

West College Scotland

MICROSOFT TEAMS GUIDE

WEST COLLEGE
SCOTLAND 



1. OVERVIEW OF MICROSOFT TEAMS	1
What is Microsoft teams?	1
2. FUNDAMENTALS OF MICROSOFT TEAMS	2
How To Get Your Team Up And Running	2
Naming Conventions For Teams Sites	2
Create A Channel In Teams	2
Moodle Link in Microsoft Teams Channel	4
Collaborate In Teams And Channels	6
Notifications	7
Manage Your Activity Feed	7
Work With Posts And Channels	8
Upload And Find Files	9
3. COMMUNICATION AND COLLABORATION	10
Manage Meetings	10
Start Chats And Calls	13
Six Things To Know About Chat In Microsoft Teams	15
Pop Out Of A Chat In Microsoft Teams	20
Hide, Mute Or Pin A Chat In Microsoft Teams	21
Send A Message To A Channel	22
Create, Edit Or Delete A Group In Microsoft Teams	23
Send A Message To A Channel On Microsoft Teams	24
Create And Format A Post In Microsoft Teams	25
Share Your Screen In Microsoft Teams	26
Explore Apps And Tools	27
4. DOWNLOAD MICROSOFT TEAMS APP	29
Teams On The Go – Download The App To Your Mobile Device	29
5. USEFUL HINTS, TIPS AND TOOLS	30

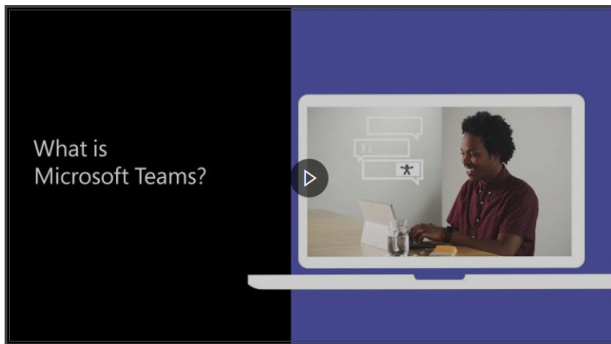
1. Overview of Microsoft Teams

What is Microsoft Teams?

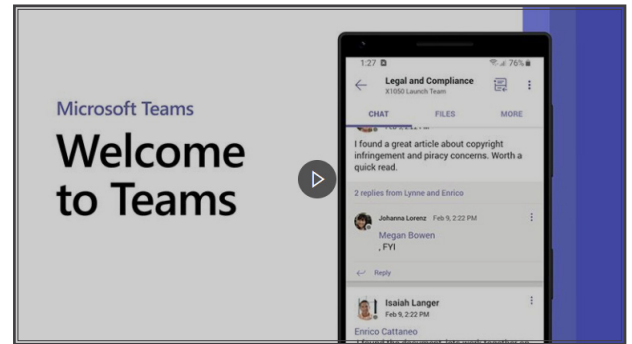
Microsoft Teams is a communication and collaboration tool that is available to all West College Scotland staff and students.

The following links take you to online tutorials to help you to get the most out of Microsoft Teams.

The following two short videos provide an overview of Microsoft Teams functionality, however, please bear in mind that our IT department will create your class Team from the class codes generated whenever an enrolment link is created.



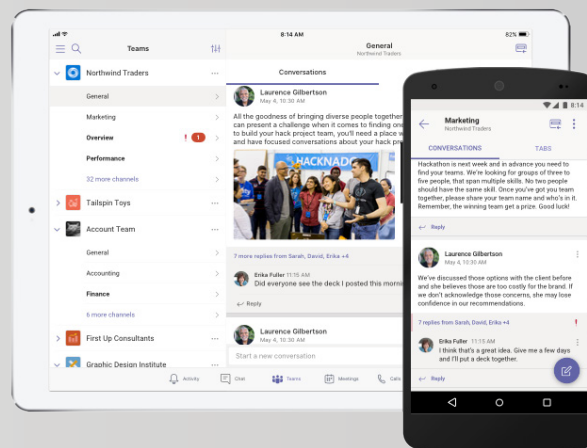
[Click here to watch Overview Video](#)



[Click here to watch Welcome Video](#)

With Microsoft Teams you can:

- ▶ Pull together a team.
- ▶ Use chat instead of email.
- ▶ Include a specific Moodle course within your Team or channel.
- ▶ Teach, assess and collaborate with students. Assessments carried out using Microsoft Teams will be archived for a year - covering SQA assessment retention regulations
- ▶ Securely edit files at the same time.
- ▶ See likes, @mentions, and replies with just a single tap.
- ▶ Customise Teams by adding notes, web sites, and apps.



2. Fundamentals of Microsoft Teams

How to get your Team up and running

As soon as a class is in the system with at least **one student enrolled**, ICT will automatically set up a Team at class level. All students in that class and staff due to teach will be added to that Team. For some, this will be the Team that is used to deliver learning and teaching especially if Teams is being used as a jumping off point for other apps like OneNote or Moodle.

Tutors will be the owner of the Team and will be able to add up to 10 other staff members with the teacher role. Owners (tutors) of the Team will be able to create channels within the class Team, so you have the option to create a different channel per subject if that works for your class.

Teams can also be set up however at unit/subject level by request, and for those using the platform as their primary delivery vehicle this will probably be the best option. It allows a discrete area to deliver a unit, gather assessments, use notebook functionality, channels for breakout etc. An email address is being generated and for those who wish to have these unit level Teams created and they in conjunction with their CQL or Head will need to email ICT with a note of the class group and the unit Teams they want created and these will be created as soon as possible.

If you are not attached to an expected class, please contact your CQL in the first instance before contacting IT to request a Team to be set up, please use the naming conventions as set out below.

Naming conventions for Team sites

There are 4 broad categories in the naming prefix for every Microsoft Teams site at WCS – Student, Staff, Commercial or Project.

For WCS Lecturing staff with Students (classes):

Student - course code - These 2 prefixes must remain but a suffix of, say, the class name can be added after these two fields

For all WCS staff and their team (Staff teams):

Staff - Departmental name - These 2 prefixes must remain, but a suffix can be added after these two fields

For WCS staff with Commercial Groups:

Commercial - Group name - These 2 prefixes must remain, but a suffix can be added after these two fields

For any internal or external Project Groups:

Project - Agreed Project name - These 2 prefixes must remain, but a suffix can be added after these two fields

Create a channel in Teams

Teams are made up of channels, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.

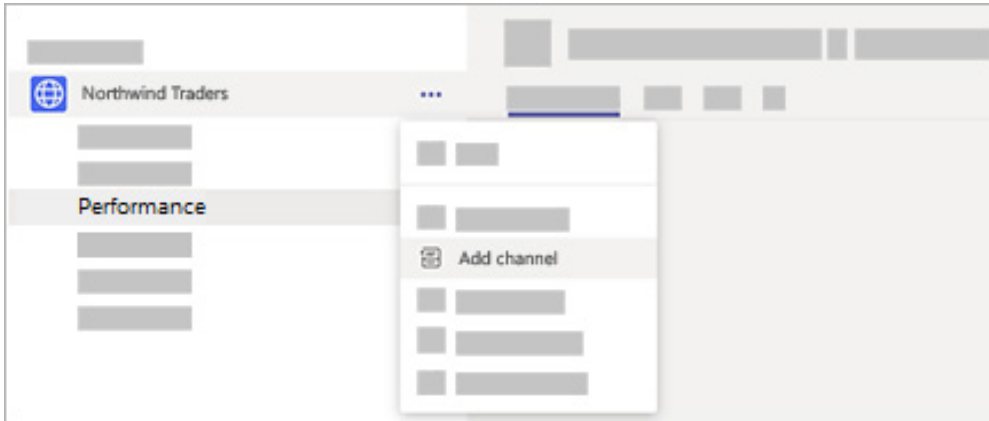
By default, a general channel is created in the team. A standard channel is open for all members and anything posted is searchable by others. If you need a smaller audience for a specific project, you can create a private channel for your team. For a deeper look, see [Teams can have standard or private channels](#).

Microsoft Teams are rolling out the functionality of breakout rooms, however in the meantime you may wish to create a private channel for breakout discussion etc.

When you need to create or edit a channel, use the steps below.

Create a standard channel

To create a standard channel, start in the team list. Find the team name and click **More options** **...** > **Add channel**. You can also click **Manage team**, and add a channel in the **Channels** tab.



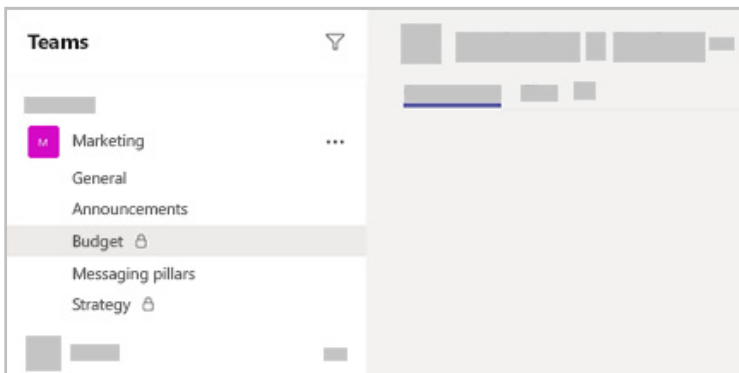
You can create up to 200 channels over the life of a team. That number includes channels you create and later delete.

Create a private channel

If you want a focused place to discuss sensitive information such as budgets, resourcing, strategic positioning and so on, create a private channel for your team. Only owners or members of the private channel can access it. To understand who can view what in a private channel, see [Private channels in Teams](#).

You can create up to 30 private channels over the life of a team.

1. Go to the team you want to create the private channel for and choose **More options** **...** > **Add channel**.
2. Enter a name and description for your channel.
3. Under **Privacy**, select the down arrow on the right, and then select **Private - Accessible only to a specific group of people within the team**.
4. Select **Add**. This adds a private channel to the team.

