



Microsoft 365

Collaborating in Teams

Welcome to Microsoft 365 Teams Essentials

BE PRESENT

Multi-tasking is a myth



CLOSE EMAIL

They'll be there for you later.



BE CURIOUS

Ask questions and be interested in what others have to say.



RAISE YOUR HAND

Raise your hand for real, or virtually, or post a smiley face or thumbs up.



PHONE AWAY

Move it out of reach so you won't be distracted.



TAKE NOTES

Capture important key points as you learn.



SUGGEST IT

If you have any great ideas, share them.



ENGAGE

Participate and engage with others. It may not be your thing, but it may help them to learn.



What You'll Learn Today

Overview of Microsoft Teams

- Topics covered include:
 - Introduction to Teams in Microsoft 365
 - Accessing Teams
 - Teams Overview
 - Teams Chats, Calls and Calendar
 - File Management in Teams, Channels, Posts, Collaboration and Version History
 - Accessing and Syncing OneDrive and Teams



Lesson 1

Introduction to Teams in Microsoft 365

- Choose the Right Location
- Teams Benefits



Choose the Right Location for Your Files

What, when, and where to store, share, and collaborate on files in Microsoft 365 comes down to choosing the right application according to how many people are likely to see your document.



Teams

Files stored on Teams are shared with a group working together on a project
Designed for collaborative efforts, including file sharing, chatting, conducting meetings, making calls, and video conferencing.



What are the Benefits of Teams?



Improved Communication



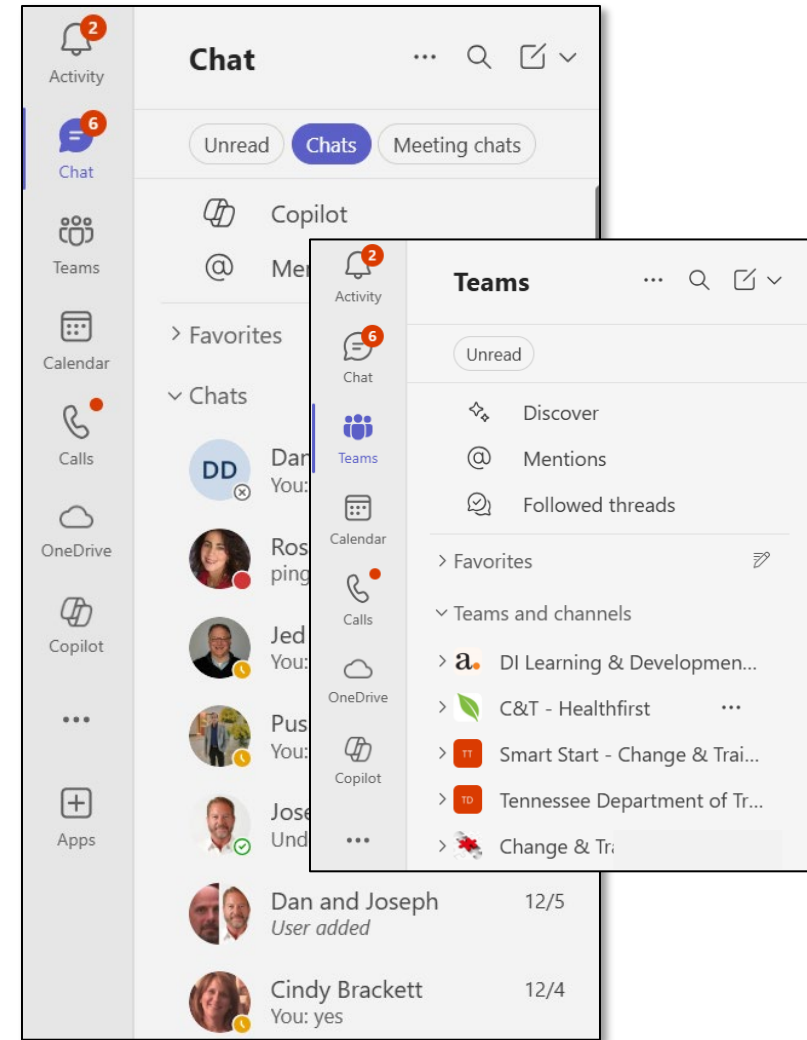
Collaboration
Ensure everyone's on the same page



Improved access to real-time updates



Cut down on email clutter



Lesson 2

Accessing Teams

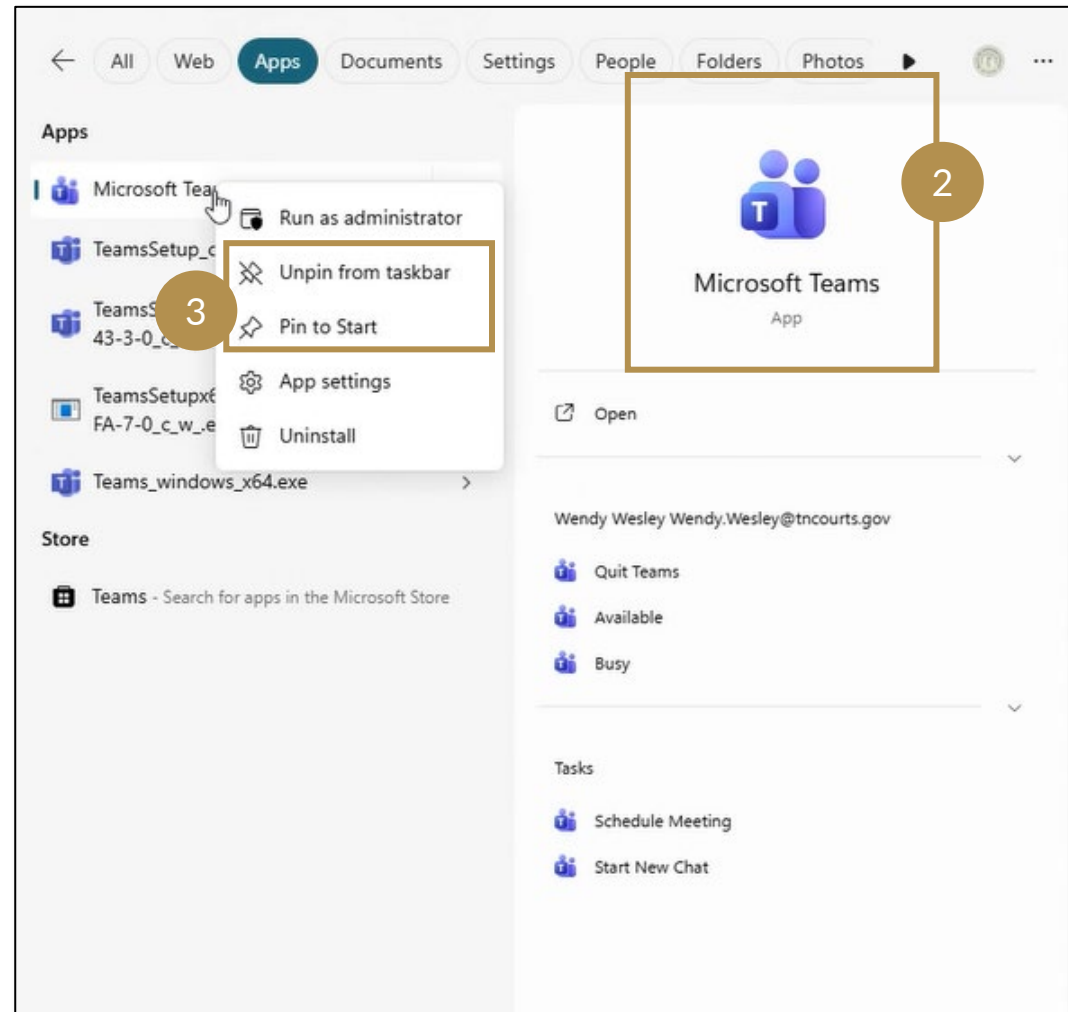
- Access to Teams
- Teams Overview



Access Teams

1. Type **Teams** in the **Search** field.
 2. To open Teams, click the **Teams** app.
- OR**
3. Right-click on the Teams app and select **Pin to start** and/or **Pin to taskbar**.

Pinning apps to the taskbar or start menu speeds up access to important tools.



Teams Web Overview

The image shows a screenshot of the Microsoft Teams web interface with several components highlighted by callout boxes:

- Search Bar:** Located at the top center, containing the text "Search (Ctrl+Alt+E)".
- Settings:** Located at the top right, pointing to the user profile area.
- Channel Tabs:** Located below the search bar, pointing to the "General" tab.
- Tab Menu Bar:** Located below the channel tabs, pointing to the document toolbar.
- Content Area:** A large box surrounding the document list table.
- Teams and Channels:** A box surrounding the list of teams and channels on the left side.
- Vertical Toolbar:** A box surrounding the navigation icons on the far left.

The document list table in the content area is as follows:

Name	Modified	Modified By	+ Add column
Sample Files	November 19	Charisse Bonwell Cho	
Loop paragraph.loop	November 19	Charisse Bonwell Cho	



Ways to Collaborate in Teams

Microsoft Teams is a comprehensive collaboration platform that facilitates teamwork, communication, and project management. Team members can chat, hold virtual meetings, share files, and collaborate in real-time.

Activity	Chat	Calendar	Calls	Teams
<ul style="list-style-type: none">The Activity option shows notifications and recent activity within your teams and channelsHelps you stay updated on important events and messages	<ul style="list-style-type: none">The Chat option allows you to have private conversations with individuals or groupsYou can send messages, share files, and use emojis and GIFs to enhance your communication	<ul style="list-style-type: none">In the Calendar option, you can schedule and manage meetingsThe Teams calendar integrates with Outlook, allowing you to track all appointments and events	<ul style="list-style-type: none">The Calls option enables you to make Teams audio or video calls from your Chats	<ul style="list-style-type: none">In the Teams option, you can access all your teams and channelsYou can join discussions, share files, and collaborate on projectsThe Teams option provides access to all your files stored in Teams, OneDrive, and SharePoint to easily find, share, and collaborate on documents

- **OneDrive** provides direct access to your OneDrive files and folders
- **Copilot** can assist with content creation by generating ideas, outlines, and even full drafts for various documents
- **View more apps (...)** is designed to enhance user experience by providing quick access to additional functionalities
- **Apps** offers apps that can be integrated into the Teams platform to enhance functionality and streamline workflows



Lesson 3

Teams Chats, Calls and Calendar

- Participating in a Teams Chat
- Making Teams Calls
- Working with the Teams Calendar



What Is Teams Chat and Best Practice

Instant Communication

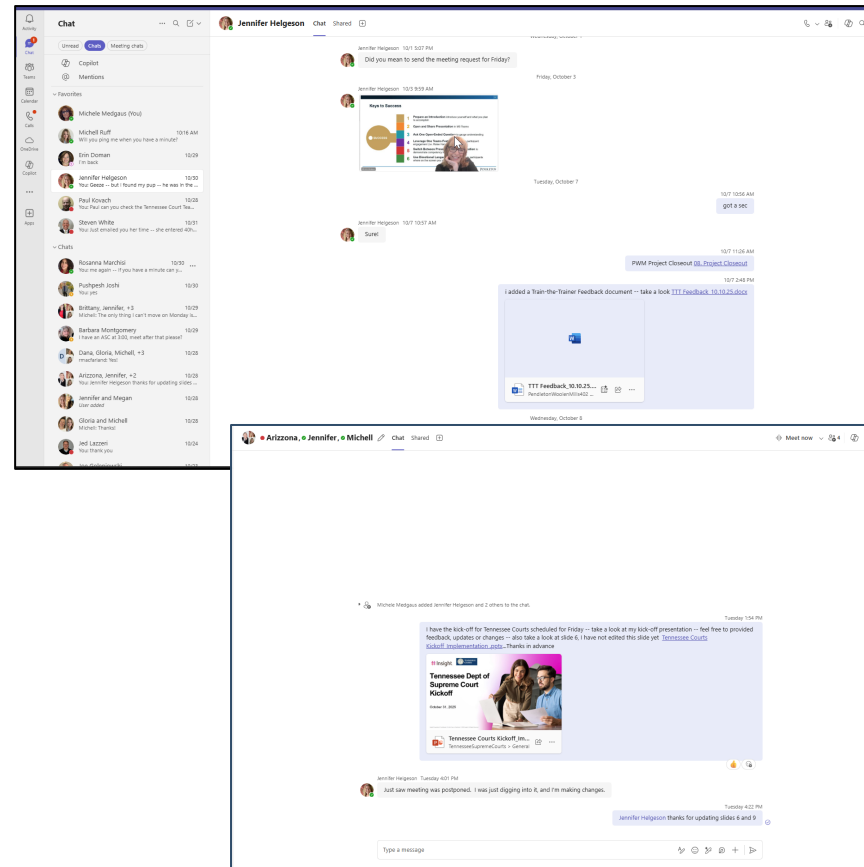
- Teams Chat allows team members to communicate instantly, improving response times and collaboration efficiency.

Streamlined Collaboration

- It provides a centralized space for conversations and file sharing, helping teams collaborate seamlessly.

Email Clutter Reduction

- Teams Chat reduces reliance on emails by consolidating team discussions into one platform, minimizing inbox overload.



Clear and Concise Messages

- Communicate using direct and simple language to ensure messages are easily understood by all team members.

Use Appropriate Channels

- Select the right chat channels for topics to keep conversations organized and relevant to participants.

Leverage @Mentions

- Use @mentions to get attention and ensure important messages reach the right people promptly.

Respect Response Times

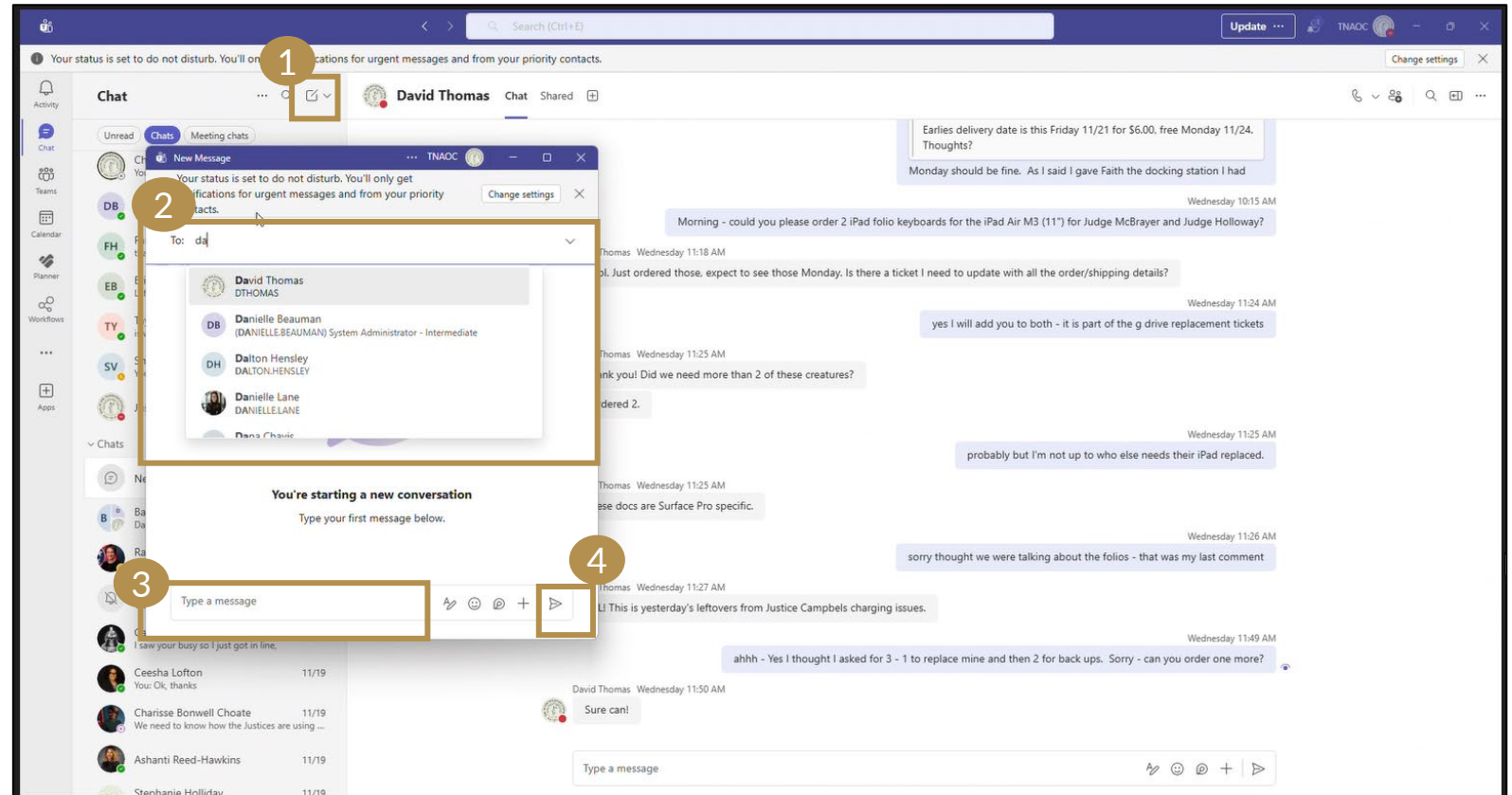
- Allow reasonable time for responses to reduce pressure and maintain respectful communication flow within the team.



