



# Microsoft Teams

A Look Inside



# Welcome

Tool Time Tuesdays – Session 19

- Shelita Kimble | Sr. Systems Analyst | Education and Training
- Research Medical Library  
[www.mdanderson.org/library/RML-Help@mdanderson.org](http://www.mdanderson.org/library/RML-Help@mdanderson.org)

## Teams

- Office 365 Hub
- Meet, Chat, Call, Video Conferencing
- Collaborate

# What is Teams?

Internal Collaboration Tool



Calendar

Schedule and share meeting and event times



OneDrive

Store, access, and share your files in one place



Planner

Create plans, organize and assign tasks, share files



PowerPoint

Design professional presentations.



Teams

The customizable, chat-based team workspace i...



# Getting There

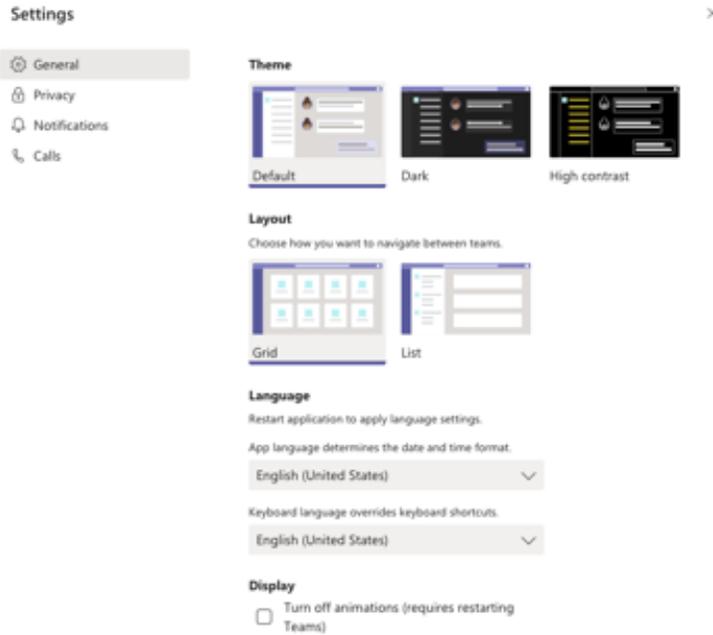
[Office.com](https://office.com)

