# A Quick Guide on Microsoft Teams

This guide is going to go over the main Teams functions that will be most beneficial to students and instructors, as well as how to use them.
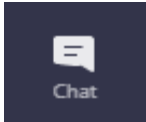
Let's start with an overall look at what is on Teams application.

- The red area is where you can find Teams primary features and tools. If you are missing a feature click the ●●● button to show more.
- The green area is where you can search for a person, group, or keywords.
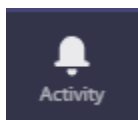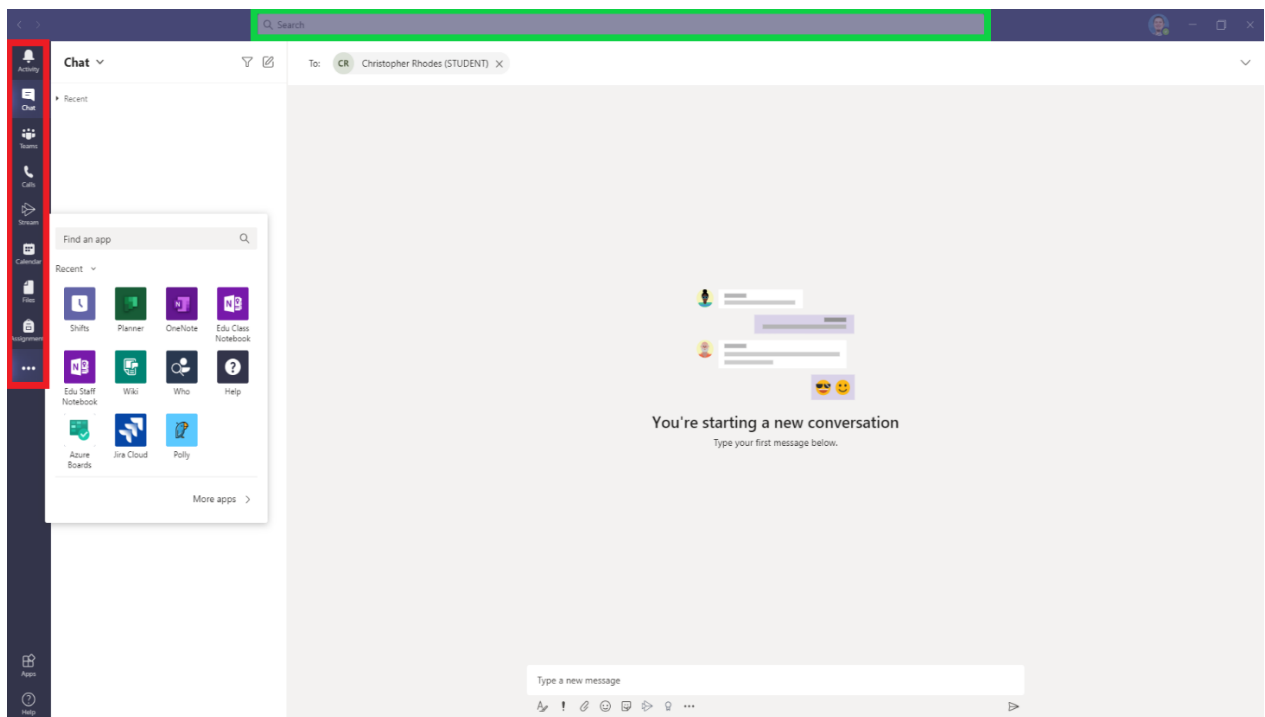
Activity

- This tool is used to see recent notifications or mentions from all of your different groups
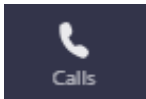
Chat

- This tool is for chatting one-on-one with an individual or a specific group of individuals without making a team first.
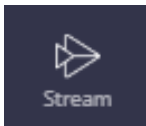
Teams

- This tool is used make a team, group, or class. It lets you be a part of a group that can share, message, and video chat with everyone without setting up a Chat.
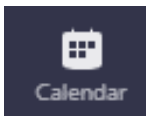
Calls

- This tool is for chatting one-on-one with an individual or a specific group of individuals without making a team first.
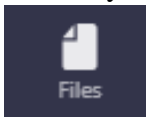
Stream

- This is used to connect to your Microsoft Stream account and the platform as a whole.

