

# Microsoft Teams for Staff Quick Start Guides

## Overview

Microsoft Teams is a chat-based collaboration tool that provides users with global, remote, and dispersed teams with the ability to work together and share information on a common platform. Users can create teams where they can hold meetings, have conversations (either one-on-one or group), and work on files together.

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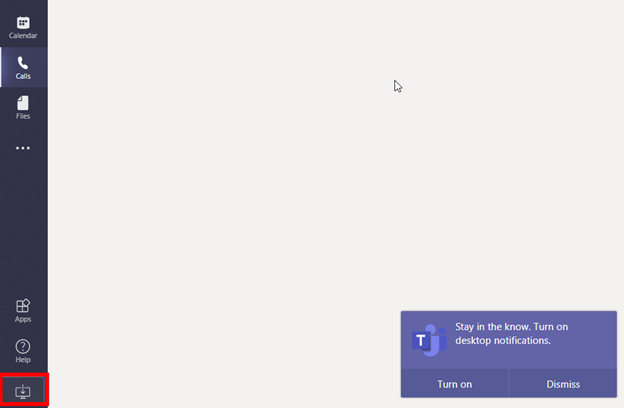
# To Use

## How it is Organized

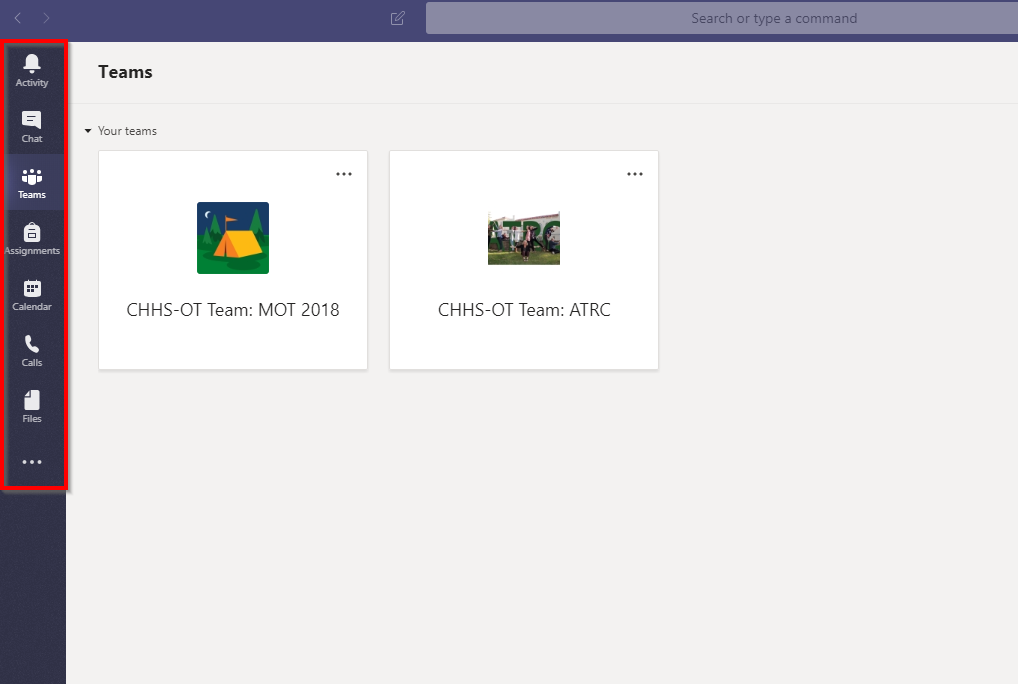
Users can access Microsoft teams [Online (https://teams.microsoft.com/start)](https://teams.microsoft.com/start) or on the [Downloaded app (https://teams.microsoft.com/downloads)](https://teams.microsoft.com/downloads).

**\*\* Disclosure**: Let students know Microsoft Teams App will allow access to more features.

If students are on Microsoft Teams Online let them know they can easily download from the link or click the download button at the bottom of the page.



When **Microsoft Teams App or Online** is opened, users will navigate by using the Teams toolbar, located on the left.

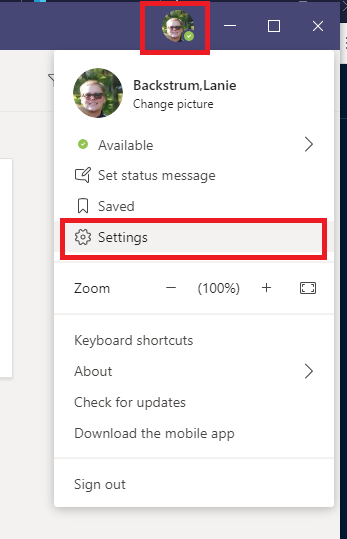


Teams Toolbar will allow users to:

* View all activity from their teams
* Chat with individuals or groups
* Interact with their specific teams
* View their assignments
* Access their calendars
* Call individuals or groups
* Manage files saved to their OneDrive

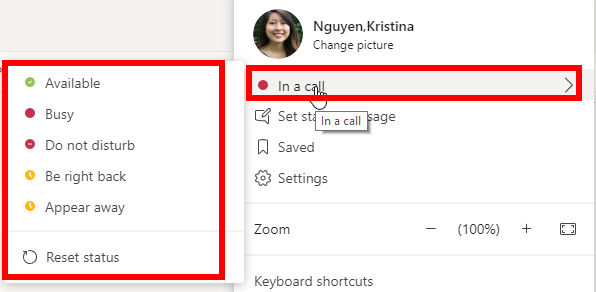
## Turning on Notifications

Users can manage their notification settings by clicking on their **profile photo** in the top left corner and then selecting **settings** from the menu that appears. In the pop-up box, select **notifications** and adjust as desired.



