



Instruction

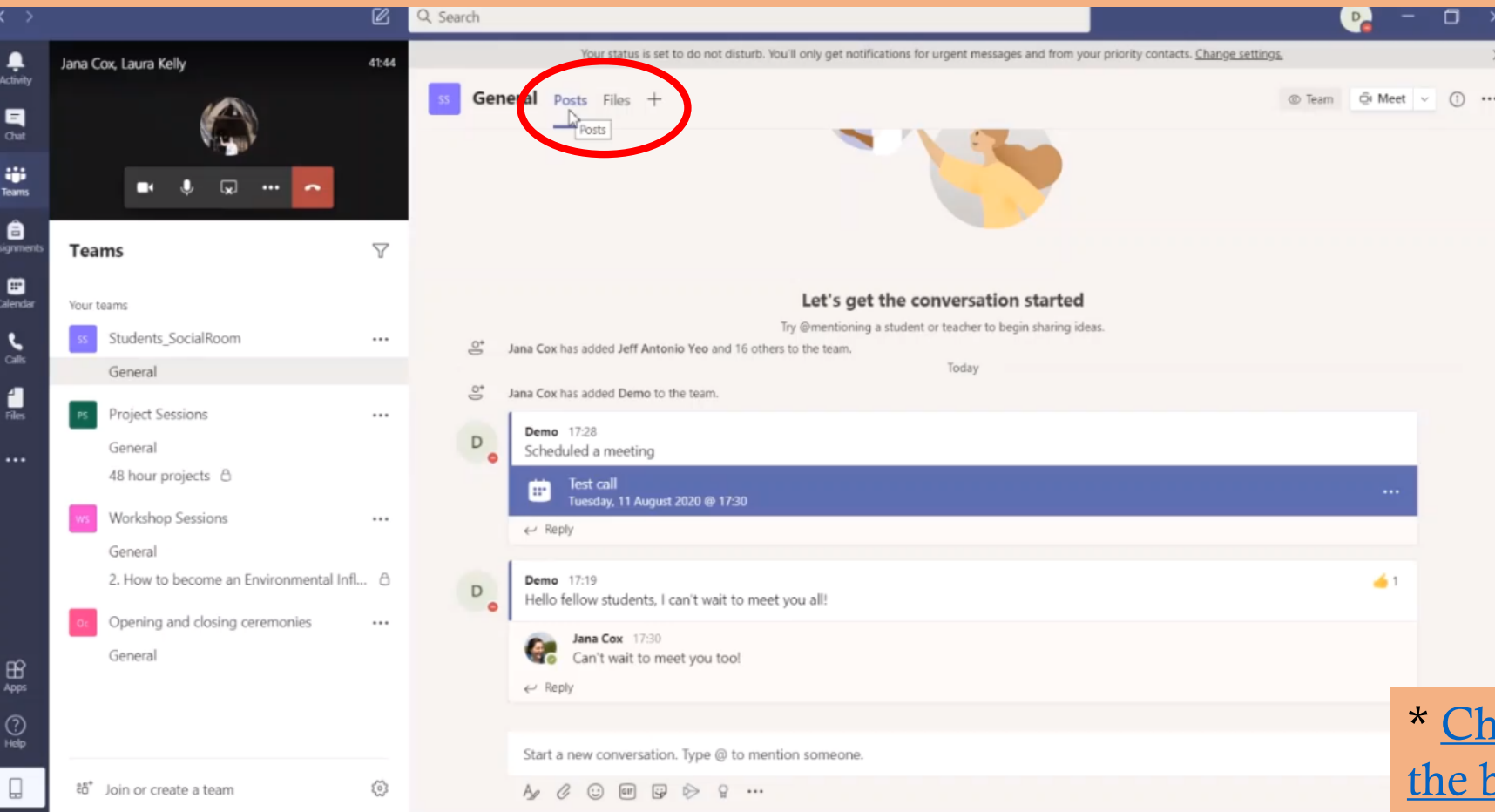
How to work together in Microsoft Teams

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



Teamwork in Teams

Teamwork is always part of a CEI conference, even if it's virtual! In every team and channel* there are at least two tabs to explore. These are called 'Posts' and 'Files' and are found on the top of a page.



