



Use of Microsoft Teams (MS Teams) for video conferencing and collaboration

October 2022



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Introduction



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Introduction

- A part of the Microsoft Office 365 ProPlus Services
- Includes video conferencing, instant messaging and other collaborative functions
- All HKU Staff and students could use MS Teams with their o365 license





Get Start to MS Teams



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[Get Start



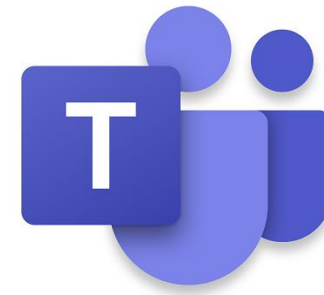
- Support Desktop/web-based/Mobile App
- Desktop Client: <https://www.microsoft.com/en-ww/microsoft-teams/download-app>
- Web-based: <https://portal.office.com>
- Mobile App:

iOS: App Store

Android: Google Play

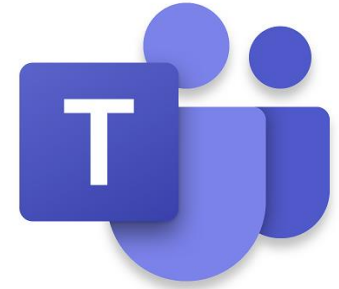
[Get Start

- Login
 - Username: <UID>**@hku.hk** (Staff)
<UID>**@connect.hku.hk** (Student)
 - Password: Portal PIN



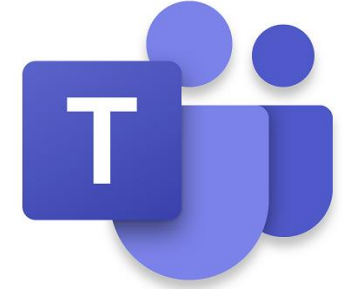
[Must-known features of MS Teams

- Instant Messaging and Calls
- Instant Microsoft Teams Meetings
- Document Storage
- Co-authoring Documents
- Arrange Webinar for 1,000 people w/o Additional Cost
- Engage participants with Dynamic View of MS Teams
- Share Large Sized Files



<https://its.hku.hk/opi/>

[Why should you use MS Teams as collaborative tool?



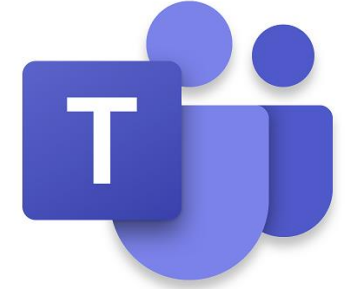
Reason 1: It's Easy to Use

- Teams is designed to **simplify group work** with easy-to-use channels for **group chats**
- Multiple channels can be set up in a click or two, conversations are in threads to make them easier to follow, and **notifications can be set to pop up onscreen**.
- Make it easy for your employees to **work faster, smarter, and better together**.
- Teams is designed with a **simple and intuitive user interface**, making it easy to learn and use so your employees can concentrate on performing their jobs more effectively.

Reason 2: Meet, Chat, Call, and Collaborate In Just One Place

- Teams is more than a simple chat hub. The platform is integrated with Office 365, giving users **easy access to Office productivity apps** such as Excel and Word, as well as cloud storage and syncing solutions like SharePoint, Power BI, and Delve.
- Bringing together different tools into all-purpose, omnichannel collaboration hubs will **allow employees to switch seamlessly between video chat, instant messaging, email, and document collaboration**.

[Why should you use MS Teams as collaborative tool?



Reason 3: New Features are Being Added Every Day

Teams is an evolving solution constantly adding more apps, [better integration](#), and further improvement every day.

Reason 4: You Can Maximize your Microsoft Investment

- Let employees **move away from the more traditional email threads and multiple attachments** and become more comfortable with a streamlined method of collaboration.
- Using Teams, **staff can share files, organize meetings from their calendar.** This improves collaboration and communication while simultaneously aiding the adoption of Office 365.



Microsoft Teams Meeting



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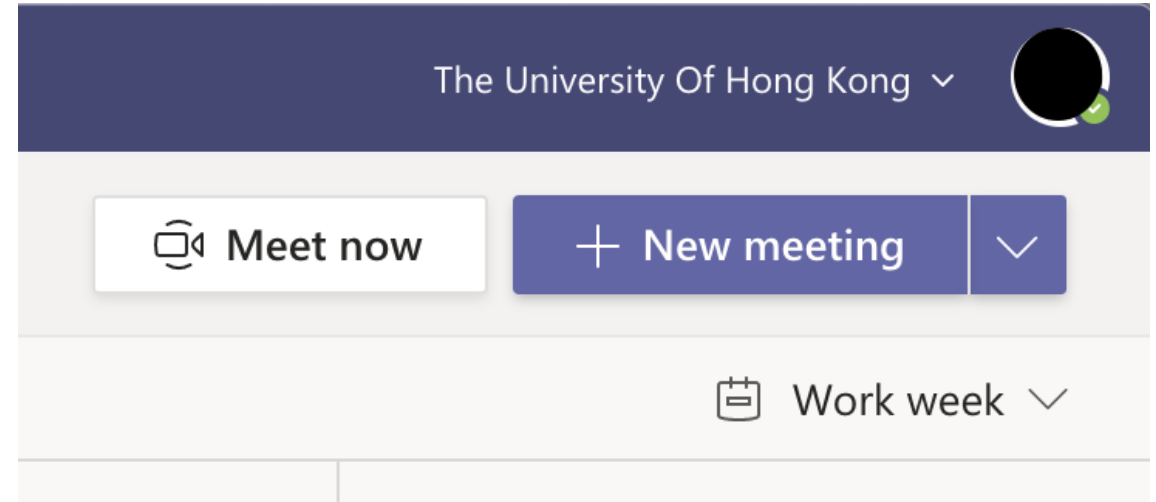
[Microsoft Teams Meeting

- Meet Now and schedule a meeting
- Presenting a contents
- Background effect
- Meeting Quick Poll
- Reaction (Only provide Raise hands and Lower all raised hands function for VPC users)
- Spotlighting (not available for VPC users)
- Live Caption
- Presenter mode (not available for VPC users)



