REGIONAL COMMITTEES SUPPORT TOOLS
MICROSOFT TEAMS USER GUIDE

Institution of MECHANICAL ENGINEERS

Contents

About this User Guide

This User Guide provides guidance on how to use Teams to connect with other users for:

- 1-2-1 discussions.
- group discussions.
- virtual meetings.
- sharing documents etc.

If you require any support or training on how to use Teams, please contact digitalhelpdesk@imeche.org.

Introduction to Microsoft Teams

Microsoft Teams is a collaboration app that helps your team stay organised and have conversations — all in one place. Here's a quick look at the left-hand side of Teams:

Teams - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.

Meetings - See everything you've got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.

Calls - In some cases, if your organisation has it set up, you can call anyone from Teams, even if they're not using Teams.

Activity - Catch up on all your unread messages, @mentions, replies, and more.

Use the command box at the top to search for specific items or people, take quick actions, and launch apps.

Download a Quick Start Guide

http://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf

Watch the video:

https://www.microsoft.com/en-gb/videoplayer/embed/RWeqWC?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb

TEAMS ACCOUNT

How do I switch between my work Teams account and my IMechE Teams account?

Microsoft Teams desktop doesn't yet support multiple accounts, but you will be able to use the desktop version and the browser version concurrently.

Sign into Teams using your Desktop App

1. Start Teams.

   - In Windows, click **Start** > **Microsoft Teams**.

   - On Mac, go to the **Applications** folder and click **Microsoft Teams**.

   - On mobile, tap the **Teams** icon.

2. Sign in with your Microsoft 365 username and password.

To use Teams on the web click https://teams.microsoft.com.

Pick an account you wish to use.

To sign out of Teams

Click your profile picture at the top of the app and select **Sign out**.

Mac users, go to the app menu bar at the top of your screen and click **Microsoft Teams** > **Quit Microsoft Teams**.

You'll be able to sign in later with the same account or different credentials.

How do I find out which Teams I belong to?

In the main panel, click **Teams** on the left side of the application. You will have access to view all the Teams and Channels that you belong to.

How do I add members to a Team?

If you're a team owner, go to the team name in the teams list and click ⋯ > **Add member**.

Start typing a name, distribution list, security group, or Office 365 group to add to your team.

When you're done adding members, select **Add.**

Select **Close**.

How can I become a Team owner?

If you're not a team owner, you can submit a request, and the team owner can accept or deny it.

In the teams list, go to the team name and select **More options** ⋯ > **Manage team**. to find out who the team owner is.

Show device settings

To see or change your Teams software settings, click your profile picture at the top of the app. You can change your picture, status, themes, app settings, notifications, or language, access keyboard shortcuts, and more. There's even a link to download the mobile app.

MEETINGS

How do I schedule a meeting in Teams?

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting** in a chat (below the box where you type a new message) to book a meeting with the people in the chat.

- Go to **Calendar** on the left side of the app and select **New meeting** in the top right corner.

- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.

Go to Select a channel to meet in section:

- Select None to create a private meeting.

- Pick a channel to create a meeting that's open to everyone on the team.

You can also schedule a recurring meeting by checking the "**Repeat**" checkbox. Once you do that, you will be able to choose how often you want your meeting to occur.

To learn more, please click the following link:

https://support.office.com/en-gb/article/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5

Watch the video:

https://support.office.com/en-us/article/manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137

How do I schedule a Teams meeting from Outlook?

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either application.

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Please note: Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.
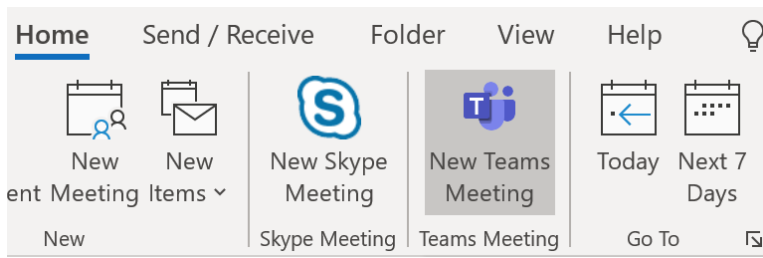
Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location, start time, and end time. Then click **Send.**

You can also invite people from outside your organization from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.

