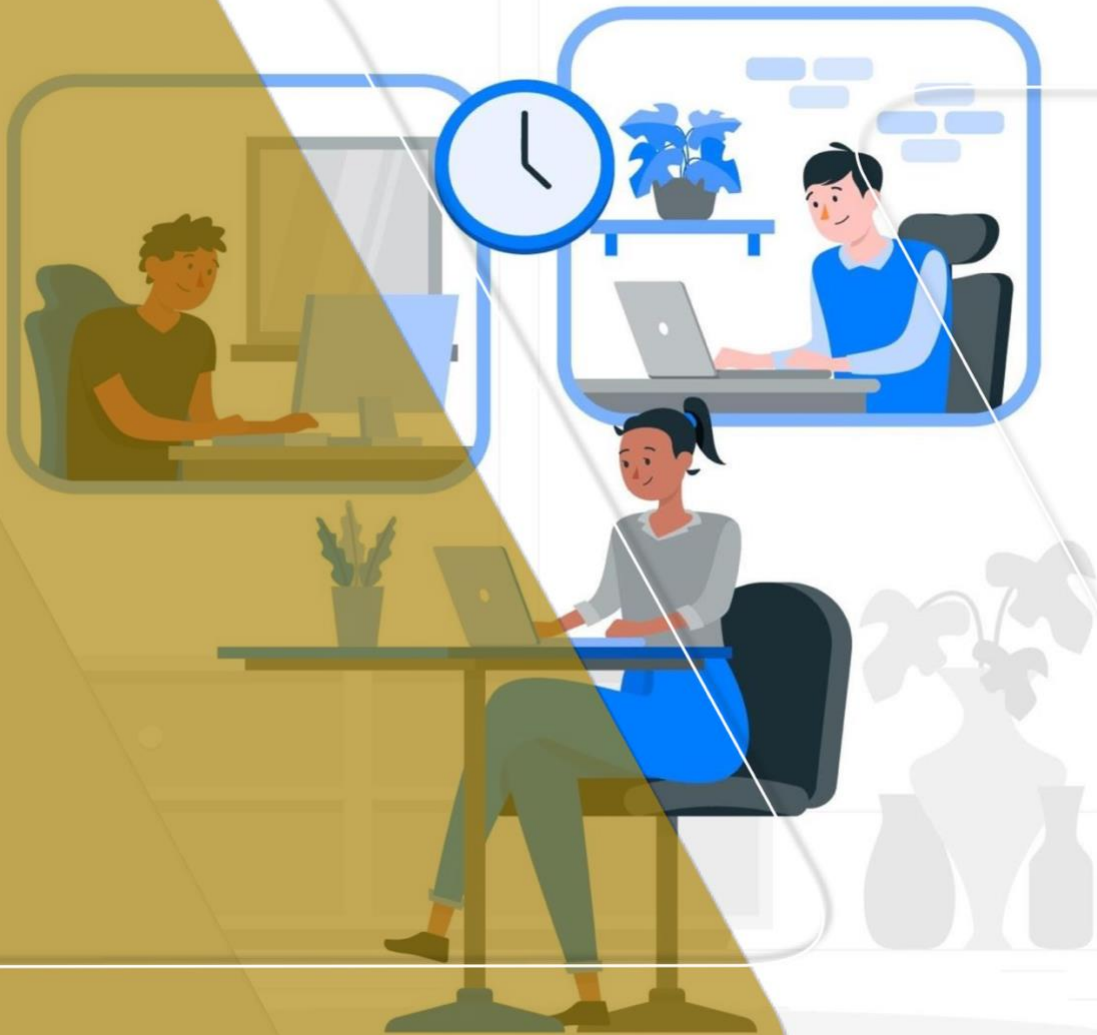




Matthew Goniwe
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COE Dashboard Digital Guide

Navigating Microsoft Teams



PARTICIPANT'S GUIDE

MST Conditional Grant

Civil Technology
(Participant Guide)

