

Using Microsoft Teams

Table of Contents

Signing into Microsoft (Office) 365	2
Teams Screen.....	6
Creating a Class and Adding Members	7
General Channel.....	17
Creating Posts	18
Adding Files and Folders.....	20
Adding Additional Channels	27
Scheduling Meetings	32
Running your Teams Meeting.....	39
Assignments	50
Chats	58
Meet now (Instant Meetings).....	61
Breakout Rooms Online	63
Breakout Rooms on the Teams App.....	70

Signing into Microsoft (Office) 365

Go to www.office.com and sign in



Sign in

demo.instructor@unbq.ca

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

Your sign in name is your unbq.ca email. For example:

[firstname.lastname@unbq.ca](#) Type in your email address and click on the **Next** button.



← demo.instructor@unbq.ca

Enter password

.....

[Forgot my password](#)

Sign in

Enter your password and click on the **Sign in** button.

If this is the first time you are signing in, please refer to the [Instructions for Instructors Signing into Office 365](#) handout.



demo.instructor@unbq.ca

Stay signed in?

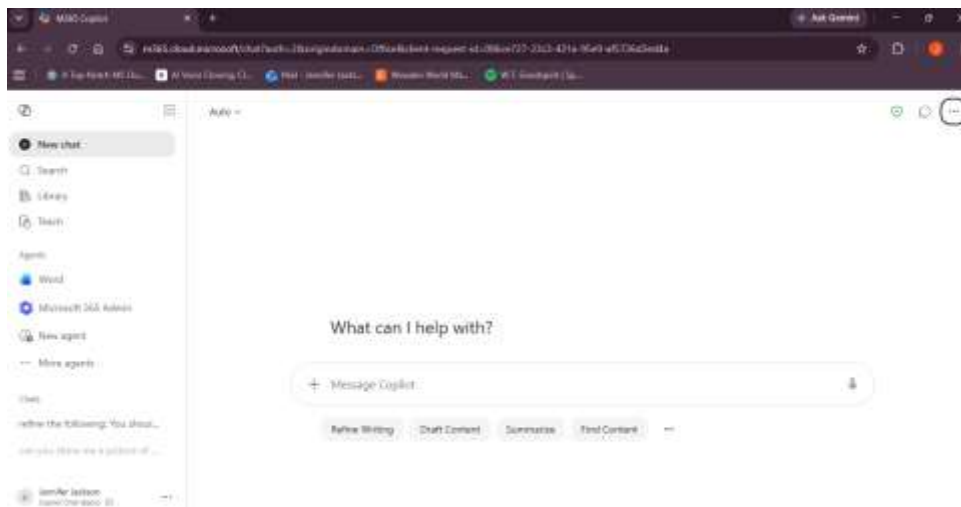
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

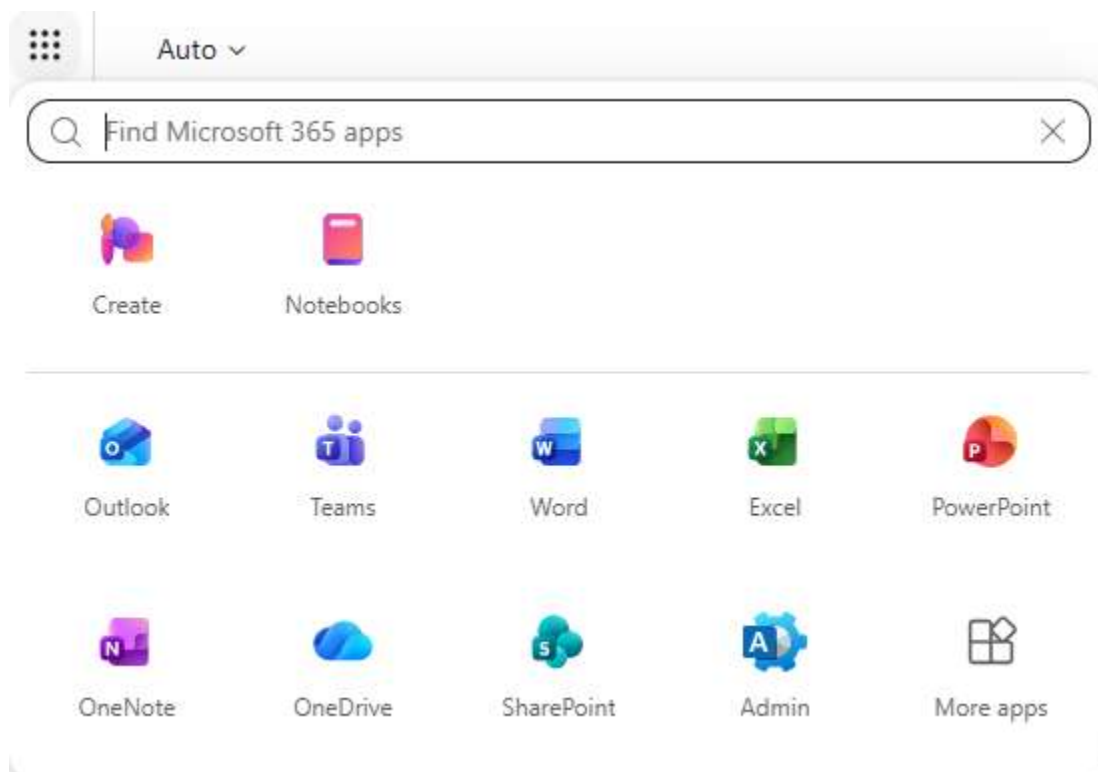
No

Yes

If you are using your own device, it is okay to stay signed in. If you are using a shared device (such as the computers in the BQ classrooms) you should not stay signed in



Click on the App Launcher (9 dots that look like a waffle) button to access all your apps, such as Teams and Outlook.

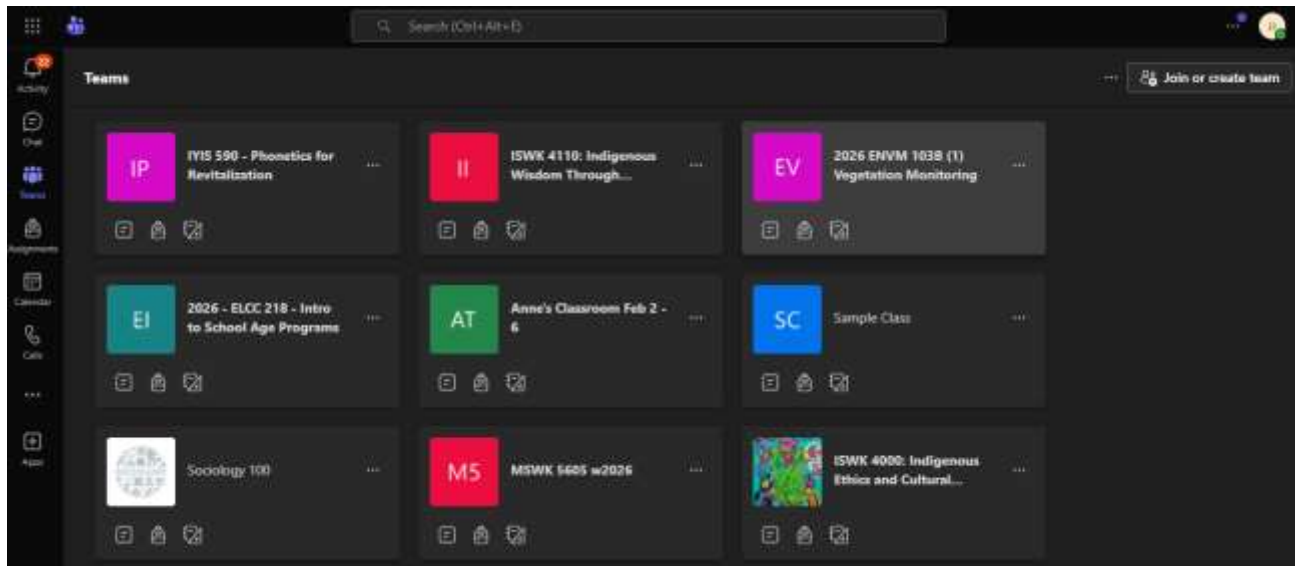


Teams Screen

Note: Microsoft is currently making changes to the platform. Some windows may look different.

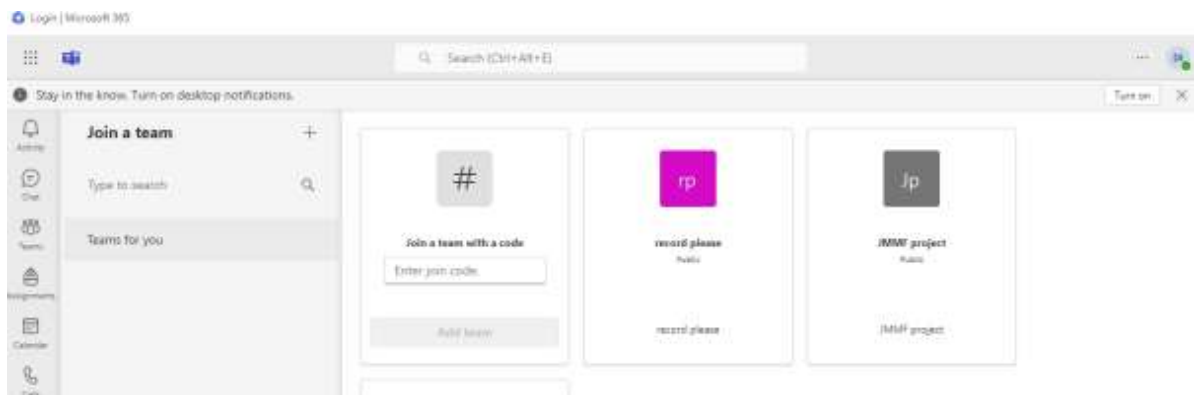
You will see one of the following 2 screens:

Figure 1



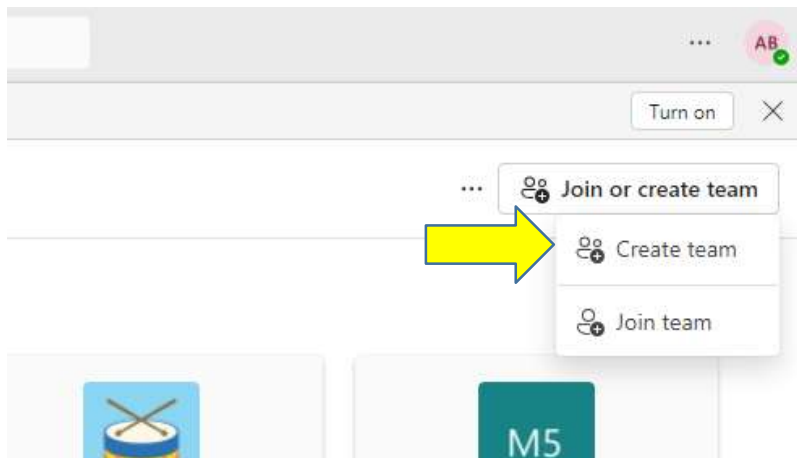
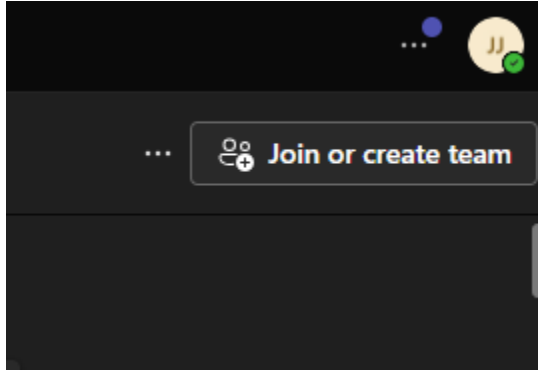
Or

Figure 2



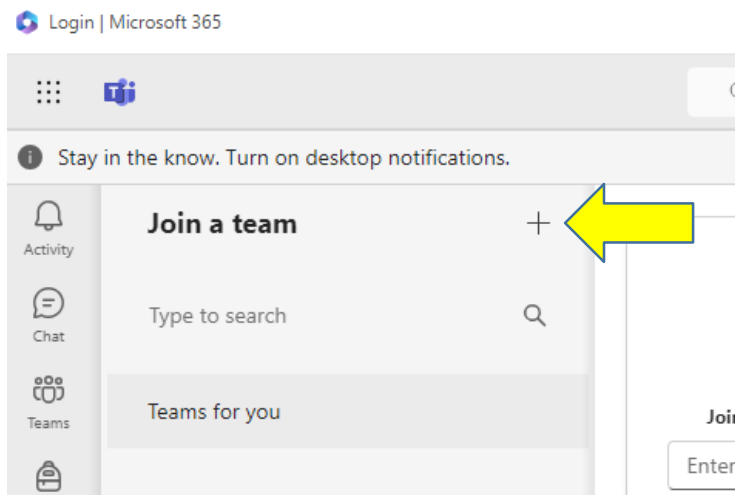
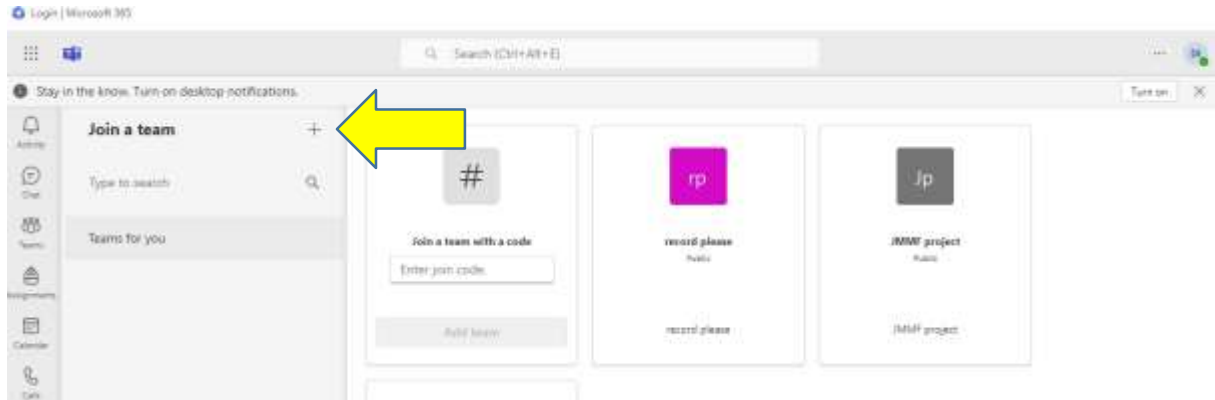
Creating a Class (Figure 1)

Click on the **Join or create team** button and select **Create team**

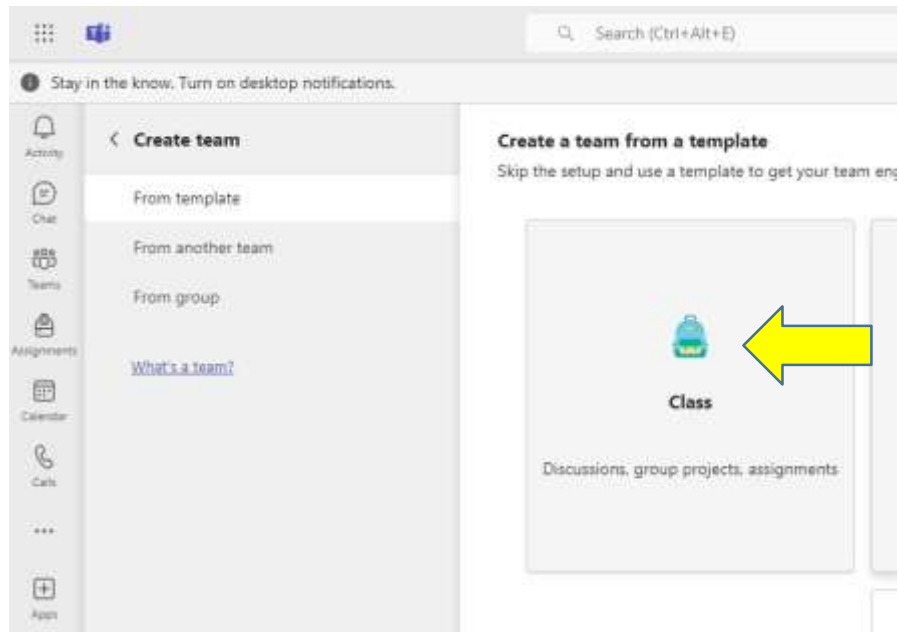


Creating a Class (Figure 2)

Click on the **+** to the right of Join a team



Select **Class**



Click on **Use this template**

Class

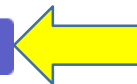


Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

 **1 channel**

General

Use this template



Type in the Team name and description (optional) then click **Create**

Some quick details about your team



Team name *

Sample Class

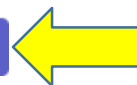


Description

Introduction to Teams

< Back

Create

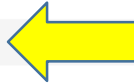


You can add your students here or Skip and do that in a later step. To add students here click in the Type a name or email box.

Add members to Sample Class

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. **We recommend making teachers into owners and students into members.** [Learn about adding guests](#)

Type a name or email



Skip

Add

As you type the name you will see a list of suggested names to choose from.

Add members to Sample Class

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. **We recommend making teachers into owners and students into members.** [Learn about adding guests](#)

demo

DS Demo Student10
DEMO.STUDENT10

DU Demo User
DEMO.USER

DS Demo Student
DEMO.STUDENT

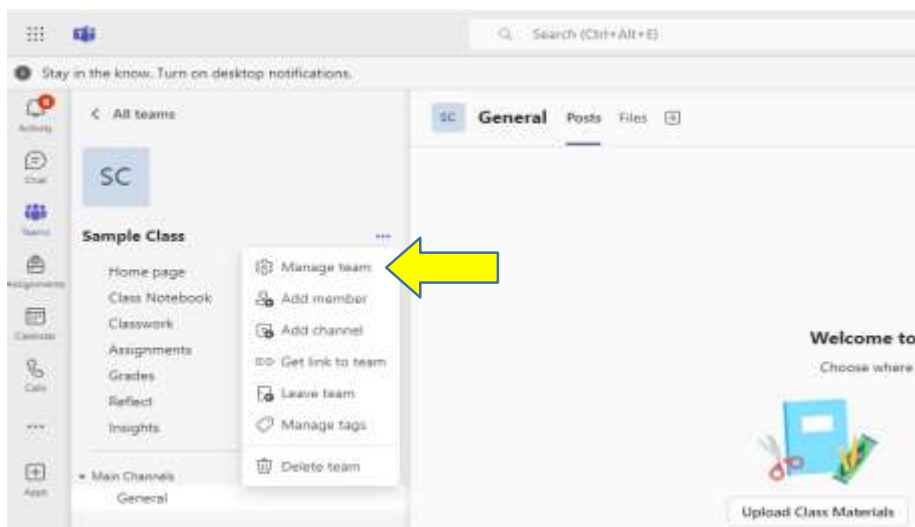
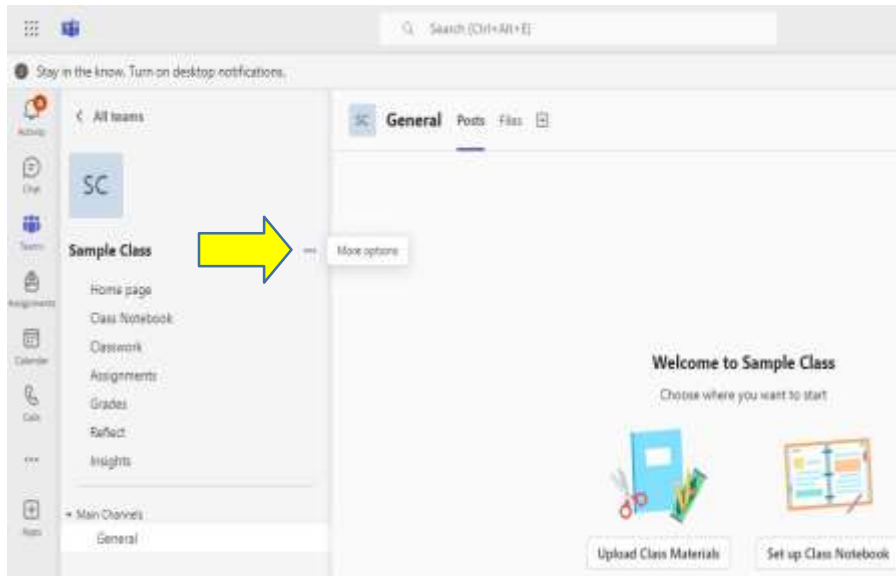
DF Demo Faculty
DEMO.FACULTY

Skip

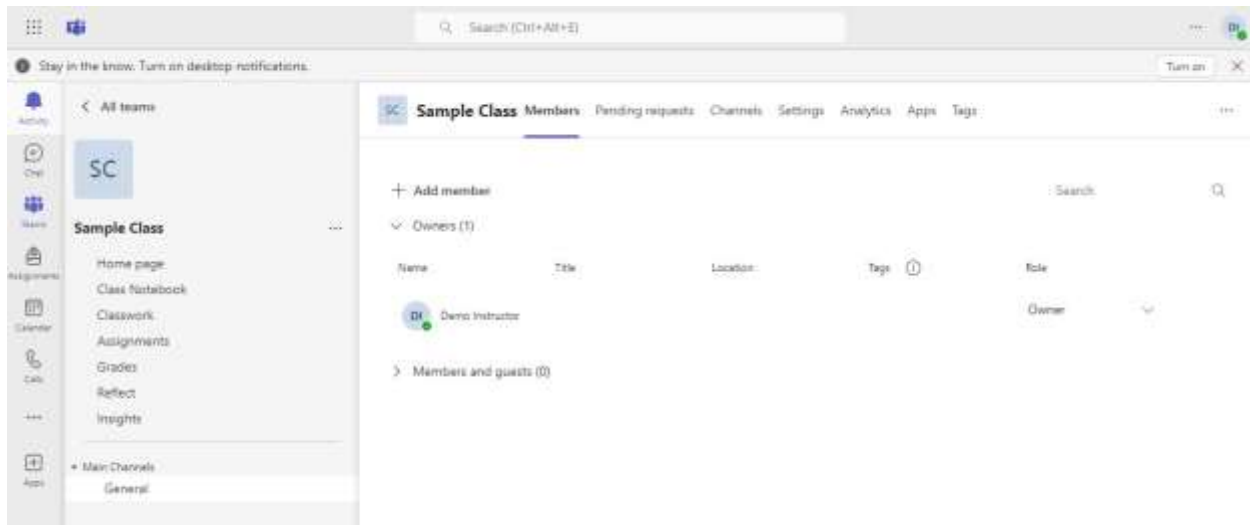
Add

Click on a name in the list to select it and then click on the **Add** button to add the student to your class. Repeat until all students have been added.