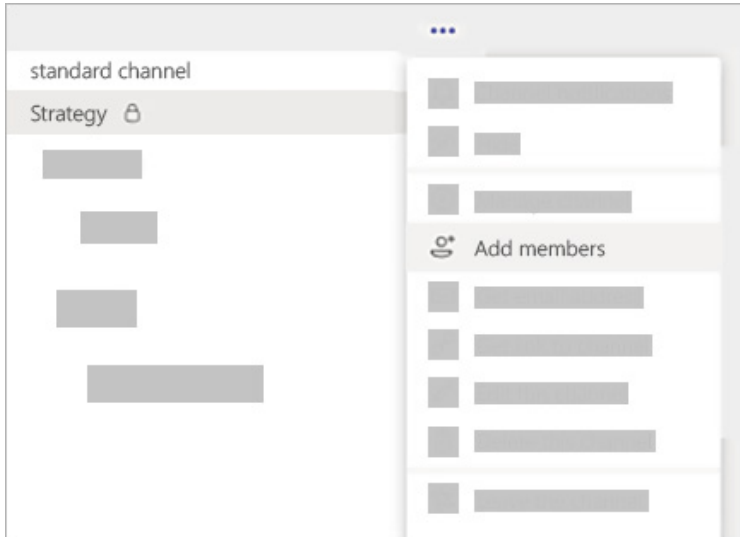


Add members to a private channel

As a private channel owner, you can add or remove members, and edit private channel settings. **Each person that you add must first be a member of the team.**

To add members of your team to a private channel:

1. Next to the private channel name, select **More options** **⋮** > **Add members**.



2. Use the **Members** and **Settings** tabs to add or remove members and assign roles. Your private channel can have multiple owners and up to 250 members.
3. When you're ready, select **Done**. Members can now post messages in the private channel.

Manage private channel creation

As a team owner, you can turn on or turn off the ability for members to create channels. To see and change this option, go to the **Settings** tab for the team.

Edit, delete, hide, or leave a channel

Select **More options** **⋮** next to the channel name. Then, use the menu to edit, delete, hide, or leave the channel as desired.

Note: Team owners get to decide which team members can delete channels.

Keep in mind that once you delete a channel, you also lose its entire conversation history. However, the OneNote sections associated with that channel will still show up on your team's SharePoint site.

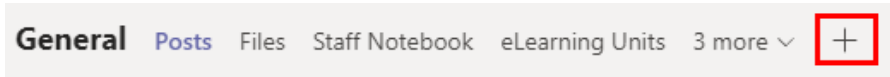
Moodle Link in Microsoft Teams Channel

You can add a tab to your channel using the website app on Microsoft Teams to add Moodle into your team. If you add the URL to WCS <https://moodle.westcollegescotland.ac.uk> the students will see their Moodle dashboard in the Microsoft Teams tab – they can then navigate to the course or subject as normal. If you add the URL of your Moodle course or unit, the students will see the specific Moodle page you have directed them to.

Step by step guide

Add a Moodle Tab

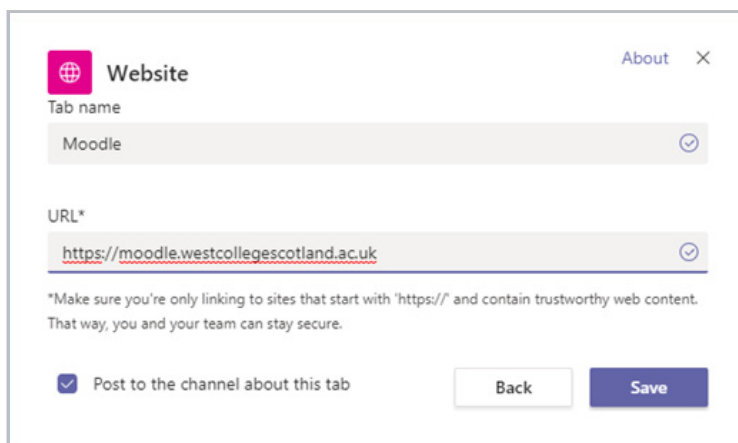
1. Select the plus sign next to the tabs.



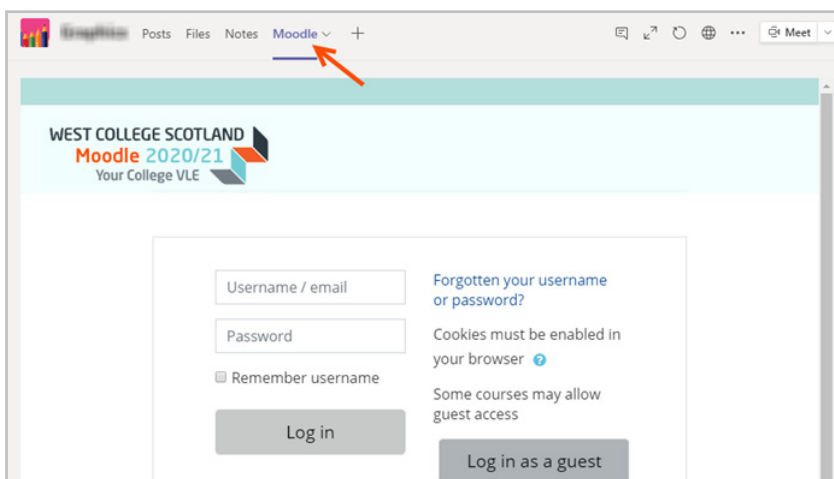
2. Search for **Website** app



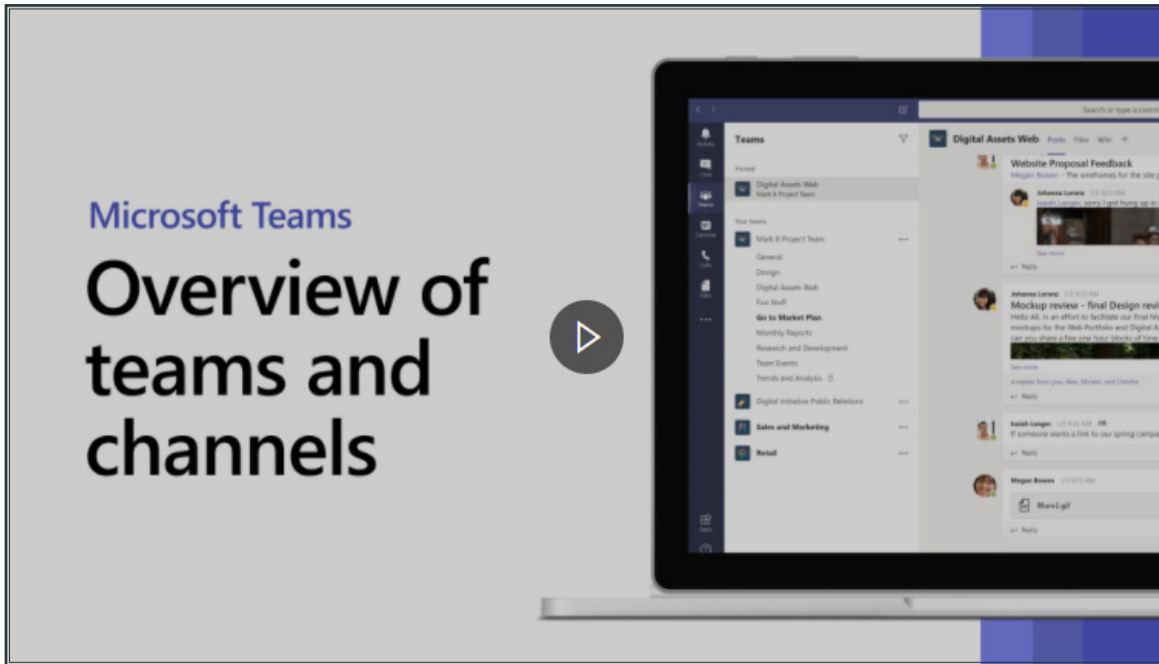
3. Change the name of the tab and enter the URL of Moodle <https://moodle.westcollegescotland.ac.uk> or your specific Moodle course URL (address)



Moodle will then show in the tab – for staff and students to log in. If you have added the specific course URL it will show the specific moodle course chosen. If you have used the main Moodle URL it will show the Moodle dashboard.



Collaborate in Teams and Channels



Here is a short video overview of how to collaborate in teams and channels.

In Microsoft Teams, teams are groups of people brought together for work, projects, or common interests.

Teams are made up of two types of channels — standard (available and visible to everyone) and private (focused, private conversations with a specific audience).

Each channel is built around a topic like “Team Events,” a department name, or just for fun. Channels are where you hold meetings, have conversations, and work on files together.

The tabs at the top of each channel link to your favourite files, apps, and services i.e. Website to add the Moodle URL of the Moodle course homepage or unit (subject) homepage.

Add a tab

Select the plus sign next to the tabs.

For example, add Planner to create a project board for tracking team tasks.

Pin and unpin a channel

If you have a lot of channels, pin the most important ones to make them easy to find.

To pin a channel, choose one to pin and then select **More channels > Pin**.

To unpin a channel, choose one to unpin and then select **More channels > Unpin**, and to see what else you can do.

Notifications

It is good practice to check your notifications preferences as soon as possible when you start to use Teams to make sure you do not miss out on any important messages.

There are multiple ways to access and manage notifications. To further customize your notification settings, select your profile picture at the top, right corner of Teams, then select **Settings > Notifications**. From there you can fine-tune what notifications you receive and where those notifications show up.

How to get all notifications for all activity

By default, you'll only receive notifications for teams and channels that you haven't hidden from your teams list. To make sure you have all the channels showing that you care about, follow the directions at [Show or hide teams and channels](#).

Once you've got all your channels where you want them, you'll start receiving notifications in Activity – this is useful if **you access Teams regularly**.

If you'd also like to get these notifications on your desktop, select **Settings > Notifications >** and select **Edit** under **Shown channels** and select **Banner and feed**.

