



# Mastering Microsoft Teams

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*BUILDING UNITY IN  
THE FM COMMUNITY*



# Agenda

- Edit Last Chat
- Attendance
- Open in Desktop App
- Co-Authoring
- Sheet View
- TEAMS Calendar
- Apps
  - Channel Calendar
  - List
- OneNote
- Planner
- Power BI
- Power Automate
- Power Apps



- Press the up arrow to quickly edit your last sent message

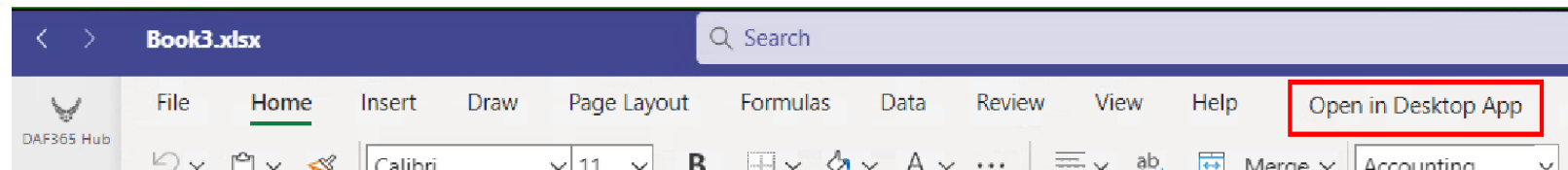


See who attended the meeting, for how long and when they joined and left.

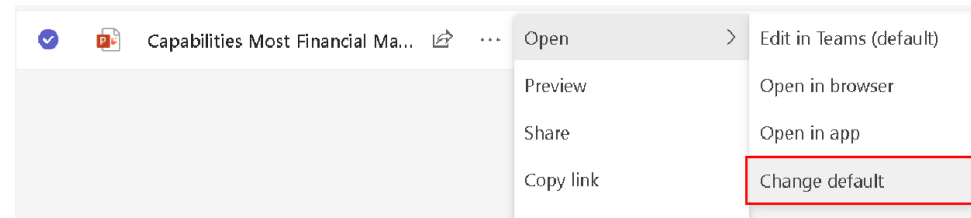
- Only meeting organizer has access to the attendance report
- It will only remain for a period of time

# Open in Desktop App

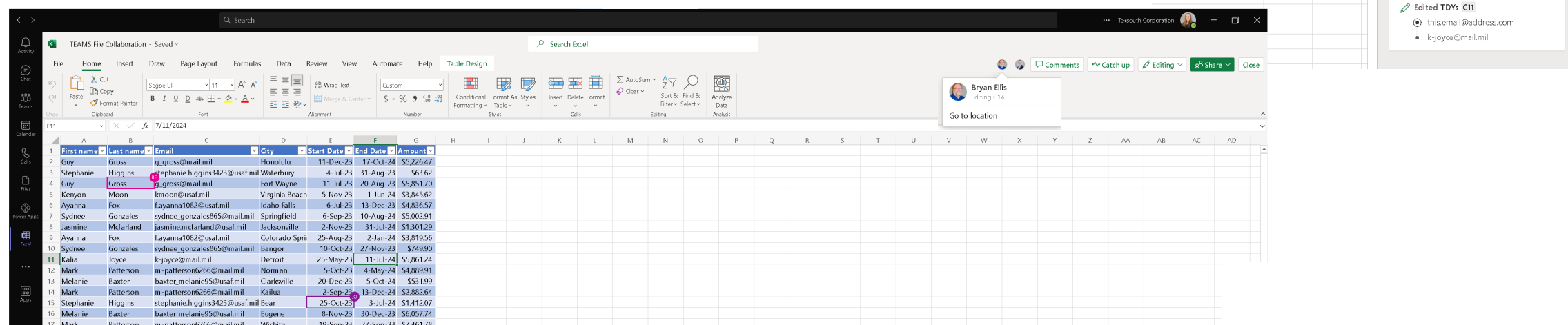
- By default, TEAMS uses the Office web browser to open files
- Open files in desktop app instead
  - Use fully featured application while files still save to same SharePoint location



