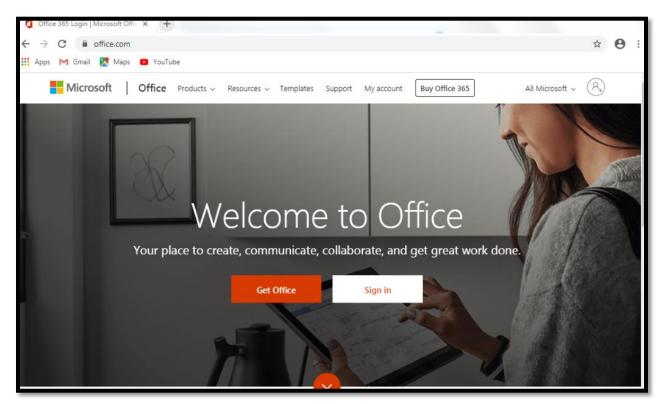
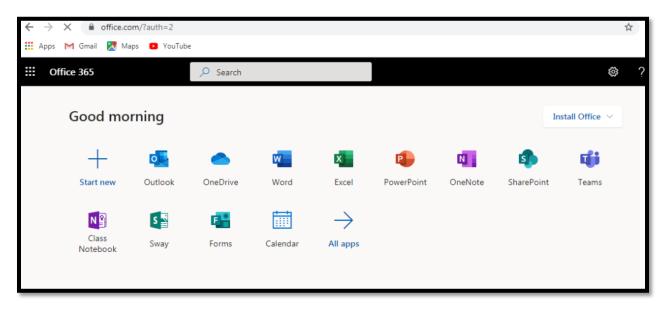
Microsoft Teams for Faculty or Staff

How to start Microsoft Teams?

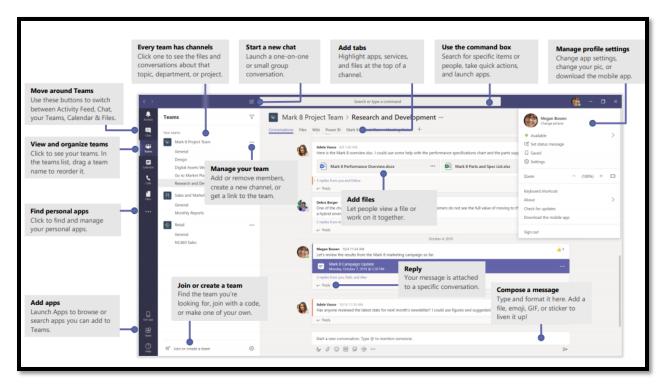
1. Go to office.com. For TSU faculty members/staff, login using your @tsu.edu.ph account.



2. Choose **Teams** from the list of applications.

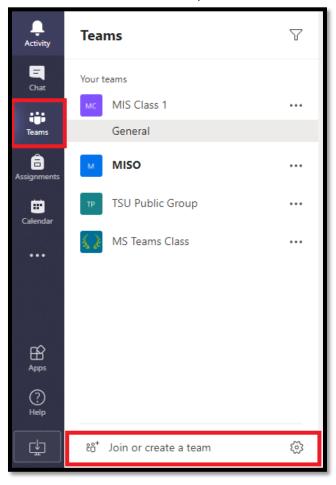


3. This will be the workspace in MS Teams.



How to create a Team in Microsoft Teams?

1. Go to Teams tab from the workspace and look for "Join or create a team".



2. Click **Create team**, then select the team type.

Join or create a team			
	187 - C		
Create a team	Join a team with a code		
	Enter code		
ಕಿರೆ⁺ Create team	Got a code to join a team? Enter it above.		

Then choose the Team Type **Class**.

Select a team type			
		A	\$
Class Discussions, group projects, assignments	Professional Learning Community (PLC) Educator working group	Staff School administration and development	Other Clubs, study groups, after school activities
			Cancel

3. Enter the **Name** and **Description** of your team and click next. Created team will automatically save as your team template. You can use it as your existing team template in the future.

Create your team Teachers are owners of class teams and students participate as create assignments and quizzes, record student feedback, and g notes in Class Notebook.	2
Name	
Team 1	⊘
Description (optional)	
Sample Team	
Create a team using an existing team as a template	Cancel Next

4. Add people to your team by searching the name of your students then click the **Add** button.

Add

You should see a list of added students as shown below. If you want to remove the currently added student just click the **X** button next to student name.

tudent	s Teachers	
Searc	h for students	Add
tart typ	ping a name to choose a group, distribution list, or person at your school.	
0	Ethel Patrick Ramos EPFRAMOS	\times
PC	Patricia Ann Co PARCO	×
Ľ	Daryl James Macaspac (DJPMACASPAC) Software/Web Developer	×
МР	Mark Anthony Perez MA.PEREZ1711	×

You may also add a colleague, your chairperson, or dean to be co-owner (or co-administrator) of your team.

