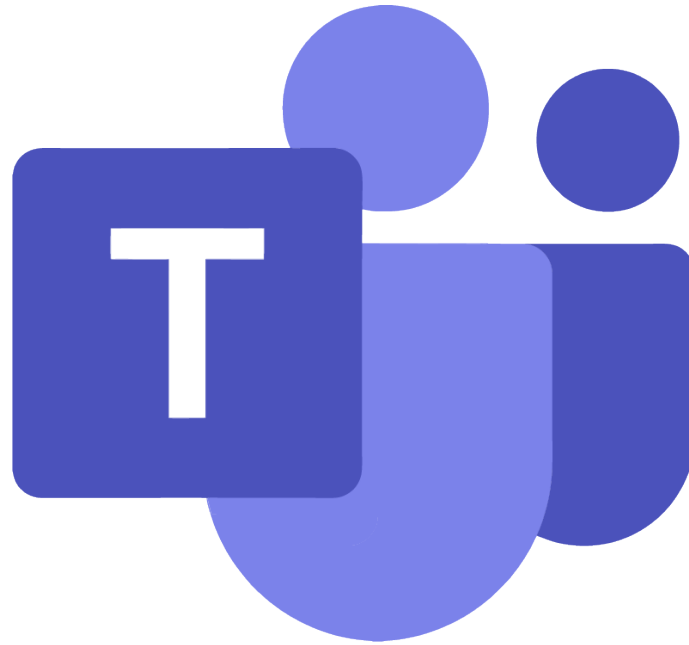




MICROSOFT TEAMS

BEYOND THE BASICS



Developed and Presented By, Virtual Training Co.



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Microsoft Teams

Microsoft Teams can be used for several things. Here are some ways you can leverage its full potential:



1. **Collaborative Meetings:** Use apps like MURAL, Miro, Lucidspark, and Freehand to make your meetings more interactive. These apps allow real-time collaboration on a shared canvas, perfect for brainstorming and visual collaboration.
2. **Integrated Apps:** Teams integrates with a wide range of apps to streamline workflows. For example, you can use Asana for project management, Slido for live polls and Q&As, and Power Automate to automate repetitive tasks.
3. **File Collaboration:** Co-edit documents in real-time using Office tools like Word, Excel, and PowerPoint directly within Teams. This eliminates the need to switch between different applications.
4. **Task Management:** Utilize Microsoft Planner and To Do within Teams to manage tasks and projects. You can create, assign, and track tasks without leaving the Teams environment.
5. **Calling and Meetings:** Teams supports voice and video calls, making it easy to connect with colleagues and clients. You can schedule and join meetings directly from your calendar.
6. **Custom Apps and Bots:** If you have specific needs, you can create custom apps and bots to automate processes and enhance productivity. These can be integrated seamlessly into your Teams environment.

By exploring these features, you can transform Teams into a powerful hub for collaboration and productivity.

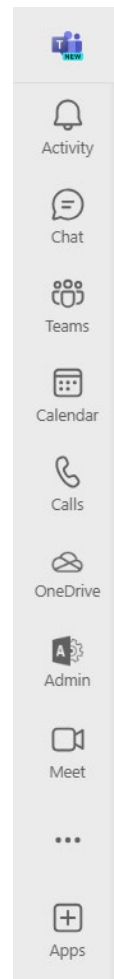


New Teams User Interface

Navigation Pane

On the left-hand side you can navigate to different areas within Teams, such as Chats, Meetings, Files and Activity.

- **Activity:** Shows you the last activities of the Teams that you are part of.
- **Chat:** This holds your Team conversations, providing a complete chat history. However, for a chat within a Team you should use the Teams menu and hold the group chat in 'Conversation'.
- **Teams:** An overview of all your Teams that you are part of and allows you to drill-down into each Channel within the Teams. This is also where you can create Teams.
- **Calendar:**
- **Calls:**
- **OneDrive:** Within Files you can quickly find and view files across OneNote, OneDrive and within Teams (stored in their own SharePoint sites). There's also a very helpful 'Recent' tab so you can quickly access the latest documents you were working on, as well as a shortcut to your Downloads.
- **Admin:** Only available to Administrators.



Modify the Navigation Pane

The navigation pane on the left side of the windows in Teams, can be customized to include other apps. If you want quick easy access to the apps, you use the most. Follow these steps.

1. Click the ... menu to display a list of Microsoft apps.
2. Click on the one you want to open.
3. Once it's open it can be pinned by right clicking on the icon in the navigation bar.

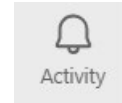
Manage the icon by right clicking on it. You can unpin it if you no longer want to use it through Teams.



Example "Meet": The Meetings tab pulls your meetings in from Outlook and allows you schedule meetings within the Meetings tab that are sent to a Team. If you want to schedule other meetings with external users or individuals, you will still need to use Outlook, as the Teams Meeting tab is only to schedule a meeting with a Team. (Remember the aim is team collaboration, not calendar management).




Activity Feed

The Activity icon on the navigation pane is for more than you might think. It can display notifications from apps beyond Teams like from SharePoint.



