

Microsoft Teams

Sponsored Programs

BOSTON
UNIVERSITY

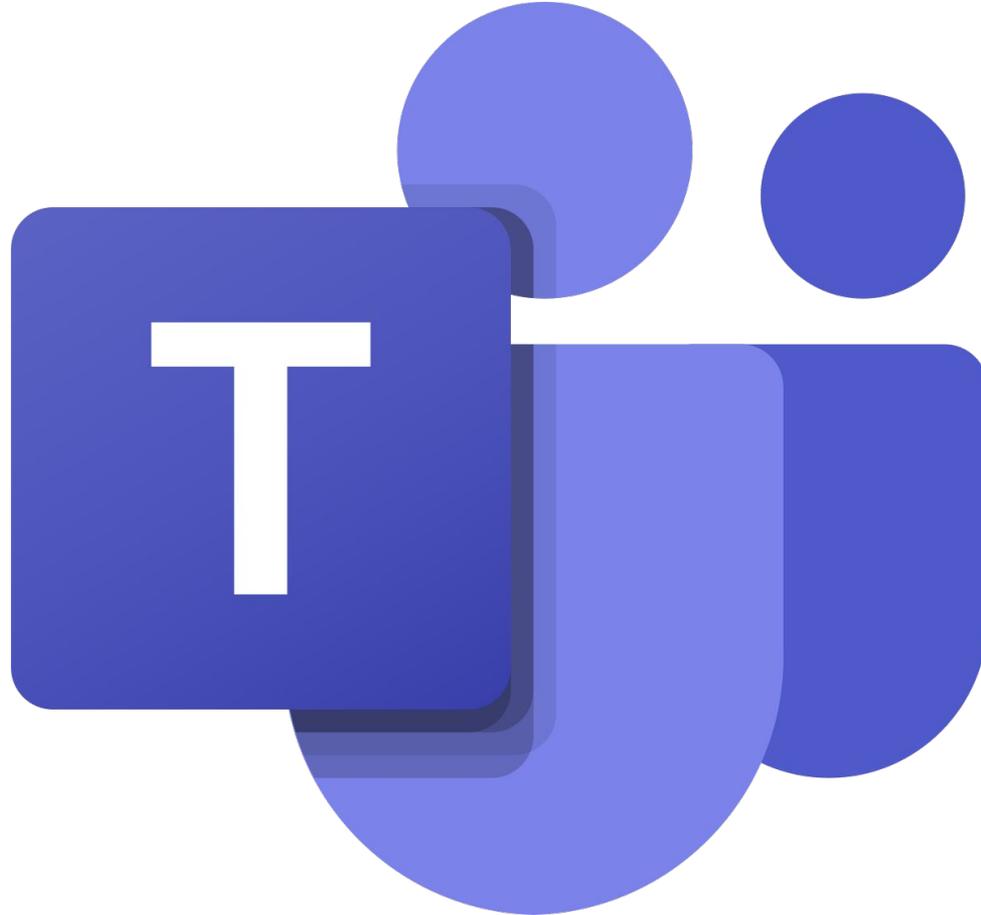
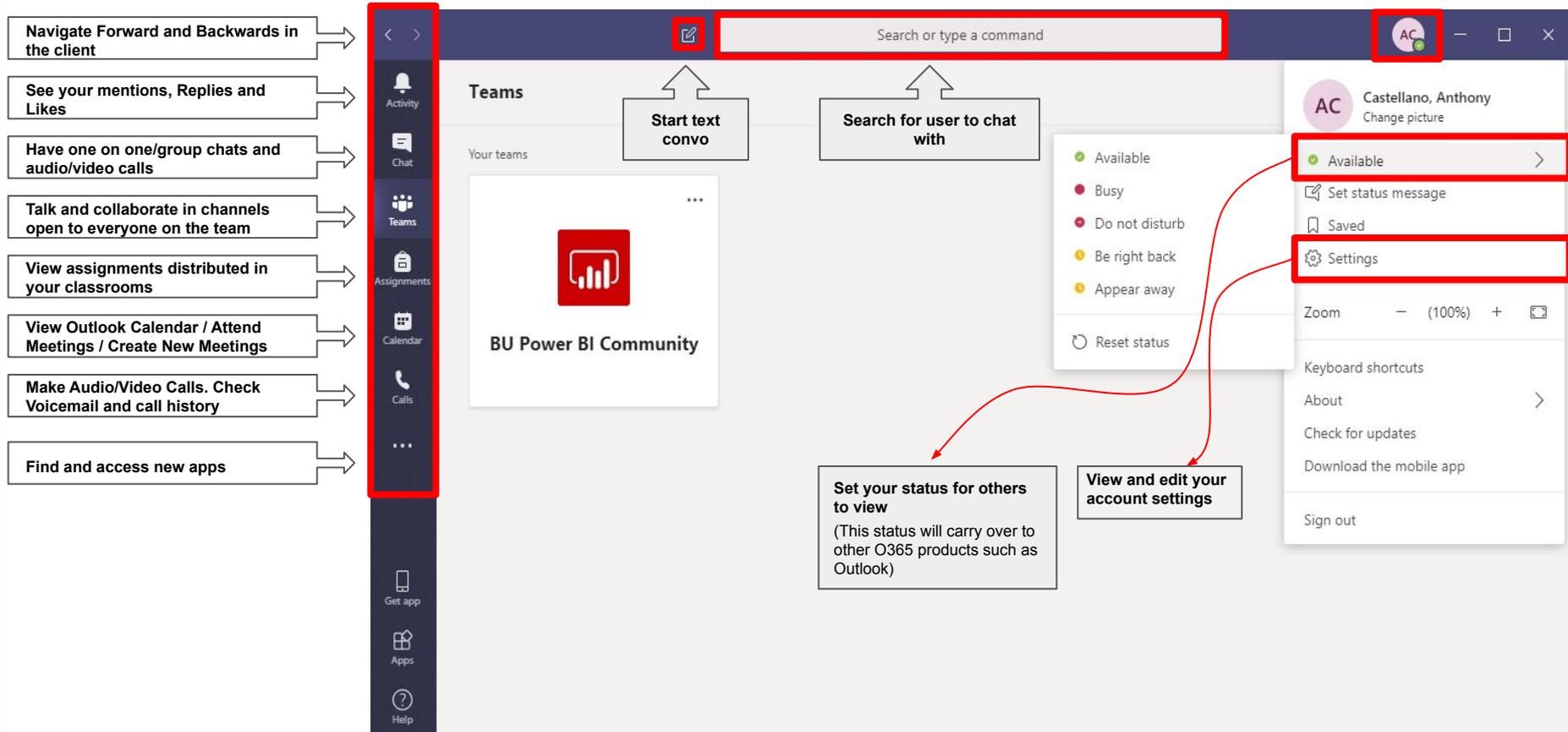


