

VALEU-X Microsoft Teams Training



Co-funded by the
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of the European Union

Agenda

- 1. Usage of Collaboration Solutions**
- 2. Introduction to MS Teams**
- 3. Important Features of MS Teams**
- 4. Exercise**



Goals of this training

- **Get an understanding what MS Teams can do for you**
- **Introduce to key features**
- **Highlight some tools**
- **Take first steps in Teams**



Usage of Collaboration Solutions

- **Work environment has changed**
- **Hierarchy and Strict Processes → Agility**
- **Quantity → Quality**
- **Business-as-usual → Innovation**
- **Individual → Groups**



Usage of Collaboration Solutions

Office 365: Complete Group Collaboration Solution

Addressing the unique needs and workstyle of each group



Email & Schedule
meetings



Call



Create, share and
find content



Chat

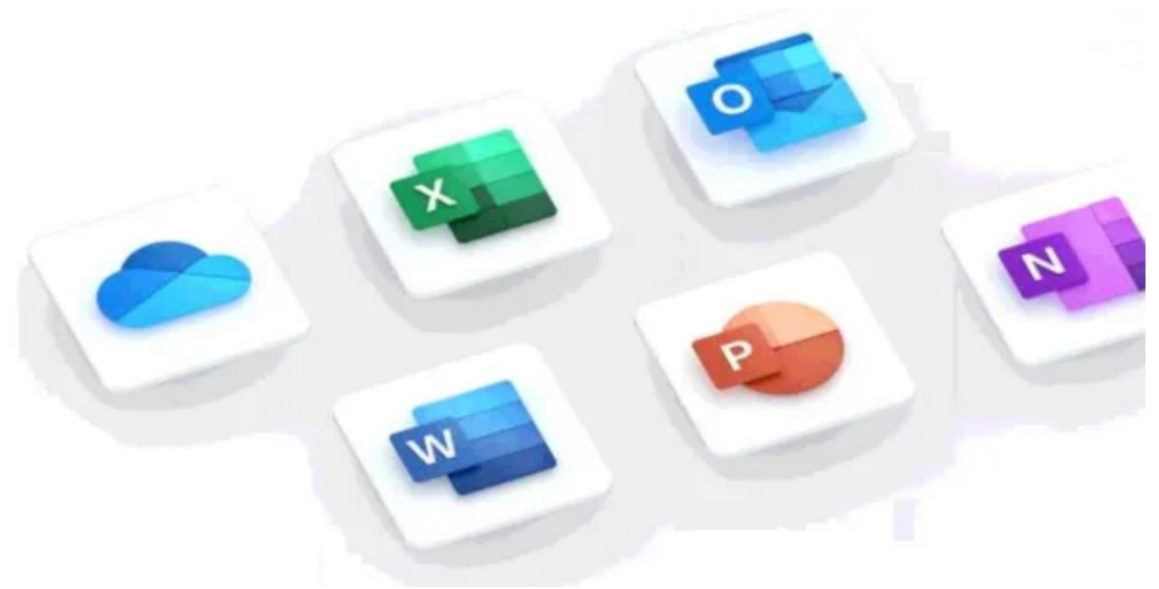


Connect

Usage of Collaboration Solutions

Office 365: Chat- and channel-based workspace

- Chat: ad-hoc communication
- Teamspace: create dedicated teams with access to the Office 365-environment
- Security and Compliance
- Tailor-made workspace



Introduction to MS Teams

Teams and Channels

Helping groups of people getting organized and focused in every conversation.

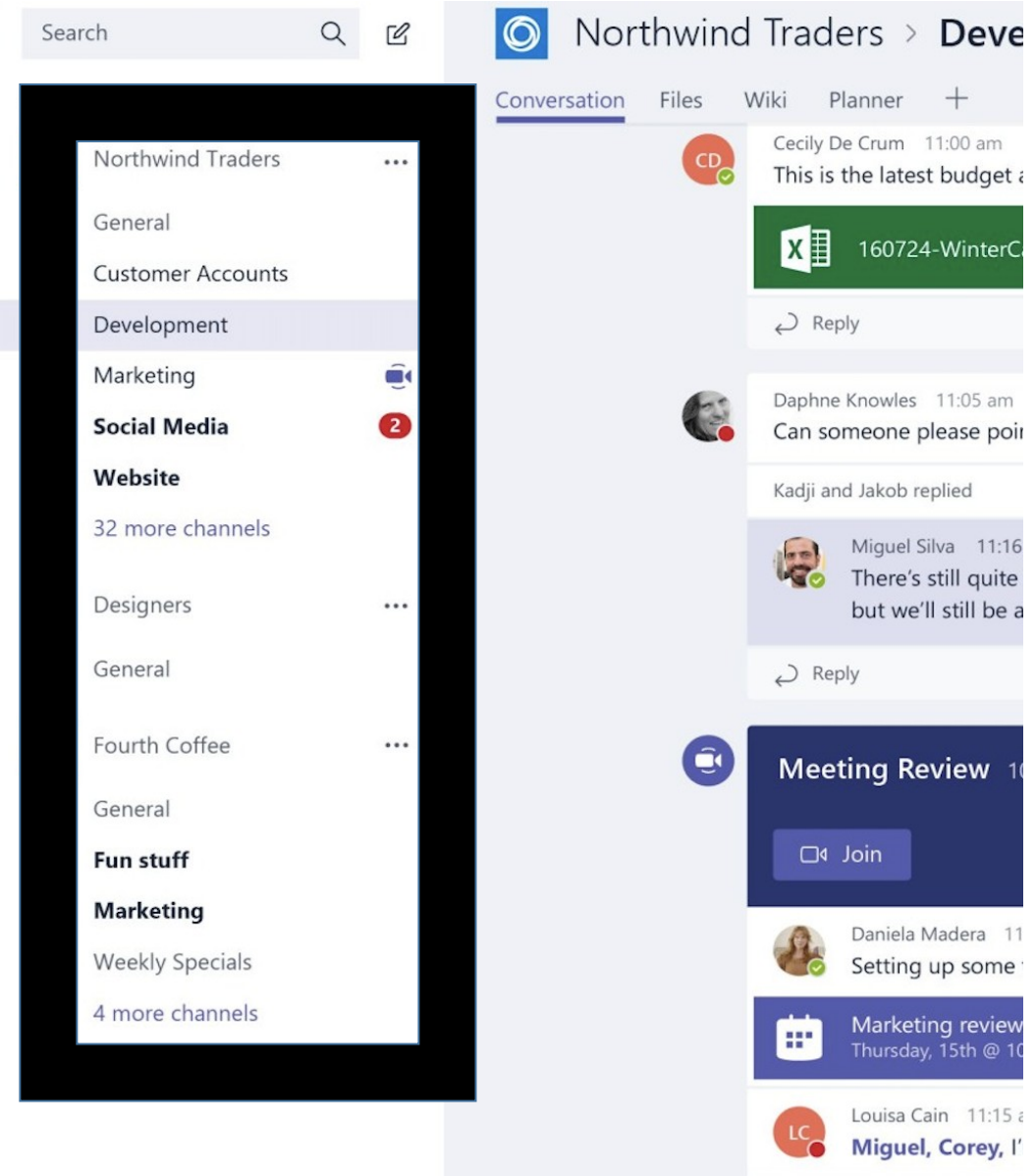


Introduction to MS Teams

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

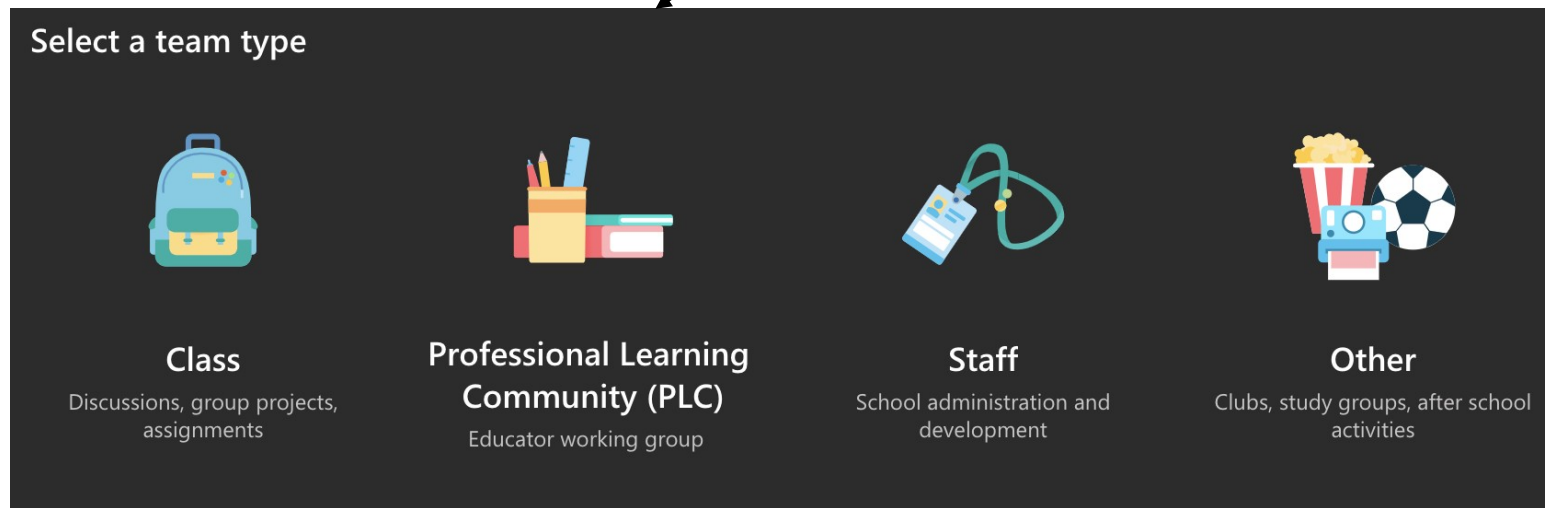
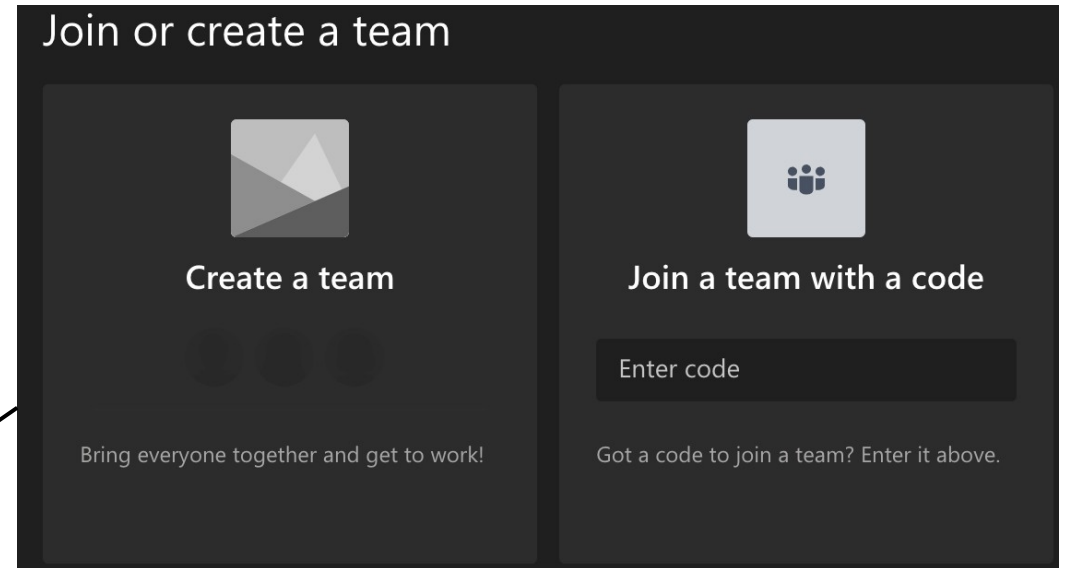
Source:
<https://www.microsoft.com/itshowcase/blog/wp-content/uploads/2017/03/Microsoft-Teams-channel.png>



