



Skills & Participation

MS Teams Ambassadors' Update



Skills & Participation

New in Microsoft Teams

Notification settings have a new look

Check out the new notification settings in Teams. The updated organisation makes it easier to find the exact notifications you want so you can keep track of the activity you care about. To access, go to your profile picture > Settings > Notifications.

Peek at your meetings

View meeting details from your calendar without opening the meeting. All you need to do is hover your cursor over the event in your calendar and a summary of details will pop up for you to read.

Speaker name added to Live captions

Live captions are now able to attribute the name of the speaker when generating captions during a meeting.

New keyboard shortcuts

For improved accessibility in Teams, there are two new shortcuts. To start a new conversation, type Alt+Shift+C on PC. To reply to a thread, type Alt+Shift+R on PC.

New attendee audio option for meetings

Meeting organisers can now disable attendee mics to prevent them from unmuting during a meeting. In Meeting options, go to Allow attendees to unmute and switch the toggle to Yes.

Be aware of your camera and mic!

When you are in a video call, remember to use the camera and mic buttons (top right) to turn your camera and mic off, if you need to step away from the call briefly. *Locking your screen will not switch off your camera.* Your other colleagues in the call will still be able to see you. If you need to step away from a video call, without properly leaving, it is recommended you switch off your camera before locking your screen.

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](#)
- [Headsets](#)
- [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 eLearning modules you can do in the [Learning Zone](#), search MS Teams.

MS Teams Tips and Tricks

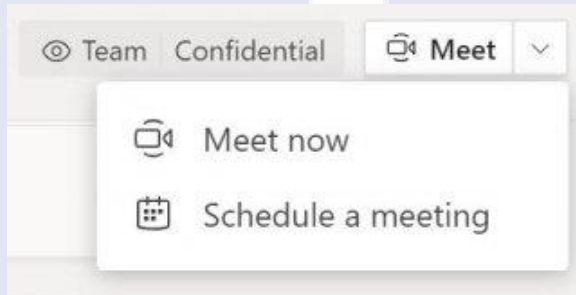
More control in meeting options.



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 organised.

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.



Push the big button Confidently know you are starting a new conversation (and not replying to a thread) with the new button look. The same old keyboard shortcuts will still work for you and you can find those in Keyboard shortcuts for Microsoft Teams. The new button is at the bottom of the channel. Select, **New conversation** to open the box where you write your message. Just as before, you can type a quick message and press Enter to send or select Format  to expand the box and use your formatting tools. Select **Send**  to send your message when in the expanded mode.

Share the spotlight Spotighting a video is like pinning it for everyone in the meeting. If you are an organiser or a presenter, you can choose anyone's video (including your own) to be the main video people see.

Better access to meeting notes. Meeting notes now supports up to 100 meeting participants at a time. Participants who have access to notes will now continue to have access to meeting notes, even after the meeting ends. Also, if anyone joins your meeting after its scheduled and does not have access to notes, they can now request access from the note's owner.

Want more knowledge about Teams? Series of optional 'drop-in' style online sessions.

Talk Teams will be hosted by professional MS Teams trainers from our telecoms partner. The format is 'drop in' style with no need to book in advance. Turn up for 10 minutes or stay for much longer. These Talk Teams sessions around subject themes and provided a general free format Q&A time. Talk Teams will be run over a total of eight days over four weeks. This gives colleagues the chance to pick and choose times to attend these optional sessions.

There are similar content subject themes to the online training modules with more time available on topics. We have also added using Audio Conference Licences to the content.

Review the schedule and content of Talk Teams. For any sessions you wish to attend simply click on the applicable meeting link and copy/paste into your calendar.

<https://hants.sharepoint.com/sites/O365CL/SitePages/Talk-Teams-sessions.aspx>