[Meet Now and Schedule a Meeting

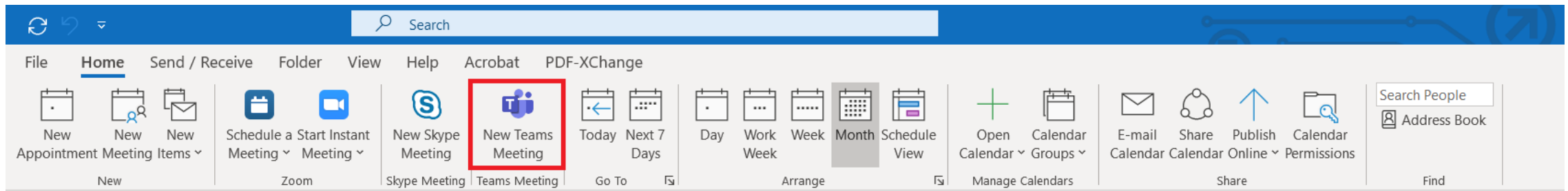
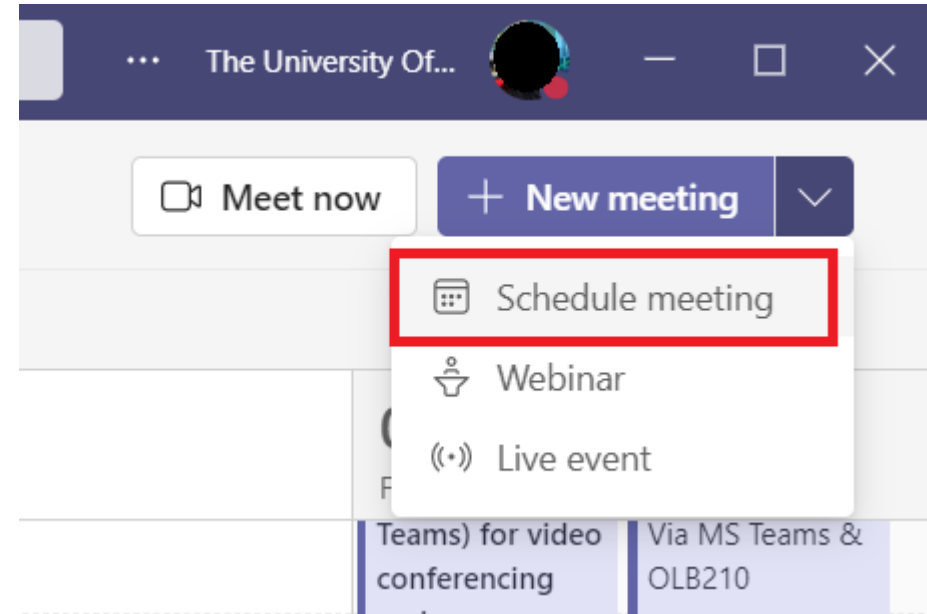
- Go to the selected Teams
- At the top right-hand corner
- Meet Now = instant meeting



[Meet Now and Schedule a Meeting

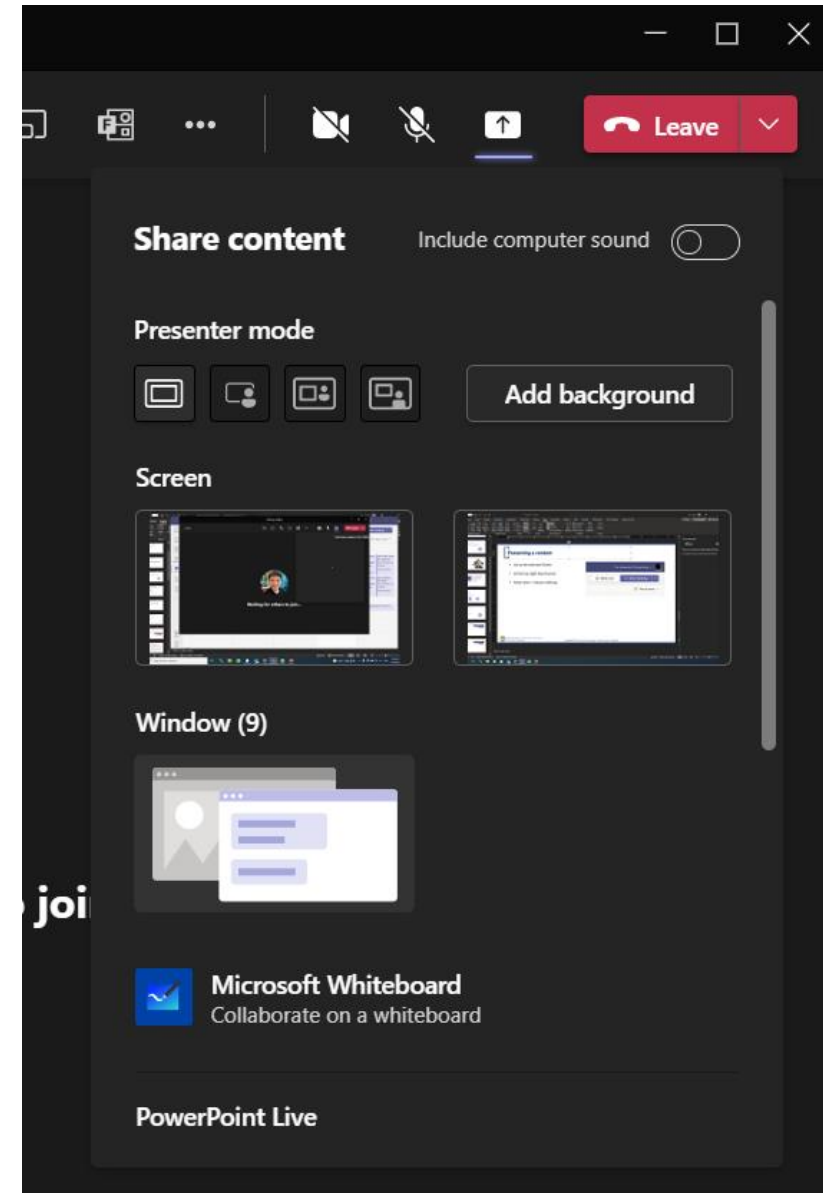
- Go to Calendar
- Click on + New meeting or the downward arrow and choose Schedule meeting
- Fill in the meeting details and click save

(you could also install the Teams Add-in to MS Outlook to schedule the Teams Meeting in Outlook Calendar)