Introduction to MS Teams

Creating Teams

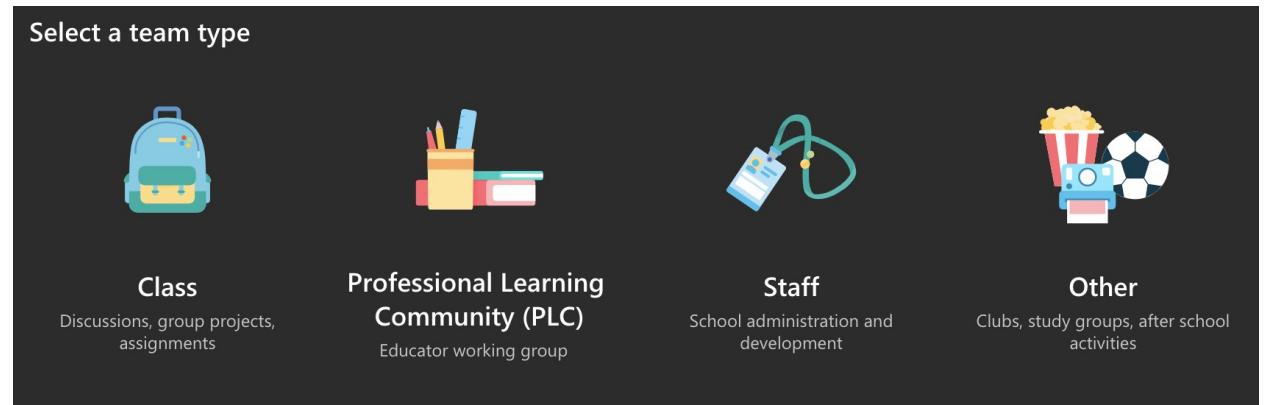
- Teams can be created by adding members individually, by email aliases or via security codes
- A default channel named General will be created



Introduction to MS Teams

Different Team Settings

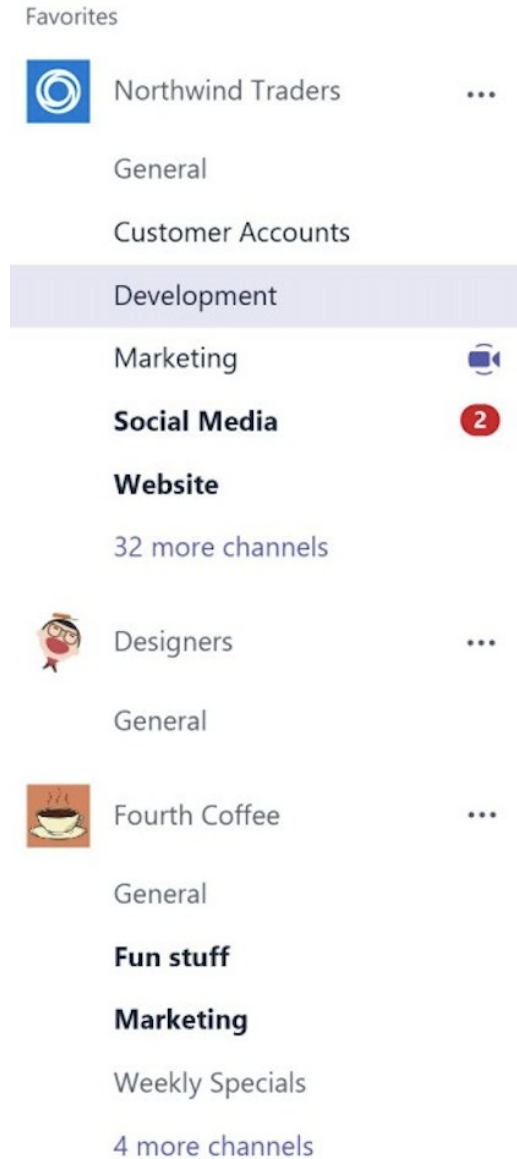
- **Class:** suitable for discussions, group projects and assignments
- **Professional Learning Community:** educator working group, e.g. PhD-students
- **Staff:** Administration of learning communities
- **Other:** Study groups, leisure groups and any other activities



Introduction to MS Teams

Channels

- Teams are made up of Channels
- Each channel covers a different topic
- Channels can be pinned if they are important to you
- Channel-specific notifications can be set up

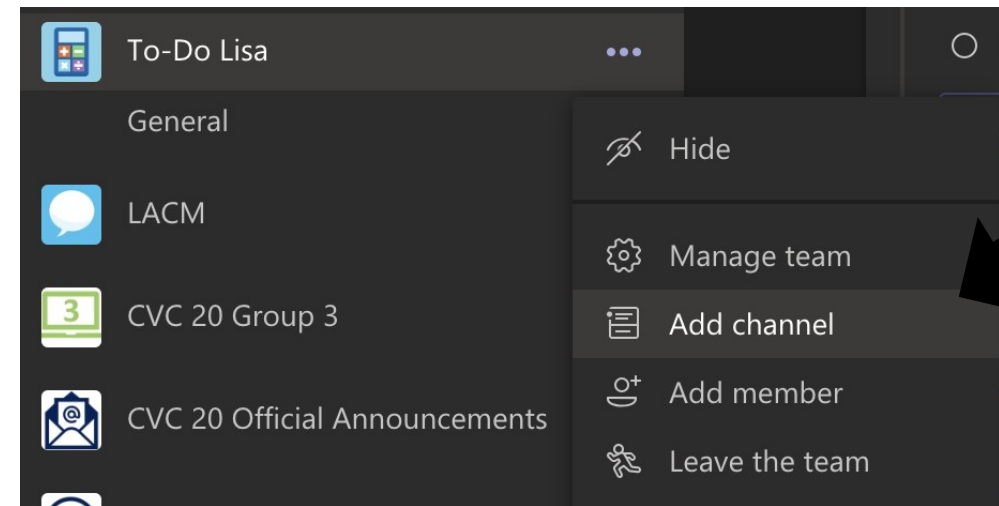


Source:
<https://www.microsoft.com/itshowcase/blog/wp-content/uploads/2017/03/Microsoft-Teams-channel.png>

Introduction to MS Teams

Creating Channels

- Channels are open to everyone on the team
- Can be created to cover e.g. different learning groups, departments or projects
- Channels can be set to private



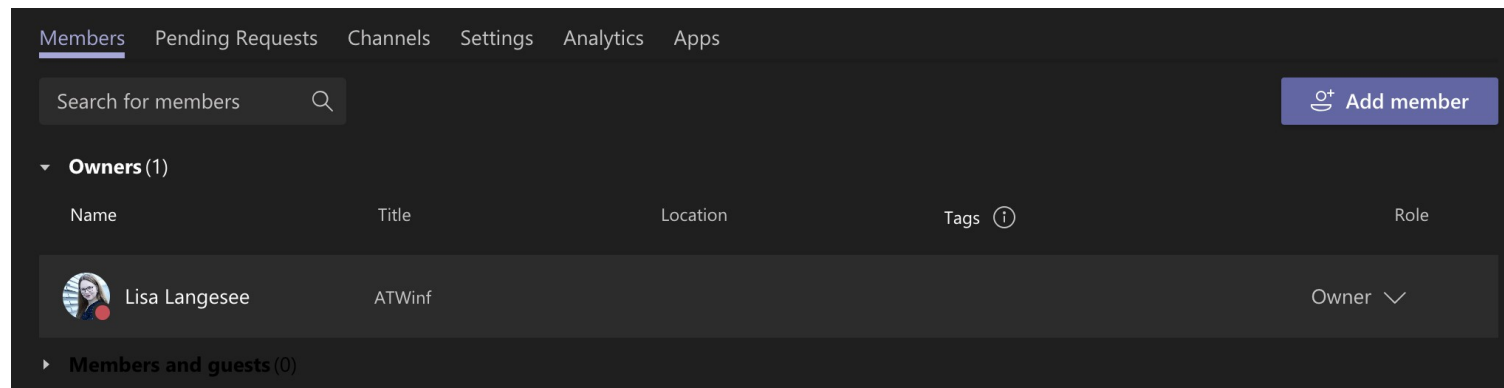
Introduction to MS Teams

- **Team owners**

- Up to 10 owners per team
- Owners can e.g. add members, manage team settings, rename or delete the team

- **Team members**

- Up to 600 members per team
- Members can add channels and interact on the platform accordingly to the owner's settings

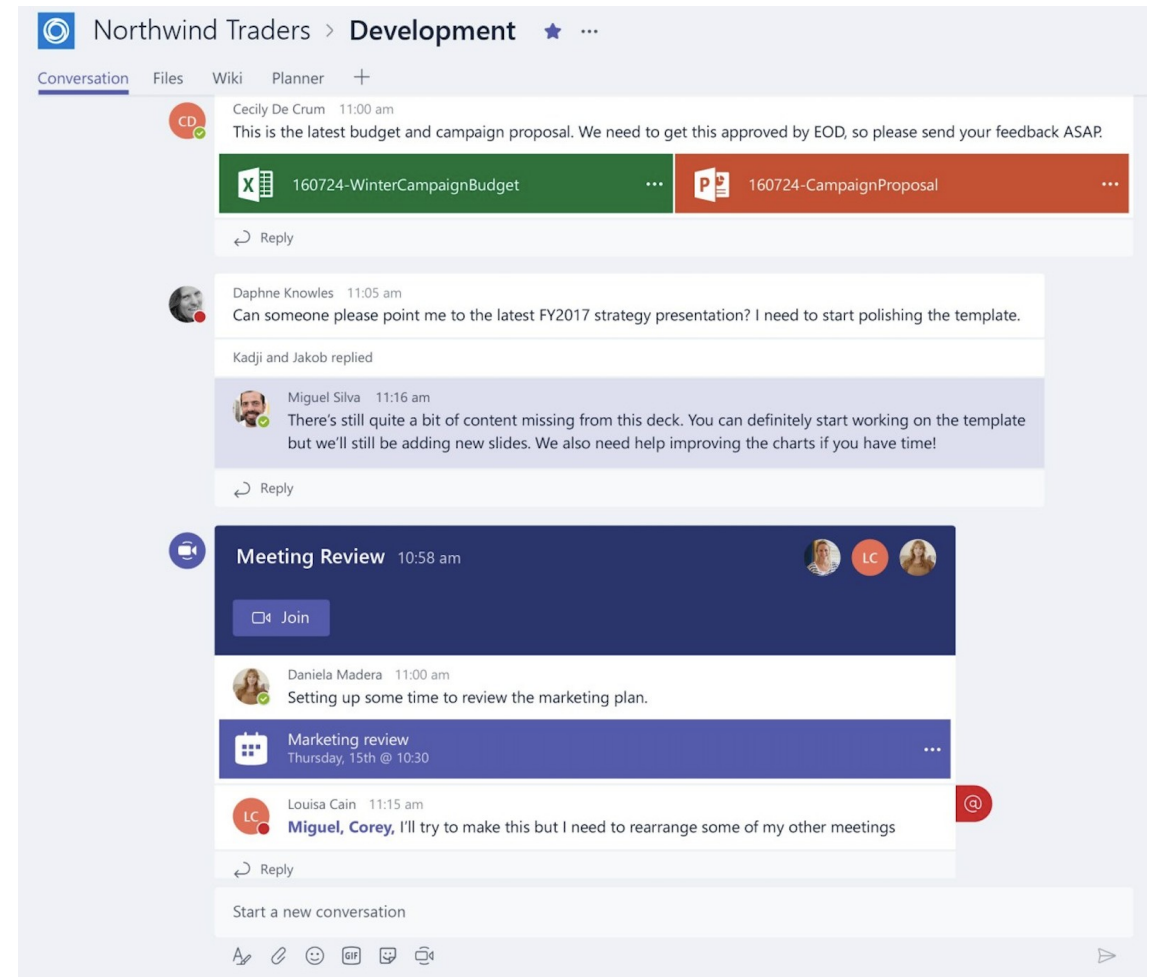


Introduction to MS Teams

- **Threads**

- “Main” board of a channel
- Directly reply to other member's messages
- Easy to follow

