

Microsoft Teams



Everything you need to collaborate in a single and secure location.

Chat – to communicate quickly with your Team

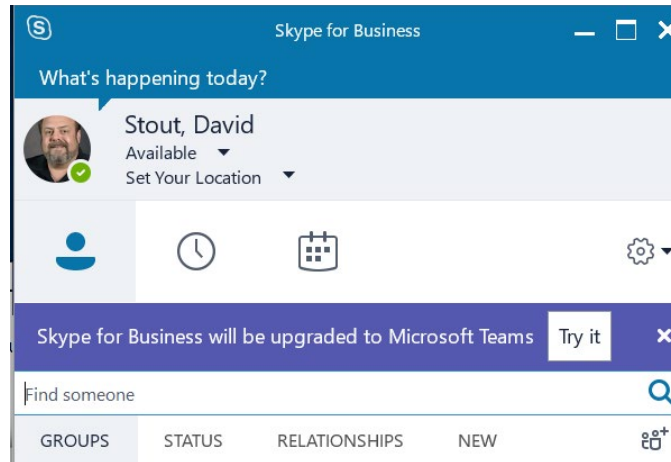
Meetings – Connect quickly and seamlessly, with video and content share

Apps – Use Microsoft Apps or Third-Party Apps

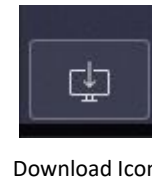
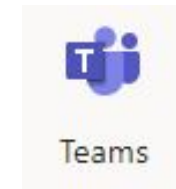
Files – Work on them as a Team, store them securely in one location

3 Easy ways to get Teams on your desktop

Search for the desktop app on your PC. It is part of the new AgCenter Windows 10 image.



Go to **Office.com**. Sign in with AgCenter credentials. Look for Teams, select it. Teams will open. Select the “Download” icon in the bottom left corner.



1. You might already have it
2. Through Skype for Business
3. Through Office365
www.office.com

A Quick Overview of the Teams window

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch the Store to browse or search apps you can add to Teams.

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

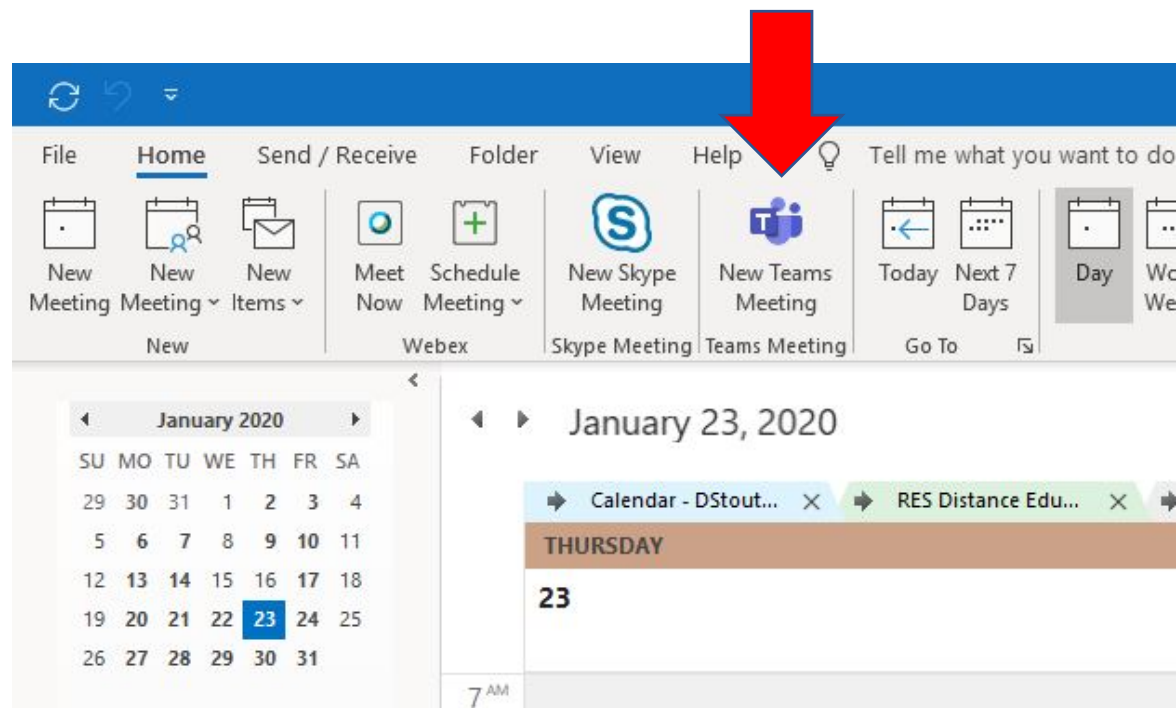
Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Creating a Teams Meeting

Teams is interwoven with the Outlook app for scheduling ease.