And how to turn down the noise

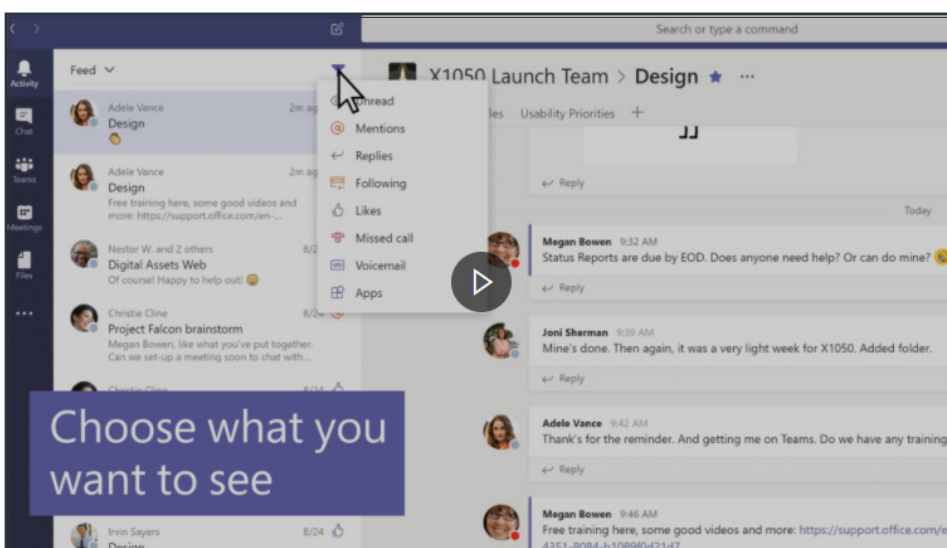
Some simple ways to keep your focus on the activity that's most important to you:

- Turn off desktop notifications for activity you don't need to respond to right away. Select either **Feed only** or **Off**.
- Hide a channel to turn off activity and desktop notifications. Hidden channels will show in your list if a message is marked important or when someone @mentions you or the channel.
- Set your presence to **Do not disturb** to get some quiet time. This won't change your notification settings, but it will mute notifications until you change your presence back.

associated with that channel will still show up on your team's SharePoint site.



[Here is a link to be further information on managing your notifications in Teams.](#)

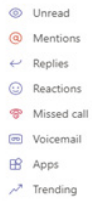
Manage your Activity Feed



Here is a short video overview on **Managing Your Activity Feed**

Some simple ways to keep your focus on the activity that's most important to you:




1. Select **Activity**  to see your Activity feed--a summary of everything that's happened in the team channels you follow.
2. Select the **Filter** icon .
3. In the menu that pops up, select what type of notifications you want to see.



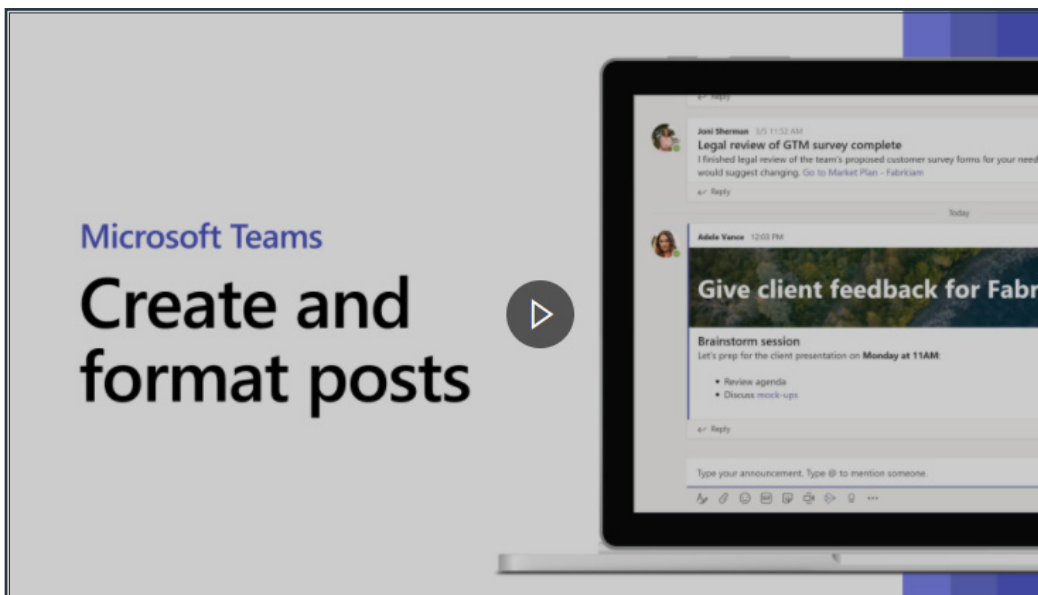
4. Select **X** to close the filter.

For a more specific feed, go to the **Feed** menu and select **My activity**. You'll see a list of everything you've been up to lately in Teams.

Want more?

-  [Explore the Activity feed in Teams](#)
-  [Microsoft Teams help](#)
-  [Microsoft Teams Quick Start](#)

Work with Posts and Channels



Here is a short video overview of how to create and format a post

Step by step guide

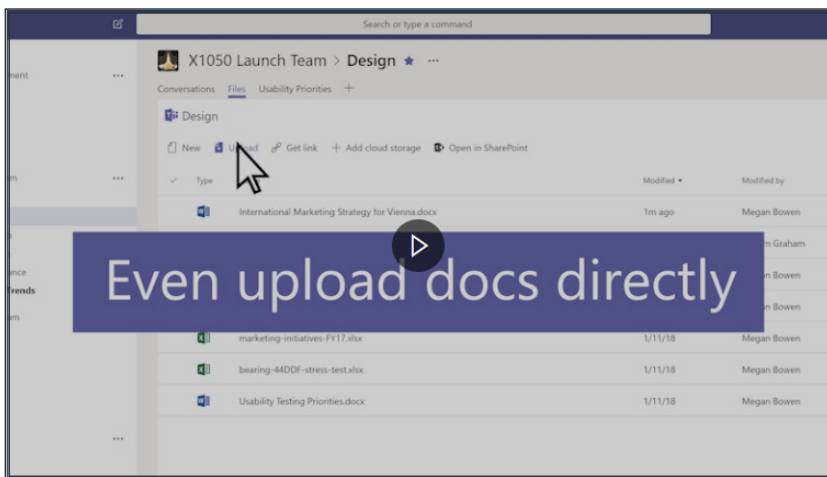
Create and format a post or announcement to start a conversation in a channel.

1. Type a message.
2. Select **Format**.
3. To create an announcement, select a post type > **Announcement**.
4. Type a headline, and then add a colour scheme or your own background image.
5. Format your post with the following options:

- ◆ Add a subject
- ◆ Bold
- ◆ Bulleted list
- ◆ Insert link

6. Select **Send**.

Upload And Find Files



Here is a short video overview of how to upload and find files

Step by step guide on how to attach a file to Microsoft Teams:

Anywhere in Teams, look for the paperclip icon  to **Attach** a file. Alternately:



- ◆ Go to the **Files** tab.
- ◆ Select **Upload**.
- ◆ Select single or multiple files from device computer or OneDrive for Business account.
- ◆ Select **Open**.

3. Communication and Collaboration

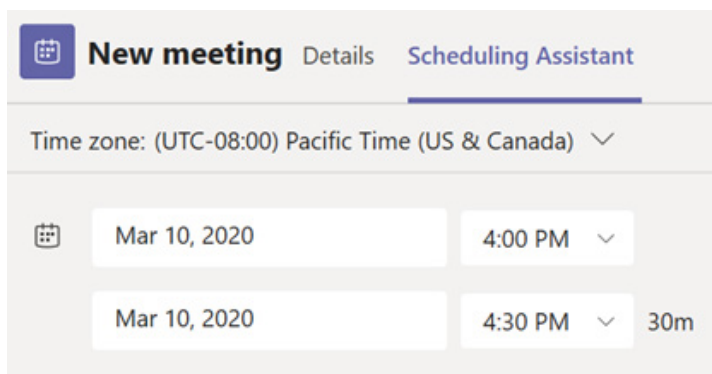
Manage Meetings

Schedule a meeting

There are several ways to schedule a meeting in Teams:

- 1. Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- 2. Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- 3. Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.



Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

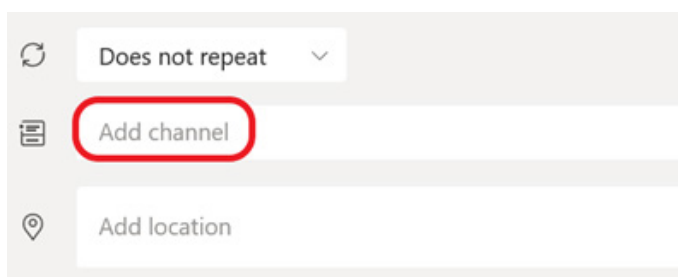
Invite people outside your organization

Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (eg: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

Make it a channel meeting

1. Select **New meeting**.
2. Type the name of a channel where it says **Add channel** (under the time and date fields).



Channels can't be edited or added once the invite is sent. You'll need to send a new invite with the updated channel.

Notes:

- When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.
- This feature isn't available in private channels.

Once you've added the people you want, select **Scheduling Assistant** to find the best time.

If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.

Change the calendar view

By default, you'll be shown your work week and can be changed from the dropdown menu at the top right of your calendar. Here are your current view options:

- Day** gives you an agenda view focused on one day at a time.
- Work week** shows you Monday through Friday.
- Week** shows you the entire week.

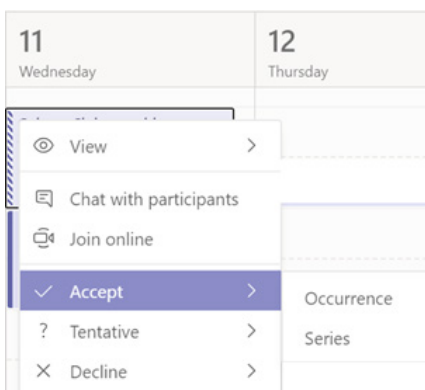
In the top left corner, you'll find the month and year. Select the month to change your calendar view to any date—past or future. Select the arrows next to the month to scroll by day or week depending on your calendar view.

Select **Today** to get back to the current date.

Note: The calendar shows you everything that was scheduled in Teams, Exchange, or Outlook.

Right-click for more options

Right-click an event in your calendar to RSVP, remove it if it's cancelled, or open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online** and **Chat with participants**.

