

Access and Functionality of Microsoft Teams

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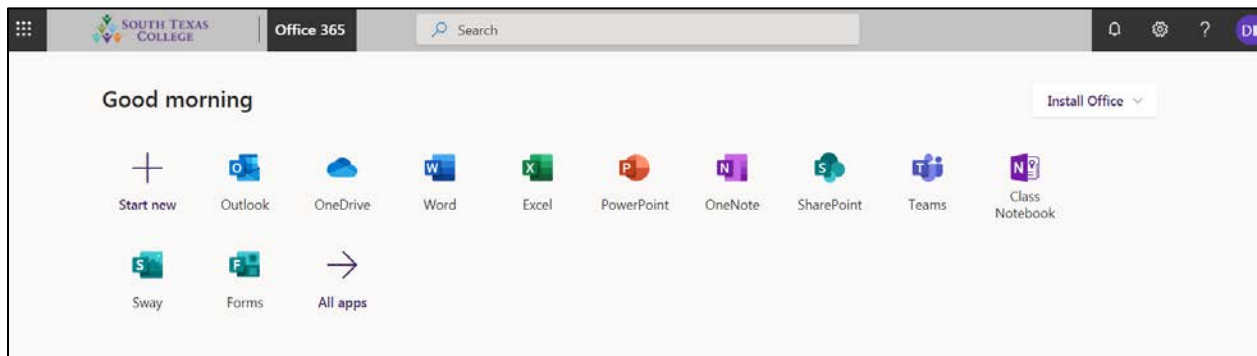
How to Access Teams

As an employee of South Texas College, access to Microsoft Teams is available.  Teams is available three ways:

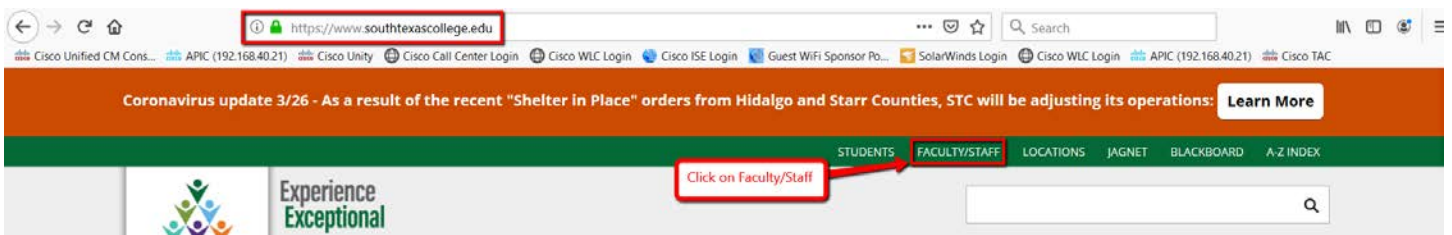
- 1) Official Microsoft website
 - a. Open new web browser and go to <https://www.office.com> and sign in using your South Texas College email (make sure you include @southtexascollege.edu) and password.

*It is important to note that there are certain limitation using Microsoft Teams via the web browser. The best way to get familiar with all the features is to install the Teams app and pick a team and channel to explore. The instruction to install the app will be explain the **page 5**.*

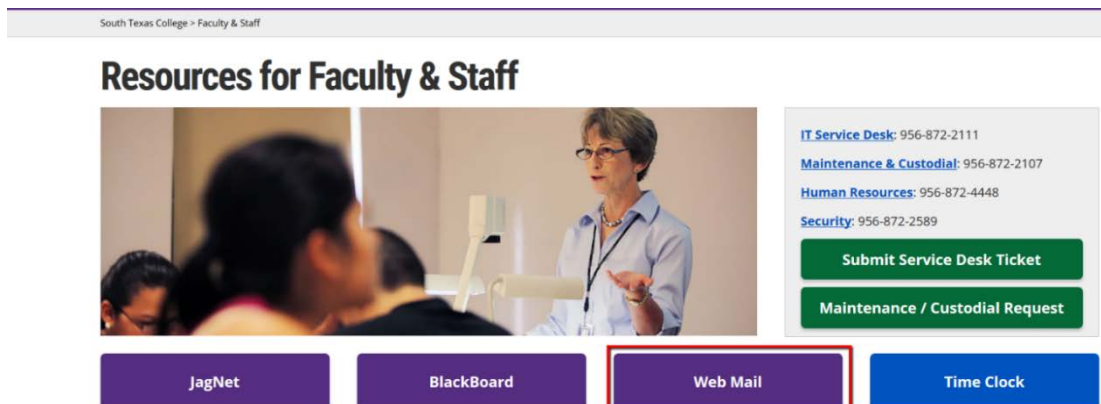
Note: The dashboard displays different applications which you can access by clicking the appropriate icon:



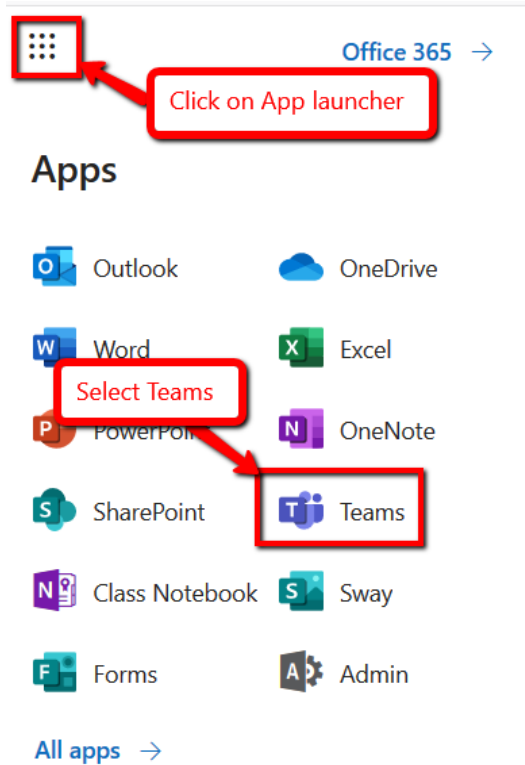
- 2) STC Jagmail
 - a. Go to <https://www.southtexascollege.edu>
 - b. Click on **Faculty/Staff** tab.



- c. Click on **Web Mail** in center of page.

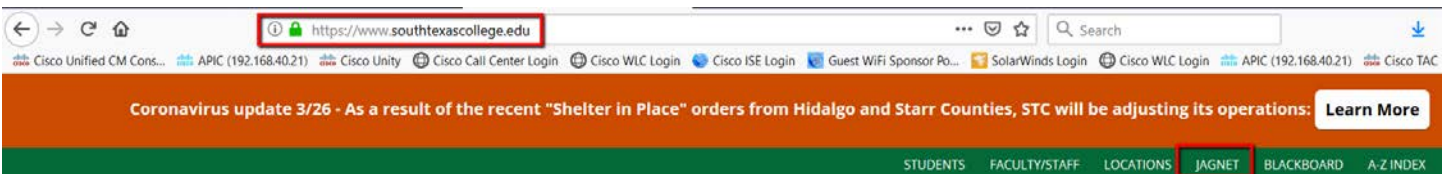


- d. Login with South Texas College credentials, if needed.
- e. Click on **App launcher** and select **Teams**.

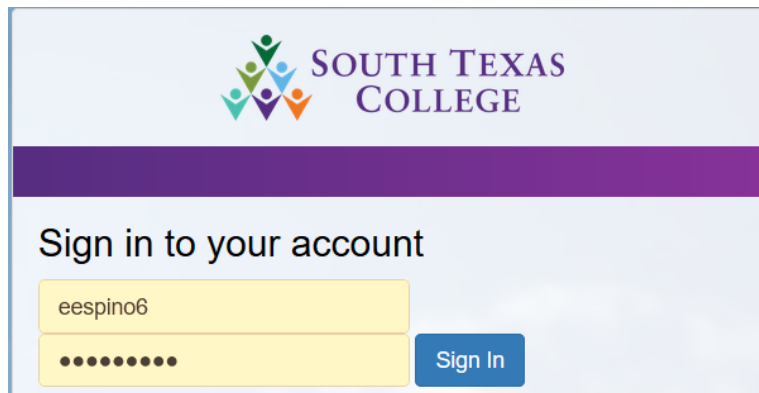


3) STC Jagnet

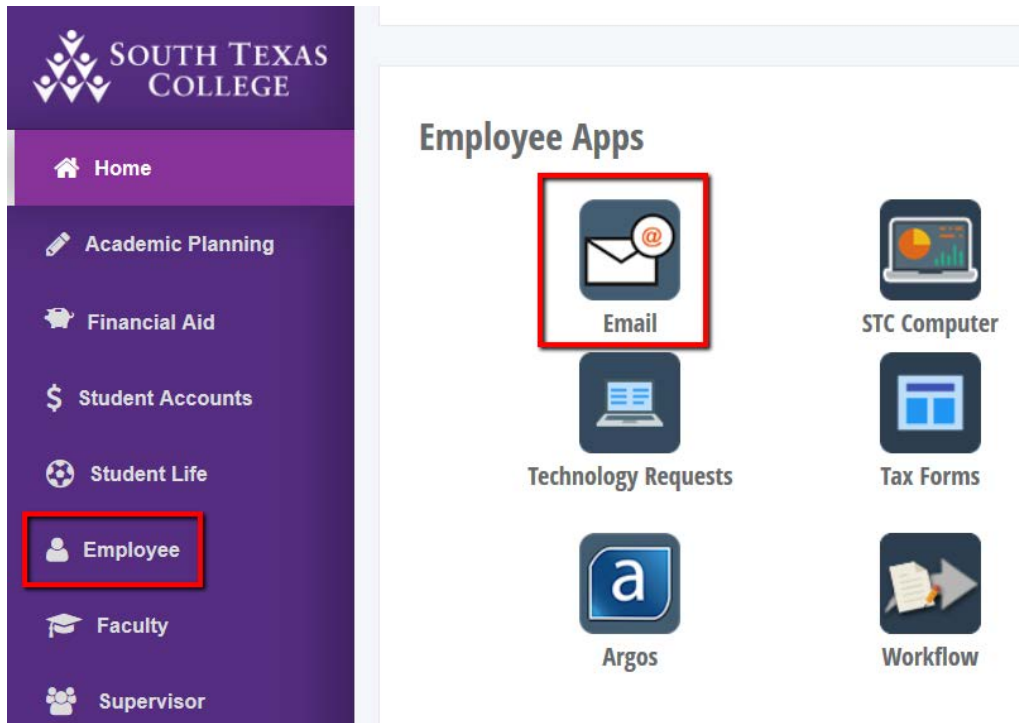
- a. Go to <https://www.southtexascollege.edu>
- b. Click on Jagnet



