

MICROSOFT TEAMS MODULE

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MICROSOFT TEAMS

The New Engine



Microsoft Teams combines the best applications and services in a better and more efficient way to empower every person and organization on the planet to achieve more.



WHAT IS MICROSOFT TEAMS?

CHAT FOR TODAY'S TEAMS.

Microsoft Teams provides a modern conversations experience, with threaded, persistent chat to keep everyone engaged. Team conversations can be either private or visible to the entire team, and users can access multiple teams, making it easy to switch between projects.



A HUB FOR TEAMWORK.

The Office applications and services that teams use every day — Word, Excel, PowerPoint, SharePoint, OneNote, and PowerBI — are all built-in, so people have the information and tools they need.



CUSTOMIZATION FOR EVERY TEAM.

Microsoft Teams offers the ability to customize workspaces with tabs, connectors and bots from third-party partners as well as familiar Microsoft tools like Microsoft Planner and Visual Studio Team Services. Today, more than 150 integrations are available or coming soon, with companies like SAP, Trello, Hipmunk, Growbar and ModuleQ building on the platform.



SECURITY TEAMS TRUST.

Microsoft Teams is built on the hyper-scale, enterprise-grade Office 365 cloud, delivering the advanced security and compliance capabilities our customers expect. Teams support global standards including SOC 1, SOC 2, EU Model Clauses, ISO27001 and HIPAA.

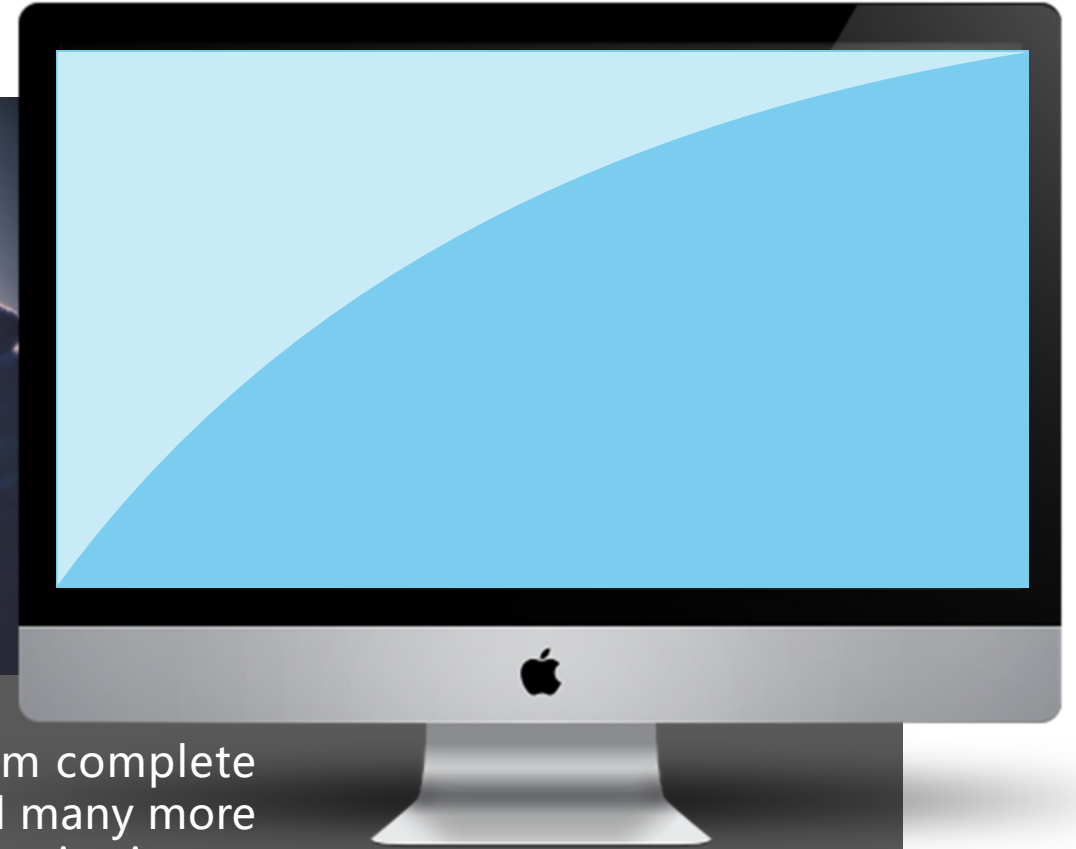


01

Introduction



WHAT IS MICROSOFT TEAMS?



Persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for education communications.





MICROSOFT TEAMS FEATURES

Conversations within channels and teams.

All team members can view and add to different conversations in the General channel and can use an @ function to invite other members to different conversations, not unlike Slack.

Teams and channels

Teams are made up of channels, which are conversation boards between teammates.

A chat function

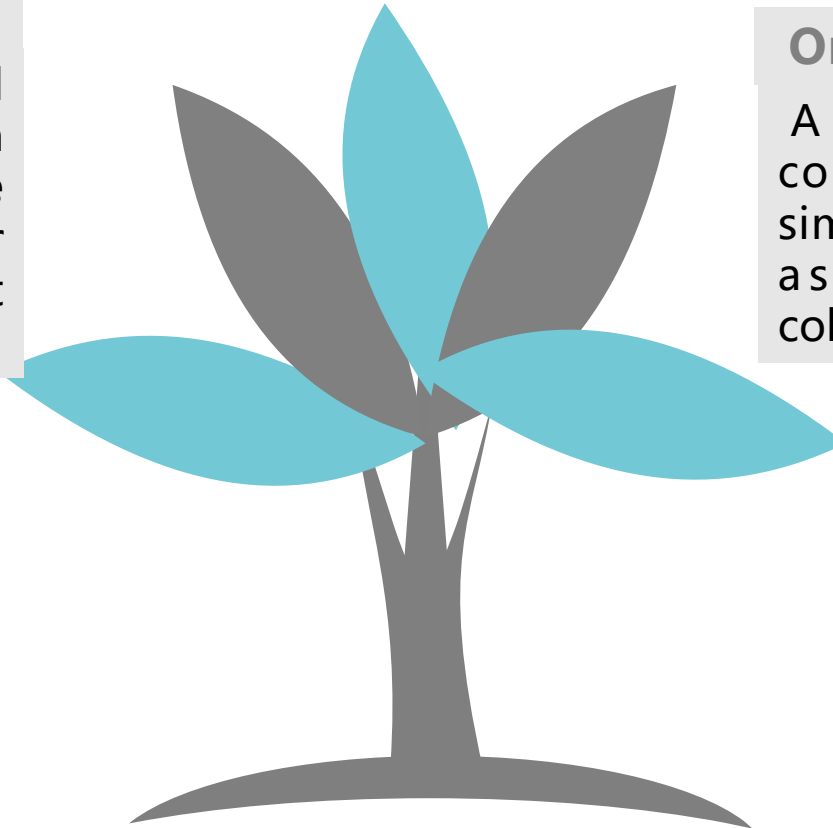
The basic chat function is commonly found within most collaboration apps and can take place between teams, groups, and individuals.

