

LIONS CLUBS OFFICE 365

Collaborating with Teams

Purpose

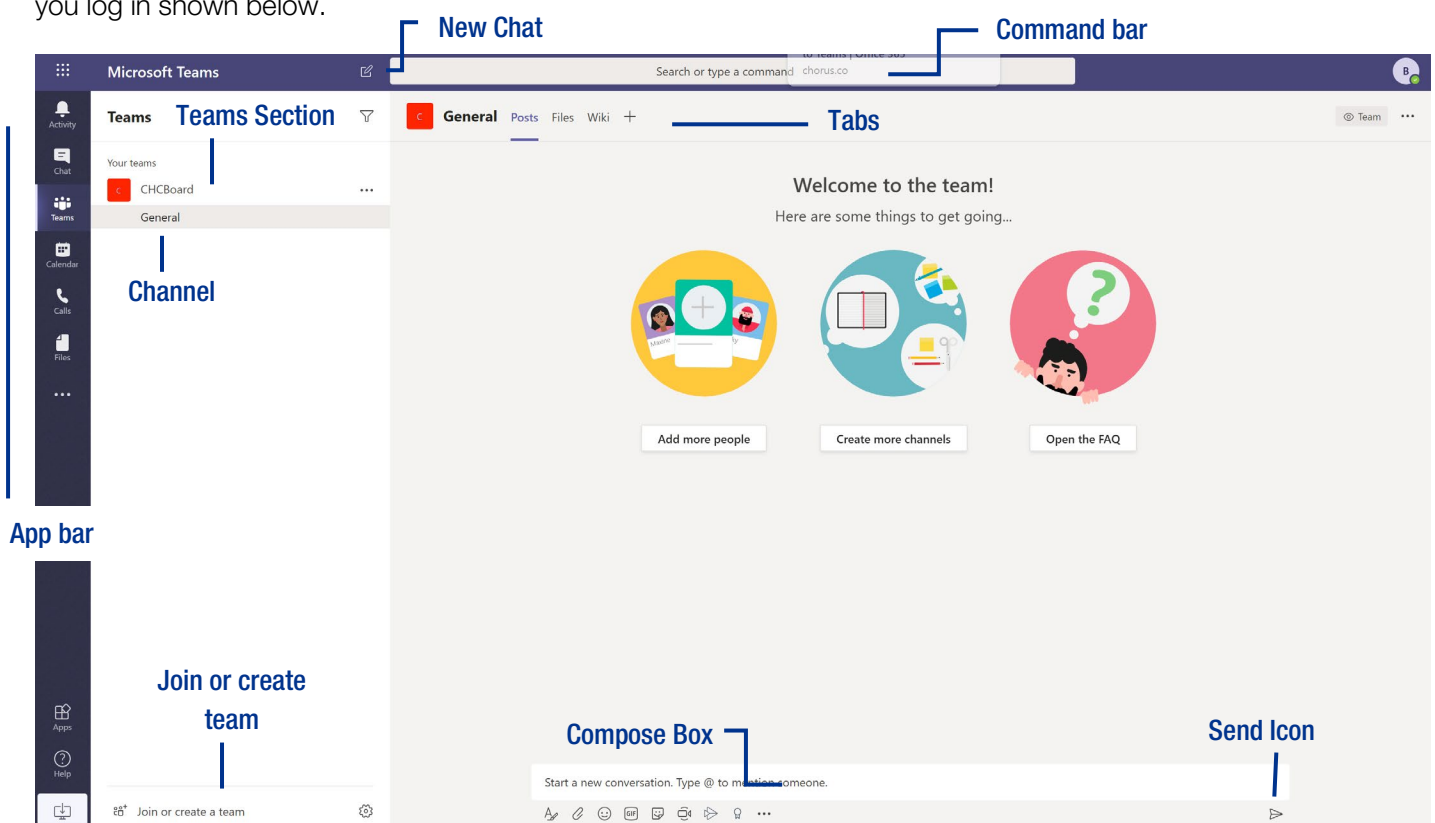
Microsoft Teams is a communication and collaboration platform that combines persistent chat capabilities, video conferencing, file storage, and integration with many other Office 365 apps.

To put it simply, Teams brings together the best parts of Office 365 in a single tool. You can:

- Share ideas and expertise in private, chat-based conversations.
- Create Office Online documents within the browser.
- Integrate internal or external content & tools with different tabs.
- Leverage simple tools to support your daily activities and tasks.

Touring the Microsoft Teams user interface

Let's take a tour of the Teams user interface. When you run the desktop application, the first screen you see after you log in is shown below.



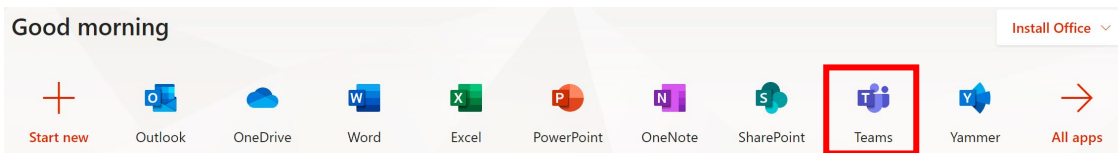
- **App bar:** Here you can navigate to the various sections in Teams. From the top, you'll see the following icons:
 - Activity is where you'll find mentions, replies, and other notifications.
 - Chat is where you'll see your recent one-on-one or group chats and your Contacts list.
 - Teams displays all the Teams you are a member of.
 - Meetings is synched with your Outlook calendar and displays all your upcoming meetings.
 - Files aggregates all the files from all the Teams you are a member of. It is also where you access your Club OneDrive for storage.
 - [...] includes links to apps that are tied to Teams and the channels within Teams.
 - Store takes you to apps and services that can be integrated into Teams.



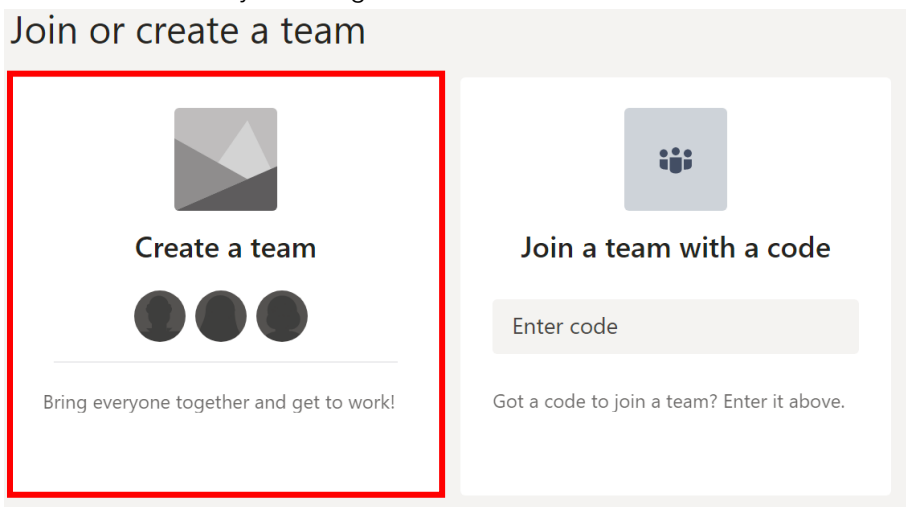
- Feedback takes you to the Microsoft Teams user voice page where you can leave feedback about the service.
- **Teams section:** Above, the Teams icon is selected in the App bar, so the list of the teams we are members of are displayed here.
- **Channel:** A dedicated section within a Team to organize conversations and tasks into specific topics or projects.
- **Join or Create a Team button:** Clicking this button takes you through the process of creating or joining a team. This button is only visible when the Teams icon is selected in the App bar.
- **New Chat button:** Clicking this button selects the Chat icon in the App bar and allows you to start a new chat with an individual or a group.
- **Command bar:** This bar at the top is used to query apps or perform a search in Teams.
- **Tabs:** Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the + sign tab allows you to add shortcuts to content in Teams.
- **Channel Conversations:** This section displays all the conversations in the selected channel. Chats in Channel Conversations are persistent, so if you've been away, it's easy to scroll through to get caught up when you get back. Chats can include visual indicators such as the @mention, which indicates that the chat specifically mentions a user, or a red bang to indicate high importance. Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.
- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.
- **Send icon:** When you're ready to share your chat, click the Send icon to post your chat to the team.

How to Create a Team

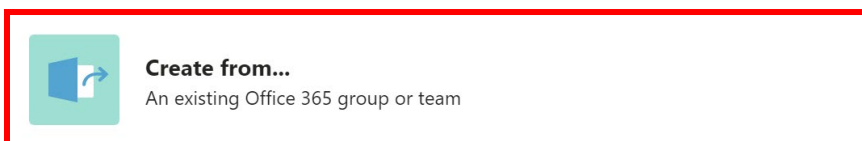
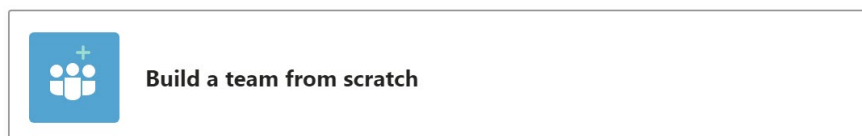
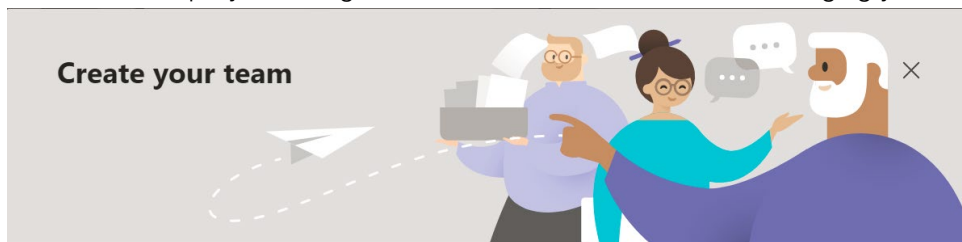
1. **Log in** to Office 365 using your email address and password
2. **Select** the Teams icon



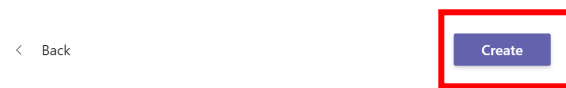
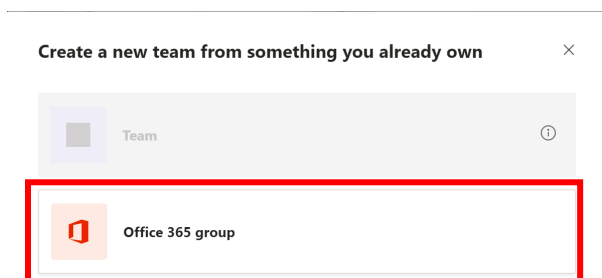
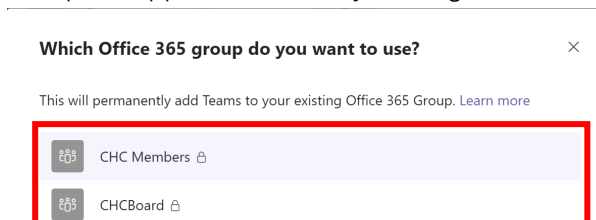
3. **Create a New Team** by selecting the icon in the centre of the screen.




4. You can **Build a Team from scratch** by adding each person's email address. However, if you had previously created a Group by following the instructions in the Guide 1.3 Managing your Inbox, select **Create from...**

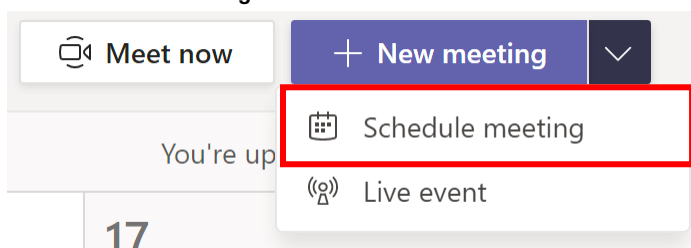


5. **Select** Office 365 group and your previous created Group will appear to select by clicking **Create**.



Create A Meeting

1. **Select** the Calendar icon  from the left-side tool bar
2. **Locate + New Meeting** button and select the **Schedule a Meeting**.



3. Complete the fields indicated and click **Save**.



New meeting Details Scheduling Assistant

Time zone: (UTC+10:00) Brisbane ▾

1 Add title

2 Add required attendees + Optional

3 Apr 16, 2020 12:30 PM → Apr 16, 2020 1:00 PM 30m All day

4 Does not repeat

5 Add channel

Add location

6

Type details for this new meeting

1. Meeting Title i.e. Board Meeting
2. Attendee – Use the Group name or alternatively you can enter email addresses
3. Date & Time Details
4. Repeat – For regular weekly, monthly or custom option
5. Channel – Which Group does it relate too? You many have a few different groups and channels.
6. Meeting Details