Table of Contents

1. Navigating Microsoft Teams Client
2. Intro to the Chat Screen
3. Calls Options
4. Calls Settings
5. Scheduling Meetings
6. Joining Meetings / Functionality
7. Meetings Functionality cont.
8. Other Tips and Tricks
9. Other Tips and Tricks cont.

Navigating Microsoft Teams Client



The screenshot shows the Microsoft Teams client interface with several callouts and a settings menu open. The interface includes a top navigation bar with a search bar and a user profile icon. The main area displays a team named "BU Power BI Community" with a "Start text convo" button and a "Search for user to chat with" button. A status menu is open for the user "Castellano, Anthony", showing options like "Available", "Busy", "Do not disturb", "Be right back", "Appear away", and "Reset status". The "Settings" option is highlighted in the menu.

Navigation Callouts:

- Navigate Forward and Backwards in the client
- See your mentions, Replies and Likes
- Have one on one/group chats and audio/video calls
- Talk and collaborate in channels open to everyone on the team
- View assignments distributed in your classrooms
- View Outlook Calendar / Attend Meetings / Create New Meetings
- Make Audio/Video Calls. Check Voicemail and call history
- Find and access new apps

Status and Settings Menu:

- Available
- Busy
- Do not disturb
- Be right back
- Appear away
- Reset status
- Settings
- Zoom (100%)
- Keyboard shortcuts
- About
- Check for updates
- Download the mobile app
- Sign out

Additional Callouts:

- Start text convo
- Search for user to chat with
- Set your status for others to view (This status will carry over to other O365 products such as Outlook)
- View and edit your account settings

