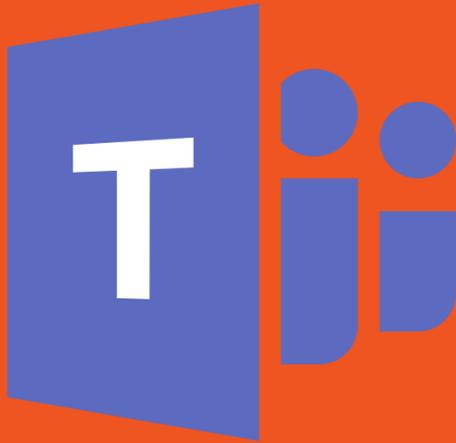


Intro to Teams



Presented by:
Frontier Supply Chain Solutions Inc.



TEAMS

CALENDAR IN MICROSOFT TEAMS



USING THE CALENDAR IN MICROSOFT TEAMS TOPICS OF DISCUSSION

- Keeping your worklife organized
- Regular meeting vs channel meeting
- Scheduling a meeting
- Scheduling a channel meeting

Group members can add meetings or events to this calendar that automatically show up in the calendar for other members. Individuals can also be added to calendar events or meetings if they're required to attend.

USING THE CALENDAR

KEEPING YOUR
WORK LIFE
ORGANIZED



KEEPING YOUR WORK LIFE ORGANIZED

Using Teams calendar is a great way to keep yourself and any team you're a part of on the right track.



WAYS USING THE CALENDAR BENEFITS EVERYONE

- Create appointments & events
- Organize & schedule meetings
- View group schedule
- Pinning recurring meetings
- Allocation of specific tasks at a certain time



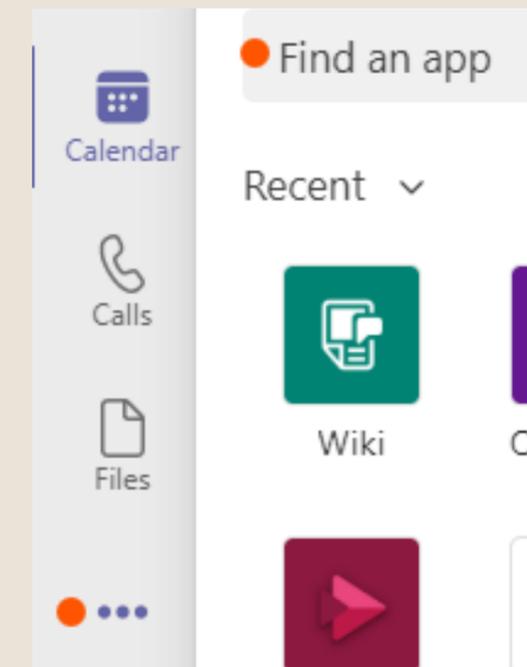
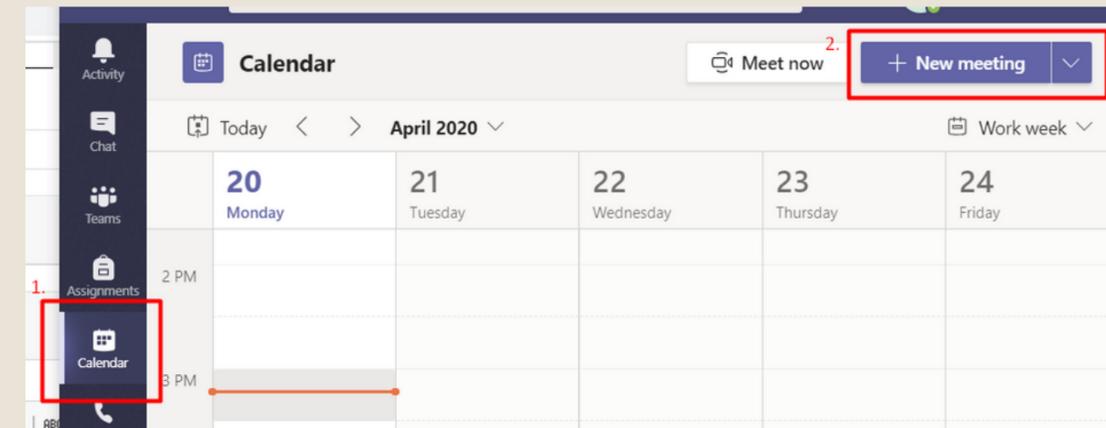
USING THE CALENDAR

