



# Instruction

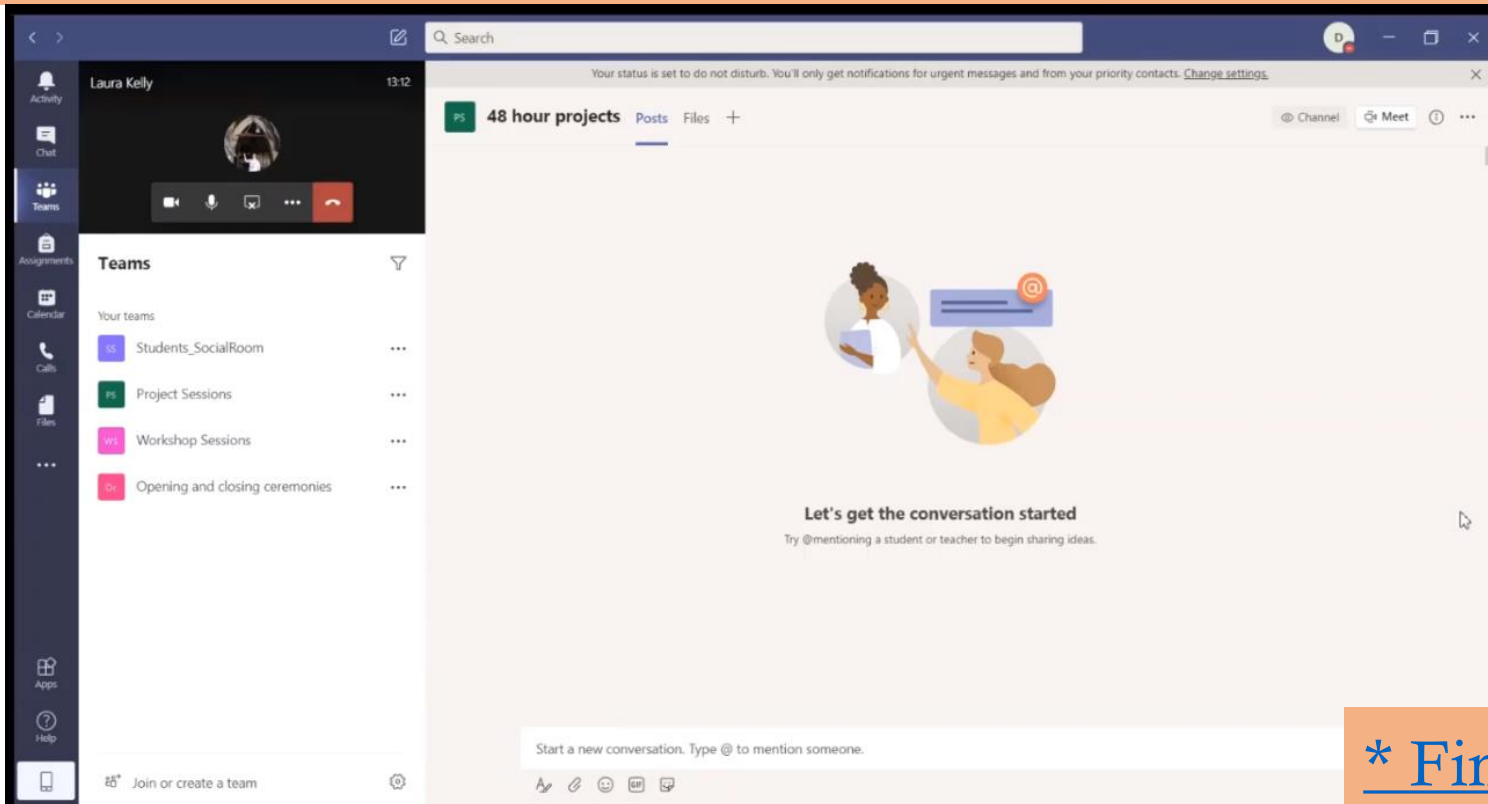
## Working with 'teams' and 'channels' in Microsoft Teams

[Rather watch this instruction as a video? Click here](#)



# Teams and channels

By this stage, you have successfully completed your registration and login on Microsoft Teams\*. You are now viewing 'your' Microsoft Teams. For your convenience, we have added you to everything that is relevant for you in advance of the conference.

