

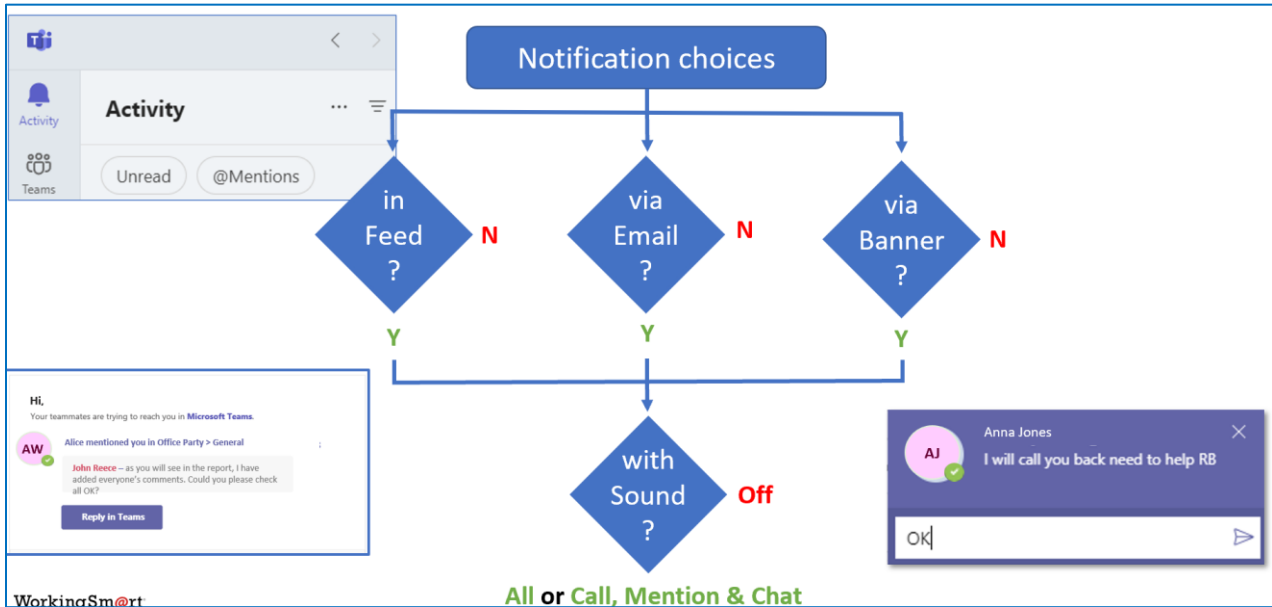
WorkingSm@rt with Microsoft TEAMS After-Training Supplement

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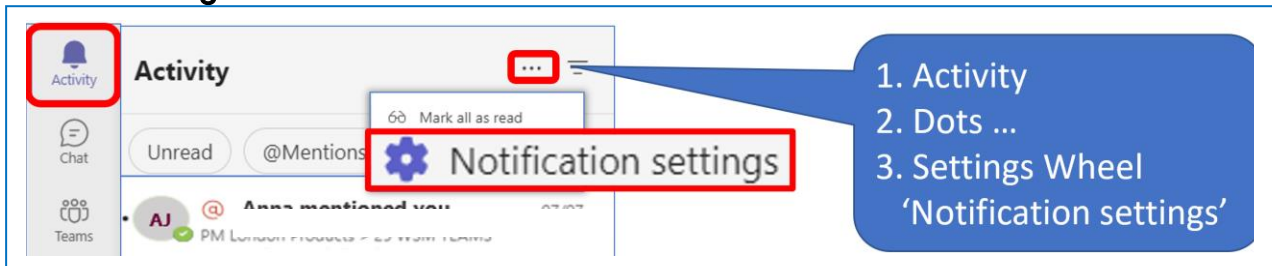
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1. TAMING TEAMS

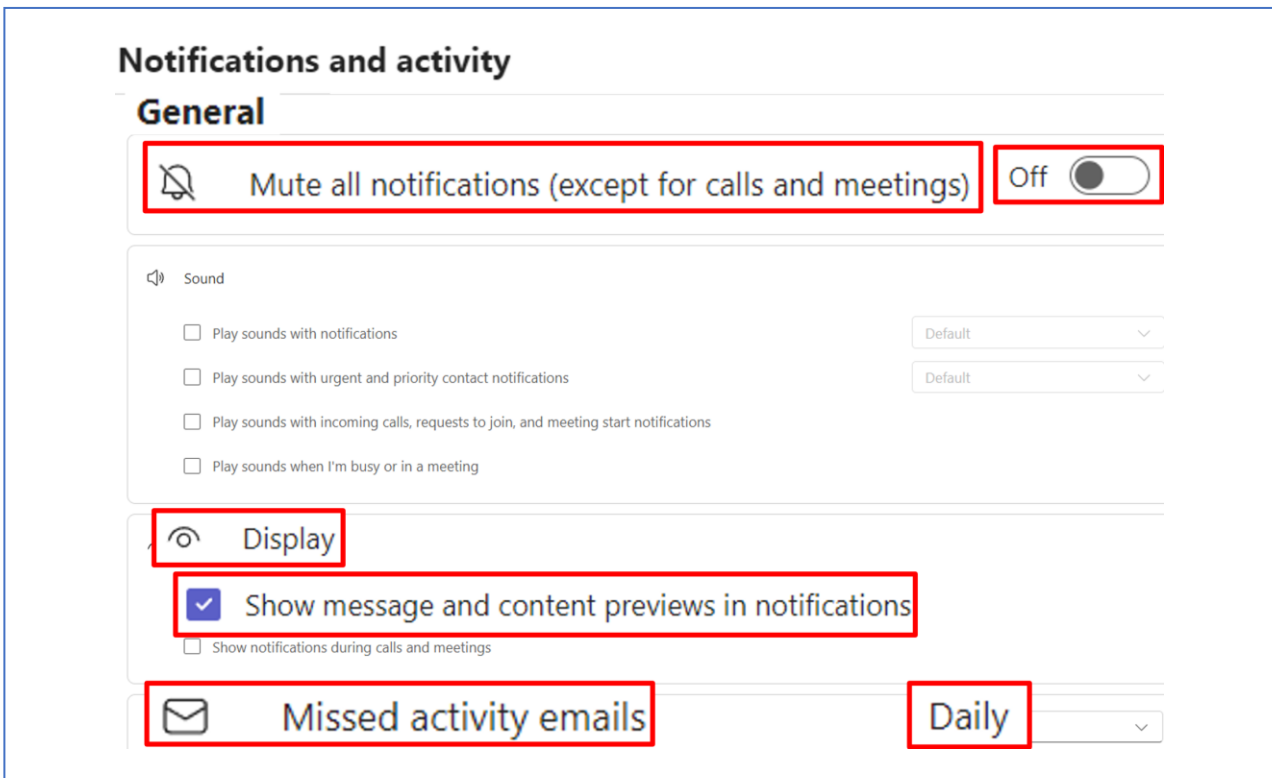
a. NOTIFICATIONS: Team, Channel, Posts, Chat







