



# Barstow Community College MIS

## Microsoft Teams 101 Quick Guide

### What is Microsoft Teams?



Microsoft Teams is a group collaboration app available to faculty, staff and students through BCC's Office 365 Microsoft Campus Agreement. It helps you collaborate using chat and channels to converse and file share. It's a workspace where you and your team can securely upload, share, edit, save files, manage a calendar, see likes, @mentions, and replies. Any documents, spreadsheets, presentations that are shared within a Team are stored in your Team environment so every Team member always has access to the latest version.

[Microsoft Teams Training: Quick Start](#)

### Sign In and Get Started

1. Open your preferred web browser
2. Sign into [BCC's Office 365](#) using your BCC credentials
3. Select '**Office 365 and select Teams**'

You can also sign in through the desktop app which is available for [download](#). Should

you encounter any issues, please submit a [Helpdesk Ticket](#).

### Profile Settings

Select your '**Profile**' in the top right corner to manage your digital identity.

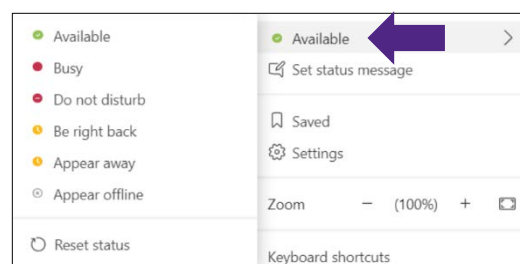


Select '**Change picture**' to upload a personal photo.

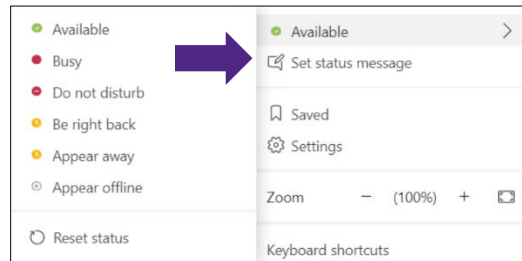


Select the '**Status Setting**' to update your availability.

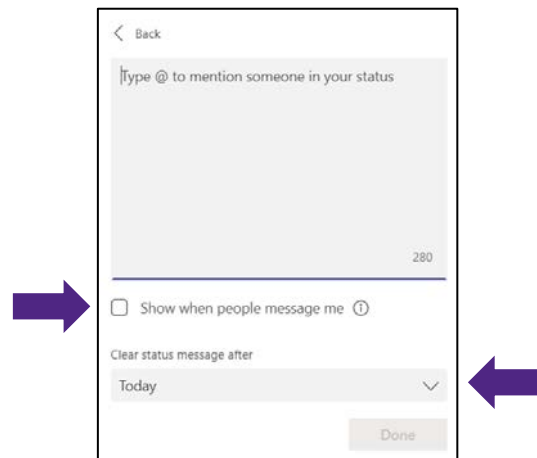
- Available is the default status that lets your team know if you are available, you can also select busy, do not disturb, etc.



Select '**Set status message**' to create a personalized message that provides additional details about your availability to your team.



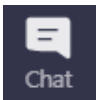
- For example, you could set your status to '**Busy**' and '**Set your status message**' to "on lunch break"
- Select '**Show when people message me**' if you want the message to show anytime a team member tries to message you
- Select '**Clear status message after**' drop down arrow to automatically remove the status message after a certain period of time. (i.e. 1 hour, 2 hours, today, etc.)



Note: Microsoft Teams is linked to your Outlook email. If you are out of office, on vacation or in a meeting it will automatically update your status in Microsoft Teams to Busy.

[Microsoft Teams Training: Notifications and Settings](#)

## Chat



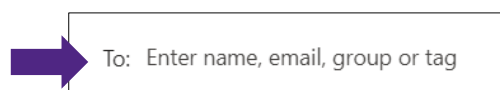
On the left hand side of the desktop app you will see the **Chat** icon. **Chat** is where you are able to have conversations with your colleagues.