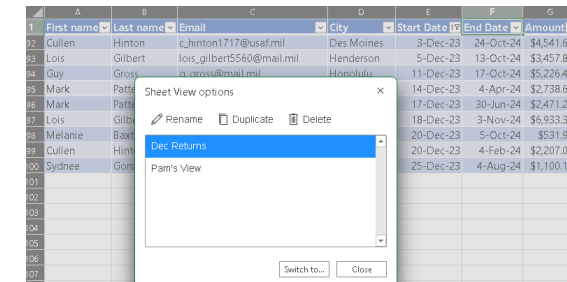
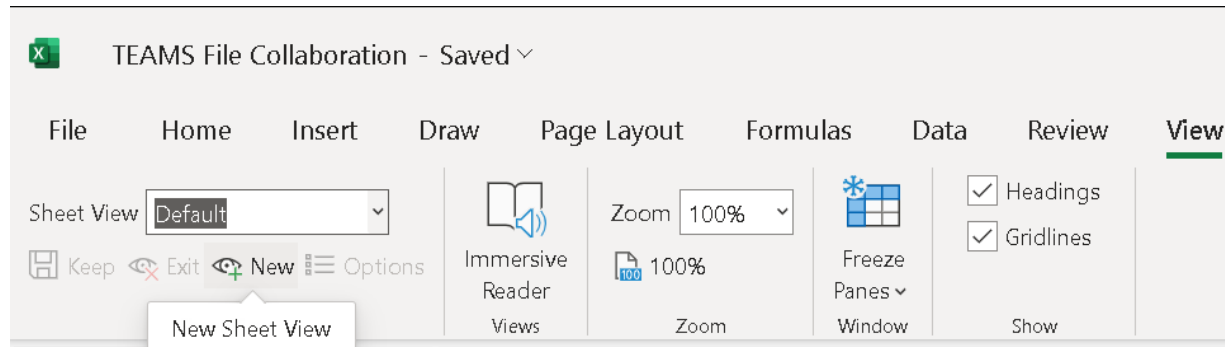
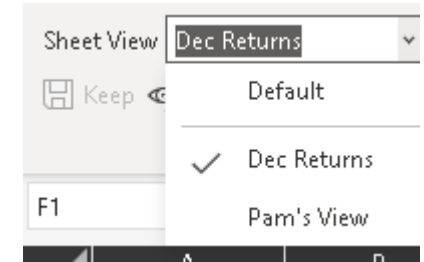
- Can change default behavior



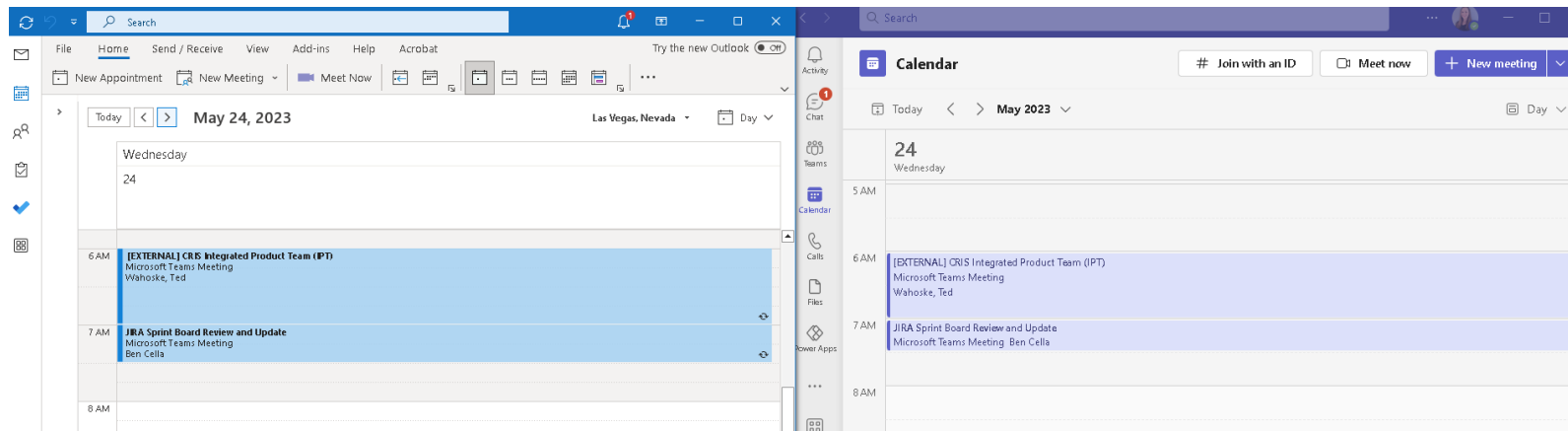
- Simultaneously work on files
- Upper-right corner will show other editors
- Click on their icon to jump to their location
- Colored sections and initials will show where they are




