



MS Teams Ambassador's Update


February 2021



Skills & Participation

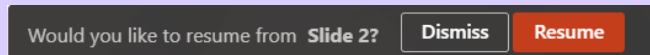
New in Microsoft Teams

Together Mode gets a make-over.

There are new scenes for your next meeting in Together mode. So, take your team from the auditorium to a world of 8-bit pixels, a winter wonderland, or under the sea. To change the scene once you're in Together mode, select Change scene  in the bottom left corner of your meeting.

Pick up where you left off.

Whether you have stopped presenting and need to share again, or you and a colleague are tag-teaming a big presentation, you (or anyone else with access to the file in the meeting) can stop presenting a PowerPoint deck and resume from the same spot. When you go to share your screen in a meeting, choose the PowerPoint file you want to present. The next time it's shared in that meeting, you'll have the option to resume the presentation or start over.



Short Cut to Short Cuts.

You can access short cuts in Teams by selecting **Ctrl** and. **(full stop)** when in the Teams App. This will provide you with a list of sort cuts as well as a link to the Microsoft Office Accessibility Centre.

Have small group discussions with breakout rooms.

With meeting organisers looking for ways to encourage meaningful discussion, a need for small groups to break out into smaller group discussions. Luckily, you can get just that with breakout rooms in Teams meetings.

Organisers can learn how to set up breakout rooms at: [Use breakout rooms in Teams meetings.](#)

The Slido app is now available in Teams!

Slido is an easy to use Q&A and polling platform that helps people to get the most out of meetings and makes audience interaction much easier. Slido lets you ask questions, vote in polls, or take part in quizzes without leaving your Teams meeting. As a host, you can moderate Q&A and activate polls directly from your meeting window.

Note: You will need to sign up to Slido the first time you use it which will take less than a minute.

Five minutes left





When you reach the last five minutes of your scheduled meeting, a banner will pop up at the top of your meeting to remind everyone that it's almost time to wrap things up.

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.

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)




Hints and Tips



See all your meetings in Teams.






View your personal calendar.

Select Calendar Meetings button  on the left side of the app to view all upcoming meetings and appointments. Switch between a day, work week, or full week view—the menu is located on the top right corner of the app below the New meeting button.


In the top left corner, you'll find the month and year, select that to change your calendar view to any date, past or future. Select Today to get back to the current day/week.

The calendar shows you everything that was scheduled in Teams or Outlook.

Select a specific meeting to get details about it. From there you can:

-  Join the meeting.
-  View calling details.
-  View and chat with participants.
-  Respond to the meeting invitation.
-  Cancel the meeting if you're the organiser.

Add a shared calendar to a channel.

Select Add a tab  at the top of the channel.

Select Channel calendar from the list of apps available or search for it from the search bar at the top right corner.

Give it a name and select Add.


Now that you have a shared calendar, you can start to add meetings that channel members can join.

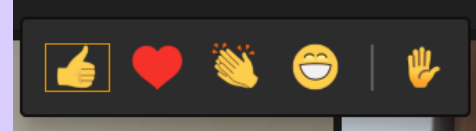
Note: Guests don't have access to channel calendars and will need to be invited directly to channel meetings.

Reactions in Meetings

There are more ways to react in meetings.



Click on:  and choose your reaction:





Like, Heart, Applause, Laugh and Raise hand.

Your reaction will appear as the relevant animation in your video in the meeting.

IT Service Request Options

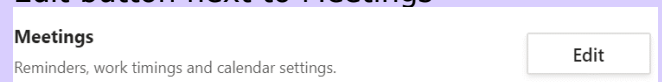
Through the IT Service Desk, you will see there are now two options:

-  Report a business telephony incident – for raising an incident when there is a technical problem with making or accepting calls in MS Teams.
-  Business telephony request – for requesting telephony equipment or services.

Please contact Bob Standley before ordering.

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.

