



Skills & Participation

MS Teams Ambassadors' Update



Skills & Participation

New in Microsoft Teams

Search within a chat or channel

Want to search within a single channel or chat for something? Go to the chat or channel, press Ctrl+F (or Cmd+F for Mac), then type what you want to search for. You will get results from just that channel or chat. Works for one-on-one and group chats!



New Meeting Experience

HOT

Allows you to have meetings in separate windows, and the tool bar is now top right of the screen. Click on your user icon and go into settings.

- Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)

Select **turn on new meeting experience** at the bottom. If you do not have this option, click on your user icon, and select **check for updates**. After selecting the new meeting experience, you will need to quit Teams, and then sign in again. The quickest way to test, go to your calendar in Teams and click **Meet Now**. Your meeting is now in a new window, you can move it around your screen, minimise, etc. Also, you will note the tool bar is fixed at the top right. You can now have several Team Meetings going on, in several different windows.

Clearer options when joining a meeting via link

When you join a Teams meeting via a link, you are provided three options for how you can join. If you do not have the app, but want all the meeting functionality it provides, select the first button to download the app compatible with your operating system. Want to join via web? Select Continue on this browser. If you already have the app, select Open your Teams app to join the meeting like you would from the Teams calendar.

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)

Access channel information

Know who your audience is in any given channel by selecting the ⓘ in the top right of a channel. You will get the About section, a list of all the members who have access to the channel, and people who have recently contributed to the channel.

More information:

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

Microsoft Teams Learning

For more support using MS Teams visit the [O365 support pages](#) and there are three eLearnings you can do in the [Learning Zone](#), search MS Teams.

MS Teams Tips and Tricks

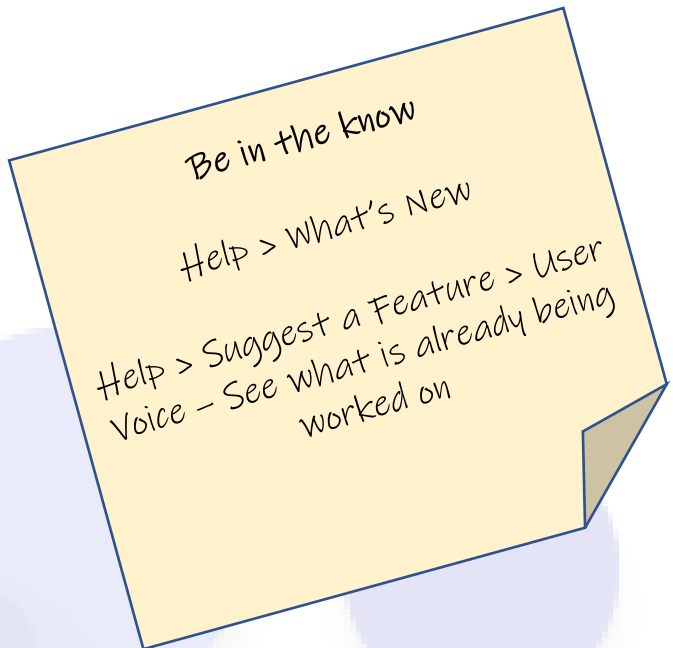
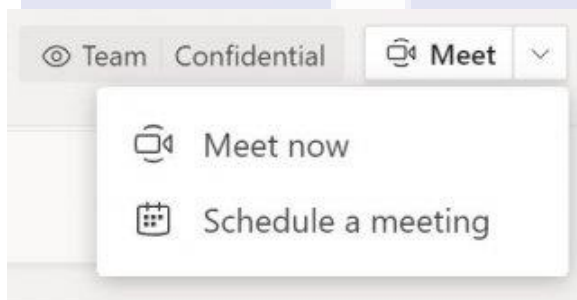
More control in meeting options.

Now, you have the option to make everyone—even people from your organization—wait in the meeting lobby when they join a meeting you have organized.

To access this setting, open Meeting options. Then, where it asks Who can bypass the lobby?, select **Only me**. Learn how to access these options at [Change participant settings for a Teams meeting](#)

Channel meetings in an instant.

It is now easier to start a meeting in a channel. Select the **Meet** button at the top of a channel and choose to meet right away or to schedule a meeting. When you choose Meet now, you will get the same options for setting your audio and video up before you join as you do for other meetings.



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!

Large gallery view lets you see up to 49 video streams at once. This view is available when there are 10 or more attendees who are sharing video. To switch to large gallery, go to **More options (...)** in the meeting controls > **Large gallery**.

Together mode lets you feel like you are in the same shared space with everyone in the meeting. (It might be even more fun than Large gallery.) It is in the same menu as Large gallery, just below it.

Meeting notes are now taken directly on the meeting's Meeting notes tab in the main Teams window. (This is one of the benefits of having the meeting in a separate window.) To access or take notes from within the meeting window, select **More options (...)** > **Show meeting notes** and you will see the usual side pane come up. In the pane, there is a **Take notes** button that brings you to the Meeting notes tab.

<https://techcommunity.microsoft.com/t5/microsoft-teams-blog/new-meeting-and-calling-experience-in-microsoft-teams/ba-p/1537581>