Select Activity  to view your activity feed, a summary of everything that's happened in the channels that are in your teams list. Select Filter  at the top right corner of the feed to show specific types of messages such as @mentions, replies, and likes. You can select the Unread Only toggle to limit your view to unread notifications.

When a red circle appears next to Activity , you have a notification—such as an @mention or a reply—in your feed. These notifications remain in your feed for 30 days. After that they expire and no longer show in your feed.



If you see a red circle with a number on the Activities icon. Once you click Activities you will see a list.

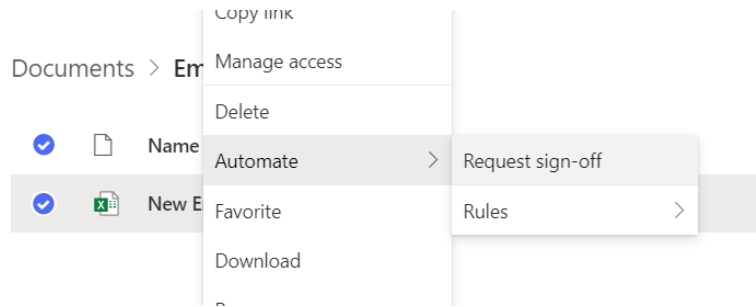
The Activity feed in Microsoft Teams is a centralized hub for all your notifications and updates. Here's what it typically shows:

1. **Unread Messages:** Any messages you haven't read yet.
2. **@Mentions:** Notifications when someone mentions you directly, mentions a team you're part of, or mentions a channel you're subscribed to.
3. **Replies:** Responses to your posts or comments.
4. **Likes and Reactions:** Notifications when someone reacts to your messages.
5. **Missed Calls and Voicemails:** Alerts for any calls you missed or voicemails you received.
6. **Meeting Invites and Updates:** Notifications for new meeting invites or changes to existing meetings.
7. **Tasks and Assignments:** Updates on tasks assigned to you or created in your group.

You can filter the Activity feed to focus on specific types of notifications, such as @mentions or replies. This helps you prioritize and manage your notifications more effectively.



Example: If you are in a Document Library, you can Request sign-off on a file. Once it is sent, the person needing to sign off on it gets an email notification, but they also will get notified in Teams Activity.



@Mentions

In Microsoft Teams, @mention is a feature that allows you to get someone's attention in a channel conversation or a chat. To use it, type "@" before the name of the person you want to mention and select them from the menu that appears. You can also mention someone simply by typing their name. Start by capitalizing the first letter: as you continue to type the name, a list of people will appear for you to choose from. When an @mention recipient receives a notification, selecting it takes them directly to the point in the conversation where they were mentioned.

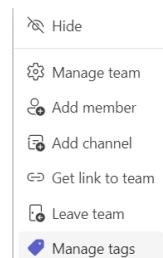
They receive a notification, which they can click to go directly into the point in the conversation where they were mentioned.

To get the attention of an entire team, try one of these:

- Post something in the Team's general channel. The channel name appears bold for every team member.
- Type @team to message everyone on that team.
- Type @channel to notify everyone who has favorited that channel.

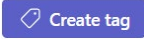
Manage @Mentions with Custom Tags

Team owners can create custom tags in a Teams site. These tags can be used to notify certain people within your team. You can tag people based on attributes such as: role, project, or location. You can create custom tags by going to the ellipses next to the team you want to create the custom tags for and select Manage Team. In the Members tab you'll see the Tags column. Here you can create, add, and remove tags. To use your custom tag @mention enter @followed by the tag name.





To Create a Custom Tag:

1. Right click on the name of the Team.
2. Click Custom Tag
3. At the top right, click .
4. Fill in the Tag Name, etc.
5. Click Create.

Create a new tag

Tag name
Letters, numbers, spaces and emojis are allowed ⓘ

Tag description
Let people know what this tag is all about

Add people
Type a name

Post to the **General** channel to promote the tag

Include the message below or write your own

I created a tag in this team. Just @mention it and everyone who has been assigned that tag will receive a notification. Try it out!

Working in Team Channels

By effectively using channels, you can enhance collaboration and keep your team's work organized.

Channel Conversations

Persistent chat is the name of the game with Teams. While it might seem like you're using iMessage, WhatsApp, or Android Messenger, you're not. Conversations have more features than simple chat (even compared to Teams private chat!) and conversations are the Teams replacement for messy, disorganized email threads. These are some ways to keep things organized, easy-to-follow, and clean.

- @mention individuals to get their attention and a response.
- @mention-ing is equivalent to placing someone in the To or CC field of an email. Use @ accordingly; don't overuse it.
- **Press backspace/delete after inserting an @mention to remove surnames or extraneous information.**
- Sometimes Teams includes job titles, locations, or "Guest" in usernames, wasting valuable space. And sometimes you just want to be informal with your colleagues.
- **Don't @mention a Team or channel unless you really need to.**
- Nobody likes more notifications than is necessary.

Urgency in conversations is comparable to urgency of an email.

