

## VA Teams & SharePoint Cheatsheet

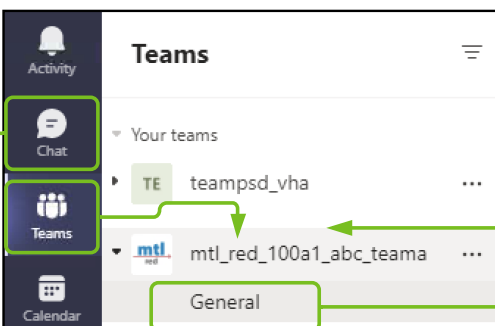
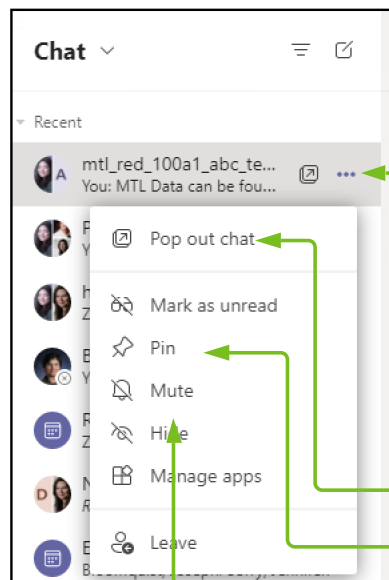
(updated 2021\_03\_01)  
MTL 2.0

1. Are meaningful for you and align your learning goals with your team.
2. Develop systems thinking skills to help you see how several things fit together, & understand causes hard to see without data & modeling resources.
3. Make VA data, initiatives, and standards transparent to you.
4. Empower you to realize ongoing improvements in team quality of care & work life.

### How to: Find and Use VA Microsoft Teams and SharePoint

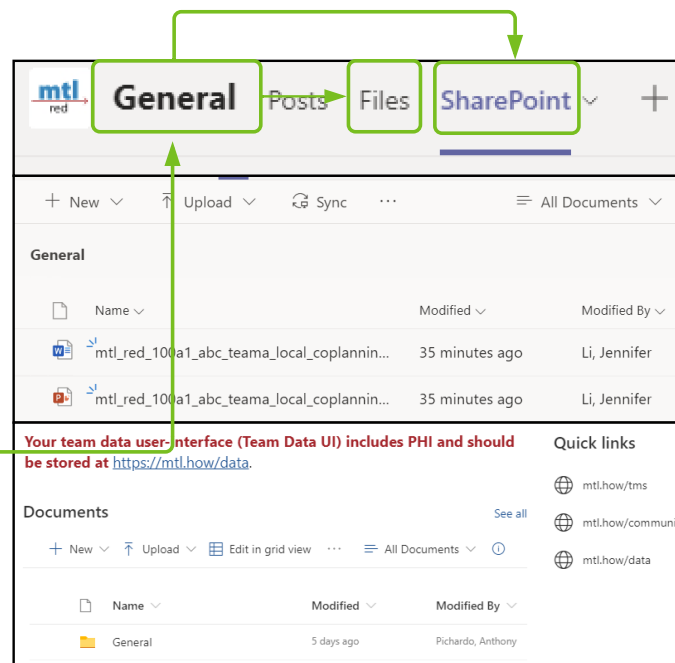
#### Access your VA Teams group:

1. Click on the VA Teams icon on your desktop
2. Click on "Teams" > Find "mtl" group w/team name



#### Chat Tips: Hover over the chat & click on the 3 dots

1. Click on "Pop out chat" & drag screen over to another monitor to back-channel while screen-sharing for a meeting.
2. Click "Pin" to bring a chat to the top for easy access.
3. Click "Mute" to silence the chat from showing notifications.



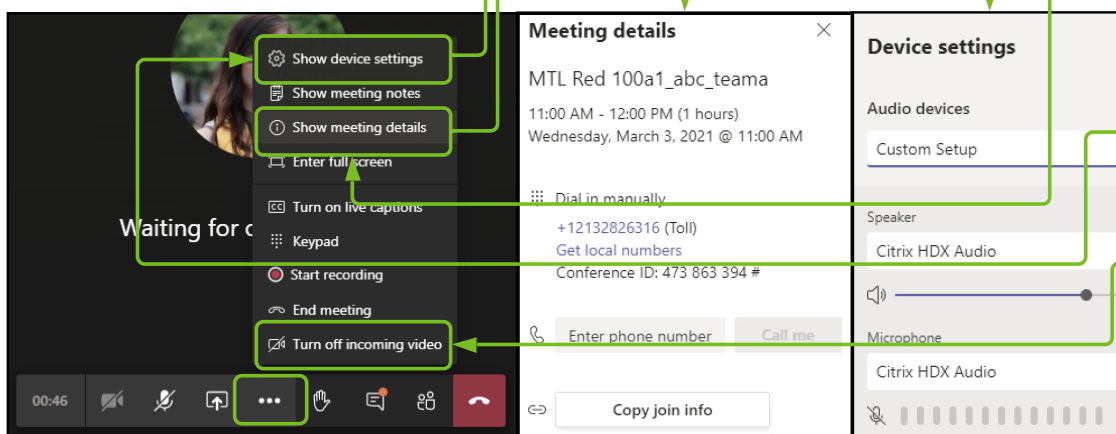
#### Files on Teams:

1. Click on General > Files
2. View co-planning documents, add/create new documents to share w/ the team
3. Edit documents in real-time w/ others by opening and editing in Teams

#### Resources on SharePoint:

1. Click on General > SharePoint
2. **Note: No Data UI files should be uploaded on SharePoint or anywhere on Teams.**
3. Explore documents (same documents in Files tab) & quick links mtl.how resources.

### Audio/Visual Troubleshooting Tips



#### 1. Dial Into the Meeting:

- a. Click on the 3 dots > Show Meeting Details
- b. Enter phone # & click "Call Me" to call yourself or dial in manually w/ the info

#### 2. Check Audio Settings:

- a. Click on the 3 dots > Show Device Settings
- b. Review audio, speak, & microphone choices to make sure they are correct

#### 3. Increase Bandwidth:

- a. Click on the 3 dots > Turn Off Incoming Video OR Ask everyone to turn off videos
- b. Reduce mouse-work/scrolling when speaking

#### 4. Zoom in/out of any screen in Teams

1. Keyboard shortcut (for Windows): Hold CTRL + Windows + plus/minus key
2. Mouse: Point to area + Hold CTRL + scroll up/down w/ mouse scroll wheel