Find Settings






In Settings adjust settings to recommendations as shown on the following pages



Chats and channels

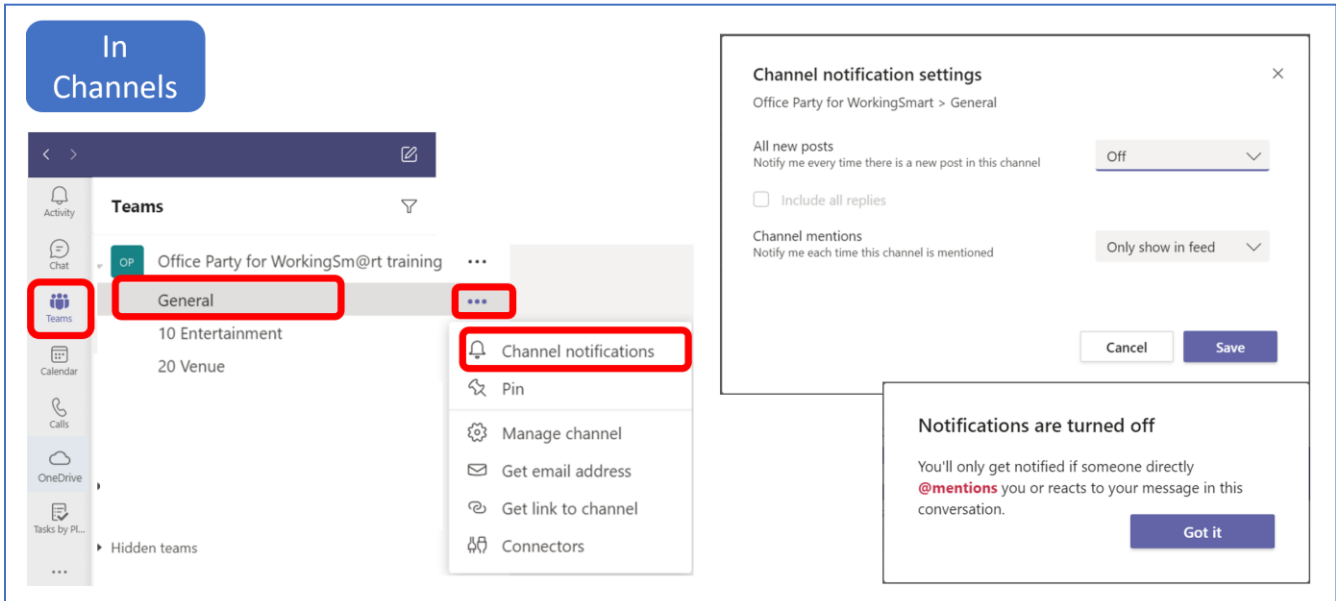
 Chat message notifications	Show in banner
 @Mentions	On <input checked="" type="checkbox"/>
Channel and team @mentions	Show in Activity
Tag @mentions	Show in Activity and banner
Everyone in chat @mentions	Show in Activity and banner
Personal @mentions	Show in Activity and banner
Replies to my channel posts and replies	Show in Activity and banner
 Likes and reactions	Off <input type="checkbox"/>
 Posts in shown and pinned channels	Show in Activity
<input checked="" type="checkbox"/> Include replies	