- Don't expect an immediate response even if you @mention someone in a conversation. Expect the response time to be like if you had sent an email. Use the ! button to mark a message as important.



Use subject lines when starting new conversations.

- You wouldn't send an email without a subject, would you? Subject lines make conversations easier to find. Click the format icon under the message box.

Use announcements appropriately.

- Announcement messages have an image banner with large text. Don't overuse announcements; they take up a lot of space and too many will dilute their importance.

Working with Files in Teams

Teams is an excellent place to work on files alone or simultaneously with coworkers. Your Team files live in a SharePoint site that was created with your Team.

Keep files under 250 GB in size.

For bigger files, use the OneDrive sync app to do the uploading and syncing for you.

Limit to three levels of folders deep.

Not only is this best practice, but there is a character limit to the folder path length.

Sync files for offline access.

Install the OneDrive app for offline access built directly into Windows Explorer, macOS Finder, and the OneDrive mobile app. Work on the plane without needing Wi-Fi!

You can always view your files directly in SharePoint if you prefer.

When you're in the Files tab, click Open in SharePoint to access the files with all the complex goodness SharePoint offers.

Yes, files and folders can have their own permission.

You can share files and folders with other people from SharePoint. But be careful: file-level permissions can quickly get difficult to manage.

If you want to move files from one Team or Channel to another, use the Move button in Teams (or SharePoint).

This ensures you won't lose the version history of the file(s). If you do a simple drag-and-drop move, the file in the new location is considered a completely new copy of the original, with the original having been deleted.



Where you upload your files matters.

If you upload a file into the Files tab in a Channel, it gets saved to SharePoint. But, if you upload a file into a private chat, the file is saved in the uploader's OneDrive and shared automatically with everyone in the chat.

The Files experience in private channels is unique.

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The Files experience in private channels is unique.

See the Private Channels chapter for more information and best practices.

Files in Chats or Posts

When you attach a file to a chat or post in Microsoft Teams, it typically becomes a **link** to the file stored in OneDrive or SharePoint. This allows everyone in the chat or team to access the most up-to-date version of the file.

However, if you upload a file directly from your device, it will be stored in the corresponding Teams channel's SharePoint folder or your OneDrive (for private chats), and a link to that file will be shared in the chat or post.

File Tab in a Channel

When you store files in a Microsoft Teams channel, they are stored in a SharePoint document library associated with that team. Here are some key features from SharePoint document libraries that you can use with these files:

1. **Version History:** Track changes to documents over time. You can view, restore, or delete previous versions of a file.
2. **Metadata and Tags:** Add metadata and tags to files to improve organization and searchability. This helps in categorizing and filtering documents.
3. **Co-Authoring:** Multiple team members can edit documents simultaneously, enhancing real-time collaboration.
4. **Permissions Management:** Set specific permissions for files and folders to control who can view or edit them. This ensures data security and integrity.



5. **Check-In/Check-Out:** Manage document editing by checking out files when making changes and checking them back in when done. This prevents conflicts and ensures that only one person edits a document at a time.
6. **File Sharing:** Share files with internal or external users by generating shareable links. You can set expiration dates and permissions for these links.
7. **Integration with Power Automate:** Automate workflows related to document management, such as approval processes, notifications, and more.
8. **Custom Views:** Create custom views to display files based on specific criteria, such as by metadata, tags, or other filters.
9. **Alerts:** Set up alerts to get notified when changes are made to files or folders. This helps you stay updated on important document activities.

By leveraging these features, you can enhance your file management and collaboration within Microsoft Teams.

Private Channels

Private channels give you the ability to have permission-protected channels where confidential conversations can take place and files stored. While private channels are popular, their use should probably be minimized and only utilized when necessary. The way they work results in additional complexity and responsibility for those using the Team.

Here are some of the ways you can be use private channels (PCs) in Teams.





Private Channels have their own owners. The owner of the main Team isn't necessarily the owner of the PC. Team owners that aren't PC owners can only see the PC name and description.

Private Channels members are always a subset of the main Team's members. You can't add people to the PC that aren't already members of the Team.

External guests can be part of a PC. Just remember these guests must be a member of the main Team first.

Private Channels files get their own (slimmed down) SharePoint site. File storage for a PC is in a separate SharePoint site (collection) from the main Team.

The Private Channels SharePoint site has limited permissions options. You can't change the owner/member groups through SharePoint, though you can use the visitor group and create new SharePoint security groups.

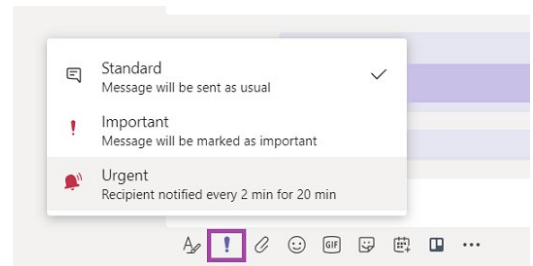
PCs have limited integration features. Tabs, most apps (excluding Planner), and connectors are supported, and each PC has an email address like normal channels. But PCs do not support bots, moderation, or scheduled channel meetings.

