

User guide on Microsoft Teams for lecturers

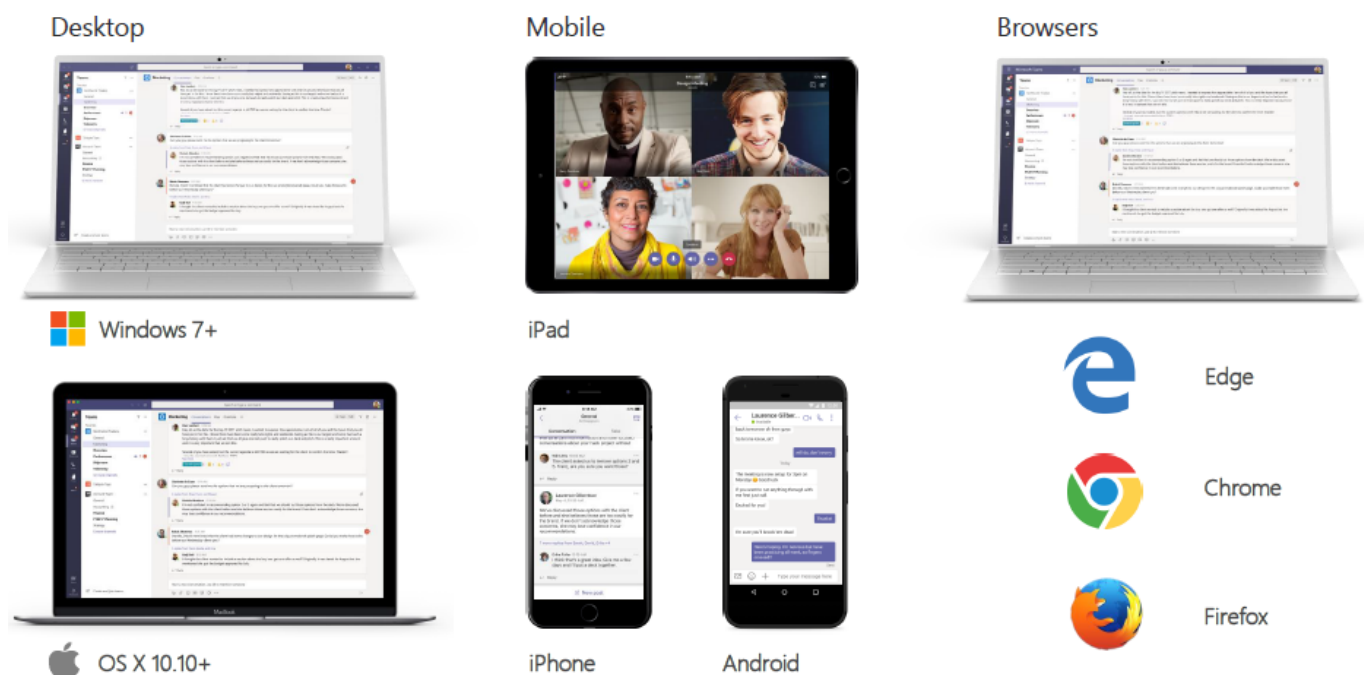
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Objective: This guide provides basic information in Microsoft Teams features and focus on using Teams in virtual teaching support i.e. chat, voice/video conference, screen sharing and file sharing.

What MS Teams can do with your teaching?

- Communicate with your students in chat message, voice, video conference, and screen sharing;
 - MS Teams supports a large group of users in a voice/video conference meeting. It is good for virtual lecture, project discussion, and meeting;
 - If you would like to have better management for an event with over 250 users, you may contact IT HelpCentre for setting up a MS Event.
- Exchange information with file sharing and channels;
- Introduction to Teams (duration: 2 minutes): <https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?ui=en-US&rs=en-US&ad=US> &

Supporting platforms



- Browser: Internet Explorer/Google Chrome (** Safari browser is not supported), desktop clients, and mobile apps (Google Play/Apple App Store)
- Client download: <https://teams.microsoft.com/downloads>

Login to MS Teams %

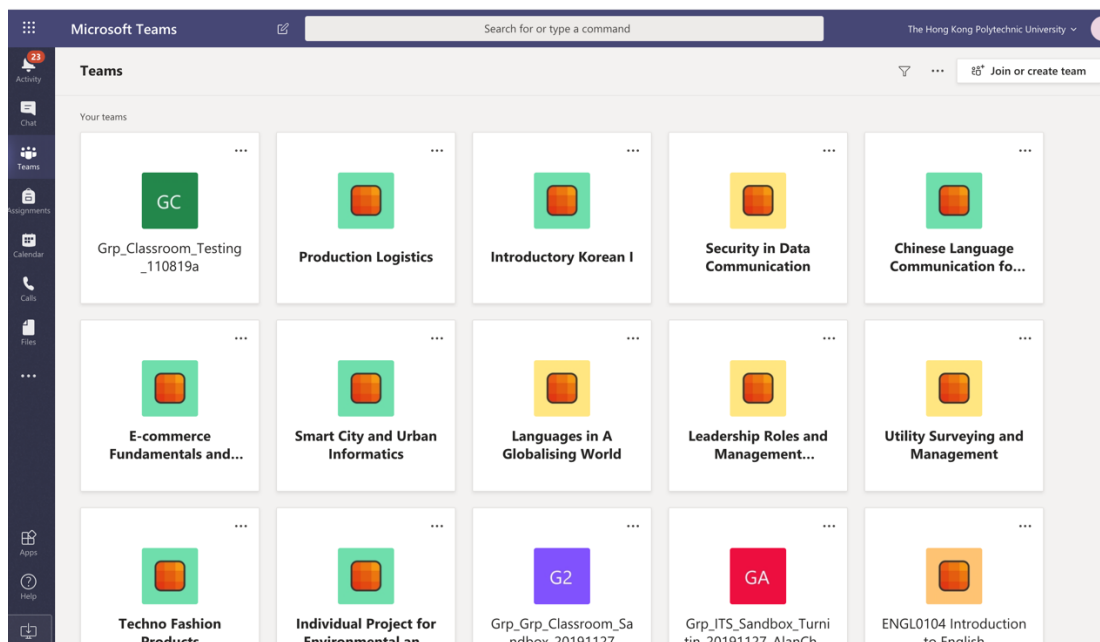
Web browser	Teams client	Mobile App
Login to https://teams.microsoft.com/	Click on Teams icon on the desktop	Click on Teams App on mobile
Account & Password: <your NETID>@connect.polyu.hk and Connect password		

1 . Basic features on MS Teams

Microsoft Teams provides chat-based workspace where team members can share ideas, documents and calendars as well as hold discussion and make video calls, etc. Teachers can create collaborative classrooms, communicate with a large group of students in chat, voice, video conference, share screen as well as exchange information with file sharing and channels.

- Induction to MS Teams features - <https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US>
- Best features in MS Teams: <https://www.youtube.com/watch?v=Cw9uXfgTLQ>

For your convenience, Microsoft Teams have already been created for every corresponding Blackboard courses. Lecturers will find all their courses, with students already added, in their Microsoft Teams account.



2 . Chat with members / students

In Chat, you could start a discussion with all members in the group or privately to a specific student / member. Group members / students will receive Chat messages in both Teams client and Connect email account. It is a useful and effective feature to communicate with a group of people.


Video on Chat (duration: 1:30 minute): <https://support.office.com/en-us/article/video-start-chats-and-make-calls-a864b052-5e4b-4ccf-b046-2e26f40e21b5?ui=en-US&rs=en-US&ad=US>

Video on get attention with @mention (duration: 0:41 minute): <https://support.office.com/en-us/article/get-attention-with-mentions-b2ffb135-7069-4880-84ee-5b27f402418b>

2.1 View a chat

- **Chat** and select a one-on-one or group chat from the chat list.

2.2 Start a chat

1. Select **New chat**  .
2. Type the name of the person or people you want to contact.
3. Select the down arrow to add a name to your chat group.

