Microsoft Teams
The Guide To Basic Functions
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**IMPORTANT!**

Anyone who uses Teams for Class Groups **MUST** ensure that you have your Teams set up with the College’s recommended permissions and settings on Pages 7-12 of this booklet.

You will also be required to RECORD ALL video conference calls.
Online Guides and Help

Official Support Site:
https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

YouTube Tutorial (UTS):
https://www.youtube.com/watch?v=sVgVdwyTb40&feature=youtu.be
How to set up a “team”

- Teams are set up if you wish to collaborate with small groups – this may be a teaching team (Japanese Department) or a class (8A Japanese)

1. a) Go to the Teams Icon on the left hand side of the app.
   b) On this screen, all the “teams” you are involved in will appear.
   c) To make a new team, click on “Join or create team”.

2. Click on “Create a team”
   ** NOTE: if you want to just join a team that someone else has set up, enter the team code instead.

3. Select which “team” you would like to start up (there is not much difference between each one.
   For the purpose of this tutorial, we will select “staff”
4. a) Assign a **Name** to what your team will be called  
b) Then click **Next**

![Image of creating a team](image1.png)

5. a) Add in the list of **Students/Teachers** that need to be part of your team  
b) Once completed, click **Add**

![Image of adding team members](image2.png)

6. You have now created a “team”

In this page, you will see any conversations (messages) and video calls that have been made. This is also where you can view your recorded video chats with your classes.

![Image of team page](image3.png)
**IMPORTANT!**

This is CRUCIAL. Once you have set up your meeting, you MUST go back and manage the permission settings. Everyone who is using Teams for classes MUST apply these settings to ALL your Class Team Pages.

1. a) To manage your permissions, go back to your Calendar and select the meeting you just set up.
   b) Double click on the event in the calendar.

![Calendar screen with meeting selected](image)

2. a) Once you double click, it will bring you to this screen.
   b) Click on the “Meeting options” tab.
   c) Doing so will open your Web browser and bring up a new screen.
3. a) Once you are in this screen on your **Web browser**, make sure that you click on the “**who can present**” drop down and select “**only me**”. This will stop students from being able to access your screen and share their screen with others while in the conference.

b) Hit “**Save**” once complete (the save button will appear once you select “**only me**”)

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**Disabling Gifs and Memes**

1. a) Click on the **Teams** icon on the left-hand side of your tab.

b) Click on the **3 dots** of the team you would like to disable the gif, memes and emojis for.
2. Select “Manage Team”

3. That will bring you to this screen. From here, click on “Settings”
4. Select Member permissions to edit permissions.

5. a) Go through and make sure that the following boxes are checked/unchecked for the safest learning environment
b) “Member permissions” = only have one box checked
6. **Guest permissions** = no boxes checked

7. **@mentions** = no boxes checked
8. **Fun stuff** = no boxes checked

9. Move across to the “**Apps**” tab.

DELETE: **Forms** and **Planner** by clicking on the **rubbish bin icon**.
Setting Up “Channels”

- “Channels” are used only in Teams (not individual chats)
- You can use “Channels” to divide your content up so it is not all on the one page.
- For example, you might like to have it divided into weeks of work (i.e. Week 1, Week 2 etc)

1. a) Click on the Teams icon on the left hand side of your tab.
   b) This will reveal all the teams that you are part of. Select the one which you want to set up a channel for. Click on the three dots beside the team name.
   c) Select the team you want to set up a channel for.

2. a) Click on the three dots beside the team name
3. From here, select “Add channel”

4. a) Fill in the **Channel Name** (what you want your channel to be called)
   b) The **Description** is optional.
   c) If you leave the **Privacy** as standard, everyone within your team can access this (they can all use the ‘chat’ function to ask you questions about work, have access to your video conferences, or check in for roll marking etc)
      a. If you set it to **”Private”**, you can specify who in the team can have access to the channel (this may be useful for LEC teachers who wish to have a private support channel within a subject)
      b. Note that as it will be private, the channel will not be visible to people who are not specified in the permissions. The Channel name will appear with a lock icon to indicate that it is a private channel.
   d) Once completed, click “Add” and you’re ready!

