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TECH THAT WORKS FOR U

Collaborating Via Microsoft Teams

Who are we?

PRESENTER



CELIA MCFADDEN

Manager, Integrated Solutions Support
UM Information Technology

MODERATOR



DIANNE RUBIN-ANDERSON

*Sr. Business Systems Analyst,
Integrated Solutions Support*
UM Information Technology

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AGENDA



Teams Meetings 101



Teams Navigation



Teams Communication & Collaboration



Continue The Learning



Next Steps

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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

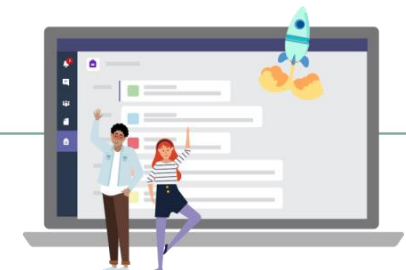


- Present content to attendees
- Play a video during class
- See student faces
- Address raise hands
- Live reactions
- Monitor chat window

After

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

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Teams Meetings > Schedule



Outlook Desktop
Outlook Web App



Teams Calendar

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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



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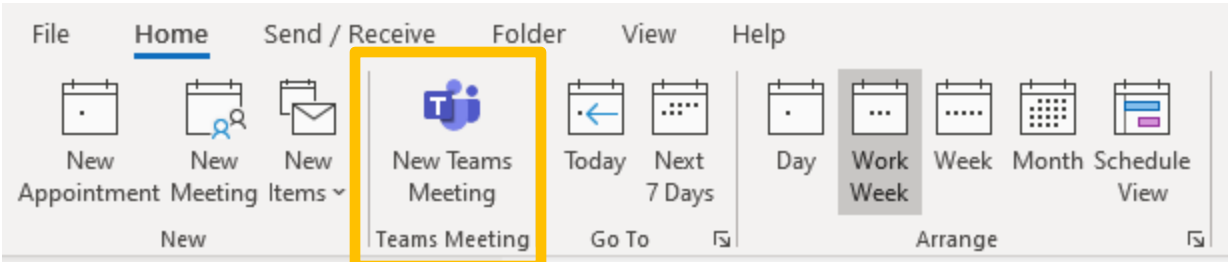
|

...

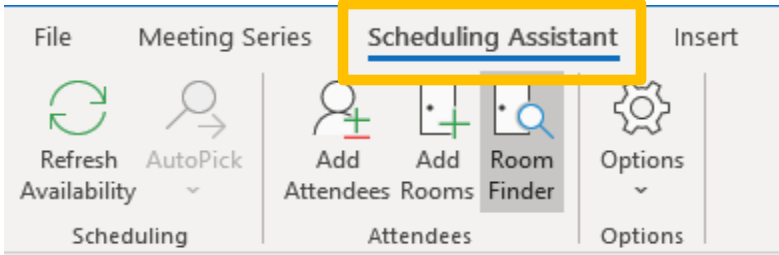
Type details for this new meeting

Schedule Teams Meetings in Outlook

Schedule a new Teams Meeting



Find a time that works for everyone (Scheduling Assistant)



Create/Send Teams Meeting Invite

File Meeting Series Scheduling Assistant Insert Draw Format Text Review Help

Delete → Join Teams Meeting Meeting Options Cancel Invitation Attendees 15 minutes Recurrence Tags Dictate Meeting Notes New Meeting Poll Insights View Templates My Templates

ⓘ You haven't sent this meeting invitation yet.

Send

From

Josh.Sawyer@microsoft.com

Title

Weekly Webinar

Required

Contoso@outlook.com

Optional

Recurrence

Occurs every Thursday effective 5/21/2020 until 11/5/2020 from 1:00 PM to 2:00 PM [Edit Recurrence](#)

Location

[Microsoft Teams Meeting](#) [Room Finder](#)

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

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

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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