Online video calling and screen sharing

A good video call feature is great to have on a collaboration platform. One can also enjoy simple and fast desktop sharing for technical assistance and multi-user real-time collaboration.

Document storage in SharePoint

Every team who uses Microsoft Teams will have a site in SharePoint Online, which will contain a default document library folder.





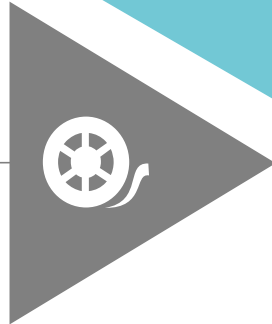
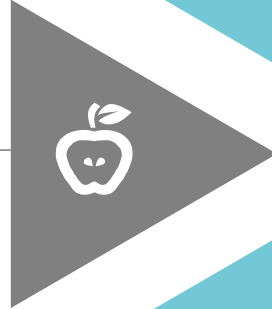
Advantages using Teams

Better focus on your work

With Teams, you can easier focus your attention on work-related topics and prioritize your time better.

Seamless move to a digital workplace

Since Teams is a fully cloud-based solution, the move to the cloud is seamless. Being able to access information from anywhere on any device is a huge business benefit.



Productivity gains and enriched communication

Teams increases productivity by making all your collaboration available in one single app and one single interface.

Increased transparency

A big challenge for many organizations is keeping everyone in the loop and making everyone feel that they know what is going on. With Teams, this becomes so much easier. No longer do you have to worry about who to put on cc in an email or who to invite to a meeting.



02

Getting Started
with Microsoft
Teams





Getting started with Microsoft Teams

Microsoft Teams

Search

All teams

FORUM "FALSAFAH PENDID..."

General

Meeting ended: 7s

Reply

Meeting ended: 1h 16m

Reply

Nur Syafiqah Binti Mohamad Shaifudin 12/28/20 3:39 PM
Scheduled a meeting

FORUM: Falsafah Pendidikan Kebangsaan (FPK) dalam Mendepani Cabaran Pendidikan Norma Baharu
Monday, December 28, 2020 @ 4:30 PM

80 replies from Nur Syafiqah Binti Mohamad Shaifudin, AZNI YATI, ABD RAZAK, and 45 others

Reply

January 1, 2021

Mohamad Mohamad Faisal Bin Che Faisal 1/1 9:07 AM
Scheduled a meeting

New conversation

1) Log in to your **Office 365** account and find the **Teams** app



The me space!

Activity

Chat

Teams

Assignments

Calendar

Apps

Help

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Apps

Help

General

Meeting ended: 7s

Meeting ended: 1h 16m

Nur Syafiqah Binti Mohamad Shaifudin 12/28/20 3:39 PM
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January 1, 2021

Mohamad Mohamad Faisal Bin Che Faisal 1/1 9:07 AM
Scheduled a meeting

New conversation



The me space - App bar



App bar

- Activity
- Chat
- Teams
- Assignments
- Calendar

Microsoft Teams

Search

All teams

Activity

Chat

Teams

Assignments

Calendar

...

Apps

Help

...

FF General Posts Files Meeting Notes Meeting 2 more +

Org 20 Guests Meet

Meeting ended: 7s

Reply

Meeting ended: 1h 16m

Reply

Nur Syafiqah Binti Mohamad Shaifudin 12/28/20 3:39 PM

Scheduled a meeting

FORUM: Falsafah Pendidikan Kebangsaan (FPK) dalam Mendepani Cabaran Pendidikan Norma Baharu

Monday, December 28, 2020 @ 4:30 PM

80 replies from Nur Syafiqah Binti Mohamad Shaifudin, AZNI YATI, ABD RAZAK, and 45 others

Reply

January 1, 2021

Mohamad Mohamad Faisal Bin Che Faisal 1/1 9:07 AM

Scheduled a meeting

New conversation



The me space - Left rail

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation rail is highlighted with a yellow border. This rail contains several icons: a bell for 'Activity', a speech bubble for 'Chat', a group of people for 'Teams', a calendar icon for 'Assignments', a calendar icon for 'Calendar', a puzzle piece for 'Apps', and a question mark for 'Help'. Below these is a 'More options' icon (three dots). The main area of the screen shows a 'General' channel. At the top of this channel, there are tabs for 'Posts', 'Files', 'Meeting Notes', 'Meeting', and '2 more'. Below the tabs, there are several messages. Two messages are 'Meeting ended: 7s' and 'Meeting ended: 1h 16m'. A message from 'Nur Syafiqah Binti Mohamad Shaifuldin' dated '12/28/20 3:39 PM' says 'Scheduled a meeting'. Below this is a blue banner for a meeting: 'FORUM: Falsafah Pendidikan Kebangsaan (FPK) dalam Mendepani Cabaran Pendidikan Norma Baharu' on 'Monday, December 28, 2020 @ 4:50 PM'. Below the banner, it says '80 replies from Nur Syafiqah Binti Mohamad Shaifuldin, AZNI YATI, ABD RAZAK, and 45 others'. A date separator 'January 1, 2021' is visible. At the bottom, a message from 'Mohamed Mohamed Faisal Bin Che Fabel' dated '1/1 9:07 AM' says 'Scheduled a meeting'. At the very bottom of the main area is a blue button that says 'New conversation'.

