

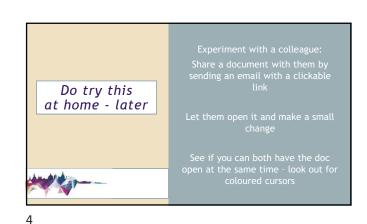


Do try this at home - later

Upload a file (any type)
Open or create a file using
Word/Excel/PowerPoint online

Make some changes

Close the file

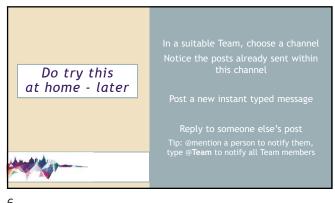


Start up Teams the stand-alone app or the web app

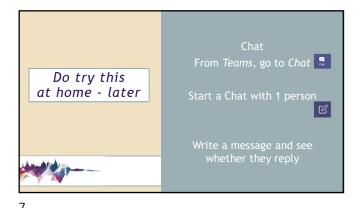
Look at any Teams you belong to - talk to
line manager if doesn't seem right

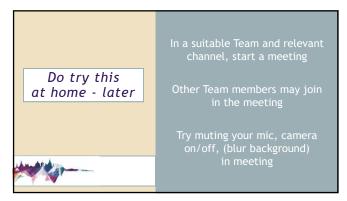
Join the special Team for today's event
(use the code)

Explore the channels



1





Upload or create a document in a Team (choose the channel)

With a colleague, can you both open the same document in the Team?

Can you both edit it at the same time?

Look for coloured cursors



Next steps

Join this Team using today's code
Team stays open today for you to play & learn
We're around, in the Team, for a while - come and talk to us!
Try out the Do Try This At Home tasks now - it's the way to learn
Can download files from this Team channel: etiquette poster, these slides, set of the Do Try This At Home tasks PDF

Use our Remote Working Resources website for useful stuff https://skills.it.ox.ac.uk/remote-working-personal-productivity-activity
More websites - IT Services and Centre for Teaching & Learning

11