### Start a New Conversation with a Person or Group

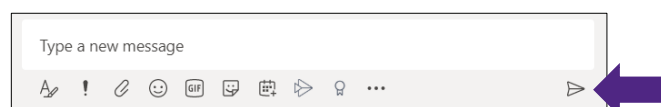
1. Select **New chat** (indicated by the pencil on a square) from the top right in the Chat area.



2. Select in the '**To**' field and type the name of the person, or people you want to chat with.



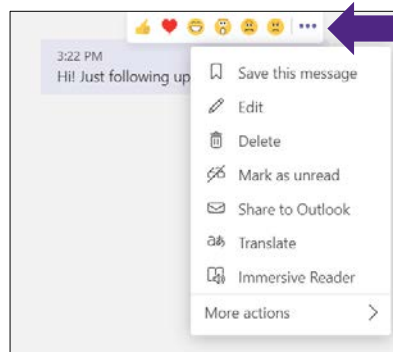
3. Select **Send**, once you have finished typing your message.



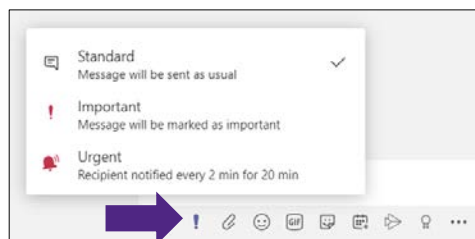
## Chat Features

To edit, react to, or delete a message, hover your mouse over the top right of the message.

- Select the **'More options'** (indicated as ellipses) and select the action you want to take such as:
  - **'Edit'**: to alter the message
  - **'Delete'**: to delete it from your chat window.
  - **'Emoji'**: to send a reaction such as thumbs up or smiley face.



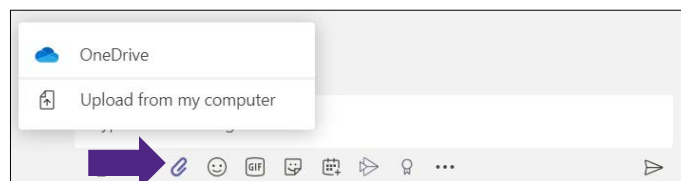
Select the **'Set Delivery Options' (!)** and select **'Important'** or **'Urgent'** to mark the message as high priority.



## Share a File in Chat

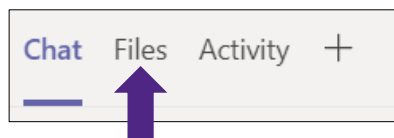
Select **'Attach'** (indicated as a paperclip) under the box where you type your message

- Select the location where the file is stored, and then the file you want to attach.



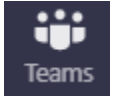
Note: when you upload the file from your computer (Version A) this will create a new copy (Version B) of the file in your chat. Any changes made to Version B will not be made in Version A.

Select the **'Files'** tab in your chat to see all the files that have been posted.



[Microsoft Teams Training: Chat](#)

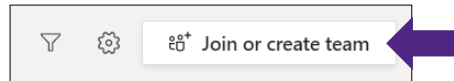
# Teams



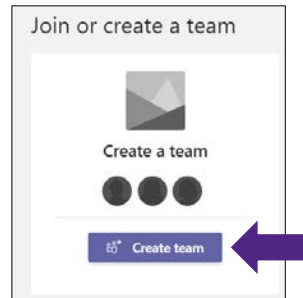
On the left hand side of the desktop app under the Chat icon, you will see the **Teams** icon. A **team** is a collection of people, conversations, files, and tools - all in one place.

## Create a Team

1. Click '**Join or create team**' in the top right corner of the Teams window. This is where you create your own team or discover existing ones.



2. Select '**Create team**'.



3. Select a Team type, '**Staff**' is the most frequently used and is useful for any employee related Team. Other options are:

- a. '**Class**': Teachers and students collaborating on group projects, assignments, and more.
- b. '**Professional Learning Community**': Educators collaborating within a professional learning community. Examples: academic department, grade band, or group working on a shared goal.
- c. '**Other**': Students and school employees collaborating in interest groups and clubs.