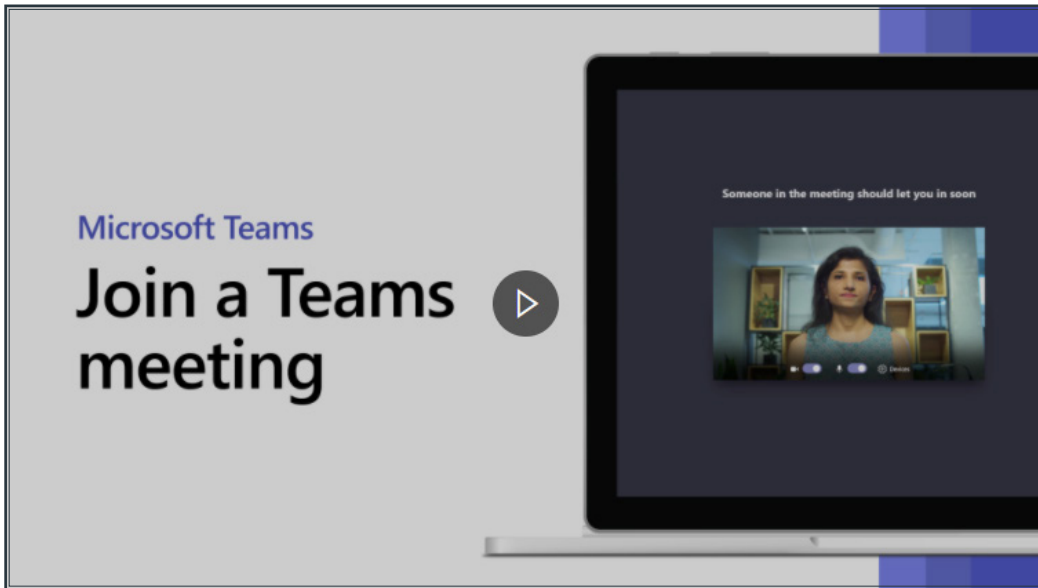


Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colours to let you know they're online.

Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.

Note: If you have overlapping meetings in your calendar, the join button won't be available. But you can still right-click the event and select **Join online**.

Joining a Meeting



Here is a short video overview of how to join a meeting

Join a Microsoft Teams meeting from your calendar in Outlook or Teams, or sign in as a guest on the web.

Join a Teams meeting from the app

1. From your **Calendar**, select **Join** on an in-progress meeting.
2. Choose the audio and video settings you want.
3. Select **Join now**.

Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.

You can also use a dial-in number and conference ID from the email to call in.

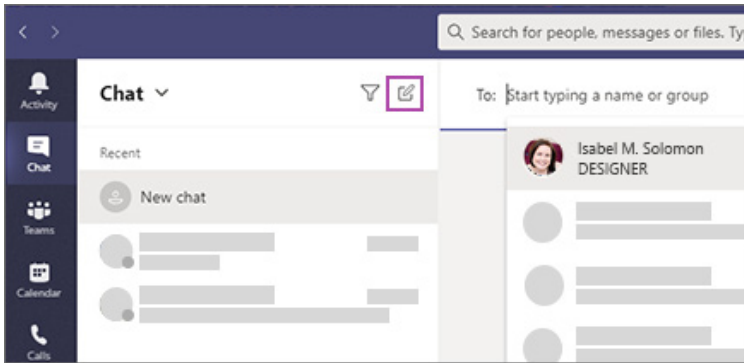
2. You have two choices:
 - 📌 **Download the Windows app:** Download the Teams app.
 - 📌 **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.


Start Chats and Calls


You start one-on-one and group chats the same way: by selecting **New chat**  at the top of your chat list.

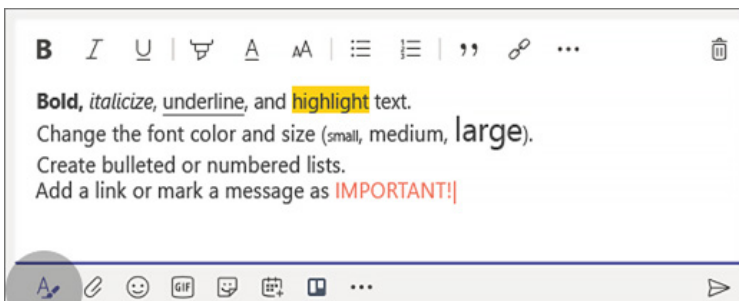
Start a one-on-one chat

Once you've selected **New chat**  and entered the person's name, compose your message in the box at the bottom of the chat.



To open your [formatting options](#), select **Format**  beneath the box where you type your message. In this expanded view, select the text you want to format, then choose an option like B, I, or U to bold, italicize, or underline the text.


There are also options for highlighting, font size, lists, and more. Check out **More options**  for additional formatting options, and the buttons below the box for attaching a file or inserting fun stuff like emoji.

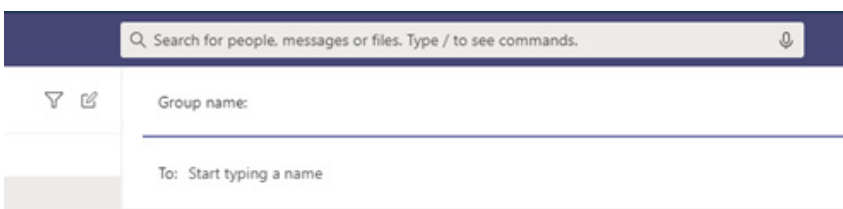


When you're ready, select Send . This starts the chat.

You can also start a one-on-one chat from someone's profile card. Open it by clicking their picture in a channel or from a search.

Start and name a group chat


Start one the same way you start a one-on-one chat: select **New chat**  at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Then, type the names of the people you'd like to add in the **To** field.



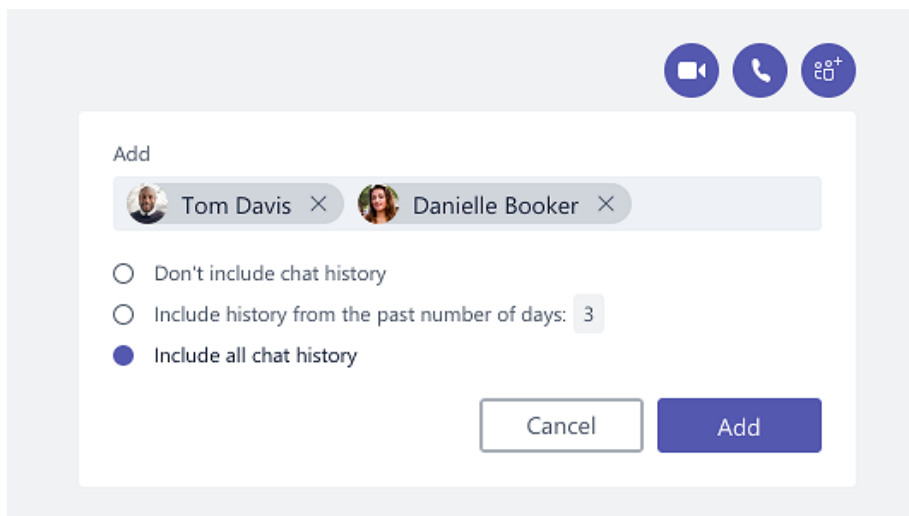
This starts a new conversation. Everyone who has access to the group chat can [send messages](#).

You can include up to 100 people in a group chat.

Add people to the conversation

To loop more people into the conversation, just click **Add people**  (or **View and add participants** in group chat) in the top right corner of Teams. Then, type the names of the people you'd like to chat with, select how much of the chat history to include, and click **Add**.

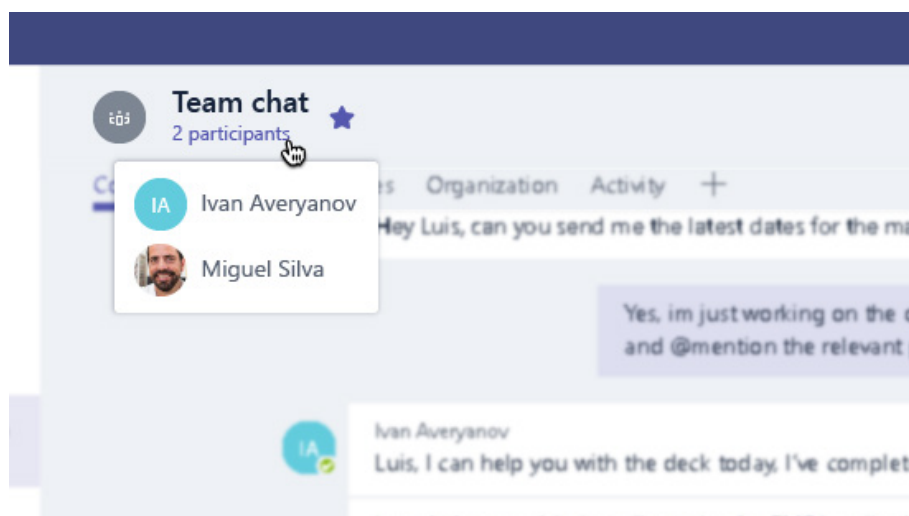
Note: When adding someone to a group chat (not a one-on-one), you can include the chat history.



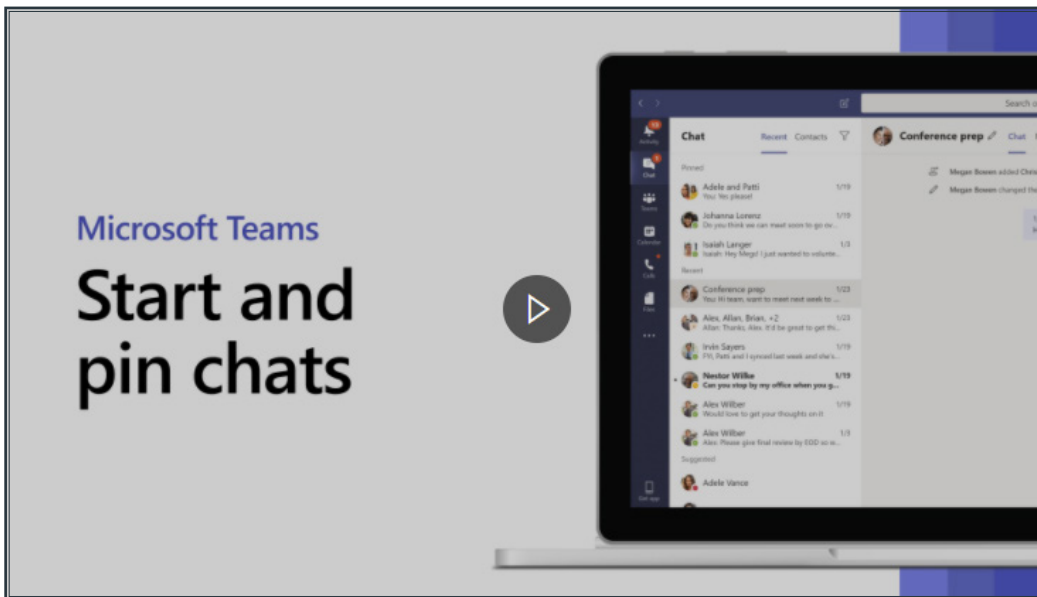
Teams will save the whole chat history, all the way back to the first message. And if someone [leaves the group](#), their chat responses are still there in your chat history.

