

**Closing the Gap Between
Technology & Performance**

**Technology Simplified & Optimized.
Do More, Work Less.**



***Reference Handbook - Microsoft Teams
for Windows & MAC***

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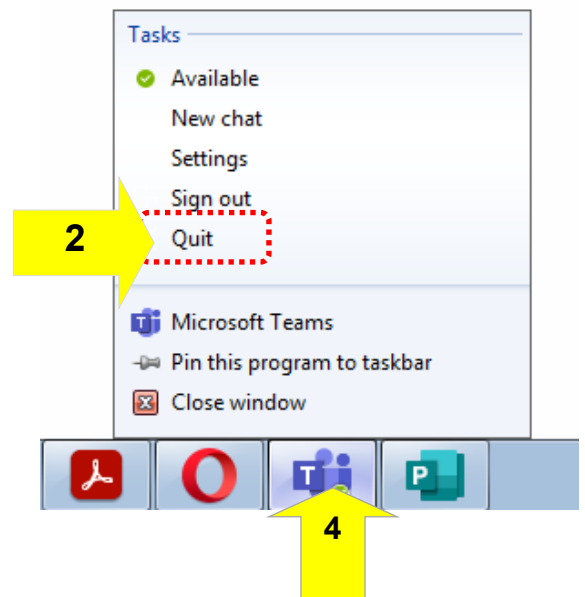
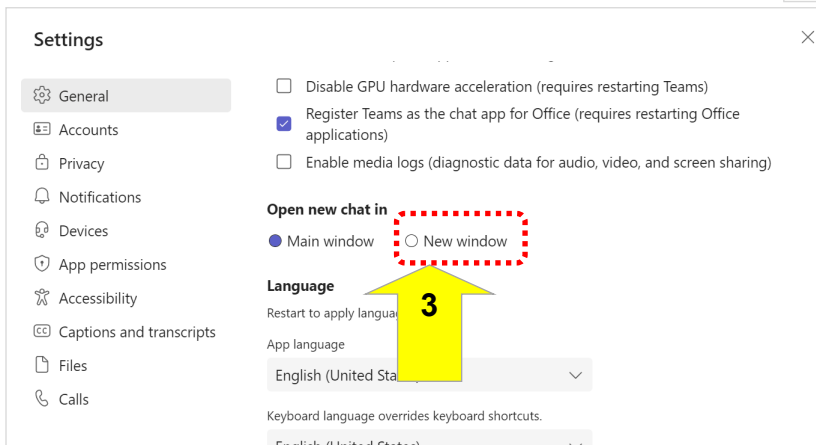
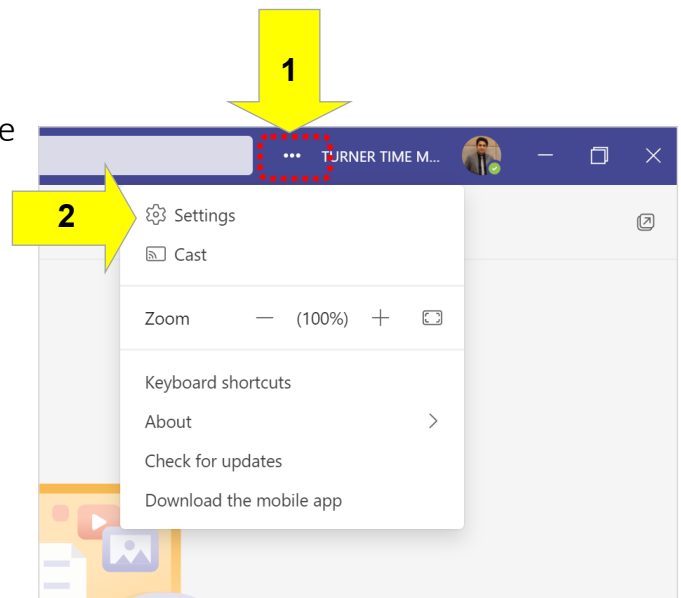
What's New in Microsoft Teams?

Start a new chat in a new window:

Now you can choose to start a new chat in the new windows instead of Main window. Here is how you can turn it on:

1. Left-click or tap "Settings & more" (three dots) on the left of your profile picture
2. Left-click or tap "Settings"
3. Scroll down and under "Open new chat in" select "New window"
4. Right-click the Teams icon
5. Left-click or tap "Quit"

Now open "Teams" app again and you will have the new meeting experience.



What's New in Microsoft Teams?

Expanded reactions at your fingertips

You're no longer limited on what emoji you use to react to someone's message in Teams. Express feedback more creatively with over 800 Teams emojis for every situation. Communicate reactions to celebrate, express your agreement, or emphasize the completion of tasks.

Delete Chats (Chat and collaboration)

Organize and easily remove chat conversations you no longer need without impacting other participants in the same chat.

Add people to a group chat with @mention

Add new participants to the chat with @mention, removing the need to navigate to the add-dialog. When adding new participants, you can control how much of the chat history to share.

Suggested people when creating a new message

Save time looking for the right stakeholders. Using AI, Teams chat will assist you in initiating new conversations by recommending colleagues based on your previous collaborations.

Enhanced webinar management experience with customized options

Now when you schedule a webinar, you'll see a new structure and expanded options to customize registration details and settings specific to each event.

Send your message later

You can now schedule a message to arrive at a specific time for your recipient. Perfect for working with international teams. Similar to the delayed delivery option in Outlook, you can manually select a future date and time for your chat messages to be delivered to an individual.

Right-click the send button to schedule your message.

Filter your activity for unread notifications

Now, when you go to Activity, you can turn the Unread only toggle on to filter out all notifications except for the ones you haven't read yet.

Upload documents for signing directly from OneDrive for Business

When creating an e-signature request in the Approvals app, you can now upload a document directly from OneDrive for Business. This allows you to access your documents from anywhere and on any device.

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**Why use Microsoft Teams? Because it is THE Time-Saving, Productivity enhancing HUB for files, conversations, relevant details and meetings.
All in one place, wherever you go.**

Microsoft Teams boasts deep and impressive integrations with the rest of the Microsoft suite:

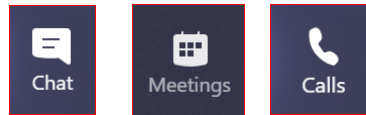
- Chat privately one-on-one or have instant group conversations. Join meetings with HD audio and video, all in one place, instead of multiple apps.
- From any conversation (Chat or eMail) you can book a Teams Meeting through Outlook with the participants.
- From a meeting, you can directly launch a Teams video conference or conference call with the participants. (replacing Skype for Business/Lync)
- You can see all the files shared within a team/channel.
- The Teams Chat feature have several significant benefits:
 - Microsoft Teams supports rich formatting, so you can format your chat messages the same way you would an email.
 - You can also bring emails into the conversation right from Outlook.
 - The activity feed will keep you posted on all the conversations in which you've been mentioned, so you can pick up your phone or PC and see what's new. The little red "@" signs help you quickly scroll to wherever your name is mentioned.
 - The Activity Log on the mobile app makes staying up-to-date simple. Notifications keep you informed of recent changes to conversations you're involved in such as @mentions, replies, and likes.
- File Collaboration: Files you share in a channel are stored in your team's SharePoint folder. Files that you share in a private or group conversation are stored in your OneDrive for Business for the people in that conversation.
- Many other services are available to be brought into Teams—OneNote, PowerPoint, Excel, Trello, and many more. With Microsoft 365 Connectors, you can connect your favorite apps and services. You can access data pulled from Power BI, Microsoft's data-dashboard software, straight from the chat interface and assign tasks based on it.

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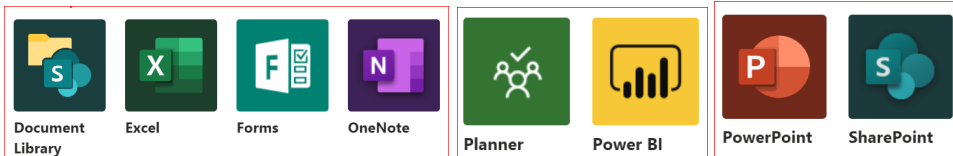
One place for conversations, meetings, and calls.

Chat privately one-on-one or have instant group conversations. Join meetings with HD audio and video, all in one place, instead of multiple apps.



Collaborate with integrated Microsoft 365 apps.

Office apps and services that you use every day—Excel, PowerPoint, OneNote, SharePoint, OneDrive, and Power BI—are built-in, giving you access to files and tools in one place, so you stay in your workflow.

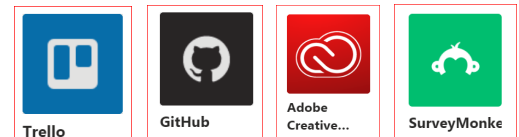


Security and compliance.

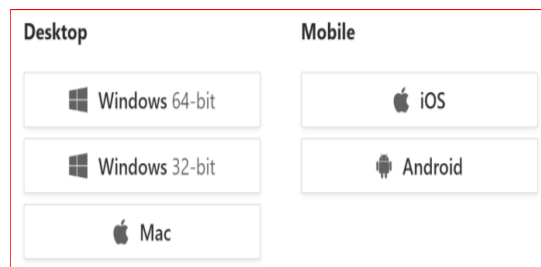
Teams is integrated into Microsoft 365, which means it features the enterprise-grade security and compliance you need.

Tailor your workspace.

Get notifications and content from services you care about—Trello, GitHub, Adobe Creative Cloud, SurveyMonkey, and many more.



Make sure you install the Microsoft Teams app on all your devices!



Teams can also be accessed via a web browser or via conference call Dial-in*) *Must purchase the add-on Microsoft Teams Audio Conferencing for each user that will be scheduling meetings.

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Microsoft Teams Participants limit

Participants Limit in Video Calls:

For paid users, Microsoft now allows up to 300 members (previously 250) on a video call. Free users can have video calls with up to 20 members only.

Participants Limit in a Team:

You can add up to 10,000 members in a single team with at most 100 owners per team. A team can have up to 30 private channels with up to 250 members in each channel.

Here's a full list of maximum participants limit that you should know when using Microsoft Teams.

Feature	Maximum number of participants
In a Teams meeting	300
In a video or audio call from chat	20
Private chat	250
Maximum Team size	10000
Owners per team	100
Org-wide Team size	5000
Private channel	250

Microsoft Teams Time limit

Microsoft Teams has different time limits depending on the type of meeting. These limits do not refer to the length of the video call, instead, when the meeting will expire. It should be noted, that Microsoft Teams does not mention a time limit on the length of a call. You can prevent a meeting from expiring by simply starting a new meeting or updating it.

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Microsoft Teams Time limit... Continued

The chart below explains the expiration date for each type of meeting and the length by which it can be extended if updated.

Type of Meeting	Time limit for meeting
Microsoft Teams meetings	24 hours
Meet now	8 hours (from start time)
Meeting without end time	60 days (from start time) Extended time: 60 days
Regular Meeting with end time	60 days (from end time) Extended time: 60 days
Recurring Meeting without end time	60 days (from start time) Extended time: 60 days
Recurring Meeting with end time	60 days (from last meeting end time) Extended time: 60 days
Live event duration	4 hours (16 hours until October 1, 2020)

Microsoft Teams Live events limit

Live events are a great way to engage with your audience. Microsoft Teams allows you to have up to 250 presenters in a single Live event. In the wake of the COVID19 pandemic, Microsoft has upped its limits for Live events.

Live events can now hold up to 20,000 attendees and last for up to 16 hours.

Live Event feature	Feature Limit
Maximum number of attendees present in one event	Up to 10000 attendees
Maximum duration of a live event	Up to 4 hours
Maximum number of concurrent live events at the same time	Up to 15 events

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Bandwidth requirements

Teams is designed to give the best audio, video, and content sharing experience regardless of your network conditions. However, when the bandwidth is insufficient, Teams gives priority audio quality over video quality.

Where bandwidth *isn't* limited, Teams optimizes media quality, including up to 1080p video resolution, up to 30fps for video and 15fps for content, and high-fidelity audio.

The table below describes how Teams uses bandwidth. Teams is always conservative on bandwidth utilization and can give HD video quality in under 1.2Mbps. The actual bandwidth consumption in each audio/video call or meeting will vary based on several factors, such as video layout, video resolution, and video frames per second. When more bandwidth is available, quality and usage will increase to deliver the best experience.

Bandwidth (up/down)	Scenarios
30 kbps	Peer-to-peer audio calling
130 kbps	Peer-to-peer audio calling and screen sharing
500 kbps	Peer-to-peer quality video calling 360p at 30fps
1.2 Mbps	Peer-to-peer HD quality video calling with resolution of HD 720p at 30fps
1.5 Mbps	Peer-to-peer HD quality video calling with resolution of HD 1080p at 30fps
500kbps/1Mbps	Group Video calling
1Mbps/2Mbps	HD Group video calling (540p videos on 1080p screen)

6 Microsoft Teams features Zoom doesn't have

Microsoft in particular is trying a bunch of new things in the space. Here are a few of those features which Zoom doesn't have:

Built-in meeting notes

Microsoft Teams is built around the idea that it will be your one place for everything, collaboration, team chat, video calls, and even internal documentation. You can take meeting notes within the same meeting.

2. Persistent chat with rich formatting

Zoom chat is extremely simple: you can quickly type simple text, and, if you click someone's name, you will accidentally send messages to only that person. Microsoft Teams' chat for meetings, on the other hand, has more formatting features. It has full-blown rich text formatting.

3. Blurred background

Backgrounds are, at this point, an important part of our collective human culture. They're also a very good way to hide how much of a mess your home is. Naturally, Microsoft Teams offers custom backgrounds for meetings and with that background blur feature is also available now.

4. Virtual classroom with your coworkers

Zoom lets you switch between Speaker View and Gallery View: basically, you can see the person talking right now or see everyone at once. Microsoft Teams has added another awesome option: Together Mode. Everyone on the call is shown as though they're sitting next to each other like they sit in physical meetings.

5. Live captions

Microsoft Teams offers real-time captions, meaning you can follow along with the meeting even if you can't hear. Just turn on the feature, and you'll see the captions at the bottom of the screen.

6. Included with Microsoft subscription

Zoom is free, but the free version limits meetings to 40 minutes. Microsoft Teams' free version has no such restrictions for video meetings.

Three Primary Teams Functions

- Video/Audio/Chat Component (Replaces Skype for Business/Lync) Works for anyone (not just Microsoft 365 users)
 - Use the app on Computer, Tablet, Smartphone
 - Join by web browser on Computer, Tablet, Smartphone
 - Ability to add dial in Number – Microsoft Teams Audio Conferencing
 - Record any call. Use Transcription or Close Captioning.
- File and Information Sharing/Access
 - (Network/Shared Drive, SharePoint, Drop-box, et al) 24/7 Self Service, no help needed
 - Not just for files/docs, but ANY information
- Collaboration on Files, Projects, Agreements, et.
 - One Place to go for all aspects of a project/collaboration

Microsoft Teams

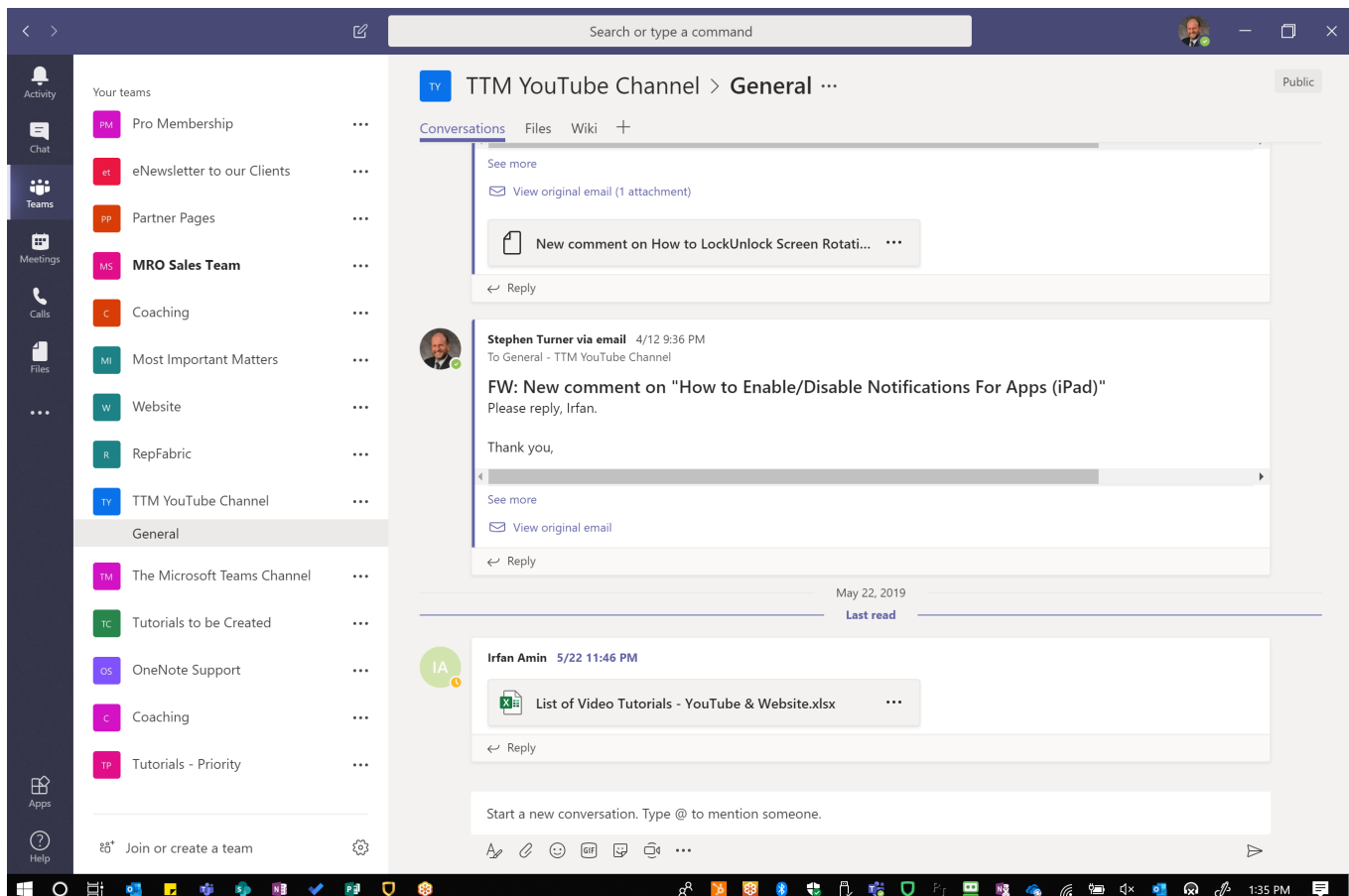
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Microsoft Teams: Communication and collaboration is part of the Microsoft 365 suite of programs/applications. Core capabilities include business messaging, calling, video meetings, and file sharing. It will eventually be used in place of Skype for business and much more. Here are some key points to consider:

- How should we think about teams compared to Outlook and Office?
- How / when / why should we move from email to Teams?
- Using files in Teams vs other file shares (Dropbox, et al)
- Integrating Skype for Business, OneDrive, SharePoint, et al
- Some basic workflows that people use for Teams

What does Teams enable us to do?

- ☑ Dramatically reduce size of Inbox; no more long threads of e-mail responses.
- ☑ Sort all data/information and make it available to everyone in the team.
- ☑ Reduce the number and length of meetings.
- ☑ Reduces distractions and interruptions.
- ☑ Allows for time spent on each task to be more focused time.
- ☑ Leaves team with a clear understanding of who is responsible for what.

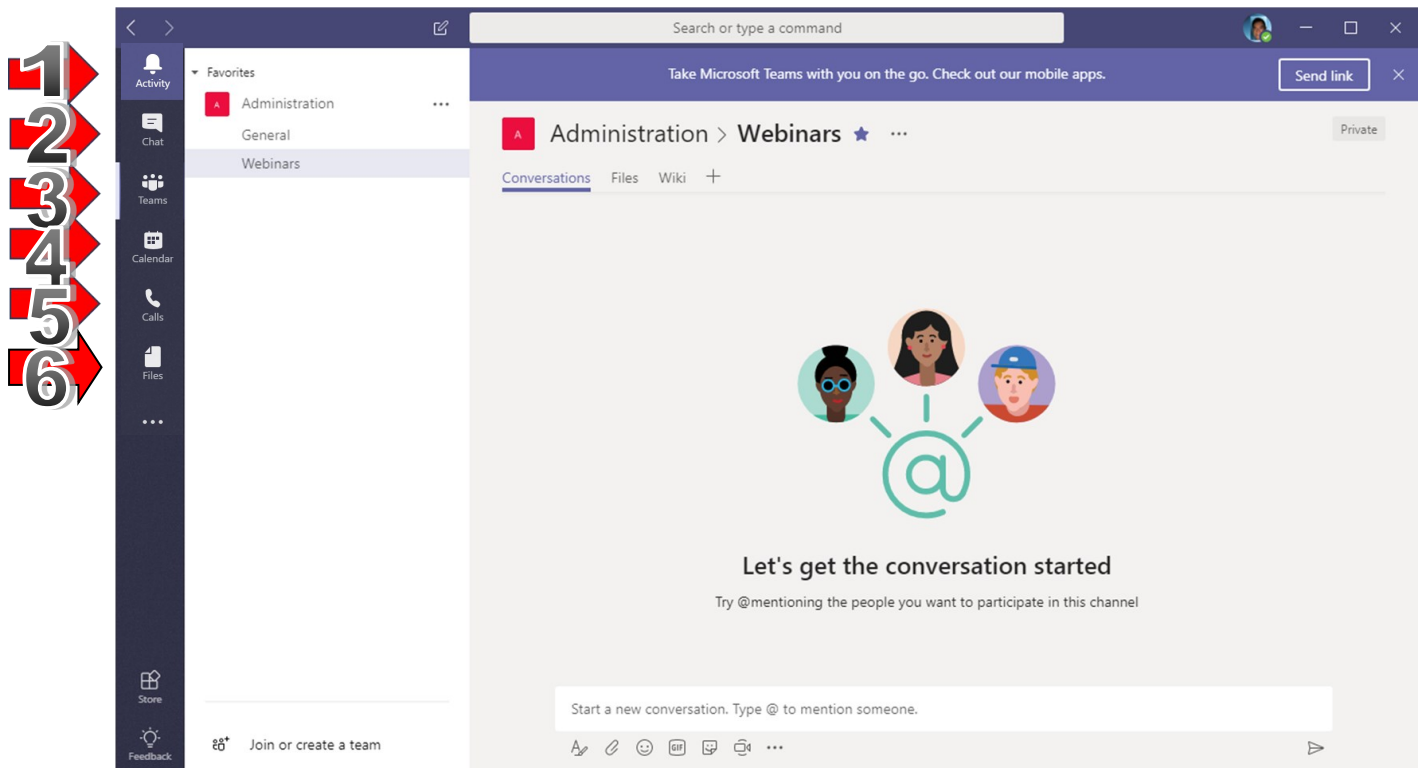


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One place for conversations, meetings and calls.

Teams Interface Tour



The five buttons on the sidebar takes the user to each section of the application.

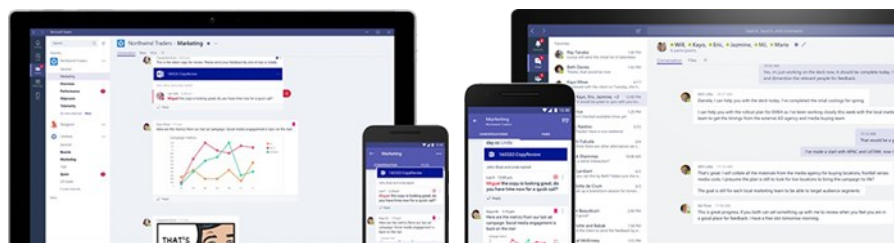
1. The top most button is **Activity**. This contains a list of recent messages you've sent or have been mentioned in.
2. Next is **Chats**, which allow the user to exchange messages with a specific person. This is similar to how instant messaging works in other applications.
3. The **Teams** section is where the most activity occurs. A group of teams can be set up here. Group conversations are organized here on this page.
4. **Calendar** is where video conferences and audio calls are scheduled with your teammates, customers, suppliers and prospects.
5. **Calls** is where you will make outgoing video conferences and audio calls.
6. **Files** is where files that you've shared with your teammates can be seen. However, most of the shared file work takes place on the Teams page.
7. **... (Apps)** Microsoft 365 app like Word, PowerPoint, Excel, Planner, Stream, PowerBI, et al are built in, so you can manage all your content across without having to leave Teams.

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What are Teams and Channels?

Teams are collections of people, content, and tools surrounding different projects and jobs within an organization. Team members can share conversations, files, notes, and more.



Channels are team conversations which have been grouped by subject matter or topic. Create a channel for topics and workflows relevant to your team.

Tips to make the most of teams and channels:

It is better to have fewer teams with more members and more channels. Add guests from outside with secure guest access to the files and content you wish to share.

Channels are where the work actually gets done—where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added.

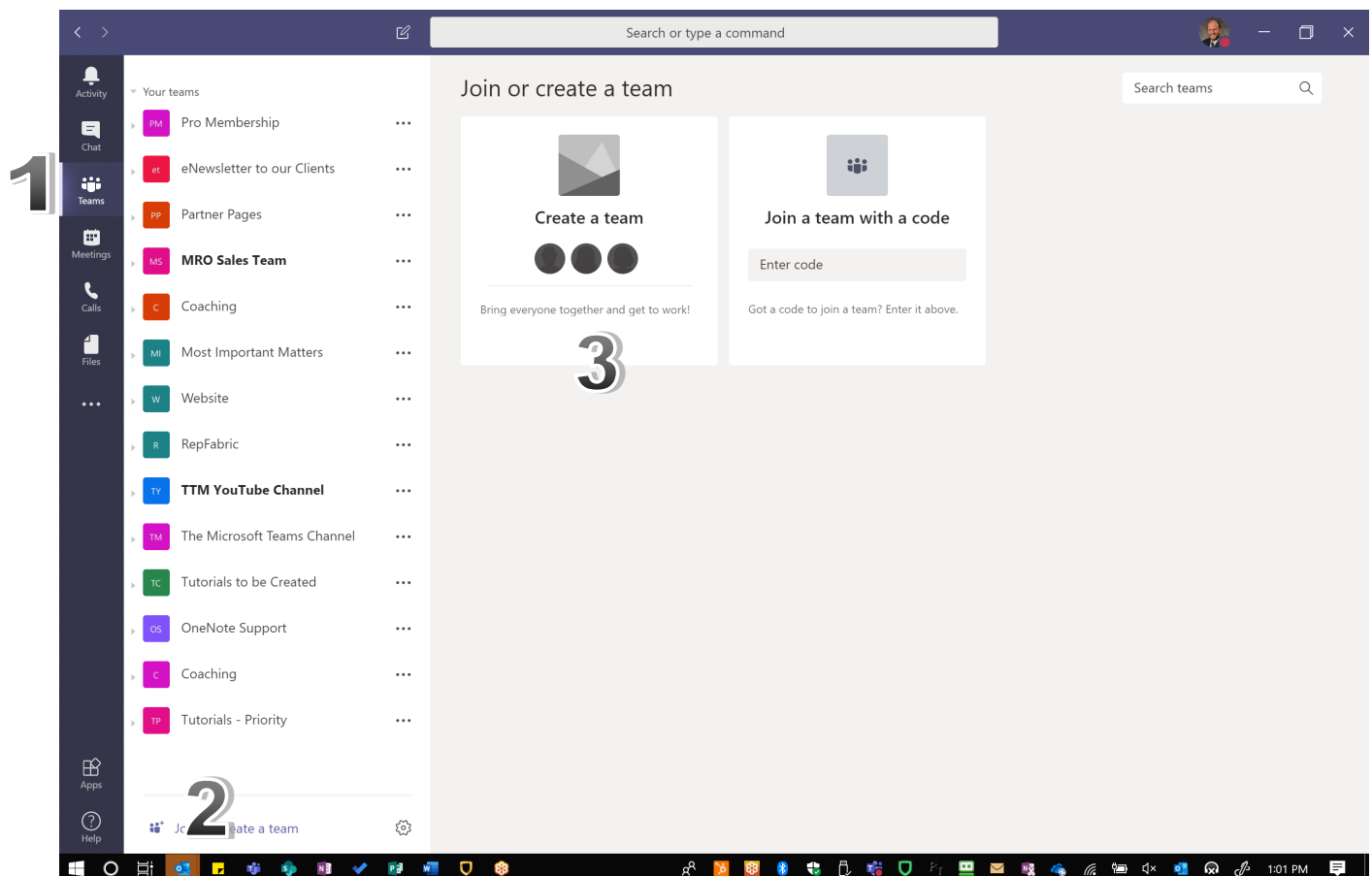
While channel conversations are public, chats are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

- Post topics and themes to lead to active discussions with input from a variety of people.
- Upload relevant files/documents to each channel for easy access to important content.
- Pin a SharePoint site or OneNote notebook to a channel for more ways to share important information.

Creating a Team

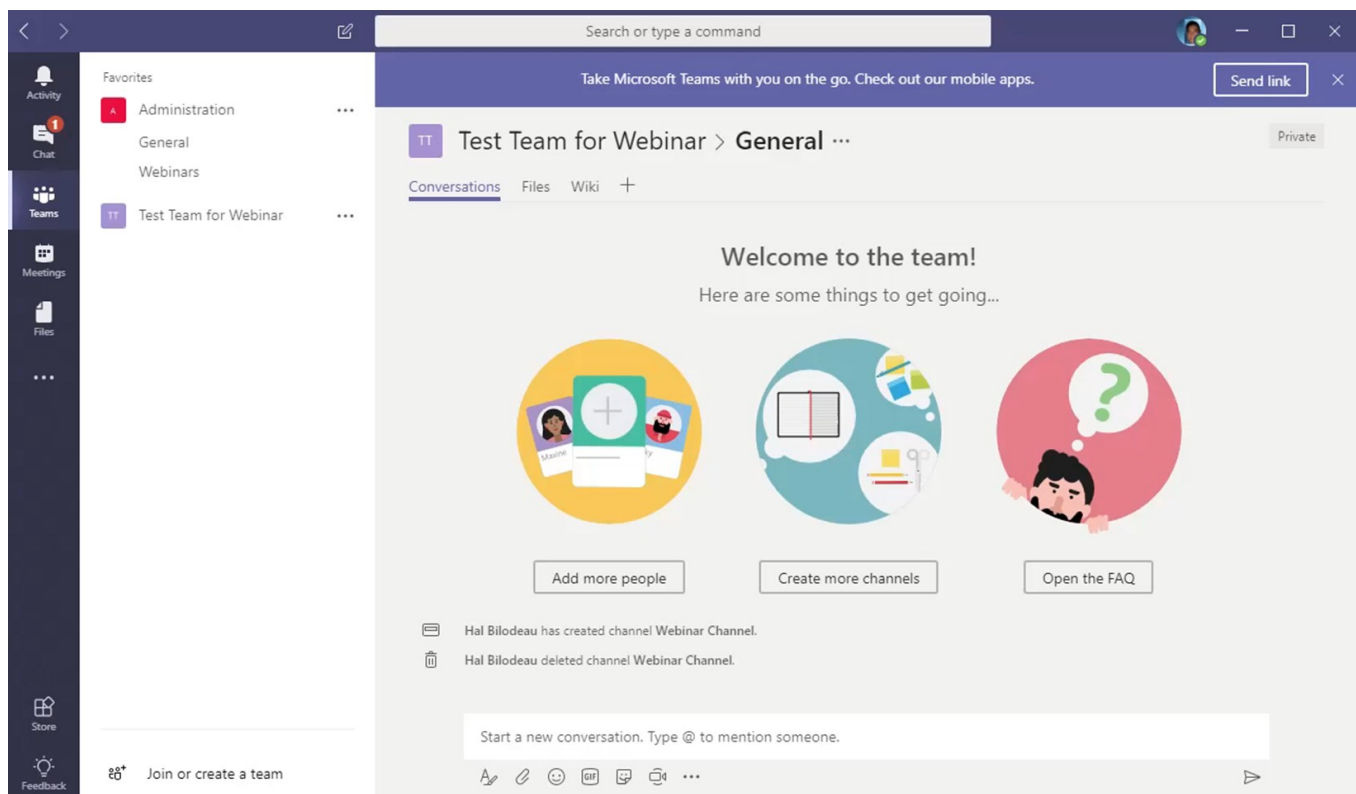
- 1 Left Click the *Teams* button on the left side of the app.
- 2 Left Click “Create a *team*” at the bottom of your teams list.
- 3 Left Click > Go to the first tile in the Suggested teams view and click *Create a team*. Create a team.

You can invite people or contact groups from here to join your team.



Adding a Channel To a Team

- To add a new channel to a team, position the cursor over the three dots to the right of the team. Clicking on it opens up another menu.
- Notice the *add channel* option. Clicking on that creates a new channel.
- Next, give this new channel a name. In this case the channel will be named *Webinar Conversations*. A detailed description can be added if desired.
- Any team member can create a new channel.
- To delete a channel, select the three buttons to the right of the channel name. Select delete channel. Next, select delete if you still wish to remove the channel.



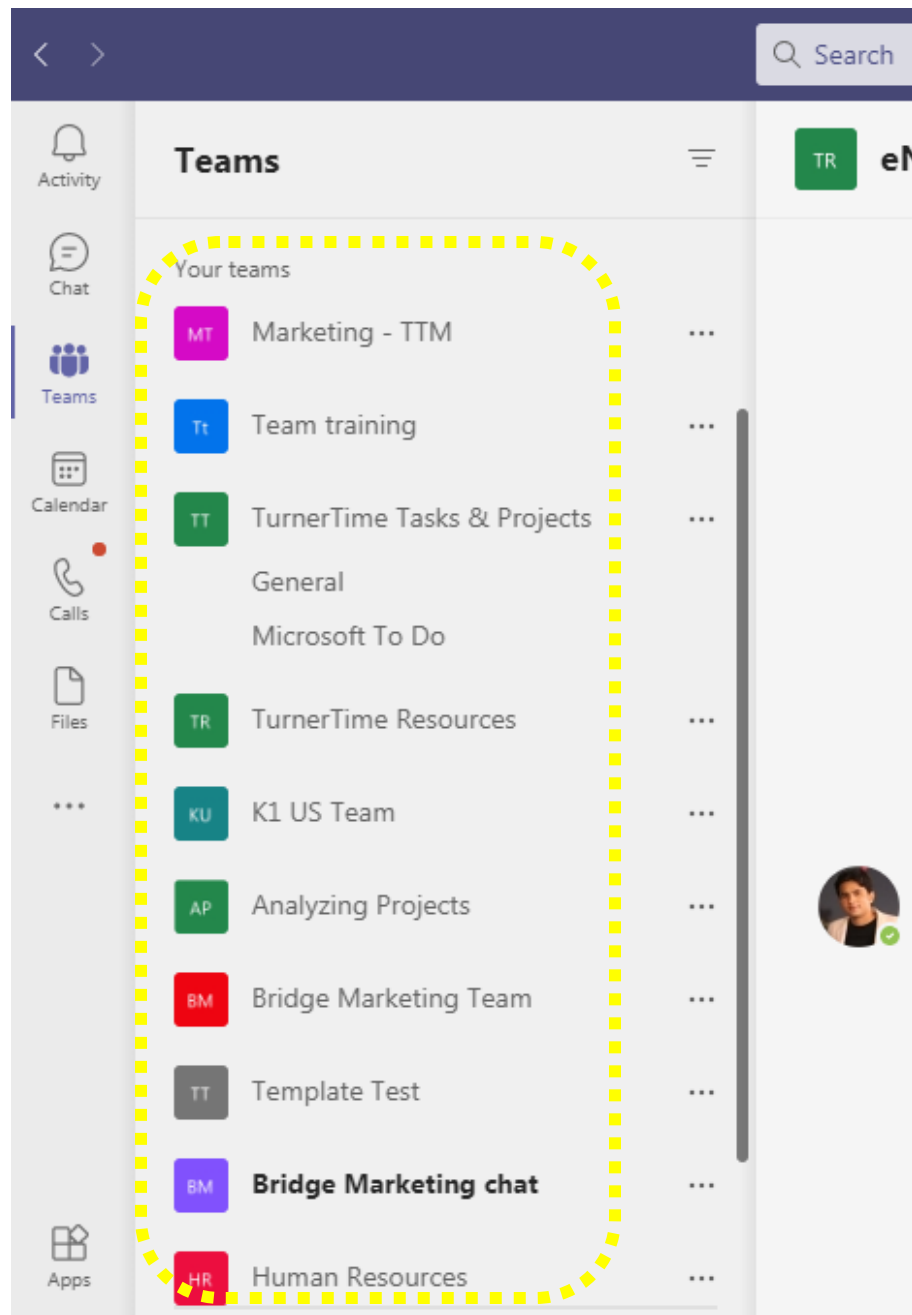
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How to Change Profile Picture of a Team in Microsoft Teams

When you have a big list of teams in your Microsoft Teams app, it is not easy to quickly identify a team. So, it is good to give a unique identity to your teams by adding a unique logo to each one.

The image below shows the list of different teams in Microsoft Teams



Microsoft Teams

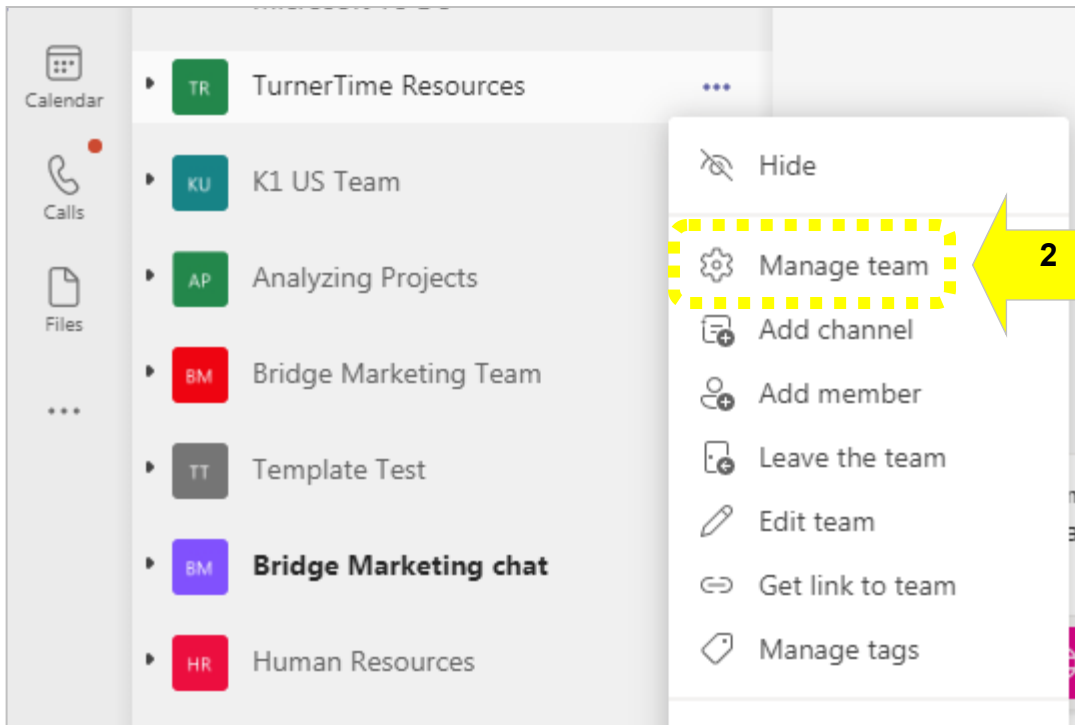
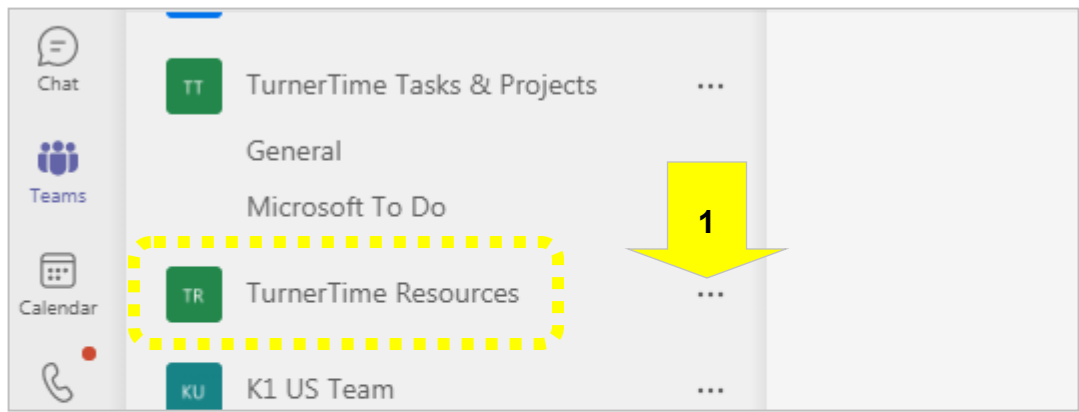
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Changing Profile Picture of a Team in Microsoft Teams... Continued

Here is how you can change the any team's logo:

1. Left-click the three-dot menu button next to the team name
2. Left-click "Manage Team"

The image below shows the steps with arrows to change team picture



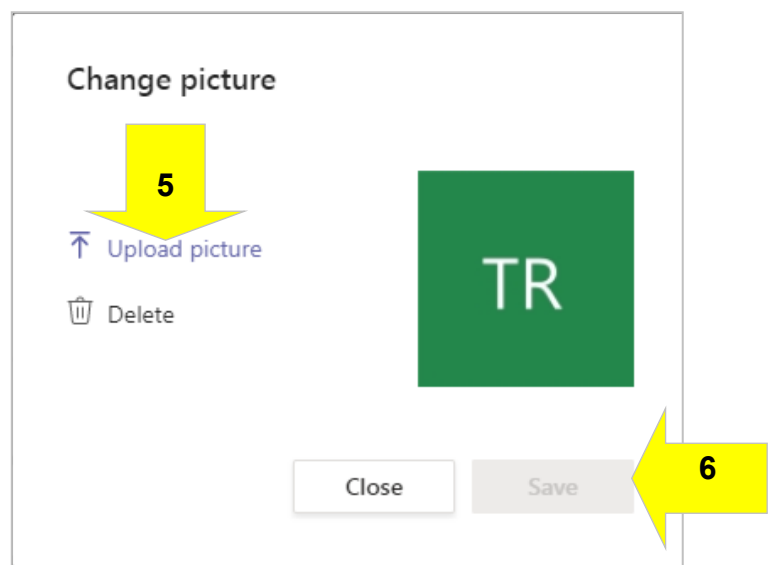
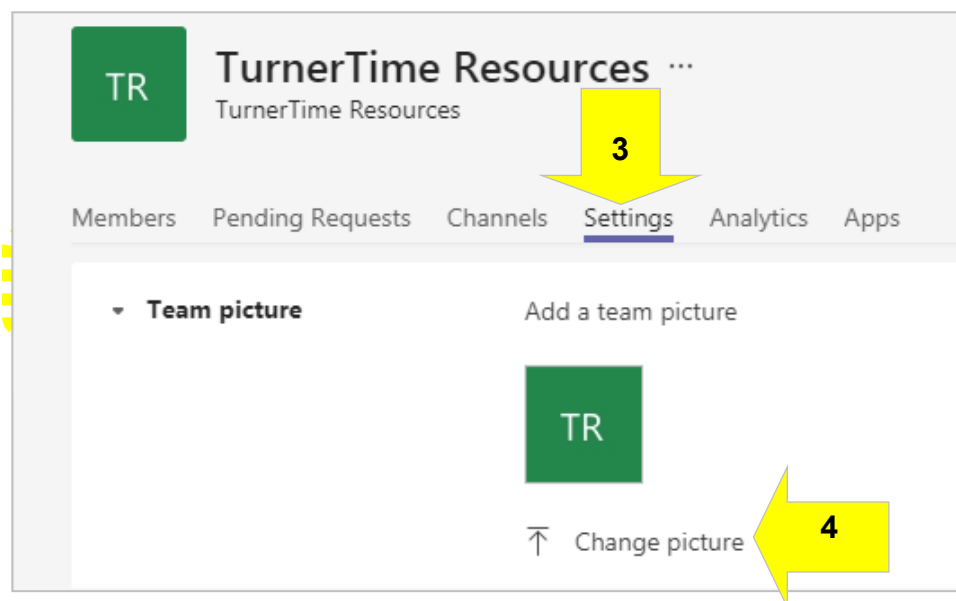
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Changing Profile Picture of a Team in Microsoft Teams... Continued

3. Left-click on "Settings"
4. Left-click "Change picture"
5. Left-click "Upload picture"
6. After uploading, left-click "Save"

The image below shows the steps with arrows to change team picture



Note: you can select the profile picture of a team only if you are the owner of the team.

Communication in Microsoft Teams

Non verbal communications:

- Private Chats
- Channel Conversation
- Forward emails to a Channel Conversation or vice versa)

Flag Important Posts, Conversations or Chats

- Hover over item, select Save.
- To view, Navigate to Your profile and select “Saved”.

Bring key information to the attention a Team/Channel

- Use @TEAM NAME, followed by the link and/or information you want to notify of in their activity feed
- Use @CHANNEL NAME, followed by the link and/or information you want to notify of in their activity feed.
- Encourage members to turn on channel notifications so they are notified when a new message is posted to a channel (right click on a channel name and choose “*Follow this channel*”).
- Be active in channels. Forward emails to the relevant channel to continue discussions in Teams.

Microsoft Teams

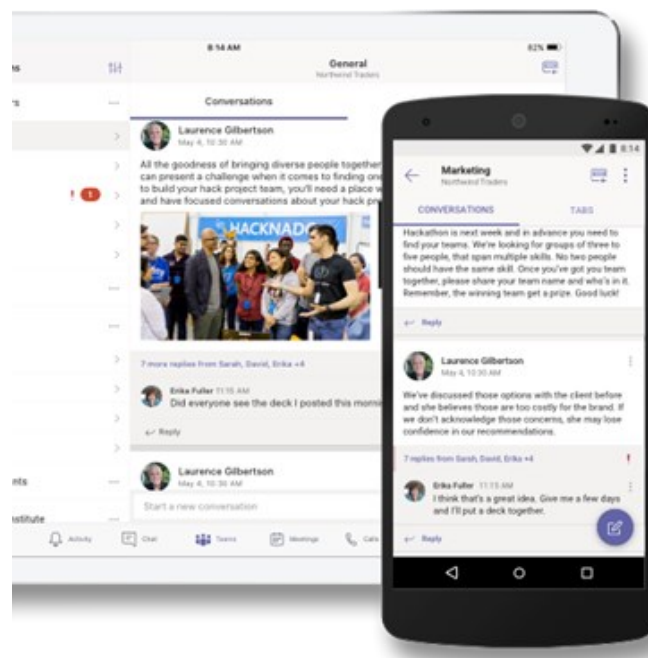
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Engage via Chat vs. eMail

Use chat for brief exchanges that the whole team does NOT need to see, like:

- Can we reschedule our meeting tomorrow?
- Did the order ship yet?

Also set up Teams on your smartphone.

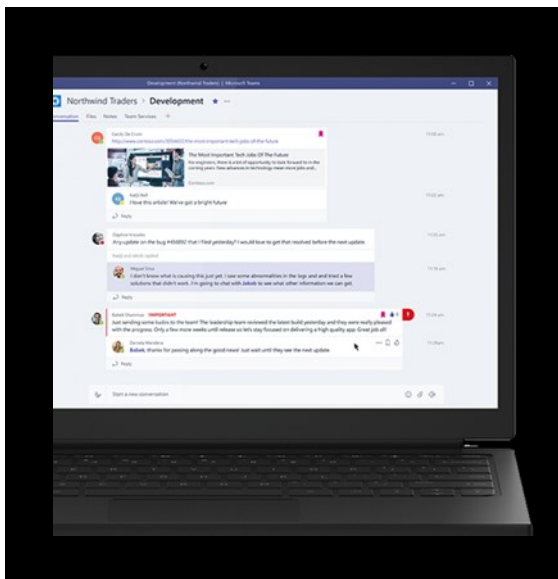
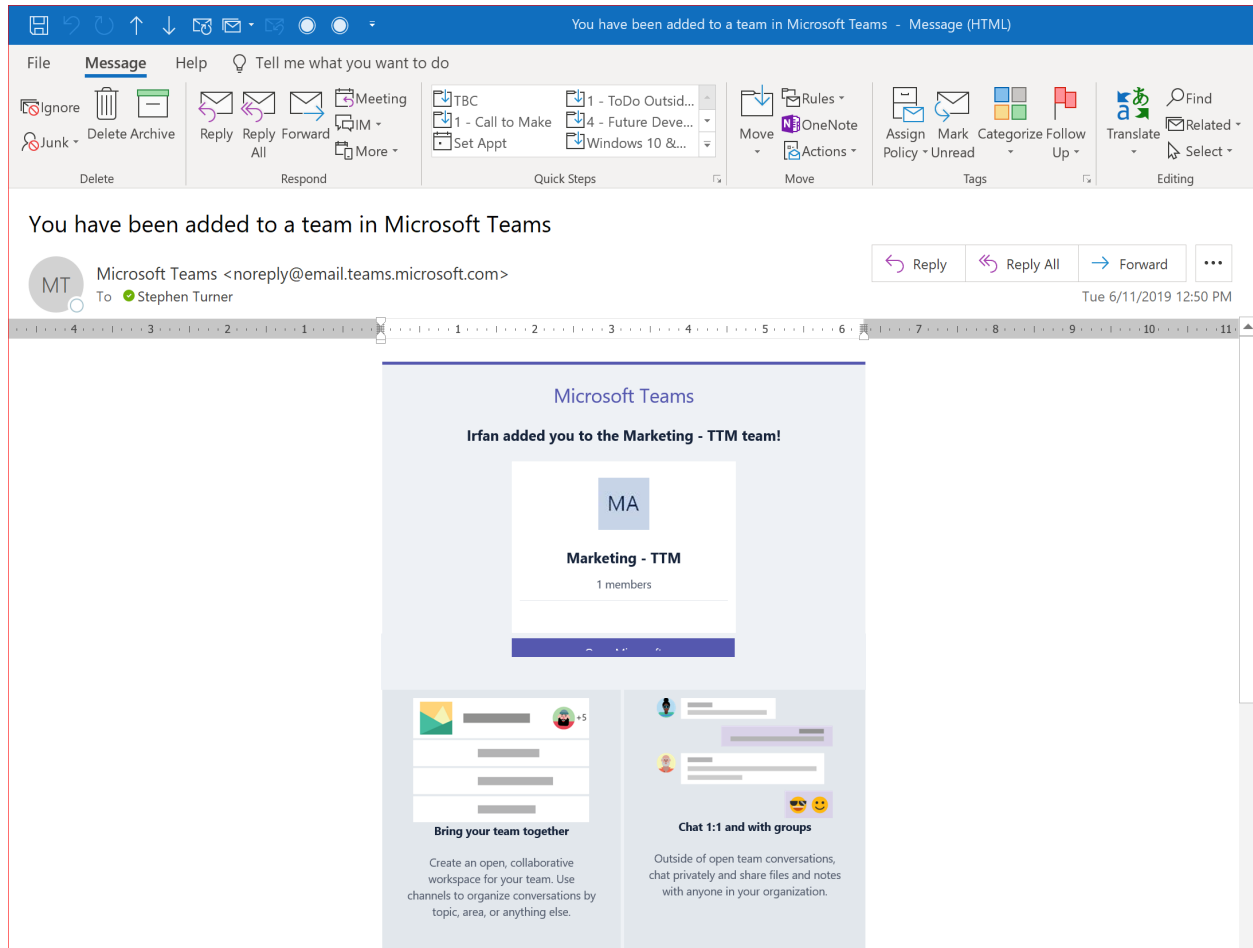


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Engage via Channel Conversation vs. eMail

Add necessary individuals to a Team—this also adds them to the Team and Channel Conversations.



Meet in teams

Have instant group conversations in the respective Team Channel.

Join meetings with HD audio and video. All in one place instead of multiple apps.