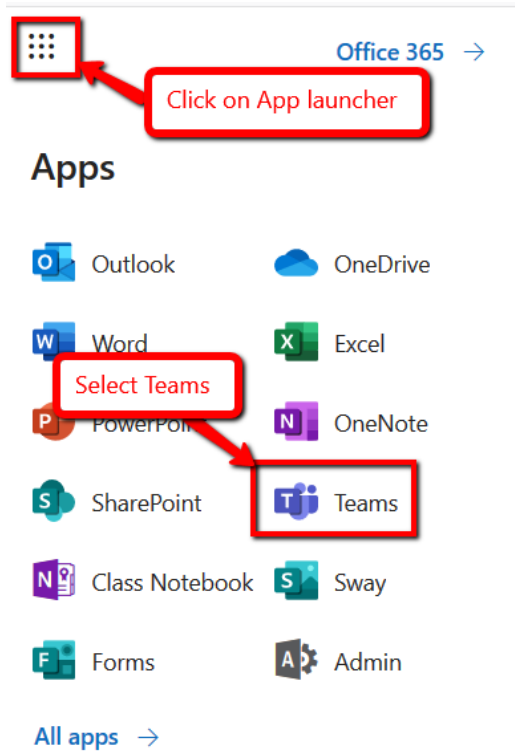
- c. Sign-in with STC Credentials



- d. Under **Employee** section Click on **Email**.



- e. Click on **App launcher** and select **Teams**.



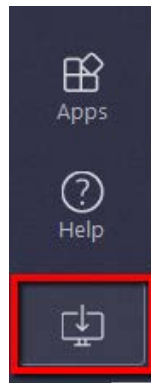
Download Microsoft Teams to your local device

All of the functionality of Microsoft Teams is available by downloading the Teams application to your computer, laptop, Tablet or iPad. The application can be downloaded two ways:

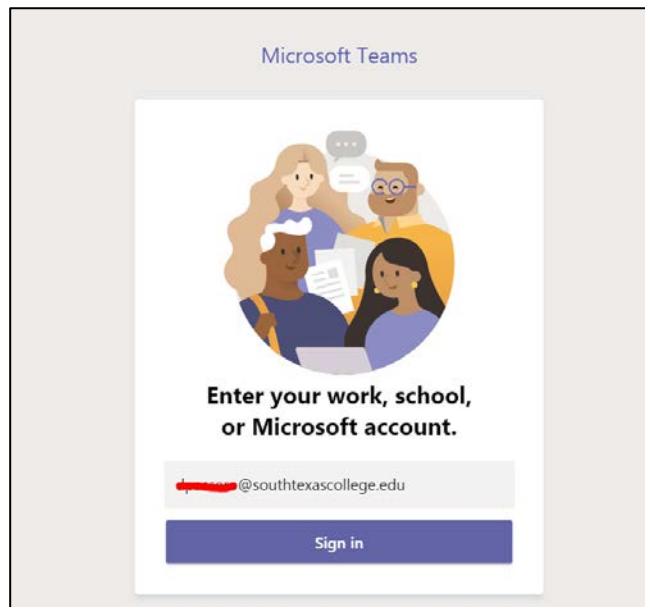
- 1) Click link below and select your platform.

<https://products.office.com/en-us/microsoft-teams/download-app>

- 2) Access Teams through web browser and click on Download (left vertical menu) and follow Wizard.



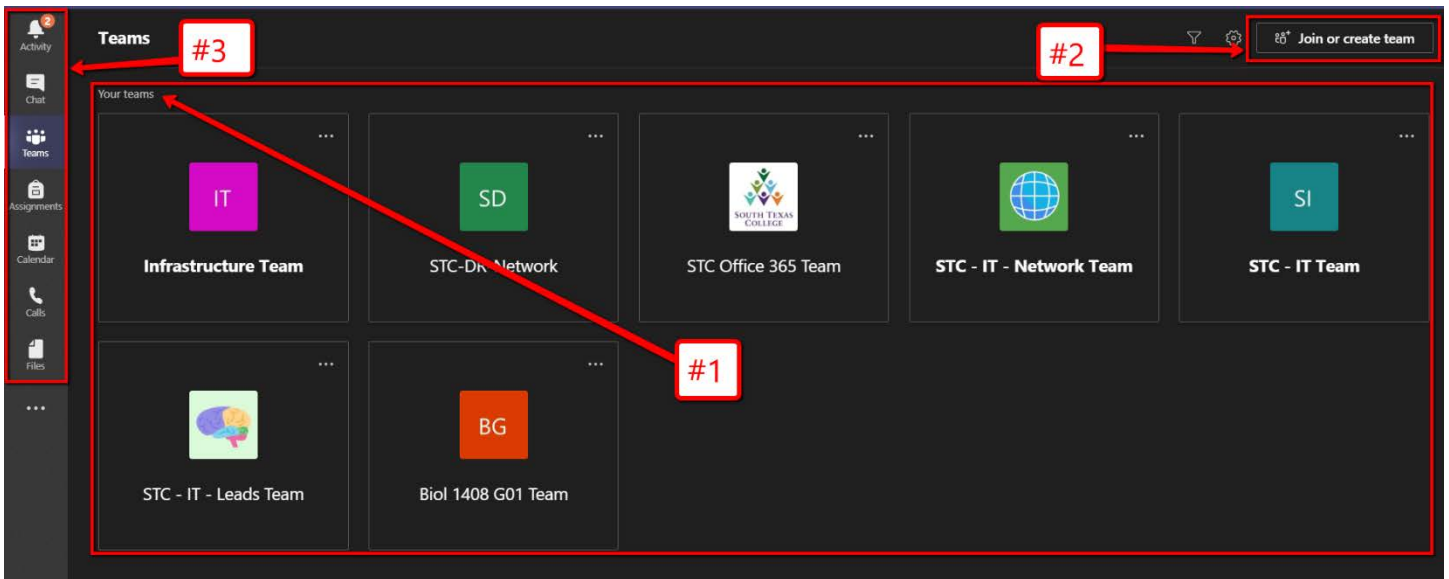
Once installed, sign in with you STC credentials (use your full @southtexascollege.edu email address).



Navigating Teams

Teams homepage consists of 3 areas:

- 1) Your Teams: all Teams you currently belong to.
- 2) Join or create Team: used to join one or create a new Team. Note: to join a Team you will require existing Team Number)
- 3) Main Teams menu: vertical menu with services available within the Teams application.

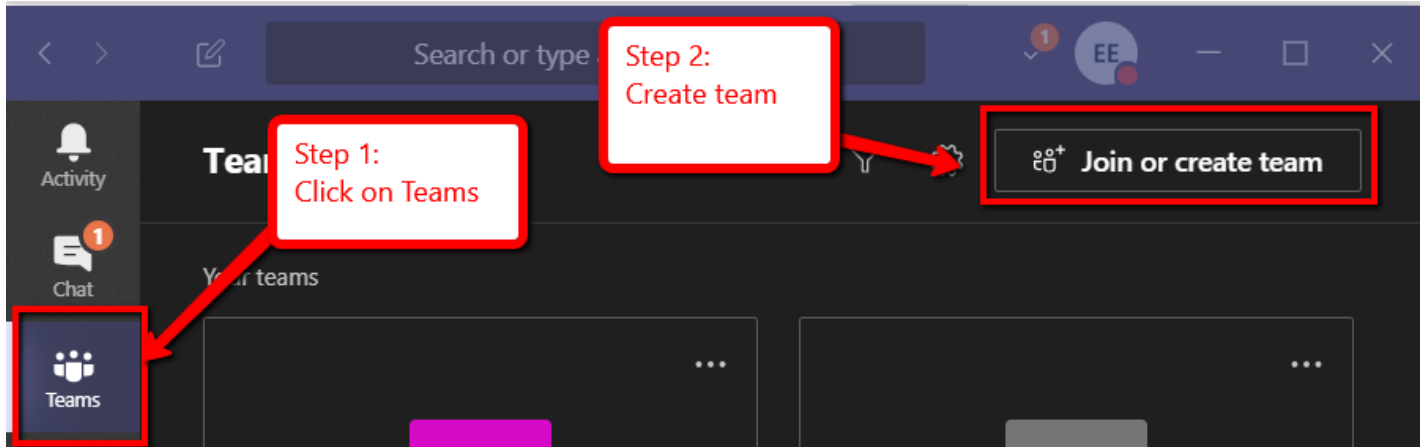


Below is a video explaining many of the features of Teams in a quick 2-minute overview:

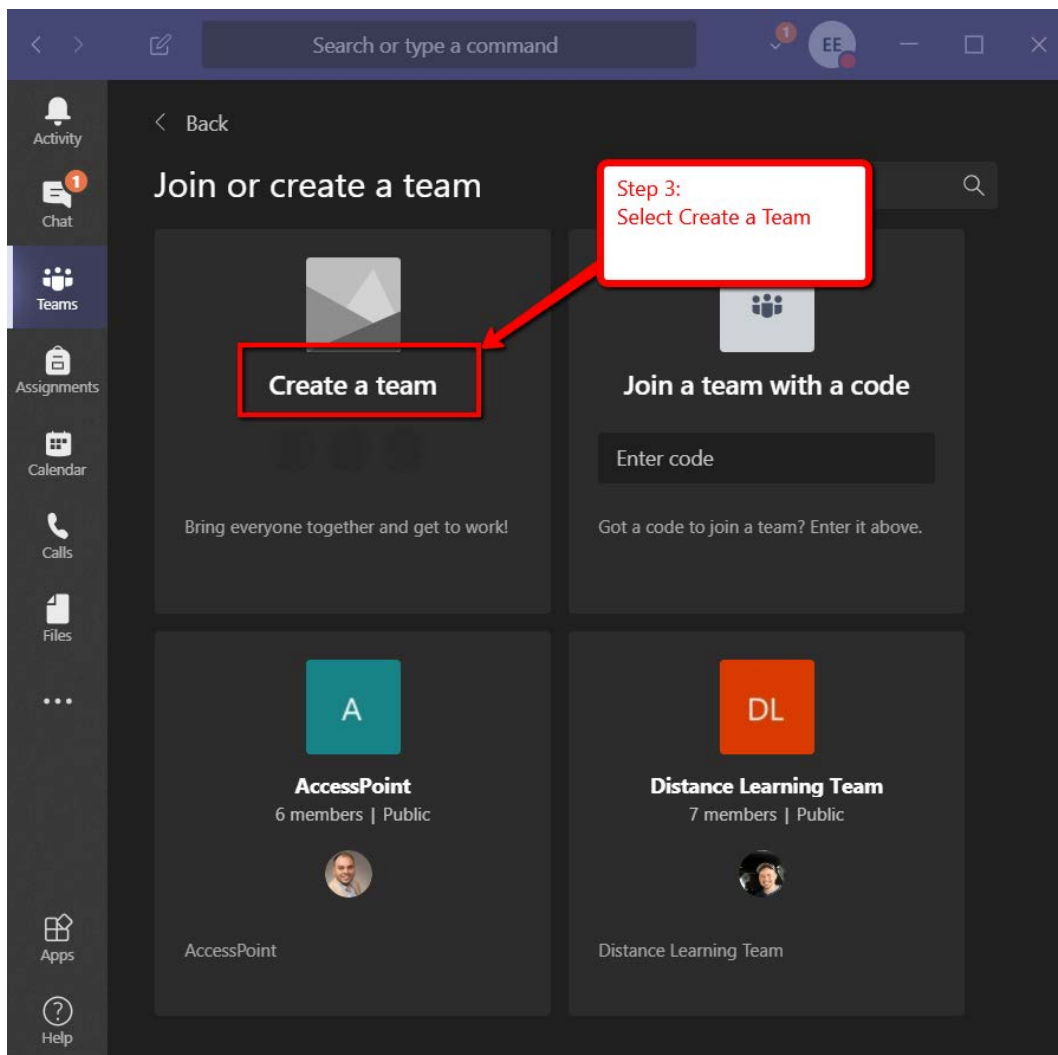
https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams

How to Create a new Team

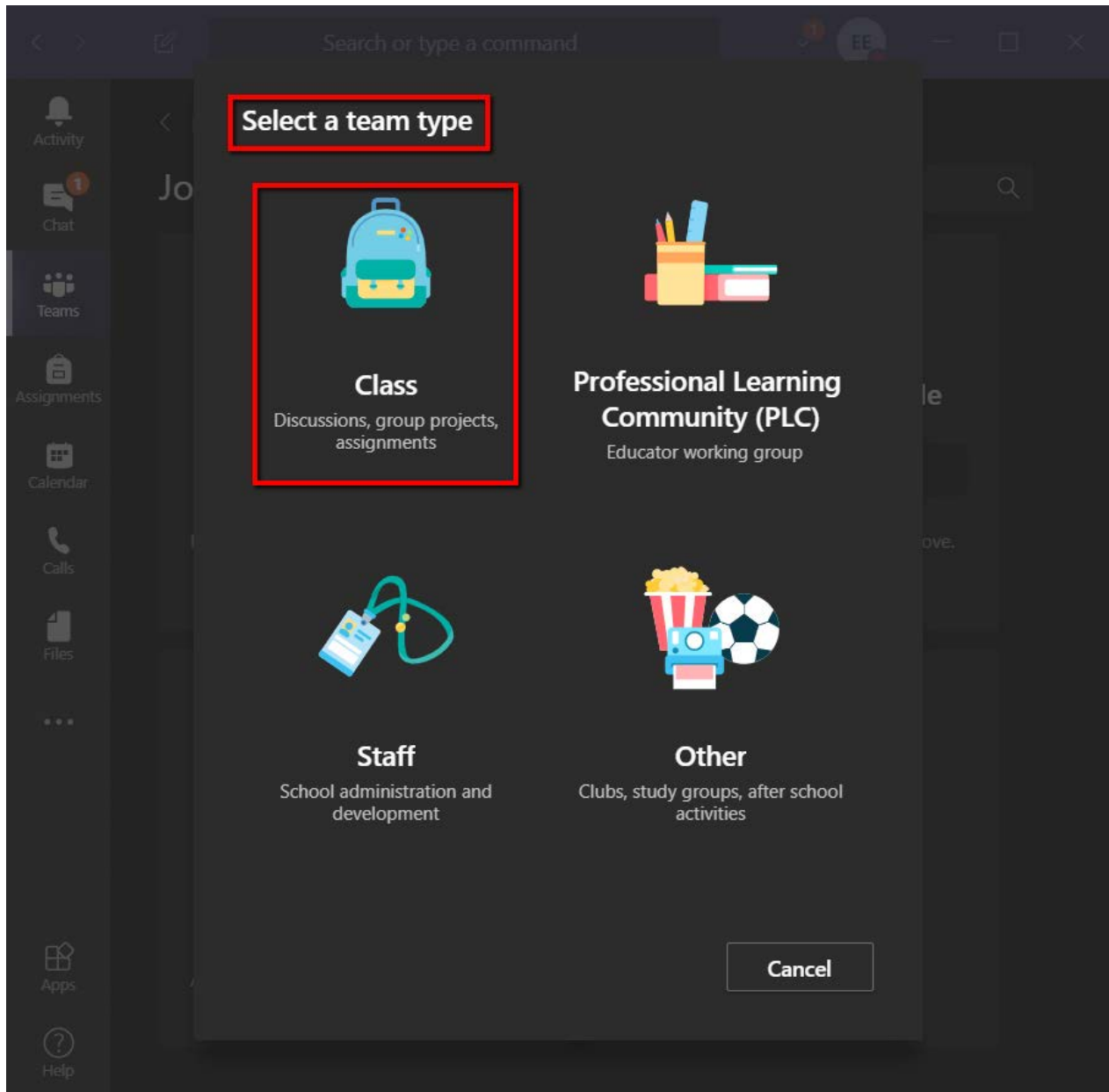
- 1) Launch MS Teams and click on Teams (vertical menu).
- 2) Click on **Join or create team**.



- 3) Select **Create a team**



4) Select team type **Class**



- 5) Enter class name
- 6) Click on **Next**

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name
Biol 1408 G01 Team

Description (optional)

Create a team using an existing team as a template

Cancel Next

Step 5: Enter class name (please see naming convention below)

Step 6: Click no Next

- 7) Search for student

Note: When searching for student account, use the STC student username or by entering first name and last name.

- 8) Click **Add**. Continue until all students have been added.

Search or type a command

Activity

Join a

Search teams

Add people to "Biol 1408 G01 Team"

Students Teachers

pris

Add

Skip

Step 7: Search and select student

Step 8: Click Add

Priscila Pena Paz (PPENAPAZ) DW - Network Serv Tech

Priscilla J. Conje (P/CONJE) ADN Instr

prisco PRISCO

Prisma Hernandez (PHERNA33) Stu - Financial Aid Technician

Prisma Hinojosa (PHINOJOS)

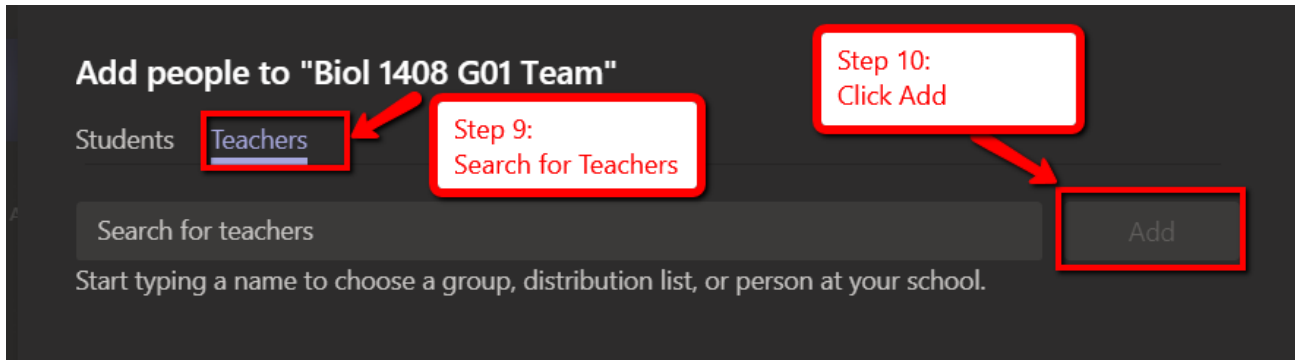
Prisila Anzaldua (PANZALD2)

