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# Microsoft Teams

Useful tips & tricks



# Microsoft Teams

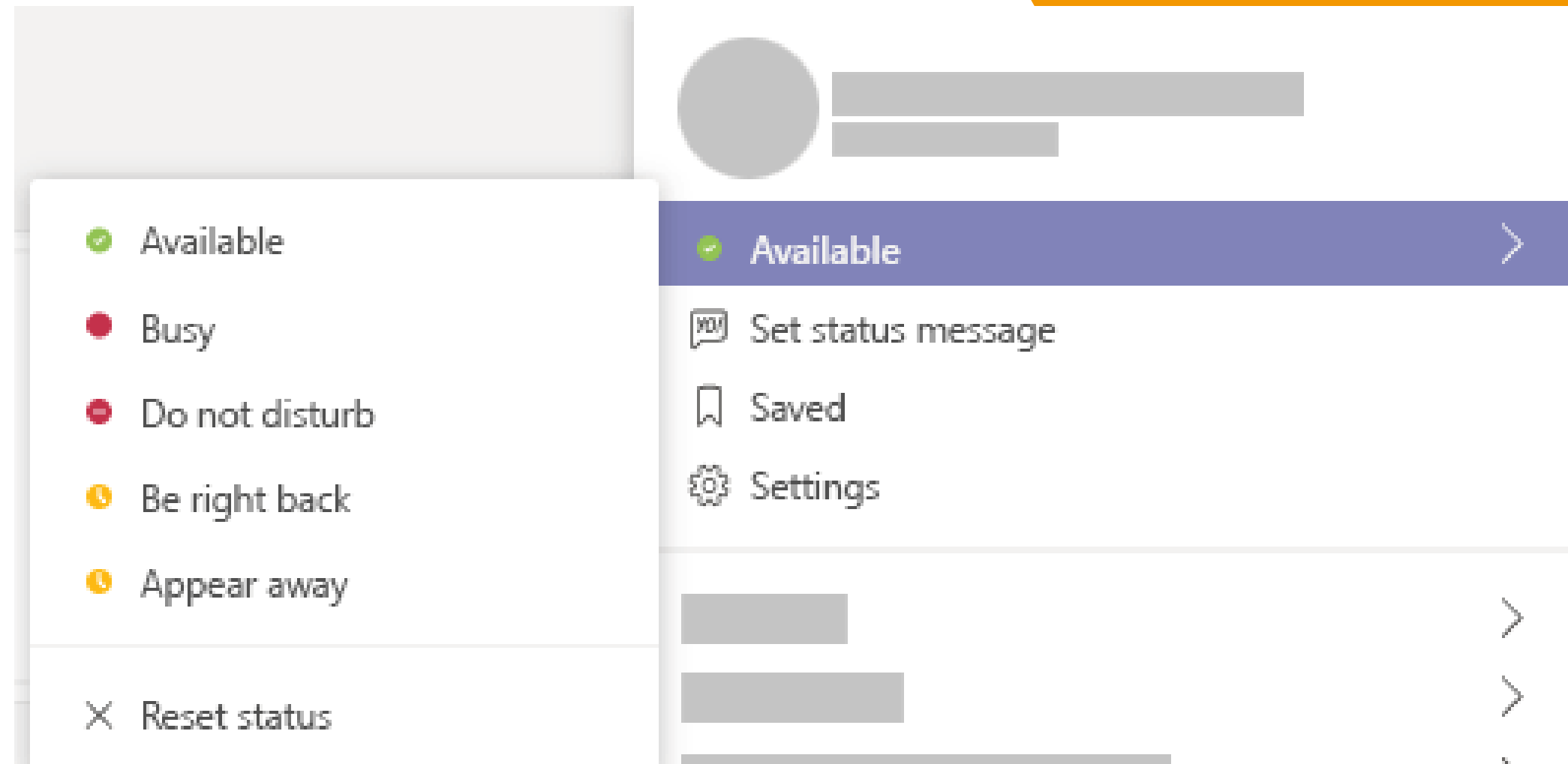
Meet, chat, call, and collaborate in just one place.

Do not disturb  
@mention feature  
Status duration  
Urgent notifications  
Blur background  
Mobile apps  
Sharepoint  
T Bot  
Keyboard shortcuts  
Meeting notes  
Polls

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Live transcription  
Notification style  
Email sharing  
Background noise  
Spotlight feature  
Transfer meetings  
Pin feature  
Background colour

# Turn on do not disturb

Filter notifications by changing your status.



Constant pings from incoming messages can decrease productivity levels. Enable do not disturb mode to turn off any unwanted distractions.

To activate do not disturb mode: click your profile icon in Teams (or enter the command /dnd into the search bar.)

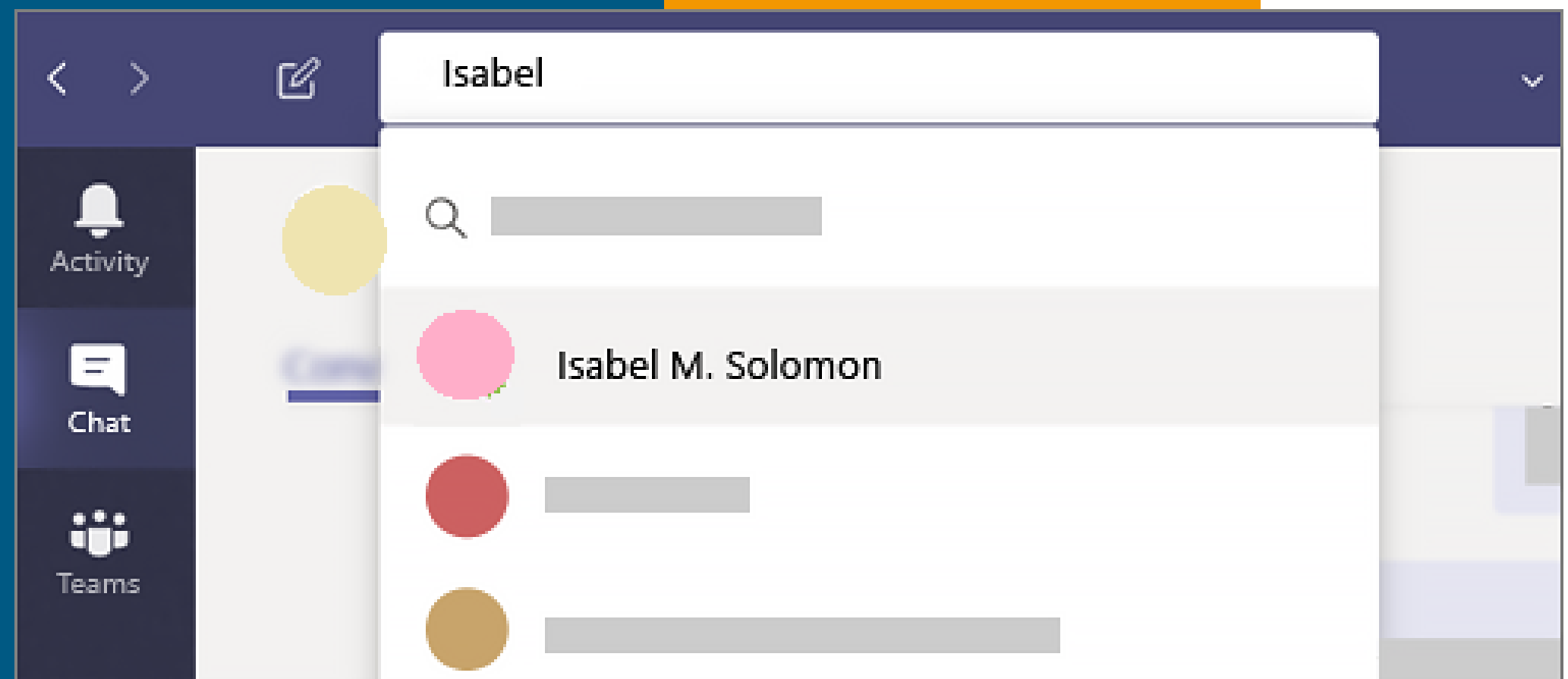


# Use @mention to send and filter messages

To look for previous messages from colleagues, type the @ sign directly into search bar to find a their name and send a message from wherever you are in the application.