Intro to the Chat Screen

Initiating a Chat/Call

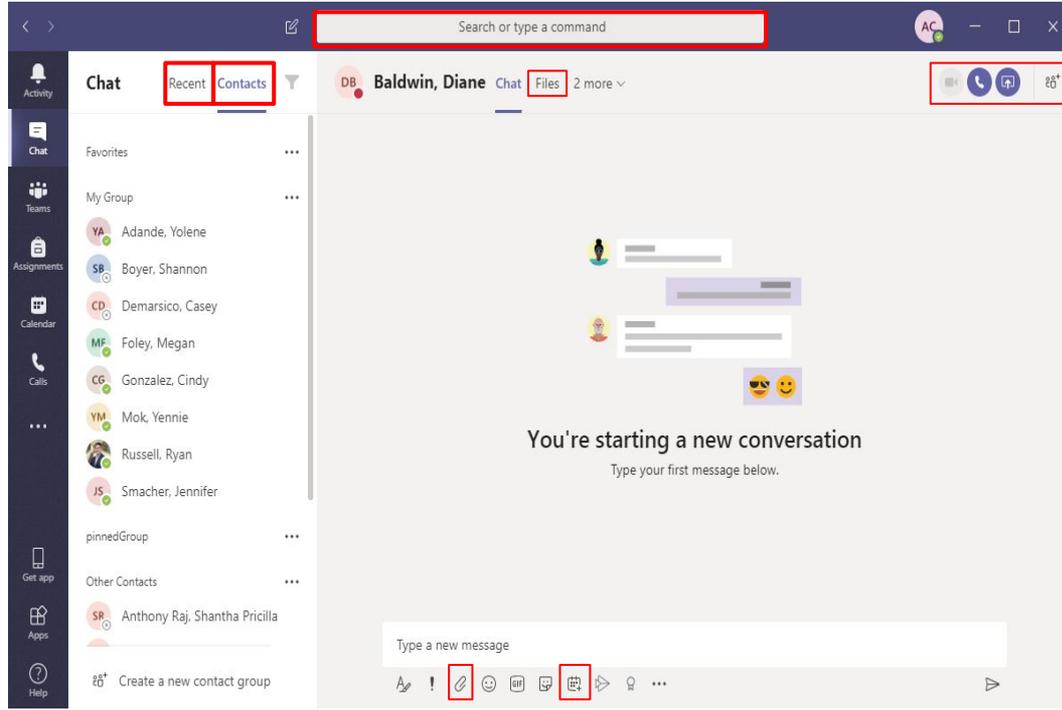
1. Search name in the search bar
2. Click name in “Recent” section
3. Click name in “Contacts” section

Shared files within a chat

- A. Upload a new file to chat
→ *click* 
- B. View past uploads
→ *click* “Files”