The we space

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a user profile icon. Below this, a navigation bar for the 'General' channel is highlighted in yellow. This bar includes the channel name 'General', tabs for 'Posts', 'Files', 'Meeting Notes', and 'Meeting', along with options for 'Org', '70 Guests', and a 'Meet' button. The main content area shows a list of messages, including meeting status updates and a meeting announcement. A red dashed arrow points from the 'Meet' button area to a callout box on the right.

- The we space consist of:
- Class navigation
 - Team
 - Channel
 - Tabs
 - Canvas



The we space - Class nav

The screenshot displays the Microsoft Teams application interface. At the top, the 'Microsoft Teams' header includes a search bar and a user profile icon. The left-hand navigation pane shows options for Activity, Chat, Teams, Assignments, Calendar, and Apps. The main content area is focused on the 'UNITY TEAM' chat. A yellow highlight is placed on the top navigation bar of the chat, which includes the team name 'General' and various tabs like 'Posts', 'Files', 'Team Notebook', and 'meeting notes'. A red dashed arrow points from the text 'The we space - Class nav' to this highlighted area. The chat history shows several messages: a photo of three people with the caption 'Having fun with Microsoft UM Bootcamp! from UNITY TEAM', a message from SHAMSU ABDULLAHI saying 'hi' on 4/18/19, a message from KARTTIGAYEN A/L CHANDRAN saying 'hi all' on 5/25/19, and a meeting status message: '“General”中的会议 ended: 1m 3s'. A 'New conversation' button is visible at the bottom of the chat area.



The we space - Team

The screenshot shows the Microsoft Teams interface for a team named 'UNITY TEAM'. The interface is divided into several sections:

- Top Bar:** Displays 'Microsoft Teams', a search bar, and a user profile icon (SI).
- Left Navigation Panel:** Contains icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The 'Teams' icon is highlighted with a yellow box.
- Team Header:** Shows 'All teams' with a back arrow, the team name 'UNITY TEAM', and a team icon (a pink square with 'UT') also highlighted with a yellow box. A red double-headed arrow points between these two yellow boxes.
- Channel List:** Lists channels: 'General' (selected), 'funding', 'general meeting discussions', and '1 hidden channel'.
- Channel Content:** The 'General' channel shows a post with a photo of three people and the text 'Having fun with Microsoft UM Bootcamp! from UNITY TEAM'. Below it are messages from 'SHAMSU ABDULLAHI' (4/18/19 10:57 AM) saying 'hi' and 'KARTTIGAYEN A/L CHANDRAN' (5/25/19 12:20 PM) saying 'hi all'. A meeting summary for 'October 23, 2020' states: '"General"中的会议 ended: 1m 3s'. A 'New conversation' button is at the bottom.
- Right Panel:** Includes 'Org' (Organization) and 'Meet' (Meeting) options.



The we space - Channel

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'UNITY TEAM' is selected, and the 'General' channel is highlighted with a yellow box. A red double-headed arrow points from the 'General' channel name in the sidebar to the 'General' channel header in the main content area. The main content area shows the 'General' channel header with a yellow box around the 'General' text. Below the header, there is a post from SHAMSU ABDULLAHI dated 4/18/19 10:57 AM with the message 'hi'. Below this, there is a post from KARTTIGAYEN A/L CHANDRAN dated 5/25/19 12:20 PM with the message 'hi all'. At the bottom, there is a meeting record: '"General"中的会议 ended: 1m 3s'. The interface includes a search bar at the top, a navigation pane on the left, and a 'New conversation' button at the bottom.

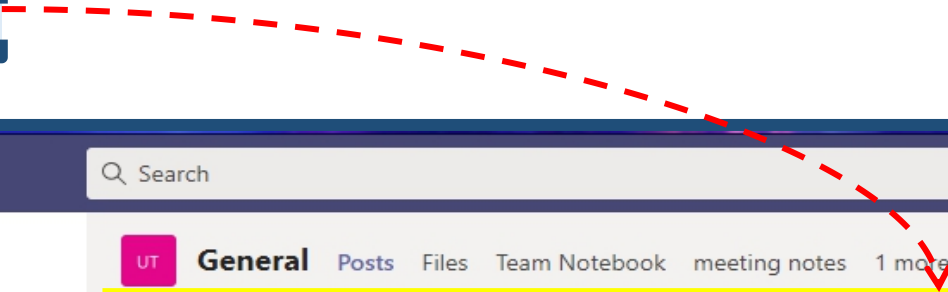


The we space - Tabs

The screenshot displays the Microsoft Teams interface. At the top, the 'Microsoft Teams' header includes a search bar and a user profile icon. Below this, the 'General' channel is selected, and its tabs are highlighted with a yellow box. The tabs include 'General', 'Posts', 'Files', 'Team Notebook', 'meeting notes', and '1 more'. The main content area shows a post from the 'UNITY TEAM' with a photo of three people and the text 'Having fun with Microsoft UM Bootcamp! from UNITY TEAM'. Below the photo, there are two messages: one from SHAMSU ABDULLAHI dated 4/18/19 10:57 AM saying 'hi', and another from KARTTIGAYEN A/L CHANDRAN dated 5/25/19 12:20 PM saying 'hi all'. A meeting summary for 'General' is also visible, dated October 23, 2020, with the text '“General”中的会议 ended: 1m 3s'. A 'New conversation' button is located at the bottom of the chat area.



The Canvas



The screenshot displays the Microsoft Teams interface. On the left is a dark navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main area shows the 'UNITY TEAM' chat. At the top, there's a search bar and a 'General' channel header with tabs for Posts, Files, Team Notebook, meeting notes, and 1 more. A yellow box highlights the main chat area, which contains a photo of three people with the caption 'Having fun with Microsoft UM Bootcamp! from UNITY TEAM'. Below the photo are three messages: one from SHAMSU ABDULLAHI (4/18/19 10:57 AM) saying 'hi', one from KARTTIGAYEN A/L CHANDRAN (5/25/19 12:20 PM) saying 'hi all', and a meeting ended notification for 'General' (October 23, 2020) stating 'ended: 1m 3s'. A 'New conversation' button is at the bottom.




