

Microsoft Teams All-In-One Solution Tutorial

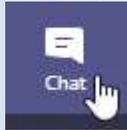
Teams is free to all ENMU Faculty, Staff, and Students. All members of ENMU already have access to it, so there is no need to create any new accounts. Additionally, Teams supports person to person calls as well as group calls. This means there is no need to use Teams to schedule a Zoom call, you can just have the call in Teams, or have the call in Zoom.

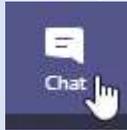
Teams supports Audio/Video calls/conferences with up to 250 people.

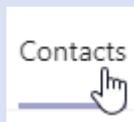
For an initial Teams overview and instructions on installing on your desktop, visit the Introductory Tutorial located [here](#)

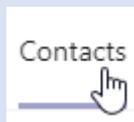
Using Teams for one-on-one Videocall/Texting

To use Teams for person to person Audio/Video call as well as texting, Open Teams,



left click on  which is located on the left-hand side



left click  which is located a little further to the right near the top



left click on  which is located on the leftish bottom.

At this point you will see the below, and you can name your contact group at your discretion:

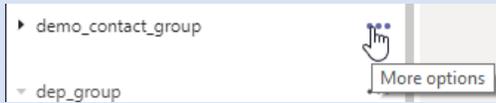
Create a new contact group

Organize your contacts into groups to find them more easily.

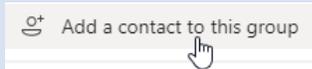
Contact group name:
demo_contact_group

Cancel Create

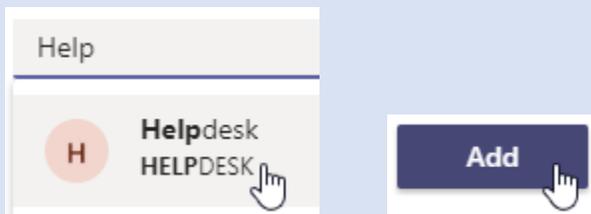
Left click create as seen above then left click the three dots



Left click 'Add a contact to this group'



Add your desired contacts via searching by name and clicking on the username that pops up. Then, as shown below with an example, left click 'Add' to add them.

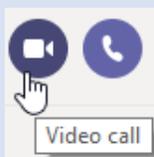


With them added as a contact, by left clicking on them,

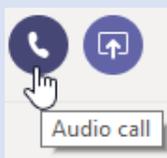
Near the the top right you can now:



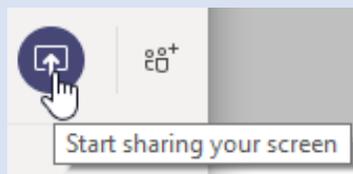
Video Call



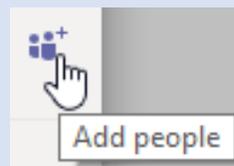
Audio Call



Share your screen



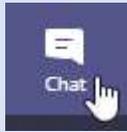
Add more people to the conversation

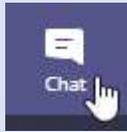


Using Teams for Group Collaboration

[examples: *Classes, Internal Department Collaboration, Committies, etc.*]

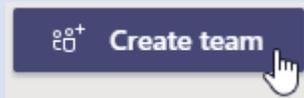
To use Teams for Group Audio/Video call, texting, file sharing, and real-time collaboration, among other opportunities, Open Teams

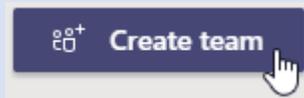


left click on  which is located on the left-hand side



left click on  located on the right-hand side near the top



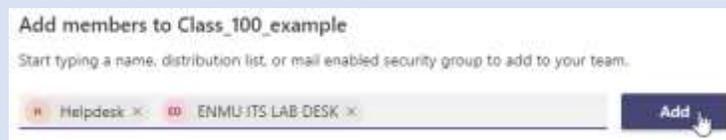
left click on 

Name the group at your discretion and include an optional description, then left click 'Next' as seen below:

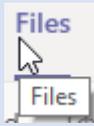
A screenshot of the "Create team" dialog box in Microsoft Teams. It has a white background and a light blue border. At the top, there's a "Team name" field with the text "Class_100_example" and a small circular icon to its right. Below that is a "Description" field with the text "Example of creating a Team for a demo class". Underneath is a "Privacy" dropdown menu set to "Private - Only team owners can add members". At the bottom, there's a section titled "Create a team using an existing team as a template" with a "Cancel" button and a "Next" button. A white hand cursor is pointing at the "Next" button.

