

UNIVERSITY
OF MIAMI



Welcome!

The tech talk will begin soon.

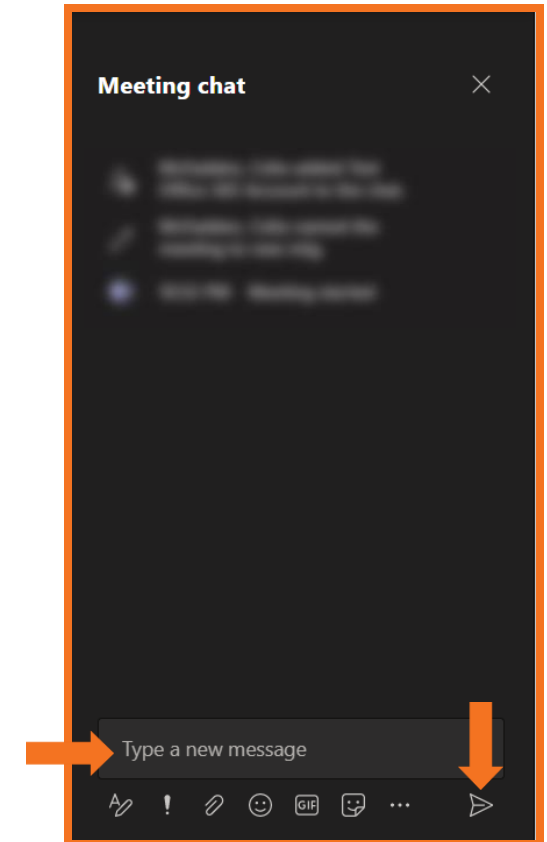
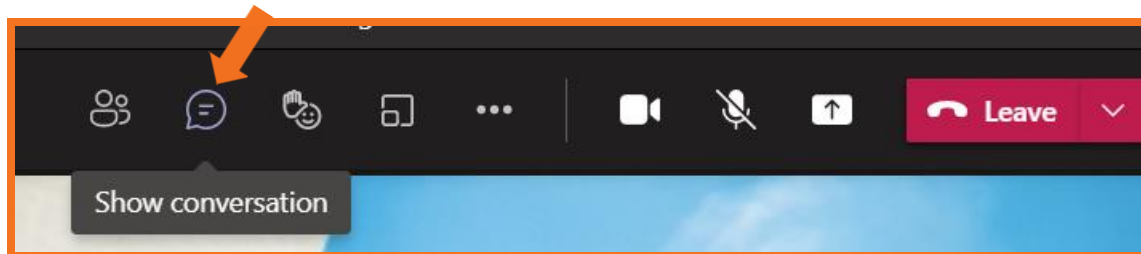
This presentation is being recorded.
The recording and materials will be available afterwards at
it.miami.edu/TechTalk

Have a question during the presentation?

UNIVERSITY
OF MIAMI



Select **Show Conversation** (if necessary)
Enter your question in the **Meeting chat**.
Type your question in the compose box.
Click the **Send** icon.



Who are we?



CELIA MCFADDEN

Manager, Integrated Solutions Support
UM Information Technology



DANIELLE OLSON

Microsoft Learning Consultant Program Manager
Riddle & Bloom

UNIVERSITY
OF MIAMI



UNIVERSITY
OF MIAMI



TECH THAT WORKS FOR U

COLLABORATING VIA MICROSOFT TEAMS

AGENDA



TEAMS MEETINGS 101



TEAMS NAVIGATION



TEAMS FOR COLLABORATION



CONTINUE THE LEARNING



Next Steps

UNIVERSITY
OF MIAMI



TEAMS MEETINGS 101

Online meetings 101



Teacher 1

3:48 AM

What are best practices for before, during, and after a Teams meeting?

← Reply

Before



- Schedule a Teams meeting
- Update meeting options
- Share pre-read materials
- Make a test call

At start



- Customize background
- Admit people from lobby
- Mute all attendees
- Spotlight your video
- Start recording
- Enable live captions

During



- Present content to attendees
- Play a video during class
- See student faces
- Address raise hands
- Live reactions
- Monitor chat window

After

- Signal the meeting ended **NEW!**
- Export attendance
- View conversation responses
- Access meeting recordings
- Mute student comments

UNIVERSITY
OF MIAMI



Teams Meetings > Schedule



Outlook Desktop
Outlook Web App



Teams Calendar



New meeting

Details

Scheduling Assistant

Time zone: (UTC-05:00) Eastern Time (US & Canada) ▾

Add title

Add required attendees

+ Optional

Jul 21, 2020

1:00 PM ▾

→

Jul 21, 2020

1:30 PM ▾

30m

☐

All day

Does not repeat ▾

Add channel

Add location

B

I

U

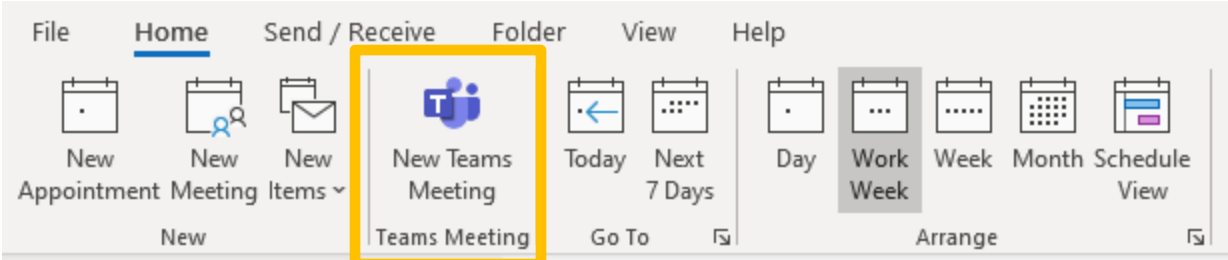
Paragraph ▾

...

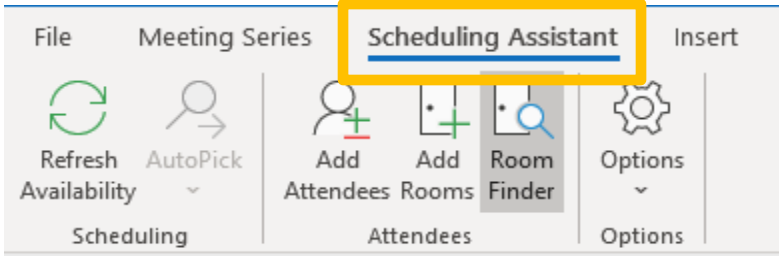
Type details for this new meeting

Schedule Teams Meetings in Outlook

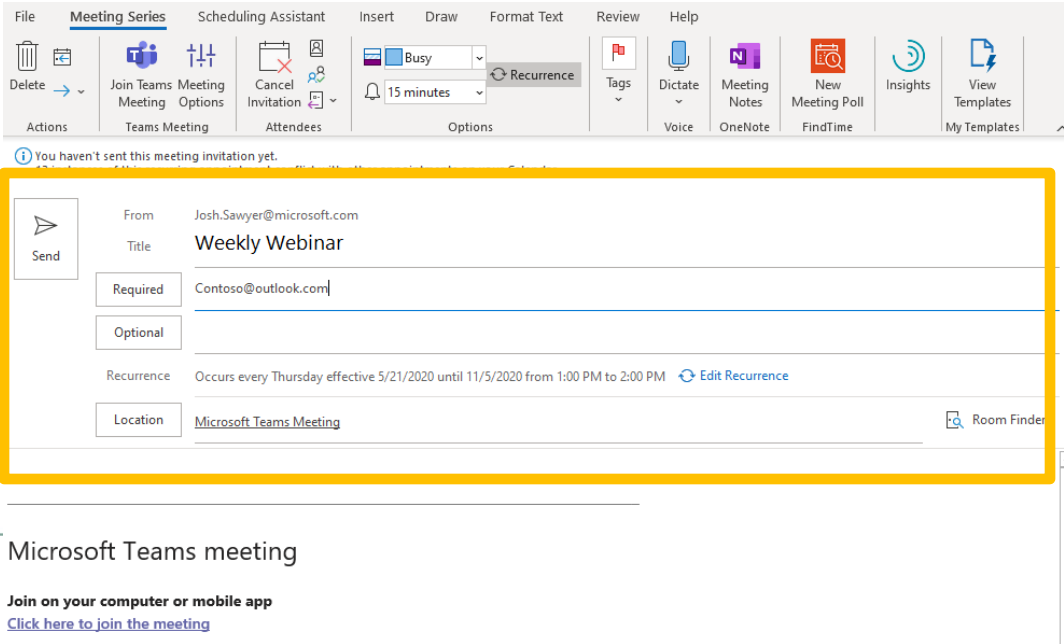
Schedule a new Teams Meeting



Find a time that works for everyone (Scheduling Assistant)



Create/Send Teams Meeting Invite



Understanding Teams Meetings



Functions (Permissions, Settings, Background, Details, Audio Conferencing)



Features for Presenters (Attendance, Mute All, Record, End Meeting for All)



Features for Participants (Hand Raise, Chat, Live Captions, Meeting Notes)

Teams Meetings > Meeting Options



Lobby



Callers



Presenters

UNIVERSITY
OF MIAMI



Instructional Design Module 4

January 27, 2021, 1:00 PM - 1:30 PM

Danielle Olson

Meeting options

Who can bypass the lobby?

People in my organization and gu... ▼

Always let callers bypass the lobby

No ☐

Announce when callers join or leave

Yes ☒

Who can present?

Everyone ▼

Allow attendees to unmute

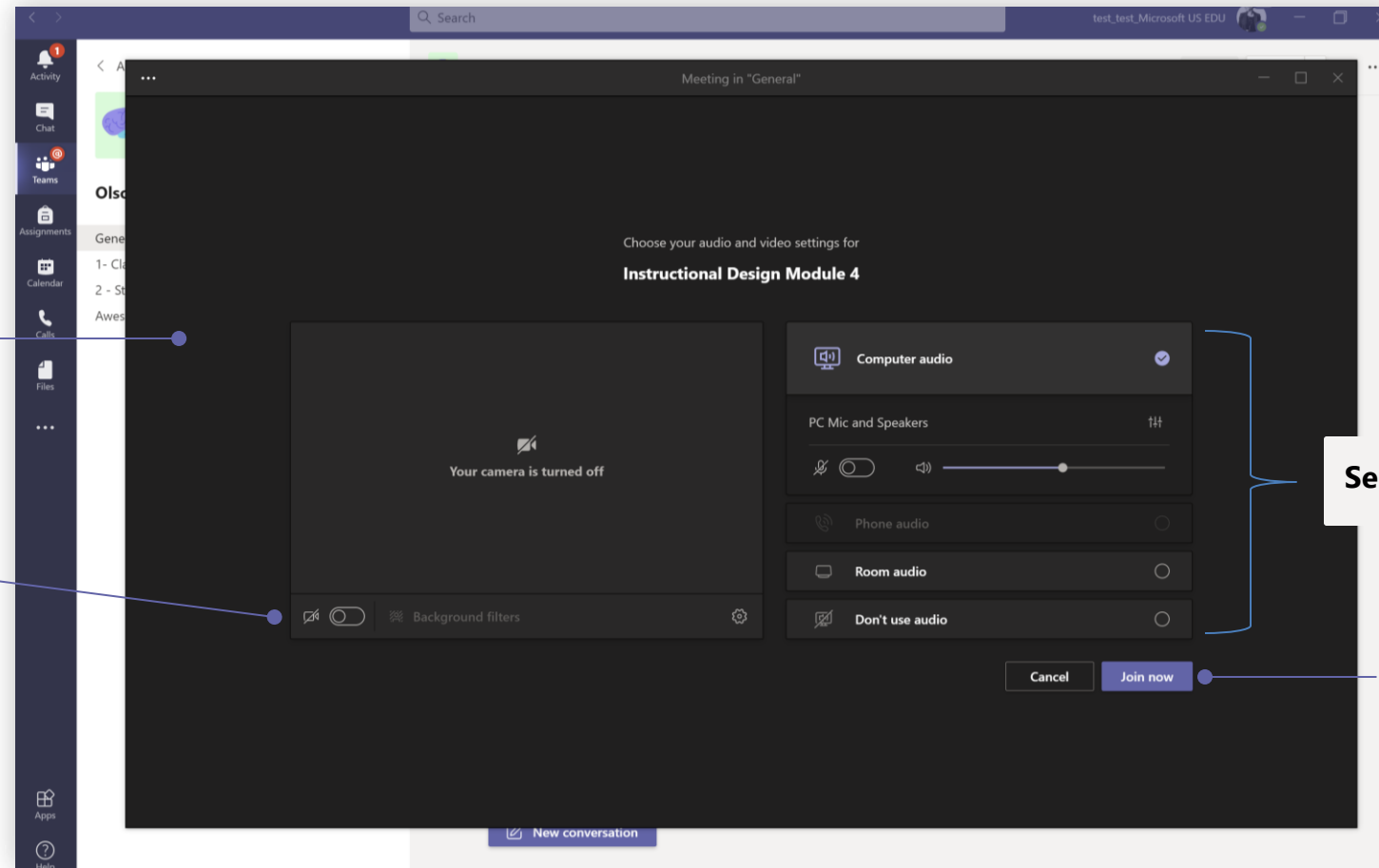
Yes ☒

Allow meeting chat

Enabled ▼

Join a meeting

Share video, select audio settings before joining a meeting.