Live Chat

To start a new chat:

1. Click **New message**.
2. Type the name of the recipient in the **To** field or select from the recent list.
3. Enter the message in the **Type a message** field.
4. Click **Send**.



If you already have a chat going with someone, you can begin typing in the **Type a message** box at the bottom of the window.



Live Chat Actions

Suggested Responses

Actions and apps

A screenshot of a chat interface. At the top, a message from Jennifer Helgeson at 9:47 AM asks, "Did you receive the meeting invitation for 11:00 today?". Below the message are three suggested response buttons: "Yes, I did", "No, I didn't", and "Yes", along with a lightbulb icon. Below the suggestions is a text input field with the placeholder "Type a message". To the right of the input field is a rich text toolbar containing icons for text formatting (bold, italic, underline), emojis, attachments, and a send button.

A screenshot of the "Actions and apps" menu. It features a search bar at the top with the placeholder text "Search for actions and apps". Below the search bar is a list of actions and apps, each with an icon: "Attach file" (highlighted with a box), "Schedule message", "Set delivery options", "Record video clip", "Schedule meeting", "Stream", "Praise", "Approvals", and "Viva Learning". At the bottom right of the menu is a button labeled "Get more apps".

Format

Emoji, GIFs, and Stickers

Reactions

A screenshot of a chat message from a user named "JB" that says "are you free for a call?". Above the message is a reactions bar containing several emoji icons (thumbs up, heart, laughing face, surprised face, and a plus sign in a circle) and a count of "99" reactions. A three-dot menu icon is located to the right of the reaction count.

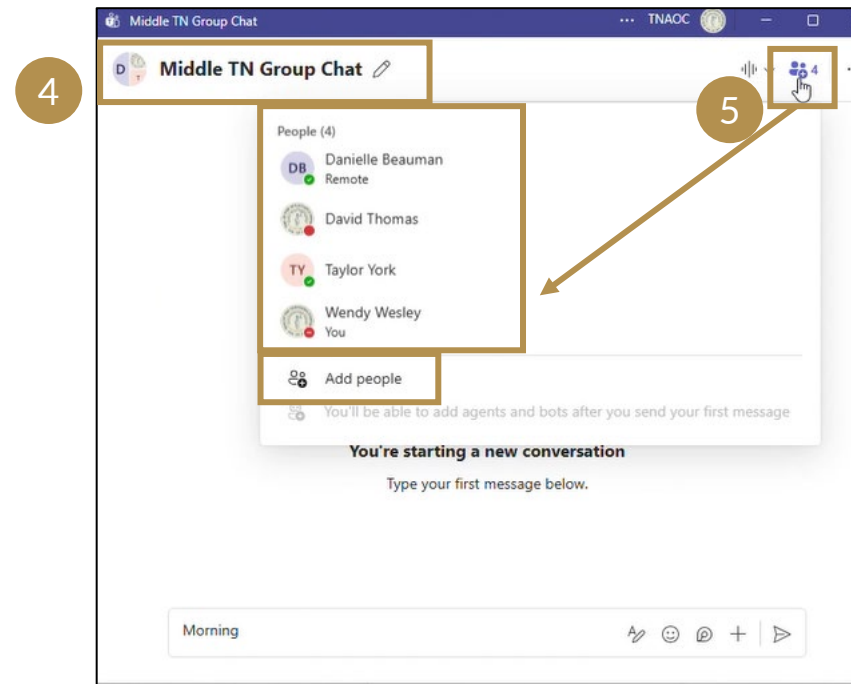
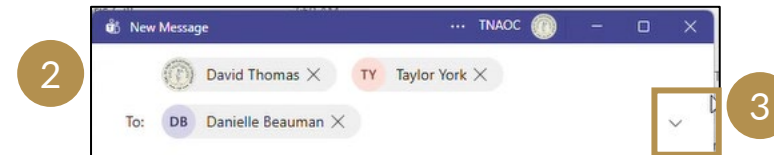
A screenshot of the context menu for the chat message. The menu items are: "Forward", "Copy link", "Pin", "Mark as unread", "Share to Outlook", "Translation" (with a right-pointing chevron), and "More actions" (with a right-pointing chevron).



Group Chats

Group chats are a powerful tool for enhancing communication, collaboration, and team building.

1. Click the **New Message** button.
2. Add members to the group chat.
3. To name the group, click the drop-down arrow.
4. Once the group is named, individual names are hidden, and the group name displays.
5. To see who's in the group or to add new people, click the **View and Add Participants** button.

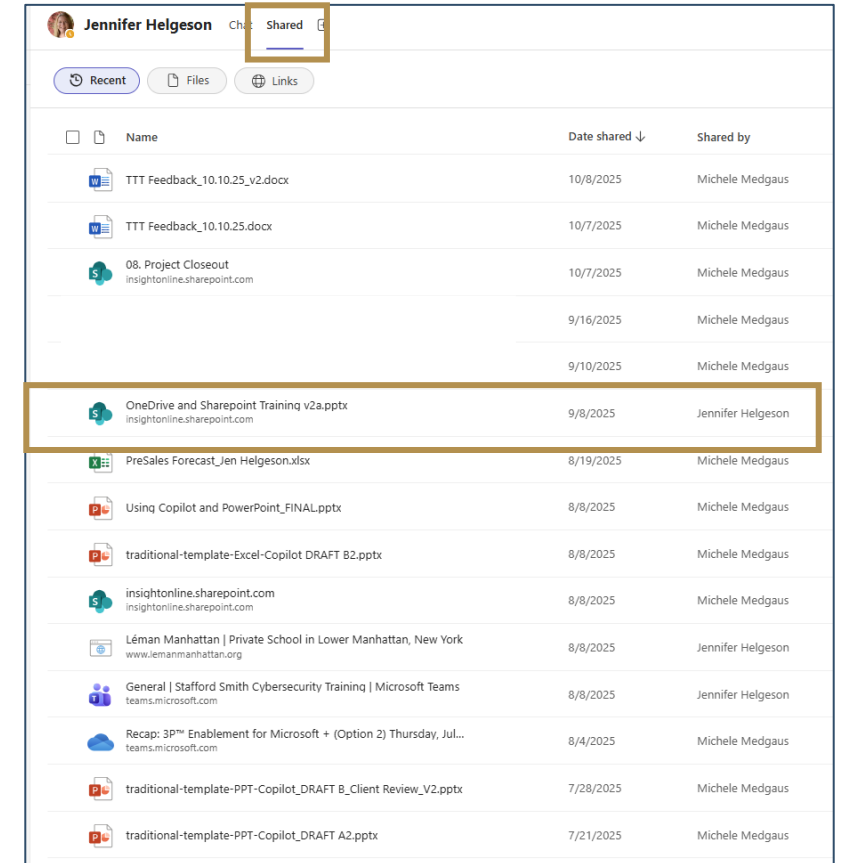


Shared Tab in Teams Chat

The **Shared Tab** in a Teams chat is a dedicated section that displays content exchanged within a conversation, including files, links, and media.

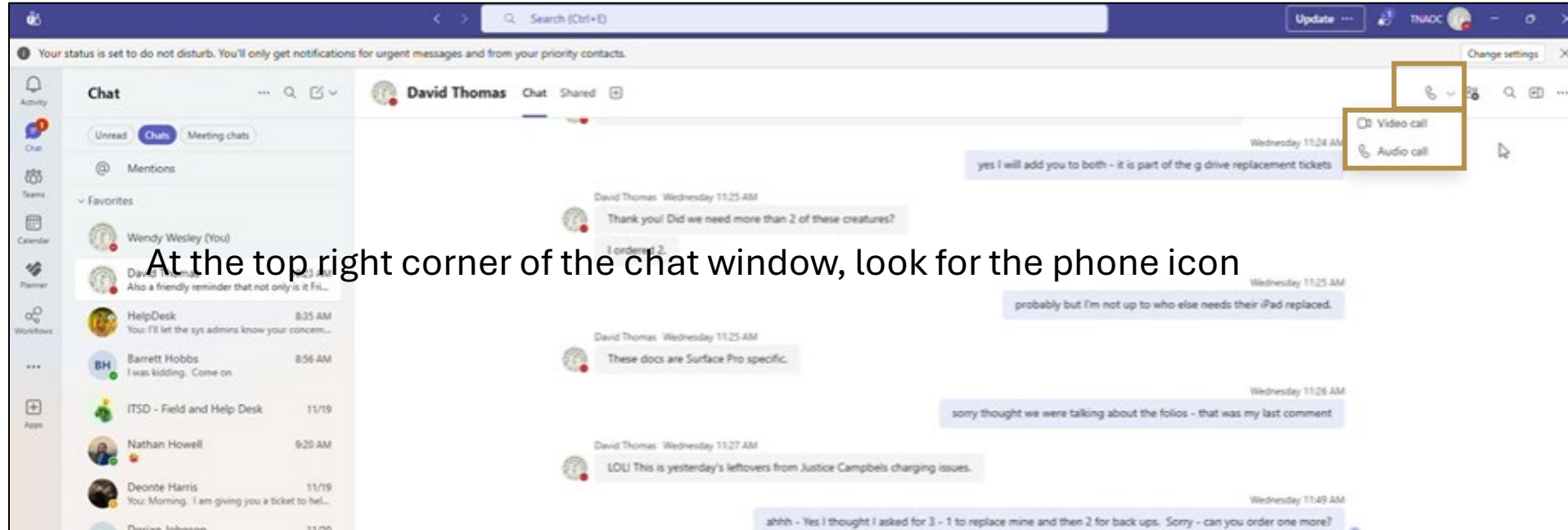
1. Open your Teams chat conversation.
2. At the top of the chat window, locate and click on the **Shared** tab.
3. Browse the list of files, images, and links that have been shared in the chat.
4. Click on any item to open, download, or view details.

- **Saves Time:** No need to scroll through old messages to find attachments or links.
- **Improves Collaboration:** Keeps everyone on the same page with easy access to shared resources.
- **Enhances Organization:** Helps maintain an organized workspace within Teams chats.



Teams Phone

Microsoft Teams makes it easy to connect with colleagues through audio or video calls directly from Chat.



At the top right corner of the chat window, look for the phone icon

- At the top right corner of the chat window, click the phone icon.
- From the drop-down menu, select **Video** or **Audio** call.



Answering Calls

- When someone calls you, a notification pops up on your computer.
- The notification provides buttons for you to answer or decline the call:
 - Accept with video
 - Accept with audio
 - Decline call

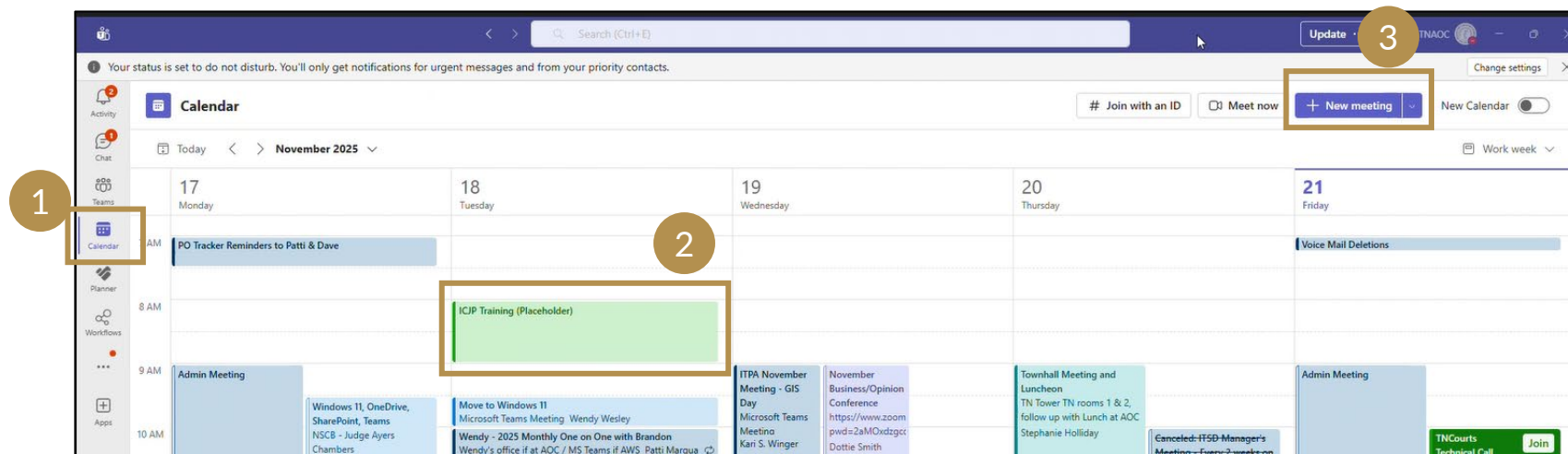


Working with the Teams Calendar

The **Calendar in Teams** is integrated with your Outlook calendar and automatically syncs your appointments allowing users to schedule, view, and manage meetings and events directly within the app without switching between platforms.

1. Navigate to the **Calendar** tab located on the left sidebar of the Teams app.

2. Click on any event to view details, join the meeting directly, or edit the appointment.



3. To schedule a new meeting, click the **+ New meeting** button at the top right of the Calendar view.



Working with the Teams Calendar

- Fill in the meeting details, invite participants, and set a date and time.
- Add attendees.
- You can also set up recurring meetings by selecting the recurrence option.
- Teams will handle invitations and reminders, keeping your schedule up to date and accessible.

