

UNIVERSITY OF HARTFORD

ACADEMIC TECHNOLOGY, TEACHING AND LEARNING

Faculty Guide for Getting Started with Teams

Teams is a web conferencing tool. It allows instructors to hold ‘live’ classes, office hours or training over the Internet, and to record these sessions for later use. It can also be used for advising and other individual consultations. All participants should have a computer microphone and speakers or headphones. Instructors may also want to use a webcam. This document outlines the basic steps for scheduling and hosting a Teams meeting.

Important: Keep in mind that when scheduling and recording meetings, any supplemental information such as reports/attendance, is only maintained for a limited period of time, so it’s recommended that you download that information to your local PC. Your recordings will still be available to you.

Another important note: If you share the transcript, private chats, as well as those sent to everyone, will be included.

MAC users should test sharing their screens in Teams prior to using it in a meeting, as they may need ITS to change some privacy and security settings on their computer first.

Accessing Microsoft Teams

Microsoft Teams can be accessed via the browser by logging in at <https://portal.office.com>, via a desktop application installed on your computer, or via a mobile application. If you are having issues accessing Microsoft Teams, contact ITS at helpdesk@hartford.edu.

To host meetings and classes using Teams, you will need to sign into your University of Hartford Microsoft Email account. (Students and other participants in web meetings do not need a Microsoft account.)

Scheduling a Meeting

Meetings for Teams can be scheduled one of four ways:

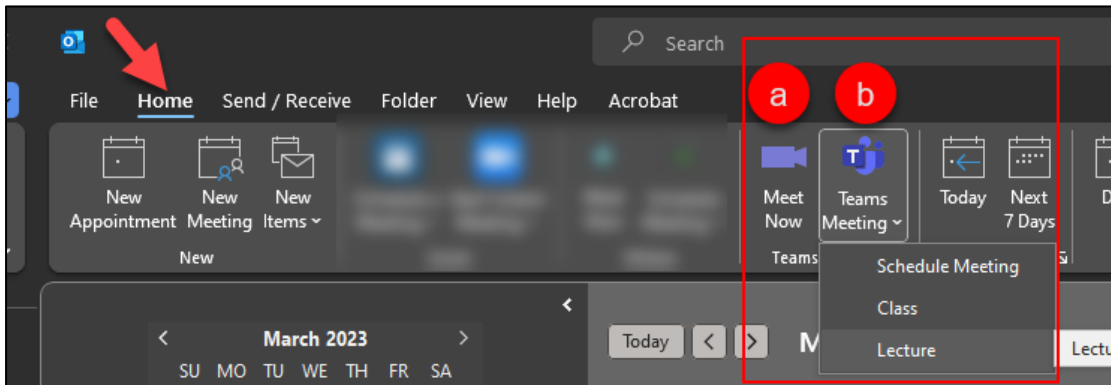
- From Microsoft Outlook
- Via a Browser at <https://teams.microsoft.com> (or via <https://portal.office.com>)
- From the Teams application on your desktop or laptop computer
- Via the Teams Mobile App

Scheduling a Teams Meeting Via Outlook

NOTE: *Newer versions of Microsoft Outlook should already be updated to include the Microsoft Teams Meeting buttons. If they are not there, you will need to schedule a time with ITS at helpdesk@hartford.edu to help you get your Microsoft Office Suite updated.*

1. Open Outlook and go to the Calendar button.
2. On the Home Ribbon, locate Teams Meeting. You have two options:

- a. **Meet now** – launches you immediately into a Teams Meeting.
- b. **Teams Meeting** – gives you options to Schedule Meeting, Class or Lecture.

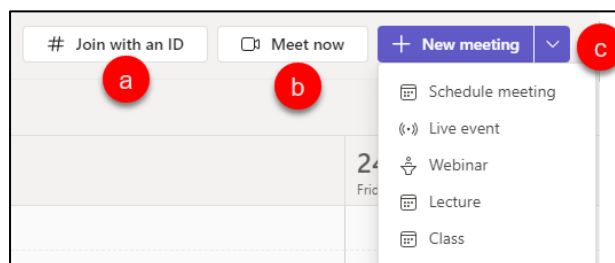
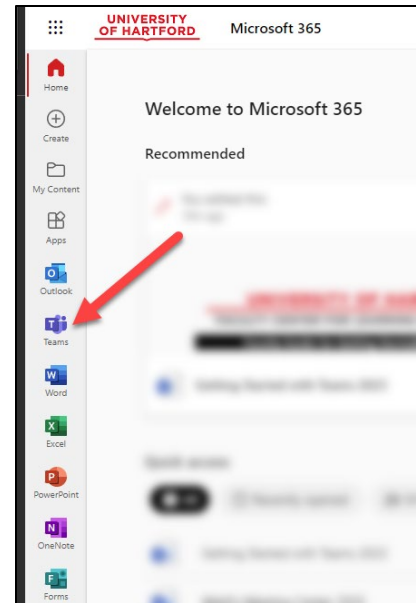