In the Outlook calendar...



Select New Teams Meeting...

TIP: If you do not see the “New Teams Meeting” icon it means Teams is not on the PC, or has never been opened, you just need to download Teams and it will automatically appear in your Outlook.

The Invite will open...

You haven't sent this meeting invitation yet.

Send

Title	Add a Meeting Title		
Required	Add people, type the last name of Ag folks, or the email of others		
Optional	Add David Stout or a support tech		
Start time	Wed 10/30/2019	8:30 AM	<input type="checkbox"/> All day <input type="checkbox"/> Time zones
End time	Wed 10/30/2019	9:00 AM	Make Recurring
Location	Microsoft Teams Meeting		

You can add your own comments in this area.

[Join Microsoft Teams Meeting](#)

+1 225-614-2374 United States, Baton Rouge (Toll)

Conference ID: 263 989 285#

Local numbers | Reset PIN | Learn more about Teams | [Meeting options](#)

This is the link to the Teams Meeting. People can now also join a meeting by telephone.

After you have sent the invitation, go back and select Meeting Options. Choose to Allow Everyone to bypass the lobby. This allows people to get right into the meeting. Also, lets invited people test with each other, even before the scheduled meeting time. Otherwise the meeting will not start until you Join.

Allow everyone to the party...Meeting Options

Join Microsoft Teams Meeting

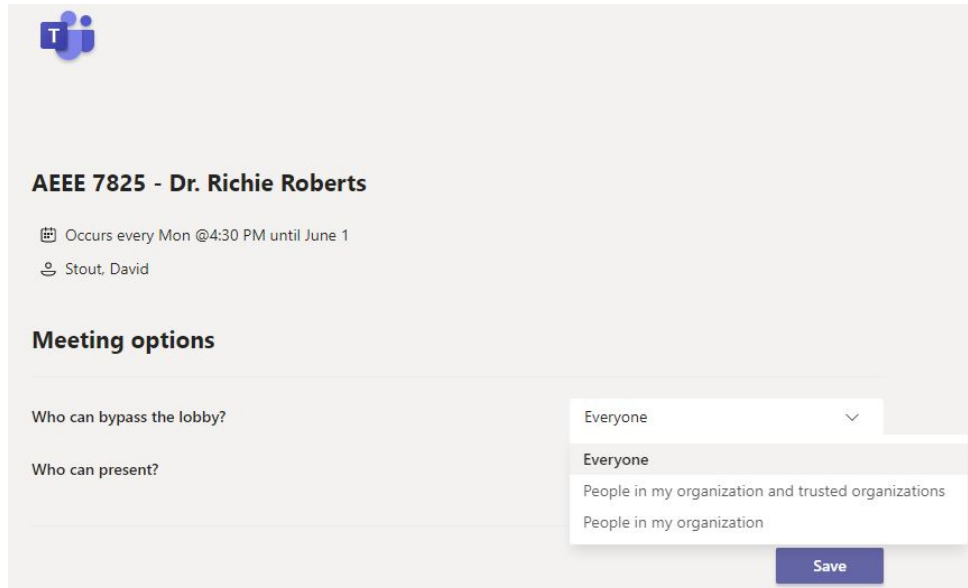
+1 225-614-2374 (Toll)

Conference ID: 665 411 71#

Local numbers | Reset PIN | Learn more about Teams | **Meeting options**

After you have created your Teams Meeting and sent your invitations, go to your link information and select “Meeting options”.

This will open a page in your browser.



The screenshot shows the Microsoft Teams interface for a meeting titled "AEEE 7825 - Dr. Richie Roberts". It includes a calendar icon and text indicating the meeting occurs every Monday at 4:30 PM until June 1, hosted by David Stout. Below this, the "Meeting options" section is visible. It contains two questions: "Who can bypass the lobby?" and "Who can present?". The "Who can bypass the lobby?" dropdown menu is open, showing three options: "Everyone" (selected), "People in my organization and trusted organizations", and "People in my organization". A "Save" button is located at the bottom right of the options section.

AEEE 7825 - Dr. Richie Roberts

Occurs every Mon @4:30 PM until June 1

Stout, David

Meeting options

Who can bypass the lobby?

Who can present?

Everyone

Everyone

People in my organization and trusted organizations

People in my organization

Save

This is where you can allow “Everyone” to bypass the lobby and to present their ideas through the Share feature.

Audio Conferencing with smartphones, landlines and PCs is easy with Teams Meetings scheduled through the Outlook Calendar



No need to haul out a Polycom unit, no need to pay monthly for the extra analog phone line drop. Use the audio capabilities of the video collaboration equipment.