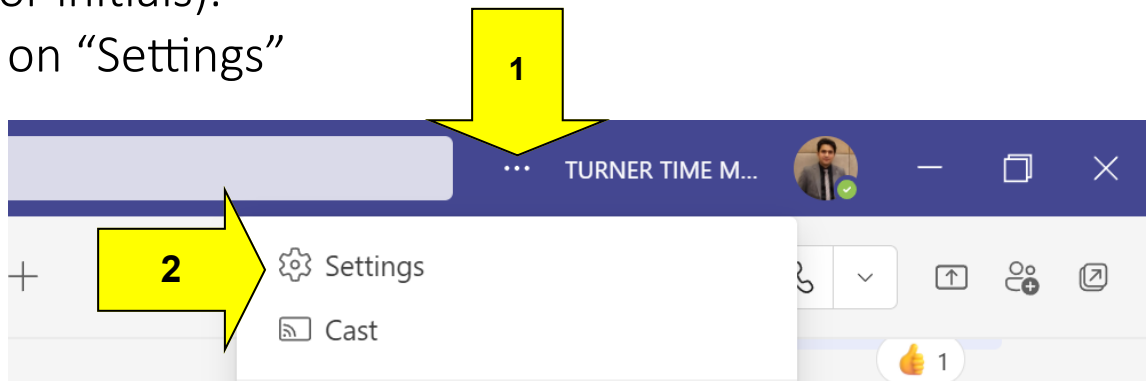
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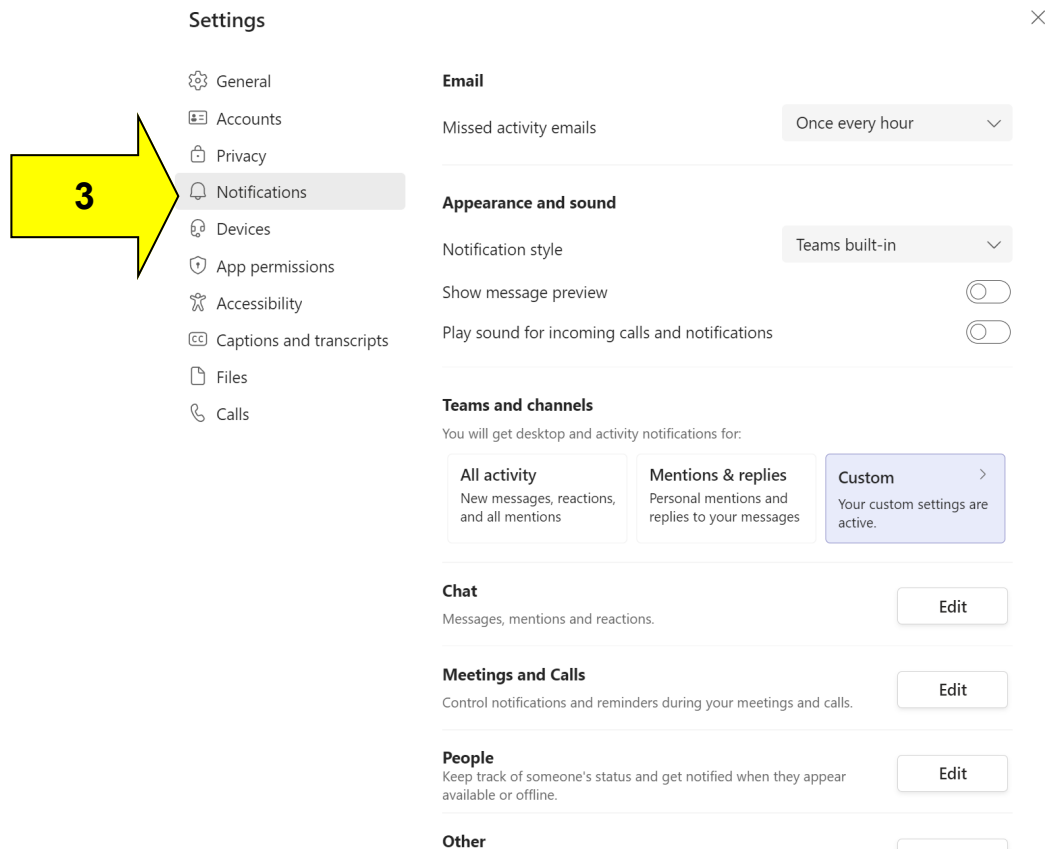
Notifications - You can change your Notifications settings:

1. In the Upper Left Corner of the Teams Window, left click “Settings & more” three dots picture (or initials).

2. Left click on “Settings”



3. Change notification as you see fit.



Notifications (continued)

- In addition to checking your Activity Feed, you can be notified of any new activity via email when you are not Available on Teams.
- Below is an example of being notified of Chat activity via email

The screenshot shows an Outlook email interface. At the top, it says "You have 1 message, 1 mention - Message (HTML)". The ribbon includes "File", "Message", and "Help". The main content area displays the email notification:

You have 1 message, 1 mention

TN There's new activity in Teams <noreply@email.teams.microsoft.com>
To: **Stephen Turner**

Tue 6/11/2019 1:49 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Hi, Stephen
Your teammates are trying to reach you in **Microsoft Teams**.

IA Irfan sent a message in chat

Bro. may be you can record those video in the open place/environment. There you will not need any light. Just need...

IA Irfan mentioned you in Marketing - TTM

Stephen Turner

Reply in Teams

Install Microsoft Teams now

iOS Android

This email was sent from an unmonitored mailbox. Update your email preferences in Teams. Profile picture > Settings > Notifications.

Microsoft Teams

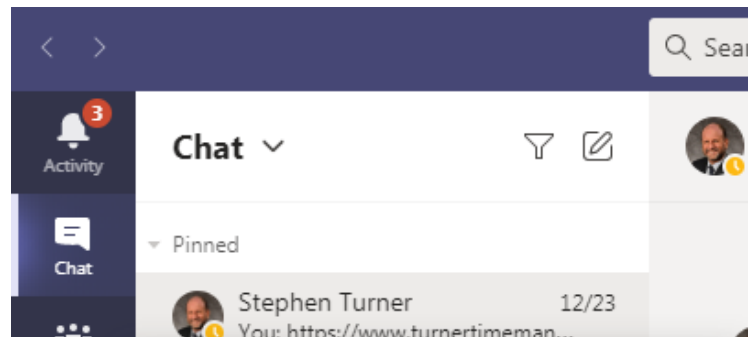
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Keeping Track of What Happened Since you were last on Team

Activity

The left side of the Teams window contains menu options for navigation within Teams. The first option there is Activity. That is where you will track all the activities related to:

- ⇒ Mentions and Replies
- ⇒ Tasks Assigned to you
- ⇒ Missed Calls
- ⇒ and other notification.



This image below shows the “Activity” feed in Microsoft Teams.

Name	Type	Duration	Date
Stephen Turner	Outgoing	2m 39s	Yesterday 8:34 PM
Stephen Turner	Outgoing		Yesterday 8:33 PM
Stephen Turner	Incoming	2m 47s	Yesterday 8:30 PM
Mobile Steve	Outgoing	32s	Tuesday 11:27 PM
Stephen Turner	Outgoing	5s	Tuesday 11:26 PM
Mobile Steve	Outgoing	18m 40s	Tuesday 8:58 AM
Stephen Turner	Outgoing		Tuesday 8:57 AM
GABEL MIKE	Outgoing	3m 18s	Tuesday 12:12 AM
Stephen Turner	Incoming	1m 6s	Monday 8:31 PM
Stephen Turner	Outgoing	3m 42s	Monday 8:27 PM
Mobile Steve	Outgoing	3m 38s	5/20 7:04 PM
Stephen Turner	Incoming	11m 58s	5/20 11:46 PM

Microsoft Teams

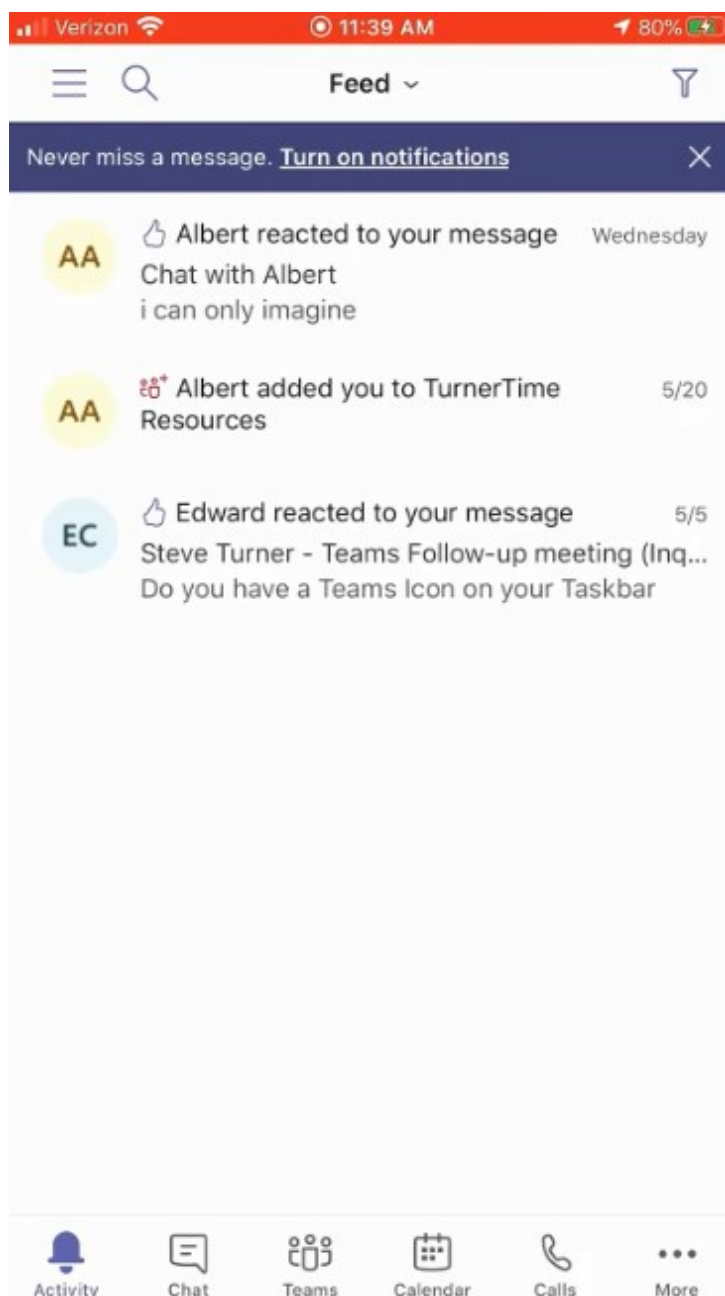
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Keeping Track of What Happened Since you were last on Team.. Continued

Checking Activity on Teams Mobile App:

After opening up the Teams app, you can check activity which shows the notifications you have received.

This image below show the Activity feed in Microsoft Teams mobile app



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□ How should we think about teams compared to Outlook and Office?

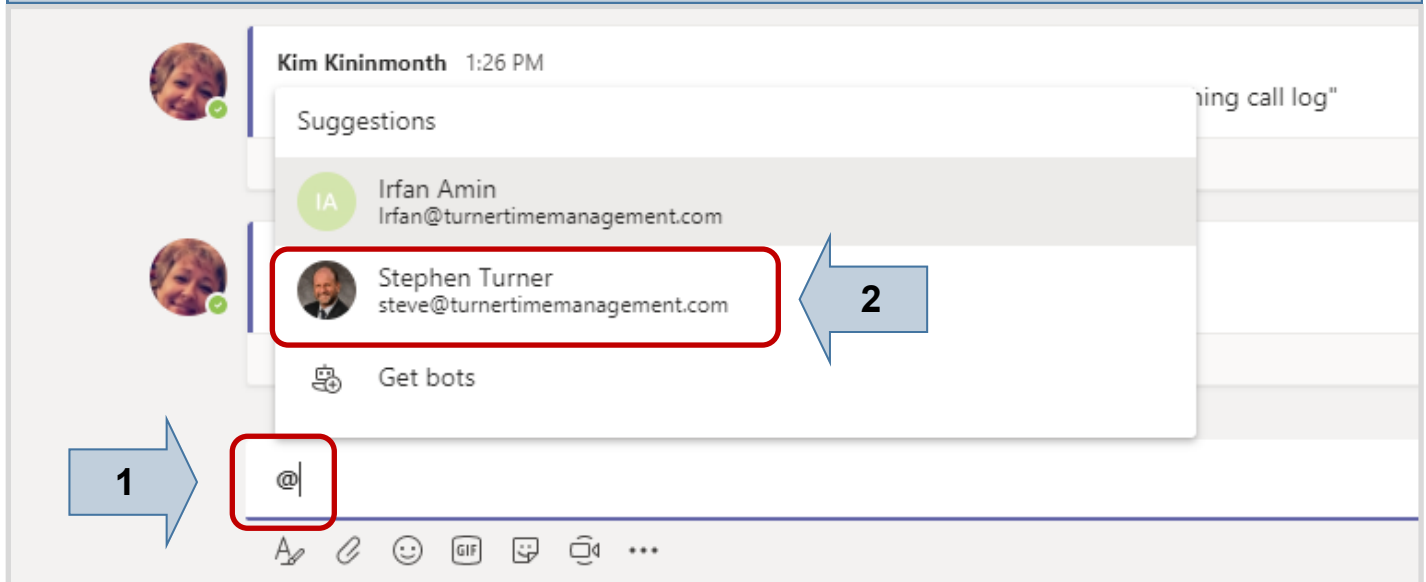
Think of Microsoft Teams as the modern upgrade to Outlook. Email is only for people outside the company (customers & vendors).

- ☑ Instead of e-mailing individuals in your organization, you post to a chat “channel” (named after departments, projects, customers, product lines, etc.)
- ☑ No more “Reply All” to keep everyone in the loop (this keeps all the questions and answers in one place.)
- ☑ Post a reply in a conversation in a channel (and/or specifically mention individuals or groups by using @ and the left clicking on their name).

□ How / when / why to move from email to Teams?

- ☑ Use “thumbs up” icon instead of composing and sending an e-mail acknowledging receipt of the e-mail
- ☑ If you post directly to a chat channel, all conversations will stay in the appropriate area to easily reference again
- ☑ Allows Outlook to be used for client and vendor emails and the long threads of inter-organization chatter stays OUT of your inbox
- ☑ Using @ to mention someone allows them to jump into a conversation exactly where needed

The image shows how to mention individuals or groups. They will receive a notification in “Activity” section



1. Type the “@” anywhere in your chat to mention an individual/group (they will receive an alert that will take them to the location in the conversation where you mentioned their name)

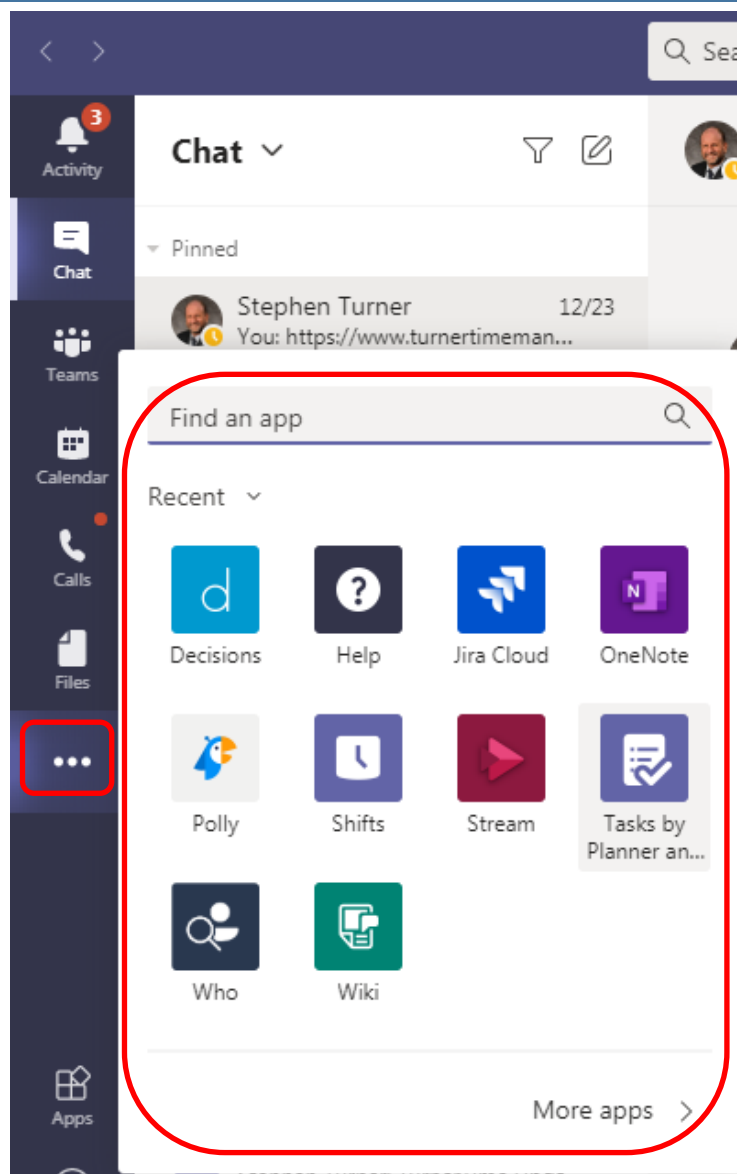
2. Left click the desired name.

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- The left side of the Teams window contains menu options for navigation within Teams.
 - ◇ **Activity**-Mentions, replies and other notifications
 - ◇ **Chat**-Talk with one or more people or a group of people
 - ◇ **Teams**-Your One Stop location for all information about a specific topic
 - ◇ **Calendar**-Your Outlook Calendar, schedule a meeting and “Meet Now”
 - ◇ **Calls**-Make a call to one or more people to start an impromptu meeting
 - ◇ **Files**-Access all SharePoint (organization’s files) and OneDrive (your personal files that are only accessible to others when you specifically share)
 - ◇ **“...” More (Apps)** other apps you can use within Teams

This image shows the left side of Teams.



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The image below shows the options when you hover over a specific message in a Channel conversation and can react to that message.

The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with 'Teams' and 'Your teams' sections. The main area displays a channel conversation titled 'General'. A message from Stephen Turner via email is shown, with a reaction bar at the bottom right highlighted by a yellow dashed box. The reaction bar includes icons for thumbs up, heart, smile, neutral, sad, and angry, followed by a three-dot menu icon.



The image below shows the options when you will click More options (three dots) over a specific message in a Channel conversation.

The screenshot shows the Microsoft Teams interface with the same channel conversation. A dropdown menu is open over the three-dot menu icon, listing various actions: Save this message, Edit, Delete, Mark as unread, Copy link, Share to Outlook, Translate, Immersive Reader, Pin, Turn off notifications, and More actions. The menu is highlighted with a yellow dashed box.

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Using “Files” in Teams vs. other file shares

Setup a Team for each group you have identified (managers, sales, legal, all employees, etc.). Any individual user can be a member of multiple Teams at once, so all employees would be a member of the 'All Company' Team, but only Legal employees would be members of 'Legal', only sales employees would be members of 'Sales', etc. Each of these Teams then has its own corresponding collaboration tools offered through Teams and everything else that comes with an Microsoft 365 Group .

This image shows the files uploaded to a specific Team (“Presentation”). All members of the Team have access to all the listed documents. Part of the image has been enlarged to show detail.

1. Left click on the desired channel.
2. Left click “Files” under the channel name.

The screenshot displays the Microsoft Teams interface for a channel named "Presentations". The top navigation bar includes "Presentations", "Posts", "Files", "Wiki", and "PowerPoint". Below this, there are action buttons: "+ New", "Upload", "Sync", "Copy link", "Download", and "Add cloud storage". The "Upload" button is highlighted with a red box, and a yellow arrow labeled "2" points to it. Below the navigation bar, the channel name "Presentations" is displayed. Underneath, there is a table with columns for "Name", "Modified", and "Modified By". The table contains two rows of files:

Name	Modified	Modified By
Basic Training Presentation.pptx	June 21	Stephen Turner
Meetings Best Practices.pptx	June 25	Stephen Turner

An inset image shows the left sidebar of the Teams application. The "Presentations" channel is highlighted with a red box, and a yellow arrow labeled "1" points to it.

Microsoft Teams

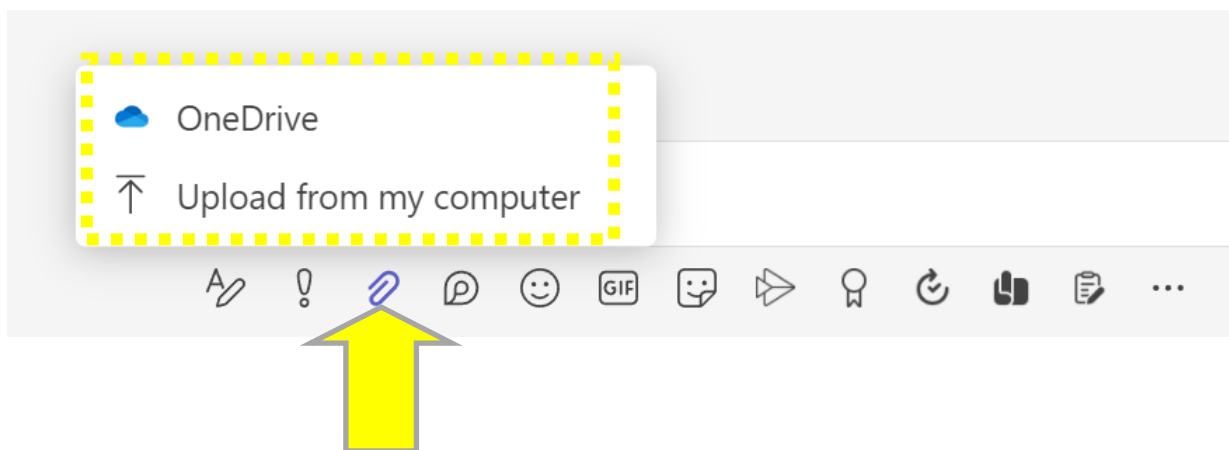
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Sharing files in Microsoft Teams

In Teams, you can share content with other Teams users within and outside your organization. Sharing in Teams is based on the settings configured in SharePoint and OneDrive, which means, whatever you have set up for SharePoint and OneDrive will control sharing in Teams as well.

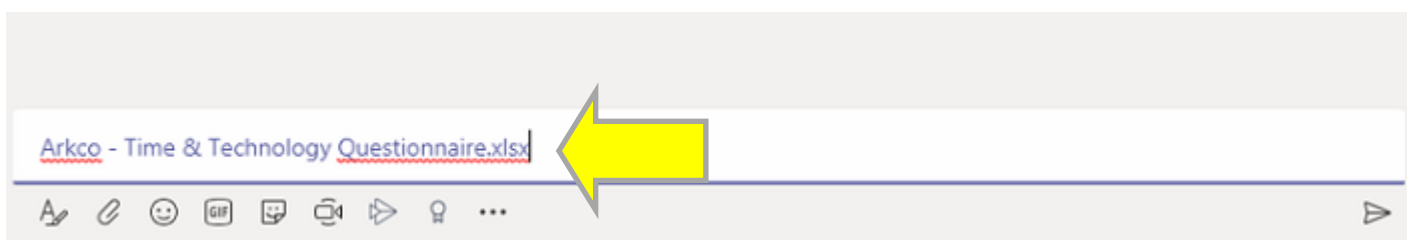
You can share files from OneDrive, from teams and channels, you have access to, and from your computer. To share a file in a channel:

- ◆ Click **Attach** (the paperclip icon)
- ◆ Select the relevant source of file
- ◆ Select the file you want to share.



Copy and Paste to Share a File:

You can also share a file in a Teams channel by copying/pasting the sharing link in the compose box. Please see the snip below.



Microsoft Teams

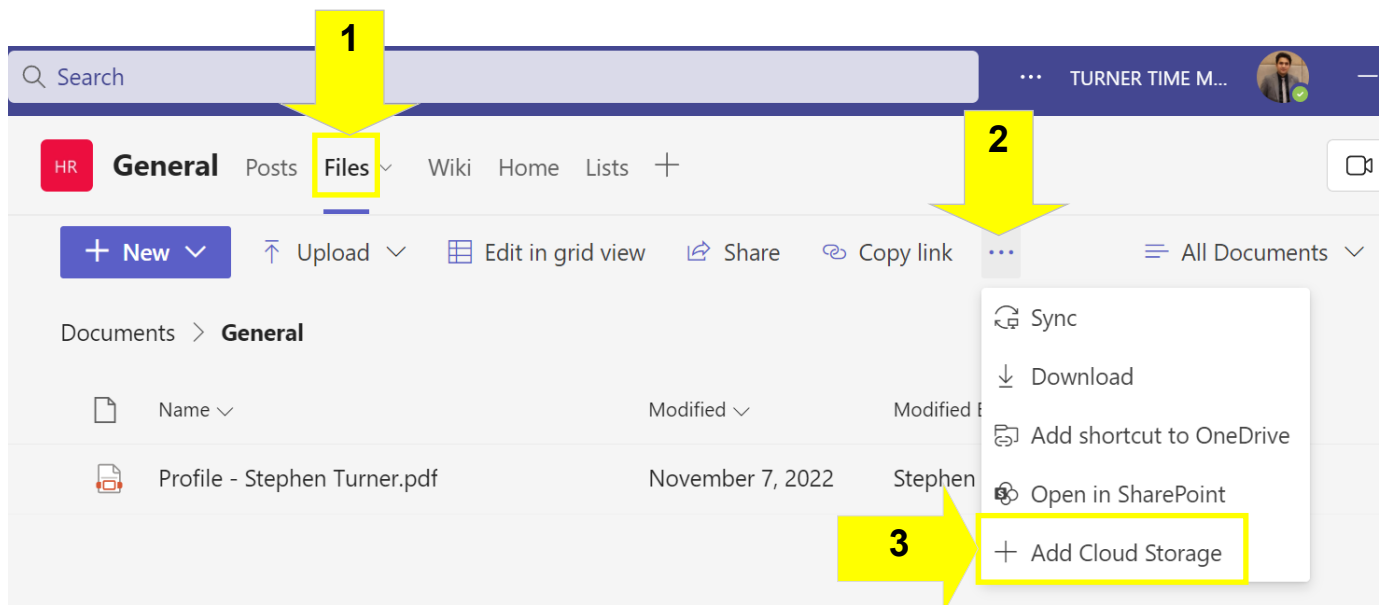
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□ Syncing SharePoint Document Library in Teams

In a team you can sync document library from SharePoint site. So, the team members will not need to leave their Teams app to work in the files and documents that are stored on SharePoint. In any team's channel:

1. Go to "Files" tab
2. Left-click three dots for more options
3. Left-click "Add cloud storage"

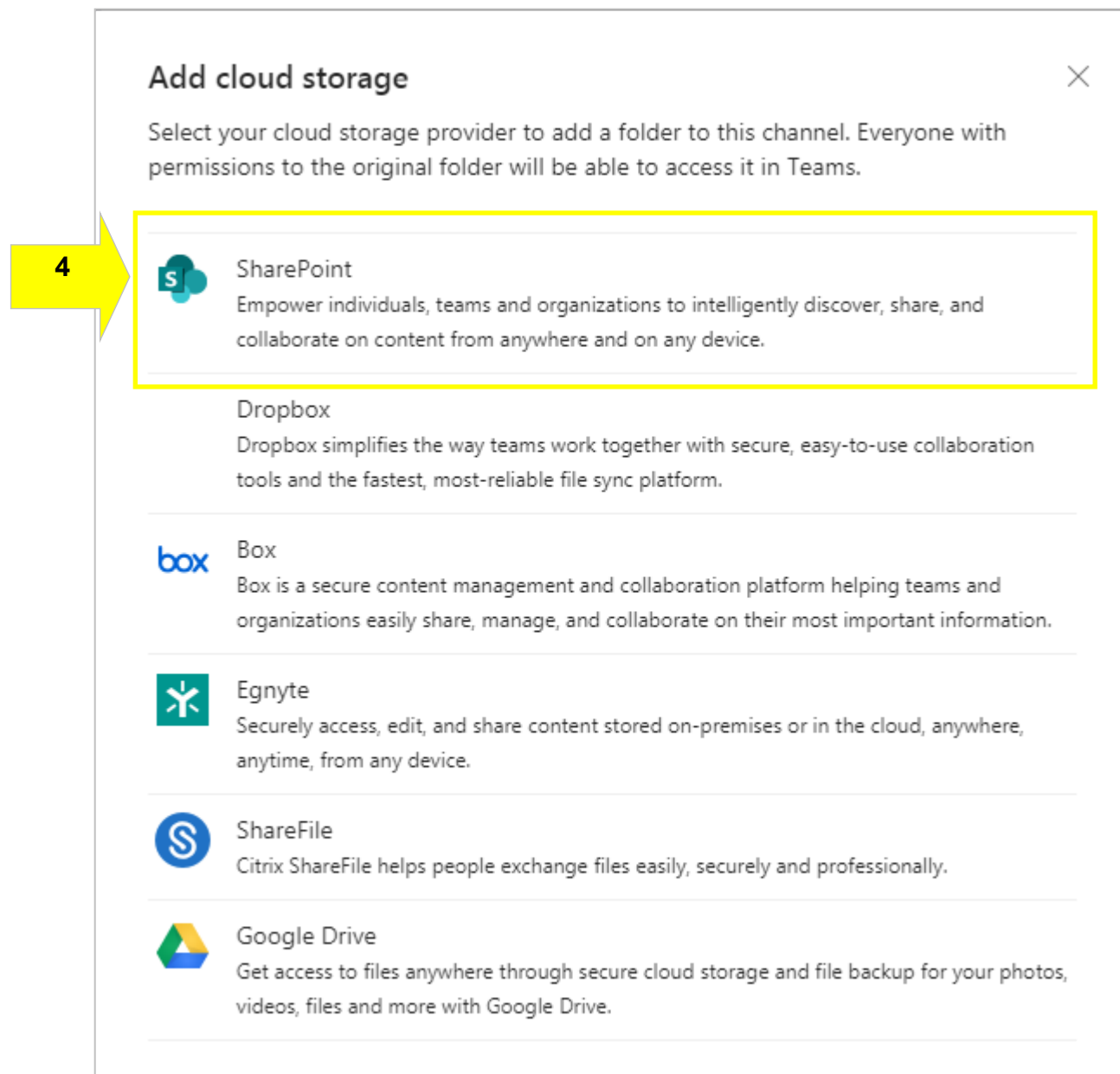
This image below shows a channel of a team where you will sync SharePoint document library



Synching SharePoint Document Library in Teams... Continued

4. Left-click the relevant cloud storage

In the image below we have selected "SharePoint" for this tutorial



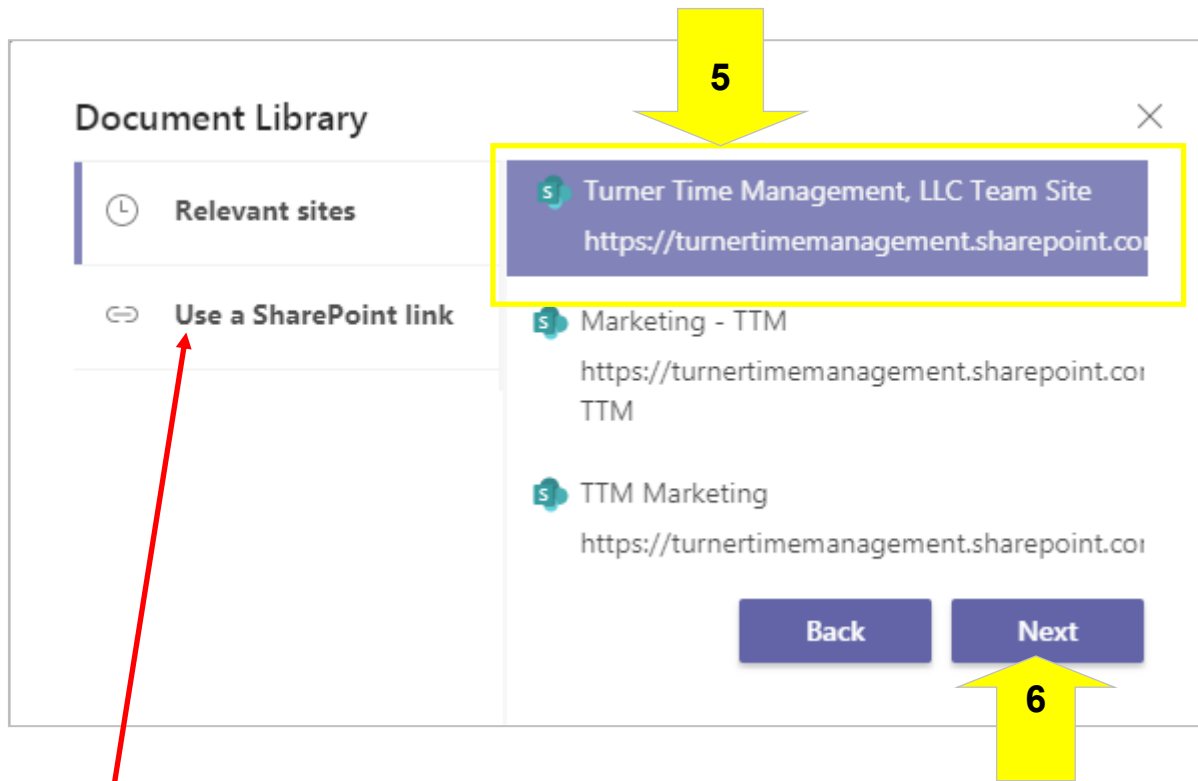
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Synching SharePoint Document Library in Teams... Continued

- 5. Select the site you want to sync document library from
- 6. Left-click "Next" button

The image below shows the window where you will select the SharePoint site



Note: You can also sync by pasting a link of the document library of SharePoint site.

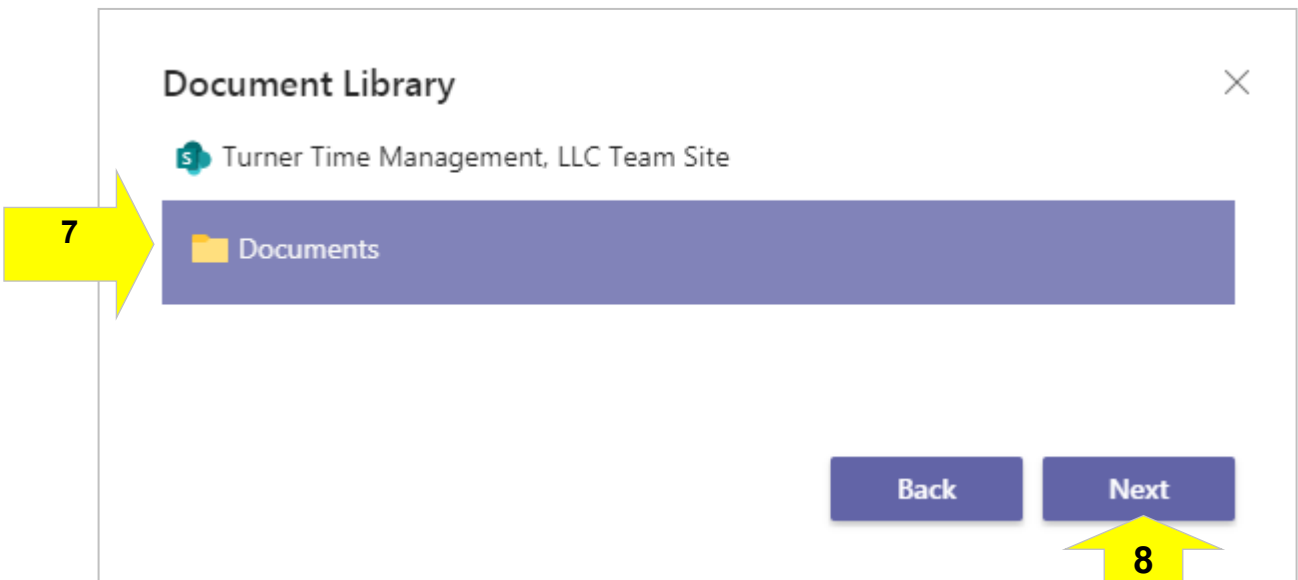
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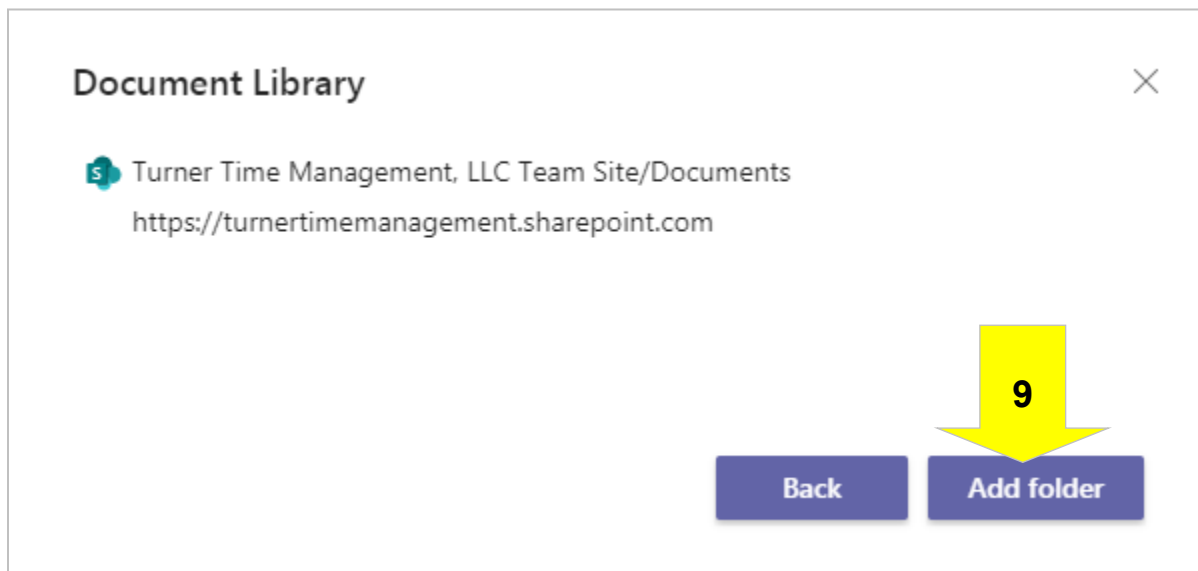
Synching SharePoint Document Library in Teams... Continued

- 7. Select the document folder/library
- 8. Left-click "Next" button

The image below shows the window where you will select the SharePoint site



- 9. Left-click "Add folder"



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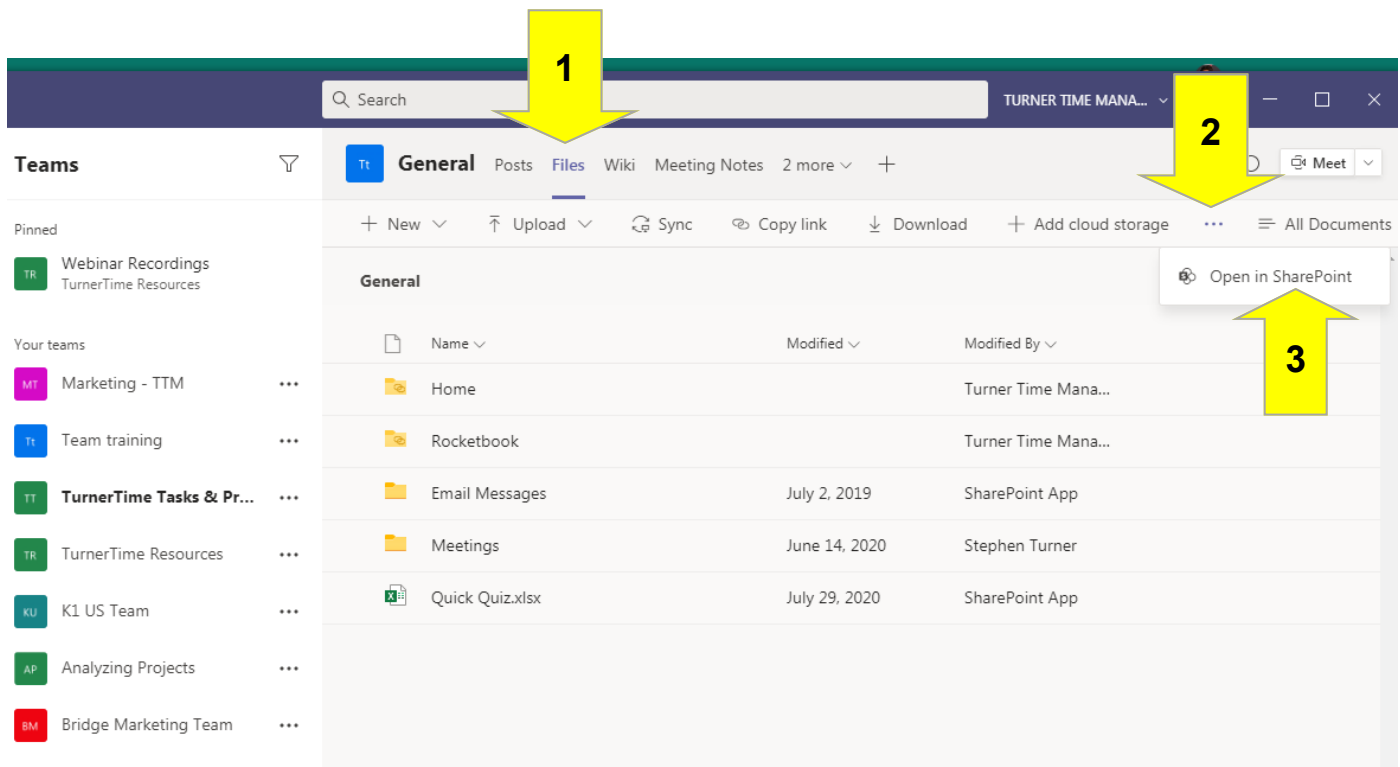
How to Recover a Deleted File From Microsoft Teams

It is so easy to storing/sharing files through Teams. However, Teams currently does not have a recycle bin. If you delete a file accidentally, how do you get it back? Here's how to restore deleted files from Microsoft Teams.

Every time you create a new team in Microsoft Teams, a SharePoint site is set up behind the scenes. Each channel gets its own folder in the "Documents" library of that SharePoint site. If a file has been deleted from Teams, the place to restore it is in that SharePoint site.

To access the SharePoint site:

1. Open the "Files" tab in the Microsoft Teams application
2. Click the three-dot menu icon
3. Click "Open in SharePoint."



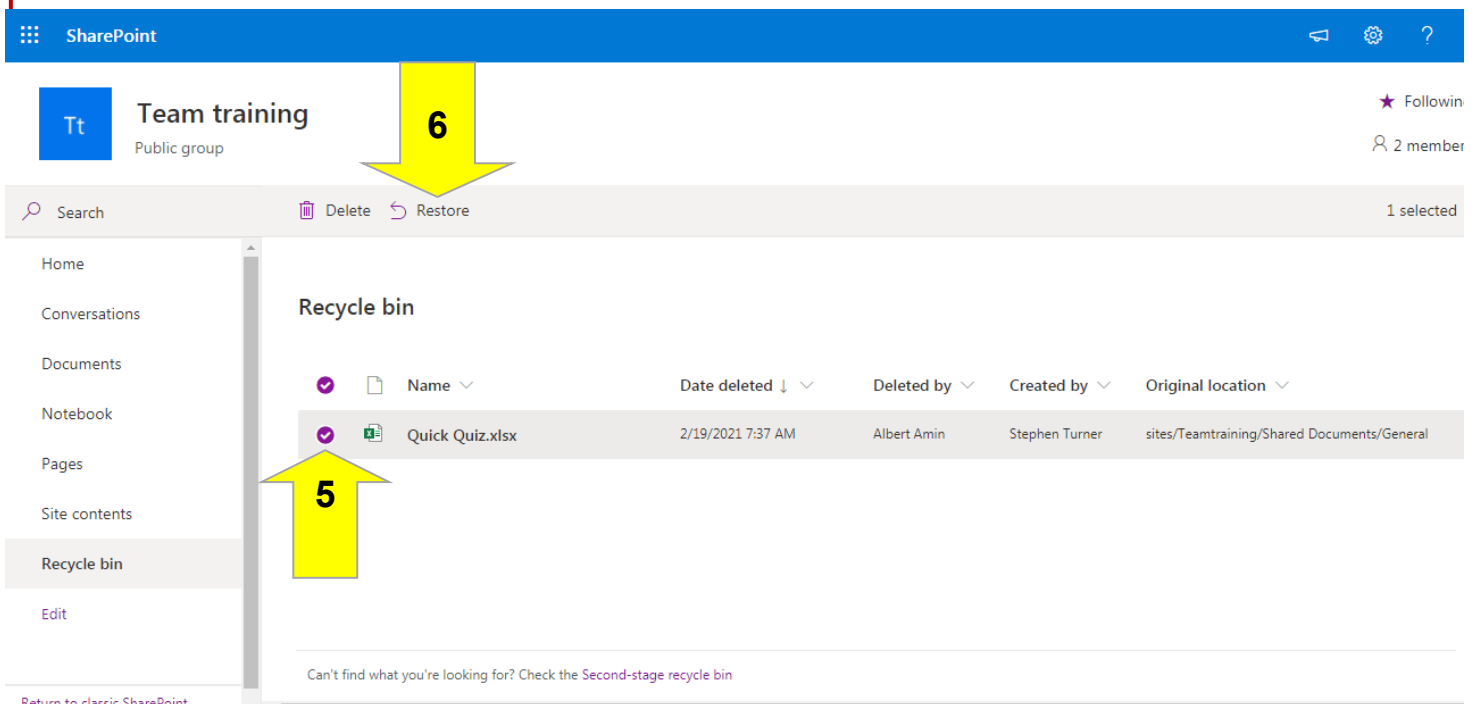
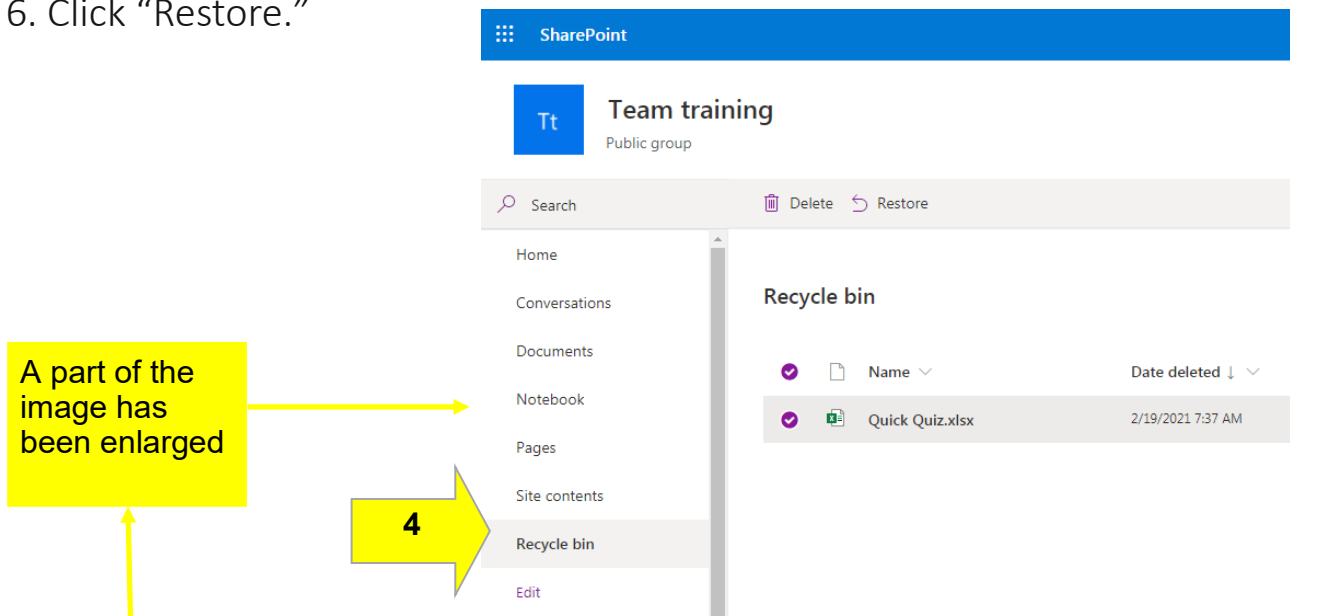
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How to Recover a Deleted File From Microsoft Teams.... Continued

By clicking “Open in SharePoint site, a new tab will open up in your default browser for the relevant team on SharePoint site:

4. Click “Recycle bin”
5. Select the file you want to restore
6. Click “Restore.”



Microsoft Teams

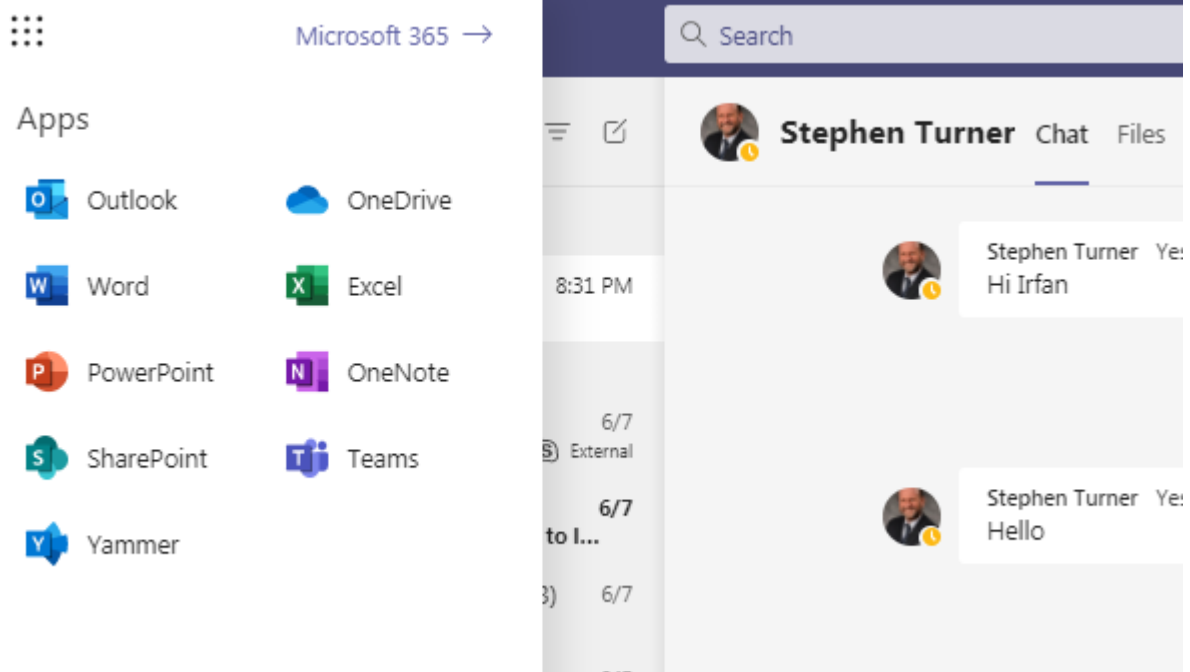
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Difference Between Teams Desktop App Vs Teams on the Web

Microsoft Teams desktop client and Teams Web client almost looks the same. However, there are few differences:

More Apps Availability on the Web

If you are using Teams on the web, you will have the menu to switch between other Microsoft 365 app. On the desktop version, you will not have that feature.



Performance-Wise

TurnerTime recommends using the Teams Desktop app for overall performance. In the web version, you may also have problem in video meetings.

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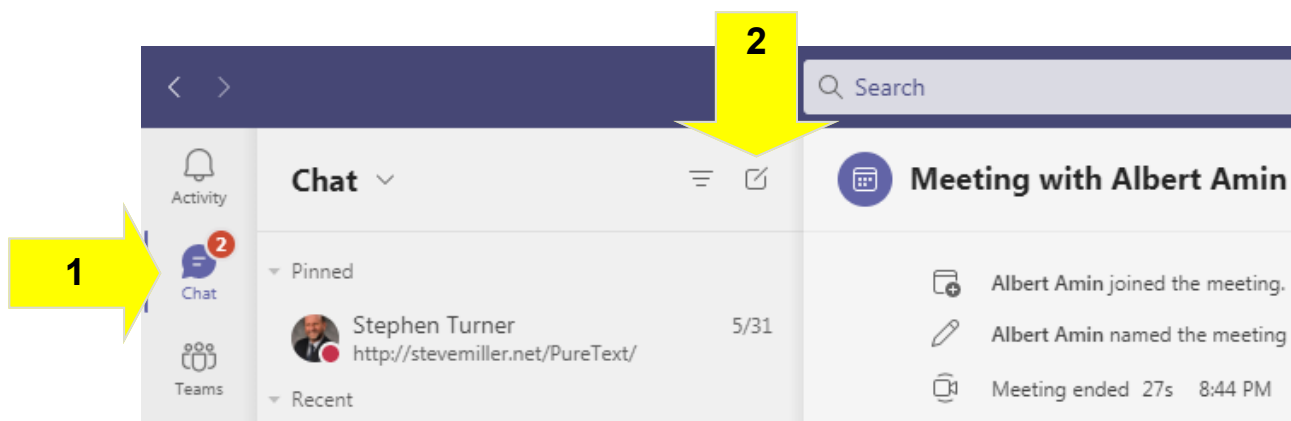
□ Using Microsoft Teams to Make Video and Audio Calls

- ◆ If you want to allow “audio only” participation, you first must upgrade your Microsoft Teams license to include Audio Conferencing for the meeting organizer.
- ◆ If you want to make outgoing phone calls directly from your computer to landline or mobile phones, you will need to upgrade your Microsoft Team Client License (s) to include a calling plan for domestic and/or international calls for each user*.
- ◆ *Please contact your Microsoft 365 IT Partner, or Microsoft directly.
- ◆ You can record any Microsoft Teams Meeting and share the meeting after with those who couldn't join in. NOTE: This only works for those on your domain. For those outside your Domain, you will have to first move or copy the file to shareable location (i.e. SharePoint or OneDrive).

