

Microsoft Teams – Teams, PWC, VCLs, and Meetings



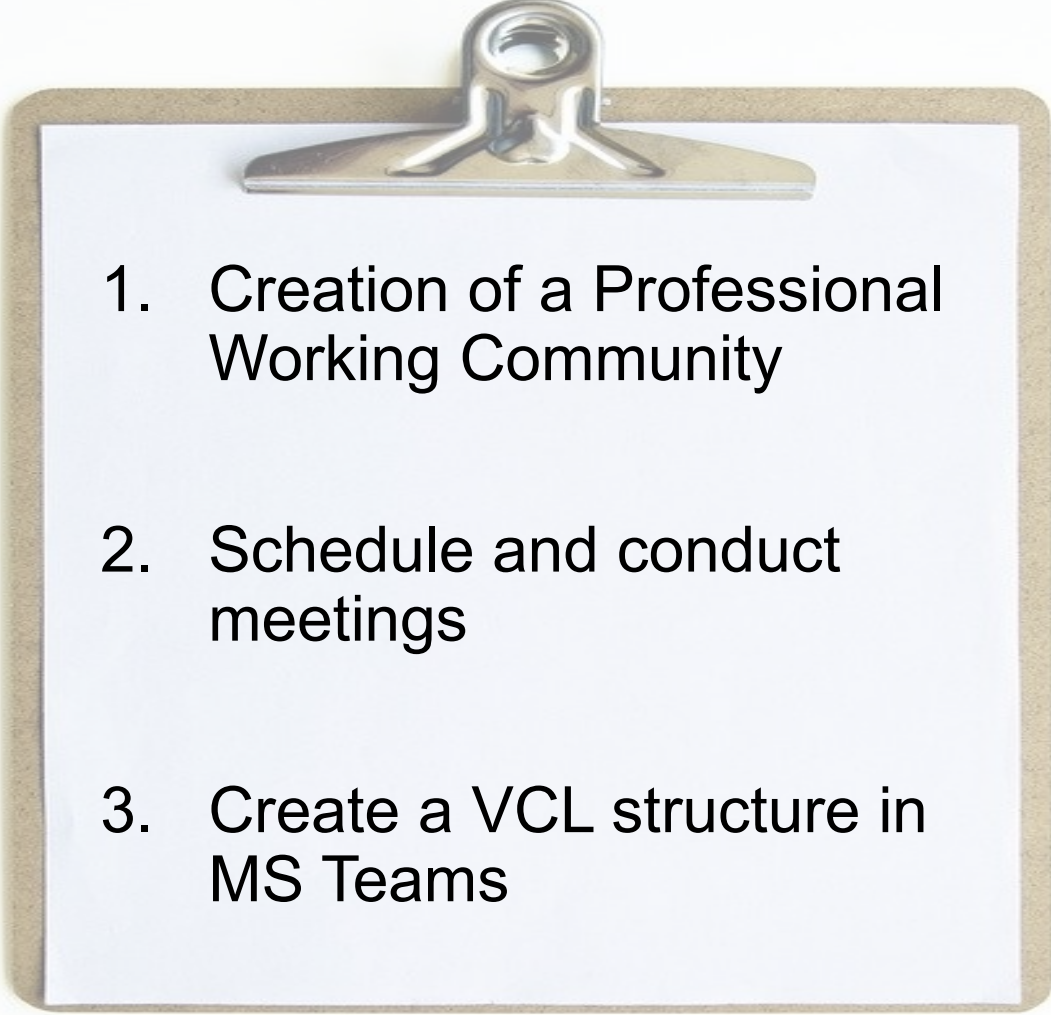
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Agenda

1. Introduction
2. Team Settings
3. Professional Working Communities (PWC)
4. Create a VCL structure
5. Calendar
6. Schedule Meetings/Live-Events
7. Tips & Hints
8. Exercise



Goals of this training

- 
1. Creation of a Professional Working Community
 2. Schedule and conduct meetings
 3. Create a VCL structure in MS Teams

1. Introduction

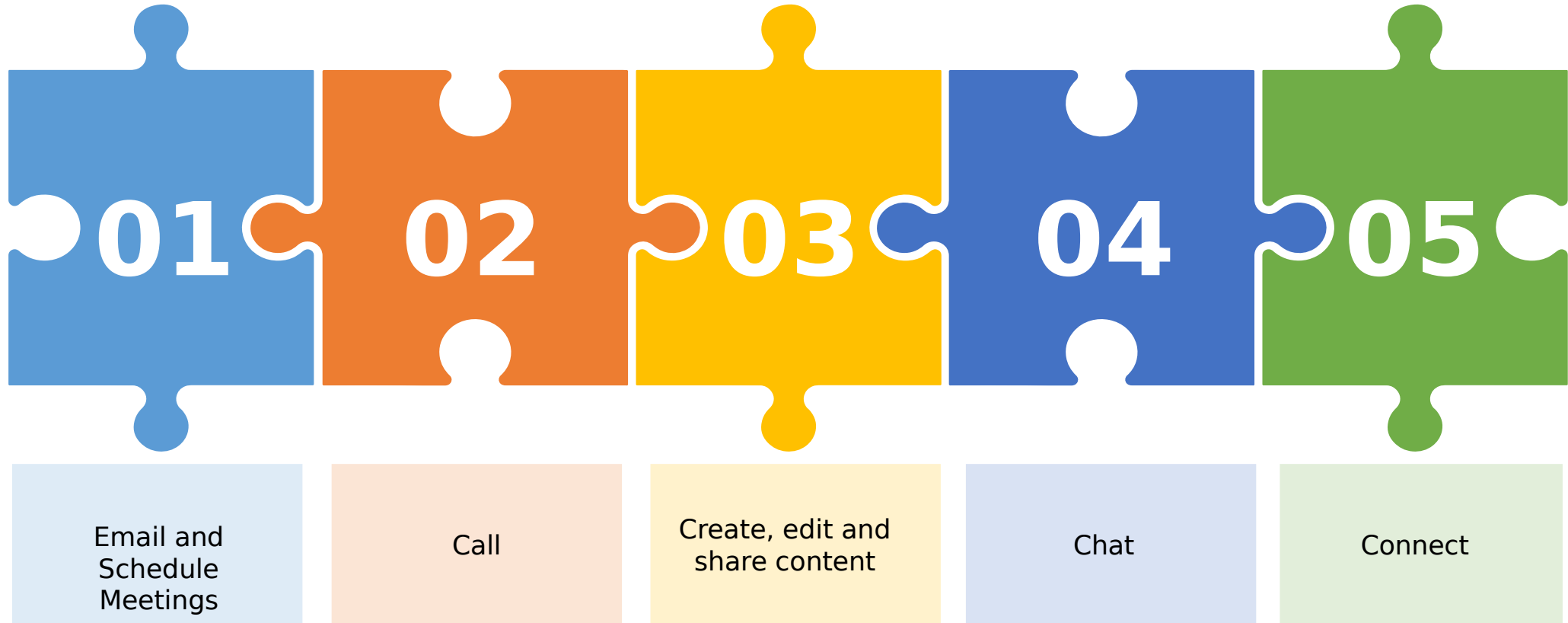
Work environment has changed

- Hierarchy and Strict Processes --> Agility
- Quantity --> Quality
- Business-as-usual --> Innovation
- Individual --> Groups



1. Introduction

Office 365: Complete Group Collaboration Solution



2. Team Settings

Team

A team is a group of people gathered to get something done in your organization („Learn about teams and channels“, n. d.).

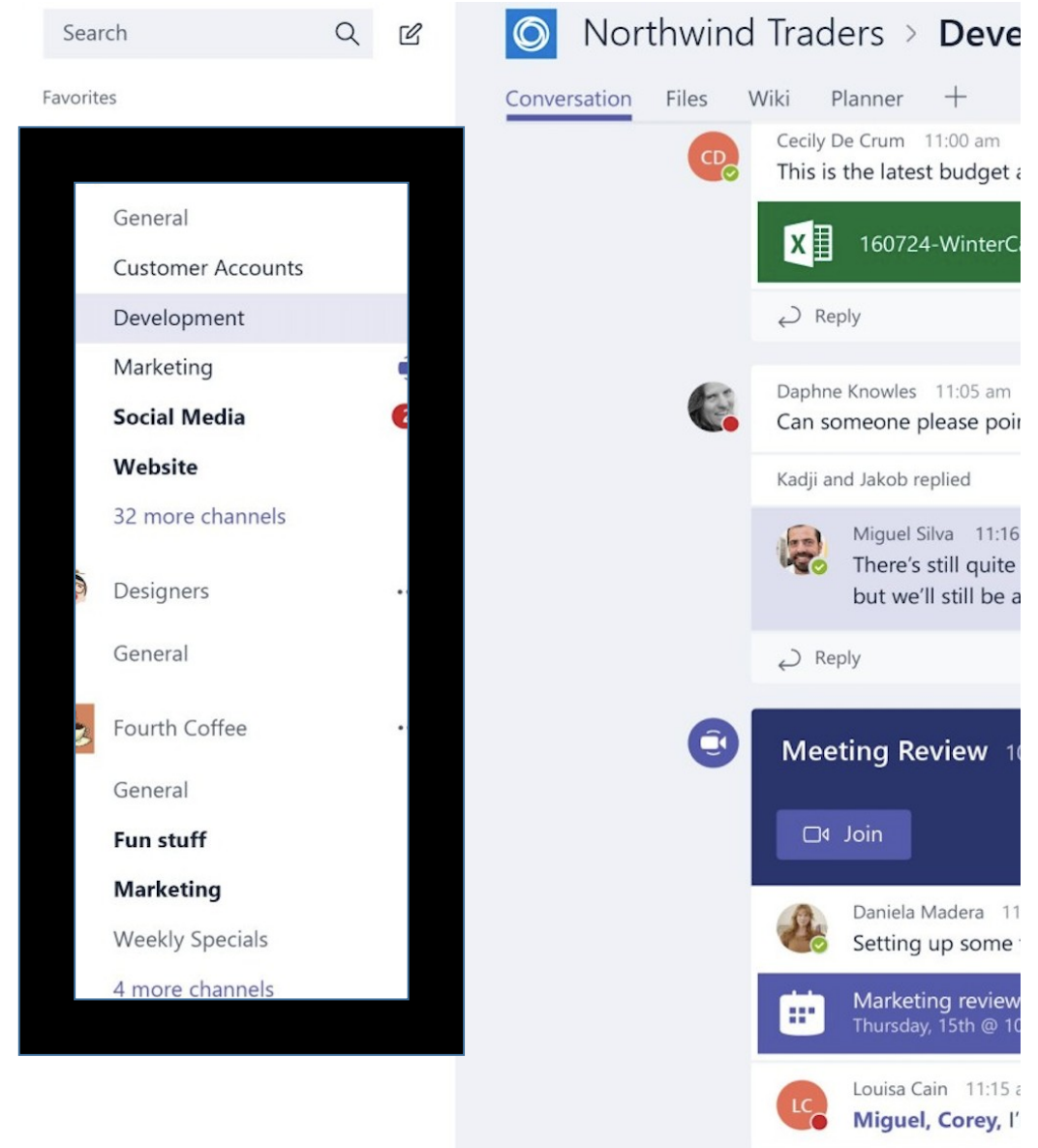


2. Team Settings

Teams

- Teams are overall group of people working on a project
- They can range in size from a small learning community to a large organization

