

Microsoft Teams

University of Kansas Health System and Medical Center users Additional Features - Quick Start Guide



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Overview


The University of Kansas Health System and University of Kansas Medical Center are beginning a transition from Skype for Business to Microsoft Teams. Microsoft Teams is a collaboration tool with functions such as instant messaging chat, online meetings, screen sharing capabilities, team group messaging, and more. For the time being, users will have both Skype for Business and Microsoft Teams, but are encouraged to use Microsoft Teams when possible.

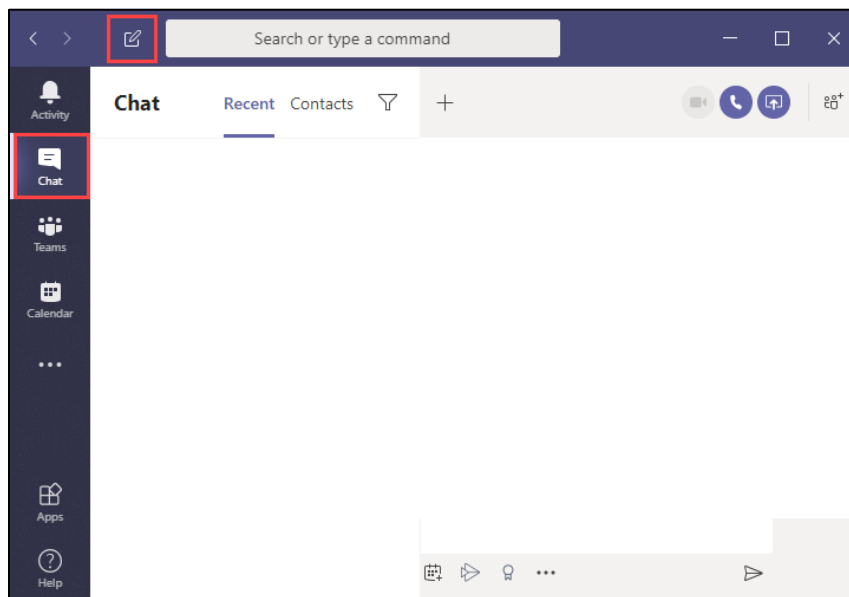
Communicating

Microsoft Teams allows different ways for users to communicate with other users and teams.

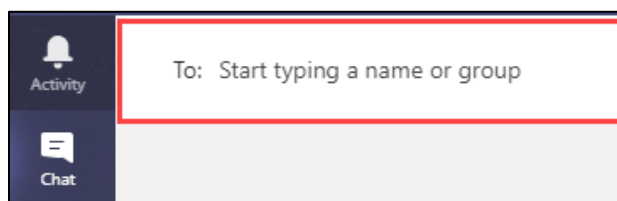
Chat

Chat allows for one-on-one chats with other Microsoft Teams users. To start a chat:

1. Click the **Chat tab** on the left of the Microsoft Teams window.
2. Click **New Chat** icon ().

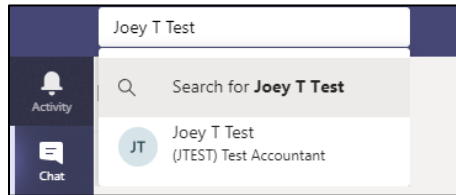


3. Click in the **To:** field and enter the person's name to chat with.

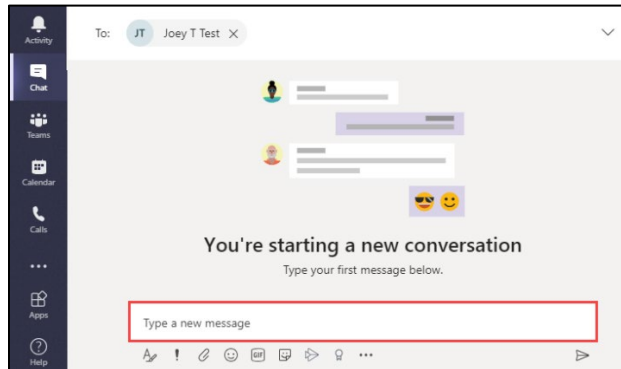


4. Click the **name of the person** to chat with.

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5. Click in the **text field** at the bottom of the chat window, type your chat message and press **Enter** on your keyboard to send the chat message.