* [Check the video with instruction on the basics on 'teams' and 'channels' here](#)



Teamwork in Teams

In 'posts' you can see messages from other participants, you can reply, post files to the group and see scheduled calls.*

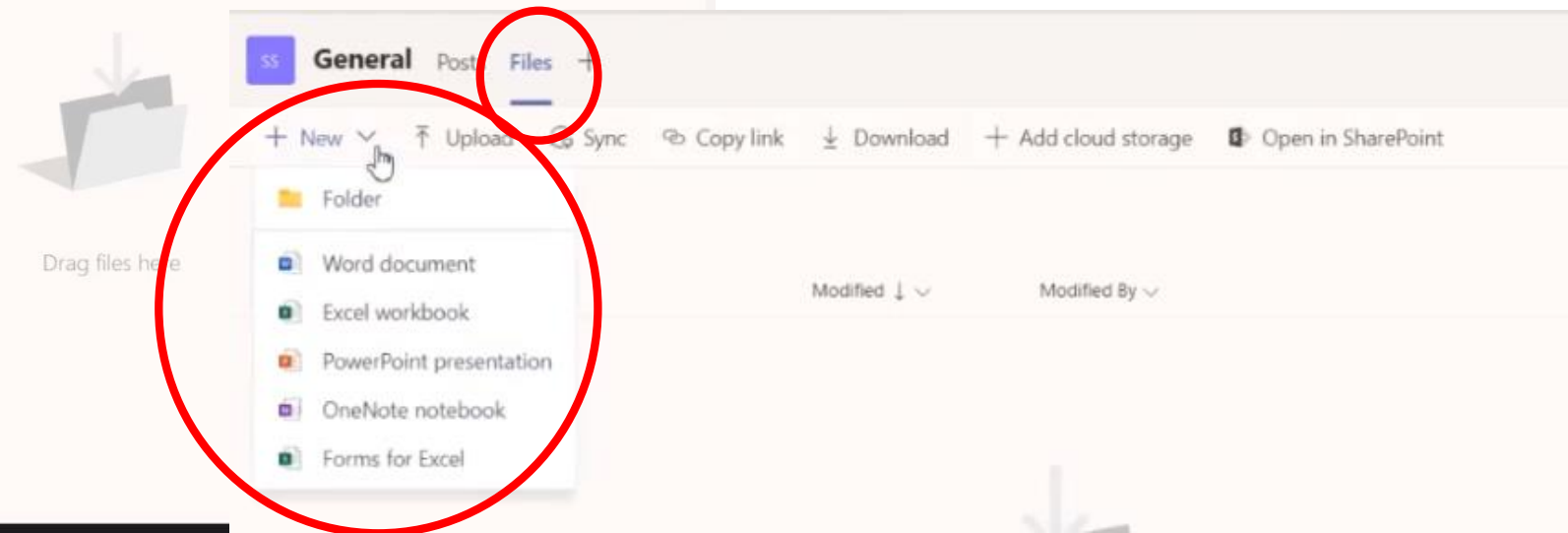
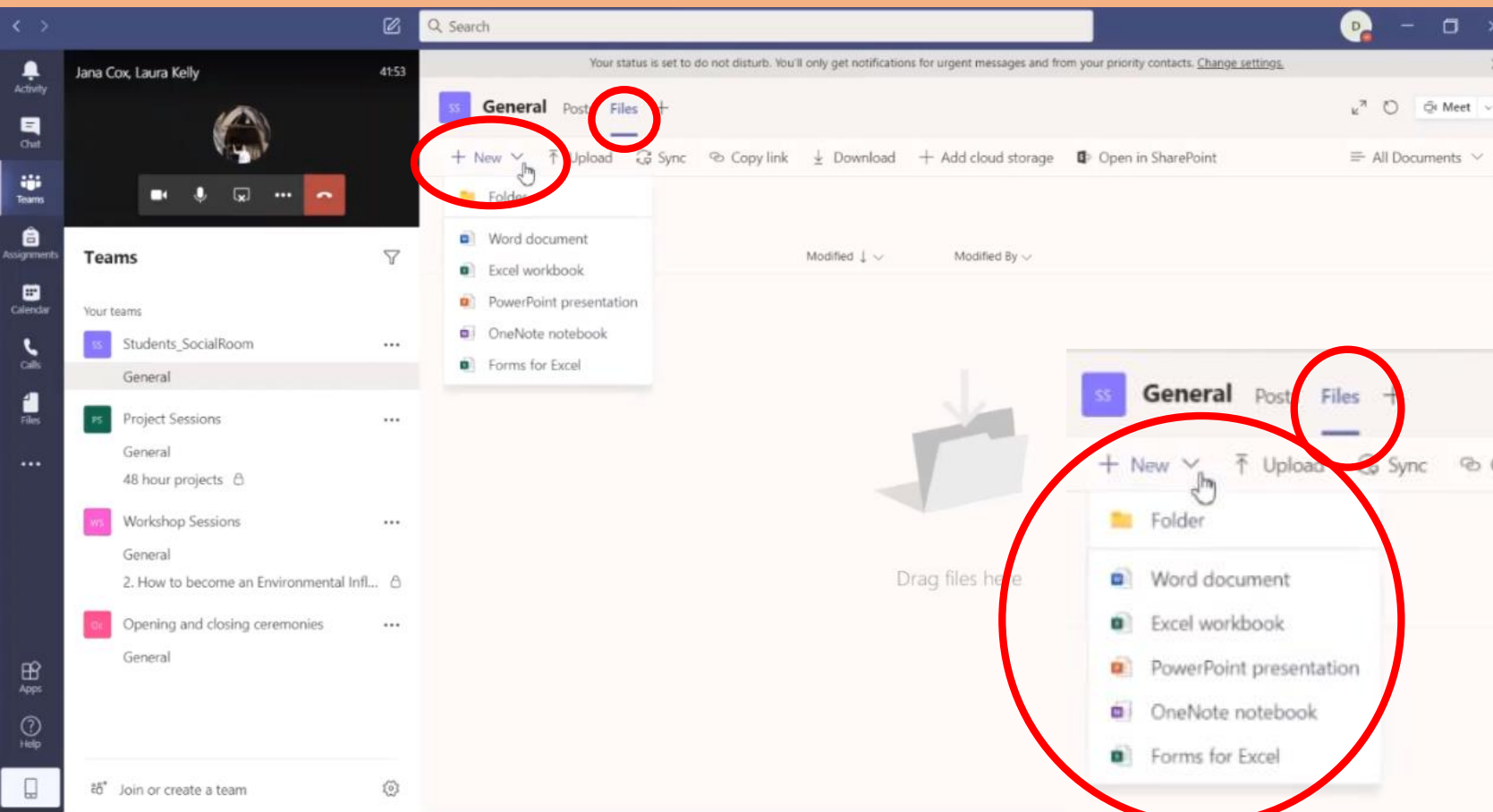
The screenshot displays the Microsoft Teams application window. On the left, a sidebar shows the 'Teams' section with a list of teams: 'Students_SocialRoom', 'Project Sessions', 'Workshop Sessions', and 'Opening and closing ceremonies'. The 'General' channel is selected for each team. The main area shows the 'General' channel of the 'Students_SocialRoom' team. At the top, there's a search bar and a status bar indicating 'Your status is set to do not disturb'. Below this, the channel name 'General' is followed by tabs for 'Posts', 'Files', and '+'. The 'Posts' tab is active, showing a list of messages. The first message is from 'Jana Cox' stating 'Jana Cox has added Jeff Antonio Yeo and 16 others to the team.' followed by a message from 'Jana Cox' stating 'Jana Cox has added Demo to the team.' Below these, there's a message from 'Demo' at 17:28 stating 'Scheduled a meeting' with a calendar icon. This is followed by a blue banner for a 'Test call' scheduled for 'Tuesday, 11 August 2020 @ 17:30'. Below the banner is a message from 'Demo' at 17:19 stating 'Hello fellow students, I can't wait to meet you all!' with a thumbs up icon. Below that is a message from 'Jana Cox' at 17:30 stating 'Can't wait to meet you too!'. At the bottom, there's a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for actions like reply, edit, add attachments, etc.

