Microsoft Teams For Real World Users

Presented By TLC CREATIVE

THE TEAMS INTERFACE

1

UPPER RIGHT - Tenants

- A tenant is an organization or a company.
- Generally your Office 365 email is your primary tenant (your company).
- Microsoft Teams (MS Teams) is not limited to 1 Tenant.
  - Having an email address with other companies is a common reason Teams will have multiple tenants to choose from.
  - You can also be a guest on other tenants (guests have limited access and functionality).
- Tenants do not mix. You cannot see or do anything with a different company's info when you are in active in a different company's tenant.

2

LEFT BUTTONS

- These access different areas of the Teams app – and this can be confusing.
- As example, CHAT on the left is NOT the chat for an active meeting (a meeting chat is opened from the meeting menu bar). The left button shows all chat topics in that Tenant.

3

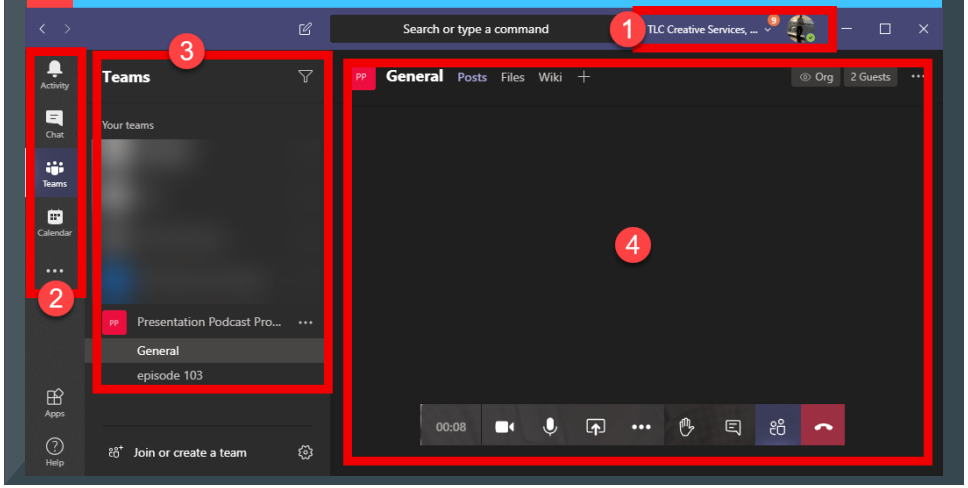
TEAMS

- This is a list of all Teams you have access to (within the selected Tenant).
- There can be just a few, or many. Every project and group can be a separate Team.
- In addition, each Team can have sub-groups, called "Channels."
- Yes, it is confusing… "Microsoft Teams" has "Teams" inside it (argh to using the same name for different things)

4

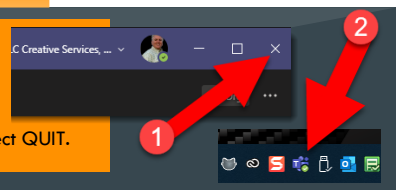
WORK AREA

- The large area right of the Teams list is where all the "work" is displayed.
- For meetings, this is where the webcams, slides and chat are displayed.
- Files opened from the FILES tab are displayed here.
- FRUSTRATION TIP: only 1 thing at a time can be viewed in the work area. Currently there is no method to have multiple items open inside the work area at the same time.
  - As example: If viewing an excel file, it needs to be closed to see the project files list or another file.



HOW TO (REALLY) CLOSE MICROSOFT TEAMS

- Click the app X, but Teams does not actually quit.
- (1) The minimize and X buttons do the same thing – minimize Teams, but leave it active and running in Task Bar.
- Teams can be expanded by clicking the task bar icon.
- (2) To truly quit Teams, right-click the task bar icon and select QUIT.

