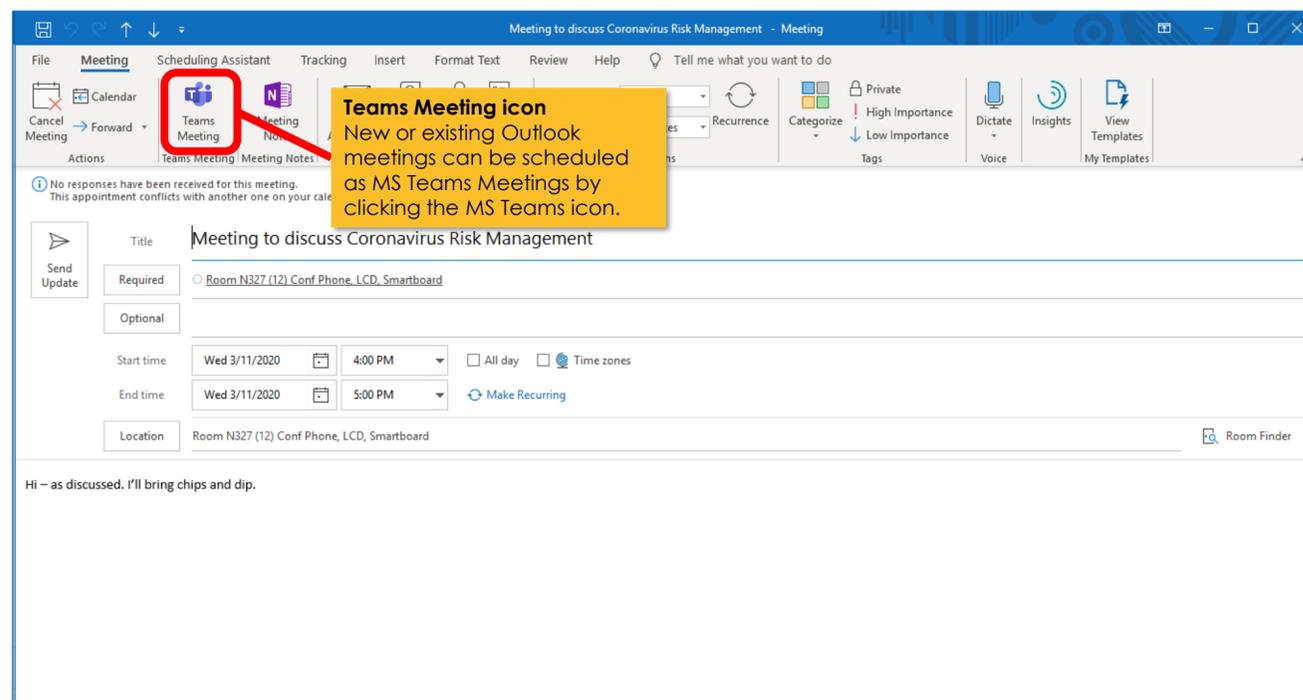




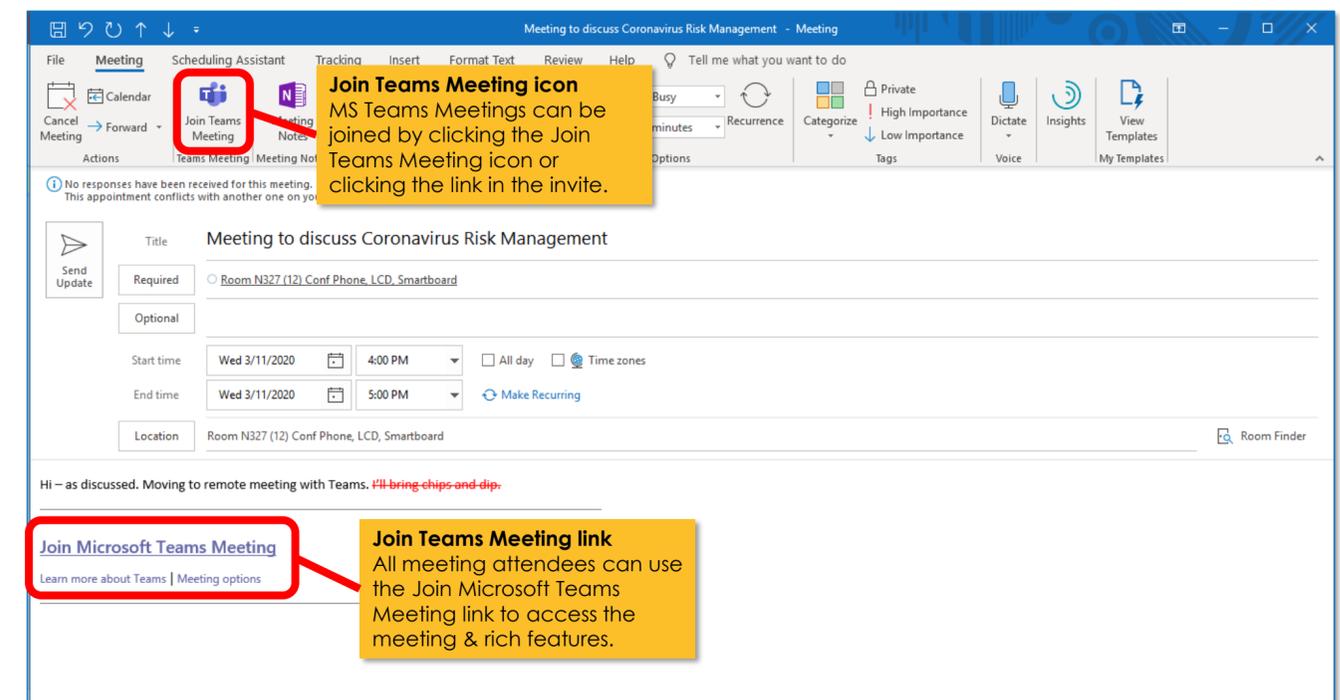
Using Teams Converting and creating Teams meetings

