

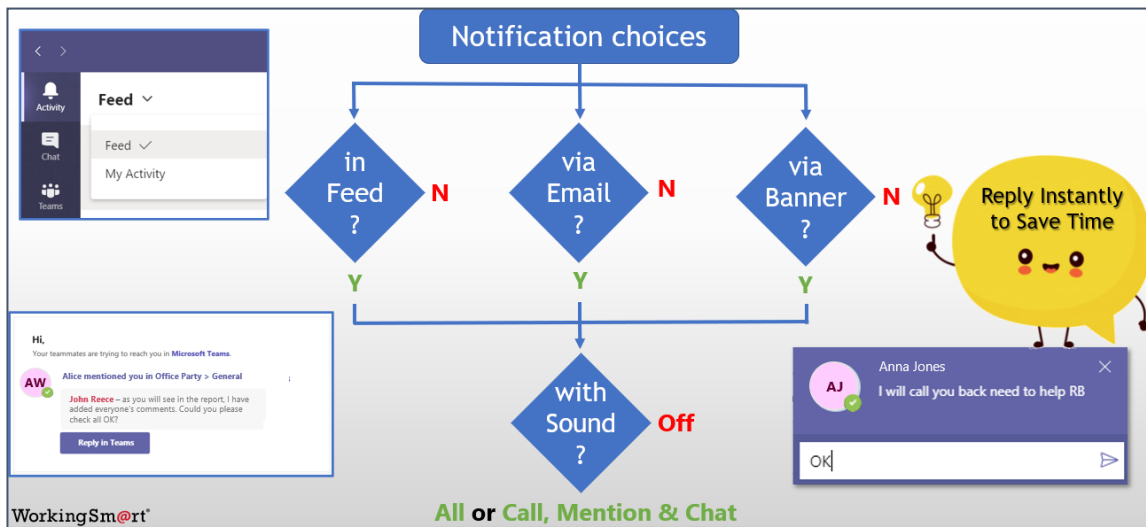
WorkingSm@rt with Microsoft TEAMS – VLG Supplement Functions Handout

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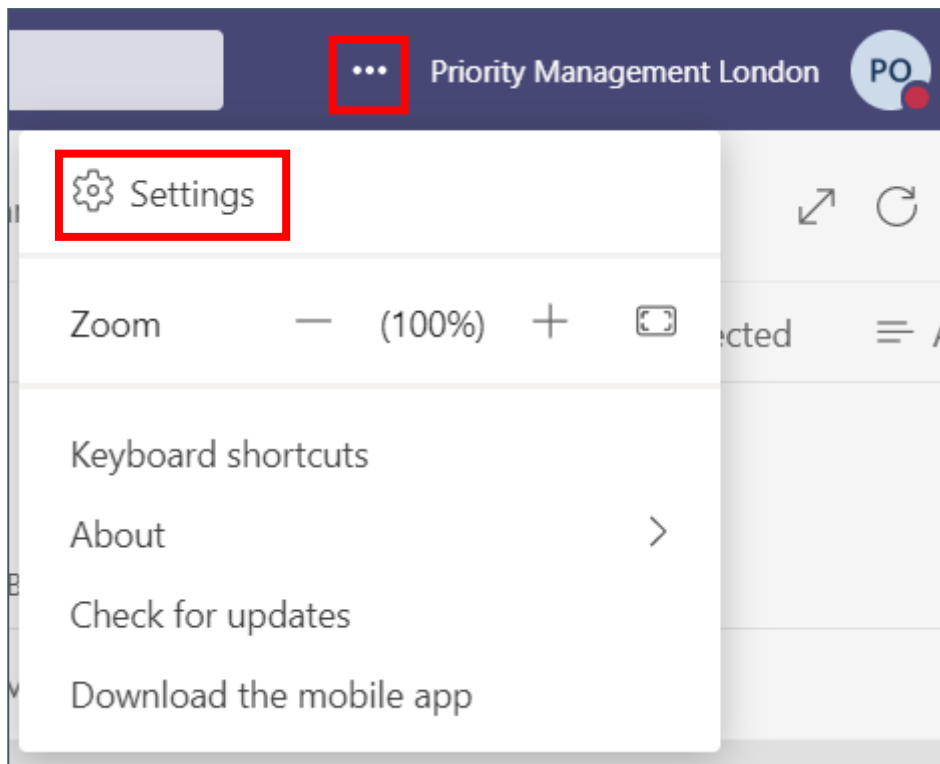
1. TAMING TEAMS

a. NOTIFICATIONS: Team, Channel, Posts, Chat

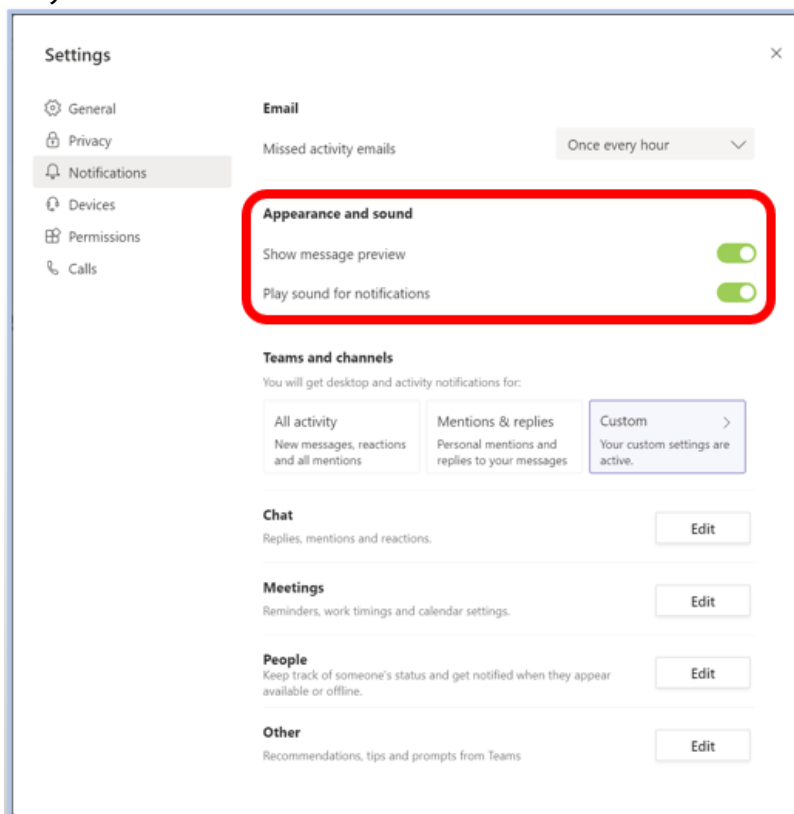


Teams and Channels Notifications:

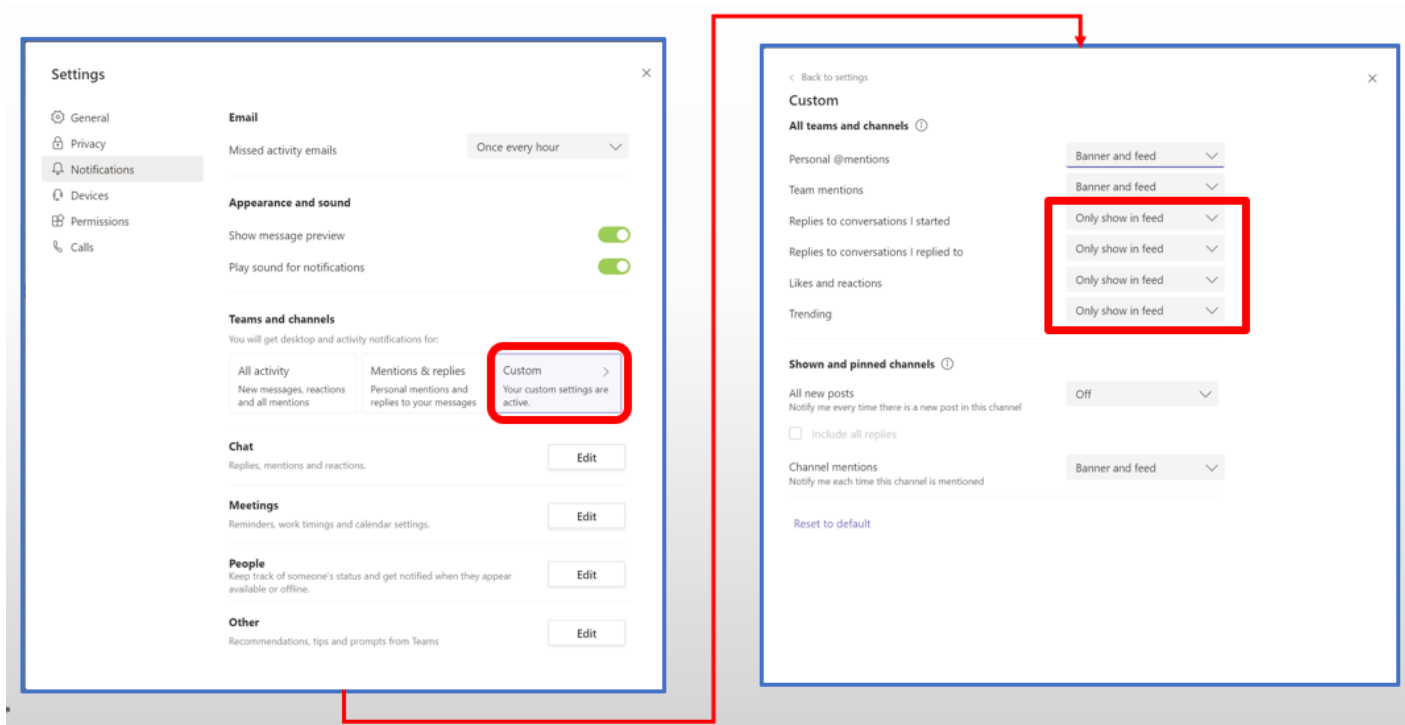
1. Click on the ... to the left of your Organisation Name.
2. Click on Settings



3. In Settings, go to Notifications > Appearance and sound and tick both “Show message preview” and “Play sound for notifications” to attract attention

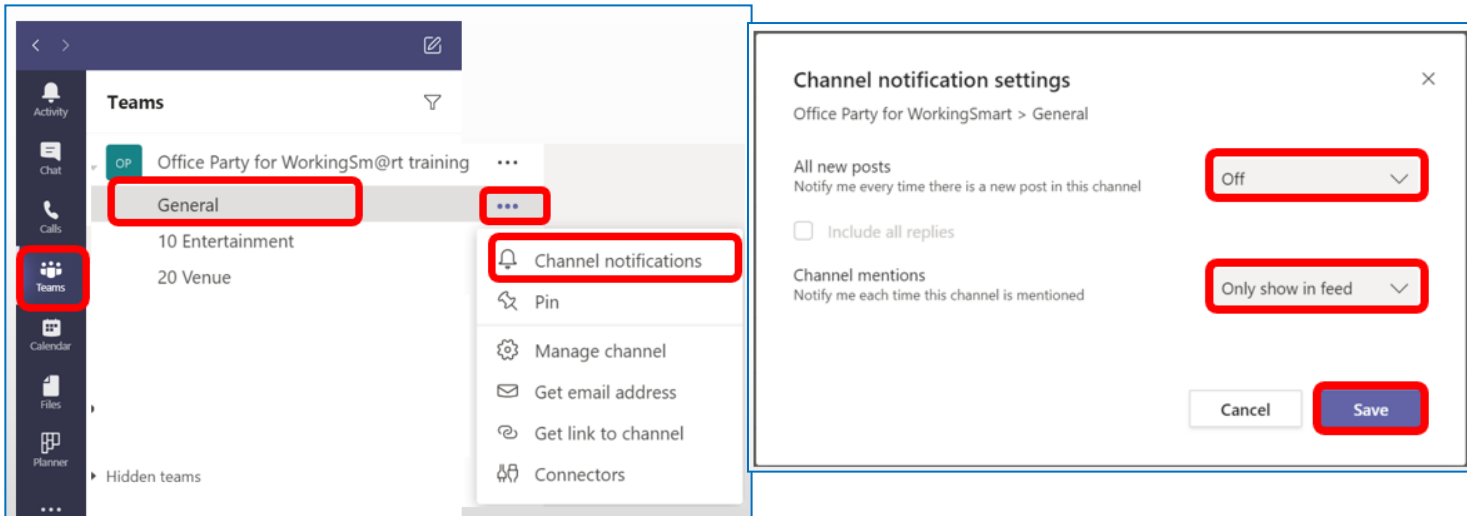


4. Under Teams and channels, click on Custom and change the following to “Only show in feed”:
Replies to conversations I started
Replies to conversations I replied to
Likes and reactions
Trending



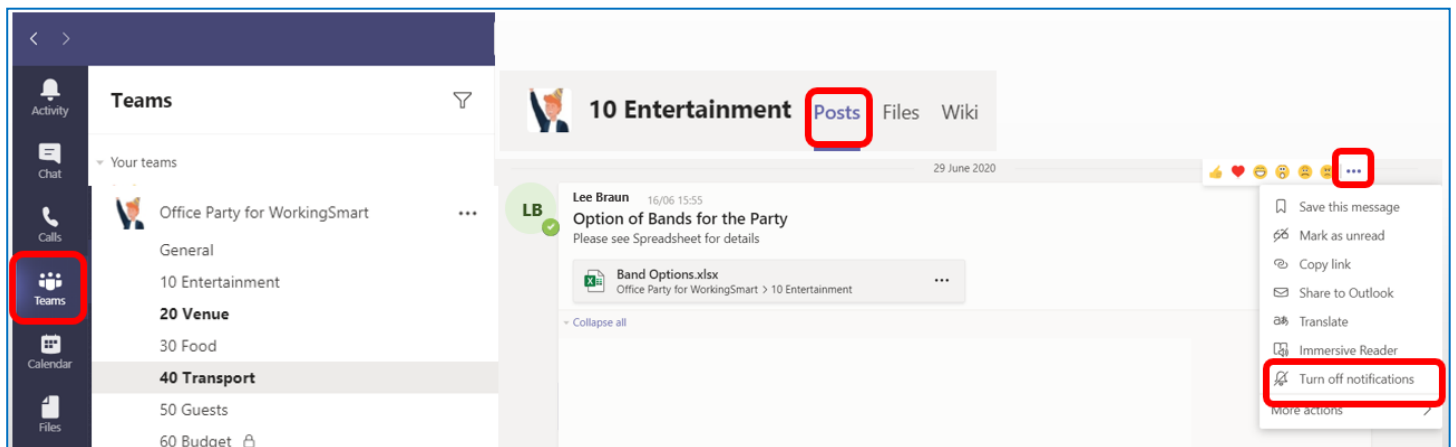
Channel Notifications

1. For each Channel, click on the ellipsis next to the Channel name > Channel notifications
2. *All new posts* – select “Off”
3. *Channel mentions* – select “Only show in feed” > Save



