

Microsoft Teams workbook

During meetings

1. Joining and Managing Meetings

Learning outcome: *Build confidence when joining and managing meetings.*

Step-by-step instructions

1. Open Teams and select Calendar.
2. Look for the event.
3. Select Join.
4. Choose your settings before you join the meeting:
5. Use the microphone button to mute/unmute.
6. Use the camera button to turn video on/off.
7. Choose a background filter when your camera is turned on. You can choose to leave it, blur it, select an image or add your own (work-appropriate) image.
8. Explore More actions and Participants.

Note: For meeting etiquette, when you're attending a lecture or training session, join the meeting with your microphone off, so you don't accidentally disrupt the session.

Practice Activity

- Join a meeting and practice muting/unmuting.

2. Sharing Screens and Windows during a meeting

Learning outcome: *Build confidence using sharing screens and windows.*

Step-by-step instructions

1. During a meeting click the Share button.
2. Choose a Screen, a Window, or a PowerPoint Live file.
3. Enable Include sound when needed. (Only needed if you want others to hear sound from a file or presentation on your machine.) **This is separate to your microphone.**
4. Stop sharing when you have finished.

The share button will be greyed out if you're not a presenter/co-organiser.

Practice Activity

- Share a browser window with sound. Play a YouTube video to check other people can hear it.

3. Raise Hand and Reactions

Learning outcome: *Build confidence using Raise Hand and reactions.*

Step-by-step instructions

1. During a meeting select Raise Hand.
2. Press it again to lower your hand after speaking.
3. Next to the Raise Hand button, choose a reaction such as Like or Applause to briefly appear on the main screen.
4. You can also add reactions to messages in the meeting chat.

Practice Activity

- Use Raise Hand, then add a reaction to a message.

Outside of meetings

4. Recording and Playback of meetings

Learning outcome: *Build confidence using recording and playback.*

Step-by-step instructions

1. Open the meeting chat or channel.
2. Locate the meeting recording.
3. Play, pause, and navigate the recording.

Practice Activity

- Access a previous class recording.

5. Using Chat

Learning outcome: *Build confidence using chat.*

Step-by-step instructions

1. Open the Chat panel.
2. Choose an existing chat or find someone to create a new chat with by searching their name using the search box at the top of the chat list.
3. Type and send a message.
4. Reply within a conversation thread.
5. Use @mentions where appropriate. This function notifies someone who is tagged, which can be especially useful when in a group chat with a few people.
6. Try using emojis and GIFs in your messages too.

Practice Activity

- Send a greeting and reply to a classmate.

Extra chat options

Learning outcome: *Using sections in chat to organise your conversations*

Step-by-step instructions

1. Click on New Items at the top of the chat list
2. Choose New Section to create a new grouping
3. Right-click on a person in your chat
4. Choose Move to >
 - a. Either click on an existing group to move them into that group

- b. Or choose New Section to create a new one to move them into it.
5. Click on the name of a section to minimise it or expand it.
6. Click on the three dots to the right of the name for section options:
 - a. Sort by customised (manual order), or recent
 - b. Rename or remove the section

Note: The default chat section can't be sorted, renamed or removed.

Practice Activity

- Create sections and add or move people between them.

6. Using Teams Channels

Learning outcome: *Build confidence using Teams channels.*

Step-by-step instructions

1. Open a Team.
2. Review the General channel.
3. Open topic-specific channels.
4. Check Posts and Shared.

Practice Activity

- Find an announcement in a channel.

7. Using the Shared (files) Tab in a channel

Learning outcome: *Build confidence using the Shared (files) tab.*

Step-by-step instructions

1. Go to a Team.
2. Click on a channel in that Team.
3. Select Shared from the top menu of the channel.
4. Click on a folder to go into it.
5. Click on a file to open it in Teams.

Practice Activity

- Locate and open, download, or view shared resources.

8. File Collaboration

Learning outcome: *Build confidence using file collaboration.*

Step-by-step instructions

1. Open a shared Office file.
2. Select Edit.
3. Collaborate with others in real time.
4. Use comments when required.

Practice Activity

- Co-edit a Word document with a partner.

9. Using the Calendar

Learning outcome: *Build confidence using the calendar.*

Step-by-step instructions

1. Open Calendar.
2. Review scheduled classes.
3. Open an event for details.
4. Join an event directly from the calendar.

Practice Activity

- Identify your next scheduled session.

10. Using Whiteboards

Learning outcome: *Build confidence using a whiteboard.*

Step-by-step instructions

1. Open Whiteboard from a meeting.
2. Add notes, shapes, or drawings.
3. Contribute ideas collaboratively.

Practice Activity

- Add three ideas to a group whiteboard.