The screenshot displays the Microsoft Teams 'New meeting' interface. The main form area is highlighted with a brown border and contains the following elements:

- Add title:** A text input field with a pencil icon.
- Add required attendees:** A text input field with a person icon and a '+ Optional' button.
- Date and Time:** A date picker set to 11/21/2025, a time picker set to 11:00 AM, a range indicator, another date picker set to 11/21/2025, another time picker set to 11:30 AM, a duration of 30m, and an 'All day' toggle.
- Recurrence:** A dropdown menu set to 'Does not repeat'.
- Add channel:** A text input field with a channel icon.
- Add location:** A text input field with a location pin icon and an 'Online meeting' toggle.
- Rich Text Editor:** A toolbar with bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, and outdent icons. Below the toolbar is a text area with the placeholder text 'Type details for this new meeting'.
- Add an agenda:** A text input field with a document icon.

The right-hand sidebar, titled 'Options', contains the following settings:

- Who can bypass the lobby?:** A dropdown menu set to 'People who were invited'.
- Record and transcribe automatically:** A toggle switch currently turned off.
- More options:** A link to expand the options.

A 'Save' button is located at the top right of the main form area.



Lesson 4

File Management in Teams

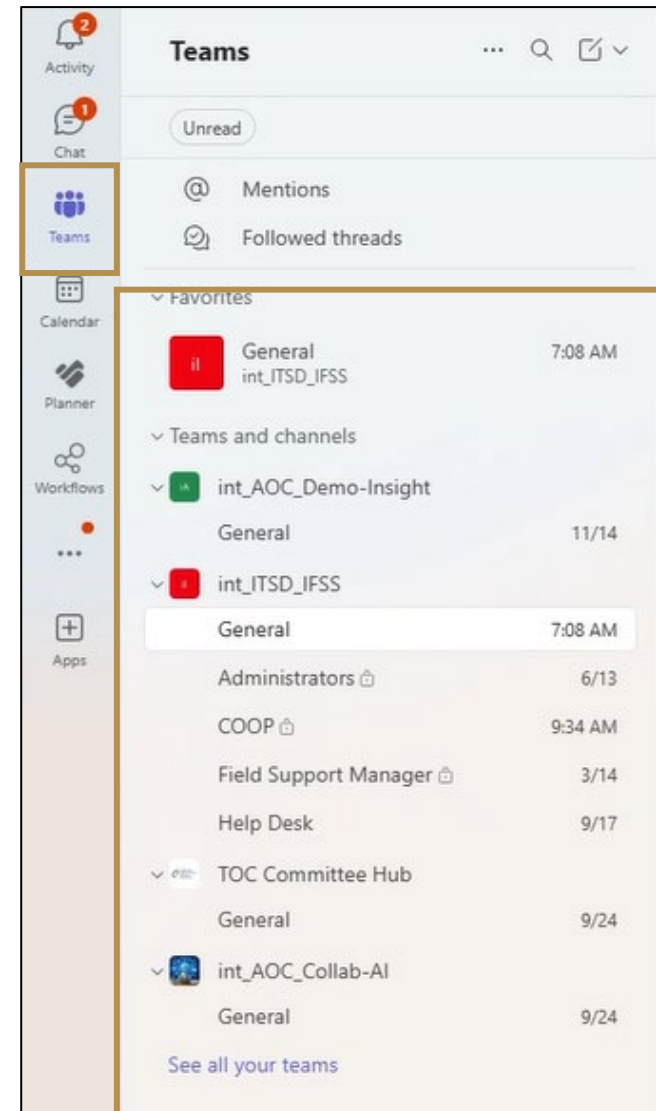
- Teams Channels
- Channel Posts
- Managing Files and Folders on Teams



The Teams Section of a Teams Site

The **Teams** section of a Teams site serves as the central hub for group collaboration within Microsoft Teams.

- Within each team, channels organize conversations, files, and meetings, allowing members to communicate, share resources, and work together seamlessly.
- This structure helps streamline workflows, keeps all relevant information easily accessible, and supports both ongoing and project-based collaboration efforts.



Team Creation – TN Court Process

What should I do before I create a new Team?

1. Define the purpose, goals and members to the team
2. Search for an existing Team that meets these needs
3. If there is already a Team, create a channel
4. If you are not currently a member of the Team, request access



Use the search bar at the top of the Teams app to enter keywords related to your project, department, or team name.



Creating a Teams Site

- Submit a request through AOC Help Center (<https://tennaoc.atlassian.net/servicedesk/customer/portals>)
- The Governance Team evaluates the request, need, and impact.
- Once approved, ITSD provisions the new Team.
- The Team owner is the person who made the request or a person identified in the ticket.
- Team owners are responsible for:
 - Adding Channels (both Standard and Private)
 - Adding members to the Team
 - Contact ITSD before adding external members to the Team as guests



Differentiate Between Teams and Channels

Channels are used to **sequence information**. You can create as many new channels as you need.

The **General** channel is the default channel associated with the team.

You should think of a team and its channels as a house:

The kitchen = channel 1

In this channel, publications and documents will be exclusively about "the kitchen".

E.g.: the shopping list for the coming week.



The reception hall = the general channel

The house = the team

The living room = channel 2

In this channel, publications and documents will be exclusively about "the living room".

E.g.: the list of guests for the coming month.



Create a Channel

To create a channel:

1. Right-click the Team name or click **More options (three dots)** to the right of the Team name.
2. From the menu, select **Add channel**.
3. Add the **Channel name** and **Description** and choose the channel type, **Standard**, **Shared**, or **Private**.
4. Click **Create**.

The screenshot illustrates the process of creating a channel in Microsoft Teams. It is divided into four numbered steps:

- Step 1:** A team named 'int_ITSD_IFSS' is shown with a three-dot menu icon highlighted by a box and the number 1.
- Step 2:** The context menu is open, and the 'Add channel' option is highlighted by a box and the number 2.
- Step 3:** The 'Create a channel' dialog box is shown. The 'Channel name' field contains 'Training', the 'Description' field contains 'Help others find the right channel by providing a description', and the 'Choose a channel type' dropdown is set to 'Standard — Everyone on the team has access'. A box and the number 3 highlight these fields.
- Step 4:** The 'Create' button is highlighted by a box and the number 4.



Private Channels

Private Teams Channels provide a secure and confidential way to collaborate with select team members.

- Focused spaces for collaboration
- Only team owners/members of the private channel have access
- Private channel scenarios:
 - Want a focused space to collaborate
 - Discuss sensitive information
- A **lock** icon indicates a private channel
- Linked to the parent team
- Cannot be moved to a different team
- Cannot be converted to standard channels and vice versa

Create a channel

Channel name *

Private Channel

Description

Help others find the right channel by providing a description

Choose a channel type * ⓘ

Private — Specific people on the team have access

Layout

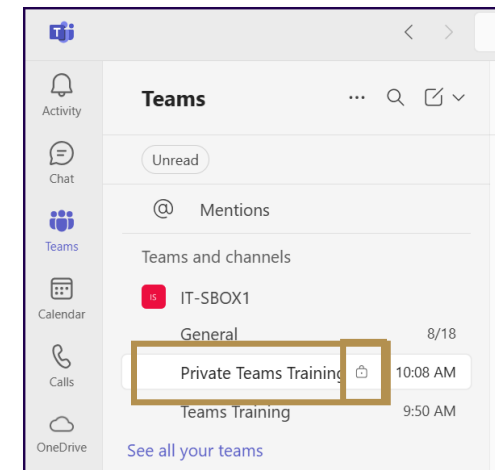
Channel owners can change this at any time

Threads

Looks like chat with replies on the side in threads. Good for back-and-forth discussions.

Posts

Posts reorder by reply. Good for announcements.



Add members to the Private Channel channel

Start typing a name or email of a person you want to add to this private channel.

Type a name or email

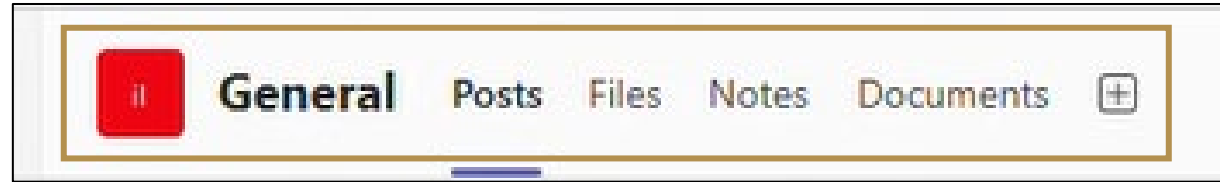
Erin Doman
Erin.Doman@insight.com

Member ✓ ✕

Skip Add



Channel Tabs



Posts

Allows for messages, announcements, updates, and replies within the conversation thread

Files

Provides access to files and documents stored in SharePoint, OneDrive, or other cloud storage services

Website

Allows for linking and displaying a specific website within the channel

OneNote

Embeds a shared OneNote notebook for note taking and collaboration

Calendar

Access and manage your calendar within the context of your team collaboration



Add a Calendar Tab

To add an app as a tab:

1. Navigate to the channel in Teams where you want to add the tab.
2. Click on the **Add a tab (+)** icon.
3. From the list of available tab options, select the appropriate item.
4. Follow the prompts for the selected tab.
5. Click **Save**.

- Meetings created in the **Channel calendar** automatically populate the sender and recipients' Teams and Outlook calendars.
- Meetings created in the Teams and/or Outlook calendars **do not** populate the channel calendar.

The screenshot illustrates the process of adding a calendar tab to a Microsoft Teams channel. It is divided into five numbered steps:

- Step 1:** The user is in the 'Teams Training' channel. The channel name is highlighted with a box and a '1' in a circle.
- Step 2:** The user clicks the '+ Add a tab' icon in the top right corner of the channel header, which is highlighted with a box and a '2' in a circle.
- Step 3:** A list of available apps is shown. The 'Channel calendar' app is highlighted with a box and a '3' in a circle.
- Step 4:** A dialog box titled 'Channel calendar' appears. The 'Tab name' field is filled with 'Team Calendar' and is highlighted with a box and a '4' in a circle.
- Step 5:** The 'Save' button in the dialog box is highlighted with a box and a '5' in a circle.

Below the app list, there is a section for 'Popular in your org' with a 'See all' link and buttons for 'Manage your apps', 'Close', and 'Get more apps'.



Tab Access to an Important Channel Document

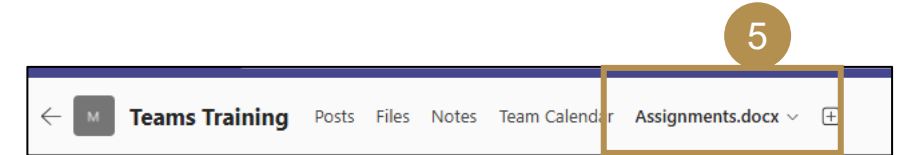
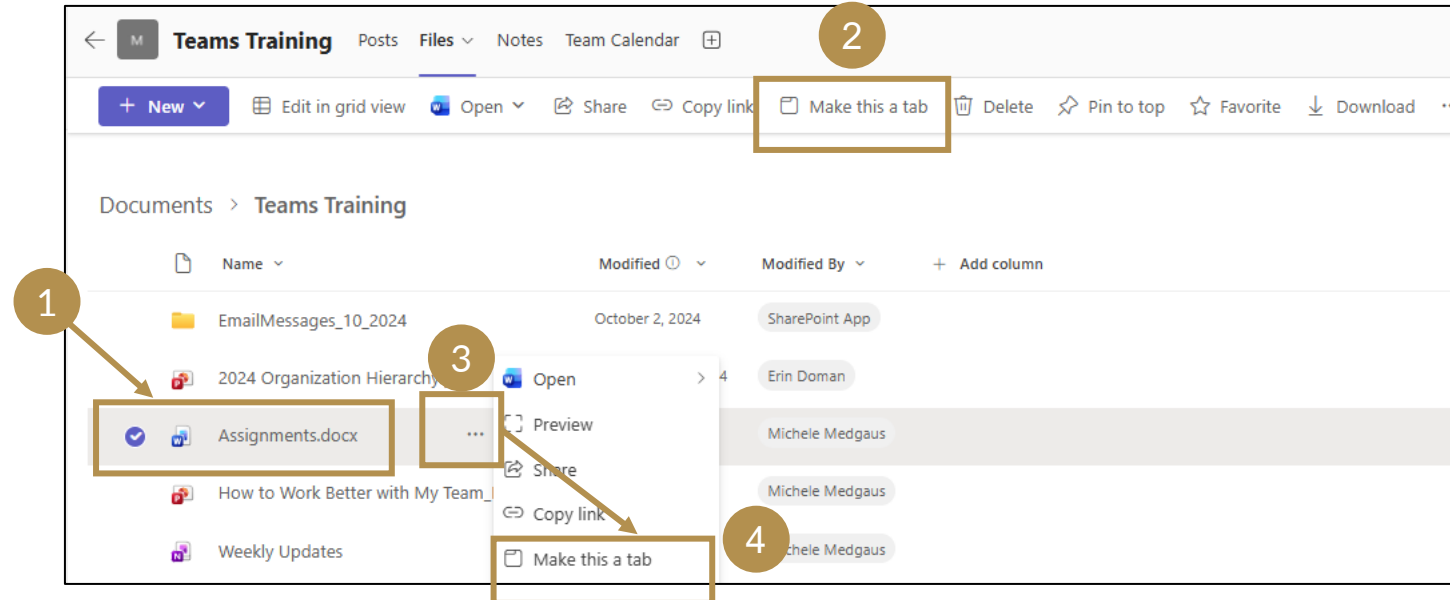
To make a document a tab:

1. Navigate to the file in the channel.
2. From the ribbon, click **Make this a tab**.

OR

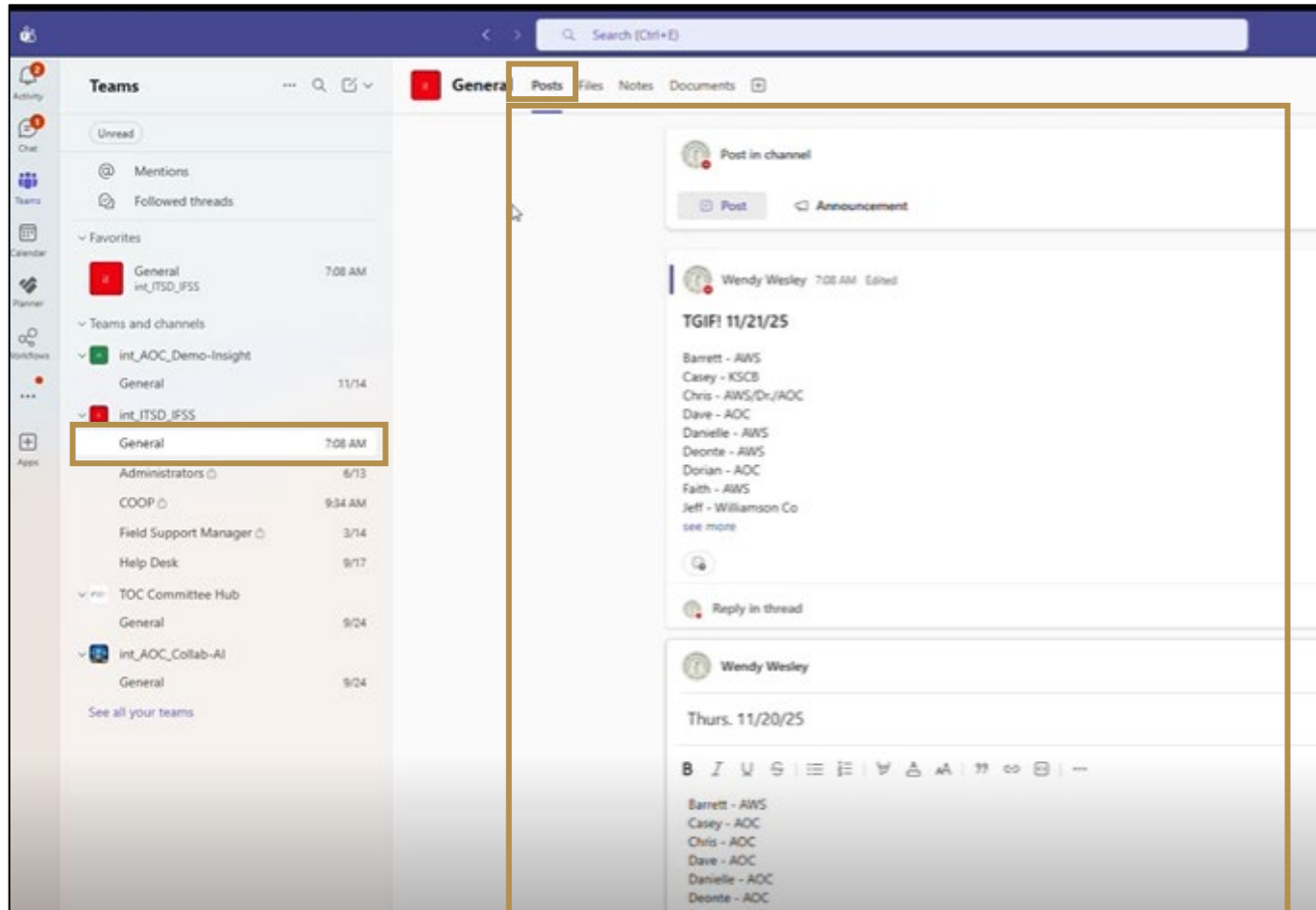
3. Click the **Show more actions for this item (...)** icon.
4. From the menu, select **Make this a tab**.

