Microsoft 365

- How to Set Up a Teams Meeting
- How to Share a Document in Microsoft Teams
- Microsoft Bookings - Time Slots in the Wrong Time Zone
- How to Manage Office 365 Distribution Groups as Group Owner

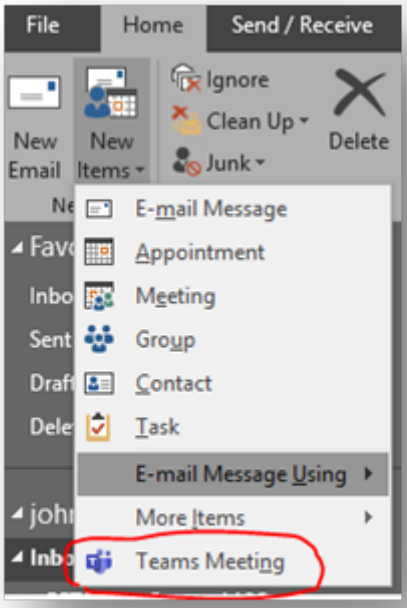
How to Set Up a Teams Meeting

How to Set Up Teams Meeting with Audio Conference Dial-in

The audio conferencing dial-in option requires the appropriate Microsoft license for audio conferencing features. If you do not have the audio license, you can still set up Teams meetings but the phone dial-in option will not be available. If you are unsure of your license status, or need to request it, please submit an IT ticket at https://sgsc411.sgsc.edu

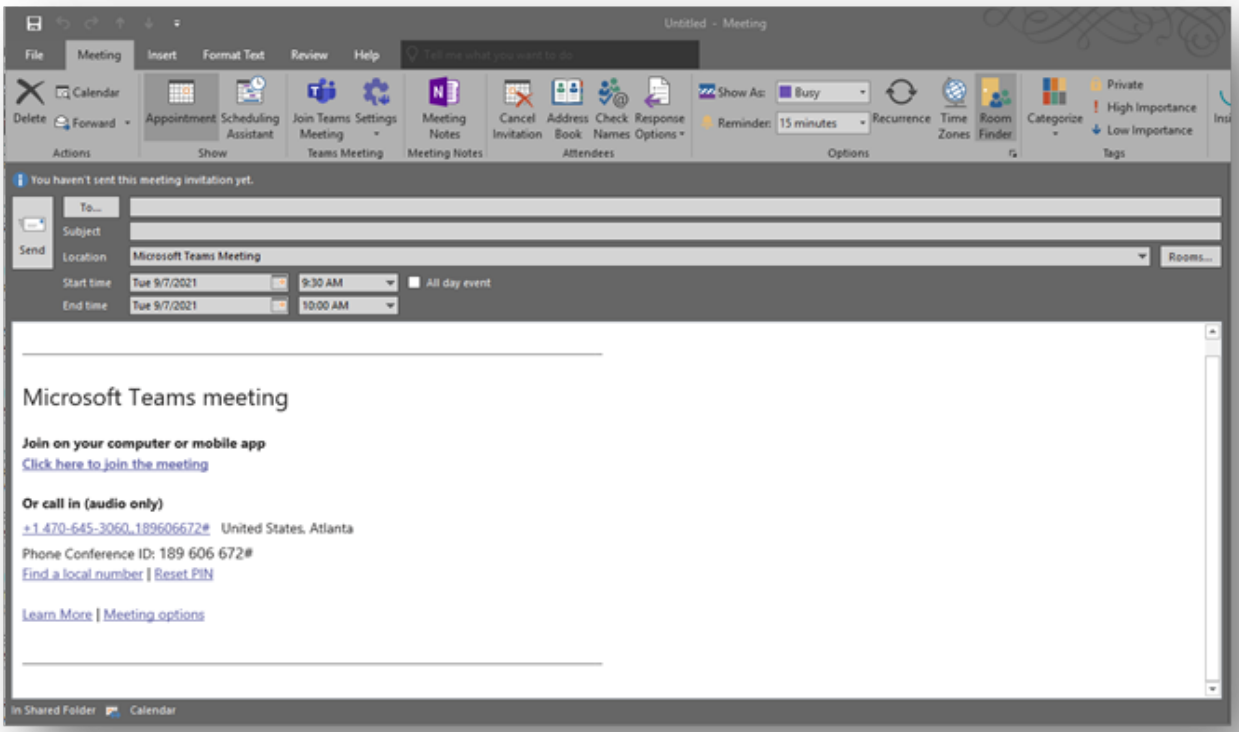
From Outlook

Open Outlook and click on the New Items button then select Teams Meeting



In the “To:” box, enter required attendees.

You can copy & paste the dial-in information from here if you need to provide it via other means.



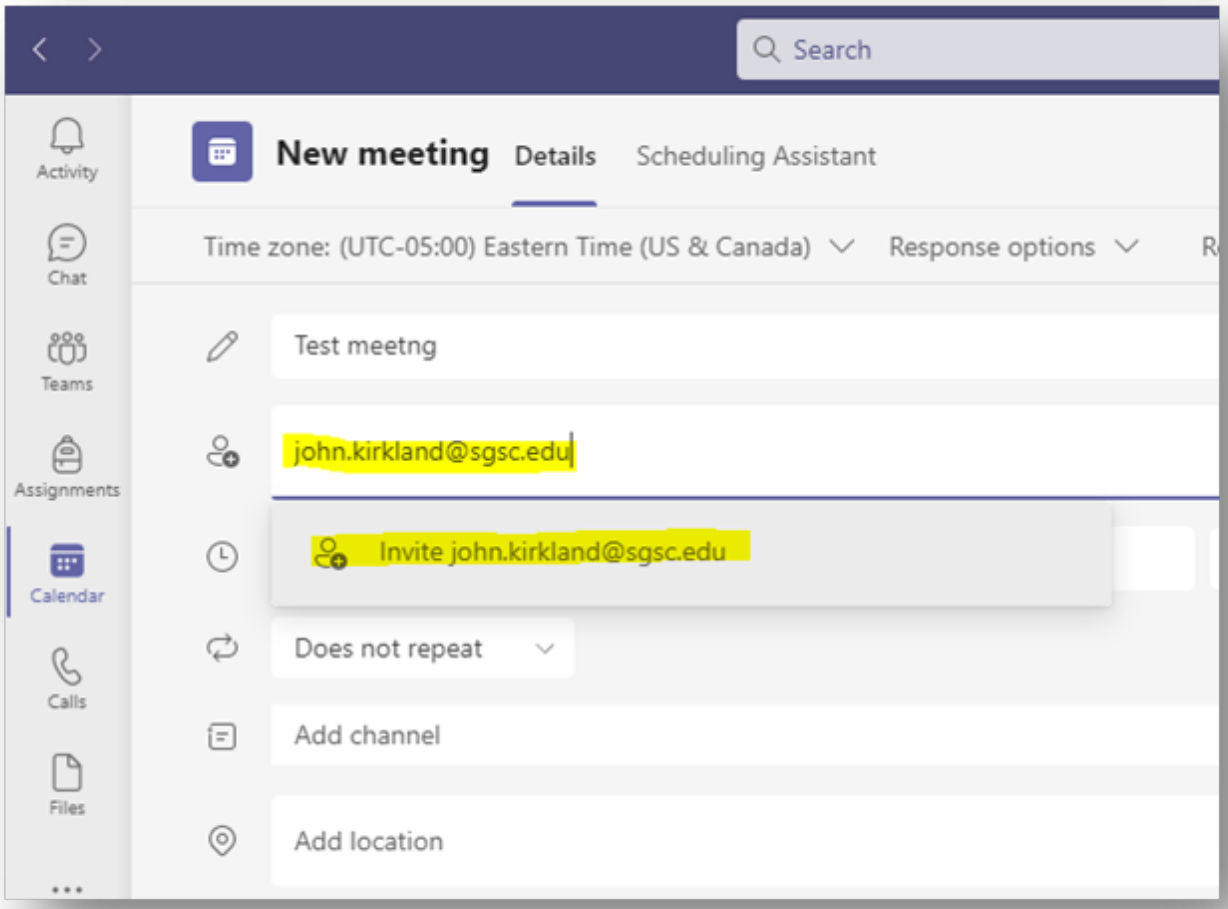
Click Send. You can also forward this invite or copy & paste the dial-in info into a separate email to invite more people, including outside guests.

