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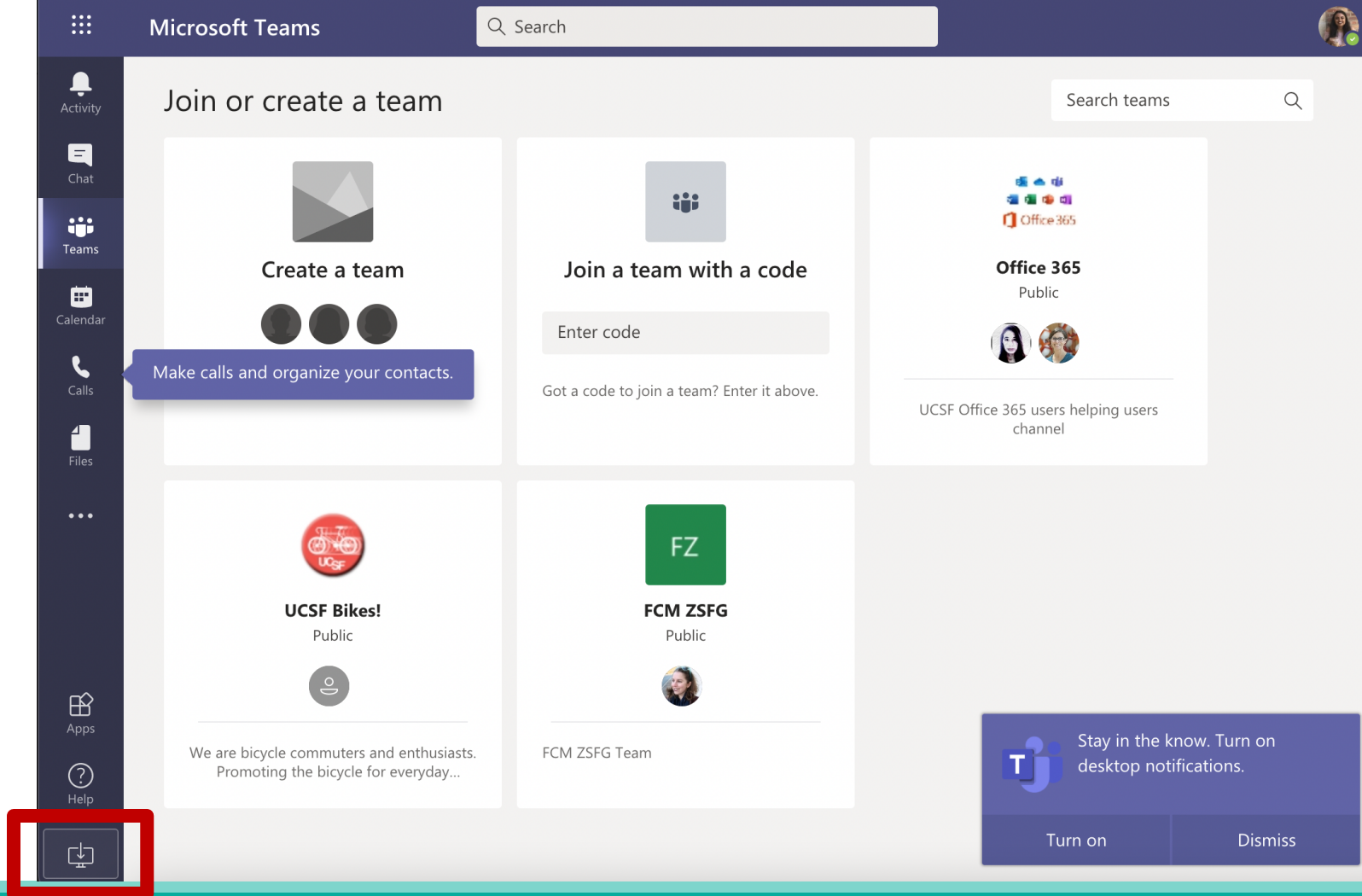
Keeping Our Families and Communities Healthy

COVID-19 Virtual Training Academy

How to Use Microsoft Teams

Agenda

- Getting Started
- Teams and Channels
- Meetings
- Sharing your screen
- Managing meeting recordings
- Scheduling a meeting
- Tabs
- Planner
- Resources



Getting Started with Teams

You can access TEAMS online: <https://teams.microsoft.com/?culture=en-us&country=US&lm=deeplink&lmsrc=homePageWeb&cmpid=WebSignIn#/discover>

You can also download the desktop app by clicking the computer with the down area at the bottom of the screen

What is Microsoft Teams?