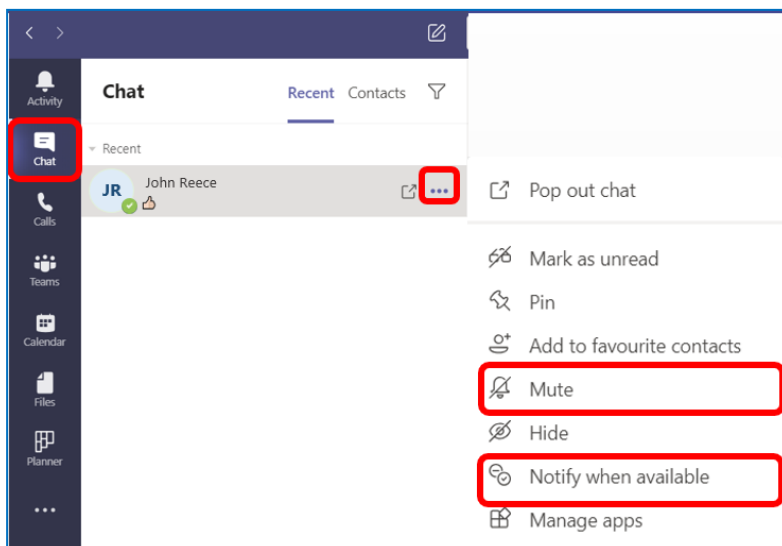
Posts Notifications

1. Click on the ellipsis next to a Post > Turn off notifications (repeat this step if you wish to turn notifications back on for this post)



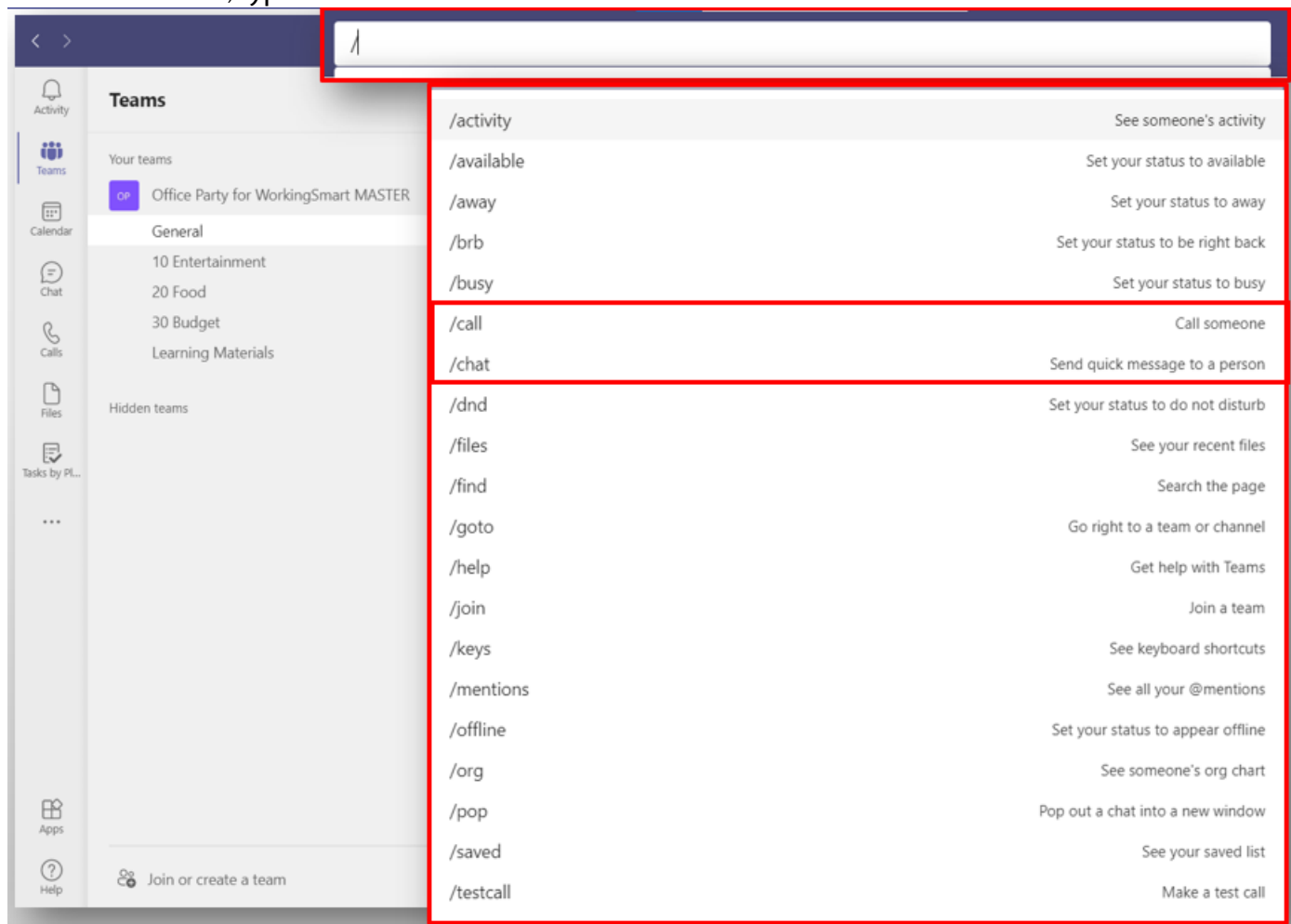
Chat Notifications

1. Next to the chat, click on the ellipsis.
2. You can either mute it, or choose to be notified when the person in matter becomes available

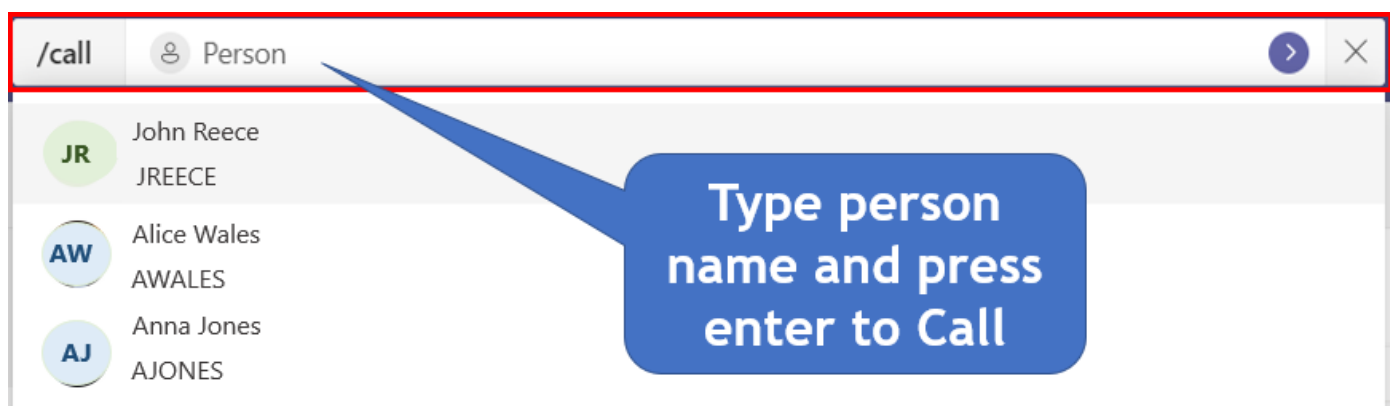


b. SHORTCUTS: Shortcuts for Functions

1. In the Search Bar, type / for shortcuts:



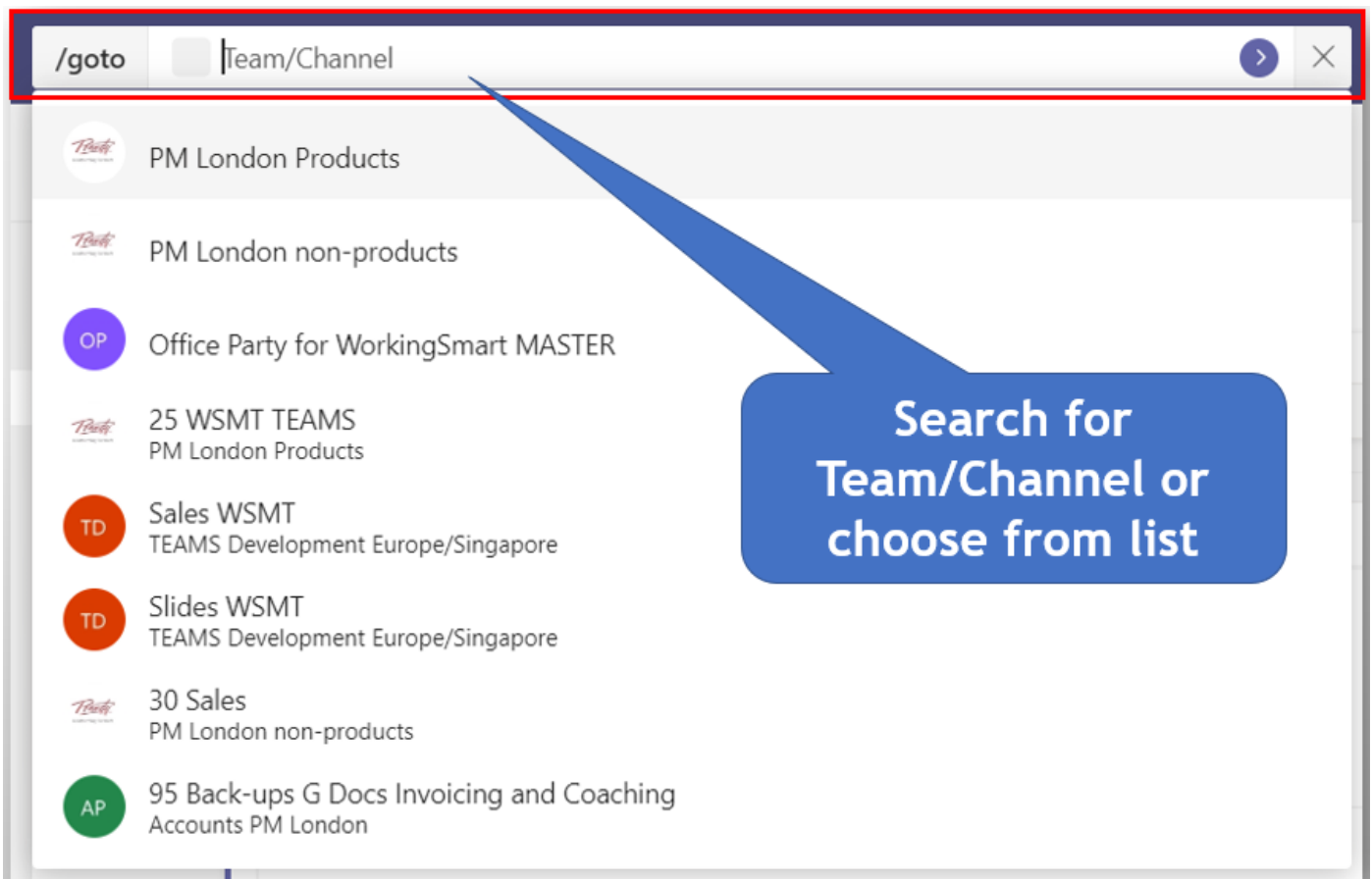
2. For example, to quickly Call someone, type /call then press enter followed by the person's name:



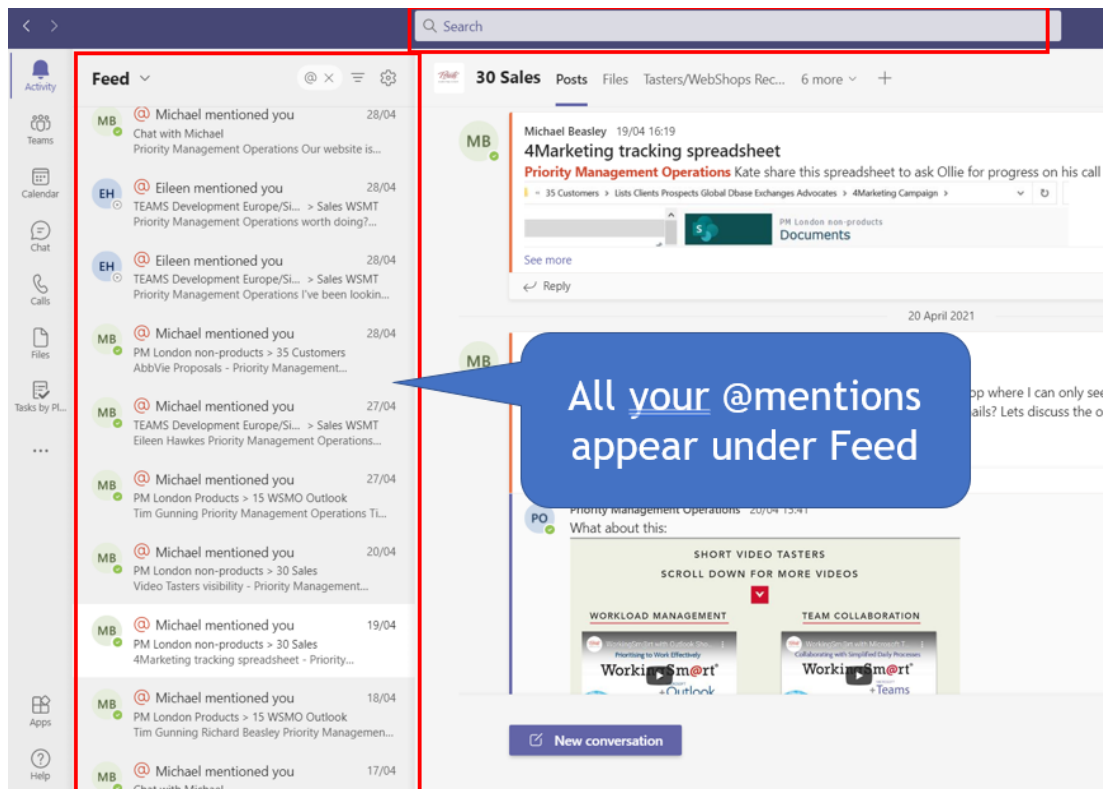
3. Use **/chat** to quickly send a Chat to someone:



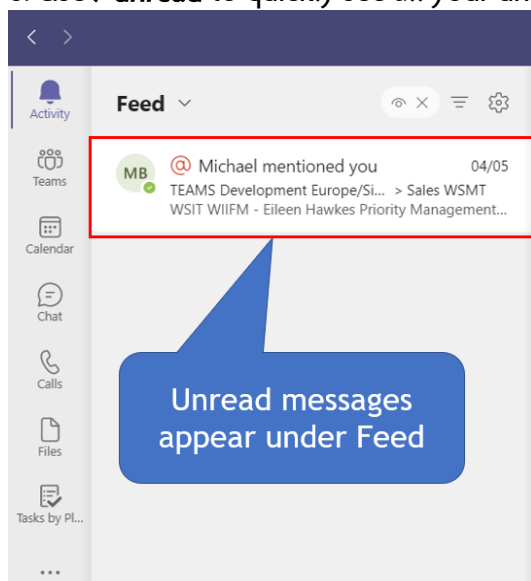
4. Use **/goto** to quickly go to a Channel or a Team:



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



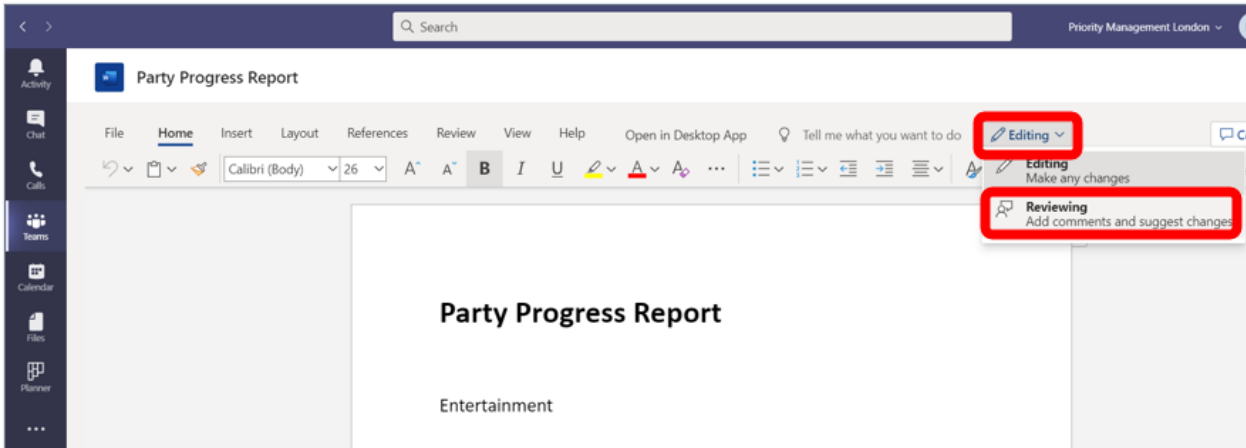
6. Use /unread to quickly see all your unread activity:



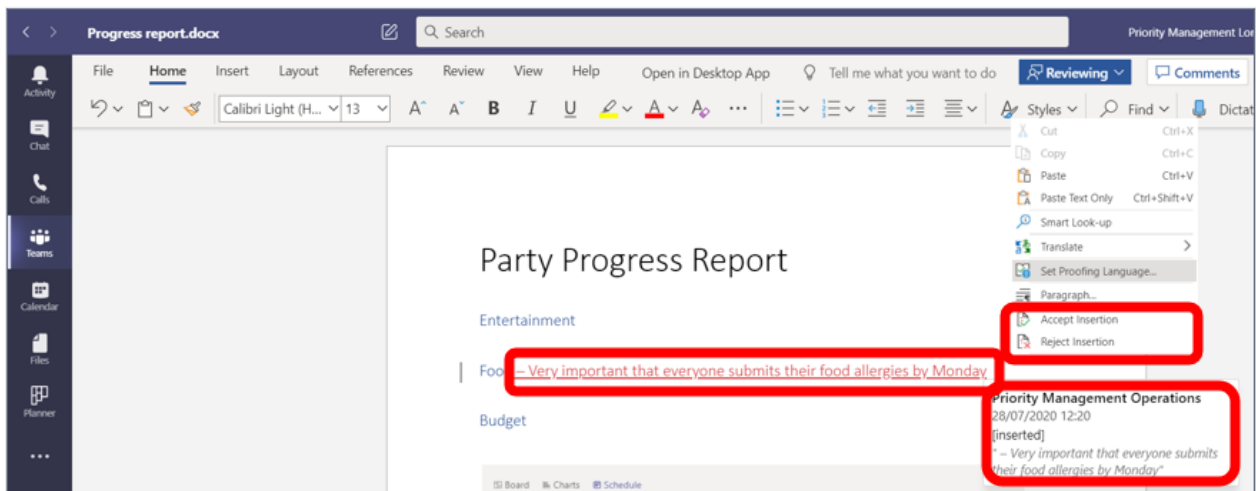
2. FILES

a. FILES CO-EDITING: Co-editing & Reviewing a Word File in TEAMS

1. Click on the File you want to work on so you can edit it within TEAMS (not in the Word App).
2. Click on Editing > Reviewing



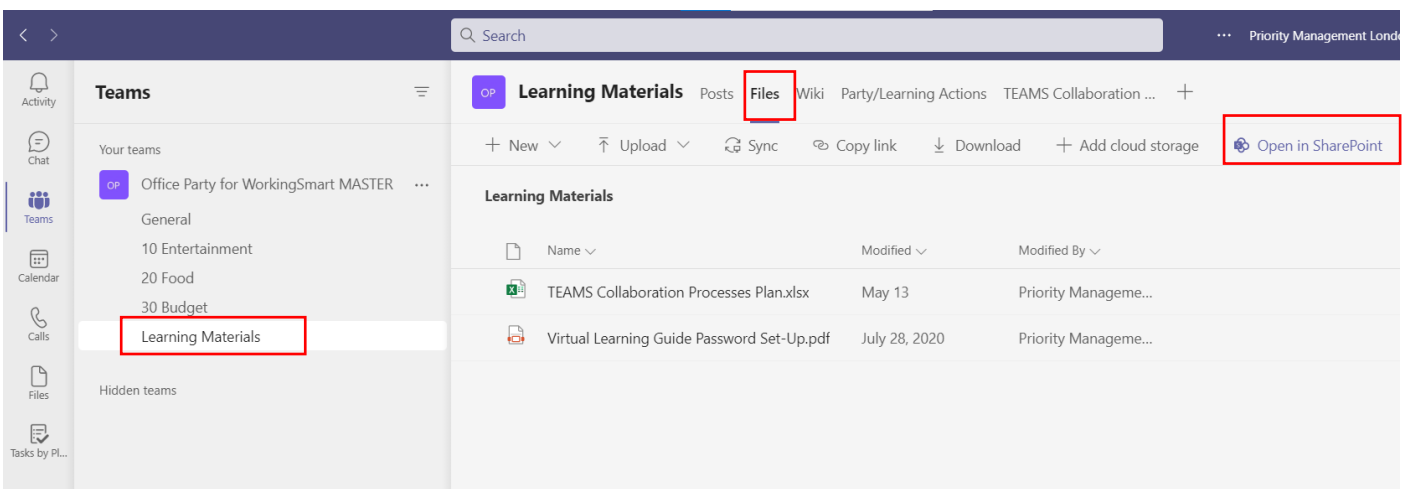
3. Review comments will appear in **red underlined text**.
4. Hover on top of the red text to see who said and when.
5. Right click on the red text to either **Accept** or **Reject** the review.



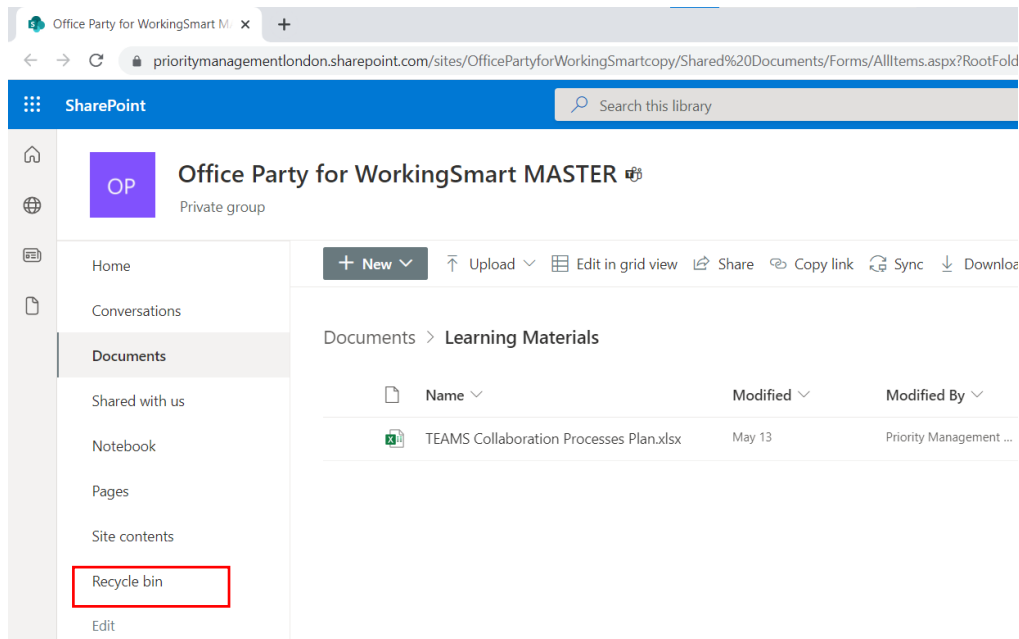
b. FILES RETRIEVAL: How to retrieve deleted Files

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.

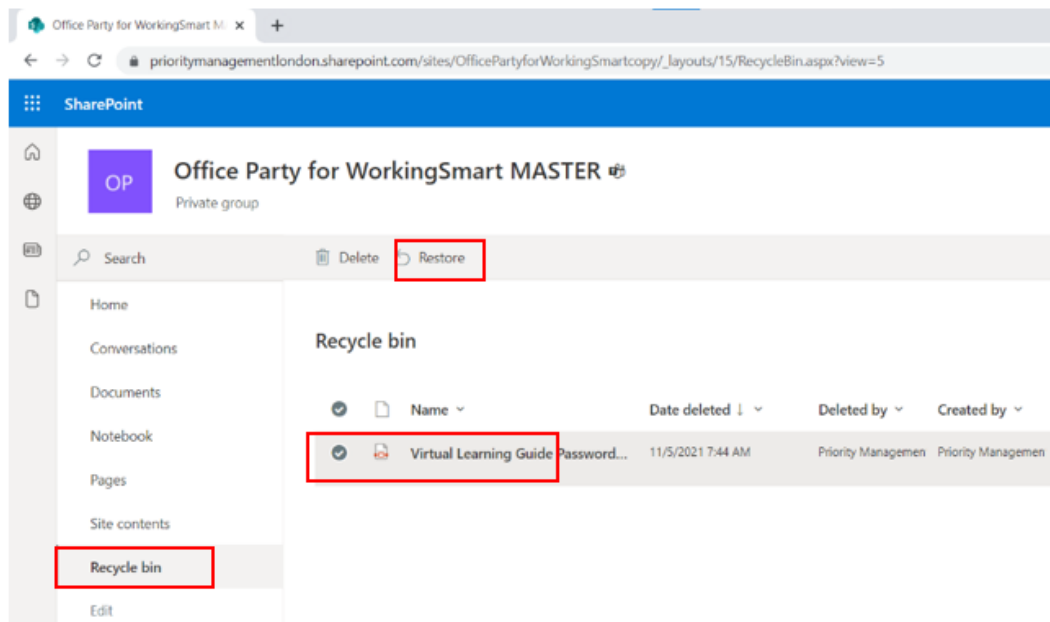
1. Go to the Channel your File was saved on > Files > Open in SharePoint



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

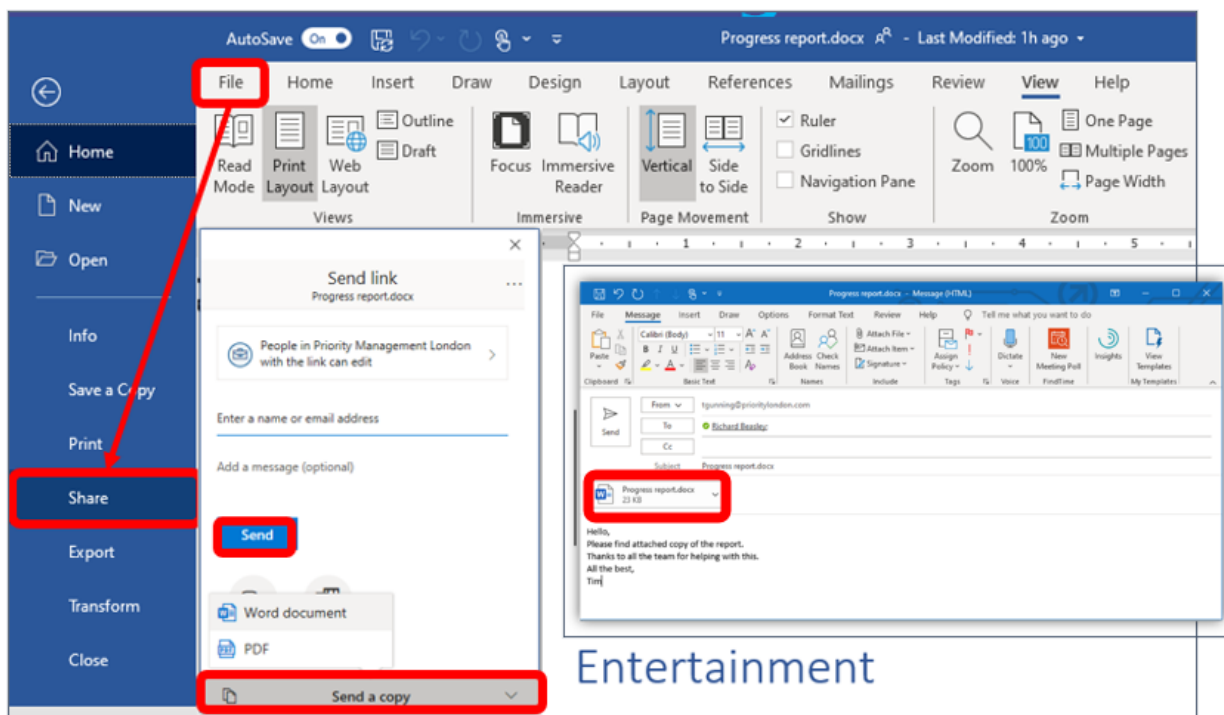


3. Find the File you want to retrieve, select it and click 'Restore'. The File will go back to where it was before



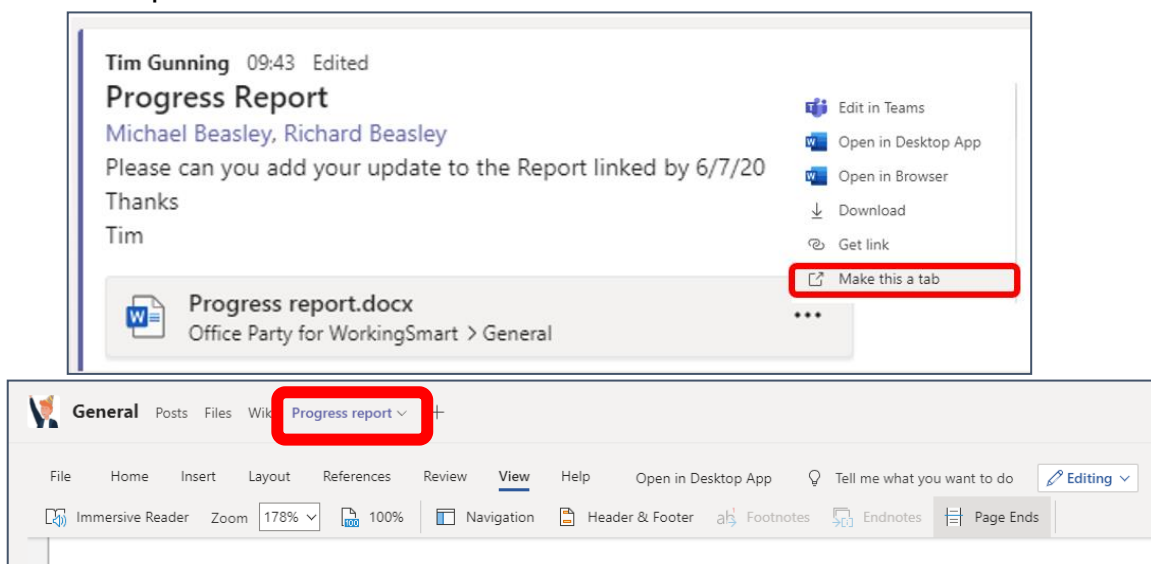
c. FILES SHARING: Sharing a File via email