□ Using Microsoft Teams to Make Audio Calls

If you will make audio calls to someone frequently, here is how you can setup a chat to make quick video or audio calls. Here is how you will do this:

1. Go to your Teams Chat section
2. Left-click on new chat icon 



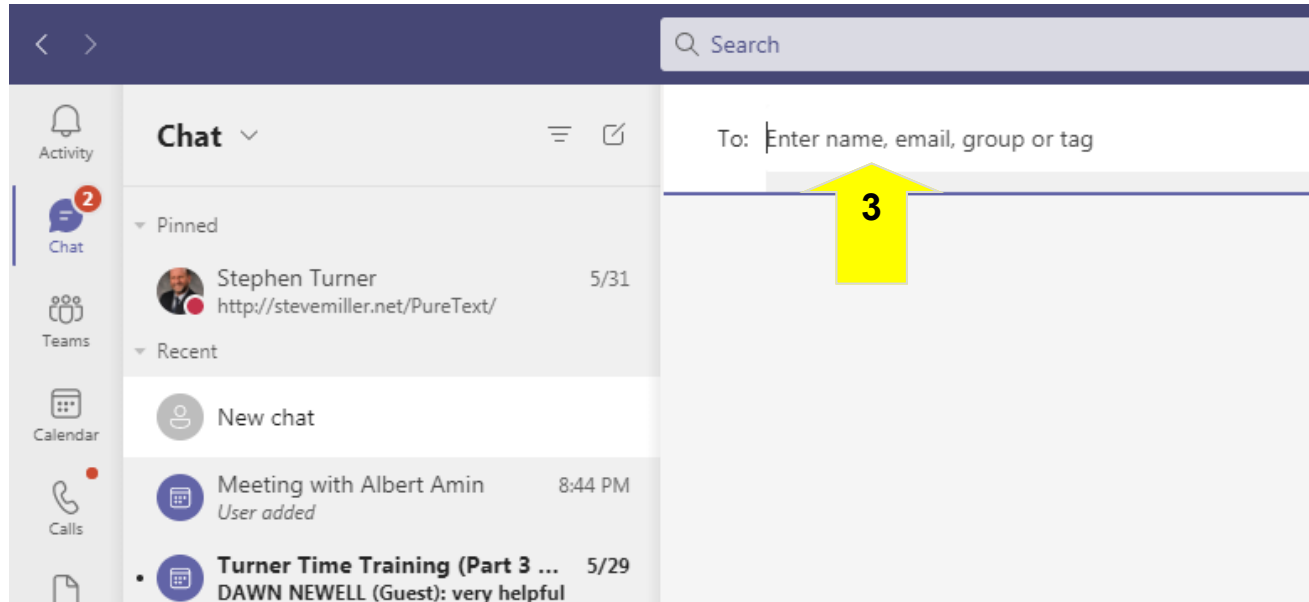
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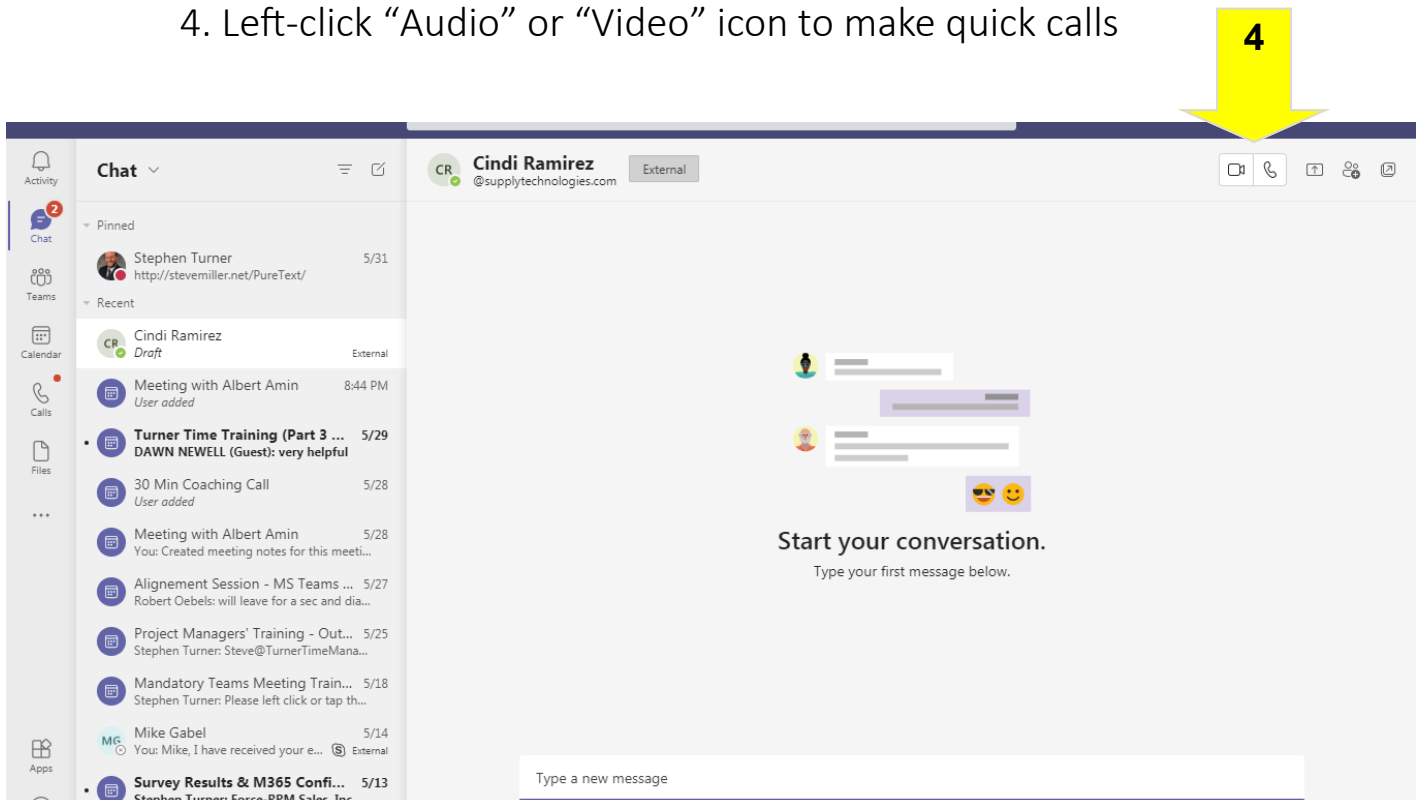
Using Microsoft Teams to Make Audio Calls... Continued

A new chat will appear up:

3. Enter the name or email address in the “To” field and hit enter on your keyboard (a personal chat will be created in your chat section).



4. Left-click “Audio” or “Video” icon to make quick calls



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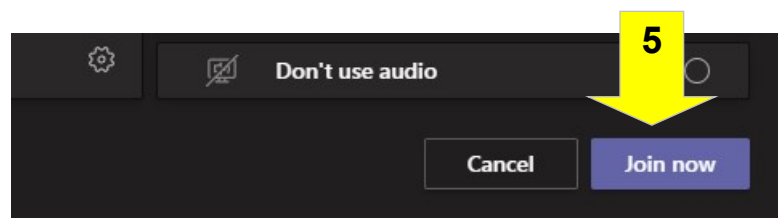
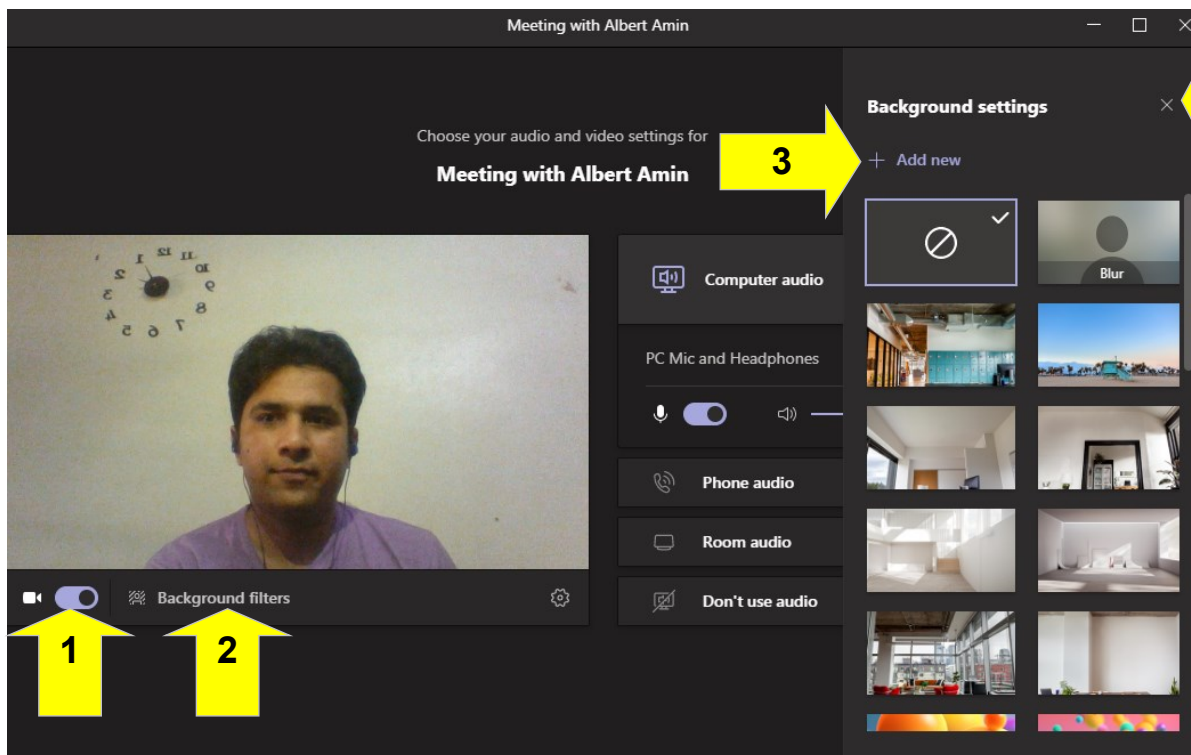
Video Calls and Virtual/Custom Backgrounds

Here is how you can make video calls and use custom backgrounds.

Using backgrounds at the time of joining a meeting: You can select custom background at the time of joining a Teams meeting (*if you want to turn on video*) by following the steps mentioned below.

1. Turn on the video
2. Left-click “Background filters”
3. Left-click “Add new” button to upload a custom image from your device.
(You can also select from the available images in Teams library.)
4. Close the “Background settings” panel
5. Click the “Join now” button

The image below shows a pre meeting joining window where you can select turn on video, choose custom background and audio settings



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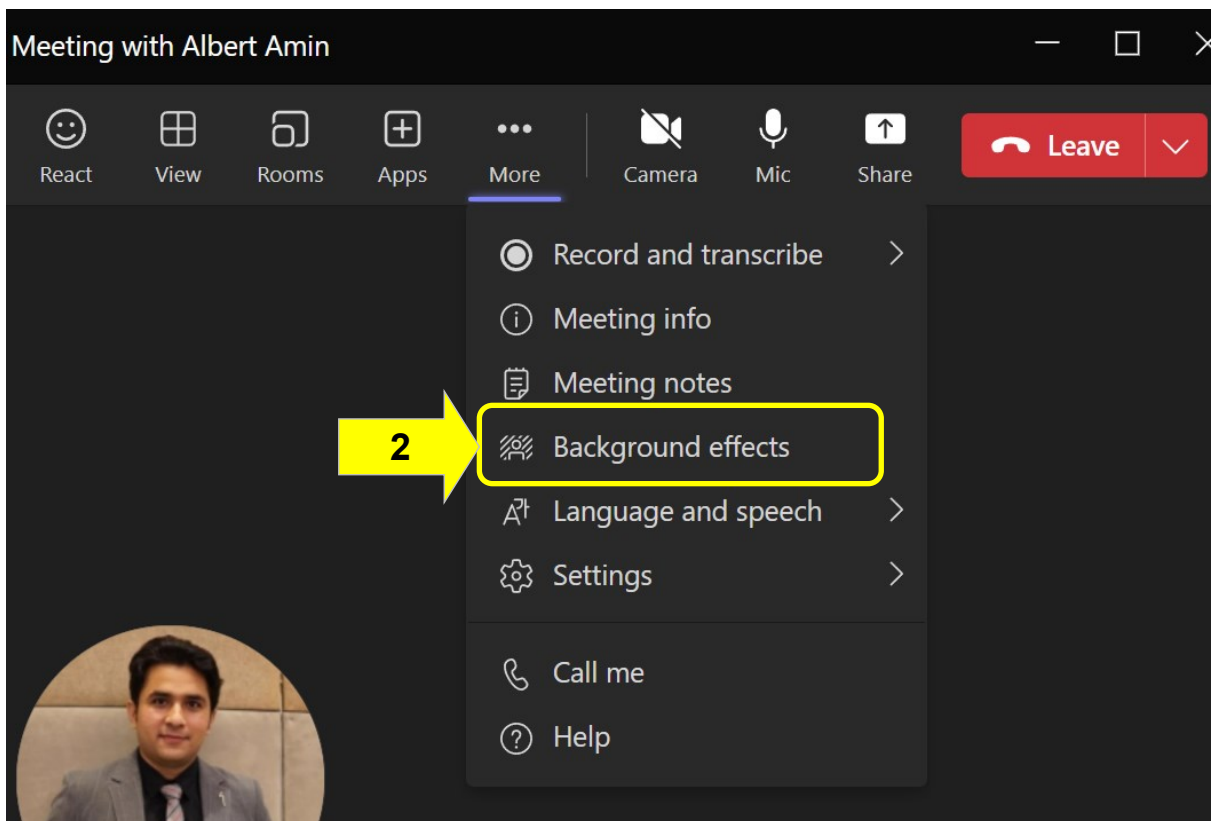
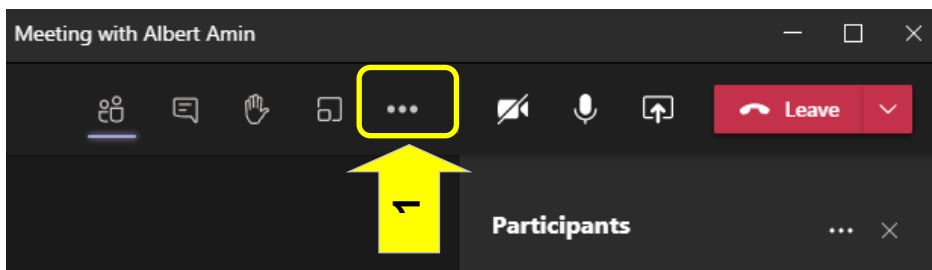
Using Virtual/Custom Backgrounds in Microsoft Teams... continued

Using Custom Background after Joining a Teams Meeting:

In an active Teams meeting, to change your background to one of the built-in images or custom background:

1. Left-click or tap “More options” (three-dot)
2. Left-click “Background effects”

The image below is of an active Teams meeting to show steps to change background



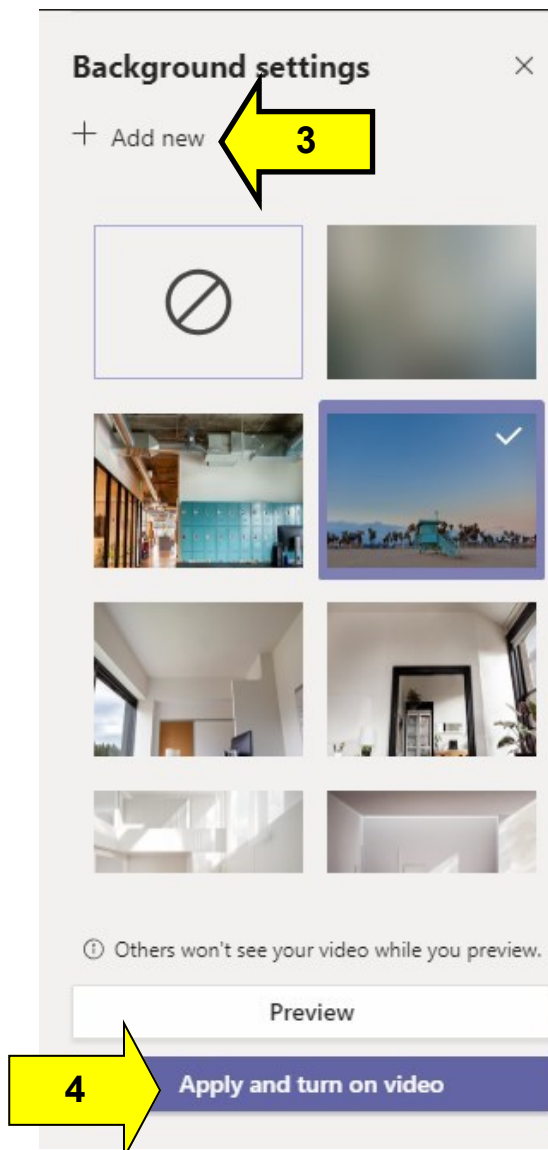
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Using Virtual/Custom Backgrounds in Microsoft Teams... Continued

3. Left-click “Add new” to upload an image from your computer or the an image from the built-in images.
4. Left-click “Apply and turn on video” or “Apply” if you are already in a video call

Select the background of your choice from the Teams library and left-click or tap “Apply and turn on video”



Microsoft Teams

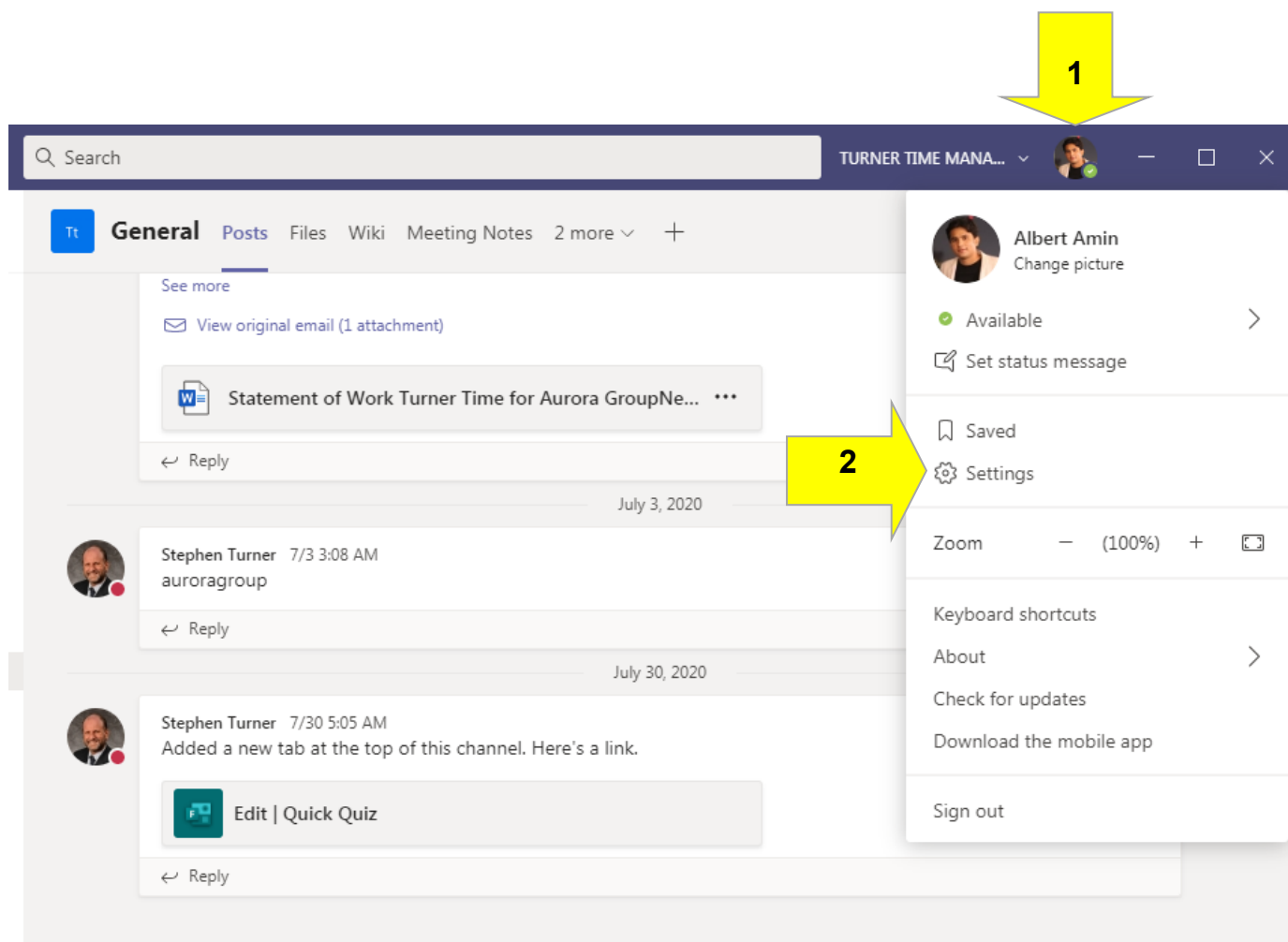
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How to Use Noise Reduction Feature in a Teams Call

Teams now have this artificial intelligence (AI) powered feature available for you which will be very useful. While working remotely, it is obvious that there may be Screaming kids, barking dogs, and more are all par for the course in video meetings during the coronavirus pandemic.

Before making a call, you can turn on noise suppression feature. Here is how you can turn it on before making a call:

1. Click on the user icon (your picture)
2. Left-click "Settings"



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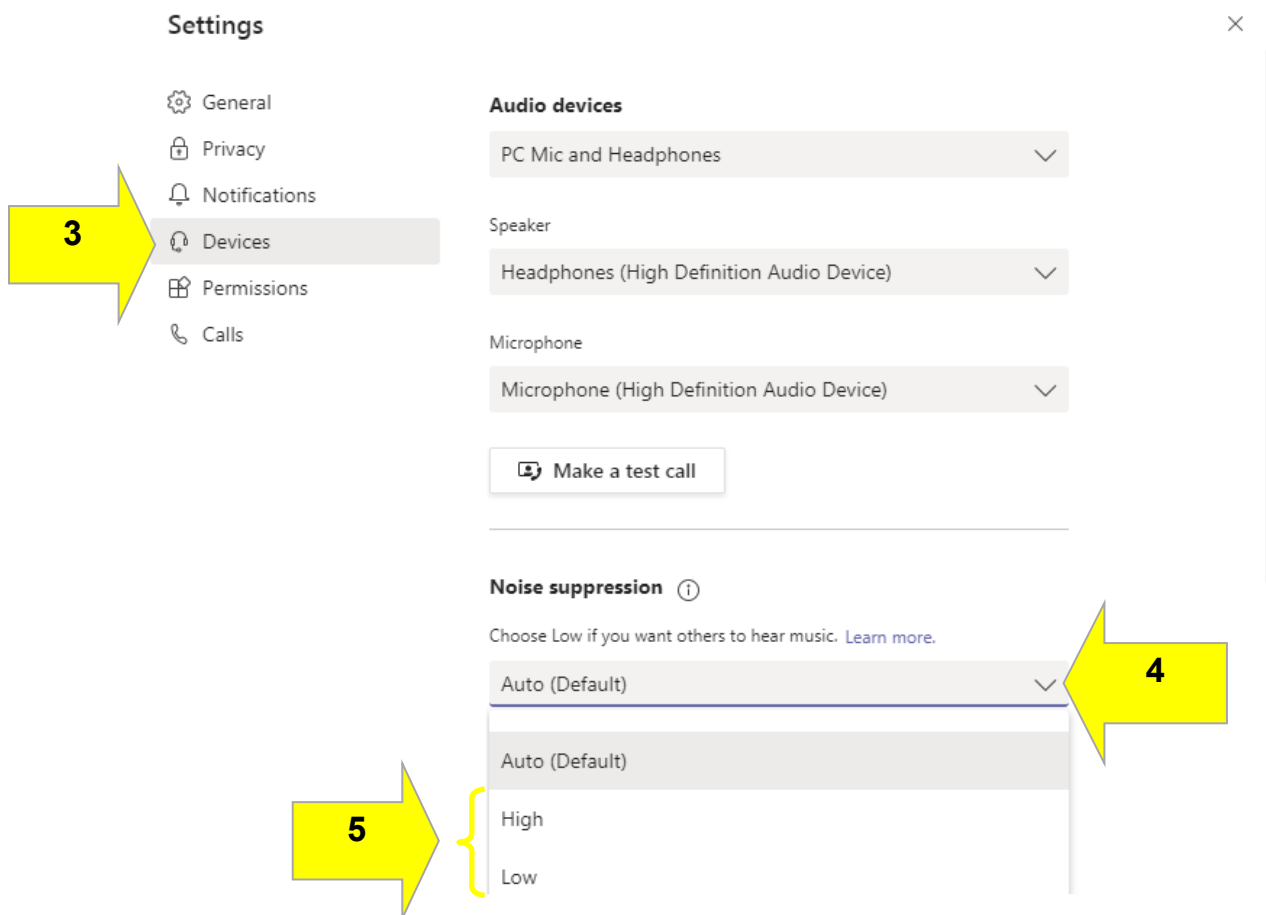
How to Use Noise Reduction Feature in a Teams Call... Continued

3. Left-click "Devices"
4. Go to "Noise Suppression" section and open up the drop-down menu
5. Left-click "High" or "Low"

If you will select "High", Teams will block out all background sound that isn't speech. The default "auto" setting lets the app decide what the optimal level of suppression is based on local noise.

Note:

- This option is currently not available if the meeting or call is being recorded or live captions is turned on.
- For Mac users, this feature is only supported on Teams for Windows 10 right now.



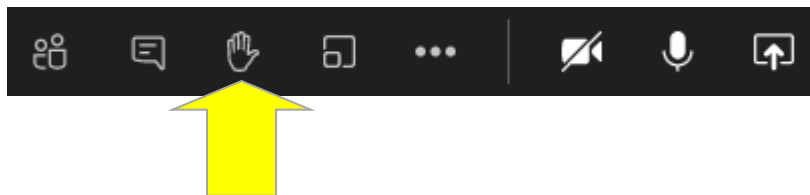
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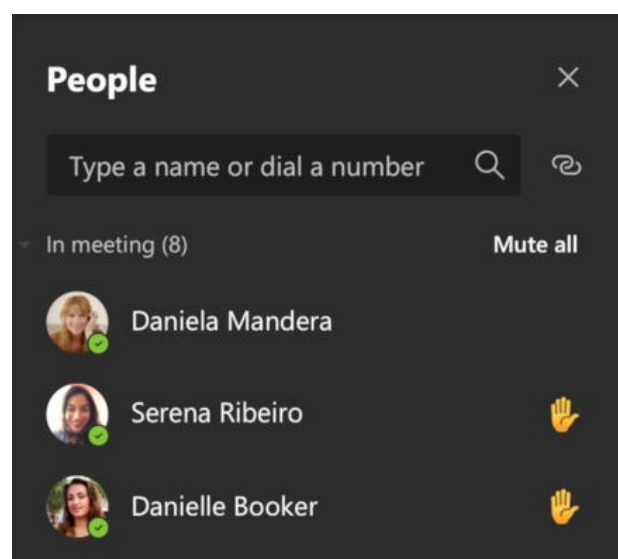
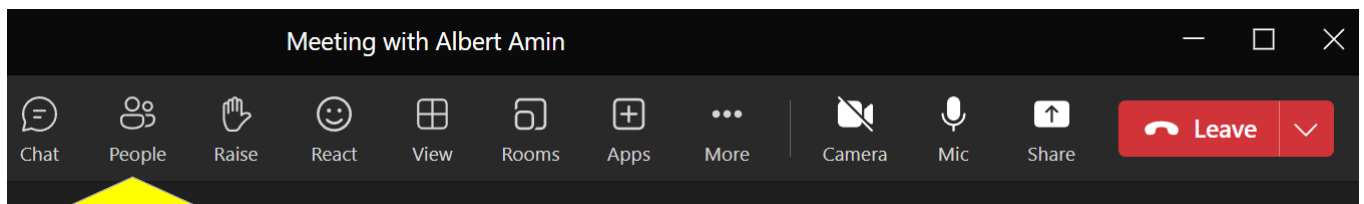
Raise Your Hand in a Teams Meeting

In a Teams meeting where as an attendee, you can't unmute yourself, you can raise a virtual hand to let the presenters and moderators know you want to contribute or have question without interrupting the conversation. A presenter can then allow you to unmute.

- Just select **Raise your hand** in the meeting controls. 



Select **Show participants**  to see a list of everyone in attendance. Anyone who's raised their hand will have an icon next to their name. When multiple people raise their hands, they'll be listed in the order in which they raised them.



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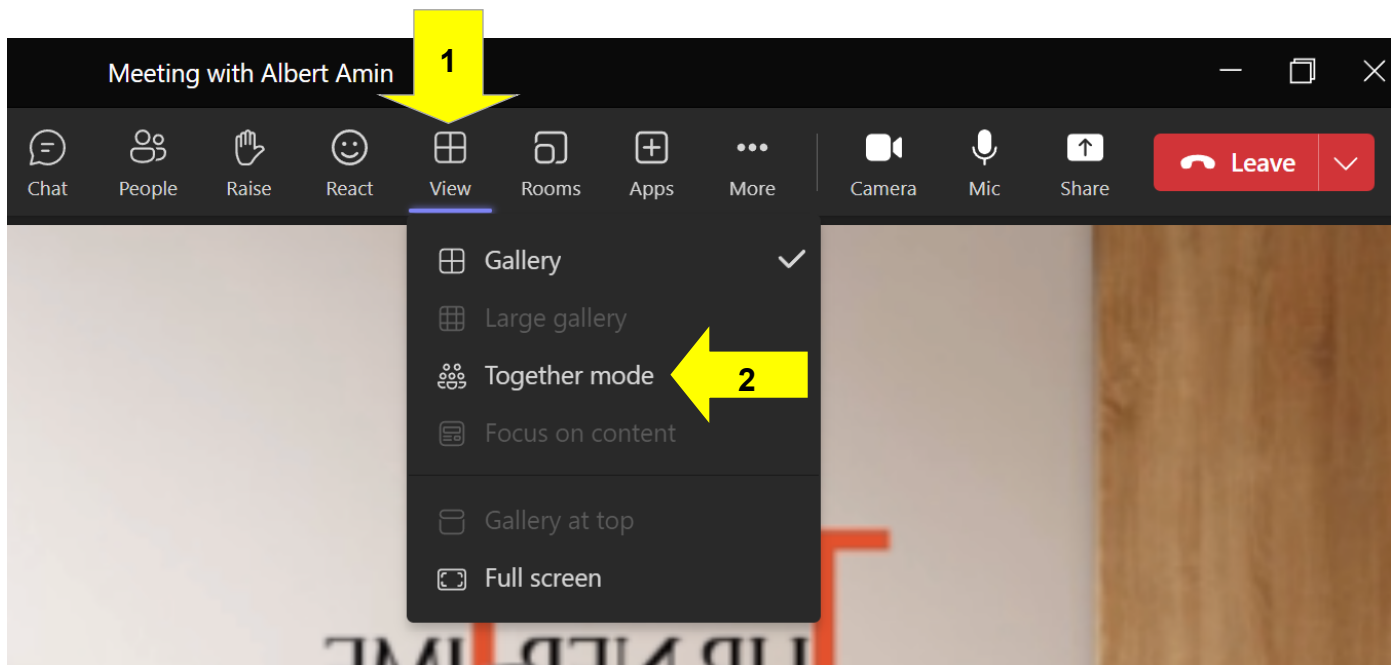
□ How to Use Together Mode in a Teams Meeting

In Teams video calls, now two awesome features are available which you can use.

Together Mode: By using this feature, the members of teams call can feel like they are sitting together in a meeting hall, in a coffee shop, the environment they normally have in face-to-face meetings. However, that will be a digital environment. Here is how you will use it (Follow the numbers on arrows):

1. Left-click "View" icon in the active meeting window
2. Left-click "Together mode"

This image below will show you, how you can use this feature.



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Preview of Gallery View

When two or more attendees will turn on their video, the Gallery view will be turned on by default. (See the image below)



Preview of Together Mode

If the presenter will choose “Together mode” there are few views of the meeting place, you can choose from. (See the image below)



Best Accessory Options for Making Calls through Microsoft Teams

Here are my best recommendations; the top three are from Plantronics (now Poly):

Bluetooth

Plantronics VOYAGER-5200-UC (206110-101) Advanced NC Bluetooth Headsets System ,Black :

https://www.amazon.com/dp/B01G49I2FA/ref=cm_sw_em_r_mt_dp_U_JteCEbA96AAX8

OR

Plantronics Voyager 4210 UC Wireless Headset Bundle with Headset Advisor Wipe:

https://www.amazon.com/dp/B07NPXJWXC/ref=cm_sw_em_r_mt_dp_U_KxeCEbGMY63S1

OR

Plantronics Voyager Legend Wireless Bluetooth Headset - Compatible with iPhone, Android, and Other Leading Smartphones - Black- Frustration Free Packaging:

https://www.amazon.com/dp/B00DQ5NU76/ref=cm_sw_em_r_mt_dp_U_pBeCEbJC6AFEB

AND

Plantronics Bluetooth USB Adapter (BT300-MOC):

https://www.amazon.com/Plantronics-Bluetooth-USB-Adapter-BT300-MOC/dp/B006E50TE2/ref=sr_1_4?dchild=1&keywords=plantronics+bt300m&qid=1584416541&sr=8-4

Wired:

Logitech USB Headset H390 with Noise Cancelling Mic

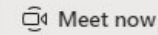
https://www.amazon.com/dp/B000UXZQ42/ref=cm_sw_em_r_mt_dp_U_kyeCEb8ME6278

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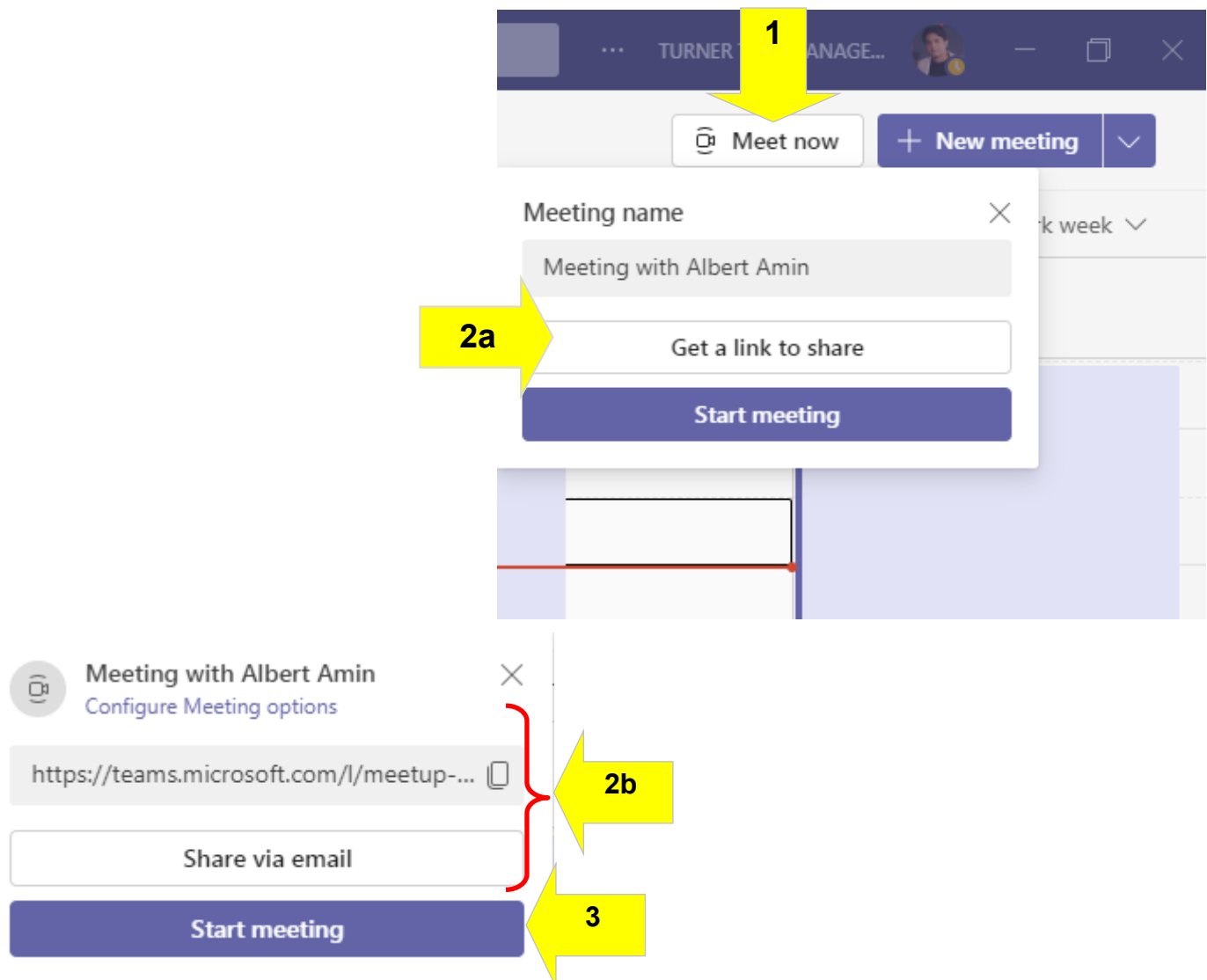
- Creating a Microsoft Teams Meeting RIGHT NOW from Teams Meet Now** — Create a meeting right now (not in advance) that will start immediately. From Your Calendar in Teams:

1. Left click on the “Meet now” button.



On the drop-down menu, you can edit the title for that meeting, can get a link to share and start a meeting.

- 2a. If you will click “Get a link to share”, you will have the option
2b. Copy the link and “Share via email” to invite attendee (s).
3. After sharing the link, left-click “Start meeting”



The image illustrates the process of creating a Microsoft Teams meeting. It shows the 'Meet now' button in the Teams interface, which is clicked (labeled 1). This opens a menu with options: 'Meeting with Albert Amin', 'Get a link to share' (labeled 2a), and 'Start meeting' (labeled 3). The 'Get a link to share' option is selected, leading to a screen with a meeting link (labeled 2b), 'Share via email', and 'Start meeting' (labeled 3).

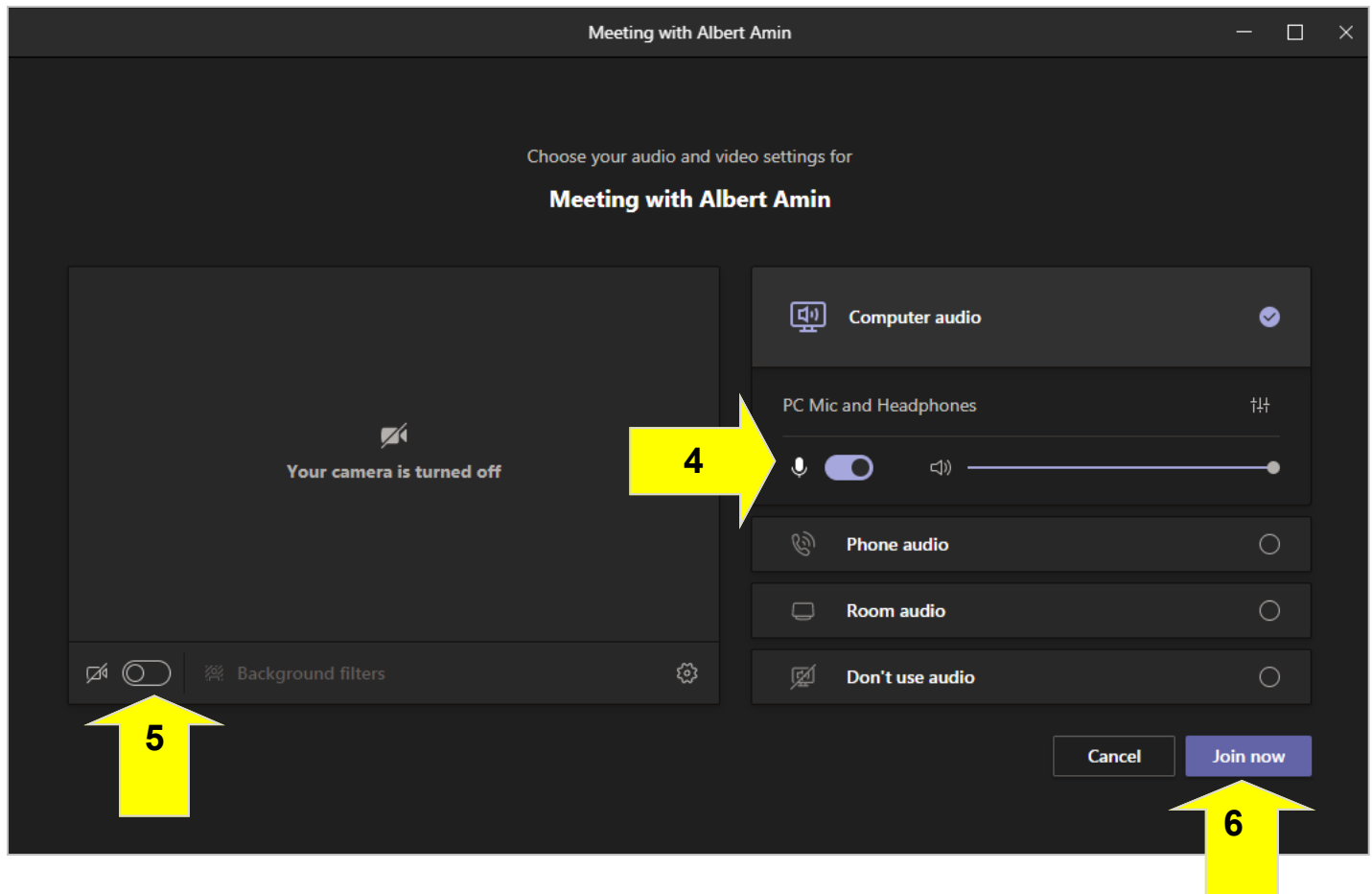
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Creating a Microsoft Teams Meeting RIGHT NOW from Teams

4. Choose desired audio option
5. Turn on the video, if you want and beside that you will see the option for background filters
6. Left-click “Join now”

The image below shows the window where you will join the “Meet Now” meeting

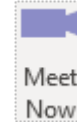


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Starting Meet Now from Outlook Desktop Client (Windows)

Meet Now in Outlook — Now you can start a Teams meeting from your Outlook calendar by left-clicking the “Meet Now” button.

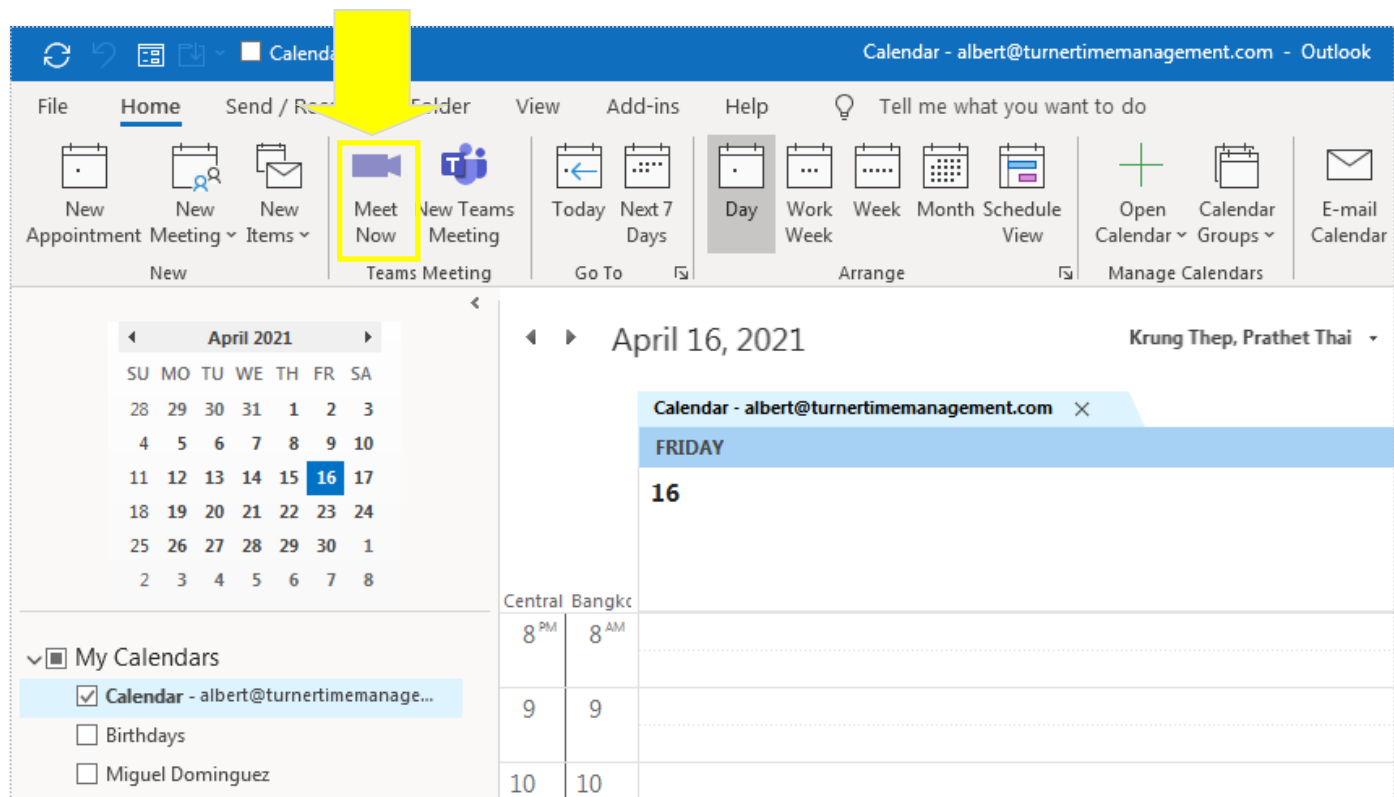


Who can use this feature?

- Have both the Teams desktop client and Outlook desktop client installed on a Windows machine, and
- Also have the Teams add-in enabled in Outlook

Clicking on the *Meet Now* button will launch the meeting in Teams client.


The image below shows the “Meet Now” button in the Outlook calendar



Microsoft Teams

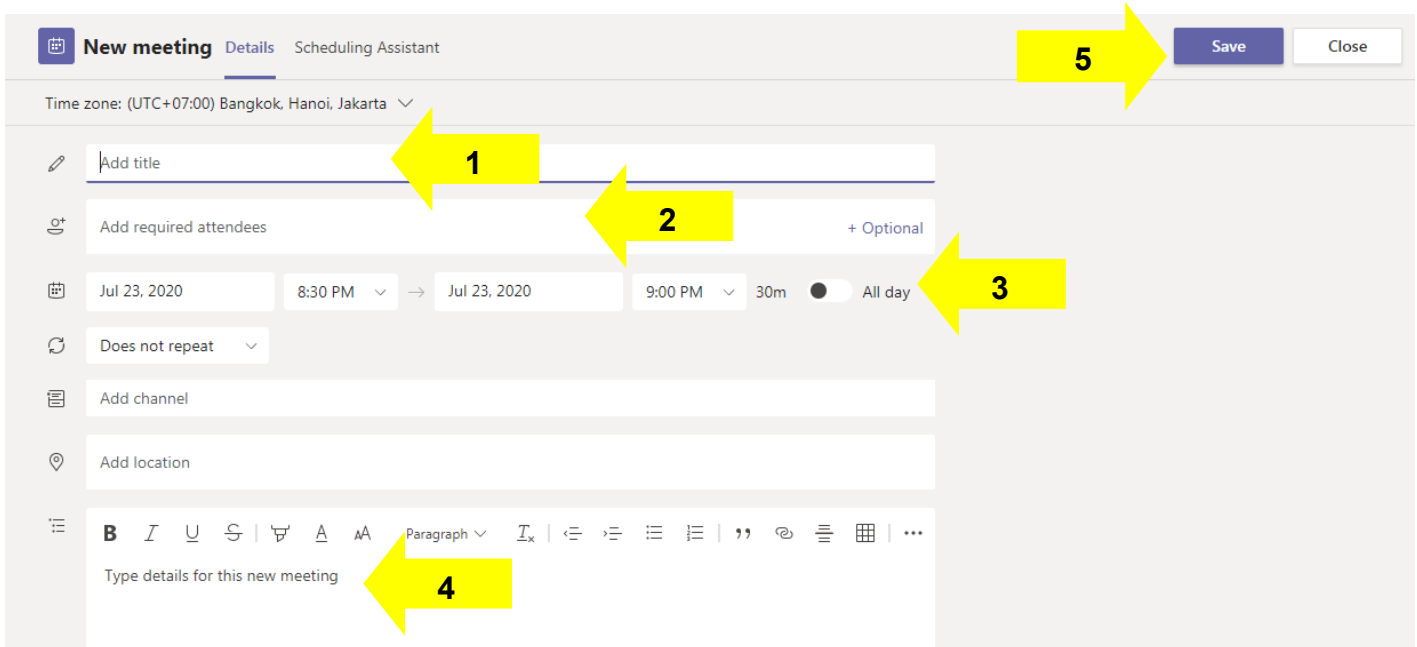
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

Scheduling a Microsoft Teams Meeting from Teams

Schedule — Create a meeting at a scheduled time. From Your Calendar in Teams, left click on the  Button.

1. When the next screen opens, add a Title (Meeting Name)
2. Add Required (and if applicable) Optional attendees.
3. Select the date and time of the meeting
4. Add meeting details and agenda (always recommended).
5. Left click “Save” and invitations will be sent.

The image below shows the steps with arrows and numbers on them to schedule a webinar



The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The interface includes a title bar with 'New meeting', 'Details', and 'Scheduling Assistant'. Below the title bar, there is a time zone dropdown set to '(UTC+07:00) Bangkok, Hanoi, Jakarta'. The main form contains several fields: 'Add title' (with arrow 1), 'Add required attendees' (with arrow 2), a date and time selector (with arrow 3), 'Does not repeat' (dropdown), 'Add channel', 'Add location', and a rich text editor (with arrow 4). At the bottom right, there are 'Save' and 'Close' buttons (with arrow 5).

Microsoft Teams

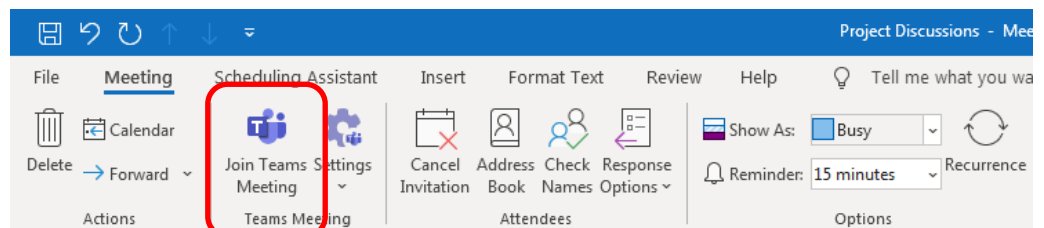
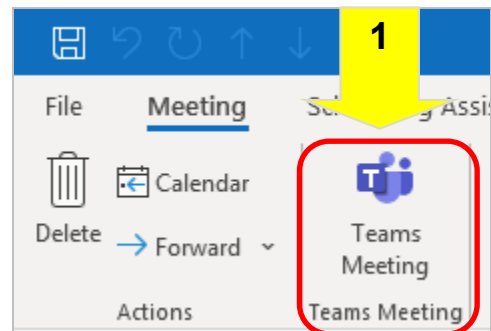
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

□ Setting Up a Teams Meeting from Outlook Calendar

You can schedule a Teams meeting from your Outlook calendar. Here is how you can do this:

1. Left-click on “Teams Meeting” in the event scheduling window

(Microsoft Teams meeting link will be inserted in the body of the calendar invite and “Teams Meeting” button will change into to “Join Teams Meeting”.



i You haven't sent this meeting invitation yet.