See who's in a group chat

To see who's in a group chat, hover over the number of participants in the chat header to show a list of everyone's names.



Start and Pin Chats




Here is a short video overview of how to start and pin chats

Start 1:1 or group chats to collaborate with a smaller group or to talk privately, and pin chats for quick access.

Start a chat

In **Chats**, you can have 1:1 or group chats with people.

1. Select **New chat** .
2. Type the name of the person or people you want to contact.
3. Select the down arrow to add a name to your chat group.

Make video and audio calls from a chat

 Select **Video call**  or **Audio call**  to call someone directly from a chat.

Pin a chat

1. To pin a chat, select **More options** > **Pin**. The chat appears in the **Pinned** list.

Note: You can pin up to 15 chats.

2. To unpin a chat, select **More options** > **Unpin**.


Six Things to Know About Chat in Microsoft Teams

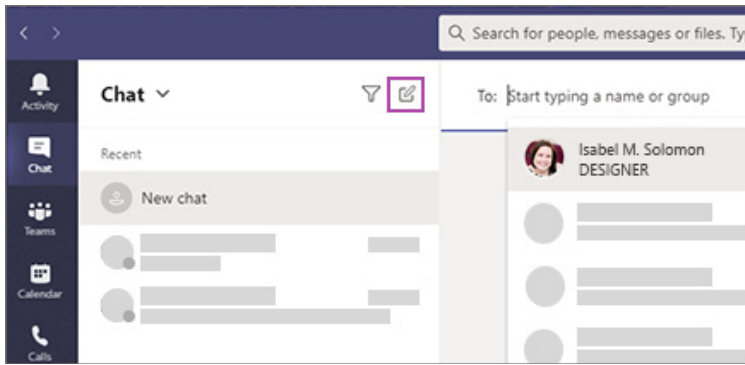
Chat is at the centre of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels—chat has you covered.

Here are the top six things to know about chat:

1. Chats can be one-on-one or in a group.



Sometimes you'll want to talk one-on-one with someone. Other times, you'll want to have a small group chat. In **Chat**, you can do either.

You start one-on-one and group chats the same way: by selecting **New chat**  at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!




Here are some more details about each kind of chat.

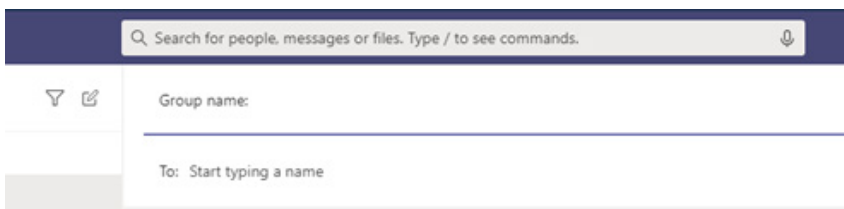
One-on-one chat

Once you've selected **New chat**  and entered the person's name, compose your message in the box and select **Send** . This starts the chat.

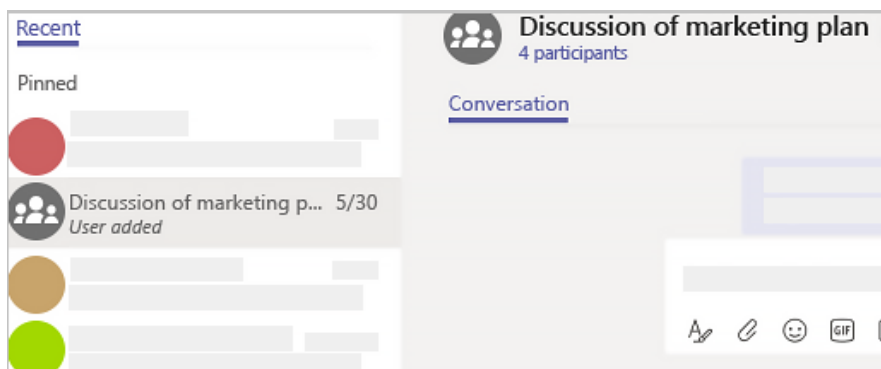


Group chat

Use a group chat when you need to talk to a small group of people. Start one the same way you start a one-on-one chat: select **New chat**  at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Next, type the names of the people you'd like to add in the **To** field.

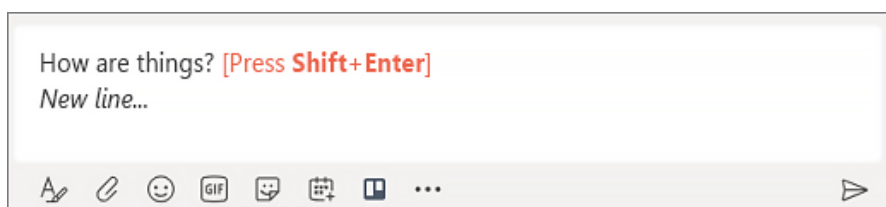


Once the chat has begun (whether group or one-on-one), just click it in the chat list to dip back into it and send more messages.




2. Press Shift+Enter to start a new line.

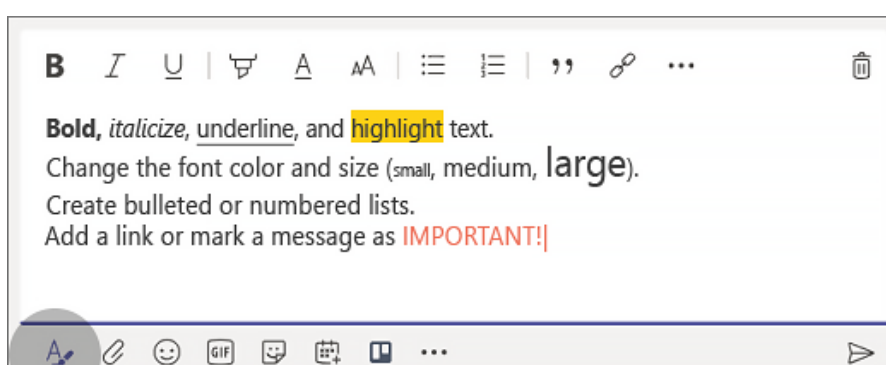
If you keep hitting Enter to start a new line, which goes ahead and sends the message before you're ready, try this tip: When you want to start a new paragraph, press **Shift+Enter** to insert the line break, and you're done. FYI—If you've opened-up all your formatting options (see step 3 for details), you can press **Enter** to start a new line of text.




3. Select Format to see all your formatting options.

There are lots of formatting options for messages.

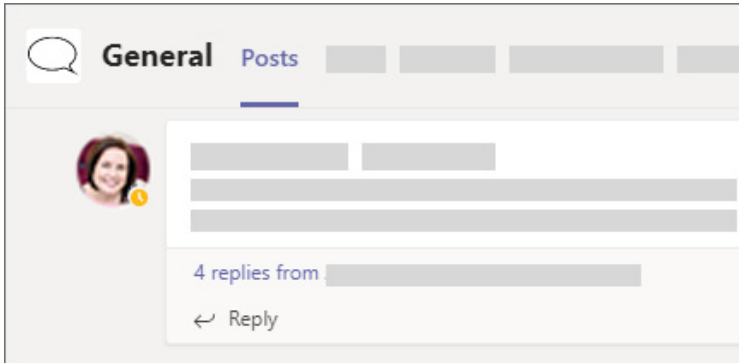
To open your formatting options, select **Format**  beneath the box where you type your message. In this expanded view, select the text you want to format, then choose an option like B, I, or U to bold, italicize, or underline the text.



There are also options for highlighting, font size, lists, and more. Check out **More options**  for additional formatting options, and the buttons below the box for attaching a file or inserting fun stuff like emoji.

4. Chat happens in channels, too.

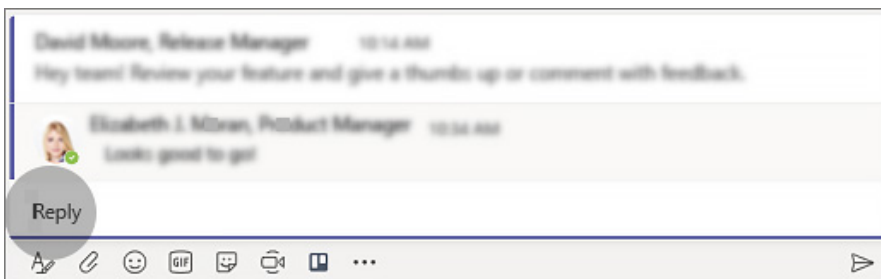
When you go to any channel in Teams the very first tab is **Posts**. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the **Posts** tab.



You'll have to judge based on your organization and culture what messages are suitable for the **Posts** tab in a particular channel.

The other important thing to know about messages in a channel is that **replies to a channel message stay attached to the original message**. This way, the whole *thread* of the conversation can be easily followed by anyone reading it. This is the beauty of *threaded conversations*!

To reply to a channel message, be sure to use the little **Reply** link underneath the message.

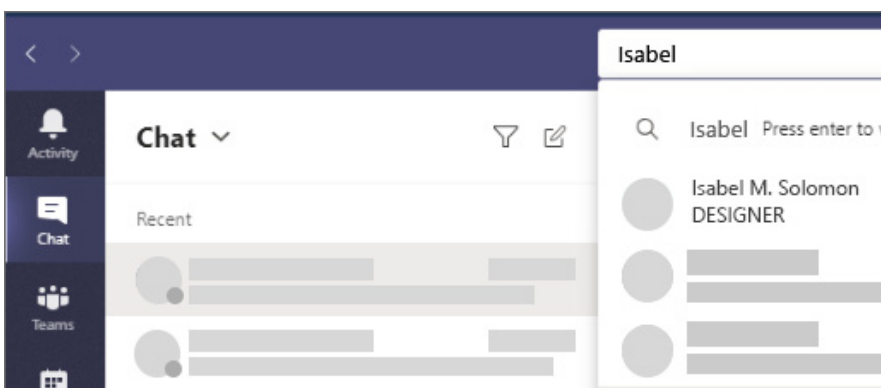


5. There are a few ways to search for and find messages.

Depending on what you remember about the sender of the message or the characteristics of the message, a different way of looking for it might make the most sense.

