



Virtual Mini Session

Microsoft365

Microsoft Teams

Navigate, Interact and Meet in an easier way

Key Job

Introduction

- Trainer
- Schedule
- M365 Help & Support
 - <https://support.microsoft.com/en-us/teams>

Content

- Refresher
- Files
- Chat
- New conversation/announcement
- Notifications
- Search
- Tags
- Meetings

Teams Refresher



- A hub for teamwork
- Discuss
 - Channels to organise content
 - Post messages visible to your team
- Share files
 - Versions
 - Co-Author documents
- Meetings

File Preparation

- File storage
 - From My Computer
- Teamwork
 - Chat
 - Team
 - Work on documents with my team (DG / project)
 - Get ongoing work in one place
 - Video – calls / meetings
- Knowledge sharing/ repository/ record
 - Share finalised work in one place
 - ➔ Team / General Channel / Folder Country Team Meetings

➔ Teams

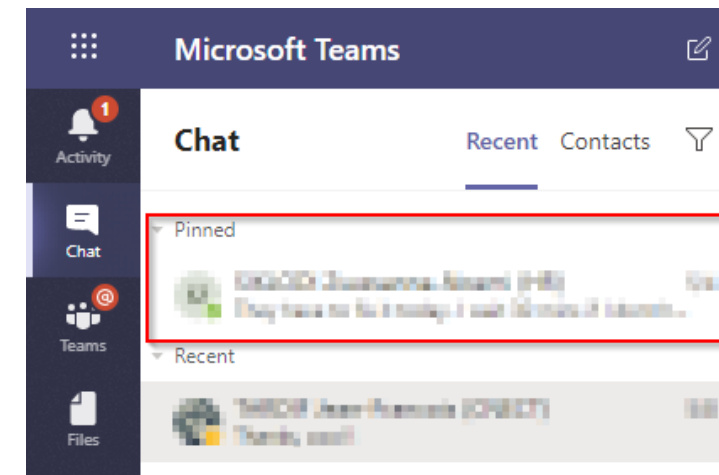
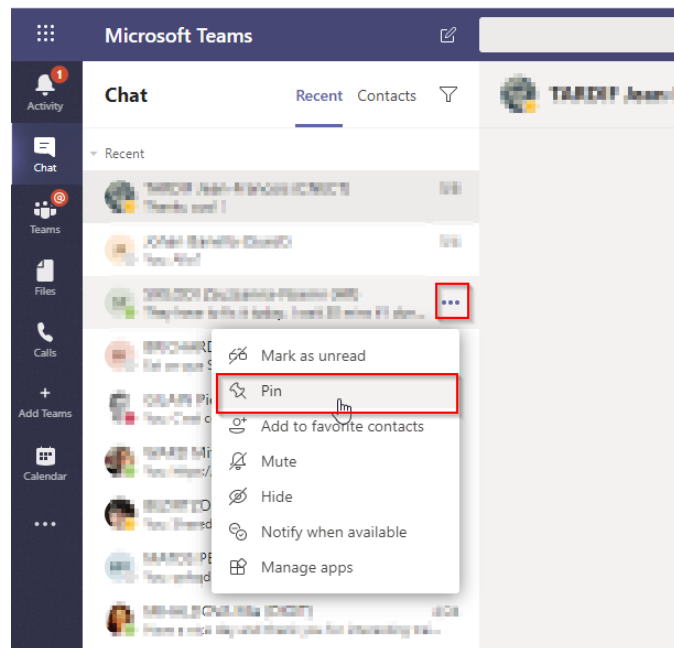


Chat

- Chat can be very useful for private conversations, and for sharing or working on content with your immediate colleagues and peers
- If you chat frequently with the same group of people, you can create a Teams group for them
- You can launch a video call to all members of the group in one go
- If you want to work on an early draft document and restrict visibility to a small group, a Chat is a good way