No need to reserve a call bridge. PS – The campus call service has not been renewed and has no tech support. It lasts as long as it lasts and can end without warning.

+1 225-614-2374 United States, Baton Rouge
(Toll)

Conference ID: 931 789 478#



Each Teams Meeting created has a phone number and its own unique Conference ID # callers are assisted by familiar voice prompts to “add the Conference ID followed by the pound sign.”

Who can attend a Teams Meeting

People inside and outside of the AgCenter can attend a Teams Meeting, you can also add a meeting room. Selecting “Location” opens a list of rooms and starts a reservation request for the room in the Outlook Calendar.



TIP Adding a “Teams Room,” it is considered a resource, RESKnapp102, RESKnapp268D, etc.

When you add the room, whoever manages the room reservations will get an email. They will then respond with **Accept**, **Tentative** or **Decline**. If you select a time slot that is already been booked, the system will automatically **Decline** the meeting. Including, if just one date in a recurring series, is previously booked.


What is happening in the background when a reservation request is made?

● RES EFFERSON 214

Tentative: Vehicle Log Training

When Thursday, February 27, 2020 9:30 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).

Location Microsoft Teams Meeting; RES EFFERSON 214

 RES EFFERSON 214 has tentatively accepted this meeting.

Your request was received and is pending approval.

Your meeting request has been submitted. Please call Bobbye Heath at 225-578-2042 if you have any questions.

Sent by Microsoft Exchange Server 2016

● Stout, David on behalf of ● RES EFFERSON 214

Accepted: Stout, David Vehicle Log Training

When Thursday, February 27, 2020 9:30 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).

Location Microsoft Teams Meeting; RES EFFERSON 214

 Stout, David has accepted this meeting on behalf of RES EFFERSON 214.

When you add the RESroom as either a “Required Participant” or by using the “Location” button, two automatic emails are sent, one to you, showing the room is **Tentative**, and one, a room request, goes to to the room manager.

If even 15 minutes of your requested time overlaps a pre-existing reservation your request will be **Declined**.

Once the meeting has been **Accepted**, you will receive and automatically generated e-mail back, confirming that the meeting request was **Accepted**. The reservation will now show on the Outlook Calendar for the room.

So I got an invite to a Microsoft Teams Meeting, what do I do?

Accepting an Invitation will put it on your Outlook Calendar. You can join using a computer or phone. If you have MS Teams, open or not, and you click the link, it will open your MS Teams and bring you to the lobby for the virtual meeting space.

[Join Microsoft Teams Meeting](#)

+1 225-614-2374 (Toll)

Conference ID: 665 411 71#

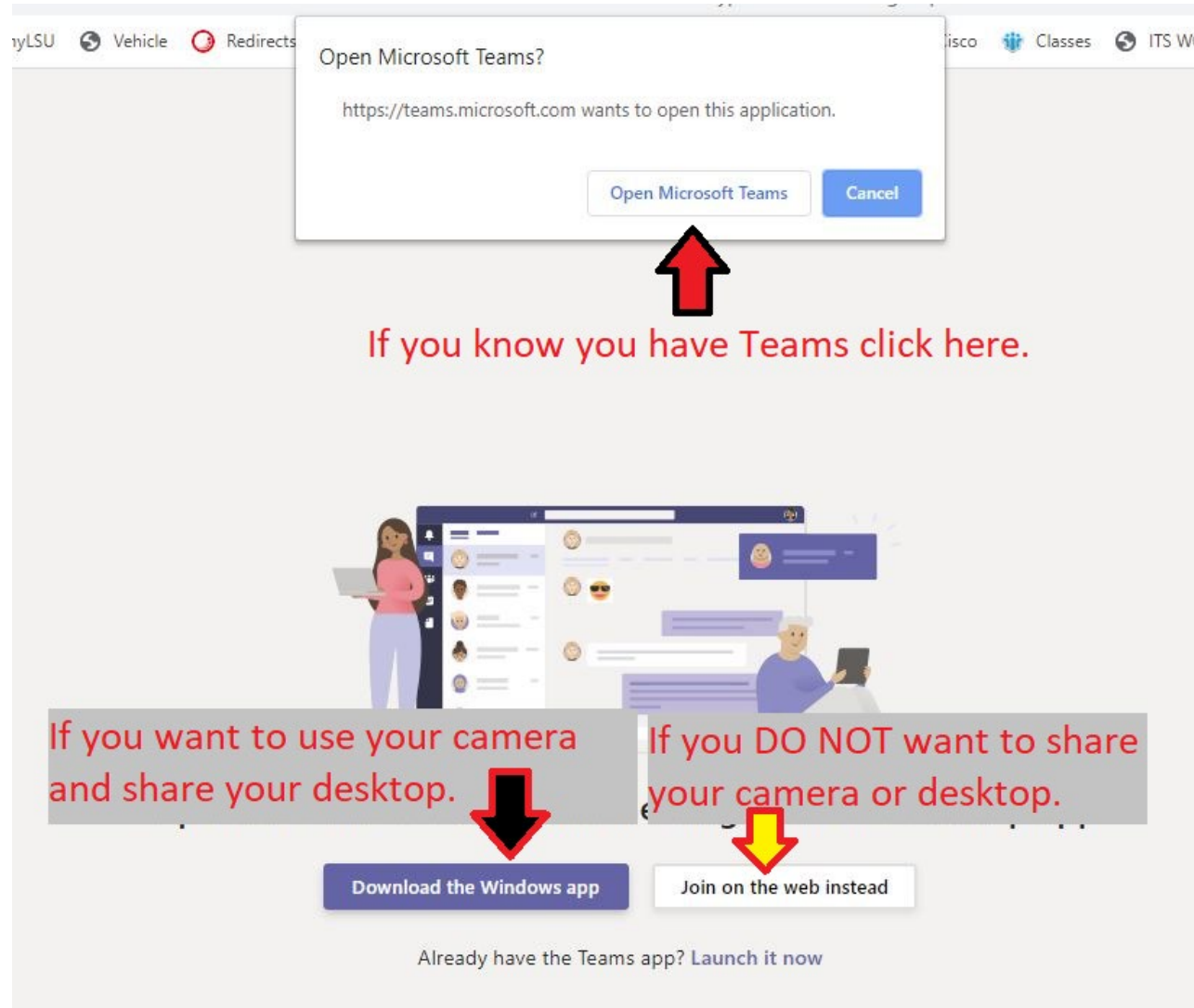
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



