Calendar


Calls

...

Apps

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< All teams



DMS Hack 2020

General

184594917

3SG5

Bilbos Bois

Cant tie my shoestring

Christs College Engineers

Fury

g equals pi squared

Guess whos hack

Insert team name

Judges

Kwahz


Nullpointerexception

Organisers

General Posts Files +

Team 96 Guests

The organisers have a view of all channels and are able to enter and talk to any team



Let's get the conversation started

Try @mentioning a student or teacher to begin sharing ideas.

New conversation