

Tips for Teams

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A “Team” encompasses a larger group of people. A “channel” provides a space for a smaller focused group.

Please note that [EdIT is supporting Teams for the College of Education](#), so please do not send tickets to ITaP for help or support with COE Teams. Please contact: EdIT@purdue.edu.

Thank you!

1. Download Teams on any device

You can download teams on any device using this web site:

<https://teams.microsoft.com/downloads>

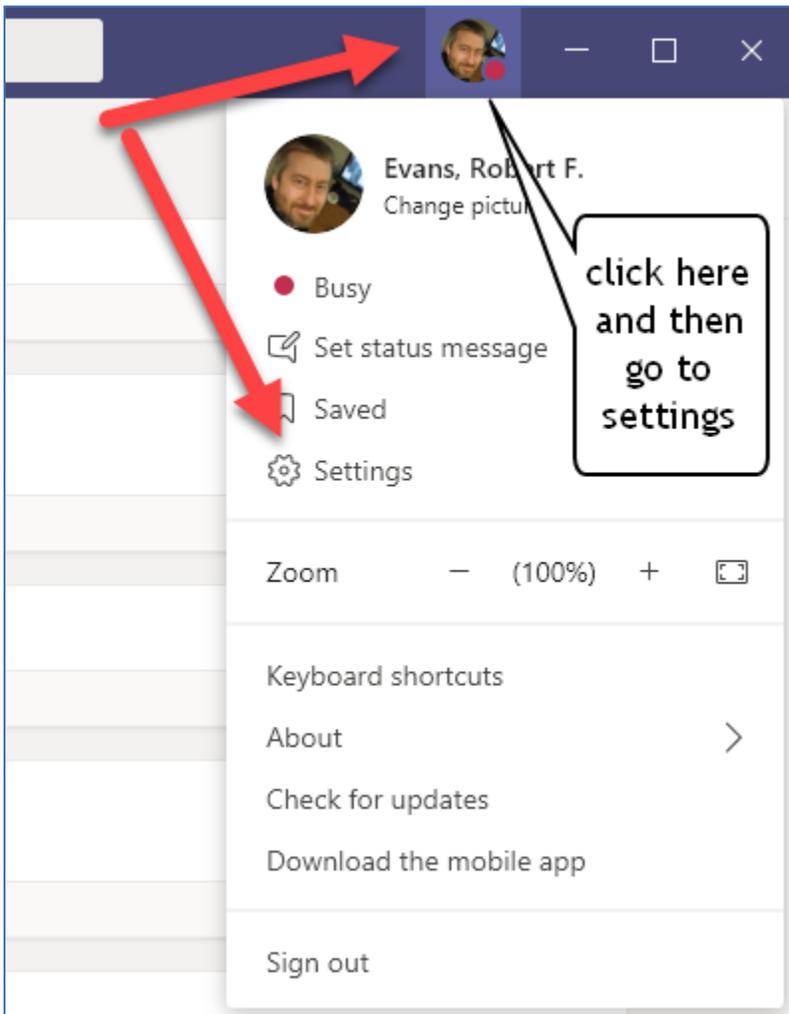
Log in with [username@purdue.edu](#) + your Purdue password (not BoilerKey).

It will install on any computer and you do not need to be an *administrator* of the computer you are using.

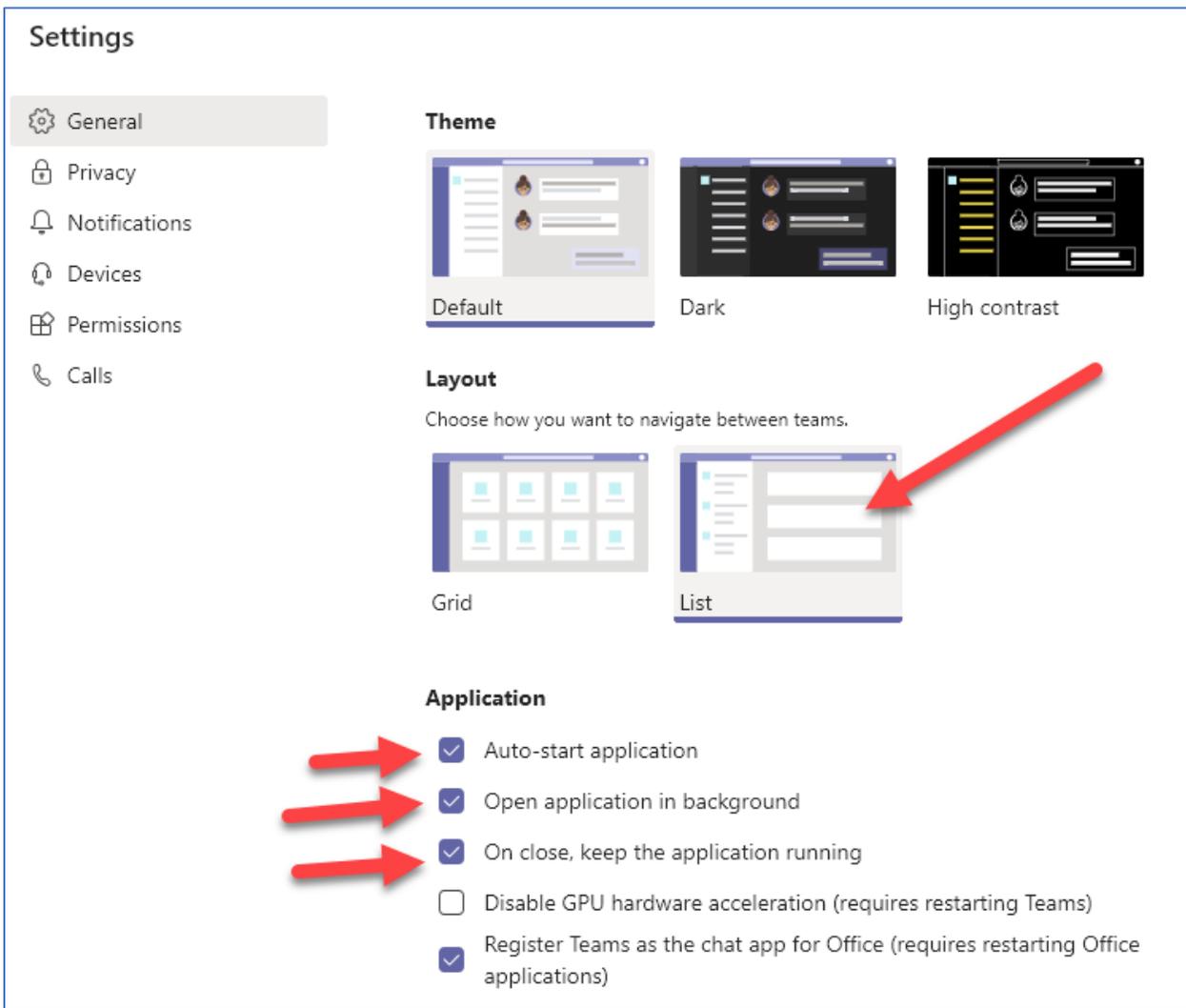
It works well on tablets and smartphones and can be configured to show team activity *alerts* just like text messages. It can also make calls just like normal phone/video calls.

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2. Configuring the look & feel of Teams:



...continued...

