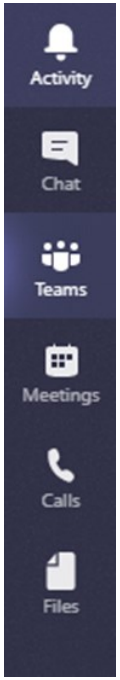
MICROSOFT TEAMS

WHAT IS TEAMS?

Microsoft Teams is cloud based collaboration software that is part of the Office 365 suite of applications. The core capabilities include business messaging, video meetings, calling and file sharing. You can add specialist Apps to Teams to increase the functionality such as using the Planner app to create a To-Do list for your Team.

NAVIGATING TEAMS:

Use the icons on the left side panel to navigate the Teams interface.



ACTIVITY: This icon displays a summary of your mentions, replies and other notifications.

CHAT: Here you can have private 1:1 or group conversations that are not in the public Team channel.

TEAMS: Click here for a list of the Teams you belong to and to view the Channels available for each Team

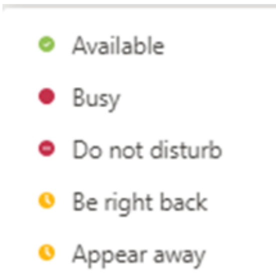
MEETINGS: View your calendar here and schedule meetings as required

CALLS: A quick way to access the call or video call options

FILES: Your shared files can be accessed here along with your personal files stored on OneDrive

WHO'S ONLINE?

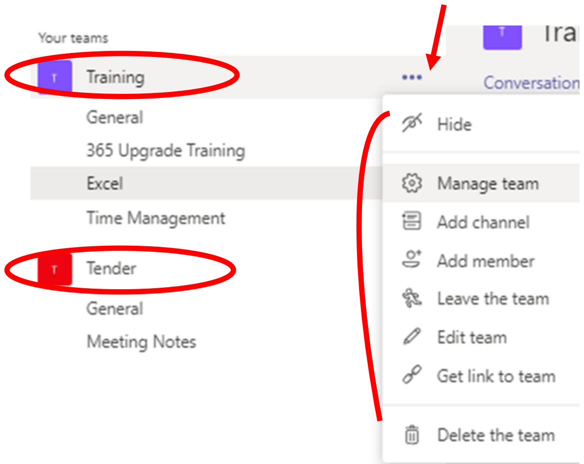
Top right of the Teams screen is your profile button which displays your Status. Your Team members can see by the colour of your Status whether you are Available, Busy or on a call, or Away. You can change your status anytime but it will sync automatically to show you as busy when you have a meeting and will turn green when you are back typing at your keyboard.



VIEWING YOUR TEAMS:

In this example the 'Training' and 'Tenders' Teams are circled and the Channels for each are listed below.

Use the three dots to the right of each Team to see the options to Manage Team members.

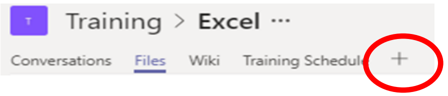


CHANNELS:

Each Team is made up of Channels. A Channel called 'General' is displayed by default when a Team is created. Create other Channels dedicated to specific topics, departments or projects within your Team.

CHANNEL TABS:

Each Channel has a **Conversation** and a **Files** tab to stored shared files. Create as many Tabs as you need for your Channels. This screen shot shows the Tabs for the Excel Channel in the Training Team. Click the plus sign to view and add available apps.



THE CONVERSATION TAB:

Instead of being CC'd into every email for a project, all of this information can be stored here in one place. This acts like a Facebook message board so everyone has access and important decisions are not stored in an email, they can all be found here. Use formatting, gifs, stickers or emojis to make your messages have more impact!

Note: Files can be attached to a Conversation post and can then also be accessed collectively under the Files Tab for that Channel.

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@MENTIONS:

Type '@' then a persons name to notify them directly in a Conversation.

Set the norm as to @mention someone if you want them to read or respond to a specific post - otherwise assume they haven't read it. All of your @mentions are found under your Activity icon.

TAGS: These are a way to categorising people to @ mention a group of people at once. Go to the three dots beside the Team name to Manage Team where

CHAT:

You may wish to have a private 1:1 chat with someone or with a group of people independently of a Team.

1.Go to the Chat icon on the left and click new chat.

2.In the **To** field, start typing in the name of the person, or add multiple names here if required.

3.Click the down arrow to add a **Group name** to the chat. This will make it easier to find the chat later.

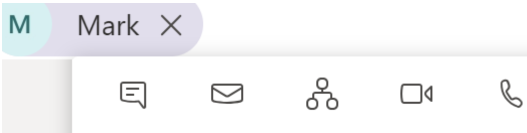
Note: Your recent Chats are stored on the left side panel. You can also right click to pin a Chat to the Favourites list.

CALLS AND VIDEO CALLS:

It's easy to turn a conversation or chat into a call or video call. Click the **Meet now** icon and decide to keep the camera on or off.

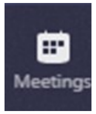
AD HOC CALLS:

Anytime you have a Contact card available for a colleague—you can hover on their name to expand the card and view all their contact options; Chat, email or to make an ad hoc call or video call.



SCHEDULED CALLS:

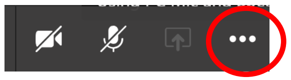
You can also schedule online meetings in advance.



1. Click on 'Meetings' on the left side menu and select 'Schedule a Meeting'
2. Select the Channel you want to meet in.
3. Use the 'Scheduling Assistant' to find a time during which everyone is available.
4. Select how often you want the meeting to recur.
5. The meeting will open there automatically.

Note: The meeting will also appear in your Outlook calendar as an appointment with a link and you can also join from there.

MEETING FEATURES:



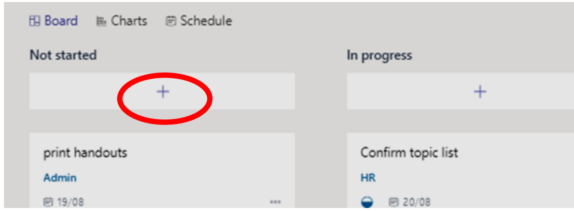
Meetings can be recorded and stored for people who couldn't make the meeting. You can also share your screen and utilise an on-screen whiteboard during a meeting. Access these features during the meeting by clicking on the three dots for further options.

PLANNER:

Add the Planner App to your Channel to create a To-Do list for your Team. It's easy to organise and assign tasks, share files, chat about what your working on and get updates on progress.

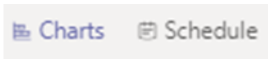
CREATING TASKS

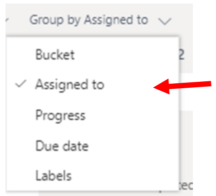
Tasks are organised in buckets. A default bucket titled 'To Do' will appear in Planner and you can re-name this Bucket and add more. Use Buckets to organise tasks and break them up for example by priority, department, phases or however makes sense for your Team.



Click the '+' sign to add a task to a bucket and fill out the Task name, the due date and assignment fields. When a Task is marked 'complete' you can choose to hide it from the list.

CHANGE THE VIEW





Change the Tasks to view by Progress, Due date or by Assignee. Or select to see a Calendar schedule view or Progress Chart!