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

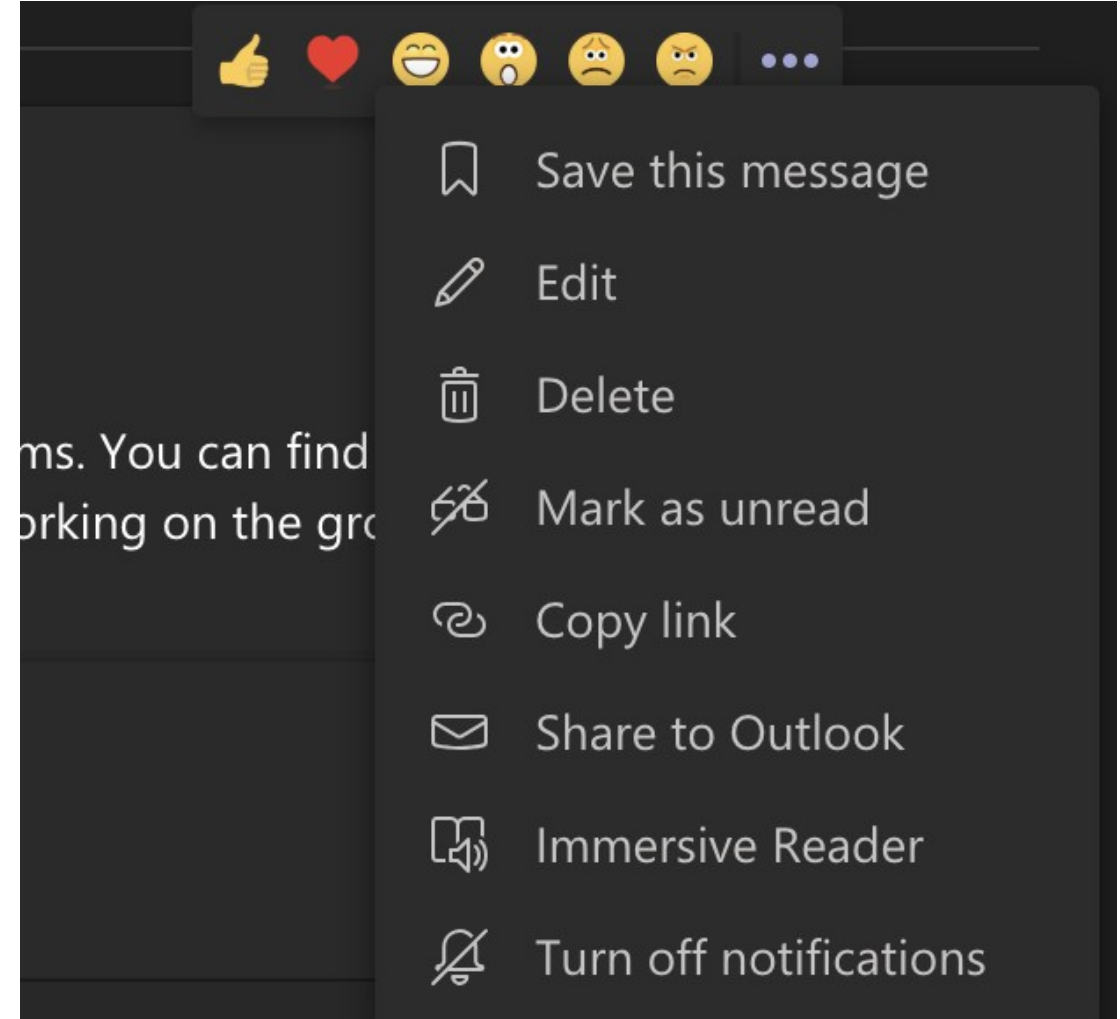
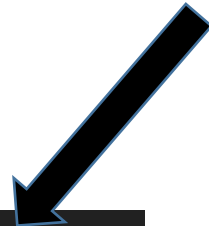


Introduction to MS Teams

Interaction on Threads

- Interact with other members via emojis, likes/dislikes, GIFs
- Save messages for later
- Edit your own posts
- Etc.

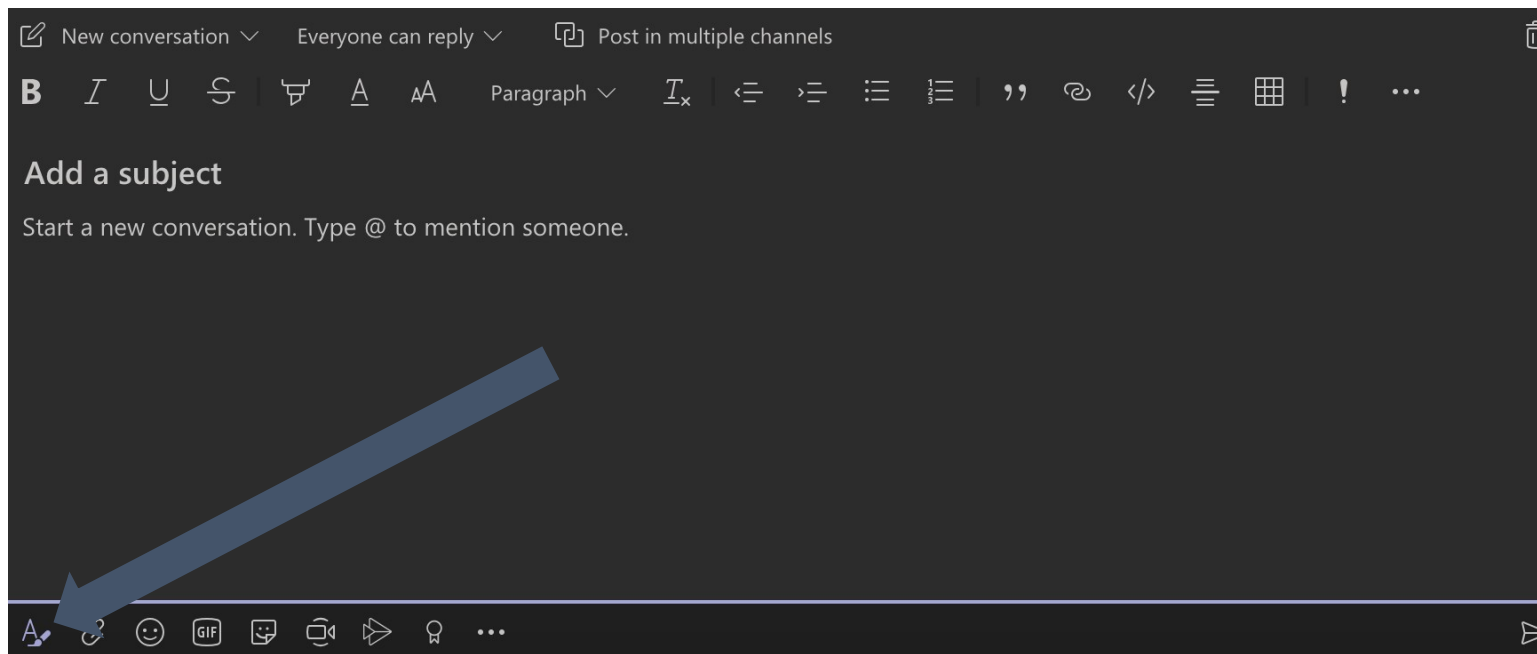
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Introduction to MS Teams

Interaction on Threads

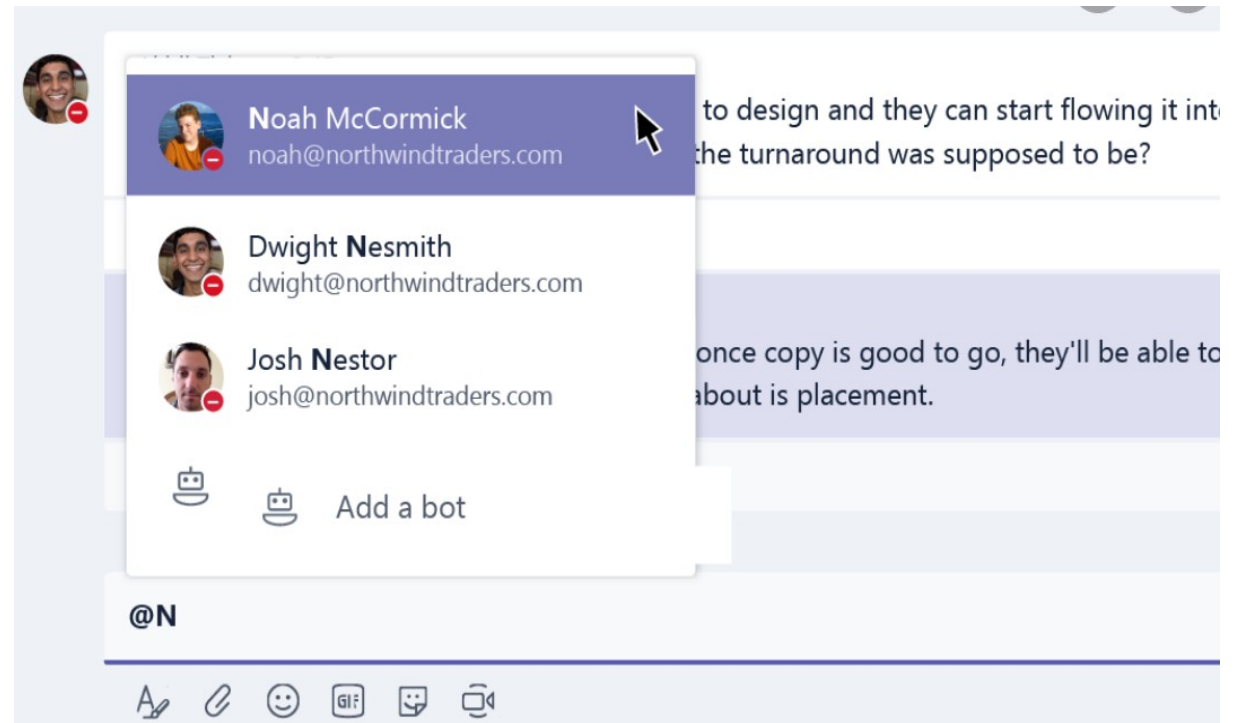
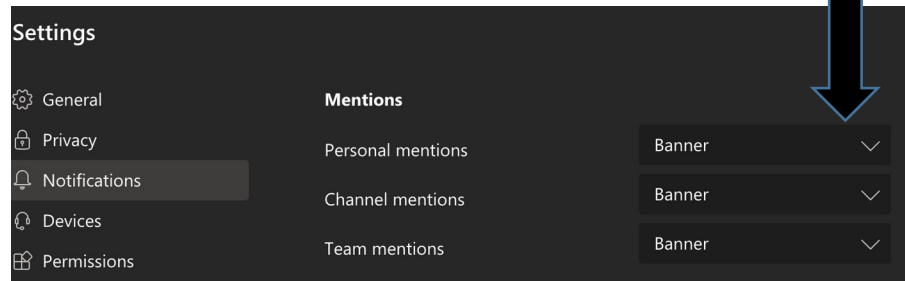
- Format your posts by using a variety of options
- Mark posts as important to increase the visibility