Teams Meeting Options in Outlook

3. Fill in the meeting details as usual and click **Save**. This will add the meeting to your Outlook calendar.

Scheduling a Teams Meeting via a Browser

1. Go to <https://portal.office.com>
2. Login using your University of Hartford credentials.
3. Select **Teams** from the toolbar along the left side of your screen. A new window opens.
4. Click on the **Calendar** button on the toolbar along the left side of your screen.
5. In the upper right corner, you have three options:
 - a. **# Join with ID** – join a live Teams session that somebody else invited you to.
 - b. **Meet now** – launches you immediately into a Teams Meeting. Clicking this option gives you a button to “Get a link to share” which you can email to others inviting them to the meeting. Then click the button to start the meeting.
 - c. **New Meeting** – along with a dropdown allows you to schedule a meeting, host a live event, webinar, lecture or class.



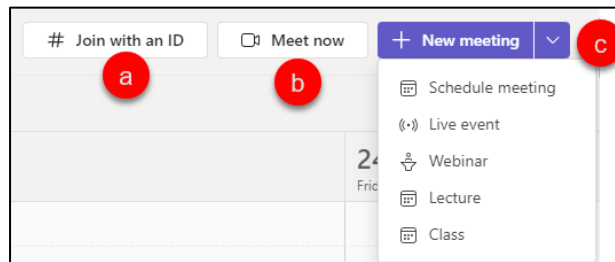
Teams Meeting Options in the Browser

6. Fill in the meeting details as usual and click **Save**. This will add the meeting to your Outlook calendar.

Scheduling a Teams Meeting Via Teams Desktop Application

NOTE: Newer versions of Microsoft Windows should already be updated to include the Microsoft Teams application. If the application is not installed on your computer, you will need to schedule a time with ITS at helpdesk@hartford.edu to help you get your Microsoft Office Suite updated.

1. Open the Microsoft Teams Application on your Desktop or Laptop computer.
2. Click on the **Calendar** button on the access bar on the left of your screen.
3. In the upper right corner, you have three options:
 - a. **# Join with ID** – join a live Teams session that somebody else invited you to.
 - b. **Meet now** – launches you immediately into a Teams Meeting. Clicking this option gives you a button to “Get a link to share” which you can email to others inviting them to the meeting. Then click the button to start the meeting.
 - c. **New Meeting** – along with a dropdown allows you to schedule a meeting, host a live event, webinar, lecture or class.

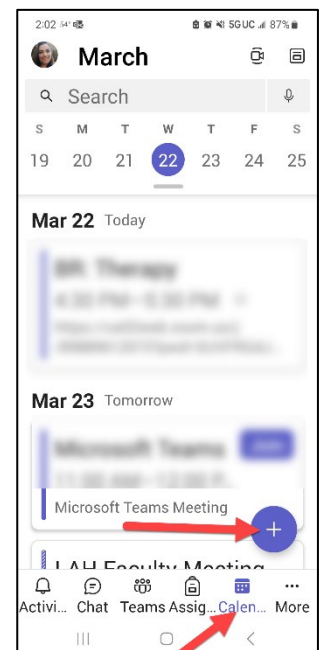


Teams Meeting Options in the Desktop Application

4. Fill in the meeting details as usual and click **Save**. This will add the meeting to your Outlook calendar.

Scheduling a Teams Meeting Via a Mobile Device

1. Open the Microsoft Teams App on your mobile device (smartphone or tablet).
2. Click on the **Calendar** button on the bottom right of your screen.
3. Click on the **+** button on the bottom right to create a new Teams Event.
4. Fill in the meeting details as usual and click the checkmark at the top right of the screen.



Adding Microsoft Teams to Original Blackboard Courses

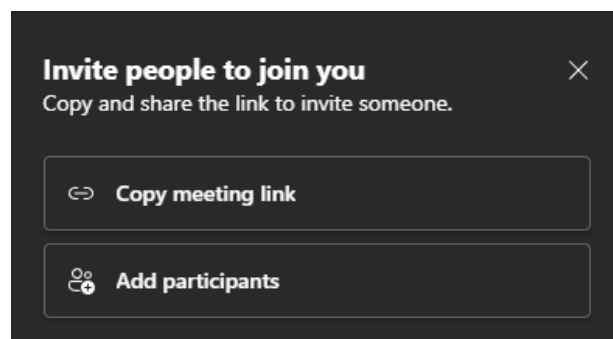
1. Copy the URL for your Microsoft Teams Session(s).
2. Go to your Original Blackboard Course and find the Microsoft Teams menu item.
3. Click the dropdown arrow to the right of Microsoft Teams.
4. Edit the weblink and replace the link by pasting the new URL in the box, then click Submit.