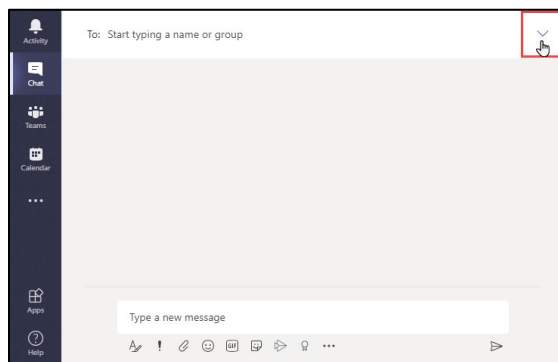


Group chat

Group chat is a way for a small group of people to chat in the same window together.

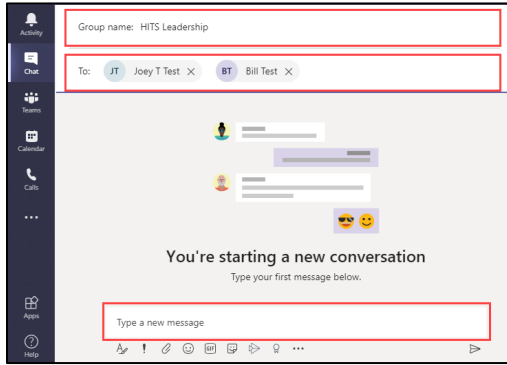
How to start a Test group chat:

1. Click **New Chat** icon ().
2. In the chat window, click the **down-arrow** on the right side of the search bar.





3. Enter a **name** for the chat group.
4. Search for the group chat participants and click on their names to add them to the group.

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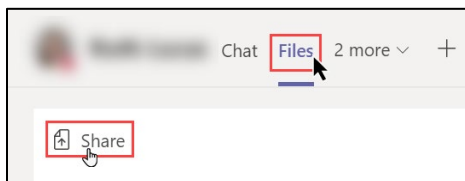
5. Click in the **text field** at the bottom of the chat window, type your chat message and press **Enter** on your keyboard to send the chat message.

 **Note:** You can also click the Send icon () to send your message.

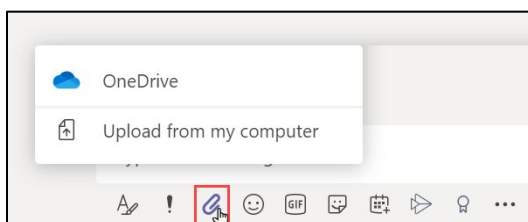
Sharing files in chat

Teams allows users to share a wide variety of files inside a chat or a group chat. There are several ways to add files to a chat window:

- Drag and drop the file into the chat window (Teams will automatically upload the file).
- Copy and paste the file into the chat window (Teams will automatically upload the file).
- Using the File tab at the top of the chat window
 1. Click **File**
 2. Click **Share**
 3. Navigate to the file location and click **Open**



- From the Attach icon at the bottom of the chat window:
 1. Click the Attach icon
 2. Navigate to file location and click Open

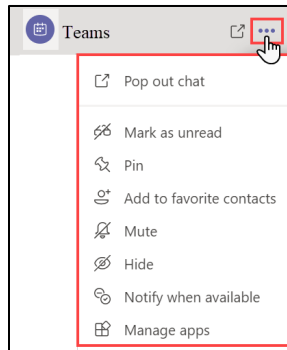


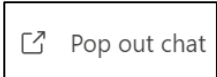
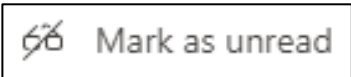
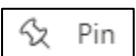

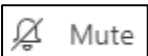

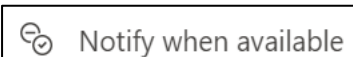
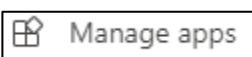
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Chat window options

Microsoft Teams chat windows has several options. To see the options:

1. Click the **three-dots** in the chat window to open options.



	Makes chat a separate window		Marks chats as unread
	Pins chat conversation to top of the chat window		Add contact to Team contact favorite list
	Mutes chat notifications		Hides chat conversation
	Notifies when user is available		Manage 3 rd party apps

Screen sharing

Microsoft Teams allows users to share their screen in chat and meetings.