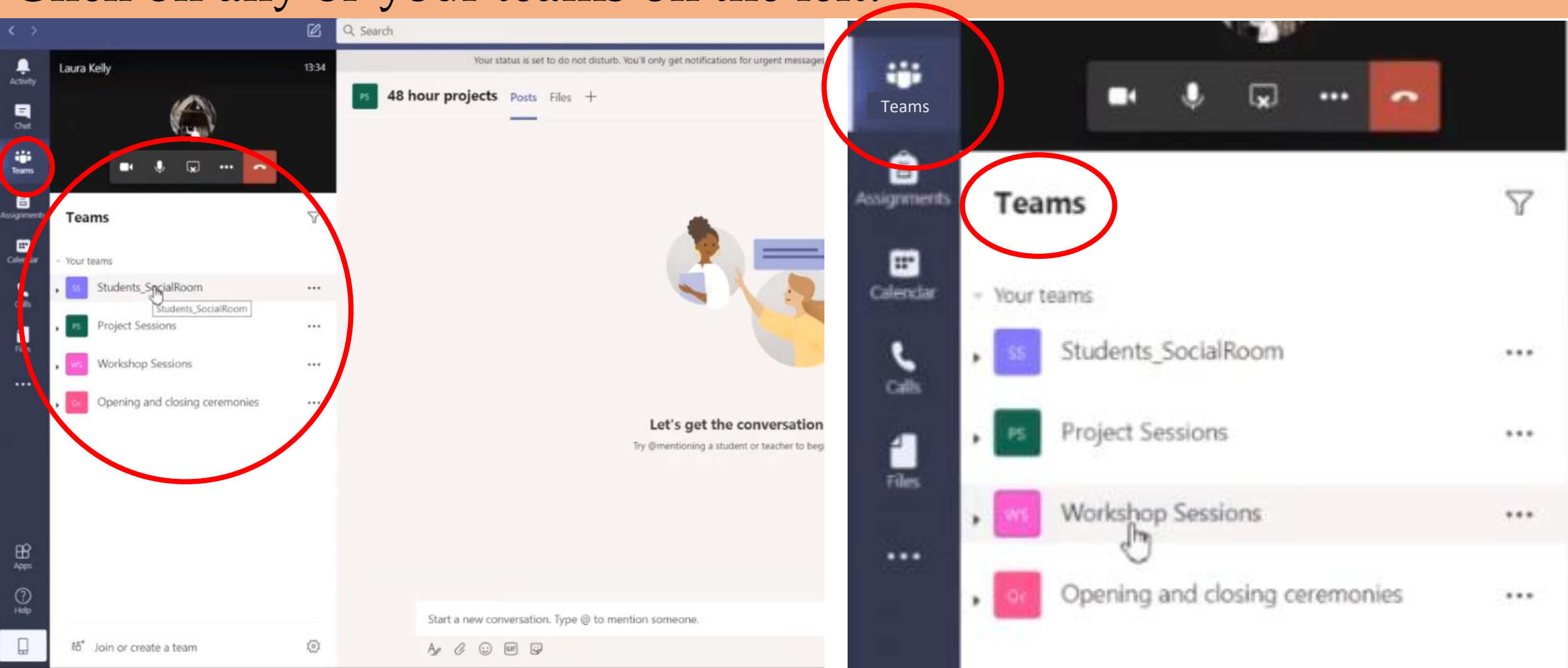


[\\* Find the video with instructions here](#)



