Working with Microsoft Teams

The Overview of Microsoft Teams (MS Teams)

Microsoft Teams is an application you can download for online conferencing and calls. The application is available in 196 countries and regions. You are able to call internationally as well. There is no time limit on the calls, and with a basic account you can access all of the necessary features.

There is a feature where you can share screens, use the chat option, share files and documents, use reactions, create rooms of separate smaller calls, and there are various different add-on apps you can use.

Simply sign up with an email, whether work or personal, and then you have access to the application and can begin calling.

The Microsoft Teams application is a useful tool for education since you can host a meeting with an entire class. The maximum number of people in a Teams meeting is 1000.

How to Share a Screen

Sharing a screen in Microsoft Teams is a useful way to engage your audience. The unique aspect about teams is that you can share a presentation or document directly to the call.

On the top bar of the screen, select 'Share' and then a drop down menu will appear.

The person sharing the screen can be either the host or the attendee.

Choose whether you would like to share your current screen, or another window that you have open. These options are beside each other.

There is also the option to share directly from Powerpoint. The presentation from Powerpoint will open and fill the screen in presentation mode so the whole call can view it.
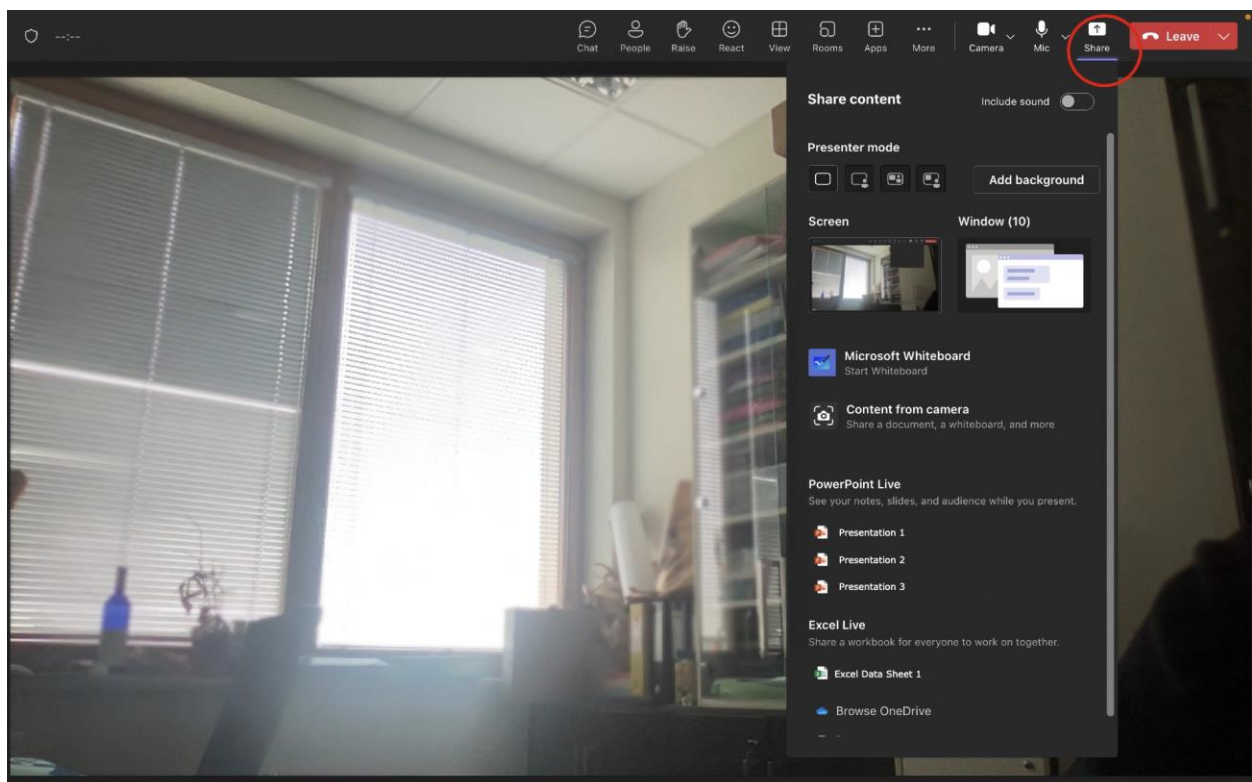

Similarly is sharing from Excel, you can share a data sheet as well.

The third option is to share from your OneDrive which is the log of documents on your device. This method of sharing can include photos, documents, videos, presentations, etc.

To end the share screen, select 'End Share Screen' which will be at the top of the screen.

