

Microsoft Teams

PART 1



Introduction to MS Teams

1. What is Microsoft Teams?

2. Teams in the Classroom

3. Teams in the Workplace

4. Class Discussion

Microsoft Teams

Welcome to Teams



Teams in the Classroom

- ▶ MS Teams allows students to work together collaboratively on academic tasks, projects, or assignments with the common goal of achieving specific learning objectives.
- ▶ Teamwork in the classroom can take various forms, such as group discussions, group projects, peer reviews, or cooperative learning exercises, all of which aim to enhance the overall educational experience and prepare students for real-world collaboration.

Teams in the Workforce

Microsoft Teams is a powerful collaboration platform widely used in the workforce to enhance communication, productivity, and teamwork within organizations. Here are some ways in which Microsoft Teams is utilized in the workplace:

- ▶ Real-time Communication
- ▶ Video Conferencing
- ▶ Document Sharing and Collaboration
- ▶ Task Management

How do you think you can use Microsoft Teams in your classroom?

How would you use it in the field?

Class Discussion

MS Teams Interface Navigation

1. Navigation

2. Activity Feed

3. Chat

4. Teams

5. Calendar

6. Calls

7. Files

Instructor Demonstrations

Practice the Skills

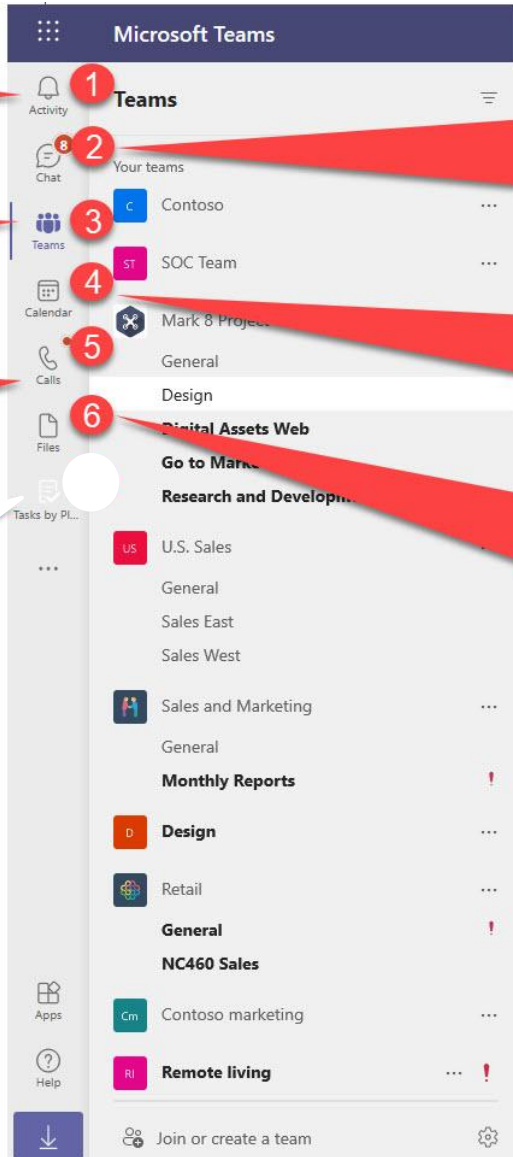
Review Questions



1. Activity
Here you'll see latest activity related to you. Mentions, Replies, Teams you've been added to, etc.

3. Teams
Here you'll find all the Teams you belong to or have created (as owner).

5. Calls
Here you'll find options to quickly call contacts by using Speed dial. You can also pull up a list of your contacts, view a history of calls, and access your voicemail.



2. Chat
Here you can start private one-on-one and group conversations outside of Teams channels. You'll be able to send messages that include files, links, emoji, stickers,

4. Calendar
Here you'll see your own calendar (Outlook), as well as the calendars from the various Teams you belong to.

6. Files
A great way to find all the recent documents you've worked with. Whether from your Teams or OneDrive, it will show the location of the files.