- Office 365 portal
- Microsoft Teams Desktop App

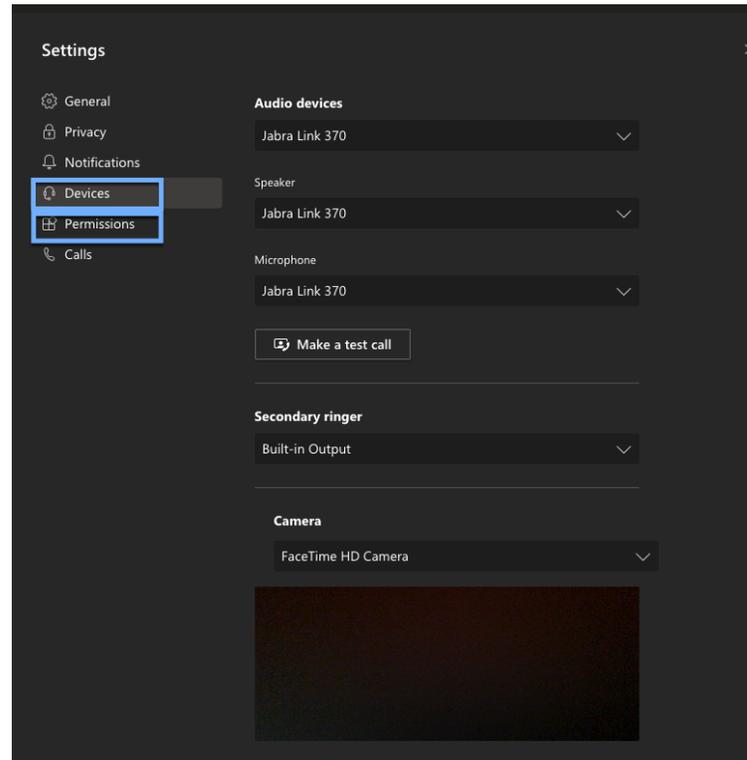
# Personalize

## Workspace

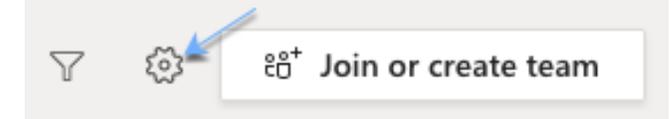
### Office.com



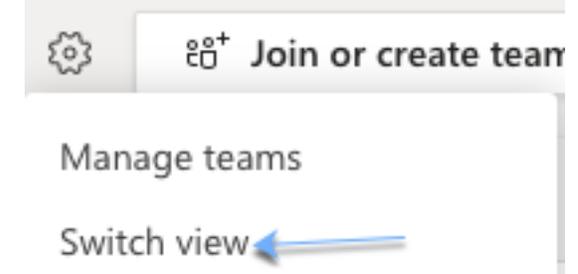
### MS Teams Desktop App



- Click the spoke in the right corner

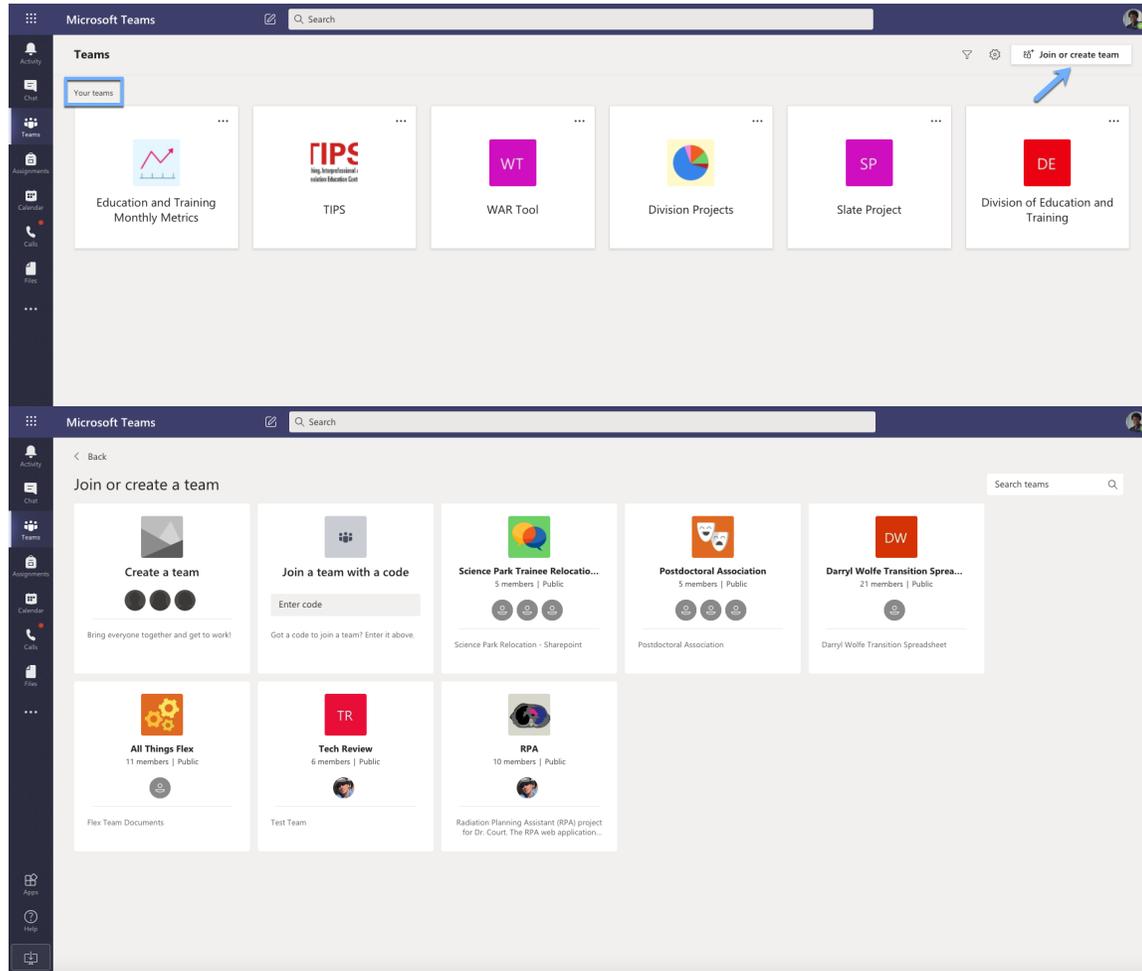


- Select Switch View



- Devices and Permissions available on the desktop version

# Creating | Joining a Team



- A team is the hub for a project, group of people, tools etc.
- List of teams
- Create a Team
  - Select Type
  - Enter Name and Description
  - Determine Private or Public
- Join a Team
  - Teams that have been made public within MD Anderson