Bow Valley College staff members can host existing meetings virtually by converting existing meetings to an MS Teams platform. Converting and creating MS Teams meeting is easily completed by using your MS Outlook app:

Step 1: Open your original Outlook meeting event



Step 2: Click Teams Meeting icon to make a virtual event

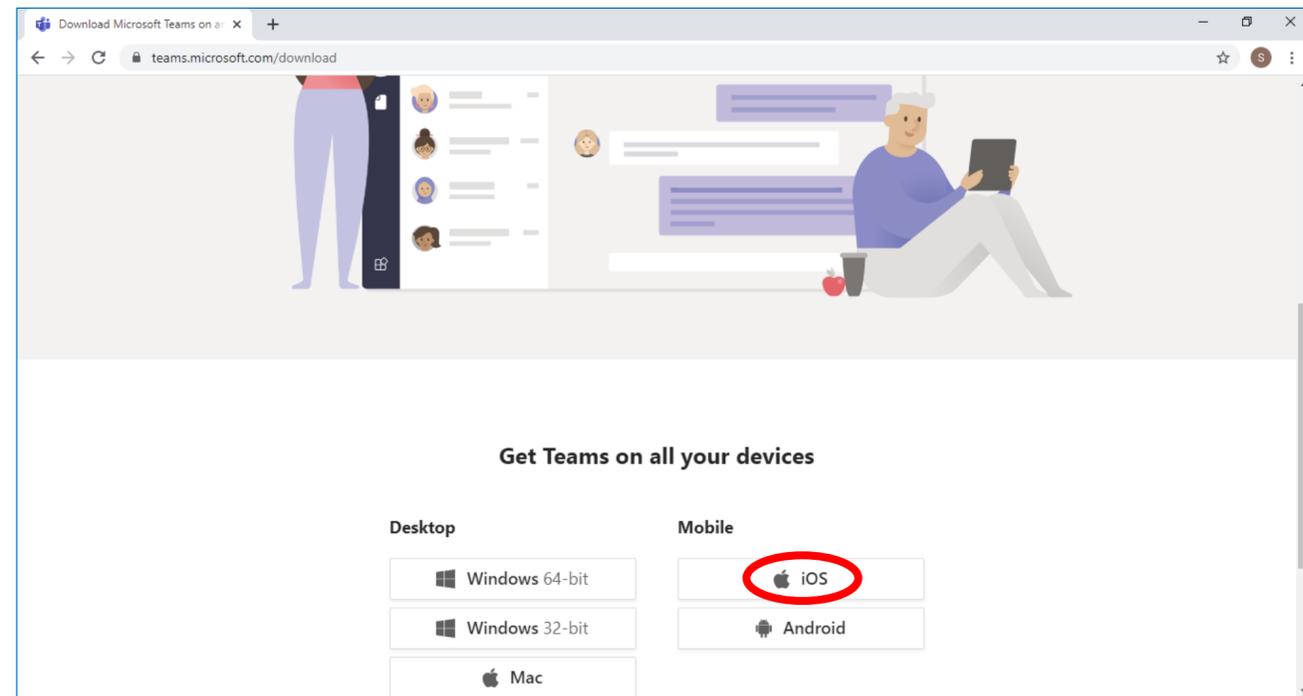




Using Teams Prepare to host and attend Teams meetings

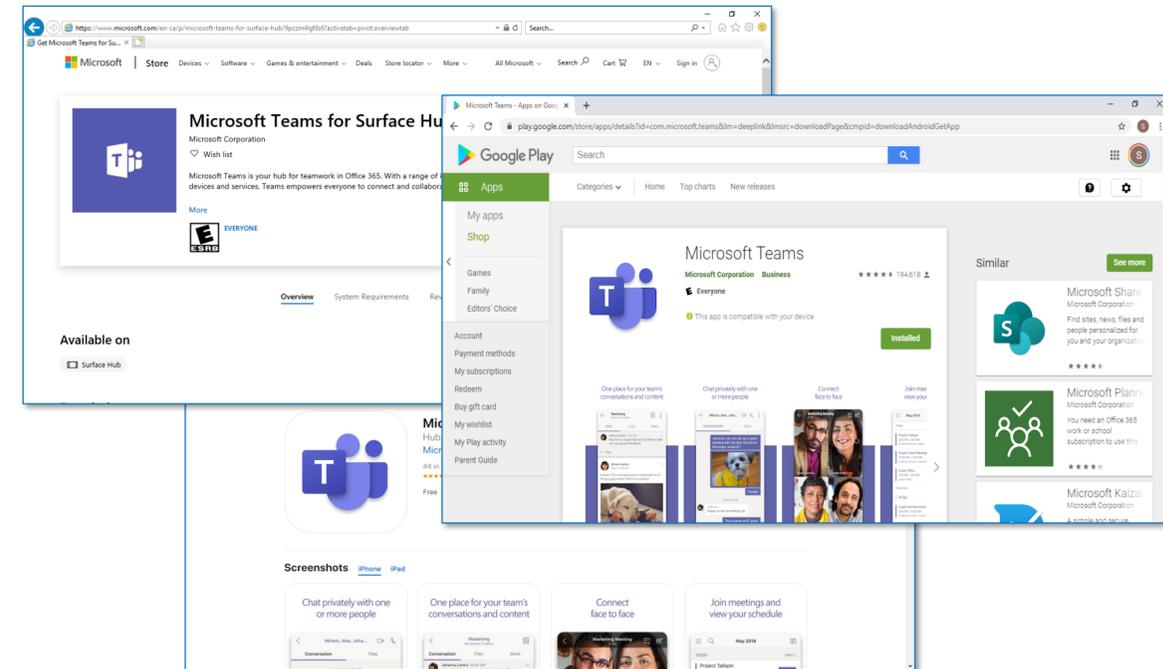
Ideally, MS Teams is accessed via [Windows](#), [Google Play](#) or [Apple Store](#) Apps. MS Teams is also available through the most popular web browsers, although MS Teams will not work with all browsers:

Option 1: Access all device downloads at <https://teams.microsoft.com/downloads>



Microsoft makes it easy to locate the version of MS Teams for your own devices and Operating Systems. Download and install today!

Option 2: Access specific device or OS app stores and/or download sites



Apple, Android and Windows each have free MS Teams app downloads at their media / content stores. Download and install today!

