Communication Tools – Microsoft Teams

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PKD FOUNDATION
Polycystic Kidney Disease

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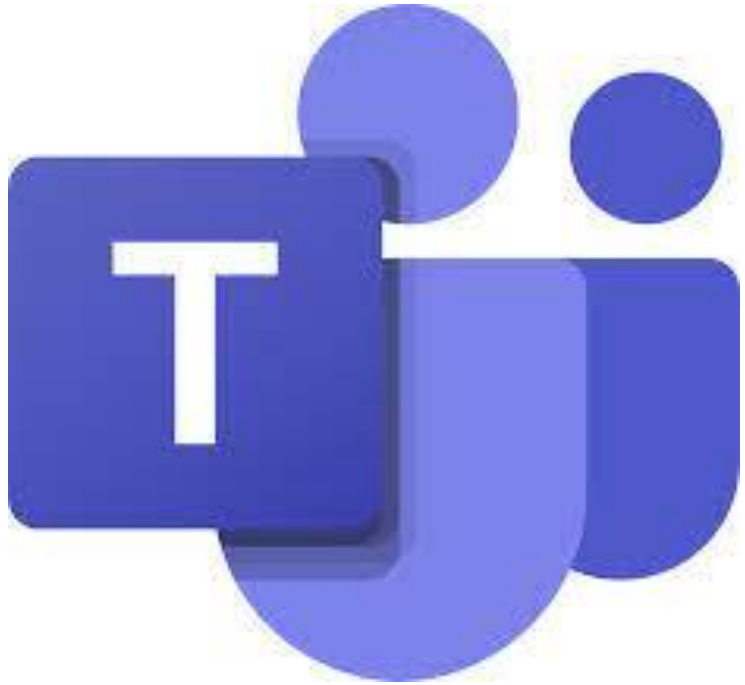
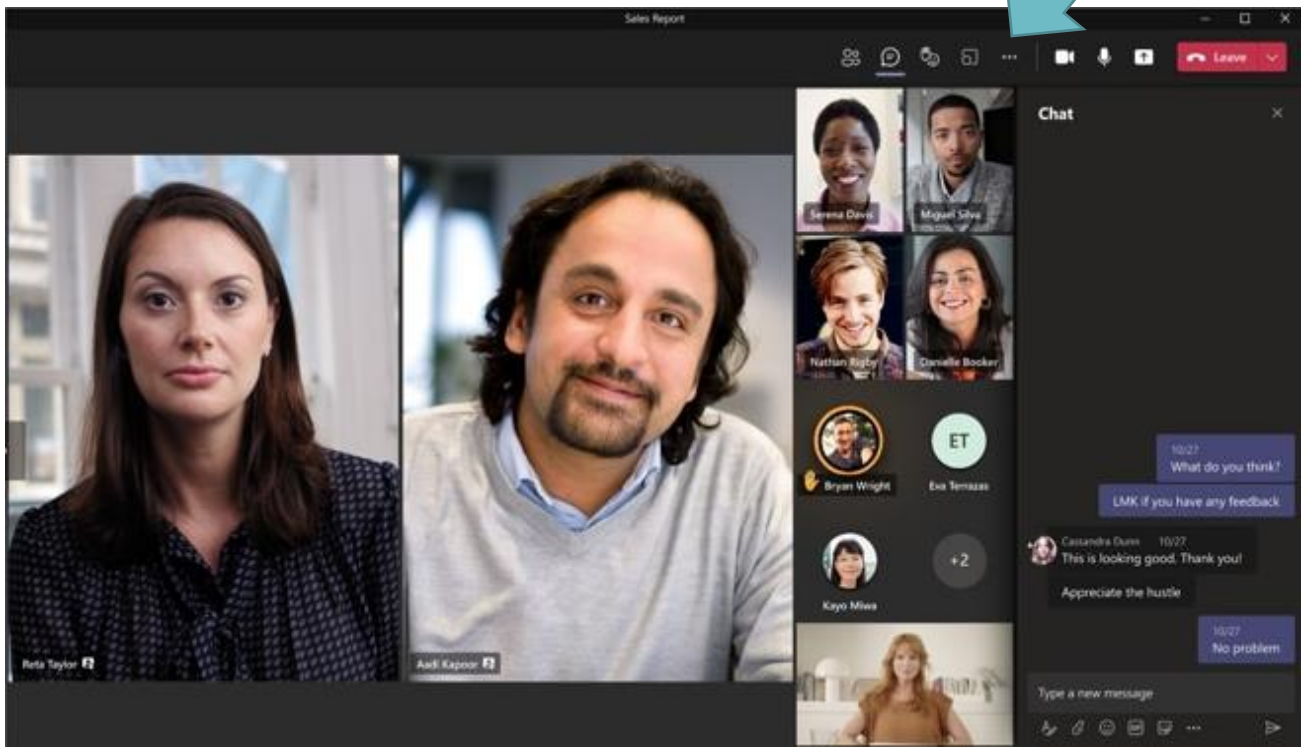
How will I use Microsoft Teams?

- All PKDF Office 365 accounts include Microsoft Teams
- Community meetings will use Teams platform

- Chat with meeting participants
- Access One Drive files in Teams
- Create Teams for quick communication!