Adding Microsoft Teams to Ultra Blackboard Courses

See the guide *Scheduling Teams Meetings in Blackboard Ultra Courses*.

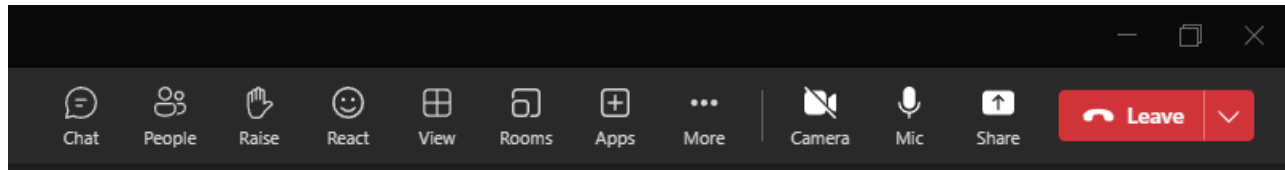
Joining and Hosting a Meeting

1. Click the link in your Calendar or click the **Meet Now** option to launch the Teams meeting. A new window will pop open. On PCs, this is typically seamless; however, sometimes you may need to **select to allow the microphone, webcam, camera notifications that pop-up** so you can screenshare as well as listen/use webcam and audio. On Macs, you need to make sure you allow all pop-up options, and you may need to allow under **Preferences > Security** options.
2. Click the **Join Now** button.
3. Once in, it will prompt you to add additional participants if nobody has been invited in advance. You have two options:
 - a. **Copy meeting link** – email to a list of people or to post within your Blackboard course. This option is what you will want to use if you want to invite non-university members to your meeting.
 - b. **Add participant** – when you only have a short list of participants to invite, and if they are members of the University community, click this button, start typing their name into the textbox, and Teams will find them and invite them into the meeting.



Add participants to a Teams Meeting

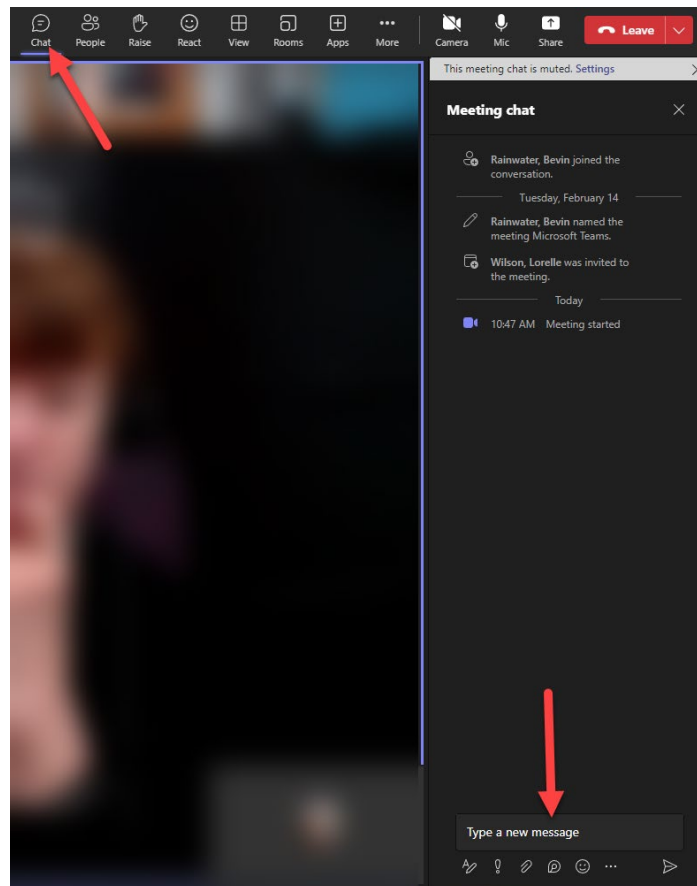
All of the tools for your meeting are accessible via the Teams Toolbar in the upper right of the Teams window (on the desktop application or browser on PC). Note that these may appear in a different location on a Mac.