Introduction to MS Teams

Mention Team Members

- Bring attention to a message by adding @ before their username
- If enabled, a whole team can be addressed at once via @ + ChannelName
- You can also delete the surname when tagging someone -> @ + name and then delete the surname
- You can also change the „mention“ - notifications in the settings



Source: <https://support.content.office.net/de-de/media/f4a9684a-174f-4e2a-b811-304f167c71ab.png>

Introduction to MS Teams

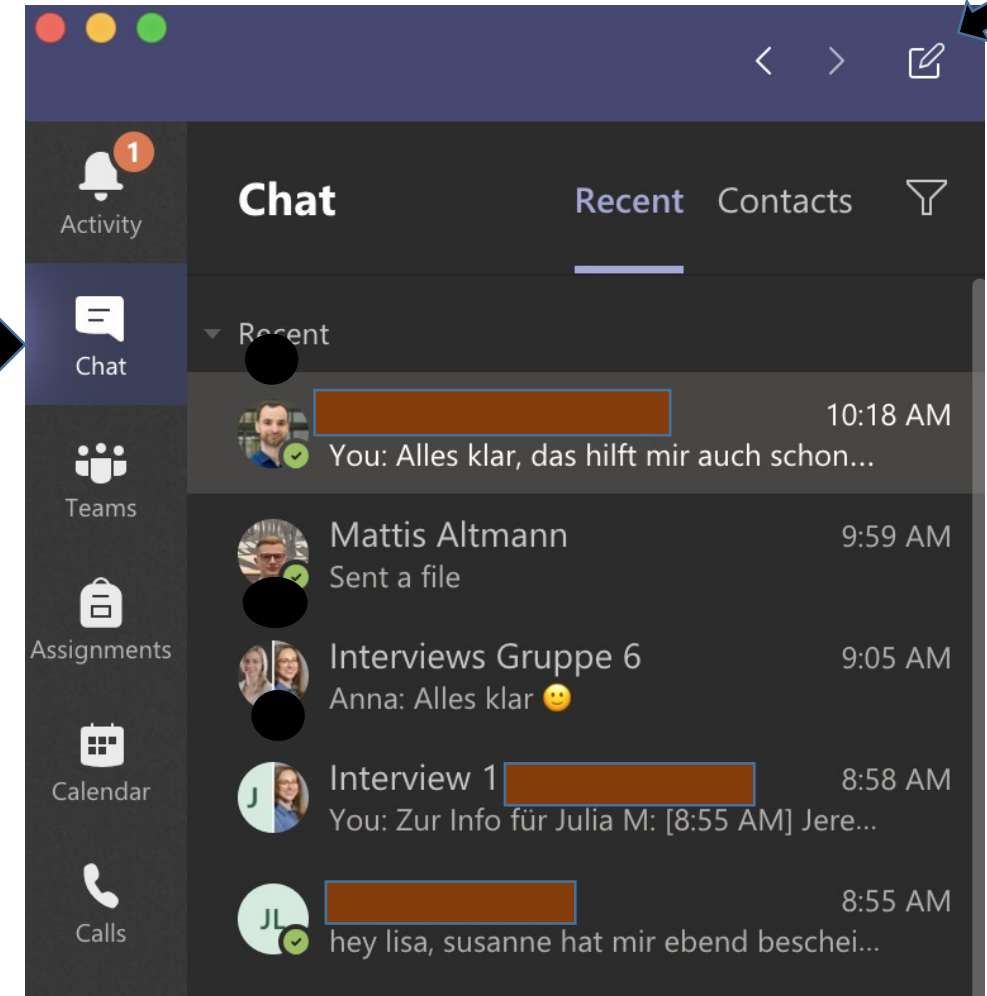
Private Conversations

Open team channels are great for collaboration, but sometimes you need to take more privately.

Introduction to MS Teams

Chat

- Select Chat on the left side of the application and start a private chat with a person
- You can start a meeting, share files or create notes within the chat

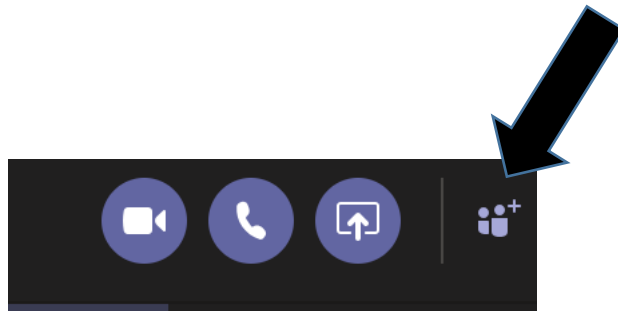


Introduction to MS Teams

Group Chat

- Just add the usernames of the people you want to communicate with
- You can add new members even if you started a chat already
- Up to 9 people can chat simultaneously

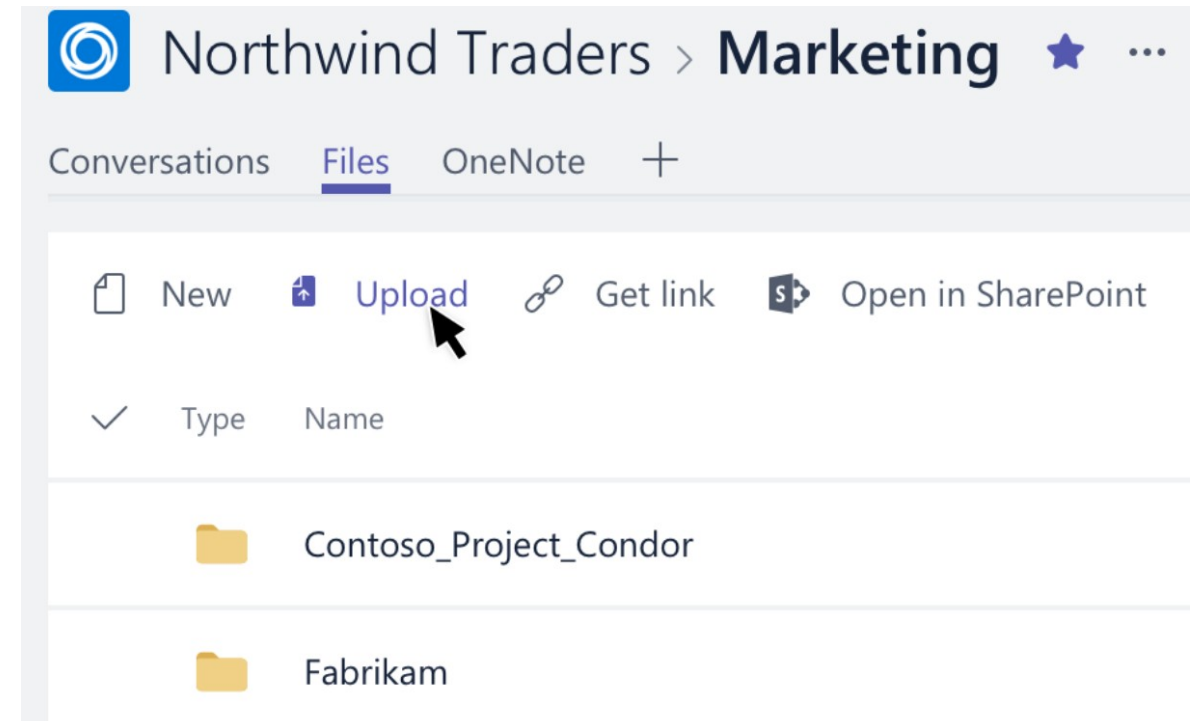
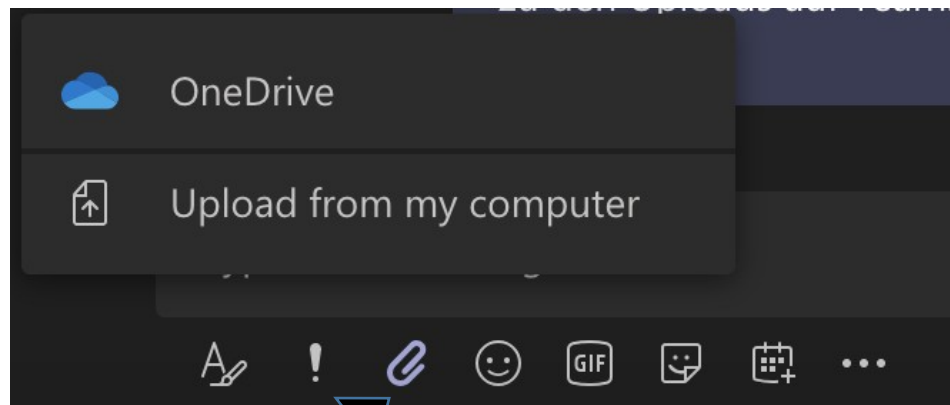
To: Enter name, email, group or tag



Introduction to MS Teams

Share files

- You can add files directly from your computer or from a OneDrive-account
- You can also just drop the file in the message field to share it



Source:
<https://support.content.office.net/de-de/media/267c80a3-38d7-4fce-b749-6a04c2fab20.png>

Introduction to MS Teams

Meetings

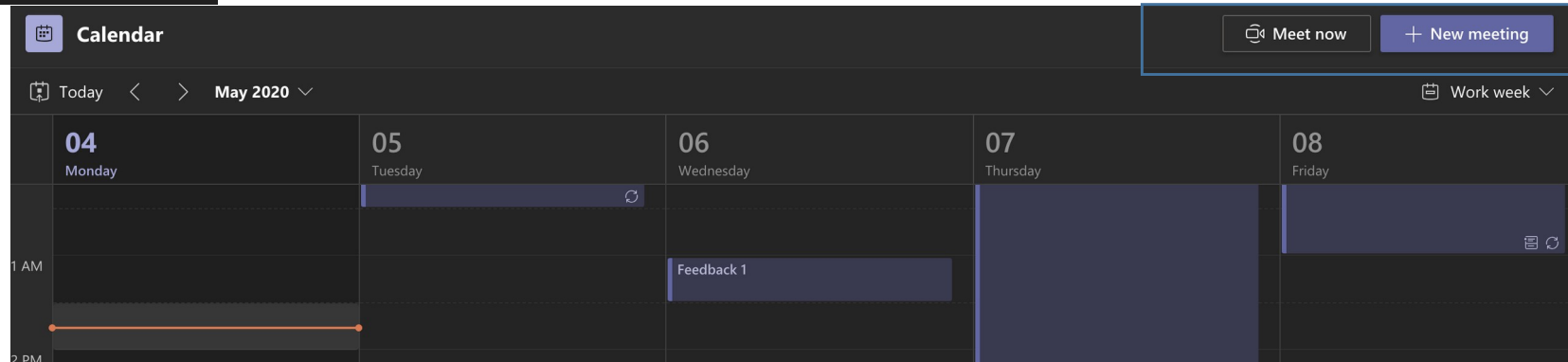
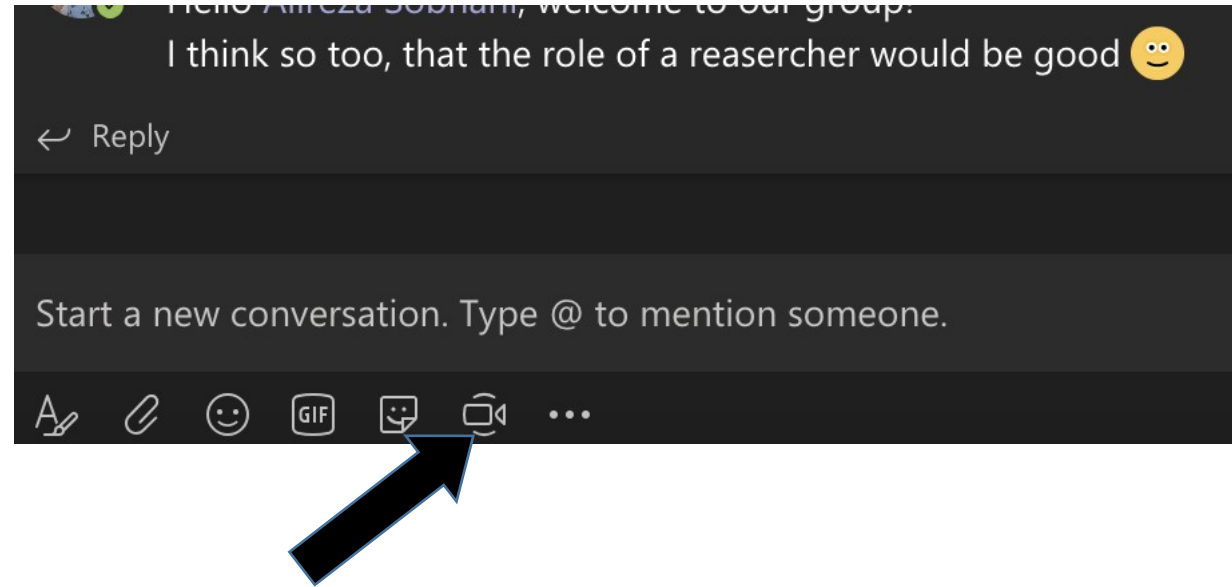
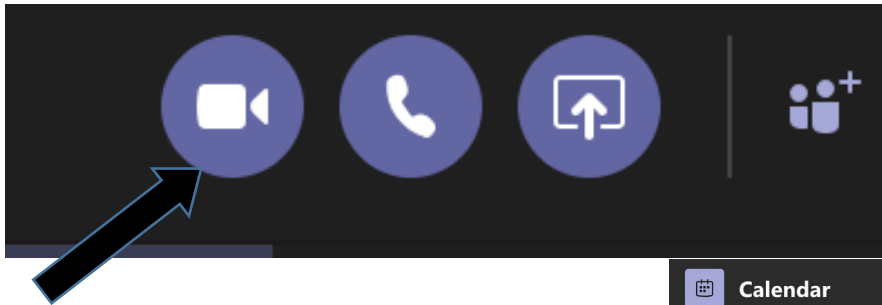
Teams makes it easy for people to talk with each other.