03

Creating Class
Teams





Create a class team


Join or create a team



Create a team



 Create team



Join a team with a code

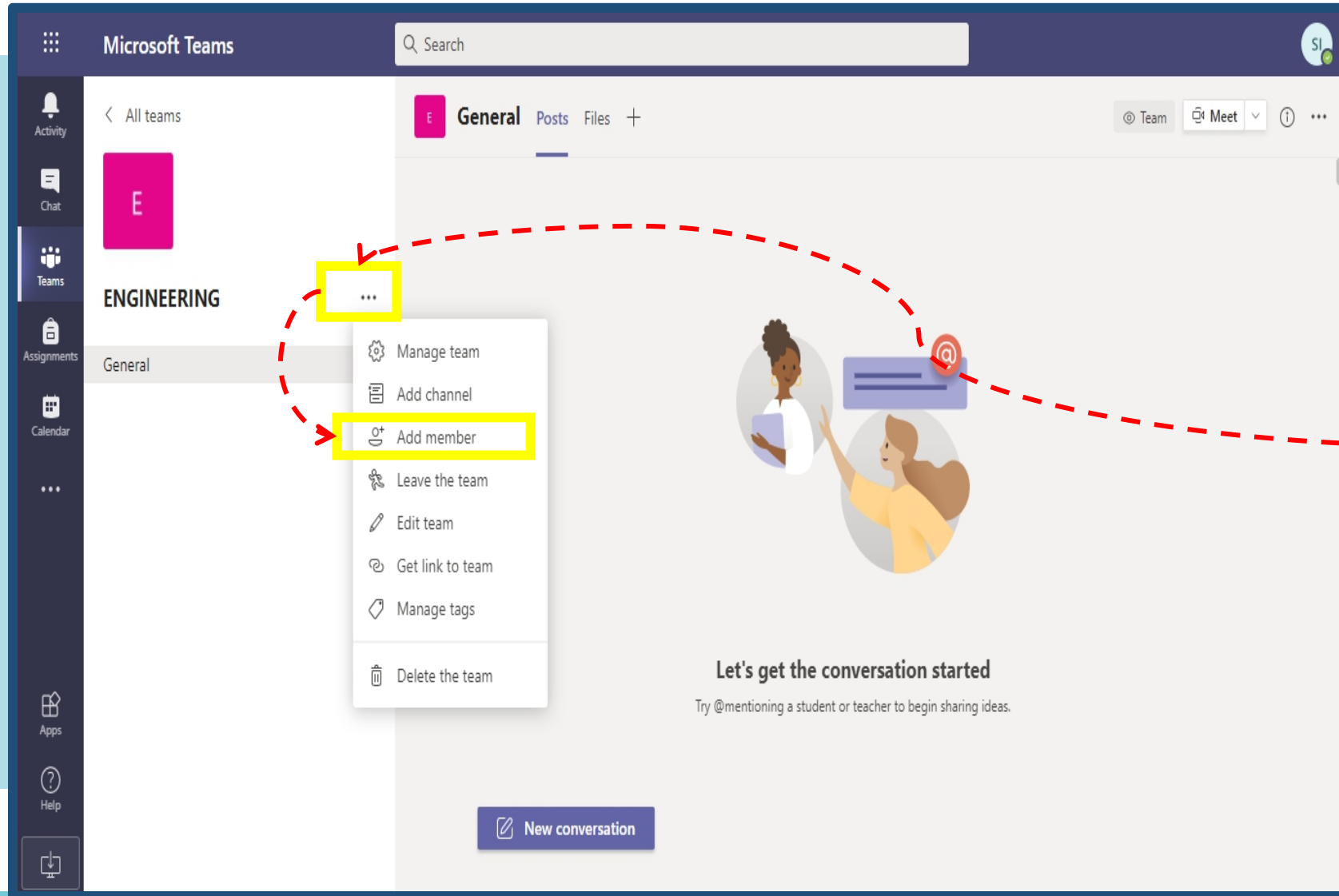
Enter code

Got a code to join a team? Enter it above.

Select Join or create a team



Create a class team



You can add team members:

- 1) Click the three dots button
- 2) Then you click to Add member button

Create a class team

Add members to ENGINEERING

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

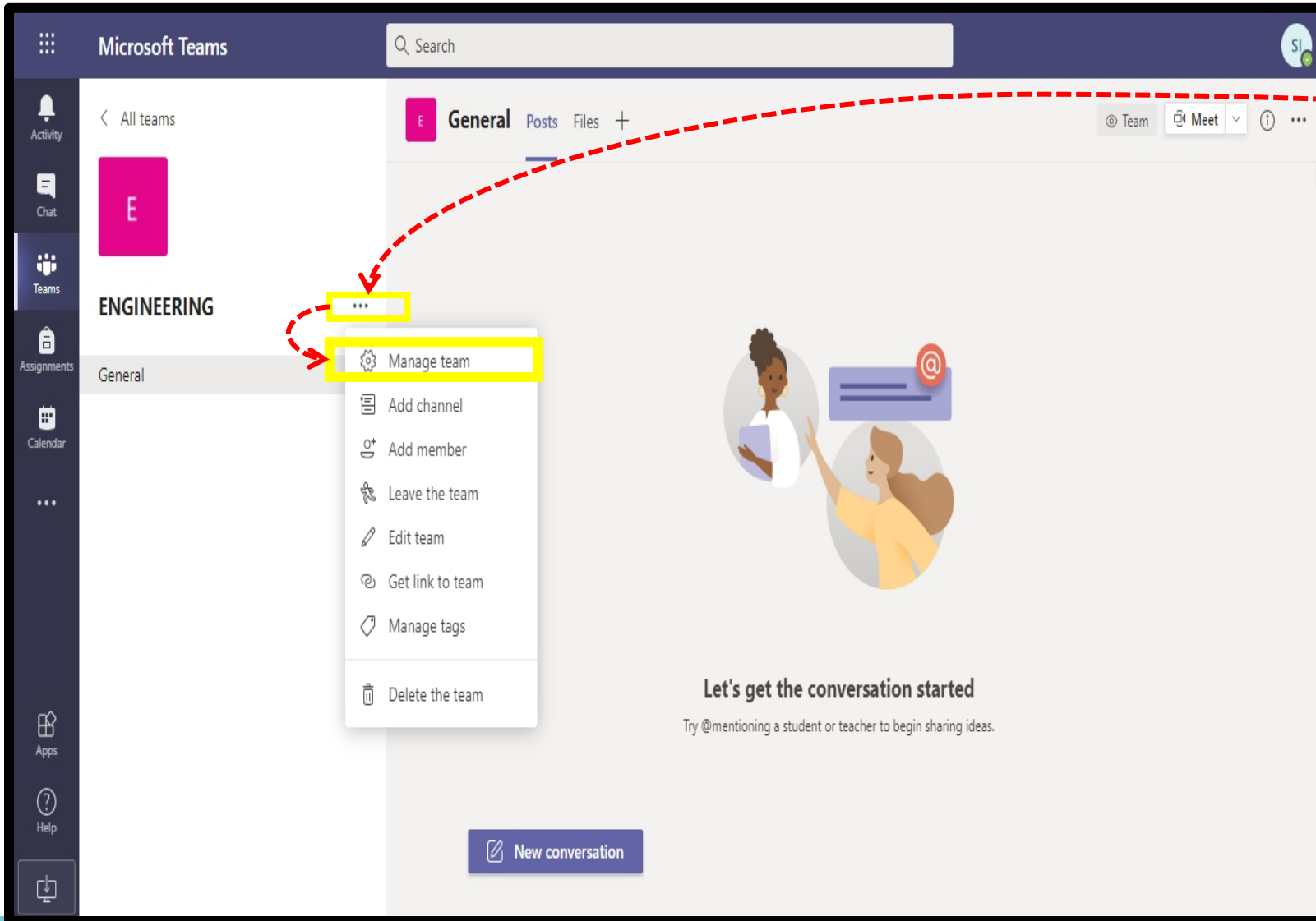
NS Nurzarina Omar Sharif × Noor Insyirah Azman ×
EA Ezzatty Athirah Binti Arshad ×
NA Nur Izzati Mohd Azhar ×