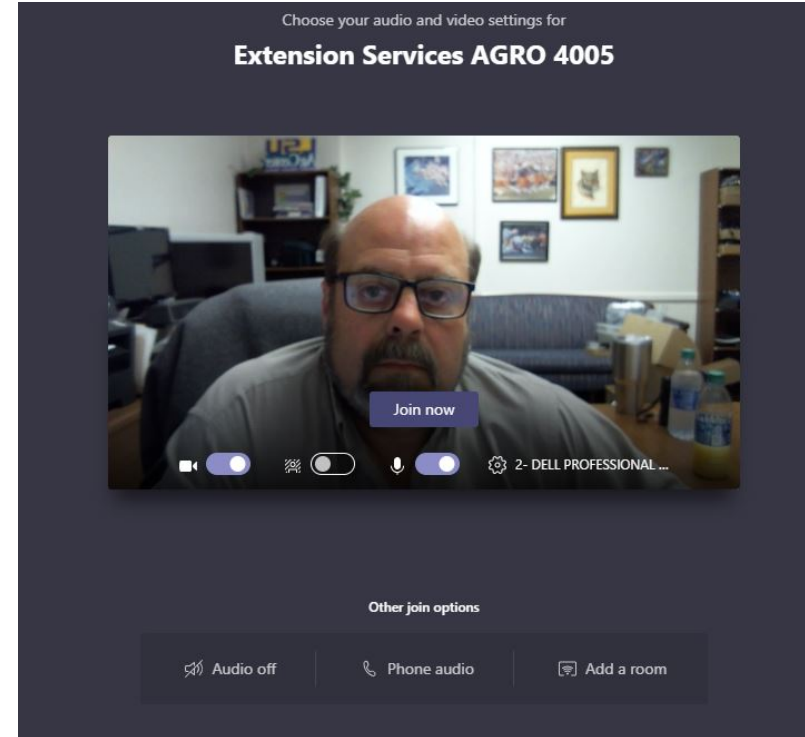
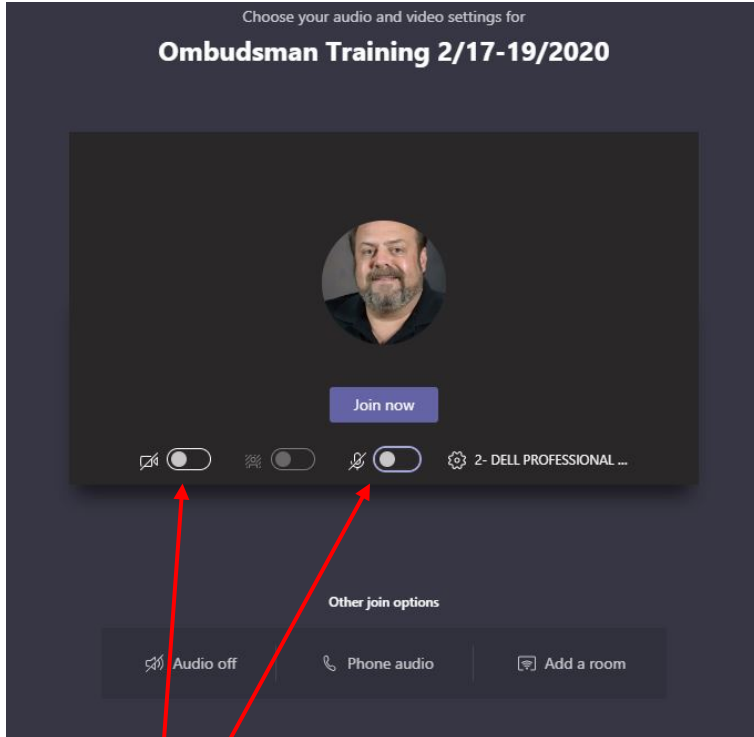
This is the link.