Chat-based workspace in Office 365



Chat for today's teams

Communicate in the moment and
keep everyone in the know



A hub for teamwork

Give your team quick access to
information they need right in
Office 365



Security teams trust

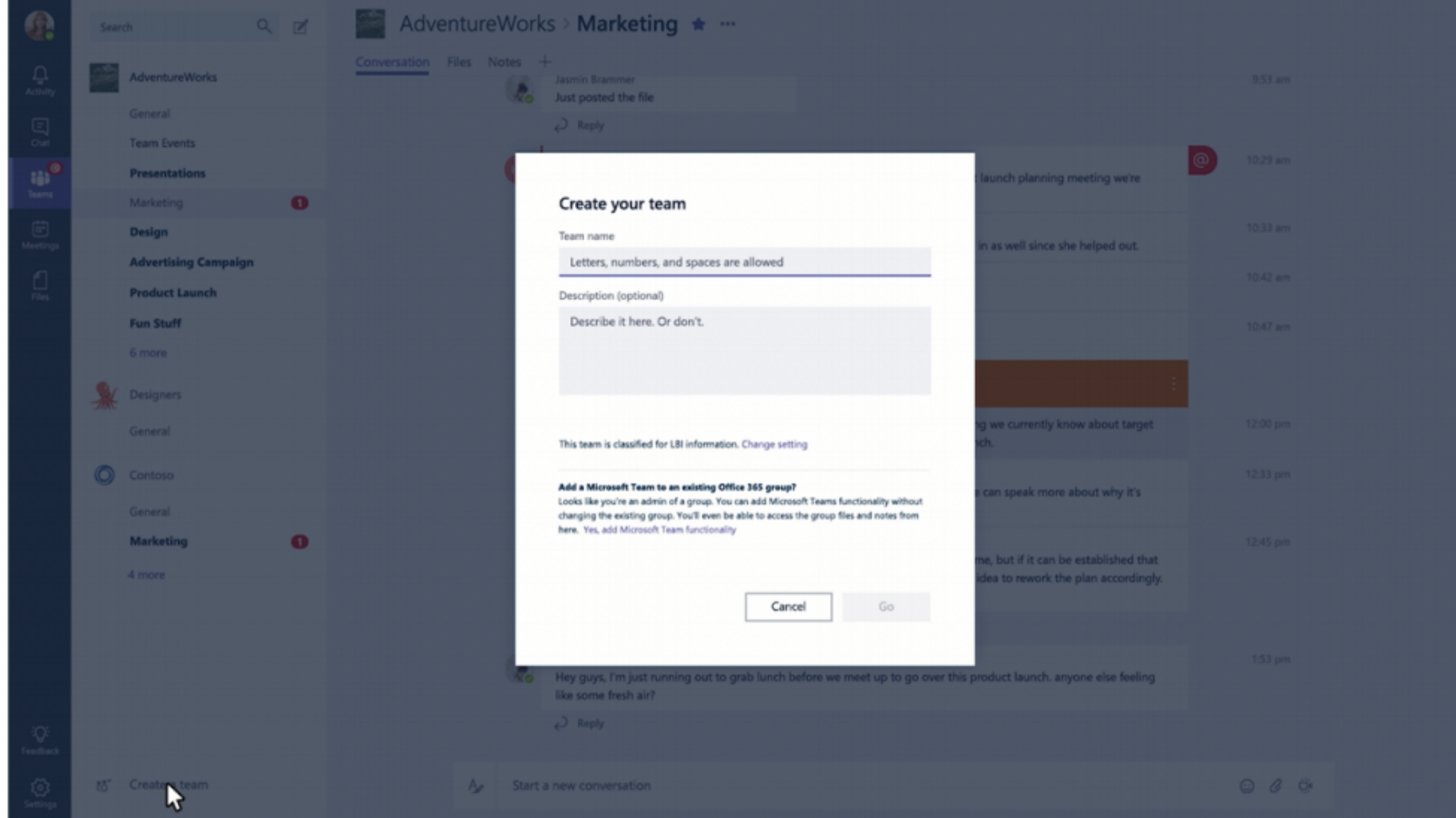
Get the enterprise-level security
and compliance features you
expect from Office 365.



Customizable for each team

Tailor your workspace to include
content and capabilities your team
needs every day.