Calendar

- This tool is for setting up classes, appointments, and meetings with groups, individuals, and yourself.

Files

- If you have shared, uploaded, or downloaded a file in Teams you can use this tool to look at all of them with a simple click.

More Options

- If any of the tools are not on the left, click this tool to see more options.

Activity

Activity is a very straight forward feature. It is a general notification center that will inform you of any recent post, messages, meetings, invites, and calls. It puts them in a list on the left side, and will give you more detail on the item once you have clicked on it.

An example is provided below:
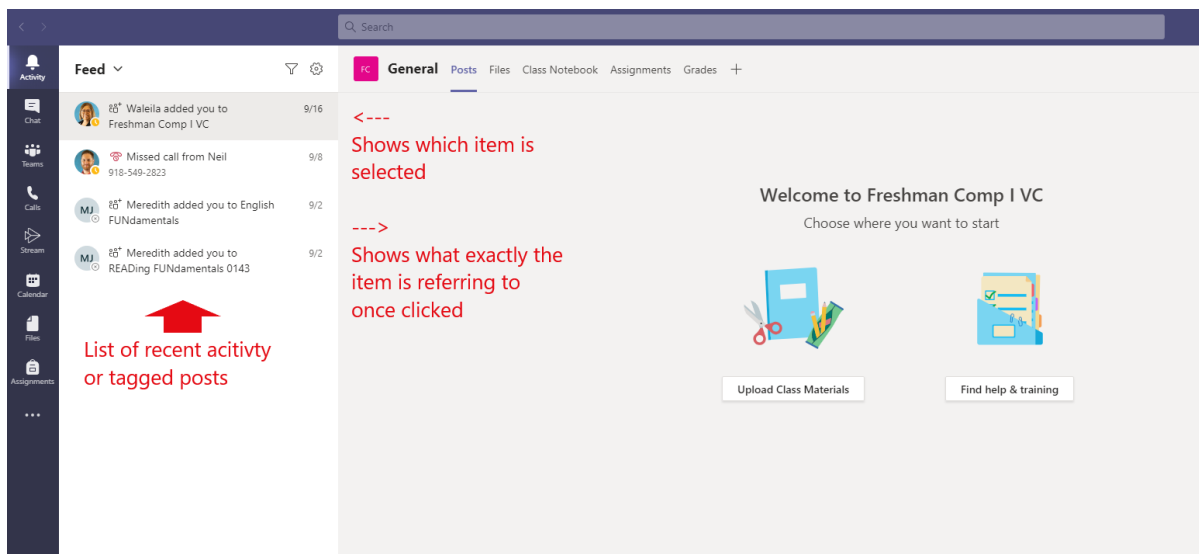
Chat

Chat can be used for a few different things, but it is all based around communication between users. In Chat, you can start a new conversation by hitting the New Chat icon and then search by the user's name, email, or by group.
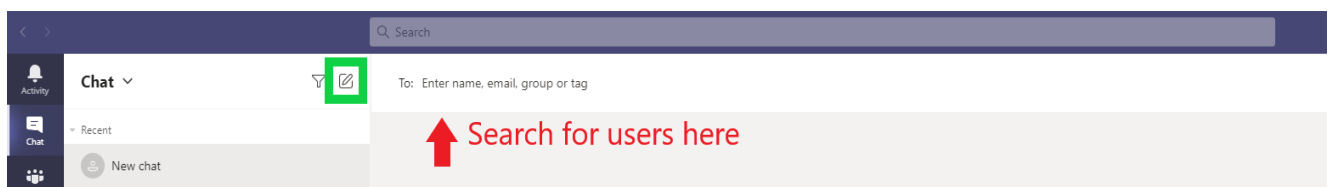
Once starting a Chat with someone, there are a few options you have to interact with them. Some of these options are sending a message, calling, or sharing your computer screen. If you want to send a message start typing in the "Type a new message" area at the bottom of the screen. You can also attach files to the messages just like email.

If you need to call your student or instructor you can click on either the Video Call or Audio Call buttons in the top right. Video calls will ask to use the computer's camera and let you see your student or instructor. Audio calls will only let you talk with one another with no visuals.

