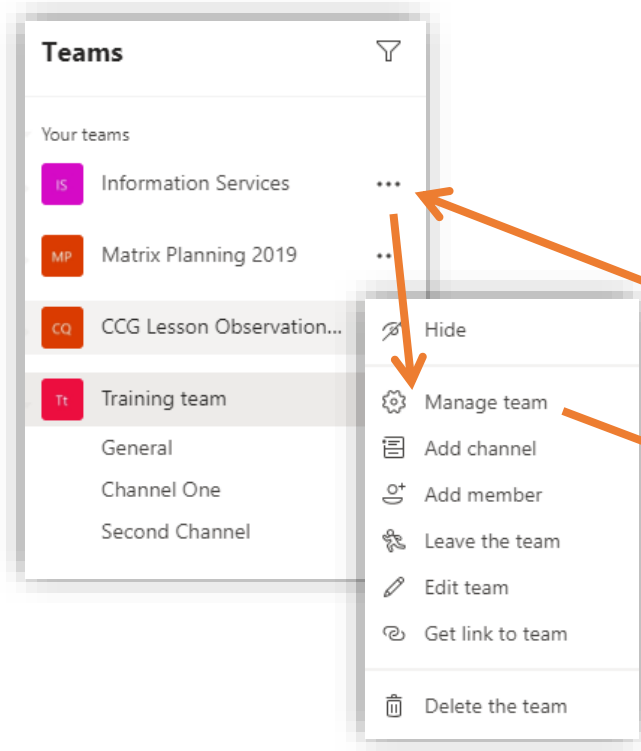


Managing a team

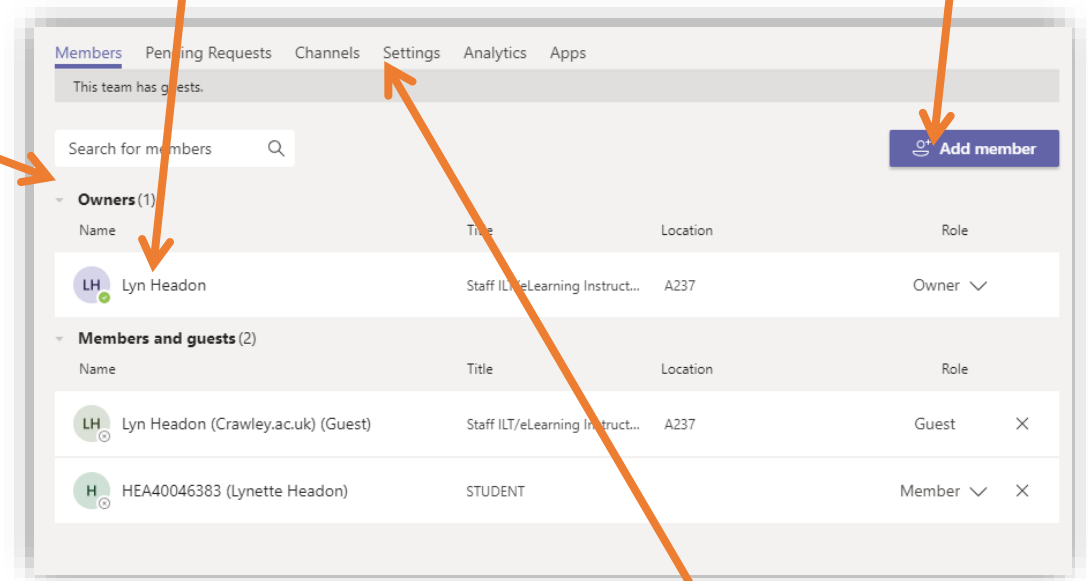
How this helps: Teams are dynamic, new team members join while others leave. Manage who is on your team - add owners, members, guests, and remove folks who are no longer relevant to the team. If you are a team owner, you can also see all Channels and Apps in the team.

