



Teams

Instructor Guide

EVALUATION ONLY

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Getting Started

Microsoft Teams is a communication and collaboration tool, part of the Office 365 suite, that you can use to work with other people in your organization. You can chat one-on-one or in groups, participate in meetings and group calls, and share and collaborate on files.

In this module, you'll learn how to get started with Teams. You'll learn how to sign in and out of Teams and learn the different parts of the Teams screen. You'll also learn how to view activity relevant to you and how to update your status.

Objectives

- Sign In and Out
- Understand the Screen
- View Activity
- Change Your Status

Sign In and Out

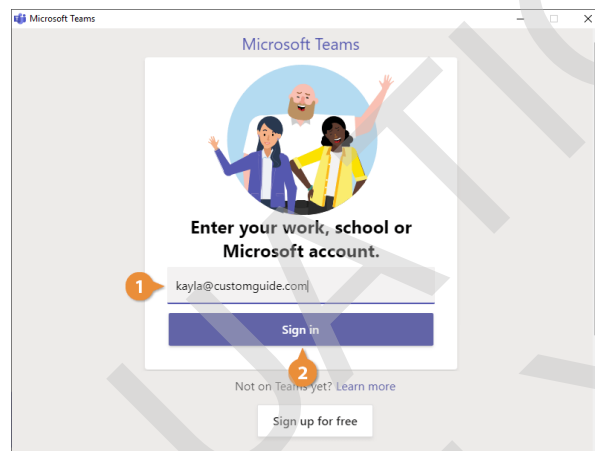
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Practice File: None.

The first step to getting started with Teams is signing in. You'll use the same email address and password that you use for the rest of Office 365 to sign into Teams.

Sign In

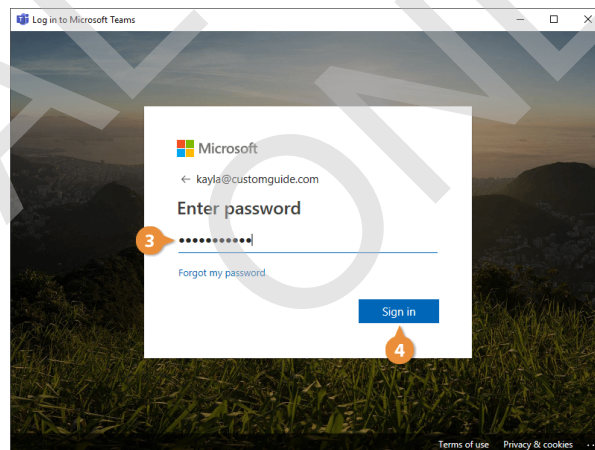
- 1 Enter your email address in the **Sign-in address** field.
- 2 Click **Sign in**.
- 3 Enter your password in the password field.
- 4 Click **Sign in**.

Once you're signed in, you can chat with your colleagues, participate in group conversations, hold meetings, and share files.



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1. Enter your email address in the Sign-in address field.
2. Click Sign in.
3. Enter your password in the password field.
4. Click Sign in.