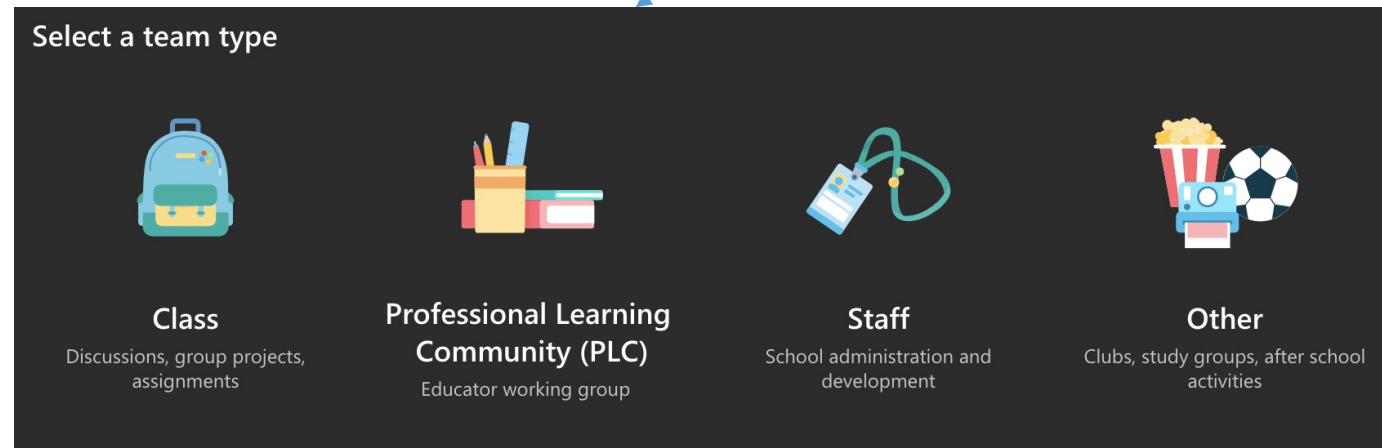
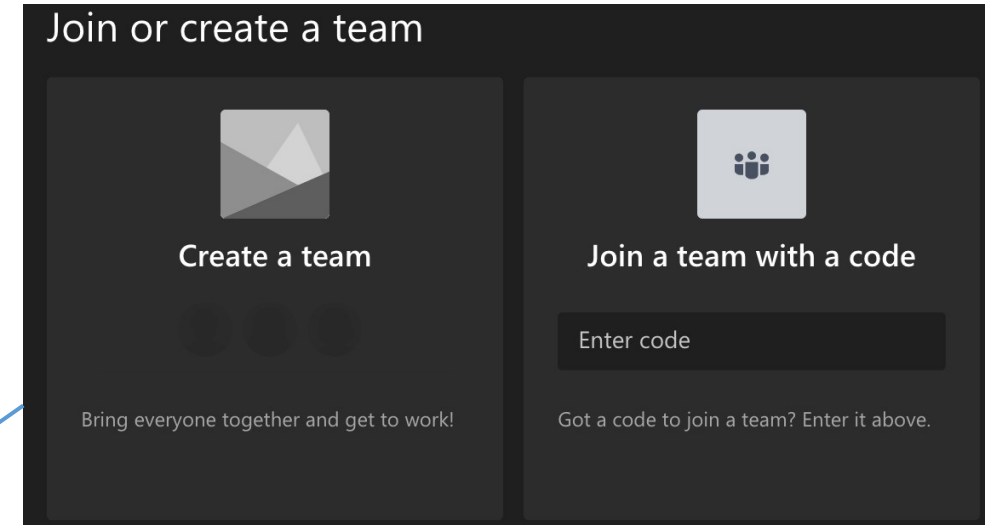
Source:
<https://www.microsoft.com/itshowcase/blog/wp-content/uploads/2017/03/Microsoft-Teams-channel.png>



2. Team Settings

Creating Teams

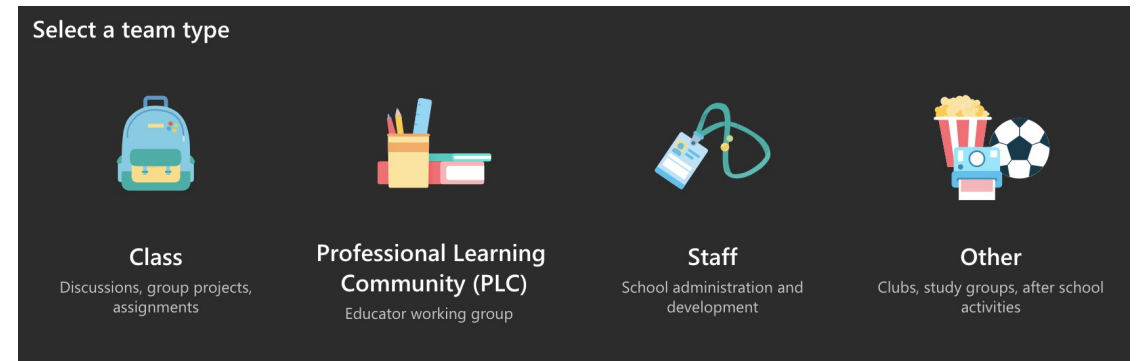
- Teams can be created by **adding members individually**, by **email aliases** or via **security codes**
- A default channel named General will be created



2. Team Settings

Different Team Types

- **Class:** suitable for discussions, group projects and assignments
 - ideal for **teachers & students**
 - each class team is linked to its **own notebook**
- **Professional Learning Community:** educator working group, e.g. PhD-students
 - equal **read-write permissions**

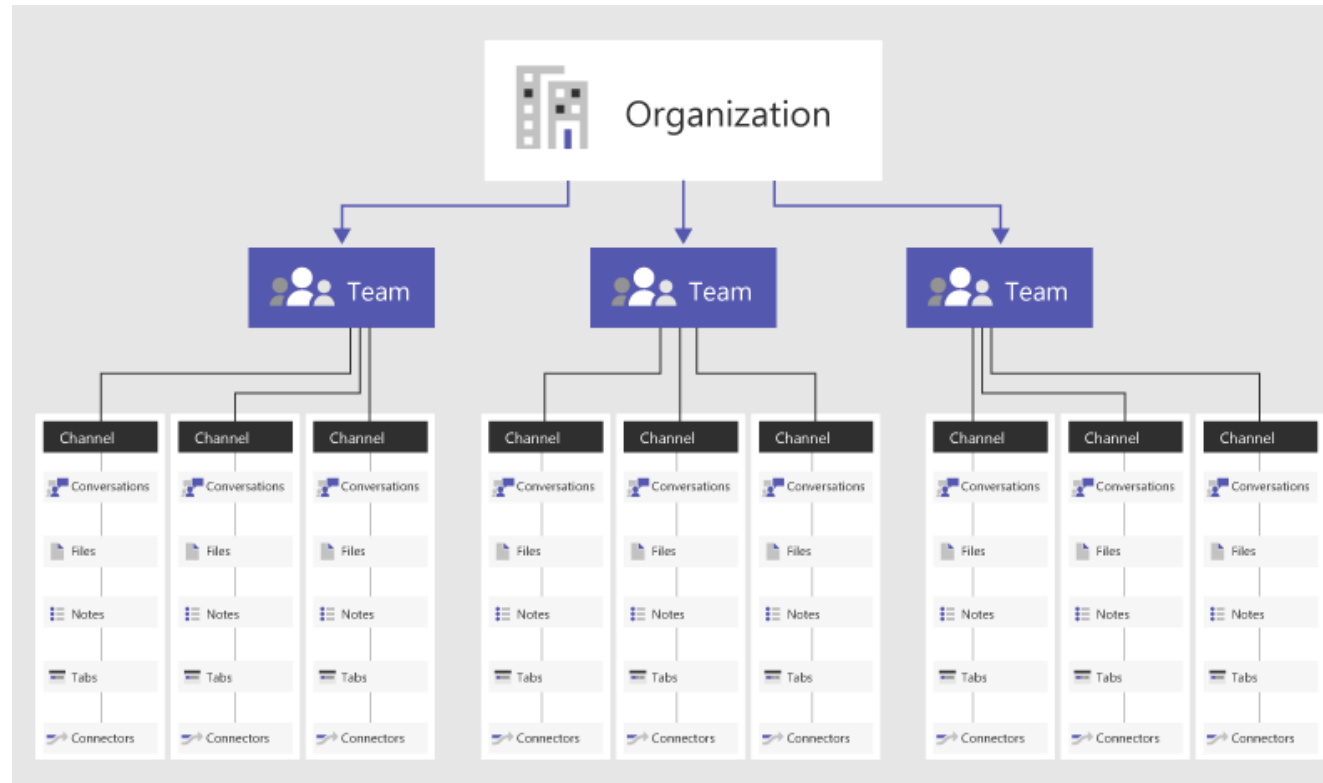


- **Staff:** Administration of learning communities
 - each staff member will have a **staff leader** (owner)
 - integrated **staff notebook**
- **Other:** Study groups, leisure groups and any other activities
 - equal **read-write permissions**

3. Professional Working Communities (PWC)

Create a PWC (step-by-step)

- Choose the **team type** you think fits best, e.g. PLC or staff



Source:
<https://powell-software.com/wp-content/uploads/2020/03/overview-of-teams-and-channels-image1.png>

3. Professional Working Communities (PWC)

- After choosing a team type, **name** your team and choose a **privacy setting**
- Directly **add people to your team** or skip this step for now

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Professional Working Community ✓

Description (optional)

Department A

Privacy

Private - Only team owners can add members ✓

Private - Only team owners can add members

Public - Anyone in your organization can join

Add people to "Professional Working Community"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group Add

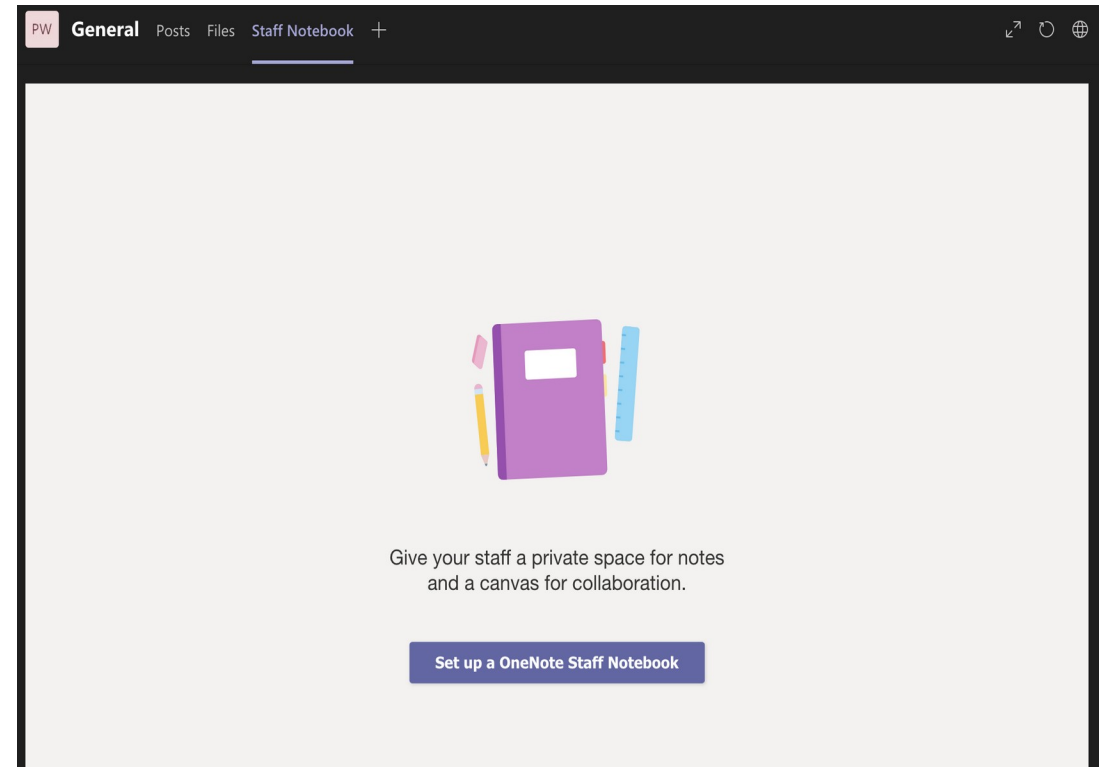
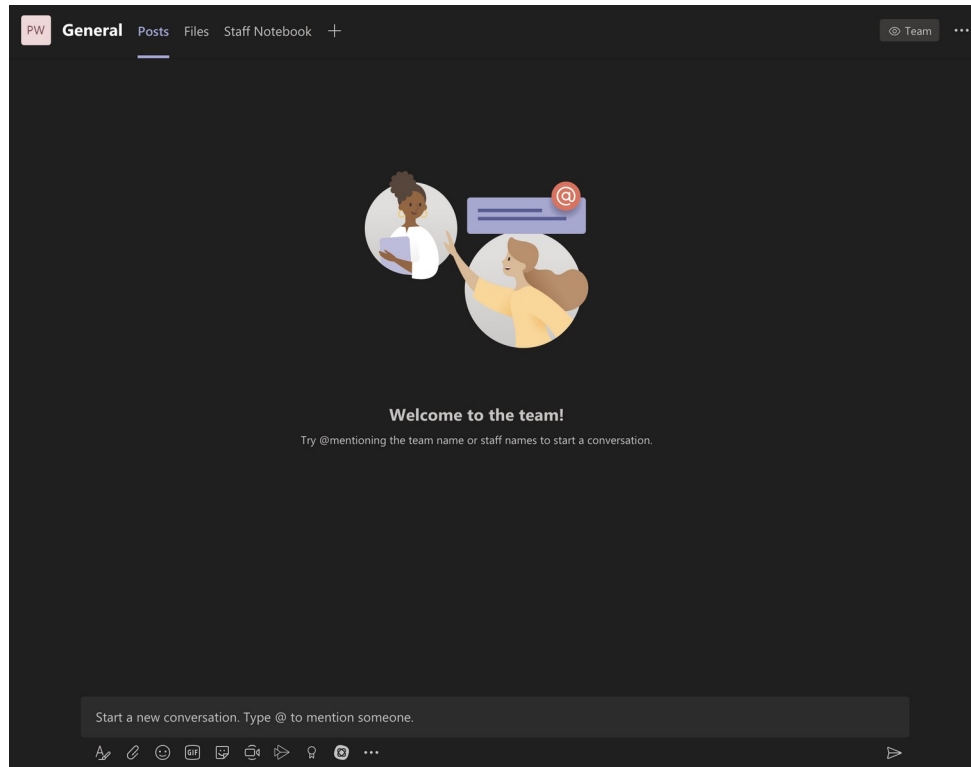
Skip