# Teams and channels

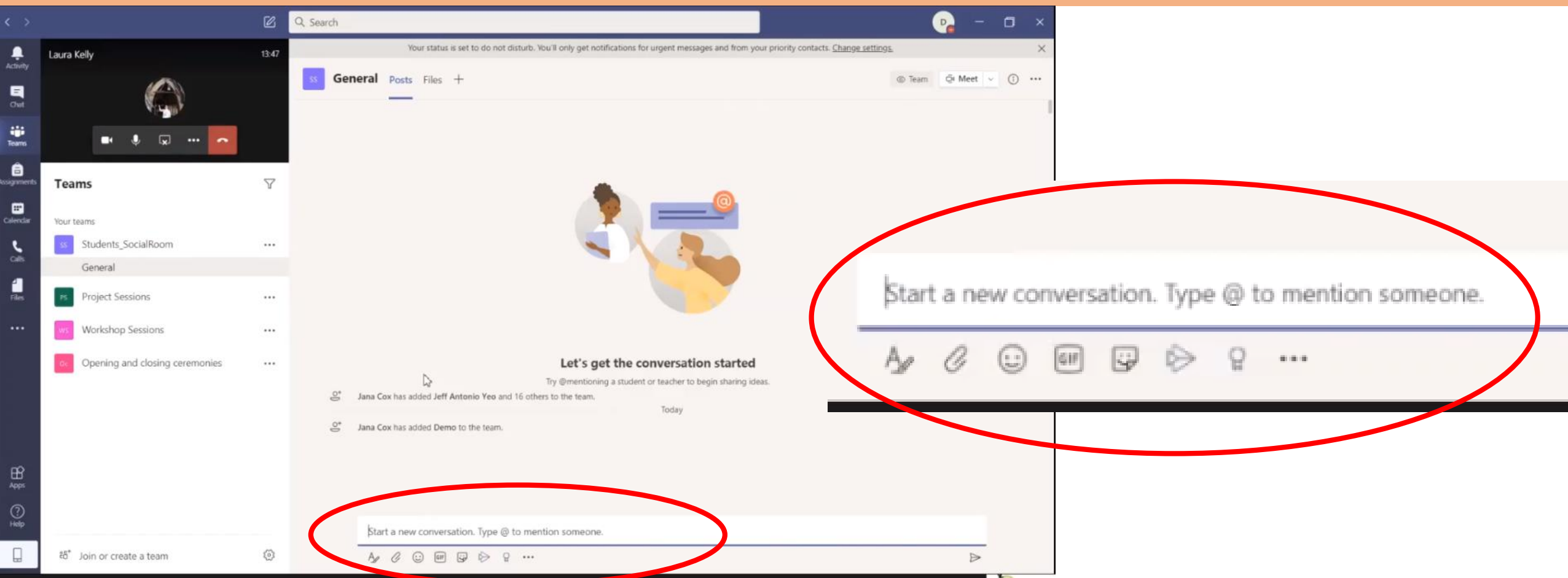
You can find all the 'teams' you are in on the left side of your screen. Click on any of your teams on the left.