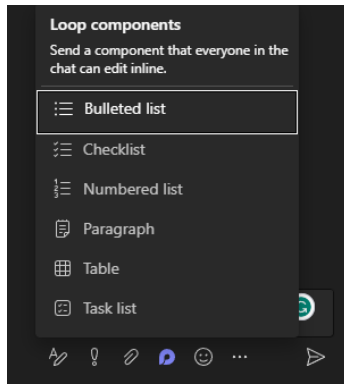
The Teams Toolbar

The Chat Button

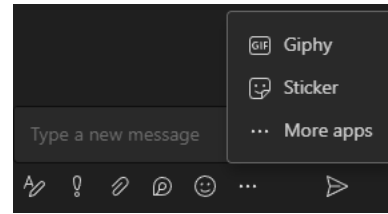
The chat button opens the chat panel on the right side which allows you to chat with other participants. Participants type their message into the bottom right of the chat panel where it says, “Type a new message,” then click the **Enter** button or click the arrow button to send. Via the chat panel (under where they can type their message), participants can also format the text, mark it as important, add an attachment, click the loop components button (see image below) to access things like lists, tables, etc., add emoticons, or click the ... for more options.



The Chat Panel



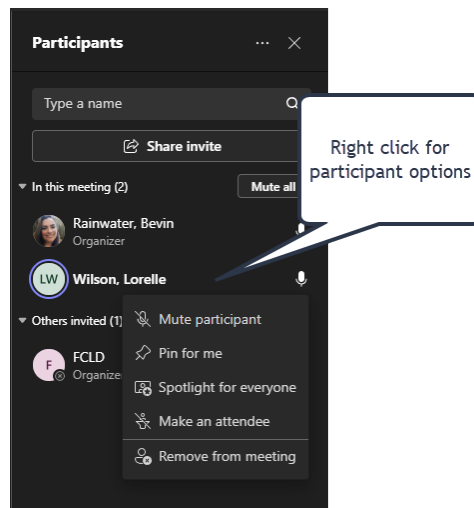
The Loop Components Menu



The More Options Menu

The People Button

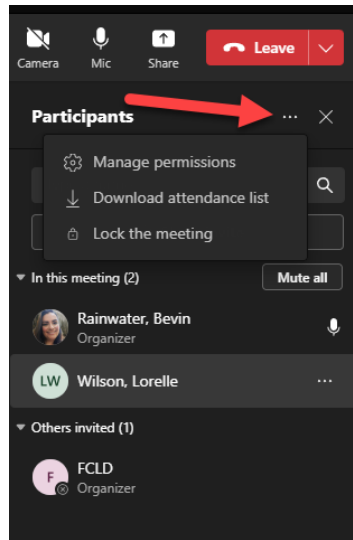
The people button opens the participants panel on the right side, which allows you to view and manage the users in the Teams session. You can also click **Share invite** at the top of the menu to invite additional participants to the session.



Right click on a participant's name to view more options

Hosts can manage participants by right-clicking on their name, which gives the host more options, such as muting, pinning (pins a participant to the top of the list), spotlighting (highlighting a specific participant so their webcam image is front and center), making a participant an attendee, or removing the person from the meeting. By default, Teams gives everyone presenting ability. By making a participant an attendee, the host removes their ability to present or share screens. (see ***Settings*** under ***More Options***).

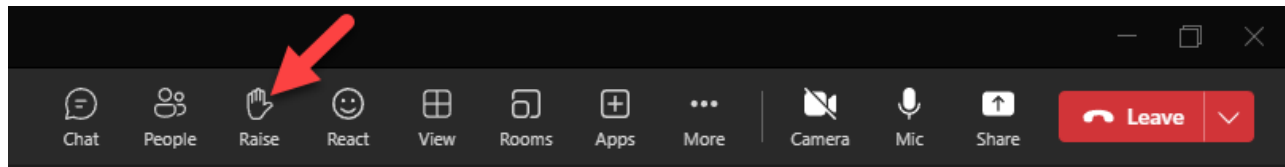
Additionally, clicking the ... at the top of the participants panel, gives you more options, such as managing permissions, downloading the attendance list, or locking the meeting.



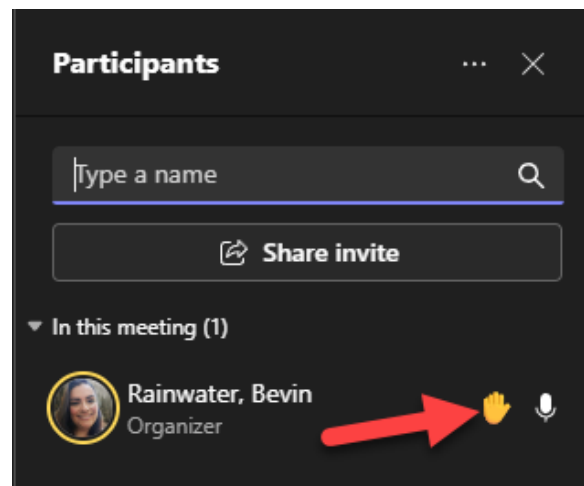
Participants Session Options

Raise Hand Button

Participants can click the raise hand button to signal to the host that they have a question. There is an auditory alert as well as a raised hand symbol next to the person's name in the participants panel once clicked.