→ **private:** Team owner can **add** people & people can join by **code**. Team is discoverable in the teams gallery (if enabled).

→ **public:** **Anyone** can join **without approval** from the team owner.

3. Professional Working Communities (PWC)

- You're ready to go!
- A **general-channel**, **files section** & a **staff notebook** were created automatically



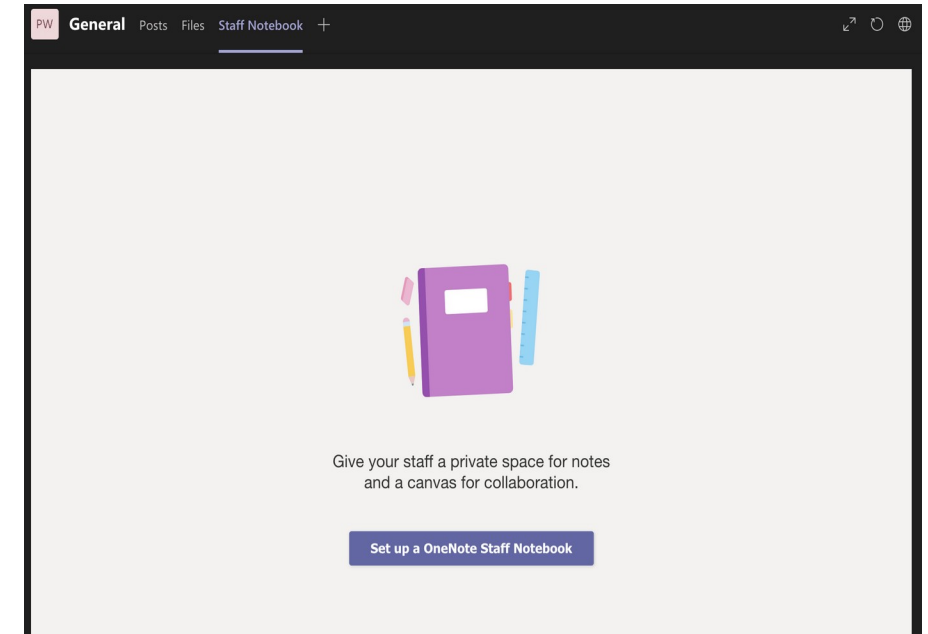
3. Professional Working Communities (PWC)

➤ A Staff notebook contains **three types of sub-notebooks**:

a) **Collaboration Space** → notebook for **all staff** to collaborate, e.g. for Meeting Notes, Tracking progress of initiatives

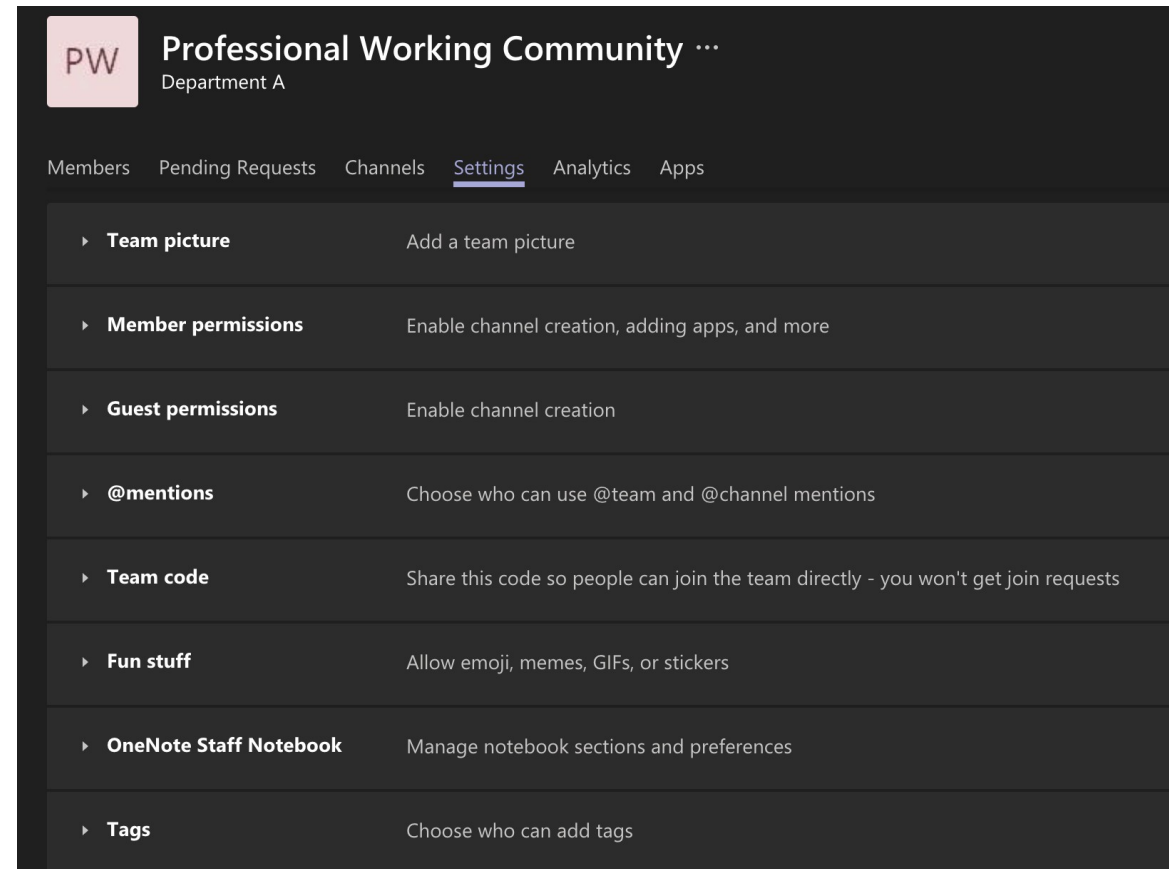
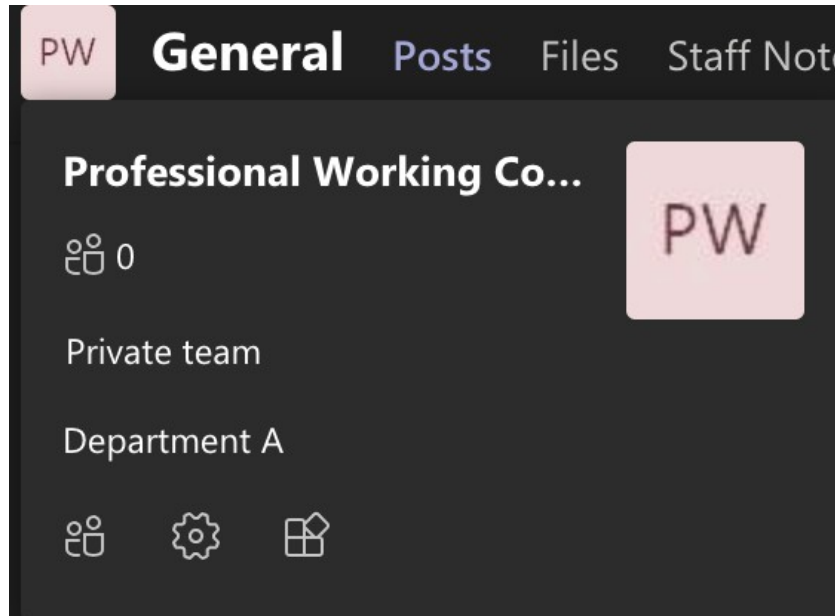
b) **Content Library** → notebook for the **staff leader** to share course materials (read-only for members), e.g. for policies & procedures, dates & deadlines

c) **Staff member notebooks** → **private** notebooks **between staff leader & staff member** (leader can access them, but members can't see the other staff's notebooks), e.g. professional research, feedback, evaluation



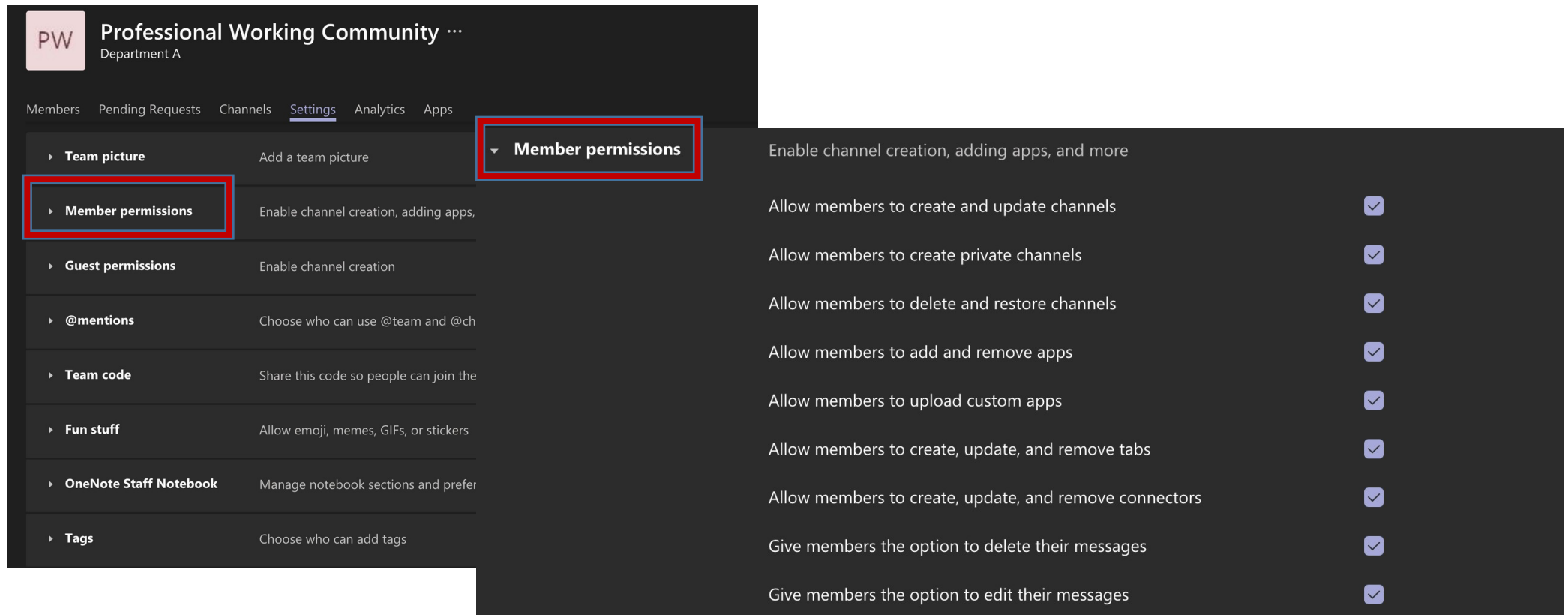
3. Professional Working Communities (PWC) – Best Practice Example