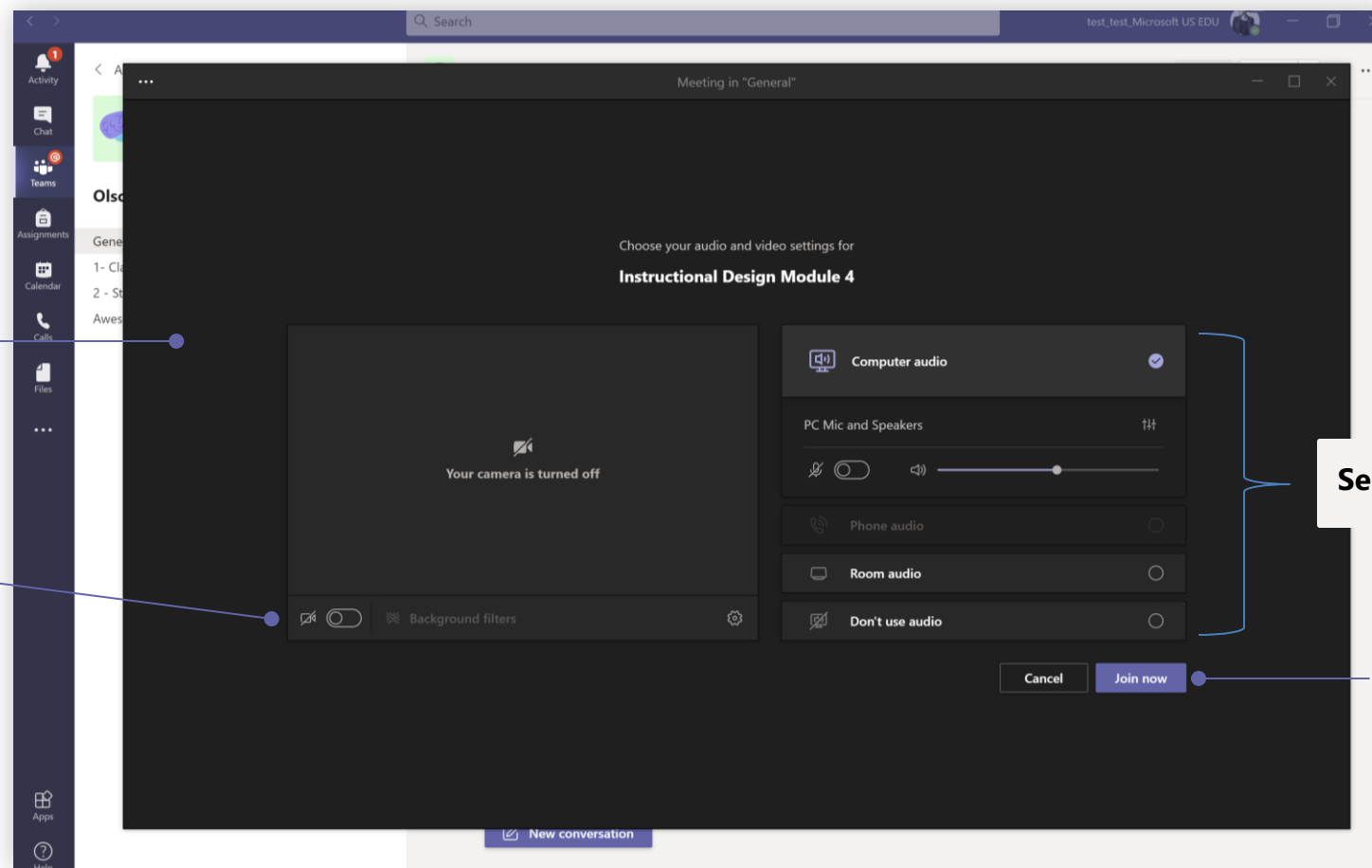
Yes ☒

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

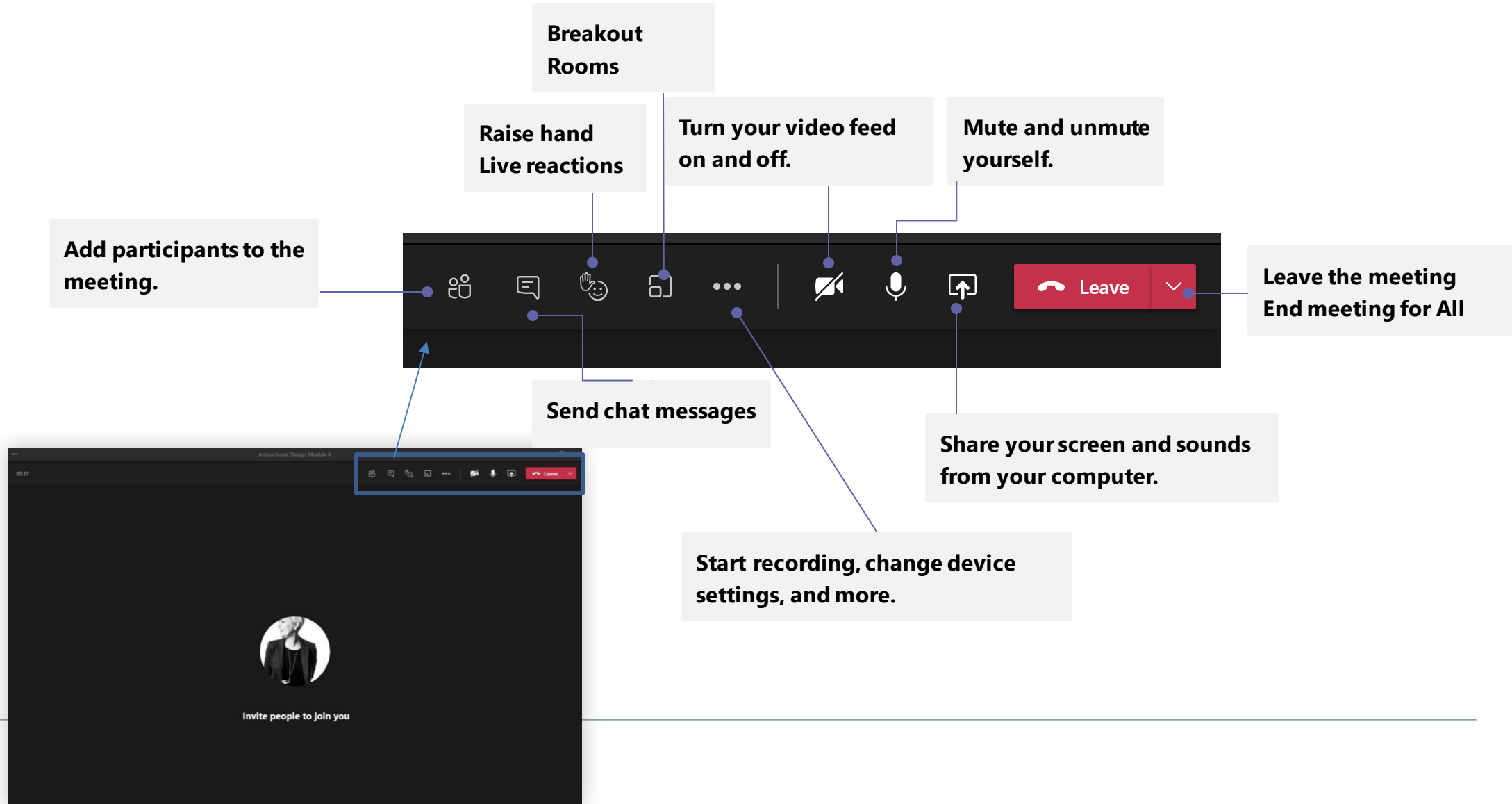
Join meeting

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Participate in a meeting

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



Teams Meetings > Participants Panel

Participants Panel

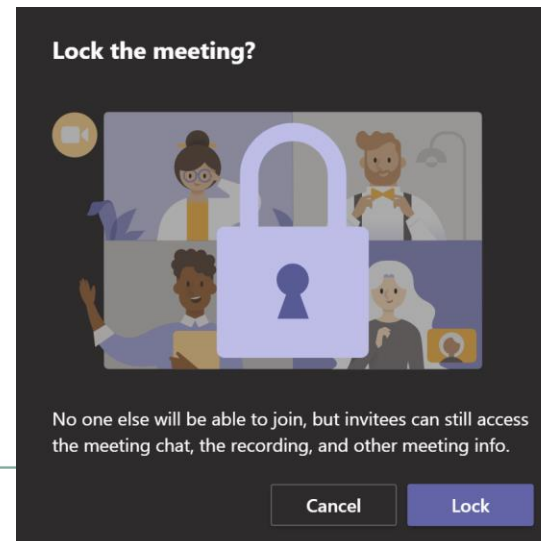
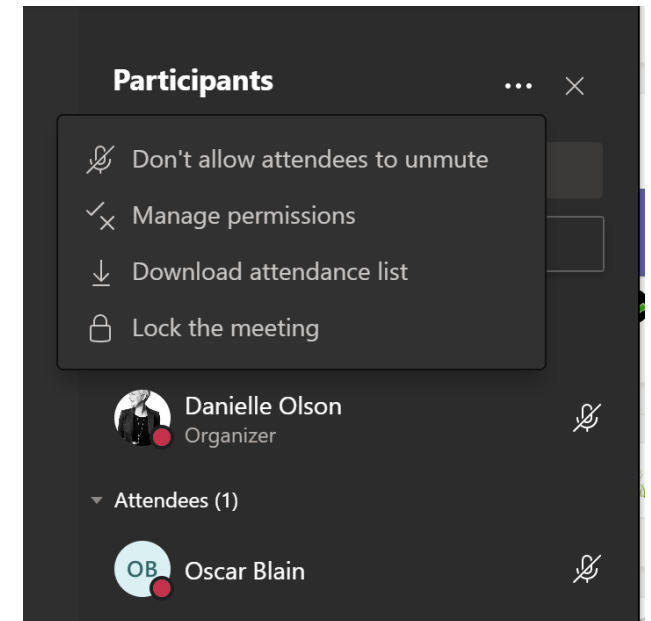
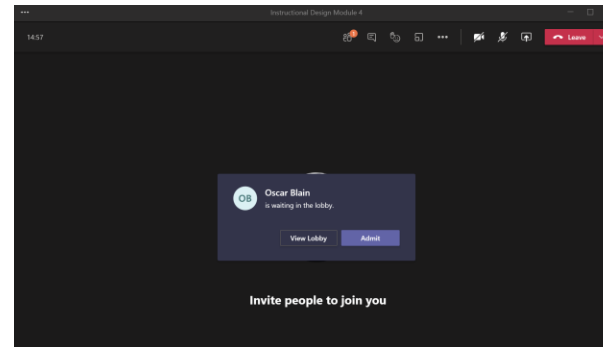
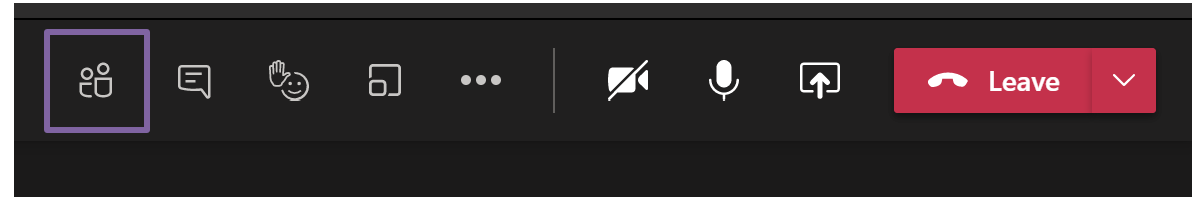
Admit people from lobby

Mute all attendees

Download attendance

Meeting options

Lock meeting



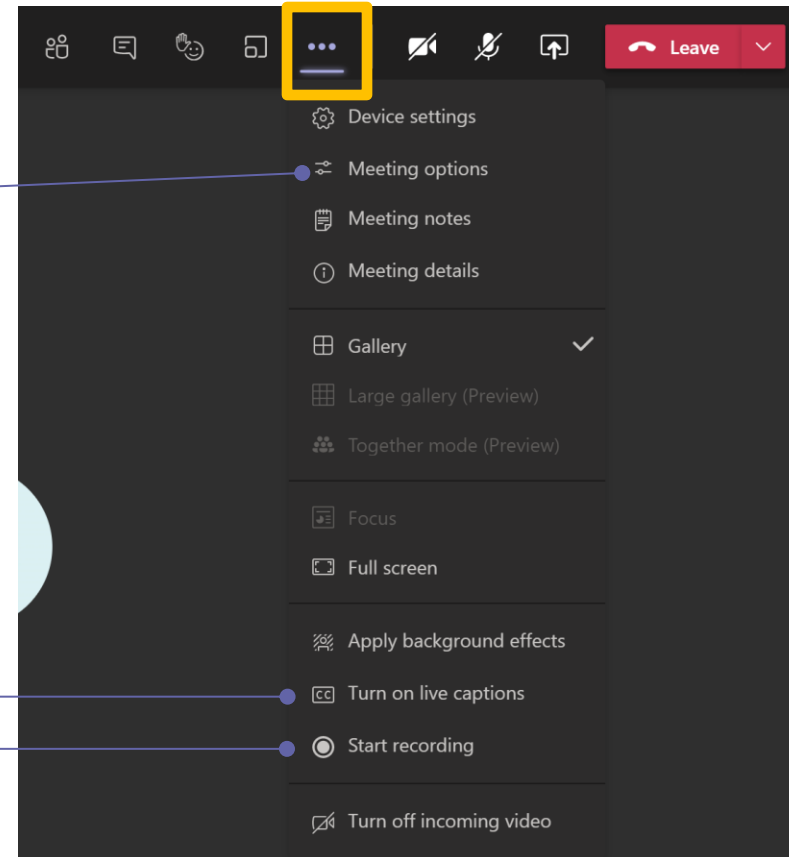
Additional Settings

View settings

Meeting options

Start recording

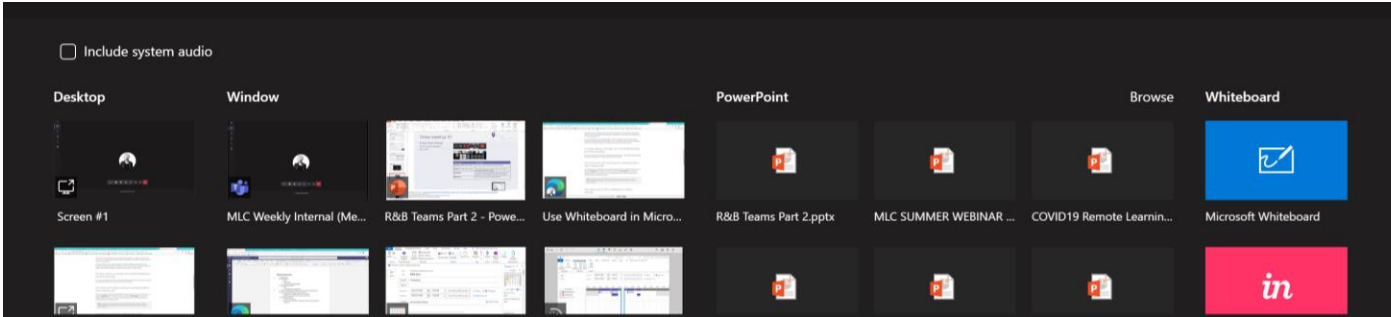
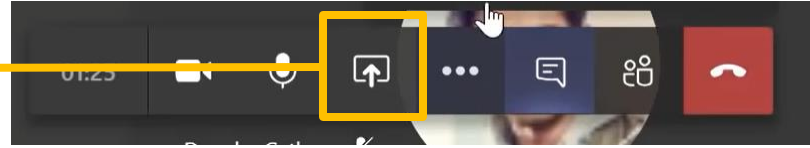
Enable live captions



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

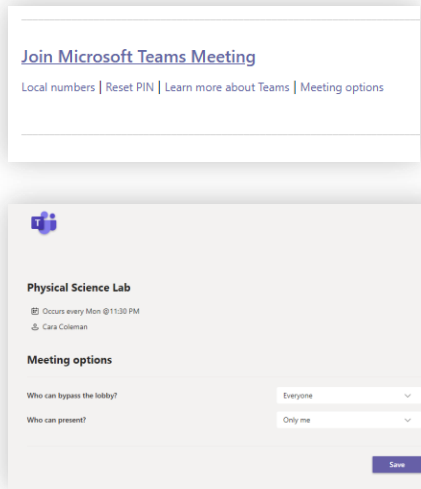
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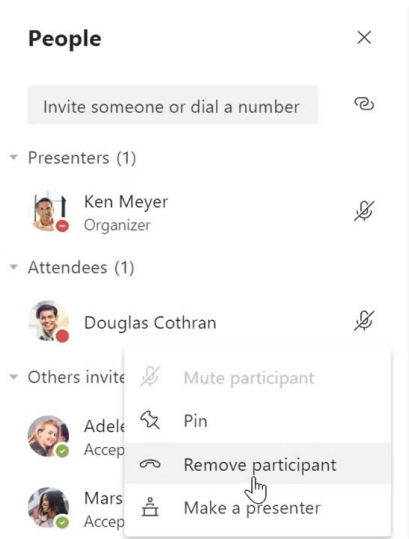
Assign attendee role in online meeting

You can promote attendees to presenter during a meeting.