Chat Options

Important or Urgent Chats in Teams

If you want to make sure people pay attention to your message, mark it as important or urgent.

To do that, select Set Delivery Options Mark as important button beneath the compose box, and then select Important or Urgent. That adds the word "IMPORTANT!" or "URGENT!" to your message. Once in the message, you'll be able to include files, links, or pictures.



An **urgent message** will notify a person or group repeatedly, every 2 minutes for 20 minutes, or until they read it. You'll have to judge based on your organization and culture what messages are urgent.

Note: If you don't see the option to mark a message as urgent, it may be because there are more than 20 members in your group chat. Additionally, your administrator needs to enable urgent messages.



Delay a Chat

To send a delayed message in Microsoft Teams, follow these steps:

1. Compose your message in the chat.
2. Right-click on the Send button.
3. Choose the date and time you'd like to send it from the pop-up menu.
4. Click the Send at scheduled time button.
5. Select Send.

NOTE: For files shared in private chat, they get uploaded to the sender's OneDrive. Even though it looks like files are stored in Teams, they aren't behind the scenes they're always stored in SharePoint (for a Team) or OneDrive (for a private chat).

Microsoft Teams Meetings

Meetings

Meetings in Teams include audio, video, and screen sharing for up to 1,000 people and a view-only streaming experience for participants over 1,000. Participants don't need to be a member of an organization (or have a Teams account) to join a Teams meeting. They can join directly from the calendar invitation via the Join meeting link or call in via audio if available.

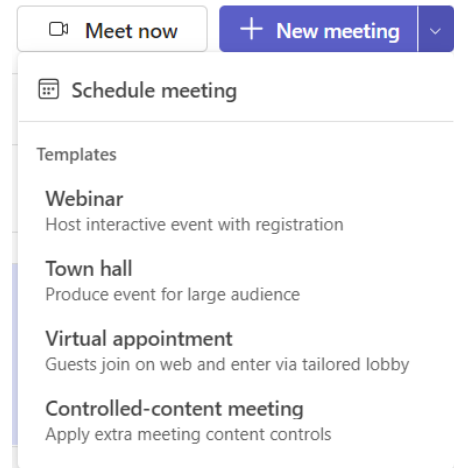
In addition to regularly scheduled meetings, your users can create channel meetings. With channel meetings, everybody in a team can see there's a meeting, join the meeting, and use the meeting chat.

Meetings are generally best for situations where participants need to interact with each other via voice or chat and where multiple people may be presenting.



Microsoft Teams offers several types of meetings to suit different needs:

1. **Private Meetings:** These are scheduled with specific individuals and are not visible to others outside the invitees.
2. **Channel Meetings:** These are scheduled within a specific Teams channel and are visible to all members of that channel. This is useful for team-wide discussions and updates.
3. **Meet Now Meetings:** These are impromptu meetings that can be started instantly from a chat or channel without prior scheduling.
4. **Webinars:** These are designed for larger audiences and include features like registration, attendee reporting, and interactive Q&A sessions. Webinars can accommodate up to 1,000 interactive participants.
5. **Town Halls:** These are large-scale events intended for company-wide announcements or presentations. They can support up to 10,000 participants, with options for view-only attendees.



Each type of meeting has its own set of features and capabilities, allowing you to choose the best format for your specific needs. Is there a particular type of meeting you're interested in exploring further?

Agenda Loop Component

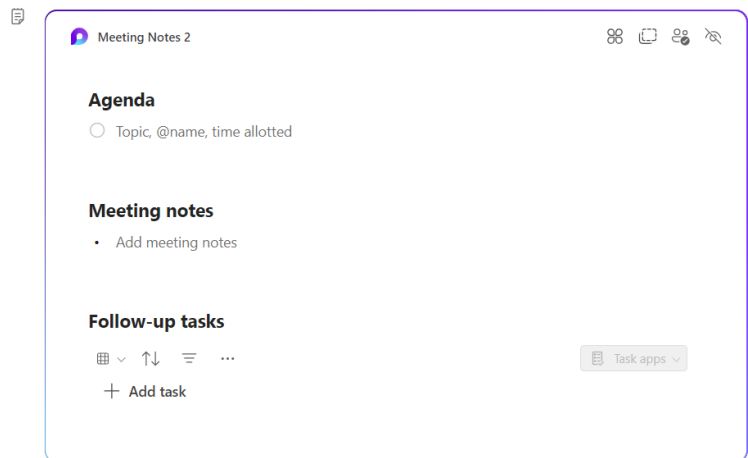
Using the new Agenda Loop component in Microsoft Teams can greatly enhance your meeting organization and collaboration. Here's a step-by-step guide on how to use it:



Creating and Using the Agenda Loop Component

1. Schedule a Meeting:

- Go to your Teams calendar and click on **New Meeting**.
- Fill in the meeting details such as title, attendees, date, and time.
- In the meeting details, click on **Add an agenda that others can edit**. This will open the Loop component.



