



# Microsoft Teams Instructions

**Guidance on setting up Microsoft Teams for Carbon Literacy training – updated as of the December 2020.**

## Tips to enhance your Teams experience

- Download the desktop application of Teams as much of these instructions are based on this, equally the app has many more features than the browser version.
- Learners can join the call on desktop, browser or app. They will still be able to access all features – however the whiteboard function is not recommended on phones.

## Setting up a meeting

You can pre-book your training sessions using the calendar feature, this allows you to share pre session information and grant learners the details to access the call in advance.

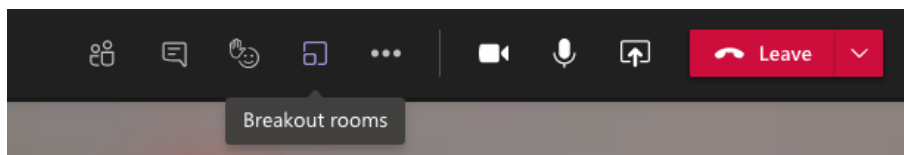
Open the Calendar tab, click on the time you would like to book the session, invite your own email only and send. This creates a meeting and gives you a meeting link. This link can then be shared with learners via email. Now when you click on this meeting in the calendar and press edit you will see the meeting link in the meeting description. You can then easily copy and paste this link into an email to send to your learners. *N.B. The meeting link will only appear if you have added an attendee (hence the need to add yourself!).*

- Be sure to do this process for each of your training sessions, so you have a new meeting link for each session.
- You no longer need to set up multiple calls to use breakout rooms – see instructions below.

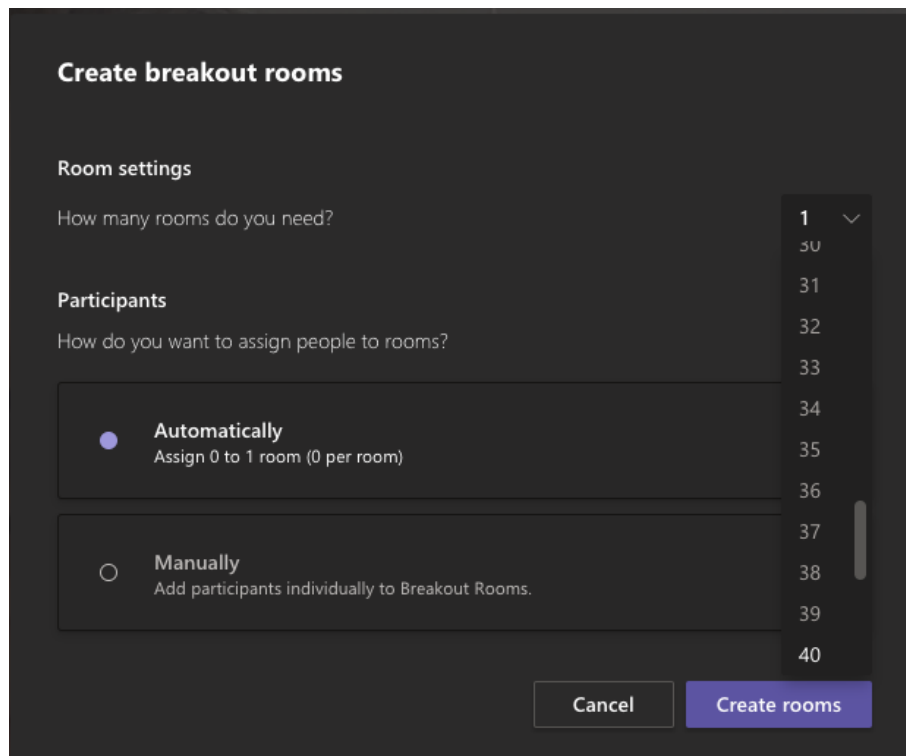
## Using Breakout rooms

After Teams update in December 2020 using break out rooms has never been easier. Setting up breakout rooms can be done during your session. If you have a facilitator use them to set this up for you during training, if not you can quickly set up rooms on your own if needed.