1. Open a file in the desktop version > File > Share > Send a Copy > Choose Word or PDF > Outlook email pops up with attachment



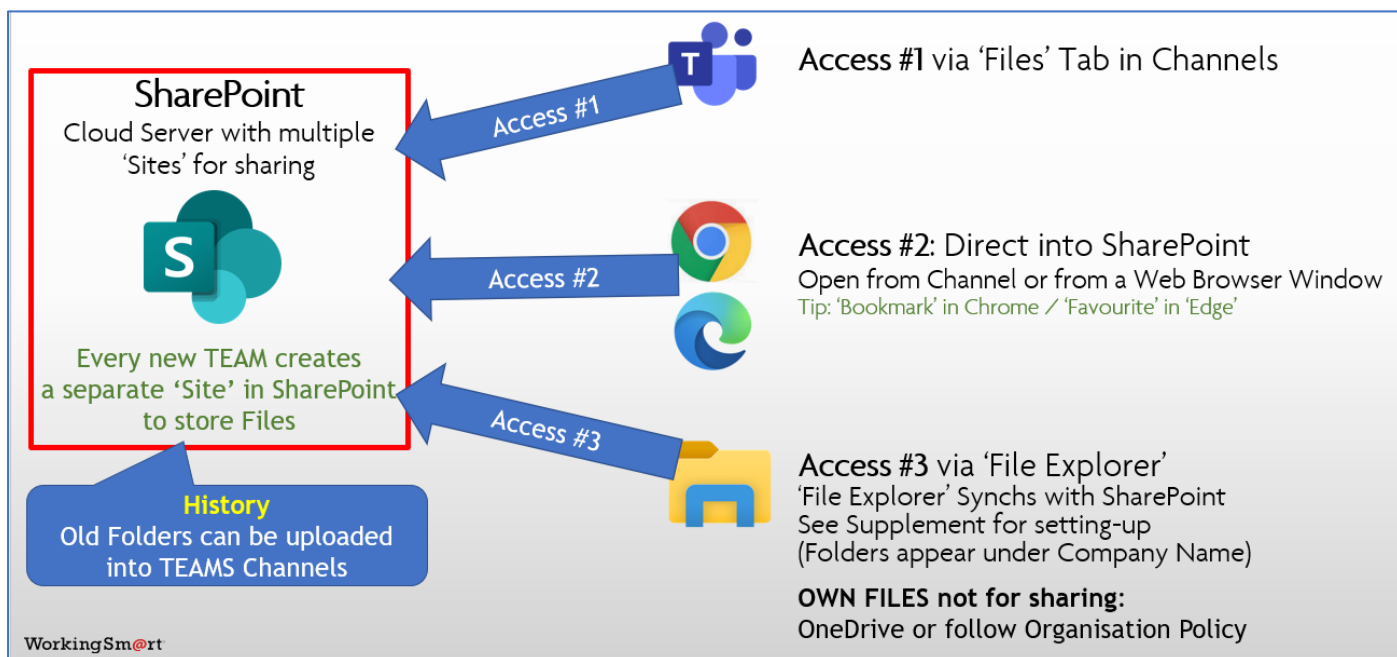
d. FILES TABS: Turning a File into a Tab

1. Click on the ellipsis next to a file > Make this a tab > File is added as a Tab in the Channel



e. Accessing Files in SharePoint, TEAMS & File Explorer

Intro: Access Files in SharePoint 3 ways



Access #1 via 'Files' Tab in Channels

Upload Files/Folders + Create New

Access #2 Direct into SharePoint

Open in a Channel or from a Web Browser Window

Some Functions only in SharePoint
e.g. Version control + Manage Access + Retrieving Deleted Files

Access #3 via 'File Explorer'

Quick access to Files
Folders 'Synch' in File Explorer from SharePoint

#1 'Files' Tab in Channels

Activity | Chat | Calendar | Calls | Files | Tasks by PL...

10 Entertainment

Name	Modified	Modified By
Theme	About a minute ago	Priority Manage...
Band Presentation.pptx	A few seconds ago	Priority Manage...
Shortlist.xlsx	About a minute ago	Priority Manage...
Theme Report.docx	A few seconds ago	Priority Manage...

WorkingSmart

Only for accessing recent Files including non-TEAMS Files

#2 SharePoint – Open in Channel

Learning Materials

Name	Modified	Modified By
TEAMS Collaboration Processes Plan.xlsx	May 13	Priority Manage...
Virtual Learning Guide Password Set-Up.pdf	July 28, 2020	Priority Manage...

Open in SharePoint

'Open in SharePoint' from Channel 'Files'

#2 SharePoint – Opens in Browser Window

Office Party for WorkingSmart M... | Team Name

prioritymanagementlondon.sharepoint.com/sites/officepartyforworkingSmartcopy/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites...

SharePoint

Office Party for WorkingSmart MASTER

Name	Modified	Modified By
TEAMS Collaboration Processes Plan.xlsx	November 28, 2021	Clare Peck
Virtual Learning Guide Password Set-Up.pdf	A few seconds ago	Priority Management Ope

#2 SharePoint: Option to 'Bookmark' in Chrome

1. Click on ... on top right corner
2. Bookmarks
3. Bookmark this tab

Bookmark added

Name: Office Party for WorkingSmart MASTER - L

Folder: Bookmarks bar

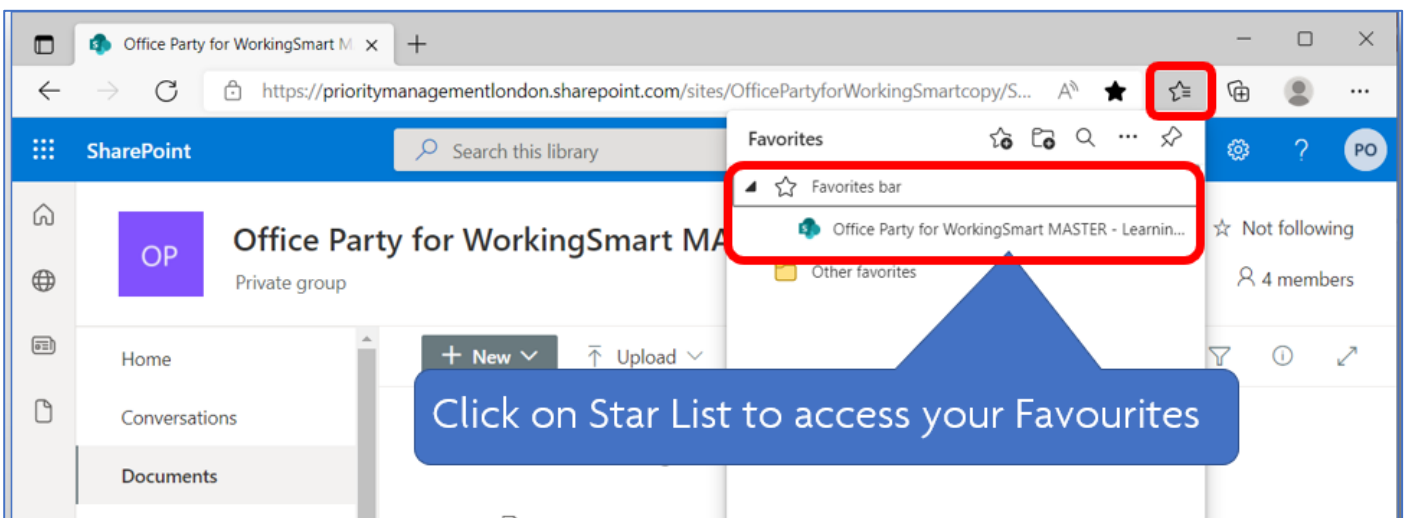
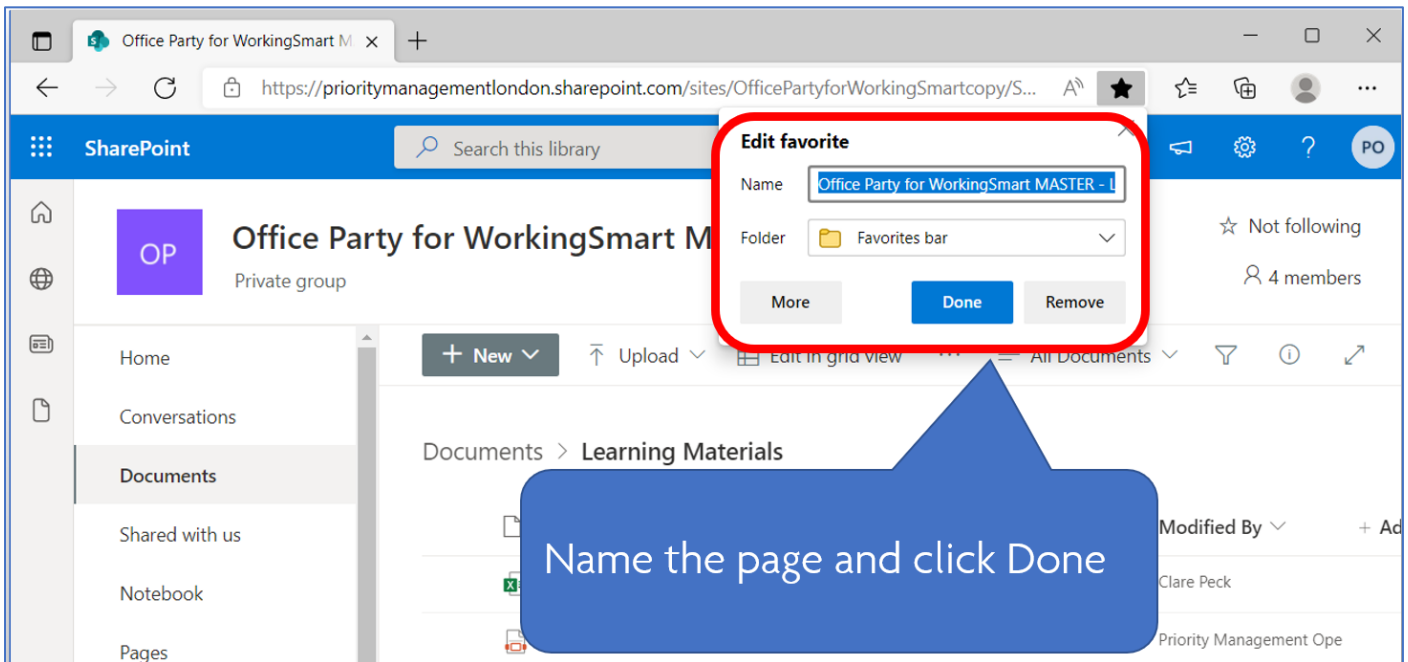
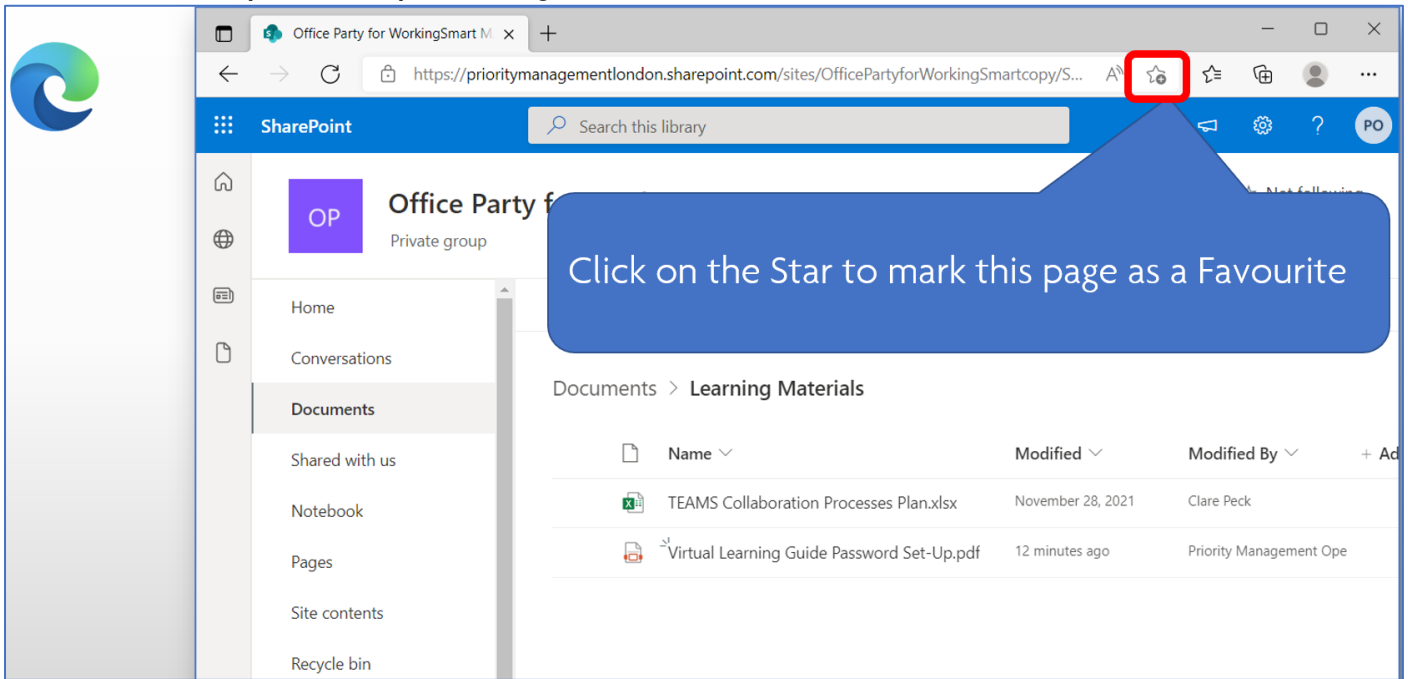
More... Done Remove

Name the Bookmark and click Done

Office Party for Wor...