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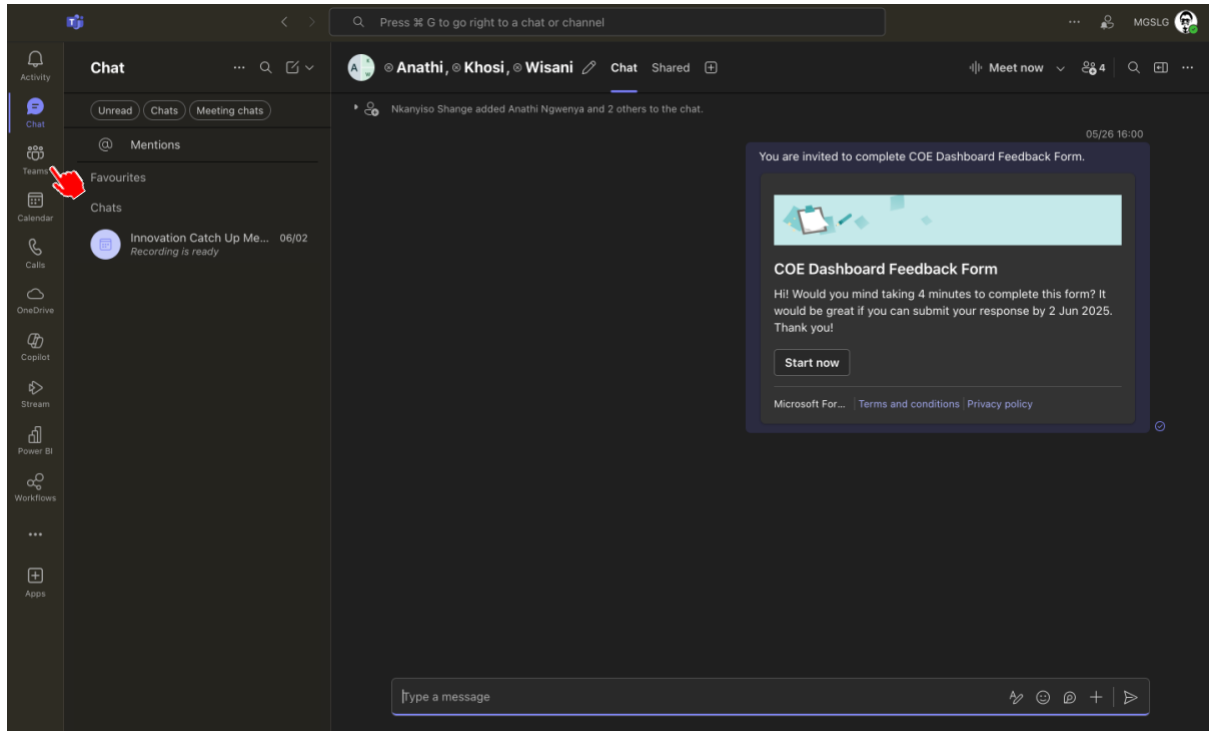
First edition, second impression 2025

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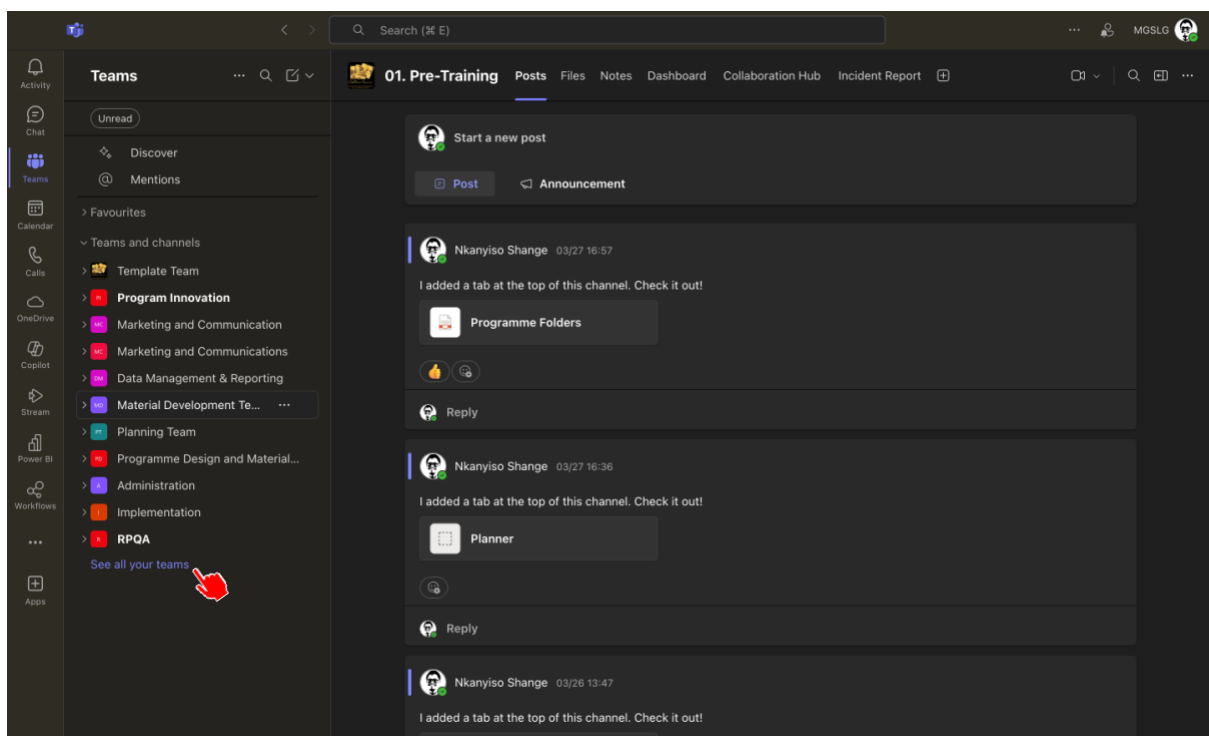
Table of Content