4. Enter the details for your Team:

- a. Enter a Team '**Name**', this is what users will see when they search for or join it.
- b. Add a short '**Description**', to provide the focus and purpose of the team.
- c. Select the '**Privacy**' drop down arrow to select who can find /join the site.
  - i. Select either:
    1. **Private** – Only team owners can add members. If you select '**Private**' you cannot make it public later.
    2. **Public** - Anyone in your organization can join.
- d. Select '**Next**'

**Create your team**

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name  
Faculty of Engineering

Description  
Let people know what this team is all about

Privacy  
Private - Only team owners can add members

Create a team using a group set up by you or The University of Western Ontario

Cancel Next

5. To add members to the Team, from the pop-up dialogue box:
  - a. Select '**Start typing a name or group**' and enter names of people, or groups from the Western directory
  - b. Select '**Add**'
  - c. Select '**Close**'

Note: if you need to add people from outside your organization, use their email address to invite them as guests.



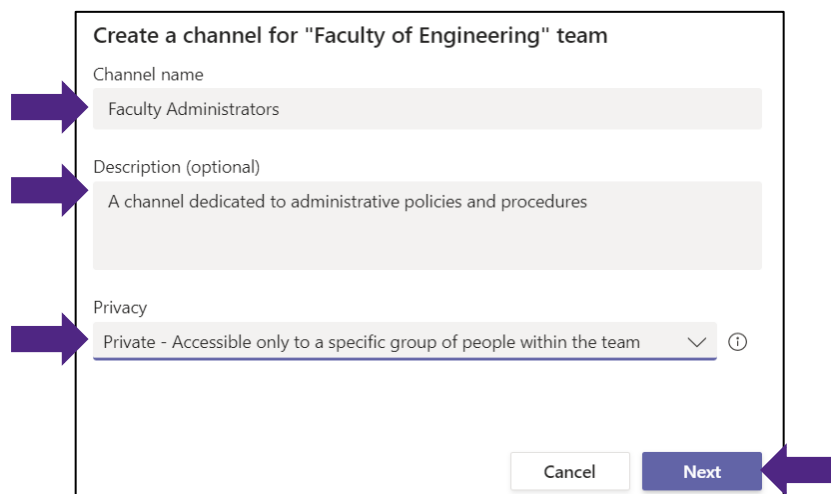
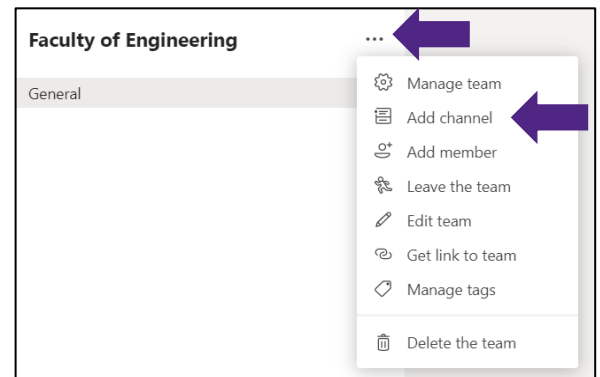
## Create a Channel

A **channel** is a discussion in a team, dedicated to a department, project or topic for example.

By default, every team has a **General** channel, which is a good channel to use for announcements and information for all of the member's to see. You can make as many channels as needed and you can make private channels that only certain members have access to.

### To add more channels:

1. Select the '**More options**' (indicated as ellipses) next to the team name.
2. Select '**Add channel**'.
3. Enter the details for the channel:
  - a. Enter a '**Channel name**'
  - d. Add a short '**Description (optional)**', to provide the focus and purpose of the team.
  - b. Select the '**Privacy**' drop down arrow to select who can view the channel
    - i. Select either:
      1. **Standard** - everyone in the team will have access.
        - a. Select **Add**.
      2. **Private** - only a specific group of people within the team will have access. If you select 'Private' you cannot make it public later
        - a. Select **Next**.
        - b. Enter the specific group of people. Select **Add**.