Meetings

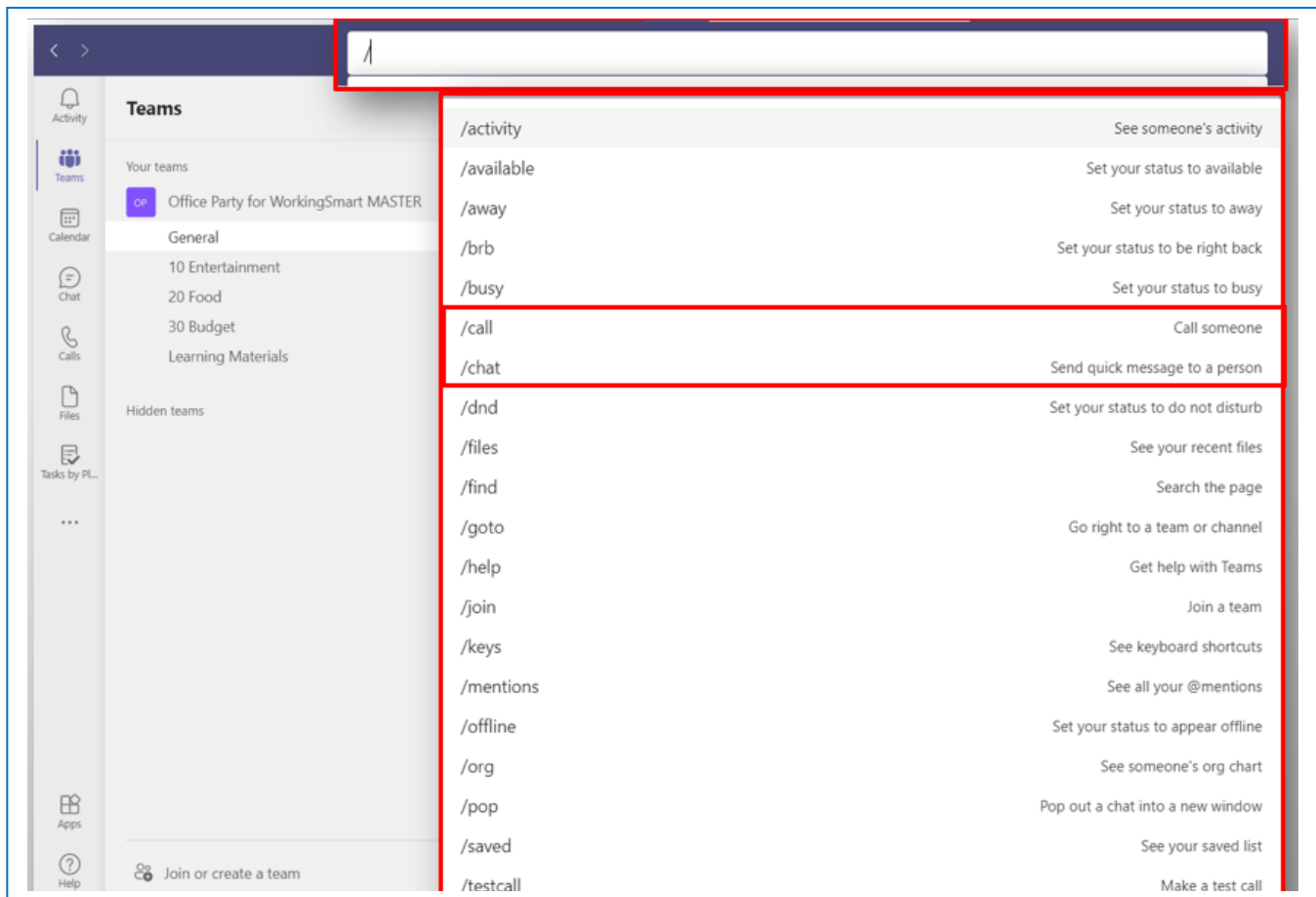
Meeting start notifications	On <input checked="" type="checkbox"/>
Meeting chat notifications	Mute until I join or send a message
Meet now start notifications	On <input checked="" type="checkbox"/>
Calls	
 Call group forwarding	
Priority Management Operations	
People	
 People	
Keep track of someone's status and get notified when they appear available or offline.	
Calendar	
New invites, updates and cancellations sent to me	Off <input type="checkbox"/>
When people forward meetings I've organized	Off <input type="checkbox"/>
Apps	
 Planner	On <input checked="" type="checkbox"/>

Channel Notifications

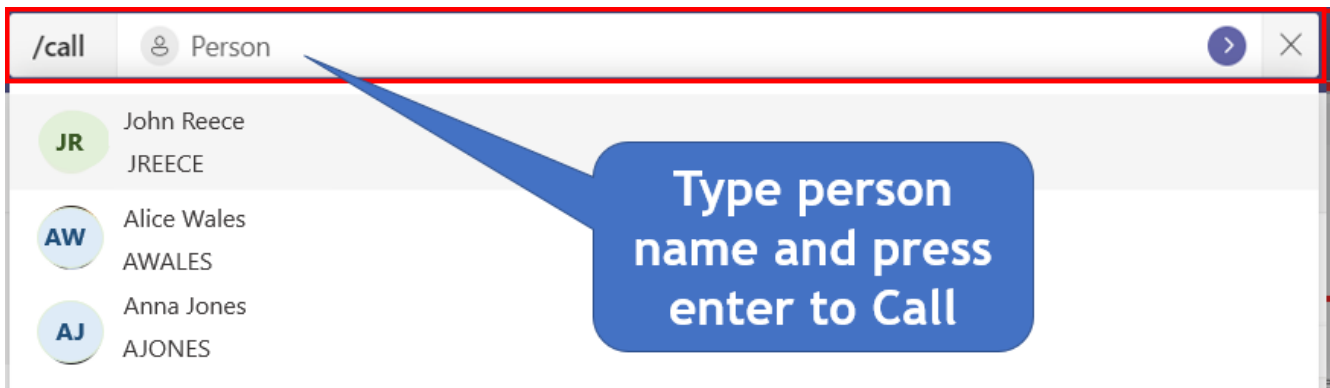
For each Channel, click on the dots next to the Channel name > Channel notifications



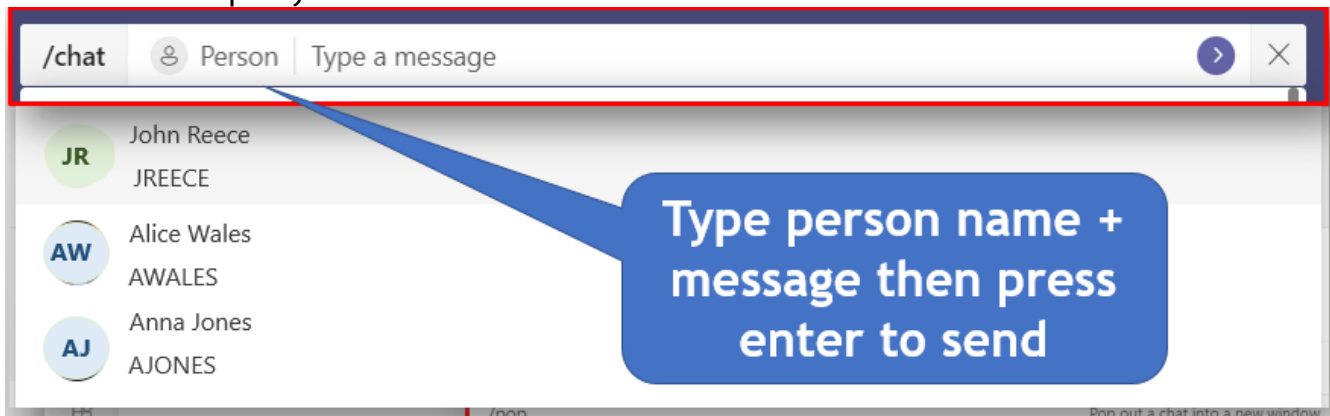
b. SHORTCUTS: Shortcuts for Functions – In the Search Bar at top, type / for shortcuts