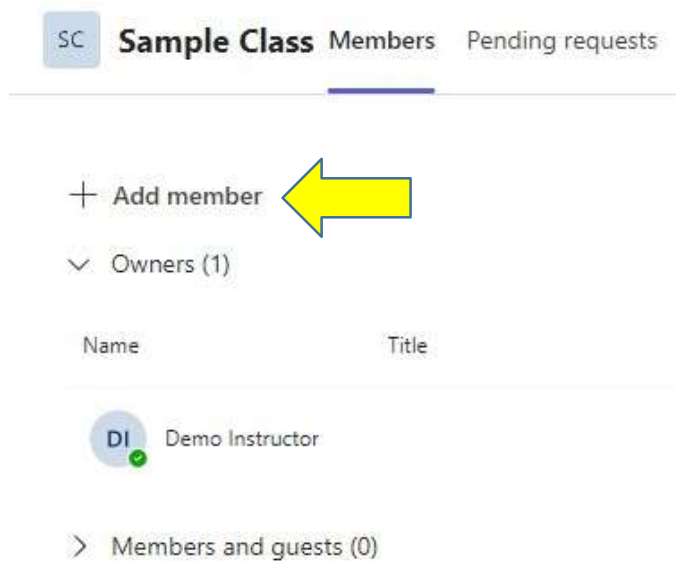
You can also add both students (members) and other teachers (Owners) by going to the **More options** button (3 dots) that appears to the right of your Teams name in the main screen of your Teams window.



Select **Manage team** to add both students and other teachers. **It is recommended that you add jennifer.jackson@unbq.ca or kirstin.shirt@unbq.ca as owners to your Team. If IT support or troubleshooting is needed it is easier to help if there is access to the class.**



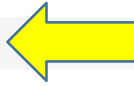
Click on the **+ Add member** button to add both students and teachers.



Add members to Sample Class

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. **We recommend making teachers into owners and students into members.** [Learn about adding guests](#)

Type a name or email



Cancel

Add

Click in the Type a name or email box. Begin typing the name of the teacher or student you wish to add. Select the person you wish to add from the list of suggested names.

Add members to Sample Class

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. **We recommend making teachers into owners and students into members.** [Learn about adding guests](#)

demo

DS Demo Student10
DEMO.STUDENT10

DU Demo User
DEMO.USER

DS Demo Student
DEMO.STUDENT

DF Demo Faculty
DEMO.FACULTY

Cancel

Add

You can add people one at a time by selecting their name, selecting their role, and then clicking on the **Add** button. You can also select several names, select their role, and then click on the **Add** button.

Add members to Sample Class

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. **We recommend making teachers into owners and students into members.** [Learn about adding guests](#)

Type a name or email	Role	
DS Demo Student demo.student@unbq.ca	Member ▾	✕
DS Demo Student10 demo.student10@unbq.ca	Member ▾	✕
DF Demo Faculty Demo.Faculty@unbq.ca	Owner ▾	✕
AB Anne Blower anne.blower@unbq.ca	Owner ▾	✕

Cancel

Add

If you add someone to the list by mistake you can remove them by clicking on the X beside their name.

In the example above I selected 2 students who are members, an additional teacher who is an owner, and Anne Blower (IT) as an owner.

All teams

SC

Sample Class

Home page
Class Notebook
Classwork
Assignments
Grades
Reflect
Insights

▼ Main Channels
General

SC Sample Class

Members Pending requests Channels Settings Analytics Apps Tags

+

Add member

Search

▼ Owners (3)

Name	Title	Location	Tags	Role
DF Demo Faculty				Owner ▾
DI Demo Instructor				Owner ▾
AB Anne Blower				Owner ▾

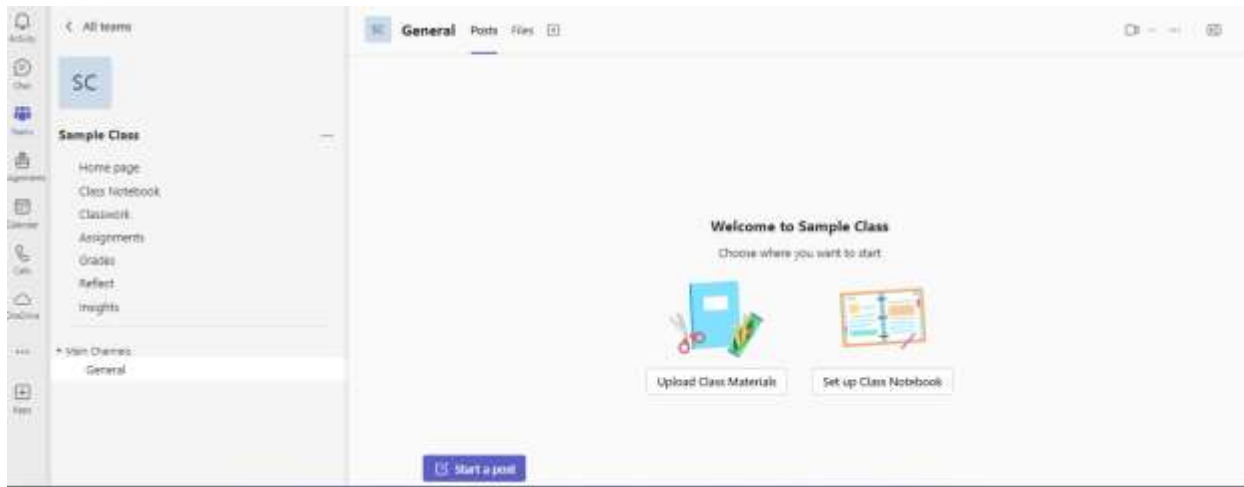
▼ Members and guests (2)

Name	Title	Location	☐ Mute	Tags	Role
DS Demo Student			☐		Member ▾ ✕
DS Demo Student10			☐		Member ▾ ✕

You can return to Manage team at any time to add or remove someone. You can also return to change someone's role.

General Channel

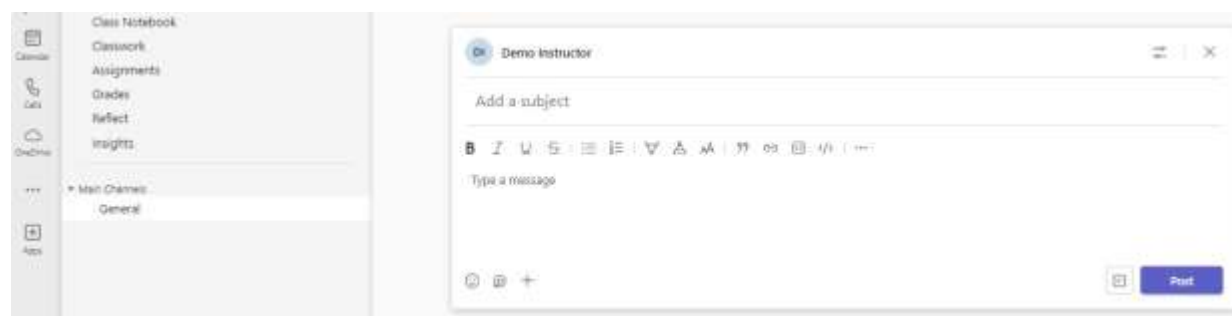
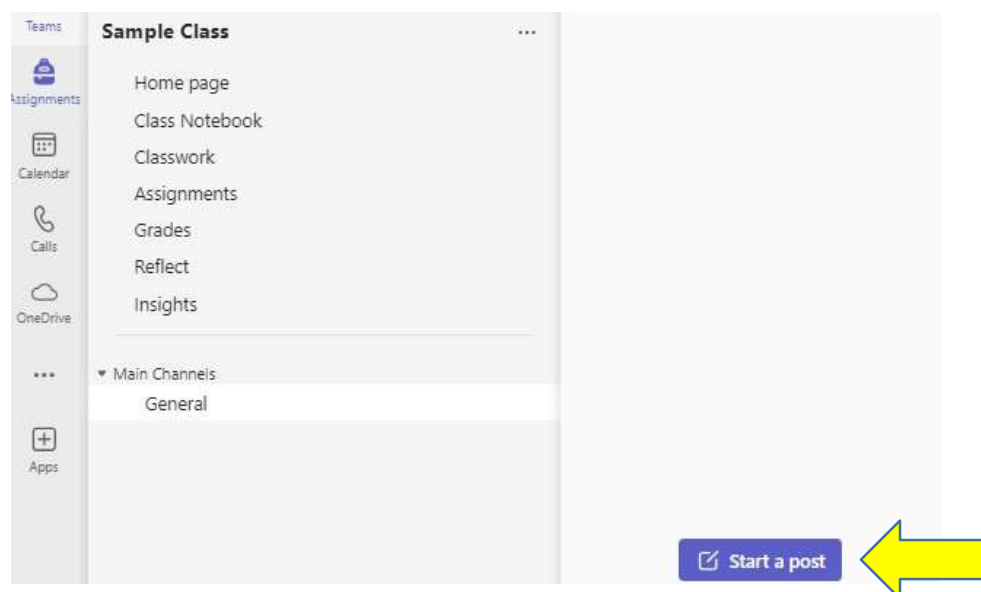
The General Channel is the main Teams screen.



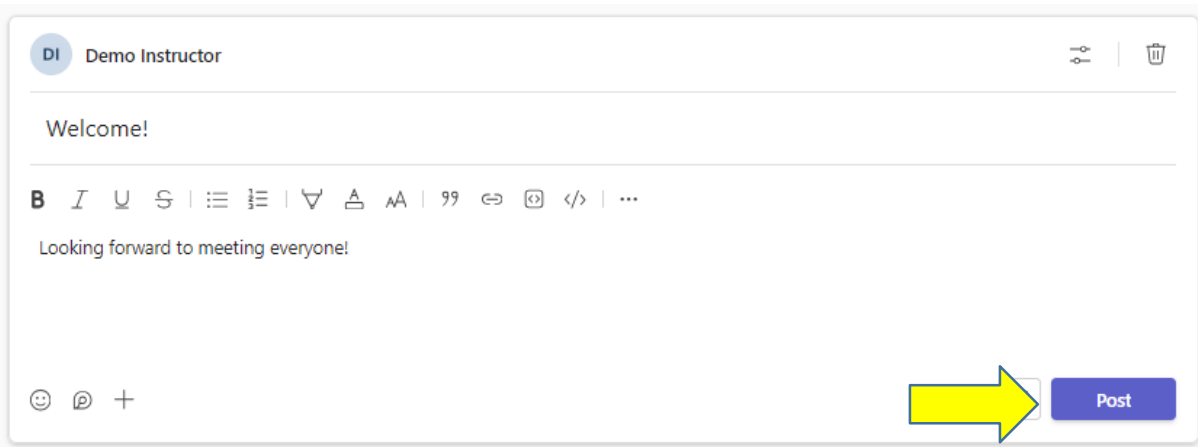
You can add Posts to the General Channel as well as upload Files. Unless you have created other channels your links to join Meetings will appear here as well as any recordings. There will also be notices for assignments.

Creating Posts

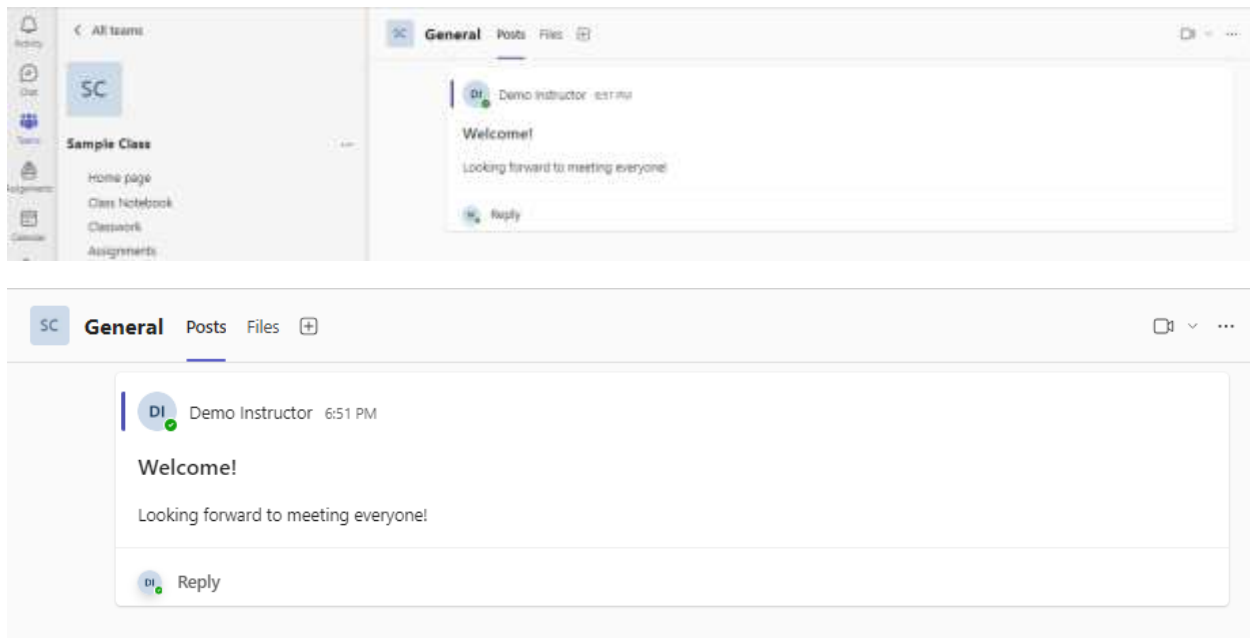
You can click on the Start a post button to provide information for all members of your class to see.



Add a subject to your post and then type in your message. (Just like an email)
Click on the Post button when you are finished.



This is what everyone will see in the General Channel when they go to the Team.

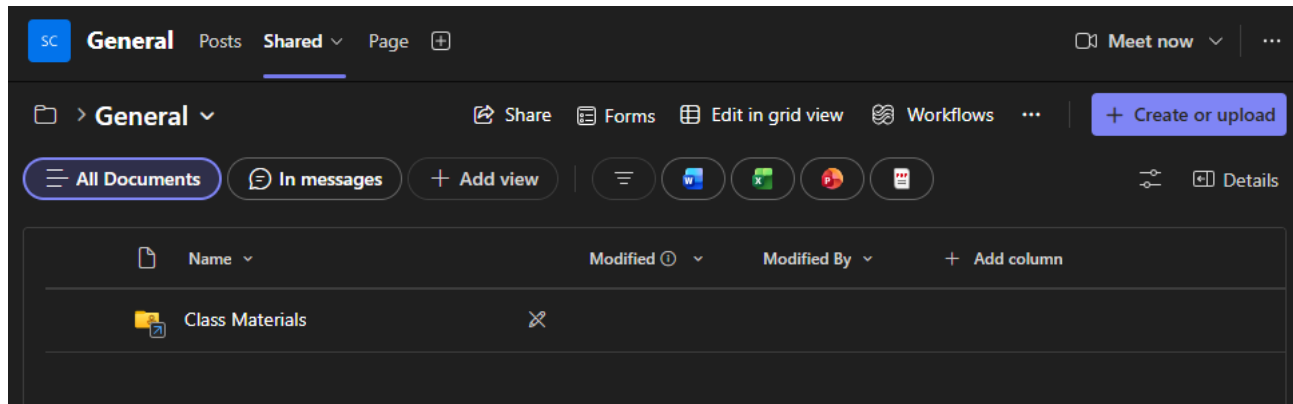
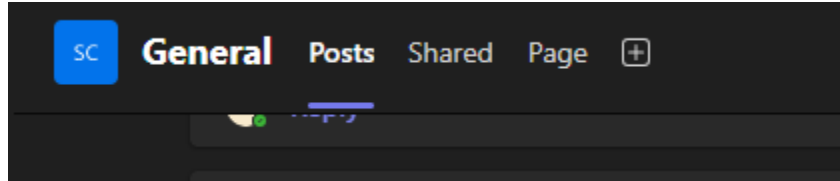


You can also use the Chat feature to converse with individuals or groups.

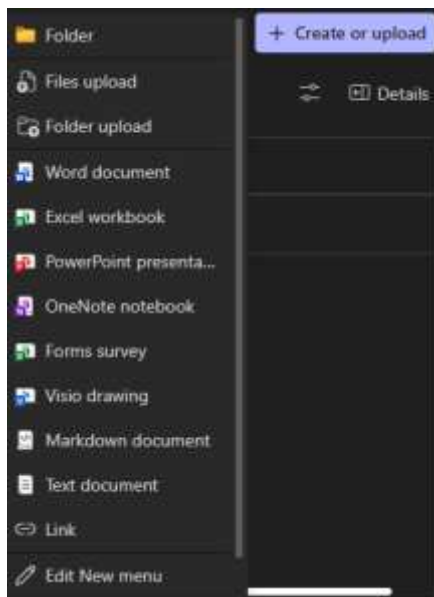
See page 58.

Adding Files and Folders

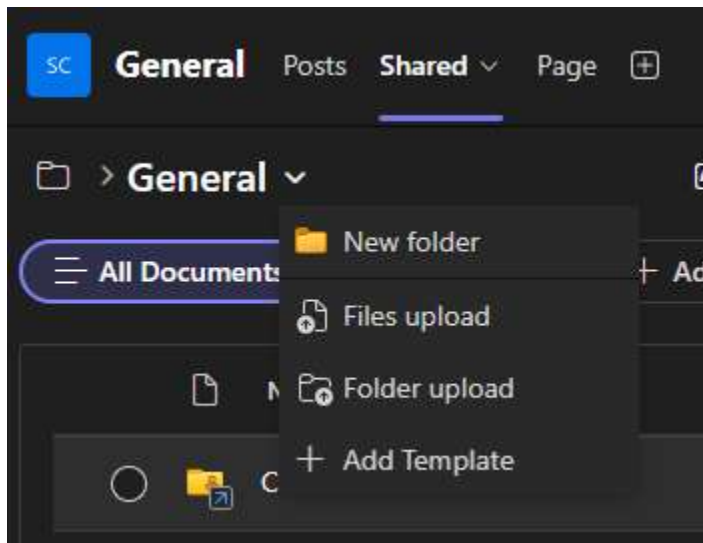
To add files to the General Channel (or any channel) click on **Shared** at the top of the General Channel window.



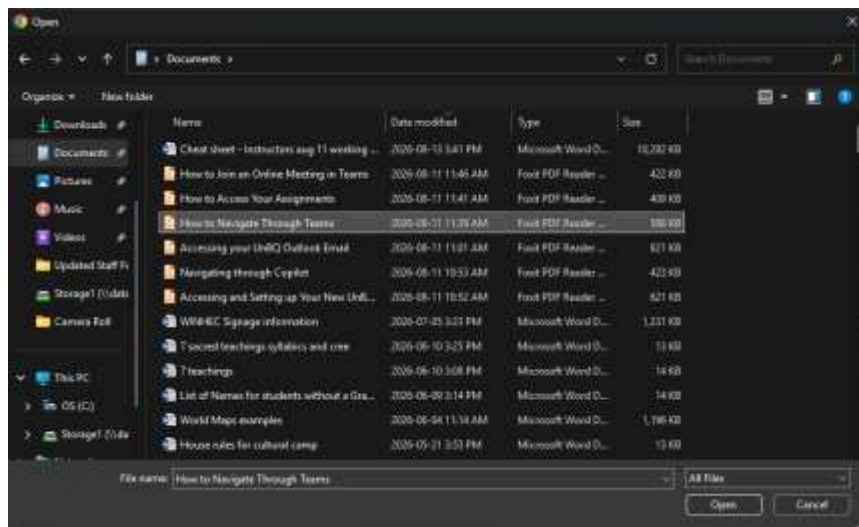
You can create new folders and different types of new files by clicking on the **Create or upload** button on the right hand side.



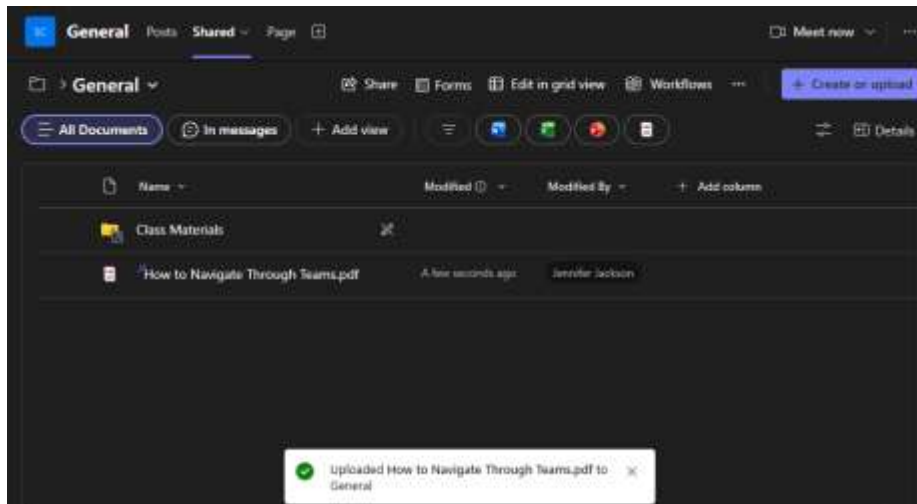
You can also click on the drop down arrow next to the word General to create new folders, upload files, upload folders, and add templates to the Shared page.