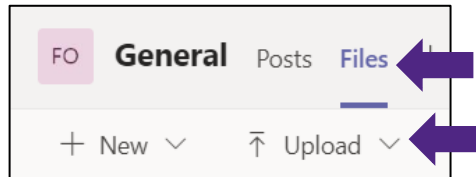


## Collaborate on Files within a Team

### Upload an Existing File

1. Select the **channel** where you would like to upload the file.
2. Select '**Files**'.
3. Select '**Upload**' and then select which file you would like to upload from your computer or OneDrive.
4. Once the file has been uploaded, the whole team can view and begin to edit.

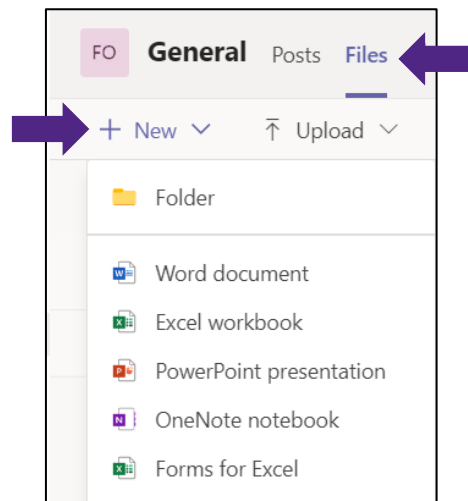
Note: the file will only be located in the channel where you uploaded it into. It will not show up in other channels within the team.



### Create a New File

1. Select the **channel** where you would like to create a new file.
2. Select '**Files**'.
3. Select '**New**' and then select which type of file you would like to create, such as Word, Excel, etc.
4. Once the file has been created, the whole team can view and begin to edit.

Note: the file will only be located in the channel where you uploaded it into. It will not show up in other channels within the team.



[Microsoft Teams Training: Teams and Channels](#)

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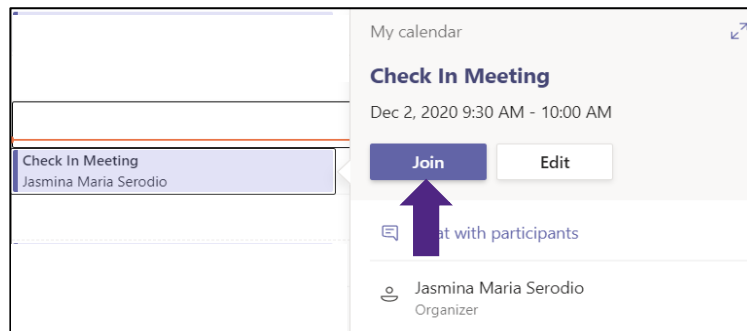
# Meetings

View, schedule, and manage appointments and meetings in Microsoft Teams to keep your team on track.

## Join a Meeting

### From the Microsoft Teams App

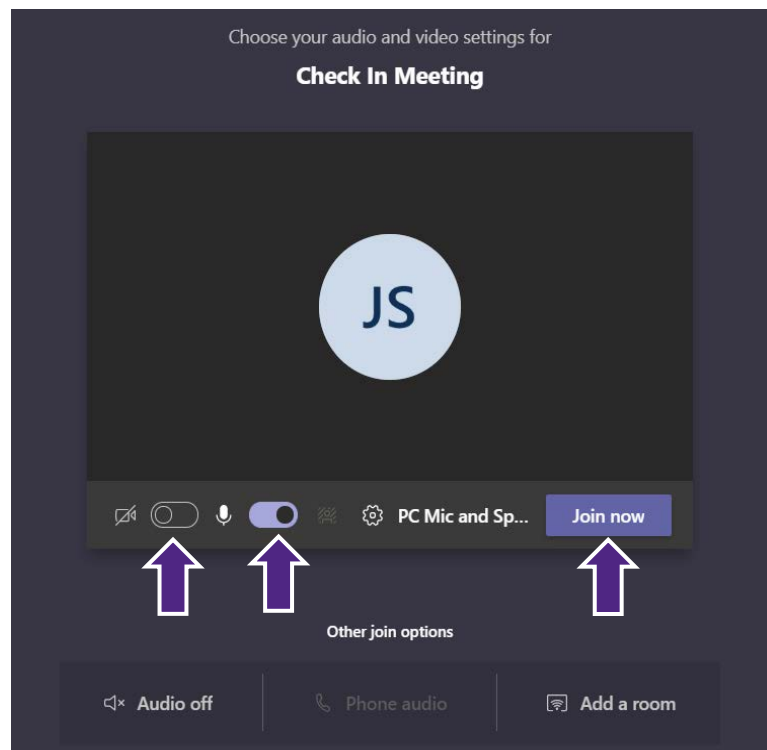
1. Select your **Calendar** from the left of the Teams application window.
2. Click the meeting you are wanting to attend from the days on the right.
3. Click '**Join**' from the meeting pop-up box.



