



MSOffice Teams

COMMUNICATE AND COLLABORATE

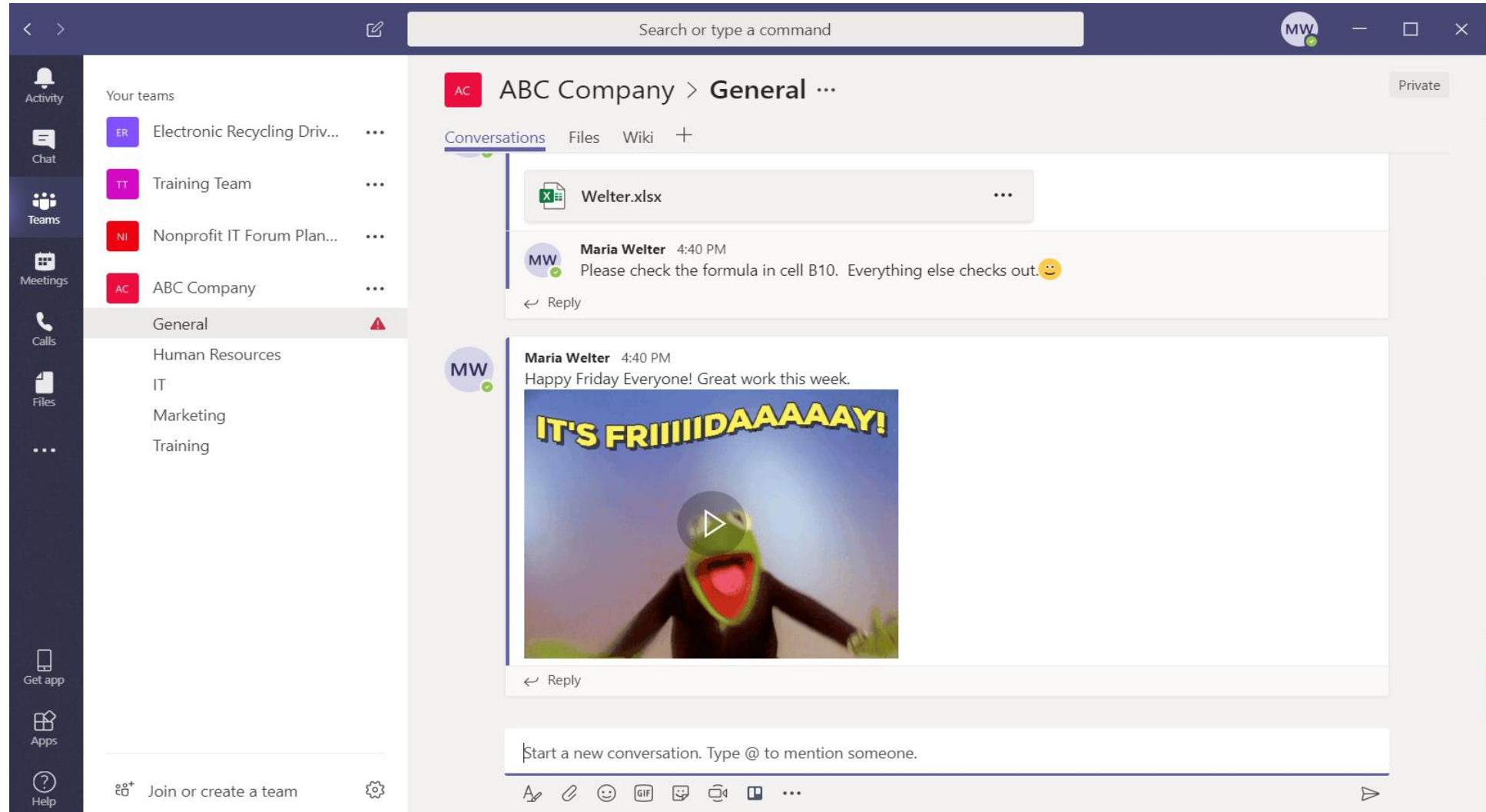
Teams Introduction

- **Organizational Tool**
 - Chats /Conversations
 - Meetings (replaces Skype)
 - File Storage and Editing
- **Interface to other MSOffice 365 Apps**
 - Planner
 - SharePoint
 - Calendar

