Welcome!
The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available afterwards at
it.miami.edu/TechTalk
Have a question during the presentation?

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

CELIA MCFADDEN
Manager, Integrated Solutions Support
UM Information Technology

DANIELLE OLSON
Microsoft Learning Consultant Program Manager
Riddle & Bloom
TECH THAT WORKS FOR U

COLLABORATING VIA MICROSOFT TEAMS
AGENDA

- TEAMS MEETINGS 101
- TEAMS NAVIGATION
- TEAMS FOR COLLABORATION
- CONTINUE THE LEARNING
- Next Steps
What are best practices for before, during, and after a Teams meeting?

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

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

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

**After**
- Signal the meeting ended
- Export attendance
- View conversation responses
- Access meeting recordings
- Mute student comments
Schedule Teams Meetings in Outlook

**Schedule a new Teams Meeting**

1. Go to the **New** tab in Outlook.
2. Click on **New Teams Meeting**.
3. Enter the meeting details.
4. Send the meeting invite.

**Find a time that works for everyone (Scheduling Assistant)**

1. Click on the **Scheduling Assistant** button in the Outlook sidebar.
2. Select a time that works for all attendees.

**Create/Send Teams Meeting Invite**

1. In the meeting invitation, enter the **Title** and make sure to specify the **Recurrence**.
2. Add **Location**.
3. Send the meeting invite.

---

**Microsoft Teams meeting**

Join on your computer or mobile app.

Click here to join the meeting.
Understanding Teams Meetings

- **Functions (Permissions, Settings, Background, Details, Audio Conferencing)**
- **Features for Presenters (Attendance, Mute All, Record, End Meeting for All)**
- **Features for Participants (Hand Raise, Chat, Live Captions, Meeting Notes)**
Teams Meetings  >  Meeting Options

**Instructional Design Module 4**

📅 January 27, 2021, 1:00 PM - 1:30 PM  
👤 Danielle Olson

### Meeting options

- **Who can bypass the lobby?**  
  - People in my organization and guests
- **Always let callers bypass the lobby**  
  - No
- **Announce when callers join or leave**  
  - Yes
- **Who can present?**  
  - Everyone
- **Allow attendees to unmute**  
  - Yes
- **Allow meeting chat**  
  - Enabled
Join a meeting

Share video, select audio settings before joining a meeting.

- Meeting “pop” out
- Turn camera on/off
- Apply background filters
- Select audio settings
- Join meeting
Participate in a meeting
Share video, voice, or your screen during the online call.

- Add participants to the meeting
- Breakout Rooms
- Raise hand
- Live reactions
- Turn your video feed on and off
- Mute and unmute yourself
- Share your screen and sounds from your computer
- Start recording, change device settings, and more
- Send chat messages
- Leave the meeting
- End meeting for All

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Participants Panel

- Admit people from lobby
- Mute all attendees
- Download attendance
- Meeting options
- Lock meeting
Additional Settings

- View settings
- Meeting options
- Start recording
- Enable live captions
# Teams Meetings > Share Tray (“sharrow”)

## Share Tray

Present content, play a video and more

<table>
<thead>
<tr>
<th>Share your...</th>
<th>Use it when...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desktop</strong> [Include system audio]</td>
<td>You need to switch between multiple windows</td>
</tr>
<tr>
<td><strong>Window</strong> [Include system audio]</td>
<td>You only need to show one thing and want to keep the rest of your screen to yourself.</td>
</tr>
<tr>
<td><strong>PowerPoint</strong></td>
<td>You need to share a presentation and want students to be able to move through the slides at their own pace</td>
</tr>
<tr>
<td><strong>Whiteboard</strong></td>
<td>You want to run more interactive lessons</td>
</tr>
</tbody>
</table>
Assign attendee role in online meeting

You can promote attendees to presenter during a meeting.

### Before meeting

- Join Microsoft Teams Meeting
- Local room
- Team

### During meeting

<table>
<thead>
<tr>
<th>Capabilities</th>
<th>Organizer/Presenter</th>
<th>Attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak and share video</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in meeting chat</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Privately view a PowerPoint file shared by someone else</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Share content</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mute other participants</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Remove participants</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Admit people from the lobby</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Change the roles of other participants</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Start or stop recording</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Large Gallery (aka 7x7 video grid)
Together Mode
Breakout Rooms
TEAMS NAVIGATION
Microsoft Teams

The hub for teamwork in Microsoft 365

Communicate through chat, meetings & calls

Collaborate with deeply integrated Office 365 apps

Customize & Extend with 3rd party apps, processes, and devices

Work with confidence enterprise level security, compliance, and manageability
Teams Review: Interface & Basics
Teams Meetings  >  App Bar

Microsoft Teams

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
More
App Store
Teams Meetings > Canvas

Microsoft Teams

B205 Entrepreneurship Course - General

Conversations

Jennifer Bridges 7/24 9:17 AM
Office Hours
Occurs every Tuesday @11:00 AM

Debra Berger 7/24 9:17 AM
Grades are in!
Grades are now posted. Please reach out to Debra if you have any questions. B205 Entrepreneurship Course

Debra Berger 7/24 9:17 AM
B205 Entrepreneurship Course - please reach out to me using Teams, not email!

Sheri Summers 7/24 9:17 AM
Virtual Office Hours today
Happening now! B205 Entrepreneurship Course

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

Start a new conversation. Type @ to mention someone.
Join or Create a Team
Teams > Create a team

- Team types: PLCs, Staff, Other

There's a team for everyone.

- Classes
- PLCs
- Staff
- Other
Teams  >  Join a team with a code

- Enter join code generated by Team Owner
Team Options:

- Settings
- Adding Members
- Team Join Code
Teams > ... (more options)

- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team
Teams > ... (more options) > Manage team & Add Members
• Team Code
Notifications, Mentions, Bold

Activity has taken place that relates to you.

There is a new, unseen message in chat.

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

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

- Dedicated sections within a team
- Organized by topics, projects, groups, units, or disciplines
- Private channels for specific user groups
- Place for conversations, collaboration on files, sharing notes, etc.
- Customize or extend with tabs, connectors, or bots
Start a new conversation. Type @ to mention someone.
CONTINUE THE LEARNING

Microsoft Educator Center
Get started with distance learning

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

GET STARTED >

education.microsoft.com

Getting Started with Remote Learning in Office 365

Special education and accessibility resources for remote learning

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

Family Learning Center
Microsoft Teams for Education

Quick Start Guide

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

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

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

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

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

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

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

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

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

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

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

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

aka.ms/TeamsEDUQuickGuide
Have Questions or Training Request

Danielle Olson
MLC Program Manager
@CyberSavvyGirl
https://www.linkedin.com/in/daniellevogelolson
ANY QUESTIONS?
ANY FEEDBACK?
NEXT STEPS
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Our Next Tech Talk

Calendaring in your UM email
Tuesday, April 20, 2021
Microsoft Teams
3 PM – 4 PM
Give Us Feedback

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

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

https://bit.ly/2QHxCXq
Get In Touch With Us

- [Website] it.miami.edu/techtalk
- [Email] techtalk@miami.edu
Thank you for attending!