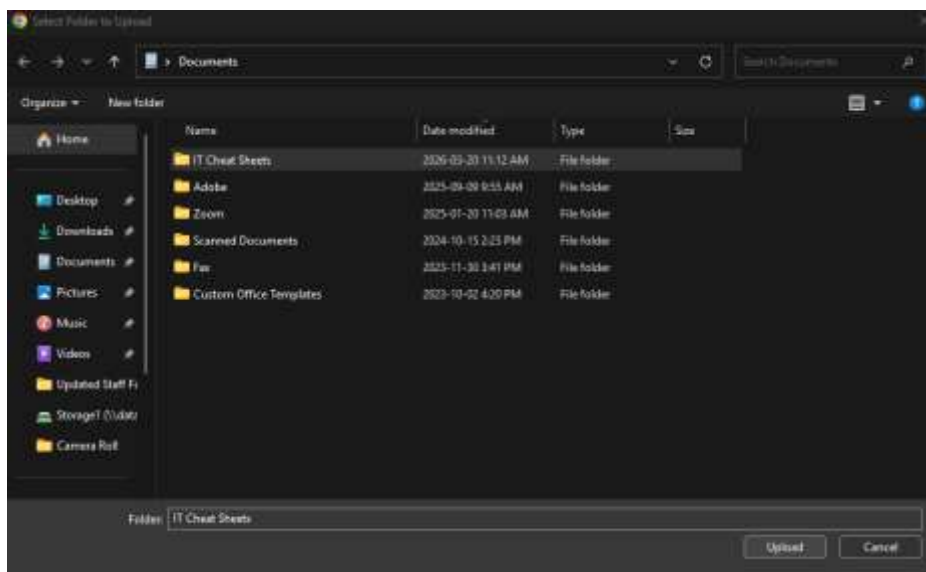
You can upload files, folders, and templates that you already have on your computer by clicking on the **drop down arrow** button next to the word General. In the example below I clicked on the drop down arrow, clicked on Files upload, selected the file, and clicked on **Open**.



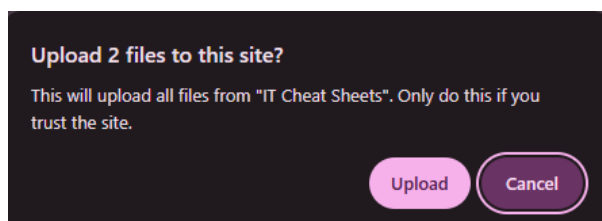
After I clicked on Open, it uploaded the file underneath the Class Materials folder on Teams. When you have successfully uploaded a file, you will see the message on the bottom of your screen, as pictured below.

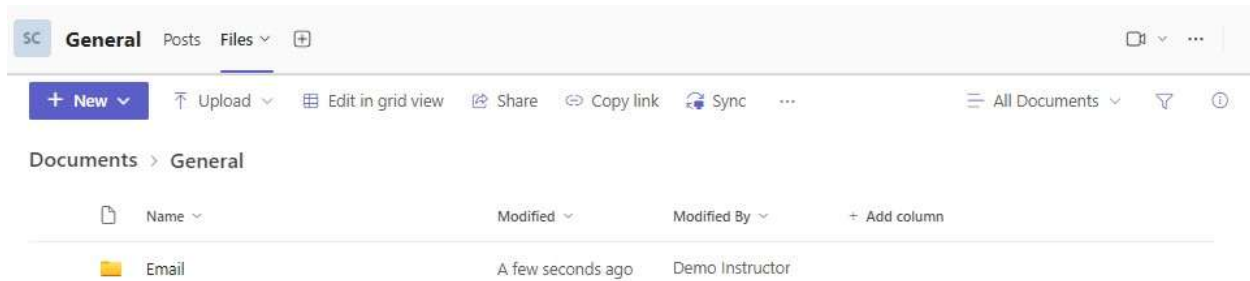


If you are wanting to upload a folder to your Teams class, click on the drop down arrow beside General. Select Folder upload. Select the folder you want to upload and then click on Upload and all of the files in it will be added to my Team.

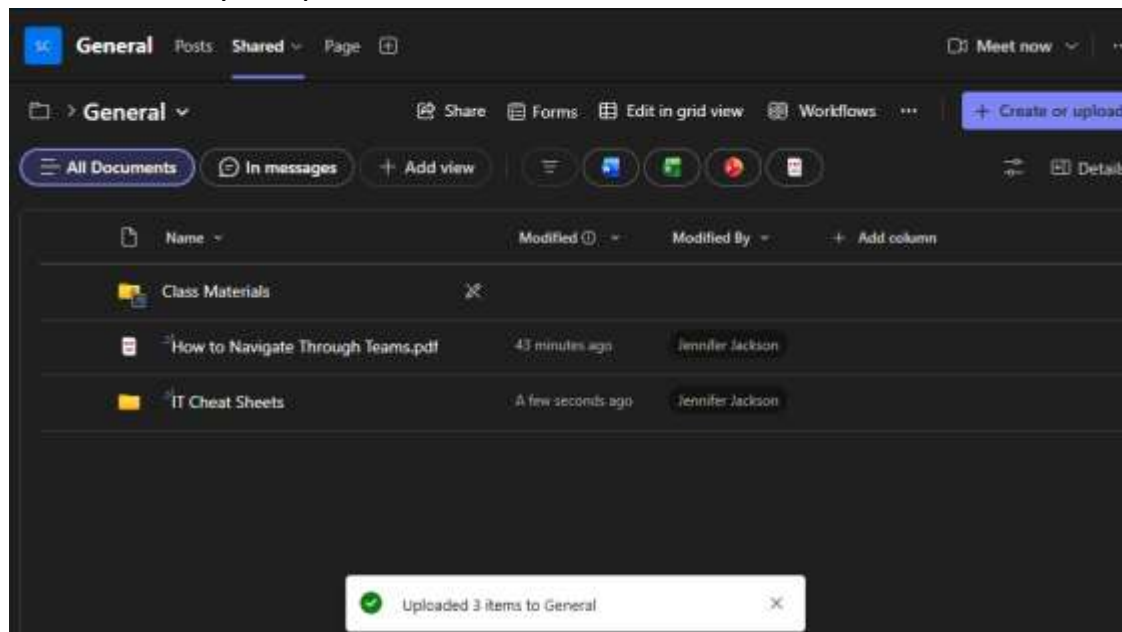


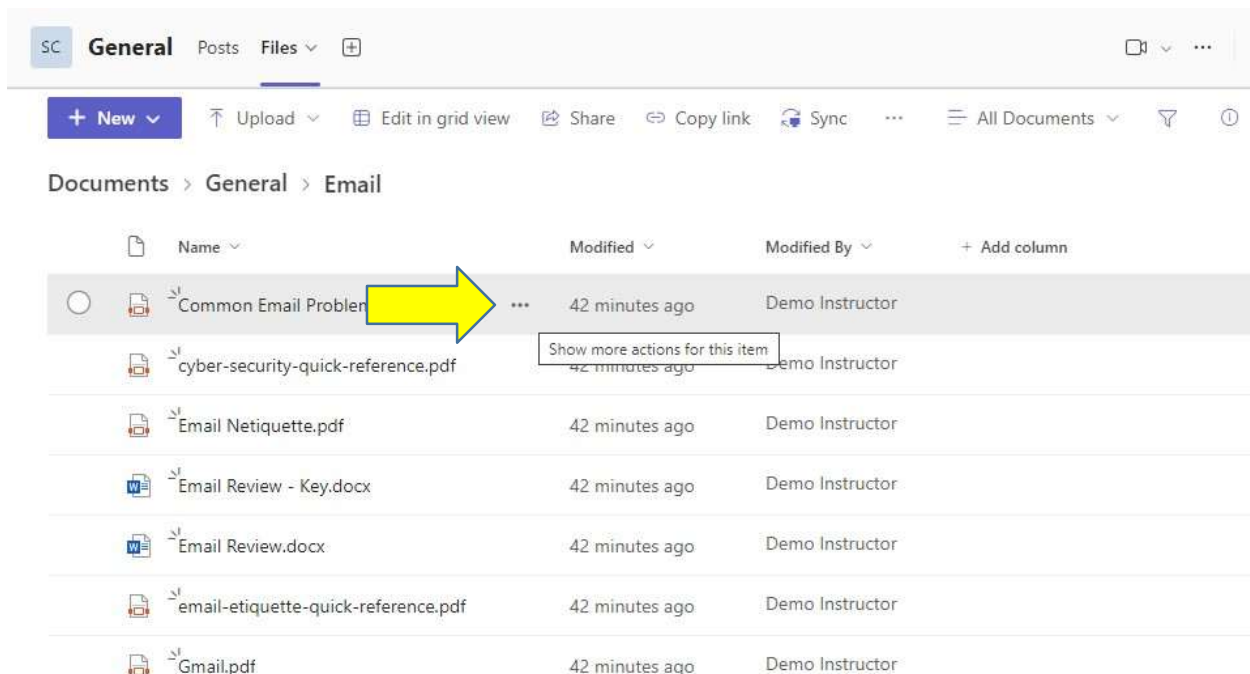
You will see the following warning. Click on **Upload** to complete the process.



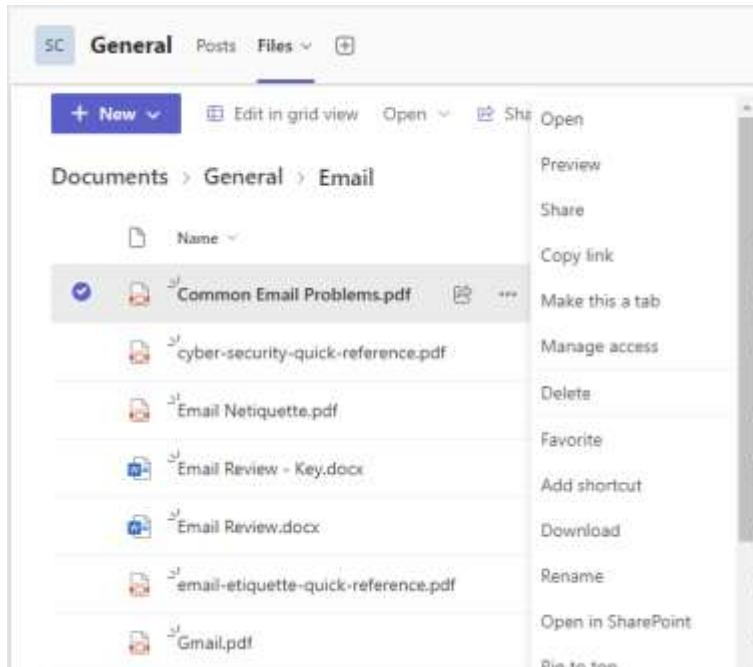


When you click on the folder you will see all of the files that were copied with the folder when you uploaded it.

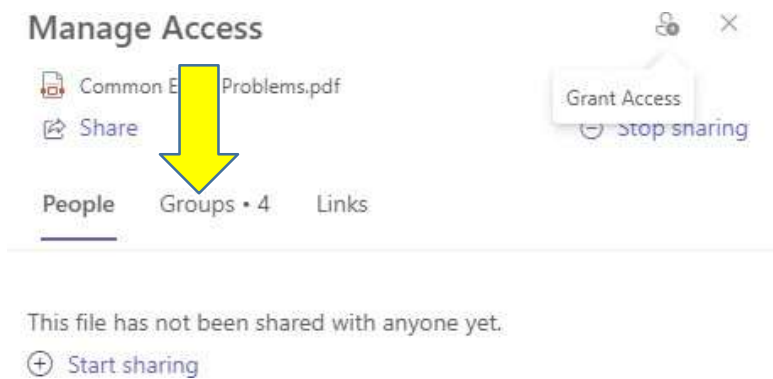




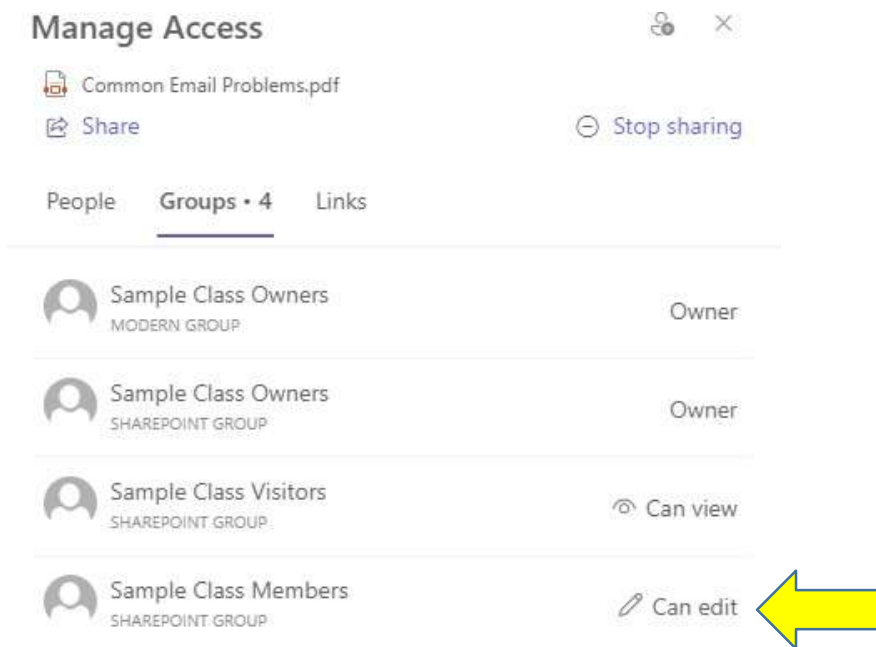
Beside every file are 3 dots (this is the **Show more actions for this item** button). When you click on the 3 dots there are a number of things you can do with your files.



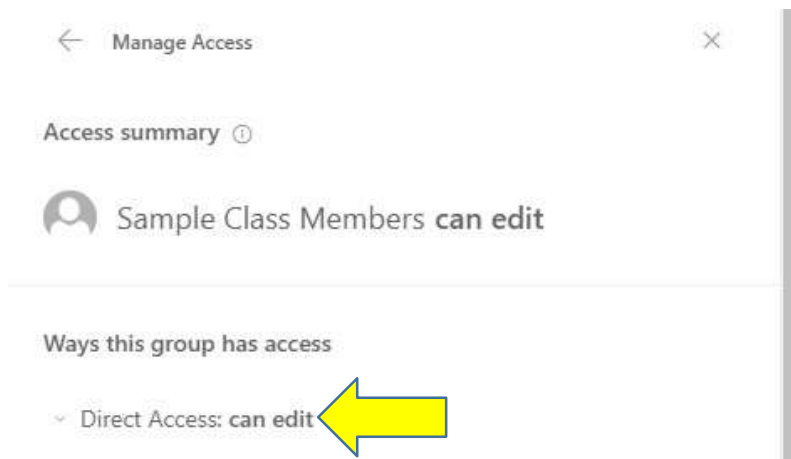
One of the things you might want to do is make a file read-only. This way students can view the file but cannot change it. Click on **Manage access** to change how the student is able to access the file.



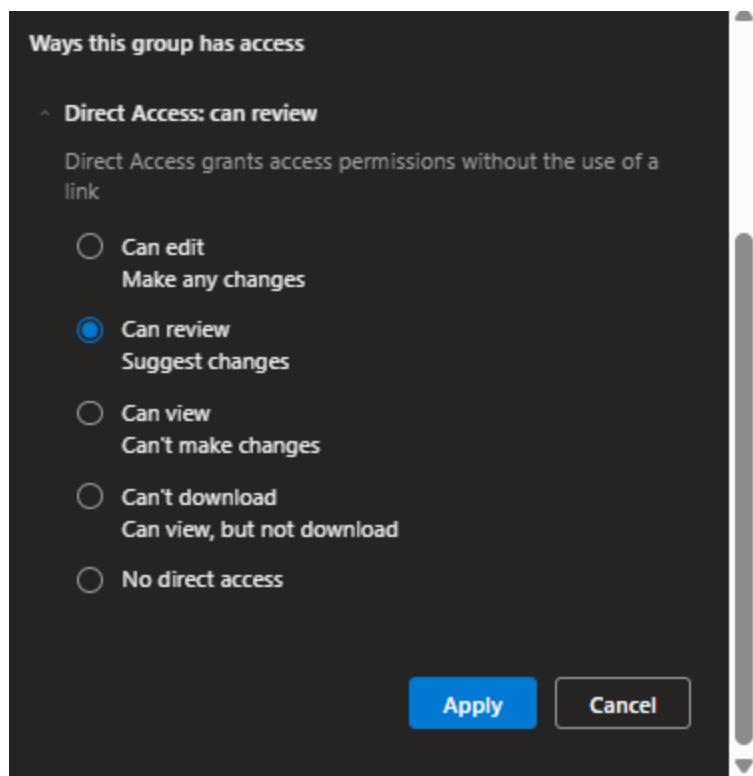
Click on the **Groups** tab to go to the next step.



The Members (students) Can edit. If you want to change the file to read-only click on **Can edit**.



Now click on **Direct Access: can edit**



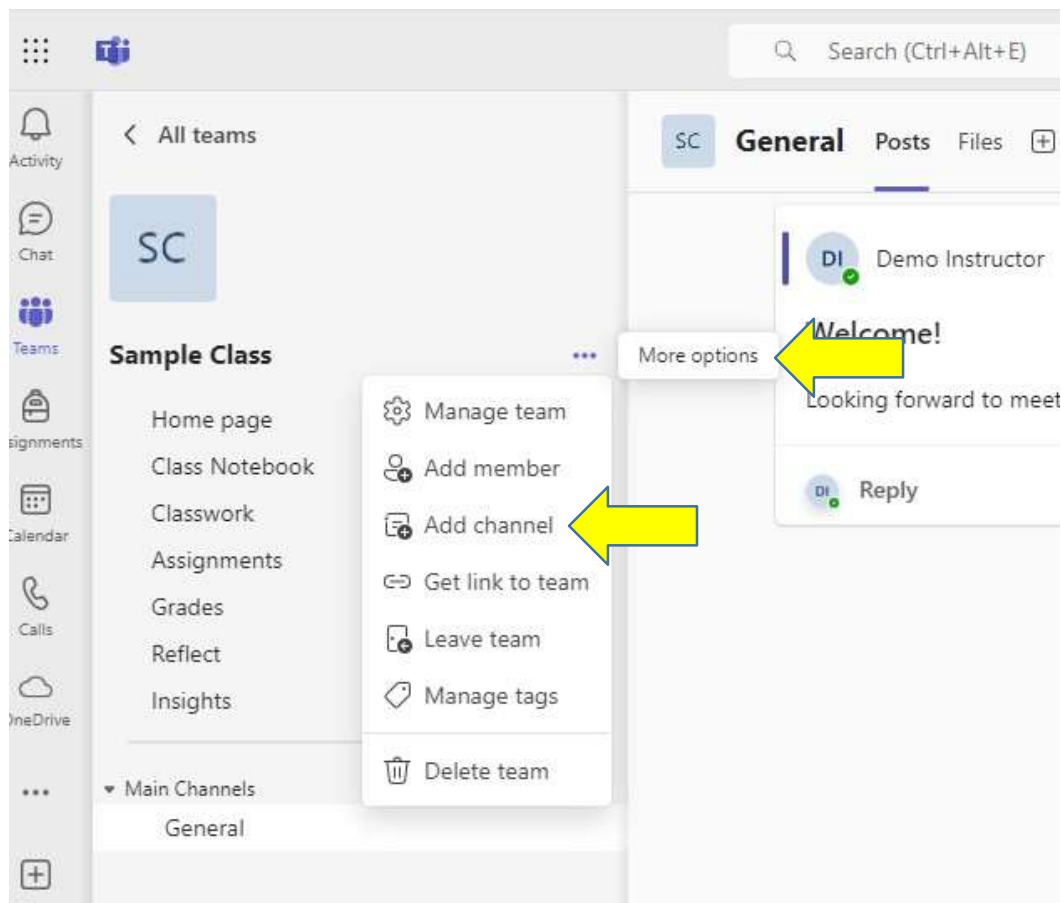
You can decide on how you would like to manage access to the document. As shown above, you have 5 options. Select the option that is appropriate for the document. Click **Apply**, then click the 'x' to close the window.

Adding Additional Channels

In addition to the General Channel that comes with every class you can also create additional channels.

Channels organize all the files, conversations, and meeting links for a topic in one place. Channels can be created for topics, units, projects, and more.

To create a channel, click on the **More options** button and then select **Add channel**.



Create a channel

Channel name *

Letters, numbers, and spaces are allowed



Description

Help others find the right channel by providing a description

Choose a channel type * ⓘ

Select



Standard

Everyone on the team has access.



Private

Specific people on the team have access.

Cancel

Create

Type in a name for your channel under Channel name. You can also include a description. **Choose a channel type. The usual choice is Standard;** this gives everyone in your class access to the channel. You would use Private if you are setting up group projects for only some of your class.

Create a channel

Channel name *

Week 1 - Introduction



Description

Help others find the right channel by providing a description

Choose a channel type * ⓘ

Standard — Everyone on the team has access



☐ Automatically show this channel in everyone's channel list



Cancel

Create

You need to check the Automatically show this channel in everyone's channel list option before you click on Create. If you miss this step your students will not see the channels you set up when they go to the class. (Sometimes the student will need to click on Hidden to see the channels).