- Manage your **team settings**
- Also **applicable for other team types**



3. Professional Working Communities (PWC) – Best Practice Example

➤ Manage your team settings → **Member permissions**



Professional Working Community ...
Department A

Members Pending Requests Channels Settings Analytics Apps

- Team picture Add a team picture
- Member permissions** Enable channel creation, adding apps, and more
- Guest permissions Enable channel creation
- @mentions Choose who can use @team and @ch
- Team code Share this code so people can join the
- Fun stuff Allow emoji, memes, GIFs, or stickers
- OneNote Staff Notebook Manage notebook sections and prefer
- Tags Choose who can add tags

Enable channel creation, adding apps, and more

- Allow members to create and update channels ☒
- Allow members to create private channels ☒
- Allow members to delete and restore channels ☒
- Allow members to add and remove apps ☒
- Allow members to upload custom apps ☒
- Allow members to create, update, and remove tabs ☒
- Allow members to create, update, and remove connectors ☒
- Give members the option to delete their messages ☒
- Give members the option to edit their messages ☒

3. Professional Working Communities (PWC) – Best Practice Example

- Manage your team settings → generate a **team code** to make joining your team more easily

The screenshot shows the Microsoft Teams interface for a Professional Working Community (PWC) named 'Department A'. The 'Settings' tab is active. The 'Team code' option is highlighted with a red box. A dropdown menu is open for 'Team code', showing a 'Generate' button and a note: 'Note: Guests won't be able to join with a team code'.

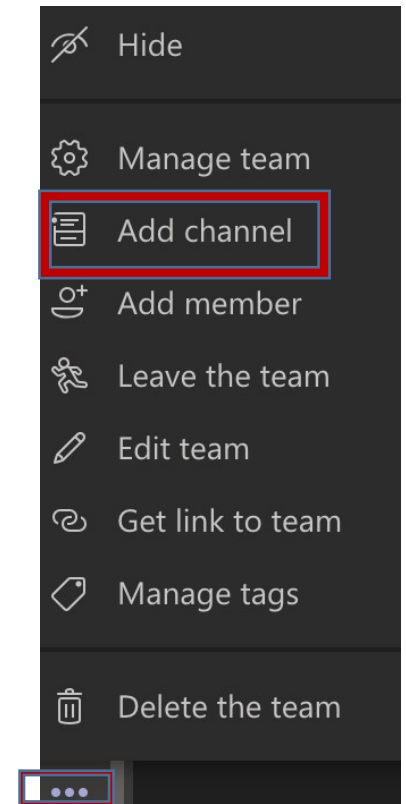
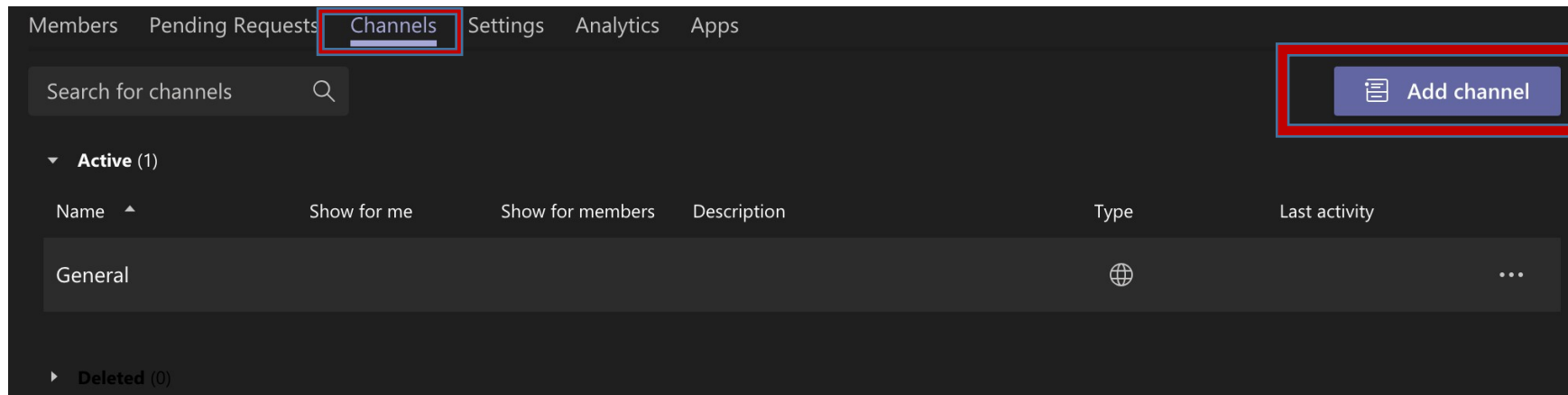
Setting	Description
Team picture	Add a team picture
Member permissions	Enable channel creation, adding apps, and more
Guest permissions	Enable channel creation
@mentions	Choose who can use @team and @channel mentions
Team code	Share this Team code
Fun stuff	Allow emoji
OneNote Staff Notebook	Manage notebook sections and preferences
Tags	Choose who can add tags

Generate

Note: Guests won't be able to join with a team code

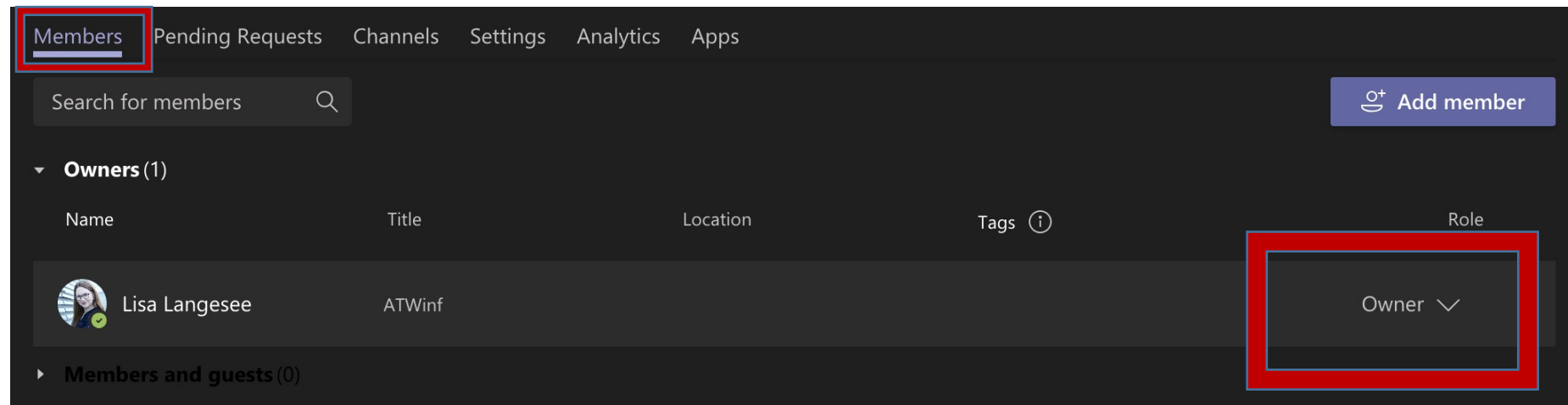
3. Professional Working Communities (PWC) – Best Practice Example

- Manage your team settings → create **new channels** within the settings or via the “three dots” next to your team



3. Professional Working Communities (PWC) – Best Practice Example

- Manage your team settings → **add or delete members**, and **assign roles** (owner, member)



3. Professional Working Communities (PWC) – Best Practice Example

- Manage your team settings → **add or delete apps** you want to use in your community

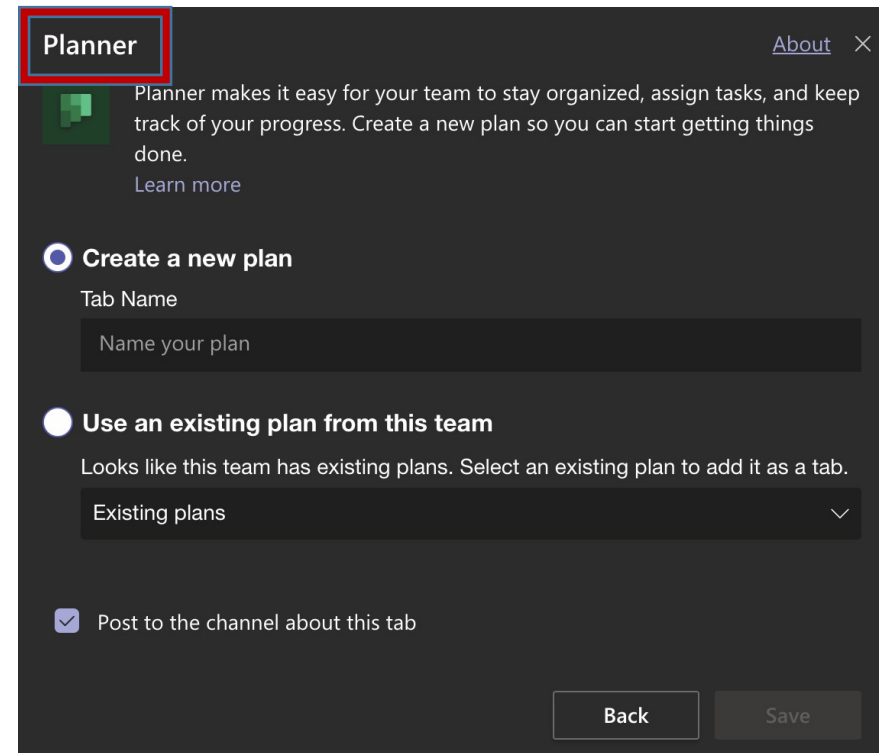
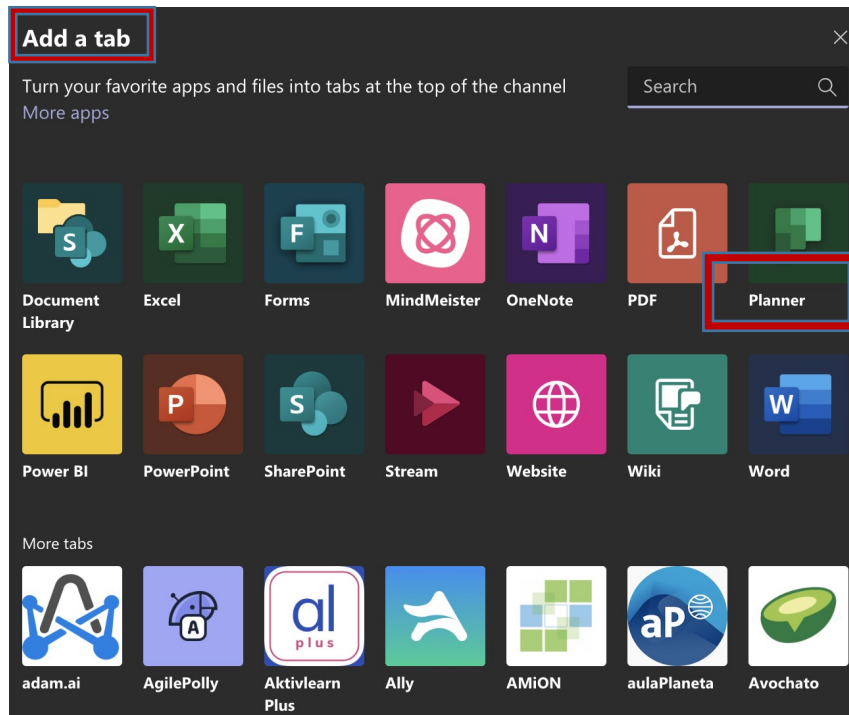
The screenshot displays the PWC interface with the 'Apps' tab selected in the top navigation bar. A red box highlights the 'Apps' tab, and another red box highlights the 'More apps' button. Below the navigation bar, a table lists installed applications with their icons, names, descriptions, and delete icons.