To learn how to schedule a meeting using iOs or Android visit:

https://support.office.com/en-us/article/schedule-a-teams-meeting-from-outlook-883cc15c-580f-441a-92ea-0992c00a9b0f#ID0EAABAAA=iOS

Do Guests get access to everything?

They don't. The following article gives an overview of what a Guest can and cannot do - https://docs.microsoft.com/en-us/microsoftteams/guest-experience.

How do I start an instant meeting in Teams?

There are a couple of different ways to get an impromptu meeting going with just a few clicks. This can be done from your calendar or in a channel.

From your calendar

1. Go to **Calendar** on the left side of Teams, then select **Meet now** in the upper right corner.

2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.

3. When you're ready, hit **Join now**.

Your meeting is now up and running; you just need people to join you.

To invite people:

1. Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.

2. Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy join info** and paste the link in a message.

If you don't have meeting scheduling capability in Outlook or Teams, starting an instant meeting is a great option. Just like with scheduled meetings, everyone who attends your meeting will continue to have access to the meeting chat, the recording, and anything else people share in the meeting (like files and meeting notes), even after the meeting ends.

To re-join the same meeting anytime, find the meeting chat in your chat list and select **Join**.

In a channel

To start an instant channel meeting:

1. Go to **Teams** ⬚ on the left side of the app. Choose the channel you want to meet in from the list.

2. In the **Posts** tab, go to where you type new messages (at the very bottom of the app) and select **Meet now** ⬚ . Or, to keep the context of a specific conversation,

   choose **Reply** below any post, and then **Meet now** ⬚ under the box where you'd type your message.

3. Give your meeting a title and choose whether you want to include video.

4. When you're ready, hit **Join now**.

Your meeting is now up and running, and anyone in the channel can join it.

To invite people:

1. Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.

2. You can also invite people by copying the meeting link and sending it to anyone you want to meet with. Just choose **Copy join info** and paste the link in a message.

To learn more visit:

https://support.office.com/en-us/article/start-an-instant-meeting-in-teams-ff95e53f-8231-4739-87fa-00b9723f4ef5

Watch the video:

https://support.office.com/en-us/article/create-instant-meetings-with-meet-now-26e06837-853d-4df1-a729-06bf700d4ecf

How do I join a meeting?

There are several ways to join a Teams meeting.

From your calendar

1. Go to **Calendar** ▦ on the left side of Teams, then select **Meet now** ⧀ in the upper right corner.

2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.

3. When you're ready, hit Join now.

Your meeting is now up and running—you just need people to join you.

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In a channel

To start an instant channel meeting:

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2. In the **Posts** tab, go to where you type new messages (at the very bottom of the app) and select **Meet now** ⧀ . Or, to keep the context of a specific conversation, choose **Reply** below any post, and then **Meet now** ⧀ under the box where you'd type your message.

3. Give your meeting a title and choose whether you want to include video.

4. When you're ready, hit **Join now**.

Your meeting is now up and running, and anyone in the channel can join it.

To invite people:

1. Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.

2. You can also invite people by copying the meeting link and sending it to anyone you want to meet with. Just choose Copy join info and paste the link in a message.

Watch the video:

https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4

How do I record a meeting in Teams?

Record your meetings in Teams to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to Microsoft Stream, so you can share it securely across your organisation.

You can record meetings and group calls, but recording one-on-one calls isn't supported yet.

Please note: Whiteboards and shared notes are not currently captured in meeting recordings.

Record a meeting or a group call

1. Start or join the meeting.

2. To start recording, go to the meeting controls and select More options ••• > Start recording.

   Everyone in the meeting is notified that recording has started.

   The meeting notification is also posted to the chat history.

3. To stop recording, go to the meeting controls and select More options ••• > Stop recording

   a. The recording is then processed (which could take a while) and saved to Microsoft Stream, and then it's ready to play.

   b. The person who started the recording receives an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat—or in the channel, if you're meeting in a channel.

To learn more please visit:

https://support.office.com/en-gb/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24

How do I share a Teams meeting recording?

Visit https://web.microsoftstream.com/studio/videos and click the ⋯ (… More Actions) icon, you can download the video into mp4 format.

How do I get a copy of the meetings transcript?