Before meeting

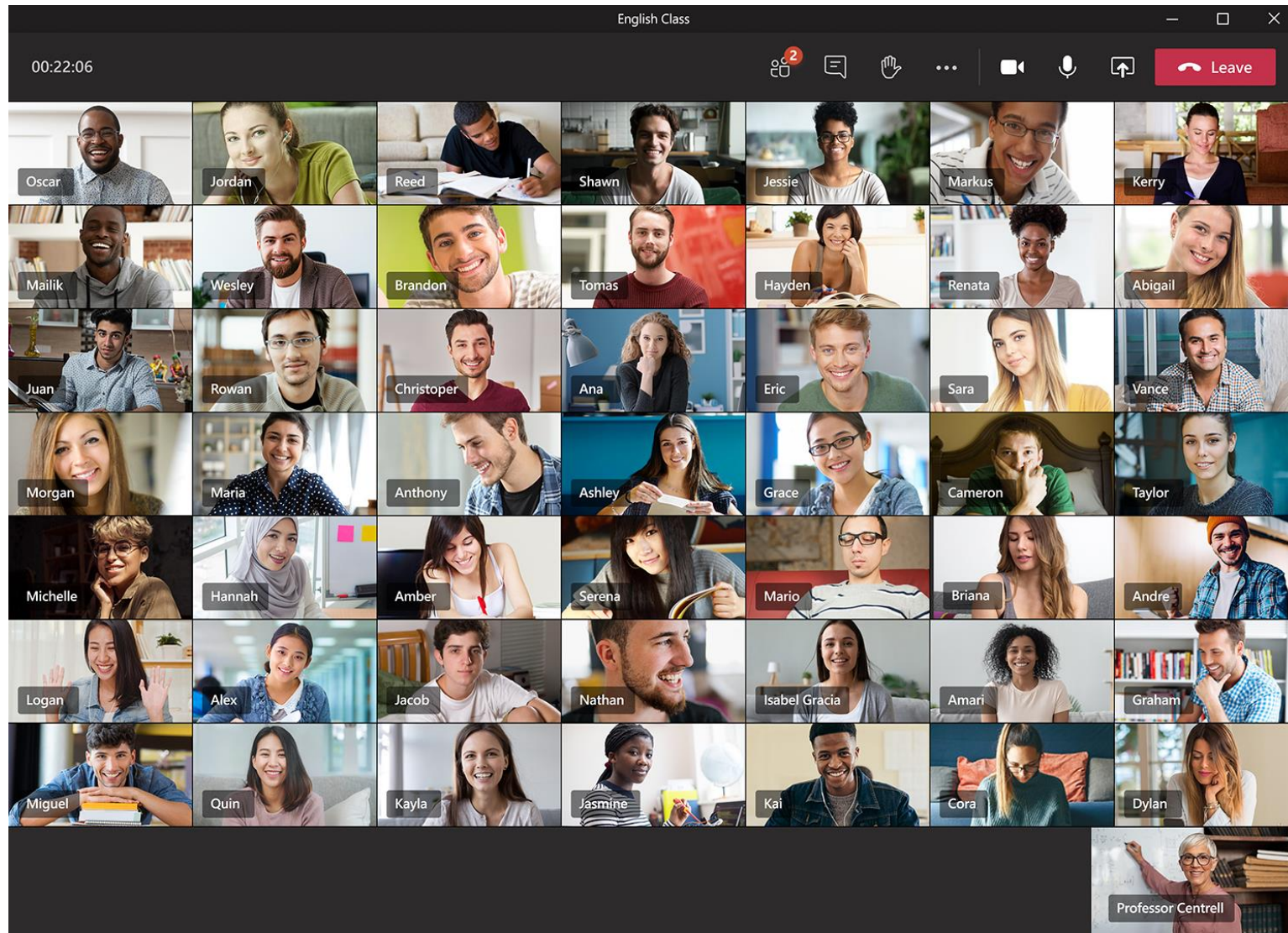


During meeting

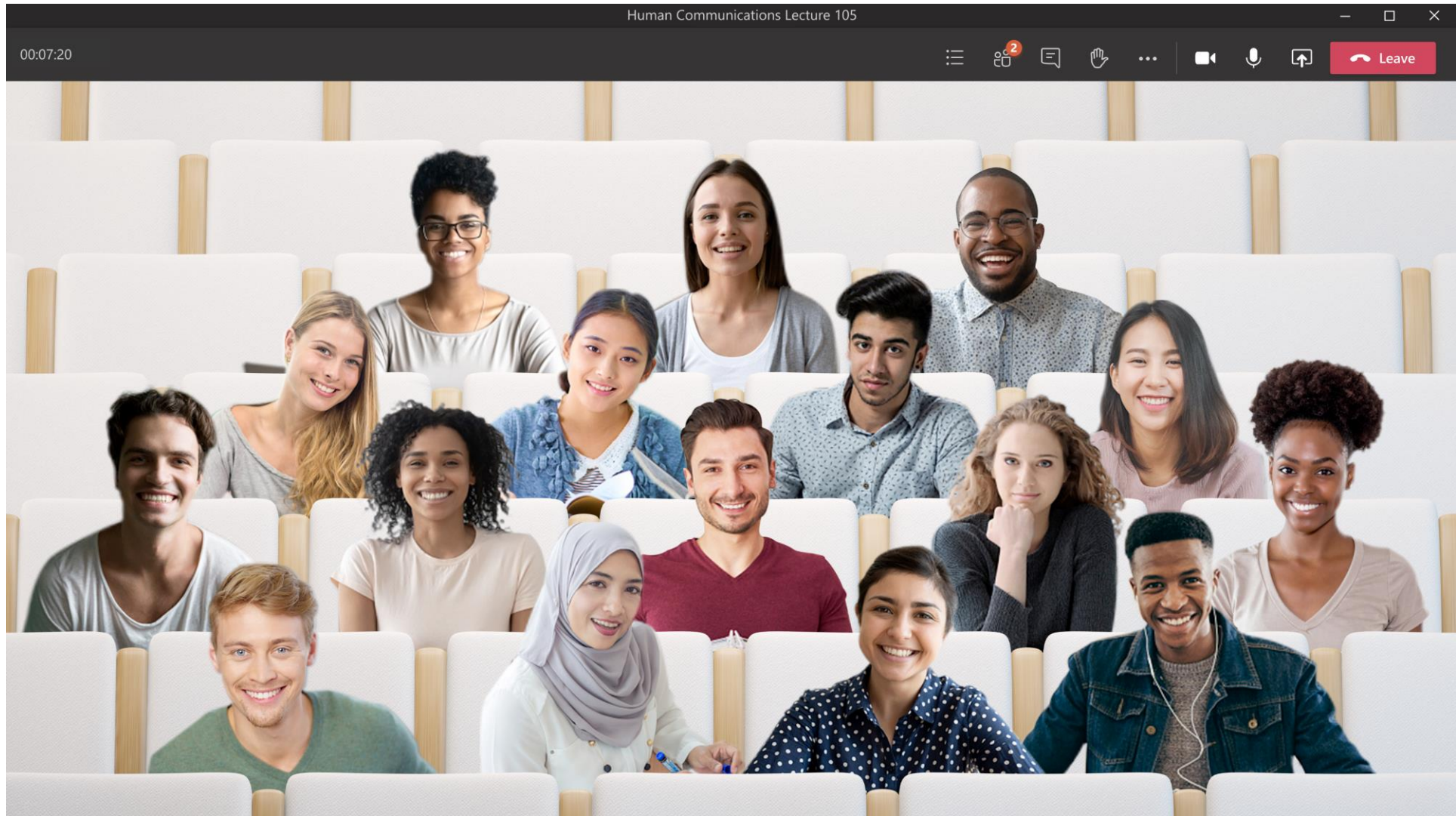


Capabilities	Organizer/Presenter	Attendee
Speak and share video	✓	✓
Participate in meeting chat	✓	✓
Privately view a PowerPoint file shared by someone else	✓	✓
Share content	✓	
Mute other participants	✓	
Remove participants	✓	
Admit people from the lobby	✓	
Change the roles of other participants	✓	
Start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

Teams Meetings > Views > Large Gallery (aka 7x7 video grid)



Teams Meetings > Views > Together Mode



Teams Meetings > Views > Spotlight



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Teams Meetings > Views > Breakout Rooms

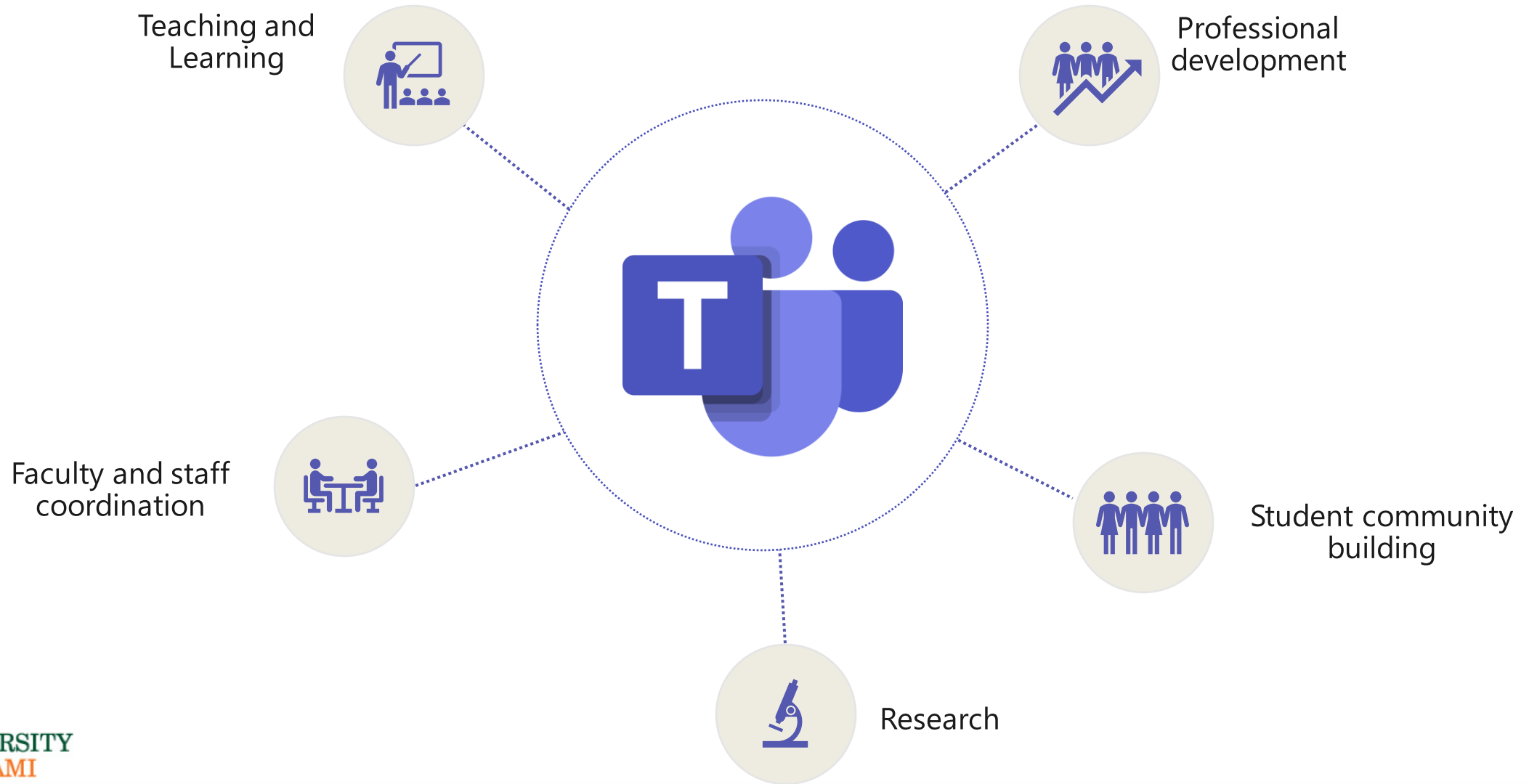


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Teams Navigation

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

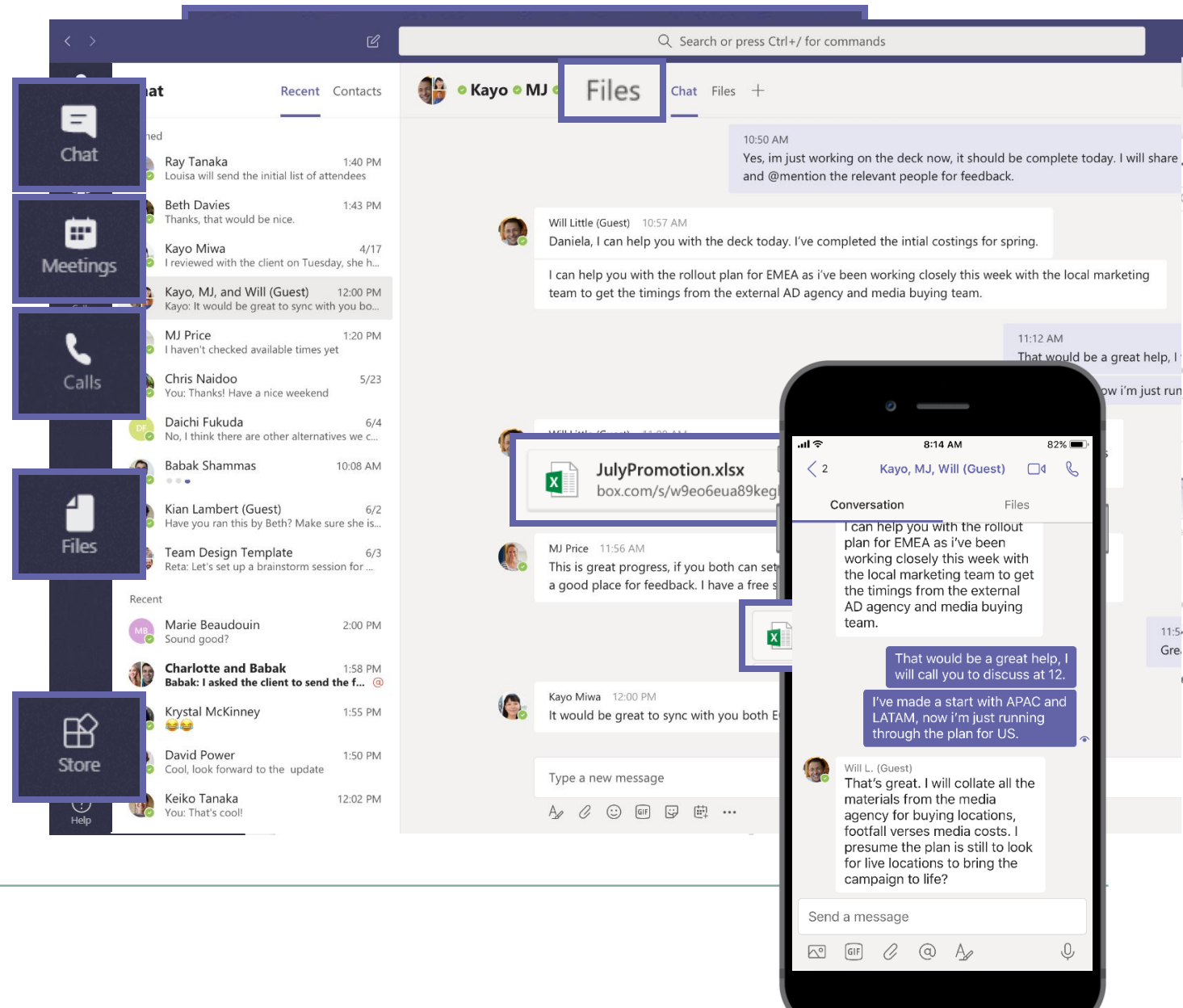
with 3rd party apps, processes, and devices



