



Microsoft Teams | Teaching with Teams

This guide provides an overview on various features and tips for using Microsoft Teams. The aim of this guide is to enable educators to get the best use of Teams for teaching purposes.

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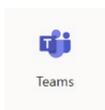
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Teaching with Teams | General

To access Microsoft Teams online

1. Open a browser and navigate to portal.office.com. Login with your Maynooth University credentials (email address and password).
2. Select the **Teams** app from the list of Office 365 suite of apps.

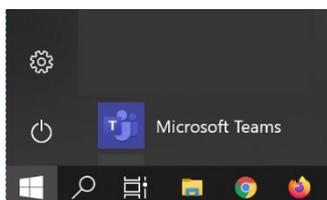


3. Alternatively, go directly to teams.microsoft.com and login.

To access Microsoft Teams app (Recommended)

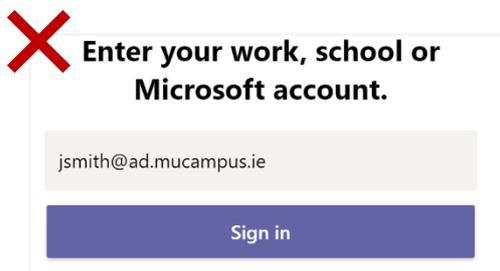
The Microsoft Teams app provides a better user experience, with additional functionality. To use Teams, Google Chrome or Microsoft Edge provides the better experience in terms of browsers, but ideally, whether presenter or invitee, we advise the use of the Teams app. The app is available across Windows, Android, Mac OS, iOS and Linux.

1. If the Microsoft Teams app is already installed on your machine, search the programs list and launch the app.



If Teams is not yet installed on your machine, copy and paste the following link into a browser and download and install the appropriate app for your device: <https://teams.microsoft.com/downloads>.

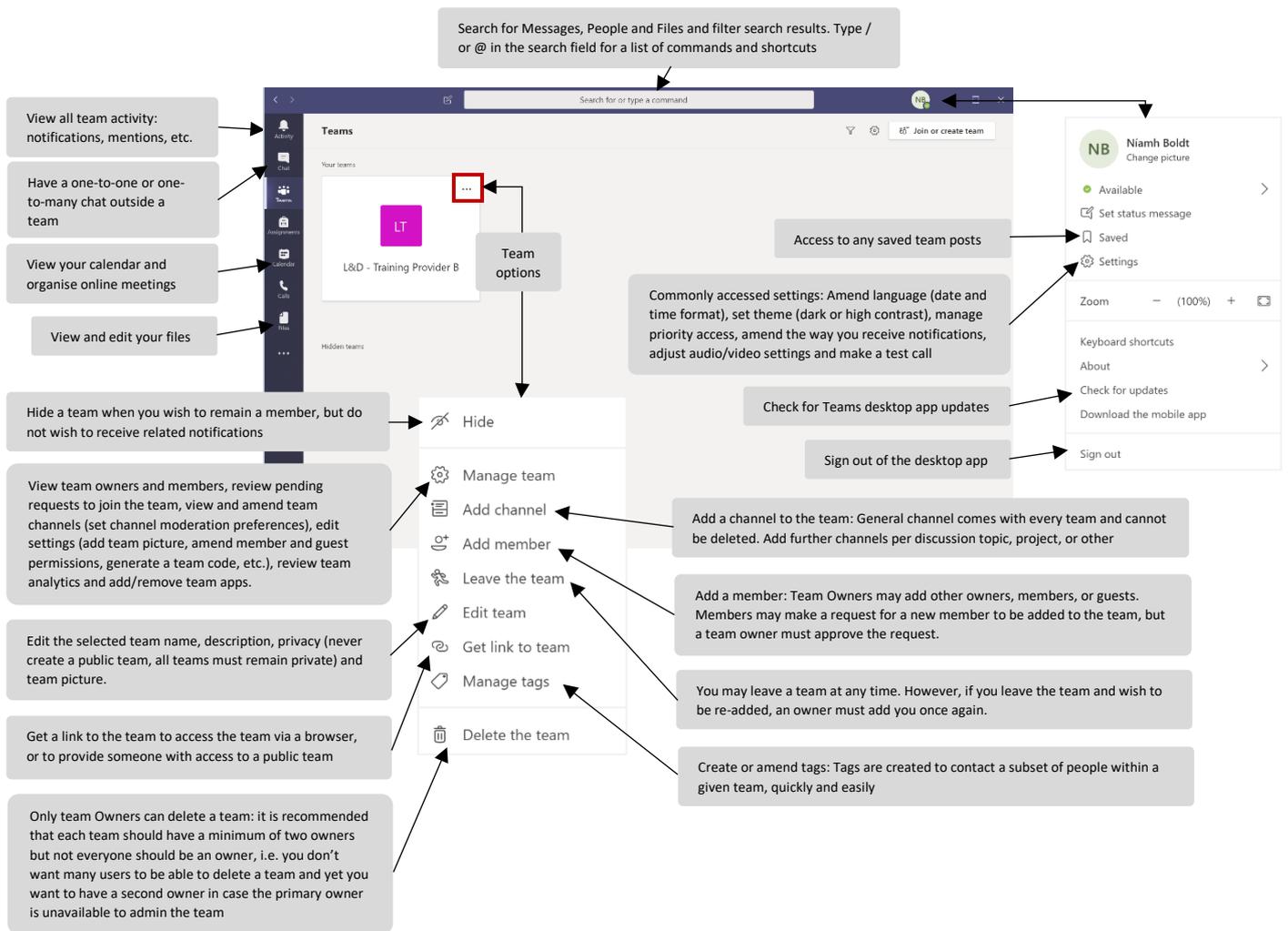
When the app installs and launches delete the `username@ad.mucampus.ie` address in the username field (if present, i.e. if using a MU device) and enter your full MU email address.



Navigating the Teams app

A **team** is made up of one or more people grouped for a particular purpose, e.g. you may wish to create a team for a project, study group, department, class module and/or working group, etc. A team is made up of channels. If you liken a team to a folder, a channel would be a subfolder of a team.

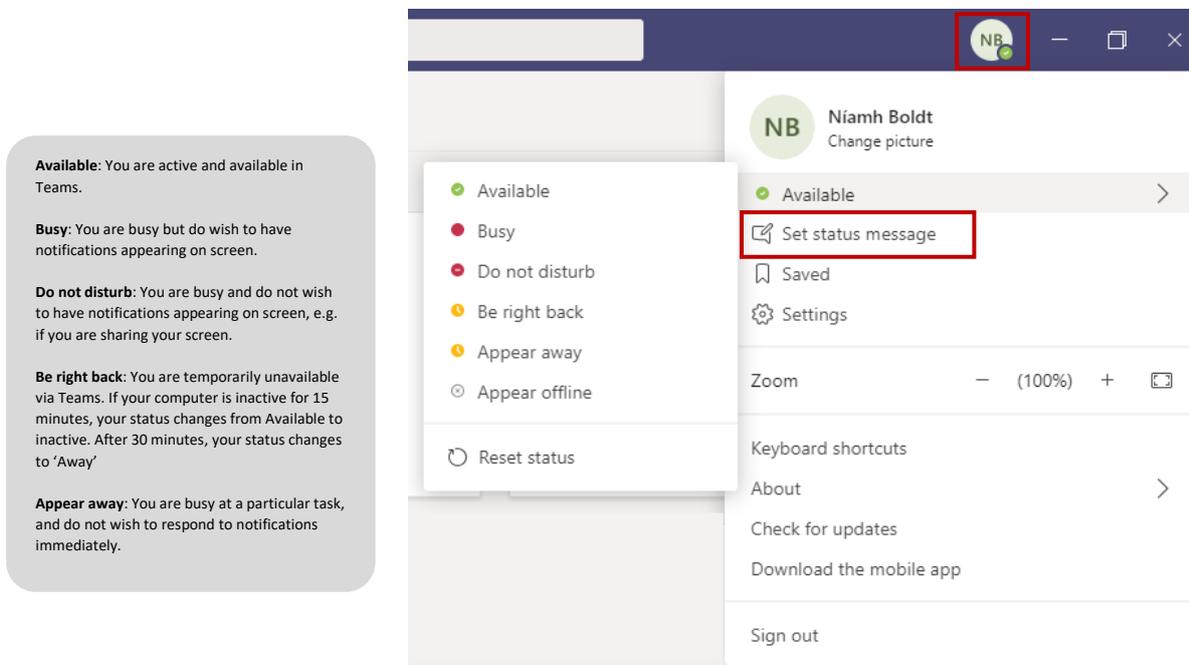
A channel is a subsection within a team. By default, a General channel is created each time you create a new team. It is advisable to use the General channel for team-wide announcements and as a type of noticeboard and main discussion forum. You may create additional channels within a team per discussion topic, projects, or any other distinction which can be made between conversation topics. The purpose of the channel is to focus the conversation, files being shared, and work carried out via the channel in question, e.g. a class project, learning objective, Class Q&A or module unit.



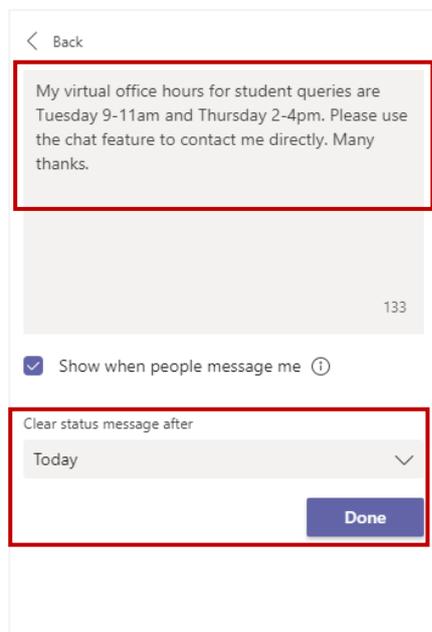
Set your user presence and status message

Your user presence in Microsoft Teams indicates your current availability, according to entries in your calendar (In a meeting), and/or whether you are on a Teams call (In a call, Presenting). In many cases, this status will update automatically to 'Busy' or other. However, if you wish to amend this status manually:

1. Open **Teams**, select the user icon in the top right-hand corner and amend your status accordingly. If you wish to change this back to the original status, select your user icon once again, select the status drop-down menu and then **Reset status**.



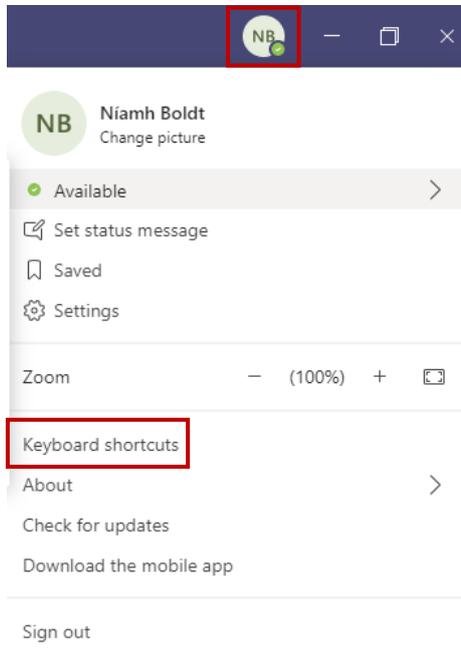
2. If you also wish to set a status message, select **Set status message** from the menu (as shown above), insert the required text, set the duration of time the message should be displayed and select **Done**.



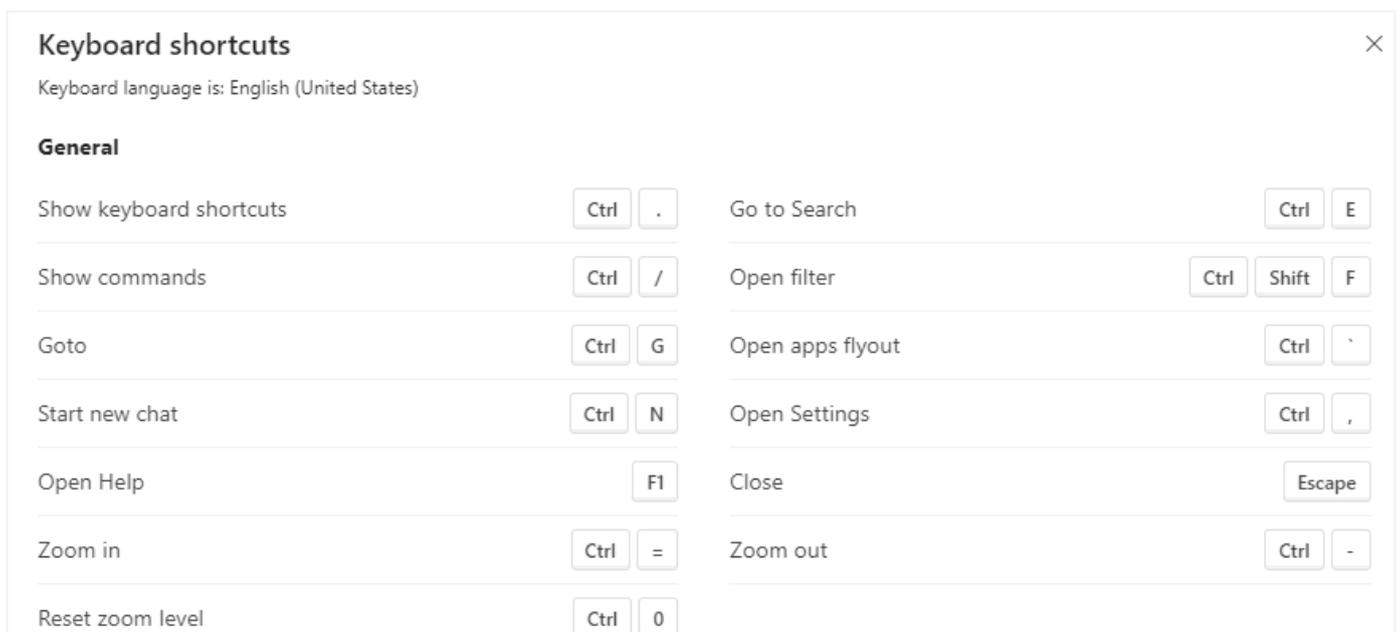
Keyboard Shortcuts

Several shortcuts are available for use in Teams, to enable you to more easily navigate the application using your keyboard. To access a list of available shortcuts:

1. Select your user icon > **Keyboard shortcuts**



An example of these keyboard shortcuts is displayed below:



Microsoft guide for Mac OS: [Keyboard shortcuts for Microsoft Teams](#)

Check for updates

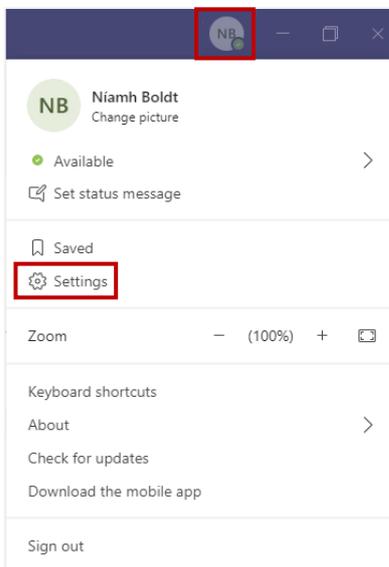
The Teams web app is updated weekly, and the Teams desktop app is updated every two weeks. This update process is usually completed automatically, however users can also manually download updates at a time that suits them. To do this:

1. Select your user icon and **Check for updates** from the menu

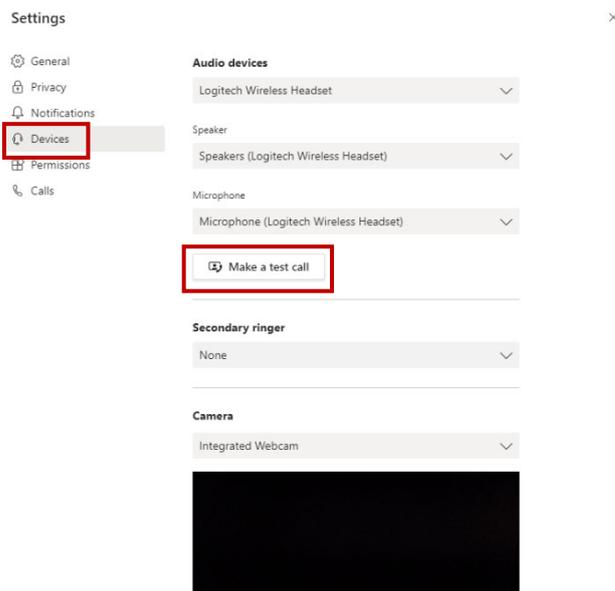
Make a test call

It is advisable to make a regular test call to ensure your camera, microphone and speakers are operating as expected. To do this:

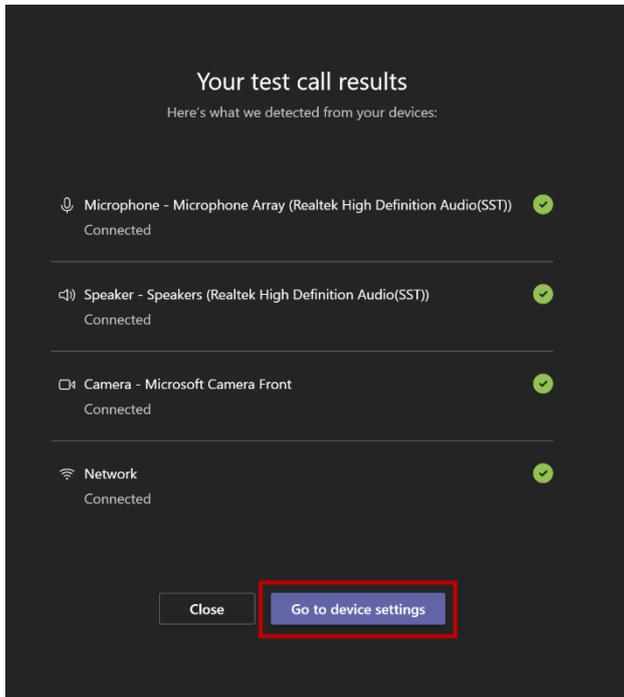
1. Select your user icon from the top right of the Teams app and select **Settings** from the menu.