* Check this instruction for the basics on 'teams' and 'channels'



Teamwork in Teams

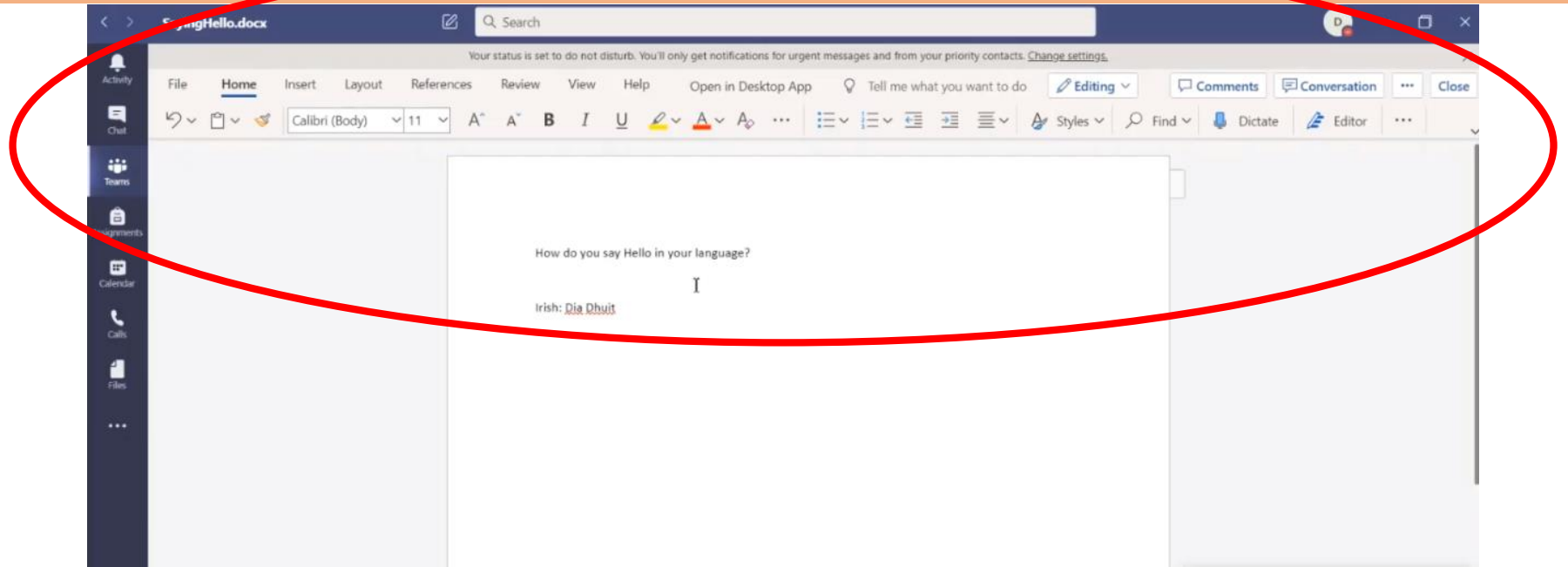
Clicking on 'Files' brings you to the section of the team where you can share documents or other files and also work together. To start a new file, click 'new' and select what item you want to add.





