Microsoft Teams

What is Teams?

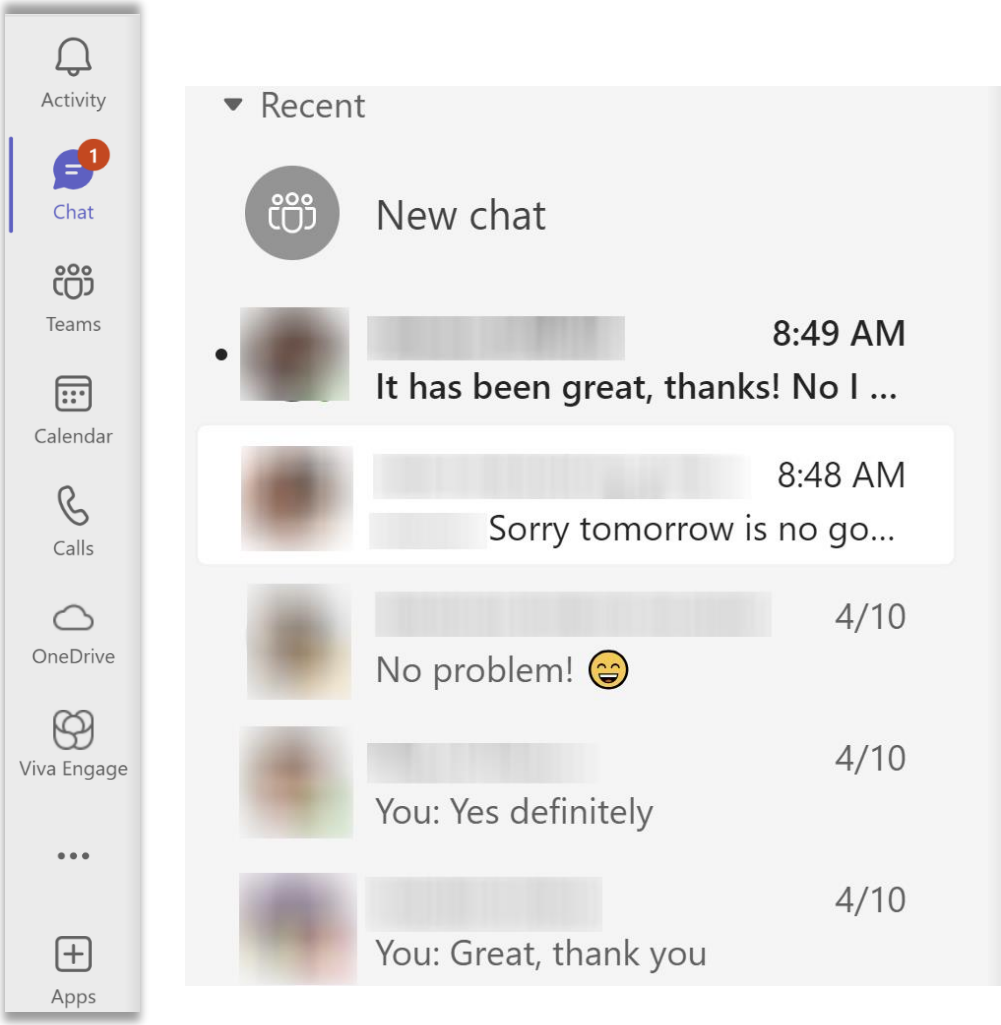
A chat-based workspace that integrates all the people, content, and tools your team needs to be more engaged and effective.

Why Teams?

- Quick and handy chat platform
- File sharing and real-time collaboration
- Meeting and scheduling tools
- Microsoft suite integration
- Maximum accessibility anywhere and everywhere

