



# Teams

---

**Intro to Microsoft**

# Intro to Microsoft Teams

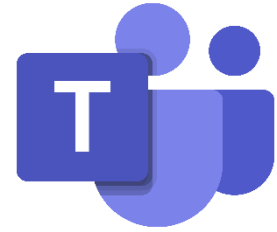
Microsoft Teams is a multi-faceted application that promotes collaboration, communication and teamwork. Many people think that Teams is just a place to chat or instant message and hold online meetings. Although it is true that Teams does these things, it does much more. By utilizing all that Teams has to offer, you and your team can eliminate internal email and working in multiple programs, which will increase efficiency and productivity. During this course, you will watch a live demonstration of Teams, including all the functions available. You will have lab time to explore and practice within Teams while the instructor is there to provide guidance and answer questions.

The learning objectives for our course are:

- Discover what Teams is, how it can benefit you and your organization and how it is laid out;
- Learn about the various features that Teams has to offer – including chat, document collaboration, meetings and much more;
- Implement various tips and tricks - including customized notifications, meeting notes, and saved conversations - to be more collaborative, efficient and productive every day.



# Microsoft Teams Overview



- What is Microsoft Teams?
- What are the benefits of using Teams?

## **Teams Status:**

### **Chat:**

- How to use Chat –
- Formatting options –
- Menu options –
- Group chat –
- Recent, pinned and hidden chats –

Additional Notes:

---

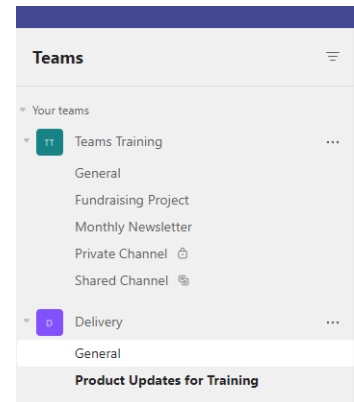
---



# Microsoft Teams

## **What Makes Up a Team:**

- What is a Team?
- What is a Channel?
  - Types of channels –
- What is a Conversation?
  - Organizing Conversations –



## **Chat vs. Channels:**

- When to use Chat –
- When to use Channels –

## **Navigating Teams:**

- Menu options –
- Recent, pinned and hidden Teams/Channels –
- Tabs in Channels –

# Microsoft Teams Lab and Q & A



## Chat and Channels

### Exercises:

- Send a test chat to a co-worker.
- Create a group chat. Send a test chat to the group if you are comfortable doing so.
- Explore the Teams you are a part of.
  - If there is an appropriate place to do so, start a conversation, reply to a conversation and post a reaction to a conversation.
  - Even if you cannot 'hit enter' at the end, go through the motions of doing these things.
- Change your channel notifications to "All activity" for one of your channels. Also explore the customized notification options.
- Pin a channel and see what happens. Then unpin the channel.
- Hide a channel and see what happens. Then unhide the channel.
- Hide a Team and see what happens. Then unhide the Team.
- Continue to explore your Teams and Channels with any remaining time to see what questions you have.



# Microsoft Teams

## The Teams/SharePoint/Office Connection



### How to access Microsoft online:

- Creating a document online –
- Co-authoring –
- Creating/Opening documents from online vs. Teams vs. SharePoint –

### How Teams and SharePoint work together:

- What happens in SharePoint when a Team is created?
- Synchronizing SharePoint/Teams files to the desktop
  - OneDrive Sync Engine icons

	Glimmer (3 blue lines) = File is new
	Red circle with white X = File/folder can't be synced
	Grayed-out cloud with slash = Not signed in
	Cloud with pause symbol = Files are not currently syncing
	Circular arrows = Sync is in progress
	Cloud with "people" icon = File/folder has been shared
	Cloud outline = File/folder is only available online
	Green check-mark = File/folder available on device
	White check-mark in green circle = Always downloaded on device

Additional Notes:

---



---



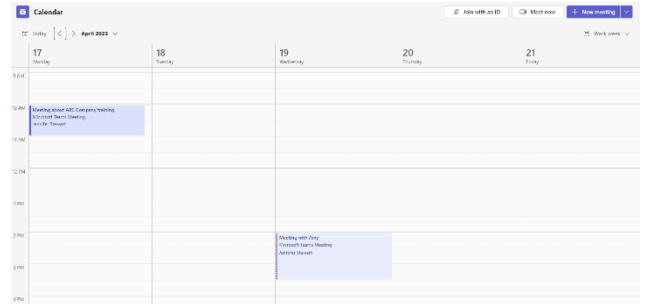
## Microsoft Teams Calendar

### Connection to Outlook:

### Scheduling a Meeting:

- From the calendar
- From a channel

### Editing or canceling a meeting:



## Microsoft Teams Meetings

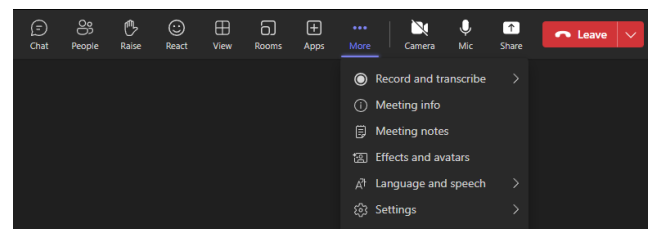
### Options during the meeting:

### Recording and Transcription:

### Meeting Notes:

### Share Content (Share Screen):

- Screen/Window –
- Whiteboard –
- PowerPoint –
- Excel Live –



# Microsoft Teams Additional Features

***Calls:***

***Files:***

***Activity:***

***Settings:***

***Search:***

***Help:***

Additional Notes:

---

---

---

---





## **Microsoft Teams Lab and Q & A**

### **The Teams/SharePoint/Office Connection**

### **Calendar, Meetings and Additional Features**

#### *Exercises:*

- Go to your Microsoft online access and explore.
- Create a document from Microsoft online.
- If possible, choose a folder in Teams to synchronize with your computer.
  - Practice creating a document from your computer and saving it to the synchronized folder. Delete the document when you are done.
  - Practice creating a document in the same folder from Teams. See how this document also synchronizes to the folder on your computer. Delete the document when you are done.
- Schedule a Teams meeting, familiarize yourself with the options, save it and then go back and cancel it.
- Start a meeting with yourself, and explore the options, such as chat, meeting notes, background effects, etc.
- Look at your recent activity.
- Explore the available settings and see if any changes could benefit you. Let the instructor know if you have any questions.
- Do a search and familiarize yourself with how the results are presented.
- Go to the Help area and search for the topic “channel” and read whichever search result interests you.

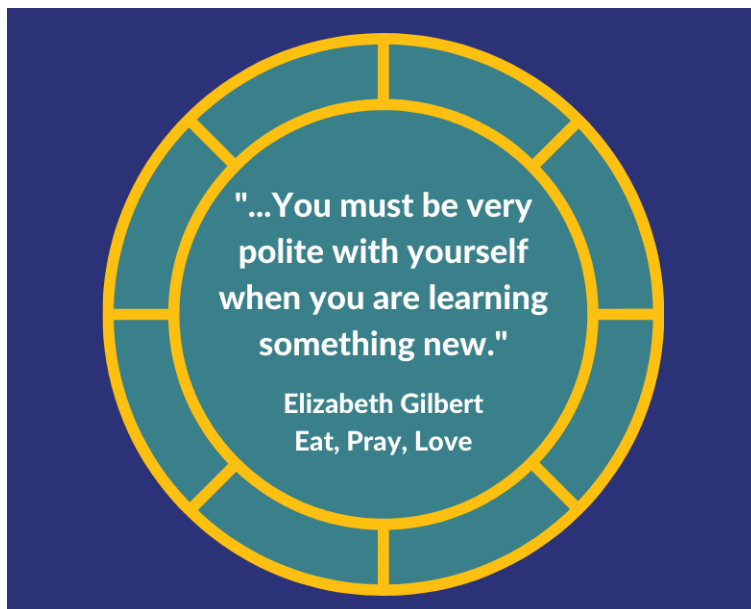


### 3 - 5 Takeaways:

- 
- 
- 
- 
- 

### 1 - 2 Action Steps:

- 
- 



**Corporate Membership**

**Compensation**

**Compliance**

**Background Screening**

**Recruiting & Talent Acquisition**

**HR Consulting**

**Training**

**Leadership Development**



**Missouri**

12851 Manchester Road  
Suite 150  
St. Louis, MO 63131

**Indiana**

450 E. 96th Street  
Suite 500  
Indianapolis, IN 46240

**Florida**

43 Skyline Drive  
Suite 1001  
Lake Mary, FL 32746

**Illinois**

300 Hamilton Blvd  
Suite L110  
Peoria, IL 61602