How to do this: click the ellipses (. . .) icon and select **Manage team**



See who is in the team and their role

Add and delete team members



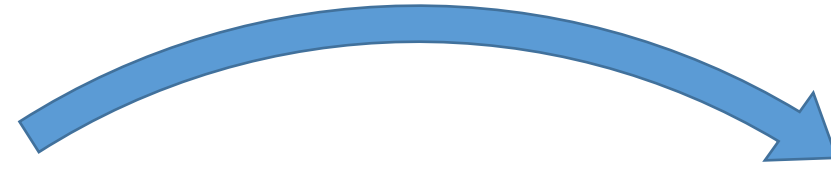
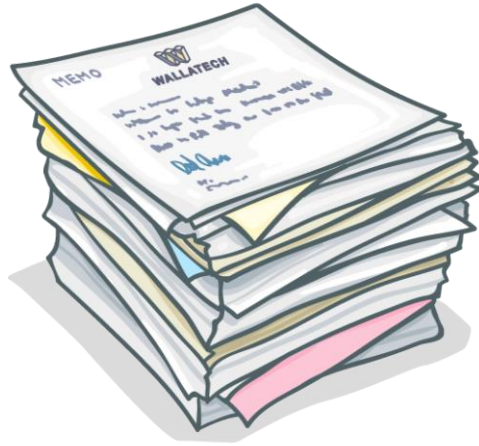
Top Tip: avoid duplicating Teams

How to do this: prior to setting up a team, use the search facility to see if one has already been created. Also, ensure you follow the college naming convention which is: '[Dept] Team name' e.g. '[International] Parents Evening'

Manage Channels, Settings and Apps

Channels

Channels are the groups/tasks within your team. Every team starts with a General Channel which may seem like the place to put everything however adding channels is a way of organizing the Team.



Think of this as a way of sorting and filing the teams documents, tasks and conversations into easy to manage sections



Recommendations:

- Think of the General channel as the landing page for your Team the hub for the high level interaction.
- Then for each subject area or main function create a new Channel.
- The more tabs you add to a channel the harder it is to find them. So try the rule that when the number of tabs doesn't fit on your screen switch the tabs to new channels.

Tabs

There are three ready made tabs in each Channel

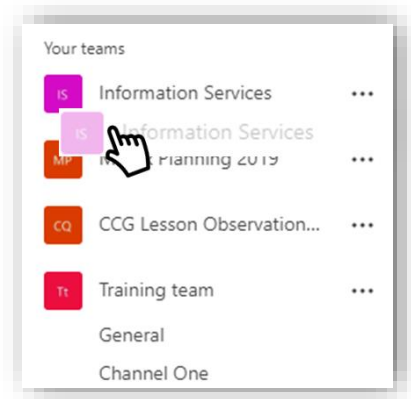
- Conversations – this is the same as the conversation in the general Channel, but as you can switch off notifications in each channel separately using the channel conversation means it will only go to Team members it is relevant to
- Files – again files could be stored in the general Channel, but think of this as a way of storing documents in separate draws in the filing cabinet
- Notes – every Team has a built in Notebook this is the section relevant to this Channel

Other tabs can easily be added as necessary for example:

- A particular document ie spreadsheet that is needed regularly by the team, this gives quick access to the document
- Forms – select Forms and you can easily create a form / survey that can be managed in teams
- Website – if there is a website that your team need regular access to for example: exam boards links to these can be setup in a tab