Click the ✎ (Update video details option) and then click "**Download file**".

Visit https://web.microsoftstream.com/VTTCleaner/CleanVTT.html and follow the on screen instructions; this utility will extract the transcript text from downloaded VTT files generated by **Microsoft Stream**, allowing you to copy and paste the text elsewhere.

How do I share content in a meeting in Teams?

To share your screen in a meeting, select Share ⬆ in your meeting controls. Then choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.

To learn more visit:

https://support.office.com/en-us/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8.

Raise your hand in a Teams meeting

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

Just select **Raise your hand** ✋ in the meeting controls.
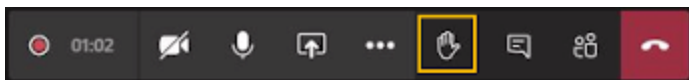
Everyone in the meeting will see that you've got your hand up.

Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk.

Select **Show participants** to see a list of everyone in attendance. Anyone who has raised their hand will have an icon next to their name. When multiple people raise their hands, they will be listed in the order in which they raised them.

Show participants

Choose **Show participants** ⛶ in your meeting controls. You will see a list of everyone in the meeting.

Show conversation

Click **Show conversation** 🗩 in your meeting controls. You will be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!

Can somebody join my meeting if they do not have a Teams account?

You can invite anyone to your meeting, whether they have a Teams account or not. From their meeting invite, they can select "Join Microsoft Teams Meeting". They can then download the app or join via the web.

The meeting organiser (and anyone else allowed to admit people) will see a list of guests in the lobby. From there you can choose whether to admit them or not.

To learn more visit:

https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508

How do I disable everyone's webcam in a meeting?

By default, everyone's webcam is enabled.

To turn off incoming video.

Click ••• > More actions

Click the **"Turn Off Incoming Video"** option that appears in the menu
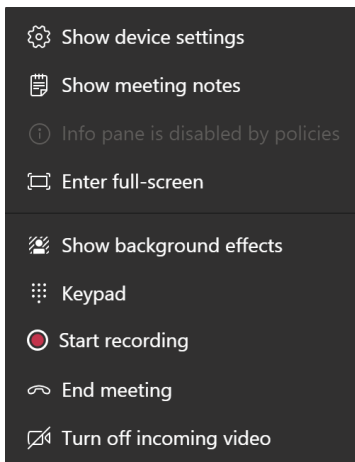
How do I mute everyone's microphone in a meeting?

Only the meeting organiser or presenter can do this:

1. Choose Show participants in your meeting controls. You'll see a list of everyone in the meeting.

2. Inside this list, click the **"Mute All"** button at the top.

3. Teams will now prompt you whether you want to mute these participants. Confirm by clicking the **"Mute"** option.

Take meeting notes in Teams

Meeting notes are a great place to capture and share notes before, during, and after a Teams meeting.

A few things to keep in mind:

- Only people in the same org as the meeting organiser will be able to start or access meeting notes.

- Meeting notes aren't available in meetings with more than 20 people.

- Only people who are invited to a meeting before notes are created will have access to them. People invited later won't have access.

Before the meeting

To take notes before a meeting, go to **Calendar** , select the meeting, and then **Chat with participants**. Select the **Meeting Notes** tab, then **Start taking meeting notes**.

Add the agenda or other important discussion points. @mention people to get their attention or assign action items.

Please note: Pre-meeting notes are currently only available for meetings that don't take place in a channel. If you click Chat with participants in a meeting that takes place in a channel, you'll be taken to that channel.

During the meeting

Once you're in the meeting, go to **More options** ⋯ **> Show meeting notes** 📒 in your meeting controls. If you have not taken any notes yet, select **Start taking meeting notes**.

Otherwise, start typing your notes. Use the controls at the top of the panel to format and lay out the text. To add a new note, select **Add a new section here**. Use @mentions to draw someone's attention to a specific note or assign an action item.

Please note: When you first add a note, a message will be posted on your behalf in the meeting chat.

In a recurring meeting, the notes persist from meeting to meeting. Each meeting becomes a new section in the notes.

After the meeting

If you want to access notes from a channel meeting, go to the channel where the meeting occurred and find the meeting. Beneath it, select **Show notes in full screen**.