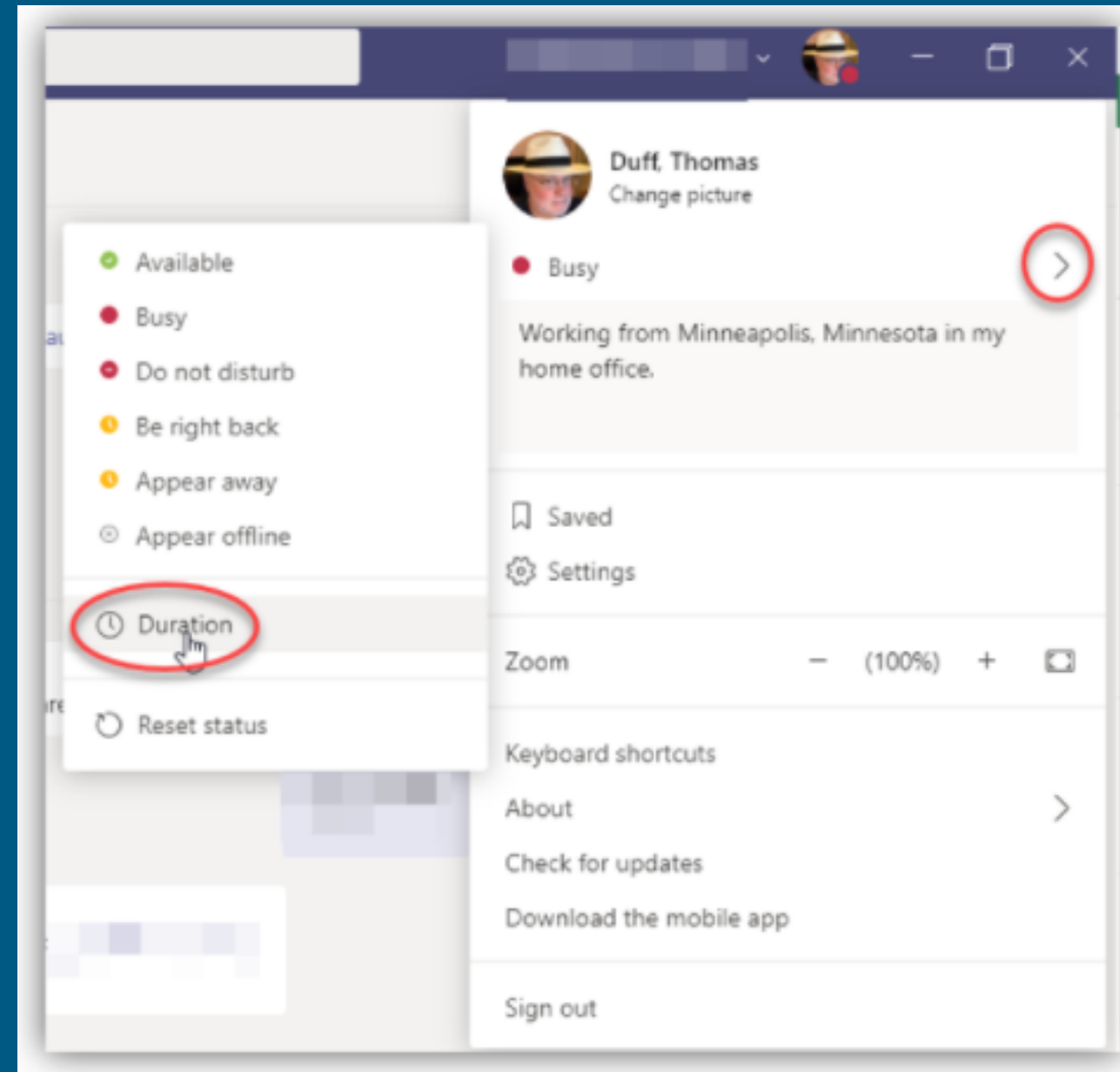


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# Set Your Status Duration

Set the duration of your status rather than rely on the default settings



Click the Profile image in the upper-right corner, and then click on the Status arrow to see the Duration options of 30 minutes, 1 hour, 2 hours, Today, This Week, or set a Custom timeframe.

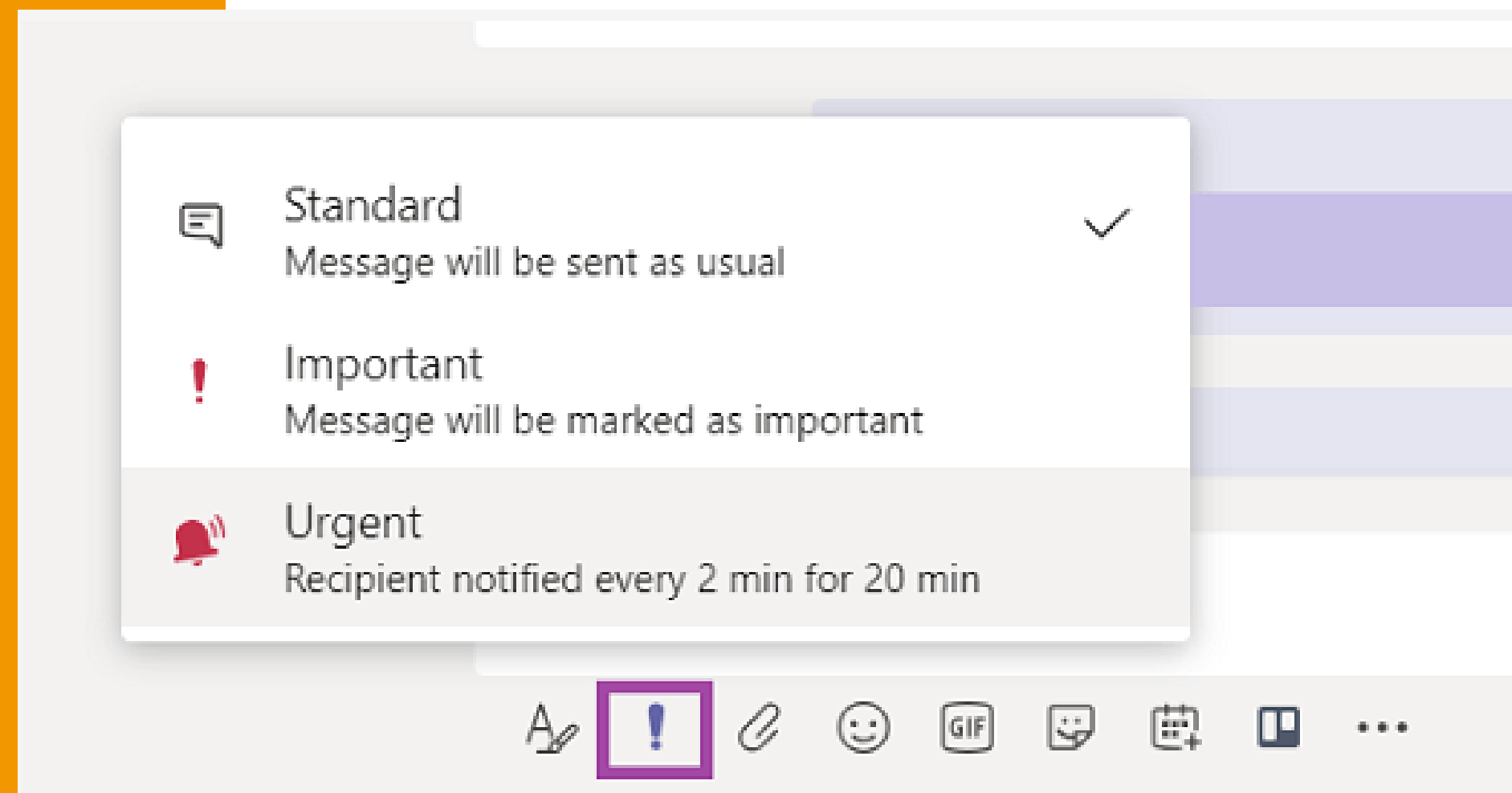


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# Send Urgent Notifications

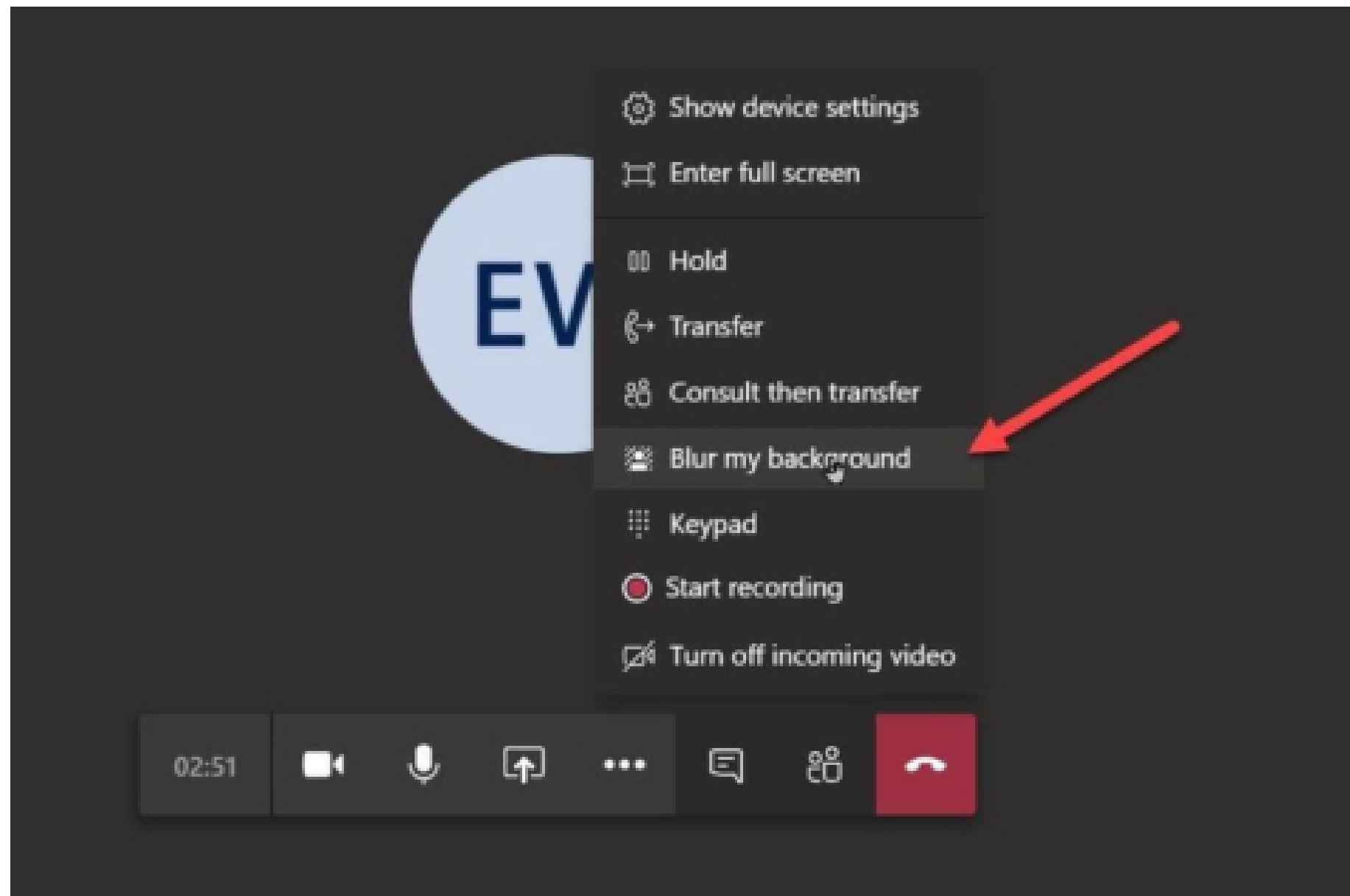
Mark your message as urgent to ensure co-workers pay attention to your message.