## Adjusting Status

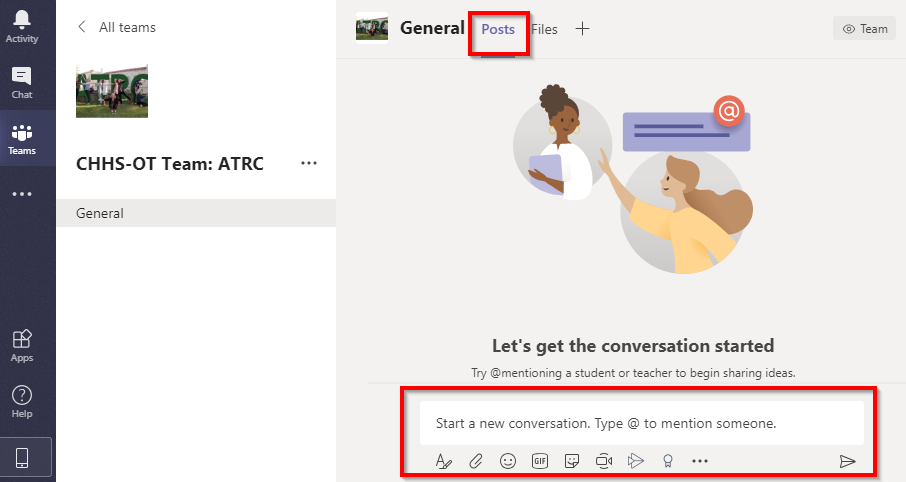
Users can manage their status by clicking on their **profile photo** in the top left corner and then selecting **Status** from the menu that appears.



## Chatting on Teams

### Team Chats

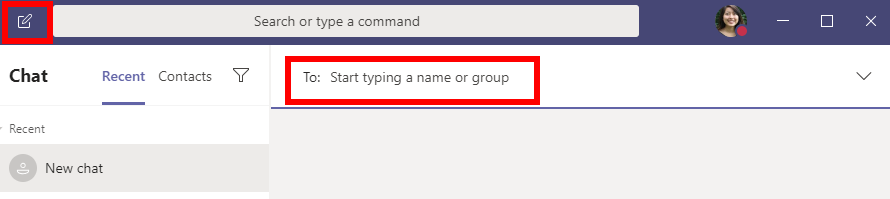
To chat with all members of the team, post your message in your team’s **Posts section.** All team members will be notified when a message is posted.



### Individual Chats

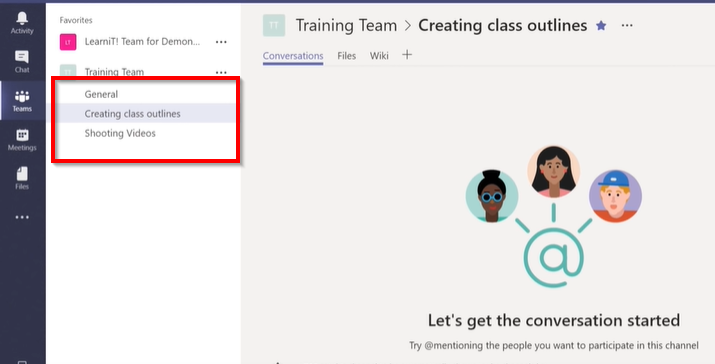
To create an individual chat with someone,

1. Find the **new chat icon** by the ‘search or type a command’ bar.
2. Add an individual to the new chat

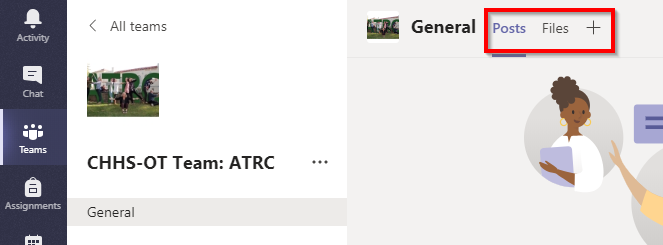


## Once in a Team

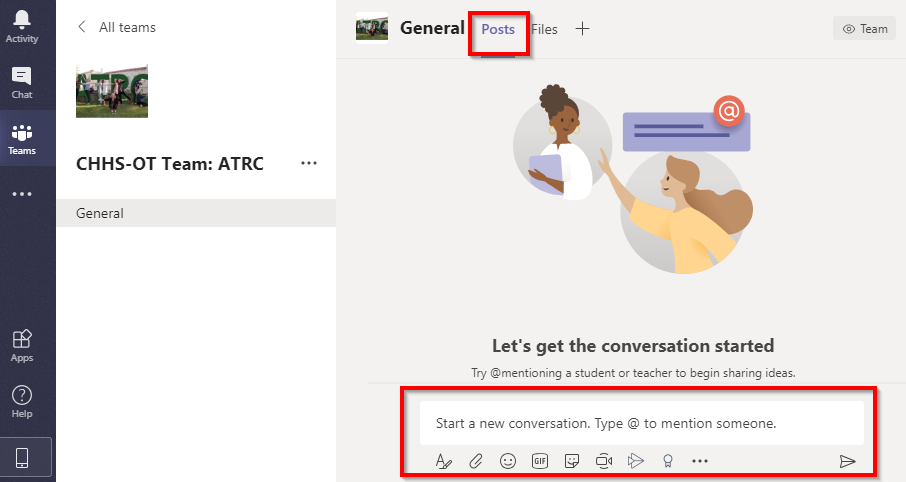
Team owners can **create and manage multiple channels** within the team. Channels can be found under each team.