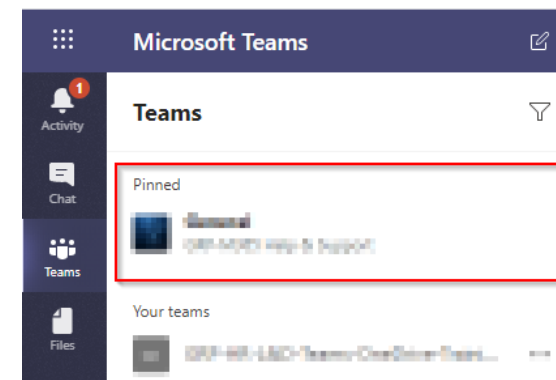
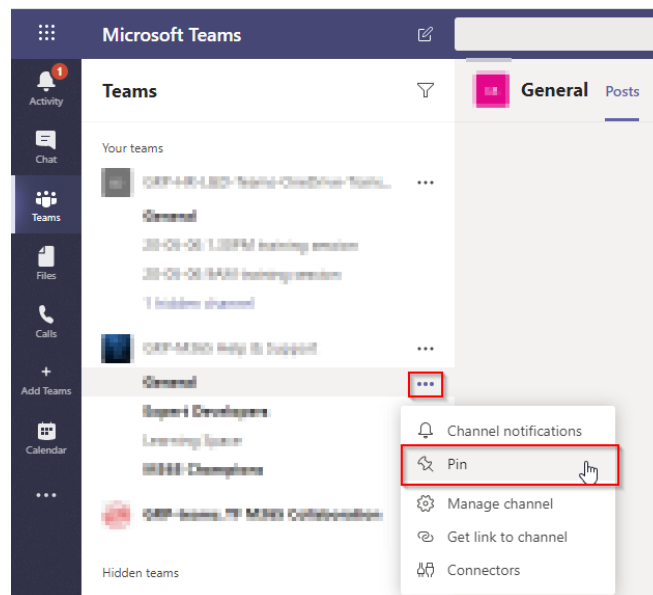
Pin Important Chats

- You will end up with lots of personal chats, but only some of those chats are important
- Pin the chats you consider important to make sure that you can find them quickly



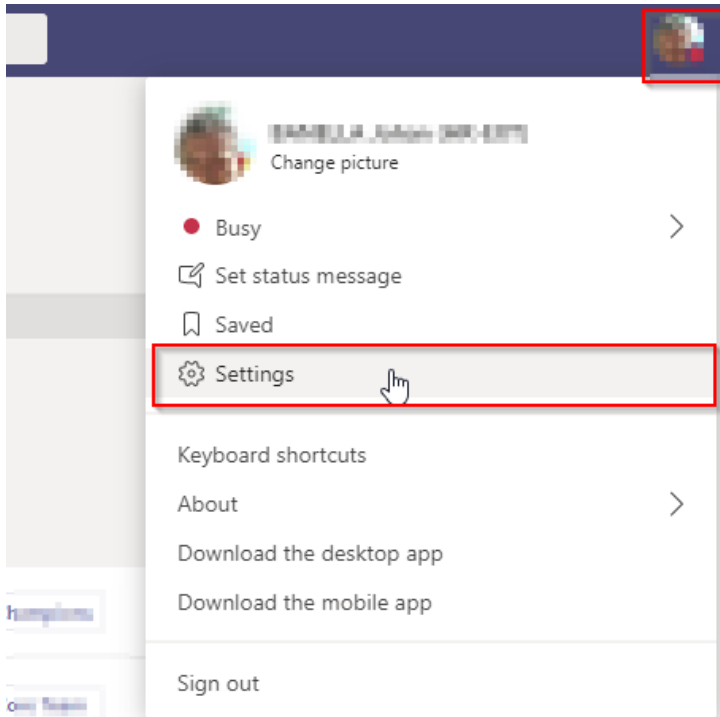
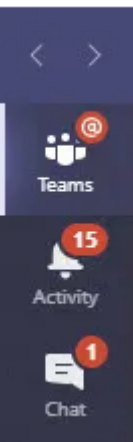
Pin Important Channels

- A team is divided into up to 200 channels
- Select the channels where your most important discussions happen and pin them
- You can drag and drop the channels in the pinned list to arrange them in whatever order you like