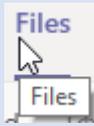
Add all the members you want in the group via searching by their first or last name and selecting them then press 'Add' as seen below:

Note: (don't stress though, you can add others later as well)

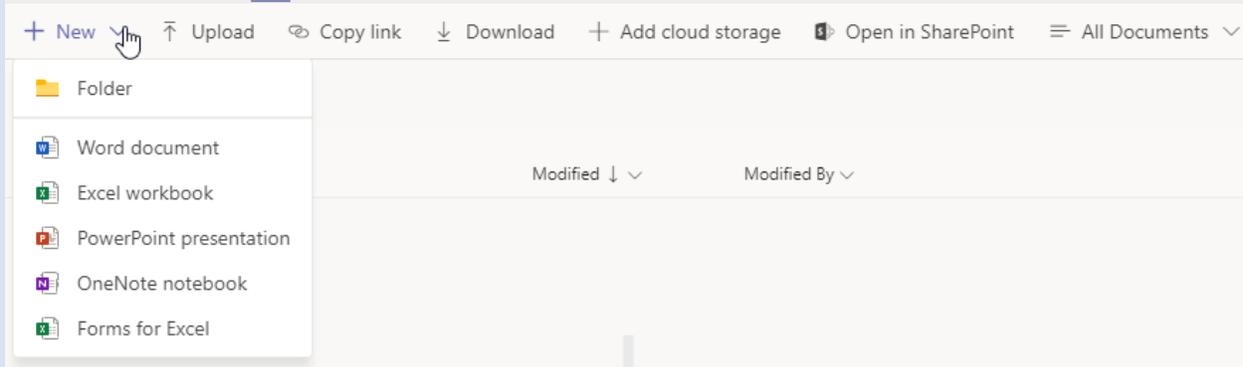


Once a Teams Group has been created there are a lot of things you can do.

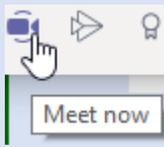
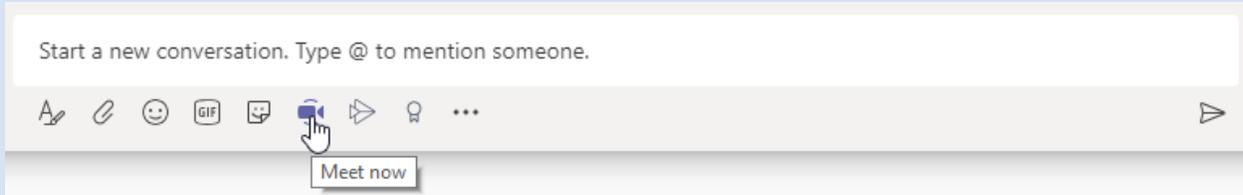


If you click , located near the top in the middish, the below are some options:

(Note: Click after first creating the group to make sure it spawns right away.)

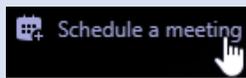


If you click the , also located near the top in the middish, the below options are present:



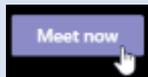
By left clicking the Camera Icon , you can