Expand for more menu options

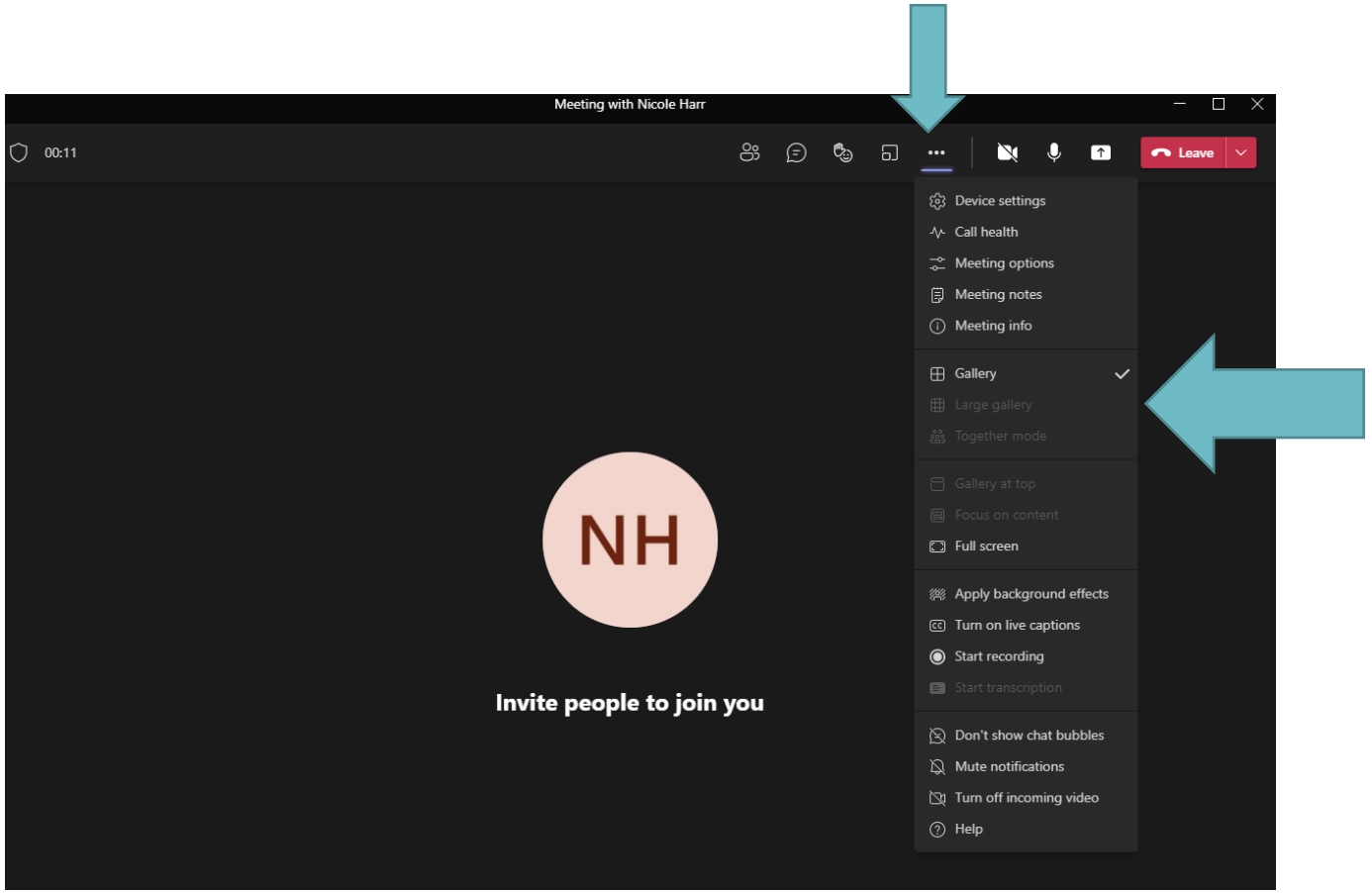


Tool bar!