Microsoft Teams

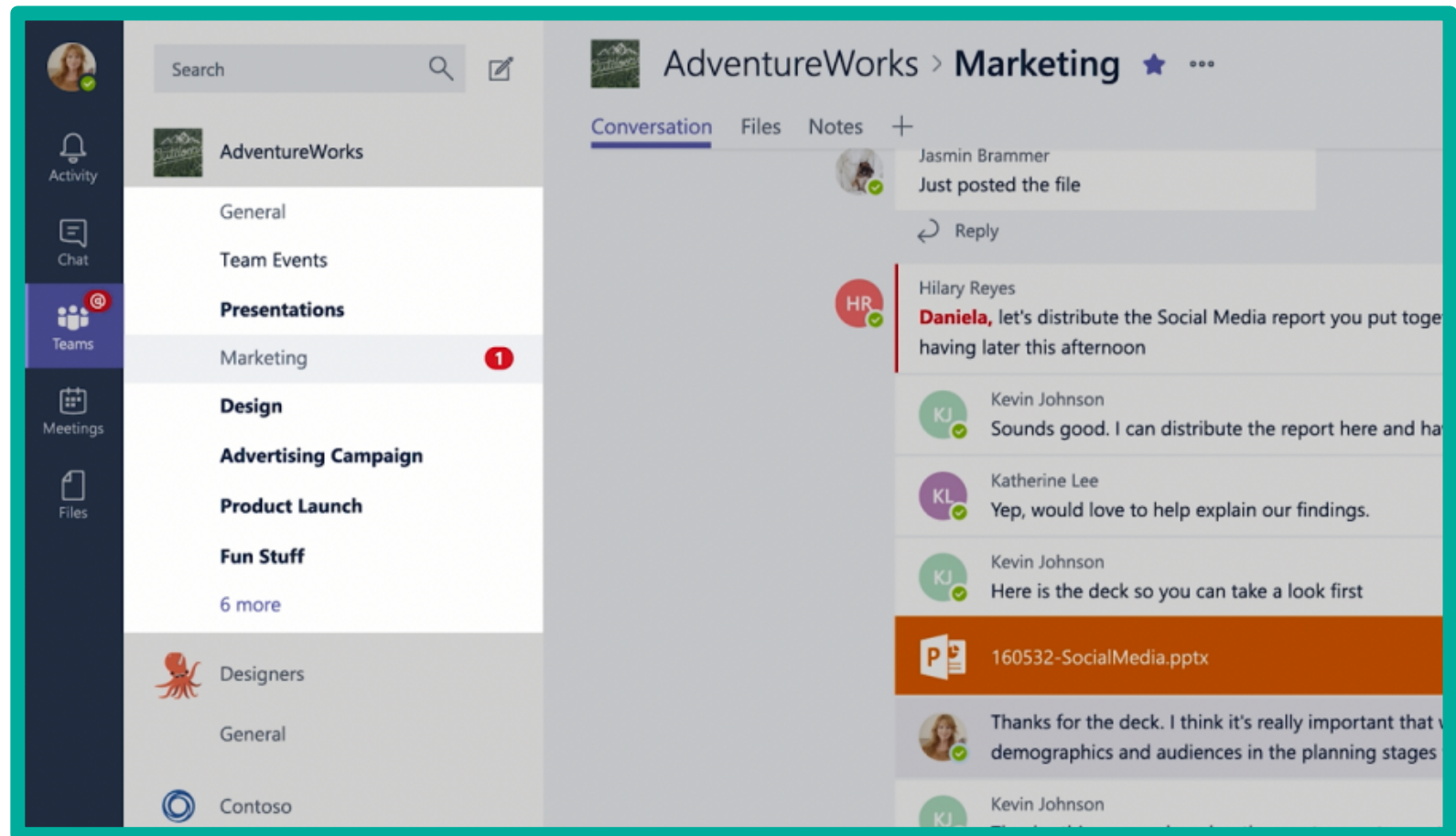


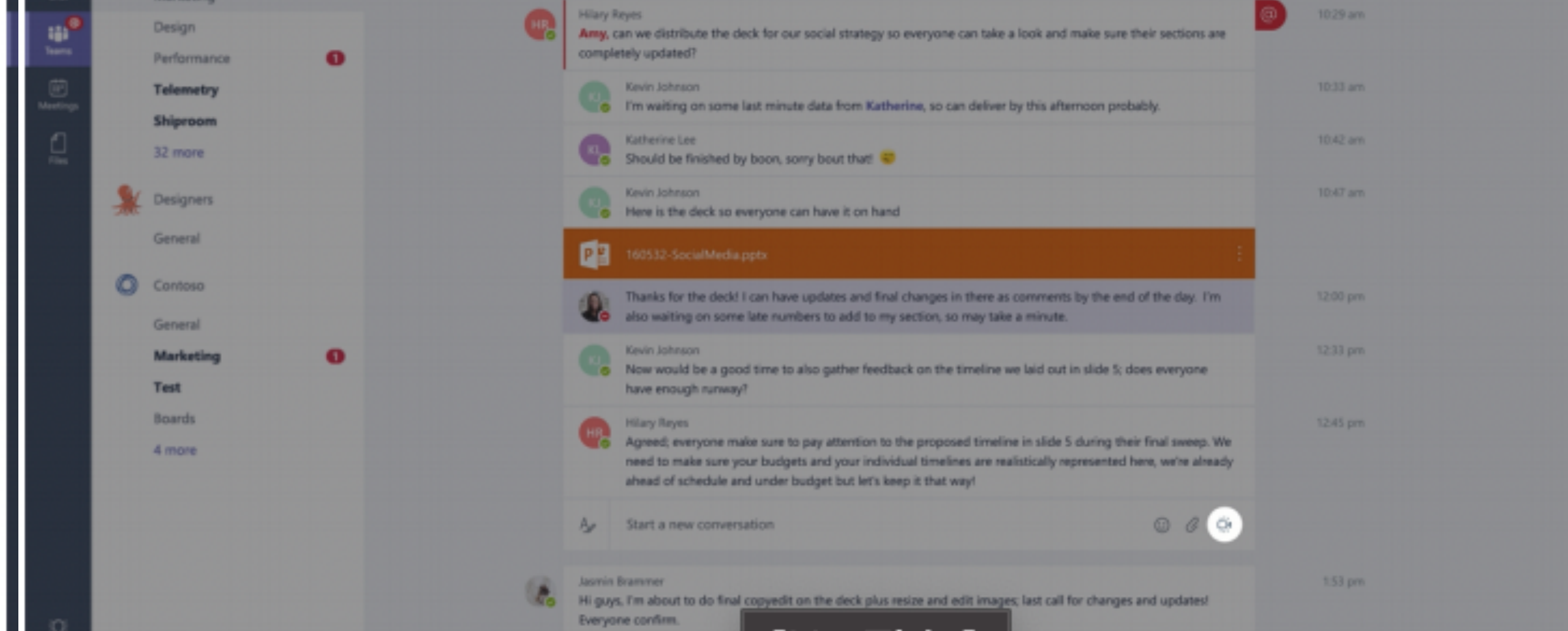
How to Create a Team?