Screen Sharing is used for showing your computer screen to your student or instructor so they can see what you see. Screen sharing can be controlled too.
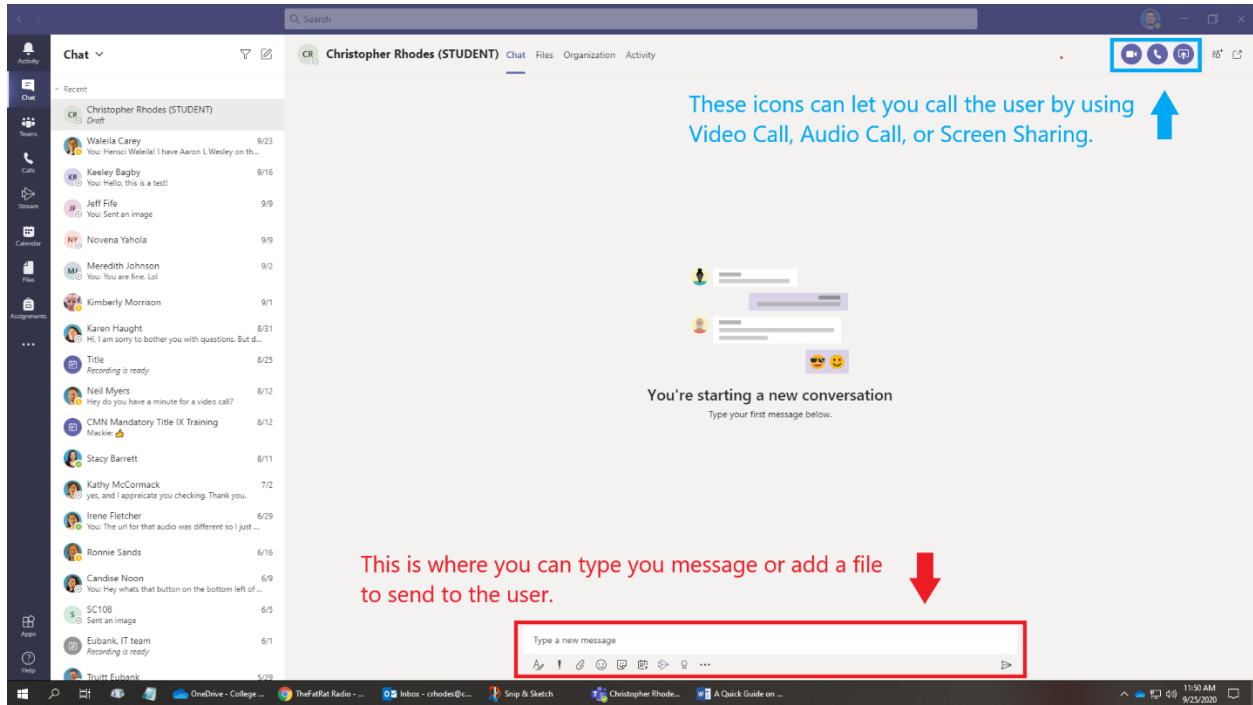

If you only share one specific window like a PowerPoint and then open a Word document. The students will only be able to see the PowerPoint and not the Word document. Though if you share the Desktop, that will let you move freely between windows.

Summary

Desktop – Allows you to switch between screens while sharing

Window – Allows only the screen that was selected to be shared
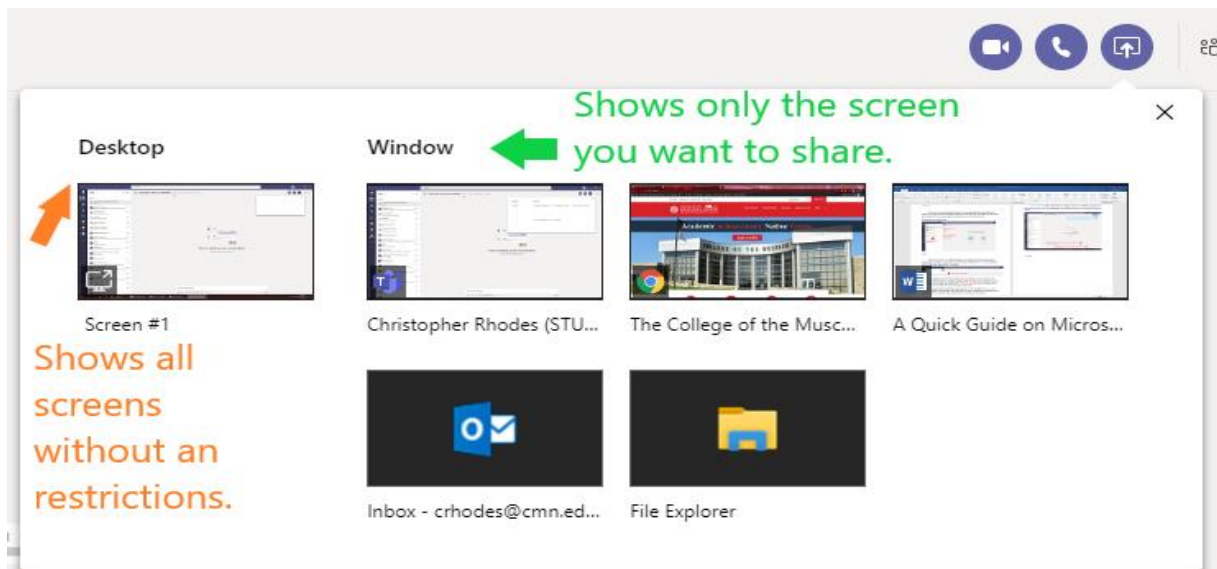
Teams