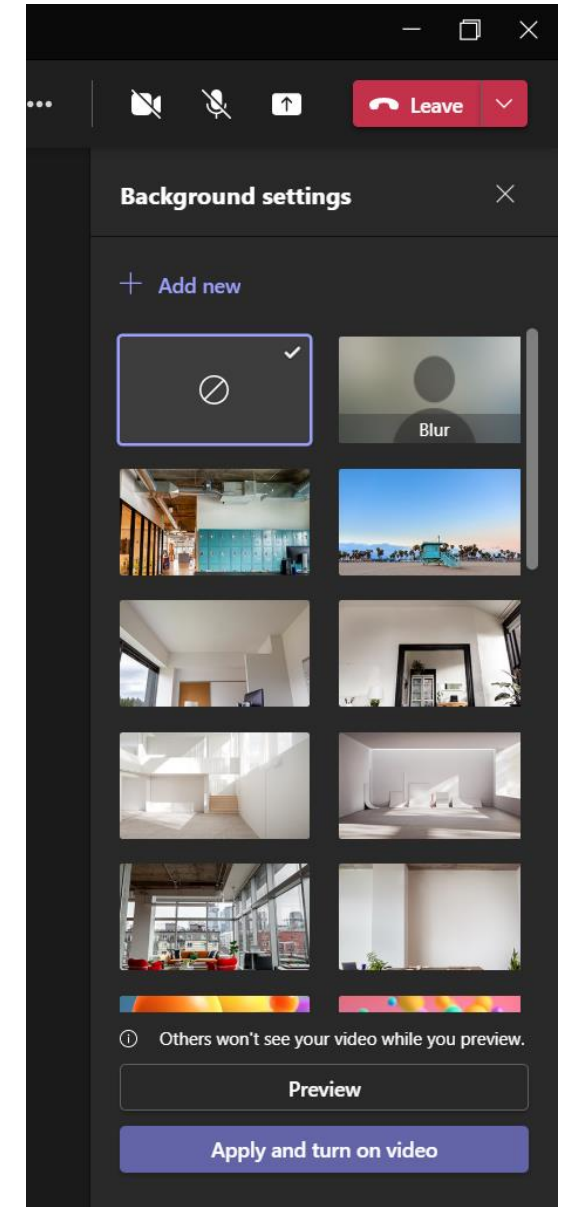
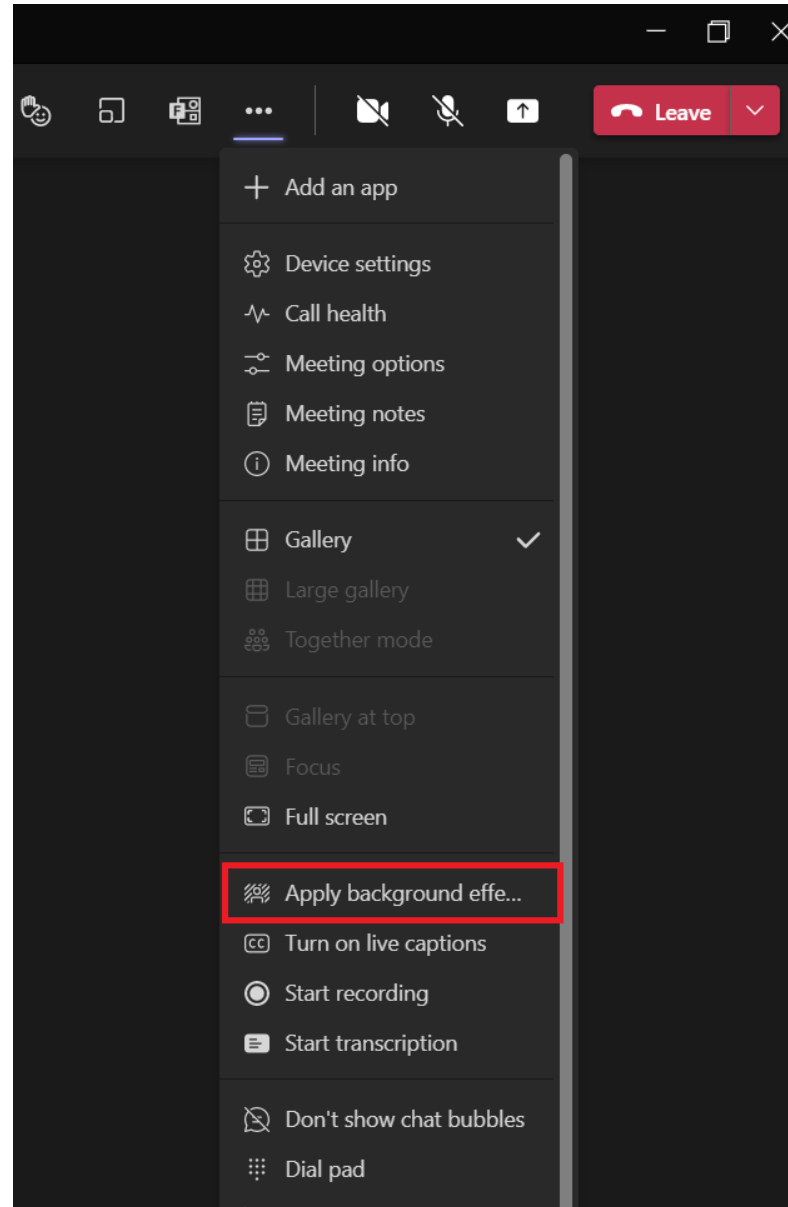
[Presenting a content

- In-meeting
- At the top right-hand corner, the Share Content icon (Ctrl + Shift + E)
- Choose the right source to share



Background Effect


- In-meeting
- Click 3 dots for more options > Apply Background effect
- Choose the background to apply, camera should be enabled.