Create a channel

Channel name *

Week 1 - Introduction



Description

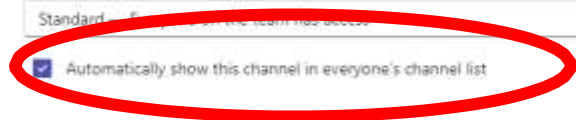
Help others find the right channel by providing a description

Choose a channel type * ⓘ

Standard — Everyone on the team has access



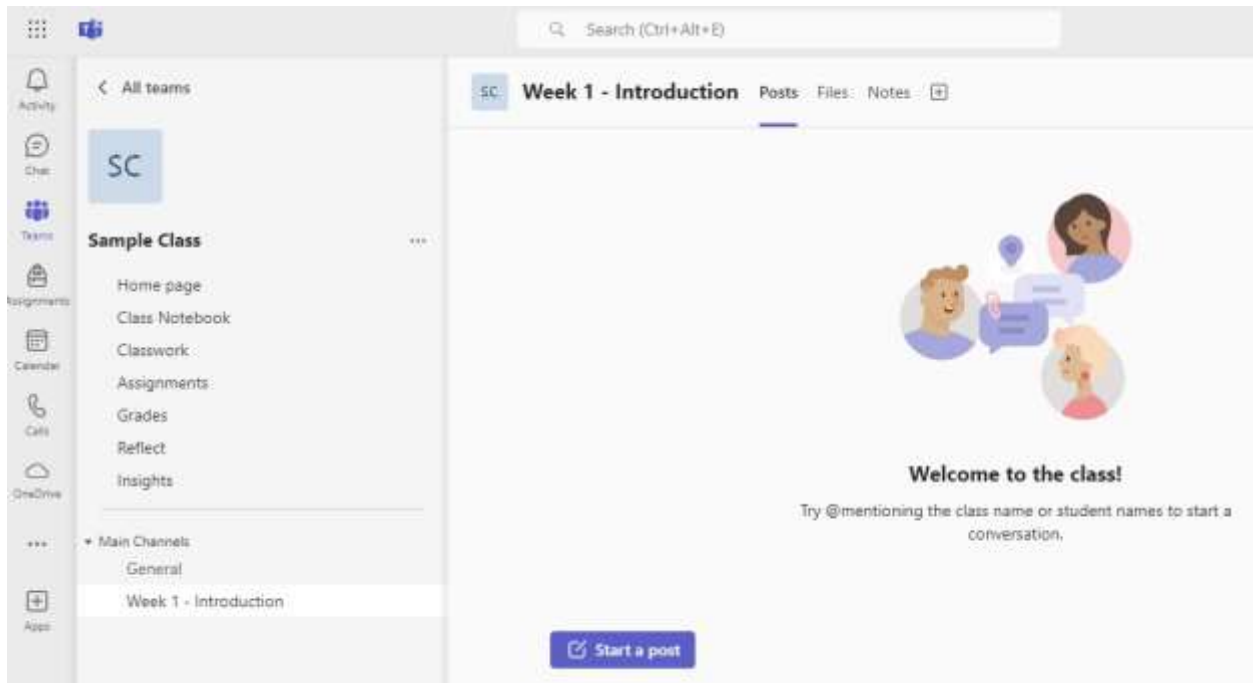
☒ Automatically show this channel in everyone's channel list



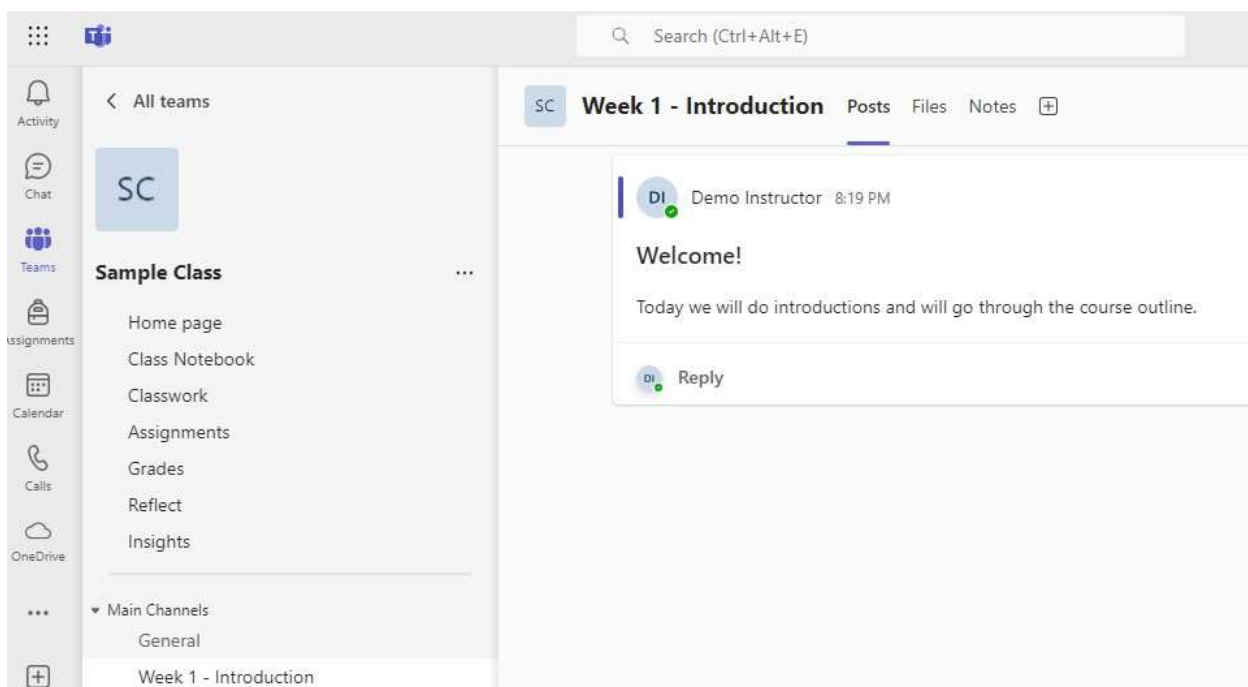
Cancel

Create





You can add posts to the channel you created as well as upload files to the channel. You can create meetings and add them to specific channels. Assignments can also be created and assigned to specific channels.

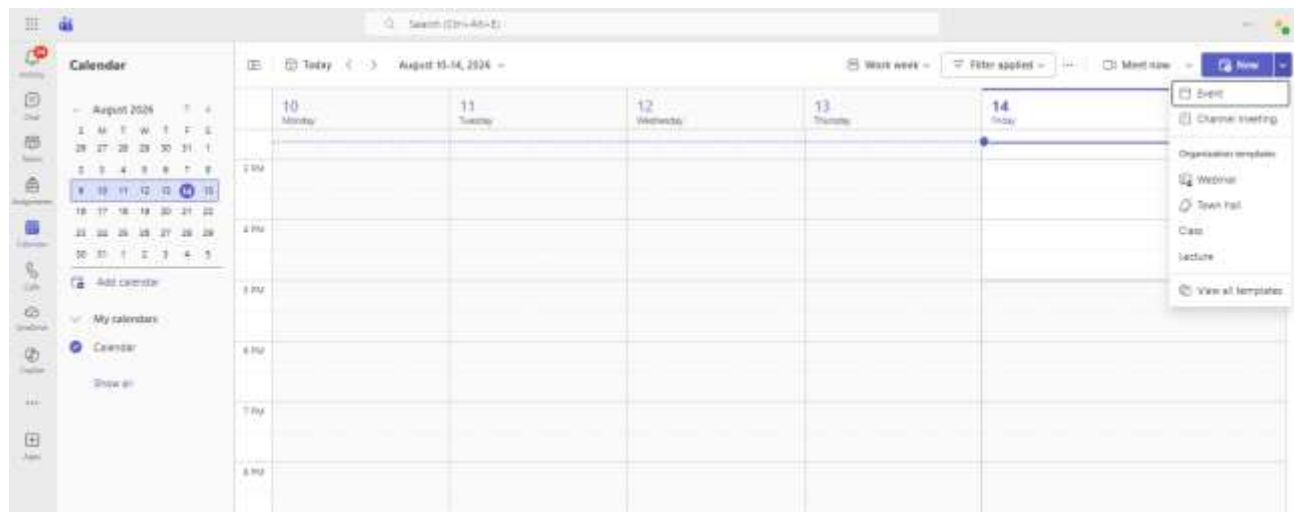
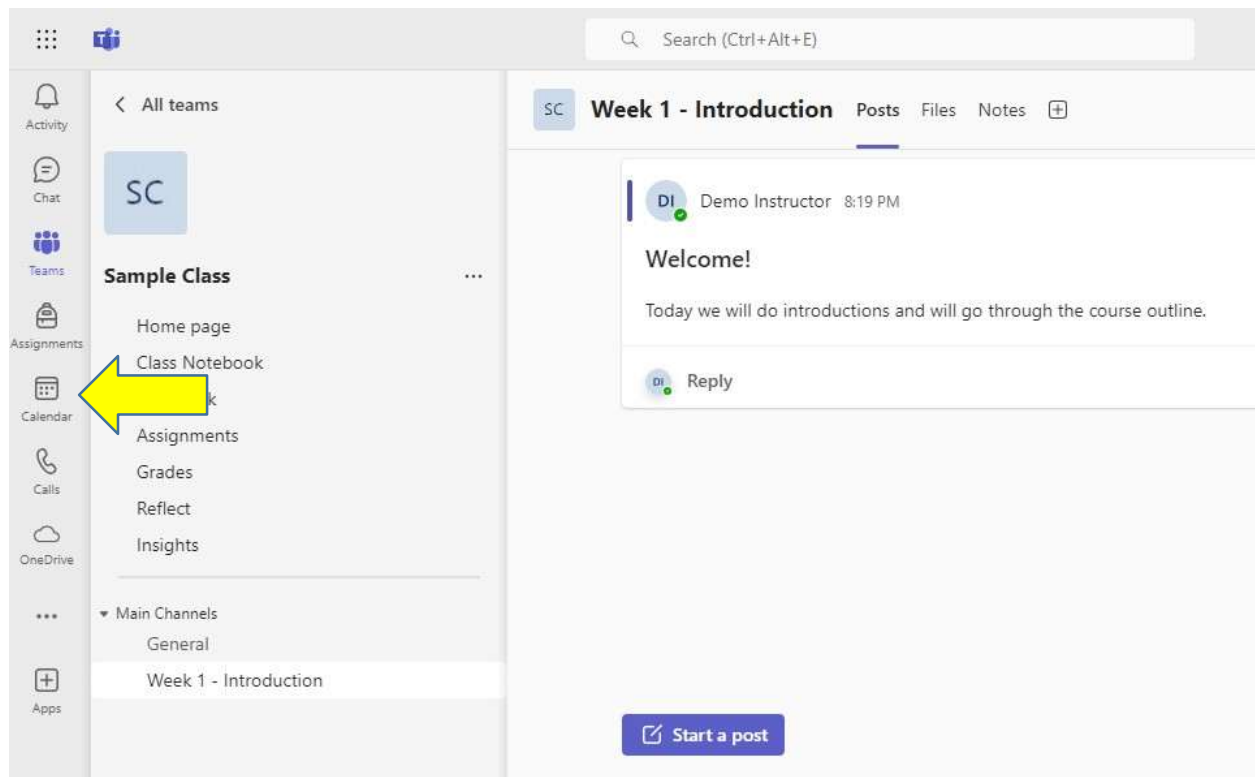


The screenshot displays the Canvas LMS interface. On the left is a sidebar with navigation options: 'All teams', 'Sample Class' (selected), 'Home page', 'Class Notebook', 'Classwork', 'Assignments', 'Grades', 'Reflect', 'Insights', 'Main Channels', 'General', and 'Week 1 - Introduction'. The main content area features a search bar at the top, followed by tabs for 'Posts', 'Files', and 'Notes'. Below the tabs is a table of documents for 'Week 1 - Introduction'. The table has columns for 'Name', 'Modified', and 'Modified By'. One document is listed: 'Sample Class Outline.docx', modified 'A few seconds ago' by 'Demo Instructor'.

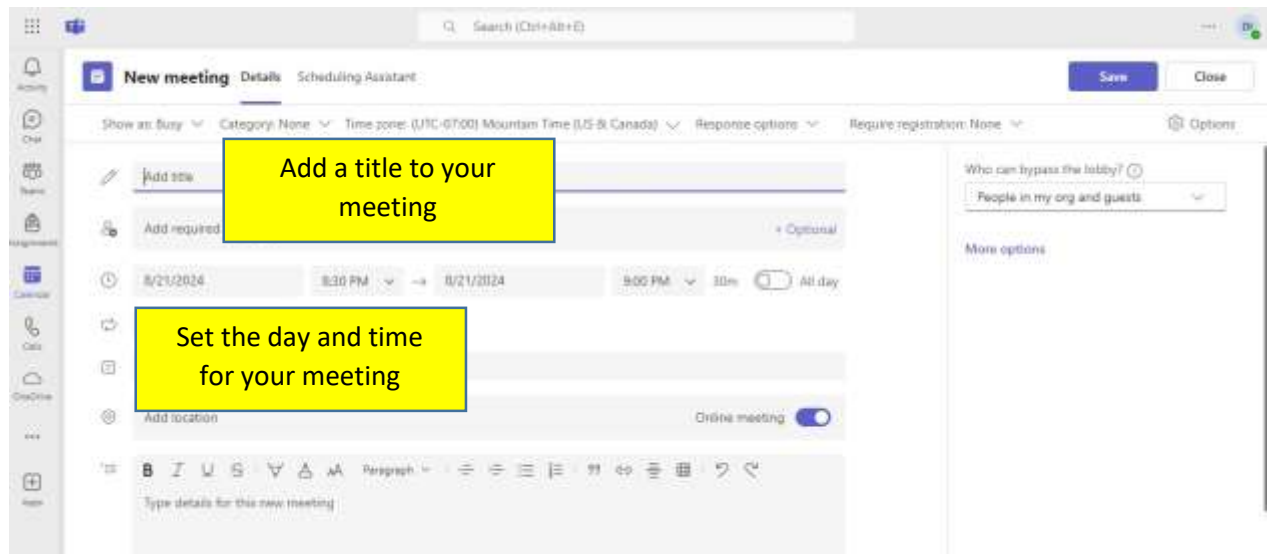
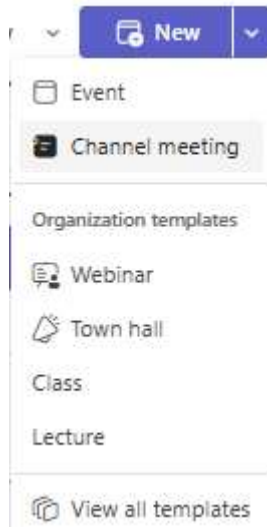
Name	Modified	Modified By
Sample Class Outline.docx	A few seconds ago	Demo Instructor

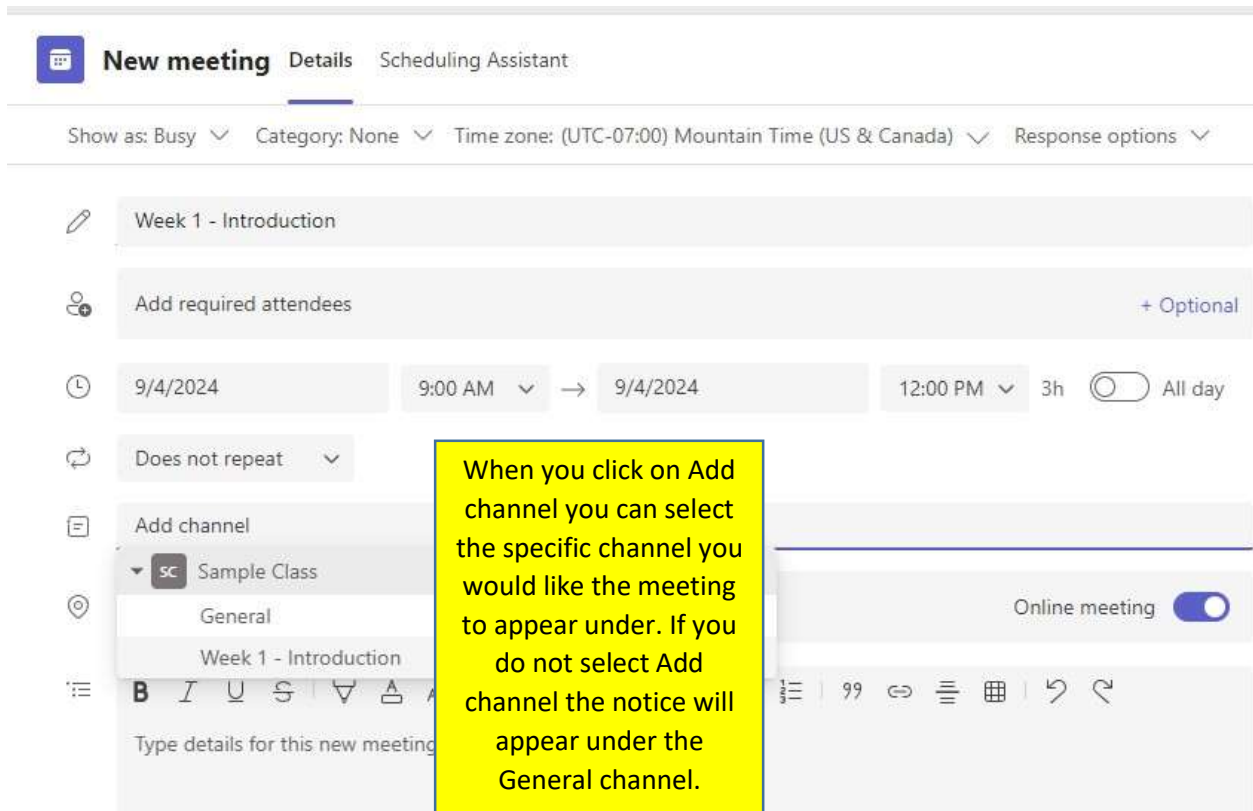
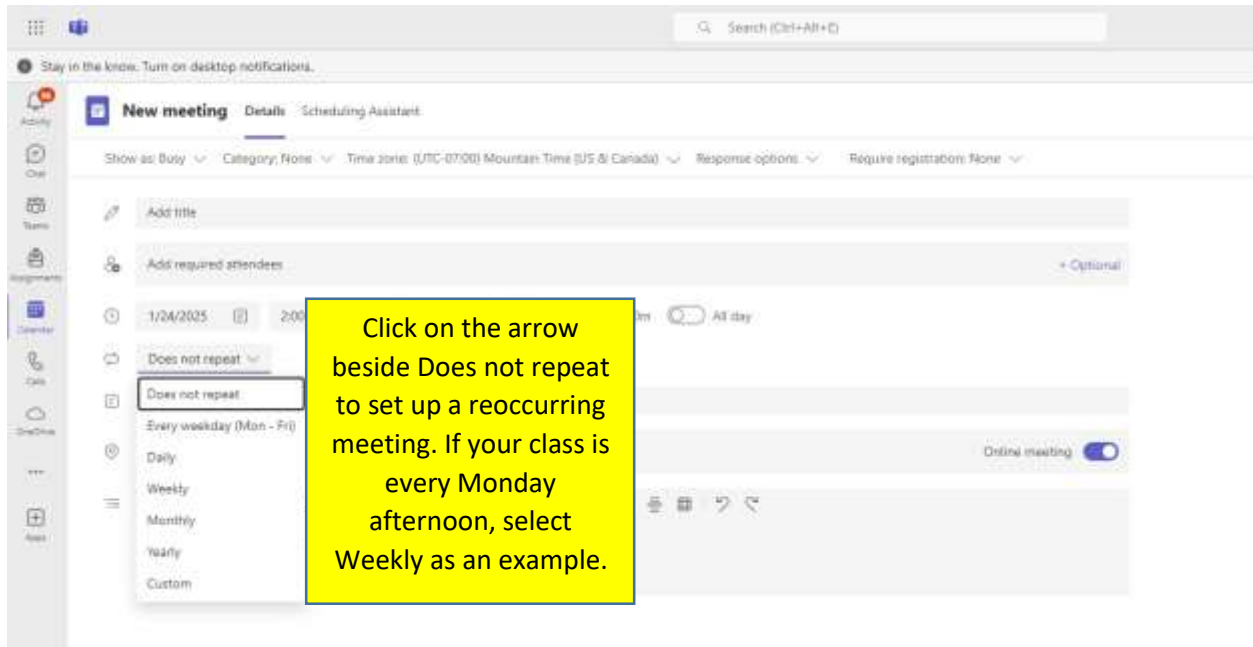
Scheduling Meetings

Meetings can be created in the Calendar.



Click on the **drop down arrow** next to the **New** button to create your event, channel meeting, webinar, town hall, class or lecture. Select Channel meeting.






