Nexus365 Teams - Conversations

Skills Toolkit

Use *Teams* for typing instant conversations with colleagues.

Any Team member can join in any conversation held in the Team.

Have *Teams* open in the background, all the time while you do other work.

In this task you will explore a Team that has been set up for the workshop, and hold a typed conversation with other Team members.
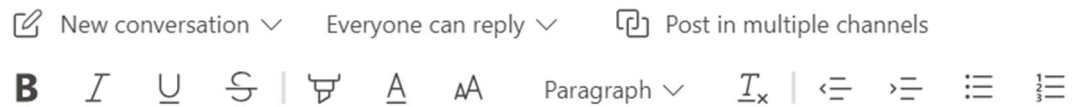
✍ Hold a typed conversation with others in the Team, like this:

At the bottom, click 🖊

> Start a new conversation. Type @ to mention someone.
>
> 🖊 🖇 ☺ 🖼 📹 ▷ 💡 ⋯   ➤
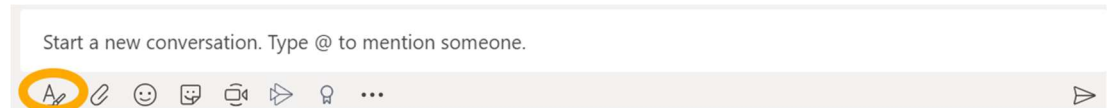
Give every new conversation a Subject: then it will be easier for everyone to keep track

Click ➤ to post your remark

📝 New conversation ⌄   Everyone can reply ⌄   🗐 Post in multiple channels

B *I* U̲ S̶ | 🖊 A A͟A | Paragraph ⌄ | I̲ₓ ⇤ ⇥ ☰ ☷

Add a subject

Start a new conversation. Type @ to mention someone.

✍ Others in the Team can reply

Any Team member is able to see the conversation and can join in

@mention a Team member in a conversation, by writing their name with @ in front

Anyone who is @mentioned will see a pop-up notifying them to join in the conversation

If they have not currently got *Teams* open, they will see the mention in their 🔔 Activity next time they open *Teams*

✍ Reminder: with 👥 Teams chosen in the left column, your conversation is with all members of your Team

✍ Hold a private chat with one person:

With 💬 Chat, you can chat (i.e type as with instant messaging) with someone else in the University

Click 🖉 on the bar at the top of *Teams,* to start a chat

A chat can be held with one or just a few people

And it can be with those outside this Team

You can contact other people in the University by typing names/email addresses at the top

If they currently have *Teams* open, they see a pop-up notification to join in the chat

Otherwise, next time they visit *Teams* they will see a chat notification
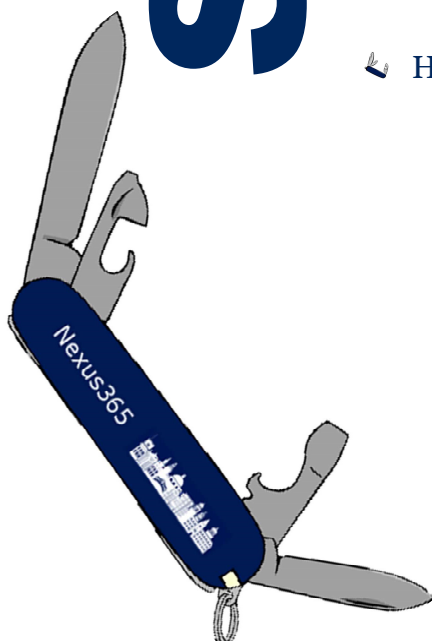
Nexus365 Teams – Video calls

Skills Toolkit

Use *Teams* to hold live video or audio meetings with colleagues.

Any Team member can join in any meeting held in the Team.

Have *Teams* open in the background, all the time while you do other work.

In this task you will explore a Team that has been set up for the workshop, and hold a video/audio meeting with other Team members.
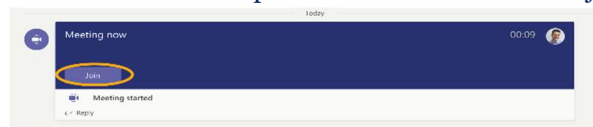
✍ Hold a video meeting with others in your Team, like this:

Click the camera icon at the bottom of the screen

> Start a new conversation. Type @ to mention someone.

