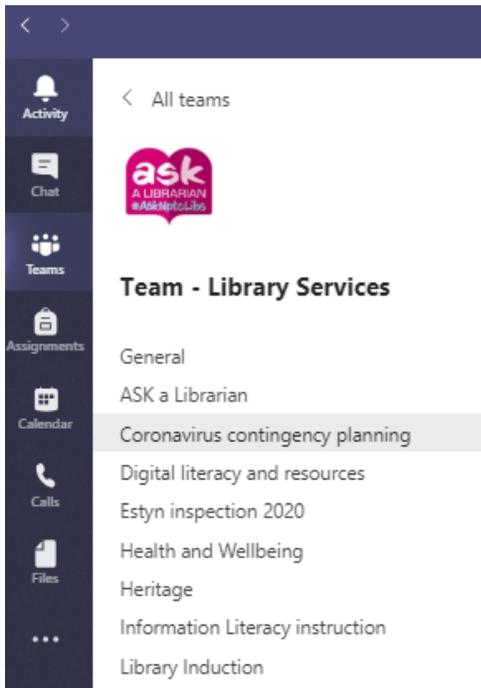


Quick Guide to TEAMS for Staff

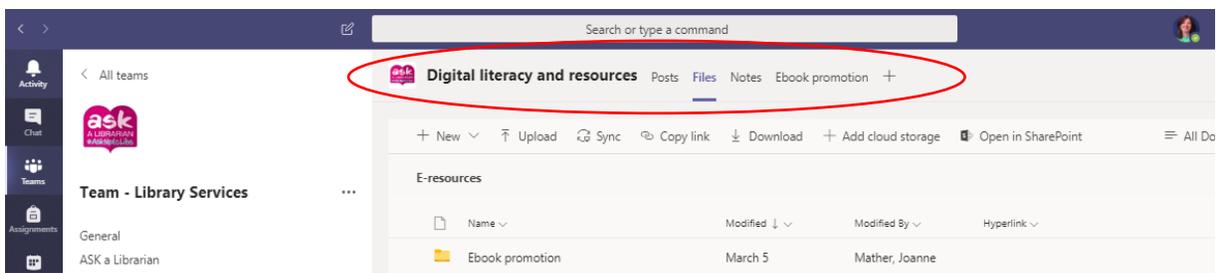


OneDrive: Create your own documents in OneDrive. Upload or share to Teams when you are ready to share them.

Channels: Create channels to organise your Team into subsections. A General channel is automatically created. You can have multiple channels within a Team, e.g. the Library Team has separate channels for Information Literacy Instruction, Reader Development, etc.



Each Channel will have its own Tabs along the top. Posts (group conversations), Files (shared documents) and Notes (shared OneNote) are automatically created and you can then add your own tabs.



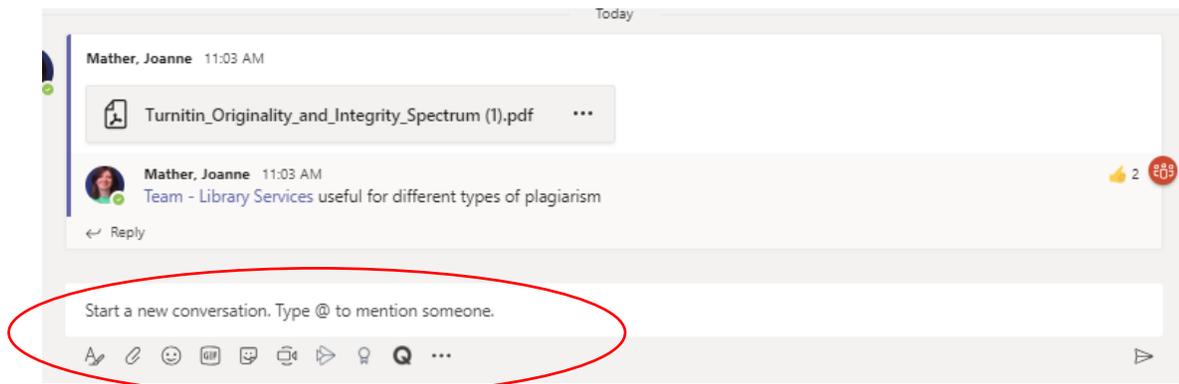
Posts: Posts are group conversations that allow each Team to have a shared discussion that is saved and easily searchable.

Use of @mentions to tag participants or even whole teams to notify others, e.g. @Team – Library Services @mathjoa.