You can create teams by adding member individually by email aliases or security groups. Every new team will have a default favorite channel called **General**.

What are Channels?

Channels can be thought of as different topic threads and can be organized pertaining to certain projects or logistics. Only favorited Channels will show up in the left panel. They can be created by right clicking the panel and clicking the ADD CHANNEL button.





How to Start a Meeting?

In a channel conversation, click the Meet Now icon in the compose box.. You can also start a meeting within a conversation thread by clicking the MEET NOW button in the reply box

How to Share Screen in a Zoom Meeting

In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.

Select **Share**.

Select what you want to share:

Desktop lets you show everything on your screen.

Window lets you show a specific app.

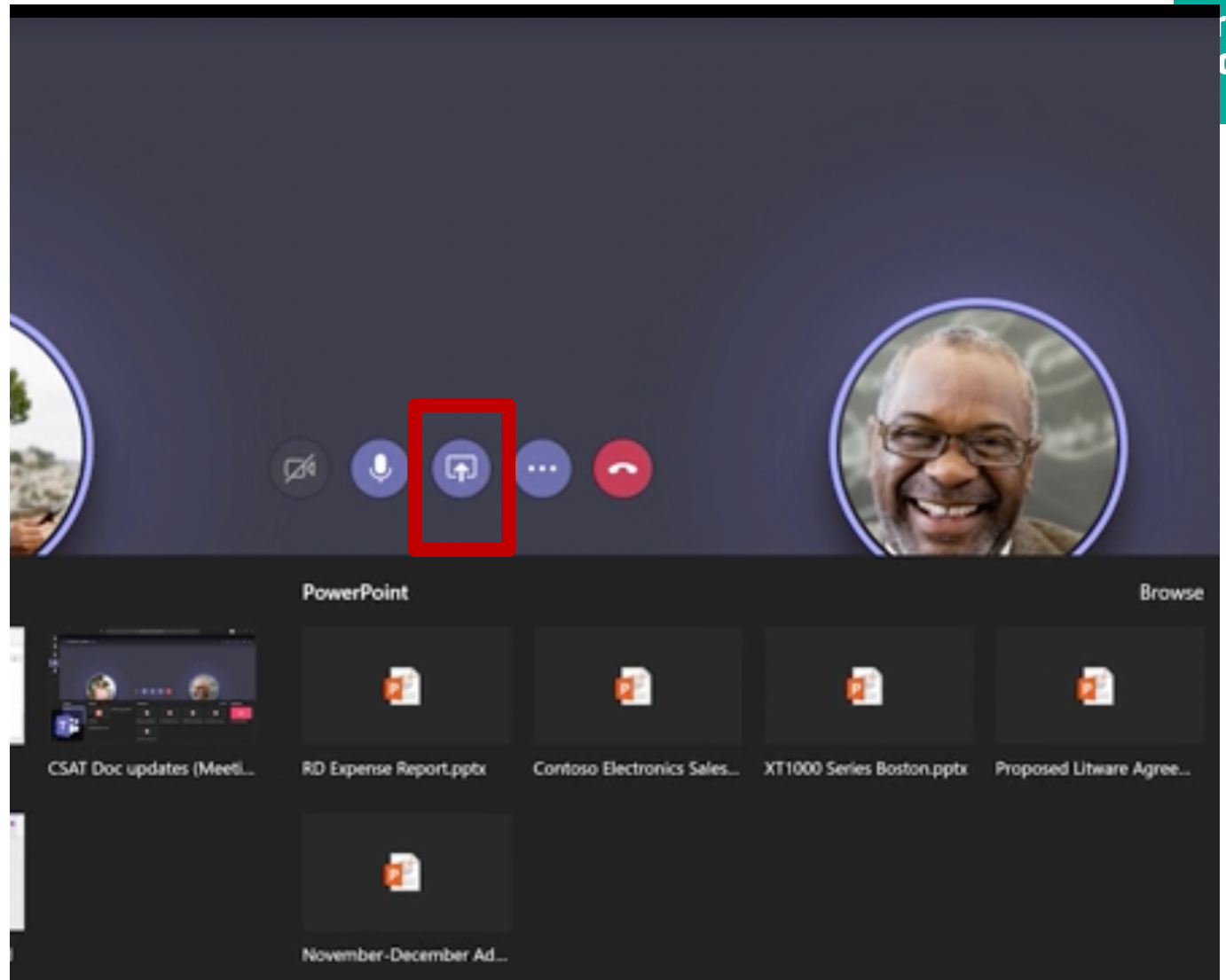
PowerPoint lets you show a presentation.