Introduction to MS Teams

- **Start a Meeting**

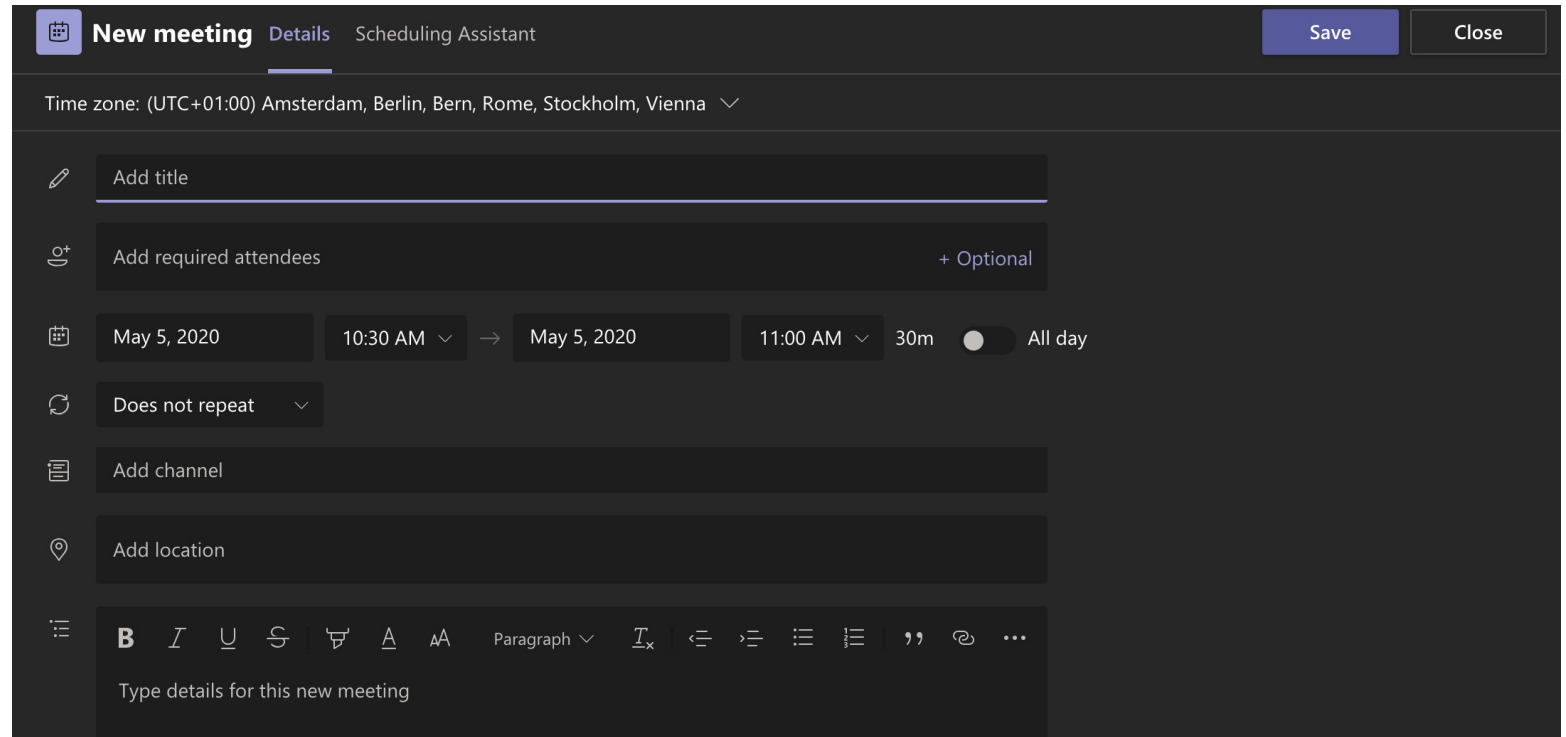
- You can either schedule a meeting in your calendar, start it right away in the Chat or in the Channel Conversation



Introduction to MS Teams

Schedule A Meeting

- You can create your own dates/reminders in the calendar's section
- You can also invite other members to one-time or regular meetings

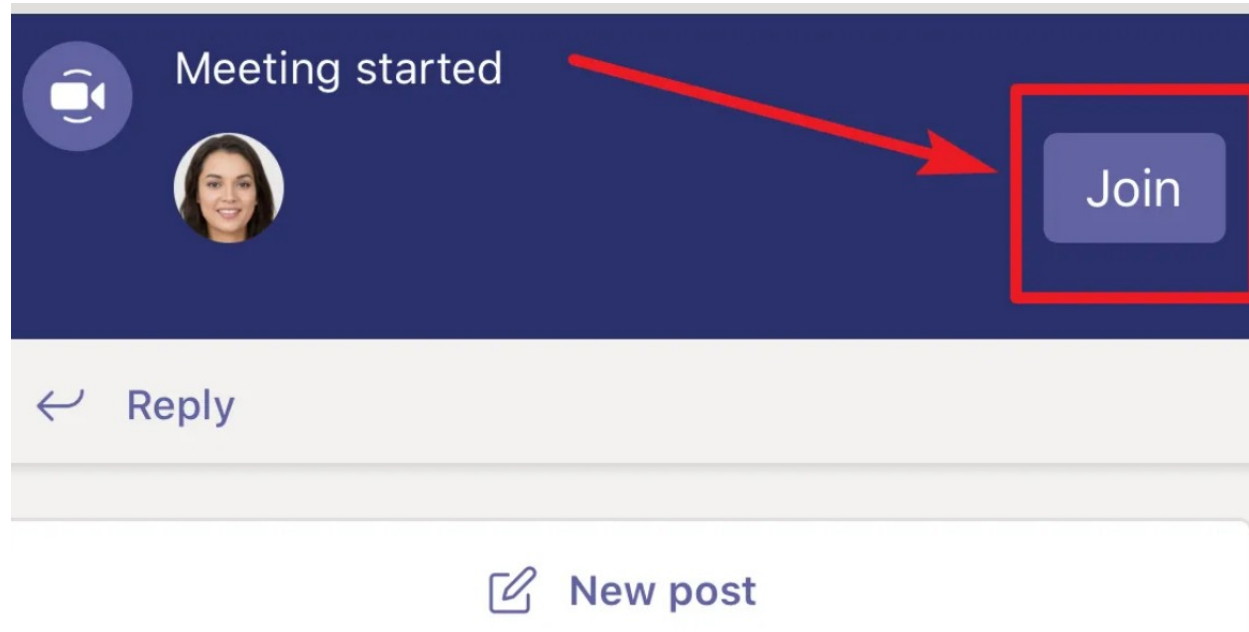


The screenshot shows the 'New meeting' dialog box in Microsoft Teams. At the top, there are tabs for 'New meeting', 'Details', and 'Scheduling Assistant', with 'New meeting' being the active tab. To the right of the tabs are 'Save' and 'Close' buttons. Below the tabs, the time zone is set to '(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna'. The main form contains several fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time selector (set to May 5, 2020, 10:30 AM to 11:00 AM, 30m duration), a recurrence dropdown (set to 'Does not repeat'), 'Add channel', 'Add location', and a rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent, quote, link, unlink, etc.). The text editor contains the placeholder text 'Type details for this new meeting'.

Introduction to MS Teams

Join a Meeting

- Just click the „Join“-button in the channel and you are in the meeting

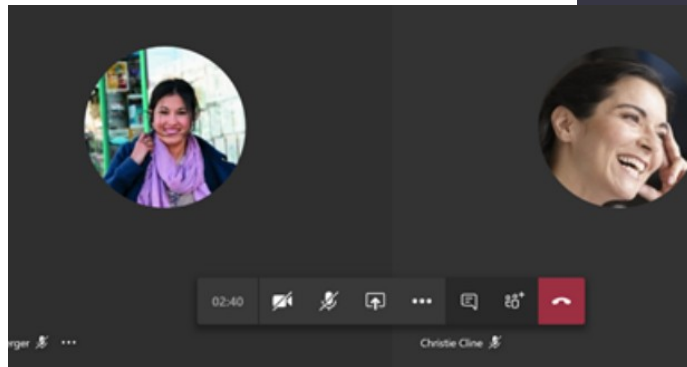
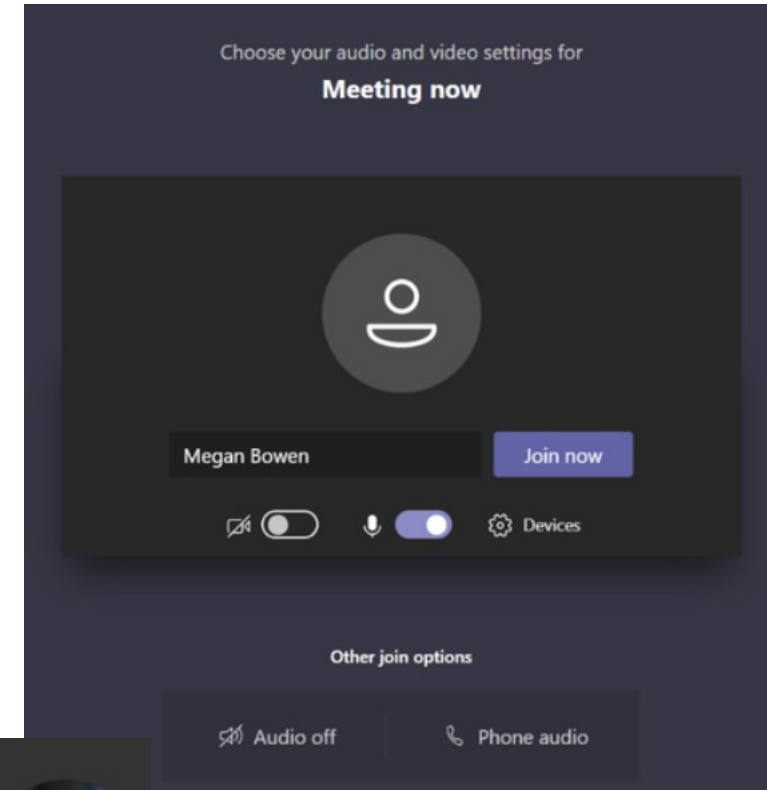