Navigating in Teams

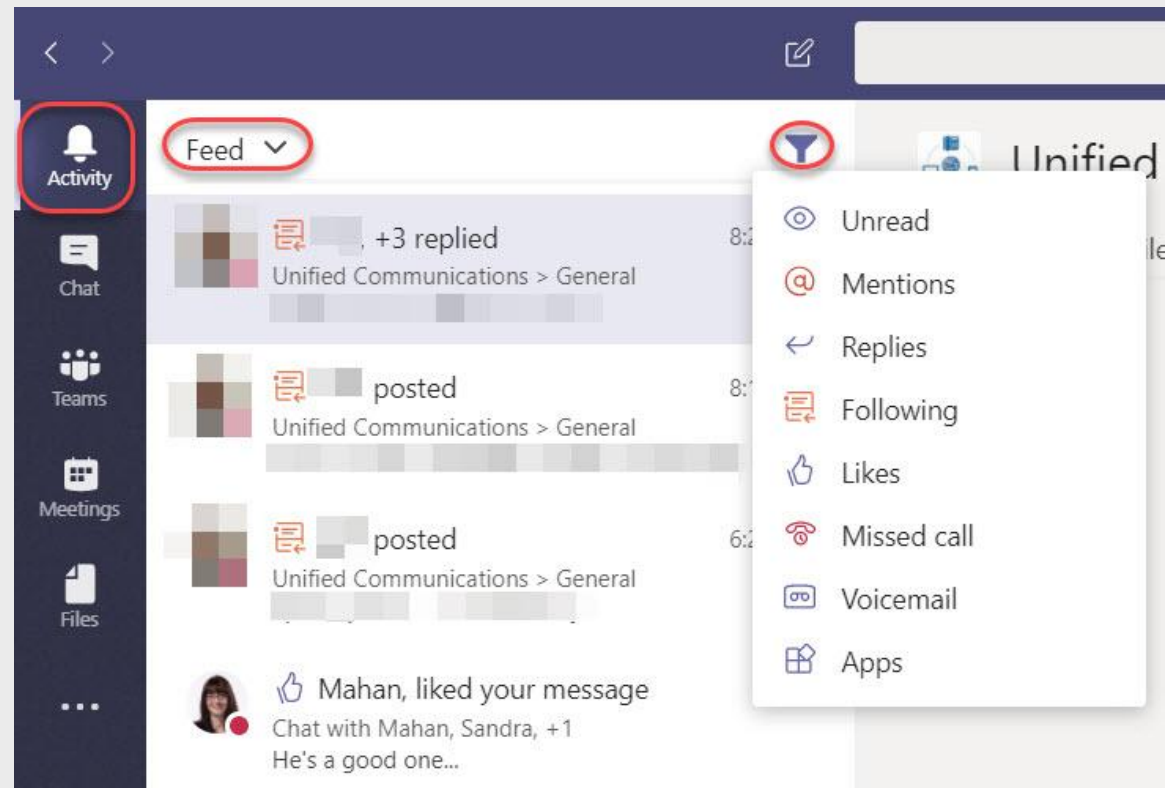
Microsoft
Teams
The Activity
Feed



Activity Feed

- Every action you and others in your team do on Microsoft Teams is tracked in the Activity Feed.
- It gathers all your conversations, calls, channels, and teams' activities into one location.
- You can filter your feed by pressing the filter button shown below.

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Instructor Demonstration

Teams Activity Feed

- ▶ Unread / Read
- ▶ Filter

TEAMS CHAT



Teams Essentials

- View, and send private or group chats.
- Share files, call and video chat all from this view