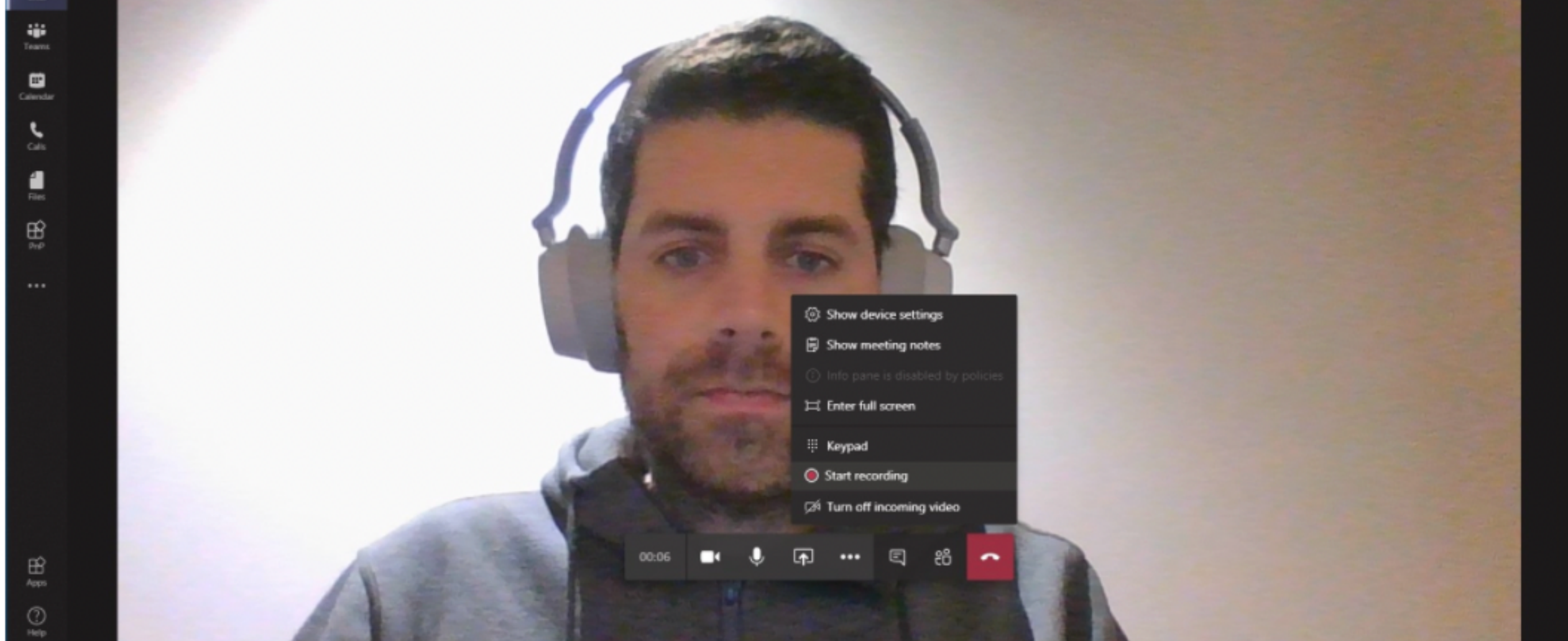
Browse lets you find the file you want to show.

After you select what you want to show, a red border surrounds what you're sharing.

Select **Stop sharing** to stop showing your screen.

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How to record a meeting?

Start or join the meeting.

