

Microsoft Teams Training

5/9/24

Contents

What is Microsoft Teams?	2
Basic Teams Use:	3
Adding Team Members to your Team as the Owner:	4
Channels and Tabs	5
Hidden Channels	6
Team Post	7
Conversation (Post) Cont.	8
Adding Files	9
Creating a Teams Meeting Through Outlook	10
Another way to Create a Teams Meeting.....	11
Another way to Create a Teams Meeting Cont.	12
Using Teams to make a Phone Call.....	13
External Call	14
Internal Calls or Calls with Teams Users	15
Teams Settings	16
Teams Settings Cont.	17
IT FAQ.....	18
How to request a Teams Group?	19
References	20

What is Microsoft Teams?

Microsoft Teams is a messaging app, a workspace for real-time collaboration, communication, meetings, file and app sharing.

[Short Video Explanation](#) ← Click here

Core Capabilities of Teams:

Chat – 1 on 1 chats and Group conversations with your teams.

Meet from anywhere – Schedule a meeting in Outlook or jump right in and instantly go from group chat to video conference with the touch of a button.

Productivity Hub – Teams offers a shared workspace for Microsoft Office applications including PowerPoint, Word, Excel, Planner, OneNote, SharePoint, and more. This feature gives you and your teams the option to work natively without having to stress about toggling between applications as you try to get projects completed.

WHO CAN USE TEAMS?

All MCCC Faculty and Staff have access to Teams. Students are limited to some Student Organizations.

Faculty who helps run Student Organizations have a separate Teams account.

Signing into Teams

1. Start Teams
2. Click Start > Microsoft Teams.
3. Sign in with your Office 365 username and password
 - 3.1. Username: Monroecccc email
 - 3.2. Password: Login Password

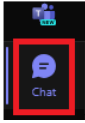
Note: If you're already connected to your email Teams will automatically sign you in when opened

[Back to the top](#)

Basic Teams Use:

Individual Conversation or Group Conversations:

1. Click on the Chat Tab



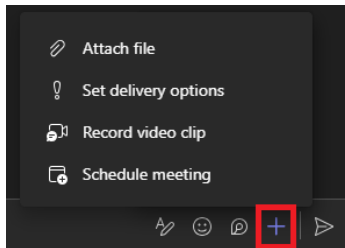
2. Then Select the New Chat Icon



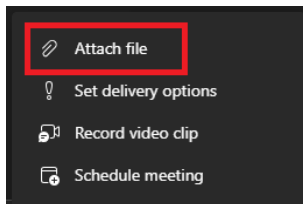
3. In the **To** field at the top of the app type the name(s) of the people you want to start a chat with.

Individual File Share:

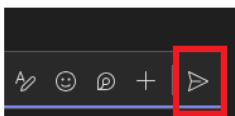
1. Click the + in the message



2. Click Attach File



3. Select the file you need to send and click the Arrow



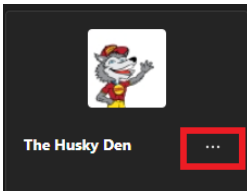
[Back to the top](#)

Adding Team Members to your Team as the Owner:

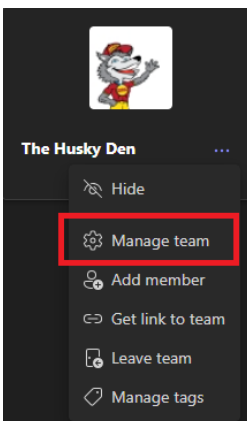
1. Open Teams
2. Click the Teams Icon Shown Here



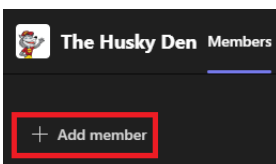
3. Next to the Team name, click on the 3 Dots