Send

Title **Project Discussions**

Required **Stephen Turner**

Optional

Start time **Thu 5/27/2021** **10:30 AM** **Bangkok, Hanoi, Jakarta** All day

End time **Thu 5/27/2021** **11:00 AM** **Bangkok, Hanoi, Jakarta** Make Recurring

Location **Microsoft Teams Meeting**

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

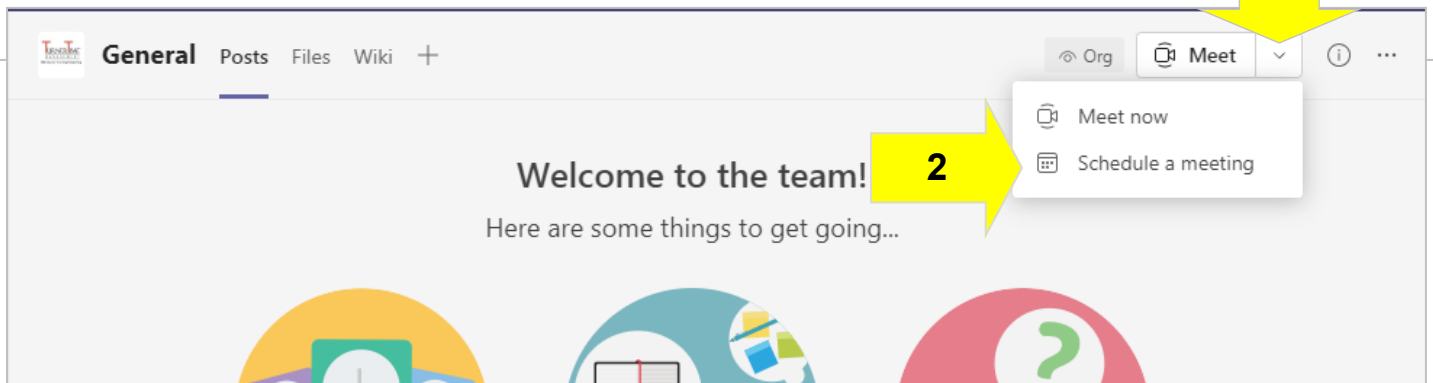
Setting Up a Microsoft Teams Meeting from a Team Channel

You can schedule a Teams meeting from any channel in a team. Here is how you will schedule it:

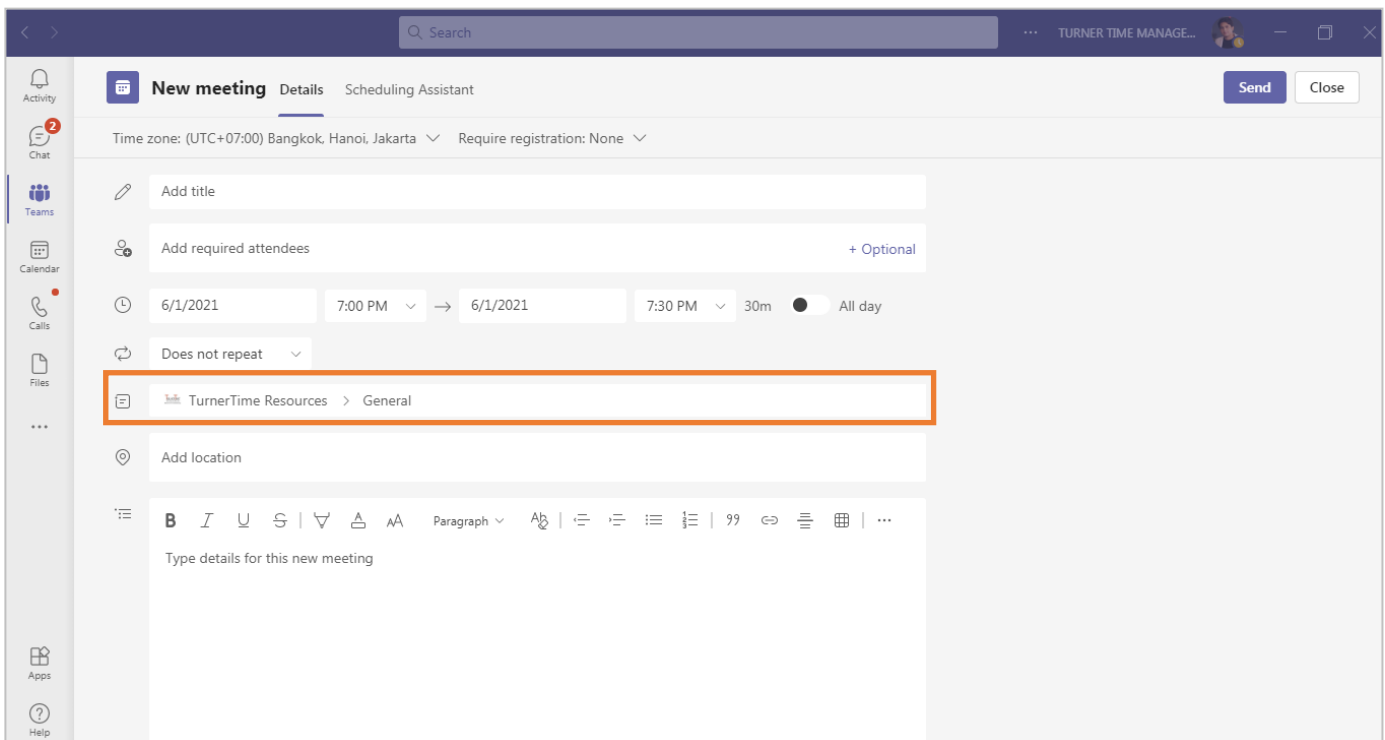
1. In a channel, left –click the arrow beside “Meet”
2. Left-click “Schedule a meeting”

An event scheduling window will pop-up where you will fill out all the fields as usual.

Note: Transcription does not currently work in channels’ meetings.



The image below shows the calendar scheduling window and you will see the title of the team and channel as highlighted in the image below.



Microsoft Teams

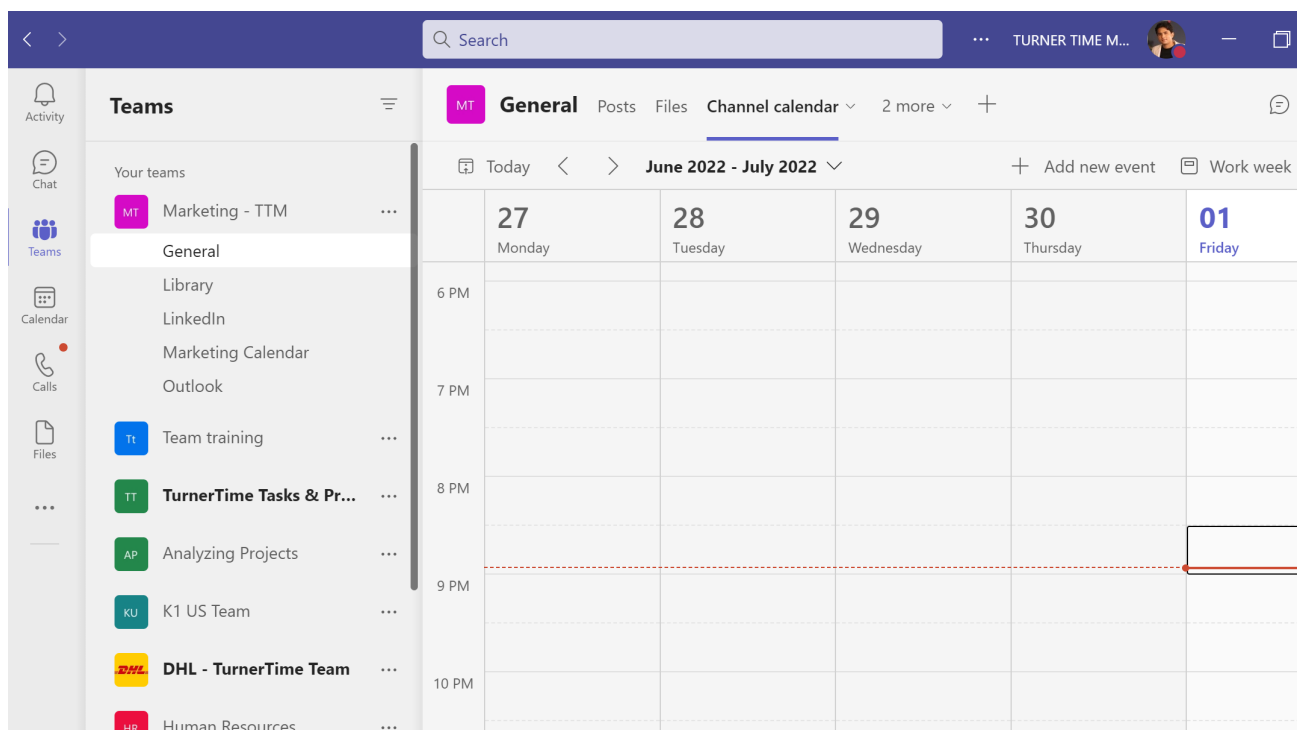
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

□ How to Add a Channel Calendar in Microsoft Teams

You can add a calendar in the separate tab for each Channel of a Team and it will be available to all selected channel members. They will be able to see scheduled meetings and events as a weekly/daily calendar grid. It also helps to prevent conflicts between different groups, as all group activities are recorded in the one place.

Microsoft Teams will automatically send a notification to the whole team as soon as any user schedules a new meeting in the channel. It will also appear in the activity feed, and users will receive a notification. Channel calendar is great for those with a busy schedule. It helps separate meetings regarding different topics and within different teams, that way you don't mix them up or miss out on something important.

The image below shows a Channel Calendar in a Team




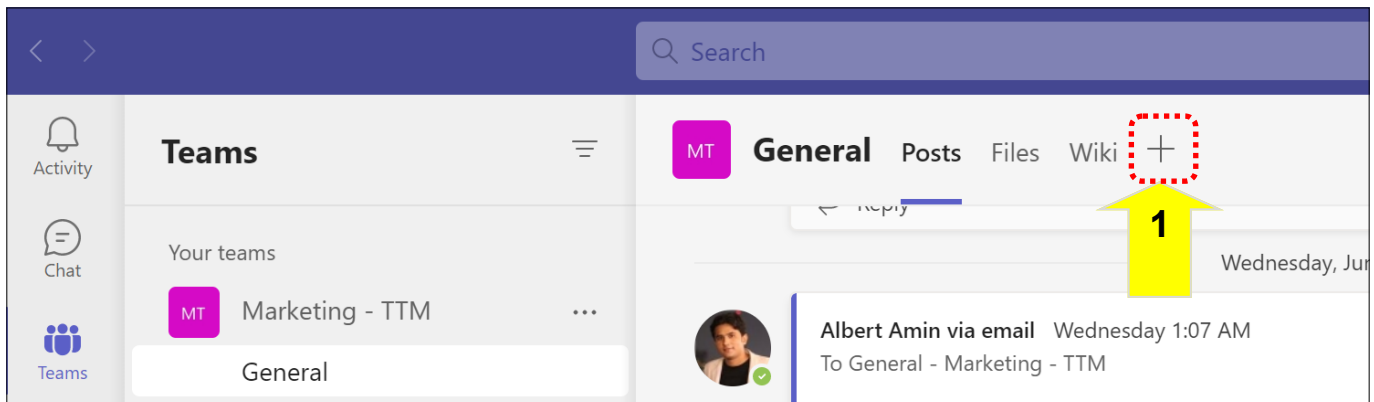
Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

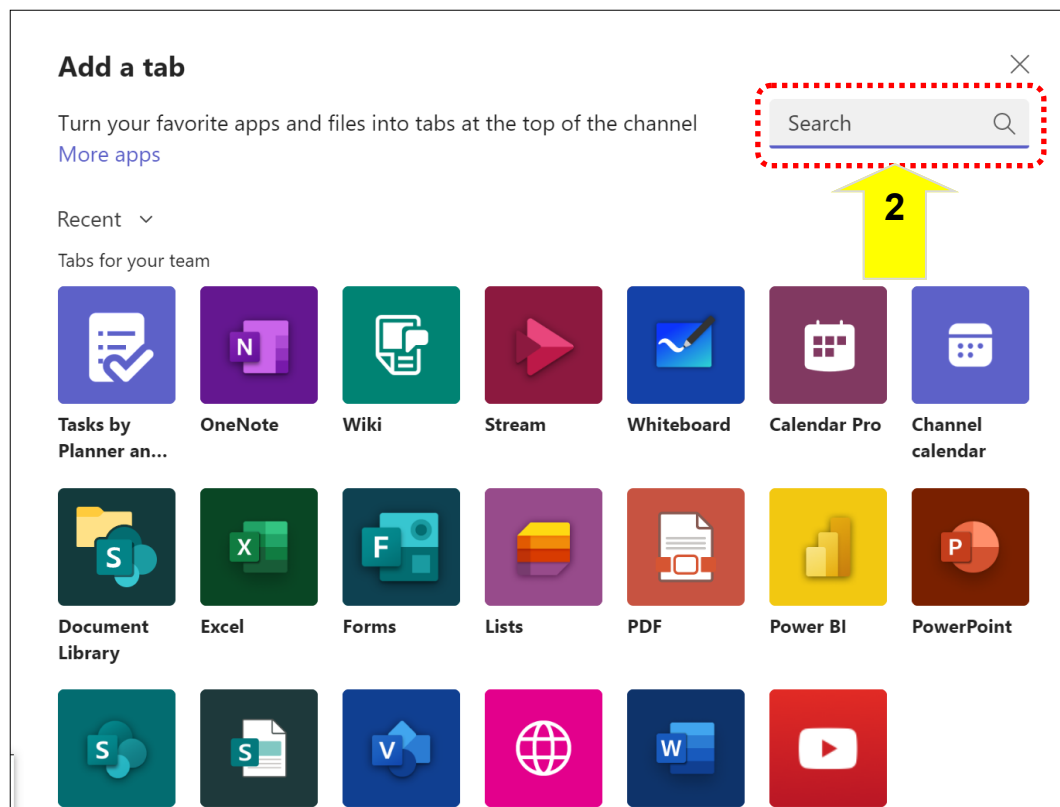
How to Add a Channel Calendar in Microsoft Teams... Continued

Here is how you can add a channel calendar:

1. In the channel, left-click the  Sign to add new tab
2. Type "Calendar" in the search field



This image shows the Teams channel's email address copied in the To field of an email



Microsoft Teams

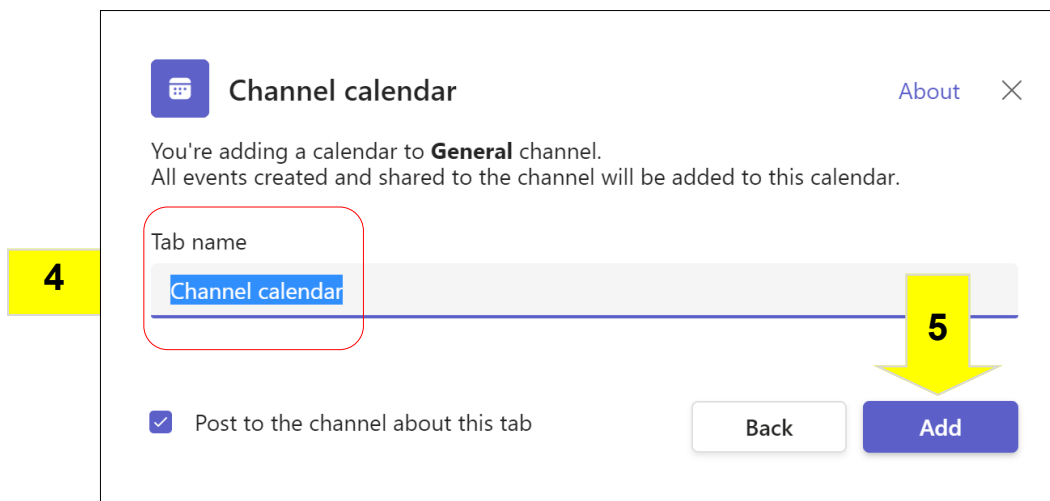
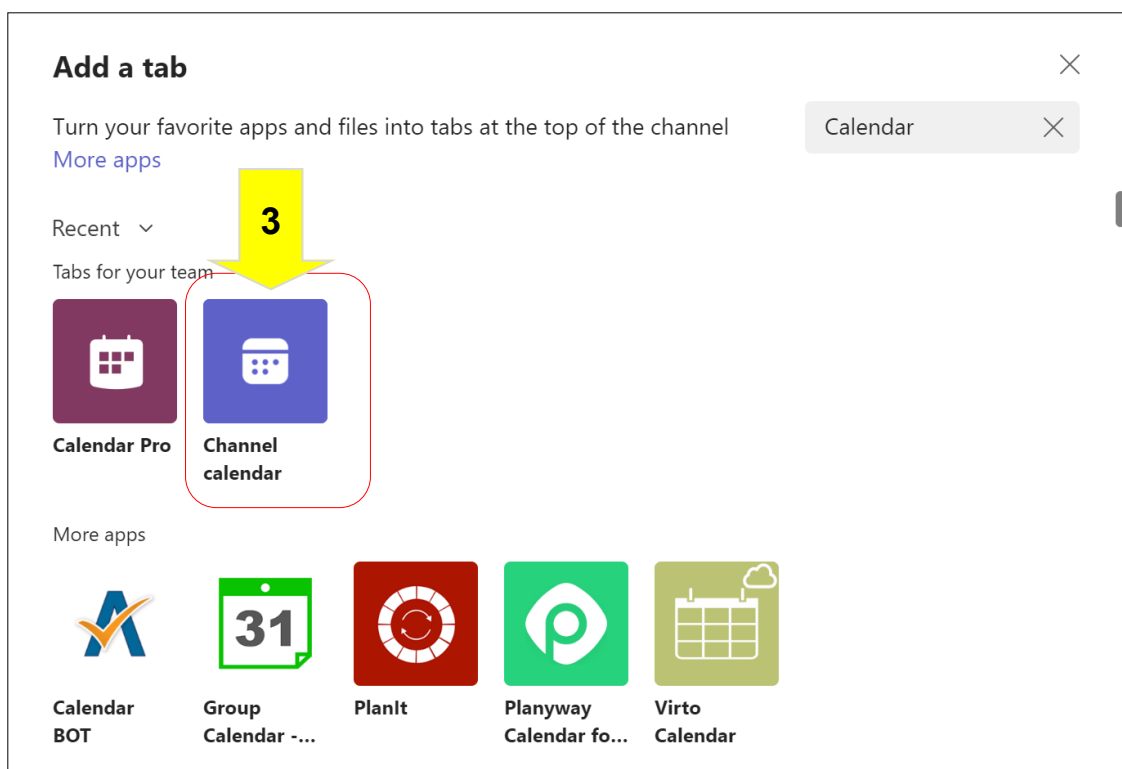
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Add a Channel Calendar in Microsoft Teams... Continued

3. Left-click "Channel Calendar"
4. Write the name for the channel
5. Left-click "Add"

(You can choose whether to post this as a news in the chat.)

This image shows the process to add Channel Calendar.

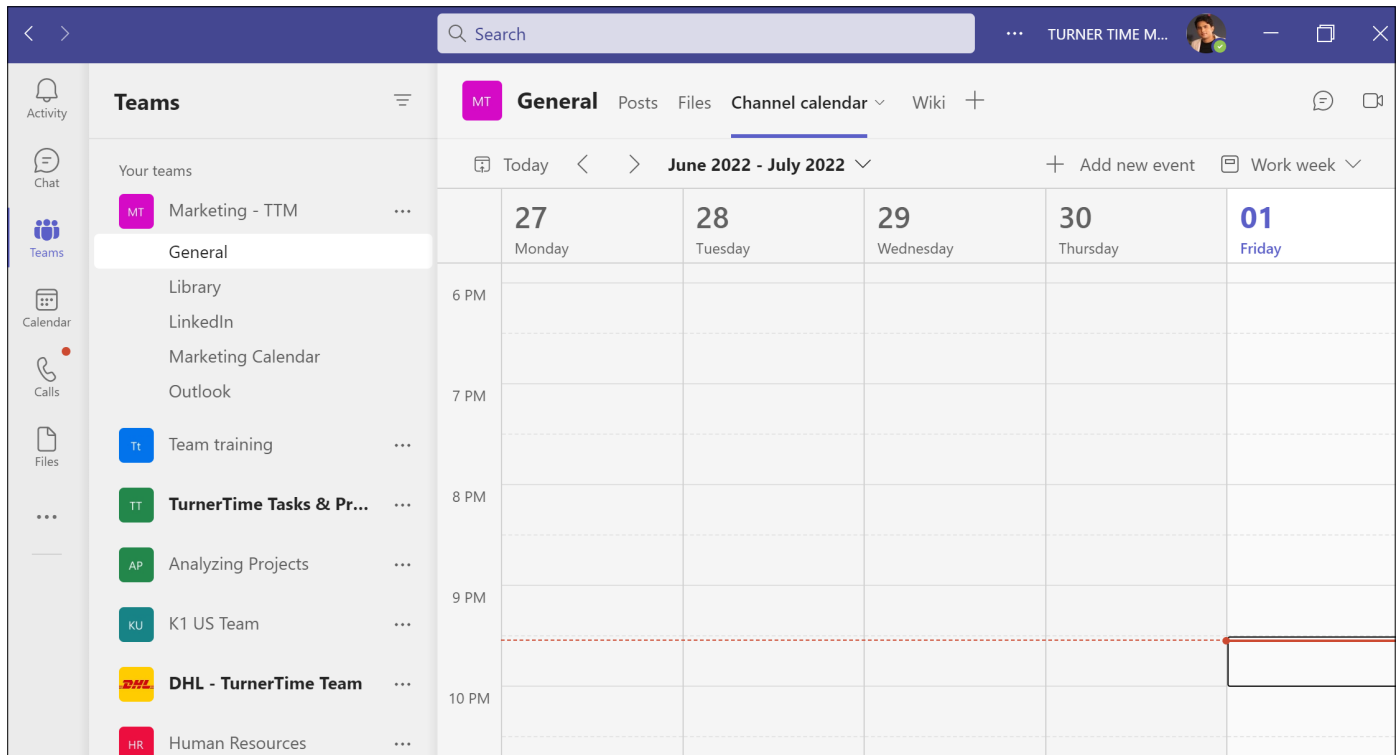


Microsoft Teams

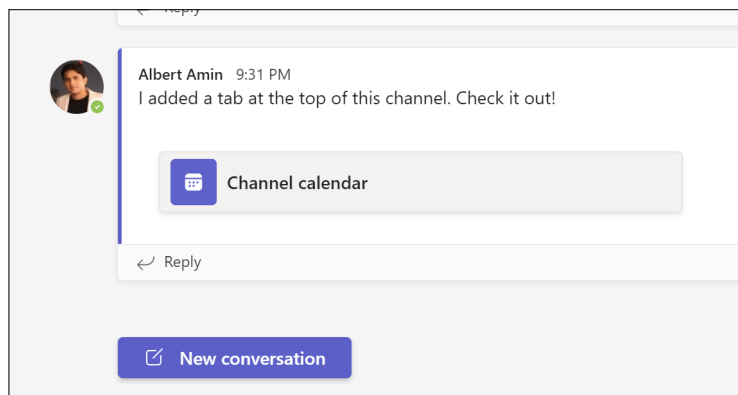
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Add a Channel Calendar in Microsoft Teams... Continued

The calendar will be added to the channel. Here is what you will see in the channel tabs.



This image below shows the post in the chat for newly added Channel Calendar.



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

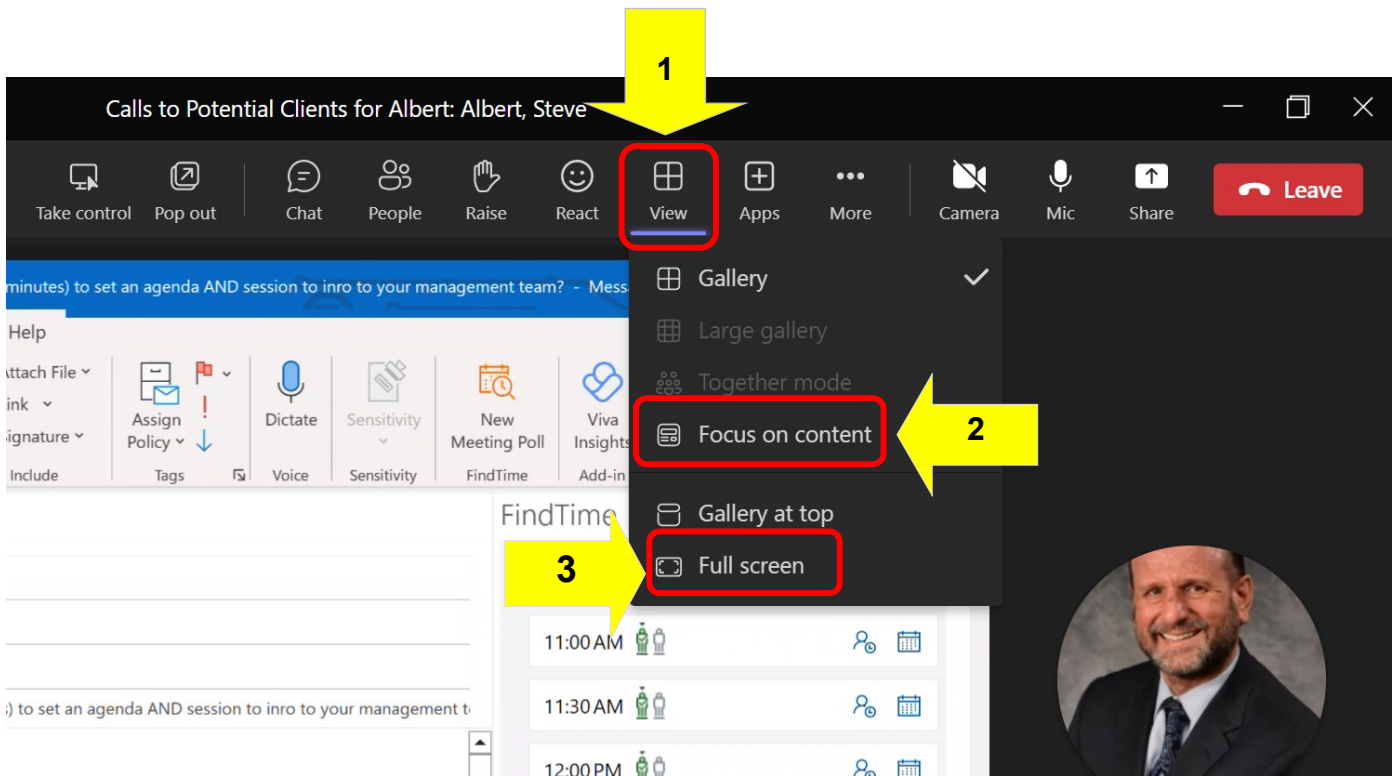
□ Focus on Content and Full Screen Mode in a Teams Meeting

In Teams meetings the content that is being shared is sometimes not easily readable for the attendees. If you want see the content only that is being shared, you can use focus on content mode. The focus mode will hide the participants' windows and you will see the shared content only. After turning on the "Focus on content" view, you can also enable the "Full Screen" mode for easy viewing or reading the content.

Here is how you can turn it on:

1. Left-click on the "View" icon in the active meeting window
2. Left-click "Focus on content"
3. After that you can also left-click "Full screen"

The image below shows how you can use Focus on content and Full Screen views.

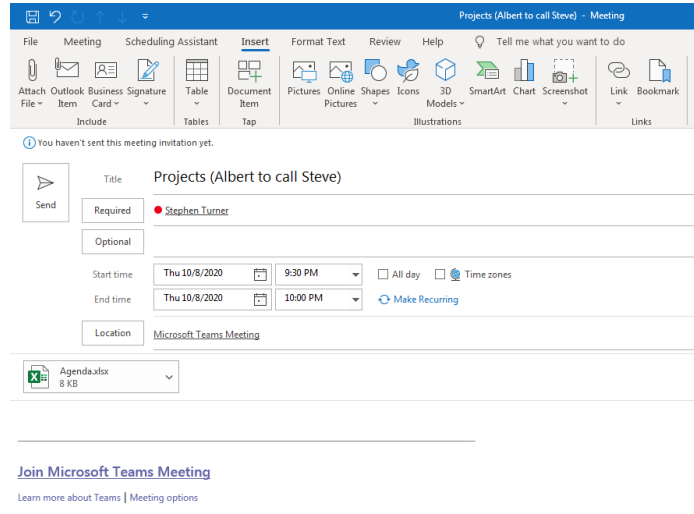


Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

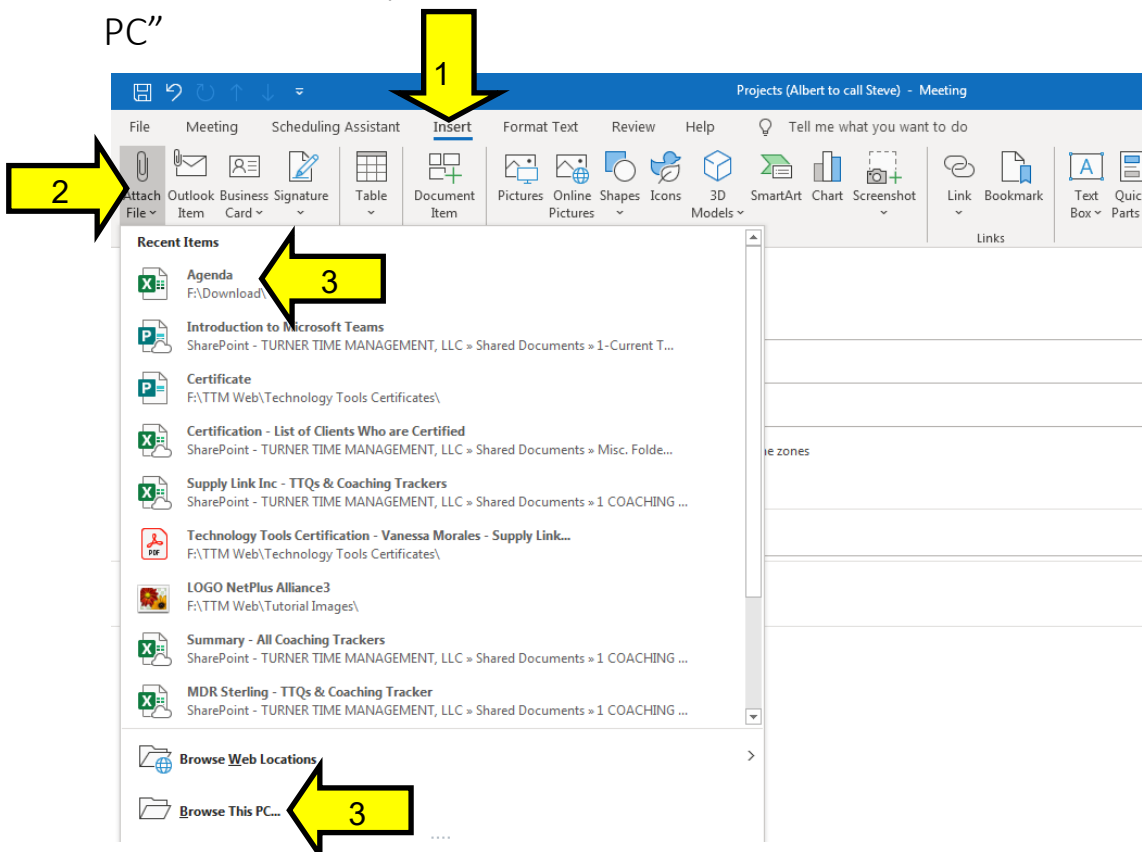
How to Attach a Documents or File in a Teams Meeting Invite

You cannot attach a document when initiating the meeting directly through TEAMS. However, you can do that when creating Microsoft Teams meeting through Microsoft Outlook.



Here are the steps to attach a file or document:


1. Go to "Insert" tab
2. Left-click or tap "Attach File"
3. Left-click or tap the file from "Recent Items" or left-click on "Browse This PC"

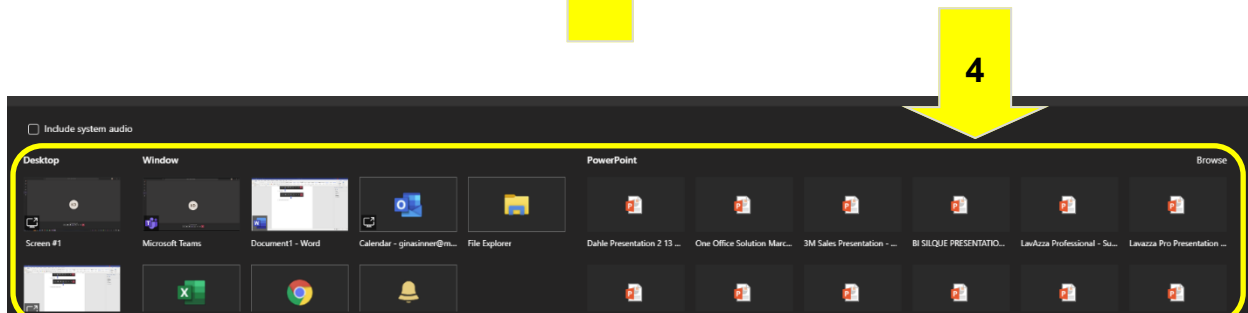
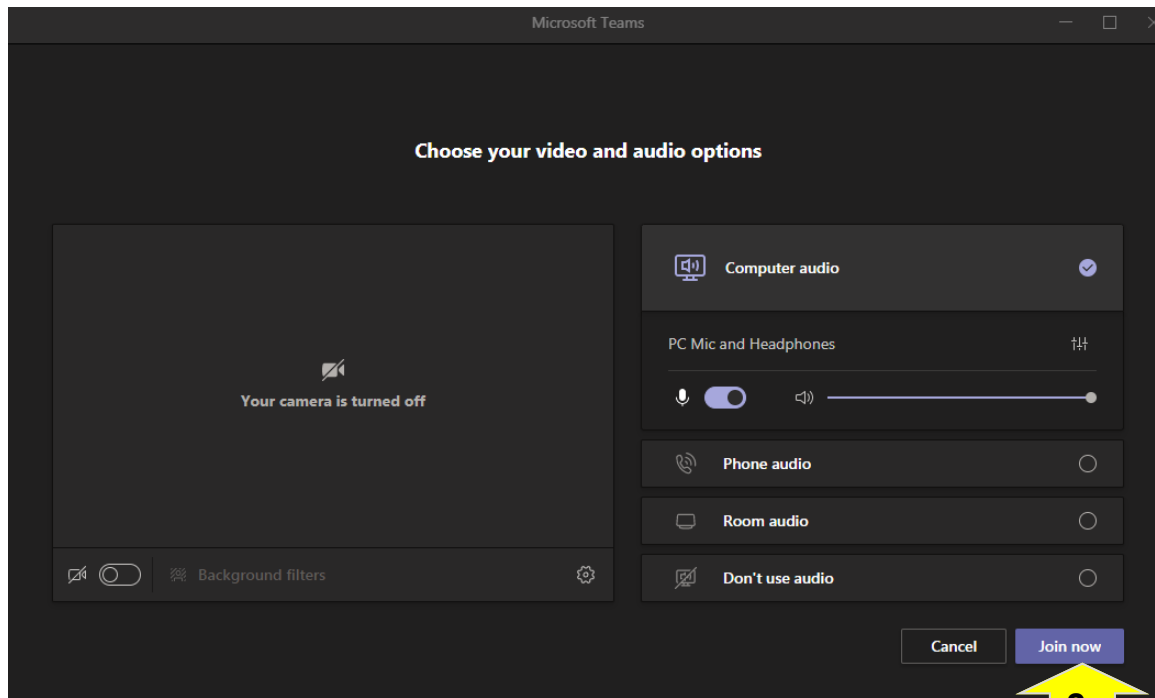
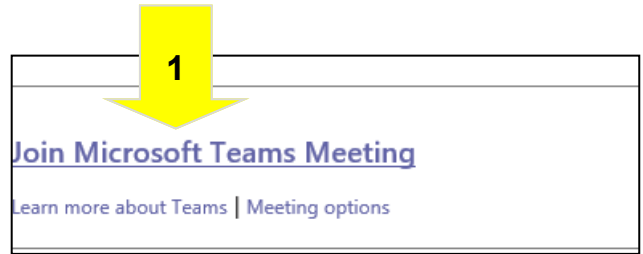


Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

Joining/hosting webinar

1. Left-click the link in meeting to join
2. Left-click "Join now"
3. To share screen left-click 
4. Select the screen you want to share



Microsoft Teams

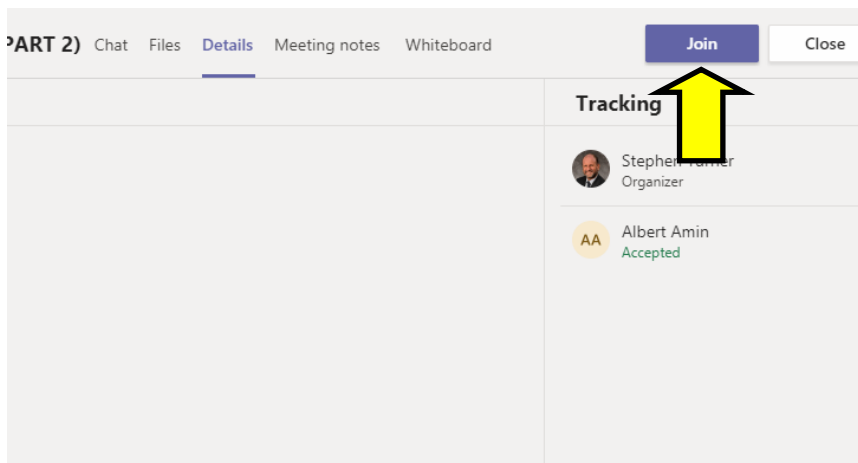
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

□ Joining a Teams Meeting

You can join the meeting from the following ways:

- Open up the event in Teams Calendar and click “Join” button
- Open up the even from Outlook calendar and click “Join Microsoft Teams Meeting” link

You will also get an option to join the meeting in the reminder sent to you by your calendar.



Send Update	Title	TurnerTime Coaching: John, Steve (Certification)		
	Required	<input type="radio"/> John Warner		
	Optional			
	Start time	Tue 8/4/2020	10:30 AM	Central Time (US & Canz) <input type="checkbox"/> All i
	End time	Tue 8/4/2020	11:00 AM	Central Time (US & Canz) <input type="checkbox"/> Ma
	Location	Microsoft Teams Meeting		

John,

Please accept this meeting to participate in our discussion. At the time of our meeting please click the “Join Mic connect to the Microsoft Teams via your computer, smartphone or tablet.

[Join Microsoft Teams Meeting](#)

+1 779-774-7424 United States, Rockford (Toll)

In Shared Folder Stephen Turner

Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

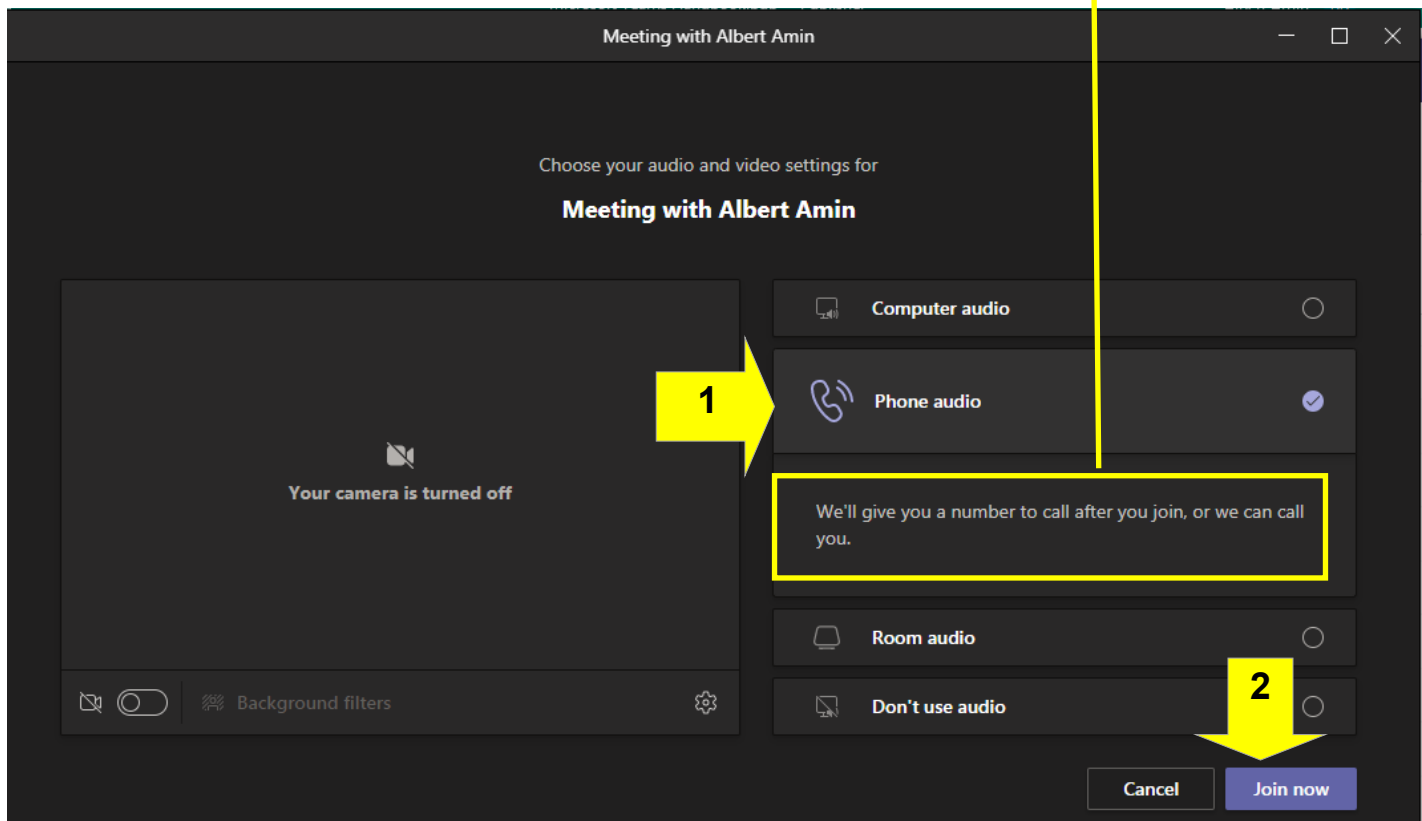
Joining a meeting by Phone (Audio only)

1. Instead of connecting audio via the headset, you can choose other audio options (if necessary). If you will choose the option to join by “Phone”. Teams will show you a message “We’ll give you a number to call after you join, or we can call you.” (Teams will call you on your registered phone number.)

2. Click “Join”

The image below shows the pre-joining window where you will choose the option to join by “Phone”. A part of the image has been enlarged.

We’ll give you a number to call after you join, or we can call you.



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Join a Teams Meeting without Downloading/Installing Teams App

If you are not using Microsoft Teams and you have received a link or an invitation to join a Microsoft Teams meeting, you can join it even without installing the Teams app on your computer.

Follow the steps to join a Teams meeting:

1. Click on the “Join the meeting” link in the calendar invite (or any other link provided)

This image shows the Teams Meeting Invite through Microsoft Outlook

The screenshot shows the Microsoft Outlook interface for a meeting invite. The title is "Webinar: Keys to Increase 'Tech Productivity' in 2021 for MAC Members". The invite is required and lists "Albert Amin" as the organizer. The start time is Friday, 2/12/2021 at 11:00 AM, and the end time is Friday, 2/12/2021 at 12:00 PM, both in Central Time (US & Canz). The location is "Microsoft Teams Meeting". The interface includes a ribbon with tabs for File, Meeting, Scheduling Assistant, Tracking, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options like "Join Teams Meeting", "Contact Attendees", "Address Book", "Check Names", and "Response Options". There is also a "Send Update" button on the left.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

1

Or call in (audio only)

+1 779-774-7424,,658814659# United States, Rockford

Phone Conference ID: 658 814 659#

[Find a local number](#) | [Reset PIN](#)

Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Join a Teams Meeting without Downloading/Installing Teams App....Cont.

In some invitations, the link may look like the one shows in the image below

File Meeting Scheduling Assistant Tracking Insert Format Text Review Help Tell me what you want to do

Delete Copy to My Calendar Forward Join Teams Meeting Accept Tentative Decline Respond Show As: Busy Private High Importance Low Importance

Accepted by Stephen Turner on 1/8/2021 12:09 AM. This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC-06:00) Central Time (US & Canada). Conflicts with another appointment.

1 Hour Coaching Call - Amy Spuck

Organizer: Turner Time Management, LLC Sent: Fri 1/8/2021 12:09

Time: Wednesday, February 03, 2021 2:00 AM-3:00 AM

Location:

Response: Accepted Change Response

Join Teams Meeting
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjdkNGRIMjQOTQ4OS000TjklTgxYWUYzdjOWE1OTNhNzvi%40thread.v2/0?context=%7b%22Tid%22%3a%22318d5624-831e-4fc1-a1bc-bb731c8e7ca%22%2c%22Oid%22%3a%22a5a62ca1-9641-4df6-ad2d-390952f739f5%22%7d

If you need a local number, get one here. And if you've forgotten the dial-in PIN, you can reset it.
 Toll number: +1 779-774-7424
 Conference ID:
 766 132 861#
 Local Number: <https://dialin.teams.microsoft.com/559bc5e0-4c17-4175-9ab4-ef6f23cbd721?id=766132861> Reset Pin: <https://mysettings.lync.com/pstnconferencing>

Learn More <https://aka.ms/JoinTeamsMeeting> | Meeting options: https://teams.microsoft.com/meetingOptions/?organizerid=a5a62ca1-9641-4df6-ad2d-390952f739f5&tenantid=318d5624-831e-4fc1-a1bc-bb731c8e7ca&threadid=19_meeting_NjdkNGRIMjQOTQ4OS000TjklTgxYWUYzdjOWE1OTNhNzvi@thread.v2&messageid=0&language=en-US

After clicking the join the meeting link, you will be redirected to the Teams meeting launcher page on your browser, as shown below:

2. Click "Continue on this browser" (as shown below)

Join your Teams meeting

2 Continue on this browser

Join on the Teams app

Don't have the app?
Download it now

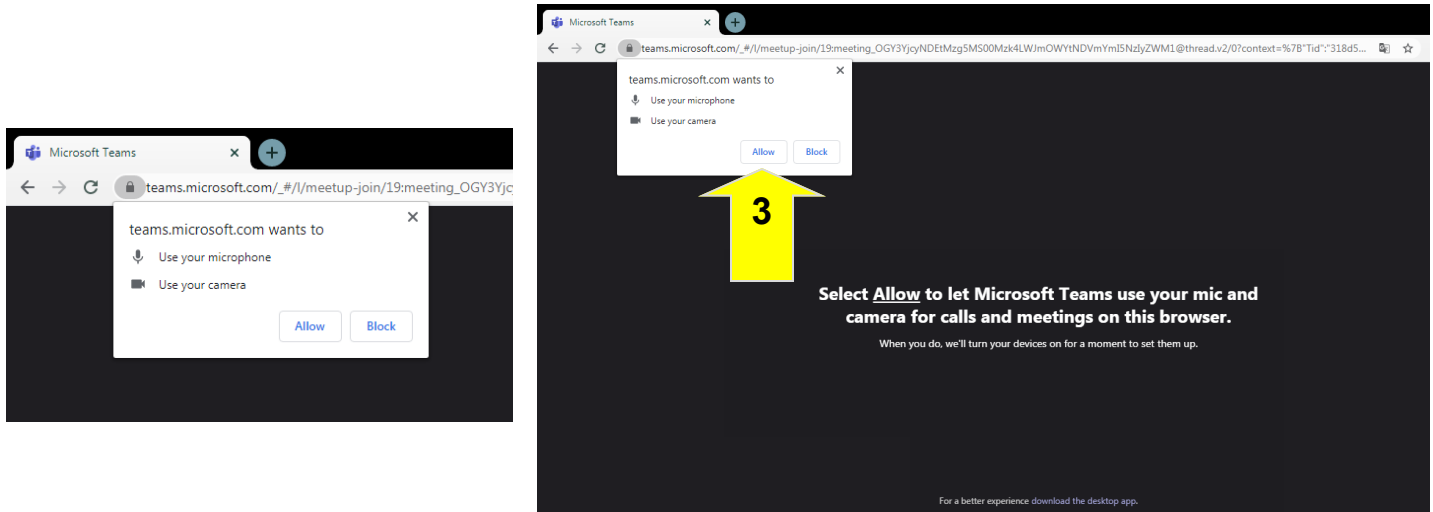
Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Join a Teams Meeting without Downloading/Installing Teams App....Cont.

On the next window, it might ask you to allow Microsoft teams to access your microphone and camera.

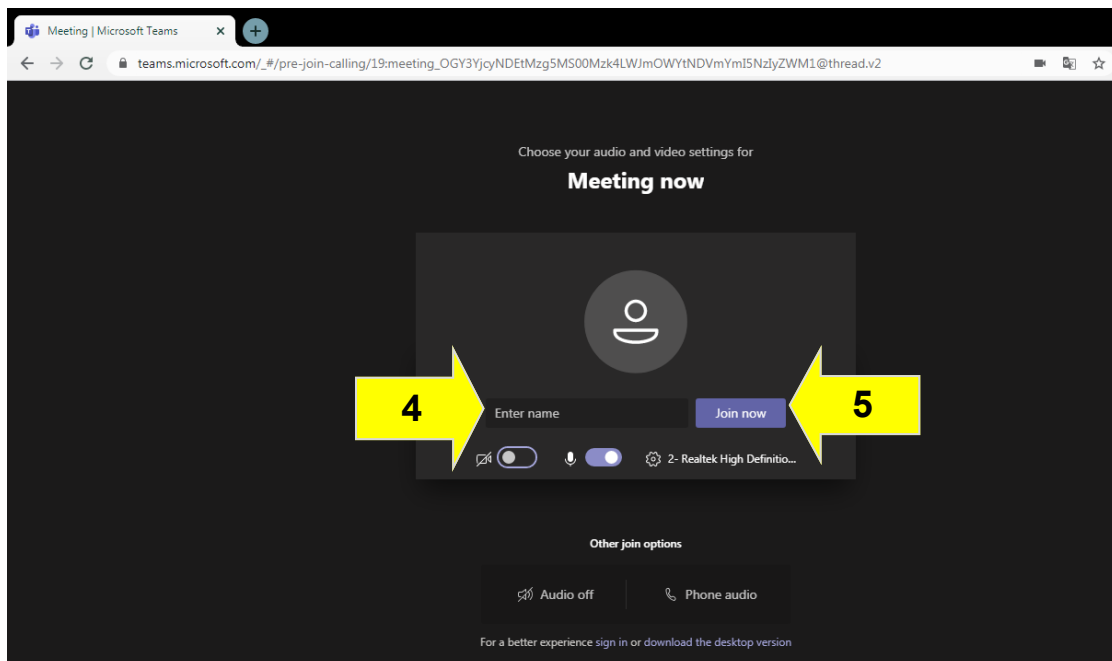
3. Left-click "Allow" even if you don't want to turn on your video



4. Enter your name

5. Click "Join now"

(you can also turn on/off your video)



Microsoft Teams

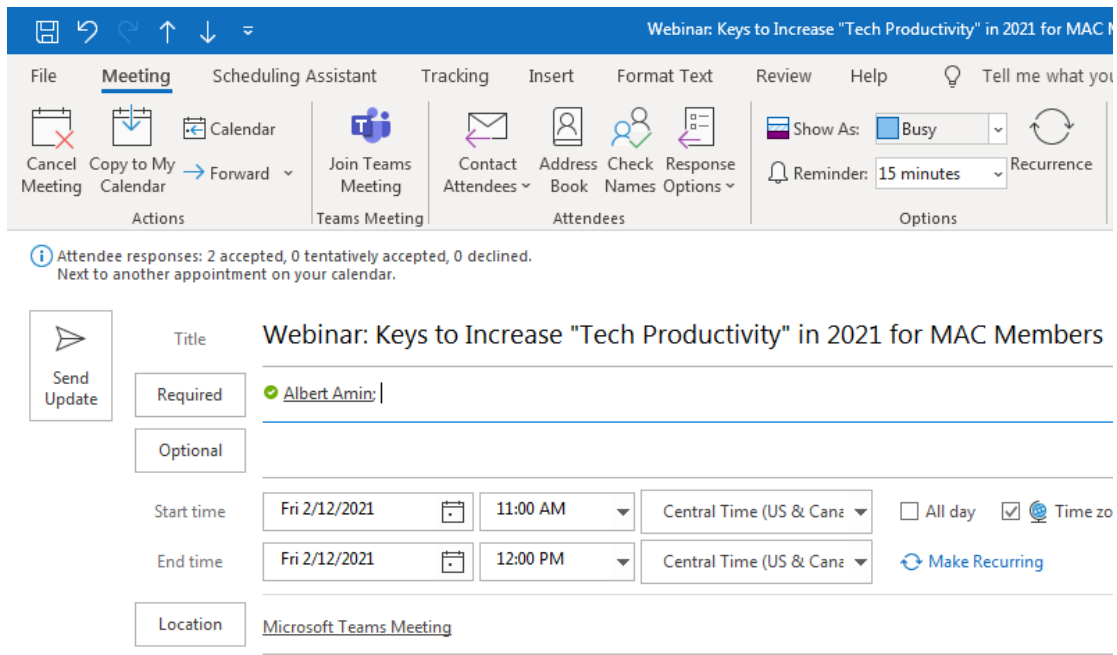
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Join a Teams Meeting without Downloading/Installing Teams App....Cont.