Teamwork in Teams

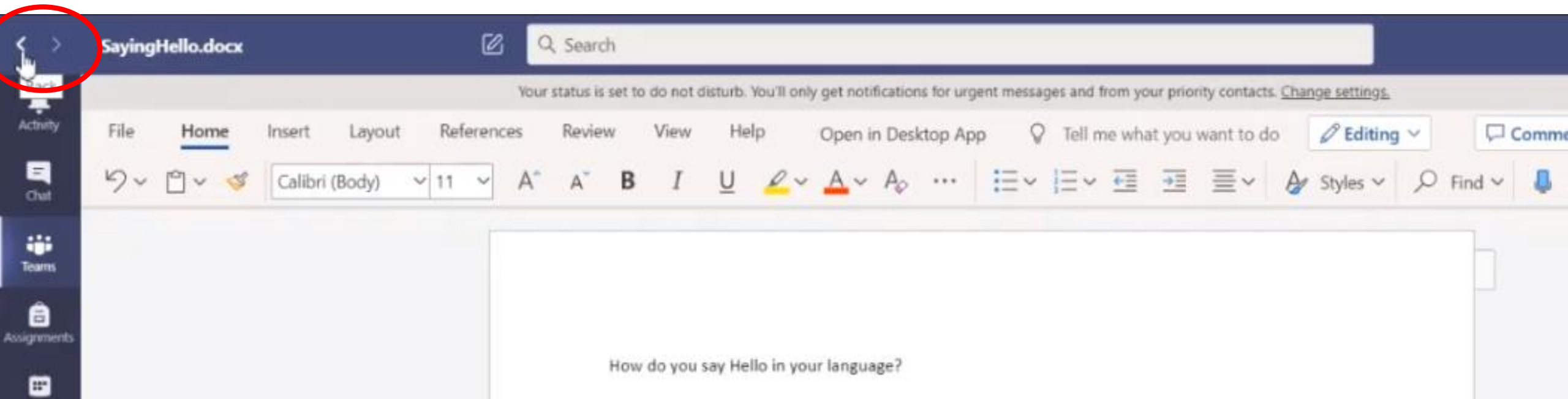
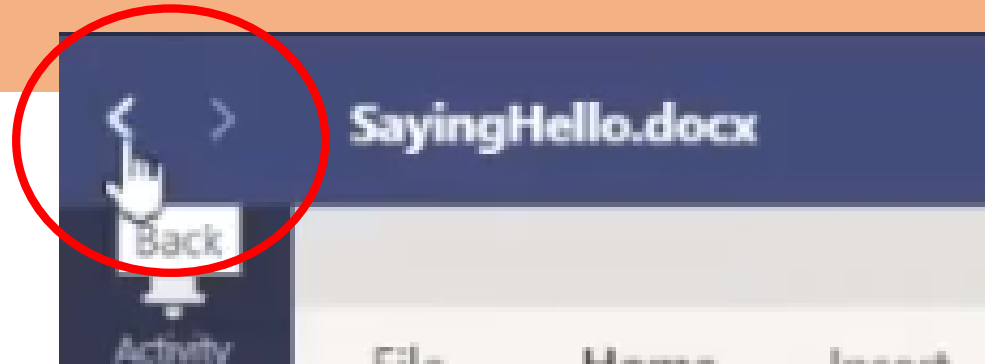
If you make, for example, a new Word document, it opens and you see something looks and works like a document in Microsoft Word and functions like a Google Document: it's a document that everybody who is in your team can access, contribute to, review... and that updates and saves automatically for everyone. People not in your team cannot access this document.





Teamwork in Teams

To exit the document, simply press the little arrow pointing left on the top left corner ('back').





Teamwork in Teams

You will now see your newly created document. For every document you can see who last modified it, and when.