Overview

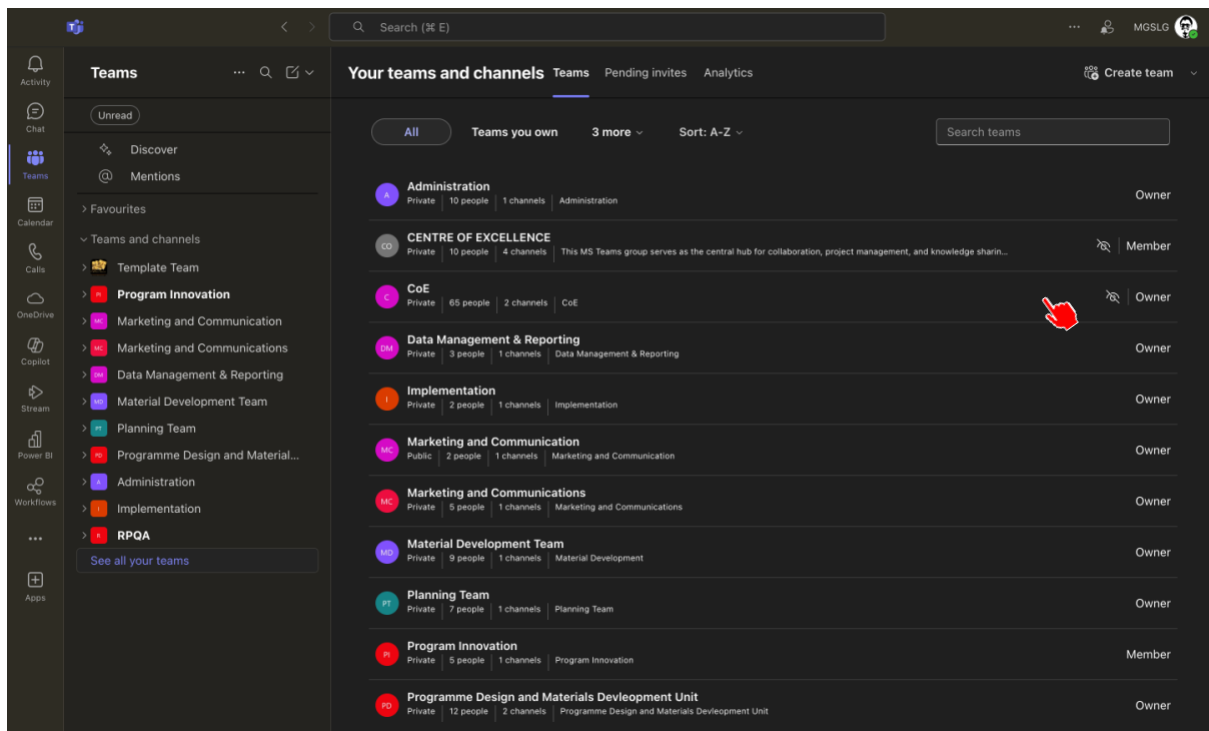
How to Access the CoE on Teams



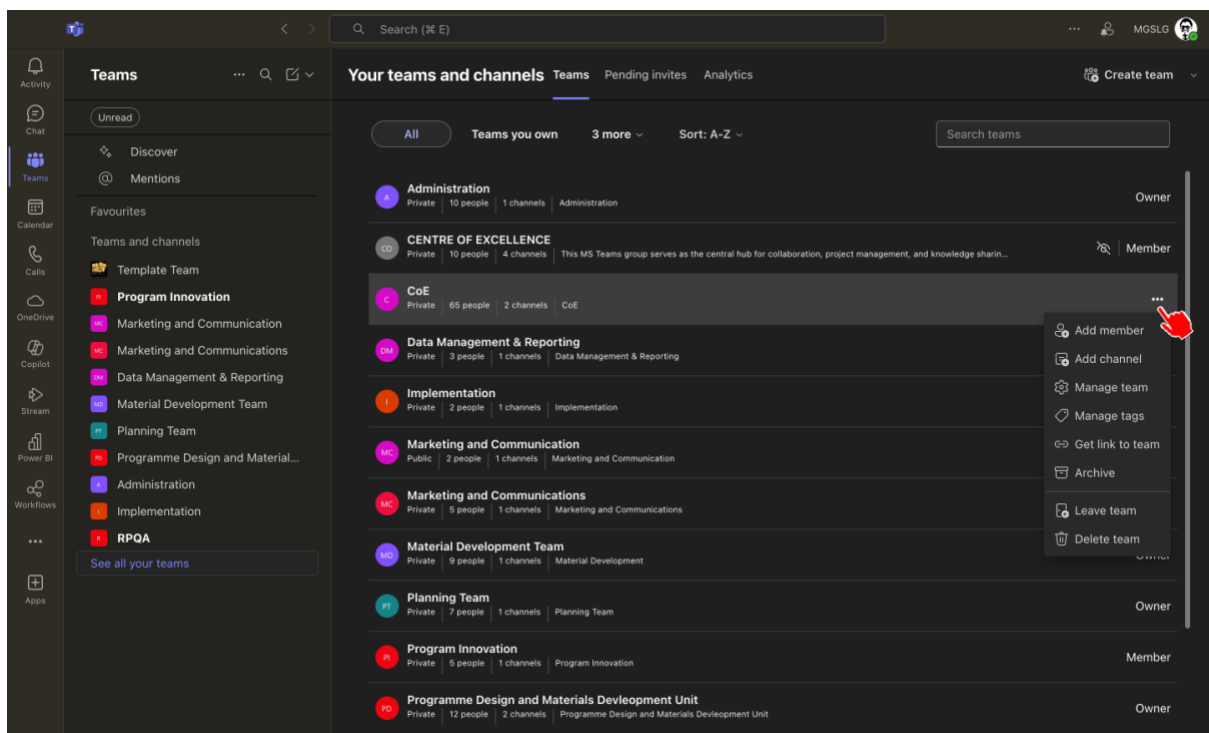
Once your Microsoft Teams is open, Navigate to the Teams icon on the left-hand sidebar. Click on it to open the list of all your Teams and Channels.



