Introduction to Microsoft Teams

Also featuring Microsoft Planner

What on earth is Microsoft Teams?

Good question…

Microsoft Teams is a cloud-based team **collaboration** system that is part of the Office 365 suite of applications.

The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing.

Basically … it allows you and your team to work together in one place

What's it good for?

- Communication
- Collaboration on documents
- Sharing information
- Arranging online meetings
- Planning projects (with Planner)
- Keeping track of tasks (with Planner)

Communication

Microsoft Teams comes with 2 communication tools:

Conversations in Team channels
- For discussion with all members of the team about a specific topic
- You can @mention a person which will mean they'll get notified
- You can @mention the channel or the team to have everyone notified

Chat
- For discussion with a specific person, or several people, outside of the team structure
- You can talk to anyone in the university
- If they don't yet use Teams they will get an email directing them to it

Tips	You can view and search through old conversations and access files that were shared
	You can rename, pin or mute chats

Collaboration & Sharing

You can work on documents together via Teams

Either:

- connect your Team to a SharePoint document library
- store your files directly in Teams

Note

MS Teams administrators (me!) can't access a Team's storage area unless they make themselves a member of your team. So if you need help, you'll need to allow them to join your team temporarily

Arranging Online Meetings

You can:

- Meet in a channel within a particular team
    - Anyone in the channel can join the meeting
- Schedule a meeting from within a chat
- Schedule a meeting with specific people from the Meetings option
- [Schedule a meeting via Outlook]

Using:
- Video
- Audio
- Chat
- Screen share

Tips	You can take notes within Teams
	You can record the meeting
	You can share files during the meeting

Expanding on Microsoft Teams

You can add to your basic Team by linking or connecting other tools.

For example:

- Planner
- SharePoint
- OneNote

Planner: getting stuff done

Integrating Planner into Teams allows you to:

- Create tasks
- Allocate tasks to members of the team
- Monitor progress
- Organise tasks into multiple categories

Why use it?

Because it's visual and easy to use

Planner: monitoring progress

In Planner (via Teams, or direct)
- Board
- Charts
- Schedule
- My Tasks
- Email notifications (nagging)

Microsoft To Do
- View all your Planner tasks
- View all your Outlook tasks
- View all your flagged emails
- Add tasks to "My Day"

Microsoft Flow
- Connect Planner and Outlook
  - Check your unfinished tasks and email you a list (easy)
  - Check **all** unfinished tasks and email you a list (not so easy)

Isn't this the same as SharePoint?

Yes, kind of, but…

- It's prettier
- It's easier to use
- It's flexible
- It includes tools to have quick conversations and arrange meetings

Can you stop talking about it and let us try it out!?

Yes! We're going to work through exercises together which will cover:

- Accessing Microsoft Teams
- Creating a Team
- Creating a Channel
- Notifications
- Having a Conversation
- Adding a Planner Plan
- Using Planner
- Viewing your Planner Tasks
- Connecting with SharePoint
- Having an Online Meeting