Raise Hand

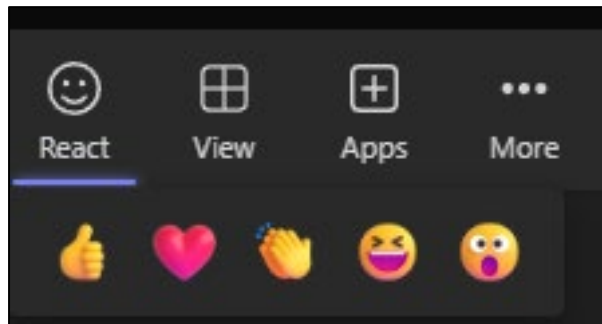


Raised hand notification

The host can click on the hand symbol next to the person's name to acknowledge the question and dismiss the symbol, or the participant can dismiss the symbol on their own.

The React Button

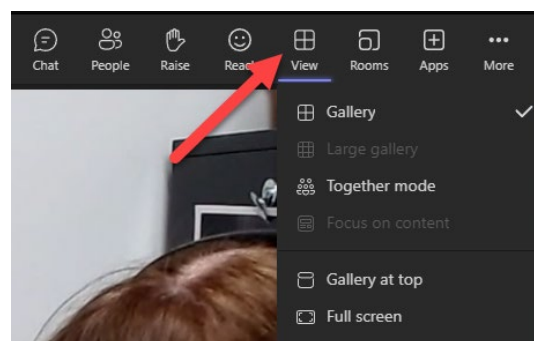
The react button allows participants to react to something with an emoticon.



The React Button

The View Button

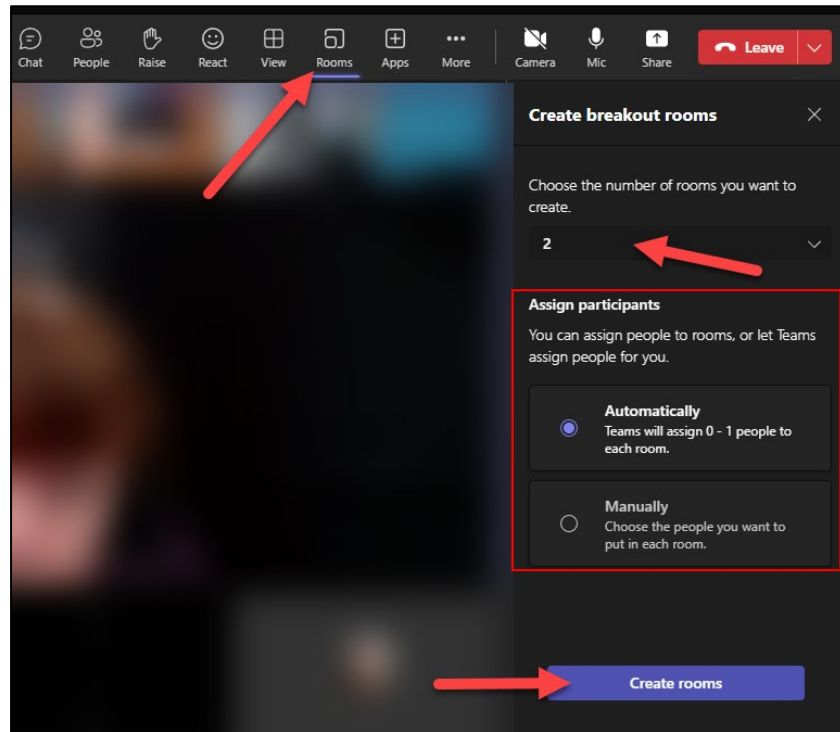
The view button allows you to change how you view the session layout. You can choose between gallery, large gallery, together mode, focus on content, gallery at top or full screen mode (your available options vary based on the number of participants and if the presenter is sharing content or not.)



The View Button

The Rooms Button

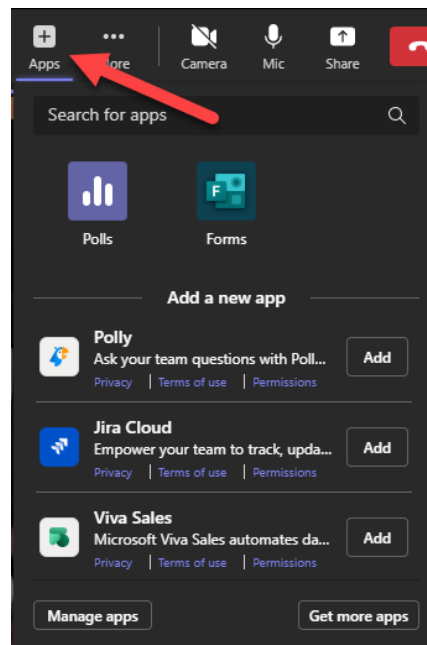
Use the rooms button to create breakout groups. The meeting organizer can select the number of rooms and whether to set group membership automatically or manually. Once your options have been selected, click the **Create Rooms** button to begin breakout rooms. In Teams, the recording is not paused when breakout rooms are in session, but only records the main room. You may want to stop recording and then resume once all participants are back in the main session. Also, Teams does not have the ability to import Blackboard groups for breakout sessions.