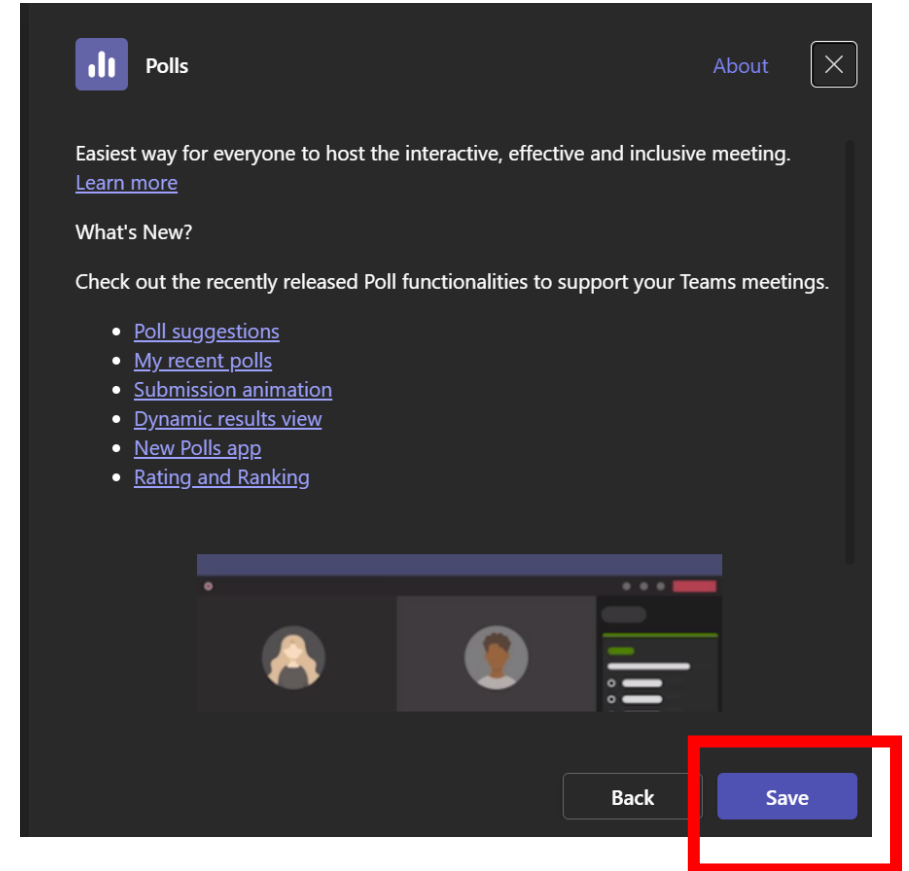
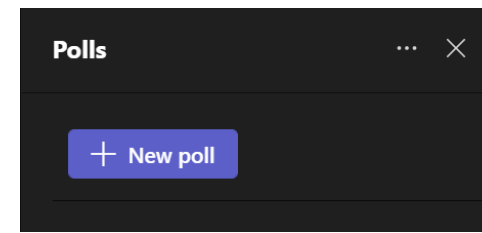
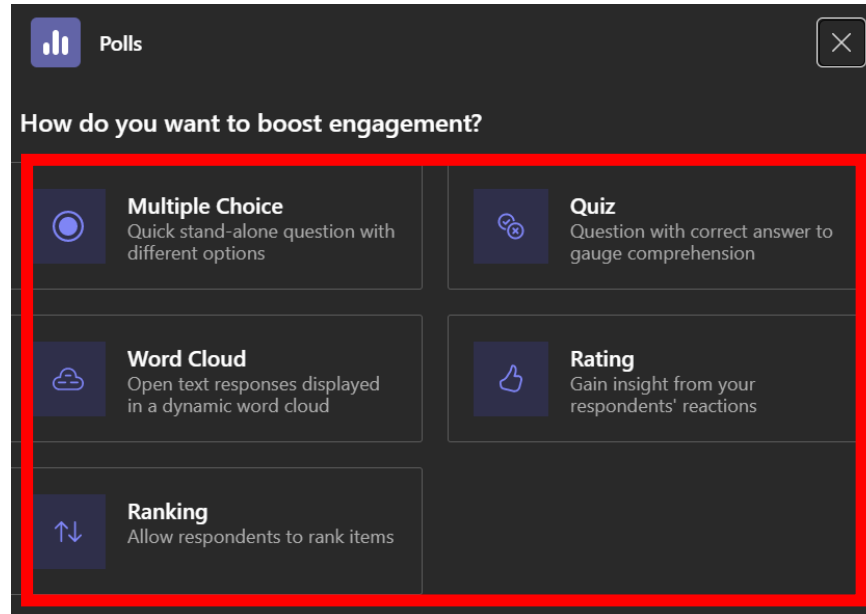


Meeting quick poll



To create a poll:

1. In Teams, go to the group chat where you want to create the poll.
2. Tap the **+ Apps** button next to the **Type a message** field.
3. Tap **Polls**  and tap **+ New poll**
4. Tap **Save** to enter the Polls screen.
5. On the **Polls** screen, then choose one of the following:
 - Multiple Choice
 - Quiz
 - Word Cloud
 - Rating
 - Ranking



[Meeting quick poll

+

To create a poll:

6. E.g. Create a multiple choice.
Enter your question and options. You can tap **Add option** for more choices.

Tip: To allow people to select more than one option, turn on the **Multiple selections** toggle.

7. Tap **Save as draft** to see a preview of your poll.

Polls

What color do you like

- ☐ Black
- ☐ White
- ☐ Yellow
- ☐ Orange
- ☐ Red
- ☐ Blue
- ☒ Green

+ Add option

☐ Multiple selections

☐ Record names of respondents (only visible to creator)

☒ Share aggregated results with respondents

☐ Allow co-presenters to edit your poll while it's a draft poll ⓘ

< Back

Save as draft

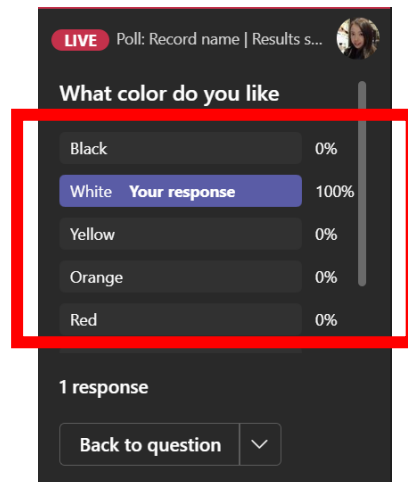
Launch now

Meeting quick poll

To create a poll:

8. If you want to record respondents' details, check **Record names of respondents (only visible to creator)**. Keep it unchecked if you want to keep responses anonymous.
9. If you allow co-presenter to edit your poll, check **Allow co-presenters to edit your poll while it's a draft poll**.
10. Tap **Edit poll** if you want to make additional changes, or if your poll is ready, tap **Launch**.

The group will receive a real-time summary of poll responses.



☒ Record names of respondents (only visible to creator)

☒ Share aggregated results with respondents

☒ Allow co-presenters to edit your poll while it's a draft poll ⓘ

< Back

Save as draft

Launch now

DRAFT Poll: Record name | Results s... ⓘ

What color do you like

☐ Black

☐ White

☐ Yellow

☐ Orange

☐ Red

☐ Blue

Launch

Edit poll

Delete poll

LIVE Poll: Record name | Results s... ⓘ

What color do you like

☐ Black

☐ White

☐ Yellow

☐ Orange

☐ Red

☐ Blue

Submit

View results

Close poll



Response details

Export results

Delete poll

Q & A

1. In Teams, go to the Menu bar.
2. Tap the **+ Apps** button and select Q & A.

 Q&A [About](#) 

Allow attendees to:

☒ Ask new questions
☒ Respond to conversations
☐ Post anonymously
Post questions and discussions anonymously. Replies and reactions are not anonymous.