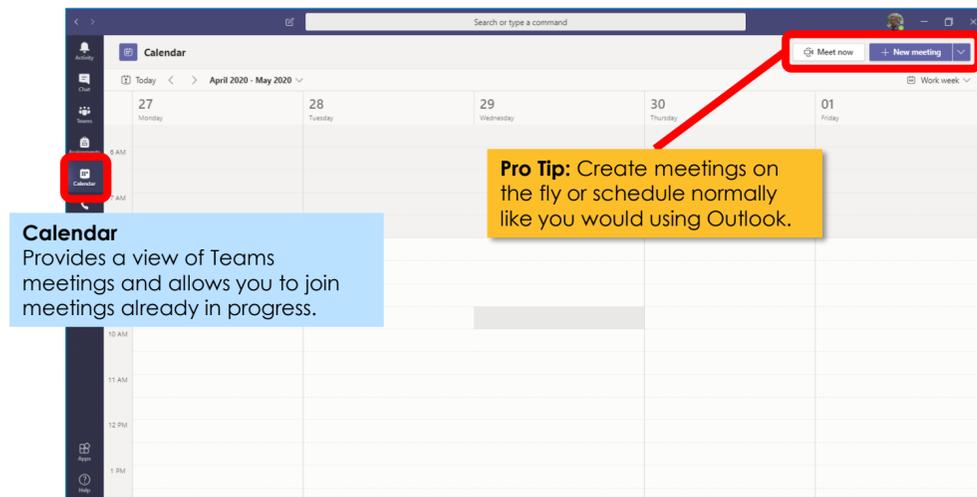


Using Teams Hosting and attending Teams meetings

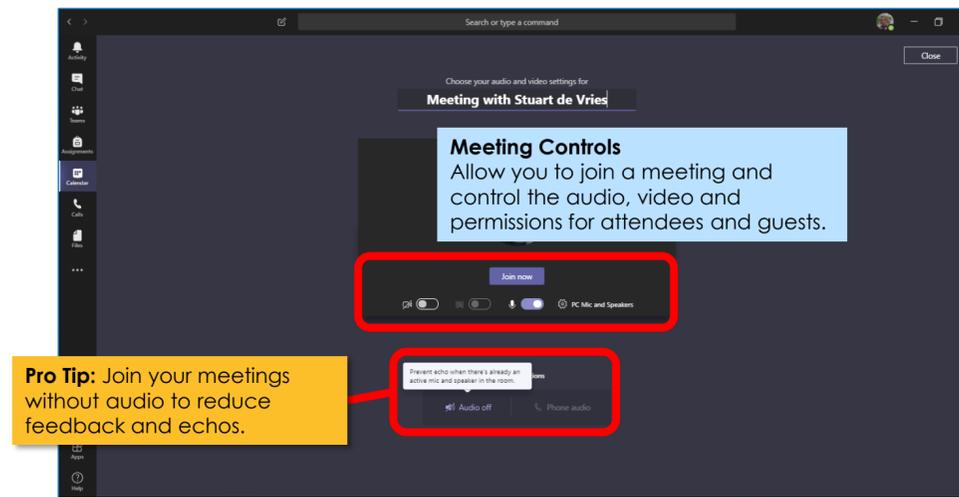
Tip 1: Manage meetings with the APP

Tip 2: Join with audio and video

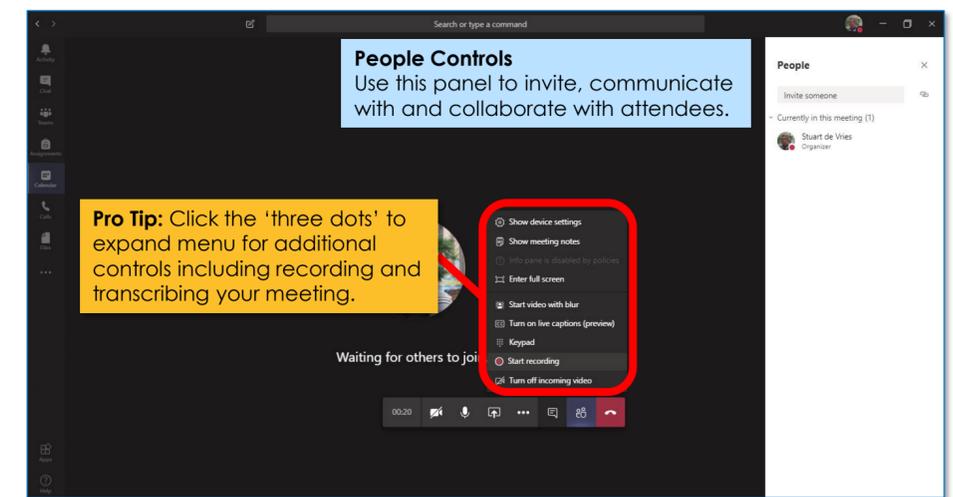
Tip 3: Share docs & manage chats



The main MS Teams interface allow you to manage files, chat, teams and an Outlook integrated calendar.



The MS Teams APP allows powerful audio, video and collaborative features. However, they work best if only one attendee is sharing audio.



Sharing your desktop or specific documents is as easy as ever. You can also turn on live captions, record the meeting and take collaborative notes.



Using Teams Features you'll use in MS Teams

Start New Chat
Launch a one-on-one or small group conversation. **NOTE:** Please use Private Chat for your private chats.

Use the command bar
Search for specific items or people, take quick actions and launch apps.

Manage profile settings
Change app settings, change your pic or download and sync the mobile app.

