



Instruction

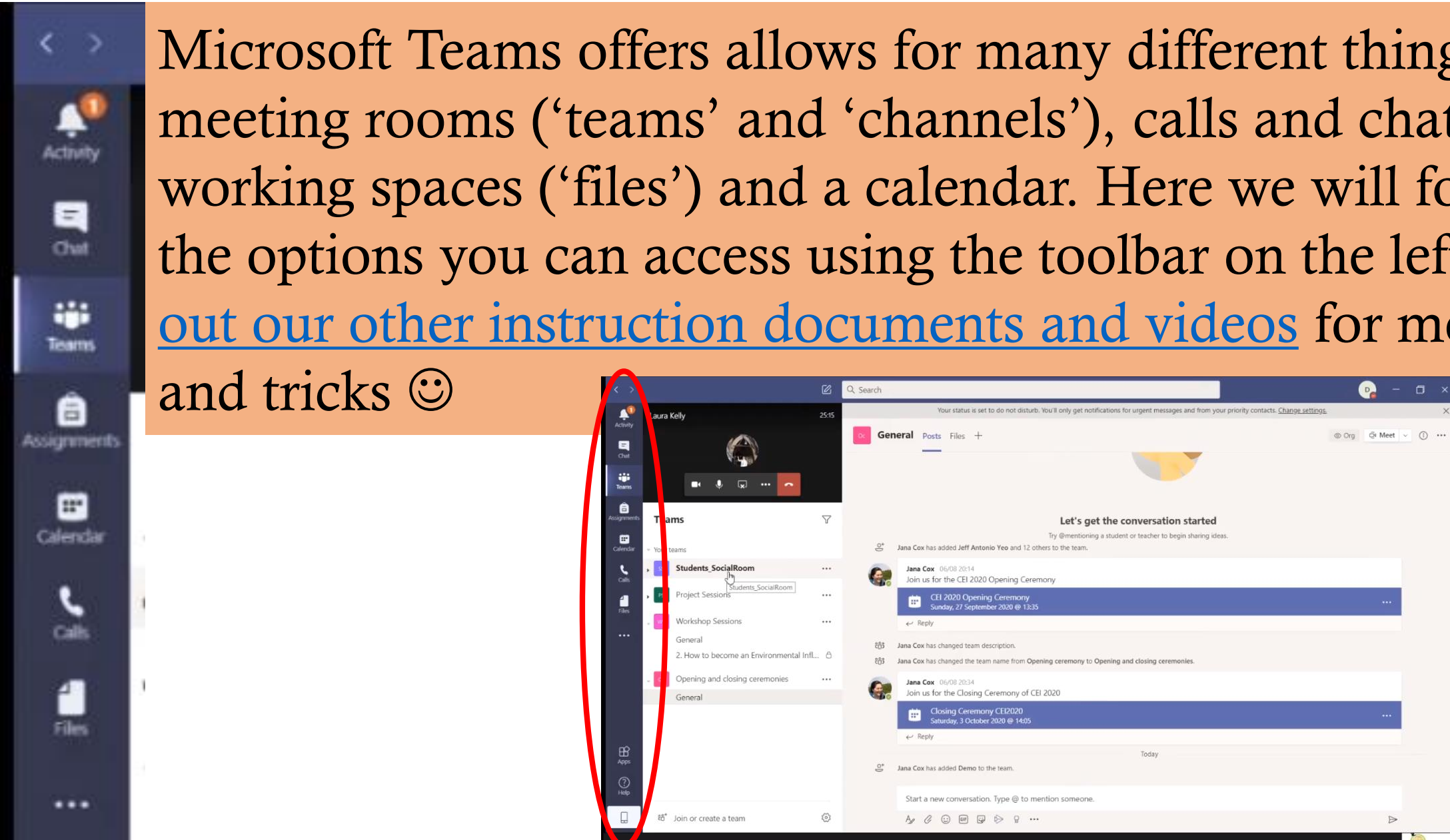
Useful tips for using Microsoft Teams

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



Useful MS Teams tips

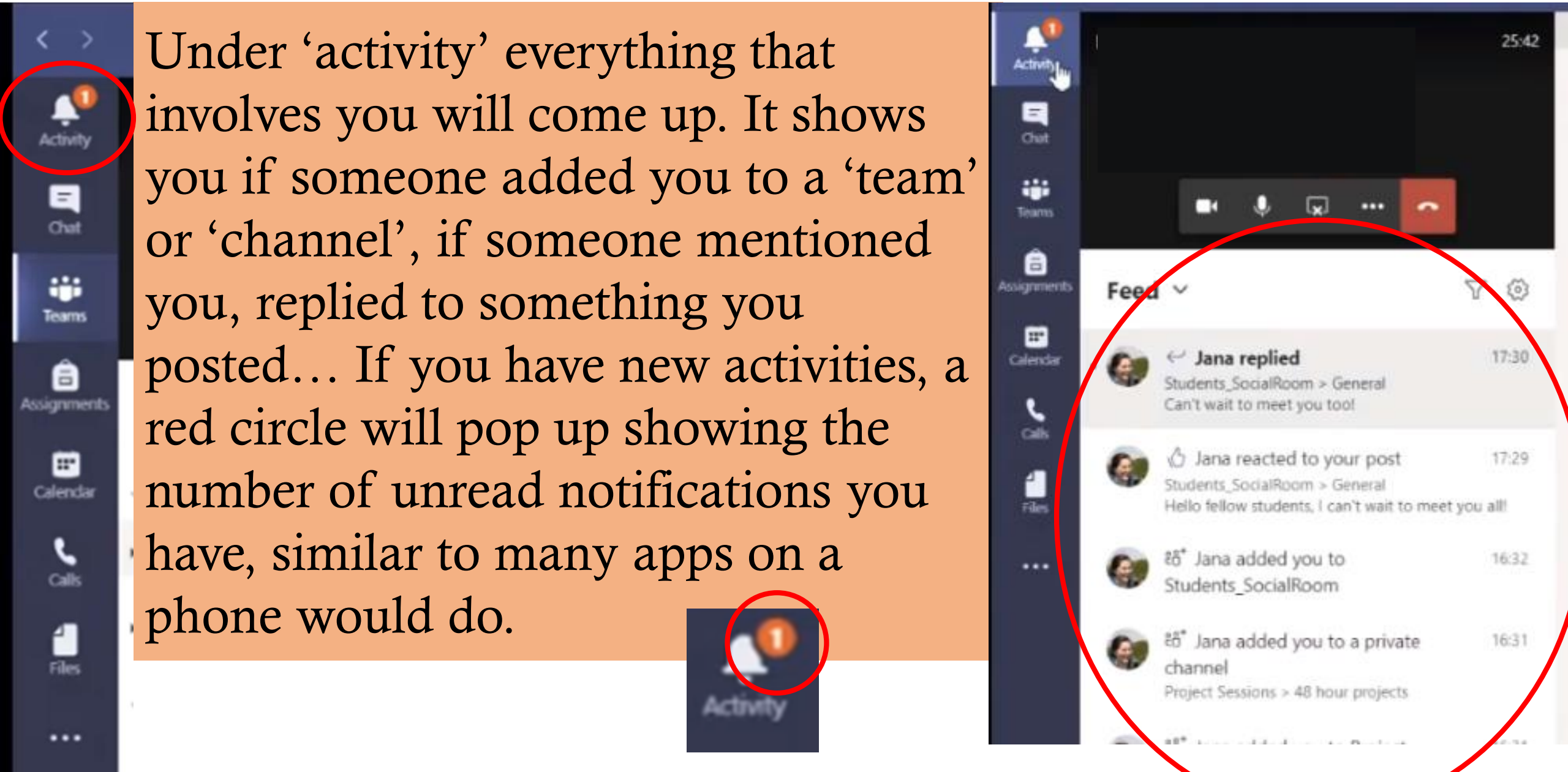
Microsoft Teams offers allows for many different things: meeting rooms ('teams' and 'channels'), calls and chats, shared working spaces ('files') and a calendar. Here we will focus on the options you can access using the toolbar on the left. [Check out our other instruction documents and videos](#) for more tips and tricks 😊