4. Then Select Manage Team



5. Click the Add Member button

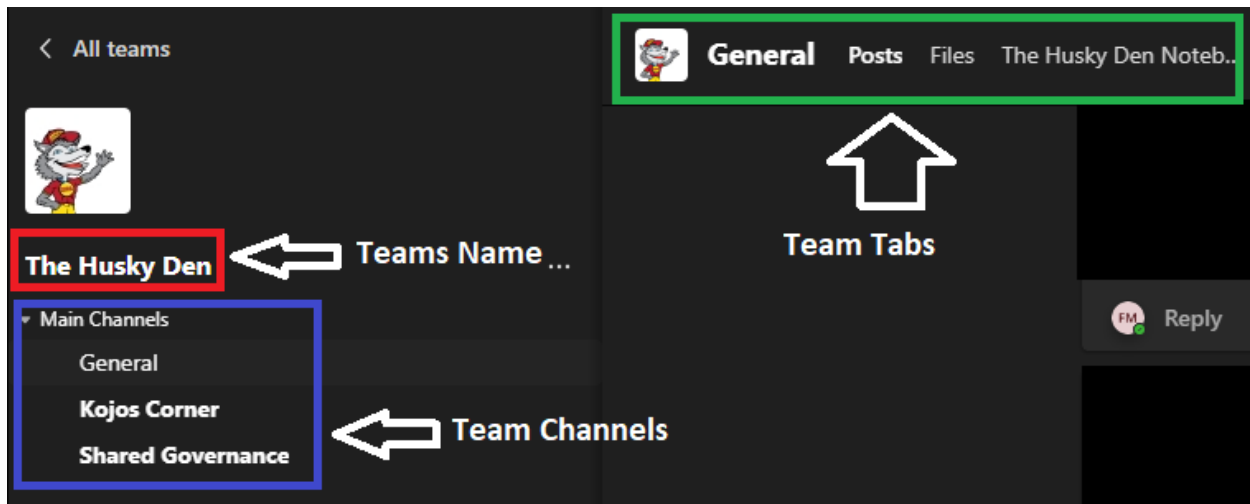


6. Enter a team member's name and find them in the list.
7. Click Done

[Back to the top](#)

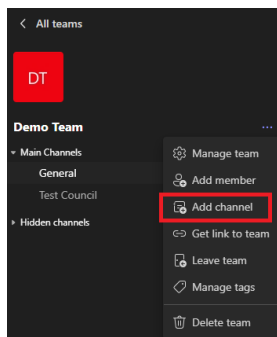
Channels and Tabs

Teams are organized into channels and tabs. Channels are where discussion takes place. Tabs are where files and information are stored.



Channels:

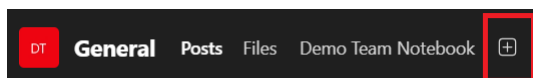
Channels are subsections of each Team. By default, each Team will automatically have a *General* Channel. As an Owner you will be able to create separate channels for different discussion topics.



Tabs:

Each Channel all have their own tabs along the top of the Teams Window. Post (Discussion Window), Files (shared documents) are automatically created.

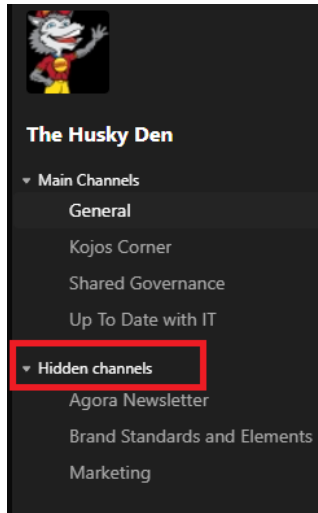
If needed the owners will be able to add your own tabs such as OneNote, Wiki, Calendar by clicking the plus sign in the Tabs bar shown below.



Hidden Channels

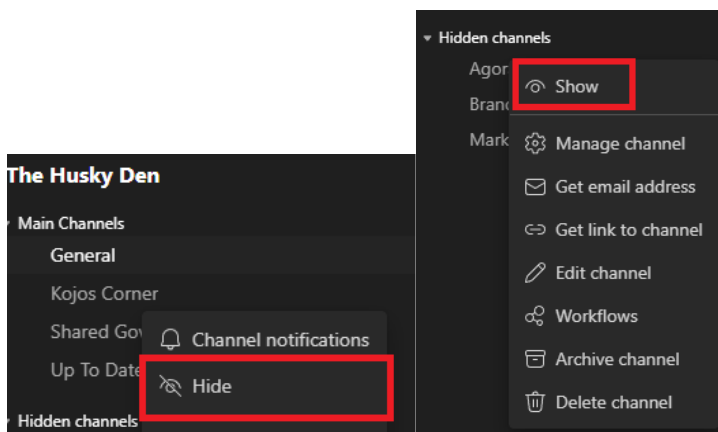
Hidden Channels are channels under a Team that you still have access to but are not displayed in the standard list of channels. These might be channels you need, but don't use daily so you put them under the hidden section to keep your list of channels clean.

Hiding a channel is a personal choice. It does not affect other members of the team who can still see the channel.