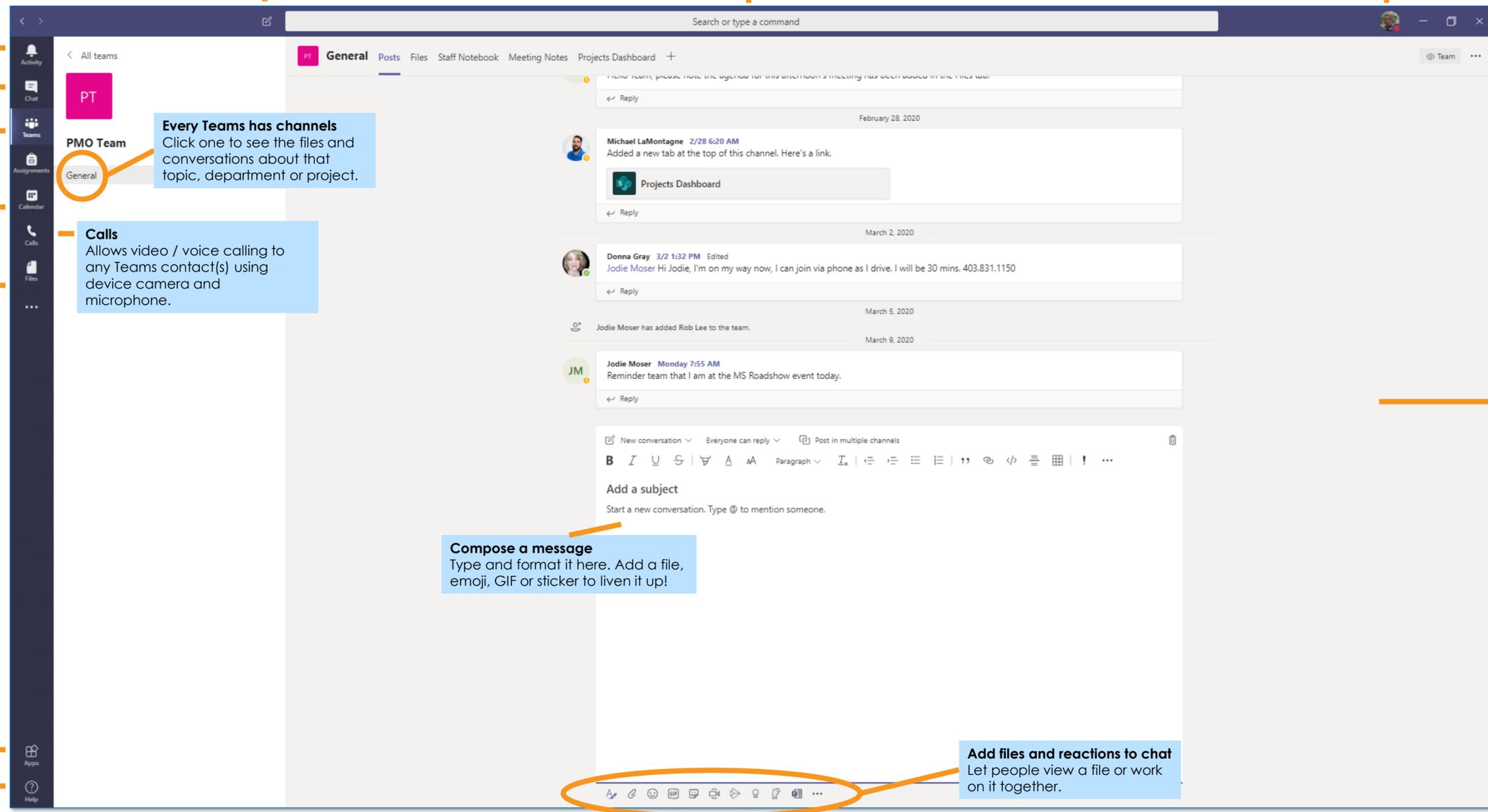
Activity
Show all notifications received including the number of unread notifications

Chat
Click to create or access direct chats with one or more contacts.

View and organize Teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Calendar
Provides a view of Teams meetings and allows you to join meetings already in progress.

Files
Let people view a file or work on it together.



Every Teams has channels
Click one to see the files and conversations about that topic, department or project.

Calls
Allows video / voice calling to any Teams contact(s) using device camera and microphone.

Join or create a team
Find the team you're looking for, join with a code or make one of your own.

Reply to a message
Your message is attached to a specific conversation.

Compose a message
Type and format it here. Add a file, emoji, GIF or sticker to liven it up!

Add files and reactions to chat
Let people view a file or work on it together.

Add apps
Launch Apps to browse or search apps you can add to Teams.

