

Microsoft Teams The lesser-known features

If you are one of the millions of people around the UK now working from home, you've probably had to become quickly acquainted with Microsoft Teams. This real-time collaborative communications tool has seen huge gains in both stock price and daily users, with as many as 44 million people now logging in every day. It's a fantastic tool in these times of remote working, helping teams stay connected, share documents and get stuff done.

You've no doubt found your way around the basics, but Microsoft Teams has some handy, not so well known features. Here's some top tips that not everyone knows, but love as soon as they do!



Transcription of meetings

Team members not able to attend meetings or those experiencing connection issues need to be kept in the loop. Sometimes it's good to have a written log of what has been said.

The transcribe feature in Teams turns video conferences into written documents with minimal effort.

A Microsoft Administrator can turn on the auto-transcribe function:

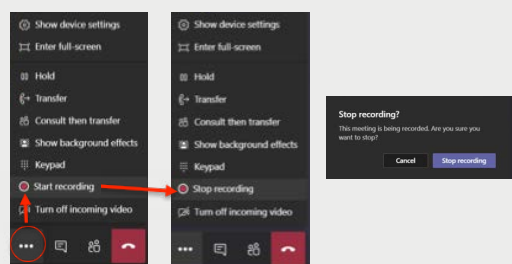
- Go to **Teams Admin Centre**
- Select **Meetings**
- Select **Meeting policies**
- Select **Global policy option**
- Turn on **Transcription**

With this enabled, whenever you record a meeting you will also get the option to automatically generate a transcription.

If you are not a Microsoft Administrator

The captions function will work as a transcript. As soon as your meeting or call begins, start recording it.

- Go to **Meeting controls**
- Select **More options '...'**
- Start **recording**

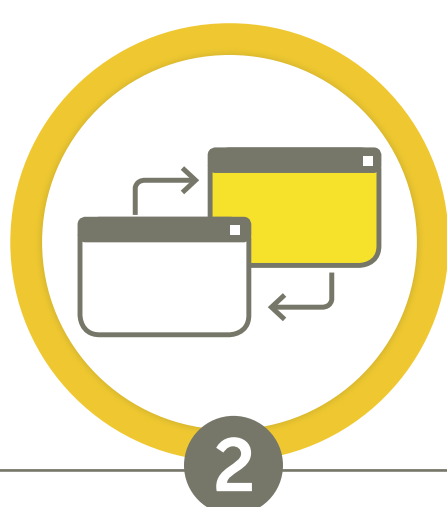
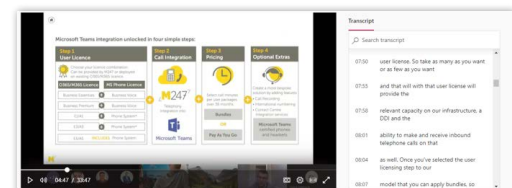


When the call has finished hang up by hitting the red phone icon and the recording will automatically save to Microsoft Stream.

To view your video in Microsoft Stream:

- Select **More options '...'**
- Edit**
- Select **your language**

This generates a transcription or 'Caption' file.



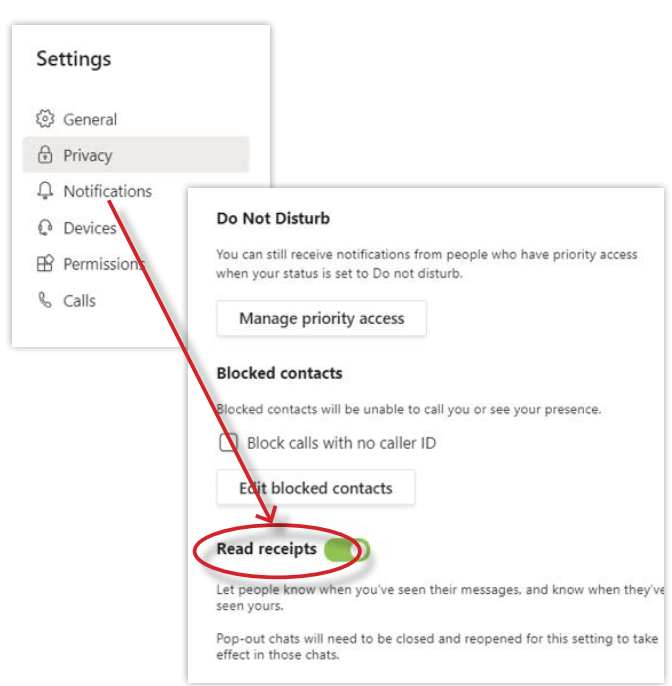
Turning off read receipts

When sending out bulk emails, or messages are going back and forth between team members, you don't necessarily need all the 'pingbacks' to let you know they have been read.