Need a response and fast? Click the exclamation point underneath the message box before you press send to highlight your message as important. The recipient will get notified every two minutes until the message is read.



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# Blur your background



Blur your background completely or replace it entirely with any image you wish!

An excellent feature for those who work from home. Blur out anything you don't want co-workers to see!

Click on the three dots at the bottom of your video call to enable this feature.

# Use the Mobile Apps for On-The-Go Messaging

Many users forget Microsoft Teams features mobile apps for Android, iOS and Windows Mobile. By using these apps, your work life can be simplified. Call and text colleagues on the go!

The apps place a focus on team chats and channels. Teams can be run as a web app or on your desktop.





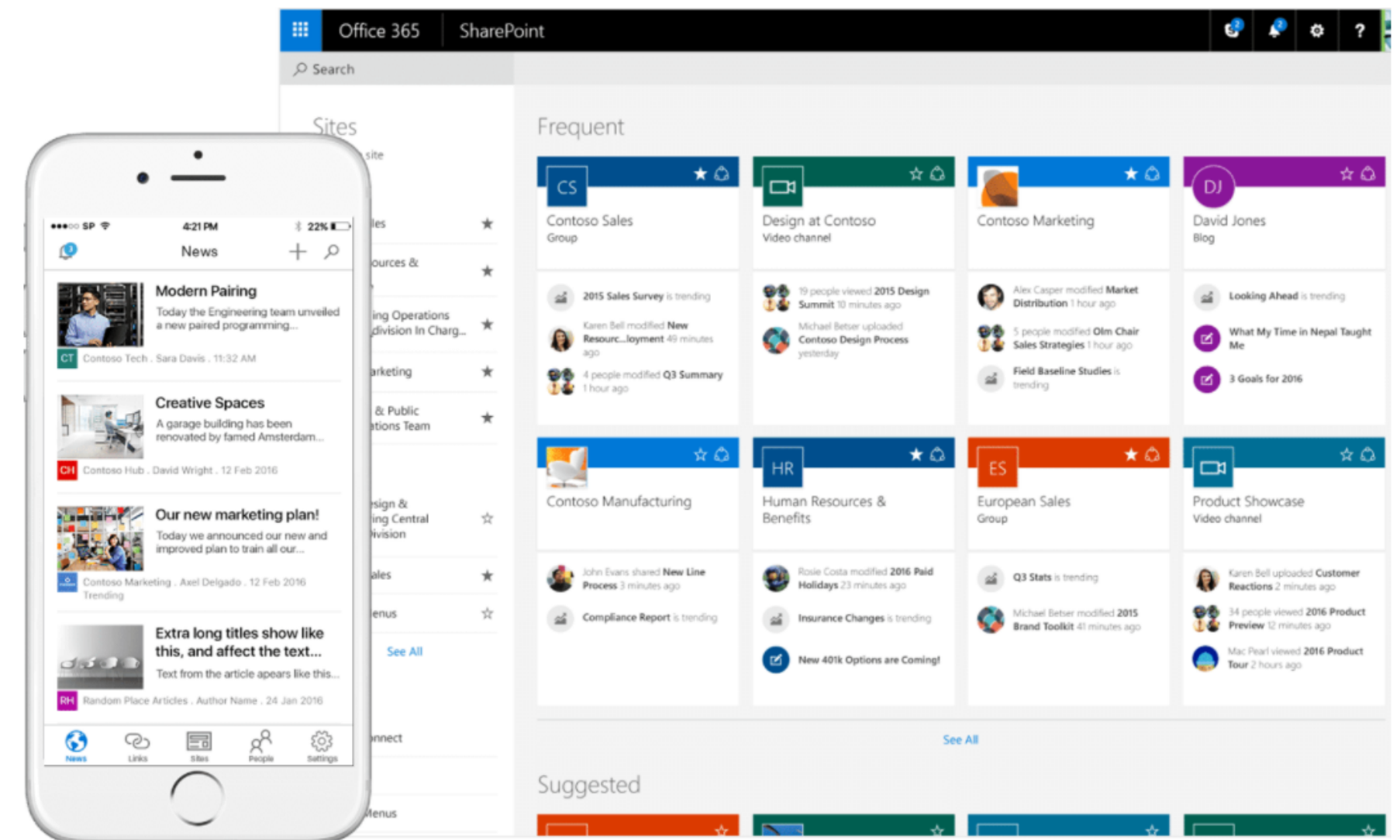


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# Use SharePoint to Store and Share Files

Sharepoint is highly integrated into Microsoft Teams. Utilize this feature to easily share files with colleagues.

Secure your file storage and collaborate on files shared. Easily share files by clicking on the Files tab via SharePoint and/or by accessing SharePoint files already shared to the platform.



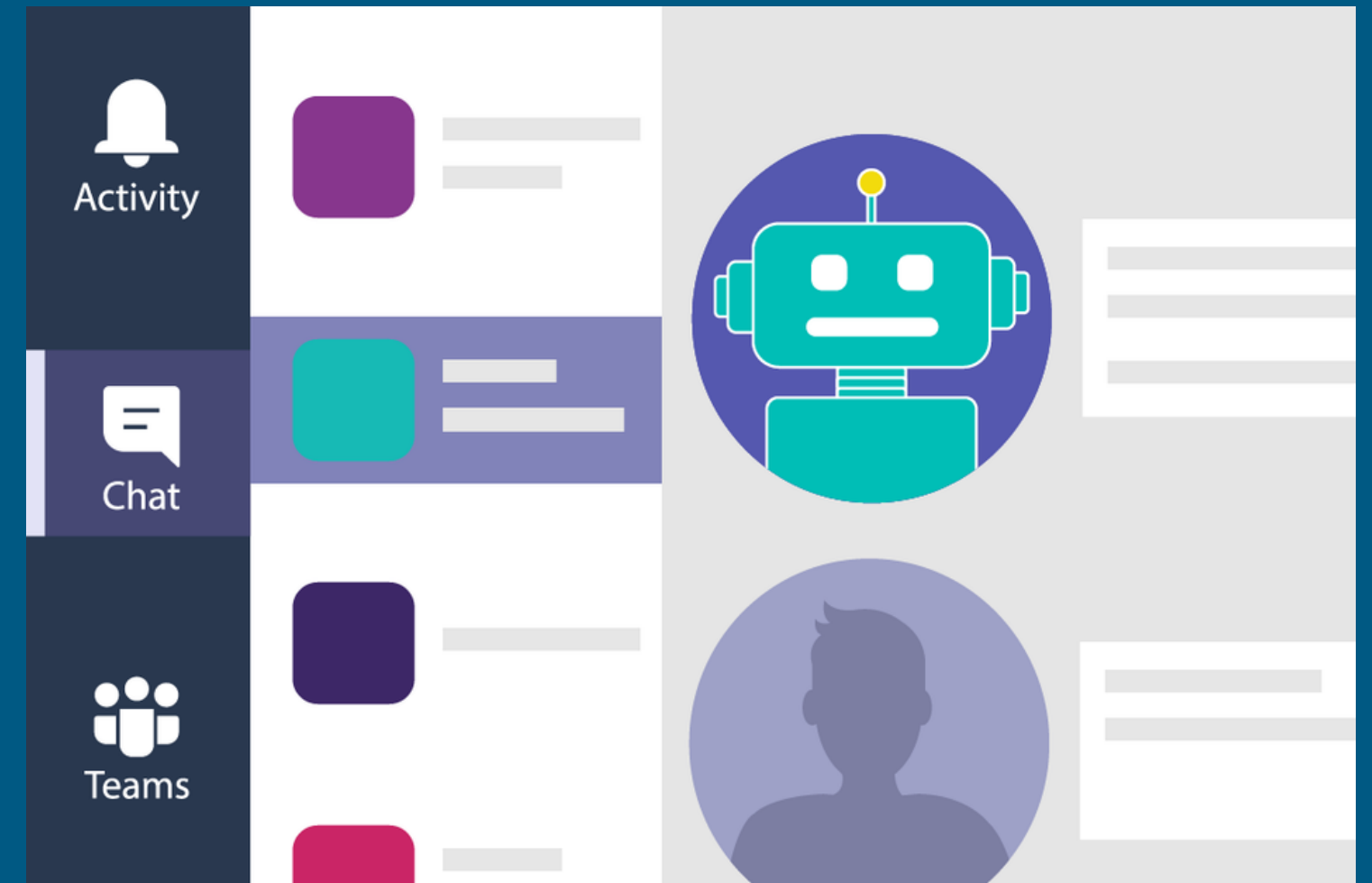
# Use T-Bot to Get Quick Support Assistance

MS Teams T-Bot is a handy bot which is designed to help users navigate through the platform.