Teams: Multiple Devices

- View in Web browser or App
- SmartPhone app
- Tablet app

Teams Application Interface

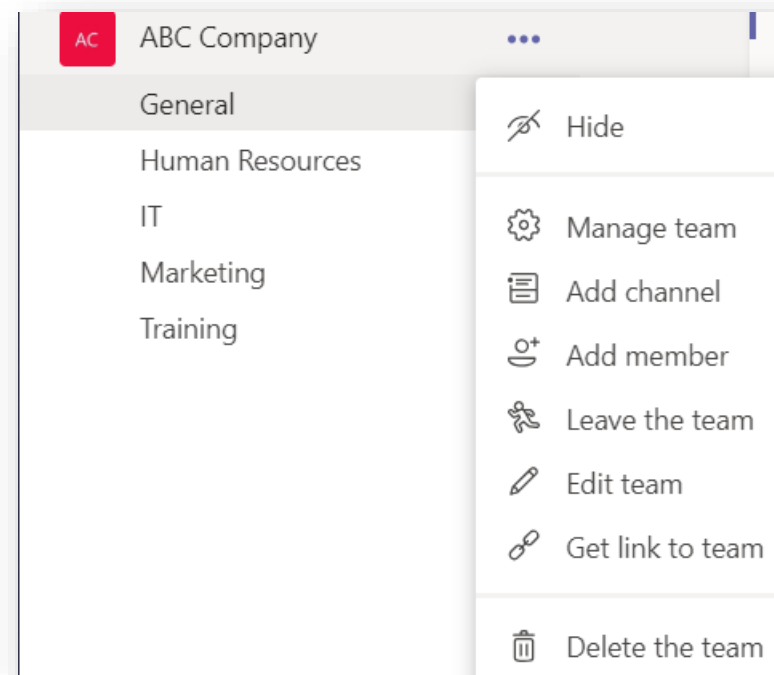


Channels: Department, Topic or Project

Begin with a Team and add more channels:

ABC Organization

- Training
- Marketing
- Human Resources
- IT

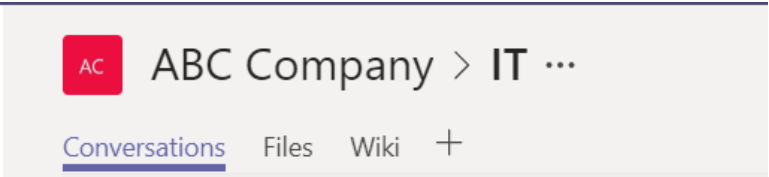
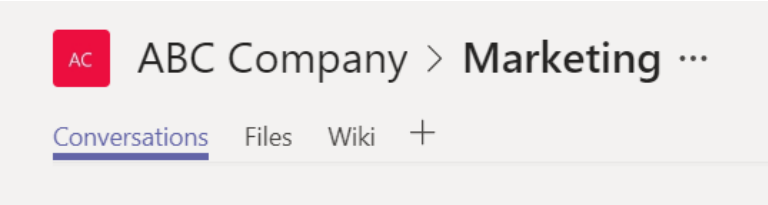
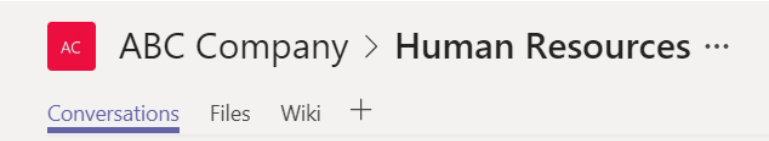


Channel Tabs

Each channel includes



Add apps as tabs



Teams Tabs: Conversation

The screenshot displays the Microsoft Teams interface. On the left, a sidebar shows navigation options: Activity, Chat, Teams, Meetings, Calls, Files, and a 'Join or create a team' button at the bottom. The main area is divided into two sections. The top section shows a list of teams: 'Electronic Recycling Drive Team', 'Training Team', and 'Nonprofit IT Forum Planning Team'. The 'Nonprofit IT Forum Planning Team' is selected, and its 'General' channel is active. The bottom section shows the conversation history for the 'General' channel. It features two messages from Maria Welter, both stating 'Tab conversation has begun.' The first message includes an 'Edit | Poll' button, and the second includes a 'First Task' button. A date separator for 'July 30, 2019' is visible. Below the messages, there is a large image of a cartoon character with a speech bubble saying 'OH YEAH!' and the text 'Please reply when you receive this!'. The bottom of the interface shows a toolbar with icons for text, attachments, emojis, GIFs, and video calls.

Teams Tabs: Conversation

- Conversations are ***not private*** (visible to everyone in a channel).
- Shared Documents automatically become part of the ***Files*** tab.