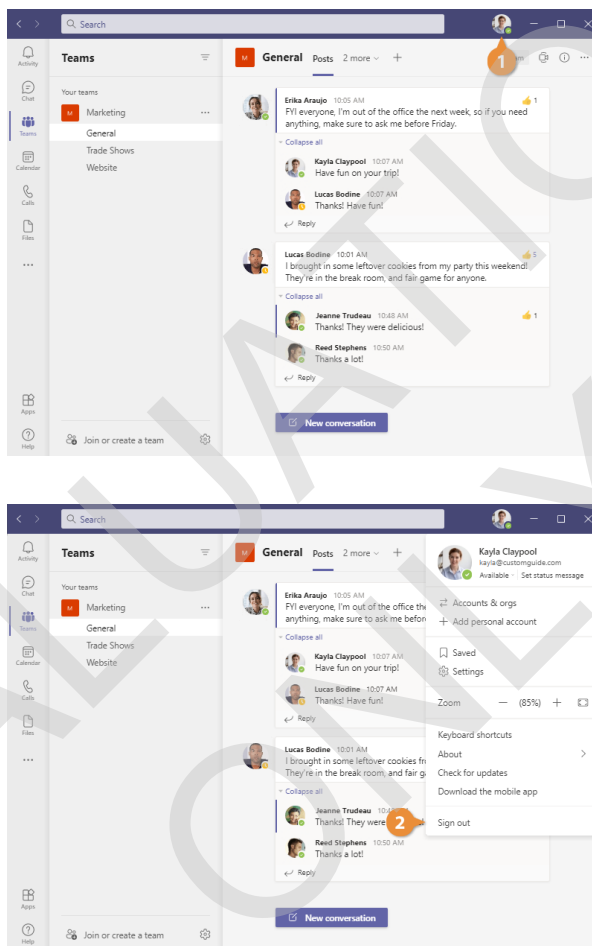


Sign Out

If you need to sign out of Teams—for example, if you're on a shared computer—just closing the program won't automatically sign you out.

- 1 Click the account icon in the upper right.
- 2 Select **Sign out**.

You're signed out as the Sign In screen reappears.

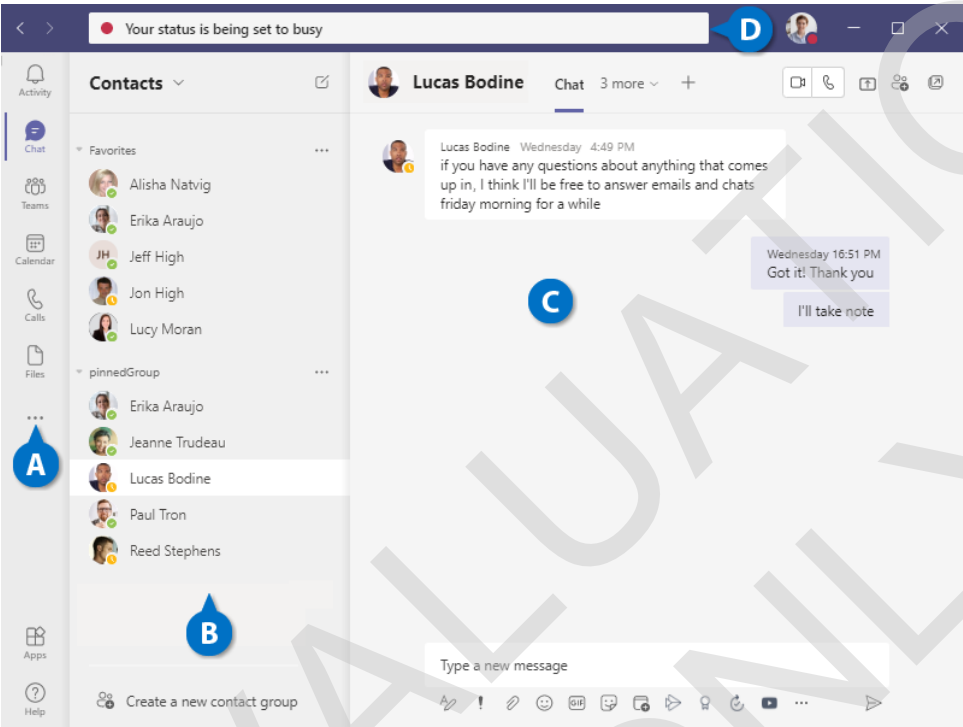


Commented [IG3]:

1. Click the account icon in the upper right.
2. Show students the Sign out option (no need to actually sign out).

Understand the Screen

The Teams window has several main screen elements that you can use, no matter which view you're in.



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Practice File: None.

Point out the main areas of the Teams interface for your students.

A	App Bar: This is where you can switch between the six main views—Activity, Chat, Teams, Calendar, Calls, and Files. You can also add other apps to Teams and access them here.	C	Content Pane: This is where your chat conversation with your contacts is displayed.
B	List Pane: Depending on which view you're in, this will display a list of teams, chats, contacts, or other categories of information.	D	Command Box: This is where you can search for a contact, team, meeting, or anything else in Teams.

View Activity

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Practice File: None.

The Activity Feed is one of the views available on the App bar. It's where you can quickly view other people's recent activity that's relevant to you, as well as your own recent activity.

