Nexus365 Teams - Conversations

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.

Hold a typed conversation with others in the Team, like this:
At the bottom, click 📝

Give every new conversation a Subject: then it will be easier for everyone to keep track
Click ➡️ to post your remark

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 next time they open Teams

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

Hold a private chat with one person:
With 📩, 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

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.

Hold a video meeting with others in your Team, like this:

Click the camera icon at the bottom of the screen

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 ![server](image) 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](image) to type chat messages with all Team members

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

Click ![invite](image) 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 ![copy](image) 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 ![server](image) chosen on the left, you can hold a video/audio meeting with just a few people or those outside this Team:

Click ![chat](image) on the purple bar at the top of *Teams*

Type names/email addresses at the top

When finished, click ![exit](image) to leave the meeting
View the graphic BELOW to learn more about successful online meetings:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>When you click on a link to join a Teams meeting, you will be presented with the 'Join' screen. Turn the webcam on or off.</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Blur your background, great for busy homes and offices.</td>
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<td>Step 3</td>
<td>Turn your microphone OFF before you enter the meeting.</td>
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<td>Step 4</td>
<td>Select any external camera or microphone you have connected to your device.</td>
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<tr>
<td>Step 5</td>
<td>Select 'Join now' when you are ready to enter the meeting.</td>
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<tr>
<td>Step 6</td>
<td>Move your mouse anywhere on screen to display the Teams control bar.</td>
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<tr>
<td>Step 7</td>
<td>Activate the Microphone only if the Chair requests.</td>
</tr>
</tbody>
</table>

**Microsoft Teams**

**ETIQUETTE FOR SUCCESSFUL ONLINE MEETINGS**

**Before the meeting**

**During the meeting**

**Skills Toolkit**
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.

**Skills Toolkit**

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.

![Files tab in Teams](image)

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.

![New PowerPoint slide show](image)

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**.

![Upload button](image)

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.

![Document management buttons](image)
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
Nexus365 OneDrive

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.

- 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