4. Choose the audio and video settings you want by sliding the toggle for:
  - o Video to turn it on or off
  - o Microphone to turn it on or off.

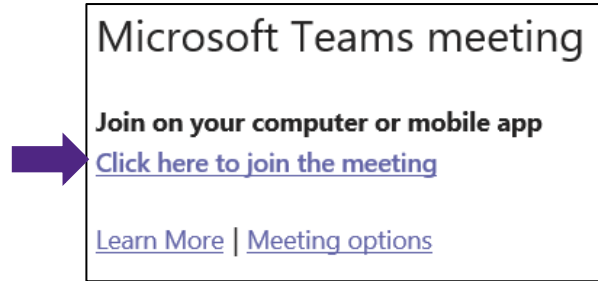
Note: you will see a line through the camera or microphone icon if they are turned off.

5. Select '**Join now**'.

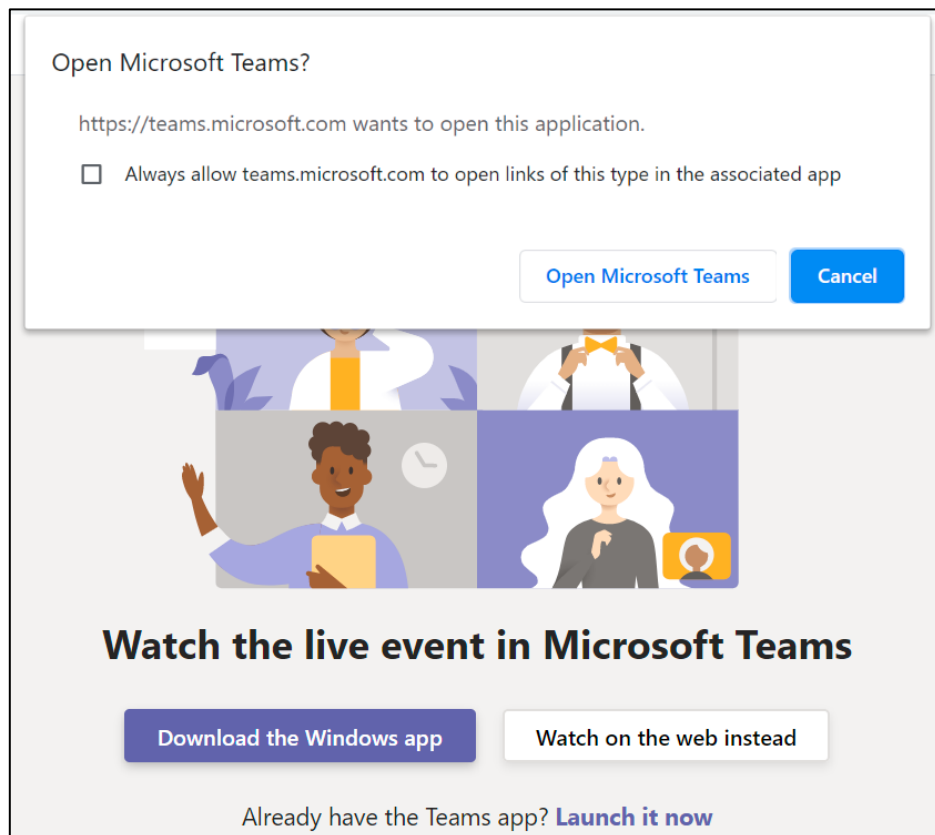


## From Microsoft Outlook

1. Open up the meeting invitation and
  - a. Select '**Click here to join the meeting**'



2. Select either:
  - a. '**Open Microsoft Teams**', and
    - i. Open link, to attend the meeting from your Teams application. Or
  - b. '**Cancel**', and
    - i. '**Download the Windows app**': to start to download the Teams app.
    - ii. '**Watch on the web instead**': to join in on a Teams meeting through the web browser