Priscila Blanco

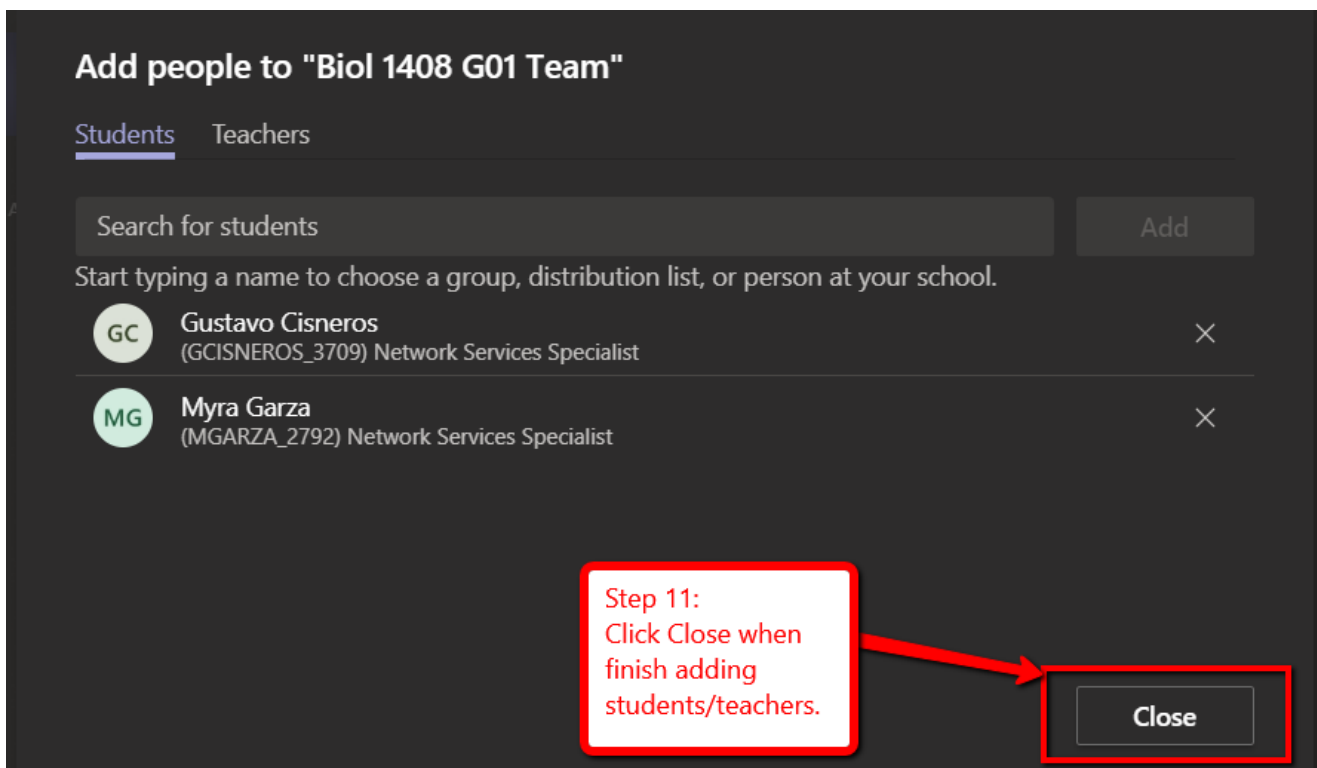
9) Search for Teachers

10) Click **Add**

Note: The "Teachers" tab is to add co-teachers, lab assistance, etc. As needed. Teachers can add up to 10 co-teachers.



11) Click **Close**



Note: here is a short video on how to create a Team:

https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams

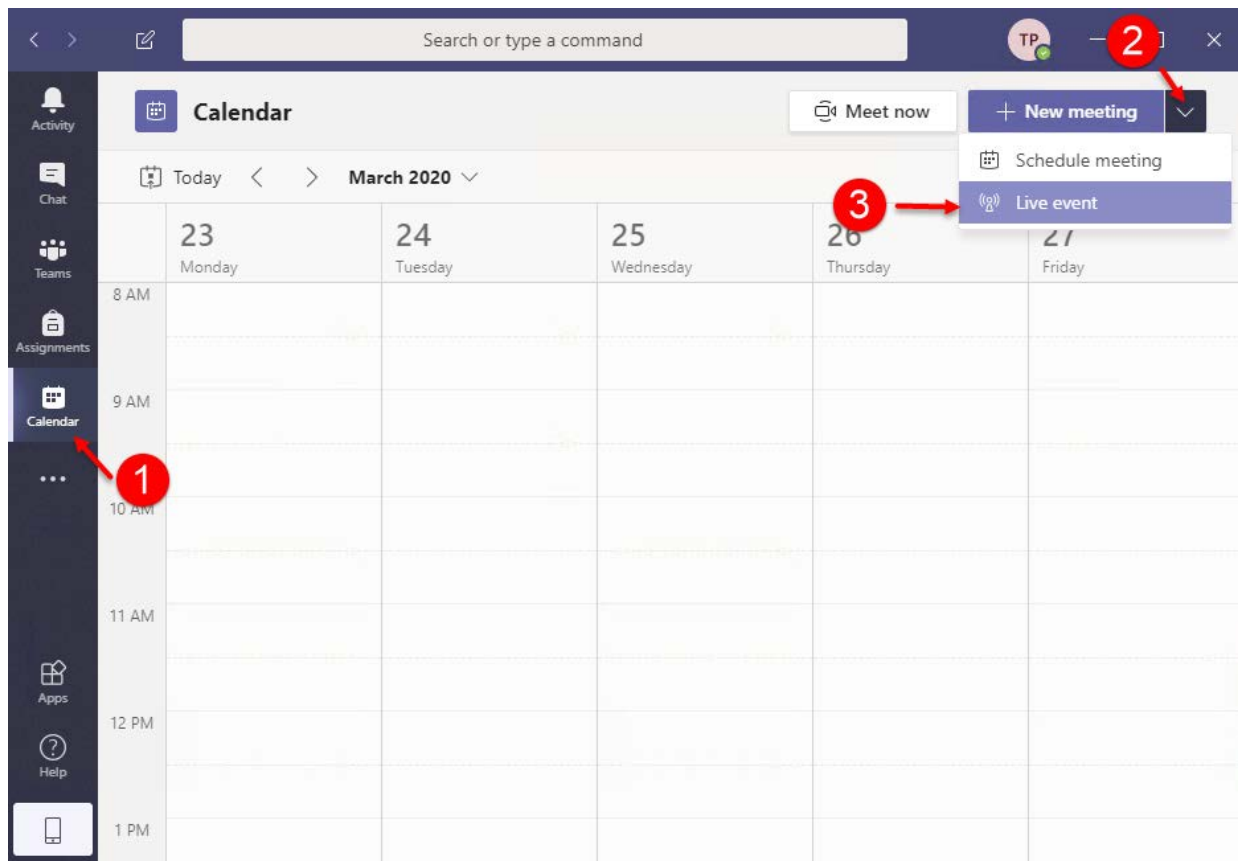
How to Create a Live Event (Classroom) in Teams

Microsoft Teams live events (classrooms) are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences!

Schedule a live event (classroom) in Microsoft Teams?


IT recommends that Faculty use the Live Events feature for instruction to students. Click here to learn how to create a Live Session.

- 1) To create a live event in Teams, select **Calendar**  on the left side of the app and then **New meeting**.
- 2) At the top of the dialog box, select **New meeting** > **New live event**.



- 3) Add the meeting title, date and time information, and other details.
- 4) In the **Invite people to your event group** box, add the names of the people who will be presenting and producing the event. Select **Next** when ready.

New live event



You are setting up a live event

To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)

Title *
Test Live Envot

Location
Online









Start
Mar 28, 2020 8:00 PM

End
Mar 28, 2020 8:30 PM

Invite people to your event group
Invite presenters

Organizer
TP Test PassSync1
Producer

Details

B *I* U ~~S~~ |      Paragraph |  |  |  | ...

Provide info about the live event

Close **Next**

- 5) Under Live event permissions, choose who can attend your live event.
- 6) Make selections under How do you plan to produce your event?
- 7) Select Schedule.

New live event

Live event permissions

- People and groups**
Only the specified people and groups can watch the live event.
- Org-wide**
Everyone in your org can watch the live event. (Sign-in required)
- Public**
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

Some of these options have not been enabled by your IT admin

Give permission to:

Add a person or a group

How will you produce your live event?

Teams

You plan to use Teams to share content from presenters' webcams and screens.

- Recording available to producers and presenters
- Recording available to attendees ⓘ
- Captions (preview)
- Attendee engagement report
- Q&A

Some of these options have not been enabled by your IT admin

An external app or device

You plan to use another tool to share content. [Learn more](#)

Support

Give attendees access to support info for your organization.


URL

https://support.office.com/home/contact

- 8) Select the **Get attendee link** to copy the unique code. This is what you post or send to anyone attending the event.

Note: Once the event is scheduled, be sure to make any changes in Teams. Don't edit this event in Outlook.

Test Live Envet



Invite attendees

To invite attendees, copy the link and share it or send it in a calendar invite.

[Get attendee link](#) [Learn more](#)

Saturday, March 28, 2020
8:00 PM - 8:30 PM (30 minutes)
Online

[Join](#) [Chat](#)

[Cancel meeting](#)

Live event resources [Refresh](#)

Don't forward this invitation. Go to Microsoft Teams to invite additional people.

Microsoft Teams
[Join live event](#)

Join as producer or presenter when it's time for the live event.
Do not forward this invite to the attendees.

[Producer help](#) | [Presenter help](#) | [Learn more](#)

[Manage live event resources](#)

Organizer

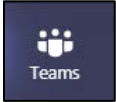
TP Test PassSync1
Producer, Organizer

Event group

TP Test PassSync2
Presenter

[Close](#) [Edit](#)

The Team icon tab



When you click on a Team to enter it you will see different team Channels. Teams are made up of channels and each channel is dedicated to a specific topic, department, or project.

TIP: Think of the overall TEAM is the main subject (Biol, Hist, Speech) and a Chanel as the Topic (1301, 1401)

Below is a sample Team for Biology 1408, once inside there are 3 channels:

- General (default)
- Chapter 5 Lecture
- Labs

By default, any member of the Team has access to all channels and information shared within the channel. The General channel is created by default and cannot be deleted. Additional channels can be created for specific needs.

