

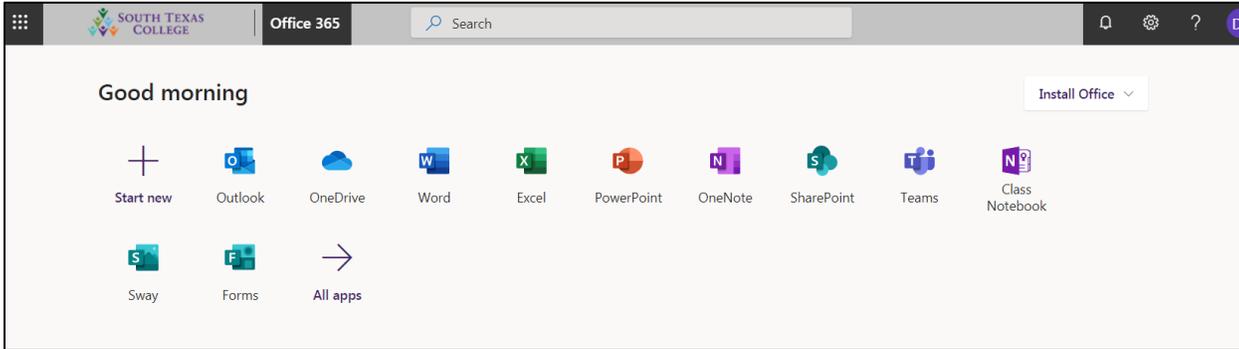
Access, Functionality and Recording with Microsoft Teams

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As an employee of South Texas College, access to Microsoft Teams is available. Teams is available through the web browser by going to Office.com and signing in using your South Texas College email (the complete @southtexascollege.edu email) with password. The “dashboard of office.com gives you access to many different applications which you see below and can access by clicking the appropriate icon:



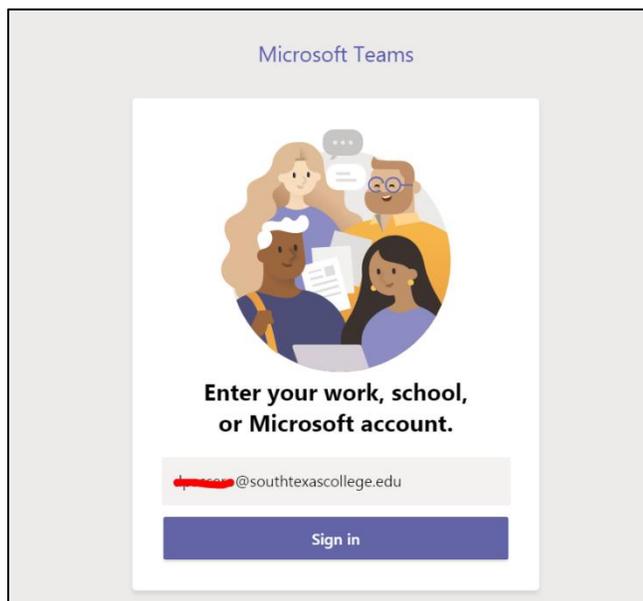
You can make use of any of these applications in the web browser, once you are working on a document or creating a new document, you can only download that document onto your local hard drive if your device has the application pre-existing on it. Your saved files will be stored in your OneDrive, which is also accessible from Office.com

Download Microsoft Teams to your local device

All of the functionality of Microsoft Teams is available for us but only if you download the Teams application to your computer, laptop, Tablet or iPad (there is even versions available for your mobile device, just search “Microsoft Teams” in either the App Store (iphone) or Google Play (Android). **Click the link below to download Teams on your desktop, laptop or tablet.**

<https://products.office.com/en-us/microsoft-teams/download-app>

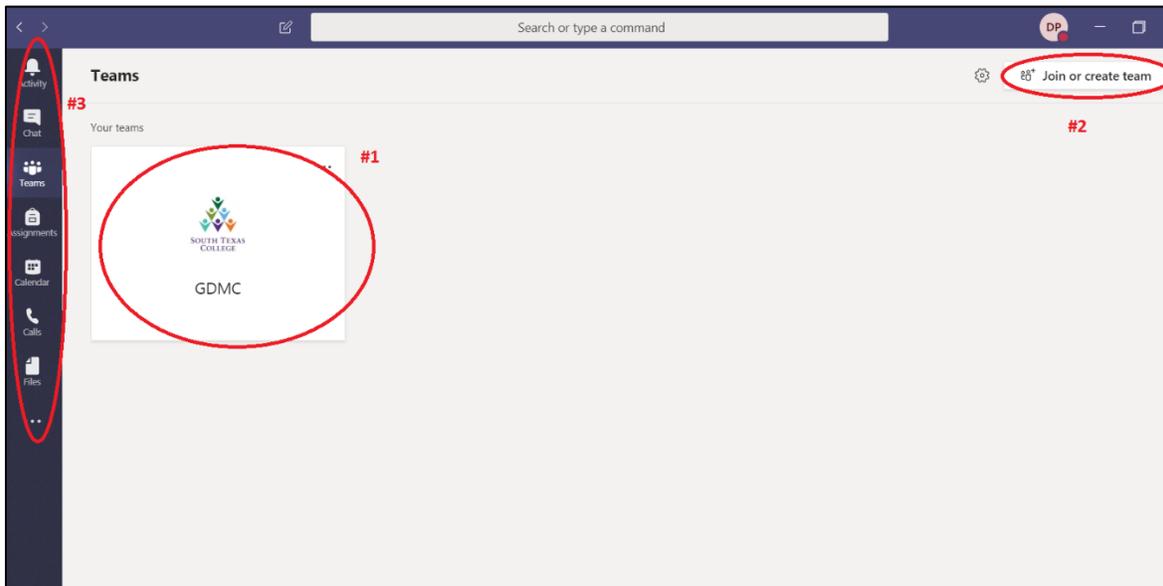
Once downloaded, sign in with you STC credentials (use your full @southtexascollege.edu email address).



Navigating Teams

Once logged in you will come to the homepage of Teams. There are 3 main pieces to this page, which have been labeled 1-3.

- 1) If you have already been added to a Team, the Team will show up here (this is the GDMC (Grant Development, Management and Compliance Team).
- 2) If you are not in a Team or would like to join one or create one, please click here (Note: in order to join a Team it will prompt you for the Team Number. Which you need to get from the Team owner)
- 3) This is the vertical menu in which you can choose what services within the Teams application you want to choose.