Team members will get an alert to let them know they have been ‘tagged’.

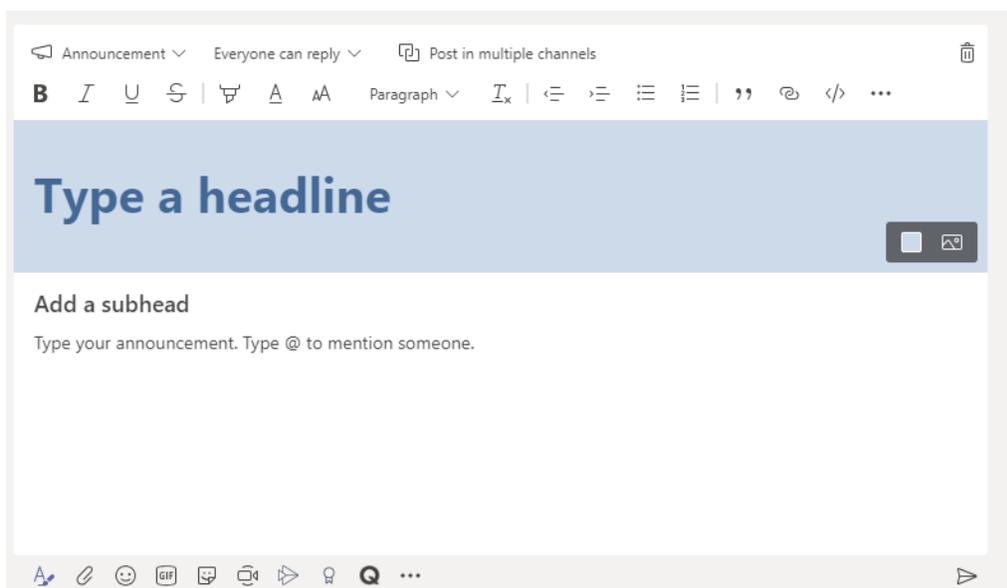
As well as tagging, users can 'like' content and share emoticons or GIFs.

Start a Conversation:



To start a new conversation, type @ to mention someone. We recommend you click on the A symbol, as this will open up the conversation field and give you more options

When starting a new Conversation, create an announcement – this will give your chat a heading, and makes your conversations easier to find when searching or browsing for them.

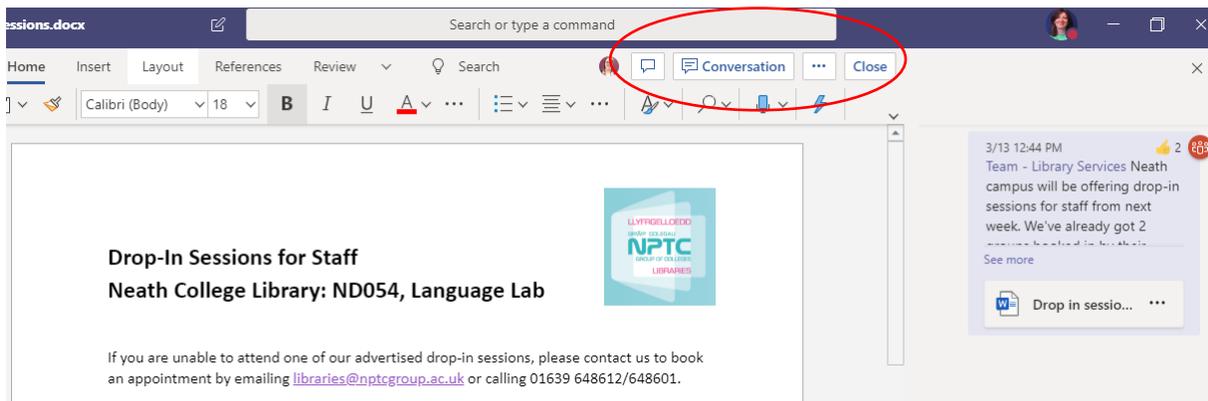


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Files:

In your Teams window, you can perform a variety of tasks directly within that window or browser, so that you avoid flicking between different applications. These tasks include the ability to delete, download, move files, open, copy, edit or get a link to share with others – giving you all the key features you would get in the native apps.

You can also start a Group chat alongside the file, to allow team discussions while all working on the files - and this conversation will appear in your Conversation thread.



Menu

Along the left-hand side you can navigate to different areas within Teams, such as Chats, Meetings, Files and Activity.

Activities: Shows you the last activities of the Teams that you are part of.