If you want to access notes from a private meeting, go to **Chat** 🗨 , find the meeting chat in your chat list, and select **Show notes in full screen**.

The meeting notes open in a Wiki tab that you can read or add to. Edit and format the tab just like you would any other Wiki tab.

How do I use the whiteboard in a meeting?

You can share a whiteboard to make it available to all participants in a Teams meeting.

To learn more visit:

https://support.microsoft.com/en-us/office/use-whiteboard-in-microsoft-teams-7a6e7218-e9dc-4ccc-89aa-b1a0bb9c31ee?ui=en-US&rs=en-US&ad=US

Can you be in two Teams meetings at once?

If you're already on a call, you can answer or start a new call anytime. Teams will place your current call on hold and take you straight to your new conversation. While a call's on hold, all participants will be notified, and they won't be able to see or hear you.

How can I control participants in a Teams Meeting?

If you're organising a meeting with multiple attendees, you may want to assign roles to each participant to determine who can do what in the meeting.

There are two roles to choose from: *presenter* and *attendee.* Presenters can do just about anything that needs doing in a meeting, while the role of an attendee is more controlled.

If you would like to allow a participant to have the same capabilities as the meeting organiser, for example:

- Share Content

- Take control of someone else's PowerPoint presentation

- Mute other participants

- Start or stop recording etc

Then make them a presenter, otherwise make them an attendee.

To learn about the specific capabilities of each role visit:

https://support.microsoft.com/en-gb/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019

Change meeting roles

Before a meeting

You'll need to send out the meeting invite before you can assign roles.

Once you've done that, go to **Calendar** , click on the meeting you just created, and select **Meeting** options.

This will bring you to a web page, where you'll see a few choices under **Who can present?**

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organiser will be a presenter. All other participants will join as attendees.

A couple things to keep in mind:

- You'll need to send your meeting invite directly to anyone you want to select as a presenter.

- You won't be able to select someone from a different org as a presenter.

Please note: The ability to select specific presenters isn't yet available for channel meetings.

During a meeting

There are two ways to change someone's role while a meeting is in progress:

1. Go to **Calendar** 📅 ,click on the meeting, and select **Meeting options**. Use the dropdown menu for **Who can present?** to select a new presenter.

Please note: If the meeting is recurring, any change you make in Meeting options will apply to all meeting occurrences.

2. Click **Show participants** in the meeting controls to see a list of the people in the people in the meeting.

Hover over the name of the person whose role you want to change and click **More options** •••
From there, select **Make a presenter** or **Make an attendee**.

Notes:

- If the meeting is recurring, role assignments made in this way will only apply to the ongoing occurrence of the meeting. For future occurrences, participants will keep the role assigned to them on the **Meeting options** page.
- If someone exits the meeting and then re-joins it later, they'll re-join with the last role they were assigned.

How do I set up voting / create a poll?

1. Go to the Teams channel or chat window in which you want to include a quick poll. At the bottom of your Teams app, click the **Messaging Extension** icon ••• and click **Forms**.

2. Add your question and options, and then click **Next**.

3. Preview your poll, and then click **Edit** if you want to make changes or click **Send** if you're ready to post it.

How do I end a Teams meeting for everyone in attendance?

Meeting organisers have the option to end the meeting for all participants.

To end an in-progress meeting, go to your meeting controls and select **More options** ••• > **End meeting**.

You'll be asked to confirm. When you do, the meeting will end for everyone right away.

How do I use breakout rooms in Teams meetings?

In all but the smallest meetings, it can be hard to have open discussions and a meaningful exchange of ideas. Create breakout rooms to bring participants into small groups for lively conversation and brainstorming sessions.
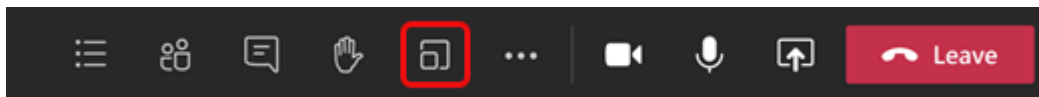
Please note: Only meeting organisers on the desktop version of Teams can create and manage breakout rooms.

Create breakout rooms

1. Start the meeting.
2. In the meeting controls, select **Breakout rooms**

3. Select the number of rooms you want (50 max), and whether you want Teams to assign people to rooms (Automatically) or you want to choose the people for each room yourself (Manually).