The link will connect with a webRTC protocol that will allow access right through the browser. It is better to join with the full app, you will get a better connection, eliminate browser issues, and get a more feature rich environment.

Clicking the link, from an AgCenter person or from an outside organization, will open a web page right in your browser:



Everyone who Joins the meeting, first lands at the pre-join screen, to select the audio and video settings.



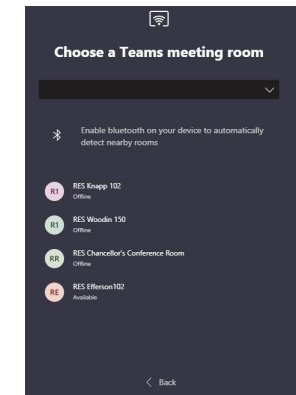
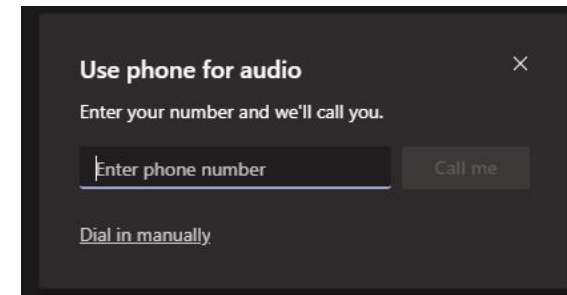
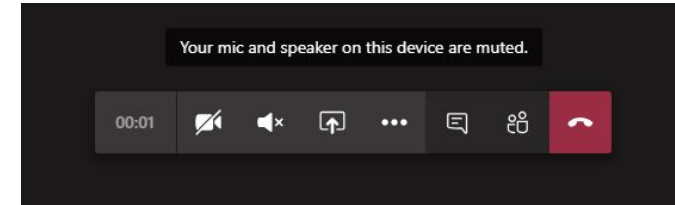
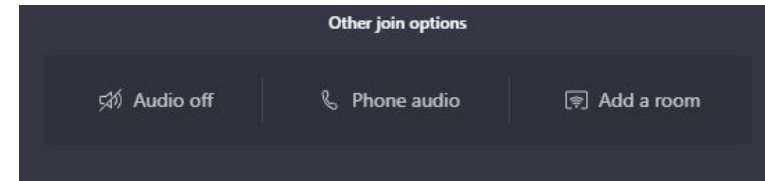
By MUTING first - you can enter the meeting silently.

The Other join options...

Audio off: This prevents echo when there is already an active mic and speaker in the room. If you are taking notes, monitoring the Chat, following on a personal device.

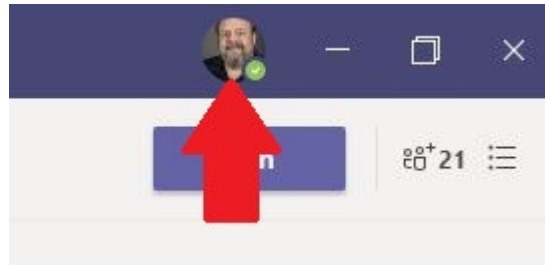
Phone audio: Sends the audio portion to your phone. If you do not have speakers or a mic or you require privacy in an open office or a public space

Add a room: Add a room to your meeting to use its sound and video. Your own device will connect without audio to prevent echo.