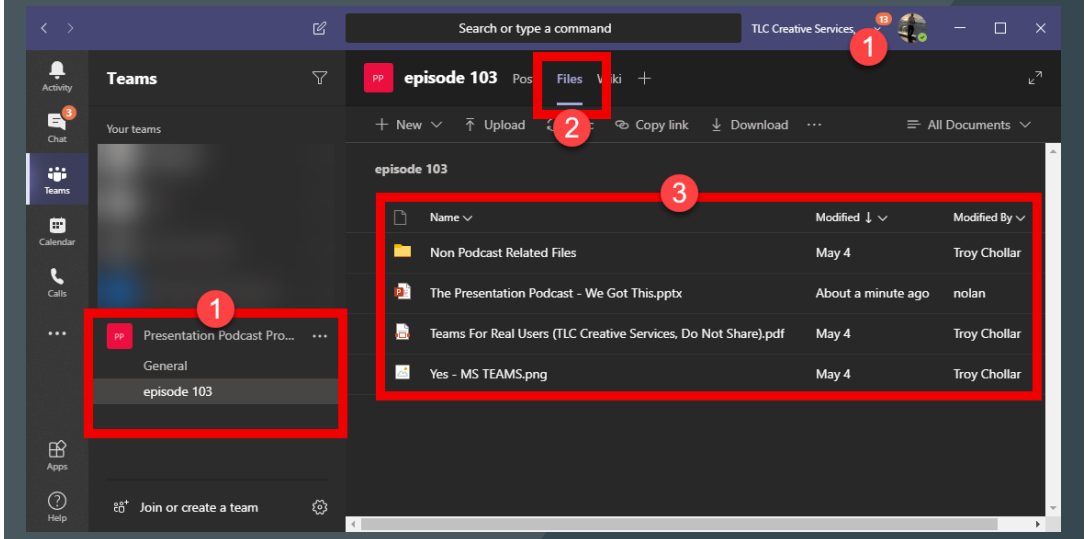


OPENING FILES

1. Confirm Teams is in the correct Tenant and the correct Teams (and Channel within the Team) is selected.
2. Click the FILES tab in the Work Area (top of middle section).
3. See a list of folders and files, similar to Windows Explorer

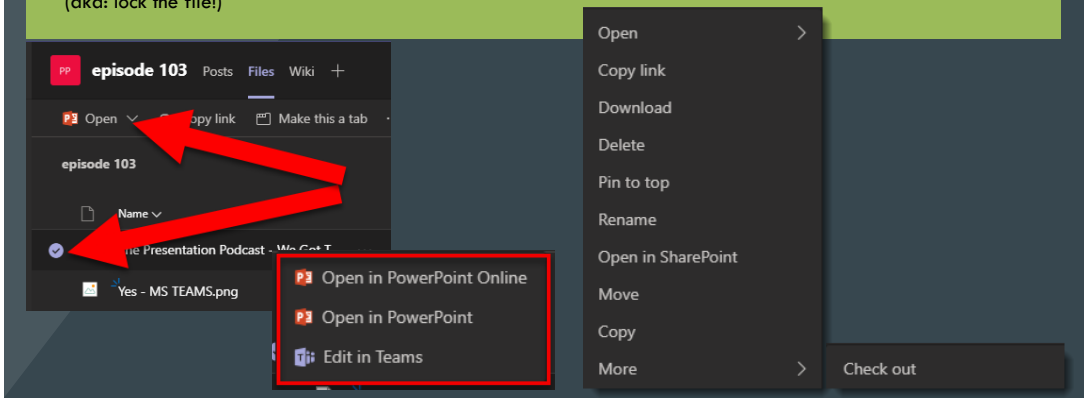
WHERE ARE THESE FOLDERS AND FILES?

- All folders and files displayed have been uploaded to Microsoft Teams. Behind the scenes, this is a seamless interface to OneDrive for Business and SharePoint (really!).



THREE WAYS TO OPEN A FILE (hint: this is important!)

- The common process is to click on the file name and it opens in the Teams Work Area (generally not wanted).
- But there are better options! Click the circle (or dot) to the left of the file name.
  - Expand the OPEN drop-down menu in the toolbar above.
  - **Edit in Teams** opens the file in the Teams Work Area.
  - **Open in PowerPoint Online** will open the file in the browser-based PowerPoint app.
  - **Open in PowerPoint** will open the file in the full desktop PowerPoint! (see "Working with desktop app files")
- Tip: Hover over the menu above the folder and file list and click the circle that appears, to select all.
- Mouse over the file name and click the 3 dots icon to the right to: download, delete, rename, move and check out (aka: lock the file!)



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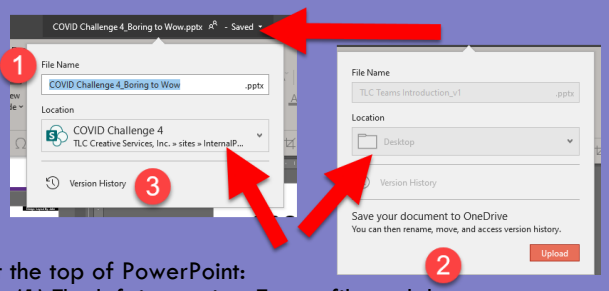
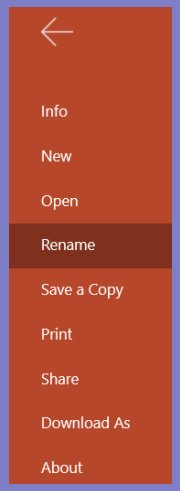
WORKING WITH DESKTOP APP FILES

- This applies to PowerPoint, Excel, and Word files
- Recommended process is to select the file name and choose EDIT IN POWERPOINT.
- This is a new workflow. The file is opens in the desktop app you have installed on your computer; however the file is not on your computer; it has been opened from Microsoft Teams (really OneDrive for Business, but let's just say Teams).
- You are now using the full desktop PowerPoint app, AND the presentation stays connected to Teams which is why all the new co-authoring and collaboration tools work.
- Working with a shared file changes some of the common workflow:
  - FILE > SAVE is gone. Every edit is automatically saved back to Teams.
  - **Save a Copy** is a new command. Think of it as "Save As."
  - **Download As** is also new. This puts a copy of the presentation on your computer — and breaks the link to the original Teams version.
- The file name at the very top of PowerPoint is now a drop-down menu.
  - It shows where the file is located.