Add people to "Team 1" Students Teachers	
🚯 Heidilyn Gamido 🗙	Add
Start typing a name to choose a group, distribution list, or person at your school.	
	Close

List of added co-owner/s of the team.

Add people to "Team 1"	
Students	
Search for teachers	Add
Start typing a name to choose a group, distribution list, or person at your school.	
Heidilyn Gamido HTVGAMIDO	
	Close

5. This will be your working area for the created team. Once you create a team, **General** channel will also create as your default channel. As you can see there are Five Tabs in the General Channel. **Posts, Files, Class Notebook, Assignments, Grades.**

Go to Channel **Posts** tab, to start a conversation or video call. You may also post picture, video, file, and link on this tab.

	Microsoft Teams	Ľ	Search or type a command		
L. Activity	Teams	7	T1 General Posts Files Class Notebook Assignments Grades +		
Chat	Your teams		Welcome to Team 1		
	MC MIS Class 1	•••			
Teams	MISO	•••	Choose where you want to start		
Assignments	TP TSU Public Group				
Calendar	MS Teams Class				
	T1 Team 1				
	General		Upload Class Materials Find help & training		
			Upload Class Materials Find help & training		
ß			O ⁺ Mark Anthony Perez has added Ethel Patrick Ramos and 3 others to the team.		
Apps			C ⁺ Mark Anthony Perez has added Heidilyn Gamido to the team.		
(?) Help			Start a new conversation. Type @ to mention someone.		
Ð	ະຕໍ ⁺ Join or create a team	\$			

6. Go to Channel **Files** tab, to upload (download) or share files (word, pdf, powerpoint). Files that you share in a channel will automatically save on the **Files** Tab.

	Microsoft Teams	ď	Search or type a command
L Activity	Teams	7	T1 General Posts Files Class Notebook Assignments Grades +
E	Your teams		$+$ New \vee $\overline{\uparrow}$ Upload \vee \bigcirc Sync $@$ Copy link \pm Download $+$ Add cloud storage \cdots \equiv All Documents \vee
	MC MIS Class 1	•••	General
Teams	MISO		Image: Description Modified ↓ ∨ Modified By ∨
Assignments	TSU Public Group	•••	Class Materials Mark Anthony Perez
Ealendar	MS Teams Class		
•••	T1 Team 1		
	General		
? Help			
Ţ	සී* Join or create a team	ŝ	

Microsoft Teams Search or type a command . Activity T1 General Posts Files Class Notebook Assignments Grades + Teams \mathbb{Y} E Chat Your teams MIS Class 1 Set up the sections in each student's private space. ••• Teams Use the following suggestions or create your own. MISO ••• â Team 1 Notebook TP TSU Public Group ... Ealenda 📕 Student name 📢 MS Teams Class ••• Handouts T1 Team 1 ••• Class Notes × General Homework Quizzes \times + Add section

1

⊾" " () ⊕

Back

Discard

7. Go to Channel Class Notebook tab, to create class notes.

8. Go to Channel Assignments tab, to create assignments and quizzes.

₿

టి* Join or create a team

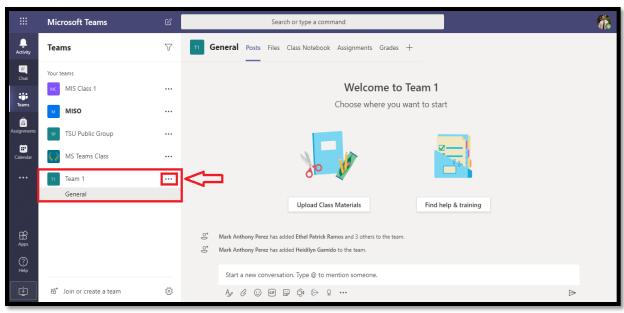
	Microsoft Teams	Ľ	Search or type a command			
L Activity	Teams	V	T1 General Posts Files	Class Notebook Assignmen	ts Grades +	د م
E Chat	Your teams MC MIS Class 1		Upcoming			
Teams	MISO		> Drafts Assigned (0)			
Assignments Et Calendar	TSU Public Group					
	Team 1 General					
Apps			Assignment	<u>را</u>		
Apps ? Help			Quiz From existing	Looks like	everything's be	een graded.
Ŀ	8°* Join or create a team	\$	Create			