2. Add Agenda Items:

- In the Loop component, start adding your agenda items. You can create a bulleted list or numbered list to organize the topics.
- Assign specific agenda items to team members by @mentioning them. This helps in clarifying responsibilities and ensuring everyone knows their role.

3. Collaborate in Real-Time:

- During the meeting, participants can edit the agenda in real-time. They can add notes, comments, and check off items as they are discussed.
- The Loop component syncs automatically, so everyone sees the updates instantly.

4. Take Meeting Notes:

- Use the same Loop component to take meeting notes. This keeps all relevant information in one place.
- You can also add tasks and assign them to team members directly from the Loop component¹.



It's all about the agenda

An agenda is important for a great meeting. But running a business can be busy.

1. To start a Collaborative Note, click “add an agenda” when creating a meeting in Teams.
2. Once you send the meeting request, everyone invited can easily add, edit, and reorder agenda items. This approach saves you time and effort, but it also results in more productive meetings because it ensures that the most important topics are addressed.

Since Collaborative Notes are Loop components you can work on them across other Microsoft 365 web apps, Microsoft Outlook, Microsoft Teams, Microsoft Word, and Microsoft Whiteboard. Perhaps your business partner can't attend the meeting, but you'd still like her input on the agenda. Share the Collaborative Note with her in an email and as she provides her input in Outlook, you'll see her updates in Teams.

Make meetings work for you

During a meeting, any participant can use Collaborative Notes to check off or re-order agenda items and take notes and assign follow-up tasks in one central place.



Notes

During your kickoff meeting, each participant can capture notes, follow-up tasks and timelines related to their role—or tag items for other participants—while seeing everyone else's notes, too.

In the task list, you can use “@” to assign people a task and set a due date. And if you prefer a more visual task list, you can turn your list into a board view. Because Collaborative Notes are Loop components, you can add links and other components directly in the notes. Coordination like this across your business can help make sure that all key aspects of a project are well managed and allow your team to work more effectively.

5. Post-Meeting Follow-Up:

- After the meeting, the agenda and notes are saved automatically. You can access them from the meeting details in your Teams calendar.
- Follow up on action items by checking the Loop component or integrating with Microsoft To Do or Planner.



Benefits of Using the Agenda Loop Component

- **Enhanced Collaboration:** Everyone can contribute to the agenda and notes, making the meeting more interactive and inclusive.
- **Real-Time Updates:** Changes are visible to all participants instantly, ensuring everyone is on the same page.
- **Centralized Information:** All meeting-related information is stored in one place, making it easy to review and follow up.

By incorporating the Agenda Loop component into your meetings, you can streamline your planning process and improve overall productivity. Would you like more details on any specific feature or step?

Meeting Templates

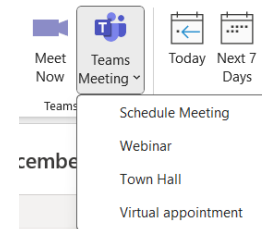
Meetings in Microsoft Teams can be started by using a Template. Depending on the type of event you are doing, choose the template that matches to receive additional options. Each template will give you options to fill out based on the event type.

[Overview of meetings, webinars, and town halls - Microsoft Teams | Microsoft Learn](#)

There are multiple ways to meet in Microsoft Teams:

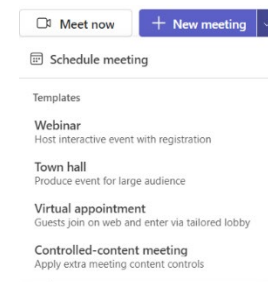
- Meetings
- Webinars
- Town halls
- Calls

From Outlook



- Webinar
- Town hall
- Virtual appointment
- Controlled content meeting

From Teams



Webinars

Webinars are structured meetings where presenters and participants have clear roles. A key difference between webinars and Teams meetings is that webinars support robust registration management, a customizable event and registration site, and event-oriented default meeting options.




Town Halls

Town halls are generally best for situations where a limited number of presenters are presenting to a large group of attendees and direct interaction via chat or voice conversation isn't needed. For these event formats, attendees don't use their cameras and mics, but instead use Q&A to engage with presenters and organizers.

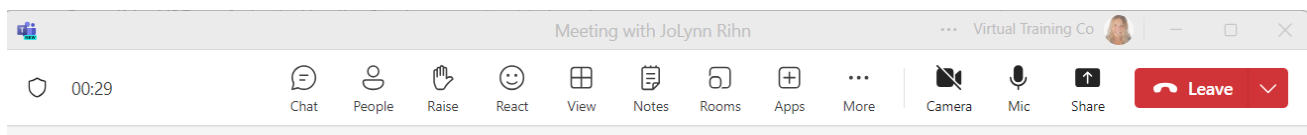
Setup the Meeting before or after it starts.

If you create a Teams Meeting from Outlook:

1. In Outlook Calendar click . This will add the link information to the notes area below.
2. You can fill out the top section then in the bottom by the link information, click on [Meeting options](#).
3. This will open a dialog box with the details you can change before the meeting starts.