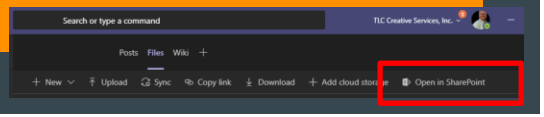


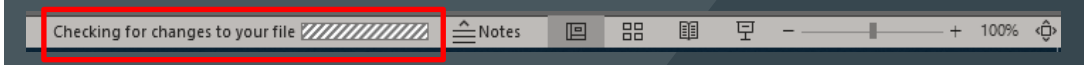
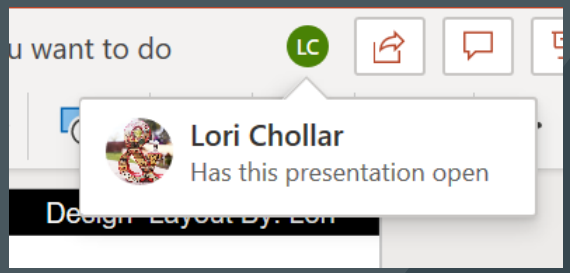
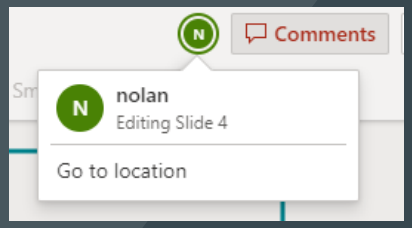
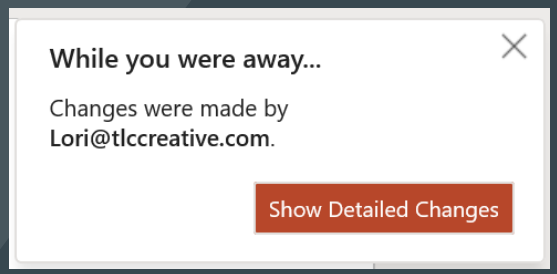
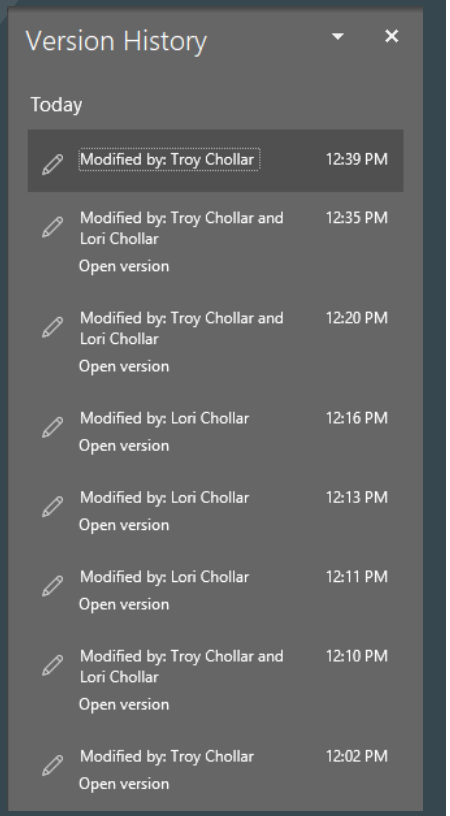
At the top of PowerPoint:
- (1) The left image is a Teams file and the new drop-down menu.
- (2) The right image is local computer file.
- (3) Version history is opened from this new menu.

- The presentation file name can be changed directly in the drop-down menu.
  - This is the same as FILE > RENAME in PowerPoint Online.
  - This is not SAVE AS. Everyone with access to the file continues to have access, and the new name is automatically shown to everyone.

POSTS, FILES, WIKI, SHAREPOINT, AND MORE

- Microsoft Teams is powerful. It is a seamless and easy window to several Microsoft technologies.
- From Teams, a user is actually accessing OneDrive files, SharePoint files, OneNote and more.
- The real power of Microsoft Teams may be its ability to allow every user to access and use a host of powerful Microsoft technologies, without needing to know how to use them.



COLLABORATING AND CO-AUTHORING

- Files are not exclusively yours any longer – assuming others also have access to the same Team and its files.
- A PowerPoint file opened from Teams (in the Teams, Online, or Desktop version) has any edits seen by the others when they open the file.
- If multiple people have the same file open:
  - There is notification in the upper right of who also has the file open.
  - Updates made by anyone almost instantaneously show up to everyone else (even if you are working on the same slide!).
- PowerPoint will notify you of what changes other people have made.
  - There is a symbol added next to each slide that was edited and on each slide the changed object has an outline.
- Version History shows a list of all changes and who made them. Click OPEN VERSION to open a separate, read-only version of the file from that time stamp.
- Files do a check for changes when opened, which is a new dialog in the bottom bar.