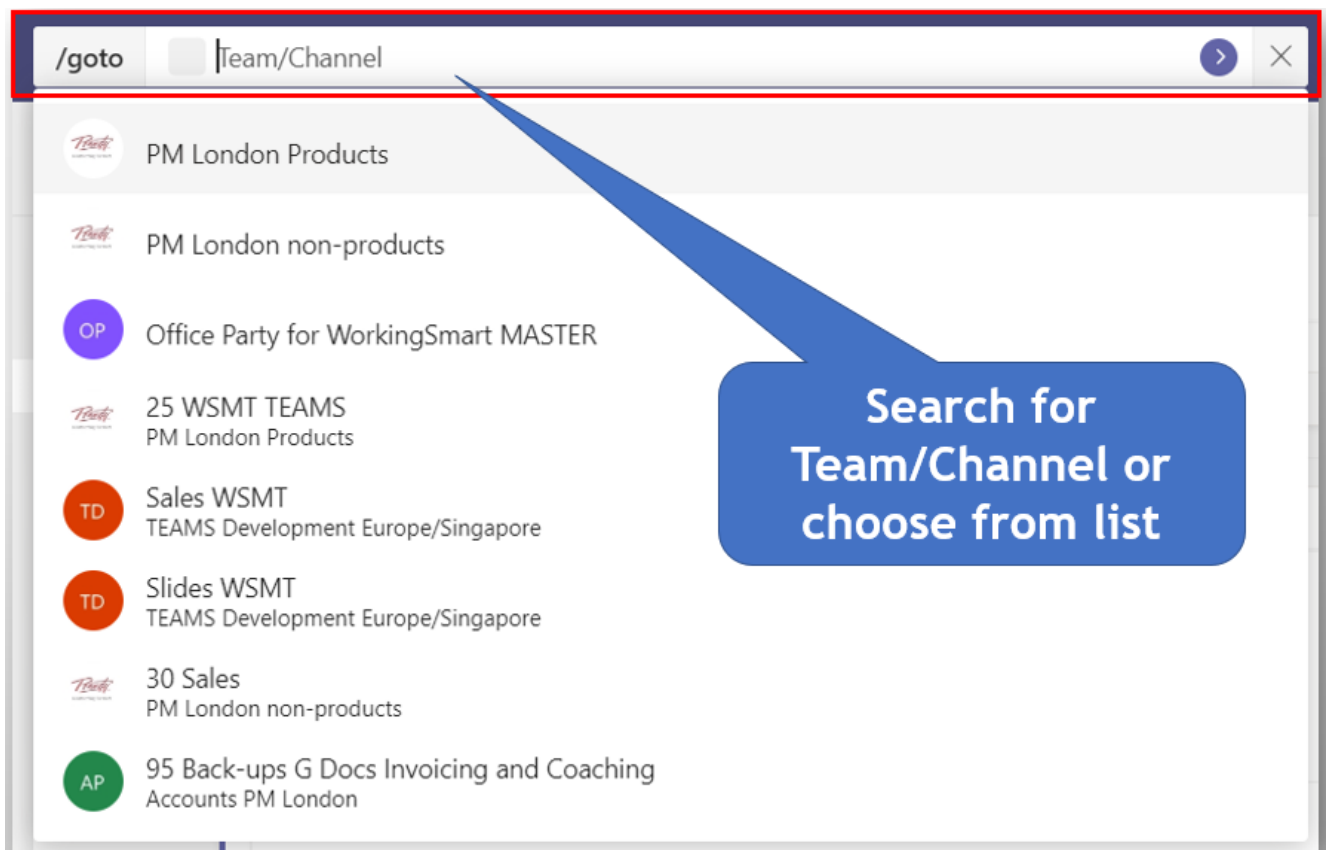
2. For example, to quickly Call someone, type `/call` then press enter followed by the person's name:



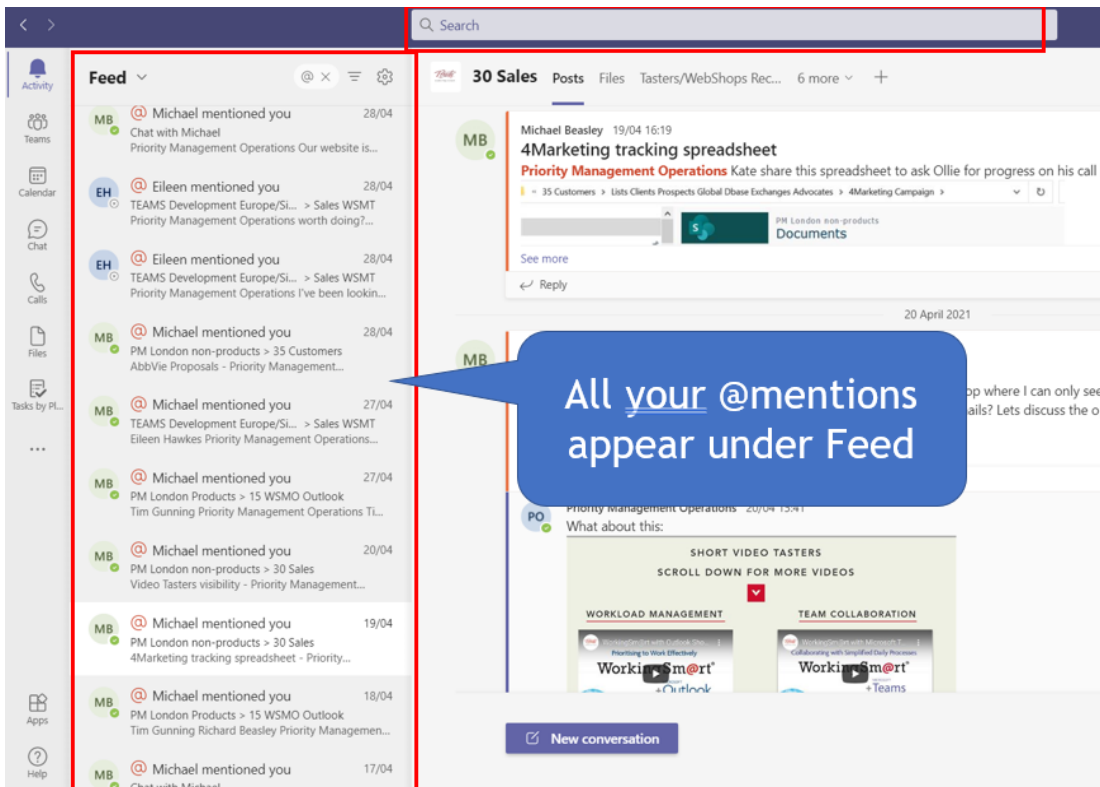
3. Use `/chat` to quickly send a Chat to someone:



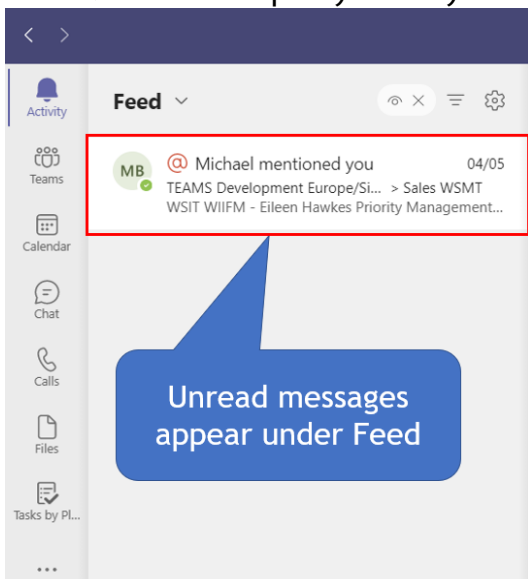
4. Use `/goto` to quickly go to a Channel or a Team:



5. Use /mentions to see all your @mentions:



6. Use /unread to quickly see all your unread activity:

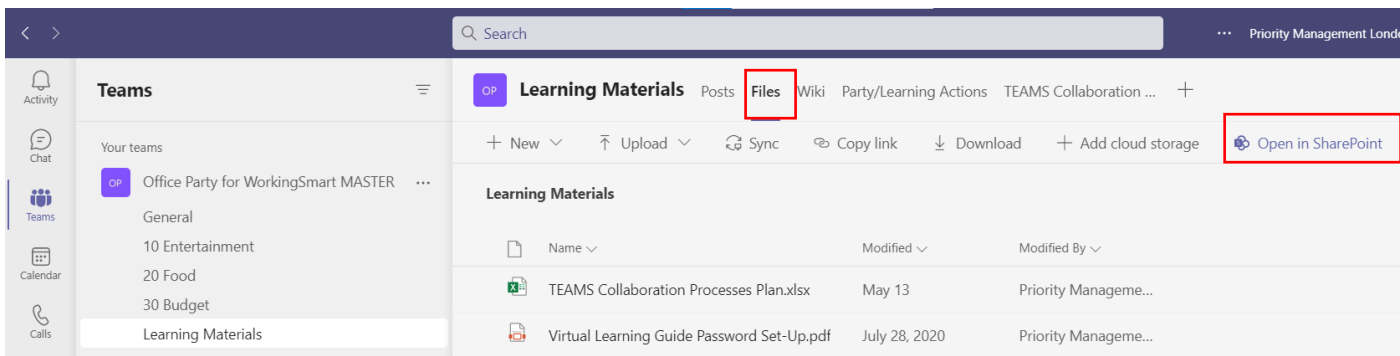


2. FILES

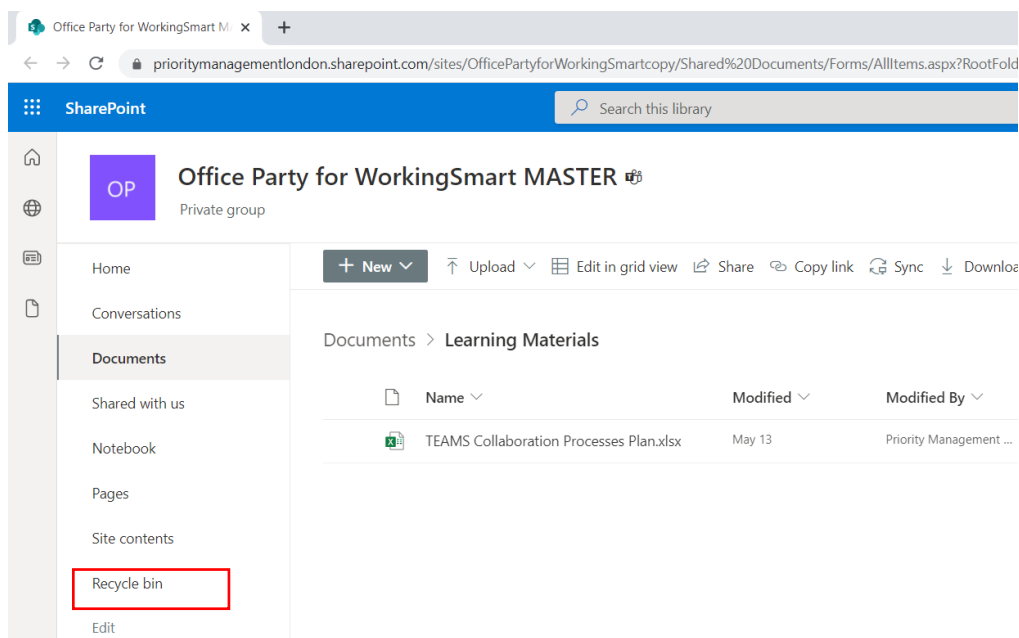
a. FILES RETRIEVAL: How to retrieve deleted Files

If you accidentally delete a File or need to retrieve one, you can do so from SharePoint. Please note your Organisation might have a different retention policy for deleted Files – usually Files are kept in SharePoint's Recycle Bin for 30 days before being permanently deleted.