Meeting "pop" out

Turn camera on/off
Apply background filters

Select audio settings

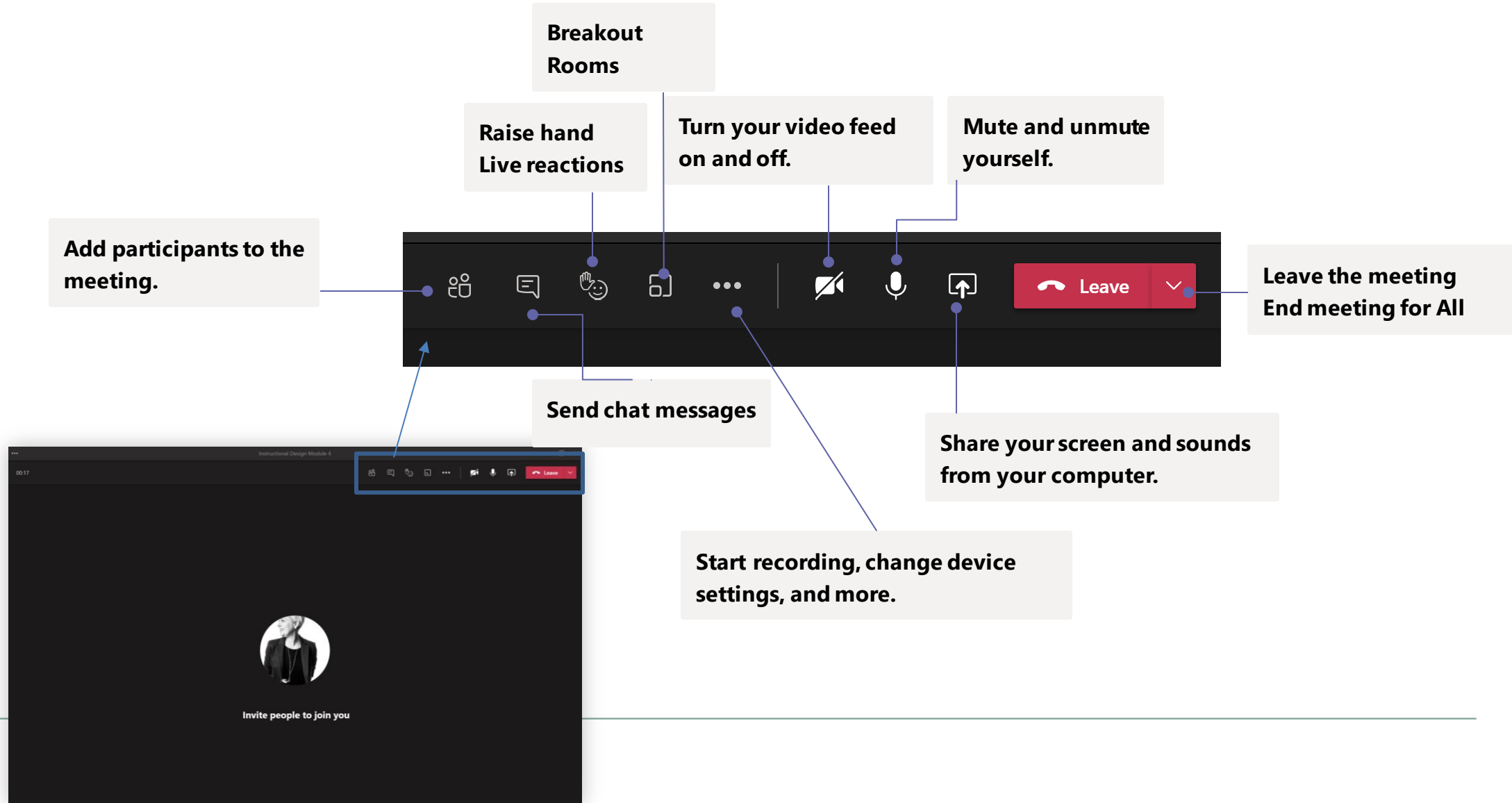
Join meeting

UNIVERSITY
OF MIAMI



Participate in a meeting

Share video, voice, or your screen during the online call.



Teams Meetings > Participants Panel

Participants Panel

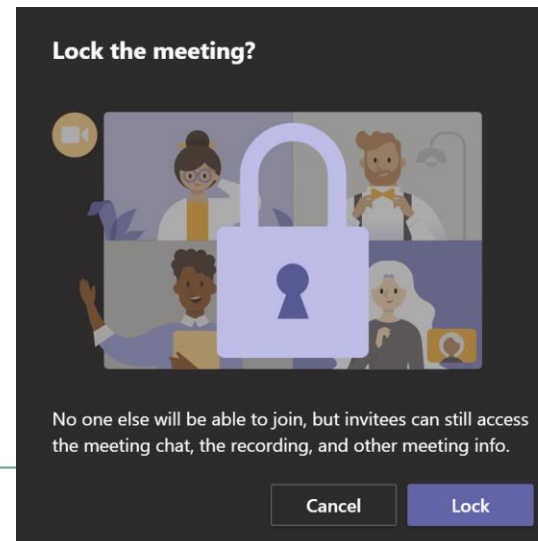
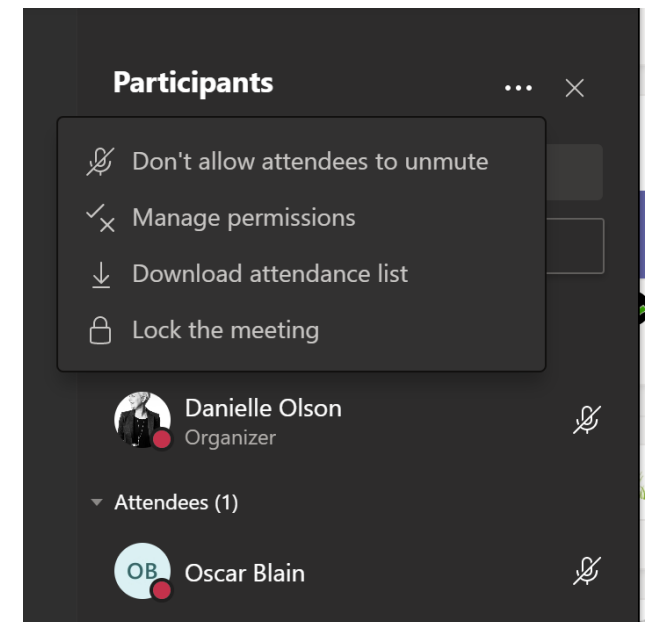
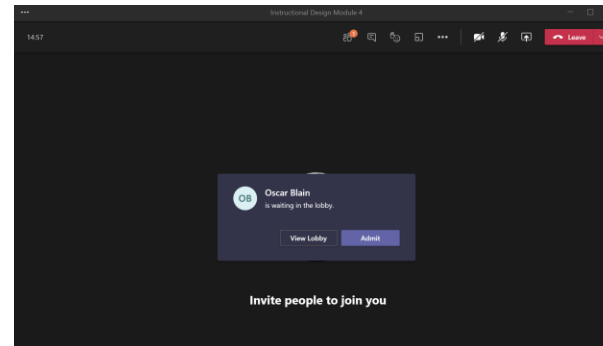
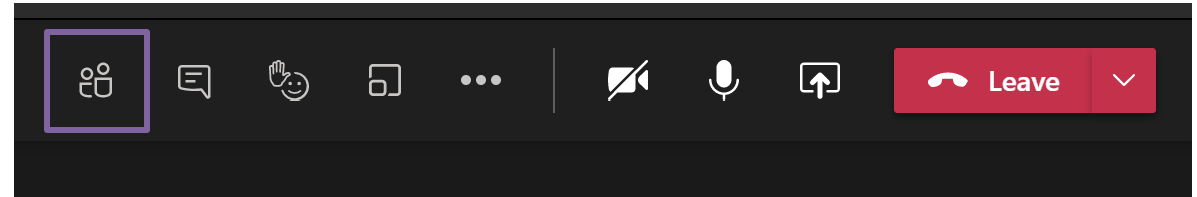
Admit people from lobby

Mute all attendees

Download attendance

Meeting options

Lock meeting



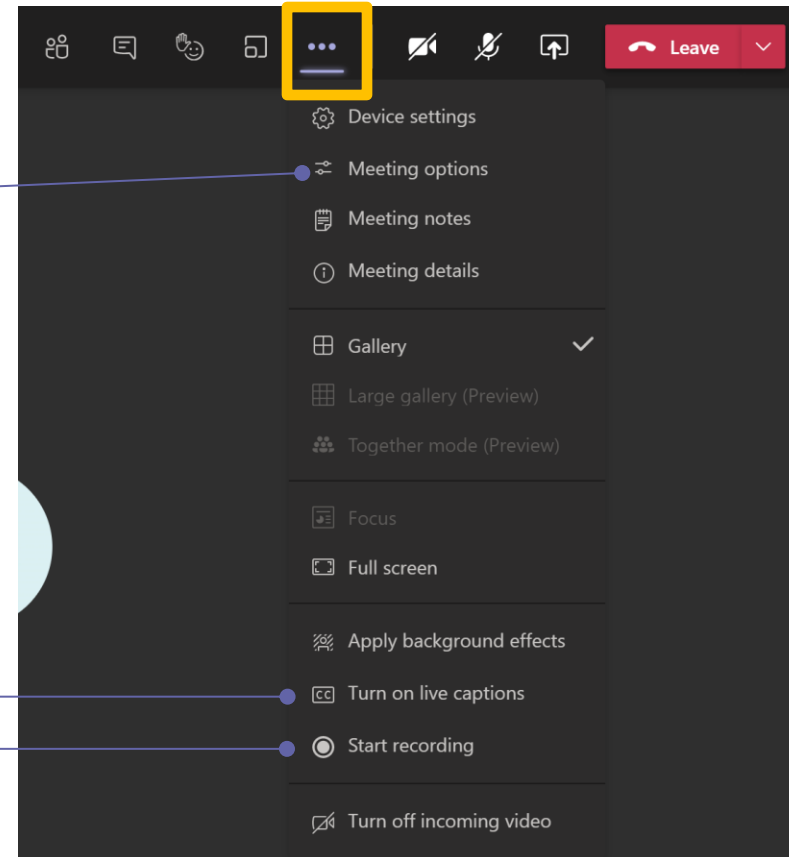
Additional Settings

View settings

Meeting options

Start recording

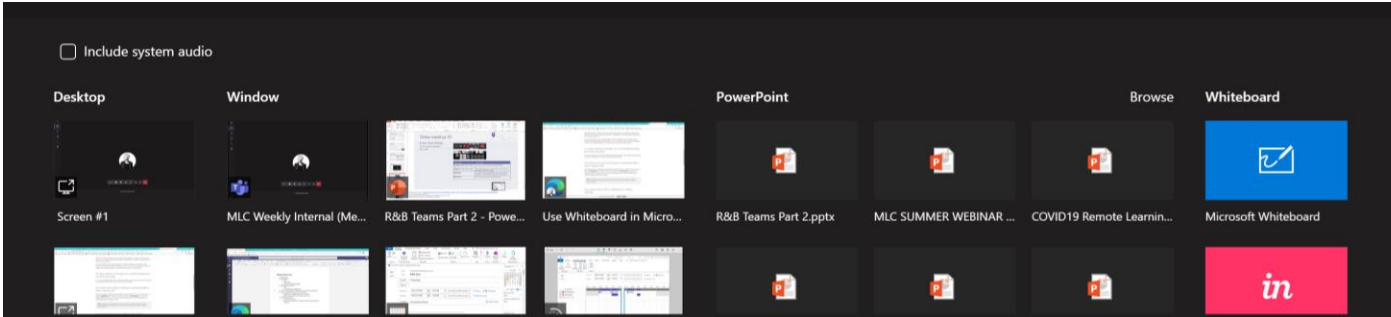
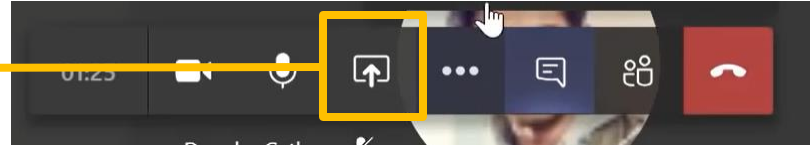
Enable live captions



Teams Meetings > Share Tray ("sharrow")

Share Tray

Present content, play a video and more



Share your...

Use it when...

Desktop [Include system audio]

You need to switch between multiple windows

Window [Include system audio]

You only need to show one thing and want to keep the rest of your screen to yourself.