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Get the answers you are looking for with T-Bot by asking a question, typing a keyword or phrase in a new chat. T-Bot is excellent for users who prefer browsing content rather than questions.





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# Use Keyboard Shortcuts

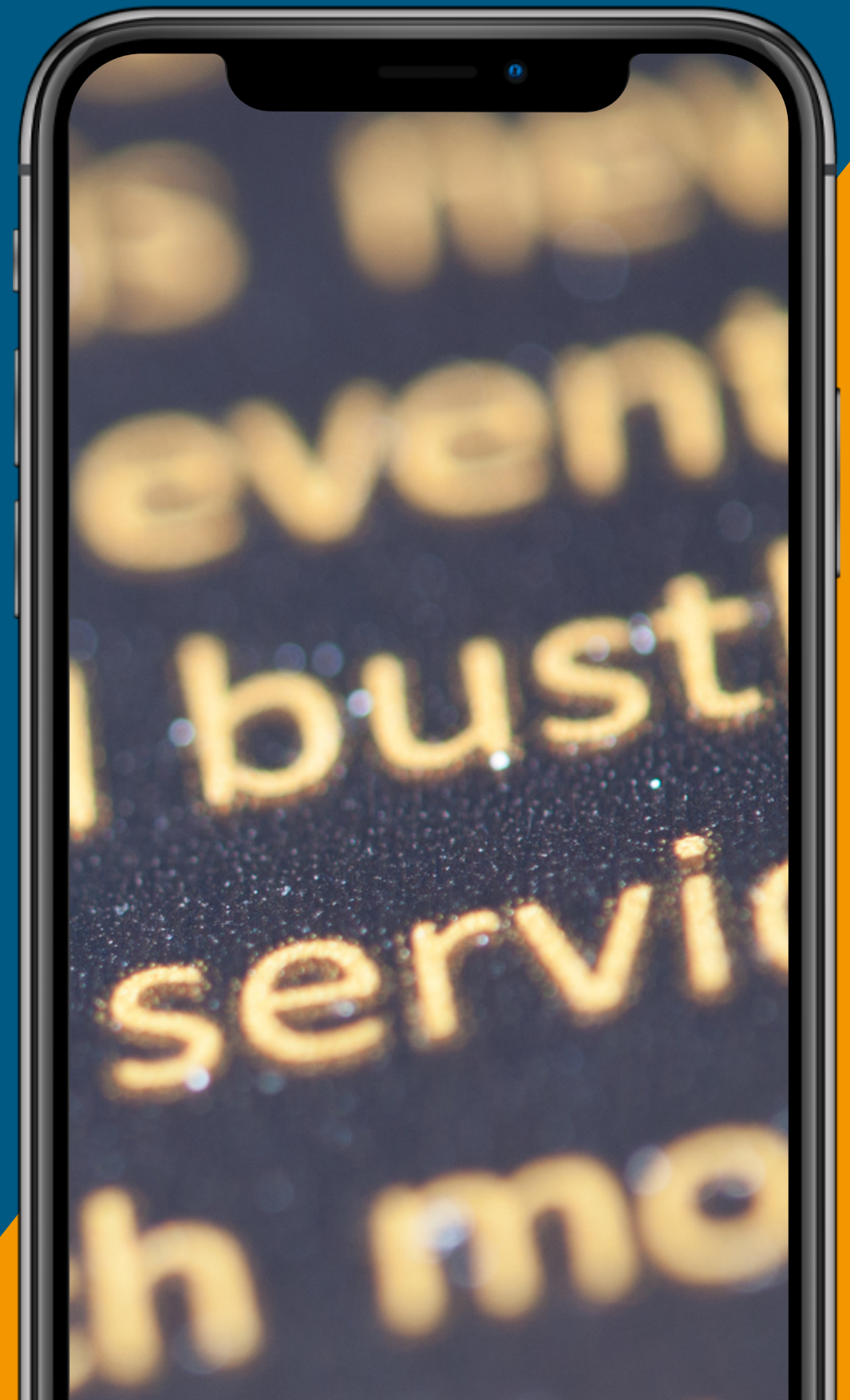
Speed up most common tasks with keyboard shortcuts

- Search bar: Ctrl + E
- Access files: Ctrl+6
- Mute: Ctrl+Shift+M
- Background blur: Ctrl+Shift+P
- Zoom in: Ctrl+=
- Zoom out: Ctrl+-
- Turn camera off: Ctrl+Shift+O



# Take meeting notes

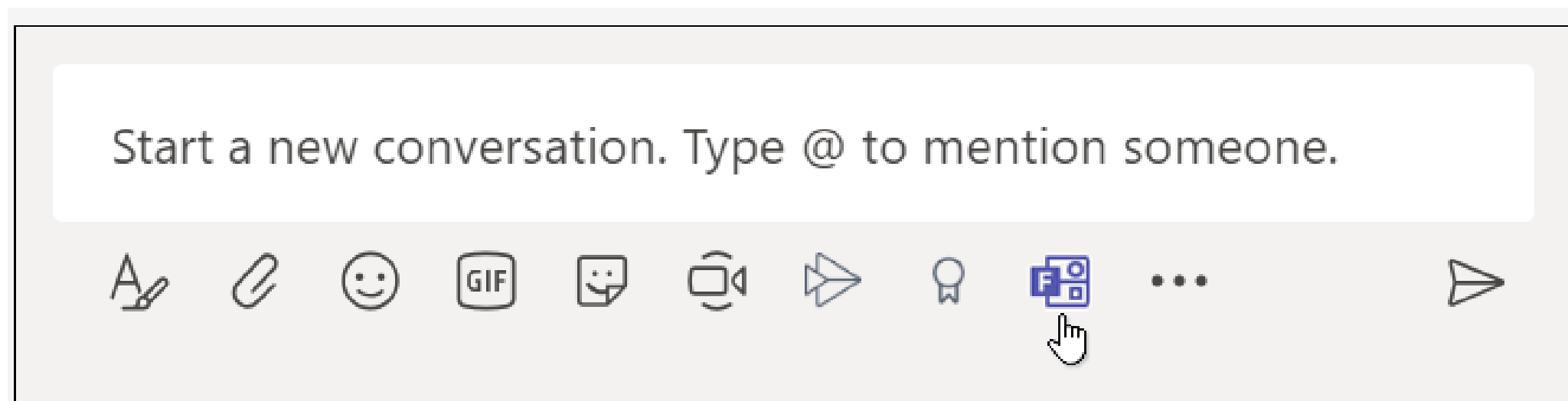
The Meeting Notes button will create a panel on the side for jotting down meeting notes, similar to a chat. Once you're in the meeting, go to More options and select start taking meeting notes.





# Conduct Polls

Poll co-workers opinions in a breeze!



Click the Forms icon under the message box to create and send a poll in Microsoft Teams. You can then create your poll. Simply type your question and answer choices.

If you are unable to see the Forms icon, click Messaging extensions; More options; and then select Forms.