5. The file displays as a Tab.



Posts/Conversations

The channel **Posts** tab acts as a central hub where team members can share updates, discuss ideas, and post important information in an organized and accessible manner.

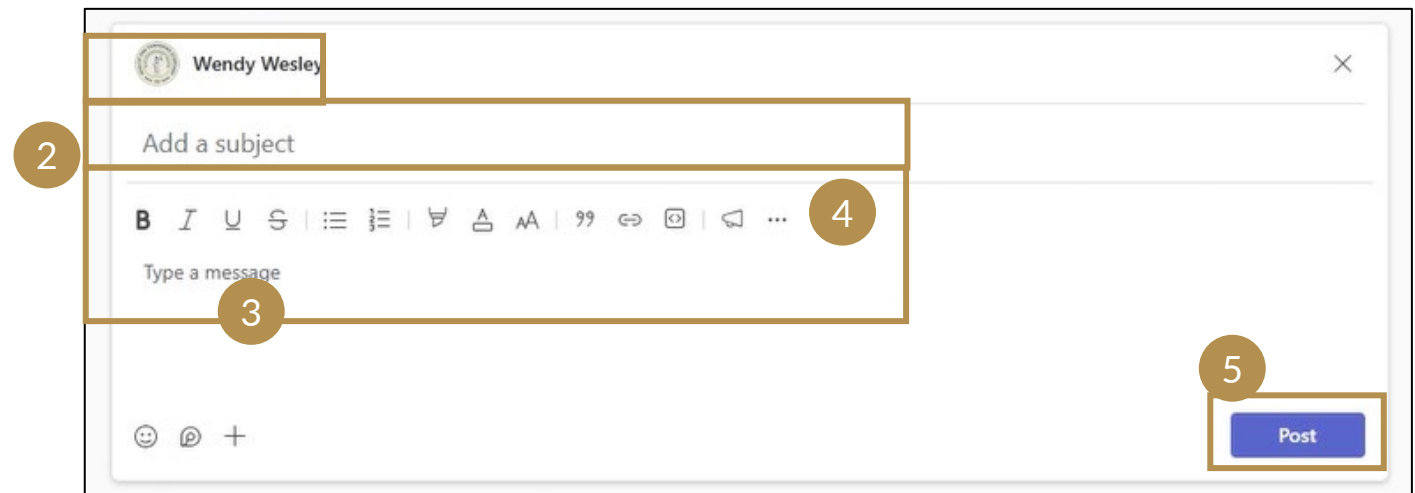
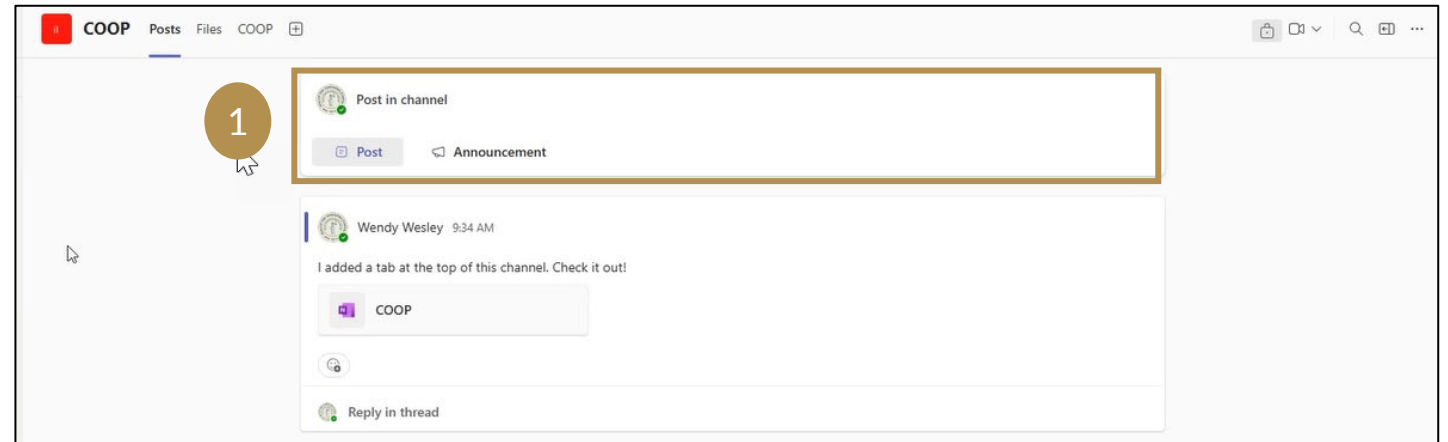


Select the channel and then select the **Posts** tab to view the conversations.



Start a New Post

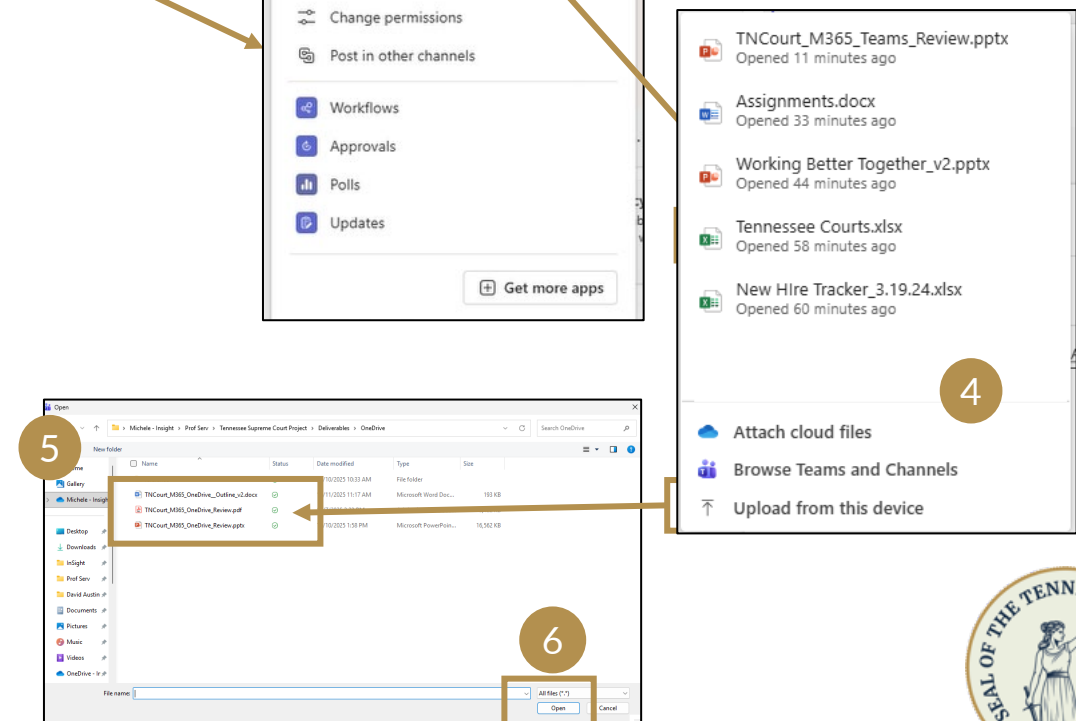
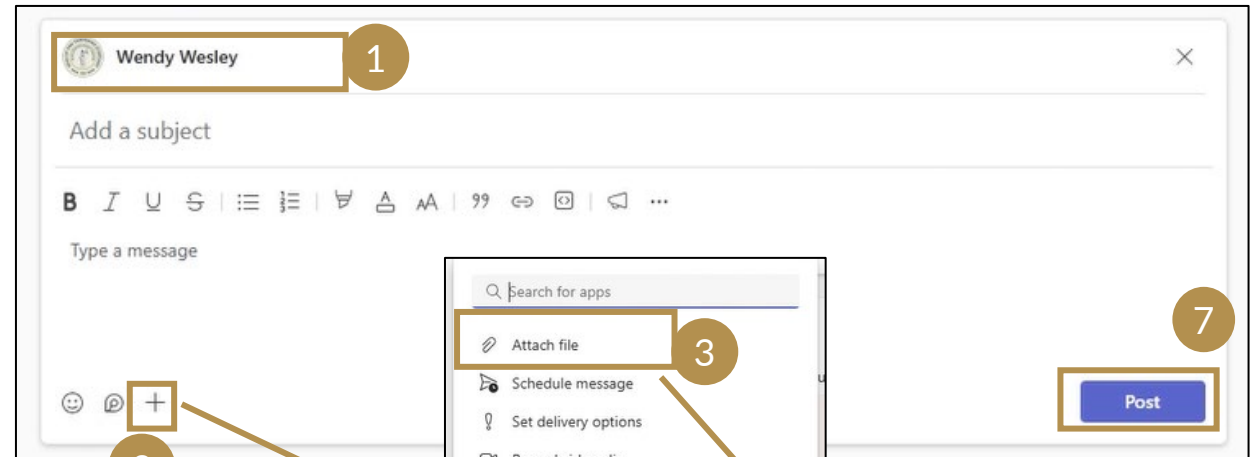
1. From the Posts tab, click the **Post in channel** button.
2. Type a **Subject** for the post.
3. Type the post.
4. Change the message format, if desired.
5. Click **Post**.



Attach Files to a Post

To attach files to a post/conversation:

1. Create the post.
2. Click the **Actions and apps (+ sign)** icon.
3. From the menu, select **Attach file (paperclip)**.
4. Select the file from the list of recent files or select **Upload from this device**.
5. Search for and select the appropriate file.
6. Click **Open**.
7. Click **Post**.



Attached files are saved to the **Files** tab of the channel.

Important:
The best practice is to share a link to a file to ensure everyone is accessing the most current version of the file.



Link Files from OneDrive to a Post

To attach a link to a file in a post:

1. Open **OneDrive**.
2. Select your file and click **Copy link** from the ribbon.

Return to your Team / Channel and create a **Post**.

3. Paste the link in the body of the post.
4. Click **Post**.

The image illustrates the four steps to link a OneDrive file to a post. Step 1 shows the OneDrive application with the 'OneDrive' icon highlighted in the left sidebar. Step 2 shows a file named 'TN Courts_ Teams Tr...' selected in a OneDrive folder, with the 'Copy link' button highlighted in the top ribbon. Step 3 shows a post editor with the file name 'TN Courts_ Teams Training Outline_v2.docx' pasted into the text area. Step 4 shows the 'Post' button highlighted at the bottom of the post editor.

Important:

The best practice is to share a link to a file to ensure everyone is accessing the most current version of the file.

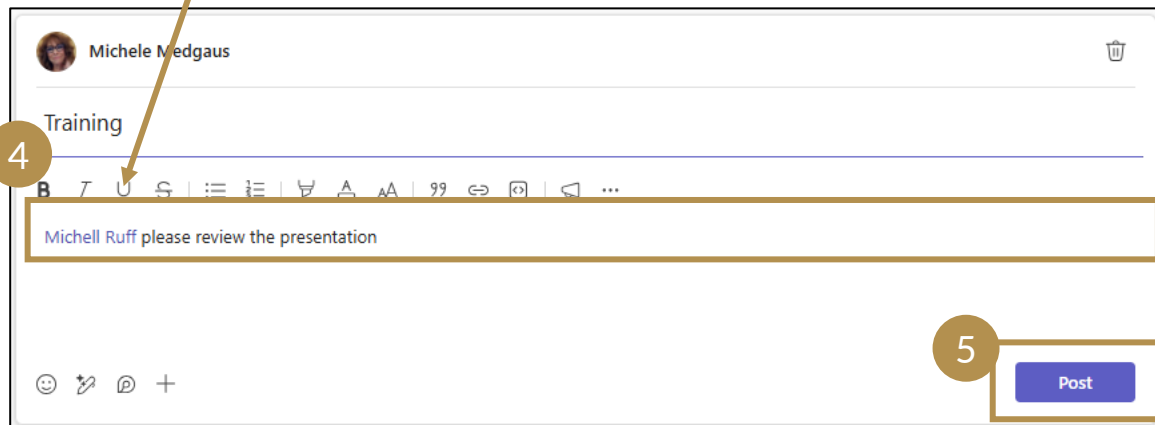
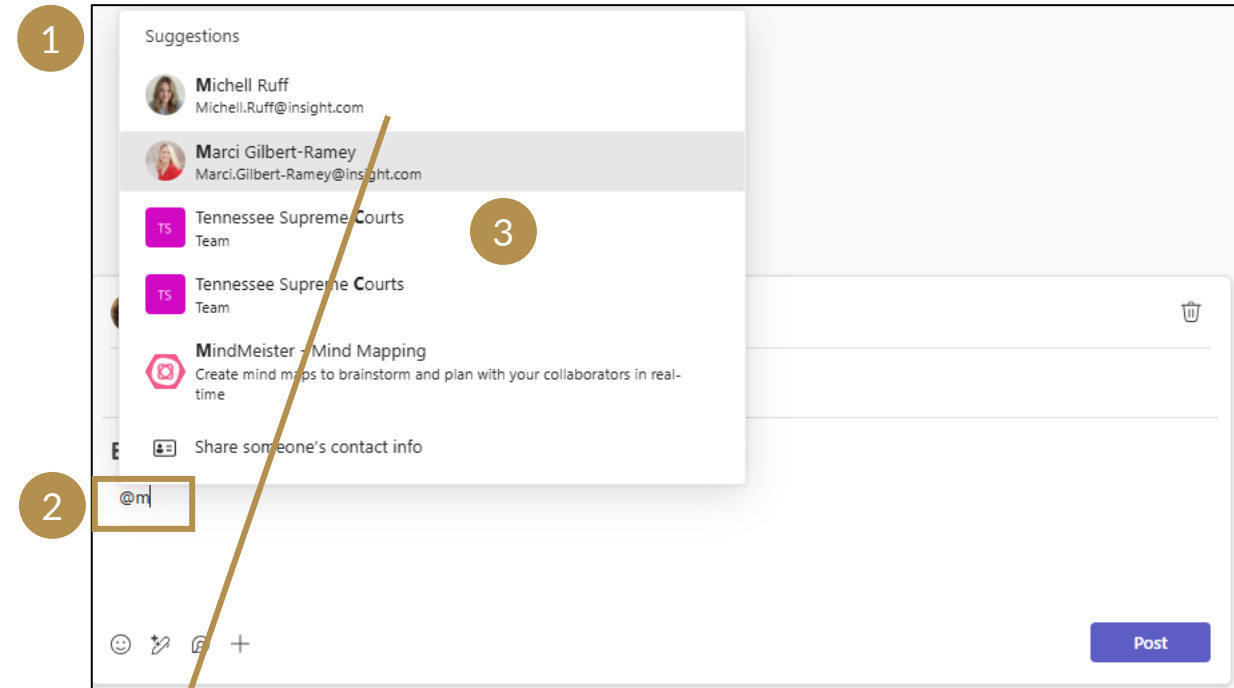