PowerPoint

You need to share a presentation and want students to be able to move through the slides at their own pace

Whiteboard

You want to run more interactive lessons

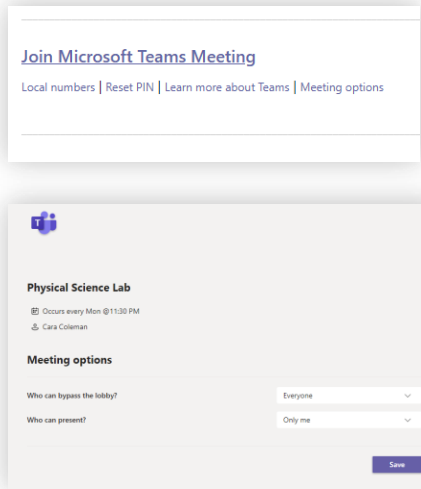
UNIVERSITY
OF MIAMI



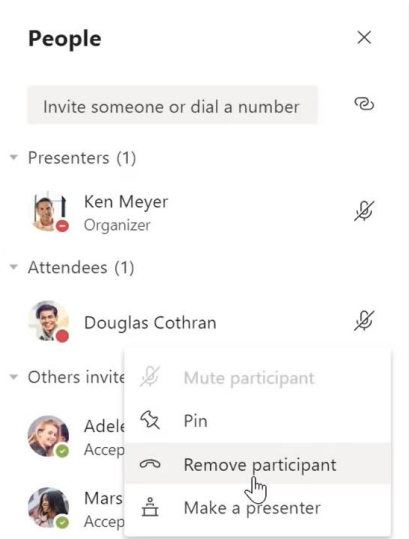
Assign attendee role in online meeting

You can promote attendees to presenter during a meeting.

Before meeting

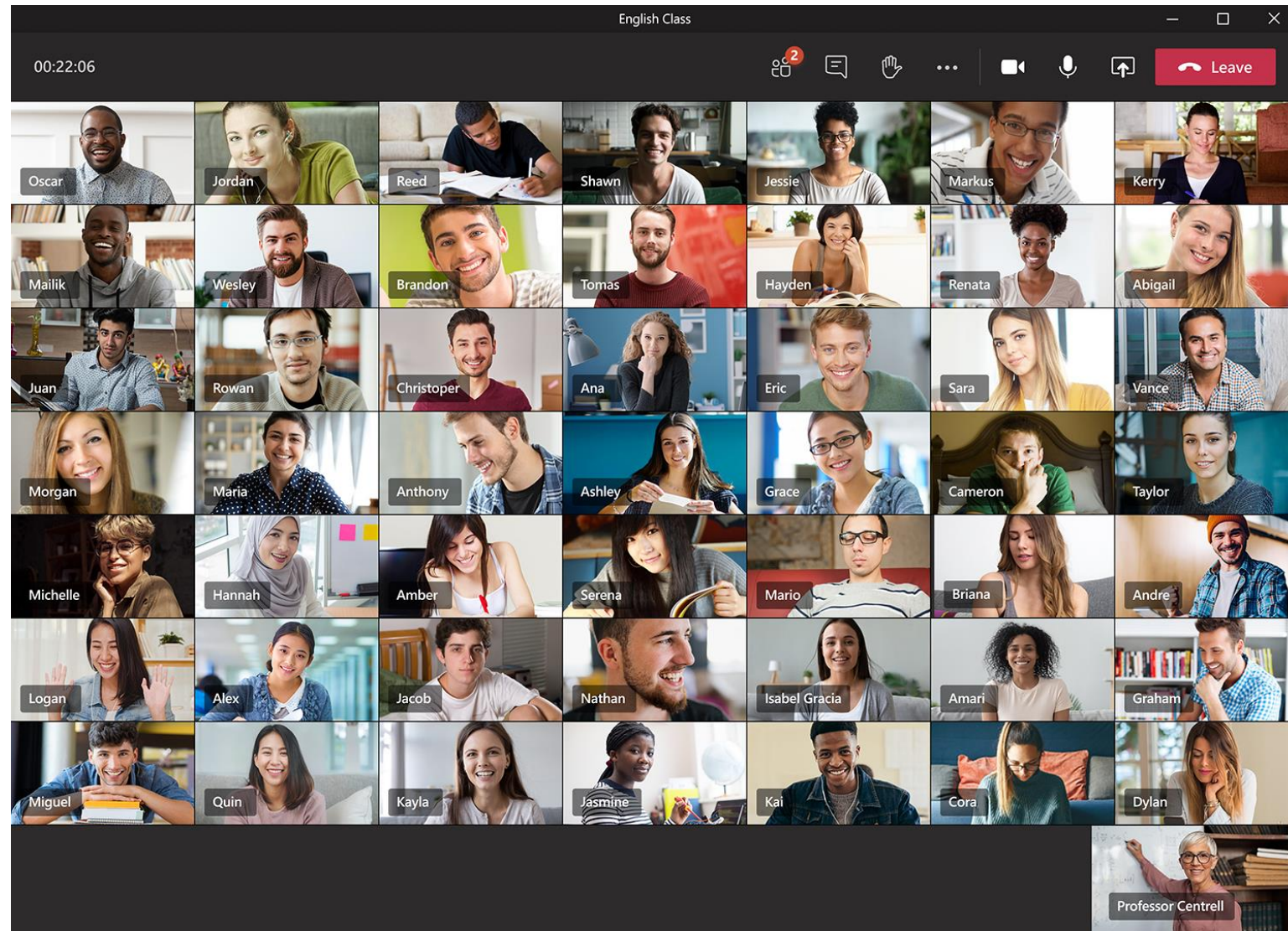


During meeting

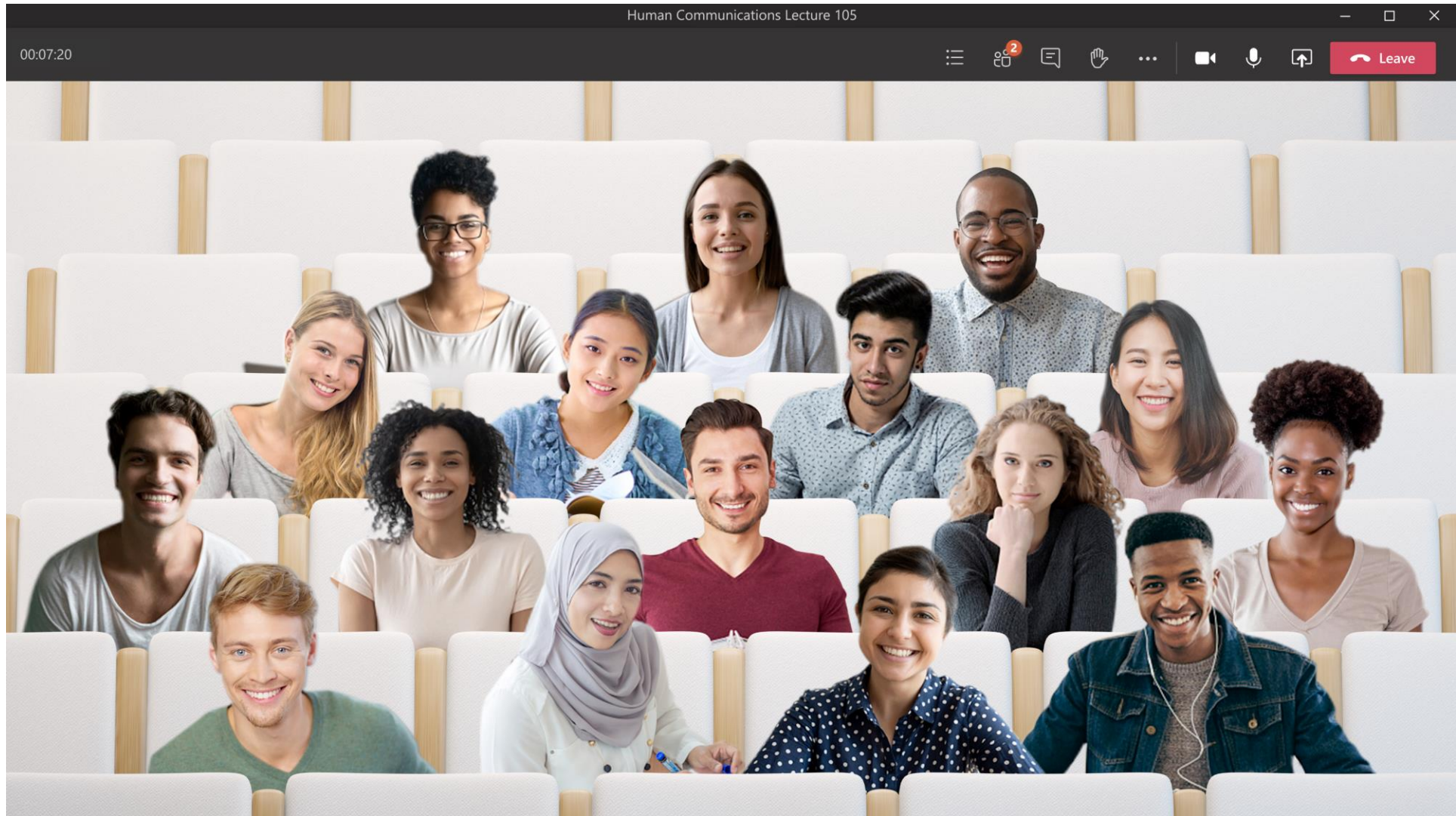


Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start or stop recording	✓	

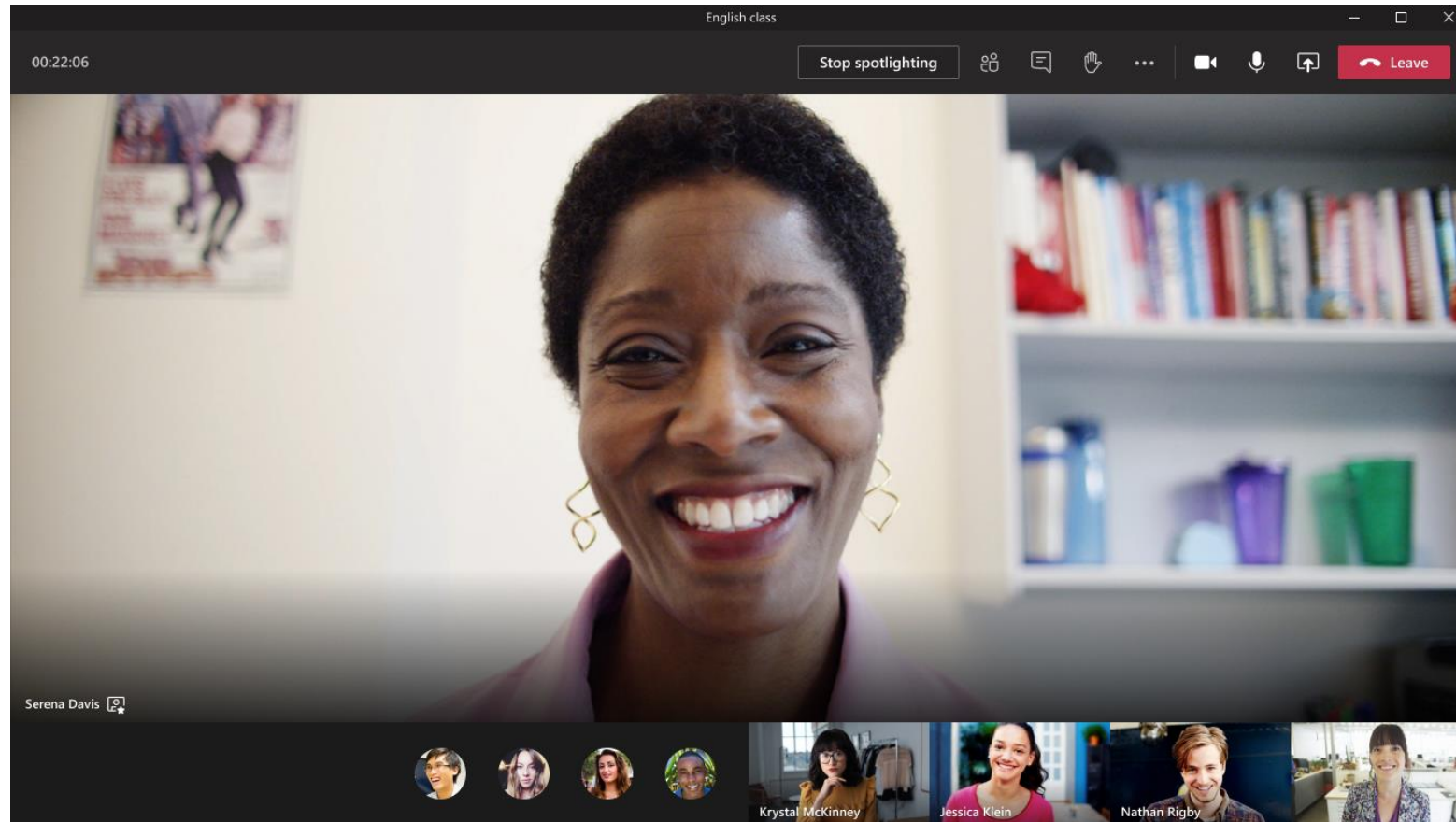
Large Gallery (aka 7x7 video grid)