Teams is just groups. If you have been added or invited to a group it will appear here. On a Team, you can click and see what is happening in that group. While in the group you can send a message to the group, join a meeting (if one is started or scheduled), and check past videos/messages that have been added the group.
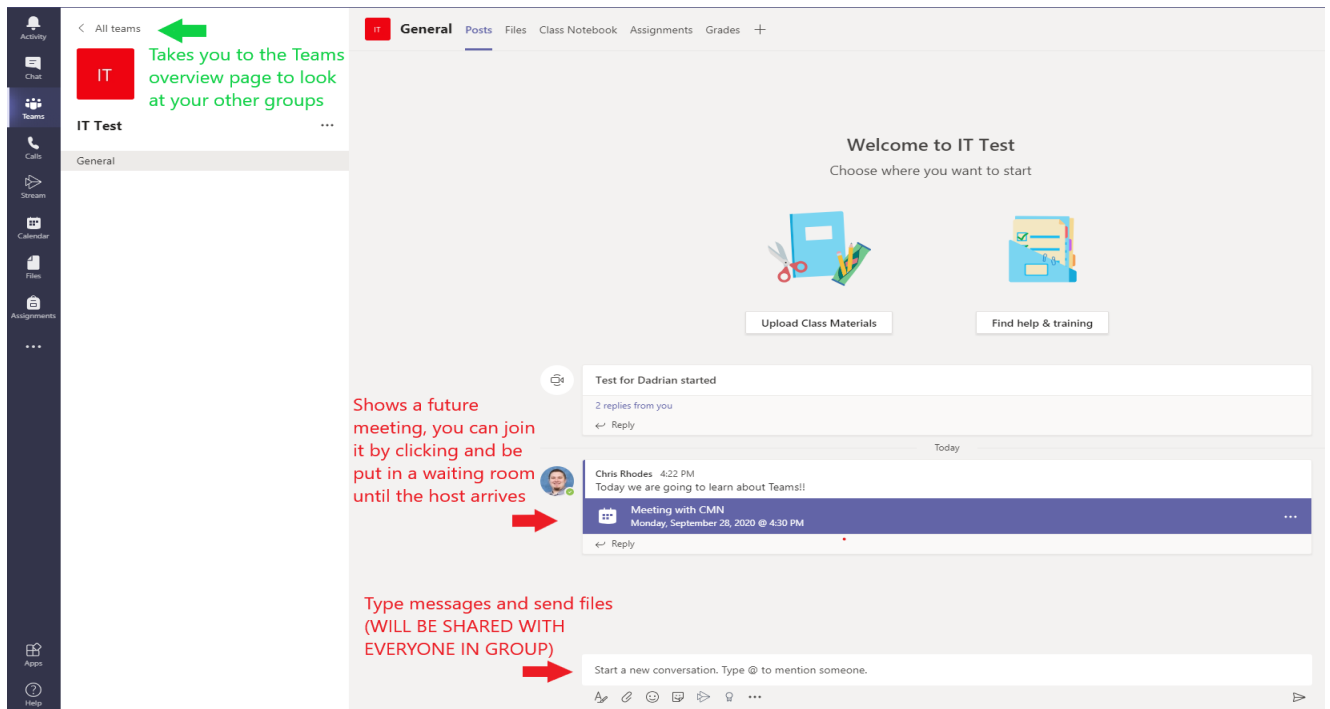
Remember that while in 'Teams' anything you post or send will be viewable by everyone in that group, if you would like to send something that is confidential use Chat*