Teams Chat

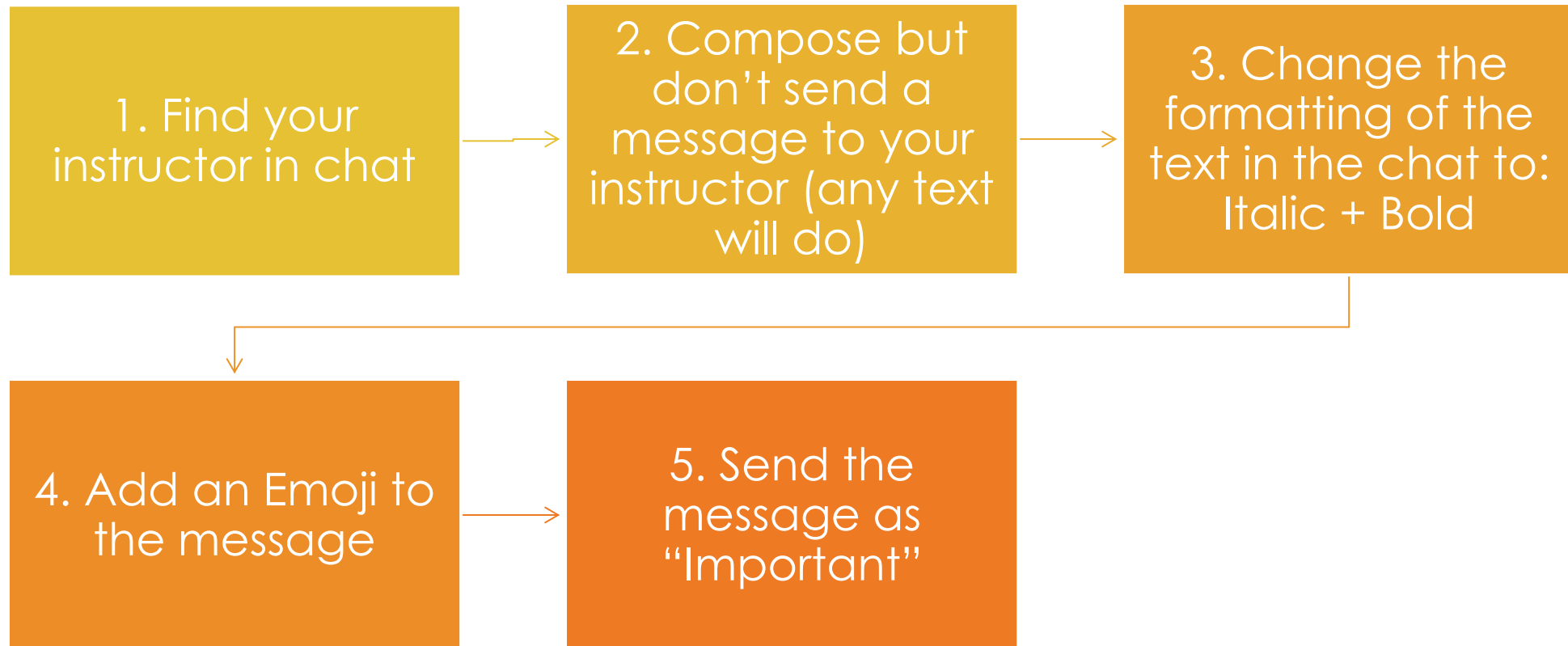
Instructor Demonstration

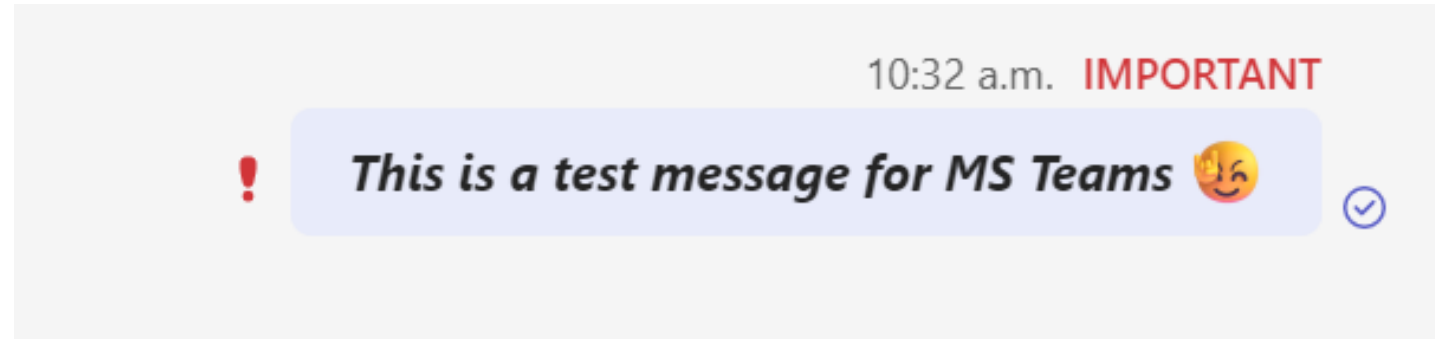
Teams Chat

- ▶ Search bar
- ▶ Chat
- ▶ Files
- ▶ Messaging
- ▶ Format messages
- ▶ Group messages
- ▶ @mention

Practice the Skills

Make sure to ask for assistance if you are having difficulties with any of these tasks

