



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.

Appear offline in Teams

You can now set your status in Teams to Appear offline, you will still receive notifications if anyone messages you, but you'll be able to work in Teams while appearing invisible to others. Like magic! **More on status later...**

- Available
- Busy
- Do not disturb
- Be right back
- Appear away
- Appear offline

⌂ Reset status

Do more in meetings with apps

Enhance your online meeting experience with apps. Just like adding a tab to a chat or channel, after you have sent an invite, open the meeting details and select **+** at the top and choose an app, then select Add.

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



Mute a chat

When you mute a chat, you will still be included in the conversation, but will not get notifications from it.

Select **Chat**  to open the chat list. Find the name of the chat you want to mute. Then, select

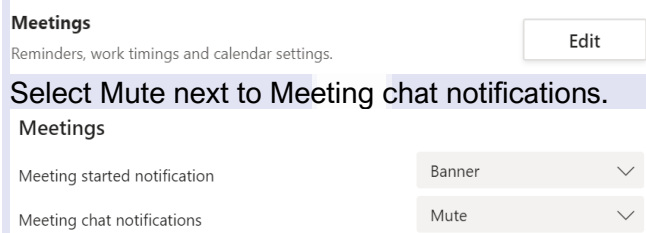
More options  > Mute. If you change your mind, just select it again and unmute it.

An icon appears next to the names of the participants to remind you that the chat has been muted.

HOT TIP! Mute Meeting Chat Notifications

Whilst in a meeting to prevent distractions by Chat Notifications: go to your profile picture > Settings > Notifications.

Click the Edit button next to Meetings



Meetings	
Reminders, work timings and calendar settings.	
<div>Edit</div>	
Select Mute next to Meeting chat notifications.	
Meetings	
Meeting started notification	Banner
Meeting chat notifications	Mute

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.

Teams Status

Busy is when you want to focus on something, and you want notifications to pop up.

Do not disturb is when you want to focus or present your screen and do not want notifications to pop up.

Be right back is when you want to say you are temporarily away. It is never set automatically.

Appear away is when you need to work without responding right away.

Appear offline is when you want to indicate that you are not signed into Teams, so will not be responding until you are back online. You will still receive notifications if anyone messages you.

You can update your status from the command box.

Type /away, /busy, /dnd, /brb, /away, /offline, or /available to set your status.

Note: Use the MyAnalytics Outlook add-in to book focus time in your calendar. When you are in your focus time, your Teams status will change to Focusing and all notifications will be silenced until your focus time ends.

Attention Grabber!

To get someone's attention in a channel conversation or a chat, @mention them. Just type @ before their name and then select them from the menu that appears.

Note: You can also mention someone simply by typing their name. Start by capitalizing the first letter and as you continue to type the name, a list of people will show for you to choose from. They receive a notification, which they can click to go directly into the point in the conversation where they were mentioned.

To get the attention of an entire team, try one of these:

Post something in the Team's general channel. The channel name appears bold for every team member.

Type @team to message everyone on that team. Type @channel to notify everyone who has favoured that channel.

FYI, a team owner needs to enable these features.

Want more knowledge about Teams, take a look at our [recorded sessions](#) and [eLearning modules](#).