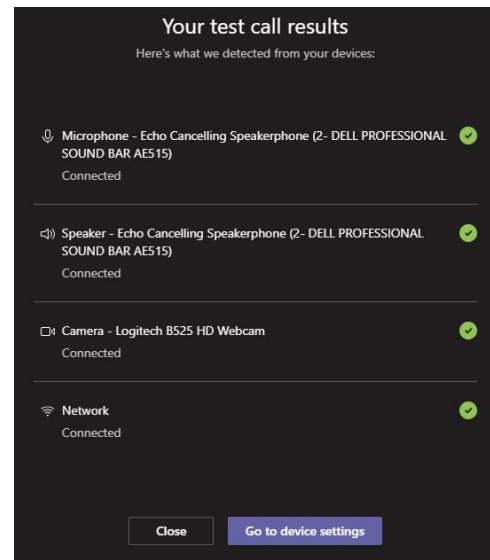
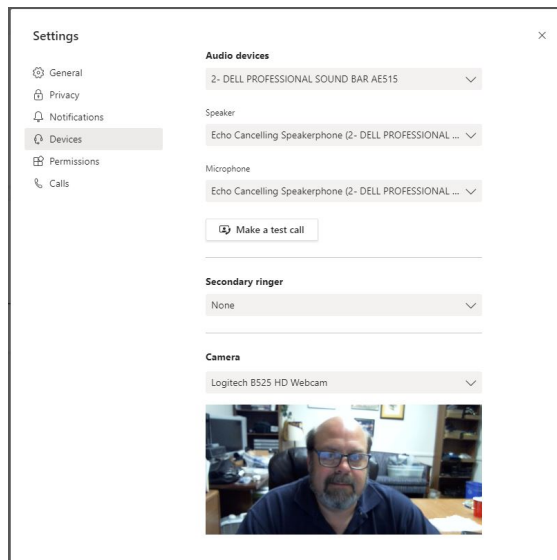


Check before you start the meeting.

Once in Teams, select your User Button, then choose “Settings”

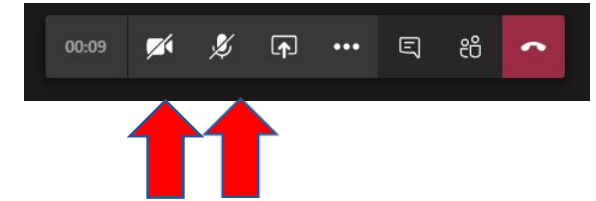


In the “Settings” window, select “Devices” make sure the proper devices are selected for your meeting. Preform the “Make a test call”.

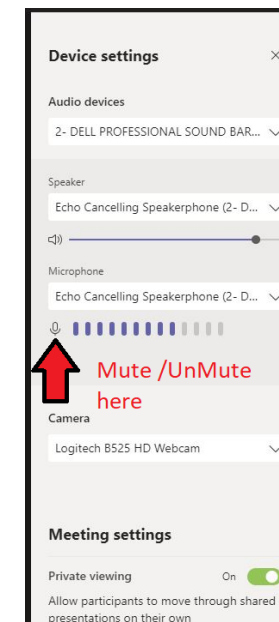
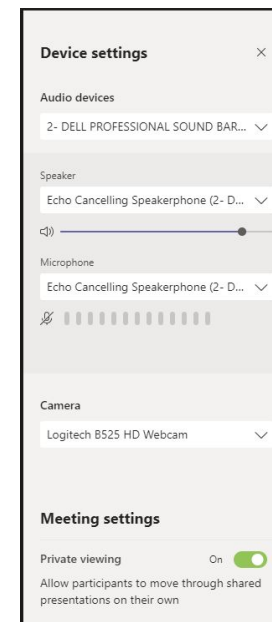
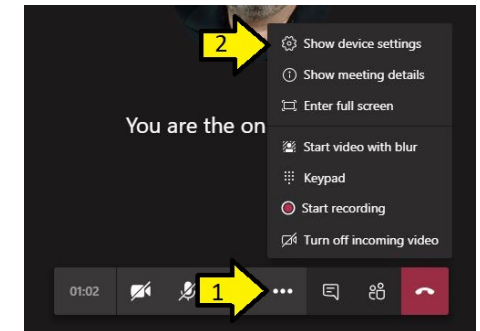


Check from within the meeting.

While in the meeting, move your cursor and check the icons. This indicates the Camera and Mic are Muted. Select the icon to unmute.



You can also select the elipse. Then select “Show Device Settings” it will open a box, you can adjust settings from there.



Recording a Meeting

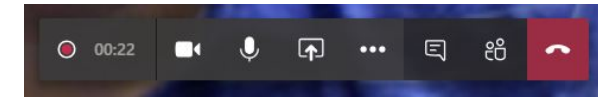
Generally, anyone who is in the meeting as a Member with an AgCenter credential can start or stop a recording, even if the meeting organizer is not present.



Everyone in the meeting is notified a recording has started.

Tell everyone you are recording.

Also a notification shows in the Chat.