Send
Close

Canada) ▾ Response options ▾ Require registration: None ▾ ⚙ Options

+ Optional

12:00 PM ▾

3h

☐ All day

☐ Send personal invites ⓘ

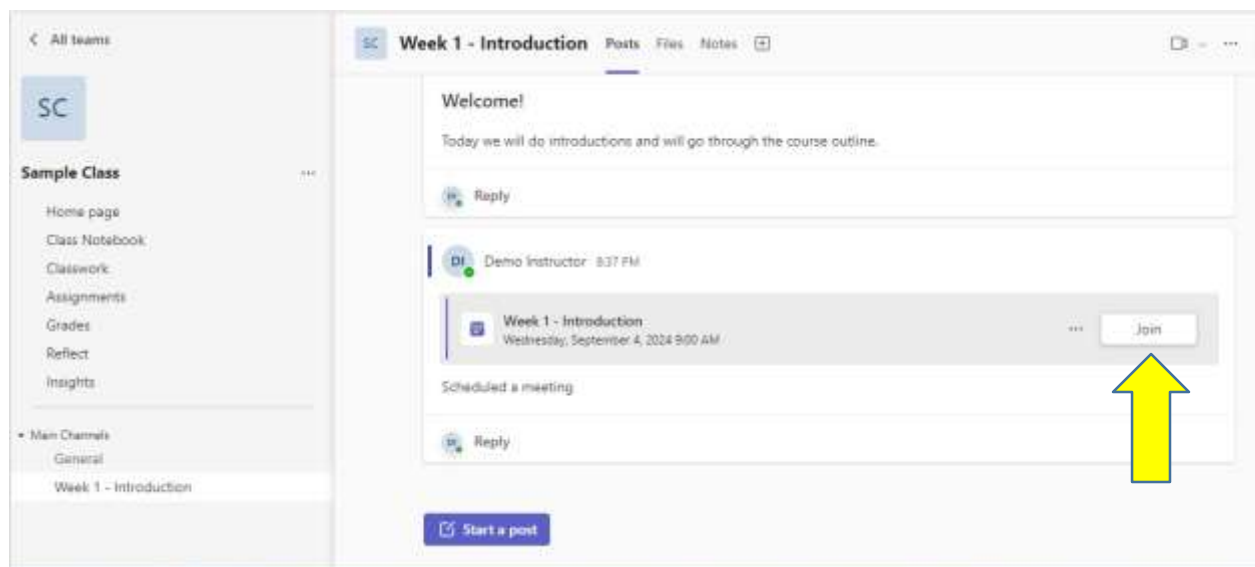
↔ ≡ 📅 | ↶ ↷

Who can bypass the lobby? ⓘ

People in my org and guests ▾

[More options](#)

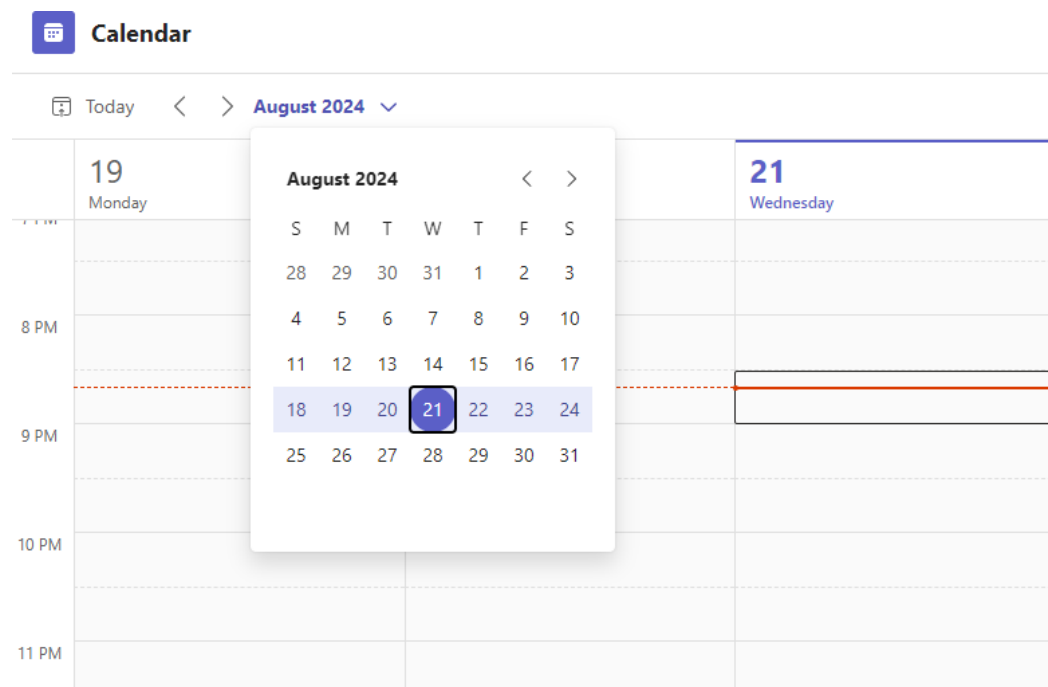
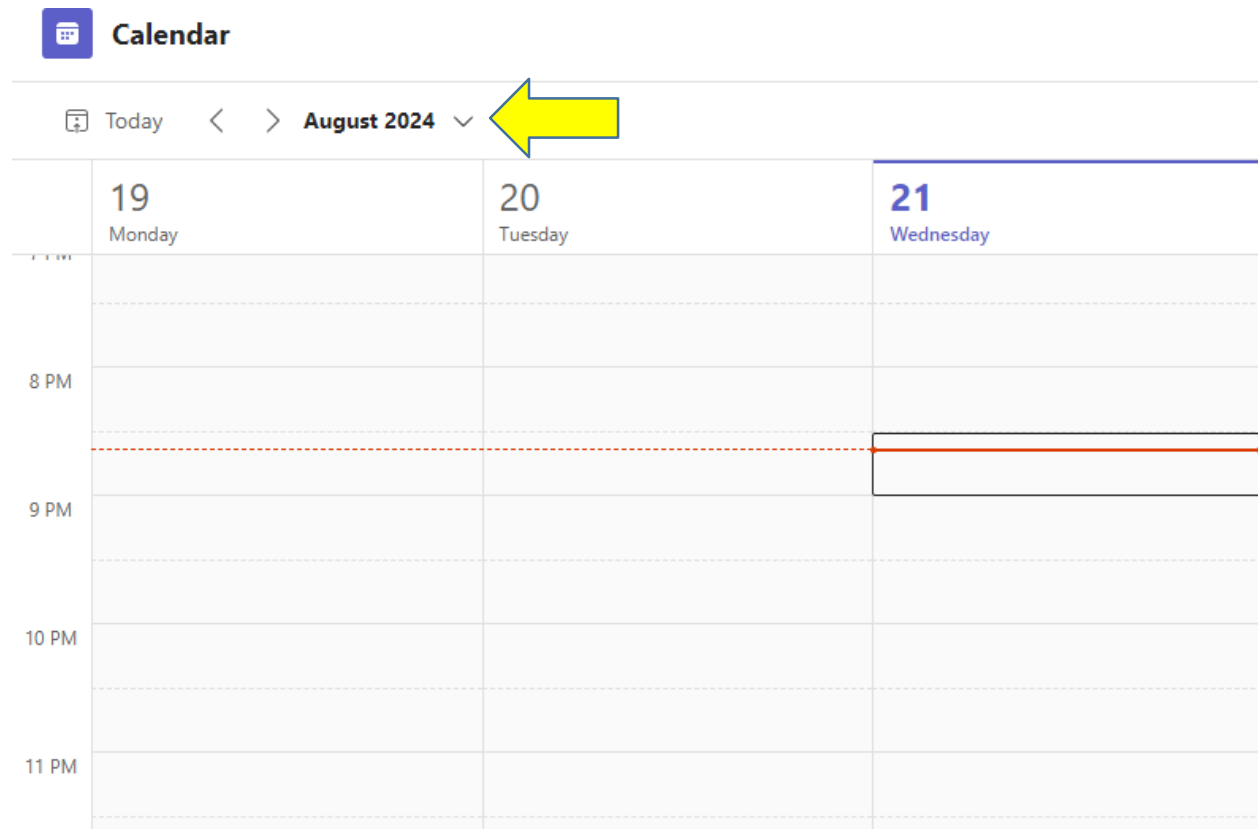
Click on **Send** to schedule the meeting.



The screenshot shows a Microsoft Teams interface. On the left is a sidebar with 'All teams' and a team named 'SC'. Under 'Sample Class', there are links for Home page, Class Notebook, Classwork, Assignments, Grades, Reflect, and Insights. Below that are 'Main Channels' including 'General' and 'Week 1 - Introduction'. The main area shows the 'Week 1 - Introduction' channel with tabs for Posts, Files, and Notes. A post from 'Demo Instructor' at 9:37 PM contains a meeting card for 'Week 1 - Introduction' scheduled for Wednesday, September 4, 2024 at 9:00 AM. The card includes a 'Join' button, which is highlighted by a yellow arrow. Below the meeting card is a 'Start a post' button.

The link to join the meeting appears under the Week 1 - Introduction channel. When it is time to start your meeting you can click on the Join button here.

It also appears on the Calendar. Go Calendar, click on the arrow beside the current week.



Click on the arrows to navigate to the correct month if necessary and select the date of your meeting.

 **Calendar**

Today < > September 2024

	02 Monday	03 Tuesday	04 Wednesday
8 AM			
9 AM			Week 1 - Introduction Microsoft Teams Meeting Demo Instructor
10 AM			
11 AM			
12 PM			

Join with an ID Meet now + New

03 Tuesday 04 Wednesday

Week 1 - Introduction
Sep 4 9:00 AM – 12:00 PM

Join **Edit**

Microsoft Teams Meeting

<https://teams.microsoft.com/j/meetup-join/1...>

Sample Class > Week 1 - Introduction

Chat with participants

Demo Instructor
Organizer

Click on the block for your meeting to Join or Edit.

My calendar



Week 1 - Introduction and Email

Sep 12 1:00 PM – 4:00 PM

Join

Edit



Microsoft Teams Meeting



<https://teams.microsoft.com/l/meetup-join/1...>



Sample Comp 125 > Week 1 - Introduction and Email



Chat with participants



Anne Blower
Organizer

Click on the Join button to start your meeting.

You can also schedule a new meeting by going to Calendar and clicking on the block for the date and start time for your meeting.



Calendar



Today

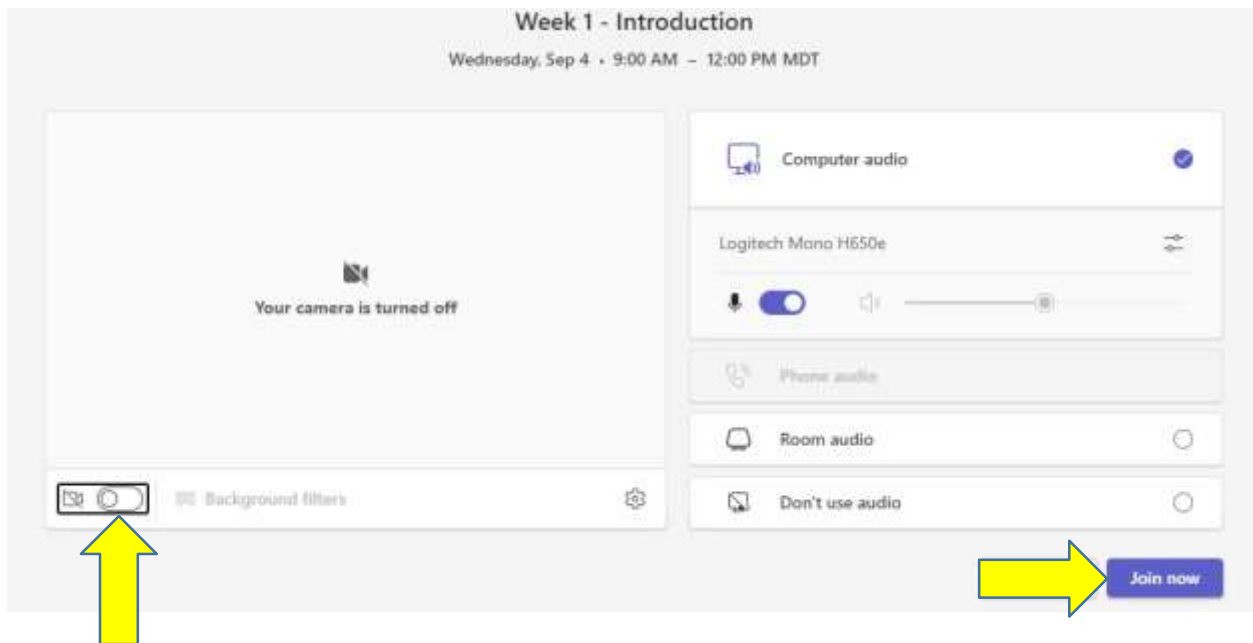


September 2024

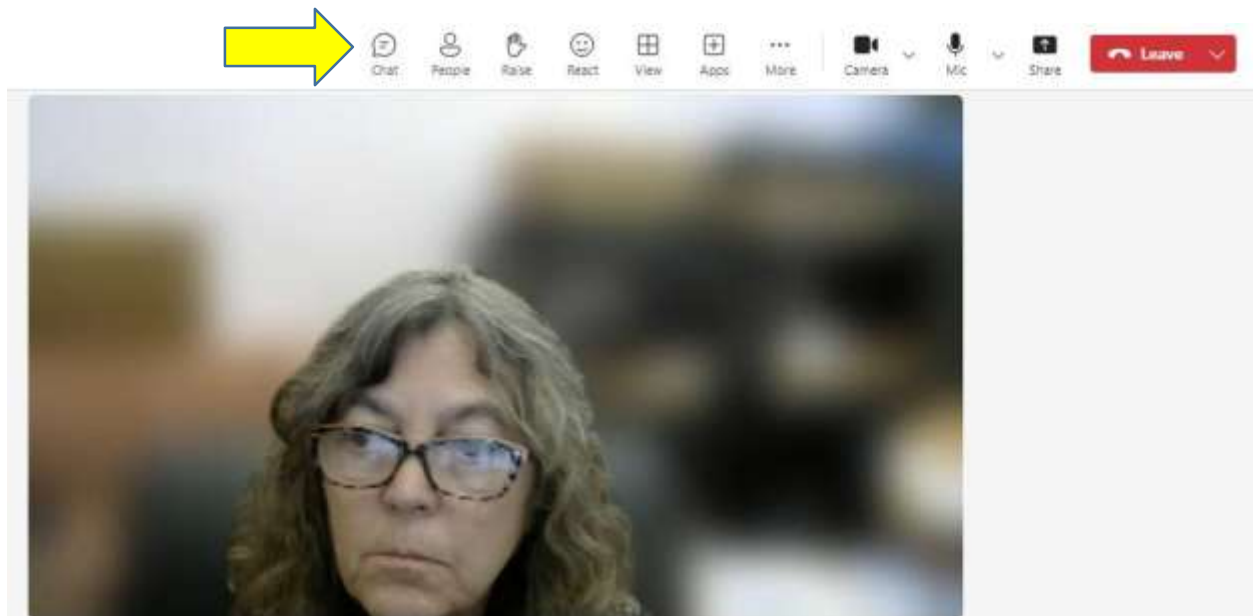


	09 Monday	10 Tuesday	11 Wednesday
9 AM			
10 AM			
11 AM			

Running your Teams Meeting



To turn your camera on click on the Camera button, (you can also set Background filters if you wish after you have turned on your camera) and then click on Join now button.

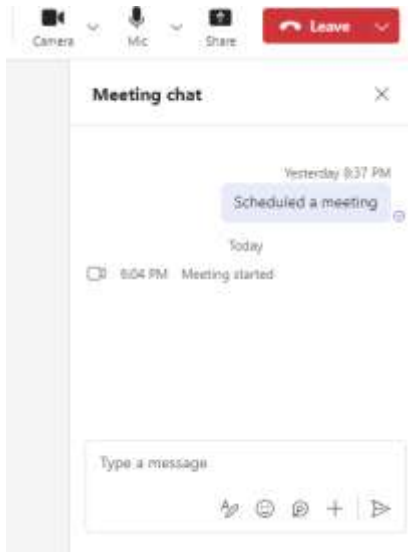


The buttons that you will be using to control your meeting are at the top of the meeting screen.



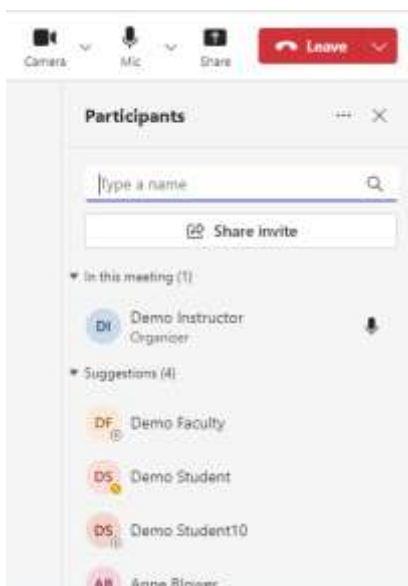
Chat

The **Show conversation** button is used for conversations during the meeting.



People

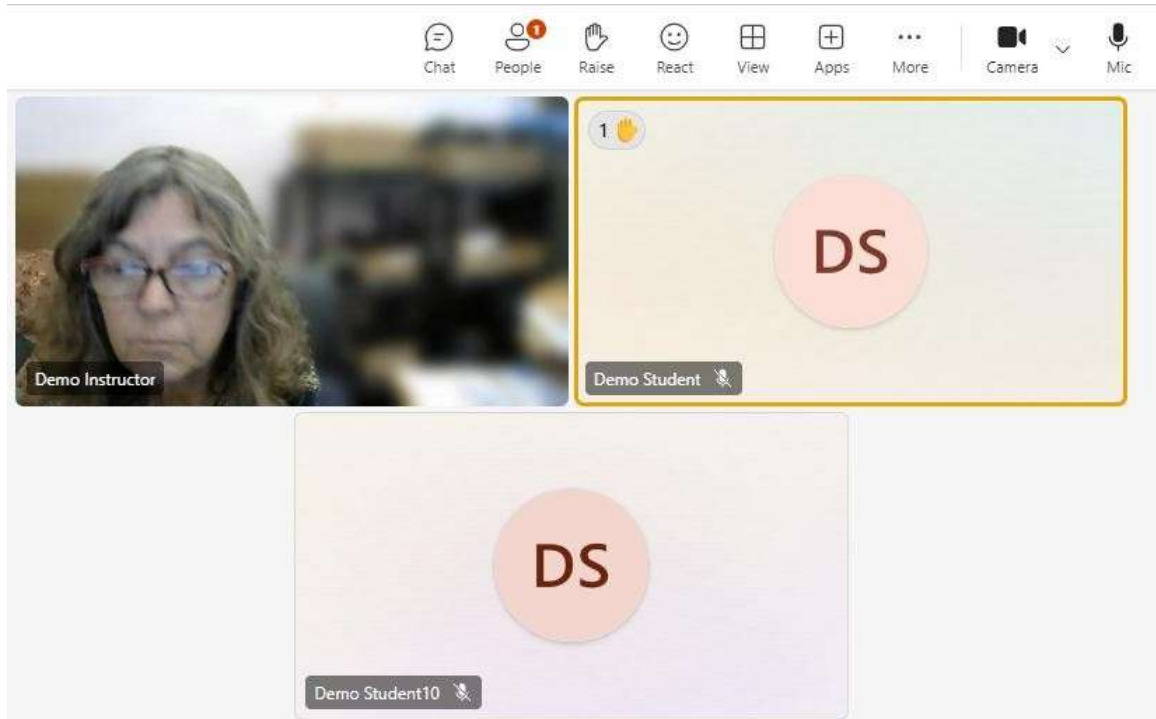
The **Show participants** button allows everyone to see who is in the meeting.





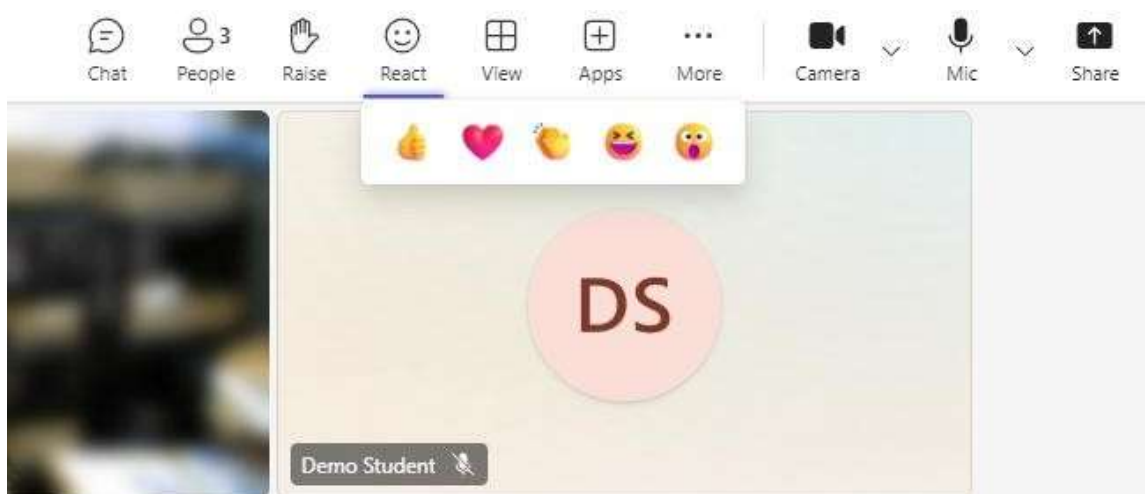
Raise

The **Raise your hand** button can be used to let the host of the meeting know you want to speak. **Demo Student has their hand raised.**



React

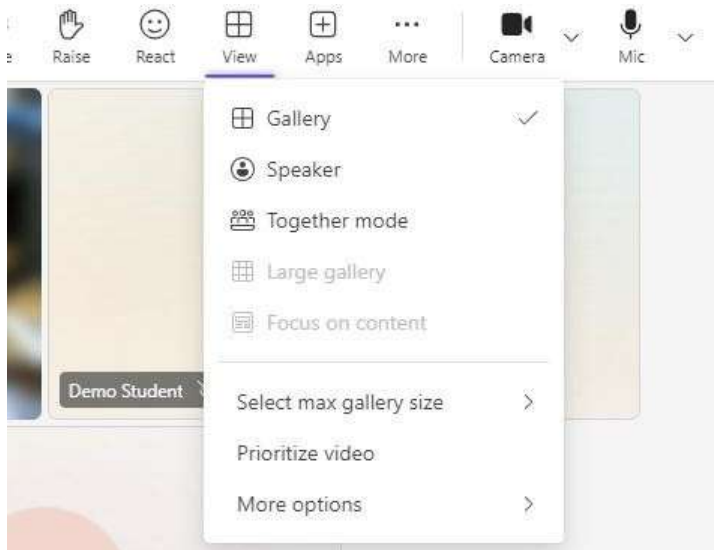
The **Send a reaction** button can be used to react to things during the meeting.