During the meeting you can change settings as well.

1. Join the Teams meeting.
2. From the More ... menu, hesitate on Settings then click Meeting options.
3. This will open the options window on the right.
4. Make the necessary changes and click Save.



Change Your Background

If you want to change what appears behind you in your video meeting or call, you can either blur your background, replace it entirely with any image you want, or use Teams virtual background template. And with a Teams Premium license, you can change your Teams meeting background to a branded logo or image specific to your company.


Meet in front of dynamic, animated backgrounds for a more immersive virtual experience during Teams meetings. Before your meeting, select **Effects and**



Avatars > Video effects on the pre-join screen. Then, select a background with a video icon in the corner of the preview picture.

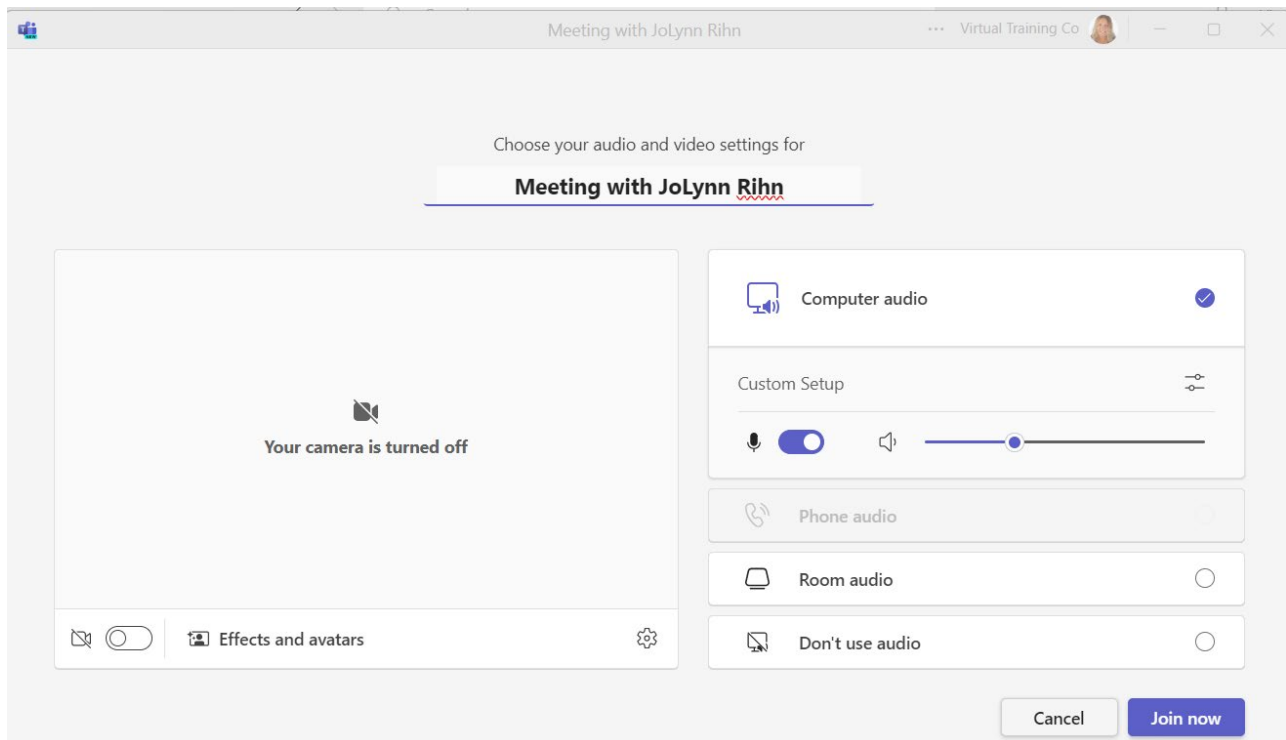
Change your background before a meeting starts.


Your background will persist in all your meetings and calls until you change it again.

While you're setting up your video and audio before joining a meeting, turn on your camera and select Background filters  .

Select Blur to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, select Add new and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.





To turn off background effects, select None .

Note: If you don't see this option in the menu, the feature might not be available on your device.



Change your background during a meeting

1. Go to the top of your meeting screen and select More actions *** > Video effects .
2. Select Blur to blur your background or choose from the available images to replace it. To upload an image of your own, select Add new and pick a .JPG, .PNG, or .BMP file from your computer.

To turn off background effects, select None .

