USING MICROSOFT TEAMS WITH O365 APPS INSTRUCTIONS

MAY 11, 2020

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Effectively Using Teams

This section, provide tips to navigate within Teams effectively. Although, Teams provides many features, these instructions cover the basics.

Creating Online Meeting using Outlook

- Log on to the computer using your BSU email account and password, and open the **Outlook** client on the desktop. Click on the ▦ calendar icon to view your available days for a meeting. Click on the New Teams Meeting icon to create a new online meeting:
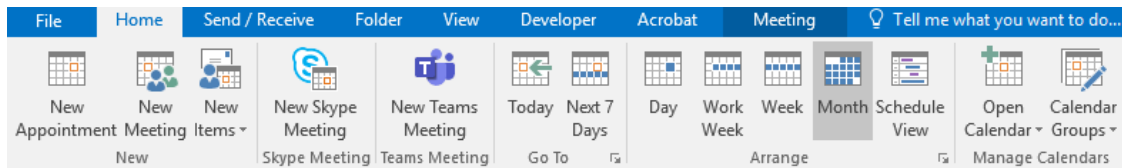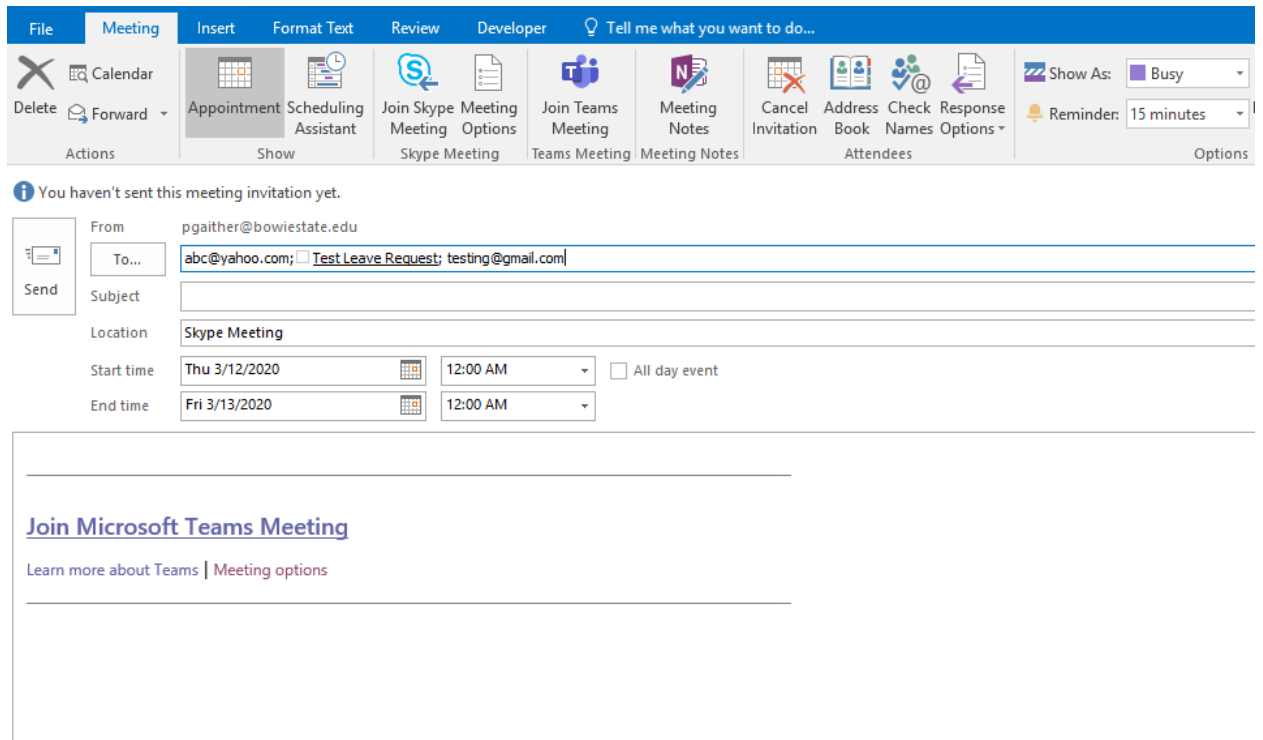

- Type in the attendees email address in the To... textbox followed by a semicolon after each email address. Type in a name for the topic of the invite in the Subject textbox. Input the correct start date/time and end date/time for the meeting

| Start time | Thu 3/12/2020 | ▦ | 12:00 AM | ▾ |
| End time | Fri 3/13/2020 | ▦ | 12:00 AM | ▾ |

. Click on the Send icon to deliver the invitation to all attendees.