9. Go to Channel Grades tab, to view the graded assignments and quizzes of your students.

	Microsoft Teams	Ľ	Sea	irch or type a command	*	
Activity	Teams	Y	General Posts Files Cla:	ss Notebook Assignments	Grades +	ν ^κ υ
E Chat	Your teams		Due before May 5			🖻 Export to Excel
Teams	MC MIS Class 1					
ieams	MIS Software Unit			Quiz 1	Assignment 1	
Assignments	MISO		Q. Search students	Tomorrow • 110 points	Tomorrow • 10 points	
Calendar	TSU Public Group		Co, Patricia Ann			
Calls	MS Teams Class		Macaspac, Daryl James			
	TI Team 1		MP Perez, Mark Anthony	Returned		
	General		Ramos, Ethel Patrick			
	Announcements Files		Ramos, Ether Patrick			
Apps	FI Files		L			
? Help						
ţ	ະວີ Join or create a team	۲				

How to manage team in Microsoft Teams?

1. Select the particular teams from the "**Your teams**" left-side panel, click on the ellipsis (the '**three** dots' "...").





	Microsoft Teams	🗹 Search or type a command
	Teams	General Posts Files Class Notebook Assignments Grades +
Chat Teams	Your teams MIS Class 1 MISO	Welcome to Team 1 Choose where you want to start
Assignments Calendar	TSU Public Group	Ø Hide Image team
	Team 1 General	Add channel Add member Leave the team Upload Class Materials Find help & training
Apps		Edit team Get link to team ny Perez has added Ethel Patrick Ramos and 3 others to the team. Manage tags ny Perez has added Heidilyn Gamido to the team.
Help	έö⁺ Join or create a team	Delete the team ew conversation. Type @ to mention someone.

3. Now you will be redirected to team **Members** tab, you can now add new member or co-owner to this team. You may also mute and remove the student from the team.

	Microsoft Teams	Ľ	Search or type a com		*	
L. Activity	Teams	V	Team 1 ···			© Team
E Chat	Your teams		Sample Team			
Teams	MIS Class 1		Members Pending Requests Channels Set	tings Analytics Apps		
ieams	MISO		Search for members Q			ిే Add member
Assignments	TP TSU Public Group		Owners (2) Mark Anthony Perez			Owner 🗸
Calendar	KS Teams Class		Mank Anthony Perez			Owner V
	TI Team 1		Name Title	Tags (1)	Mute students	Role
	General		Ethel Patrick Ramos			Member 🗸 🗙
			MP Mark Anthony Perez			Member 🗸 🗙
? Help			PC Patricia Ann Co			Member 🗸 🗙
	ະອີ້ Join or create a team	\$	Daryl James Macas Software/Web Deve	loper		Member 🗸 🗙

4. When someone requests to be added to a team, you will get an email asking you to approve. And if you go to the Team and click **Manage Team** you will see a new tab **Pending Requests** which lists the pending users.

	Microsoft Teams	Ľ	Search or type a command	A
Activity	Teams	Y	T1 Team 1 ···	(1) Team
E Chat	Your teams		Sample Team	
Teams	MIS Class 1		Members Pending Requests Channels Settings Analytics Apps	
Teams	MIS Software Unit			
Assignments	MISO			
Calendar	TSU Public Group			
C alls	MS Teams Class			
	Team 1			
	General			
			T	
∰ Apps				
? Help				
ţ	ੴ Join or create a team	۲	No requests right now. When people ask to join your team, they'll show up here.	

5. Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines, whatever works for your team. Files that you share in a channel will automatically save on the Channel Files Tab. Click the Add channel button to create new channel.