# Teams and channels

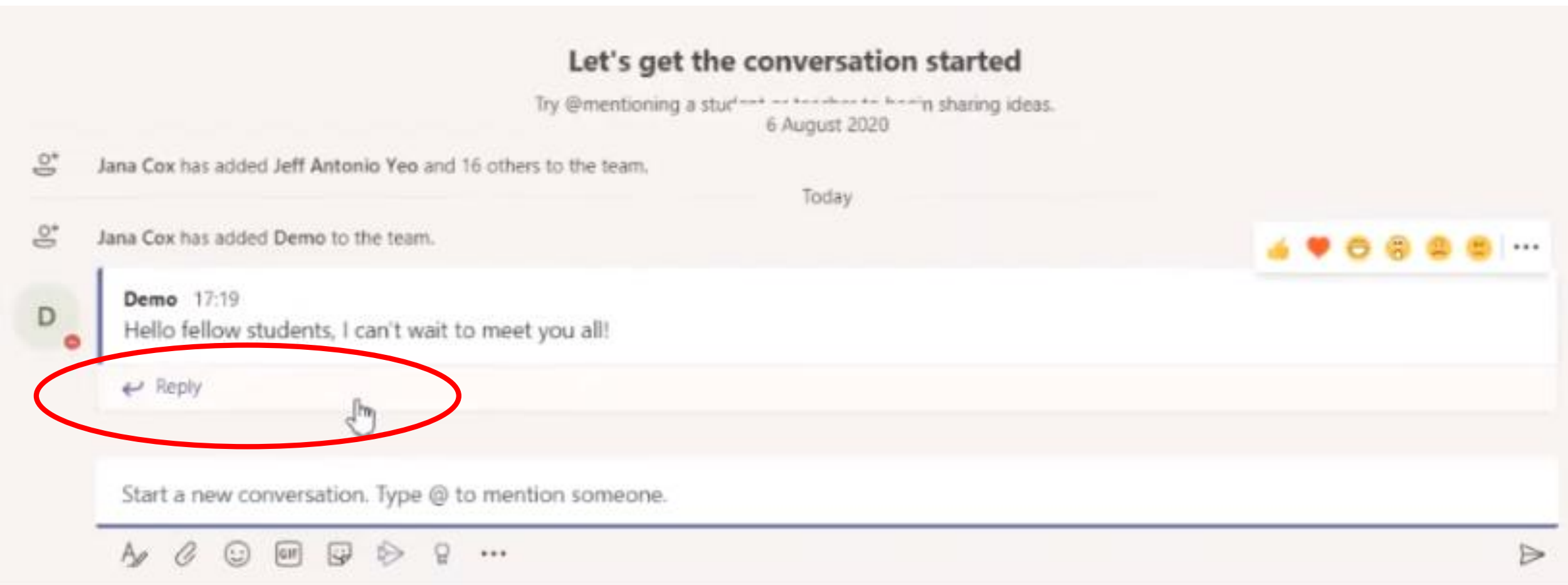
In your teams you can communicate with other team members and to join calls and working sessions. You can for example post messages by typing in the bottom and then pressing 'enter'.





