

TEAMS PRIMER

WHAT TO KNOW FIRST IN TEAMS

COLLABORATING REMOTELY

Isaac Newton discovered calculus while in quarantine.
William Shakespeare wrote "King Lear" while in quarantine.
You will learn how to unmute your computer's microphone during an online meeting while in quarantine.

While we are lucky to be working in an age where online tools are ubiquitous and powerful, they have not been a daily part of our organization. We are in a stressful and flexuous time, which does not lend itself to learning new things; however, by staying simple, we can work within the tools to close some of the gaps in our existing communication structures.

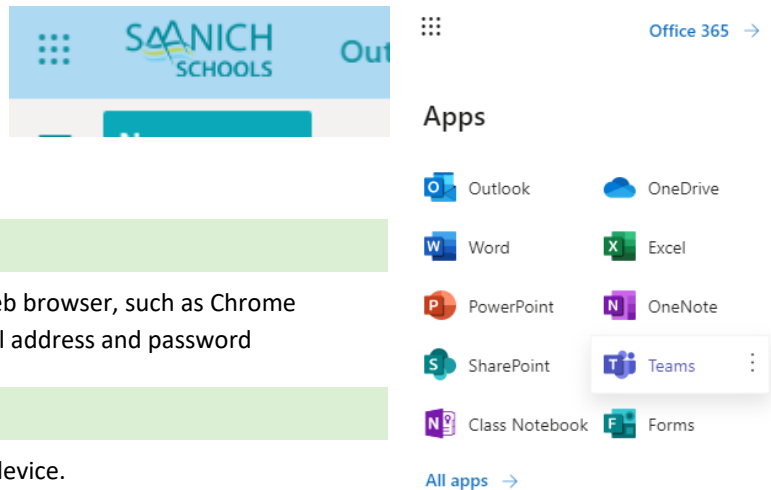
KEEP IT SIMPLE

Use the method of communication your staff are used to. If you need to augment it, that is when you introduce Teams.

TEAMS – HOW TO GET IN

1. LOG IN FROM WEBMAIL

1. Log into webmail as you usually do:
<https://mail.saanichschools.ca>
2. Click the Apps Menu in the top left, next to the logo
3. Select the Teams Application



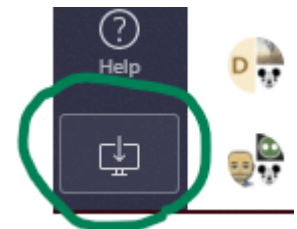
2. LOG IN DIRECTLY TO THE WEB APP

1. Go to <https://teams.microsoft.com> in a web browser, such as Chrome
2. Log in with your **@saanichschools.ca** email address and password

3. MOBILE AND DESKTOP APPS

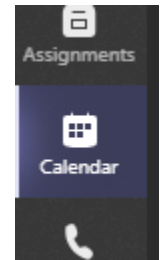
You can also install the Teams application on your device.

1. iOS app: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>
2. Android app:
https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_CA
3. Desktop app:
 - a. Sign in to the Web App (as in step 1 or 2 above)
 - b. Once logged into the Teams web app, click the icon in the bottom left corner to download the application for your computer.



SCHEDULE A TEAM MEETING

You can schedule a team meeting, with Audio, Video, and Document/Screen sharing. Make sure you have introduced your staff to Teams, and explained why and how you will be using it **before** sending them a Teams meeting invite.

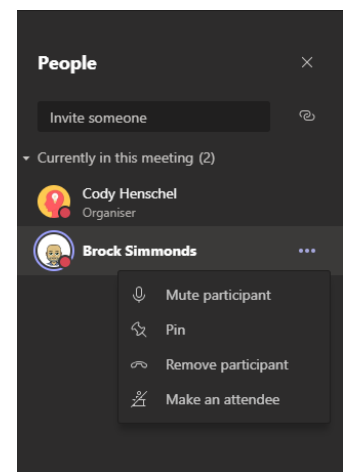
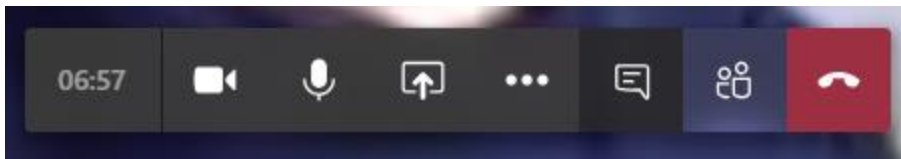


1. Open the **Teams** application
2. Go to the **Calendar** section
3. In the top right, select **+ New Meeting**
4. Schedule and invite your participants, and give the meeting a name and summary.
5. When you Save the meeting, the Teams application will append the “Join Teams Meeting” information to the invite. Staff will be able to join the Teams meeting from their email, calendar, or Teams application

MANAGING A TEAM MEETING

The best way to run an online teams meeting is from a laptop or desktop computer, using the installed application, not just the web app. (See TEAMS – HOW TO GET IN – 3.) The following directions will assume you have installed Teams for Desktop.