3. Select Preview to see how your chosen background looks before you apply it, and then select Apply.

Share content in Microsoft Teams Meetings

To share your screen in a meeting, select Share



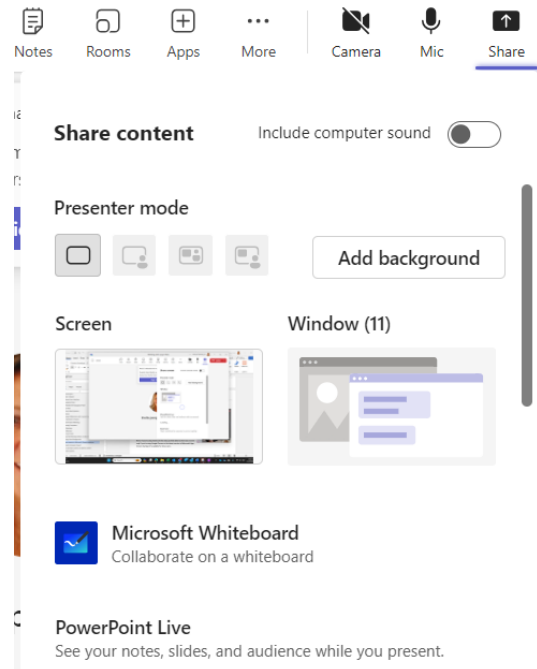
Share in your meeting controls. Then, choose to present your entire screen, a window, a PowerPoint file, or a whiteboard.

When you're done sharing, go to your meeting controls and select Stop sharing.

Include Computer Sound

Sharing computer sound lets you stream audio from your computer to meeting participants through Teams. You can use it to play a video or audio clip as part of a presentation.

1. To share sound, select Share then Include computer sound in your meeting controls and then Include computer sound (it's the switch on the top right of your sharing options). All sound from your computer, including notifications, will be audible in the meeting.

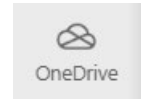




Using OneDrive in Teams

The OneDrive app has replaced the Files app in Teams, giving you consistent and familiar file management experience across all of Microsoft 365. The new OneDrive app takes advantage of all the recent updates made to OneDrive and SharePoint library experiences, bringing you the benefits of performance improvements, new views, and feature enhancements in OneDrive.

From the navigation menu on the left, click **OneDrive** to see all your important files, which are sorted into the following categories:

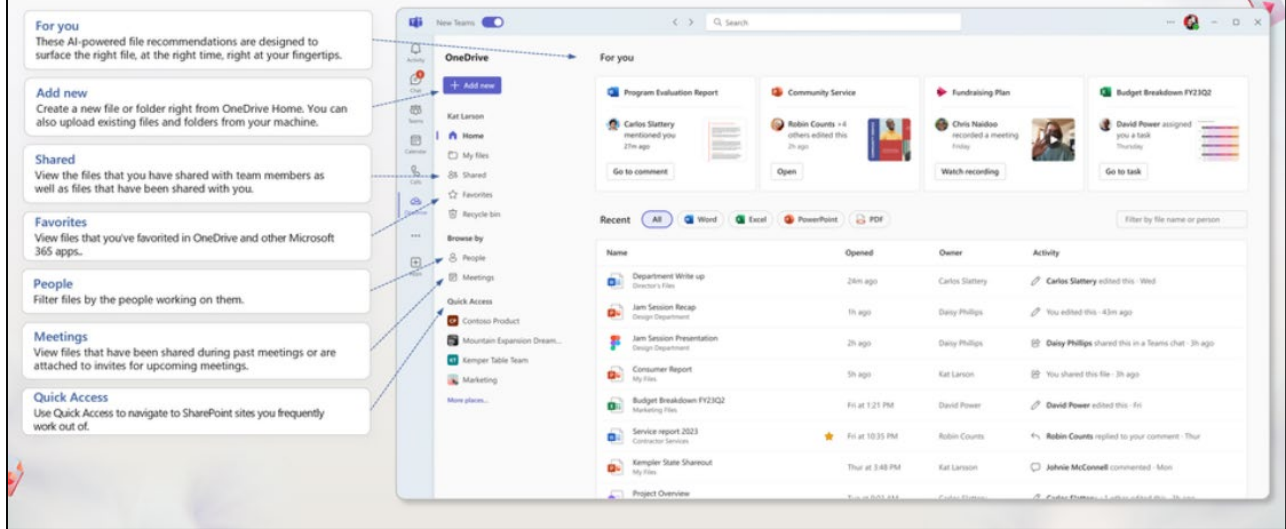


1. **OneDrive home:** With OneDrive you can find your recent files and other content such as Loop, Lists, Power BI, or Whiteboard – no matter where they are stored in Microsoft 365.
2. **For you:** This section at the top of the OneDrive home page shows you AI-powered file recommendations with thumbnails and file activity updates.
3. **Shared view:** Any file that's been shared with you, regardless of if it was shared in a chat, channel, meeting or email, will show up in the shared view. It's your go-to spot to find all the files on which you are collaborating.
4. **Meetings view:** The meetings view shows your upcoming and past Teams meetings, along with meeting recordings and shared files. Whether these files were shared in chat or the meeting invite, you'll find them all here.
5. **People view:** Sometimes you don't remember the name of a file or the specific chat where a file was shared, but you do remember the person who shared it. Context is vital when looking for the right file. The people view organizes your files by the people you work with.
6. **Favorites:** Keeping track of important files is now easier with favorites. You can mark any file as favorite, then access it from your favorites list across OneDrive, Teams, File Explorer, Microsoft 365 apps, and more.
7. **Recycle bin:** Without leaving the Teams client now you can easily view and restore previously deleted files.