Scheduling a video/audio conference for later

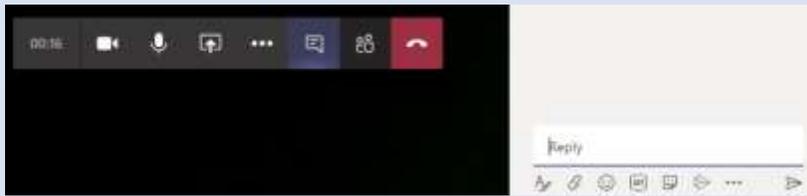


Or

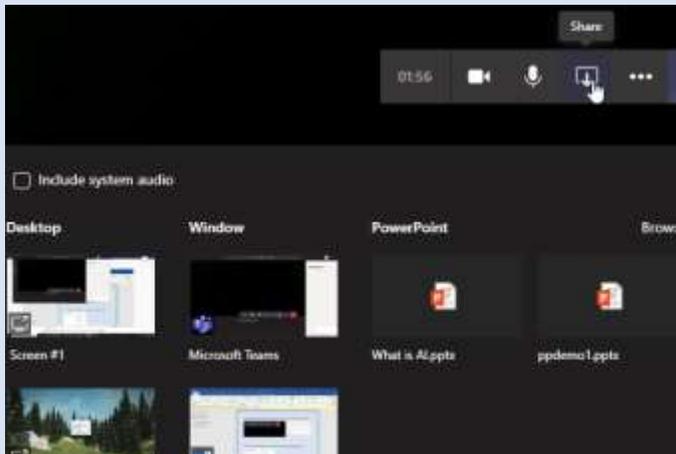
Start a video/audio conference



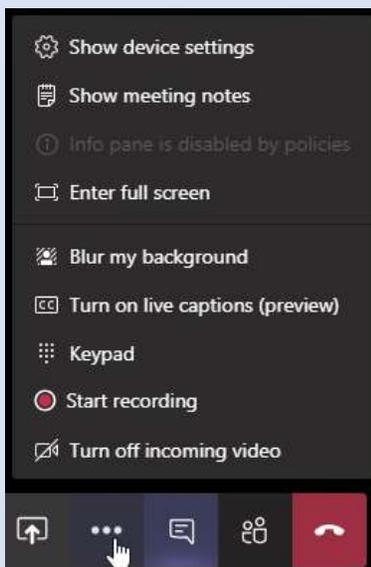
During the call/conference you still have access to the chat capabilities as seen below:



You can also share your screen, both your entire screen, or specific items, and even system audio, as seen below:

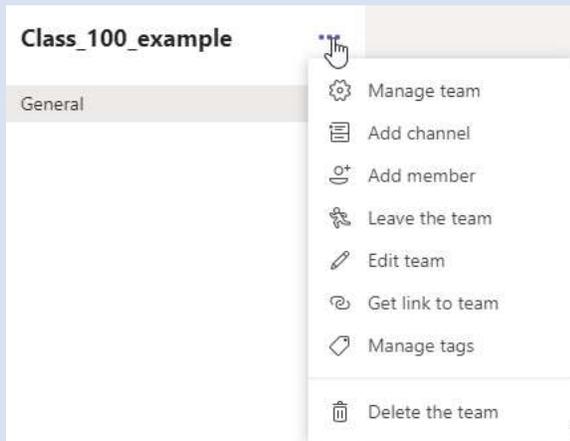


You can find additional options by clicking '...', including blurring your background for privacy and/or reduction in background distraction, display meeting notes, turn on Live Captioning (controlled per user), and recording the session.



The Recording capability can be used in a fashion similar to Mediasite, which will be covered in the next section.

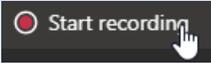
Lastly, while in the Posts area, you can also find additional options on the left-hand side by left clicking the '...',



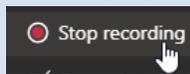
You can add additional members as well as create additional channels for organization.

Using Teams Group Conference Call Recording as a Mediasite Alternative (Initial Setup + Usage Tutorial)

After starting a video call/conference (Please review the above section for instructions),

You can left click '...' and then left click  to start recording.

Run the recording as long as desired, then when finished left click '...' and then left click



You will likely see the following message at the top once you click stop:

 **Recording is being saved** Once the recording is processed and saved in Microsoft Stream, it will be added to the meeting chat.

Then end the call/conference by left-clicking .