Useful MS Teams tips

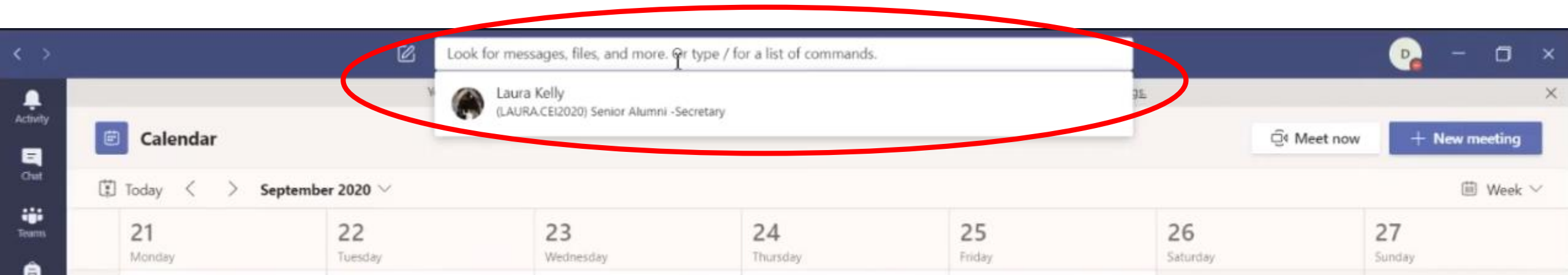
Under 'activity' everything that involves you will come up. It shows you if someone added you to a 'team' or 'channel', if someone mentioned you, replied to something you posted... If you have new activities, a red circle will pop up showing the number of unread notifications you have, similar to many apps on a phone would do.





Useful MS Teams tips

If you want to search for someone or something (person, message...) you can use the search bar. You can find the search bar on the top of your Microsoft Teams screen