Name	Description
Forms	Easily create surveys, quizzes, and polls.
OneNote	Use OneNote notebooks to collaborate on digital content and share it with your team.
Planner	Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so yo...
Power BI	Pin Power BI reports to your channel to start a conversation about your data. With reports and chats in the same place, every...
Praise	Send praise to people
SharePoint	Add a SharePoint page or list. Lists can be edited. Pages are read only in Teams.

At the bottom right, a secondary navigation bar shows tabs for 'PW', 'General', 'Posts', 'Files', and 'Staff Notebook'. A red box highlights a '+' icon next to 'Staff Notebook'.

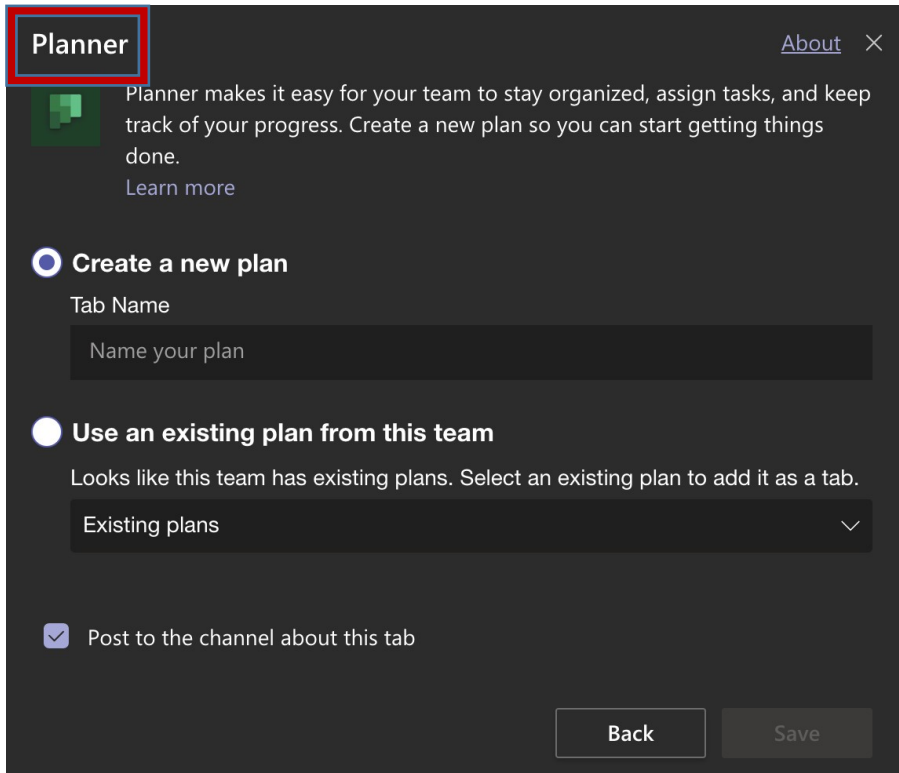
3. Professional Working Communities (PWC) – Best Practice Example

- Choose from a huge variety of (third-party) apps & directly add them as a tab, e.g. **Planner**



3. Professional Working Communities (PWC) – Best Practice Example

- Planner makes it easy to create an **overview of deadlines, tasks and your progress**



Planner [About](#) ×

Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so you can start getting things done.
[Learn more](#)

☒ **Create a new plan**

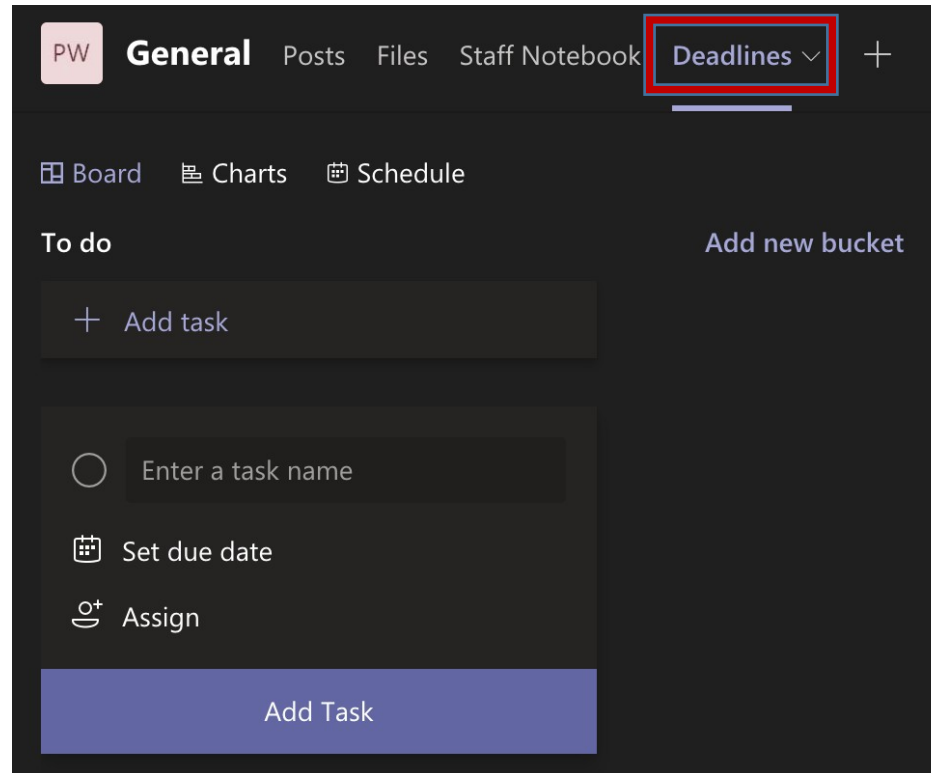
Tab Name

☐ **Use an existing plan from this team**

Looks like this team has existing plans. Select an existing plan to add it as a tab.

☒ Post to the channel about this tab

[Back](#) [Save](#)



PW **General** [Posts](#) [Files](#) [Staff Notebook](#) **Deadlines** ⌵ +

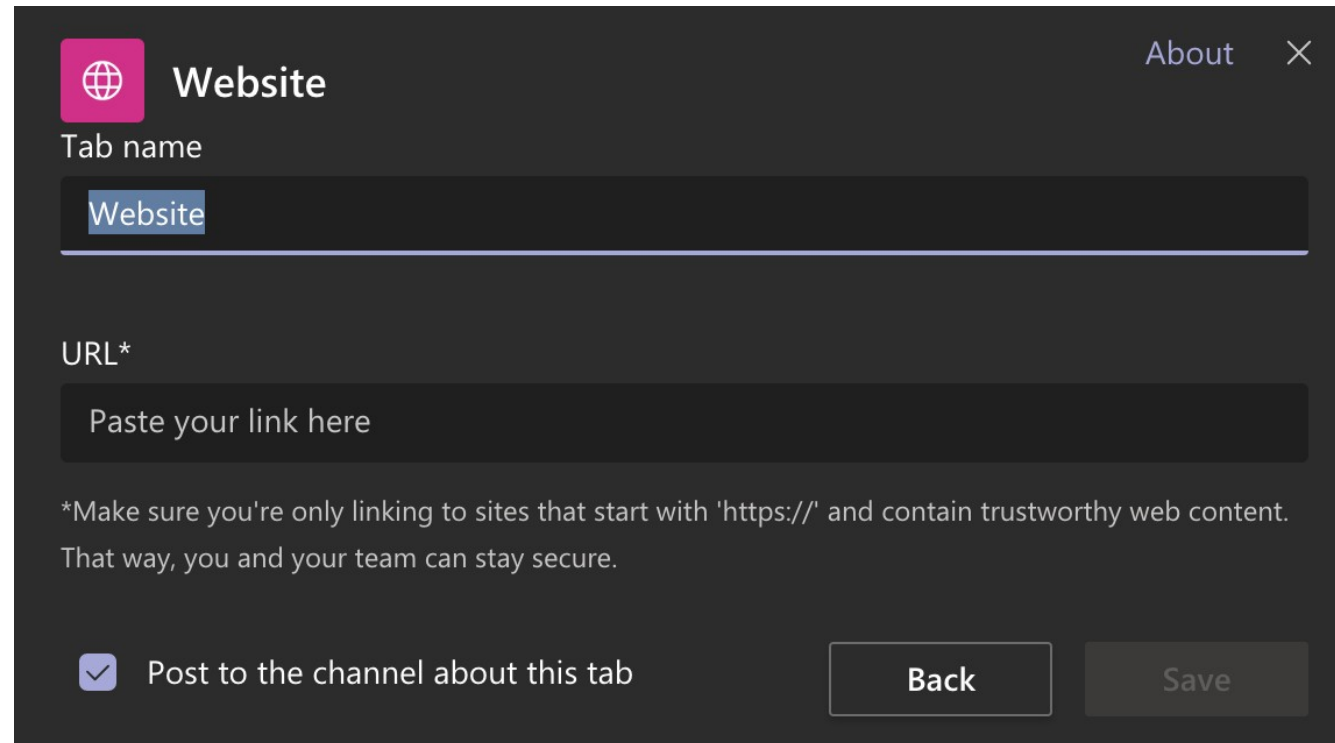
[Board](#) [Charts](#) [Schedule](#)

To do [Add new bucket](#)

[Add Task](#)

3. Professional Working Communities (PWC) – Best Practice Example

- E.g. **add your company's website** as a tab for a quick access



The image shows a dark-themed dialog box titled 'Website' with a globe icon. It contains a 'Tab name' field with the text 'Website', a 'URL*' field with the placeholder 'Paste your link here', and a checkbox labeled 'Post to the channel about this tab' which is checked. At the bottom right are 'Back' and 'Save' buttons. A note at the bottom states: '*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.'

Website

Tab name

Website

URL*

Paste your link here

*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.

☒ Post to the channel about this tab

Back Save

4. Create a VCL structure



New rubric

Title ✓ Points ☒ Yes

Research

Description

Here you will find the requirements for achieving certain grading levels.