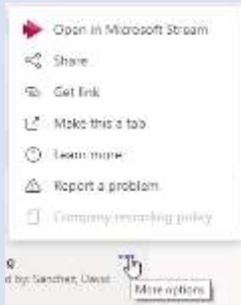
While it is processing you will see the below in the Posts area:



Once it is finished, it will change to this:



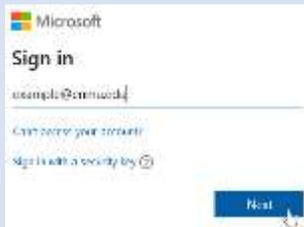
Left clicking the '...' in this location will again give you more options



While you can Share the link directly, the steps below will demonstrate how to make all the content be available directly from your Teams Group in a tab at the top.

Left click 

This will cause a tab to open in your internet browser. Enter your @enmu email address as show below and then left click 'Next':



This next portion is standard ENMU login procedure:

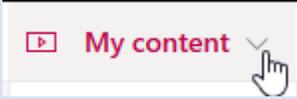


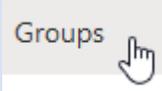
On the next area left click 'Yes':



Welcome to MS Streams. To get started on adding the content directly into Teams

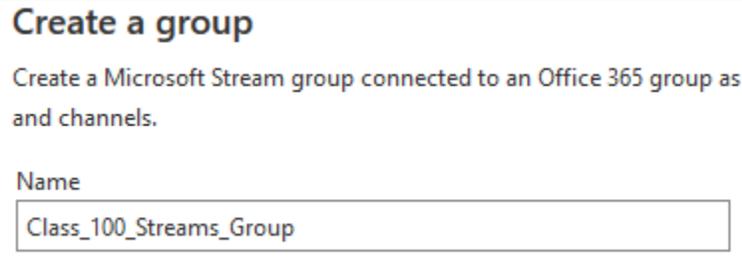
INITIAL SETUP STEPS (only need to do once)

Left click  located near the top leftish

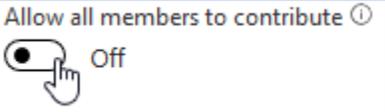
Left click on 

Left click 

Name your Streams Group at your discretion

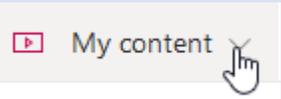


Make sure that the below is set to 'off'

Allow all members to contribute ⓘ


Left click 'Create'



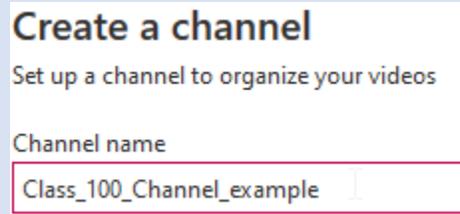
Now left click  located near the top to the left a bit

Left click  within the drop down menu that appears

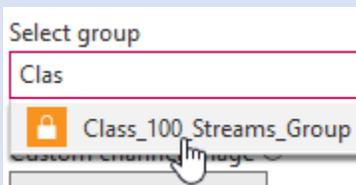


Left click **Create a new channel**

Name your channel at your discretion



Select the group you just created earlier by typing in its name as show below and left clicking:

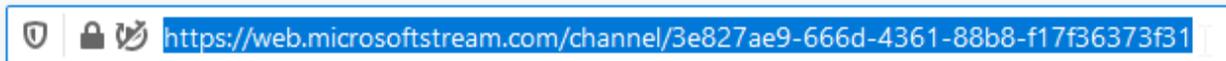


Left click

Left click on the newly created channel

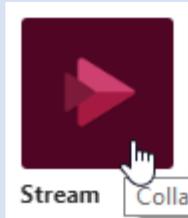


Highlight the URL address



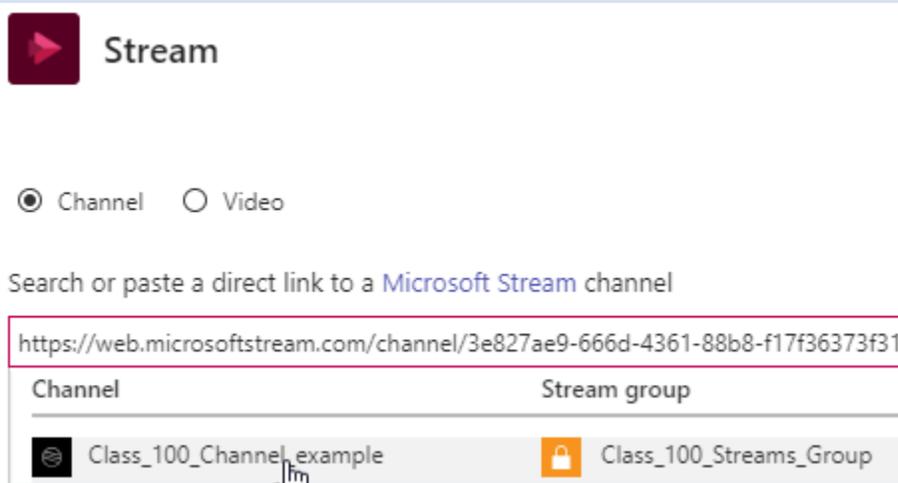
Now copy via ctrl+C or right clicking and selecting copy.

Now head over to Teams and left click  located near the top middle of your Group



Left click

Now paste the URL you copied via ctrl+V or right click paste, then left click the name that appears as shown below:

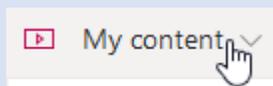


Now left click

INITIAL SETUP END

Now all that has to be done is adding the videos to the channel as they are created and they will be accessible via the Streams tab that is now in your Teams Group.

You can add the videos to the channel by going to Streams



Left clicking

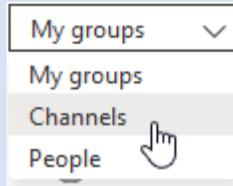


Left clicking



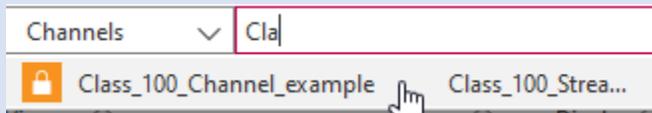
Left clicking

located in the group of icons on the right



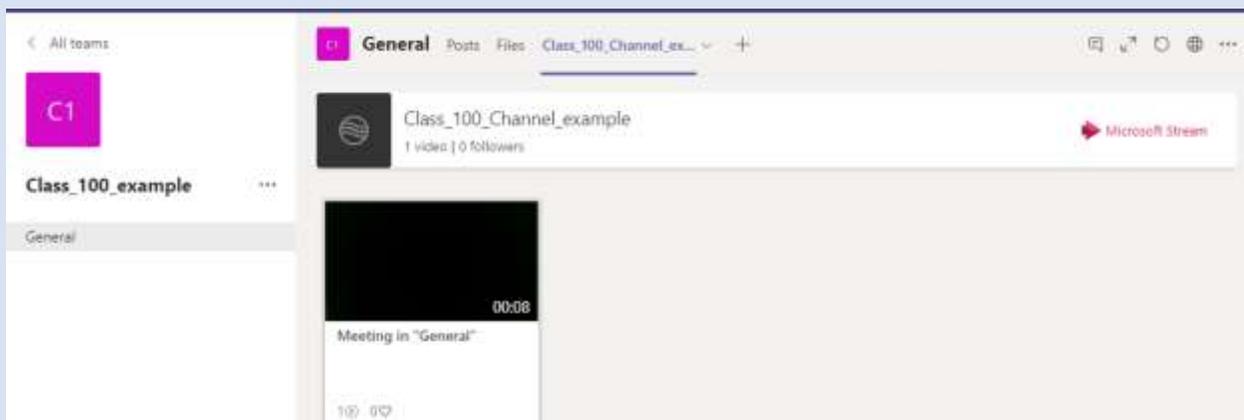
Left clicking and selecting Channels

Then typing in the name of the channel you created in the Initial Setup and left clicking what appears as shown below:



Then finally left clicking

Congratulations, Your video will be available in the Streams tab of your Teams Group within seconds!



To see additional tech tips, or download this week's tech tip, visit

[ENMU ITS Weekly Tech Tips](#)

–ENMU Portales ITS Technical Trainer