From the Teams app (Desktop or Web)

Open the Teams app and select the Calendar tab in the left column

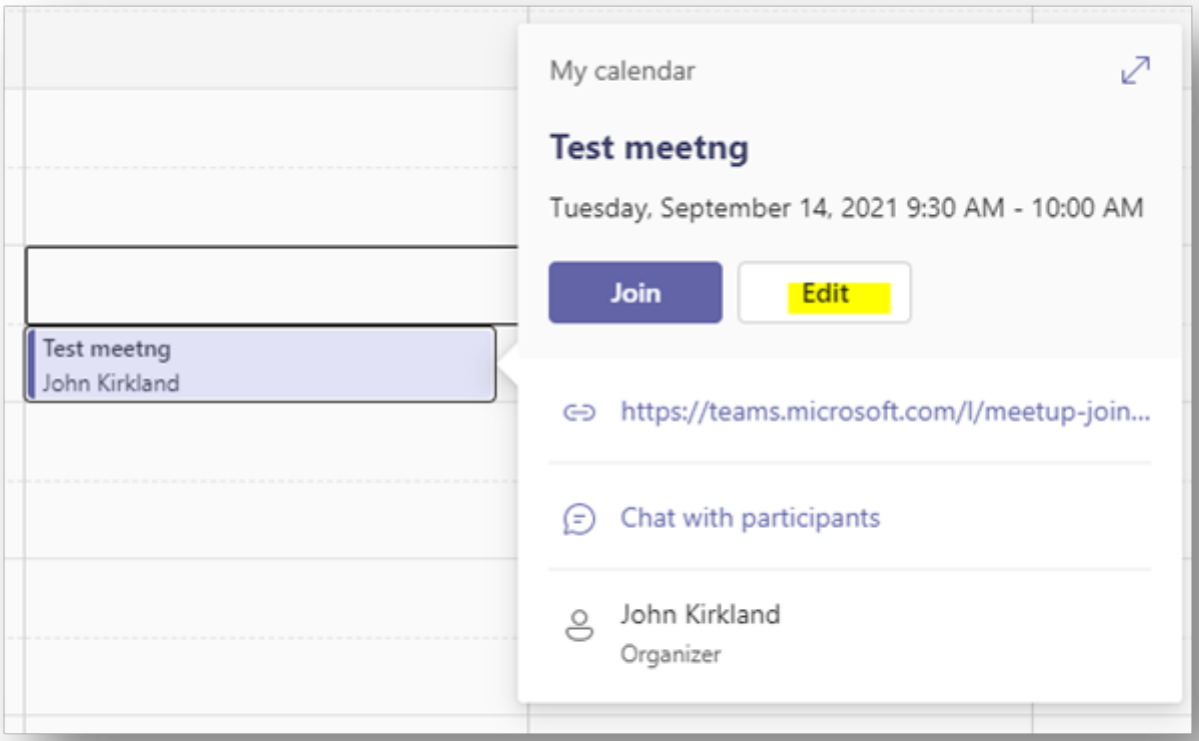
Click “New Meeting” at the top right, then enter a title and adjust the date and times.

Enter your own email address under “Required attendees” (this is necessary to generate the audio conferencing dial-in information)



Add any additional attendees and click Save at the top right.

Back at the Teams Calendar, locate the meeting that you just created, click on it, then choose Edit



The audio conferencing dial-in information will be displayed, you can copy & paste this into a separate email if you want to invite additional attendees or outside guests.

How to Share a Document in Microsoft Teams

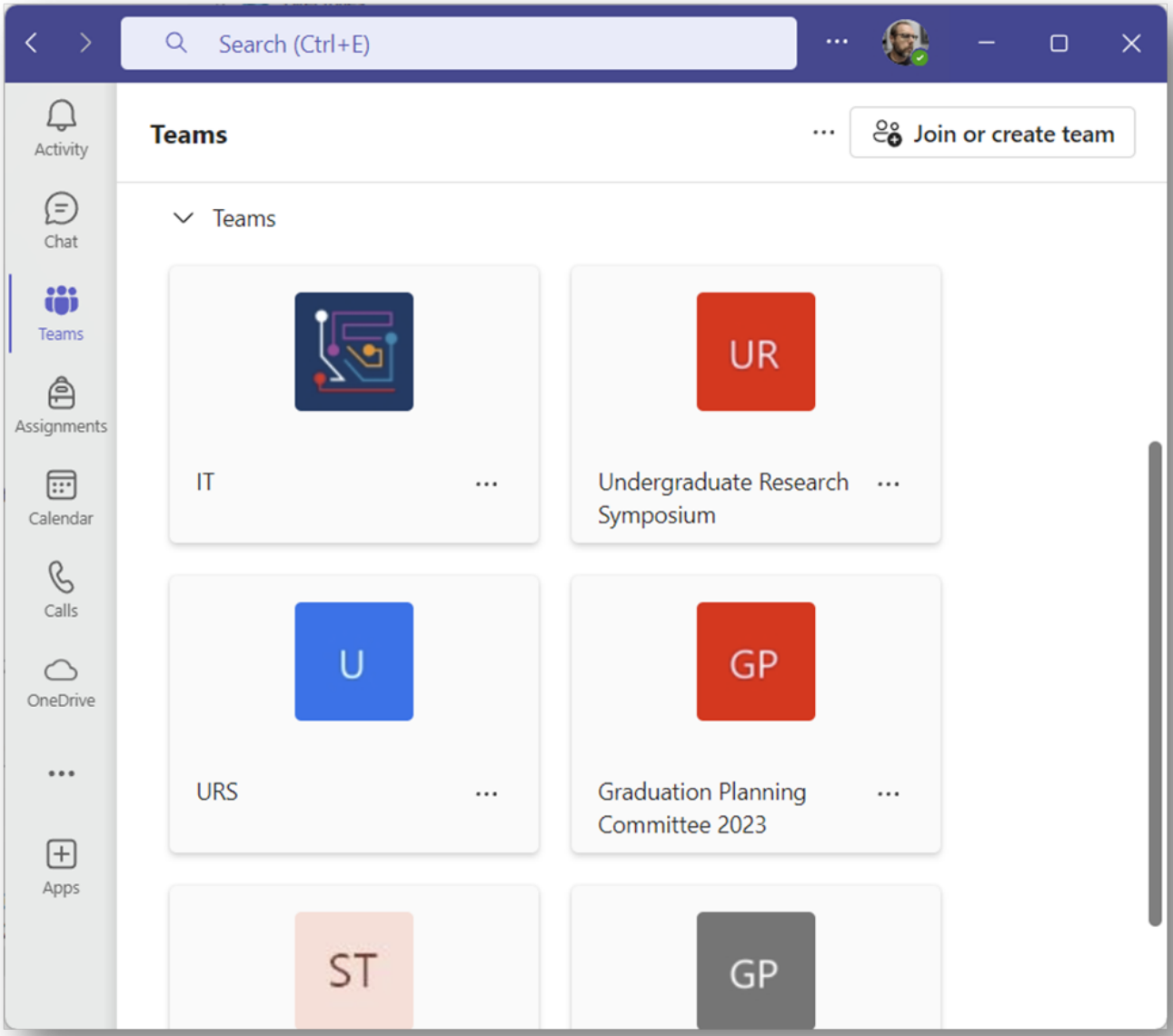
In Teams, you can create a shared document and everyone in the channel can view and edit the document in real-time. You can create a Team specifically for a collaboration group, create a new channel within an existing Team, or share the document with an entire existing Team.