Grading criteria

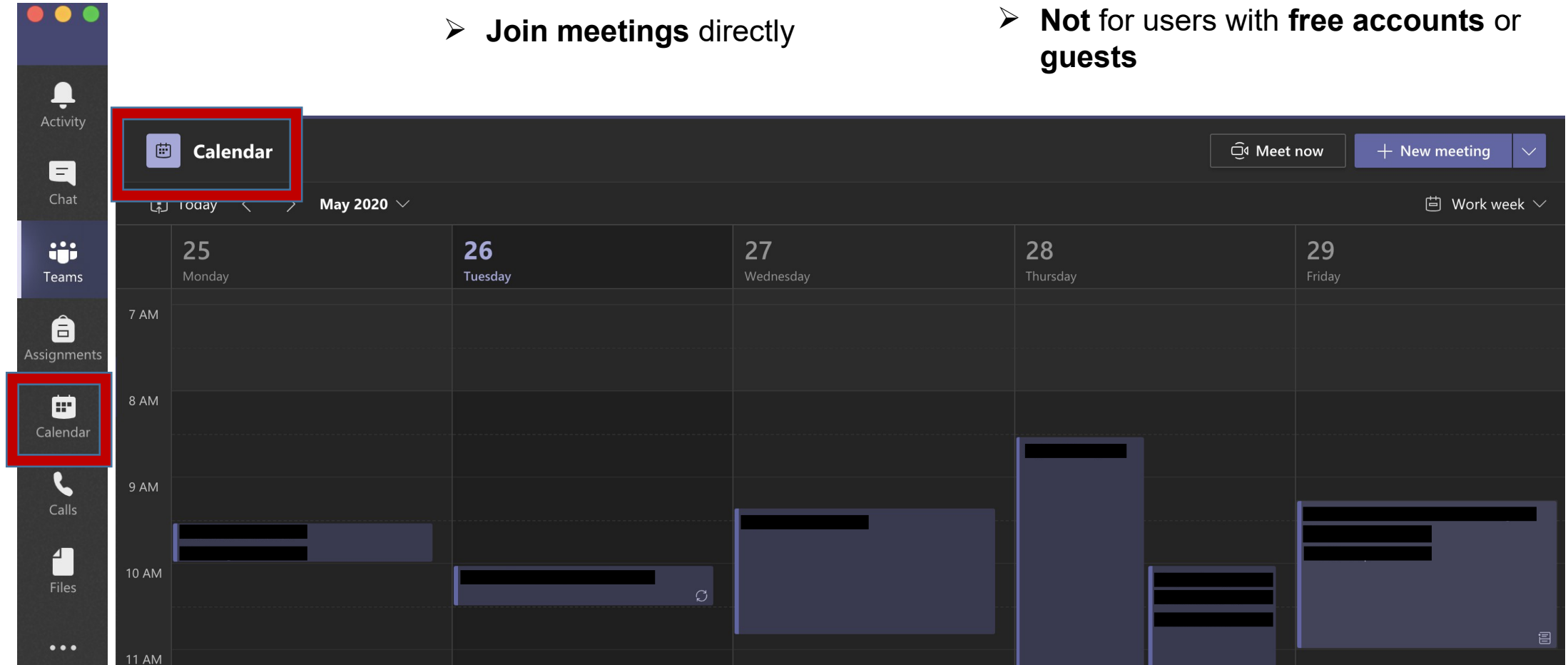
	Excellent	1	Good	2	Fair	3	Poor	4	+
Your solution needs to cover: - his early life - his scientific findings - scientific resources 100 %	All criteria were excellently fulfilled.	All criteria were discussed but too superficially.	Criteria were discussed but not in depth and/or one criteria was missing.	Two or more criteria were missing.					

[+ Evenly redistribute weights](#)

[Cancel](#) [Attach](#)

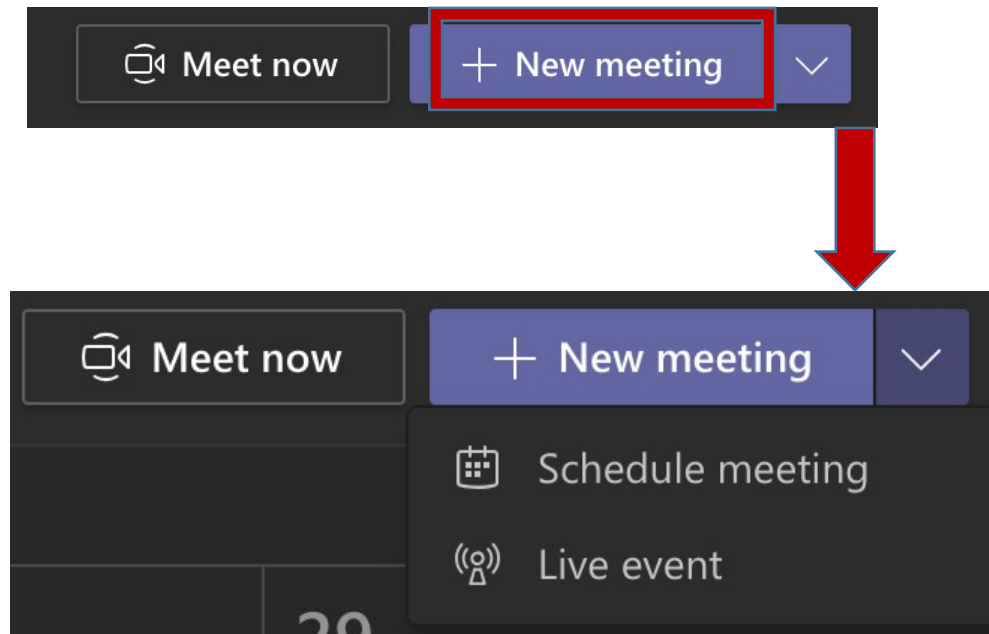
5. Calendar

- Add **dates**
- Schedule **meetings/live events**
- **Join meetings** directly
- Calendar **only available** if you have an Exchange Online **License** (e.g. A1)
- **Not** for users with **free accounts** or **guests**



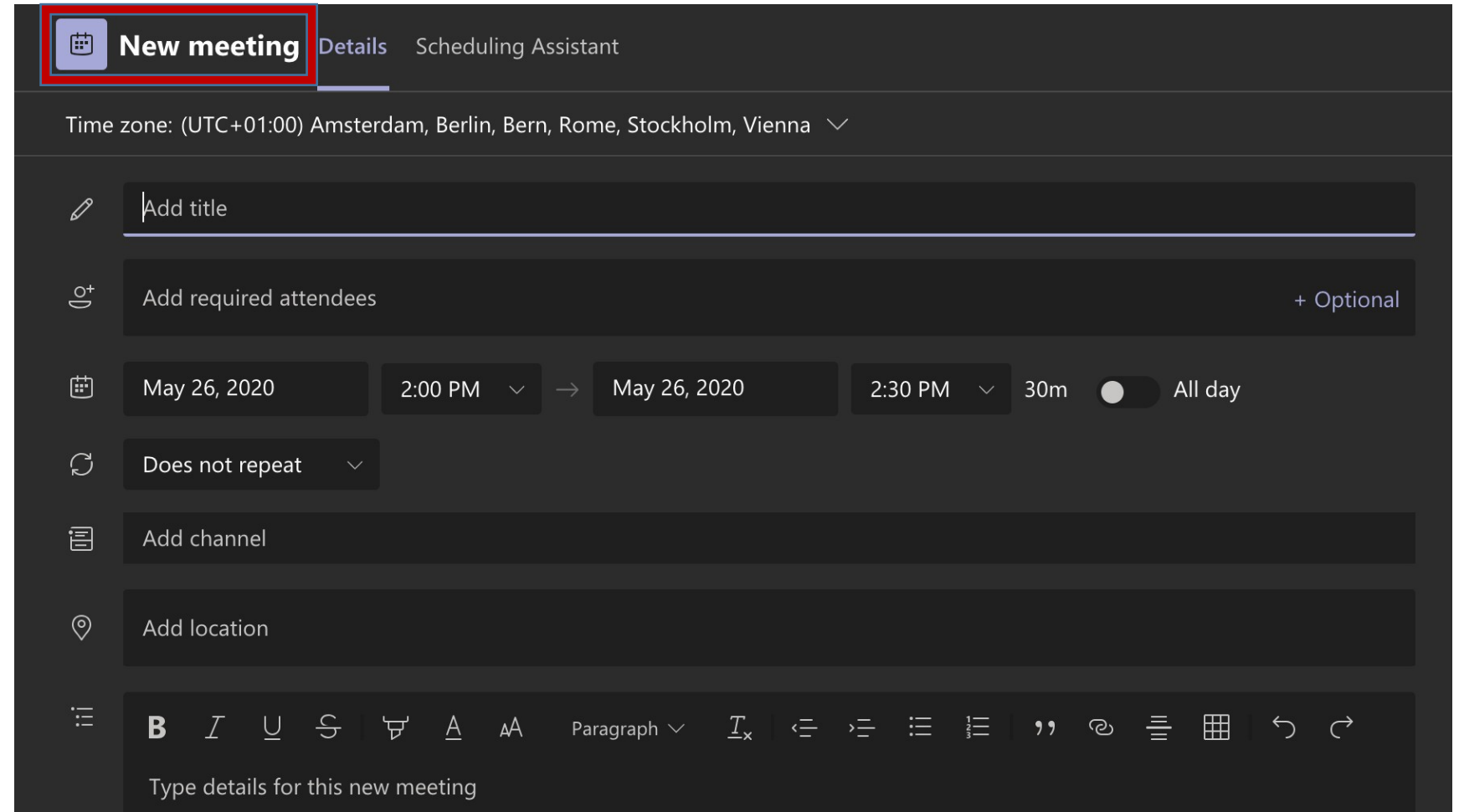
6. Schedule meetings/Live-Events

- Go to the **calendar**
 - → **upper right corner**
- Schedule a new meeting or create a live event (larger audience & moderated)



6. Schedule meetings/Live-Events

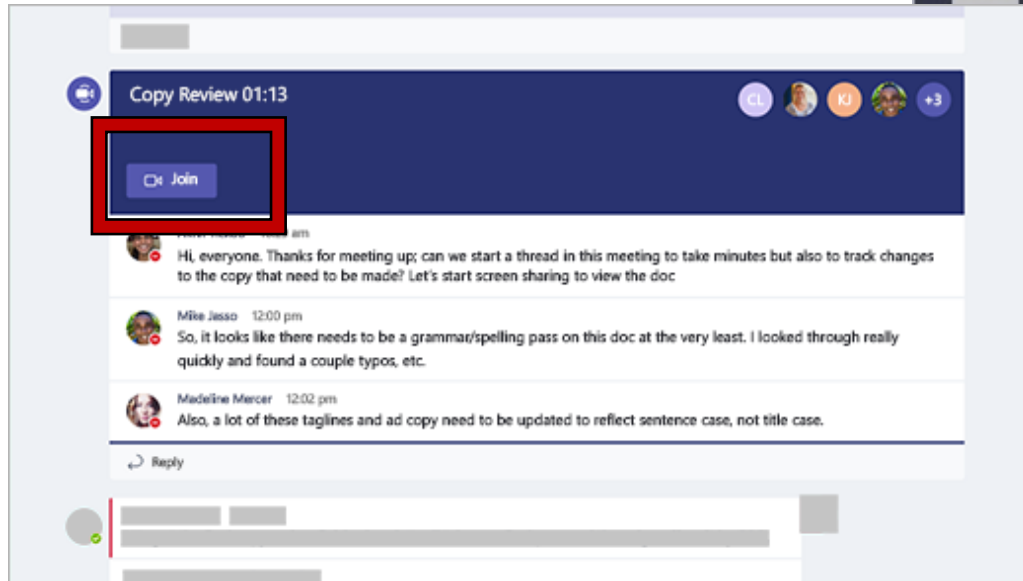
- **Meetings** can be set up for **one-time** or as **recurring** meetings
- For recurring meetings: you can **add a start & end date**
- **Add a specific channel** to show the affiliation of the meeting
- Add **required & optional attendees**