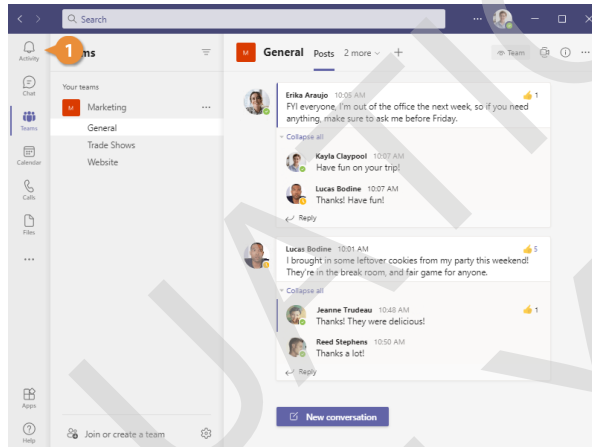
View the Activity Feed

- 1 Click the **Activity** button on the App bar.

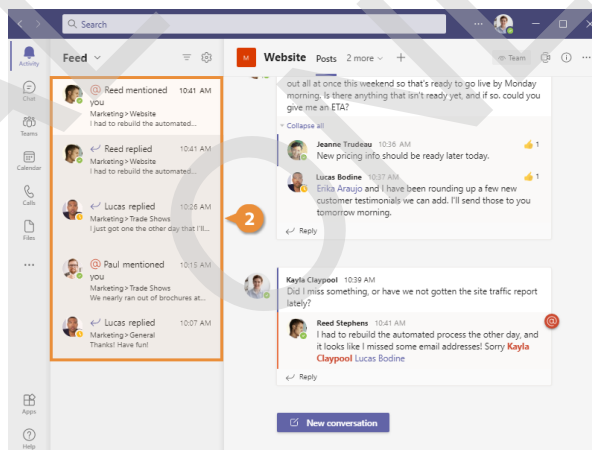
When you first open the Activity view, it will display the Activity Feed. This feed displays all sorts of notifications involving you, such as @ mentions in team discussions, replies to threaded conversations, likes on messages, and missed calls and voicemails.

- 2 Click an item in the Activity feed to display it.

When you select an item in the Activity Feed, that item's chat or channel is displayed in the Content pane.



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1. Click the Activity button on the App bar.
2. Click an item in the Activity feed to display it.

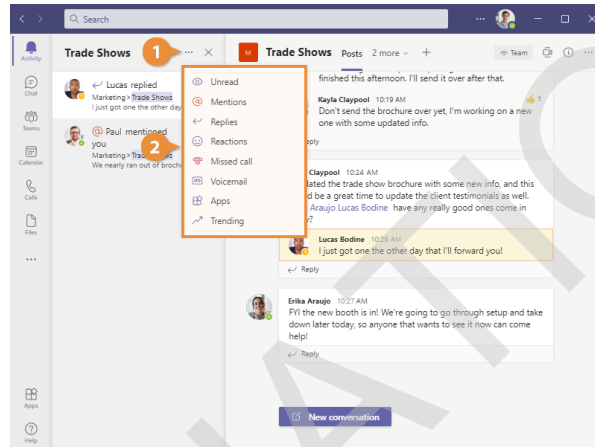


Filter the Activity Feed

If you have a lot of items in the Activity Feed, you can narrow down what it shows by filtering it.

- 1 Click the **Filter** icon.
This menu shows the different types of activity that will appear in the feed.
- 2 Select a type of activity.
The Activity Feed is filtered, so that only the selected type of activity appears.
- 3 Click a filter to clear it.

When you clear a filter from the Activity Feed, all types of activity will be shown again.



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1. Click the Filter icon.
2. Select a type of activity.
3. Click a filter to clear it.

View Your Activity

You can also use the Activity view to display only the most recent Teams activity made by you.

1 Click the **Feed** list arrow.

2 Select **My Activity**.

Now, you can browse through the comments, replies, and the other activity that you've been up to lately.

3 Click an item to display it.

When you click an item in this feed, the Content pane displays the chat or channel that activity took place in.