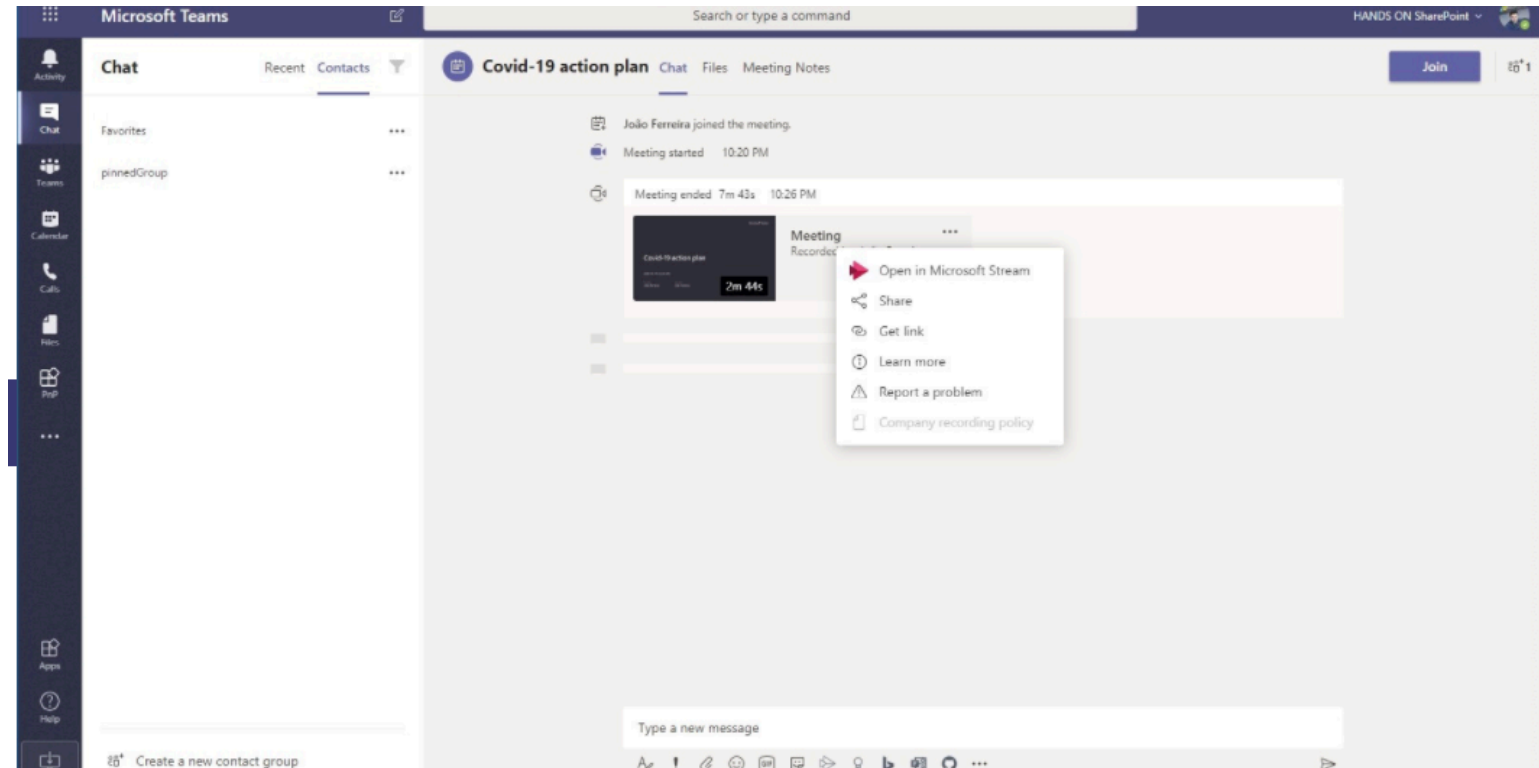
To start recording, go to the meeting controls and select the three dots > **Start recording**.

Meeting attendees will be notified that they are being recorded

How to manage a meeting video recording ?

All meeting recordings will saved
on the Microsoft Stream

The recording will be available in
the channel conversation in which
it was created