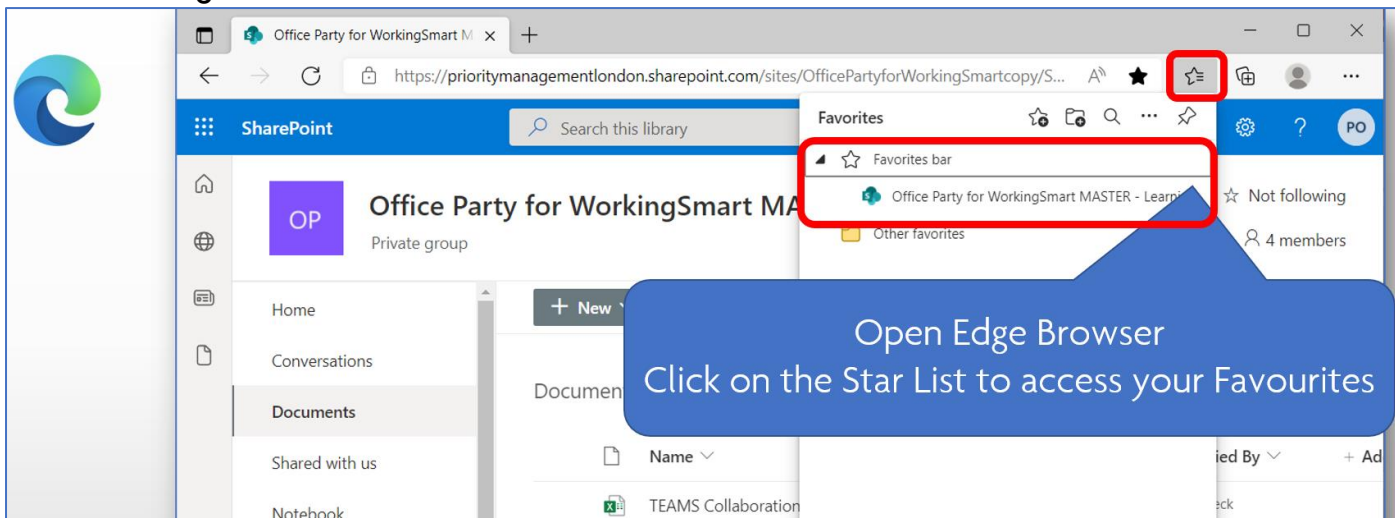
Fast access to SharePoint page

#2 SharePoint: Option to open in Edge – make 'Favourite'

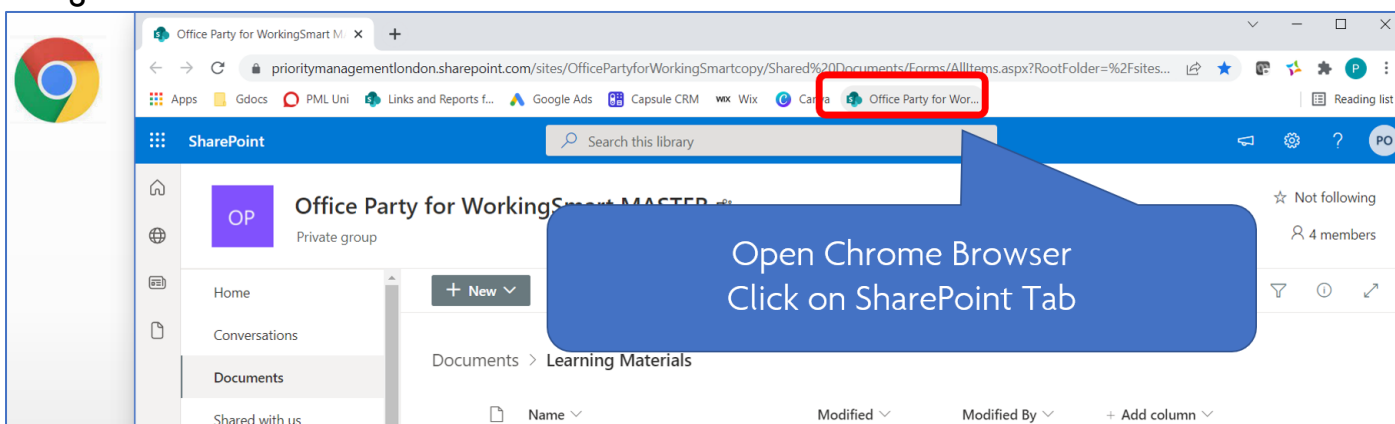


#2 SharePoint: Option to open in Browser

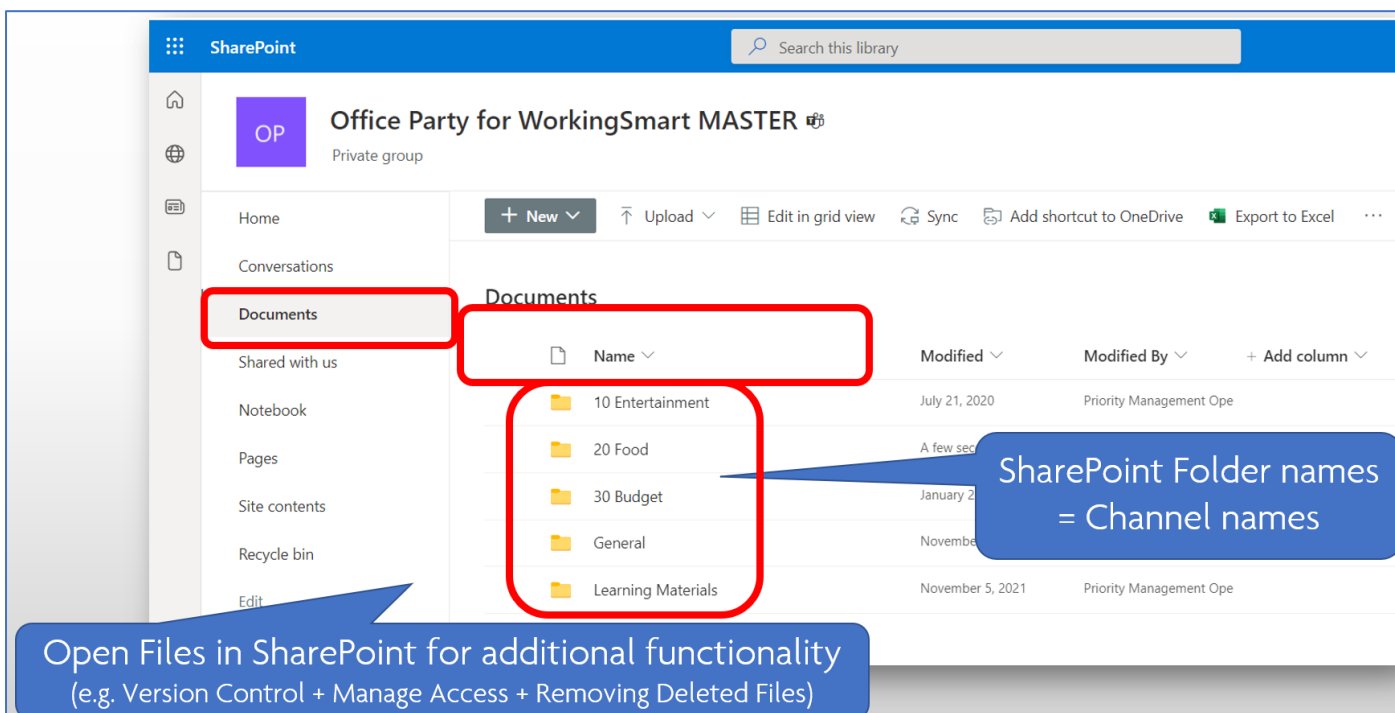
Microsoft Edge:



Google Chrome:

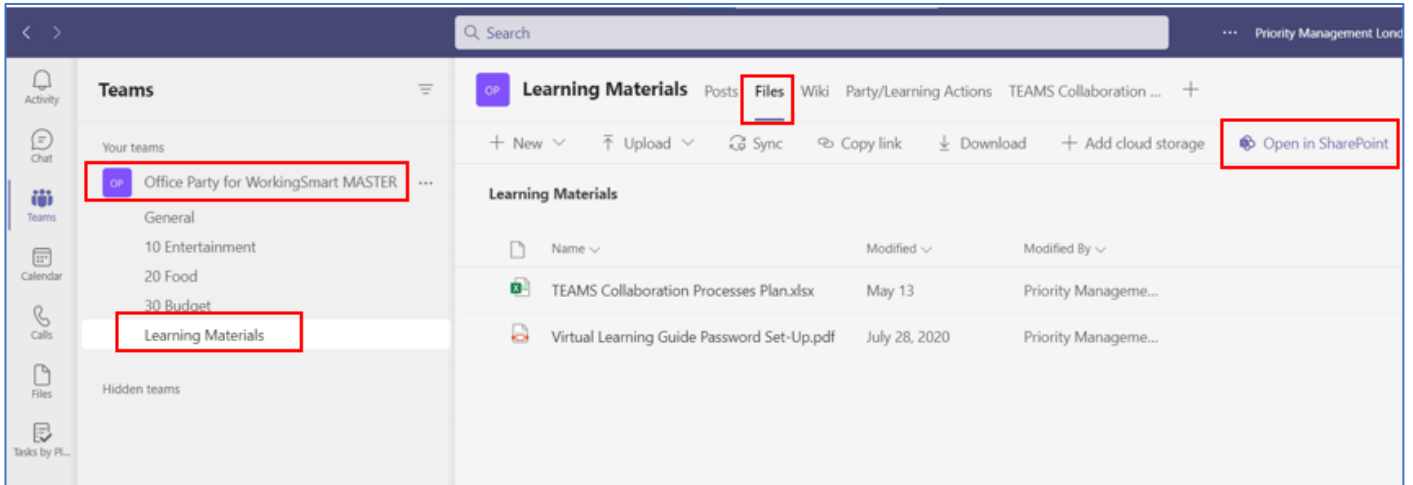


#2 SharePoint Folders = Channels

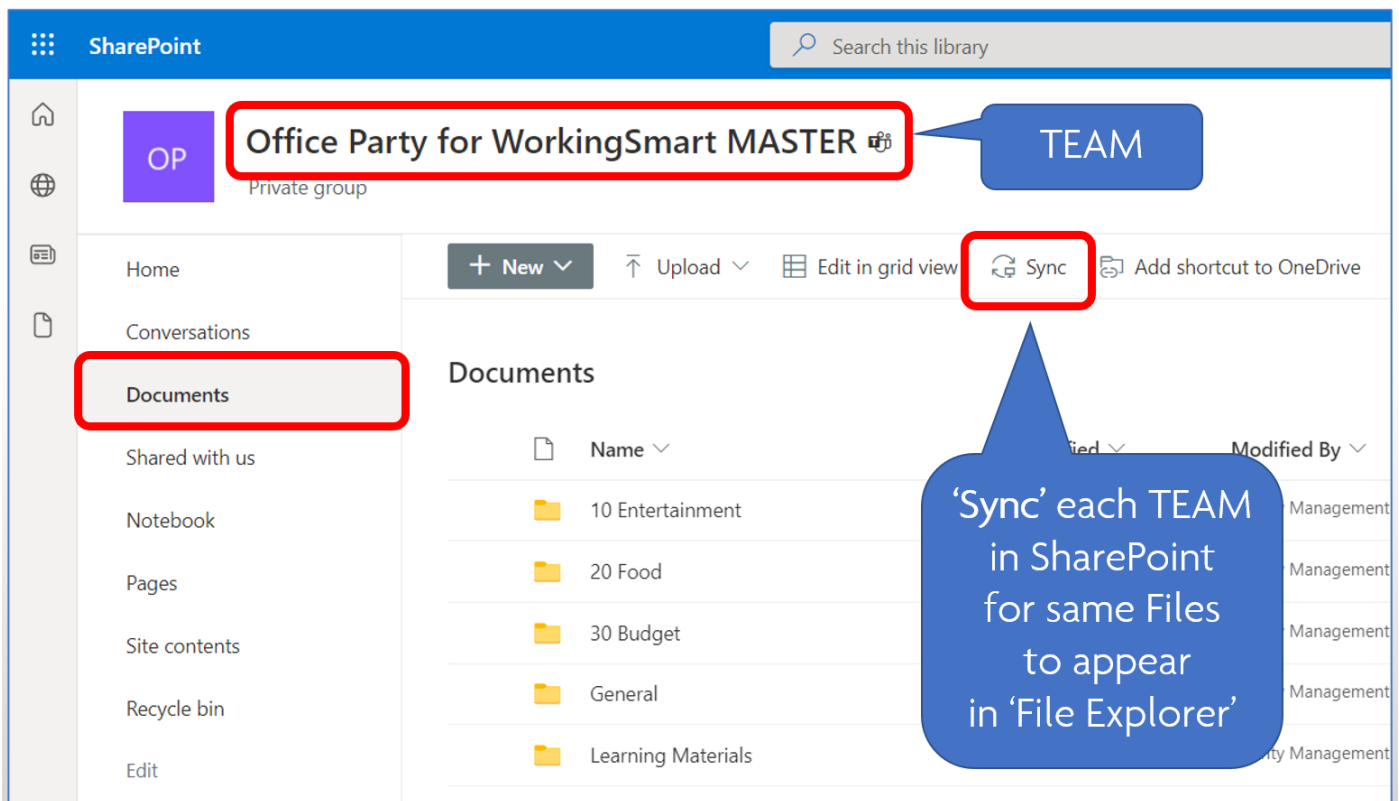


#3 File Explorer Syncs with SharePoint

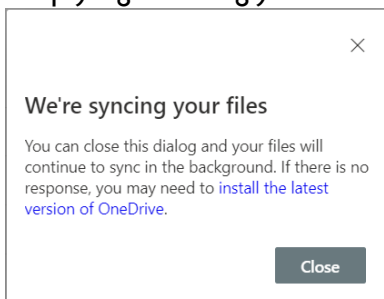
1. Go to the Team you want sync to File Explorer and click on any Channel > Files > Open in SharePoint