Please note: Currently, participants who joined the meeting via PSTN or Teams devices can't be assigned to rooms. We suggest using the main meeting as a breakout room for these people.

4. Select **Create Rooms.**

Assign people to breakout rooms manually

If you chose **Automatically** in the previous procedure, participants will be assigned to breakout rooms as soon as you open the rooms. If you chose **Manually**, follow these steps.

1. Select **Assign participants**.
2. Choose the people who will share a breakout room by selecting the check boxes next to their names.
3. Select **Assign** and then select a room for those people.
4. Repeat steps 2 and 3 until everyone has been assigned to a room.

Rename the breakout rooms

If you want, rename each room to reflect the group of people it contains, what they will be working on, or something else.

1. Point to the room, select **More options** ***, and then **Rename room**.
2. Enter the new name and select **Rename room**.

Tip: During the meeting you can decide to delete all the existing breakout rooms and set them up differently; see **Recreate breakout rooms from scratch** for details.

Start using the breakout rooms

By default, meeting participants are moved to their assigned rooms as soon as you open the room, but you can turn off this setting; see **Turn off automatic entry to breakout rooms.**

- To open all the rooms at the same time, select **Start rooms**.
- To open a single room, select **More options** *** next to the room and then **Open room**.

You can open and close breakout rooms more than once during a meeting.

Interact with breakout room participants

As meeting organiser, you can join any of the breakout rooms, contribute to any of the room chats, and send announcements to everyone.

Join a breakout room

- Select **More options** *** next to the room and then **Join room**.

To leave a room, select **Return**.

Send an announcement to all breakout rooms

You may want to send announcements to give time updates, for example, or share discussion prompts.

1. Select **More options** *** at the top of the Breakout rooms pane and then select **Make an announcement**.
2. Enter your announcement and select **Send**.

Participants will receive a notification in their meeting chat to check for your announcement.

Chat in breakout rooms

Each breakout room has its own chat, and all of the chats are available in your main Teams **Chat** list.

Here you can chat with the members of any breakout room.

Once you've joined a breakout room, you can also select **Chat** in the room to chat with the people there.

Please note: When the breakout room closes, the room chat ends and cannot be continued. However, you will still be able to view the chat history and any shared files.

Close breakout rooms

When you close the breakout rooms, the participants return to the main meeting.

To close rooms individually

- Select **More options** ⋯ next to the room, and then **Close room**.

To close all the rooms at the same time

- Select **Close rooms**.

You'll know rooms have successfully closed when their status changes to **Closed**.

When everyone is back from their breakout rooms and you're ready to meet as a larger group again, select **Resume**.

Please note: Breakout rooms remain open until the organiser manually closes them, so they can be reused later in the meeting.

Additional options

Turn off automatic entry to breakout rooms

By default, participants are automatically moved into breakout rooms when they're opened. When you turn off this option, participants receive a message asking them to join a breakout room. They select Join room (Join on a mobile device) before being moved.

1. Select **More options** ⋯ at the top of the Breakout rooms pane and then select **Rooms settings**.
2. Switch the toggle next to **Automatically move people into opened rooms** to off.

Meeting attendees can learn more about joining and participating in breakout rooms here: **Join a breakout room in a Teams meeting**.

Allow participants to return to main meeting

By default, this setting is off. Turning it on gives participants the option to leave their breakout rooms and return to the original meeting to rejoin the larger discussion.

1. Select **More options** ⋯ at the top of the Breakout rooms pane and then select **Rooms settings**.
2. Switch the toggle next to **Participants can return to the main meeting** to on.

Move someone to a different breakout room

Please note: Currently, participants can be moved only when breakout rooms are closed.

1. Expand the list of participants under a breakout room.

2. Point to someone's name and select the check box that appears.
3. Select **More options** ⋯ and then the breakout room you want to move that person to.

Add an additional breakout room

Select **Add room** in the Breakout rooms pane.

Delete a breakout room

- Point to the room, select **More option** ⋯, and then Delete room.

Recreate breakout rooms from scratch

During a meeting, you can return to the beginning of the breakout rooms process to reconfigure the rooms and assignments.

