Nexus 365: Up and running with Teams

iT Centre Learning

iT services

UNIVERSITY OF OXFORD

The small print

Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through LinkedIn Learning can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don't have an environment where you can do this learning, you can come along to one of our LinkedIn Learning sessions. These are a quiet space where you can work through videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

Copyright

Kieran Suchet makes this booklet and the accompanying slides available under a Creative Commons licence (BY-NC-SA: Attribution-NonCommercial-ShareAlike).

The Oxford University crest and logo and IT Services logo are copyright of the University of Oxford and may only be used by members of the University in accordance with the University's branding guidelines.

About the workshop designers

Kieran Suchet has more than twenty years' experience teaching across the UK and Europe. His effective use of communicating ideas through text and digital media has benefitted clients ranging from university students to top level government officials and industrialists. In tandem with his work in bespoke tutoring, Kieran works as an actor and writer.

Revision history

Version	Date	Author	Comments
1.0	November 2023	Kieran Suchet	Created

About this workshop

This course is aimed at those who are already using Nexus 365 apps such as Teams for their work and would like to learn more about its cloud-based functionality.

What you will learn

This course will cover Microsoft Teams functionality at the University and look at developments in individual and group collaboration. Participants will have an opportunity to try out some of the tools in real time.

In this session we will cover the following topics:

- Exploring the Teams app interface
- Scheduling Teams video meetings in both Teams and Outlook
- Using Teams video meeting tools including accessibility options
- Create and organise Teams channels effectively
- Create and use apps in Teams channels
- Manage your Teams account

What you need to know

We will assume that you have some knowledge of the Mac/PC interface and that you are familiar with participating in Microsoft Teams video meetings.

The resources you need

You will need a computer (Mac/PC) with a stable broadband connection and preferably the Microsoft Teams app installed. The session will be taught using Microsoft Teams and your overall experience will be better if you are signed in with your SSO.

Further information

Getting extra help

Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

Study Videos from LinkedIn Learning

On our website, you will find our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit skills.it.ox.ac.uk/linkedin-learning and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through LinkedIn Learning.

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk.

About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UASand the Bodleian Libraries.

Nexus 365: Up and Running with Teams

Kieran Suchet
kieran.suchet@it.ox.ac.uk

1

Ready to learn?

Today's session takes place in a video-call using *Teams*

You can turn on Live Captions

Don't plan to multi-task

2

Resources for your learning

Activities for you to practice today
- In the coursebook
- Work at your own pace!
- Be selective

Videos with today's topics LinkedIn Learning

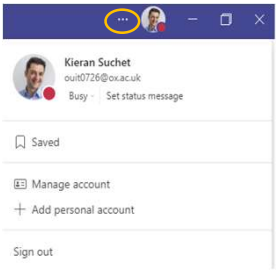
Follow-up work
- Continue with exercises after the session
- Bookable Course Clinics later

3

iT Centre Learning
iT services
University of Oxford

Your Teams account

- Click on your **profile picture** to open:
- Check/re-set your online status
- Bookmark important messages
- Manage and sign-in to different tenancies
- Click ... to manually check for updates & open Account Settings



4

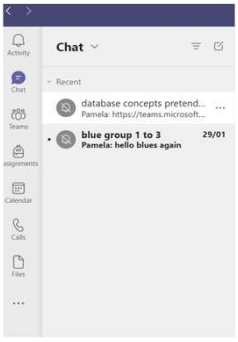
Account settings

- Change **Theme** for ease of interaction
- Customise how you receive **notifications**
- Check/change your **devices** and make a test call
- Turn on/off your identity for **captions & transcripts**

5

Private chat(s)

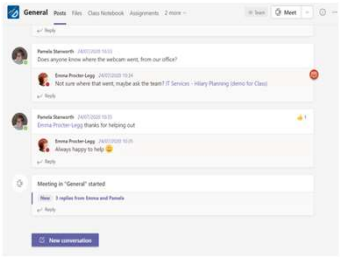
- Click on pen icon to start a new chat
- You can add people to a ongoing chat, call directly, share screen, etc
- **@someone** or **@everyone** to alert participants
- You can mute & hide, but cannot delete a chat (for everyone)
- Standalone meeting data is stored here (inc. Breakout Rooms)
- Chats remain visible for approx. 6 months before archiving



6

Channel posts

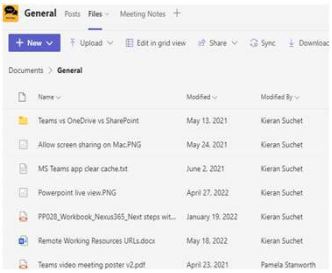
- Click New Conversation to create new post or announcement
- Or reply to an existing post
- **@someone** or **@team** to alert members
- All members can read and write posts
- They can be shared across all your Teams channels
- Hover mouse over a post, click ellipsis to edit, delete, translate…



