



A fresh approach to IT support and expertise.

Microsoft Teams

Hidden gems and hardly used features

About this session

This session is being recorded



- The session will be no longer than 30 mins
- Everyone is automatically muted on entry
- These tips and tricks are primarily for Windows PC users on Microsoft 365
- Any questions please use the chat box
- We will send an email with a link to the recording with a copy of the slides



Caroline Ellis
Head of Marketing

Agenda

- Who we are
- The power of the search bar
- How to create announcement
- Customising notifications
- Teams meeting backgrounds
- How to chat with yourself
- Recap
- Any questions



What can we do



IT Champion

A fresh approach to IT support and expertise.

Your IT experts

Our support technicians, service delivery team and technology leads all hold certifications in IT Support, cyber security and network infrastructure. With decades of experience in the real world that enables us to fix an IT query quickly.



Modern Work

Supporting all our users

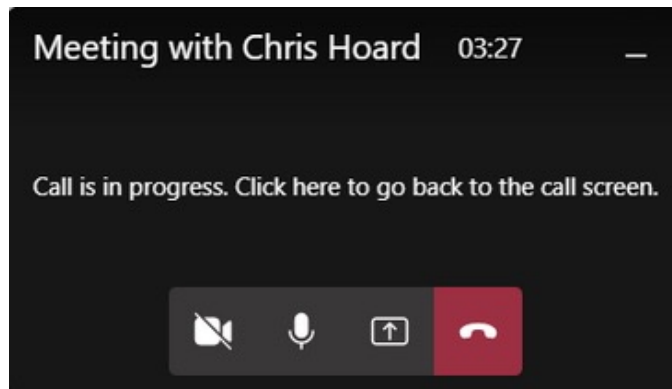
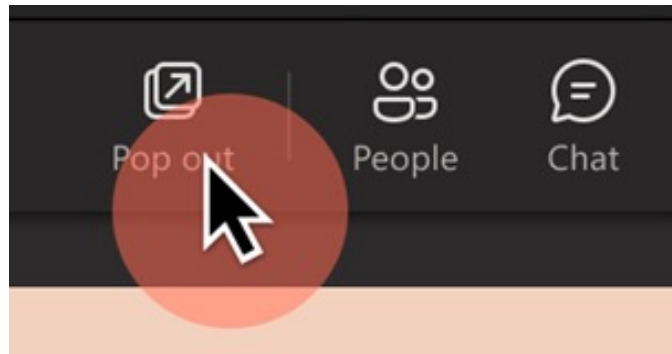
Under your organisation's support plan users have access to lots of resources so you can get the most out of us.

- Support from Monday to Friday from 7.30 am – 6.30pm
- Front line support within an average of 35 seconds
- FREE monthly Cyber Awareness training
- FREE monthly tips and tricks
- Client area – handy guides and links to resources

it-champion.co.uk/client-area

Explore with me

Try these tips and tricks out within your Teams application.