ADDING MEMBERS TO A MEETING

SCHEDULING A MEETING

Under the "Calendar" tab in your navigation menu, select the date and time you wish to schedule your meeting and click "New Meeting: in the top right-hand corner. Add the participants you want included in the meeting, when the option pops up.

Note* if "Calendar" isn't one of the shown apps in your navigation menu add it using the 3 dots at the bottom of the menu.

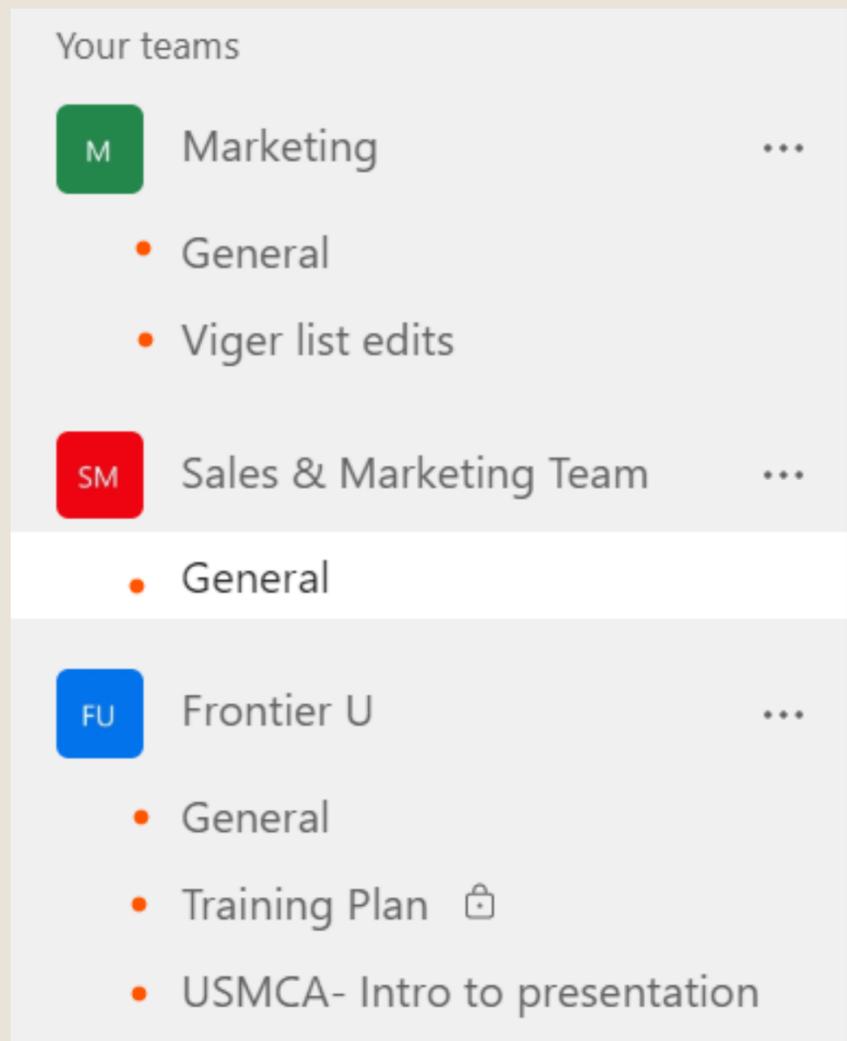


USING THE CALENDAR

DIFFERENCE BETWEEN MEETING & CHANNEL MEETING

TEAMS & CHANNEL

A channel exists within the *team* that you're a member of. Teams can be found along the left-hand menu. In the example to the right, you can see that person x is a member of 3 teams. Each one of these contains different members. Only members of a team have access to the channels and material found within. The channels within each team are indicated with orange dots in the image to the right.