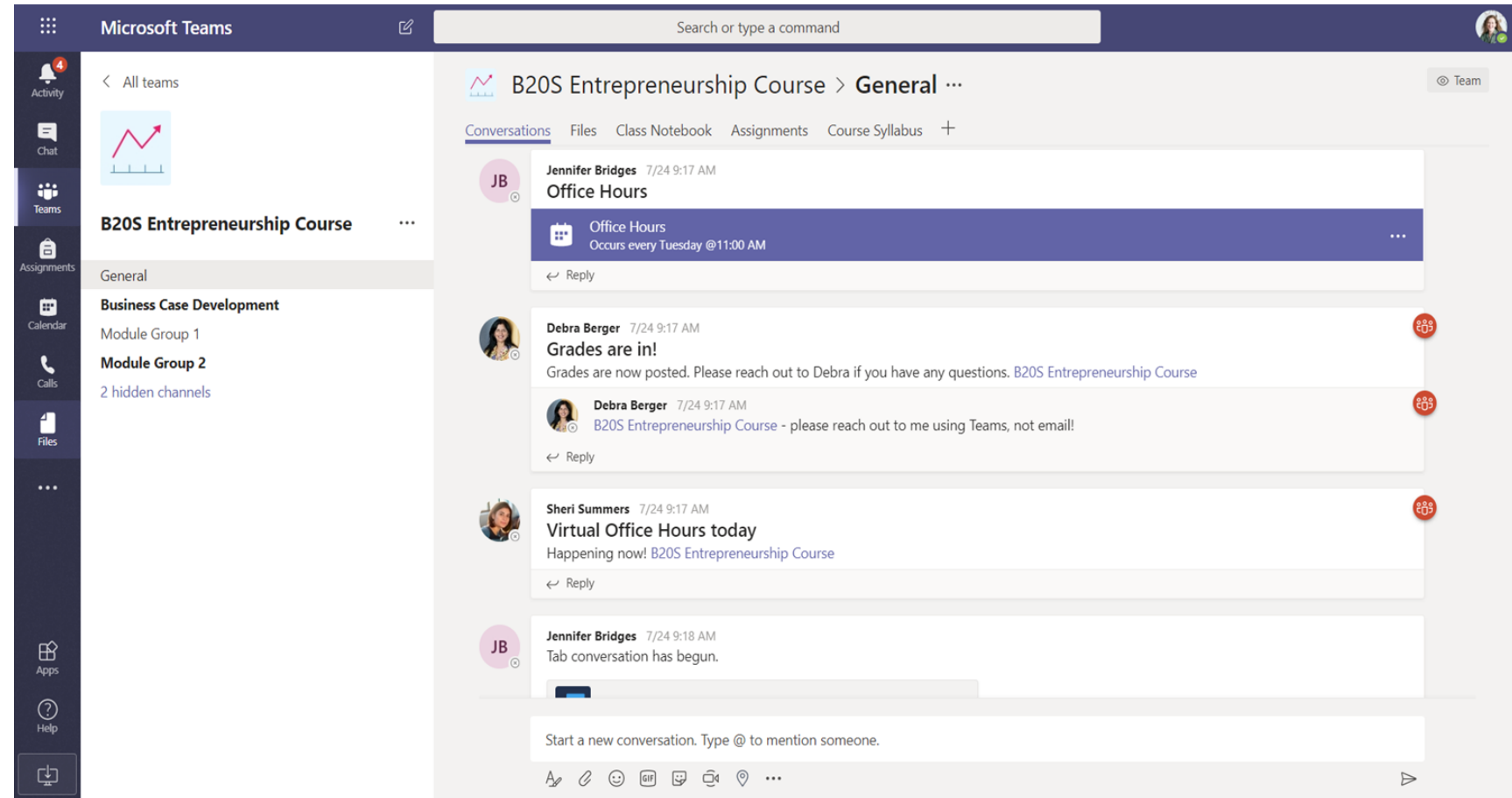
Work with confidence

enterprise level security, compliance, and manageability

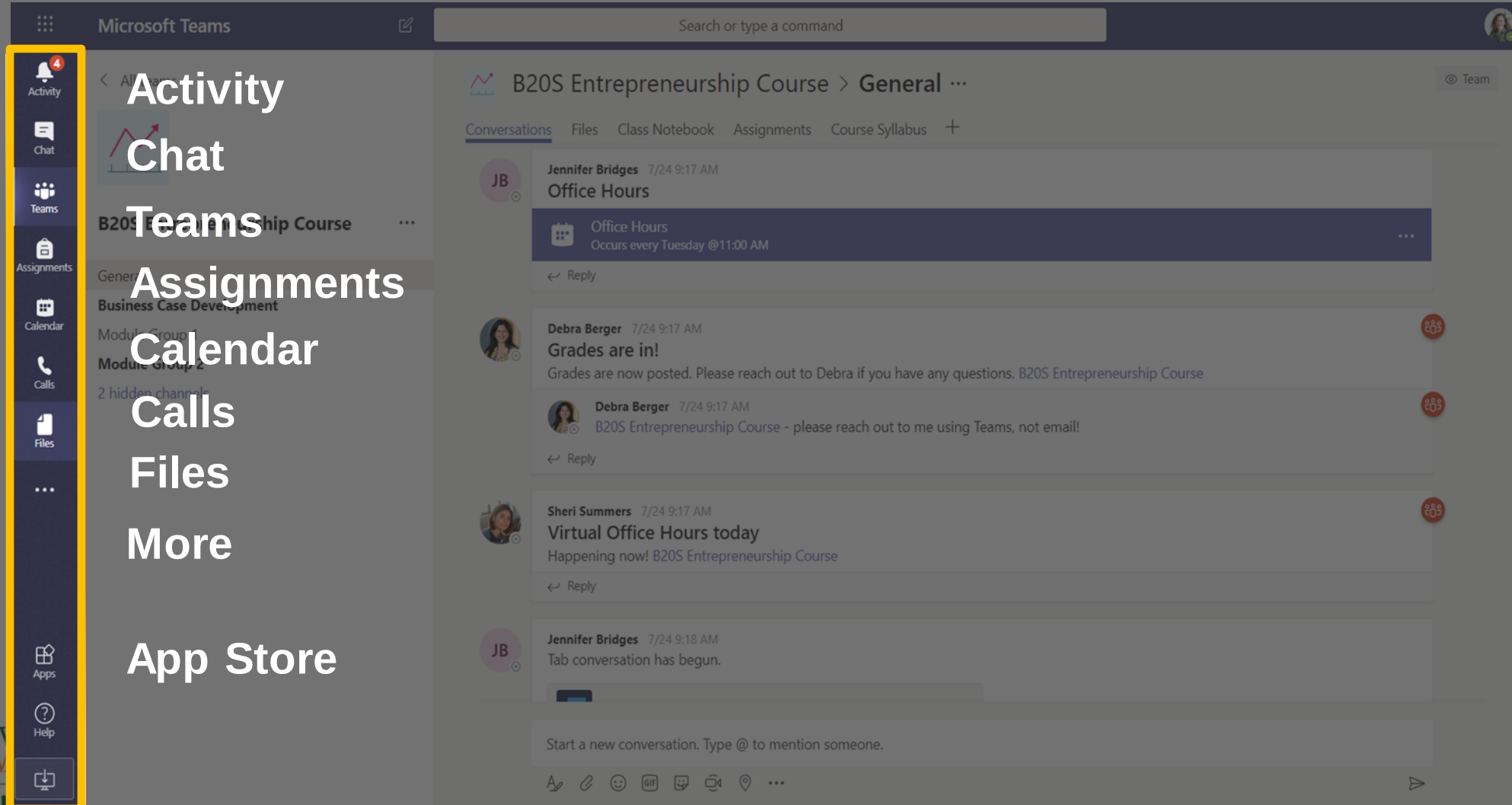
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Teams Review: Interface & Basics



Teams > App Bar



Teams > Left Rail

Microsoft Teams

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

...

< All teams



B20S Entrepreneurship Course

General

Business Case Development

Module Group 1

Module Group 2

2 hidden channels

Search or type a command

B20S Entrepreneurship Course > General ...

Team

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

Reply

 **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.

       ...

Send

Teams > Tabs

The screenshot displays the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team named 'B20S Entrepreneurship Course' with a 'General' channel. A yellow rectangular box highlights the tabs menu at the top of the channel view, which includes the following options: **Conversations**, Files, Class Notebook, Assignments, Course Syllabus, and a plus sign (+). Below the tabs menu, the chat history is visible, featuring messages from Jennifer Bridges, Debra Berger, and Sheri Summers. A message from Jennifer Bridges at the bottom states 'Tab conversation has begun.' The bottom of the screen shows a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.'

Teams > 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 list of teams, with 'B20S Entrepreneurship Course' selected. Inside this team, the 'General' channel is active. A yellow rectangular overlay highlights a chat conversation. The chat history shows four messages: a post by Jennifer Bridges about office hours, a message by Debra Berger announcing that grades are in, another message by Debra Berger asking to be reached via Teams, and a message by Sheri Summers about virtual office hours. The bottom of the chat shows a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content like files, emojis, and links.