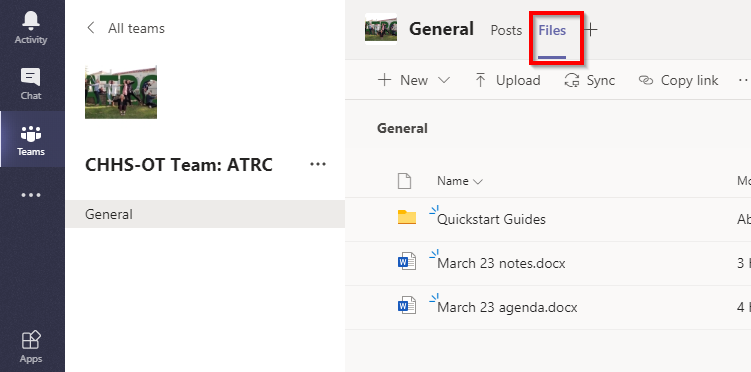
Within each channel, team members can access **posts, files, and additional tabs**



* Posts allows team members to start conversations with other members in the team which are visible to all team members



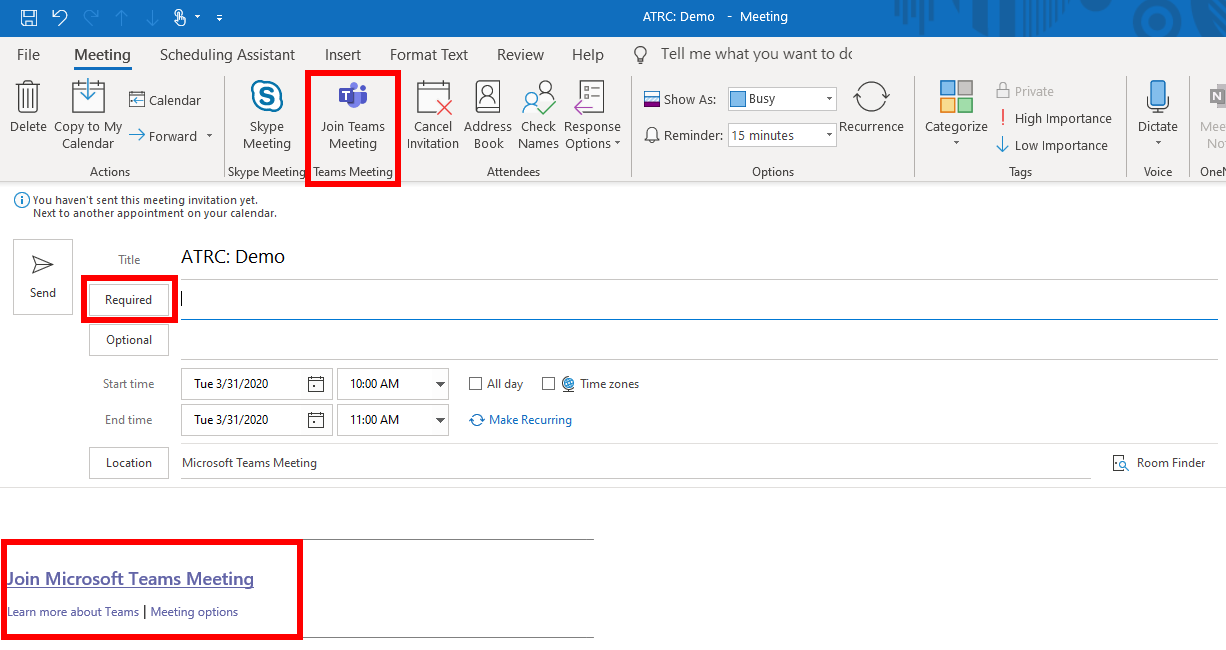
* Files allows team members to access and share folders and documents with other members in the team



## Creating a Video Call for ATRC Appointments

There are **three options** staff can use to create a video call.

Option 1 via **Outlook App:**

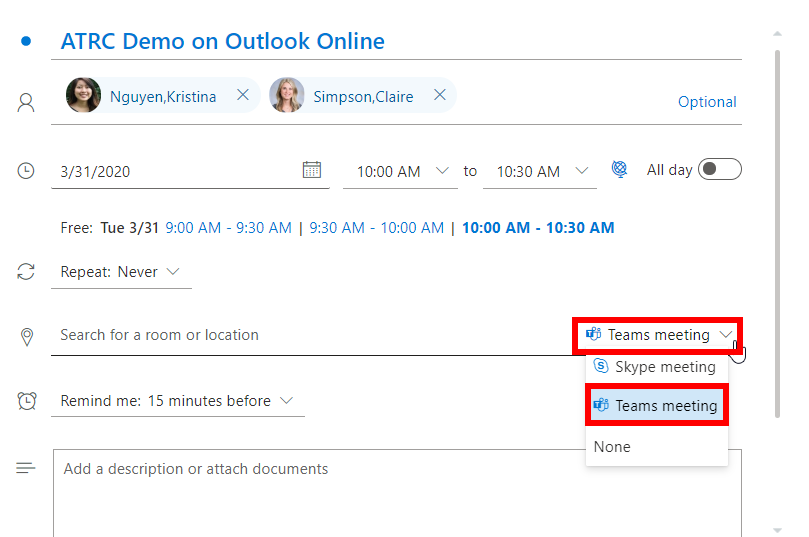
1. On the **calendar tab** of Outlook App, create an appointment as usual.
2. At the top of the toolbar, select **Teams Meeting.**
   1. \*\*Note: if you do not have the Teams app downloaded, you may not have this option
3. Once selected,
   1. Your pop out window may change to include options to send meeting to **required attendees** and a **link to join the Teams Meeting** in the body of the email.
   2. OR You will get a notification at the top of the window that says ‘Teams meeting details will be added after you send the invitation’.