Together Mode



Spotlight



UNIVERSITY
OF MIAMI



Breakout Rooms

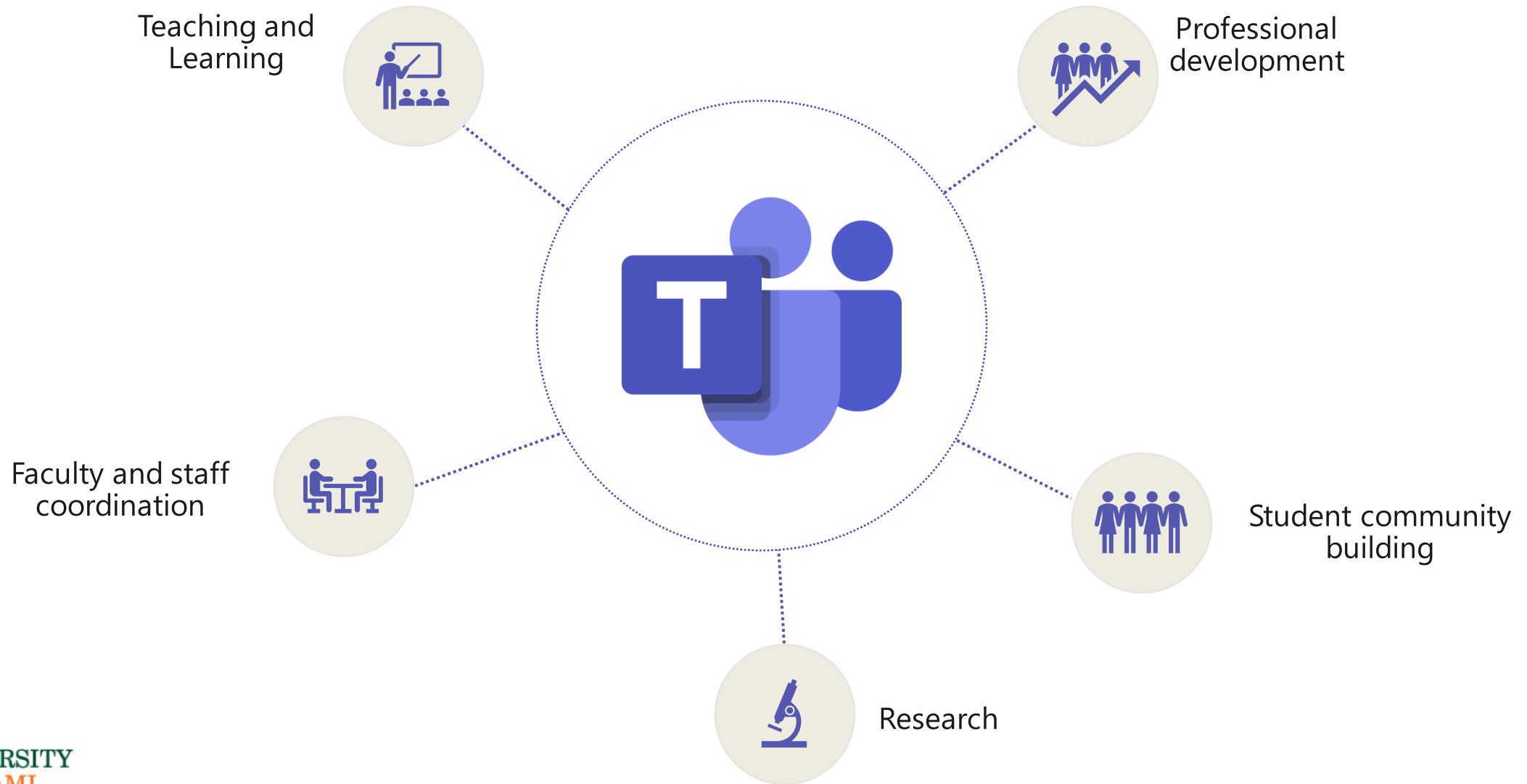


UNIVERSITY
OF MIAMI



TEAMS NAVIGATION

One Hub. Everyone Connected.

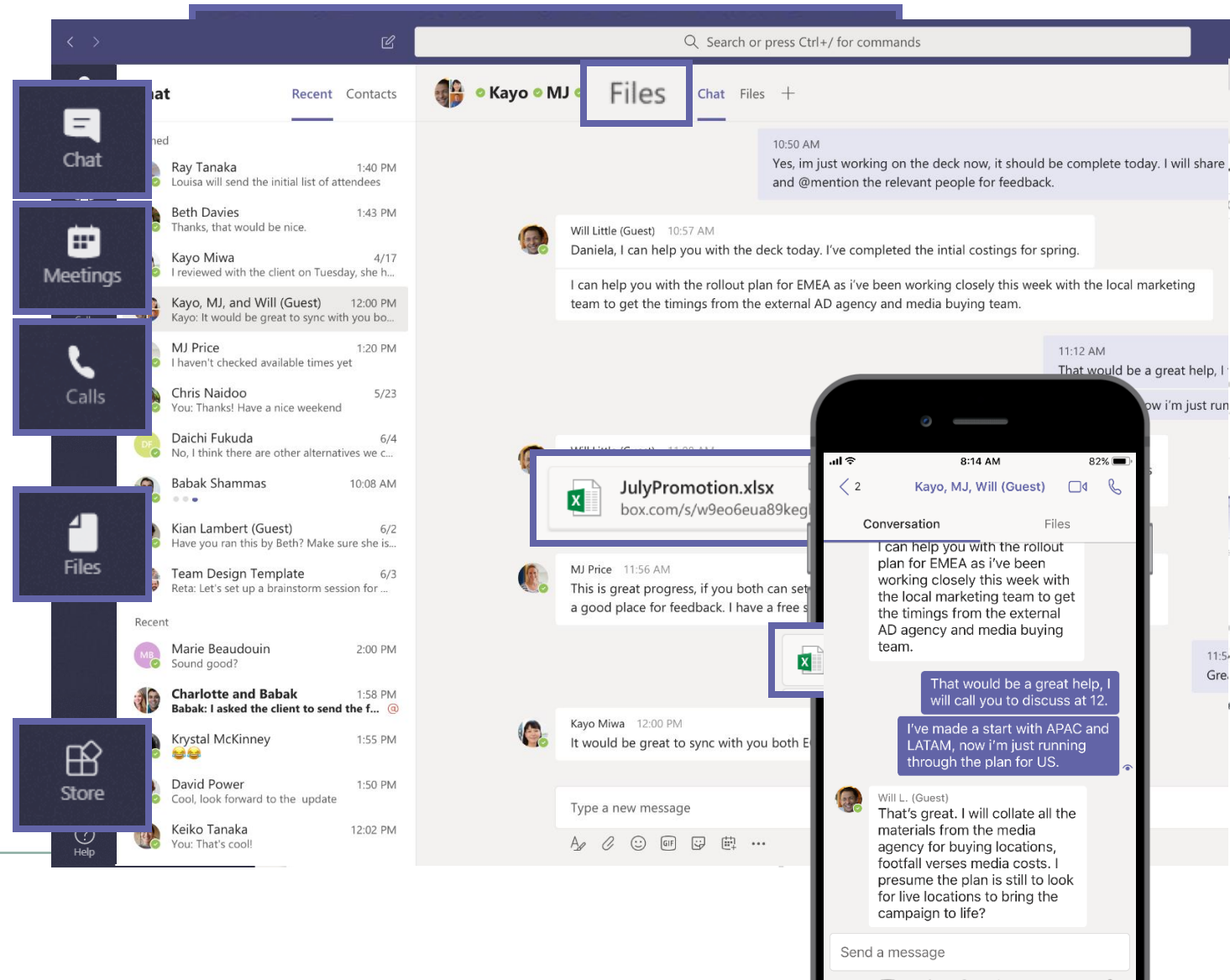


Microsoft Teams

The hub for teamwork in Microsoft 365

-  **Communicate**
through chat, meetings & calls
-  **Collaborate**
with deeply integrated Office 365 apps
-  **Customize & Extend**
with 3rd party apps, processes, and devices
-  **Work with confidence**
enterprise level security, compliance, and manageability

UNIVERSITY
OF MIAMI



Teams Review:

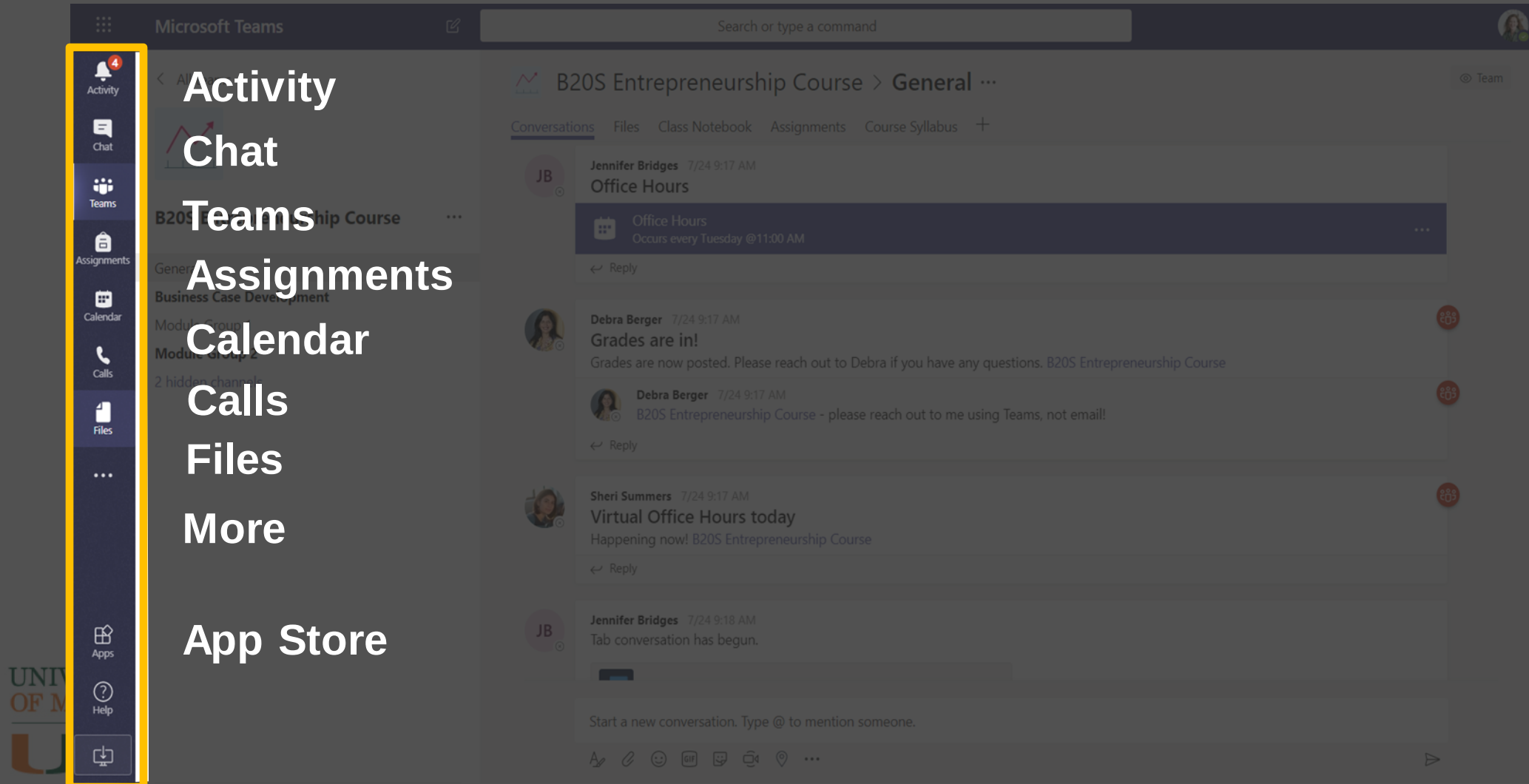
Interface & Basics

UNIVERSITY
OF MIAMI



A screenshot of the Microsoft Teams application interface. The top bar is dark blue with the 'Microsoft Teams' logo and a search bar. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows the 'B20S Entrepreneurship Course' team. The 'General' channel is selected, displaying a list of messages. The first message is from Jennifer Bridges (JB) at 7/24 9:17 AM, titled 'Office Hours', with a calendar icon indicating it occurs every Tuesday at 11:00 AM. The second message is from Debra Berger at 7/24 9:17 AM, titled 'Grades are in!', stating that grades are now posted and reaching out to Debra if there are questions. The third message is also from Debra Berger at 7/24 9:17 AM, asking to be reached via Teams instead of email. The fourth message is from Sheri Summers at 7/24 9:17 AM, titled 'Virtual Office Hours today', stating it is happening now. The fifth message is from Jennifer Bridges (JB) at 7/24 9:18 AM, stating 'Tab conversation has begun.' The bottom of the interface shows a text input field with the prompt 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content like files, images, and links.

Teams Meetings > App Bar



Teams Meetings > Left Rail

The screenshot displays the Microsoft Teams application interface. On the left, a vertical sidebar (the 'Left Rail') is highlighted with a yellow border. It contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The 'Teams' icon is selected, showing a list of teams. The first team listed is 'B20S Entrepreneurship Course', which is expanded to show its channels: 'General', 'Business Case Development', 'Module Group 1', and 'Module Group 2'. Below these channels, it indicates '2 hidden channels'. The main area of the interface shows a chat conversation within the 'B20S Entrepreneurship Course' team, specifically in the 'General' channel. The chat history includes messages from Jennifer Bridges, Debra Berger, and Sheri Summers. Jennifer Bridges posted 'Office Hours' (7/24 9:17 AM) and 'Tab conversation has begun.' (7/24 9:18 AM). Debra Berger posted 'Grades are in!' (7/24 9:17 AM) and a message asking to reach out via Teams (7/24 9:17 AM). Sheri Summers posted 'Virtual Office Hours today' (7/24 9:17 AM). The bottom of the chat window shows a text input field with the prompt 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content (text, link, image, video, etc.).