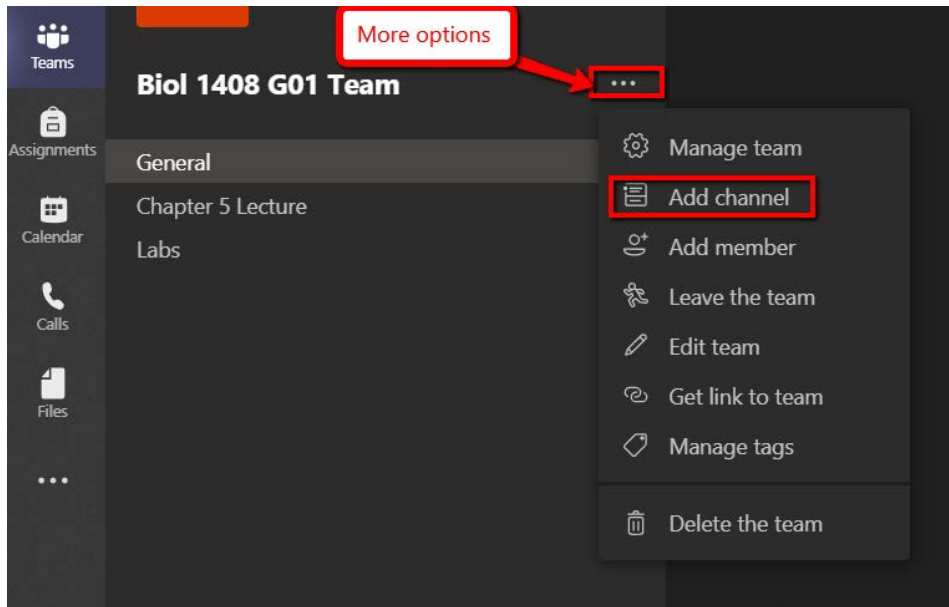
Note: <https://www.youtube.com/watch?v=QVZc0RJ9-EI>

The screenshot shows the Microsoft Teams interface. On the left sidebar, under the 'Teams' section, a team named 'Biol 1408 G01 Team' is highlighted with a red box. Below the team name, three channels are listed: 'General', 'Chapter 5 Lecture', and 'Labs'. The main area of the interface shows the 'General' channel selected, with a welcome message: 'Welcome to Biol 1408 G01 Team. Choose where you want to start.' Below the message are two buttons: 'Upload Class Materials' and 'Find help & training'. At the bottom, there is a chat area with a text input field and a list of recent activity, including 'Edgar Espinoza has added Myra Garza to the team.', 'Edgar Espinoza has added Gustavo Cisneros to the team.', 'Edgar Espinoza changed team description.', 'Edgar Espinoza has created channel Chapter 5 Lecture. Hide channel', and 'Edgar Espinoza has created channel Labs. Hide channel'.

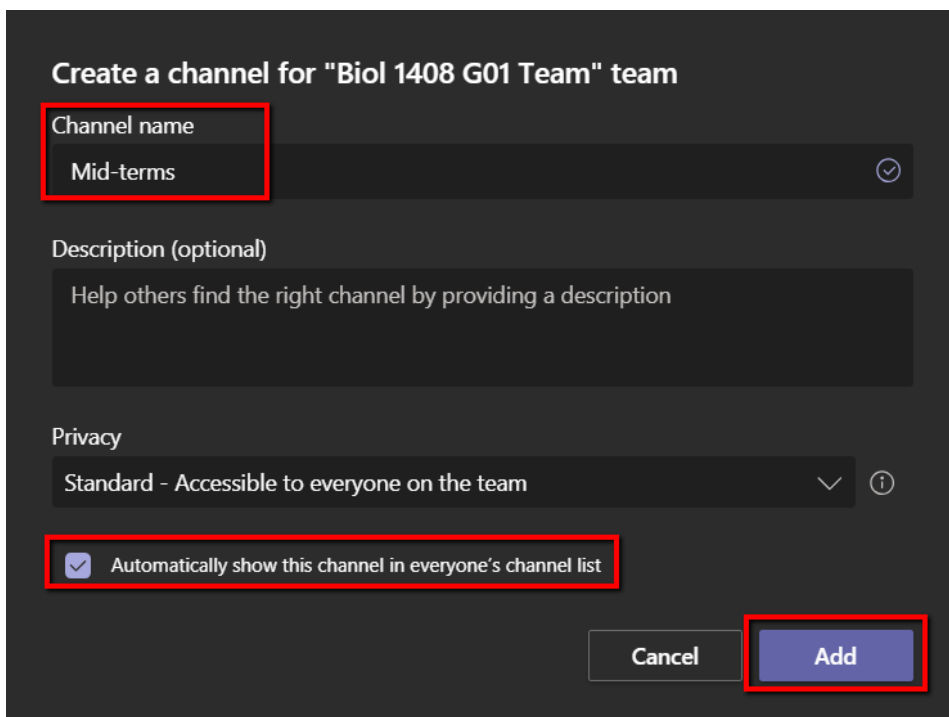
Creating a Team Channel

To create a channel:

- 1) Select the Team and click **More options ... > Add channel**.



- 2) Enter **Channel name**, **Description** optional.
- 3) Leave **Privacy** as default, this allows all Team members access to the Channel.
- 4) Select checkbox: **Automatically show this channel in everyone's channel list**.
- 5) Click **Add**.



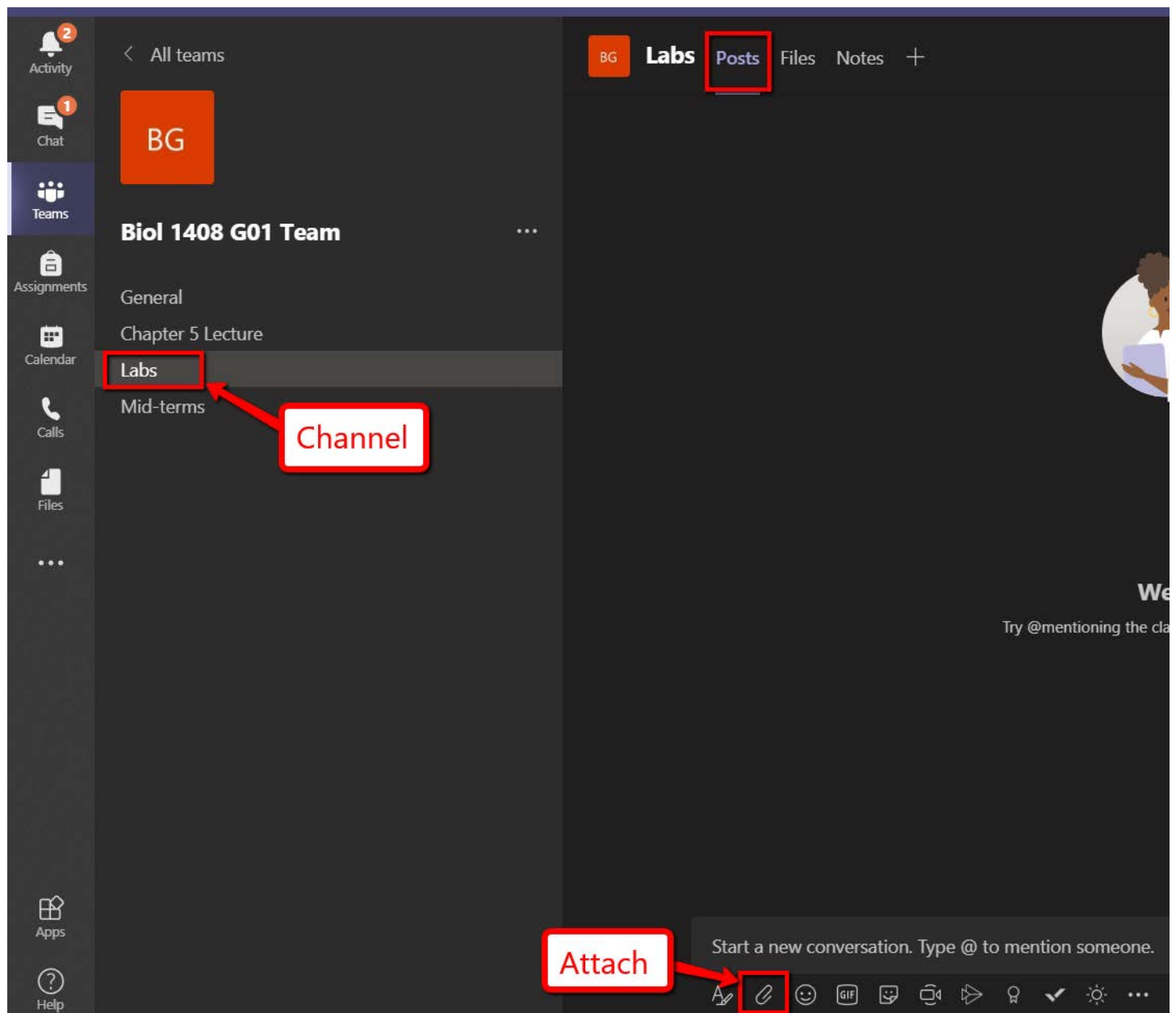
Sharing a file in a Channel

This video explains working together in a channel:

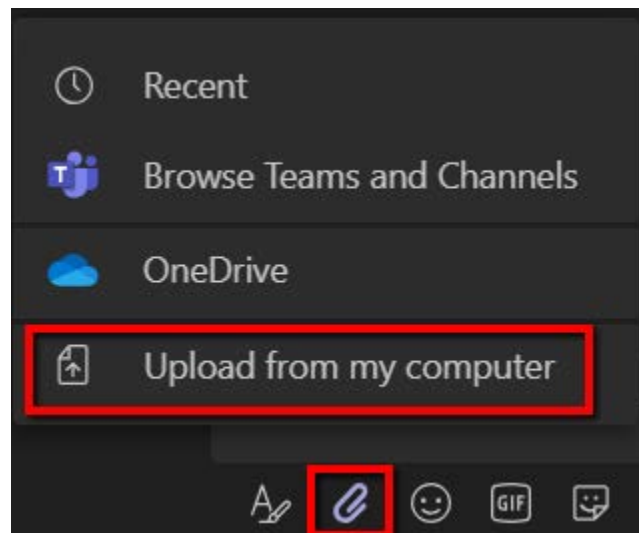
https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc_id=otc_microsoft_teams