OneDrive app for Microsoft Teams

OneDrive app for Teams lets you easily find and access your files and shared files across Microsoft 365



Team Settings

Team Settings can be accessed from the top right of the Teams window by clicking on the ... menu, then Settings. When in the Settings window, you can control options like Notifications, Accounts, etc.

Microsoft Teams is absolutely loaded with features designed to enhance collaboration. Between the chats, channels, Teams, @mentions, and likes, notifications can certainly get out of control in a hurry!

That said, it's also super important to understand how to make sure you're not missing anything important or relevant to your workstream.

Settings

- General
- Accounts and orgs
- Privacy
- Notifications and activity
- Appearance and accessibility
- Files and links
- Calls
- Captions and transcripts
- Devices
- Recognition


General

System


- Auto-start Teams
- Open application in background
- On close, keep the application running
- Register the new Teams as the chat app for Microsoft

Opening content in Teams windows

Open incoming notifications and links in the main window



Main window



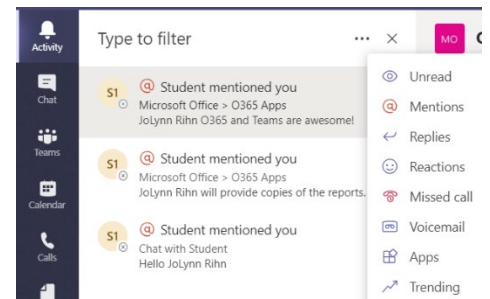
New window



There are three primary options when it comes to notifications in Microsoft Teams.

- **Banner and email** notification setting will show a banner message pop-up in the lower right of the screen and send an email (you can set the frequency) with the notification information.
- **Banner** notification will still show, but no email will be sent.
- **Only show in feed** notification will only be visible via the feed in the upper left of the application.

You'll still find the number of notifications in your activity feed, and via the feed you'll be able to keep a list record of recent notifications. You can also filter the notifications in your feed by type, a feature that comes in handy when looking through your recent @mentions.



Modify Notifications

You can change notification in different areas:

In a **Channel**, click on the ... eclipse menu, then Channel notifications.

 Channel notifications

In your **Profile**, click on your picture at the top right, then Settings, then Notifications.

 Notifications

Make your out-of-office response Teams-friendly.

Your Outlook out-of-office response displays in Teams as well (not to mention you can set your out-of-office message directly in Teams if you want). Say “Thanks for your message,” rather than, “Thanks for your email.”



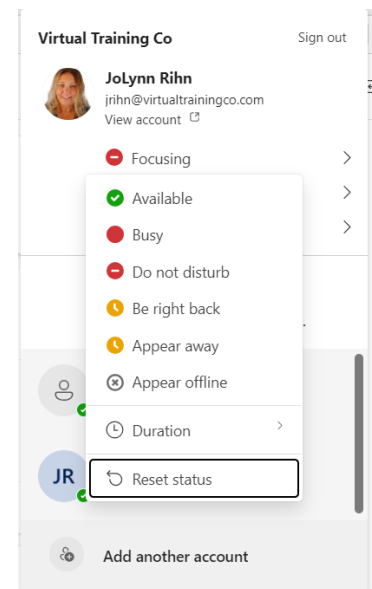
Presence Options

Microsoft Teams presence is a feature that indicates your availability and status to other users. Here's how you can use and manage your presence effectively:

Presence Status

Teams offers several presence states, which can be set automatically or manually:

1. **Available:** You are online and available to interact.
2. **Busy:** You are working and prefer not to be disturbed.
3. **Do Not Disturb:** You do not want to be interrupted. Notifications are muted.
4. **Be Right Back:** You are temporarily away.
5. **Appear Away:** You are signed in but not active on your device.
6. **Appear Offline:** You are not visible to others as being online.
7. **In a Call/Meeting:** Automatically set when you are in a call or meeting.
8. **Presenting:** Automatically set when you are sharing your screen.
9. **Focusing:** Set when you schedule focus time in your calendar.



Setting Your Presence

To manually set your presence status:

1. Click on your profile picture at the top right of Teams.
2. Select your status to choose another status from the list.

Custom Status Messages

You can also set a custom status message to provide more context:

1. Click on your profile picture and select **Set status message**.
2. Enter your custom message and choose how long you want it to be visible.



3. Optionally, check the box to show the message when people message or @mention you.

Automatic Status Settings

Teams can automatically update your status based on your activity:

- **Calendar Events:** Your status changes to “In a meeting” or “In a call” based on your Outlook calendar.
- **Idle Time:** Your status changes to “Away” when your computer is idle or in sleep mode.

Tips for Using Presence Effectively

1. **Keep It Updated:** Regularly update your status to reflect your availability accurately.
2. **Use Do Not Disturb:** When you need uninterrupted focus time, set your status to Do Not Disturb.
3. **Leverage Custom Messages:** Provide additional context with custom status messages, especially when you are away for extended periods.

By effectively managing your presence in Teams, you can improve communication and collaboration with your colleagues.