line 1: "This invitation has not been sent"
line 2: "Teams meeting details will be added after you send the invitation"

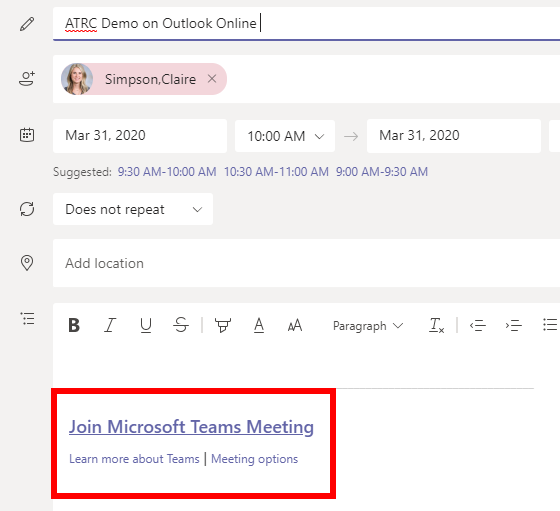
1. If you are creating the invite from the **ATRC shared email**, when adding required attendees, be sure to **add your student and yourself** to have the meeting pop up on your Teams Calendar.
   1. If you are creating it from your **personal outlook account**, when adding required attendees, be sure to **add your student, yourself, and the ATRC share account** ([chhs-ot\_atrc@colostate.edu](mailto:chhs-ot_atrc@colostate.edu)).
2. Once the meeting is sent to attendees, **all should get an email to accept** and the meeting will be placed in both the Outlook App Calendar and Teams Calendar.
   1. \*\* disclosure, once meetings are accepted, they will be removed from email inbox
3. Staff will get an email when the student accepts the meeting.

Option 2 via **Outlook Online**:

1. On the **calendar tab** of Outlook App, create an appointment as usual.
2. Add ATRC shared email so it also populates ATRC calendar.
3. Click **Add online meeting** in **the Search for a room or location section** and select **Teams meeting.**



1. Once the meeting is sent, it will appear on both the **Outlook Online Calendar** and the **Teams Calendar**.
2. An email to accept **will only** be sent to the **student**. Once the student accepts, staff will be notified via email.
   1. \*\* disclosure, once meetings are accepted, they will be removed from email inbox
3. Additionally, members of the meeting can access the link to join meeting via **Meeting information** in the **Calendar tab of either Outlook or Teams**.

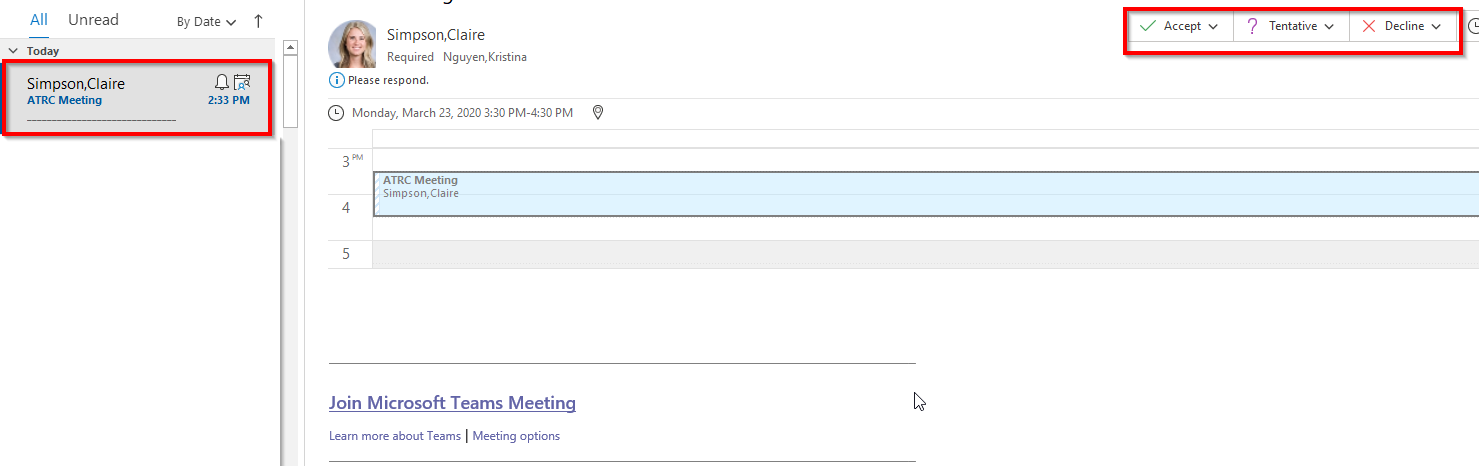


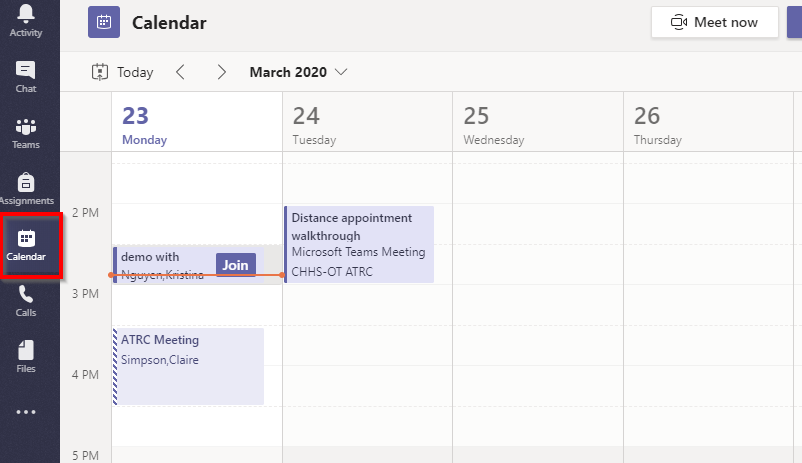
Option 3 via Teams:

1. Create a **New Meeting** in the **Calendar tab of Teams.**
2. Invite your student.
3. The meeting will **may only** show up in the **Teams Calendar** so **double check** and you may haveto **refresh** your outlook calendar.
4. An email to accept **will only** be sent to the **student**. Once the student accepts, staff will be notified via email.
   1. \*\* disclosure, once meetings are accepted, they will be removed from email inbox
5. Additionally, members of the meeting can access the link to join meeting via **Meeting information** in the **Calendar tab of Teams**.

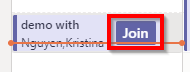
## Joining Video Calls for ATRC Appointments or Classes

ATRC staff will create **meeting times**. When the meeting time is created, users will receive an **email to their outlook account/ CSU email** requesting to either **accept or decline** meeting. Once accepted, the email will go away and users will have **to view meeting times via the Calendar Tab** on Microsoft Teams.



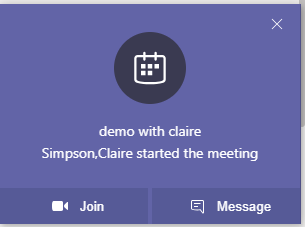


During the **specified meeting times**, users may be able to **join** the video call in the **Calendar tab**.



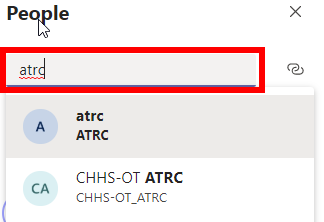
Other times, users may have to go into the **calendar event** and click the **link to join.**

Users will get a **notification** when other members have started joining the meeting and have the option to join the meeting as well.

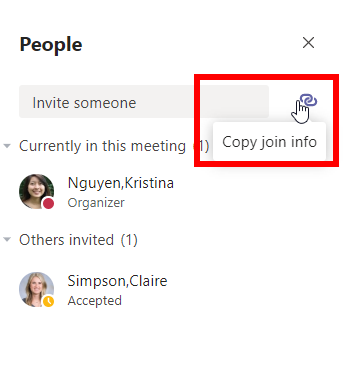


Staff can invite students to join the meeting call by:

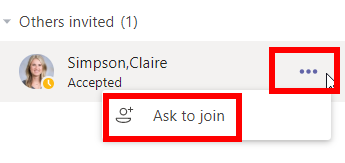
1. Clicking on the **participants** button on the video call toolbar
2. **Invite a student** to a meeting **OR**



1. **Copy the Join info** and teams chat or email students the link **OR**

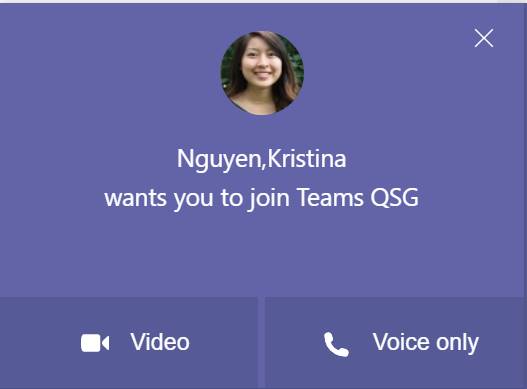


1. **Ask the student to Join**

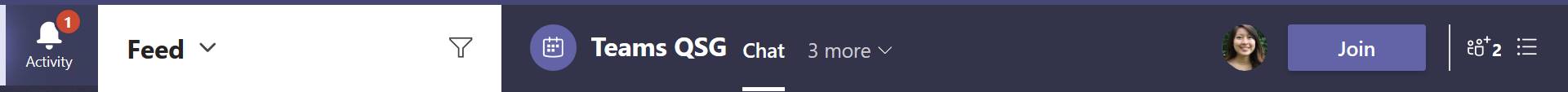


What students will see when you invite them

**Teams App** notification to join meeting:

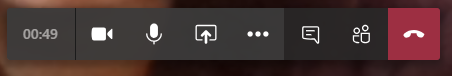


**Teams Online** notification to join meeting:



## Once in a Video Call

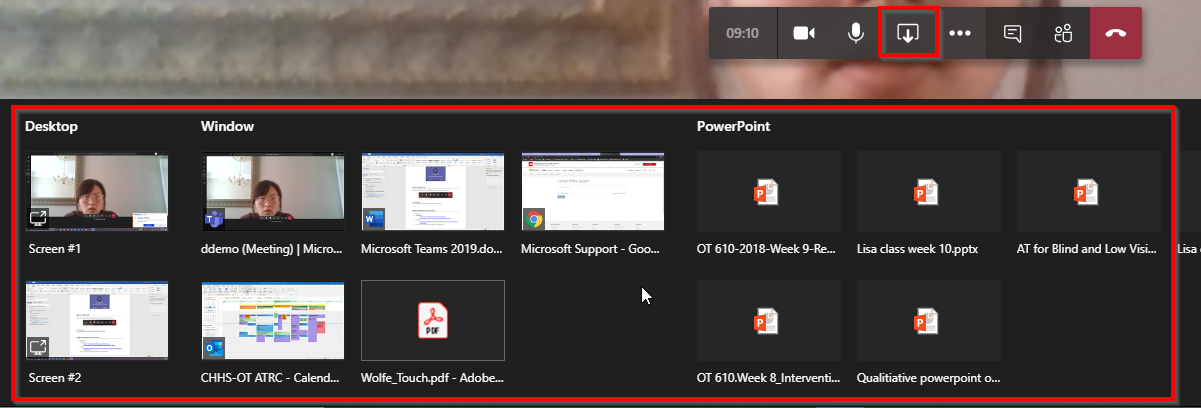
Once in a video call, users can access additional features via the **video call tool bar**.