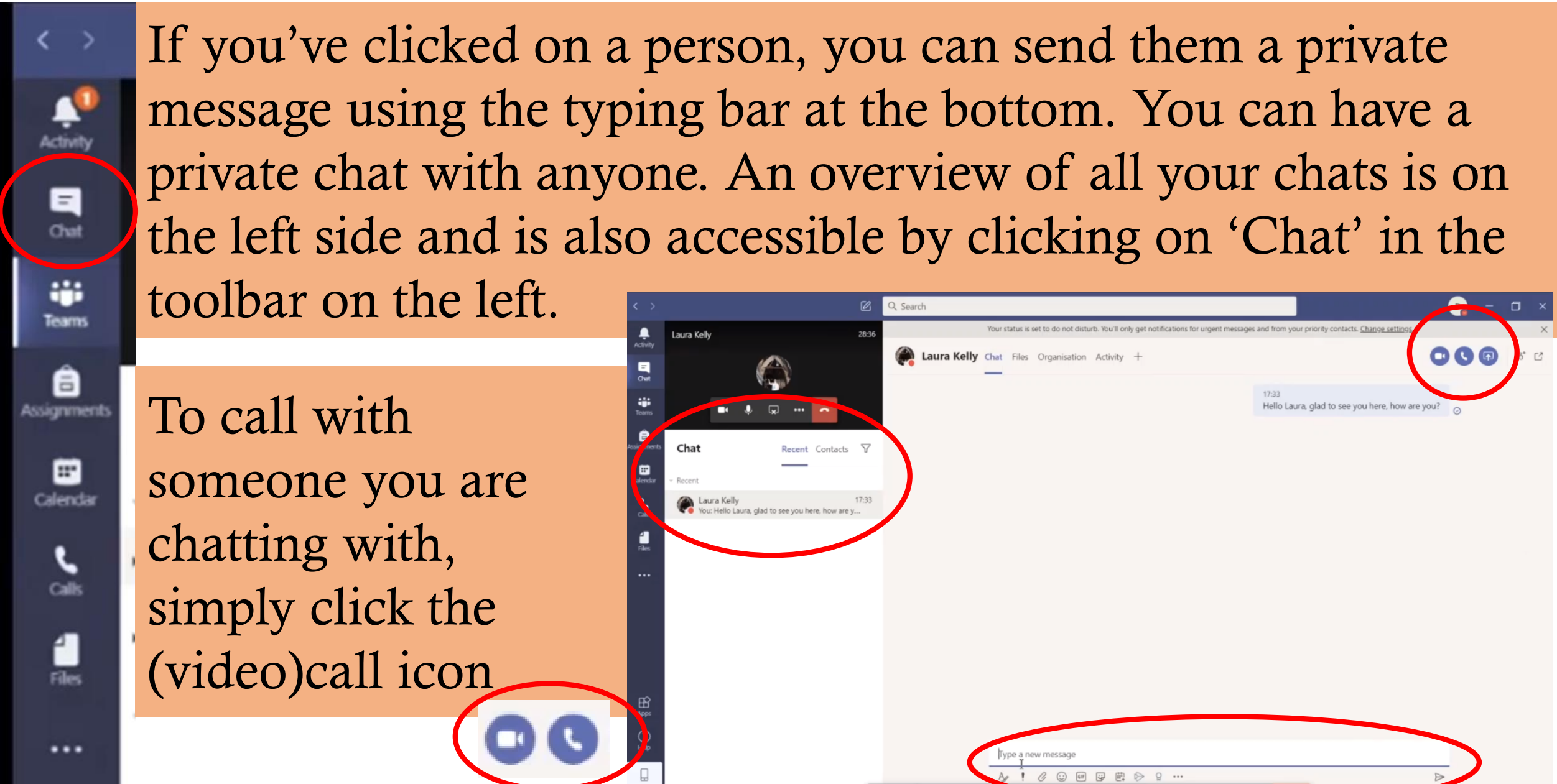




Useful MS Teams tips

If you've clicked on a person, you can send them a private message using the typing bar at the bottom. You can have a private chat with anyone. An overview of all your chats is on the left side and is also accessible by clicking on 'Chat' in the toolbar on the left.