Conveniently, Teams provides the option to turn off this function.

How to turn off read receipts:

- Go to **Teams**
- Click your **profile picture**
- Select **Settings**
- Select **Privacy**
- Turn off or on **Read receipts**



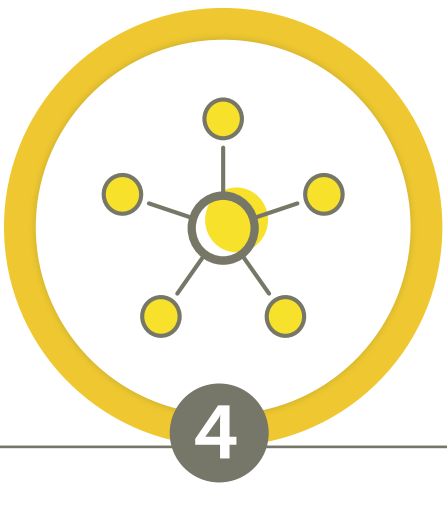
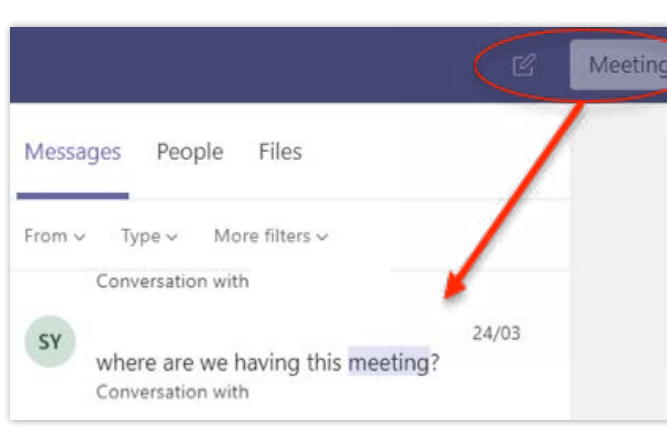
Quick route to shortcuts

Moving quickly between functions such as sharing documents and zooming in on a white board are essential to keeping a meeting flowing and maintain interest.

The easy access keyboard shortcuts list in Teams makes light work of tasks like these.

Access keyboard shortcuts:

- Press **Ctrl + E**
- Or navigate to the **search field**
- Type **"/keys"**
- Press **Enter**