Schedule a teams meeting with users in chat

- *click* 



To add others to the chat

- *click* 

To screen share with users in chat

- *click* 

To Audio call users in chat

- *click* 

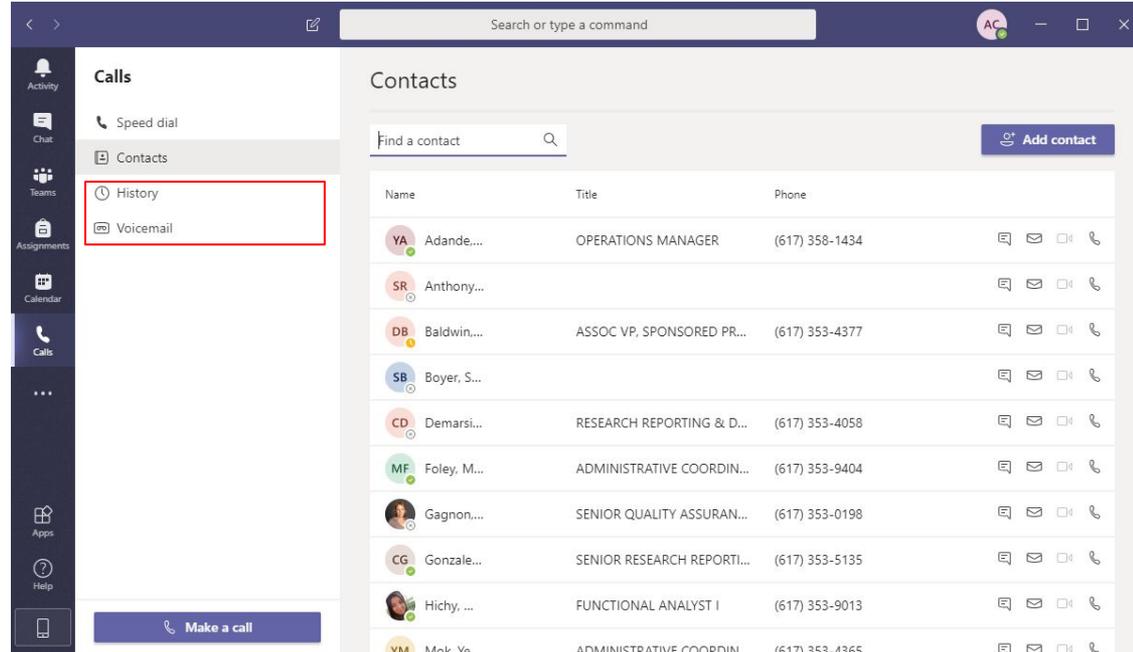
To Video call users in chat

- *click* 

*****Note: All users listed in chat will be included in all actions conducted in chat-- this includes calls, screen share, etc...**

Calls Options

- Calls can be made in several places through Teams. Therefore it **isn't necessary to navigate to the "Calls" tab to initiate a call**. One of the 3 methods listed in the previous slide are just as suitable.
- The "Calls" tab is most useful to view the-
 - **History**- a log of all your past incoming and outgoing calls
 - **Voicemail**- all listened/unlisted voice messages



The screenshot shows the Microsoft Teams interface. On the left, the 'Calls' tab is selected, displaying options for Speed dial, Contacts, History, and Voicemail. The 'History' and 'Voicemail' options are highlighted with a red box. Below these options is a 'Make a call' button. On the right, the 'Contacts' list is visible, showing a search bar and a table of contacts with columns for Name, Title, and Phone. The table contains the following data:

Name	Title	Phone
YA Adande...	OPERATIONS MANAGER	(617) 358-1434
SR Anthony...		
DB Baldwin...	ASSOC VP, SPONSORED PR...	(617) 353-4377
SB Boyer, S...		
CD Demarsi...	RESEARCH REPORTING & D...	(617) 353-4058
MF Foley, M...	ADMINISTRATIVE COORDIN...	(617) 353-9404
Gagnon, ...	SENIOR QUALITY ASSURAN...	(617) 353-0198
CG Gonzale...	SENIOR RESEARCH REPORTI...	(617) 353-5135
Hichy, ...	FUNCTIONAL ANALYST I	(617) 353-9013
VM Mnk Ya	ADMINISTRATIVE COORDIN	(617) 353-4365

Calls Settings



AC Castellano, Anthony
Change picture

Available

Set status message

Saved

2 Settings

Settings

- General
- Privacy
- Notifications
- Devices
- Permissions

3 Calls

4

Call answering rules

Choose how you want to handle incoming calls.

Calls ring me Forward my calls

If unanswered

Voicemail

Voicemails will show in the calling app with audio playback and transcript.

[Configure voicemail](#)

Ringtones

Choose a ringtone for incoming calls

Calls for you

Accessibility

Turn on TTY to use text to communicate over the phone line. To get this working, be sure to connect a TTY device.

Turn on TTY mode

The “Calls” setting screen presents several options for users, most importantly **voicemail settings**

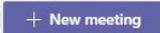
- Select unanswered options-
 - Go to voicemail
 - Do nothing (do not go to voicemail)
- You can also configure a personal voicemail message

*****Note: Don't forget when making calls that users can have a voicemail. If you don't wish to leave a voicemail, remember to hang up the call!**

Scheduling Meetings

Meetings can be created in Outlook, but also in teams. **All meetings schedule in teams will show up on your outlook calendar and all outlook meetings will appear in your teams calendar.**

Meetings can be **impromptu, started from the chat screen** as previously noted or they can be **scheduled in:**