Tips and Tricks

General Navigation

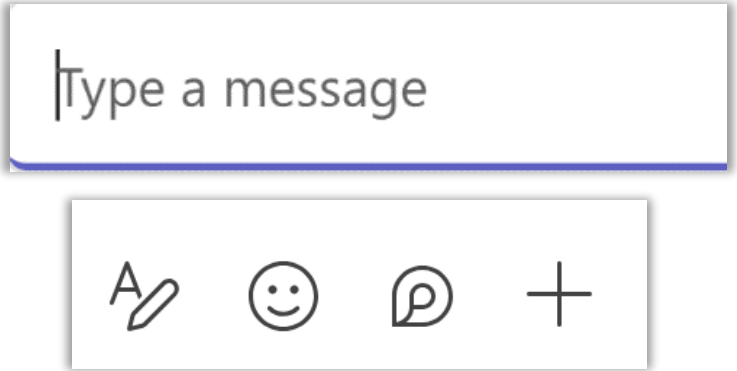


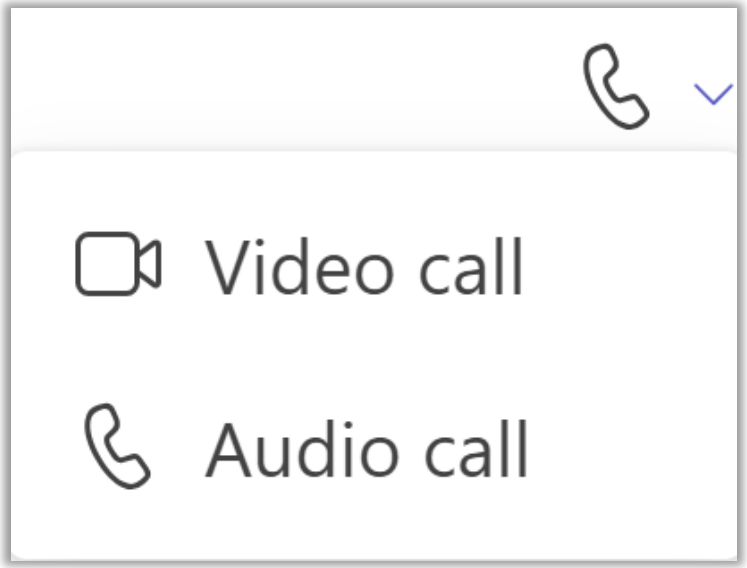
On the left side of your Teams, you'll have everything you need! The menu allows you to access Activity that you may have missed, Chat with your peers, any Teams that you are a member of, your calendar, call history, your OneDrive, and more! Plus, when you select Chat, you'll see a preview of the chats that you've sent and received!

Tips and Tricks

Chats and Meetings

Quickly send messages to individual peers or groups. Use the options at the end of the message field to format your message, add emojis, and attach files and images!

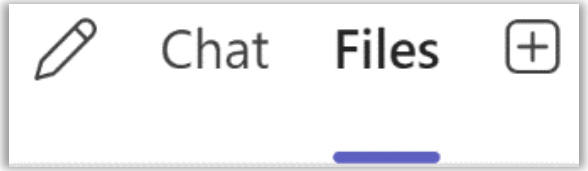




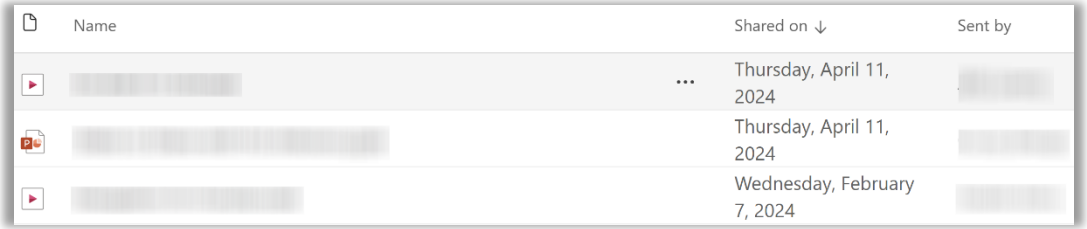
Need to hop on a call with your peers, students, or groups? Teams lets you start video and audio calls with just a click!

