


Nexus365: Remote working with Teams at Oxford

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Do try this at home - later

Watch video about signing in

Sign in with your own SSO

Go to Nexus365 home page

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Do try this at home - later


Start your *OneDrive*

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

Make some changes

Close the file

3




Do try this at home - later

Experiment with a colleague:
Share a document with them by sending an email with a clickable link

Let them open it and make a small change

See if you can both have the doc open at the same time - look out for coloured cursors

4



Do try this at home - later

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

5



Do try this at home - later

In a suitable Team, choose a channel
Notice the posts already sent within this channel

Post a new instant typed message

Reply to someone else's post
Tip: @mention a person to notify them, type @Team to notify all Team members

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Do try this at home - later

Chat
From *Teams*, go to *Chat*

Start a Chat with 1 person

Write a message and see whether they reply

7

Do try this at home - later

In a suitable Team and relevant channel, start a meeting

Other Team members may join in the meeting

Try muting your mic, camera on/off, (blur background) in meeting

8

Do try this at home - later

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

9

Do try this at home - later

Find *Delve* in the *Nexus365* home page

Try it out!

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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

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