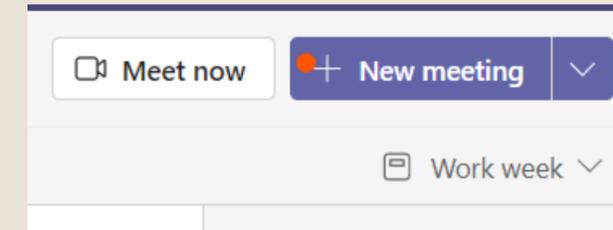
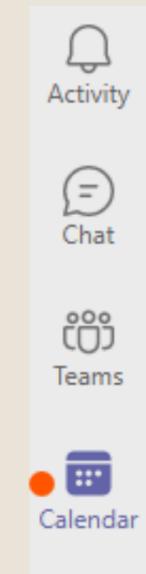


USING THE CALENDAR

DIFFERENCE BETWEEN MEETING & CHANNEL MEETING

REGULAR MEETING

Under the calendar tab on the left-hand navigation menu, choose a date and time on your calendar and select "New Meeting" in the top right-hand corner of your screen. For these meetings, you can add whatever participants you wish from the organization.



CHANNEL MEETING

When you create a meeting from a team or if you add a channel when scheduling a meeting it is called a channel meeting. Channel meetings will show in the channel they were scheduled. Anyone in the team/channel can join that meeting. The functionality of a channel meeting is similar to a standard Teams meeting, but here are several key differences that you should be aware of:

USING THE CALENDAR

DIFFERENCE BETWEEN MEETING & CHANNEL MEETING

KEY DIFFERENCES BETWEEN MEETING TYPES

CHAT

- **Standard Meeting:** Anyone in the meeting can use the meeting chat. The meeting chat will show in each person's "Chat" area of Teams.
- **Channel Meeting:** Since the channel meeting happens within a team, only the people in that team will be able to use or view the chat. Other users will see an error: "Only team members can chat. Ask the team owner to make you a member."

RECORDING

- **Standard Meeting:** The recording will be posted in the meeting chat as well as stored in Stream. All the attendees can access the recording.
- **Channel Meeting:** Only the people in the team will have access to the recording and they can view it from Stream or the meeting chat. People who are not in the team cannot view it from the chat or Stream, but the owner of the recording can give them permissions to view the recording in Stream.

USING THE CALENDAR

DIFFERENCE BETWEEN MEETING & CHANNEL MEETING

KEY DIFFERENCES BETWEEN MEETING TYPES

SCHEDULING

- **Standard Meeting:** Can be scheduled from Outlook or Teams.
- **Channel Meeting:** Must be scheduled in Teams itself. Channels can't be edited once the invite is sent, so you'll need to send a new invite if you need to update the meeting details.