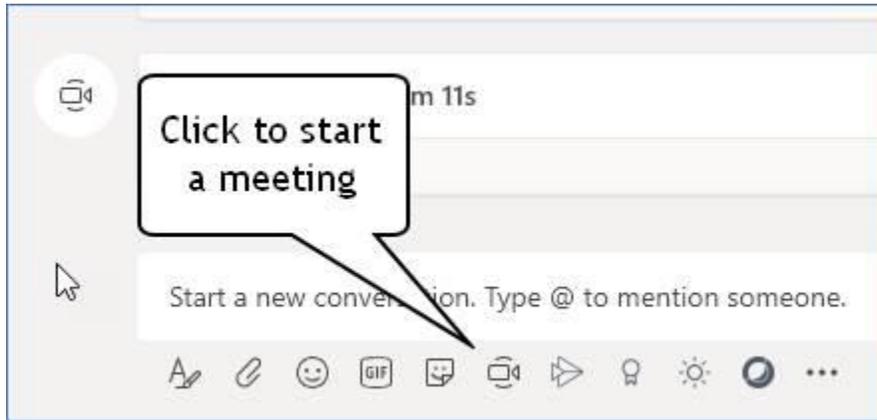


Then click the X at top right to close this window (don't click the X to close teams).

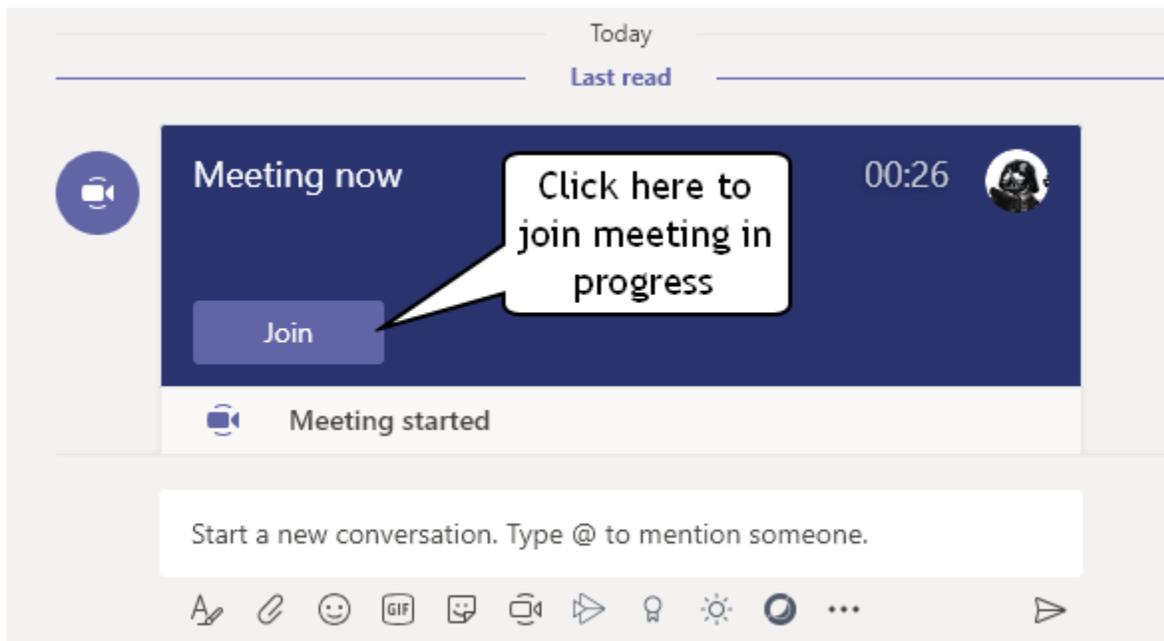
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3. Screen shots for getting around Teams

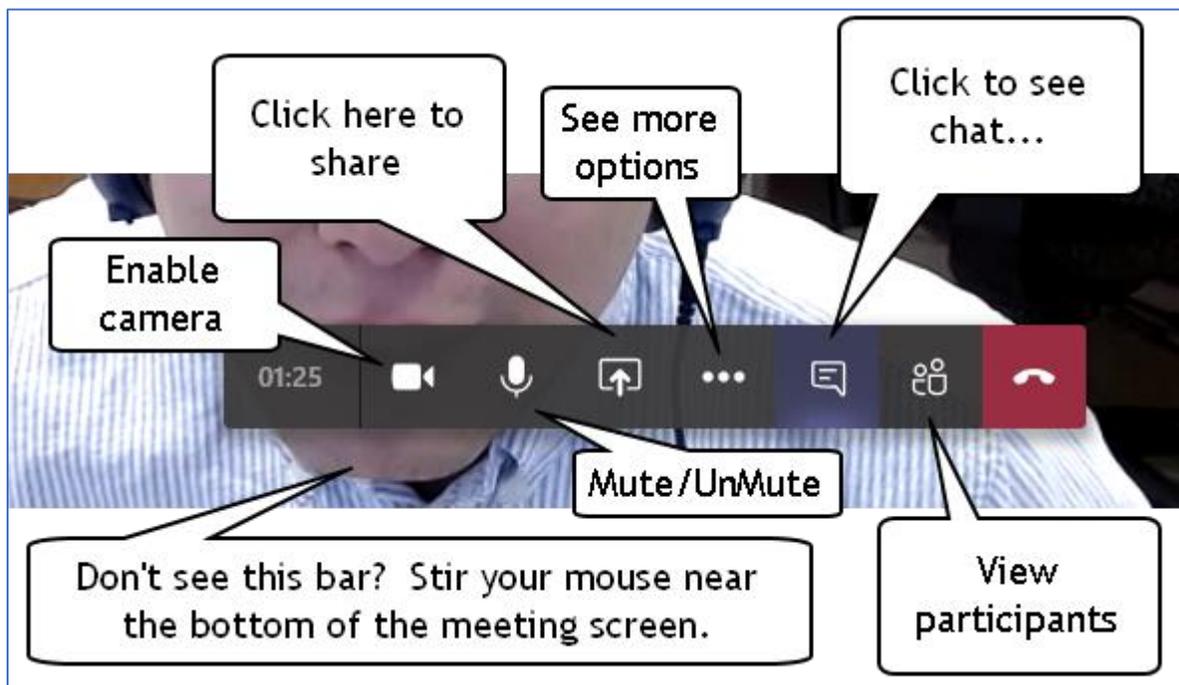
Start a meeting in a channel for all channel members to see:



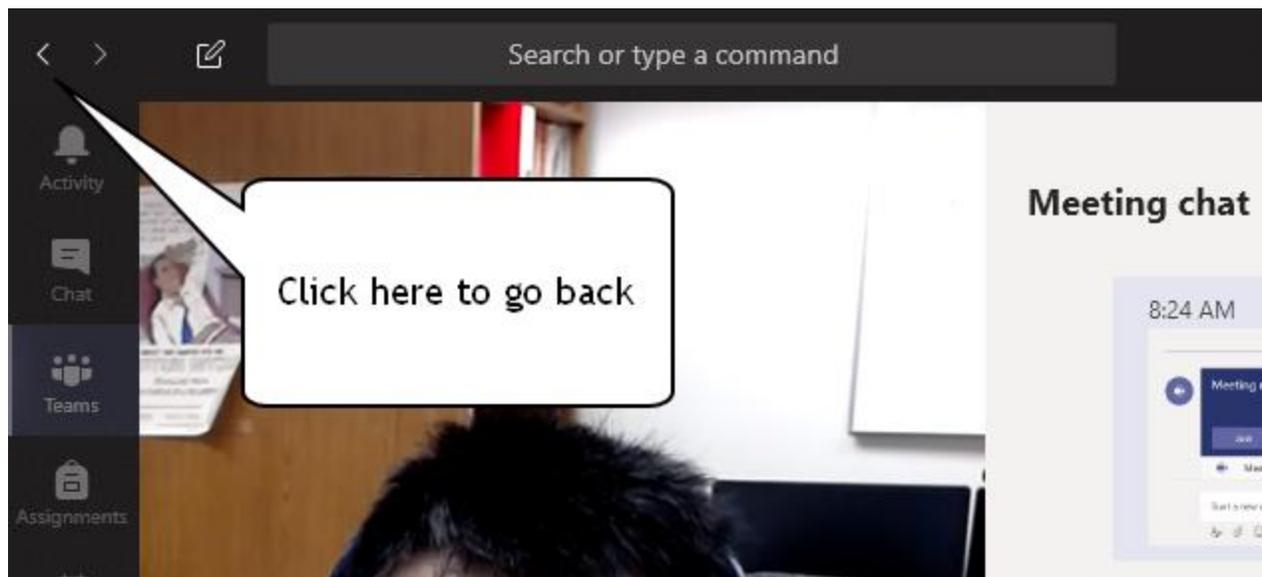
Join a meeting already in progress within a channel:



