MICROSOFT TEAMS: TOP TIPS

This infographic outlines key functionality and set-up to consider when creating your team. All the steps mentioned have been used in live examples within the university.

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1 CREATE A 'READ ME FIRST' TAB

Creating a 'read me first' page can be very beneficial. It can be used to welcome everyone to the team, provide housekeeping or general information and in some cases the learning objectives. The page can also highlight further support or guidance the attendees may need. A Sharepoint page or OneNote have been commonly used for this tab.

2 THE GENERAL CHANNEL

We advise to use this channel to create announcements and schedule the main room meetings. It also allows attendees to post questions and comments. If you have more than one meeting a day it is important to change the title to state 'meeting now closed' so that attendees do not go into the old/wrong meeting.

3 NETIQUETTE/GROUND RULES

Creating ground rules for teams meetings and online sessions are important. It can focus on general rules. i.e mute your mic when not speaking, to focusing on respecting other views and creating open communication between attendees, whilst fostering collaboration and support.

4 PRIVATE FACILITATOR CHANNEL

If you have a number of colleagues or Phd students supporting the running of the team or facilitating, we have found it beneficial to have a private channel so that questions or facilitator meetings can be generated outside of the main general channel.

5 BREAKOUT ROOMS

If you wanted to create breakout rooms you would add a number of channels to suit your needs. You may want to investigate whether you want them to be private and allocate attendees, or manually allocate attendees from the main meeting. NB: Private channels do not allow certain functionality i.e @mentions or recording meetings so it is important you know the limitations.

6 ANNOUNCEMENTS AND @MENTIONS

Creating announcements can be a powerful tool. drop-in teams have announcements for open and closing, you can use announcements to showcase best practice or important news . You can @mention the team, channel or attendee.

7 MEMBER PERMISSIONS

It is really important to access the member permissions of the team and tailor the permissions accordingly. for example, do you want your attendees to create channels, or add tabs? etc..

8 TAGS AND ACCESS TO THE TEAM

You can create a tag for the facilitators i.e @Helpers so that all attendees can send messages to more than one person. You can generate an access code, send a link or manually add attendees to the team.