



GSuite to Microsoft 365 Migration Enterprise Technology Services

Microsoft Teams

What is Teams?

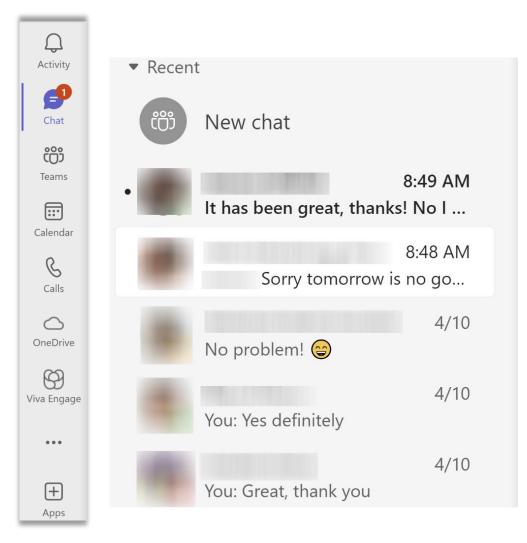
A chat-based workspace that integrates all the people, content, and tools your team needs to be more engaged and effective.

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



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!

General

Navigation

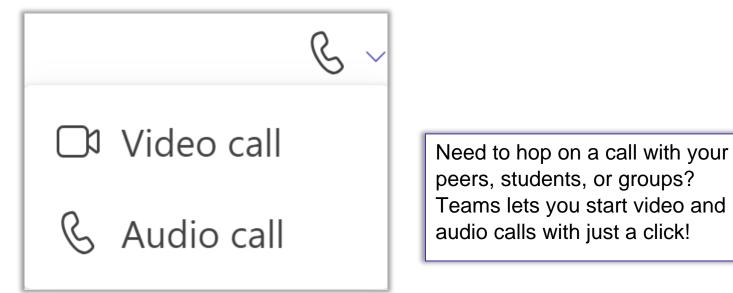


Tips and Tricks

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!

Type a message





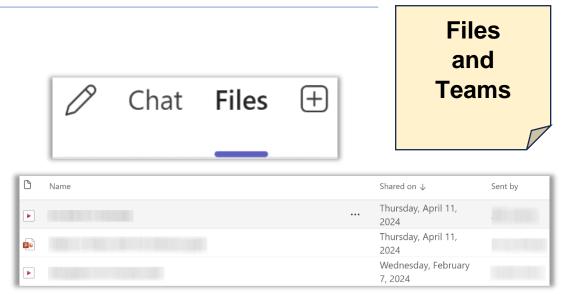
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Tips and Tricks

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

	General
T H	Howard

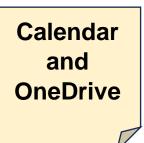


Create a team for a centralized location for a group to communicate and collaboration. Great for classes, organizations, and more!



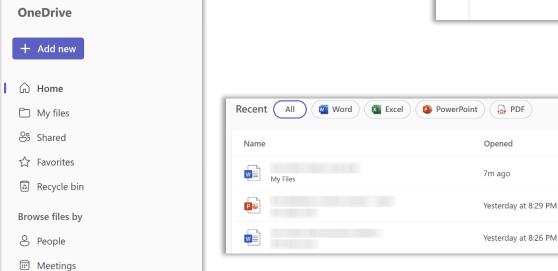
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Tips and Tricks



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!

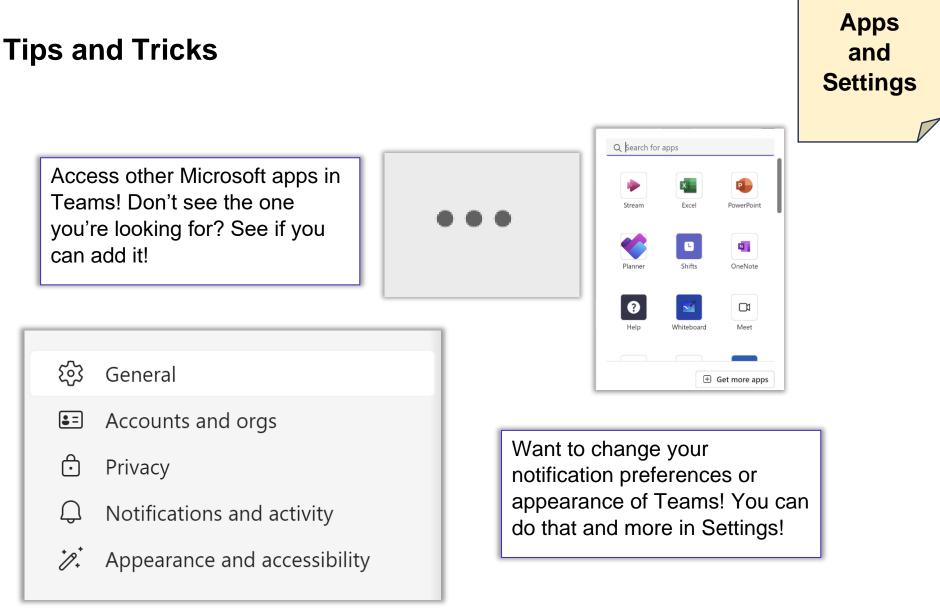
	15 Monday	16 _{Tuesday}
\sim		
9 AM		
		Microsoft



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



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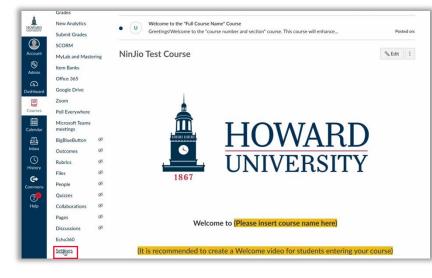


Integrate Teams with Canvas

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.