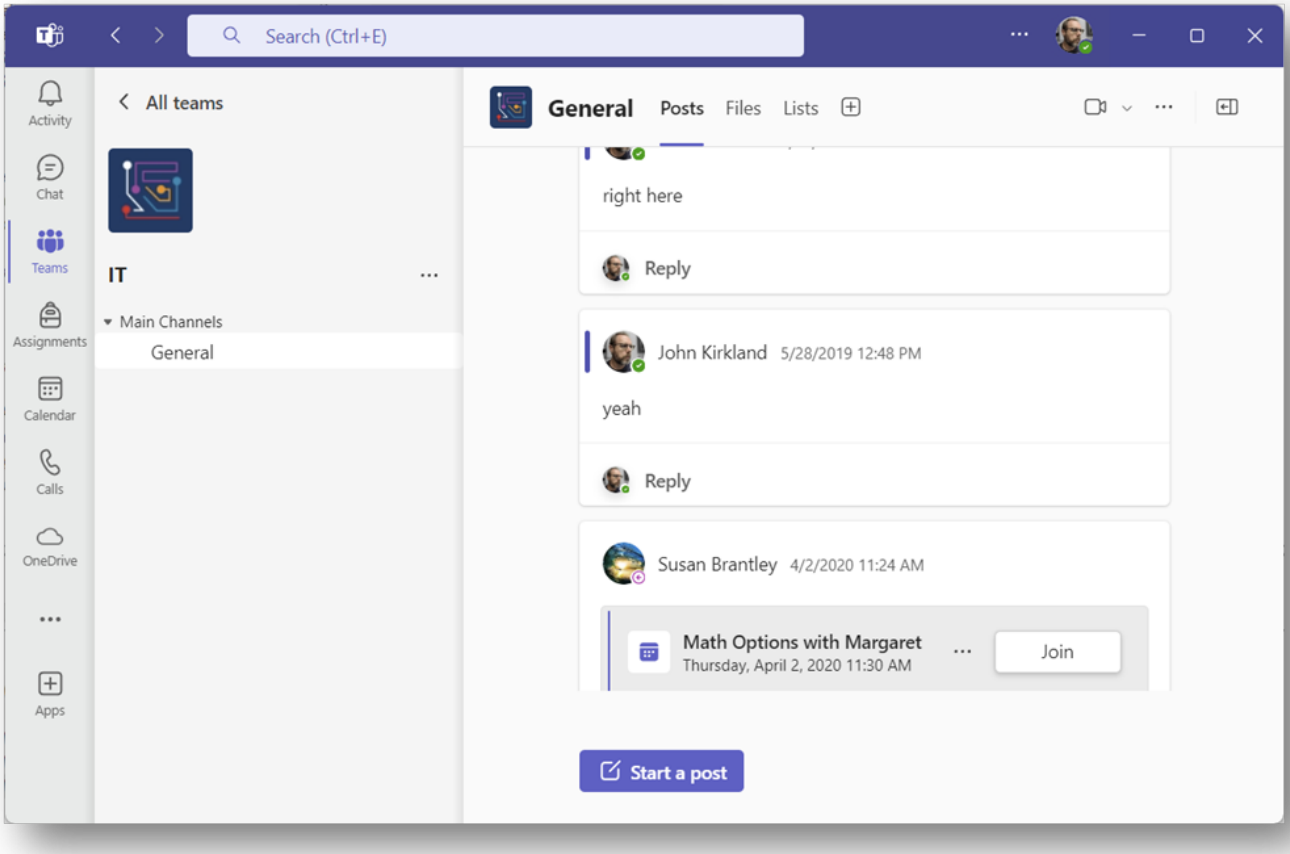
In this example I will create a new channel in an existing Team, limit the channel only to specific Team members, and share the file within that channel.

If you would like to share a document with the entire General channel, which will give all members of the Team access to the document, skip to this section.

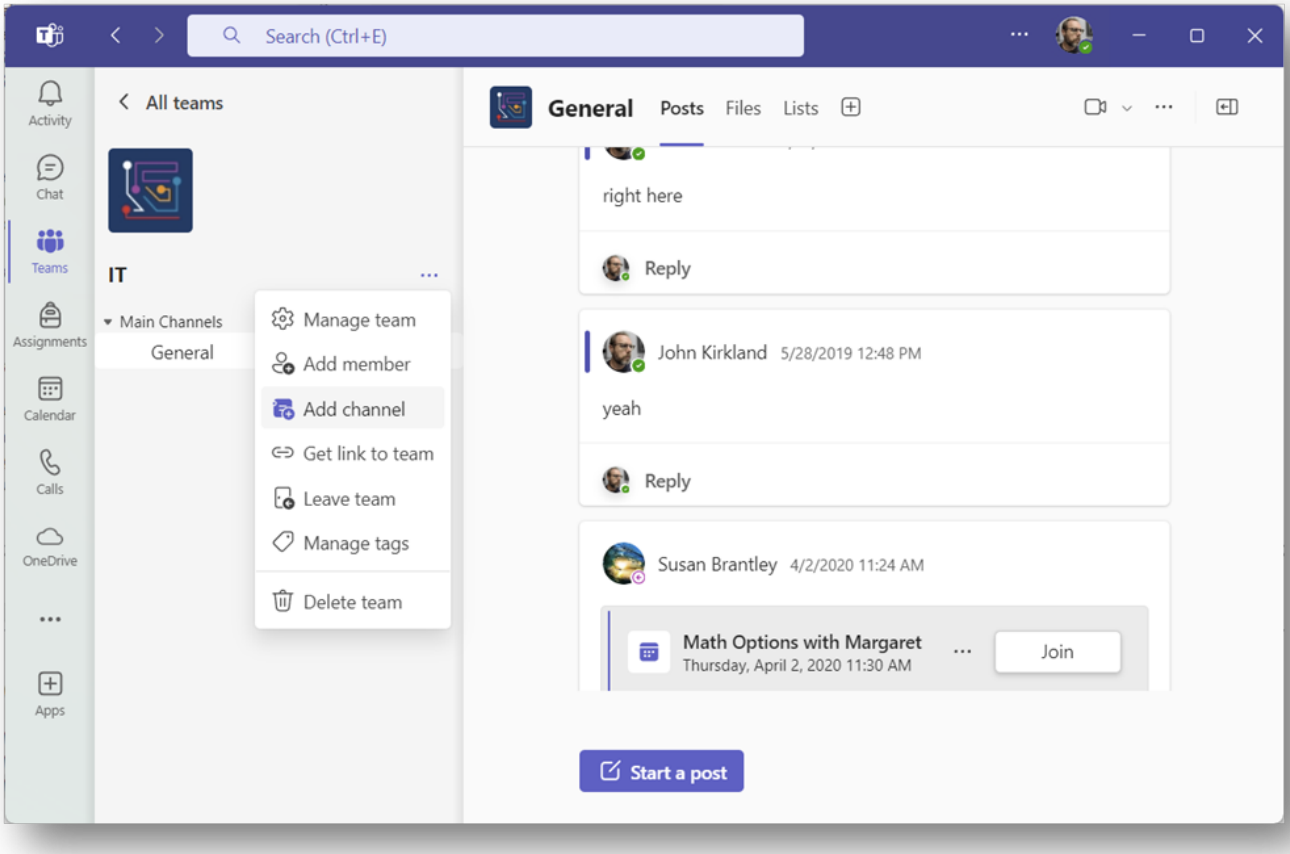
Create the channel

In Microsoft Teams, navigate to the Teams tab on the left, then go into your desired Team