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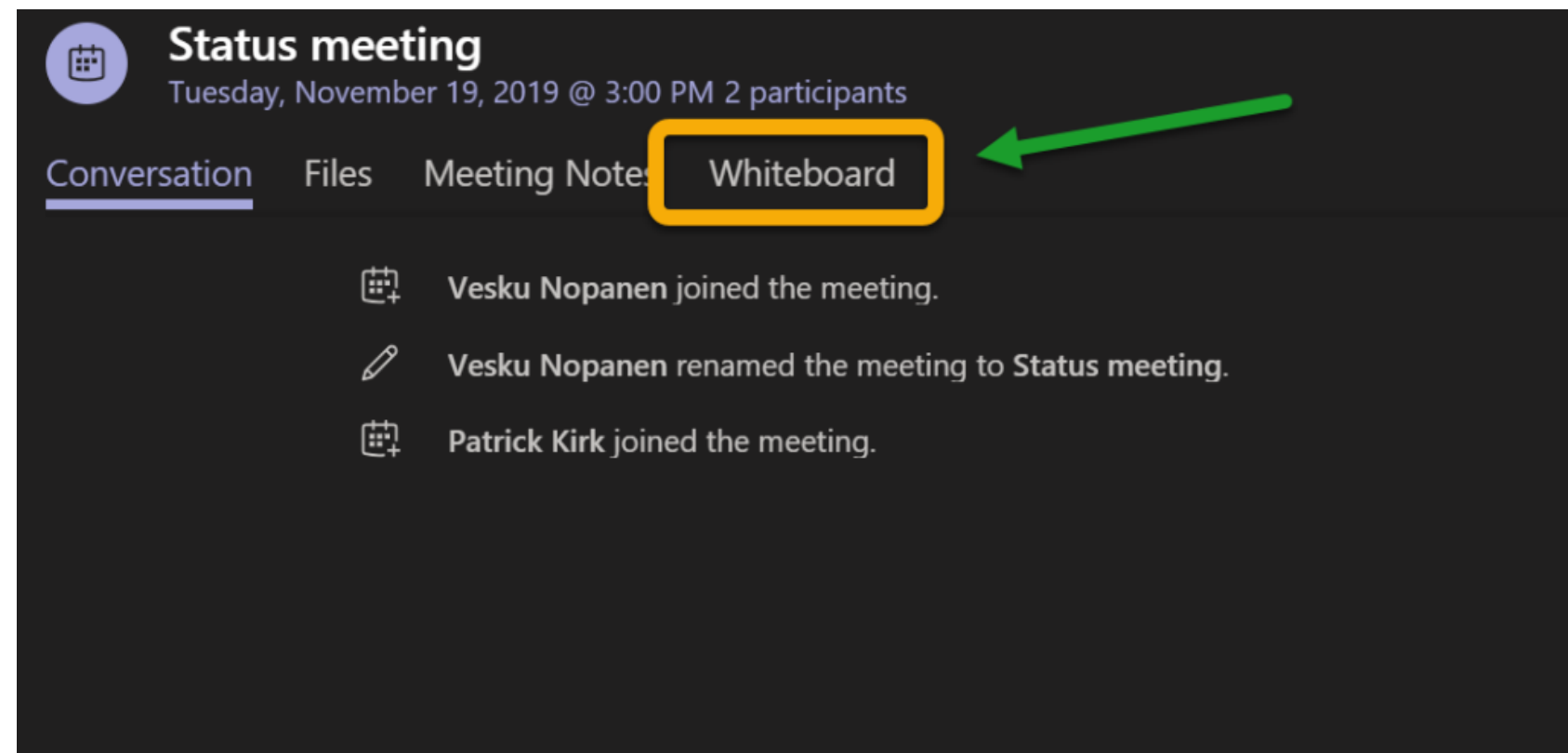
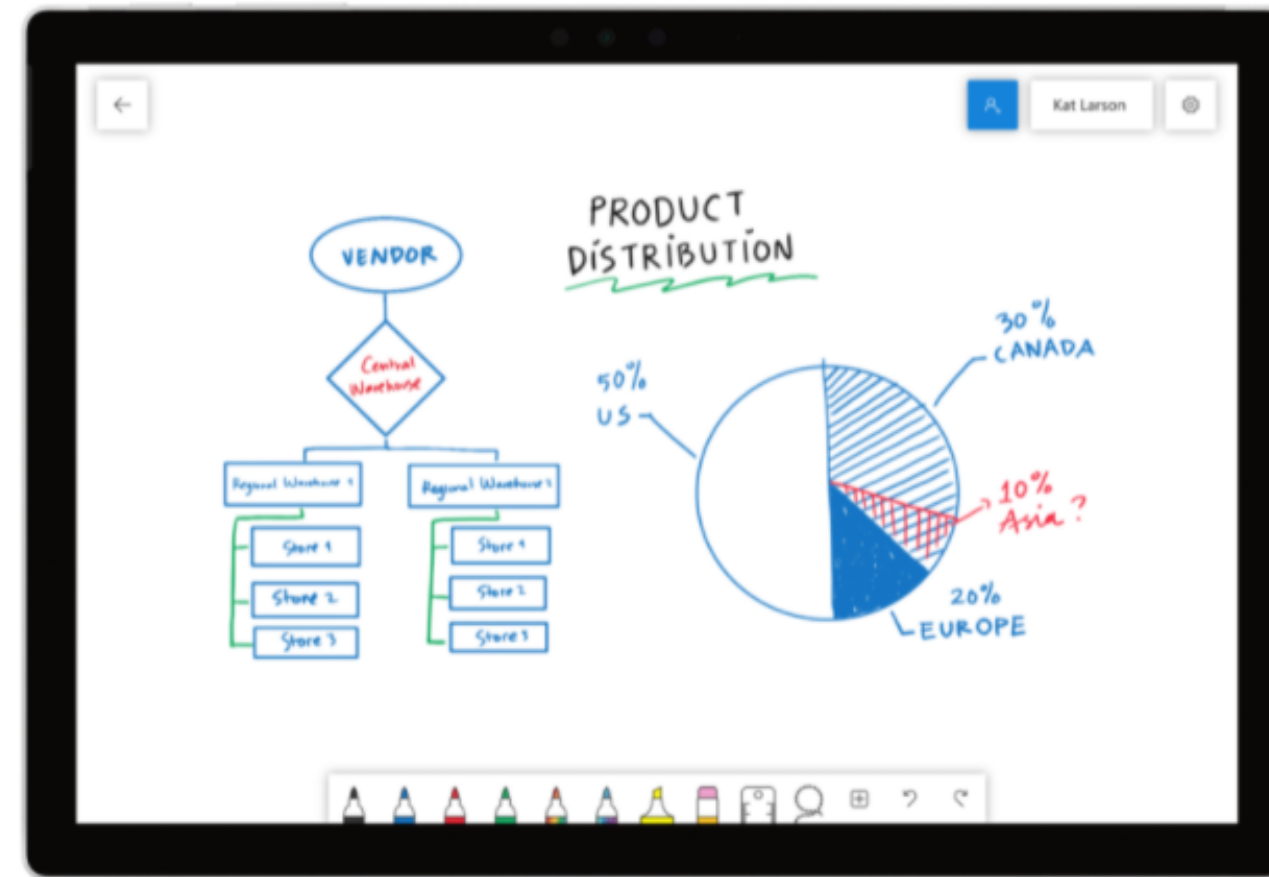
# Meeting whiteboards

This feature allows you to collaborate and brainstorm in the workplace

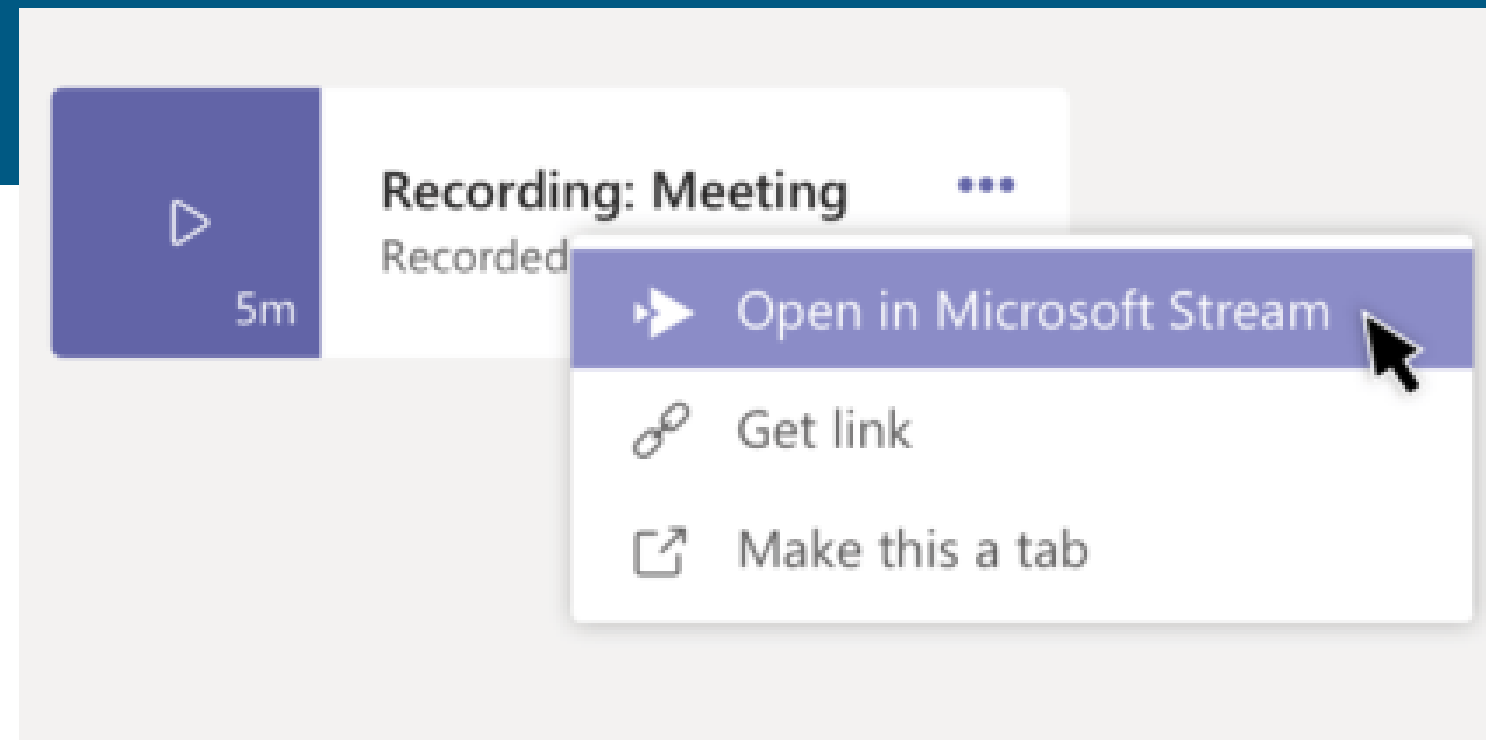
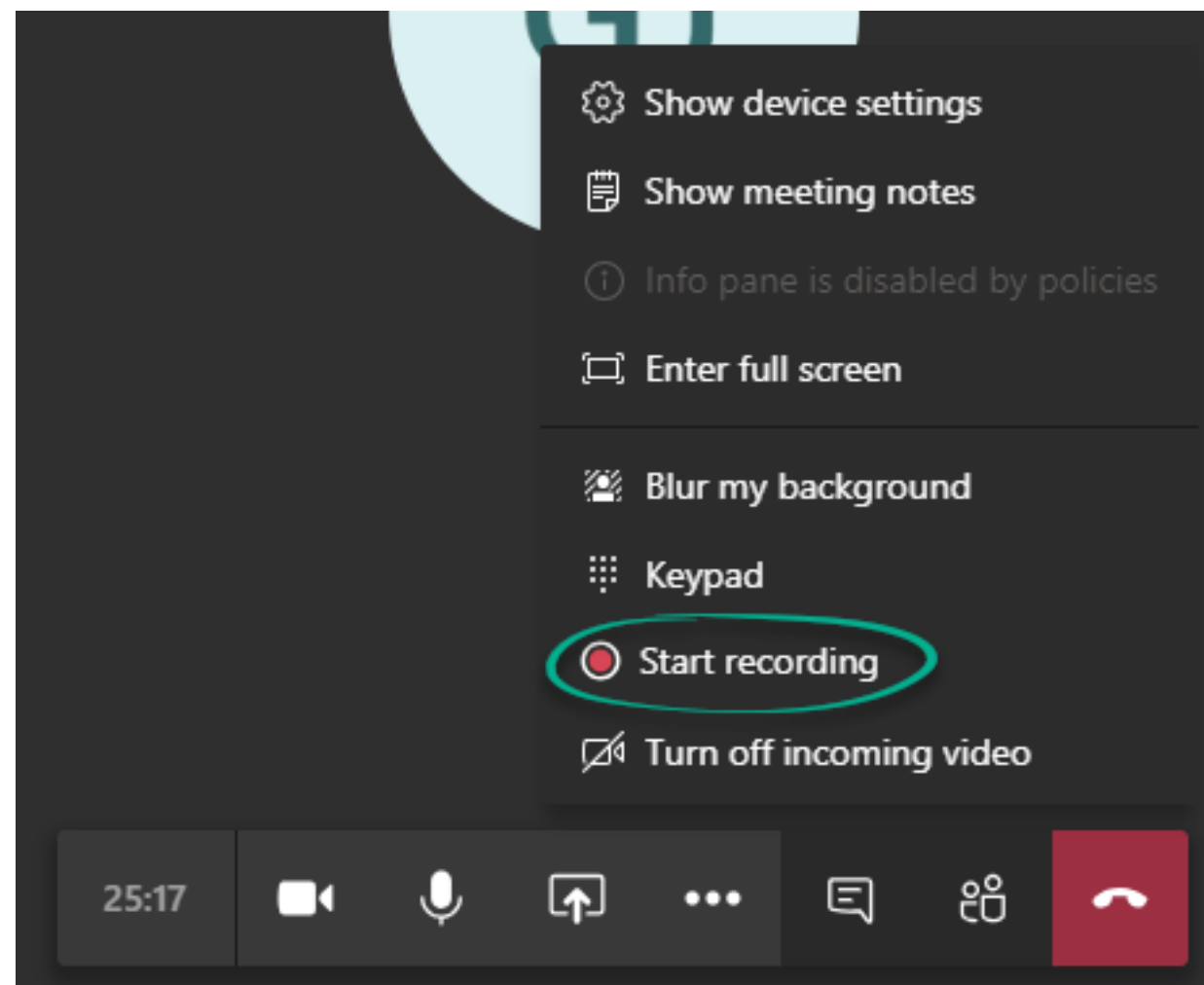
You can access the Whiteboard feature as soon as you create a meeting on Teams. Open the meeting chat and click on the Whiteboard tab, that has been added automatically by Teams.