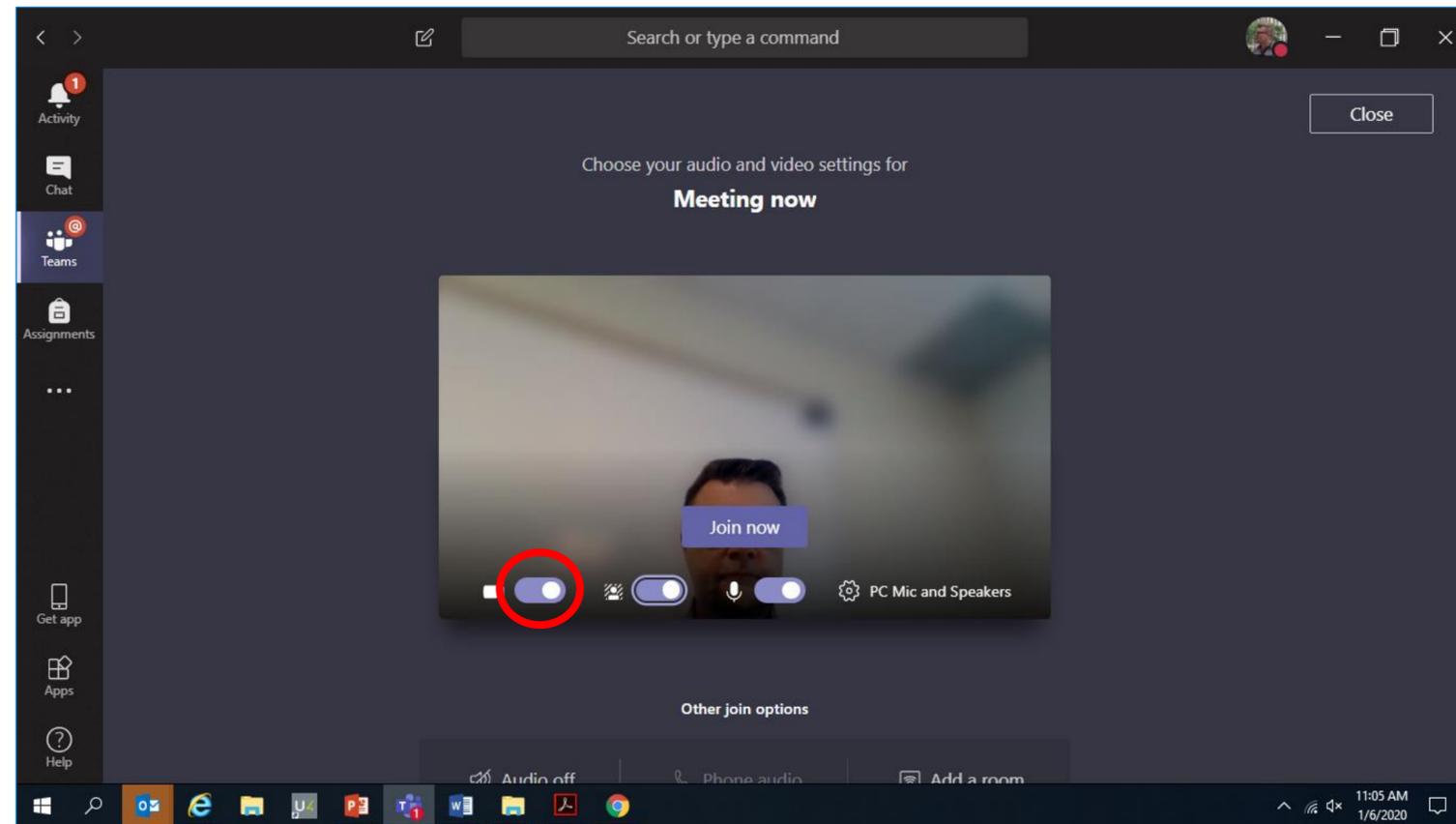
Teams Help
Easily access MS Help Topics, Training and What's New content.



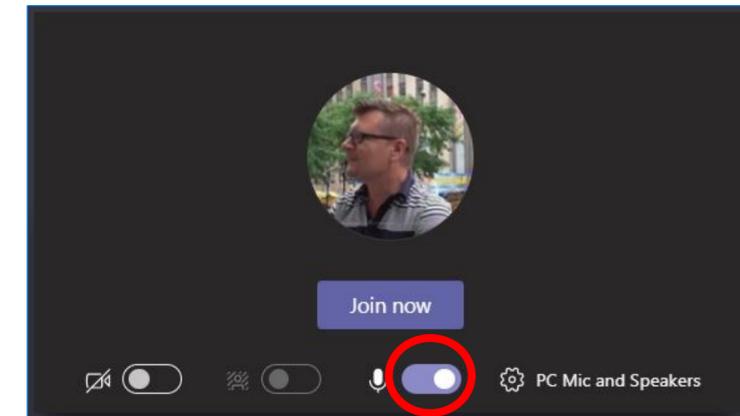
Using Teams **When you're joining a Meeting in progress ...**

... it's important that the only presenter is the audible attendee

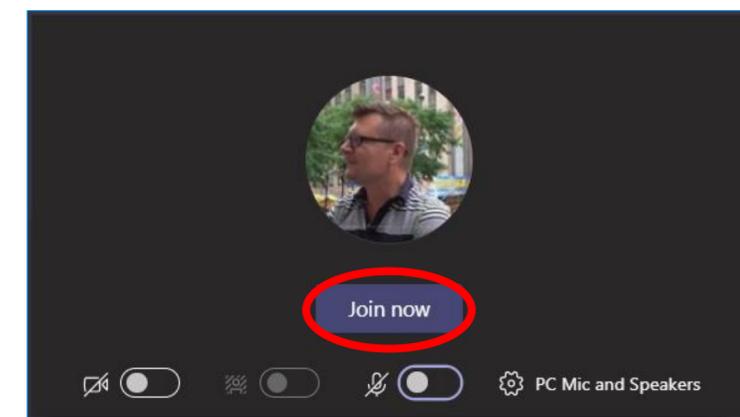
Before you join the Meeting, let's turn off your microphone and video:



First: Turn off your video



Second: Mute your microphone



Third: Click the 'Join now' button



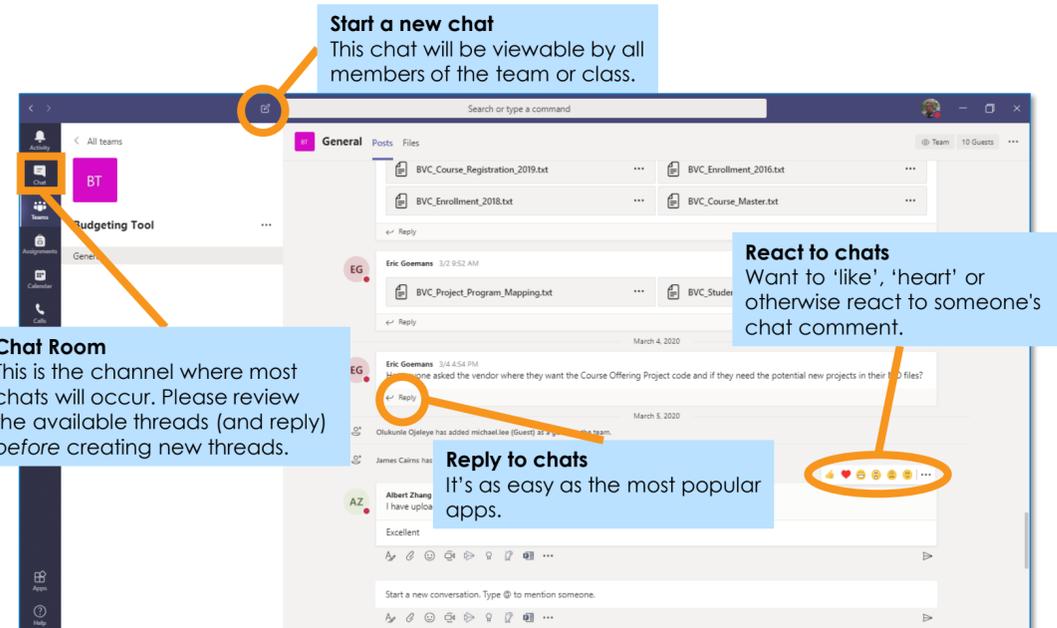
Using Teams Using Chat in and out of Meetings

Chatting in Teams

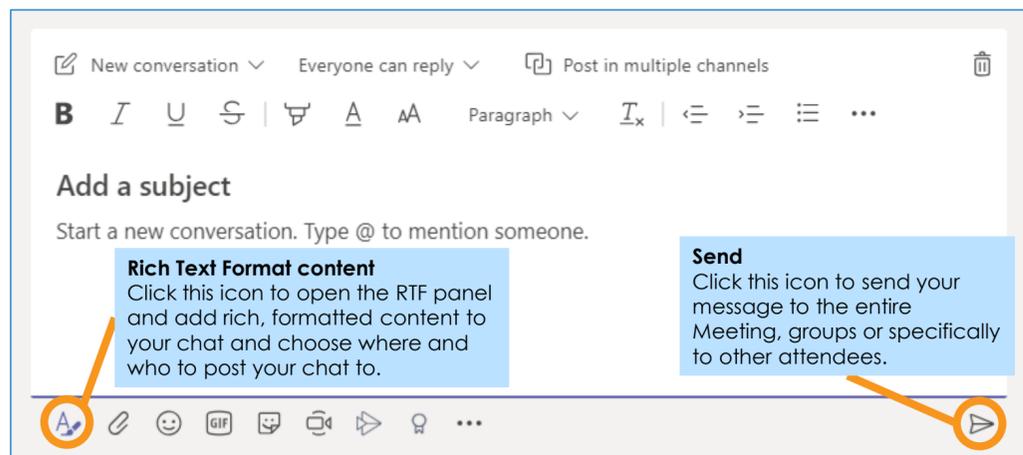
Channel conversations are organized by date and then threaded.

NOTE: As a best practice all meeting attendees **SHOULD** reply to messages to maintain one thread per topic.

Please limit new chat threads to new topics only.



Conversation panel



Start a Chat | General

Starting a Chat will create a brand new thread with the entire channel.

To start click the **Chat** link on the left hand side of screen.