	Microsoft Teams	Ľ	Search or type a command			*
Long Activity	Teams	Y	T1 Team 1 ··· Sample Team			Team
= Chat	Your teams		Sample learn			
<mark>@</mark>	MIS Class 1		Members Pending Requests Channels Settings Analytics Apps			
Teams	MIS Software Unit	0	Search for channels Q		🗄 Add o	channel
assignments	MISO		 Active (1) 			
Calendar	TP TSU Public Group		Name Show for me Show for members Description	Туре	Last activity	
	MS Teams Class		General	\oplus	1h ago	
			→ Deleted (0)			
	TI Team 1		P Deleted (0)			
	General					
Apps						
? Help						
[⊈]	ະຕໍ Join or create a team	\$				

6. If you forgot to include some students in your team, you may invite them to join the team instead. Click the **Settings.**

	Microsoft Teams	ľ	Sea	rch or type a command	<i>6</i>
Activity	Teams	Y	T1 Team 1 ···		⊚ Team
E	Your teams		Sample Team		
@	MC MIS Class 1		Members Pending Requests Cha	nnels Settings Analytics Apps	
Teams	MIS Software Unit	0	➤ Team theme	Pick a theme	
Assignments	MISO		 Member permissions 	Enable channel creation, adding apps, and more	
E Calendar	TSU Public Group				
C alls	MS Teams Class		 Guest permissions 	Enable channel creation	
	TI Team 1		▶ @mentions	Choose who can use @team and @channel mentions	
	General		→ Team code	Share this code so people can join the team directly - you won't get join requests	
			Fun stuff	Allow emoji, memes, GIFs, or stickers	
Apps			→ OneNote Class Notebook	Manage notebook sections and preferences	
(?) Help			▶ Tags	Choose who can add tags	
Ŀ	සී* Join or create a team	Ô			

Select Team Code and generate code.

T1 Team 1 ··· example team class		⊚ Team
Members Pending Requests Char	nels <u>Settings</u> Apps 1 more ~	
 Team theme 	Pick a theme	
 Member permissions 	Enable channel creation, adding apps, and more	
Guest permissions	Enable channel creation	
▶ @mentions	Choose who can use @team and @channel mentions	
✓ Team code	Share this code so people can join the team directly - you won't get join requ d60s2da ^교 ⁷ Full screen ② Reset 圖 Remove [집 Copy Note: Guests won't be able to join with a team code	ests
→ Fun stuff	Allow emoji, memes, GIFs, or stickers	
→ OneNote Class Notebook	Manage notebook sections and preferences	

Activity	< Back		
Dut .	Join or create a team		Search t
Teams		iĝi	TP TSU Public Group
calendar	Create a team	Join a team with a code	237 members Public
پ د	tర్రి Create team	Got a code to join a team? Enter it above.	A group open to all

Students can now join the team by entering the generated team code as shown below:

7. **Analytics** can run different reports to get insights into how users in your organization are using Teams. For example, you can see how many users communicate through channel and chat messages and the kinds of devices they use to connect to Teams.

	Microsoft Teams	Ľ	Search or type a command	Å
Activity	Teams	7	T1 Team 1 ···	(©) Team
Chat	Your teams		Sample Team	
Teams	MIS Class 1 MIS Software Unit	0	Members Pending Requests Channels Settings Analytics Apps All Channels V Last 7 Days V 23 Apr 2020 - 29 Apr 2020	
Assignments	MISO		Summary	
Calendar	TP TSU Public Group		6 6	2.94 мв
Calls	MS Teams Class		Users Apps	SharePoint files
	Team 1 General		Role	
			Image: Comparison of the compar	
∰ Apps				

8. To add applications in your team, just go to **Apps** tab and click the **More apps** button.

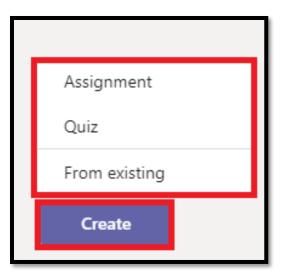
	Microsoft Teams	ľ	Sear	ch or type a command	
Activity	Teams	Y	T1 Team 1 ···		⊚ Team
Chat	Your teams		Sample Team		
Teams	MC MIS Class 1		Members Pending Requests Chai	nnels Settings Analytics Apps	
Teams	MIS Software Unit	0	Apps let you complete tasks, receive update:	s, and communicate at the same time. To get started @mention a bot or add a tab in a team channel.	e apps
Assignments	MISO		Name 👻	Description	
Galendar	TSU Public Group		Porms	Easily create surveys, quizzes, and polis.	ŧ.
Calls	MS Teams Class		OneNote	Use OneNote notebooks to collaborate on digital content and share it with your team.	Û
	m Team 1		Planner	Planner makes it easy for your team to stay organized, assign tasks, and keep track of your progress. Create a new plan so you can	Û
	General		Power Bl	Pin Power BI reports to your channel to start a conversation about your data. With reports and chats in the same place, everyone s	â
			Praise	Send praise to people	Û
Apps			sharePoint	Add a SharePoint page or list. Lists can be edited. Pages are read only in Teams.	Û
? Help					
¢	ະອີ່ Join or create a team	0		Create an outgoing	webhook

How to create Assignment in Microsoft Teams?

