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?

PRESENTER

CELIA MCFADDEN
Manager, Integrated Solutions Support
UM Information Technology

MODERATOR

DIANNE RUBIN-ANDERSON
Sr. Business Systems Analyst, Integrated Solutions Support
UM Information Technology
TECH THAT WORKS FOR U

Collaborating Via Microsoft Teams
AGENDA

Teams Meetings 101

Teams Navigation

Teams Communication & Collaboration

Continue The Learning

Next Steps
Teams Meetings 101
Online meetings 101

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

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

New meeting Details Scheduling Assistant

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

- Add title
- Add required attendees
- Jul 21, 2020 1:00 PM → Jul 21, 2020 1:30 PM 30m All day
- Does not repeat
- Add channel
- Add location

Type details for this new meeting
Schedule Teams Meetings in Outlook

Schedule a new Teams Meeting

Find a time that works for everyone (Scheduling Assistant)

Create/Send Teams Meeting Invite

UNIVERSITY OF MIAMI

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)
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.

- 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.
- Send chat messages
- Start recording, change device settings, and more.
- Add participants to the meeting.
- Leave the meeting
  - End meeting for All
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>

"UNIVERSITY OF MIAMI"
Assign attendee role in online meeting

You can promote attendees to presenter during a 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>
Teams Navigation
One Hub. Everyone Connected.

- Teaching and Learning
- Professional development
- Faculty and staff coordination
- Student community building
- Research
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 > App Bar

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
More
App Store
Teams > Left Rail

Microsoft Teams

B2OS Entrepreneurship Course

Business Case Development
- Module Group 1
- Module Group 2
2 hidden channels

Conversations
- Files
- Class Notebook
- Assignments
- Course Syllabus

Search or type a command

B2OS Entrepreneurship Course > General

Office Hours

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. B2OS Entrepreneurship Course

Sheri Summers 7/24 9:17 AM
Virtual Office Hours today
Happening now! B2OS 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.
Teams > Join a team with a code

- Enter join code generated by Team Owner
Team Options:
Settings
Adding Members
Team Join Code
Teams > ... (more options)

- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team
Teams  >  ... (more options)  >  Manage team & Add Members

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

Add members to B20S Entrepreneurship Course

[Search for students] [Add]

[Close]
Teams > ... (more options) > Manage team > Member role
• Team Code
Teams Communication & Collaboration
Notifications, Mentions, Bold

Activity has taken place that relates to you.

There is a new, unseen message in chat.

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

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

- Dedicated sections within a team
- Organized by topics, projects, groups, units, or disciplines
- Private channels for specific user groups
- Place for conversations, collaboration on files, sharing notes, etc.
- Customize or extend with tabs, connectors, or bots
Team Channels > Conversations (posts)
Continue The Learning
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 view 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 or create teams 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
ANY QUESTIONS?
ANY FEEDBACK?
NEXT STEPS
Visit Our Tech Talk Page

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

it.miami.edu/TechTalk
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

Get In Touch With Us

it.miami.edu/techtalk

techtalk@miami.edu
Thank you for attending!