- Chat
- Microphone
- Camera
- Share your screen

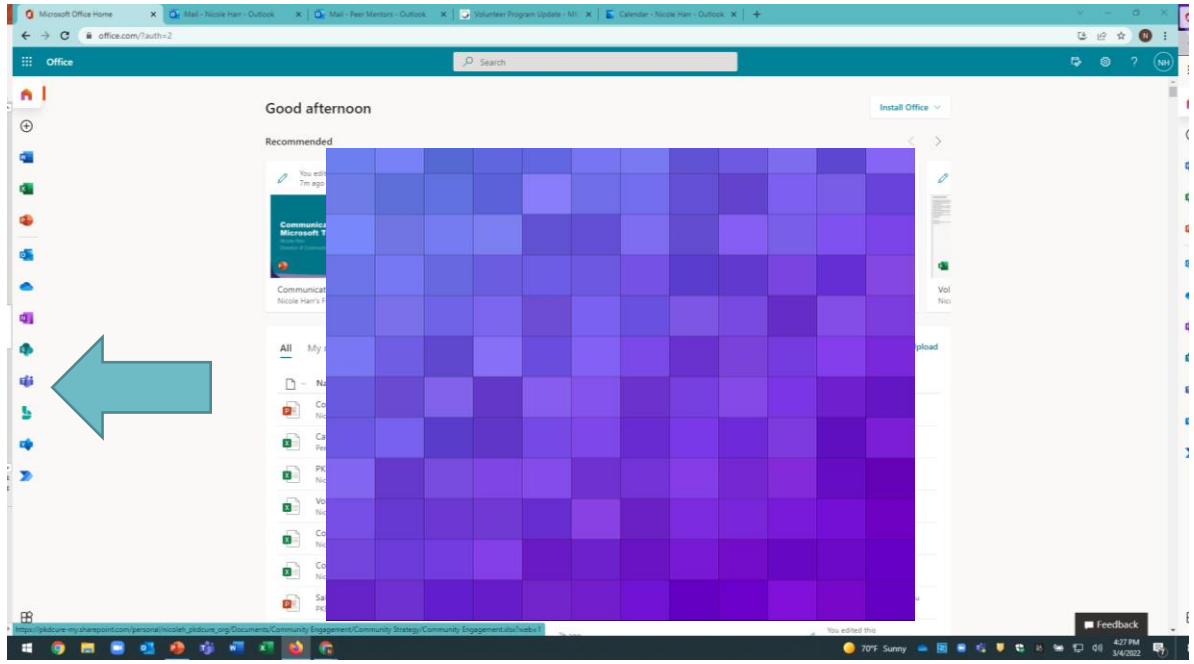
Type here to chat

More menu options



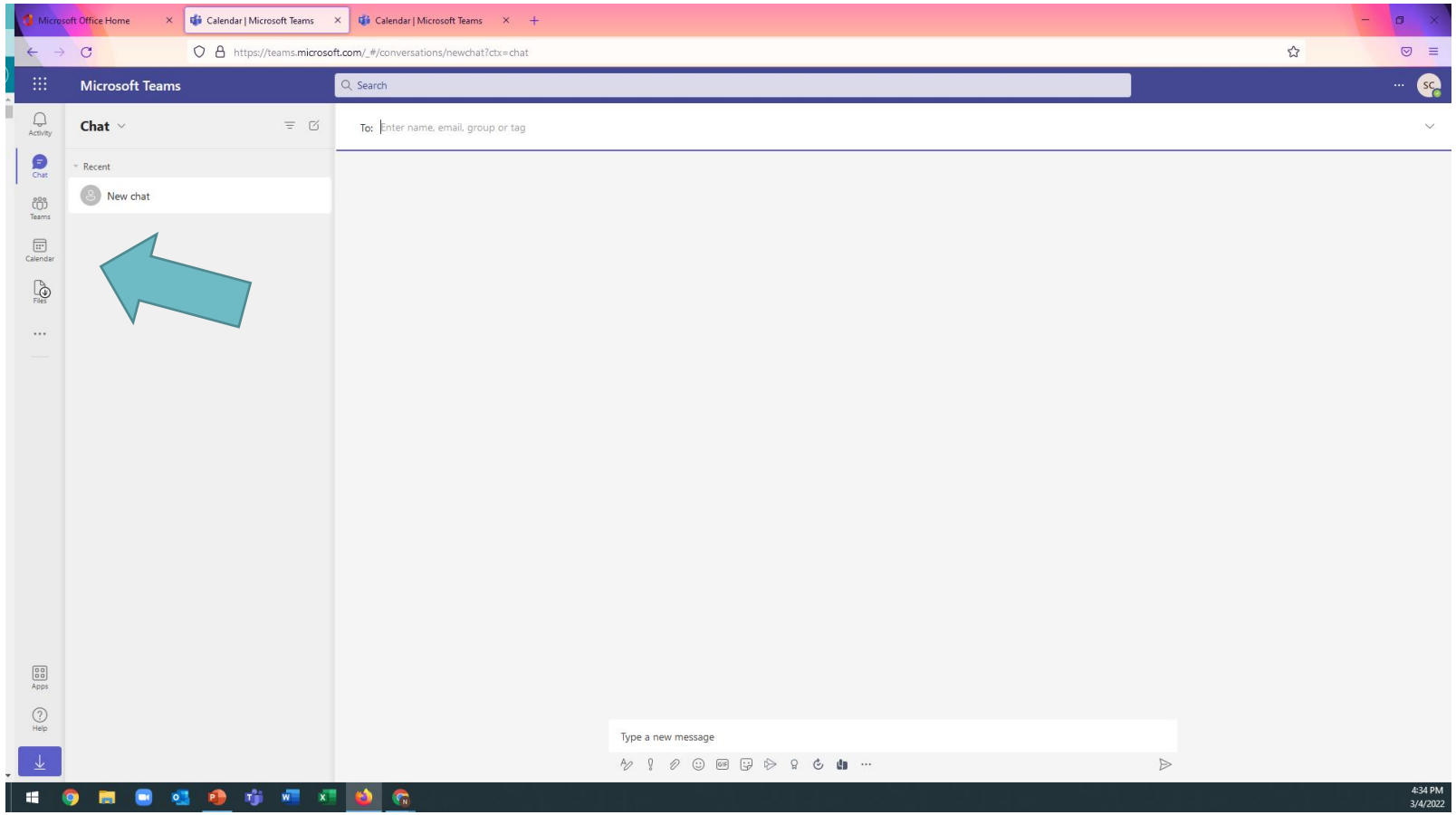
This is where you change your view!

How do I access my Teams account?



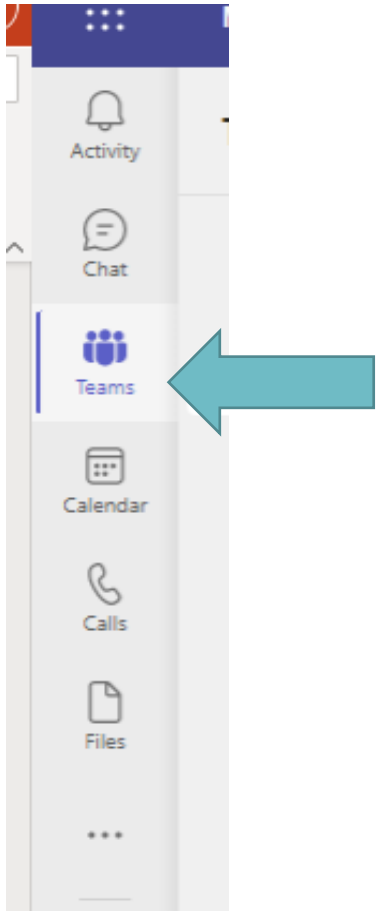
- **Sign in to your O365 Account:**
- Navigate to office.com
- Sign into your volunteer account using your assigned username and password
- Click on Microsoft Teams icon
- You are in!