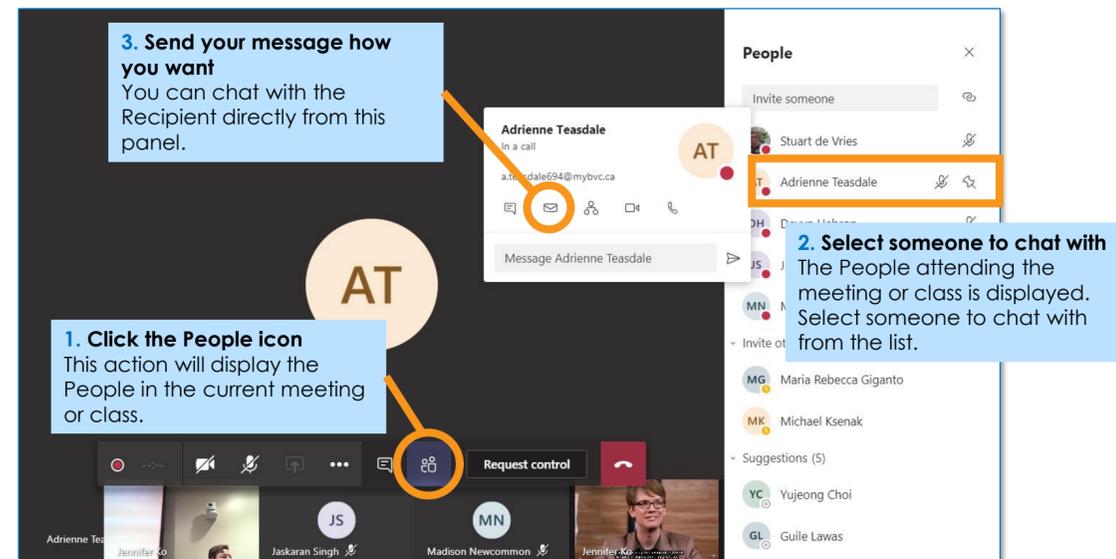
Then use the conversation channel to write your message and add media.

Start a Chat | In Meeting

Meeting attendees can be displayed by clicking the People icon on the control panel.

You can pin / sort attendees as well as access profile and communication settings.

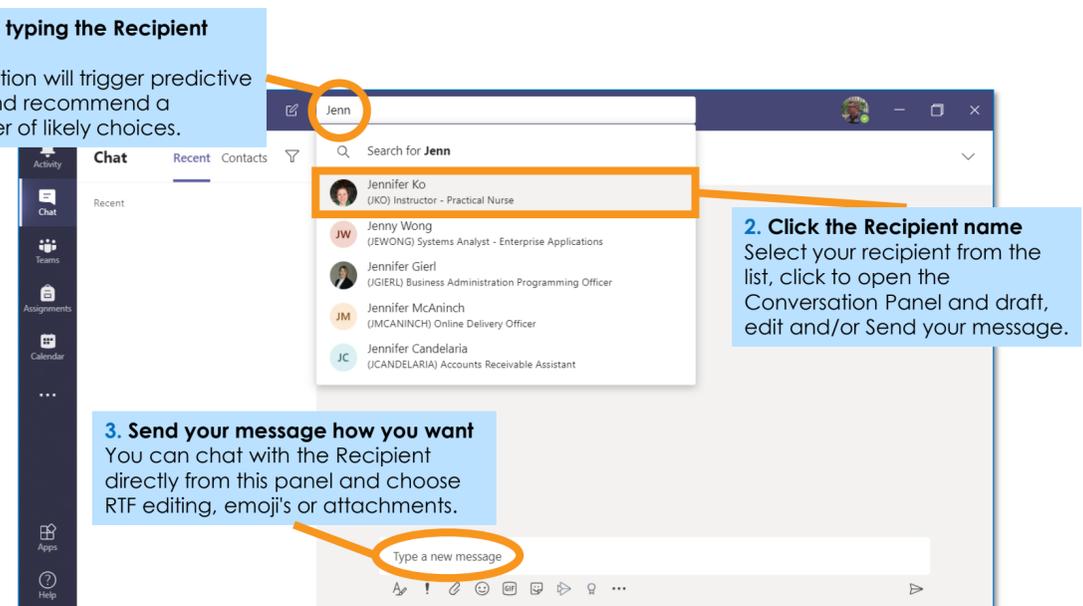
Type your message in the panel shown, click **Send**.



Start a Chat | By Search

Begin a chat using the Command Bar by typing your recipient's name.

Predictive text will provide a number of choices, select from the list and begin your chat normally.





Using Teams Support and Help

Option 1: Contact ITS Service Desk

ITS Service Desk **403.410.1611**

helpdesk@bowvalleycollege.ca

The Bow Valley College ITS Help Desk will be able to support targeted Budget Planning Tool Questions.

MS Teams Help

support.office.com/en-us/teams

Microsoft has robust user communities and support to help new and existing users unleash the full power of their software.

Option 2: Access other support



Click for **MS Teams Support Chat**

MS Teams Training & Coaching

- MS Teams Training [Landing Page](#)
- MS Teams Training [Videos](#)