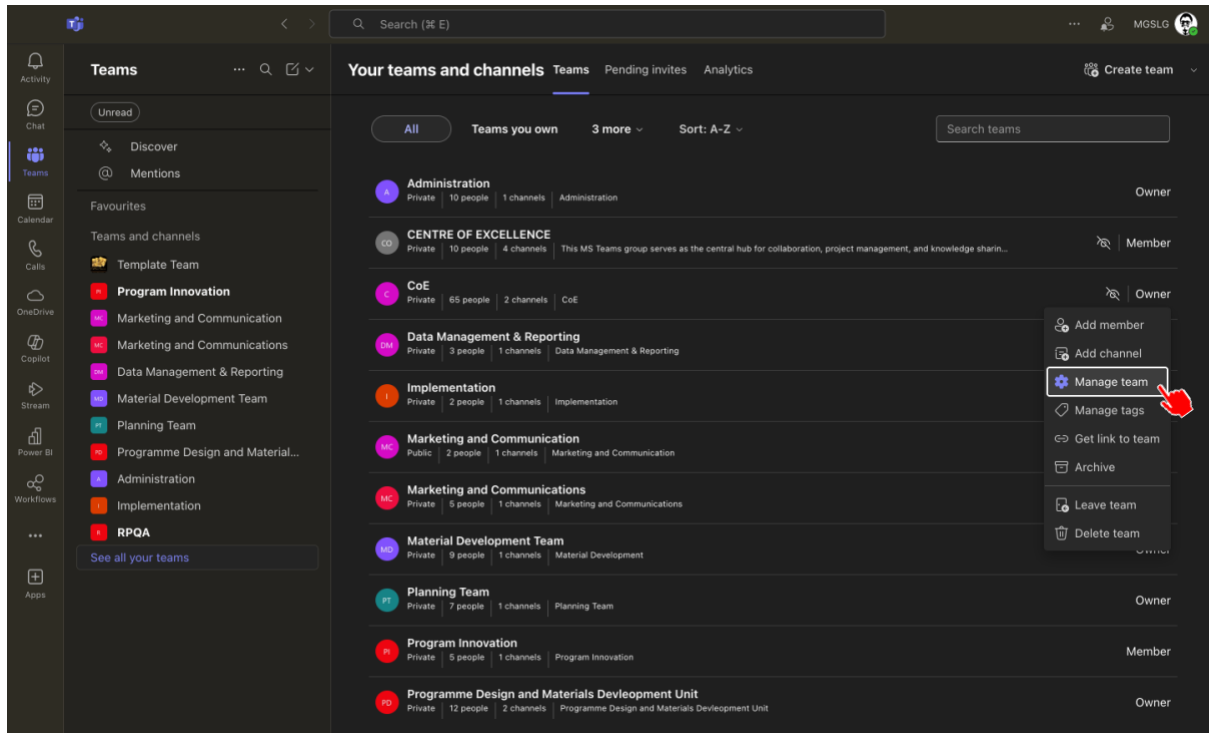
If you don't immediately see the CoE Team, it may be because its channels are hidden. To reveal them, click on "See All Your Teams."