**Create a channel for “Staff information on Teams” team**

<table>
<thead>
<tr>
<th>Channel name</th>
<th>Letters, numbers, and spaces are allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Help others find the right channel by providing a description</td>
</tr>
<tr>
<td>Privacy</td>
<td>Standard - Accessible to everyone on the team</td>
</tr>
<tr>
<td></td>
<td>Automatically show this channel in everyone’s channel list</td>
</tr>
<tr>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

**NOTE**
Repeat the process to continue to add more channels to your team.
Conversation With Your Team

- Within your team you can ‘chat’ with your team members via ‘conversations’ (messaging)
- This is useful for when you have a quick question (rather than starting a video chat or audio call)

1. a) At the bottom of your team page within your channel, you can type a question or comment that will be displayed for all within the team to see.
   b) **Type your comment in the conversation box at the bottom of your screen and hit ‘enter’** (or the paper aeroplane in the corner) to send.

![Conversation Example](image)

2. a) **Your comment will appear on the page.**
   b) Others can **Reply** to your comment by clicking on the ‘reply’ arrow underneath your comment.
   c) Students and staff can also **start new conversations** by repeating step one above.

![Comment Example](image)
Private Chats - STAFF to STAFF ONLY

- Private chats are handy for one on one conversations – that is, if you need to message someone privately (ie the rest of your team does not need to be a part of the communication).
- This should NOT be used with students.

1. Click on the pen and paper icon at the top of your screen.

2. a) In the space which says **To:** enter the name of the staff member or student who you need to send a message to and hit ‘**enter**’
   c) Type your message on the bottom of the page again and hit enter, (or the **paper aeroplane** in the corner) to send.
Setting up a Video Conference

**IMPORTANT!**

*Anyone who is engaging in a video conference with students MUST record the video chat (even if you are only communicating using AUDIO). Please ensure that you are familiar with how to set this up (refer to page 24 for instructions)*

If you need to make contact over video with your team (or selected people), follow the directions below.

1. **For immediate video conferencing:**
   a) Go to your Team Page (you can also do this privately on chat with staff)
   b) Look at the bottom of your page (near the conversation messaging area)
   c) Click on the Video Icon

2. a) This will bring up the following screen.
    b) If you want to start the video conference immediately, click on the ‘Meet now’ button and this will allow others to join if they are aware.
3. You are now in a video conference

You can invite others to join (add their name in the “invite someone” box) or those in your team can join by themselves.

4. You should also consider ‘**blurring your background**’ so things going on behind you do not get drawn attention to.

   a) Do this by clicking on the **three dots** on the navigation bar
   
b) Select “**blur my background**”
Now your background should be blurred and will look like:

**NOTE**
If you don't want your face to be seen at all, you can disable your camera.
  a) Press the video icon and you will appear as a black screen with only your initials on the screen and a line will cross out your camera.

If your microphone icon is still intact, those in the conference can still hear you.
  • To mute yourself, click on the microphone and you will be silent. A line will cross out your microphone to tell you that you are muted.
To leave a chat, click on the red ‘hang up’ button.

IMPORTANT!

- You must make sure that you (as the host) are the LAST person to leave the video conference (otherwise students can be in the video conference for as long as they want).
- Ensure that there is no one else left in the conference before you hang up! (For “Meet Now” only)
- Remove past meetings from your calendar to prevent students meeting with each other. Refer to “Cancelling meetings through calendar” (Page 32)
IMPORTANT!

There is essential information in this document regarding permissions, that you will need to know BEFORE you engage in a video call with students.

1. ● There are two ways in which you can schedule a video conference with your team (or even just selected members of your team)
   ● The first way is via your ‘Calendar’ (on the left-hand side of your screen).