Microsoft Teams

Search or type a command

< All teams

B20S Entrepreneurship Course

General

Business Case Development

Module Group 1

Module Group 2

2 hidden channels

B20S Entrepreneurship Course > General

Conversations Files Class Notebook Assignments Course Syllabus +

Jennifer Bridges 7/24 9:17 AM
Office Hours

Office Hours
Occurs every Tuesday @11:00 AM

Reply

Debra Berger 7/24 9:17 AM
Grades are in!
Grades are now posted. Please reach out to Debra if you have any questions. B20S Entrepreneurship Course

Debra Berger 7/24 9:17 AM
B20S Entrepreneurship Course - please reach out to me using Teams, not email!

Reply

Sheri Summers 7/24 9:17 AM
Virtual Office Hours today
Happening now! B20S Entrepreneurship Course

Reply

Jennifer Bridges 7/24 9:18 AM
Tab conversation has begun.

Start a new conversation. Type @ to mention someone.

Teams Meetings > Tabs

The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows a chat window for the 'B20S Entrepreneurship Course' in the 'General' channel. A yellow rectangular highlight is placed over the tabs bar at the top of the chat window, which contains the following items: 'Conversations' (underlined), 'Files', 'Class Notebook', 'Assignments', 'Course Syllabus', and a '+' icon. The chat history shows several messages from Debra Berger and Sheri Summers, including announcements about grades and virtual office hours. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for attachments, emojis, and other features.

Microsoft Teams

Search or type a command

< All teams

B20S Entrepreneurship Course

General

Business Case Development

Module Group 1

Module Group 2

2 hidden channels

Conversations Files Class Notebook Assignments Course Syllabus +

Office Hours

Office Hours

Occurs every Tuesday @11:00 AM

Reply

Debra Berger 7/24 9:17 AM

Grades are in!

Grades are now posted. Please reach out to Debra if you have any questions. B20S Entrepreneurship Course

Debra Berger 7/24 9:17 AM

B20S Entrepreneurship Course - please reach out to me using Teams, not email!

Reply

Sheri Summers 7/24 9:17 AM

Virtual Office Hours today

Happening now! B20S Entrepreneurship Course

Reply

Jennifer Bridges 7/24 9:18 AM

Tab conversation has begun.

Start a new conversation. Type @ to mention someone.

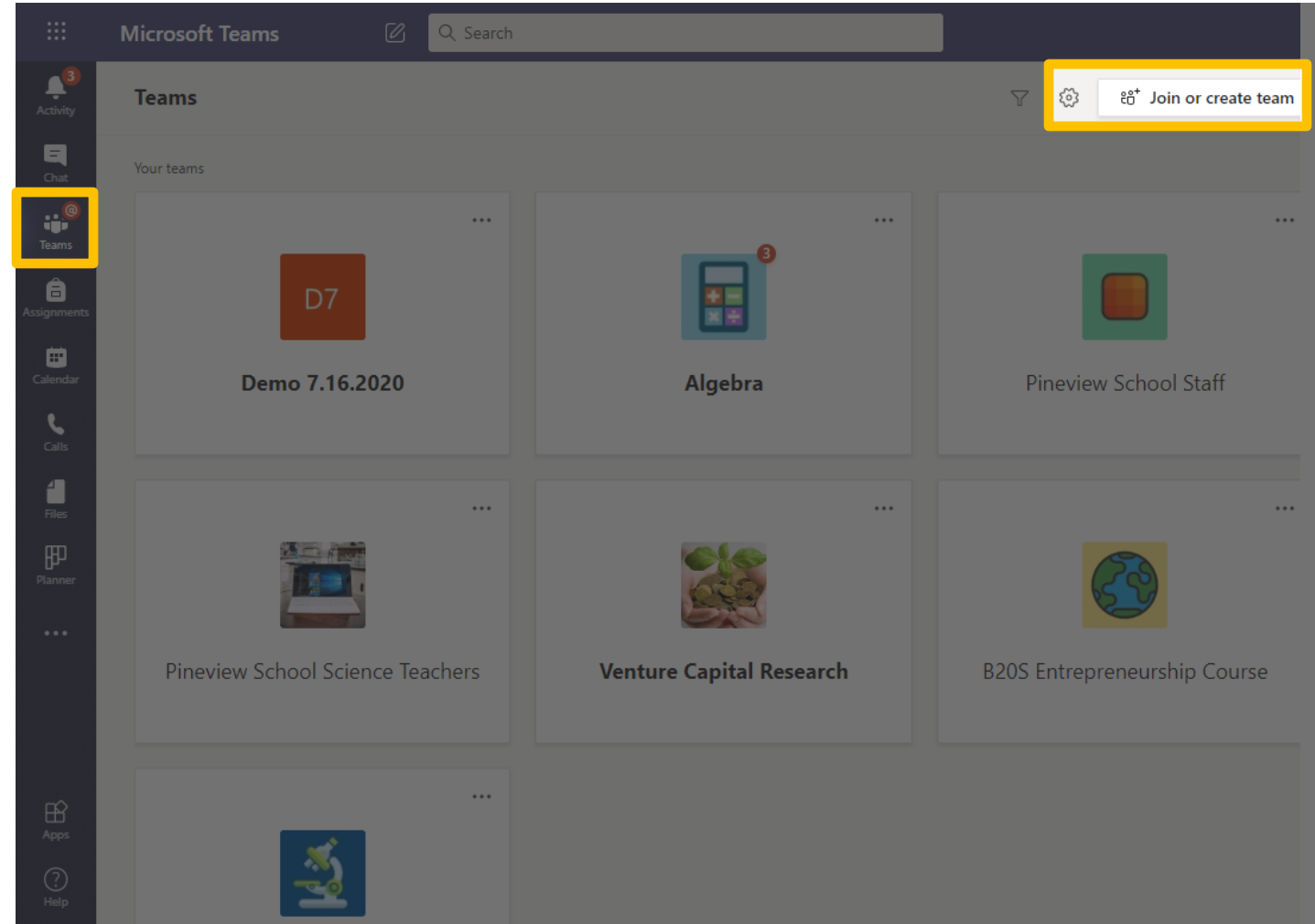
Teams Meetings > Canvas

The screenshot displays the Microsoft Teams application interface. On the left, a dark sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows a chat window for the 'B20S Entrepreneurship Course' team. The chat title bar includes 'B20S Entrepreneurship Course' and 'General'. Below the title bar, tabs for 'Conversations', 'Files', 'Class Notebook', 'Assignments', and 'Course Syllabus' are visible. The chat history shows several messages:

- Jennifer Bridges** (7/24 9:17 AM): **Office Hours**. A blue banner below the message states 'Office Hours Occurs every Tuesday @11:00 AM'.
- Debra Berger** (7/24 9:17 AM): **Grades are in!**. The message text says 'Grades are now posted. Please reach out to Debra if you have any questions. B20S Entrepreneurship Course'.
- Debra Berger** (7/24 9:17 AM): B20S Entrepreneurship Course - please reach out to me using Teams, not email!
- Sheri Summers** (7/24 9:17 AM): **Virtual Office Hours today**. The message text says 'Happening now! B20S Entrepreneurship Course'.
- Jennifer Bridges** (7/24 9:18 AM): Tab conversation has begun.

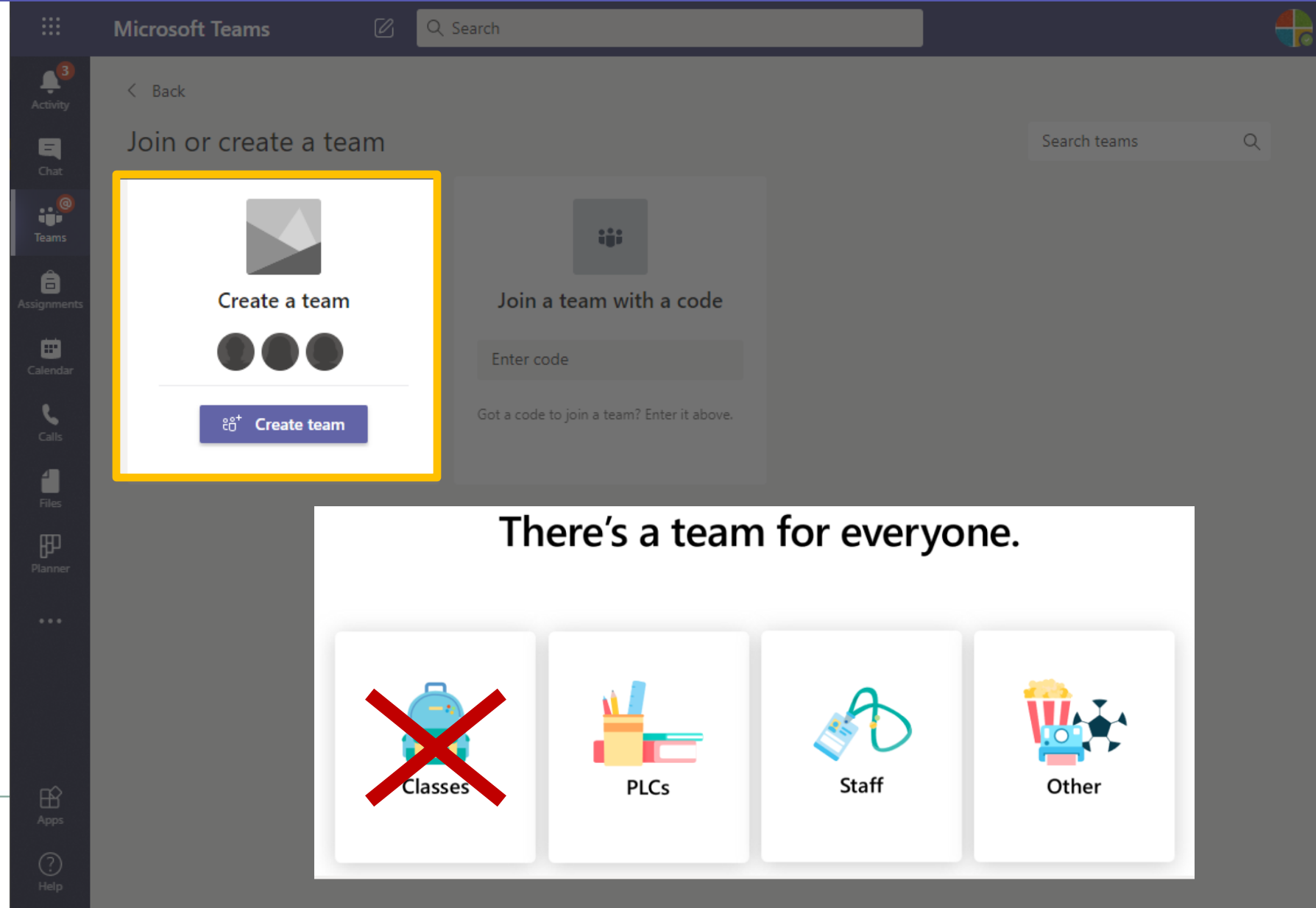
At the bottom of the chat window, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for attachments, emojis, and other features.