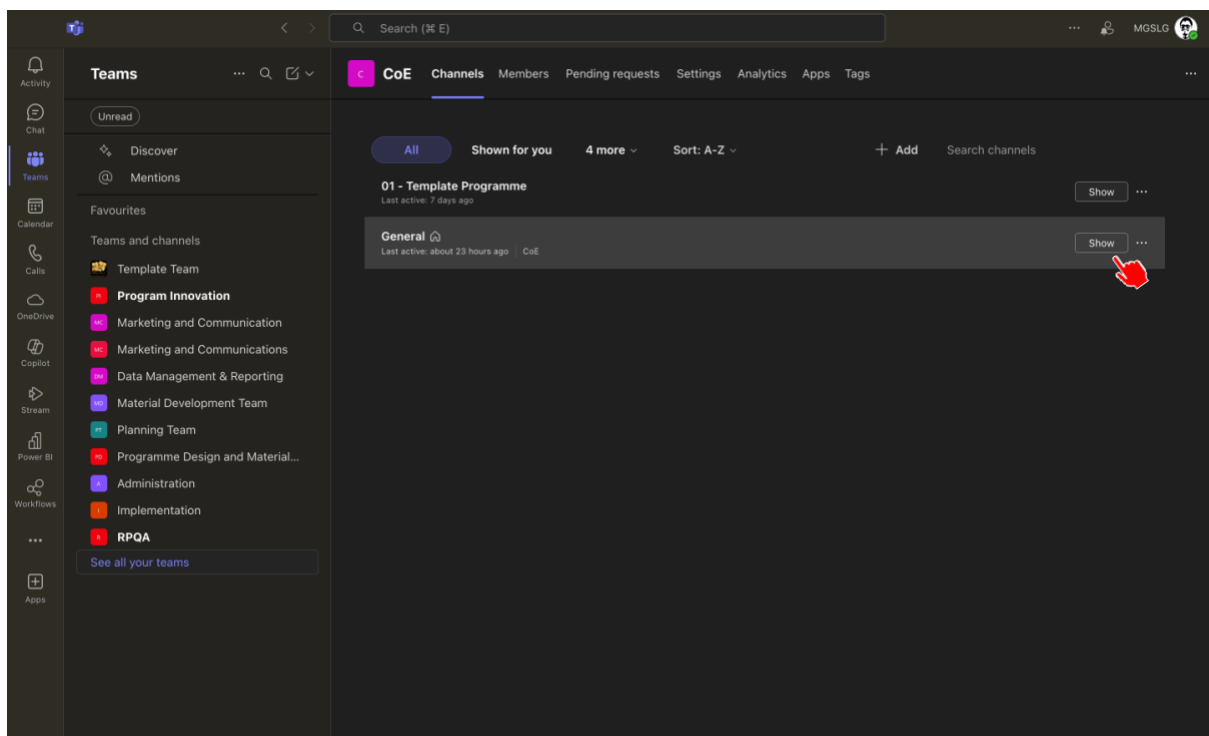
After selecting "See All Your Teams," a full list of all Teams you are a member of will appear. Locate the CoE Team in this list.