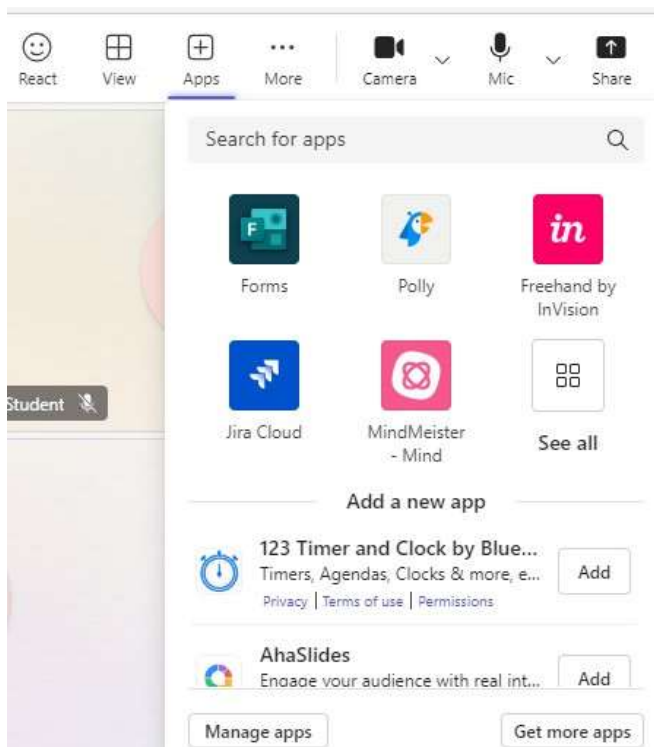
View

The **Change your view** button lets you select different views for your screen.



Apps

The **Add an app** button lets you add additional apps to your meeting.

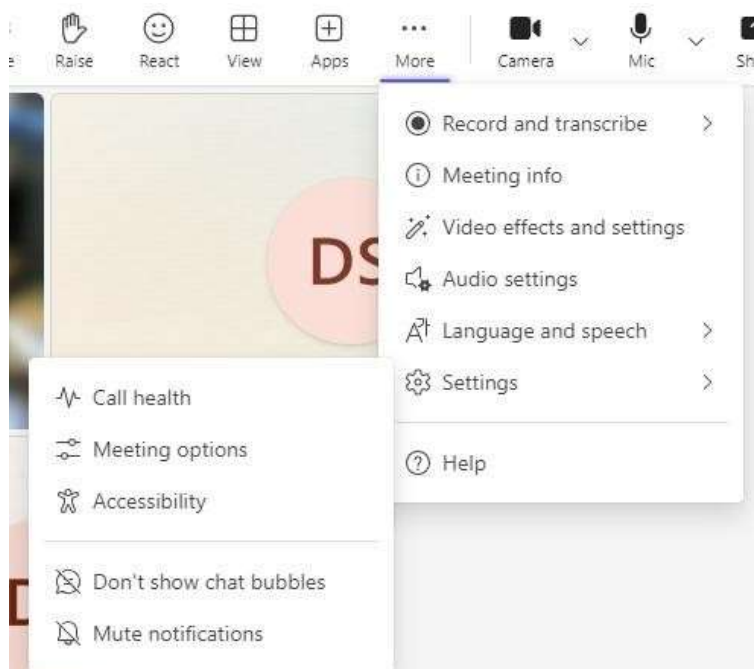
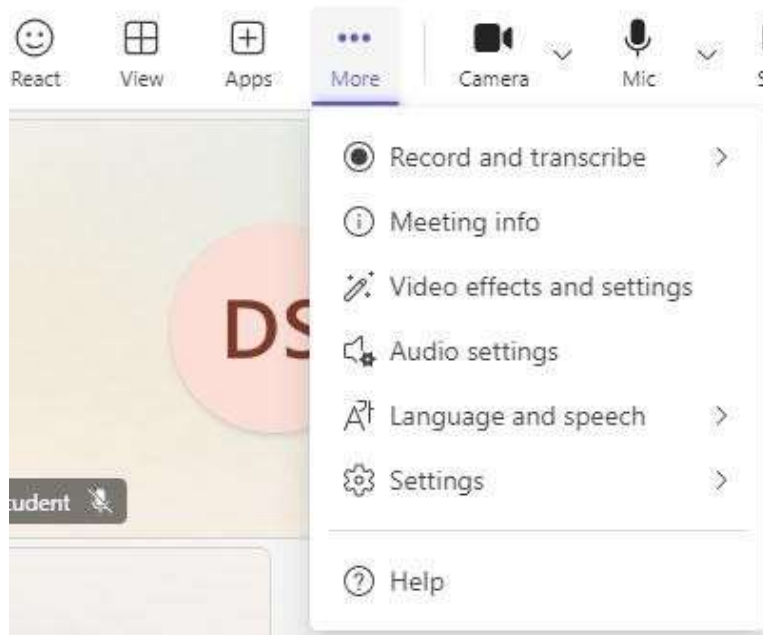


...

More

The **More actions** button brings up a menu with a number of helpful options. Record your meeting, setting for your camera and audio, etc.

You can also go to Setting and then Meeting options to control things like whether participants can use their cameras or microphones.



Meeting options



Some options may be locked. [Learn more](#)

- Security
- Audio & video
- Engagement
- Roles
- Recording & transcript

Security

Who can bypass the lobby? ⓘ

People in my org and guests

People dialing in can bypass the lobby

Enable Green room ⓘ

Audio & video

Allow mic for attendees ⓘ

Allow camera for attendees ⓘ

Provide CART Captions

Engagement

Q&A

Allow reactions

Allow attendance report

Roles

Announce when people dialing in join or leave ⓘ

Choose co-organizers:

Search for participants

Who can present

Everyone

Enable language interpretation ⓘ

Turn this option on if you want to receive attendance reports for your meeting!

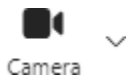
Recording & transcript

Allow Copilot  

During and after the meeting

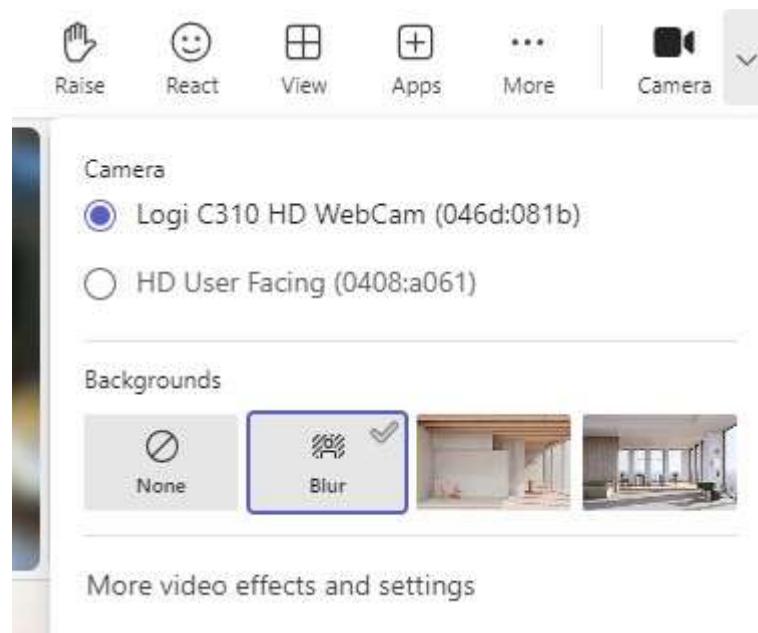
Save

Click on Save when you are finished making selections.



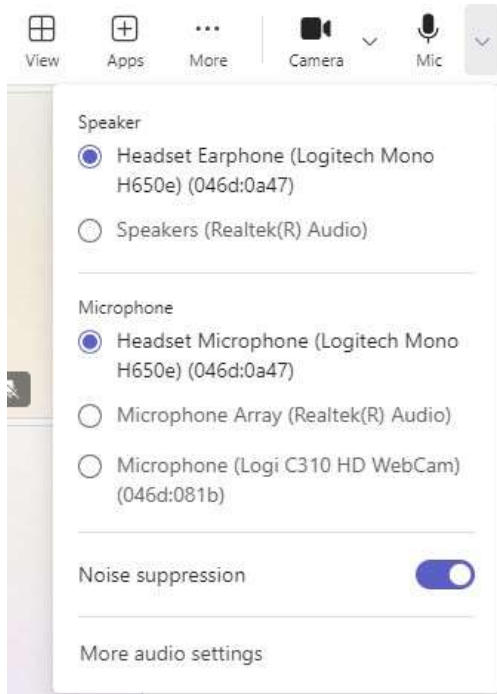
Use the Camera button to control whether your camera is on or off.

Use the arrow beside the Camera button to select your camera or change backgrounds.



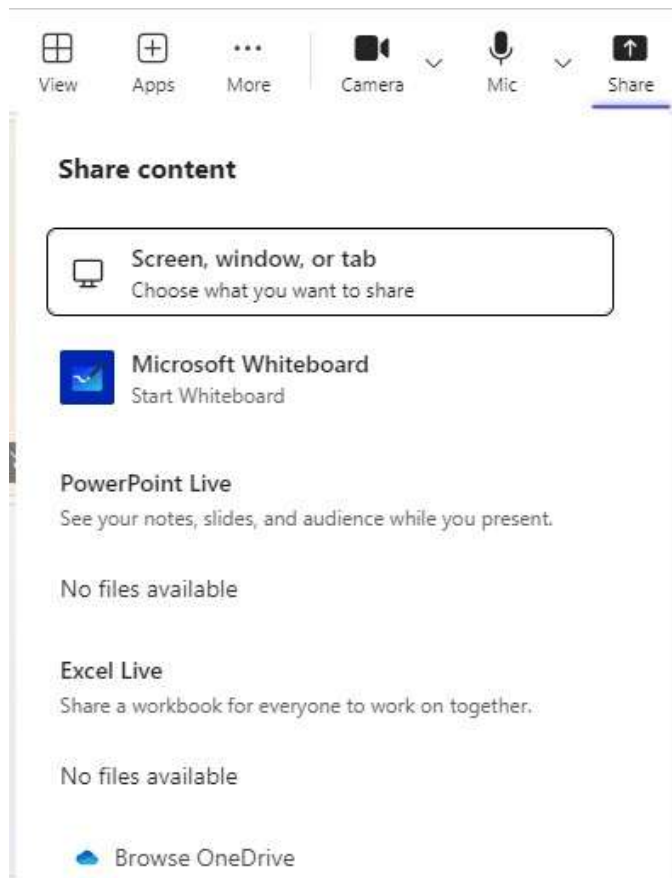


Use the Mic button to control whether your mic is on or off. Use the arrow beside the Mic button to select your mic or change settings.



Share

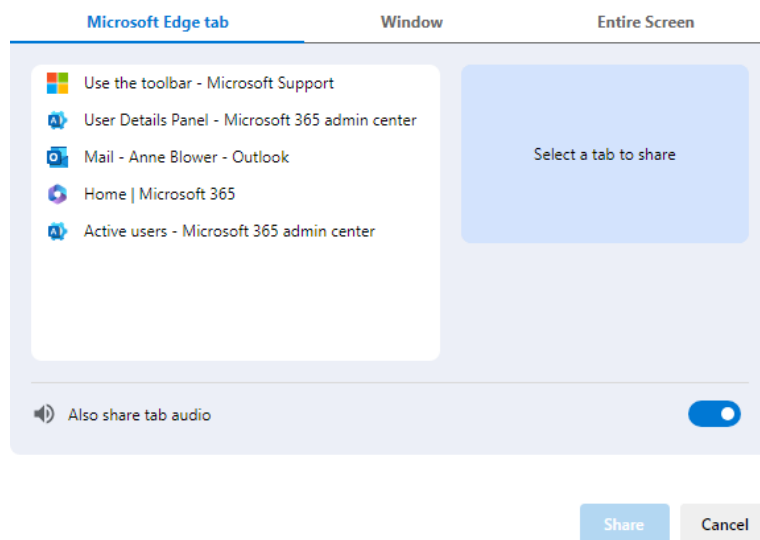
Use the Share content button to show material during the meeting. Participants can share also.



The first option allows you to share a Browser Tab. This option will be either Microsoft Edge or Chrome depending on which browser you are using.

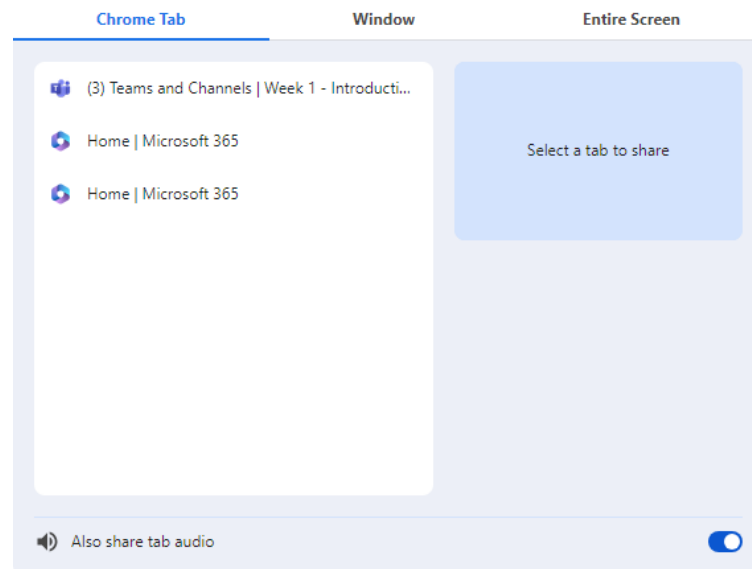
Choose what to share with teams.microsoft.com

The site will be able to see the contents of your screen



Choose what to share with teams.microsoft.com

The site will be able to see the contents of your screen



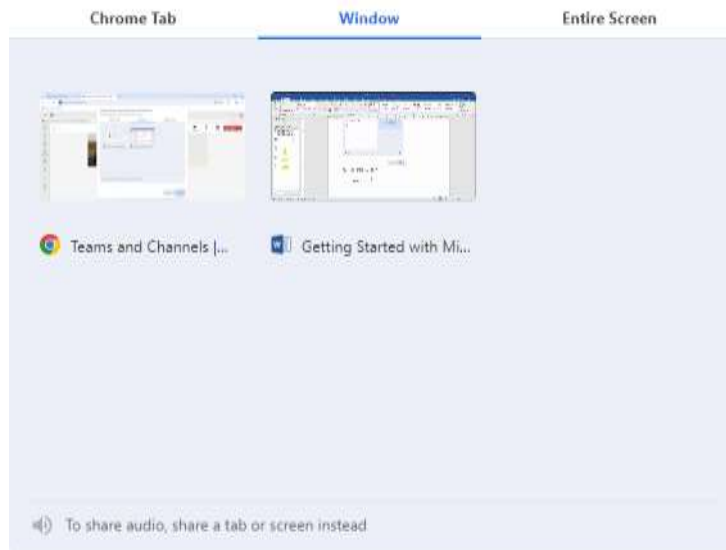
Share

Cancel

You can share a Window.

Choose what to share with teams.microsoft.com

The site will be able to see the contents of your screen



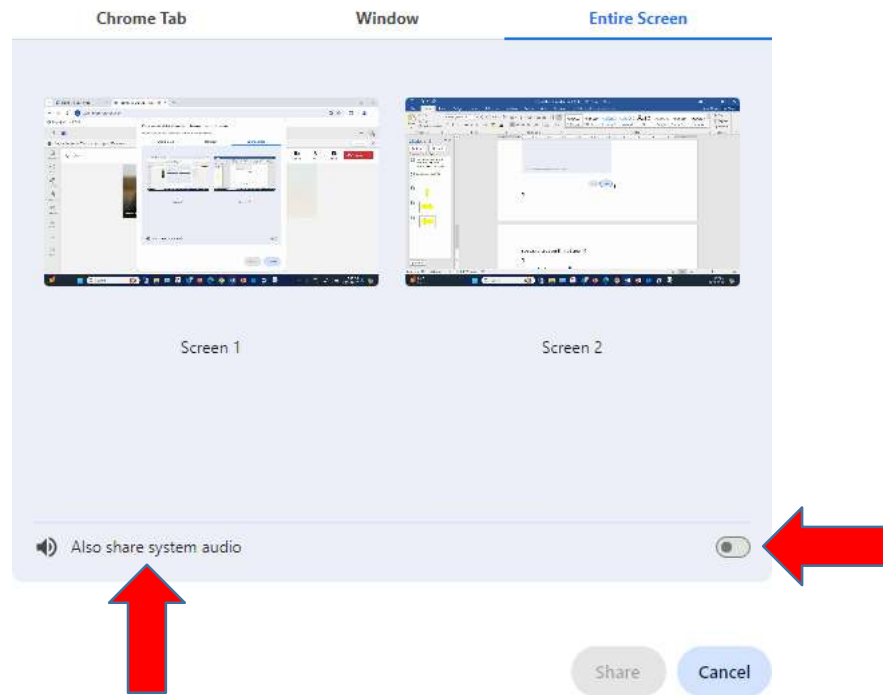
Share

Cancel

You can share your Entire Screen.

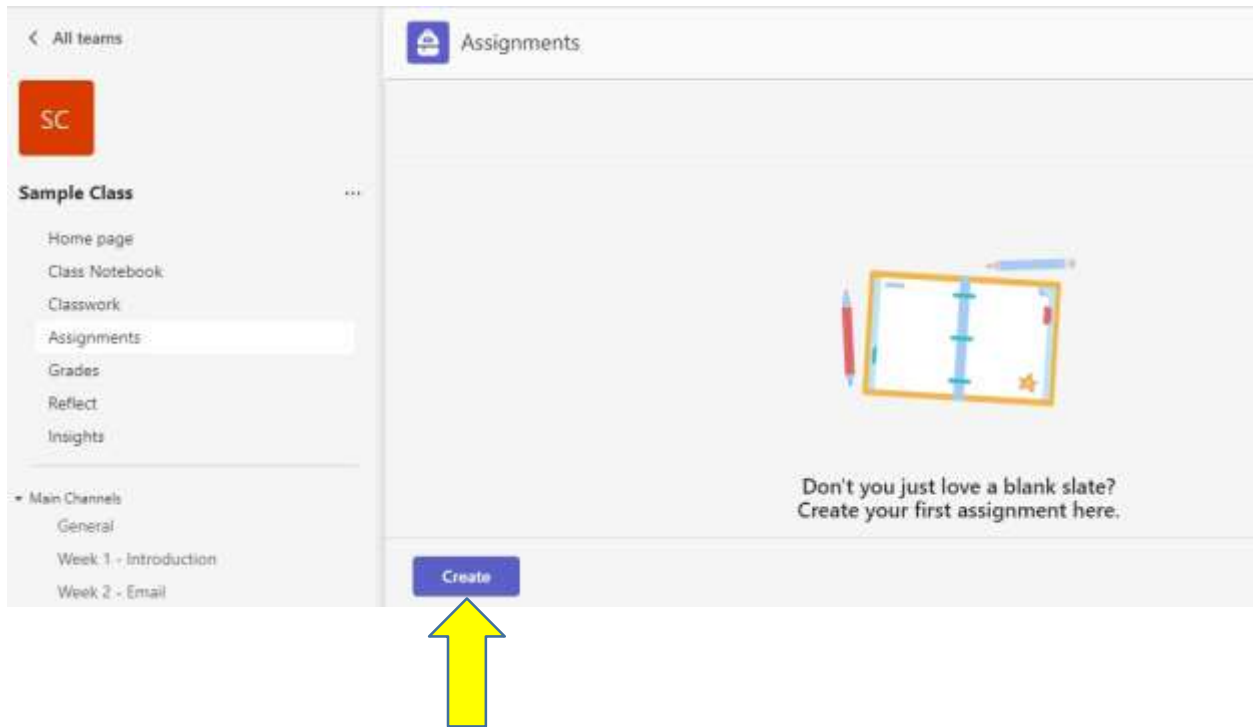
Choose what to share with teams.microsoft.com

The site will be able to see the contents of your screen

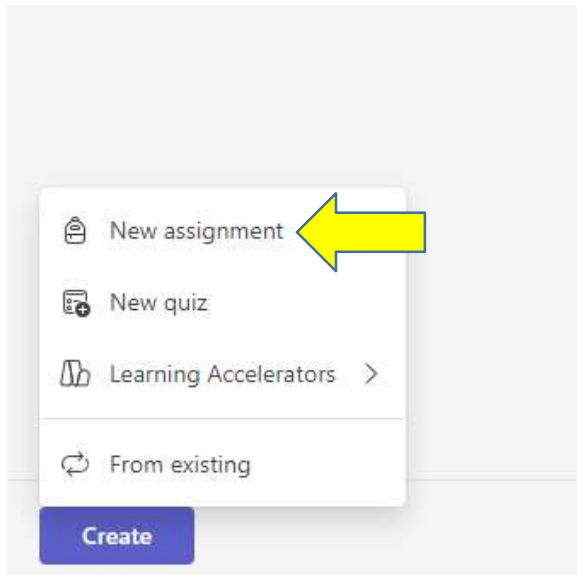


If you are wanting to play a You Tube video for example you will need to use either a Microsoft Edge Tab, a Chrome Tab, or Entire Screen so that you can also share system audio.

Assignments



Click on the **Create** button to set up your assignment.



Click on **New assignment**.