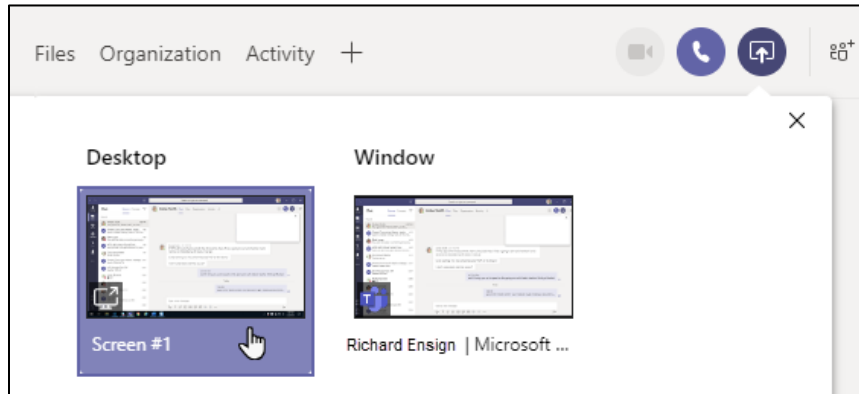
Screen Sharing in chat

1. Click the **Screen Sharing** icon in the top-right of the window.

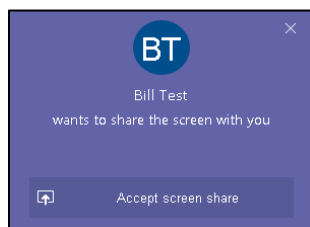


2. Select the window to share.

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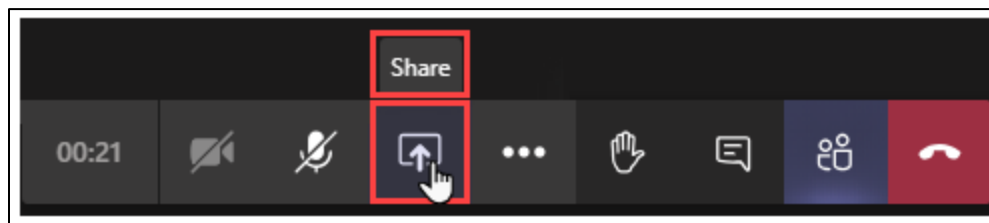
3. The other user will get a pop-up screen sharing request asking to click **Accept screen share**.



Once the user has accepted screen sharing, your screen will be shared with the other use.