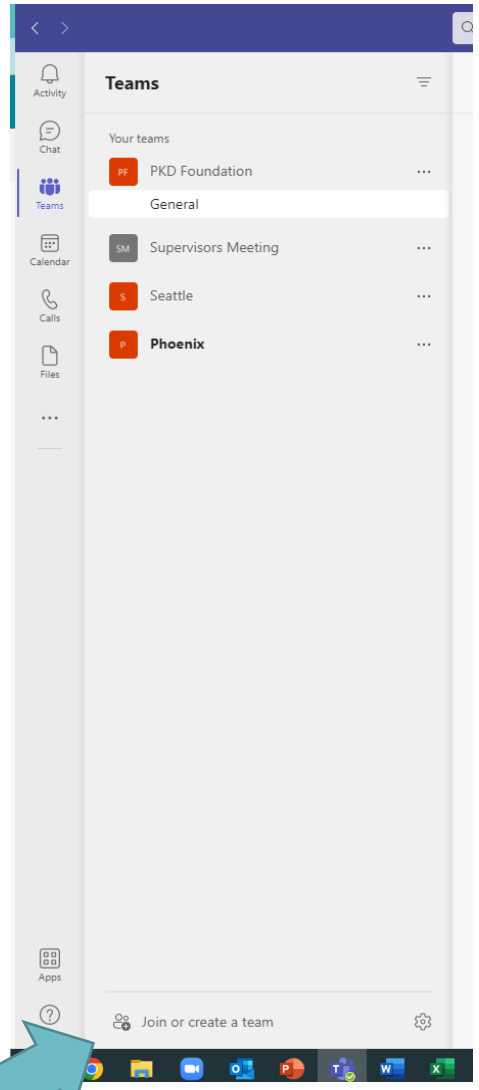
Chat
Start a team
Access your calendar
Access files



What is a team?

Let's start a team...





Follow the prompts to create your team:

- From scratch or from an existing O365 group
- Private or Public
- Name your new team
- Add names

https://support.microsoft.com/en-us/office/create-a-team-from-scratch-174adf5f-846b-4780-b765-de1a0a737e2b

What we've learned so far...

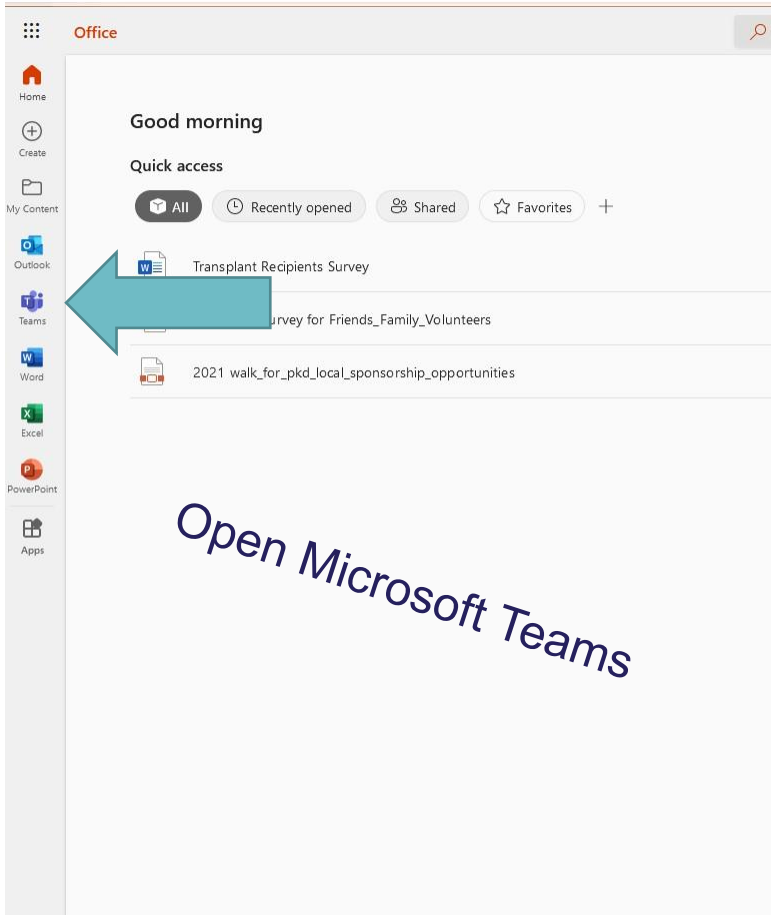
- Microsoft Teams is a communications platform and is part of the Office 365 products.
- You, as a PKDF volunteer, have access to the Teams platform through your O365 account.
- Teams is very similar to Zoom but offers a few features that may be beneficial to you in your volunteer role.
- Community Meetings will be hosted on the Teams platform
- Teams can be used for local volunteer planning calls, too!