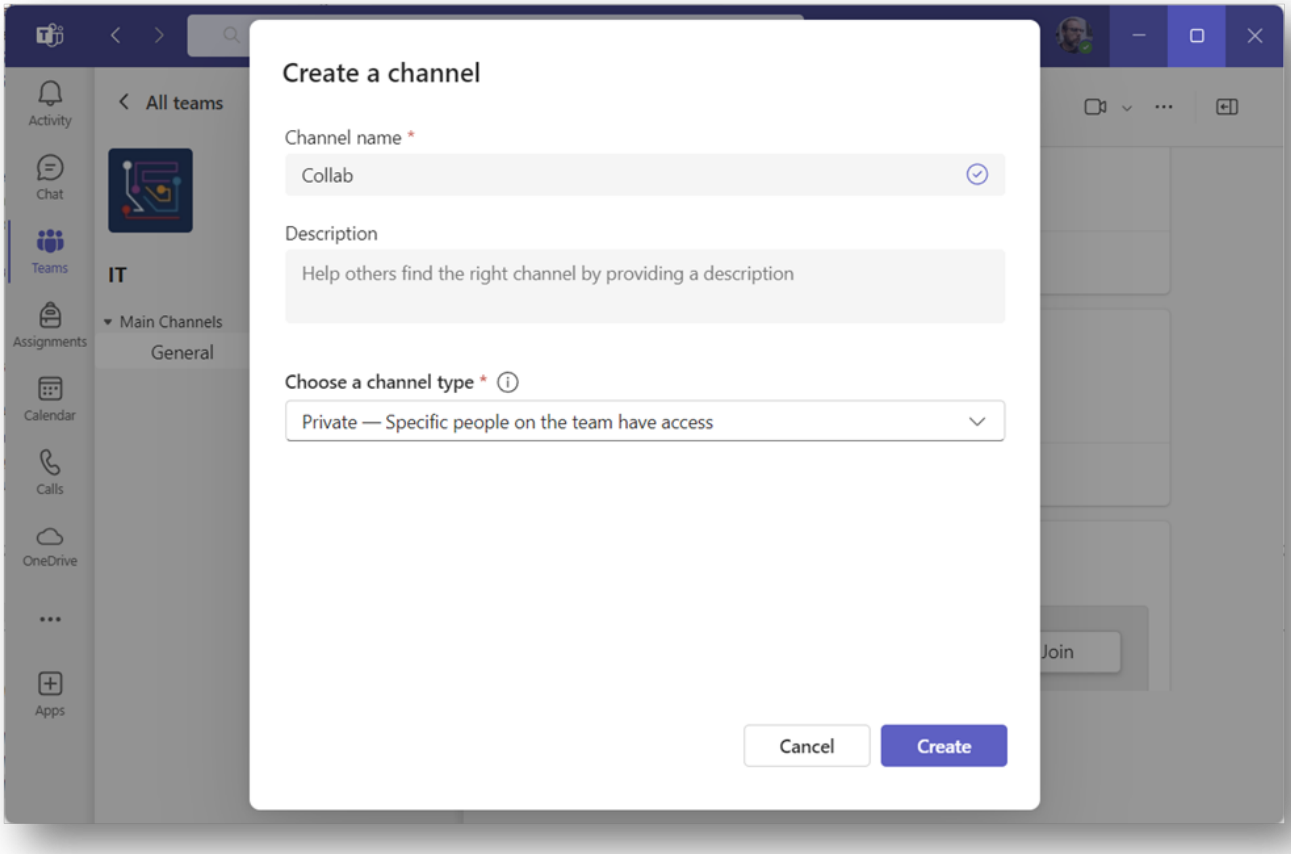

Search (Ctrl+E)
Activity
Chat
Teams
Assignments
Calendar
Calls
OneDrive
Apps
Teams
Join or create team
Teams
IT
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Undergraduate Research Symposium
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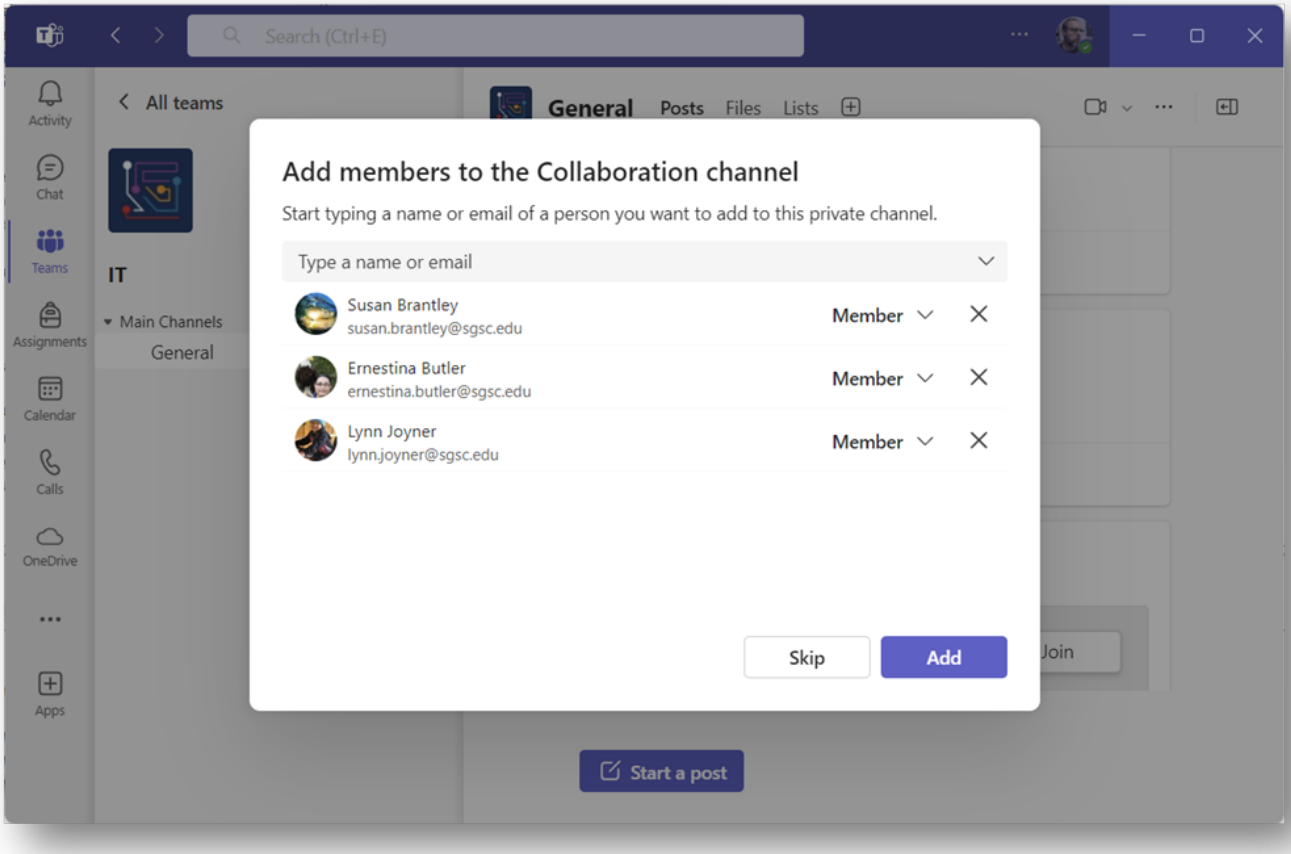
Click the ellipsis button next to the Team name to create a new channel



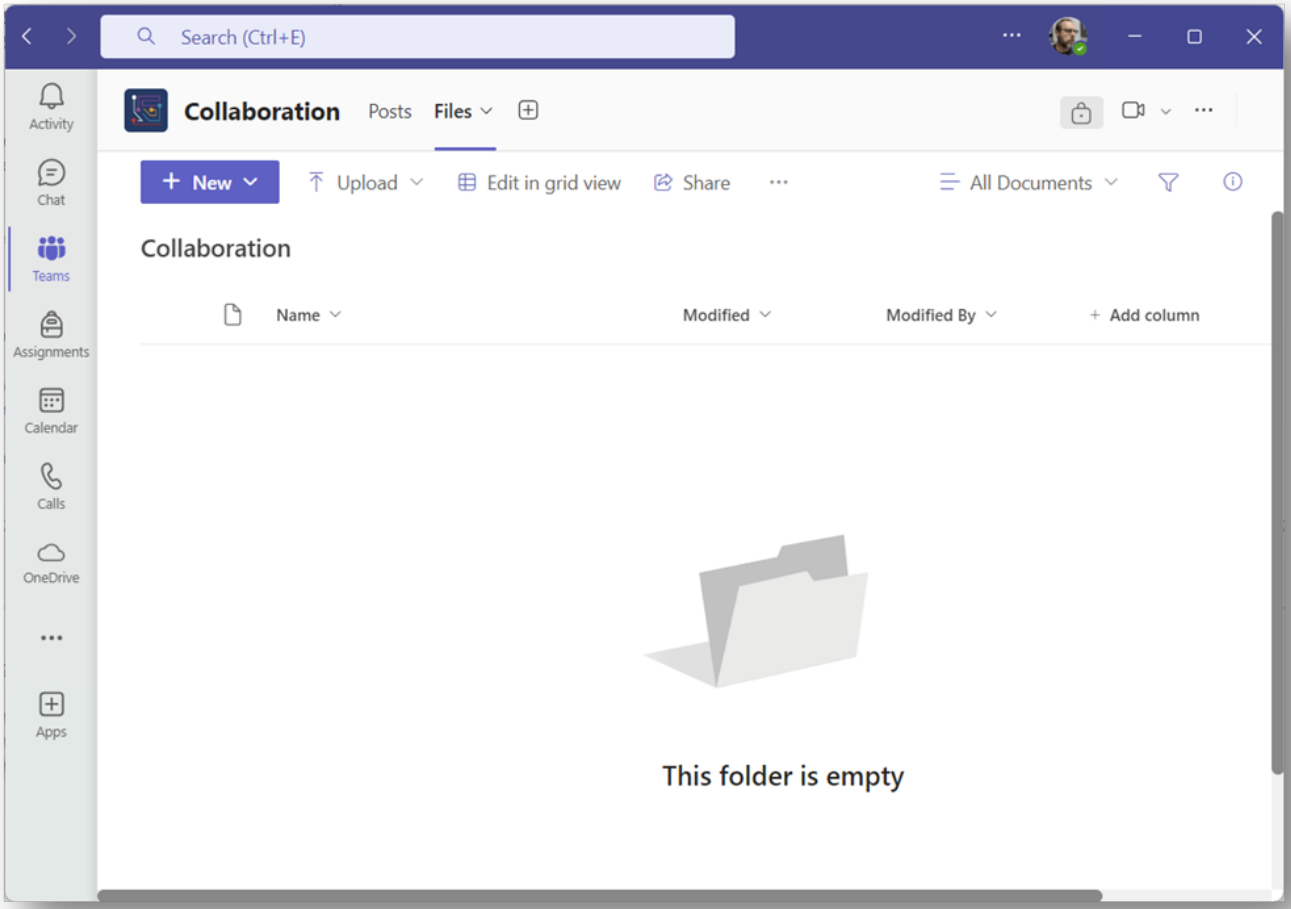
Give the channel a name and select the channel type. In this example I am going to limit the channel to specific people so that only these people can contribute to the document. If you'd like everyone in the channel to be able to contribute, choose "Standard". I am going to choose "Private"