There are two ways to share a file:

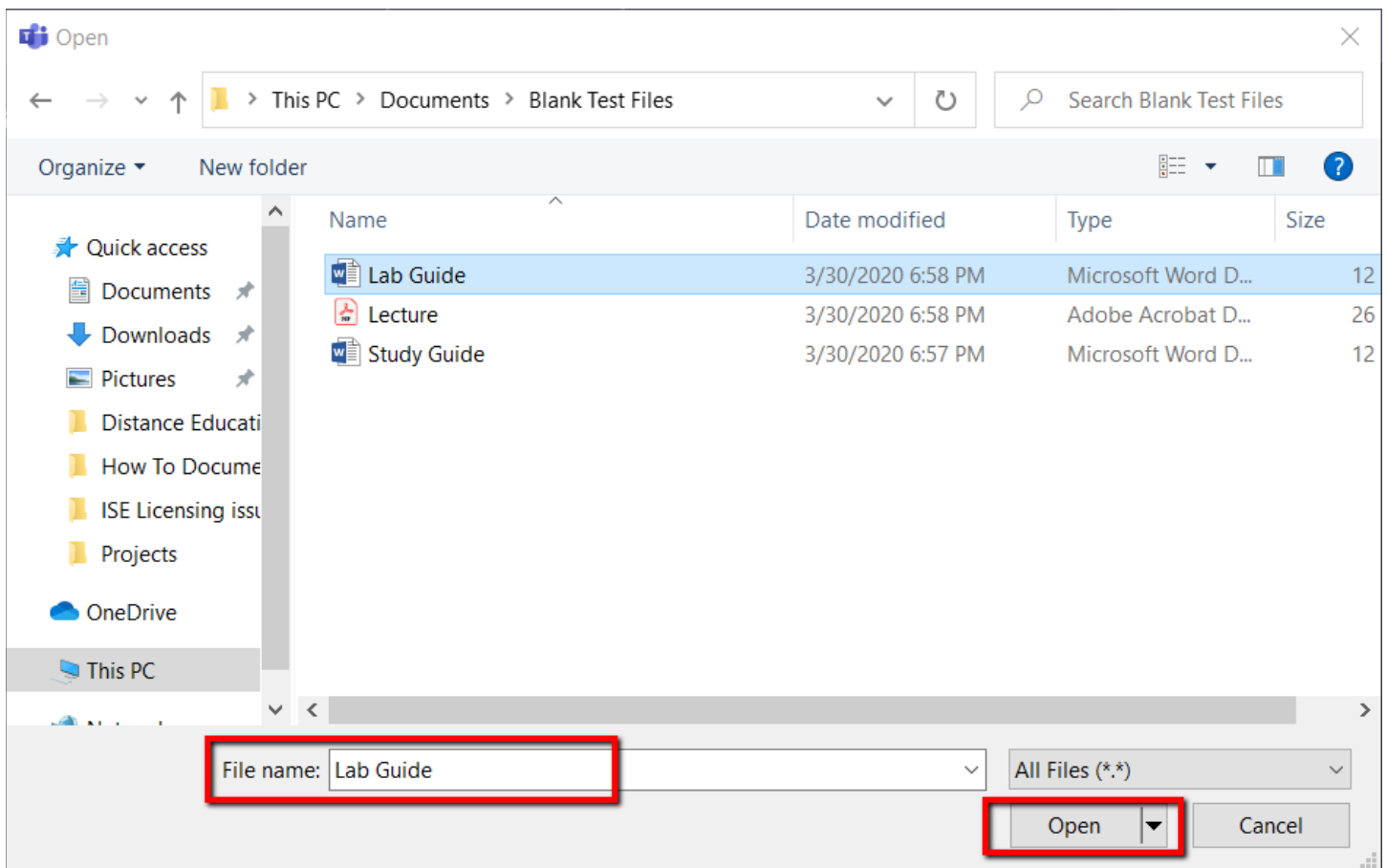
- 1) **Posts** tab
 - a. Select the correct **Channel**.
 - b. Under the **Posts** tab click on **Attach**.



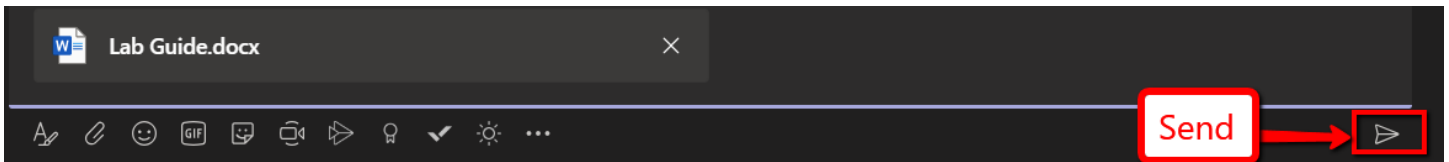
- c. Select your upload preference. In this example we'll upload from local device.



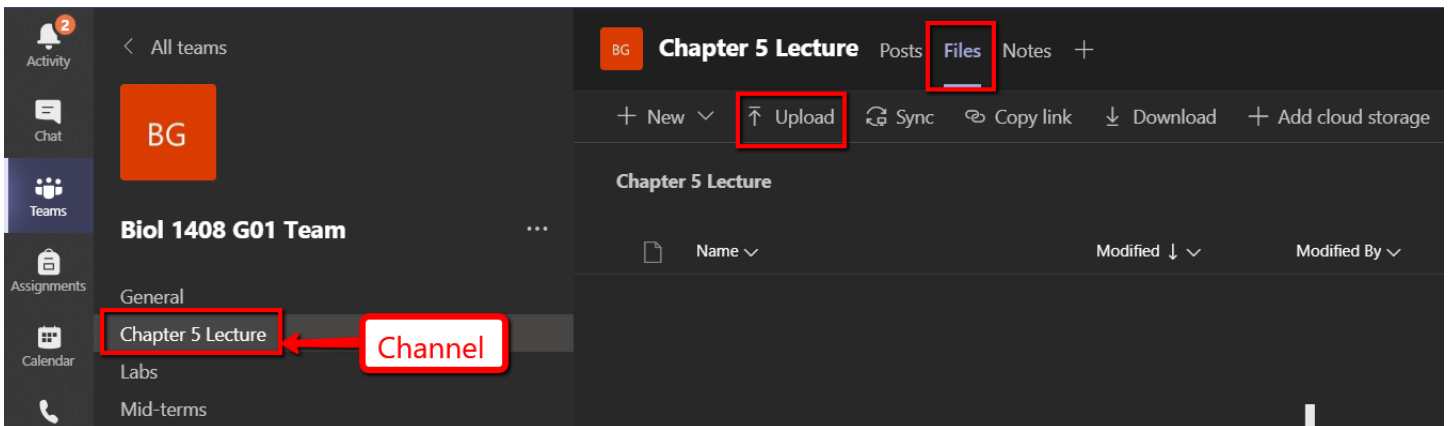
- d. Select your file.
e. Click **Open**.



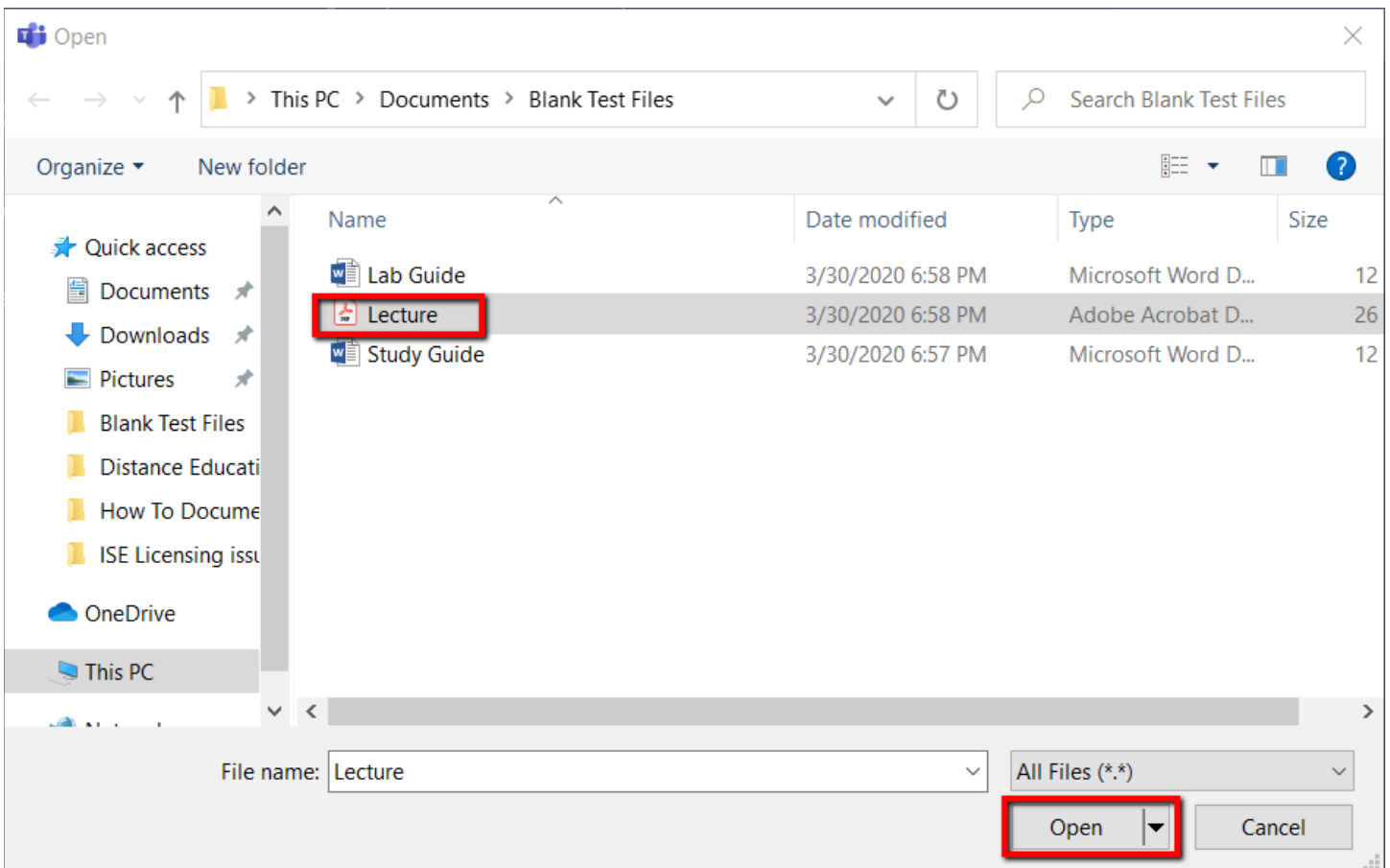
- f. When the file finishes loading click **Send**.