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 +

JB 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

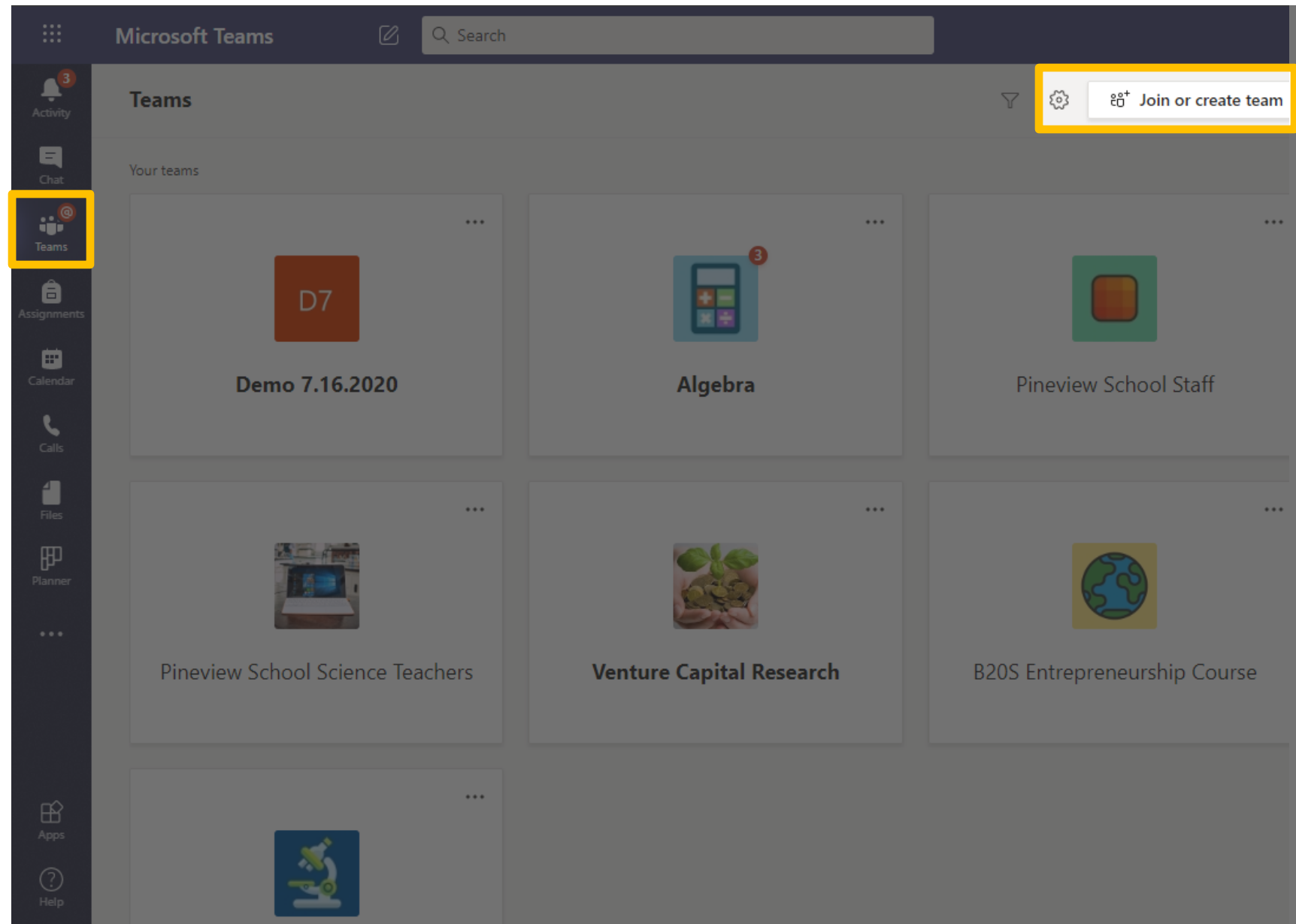
Sheri Summers 7/24 9:17 AM
Virtual Office Hours today
Happening now! [B20S Entrepreneurship Course](#)
Reply

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

Start a new conversation. Type @ to mention someone.

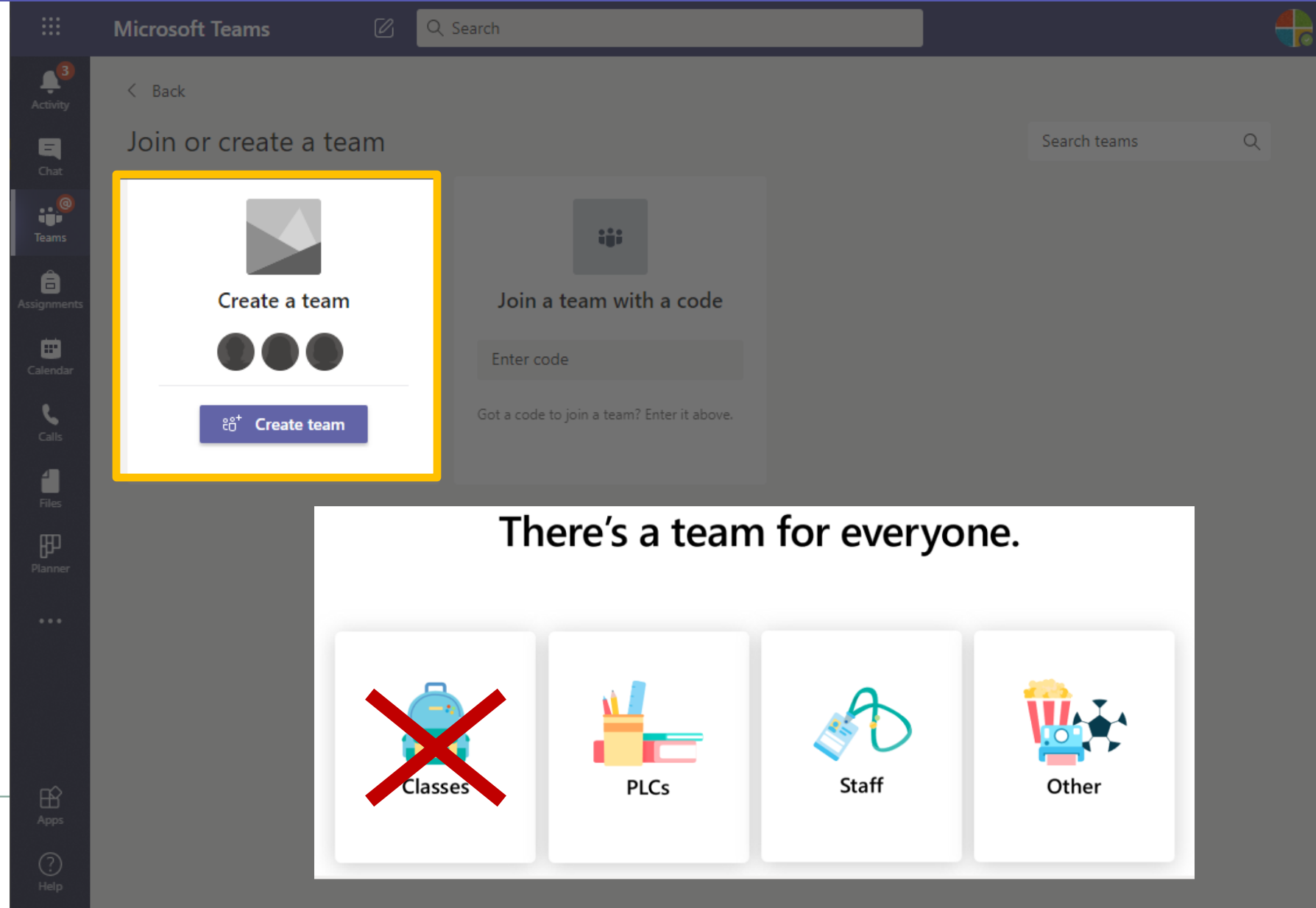
Icons: Pencil, Link, Smiley, GIF, Video, Location, More