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# Record and transcribe your meeting



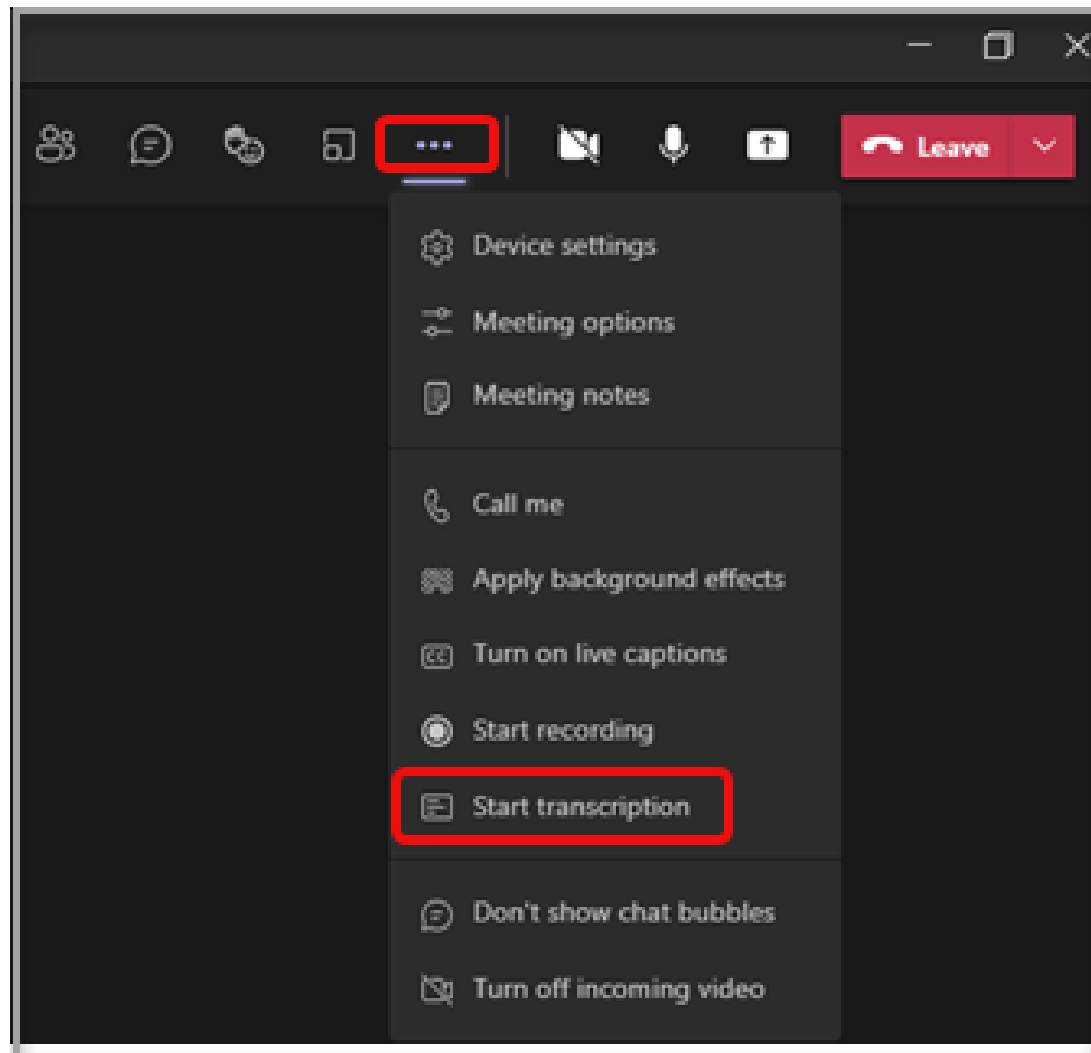
Recording virtual meetings allows users view meeting at a later stage. Once you start recording from the meeting control panel, a copy of the meeting will be saved to Microsoft Stream for everyone to access securely. You can also generate a meeting transcript using the native features in Stream.



# Live Transcription



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Once you start recording a new meeting, you can turn on live transcriptions

## How to:

Click **More actions** (at the top of your screen) followed by **Start recording**

A transcript will automatically start





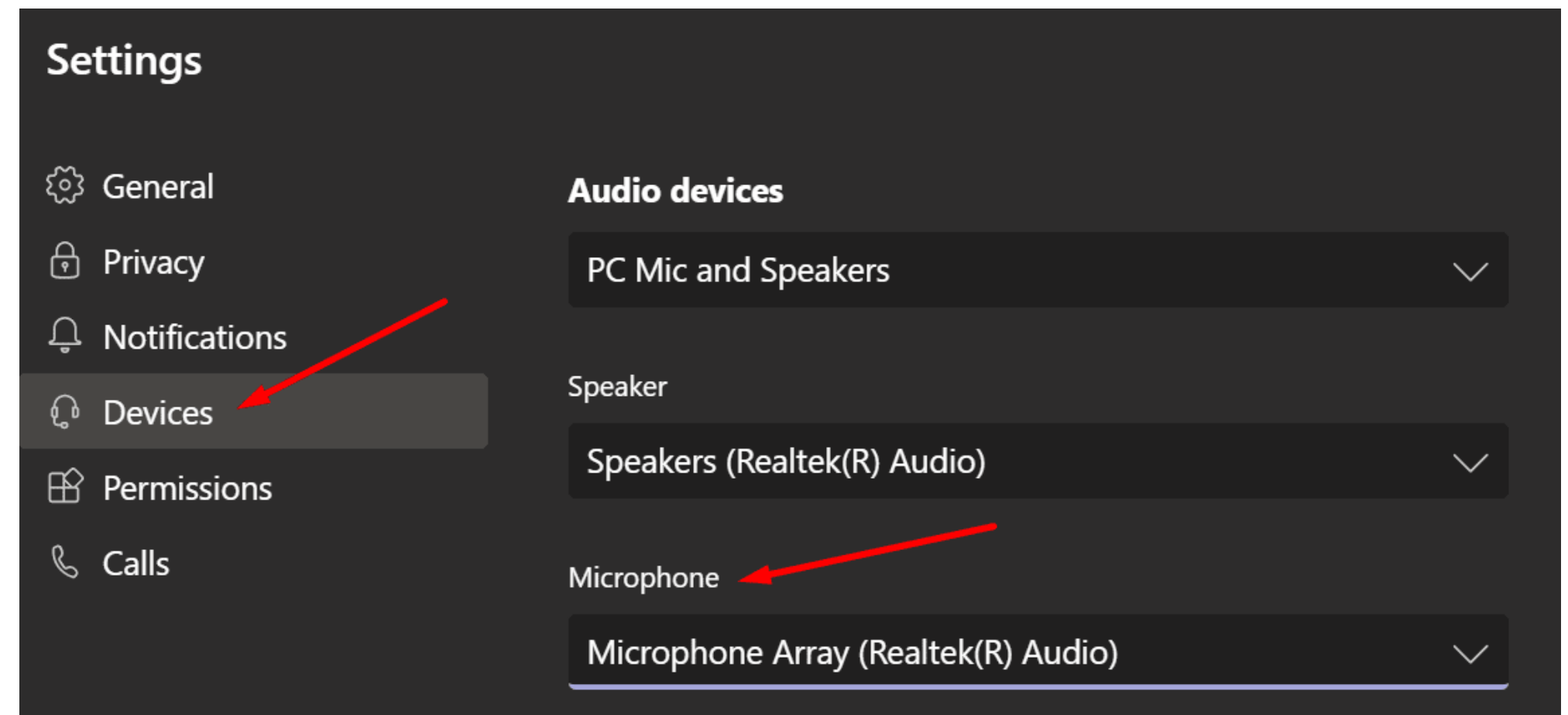
# Mic Sensitivity

No need to fuss about tweaking your mic. Allow Teams automatically adjust your mic sensitivity.