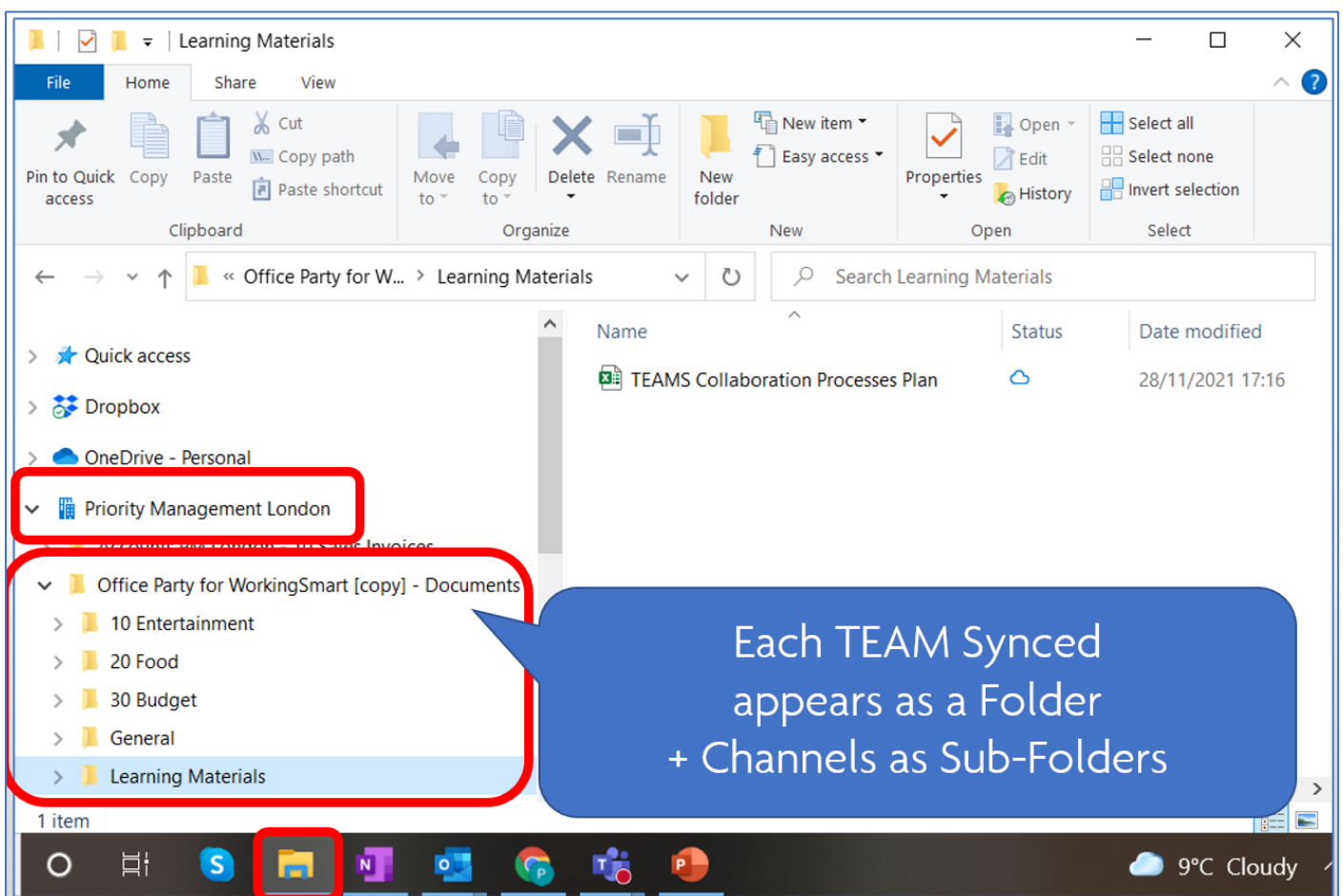
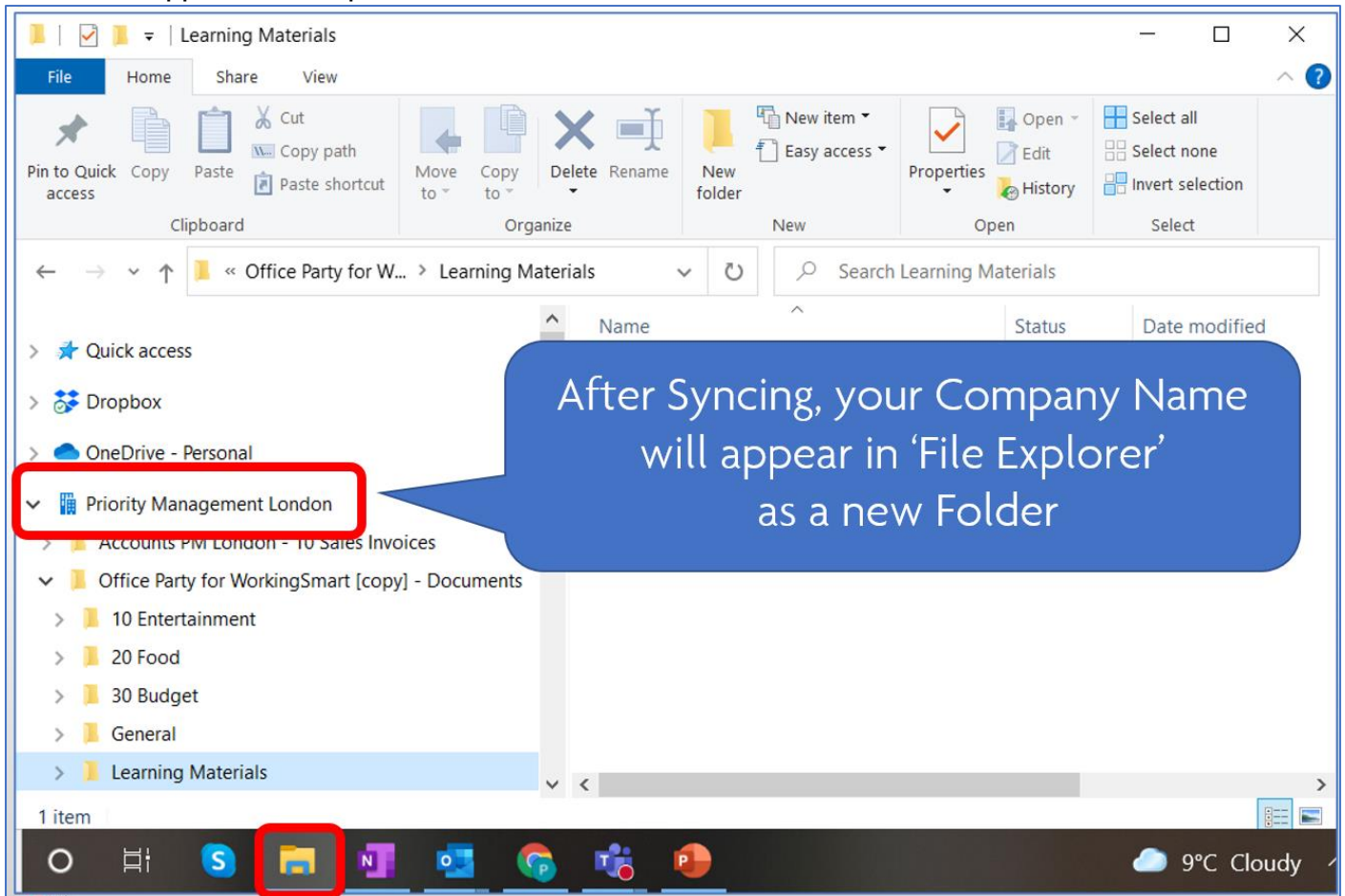
2. In SharePoint, Click Sync



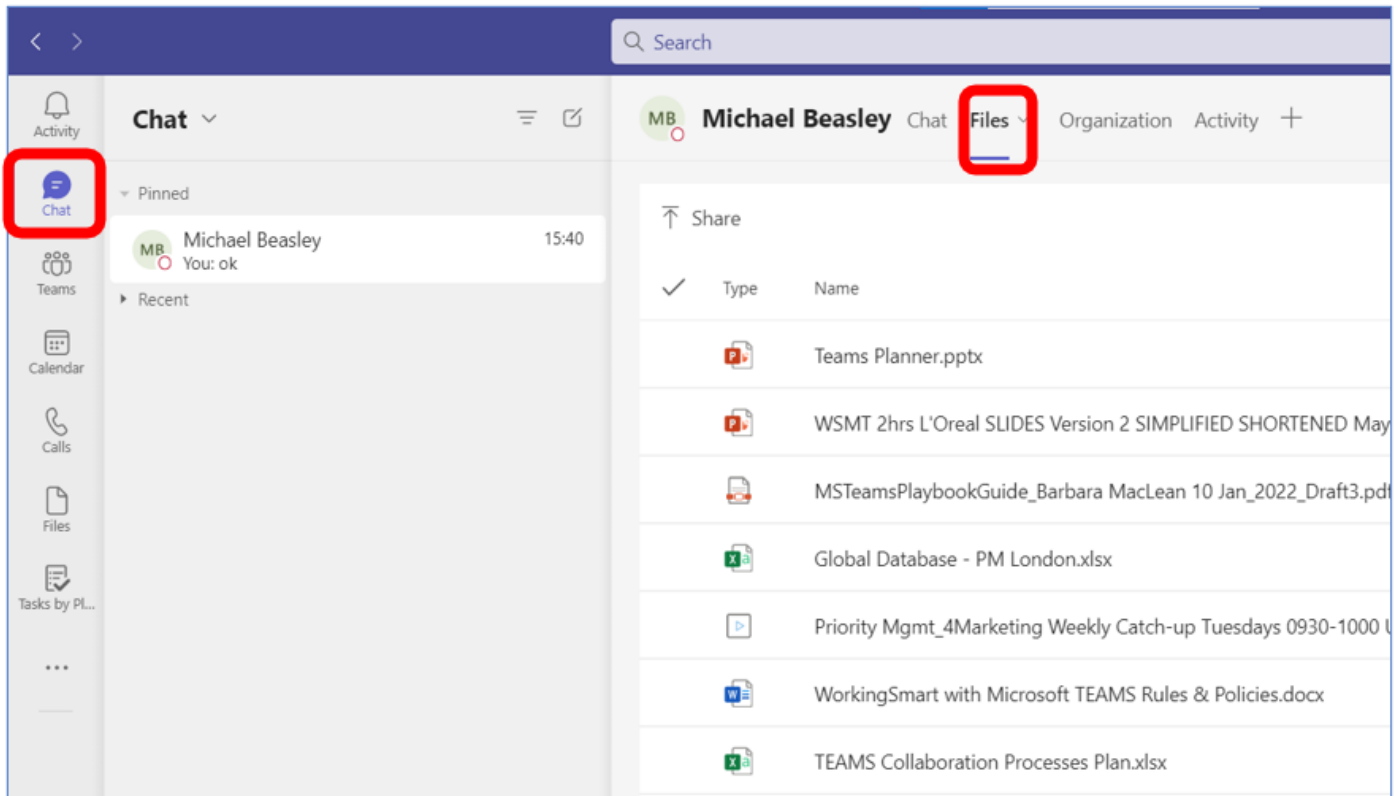
3. You may receive this instant message on your screen or a request to sign in with your OneDrive account. Simply sign in using your email address and password.



4. Files now appear in File Explorer



f. 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

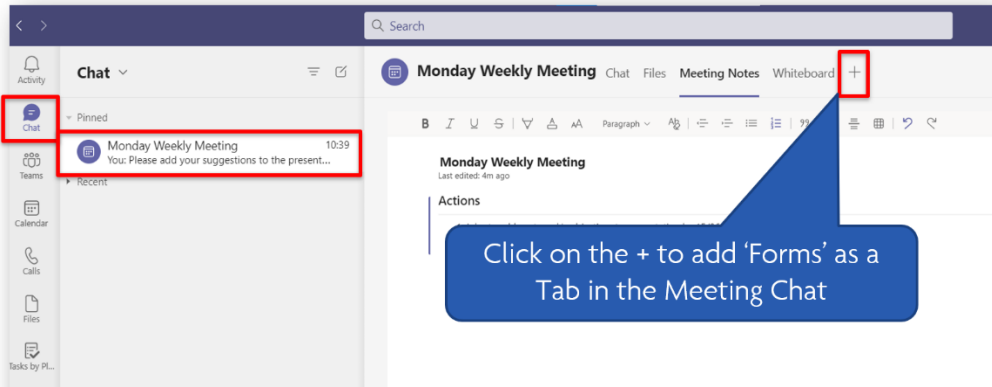
5. **Temporary Files:** When Chat is routinely deleted, attached Files are deleted

3. MEETINGS

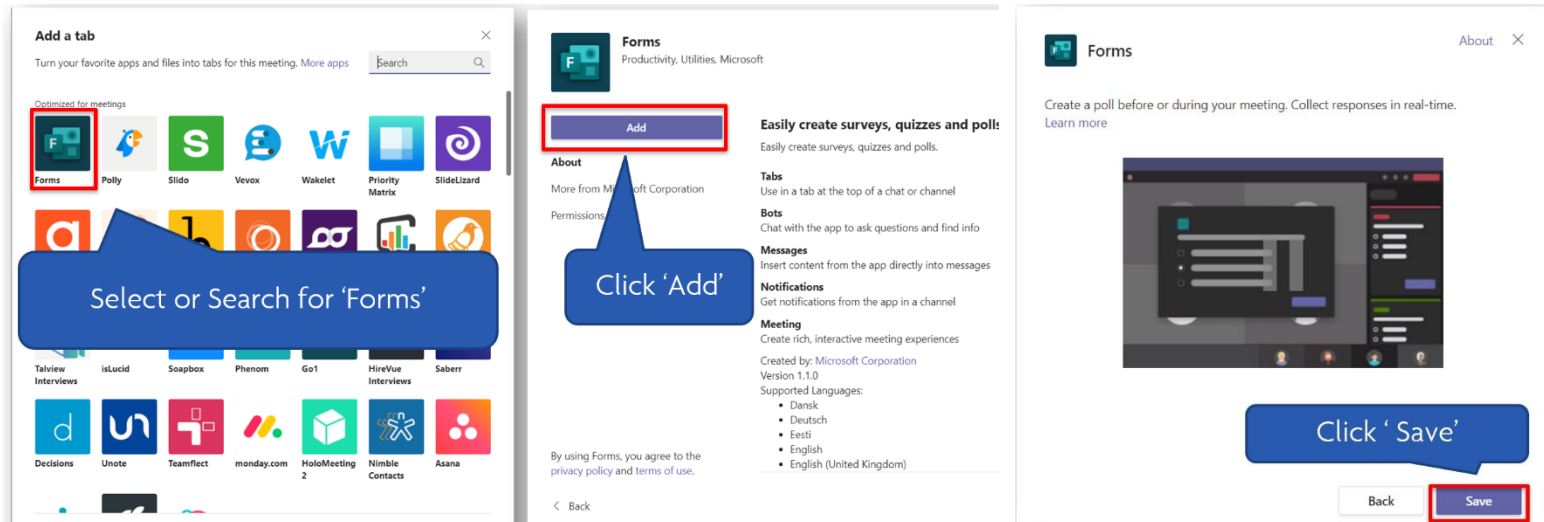
a. MEETING POLLS: Adding a voting Poll to a Meeting

Please note you must be the Meeting Organiser to access Poll within a Meeting.