Allow organizers to:

☐ Moderate attendee conversations

Back

Save

Allow attendees to:

☒ Ask new questions
☒ Respond to conversations
☒ Post anonymously
Post questions and discussions anonymously. Replies and reactions are not anonymous.

Allow organizers to:

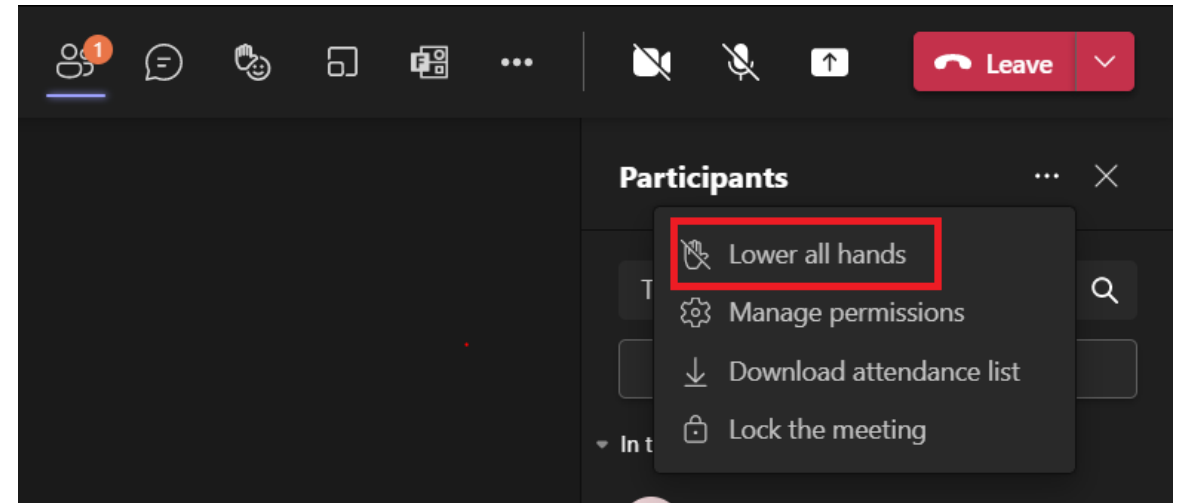
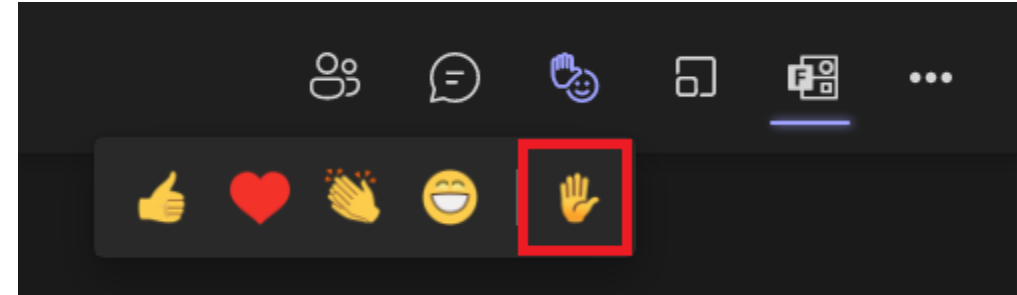
☒ Moderate attendee conversations