Find a chat based on a person's name


Type the person's name in the command box at the top of the app. You'll see their name and any group chats they're a part of with you listed. Select their name to go to your one-on-one chat with them, or a group chat to resume that one.



Find a message that has a keyword that you remember

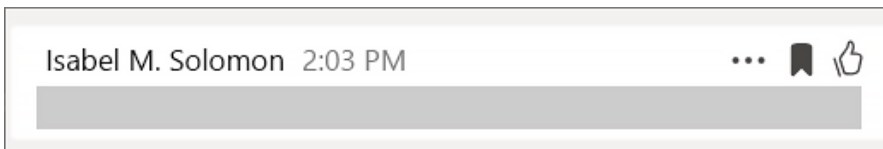
Start typing a keyword into the command box at the top of the app and press **Enter**. You'll see a list of results that include the keyword

Filter to show certain types of messages

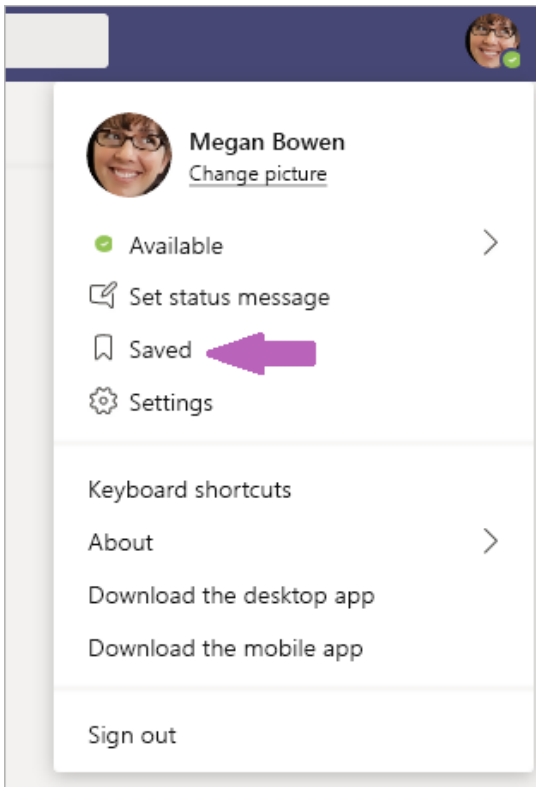
From the Activity feed, select **Filter**  to show certain types of messages such as unread messages, @mentions, replies, and likes. For a more specific search, go to the **Feed** menu and select **My Activity**.

Find your saved messages

To save a message, select **Save message**  just to the right of the text.



To see a list of your saved messages, select your profile picture at the top of the app, then choose **Saved**. Or just type **/saved** in the command box at the top of the app.



6. Hide or mute chats to keep them out of your way.

While you can't delete an entire chat conversation in Teams, you can hide the chat from the chat list, or mute it so you stop getting notifications. For details, [see Hide, mute, or pin a chat in Teams.](#)

(You are able to delete [individual messages](#) that you've sent.)

Pop out of a Chat in Microsoft Teams

You can instantly pop out your one-on-one or group chat into a separate window. Then, resize, reposition, or close the window as you wish. It's a great way to get a lot done when you're in a meeting or in a call. FYI: You can pop out multiple conversations, but not the same chat twice.

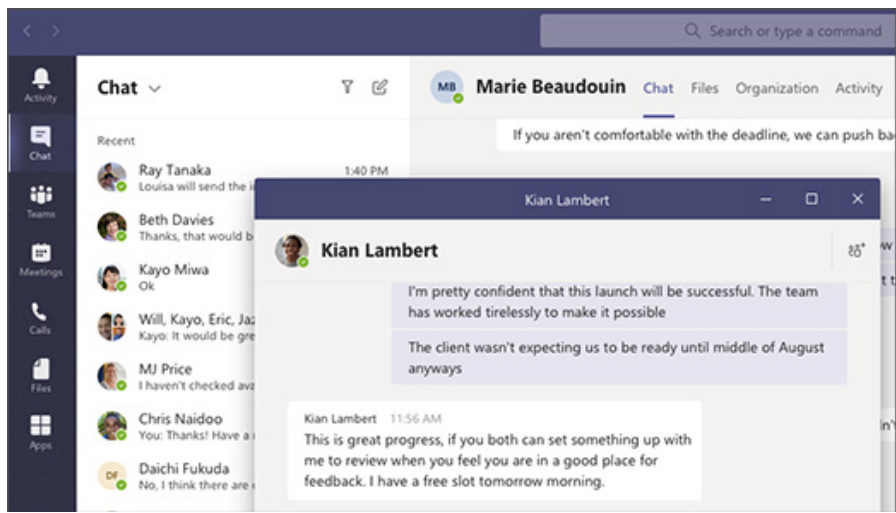
Tip: To do other things (like scheduling meetings, attaching a OneDrive File, adding apps), just return to the main app to find those familiar features. You don't need to close the pop out chat window.

Note: The **Pop out chat** feature is currently available in the desktop app for Windows and Mac only. It is not yet supported for Teams on the web, Linux, or mobile.

You've got a few options to pop out a chat in Teams. Take a look at these different methods.

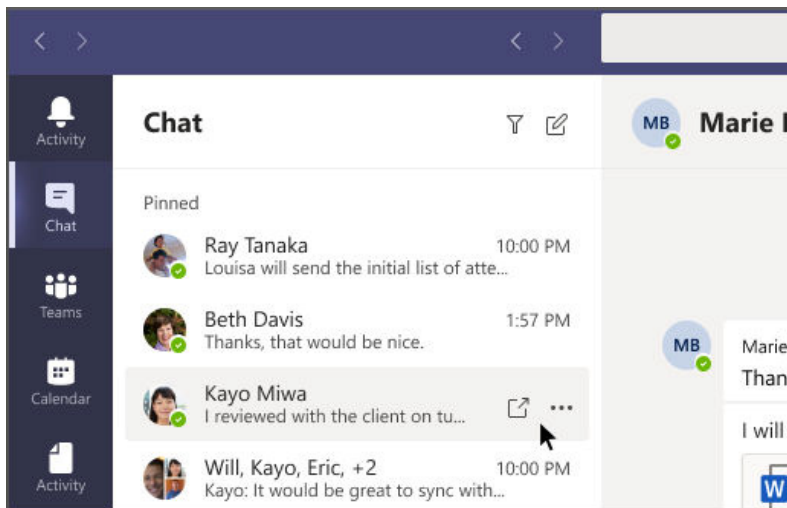
From the chat list

Select **Chat** on the left side of Teams to open the chat list. Find the name of the chat you want. Then, select **More options** > **Pop out chat**. Or, just double-click the chat name and you'll see a new pop out chat window.



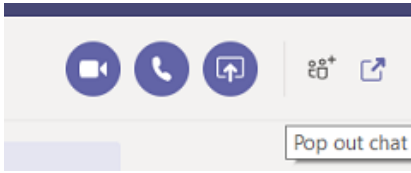
By hovering over a chat

When you hover over one of your chats, you'll see **Pop out chat**. Choose that option and a new pop out chat window will open.



From the chat itself

Go to the top right corner of the chat and select **Pop out chat** .



From a profile picture

Double-click the profile picture of the person you want to have a conversation with and presto—you're in a new window!



From the command box

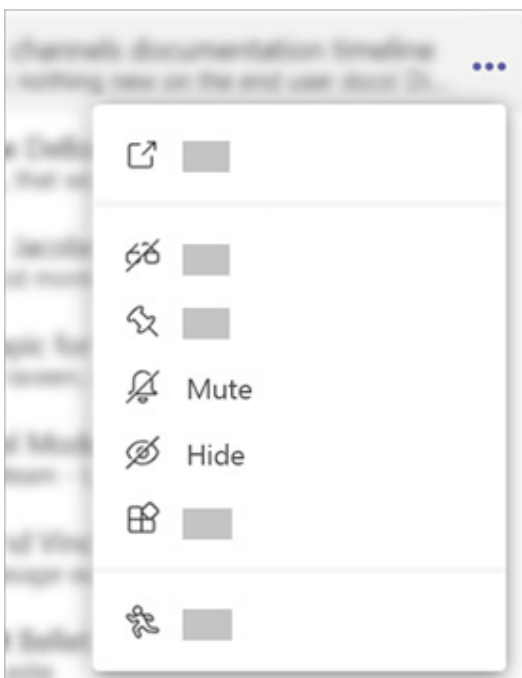
Type **/pop** in the command box at the top of Teams. Pick the chat you want to pop out.

Hide, Mute or Pin a Chat in Microsoft Teams

While you can't delete a chat in Teams, you can hide it from your chat list or mute it so you stop getting notifications. Here are more details.

Hide a chat

While you can't delete an entire chat, you can hide a chat from your chat list if it's not relevant to you anymore. To hide a chat, select **Chat**  to open the chat list. Next to the chat you want to hide, select **More options**  > **Hide**.




The chat will be hidden until someone posts a new message to it. (And you can always [resume an old conversation](#) that you've hidden as well.)

You are able to [delete individual messages](#) that you've sent.

Mute a chat


When you mute a chat, you'll still be included in the conversation, but won't get notifications from it.

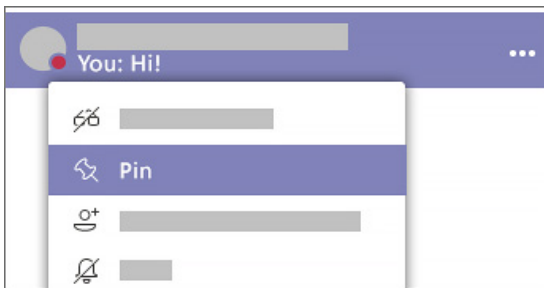
Select **Chat**  to open the chat list. Find the name of the chat you want to mute. Then, select **More options** **...** **>** **Mute**. If you change your mind, just select it again and unmute it.

An icon appears next to the names of the participants to remind you that the chat has been muted.