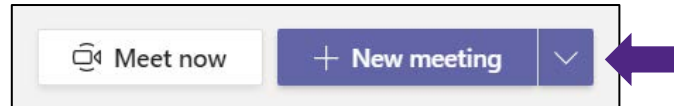


3. Choose the audio and video settings you want by sliding the toggle for:
  - a. Video to turn it on or off
  - b. Microphone to turn it on or off.
4. Select '**Join now**'.

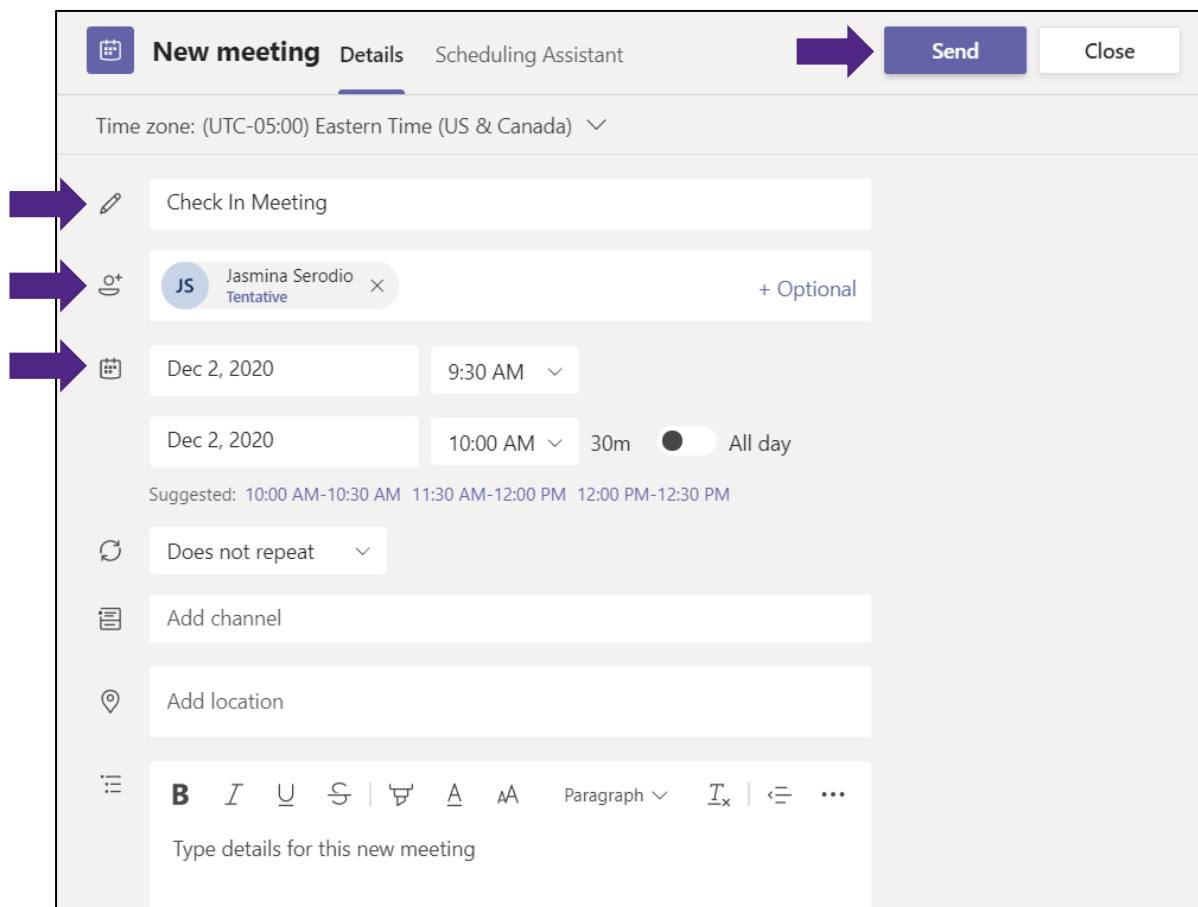


## Schedule a Meeting

1. Select **Calendar** from the left of the Teams application window.
2. Select '**Schedule a new meeting**' from the top right of the Calendar window



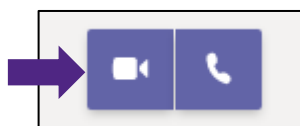
3. Type in a **meeting title**.
4. Choose a **start** and **end time**, and **add details** if needed.
5. Enter names in the '**Add required attendees**' box to add them to the meeting.  
Note: To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.
6. In the **Attendees** list you will see everyone's availability.
  - a. Choose a **suggested** time or
