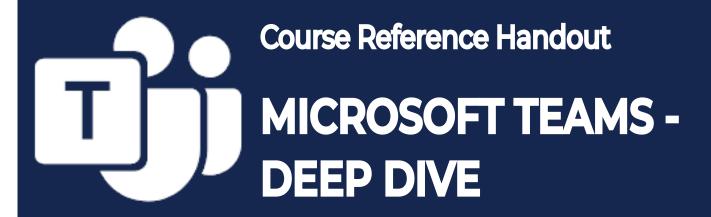


Note:

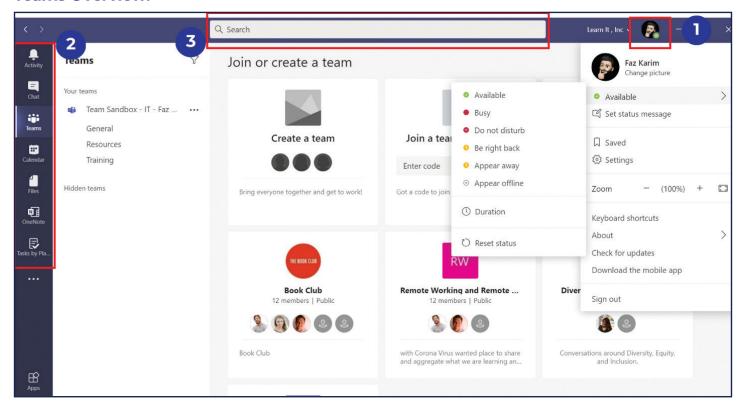
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Teams Overview:



1. Setting Up your Profile:

Like Skype, Microsoft Teams has a profile. Your Teams profile is synced to your outlook calendar. You can adjust your presence and add a status message to let others know what your up too!

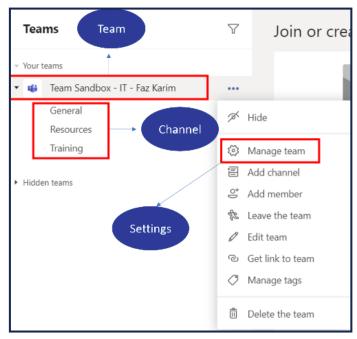
2. Navigation Pane:

Access your missed activity, chat, Teams, Calendar, OneDrive Files and Pin other office apps like OneNote and Task by Planner by heading over to the ellipsis's and right clicking and choosing pin!

3. Searching:

Teams has a very similar feel to outlooks search. Type the name of a file, contact, or subject and use filters to find your content! The search can also be used to navigate with commands such as /chat, /teams, /files etc.

Planning a Team:



Teams:

Once a Team is created it is recommended to have a minimum of 2 owners. A Team by default will only come with one channel called General this can not be deleted or renamed.



Note:

You can rename and change the privacy level of a team from "Edit Team".

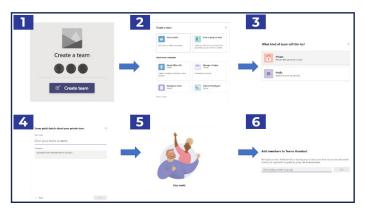
Channel:

A channel is a productive workspace that we can use to create post, add files, and gain access to various web apps such as planner and OneNote all in one spot! In March of 2019 Microsoft Teams rolled out Private Channels allowing users to add a subset of the team to gain access to the channel. A simple way to view a channel is to see it as a folder. (it is a folder on SharePoint online!)

Manage a Team:

As a Team Owner you can control settings of the team from here, you can add members, remove members or even make members into owners! (remember we like having at least 2 owners per team) you can also control what members can and can not do within the Team such as creating channels or adding tabs.

MICROSOFT TEAMS learnit



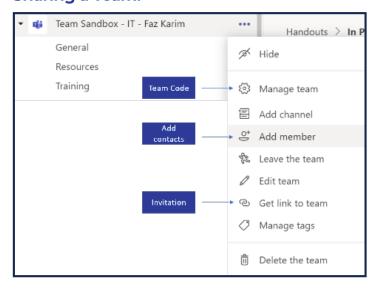
1. Create a Team:

From the Teams Icon you can go to the bottom and select Join or create a Team and then select create team.

2. Teams from Groups or Templates:

You can create a team from a preexisting group or team so that you can keep settings or members or you can use some of Teams built in templates that generate teams suited for specific tasks such as employee onboarding.

Sharing a Team:



3. Team Privacy:

Public or Private? Typically start private and build the team and add the content and if you choose to make it public you can do this later from "Edit Team".

4. Team Name and Description:

This can also be changed from edit team but its important to give your team names a easily searchable name and a clear description of the teams purpose.

5. Applaud Yourself!

You are now a team owner.

6. Use this screen to add your secondary Team owner for now!

You can add members later.

Team Code:

A Team Owner can generate a 7 Digit Team Code to share for others to join the Team.

Add Member:

You can add individual people or security aroups.



Note:

If the Team is private only the owner will see this option.

*** Join a team with a code Enter code

Getting a Link to the Team:

As a owner you can share a link to the team and members will gain access to the Team and all channels. If a member uses this option, the owner must accept or deny the request from Manage Team under Pending Request.

Using Teams Channels:



Team Posts:

A post is very similar to an Outlook email, allowing you to attach files, edit text and insert tables, except this is to the entire team. You can alert people by @mentioning them within the post. (@ fazKarim)

Team Files:

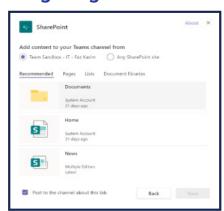
Since the Teams channel will eventually fill up with posts you can find all the files associated with the channel within the teams channel, from hear you can check out or work with others on the file.