USING THE CALENDAR

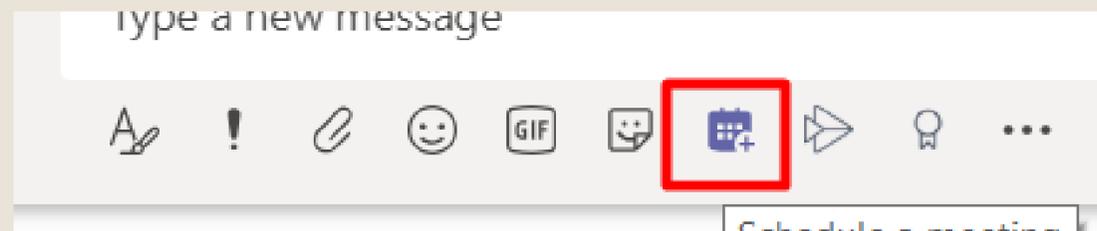
SCHEDULE A MEETING



SCHEDULING A **REGULAR MEETING**

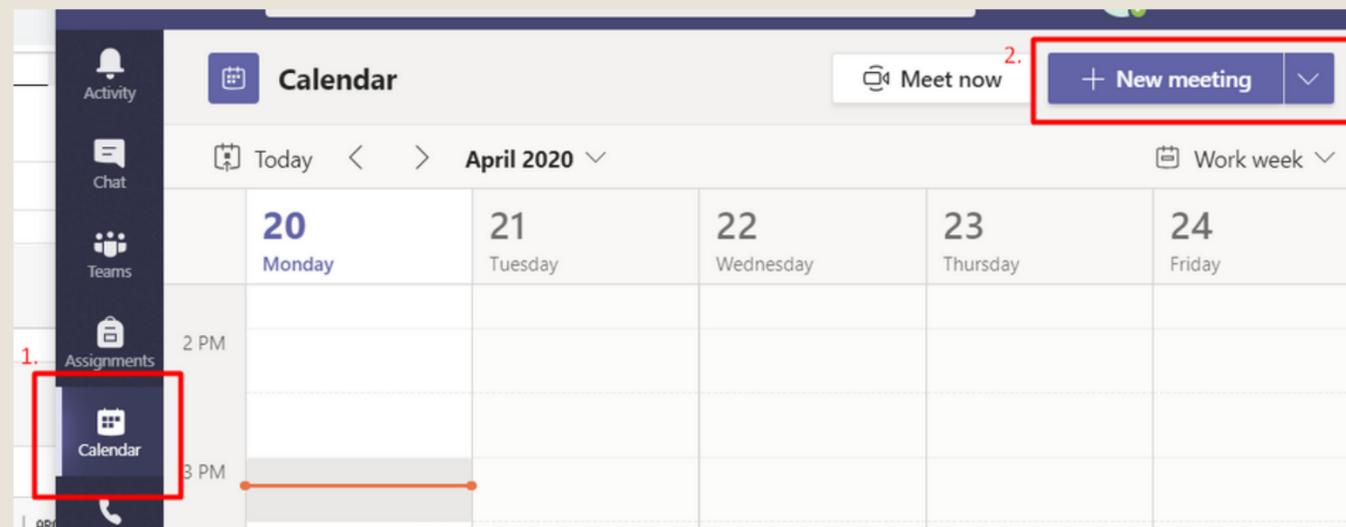
STEP 1

Select Schedule a meeting in a chat (below the box where you type a new message) to book a meeting with the people in the chat



STEP 2

Click on Calendar on the left side of the app and select New meeting in the top right corner.



USING THE CALENDAR

SCHEDULE A MEETING



SCHEDULING A **REGULAR MEETING**

STEP 3

- Select a range of time in the calendar. A scheduling form will pop open:
 - The scheduling form is where you'll give your meeting a title, invite people, and add meeting details.
 - Use the **Scheduling Assistant** to find a suitable time.

New meeting Details **Scheduling Assistant**

Time zone: (UTC-06:00) Central Time (US & Canada) ▾

Apr 20, 2020 3:00 PM ▾

Apr 20, 2020 3:30 PM ▾ 30m All day

STEP 4

Save the meeting

New meeting Details **Scheduling Assistant** **Save** Close

USING THE CALENDAR

SCHEDULE A CHANNEL MEETING



SCHEDULE A CHANNEL MEETING

STEP 1

Select New meeting. Type the name of one or more channels where it says Add channel (under the time and date fields).

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The dialog has a title bar with 'New meeting', 'Details', and 'Scheduling Assistant' tabs, along with 'Save' and 'Close' buttons. Below the title bar, the time zone is set to '(UTC-06:00) Central Time (US & Canada)'. The main area contains several input fields: 'Add title', 'Add required attendees', and 'Optional: Add optional attendees'. Below these are date and time selection fields. The first row shows 'Apr 20, 2020' and '3:30 PM'. The second row shows 'Apr 20, 2020', '4:00 PM', a '30m' duration, and an 'All day' toggle. Below the time fields is a 'Does not repeat' dropdown. The 'Add channel' field is highlighted with a red rectangular box. At the bottom is an 'Add location' field.