Tag People in a Post

To Tag People to a post/conversation:

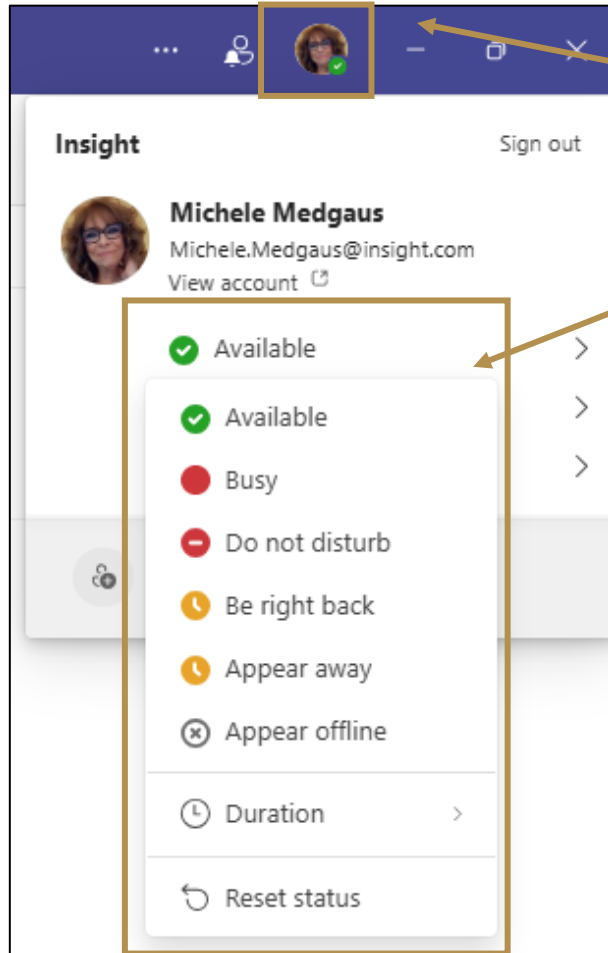
1. Start a new post.
2. Type @<name>.
3. Select the name from the list.
4. Type the message.
5. Click Post.

Tagging people in posts ensures that the tagged individual receives a notification, drawing their immediate attention to the post.



Status Indicators

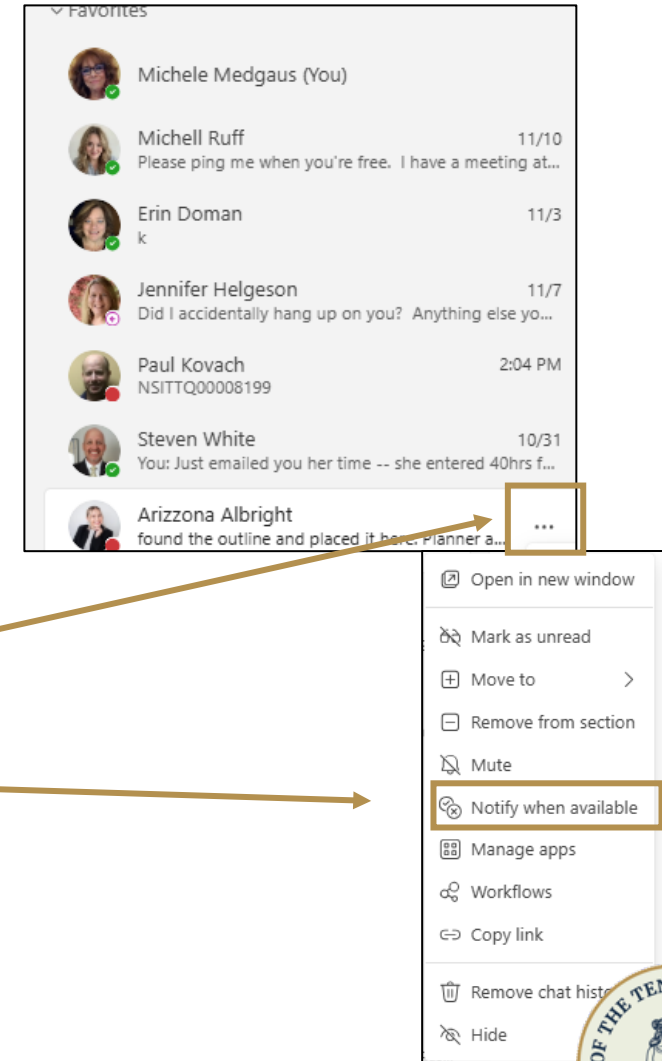
To view or set status options:



- Click on your profile picture located at the top right corner of the Teams window.
- Status options display.

To receive notification when someone is available:

- Hover over the name of the recipient and click **More options** for the person.
- Select **Notify when available**.



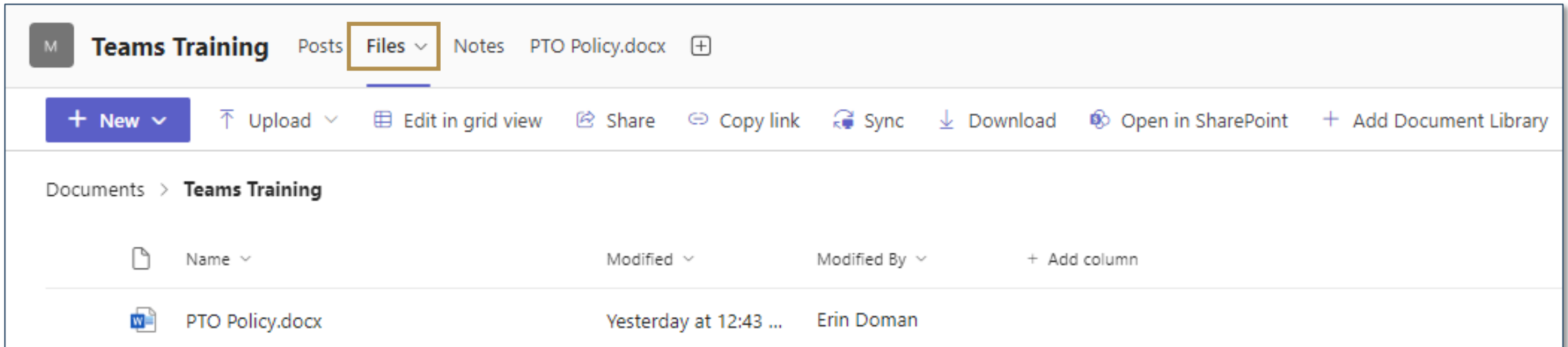
You will receive a confirmation:



The Files Tab in a Teams Channel

The **Files** tab of a team contains all the files created or uploaded by the team, or the files attached using the **Attach file** button from the conversation posts.

- Each channel has its own file folder where you can share files for that specific channel.
- To access a folder, go to the channel and select the **Files** tab above the conversation window.



The screenshot shows the Microsoft Teams interface for a channel named "Teams Training". The "Files" tab is selected and highlighted with a blue box. The interface includes a navigation bar with "Posts", "Files", and "Notes" tabs, and a file list showing "PTO Policy.docx". Below the navigation bar is a toolbar with options like "New", "Upload", "Edit in grid view", "Share", "Copy link", "Sync", "Download", "Open in SharePoint", and "Add Document Library". The file list below shows a table with columns for "Name", "Modified", and "Modified By", with one entry for "PTO Policy.docx" uploaded yesterday at 12:43 by Erin Doman.

Name	Modified	Modified By	+ Add column
PTO Policy.docx	Yesterday at 12:43 ...	Erin Doman	



Create New Folders

To create a new folder, select the **Team**, the **Channel** and the **Files** tab.

1. Click the **New** button.
2. Select **Folder**.
3. Enter a filename.
4. Select a color for your folder.
5. Click **Create**.

The screenshot illustrates the process of creating a new folder in Microsoft Teams. At the top, three callout boxes identify the 'Team', 'Channel', and 'Files Tab' components. The main interface shows the 'General' channel with the 'Files' tab selected. A callout box labeled '1' points to the '+ New' button. A second callout box labeled '2' points to the 'Folder' option in the dropdown menu. A third callout box labeled '3' points to the 'Name' input field in the 'Create a folder' dialog, which contains the text 'Project Status'. A fourth callout box labeled '4' points to the 'Folder color' selection area, where a green color is chosen. A fifth callout box labeled '5' points to the 'Create' button at the bottom of the dialog. The background shows a list of files including Word documents, Excel workbooks, PowerPoint presentations, OneNote notebooks, Forms surveys, Visio drawings, Clipchamp videos, and M365 Copilot outputs.



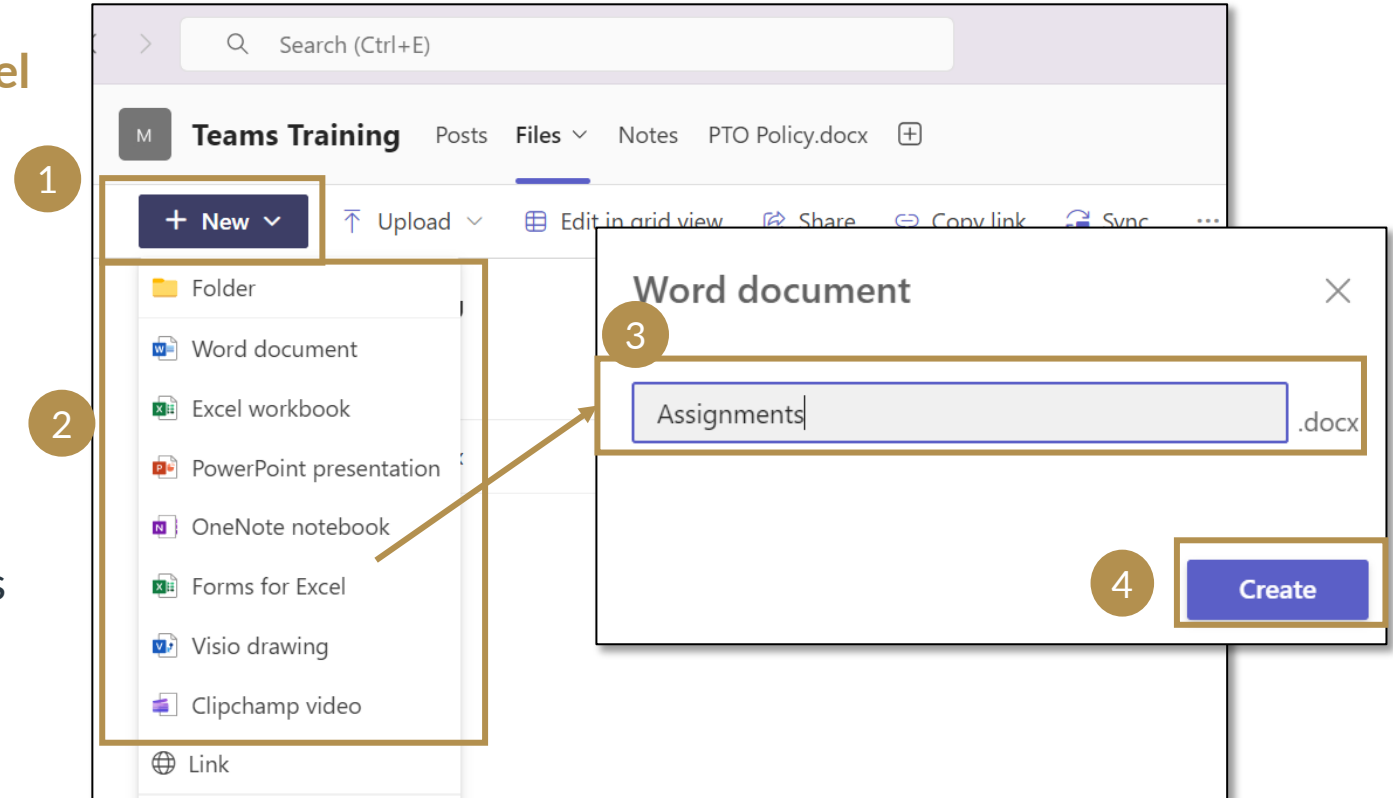
Create New Files

To create a new file (Word, PowerPoint, Excel, etc.):

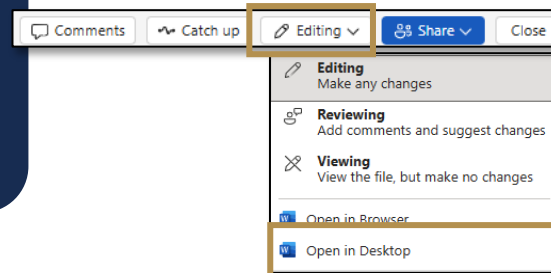
To create a new file, select the **Team**, the **Channel** and the **Files** tab.

1. Click the **New** button.
2. Select the type of file to create.
3. Enter a filename.
4. Click **Create**.

The new file opens in Teams, is saved to the current folder, and is available for team members to edit as well.



To open the file in the desktop application, select **Editing** from the document Tool bar and then choose **Open in Desktop**.