# Manage Team

## Menu

The screenshot displays the Microsoft Teams interface. On the left, a context menu is open over a team card, with the 'Manage team' option highlighted by a blue box. The menu items are: Hide, Manage team, Add channel, Add member, Leave the team, Edit team, Get link to team, Manage tags, and Delete the team. The main interface shows the 'Division of Education and Training' team page. The 'Members' tab is active, displaying a search bar and an 'Add member' button. Below this, there is a table of team members:

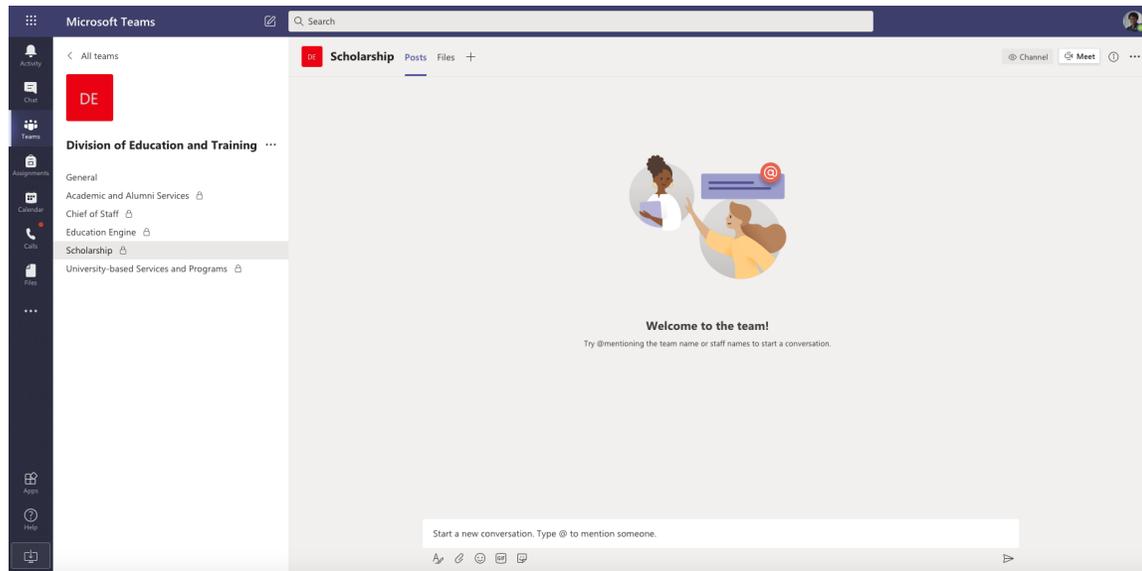
Owners (1)				
Name	Title	Location	Tags	Role
Kimble, Shelita Y	Sr Systems Analyst	1MC17.2238		Owner

Below the owners table, there is a section for 'Members and guests (0)'. The left sidebar shows navigation options: Calendar, Calls, Files, and Apps.