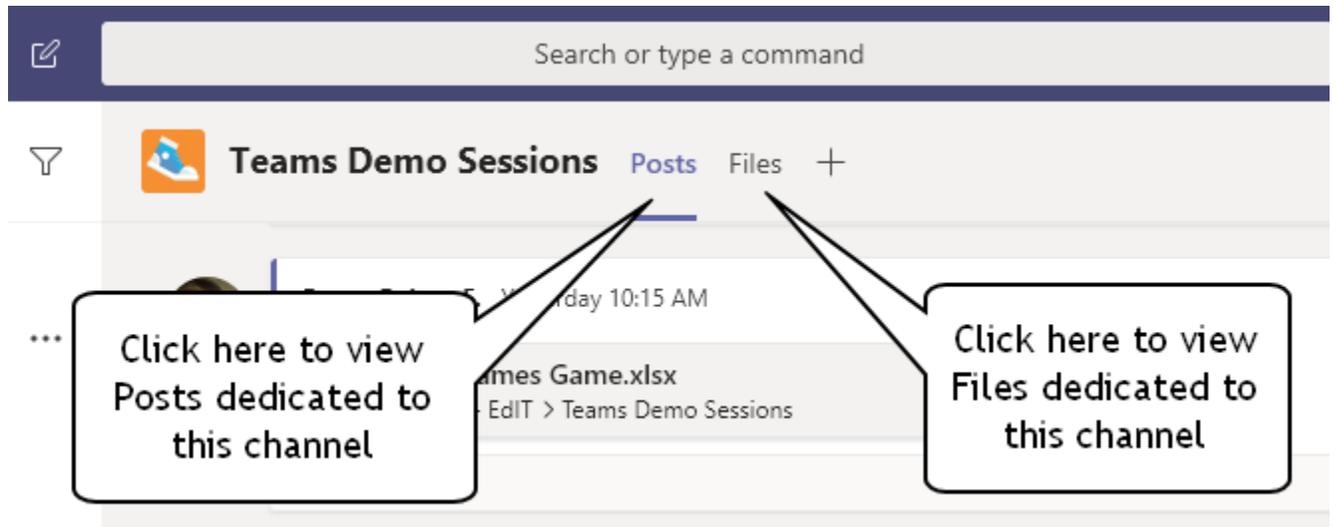
Use the “control bar” in a video/audio meeting:



Go back to the previous screen you were viewing:



Switch between Posts and Files tabs:



Copy documents from your OneDrive account into Teams:

See this video:

<https://edit.education.purdue.edu/download2/video/Copy-From-OneDrive-To-Teams.mp4>

(There is no voice narration with this video)

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4. Template wording for asking your group to join a meeting:

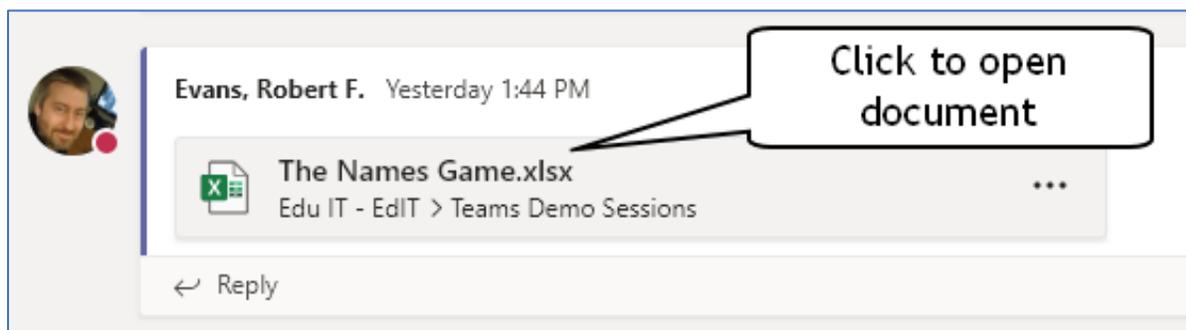
We'll use Microsoft Teams for the meeting so if you haven't downloaded the Teams app yet, please do. You can download the app here:

<https://teams.microsoft.com/downloads>

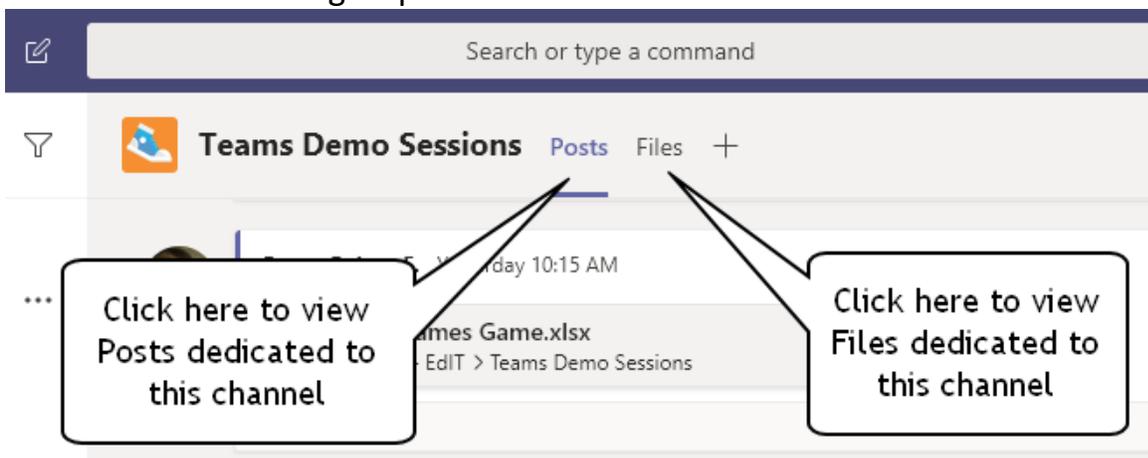
(available for Windows, Mac OS, tablets, smartphones)

When you launch Teams, sign in with your Purdue alias@purdue.edu and password (the same you use for logging into Office 365). Then do the following:

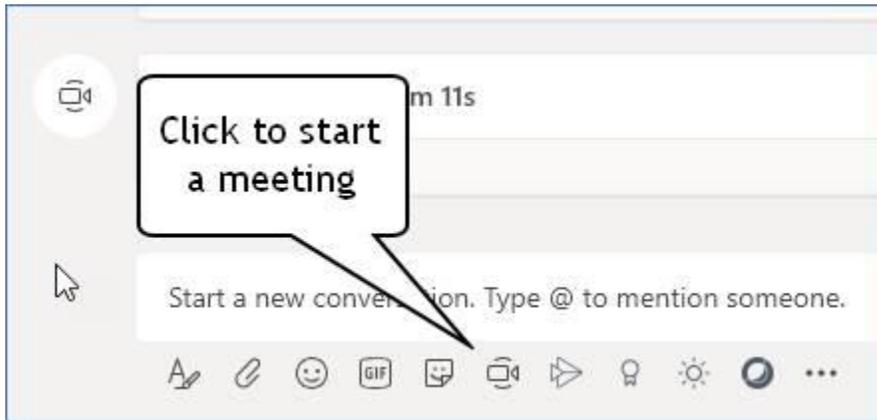
1. Go to "Teams" at the left-hand side of the screen
2. Click on the name of our team
3. Click the name of our channel
4. I have already posted links to a some of documents in the "Posts" tab. Click them to open and view the documents.