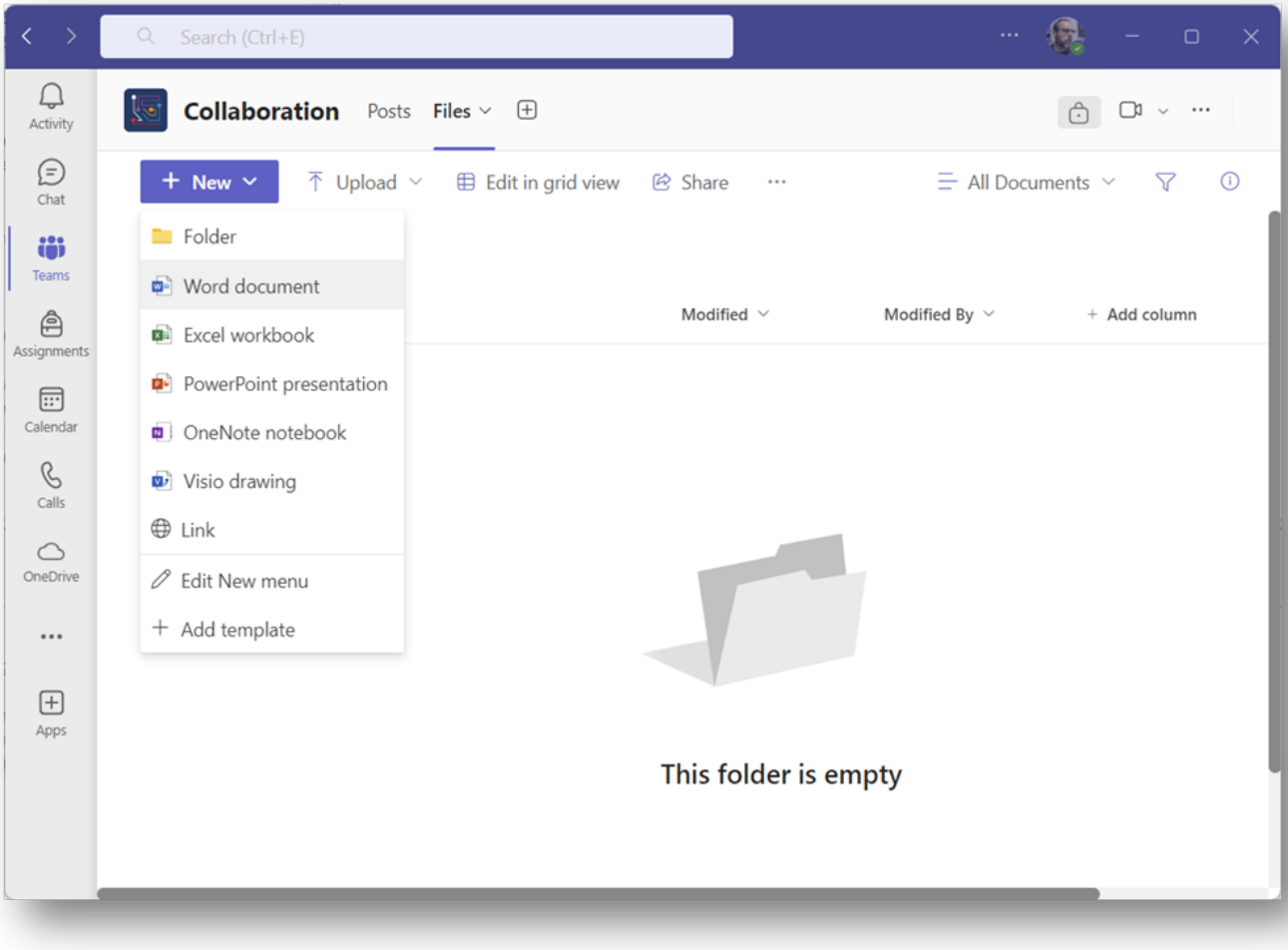
If you choose the “Private” option, the next screen will allow you to select members who can access the channel and contribute to the documents within. The person who creates the channel automatically has access, so you do not need to add yourself.



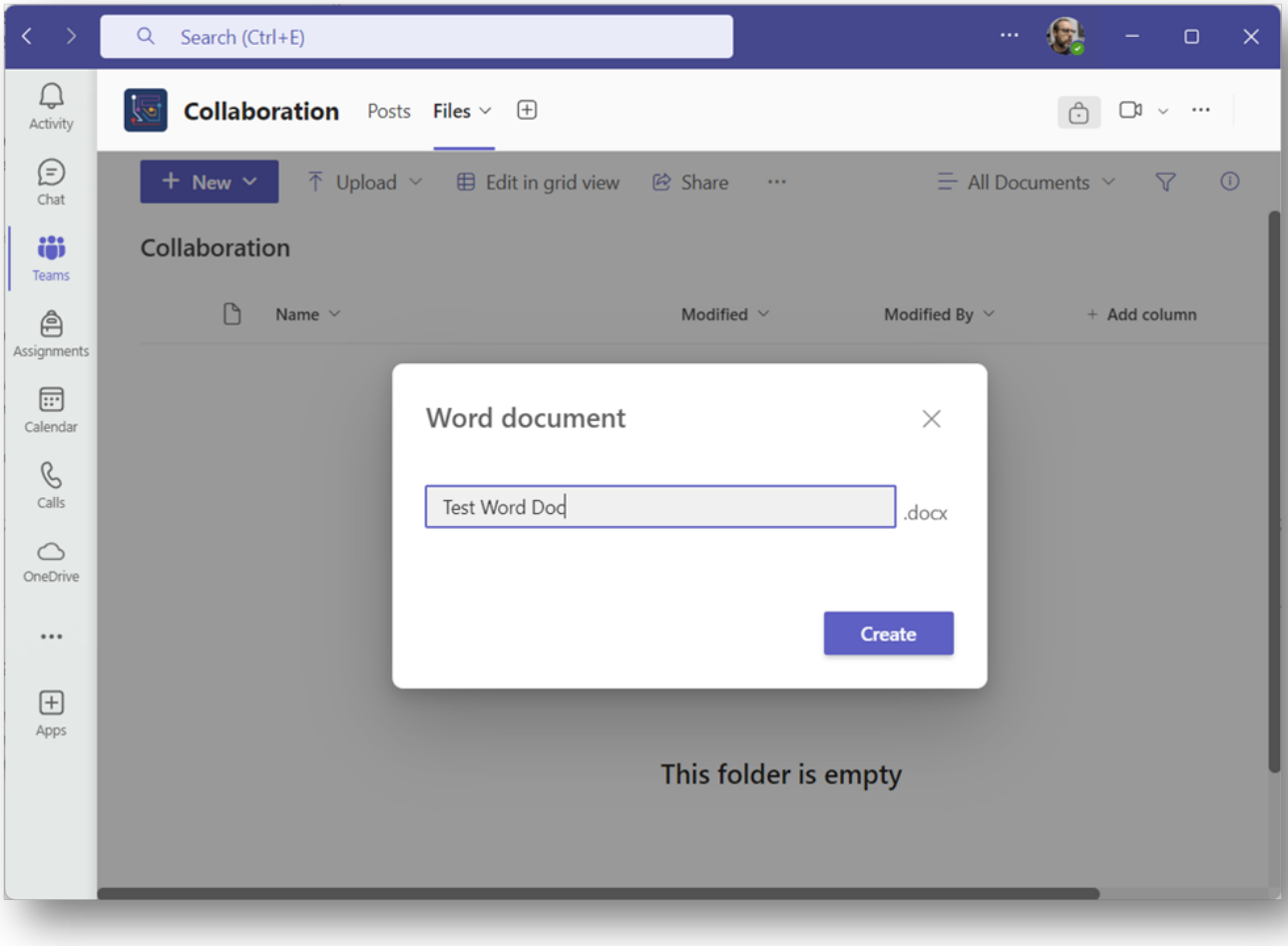
Now you have the option of sharing an existing document or creating a new one. Click the Files tab at the top of the page and wait for a few seconds for the section to appear. If you get an error “Something went wrong”, just wait a bit for the Files section to be provisioned. Go to another section of Teams and wait, then try going back into the Files section after some time. Sometimes it can take several minutes so if you keep getting errors, try back later. Eventually you should see the Files section:



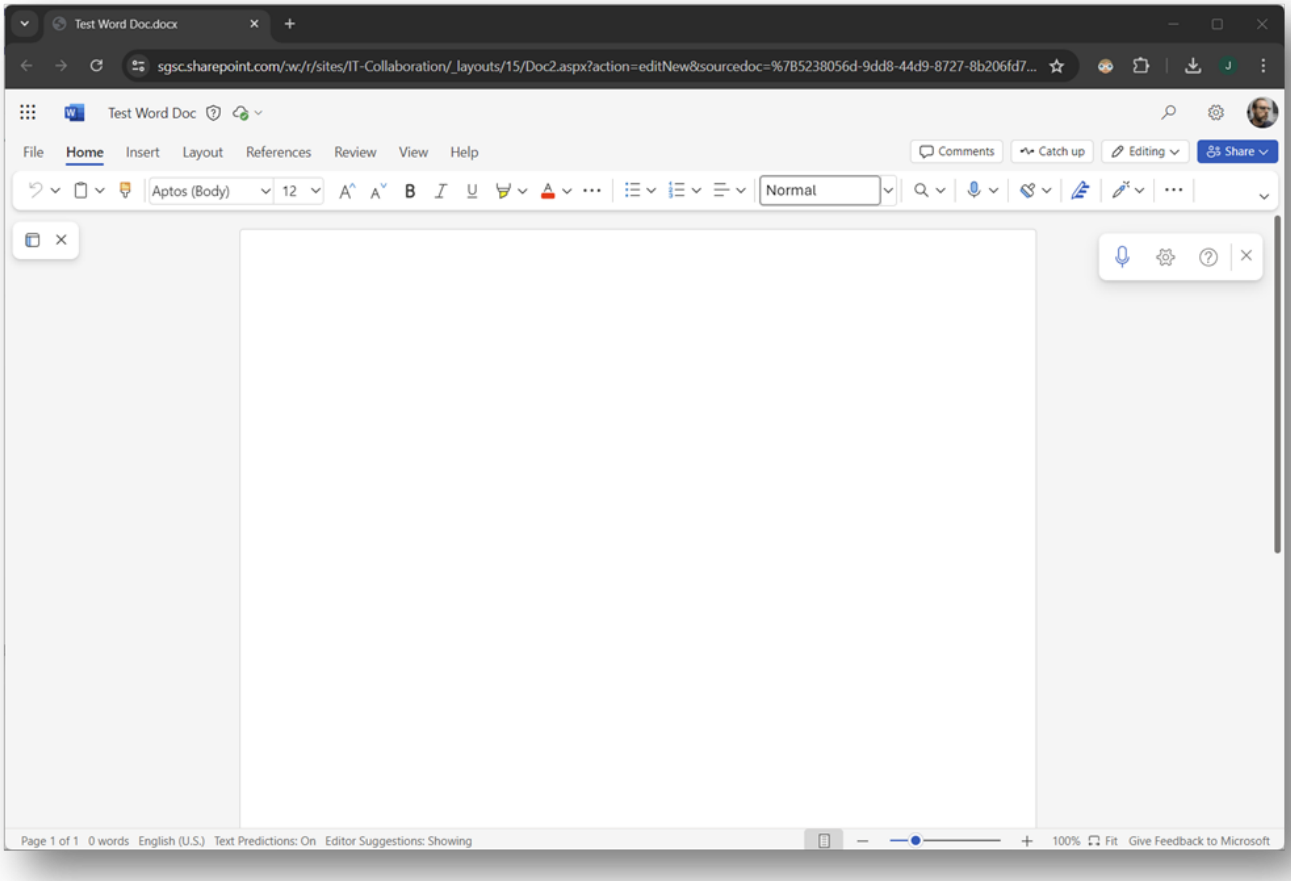
If you have an existing document on your computer that you would like to share for collaboration, choose the Upload button and browse to the file. Otherwise you can click New and select the type of document to create.



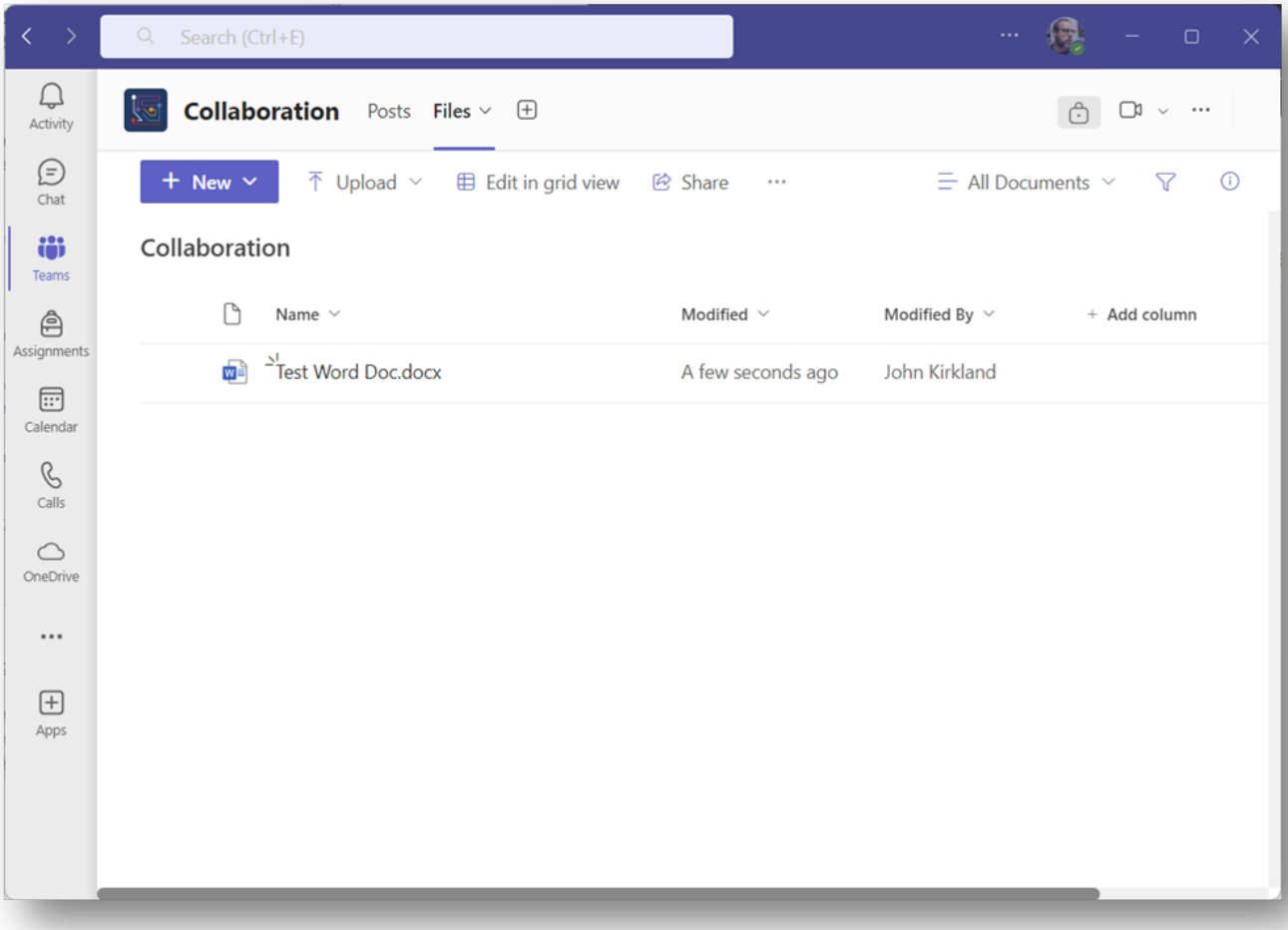
Enter a name for the new document and then click Create



The new document will automatically open in your web browser. When you add data to the document it will automatically save it, and anyone in the channel can also edit the document at the same time and their updates will show immediately.



If you go back to your Teams window you will see the document listed there



Any time you need to edit the document you can go into the Team and select the channel that you created, then click the document you want to edit. The document will open in the web browser and save changes as you type.

A word about security

Please be cautious with the data that you share through Teams/OneDrive. Since this data does not physically reside on campus, we need to take care with the information saved so that we are not publishing sensitive information or PPI on outside servers. We do not have control over Microsoft Cloud services. Basically, anything that is too sensitive to send in an email should not be shared through Teams.

Microsoft Bookings - Time Slots in the Wrong Time Zone

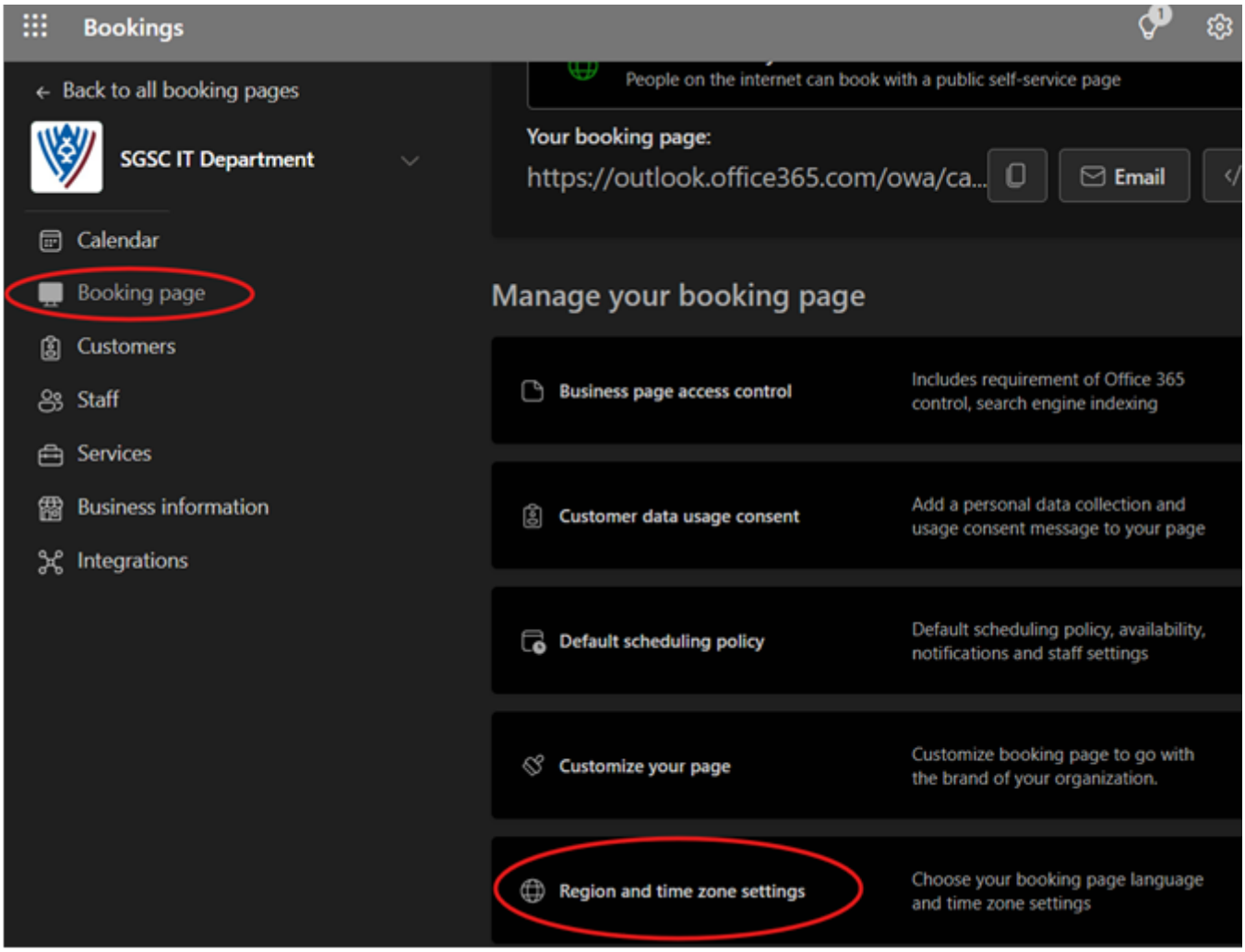
If you notice that students are requesting time slots and the wrong time zone is showing in the confirmation email/invite, or students are showing up at the wrong time for their appointments and you discover that their selected slot doesn't match with what is in your calendar, it is likely that the student has the wrong time zone set in their Microsoft account, wrong time zone set on their device, or the wrong time zone set in their home wi-fi router. It could also be an issue where they accidentally changed the time zone while they were reserving the time slot.

There is a setting in your Booking page that will force time slots to be offered in your local time zone.

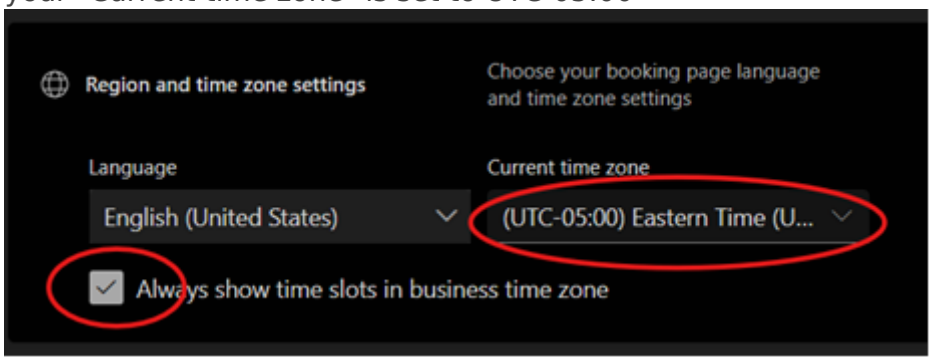
If you are using a "Personal Bookings" page (or "Book with me" page), these options are not available and the only thing to do is to communicate to students to be sure that the correct time zone is selected when booking a slot.

Change Bookings Page Settings

1. Navigate to your Bookings page
2. Scroll to the bottom and select the Region and time zone settings:



3. Enable the option "Always show time slots in business time zone" and also make sure that your "Current time zone" is set to UTC-05:00

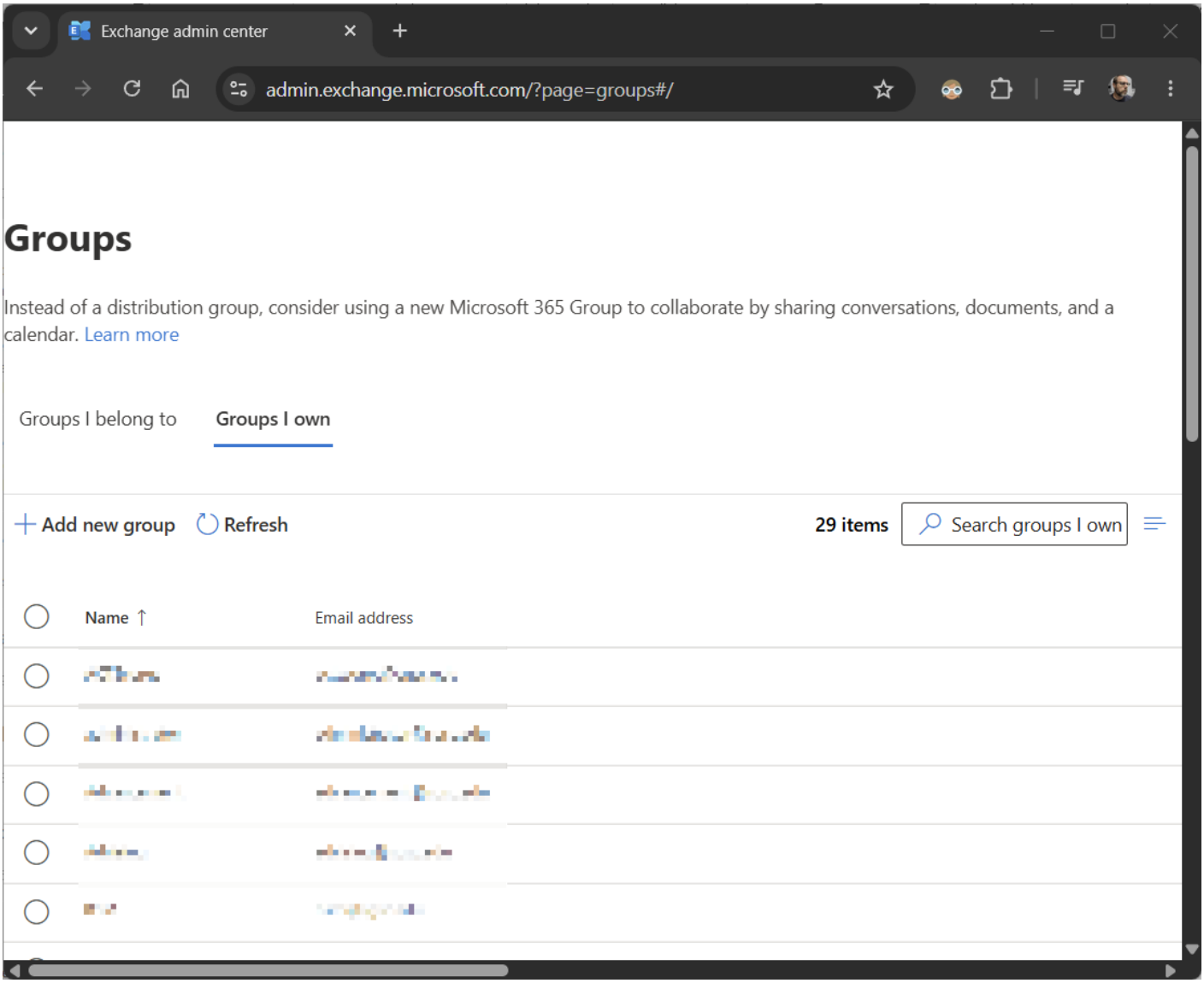


4. This will result in the time zone selector on your Bookings page to be disabled and instead a message will be shown: "All times are shown in Eastern Time (UTC-05:00)