To call with someone you are chatting with, simply click the (video)call icon

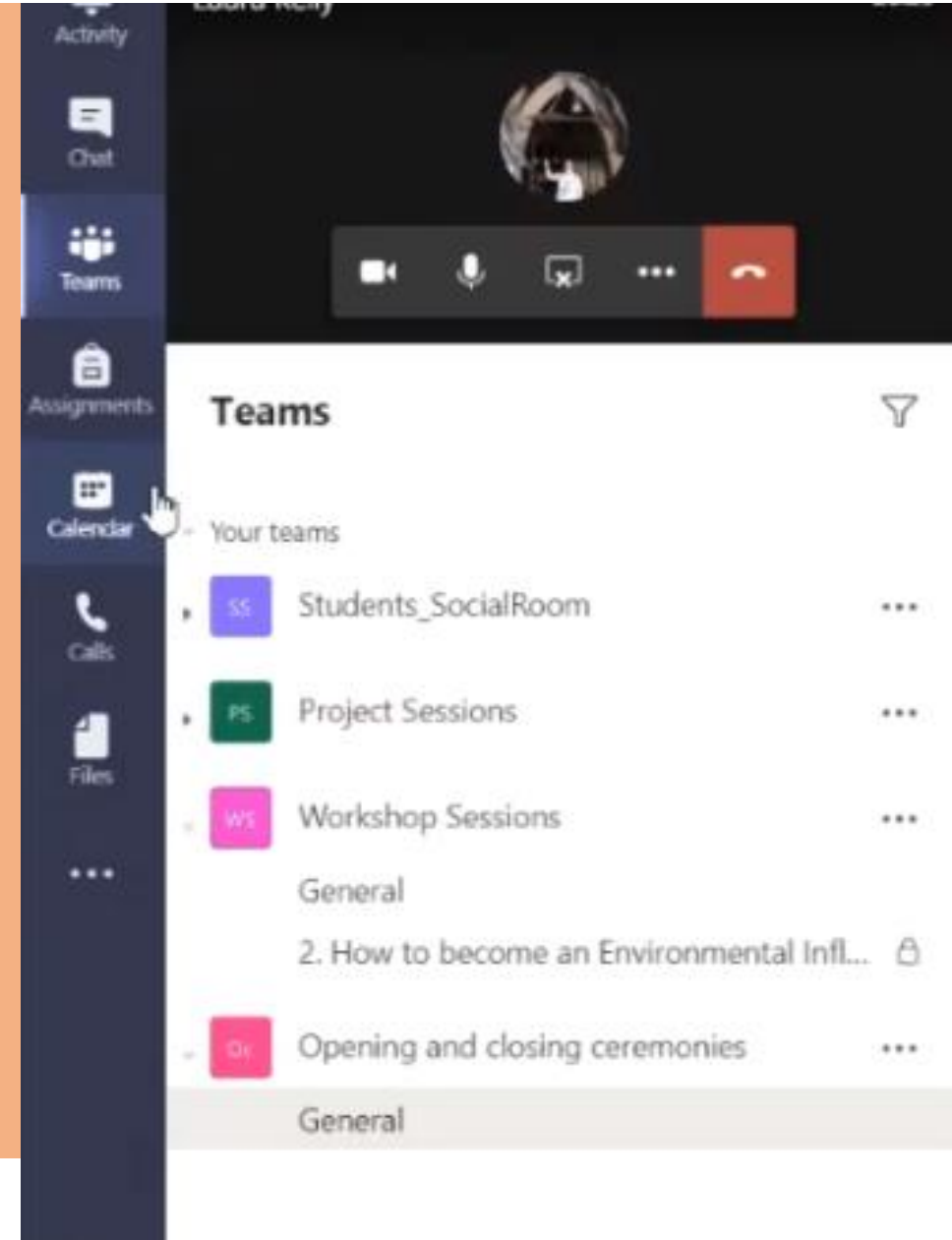




Useful MS Teams tips

Teams are the groups where you are in with fellow participants. [There is a specific instruction on 'teams' and 'channels'](#). If there are new activities in one of your teams or channels, the name will be bold to alert you of updates.

Click on 'teams' in the toolbar to see an overview of all your teams.





Useful MS Teams tips

The calendar is a very useful function and allows you to easily and quickly join calls and see your conference program. The calendar you see is your personal calendar.

The screenshot displays the MS Teams application interface. On the left sidebar, the 'Calendar' icon is highlighted with a red circle. The main pane shows the 'Calendar' view for September 2020. The calendar grid shows days from Monday (21) to Sunday (27). A meeting titled 'CEI 2020 Opening Ceremony' by Jana Cox is scheduled for Sunday, September 27, from 13:35 to 15:30. The meeting card is highlighted with a mouse cursor. The bottom right corner shows a video call control bar with icons for video, audio, chat, and a red 'End call' button.



Useful MS Teams tips

Your calendar is automatically set to your own time zone, which means no more hassle with time difference! Make sure to set your calendar to 'week', so you also see scheduled calls on weekend days. The conference starts on a Saturday!