  - b. Select **Scheduling assistant** to see more available times in a calendar view.
7. Select '**Send**'



## Start an Impromptu Meeting

You can turn a conversation into a meeting with a few clicks.

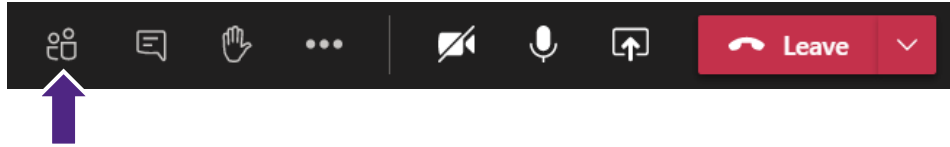
Select the '**Video call**' from the top right of an existing conversation.



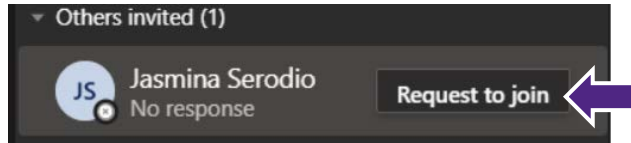
## Meeting Features

### Participants

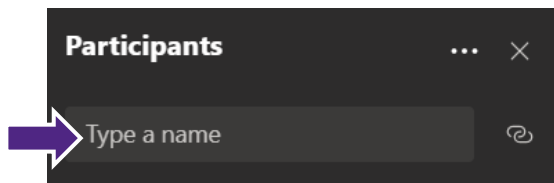
Select '**Show Participants**' in your meeting controls to see the people who were invited but haven't joined yet.



Select '**Request to join**' beside the participants name if they have not entered the meeting.



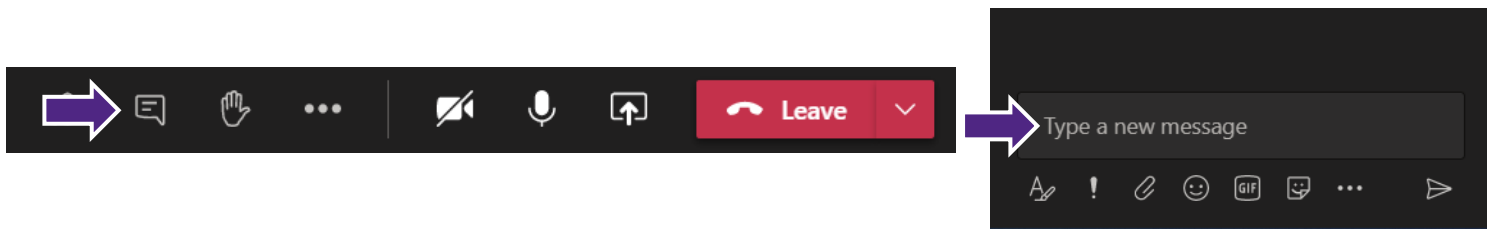
'**Type a name**' or phone number in the Participants search box to add someone who was not previously invited.