Back

Save

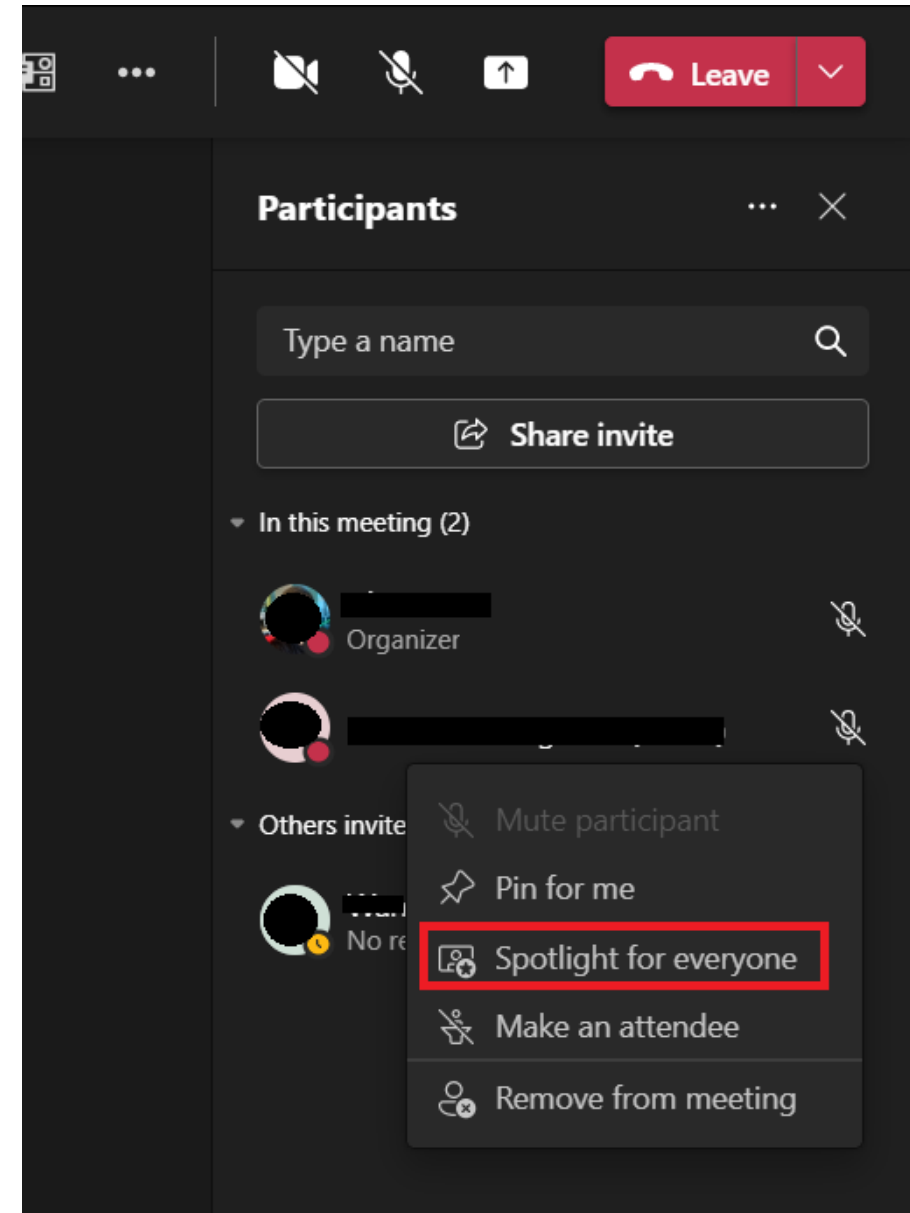
[Raise hand and lower all raised hands

- At the top menu bar
- choose the raise hands icon to raise hands
- Open the participant list
- Click 3 dots for more options > lower all hands



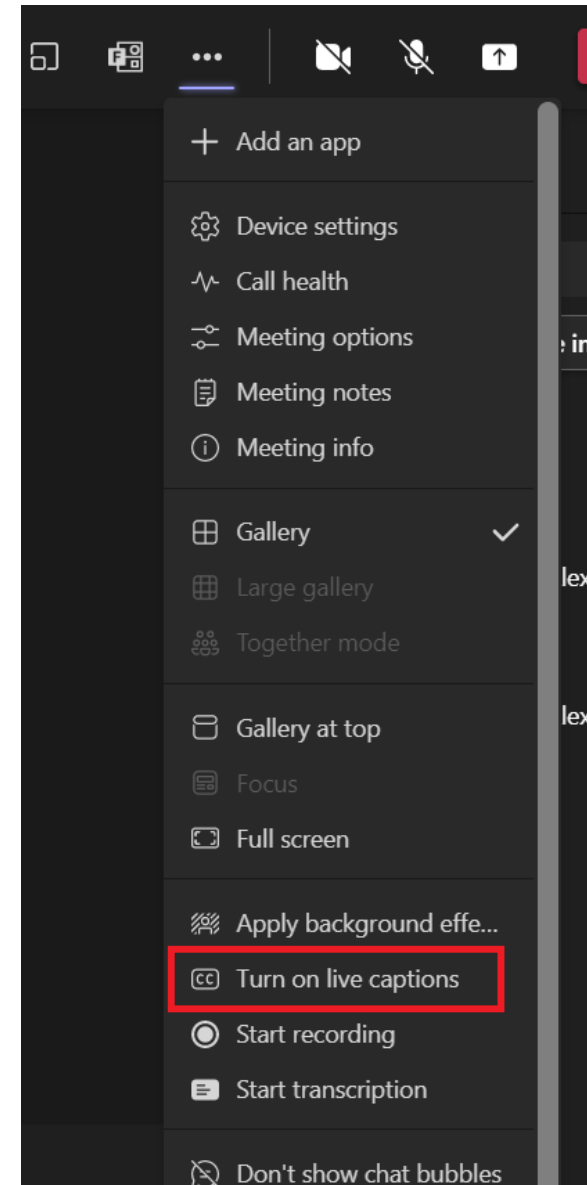
[Spotlighting

- Open the participant list
 - Click 3 dots besides the target participant
 - Choose Spotlight for everyone
- ***Note: you can also click “spotlight me” next to your name (you have to be presenter) to draw everyone’s attention to your camera***



Live Captions

- Click 3 dots for more options in the top menu bar
- Choose Turn on live captions





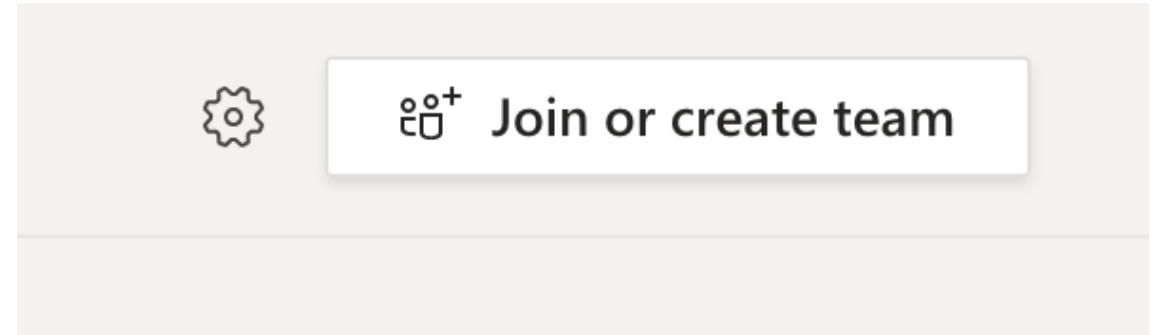
Teams and Channels



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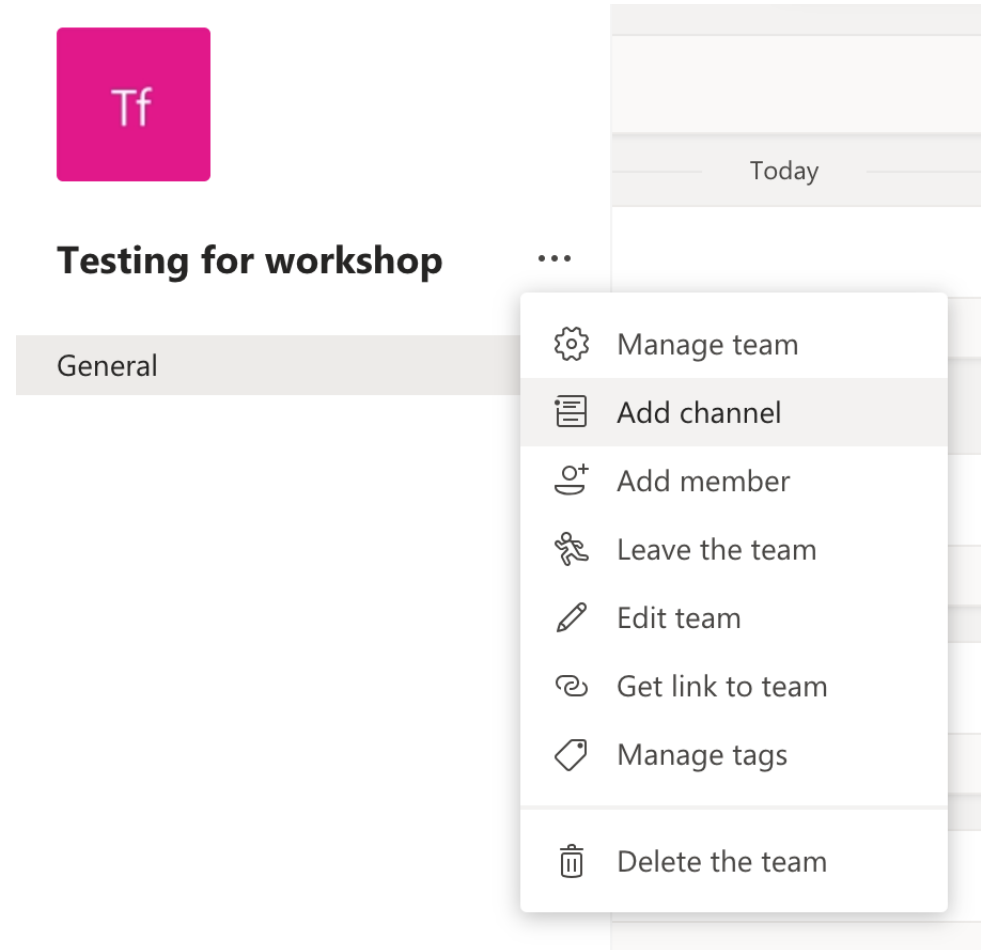
[Create Teams and Channels