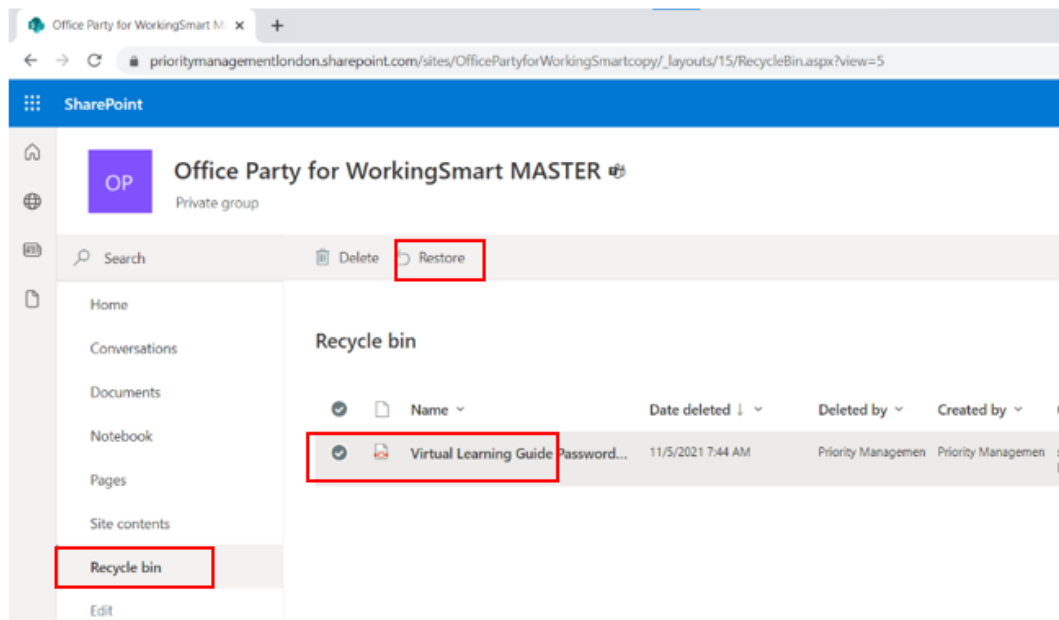
1. Go to the Channel your File was saved on > Files > Open in SharePoint



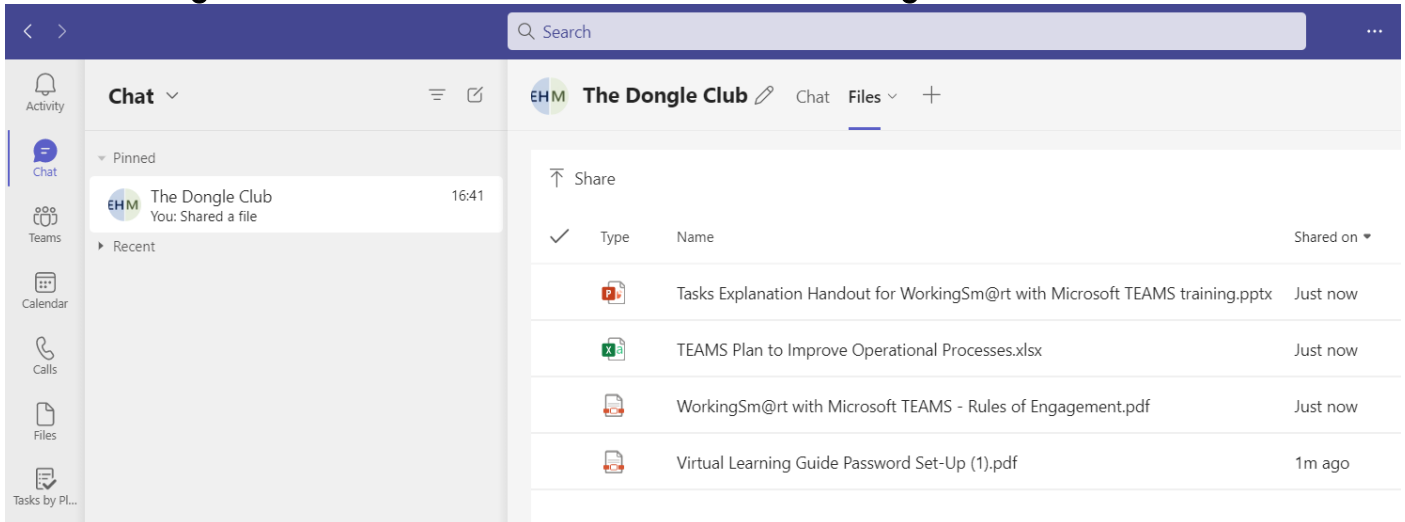
2. Once SharePoint opens, click on 'Recycle bin'



3. Find the File you want to retrieve, select it and click 'Restore'. The File will go back to where it was before



b. Attaching Files to TEAMS Chat – Advice & Warnings!



1. **Why?** Chat can be used to share Files with others not in same TEAM

2. **Location:** Files attached to Chat are saved in OneDrive folder:

- 'Microsoft TEAMS Chat Files'

3. **Duplication of Files:** If the same File in OneDrive is sent to more than one person:

- Error message appears: "This File already exists"
- Select option depending whether the File has since been modified:
 - Options: 'Upload a copy' or 'Replace'

4. **Files from TEAMS:** 'Download' first & attach to Chat from 'Downloads' folder

- NB these will be copies of the original files

5. **Temporary Files:** When Chat is routinely deleted, attached Files are deleted

3. MEETINGS

a. MEETING ROOMS: Using Breakout Rooms in Meetings

Please note you must be the Meeting Organiser to use Breakout Rooms in Meetings.

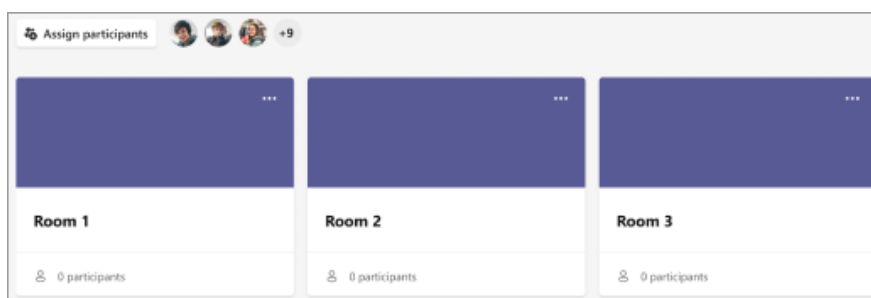
More information and details can be found in this [Microsoft Library Link for Breakout Rooms](#).