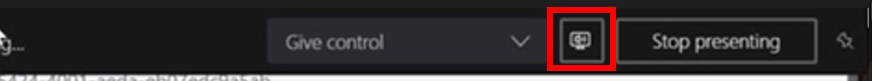
### Screen Sharing on Teams App

Users can **share their screen** with other members in their call by:

1. Clicking on the **screen share tool**
2. Selecting to share the **desktop, window, or PowerPoint**



1. Once screen is selected, a **red box** will surround the selected screen indicating that you are sharing your screen
2. Make sure to enlarge shared screen by:
   1. Click **more action** in the video call toolbar
   2. Select **Full Screen**
3. Make sure to **include system audio** if working with programs that require audio (ex. Text to speech)



1. Additionally, a **presenter toolbar** will appear at the top of your screen, users presenting can have the option to **give control** to other members in the meeting. This will allow ATRC staff or professors to access your screen and **help with installs** or accessing materials.

Presenter toolbar with a red box around give control

* 1. ATRC Staff members also have the option to **Request control** which will appear on the right of their video call toolbar.

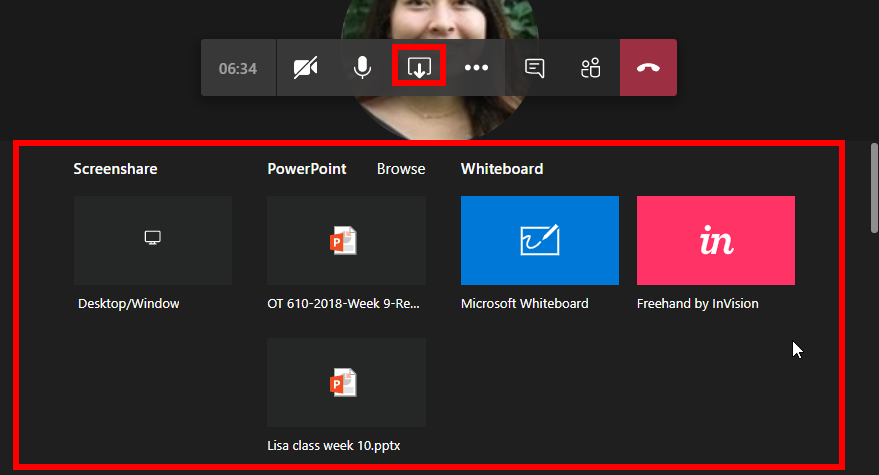
ATRC staff video toolbar with option to request control

1. Make sure that when the user gives control, they select the option to **share the whole desktop**

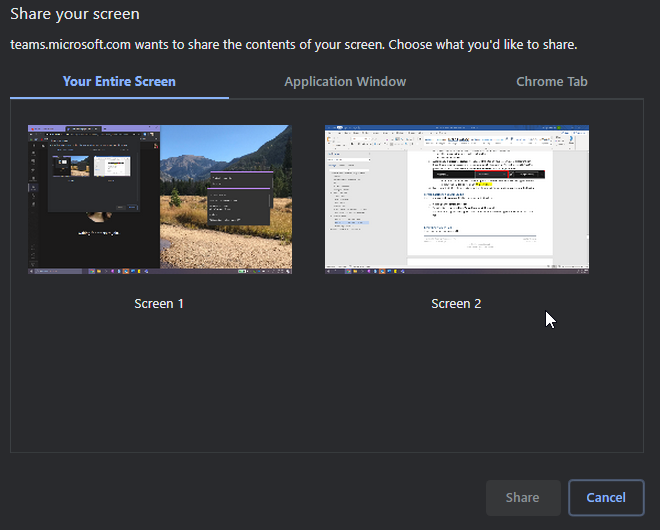
### Screen Sharing on Teams Online

Users can **share their screen** with other members in their call by:

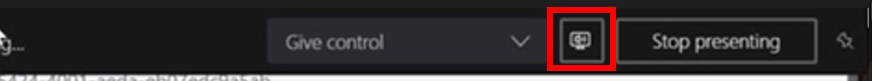
1. Clicking on the **screen share tool**
2. Select between **screenshare, PowerPoint or Whiteboard**



1. If screen share is selected, an additional pop out will appear, select between entire screen, application window, or chrome tab



1. Make sure to **include system audio** if working with programs that require audio (ex. Text to speech)



1. Additionally, a **presenter toolbar** will appear at the top of your screen, users presenting can have the option to **give control** to other members in the meeting. This will allow ATRC staff or professors to access your screen and **help with installs** or accessing materials.

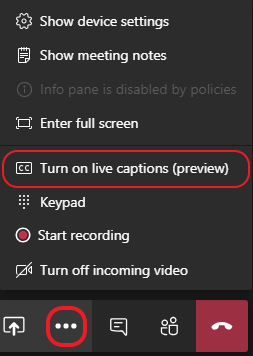
Presenter toolbar with a red box around give control

* 1. ATRC Staff members also have the option to **Request control** which will appear on the right of their video call toolbar.