In- App Applications

In Microsoft Teams there are various other apps you can launch to aid you in your presentation or conference.
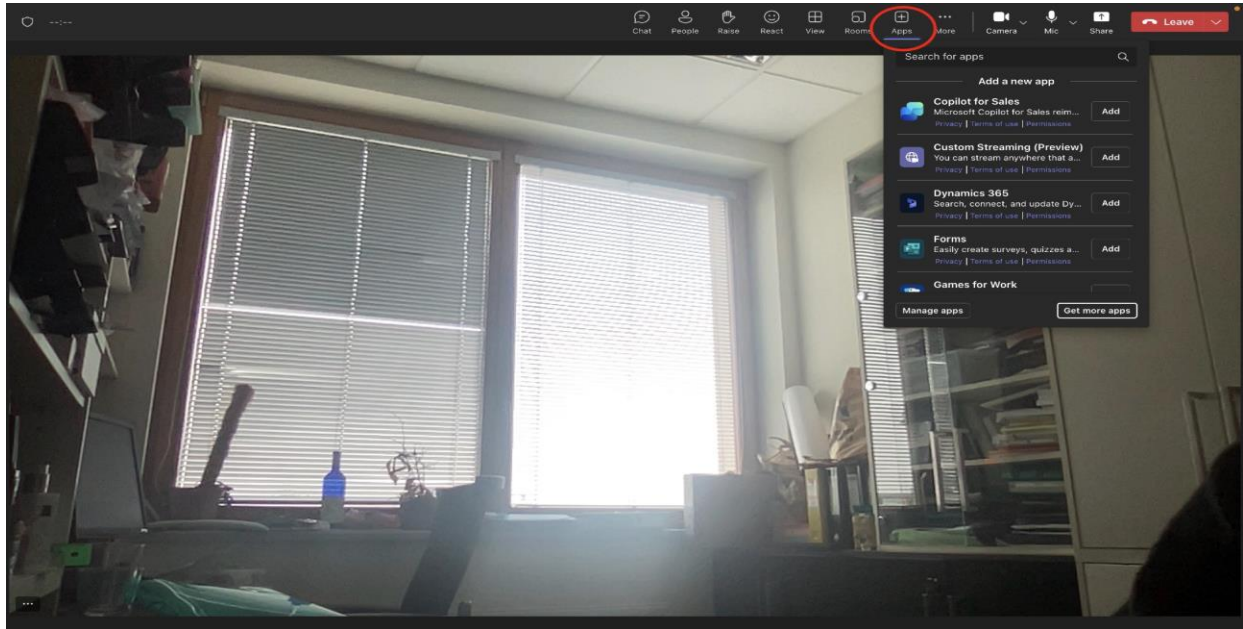

There are over 100 apps you can choose from, these apps range from polls, OneNote, Google Forms, Games for work, Whiteboard, YouTube, and many others. It is very likely you will be able to find an application for your specific need, all you have to do is search for it.

The available apps range from educational tools, to games you can play with the attendees, and to presentation apps.

**Customizable Microsoft Teams**

On Microsoft Teams all users are able to customize their screen background. This can be done by selecting the drop down arrow beside the 'Camera' option on the top of the screen. From there, select the 'video effects and backgrounds' and there are dozens of options.
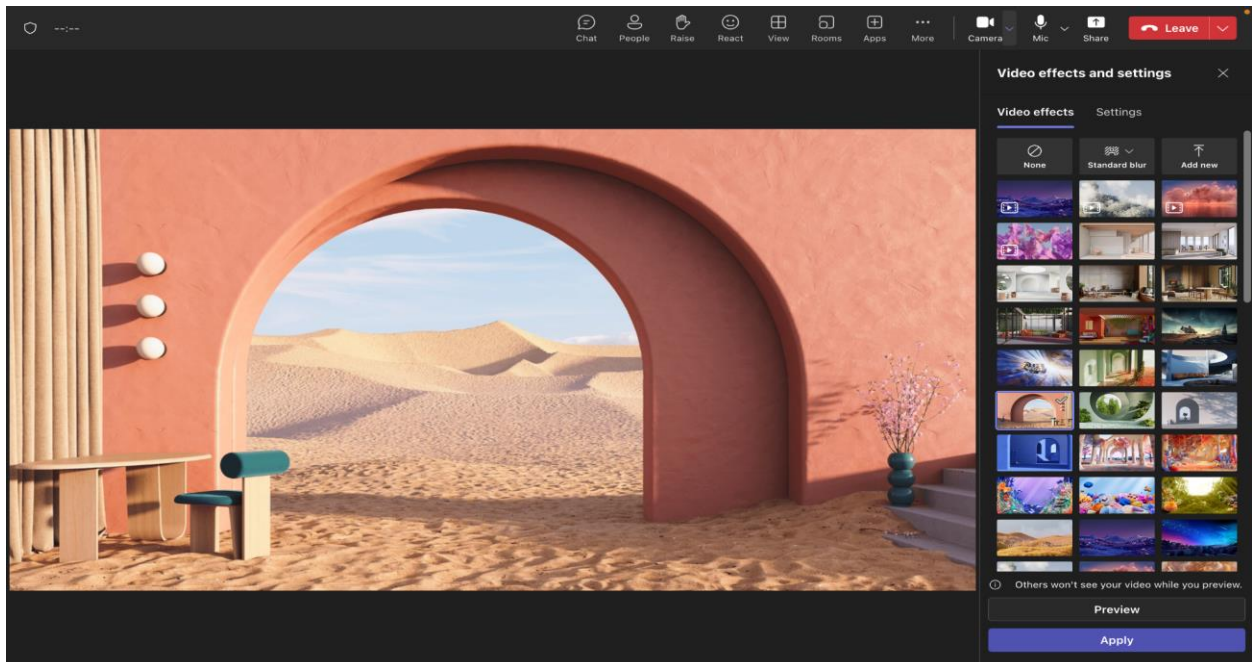
This is a useful tool for protecting privacy if the user does not want their background showing. It is also possible to only blur your background if you prefer a more simple use of the feature. You can also upload a photo from your camera roll or the internet and use that as your background.