Community Meeting Process

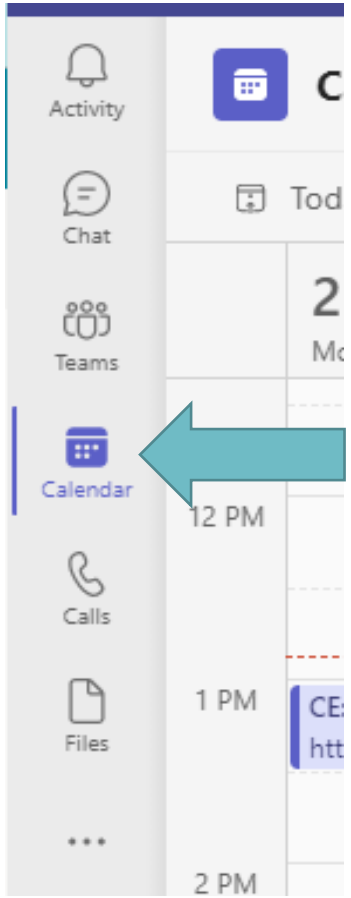
Your first Teams Community Meeting

- Submit a volunteer event submission form
- PKDF will add the meeting to your Community Teams calendar
- Teams link to join the meeting will be provided in the registration confirmation email
- Teams link will also be provided in the meeting reminder
- Attendees **do not need** an MT account to join

Let's find your calendar in Teams



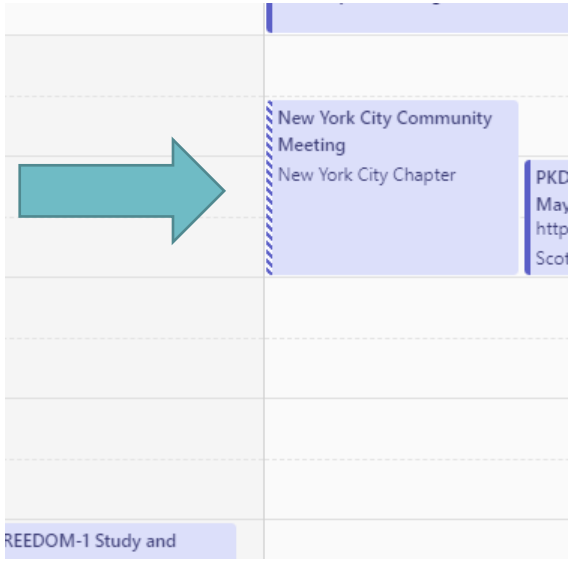
Open Microsoft Teams

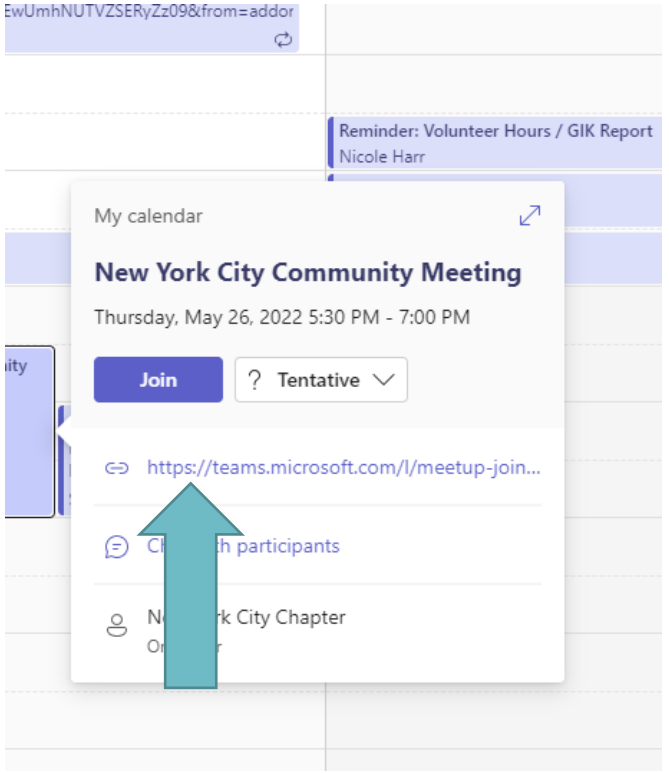


Click on the calendar icon

Starting your Community Meeting

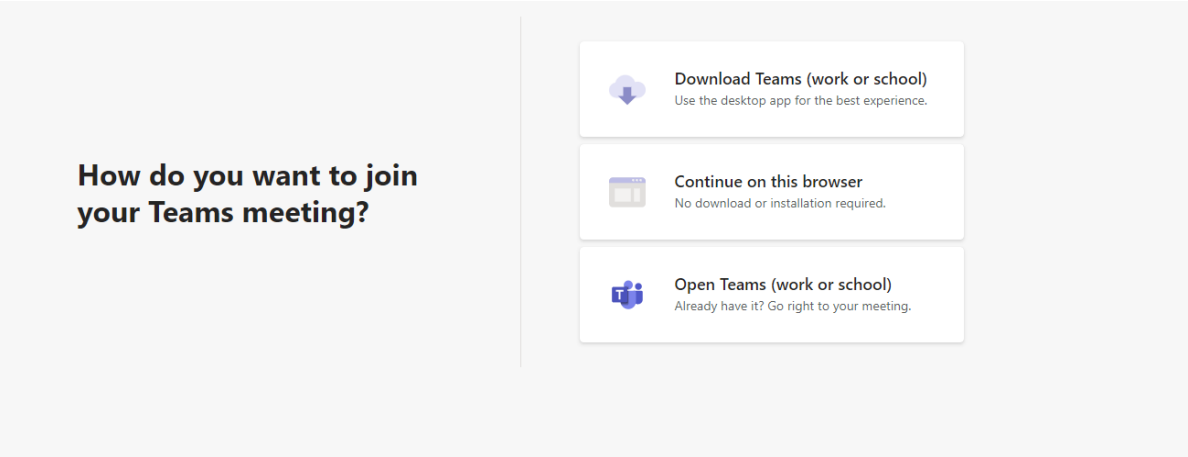
- Login to your O365 account
- Navigate to your calendar
- Click on the meeting link