- Set up a personal view of a sheet
- Won't impact what other people see
- Can filter, sort, as you prefer
- Views are saved
- Name views to personalize them and toggle between multiple views



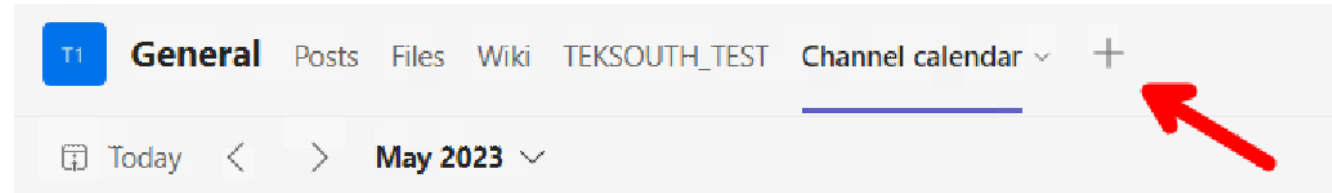
- TEAMS Calendar and Outlook Calendar are integrated
- Meetings made in either Outlook or TEAMS will show up on the other calendar



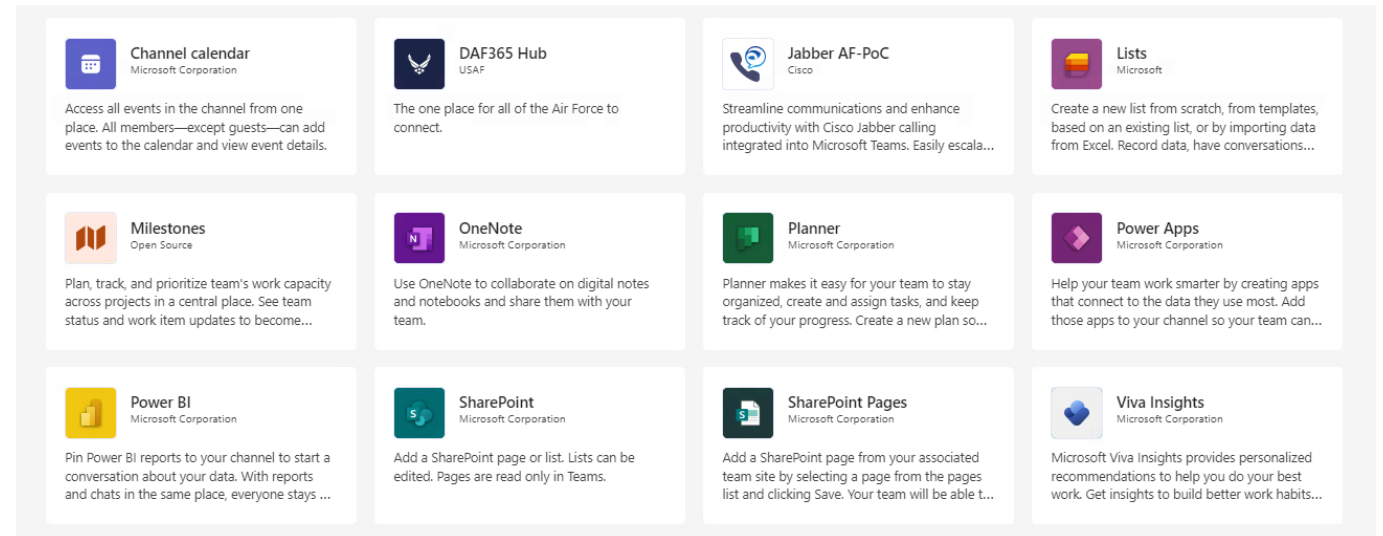


# Apps within TEAMS

- Click ‘+’ to add a tab

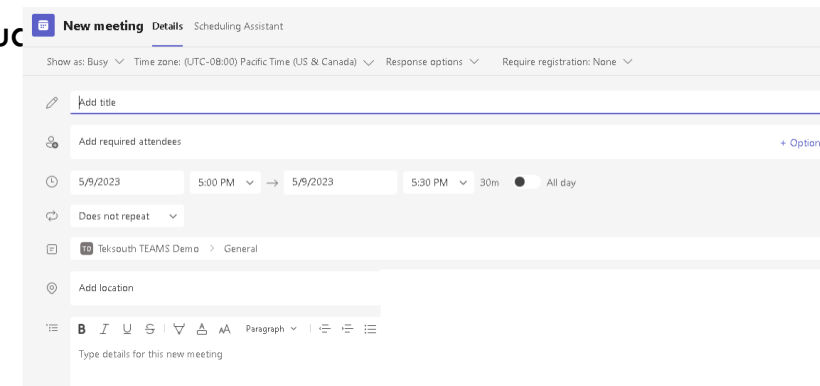
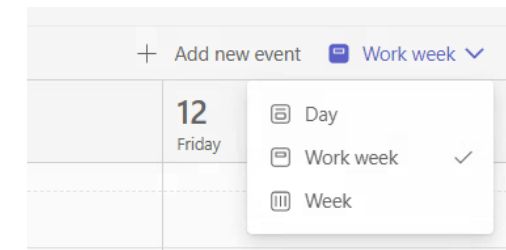
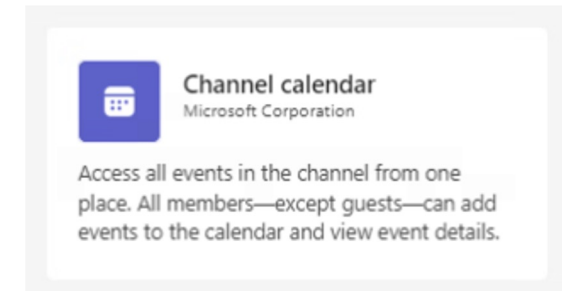