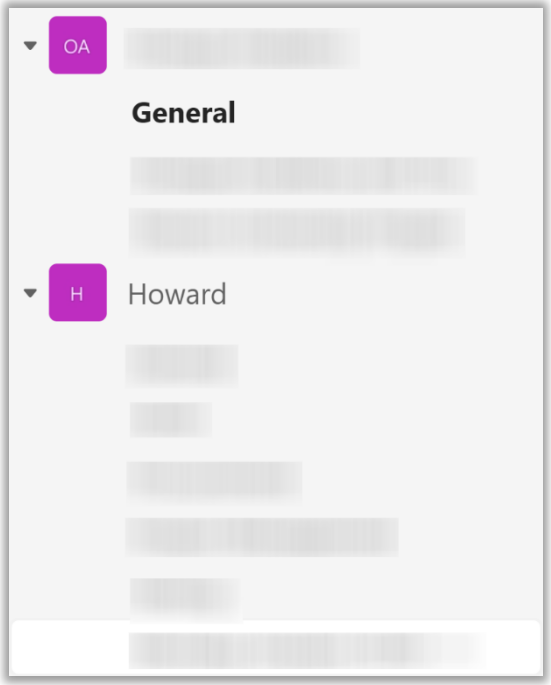
Tips and Tricks

Files and Teams



Any files that you share with individuals or groups in Teams will be easily accessible!



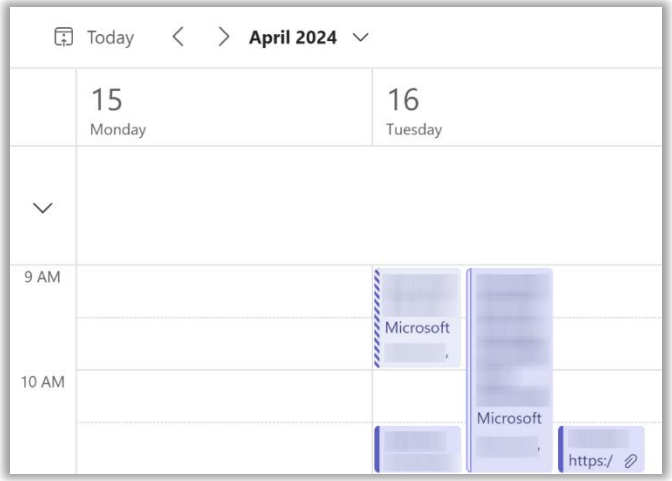


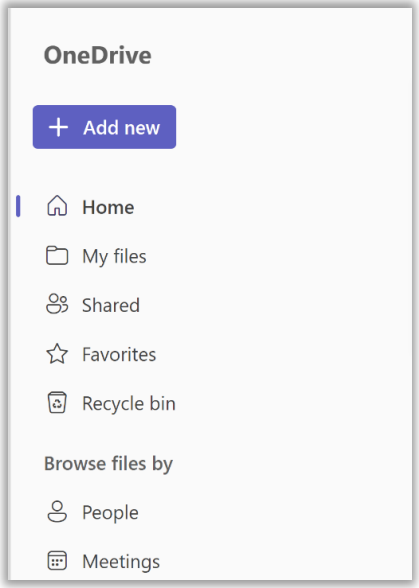
Create a team for a centralized location for a group to communicate and collaboration. Great for classes, organizations, and more!

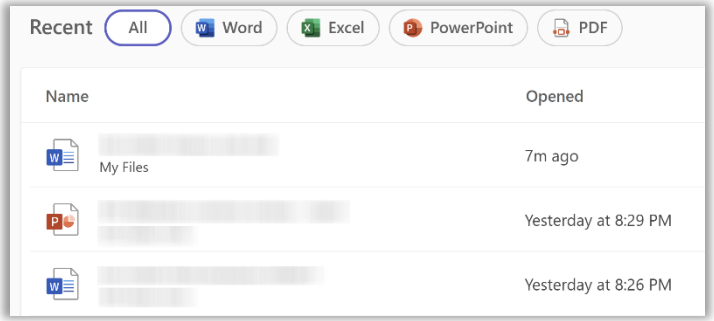
Tips and Tricks

Calendar and OneDrive

Your Outlook calendar syncs to Teams, so you'll be able to view it within the app! Plus, you can schedule meetings and appointments within Teams!