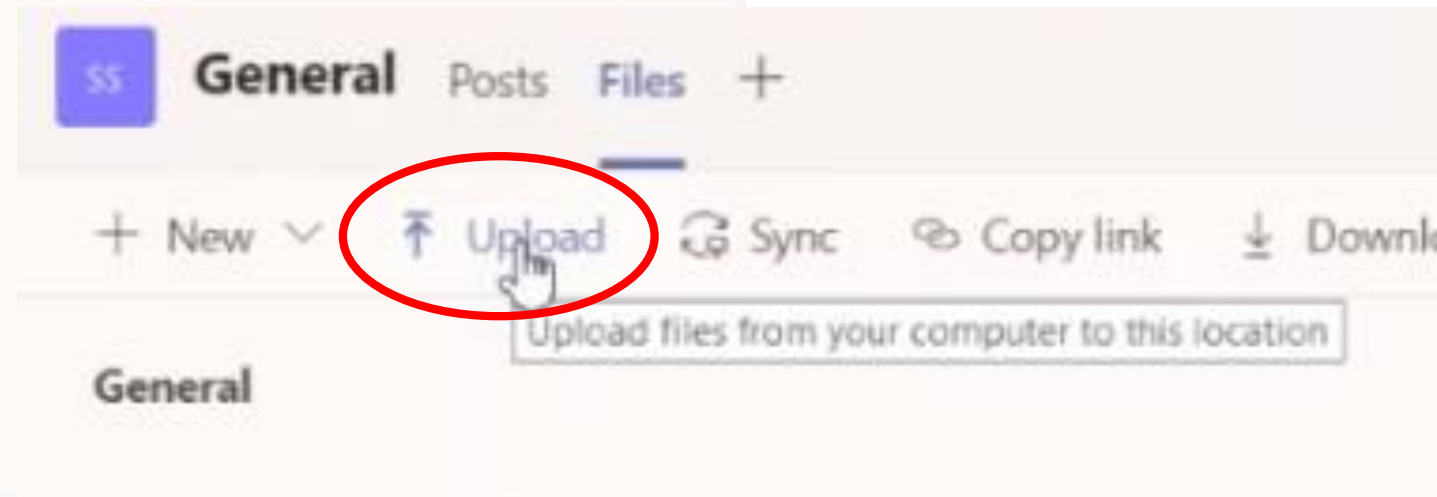
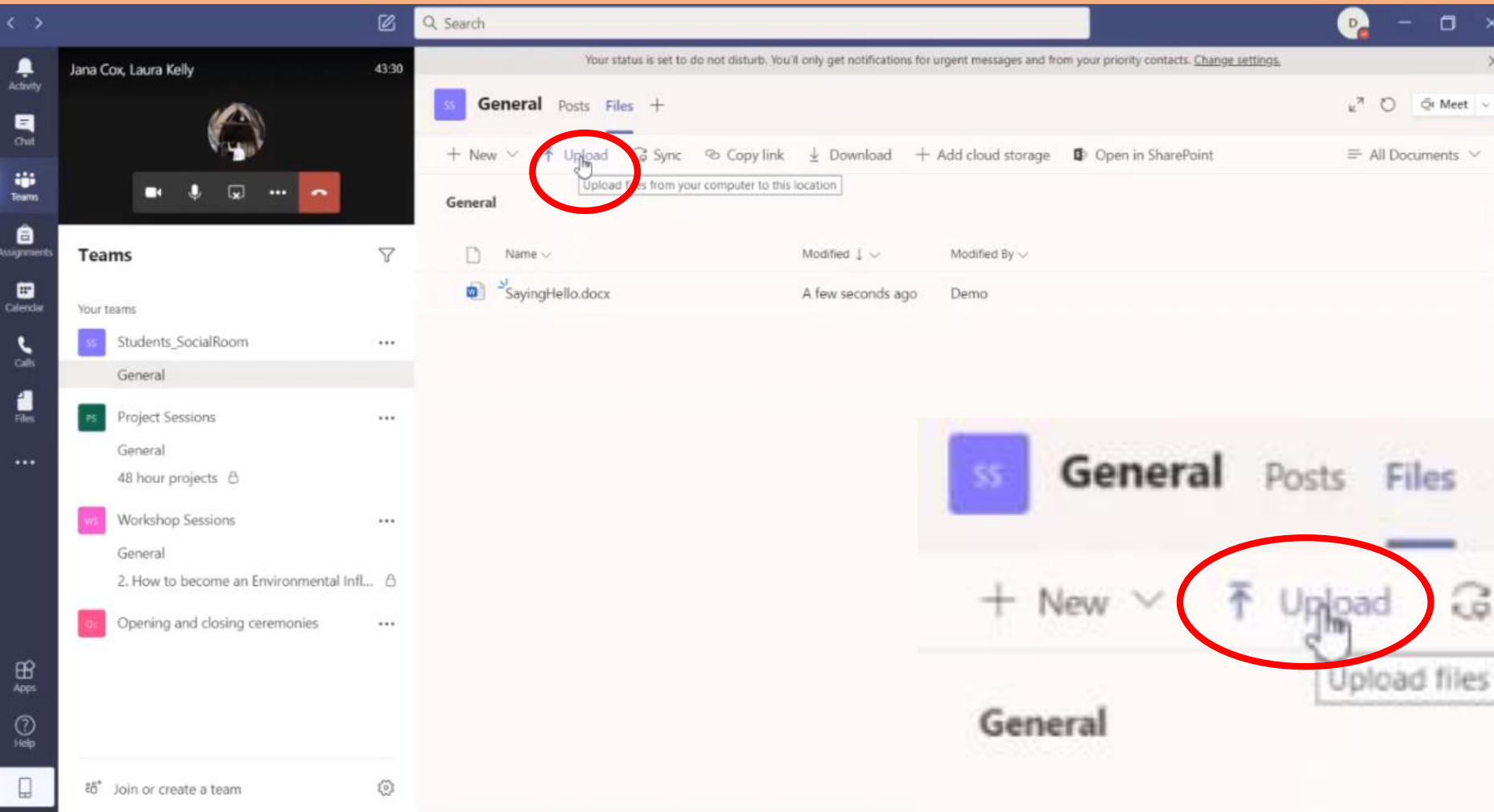
The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows 'Teams' selected. The main area shows the 'Students_SocialRoom' team with the 'General' channel selected. A document list is visible, with the following columns: Name, Modified, and Modified By. A red oval highlights the first document entry, 'SayingHello.docx', which was modified 'A few seconds ago' by 'Demo'. A tooltip for the 'A few seconds ago' text is visible, showing 'A few seconds ago'.