You can automatically assign people to breakout rooms when you create them. If you want to move people around later in the meeting, you'll have to do so manually.

Create breakout rooms before the meeting

1. Go to your Teams calendar and open the meeting invite.
2. Go to **Breakout rooms** and select **Create rooms**.
3. Choose the number of rooms you want (up to 50) and select **Add rooms**.


In this example, three rooms were created but no one's been assigned to them yet.

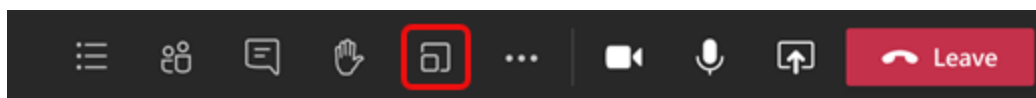


4. Select **Assign participants**.
5. Choose whether you want Teams to evenly assign people to rooms (**Automatically**) or assign people yourself (**Manually**).

As soon as the meeting starts, you can open the breakout rooms.

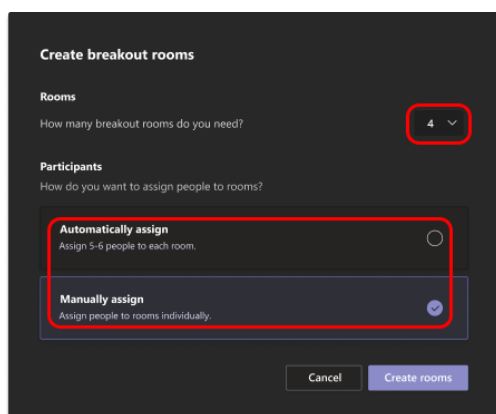
Create breakout rooms during the meeting

1. Start the meeting.
2. In the meeting controls, select **Breakout rooms**  .



3. Do the following:

- a. Choose the number of rooms you want (up to 50).
- b. Choose whether you want Teams to evenly assign people to rooms (Automatically) or assign people yourself (Manually).



Note: You won't be able to automatically assign people to breakout rooms later in the meeting.

4. Select **Create Rooms**.

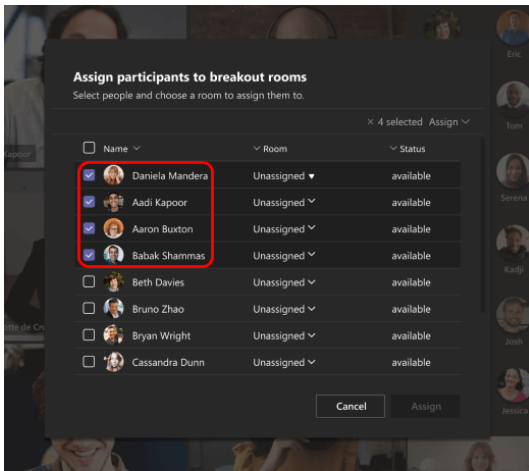
Assign people manually before the meeting

1. Go to your Teams calendar and open the meeting invite.
2. Go to **Breakout rooms** and select **Assign participants**.
3. Choose **Manually** and select **Next**.
4. Choose the people you want in a room by selecting the checkboxes next to their names.
5. Select the down arrow next to **Assign** and choose a room for them.

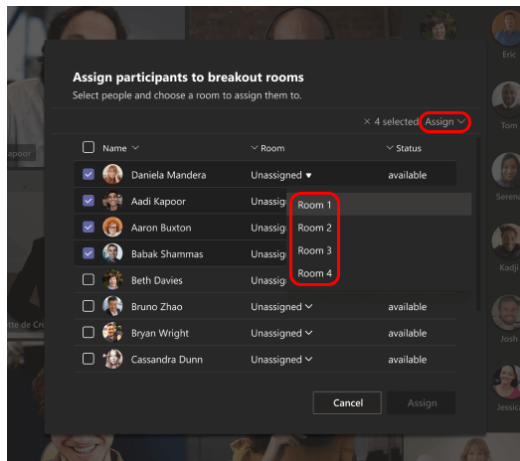
Repeat the previous steps until everyone in the meeting is assigned to a room. When you're done, select **Confirm**.

Assign people manually during the meeting

1. In the meeting controls, select Breakout rooms
2. Select **Assign participants**. From this window, sort people to see who's been assigned where by selecting the down arrow next to **Name** or **Room**.
3. Choose the people you want in a room by selecting the checkboxes next to their names.



4. Select the down arrow next to **Assign** and choose a room for them.

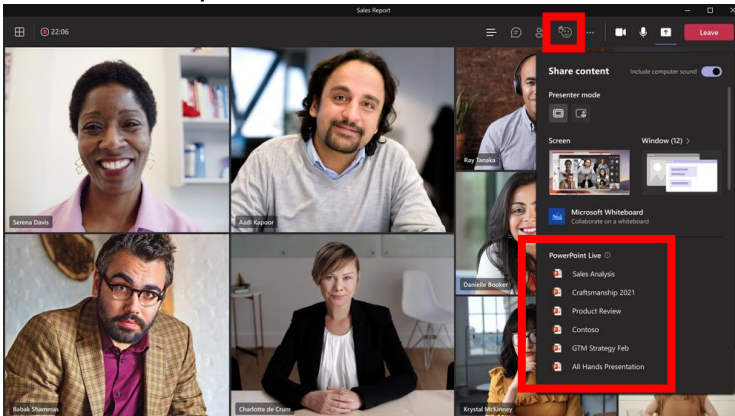


5. Repeat the previous steps until everyone in the meeting is assigned to a room. When you're done, select **Confirm**. If someone joins the meeting late, select **Assign participants** again to assign them to a room.