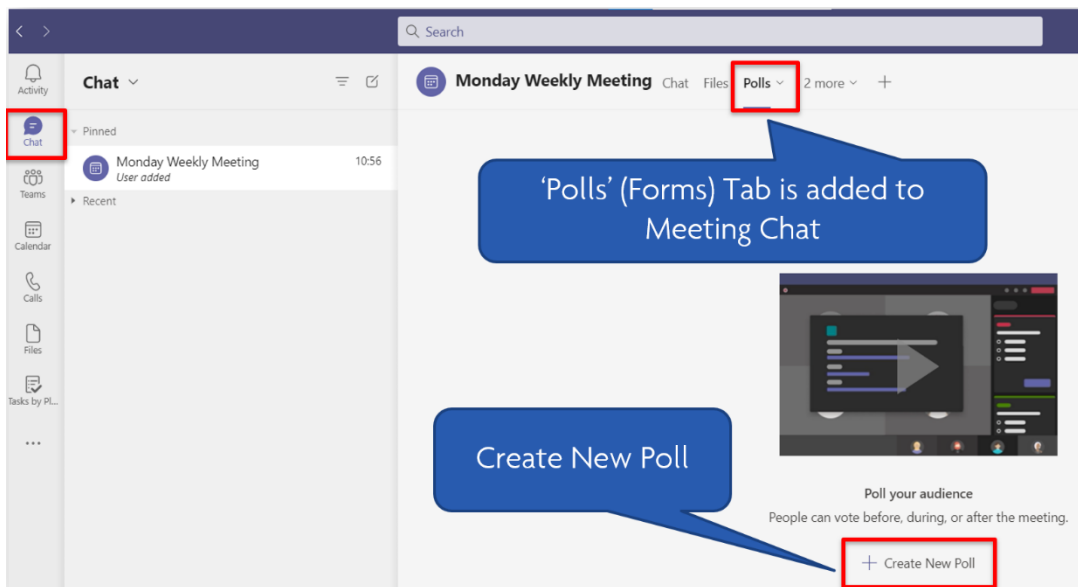
1. Each Meeting automatically creates a Meeting Chat. Click on the Meeting Chat and then click on the + sign at the top of the tabs as show below:



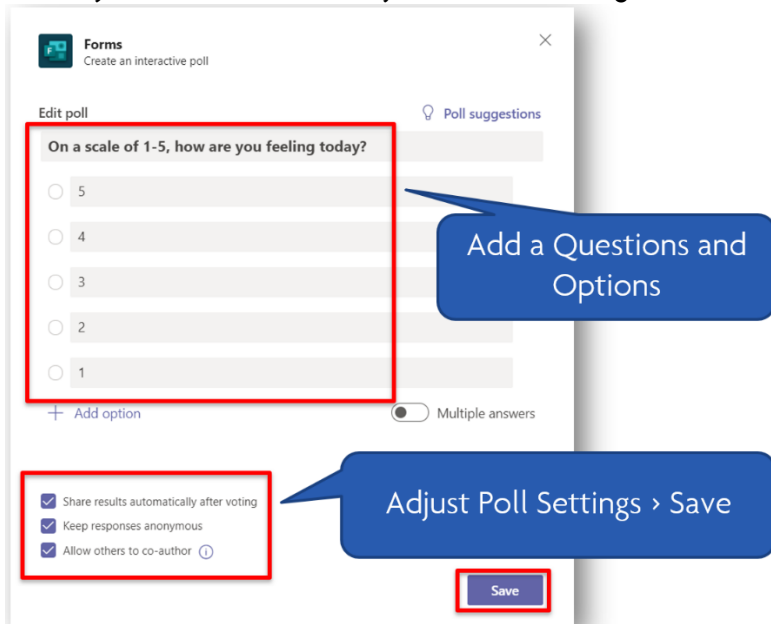
2. Select Forms. If not showing, type "Forms" in the Search bar and click on it > click Add > click Save



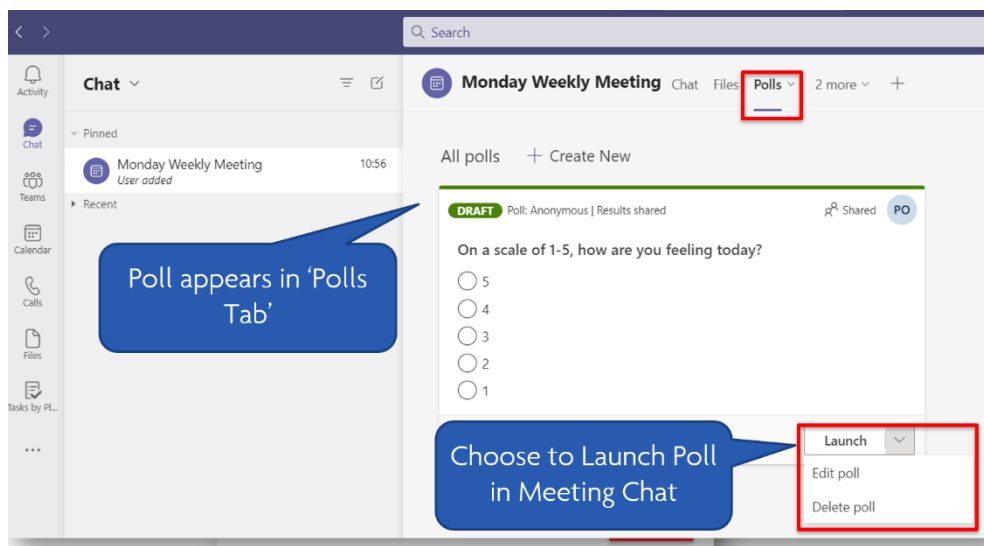
3. Polls Tab now appears in Meeting Chat. Click "Create New Poll" to add Polls to the meeting.



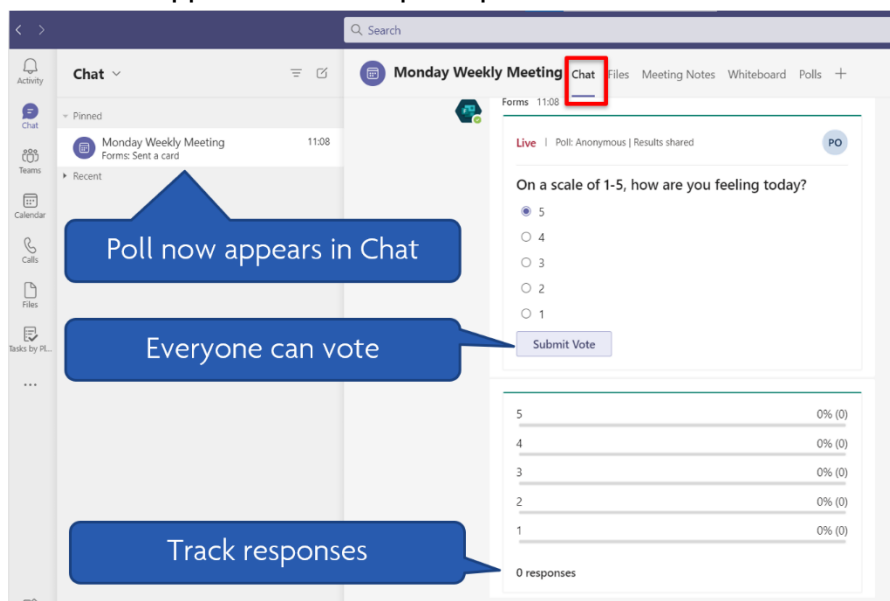
4. Add your Questions and adjust the Poll settings



5. Choose when to Launch the Poll to the meeting participants



6. Poll now appears in Chat so participants can vote and answers can be tracked.



b. MEETING ROOMS: Using Breakout Rooms in Meetings

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

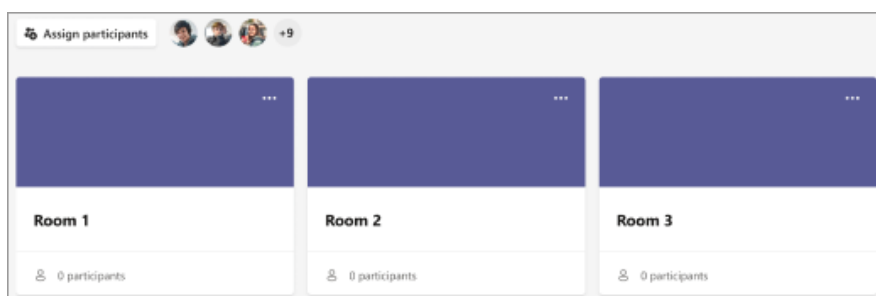
More information and details can be found in this [Microsoft Library Link for Breakout Rooms](#).

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**).

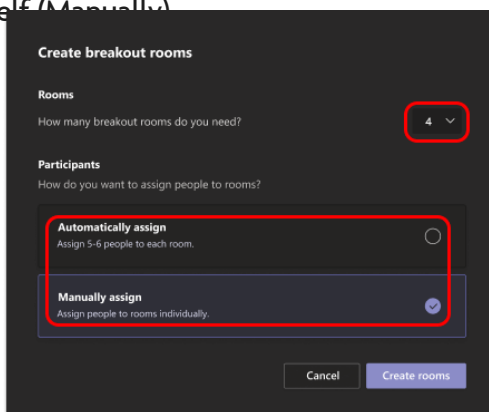
As soon as the meeting starts, you can open the breakout rooms.

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**.

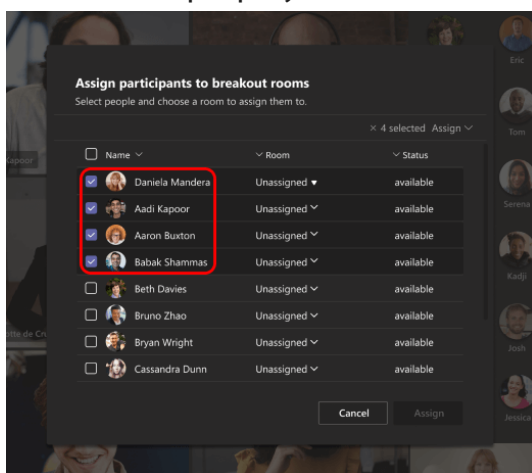
Assign people manually before the meeting

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.

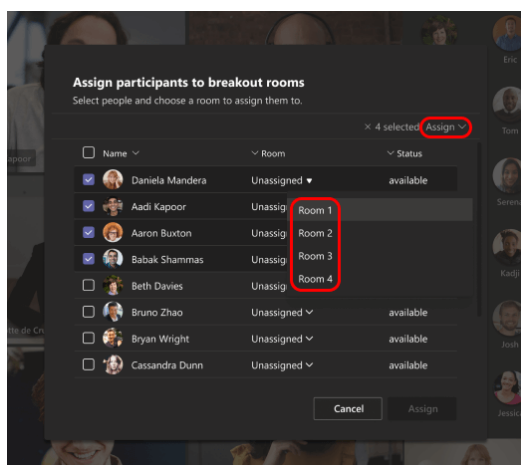
Repeat the previous steps until everyone in the meeting is assigned to a room. When you're done, select **Confirm**.

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.

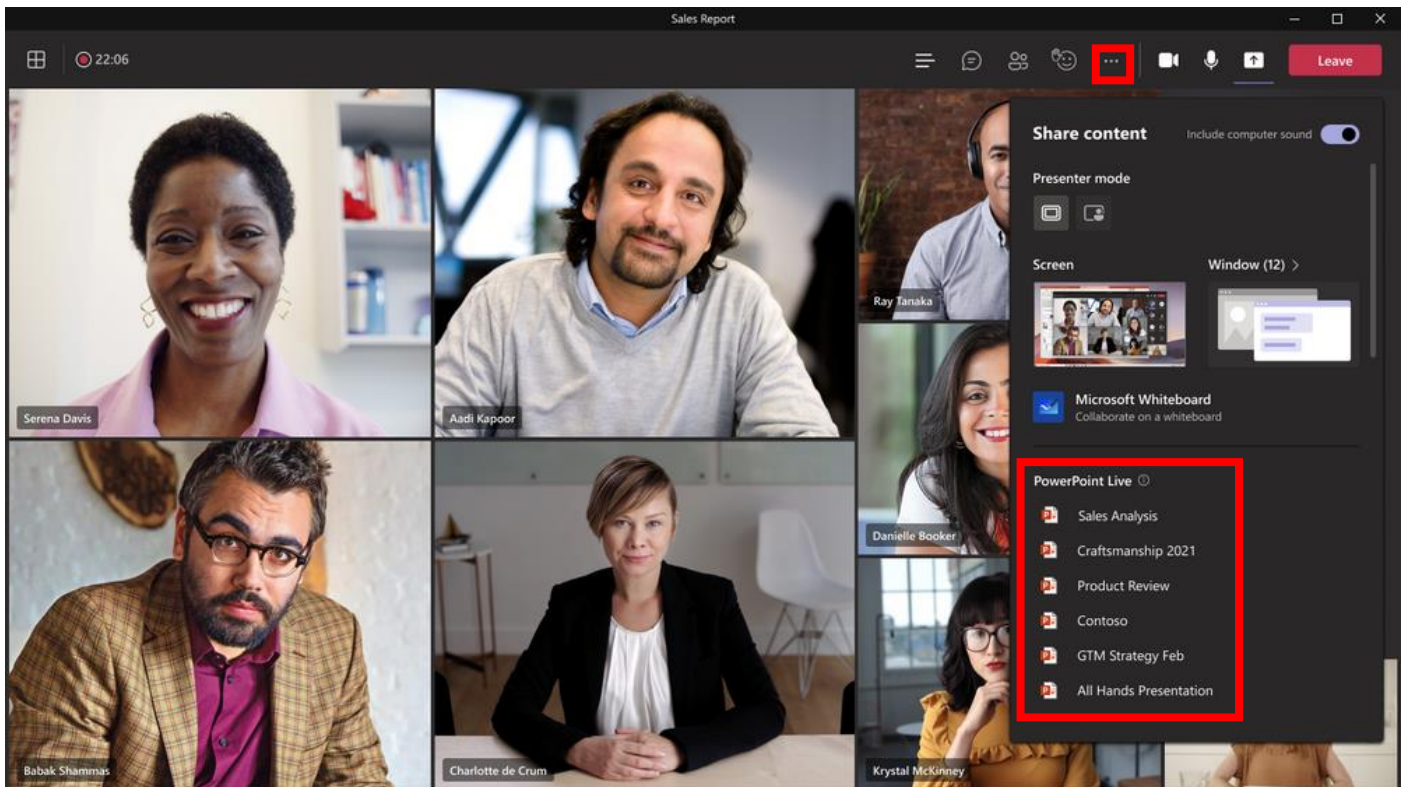


5. Repeat the previous steps until everyone in the meeting is assigned to a room. When you're done, select **Confirm**. If someone joins the meeting late, select **Assign participants** again to assign them to a room.

c. MEETINGS: Using PowerPoint Live

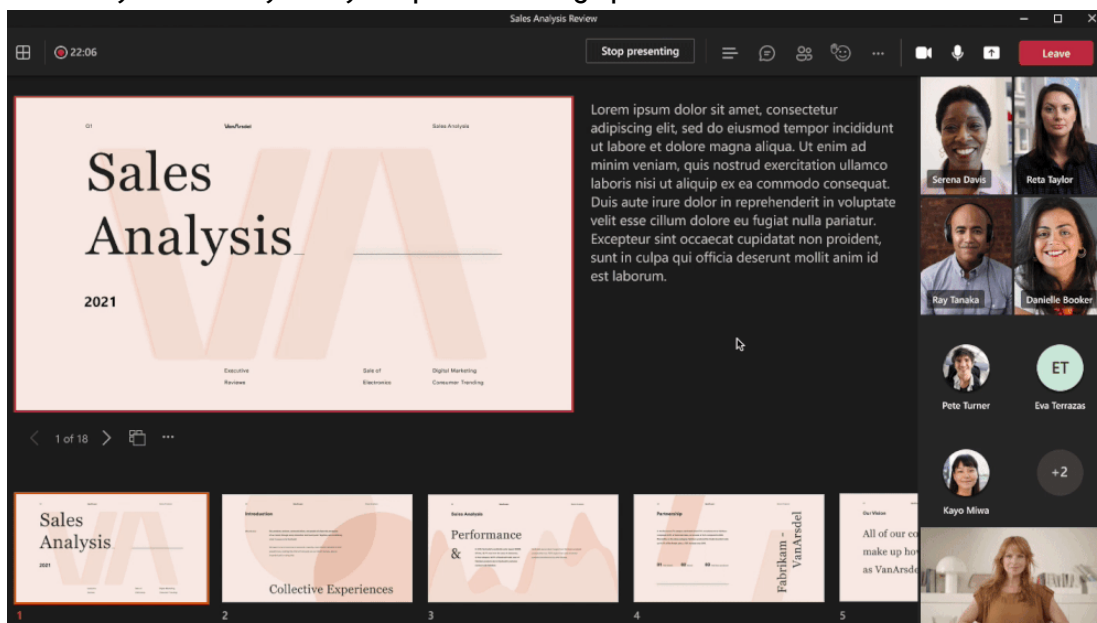
To find out more on how to use the latest functionality of PowerPoint Live, please visit this [Microsoft Help Page](#).

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.