Create Breakout Rooms

The Apps Button

The Apps button allows you to add additional functionality to your Teams session. Want to do a poll in your meeting? Click the **Apps** button for Polls, Forms, and more.



The Apps Button

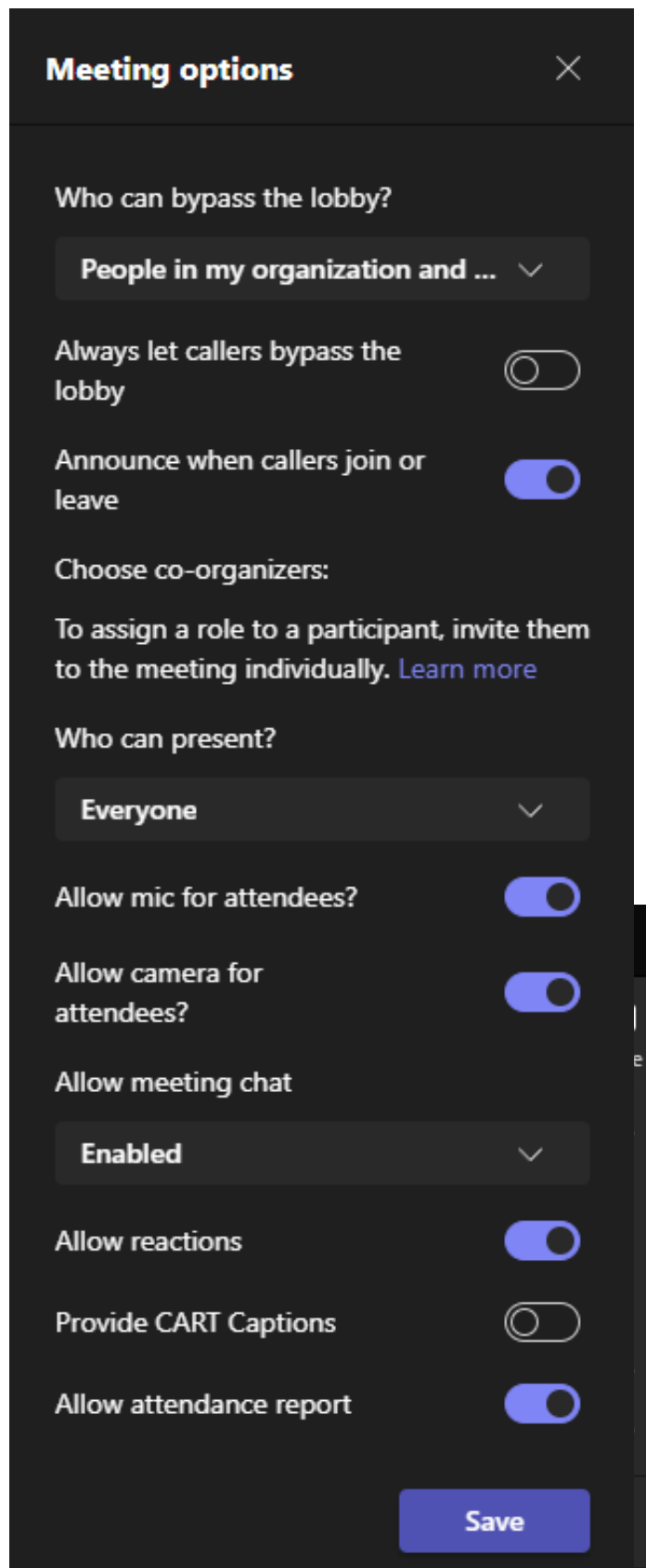
The More Button

Clicking the More button gives you additional options for your Teams meeting. Some of those are:

- **Record and transcribe** – turn on recording and automatic transcription (appears in a panel on the right-hand side of your screen) for your session.
- **Meeting info** – displays the meeting information and provides the sharing links and call-in information.
- **Meeting notes** – allows participants to take notes during the Teams session.
- **Video effects** – opens up the video effects panel, allowing participants to change or blur their background.
- **Language and speech** – allows you to turn on live captioning (appears at the bottom of the screen, like live TV captions).
- **Settings** – allows the meeting organizer and participants to set their device settings, meeting options, accessibility features, show chat bubbles or not, and turn off incoming video (webcams, to reduce bandwidth).
- **Help** – opens up a browser window and takes you to Teams training online.