Name	Modified	Modified By
SayingHello.docx	A few seconds ago	Demo



Teamwork in Teams

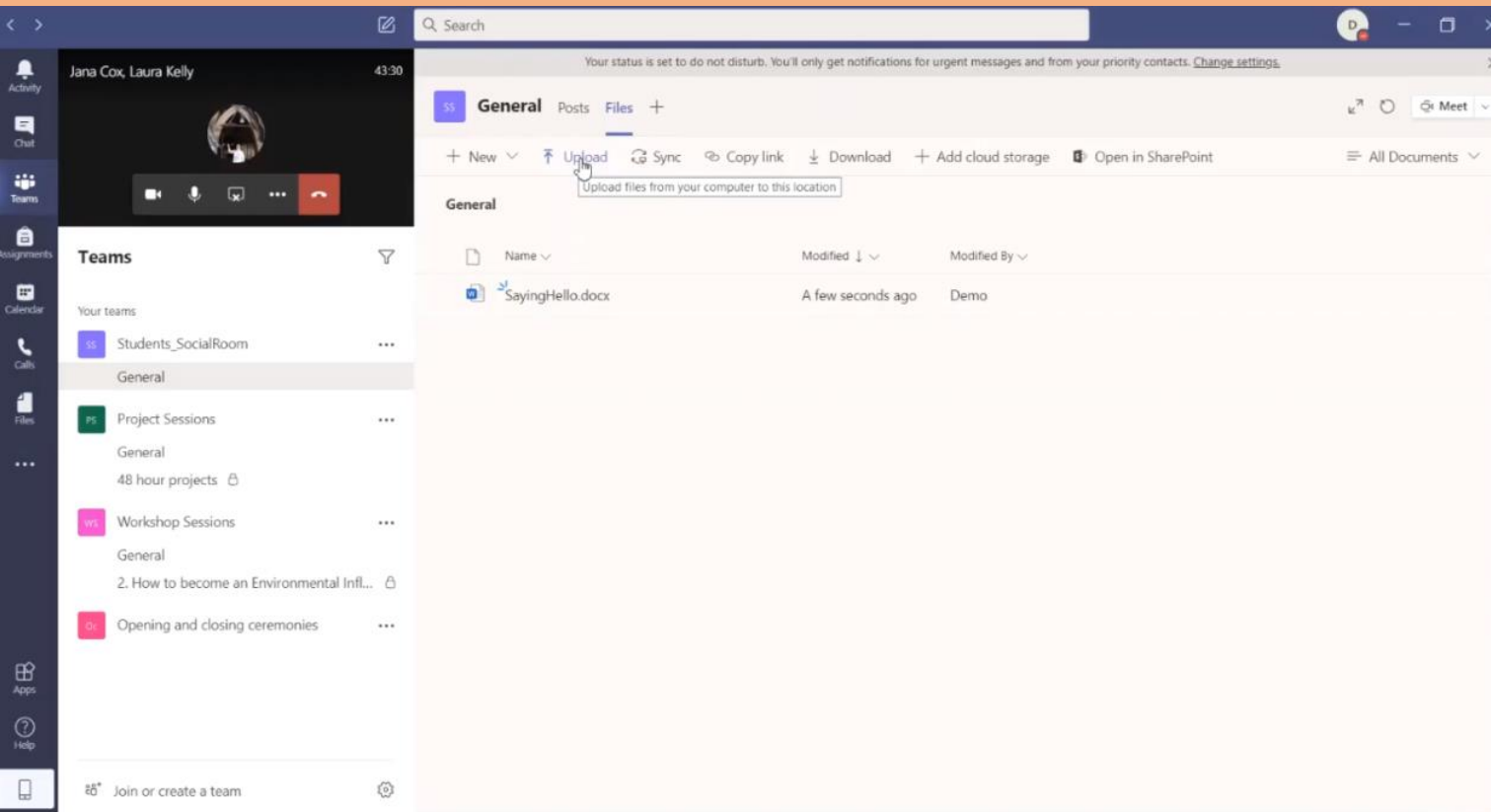
If you want to upload a file (document/photo/video/PowerPoint...) you can click 'upload' and choose the file you wish to upload.





Teamwork in Teams

Try out working together in these shared documents. It will be particularly useful for projects and workshops. We encourage doing everything in Microsoft Teams, so everyone can always see up-to-date documents and you can create together. Good luck!





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

[Check out other instruction videos here](#)