Joining by Phone Number (Audio only):

If you are not on your computer desk, you can still join a Teams meeting from your phone by dialing conference call phone number provided in the body of the meeting invite.

The image below shows the "Call in (audio only) information



Microsoft Teams meeting

Join on your computer or mobile app

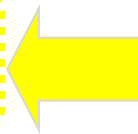
[Click here to join the meeting](#)

Or call in (audio only)

[+1 779-774-7424,658814659#](#) United States, Rockford

Phone Conference ID: 658 814 659#

[Find a local number](#) | [Reset PIN](#)



Microsoft Teams

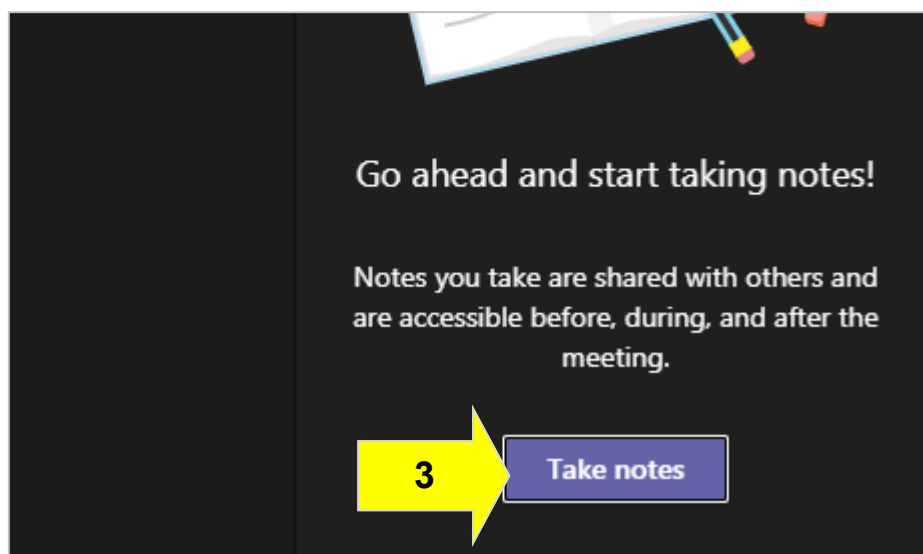
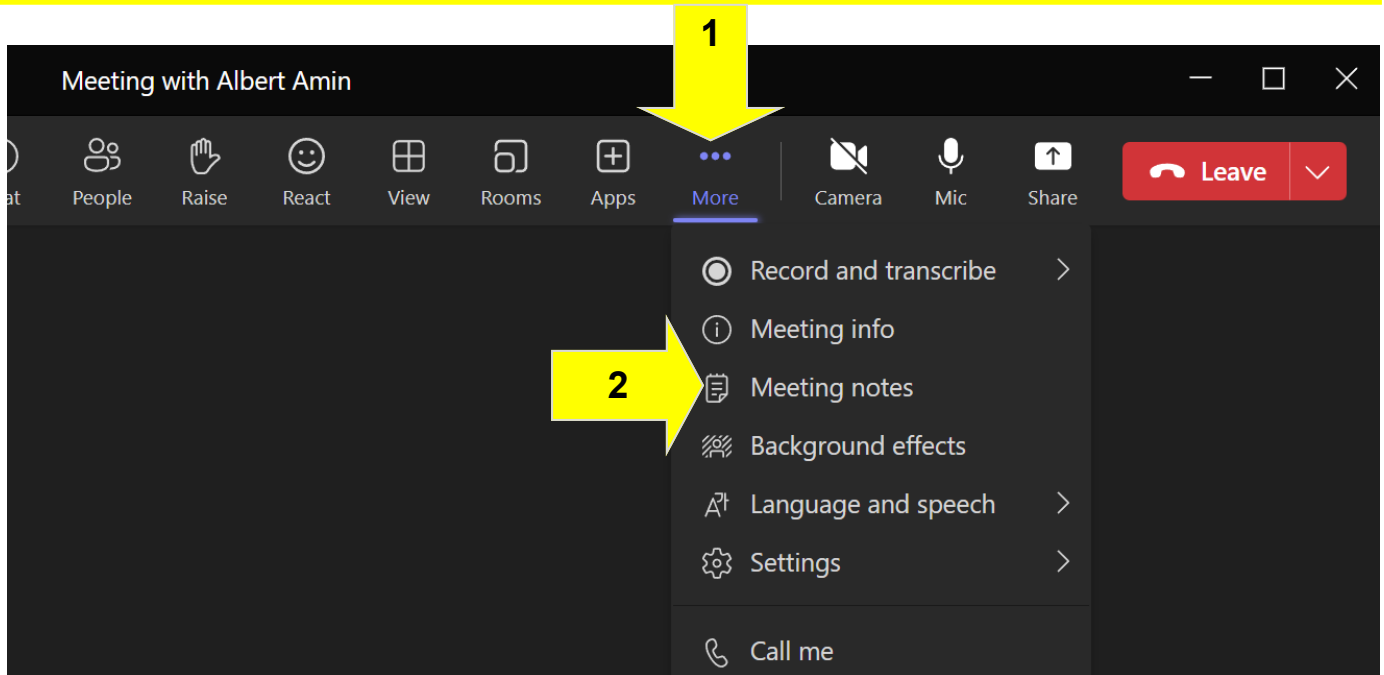
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Use Meeting Notes in Microsoft Teams Meeting

In a Teams Meeting, you can take notes of important points and discussion. The notes you will take will be viewable by all the attendees of the meeting Here is how you will use meeting notes option (follow the steps pointed out by numbers in arrows):

1. Left-click ellipsis or three dots for more options
2. Left-click "Meeting notes"
3. Left-click "Take notes"

The images below shows the steps to take meeting notes in a Teams meeting.



Microsoft Teams

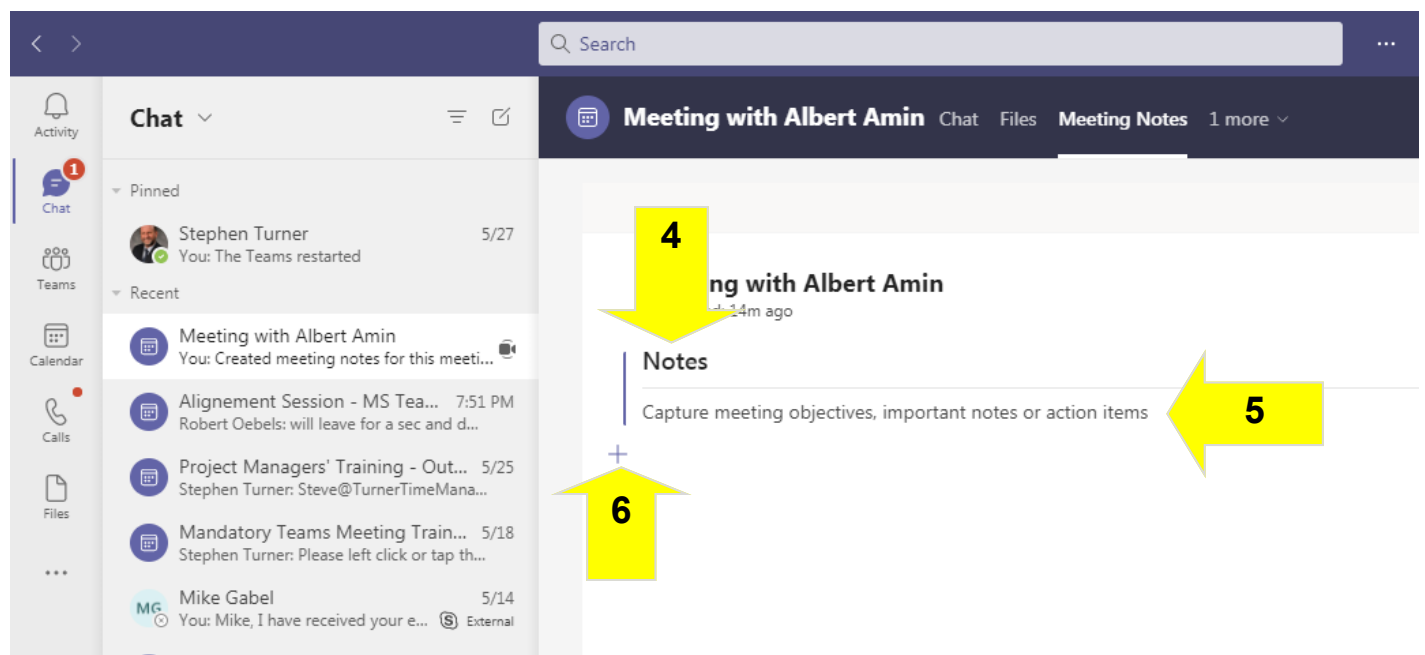
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Use Meeting Notes in Microsoft Teams Meeting... Continued

Teams will take you to the chat section for this meeting on the home window of your Microsoft Teams app.

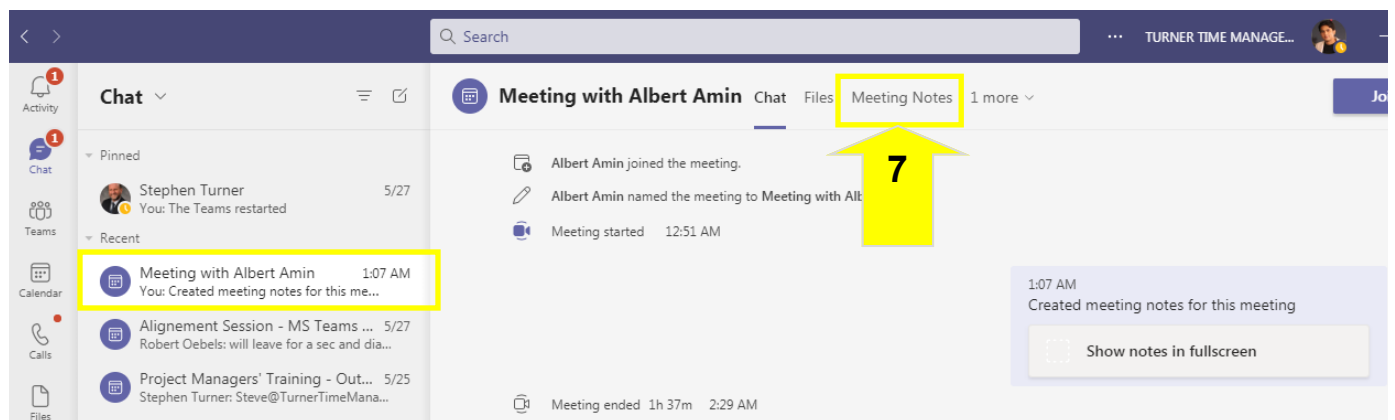
4. The “Notes” is the title of that section. You can replace it.
5. Below that you can add the details.
6. You can also add another section of notes by clicking the Plus sign, if needed.

The images below show the home window of your Microsoft Teams app where you will add notes



After the meeting, you can access notes by in the chat section of your Teams app:

7. Left-clicking the “Meeting Notes” tab



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

□ How to Turn on Transcription in the Policies for Teams Meetings

During any Teams meeting, you can start a live transcription of the proceedings. The text appears alongside the meeting video or audio in real time, including the speaker's name (unless they chose to hide it) and a time stamp. To use the transcription your Microsoft 365 Admin will have to turn on this in Microsoft Teams Admin Center. Here is how a Microsoft 365 Admin will turn it on.

Go to Teams admin center by clicking this link:

<https://admin.teams.microsoft.com/>

1. Left-click “Meetings” in the left Navigation menu
2. Left-click “Meeting policies”
3. Left-click “Global (Org-wide default)”

The image below shows Microsoft Teams admin center

The screenshot displays the Microsoft Teams Admin Center interface. The left navigation pane is open, showing various categories. Three yellow arrows with numbers 1, 2, and 3 point to the following elements:

- 1. The 'Meetings' menu item in the left navigation pane.
- 2. The 'Meeting policies' menu item in the left navigation pane.
- 3. The 'Global (Org-wide default)' policy row in the main content area.

The main content area shows the 'Manage policies' section with a table of meeting policies. The table has columns for 'Name' and a corresponding value. The 'Global (Org-wide default)' row is highlighted with a yellow box.

Name	Value
AllowReports	Yes
AllOn	No
RestrictedAnonymousAccess...	No
AllOff	No
RestrictedAnonymousNoRecor	No
Kiosk	No
Global (Org-wide default)	No

Microsoft Teams

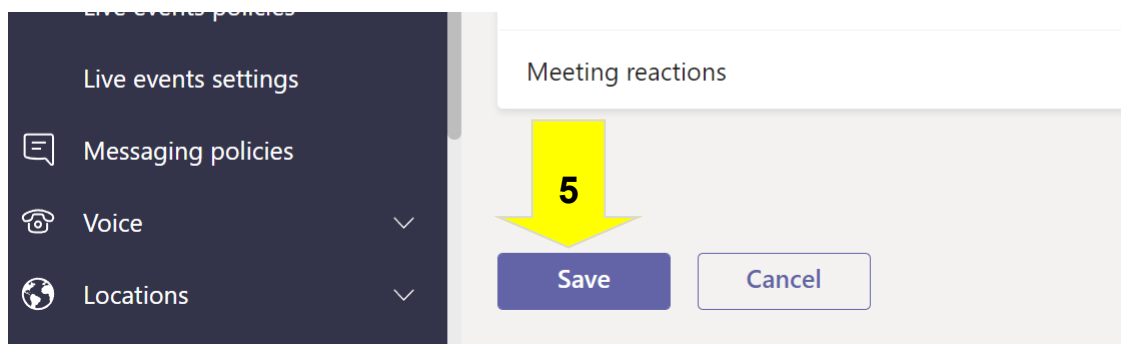
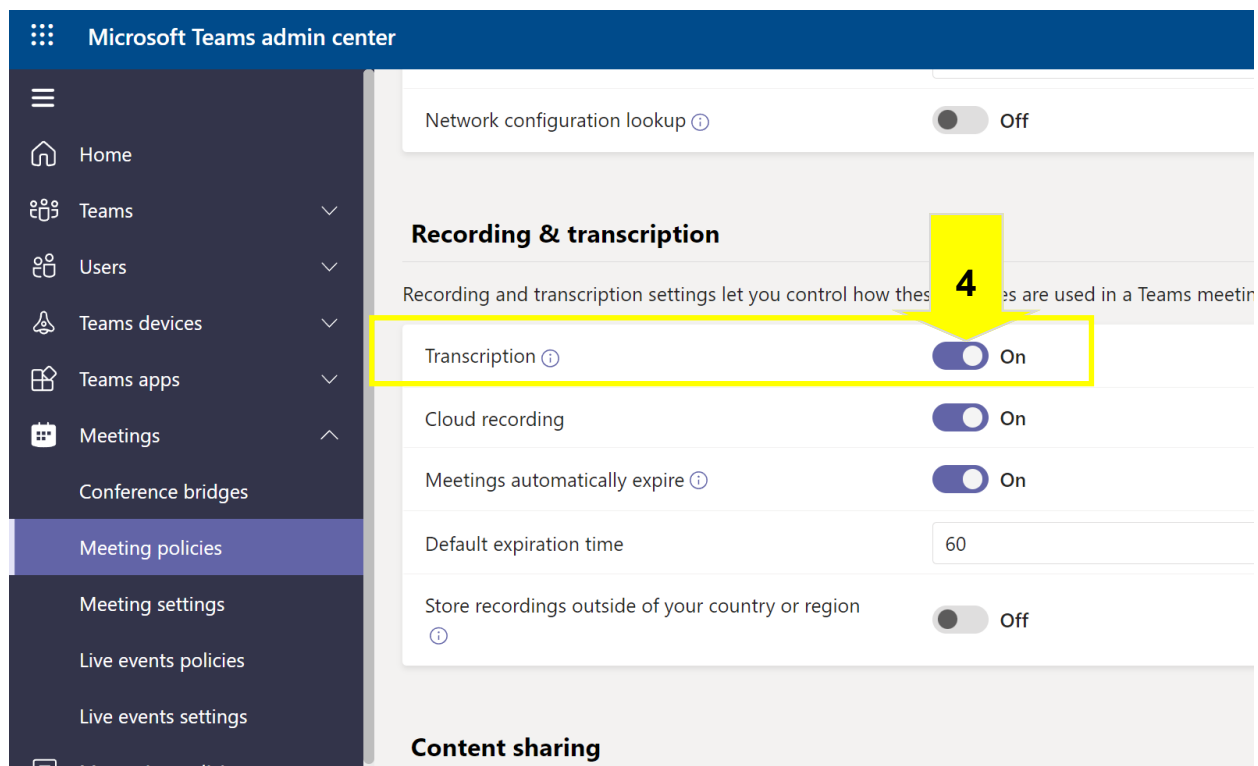
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Turn on Transcription in the Policies for Teams Meetings... Continued

Scroll down on the next window and:

4. Under Recordings & transcription, slide Toggle button on the right of Transcription.
5. Scroll down and left-click "Save"

The image below shows Microsoft Teams admin center where you will turn on Transcription for Teams Meetings.



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

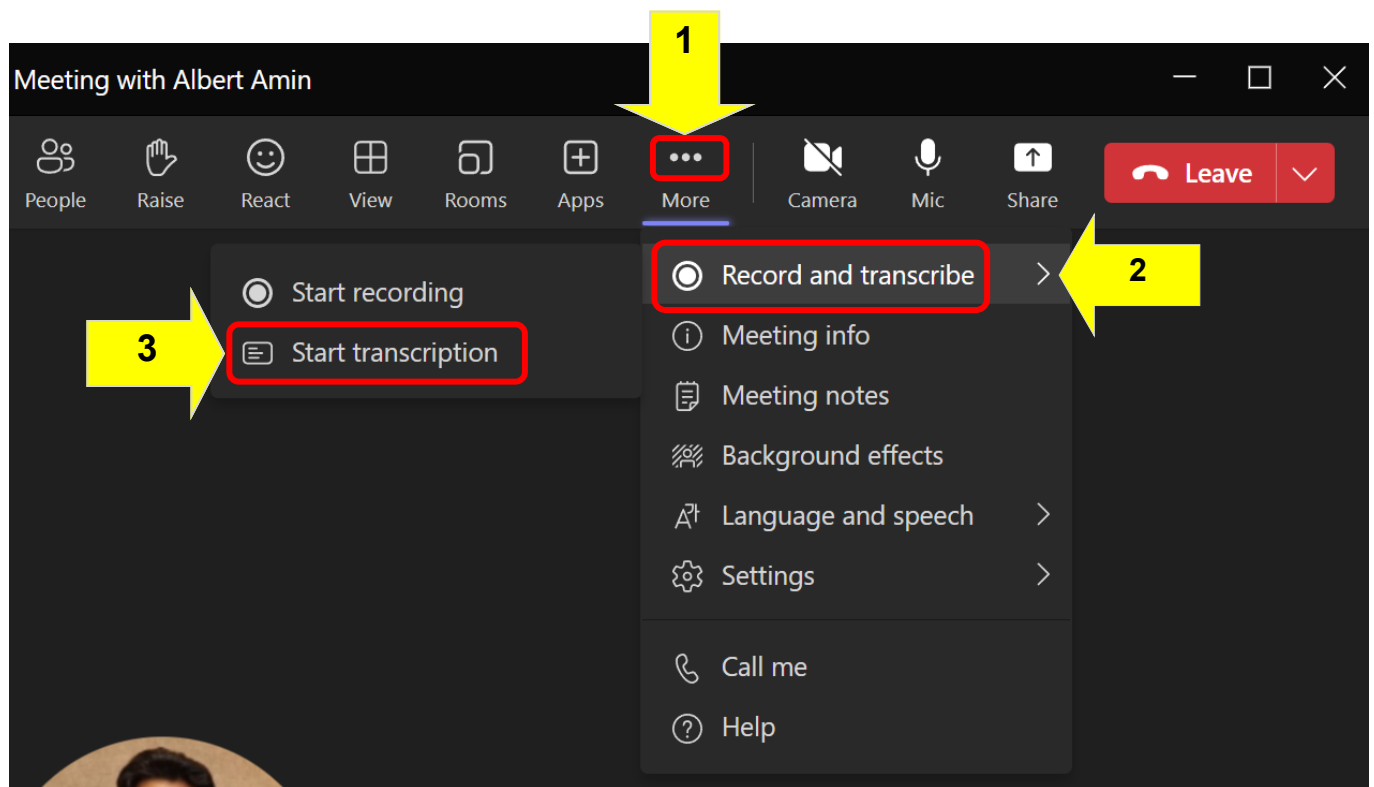
How to Use Transcript in Microsoft Teams Meeting

It is a good to have the audio in the form of a text transcript. Here is how you will turn it on/off:

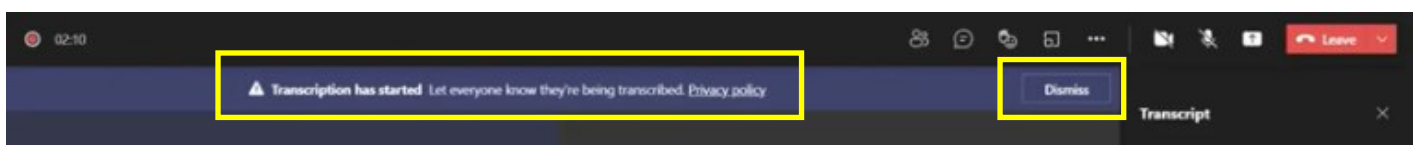
1. Left-click the ellipsis (the three dots ...) for more options.
2. Left-click "Record and transcribe"
3. Left-click "Start transcription".

A transcription panel on the right will open up and a banner will appear at the top of the meeting window to let participants know that the transcription has started.

The image below shows the menu where you will "Start transcription".



The image below shows the banner that all the attendees will see. They can also dismiss the banner by clicking the button.

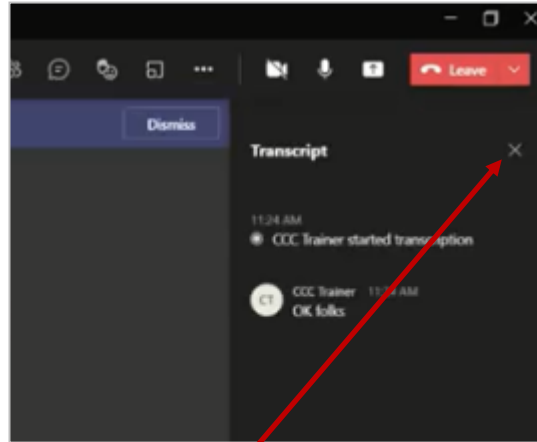


Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Use Transcription in Microsoft Teams Meeting.... Continued

The image below shows the transcription panel

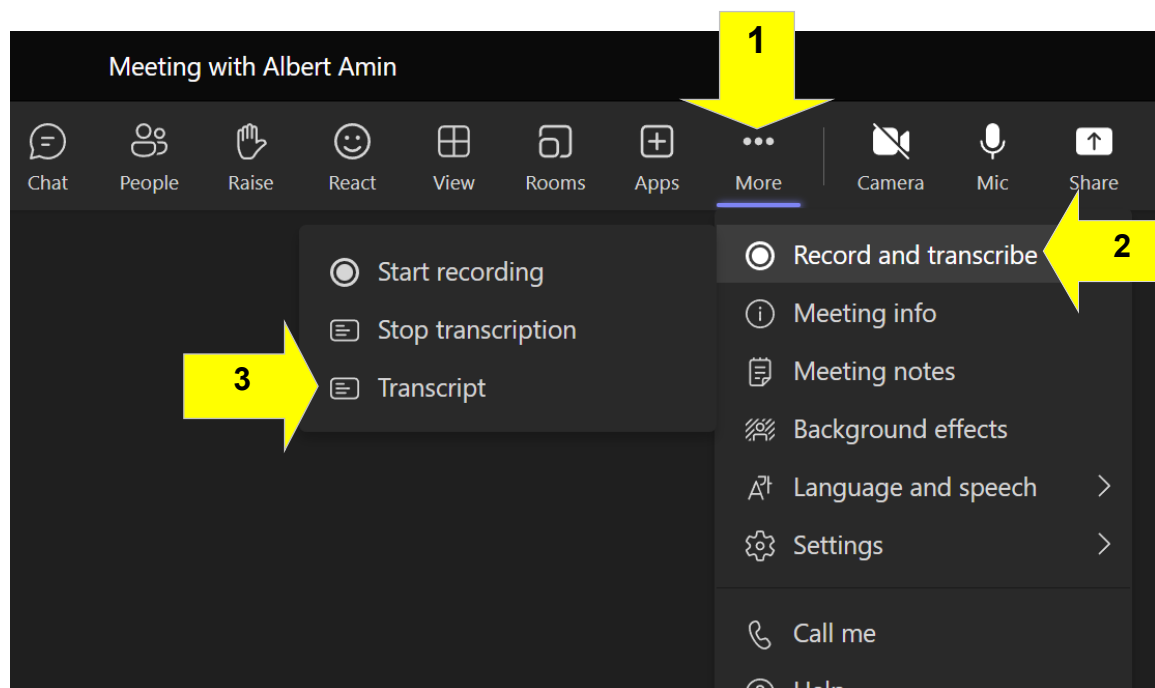


If you don't want to see the transcription panel:

Left-click the close button (x)

Note: If later during the meeting, you want to see the transcription again:

1. Left-click the three dots for more options
2. Left-click "Record and transcribe"
3. Left-click "Transcript".



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Use Transcription in Microsoft Teams Meeting.... Continued

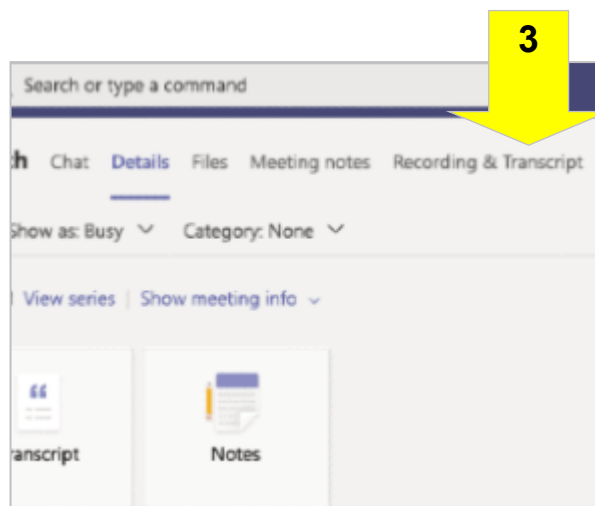
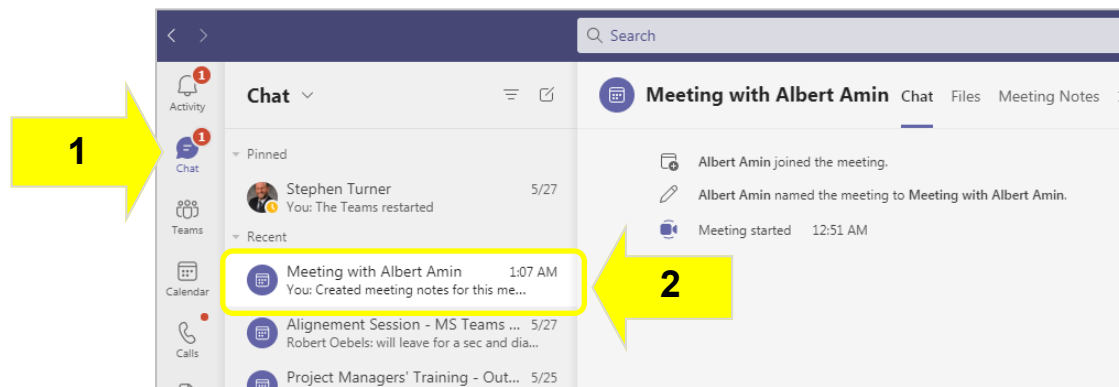
There are two methods to access the transcript:

Accessing Transcript from the Chat Section of Teams App:

Here is how you can do it

1. Go to the chat section of your Teams app
2. Left-click the meeting chat
3. Left-click it to see the transcription of the meeting

The images below show the meeting transcript in the chat section of your Teams app



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

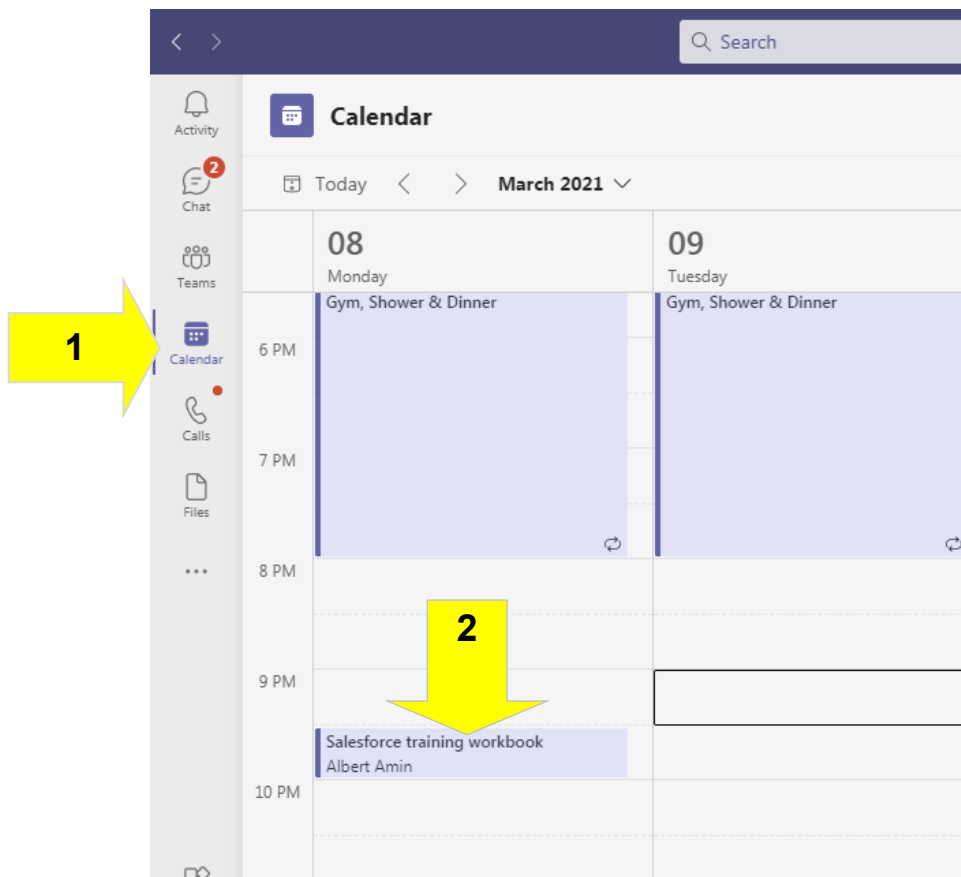
How to Use Transcription in Microsoft Teams Meeting.... Continued

Accessing the Transcript from Teams Calendar:

Here is how you can access the transcript:

1. Go to your Teams calendar
2. Open up the meeting event

The image below shows the Teams calendar where you will get the Transcript



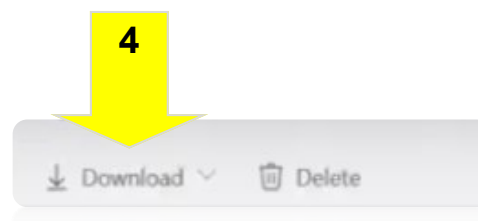
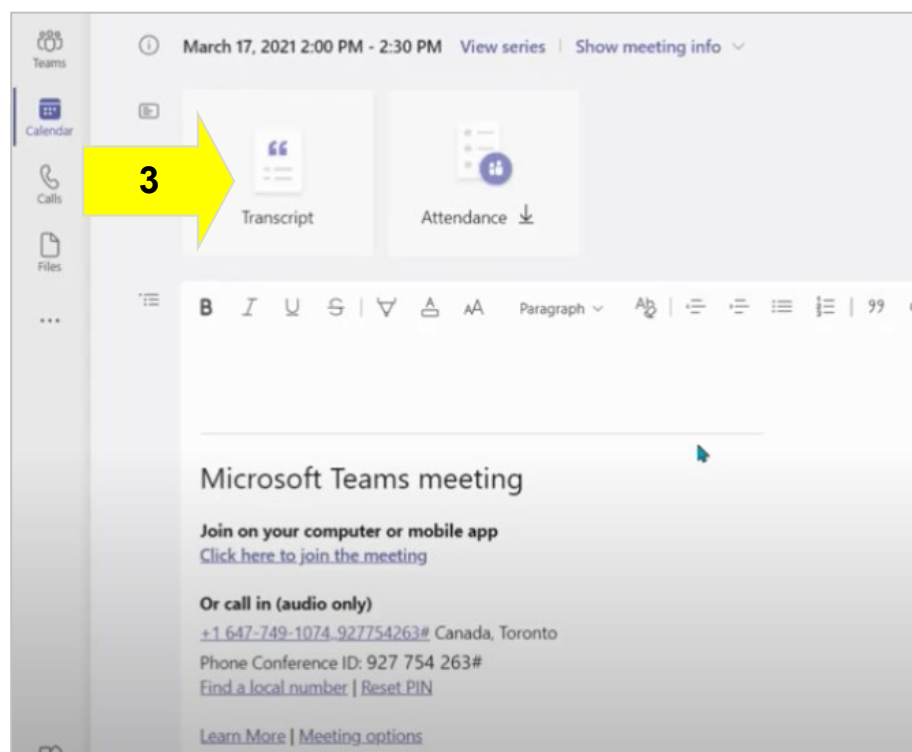
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How to Use Transcription in Microsoft Teams Meeting.... Continued

3. Left-click "Transcript"
4. You click the "Download" button, if you want to.

The image below shows the meeting window where you will open up the transcript



Microsoft Teams

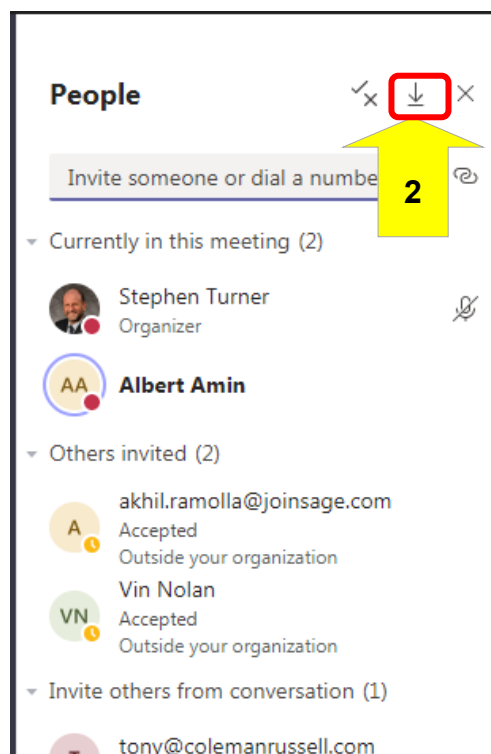
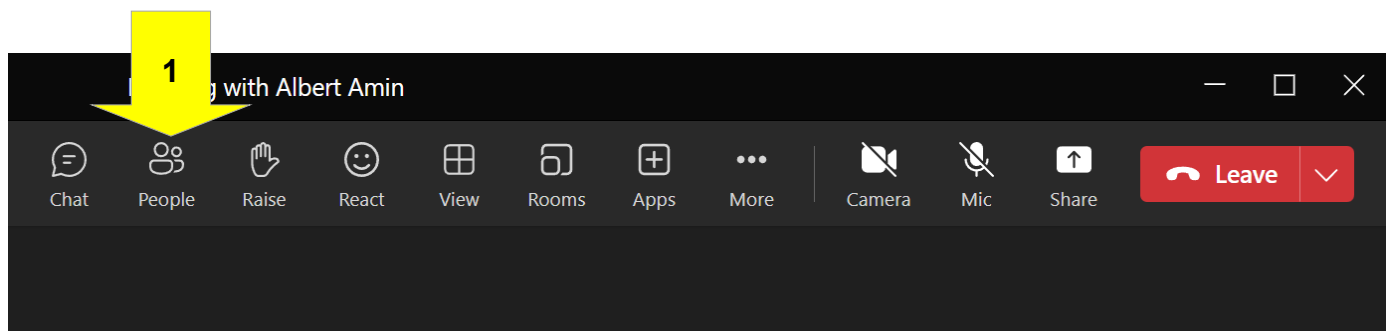
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□ How to Get Attendees Joining or Leaving Report

The organizer of the meeting can download attendees report during the webinar or a meeting:

1. Left-click or tap “Show participants” icon
2. Left-click or tap the down arrow to download attendee list (Meeting attendee report will be downloaded on your computer)

These images shows the steps to download the attendance report.



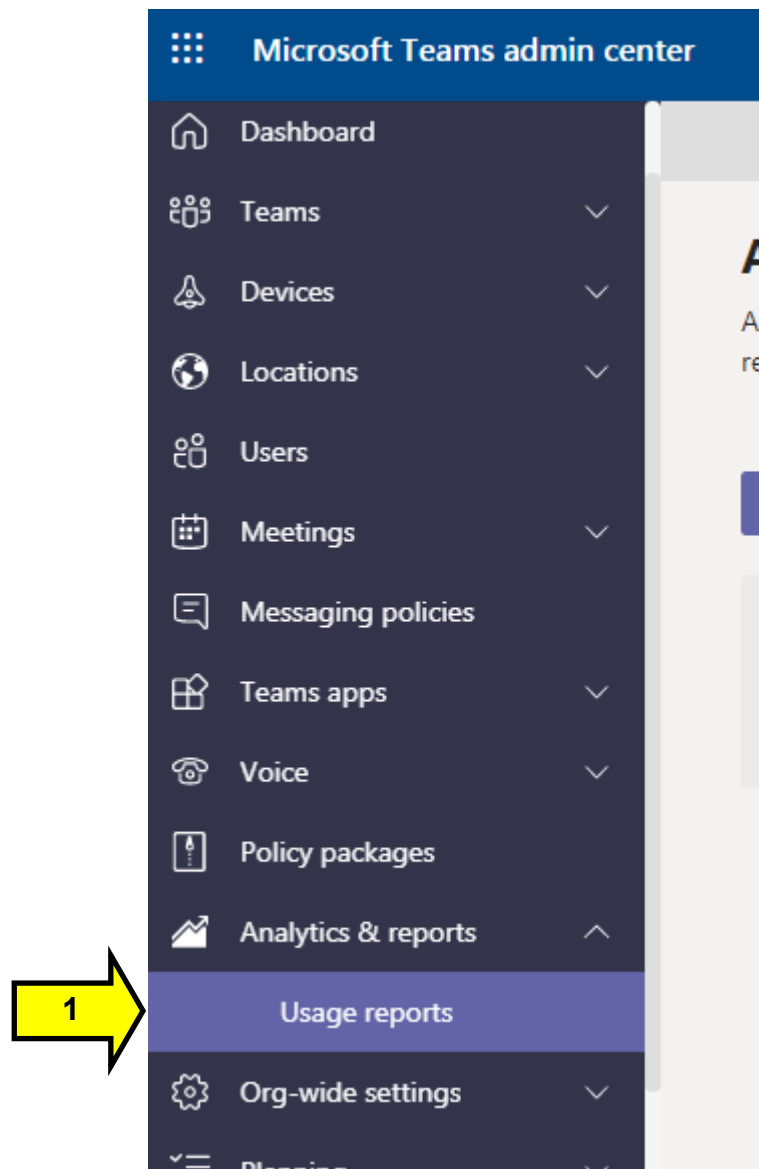
Microsoft Teams usage report

It gives you an overview of the usage activity including the active users and channels etc. From here you can see how many people in your organization are using Teams.

Go to Admin panel by clicking this link:

<https://admin.teams.microsoft.com/dashboard>

1. Left-click or tap “Usage reports” under “Analytics & Reports”

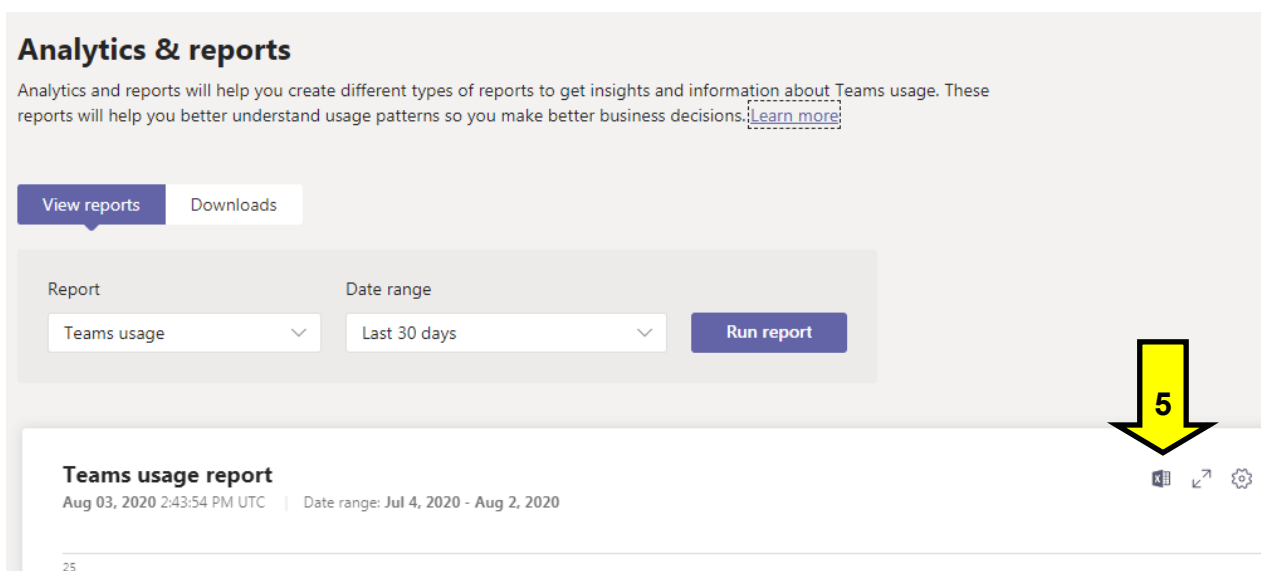
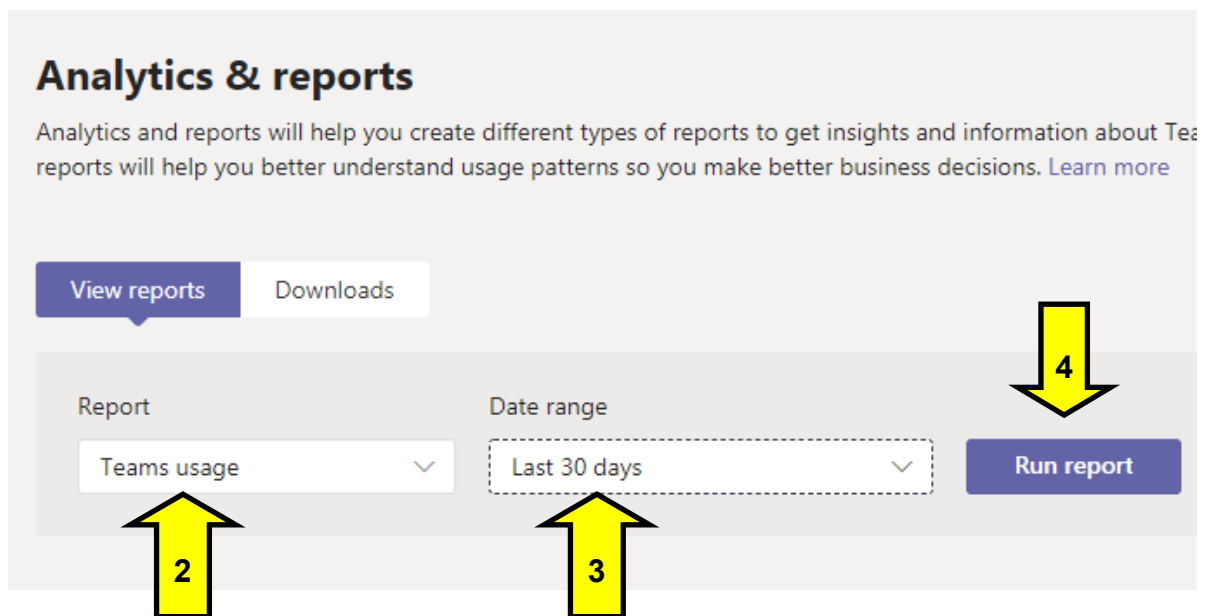


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2. In report fiend, select (Teams usage”
3. And select “Date range”
4. Left-click or tap “Run report”
5. Left-click or tap the “Excel” to export the report

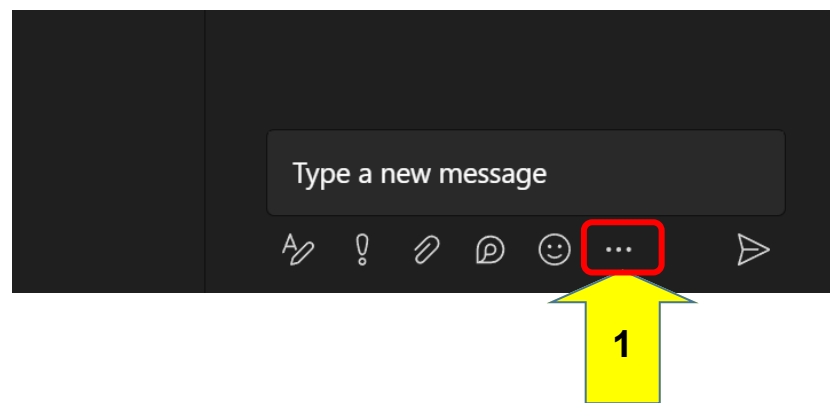
The report can be viewed from 7 days, 30 days or 90 days.



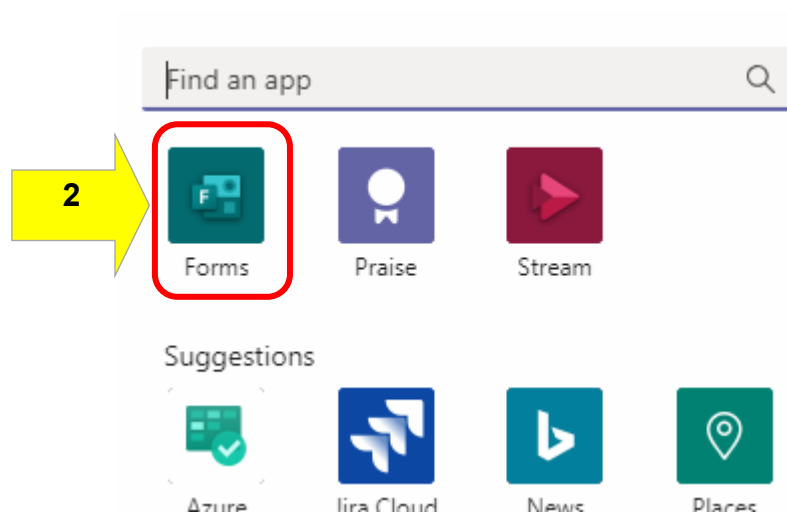
□ How to Create a Quick Poll in a Teams Meeting

While in a Teams meeting, you can quickly create a poll for the participants of your meeting. That will show up in the chat section and you can see the results too. Here are the steps to create it:

1. In the chat section, left-click the “More apps” icon (three dots)



2. Left-click on “Forms”



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How to create a quick poll in a Teams Meeting... contunue

3. Type your question

You have the option to quickly add suggested options

4. Type Options 1 & 2

If you need more options, left-click “Add options”

5. Left-click or tap “Next”

6. Left-click on “Send”

The image pasted below shows the form where you can mention the Poll questions and its options

The screenshot shows the 'Forms' application window titled 'Forms Powered by Microsoft Forms'. The main heading is 'Create a new poll'. Below this, there are three input fields: 'Question', 'Option 1', and 'Option 2'. A yellow arrow labeled '3' points to the 'Question' field. A yellow arrow labeled '4' points to the 'Option 1' and 'Option 2' fields, which are grouped by a yellow bracket. Below the input fields, there is a '+ Add option' link and a 'Multiple answers' toggle switch. At the bottom right, there is a green 'Next' button with a yellow arrow labeled '5' pointing to it.

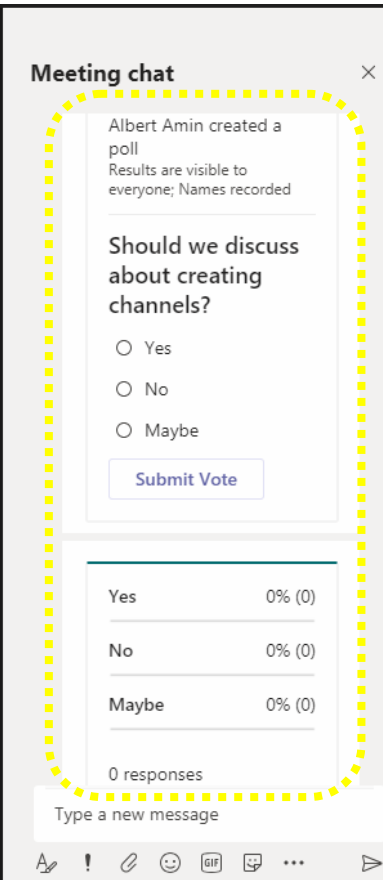
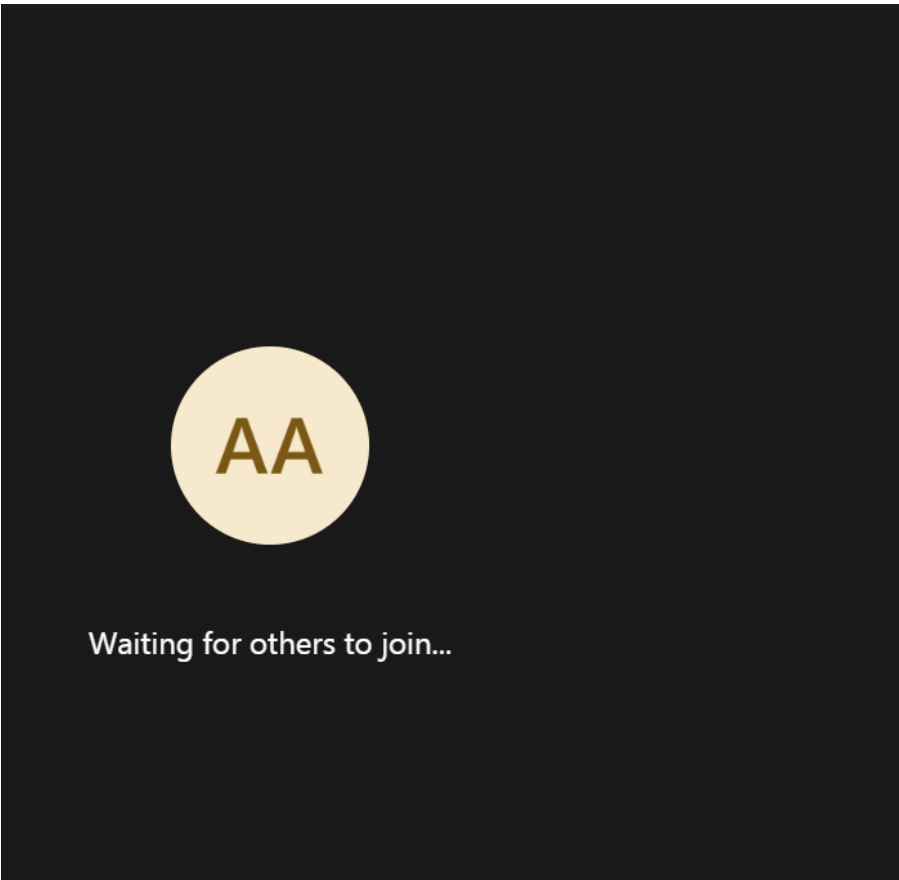
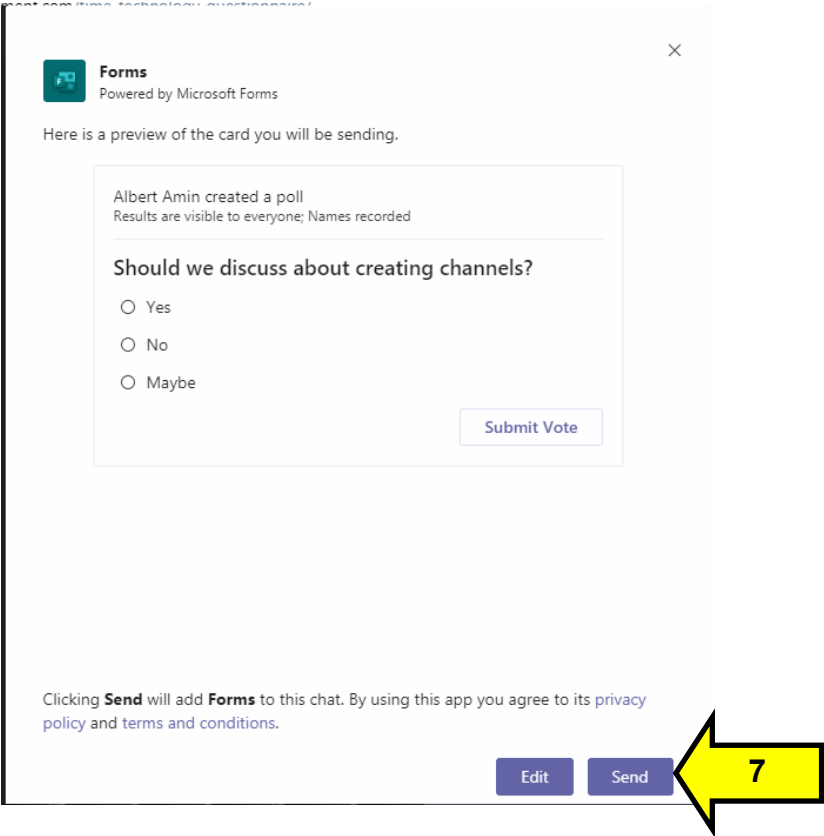
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How to create a quick poll in a Teams Meeting... continue

7. Left-click "Send"

Your Poll will be sent to the chat of the meeting, where everyone can vote and can see the result of the poll.