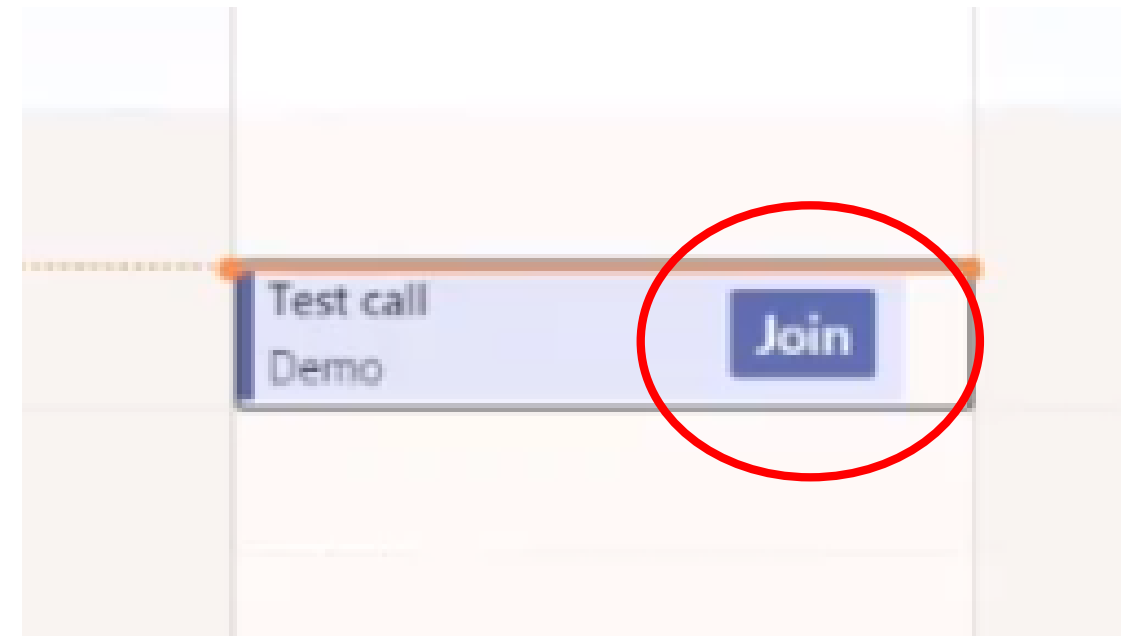
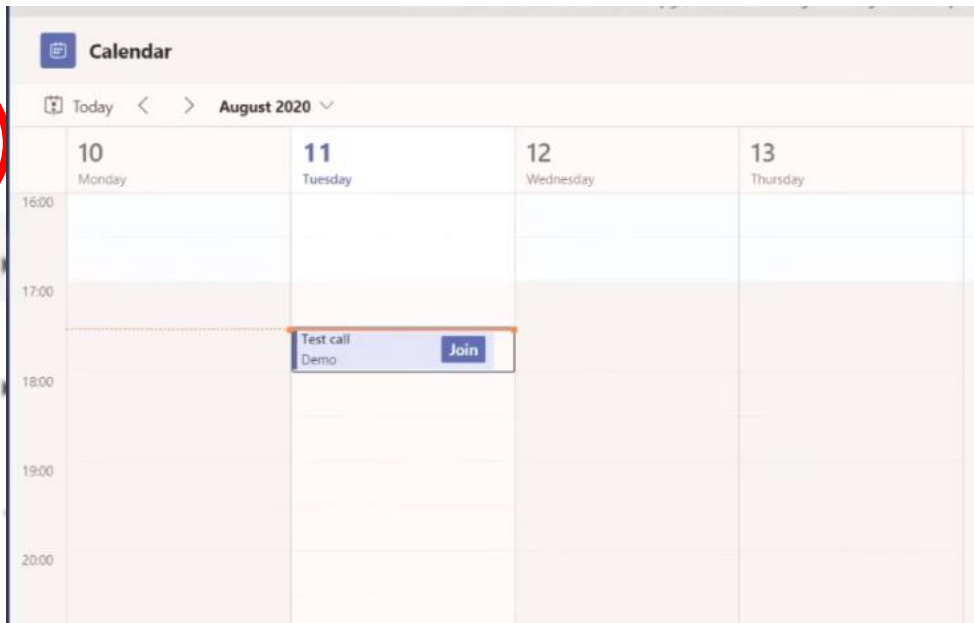
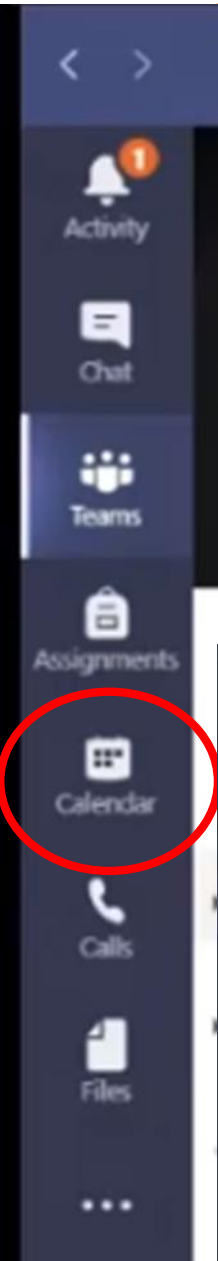
The screenshot displays the MS Teams interface. On the left sidebar, the 'Calendar' icon is circled in red. The main area shows a calendar for August 2020, with a 'Test call Demo' meeting scheduled for Tuesday, August 11th, from 17:00 to 18:00. A 'Join' button is visible next to the meeting. In the top right corner, the 'Meet now' and '+ New meeting' buttons are shown. The '+ New meeting' dropdown menu is open, and the 'Week' option is circled in red. A hand cursor is pointing at the 'Week' option in the dropdown menu.

10 Monday	11 Tuesday	12 Wednesday	13 Thursday	14 Friday	15 Saturday
	Test call Demo Join				



Useful MS Teams tips

When there is a call scheduled in your calendar that is starting, it will give you the option to 'join'. To participate in the call, simply click on 'join' and it will add you to the correct call. We strongly encourage you therefore to use the calendar to make it easy for yourself to join the correct calls!





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

[Check out other instruction videos here](#)