With this feature enabled, there is a clear view of the person's face, however the background is disguised by the blur feature or a photo or video.

Different Features of Teams
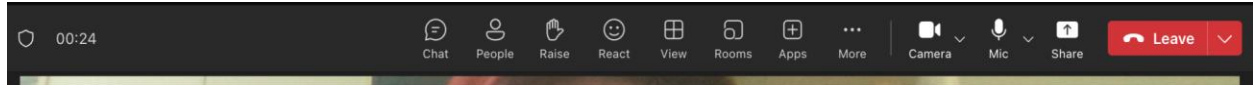
Going from left to right, there are a dozen features to use.

First is the 'Chat' feature. This can be used by members of the call. It can be used for general communication, questions during the call, noting of information, or distributing links.

Second on the bar you can click 'People' to see the attendees of the call. You can mute another member of the call if needed, and you can invite others to the call.

Next is the 'Raise' hand feature where the attendees can raise their hand to interject without interrupting the speaker.

Beside that is the 'React' option. Reactions can include emojis that can convey a wide array of emotions without interrupting the call.

'View' is next. With that option, you can change how you view the members of the call, you can choose out of the provided options how you want the members to be displayed on your screen.

The next option is 'Rooms' which is where you can open a breakout room. This will separate the call into smaller calls. Being useful for smaller and more intimate discussions about topics.

Next is the 'Apps' option where you can select an application to use during the call to enhance the experience.

Under the 'More' options you will find recording options to record the call for later use, transcription options to add subtitles to the call, audio and video settings, and general computer settings.

The next two are the 'Camera' and 'Microphone' which can be used to turn off your camera or your microphone. This can be used during presentations to give the opportunity to speak to another presenter.

Lastly there is the 'Share' screen option where you can share your screen to the group. Finally is the 'Leave' call button, where you can choose to end the call for yourself; or if you are the host then you can end the call for everyone.

Channels in Microsoft Teams

In Microsoft Teams there is the option to create channels for your group. In the channel there can be documents or videos posted, there can be pre-arranged meetings scheduled, there can be chats as well.

There are two types of channels.

The first being: private channels where the channel owner invites users via link to join. This channel is private and cannot be accessed by Un-invited users. There can be files sent in this channel and these files are saved into SharePoint for future referral. There can also be scheduled calls for the channel as well. The calls are an unlimited amount of time with an unlimited frequency. The maximum number of members for the private team is 250 users.

The second channel is: a shared channel where the channel owner can invite users via link to join, and outside users can join the team without invitation. There can also be files sent in this channel, with the files being saved to SharePoint. Scheduled calls at an unlimited time amount and frequency are also available in this channel. The shared channel can have 25,000 users.

For educational use, either channel is useful. It depends on the privacy aspect of your channel and your desires with the group messaging system. If there will be sensitive information shared, then a private channel would be more ideal.

For the use of classroom teaching, a private channel would be best. This would allow the teacher to post grades, course content, files, presentations, share information and answer questions via chat, and host meetings or lectures. This also allows for the student users to ask questions in the chat privately so only those in the course can view it.

For international conference calls, the shared group would be the most useful. This type of channel would allow for users to join from across the world to participate.

As seen in the screenshot, there is a private channel between two schools. The channel leader uploaded videos and the member users can view those videos at any time since they are saved to SharePoint.

The history of sent files can be found at the top of the channel under the option 'Files'. Once selected, all of the sent files can be viewed.

On the left hand side of the channel, there are categories of sub-channels. These sub-channels are a part of the general larger channel. The sub-channels include, classwork, grades, home page, reflect, assignments and a notebook. All of the channels are available to the member users. To find the general channel that can be used to view the chat and the scheduled calls, click the option 'general' under the main channel section on the left side.