- Add/View Members
- View/Approve Pending Requests
- Add/Manage Channels
- Team Settings
- Analytics
- Apps

# Manage Team

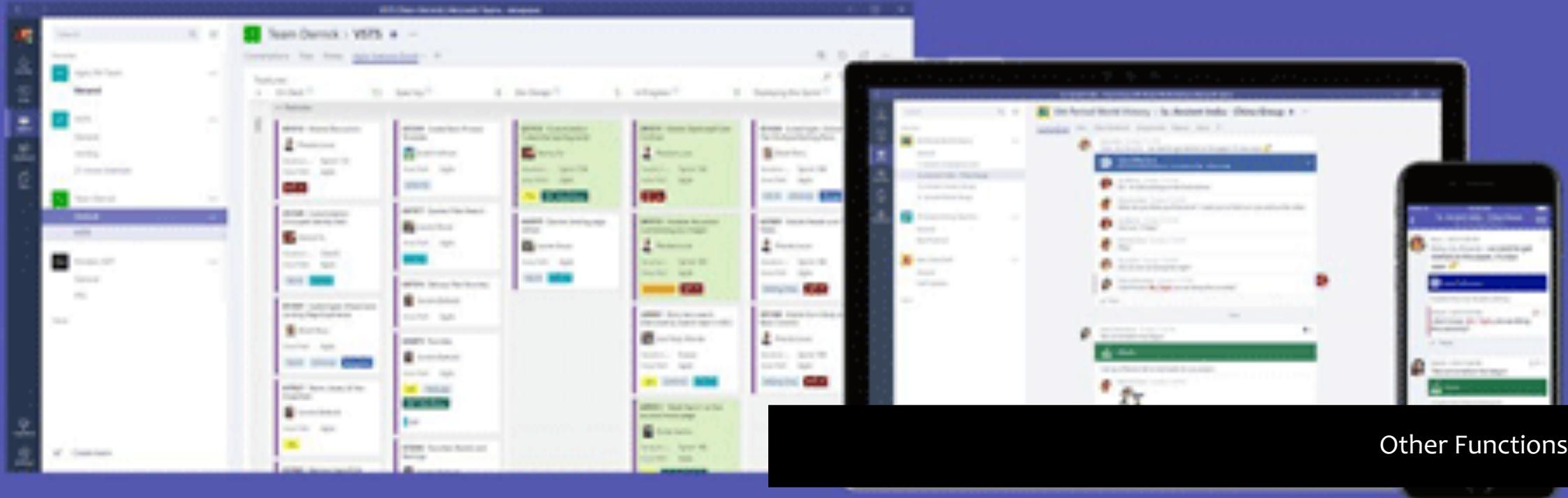
## Channels



- Sections inside the team for specific topics, departments, groups, etc.
- Post questions
- Share Files
- Access
  - Private
  - Public