Home		Course Details	Sections	Navigation Apps	Feature Options	Integrations
Announcements						
Syllabus		Course De	tails			
Modules						
Assignments						
echo360		Image:		0		
Grades						
New Analytics						
Submit Grades		Name:		NinJio Test Course		
SCORM		Course Code:		NinJio Test Course		
MyLab and Maste	ering	Blueprint Course:		Enable course as a Blu	eorint Course	
Item Banks		Course Template:				
Office 365		Time Zone:		Eastern Time (US & Can	ada) (-05:00/-04:00)	~
Google Drive						
Zoom		SIS ID:				
Poll Everywhere		Subaccount:		Evaluation Sandbox Co	urses	~
Microsoft Teams						
meetings		Term:		Default Term		~
BigBlueButton	ø	Participation:				
Outcomes	ø	Participation:		Term		~

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

Course Details	Sections	Navigation	Apps	Feature Options	Integrations	
Integration	S					
Feature						State
> Microsoft S	Sync					×



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

Course Details	Sections	Navigation	Apps	Feature Options	Integrations	
Integratior	ns					
Feature						State
✓ Microsoft	Sync					
Sync and Provi	sion Microso	ft Teams with y	our Can	vas Course		
Note: Syncing i manually with t			ourse en	ollments. The first	time you enable Microsoft Sync, yo	u may have to trigger a sync
Also note that course exceeds					ter than 25,000 enrollments or great	ater than 100 owners. If your
Sync Now	Statu	s: Ready for syn	c Last	Sync: Jan 17 at 10:	33am No errors	

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**.

Microsoft Teams Me	etings	+ New meeting
🔝 Today 🛛 January 2024 👳		You're u to dat
	Wednesday, January 17 Today	
	1 Carlo	
	All meetings scheduled for this course, using the Teams Meetings app, appear here.	
	Don't see any? Schedule a 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.

	New meeting Details	
Time	zone: (UTC-05:00) Eastern Time (US & Canada) 🗸	
0	Test Meeting	
8	Add required attendees	+ Optional
	Add entire class	
0	1/17/2024 1:00 PM ∨ → 1/17/2024 1:30 PM ∨ 30m	
¢	Does not repeat 🗸	
Ø	Add channel	
0	Add location	
12	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	

Your meeting has been scheduled!

1:00 pm	Test Meeting	Edit	🖸 Join	
30 mins	A You have not added any attendees. Add attendees			



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

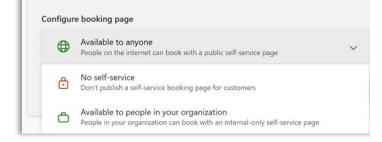
MICROSOFT BOOKINGS

From the Bookings dashboard:

1. Select Booking Page.

	Calendar
Ģ	Booking page
÷	Customers
පී	Staff
₿	Services
翻	Business information

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.

Business page access control	Includes requirement of Office 365 control, search engine indexing	^
Disable direct search engir	ne indexing of booking page Learn more	
	ord to create bookings	

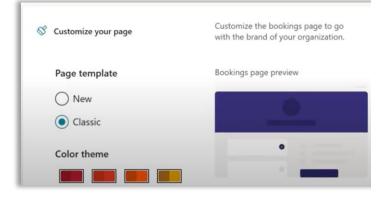
4. Use the default scheduling policy box to set meeting time increments, as well as minimum and maximum lead times.

Default scheduling policy	Default scheduling policy, availability, notifications and staff settings
Time increments Show available times in incr	ements of
Minimum lead time Minimum lead time for boo cancellations	kings and 10 hrs 🗘
Maximum lead time Maximum days a booking co made advanced in	an be 350 days 🗘



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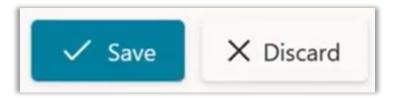
5. Use the Customize your page box to design your booking to fit Howard's brand.



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

Region and time zone	ettings Choose your b and time zone	booking page lan e settings
Language	Current time z	one
English (United S	tes) 🗸 (UTC-08:00)) Pacific Time (

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.

	Available to anyone		~
	People on the internet can book with a public self-service page		~
Your boo	king page:		
https://outlook.office365.com/owa/ca			

You have now created a bookings page!

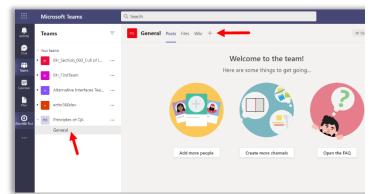


Echo 360

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

From Teams:

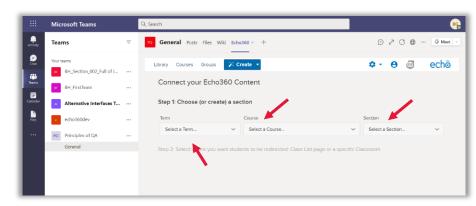
- 1. Find the Team you want to link into EchoVideo.
- 2. Use the General Channel that appears by default or create a new channel. In the channel, select the plus icon to add a new tab to the channel.



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

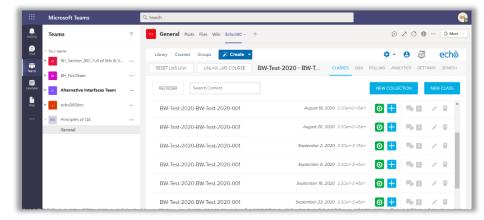


- 4. Complete the steps for adding the app to the channel.
- 5. The following screen will appear. Select the **Term**, **Course**, and **Section**. Then select **Link Content**.





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!