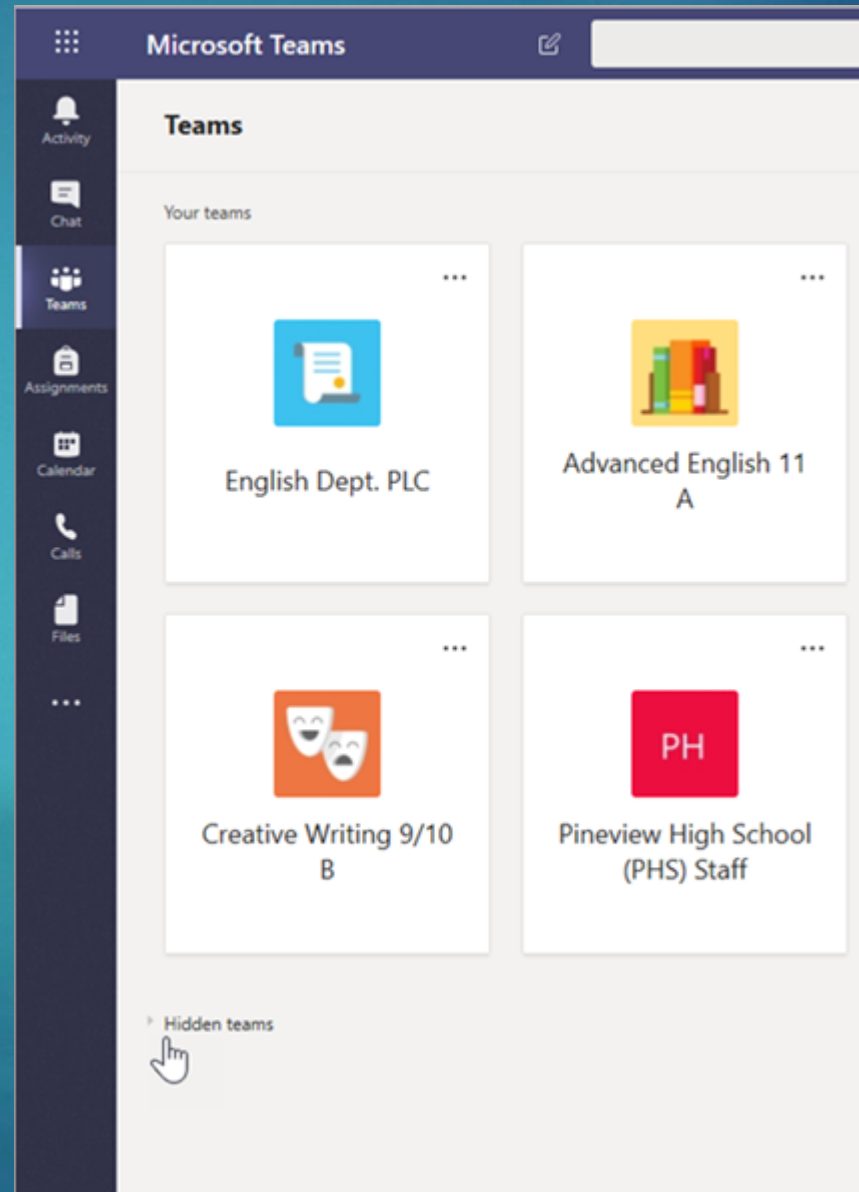




Sample Message

Teams

- Shows all the Teams you belong to.
- To view your classroom team, click on the team icon



Teams View

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1. Team Name
2. Class Information Menu
3. Channels (one for each course)
4. View Panel (views whatever class info menu you have selected)

The screenshot displays the Microsoft Teams interface for a team named "Advanced English 11 A". The interface is divided into two main sections: a left-hand navigation pane and a right-hand content area.

Left-hand navigation pane:

- At the top, there is a back arrow and the text "All teams".
- Below that is a team icon showing a stack of books.
- The team name "Advanced English 11 A" is displayed in bold, with a red circle containing the number "1" next to it.
- Underneath the team name is a "Class Notebook" section.
- A "View Panel" is shown below the notebook, with "Assignments" selected and highlighted in white. A red circle with the number "2" is next to it.
- Other options in the view panel include "Grades", "Insights", "Channels", and "General". A red circle with the number "3" is next to the "Channels" option.

Right-hand content area:

- At the top, there is a purple folder icon, the word "Assignments" in bold, and a red circle with the number "4" next to it.
- Below this are three tabs: "Assigned" (underlined), "Returned", and "Drafts".
- A "Load previous" link is visible.
- The main content area lists several assignments:
 - "Shakespeare Sonnet Annotation" with a due date of "April 3, 2020 9:59 PM".
 - "Chapters 14-18 Review" with a due date of "September 2, 2020 9:59 PM" and a "Review" icon.
 - "Vocabulary Map" with a due date of "September 4, 2020 11:59 PM".

Instructor Demonstration

Teams

- ▶ Class Notebook
- ▶ Assignments
- ▶ Channels - Files

Microsoft Teams: Calendar and Meetings



Calendar

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Create, manage and join any meetings you have, including your class meeting.

The screenshot displays the Microsoft Teams calendar interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and buttons for 'Meet now' and '+ New meeting'. The main area shows a weekly calendar view for February 2021, with days 15 through 19 visible. The calendar grid shows various meetings scheduled across the days, including 'Sales Team Meeting', 'Weekly call with Subsidiary Leads', 'Company Meeting', 'Project Team Meeting', 'Legal and Executives Bi-Weekly', 'Tailspin Project Discussion', 'Weekly Marketing Lunch', 'Weekly check-in with Engineers', and 'Tailspin Toys Proposal Review + Lunch'. The interface also features a left-hand navigation pane with icons for Home Pro, Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help.