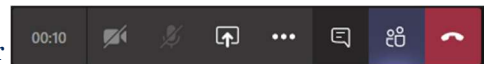Type a Subject for your call, then click **Meet now** to start the video/audio call
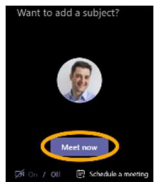
Any Team member who has *Teams* open will see the call and can join in

Note that with [Teams] chosen on the left, your meeting is available to ALL members of our Team

Move the mouse to activate the toolbar

✍ During a meeting, click [chat icon] to type chat messages with all Team members

✍ You can also invite non-members of the Team to join the video meeting

Click [add people icon] to invite other University members to join the video meeting – if they currently have *Teams* open, they will see a notification which they can click to join the call

Or click [link icon] to copy the details of this video meeting, which you can send to a guest from within or outside the University (e.g. paste the details into an email to the guest) – they receive a link that they can click to join the meeting

Note the guest is only joining in the video meeting, not becoming a member of the Team, nor do they need to have *Teams* installed

✍ With [Chat] chosen on the left, you can hold a video/audio meeting with just a few people or those outside this Team:

Click [compose icon] on the purple bar at the top of *Teams*

Type names/email addresses at the top

When finished, click [leave icon] to leave the meeting

View the graphic BELOW to learn more about successful online meetings:

Skills Toolkit

Nexus365 Teams – Sharing files

Use *Teams* for sharing files with a group of colleagues.

*Teams* is a good place for colleagues to store and organise files they need to work on together. Every Team member can see and work on all the contents saved here.

In this task, you will work on files saved in your Team's cloud space.

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🦢 A Team can collect documents relevant to its work

    In our Team click the **Files** tab (tabs are across the top), to see the list of files already saved here
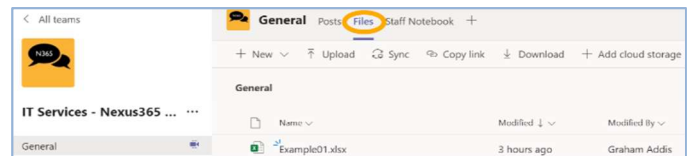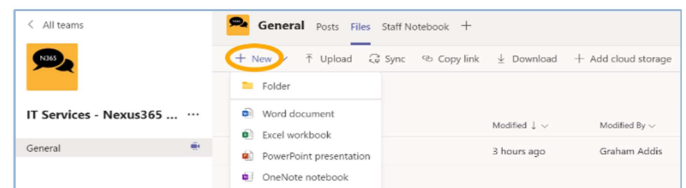

🦢 Click 📄 New and create a new *PowerPoint* slide show

    Give it a distinctive name so you can recognise it

    On a slide, write 2 things you have found out today

    Notice that you are working on this document using a simplified *PowerPoint* in *Teams*
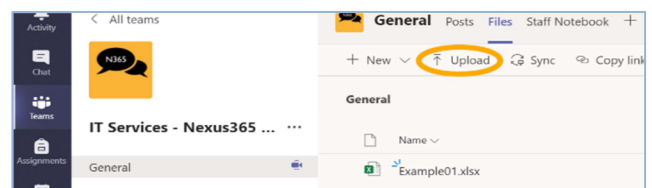
    Click [Close] at top right, to close the slide show – it is saved in our Team

🦢 Upload one of your own files to the Team:

    Select one of your own files that's saved locally on your computer, one that is okay to share with others (these can be any type of file, not only *Office*)
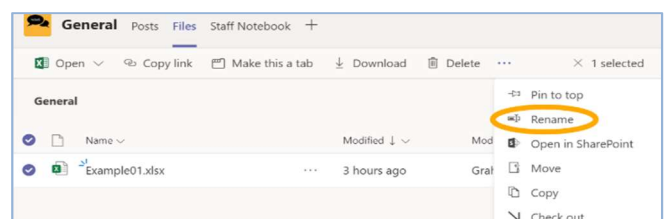
    Click 🔼 Upload

🦢 Notice the buttons available for managing documents:

    Once the Team contains some documents, tick just to the left of one filename

    More buttons appear at the top for managing the selected document – try some:

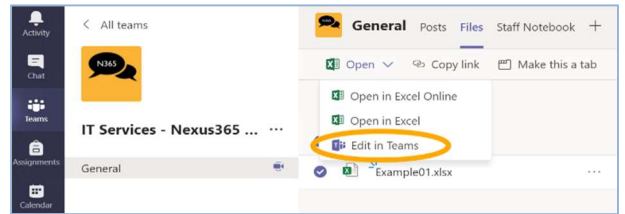   🖍 Rename that document you uploaded, so it has a distinctive filename

Open a document using *Teams*

Click a filename to view that document using *Teams*

Click [Open] and choose to edit in *Teams*

Every member of this Team can see and use all documents and conversations saved here

Two people can edit the same document in *Teams* at the same time

Invite a colleague in your Team to open a document from the **Files** tab which you are currently working on

You can both edit the same document using *Teams*

Watch each other's edits on your own screens (you have differently coloured cursors)