Select Settings > Devices and then turn on the Automatically adjust mic sensitivity toggle.



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# Choose your notification style

Windows PC's

Choose between the Teams built-in (purple) desktop notifications or your PC's Windows desktop notifications.

There is more control with Windows notification style. Mute notifications while in Focus assist mode.

**How to:**

**Settings > Notifications. In the menu next to Notification style, select the arrow and choose Windows.**

# Choose your notification style

Mac PC's

Choose from Teams built-in (purple) desktop notifications or your macOS desktop notifications.

Users have more control with the Mac notification style like muting notifications while in Do Not Disturb mode.

## How to:

Select **Settings > Notifications**. In the menu next to **Notification style**, select the arrow and choose **Mac**.

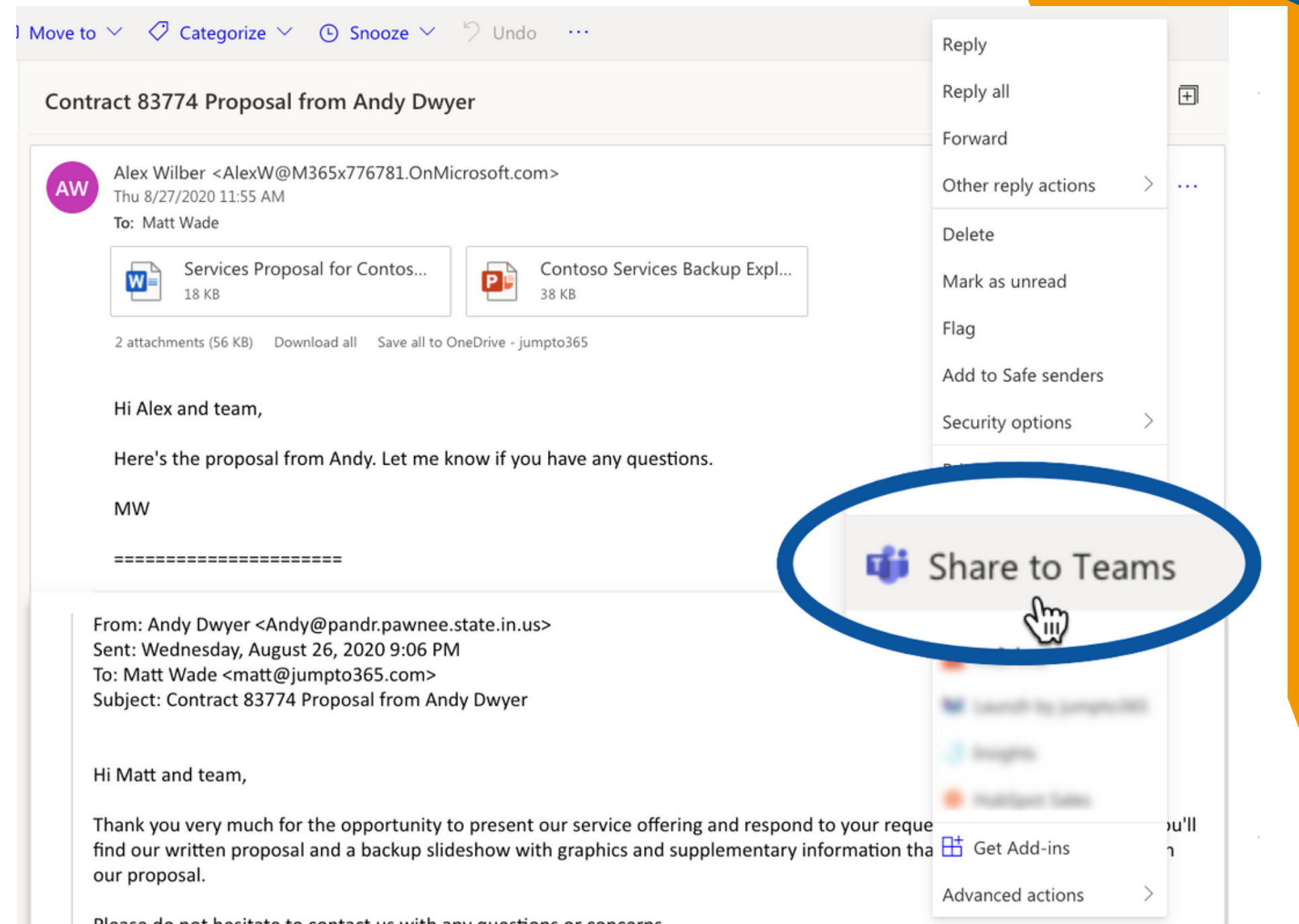


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# Share an email

Share an email from Outlook to Teams!

As you view an email in the Outlook desktop app, select **Share to Teams** located in the ribbon. If you are using Outlook from the web, select More actions and choose Share to Teams.



# Background Noise

Cut out any unwanted background noise!

## How to:

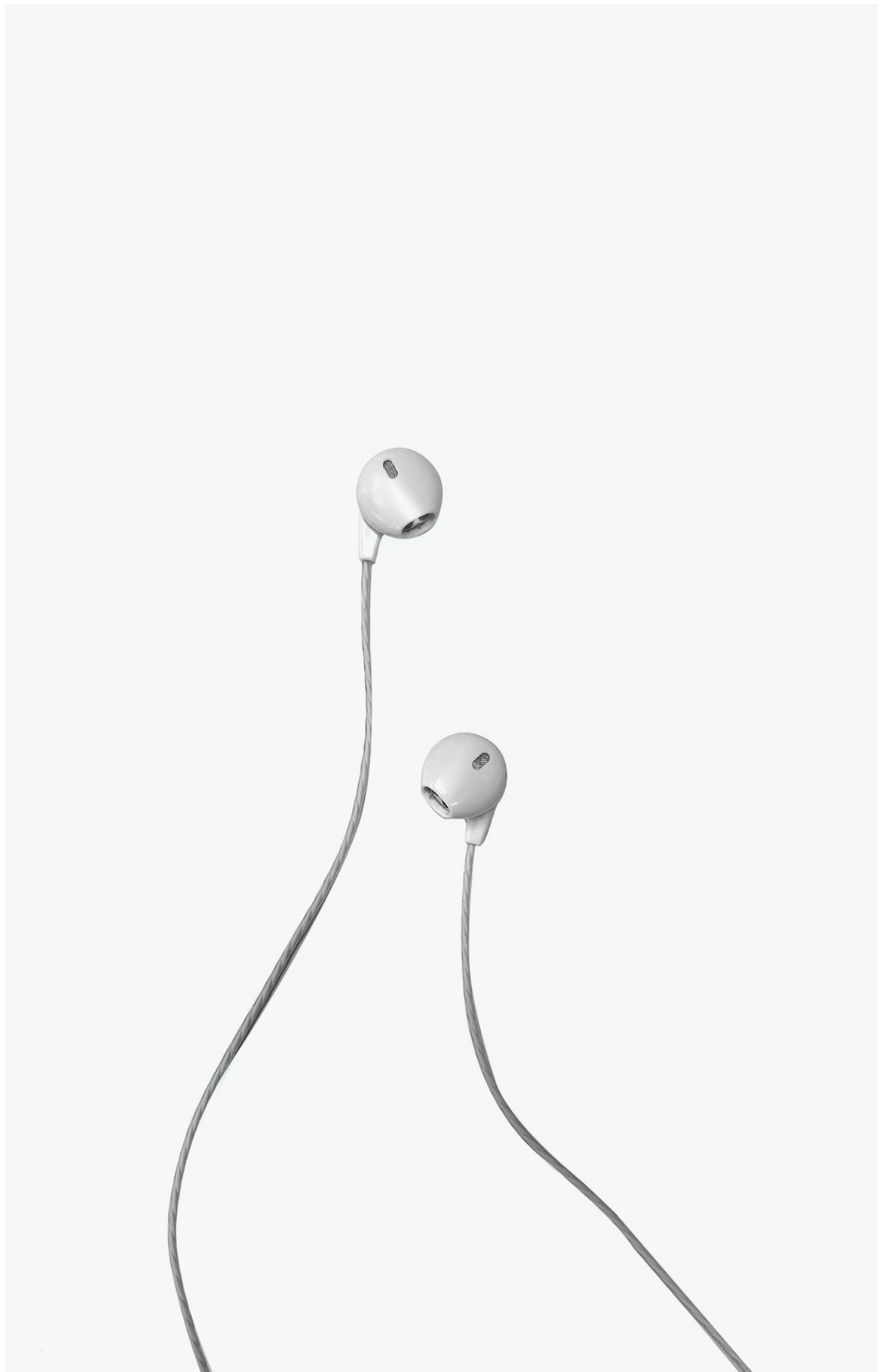
Click on your profile picture at the top of the Teams

**Settings > Devices > Noise suppression.**

Select High for an even stronger suppression of background sounds.