1. Go to the **General** channel in the desired team, then click the **Assignments** tab.

	Microsoft Teams	Ľ		Search or type a command			÷
L Activity	Teams	7	General Posts F	iles Class Notebook	Assignments	Grades +	r₄ D
Chat	Your teams MC MIS Class 1		Upcoming				
Teams	MIS Software Unit		> Drafts Assigned (0)				
Assignments E Calendar	MISO						
	TP TSU Public Group						
	K Teams Class				[
	TI Team 1						
	General						
ß	Announcements		Assignment				
Apps	Files		Quiz				
? Help			From existing	L	ooks like eve	erything's be	en graded.
÷	ະວ້ Join or create a team	\$	Create				

2. Click the **Create** button then select the **Assignment** from the dropdown list.



Enter a **Title** for this assignment, this is **required**.
 Provide more information for the assignment. The following steps are optional:

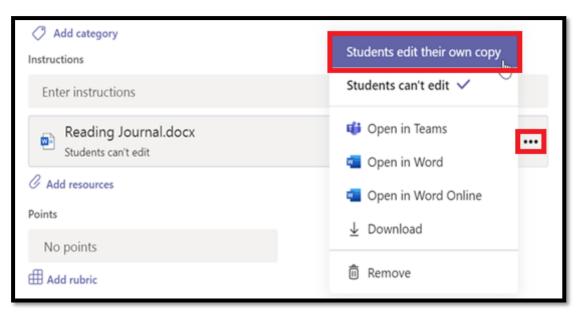
	Microsoft Teams	ľ	Search or type a command		
	Teams	7	T General Posts Files Class Notebook Assignments Grades +	r⊿ D	
= Chat	Your teams				
	MIS Class 1		New assignment Saved: May 4, 10.30 AM Discard Save Assign		
Teams	MIS Software Unit		Title (required)		
assignments	MISO		Assignment 1		
Calendar	TSU Public Group		Add category Instructions		
C alls	MS Teams Class		Sample		
	TI Team 1		Add resources		
	General		Points 10		
	Announcements		# Add rubric		
	Files		Assign to		
∰ Apps			Team 1 D All students C		
? Help			Date due Time due		
			Tue, May 5, 2020 🗰 12:00 AM 🕓		
÷	°ö⁺ Join or create a team		Assignment will post immediately with late turn-ins allowed. Edit		

- Choose multiple classes **or** individual students in one class to assign to.
- Add additional instructions
- Attach resources to the assignment by selecting Add resources.

During this step, add a document from your personal OneDrive, computer, or create a blank Word (.docx), Excel (.xlsx), or PowerPoint (.pptx) document to hand out to your students.

• The default for the file will be **Students can't edit**, which means the document is readonly. This is a great option for reference materials.

- Select **More options** *** **Students edit their own copy** if you'd like each student to edit their own document and turn it in for a grade.
- Select a due date and time.



For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. **Examples:** 88/100 or decimals 3.7/4.0.
- Select Add rubric to add a grading rubric.
- Add a category.
- 4. Click the **Assign** button. Your students will be notified of the new assignment on the day you specified.
- 5. Click the **Discard** button to discontinue your work on this assignment or **Save** to return to the assignment and edit it later.

	Microsoft Teams	ľ	Search or type a command	**
Activity	Teams	7	Image: Temperature Posts Files Class Notebook Assignments Grades +	_k ^η Ω
E Chat	Your teams			
Teams	MIS Class 1		New assignment Saved: May 4, 1030 AM Discard Save Assign	
ieams	MIS Software Unit		Title (required)	
Assignments	MISO		Assignment 1	
Calendar	TP TSU Public Group		Add category Instructions	
C alls	MS Teams Class		Sample	
	TT Team 1		Add resources Points	
	General		10	
	Announcements Files		III Add rubric	
ŝ			Assign to	
Apps			Team 1 🖳 🖓 All students 😅	
(?) Help			Date due Time due	
			Tue, May 5, 2020 健 12:00 AM 🕓	
÷	ະຄື* Join or create a team	$\langle \circ \rangle$	Assignment will post immediately with late turn-ins allowed. Edit	