Below is a video explaining many of the features of Teams in a quick 2 minute overview:

https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams

Note: Most Teams are already created and ready for you to collaborate it (such as the GDMC Team) but if it is not, here is a short video on how to create a Team:

https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams



The Team icon tab

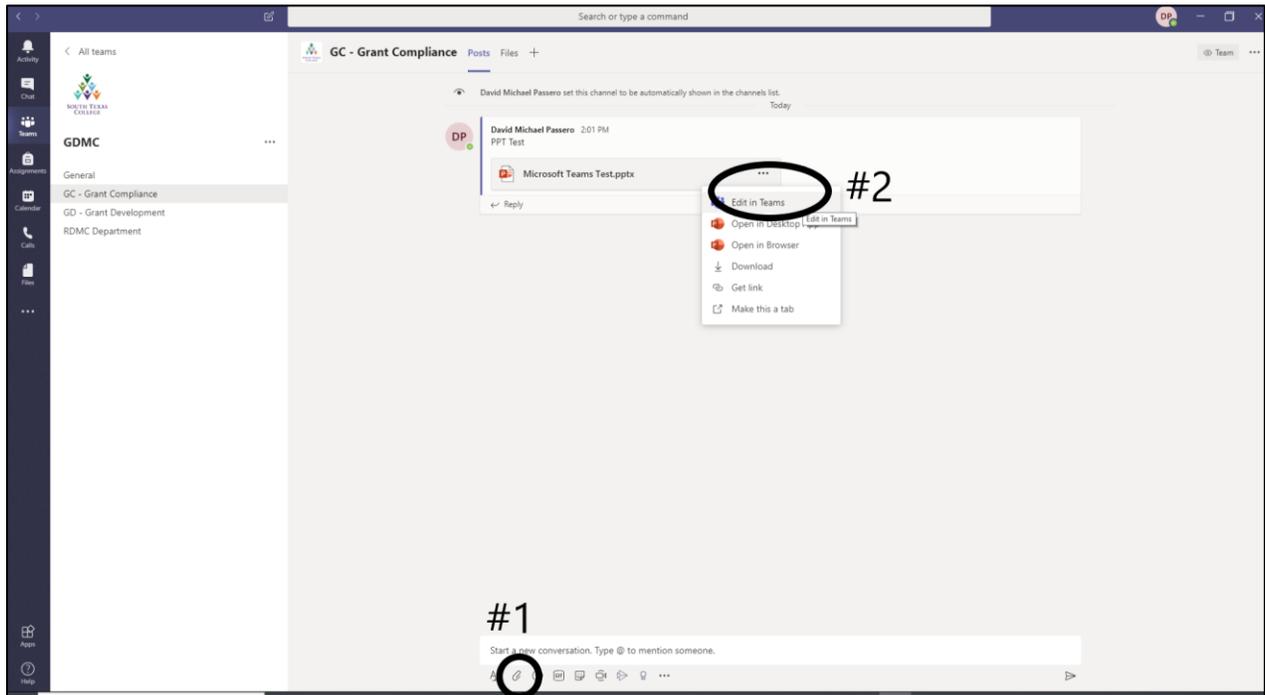
When you click on a Team to enter it, you will see different team Channels. A Channel can be created as a specific area to collaborate with members regarding specific topics. Any member of a team can create a channel.

TIP: Think of the overall TEAM is the brand of a Car manufacturer (Ford, Chevrolet, Nissan...) and a channel as a specific within that brand (Escape, Explorer, Focus...)

Below is the GDMC Team we saw in the previous example, but once inside there are 3 channels:

- GC-Grant Compliance
- GD-Grant Development
- RDMC Department

Any member of the GDMC Team has access to any channel, however members not involved in the specific theme of a channel will probably not have much desire to enter and see the messages and files related to a channel in which they are not involved – but they have access.



Sharing a file in a Channel

In order to share a file within a Channel so all members within that channel can collaborate,

#1) Type a message into the message box that says “Start a new conversation”.

Note: You can notify a specific person to do a specific action by typing the @ symbol and their name. Teams will automatically pull that person’s name from the STC directory (if they are an STC employee) and notify them that some sort of message or action is awaiting them

This video explains working together in a channel:

https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc_id=otc_microsoft_teams

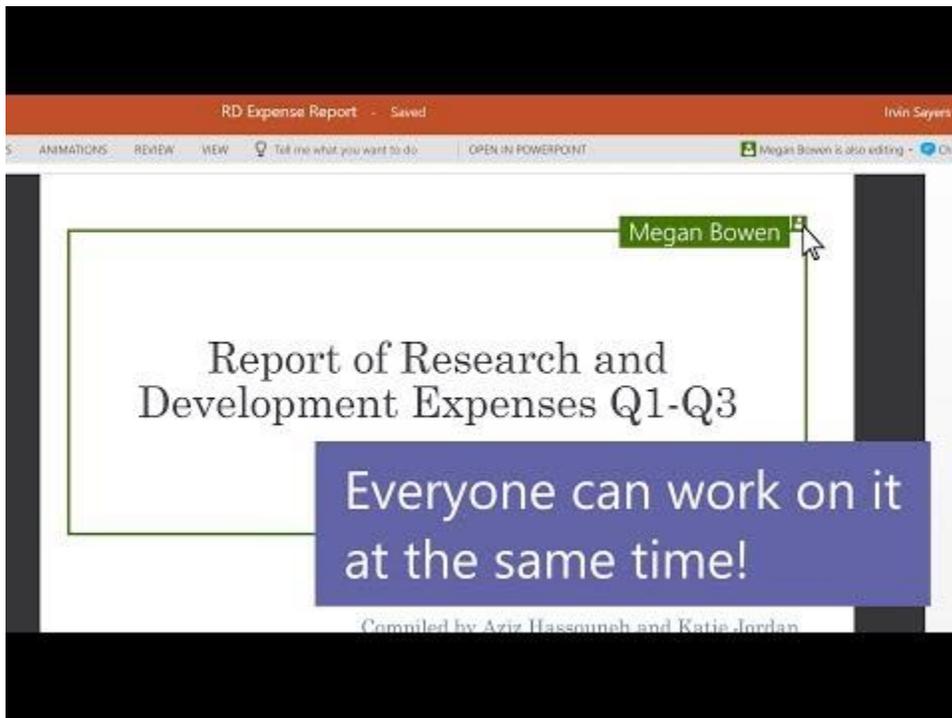
#1 Continued) Attach a file to collaborate with. Click the Attachment icon (the little paperclip) choosing a file from your

local drive, a recently used file or your OneDrive. Click the Send arrow

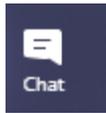


#2) Edit an attached file for collaboration. In this example, the file attached is a PowerPoint file called Microsoft Teams Test. In order to edit it, click on the three dots and choose “Edit in Team. Anyone with access to the file that you want to collaborate with can do the same, then all members that clicked “edit in Teams” can edit the file simultaneously.