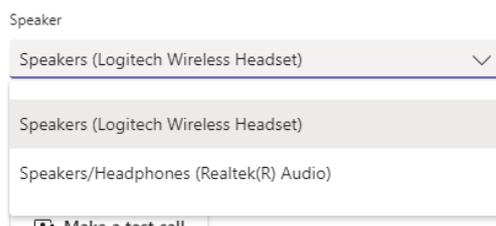
2. Select **Devices** from the menu on the left and then **Make a test call**



3. The **Test Echo** call will start, and you should hear the message *“To test your call quality, record a short message after the beep. Your message will then be played back to you”*.
4. Once you record a short message and this is played back to you, you should hear the message *“If you are happy with the quality of your message then you have configured teams correctly , if not, check your device settings and try again”*
5. If everything is working as expected, you should see the following once the **Test Echo** call has ended.



6. If a fault has been detected, this will be indicated above. Select **Go to device settings** and select an alternative option from the menu, e.g. if your speaker indicates a problem, select **Go to device settings** and choose a different option from the menu.

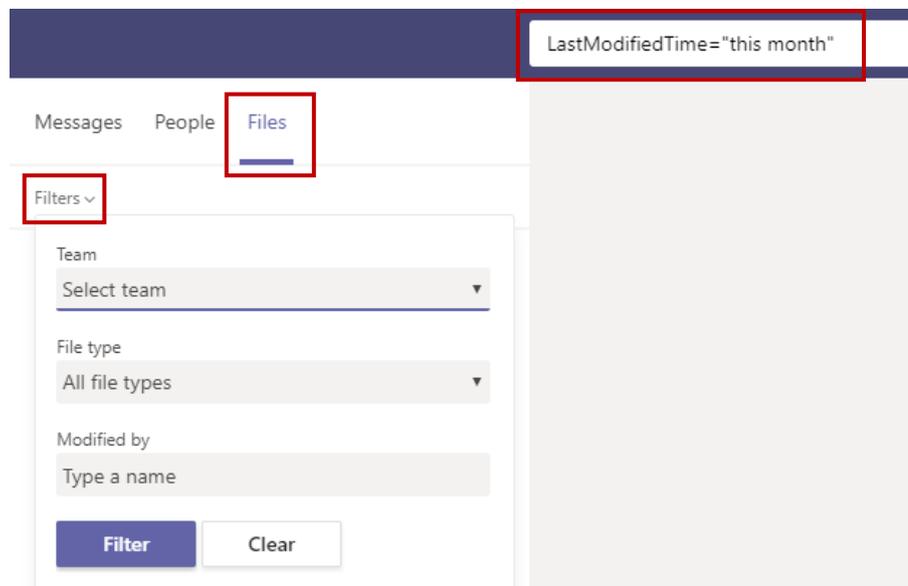


Search Tips

Use the search field at the top of the Teams app to search for messages, files, people and more. Simply type a person's name or file title (or part thereof) in the search bar to be presented with a list of possible results. However, to speed up your search, see the following quick tips:



- Type **/** in the search field for a list of shortcut commands, e.g. type **/testcall** to immediately start a test echo call to test your microphone, speaker, and camera
- Type your search word or phrase within quotation marks to get search results for that exact match only, e.g. **"Semester 1 Assignment"**
- If you are looking for a file that was edited recently but you aren't quite sure of the title, enter the following into the search bar and select Files: **LastModifiedTime = today** or **LastModifiedTime = "this week"**. This will present the relevant file results, which you can then further filter if required. Further search options include **yesterday**, **"this month"**, **"last month"**, **"this year"** and **"last year"**



- Use **+** or **AND** to further specify your search criteria, e.g. Assignment + September, this will return all search results (Messages, People and Files) that match both search criteria provided
- Type **Ctrl+F** followed by a search word to find relevant content in the current location only

Organise your Teams dashboard

To place your teams in a preferred order on your dashboard:

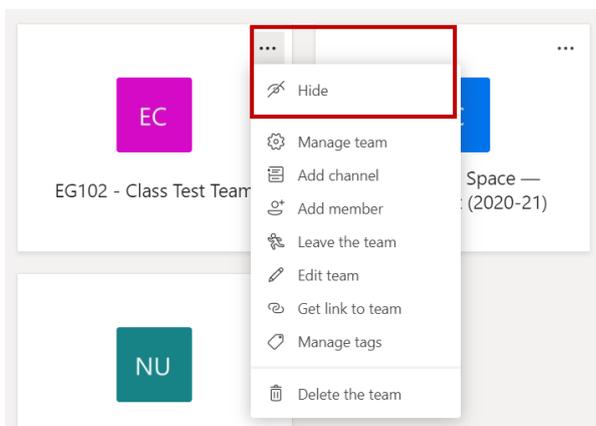
1. Select a team and drag and drop into the desired position on your Teams dashboard.



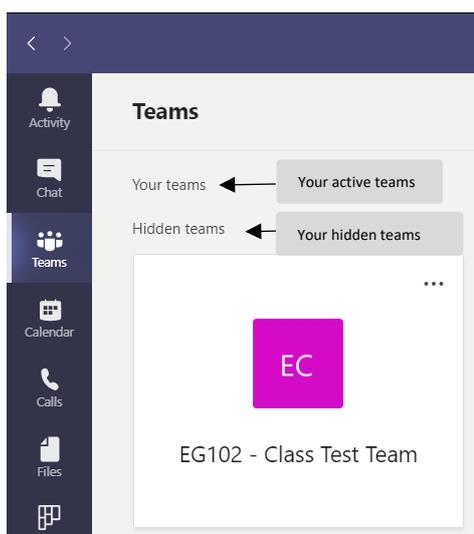
Hide a team

If you wish to hide a team from your current view to declutter your Teams dashboard view:

1. Select the **More Options** next to the team in question and then select **Hide**.



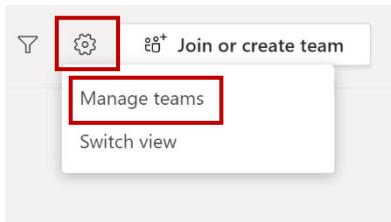
2. This team will then appear in the **Hidden teams** section of the Teams dashboard.



Archive a team

If at the end of the academic year, you wish to archive one or more team to which you have access:

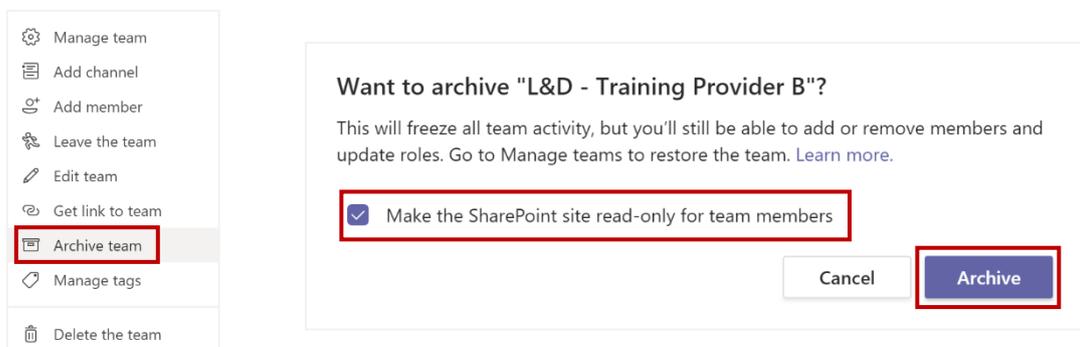
1. On the Teams app dashboard, select **Settings** > **Manage teams**



2. Select the **More options** icon (three dots at the right of the team you wish to archive).

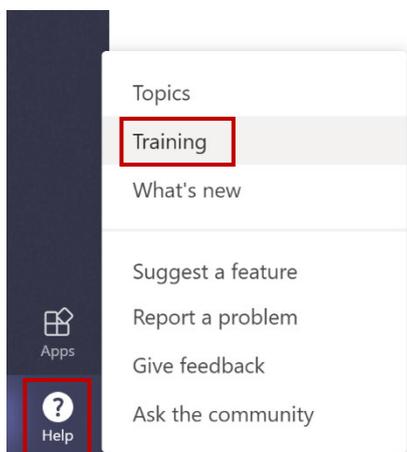


3. Select **Archive team** (left). Select the checkbox for **Make the SharePoint site read-only for team members** and then **Archive** (right).



Further Training Material

1. At any point while using the Teams app, select **Help** > **Training**. This menu provides access to excellent up to date videos and training material from Microsoft.



Teaching with Teams | Working within your class team

Moodle Course Spaces

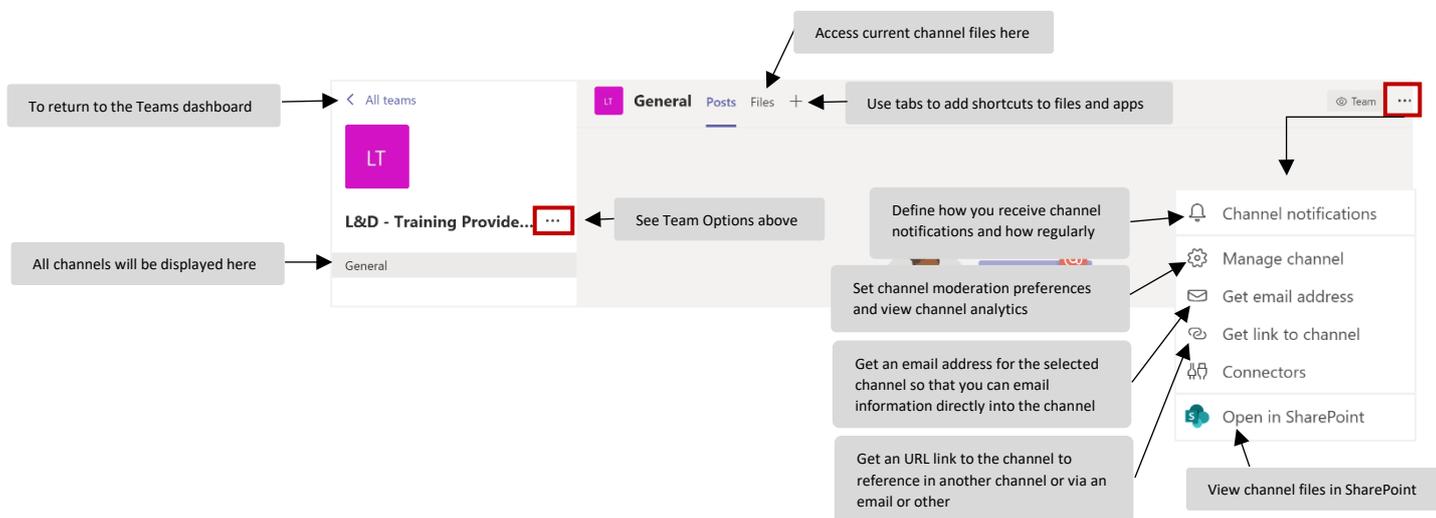
Moodle course spaces are automatically created in Moodle for all subjects and modules offered by the university in a given academic year. There is one space created for each subject, but to facilitate multiple teaching, there may be multiple spaces created for a given module. Each instance of a module runs over a given period (Semester 1, Semester 2, Summer, or Year-Long), and some instances are sub-divided into class groups. A Moodle course space is created for each unique combination of module code, semester, and group.

Students are automatically enrolled into their appropriate Moodle course spaces. Lecturers are assigned to Moodle course spaces by their departments. Different departments choose to manage this process in different ways, your departmental administrator will be able to advise you on your department's practices.

Class Teams

A special academic-type Team is automatically created in Microsoft Teams for each course space in Moodle. The membership of these Teams is synchronised with Moodle. Each user enrolled into a Moodle Course Space with the role Lecturer will be added to the matching Team as an owner. Users enrolled in the Moodle Course Space with any other role will be added to the matching Team as Members.

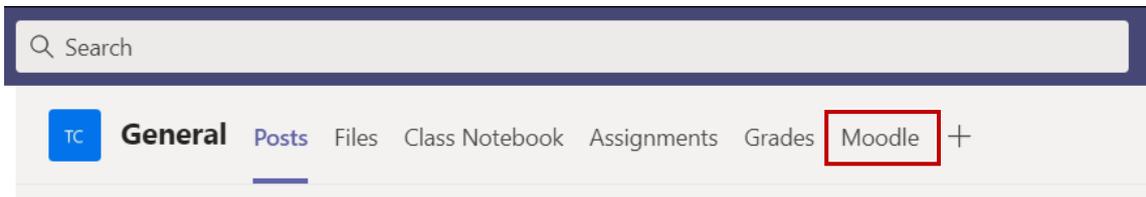
Navigation within a team



Microsoft guide for additional information: [Choose a team type to collaborate in Microsoft Teams](#)

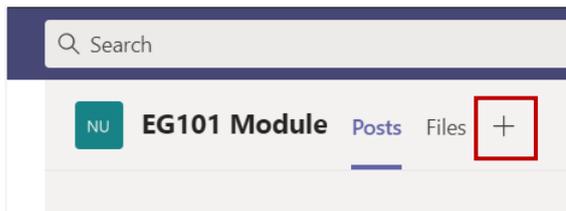
Adding Moodle app to your team

Any module teams of type class, that have been imported directly from Moodle will automatically display the Moodle app across the top of the General channel tabs. This Moodle app will provide direct access to the Moodle module in question.