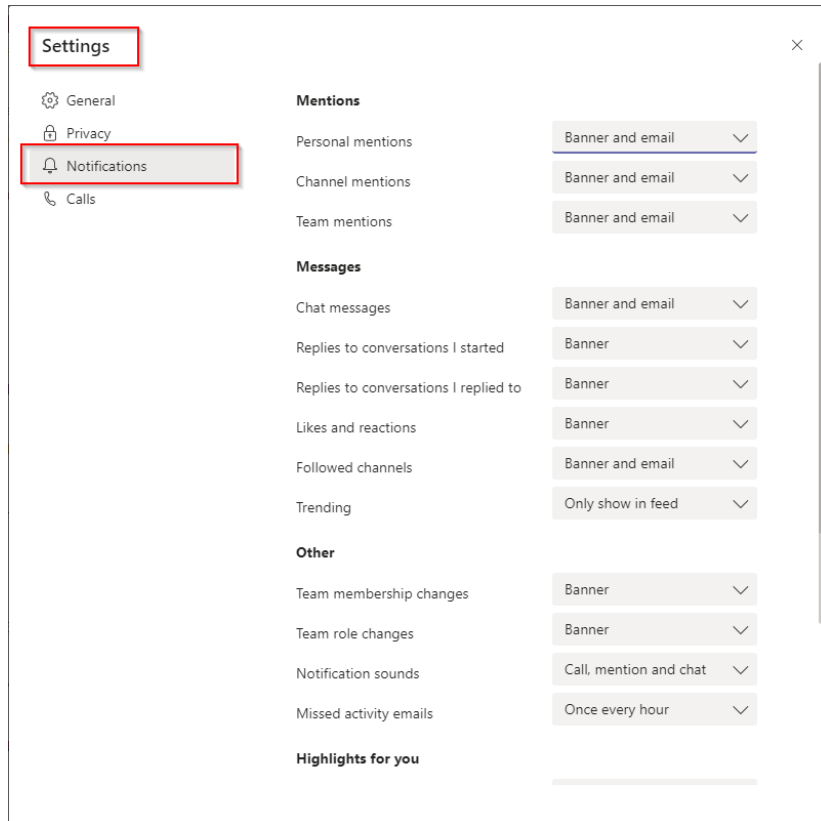


Notifications and Activity Feed (1/3)

- Teams likes to keep people informed and to send notifications for lots of different events
- It's important to manage your activity feed and notifications
- Teams has general notification settings that you can access through the Settings section
- These apply to all teams and channels that are in your Teams list



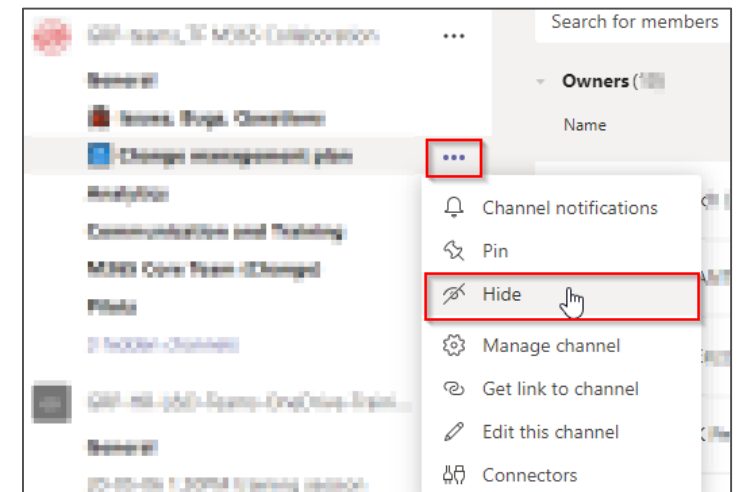
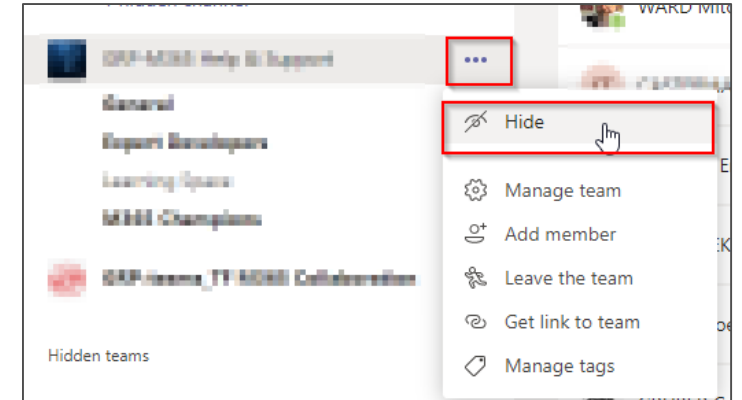
Notifications and Activity Feed (2/3)



- For each category of events, you can choose 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
- The first thing to do is to decide what notification settings suit your style of working