Instructor Demonstration

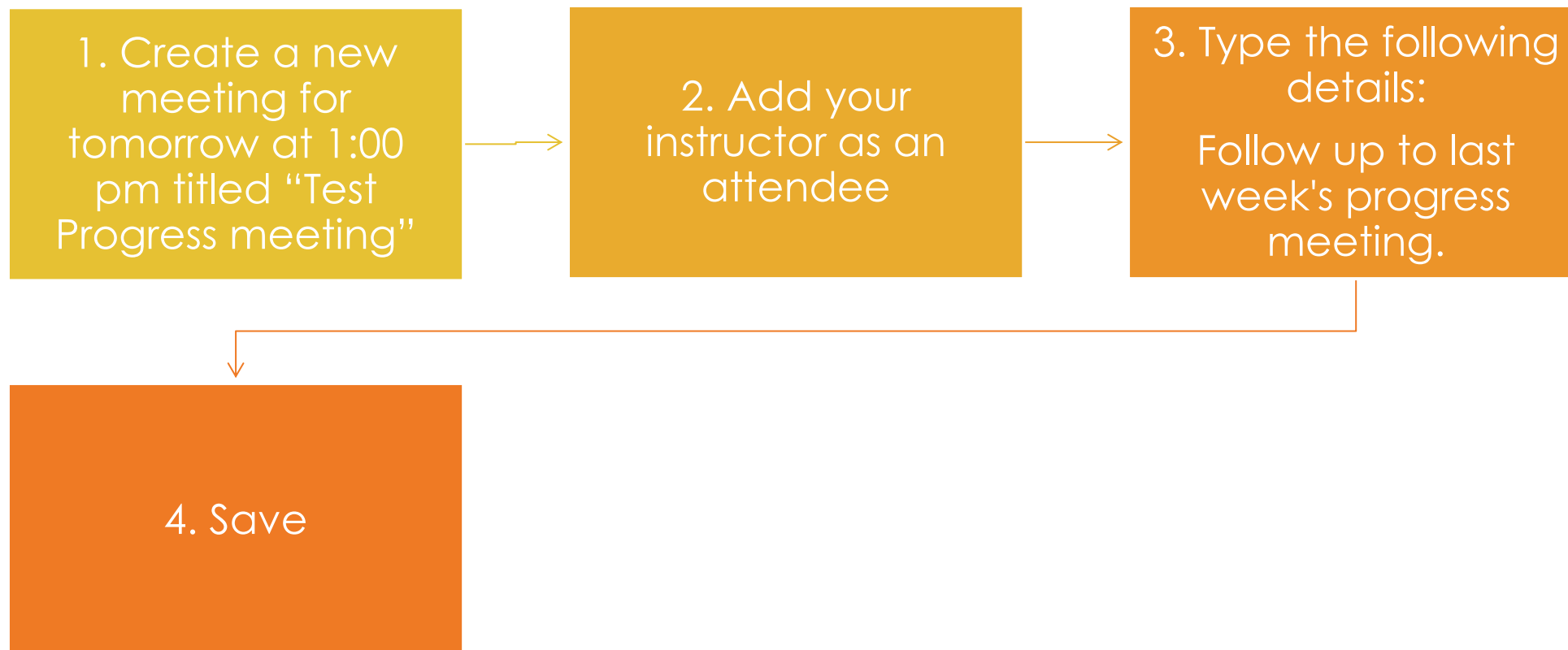
Calendar


- ▶ Views
- ▶ Create a meeting
- ▶ Join meeting



Practice the Skills


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Make sure to ask for assistance if you are having difficulties with any of these tasks





 Progress Meeting Important


  Candice Thomas
Tentative + Optional

 2023-07-07 1:00 p.m. → 2023-07-07 1:30 p.m. 30m All day

Suggested: 8:00 a.m.-8:30 a.m.