Source:
<https://i1.wp.com/allthings.how/wp-content/uploads/2020/04/allthings.how-how-to-join-a-microsoft-teams-meeting-image-13.png?w=1200&ssl=1>

Introduction to MS Teams

Settings

- Before entering a meeting, you can (de-)activate your webcam or microphone
- You can add different backgrounds when using a webcam
- You can share your screen with the other participants of the meeting
- You can record a meeting and retrieve it afterwards from Microsoft Stream



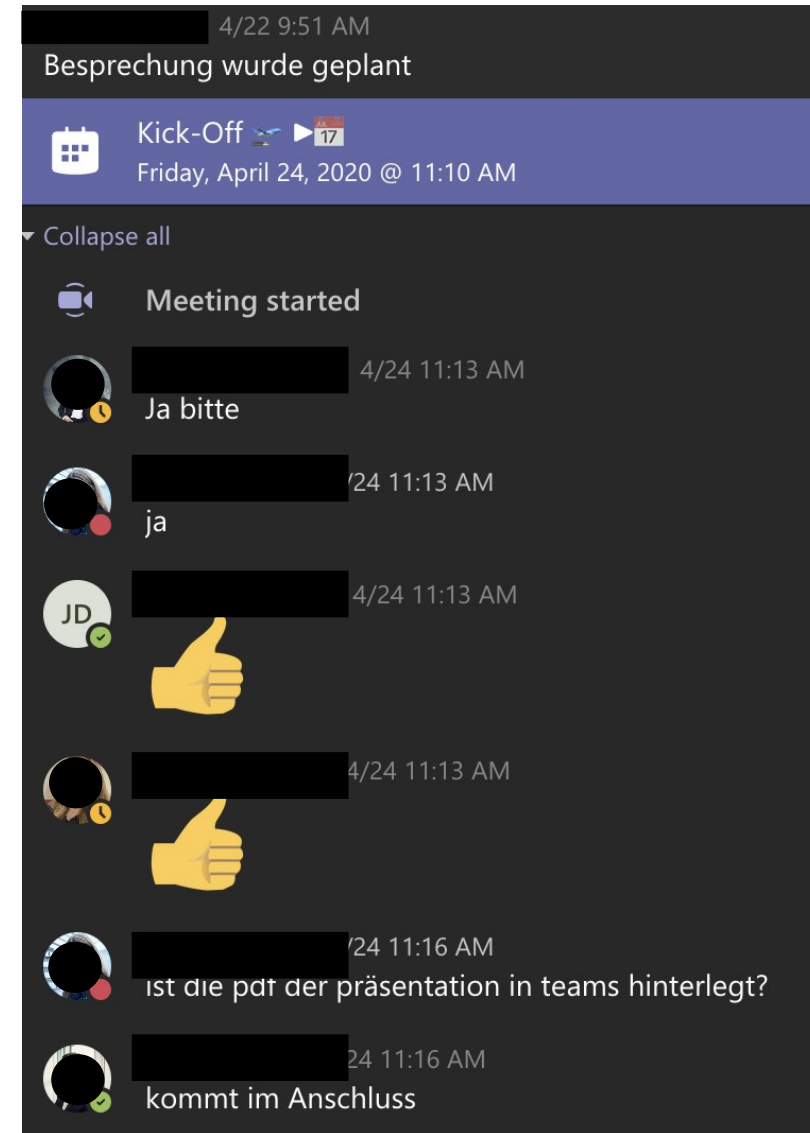
Source:
<https://docs.microsoft.com/de-de/microsoftteams/media/meetings-first-meeting-in-meeting.png>

Source:
<https://www.adepteq.com/wp-content/uploads/2020/03/1-connect-with-people-inside-and-outside-your-org-768x505.png>

Introduction to MS Teams

Meeting History

- If people couldn't attend a meeting, they can see on the channel board what happened in context of conversation
- If the meeting was recorded, everyone in the channel can watch it



Introduction to MS Teams

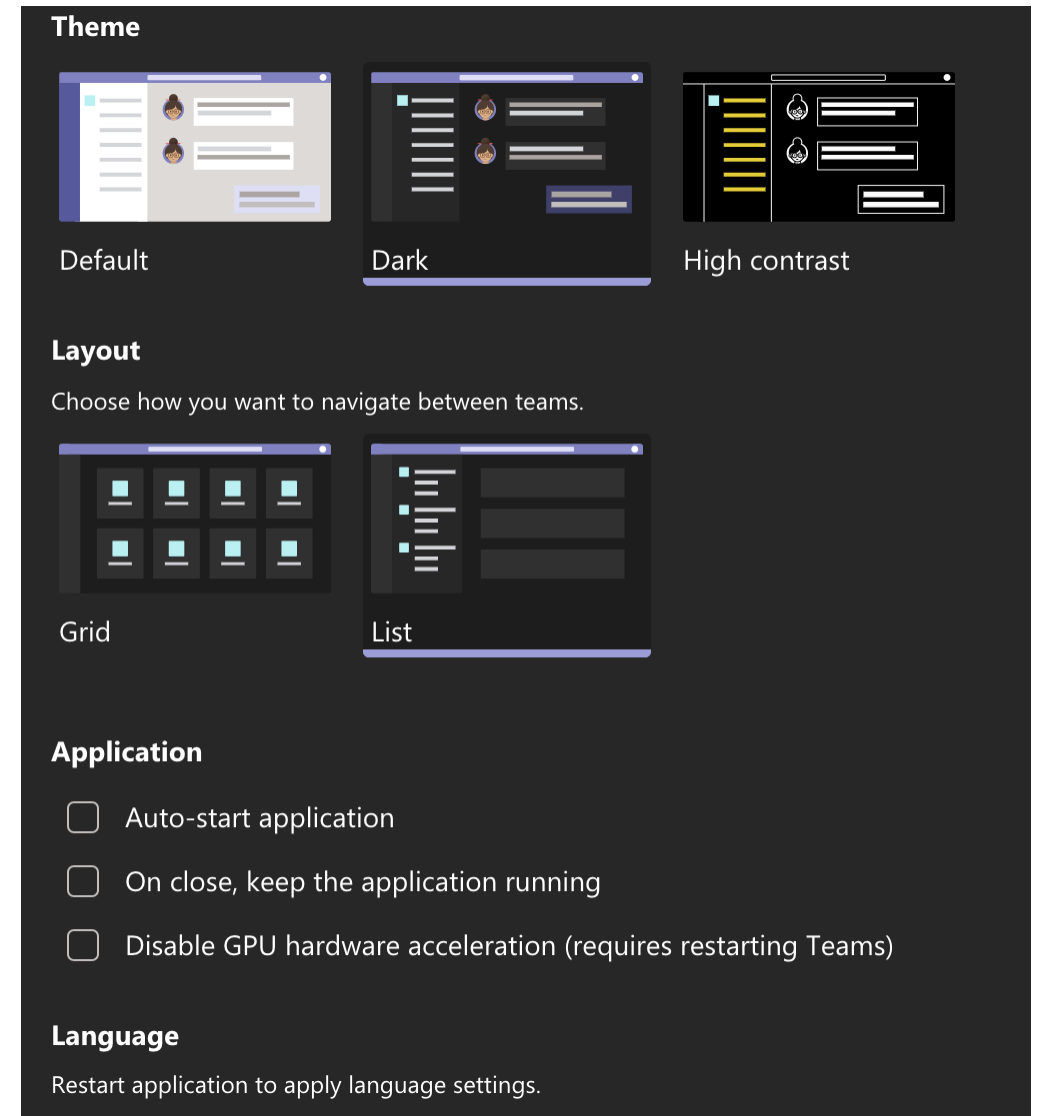
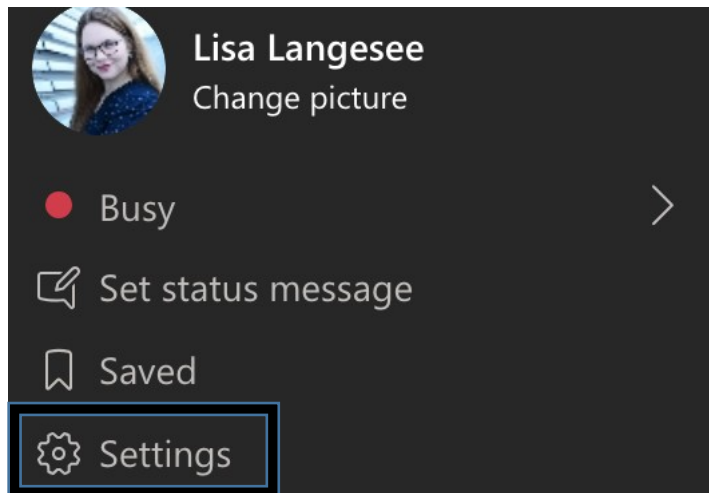
Settings

Create your virtual working space as you like it.

Introduction to MS Teams

General Settings

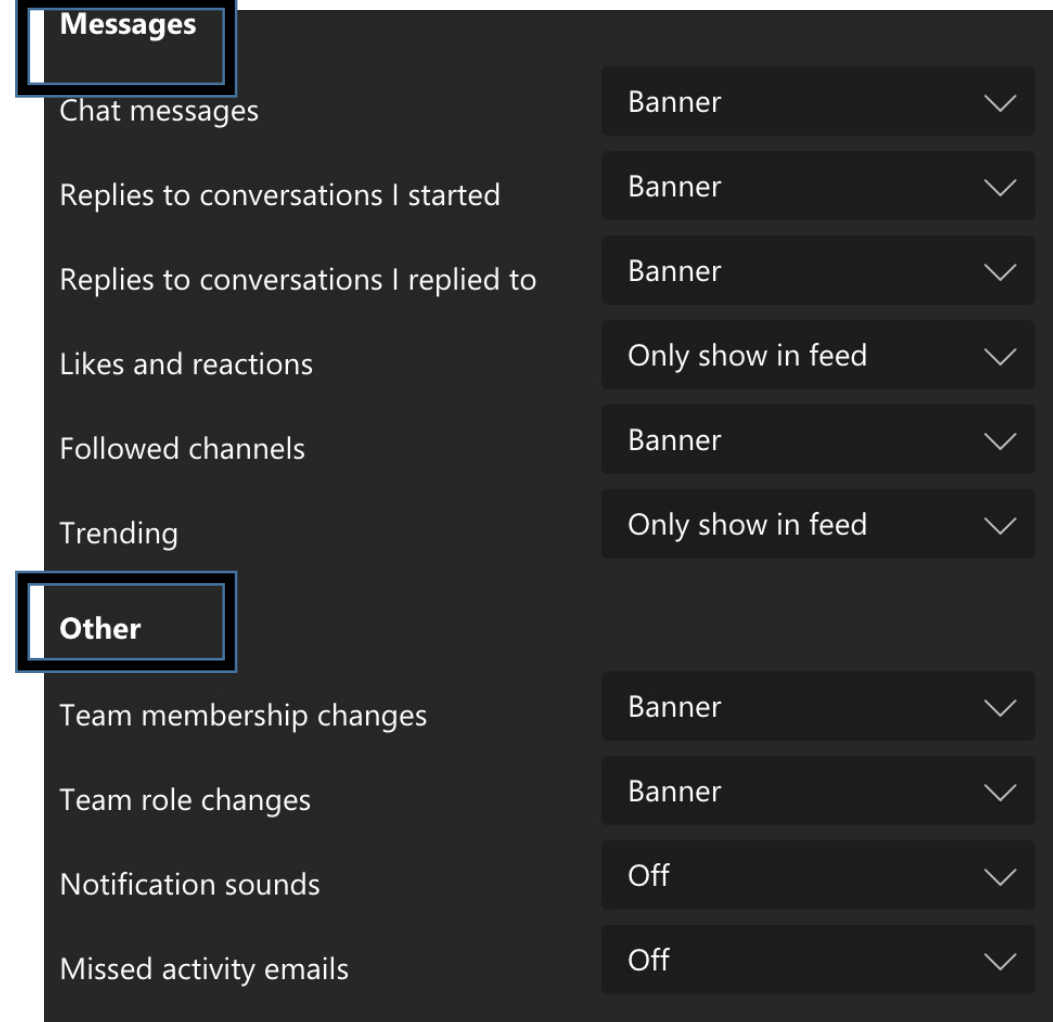
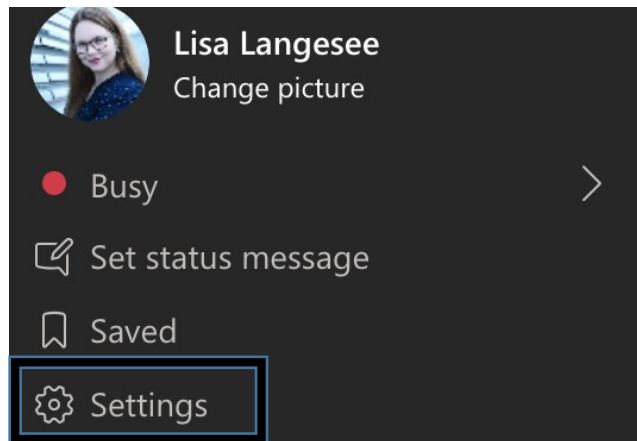
- In this section, you can choose your favorite theme, a layout for navigating through your teams, some application preferences and the language of the application