Team Wiki:

An evolution of wiki app from SharePoint we can create small articles of information such as FAQ, rules on how to use the team, meeting notes and useful URLs.



Integrating Services:



Teams can become a Office 365 platform with all your tools and files at your fingertips! Integrate SharePoint online sites to your team or even access your own personal OneDrive files directly from Teams.

Teams also allows you to access your Team Notebooks and Tasks by Planner directly from the left-hand tabs.

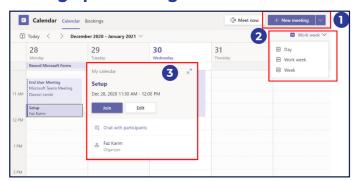


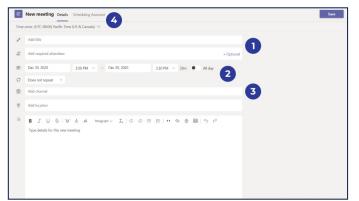


Note:

Be sure to head to the ... and right click pin OneNote and Tasks by planner.

Setting up a Meeting in Teams:







You can also schedule meetings via outlook, this is great for delegates that book meetings upon other people's behalf.

1. Teams Meeting:

Host up to 300 people at once in a Teams meeting. Use features such as a lobby, whiteboard and breakout rooms in a teams meeting.

2. Calendar Views:

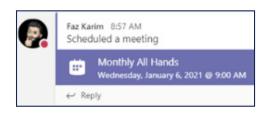
Adjust the view of your calendar to Day, work week, or week!

3. View and Edit Calendar Details:

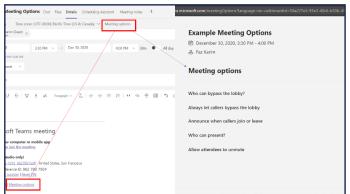
Click on a meeting or appointment and view options to join, edit or chat with meeting participants!

- 1. Adding a title and choose if you want optional attendees.
- 2. Teams Meetings can also create reoccurrences if you select repeat options.
- 3. You can Host a meeting in a Channel to keep the meeting details, files, and conversations had during the meeting within a channel!
- 4. Use the scheduling assistant with up to 15 people to find the right meeting time!





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Meeting Options:

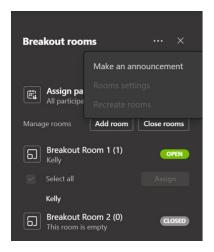
As the meeting organizer you have control of the meeting options. You can control who can bypass the lobby or disable it all together, and select who can present as well as allow attendees to unmute!

Breakout Rooms:

Choose your video and audio options

Gil Computer audio

As a meeting organizer you can create up to 50 breakout rooms!



1. Choose From built in virtual backgrounds or add your own custom images.

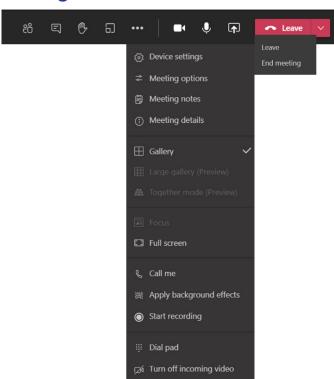
Note:



Once a background is chosen this will remain until removed for all future meetings on that device.

- 2. Choose your Audio settings whether its using computer audio, phone audio or room audio.
- 3. Join the Meeting!
- 4. Camera Settings can be changed from here. (Device Settings)

Meeting Tools:



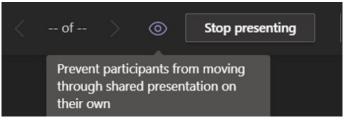
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Once in a Meeting your meeting tools have moved to the top of your screen, out of the way from any important screenshare! From here you can:

- View the participant list
- Chat and share files
- Raise Hand
- Create Breakout Rooms (organizer only)

2

Access settings and recording options

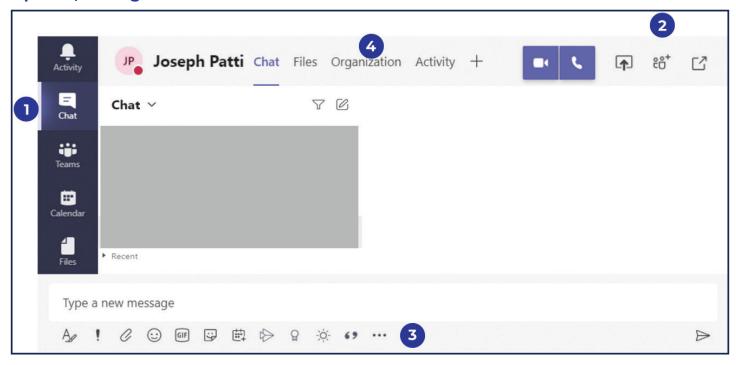




When screen sharing a PowerPoint don't forget to disable participants ability to move ahead!



Options, Settings and other Features:

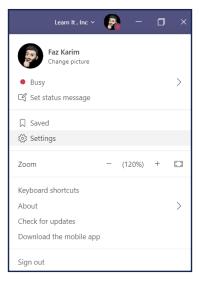


1. Teams Chat:

A Replacement of SKYPE IM you can access chat using CTRL + 2 and chat with up to 350 people! you can Pin chat threads or hide them and you will no longer see the thread until a new message is sent in the thread.

2. Chat Tools:

You can make video/ audio calls and even share your screen from Teams chat or POP out the chat into a separate window!





Teams Application settings can be changed from your profile.

You can control the Theme, and even control what shows up in your activity feed!

3. Text Tools:

Create an engaging conversation by attaching files, emojis, stickers and praise all from the bottom of each chat thread! Note: you can also schedule meetings from teams chat!

4. Organization Chart:

You can view your Organization chart and chat with colleagues!