 Does not repeat

 Add channel

 Add location Online meeting

Sample Meeting

Microsoft Teams

Teams calling made simple





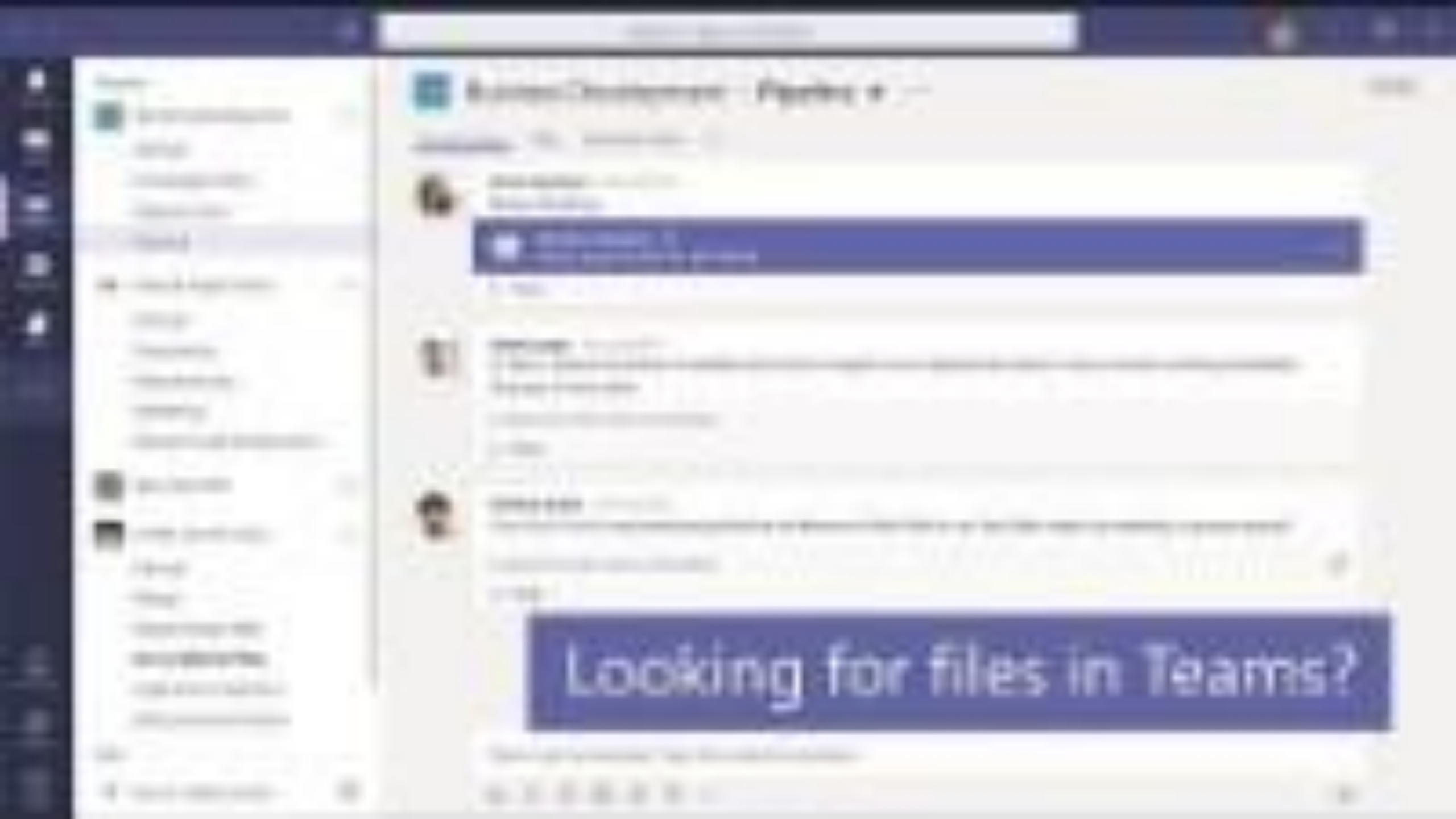
Calls

Make calls and add & manage your contacts

Instructor Demonstration

Calls

- ▶ Make calls
- ▶ View history
- ▶ Filter history
- ▶ Contacts
- ▶ Contact groups



Looking for files in Teams?

Files

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Name	Opened
2022 Policy Update My Files	Opened just now
OKRs and Strategy Deck 2022 Research Team	A few mins ago
Research Learning Session D+W Design Team	2 hours ago
Usability Testing Phase My Files	Yesterday
Sustainability Techworkshop: Kickoff Remote Team	Wednesday
Research and Design Strategy My Files	Monday