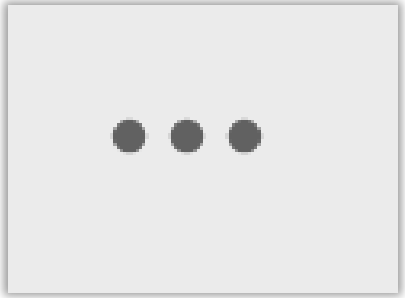


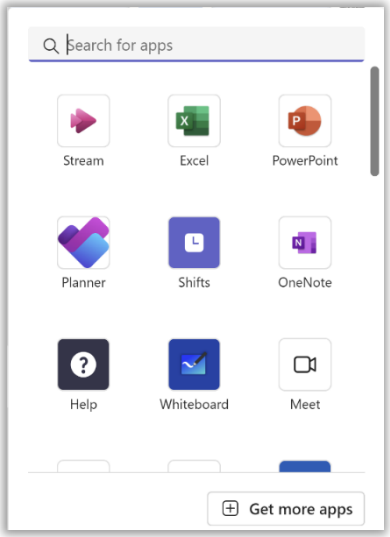
Your OneDrive links to Teams too! Easily access and upload files in Teams!

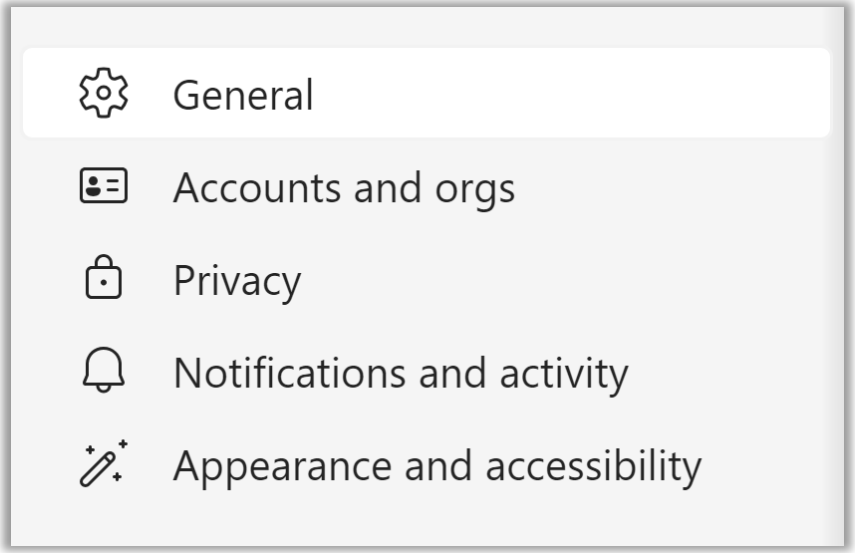
Tips and Tricks

Apps and Settings

Access other Microsoft apps in Teams! Don't see the one you're looking for? See if you can add it!







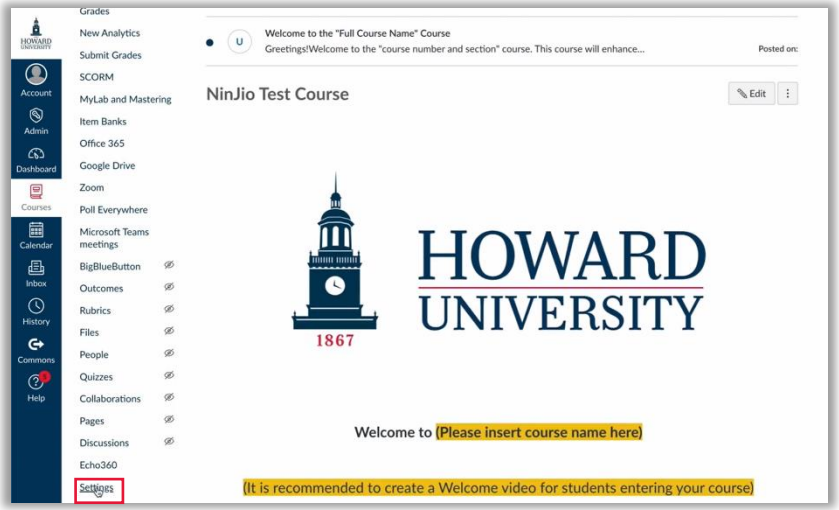
Want to change your notification preferences or appearance of Teams! You can do that and more in Settings!