ATRC staff video toolbar with option to request control

1. Make sure that when the user gives control, they select the option to **share the whole desktop**

### Turning on Live Captions

1. After joining a meeting, click on the **“...”** for “More actions”. 
2. In this menu, select **“Turn on live captions (preview)”.**
3. After turning on live captions, click “**Start recording**” in the same “More actions” menu.

To maximize accuracy of live captioning, speak clearly and minimize background noise.

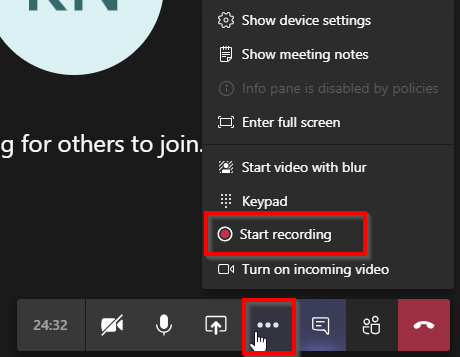
The live captions will be associated with the recorded meeting once it is finished rendering and is automatically uploaded to Microsoft Stream.

Note: Live captions will only be displayed to meeting members who have turned on the live captioning feature for the meeting. The closed captions and transcript that are created will be available to everyone who has access to the recording.

### Recording a Video Call

Users can record the video call by:

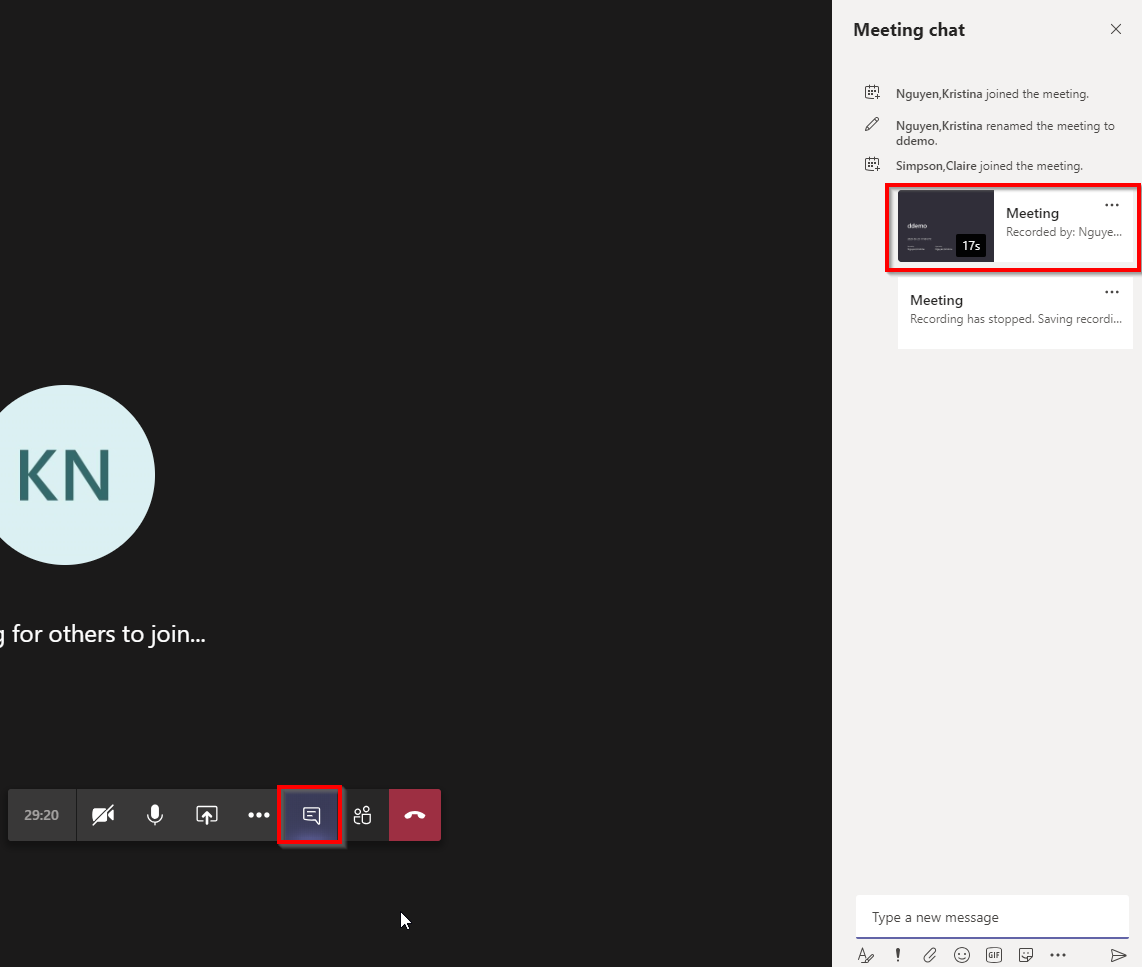
1. Clicking on additional actions and selecting Start Recording