Microsoft Teams

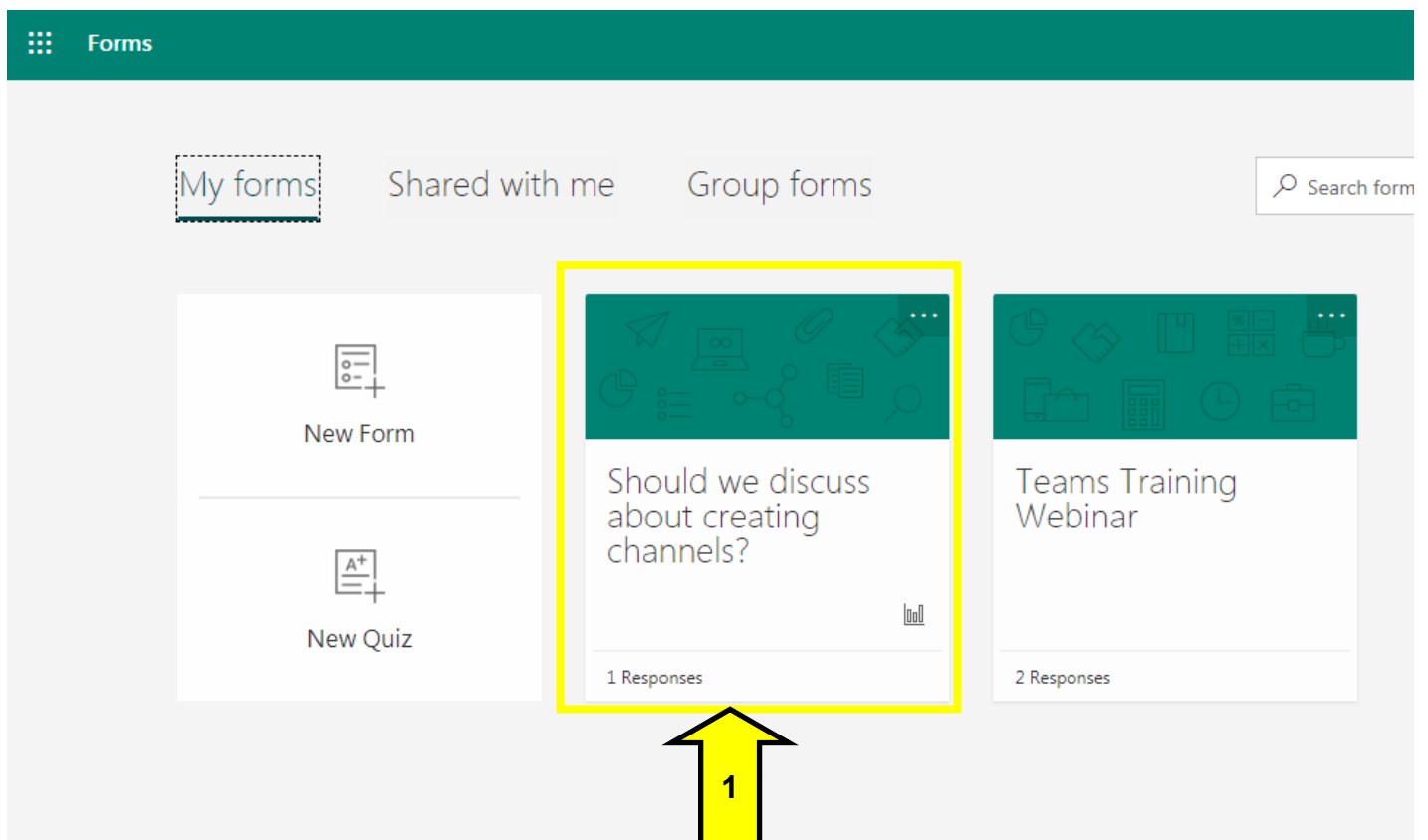
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Steve@TurnerTimeManagement.com

Sharing Results Summary Poll with People Outside the meeting using a Link

Whatever poll you will create in Teams meetings, that will be actually stored in Microsoft Forms app. To share the Poll results with non-members of a teams call, go to Microsoft Forms:

1. Open up the relevant form which you created for a Poll in Teams

In this tutorial, we created the first form which is “Should we discuss about creating channels?”, so, we’ll open up that one.



Microsoft Teams

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2. Go to "Responses"
3. Left-click the three dots (More options)
4. Left-click "Create a summary link"

Questions

Should we discuss about creating channels?

1 Responses 00:00 Average time to complete Active Status

View results

1. Should we discuss about creating channels?

Open in Excel

- Delete all responses
- Print summary
- Create a summary link

5. Left-click "Copy"

Now you can paste this link in an email or anywhere to share with others.

Questions

Should we discuss about creating channels?

Anyone with this link can view a summary of responses

nWZMrx8TJQuSXMhUOUZWNzVOQkI4NjAwTTk2UTA3V1IXQkg2RC4u&AnalyzerToken=...

Copy

View results

Open in Excel

1. Should we discuss about creating channels?

Microsoft Teams

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□ How to Mute/Unmute All the Attendees in a Teams Meeting

When you are organizing a meeting with a large number of participants, you may want to mute all the participants to avoid interruptions. As a meeting organizer or presenter, you will see on in your Outlook Meeting Request a link to the Meetings options web page and you can do this before the meeting or during the meeting.

You will also be able to choose whether all attendees can unmute or not during the meeting. If any attendee want to speak, he/she will raise hand. Being an organizer or presenter, if you want to allow the attendee to speak:

- Left-click “...” menu available at the top of the participant list
- Right-click on the attendees’ name in the participant list or main meeting stage to access the “Allow to unmute” option.

The image below shows the web page linked from your Outlook Meeting Request for a specific meeting to change “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

Choose co-organizers: To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

Who can present? Everyone ▾

Allow mic for attendees? Yes

Allow camera for attendees? Yes

Record automatically No

Allow meeting chat Enabled ▾

Allow reactions Yes

Enable Q&A No

Enable language interpretation To select interpreters, send the invite from Outlook and then [refresh this page](#)

Allow attendance report Yes

[Save](#)

The image below shows the Meeting Options on your Outlook Meeting Request.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 779-774-7424,369443298# United States, Rockford

Phone Conference ID: 369 443 298#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

The image below shows the Meeting Options available from the ellipsis (...) menu in your Teams Meeting

People in my organization an... ▾

Always let callers bypass the lobby

Announce when callers join or leave

Choose co-organizers: To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

Who can present? Everyone ▾

Allow mic for attendees?

Allow camera for attendees?

Allow meeting chat Enabled ▾

Allow reactions

Provide CART Captions

[Save](#)

Microsoft Teams

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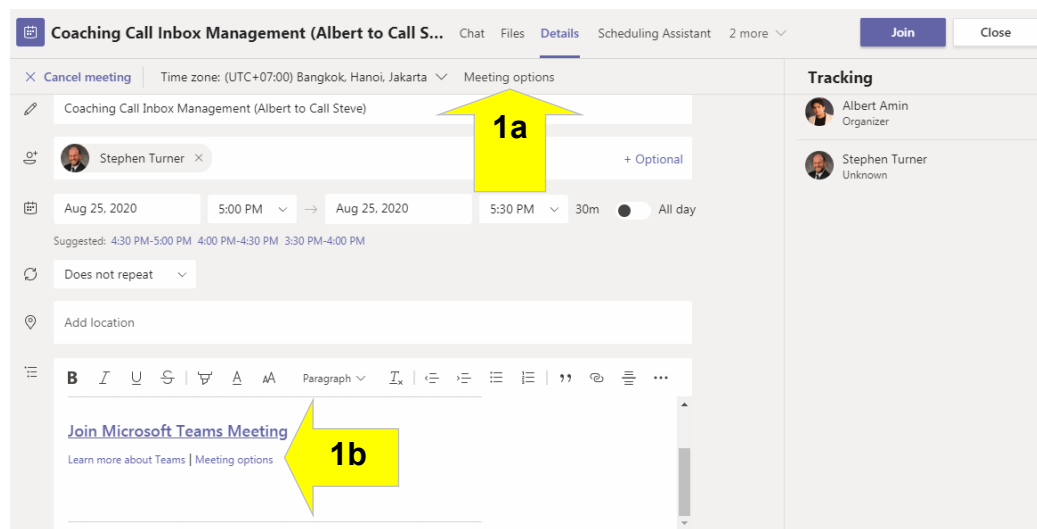
□ How to Change Meeting Options

There are different methods to change a meeting's options.

Method 1: In your Teams calendar

1. Left-click or tap "Meeting options" (please follow arrows with 1a or 1b)

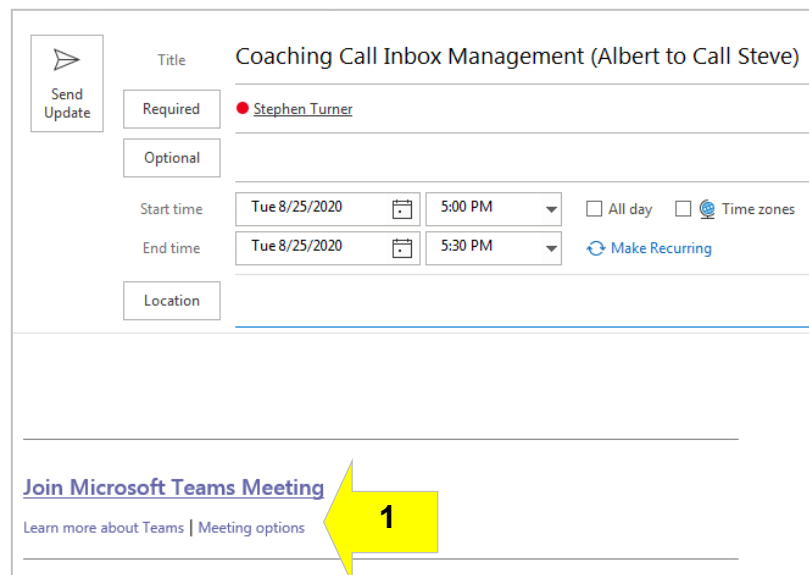
The below image is an already scheduled meeting which is now opened up by going to Teams Calendar



Method 2: In your Outlook calendar

1. Left-click or tap "Meeting options"

The image to the right is an already scheduled meeting which is now opened up by going to Outlook Calendar



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How to Change Meeting Options.....Continued

Method 3. In an Active Meeting/Call:

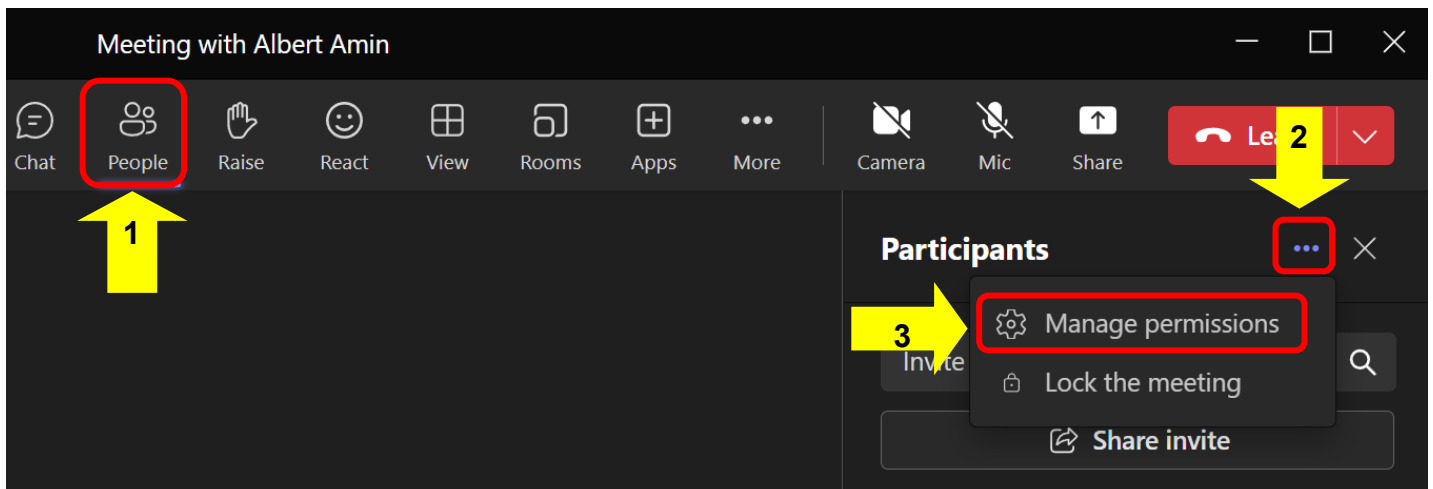
If you are in an active Teams meeting/call, you can still go to “Meeting Options”. Follow the steps mentioned below:

1. Left-click or tap **“People”** icon on the meeting controls section
2. Left-click or tap “More options” (three dots)
3. Left-click or tap “Manage permissions”



You will be taken to “Meeting Options” web page.

The image below is of an active meeting which shows the step by step arrows with numbers.



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How to Change Meeting Options... Continued

The default participants settings are determined by an organization's IT admin. However, after accessing the "Meeting Options" page for a specific meeting, a meeting organizer can change them. After changing the options, click "Save".

The image below shows, the web page for a specific meeting to change "Meeting options" like who can bypass the lobby? Usually "People in my organization" is selected for being default option. However, you can left-click or tap the down-arrow and select the option of your choice for that meeting.

30 Minute Coaching Call
February 10, 2023 at 11:45 PM - 12:15 AM
Stephen Turner

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

Choose co-organizers: To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

Who can present? Everyone ▾

Allow mic for attendees? Yes

Allow camera for attendees? Yes

Record automatically No

Allow meeting chat Enabled ▾

Allow reactions Yes

Enable Q&A No

Enable language interpretation To select interpreters, send the invite from Outlook and then [refresh this page](#)

Allow attendance report Yes

Save

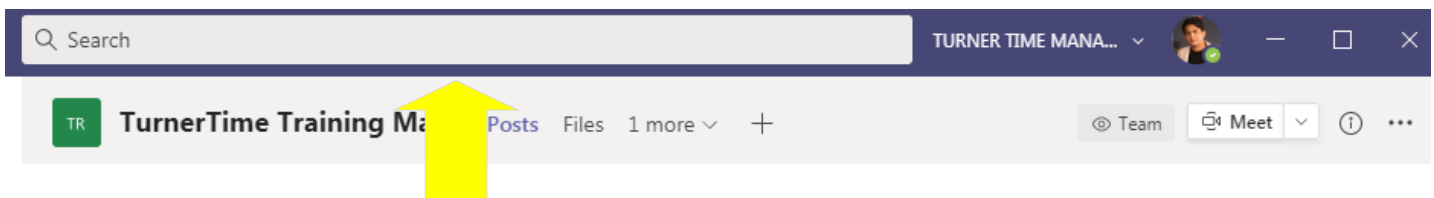
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□ How to Search Conversations and Files in Teams

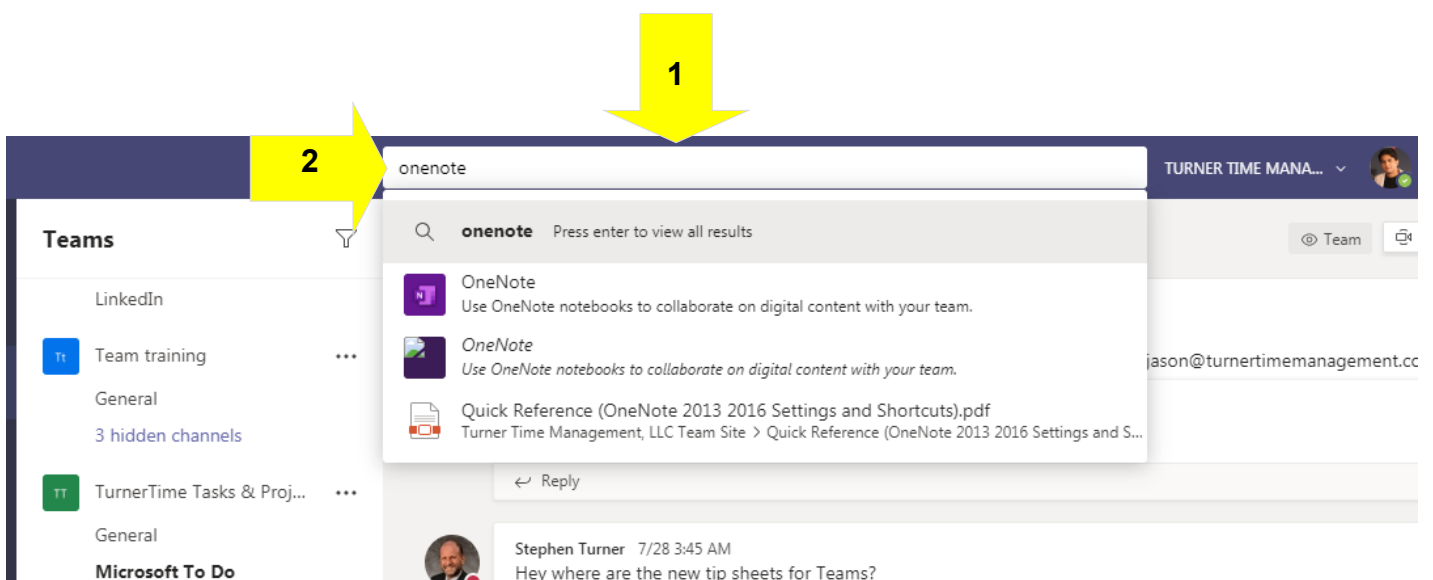
Teams users can use the search option with a variety of options to filter or refine the search like a particular team, a conversation with a particular person or a chat within a specific date range. You can also search for the documents and files. Here is how you can use the “Search”

The image below shows the search bar which you see at the top of your Teams app



1. Left-click or tap the search bar showing up at the top (you can also press “Ctrl+F” if you are using Windows and “cmd+F” on macOS).
2. Type your search term and hit “Enter”

The image below shows, I have typed “onenote” as my search keyword and hit “Enter” key

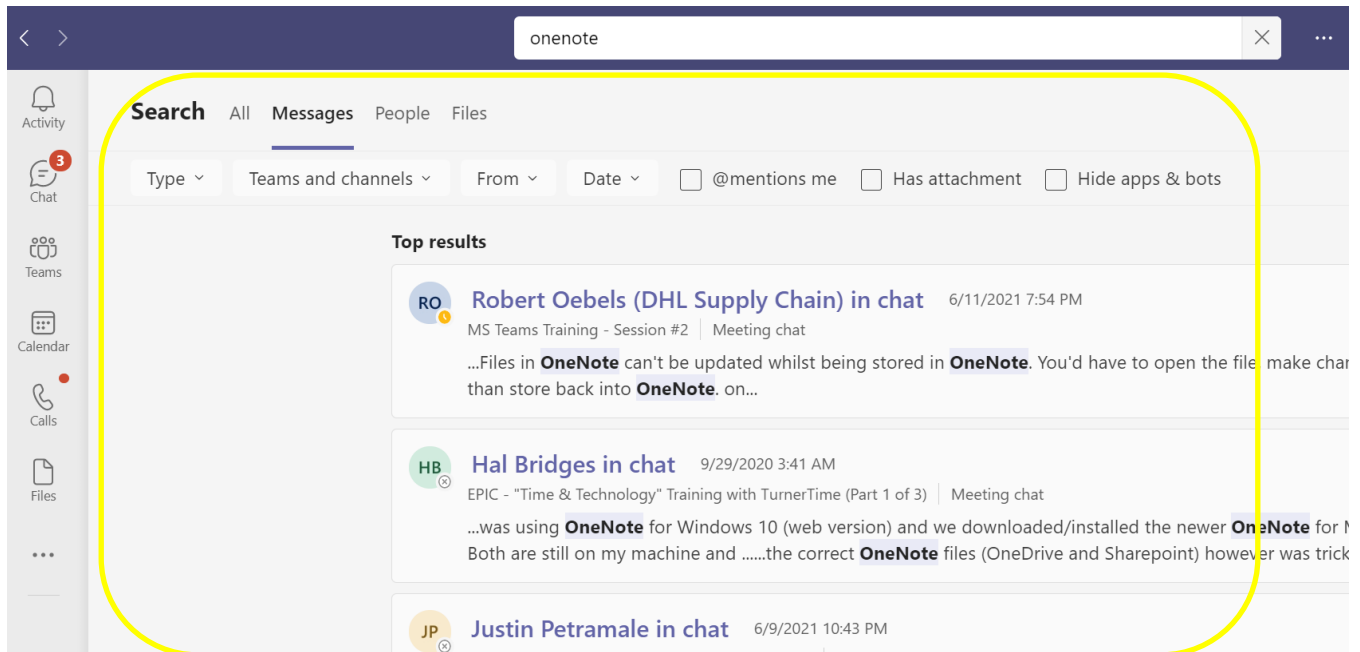


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How to Search Conversations and Files in Teams... Continued

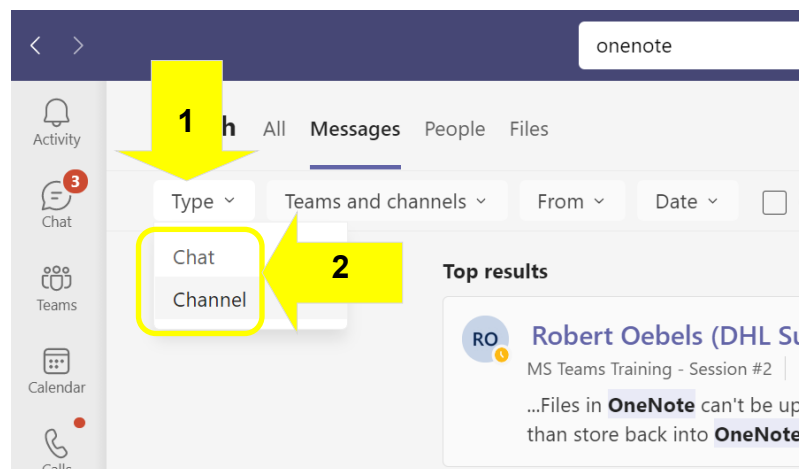
All the search results will be displayed from within that chat or channel conversation on the left of your Teams app (see image below)



Search in Chat or Channel

To select whether you want to search all channels, chats only or channel.

1. Left-click "Type"
2. Choose "Chat" or "Channel"

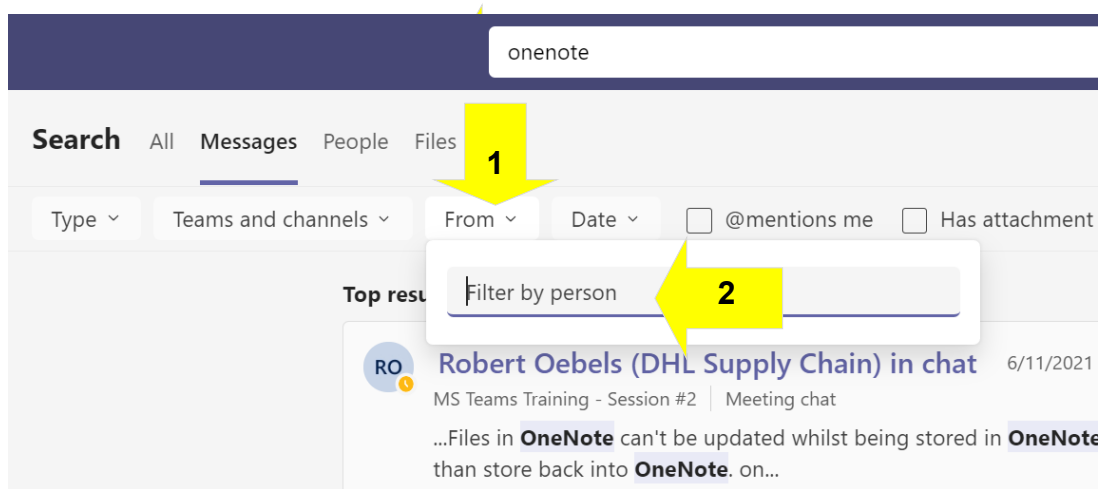


How to Search Conversations and Files in Teams... Continued

□ Using Filter or Refining Search

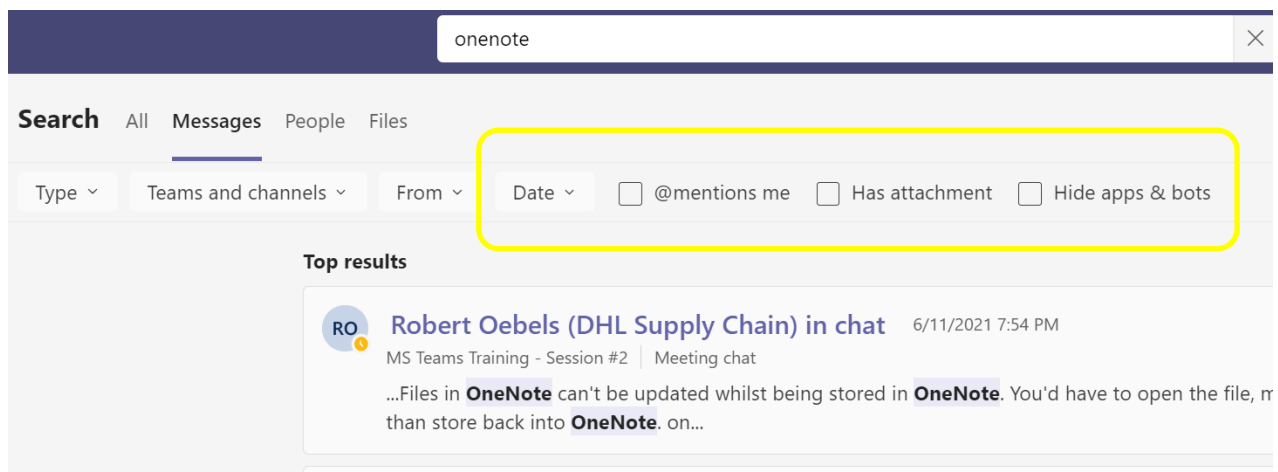
If you want to search a conversation with a specific person, you can filter your search.

1. Left-click the drop-down arrow beside “From”
2. Type the name



□ Using More Filters

You can also search within a specific date range, by name @mentions or filter by attachment, etc.:



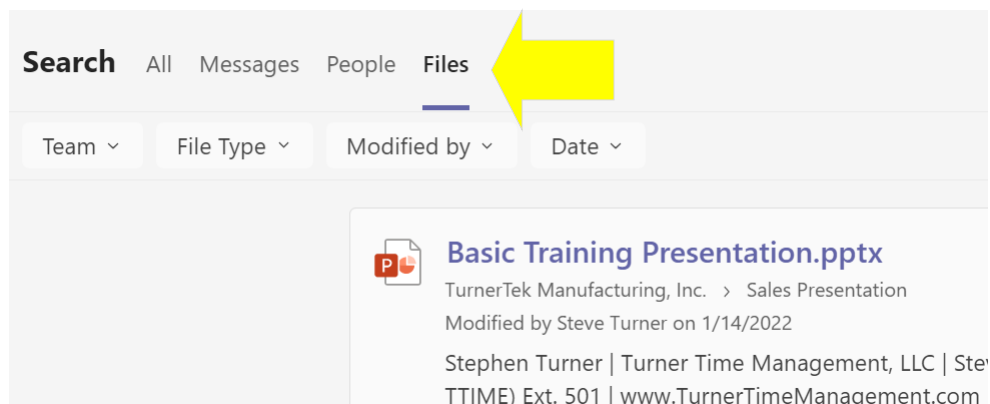
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How to Search Conversations and Files in Teams... Continued

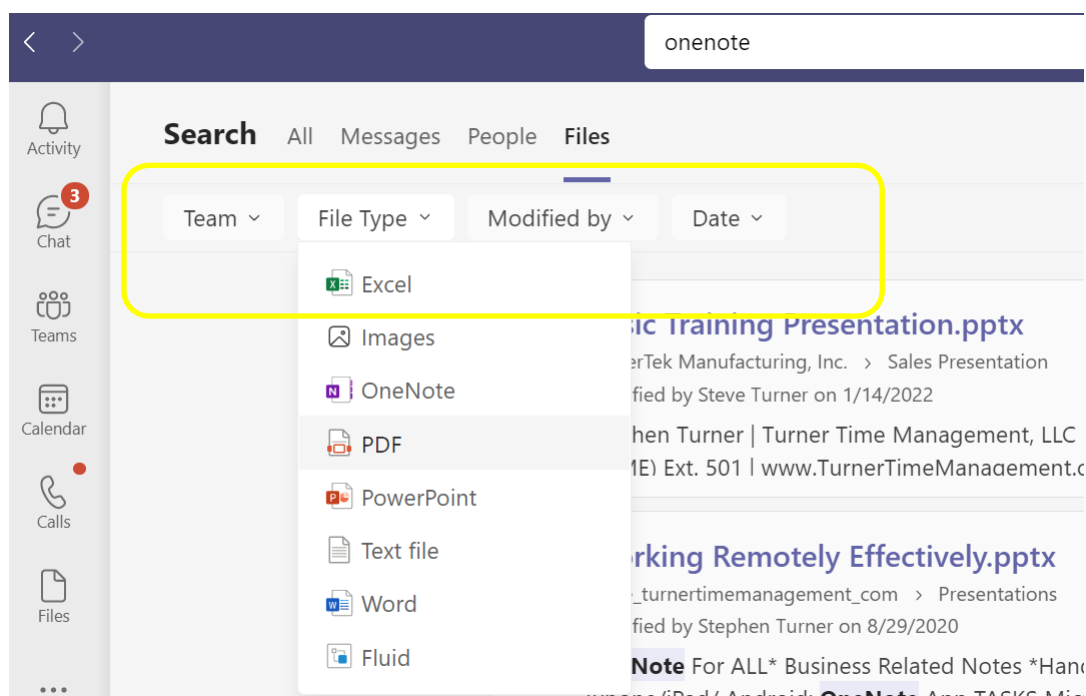
Search Files & Documents

If you are searching for a document in Teams, left-click on “Files” and Teams will show you the relevant file or document as search result.



Using Filter to Search Files & Documents

While searching for Files, you can use the filters to refine your search:

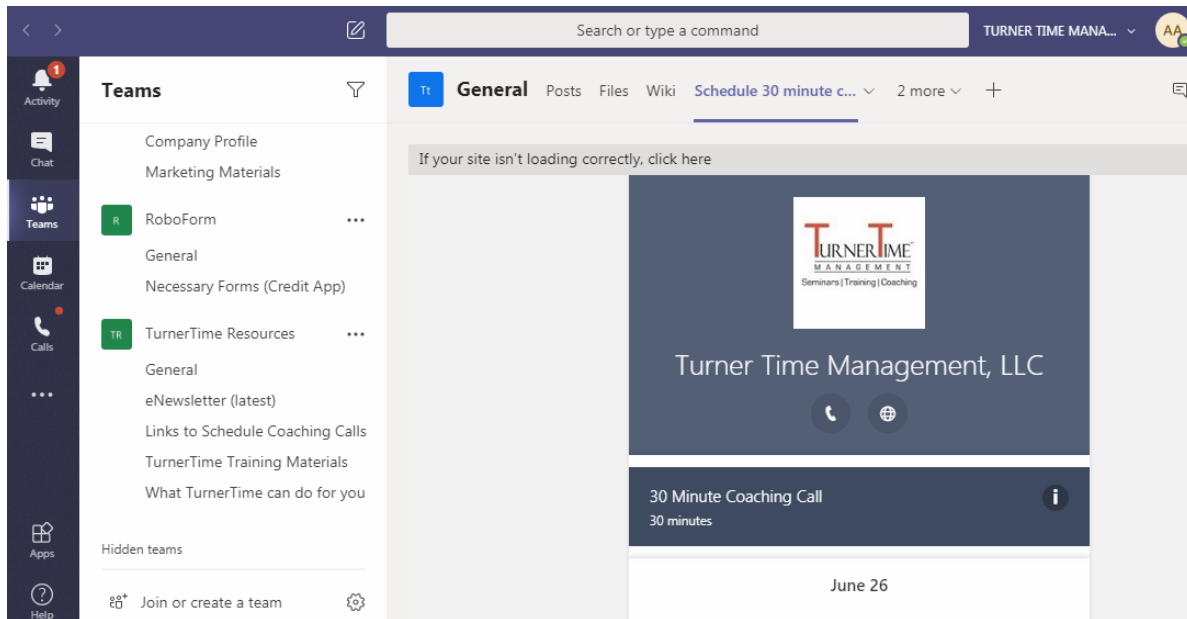


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Making Information That Is Most Important To You Visible

When you join a new team, it's automatically shown in your teams list. If you know you're a member of a team but you don't see it, scroll to the bottom of your teams list and select Hidden. Find the team you're looking for, select the ellipsis (...) More options > Show "Hide a team or channel".



Organize your teams list

Make a channel a favorite by selecting "Favorite" next to the channel name. To reorder your teams, select Teams, then click and drag the team name anywhere in your teams list.

Auto-favorite channels for the whole team

If you're a team owner, you can automatically favorite up to 10 channels for the whole team, making them show up automatically in everyone's channels list so people will be aware of important channels.

Pin or unpin a chat in Teams

Select Chat to open the chat list. Find the name of the conversation you want to pin and click More options > Pin. This ensures that the chat stays at the top of your list. To unpin a chat, just click More options > Unpin.

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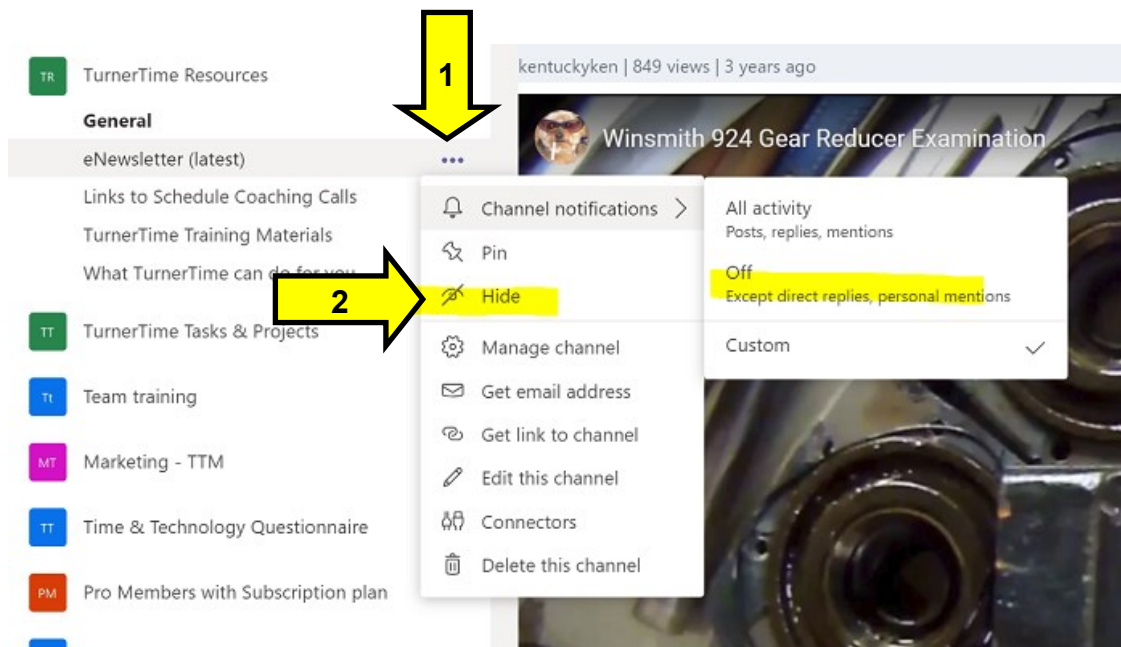
□ Hiding or Unhiding a Team or a Channel and Notifications

You can hide a channel or a team if you don't want to see it and keep the important ones visible. However, later if you need those hidden channels or teams you can unhide them again.

□ Hiding a Team or a Channel

To hide a team or a channel, follow these steps:

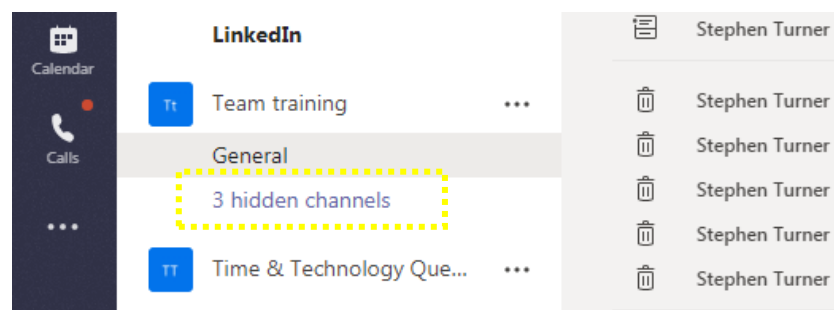
- Left-click or tap the three dots (more settings)
- Left-click or tap Hide



□ Unhiding a Hidden Channel

At the bottom of list of channels in a team, it will show you the number of hidden channels. To unhide channels:

- Left-click or tap the hidden channels
- Left-click or tap the channel to show



Microsoft Teams

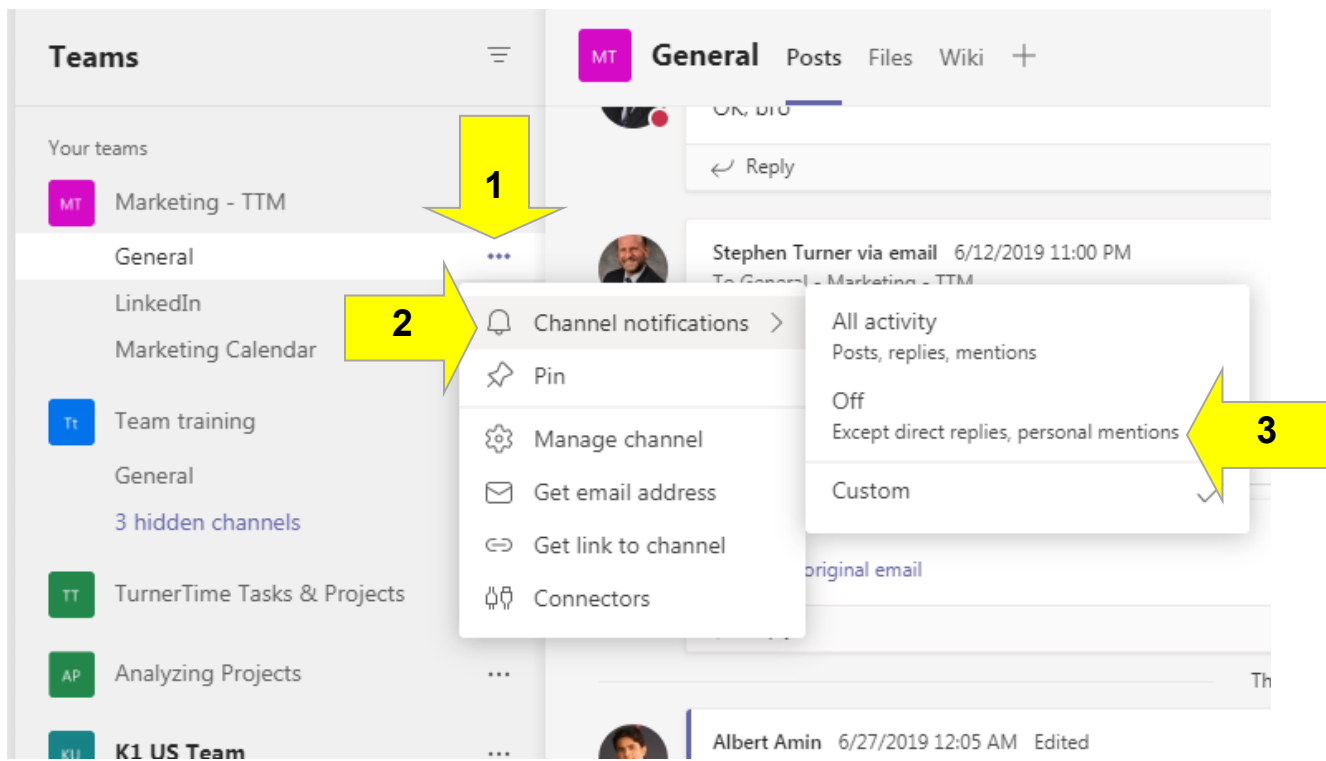
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Channel Notifications

You can customize the notifications which you want to receive for any channel. Follow these steps:

1. Left-click or tap three dots (more settings)
2. Left-click or tap Channel notifications
3. Select "Off" or click "Custom" for more options

The image below shows the steps to turn off channel notifications



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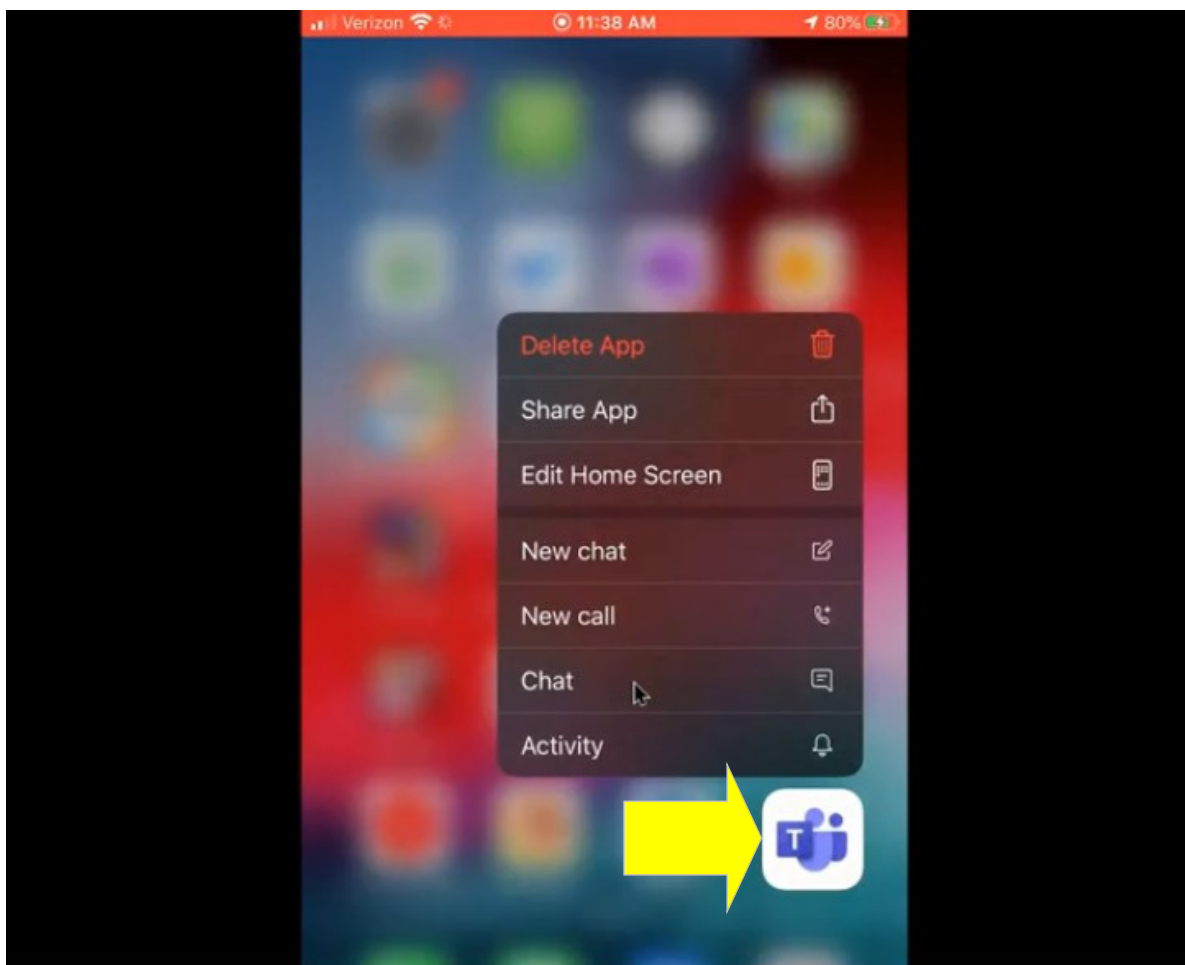
Using Teams on Your Smartphone

You can easily collaborate with your colleagues without needing your computer by using the Microsoft Teams app on your smartphone/tablet. The Teams Mobile app meets your daily communication needs, particularly if you are travelling or not at your computer desk.

Light Touch:

By lightly touching the Teams icon on the home screen of your smartphone, it will open up a menu with different quick tasks.

(see the image below)



You can open up “New Chat”, make “New call” and do several other things quickly using Light Touch.

Microsoft Teams

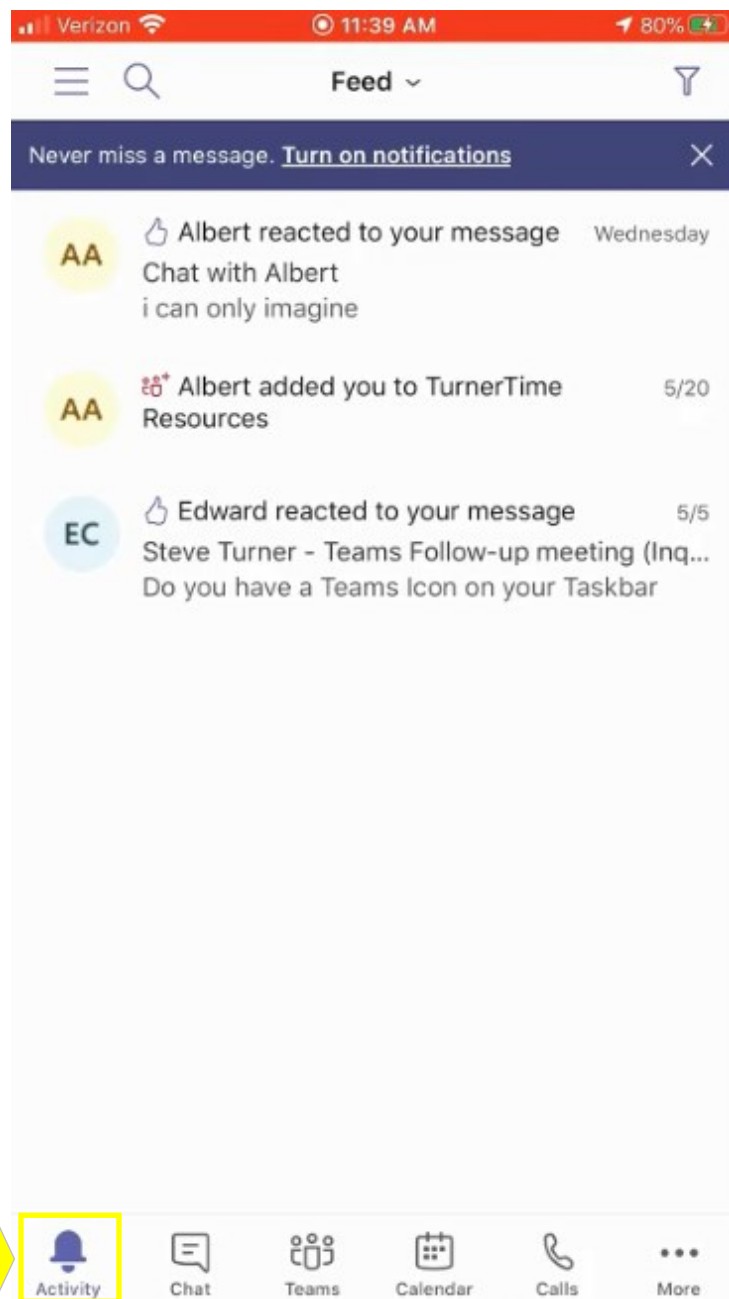
QUESTIONS? 1-855-778-8463
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Using Teams on Your Smartphone... Continued

Activity

After opening up the Teams app, you can check activity which shows the notifications you have received.

The image below shows the Teams app on a smartphone



Microsoft Teams

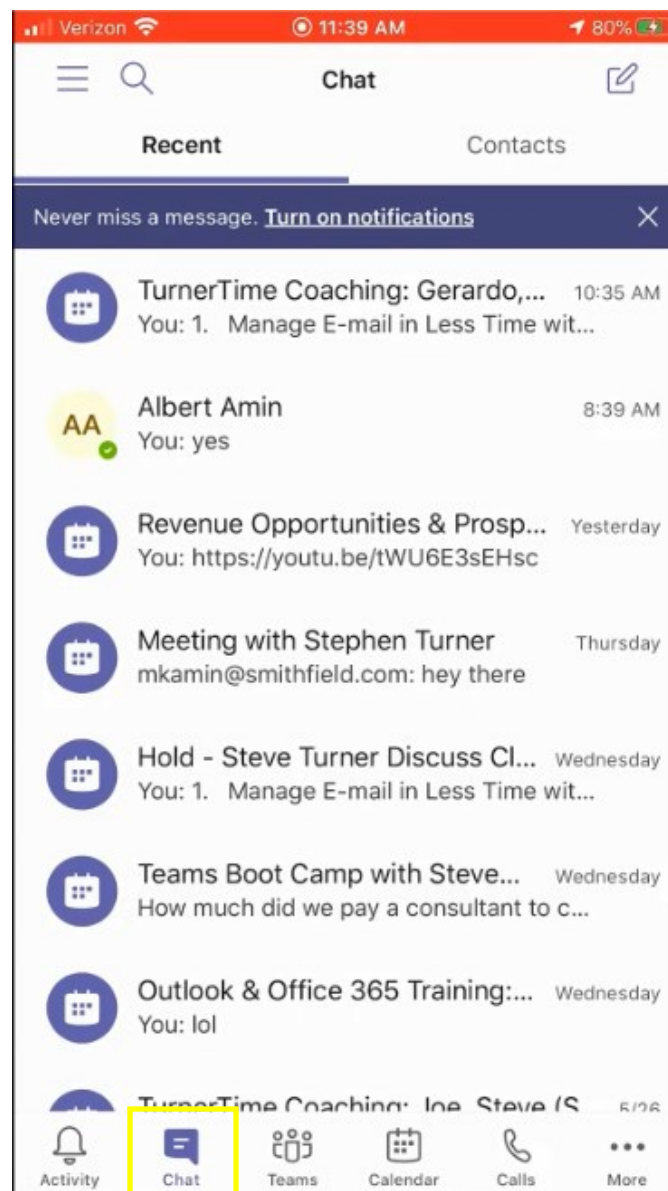
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Steve@TurnerTimeManagement.com

Using Teams on Your Smartphone... Continued

Chat

In this section, you will see all the messages you have received. And the chat of all the meeting you have attended previously.

You can go to Chat to read messages you have received or to reply them.