Integrate Teams with Canvas

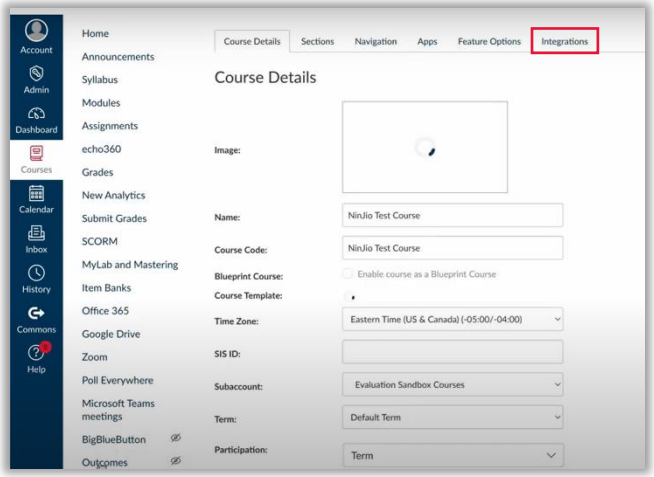
This provides step-by-step instructions on integrating Teams with your Canvas page.

From the course landing page:

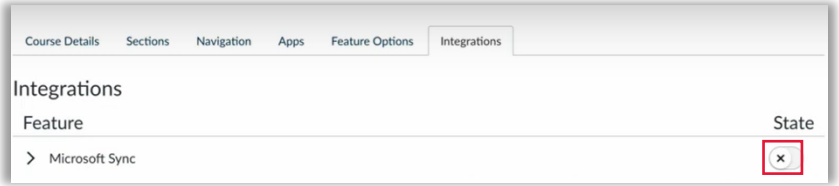
1. Scroll down on the left navigational panel and select **Settings.**



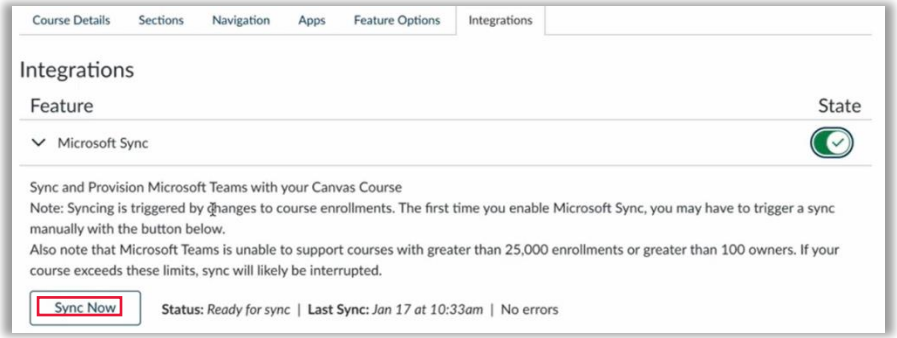
2. On the top navigational panel, select **Integrations**.



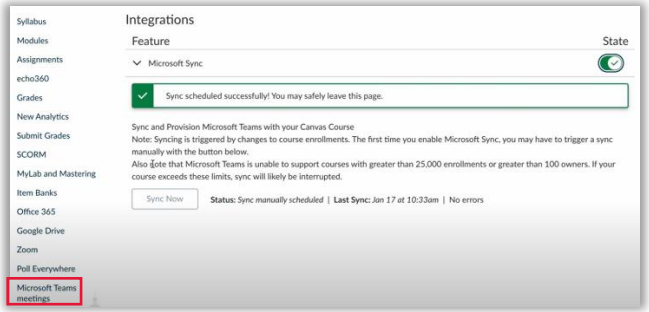
3. If not already selected, Select the **X icon** to enable Microsoft Sync.