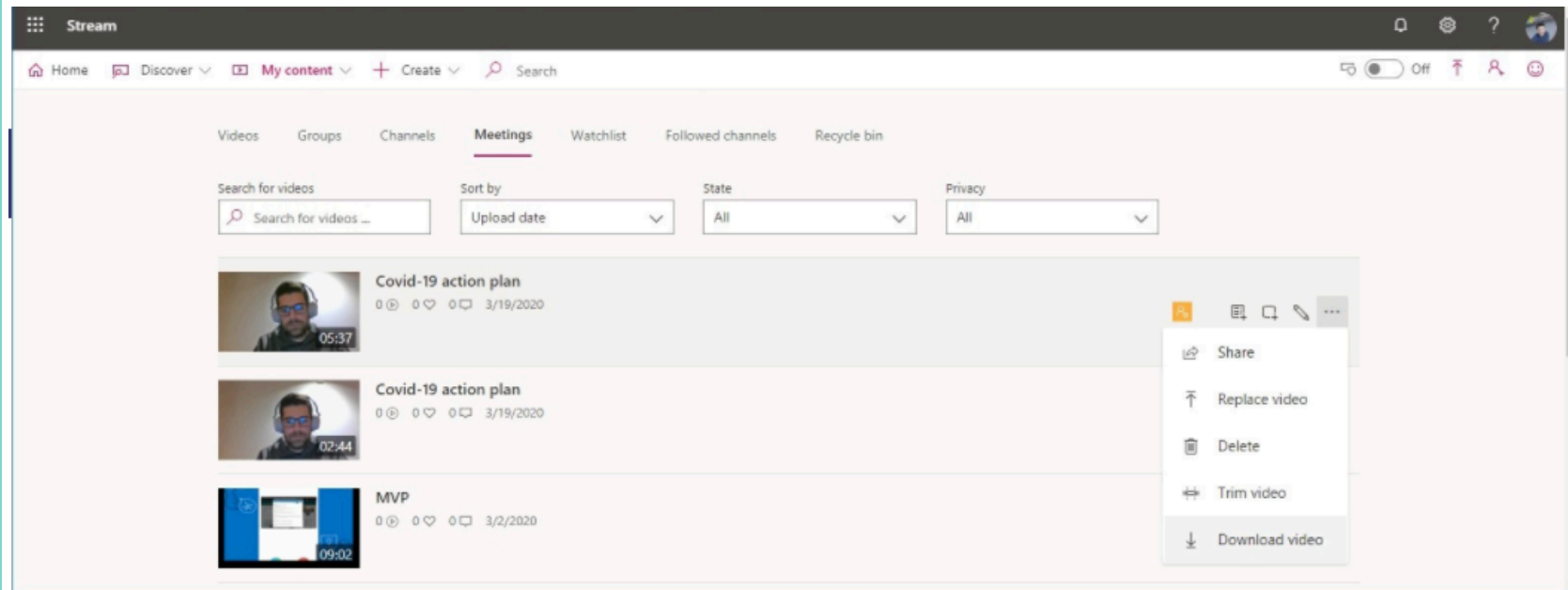
How to download a meeting recording?

Open Microsoft Stream –
<https://web.microsoftstream.com/>



On the menu click on **My
Content** and then **Meetings**

Look for the video you want to
download and click on the ...

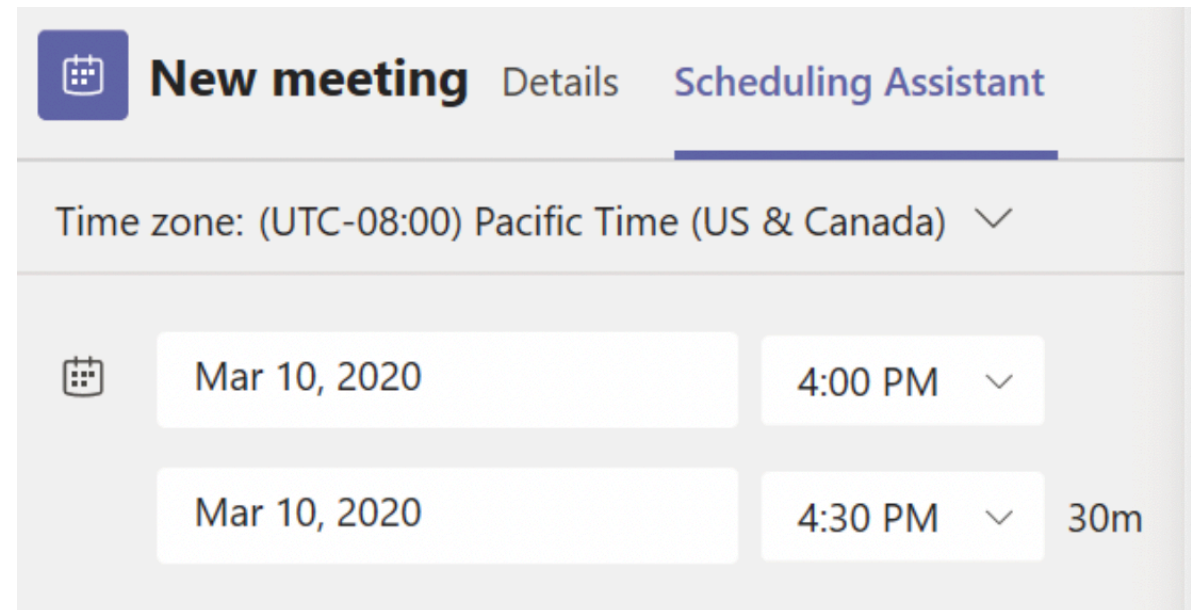
Click on Download and you will get
the mp4 video file



How to schedule a meeting?

- Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.