To see the menu below, which allows you to control the meeting, move your mouse over the video stream.



1. Team meetings can be noisy with lots of participants. As a presenter you can mute participants. Click the **“People”** icon next to the **“hang up”** icon in the bar to pull up a list of participants. You can Mute All, or click the ... next to a participant to mute them individually. **If you mute a participant, only THEY can un-mute themselves.**
2. A video meeting will show the 4 most recent speakers on the screen. This cannot be adjusted, and will cycle based on who is speaking.
3. A video meeting includes a **chat** – You may ask your participants to ask questions via the chat instead of by voice. Open the chat to keep track of conversations by clicking the **“Speaking Bubble”** icon next to the ... in the menu

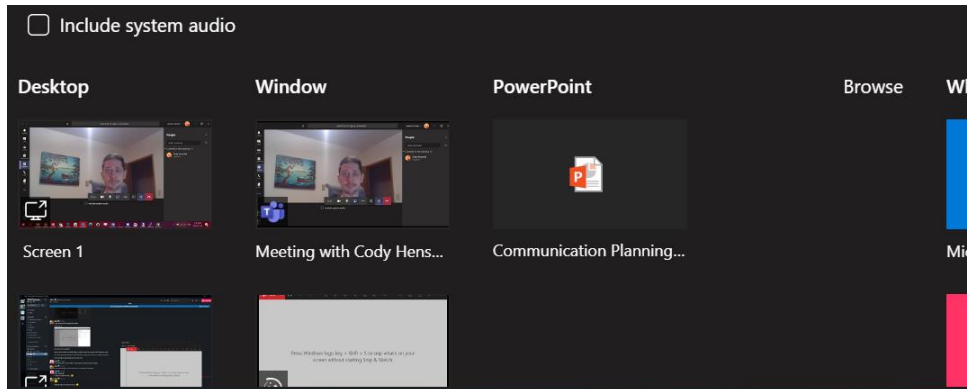
SCREEN SHARE DOCUMENTS

An important feature in collaborating remotely is presenting information that would normally be handed out as an agenda, or on a projector to provide context for what is being discussed. Teams meetings allows for this via the **Share** button in the center of the control bar (square box with an arrow in the center.)

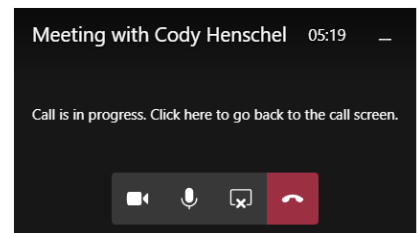
It is especially important for this part that you are using the desktop application. The feature works in the web app, but the steps are slightly different and do not work as seamlessly.

1. Before the meeting, open all the content on your desktop that you will want to share – including websites.
2. During the meeting, when you would like to switch to sharing content, click the **Share** icon
3. **Select** your content:

- If you select a screen, **ALL content** on your screen will be shared including **notifications**
- Instead, **select** the document or PowerPoint presentation you want to share from the available thumbnails.



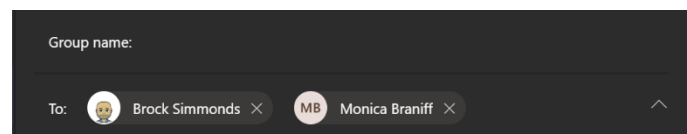
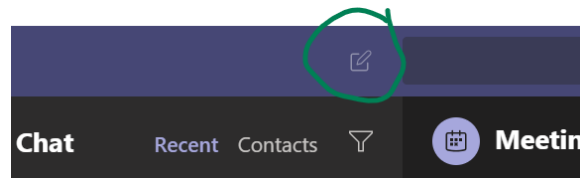
- When you select your content, it will be outlined in **RED**
- Your shared content will replace the video stream for all members. There may be a slight delay before people see your content, so **allow for 5 seconds before manipulating or referencing your content.**
- To stop showing your content, and to return all participants to a video chat, click the Stop Sharing icon (box with an X) in the small window in the corner of your screen



GROUP CHATS

A full “Team” has a lot of complexity that we do not want to introduce yet. Instead, when you want to collaborate as a group, create a Team chat.

- Click the chat icon on the left menu (under activity)
- Click the **“Compose New Chat”** icon
- Enter a list of staff you wish to collaborate with
 - You can name the group by clicking the carat on the right next to the list of names
 - Group names are seen by all in the group
 - You can edit or change a group name by clicking the pencil icon next to the group afterwards



PIN YOUR TOP CHATS

Conversations are ordered by most recent. You can pin your main chats (group or individual) by:

- Mouse over the chat in the history
- Click the ...
- Select Pin from the menu

EXPERIMENT! EARLY AND OFTEN 😊