- 2) **Files** tab
 - a. Select the correct **Channel**.
 - b. Under the **Files** tab click **Upload**

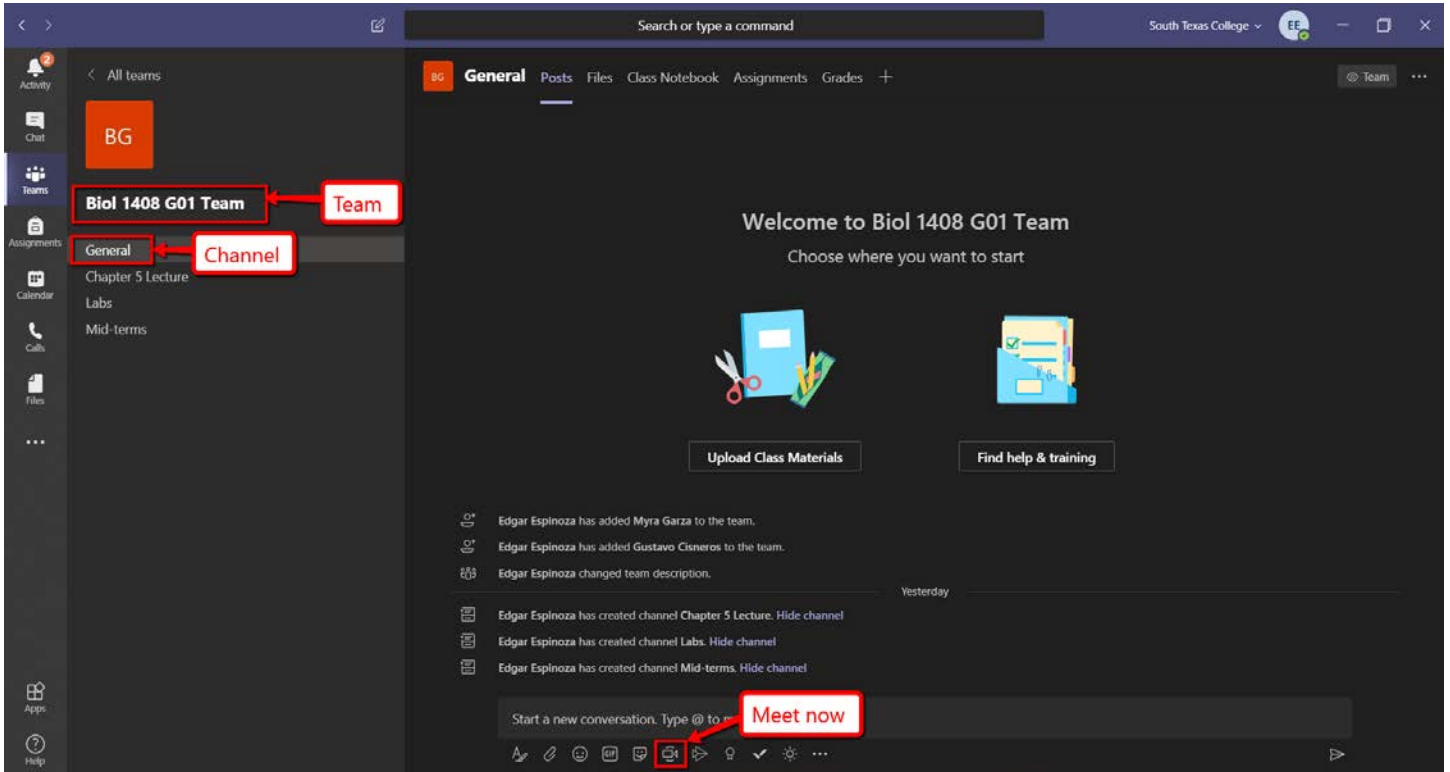


- c. Select your file
- d. Click **Open**



Starting a Channel video/voice call

1. Begin by selecting the correct Team and Channel.
2. Click on **Meet now** icon 



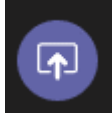
3. Enter a subject (Optional)
4. Click **Meet now**



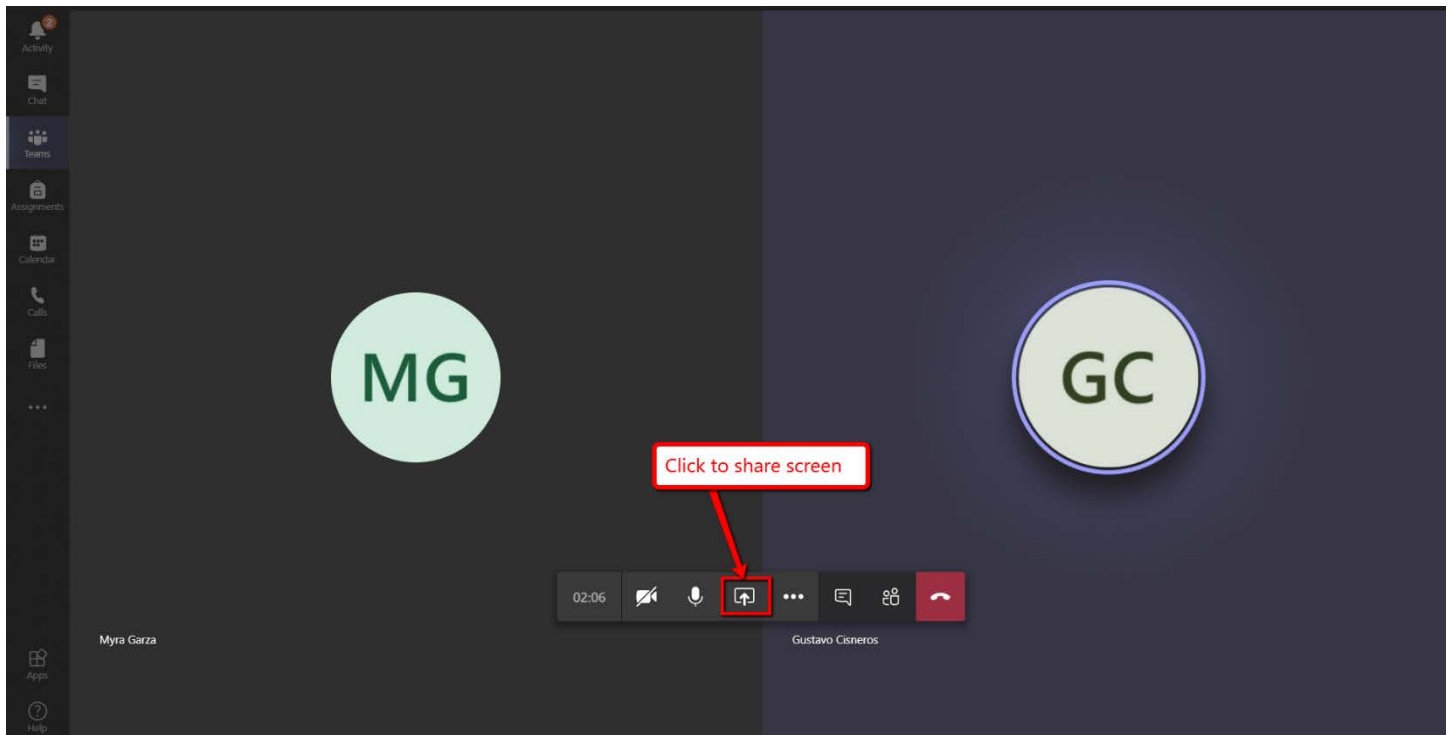
Sharing your screen

Note: A voice/video call must be in session in order to share your screen.