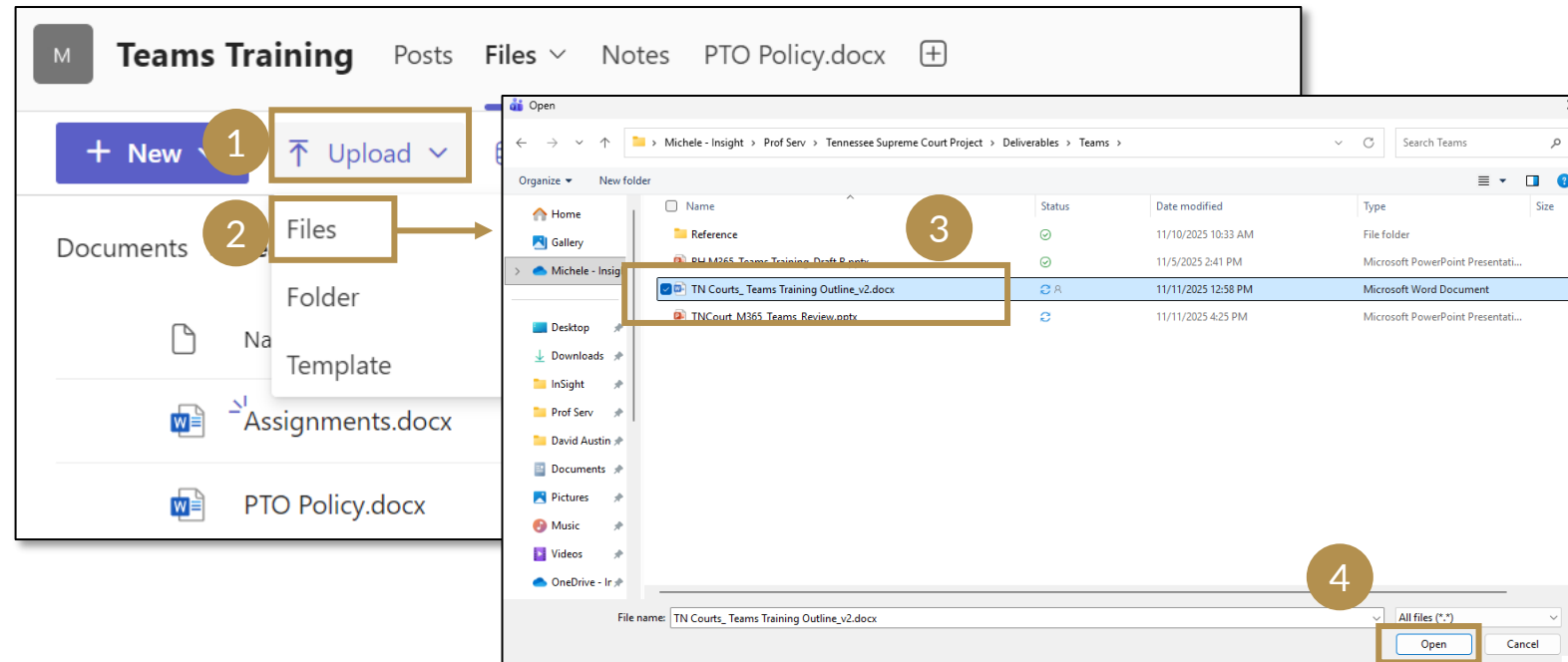


Upload Files to a Teams Channel

To upload a file:

1. Click the **Upload** button.
2. Select **Files**.
3. Select the file (or files) to upload.
4. Click **Open**.

You can also upload a file by dragging it from its current location and dropping it on the Teams window among the files.



- Files uploaded and shared to a channel are accessible to every member of the team.
- Files can be added to the General channel of a Teams site by attaching them via the Posts tab.
- Document uploads do not notify the team.



Why should I Download a File from Teams?

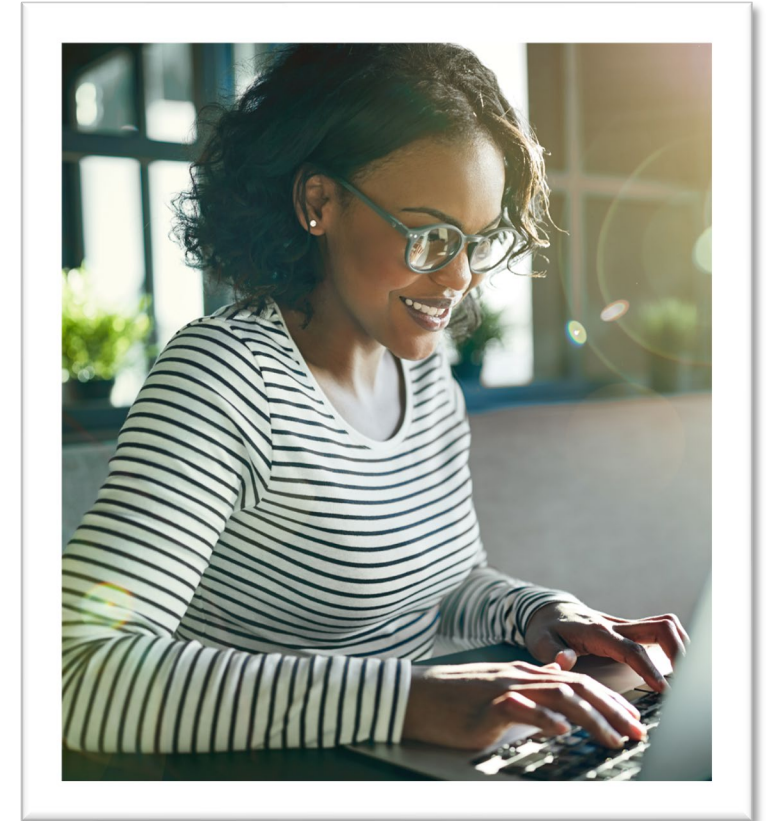
Offline access: Access and work when you are offline or do not have an internet connection.

Sharing: Share it with someone who is not a member of the Teams workspace or does not have access to Teams.

Collaboration: Work on it using different software or tools not integrated with Teams.

Archiving: Organize and store important documents for future reference.

Revise/Customize: Review or edit files locally on your device without changing the source file.



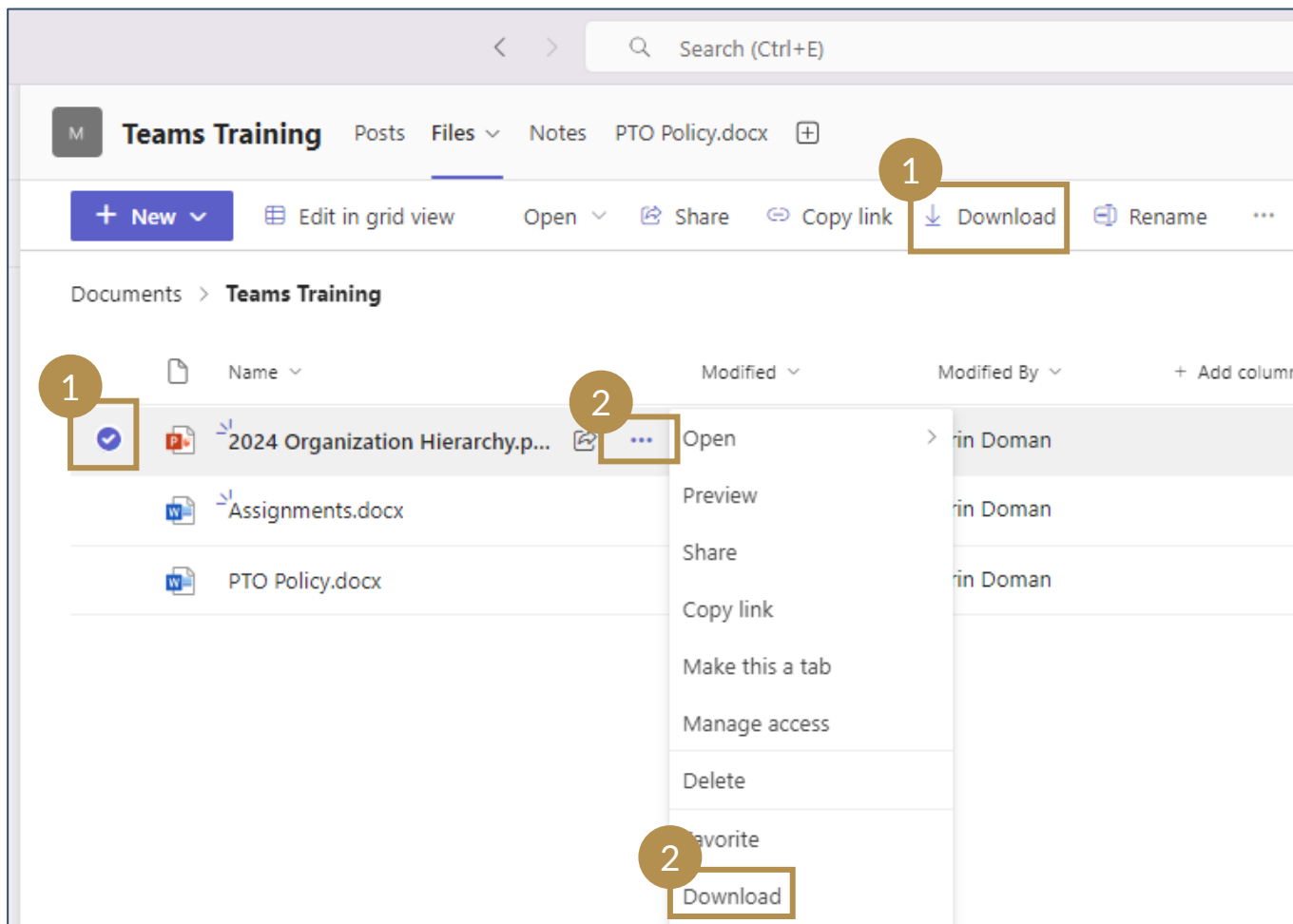
Download a File

To download a file:

1. Select the file and click the **Download** button.

OR

2. Click **Show more actions for this item (ellipsis)** next to the file and select **Download**.



Lesson 5

Collaboration in Teams

- Share Files on Teams
- Copy a Link on Teams
- Share or Copy a Link from an Open File
- Use Manage access



Benefits of Collaborating in Teams

You can pin specific files to the top of your list for easy access.

Any files you upload to Teams are accessible by any member of your team.

You are always working on the most current version.



Reduces the attachments of files to emails.

Attachments are no longer lost in emails.

The main file is always in the same location.



Share Files from a Teams Channel

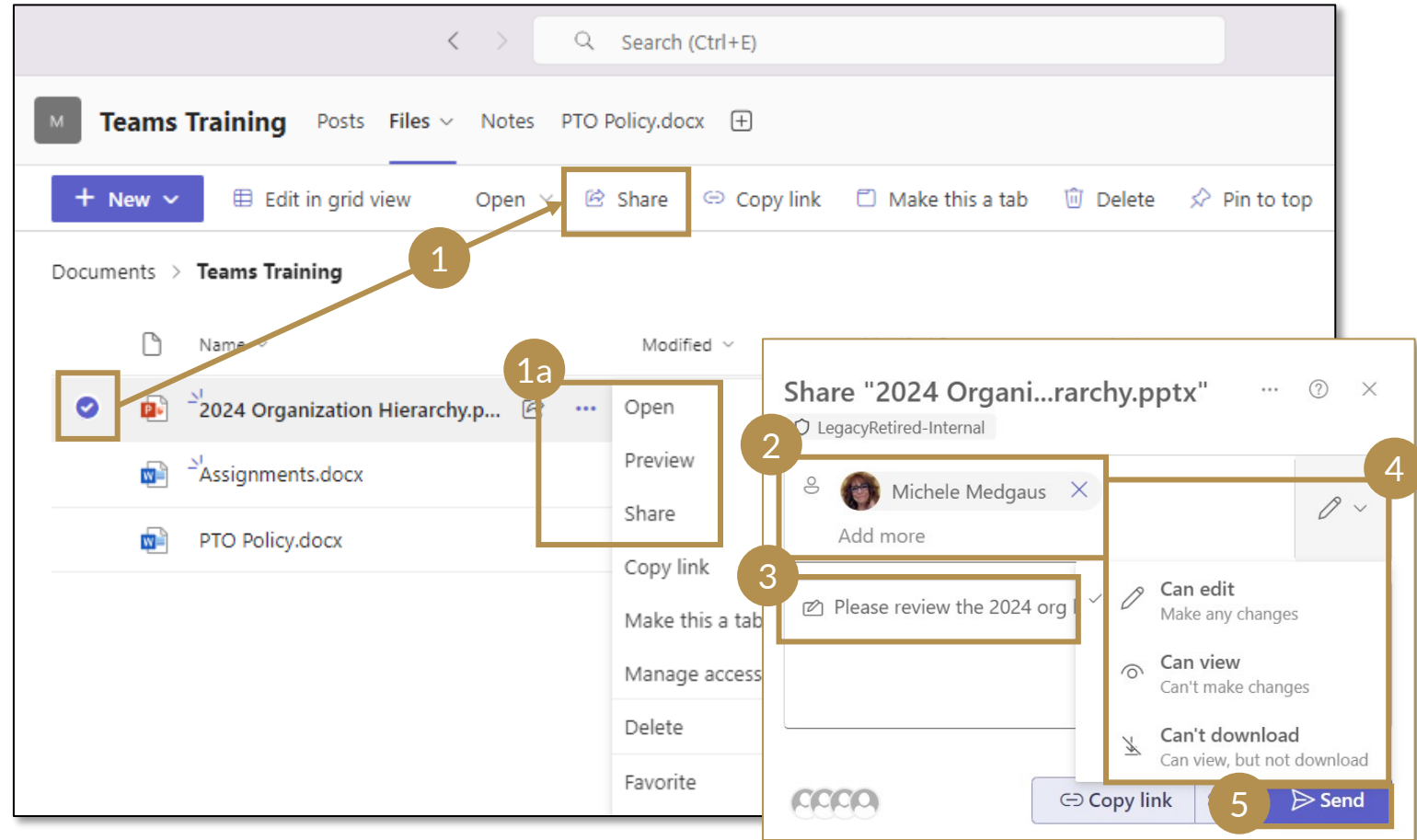
Sharing files is an integral part of modern collaboration, allowing teams to work together seamlessly regardless of their physical locations.

To share a file:

1. Select the file and click the **Share** button.

OR

- a. Click **Show more actions for this item (ellipsis)** next to the file and select **Share**.
2. Select the team or channel member to share the file with.
 3. Enter a message, if necessary.
 4. Click **Edit** to change the sharing permissions.
 5. Click **Send**.



Copy a Link

To copy a link to share a file:

1. Select the file and click:
 - a. The **Copy link** button.

OR

- b. Click **Show more actions for this item (ellipsis)** next to the file and select **Copy link**.
2. Click **Copy**.
 3. Paste the copied link into the appropriate location.

The screenshot shows the Microsoft Teams interface for a channel named 'Teams Training'. The 'Files' tab is active, displaying a list of documents. The first document, '2024 Organization Hierarchy.p...', is selected. A context menu is open over this document, with the 'Copy link' option highlighted. A callout box labeled '1a' points to the 'Copy link' button in the top toolbar. Another callout box labeled '1b' points to the ellipsis menu icon next to the selected document. A third callout box labeled '2' points to the 'Copy' button in a confirmation dialog that appears at the bottom right. The dialog displays the link 'https://insightonline.sharepoint.com/:p/r/sites/M365...' and includes a 'Settings' link.




- Sending a link minimizes the size of sent emails and working on the file outside of Teams.
- When a file is shared in Chat the file is usually view-only and permissions need to be changed for collaboration.

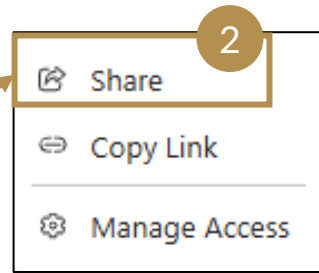


Collaborate with Word, Excel and PowerPoint

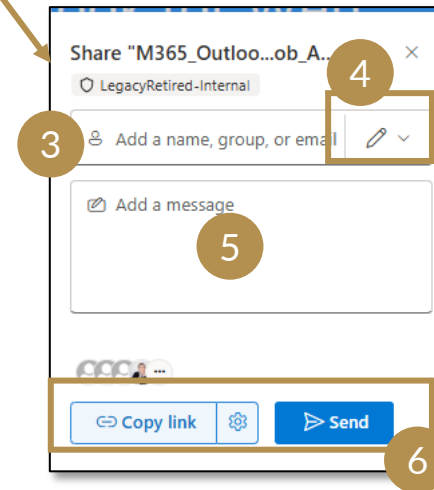
Sharing from within a document, spreadsheet or presentation ensures immediate collaboration or co-authoring.

