

Skills & Participation

MS Teams Ambassadors' Update




Skills & Participation

New in Microsoft Teams



New look when you join a meeting


When you join a Teams meeting you'll be greeted with a new look to your audio and video settings. On the right are your audio settings. Choose between using your computer's speakers (default), a meeting room, your phone, or disable all audio.

On the left, you'll get a preview of your video and a setting to turn on background effects. Need to find a specific mic or camera?





Under your video preview, select Settings  icon to open device settings. Use the dropdown menus on the right to find what you're looking for.

Put a pin in it




Make it easy for you and teammates to access an important post in a channel by pinning it. Have information everyone needs to reference? Pin them. Pin the invite for quick access to all the details. Whatever the message is, you can make it quick and easy to find by hovering on the message and selecting More options  > Pin .

All items pinned in a channel can be found in the channel info pane. You'll find this at the top, right of the channel. Select Show channel  and you'll find Pinned posts below the list of members who've recently contributed to the channel.

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)

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

More information:

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

Microsoft Teams Learning

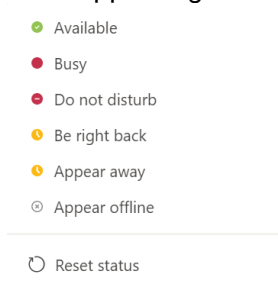
For more support using MS Teams visit the [O365 support pages](#) and there are three eLearning modules you can do in the [Learning Zone](#), search MS Teams.



MS Teams Tips and Tricks

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.

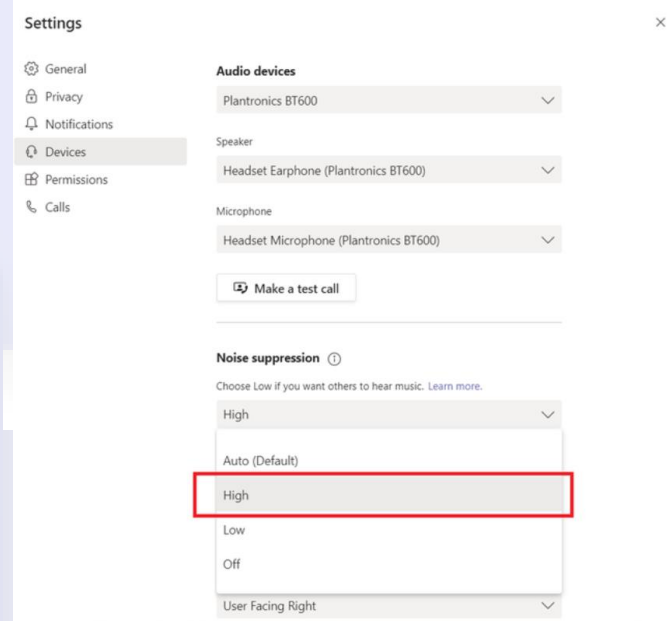


Teams Status

- 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.
- Do not disturb until after lunch**
You can now set a duration for your status in Teams. All you need to do is select your profile picture at the top of the app, select your status (Available, Do not Disturb, etc.) that shows under your name, then select Duration.
- 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.

Cut out the background noise

Go to your profile picture at the top of the Teams, go to Settings > Devices > Noise suppression. In the menu, select High for an even stronger suppression of background sounds. So whether your roommate barks at the mailman or does gymnastics outside your door, Teams has you covered with a blanket of quiet.



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.

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

Select Mute next to Meeting chat notifications.