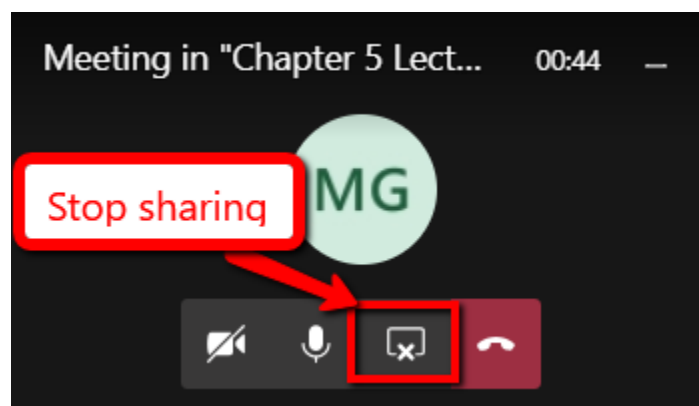
1. Establish a video/voice call (see “Starting a Channel video/voice call”)



2. Click on **Start sharing your screen** icon



3. To stop sharing click on **Stop presenting**



How to create a Microsoft Teams meeting in Blackboard

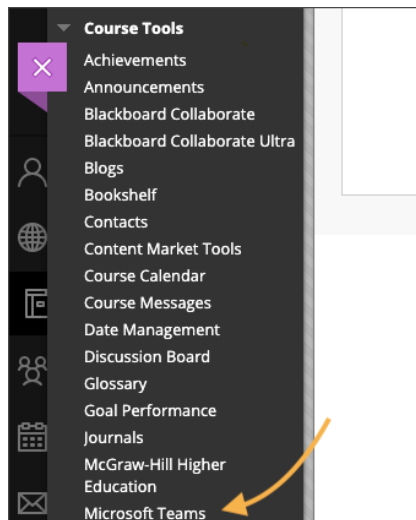
Microsoft has created an application that allows instructors to create a Teams meeting and share that with their students.

The Teams Meeting can be organized into an appropriate area of the course. You may want to consider a folder specific to meetings or sessions. If your course is organized by weeks or other sequence, you may want to place a meeting session into the correct place within that structure

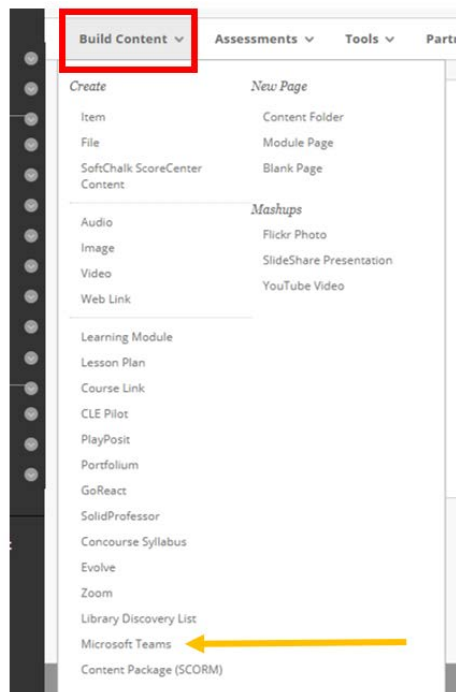
Launch Microsoft Teams

Doesn't seem familiar? [Jump to the "Ultra" help to launch Microsoft Teams](#)

1. On the **Control Panel**, select **Course Tools**.



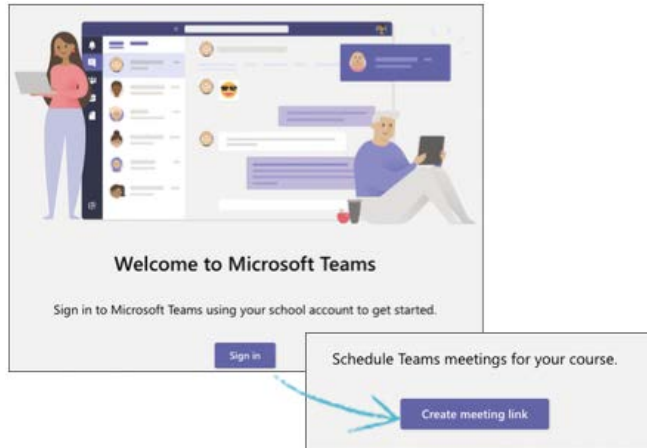
2. Select **Microsoft Teams**.
3. From the **Build Content** select **Microsoft Teams**.



Create a meeting

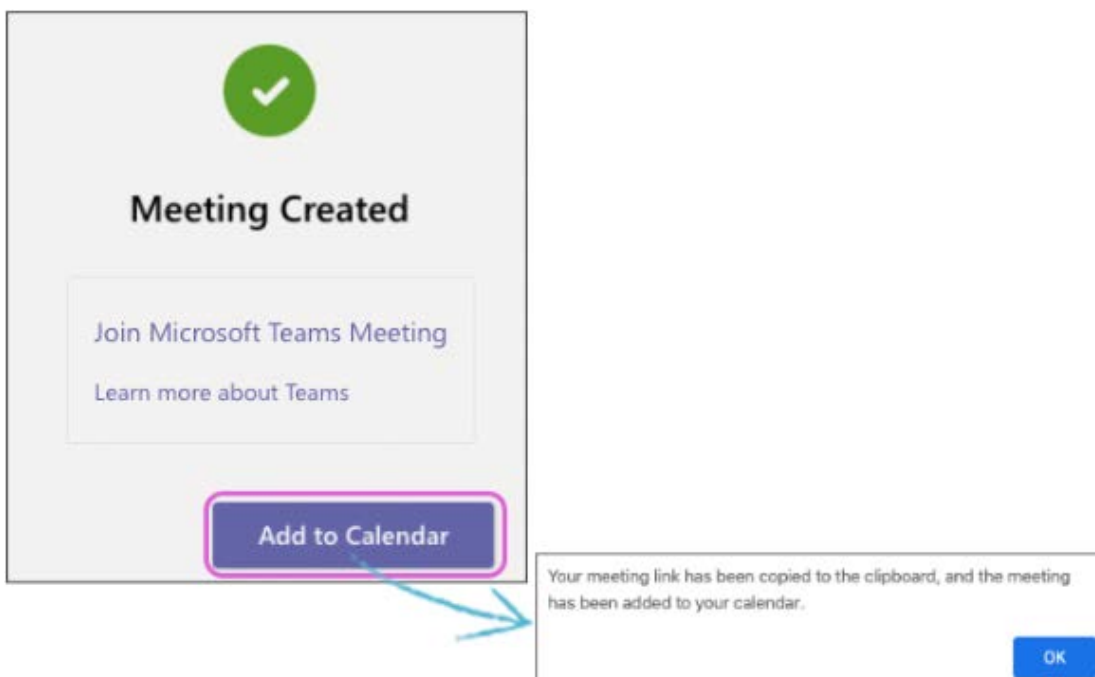
When the Microsoft Teams Meeting Scheduler application opens, select Sign In.

Sign in with your Microsoft Office365 Active Directory credentials. The first time you sign in, you may have to grant permissions. Select Accept to continue.



- Select **Create meeting link**.
- Type a name for your **meeting**.
- Choose a **Start Date, Start Time, End Date, and End Time**.
- Select **Create**.
- Select **Add to Calendar** to add the meeting event to your calendar. The meeting gets added to your calendar automatically and the URL copies to your clipboard.

The Join Microsoft Teams Meeting link doesn't open in an iframe.

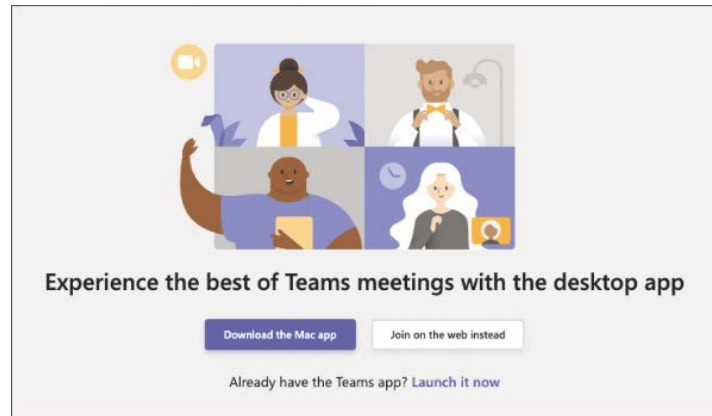


Select your course name in the breadcrumb to return to your course. Your meeting appears in the first Content Area of your course based on the Course Menu sequence and in your **Calendar**.

Join a meeting

Select the meeting name or copy the meeting URL and paste it into a web browser.

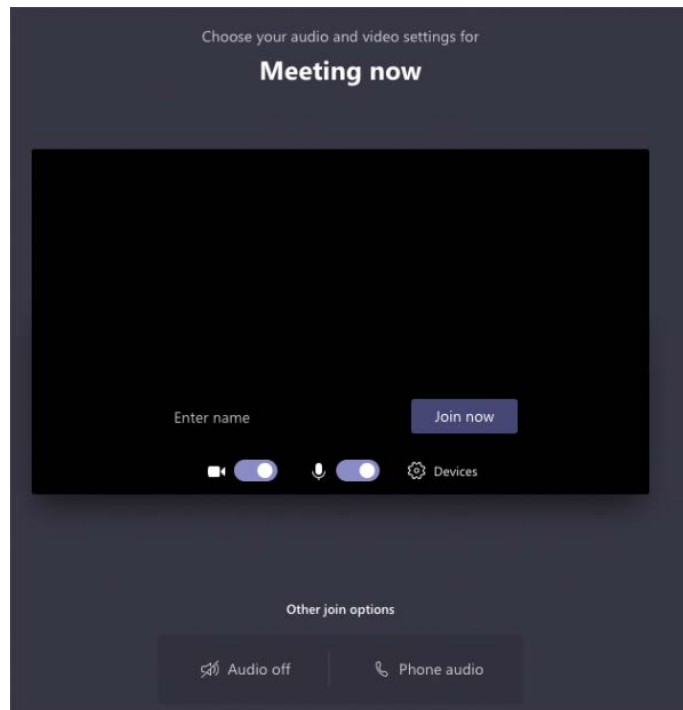
Choose how you want to join the meeting, in the app or on the web.



You may need to allow camera and microphone permissions. Select Allow to continue.

Configure your meeting settings and type your name if prompted.

If you're a meeting presenter, your name should already appear in the text area. There's no need to type it again.



Select **Join now**.

For more information here [Click Here](#).

Additional video guidance from Microsoft Teams

There is more functionality to Teams, but these are the basics for collaboration, but if further detail is needed, please go to:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

<https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc_id=otc_microsoft_teams

https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams