

Microsoft Teams Tips & Tricks



Outline

- Teams Clients – Good to Know
- Status indicator
- Post like a pro
- Meetings
- Screen sharing
- Help with Teams



Teams Clients – Desktop is Best



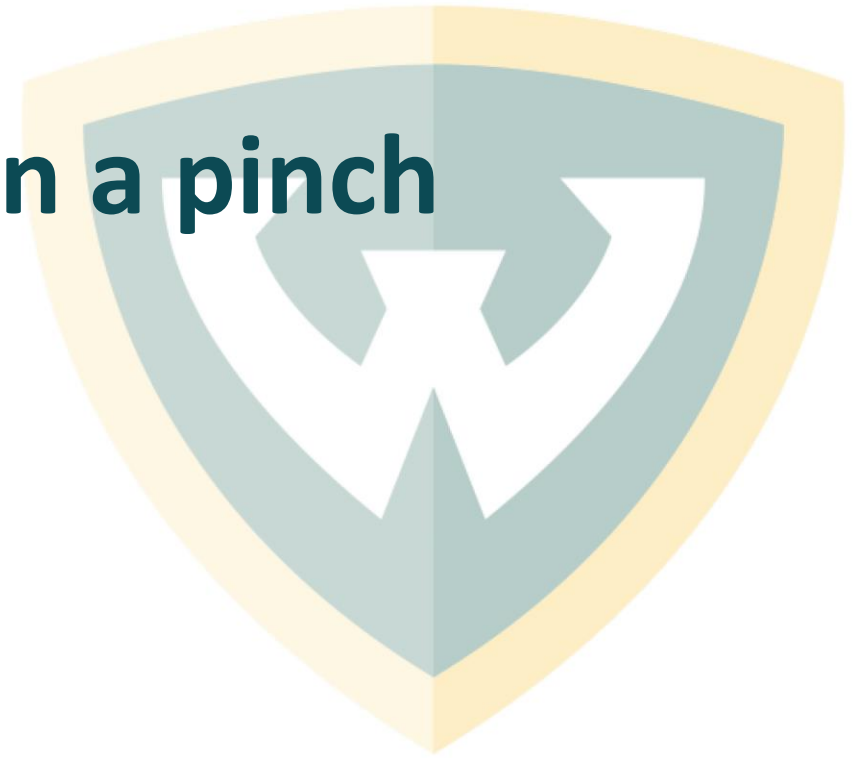
- Offers the full Teams feature set:
 - Chat + Meetings – audio/video, screen sharing
 - File sharing
 - Calendar integration
 - Calls
 - [Notifications](#)
- Need **local** camera, mic, speakers for audio/video
 - Don't attend a Teams Meeting via RDP!
- Windows, macOS, Linux

Teams Clients – Mobile is your wingman

- Chat = like texting, but with a university-wide Contacts
- Attend meetings whilst on the go
- Calling feature available, especially when WiFi is strong but cellular is weak
- Notification settings
 - **Separate** from Desktop notifications
 - Recommended = “Only when inactive on Desktop”
 - Set Quiet times

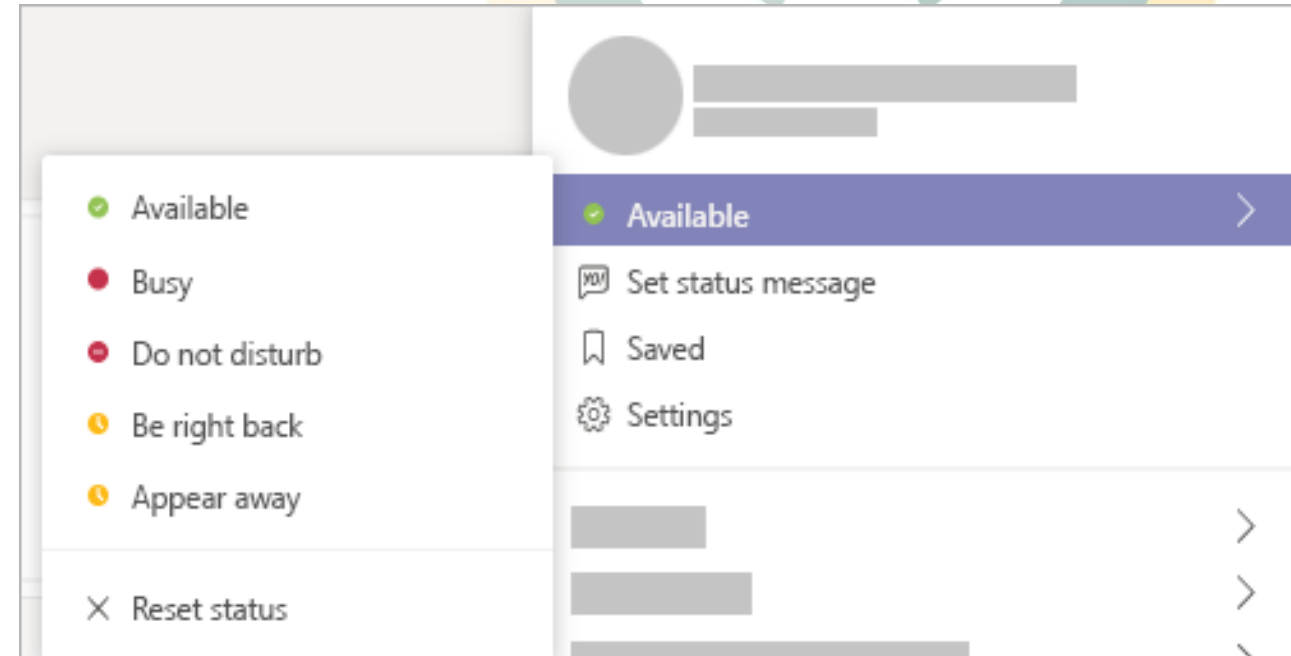
Teams Clients – Web browser in a pinch

- Chat, file sharing work
- Don't count on audio/video, screen sharing
- Safari needs [tweaking](#)



Status indicator

- Tracks Outlook Calendar
 - Green = no appointment
 - Red = in Meeting/Call
 - Do not disturb = no notifications
- Manual override
 - Under Profile pic
- Set a status message
 - Under Profile pic
 - Set expiration time



Post like a pro – Mind the thread

- When responding to a Post, use the *Reply* box ... **not** the *Start a new conversation* box!
- Sometimes you have to scroll the message feed to reveal the Send arrow.

Jeremy Grant responded to my email. Would we like to borrow his iPad? I will request that he share a copy of his current survey used offline.

4 replies from you and Jeanne

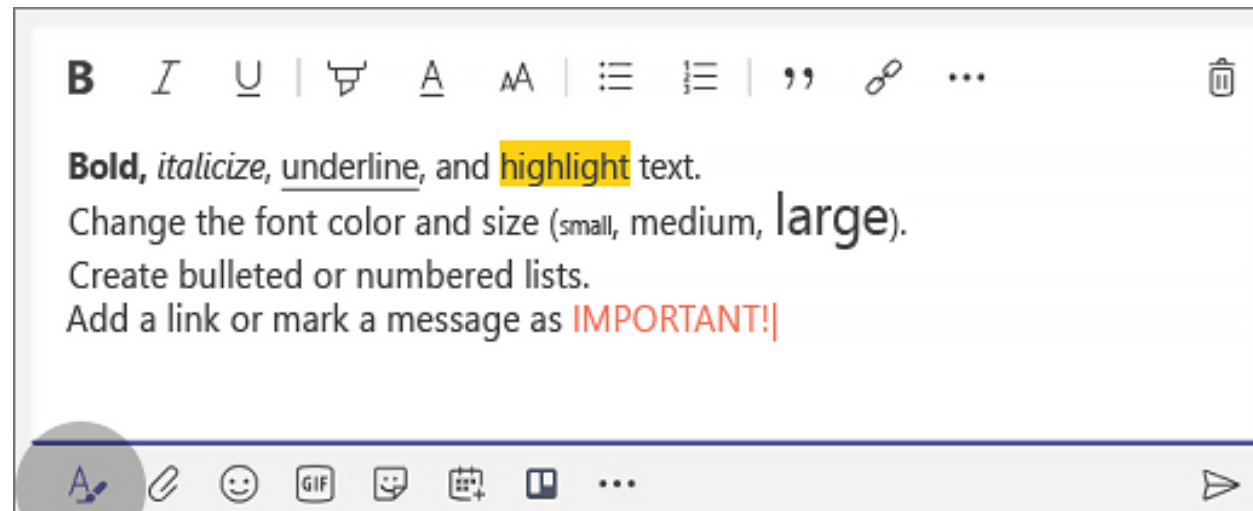
← Reply

Start a new conversation. Type @ to mention someone.



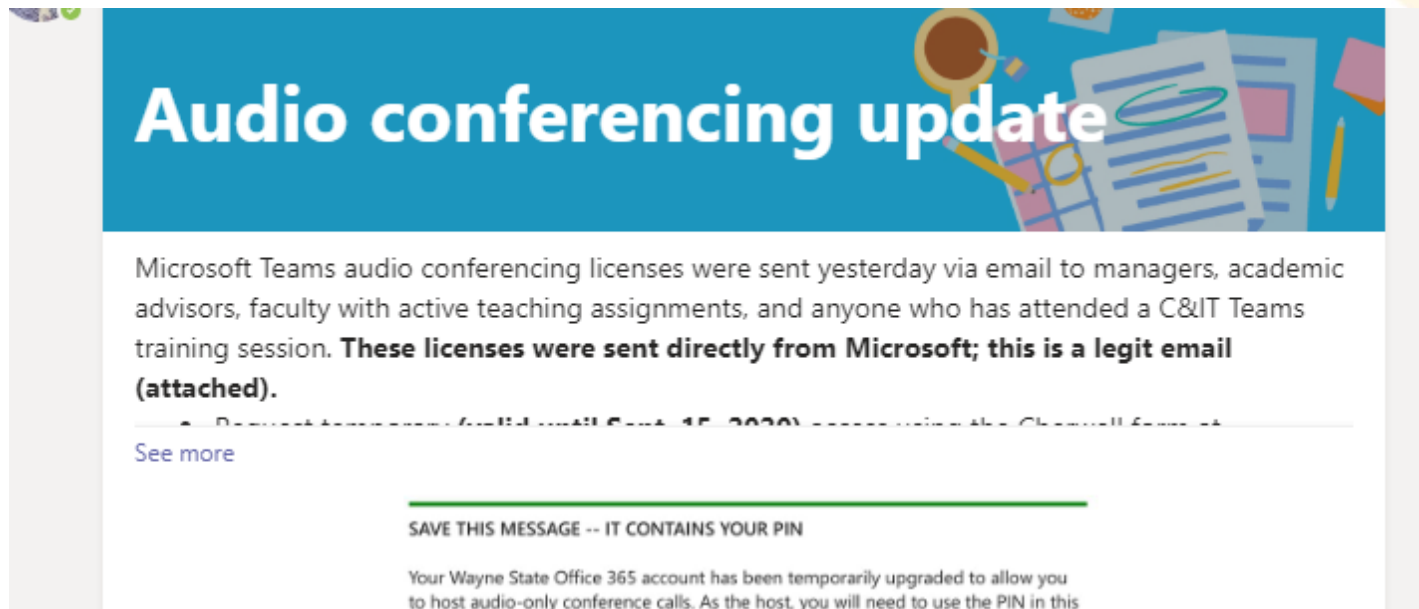
Post like a pro – Add pizzazz

- Try the Rich Text Editor
- Click on the Format icon in bottom row of Post window:



Post like a pro – Add pizzazz

- Add a Subject line **whenever** you *Start a new conversation*
- Optionally make it an Announcement:

A screenshot of a Microsoft Teams announcement. The header is a blue banner with the text "Audio conferencing update" in white, accompanied by icons of a coffee cup, a magnifying glass, and documents. The main text reads: "Microsoft Teams audio conferencing licenses were sent yesterday via email to managers, academic advisors, faculty with active teaching assignments, and anyone who has attended a C&IT Teams training session. **These licenses were sent directly from Microsoft; this is a legit email (attached).**" Below this is a "See more" link. At the bottom, there is a green horizontal line followed by the text "SAVE THIS MESSAGE -- IT CONTAINS YOUR PIN" and a paragraph: "Your Wayne State Office 365 account has been temporarily upgraded to allow you to host audio-only conference calls. As the host, you will need to use the PIN in this".

Audio conferencing update

Microsoft Teams audio conferencing licenses were sent yesterday via email to managers, academic advisors, faculty with active teaching assignments, and anyone who has attended a C&IT Teams training session. **These licenses were sent directly from Microsoft; this is a legit email (attached).**

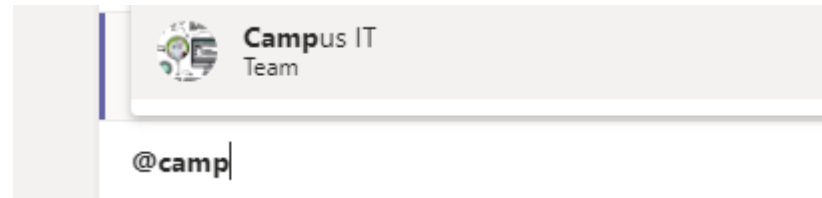
[See more](#)

SAVE THIS MESSAGE -- IT CONTAINS YOUR PIN

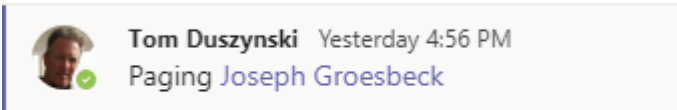
Your Wayne State Office 365 account has been temporarily upgraded to allow you to host audio-only conference calls. As the host, you will need to use the PIN in this

Post like a pro – @mentions get attn

- Target individuals
- Target Teams
- Target Channels
- Notifications sent!
- [45 second video](#)



Is there some way I can get the phone number of an myself? I have access to the physical phone.



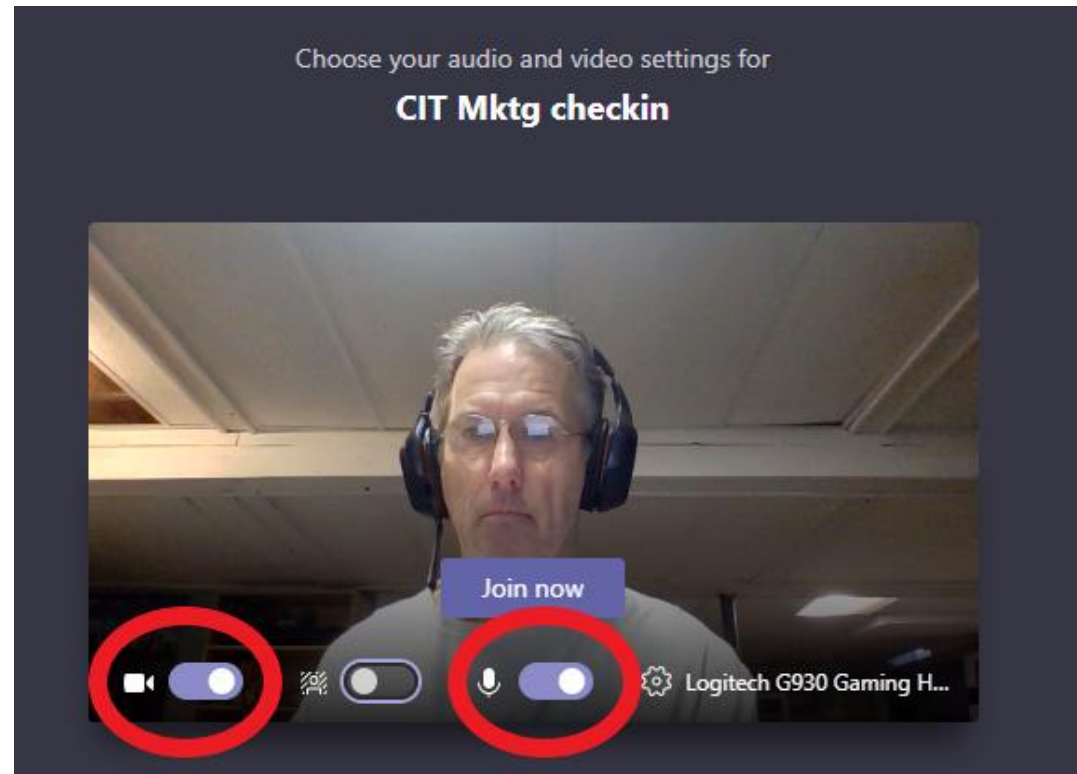
Post like a pro – Make a mistake?

- Click on **More options ...** in upper right corner of *your* Post
- Use Edit and Delete on *your* posts. Note, Team Owner controls whether you can Edit/Delete
- ~~Strikeout~~ helps if content changed over time



Meetings meetings meetings

- Check audio/video settings *before* you Join meeting
- Example below has video and mic ON



Meetings – When your camera is on

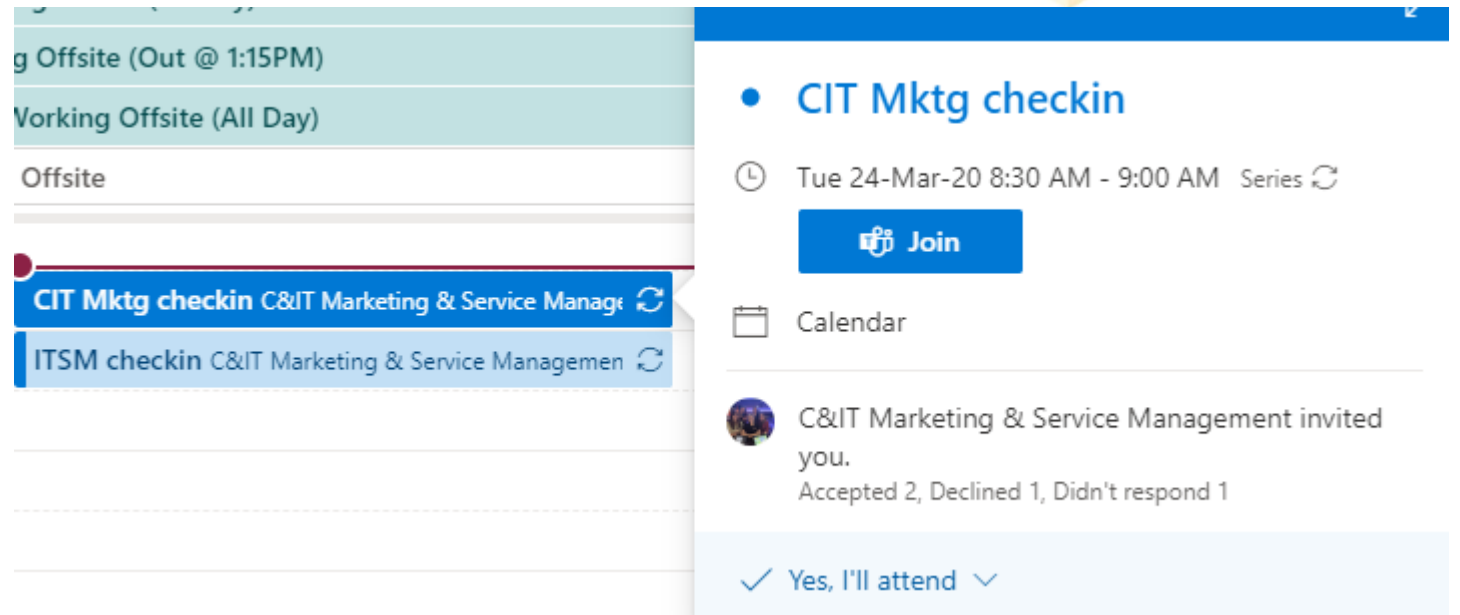
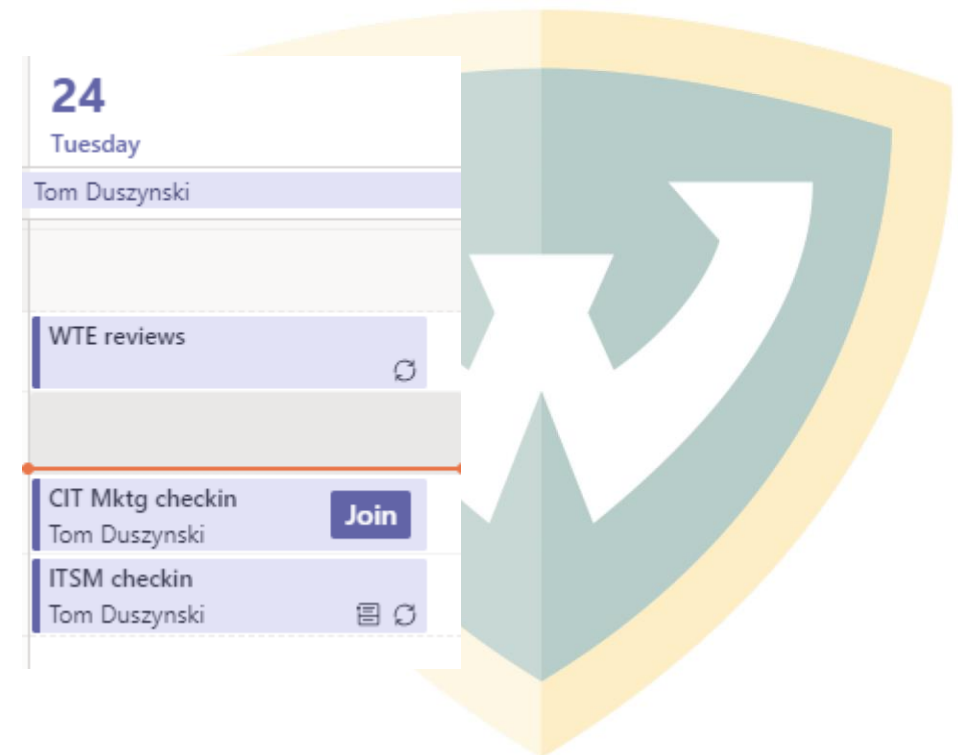
- Teams shows cameras of most recent speakers if no PPT
- Background blur makes for less distraction
- AirPods + headsets help minimize background noise
- Non-verbals keep conversation flowing
- Turn camera off when bandwidth is low



Meetings – Scheduling

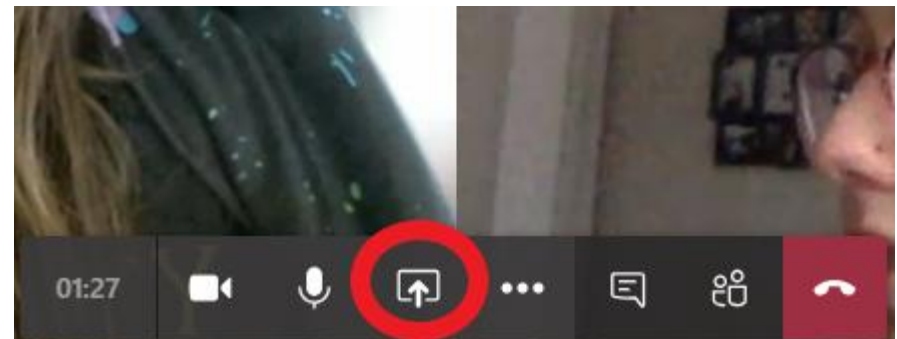
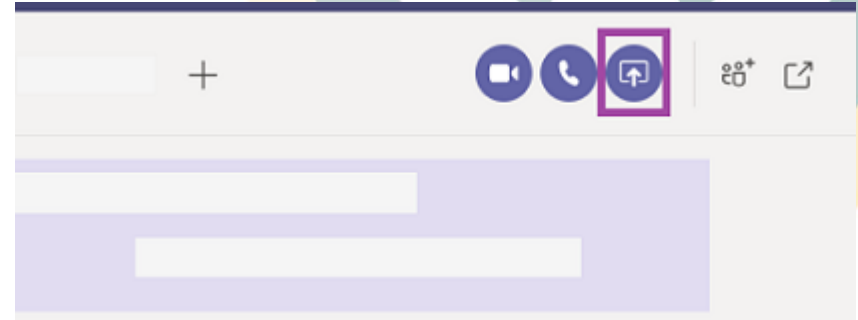
- Schedule in Teams Calendar to place it in Channel. Meeting Chat, Notes get attached

- Schedule in Outlook – no Channel linkage



Screen sharing

- In [Chat](#)
 - Share Window or entire Desktop
 - Takes ~5 seconds for shared screen to appear
 - Use Request Control to co-browse
- Or in a [Meeting](#)
 - Window, Desktop
 - Also PowerPoint
 - Also Whiteboard



Help with Teams

- Teams [Quick Start Guide](#) (PDF)
- C&IT's Teams User Guide
 - Curated list of commonly used Teams features
 - <http://kb.wayne.edu/500197>
- Microsoft's Teams support website
 - Q&A, training, client downloads
 - <https://support.office.com/teams>





Questions?

You can Teams me → aa3810