6. After Assigning your assignment you should be redirected to the screenshot below:

	Microsoft Teams	Ľ	Search or type a command	*
 Activity	Teams	Y	General Posts Files Class Notebook Assignments Grades +	_κ ≯ Ο
= Chat	Your teams MIS Class 1		Upcoming 🖓	
Teams	MIS Software Unit		∨ Drafts (0) No draft assignments yet.	
Assignments	MISO		Vo draft assignments yet. V Assigned (1)	
Galendar	TP TSU Public Group		Assignment 1	
C alls	MS Teams Class		Due tomorrow at 12:00 AM	
	TI Team 1		✓ Graded (0)	
	General		No graded assignments yet.	
	Announcements Files		Create	
∰ Apps				
(?) Help				
ţ	ిరి [*] Join or create a team	\$		

7. Click the created assignment to manage it. You can **Edit assignments**, see **Student view** and **Export to Excel** the list of students assigned in the assignment.

	Microsoft Teams	Ľ	Search or type a comma	and		\$
 Activity	Teams	7	11 General Posts Files Class Notebook Assign	nments Grades +		⊾" O
Chat Teams Assignments	Your teams MIS Class 1 MIS Software Unit MISO		Back Edit assignment Student view Assignment 1 Due tomorrow at 12:00 AM		🗎 Export to Excel	letum
Calendar Calendar Calls	TP TSU Public Group		To grade (1) Graded (0)	Status *	Search students	Q
	TI Team 1 General		Name Perez, Mark Anthony	 Not turned in 	Feedback	/ 10
	Announcements Files					
Apps Help						
¢	ະວ່ Join or create a team	\odot				

How to create Quiz in Microsoft Teams?

1. Go to **General** channel, click the **Assignments** tab. Click the **Create** button then select **Quiz** from dropdown list.

	Microsoft Teams	Ľ		Search or type a comman	nd			0
Activity	Teams	Y	TI General Posts F	iles Class Notebook A	ssignments G	Grades +	2° C)
Chat	Your teams MC MIS Class 1		Upcoming					
Teams	MIS Software Unit		> Drafts > Assigned (0)					
Assignments	MISO	•••						
Calendar	TSU Public Group							
	🔇 🄰 MS Teams Class				0	*	1	
	T1 Team 1							
	General							
B	Announcements		Assignment					
Apps	Files		Quiz					
? Help			From existing	Loc	oks like ever	rything's be	en graded.	
÷	ະຄັ⁺ Join or create a team	\$	Create					

2. Select an existing quiz or create a new one. Use the search bar if you can't see the existing quiz. But for now, click the **+ New Form**.

Forms	Add the quizzes you create in Microsoft Forms to your assignment.	×
Search	Q	
Choose a	Form: + New Form]
	Parts of speech quiz Today	
	Telling Time Today	
	Students goal-setting survey Today	

3. Under **My Forms**, click **New quiz** to begin creating your quiz.

00-	<u>A+</u>
New Form	New Quiz

- 4. Enter a name for your quiz. You can also enter an optional subtitle for your quiz.
 - Quiz names can contain up to 90 characters and a subtitle can contain up to 1,000 characters.

Questions	Responses
Weekly math quiz	
A summary of what you learned this week	
+ Add question	

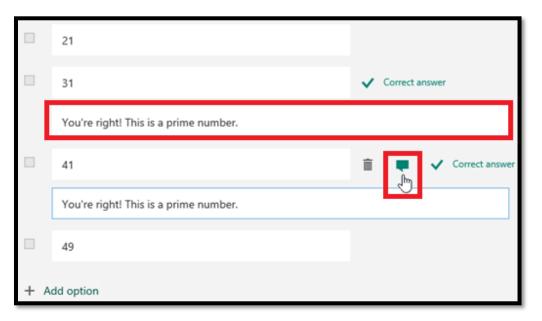


- Your quiz is saved automatically while you create it.
- 6. Enter the text you want to display for the question and each of the choices.

				ĥ	Î	↑	\leftarrow
1.	Whi	ch of the following are prime	numbers?				
	Cho	ose all correct answers.					
		21					
		31			•	/ Correc	t answer
		41			•	/ Correc	t answer
		49					
Γ	+ A	ld option					
	Points	5 🚺 Multi	ple answers		Require	ed	•••

- 7. Want to add more choices? Click Add Option to add more choices than the default two choices. Click the Correct Answer check box button next to each correct answer. To remove a choice, click the trash can button next to it. You can also choose to make a question required or allow multiple choices for a question by changing the settings at the bottom of the question.
- 8. Click **More settings for question** *** , and then select **Subtitle** to add a subtitle for the question.
- 9. Enter a number in the Points text box to assign a point value for a correct answer to the quiz question.