Calls

Calls is just a large overview of who has tried to call you through Teams or who you have called. It is similar to a call log like on cell phones. You can setup speed dials and listen to voicemails left for you.
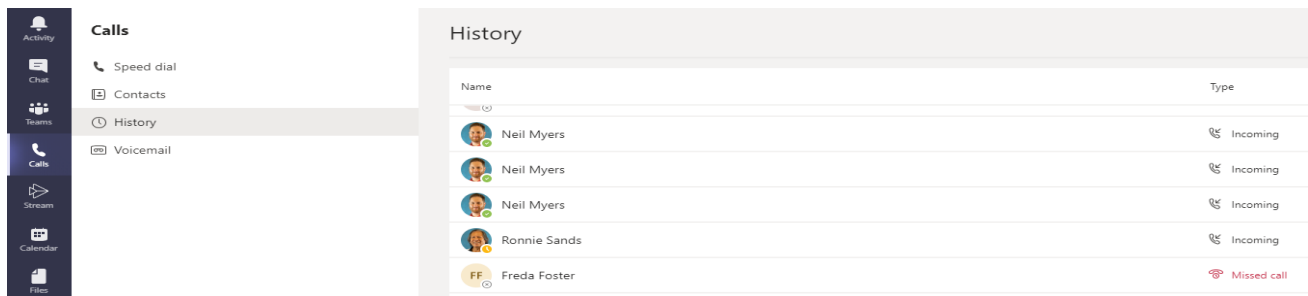
Stream

Stream is very simple, it is just a page that provides a link to Microsoft Stream. By clicking the pink Microsoft Stream arrow icon on the right it will open Microsoft Stream's website on an internet browser. You will need to login to your account by using your CMN email account (don't forget the @cmn.edu) and using your CMN password. Once on the site, it is similar as a video library for CMN.
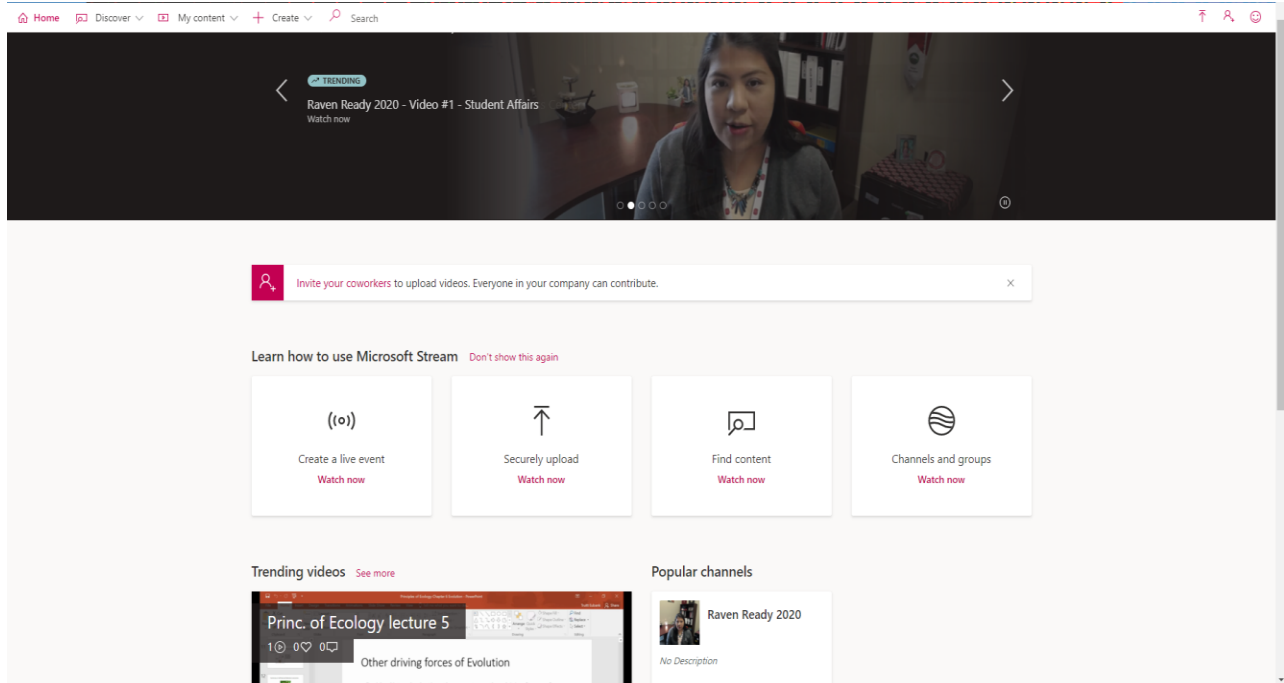
Calendar