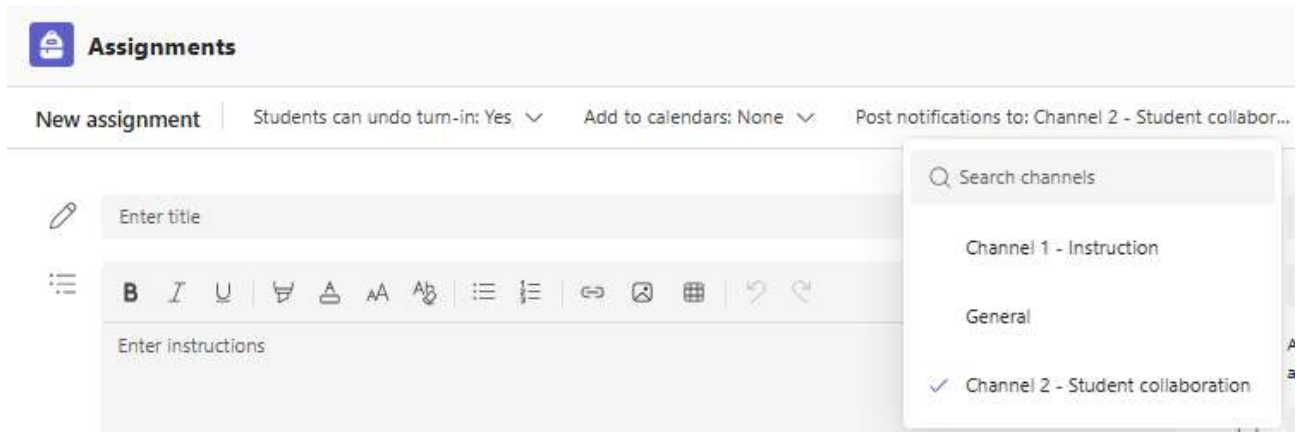
This is the screen where you will set up your assignment.

The screenshot shows the 'New assignment' setup interface. At the top, there's a header with 'Assignments' and navigation icons. Below the header, a sub-header contains 'New assignment' and three dropdown menus: 'Add to calendars: None', 'Post notifications to: General', and 'Late turn in notifications: Off'. The main content area is divided into two columns. The left column has a title field 'Email Review', a rich text editor with a toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, image, video, embed, help) and a text area containing 'A short review of the basic email topics discussed in class.' Below the text area are buttons for 'Add detail', 'Add steps', 'Add points', 'Add learning objective', and 'Clarify concepts'. At the bottom of the left column are links for 'Attach', '+ New', 'Apps', and 'Learning Accelerators'. The right column contains a date dropdown set to 'Fri, Aug 23, 2024', a time dropdown set to '11:59 PM', a note 'Assignment will post immediately with late turn-ins allowed. [Set assignment timeline](#)', a class dropdown set to 'Sample Class', a student group dropdown set to 'All current students', an 'Add rubric' button, a 'No points' star icon, an 'Add tag' button, and a 'Reflect check-in Preview' toggle switch set to 'Off'. At the bottom right, there are buttons for 'Discard', 'Save as draft', and 'Assign'.

You can set the assignment to show in the student's calendar.

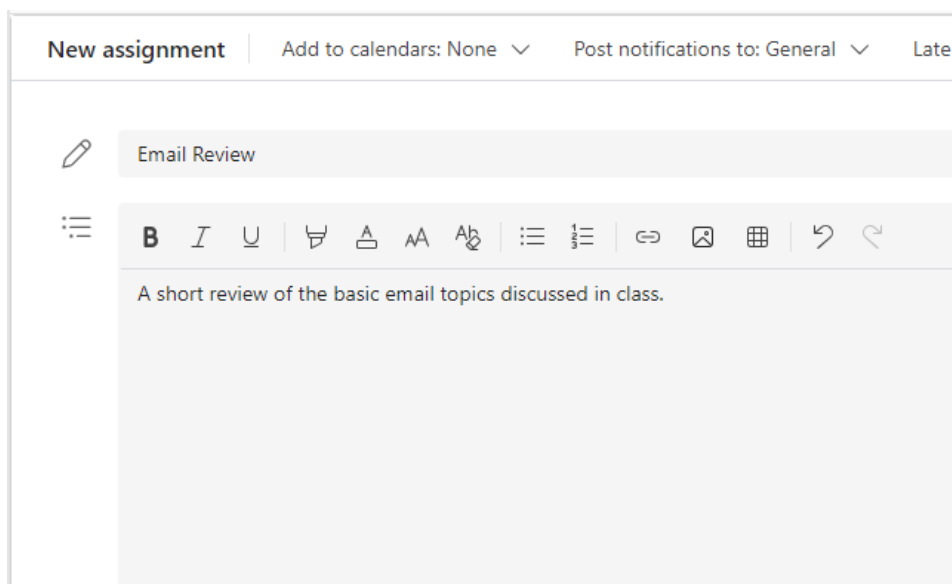
This screenshot shows a close-up of the 'Add to calendars' dropdown menu. The menu is open, showing four options: 'None' (selected with a checkmark), 'Students only', 'Students and me', and 'Students and team owners'. The background shows the 'New assignment' form with the title 'Enter title' and the instruction 'Enter instructions'.

You can also set the assignments to show in a particular channel if you are using additional channels.



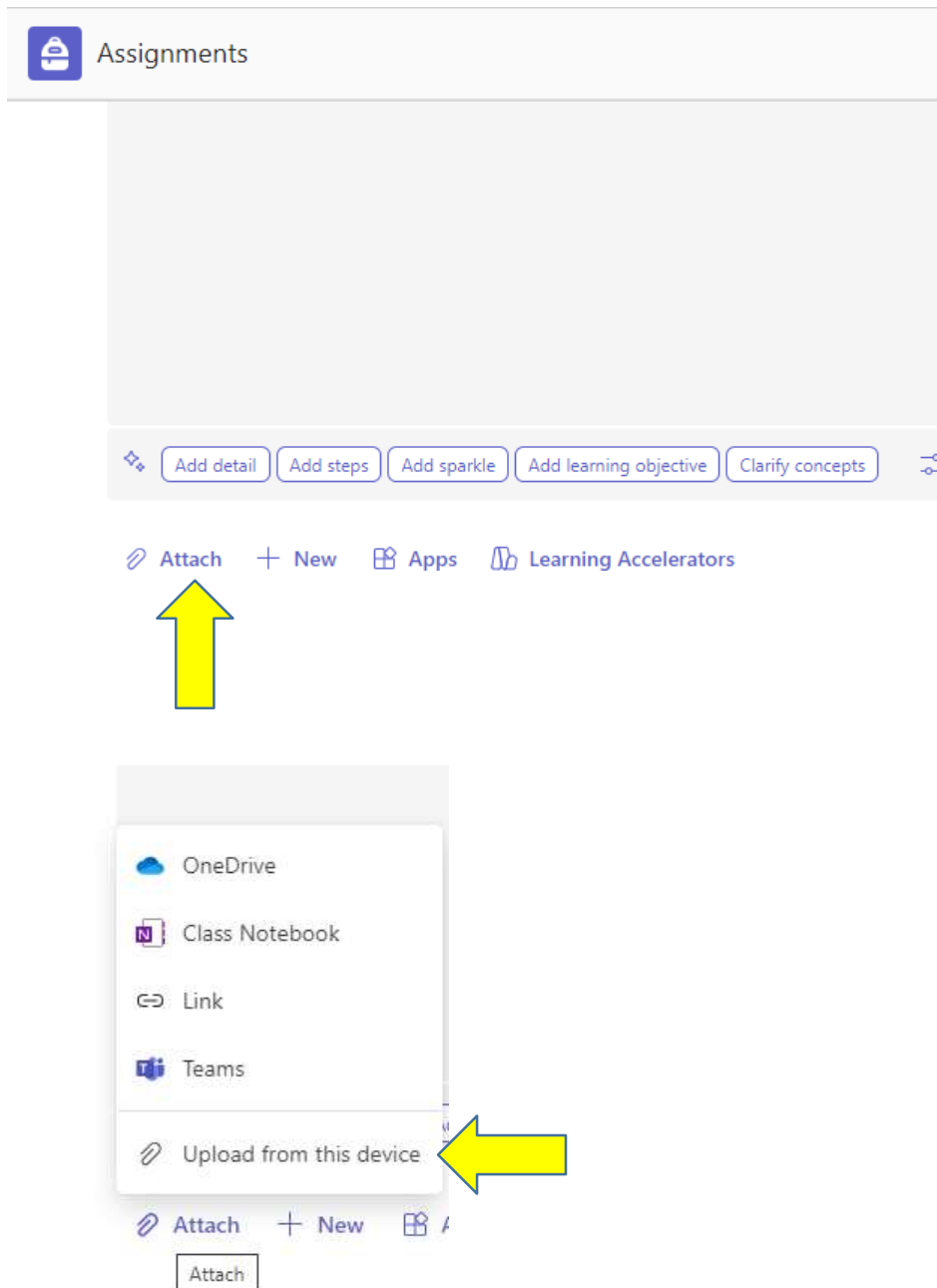
The screenshot shows the 'New assignment' form in Canvas LMS. At the top, there's a header with the 'Assignments' icon and title. Below it, a navigation bar includes 'New assignment', 'Students can undo turn-in: Yes', 'Add to calendars: None', and 'Post notifications to: Channel 2 - Student collabor...'. The main form area has a title field with a pencil icon and a text area with a list icon. A rich text editor toolbar is visible above the instructions field. A dropdown menu is open on the right, showing a search bar and three channel options: 'Channel 1 - Instruction', 'General', and 'Channel 2 - Student collaboration' (which is selected with a checkmark).

Begin creating your assignment by entering a title and a description for the assignment.



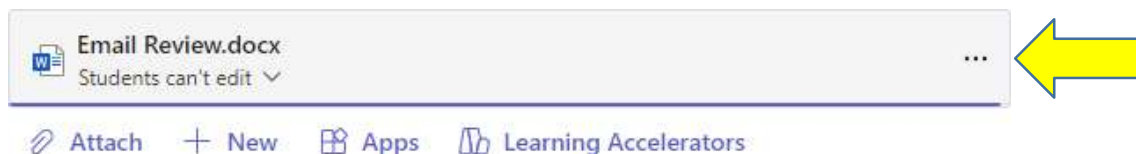
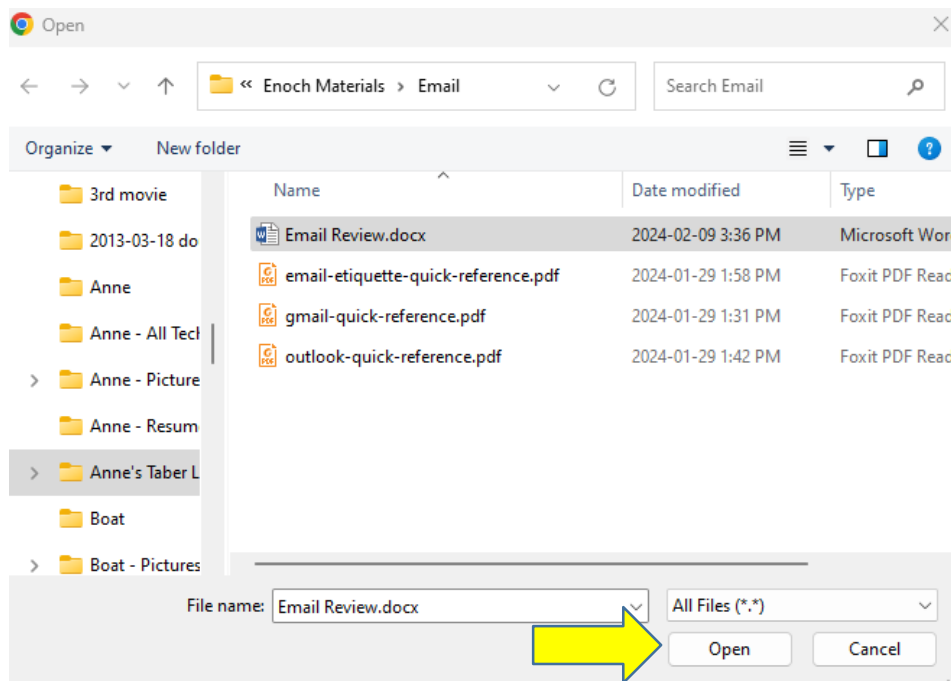
This screenshot shows the 'New assignment' form with the title 'Email Review' and the description 'A short review of the basic email topics discussed in class.' The navigation bar at the top shows 'New assignment', 'Add to calendars: None', 'Post notifications to: General', and 'Late'. The form fields are filled with the example content.

Next you would attach any file(s) needed for the assignment.



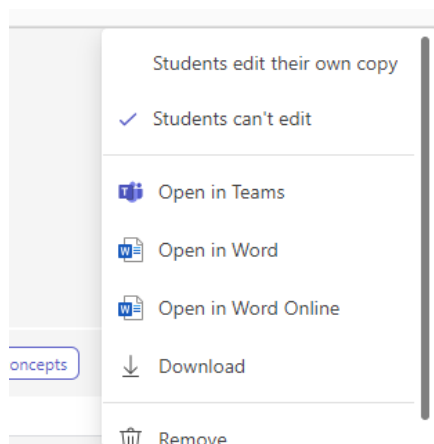
There are several choices, I am going to Upload from this device.

Navigate to where you have the file stored on your computer, select it and click on Open button.



When files are attached they are read only. If I want the student to make changes to the file, I need to change this to Students edit their own copy. **(Please note: files must be saved in the newest file format for this to work)**

Click on the 3 dots to change this setting.



 **Email Review.docx**
Students edit their own copy ▾

⌵ Attach + New 📁 Apps 📖 Learning Accelerators ⓘ File limits

You can then schedule the date and time the assignment is due.



Fri, Aug 23, 2024 ▾



11:59 PM ▾

Assignment will post immediately with late turn-ins allowed.
[Edit assignment timeline](#)



Sample Class ▾



All current students ▾

You will want to change the All current students option to **All current and future students**. If this isn't changed and a student is added to the class at a later date they won't see the assignment. If you create assignments before you add the students, you **MUST** use **All current and future students** otherwise they won't see the assignments.



Sample Class ▾



All current students ▾

✓  All current students

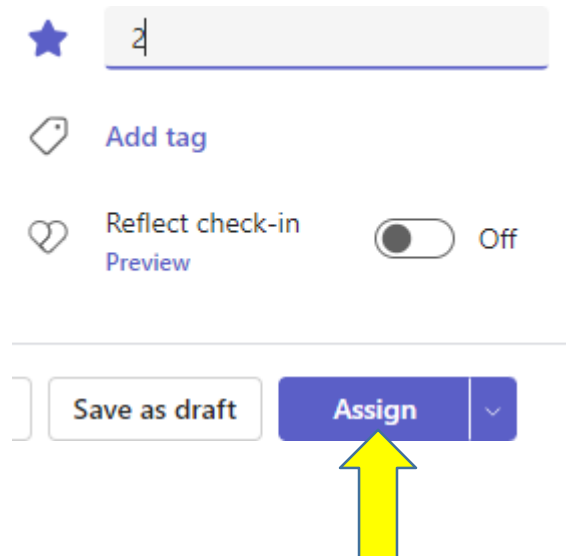
 All current and future ...

 Individual students

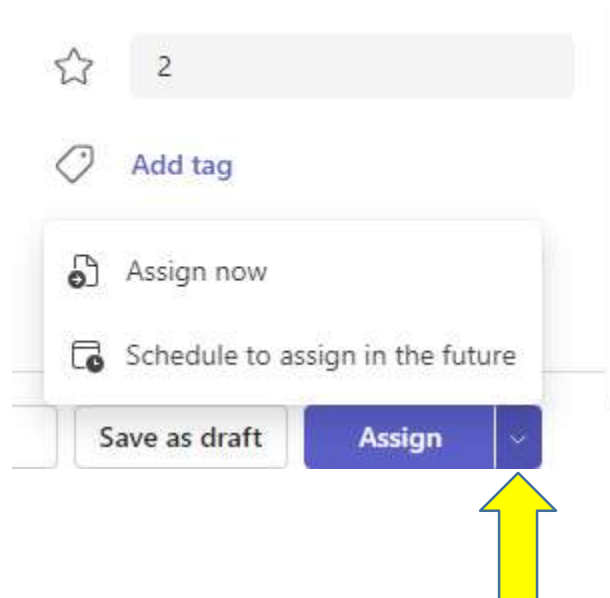
 Groups of students

Preview

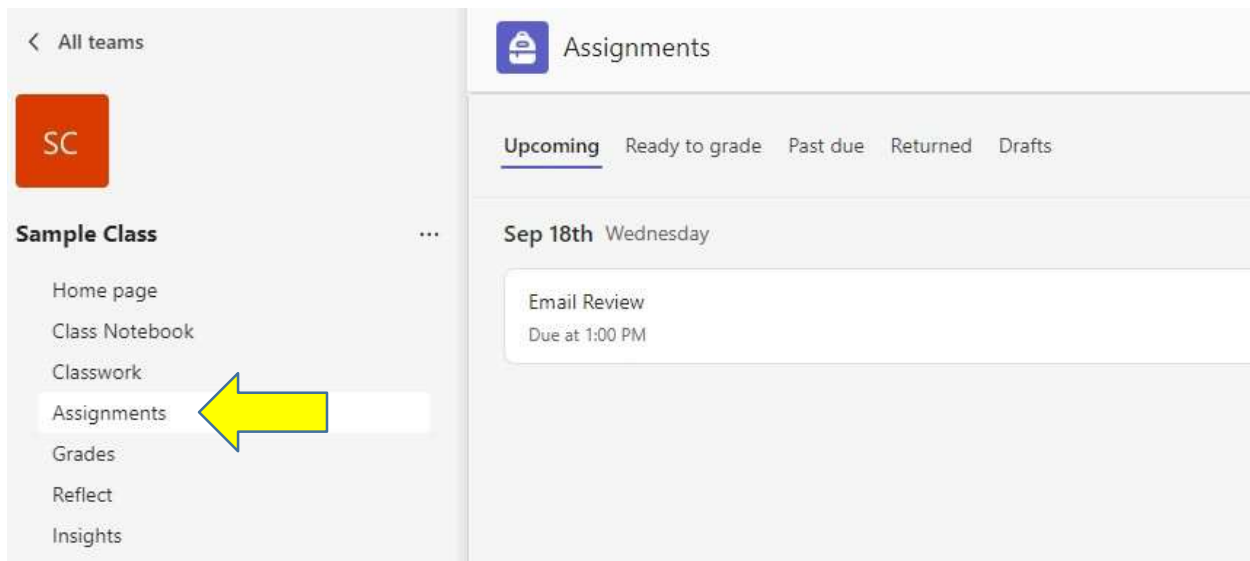
You can add points to the assignment. If this is done, when you mark the assignment the points you give the student will be automatically added to the grade book.



You can complete the assignment by clicking on the Assign button.

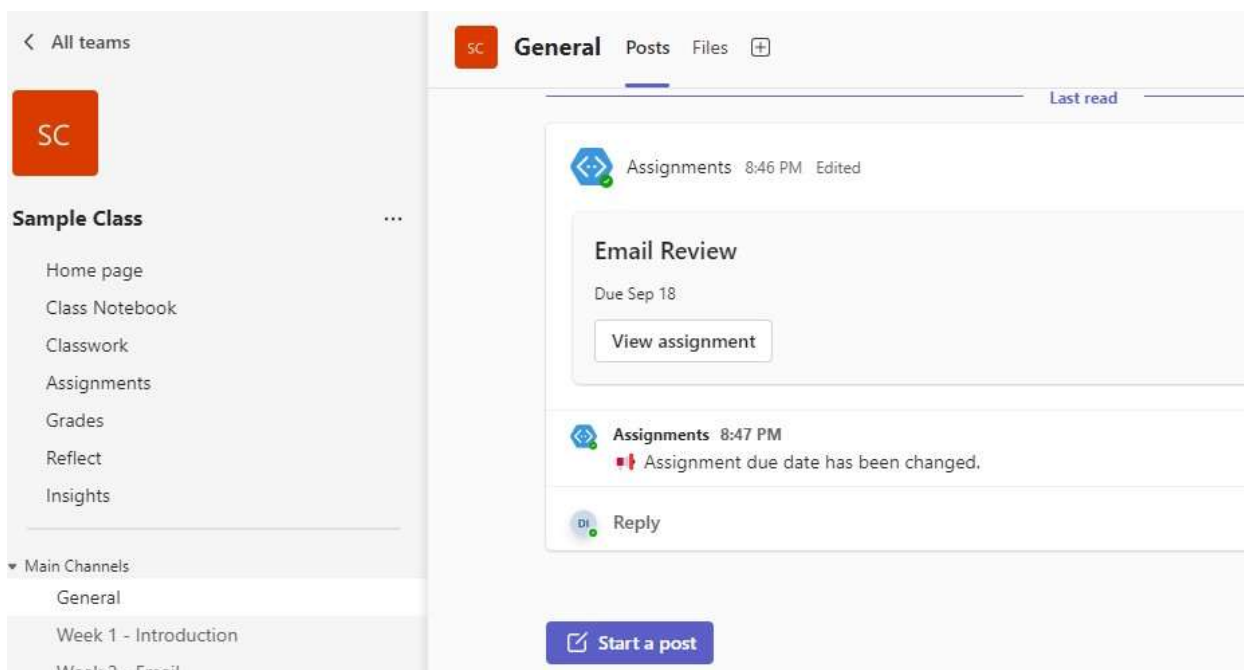


You can also schedule an assignment for a future date by clicking on the arrow beside the Assign button and selecting Schedule to assign in the future.