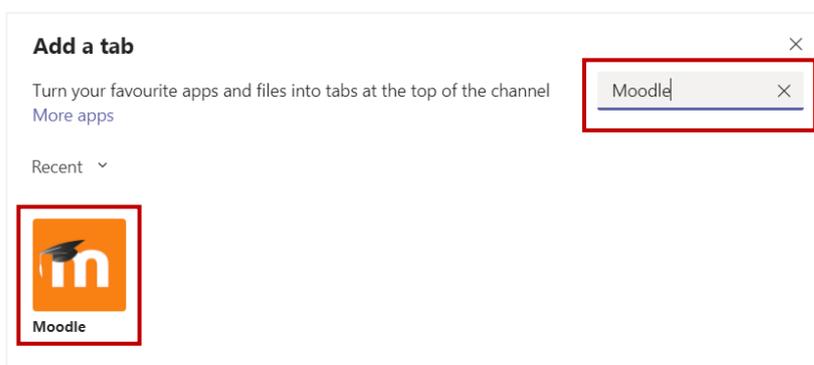


However, if you create a team from scratch, even if this team is created as type class, the Moodle app will not automatically be available, therefore you will need to add this if you wish to link a Moodle modules to your team. Adding the Moodle app to your team, provides a single-entry point for students for all their course materials and online classes. To do this:

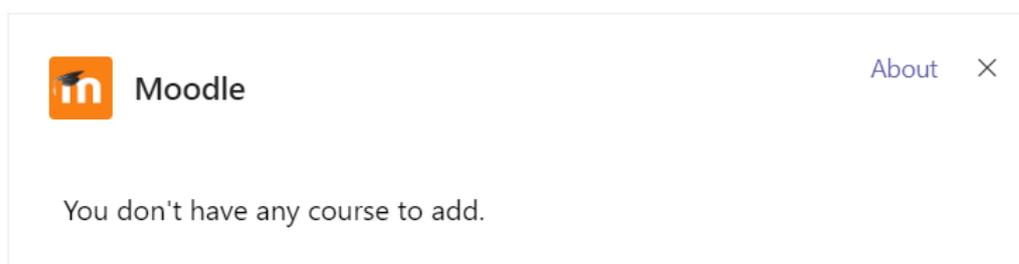
1. Open the team in question and choose a channel in which you wish to display the Moodle app. Select the + icon to add an additional tab.



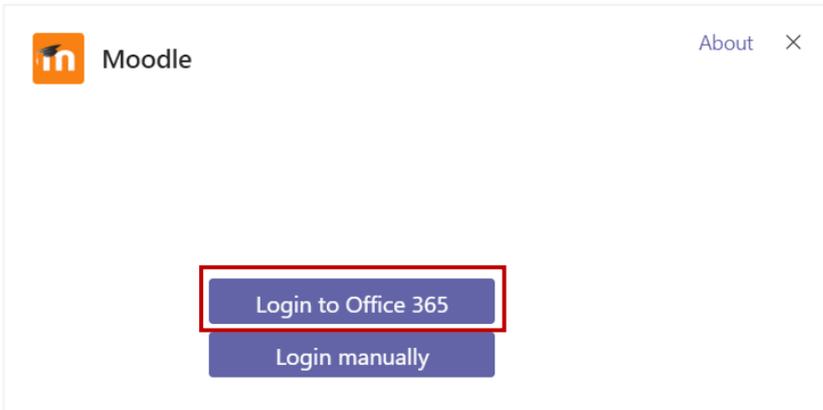
2. Search for and select the Moodle app.



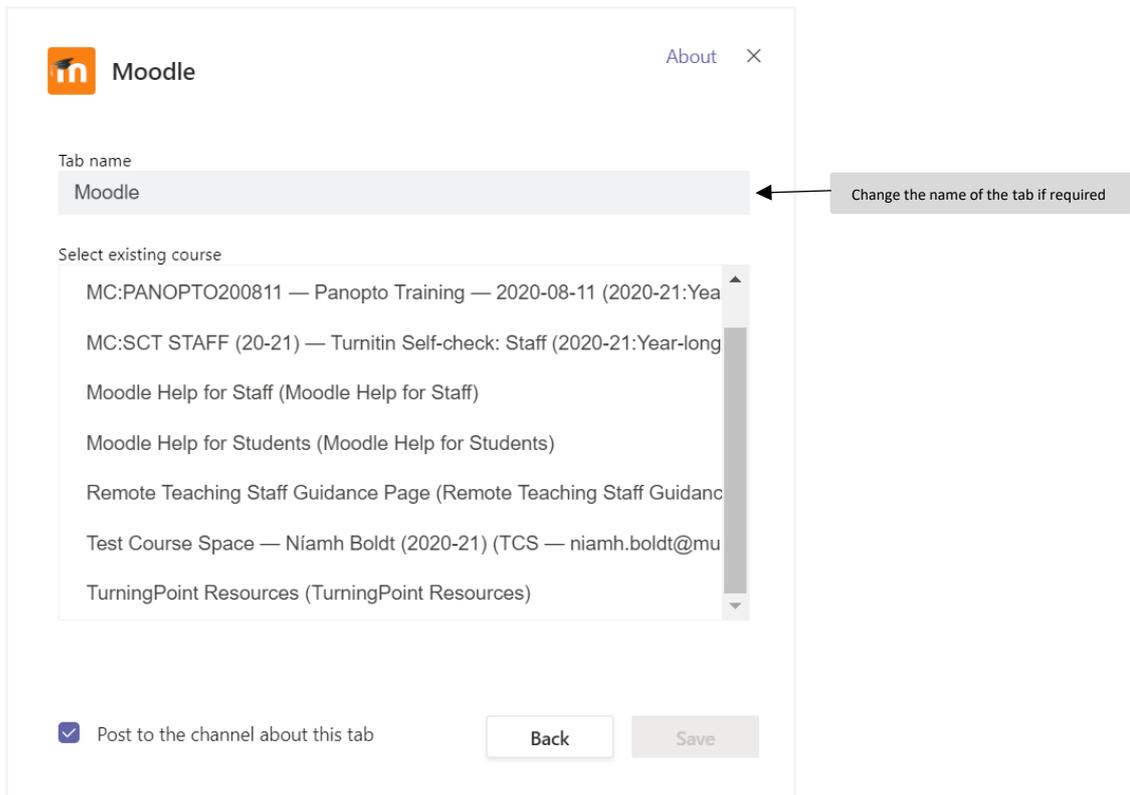
3. As there are no Moodle modules associated with the newly created team, the following may be displayed.



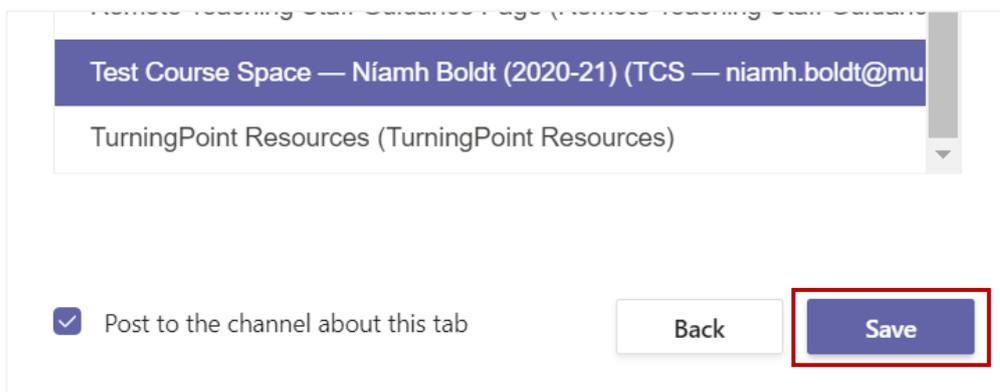
However, within seconds the below screen will be displayed. Select **Login to Office 365**.



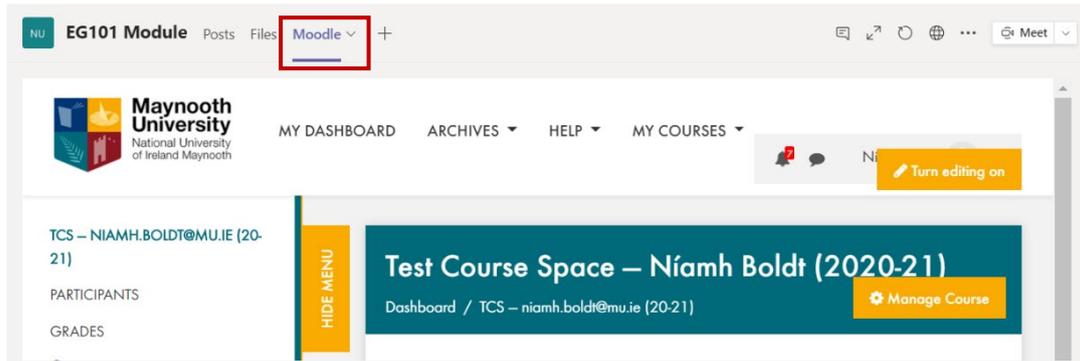
4. Once logged in, you will be prompted to select one of the Moodle modules to which you have access.



5. Select a Moodle space and then **Save**.



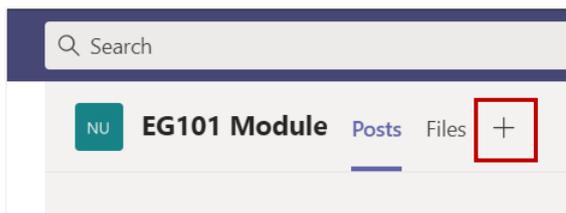
6. This Moodle space will then be displayed as an additional tab within the selected team.



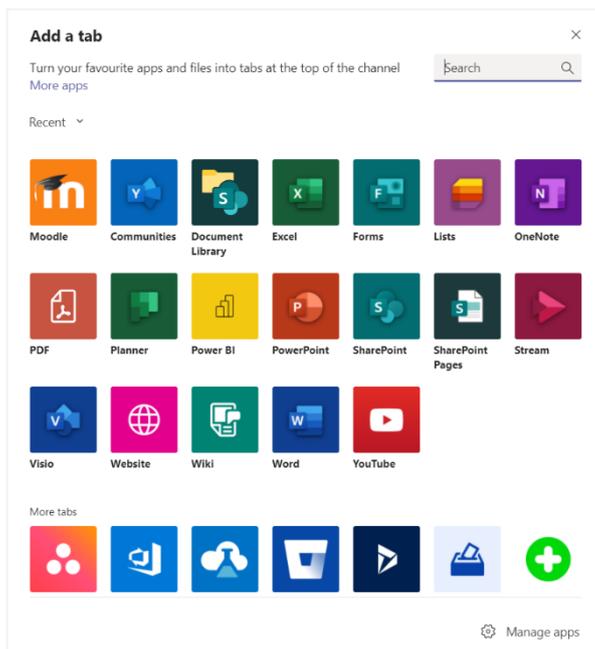
Add other apps to your team

Teams allows an owner or member of a team to make a file, website, or other app easily and quickly accessible alongside the 'Posts' and 'Files' Tabs, e.g. if you wish to highlight an important document or share a YouTube video with students, add a tab to the document and/or video to ensure the content is readily available and easily accessible to all students who are members of the team in question.

1. Open the team in question and choose a channel in which you wish to display an additional app. Select the + icon to add an additional tab.

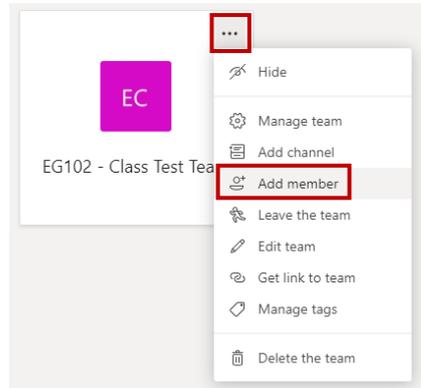


2. Select the required app from the list of available apps or search for a specific app.

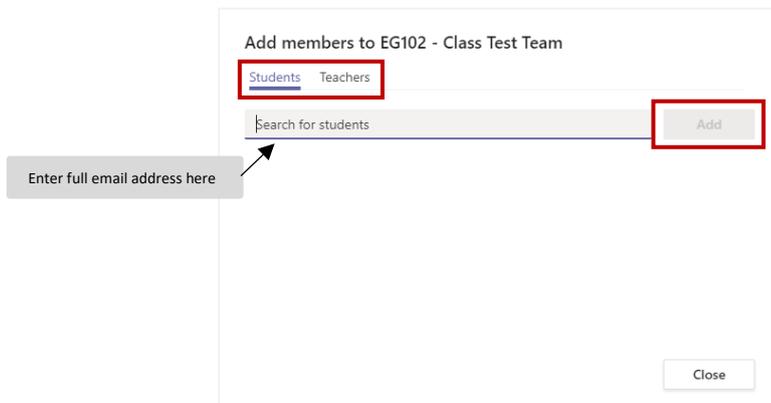


Add a member to a team

1. Navigate to the relevant team, select **More Options > Add member**.



2. For a team of class type, choose whether you wish to add a **Student** or a **Teacher**. Once this selection has been made, enter the full email address of the new team member and click **Add**.



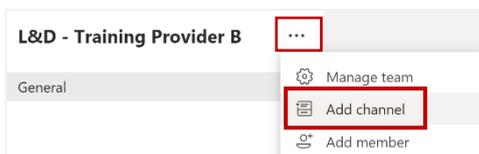
Working with channels

Teams are made up of one or more channels. By default, a General channel is created each time you create a new team. It is advisable to use the General channel for team-wide announcements and as a type of noticeboard and main discussion forum. You may create additional channels within a team per discussion topic, projects, or any other distinction which can be made between conversation topics. The purpose of the channel is to focus the conversation, files being shared, and work carried out via the channel in question, e.g. a class project, learning objective, Class Q&A or module unit.

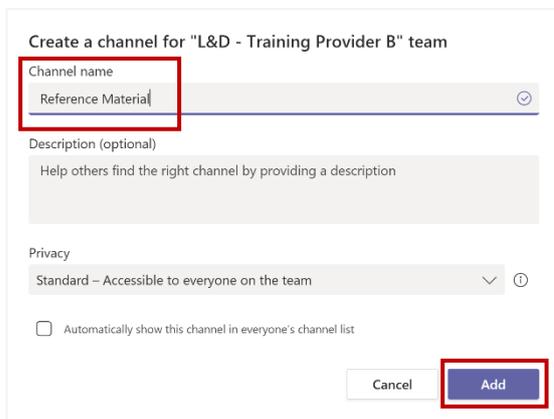
It is possible to create a Standard channel which can be viewed and accessed by all members of the current team, or a Private channel which can be viewed and accessed by a selected subset of the members of the current team. Only those who are already members of the current team, can be added to private channels. It is recommended to only create a Private channel if necessary, as there is a limit of 30 private channels per team and it can prove difficult to admin the private channels in the background.

To create a channel

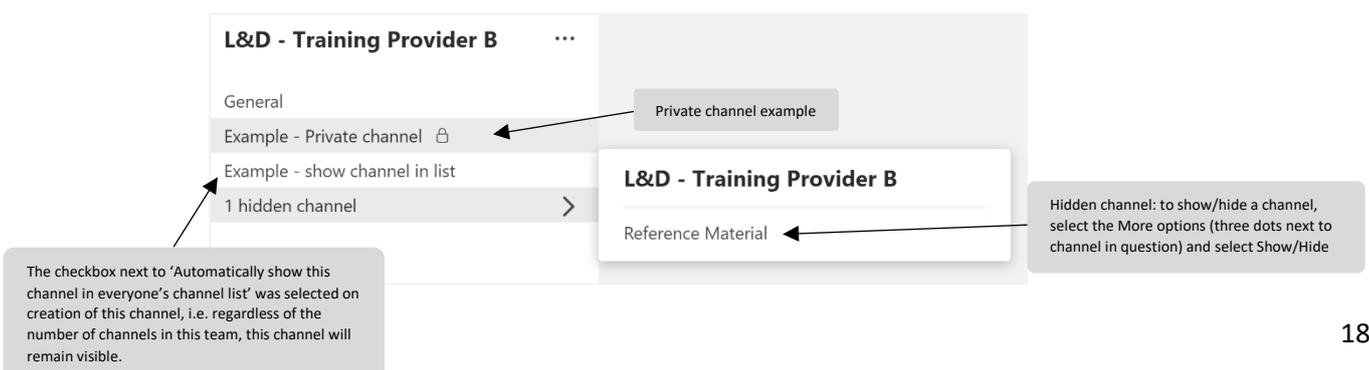
1. Select **More options** (three horizontal dots next to team name) and then **Add channel**.