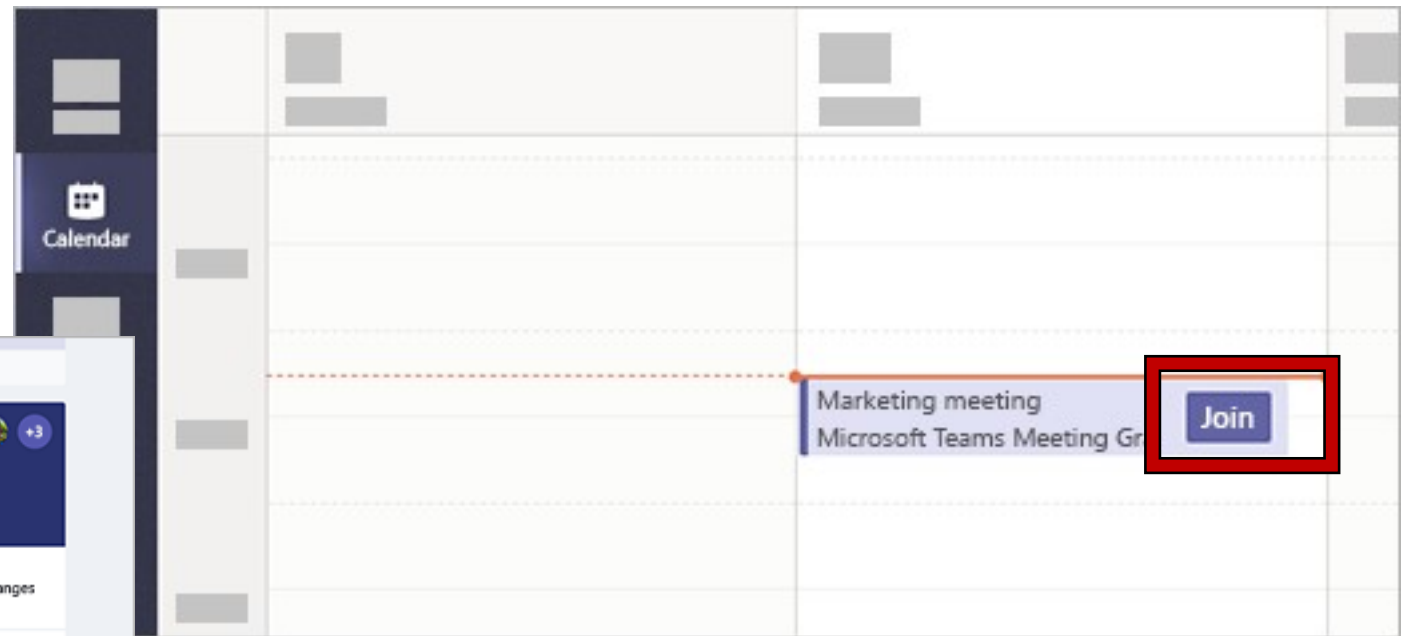
The screenshot displays the 'New meeting' interface in Microsoft Teams. At the top, the 'New meeting' button is highlighted with a red box, alongside 'Details' and 'Scheduling Assistant' tabs. Below the tabs, the time zone is set to '(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna'. The main form includes fields for 'Add title', 'Add required attendees' (with a '+ Optional' link), 'May 26, 2020' (start date), '2:00 PM' (start time), 'May 26, 2020' (end date), '2:30 PM' (end time), '30m' (duration), 'Does not repeat' (recurrence), 'Add channel', and 'Add location'. At the bottom, there is a rich text editor with various formatting options (bold, italic, underline, strikethrough, text color, background color, paragraph, list, link, unlink, quote, insert, table, undo, redo) and a text area labeled 'Type details for this new meeting'.

6. Schedule meetings/Live-Events

- Attend a meeting by:
 - Joining via **link**
 - Joining via **calendar**
 - Joining in a **channel**



Source:
<https://support.content.office.net/en-us/media/18ea9fc8-979d-4f30-95c0-998b4ca3eaca.png>

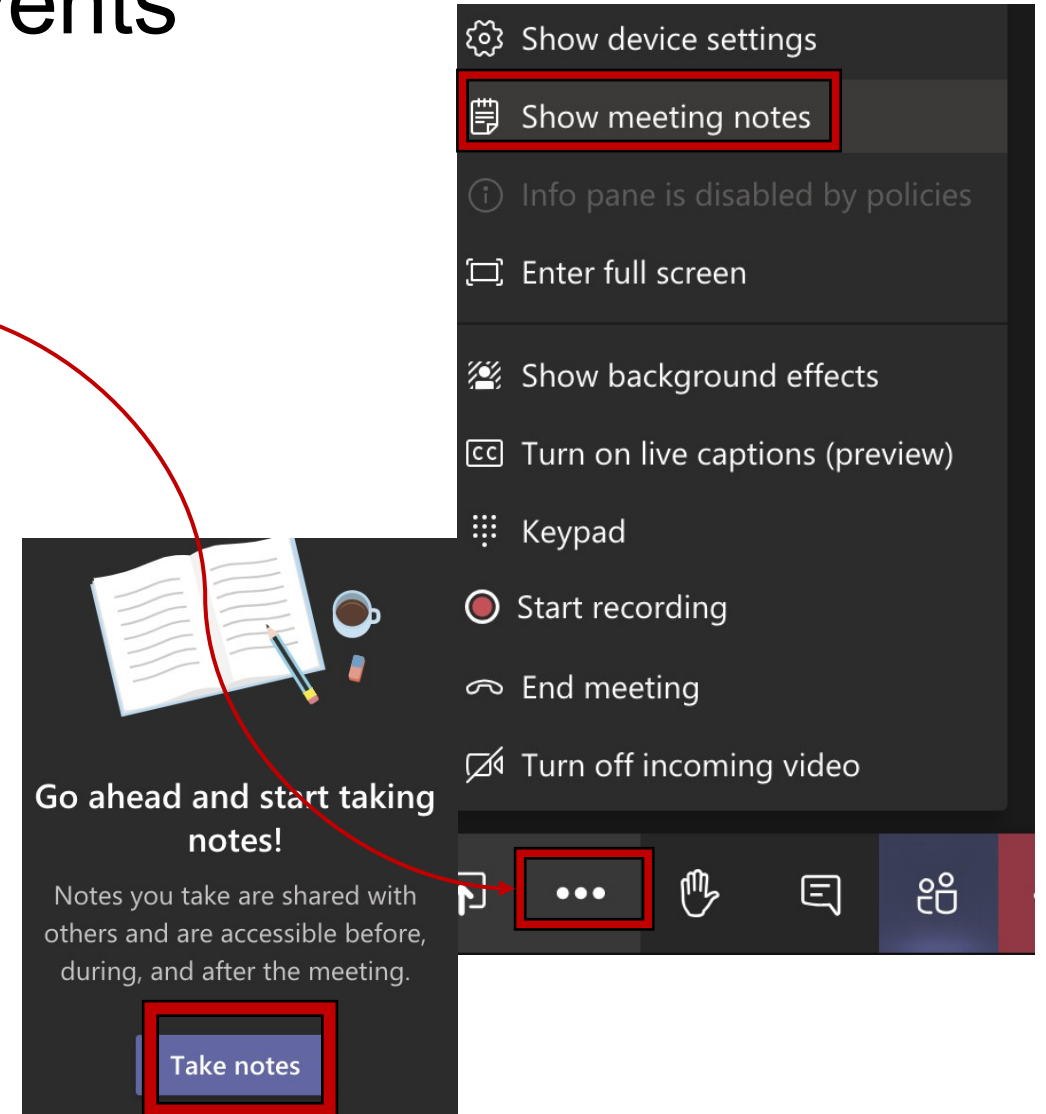


Source:
<https://support.content.office.net/en-us/media/6d2bd9ee-ee7c-4a78-b450-16dabb43b2a3.png>

6. Schedule meetings/Live-Events

➤ Take meeting notes

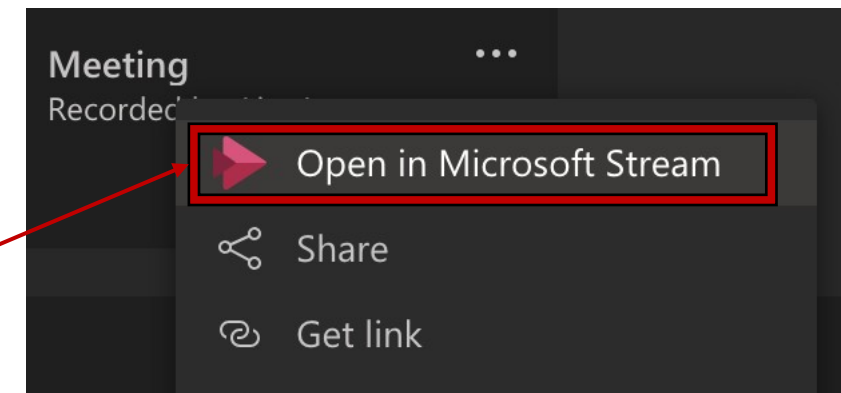
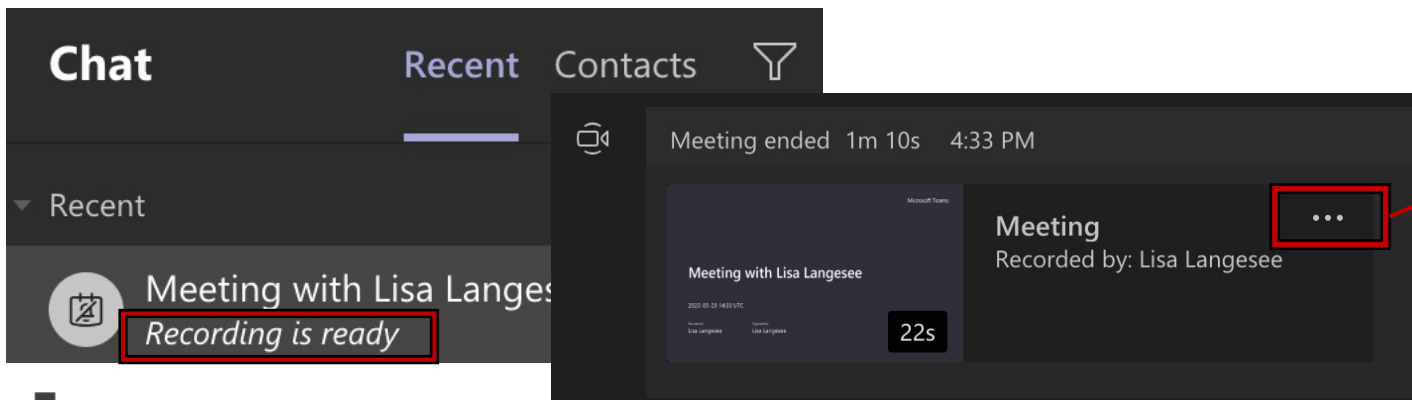
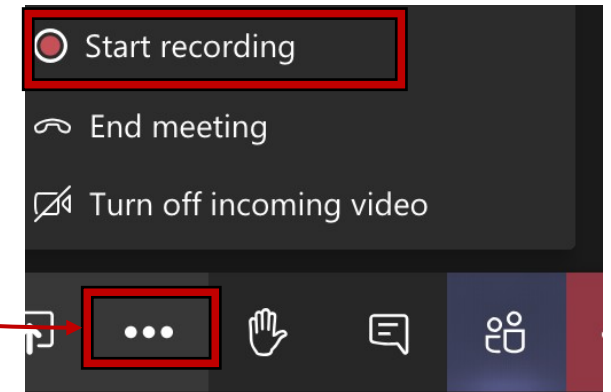
- **Join** a meeting & **click** on the three dots
- **Start** taking notes of the meeting
- **Note:** only available in meetings with no more than 20 participants
- You will find the notes **after the meeting** in the **channel** where the meeting took place
- **Each meeting** in the same channel becomes a **new section** in the notes (OneNote)



6. Schedule meetings/Live-Events

➤ Record a meeting

- Join a meeting & **click** on the three dots
- **Start** the recording
- On the left side of the bar, a **red recording point** will appear & indicate that the meeting is being recorded
- **Stop the recording** the way you started it (three dots -> stop recording)
- You will receive a message in the chat when the **upload on Microsoft Stream** was successful



6. Schedule meetings/Live-Events

- Live-events are **live broadcasts designed for a larger audience**
- They are **moderated** and more **structured**
- Main purpose: **one-to-many communication**
- After setting up the event: **share & publish the link** to the attendees → you can share the **link via the calendar entry** of the live event
- **Note:** you need at least an Enterprise E1 or an A3 license to create a live event + different links for presenters & attendees

The screenshot shows the 'New live event' setup interface. At the top, a red box highlights the 'New live event' button. Below it, a card titled 'You are setting up a live event' provides instructions: 'To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)'. The form includes fields for 'Title *', 'Location', 'Start' (May 26, 2020, 2:00 PM), and 'End' (May 26, 2020, 2:30 PM). On the right, there's a section for 'Invite people to your event group' with an 'Invite presenters' button, and an 'Organizer' section showing 'Lisa Langesee' as the 'Producer'. Below the form is a 'Details' section with a rich text editor. At the bottom, a 'Invite attendees' card shows the instruction 'To invite attendees, copy the link and share it or send it in a calendar invite.' with a red box around the 'Get attendee link' button and a 'Learn more' link. 'Close' and 'Next' buttons are at the bottom right.

6. Schedule meetings/Live-Events

- Make **further settings**
- Regarding **permissions** on who can watch the live-event
- Decide how you want to **produce the event** (via Teams or external devices)
- **Note:** once a live-event ends, it can't be restarted → you need to create **a new one** (new invitation link!)