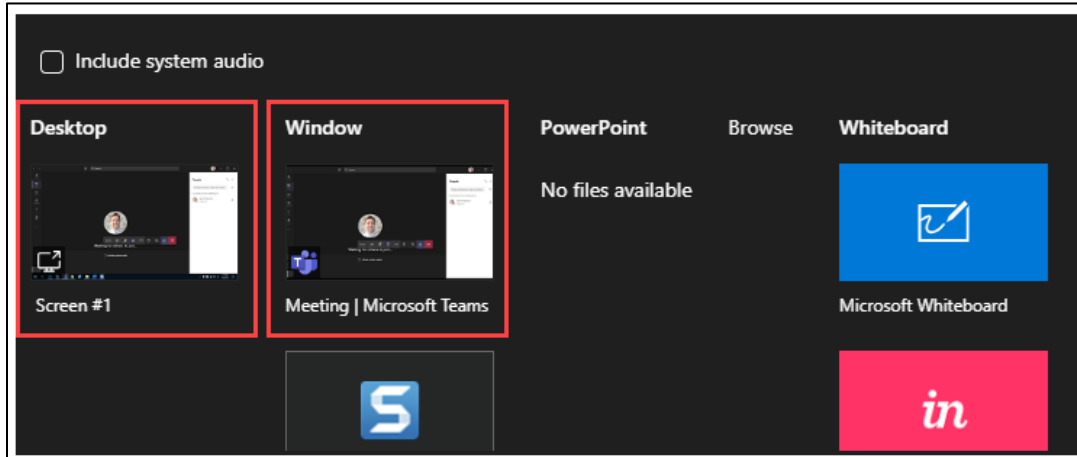
Screen Sharing in meetings



1. Click the **Screen Sharing** icon in the meeting window toolbar.
2. Click **Share**.



3. Select the item to share.

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	<p>Caution: Sharing your desktop could also share any incoming chat messages and email messages in the meeting.</p>
	<p>Note: If you wish to minimize the Teams monitoring box, click the underscore icon in the Teams monitoring window.</p> <div data-bbox="532 978 1105 1314" data-label="Image">A screenshot of the Teams monitoring window. The title bar says 'Teams meeting 01:01'. The main content area says 'Call is in progress. Click here to go back to the call screen.' At the bottom, there is a toolbar with icons for mute, video off, chat, and end call. A red box highlights the underscore icon in the top right corner of the monitoring window, with a hand cursor pointing to it.</div>

Share audio and video in a meeting

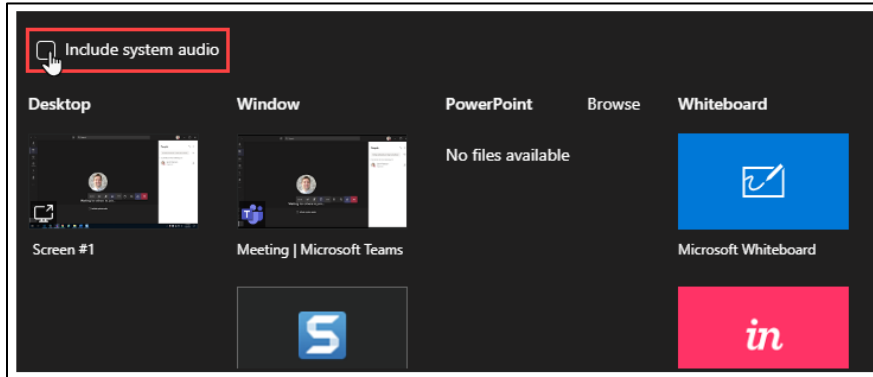
If you wish to share a video and audio to meeting participants:

From the Share Screen option

1. Have the video ready to play.
2. From the meeting toolbar, click **Share**.
3. Click **Include System Audio**.

	<p>Note: Users must have a microphone to share system audio.</p>
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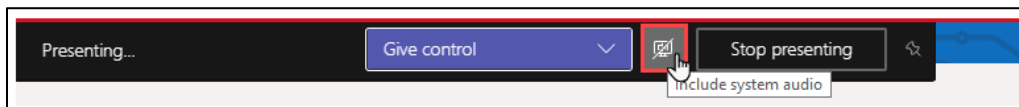
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4. Click either **Desktop** or **Window**.

Already sharing screen

1. Move the mouse pointer to the top of your screen to show the **Presenting bar**.
2. Click the **Include System Audio** icon.



	Note: Users must have a microphone to share system audio.
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Give Control

Microsoft Teams allows users to give control of their screen to other users in a meeting.

1. Move the mouse pointer to the top of your screen to show the **Presenting bar**.
2. Click **Give control**.



When you click on Give control, Teams will ask you who you want to give control to. Click the user's name. Two mouse pointers will appear on the screen: your mouse and the user you gave control to. The portrait of you and the other user will appear next to each respective mouse.



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Stop sharing your screen

1. Move the mouse pointer to the top of your screen to show the **Presenting bar**.
2. Click **Stop presenting**.



OR

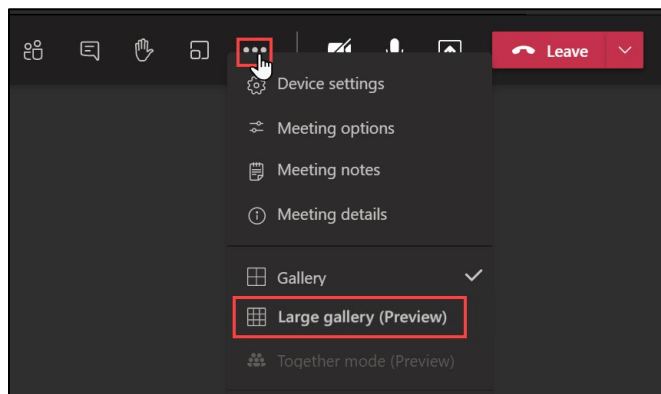
1. On the Teams toolbar, click **Stop Sharing** icon