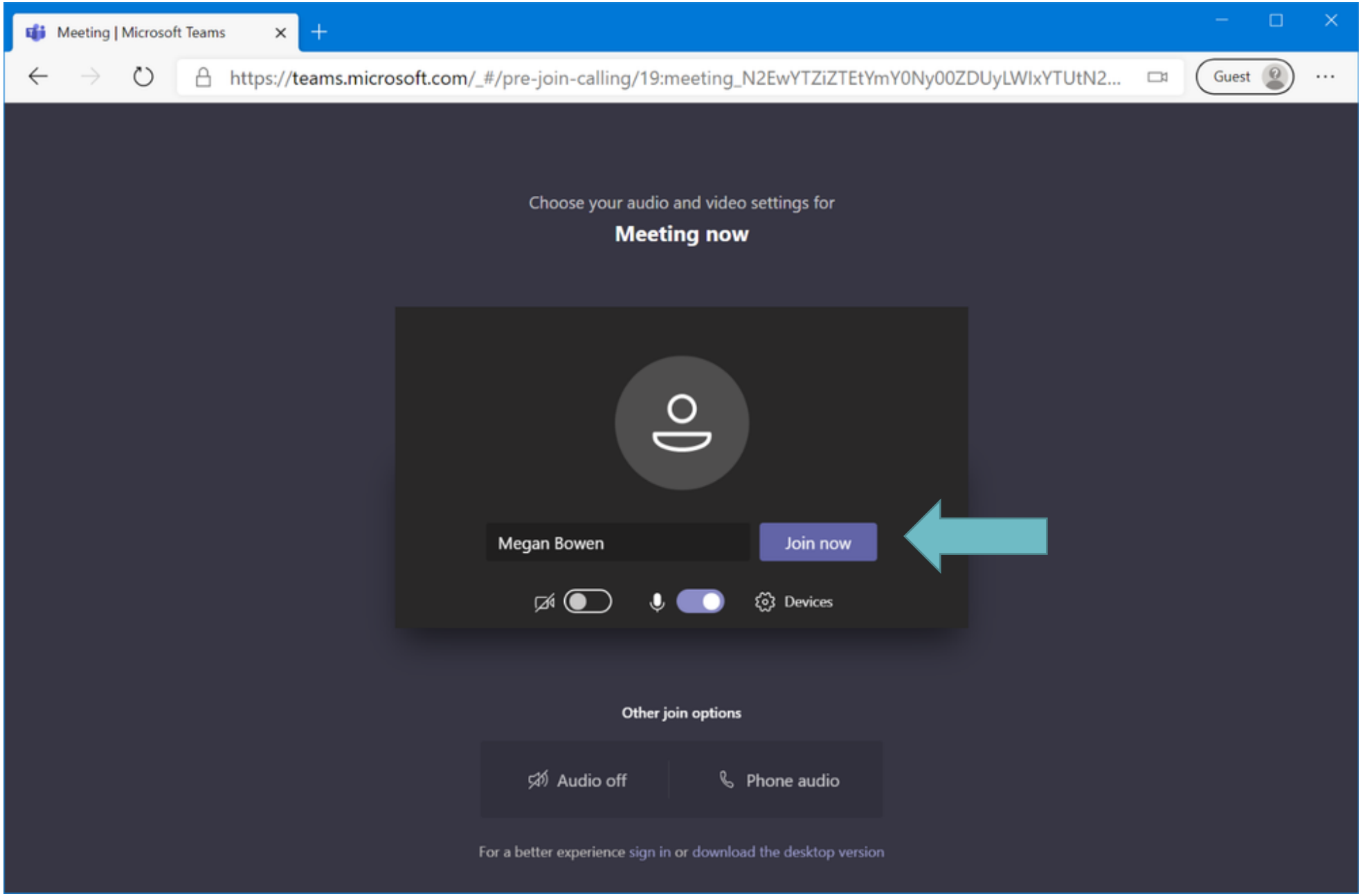


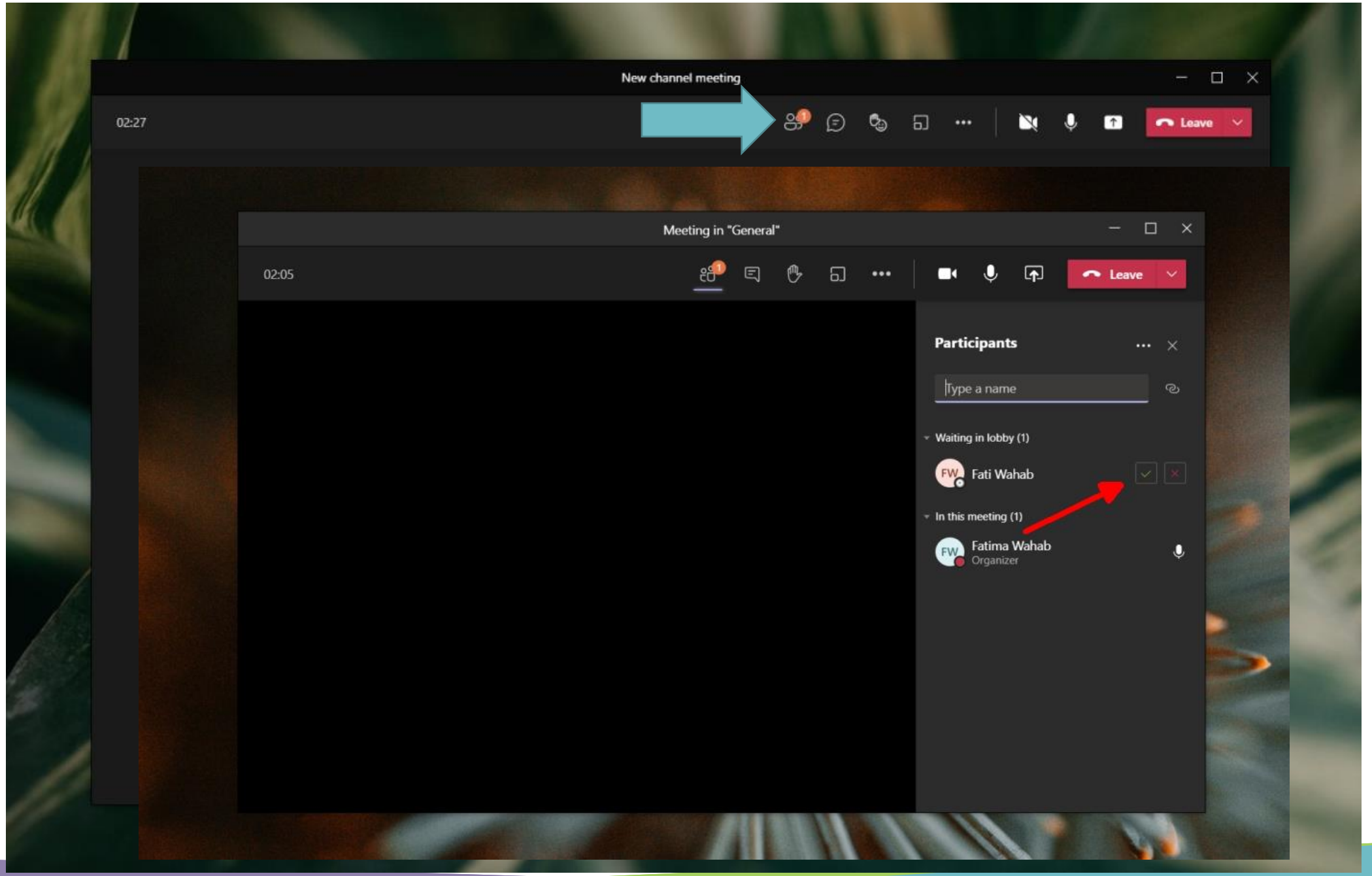
What if I already have a Teams account?

If you have a personal / work Teams account, **as the host**, you need to sign out of your personal / work account and sign into your PKDF O365 account.



Attendees can use personal / work accounts or continue on their browser.


Meeting | Microsoft Teams
https://teams.microsoft.com/_#/pre-join-calling/19:meeting_N2EwYTZiZTEtYmY0Ny00ZDUyLWIxYTUtN2...
Guest
Choose your audio and video settings for
Meeting now
Megan Bowen
Join now
Devices
Other join options
Audio off
Phone audio
For a better experience sign in or download the desktop version