- Click on 'Join or create team'
- Follow the guideline on the screen to complete new team creation



[Create Teams and Channels

- Click on More Option (...) that nearby the Team name
- Click Add channel
- You can also click Manage team, and add a channel in the Channels tab



[Private Channels

- Private Channels enable users to create channels within existing teams that can be viewed and accessed by only select members of that team. Users can create a private channel by selecting "Private" under the privacy setting of the new channel.

Create a channel for "Testing for workshop" team

Channel name

Letters, numbers and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard – Accessible to everyone on the team



Standard – Accessible to everyone on the team

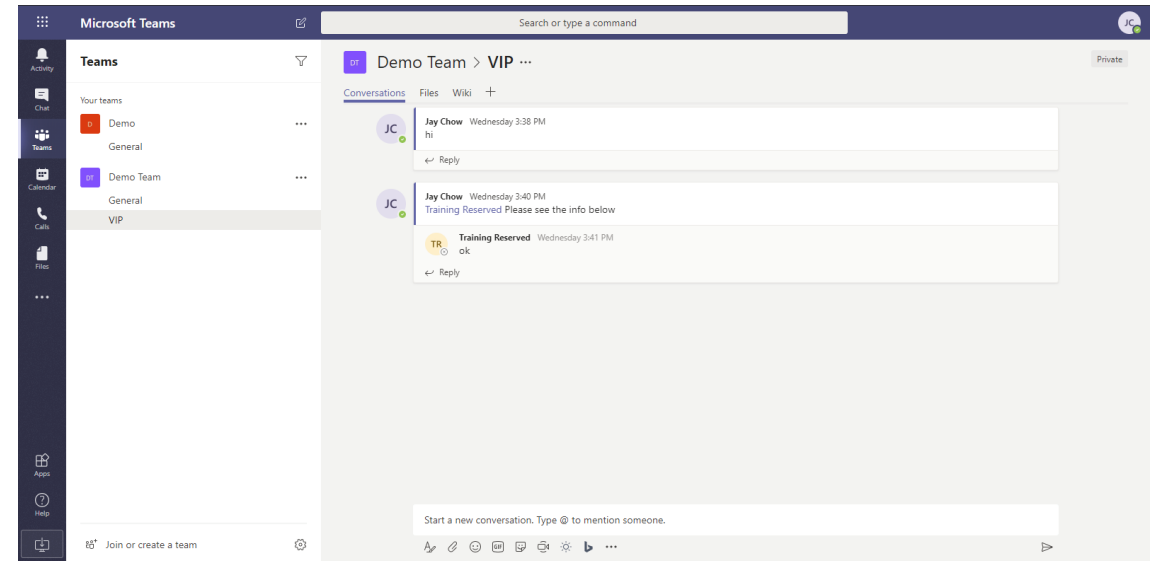


Private – Only accessible to a specific group of people within the team

[Make and post messages in Channels

- Select a channel
- Type your message in the conversation box and press Enter

Note: When you want someone to receive a notification for a message you're sending, you can @mention the person. You can @mention a channel, a team, a person, or several people



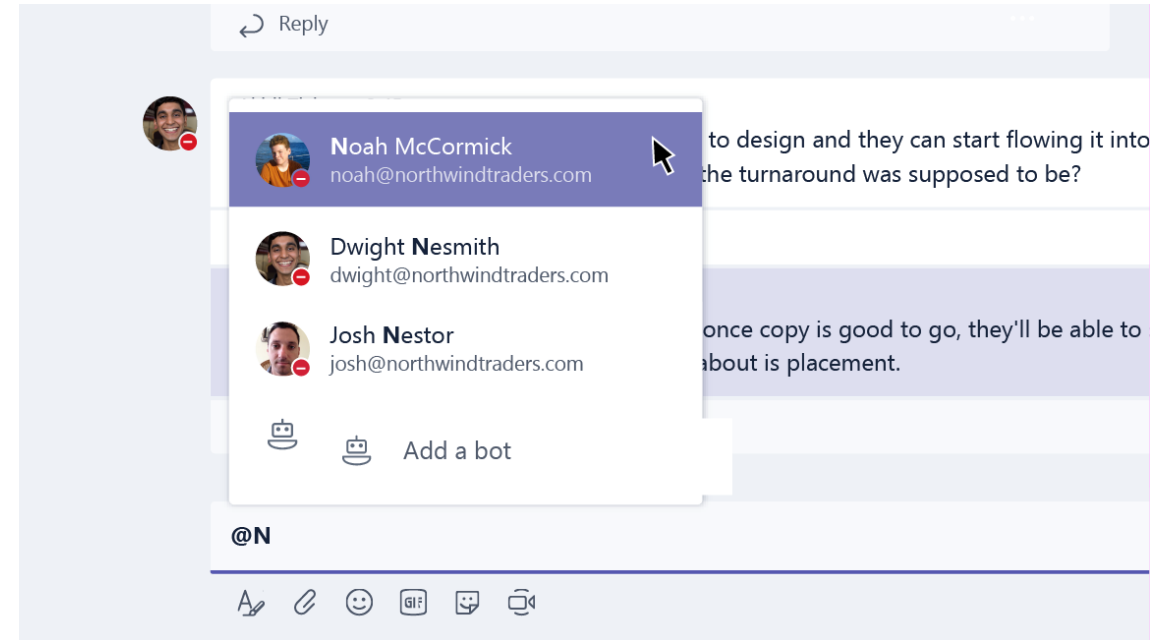
[Get someone's attention in the Channel

- Just type@before someone's name and then select it from the menu that appears. Try one of these:

A - Post something in the Team's general channel. The channel name appears bold for every team member.