Large Gallery view

Large Gallery view lets users see up to 49 video feeds at once. **10 or more attendees must be sharing their video for Large Gallery view to be available.**


1. Click **More Actions** () button.
2. Click **Large Gallery**.

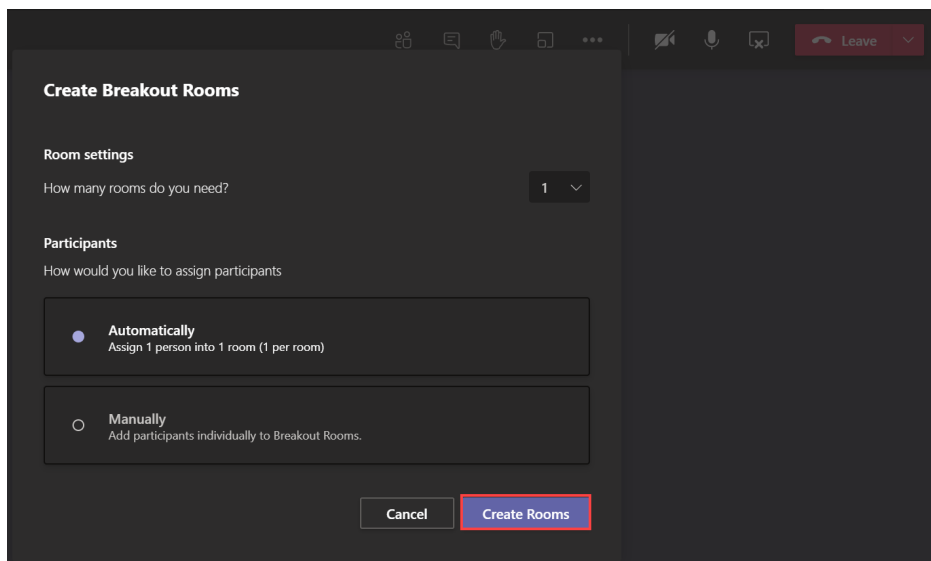


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Breakout rooms

Breakout rooms allow a meeting organizer to split your attendees into multiple online rooms for discussion and collaboration. Breakout rooms can only be initiated by meeting organizer.

1. In the toolbar, click the **Breakout Room** icon ().
2. Select how many breakout rooms are needed.
3. Choose how to assign meeting attendees to the breakout rooms.
4. Click **Create Rooms**.




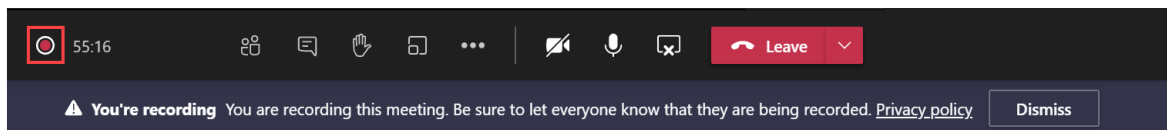
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Record meeting

Microsoft Teams allows meeting organizers and participants to record Teams meetings. Recordings are saved in the meeting chat.

1. Click **More Actions**.
2. Click **Start Recording**.

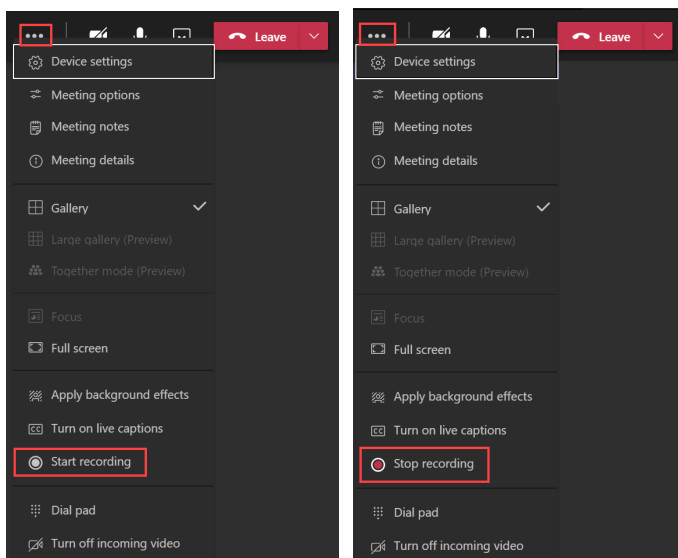
	Caution: Anyone recording a meeting has a legal obligation to notify meeting participants that they are being recorded.
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A meeting recording icon will appear next to the meeting time.

To stop recording:

1. Click **More Actions**.
2. Click **Stop Recording**.



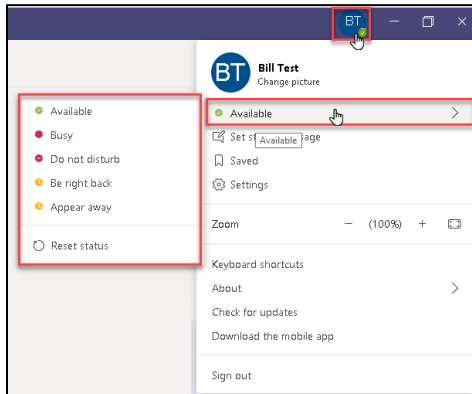
	Note: To ensure the meeting recording is saved correctly in the meeting chat, be sure to stop the recording before leaving the meeting.
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Change Status

By default, Teams sets your status to Available. If you are in a meeting scheduled in Outlook, Teams will set your status to In A Meeting. If you would like to manually change your status:

1. **Click** your profile picture.
2. **Hover the mouse pointer** over your current status.
3. **Select** a status from the list.



Contacts

The Microsoft Teams chat window will display two different categories of users: Recent and Contacts.

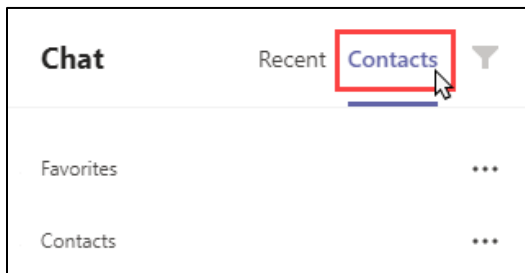
Recent

Recent chat list will display users or groups you have had chat conversations with.



Contacts

Contacts list will display users in a list.

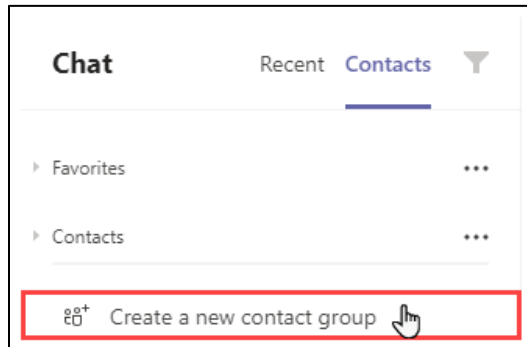


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Note: Meeting Microsoft Teams may have imported your Skype for Business contacts and groups during conversion.

Lists can be created manually by clicking **Create a new contact** group.



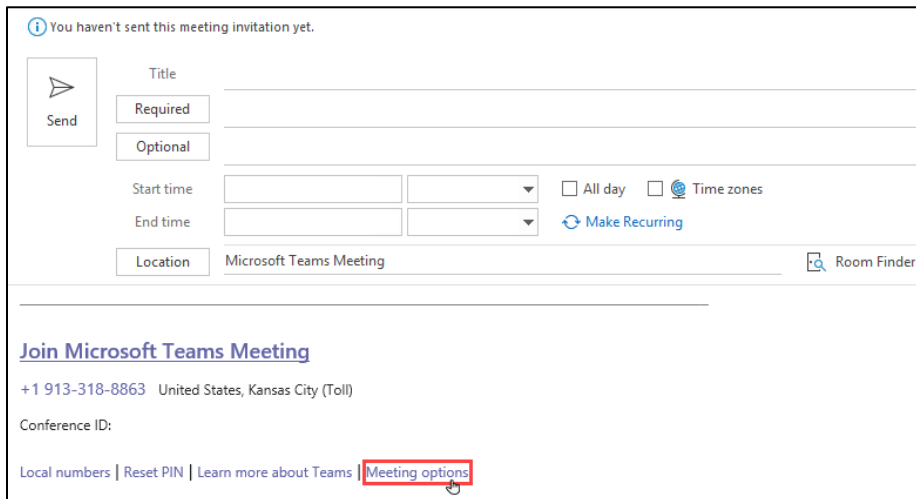
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Allow meeting participants to bypass meeting lobby

When entering a meeting, participants within the UKHS/KUMC organization will directly enter the meeting. Any participants not within the UKHS/KUMC organization, including any callers dialing into the meeting, will enter a meeting lobby and must wait to be allowed to enter.

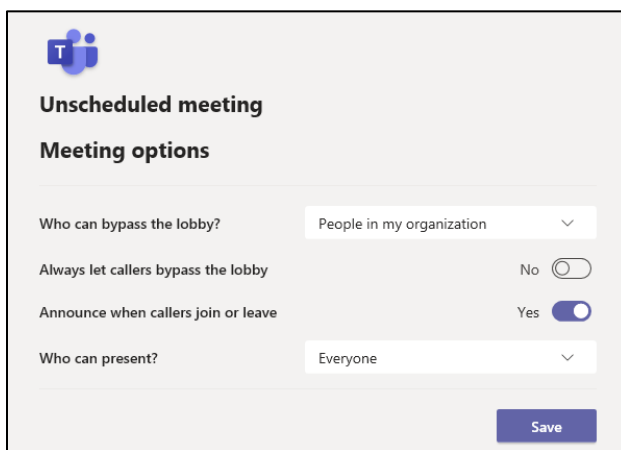
Meeting organizers can set up the meeting to allow all participants to bypass the meeting lobby and join without waiting for the meeting organizer to allow entrance.

1. Create a Microsoft Teams meeting.
2. Before sending the meeting invitation, click **Meeting Options** at the bottom of the invitation.



The screenshot shows the Microsoft Teams meeting creation interface. At the top, it says "You haven't sent this meeting invitation yet." Below this, there are fields for "Title", "Start time", "End time", and "Location". There are also checkboxes for "All day" and "Time zones", and a "Make Recurring" button. A "Send" button is on the left. At the bottom, there are links for "Local numbers", "Reset PIN", "Learn more about Teams", and "Meeting options". The "Meeting options" link is highlighted with a red box.

3. A web browser window will open with meeting options.



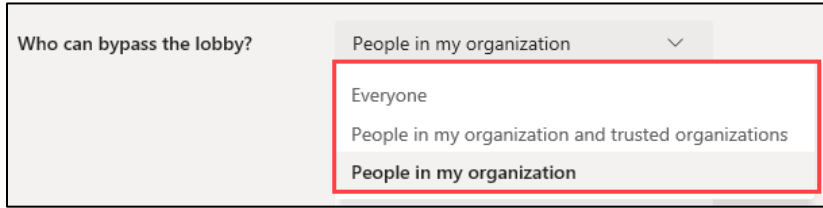
The screenshot shows the Microsoft Teams "Meeting options" settings page. The page title is "Unscheduled meeting" and "Meeting options". There are four settings:

- "Who can bypass the lobby?" is set to "People in my organization" (dropdown menu).
- "Always let callers bypass the lobby" is set to "No" (toggle switch).
- "Announce when callers join or leave" is set to "Yes" (toggle switch).
- "Who can present?" is set to "Everyone" (dropdown menu).

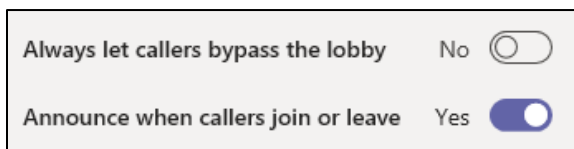
A "Save" button is at the bottom right.

- Who can bypass the lobby?

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- People in my organization (default) – includes all users from UKHS/KUMC that are using the Teams client/Teams mobile app
- Everyone
- People in my organization and trusted organizations



- Always let callers bypass the lobby – Radio button to **Yes** or **No**
- Announce when callers join or leave – Radio button to **Yes** or **No**

4. Click **Save**.

	Note: Changing the meeting bypass settings is done on a meeting-by-meeting basis and will not be saved as part of your user profile.
	Caution: Changing the meeting bypass settings to allow Everyone to enter will not allow meeting organizers to control uninvited participants into the meeting.