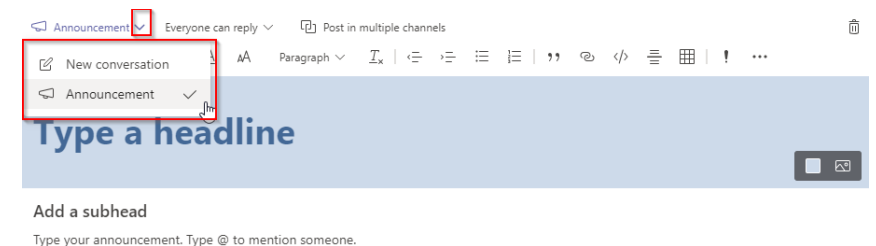
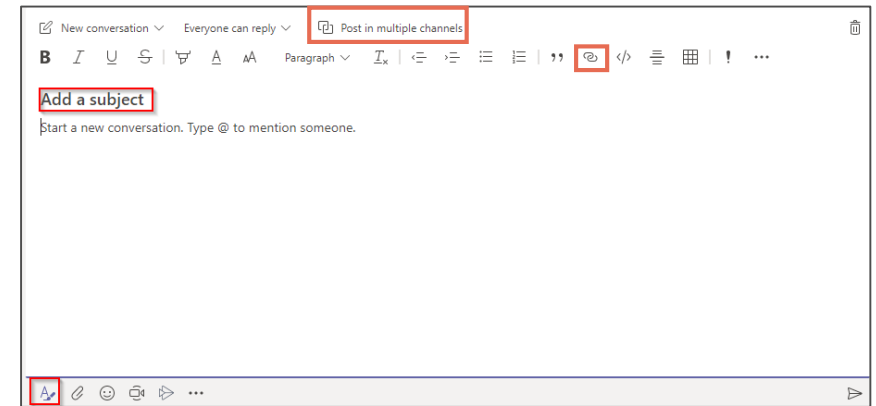
Notifications and Activity Feed (3/3)

- Hide any team you don't need to hear about
- Now look at the set of channels shown for each team in your team list and hide the ones where less interesting discussions occur
- Teams won't show notifications for hidden channels unless someone @mentions you

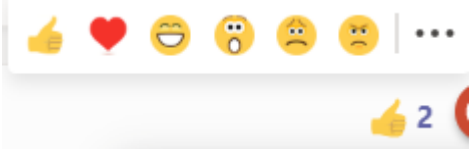


New Conversation/Announcement

- Within a channel, messages are organised into topics and replies
- Every new topic should have a subject to tell people what you want to discuss
 - Drill yourself to always open the full compose box and enter a subject
- If you really want to make a point with a topic, turn it into an announcement, but only keep this for important news

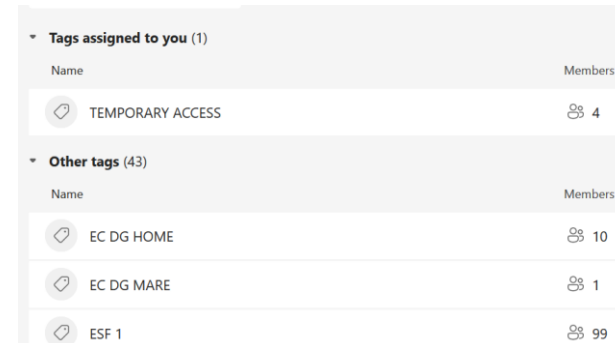
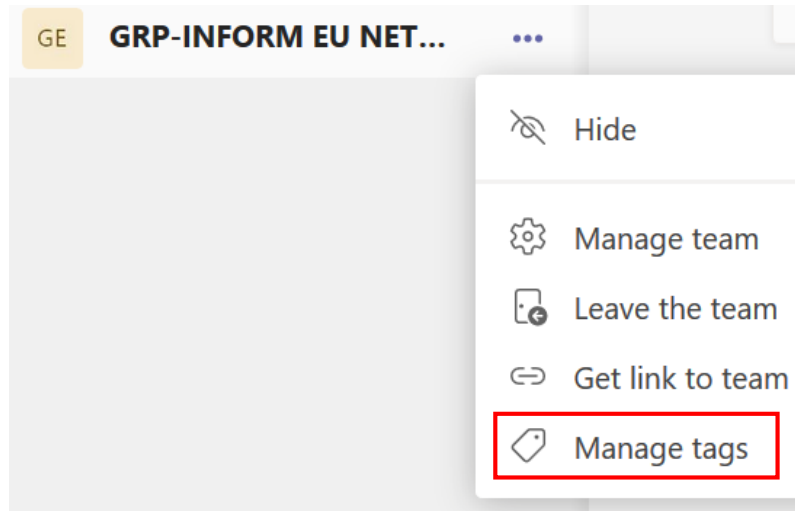