Organising your Teams

Drag and drop the order of your teams



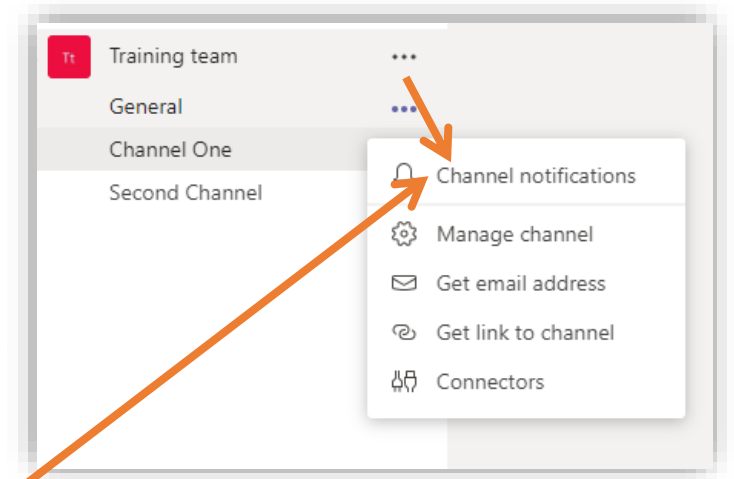
How this helps: as you priorities change move your currently most needed team to the top

How to do this: Click and drag the team you'd like to move. Once the screen turns grey, move the team up or down depending on the order you'd like.

Set Channel Notifications

How this helps: Get notification of any channel updates to keep you up to date

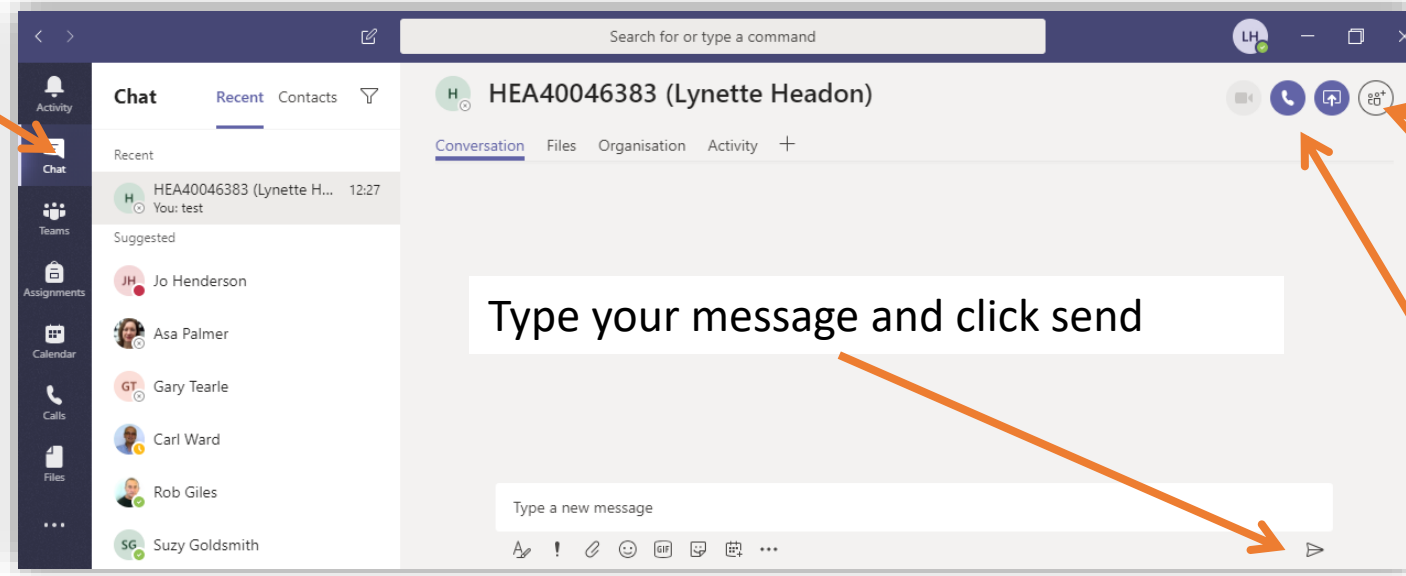
How to do this: Click on the ellipses next to channel and select **Channel notifications**



Using the Chat facility

Start a chat with anyone in the college they don't need to be in a team with you for this!