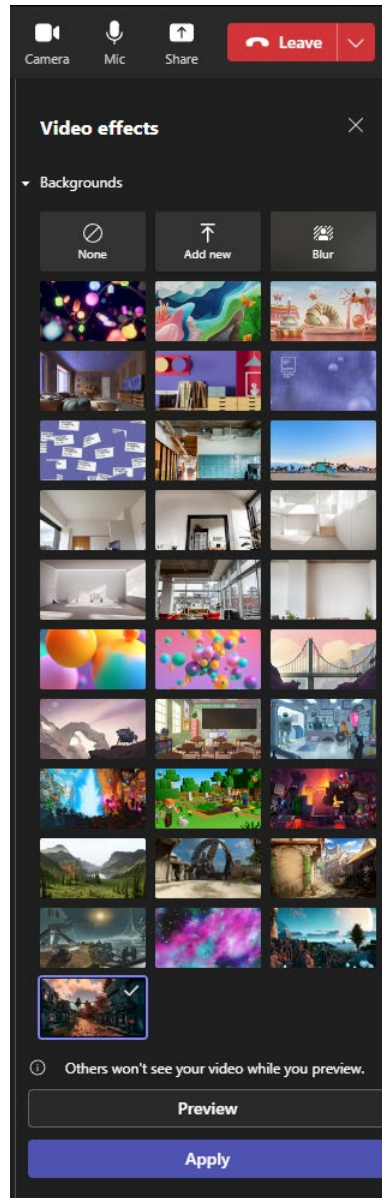
Settings Button

The settings button allows you to set your meeting default options, such as who can present, whether to allow mics, cameras, chat, reactions, and more.



Video Effects

Allows you to choose a background from already preset backgrounds, **Add New** to select your own, or blur the background. If you click **Preview**, only you will see the effect. Click **Apply** to show the effect to everyone in the meeting. Most of the backgrounds are too busy and not recommended for educational purposes.



The Video Effects Panel

The Camera Button

Toggles the webcam on and off. When off, your picture will be displayed (if you have one). If not, your initials will show in place of a picture. When the camera is off, a slash will appear through the button.

The Mic Button

Toggles the microphone on and off. When the microphone is off, a slash will appear through the button.

The Share Button

The Share button allows you to share content with participants. By default, Teams all participants to share, so they are able to share at anytime as you/they wish. You can change this under **More > Settings**.

Audio – You can choose to share audio by toggling **Include computer sound** to the ON position. You will need to enable this if you plan to share any videos with audio or music with your participants.

Presenter Mode allows you to select where your webcam picture will be displayed when sharing your screen and to add a background if you choose.

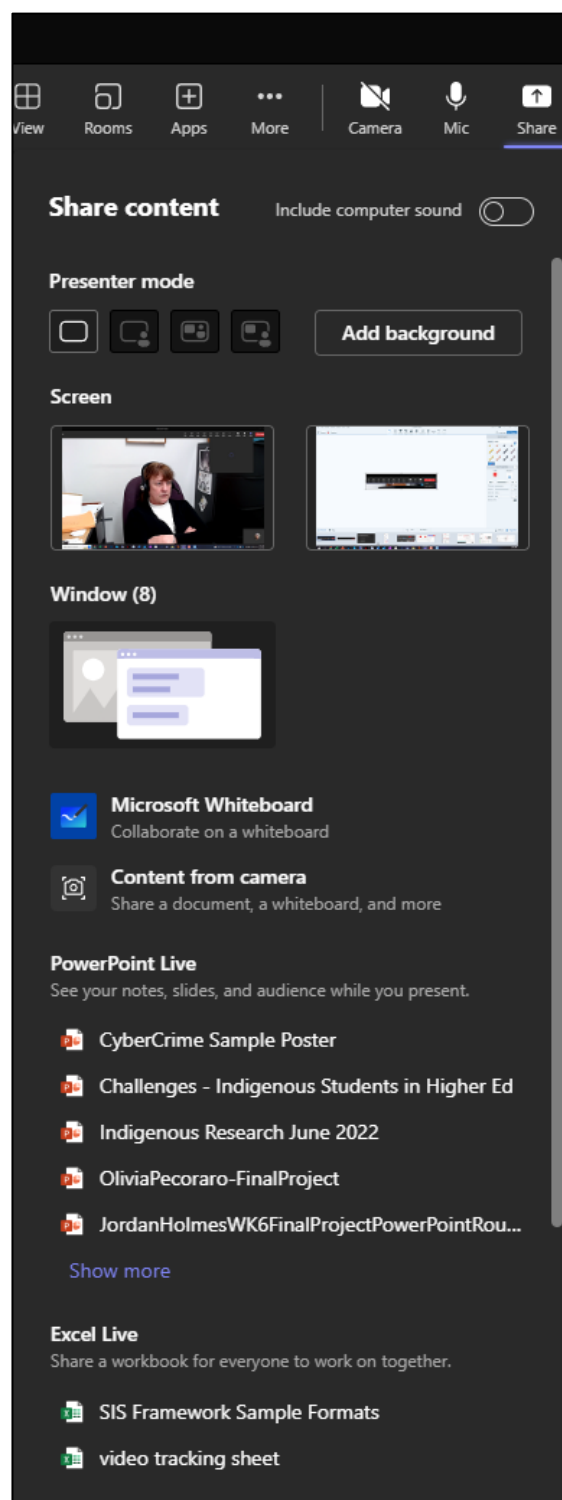
Screen will allow you select which monitor to share (if you have more than one). NOTE: If you choose this option, participants will see **everything** on your screen so be sure to minimize or hide everything on that screen that needs to remain private. To share your screen, click on the thumbnail of the screen you wish to share. It will go live immediately.