Add

Close

- You can add team members:
- 1) You add your students into the teams
 - 2) Then, you click add tab.

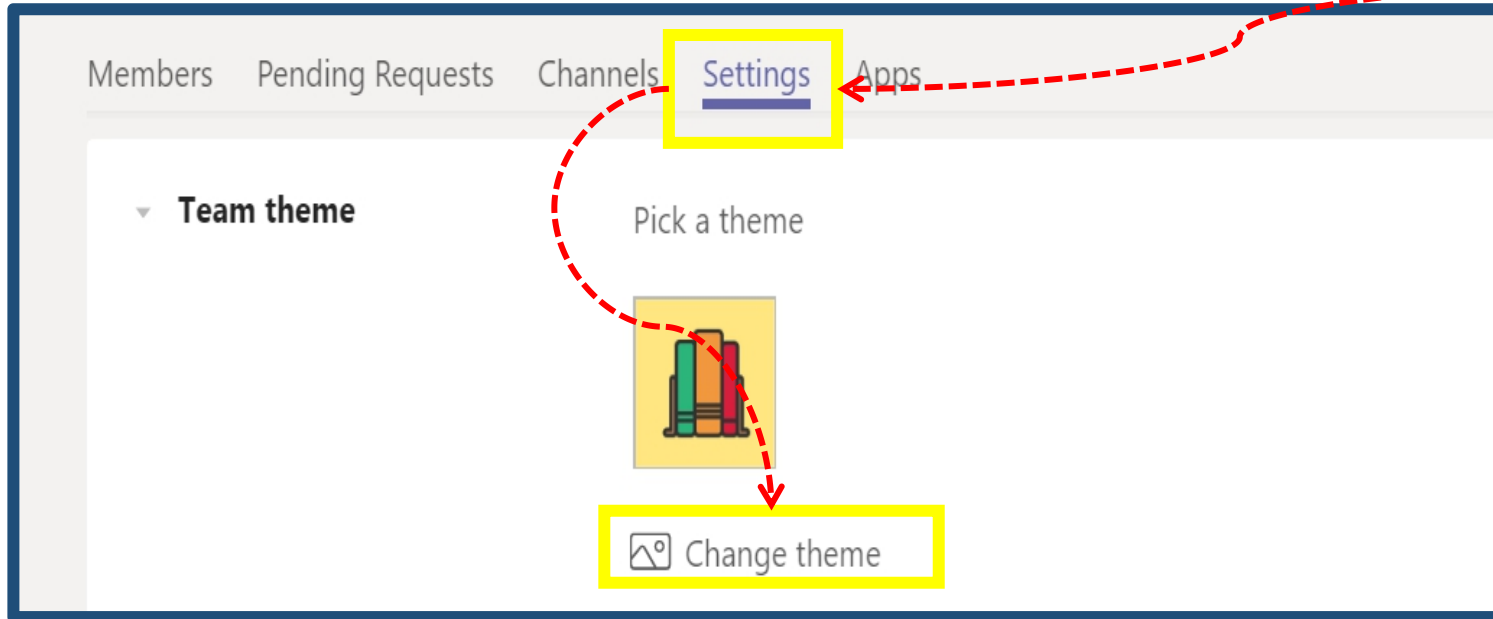
Create a class team



- You can choose a team look:
- 1) Click the three dots button
 - 2) Then, you click Manage team button



