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# Microsoft Teams Workshop

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@UWTSDlib



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# Meet the Digital Skills Team



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Book us: [bit.ly/UWTSD-DSA-Booking-form](https://bit.ly/UWTSD-DSA-Booking-form)



# Features to cover...

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JOINING AND MANAGING MEETINGS

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USING CHAT

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SHARING SCREENS AND WINDOWS

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RAISE HAND AND REACTIONS

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USING THE FILES TAB

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USING TEAMS CHANNELS

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USING THE CALENDAR

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RECORDING AND PLAYBACK

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CHAT AND FILE COLLABORATION

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USING WHITEBOARDS

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# Teams and OneDrive

# Teams

- Create and connect to meetings online
- Chat to staff and other students
- Collaborate with others through a shared space
- Files can be added through teams to share with individuals or groups
- Great for working together with other people



# OneDrive



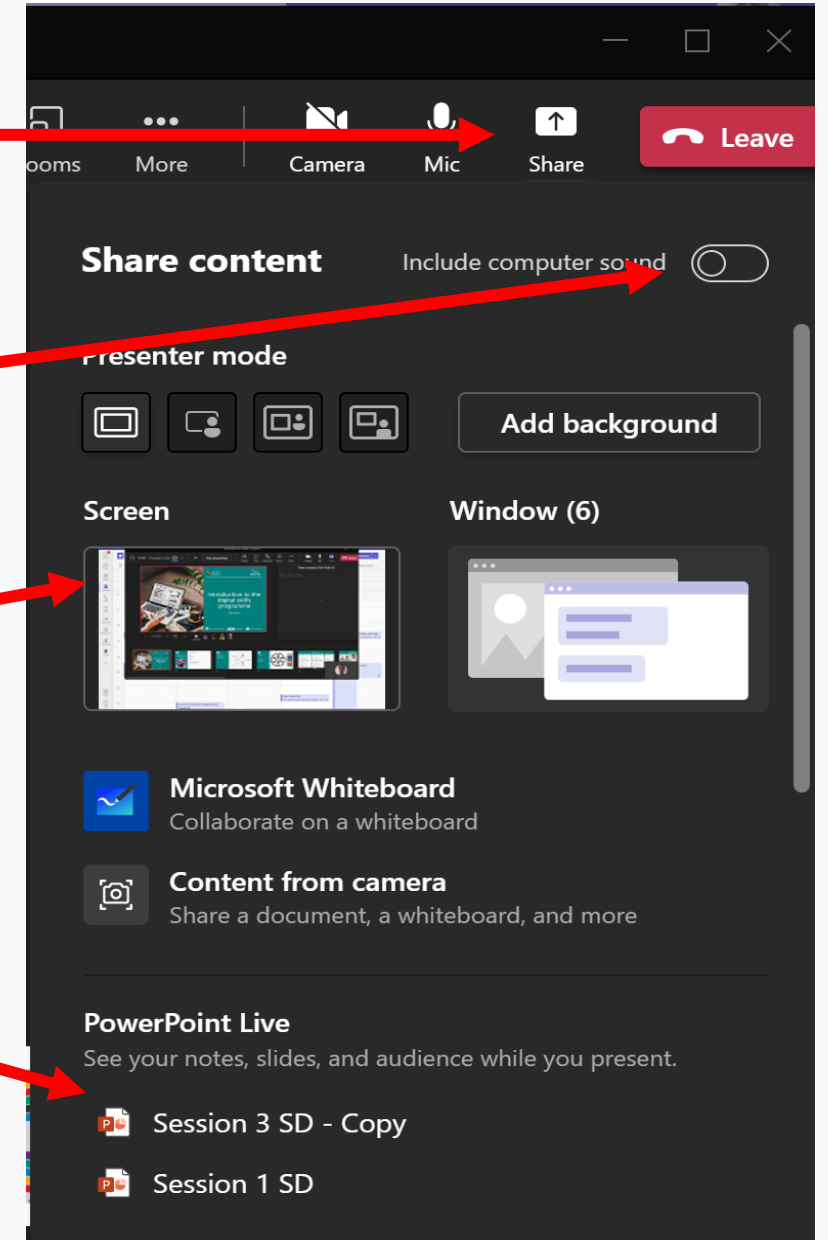
- OneDrive = for personal file storage - Enjoy the freedom to access, edit, and share your files on all your devices, wherever you are.
- You can share files with other people
- It's possible to access these documents anywhere in the world on any device with your login details.
- OneDrive can be seen as the cloud equivalent of your computer's Documents folder.
- There is plenty of storage space for you to save your work.



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## *Sharing your screen*

1. Click on the share button.
2. Select include computer sound if your presentation has sound or video.
3. Choose your screen or use window to share an open application
4. Alternatively, use PowerPoint Live to share your presentation



# Further Resources

- [Microsoft Teams Essential Training](#)
- [Learning OneDrive](#)
- [OneDrive Quick Tips](#)
- [DigiCentre - student induction resources](#)





[Link to Form](#)

# Let us know how we did

If you have 5 minutes, please scan the QR code and fill out our feedback form.



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# Thank you for listening. Any questions?

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