Recording has started. By joining the meeting, you have given consent for it to be recorded. [Privacy Policy](#)

⚠ You're recording Let everyone know that they're being recorded.

[Privacy policy](#)

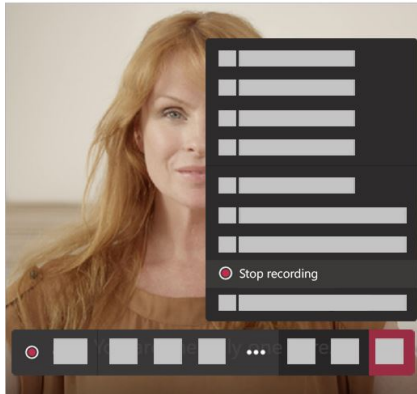
[Dismiss](#)

Recording: Meeting
Recording has started

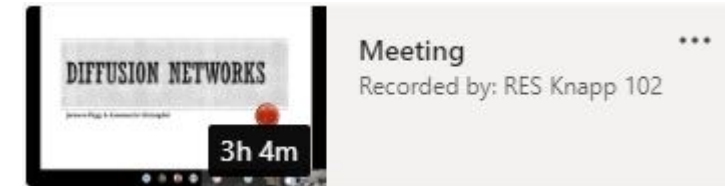
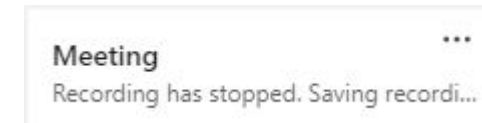
Notes:

- Recording continues even if the person who started the recording has left the meeting.
- The recording stops automatically once everyone leaves the meeting.
- If someone forgets to leave the meeting, the recording automatically ends after four hours.

Recording continued...



After the recording stops, it is then processed and saved in the cloud to Microsoft Stream and available for viewing to all meeting participants in the Chat.

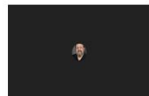


Your meeting recording is here! — "AEEE 7825 - Dr. Richie Roberts"



EXTERNAL EMAIL: Do Not Click on links or attachments unless you know the content is safe.


Your content is ready to stream!



AEEE 7825 - Dr. Richie Roberts
to [publish](#), [view](#), [edit](#) or [share](#)!

[Manage your Stream notification preferences here.](#)

Do not respond to this email. This mailbox is not monitored.
Microsoft respects your privacy. Please read our [Privacy Statement](#)

The person who started the recording the receives an email from Microsoft Stream when the recording is available.

Note: In addition to storing the recording on Microsoft Stream, we'll provide a link to the recording in the meeting chat which is available for seven days. Anyone who participated in the meeting can access this link and download the recording.

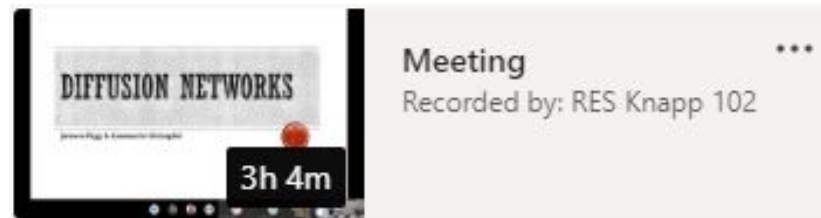
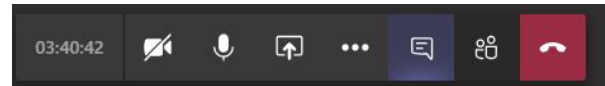
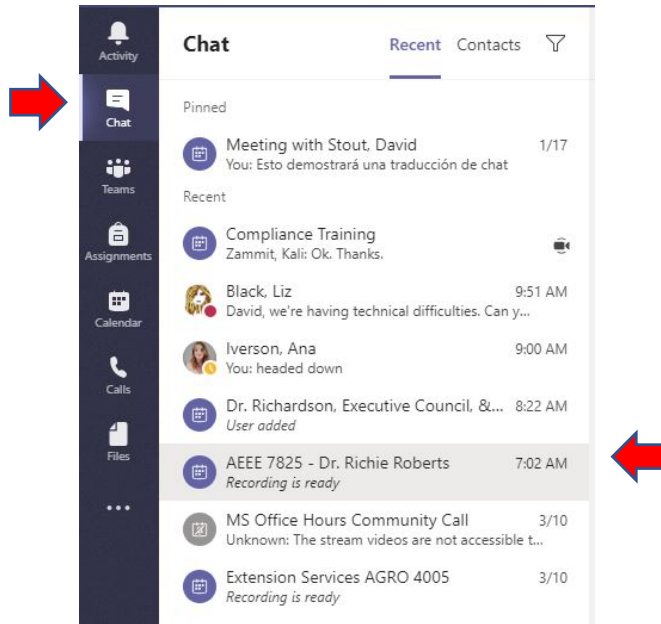
Playing back a recording

The recordings are stored in the Chat section.