### Chat

When you're in a meeting, you can send a chat to the whole meeting group with the same chat functions as a chat outside of a meeting. For example, you can edit or delete a message, attach a file and send the message with importance.

Select the '**Show conversation**' icon and '**Type a new message**'.



After the meeting has ended, you can view the meetings full chat history in your chat section by selecting '**Chat**' from the left menu in the Teams app, and selecting the chat from the list.

## Raise Hand

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

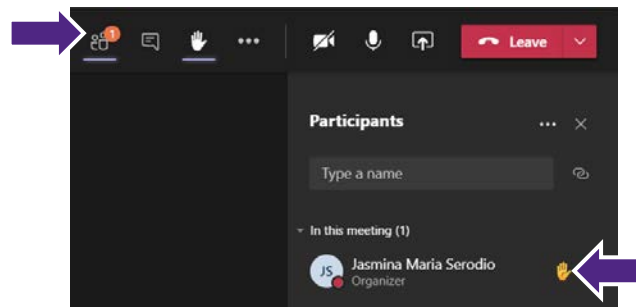
Select '**Raise hand**' in the meeting controls.



Note: meeting presenters will also receive a notification that your hand is raised.

### *To view everyone who has raised their hand:*

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.



Select '**Raise hand**' again when you want to lower your hand.

## Share Content

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

1. Select '**Share content**' button.

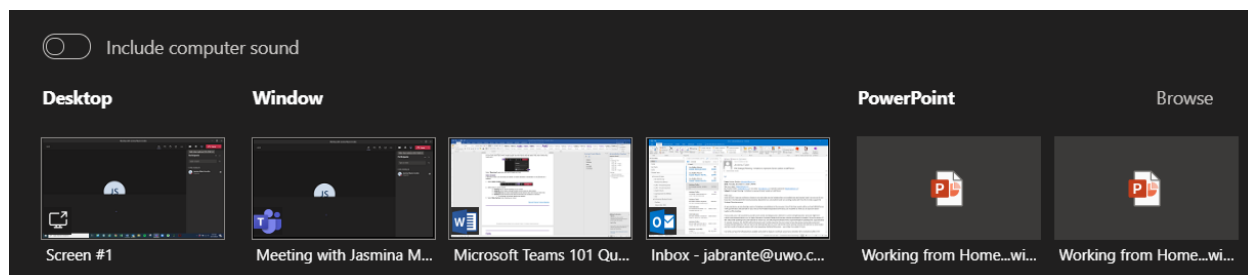


2. Select what you want to share:

- Desktop** lets you show everything on your screen.
- Window** lets you select a specific program such as Word or web browser.
- PowerPoint** lets you show a presentation that is saved to your One Drive (or Team only).
- Browse** lets you find the file you want to show from your computer or OneDrive.
  - A red border will surround what you're sharing.

3. Select '**Include computer sound**' if you would like all sound from your computer to be audible in the meeting.

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



[Microsoft Teams Training: Meetings](#)

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# Calls

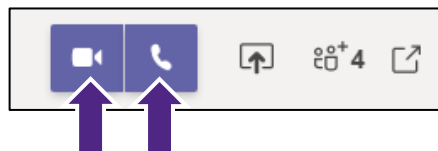
Wherever you are in Teams, you can start a call with someone (or a group of people) by selecting either **'Video call'** button or **'Audio call'** button. When someone calls you, you'll get a notification that lets you accept or decline the call.

## From Chat

Select either the:

- **'Video call'** to start a video call, or
- **'Audio call'** to start a voice only call from a chat.

Note: You can turn on your camera once you are in the call regardless of the call type you select. The person you are calling will receive a notification; to accept the call they can select either the telephone or video camera, and can also turn on or off their camera within the call.



## From Calls Icon

Select **'Make a call'**.



**'Type a name'** who you are wanting to call and select **'Audio call'** or **'Video call'** to start the call.

Note: You can turn on your camera once you are in the call regardless of the call type you select. The person you are calling will receive a notification; to accept the call they can select either the telephone or video camera, and can also turn on or off their camera within the call.