Join or Create a Team



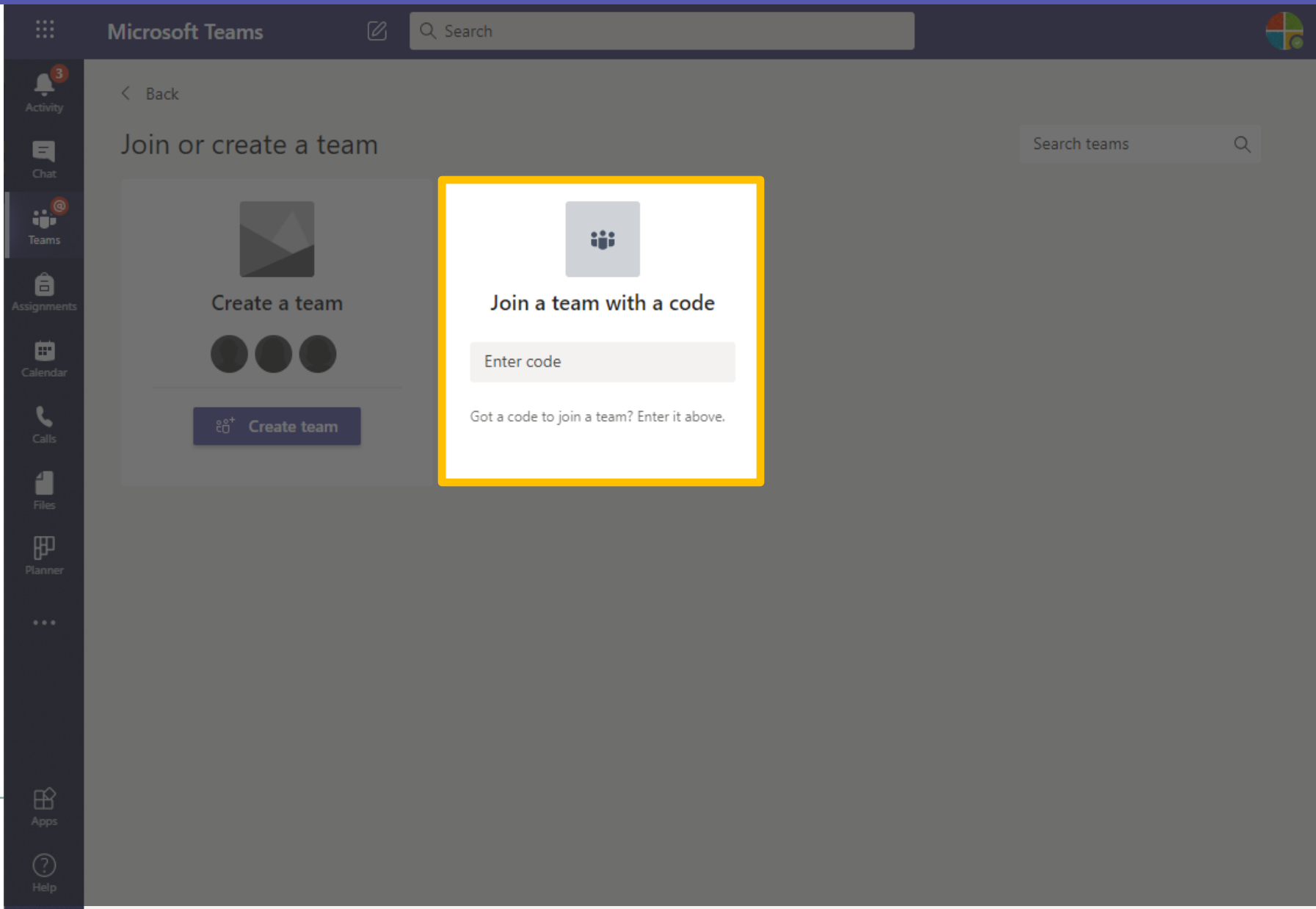
Teams > Create a team

- Team types:
PLCs, Staff, Other



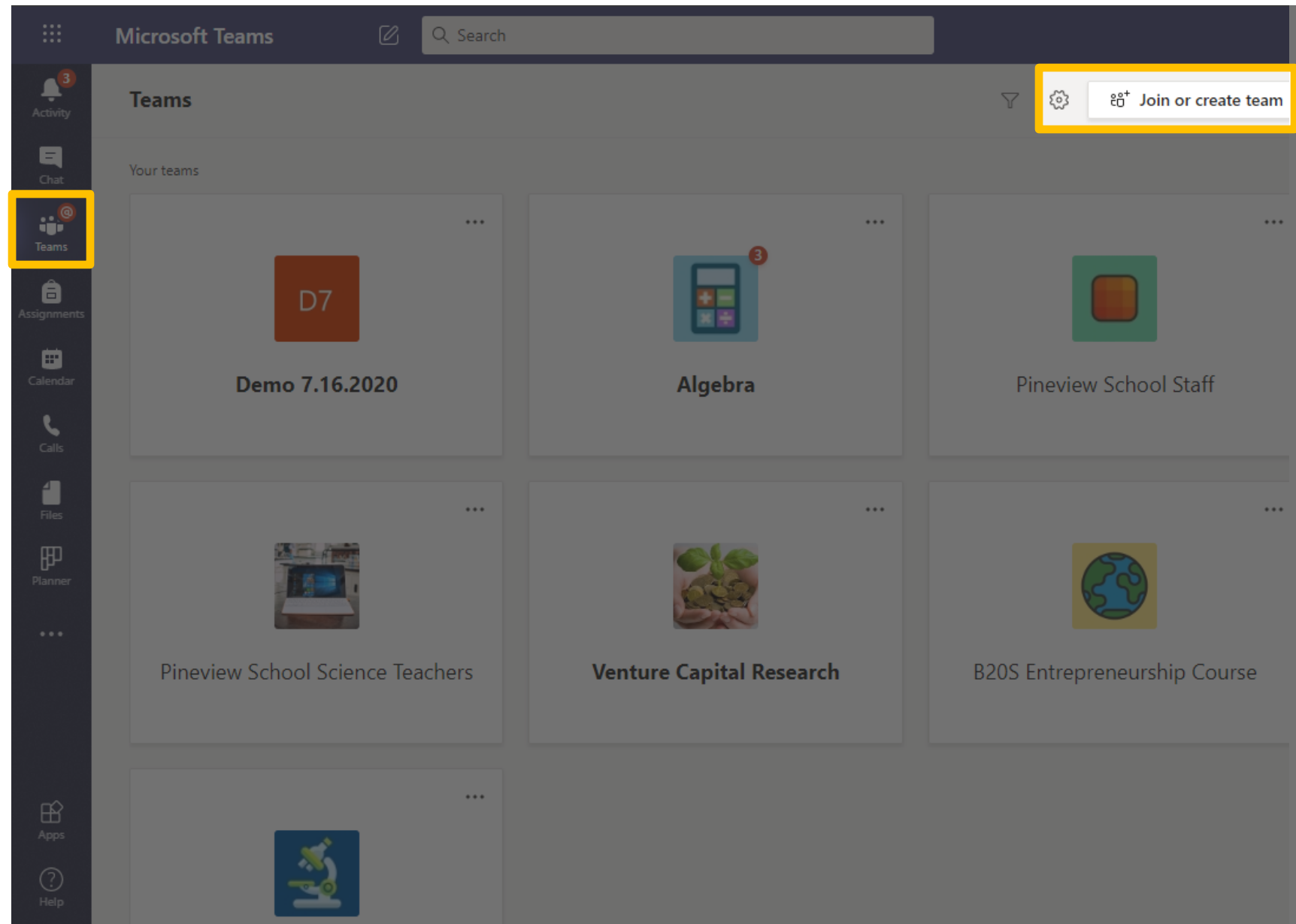
Teams > Join a team with a code

- Enter join code generated by Team Owner



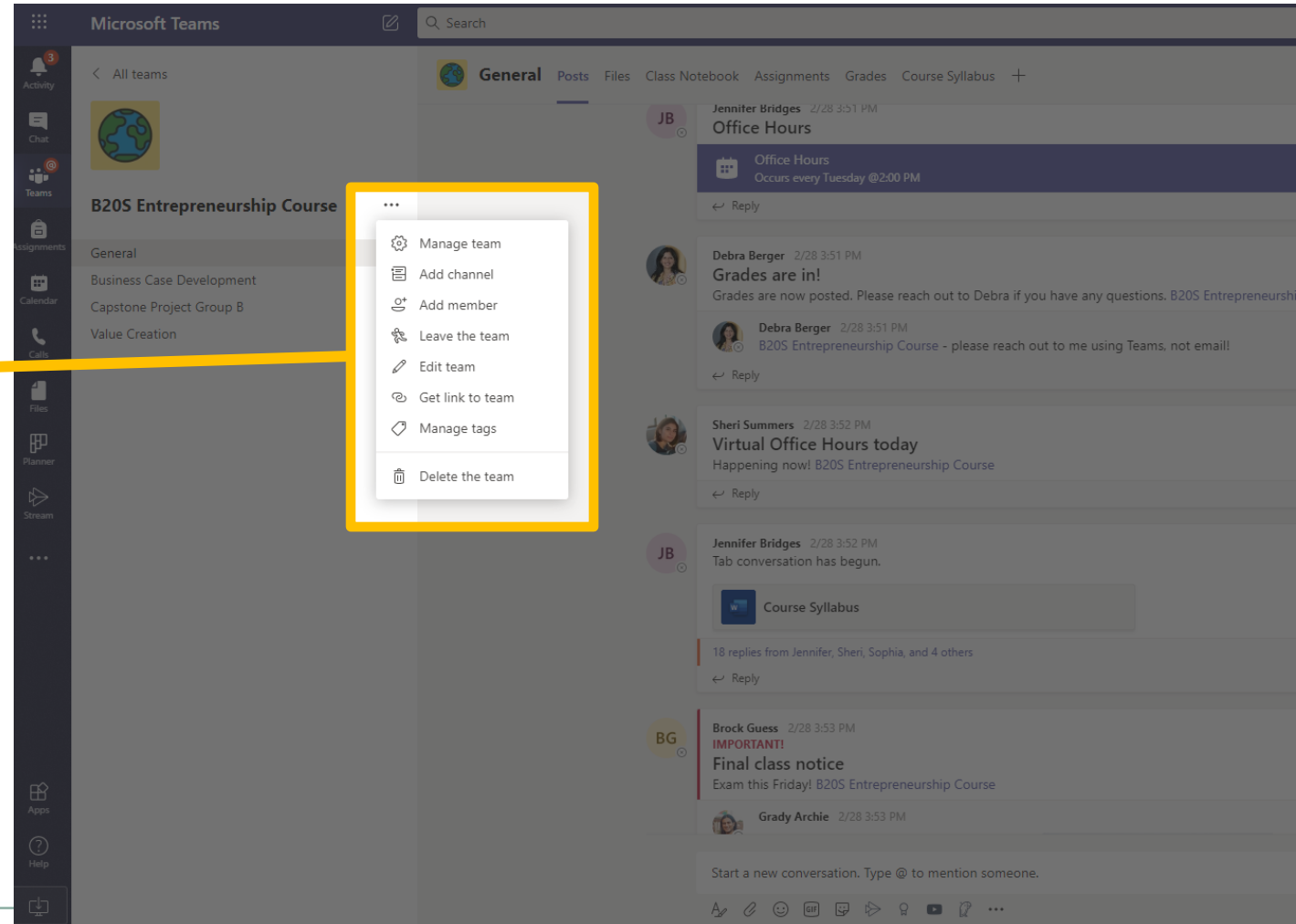
Team Options:

- 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

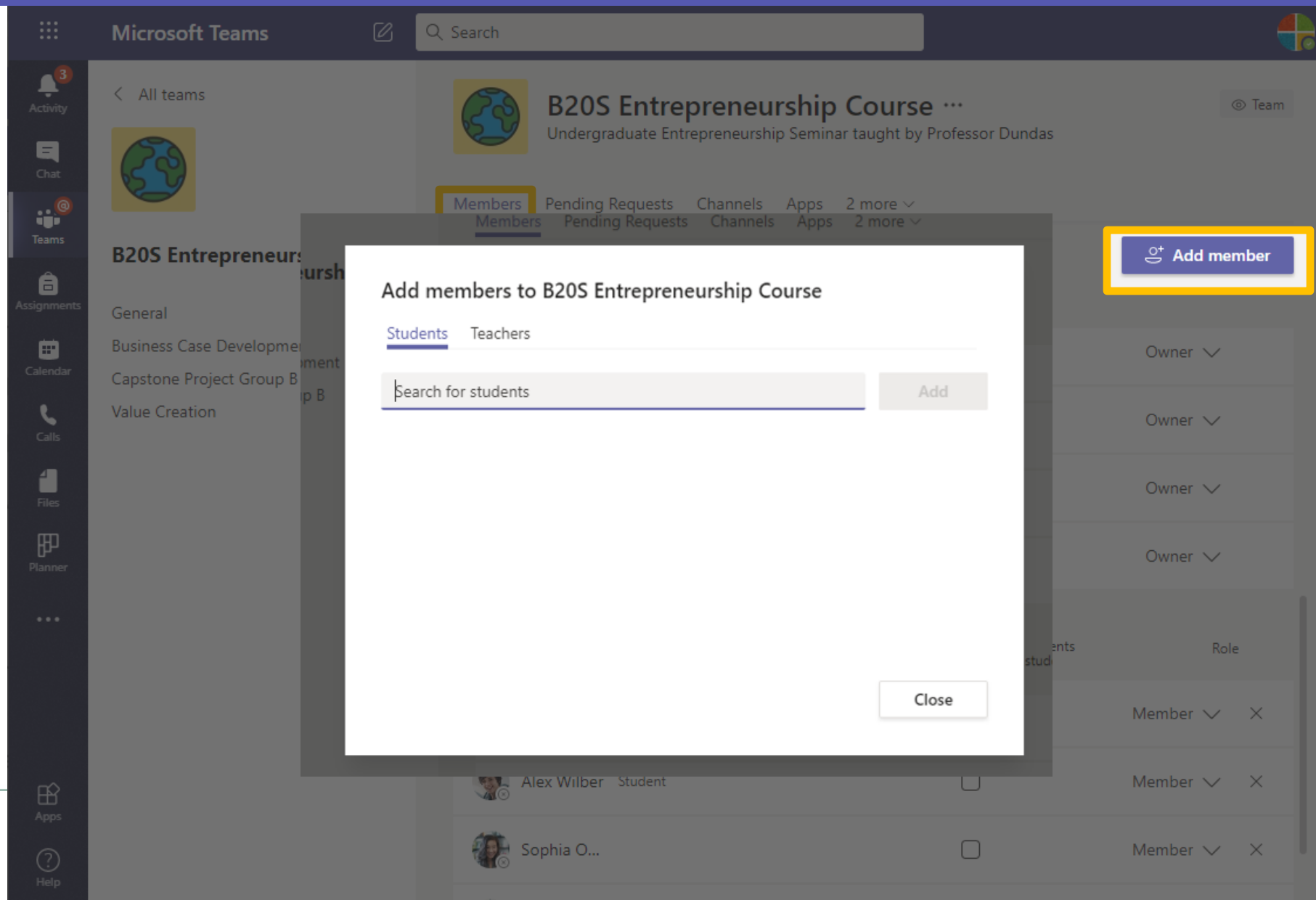
 Edit team

 Get link to team

 Manage tags

 Delete the team

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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'. A yellow box highlights the 'Add member' button in the top right corner of the interface.

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

 Manage team

 Add channel

 Add member

 Leave the team

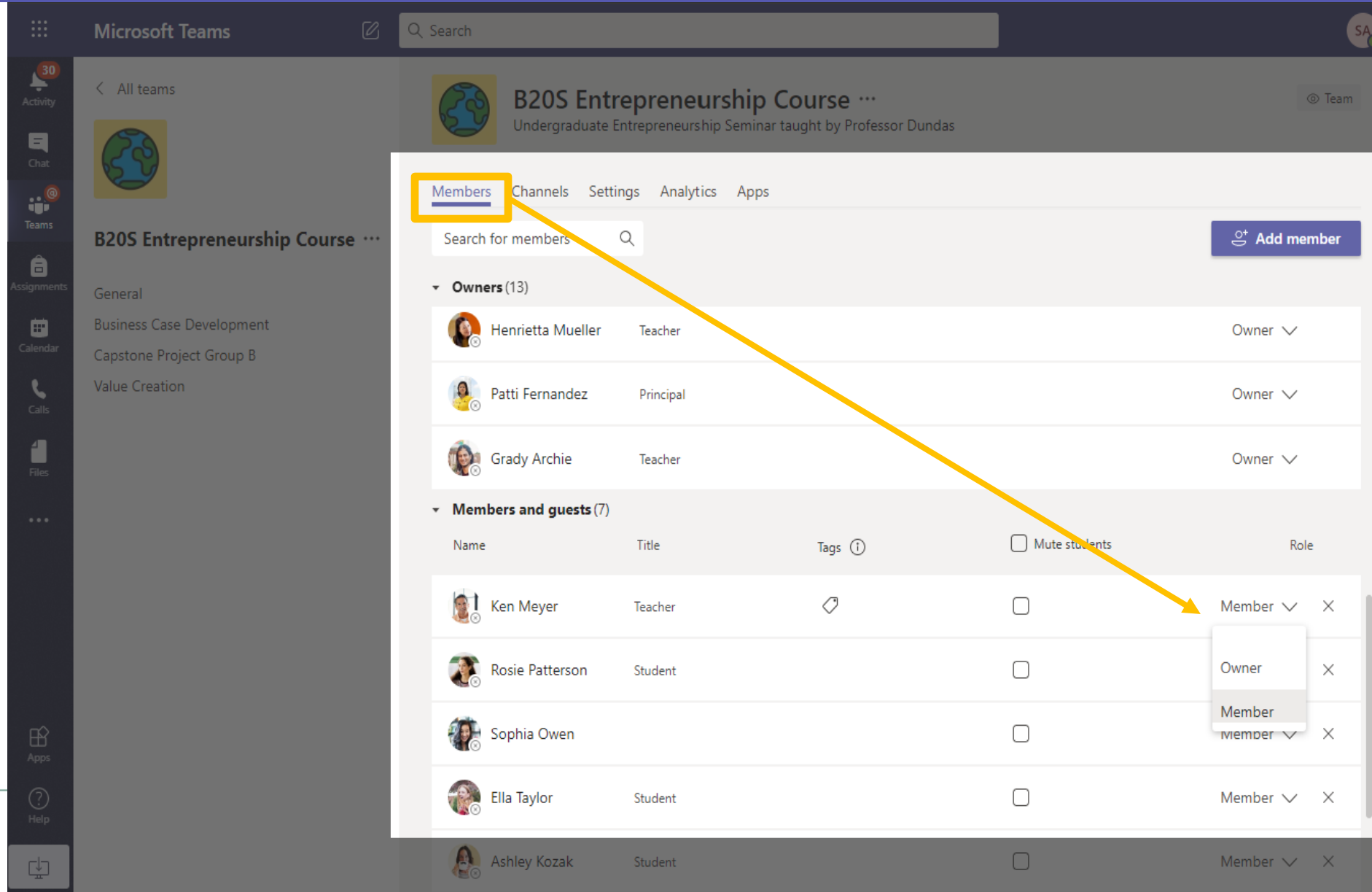
 Edit team

 Get link to team

 Manage tags

 Delete the team

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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)