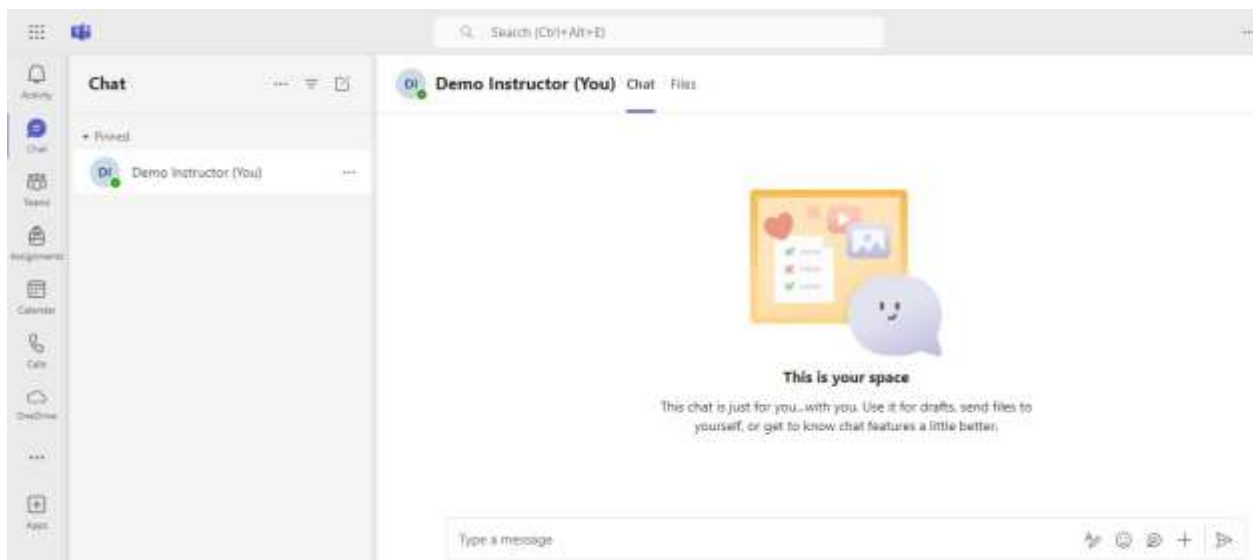
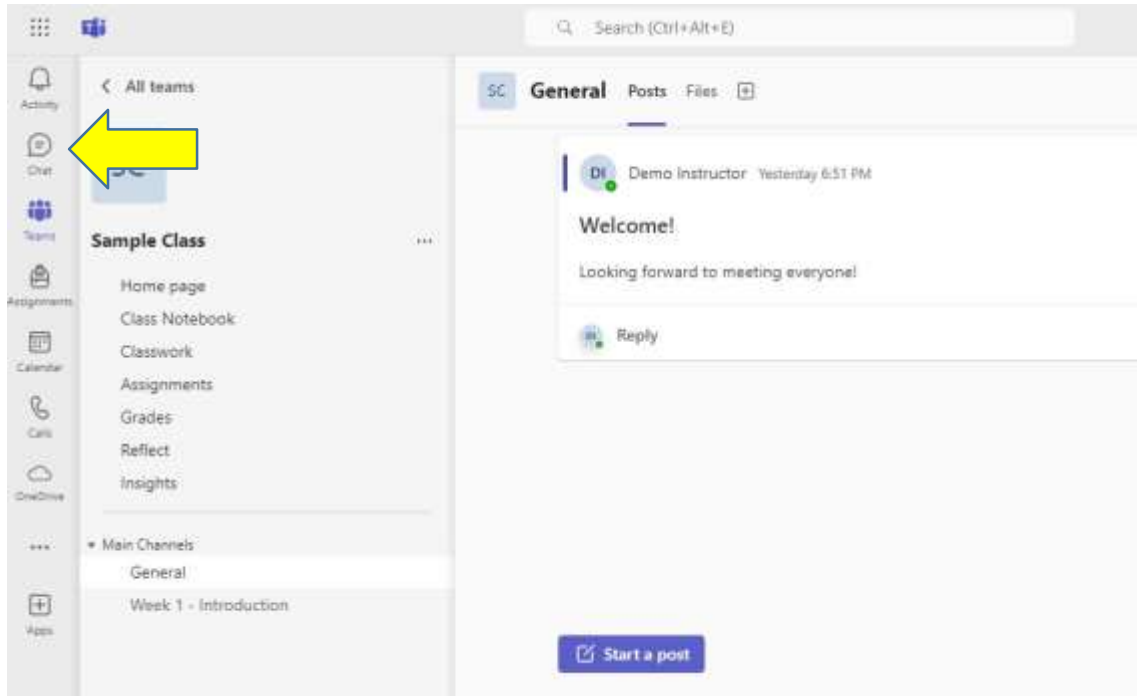
The assignment is posted and can be seen anytime by going to Assignments.

You can also go to the General channel to see posted assignments. Any changes you make like changing the due date/time will also be posted in the General Channel.



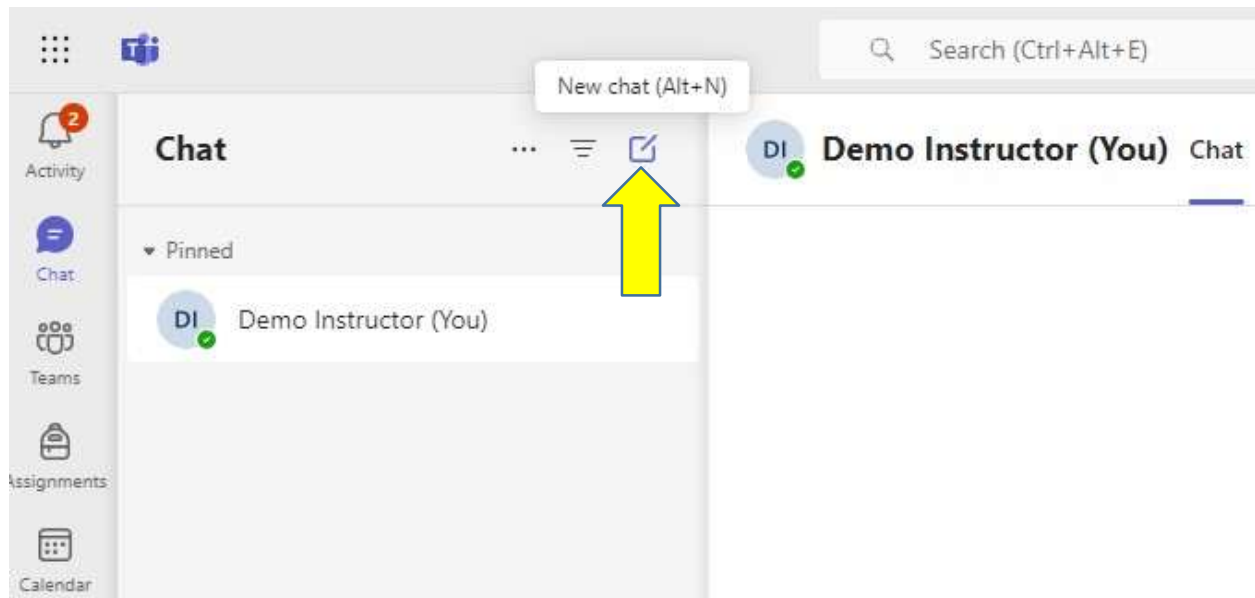
Chats

You can also use the Chat feature to communicate with individual students or groups of students.

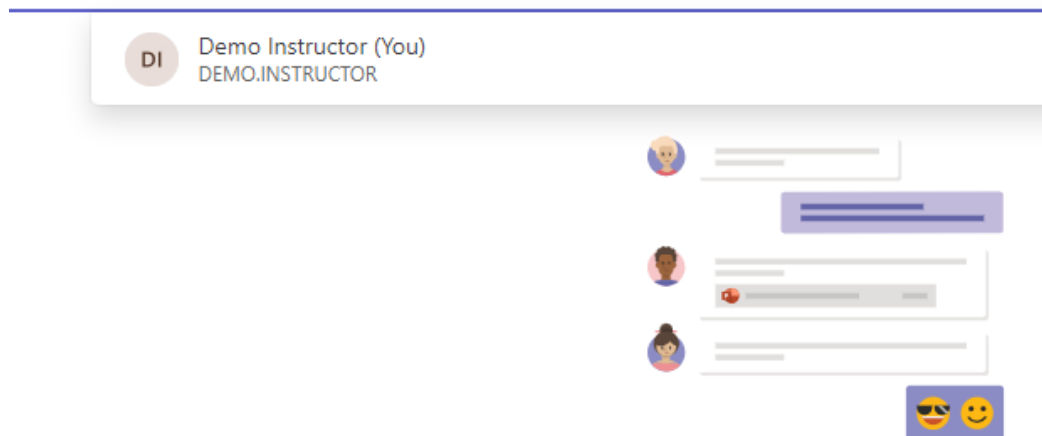


This space is for you only, to chat with someone else (or a select group) follow the steps below:

Click on the **New chat** button to start a chat with a specific student or teacher.



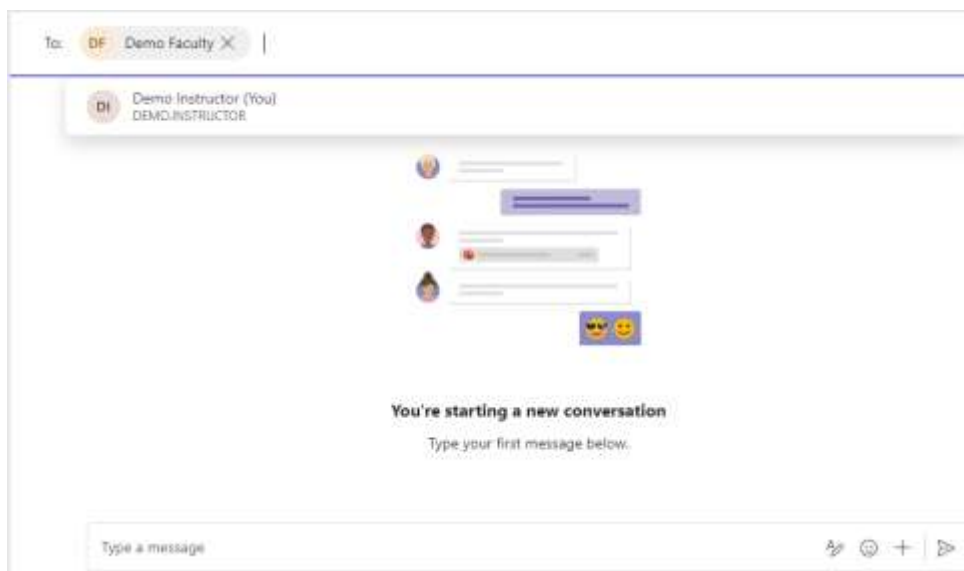
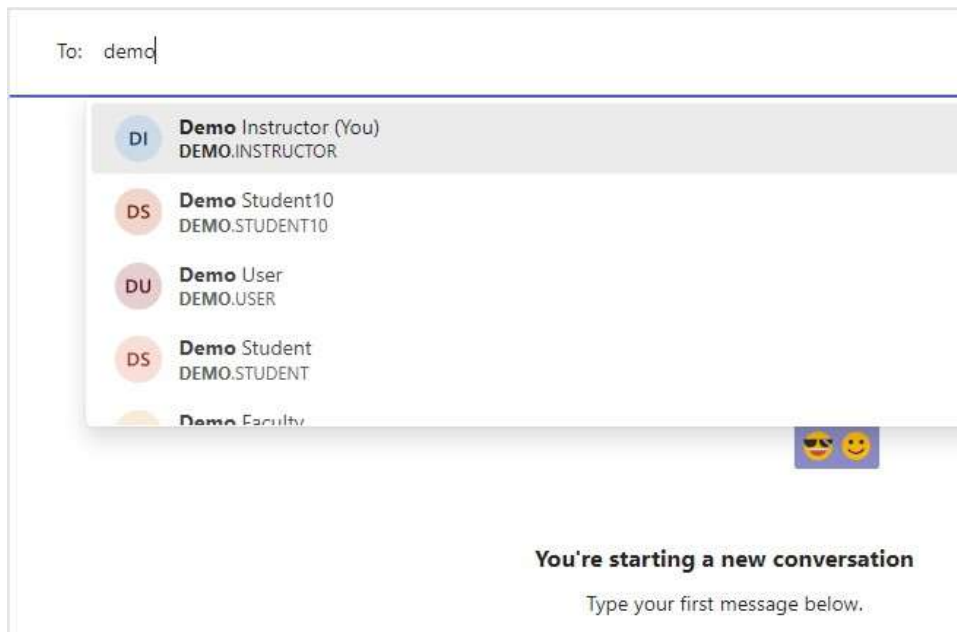
To: Enter name, email, group or tag



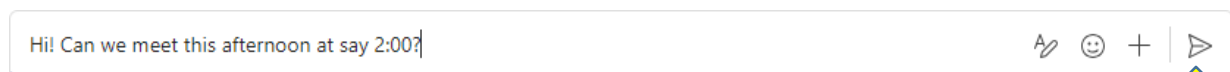
You're starting a new conversation

Type your first message below.

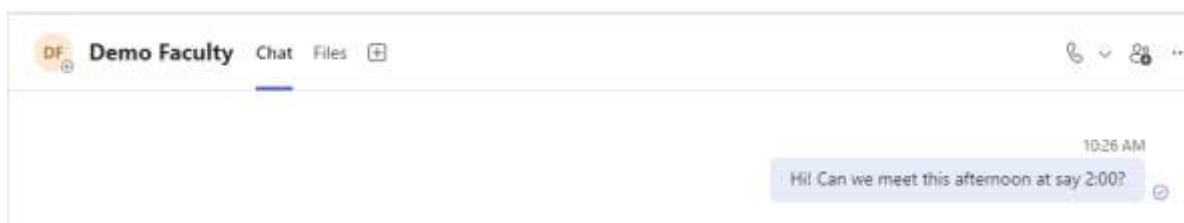
As you begin typing in the **To:** box a list of names appears. Select the person (or persons) you want to chat with.



Click in the **Type a message** box to begin the chat.

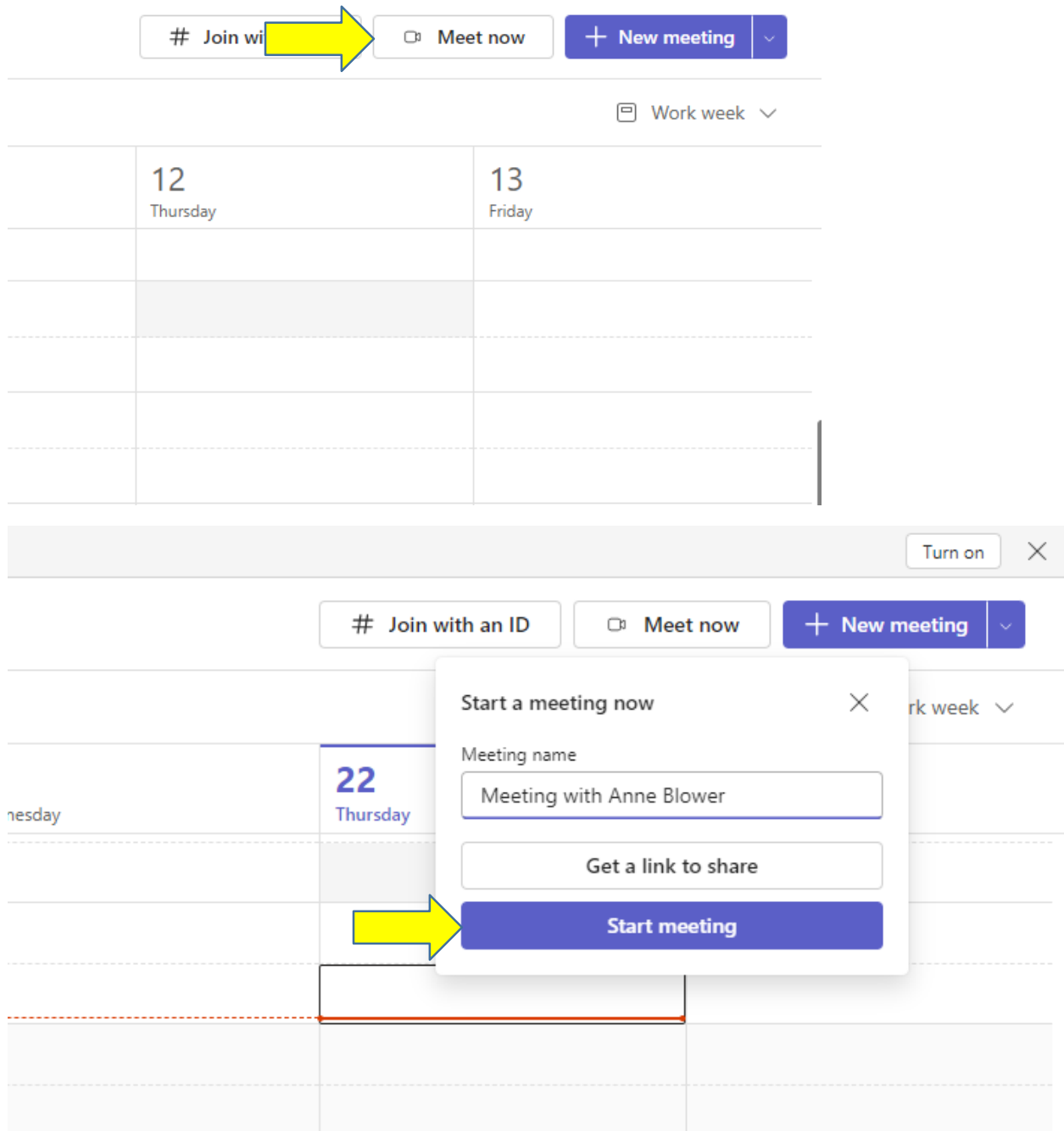


Click on the **Send** button to send the message.

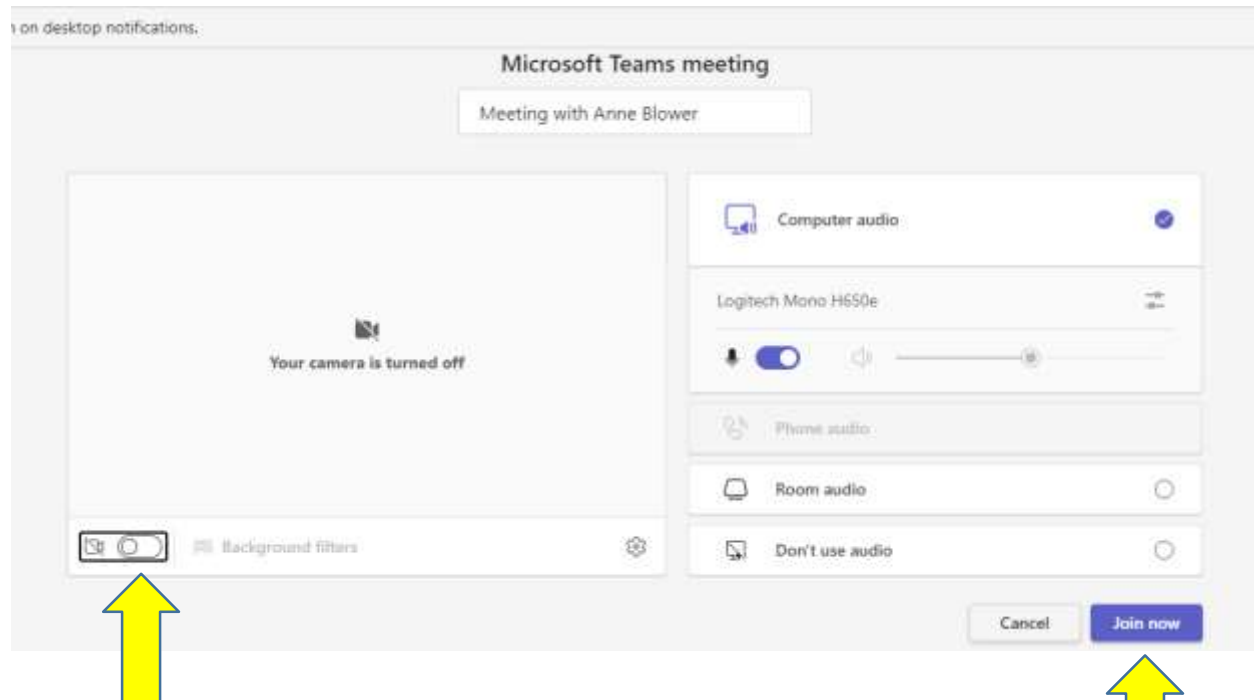


Meet now (Instant Meetings)

An Instant Meeting can be started by clicking on the Meet now button in the Calendar.

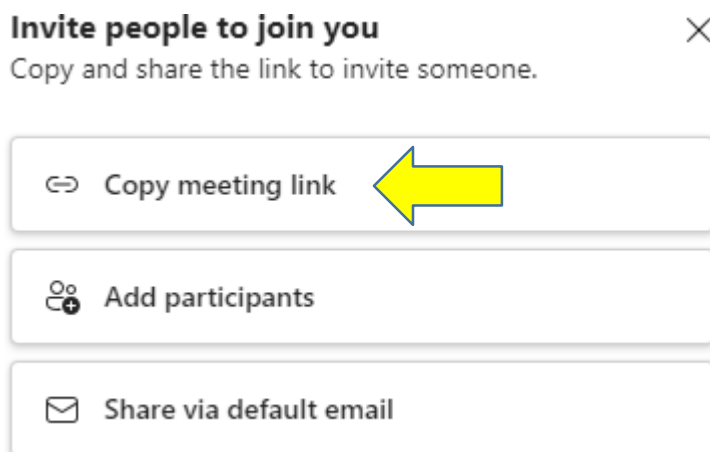


Click on **Start meeting** button



Turn on your camera (you can also set a Background filter if you wish).

Click on **Join now** button



Click on the button - you can then email the link to the people you want to attend the meeting