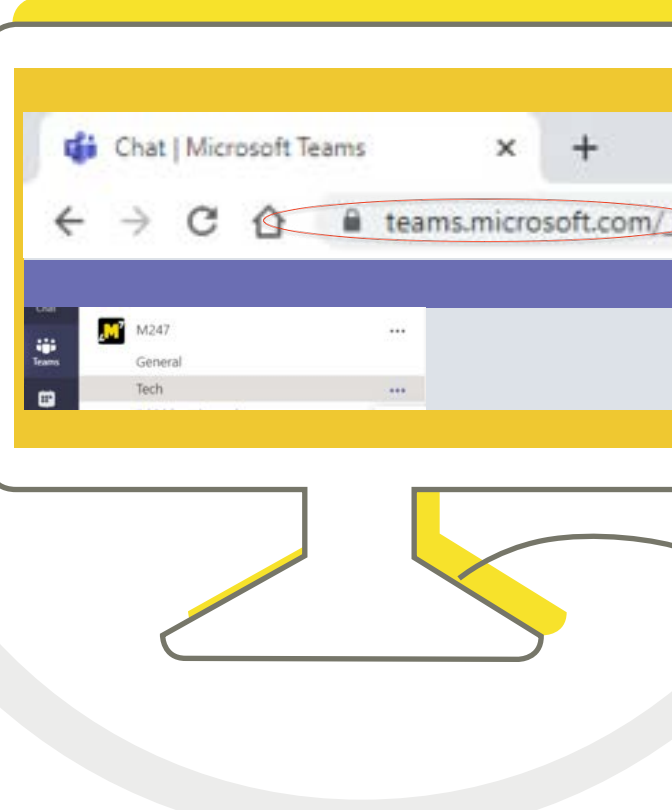
Access without the app on any device

There may be times when team mates won't be able to access Teams through an app; working on incompatible hardware or with limited download space.

Microsoft Teams works for most desktop browsers, including Chrome and Firefox, with full functionality.

Launch your browser:

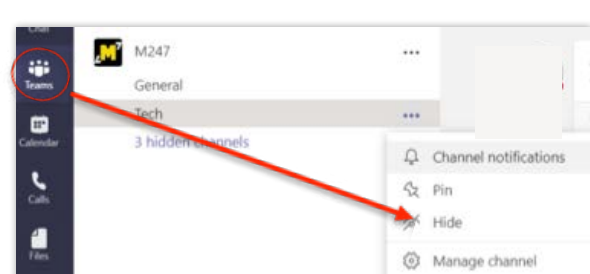
- Go to **www.teams.microsoft.com**
- Select **More options**
- Sign in **Microsoft 365 username & password**



Muting group chats

You don't necessarily need to see or be notified about actions that are being taken in group chats you are not currently participating in. Muting those chats is fairly straightforward.

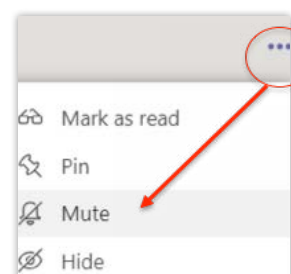
How to mute all conversations:



- Navigate to a **channel in your Teams list**
- Select **More options '...'**
- Select **Channel notifications**
- Choose **activity preferences**

You can choose which activities you get notifications for and where they show up.

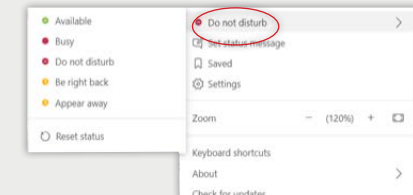
Mute notifications for a specific chat:



- Open **chat you want to mute**
- Navigate to the top of the conversation
- Select **More options '...'**
- Turn off **Notifications**

Do not disturb

This won't alter notification settings, but **mutes ALL notifications** until you change it back.



- Click your **profile picture**
- Under username Go to **available**
- Click on **Available**
- Select **Do not disturb on pop-up**



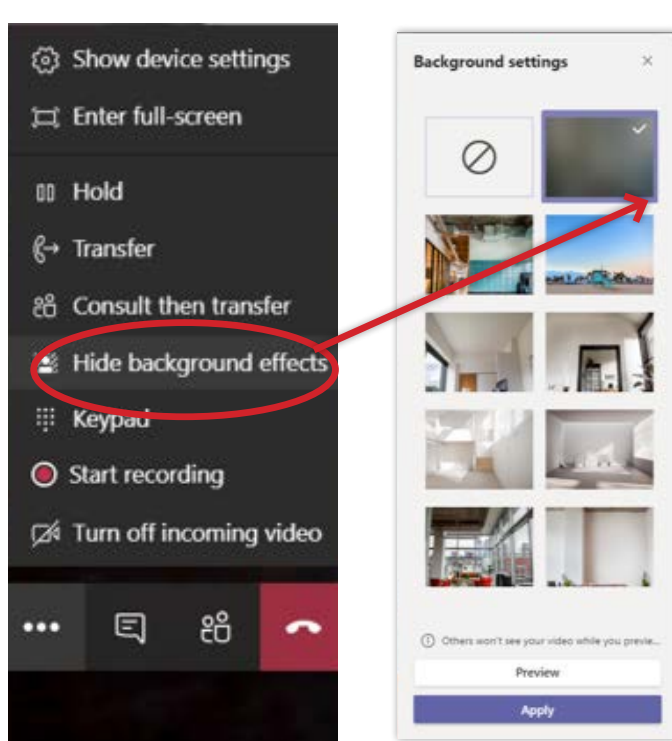
Blurring the background

There are so many reasons you might not want your background to be crystal clear, from competitor's work to the washing piled up on the sofa behind you.