Reply / Acknowledge / Modify Posts

- Use the "Reply" option to reply, don't create a new conversation
- Acknowledge that you read using 
- Edit / Delete possibilities

Tags

- Tags in Microsoft Teams allow users to quickly and easily connect with a subset of people on a team
- Use custom tags to categorise people based on attributes, such as role, project, skill, or location
- Check the existing tags



A screenshot of the Microsoft Teams interface showing a list of tags. The list is divided into two sections: 'Tags assigned to you (1)' and 'Other tags (43)'. The 'Other tags' section is expanded to show a list of tags with their names and the number of members assigned to each.

Tags assigned to you (1)	
Name	Members
TEMPORARY ACCESS	4

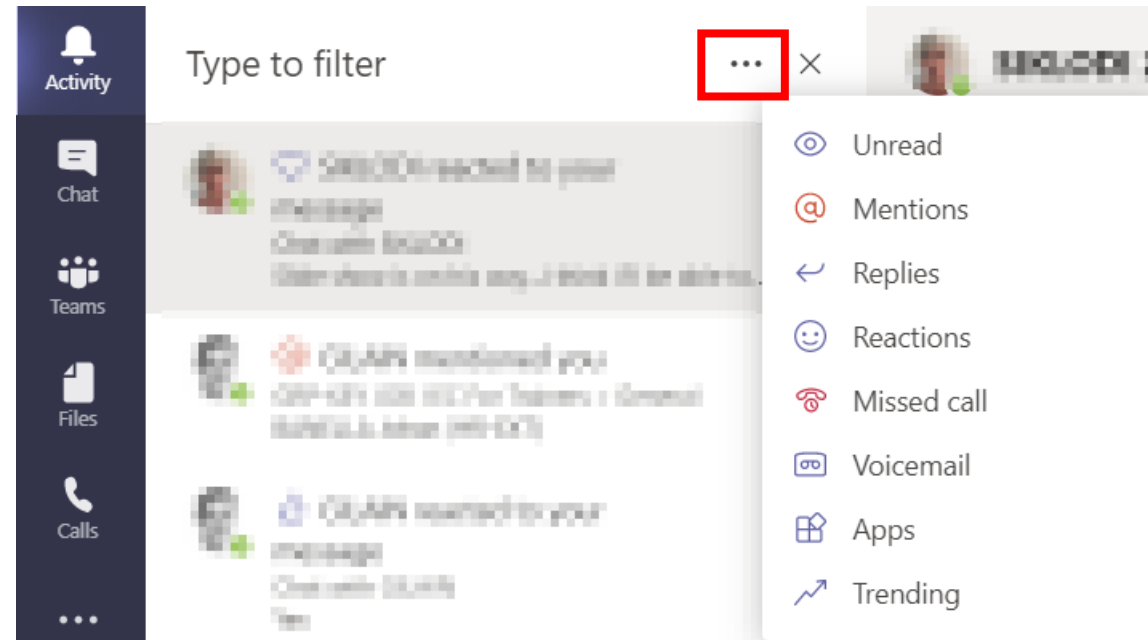
Other tags (43)	
Name	Members
EC DG HOME	10
EC DG MARE	1
ESF 1	99

Search / Filter your Activity

- You can filter your activity by clicking on the filter icon

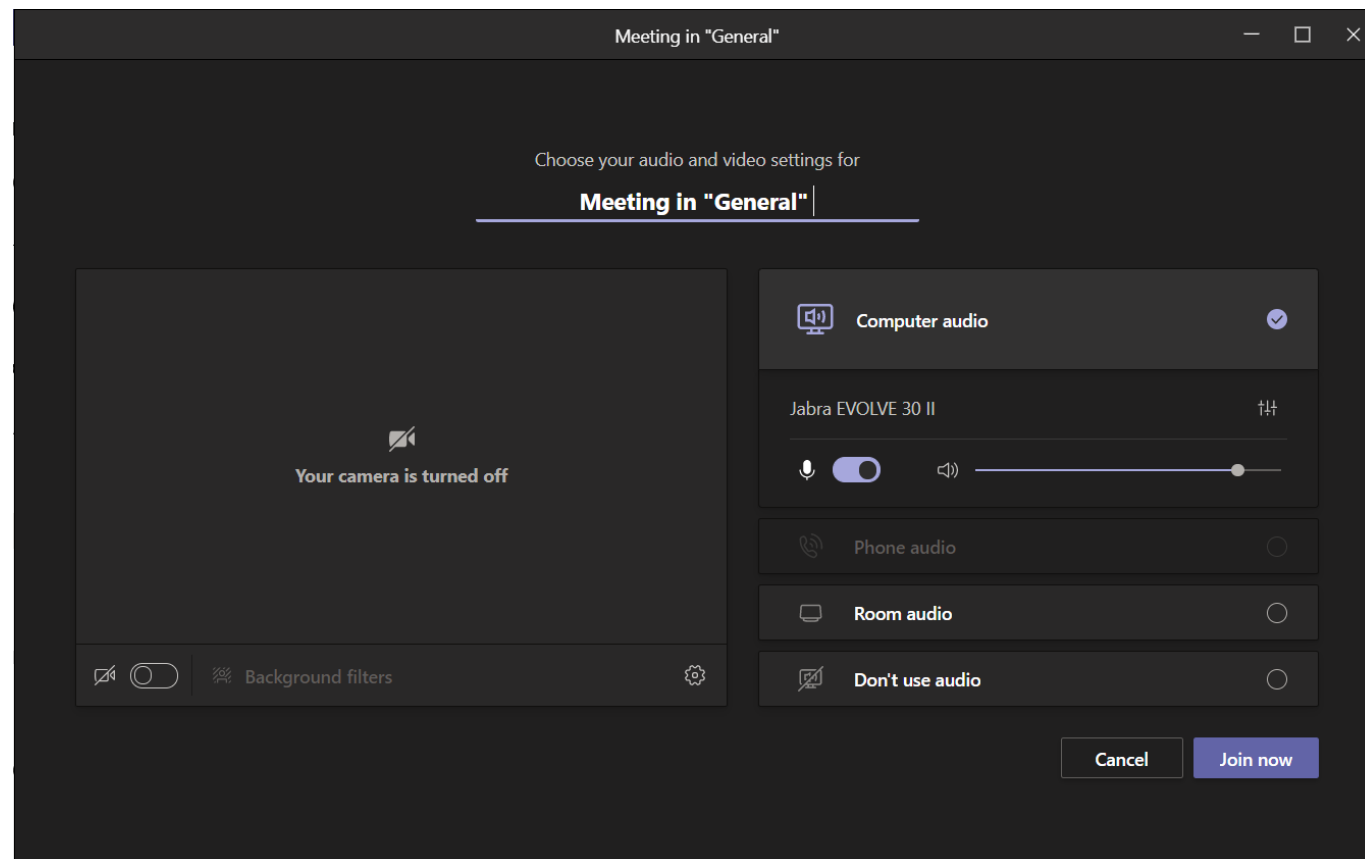


- Then on the ellipsis



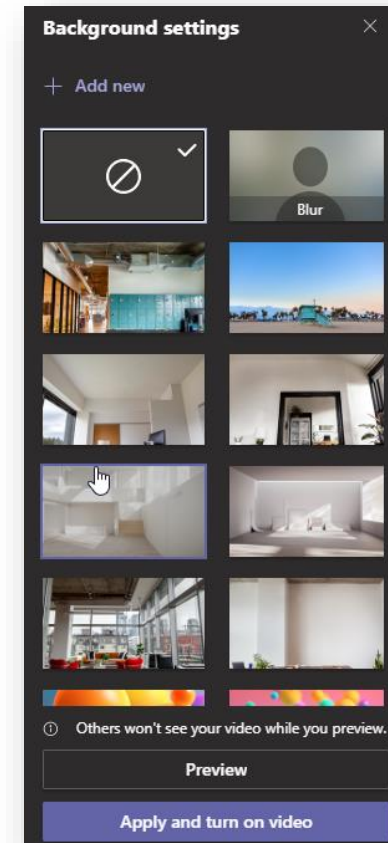
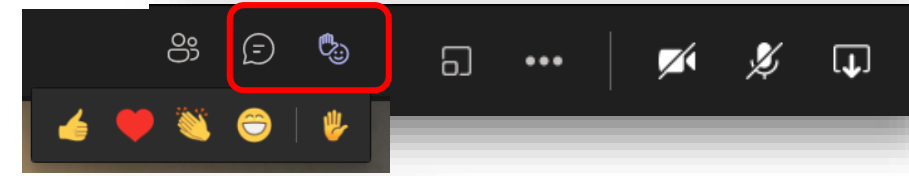
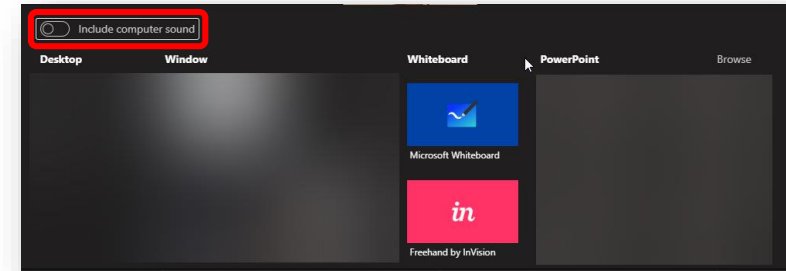
Join a Meeting

- Video settings
- Audio settings
- Then "**Join now**"



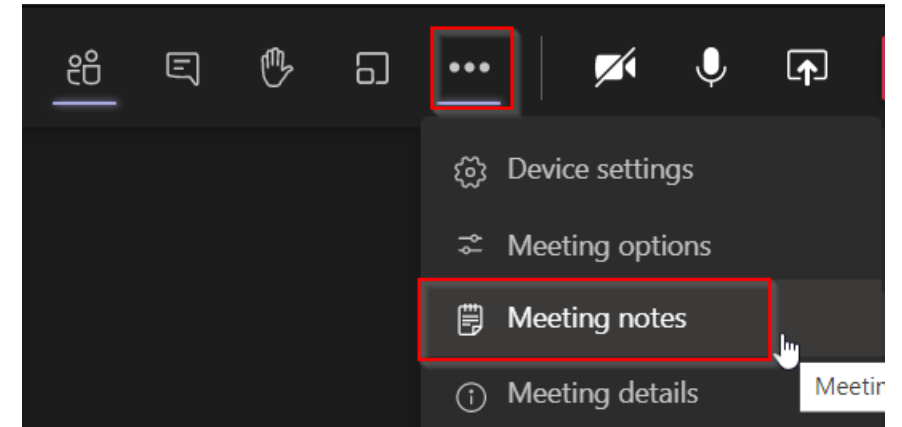
More Options

- Want people to listening to some background music while waiting?
- The chat is still there to help
- Raise your hand, or use the emojis
- Don't forget your background