4. Select **Sync Now** to sync and provision Microsoft Teams with your Canvas course.

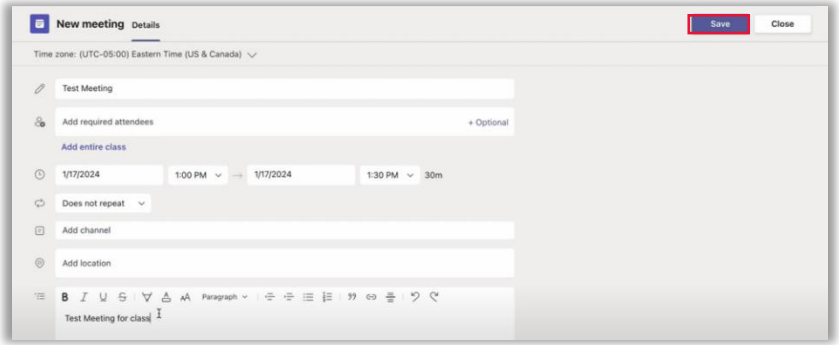


5. Once you see that it has been synced successfully, select **Microsoft Teams meetings** on the left navigational panel.

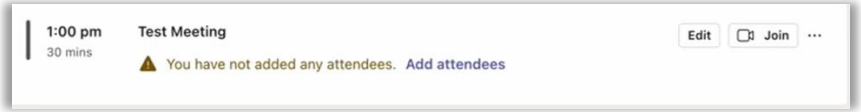


6. The Teams meeting menu will display. To schedule a Teams meeting in your Canvas course, select **New Meeting**.

7. Fill in the required details for the meeting, including the title, attendees, date, time, and description. Note that you can add the entire class and make the meeting recurring each week. Select **Save** when complete.



Your meeting has been scheduled!



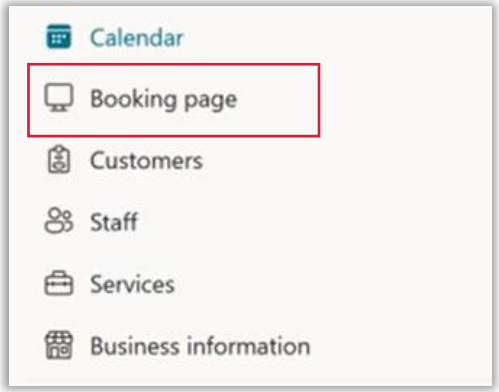
Scheduling Office Hours

This provides step-by-step instructions on scheduling office hours in via Microsoft Bookings.

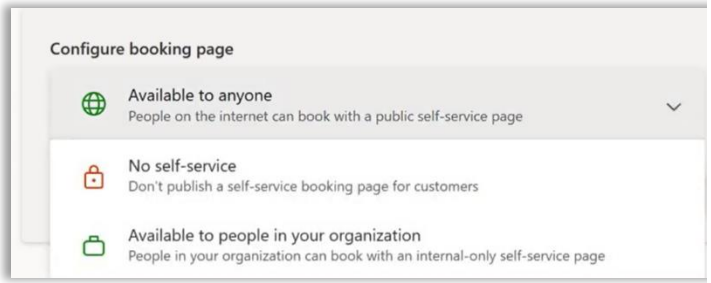
MICROSOFT BOOKINGS

From the Bookings dashboard:

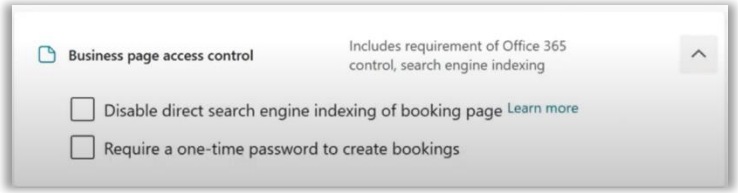
1. Select Booking Page.