When you [Close] the document, it is saved in the Team

Skills Toolkit

Nexus365

Nexus365 OneDrive

Skills Toolkit

OneDrive is a secure, personal, University-approved 5 terabyte cloud storage area. It is for your working documents, until they are finally stored or published elsewhere. Where appropriate, you can share these documents with anybody, even outside the University.
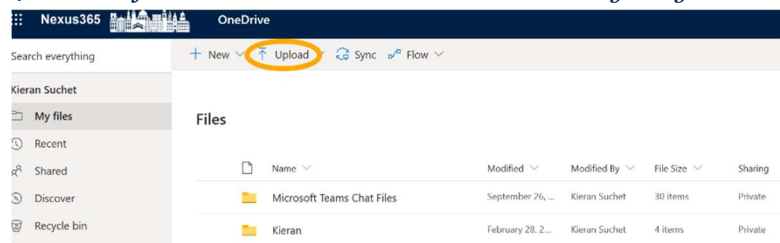
In this task you will upload a file from your computer to *OneDrive*, share and edit a file with a colleague and finally explore *OneDrive's* versioning capability.

- On the *Nexus365* homepage, start *OneDrive* ☁
- Upload some files to your *OneDrive,* from your computer:

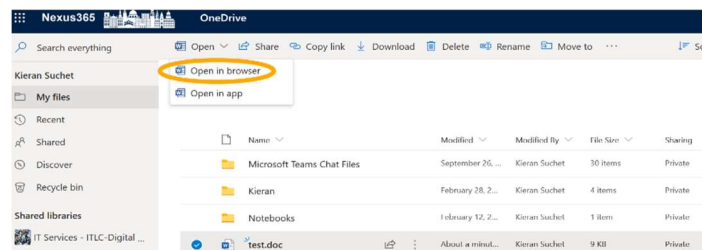 Click ⬆ Upload and choose **Files**

  (*Files and folders can also be added to OneDrive by drag and drop*)

- Edit a *Word* document using Word Online:

  Click to put a ✅ to the left of one of your *Word* documents

  Choose **Open in browser** from the **Open** menu at the top of the screen

  The document opens in a new browser tab, with a simplified version of *Word*

  At the end of the document, make an edit e.g. type the name of your department or group

  Note that in the online environment, files are saved automatically with each change

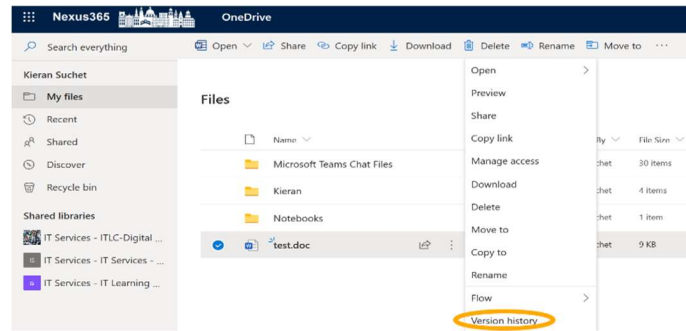 Close the document's browser tab and return to *OneDrive*

- Explore the version history for the edited document

  Click to put a ✅ to the left of the edited document, then click ... and 🔁 Version history

  The Version History window appears, showing previous versions, which you could examine or restore

- You can share a document in your OneDrive with a colleague:

  Put ✅ beside a *Word* document to select it, then click 📤 Share

  *In the dialog, notice the default is that **People you specify can edit***
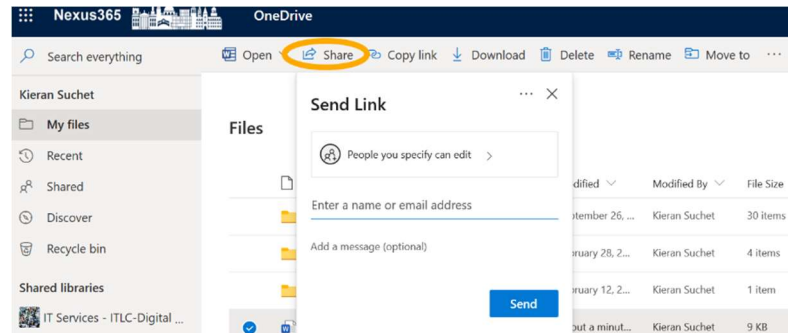
  Enter the Single Sign-On name of a colleague and click **Send** to send them an email

  They receive and open the email

  Each of you can then open the shared document in *Word Online* and make different edits

  Each other's edits appear on your screens as you make changes

  Close the document and return to your own *OneDrive*

- Stop sharing the document and return it to your own control:

  In the Sharing column for the shared document, click **Shared**

  In the **Manage Access** box that appears on the right of the screen, click **Stop Sharing**

  Your colleague no longer has access to the document