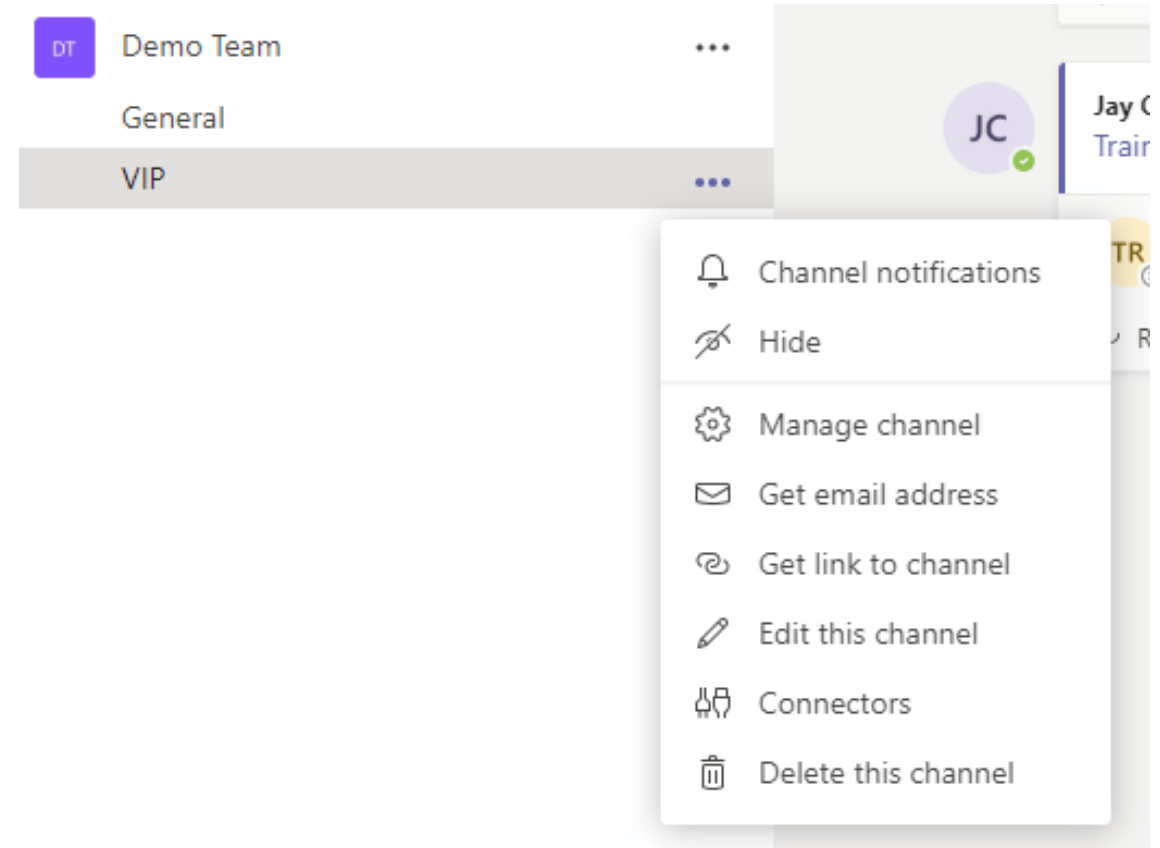
B - Type**@team** to message everyone on that team.

C - Type**@channel** to notify everyone who has favoured that channel.



[Send email to a channel

- Step 1 : Click on More Option (...) that nearby the Channel name
- Step 2 : Get email address.
- Step 3 : Copy the email address to email software (e.g. Outlook) for sending email.

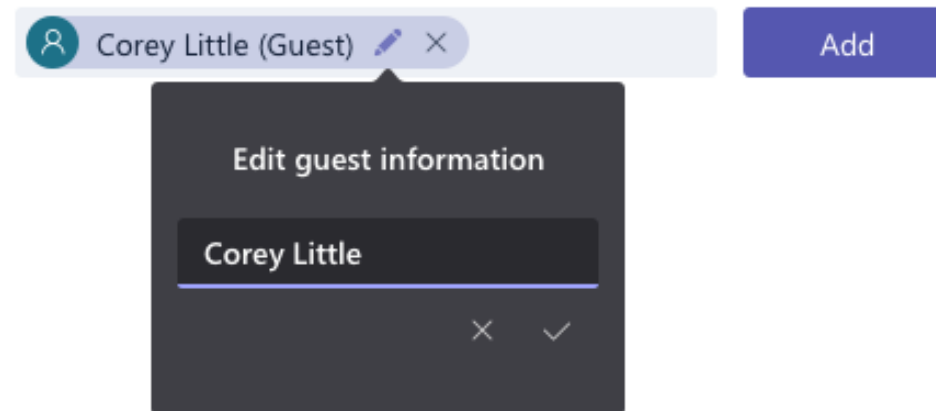


[Add external user

If you're a team owner, you can now invite guests to your team.

1. Click **Team**
2. Click Ellipses(...)
3. Click **Add members**
4. Enter the guest's email address
5. Click **Add**

For guests, you need to add the name other people will see. Click **Edit guest information** and then type their name.



Notes:

Guests just need a valid email address.

If you receive a "We didn't find any matches" error while trying to add a guest, your organization doesn't allow guests. Contact your IT admin for more info.



Support from ITS



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[Support

- <https://www.its.hku.hk/services/communication/conferencing/teams>
- [https://its.hku.hk/find-answers/? sf s=MS%20Teams](https://its.hku.hk/find-answers/?sf s=MS%20Teams)
- ITS Service Desk (3917 0123; ithelp@hku.hk)

[Thank you

- Please help us to improve by filling the user survey. Your comment is valuable and important.

https://hku.au1.qualtrics.com/jfe/form/SV_bm9MMapN5rDmmA6