# Microsoft Teams



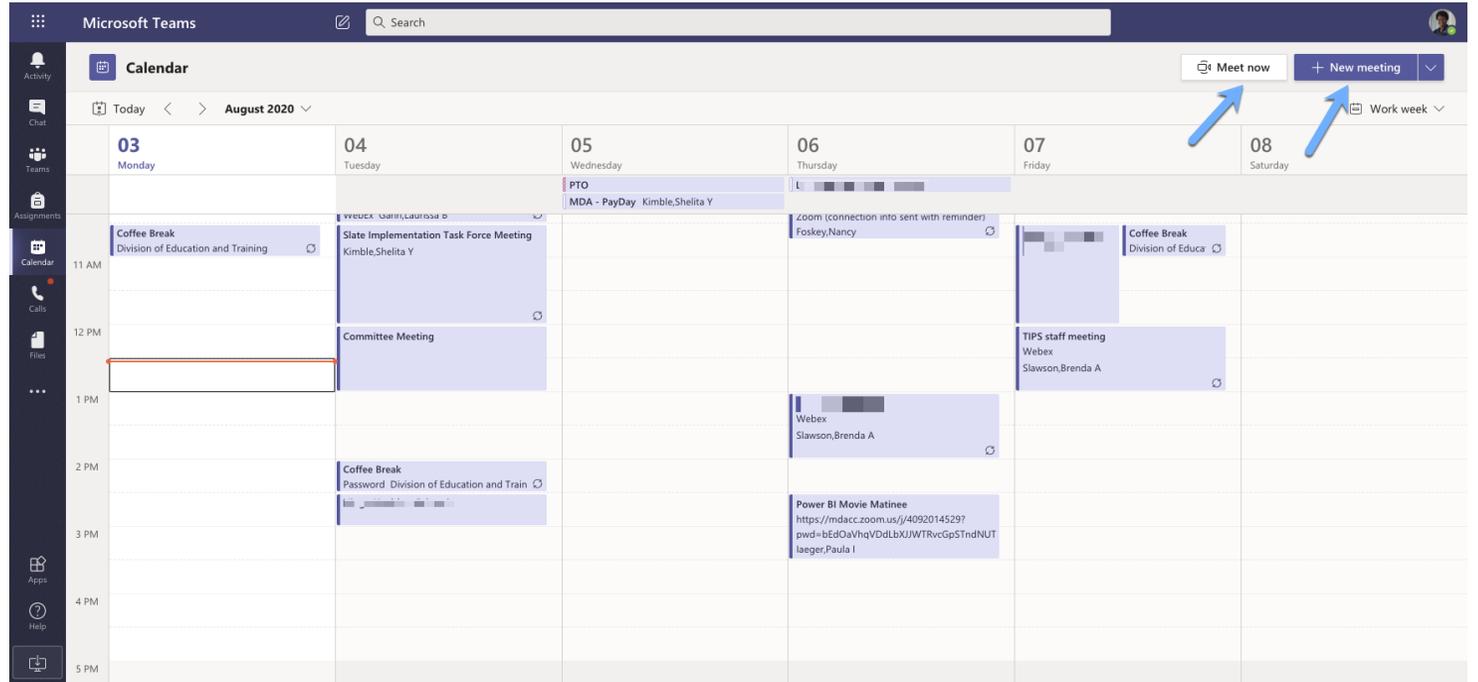
Other Functions

# Calendar

Syncs with Outlook Calendar

Schedule Meetings

Start an Instant Meeting



# Calls

Setup Speed Dial

View Suggested Contacts

Listen | Read Voicemail

The screenshot shows the Microsoft Teams interface with the 'Calls' sidebar on the left and the 'Voicemail' pane on the right. The 'Voicemail' pane displays a list of voicemails with columns for Name, Duration, Date, and Time. One voicemail is selected, showing a play button and a transcript.

Name	Duration	Date	Time
[Redacted]	12s	5/20/20	4:12 PM
[Redacted]	12s	4/16/20	3:20 PM
Hi this is Diaz, sorry I missed you as he could give me a call back. Have some IT question for you. Thank you bye.You received a voice mail from [Redacted] Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.Set Up Voice Mail			
+1 281-701-7250	11s	4/3/20	11:15 AM
<b>PM Mangahas,Paolo M</b>	<b>23s</b>	<b>3/27/20</b>	<b>9:36 AM</b>
+1 646-346-9636	10s	3/25/20	2:10 PM
+1 713-557-3230	1m 4s	3/6/20	1:25 PM
(254) 404-7189	44s	2/6/20	9:00 AM
(800) 251-8736	9s	1/28/20	3:16 PM
(512) 649-0808	20s	1/8/20	10:43 AM
(202) 203-4403	1s	1/13/20	1:22 PM

# Files

Link to One Drive Storage

Link to Box Storage

Separate files by Channels

The screenshot shows the Microsoft Teams interface with the 'Files' tab selected. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a list of files with columns for Type, Name, Modified, Modified by, Location, and a refresh icon. A search bar is visible at the top right of the interface.