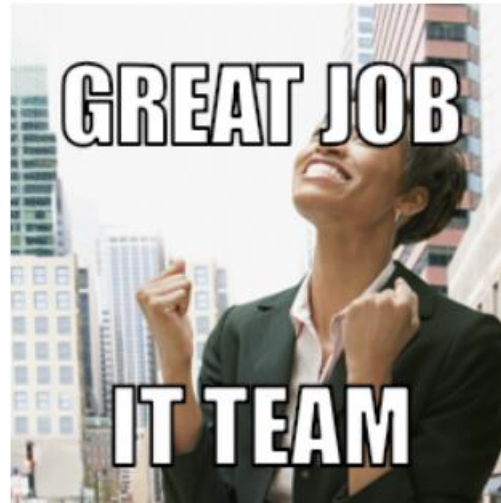
Conversation: Not Just Text

Start a new conversation. Type @ to mention someone.



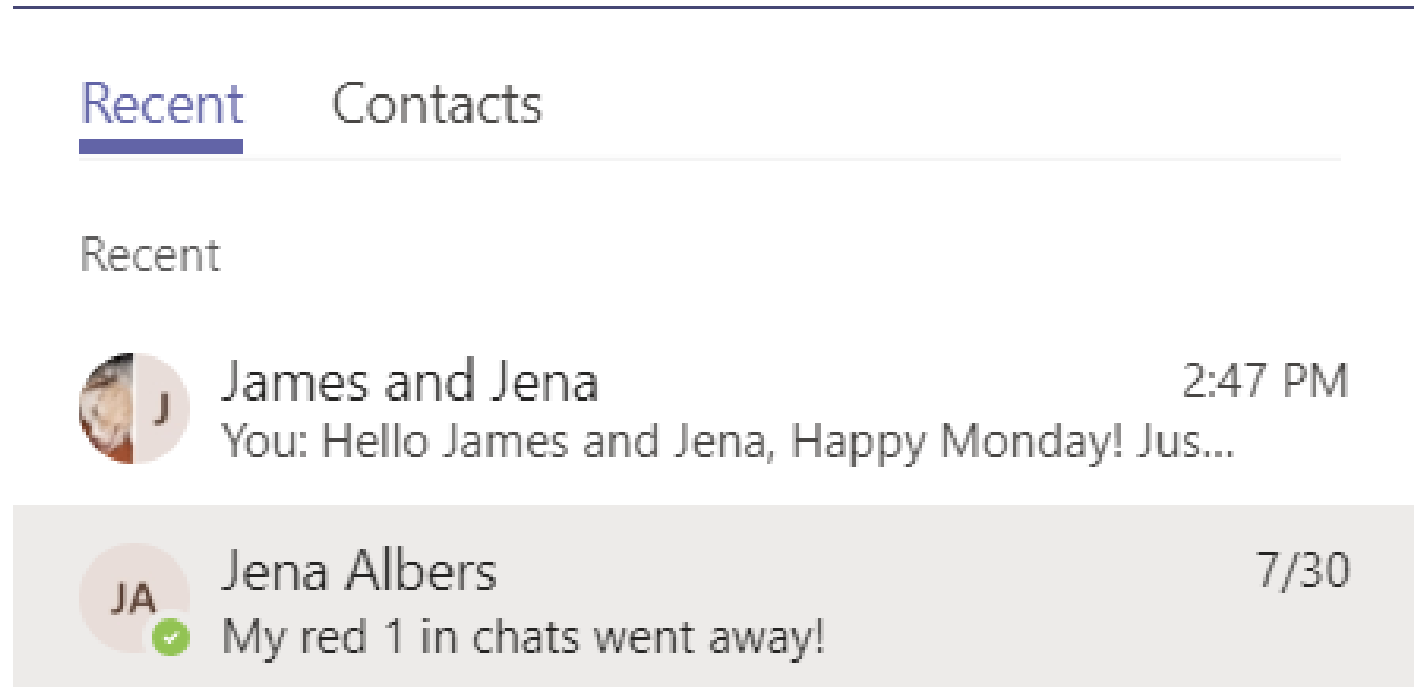
- Emojis, Giphys, Stickers
- Meetings
- @ mentions

Conversation: Not Just Text



Conversation or Chat?

Use the **Chat** feature to speak to just one or a few team members.



Meeting

Create a new meeting by clicking on the ***Calendar*** button, and then clicking the ***New Meeting*** button.