Open Teams, select your Chat icon from the left side and pick the recording.

OR

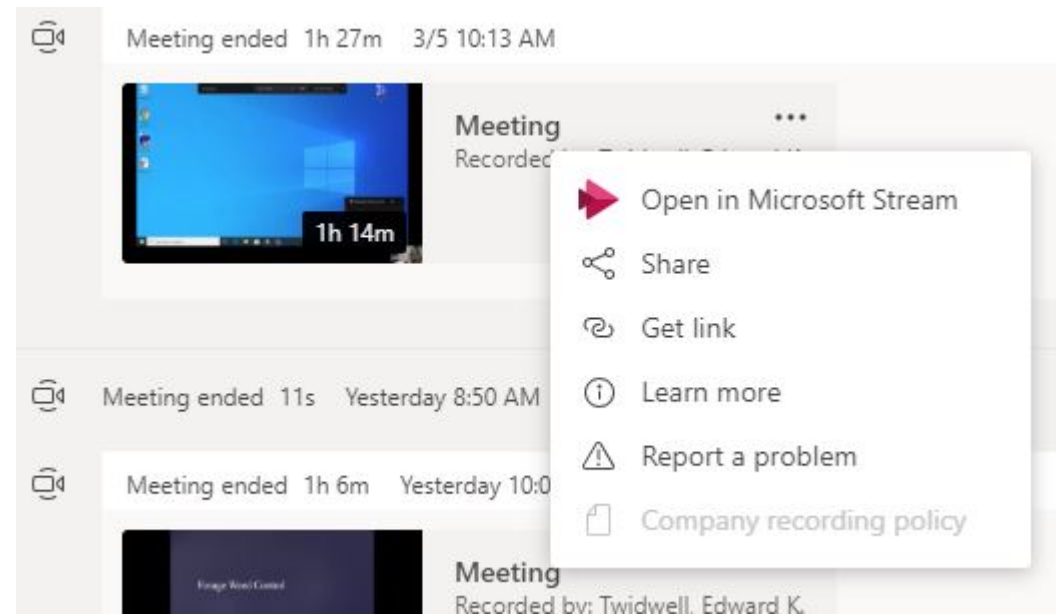
Join the meeting, using the same link, open the Chat.



This is the gateway to the recording.

Playback continued...

You can simply place your cursor on the video thumbnail image and “Play Video” or you can open it in Microsoft Stream. This will allow the Owner of the video to alter permissions for sharing the video, you can allow it to be available for the entire AgCenter, you can trim the beginning or end off, and you can download an MP4 copy, to be placed into Moodle or Files to Geaux



“Yes, A Teams Room you say...”

So, what is a “Teams Room”? Simply a room with a room camera, usually a PTZ camera, at least one room microphone, and speakers all connected to a built-in PC. Some are larger, like Knapp 102, Efferson 212 and 214; some are smaller, Efferson 101,102,104, Miller 147.



The AgCenter has standardized on the MS MeetUp for a small rooms, the Tap is additional.



Many rooms have the Logitech PTZ USB camera and a MXL the AC-404z microphone.

A "Certified Microsoft Teams Room" is a little different

 **Ilya Bukshteyn, Microsoft**

"Microsoft Teams Rooms are purpose-built systems for meeting rooms, running Windows 10 locked down to our room system specific application (not Microsoft Teams desktop client). The only actual Microsoft Teams Rooms systems are from the 6 OEMs we partner with and validate: HP, Logitech, Polycom, Crestron, Lenovo, and Yealink. We only recommend and support Certified audio / video peripherals be used with MTR systems."

You can find Certified and recommended devices for Teams at **office.com/teamsdevices**



What devices – camera, microphone and speakers can I use?

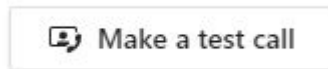
There are various devices that have the official stamp from Microsoft that they are “approved for Teams use”, they can be found here:

<https://products.office.com/en-us/microsoft-teams/across-devices/devices>

Remember almost any USB webcam will work. They will usually have a microphone built-in to the camera. They are readily available at WalMart, BestBuy and online.

Most laptops have all of this built-in. If you use an additional device be sure to select the proper device in Teams. You can switch between cameras in the Teams app you cannot switch if you are using a Tap device (Eff 212, 214, 101; Knapp 241C).

ALWAYS TEST BEFORE THE CALL. Get in early and test use the “Make a test call” button in the Teams Settings



before joining the call.

Hello? Yes, I'm ready for the video conference.