Chat: This holds your Skype for Business conversations, providing a complete chat history. You can also chat to individuals or groups within your organization.

Teams: An overview of all your Teams that you are part of and allows you to drill-down into each Channel within the Teams.

Calendar: The Calendar tab pulls your meetings in from Outlook and also allows you to schedule meetings within the Meetings tab that are sent to a Team. The Teams Calendar tab is only to schedule a meeting with a Team.

Calls: Calls allows you to call or video call members of your Team

Files: Within 'Files' you can quickly find and view files across OneNote, OneDrive and within Teams (stored in their own SharePoint sites). There is also a 'Recent' tab so you can quickly access the latest documents you were working on, as well as a shortcut to your Downloads.

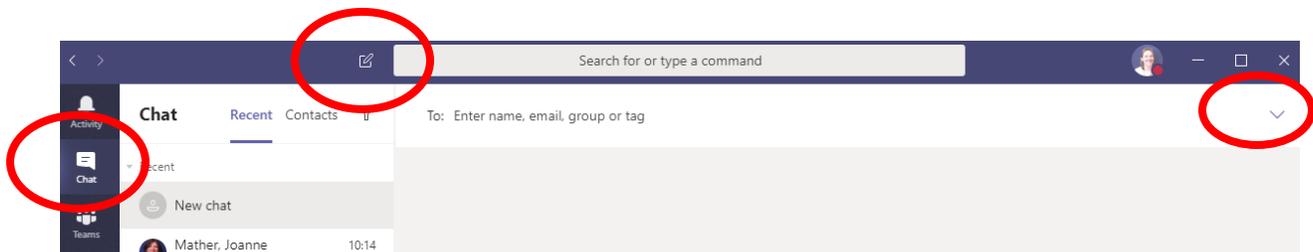
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Setting up a Group Chat:

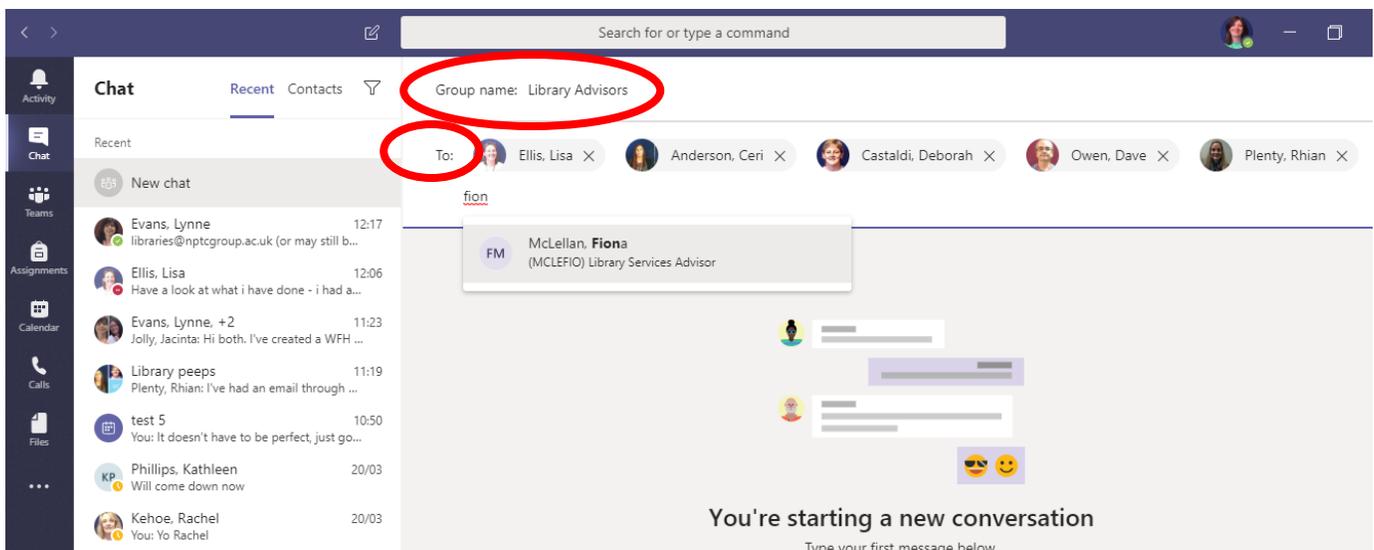
Use this function to create a chat group for your students. You can have different chats for different groups. e.g. Group A Sociology, Group B Sociology. **This is the easiest way to set up a meeting with the students.**

To create a **new chat group**:

1. Click on chat icon on the left ribbon
2. Start a new chat – pen icon on top ribbon
3. A bar will appear with 'To: Enter name...'. Click on the downward arrow at the end of that search bar to create a group chat. N.B. There must be at least two other people in the chat to create a group.