5. You can also find our group files in the "Files" tab.



6. In the channel there will also be a link to join a meeting. Join the meeting with your camera and microphone active.
7. If you are the first, click the camera icon to start a new meeting...



Here are some tips for configuring the look and feel of Teams in Windows:

Tips for Teams

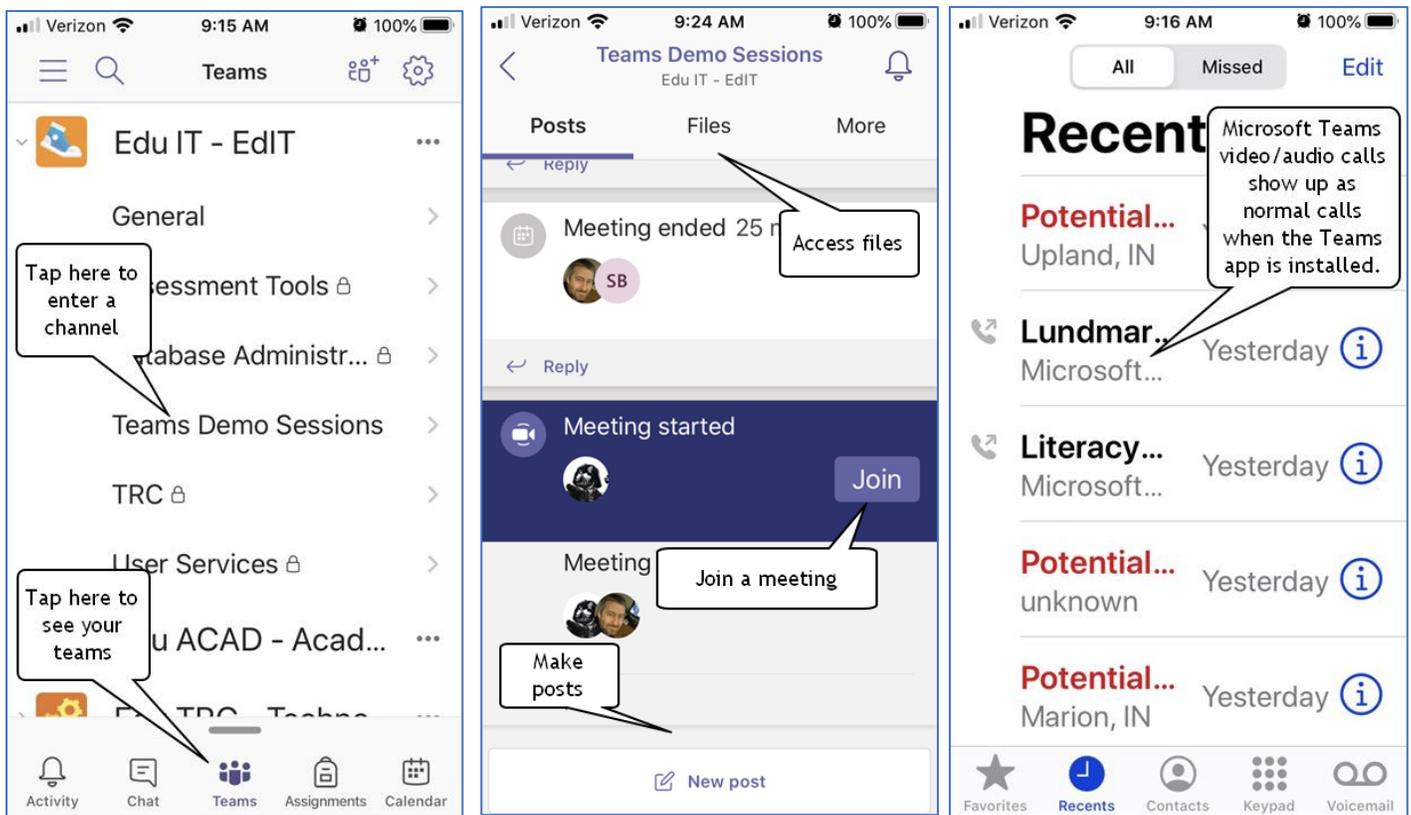
<https://edit.education.purdue.edu/download2/Tips-For-Teams.pdf>

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5. Teams app for smartphones and tablets

If you download the Teams app on your smartphone or tablet, you can potentially use cellular data service or home WiFi to interact with your department or office. Below are some screenshots of the Teams app on an iPhone...