Calendar is where you can look at all your upcoming meetings and events, as well as schedule meetings. Meetings are shown in a "work week" layout starting with Monday. The time of day is on the left side of the page. The red line that is showing helps to show you around what time it is and what meeting you should be having.
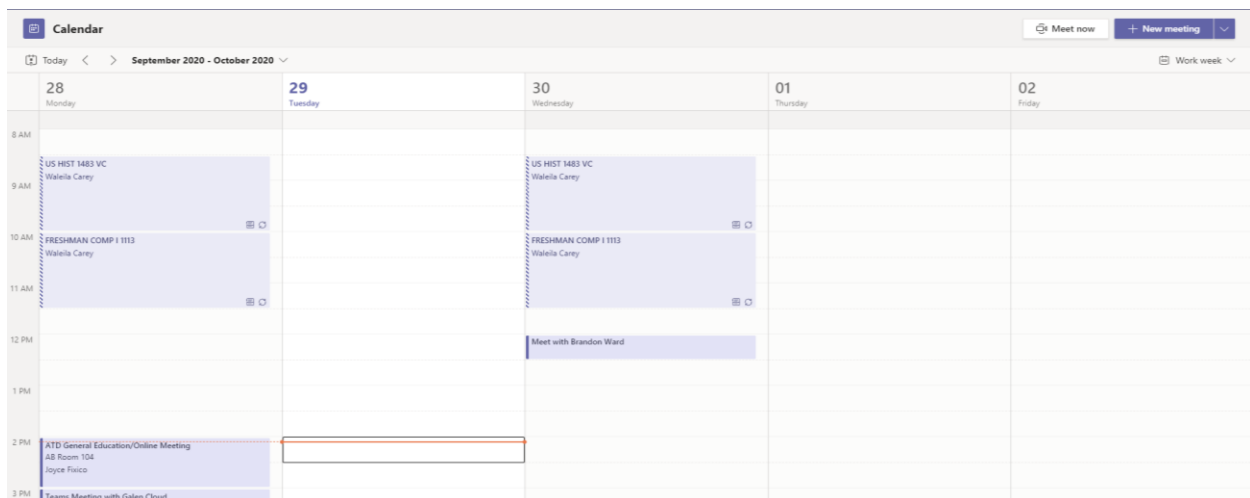
In the top right corner you can start a meeting with "Meet Now" or schedule a "New Meeting."

- Meet Now starts a meeting where you are the host. No one will be in this meeting until you add them, though this feature is nice if you are wanting to learn the meeting features or to record a video.
- New Meeting pulls up a window so you can set a meeting up. Here you can add a title, attendees or channel (group), date and time, if you want the meeting to repeat, and a description if you want the students to know more. You can also go back and edit times and dates after the meeting is done if need be.

Files

Files is where you can see all of the files you have uploaded or downloaded on Teams. There is a "Recent" tab, "Microsoft Teams" tab, and a "Downloads" tab.

- Recent shows all of the documents you have recently edited, downloaded, viewed, or uploaded. It will out them in a chronological order with the newest file at the top.
- Microsoft Teams tab will show all your files that have been added or edited in the Teams app. Any file that you have added to Teams will appear in this tab and can be found.

- Downloads will show all files that you have downloaded that were on Teams. If you downloaded a file from a group, chat, or video call. The download will show here. These will appear in chronological order starting with the newest at the top.