   ![Calendar Screenshot]

   2.   a) On your Calendar, select which day and time you would like to set your meeting up and click on that slot in your calendar
   b) Click on ‘+ New meeting’ in the top right-hand corner of the screen

   ![New Meeting Screenshot]
3. Complete the information necessary:
   a) **Name** of the meeting
   b) **Attendees** (who is invited) – if you want to invite specific people. If you want the entire team/class, skip this box and go to the next step.
   c) Check **start time & date**
   d) Check the **finish time and date**
      (there is a ‘All day’ option available also)

4. a) If you want everyone in the meeting/class to attend, instead of choosing specific attendees, you can **Add channel** instead.
   b) Select the attendees by choosing a list of participants from your list of channels.
   c) Any team that you use under the “**General**” channel will automatically invite all members to the scheduled conference
   d) Once done, click on **“Save”**

**Other options:**
- Whether the meeting reoccurs on a regular basis
- The location of the meeting
- Description
5. In this example, everyone within this channel (i.e., “Staff information on Teams”) will now have an invite to this meeting.

Press **Send** to send the invite to the attendees’ calendars.

6. This meeting will now **appear in your calendar**.
1. The alternative way is to schedule a meeting with your team is to:
   a) Go to your Team page
   b) Look at the bottom of your page (near the conversation messaging area)
   c) Click on the Video icon

   a) To set up a video conference for a specific time for the class/team, click on the "Schedule a meeting icon" below the "meet now" button.
   b) This will take you to the calendar screen that we just went through. Follow those steps to schedule your meeting.
Recording Video Sessions

**IMPORTANT!**

*Any time that you are engaging in a video conference with students, you will need to make sure that you are recording the entire session. REMEMBER – do not hang up until EVERYONE has exited.*

1. a) Once you are in the video conference, click on your three dots icon to bring up a list of options
   b) Click on the “start video recording” option

2. You will notice a red dot beside the video icon on your screen. This indicates that recording is occurring.
3. a) Once **EVERYONE** has exited the conference, click on the three dots again.
b) Select “stop recording” then you can hang up.

![Stop Recording](image)

4. **NOTE**
   All recorded videos will appear on the team page in the conversations screen once you hang up (sometimes it takes a while to load – so give it time).

   Students can access these for information if they missed out on what was discussed.
Sharing your screen

• While you are in a video conference, you can also “share your screen” to the rest of the members who are present.
• You can use this to go through a PowerPoint slide, show a video, explain work on NAV etc (basically whatever you want to show them)

1. To do this (while you are in a video conference), click on the TV screen icon with an arrow in it.

2. This will bring up a list of the screens you have open on your desktop that you can share (NB it could be a good idea to make sure that you have whatever it is you want to share already open)
3.  
   a) Click on the object you want the others to see. This will bring it up in front of everyone’s screen for them to view
   
   b) **REMEMBER**: you have already disabled the students’ permissions to share their screen (when you edited the team settings via the Web browser), so they cannot share anything and take over the conference at any stage.
   
   c) Their screen looks like this (note there is not “share my tv” button for them):

   ![Image of a screen with a request control button highlighted]

4.  **CAUTION: DO NOT EVER** accept anyone requesting control of your screen!! If you see this, click on “deny”.

   ![Image of a screen with the Deny button highlighted]
5. a) Once you are finished sharing your document, click on the icon that has the TV and an X in it.
   b) You will go back to your normal video screen.

Sharing your whiteboard

- You can also share a “whiteboard”. This can be used to write maths equations on, do artwork etc.

1. To do this, share your screen again, but select the Whiteboard app on the right-hand side

2. It will bring up a Whiteboard for you to click on the pens on the side to use to draw.

3. To exit, click on the icon with TV with an X on it again.
How to delete messages

- Sometimes you may wish to delete a message from a student, particularly if it was posted in the “general” channel (whether it be a typing error gone wrong, or an irrelevant topic)

1. a) In a channel, hover over the student’s name.
   b) A bar with emojis and three dots will appear.
   c) Click on the three dots.

2. Choose “delete message”
Kicking participants off meetings

Within a video conference meeting, you can remove participants and mute participants.

1. a) In the video conference, select “show participants” the speech bubble icon.
   b) On the right hand menu that pops up, select “remove participant” (you can also mute participants from this screen)
• Until Microsoft does an update, it will be important that all meetings scheduled through the calendar is cancelled, as students can still join a meeting that has already finished (without the teacher)

1. a) Go into the “Calendar” through the left-hand bar.
   b) Right click on the scheduled meeting
   c) Then select “Cancel”