Joining Online Meeting from Outlook Invitation

- Log on to the computer using your BSU email account and password, and open the

  Outlook client on the desktop. Click on the calendar icon to view the invite. Open

 the calendar invitation displayed on your calendar:
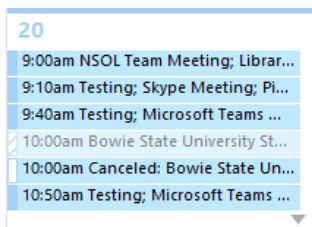
- Click on the **Join Microsoft Teams Meeting** link, and then click on the **Join now** button

  (Make sure that the camera and microphone display in purple like the image below. If the

  camera or microphone is grey, then this feature is not enabled):

Join Microsoft Teams Meeting
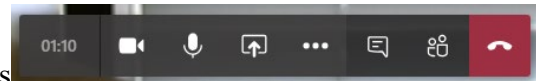
+1 240-468-7910   United States, Bethesda (Toll)

Conference ID: 244 100 078#

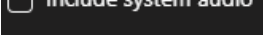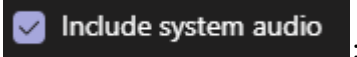Local numbers | Reset PIN | Learn more about Teams | Meeting options
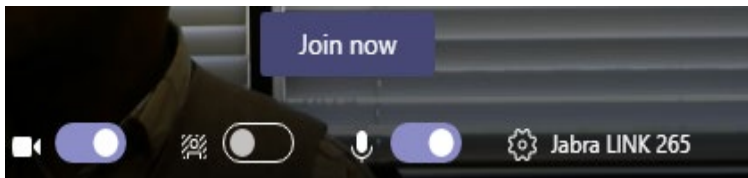
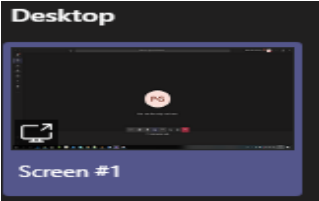**Sharing Your Screen during a Teams Meeting**

- You should see a tray showing multiple buttons .

  Click on the icon to share your desktop:

- You should see . Click that checkbox so that it displays a checkmark
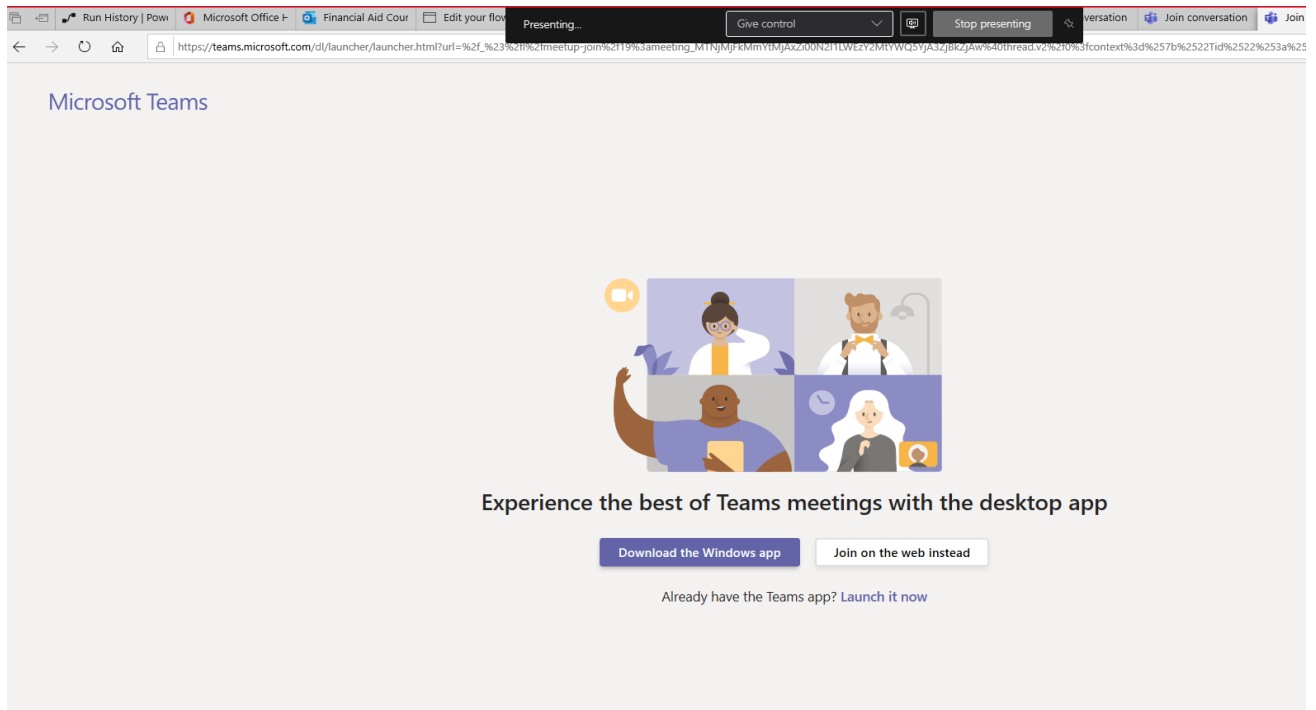
   :

- Click on the desktop screen 1 . (You will notice that your screen

  has a red border, and people can now see your screen).
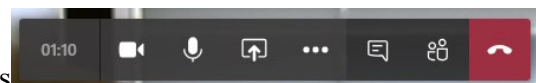
Stop Sharing Your Screen during a Teams Meeting

You will need to hover your mouse at the top center of the monitor, and click on the
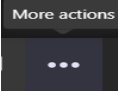
Stop presenting button:
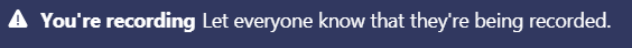
Recording a Meeting

- You should see a tray showing multiple buttons .

  Click on the More actions icon to display the additional settings.

- You should see Start recording. Click on the button to begin recording. (*Note*

  While the meeting begins to record, there will be a notification at the top that displays the

  following ⚠ **You're recording** Let everyone know that they're being recorded. This privacy policy shows for

  all recorded meetings.)

- To stop recording, you will repeat the same steps, by opening the tray, and click on the **...** icon to display the additional settings.

- You should see **⊙ Stop recording**. Click on the button to end recording. *Note* Recordings from a Teams meeting scheduled on the calendar are stored in Stream, and can be obtained internally, but not uploaded to an external application including YouTube, etc…)
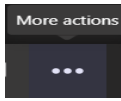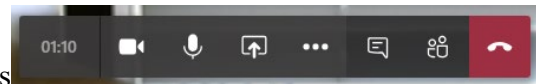
Download Attendee Report

- You should see a tray showing multiple buttons .

  Click on the icon to display the participant panel.
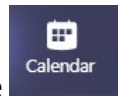
- You should see this **People**. Click on the button to download the report.

- The report only shows the current attendees during a meeting, and is here

  Downloads

Restrict Share Screen Permissions

- You should see a list of icons on the left side of the Teams application
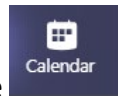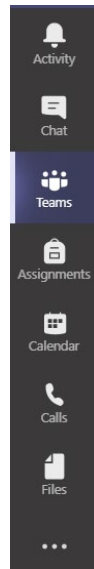
. Click on the icon to display the list of your meetings that were

created by you as the organizer.

- Double click on the meeting that you need to create the restrictions, like this example

.

- Now you need to click on the **Meeting Options** link, as seen in the screenshot below.

- You need to right click `Meeting options`, and click on `Open Link`.