# Teams and channels

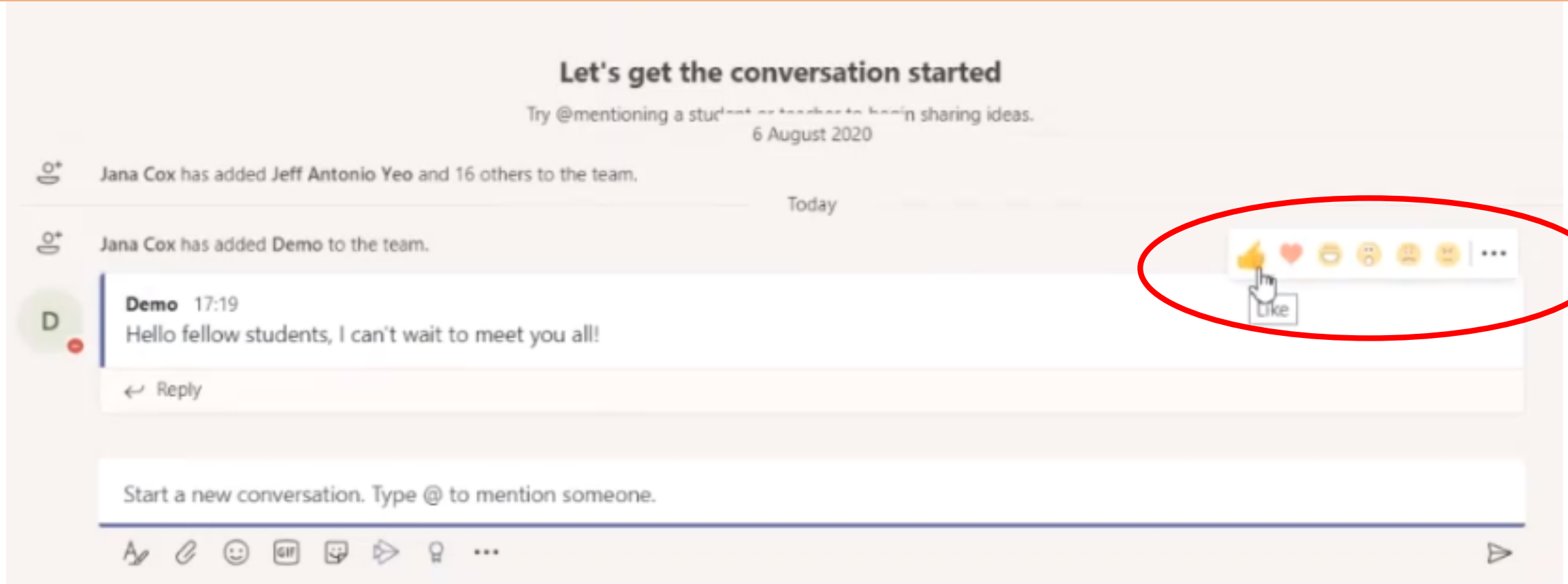
You can also 'reply' to someone's message by clicking 'reply' and typing your response. Again, press enter to send the message.