10. Click the **Message** button next to the choices if you want to display a custom message to your students who select that choice as their answer.



11. To display math formulas, click **More settings for question** *** , and then select **Math**.



12. Click in each question text box and now Microsoft Forms displays various math formula options for you to use in your quiz.

								Ъ	Ē	Υ
1.	Solve for	"x"								
	$x^2 + 2x =$	= 10								Abc
	х	у	×	<u>x</u>	[]	()	7	8	9	÷
	>	<	≥	≤	¥	 ×	4	5	6	×
			x^2	x	log	In	1	2	3	-
	π	x!	Σ	П	[x]	[x]	0		=	+
	00	۰					CE	←	→	ОК

13. Some math formulas will trigger auto answers.

		ĥ	Î	↑	\leftarrow
1.	Solve for "x"				
	$x^2 + 2x = 10$				Abc
	Suggested results: $x = \sqrt{11} - 1; x = -\sqrt{11} - 1$				
	Please enter an equation for this option.				
	O Please enter an equation for this option.				
	+ Add option				
	Points: Multiple answers		Require	d	

- 14. Click on the suggested option to add it as a choice.
- 15. Click **Add Question** to add more questions to your quiz. To change the order of the questions, click the **Up** or **Down** arrows on the right side of each question. For text questions, select the **Long Answer** option if you want a larger text box displayed on the quiz.
 - To copy a question, select it and then click the **Copy Question** button in the upper right corner.
- 16. Click **Preview** at the top of the design window to see how your quiz looks on a computer or mobile device. To test your quiz, enter answers for the quiz questions in preview mode and then click **Submit**.

Weekly math quiz A summary of what you learned this week	~
Hi Jeff, when you submit this form, the owner will be able to see your name and email address.	
* Required 1. Which of the following numbers are prime numbers? * Choose all correct answers.	
21	
31	
41	
49	~

- 17. Click **Back** when you are finished previewing or testing your quiz.
- 18. Once you select your desired quiz, it will appear in your assignment under **Resources.** Enter the rest of your desired assignment settings, then select **Assign**.

 	Microsoft Teams	Ľ	Search or type a command
Activity	Teams	V	11 General Posts Files Class Notebook Assignments Grades +
Chat	Your teams		
teams	MIS Class 1 MIS Software Unit		New assignment Saved: May 4, 10:30 AM Discard Save Assign Title (required) Title (required) Save Assign Save Assign
Assignments	MISO		Assignment 1
E Calendar	TSU Public Group		Add category Instructions
Jolie Calle Apps Help	MS Teams Class		Sample
	TT Team 1		C Add resources Points
	General Announcements		10
	Files		
~			Assign to
Apps			Team 1 U All students
(?) Help			Date due Time due
			Tue, May 5, 2020 🗰 12:00 AM 🕓
÷	දීරී [*] Join or create a team	\$	Assignment will post immediately with late turn-ins allowed. Edit

19. Students will be able to complete the quiz, and you can grade it right from Teams.

	Mic	rosoft Teams	ľ	Se	arch or type a command									1
Activity	Tea	ms	Y	General Posts Files Cla	ss Notebook Assignments	Grades +							لالم	k⊿ C
Chat	Your t	teams		Due before May 5							🖻 F	🖻 Export	🖻 Export to E	Export to Excel
	MC	MIS Class 1												
Teams	MS	MIS Software Unit			Quiz 1	Assignment 1								
assignments	м	MISO		Q Search students	Tomorrow • 110 points	Tomorrow • 10 points								
Calendar	TP	TSU Public Group		Co, Patricia Ann										
Calls	(,)	MS Teams Class		Macaspac, Daryl James										
	п	Team 1		MP Perez, Mark Anthony	Returned									
		General		ER Ramos, Ethel Patrick										
		Announcements Files		Ramos, Ethel Patrick										
Apps	FI	Files												
? Help														
¢	88 ⁺	Join or create a team	٢											

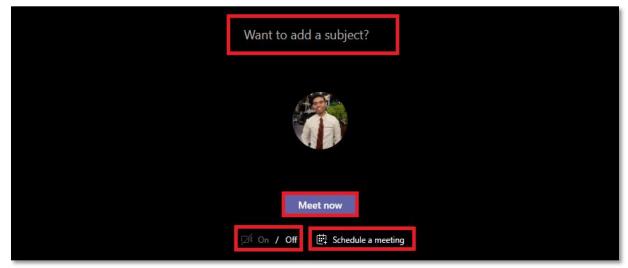
How to Start a Channel Meeting in Microsoft Teams?