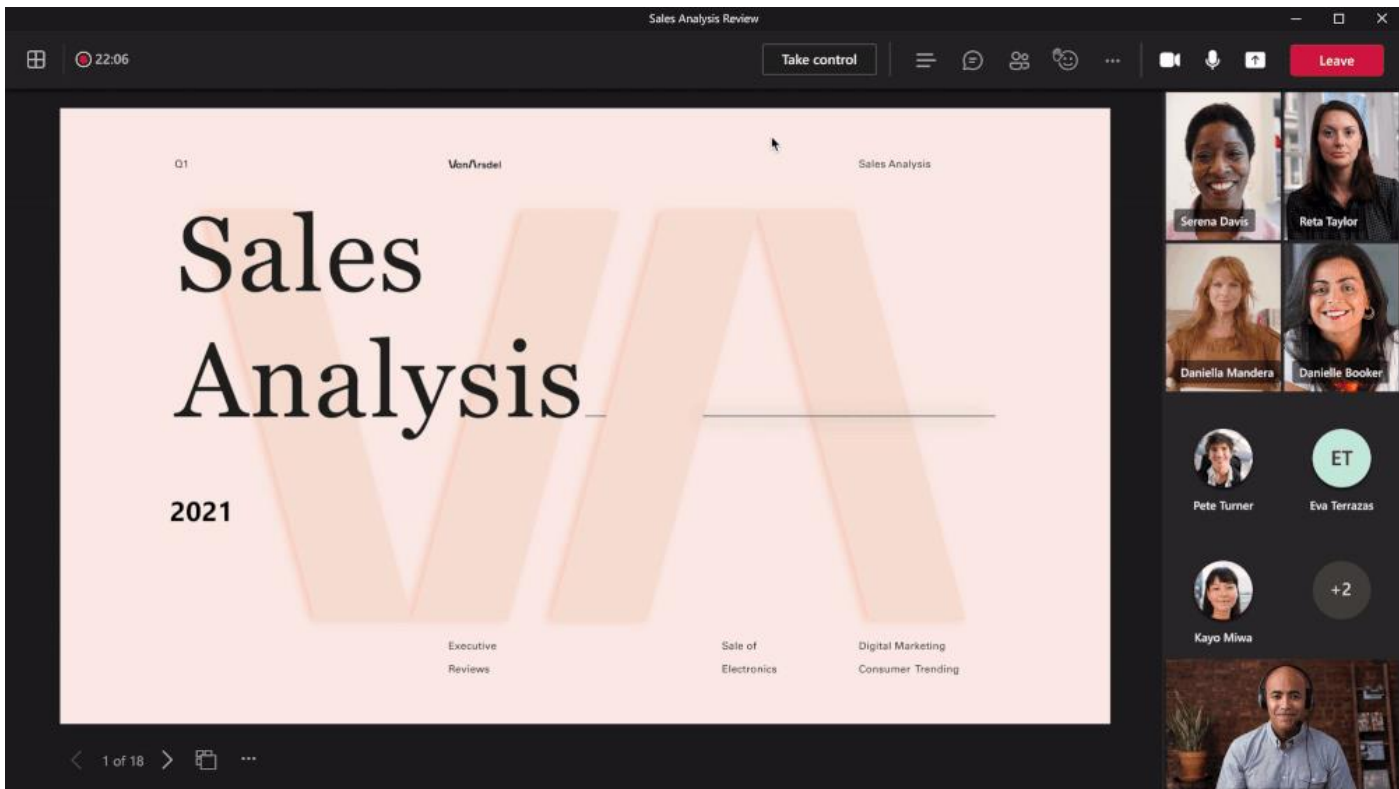


Presenter view gives you all the tools to present confidently

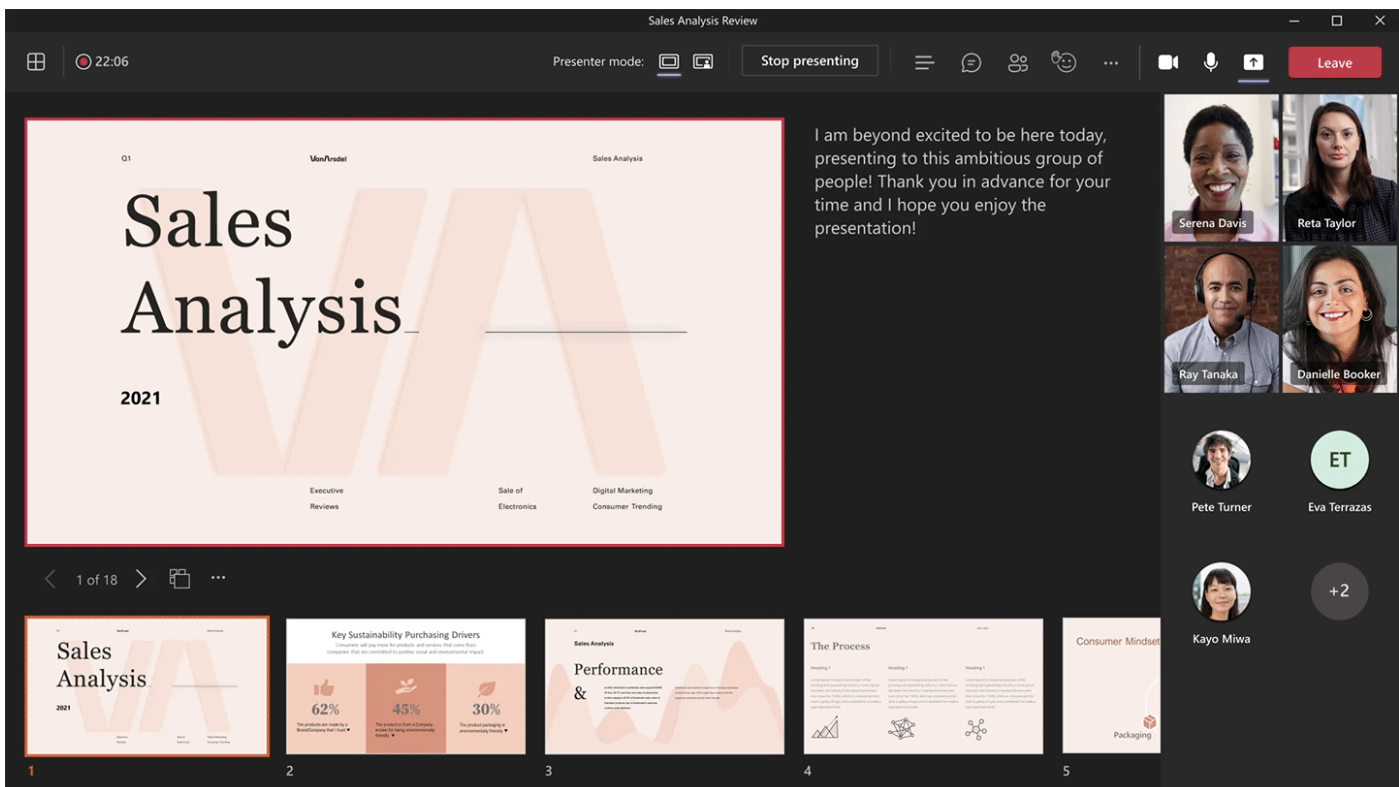
The view you see as the presenter is yours only – review notes, engage in chats, and see your audience – all in one panel view. This private view allows the presenter to see everything in one place while the audience sees only the active slide. For example, view a slide, and next to it your slide notes—so 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.



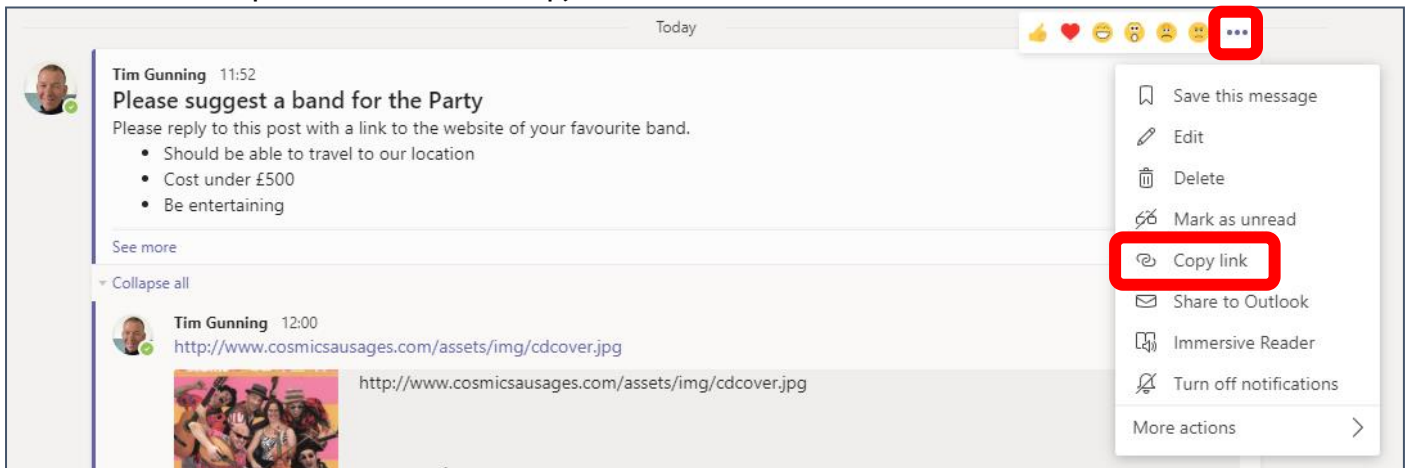
The new **Presenter mode** helps you feel like you’re in the room together – **Presenter mode** is the latest innovation in Microsoft Teams that empowers you to customize how your video feed and content appear to the audience. Seeing the speaker can reduce the cognitive overload for your audience since 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. POSTS

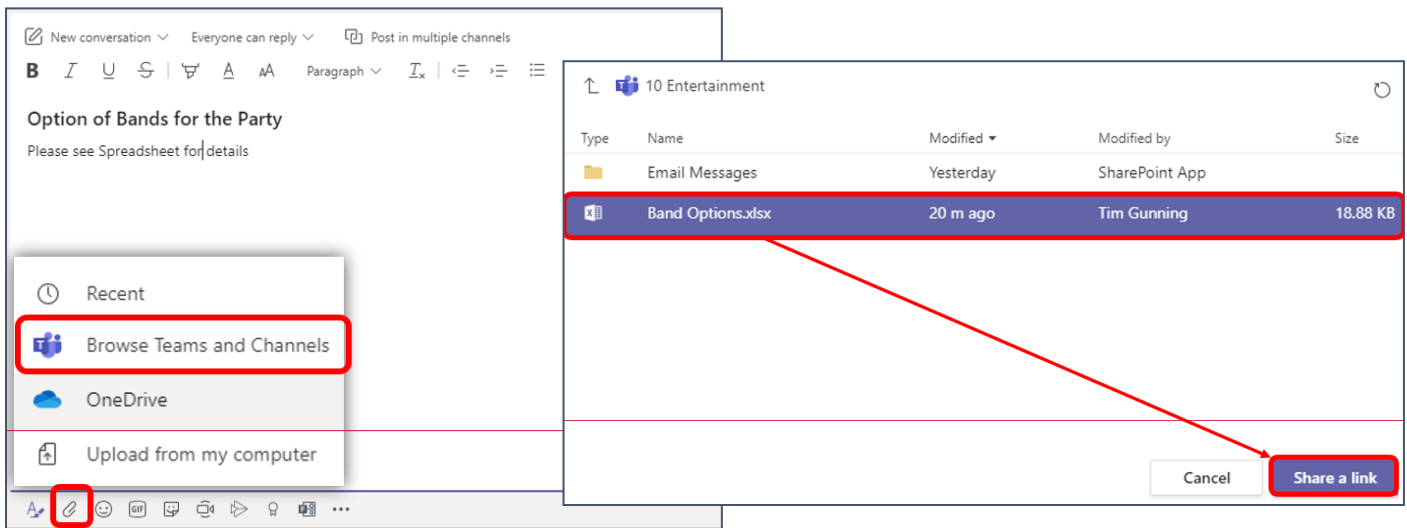
a. POSTS LINKS COPYING: Copying a link to a Post

1. Click on ellipsis next to a Post > Copy link



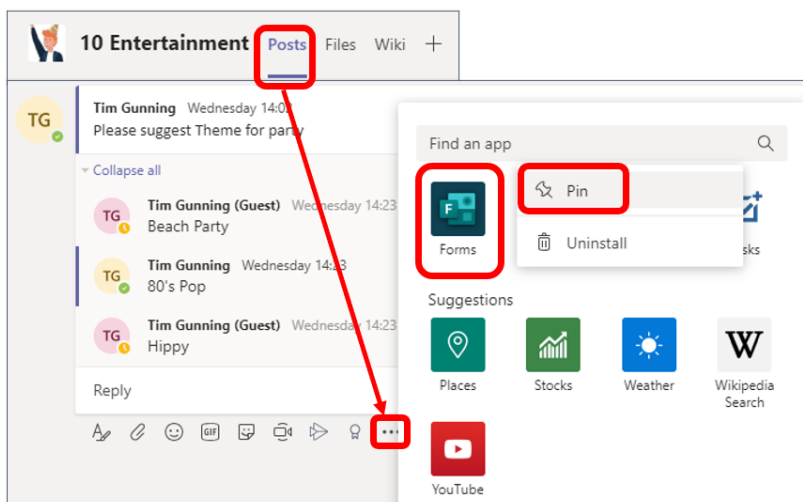
b. POSTS LINKS SHARING: Sharing a link to File in a Post

1. In a Post > Paper Clip > Browse Teams and Channels > Select File > Share Link > Link to file now in Post

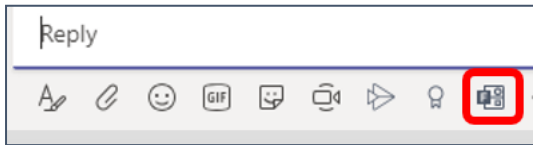


c. POSTS POLLS: Adding a voting Poll to a Post with MS Forms

1. In a Channel Post > Click on the ellipsis at the bottom of the screen > Type in Forms > Right click > Pin



2. MS Forms is now pinned



3. To create a Poll, left click on the Forms icon > type questions and options > Next. A preview of the Poll is displayed > Send

A screenshot of the Microsoft Forms "Create a new poll" interface. The window title is "Forms Powered by Microsoft Forms". The main heading is "Create a new poll". There are three input fields: "Question", "Option 1", and "Option 2". Below the "Option 2" field is a "+ Add option" link and a "Multiple answers" toggle switch. A green "Next" button is located at the bottom right of the form.A screenshot of the Microsoft Forms poll preview card. The window title is "Forms Powered by Microsoft Forms". The text says "Here is a preview of the card you will be sending." Below this is a preview of the poll card. The card text includes "Tim Gunning created a poll", "Results are visible to everyone; Names recorded", and the poll question "Choose a Theme for the Party" with three radio button options: "80's Pop etc...", "Option 2", and "Option 3". A "Submit Vote" button is at the bottom of the card. Below the preview, there are "Edit" and "Send" buttons.

d. POSTS: Etiquette

1. **Topic:** One per Conversation
2. **Format:** Use options for fast reading
3. **Subject** Relevant to Conversation
4. **Actions:** Summarise at top + dates & reasons
5. **@mention:** Only those to take action
6. **NOT @mention:** Only for information