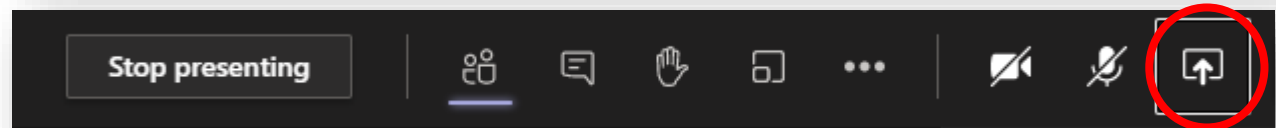
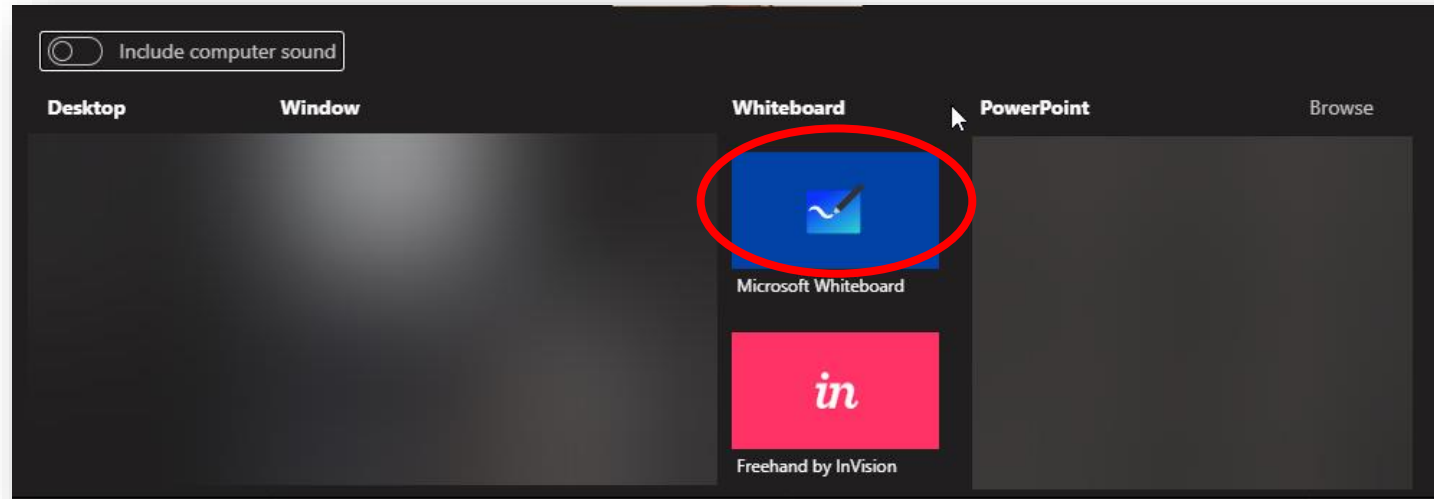
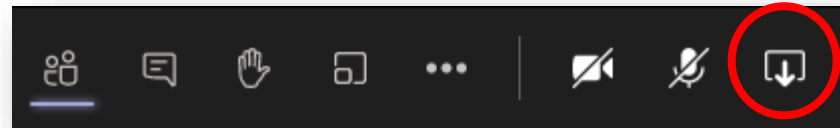
Notes

- You can take notes in the "Meeting notes" section of a meeting
- According to "how" and "where" the meeting is hosted, notes will be saved in a different place (meeting notes Tab in a channel for instance)



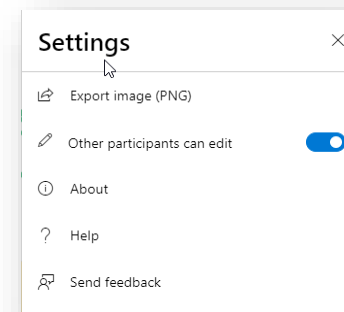
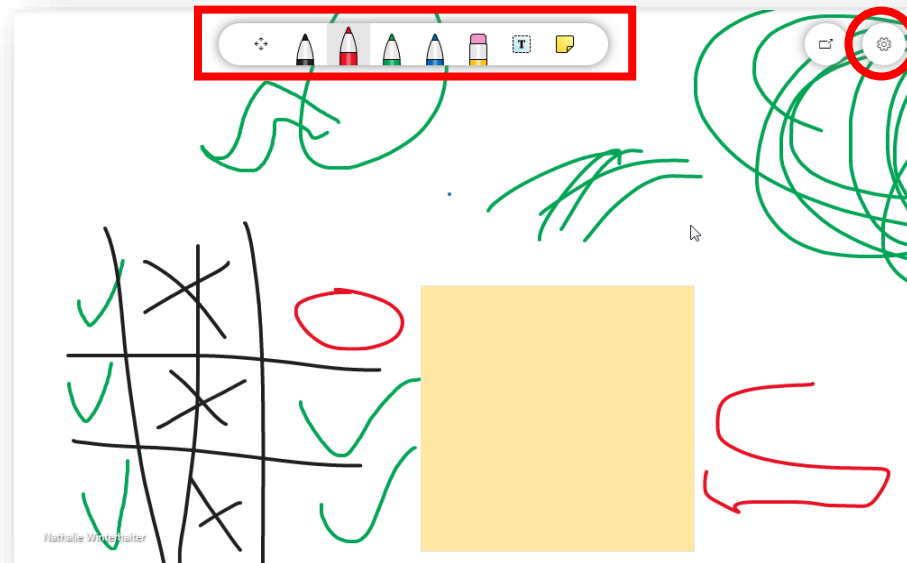
Use the Whiteboard

- Go to the sharing area
- It opens the next area below the meeting window
- To stop sharing the whiteboard use the same sharing button



Features of the Whiteboard

- Look of the whiteboard: several tools available



Help

- Help inside Teams/OneDrive - Microsoft oriented
- Your internal helpdesk

Thank you



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