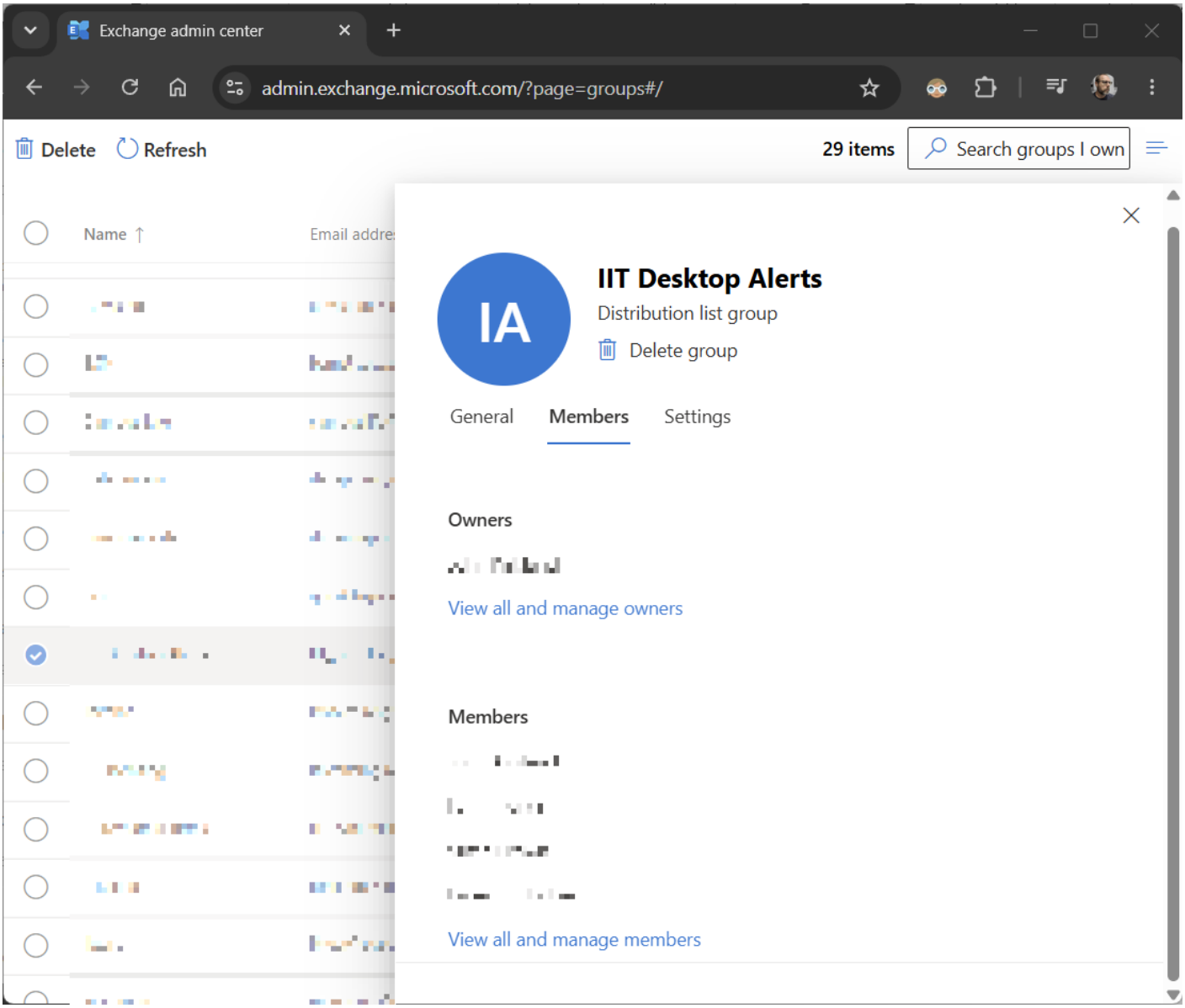
How to Manage Office 365 Distribution Groups as Group Owner

If you have been assigned as a group owner, you can manage group membership through the Exchange Admin Portal (click here to open in a new tab).

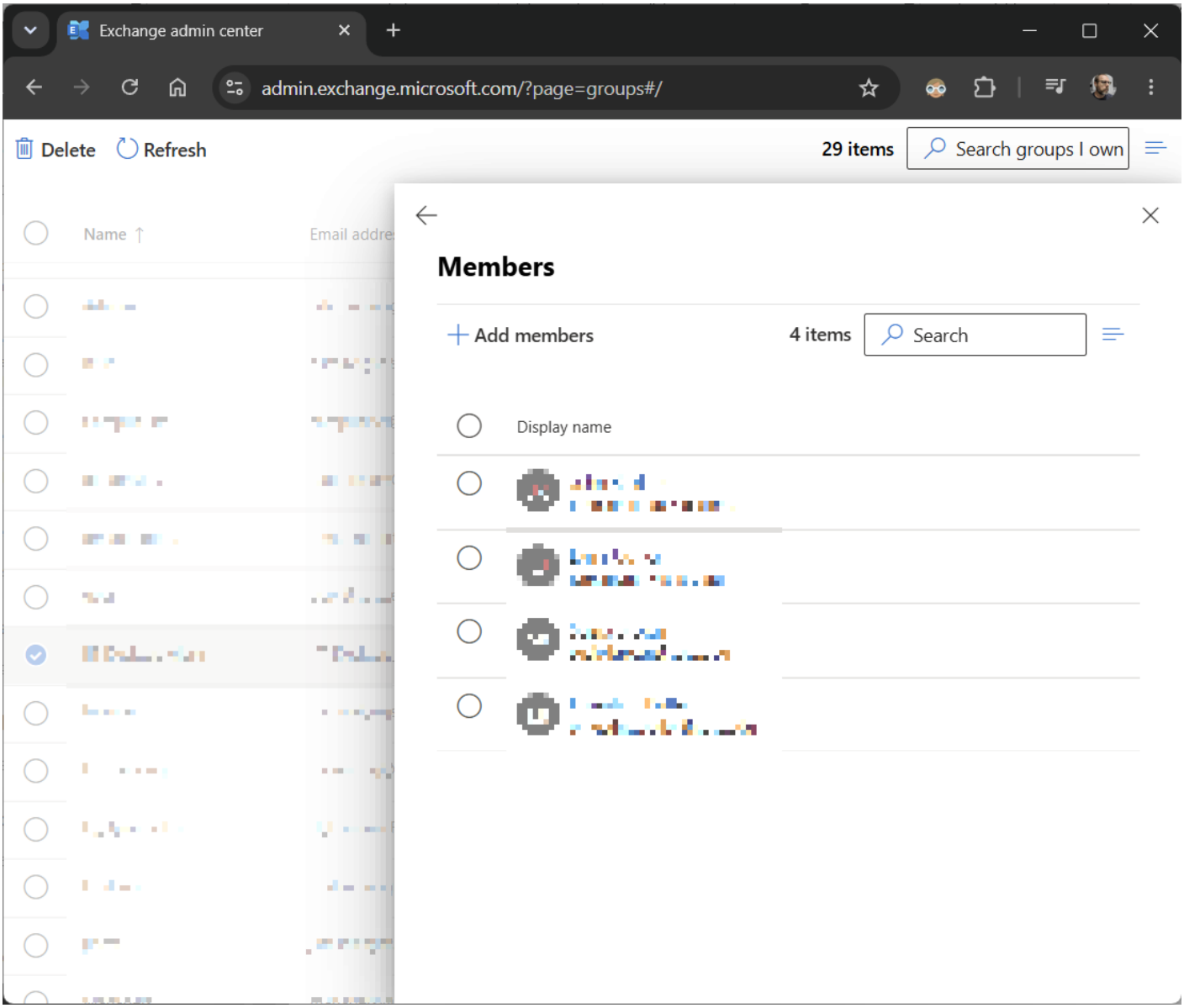
Log in with your work account, then navigate to the "Groups I own" tab:



To add or remove members to a particular group, select the group from the list and a flyout should open. Select the Members tab:



Click the link at the bottom to "View all and manage members":



To add a new member, click the "Add members" link, search for the name and select it, then click Add.

To remove a member, select them from the list and the "Add members" link will change to "Delete". Click Delete.

If you experience any issues accessing your groups, or need additional assistance with managing your groups, submit an IT ticket.

Troubleshooting

If you can't see any groups listed in the "Groups I own" page, the **Role assignment policy** may not be set correctly in the Exchange Admin center. The IT department will need to change the **Role**

assignment policy to "Office 365 Group Creators" in the Exchange Admin Center under the Mailbox tab of the account.