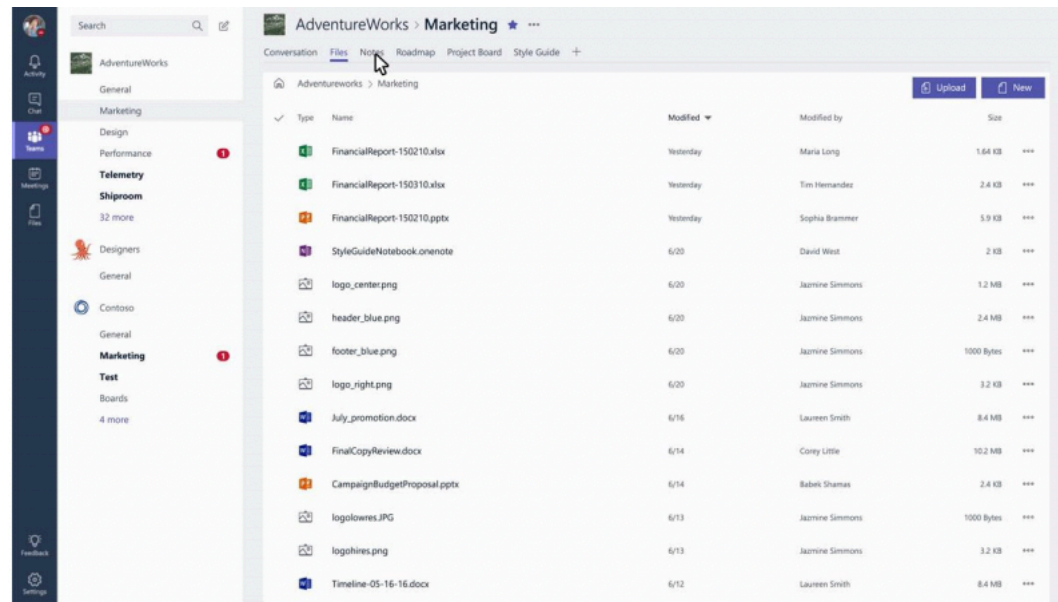


The screenshot shows the 'New meeting' interface. At the top, there are three tabs: 'New meeting' (active), 'Details', and 'Scheduling Assistant'. Below the tabs, the time zone is set to '(UTC-08:00) Pacific Time (US & Canada)'. The main area contains two rows of time selection. The first row shows a date of 'Mar 10, 2020' and a time of '4:00 PM'. The second row shows a date of 'Mar 10, 2020' and a time of '4:30 PM', with a '30m' duration indicated to the right. Each time selection has a dropdown arrow.

What are tabs?

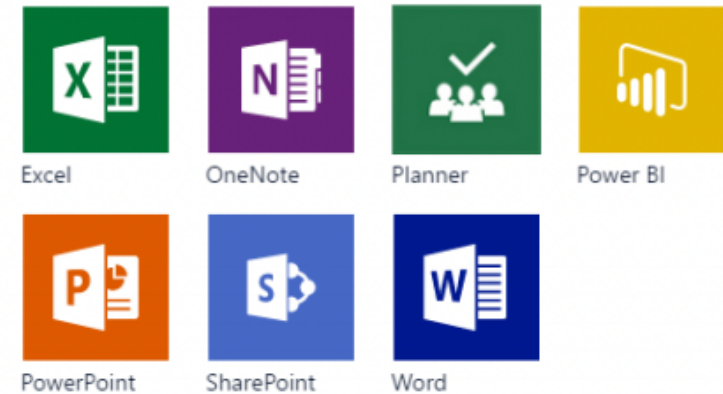
Tabs are where things like notes and files are stored

You can also add tables to your channel



Add a tab

Turn the team's favorite apps and files into tabs at the top of the channel.



Keep PowerPoint presentations handy.

The screenshot displays the Microsoft Planner application interface. On the left is a dark sidebar with navigation icons for Chat, Teams, Meetings, and Files. The main workspace is divided into several columns, each representing a different team or project. The first column, labeled 'Marketing', contains tasks such as 'Generate email list for the initial campaign launch', 'Try and find a decent service to lay out user flows for upcoming projects', 'Review business plan revision', 'Set up new customer relation email design template', and 'Pick a cafe for team outing'. The second column, labeled 'Design', features a task 'Arrange meeting location for the members before general discussion' and a 'Cashflow analysis for marketing expenses and subscription revenue' which includes a bar chart. The third column, labeled 'Performance', shows a task 'Test the onboarding experience with 3 pages for Windows Phone' and a task 'Decide which hero images to go with the ad campaign' which includes a photo of people working. The fourth column, labeled 'Telemetry', contains a task 'Draft business plan revision' and a task 'Test alternate ad copies between demographics'. The fifth column, labeled 'Shiproom', contains a task 'Bring cupcakes to next meeting external contractors' and a task 'Mock up 2 rough design draft Bing Ads'. At the bottom of each column is a 'Show completed' button with a count of completed items.

Planner

There is a planner tab for tracking tasks and managing work items

Additional Resources

Product Walkthrough:

<https://support.office.com/en-us/article/Microsoft-Teams-Quick-Start-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Overview>

Onboard your Teams:

<https://support.office.com/article/702a2977-e662-4038-bef5-bdf8ee47b17b>

Teams and Channels:

<https://support.office.com/article/c3d63c10-77d5-4204-a566-53ddcf723b46>

Use Tabs:

<https://support.office.com/article/7350a03e-017a-4a00-a6ae-1c9fe8c497b3>