# Teams and channels

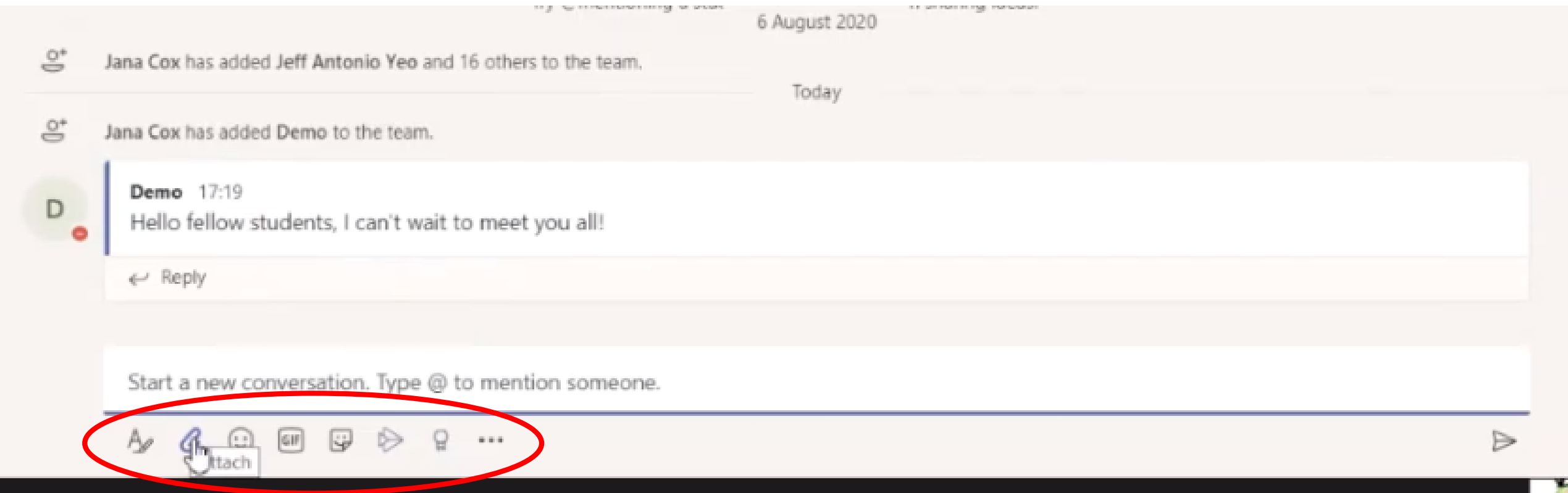
You can also 'react' to messages (similar to on Facebook). Hover over someone's message and select your 'reaction' on the little menu that pops up. You can, for example, 'like' someone's message or response.





# Teams and channels

Much like on other social media platforms, you can also attach 'files', 'emojis', 'gifs', 'stickers' and more to your message. Feel free to explore!