2.3 Get one person's attention

1. Type a message in a reply or start a new conversation.
2. Type @ and the person's name.
3. Select the person's name you want to mention.
4. Finish your message and select **Send**.

2.4 Get an entire team or channel's attention

1. Type a message in a reply or start a new conversation.
2. Type @**team** or @**channel**.
3. Select the team or channel you want to mention.
4. Finish your message and select **Send**.

2.5 Make video and audio calls from a chat

- Select **Video call**  or **Audio call**  to call someone directly from a chat.

2.6 Use Recent and Favorites

- On the left side of the app, you'll see your Recent conversations as well as your Favorites.
- Hover over a conversation, select the three dots, and then select **Favorite** to keep your chat in your Favorites list.

3 . Scheduling and managing virtual meeting



- Video on Meet now (duration 2:11 minutes): <https://support.office.com/en-us/article/video->

[create-instant-meetings-with-meet-now-26e06837-853d-4df1-a729-06bf700d4ecf?ui=en-US&rs=en-US&ad=US](https://support.office.com/en-us/article/video-manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137?ui=en-US&rs=en-US&ad=US)

- Video on schedule a meeting (duration 1:33 minutes): <https://support.office.com/en-us/article/video-manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137?ui=en-US&rs=en-US&ad=US>

3.1 Start a meeting


1. To start a meeting, do one of the following:

- Select  in a new conversation.
- Select  in an existing conversation to keep all that conversation's context.


2. In your video preview, enter a name for the meeting, and select **Meet now**.

3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.


3.2 Join a meeting

1. Look for the meeting notification icon  in a conversation to find a meeting.
2. Select **Jump In** to participate in the meeting.

3.3 Share your screen

- Select the share screen icon  to show your screen to the other people in the meeting.

3.4 Record your meeting


- Select more options icon  to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

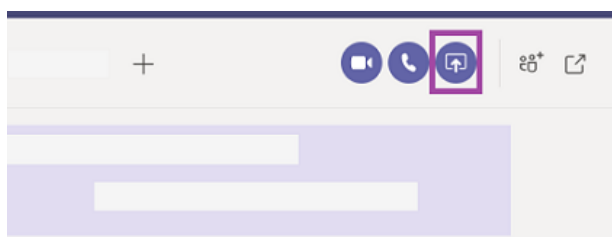
3.5 Sharing whiteboard

You can share a whiteboard to make it available to all participants in a Teams meeting. That same whiteboard is simultaneously available in the Whiteboard applications on Windows 10, iOS, and on the web.

1. After joining a Teams meeting, click the **Share** icon in the share tray of that meeting.
2. In the **Whiteboard** section, select **Microsoft Whiteboard**.

3.6 Sharing your screen

When you're [chatting with one or more people](#) in Teams, you can instantly [share your screen](#). Go to the chat controls in the upper-right corner and select **Share**  .



- Choose a window to share that specific program and its content, or select **Desktop** to share everything on your screen.
- The other participants in the chat will receive a notification asking them to accept your screen share. Once they do, they'll be able to see your screen and continue the chat.
- When you're done sharing, go to your meeting controls and select **Stop sharing**.

Video on schedule a meeting (duration 1:33 minutes): <https://support.office.com/en-us/article/video-manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137?ui=en-US&rs=en-US&ad=US>

3.5 View meetings

- Select **Calendar** to view your appointments and meetings for the day or work week.
- These appointments stay synchronized with your Outlook calendar.
- Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.

3.6 Schedule a meeting (with external guests)

1. Select **New meeting**.
2. Type in a meeting title and enter a location.

An online meeting is created by default.

3. Choose a start and end time, and add details if needed.
4. Enter names in the **Invite people** box to add them to the meeting.

Note: To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.
6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:
 - Select **None** to keep your meeting private.
 - Select a channel to open the meeting to team members.

If your meeting gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.

Other resources

- Microsoft Teams training video: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- Other use tips and ideas: <https://support.office.com/office-training-center/Teams-tips>
- ITS Online training resources: <https://www2.polyu.edu.hk/its/online-training/category.php?cat=MS%20Products> &