Type	Name	Modified	Modified by	Location	
Excel	RFP Questions_04.04.2020.xlsx	7/31/20	Harden,Zera E	/teams/SlateProject/Shared Documents	...
Word	Business Operations Data for GRC_Slate.docx	7/31/20	Harden,Zera E	/teams/SlateProject/Shared Documents	...
Excel	Research Training Titles_ 7.11.2020.xlsx	7/27/20	Harden,Zera E	/teams/SlateProject/Shared Documents/General	...
Excel	MD Anderson Cloud Security Controls Questions.xlsx	7/27/20	Kalie,Zenaida F	/teams/SlateProject/Shared Documents	...
Excel	MD Anderson rider-118-information-security.xlsx	7/27/20	Kalie,Zenaida F	/teams/SlateProject/Shared Documents	...
PowerPoint	Zoom Engaging Your Learners.pptx	7/27/20	Dehghanpour,Mahsa	/teams/FacultyDevelopment/Shared Documents/...	...
Word	Slate Planning Preparation Discussions.docx	7/27/20	Hernandez,Roberto A	/teams/SlateProject/Shared Documents/General/...	...
Word	Website Examples for Slate Homepage.docx	7/24/20	Hernandez,Roberto A	/teams/SlateProject/Shared Documents/General/...	...
Excel	TIPS_WAR.xlsx	7/24/20	Kimble,Shelita Y	/teams/TIPS/Shared Documents/General	...
Excel	TIPS_Projects.xlsx	7/24/20	Kimble,Shelita Y	/teams/TIPS/Shared Documents/General	...
Excel	Sim Center - Roster List.xlsx	7/24/20	Kimble,Shelita Y	/teams/TIPS/Shared Documents/General	...
Word	Website Examples for Slate Homepage.docx	7/24/20	Hicks,Casmin G	/teams/SlateProject/Shared Documents	...
Word	Fall 2020 Engaging Learners Session.docx	7/22/20	Tillman,Robert E	/teams/FacultyDevelopment/Shared Documents/...	...
Word	Live Sessions Outline.docx	7/22/20	Tillman,Robert E	/teams/FacultyDevelopment/Shared Documents/...	...
PDF	Technolutions W9 Signed.pdf	7/22/20	Kimble,Shelita Y	/teams/SlateProject/Shared Documents	...