4. Name your group. e.g. Sociology Group A
5. Click on the 'To section'
6. Enter the student numbers or staff names for all those required to be in that group



You now have a chat group set up. To set up meetings with this group you can easily schedule regular timetabled sessions without having to individually add members in each time.

Scheduling a meeting with your chat group:

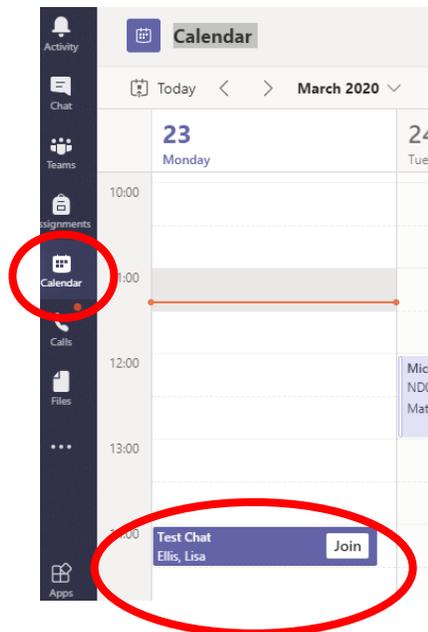
- Click on the 'Schedule meeting icon'



- It will open a **New Meeting** tab, allowing you to invite participants to a scheduled call. You can give your meeting a title, set the time, date and provide additional details. If you want to schedule regular calls, you can set the meeting to repeat weekly or customize it.

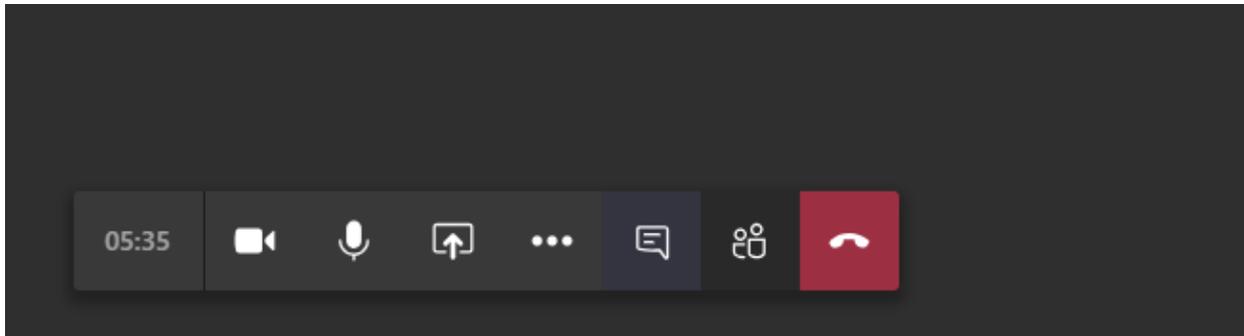
Your students will be sent an e-mail to their college outlook e-mail account. They will need to be in Teams ready on the day to join the meeting.

The meeting will be scheduled in their calendar which will give them the option to join the meeting at the set time.



Once the meeting has started, you will be able to see who has joined as their college profile picture will appear.

If you use your mouse / cursor to hover over the main screen, the following bar will appear



Camera and Microphone Icons:

The first symbol is your camera (built in webcam on laptops) you can switch it on or off by clicking on the icon. If you leave it on – your students can see you and vice versa if they leave theirs on. This is an individual choice for you to decide.

The same for the microphone next to it. It is advisable to ask all students to switch off their microphones so that you do not get 20 students talking at the same time. If they want to ask a question – they can type it into the chat and you can provide a live answer, or allow them to unmute to ask.

Screen sharing Icon

Clicking on this allows you to choose to **share a document** or page you have open on your desktop. It is advisable to open up any documents/ power points, videos etc you wish to share and discuss before the session starts.

If you want to stop sharing your document – click on the icon again and it will return to the main screen.

Chat icon

This is worth clicking on immediately as it allows you to run a chat alongside your meeting and allows students to participate and ask questions without interrupting you speaking.

Participants Icon

This shows you who is present in the meeting

Telephone

Everyone, including the students need to end the call when the meeting has ended.

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