More Options

This button is for if you are missing a certain feature on the left side. Click on the "More Options" button to open a little menu. This will show all the other features that you have installed on Teams. If you want to pin the features to the left you can do so by right-clicking the icons and then left-click the "Pin" button. This will add it to the list of features on the left side. There is a limit to how many features you can have pinned on the left side. After that limit is reached, the features will be pinned inside of "More Options" at the top of it.
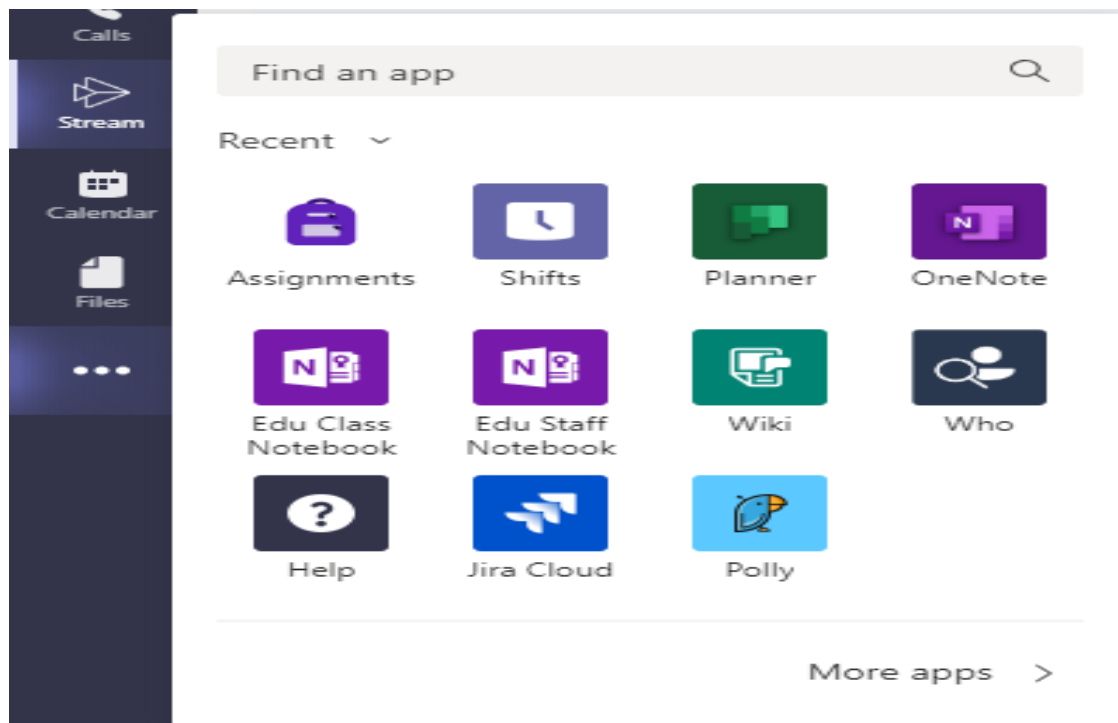
## Congrats! You now know the basics of Microsoft Teams!

You should now be able to join, chat, and interact with your students, instructors, and classmates with ease. If you are still having issues please look over the document again first, and then you can submit a ticket to **CMN's Support Center**. If you would like a more visual look at Microsoft Teams here is a short video talking about the application. **Watch Video!**

Below will be a quick guide about Recording meetings

Recording a Meeting

       Recording can be done by the host of a meeting once the meeting has started. The host will need to find the "More Actions" button, which is three dots in a line. Once that button is hit a menu will show up and "Start Recording" will be towards the bottom of the list. Click on it to start recording. You will know if it works because a recording icon will appear next to the time at the top left side of the window. To stop the recording, click the "More Actions" button again and find "Stop Recording" towards the bottom of the list. After that you can download the video and post it to D2L, YouTube, Microsoft Steam, and more.