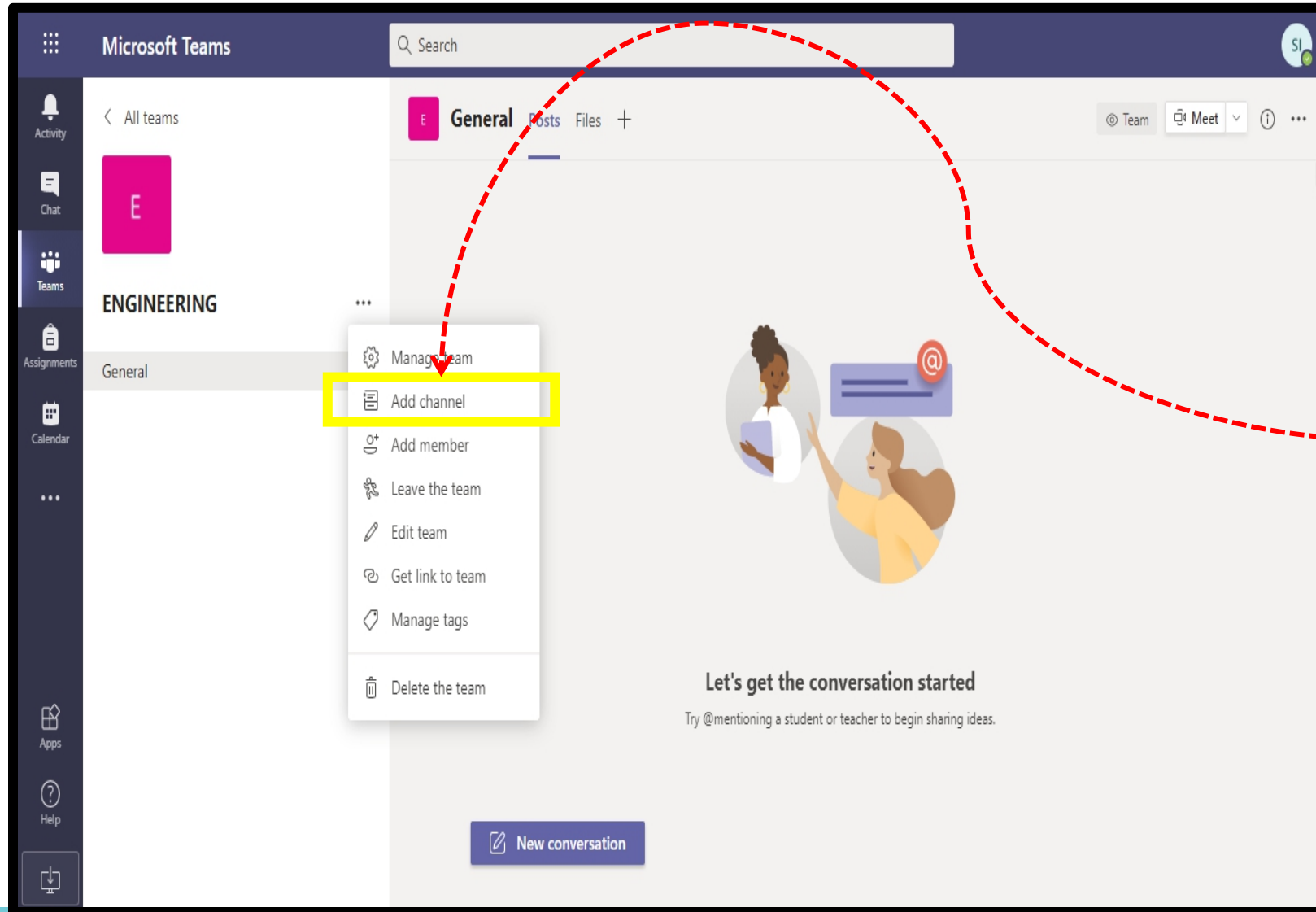
Create a class team



You can add a team theme:

- 1) You click on Settings tab
- 2) Then, you click on change theme tab

Add a new channel



You can add a new channel:

- 1) You click on the three dots button
- 2) Then, you click the Add channel tab to add new channel



Add a new channel

Create a channel for "ENGINEERING" team

Channel name
Group 1

Description (optional)
Help others find the right channel by providing a description

Privacy
Standard - Accessible to everyone on the team

Automatically show this channel in everyone's channel list

Cancel Add

You create new channel:

- 1) You give channel name
- 2) You also can give description of the channel
- 3) You can set the privacy of the channel
- 4) Then,click add tab



Add a new channel

Create a channel for "ENGINEERING" team

Channel name
Group 2

Description (optional)
Help others find the right channel by providing a description

Privacy
Private - Accessible only to a specific group of people within the team

Cancel Next

- You create new channel:
- 1) You give channel name
 - 2) You also can give description of the channel
 - 3) You can set the privacy of the channel to private to accessible only to a specific people within the team
 - 4) Then, click next tab



Add a new channel

Add members to the Pair 1 channel

This is a private channel, so only the people you add here will see it.

NS Nurzarina Omar Sharif × NA Nur Izzati Mohd Azhar ×

Add

Skip

You create new channel:
1) You add members to the channel
2) Then,click add tab



Conversations in Teams



You start the conversations:

- 1) Click, new conversation tab
- 2) Then, you type in the conversation space



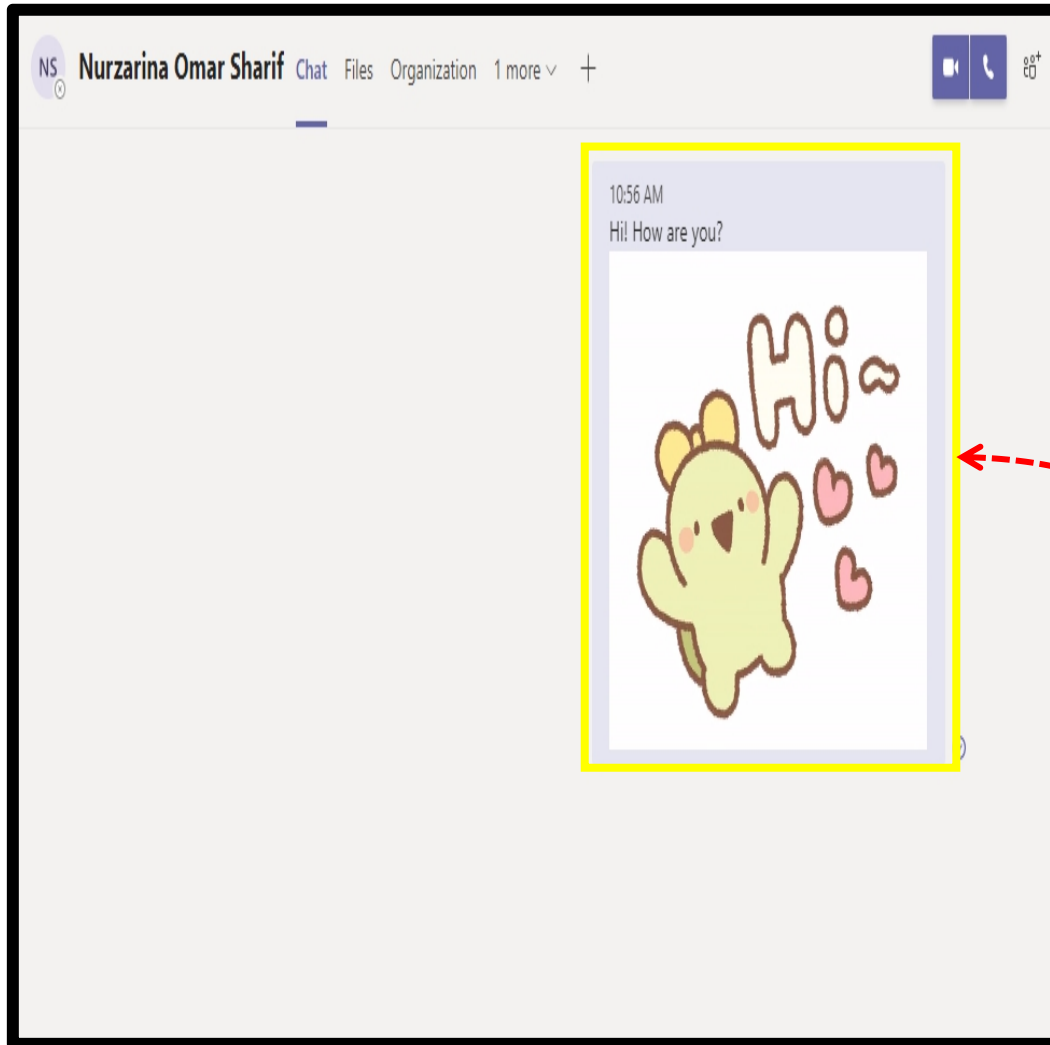
Conversations in Teams



- @mention a few team members to let them know what roles they'll be playing on the group
- For fun, add a gif or emoji to your message.
- Get creative with the text sizes and colors.



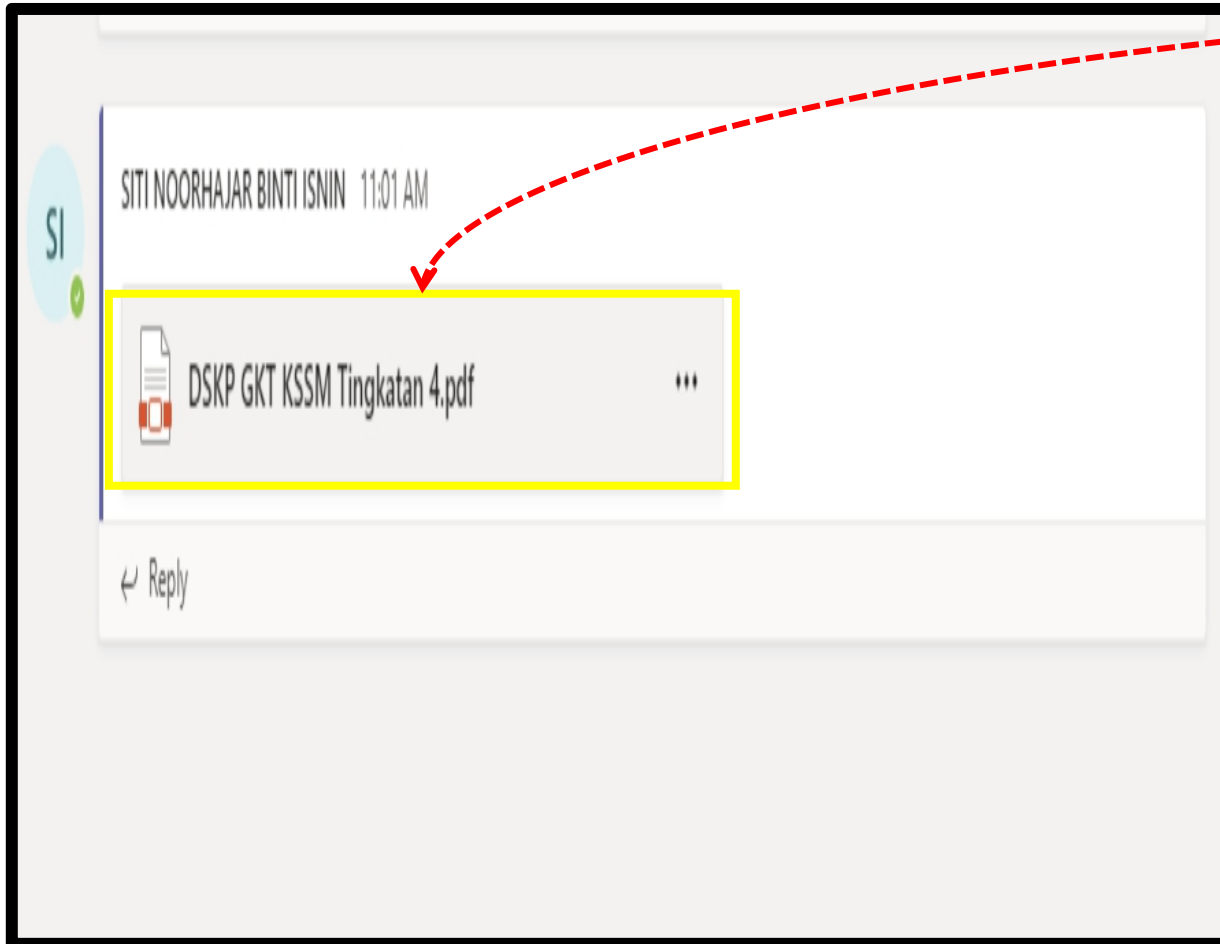
Private Chats



- Start a private chat with another team member
- Play with the format of a message. Change the font, size, and color.
- Add an emoji, sticker, and gif to your chat