Commented [IG8]:

1. Click the Feed list arrow.
2. Select My Activity.
3. Click an item to display it.

Change Your Status

Commented [IG9]:
Practice File: None.

Your status gives other Teams users an at-a-glance indication of whether you're available to chat, busy in a meeting, or just temporarily away for a few minutes.

You can see your current status represented by an icon next to your profile picture in the upper-right corner. By default, your status is listed as "Available." Teams will automatically change your status when you're idle, in a meeting, or on a call.

Set a New Status

1 While Teams will automatically change your status when you're busy or away, you can also manually set it. Click your profile picture in the upper right.

2 Click your current status.

A status menu appears, with several statuses to choose from.

3 Select a new status.

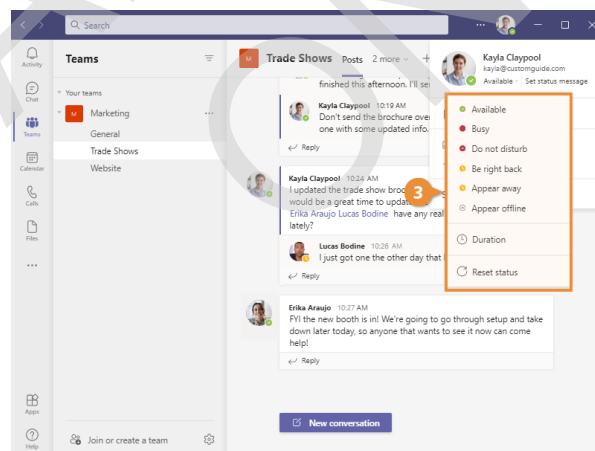
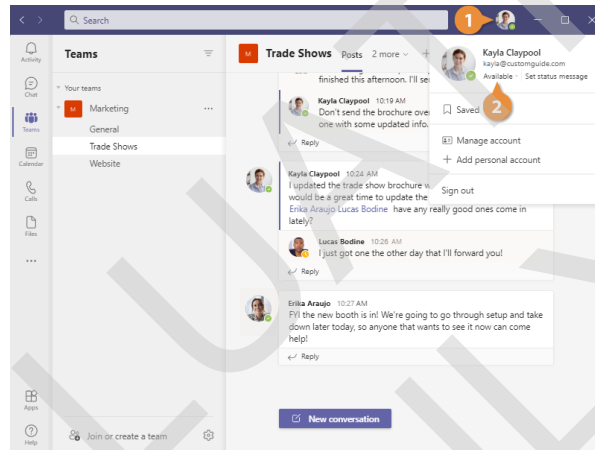
✓ **Available** means you are online and available to meet or chat.

● **Busy** indicates that you are online but occupied by a call or meeting. Notifications will still appear.

⊘ **Do Not Disturb** means that you are online, but do not want to be disturbed. Notifications will be hidden.

⌚ **Be Right Back** means that you have stepped away for a few minutes and will return shortly.

⌚ **Appear Away** will make it look like you are away from your computer, allowing you to work and respond to messages later.



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Explain to students that while Teams will automatically change your status to Away when you're idle or Busy when you're in a Teams meeting or call, you can also manually set it.

1. Click your profile picture in the upper right.
2. Click your current status.
3. Select Busy.

Note: Manually setting your status will prevent Teams from automatically setting it based on your activity.