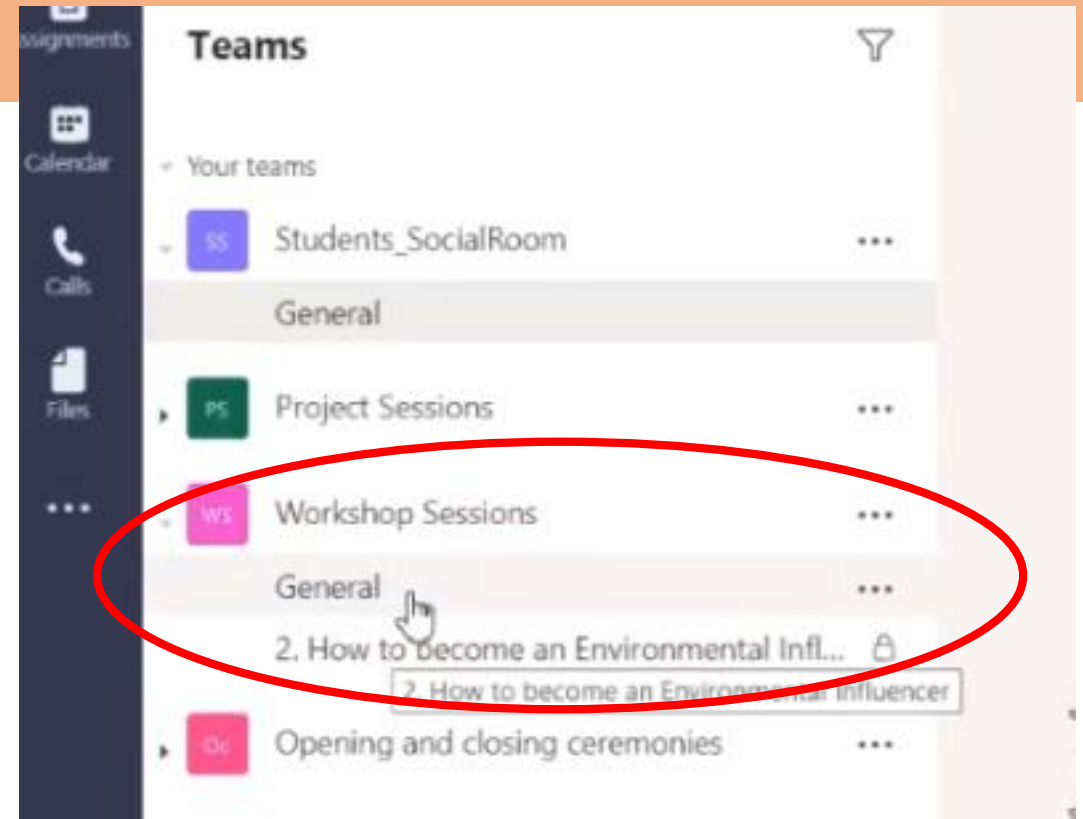
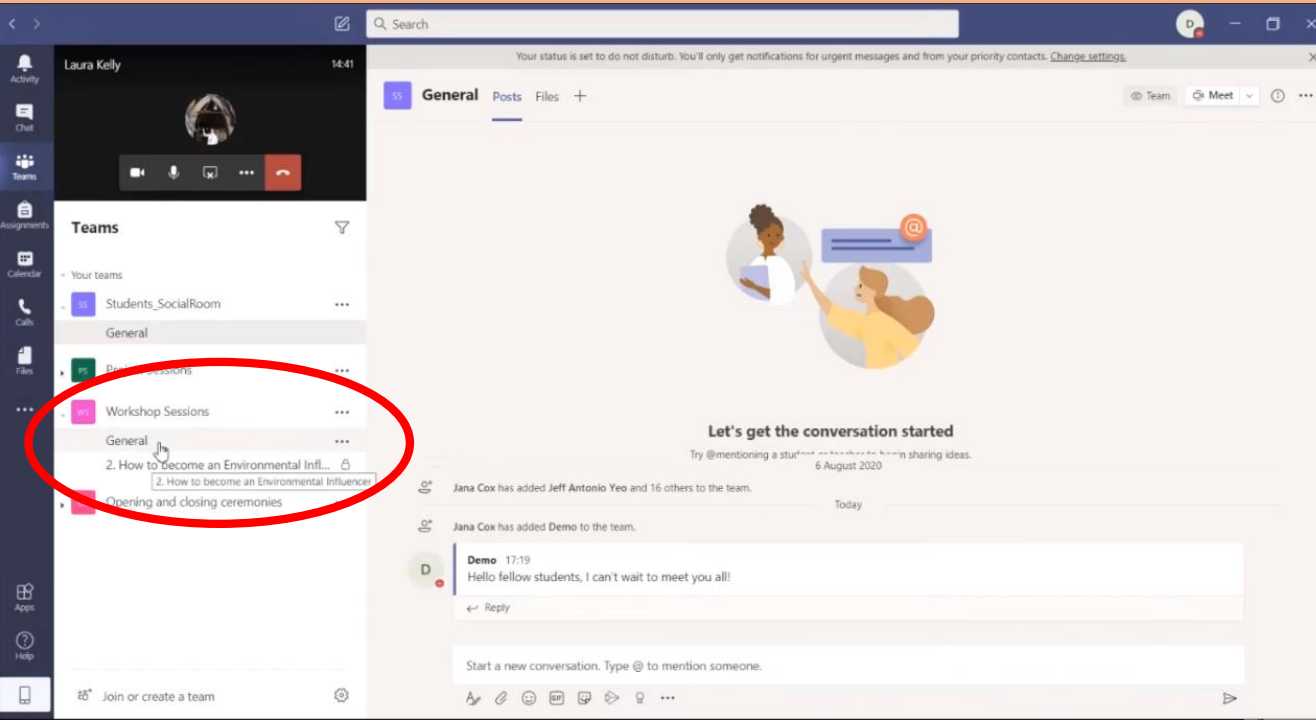