1. Users will know recording has started when a red dot appears by the timer

icon to indicate that the video call is being recorded

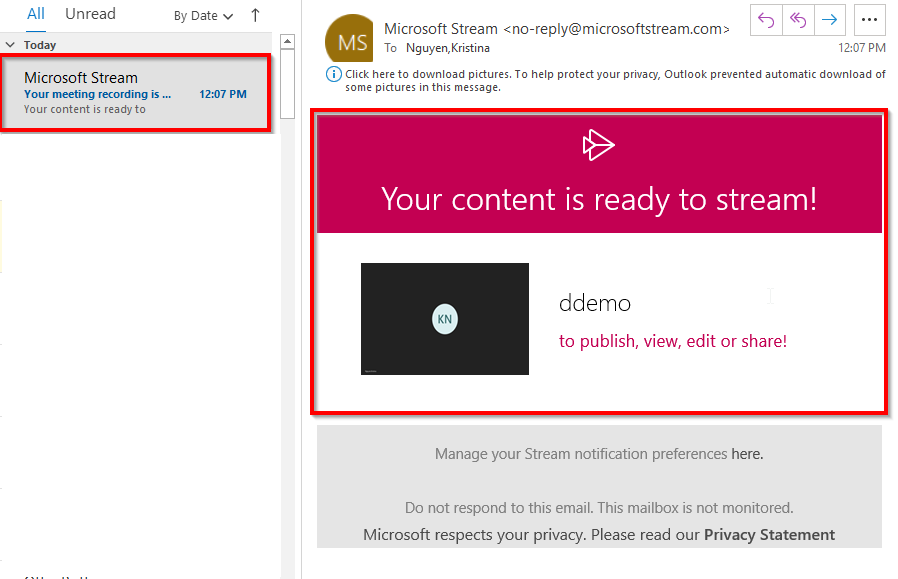
1. To stop the recording, Uses click on additional actions and select Stop Recording
2. The recording can be accessed through the Meeting Chat



After the video call has ended, users can still access the recording by:

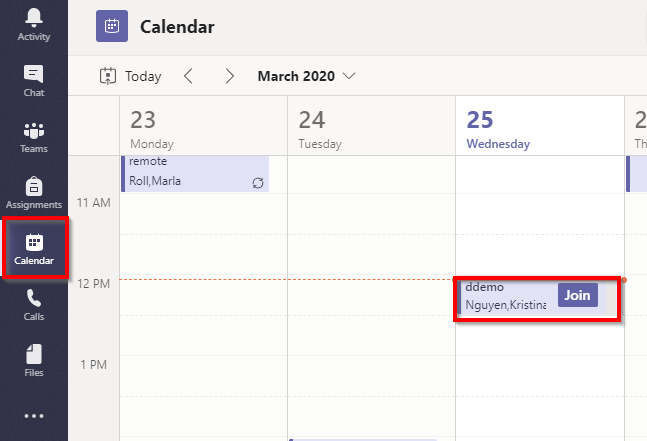
Option 1:

1. Accessing the email sent from Microsoft Stream

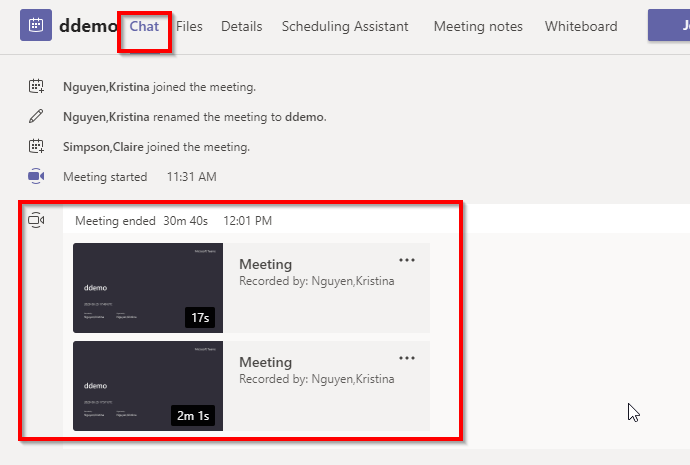


Option 2:

1. Going to the **Calendar Tab** and clicking on the **scheduled appointment time**

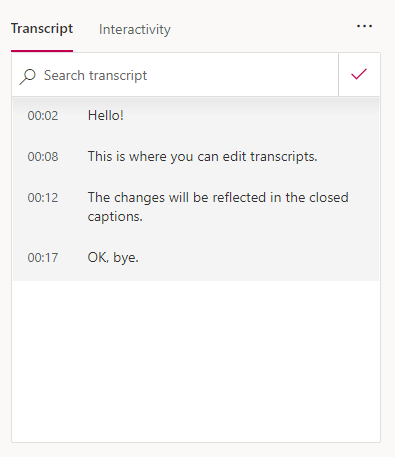


1. Locate Chat at the top of the page and view recorded video

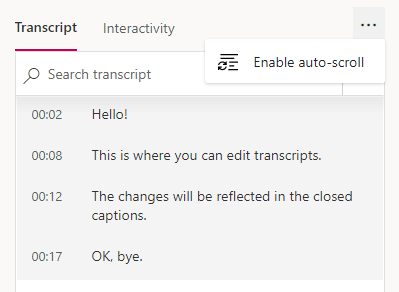


### Captions and Transcript in Microsoft Stream

In Microsoft Stream, you can **view and edit the captions and transcript** associated with the meeting. To view the closed captions, click the **“CC” in the toolbar on the video**. The transcript will be automatically displayed to the right of the video.



In the transcript panel, you can **view, search, and edit the transcript and closed captions**. You can also enable or disable **transcript auto-scroll**.



# Program Manufacturer Contact Info

* Microsoft
* Contact info:
  + [Contact Microsoft Website (https://support.office.com/en-us/home/contact?contactUsExperienceEntryPointAssetId=S.HP.teams)](Contact%20Microsoft%20Website%20(https:/support.office.com/en-us/home/contact?contactUsExperienceEntryPointAssetId=S.HP.teams))
* Website:
  + [Microsoft Teams Website (https://products.office.com/en-us/microsoft-teams/group-chat-software)](Microsoft%20Teams%20Website%20(https:/products.office.com/en-us/microsoft-teams/group-chat-software))
* Cost: Free for all CSU students through the CSU Outlook Email.