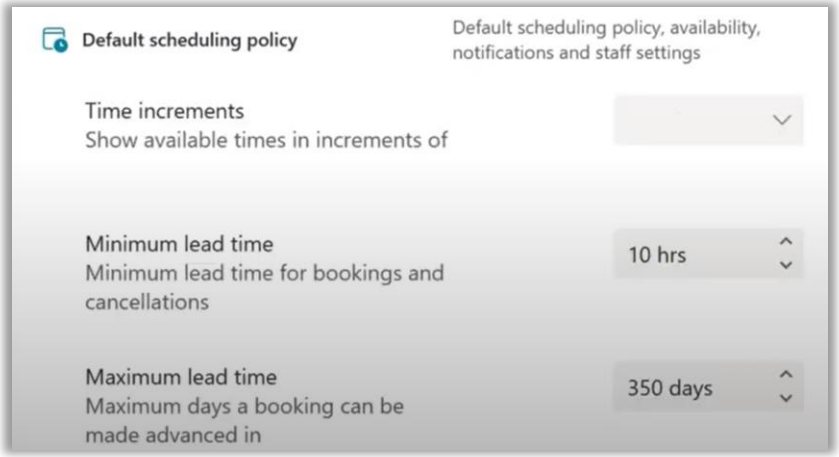
2. Open the Configure Booking page and choose who will be allowed to book appointments with you.



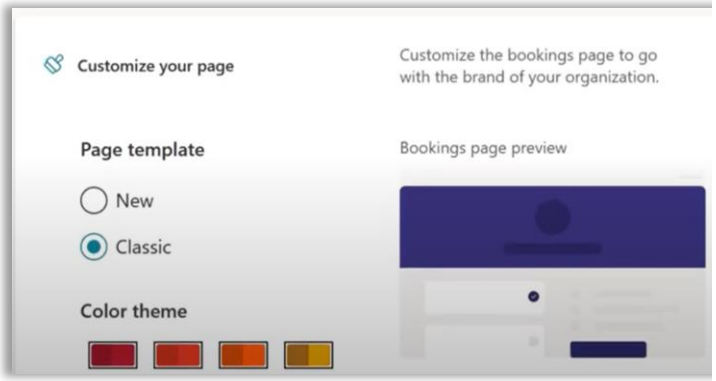
3. On the Business Page Access Control box, you have options to disable direct search engine indexing and to require a one-time password.



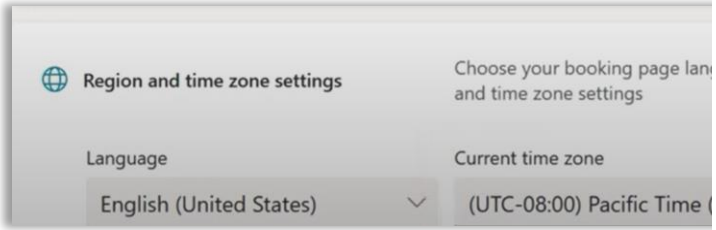
4. Use the default scheduling policy box to set meeting time increments, as well as minimum and maximum lead times.



5. Use the Customize your page box to design your booking to fit Howard's brand.

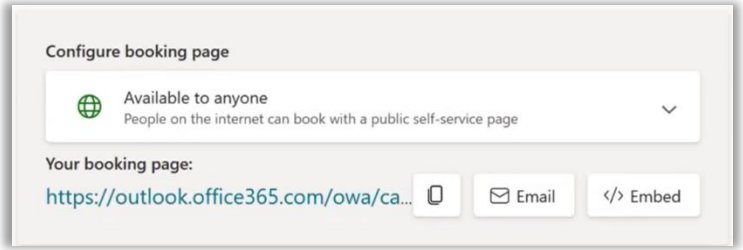


6. Adjust your language and time zone as necessary in the Region and time zone settings box.



7. Once complete, select **Save** at the top of the page.

8. The URL for your booking page is displayed, along with options to copy your URL, email it, or get embedded code for your page. To view your page, select the URL.



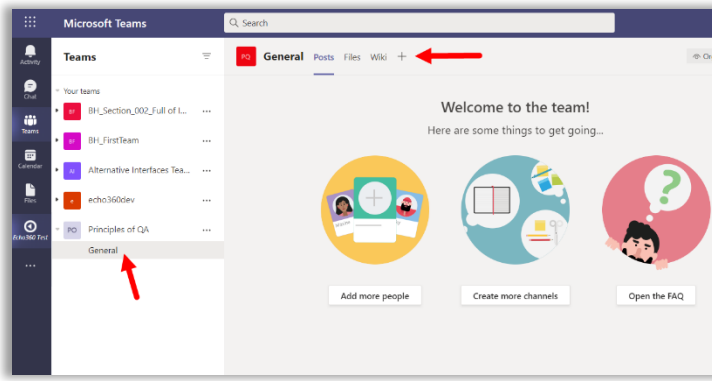
You have now created a bookings page!