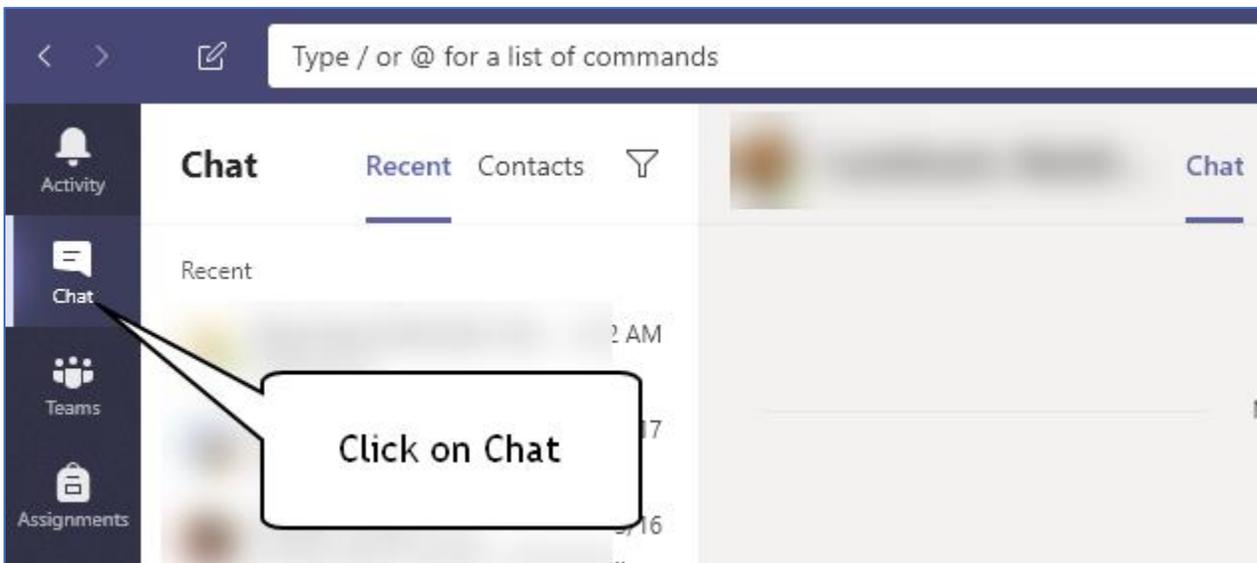


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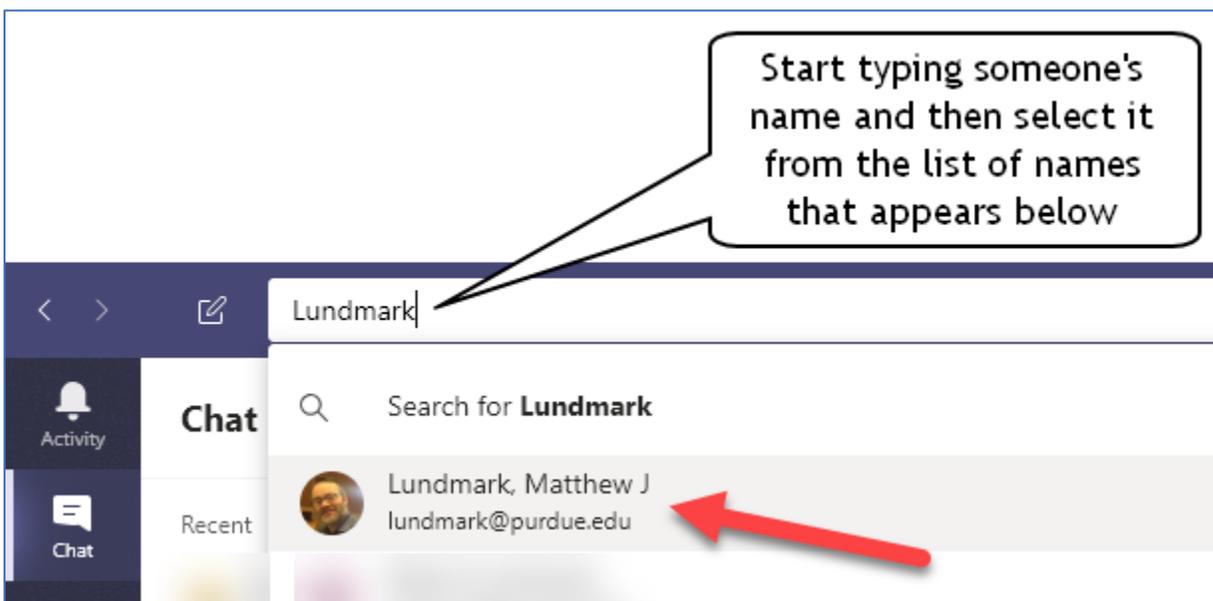
6. How to start a Chat or Video call with any user or group

To start a new chat, video, audio session with any user or group at Purdue (*not limited to people in your Team*) do the following:

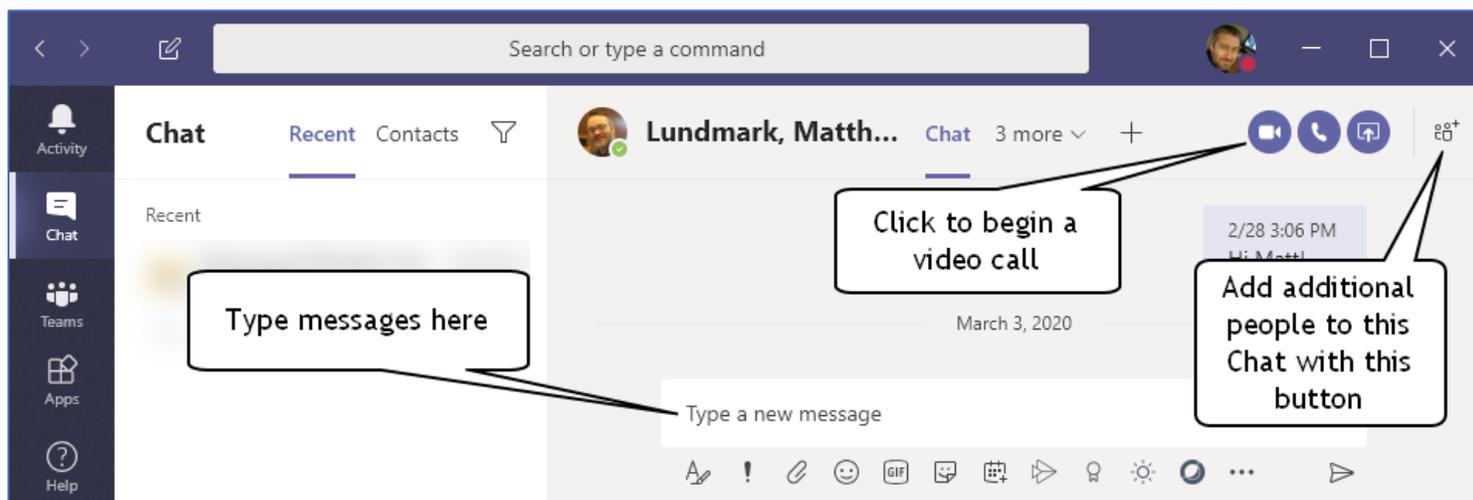
1. Go to the Chat area of Teams:



2. Starting typing name of the first person to join your Chat and select the person (we can add more people later if needed):



3. Once you have selected someone to chat with, you can simply begin typing messages to them, or you can initiate a video or audio meeting using the Video call or Audio call buttons. If you want to add additional people to this chat, click the Add people button to locate and add one or more participants:



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7. How to request a new channel

In the College of Education, we are using Microsoft Teams for internal administrative support work. We are not using Teams for undergraduate courses. Unlike Brightspace and Blackboard LMS systems, Teams does not auto-populate users, and user accounts must be *manually added in two places*: (1) to a team, and the (2) to a channel. So populating and depopulating entire courses within Teams is out of scope for EdIT. If you need to interact with **students**, the **Purdue LMS and WebEx** are the recommended tools. Here is Purdue's resource for information about Teaching Remotely:

Teaching Remotely Overview

<https://www.purdue.edu/innovativelearning/teaching-remotely/>

For groups of ~15 people or less, we can create “channels” for:

- ***faculty/RA research groups***
- ***faculty/TA course support groups***
- ***project groups***

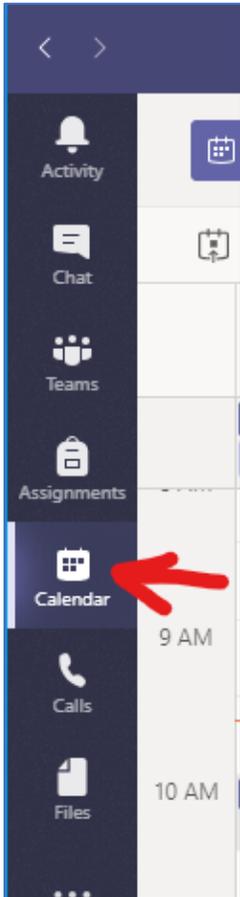
We can add anyone at Purdue to a Team+channel, and in some cases, we can add people external to Purdue (we can try to add a non-Purdue person and see if it works).

If you need a new channel, please email EdIT@purdue.edu with the brief name of the channel, and the names and email addresses of the people who need to be added to the channel.