Once you find the CoE Team, click on the ellipsis (which are the three dots) next to it and select “Manage Team.”

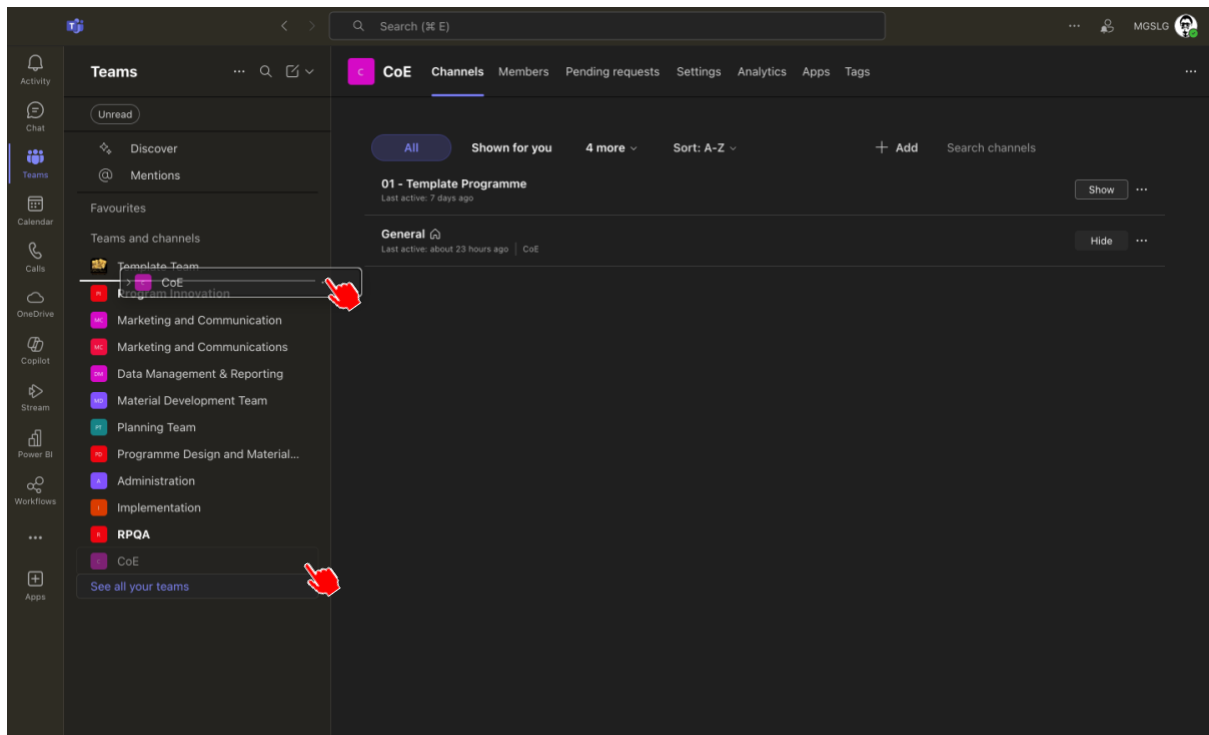


In the Manage Team view, you'll see a list of all Channels under the CoE.



Click “Show” next to any channels to make it appear on the list of Teams and Channels.

Show all Upcoming Workshops you want to access and update. For this example, we’ll show the General channel by clicking on “Show.”



The CoE Team and its channels will now be visible in your main Teams list. You can drag and drop the CoE Team to the top of your Teams list for easy access in the future.

How to Show Hidden Channels

Accessing the Collaboration Hub

Different Dashboard Views

How to Filter on the Dashboard

Incident Reporting Demonstration