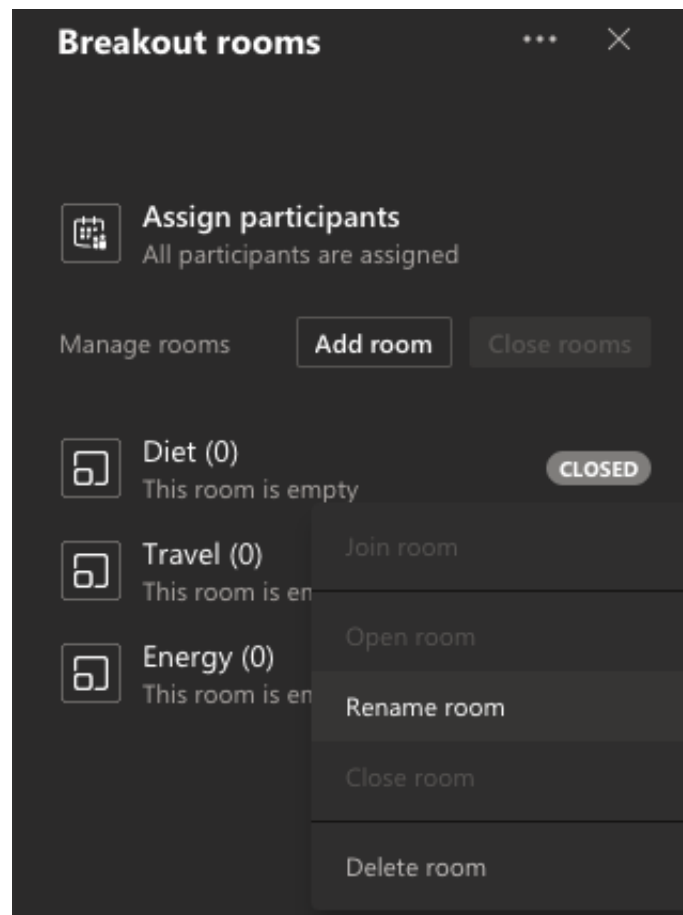
Whilst on a live call with participants you can see the breakout room button in the top right corner.



Choosing this button will ask if you want to assign learners automatically or manually and how many rooms you want to open (depending on the size of your group). You might want to place learners in groups depending on their working teams or job roles so this feature is particularly useful.



Once your rooms are created you can easily move participants in and out of rooms, as a trainer you can also easily enter and exit different rooms to check on discussions. Furthermore, you can rename training rooms. This can be particularly useful if each room is needing to discuss a different topic, for example the footprint of different parts of learner's lifestyles (see image below). This can help keep learners focused on the task in hand.



The automated settings for the rooms are that only the trainer can move around the rooms and has the power to move people, but you can change this setting using the '...' and then 'room settings' buttons.

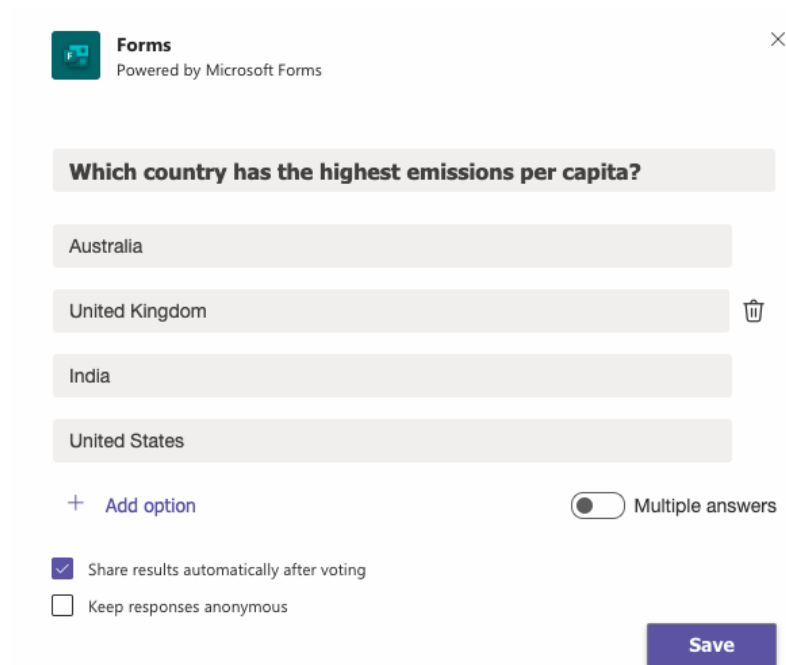
You can also send announcements to rooms using the '...' and then the 'make an announcement' – this is useful for reminding learners you will be returning to the plenary soon.