New live event

Live event permissions

 **People and groups**
Only the specified people and groups can watch the live event.

 **Org-wide**
Everyone in your org can watch the live event. (Sign-in required)

 **Public**
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

How will you produce your live event?

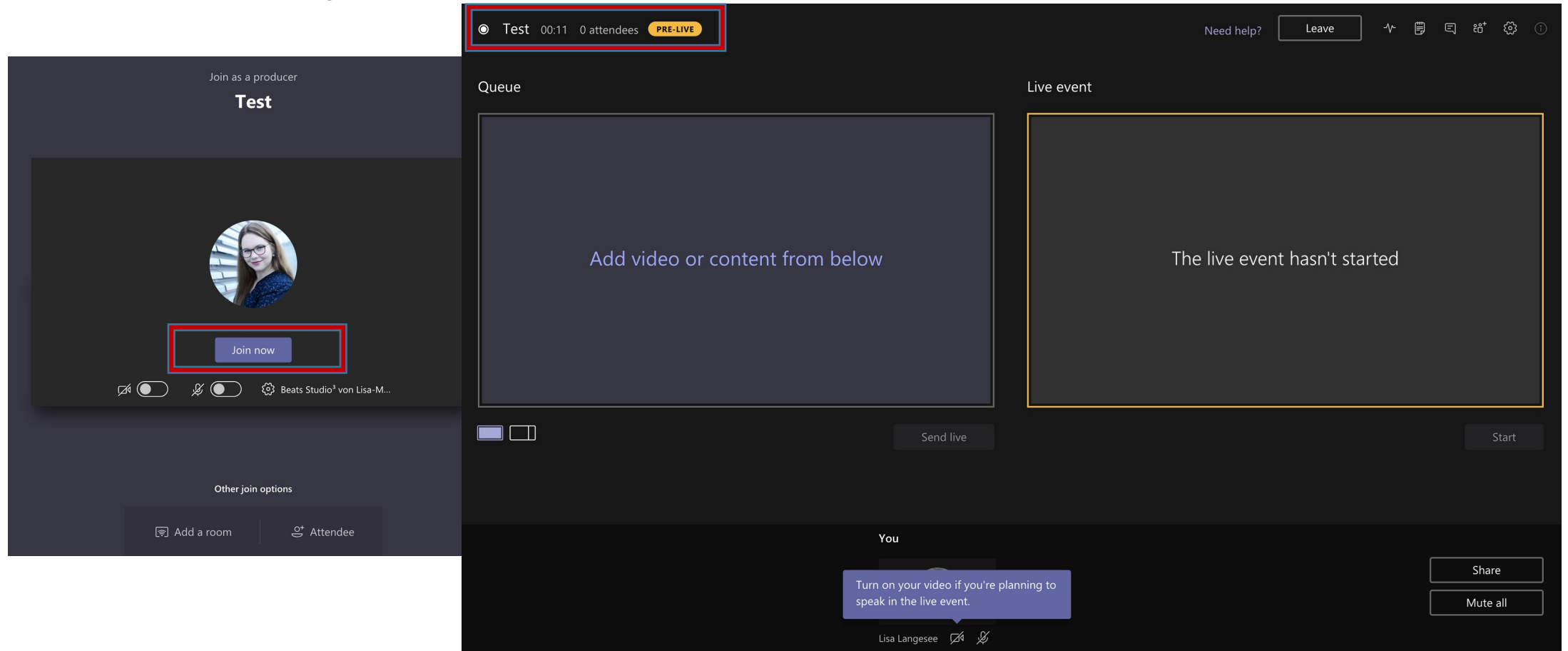
☒ **Teams**
You plan to use Teams to share content from presenters' webcams and screens.

☒ Recording available to producers and presenters

☒ Recording available to attendees ⓘ

6. Schedule meetings/Live-Events

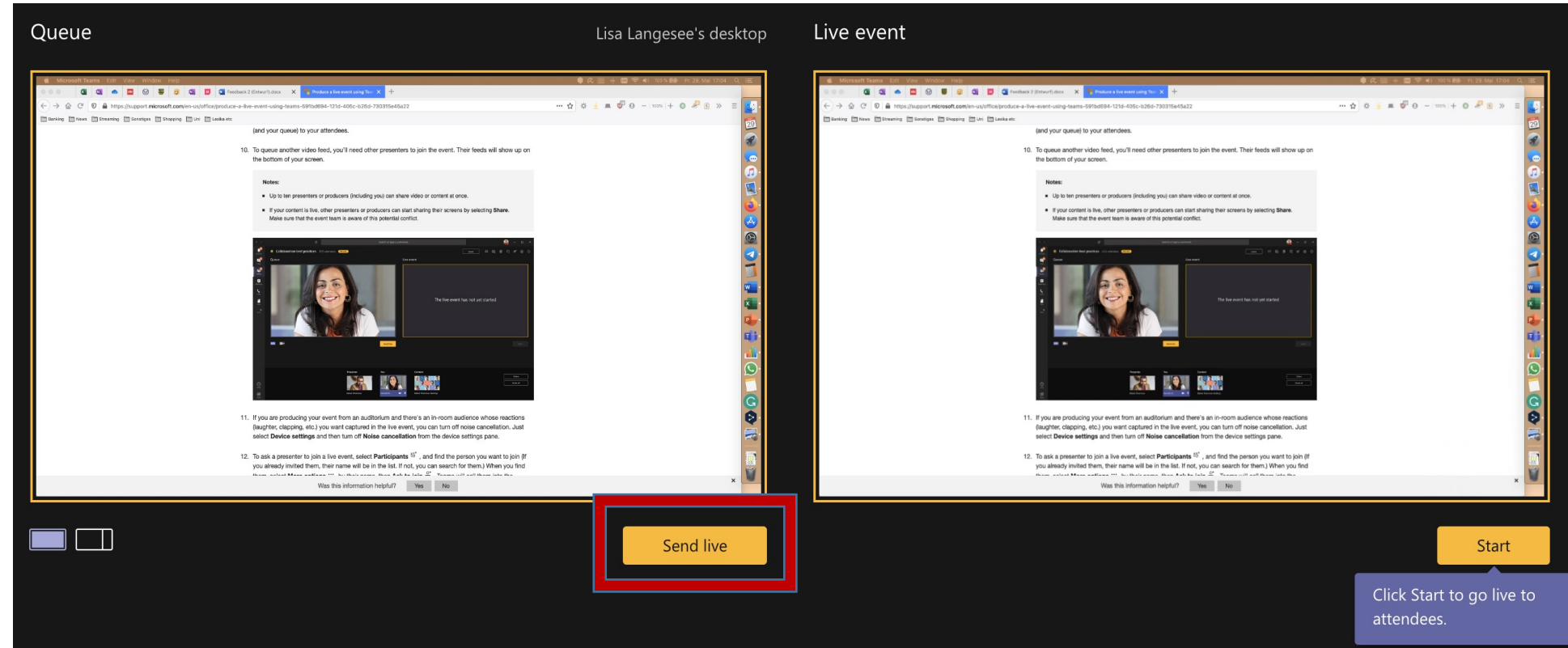
➤ Moderator's view (step-by-step)



6. Schedule meetings/Live-Events

➤ Moderator's view (step-by-step)

- choose what you want to **share** with the audience (share-button)



6. Schedule meetings/Live-Events

➤ Moderator's view (step-by-step)

Are you sure you want to start the live event now?

Once you start, you can't stop and restart. The event can last up to 16 hours from start time and attendees will watch at a 10-20 second delay. [Learn more](#)

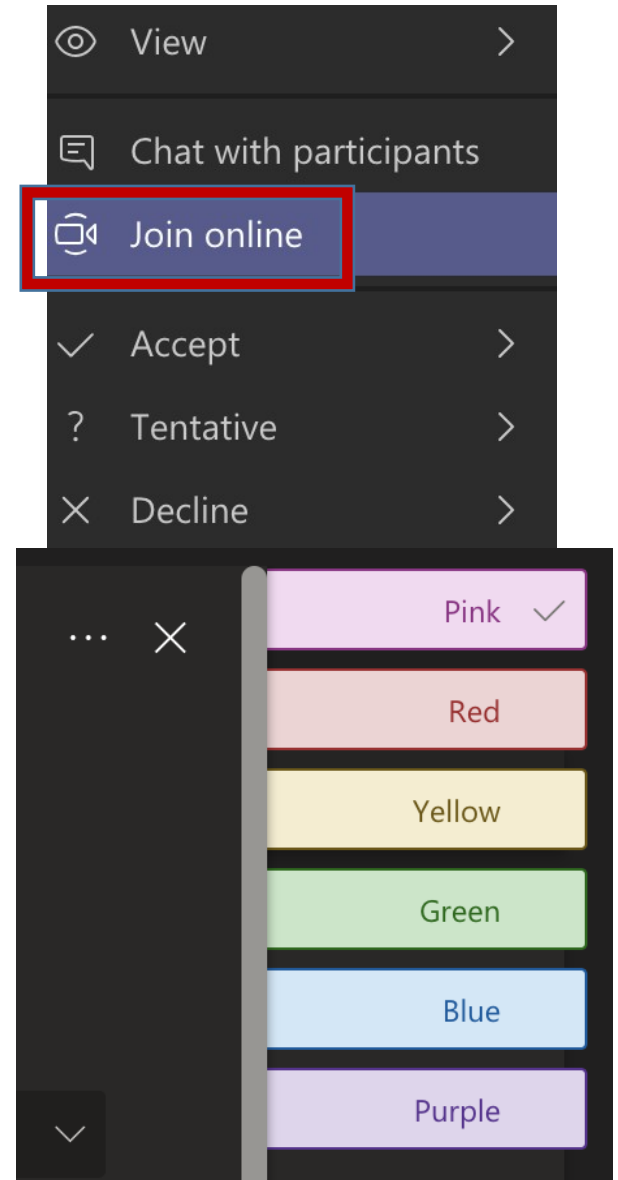
Cancel

Continue

The screenshot displays the Microsoft Teams 'Send live' interface. At the top, a status bar shows 'Test 02:35 0 attendees' and a 'LIVE' button. Below this, the interface is split into two main sections: 'Queue' and 'Live event'. The 'Queue' section on the left shows a preview of the live event feed, including a video feed of a presenter and a list of participants. The 'Live event' section on the right shows the same preview but with the 'Live event' button highlighted. At the bottom, there are buttons for 'Send live' and 'End'. The interface also includes a 'Need help?' link and a 'Leave' button.

7. Tips & Hints

- If you have **overlapping meetings** in your calendar, the “Join” button won’t be available → you can still join by right-clicking on the event & selecting “**Join online**”
- The Teams calendar will show you events which were scheduled in **Teams, Exchange, or Outlook**
- If you add a **channel to a meeting**, everyone in the channel can see it and join the meeting
- You can **add a specific file as a tab** → needs to be uploaded in the files section first
- You can **add bots and interact** with them in channels or chats, e.g. Kayak for flight information
- Add a **Wiki tab** to a channel to collect & re-use knowledge
- **Planner**: set up **buckets** after adding tasks to keep things clear & add **labels** to tasks to sort similar tasks
- **Live-event**: up to **ten presenters** can share their content at once



8. Exercise



Source: <https://www.youtube.com/watch?v=YmmswrQSKgU>



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Thank you for your audience!
Any questions?

www.valeu-x.eu



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»Wissen schafft Brücken.«

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Lisa-Marie.Langesee@tu-dresden.de

Sources

Learn about teams and channels. (n. d.). Retrieved on May 26th 2020, from <https://support.office.com/en-us/article/learn-about-teams-and-channels-5e4fd702-85f5-48d7-ae14-98821a1f90d3>

<https://de.smiletemplates.com/free/powerpoint-infographics/0.html> (Infographic templates)

What is Microsoft Teams and which type should I use? - ask.PLCSCOTCH. (n. d.). Retrieved on May 26th 2020, from <https://ask.plcscotch.wa.edu.au/faq/209120>