Teams Experience

There could be differences



Location of buttons



Styling options



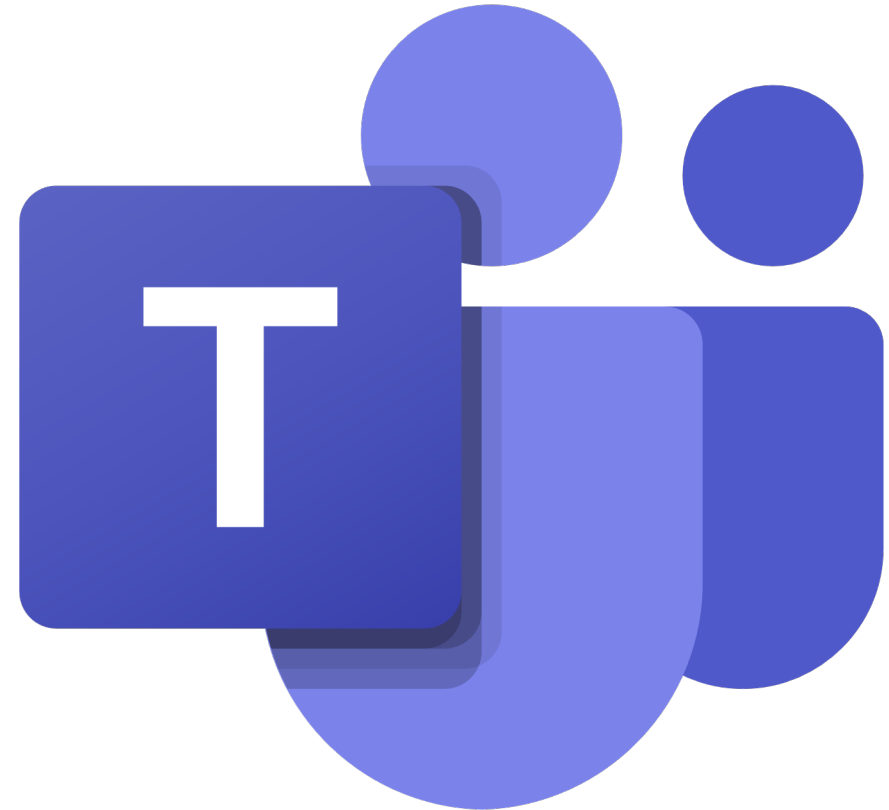
Editing



Windows vs OS



Desktop vs Browser vs mobile



The power of the search bar

Your go-to place when you need help



Search

All

Messages

People

Files

Messages

Most relevant ▾

**Nestor Wilke posted** 8/31 4:00 PM

Consumer Retail > Point of Sales

How to conduct Sales Review

...Annual Sales **Review** 1. Frame the retrospective as a positive event. ... 2. Discuss what went well. ... 3. Discuss what went poorly. ... 4. Cover all ...

**Megan Bowen replied** 8/30 1:44 PM

Mark8 Project Team > Digital Assets Web | In reply to Megan Bowen's post

...product design **review** was great and I am really looking forward to implement all the solutions

**Megan Bowen in chat** 5/14 11:52 PM

In conversation with Lee Gu

Thanks! I'll **review** this before our meeting tomorrow.

[More messages](#)

Files

**Contoso-Financial-Review-Q4-1588034376.pptx**

R&D Team > Shared Documents

Modified by Megan Bowen on 9/27/2019



Search All Messages People Files

Search All **Messages** People Files

Type ▾

Teams and channels ▾

From ▾

Date ▾

☐ @mentions me

☐ Has attachment

☐ Hide apps & bots

Search All Messages People **Files**

Team ▾

File Type ▾

Modified by ▾

Date ▾

/	
/activity	See someone's activity
/available	Set your status to available
/away	Set your status to away
/brb	Set your status to be right back
/busy	Set your status to busy
/call	Call someone
/chat	Send quick message to a person
/dnd	Set your status to do not disturb
/files	See your recent files
/find	Search the page
/goto	Go right to a team or channel
/help	Get help with Teams
/join	Join a team
/keys	See keyboard shortcuts
/mentions	See all your @mentions
/offline	Set your status to appear offline
/org	See someone's org chart
/pop	Pop out a chat into a new window
/saved	See your saved list
/testcall	Make a test call
/unread	See all your unread activity
/whatsnew	See what's new in Teams

/busy

/busy

Set your status to busy

/chat



Person

Type a message



Jane Doe
(JANE.DOE) Chief Executive

From:|



From: Press enter to view all results

To:|



To: Press enter to view all results

To: Caroline sent: Today



To: Caroline sent: Today Press enter to view all results

@Lucidchart	Gain clarity as you collaborate on diagra...
@Lucidspark Whiteboard	Brainstorm and collaborate o...
@Power BI	Uncover insights in your data.
@Praise	Show gratitude for your peers.
@Recognition by Workhuman	Recognize and reward e...
@Azure Boards	<i>Monitor and collaborate on existing w...</i>
@Jira Cloud	<i>Empower your team to track, update, and ...</i>
@News	<i>Stay on top of the latest news</i>
@Stocks	<i>Get real-time stock quotes</i>
@Weather	<i>Get the latest weather report</i>
@Wikipedia Search	<i>Share articles from Wikipedia</i>
@YouTube	<i>Search for videos on YouTube</i>



Wikipedia Search

Microsoft Corporation

★★★★☆

3.6 (7)

Add

Overview

Reviews

Permissions

Discover more apps

X1050 Launch Team

General

Design

Digital Assets Web

3 more channels

Mark & Project Team

General

Engineering

Research and Development

2 more channels

Contoso IT

General

Deployment

Service Strategy

2 more channels

Contoso HR

General

Recruitment

Training

2 more channels

Wikipedia Search - microsoft

Microsoft

Microsoft Corporation (/ˈmɪkroʊˈsoʊt/; abbreviated as MS) is an American multinational technology company with headquarters in Redmond, Washington, U.S.