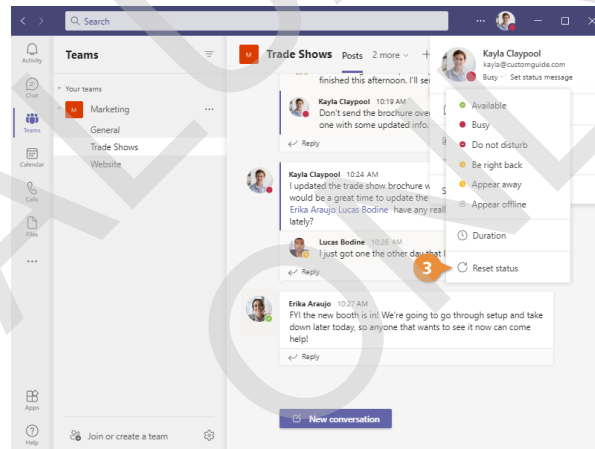
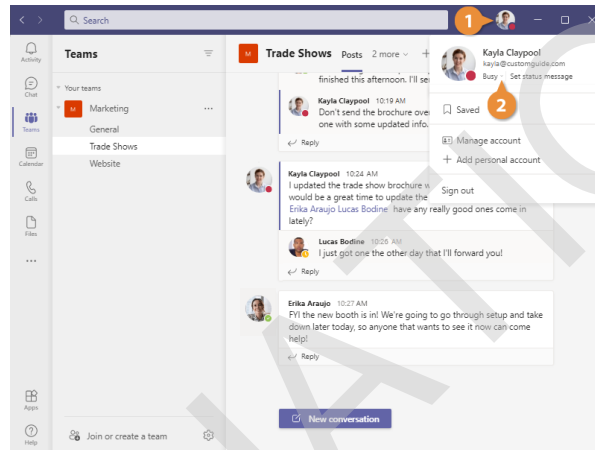
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Reset Your Status

Once you no longer need the status that you have manually set, you can reset it so that Teams will resume automatically setting it.

- 1 Click your profile picture in the upper right.
- 2 Select your current status.
- 3 Select **Reset status**.

Your status is reset to Available and will change automatically based on your activity.



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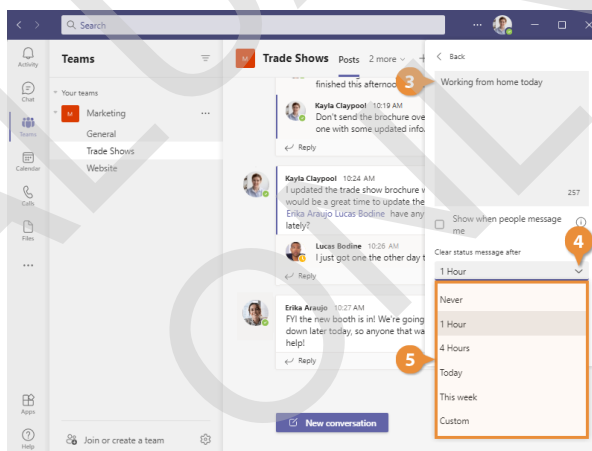
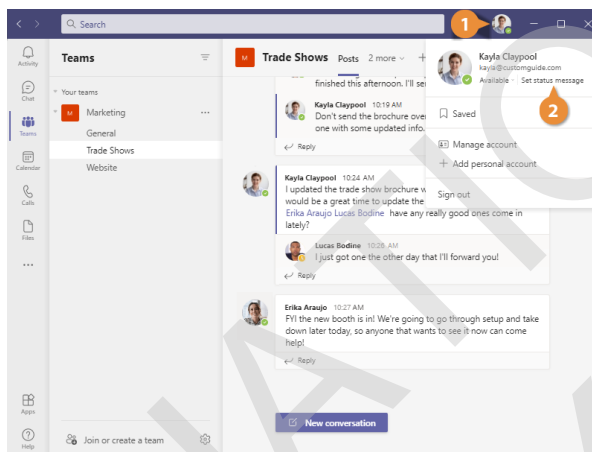
1. Click your profile picture in the upper right.
2. Select your current status.
3. Select Reset status.

Set a Status Message

You can also set a custom status message to provide some extra information to your colleagues—for example, if you're working from home instead of the office.

- 1 Click your profile picture in the upper right.
- 2 Select **Set status message**.
- 3 Enter a message in the text field, such as "Working from home today."
- 4 Click the **Clear status message after** list arrow.
- 5 Select when you want the status message to expire.

You can select one of the automatic options or select **Custom** and set another time. You can also select **Never** to keep your status until you clear it.



Commented [IG12]:

1. Click your profile picture in the upper right.
2. Select Set status message.
3. Enter a message into the text field, such as "Working from home today."
4. Click the Clear status message after list arrow.
5. Select Today so the status message will expire after today.
6. Click Done.

6 Click **Done**.

The custom status message is set.

Tip: To clear a custom status manually, click your profile picture in the upper right and click the **Delete this status message** button.