Join or Create a Team



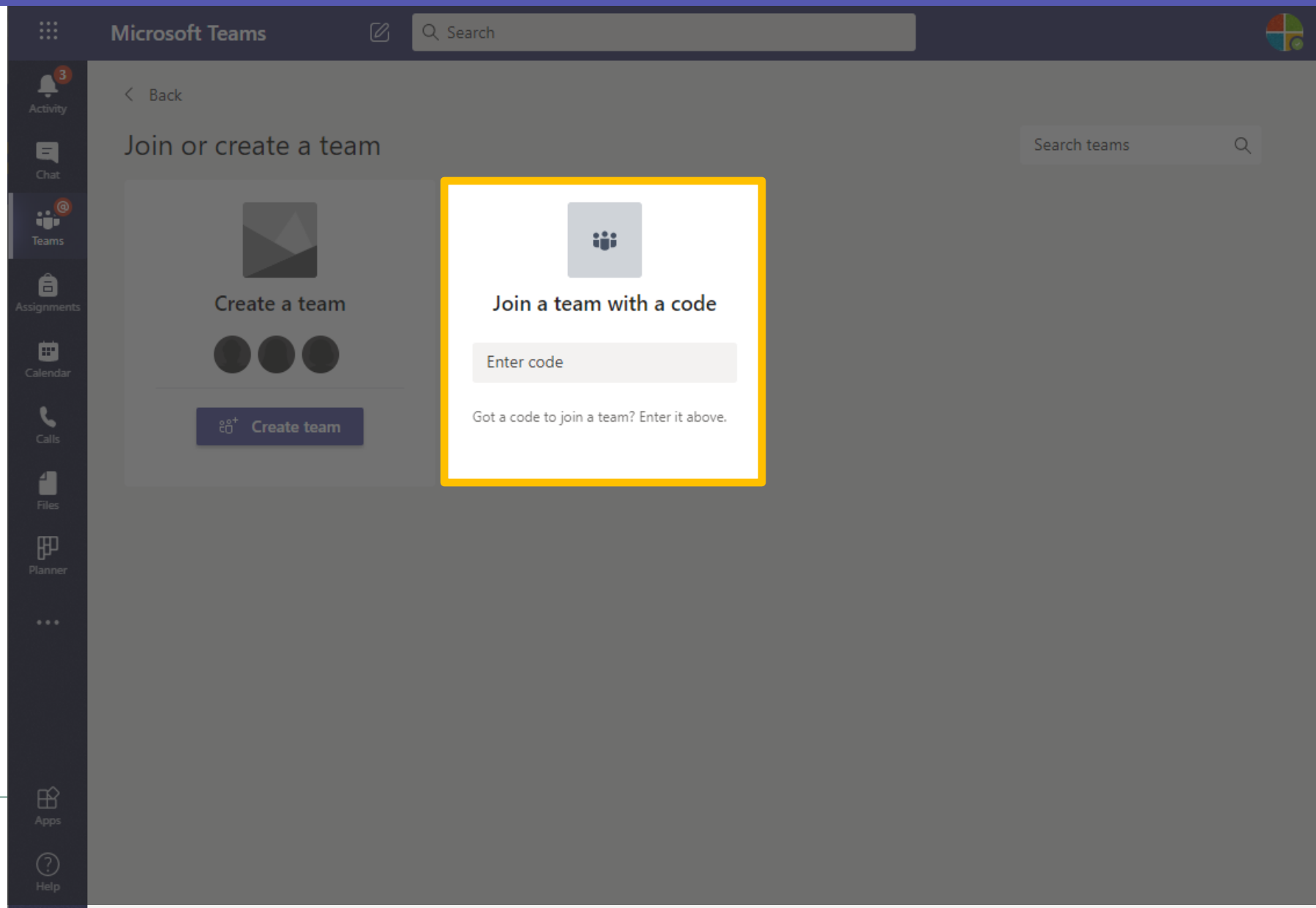
Teams > Create a team

- Team types:
PLCs, Staff, Other



Teams > Join a team with a code

- Enter join code generated by Team Owner

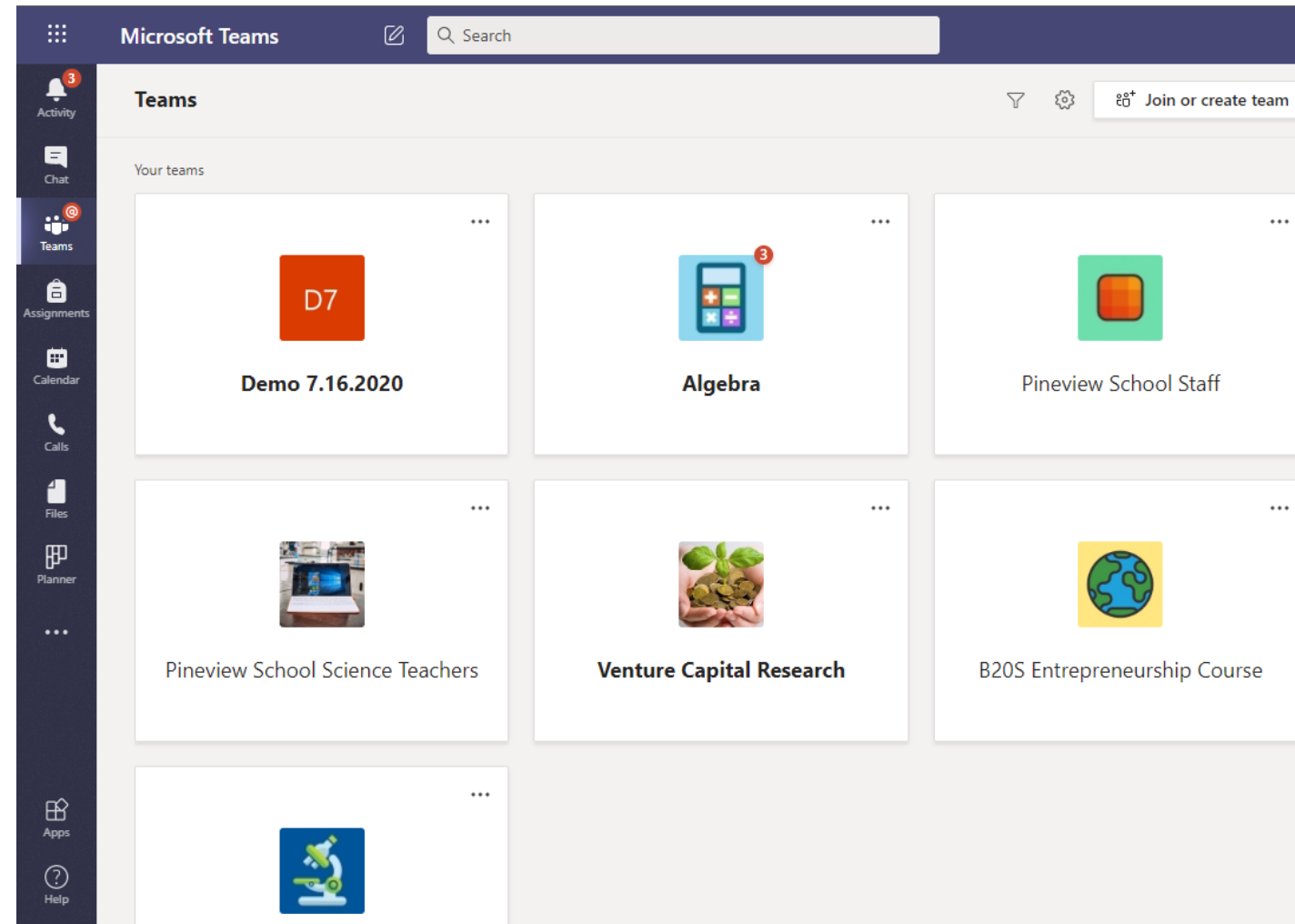


Team Options:

Settings

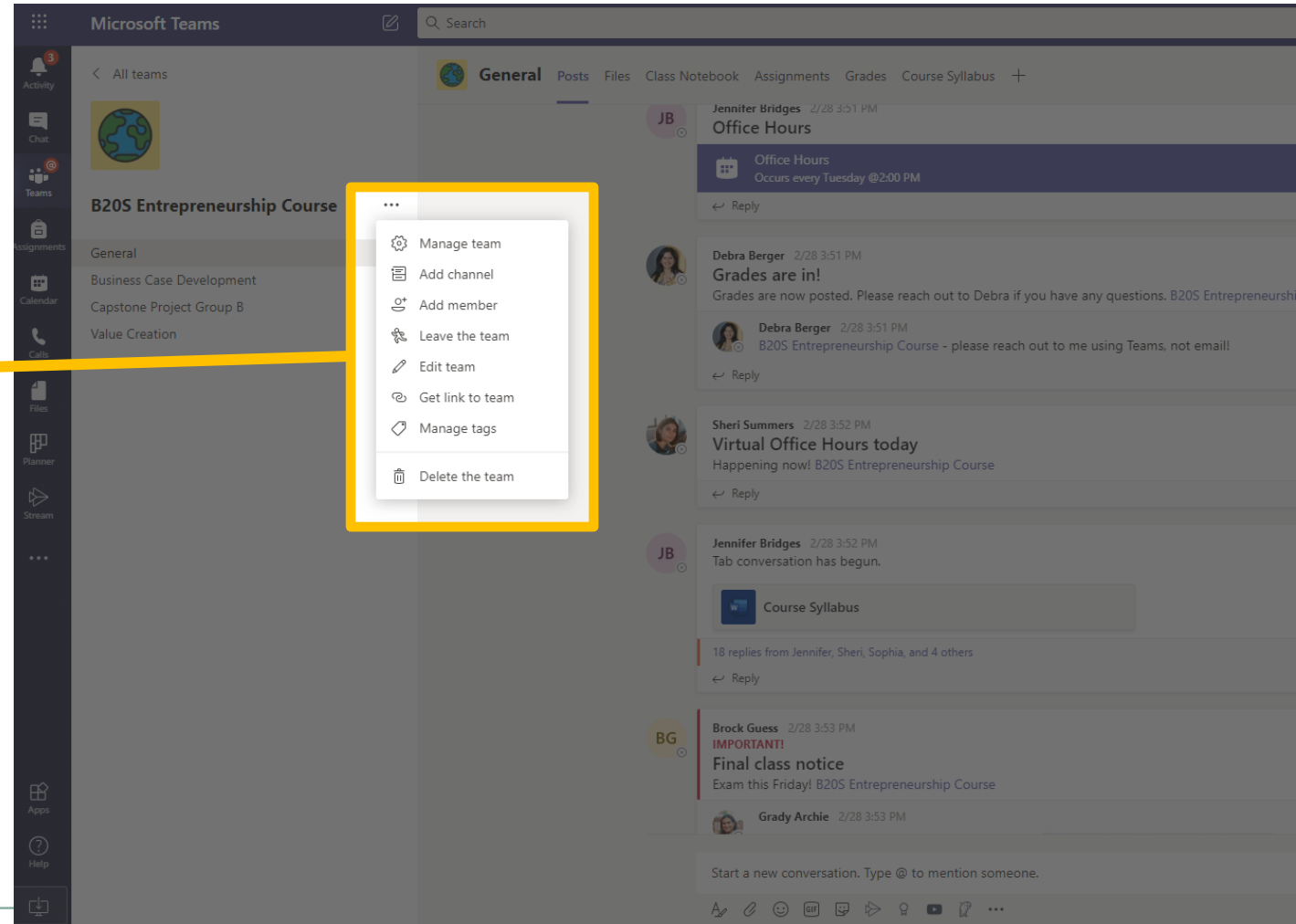
Adding Members

Team Join Code



Teams > ... (more options)

-  Manage team
-  Add channel
-  Add member
-  Leave the team
-  Edit team
-  Get link to team
-  Manage tags
-  Delete the team



Teams > ... (more options) > Manage team & Add Members

 Manage team

 Add channel

 Add member

 Leave the team

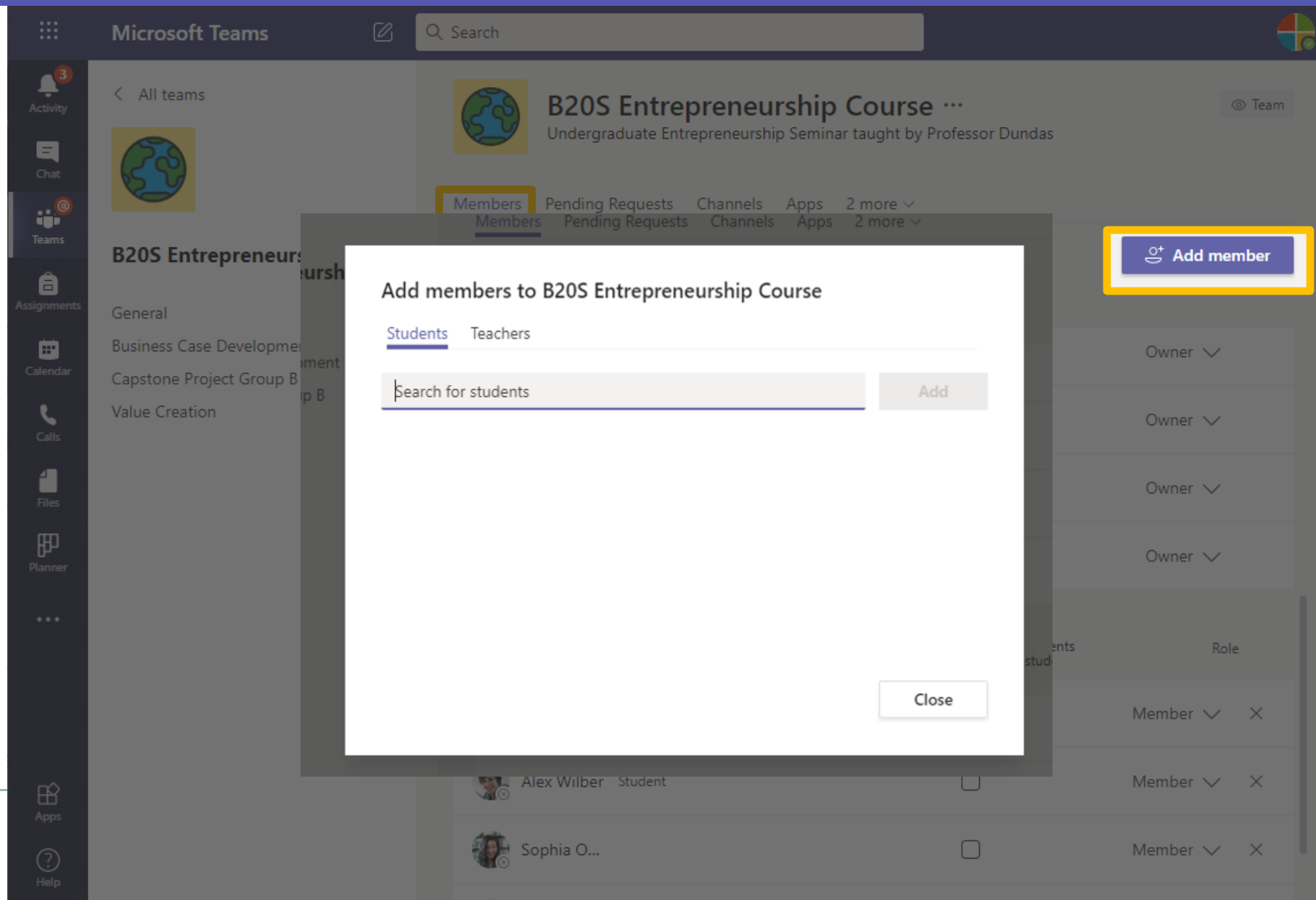
 Edit team

 Get link to team

 Manage tags

 Delete the team

UNIVERSITY
OF MIAMI



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Planner, and Apps. The main area displays the 'B20S Entrepreneurship Course' team page. A modal dialog box titled 'Add members to B20S Entrepreneurship Course' is open, showing tabs for 'Students' and 'Teachers'. Below the tabs is a search bar labeled 'Search for students' and an 'Add' button. A 'Close' button is at the bottom right of the dialog. In the background, the 'Members' tab is selected, showing a list of team members with roles like 'Owner' and 'Member'.