Introduction to MS Teams

Notifications Settings

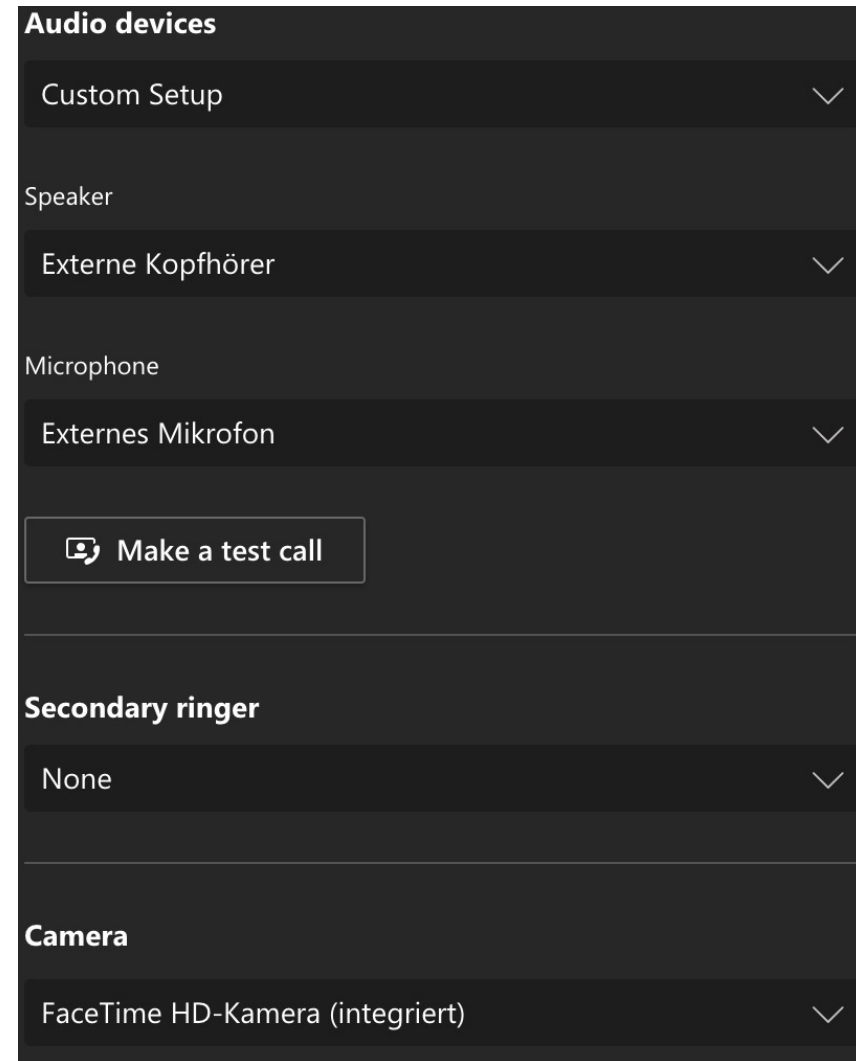
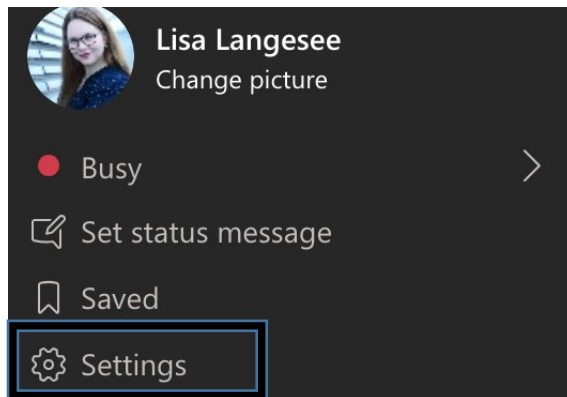
- In this section, you can personalize the way & amount of notifications you want to receive
- You can decide if you want to receive a banner, a notification in the feed, an email or no notification at all



Introduction to MS Teams

Devices Settings

- In this section, you can set up your audio devices and camera for a call
- You can also make a test call to try your setup or see your picture from the camera (if enabled) before entering a call



Introduction to MS Teams

Tabs and Apps

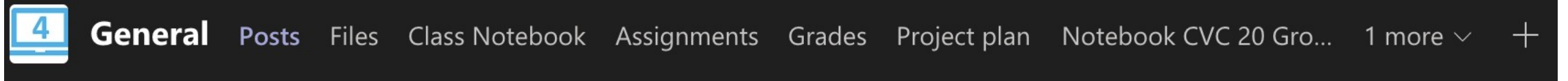
Allow you to integrate the tools and third-party services you like right into a channel or chat as well as folders you want to highlight.



Introduction to MS Teams

Tabs

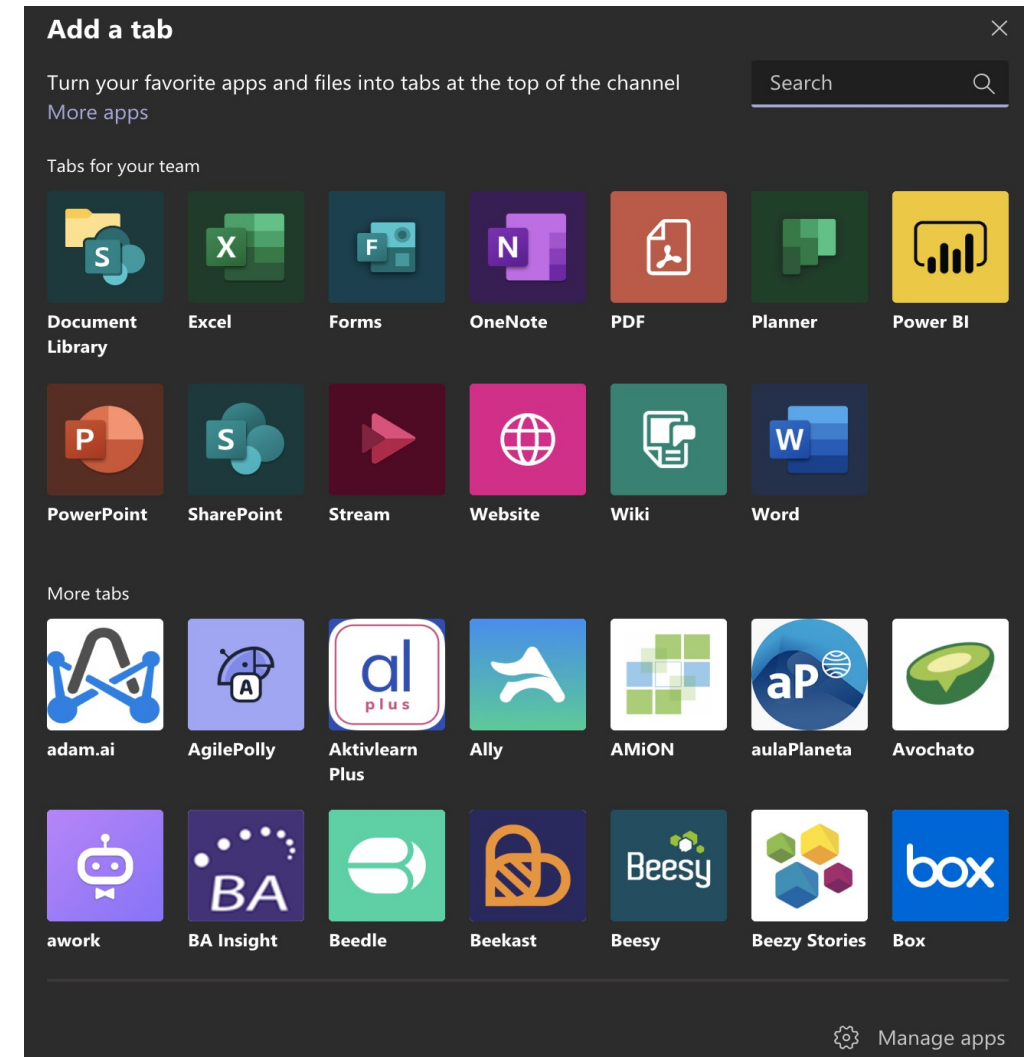
- Tabs are always visible at the top of any conversation
- Can be easily accessed by every member