Review Questions

1. What is Microsoft Teams?

2. Explain the difference between one-on-one chats and group chats in Microsoft Teams.

3. What is the Files tab in a Channel?

4. What is the purpose of the Activity Feed?

5. What is the "Calls" feature in Microsoft Teams?

Meeting Screen

1. Components

2. Meeting Icons

3. Meeting Screen Chat

4. Background Effects

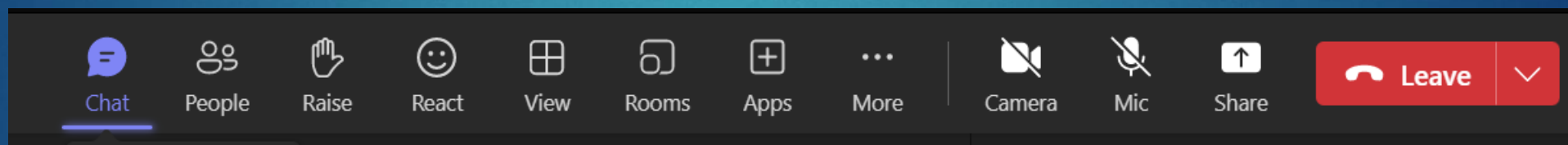
5. How to Share Your Screen

Instructor Demonstration

Practice the Skills

Review Questions

Meeting Screen Icons



1

2

3

4

5

1. Show / Hide Chat
2. Show / Hide Participants
3. Raise Hand
4. Send a Reaction
5. Change your View

6

7

8

9

6. Camera On/Off
7. Mic On/Off
8. Share Content
9. Leave

Instructor Demonstration

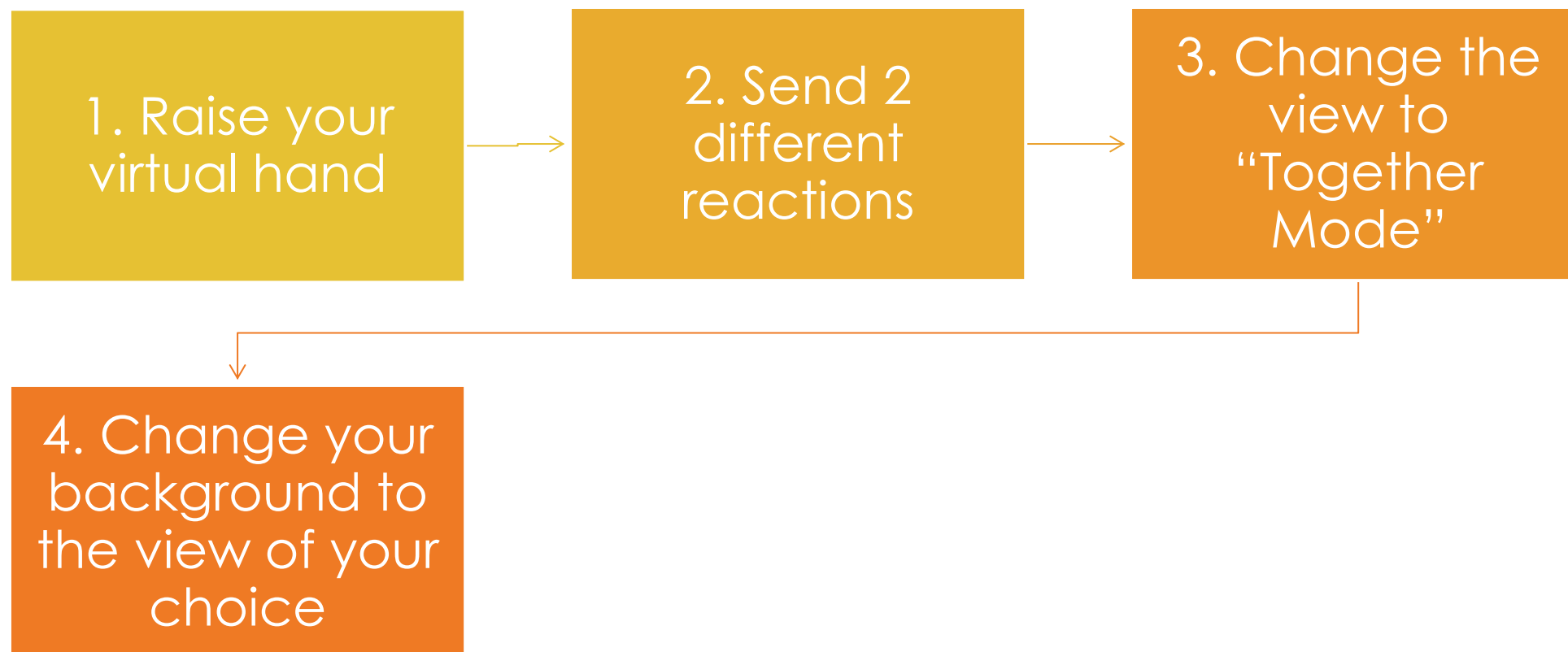
Meeting Icons

- ▶ Raise Hand
- ▶ Reactions
- ▶ Views
- ▶ Change Background

Practice the Skills

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Make sure to ask for assistance if you are having difficulties with any of these tasks



Meeting Screen - Chat

Send messages, files and more
with your classmates in the
meeting room chat.