7

Channel files/folders

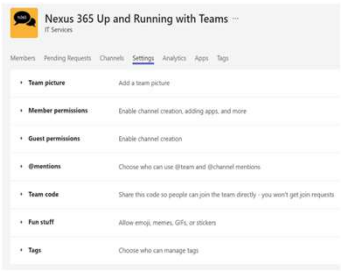
- Use the Files tab to create or upload materials to the Team
- Edit files online with others In Teams/Browser/365 app
- Files can be accessed & edited by all members
- The most recent changes are saved
- Check-out a file to stop editing ability
- Open file in SPO to access more functionality



8

Managing the Team

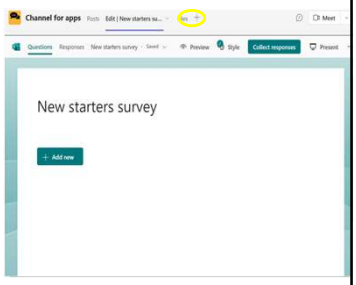
- Click ••• next to the Team name
- Options to Add Channel/Add Member/Edit or Get link to Team are displayed
- Choose Manage Team to access more options…
- You can adjust channel visibility or restore deleted channels
- You can access the Team code/Member permissions and more



9

Adding apps to Channels

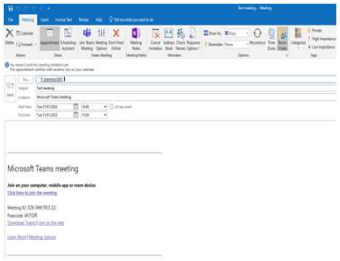
- Click + at top of the page
- Choose an app (Forms/Excel)
- Create new or add an existing file to the channel
- All members can add to the file
- Files can be managed in your Office.com account (SSO) by choosing Go to Website from the dropdown



10

Scheduling in Outlook calendar

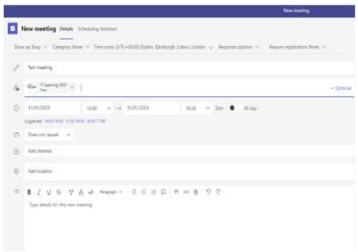
- Double click on time/date
- Click on Teams Meeting
- The Meeting link and options are created below
- Create a group to invite multiple participants
- Press send – a standalone meeting is created in Teams



11

Scheduling in Teams calendar

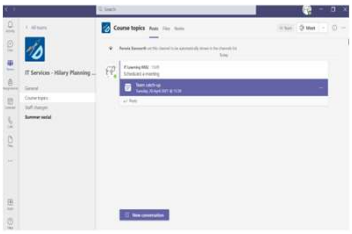
- Click on time/date
- Invite participants individually
- Press send – a standalone meeting is created in Teams
- Go back into meeting to access Meeting link and options



12

Scheduling in a Teams channel

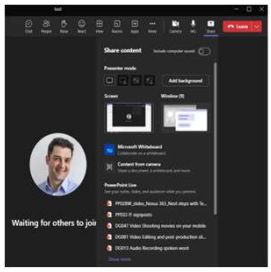
- Click on the desired Channel
- Click dropdown arrow next to Meet
- Choose time/date
- Press send – a Teams meeting is created in the Channel
- Any member of the Team can attend



13

Sharing screen in a Teams video meeting

- Click the Share icon
- Choose sharing type:
- 1) Share Screen (Desktop)
- 2) Share an active window
- 3) Open/Upload a PPT



14

PowerPoint Live

Why use this method
How it is done

https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=c258f1d5-bcb6-48dc-a745-ae21010863d4

15

Content sharing

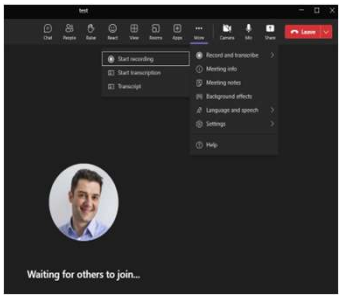
Why use this method
How it is done

https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=4cb2b81f-16ef-43a9-9e6e-ae1c012d0190

16

Recording in a Teams video meeting

- Your need permission to record:
- https://help.it.ox.ac.uk/record-a-meeting-in-teams
- The meeting Organiser (if that's not you) also needs recording privileges
- Click the More Options **…** icon
- Transcription starts automatically
- The transcription and recording are available after meeting is finished



17

This presentation is made available by Kieran Suchet under a Creative Commons licence:

Attribution-NonCommercial-ShareAlike
CC BY-NC-SA

kieran.suchet@it.ox.ac.uk

18