Echo 360

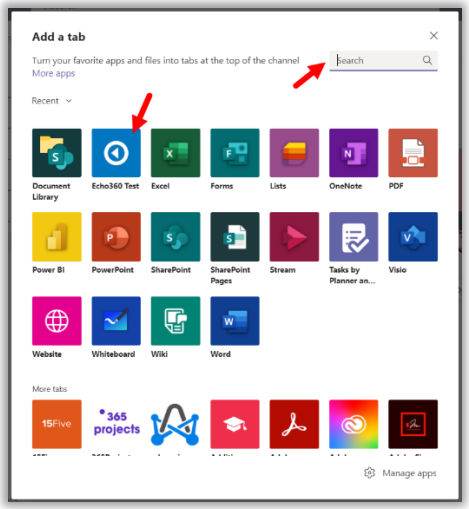
This provides step by step instructions on integrating Echo 360, specifically EchoVideo, with Microsoft Teams.

From Teams:

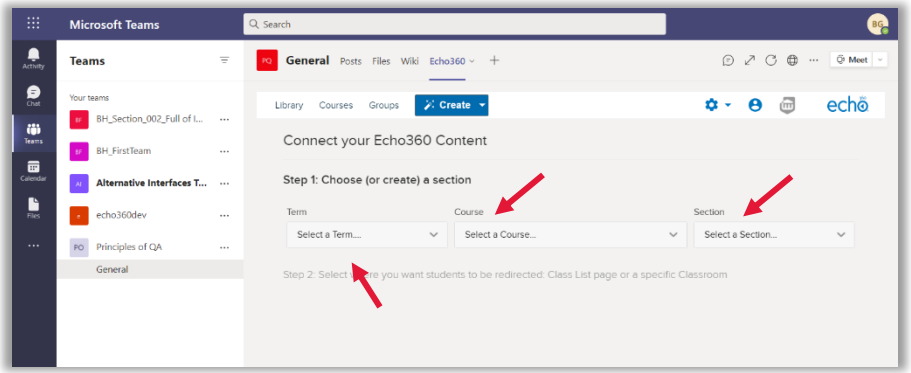
1. Find the Team you want to link into EchoVideo.
2. Use the General Channel that appears by default or create a new channel. In the channel, select the plus icon to add a new tab to the channel.



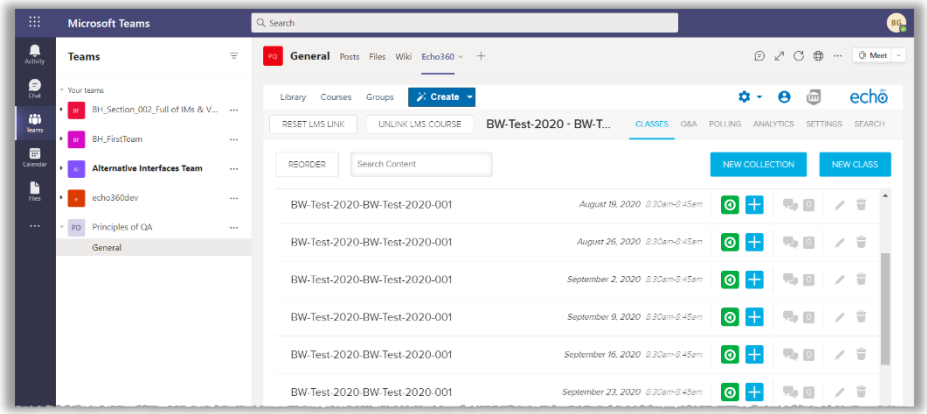
3. Find and select the **EchoVideo app** for the new tab. Use the Search box to find the app if necessary.



4. Complete the steps for adding the app to the channel.
5. The following screen will appear. Select the **Term**, **Course**, and **Section**. Then select **Link Content**.



6. The EchoVideo Section Class list will appear. It is likely your section will already contain some content.



Your EchoVideo has been linked to Teams!