Microsoft Windows

Microsoft Windows is a group of several graphical operating system families, all of which are developed, marketed, and sold by Microsoft, from family users

Outlook.com

Web-based suite of webmail, contacts, tasks, and calendaring services from Microsoft. One of the world's first webmail services, it was founded in 1996 as

Microsoft Office

Microsoft Office is a family of client software, server software, and services developed by Microsoft. It was first announced by Bill Gates on 1 August

Microsoft Excel

Let's get the conversation started

Try @mentioning the people you want to participate in this channel

Mikem Graham

IMPORTANT!

Hey everyone! I created this channel as a way to communicate for the firmware update

2 replies from Allen and Grady

Reply

Start a new conversation. Type @ to mention someone.

Share articles from Wikipedia

Leverage the power of the services your organization uses directly within Microsoft Teams. Do a quick search for a Wikipedia article and share it in a conversation.

By using Wikipedia Search, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

@Wiki

@Wikipedia Search

Share articles from Wikipedia

More apps

Wikipedia Search [Enter a search term]

Browse Wikipedia for articles

...

Wikipedia Search [Enter a search term]

Browse Wikipedia for articles

Pin

Uninstall

...

Wikipedia Search Copilot

Microsoft Copilot

Microsoft Copilot is a chatbot developed by Microsoft and launched on February 7, 2023. Based on a large language model, it is able to cite sources, create

GitHub Copilot

GitHub Copilot is a code completion tool developed by GitHub and OpenAI that assists users of Visual Studio Code, Visual Studio, Neovim, and JetBrains

First officer (aviation)

In aviation, the first officer (FO), also called co-pilot, is a pilot in addition to the captain, who is the legal commander. In the event of incapacitation

GPT-4

product ChatGPT Plus, via OpenAI's API, and via the free chatbot Microsoft Copilot. As a transformer-based model, GPT-4 uses a paradigm where pre-training

Glitch, Inc.

Films. In 2014 Fog Creek restructured, spinning Copilot out as a separate company. In 2022, Copilot announced it was closing and that the domain name

...

Wikipedia Search Microsoft Copilot

Wikipedia Search

Microsoft Copilot

Microsoft Copilot is a generative artificial intelligence chatbot developed by Microsoft. Based on a large language model, it was launched in February

IT Champion

How to create an announcement

In a channel chat area



 Start a post



Jane Doe



Add a subject

B *I* U ~~S~~ |    Paragraph ▾  |     | 99     |    |  

Type a message

Post type

✓  Post

 Announcement



Post

Jane Doe

Type a headline

Add a subhead

B *I* U S | Paragraph |

Type a message

Post

Jane Doe

Type a headline

Add a subhead

B *I* U S | Paragraph |

Type a message

Post

Jane Doe

Type a headline

Add a subhead

B *I* U S | Paragraph |

Type a message

Post

Who can reply

☒ Everyone

☐ You and moderators

Post in

☒ This channel

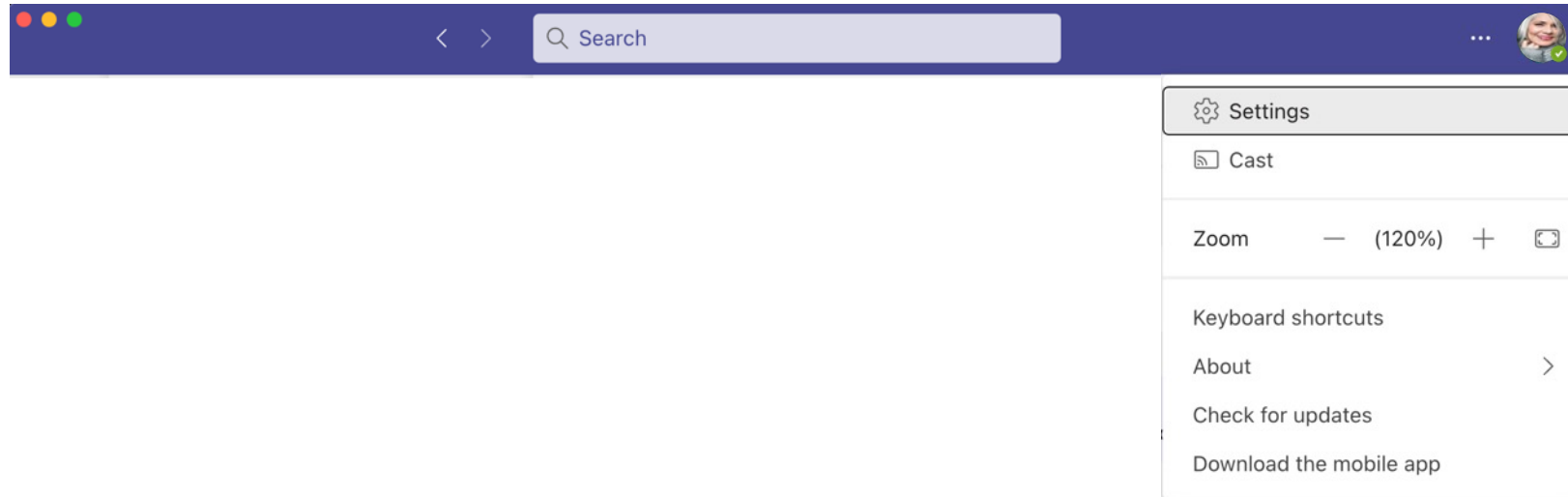
☐ Multiple channels

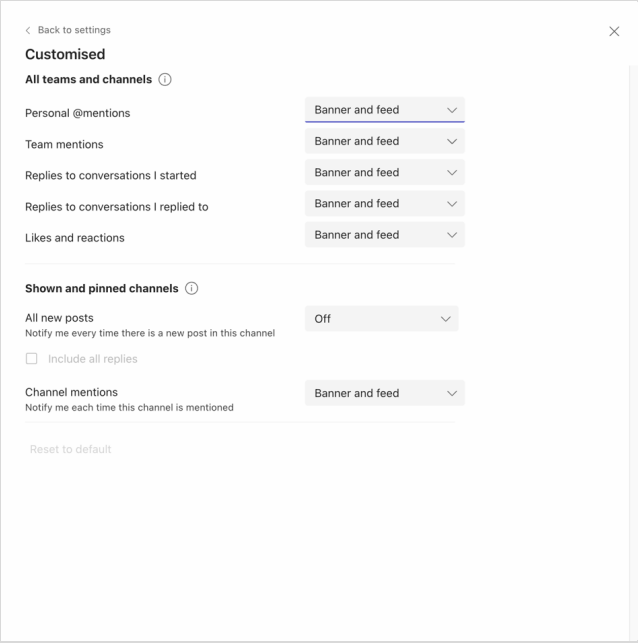
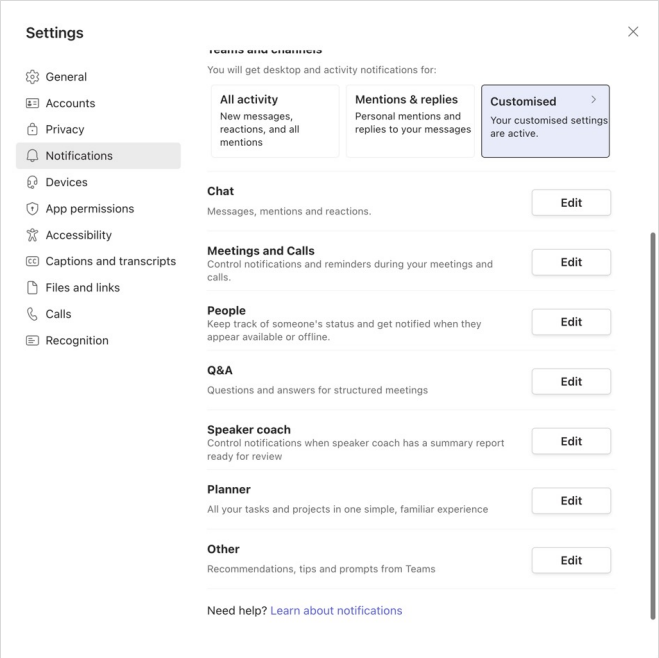
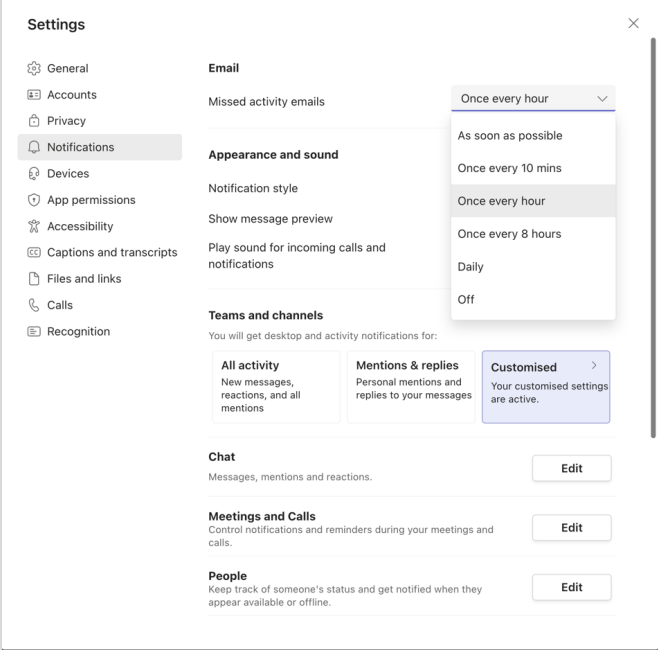
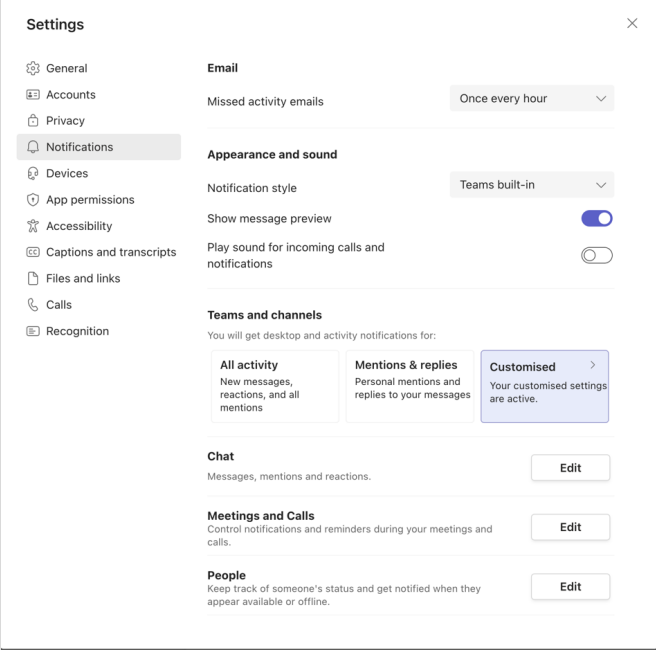
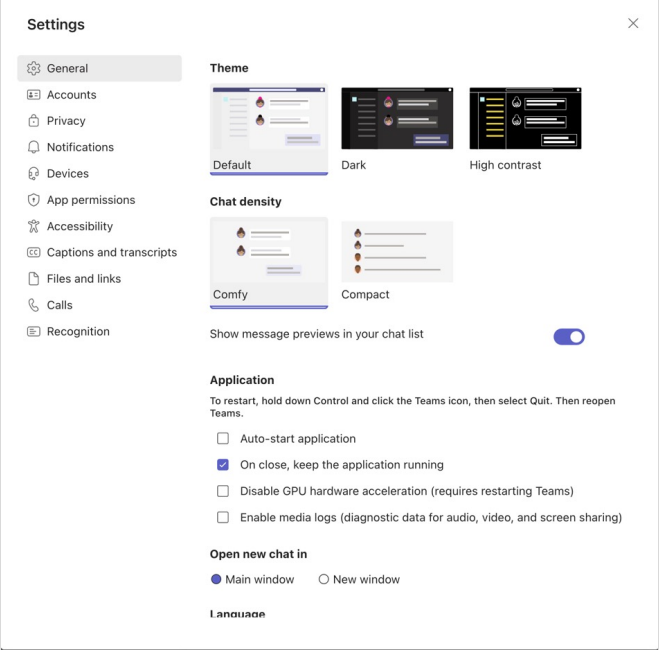
Customise notifications