- Within the meeting options section, go to `Who can present?`, and change `Everyone` to `Specific people`. Type in the name of each participant in this textbox `Search for participants ⌄`. Once presenters have been inserted in the list, then click `Save`.
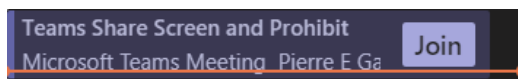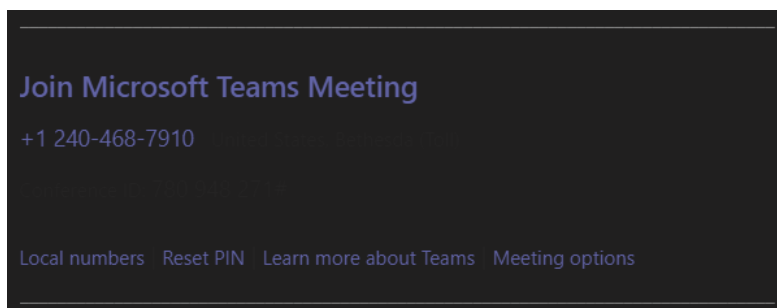
Meeting options

Who can bypass the lobby?	People in my organization ⌄
Always let callers bypass the lobby	No ⊘
Announce when callers join or leave	No ⊘
Who can present?	Specific people ⌄
	Everyone
Select presenters for this meeting	People in my organization
	Specific people
Allow attendees to unmute	Only me

Save
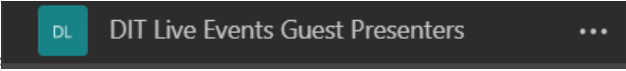
Managing Permissions to Team

- You should see a list of icons on the left side of the Teams application
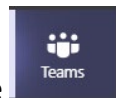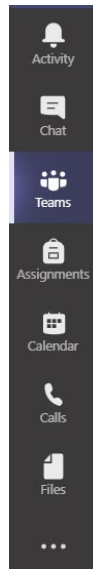
. Click on the icon to display the list of teams that you are a

owner or member.

- As an owner, to view all member(s) and guest(s) of the team, browse for the team of choice

like in this example , and click on the
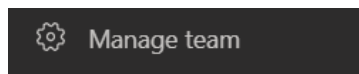
. Click on the button to see all member(s) and guest(s).

- To delete a member or guest from the team,

, click on the "X" button for the selected row.

- To add a member or guest within the team, click on the **Add member** button. It is important that you input the name to add a member, and input the email address to add a guest **Start typing a name or group**. For example, a member is someone that has an account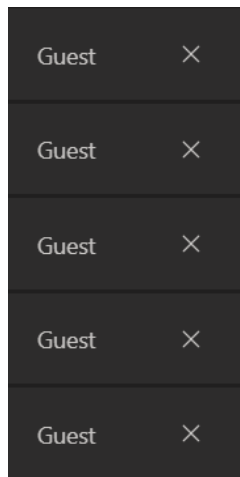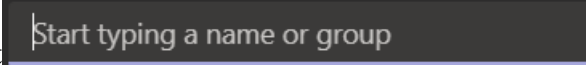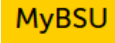 ending in "@bowiestate.edu", and a guest is someone that does not have an account ending in "@bowiestate.edu". Once the member or guest account is in the textbox, then click on **Add**, and select the **Close** button.

Effectively Using Stream

This section, provide tips to navigate within Stream effectively. A key topic, that is covered, is integrating videos within a Teams meeting. Although, Stream provides many features, these instructions cover the basics.

Signing into Stream

- While logged into the Teams meeting using the desktop version, you need to open a new browser using Edge, and type www.bowiestate.edu. From the navigation bar above, click on the **MyBSU** link:

Bulldog Connection   MyBSU   Directory   Library   Information For ∨   Give   🔍

- Click on the **Faculty/Staff Email** link. *Note* You need to sign in using your BSU email and password:

Quick Access

- Faculty/Staff Email
- PeopleSoft Faculty/Staff Login
- PeopleSoft Financials
- Blackboard
- iCAN/Starfish
- Directory Search
- Update Your Directory Information
- Academic Calendar
- Holiday Calendars
- Bowie Electronic Emergency System (BEES)