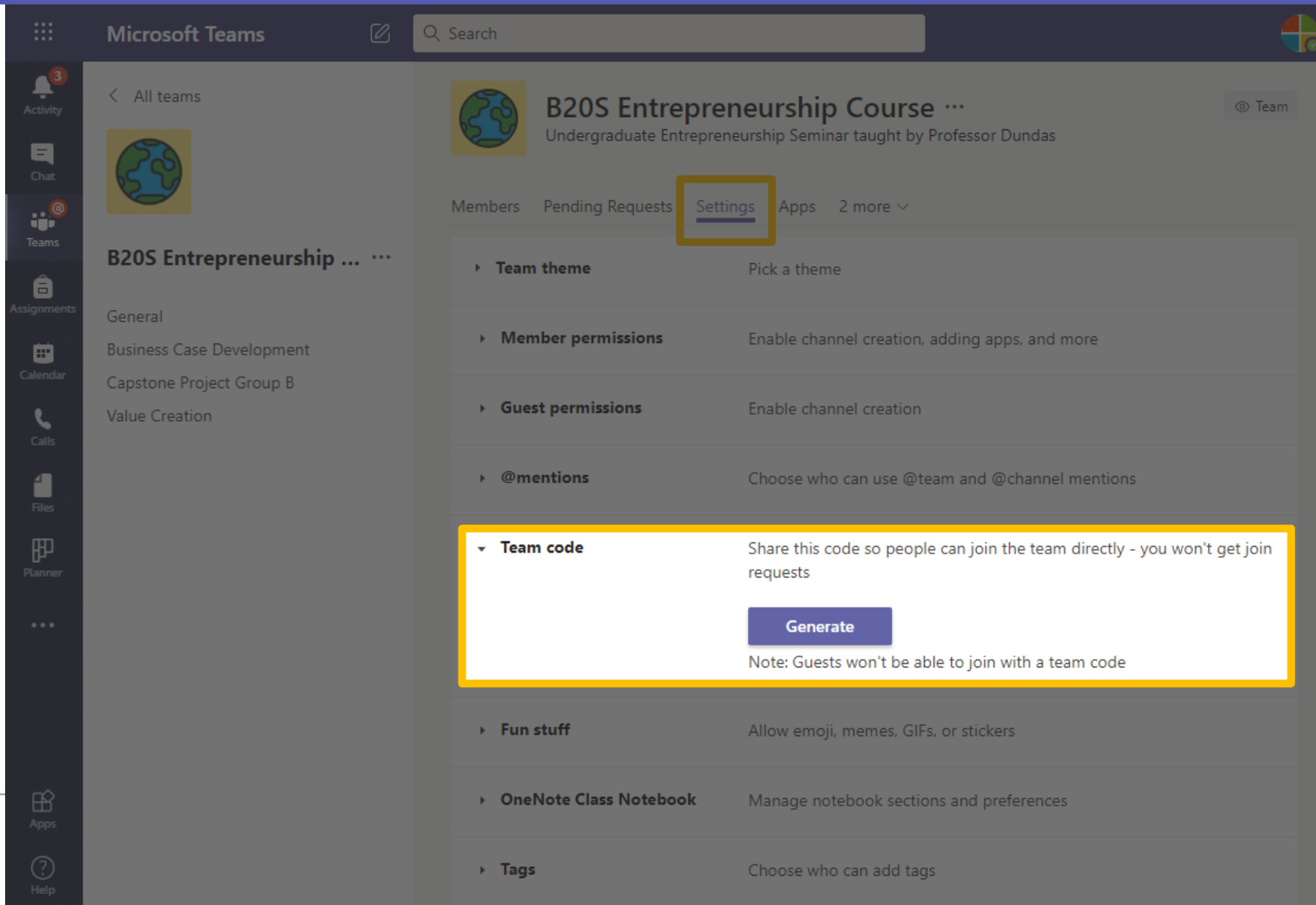
Name	Title	Tags	Mute students	Role
Henrietta Mueller	Teacher			Owner
Patti Fernandez	Principal			Owner
Grady Archie	Teacher			Owner

Members and guests (7)

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

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

- Team Code



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, Planner, and Apps. The main area is divided into two panes. The left pane shows a list of teams under 'All teams', with the 'B20S Entrepreneurship Course' team selected. The right pane shows the settings for this team. At the top of the settings pane, the 'Settings' tab is highlighted with a yellow box. Below the tabs (Members, Pending Requests, Settings, Apps, 2 more), there are several settings categories: Team theme, Member permissions, Guest permissions, @mentions, Team code, Fun stuff, OneNote Class Notebook, and Tags. The 'Team code' section is highlighted with a yellow box and contains the text 'Share this code so people can join the team directly - you won't get join requests', a 'Generate' button, and a note: 'Note: Guests won't be able to join with a team code'.

Microsoft Teams

Search

< All teams

B20S Entrepreneurship ...

General

Business Case Development

Capstone Project Group B

Value Creation

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

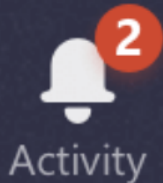
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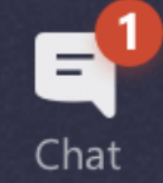
Teams Communication & Collaboration

Notifications, Mentions, Bold

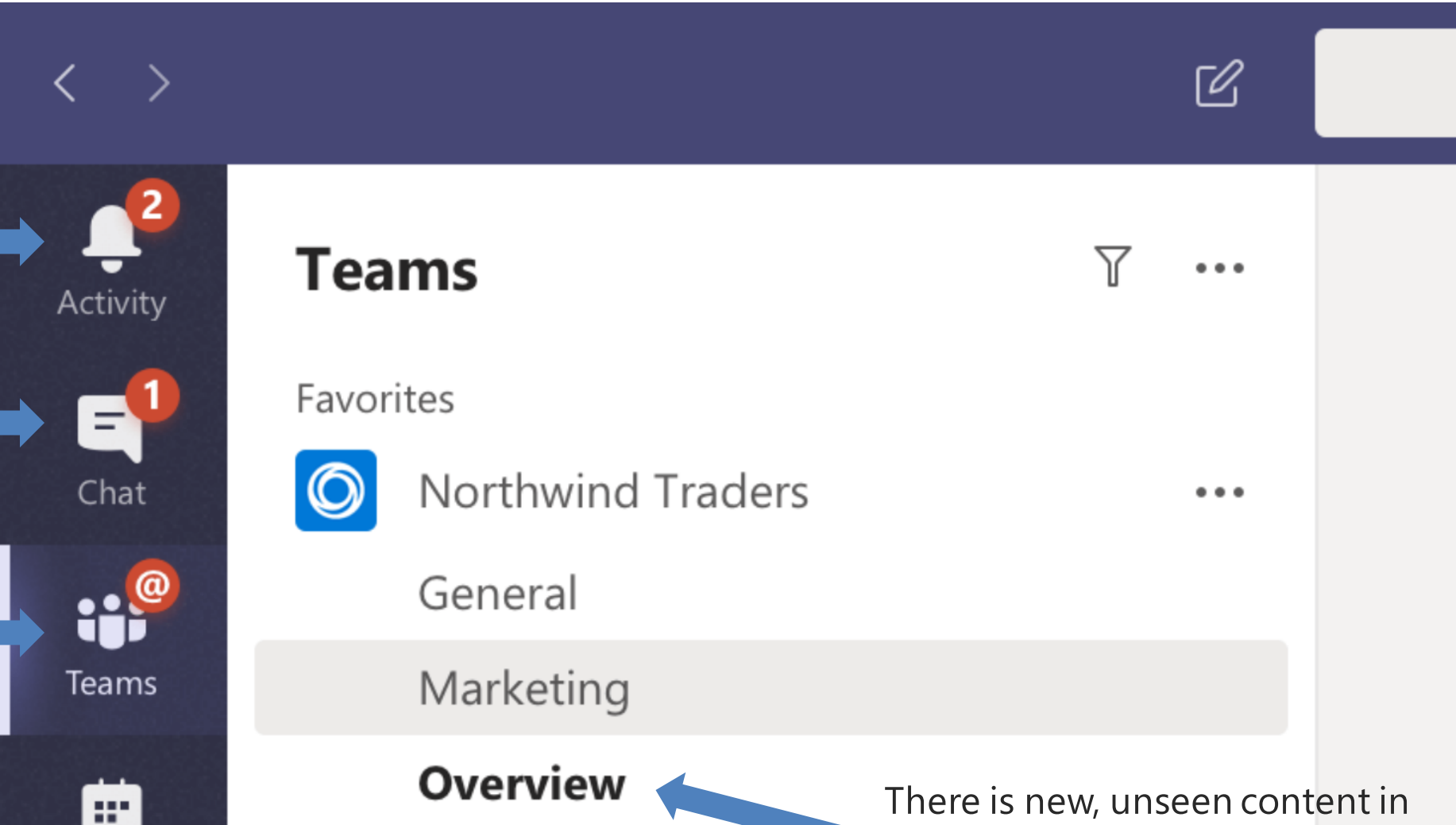
Activity has taken place that relates to you.



There is a new, unseen message in chat.



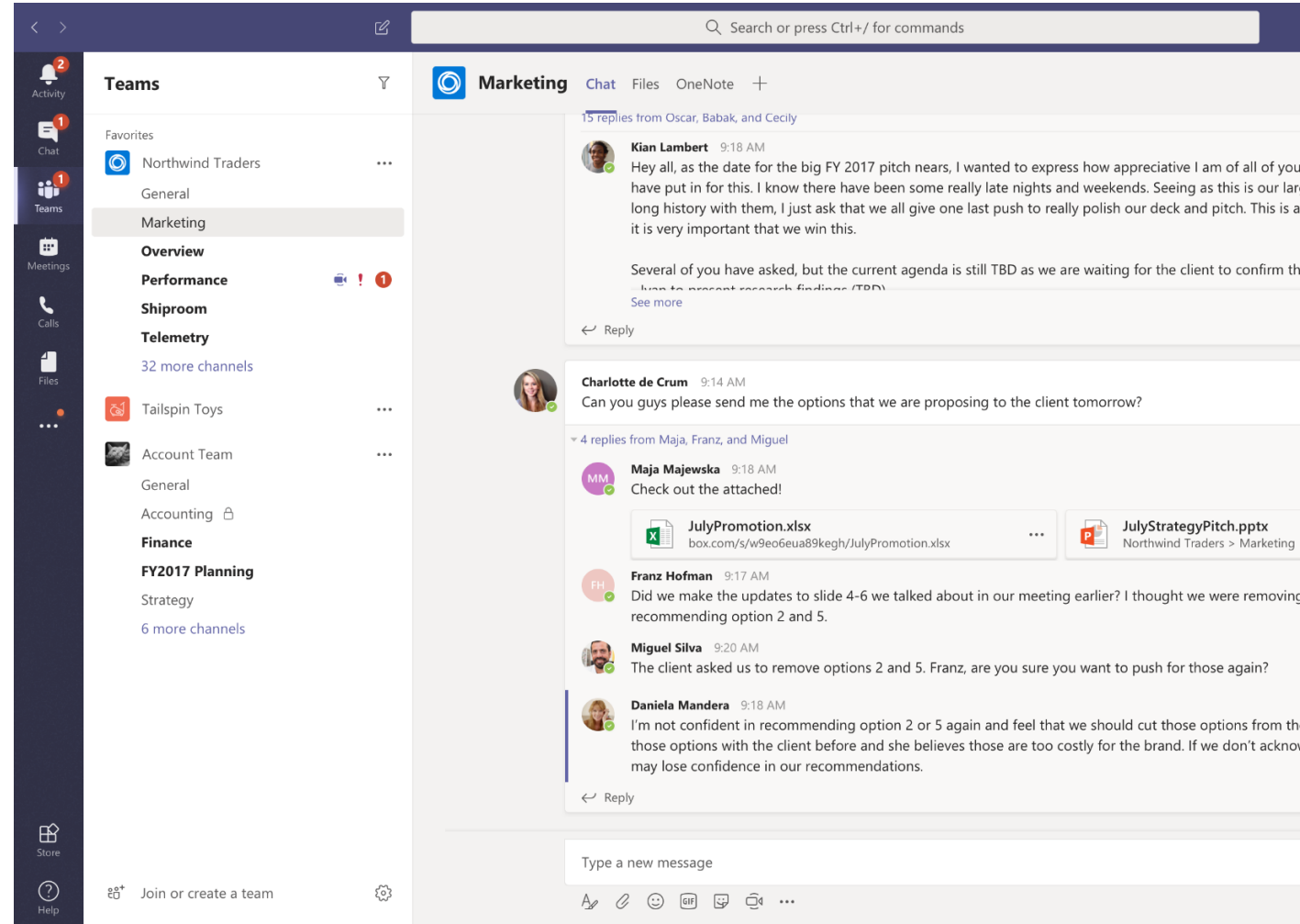
You have been directly mentioned by name, channel, or team.



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.



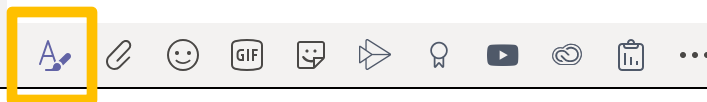
New conversation ▾ Everyone can reply ▾ Post in multiple channels



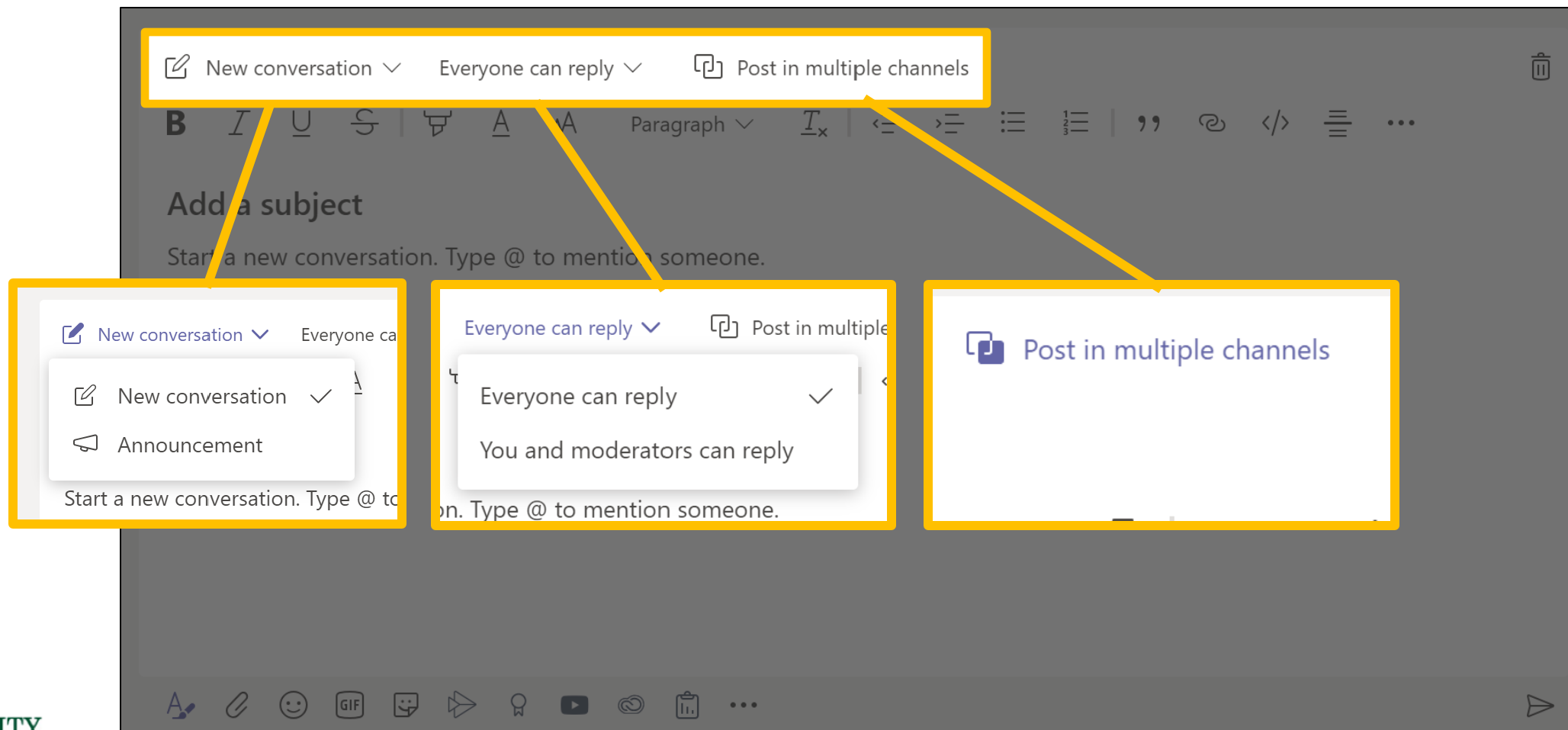
B *I* U ~~S~~ | Paragraph ▾ | <≡ >≡ :≡ ¼≡ | ” @ </> ≡ ...

Add a subject

Start a new conversation. Type @ to mention someone.



Team Channels > Conversations (posts)



Team Channels > Chat (posts)

The image displays a Microsoft Teams chat interface. On the left, a sidebar shows navigation options: Activity, Chat (selected), Teams, Meetings, Calling, and Files. The main area is divided into two panes. The left pane, titled 'Favorites', lists recent conversations with names and timestamps. The right pane shows a detailed view of a conversation with 6 participants: Will, Kayo, Eric, Jazmine, MJ, and Marie. The chat history includes several messages discussing a deck, feedback, and a rollout plan. Two message input areas are highlighted with orange boxes: one at the bottom of the left pane with the placeholder 'Type a new message' and a rich toolbar, and another at the bottom of the right pane with the placeholder 'Send a message' and a simplified toolbar.

Activity
Chat
Teams
Meetings
Calling
Files

Favorites

- Ray Tanaka 1:40 PM
Louisa will send the initial list of attendees
- Beth Davies 1:43 PM
Thanks, that would be nice
- Kayo Miwa 4/17
I reviewed with the client on Tuesday, she h...
- Will, Kayo, Eric, Jazmine, +2 12:00 PM
Kayo: It would be great to sync with you bo...
- MJ Price 1:20 PM
I haven't checked available times yet
- Chris Naidoo 5/23
You: Thanks! Have a nice weekend

Search, launch, and command

Will, Kayo, Eric, Jazmine, MJ, Marie 6 participants

Conversation Files +

10:50 AM
Yes, im just working on the deck now, it should be complete today. I will share i... and @mention the relevant people for feedback.

Will Little 10:57 AM
Daniela, I can help you with the deck today.

I can help you with the rollout plan for EMEA as i've been working closely this week with the local marketing team to get the timings from the external AD agency and media buying team.

11:12 AM
That would be a great help, I've made a start with APAC and LATAM, now i'm just run...

Will Little 11:13 AM
That's great. I will collate all the materials from the media agency for buying locations, footfall verses media costs. I presume the plan is still to look for live locations to bring the campaign to life?

The goal is still for each local marketing team to be able to target audience segments

MJ Price 11:56 AM
This is great progress, if you both can set something up with me to review when you feel you are in a good place for feedback. I have a free slot tomorrow morning.

Kayo Miwa 12:00 PM
It would be great to sync with you both EOD to have a quick run through before tomorrow.

Type a new message

Send a message

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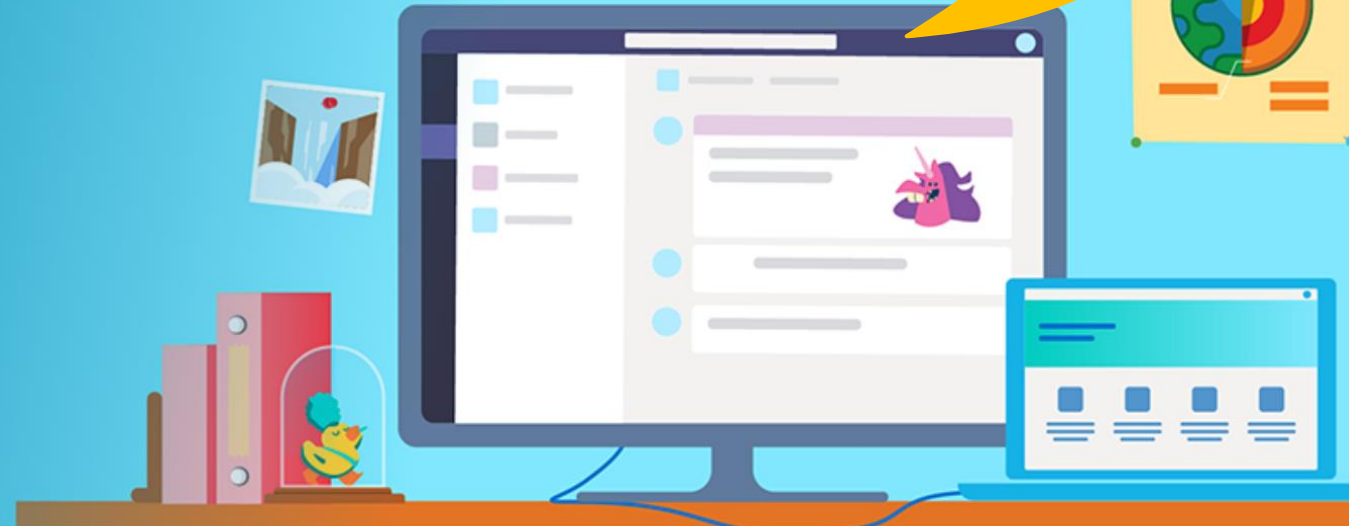


Continue The Learning



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, there's a dark blue header bar with the 'Microsoft Teams' title, a search bar, and a user profile icon. Below the header, the main area displays 'Your teams' with five team tiles: 'Physical Science', 'Health Research', 'Pineview School Staff', 'Pineview School Science Teachers', and 'Algebra'. On the left, a vertical sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. Callout boxes provide instructions for various features:

- 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

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ANY QUESTIONS?

ANY FEEDBACK?

NEXT STEPS

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