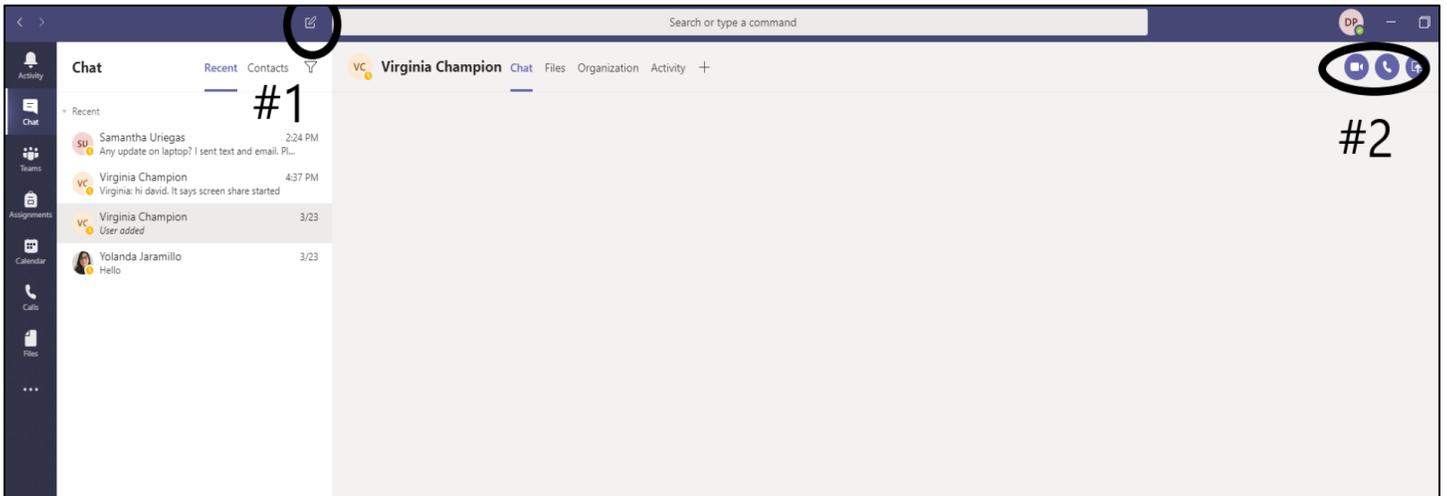
Below is a video that explains the collaboration process in detail:



The Chat Icon



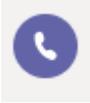
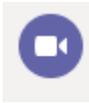
In Teams another widely used icon is Chat, which is located directly above the Teams icon on the vertical menu bar on the left. The chat is where you can call someone or a group of people for a specific chat session, this can be via regular keyboard chat, audio call through the computer or video call through the computer (audio calls require speakers and a microphone; video calls require those and a camera)



In the chat area you can see all of your existing chats, just click on one to continue the chat.

If you want to start a new chat, click on the  icon (#1) and it will allow you to type the names of as many people as you want to be in the chat.

Note: For non-STC members, type the email of the person you wish to contact.

If you want audio call them (through the computer) click , for video call. Click .

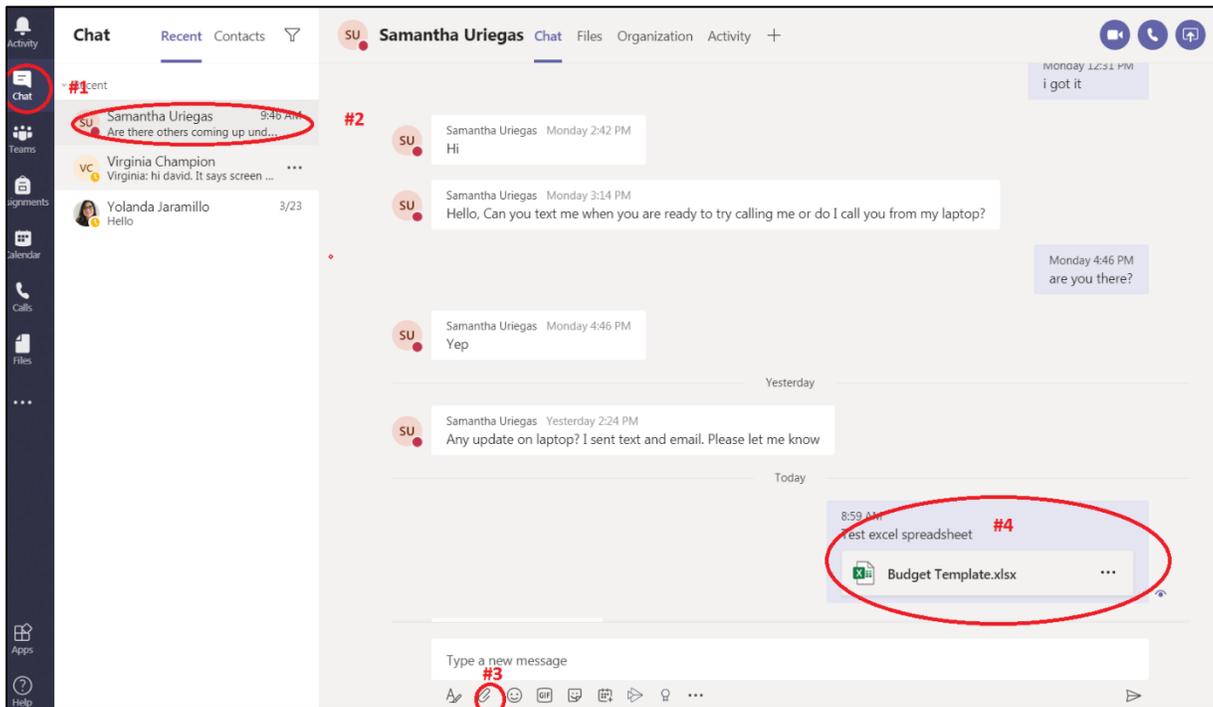
Note: If either icon in grayed out then either your microphone or camera is not active or it is not available to the Teams application, check your system settings for your device.

This an excellent video explaining how to start a new chat, audio or video call

<https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5>

Collaborating on a file in chat

The exact same way you share a file in a Channel it is done in a chat, the only difference is that a chat is to specific people that you identify in the outset of the chat. Anytime during a chat, a file can be attached for collaboration



#1) Go to chat in the vertical menu

#2) Select an existing chat or start a new one

#3) Attach a file, click the Send arrow all the way to the right

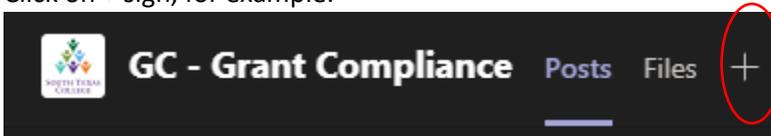
#4) Once a file is attached, click the 3 horizontal dots next to the file and choose (Edit in Teams" and other member must do the same, and you can see what each other is doing on the file in real time.

Adding SharePoint to TEAMS

Note: For RDMC, each channel (Grant Compliance, Grant Development and RDMC Department) has a link to its corresponding area from SharePoint. For example the GC channel has a library called "Grant Compliance Library" that is specifically linked to the GC section of SharePoint. In the GD channel it is linked to the Grant Development art of SharePoint and the RDMC channel is linked to the GDMC Department part of SharePoint.

1 - Add a tab on each channel to the appropriate document libraries:

Click on + sign, for example:



Select Document Library:

Add a tab ✕

Turn your favorite apps and files into tabs at the top of the channel

[More apps](#)

Search

Tabs for your team

						
Document Library	Excel	Forms	OneNote	PDF	Planner	Power BI
						
PowerPoint	SharePoint	Stream	Website	Wiki	Word	

Select your site or use Direct Link:

Document Library About ✕

-  **Relevant sites**
-  **Use a SharePoint link**

 GDMC
<https://stusouthtexascollege.sharepoint.com/>

 IT Service Desk Communication
<https://stusouthtexascollege.sharepoint.com/>

 IT - Applications Development
<https://stusouthtexascollege.sharepoint.com/ApplicationsDevelopment>

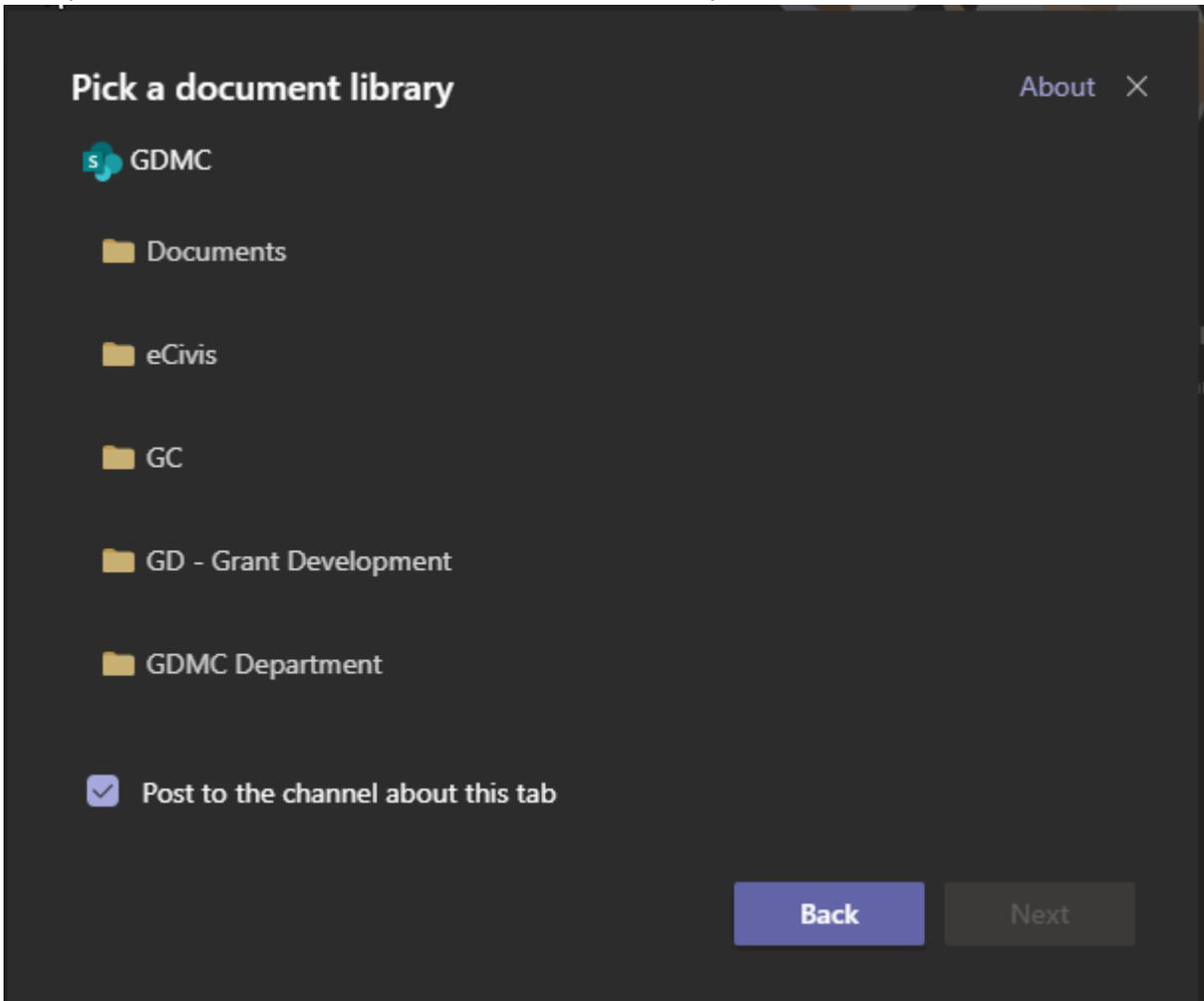
 Message from the President
<https://stusouthtexascollege.sharepoint.com/>

 AAWCC
<https://stusouthtexascollege.sharepoint.com/>

Post to the channel about this tab

Back Next

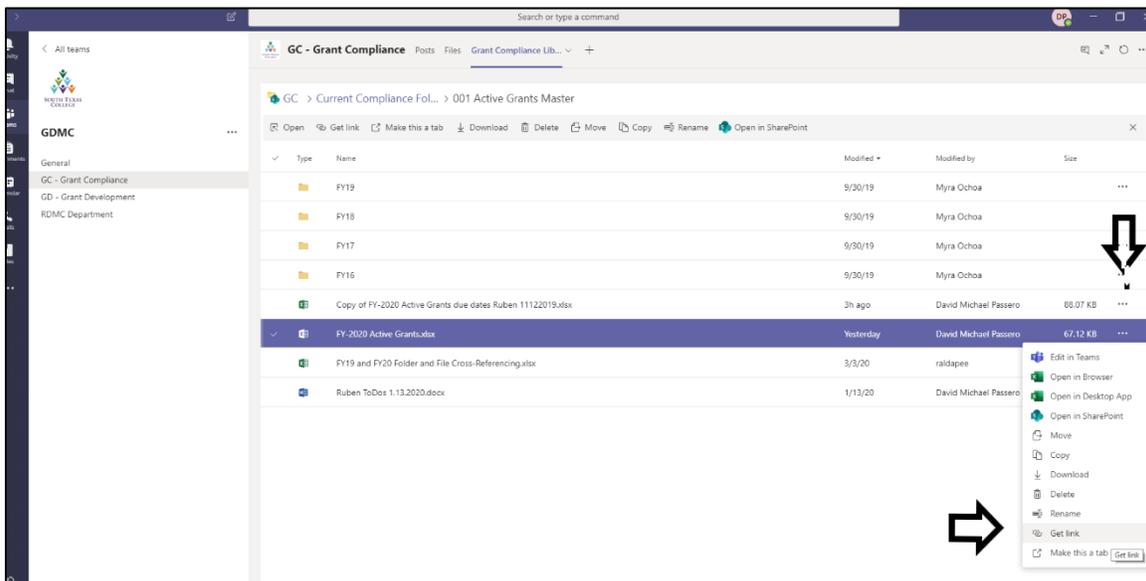
Pick Document Library of choice, and a tab will live in that channel so users can get to the appropriate place (For example: from the GDMC SharePoint site, choose a o=library)



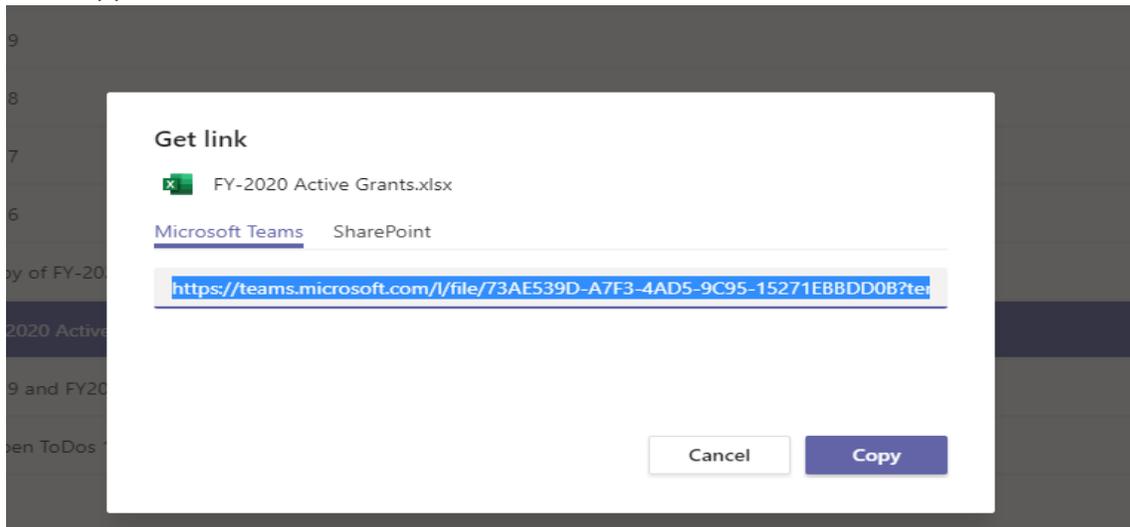
Collaborating on a file in SharePoint (and have it save in SharePoint)

If you have existing files in a SharePoint there is a way to edit them simultaneously in a chat or a channel:

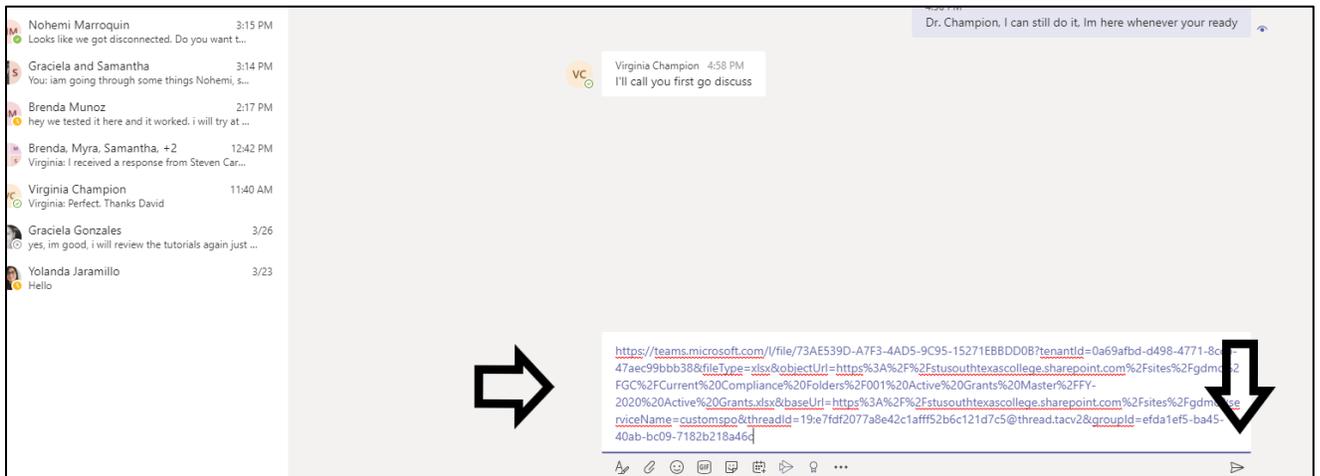
- 1) Find the file you want to share. However instead of clicking on it, go all the way to the right, click the 3 horizontal dots and choose "Get Link".



2) Next copy the link:

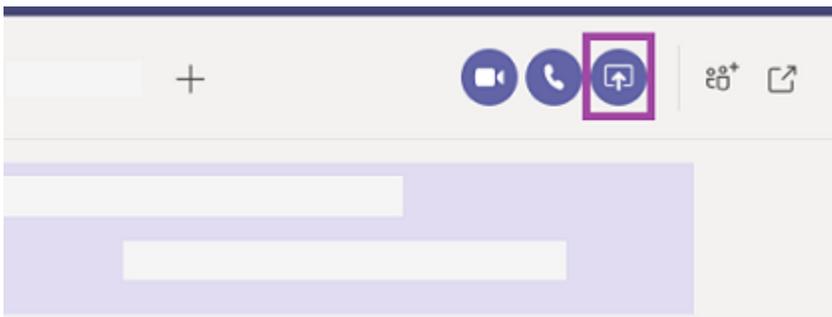


3) Paste the link with the chat or channel conversation you want and click "send":



Sharing your screen

When you're [chatting with one or more people](#) in Teams, you can instantly [share your screen](#). Go to the chat controls in the upper-right corner and select **Share** .



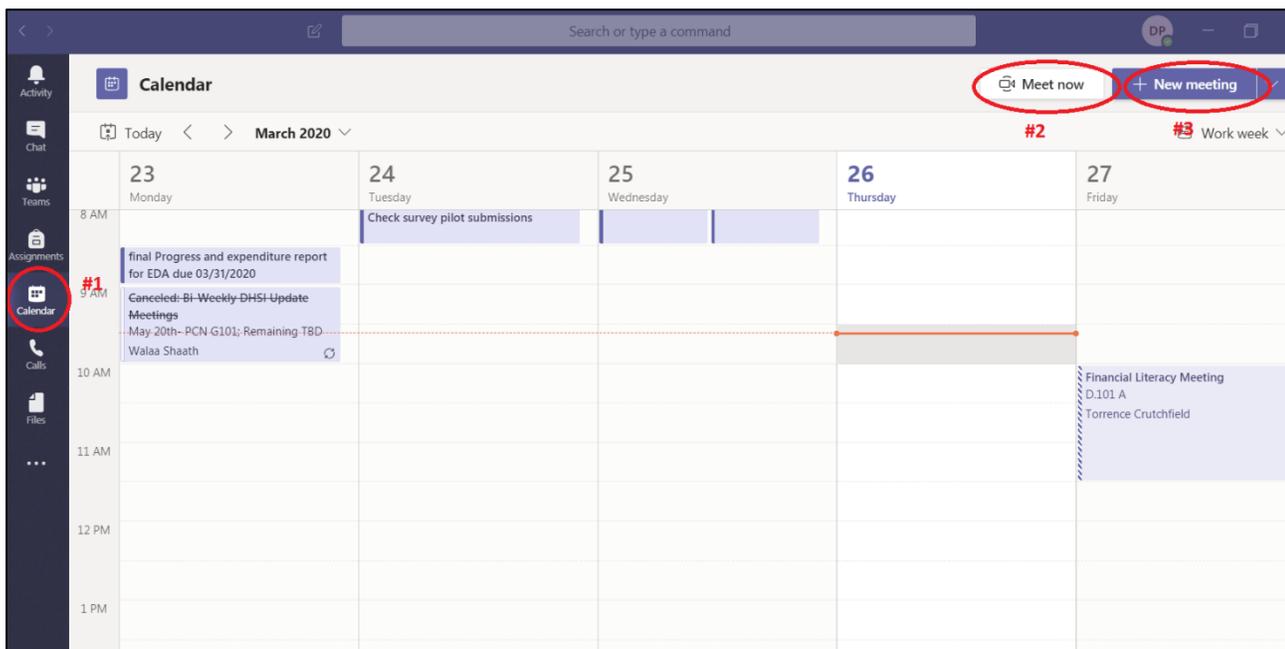
Choose a window to share that specific program and its content, or select **Desktop** to share everything on your screen.

The other participants in the chat will receive a notification asking them to accept your screen share. Once they do, they'll be able to see your screen and continue the chat.

When you're done sharing, go to your meeting controls and select **Stop sharing**.

Calendar

Teams links seamlessly with your Outlook calendar. You can join a meeting, create a meeting now or create a meeting for future time.



- 1) Go to calendar  on the vertical menu on the left side of Teams
- 2) If you want to start an instant meeting right now, click here and invite people
- 3) This allows you to schedule a virtual meeting at a later date. It allows you to choose the attendees, time and date. Then the invitation will automatically go to your chosen attendees on their Outlook calendars.

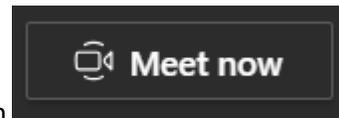
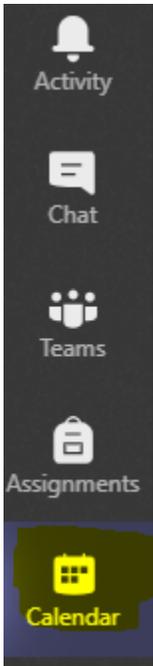
Please see this video on joining a meeting:

<https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

How to pre-record a PowerPoint Presentation in Microsoft Teams

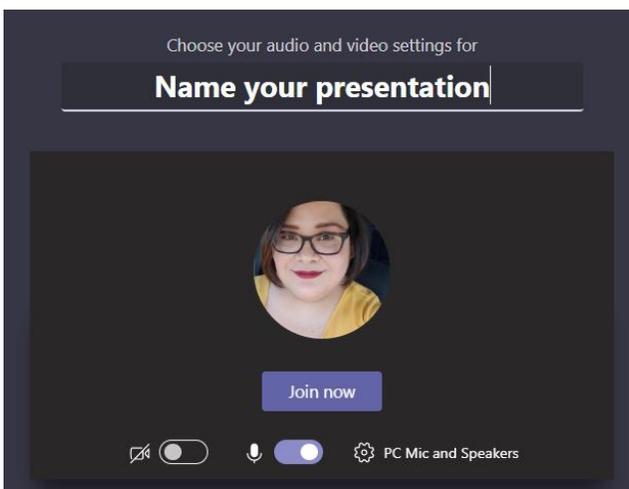
STEP 1: Open Microsoft Teams

STEP 2: On the upper left-hand side you will see a set of four icons. Click on the “Calendar” icon.

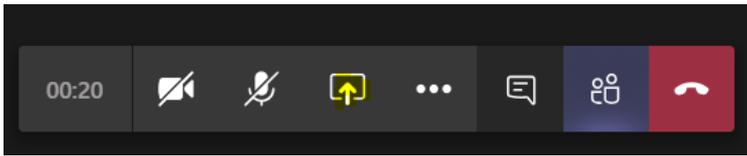


STEP 3: On the upper right hand side you will see an icon, “Meet now.” Click on

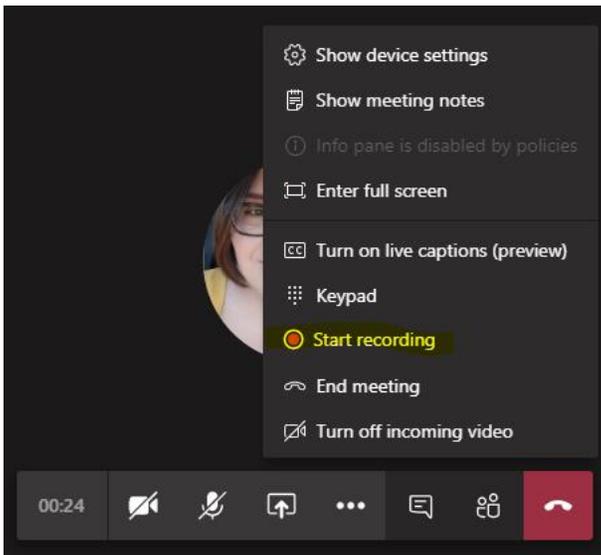
STEP 4: You will see a screen similar to the picture below. Be sure to adjust your audio and video settings. For example, for this type of presentation it is not necessary for your audience to see your face, however; you must have your audio on. Next, name the title of your presentation in the space where you are allowed to type, “Name your presentation.”



STEP 5: Share your screen by clicking on the highlighted icon below. After you have shared your screen, open the PowerPoint presentation you want to present. Your PowerPoint presentation should be full screen.

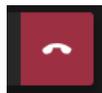


STEP 6: Click on ellipsis to “start recording” your PowerPoint presentation.



STEP 7: Proceed to present your PowerPoint presentation as you normally would.

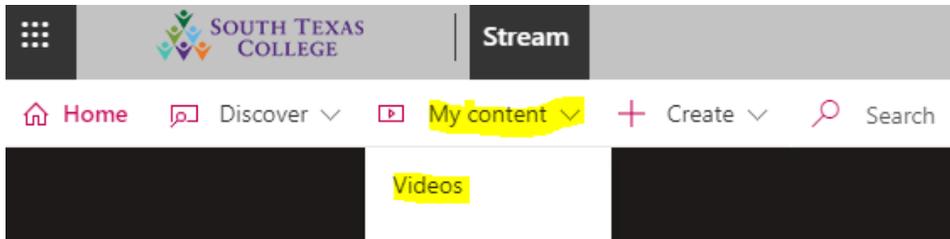


STEP 8: At the end of your presentation, click on  to end your presentation.

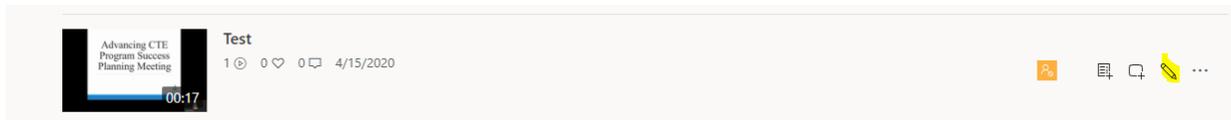
STEP 9: You will receive a notification in the chat box that your meeting has ended. Once your video is available to view you will receive another notification in your chat box. Additionally, you should receive an email from Microsoft Stream. This varies on your internet speed.

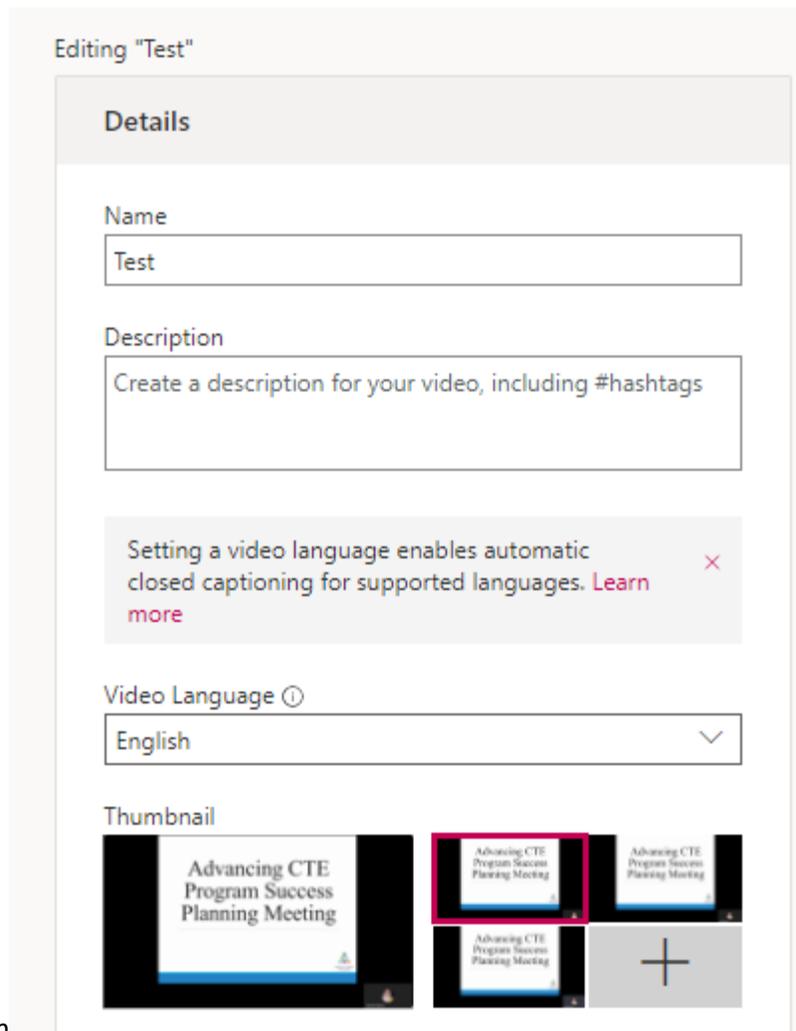
How to add closed captioning to your video

STEP 1: Open your video in Microsoft Stream. Available by logging into your Office365.com account. Click on “My content” then “Videos.”



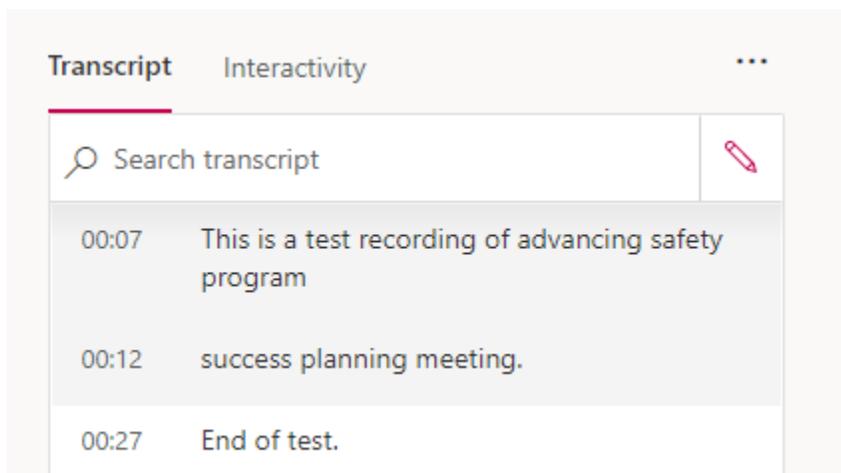
STEP 2: Click on pencil icon to make edits.





STEP 3: Set your "Video Language" to English

STEP 4: Your audience can now click on "CC" to view captions on screen and view transcript on the right side of screen.

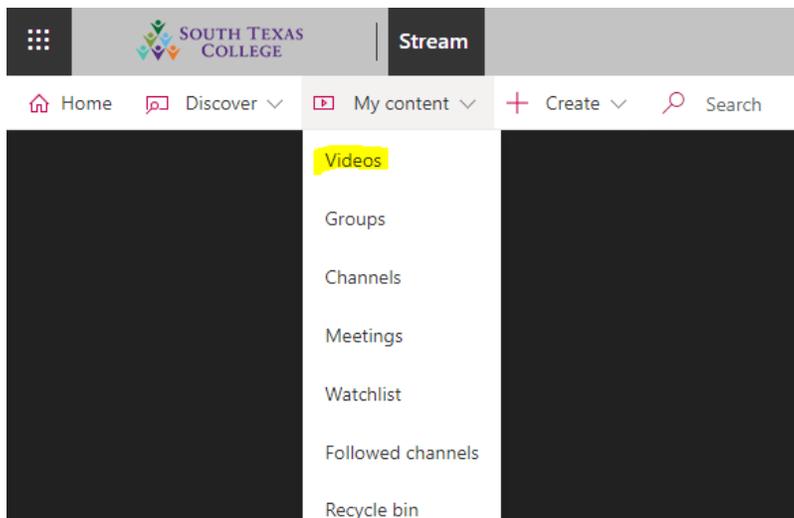


How to share your recorded presentation

In order to share a video you must edit your “permission settings.” Below are three options of how you can share your video. 1) Share with specific individuals. 2) Make your video public for everyone in your company to view. 3) Downloading your video.

OPTION 1 How to share your video with specific individuals.

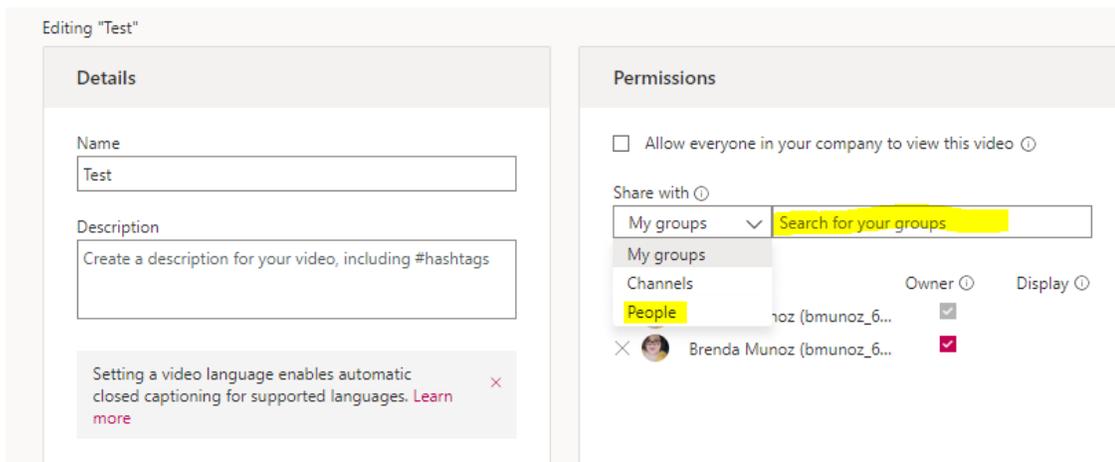
STEP 1: Open your video in Microsoft Stream. Available by logging into your Office365.com account. Click on “My content” then “Videos.”



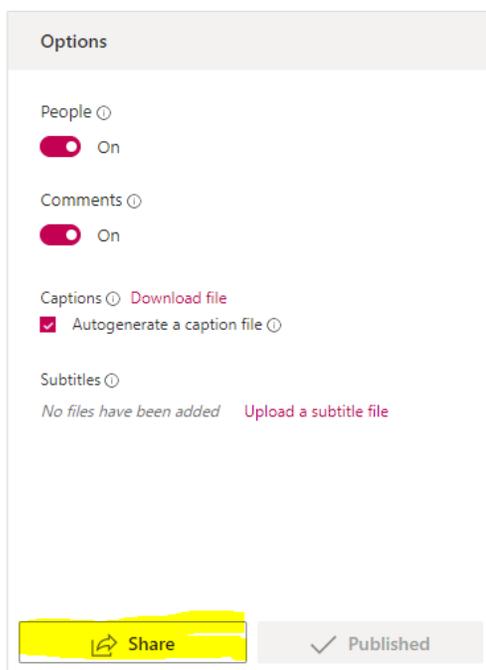
STEP 2: Click on pencil icon to edit your video.



STEP 3: Under “permissions” add people by email address. You must add email addresses in order for your audience to view video.



STEP 4: Now you are able to share the video. Under the "Options" column there is a "share" icon. Click on "share."



STEP 5: Click on the "copy" icon. This will copy the link for you and now you are able to share this link.

Share Email Embed

This video will only be viewable by authorized users

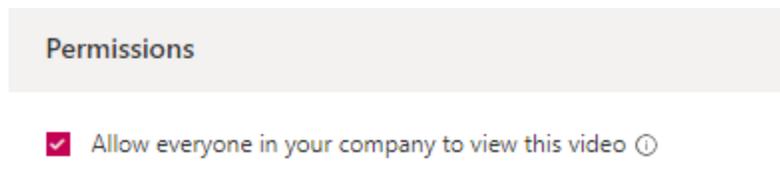
Start at:

Direct link to video

Copy

OPTION 2 This option will allow you to make the video public for everyone in your company to view.

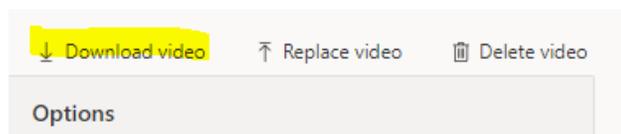
STEP 1: Under the “Permissions” column check the box for “allow everyone in your company to view this video.”



STEP 2: Your video is now public.

OPTION 3 Downloading your video.

STEP 1: Above “Options” click on “Download video.”



Additional video guidance from Microsoft Teams

There is more functionality to Teams, but these are the basics for collaboration, but if further detail is needed, please go to:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

<https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

<https://support.office.com/en-us/article/play-and-share-a-meeting-recording-in-teams-7d7e5dc5-9ae4-4b94-8589-27496037e8fa>