Teams > ... (more options) > Manage team > Member role

 Manage team

 Add channel

 Add member

 Leave the team

 Edit team

 Get link to team

 Manage tags

 Delete the team



Microsoft Teams

Search

All teams

B20S Entrepreneurship Course ...

Undergraduate Entrepreneurship Seminar taught by Professor Dundas

Members Channels Settings Analytics Apps

Search for members

Add member

Owners (13)

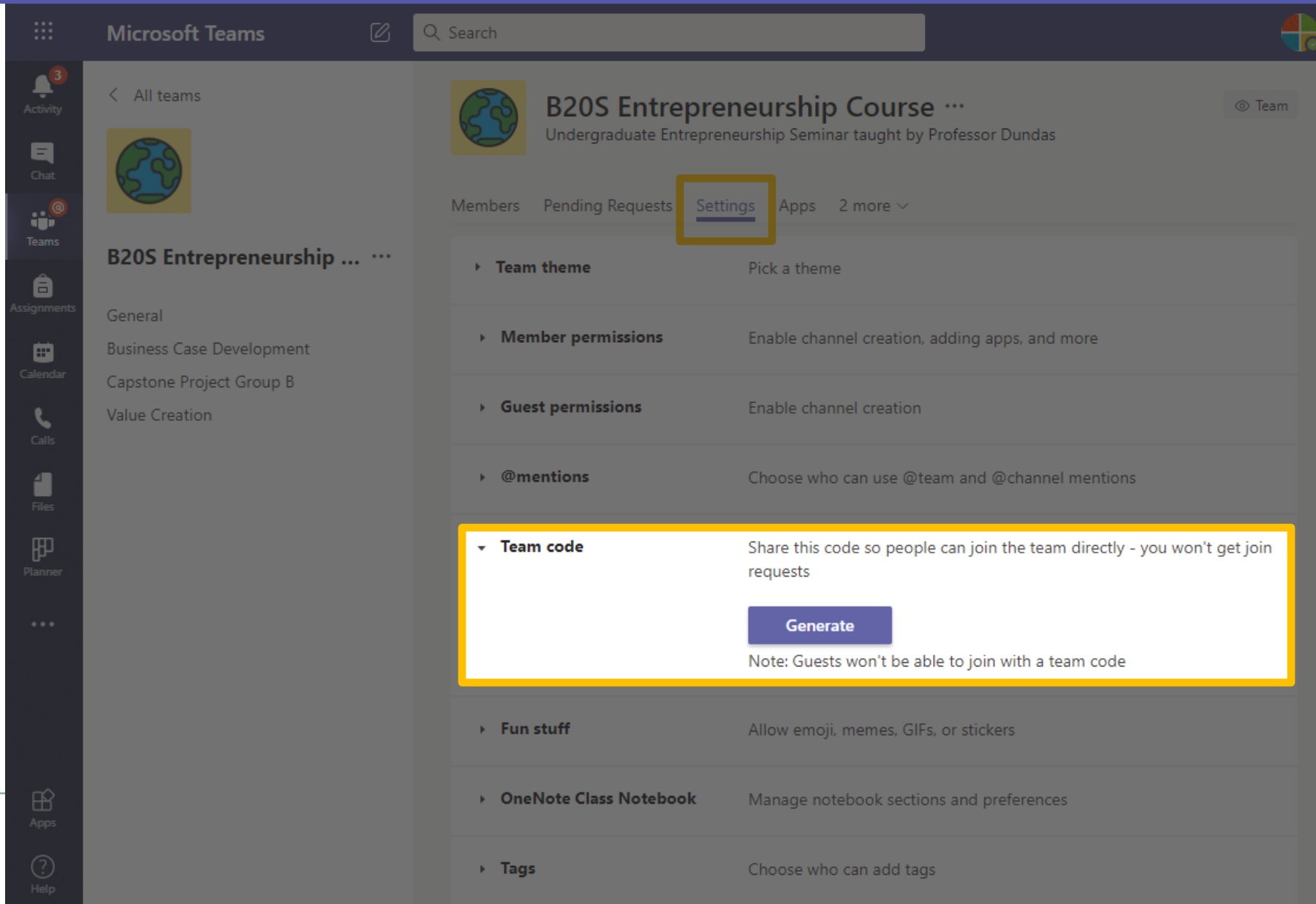
	Henrietta Mueller	Teacher	Owner	▼
	Patti Fernandez	Principal	Owner	▼
	Grady Archie	Teacher	Owner	▼

Members and guests (7)

Name	Title	Tags	☐ Mute students	Role
	Ken Meyer	Teacher	☐	Member ▼ ×
	Rosie Patterson	Student	☐	Owner ×
	Sophia Owen		☐	Member member ▼ ×
	Ella Taylor	Student	☐	Member ▼ ×
	Ashley Kozak	Student	☐	Member ▼ ×

Teams > ... (more options) > Settings > Team code

- Team Code



Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Planner

...

Apps

Help

All teams

B20S Entrepreneurship ...

General

Business Case Development

Capstone Project Group B

Value Creation

B20S Entrepreneurship Course ...

Undergraduate Entrepreneurship Seminar taught by Professor Dundas

Members Pending Requests **Settings** Apps 2 more

Team theme Pick a theme

Member permissions Enable channel creation, adding apps, and more

Guest permissions Enable channel creation

@mentions Choose who can use @team and @channel mentions

Team code Share this code so people can join the team directly - you won't get join requests

Generate

Note: Guests won't be able to join with a team code

Fun stuff Allow emoji, memes, GIFs, or stickers

OneNote Class Notebook Manage notebook sections and preferences

Tags Choose who can add tags

UNIVERSITY
OF MIAMI

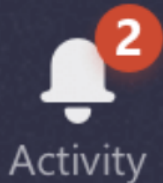


TEAMS COMMUNICATION & COLLABORATION

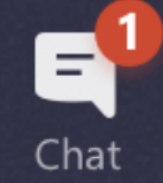
Channels, Notifications, Mentions, Bold, Posts, Chat

Notifications, Mentions, Bold

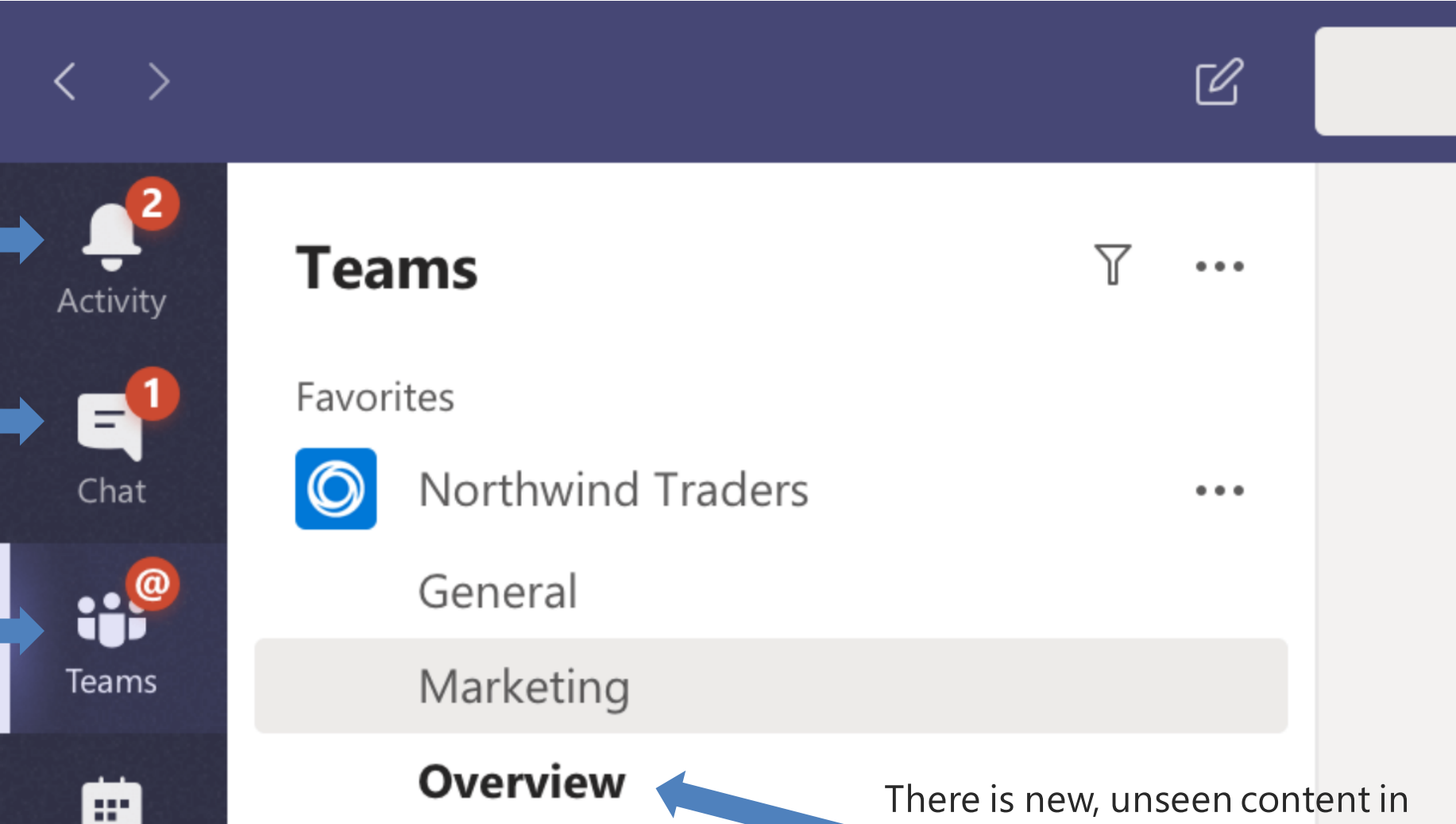
Activity has taken place that relates to you.



There is a new, unseen message in chat.



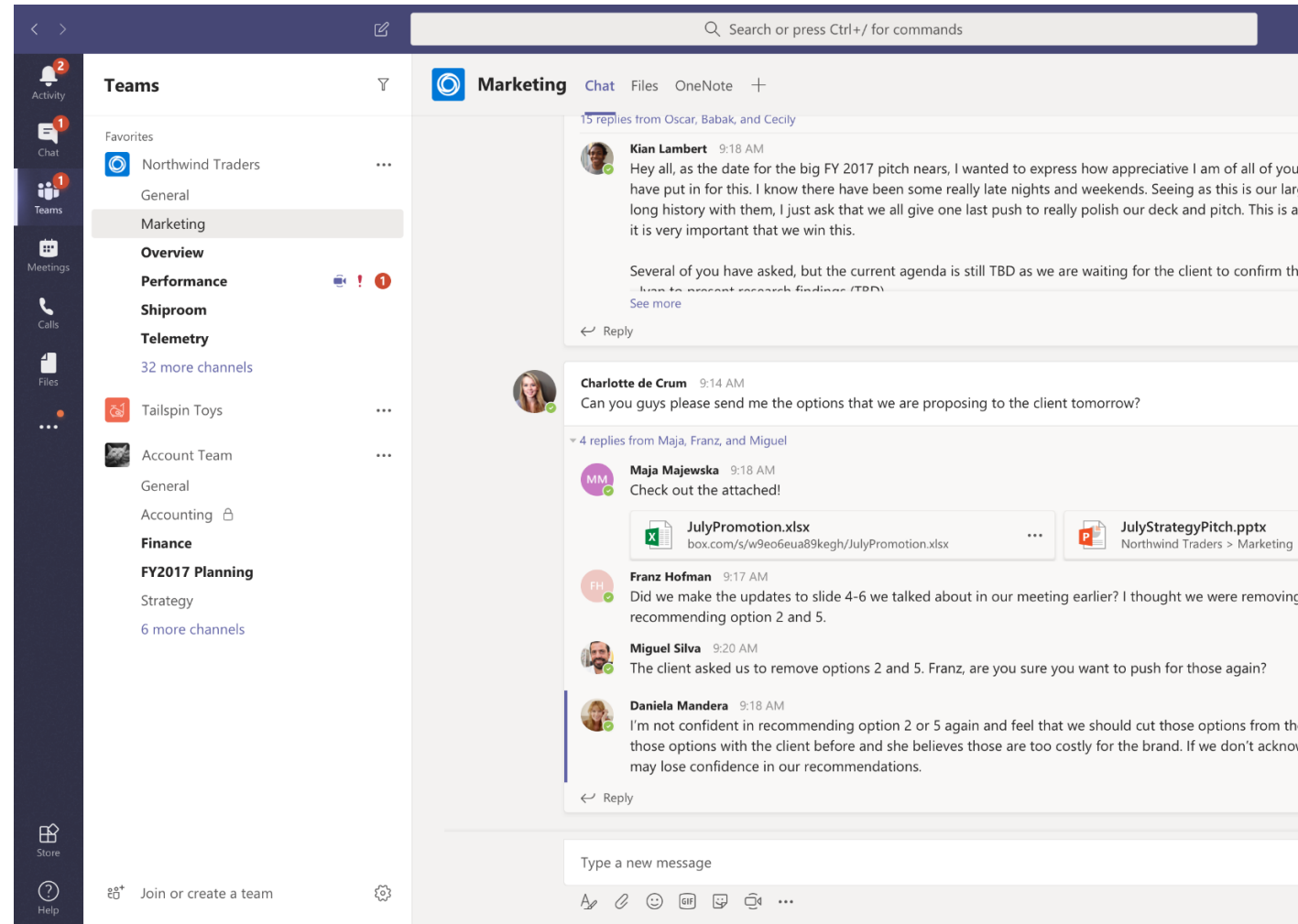
You have been directly mentioned by name, channel, or team.