# Meetings Extra

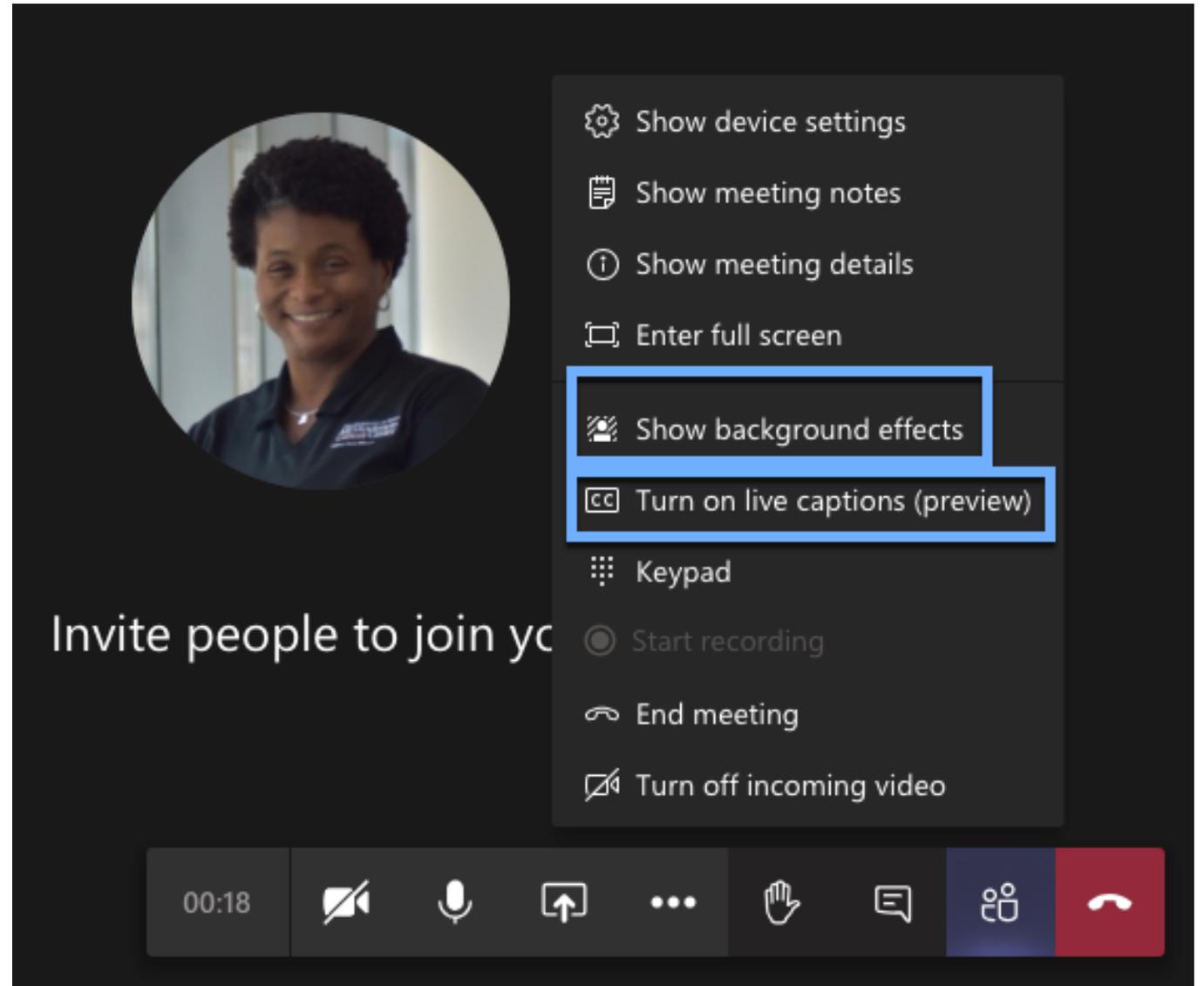
Background Effects

Live Captions

Meeting Notes

Files

Whiteboard



A screenshot of a meeting control interface. On the left, there is a circular profile picture of a woman with short dark hair, smiling. Below the profile picture, the text "Invite people to join yo" is partially visible. On the right, a dark grey menu is open, listing several options with icons: "Show device settings" (gear icon), "Show meeting notes" (notepad icon), "Show meeting details" (info icon), "Enter full screen" (full screen icon), "Show background effects" (background effects icon, highlighted with a blue box), "Turn on live captions (preview)" (live captions icon, highlighted with a blue box), "Keypad" (grid icon), "Start recording" (record icon), "End meeting" (phone receiver icon), and "Turn off incoming video" (video off icon). At the bottom of the interface, there is a dark grey bar with a timer showing "00:18" and several icons: a video off icon, a microphone icon, a screen share icon, a three-dot menu icon, a hand icon, a chat icon, a people icon, and a red end meeting button.



# Resources



- Calendar**  
Schedule and share meeting and event times, and automatically get reminders.
- OneDrive**  
Store, access, and share your files in one place.
- People**  
Organize your contact info for all your friends, family, colleagues, and acquaintances.
- PowerPoint**  
Design professional presentations.
- Teams**  
The customizable, chat-based team workspace in Office 365.
- Dynamics 365**  
Break down the silos between your business processes and applications with Microsoft Dynamics 365.
- OneNote**  
Capture and organize your notes across all your devices.
- Power Apps**  
Build mobile and web apps with the data your organization already uses.
- Stream**  
Share videos of classes, meetings, presentations, and training sessions.
- Whiteboard**  
Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.
- Excel**  
Discover and connect to data, model and analyze it, and visualize insights.
- Outlook**  
Business-class email through a rich and familiar Outlook experience.
- Power BI**  
Create actionable, dynamic, and engaging data dashboards you can share with others.
- Tasks**  
Create and manage tasks in Outlook.
- Word**  
Bring out your best writing.

Save, store and share files with OneDrive

Access email anywhere with Outlook online

**Microsoft Teams**  
Quick Start

Find out what Teams is and how to get started

**Microsoft Teams**

Take an interactive tour of Microsoft Teams

Welcome! Find out what's new in Office 365

[LEARN MORE](#) →

[Visit MD Anderson Office 365 Central](#)

# Be in the Know!

- [MD Anderson Teams Quick Start Guide](#)
- [Interactive Teams Basics Demo](#)
- [Teams Tips & Tricks Demo](#)
- [Teams Chats & Meetings Demo](#)
- [Microsoft Teams Help & Learning](#)



# Thank You

Shelita Kimble 