Microsoft Teams

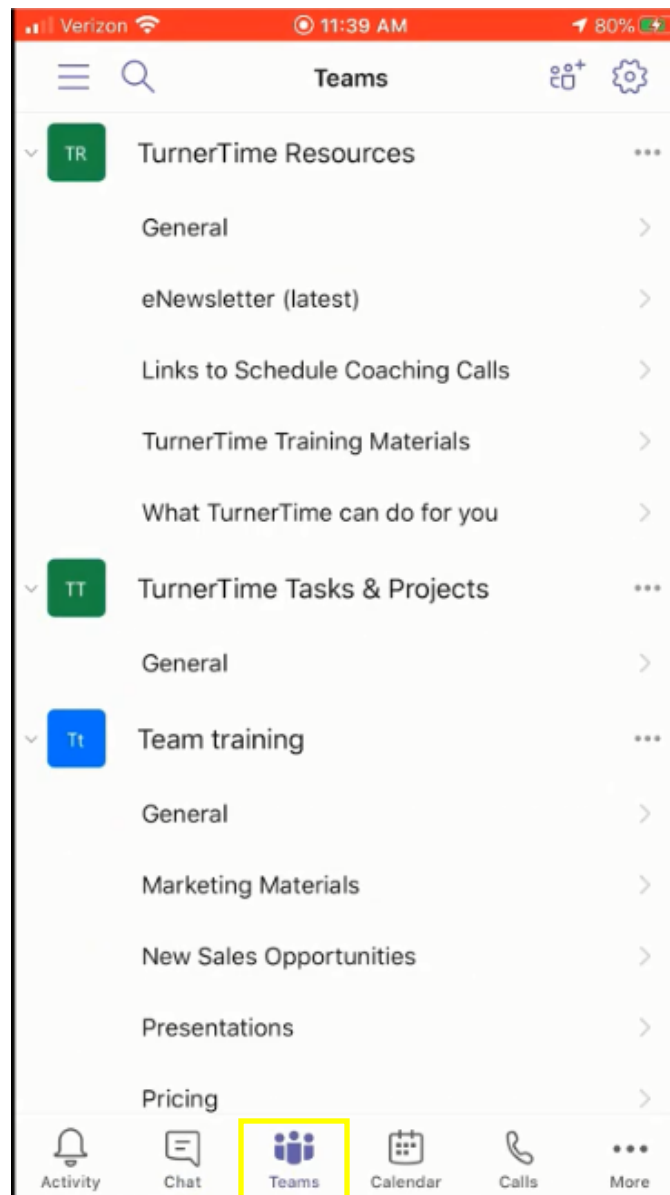
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

Using Teams on Your Smartphone... Continued

Teams

In this section, you will see all the teams you have created or you are a member of.

The image below shows the teams section on a smartphone.



Microsoft Teams

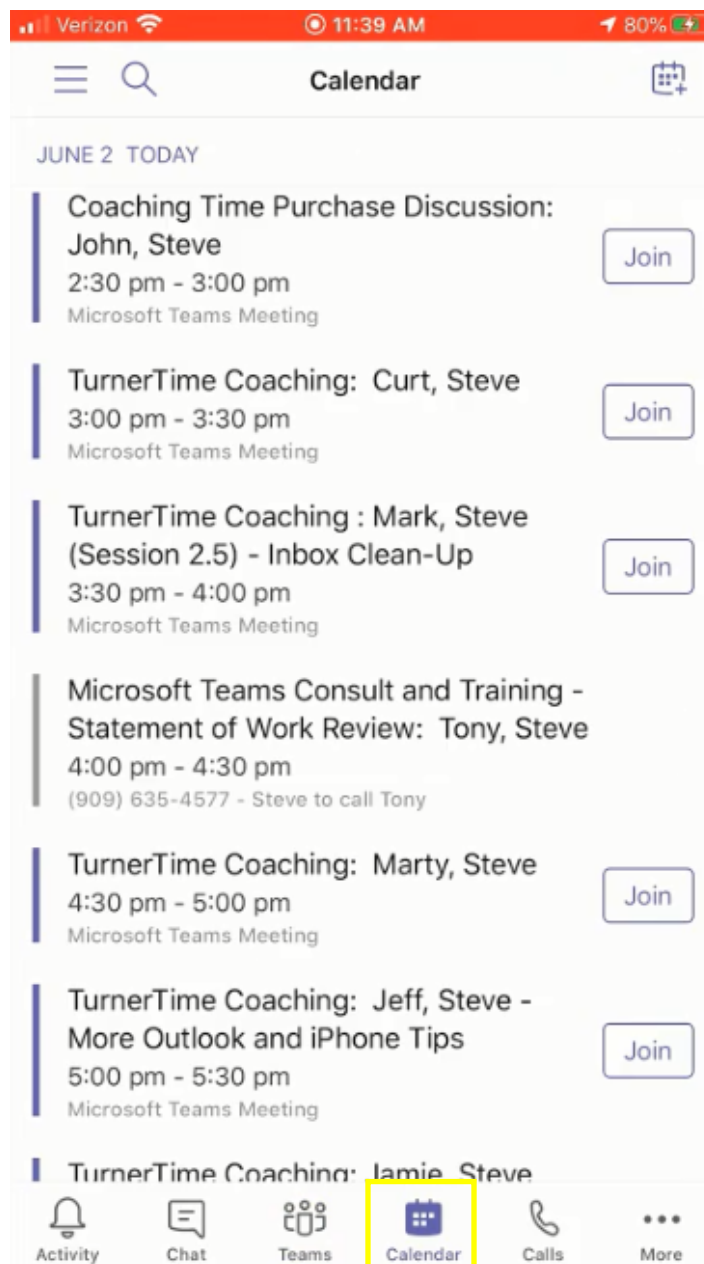
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

Using Teams on Your Smartphone... Continued

Calendar

In this section, you will see your calendar. All the calendar events on your Outlook calendar will sync to this too as they do with Teams calendar on your computer..

The image below shows your Calendar on the Teams app on a smartphone



Microsoft Teams

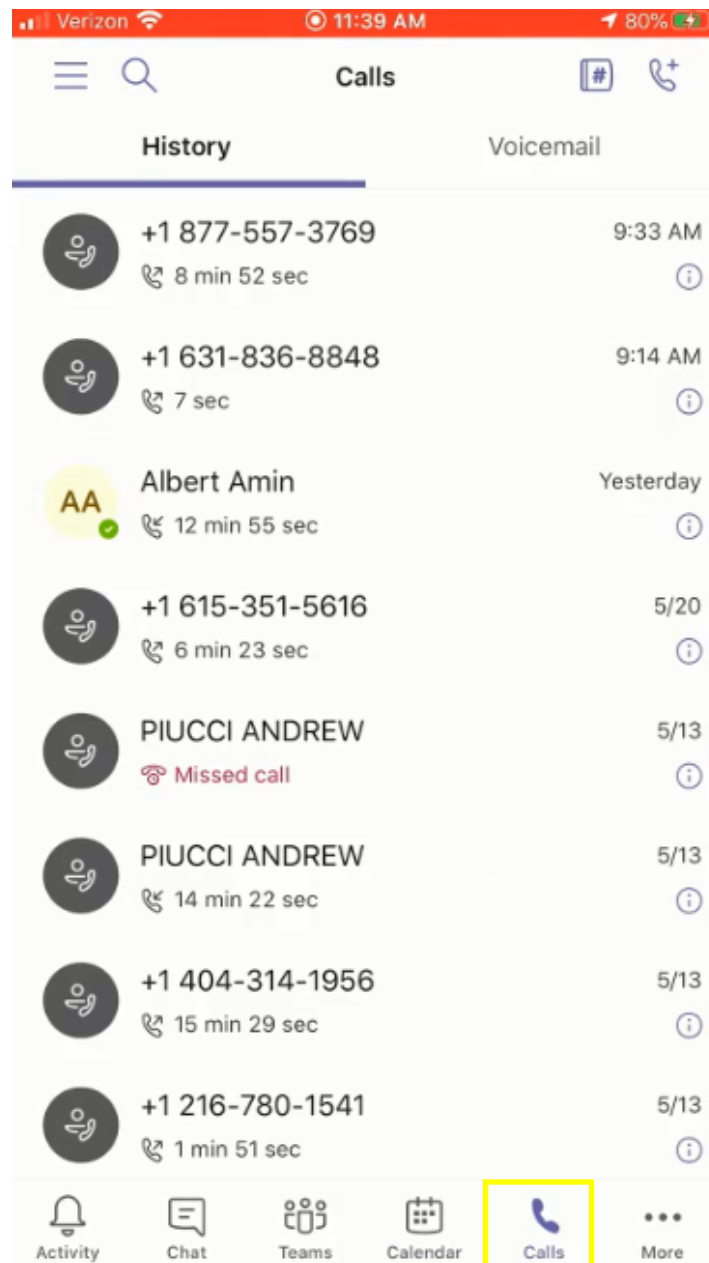
QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

Using Teams on Your Smartphone... Continued

Calls

In this section, you will see all your audio phone calls. Tap “Calls” to see call logs or to make a call on phone number.

The image below shows the Calls section on your Teams app on a smartphone.



Microsoft Teams

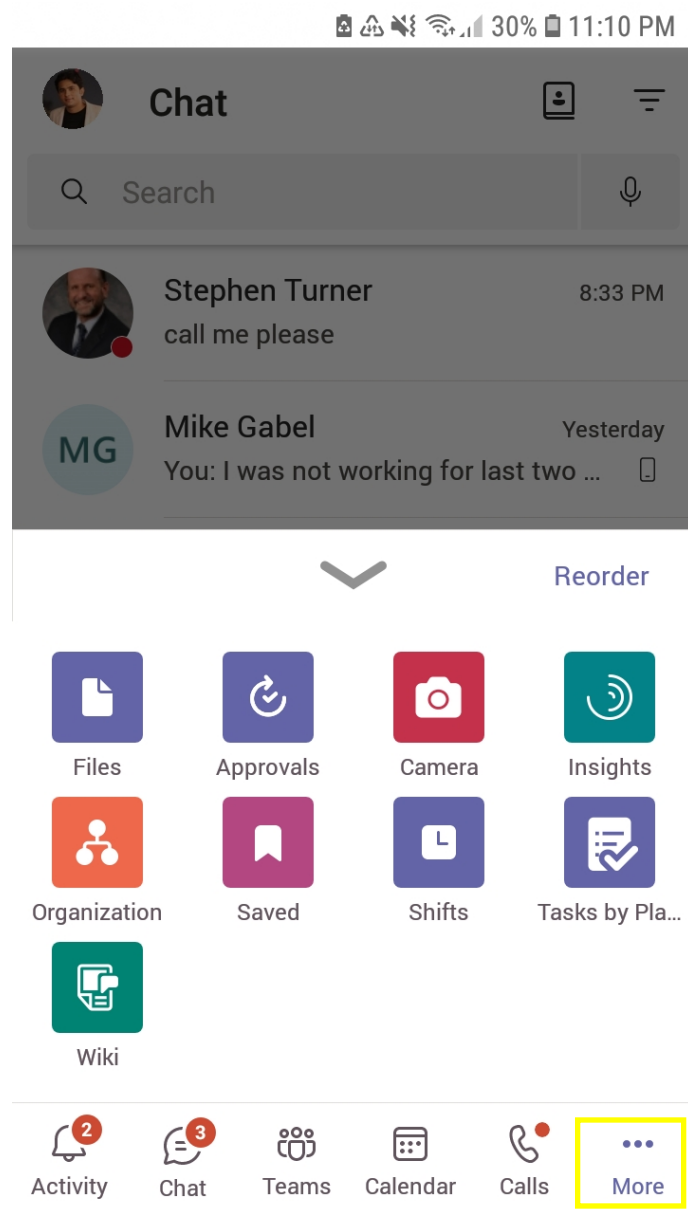
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Using Teams on Your Smartphone... Continued

More

In the “More” section, you will see other apps like “Approvals” and “Organization”, etc.

The image below shows the “More” section on Teams app on a smartphone.



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How to Use Cortana with Microsoft Teams

The Cortana voice assistant currently works within the Microsoft Teams mobile app. It supports you in streamlining collaboration, communication, and meeting strategies. You can handle a host of features using spoken language and speak to Cortana just by tapping the microphone button on your Teams mobile app. Cortana can assist with calls, meetings, messaging, file sharing and more.

Here are some of the things you can do with Cortana on Microsoft Teams:

Calls and meetings: To join a meeting, just say to Cortana “Join my next meeting”. This will immediately link you to the conversation. There’s also the option to reach someone on the go by saying “Call Name”. The name should be someone in your Microsoft address book.

In meeting tasks: When you’re actually in a conversation, you can ask Cortana for additional support. For example, you may want to add someone new to the call, or ask Cortana to share a piece of information. There’s also the option to navigate to specific slides in a presentation just by asking Cortana to visit the right page.

Messaging: Being a Microsoft Teams user, you can easily use the Cortana voice assistant to send a message to someone in Teams, no matter where they are. All you need to do is say “send a message to name” and you’re ready to go. You can also send messages to an entire meeting group.

Search and navigation: With Cortana voice assistance, you can share and find files, navigate within the Teams app. To share a file, just tell Cortana what you want to share and who you want to share it with. If you need help finding a previous message, then you can open a chat and search within that information. Alternatively, ask Cortana to visit your Mentions or your Unread Activity for new updates.



Microsoft Teams

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□ How to Turn On and Off Guest Access to Microsoft Teams

The guest access to Microsoft Teams is turned off by default. You must turn on guest access for Teams before admins or team owners can add guests. After you turn on guest access, it may take a few hours for the changes to take effect.

Note: Turning on guest access depends on settings in Azure Active Directory, Microsoft 365, SharePoint, and Teams. For more information, see Collaborate with guests in a team.

Follow these steps to turn on guest settings, sign in to the Microsoft Teams admin center by clicking this link <https://admin.teams.microsoft.com/>

1. Select **Org-wide settings > Guest access**.
2. Set **Allow guest access in Microsoft Teams** to **On**.

After turning on this setting, you will see several other guest settings which you can turn off or on.

The screenshot displays the Microsoft Teams admin center interface. On the left, a dark navigation pane lists various settings categories. A yellow arrow labeled '1' points to the 'Org-wide settings' option. The main content area is titled 'Guest access' and contains a toggle switch for 'Allow guest access in Teams'. A second yellow arrow labeled '2' points to this toggle, which is currently in the 'Off' position. Below this, there are sections for 'Calling' and 'Meeting' settings, each with their own toggle switches.

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How to Turn On and Off Guest Access to Microsoft Teams... Continued

3. Under Calling, Meeting, and Messaging, Turn On or Off for each capability, depending on what you want to allow for guest users.

Make private calls – Turn this setting **On** to allow guests to make peer-to-peer calls.

Allow IP video - Turn this setting **On** to allow guests to use video in their calls and meetings.

Screen sharing mode – This setting controls the availability of screen sharing for guest users.

Turn this setting to **Disabled** to remove the ability for guests to share their screens in Teams.

Turn this setting to **Single application** to allow sharing of individual applications.

Turn this setting to **Entire screen** to allow complete screen sharing.

Allow Meet Now – Turn this setting **On** to allow guests to use the Meet Now feature in Microsoft Teams.

Edit sent messages - Turn this setting **On** to allow guests to edit messages they previously sent.

Guests can delete sent messages –Turn this setting **On** to allow guests to delete messages they previously sent.

Chat – Turn this setting **On** to give guests the ability to use chat in Teams.

Use Giphys in conversations – Turn this setting **On** to allow guests to use Giphys in conversations. Giphy is an online database and search engine that allows users to search for and share animated GIF files. Each Giphy is assigned a content rating.

Giphy content rating – Select a rating from the drop-down list:

Allow all content - Guests will be able to insert all Giphys in chats, regardless of the content rating.

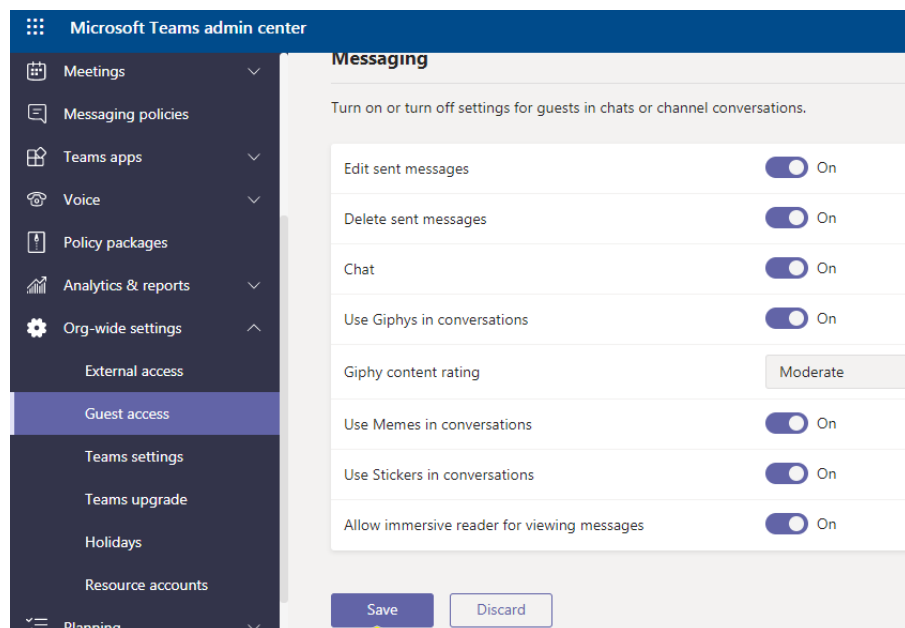
Moderate - Guests will be able to insert Giphys in chats, but will be moderately restricted from adult content.

Strict – Guests will be able to insert Giphys in chats, but will be restricted from inserting adult content.

Use memes in conversations - Turn this setting **On** to allow guests to use Memes in conversations.

Use Stickers in conversations – Turn this setting **On** to allow guests to use stickers in conversations.

4. Click “Save”



Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

How to Add Guest Account in your Microsoft Teams

You may need to collaborate with people outside your organization. In Microsoft Teams, you can add those people to give them access to any team you have created.

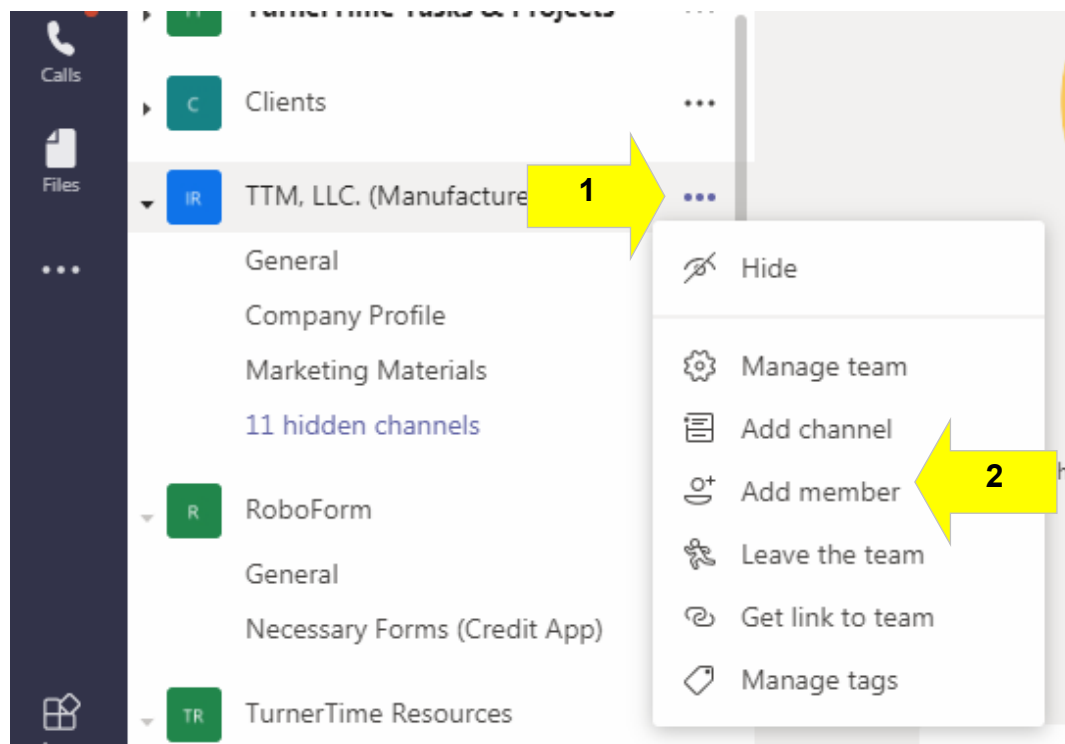
Note: You must be a team owner to add a guest in teams and the guest (s) must have Microsoft 365 work or school account. If the guest doesn't yet have a Microsoft account associated with their email address, they will be directed to create one for free.

Adding a Guest in the team

To add a guest in a team, follow these steps:

1. Left-click or tap three dots (more options)
2. Left-click or tap "Add Members"

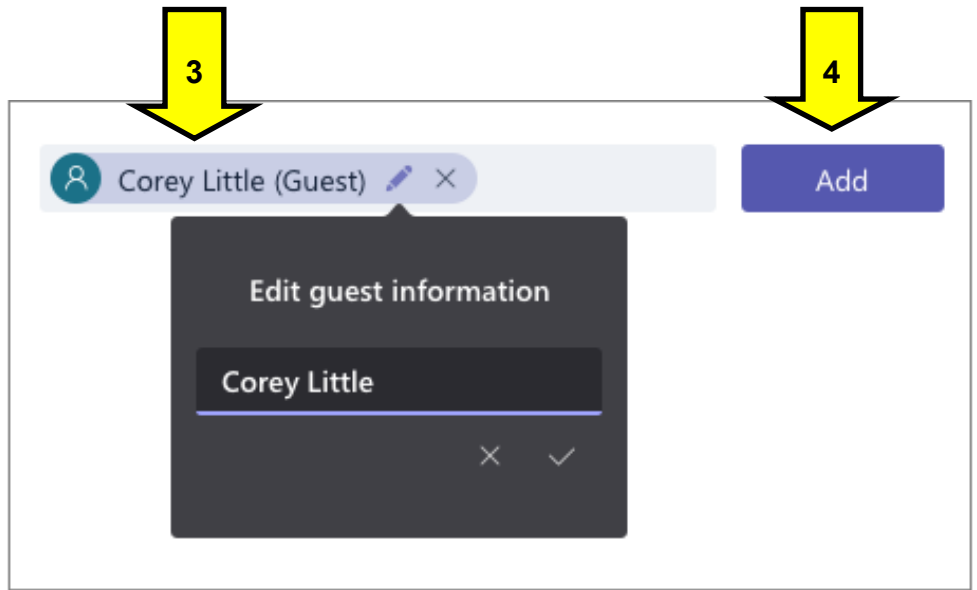
Teams will send an invitation to invitee to join the team.



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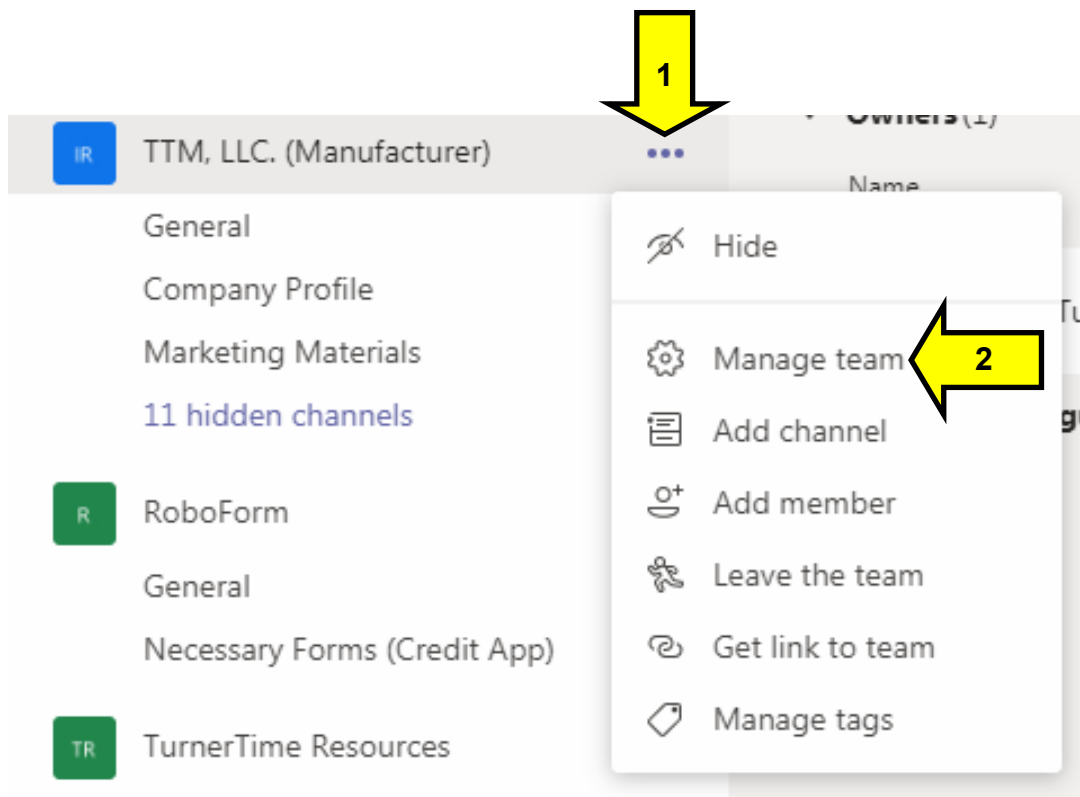
- 3. Type the email address
- 4. Left-click "Add"



□ Setting up Guest Permissions in teams

The first step is to add a guest and the next step is to setting up guest permissions. Here is how you can do it:

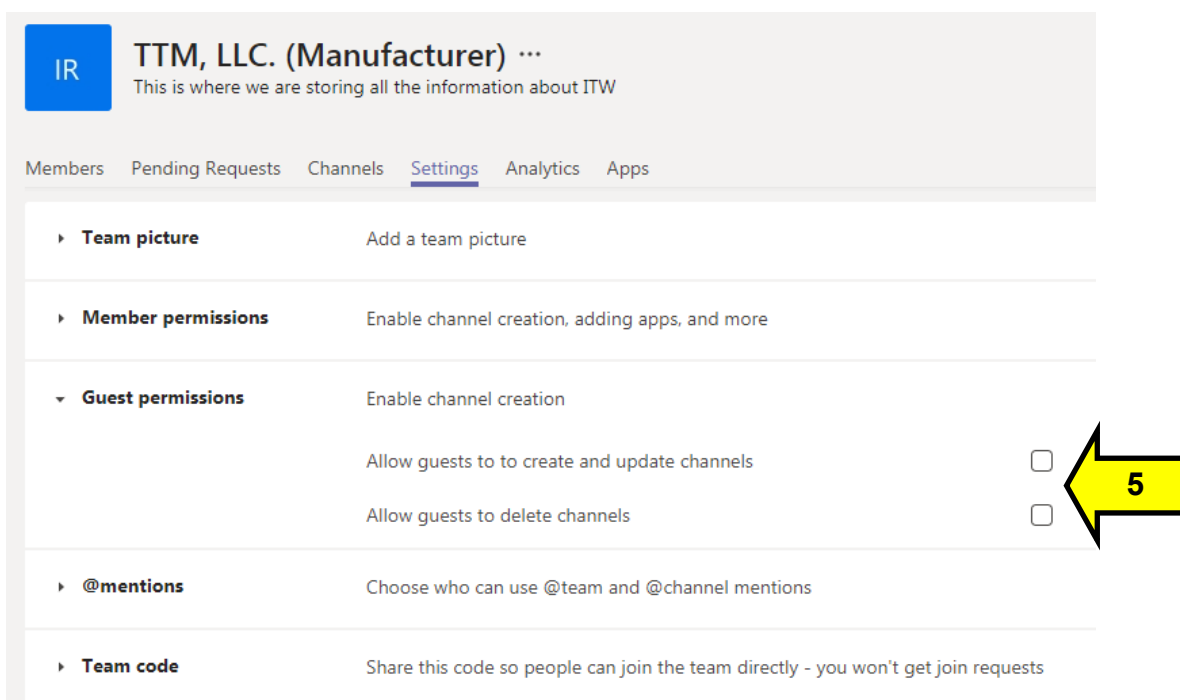
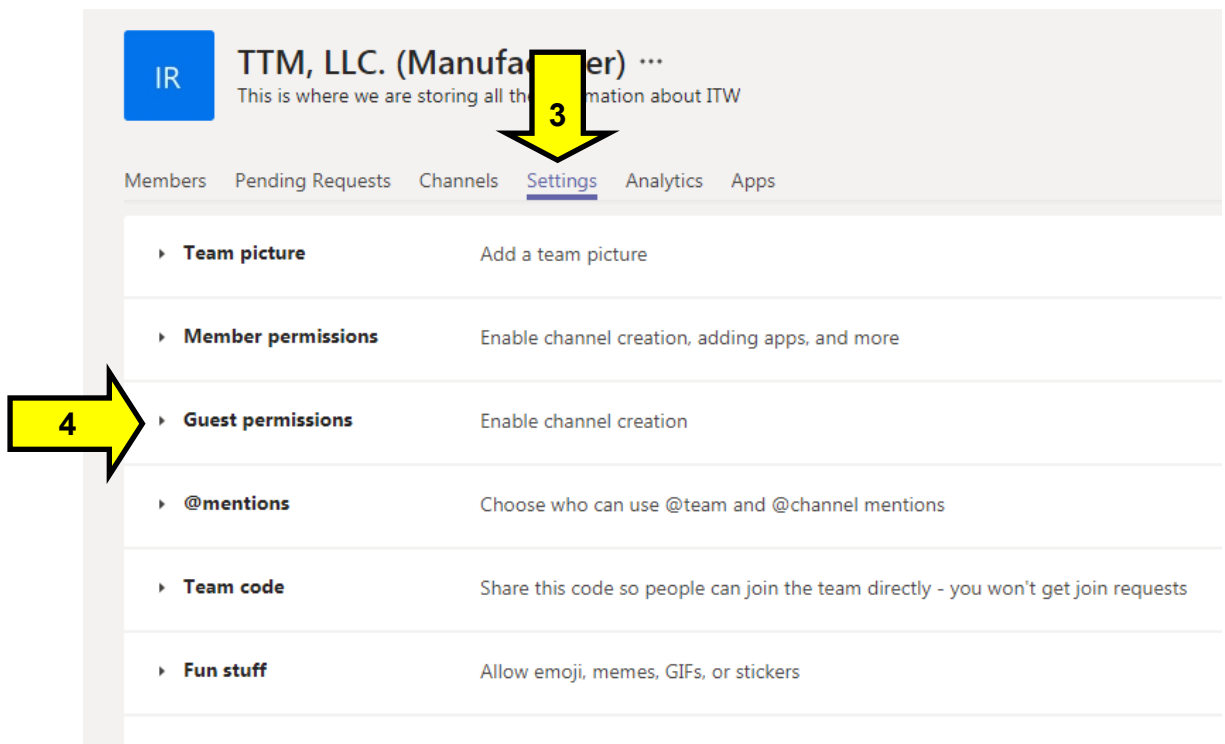
- 1. Left-click or tap three dots (more options)
- 2. Left-click or tap "Manage team"



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3. Go to the Settings
4. Left-click or tap "Guest Permissions"
5. Check-mark the permissions you want to give to the guest



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□ How to Send/Forward an Email to a Teams Channel

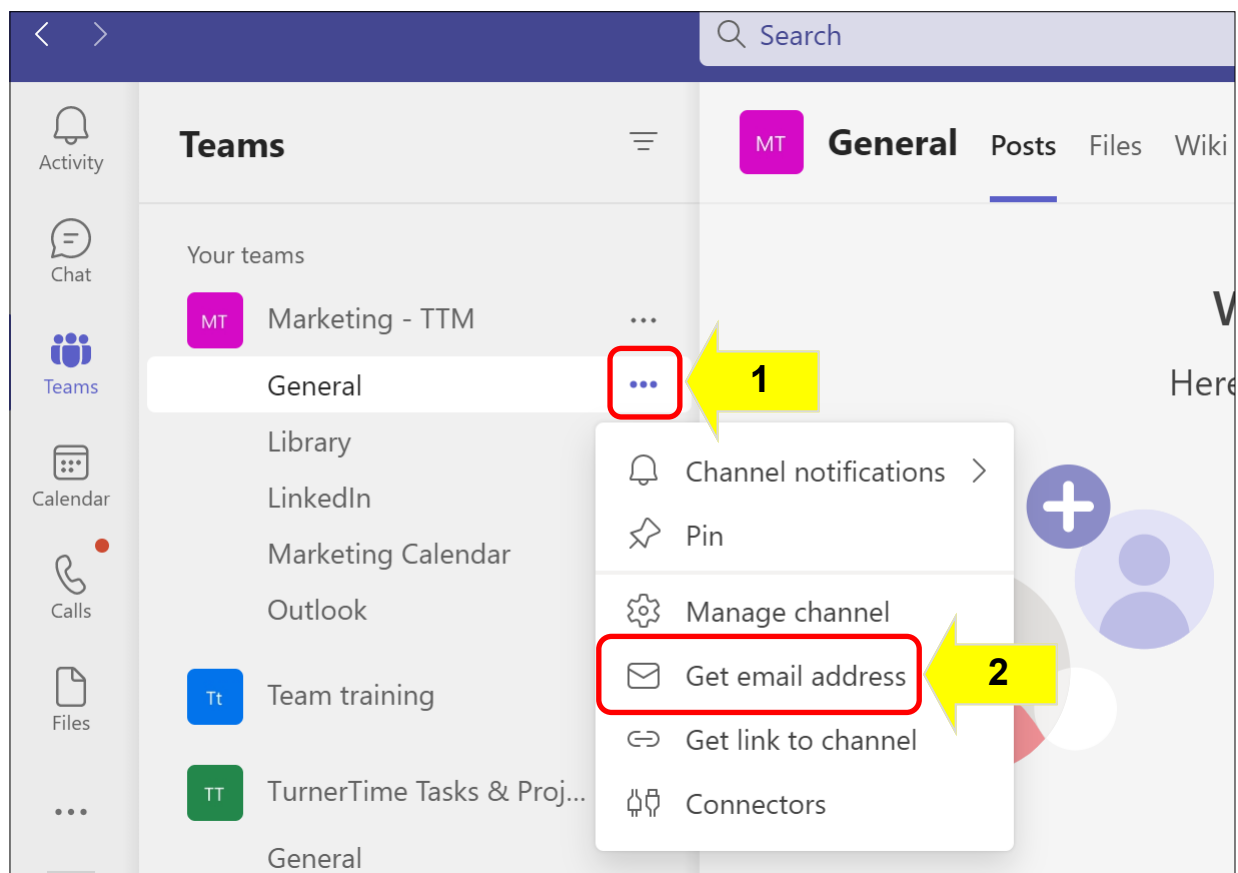
To reduce email volume in the inbox, it is a good idea to send an email to a Teams channel. Every Teams channel has a separate email address that you can use to send an email to it. Once an email is part of a channel, anyone can reply to it to start a conversation.

Here is how you can see and copy the email address:

1. Left-click the Three dots on the right of the channel for “More options”
2. Left-click “Get email address”

See the next page for further steps.

The image below shows a Teams channel and steps to get Teams' email address



Microsoft Teams

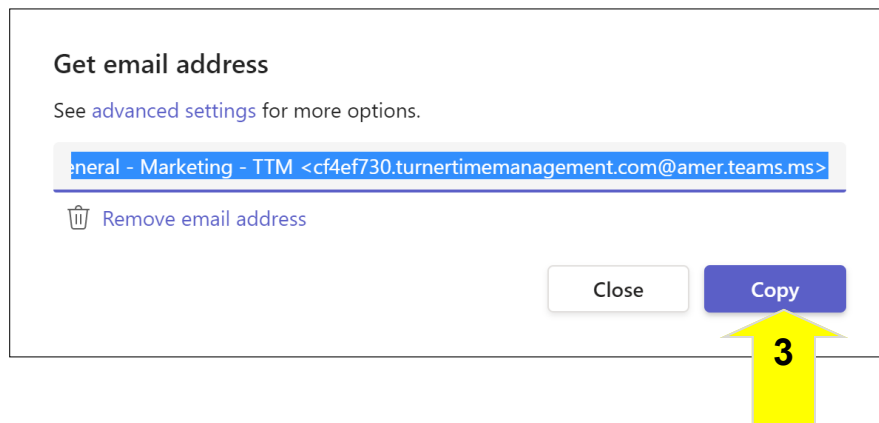
QUESTIONS? 1-855-778-8463
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How to Send/Forward an Email to a Teams Channel... Continued

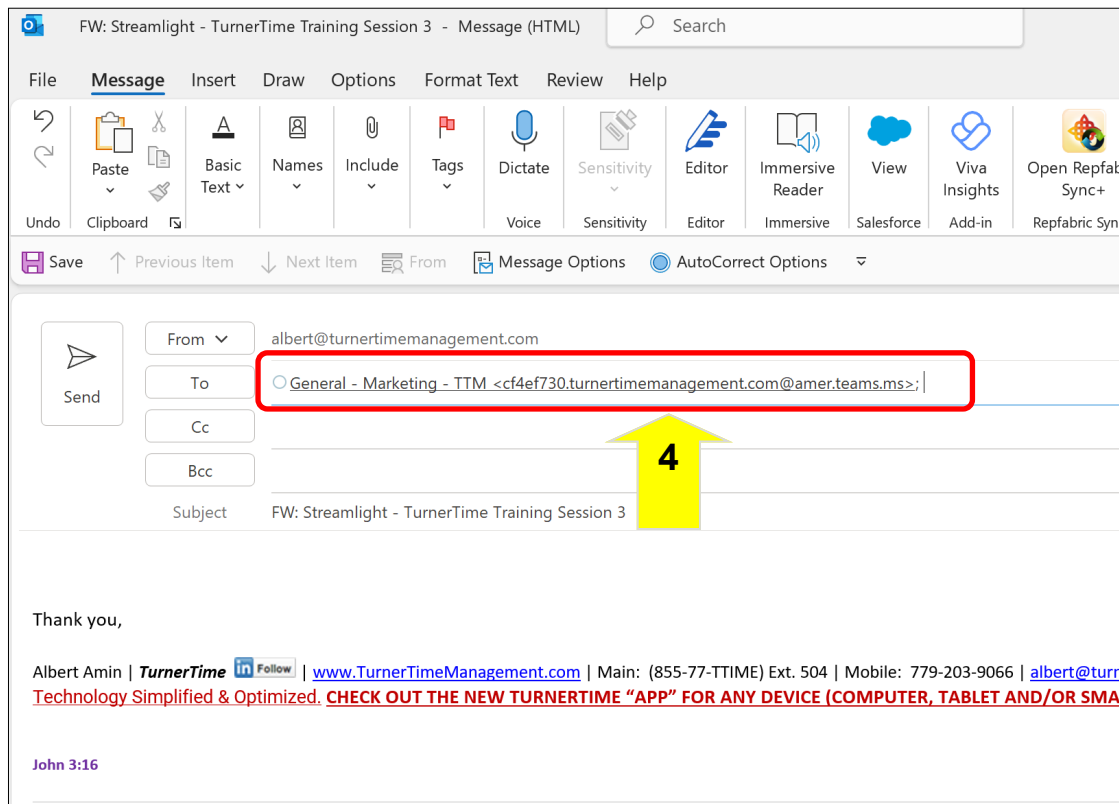
A dialogue box will appear.

3. Left-click "Copy"

4. Paste the email address in the "To" field of the email



This image shows the Teams channel's email address copied in the To field of an email

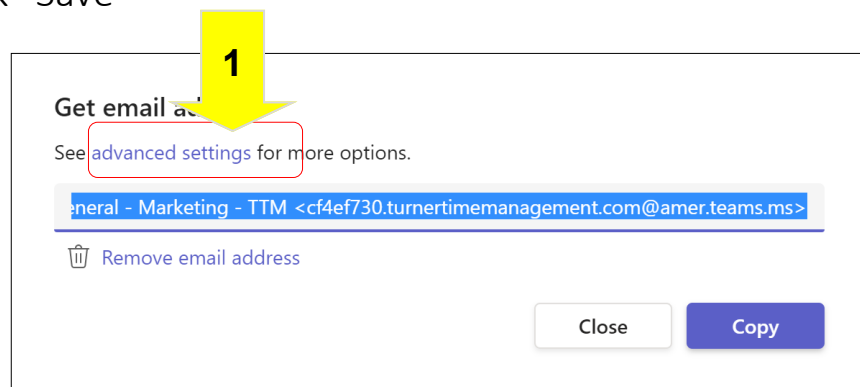


How to Send/Forward an Email to a Teams Channel... Continued

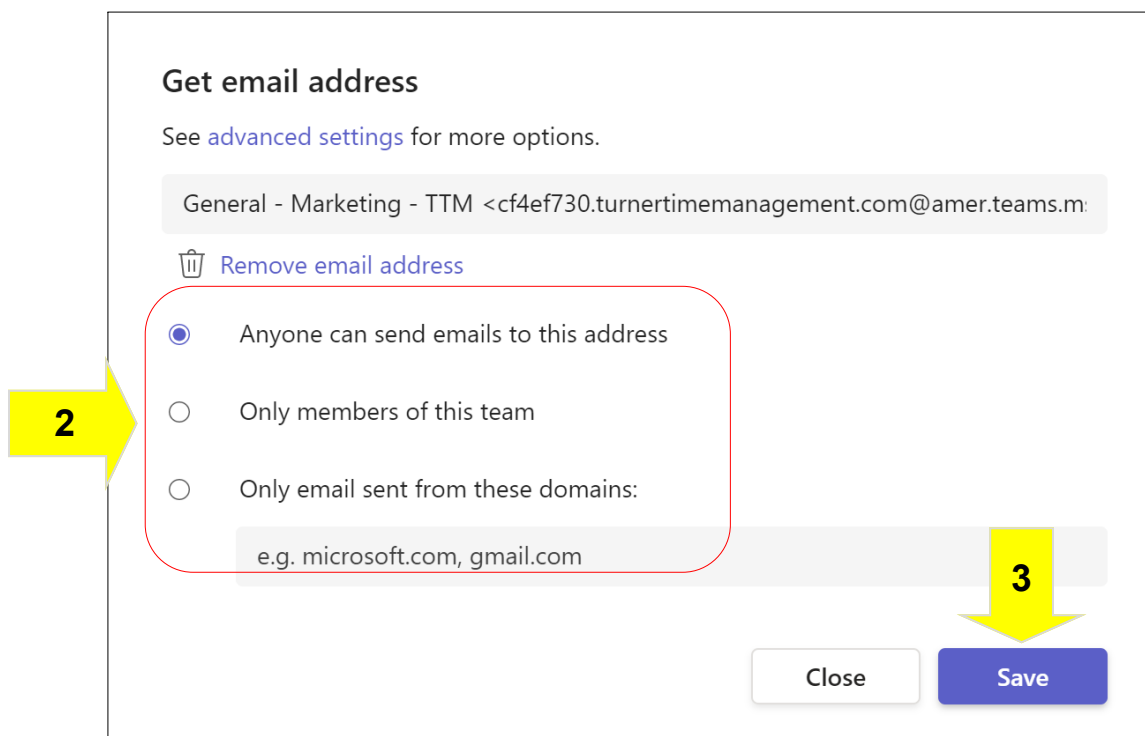
Advanced Settings:

While copying the channel's email address, you can also see very useful other options too. Please follow the arrows on the images below.

1. Left-click "advanced settings"
2. Select appropriate option
3. Left-click "Save"



This image shows the advanced options to get Teams channel's email address



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□ How to Create & Use Breakout Rooms in Teams

Meetings can be made into breakout rooms. All participants remain in a single meeting/call, but you can send them to breakout rooms to discuss things in separate teams, then call them back in when it's time. Breakout rooms during your Teams meeting enables small group collaboration and discussions. The Breakout rooms give participants time to critically evaluate. As a meeting organizer can drop into any breakout room if the participants of that room need your help.

Here is how you can create and manage Breakout Rooms.

In active meeting, on the meeting controls bar:

1. Left-click on "More options"



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Create & Use Breakout Rooms in Teams.... continue

2. Select the number of breakout rooms (can choose up to 50)
3. Select the method, you like to assign participants
 - (a) Automatically
 - (b) Manually
4. Left-click "Create Rooms"

The image below is where you need to mention Breakout Room name

Create Breakout Rooms (Preview)

Room settings

How many rooms do you need? 2

Participants

How would you like to assign participants

Automatically
Assign 1 people into 2 rooms (0-1 participant per room)

Manually
Add participants individually to Breakout Rooms.

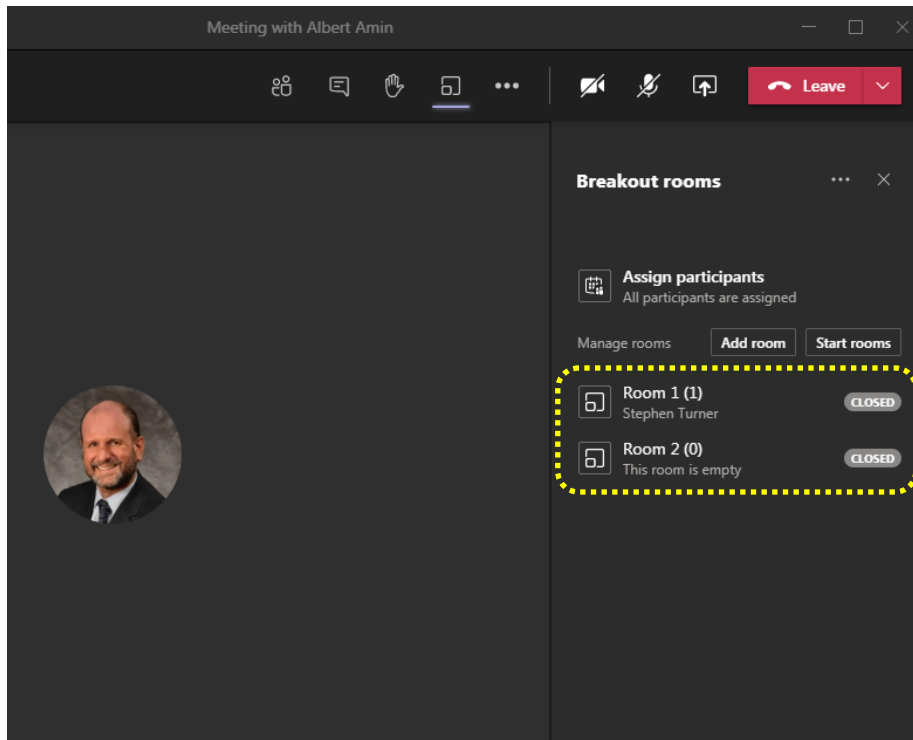
Cancel Create Rooms

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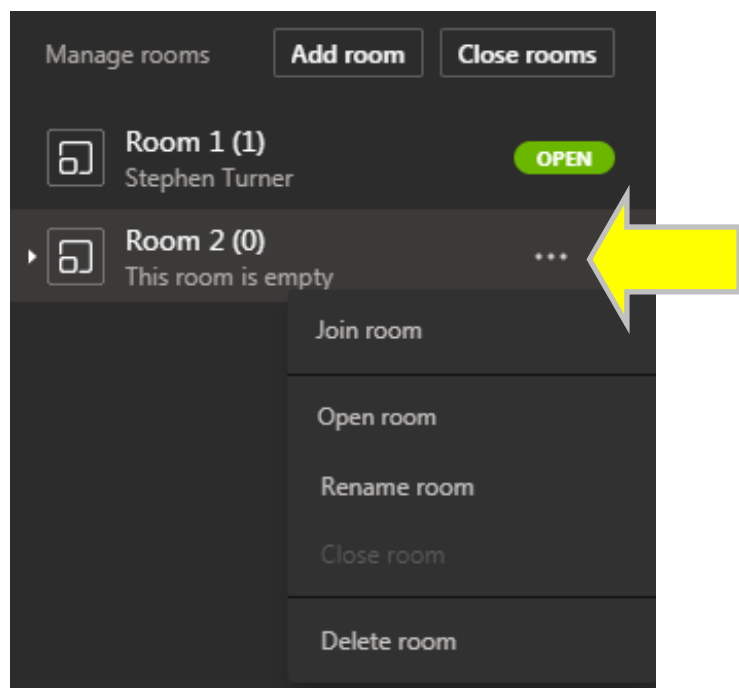
Create & Use Breakout Rooms in Teams... continue

The image below shows, I have created two Breakout Rooms



If you will hover over the breakout room, you will see the three dots 

After clicking this, you will see the options to open room, close, rename it or later delete the room. (See the image below)



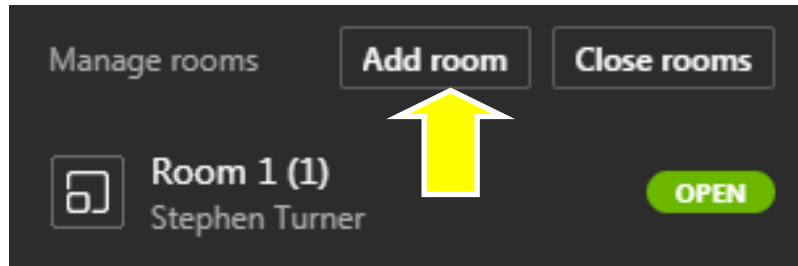
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Create & Use Breakout Rooms in Teams.... Continue

Adding More Rooms:

You can add more Rooms by clicking the “Add room” button

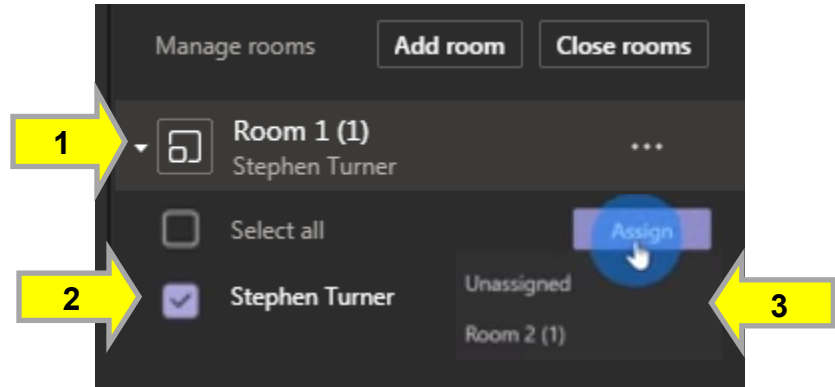


Re-assigning a Room to Participant (s):

You may not be agree to automatic assigning a room for someone, you can reassign the room. When you will hover over a room, it will show a drop-down arrow on the right.

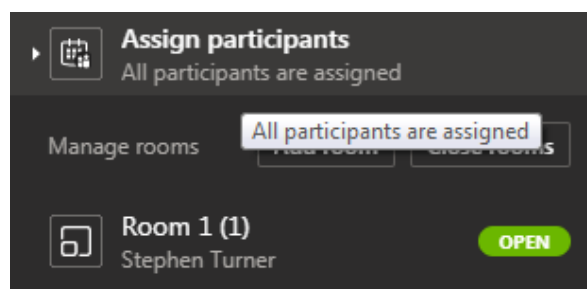
1. Left-click that arrow and it will show you the list of participants.
2. You will select participants and click the “Assign” button on the right.
3. You can unassigned it or select another room.

It will pop up a list of other rooms.



Assign Participants during an active meeting:

Just above Breakout Rooms, you will see a section of participants who are unassigned. These may be the new participants who joined the meeting later. When you will hover over that section, it will show up a drop-down arrow. As you will click that arrow, it will show any participants who are unassigned. So, you can assign them here.



Microsoft Teams

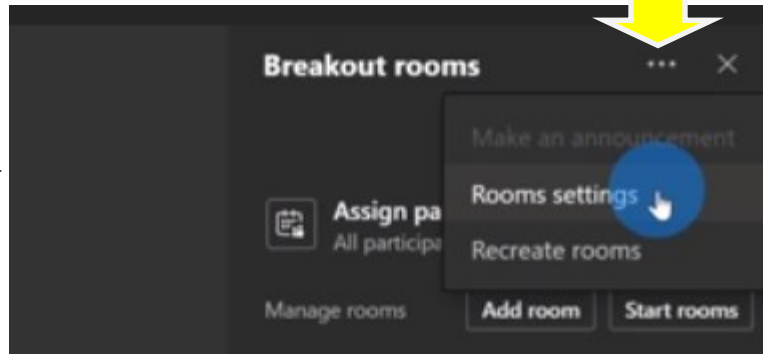
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Create & Use Breakout Rooms in Teams.... Continue

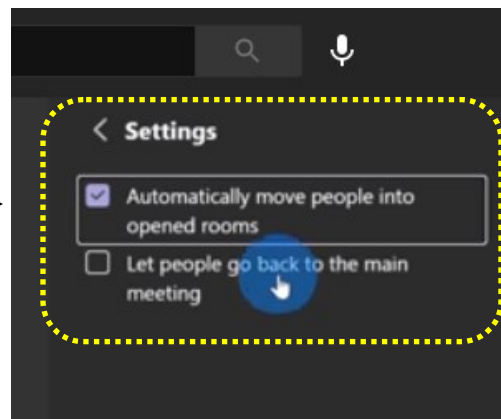
Breakout Room Settings or Recreate Rooms

On the top right corner, there is a section where you can make some settings or even recreate rooms. Let's click "Rooms settings".