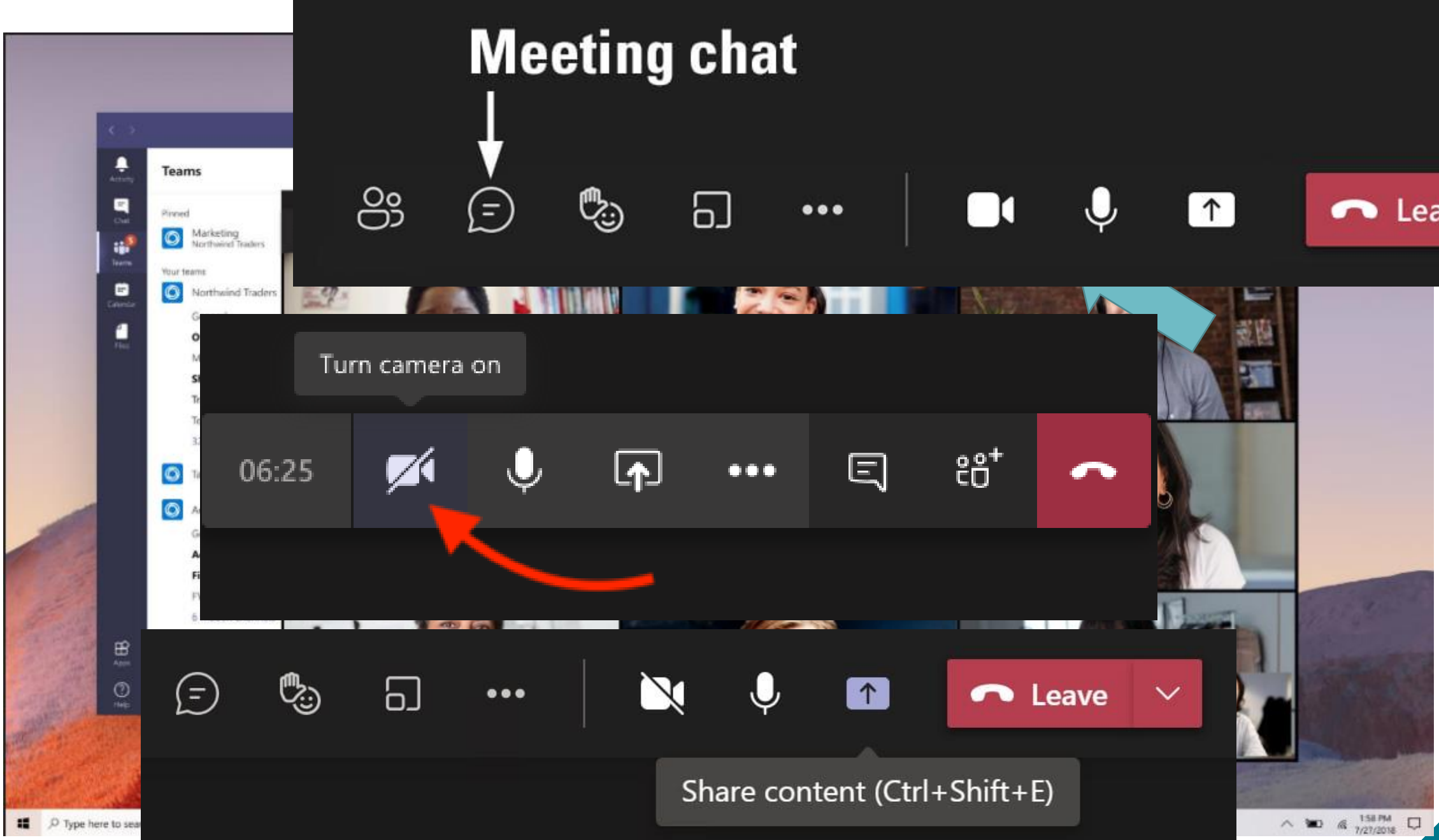

New channel meeting
02:27
Leave
Meeting in "General"
02:05
Leave
Participants
Type a name
Waiting in lobby (1)
FW
Fati Wahab
In this meeting (1)
FW
Fatima Wahab
Organizer

Let's Review!
Getting ready for your first Teams meeting

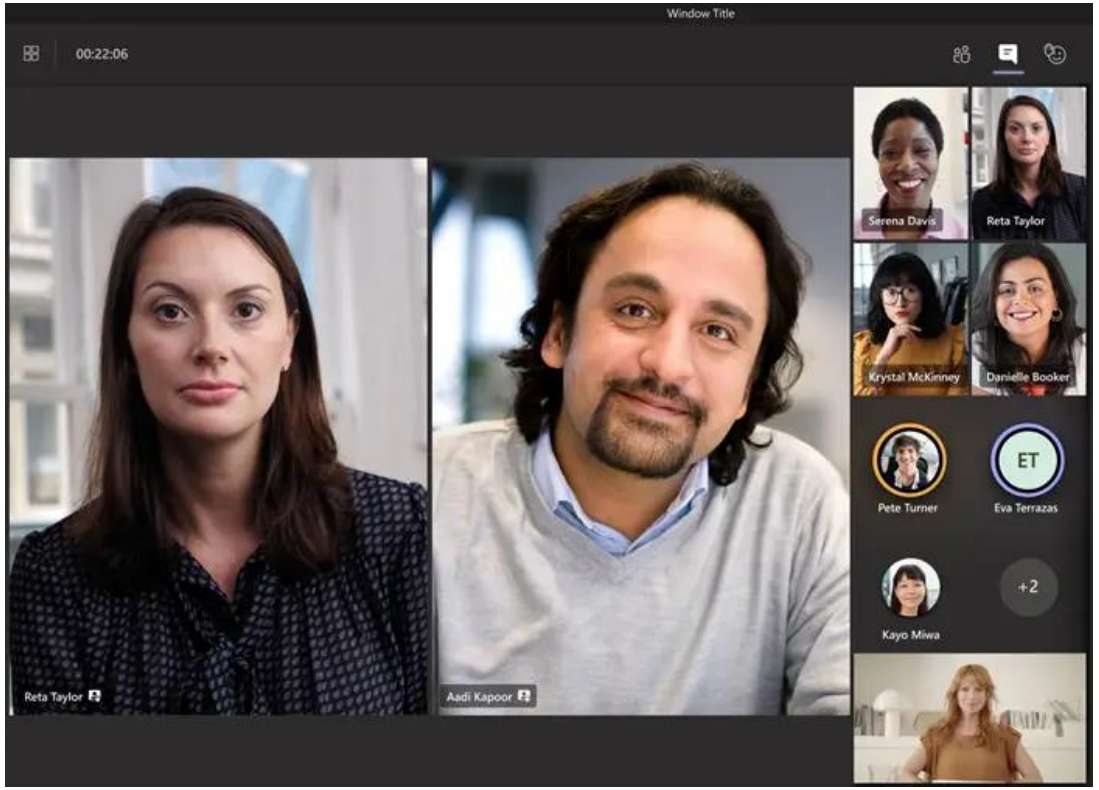
This Photo by Unknown author is licensed under CC BY-NC.

- Submit your volunteer event submission form
- Review / proof Community web page content
- RSVP to your meeting
- **Nicole will join your first meeting**
- Practice, practice, practice
- **We do not record Community Meetings**

Try out Teams features!


Meeting chat
Leave
Turn camera on
06:25
Leave
Share content (Ctrl+Shift+E)

Spotlighting



- Meeting organizers and presenters can "spotlight" meeting participants
- Video feed displays prominently in the meeting window
- Right click on video feed and choose Spotlight from the menu options

https://support.microsoft.com/en-us/office/spotlight-someone-s-video-in-a-teams-meeting-58be74a4-efac-4e89-a212-8d198182081e

Breakout rooms

- Breakout rooms are "mini" meeting rooms.
- Meeting organizers or presenters can create breakout rooms.
- Set up breakout rooms by clicking the breakout room icon in the upper right of the meeting window.

https://support.microsoft.com/en-us/office/use-breakout-rooms-in-teams-meetings-7de1f48a-da07-466c-a5ab-4ebace28e461

Trouble shooting

https://support.microsoft.com/en-us/office/troubleshoot-6fa7c08a-6fd4-47a0-b275-90a5f60f1df9

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