# Teams and channels

Most 'teams' will have various 'channels'. You could compare this to a main group with various subdivisions or subgroups. In this demo, for example, the 'Workshop Sessions' team has two separate channels, one named 'general' and another named 'How to become an environmental influencer'.

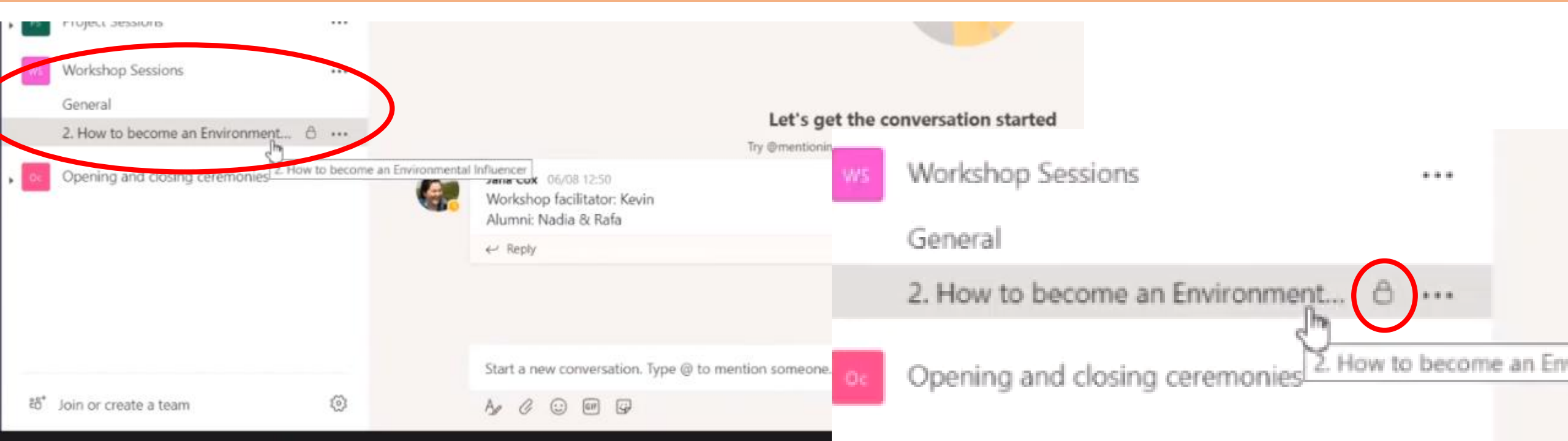






# Teams and channels

Everyone has access to the standard 'general' channel. All other channels are CEI 2020 specific. A lock symbol besides a channel name means the channel is limited and contains a smaller number of participants, which makes interaction easier. In this example, only people who registered for this particular workshop are in it, so you can talk to them specifically.





# Teams and channels

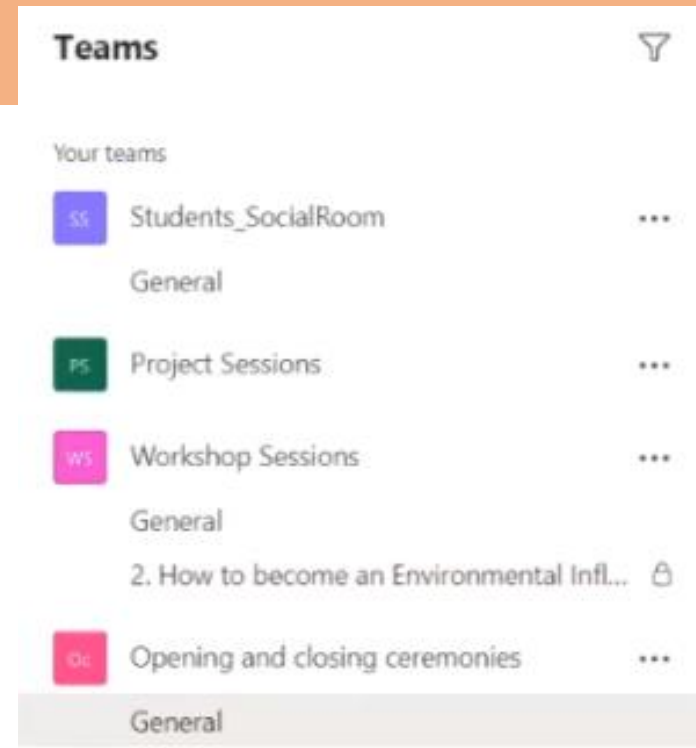
Within teams, you can join scheduled calls. You can recognize them from the blue colour and calendar symbol, like this. Simply click to join!

The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' sidebar lists 'Your teams' with icons and names: 'Students\_SocialRoom', 'Project Sessions', 'Workshop Sessions', and 'Opening and closing ceremonies'. The main chat area shows a conversation with the header 'Let's get the conversation started'. Two messages from 'Jana Cox' are visible, each containing a blue calendar event card. The first message, dated '06/08 20:14', says 'Join us for the CEI 2020 Opening Ceremony' and includes a blue card for 'CEI 2020 Opening Ceremony' on 'Sunday, 27 September 2020 @ 13:35'. The second message, dated '06/08 20:34', says 'Join us for the Closing Ceremony of CEI 2020' and includes a blue card for 'Closing Ceremony CEI2020' on 'Saturday, 3 October 2020 @ 14:05'. Both event cards have a calendar icon and a three-dot menu. Red circles are drawn around these two messages and their respective event cards. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for attachments, emojis, and other features.



# Teams and channels

That's it! We encourage you to explore Microsoft Teams before the conference and become familiar with your personal teams and channels. For example, check if all your workshops and project sessions are there. If you have questions, ask us using the form on the alumni website: [www.alumnicei.org](http://www.alumnicei.org).





Want to know more about  
using Microsoft Teams for the  
CEI 2020 conference?

[Check out other instruction videos here](#)