(See the image on the right)

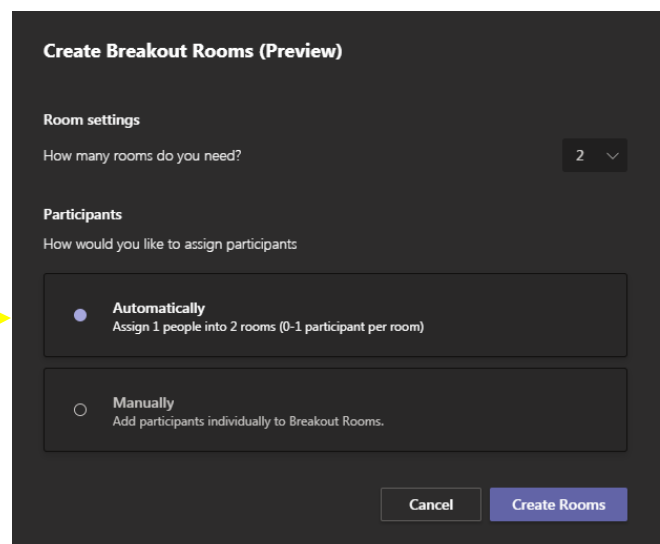
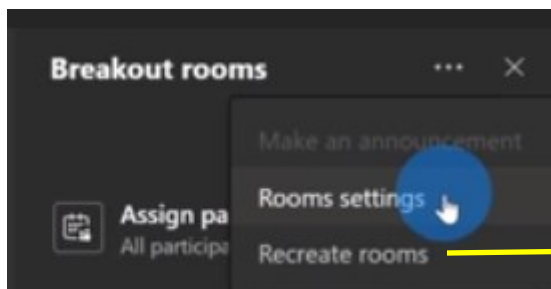


The image below shows the settings options. With the first option checked, the new people will be automatically added to rooms. And the second option will allow them to go back to main meeting, if the participant (s) will feel they are done with the breakout room discussion.



Recreate Rooms

If you will click the "Recreate Rooms" option, it will take you the same windows where you were previously to create breakout rooms.



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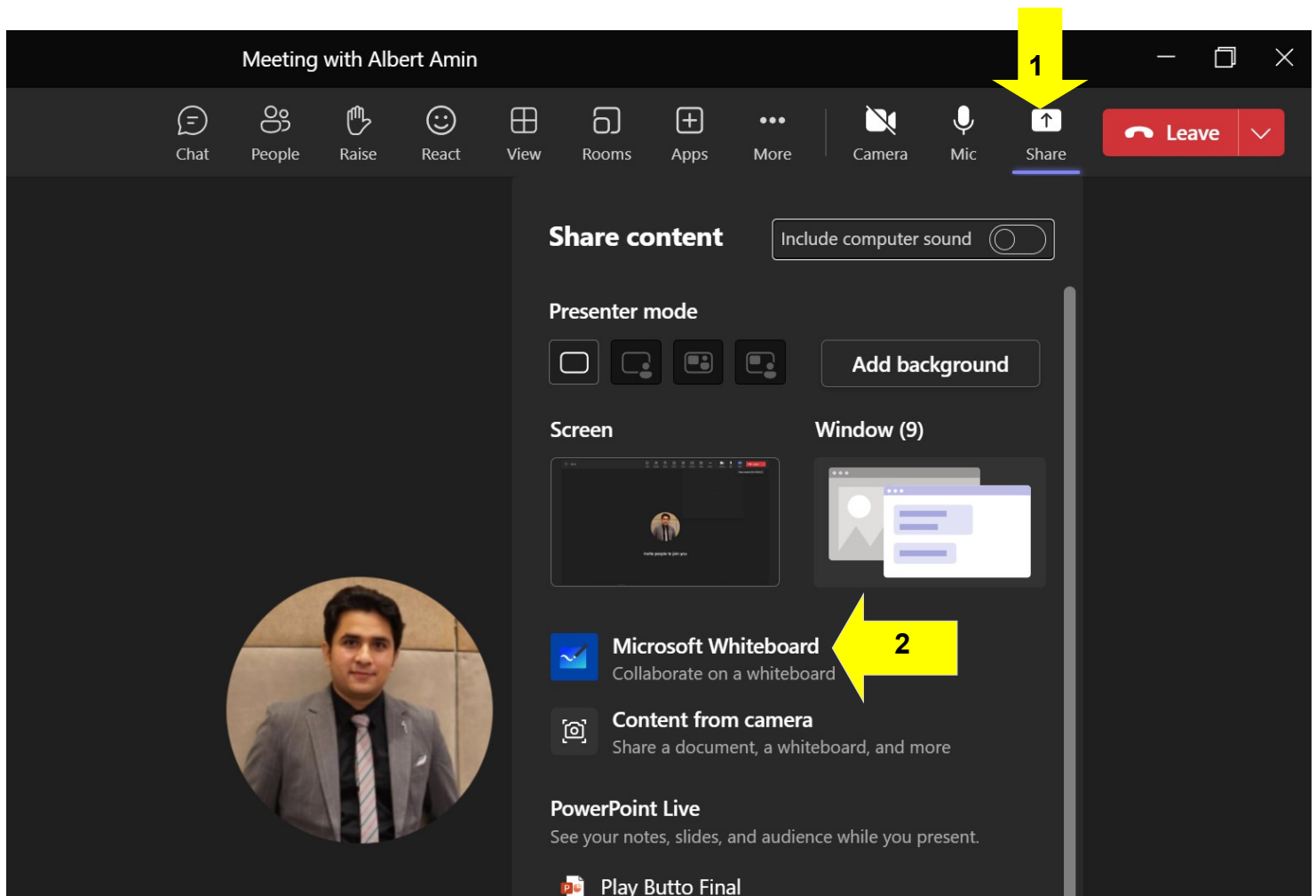
□ How to Use and Share Whiteboard in a Teams Meeting

When you are in a Teams meeting when you are sharing your computer screen with other participants of the meeting, you may want to use and share a whiteboard with them, just as you do in a physical meetings.

Here is how you can use:

1. Left-click on “Share content” icon 
2. Left-click on “Microsoft Whiteboard”

The image below shows the steps to share “Microsoft Whiteboard” with the meeting participants.








Microsoft Teams

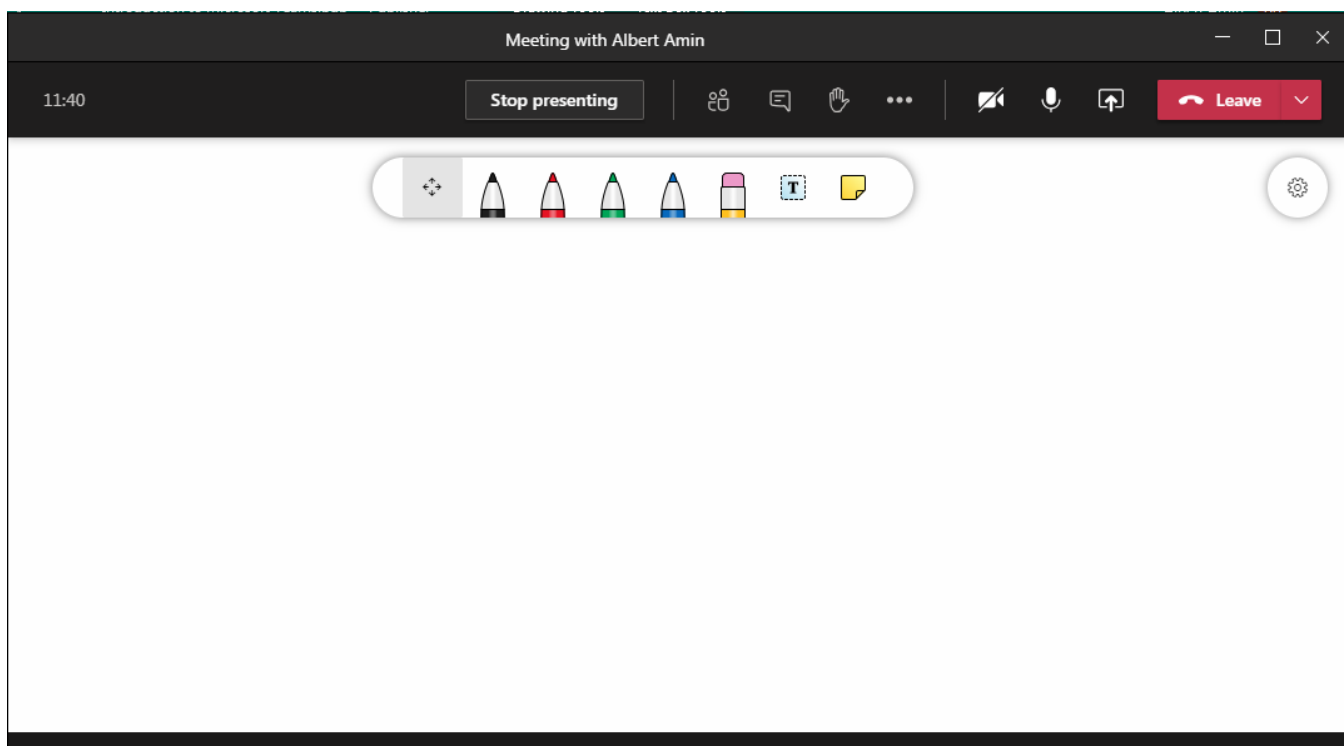
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How to Use & Share Whiteboard in a Teams Meeting... Cont.

A whiteboard will appear on your screen where you can use the following:

- ◆ Pan and Zoom 
- ◆ Colors to draw sketches 
- ◆ Eraser 
- ◆ Insert text 
- ◆ Add a Note 

The image below shows the full whiteboard which you will see on your screen.



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□ How to Add Planner/To Do app in your Microsoft Teams

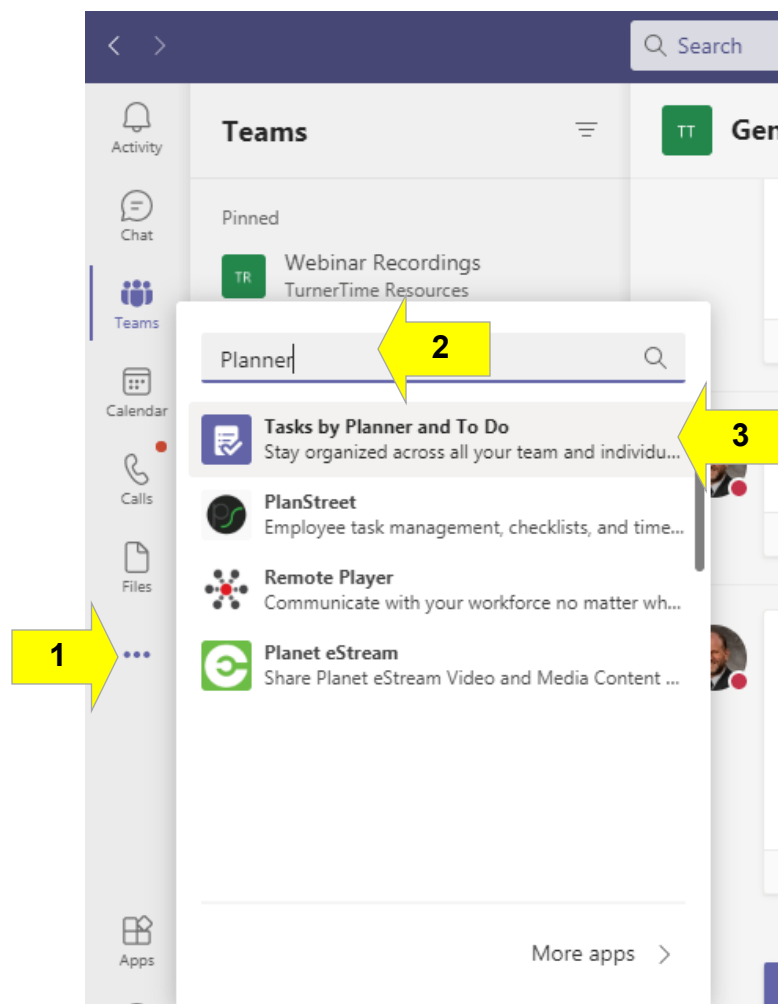
By having Planner app in your Teams, all the tasks whether assigned to you or created by you in the Planner or To-Do web app and Outlook, will appear right in your Teams app:

Here is how you can add Planner in your Microsoft Teams:

Follow the steps mentioned below:

1. Left-click “More added apps” icon
2. Write “Planner” in the search field if you don’t see it there already
3. Select “Tasks by Planner and To Do” (a Window will Pop up)

The image below show Microsoft Teams app, where you can add Planner app in Teams



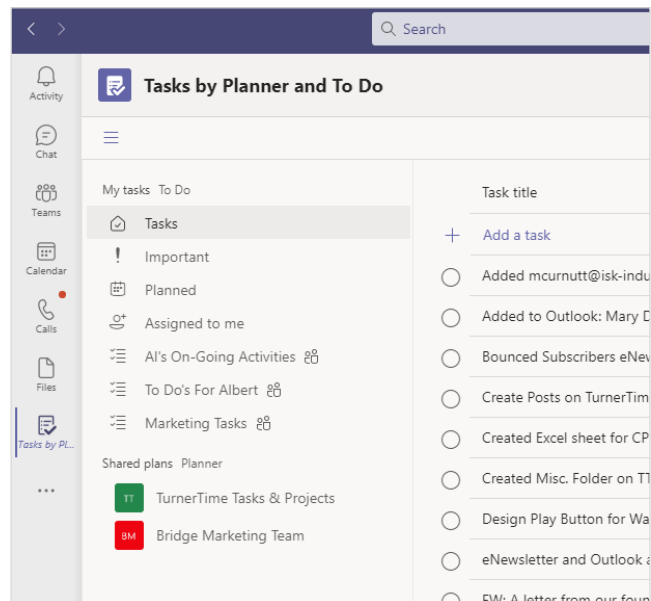
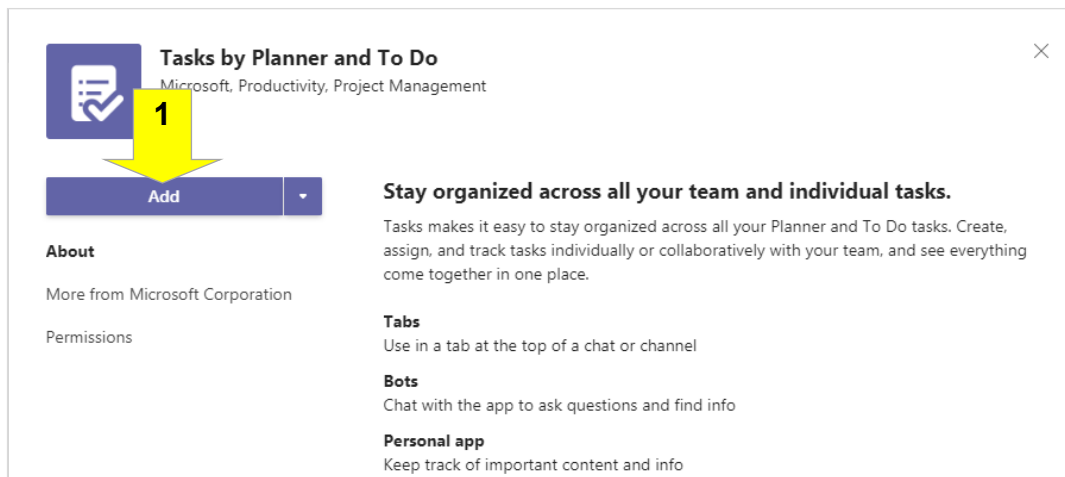
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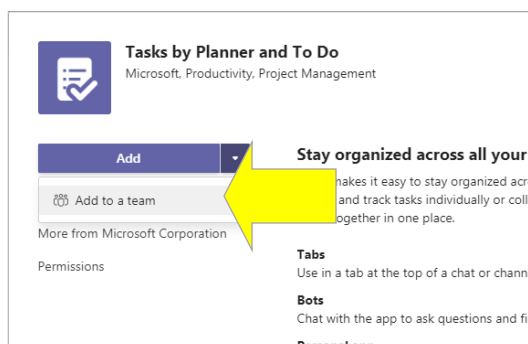
How to Add Planner/To Do app in your Microsoft Teams... (Continued)

On the pop up window:

1. Left-click "Add" icon



You can also add a Planner in the any team by clicking the down-arrow beside add and then left-clicking "Add to a team" as shown below.



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How to Get Notifications for Planner Tasks in Your Teams App

Teams is continuously working on providing different useful features right in the Teams app. So you may be able to do most of your operations within your Teams app. Now you can receive your Planner notifications in your Teams app. Which means you don't need to leave your Teams app to stay organized and on top of your work. That is turned on by default for you. However, you still need to make some settings to receive notifications about tasks in Teams.

Note: You must be an Office 365 Enterprise or Office 365 Education customer, to receive Teams notifications whenever you're assigned a Planner task (so long as that Planner plan has a tab in Teams).

The image below shows the Activity feed of Teams where you will see notifications of tasks assigned to you

The screenshot displays the Microsoft Teams interface with the Activity Feed on the left and the Planner app on the right. The Activity Feed shows a list of notifications, including several task assignments from the Planner app. The Planner app view on the right shows a list of tasks with 'Open Task' buttons. Red arrows point to the following elements in the first notification:

- Task title:** Develop sales presentation
- Which plan the task belongs to:** Tailspin Product Launch
- Link to open the task details in Teams:** Open Task
- Who assigned the task to you:** Iva Pratt

Teams notifications are not replacing Planner's existing mobile push and email notifications. You'll continue to receive both in addition to the notifications in Teams.

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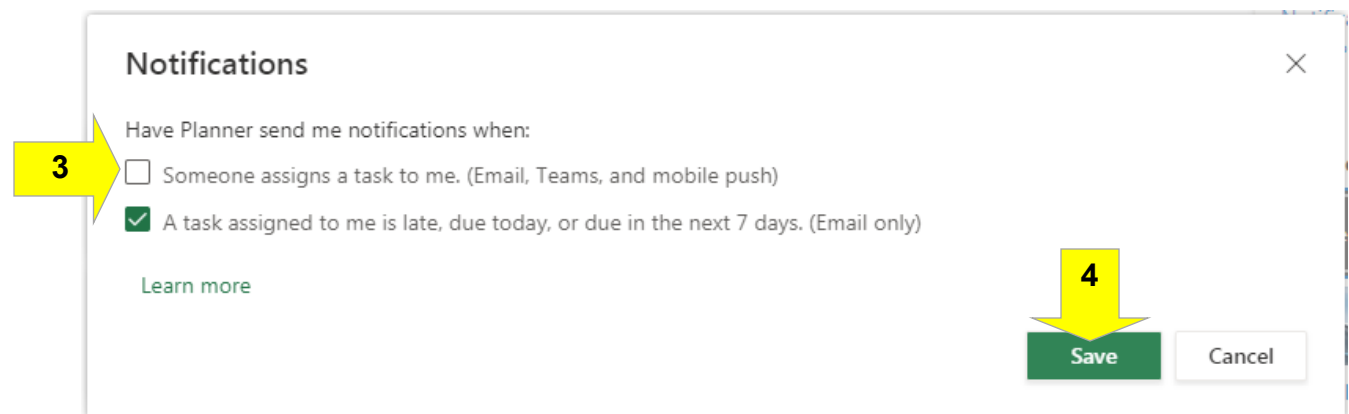
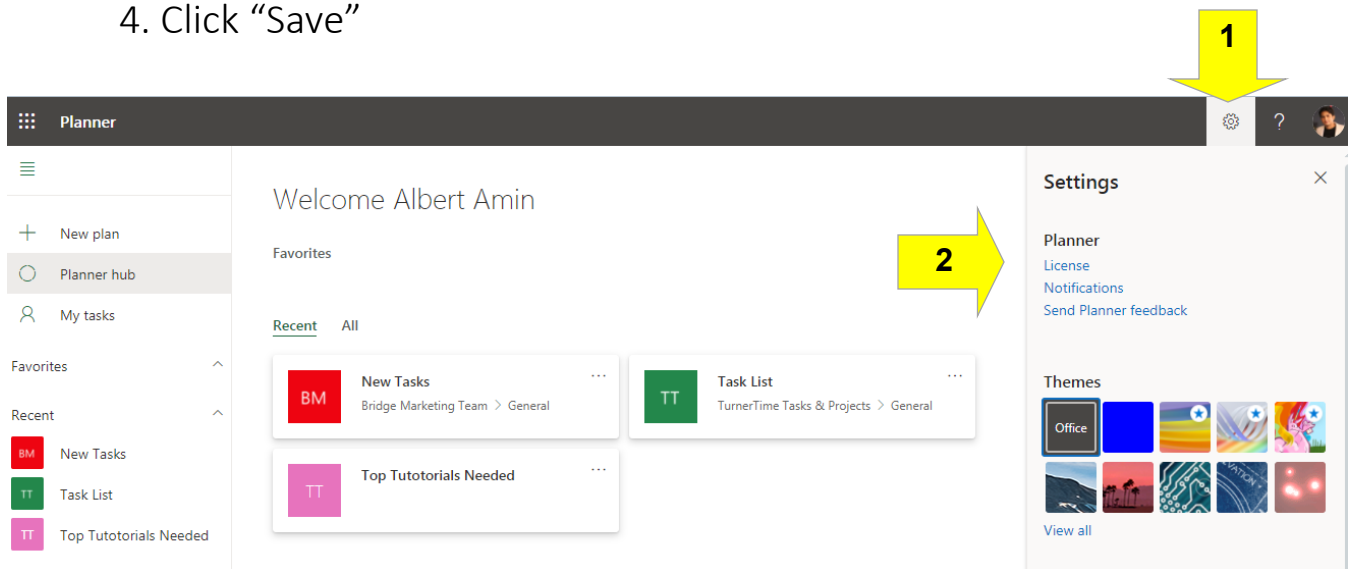
How to Get Notifications for Planner Tasks in Your Teams App... Continued

You just need to do two things mentioned below to start getting Planner notifications in Teams:

- ⇒ Go to Planner web app by clicking this link <https://tasks.office.com/> and make sure the option to receive notification is turn on.

Follow the steps mentioned below:

1. Left-click “Settings” icon
2. Left-click “Notifications”
3. Check-mark “Someone assigns a task to me. (Email, Teams, and mobile push)” if that is not check-marked by default.
4. Click “Save”



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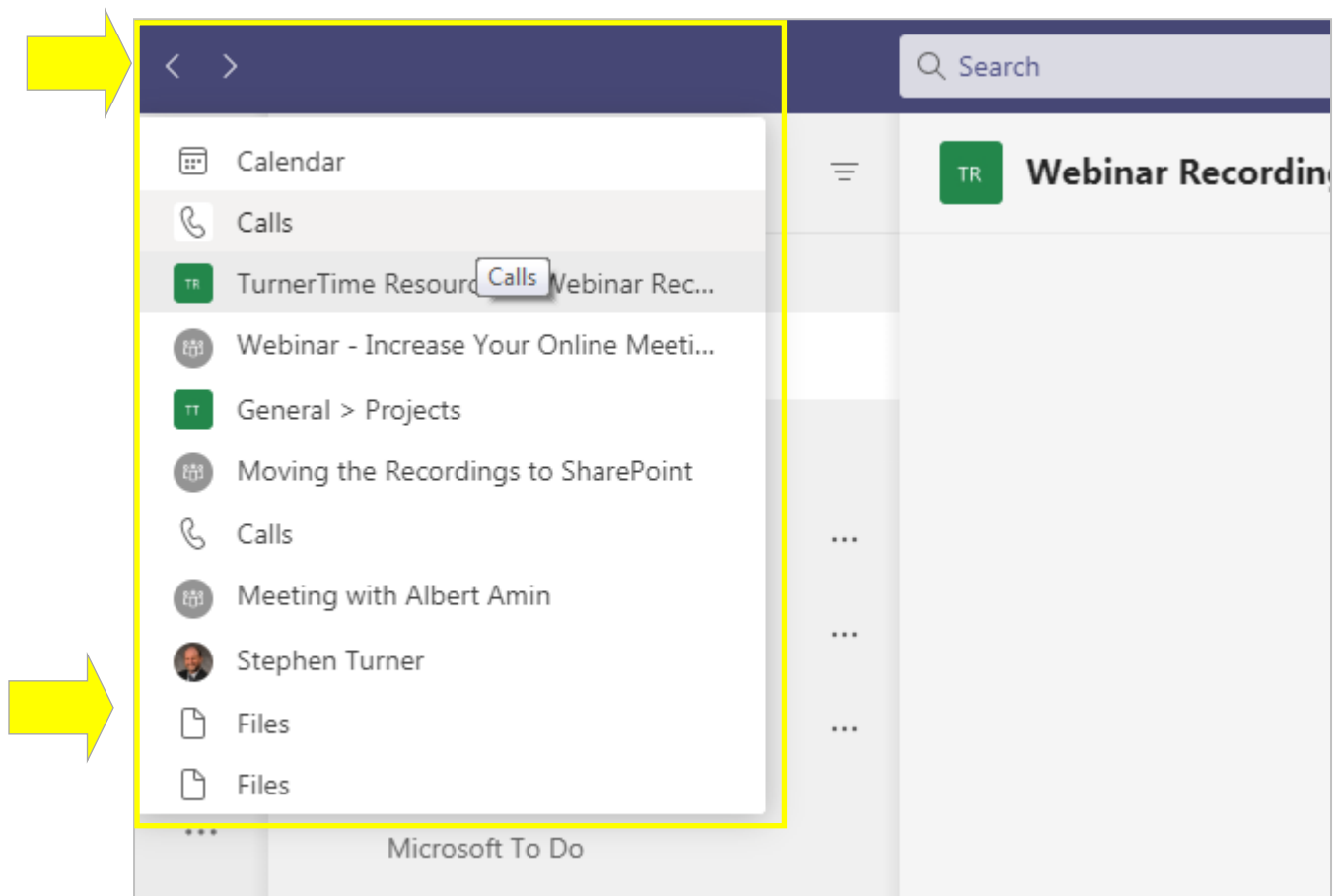
How to Quickly Go Back to Previously Visited Locations in Teams

While using Microsoft Teams, you quickly go to different tabs, teams and channels. Therefore it can be tricky to remember where you saw something for example where you saw that file or message from last 10 minutes ago. So there is a dedicated, clickable list of the last 12 places you visited.

As you see the back and forward buttons in any web browsers, the same navigation buttons you will see in the top-left corner of Teams.

If you will left-click the back arrow button, Teams will take you to the last location. However, if you will hover your cursor over the button, a list of last 12 places will appear. From that list, you can left-click any location of your choice.

The image below shows the back and forward button with drop-down list of last visited locations on Teams



Meeting Recording Auto-Expiration in OneDrive or SharePoint

As part of the evolution of the new Stream, Microsoft is introducing the meeting recording auto-expiration feature, which will automatically delete Teams recording files stored in OneDrive or SharePoint after 60 days.

The 60-day default was chosen as, on average across all tenants, most meeting recordings are never watched again after 60 days. However this setting can be modified if a different expiration timeline is desired.

To change the default expiration days at the tenant level, there will be two methods available:

1. You can use PowerShell to modify "MeetingRecordingExpirationDays." This can be done at any time, as the setting is present in PowerShell today even though the feature is not yet enabled. An example command is: "Set-CsTeamsMeetingPolicy -Identity Global -MeetingRecordingExpirationDays 50"
2. As this feature is rolled out, a new setting will be available in the Teams admin center.

Additional clarifications:

- The expiration setting is not a retention setting. For example, setting a 30-day expiration on a file will trigger an auto-deletion 30 days after the file was created, but it will not prevent a different system or user from deleting that file ahead of that schedule.
- When a recording is deleted due to the expiration setting, the end user will be notified via email. The SharePoint tenant or site admin, or the end user with edit/delete permissions will be able to retrieve the file from the recycle bin for up to 90 days.

Microsoft Teams

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□ How to Change the Default Expiration Time of Meeting Recording

Currently, by Microsoft the expiration time is set to 60 days. However, you can choose the time between 1 to 99,999 (e.g. 273 years).

Here is how you can change it:

Go to Teams admin center by clicking this link:

<https://admin.teams.microsoft.com/>

1. Left-click “Meetings” in the left Navigation menu
2. Left-click “Meeting policies”
3. Left-click “Global (Org-wide default)”

The image below shows Microsoft Teams admin center

The screenshot displays the Microsoft Teams admin center interface. On the left, a dark navigation menu is visible with the following items: Home, Teams, Users, Teams devices, Teams apps, Meetings, Conference bridges, Meeting policies, Meeting settings, Live events policies, Live events settings, Messaging policies, Voice, and Locations. A yellow arrow labeled '1' points to the 'Meetings' item. Another yellow arrow labeled '2' points to the 'Meeting policies' item. A third yellow arrow labeled '3' points to the 'Global (Org-wide default)' policy in the table below.

The main content area shows the 'Manage policies' section with a 'Group policy assignment' tab. Below the tab are action buttons: '+ Add', 'Edit', 'Duplicate', 'Delete', 'Reset Global policy', and a '7 items' indicator. A table lists the policies:

Name ↑	Custom policy
AllowReports	Yes
AllOn	No
RestrictedAnonymousAccess...	No
AllOff	No
RestrictedAnonymousNoRecor	No
Kiosk	No
Global (Org-wide default)	No

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How to Change the Default Expiration Time of Meeting Recording... Continued

On the next window, scroll down and go to section “Recording & transcription”:

4. Replace the existing 60 days by typing any number of days between 1 to 99999 (up to 273 years)
5. Scroll down and left-click “Save”

The image below shows Microsoft Teams admin center where you will change the default expiration time.

Microsoft Teams admin center

Local broadcasting Off

Media bit rate (Kbs)

Network configuration lookup Off

Recording & transcription

Recording and transcription settings let you control how these features are used in a Teams meeting. [Learn more.](#)

Transcription On

Cloud recording On

Meetings automatically expire On

Default expiration time
The expiration time must be between 1 and 99999 days

Store recordings outside of your country or region Off

Live events policies

Live events settings

Messaging policies

Voice

Locations

Cnat in meetings

Meeting reactions

5

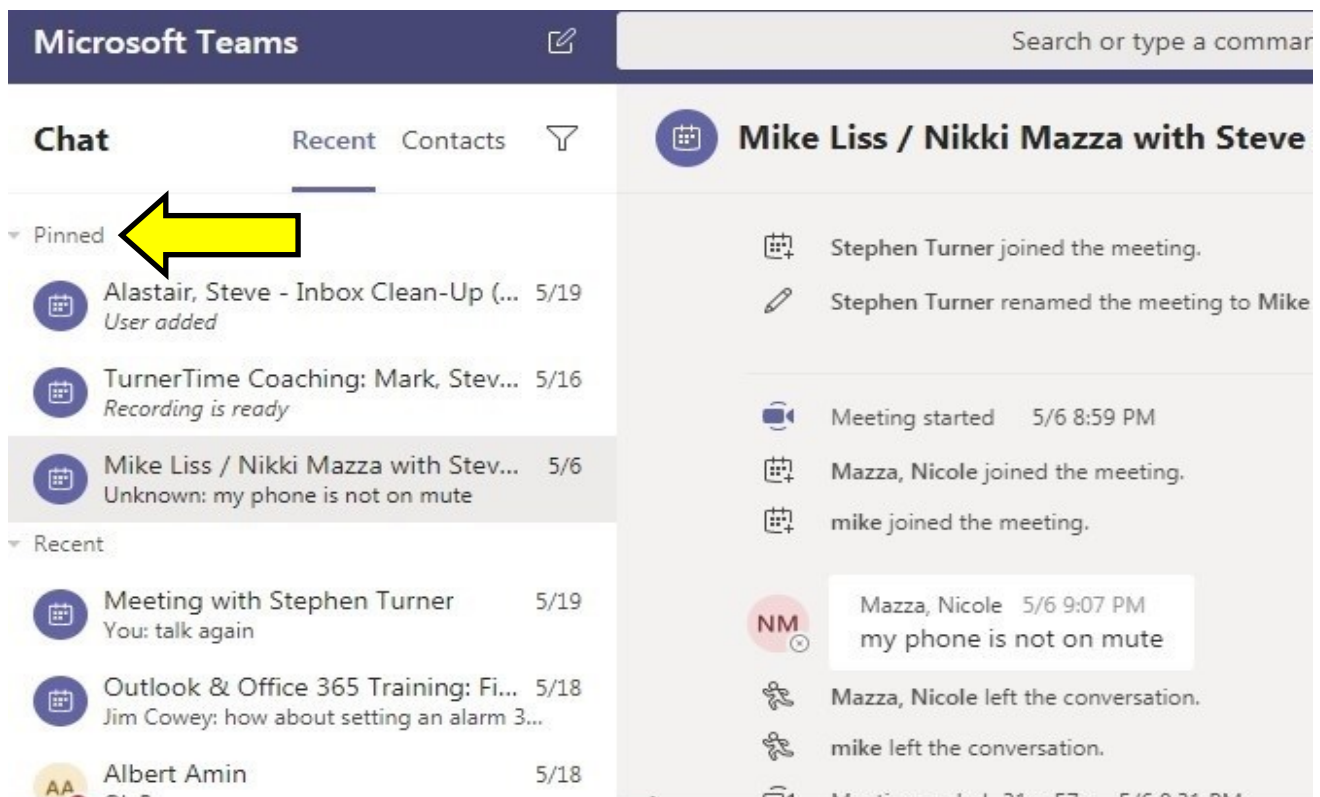
Save Cancel

Top Five Habits of Highly Effective Teams Users

We have listed below the top five habits which will help you be highly effective and productive while using Teams.

1. Pin Important Chats

Almost certainly, you'll end up with loads of individual chats, however, just a portion of those visits are significant. Pin the chats you consider essential to ensure that you can discover them rapidly (Figure 1). You can pin group and group chats. You don't have any reason for not having your spouse above all other pinned chats!



Snip 1: Teams pinned chats appear at the top of the chat list

Like any determination, keep the number you decide to a manageable amount. You can pin up to 15 chats in the list, and when you've decided your most significant chats, then drag and drop those pinned chats to arrange in the order of your choice.

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2. Pin Important Channels Too

A Team can have up to 200 channels. When you have a few teams, you can have a number of channels to manage it. Select the channels where your most significant conversations occur and pin them. You can drag and drop those pinned channels to arrange them in the order of your choice (Snip 2).

The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' sidebar is visible, showing a 'Pinned' section at the top with two channels: 'Web Meetings' and 'Presentations', both under the 'Team training' group. A yellow arrow points to this 'Pinned' section. Below it, the 'Your teams' section lists 'TurnerTime Tasks & Projects' and 'Team training'. The main chat area on the right shows a conversation in the 'Presentations' channel. Messages include a question from Albert Amin, a 'yes' reply from Stephen Turner, and a message from Stephen Turner with a PowerPoint file attached.

Snip 2: Pinned channels appear at the top of the teams list

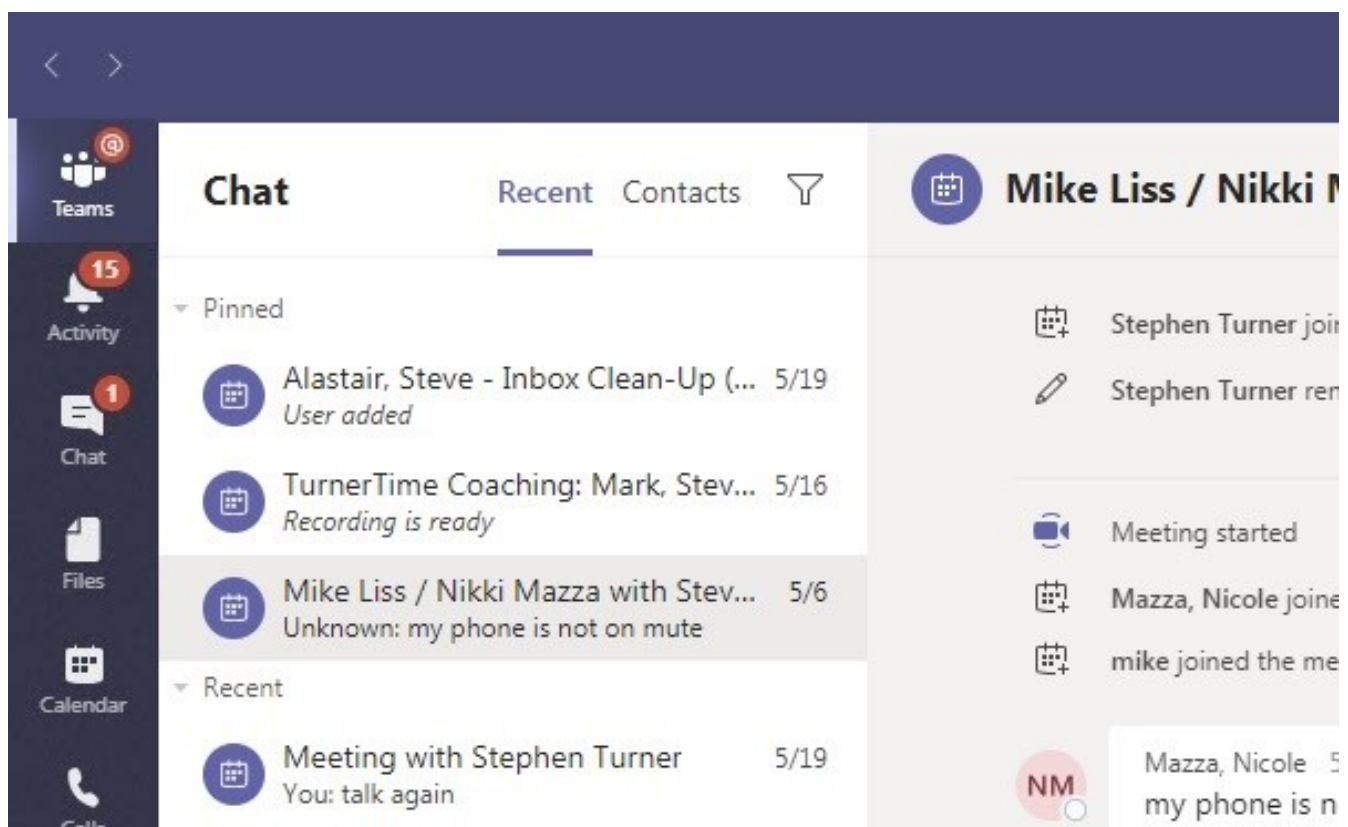
As you're organizing your most important channels in the order of your choice, consider doing likewise for the teams in your teams' list with the goal that the most significant teams are on top.

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3. Master Notifications and the Activity Feed

Individuals can deal with a specific number of notifications – tweets, email messages, chats, etc. When our own edge is surpassed, the center is affected, and significant things may be missed. As a matter of course, Teams like to keep individuals updated and sends notices for loads of various occasions like answers to chats, channel mentions, and individuals responding to messages. Much the same as individuals gripe about a jumbled Inbox, a bustling Teams action feed can winding wild on the off chance that you don't clasp down on notifications.



Teams has general notification settings that you access through the Settings segment of a customer. These apply for all teams and channels that are in your teams list. For every category of events (like teams mentions), you can decide to see:

- Banner and email: Desktop notification and email.
- Banner: Desktop notification and activity feed.
- Only show in feed: Notifications show in the activity feed.
- Off: No notifications.

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The most important is to decide what default notification settings suit your style of working. For example, a few people couldn't care less about responses and turn this category off.

Next, hide any team you don't want to receive notification about. You'll need those hidden teams whenever required, however, once they're hidden, you just won't see the notifications for their events. Presently take a look at the set of channels that appeared for each team in your team list and hide the ones where less fascinating conversations happen. Teams won't show notifications for hidden channels except if somebody @mentions you. Remember that you can abrogate general notification settings for explicit channels and chats. On the off chance that someplace gets very chatty and creates bunches of notifications, mutes them until things quiet down. Or then again set your status to DND and get some relaxation from all notifications (except urgent messages and those from your important contacts).

4. Learn Teams Commands

The Teams customer UI has changed over some time. One thing that hasn't changed is the set of commands you can type into the search and command box. Go to the box and type/to uncover the set of commands (Figure 4). For instance,/call is a quick method to call somebody. You can enter/call followed by a name or just/call and Teams will let you peruse the set of known clients. The same can be used for the/chat command. Another example is the point at which you're occupied, type dnd to set your availability to "do not disturb".

[Go to next page for available list of commands](#)

Microsoft Teams

QUESTIONS? 1-855-778-8463
Steve@TurnerTimeManagement.com

/activity	See someone's activity
/available	Set your status to available
/away	Set your status to away
/brb	Set your status to brb
/busy	Set your status to busy
/call	Call someone
/chat	Send quick message to a person
/dnd	Set your status to dnd
/files	See your recent files
/find	Search the page
/goto	Go right to a team or channel
/help	Get help with Teams
/join	Join a team
/keys	See keyboard shortcuts
/mentions	See all your atMentions
/org	See someone's org chart
/pop	Pop out a chat into a new window
/saved	See your saved list
/testcall	Make a test call
/unread	See all your unread activity
/whatsnew	See what's new in Teams
/who	Ask Who a question about someone

Snip 4: List of available commands

5. Always Give a Subject to a New Topic

Inside a channel, messages are sorted out into base topics and responses. Each new topic must have a subject to let people know what you need to discuss. The Teams UI makes it simple to make new topics without subjects, so you should bore yourself to consistently open the full compose box and enter a subject.

Microsoft Teams Live Events

Microsoft Teams allows you to broadcast online events to audiences of all sizes, both publicly and internally. It enables you to stream live video and digital content to audiences of up to 10,000 attendees.

Difference Between a Teams Meeting & Live Event:

Teams Meetings are designed for interactive and collaborative participation from many members of the meeting. Where as Teams Live Event is designed for situations where the few are presenting to the many. The standard Ideal use cases for Teams Live Events include webinars, product demos, corporate presentations and conferences.

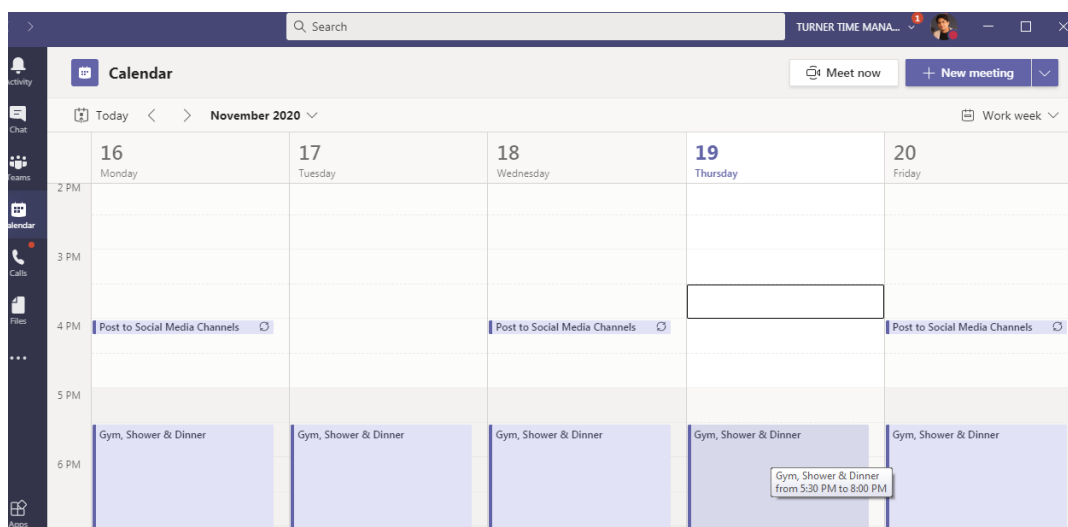
Event Team Roles and Responsibilities

Before we guide you through setting up you Live Event, you need to understand the four key roles involved in running a Teams Live Event properly:

- Organiser
- Producer
- Presenter(s)
- Attendees

How to Schedule a Teams Live Event

To schedule a Live Event, go to your calendar in Microsoft Teams and follow further instructions on next page.

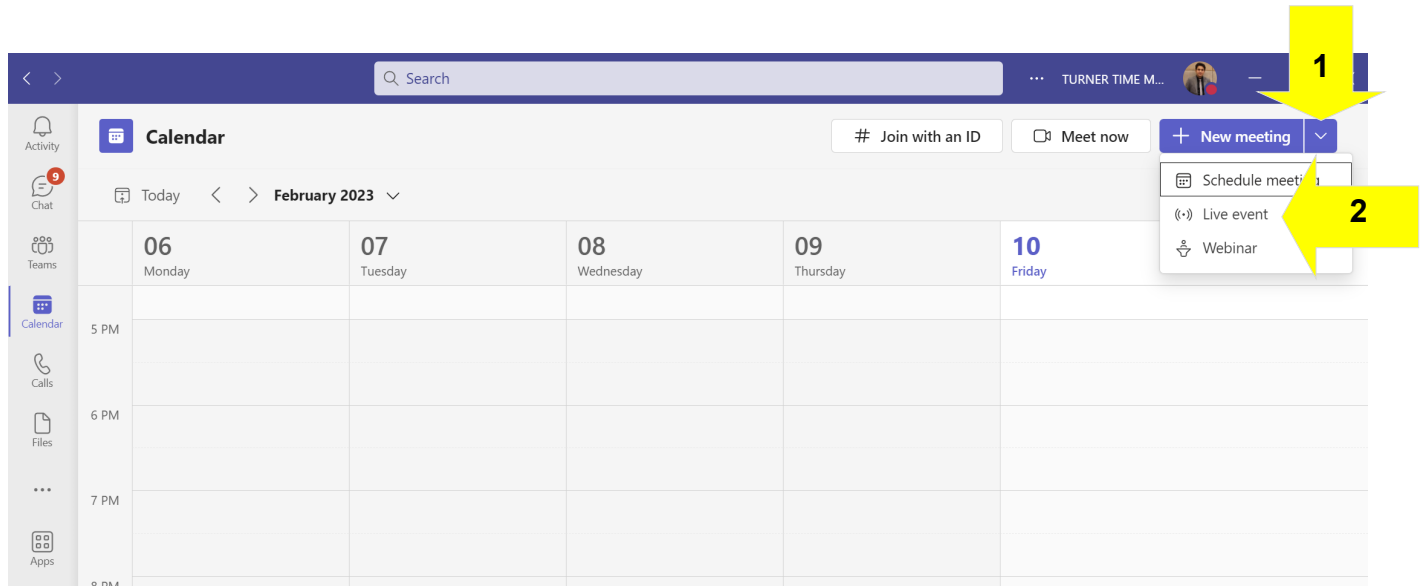


Microsoft Teams

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Microsoft Teams Live Event—Scheduling..... continued

1. Click on the drop-down arrow in the top right corner of the Teams app.
2. Select 'Live event'.



3. Enter all the details including adding “presenters”
- 4.

fol-
for

3

New live event

Title *
Teams Training Webinar Working Remotely Effectively

Location
[Dropdown]

Start: Dec 9, 2020 10:00 AM End: Dec 9, 2020 10:30 AM

Time Zone
(UTC+07:00) SE Asia Standard Time

Details
Provide info about the live event

Invite people to your event group
Invite presenters

Organizer
Albert Amin
Producer

Click
“Next” and
low in-
structions
next win-
dow.

Close Next

4

Microsoft Teams

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Microsoft Teams Live Event—Scheduling..... continued

On the next window, you will see the following options:

People and groups: If you select this, you will see a box where you can add a person by name or email address – or you can add an Office 365 group (e.g. your Finance Team)

Org-wide: This will enable anyone within your organization to join the event simply by signing in

Public: This means anyone can join the live event – as long as they have a link to the event

5. Select the desired attendee access permissions for your Teams live event. (Below that select further settings and options)
6. Click “Schedule”

New live event

Live event permissions

People and groups
Only the specified people and groups can watch the live event.

Org-wide
Everyone in your org can watch the live event. (Sign-in required)

Public
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

How will you produce your live event?

Teams
You plan to use Teams to share content from presenters' webcams and screens.

Microsoft Teams

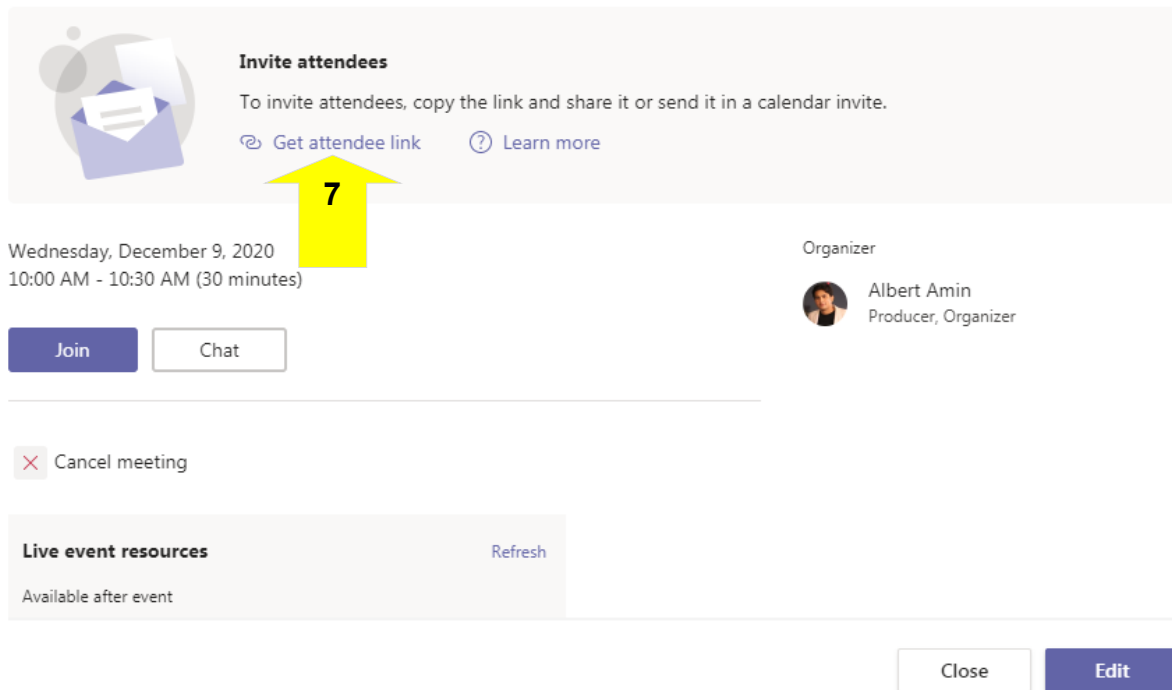
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Microsoft Teams Live Event—Scheduling..... continued

7. Click “Get attendee link”

(A link to join the event will be copied, which you can paste into your eNewsletter, email, a WhatsApp message or anywhere else to share with your potential attendees.)

Teams Training Webinar Working Remotely Effectively



Invite attendees
To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) [Learn more](#)

Wednesday, December 9, 2020
10:00 AM - 10:30 AM (30 minutes)

Organizer
Albert Amin
Producer, Organizer

[Join](#) [Chat](#)

[Cancel meeting](#)

Live event resources [Refresh](#)
Available after event

[Close](#) [Edit](#)

Note:

Following the event, attendees will be able to watch the event again with the same link — but only if you ticked the ‘**Recording available to attendees**’ option during the event set up.

Contact TurnerTime for training or tutorial on starting a “Live Event”.

Microsoft Teams

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NOTES

This concludes the instructions for this session.

Technology Continues to Change. Stay Productive with our web coaching:
Please click the link to see my availability and select the date/time that works best for you:
[15 Minute Coaching Call](#)

Continuous Improvement

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Interested in continuing to become more effective, work fewer hours and achieve more? Our coaching program may be very valuable to you!

WEB COACHING:

- ☒ **We work together via phone/web addressing specific time management/technology questions/challenges you have.**
- ☒ **The focus is to gradually help change your habits and/or improve your productivity.**
- ☒ **The program includes 30-minute sessions. You can call/e-mail anytime with questions.**
- ☒ **We recommend once a week sessions (based upon your availability)**

Available topics for coaching

- Manage E-mail in Less Time with Less Effort
- Find e-Mails & Files in Seconds. Every time.
- More Effectively Manage Your Calendar/Time AND Effectively Managing Interruptions (Indistractability)
- Prioritize/Complete Action Items, Tasks & Projects Quicker (Microsoft To-Do/Outlook/OneNote Tasks)
- Don't Type; Speak & Use Templates/Shortcuts Instead (Windows Dictation, Siri, et al)
- Organize, Navigate, Share Files/Documents from Any Device (OneDrive/SharePoint)
- Customize/Optimize your Windows, Mac, Android or iPhone/iPad
- Improve/Optimize Note Taking & Organization (OneNote)
- Create Quicker/More Professionally in Excel, PowerPoint, Word or Publisher
- Reduce Internal Email up to 90% & Increase Productivity (Microsoft Teams/365)
- Time Saving Best Practices for Meetings, Conference Calls, Webinars AND Communication Etiquette
- Realize Sales & Better Forecasting Through CRM Adoption/Training/Coaching
- Close More Sales & Prospects with "Social Selling"/Digital Marketing
- Windows 10/Microsoft 365 Best Practices Training
- Working at Maximum Efficiency from Home
- Increasing your Productivity When Traveling
- Passwords/Private Data Management
- Executive/Management Coaching: Manage, Lead, Grow Your Team

Coaching 6-Pack (Six, 30-minute sessions for 1 participant) \$ 495
Executive Coaching (unlimited Coaching, 3 months for 1 participant) \$2,500