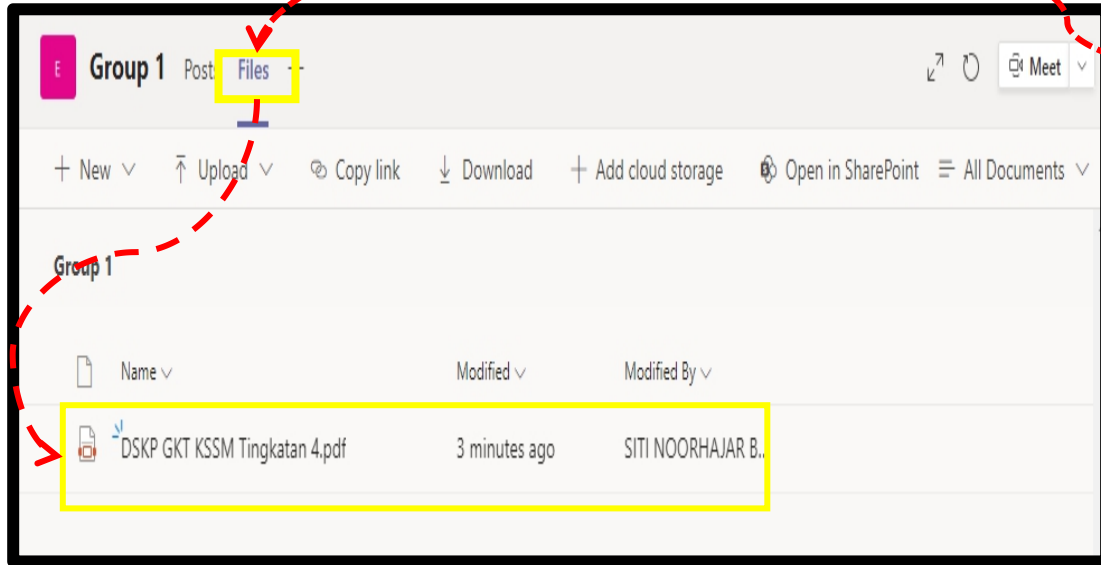
Teams File



- Upload a file to a conversation
- Edit the file from the conversation.
Talk to your other teammates as you edit within Teams



Teams File

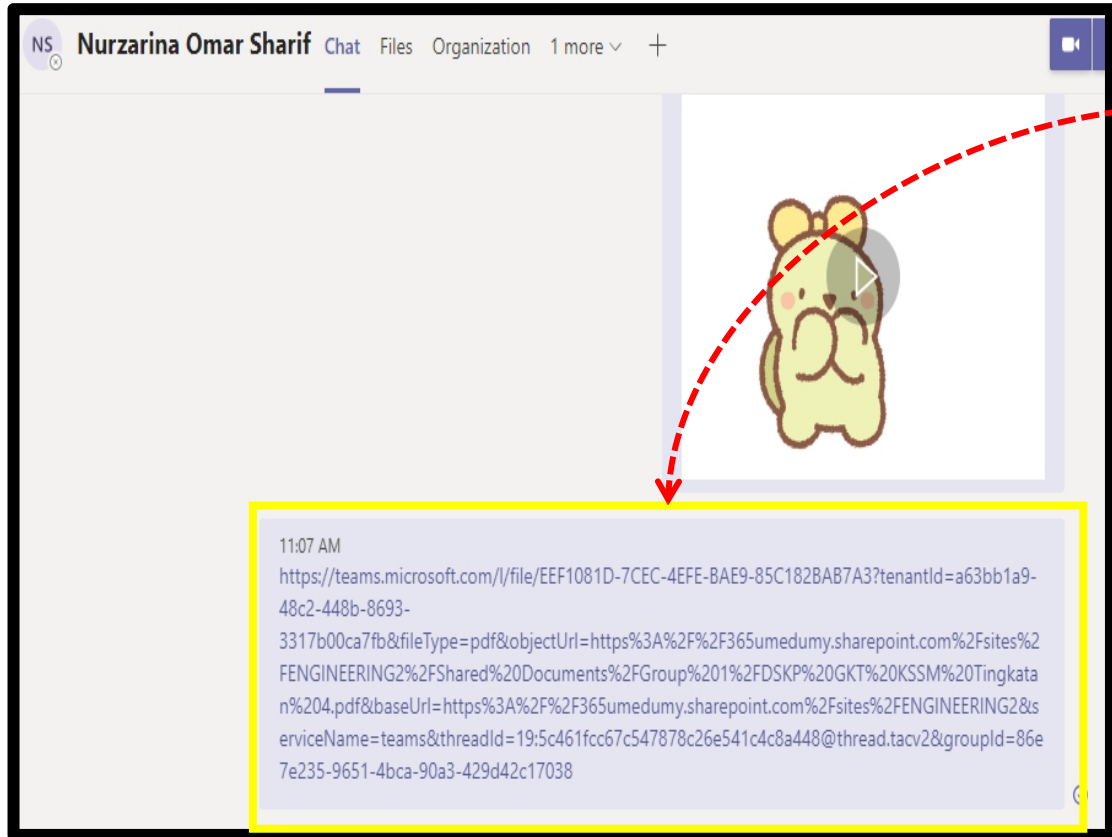


- You can also find the documents that you have uploaded in the files tab.





Teams File



- You can share a link to a file to a private chat.



Teams File

Microsoft Teams

gkt

Messages People Files

From Type More filters

SI SITI NOORHAJAR Bl... 7m ago
DSKP GKT KSSM Tingkatan
4.pdf<https://365umedumy.sharepoint.com/sites/ENGINEERING2/Shared%20Documents/Group%201/DSKP%20GKT%20KSSM%20Tingkatan%204.pdf...
ENGINEERING / Group 1

SI SITI NOORHAJAR Bl... 1m ago
...1%2FDSKP%20GKT%20KSSM%20Tingkatan%204.pdf&baseurl=https%3A%2F%2F365umedumy.sharepoint.com%2Fsites%2FENGINEERING2&serviceName=...
Conversation with Nurzarina Omar Sharif

Check out your search results on

- You can search for the file in the Command box search bar



04

References





References

- 1) <https://education.microsoft.com/en-us/course/b085b46d/2>
- 2) <https://education.microsoft.com/en-us/course/33c55451/1>
- 3) <https://storyals.com/blog/pros-and-cons-of-microsoft-teams>
- 4) <https://www.compete366.com/blog-posts/microsoft-teams-what-is-it-and-should-we-be-using-it/>
- 5) <https://teamsdemo.office.com/#/0/25>