There is new, unseen content in the channel. It may or may not be applicable to you.

Team Channels

- Dedicated sections within a team
- Organized by topics, projects, groups, units, or disciplines
- Private channels for specific user groups
- Place for conversations, collaboration on files, sharing notes, etc.
- Customize or extend with tabs, connectors, or bots



Team Channels > Conversations (posts)

Start a new conversation. Type @ to mention someone.



New conversation ▾ Everyone can reply ▾ Post in multiple channels

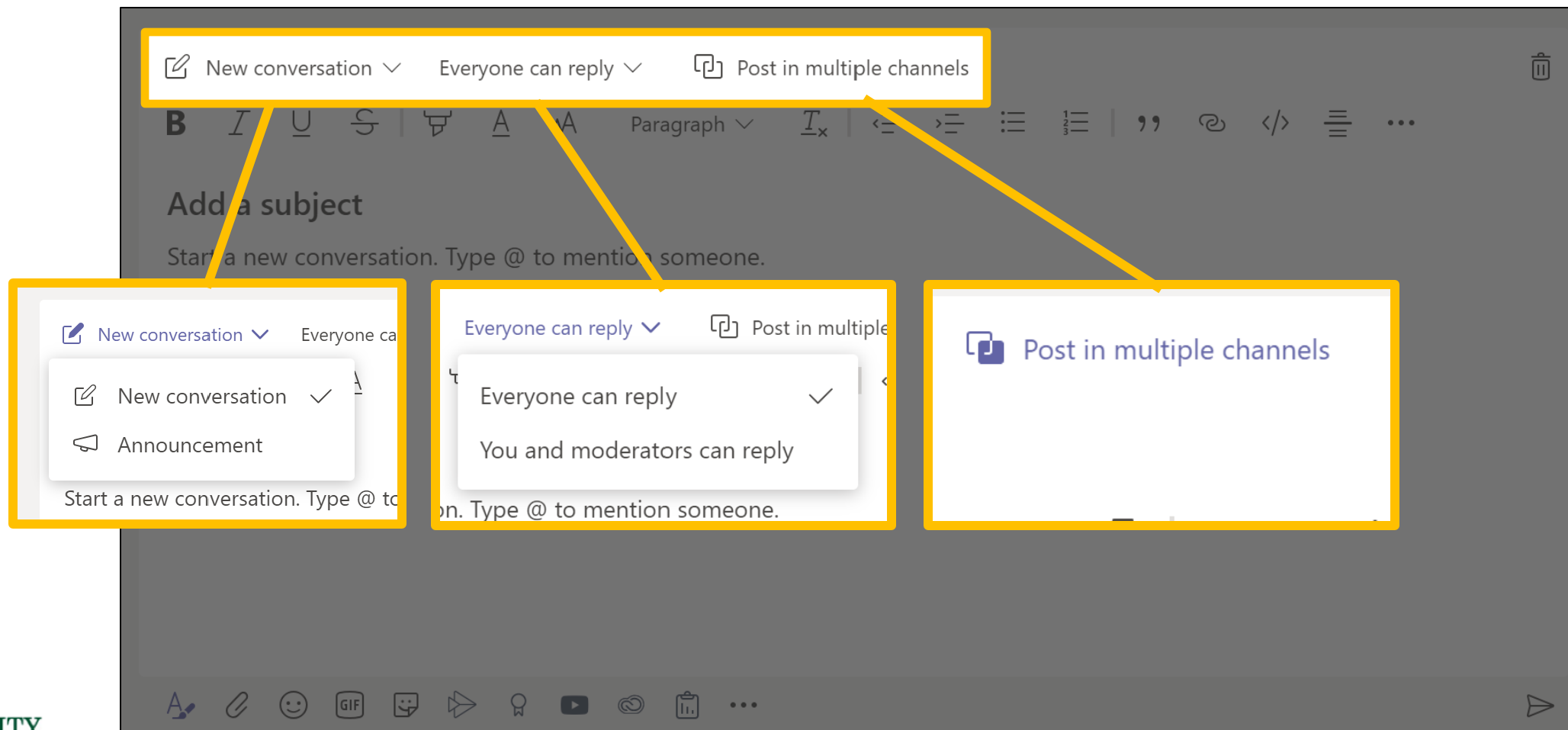
B *I* U ~~S~~ | Paragraph ▾

Add a subject

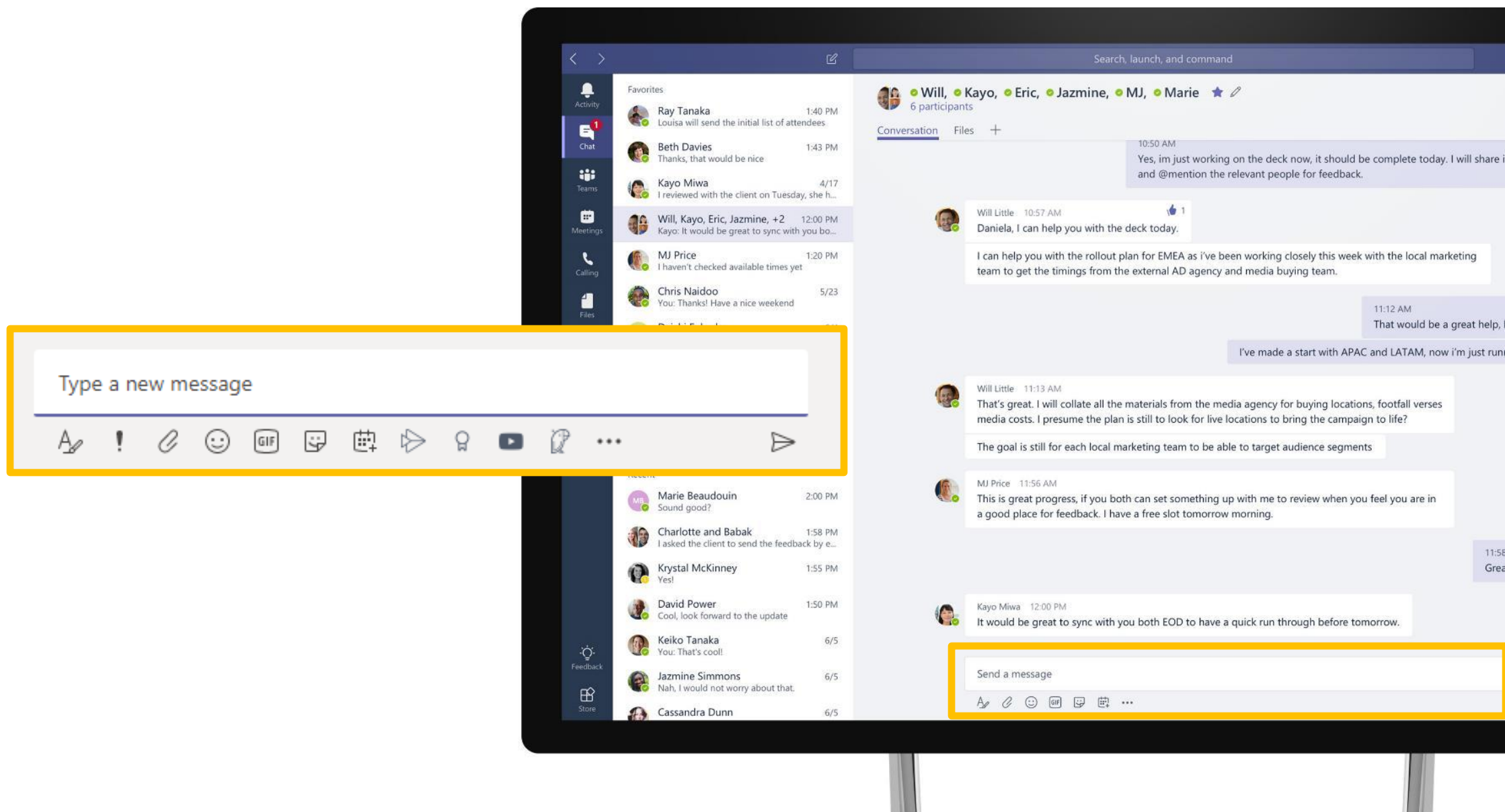
Start a new conversation. Type @ to mention someone.



Team Channels > Conversations (posts)



Team Channels > Chat (posts)



UNIVERSITY
OF MIAMI



CONTINUE THE LEARNING

Microsoft Educator Center



Get started with distance learning

A focused learning environment isn't easy to achieve away from the physical classroom. Microsoft is here to support multimedia online experiences that keep educators, students, and families connected.

[GET STARTED >](#)[Courses](#)[Learning Paths](#)[Webinars and online events](#)

education.microsoft.com



Getting Started with Remote Learning in Office 365



Special education and accessibility resources for remote learning



Shifting to distance learning: A 5-day guide for school leaders



Family Learning Center

Microsoft Teams for Education



[Learn more about Teams](#)

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams application interface. At the top is a dark blue header bar with the 'Microsoft Teams' title, a search bar labeled 'Search or type a command', and a user profile icon. Below the header is a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays 'Your teams' with five team tiles: Physical Science, Health Research, Pineview School Staff, Pineview School Science Teachers, and Algebra. Each tile has a unique icon and a three-dot menu in the top right corner. A 'Join or create team' button is located in the top right of the main area. Callout boxes provide instructions for various features: 'Start a new chat' (top left), 'Use the command box' (top center), 'Manage profile settings' (top right), 'Navigate Microsoft Teams' (left side), 'View and organize teams' (left side), 'Find personal apps' (left side), 'Add apps' (bottom left), 'Join or create a team' (right side), 'Manage your team' (right side), 'View your team' (right side), and 'What is a team?' (bottom right).

Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

View your team
Click to open your class or staff team.

What is a team?
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other

aka.ms/TeamsEDUQuickGuide

Have Questions or Training Request



Danielle Olson
MLC Program Manager

 @CyberSavvyGirl

 <https://www.linkedin.com/in/daniellevogelolson>



UNIVERSITY
OF MIAMI



ANY QUESTIONS?

ANY FEEDBACK?

UNIVERSITY
OF MIAMI



NEXT STEPS

**TECH THAT
WORKS FOR U**

TECH TALK SERIES

Visit Our Tech Talk Page

View past Tech Talks, watch recorded livestreams, access presentation slides and more.



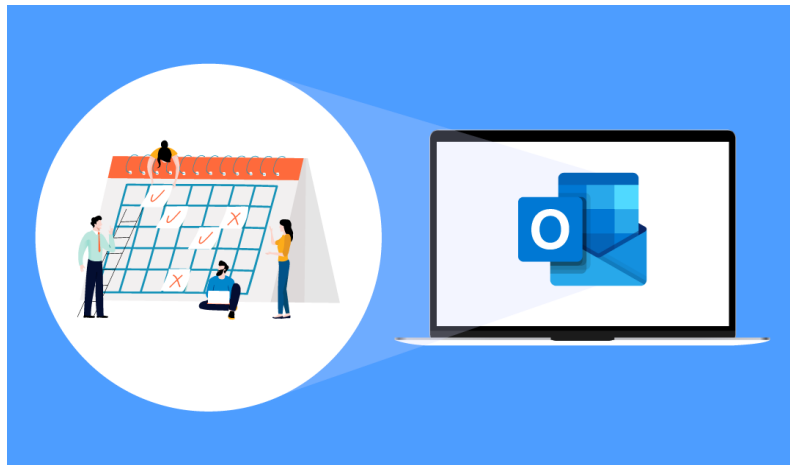
it.miami.edu/TechTalk



Visit Our Tech Talk Page

You can see today's presentation and past Tech Talks at

 it.miami.edu/TechTalk



Our Next Tech Talk

Calendaring in your UM email

Tuesday, April 20, 2021

Microsoft Teams

3 PM – 4 PM

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/2QHxCXq>





Get In Touch With Us



it.miami.edu/techtalk



techtalk@miami.edu

UNIVERSITY
OF MIAMI



**Thank you
for attending!**