Pin a chat

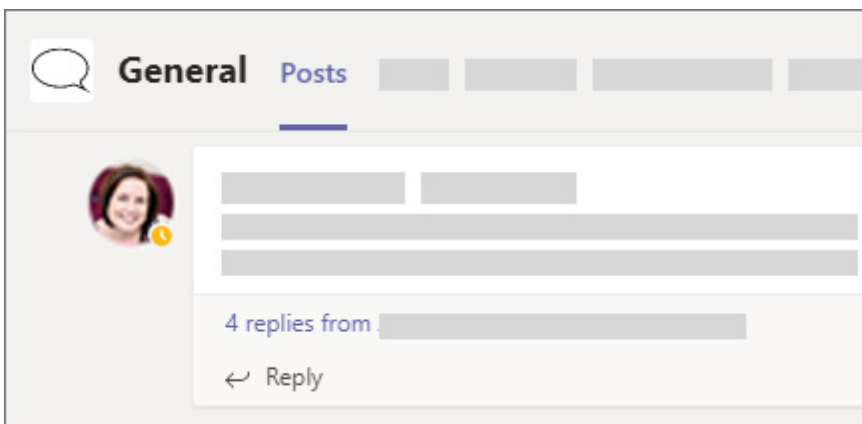
You can pin frequent conversations to the top of your chat list.

Select **Chat**  to open the chat list. Find the name of the conversation you want to pin. Then, select **More options** **...** **>** **Pin**. This ensures that the chat stays at the top of your list. If you change your mind, just select it again and unpin it.



Send a Message to a Channel

When you go to any channel in Teams the very first tab is **Posts**. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the **Posts** tab.




The other important thing to know about messages in a channel is that replies to a channel message stay attached to the original message. This way, the whole thread of the conversation can be easily followed by anyone reading it. This is the beauty of *threaded conversations!*

To reply to a channel message, select the little **Reply** link underneath the message.



To send a message to everyone in a particular channel (the whole team), follow these steps:


First, select the channel you want. Then, click **Reply** to respond to an existing thread or go to the compose box at the bottom of the **Posts** tab to start a new one. Next, type your message in the box and select **Send** . Voila! Your message is now live in the channel.

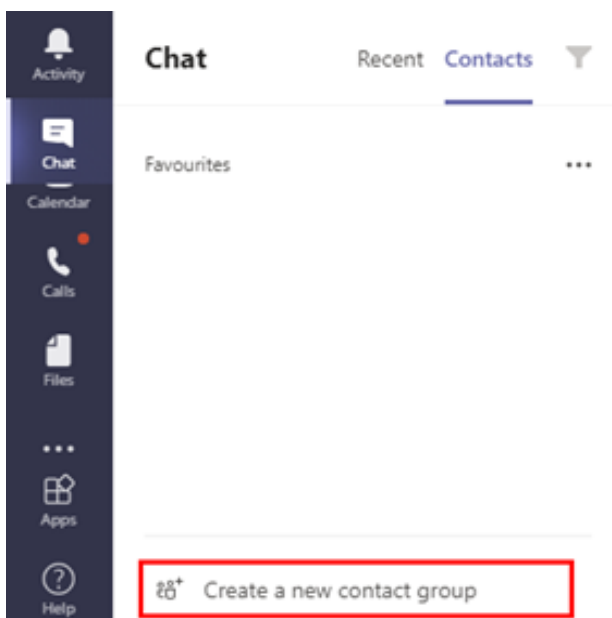
If you only want to talk to one person or a small group, see [Start a chat in Teams](#).

Create, Edit or Delete a Group in Microsoft Teams


Organize your contacts into groups to find them more easily. The groups are available on any device, but you can only manage them from the desktop or web app.

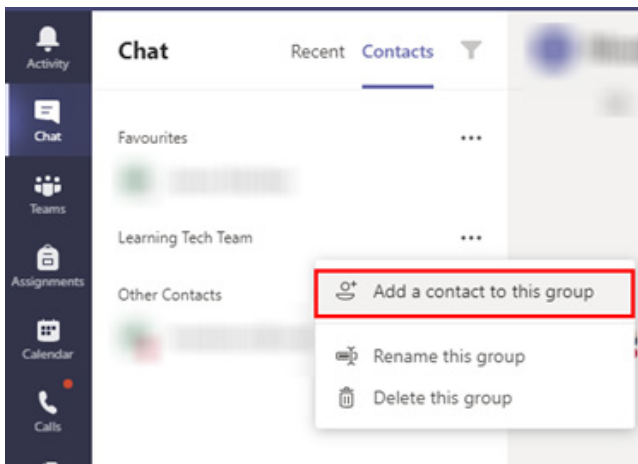
■ Create a group

Click **Chat** , click the **Contacts** tab, and at the bottom of the tab, click **Create a new contact group**. Name your group and click **Create**. You can always rename or delete your group later.



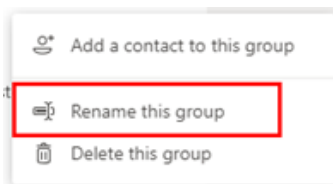
■ Add people to a contact group

Click **Chat** , click the **Contacts** tab, and then click **More options** **...** beside the group's name. Click **Add a contact to this group**, type the name of a team member, and then click **Add**.




■ Rename a contact group

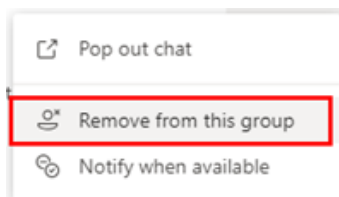
Click **Chat** , click **Contacts**, and then click **More Options** ******* beside the group's name. Click **Rename this group**. Type a new name and click **Save**.



Note: You can't change the name of the **Favourites** group.

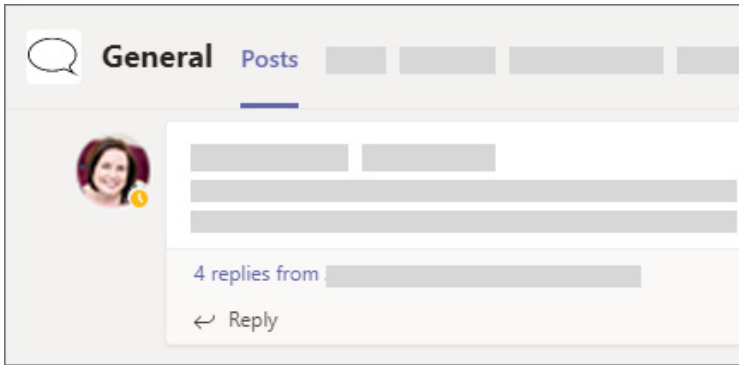
■ Delete a contact group

Click **Chat** , click **Contacts**, and then click **More Options** ******* beside the person's name, and then click **Remove from this group**.



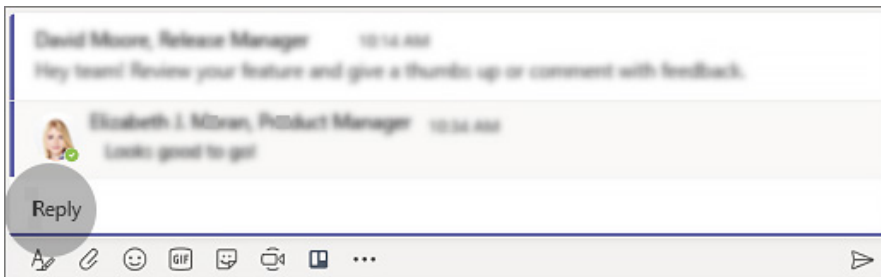
Send a Message to a Channel on Microsoft Teams

When you go to any channel in Teams the very first tab is **Posts**. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the **Posts** tab.



The other important thing to know about messages in a channel is that replies to a channel message stay attached to the original message. This way, the whole thread of the conversation can be easily followed by anyone reading it. This is the beauty of *threaded conversations!*

To reply to a channel message, select the little **Reply** link underneath the message.

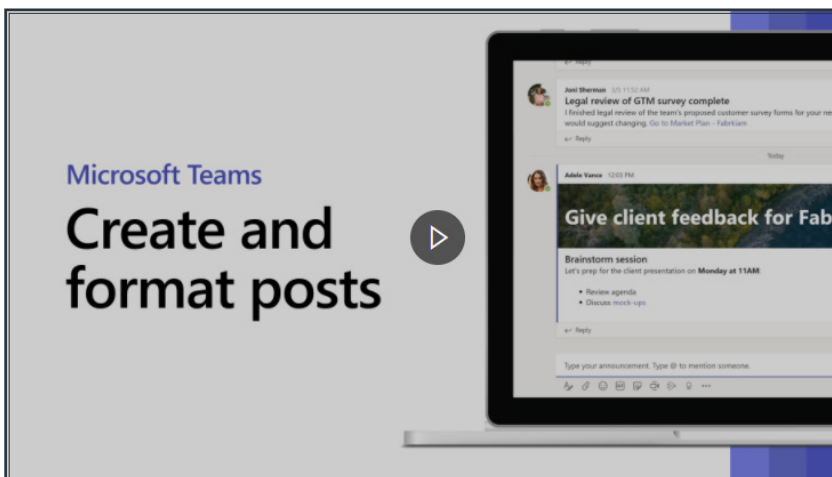


To send a message to everyone in a particular channel (the whole team), follow these steps:

First, select the channel you want. Then, click **Reply** to respond to an existing thread or go to the compose box at the bottom of the **Posts** tab to start a new one. Next, type your message in the box and select **Send** ➤. Voila! Your message is now live in the channel.

If you only want to talk to one person or a small group, see [Start a chat in Teams](#).

Create and Format a Post in Microsoft Teams



Here is a short video overview on how to create and format posts


Create and format a post or announcement to start a conversation in a channel.

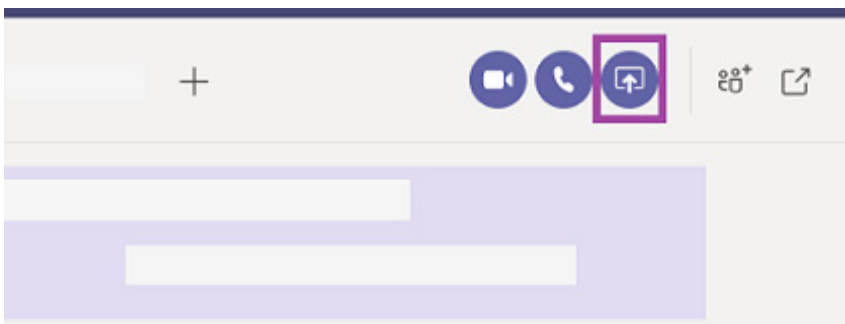
1. Type a message.
2. Select **Format**.
3. To create an announcement, select a post type > **Announcement**.
4. Type a headline, and then add a colour scheme or your own background image.
5. Format your post with the following options:
6. **Add a subject**
7. **Bold**
8. **Bulleted list**
9. **Insert link**
10. Select **Send**.