The Teams blur background function is a fantastic addition that can save the day.

When you join a meeting:

- Click on **Audio & video settings**
- Select **More options '...'**
- Click **Blur my background**



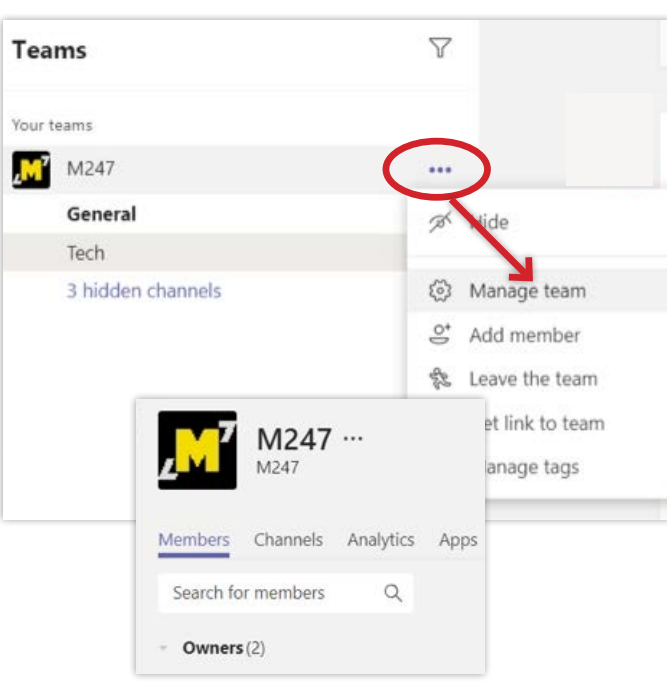
Seeing all participants

One of Teams' widely-accepted limitations is only being able to see four video participants at a time. Even Microsoft acknowledge this is something they need to rectify.

They are working hard behind the scenes to roll out a better solution; piloting a nine screen version last year. Until they sort it out, you can at least see a list of participants

Here's how:

- Go to **Manage team**
- Select **More options '...'**
- Choose **View members**



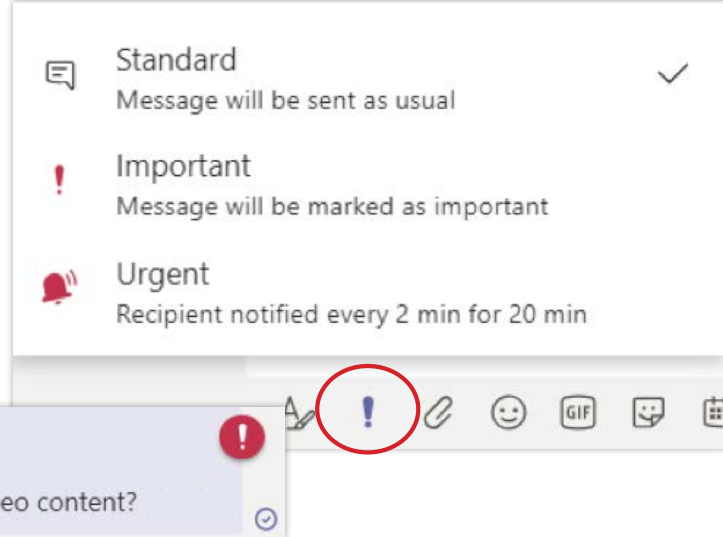
High priority alerts

Sometimes you have something you need your colleagues to see urgently. More than that, you need to know that everybody who needs to see it has seen it.

The Teams priority notification feature proves invaluable in these situations. A priority alert will automatically resend the message every 2 minutes for 20 minutes, or until the recipient opens it.

When you have composed your message:

- Select **Set delivery options**
- Select **Urgent option**
- Send your message as **usual**



Contact our friendly team today to find out more