If you wish to hide a Channel - Right Click on the Channel and click on Hide

If you wish to unhide a Channel – Right Click the Channel and select Show



Note: When a channel is hidden, notifications related to it are suppressed, except for when you are directly tagged or mentioned. For example, someone would need to type @ and your name for you to get a notification in a channel you hid.

[Back to the top](#)


Team Post

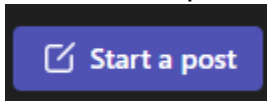
Conversations or Post are one of the key features to a Teams. Within each *Channel* you can have several conversations or post. In a fully searchable format by all members of the Team the conversation or post are the central source of all information in the Teams.

With the use of the @ you are able to tag other Team Members within the created Teams or even Tag the entire Team. When tagged this way Team Members will be able to see what part of the conversation they were Tagged in through a red @ symbol, along with an alert notification

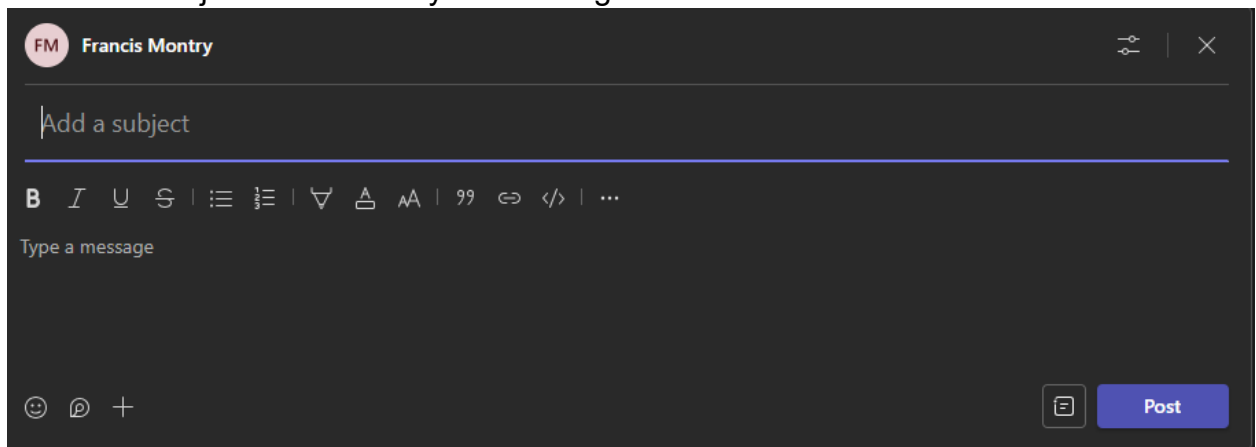
Conversation (Post)

Within a Team:

1. Click Teams 
2. Pick a team and the appropriate channel to post the conversation in.
3. Click Start a post



4. Fill in the Subject and Text of your message as shown in the box below

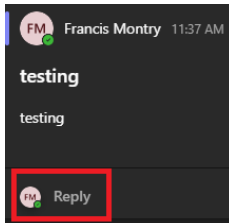
A screenshot of the Microsoft Teams post creation interface. At the top, it shows a profile icon with "FM" and the name "Francis Montry". Below this is a text input field for the subject, labeled "Add a subject". Underneath the subject field is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, outdent, link, unlink, text color, background color, link icon, and code. Below the toolbar is a large text area for the message, labeled "Type a message". At the bottom left of the message area are icons for emojis, attachments, and a plus sign. At the bottom right is a blue "Post" button.

[Back to the top](#)

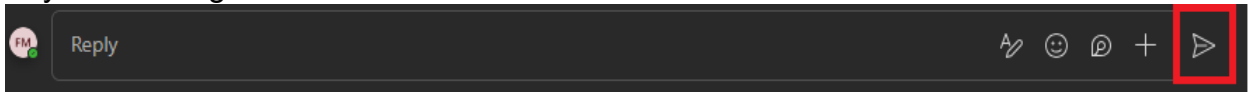
Conversation (Post) Cont.

...To Reply within a Teams Post

1. Find the conversation that you are looking to reply.
 - 1.1. Make sure you are in the post you wish to reply to and **have not** selected Start a Post
2. Once found, Click the Reply at the bottom of the conversation as shown below



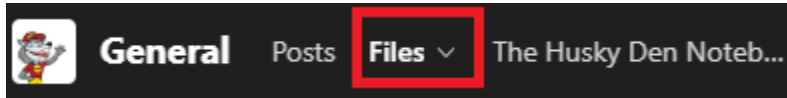
3. Enter your message and click the arrow



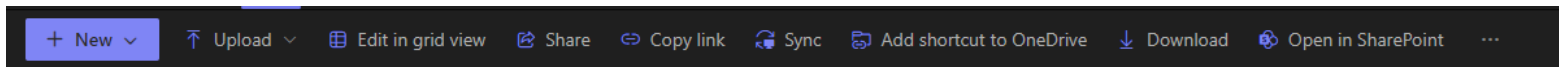
[Back to the top](#)

Adding Files

1. Open the Team you need to Add the file to
2. Click the Files Tab



3. From here you will have multiple options to share your files
 - 3.1. Clicking on New will give you all the options to create the following
 - 3.1.1. New Folder
 - 3.1.2. New Office 365 Documents
 - 3.2. Clicking on Upload will allow you to upload locally saved
 - 3.2.1. Files
 - 3.2.2. Folders
 - 3.2.3. Templates

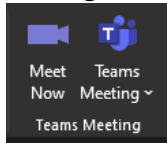


4. Each Channel has its own file location
 - 4.1. Make sure you are in the channel the file needs to be located under
 - 4.2. There might be files in the General Channel, but nothing in the Next Channel down.

[Back to the top](#)

Creating a Teams Meeting Through Outlook

1. Open Outlook Calendar 
2. Using the Top Ribbon, you can select Meet Now or Team's Meeting

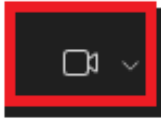


- 2.1. From this point you will be able to setup a Teams Meeting just like in the Teams Application on page 10.
- 2.2. When using Outlook to create the meetings you will see it added to the Calendar

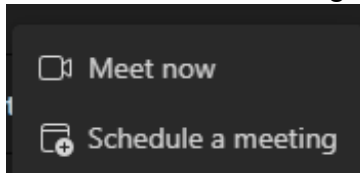
[Back to the top](#)

Another way to Create a Teams Meeting

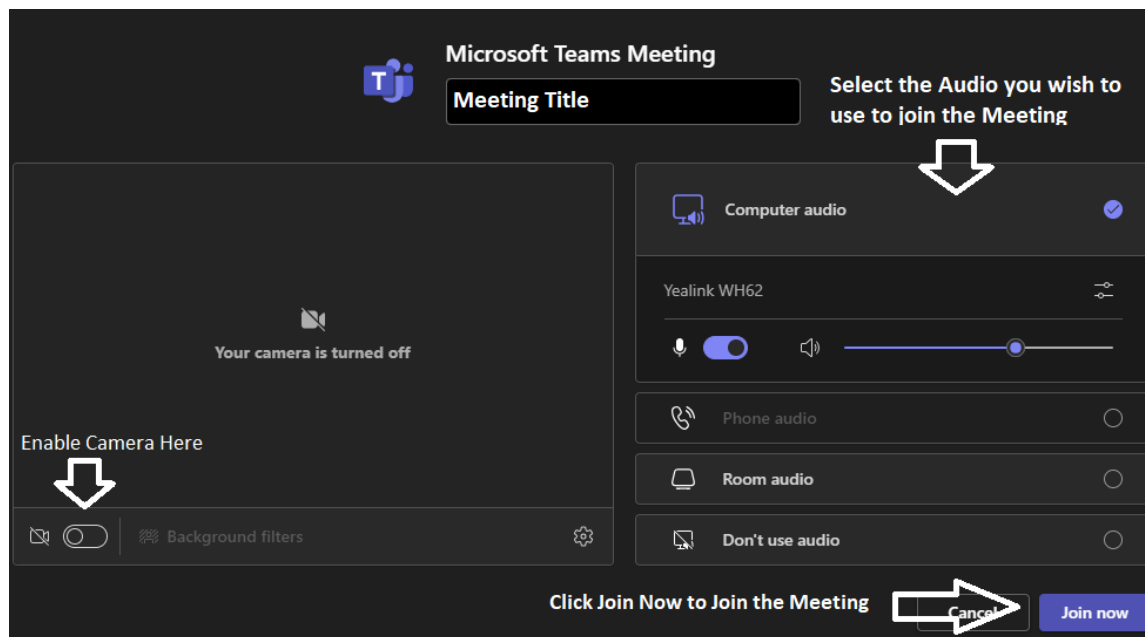
1. In the Teams Application
2. Open your Team's Group
3. On the Top Right Side of the group select the camera Icon



4. Here you will have 2 options
 - 4.1. Meet Now (Instant Meeting)
 - 4.2. Schedule a Meeting



“Meet Now” Option:

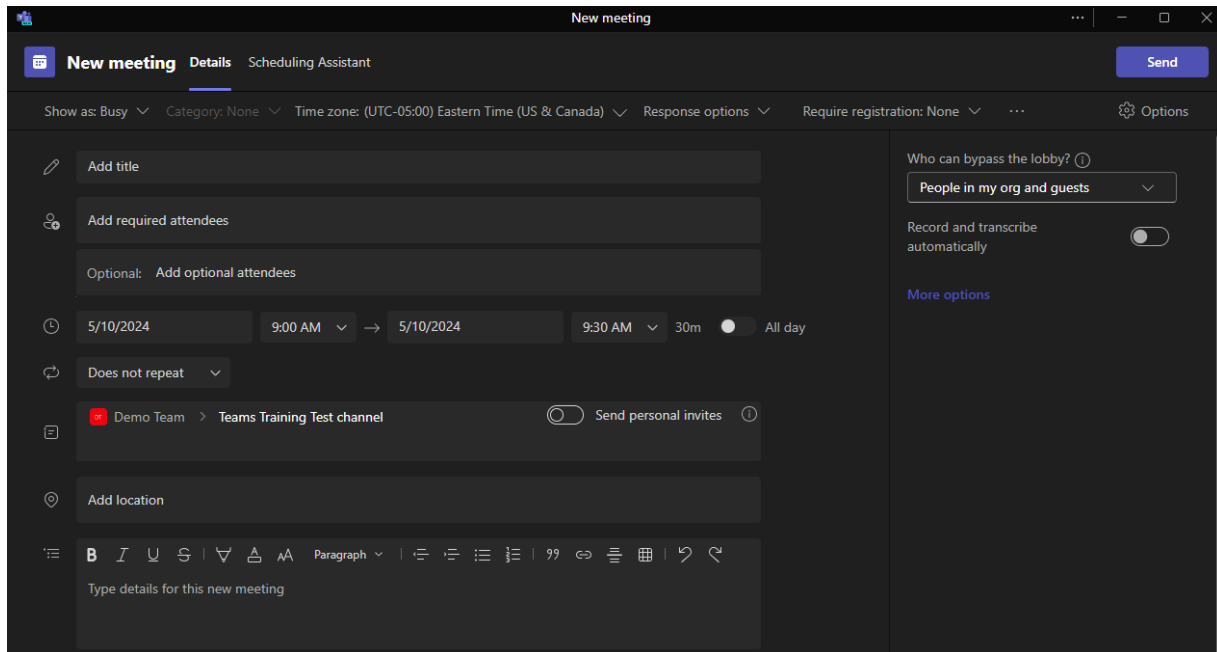


[Back to the top](#)

Another way to Create a Teams Meeting Cont.

“Schedule A Meeting” Option:

1. Fill in all the information and Click **Send**
 - 1.1. This will send a meeting request to all Added Attendees (Required and Optional)



The screenshot shows the 'New meeting' window in Microsoft Teams. The interface is dark-themed. At the top, there's a title bar with 'New meeting' and window controls. Below the title bar, there are tabs: 'New meeting' (active), 'Details', and 'Scheduling Assistant'. A 'Send' button is in the top right corner. The main area is divided into two columns. The left column contains fields for: 'Add title', 'Add required attendees', 'Optional: Add optional attendees', a date and time selector (set to 5/10/2024, 9:00 AM to 9:30 AM, 30m duration), a repeat option (set to 'Does not repeat'), a channel selector (set to 'Demo Team' > 'Teams Training Test channel'), and a location field. The right column contains options for 'Who can bypass the lobby?' (set to 'People in my org and guests'), a toggle for 'Record and transcribe automatically', and a 'More options' link. At the bottom, there's a rich text editor with various formatting tools and a placeholder text 'Type details for this new meeting'.

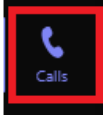
[Back to the top](#)

Using Teams to make a Phone Call

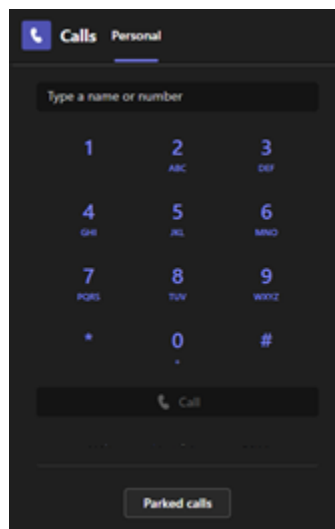
[Teams Phone Video](#) < - Short 1.5 min video on basic use of Teams Phone

To use the Phone through Teams:

1. Open the Teams Application
2. Click the “Calls” Icon on the left side – Image shown below
 - 2.1. Yours might look a different color based on light or dark modes in the application.



3. In here you will see 3 sections
 - 3.1. Number Pad
 - 3.1.1. Dial inside and outside lines
 - 3.1.2. Type a name or number into the search box



- 3.2. History
 - 3.2.1. All History
 - 3.2.1.1. All call history will be shown here
 - 3.2.2. Missed Calls
 - 3.2.3. Incoming Calls
 - 3.2.4. Voicemail
 - 3.2.4.1. You can listen and see transcripts of you voicemail here
- 3.3. Speed Dial
- 3.4. The 3 lines is a filter that can be used to search your history.



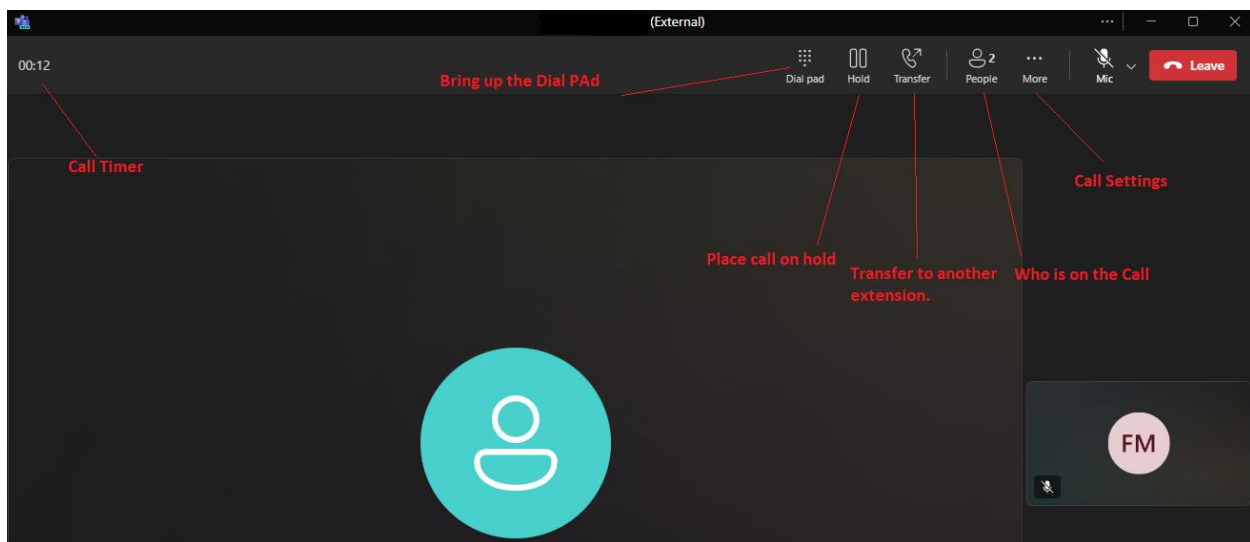
Functions While in a Teams Call

[Back to the top](#)

External Call

External calls are limited to functions of the other user. If the other user is not a Team's user than you will be limited to the functions seen below:

1. Dial Pad - Add more participants to the call
2. Hold – Places the whole call on a hold and plays our hold music for the other participant
3. Transfer – this option allows for 2 options to be used
 - 3.1. Cold Transfer – sends the caller to another extension without warning
 - 3.2. Consult then transfer – allows you to speak to the person you wish to send the caller to first.
4. People – Shows who is on the call
5. More - Teams call basic settings
6. Mic - Gives you all your Mic Audio settings

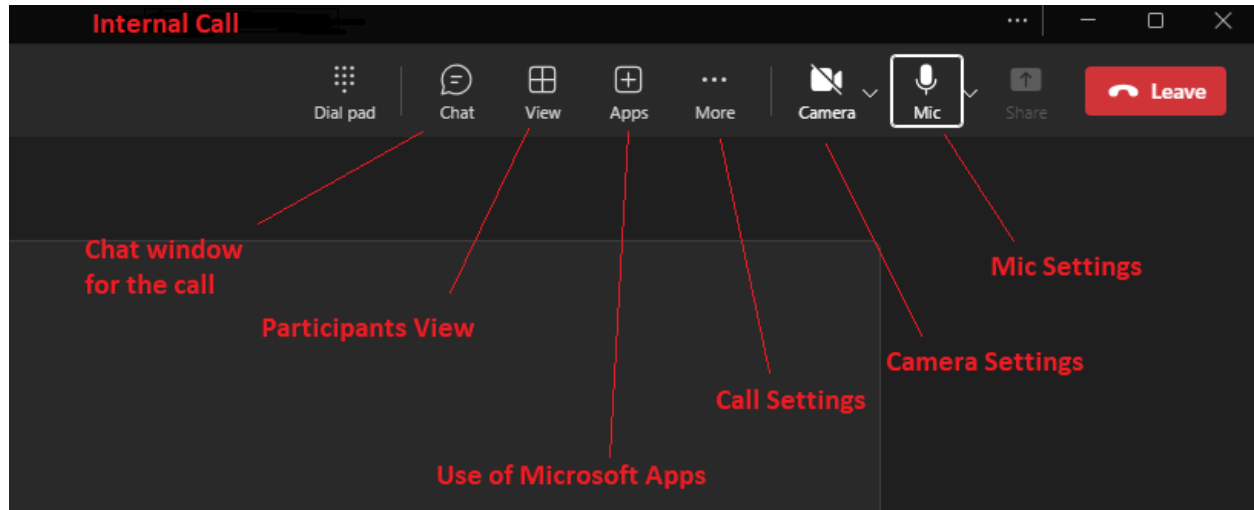


[Back to the top](#)

Internal Calls or Calls with Teams Users

Internal calls or calls with Teams Users will give you full functionality of the system. Allowing for shared apps, chat, and switch to video conference.

1. Chat – will open a chat window for participants to type into if they do not have a mic. Used for conference calls or meetings.
2. View – Allows you to adjust the view of the participants
3. Apps – Allows you to use Microsoft Applications within the Teams Call.
4. More – Teams call basic settings
5. Camera – Allows you to turn the call into a Video conference by turning on your webcam
6. Mic – Gives you all your Mic Audio settings

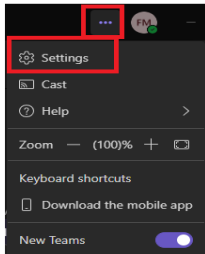


[Back to the top](#)

Teams Settings

Note: Microsoft continuously updates this application and as a result some settings are regularly updated and may change back to their default setting or be in a different location.

1. To see all the Settings for your Account, Click the 3 dots and click Settings.



2. In here you will be able to customize your Personal Teams Settings with the examples below

2.1. Notifications and Activity

- 2.1.1. Setup Sound notifications
- 2.1.2. Change how you are notified with chat messages and Teams Group Post
- 2.1.3. Change how you get notified for meetings including Meet Now (instant meetings)

2.2. Appearance and Accessibility

- 2.2.1. You are able to adjust the Theme or how your Team Application will show.
 - 2.2.1.1. These are still limited to Dark, Light, Classic, High Contrast, or based on PC settings for the different modes.
- 2.2.2. Adjust how Chat is viewed either Comfy (spaced out) or Compact

2.3. Captions and Transcripts

- 2.3.1. This is for Meetings that you are a part of
 - 2.3.1.1. Set automatic identity for meeting captions and transcriptions
 - 2.3.1.2. Filter profanity
 - 2.3.1.3. To Show live caption in meetings

[Back to the top](#)

Teams Settings Cont.

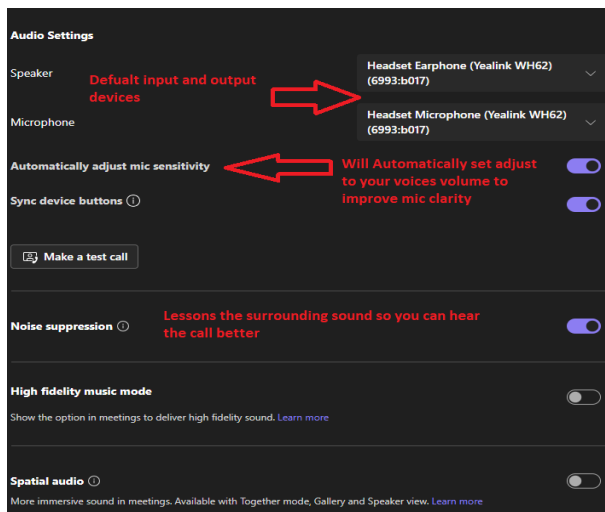
Note: These settings only work for internal

1. Calls

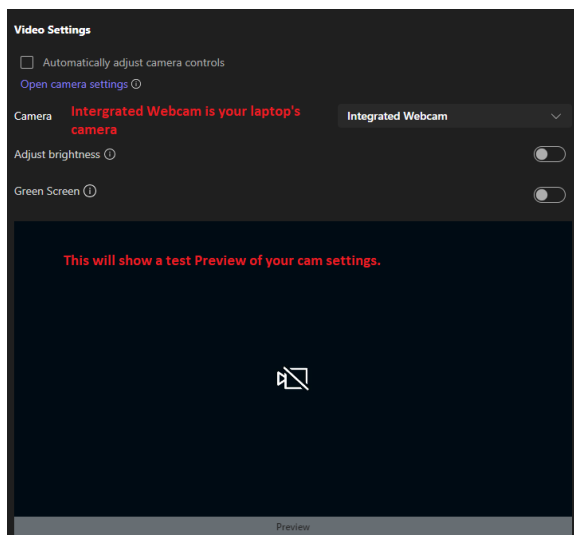
- 1.1. Call handling and Forwarding
- 1.2. Manage Voicemail
- 1.3. Manage out of office voicemail
- 1.4. Manage Delegates

2. Devices

2.1. Audio Settings



2.2. Video Settings

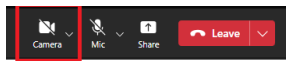


[Back to the top](#)

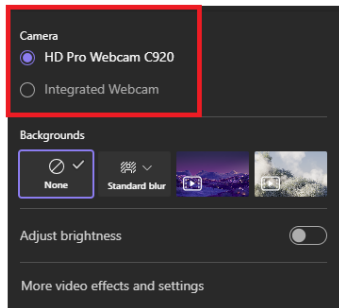
IT FAQ

My Camera isn't showing while in a meeting?

1. At the top of the meeting screen select Camera



2. Select the current connected webcam
 - 2.1. In this setting you can also blur out your background by selecting Standard blur



While in a meeting when I talk there is no sound?

1. At the top of the meeting screen select Mic



2. Select the Microphone you are currently using

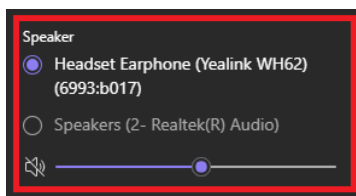


Why can't I hear any sound in the meeting?

1. At the top of the meeting screen select Mic



2. Select the speaker device you are currently using



[Back to the top](#)

How to request a Teams Group?

It is preferred the Department Administrator open a FMX Work Order to request a Teams.

The Department Administrator can also send an email request to:

1. Francis Montry – Fmontry@monroeccc.edu

Copy (CC):

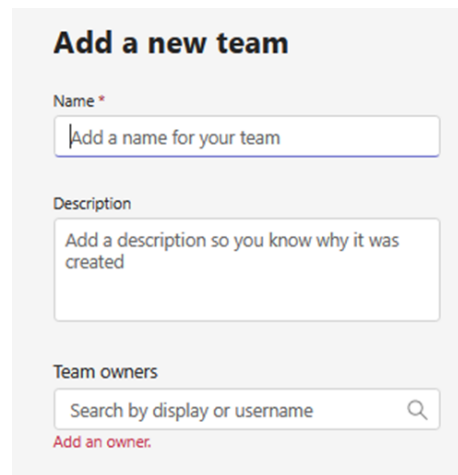
2. Rick Hubbert – Rhubbert@monroeccc.edu

3. John Wyrabkiewicz – johnw@monroeccc.edu

4. Your Department's Administrator (Will need their approval)

The following information should be in the email:

1. Name
2. Description
3. Team Owner/s



The screenshot shows the 'Add a new team' interface. It has a title 'Add a new team' in bold. Below it are three sections: 'Name' with a text input field containing the placeholder 'Add a name for your team'; 'Description' with a text area containing the placeholder 'Add a description so you know why it was created'; and 'Team owners' with a search input field containing the placeholder 'Search by display or username' and a magnifying glass icon. Below the search field is a red link that says 'Add an owner.'

[Back to the top](#)

References

1. Microsoft.com - <https://www.microsoft.com/en-us/videooplayer-nocookie/embed/RE4FyUf?pid=ocpVideo1&maskLevel=20&market=en-us> – Page 2
2. Microsoft Teams YouTube Channel - <https://www.youtube.com/watch?v=PBfexfb2ULo> – Page 12

[Back to the top](#)