1. To start a meeting, do one of the following:

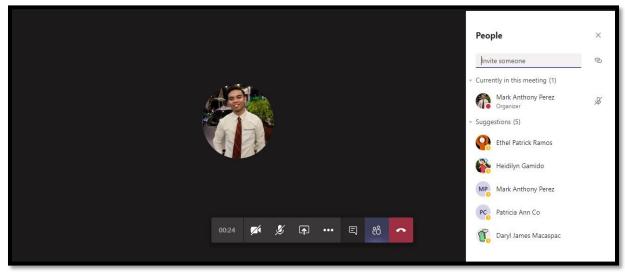
ાળે ઉત્ ઉત્	Mark Anthony Perez has added Ethel Patrick Ramos and 3 others to the team. Mark Anthony Perez has added Heidilyn Gamido to the team. Mark Anthony Perez has created channel Files. Hide channel Mark Anthony Perez has created channel Announcements. Hide channel	
	Start a new conversation. Type @ to mention someone. A C 😳 🎟 🗊 🗇 ⊳ ရ …	

- Select $\widehat{\square}^{4}$ in a new conversation.
- Select $\overline{\mathbb{Q}^{q}}$ in an existing conversation to keep all that conversation's context.

2. In your video preview, enter a name for the meeting, and select **Meet now**.



3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.



Join a meeting

- 1. Look for the meeting notification icon $\overline{\bigcirc}$ in a conversation to find a meeting.
- 2. Select **Jump In** to participate in the meeting.

Share

1. Select the share screen icon \square to show your screen to the other people in the meeting.



2. Select more options icon *** to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

 Show device settings Show meeting notes Info pane is disabled by policies Enter full screen 	
iii Keypad	
Start recording	
 End meeting Turn off incoming video 	··· E 8 ~

How to Schedule Meeting in Microsoft Teams?

 Select Calendar on the left-side of the Teams application window, then select New Meeting button.

	Mic	rosoft Teams		*				
Activity	Ē	Calendar	G Meet now + New meeting					
E Chat		Today < > May 20	iii Work week eq					
iiii Teams		04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday		
Assignments	2 PM							
Calendar	3 PM							
	4 PM							
	4110							
Ŕ	5 PM							
Apps O Help	6 PM							
÷	7 PM							

Enter the Title of the meeting, invite attendees in the Add required attendees field.
 External attendees can be invited by typing in their email address. Click on the search result or hit ENTER on your keyboard to add a person to the list of attendees and continue adding additional attendees as needed. Fill up the needed information then click the Save button.

	Micros	soft Teams	Ľ		Search or 1	type a comma	and					Ť.
 Activity		New meeting Deta	ils Scheduling Assistar	t						Save	Close	
Chat	Time	zone: (UTC+08:00) Beijin	g, Chongqing, Hong Kon	g, Urumqi \vee								
Teams	Ø	Sample Meeting										
a Assignments	do.	Add required attendee	15					+ Optional				
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	0	MIS Class 1	Jnit									
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		MISO										
? Help		• 🚺 MS Teams Clas										
		Figure TSU Public Gro	up									
÷		🕨 🔲 Team 1										

3. Use the **Scheduling Assistant** to find a time during which everyone is available.

	Microsoft Teams 🛛 Search							ommand							ý	
Activity	New meeting Details Scheduling Assistant													Save	Close	
Chat	Time	zone: (UTC+08:00) Beijing,	Chongqing,	Hong Kong	Urumqi 🗸											
iii Teams	Ē	May 7, 2020	9:30 AN	\leftarrow N	May 7, 202	0	12:15 PM	⁄l ∨ 2	h 45m	All day				🗹 Vie	ew my work ho	urs
Assignments			Wednesc	day, May 6, 2 2 PM	2020 3 PM	4 PM	Thursday, 8 AM		020 10 AM		10.014	1.01/	2 PM	3 PM	4 PM	F
E Calendar	All attendees		РМ		3 PM	4 PM	8 AM	9 AM		11 AM	12 PM	1 PM		3 PM	4 PM	8 []]]
	→ Required attendees															
	Mark Anthony Perez															
	ిరి⁺ Add required attendees															
	 Optional attendees 							0			•					
Apps	සී* Add optional attendees															
? Help	▼ Locati	ions														
L.	Ø Add location															
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