Managing Permissions to Video Content using Stream

- From the **Home** screen in Stream, you need to click on the Discover ⌄ link:

  Home   Discover ⌄   My content ⌄   + Create ⌄   Search

- Click on the **Videos** option from the list:

  Discover ⌄

  Videos

  Channels

  People

  Groups

- Search for the video, and then hit the enter key on your keyboard:

  | Videos | Channels | People | Groups |

  Search for videos   Sort by

  🔍 transfer   ✕   Relevance   ⌄

- Click on the ✎ icon:

- Type in the faculty/staff member name in the textbox, and then hit the enter key on your keyboard. (The checkbox to "Allow everyone in your company to view this video", should be used when **all** faculty/staff need to watch the video.)

- Click the button, to save the changes.

Playing Video Content using Stream

- From the **Home** screen in Stream, you need to click on the link:

- Click on the **Videos** option from the list:

- Search for the video, and then hit the enter key on your keyboard:
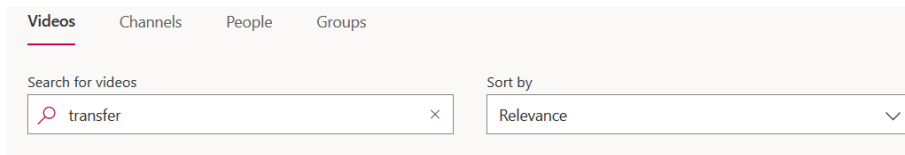
- Click on your video link:
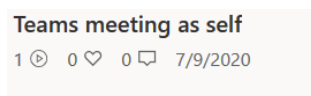
Sharing Your Screen during a Teams Meeting

- You should see a tray showing multiple buttons .

  Click on the icon to share your desktop:

- You should see . Click that checkbox so that it displays a checkmark

   :

- Click on the browser where Stream is located. (You will notice that the browser screen has

  a red border, and people can now see the Stream screen).

Stop Sharing Your Stream Screen during a Teams Meeting

You will need to hover your mouse at the top center of the monitor, and click on the

Stop presenting button.

Effectively Using OneDrive

This section, provide tips to navigate within OneDrive effectively. You will learn

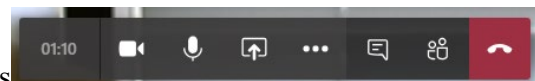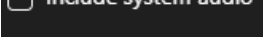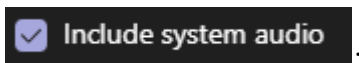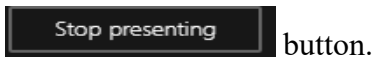practical instructions for staying organized, protected, and connected. Although, OneDrive

provides many features, these instructions cover the basics.

Signing into OneDrive

- If you have not logged into the O365 platform you can get there by typing in

  www.bowiestate.edu. From the navigation bar above, click on the MyBSU link:

  Bulldog Connection   MyBSU   Directory   Library   Information For ⌄   Give   🔍

- Click on the • Faculty/Staff Email link. *Note* You need to sign in using your BSU email

  and password:

  Quick Access
  - Faculty/Staff Email
  - PeopleSoft Faculty/Staff Login
  - PeopleSoft Financials
  - Blackboard
  - iCAN/Starfish
  - Directory Search
  - Update Your Directory Information
  - Academic Calendar
  - Holiday Calendars
  - Bowie Electronic Emergency System
    (BEES)
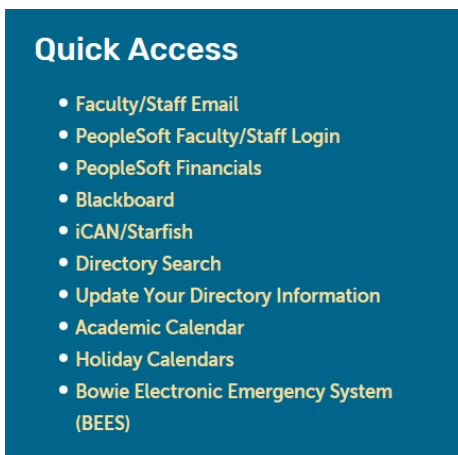
Getting to know the navigation space

- From the **My Files** screen, you can view folders and files that you created

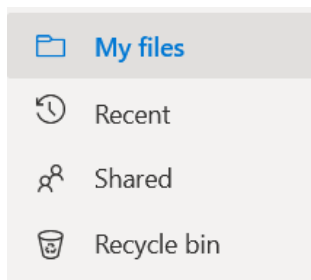 [My files] . The **Recent** screen provides an accessible area to view the latest files

  that you worked on [Recent] . The **Shared** screen has two options to view files

  shared by you to collaborate with others, or view files shared by others to collaborate with

  you [Shared] . The **Recycle** screen has a list of files that you deleted and retained for

  93 days [Recycle bin] , in case you need to restore.

  | My files
  | Recent
  | Shared
  | Recycle bin

Navigating in My Files

- You can create a **New** folder or document in this location:

  + New ⌄   ↑ Upload

  📁 Folder

  📄 Word document

  📊 Excel workbook

  📊 PowerPoint presentation

  📓 OneNote notebook

  📊 Forms for Excel

  🌐 Link
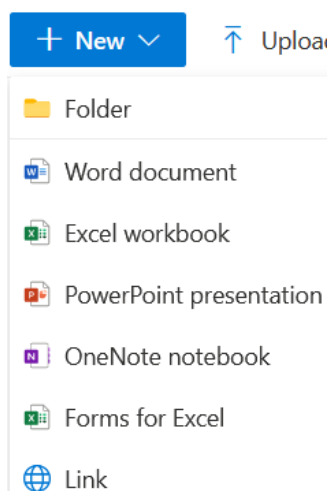
- You can **Upload** documents or a folder from your computer or the shared drive in this location:

↑ Upload ⌄

Files
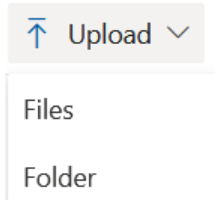
Folder

- You can **Sort** documents and folders by the corresponding columns in this location:

⬇ Sort ⌄   ≡

Type

Name

Modified

Modified By

File size

Ascending

Descending
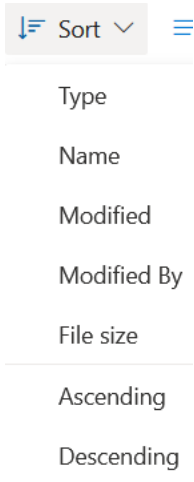
- You can switch views for seeing the documents and folders in this location:

Sort ⌄   ≡ ⌄   ⓘ

✓ ≡ List

≡ Compact List

⊞ Tiles
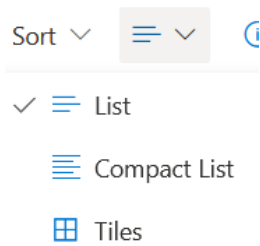
Handling file content

- Managing file content is extremely important. Similar to using windows explorer on your desktop to move, copy, rename, and delete files and folders can be done in OneDrive, by hovering your mouse over the file/folder and selecting the three horizontal dots to show these actions:
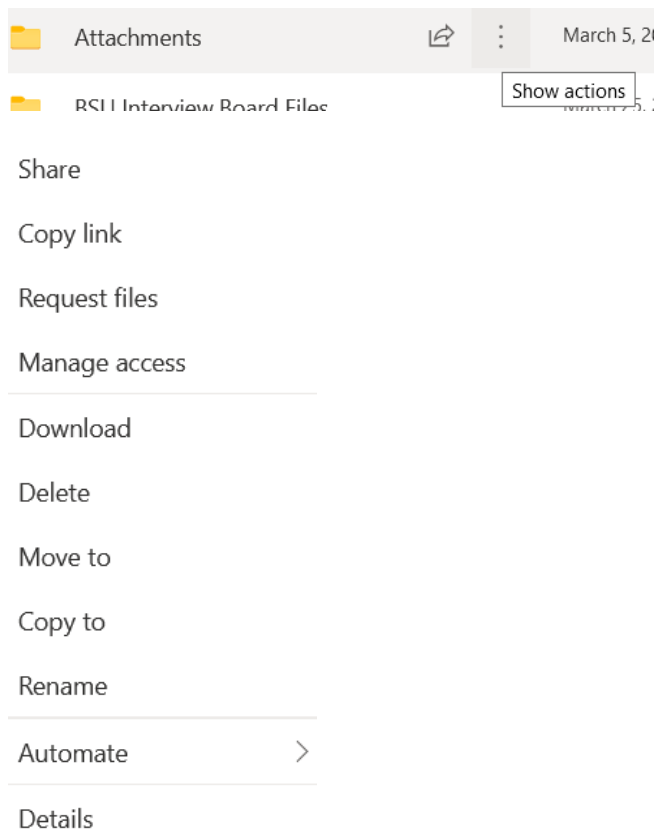
Request files

- For this example, there is a folder called "Photos for event", and other recipients internal and external to the campus need to upload their photo to the folder. As the creator/owner of the folder, you need to select Request files .

- Provide a topic so that recipients know what you are asking for, and then click **Next** .

Request files

⤶ What files are you requesting?

Enter a name for the request

Recipients will see the above request name and can upload only.

- You can **Copy link** to send it to all of the recipients and then click **Done** , or you can specify the email address of the recipients, and then click **Send** . The recipient receives the link in email. Either of these options works best, so they can upload files to the folder.

Send file request

Here's the link people can use to upload files

https://bowiestate-my.sharepoint.com/:f:/g/personal/p ...   **Copy link**

⤶ Anyone with the link can upload files

Or you can send it via email

Enter a name or email address

Add a message (optional)

Done

Manage access

- Protecting files and folders is very important, especially when you need to collaborate with others on particular tasks. As the creator/owner of the folder or file, you need to select

Manage access . Direct access belongs to collaborators that have original permission to the

folder or file. Links giving access is the opposite of direct access, therefore a link provides collaborators permission to retrieve the content.
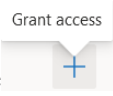
Manage Access

Links giving access ⓘ   🔗 Share
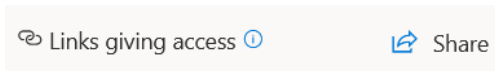
There are no sharing links for this item.
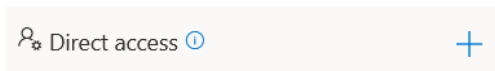
Direct access ⓘ   +

Direct access

- To grant direct access, we will click on the [Grant access +] , and then select

  [✏ Can edit ⌄] to change the permission. Remember, view means that collaborators can only read the content, while edit means that collaborators can make changes to the content.

  ✏ Can edit ⌄

  ✏ **Can edit**
     Make any changes

  ✗ **Can view**
     Cannot make changes
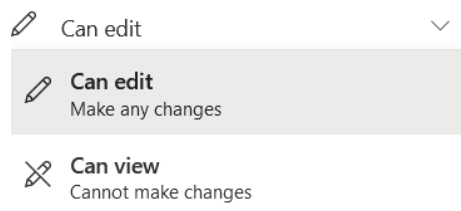
- Type in the email address in the textbox [Enter a name or email address], and then click on

  ☑ Notify people

  the grant access button [Grant access] .

Links giving access

- To grant access using a link, we will click on the ⤴ **Share** , and then select

  🌐 Anyone with the link can edit 🗓 › to change the permission. **Anyone with the link** grants access

  in various retrieval ways, for example by email or sent from someone else's email.

  People in Bowie State University with the link grants access to collaborators containing

  an email address *@bowiestate.edu*. **People with existing access** inherits permission

  from the hierarchy, also known as the parent folder where collaborators currently have

  access. **Specific people** grants access to collaborators that you designate should have

  permission. The other settings below restrict editing the content based on the checkbox

  value. Lastly, to save the link settings, you need to click the button **Apply** .

Link settings ✕

Photos for event

Who would you like this link to work for? Learn more

🌐 **Anyone with the link** ✓

💼 People in Bowie State University with
the link

👥 People with existing access

👥 Specific people

Other settings

☑ Allow editing

🗓 Expires Wednesday May 5 2021 ⓘ

🔒 Set password

Apply   **Cancel**