- **Teams** in the “Calendar” tab by clicking 



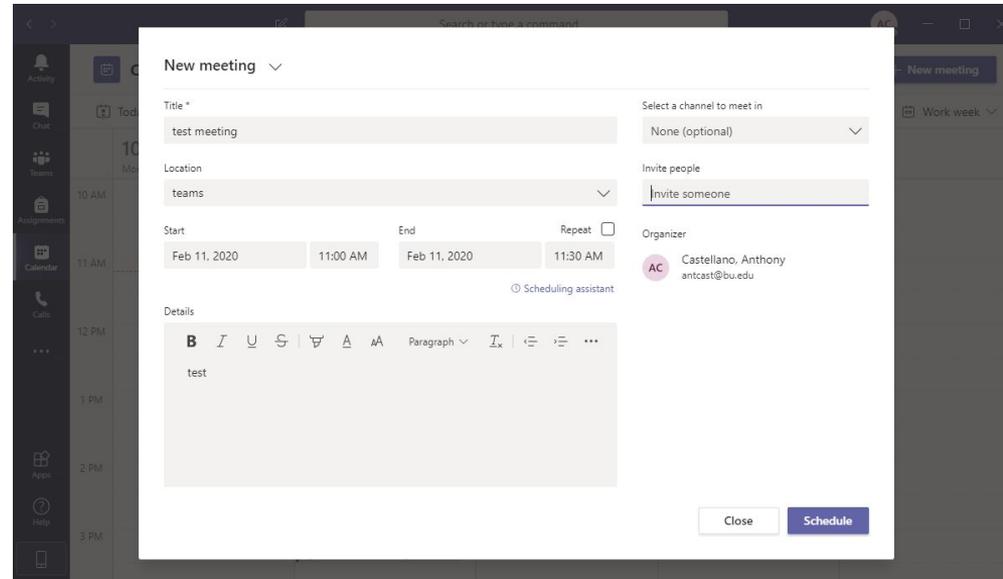
- **Outlook** by clicking  in the top ribbon in the “Meeting Occurrence” tab when scheduling a meeting
 - *Text similar to below will be placed at the bottom of your meeting invite:*

[Join Microsoft Teams Meeting](#)

+1 857-327-9109 United States, Boston (Toll)

Conference ID: 298 102 359#

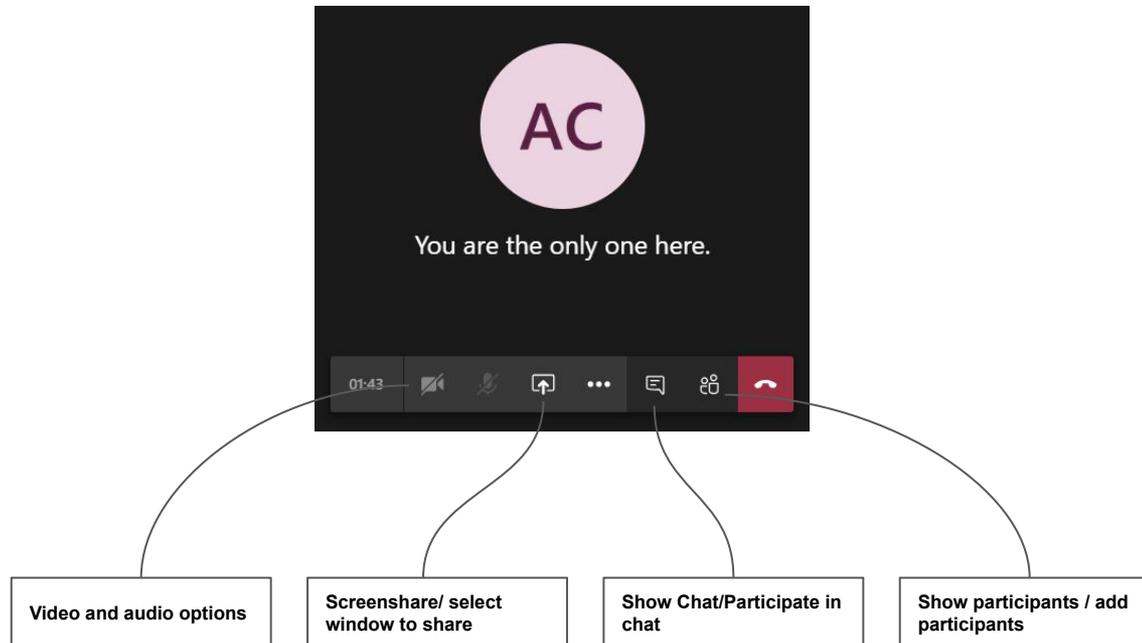
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams | Meeting options](#)



Joining Meetings / Functionality

Meetings can be joined by clicking the “[Join Microsoft Teams Meeting](#)” link in the meeting invitation in either the Outlook or Teams calendar

Once joined, Meetings have several functions that can be utilised



Meetings Functionality cont.