Select the Chat tab on the left of the screen

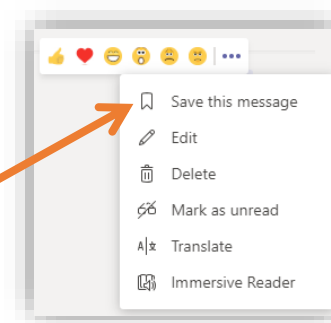


Click add to select the participants

Top Tip: Bookmark messages or attachments for later reading

How to do this: hover over the message or attachment select the ellipses (. . .) icon and select 'Save this message'

To find bookmarked chats: Type `"/saved"` in the search bar



You can also share your screen or make an audio (Skype call) through the quick links in Chat

@ message

Add @ to a message to send to a specific person

How this helps: Stay on task and send a quick message without leaving your current window or project.

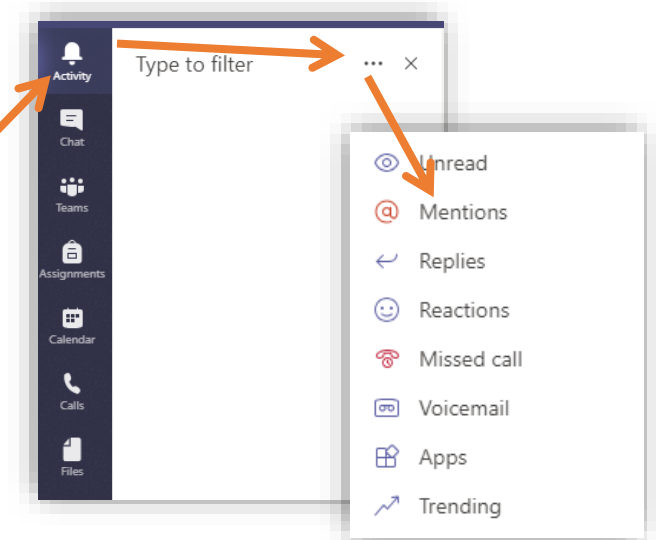
How to do this: type @ in the search bar, select who the message is for from the list, click enter, then type and send your message.



Filter Activity by @mentions

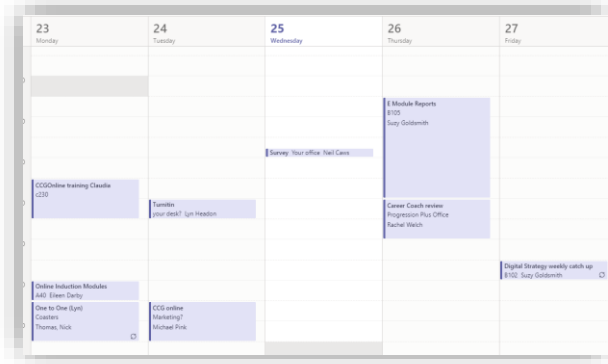
How this helps: Filtering by @mentions lists any messages you have been mentioned in, quickly identifying all your actions in one list

How to do this: Click on **Activity**, then click the ellipses filter button and select **@mentions**




Meetings

Schedule meetings from within teams



How this helps: You can access your calendar from within teams, and can add meetings or schedule events directly from here


How to do this: Click on the  Calendar icon on the left hand side of the page then either select meet now or schedule a meeting

 Meet now

+ New meeting

Access Skype for calls and meetings

How this helps: You can access skype from within teams, make calls and

How to do this: Click on the  Calendar icon on the left hand side of the page then either select meet now or schedule a meeting

 Meet now

+ New meeting



Record Teams meetings

You can record your Microsoft Teams meetings. The recording captures Audio, Video, and any screen sharing activities.

How this helps: basically this allows you to have a record of what was discussed either to go back to or share with absent team members.

How to do this: simply start the meeting click the ellipses (. . .) and select 'Start Recording' you will get a message letting you know it is recording. Once finished just click stop recording from the same menu.

The video will be saved to Stream and a link will be emailed to you as well as added to the channel chat.