2. Provide a **channel name**, **description** (if required), select the required **privacy** level of the channel (standard or private – see information above), choose whether you wish to *'automatically show the channel in everyone's channel list'* and select **Add**. If you are a member of a team with several channels and you choose to show this channel in your channel list, this means that this channel will be pinned to the top view of channels in said team.



3. See channels below:



The checkbox next to 'Automatically show this channel in everyone's channel list' was selected on creation of this channel, i.e. regardless of the number of channels in this team, this channel will remain visible.

Private channel example

Hidden channel: to show/hide a channel, select the More options (three dots next to channel in question) and select Show/Hide

Post and Format a Message

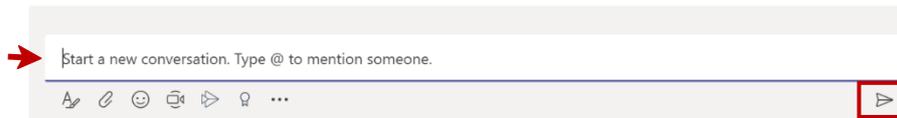
When posting a message, make sure every post has a descriptive title and if there is a current thread about the topic you wish to post, reply to the current thread instead of starting a new conversation.

To start a new conversation

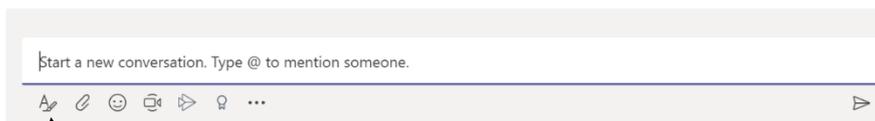
1. Select the channel in which you wish to start a conversation. Select **New Conversation** at the end of the page.



2. Use the field provided to type your message and select **Send** to post to the selected channel.



To format a new conversation or a reply



Select icon for more formatting options – this also allows you to use a carriage return without automatically posting the conversation message

Choose to post the same conversation or announcement to multiple channels in the same or different teams

A detailed screenshot of the Teams message composer interface. It shows the "New conversation" dropdown, the "Everyone can reply" dropdown, and the "Post in multiple channels" button. Below these are the formatting toolbar, a subject line, a message input field, and a "Send" button. Callout boxes provide additional information: "Everyone can reply" (all team members can reply), "You and moderators can reply" (only the poster and owners can reply), "New conversation" (starts a new thread), "Announcement" (brings attention with background color), "Attach a file" (from Computer, OneDrive, or Teams), "Meet Now" (to start a call), and "Delete the conversation/announcement" (trash icon).

Everyone can reply: all owners and members of the team can reply to the conversation post.

You and moderators can reply: only the person who posts the conversation and owners can reply.

To amend moderator settings: More Channel Options > Manage channel > Channel settings > Permissions

New conversation: starts a new conversation thread. If there is already a thread on the same subject, reply to that thread instead of starting a new conversation.

Announcement: allows you to bring greater attention to a conversation post, include adding a coloured background or image to the headline.

Add a conversation subject

Type your message here

Attach a file from your Computer, OneDrive or Teams

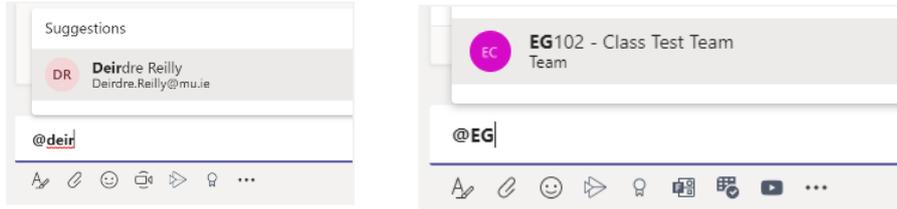
Meet Now to start an audio and video call

Send: post the conversation or announcement

Delete the conversation/announcement

@ mentions

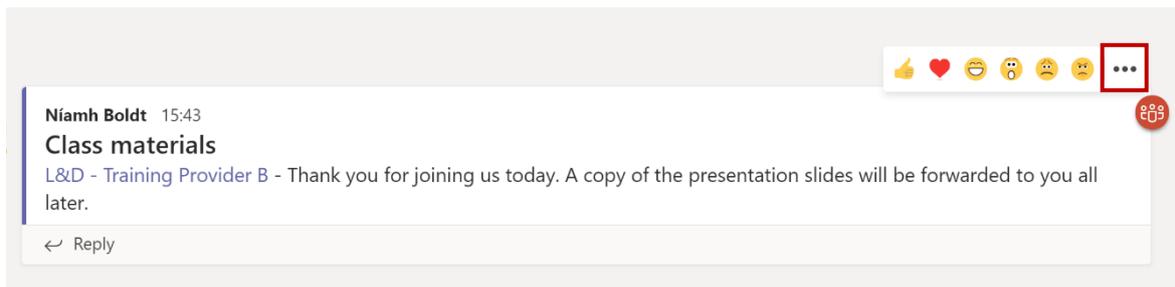
All owners and members of a team can view any conversation posted to any channel within that team. To direct a message to one or more members of the team, use the @ symbol followed immediately by the name of the person on said team; everyone in your team can still see this message but it will gain the attention of the person who was mentioned. To bring the entire team's attention to a conversation or announcement, use the @ symbol followed immediately by the name of the current team.



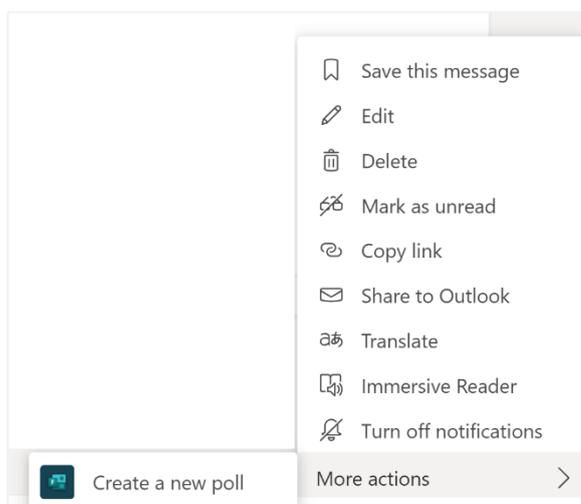
To edit an existing post

A team owner can edit and delete their own posts and can delete other's posts also. A team member can edit and delete their own posts only. To edit a post:

1. Select **More options** next to the post in question.



2. Choose the required option from the menu listed.



Create Question Polls

1. Select **Messaging extensions** (three dots as shown below) and then **Forms** or if you have used Forms via the selected team, select the Forms icon from the menu



2. Enter the question you wish to raise and the possible reply options. Click **Next**.

The image shows the 'Forms' poll creation interface. It has a title "Forms" and "Powered by Microsoft Forms". Below that is the heading "Create a new poll". A text input field contains the question "Should we return to main class or would you like 5 more minutes to complete your b". Below the question are suggested options: "Add all", "Yes", "No", and "Maybe". A list of options is shown: "5 more minutes" and "ready to return". There is a "+ Add option" button and a "Multiple answers" toggle switch.

3. Choose to **Edit** or **Send** the newly created poll.

The image shows a preview of the poll card. It has a title "Forms" and "Powered by Microsoft Forms". Below that is the heading "Here is a preview of the card you will be sending." The card content includes: "Niamh Boldt created a poll", "Results are visible to everyone; Names recorded", the question "Should we return to main class or would you like 5 more minutes to complete your breakout sessions?", and two radio button options: "5 more minutes" and "ready to return". There is a "Submit Vote" button at the bottom.

4. Once the newly created poll is sent to the channel, it will appear as shown below.

The image shows a chat channel with two messages. The first message is a poll card with the question "Should we return to main class or would you like 5 more minutes to complete your breakout sessions?" and two radio button options: "5 more minutes" and "ready to return". There is a "Submit Vote" button. The second message shows the results of the poll: "5 more minutes" with 0% (0) and "ready to return" with 100% (1). There is a "1 response" indicator. Red arrows point from labels "Question Poll" and "Collected responses" to the respective messages.

Respond to Question Polls

1. Select one of the answers to the question asked (top image below) and select *Submit Vote*. The results of the poll will be displayed as show below (bottom image below).

The screenshot shows two panels of a Microsoft Teams poll. The top panel, labeled 'Question Poll', displays a poll created by Níamh Boldt at 11:53. The question is 'Should we return to main class or would you like 5 more minutes to complete your breakout sessions?'. There are two radio button options: '5 more minutes' and 'ready to return'. A 'Submit Vote' button is at the bottom. The bottom panel, labeled 'Collected responses', shows the results: '5 more minutes' at 0% (0) and 'ready to return' at 100% (1). A '1 response' indicator is shown at the bottom of the results section.

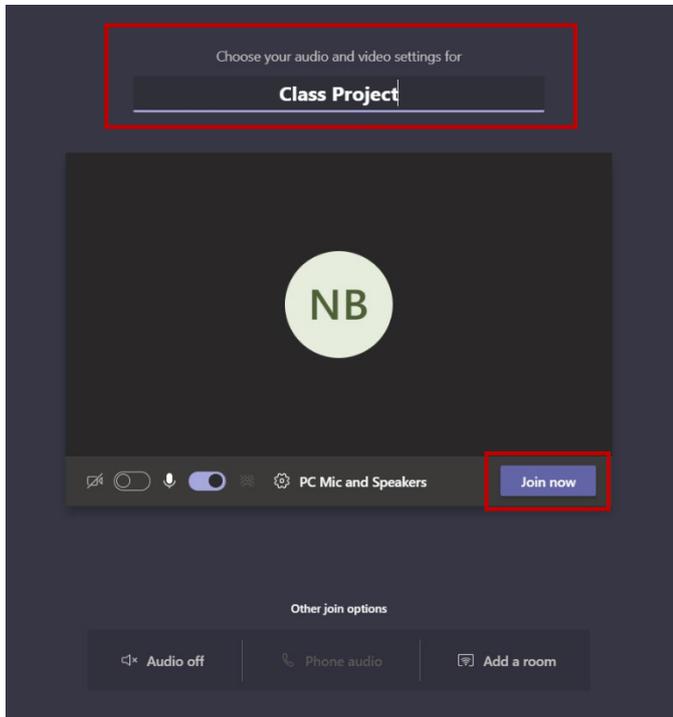
Meet Now within a team

To start an instant meeting within a channel, so that anyone within that channel can join:

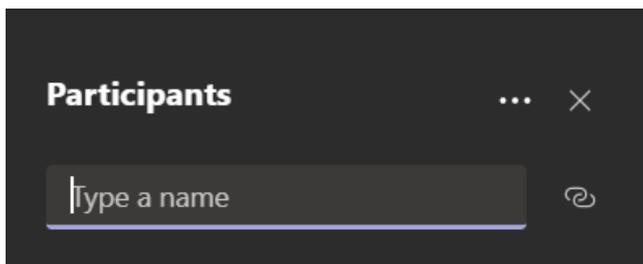
1. Open the required Team and then select a channel from the left channel list. Select **Meet now** from the upper right of the **Posts** tab screen.

The screenshot shows the Microsoft Teams interface for a team named 'EG101 - Example Class Team'. The 'Posts' tab is selected and highlighted with a red box. In the top right corner, the 'Meet now' button is also highlighted with a red box. The main area of the screen displays a welcome message: 'Welcome to EG101 - Example Class Team' and 'Choose where you want to start'.

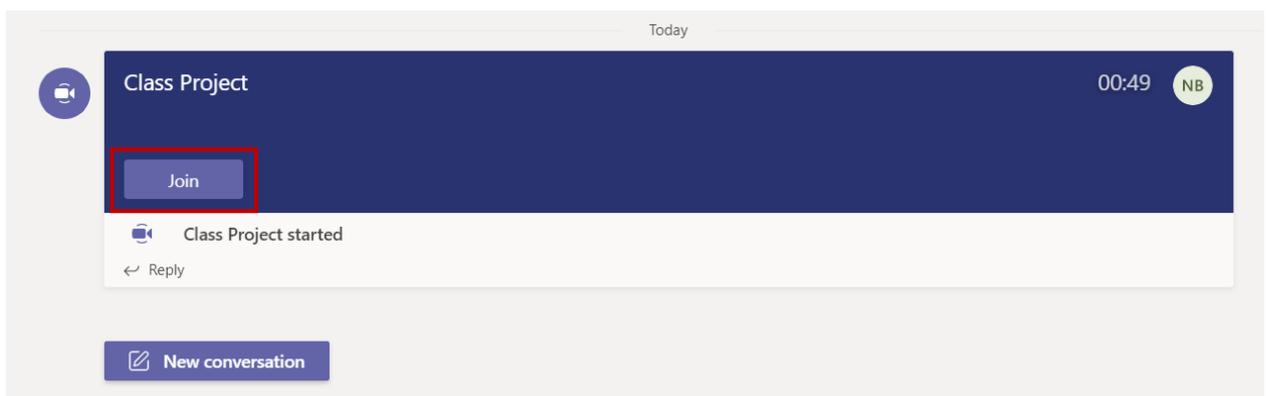
2. Change the title of the meeting if required, decide if you wish to turn your camera on, and once ready to start the meeting, select **Join now**.



3. Invite meeting attendees using the **Participants** panel on the right of the call screen.



Alternatively, invite members of the channel to join by using the **Join** option displayed in the selected channel.

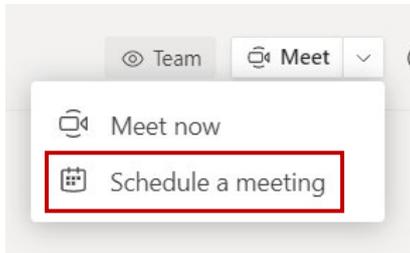


Microsoft guide for additional information: [Start an instant meeting in Teams](#)

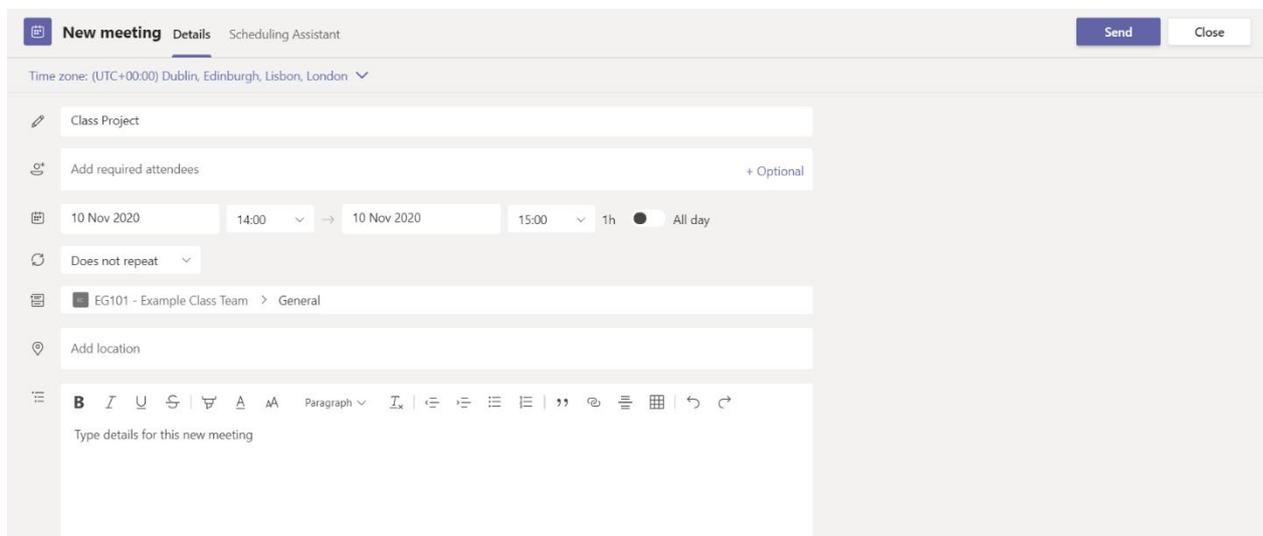
Schedule a channel meeting

To schedule a meeting/class within a channel, so that anyone within that channel can join, e.g. a regular team or project meeting:

1. Open the required Team and then select a channel from the left channel list. Select **Schedule a meeting** from the **Meet** drop-down menu.