## Using Polls

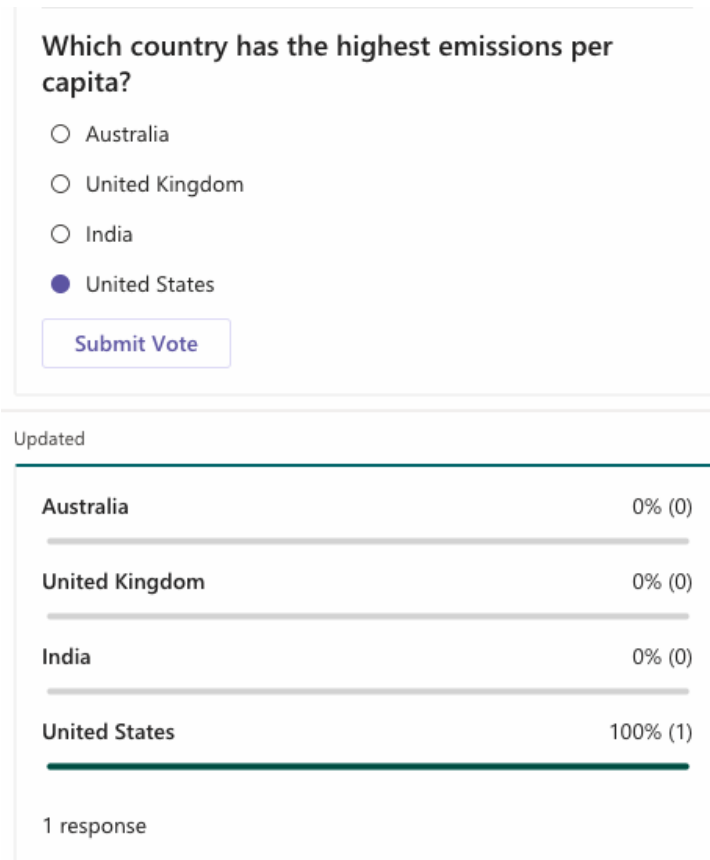
**Add Microsoft Forms to your chat** using the '...' in the chat functions, this way you can easily type in 'forms' and add the application to your Teams.



Once you have added the forms functions its straightforward to launch a poll.

A screenshot of a Microsoft Forms poll configuration window. The window has a title bar with a "Forms" icon and the text "Forms Powered by Microsoft Forms" and a close button. The main content area contains a question: "Which country has the highest emissions per capita?". Below the question are four answer options: "Australia", "United Kingdom", "India", and "United States". Each option is in a light gray box. To the right of the "United Kingdom" option is a trash can icon. Below the options is a "+ Add option" link and a "Multiple answers" toggle switch, which is currently turned off. At the bottom left, there are two checkboxes: "Share results automatically after voting" (checked) and "Keep responses anonymous" (unchecked). A blue "Save" button is located at the bottom right.

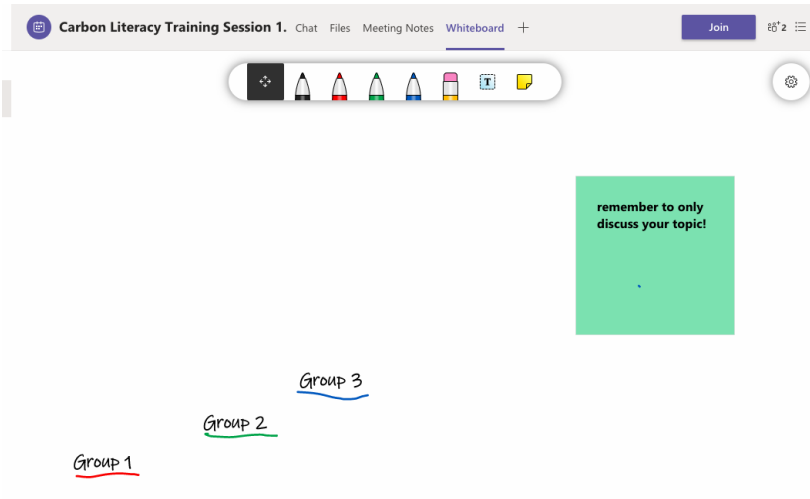
Learners can then see the results of the poll live whilst answers are collected, making for an interactive and interesting discussion point. This then stays within the chat so you can refer back to it at any point.



## Using Interactive Whiteboards

You can use interactive whiteboards for learners within breakout rooms to collect notes and work collaboratively on ideas. This can be opened in a breakout room and shared to the plenary. Its best to ask one 'group facilitator' to open the whiteboard and save it to avoid confusion. You can open whiteboards directly into the plenary chat.

To save find the settings button (top right-hand corner), and 'export image (PNG)' whilst the whiteboard is open.



You can find a detailed video of most of these features here.

We hope you find these update notes useful and this aids in the smooth running of your online training.

All the best with distance delivery.

The CLP.