1. Select **More options** ⋯ at the top of the Breakout rooms pane and then select **Recreate rooms**.
2. Follow the instructions above to create new breakout rooms and assign people to them.

CHAT

What is a chat?

In Chat, you can have private one-on-one or group conversations that are not in the public team channel.

How do I set up a private chat?

You start one-on-one chats by selecting New chat ✎ at the top of your chat list.

Once you've selected New chat ✎ and entered the person's name, compose your message in the box at the bottom of the chat.

You can then click **Video call** ▢◁ or **Audio call** 📞 to start a call.

IMPORTANT: Please check that you have selected the right person before beginning your chat.

How do I set up a group chat?

Start one the same way you start a one-on-one chat: select **New chat** ✎ at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Then, type the names of the people you'd like to add in the **To** field.
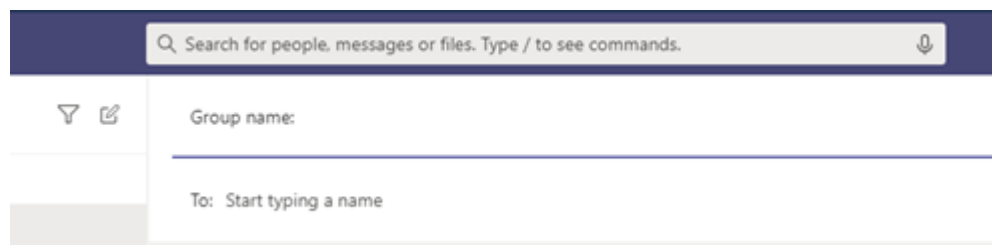
This starts a new conversation. Everyone who has access to the group chat can send messages.

You can include up to 100 people in a group chat.

Add people to the conversation

To loop more people into the conversation, just click **Add people** ⛉⁺ (or **View and add participants** in group chat) in the top right corner of Teams. Then, type the names of the people you'd like to chat with, select how much of the chat history to include, and click **Add**.

To learn more about the Chat function, please click the following link:

https://support.office.com/en-gb/article/start-a-chat-in-teams-0c71b32b-c050-4930-a887-5afbe742b3d8

Watch the video:

https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5

What is a Contact Group?

A Contact Group allows you to organise your contacts into groups to find them more easily.

How do I create, edit, or delete a contact group in Teams?

To find out how to manage Contact Groups, please visit:

https://support.microsoft.com/en-us/office/create-edit-or-delete-a-contact-group-in-teams-f66f2e30-df9b-459e-871d-9bc8f025cd3a?ui=en-us&rs=en-us&ad=us

KEEPING TRACK OF CONVERSATIONS

What is the Activity feed?

Select **Activity** 🔔 to view your Activity feed, a summary of everything that's happened in the channels that are in your teams list. Select Filter ▽ at the top right corner of the feed to show specific types of messages such as unread messages, @mentions, replies, and likes.

To learn more, please click the following link:

https://support.microsoft.com/en-ie/office/explore-the-activity-feed-in-teams-91c635a1-644a-4c60-9c98-233db3e13a56

How do I set up and use Notifications?

There are multiple ways to access and manage notifications. To further customize your notification settings, select your profile picture at the top, right corner of Teams, then select ⚙ Settings > 🔔 Notifications. From there you can fine-tune what notifications you receive and where those notifications show up.

To learn more visit:

https://support.office.com/en-gb/article/manage-notifications-in-teams-1cc31834-5fe5-412b-8edb-43fecc78413d

How do I search for a person or a file?

Use the Command Box, which is located at top of the screen.
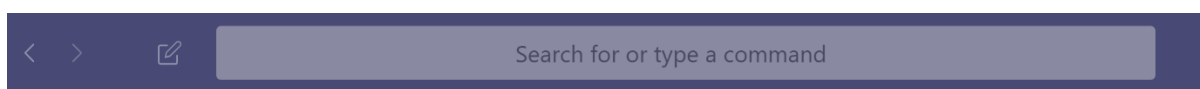
How do I use a Command?

If you type / into the command box at the top of Teams, you'll see a menu of all the commands which are currently supported. Select the command you want, press Enter, and Teams takes care of the rest.