2. Add a meeting title, include additional participants if required, select the required data and time, choose whether the meeting is recurring or not and add meeting details if required. Once you are satisfied with the invite, select **Send**.



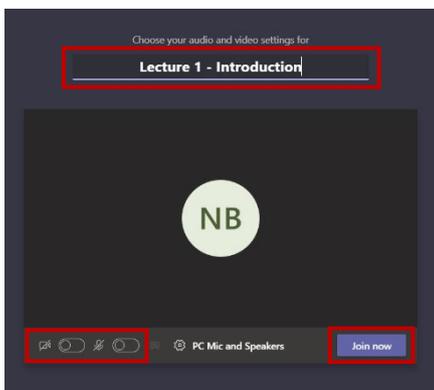
Microsoft guide for additional information: [Schedule a meeting in Teams](#)

Recording Content to share with a team

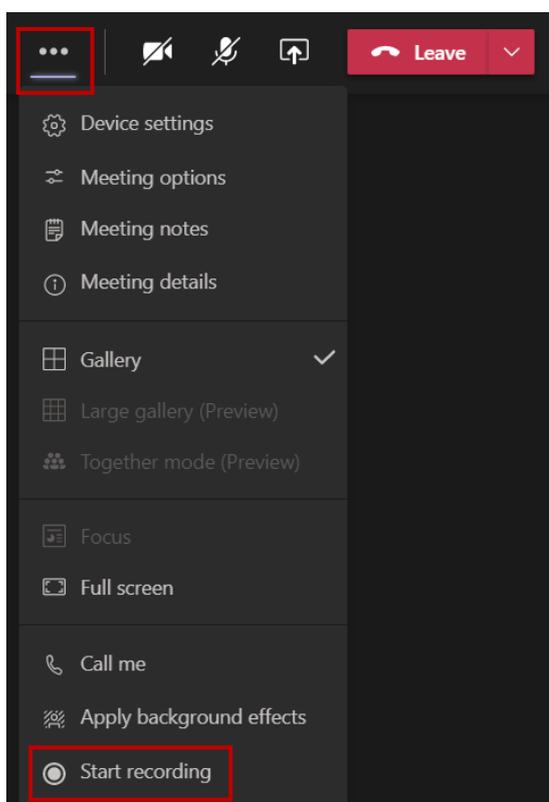
1. Open **Teams > Calendar > Meet Now**



2. Enter a recording title or subject, choose whether to enable/disable video and audio, and select **Join now**.



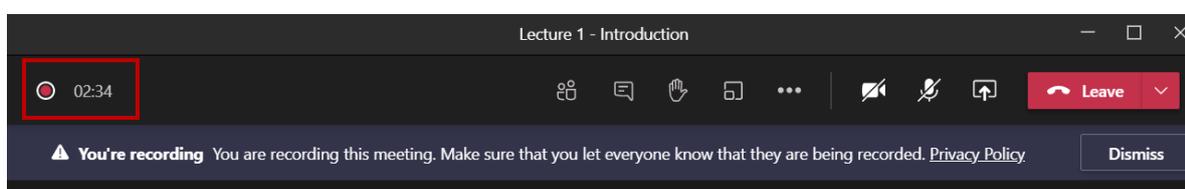
3. Although you will be prompted to invite additional people to the meeting, disregard this prompt if you wish to record you and your content only. Select **More actions** and **Start recording** once you are ready to proceed.



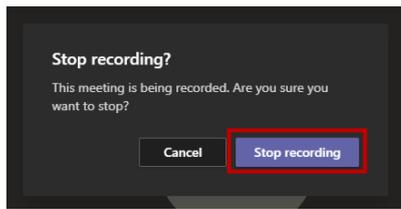
4. The following message will be displayed across the top of the screen – this message is displayed to inform all involved in the meeting that they are being recorded. As this recording has been initiated by you, with the purpose of recording only you and your content, you may dismiss this message.



In addition to the above, the following recording indicator will appear on the call navigation bar:

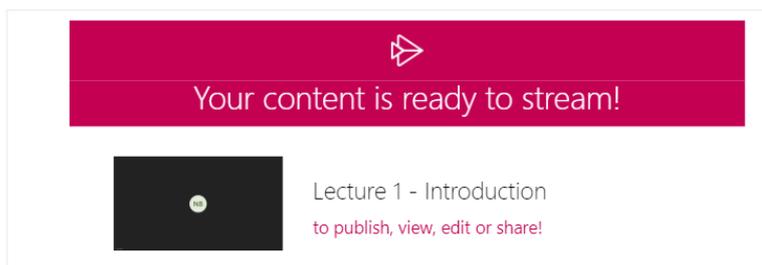


5. See section on how to share your screen, etc. during a meeting. Once you have completed your lecture/tutorial/recording, select **More actions** and **Stop recording**. At the following prompt, select *Stop recording*.



Select **End meeting > End** from the **Leave** drop-down menu.

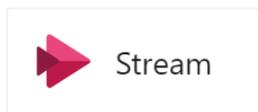
6. Your recording will then be prepared and saved to **Stream** – depending on the size of the recording this can take some time to complete. You will receive an email, like that shown below, once your content is available to share on Stream. You will also be able to access a link to the recording via the meeting chat.



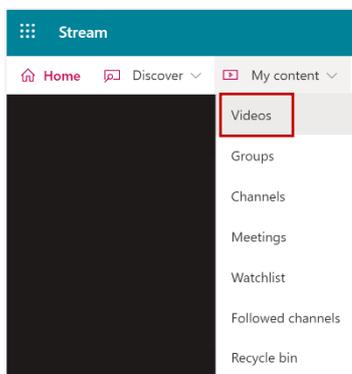
Share a Teams recording

When an online meeting is recorded via Microsoft Teams, the recording is processed, and the video saved in the Stream app. The default privacy setting for these recordings is to restrict access to only those who participated in the recording, and not to make the video public to the organisation.

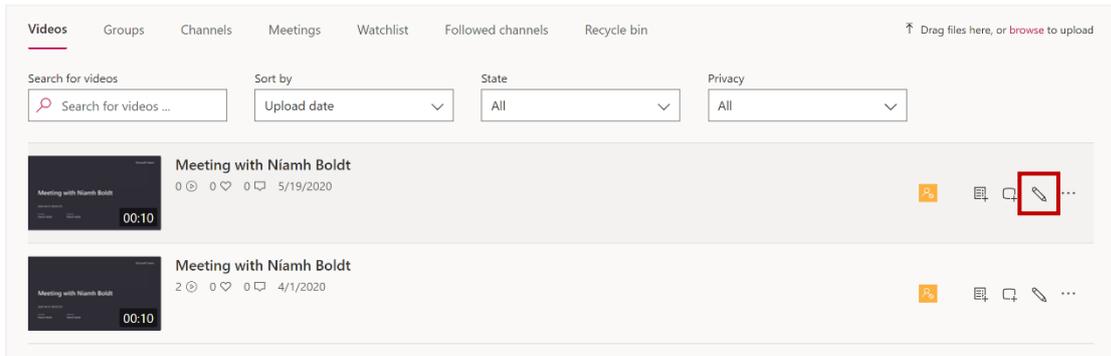
1. Open a browser and navigate to **portal.office.com**, **Sign In** and select **Stream** from the list of available apps.



2. Select **Videos** from the **My content** drop-down menu; all your video content will be displayed.

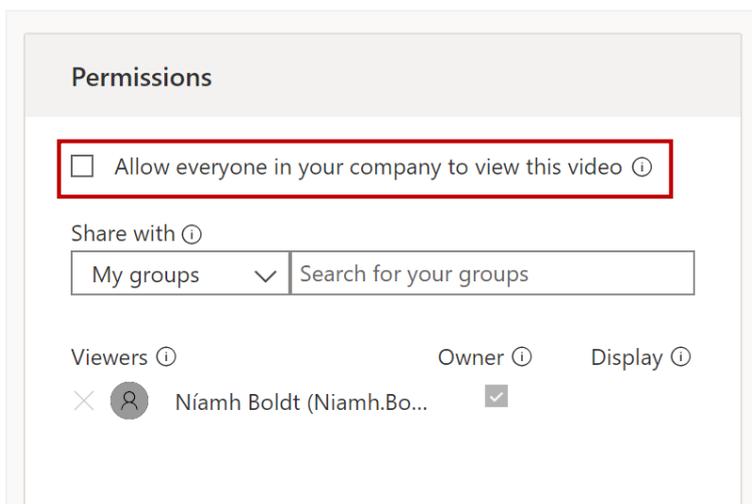


3. Select **Update video details** (pencil icon next to a video) to view video details, permissions, and options.



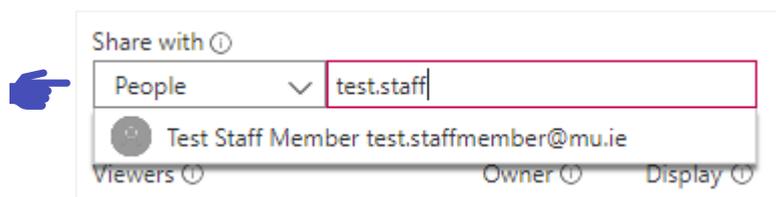
4. The permissions section is the focus of this guide. Select the group/channel/individual from the drop-down menu to specify with whom you wish to share the selected video.

Important: If the checkbox next to *'Allow everyone in your company to view this video'* is selected, this means that your video will be available to view by all staff and students of both MU and SPCM.



Option 1: Share with one or more individuals

- a. Select **People** from the **Share with:** drop-down menu and enter the full and correct email address of the person with whom you wish to share the video.



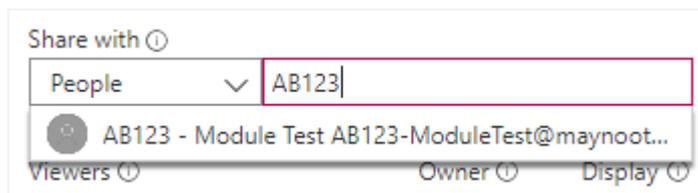
- b. Select **Apply**. Those that have been granted access will now be able to view this video via the Stream app.



Option 2: Share with a Team

Teams have been automatically populated with data from Moodle, meaning all modules will now have a matching Team. Lecturing staff have been made 'owners' of the Team, with the students as 'members.' These Teams will appear automatically for you in the Teams app.

- a. Select **People** from the **Share with:** drop-down menu and start to type the required module code. The search list will be populated with options, select the required team, and then select **Apply**. The members of the specified team have been granted access and will now be able to view this video via the Stream app.



The above process should be used for other non-module teams also.

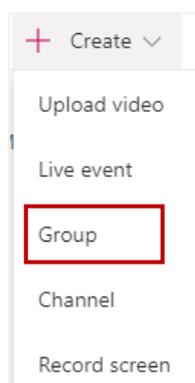
Option 2: Share with a group of people (outside of a Team)

If you wish to share a set of videos with one or more people, where the users do not currently belong to a Team and/or do not require the Team functionality/workspace, consider creating a Group; individual people can then be added to this group over time.

Important: If you wish to create a shared workspace to collaborate with one or more people, to share documents, videos, and/or information, plan projects, carry out discussions and much, much more, we recommend you create a private team within Microsoft Teams. The Group within Stream should be created if you wish to share video content only.

To create a Group in Stream:

- a. Select **Group** from the **Create** drop-down menu



- b. Complete the form, as shown below.

Create a group

Create a Microsoft Stream group connected to an Office 365 group as an easy way to organize who has permission to see and edit your videos and channels.

Name Group email alias @...

Description For all those who need to know how to use JDE.

Access Private group Allow all members to contribute Off

Add group members Search for people

Member Me (Niamh.Boldt@) Owner

Test Staff Member (test.staffme...)

Enter a descriptive name for the Group – this will be used to generate the Group email alias

Enter a description if required

Select 'Private group' from the drop-down

Enter the full and correct email address of one or more people.

Additional people can be added to the Group at any time. To do this: Select *Groups* from the 'My content' drop-down menu, search for and select the required group, select *Membership* and 'Add member'

Confirm if you wish to allow group members to edit/delete and/or upload videos to the group

Select *Create* to create the group.

Search

O365 PRIVATE

Membership ...

Name	Email	Role
Niamh Boldt	Niamh.Boldt@mu.ie	Owner <input type="button" value="v"/> <input type="button" value="x"/>

- b. Once the group is created, you may now share video content with this group. Once the required group is selected, click **Apply**. The members of the specified group have been granted access and will now be able to view this video via the Stream app.

Share with ⓘ

My groups EG101

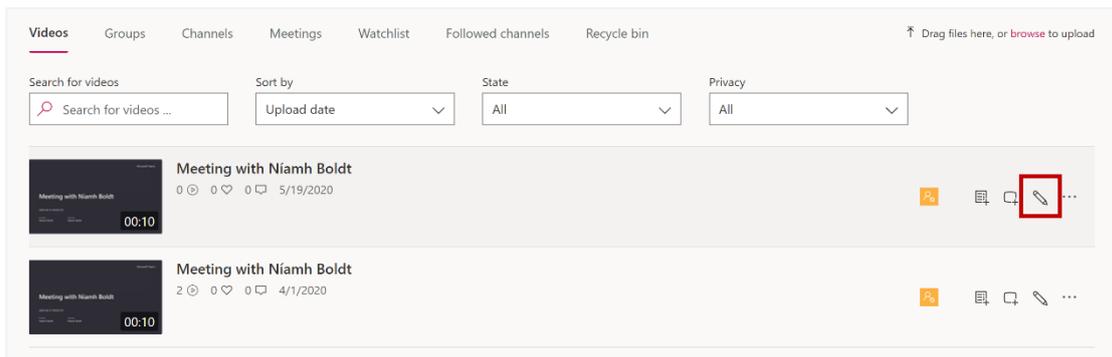
Create a group

EG101

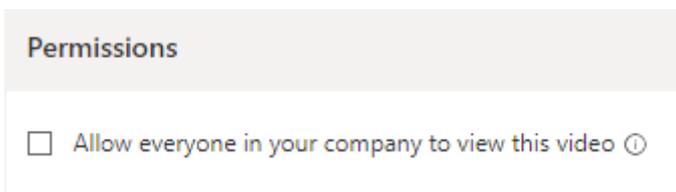
Niamh Boldt (Niamh.Bo...

Remove access to a Teams recording

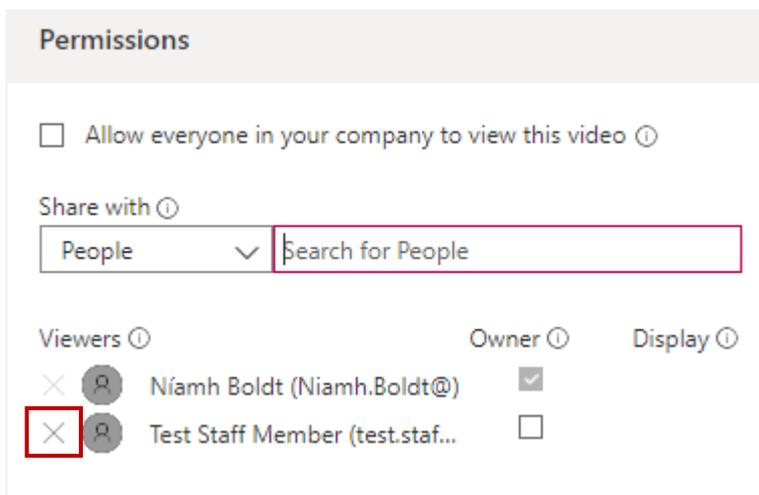
1. **Stream > My content > Videos > Update video details** (pencil icon next to a video)



2. Uncheck the checkbox next to **Allow everyone in your company to view this video**.



3. Select the **X** next to anyone in the **Viewers** list who should no longer have access to this video.



4. Finally, ensure to click **Apply** to save these settings.

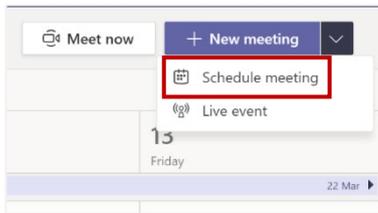


Teaching with Teams | Online Class

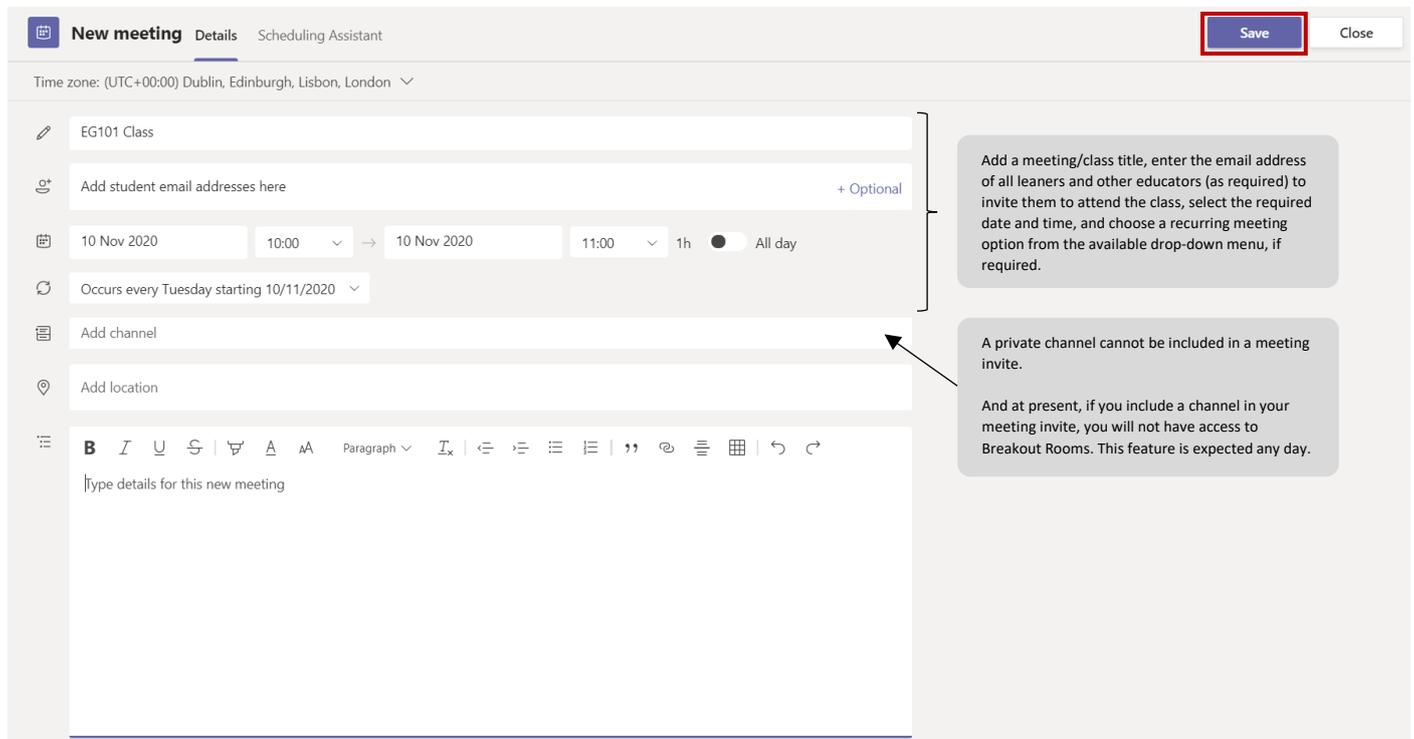
Schedule an online class

An online meeting or class can be scheduled any time before the meeting/class is due to take place.

1. Open **Microsoft Teams** and select **Calendar** from the navigation panel on the left
2. Select **Schedule Meeting** from the **New Meeting** drop-down menu.



3. Complete the **New Meeting Details** as required and click **Send**. An example is shown below.

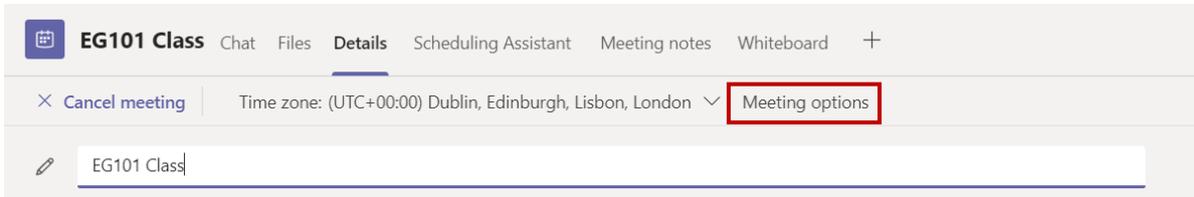


4. The meeting has now been scheduled. This event will now appear in the **Calendar** (both Teams and Outlook) of all those who have been invited to attend.

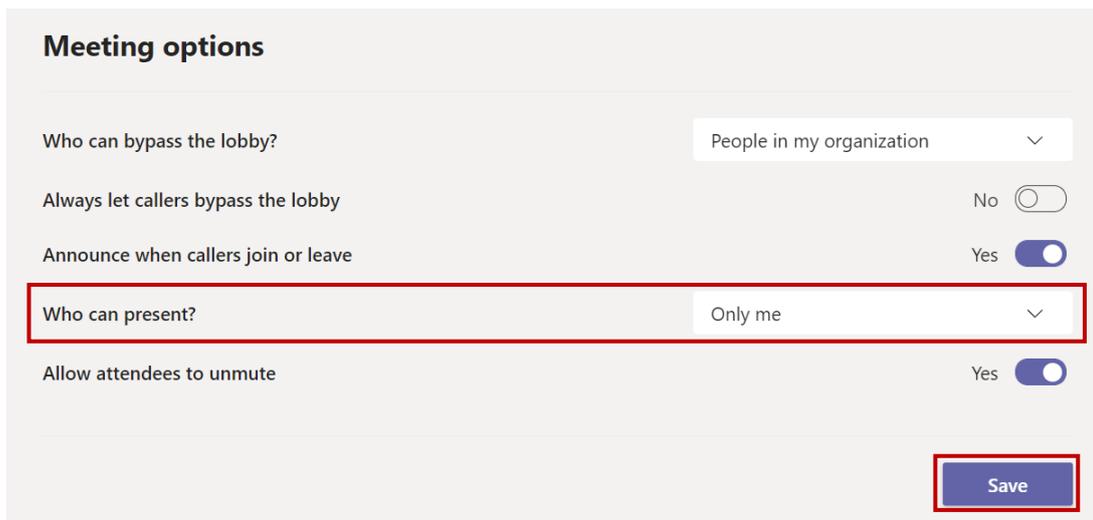
Manage who records your class

If you have organised an online class and you wish to manage who is able to record the class content, you must assign yourself as the 'Presenter' of the meeting and everyone else will be automatically assigned the status of an attendee. Attendees cannot record the meeting. To do this:

1. Before the meeting, open **Teams**, select **Calendar** and open the event in question
2. Select **Meeting Options**

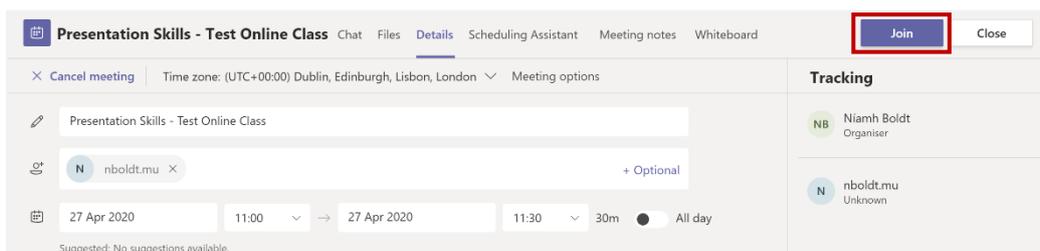


3. From the **Who can present?** drop-down menu, select **Only me** or select one or more nominees as the **Presenter**. Everyone else will be assigned the status of an attendee. An attendee cannot record a meeting or share their screen. Note: Guests cannot be assigned the Presenter status.
4. Click **Save**.



Join an online class

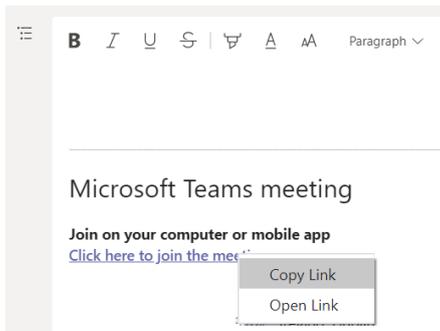
1. **Teams > Calendar > Select the event to open > Join**



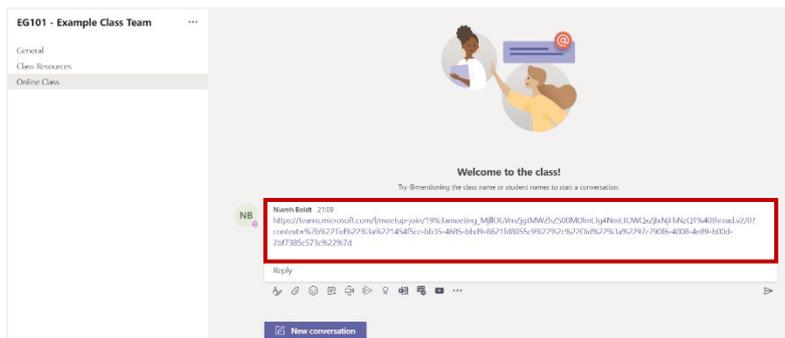
Share a class join link

If you have a dedicated channel within a team where you wish to share the meeting join link, or if you wish to invite other attendees to the meeting without adding them to the invite, you will need to copy the join link and share as required:

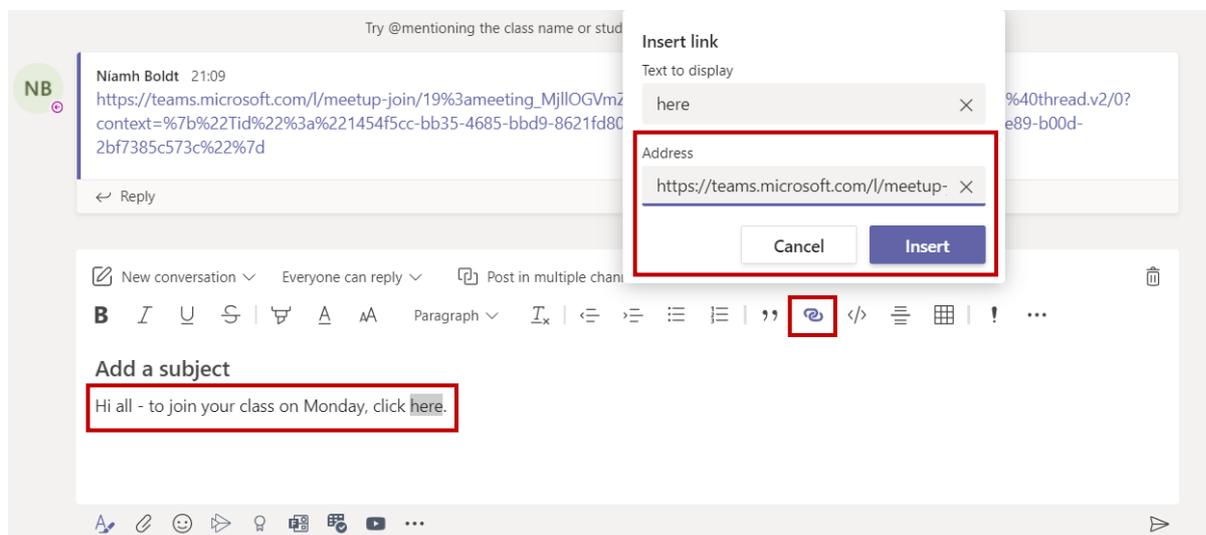
1. **Teams > Calendar >** open the meeting/class event from your calendar
2. Right-click the URL link '**Click here to join the meeting**' and select **Copy link**



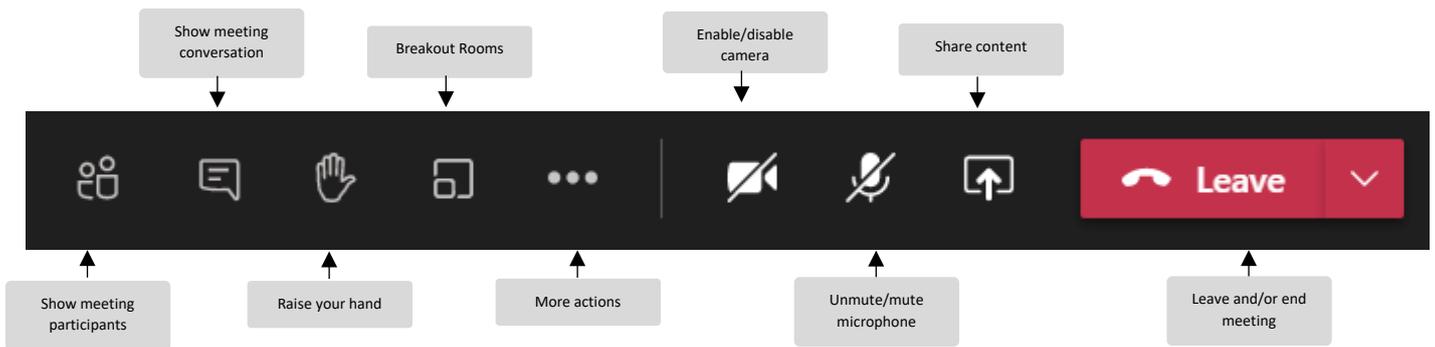
3. Navigate to the location where you wish to share the meeting join link and paste.



4. You may wish to display the join link in a more user-friendly manner, to do this: browse to the **team > channel** in question, **type a message**, **highlight the word or phrase** to which you wish to apply the URL link, select the **link icon**, paste the URL link into the **Address** field and select **Insert**.



Navigation during an online class



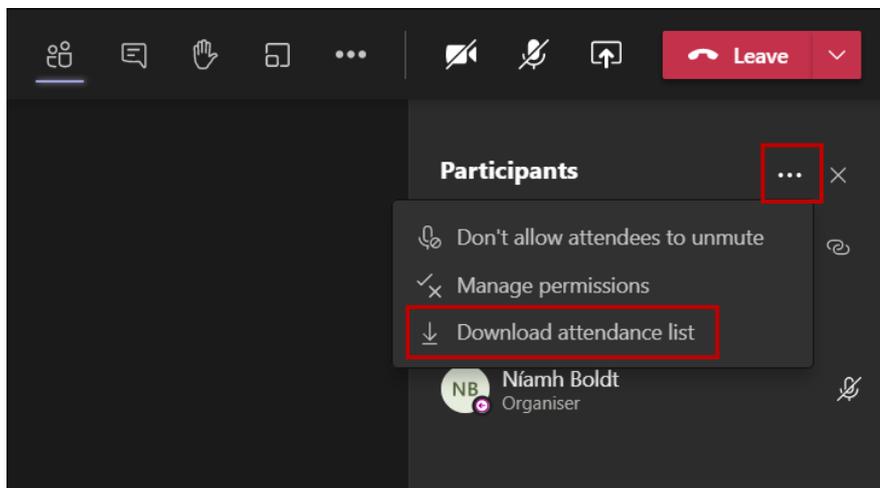
Download an attendance list

If you wish to download a Teams meeting or class attendee list, follow the steps below. Note: the attendee list must be downloaded during the meeting.

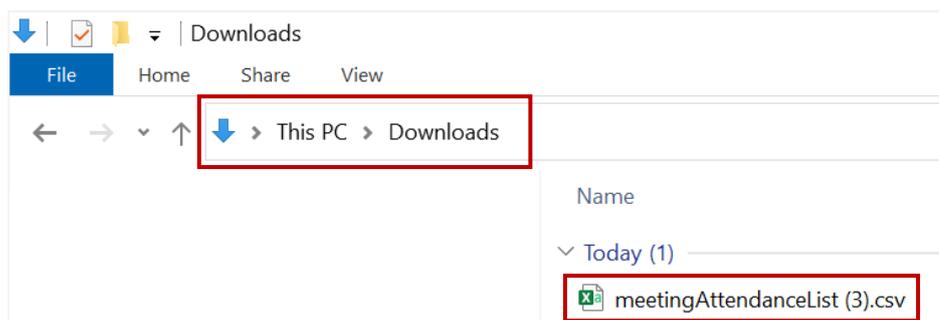
1. During the meeting, select the **Show Participants** icon



2. Select **More actions** > **Download attendance list**



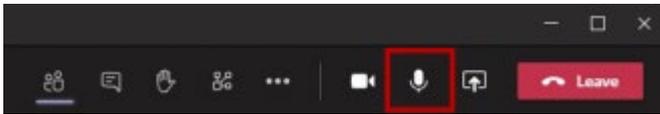
3. The downloaded list can be accessed via your **Downloads** folder on your Windows device.



Mute Function

When you join a Teams meeting, it is advisable **to mute your microphone** unless you are speaking, to reduce any background noise on the call. To do this:

1. Select the **Mute** icon on the toolbar in the upper right of your active meeting screen



2. To unmute your microphone, select the same icon, as shown below

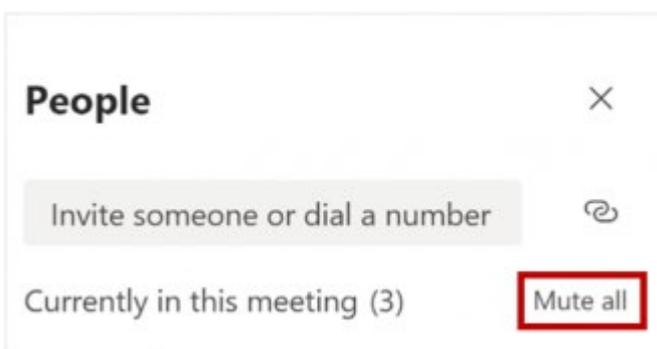


Whether you have 10, 50 or up to 300 attendees joining your Teams meeting, you may have cause **to mute all attendees** at some point, to reduce any background noise and/or to get attention for the start of the meeting/class. To do this:

1. Select the **Show Participants** icon

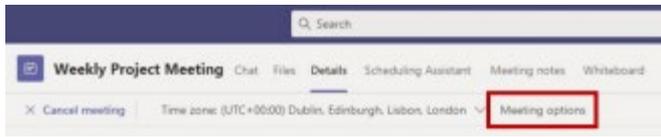


2. Select **Mute all** or select the mute icon next to each and every participant. Note: the attendees will be able to unmute themselves if they wish to add something to the meeting/class.

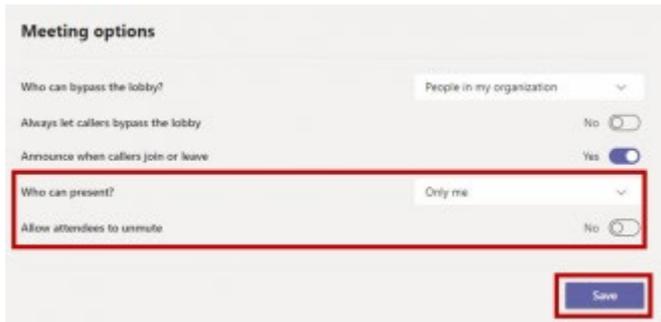


If you wish **to mute everyone and also, manage whether they can unmute themselves** during the meeting/class, you must assign yourself and/or one or more nominees as the 'Presenter' of the meeting and then toggle the setting on/off to allow all other attendees to unmute themselves. To do this:

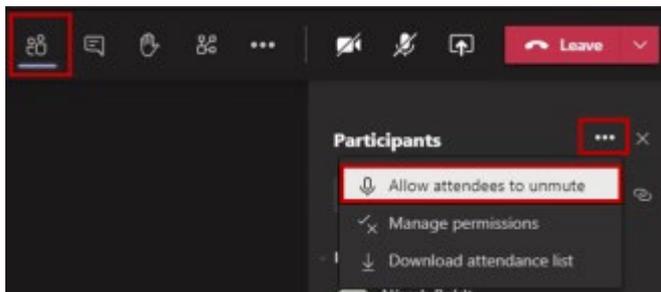
1. Before the meeting, open **Teams**, select **Calendar** and open the event in question
2. Select **Meeting Options**



3. From the **Who can present?** drop-down menu, select **Only me** or select one or more nominees as the 'Presenter'. Guests to MU cannot be assigned the Presenter status.
4. For the **Allow attendees to unmute**, move the slider to **No**
5. Click **Save**



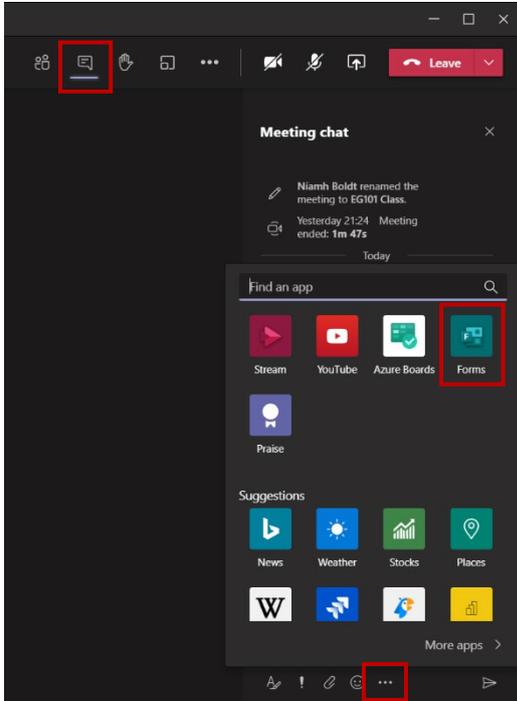
6. During the meeting, to manage if attendees can unmute themselves, select **Show Participants** and then the **More actions** menu. Finally, select the **Allow attendees to unmute** option from this menu.



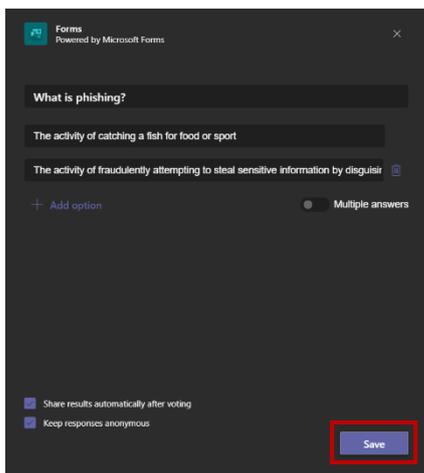
Question Poll during class

If you wish to start a question poll during your class to check learning and/or to encourage class participation:

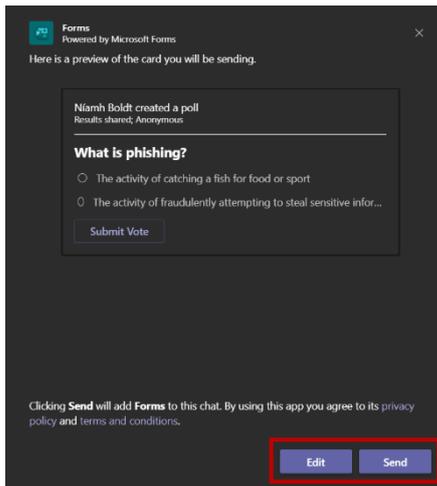
1. Select **Show conversation** and then **Messaging extensions**
2. Select **Forms** from the list of apps



3. Enter one or more questions and answers in the form provided. Choose whether to share results automatically and/or to keep responses anonymous. Click **Save**.

A screenshot of the Microsoft Forms app interface. The title is 'Forms Powered by Microsoft Forms'. The question is 'What is phishing?'. There are two answer options: 'The activity of catching a fish for food or sport' and 'The activity of fraudulently attempting to steal sensitive information by disguisair'. There is a '+ Add option' button and a 'Multiple answers' toggle. At the bottom, there are two checkboxes: 'Share results automatically after voting' and 'Keep responses anonymous'. A 'Save' button is highlighted with a red box.

4. A preview of the form will be displayed; if you wish to amend, select edit, or if you are happy to proceed with the form as is, click **Send**.



5. Any replies generated via the form will be displayed in the **Conversation** section of meeting screen.

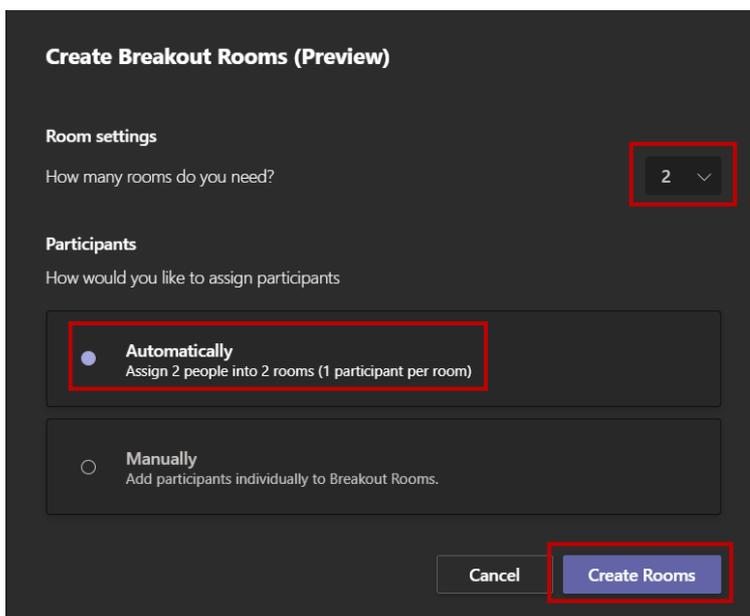


Breakout Rooms

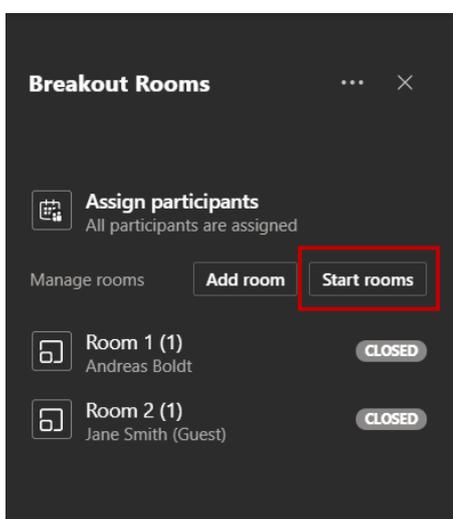
1. [Schedule an online class](#) and join at the scheduled date and time. At present, only a meeting organiser, using only the Teams desktop application, can manage and move freely between rooms.
2. After you join your scheduled meeting, select the **Breakout Rooms** icon on the upper right of the screen.



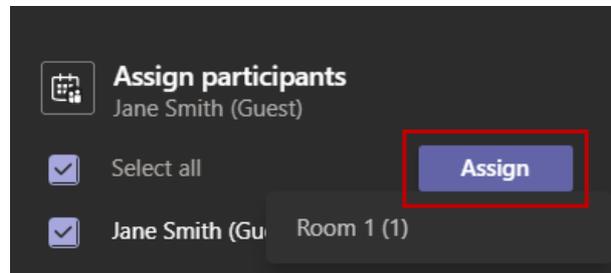
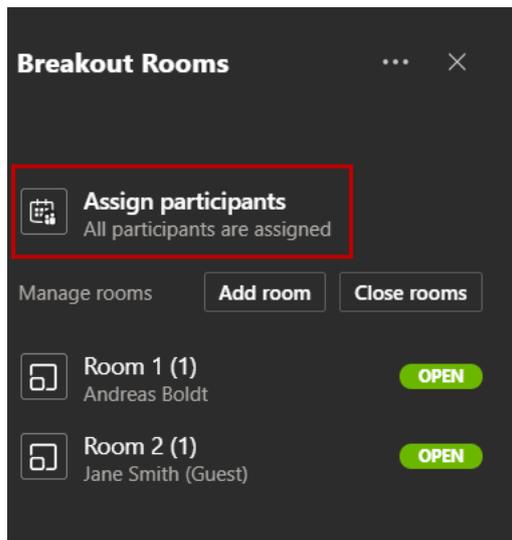
3. Select the number of Breakout Rooms you require and choose whether you wish to assign participants to rooms automatically or manually. You can create a maximum of 50 breakout rooms per meeting. Once satisfied with your selection, click **Create Rooms**.



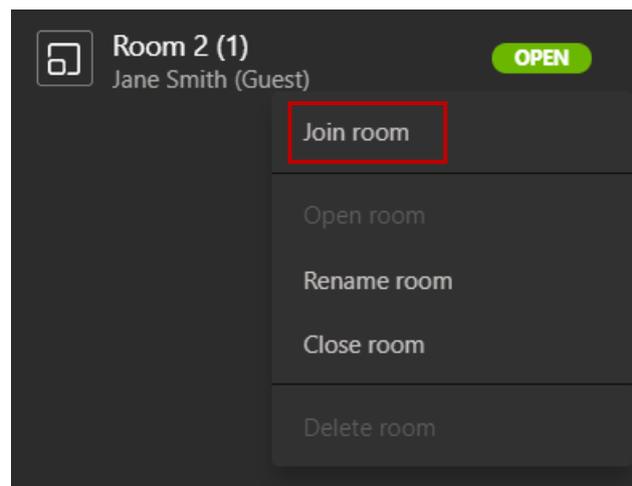
The rooms will be created and listed in the panel on the right. Once the rooms are created, you may choose to add further rooms. When you are ready to start the Breakout Rooms, select **Start rooms**.



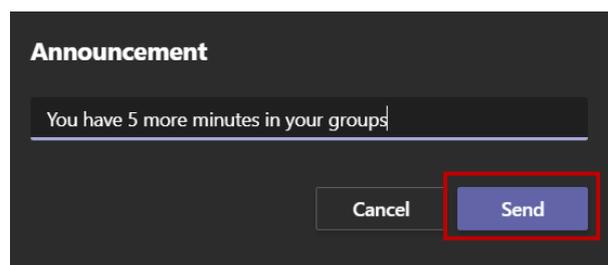
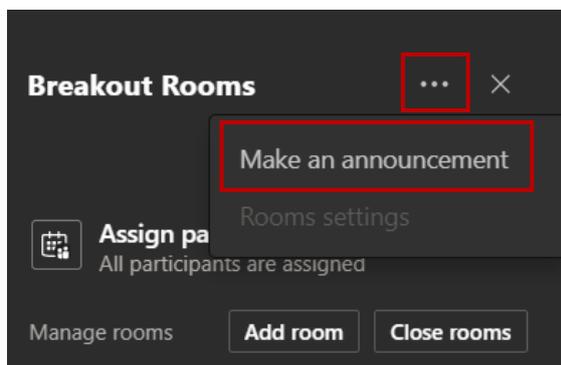
4. Once the rooms have been started, participants will be moved into their rooms within 10 seconds. It is possible for one person to be assigned to a room by themselves, so if this happens, hover over the room in question, select **More options > Delete room**. Any participants in the deleted room will be moved into the **Assign participants** group ready to be reassigned to another room.



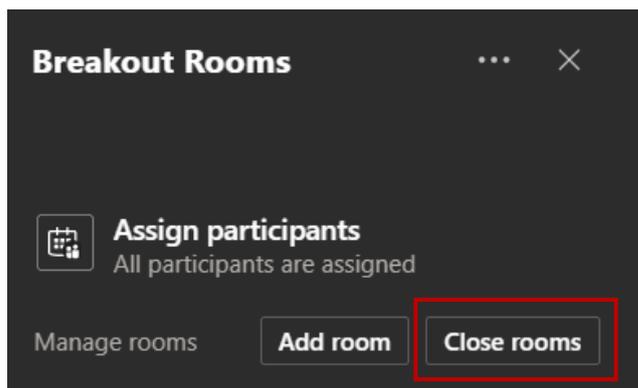
5. If you wish to join any of the rooms to check progress, hover over a room, select **More options > Join room**.



6. If you wish to contact all room participants at once, select **More options > Make an announcement**. Enter a message and select **Send**. This message will appear in the **Conversations** window of all Breakout Rooms.



7. When you wish to bring participants back to the main class once again, select **Close rooms**.



Things to Note

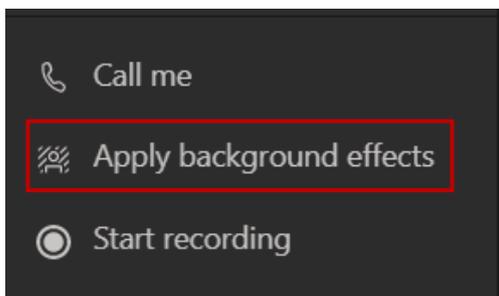
- At present, only a meeting organiser can manage and move freely between rooms.
- You can create a maximum of 50 breakout rooms per meeting.
- You must be using the desktop version of Microsoft Teams to organise your meeting participants into breakout rooms.
- Participants can use the Teams app across desktop, web or mobile to take part in a breakout room. If a participant joins via their mobile, use the main meeting as their breakout room.
- Participants join the breakout rooms as presenters, so they are automatically able to present for the duration of the breakout room.

Blur your video background

1. After joining an online meeting/class, select **More actions**.



2. Select **Apply background effects**.



3. Choose blur or one of the other backgrounds and then **Apply**. Alternatively, if you wish to apply your own custom background, select **+ Add new** and choose an image from your device.

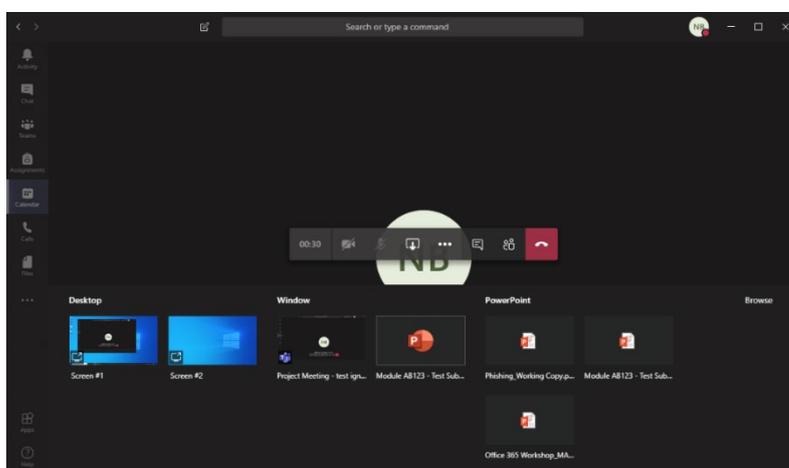


Share content during a class

1. During an online meeting/class, select the **Share content** icon. If using a Mac, you may be required to allow Teams functionality to run in order to use this particular feature – if this is necessary, a prompt will be displayed on your screen after you select the **Share content** icon - follow the prompts on your device to allow.

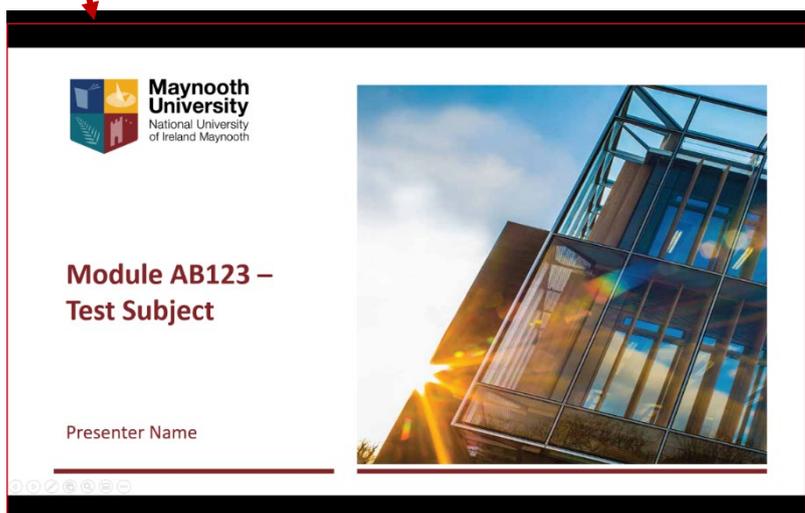


2. On selecting the **Share content** icon, the **Share tray** will appear across the end of your screen. You will have the option of sharing your Desktop screen (anything that is opened on screen will be displayed to your meeting/class audience), Window (enables you to share a window view of an application that is already opened on your machine), PowerPoint (the share tray displays any recently opened PowerPoint presentations from OneDrive) and Whiteboard.

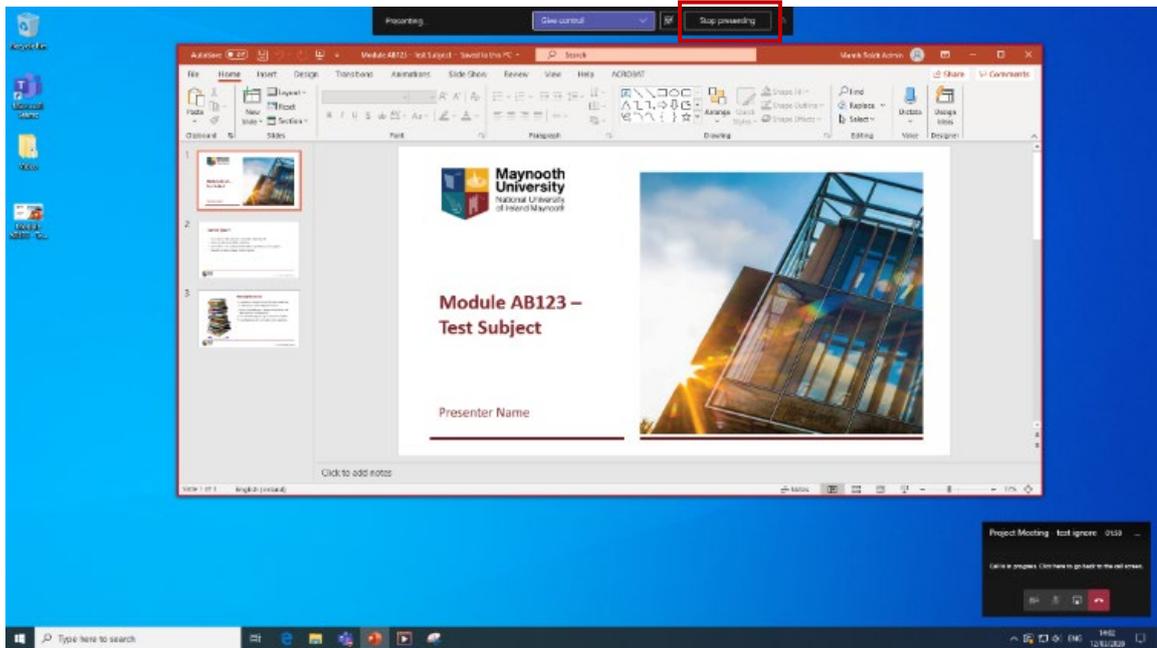


Share Tray: Select a screen, application, or PowerPoint or Whiteboard to display to participants

The **red line** surrounding the screen indicates which window is the live/active screen being shown to all participants.



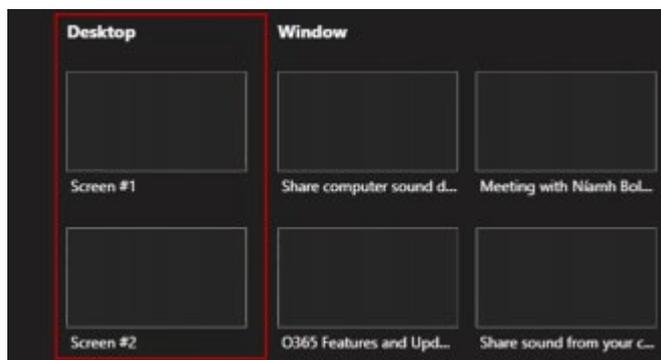
You can select **Stop Presenting** at any time to stop sharing your screen.



Share your Desktop Screen

During your meeting, if you wish to share different files across various browsers and applications, select **Desktop Screen #1** from the share tray so that anything you display within the red share boundary line will be displayed to your audience. This will allow you share content across various apps without un-sharing and resharing during the meeting/class. Please be aware that until you stop sharing your screen, anything that is displayed on your shared desktop screen can be viewed by everyone on the Teams meeting. To share your desktop screen during your Teams meeting:

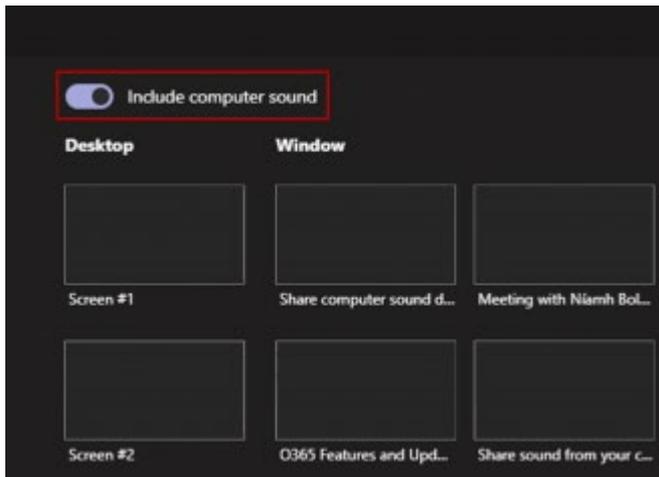
1. Select the **Share content** icon
2. The share tray will appear across the bottom of your screen. Select **Desktop Screen #1** from the available options. Note: if you are working from a single screen, i.e. a laptop or single desktop screen, only one screen will be displayed as an option and not two screens, as shown below.



Share audio from your computer during a class

When you share content during a Teams meeting/class that involves any audio, e.g. to play a video via YouTube or recorded content via PowerPoint, you must also share your computer sound with others on the meeting. To share sound on a Windows device during a Teams meeting:

1. Select **Share content**.
2. Then, before selecting the desktop, window or app you wish to share, use the slider on the left of the share tray to **Include computer sound**.



Microsoft guide for Mac OS: [Share content on Mac OS](#)

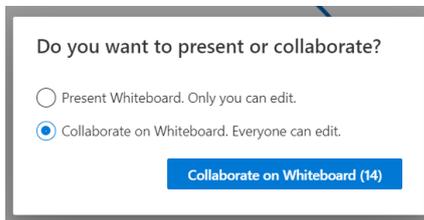
Working with the Whiteboard

To use the whiteboard during a meeting:

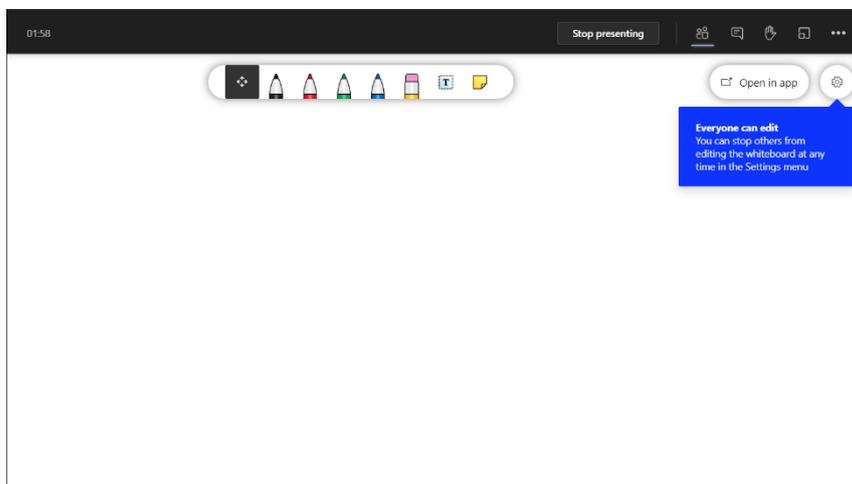
1. Select the **Share content** icon and select **Whiteboard** from the **Share tray**.



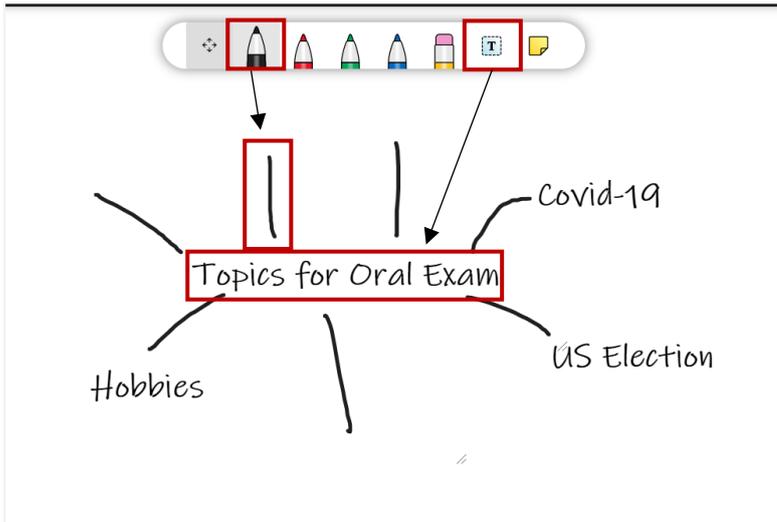
2. You will have the option to collaborate on the Whiteboard with class attendees (default option) or to present and edit the Whiteboard as the sole editor.



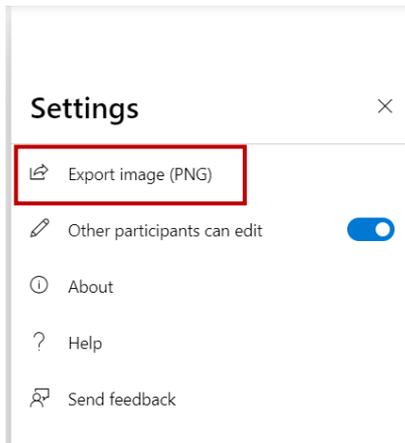
3. The Whiteboard will be displayed as follows.



4. Use the tools across the top of the screen to type or write on screen.

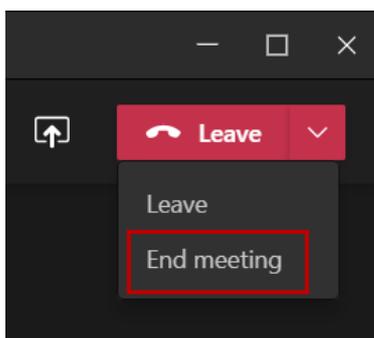


5. To save a copy of the Whiteboard, select **Settings** and **Export image (PNG)**. This can then be saved or shared as required.



End the class for all

1. On completion of an online class, select **End meeting** from the **Leave** drop-down menu. This will bring the online class to an end for all involved.



2. The following dialog box will appear, select **End**.

