Microsoft Teams
A Look Inside
Welcome

Tool Time Tuesdays – Session 19

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- Research Medical Library
  www.mdanderson.org/library/
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Teams

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

What is Teams?

Internal Collaboration Tool
Getting There

- 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

  Manage teams

  Switch view

- Devices and Permissions available on the desktop version

Tool Time Tuesday – Session 19 – August 04, 2020
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

- 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
Calendar

Syncs with Outlook Calendar

Schedule Meetings

Start an Instant Meeting
Calls

Setup Speed Dial
View Suggested Contacts
Listen | Read Voicemail
Files

Link to One Drive Storage

Link to Box Storage

Separate files by Channels
Meetings Extra

Background Effects
Live Captions
Meeting Notes
Files
Whiteboard

 Invite people to join your meeting.

00:18
Welcome! Find out what’s new in Office 365
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