Open the document, spreadsheet, or presentation you intend to share.

Application	Symbol
Word	 Share
Excel	 Share
PowerPoint	 Share



1. Click the **Share** button in the top-right corner of the interface.
2. Select **Share** from the Menu.
3. Enter the email addresses of the individuals you wish to share the document with or choose from your contacts.
4. Specify the permissions (e.g., can view or can edit).
5. Add a message to provide additional context, if desired.
6. Click **Send** to share the document.



Click **Copy link** to send a more flexible method of sharing.

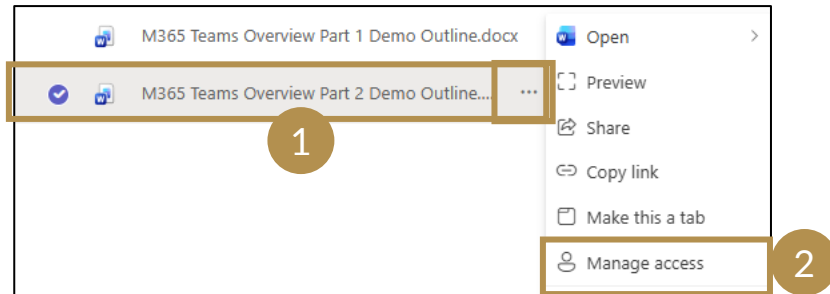
- This option generates a URL that can be distributed through various channels.



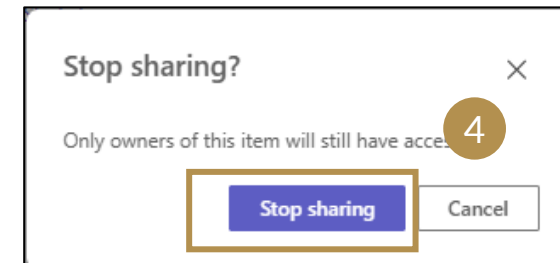
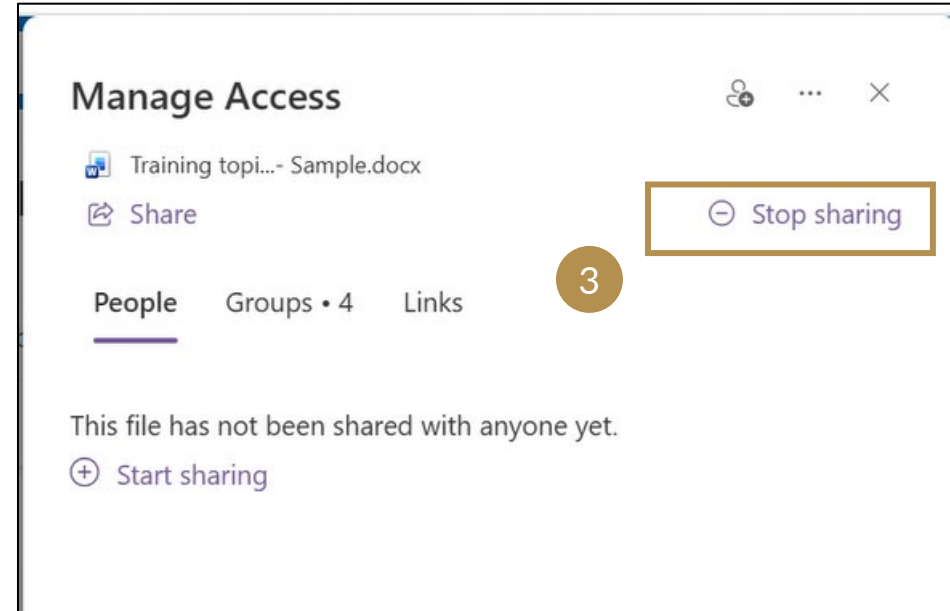
Manage Access

If you are the file owner, the **Manage Access** option allows users to view the list of people who have access to a shared document and revoke access at any time.

1. Navigate to the file or folder on **Teams**.
2. Right-click on the file or click **Show more actions for this item (ellipsis)** and select **Manage access** from the menu.



3. The **Manage Access** dialog box displays, click on **Stop sharing**.
4. A confirmation message displays, click on **Stop sharing**.



When you use the **Stop Sharing** link in the Manage access dialog box for a file, it removes any sharing links that were previously created for that file.



Benefits of Sharing Files

When your files are stored on Teams, it is easier to collaborate in real-time with others because you and your teammates can be working in the same file at the same time, which is known as **co-authoring**.

- The **Presence indicators** show who has the file open and where in the file they are working.
- For co-authoring to work effectively, everyone working on the document must be working on the same uploaded file.

The screenshot displays a Microsoft PowerPoint application window. The title bar shows the file name "M365 Teams Overview Part 1.pptx" and the user "LegacyRetired-internal". The ribbon includes tabs for File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, and Acrobat. The main slide area shows a slide titled "Lesson 1 Objectives" with a list of five bullet points: "Discover Microsoft Teams features", "Explore the benefits of Microsoft Teams", "Identify the Microsoft Teams transition path", "Access Microsoft Teams", and "Navigate within Microsoft Teams". A red box highlights a small red icon in the top right corner of the slide content area, which is identified by a callout box labeled "Presence Indicators". Another callout box labeled "Presence Indicators" points to a red icon in the top right corner of the PowerPoint ribbon. The slide also features a large image of a hallway with purple lighting and the Insight logo at the bottom left. The status bar at the bottom indicates "Slide 7 of 38" and "Accessibility: Investigate".



Lesson 6

Version History

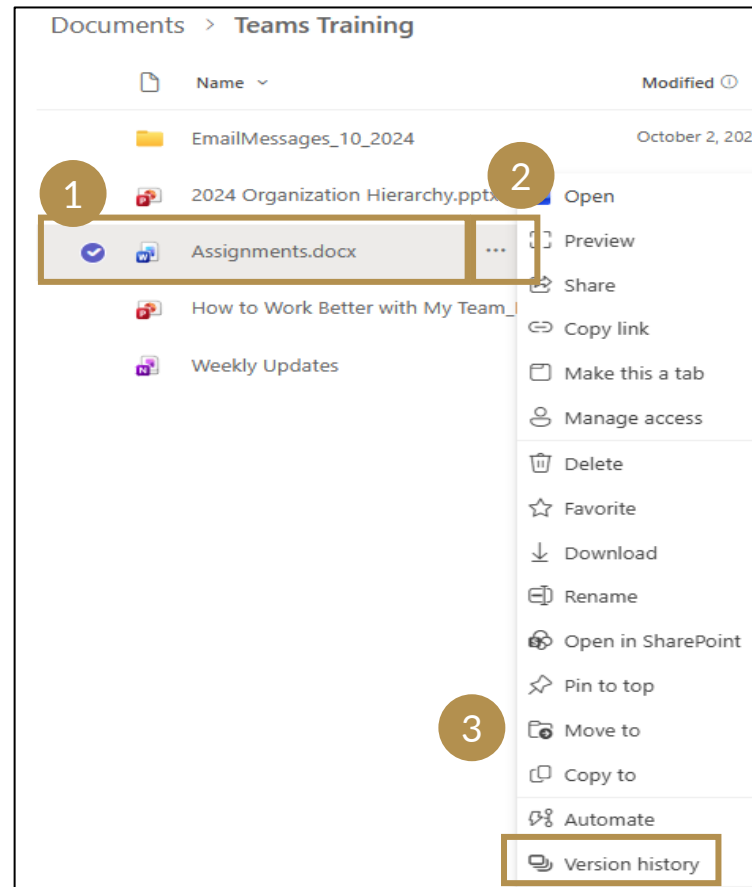
- Version History from Teams
- Version History from Teams on SharePoint
- Version History from a File



Accessing Version History from Teams

Version history allows users to track and manage changes made to their files over time.

1. Find the file you want to open in **Teams**.
2. Click the **Show more actions for this item (three dots)** icon next to the file name or right-click the file to open the file menu.
3. Select **Version History**.



Viewing Version History

1. Most recent version displays at the top - click the column header to change the order.
2. Hover your mouse over the file version you wish to review.
3. Click the dropdown arrow to show the available actions.
4. Select the appropriate action:
 - **View** – Open the document
 - **Restore** – Overwrite the current version with the selected version
 - **Delete** – Remove the selected version

Version history

Delete All 1

No. ↓	Modified	Modified By
49.0	5/3/2024 8:48 AM	<input type="checkbox"/> Jill Blasey-Ciociola
48.0	4/8/2024 1:44 PM	<input type="checkbox"/> Jill Blasey-Ciociola
47.0	4/8/2024 1:35 PM	<input type="checkbox"/> Jill Blasey-Ciociola
46.0	4/8/2024 10:24 AM	<input type="checkbox"/> Michele Medgaus
45.0	4/5/2024 1:46 PM	<input type="checkbox"/> Michele Medgaus
44.0	4/5/2024 10:31 AM	<input type="checkbox"/> Jill Blasey-Ciociola
43.0	4/5/2024 10:26 AM	<input type="checkbox"/> Jill Blasey-Ciociola
42.0	4/5/2024 10:16 AM	<input type="checkbox"/> Jill Blasey-Ciociola
41.0	2/29/2024 6:22 AM	<input type="checkbox"/> Jill Blasey-Ciociola
40.0	2/29/2024 6:11 AM	<input type="checkbox"/> Jill Blasey-Ciociola
39.0	2/27/2024 10:31 AM	<input type="checkbox"/> Jill Blasey-Ciociola
38.0	2/22/2024 6:55 AM 2	<input type="checkbox"/> Jill Blasey-Ciociola
37.0	2/20/2024	<input type="checkbox"/> David Gaw
36.0	2/16/2024	<input type="checkbox"/> David Gaw
35.0	2/14/2024	<input type="checkbox"/> David Gaw
34.0	2/14/2024	<input type="checkbox"/> Jill Blasey-Ciociola
33.0	2/12/2024 1:17 PM	<input type="checkbox"/> Jill Blasey-Ciociola

3

4

View

Restore

Delete

- You cannot delete the current version.
- If a previous version is deleted, it cannot be used as a restore point.

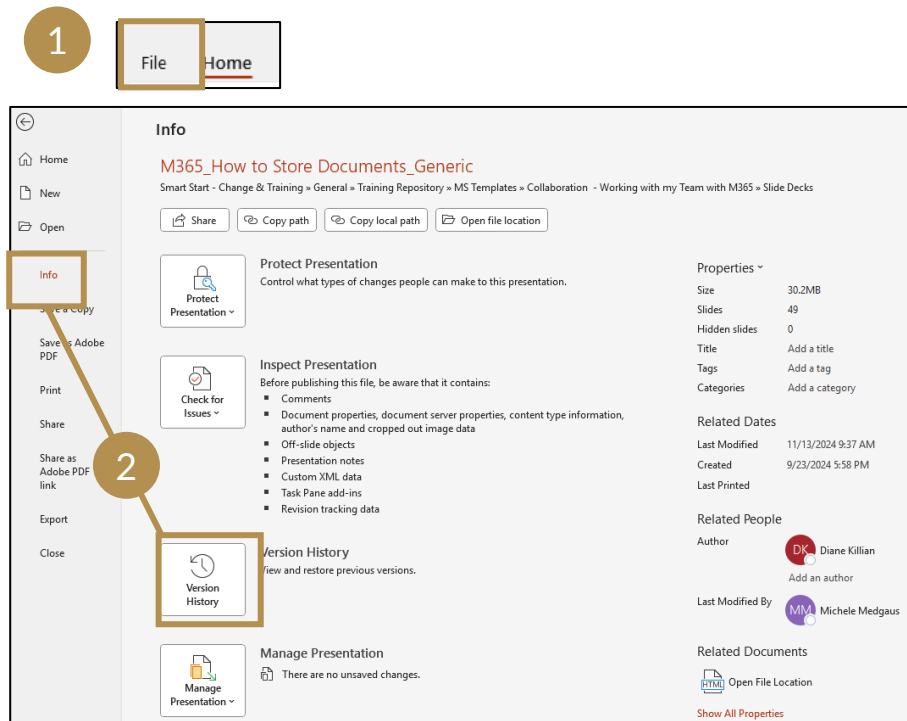


Accessing Version History from a File

Open the file (Word, Excel or PowerPoint). You can access **Version History** while viewing the opened file. Utilizing this feature ensures that you can easily track progress and recover important information if needed.

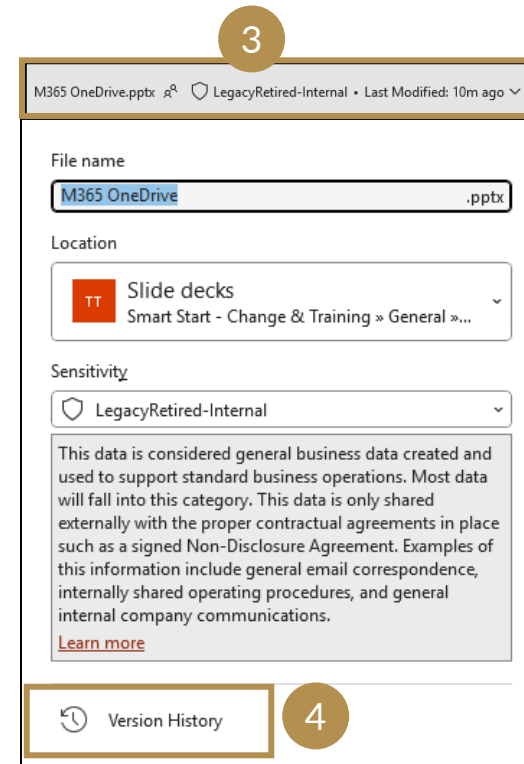
From the File Menu:

1. From the ribbon, click on the **File** tab.
2. Select **Info** and click on **Version History**.



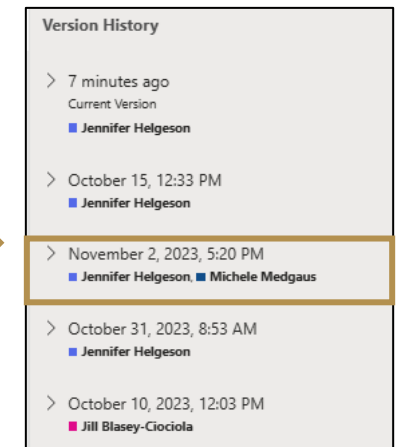
From the File Title:

3. Click on the title.
4. Select **Version History**.



OR

The **Version History** panel displays on the right.