b. MEETINGS: Using PowerPoint Live

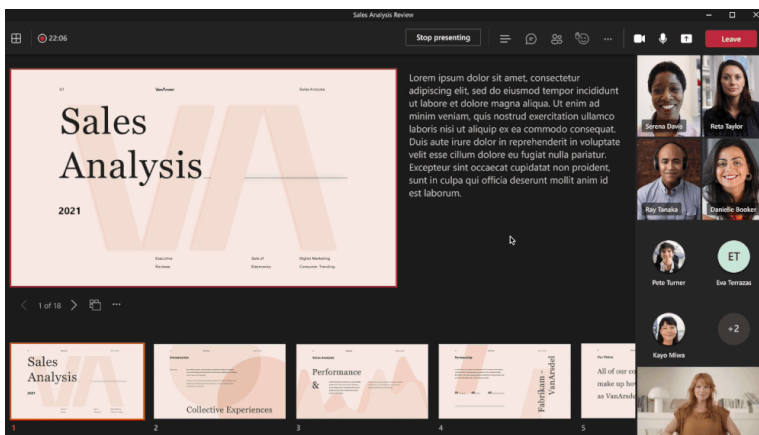
To find out more on how to use the latest functionality of PowerPoint Live, please visit this [Microsoft Help Page](#).

To get started, simply launch a Teams meeting. Then, instead of opening a PowerPoint deck and sharing your screen, unlock the benefits of PowerPoint Live by picking a file under the PowerPoint Live section of the new and improved Share content in Teams.

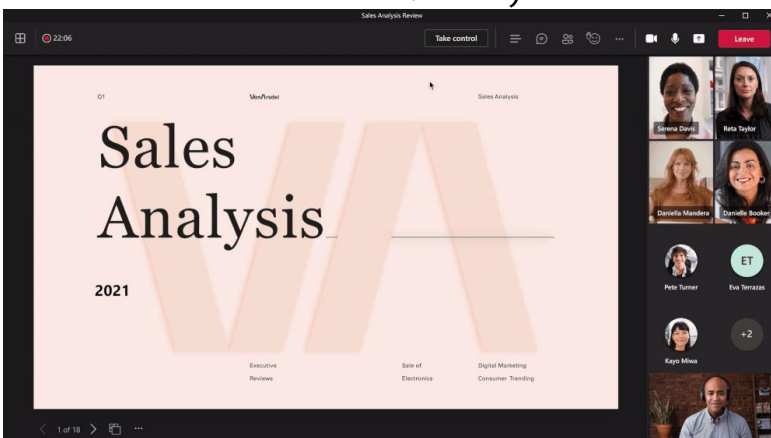


Presenter view gives you all the tools to present confidently

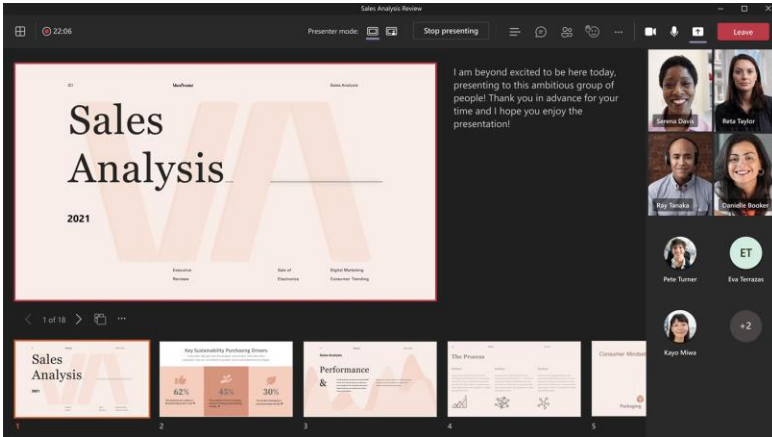
The view you see as the presenter is yours only – review notes, engage in chats, and see your audience – all in one panel view. This private view allows the presenter to see everything in one place while the audience sees only the active slide. For example, view a slide, and next to it your slide notes—so your talking points are never far away. Using the thumbnail strip, you can see what slides are coming next and jump to one. The Grid view enables you to easily find your place in a large presentation.



Seamless transition between presenters - If you have co-presenters, they can seamlessly “Take control” and instantly get access to the Presenter View as well. Control can also be easily shared between any number of presenters, so no more fumbling during the presentation to give control to someone else, or worse, asking someone to move to the next slide for you.



The new *Presenter mode* helps you feel like you're in the room together – *Presenter mode* is the latest innovation in Microsoft Teams that empowers you to customize how your video feed and content appear to the audience. Seeing the speaker can reduce the cognitive overload for your audience since they can read your non-verbal cues and stay more focused with you as their visual guide. Presenter mode is a great companion to PowerPoint Live in Teams that makes your presentation immersive and engaging.



4. STRUCTURE

a. CHANNEL TYPES: Comparison of Standard, Private & Shared

The following table shows a comparison of Teams features for each channel type. (Microsoft, 2023)

Features	Standard channel	Private channel	Shared channel
People can be added to the channel without adding them to the team.	No	No	Yes
Channel membership can be limited to a subset of the team.	No	Yes	Yes
Channel can be shared directly with other teams.	No	No	Yes
Channel can be shared directly with its parent team.	N/A	No	Yes
Guests can participate in the channel.	Yes	Yes	No
External participants (B2B Direct Connect) can participate in the channel.	No	No	Yes
Moderation	Yes	No	No
Breakout rooms	Yes	No	No
Copy link to channel	Yes	No	No
Each channel has a dedicated SharePoint site.	No	Yes	Yes
Scheduled meetings	Yes	No	Yes
Planner	Yes	No	No
Bots, connectors, and messaging extensions	Yes	No	No
Supported in class teams	Yes	Yes	No
Tags	Yes	No	No
Analytics	Yes	Yes	No

b. SHARED CHANNELS: Things to consider

1. Ownership: Only team owners can create a shared channel

2. Members: Depending on your Organisation's policy, you will be able to add to:

- Internal members, that might or not be part of the team already
- External members/Guests (people outside of your Organisation that might or not be part of the team already)

3. Functions (un)available:

- Posts
- File Sharing
- OneNote/Wiki
- Planner Tasks – UNAVAILABLE

c. SHARED CHANNELS: How to set up (5 steps)