Want more?

-  [Microsoft Teams help](#)
-  [Microsoft Teams Quick Start](#)

Share your Screen in Microsoft Teams

When you're [chatting with one or more people](#) in Teams, you can instantly [share your screen](#). Go to the chat controls in the upper-right corner and select **Share** .

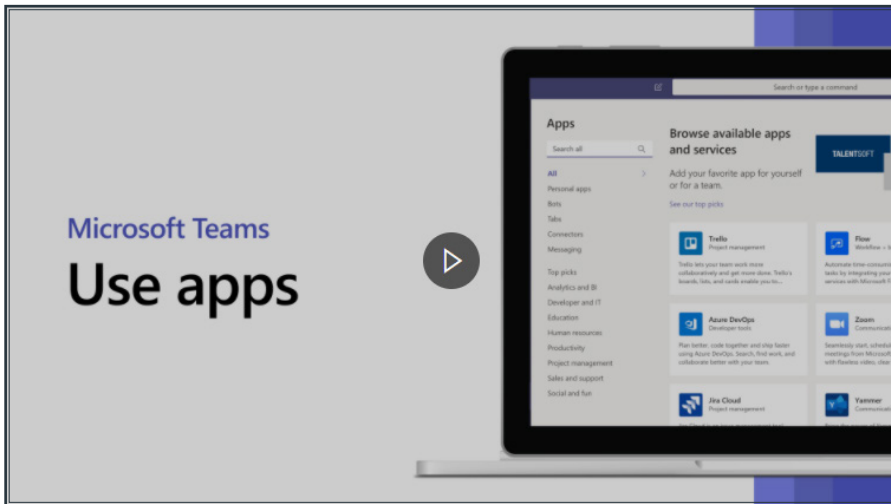


Choose a window to share that specific program and its content, or select **Desktop** to share everything on your screen. The other participants in the chat will receive a notification asking them to accept your screen share. Once they do, they'll be able to see your screen and continue the chat.

When you're done sharing, go to your meeting controls and select **Stop sharing**.

Note: Linux users can't share screens in a Teams chat at this time

Explore Apps and Tools



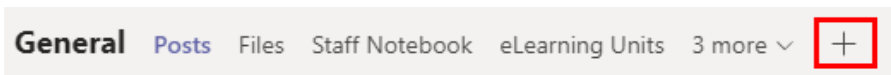
[Here is a short view overview on the use of apps within Microsoft Teams](#)

Apps let you do more in Microsoft Teams. They can show up in several places, depending on what they do and how they've been built. **For example, you will be able to use the website app to show your moodle course within your class Channel.**

Apps in tabs

Apps can be used in channels or chats.

1. Select the + plus sign next to the tabs.



2. Select the type of app you want or **Search**.

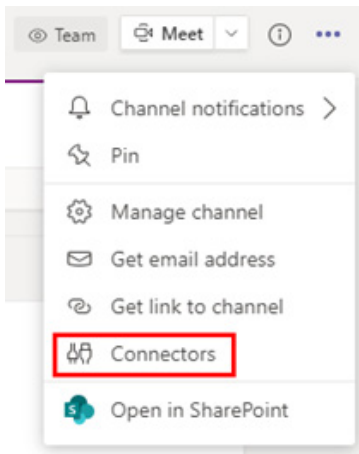
Apps in messages

1. Select **More options** **...** under the message box, choose an app, and select **Add**.




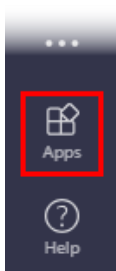
Apps as connectors

1. Are there certain notifications that are useful to the whole channel? Go to the channel you want, select **More options** **...** > **Connectors**, and choose an app. Then you'll be prompted to configure notifications.




All Apps

Looking for all apps? Select **Apps**  on the left-hand side, and browse for the app available to your organization. Some require subscriptions or signing-in.

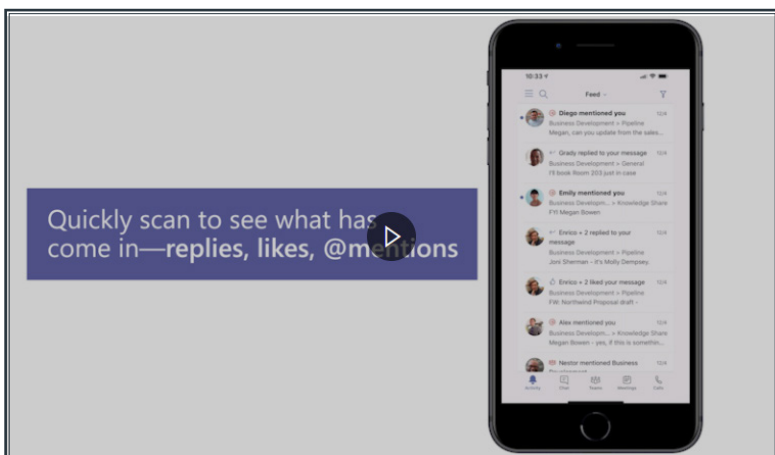


Want more?

-  [Five things to know about Apps.](#)
-  [Apps and services Settings and options.](#)



4. Download Microsoft Teams App

Teams on the go - Download the App to your Mobile Device



[Here is a short video overview on viewing the activity feed in the app.](#)

Your Activity feed is a summary of everything that's happened in the team channels you follow. You can get caught up with everything fast.

1. Select **Activity**  to see your Activity feed.
2. Bold messages have not been read. Select any to read the message.
3. Select the back arrow to return to the Activity feed.
4. Select **Filter**  to show only certain types of messages such as unread messages, @mentions, replies, and likes.

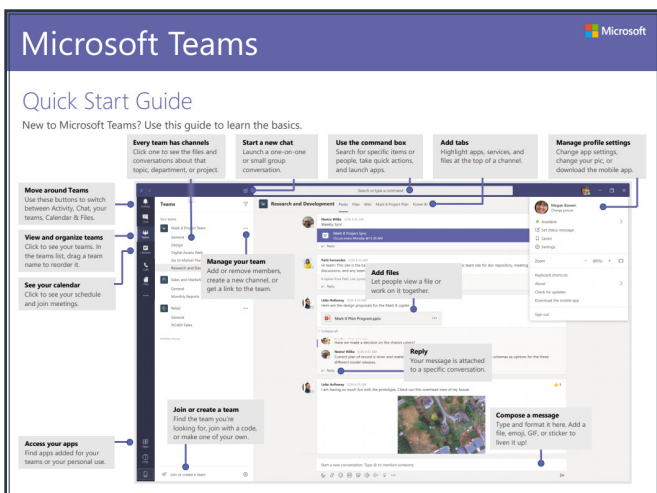
Want more?



[Microsoft Teams help](#)

[Explore the Activity feed in Teams](#)

Teams Downloadable Guide - [Click for a downloadable pdf guide to TEAMS](#)



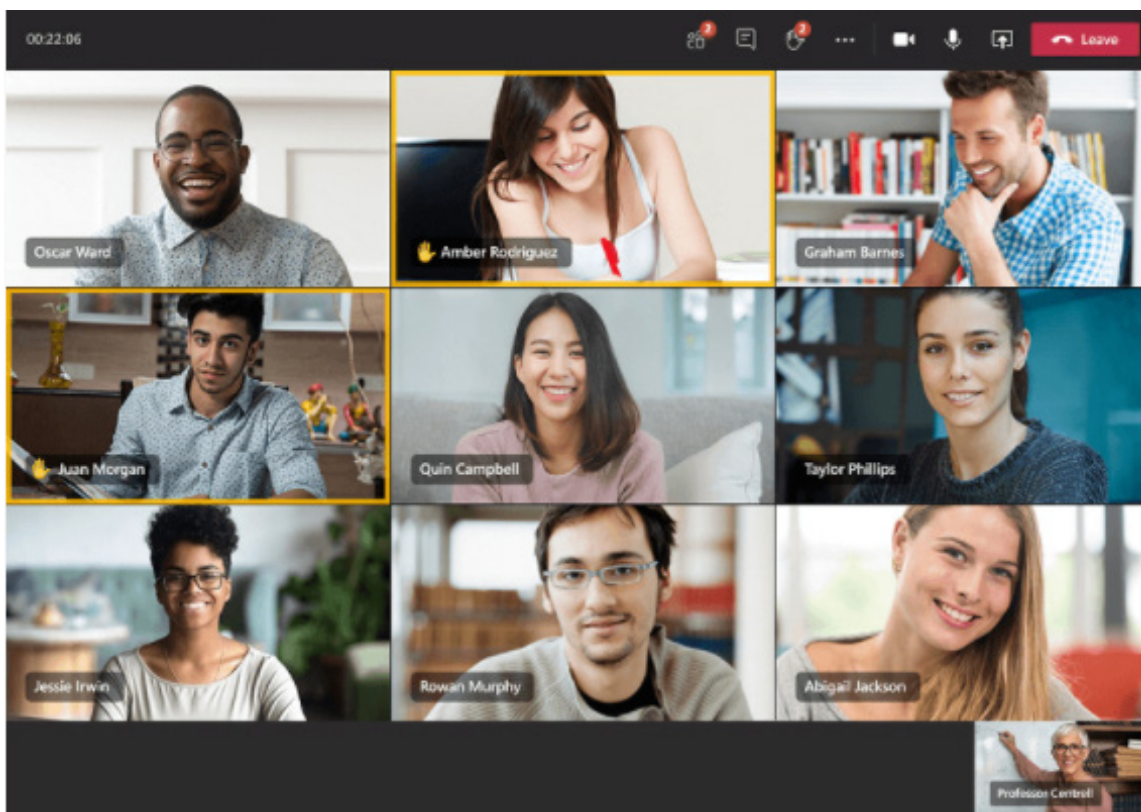
5. Useful Hints, Tips and Tools

WCS Centre of Learning Technologies -  CoLT www.wcscolt.com – updated regularly with useful resources. Sign up to the [Blog \(News, Hints and Tips\)](#) to receive these directly into your inbox.

[Resource Bank for Online/Blended Delivery from College Development Network \(CDN\)](#)

[Making the Transition to remote learning – resources from Microsoft](#)

Note: In West College Scotland ICT will create Teams for you.



Notes