Lesson 7

Accessing and Syncing OneDrive and Teams

- Access OneDrive from Teams
- Syncing Files from Teams to OneDrive

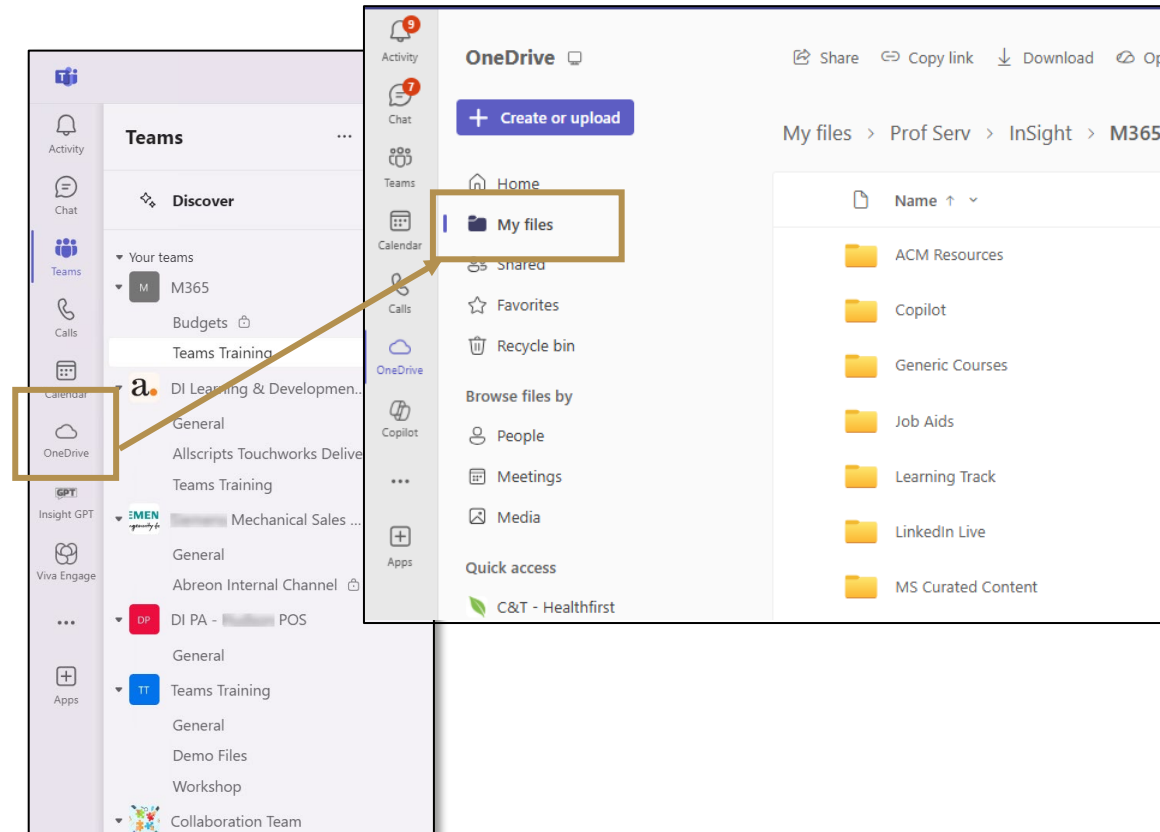


Access OneDrive from Teams

You can access **OneDrive** from Teams allowing you to open, share, and collaborate on documents without leaving Teams.

Accessing OneDrive from Teams provides:

- Simplified access to files.
- Enhanced collaboration
- Simplified file management
- Improved productivity



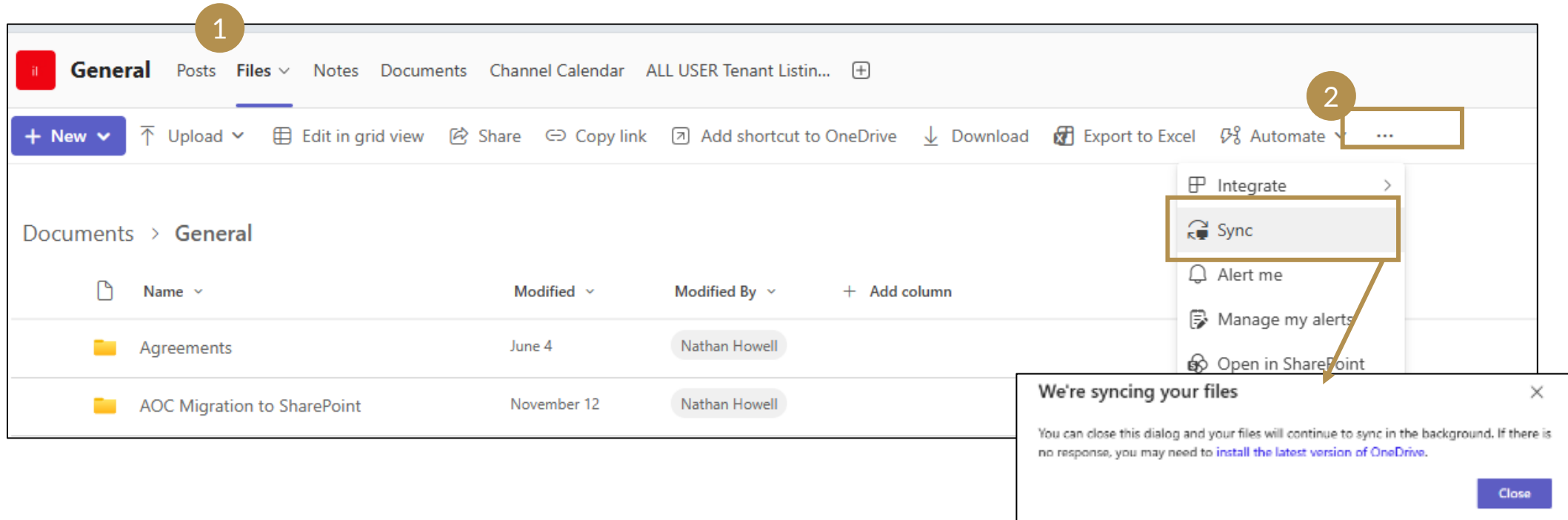
This integration streamlines your workflow, making it easy to collaborate on files, organize content, and maintain secure access to your cloud storage in one place.



Syncing Files from Teams to OneDrive

The **Sync** icon on the Teams Files toolbar allows you to synchronize files and folders from a Teams channel to your OneDrive/File Explorer.

1. Navigate to the **Files** tab within your desired Teams channel.
2. Click **More commands (three dots)** on the toolbar and select **Sync** on the menu.



The screenshot shows the Microsoft Teams interface for a channel named 'General'. The 'Files' tab is selected, and the toolbar contains various actions like 'New', 'Upload', 'Share', and 'Download'. A circled '1' points to the 'Files' tab. A circled '2' points to the 'More commands' (three dots) icon in the toolbar. The 'More commands' menu is open, showing options like 'Integrate', 'Sync', 'Alert me', 'Manage my alerts', and 'Open in SharePoint'. The 'Sync' option is highlighted with a box. Below the toolbar, a table lists files and folders in the 'General' channel:

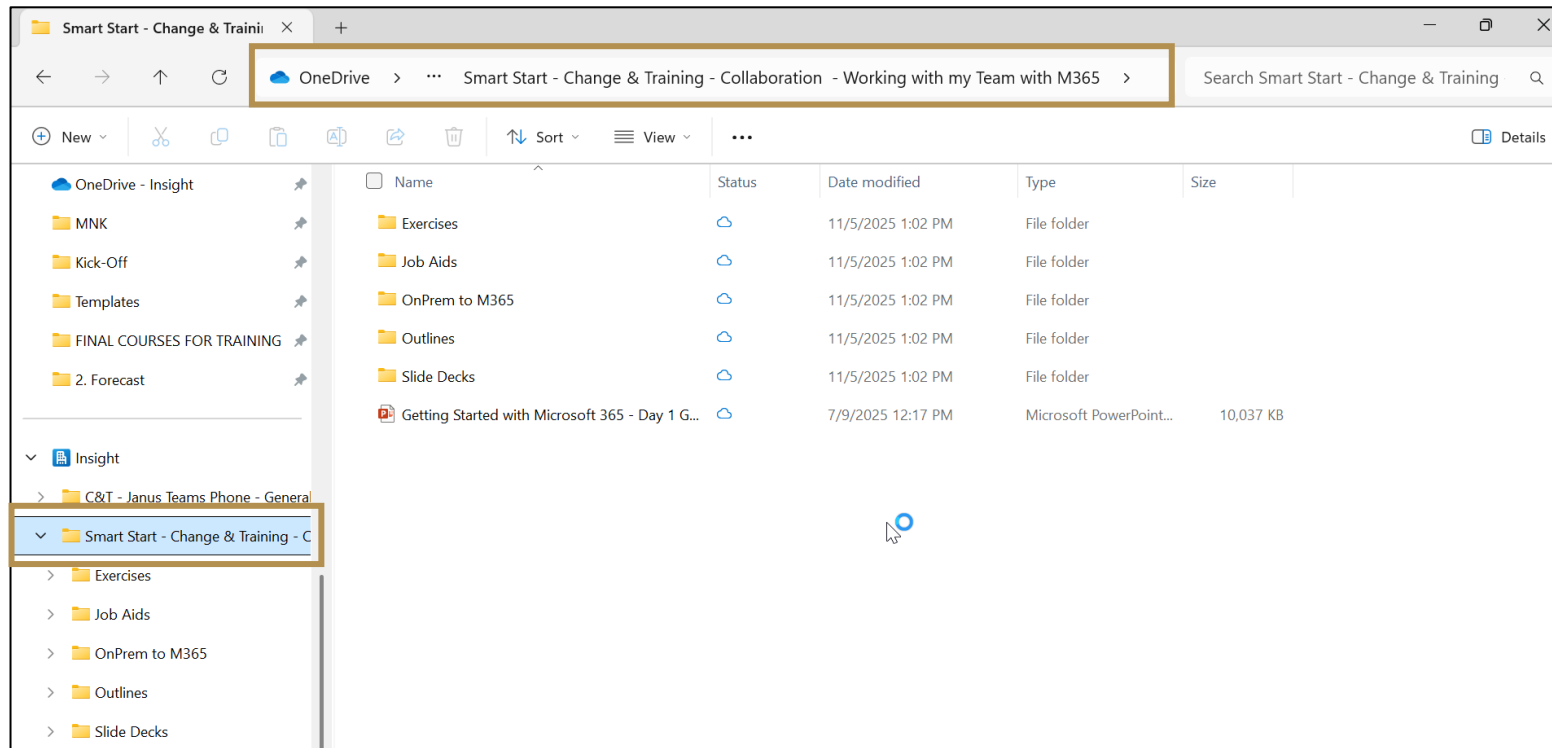
Name	Modified	Modified By	
Agreements	June 4	Nathan Howell	
AOC Migration to SharePoint	November 12	Nathan Howell	

A dialog box titled 'We're syncing your files' is shown at the bottom right, with a 'Close' button. The dialog text reads: 'You can close this dialog and your files will continue to sync in the background. If there is no response, you may need to [install the latest version of OneDrive](#).'



Syncing Files from Teams to OneDrive

When you click the **Sync** option, it connects the channel to your **OneDrive**, so you can access, edit, and manage files directly from OneDrive/File Explorer even when you're offline.



Any changes made to the synced files on OneDrive are automatically updated in Teams and SharePoint when you reconnect to the internet, ensuring your files stay consistent across all devices.



Lesson 8

Accessing Teams from the Web

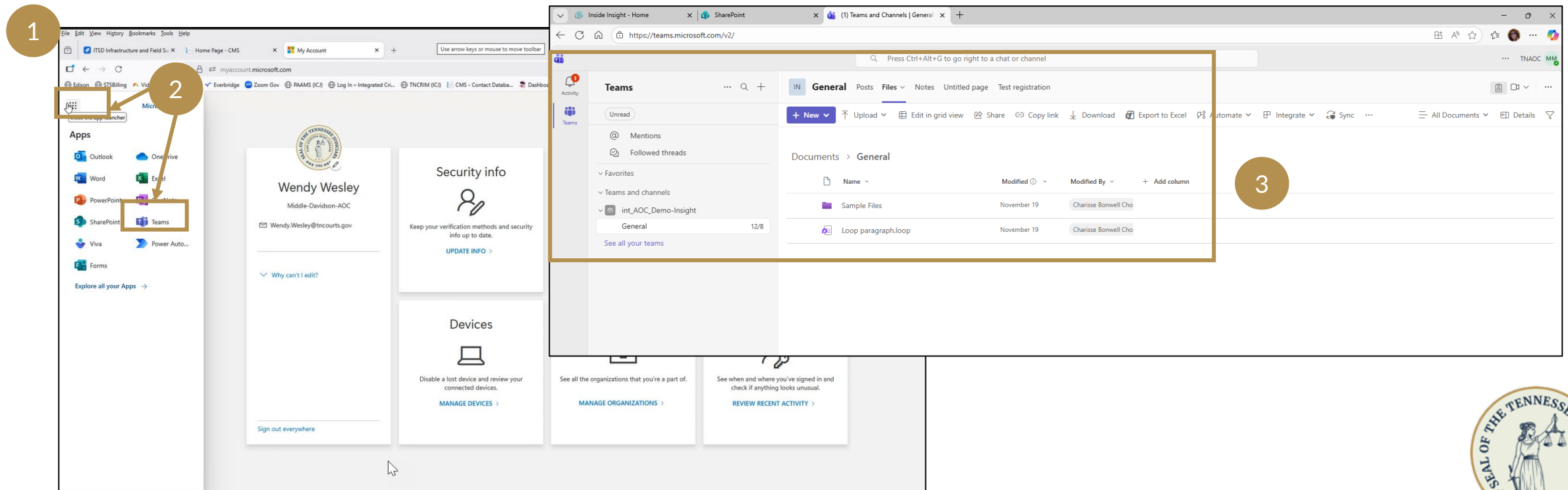
- Teams on the Web Overview



Access Teams on the Web

Microsoft 365 for the web lets you view and edit documents stored in Teams directly from your web browser.

1. Type **myaccount.microsoft.com** into your internet browser, **M365** opens.
2. From the Navigation Pane select the **App Launcher (nine dots)** and then select **Teams**.
3. Your **Teams** displays.



Teams Web Overview

The screenshot shows the Microsoft Teams web interface with several key components highlighted by callouts:

- Search Bar:** Located at the top center, containing the text "Type 'is:' to narrow your search to Messages, Files or more".
- Settings:** Located at the top right, represented by a gear icon and a user profile picture.
- Channel Tabs:** Located below the search bar, showing the "General" channel and tabs for "Posts" and "Files".
- Tab Menu Bar:** Located below the channel tabs, containing various action buttons like "New", "Upload", "Share", "Copy link", "Download", "Export to Excel", "Automate", "Integrate", and "Sync".
- Content Area:** The main workspace showing a "Training Repository" folder with a table of documents.
- Teams and Channels:** Located on the left side, showing a list of channels including "General" for "Tennessee Supreme Courts".
- Vertical Toolbar:** Located on the far left, containing navigation icons for Activity, Chat, Teams, Calendar, Calls, OneDrive, Copilot, and Apps.

Name	Modified	Modified By
1 - Teammate Support Documents	June 28, 2022	Friedman, Diana
2. Fireside Chat_04.11.25	April 11	Michele Medgaus
OCM Repository	June 28, 2022	Friedman, Diana
Product Training and Installation	September 19, 2022	David Gaw
Recordings	December 13, 2024	SharePoint App
Standard Teams Folder Structure (Copy)		
Training Repository		
Train-the-Trainer	April 18, 2023	Michele Medgaus
Insight Change and Training Project Status ...	July 22	Linda Lloyd
Insight Change and Training Project St...	July 22	Linda Lloyd



Quick Recap

- Introduction to Teams in Microsoft 365
- Accessing Teams
- Teams Overview
- Teams Chats, Calls and Calendar
- File Management in Teams, Channels, Posts, Collaboration and Version History
- Accessing and Syncing OneDrive and Teams





QUESTIONS?



THANK YOU