Instructor Demonstration

Meeting Chat

- ▶ Format
- ▶ Attach files
- ▶ Emojis
- ▶ Gif
- ▶ @mention
- ▶ Show / hide

Practice the Skills

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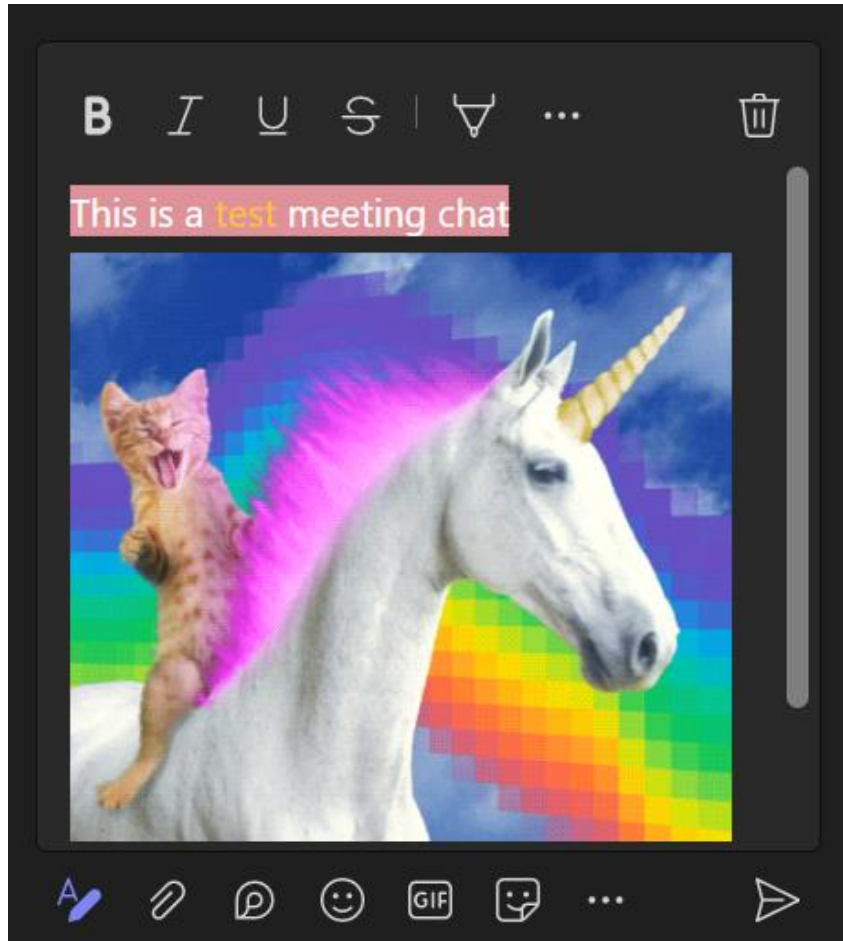
Make sure to ask for assistance if you are having difficulties with any of these tasks

1. Compose a message in your meeting chat that reads "This is a test meeting chat"

2. Change the font color of the word test to yellow

3. Add a GIF to the chat then send.

Sample Meeting Chat





Sharing Your Screen

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Sharing your screen in a Microsoft Teams meeting serves several important purposes, including:

1. Collaborative Work
2. Visual Demonstrations
3. Document Review
4. Troubleshooting
5. Presentations
6. Data Sharing

How to Share Your Screen

1. Click on the "Share" icon. A pop-up menu will appear with options for what to share:
 - a) **Your Entire Screen:** This option allows you to share your entire desktop screen, including all open applications and documents.
 - b) **A Window:** Choose a specific application or window to share. This is useful if you want to share just one application, such as a PowerPoint presentation or a web browser tab.
 - c) **Microsoft PowerPoint:** If you have a PowerPoint file open, you can select it directly for sharing.
2. After making your selection, click the "Share" button.
3. Your screen or application is now being shared with meeting participants. You'll see a red border around the shared content to indicate that it's being presented.
4. To stop sharing your screen, click the "Stop presenting" button at the top of the screen, or return to the meeting controls bar and click the "Stop sharing" icon (it looks like a computer monitor with a "X").

Practice the Skills

Make sure to ask for assistance if you are having difficulties with any of these tasks

1. Instructor to choose one person in the team to share their screen



2. Once your screen has been shared you will pick the next student to share



3. Students to keep sharing until each one has completed

Review Questions

-
1. How can you enable or disable the "Chat" feature during a meeting?

 2. Describe how to raise your hand in a MS Teams meeting.

 3. Why would you use reactions?

 4. Why would you want to change your background in meetings?

 5. How do you share your screen?

Links & Resources



[Welcome to Microsoft Teams - YouTube](#)



[Microsoft Teams - Navigation in Teams - YouTube](#)



[The Activity Feed | Microsoft Teams - YouTube](#)



[Microsoft Teams Chat | Tips and Tricks You Need to Know - YouTube](#)



[Microsoft Teams: Calendar and Meetings - YouTube](#)



[Microsoft Teams calling made simple - YouTube](#)



[How to find and filter files in Microsoft Teams - YouTube](#)