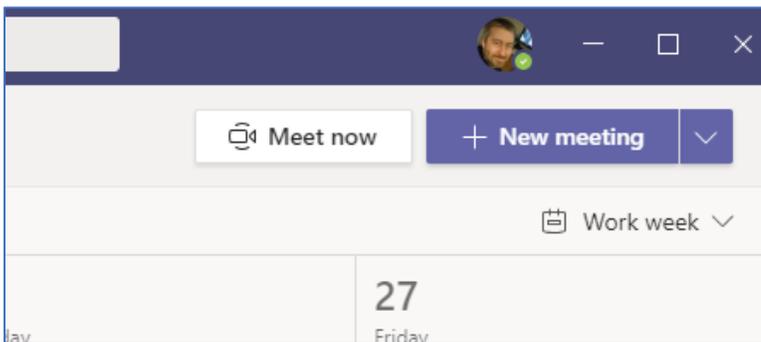
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8. Schedule a Teams meeting and invite attendees (in Teams)

Within Teams, go to Calendar:



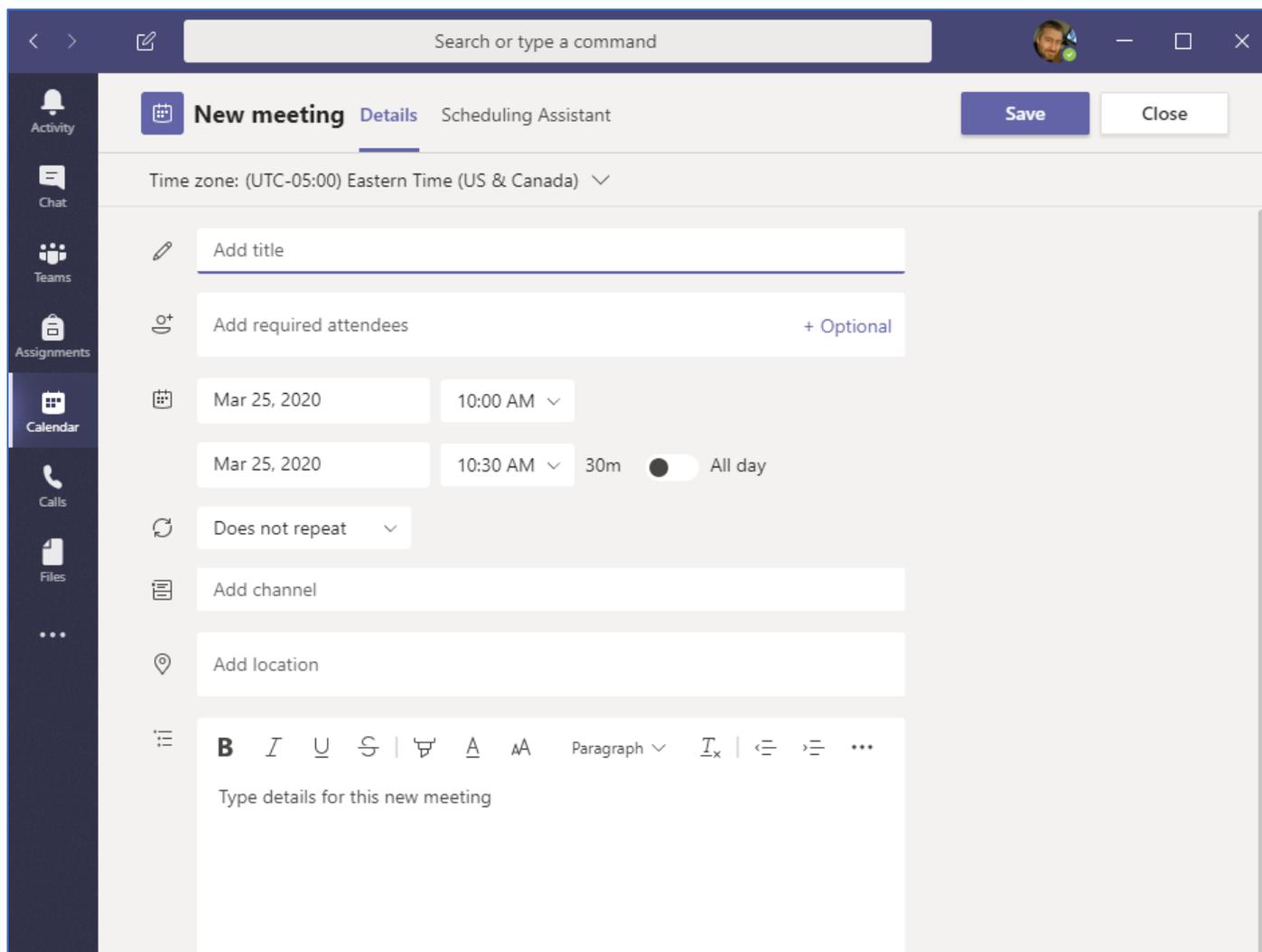
Click “New Meeting” at top right:



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Enter meeting title, details, and add attendees that should be invited to the meeting (they will receive a meeting invitation via email/calendar with a link to the meeting):

Note: You can add any email address or mailing list, such as a departmental mailing list, in the “Add required attendees” textbox.



The screenshot shows the Microsoft Teams 'New meeting' dialog box. The window title is 'New meeting Details' with a 'Scheduling Assistant' tab. There are 'Save' and 'Close' buttons in the top right. The time zone is set to '(UTC-05:00) Eastern Time (US & Canada)'. The form includes the following fields and options:

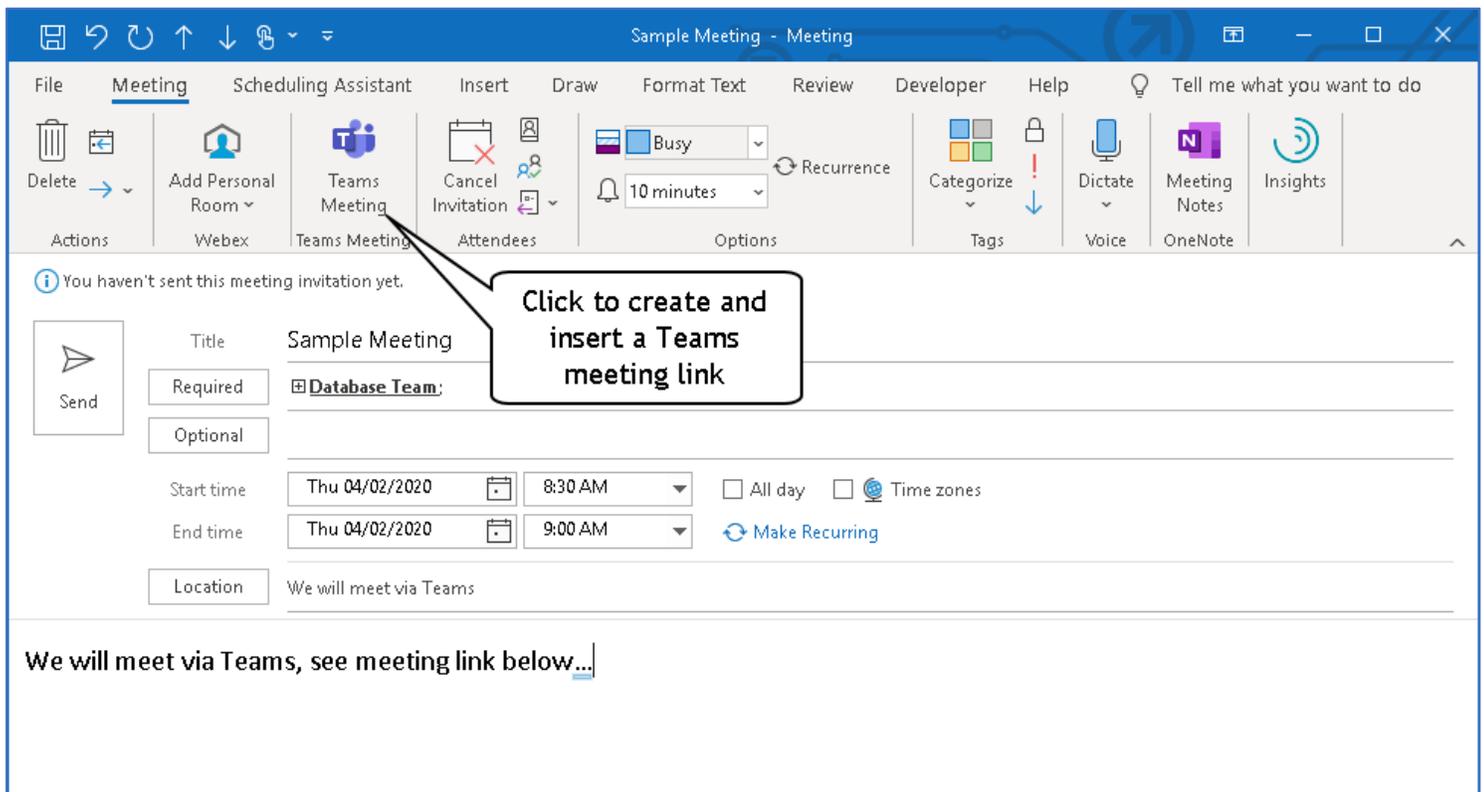
- Add title:** A text input field with a pencil icon.
- Add required attendees:** A text input field with a plus icon and a '+ Optional' link.
- Date and Time:** Two date pickers, both set to 'Mar 25, 2020'. The first has a time of '10:00 AM' and a dropdown arrow. The second has a time of '10:30 AM', a '30m' duration, and an 'All day' toggle switch.
- Repeats:** A dropdown menu set to 'Does not repeat'.
- Add channel:** A text input field with a list icon.
- Add location:** A text input field with a location pin icon.
- Rich Text Editor:** A toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), link (A), unlink (AA), paragraph (Paragraph), bulleted list (I_x), numbered list (<=>), and more options (three dots). Below the toolbar is a text area with the placeholder 'Type details for this new meeting'.