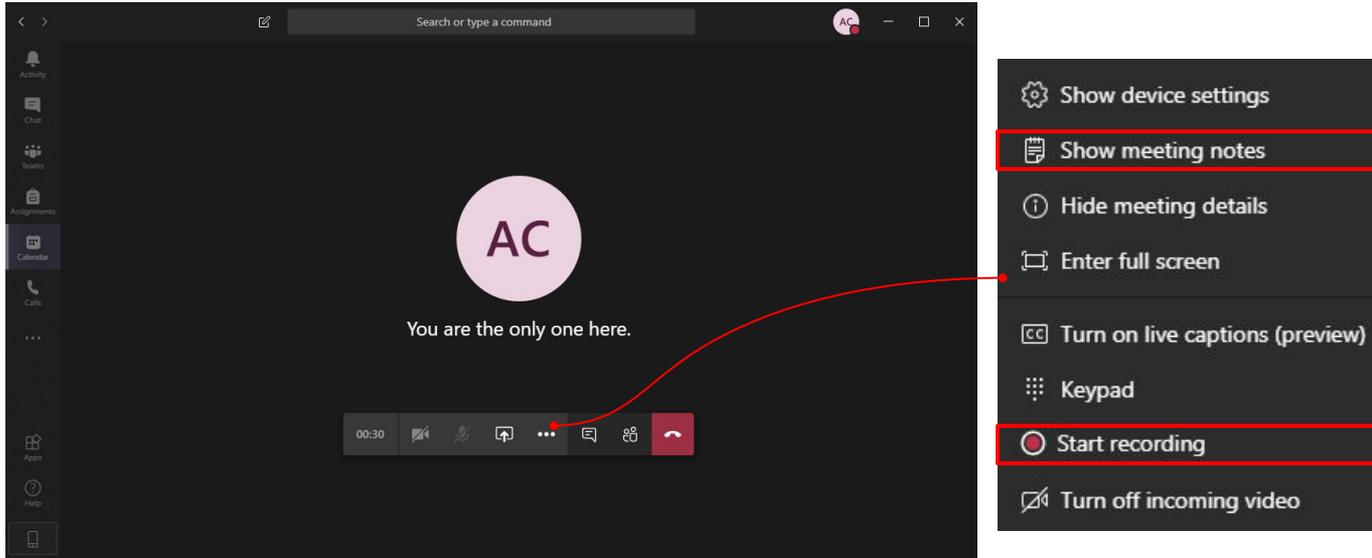
Some other useful features of teams meetings are-

Recording:

Meetings will be saved from one “Start Recording” is selected until end of meeting or “Stop Recording” is selected

Meeting Notes:

Collaborative space for attendants to record information



*****Note:** Both the Meeting Notes and Recording will be saved in the meeting itself. To view these files, go to the calendar and select the respective meeting. They both will be saved in the “Chat” section of the meeting

Other Tips and Tricks

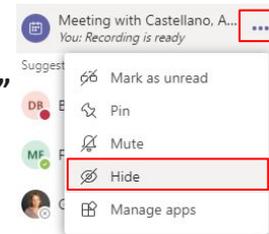
- Utilize the **search bar** atop the client to start and find chats. It **reduces navigation** and much of teams functionality can be accessed on the chat screen



- Click the **Triangle symbol** next to menus to **toggle whether to hide or show the menu**



- You can **remove chats** in the “Recent” section of the chats tab by: **Hovering over the chat -> click “...” -> click “Hide”**



Other Tips and Tricks cont.

- When **in a meeting**, be sure to set your status to **“Do Not Disturb”** to not receive notifications during your presentation