Meeting Options

- Audio
- Camera
- Meeting Notes: everyone can edit
- Record Meeting: participants are notified

Meeting

Share screen:

- *Desktop* – share multiple windows
- *Window* – share one window (keep the rest to yourself)
- *PowerPoint* – share a presentation and let others move through it at their own pace
- *Whiteboard* – collaboration app (third party)

Files Tab

ABC Company > General ... Private

Conversations Files Wiki + ↗

General

New Upload Get link + Add cloud storage Open in SharePoint

✓	Type	Name	Modified ▾	Modified by	🔄
		My Excel Worksheet.xlsx	Just now	Maria Welter	⋮
		Information.docx	Just now	Maria Welter	⋮

File
options

Wiki Tabs

What is a Wiki?

- Share information in a more structured way than a conversation
- Draft documents
- Track notes
- Share ideas
- Chat
- Mention other people
- Share Links

Notifications

Settings ×

- General
- Privacy
- Notifications**
- Devices
- Permissions
- Calls

Mentions

- Personal mentions: Banner and email
- Channel mentions: Banner and email
- Team mentions: Banner and email

Messages

- Chat messages: Banner and email
- Replies to conversations I started: Banner
- Replies to conversations I replied to: Banner
- Likes and reactions: Banner
- Followed channels: Banner and email

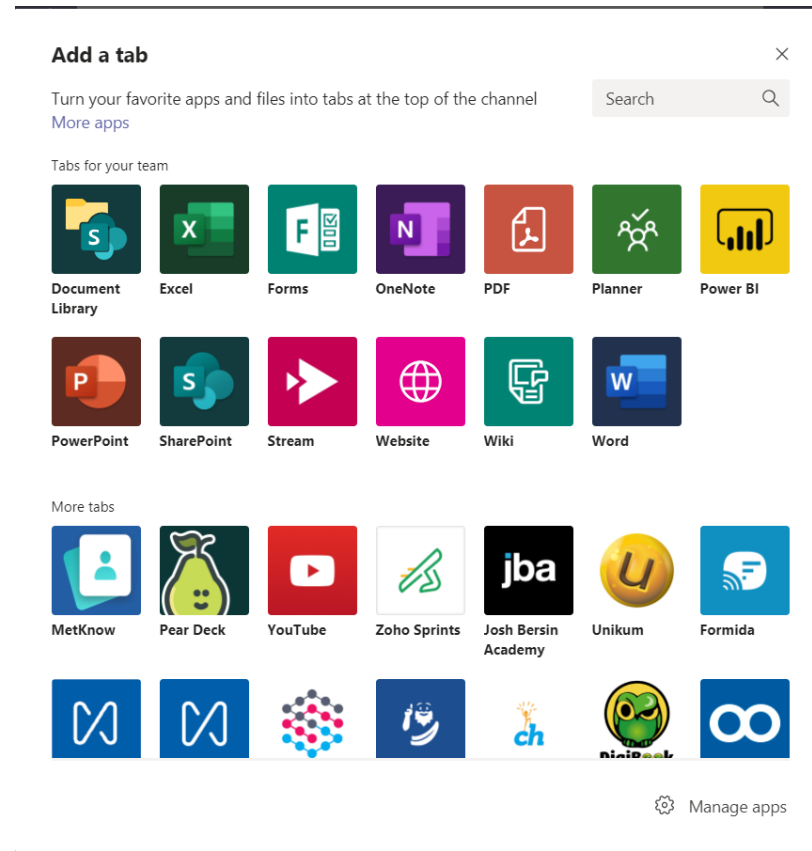
Other

- Team membership changes: Banner
- Team role changes: Banner
- Notification sounds: Call, mention and chat
- Missed activity emails: Once every hour

Meetings

- Meeting started notification: Banner

Teams Tabs: Add Apps



Planner App

Planner Board

- Buckets: groups of Tasks
- Tasks: Assign and add items
- Chart
- Schedule: click on specific task

Command Box

- Search for items or people
- Use ***Quick Actions*** with /
- Launch Apps with @

MSOffice Teams

Learn more:

Microsoft's MSOffice Teams Quick Start Guide

[file:///C:/Users/Training/Downloads/Teams%20QS%20\(2\).pdf](file:///C:/Users/Training/Downloads/Teams%20QS%20(2).pdf)

Hands-on Learning:

September 13 GroundWork group MSOffice 365 Class

Register with Maria at mwelter@groundworkgroup.org

Questions?

CONTACT MARIA AT

MWELTER@GROUNDWORKGROUP.ORG