For a full list of commands, please click the following link:

https://support.microsoft.com/en-us/office/use-commands-in-teams-88f61508-284d-417f-a53d-9e082164050b?ui=en-us&rs=en-us&ad=us

Watch the video:

https://support.office.com/en-us/article/use-the-command-box-13c4e429-7324-4886-b377-5dbed539193b

Use the @ command

- Type @[someone's name], press Tab, and then type a message to message someone without moving away from what you're working on.
- Type @[app name] to launch an app directly from the command box.

Using tags

Tags let you quickly reach a group of people all at once.

With tags, you can categorise people based on attributes, such as role, project, skill, training, or location. For example, a "Chair" or "Secretary" or Treasurer" tag will enable you to reach groups of people in Teams without having to type every single name.

Once a tag is added, just @mention it in a channel. Everyone who has been assigned that tag will receive a notification just as they would if they were @mentioned individually.

Select **Teams** ⣏ on the left side of the app and find your team in the list. Then select **More options** ⋯ and choose **Manage tags** ⬦ .

Here, you can create tags and assign them to people on your team.

To learn more, please click the following link:

https://support.microsoft.com/en-us/office/using-tags-in-teams-667bd56f-32b8-4118-9a0b-56807c96d91e

CHANNELS

What is a Channel?

Channels are dedicated sections within a team to keep conversations organised by specific topics, projects, disciplines—-whatever works for your team!

For an overview of Channels, please click the following link:

https://support.office.com/en-gb/article/overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46

How do I create a Channel?

Create a standard Channel

To create a standard channel, start in the team list. Find the team name and click More options ••• > Add channel. You can also click Manage team, and add a channel in the Channels tab.

Create a private Channel

If you want a focused place to discuss sensitive information such as budgets, resourcing, strategy and so on, create a private channel for your team. Only owners or members of the private channel can access it.

To learn more about creating standard and private Channels, please click:

https://support.office.com/en-gb/article/create-a-channel-in-teams-fda0b75e-5b90-4fb8-8857-7e102b014525

Watch the video:

https://support.office.com/en-us/article/overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc_id=otc_microsoft_teams

Can Private Channels be selected for meetings?

You cannot use a Private Channel for a scheduled meeting, however public Channels can be used.

What happens to deleted Channels?

Deleted Channels are permanently deleted after 30 days but can be restored by doing the following:

1. Select "Channels" , which is located at the top of your Teams Group
2. Click the "Arrow" icon next to the "Deleted" option
3. Click "Restore" next to the Channel you wish to restore

How do I create / upload / collaborate on files?

For more information on uploading existing files, creating new files, co-editing a file or sharing a file outside your Team, please visit:

https://support.office.com/en-gb/article/collaborate-on-files-in-microsoft-teams-9b200289-dbac-4823-85bd-628a5c7bb0ae

Watch the video:

https://support.office.com/en-us/article/upload-and-share-files-57b669db-678e-424e-b0a0-15d19215cb12

How do I view previous versions of Office files?

1. Open the file you want to view.
2. Go to **File > Info > Version History**.
3. Select a version to open it.
4. If you want to restore a previous version you've opened, select **Restore.**

APPS AND SERVICES

How do I switch between online and desktop apps?

With the free Office Online apps, you can quickly switch to the full-featured desktop apps—without leaving your document.

1. In Word for the web, click the **"Edit in Word"** button.

2. There's a similar button in Excel, PowerPoint and OneNote for the web.

3. If your document opens in **Read Mode**, click **View > Edit Document** to edit it.

Watch the video:

https://support.office.com/en-us/article/video-switch-between-online-and-desktop-apps-8524b1c9-2286-431b-946b-1e684d3ee862

What are apps and tools?

Apps let you do more in Teams. Think about the tools, files, and dashboards your organisation already uses. Many of them can be added right into Teams. And you can find new ones by going to **Apps** ⊞ .

To learn more visit:

https://support.microsoft.com/en-ie/office/five-things-to-know-about-apps-in-microsoft-teams-747492ee-7cdd-4115-a993-8c7e7f98a3d0

Watch the video:

https://support.office.com/en-us/article/use-apps-6e22a734-c002-4da0-ba63-681f155b142d?wt.mc_id=otc_microsoft_teams

VIDEO TUTORIALS

A full list of Teams tutorials, produced by Microsoft can be accessed by clicking the following link:

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