



## Skills & Participation

### MS Teams Ambassadors' Update



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### New Phone Numbers!

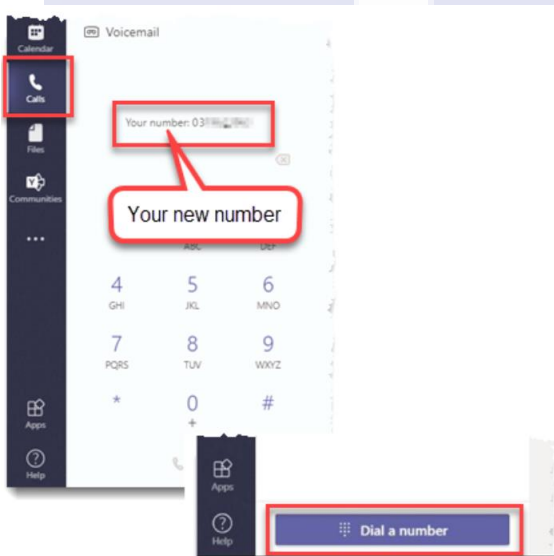
From 15 May 2020, users that do not have a HCC mobile phone have a new number starting with "03" which will eventually replace the Avaya Phone number.

### How to find your number

In Teams, select Calls.

Your new number is displayed above the dial pad and should start with 03.

If you can't see your number or a dial pad, select Dial a number, you should now see your number.



If you are unable to locate your new number and/or do not have external calling on MS Teams then please contact your Ambassador.

**Microsoft Teams Ambassadors** are here to support the Office 365 Working Group who have responsibility for the Telephony Champions Program.

The Teams ambassadors will;

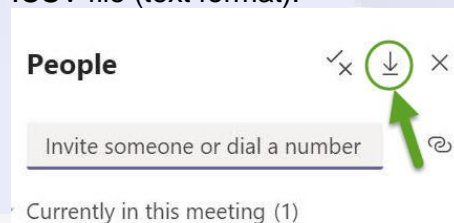
- Act as a contact point for telephony champions and colleagues.
- Follow up on queries raised by their department.
- Build awareness and enthusiasm for MS Teams telephony with colleagues.
- Help people in their own business areas understand how to best use MS Teams.

### Skills & Participation Ambassadors

- [Bob Standley](#),  
Team Coordinator (Business Operations)
- [Carrie Shearing](#),  
Business Support Officer
- [Kait Flack](#),  
Development Officer (Teaching and Learning)

### Microsoft Teams meeting attendance report

Meeting organizers can view and download a meeting attendance report. Find this report in the Participants pane of the meeting, by clicking the download arrow as shown below. You can download the report as a .CSV file (text format).



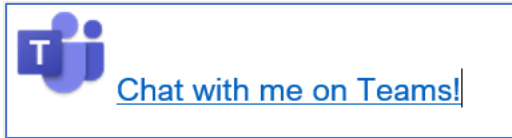
### More information:

- [Microsoft Teams and Telephones](#)
- [Head Sets](#)
- [Microsoft Teams and Working at Home](#)
- [Calls and Meetings in Microsoft Teams](#)

# MS Teams Tips and Tricks

## Add a Teams link to your Outlook Signature

Adding a "Chat with me in Teams" link in your Outlook Signature:




<https://teams.microsoft.com/l/chat/0/0?users=<youremailaddress>>

Replace the "<youremailaddress>" part with your actual Office 365 address that you use with Teams.

## Creating a chat link with a Teams icon

Instead of just copy/pasting the link with your email address into your Signature, you could make it look a little bit nicer by using some text, the Teams icon or both. To insert an image into your signature, use the  icon in the Signature Editor.

- Teams Icons in various sizes may be found [HERE](#):
- Optionally, type some text such as; Chat with me on Teams!
- You can select the text and resize it, change its color, change the font type, etc...
- Select the icon and/or the text and press the  icon to add the hyperlink to start a chat session on Teams.

*Chat in a different window!*  
*You can now instantly pop out your one-on-one or group chat into a separate window.*

*More information can be found [HERE](#).*

## Coming Soon to your Teams Channels!

Two features that should make it easier for users to find new and relevant information in a channel.

### Information pane

Selecting the "Channel info" icon in the channel header will open a new Information pane that displays a channel summary. The summary includes the channel description as well as a list of recent contributors and members.

### Pinned posts

Any member of a channel will be able to "pin" any channel message to the channel Information pane for all members of the channel to see, unless this feature is disabled in channel moderation settings.

## Coming Soon!

Microsoft are providing Teams meeting organisers greater control over their meetings by making it possible to require all participants to wait in the lobby.

After scheduling a new meeting, the organiser will be able to configure meeting options so that only the organiser can bypass the lobby.

Microsoft is adding an "Only me" as an option to the "Who can bypass lobby?" setting. Once enabled, only the organiser will be able to join the meeting directly. Everyone else, including people from within the same organisation, will be sent to the lobby. (Current settings in MS Teams do not restrict who in an organisation can join a meeting via the link in an invite.)

This change will ensure that confidential meetings are not accidentally gate crashed or, for those hosting larger meetings, the organiser can control attendees joining.

Microsoft will roll-out this feature in June.