Window allows you to select a specific window or application to share with participants. NOTE: If you navigate out of that window to another application, participants will continue to **ONLY** see the window you have shared. Use the screen option instead of window to avoid this.

Microsoft Whiteboard allows you to share a blank whiteboard with participants.

Content from camera allows you to share a document, whiteboard, or other things (see **Content from Camera** section of this document).

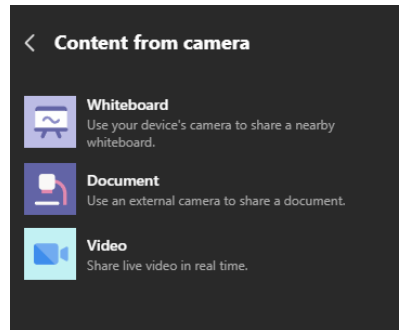
Applications – other commonly used applications and/or recently opened Microsoft files may show up in your list of things to share (see image at right).



Content from Camera

The Content from camera option gives you more choices of what to share with your participants, such as:

- **Whiteboard** – use your device’s camera to share a nearby whiteboard (e.g., in the classroom).
- **Document** – use an external camera to share a document (e.g., a document camera for math, science, or engineering formulas).
- **Video** – share real time video.

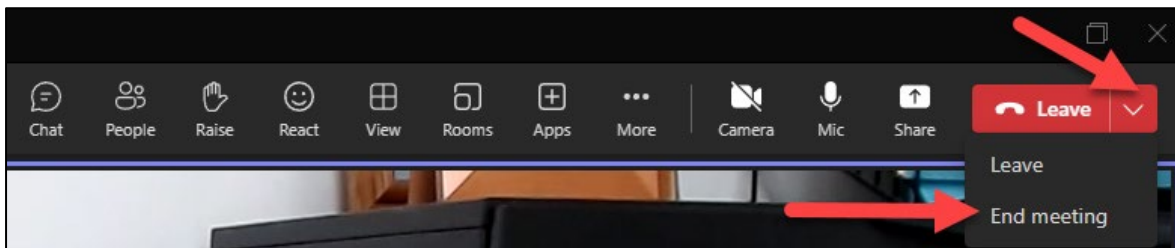


Content from camera options

Finishing the Meeting

When you have finished your meeting, be sure to do the following:

1. **Stop recording** (if you have been recording) – found under the ... (More) button.
2. **Collect attendance** - found on the participants panel under the ... button in the top right.
3. **End meeting** - Click the dropdown for the red **Leave** button > **End meeting**. This finalizes the call for all participants. You will need to stop sharing your screen first, or participants will not see a **Leave** button.



End Meeting

NOTE: If you click just leave, it will bump you out of the session, but leave your participants. This is helpful if you get disconnected or need to leave the session and re-enter due to audio or video issues.

Recordings are saved to the chat for that Teams session and can be accessed later by viewing the chat or activity log in Microsoft Teams. If you plan to keep the recording for more than a few weeks, it is suggested that you download it to your computer and then upload it to Kaltura or OneDrive. NOTE: It is not recommended that you reuse Teams recordings in another section of a course or in a future semester because they may contain identifying student information in them, which could be a possible FERPA violation.

Getting Help with Technology at the University of Hartford

Academic Technology, Teaching, and Learning (ATTL)

ATTL provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The ATTL Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact ATTL.

Phone: (860) 768-4661 **Email:** actech@hartford.edu

Website: <http://www.hartford.edu/feld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>