For you and for Teams channels

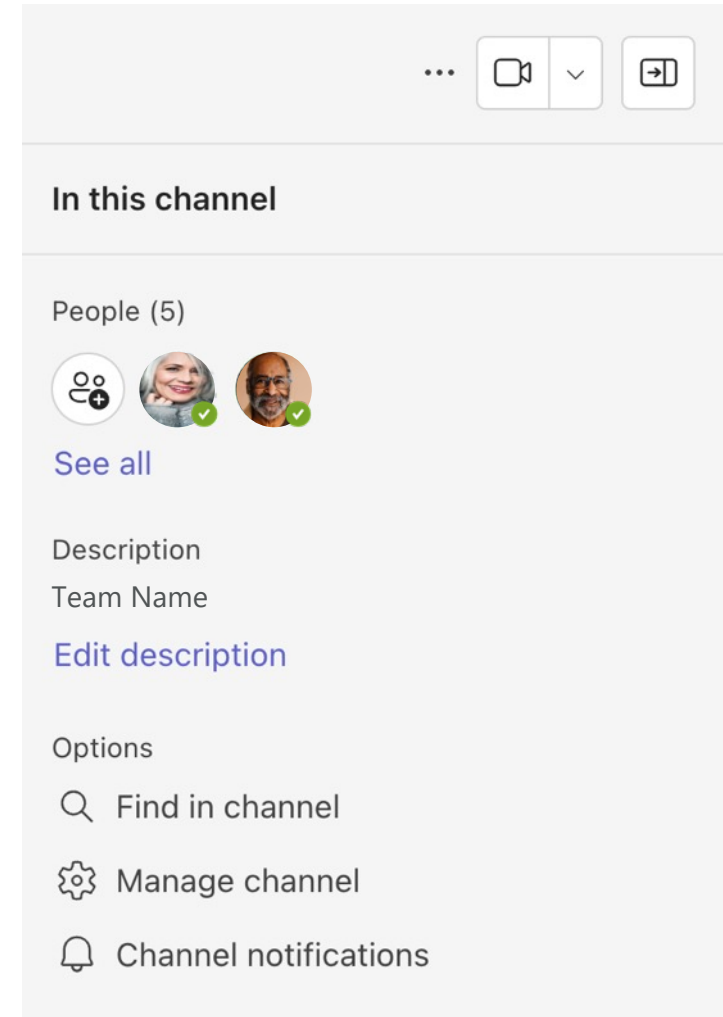
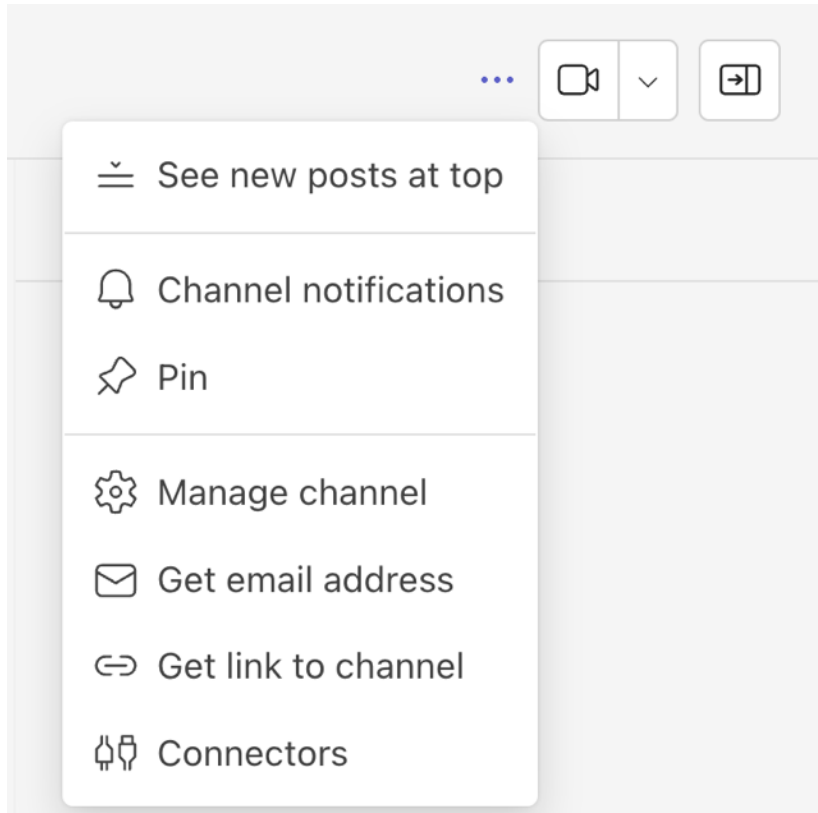
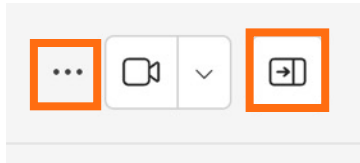


Account notifications





Channel notifications



Channel notification settings

Team Name > Channel Name

All new posts

Notify me every time there is a new post in this channel

Off

☐

Include all replies

Channel mentions

Notify me each time this channel is mentioned

Banner and feed

Cancel

Save

Channel notification settings

Team Name > Channel Name

All new posts

Notify me every time there is a new post in this channel

Off

☐

Include all replies

Channel mentions

Notify me each time this channel is mentioned

Banner and feed

Cancel

Save

Channel notification settings

Team Name > Channel Name

All new posts

Notify me every time there is a new post in this channel

Off

☐

Include all replies

Channel mentions

Notify me each time this channel is mentioned

Banner and feed

Cancel

Save

Channel notification settings

Team Name > Channel Name

All new posts

Notify me every time there is a new post in this channel

Off

☐

Include all replies

Channel mentions

Notify me each time this channel is mentioned

Banner and feed

Cancel

Save

Recap

- Microsoft Teams notifications are wide and varied.
- Customising their settings helps prioritise the pings, and banners popping up throughout your workday.
- Take time to look through the options for your Account and each Team/channel(s).



Backgrounds

Changing and adding backgrounds to meetings



Choose your audio and video settings



Effects and avatars



Computer audio



Internal Mic and Speaker



Phone audio



Room audio



Don't use audio



Cancel

Join now

Video effects



▼ Backgrounds



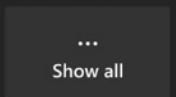
None



Add new



Blur



Show all

▼ Filters



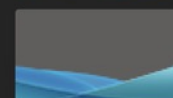
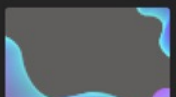
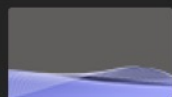
None



Frames

Styles

Snapchat





Chat



People



Raise



React



View



Apps



More



Camera



Mic



Share



Leave



 Record and transcribe >

 Meeting info

 Background effects

 Language and speech >

 Settings >

 Help

Chat

Keeping hold of thoughts, links etc




Activity


Chat


Teams


Calendar


Calls


Files




Store

Chat

Pinned

 Jane Doe (You)

 Ray Tanaka 1:40 PM
Louisa will send the initial list of atte...

 Beth Davis 1:43 PM
Thanks, that would be nice.

 Kayo Miwa 4/17
I reviewed with the client on Tuesda...

 Will, Kayo, Eric, +2 12:00 PM
Kayo: It would be great to sync with...

AB

 August Bergman 1:20 PM
I haven't checked available times yet

Recent

 Charlotte and Babak 1:58 PM
Babak: I asked the client to send her feed...

EC

 Emiliano Ceballos 1:55 PM
😄😄

OK

 Oscar Krogh 11:02 AM
You: Thanks! Have a nice weekend

DF

 Daichi Fukuda 10:43 AM
No, I think there are other alternatives we c...

 Kian Lambert Yesterday
Have you ran this by Beth? Make sure she is...

 Team Design Template Yesterday
Reta: Let's set up a brainstorm session for...

 Reviewers Yesterday
Darren: Thats fine with me

 Jane Doe (You)

Chat Files Organization

9:00 AM

Contact Alex Marshall (Windows Launch Team)

Type a new message





















Hover over a chat



 Reply

 Copy link

 Delete

 Pin

 Save this message

 Mark as unread

 Share to Outlook

More actions

>



Jane Doe (You)

Chat

Files

3 more

Organisation

Activity

LinkedIn

Type a message





Press ⌘ + F to find in this chat

Find in chat

Enter a search keyword...

Recap

- Search has lots of handy features to get to where you want fast.
- Give your channel posts a boost by making them an announcement.
- Take time to get the notifications right for you and your workday.
- Backgrounds can be changed in meeting not just before and we can help you set up branded options.
- Chat can be used as your go-to ideas and reminders place.



Over to you...
Any questions?





A fresh approach to IT support and expertise.

Hope you enjoyed the session

Why not join us for our next tips and tricks session?

www.it-champion.co.uk/it-training/monthly-tips-tricks/