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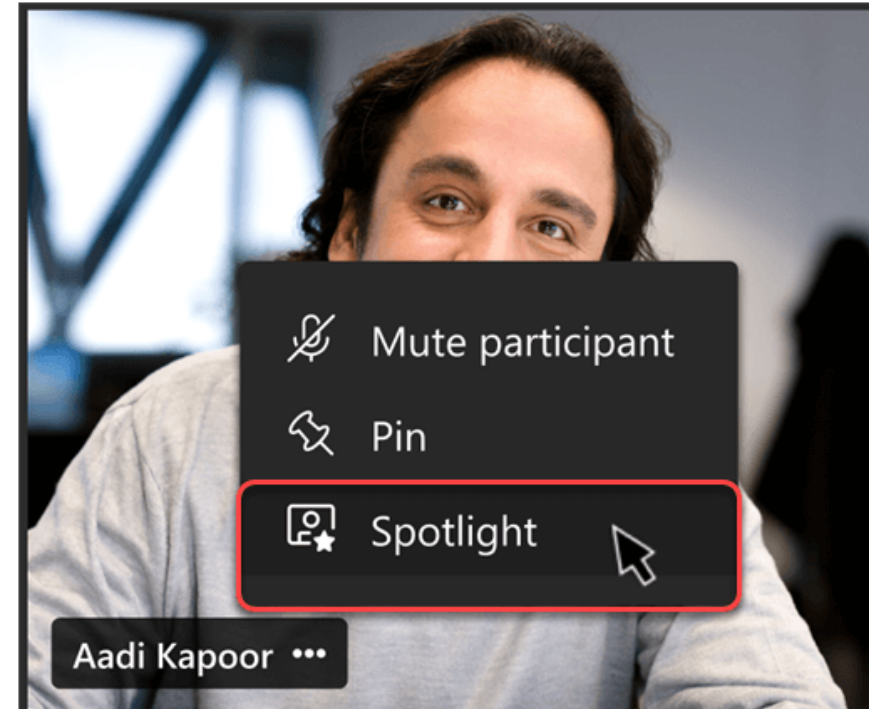




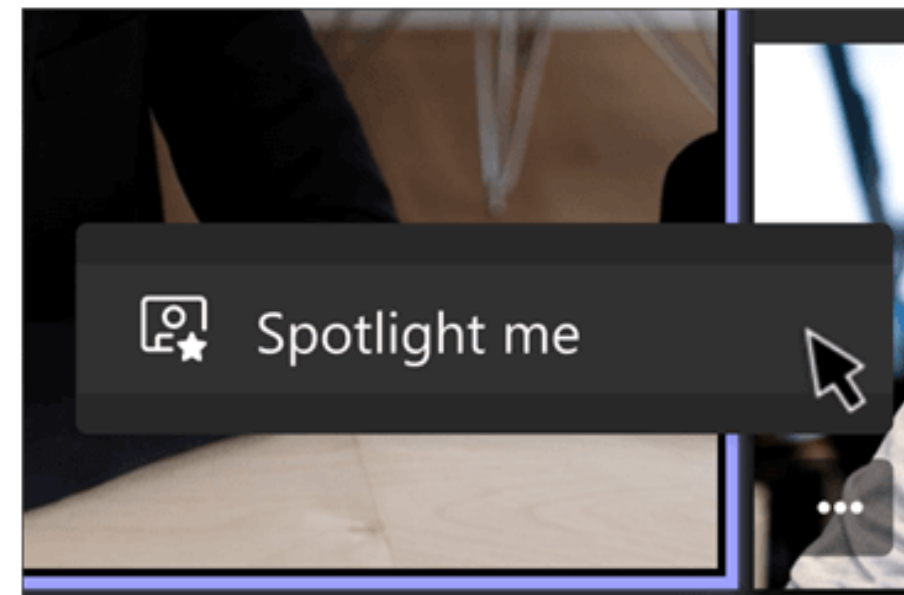
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# Share the spotlight

Spotlighting a video is the same as pinning it for co-workers to see. Organisers or presenters can choose anyone's video (including your own) to be the main video people see.



**To Spotlight another person:**  
Right-click on the person's video and click on **Spotlight**.



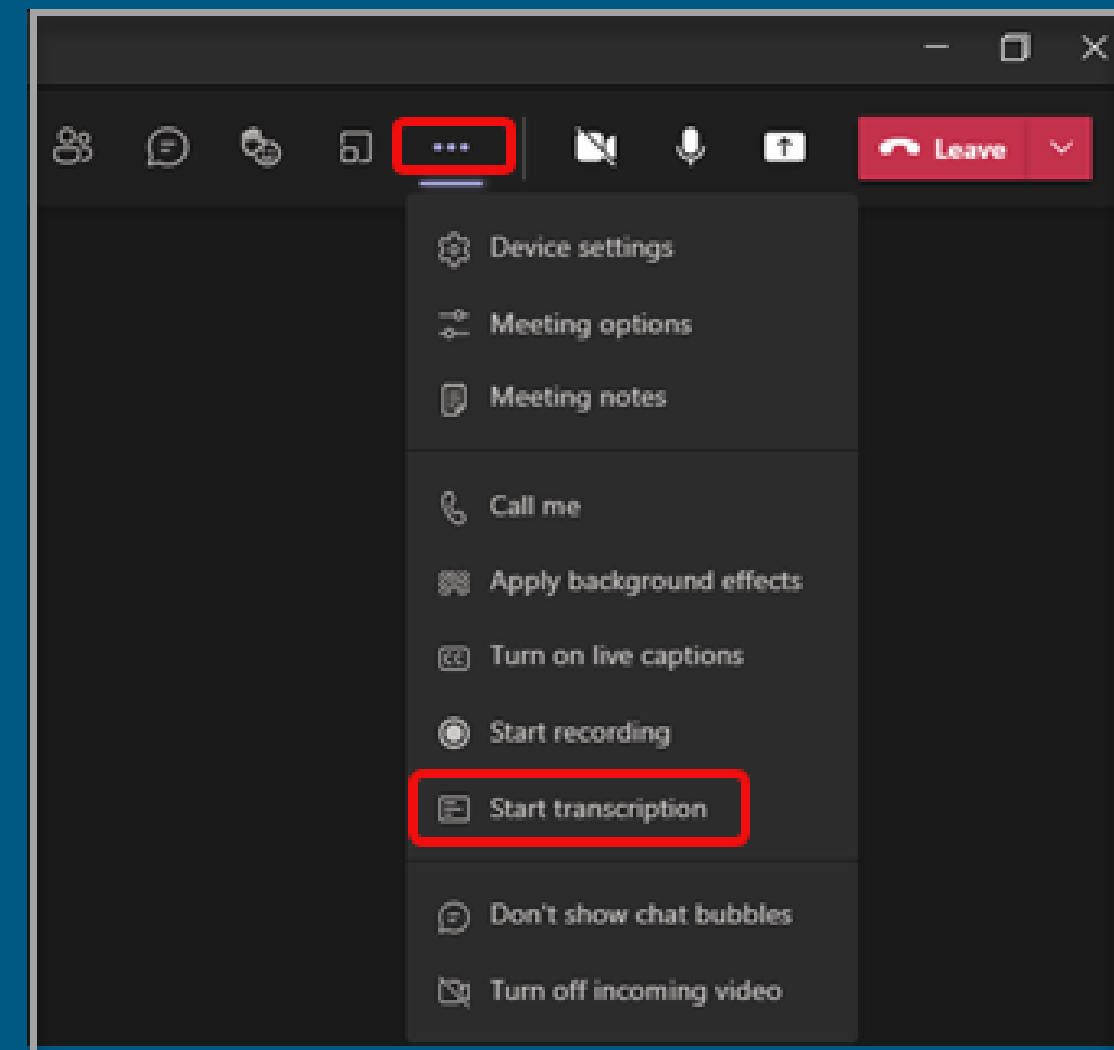
**To Spotlight yourself:**  
Right-click on your video and select Spotlight me.

# Transfer meetings between devices



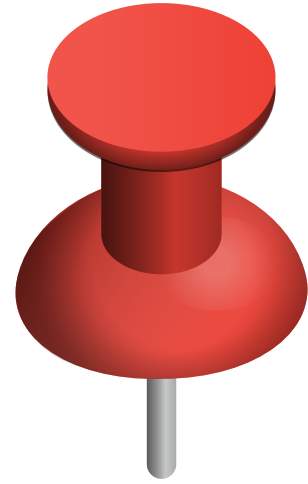
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Seamlessly switch between devices when you are in a teams meeting. If you happen to join a meeting as you make your morning coffee from your phone, you can later transfer to your desktop without anybody knowing.





# Pin it



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Access important files/ information by pinning it.

Make important messages quick and easy to find by hovering on the message and selecting More options > **Pin**

Pinned items can be found in the channel info pane (the top, right of the channel)

Select Show channel info and you'll find Pinned posts below the list of members who've recently contributed to the channel.





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# Change Background Colour

Tap the hamburger menu to the side of the screen on the left.

Click Settings. You'll see an option for Dark Theme under General.


Tap the toggle switch so it's "on."  
Teams will let you know that a restart of the app will be needed.



**BITS are a Microsoft Partner and deploy Microsoft Teams solutions that help increase productivity and assists our clients with Remote Working.**

**If you're interested in Microsoft Teams and want advice from the experts, contact us today.**

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