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9. Schedule a meeting in Office 365 (software or online)

You can create a meeting in the Office 365 Calendar addressed to your [Outlook contacts and groups](#). If you don't have Office 365 software installed on your office or home computer, you can do this in [Office 365 online](#).

Create a new meeting and then edit the details of the meeting. Add all the required invitees. If you have the option, click the **“Teams Meeting”** button to insert a link to a Teams meeting that will be sent to those you are inviting to the meeting.



The screenshot shows the Microsoft Office 365 Meeting scheduling interface. The ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Draw, Format Text, Review, Developer, Help, and Tell me what you want to do. The Meeting tab is active, showing options like Delete, Add Personal Room, Teams Meeting, Cancel Invitation, Attendees, Busy, Recurrence, Categorize, Dictate, Meeting Notes, and Insights. A callout box points to the Teams Meeting button with the text: "Click to create and insert a Teams meeting link". The meeting details are as follows:

- Title: Sample Meeting
- Required: Database Team
- Optional: (empty)
- Start time: Thu 04/02/2020 8:30 AM
- End time: Thu 04/02/2020 9:00 AM
- Location: We will meet via Teams

At the bottom, there is a text box containing the text: "We will meet via Teams, see meeting link below..."

Don't have the Teams Meeting button? See next page...

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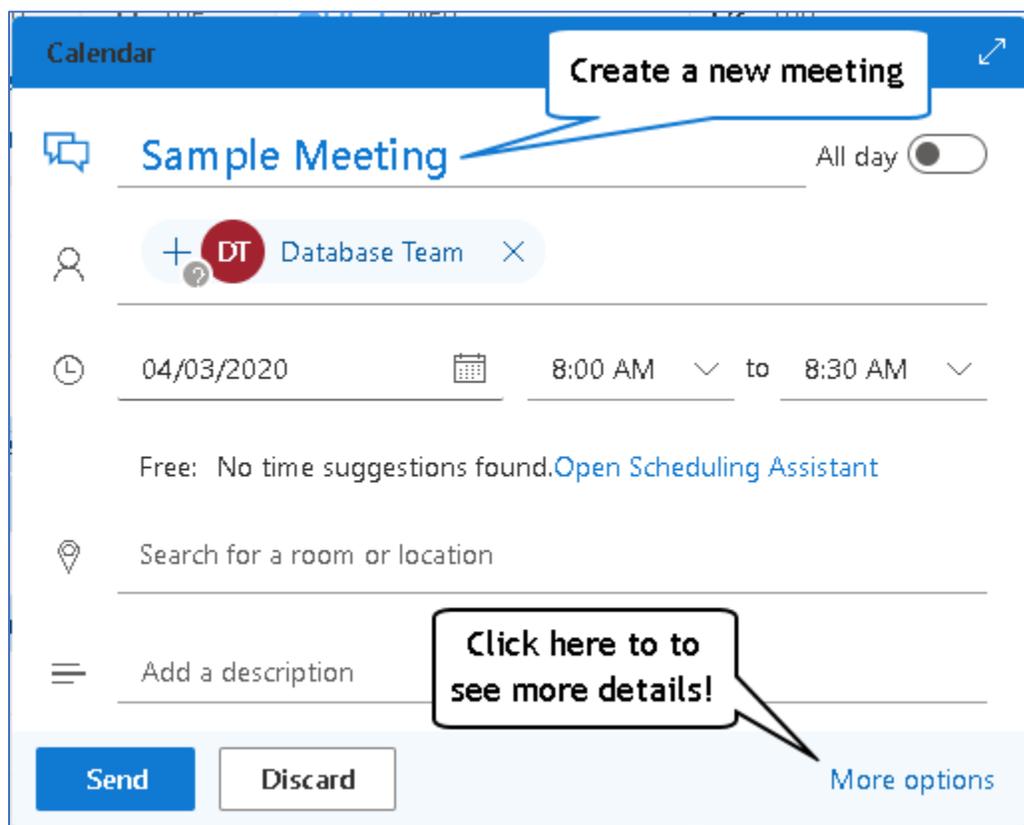
If you do not have a Teams Meeting button in the Outlook calendar software that is installed on your computer, you can use **Office 365 online**, to create the event with a Teams Meeting.

Log in to Office 365 online, go to your **Calendar** there, and create or edit a meeting. There you can “Add Online Meeting”. See below:

Office 365 online calendar:

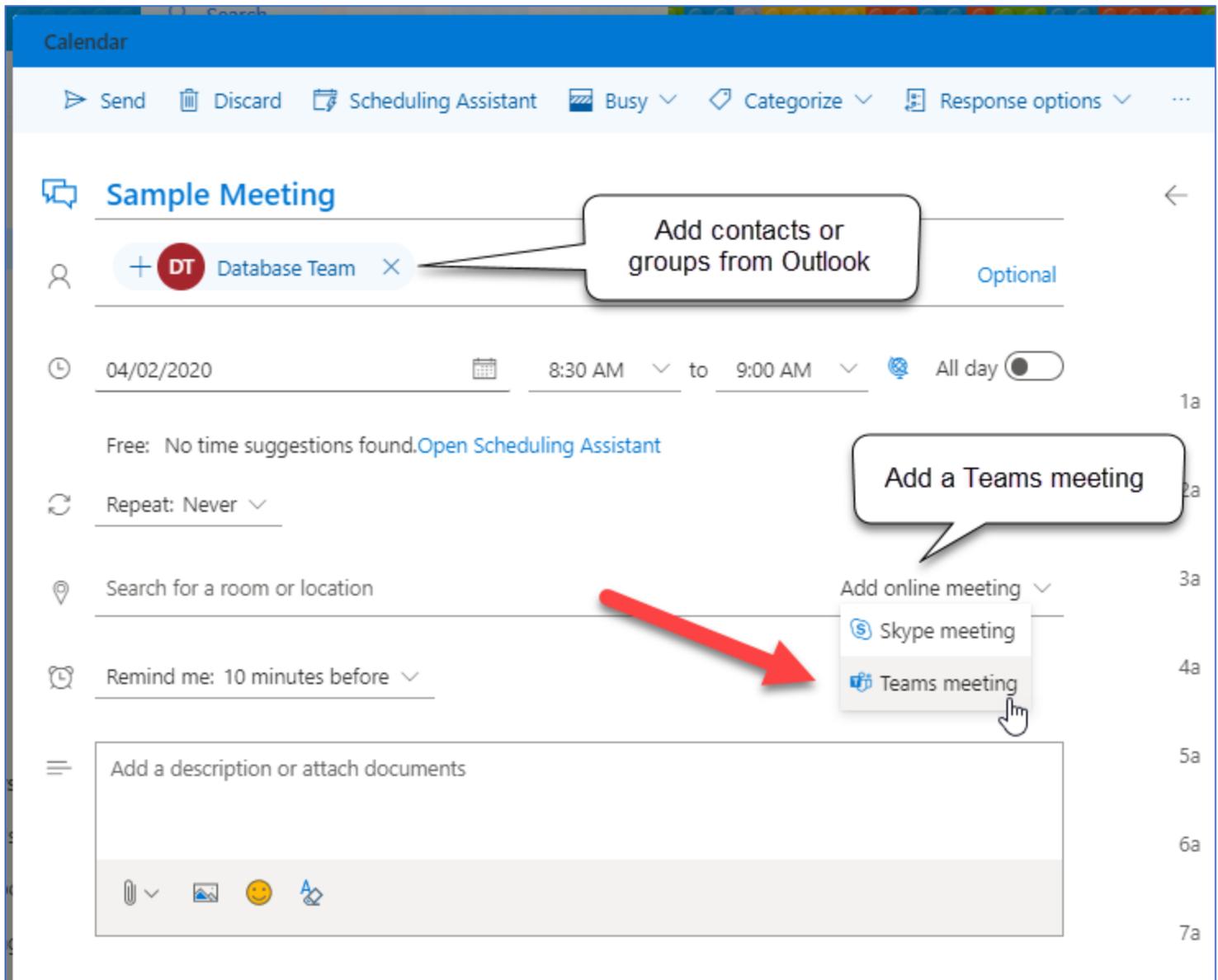
<https://outlook.office365.com/calendar/view/week>

Create a new event:



{ next page }

Edit the meeting details and then click **“Add online meeting”** and select **“Teams meeting”**. This will add the Teams meeting link to the body of the invitation.



When you send the invitation, the invitees will receive an email with the Teams Meeting link in the body of the invitation. The Invitation will be placed on their Outlook calendar when they accept the invitation, and **they will need to use the link to join the meeting.**

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10. Having video or audio problems?

1. In order to use video/audio in Teams -- or other services that use video/audio -- you will need a computer/device ***with a working camera and microphone built in, or attached.***

If your computer has a camera and microphone, go to the **Teams app** and then go to the "**Devices**" screen found in "**Settings**" and **ensure that your camera and microphone are selected correctly.** You can get to "Settings" by clicking your photo or initials in the circle at the top right of the Teams app. Then select "Settings" and then select "Devices".

2. Use the Teams app (vs the Teams web site). The Teams app will provide better video and sound quality for you and others. We recommend always using the Teams app and not the Teams web site unless you don't have access to the app. Get the app in the [first section of this document](#).

3. Are you trying to use Teams for video/audio on a *remote* office computer?

Remember: there is no one in your remote office for the remote camera/microphone to see/hear, because you are not in your office. So that won't work. 😊 Please download and **use Teams directly on your local home** computer, laptop, tablet or smartphone.

4. Computer not working? Try using your phone or tablet as a backup. If you have a smartphone or tablet with a built in camera and microphone, you can download the app for those devices from the app store and use Teams just as you would with a desktop/laptop computer...with video/audio/chat.

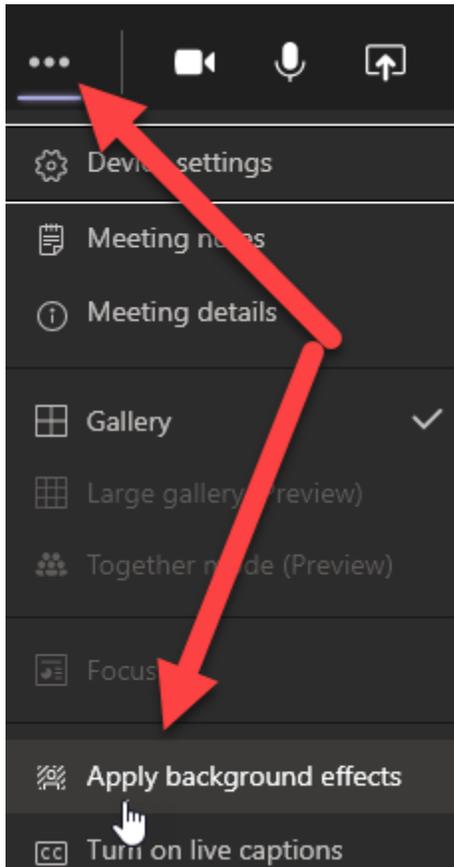
5. If you need to contact EdIT for help with video/audio in Teams, please send us the following information:

- a. Describe the computer you are using (brand new?; 8 years old?; Win/Mac?).
- b. Have a built-in webcam or external webcam attached?
- c. Describe your Internet connection (good, solid, reliable?; cable?; rural wireless?).
 - a. See: <https://social.education.purdue.edu/edit/2020/03/connectivity-problems/>
- d. Are you using the Teams app installed directly your computer (vs the Teams web site)?

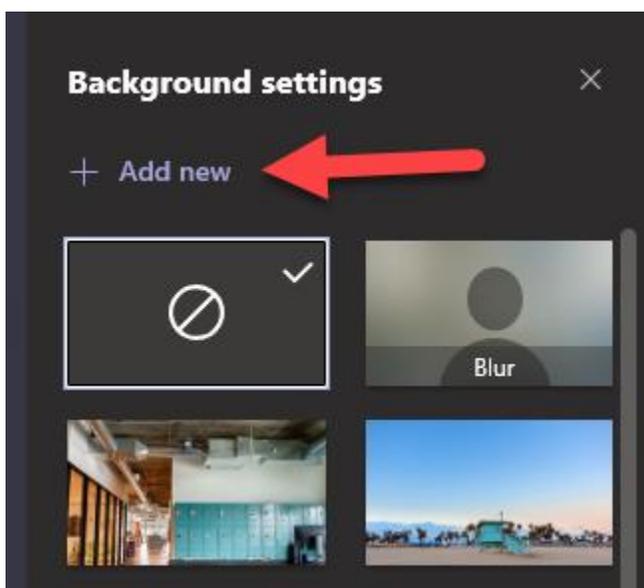
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11. How to set a custom background image

Go to the “Apply background effects feature:



Click “+ Add new” to upload a custom background:



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12. How to create a poll in a meeting

Sean McCan from the Purdue College of Education has created a video tutorial showing how to create a “poll” while in a meeting that you can use for voting or getting group feedback. Please click the video link below to watch the video:

https://mediaspace.itap.purdue.edu/media/Forms+in+Teams.mp4/0_a3002s09