Introduction to MS Teams

Add New Tabs

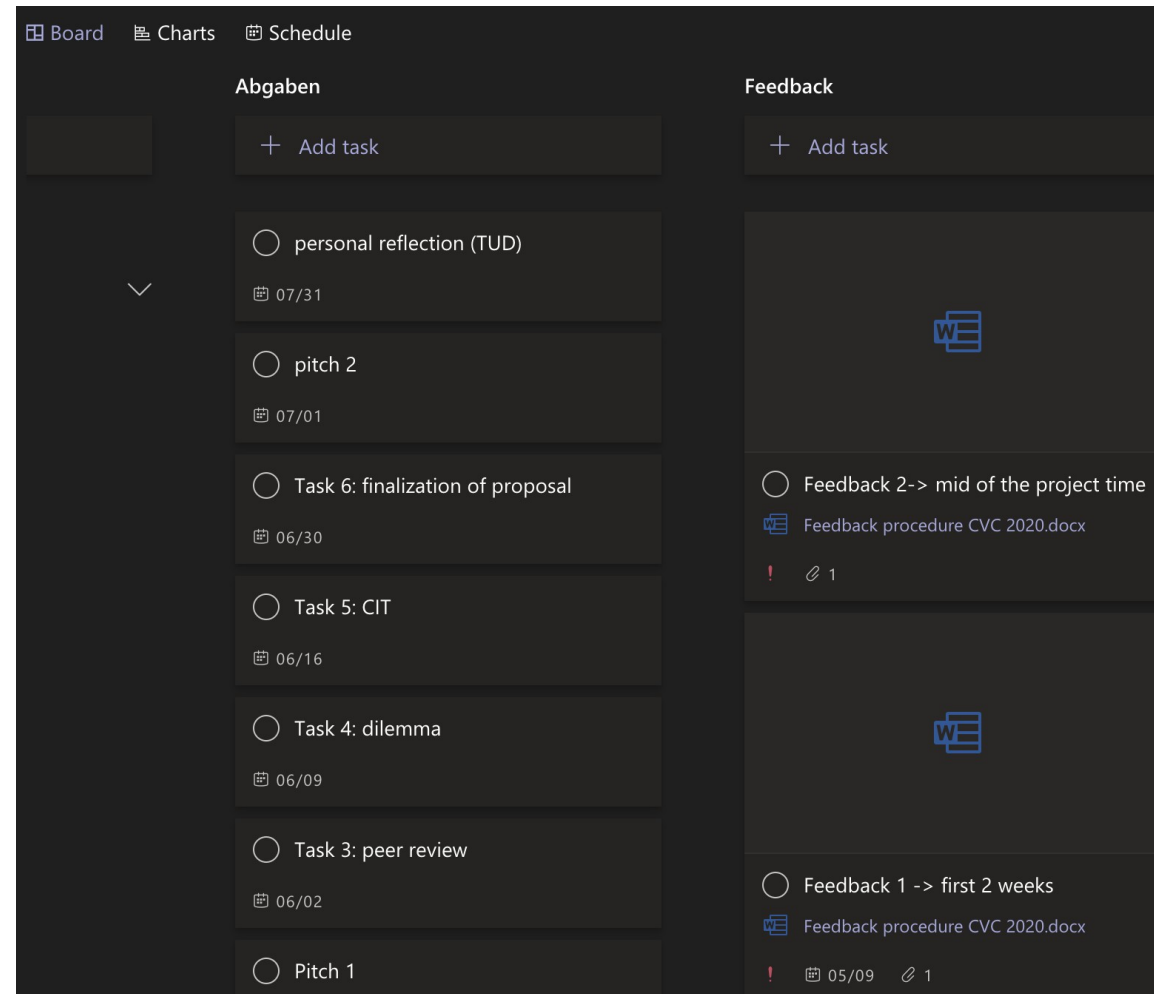
- Huge variety of integrations available
- Just click the + on the right corner of the register to access the selection



Introduction to MS Teams

Planner Tool

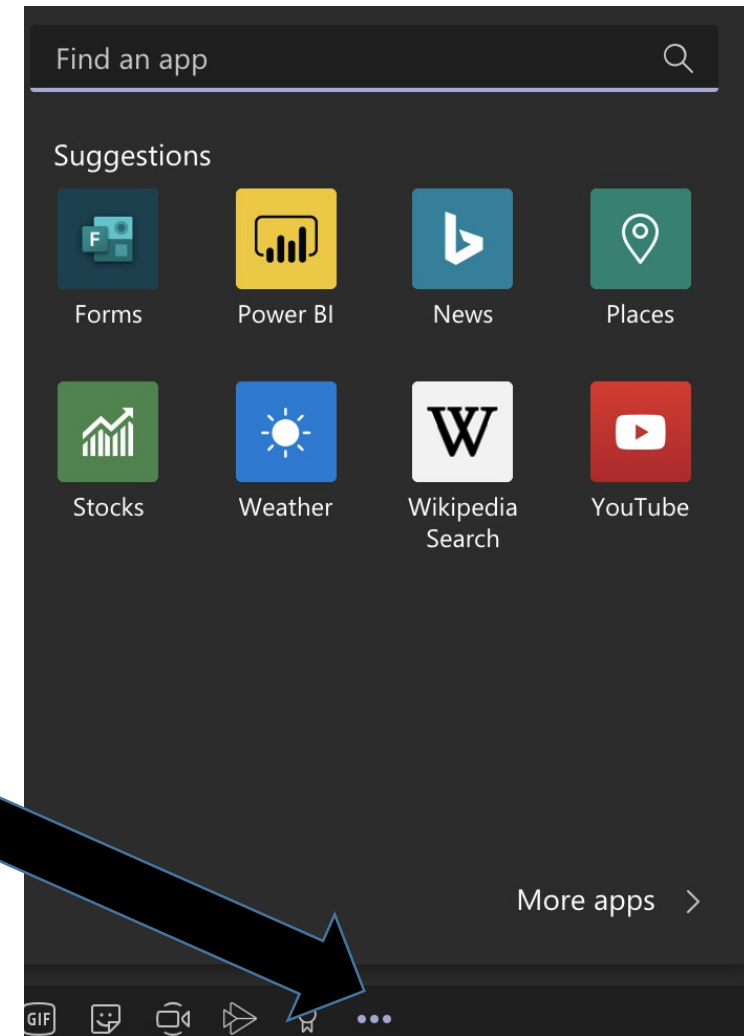
- Tool for tracking tasks
- Assign tasks to group members
- Rate their priority
- Set due dates
- Create checklists



Introduction to MS Teams

Apps

- Receive updates from popular services like Twitter, Wunderlist, GitHub or RSS
- Add popular apps to your channel e.g. Polly, MindMeister or Zoom
- Just click on the three dots on the channel page



Important Features of MS Teams

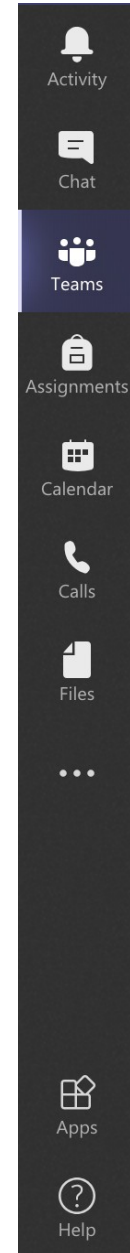
Applications on the Navigation Bar

Important key aspects of your work on MS Teams including Activity (Notifications), Chat, Teams, Assignments, Calendar, Calls, Files, and every app you want to add.

Important Features of MS Teams

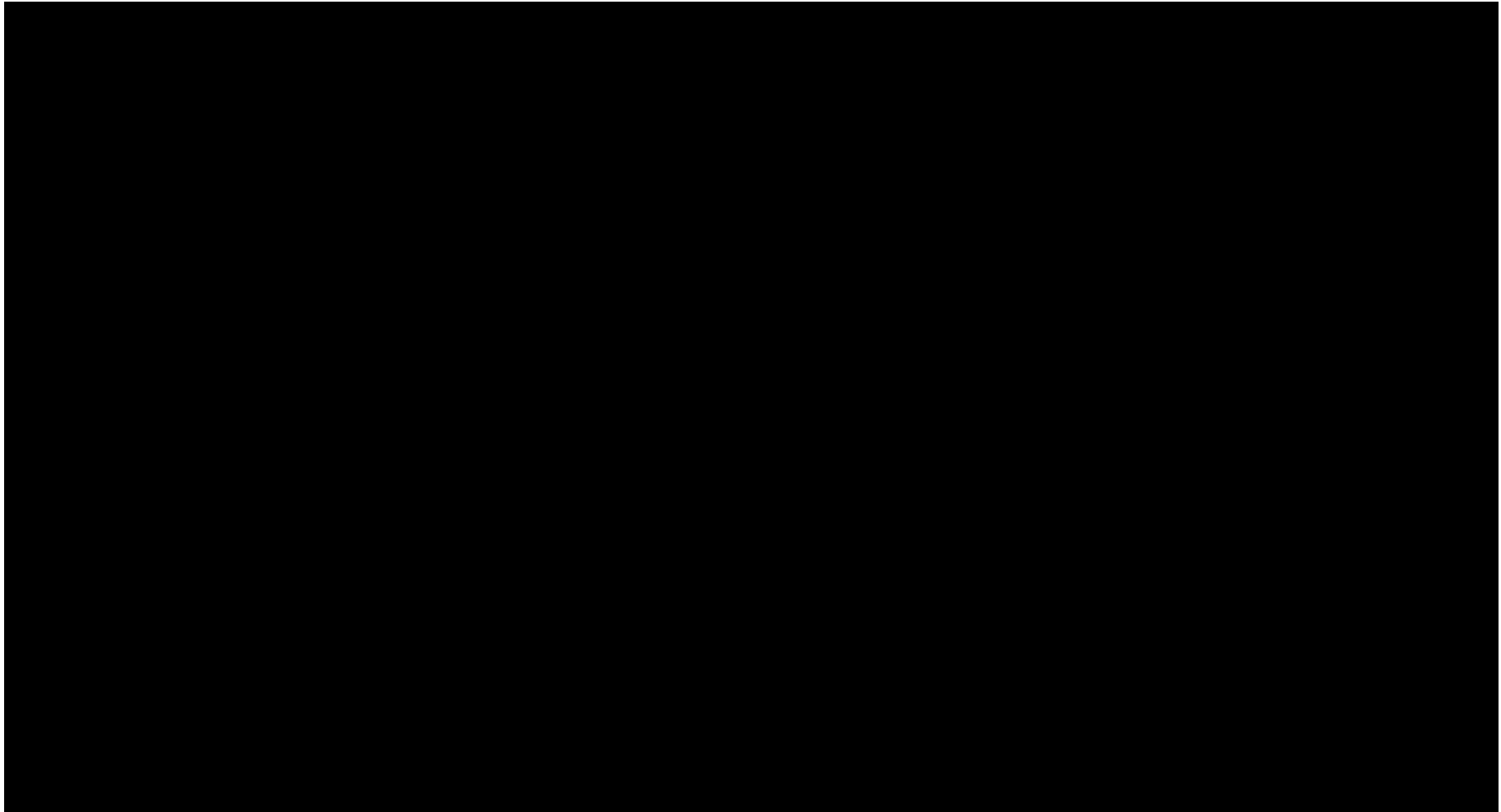
Quick Overview of the Navigation Bar

- **Activity:** Shows notifications of teams/channels or mentions
- **Chat:** Access your chat history or start new ones
- **Teams:** Overview of the teams you are a member of or which you created
-> you can pin channels so that they always appear on the top of this section
- **Assignments:** Turn in assignments or create them for a group
- **Calendar:** Have a look into your dates or schedule a meeting
- **Calls:** Shows a history of your calls and lets you add speed dials or favorite contacts
- **Files:** Overview of your recently down- and uploaded files



Important Features of MS Teams

Repetition



Source: https://www.youtube.com/watch?v=36AinOB_92w

Exercise

Tasks

1. Go to your Team you have been invited to and go into the „**First Post**“ Channel
2. **Comment under the first thread** or create a new one and **tag one team member**
3. **Like** a random post
4. **Upload a random file/picture** to the „Exercise“ folder in the channel
5. Come back to the meeting and write „done“ in the Live-Chat



Open Discussion & Questions

- Do you need more information about a specific topic which was part of the staff training?
- Something unclear?
- Something needs to be repeated?



Improvement & Further Trainings

1. Go to the **Improvement and Further Training** Channel
2. Fill in the form provided in the Channel
3. If you have further suggestions, post them in the Channel

Link To Survey:

https://forms.office.com/Pages/ResponsePage.aspx?id=3GKRtwSN9kSzssWh0LG5oTwPhj_7-45OnlczhLVzZYxUMk5SUTZWTjNBUFk0TFVGNkdDNERXTjg0RSQIQCN0PWcu





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Sources

Introduction to Microsoft Teams in Preview. (n.d.). Retrieved on 4th May 2020, from https://cp-mlxprod-static.microsoft.com/014862-1003/en-us/downloads%2Fintroduction_to_microsoft_teams.pdf

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Wilde, M. (2016, November 3). Microsoft Teams: Slack Alternative mit Office 365 Anbindung gestartet. Retrieved on 4th May 2020, from <https://www.mobilegeeks.de/artikel/microsoft-teams/>