Always hit Stop Recording before closing or leaving the meeting otherwise the video could become corrupted and not work correctly
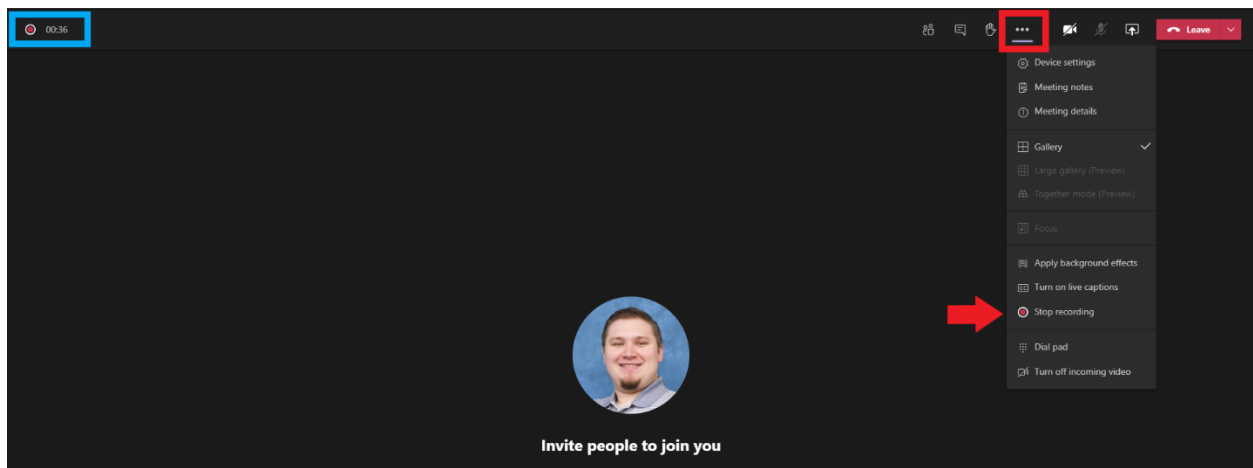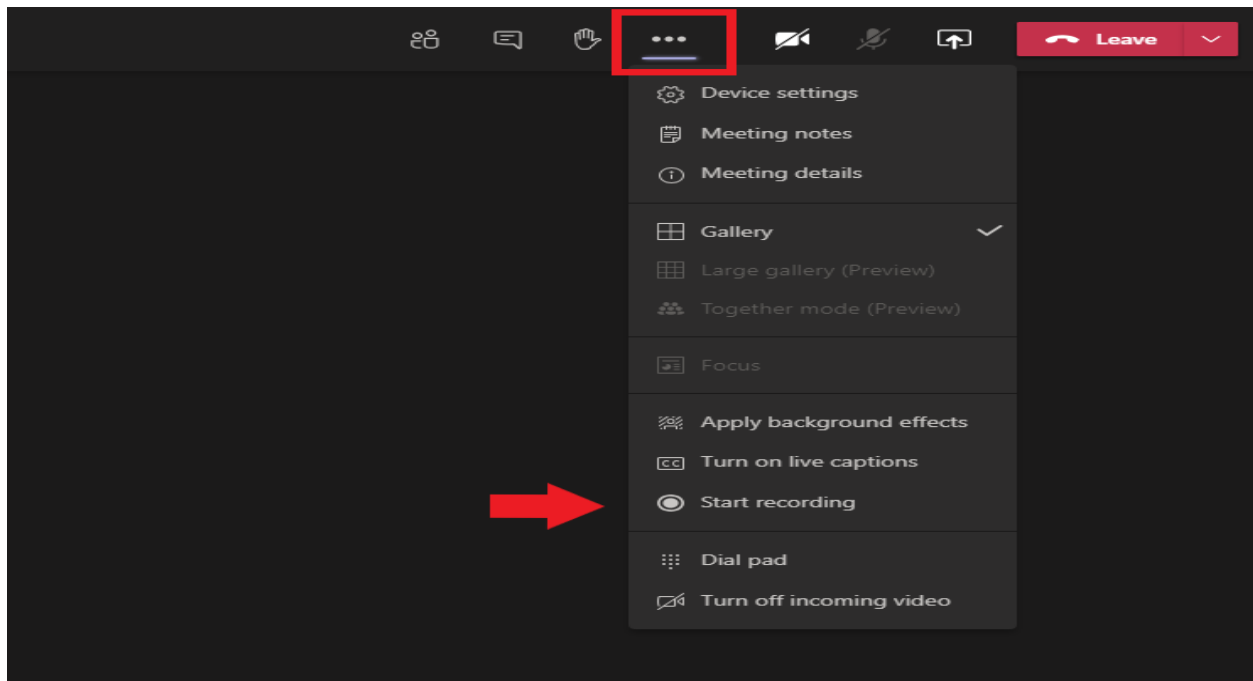
    Always inform your viewers or students when you are going to start a recording beforehand