- Pick from the app selection

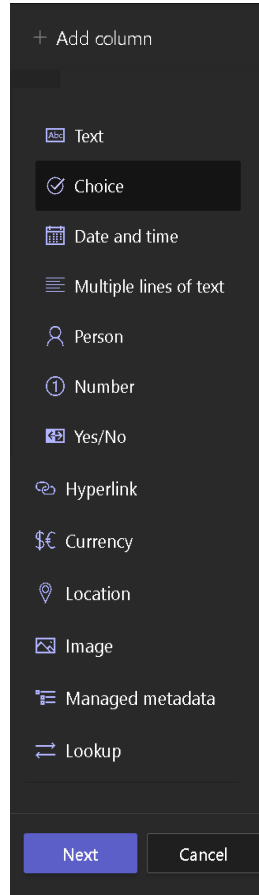
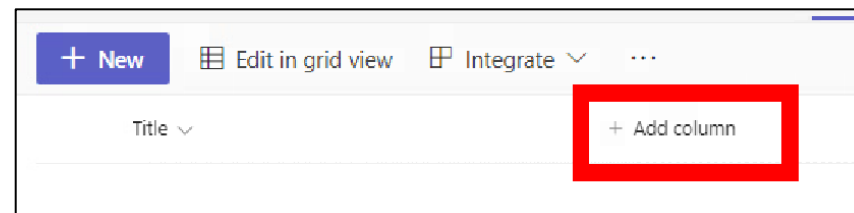
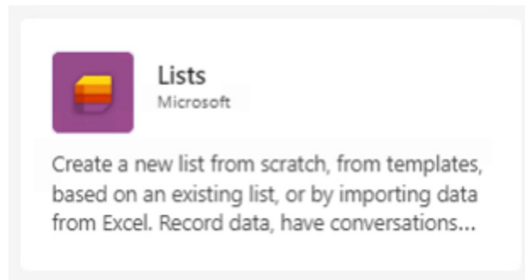


# Channel Calendar

- Specific to that CHANNEL. Not whole TEAM.
- Not available in private channels
- Can View by Day, Week or Work Week
- Can't view by Month
- Event is added to organizer's Outlook & TEAMS calendar
- Invite NOT sent to channel members unless names added individually
- Can't apply conditional formatting
- Can't add additional fields if you want
- Can't make fields mandatory

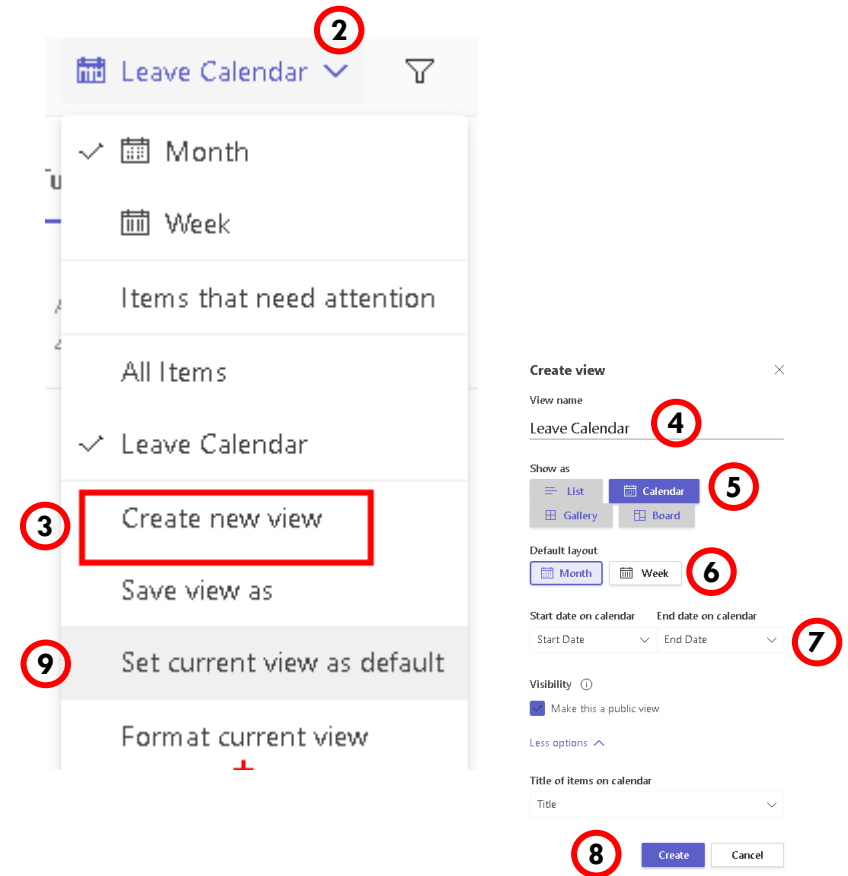


- Create a list from scratch, templates, already existing list or csv file
- Control over the fields
- Can make fields mandatory

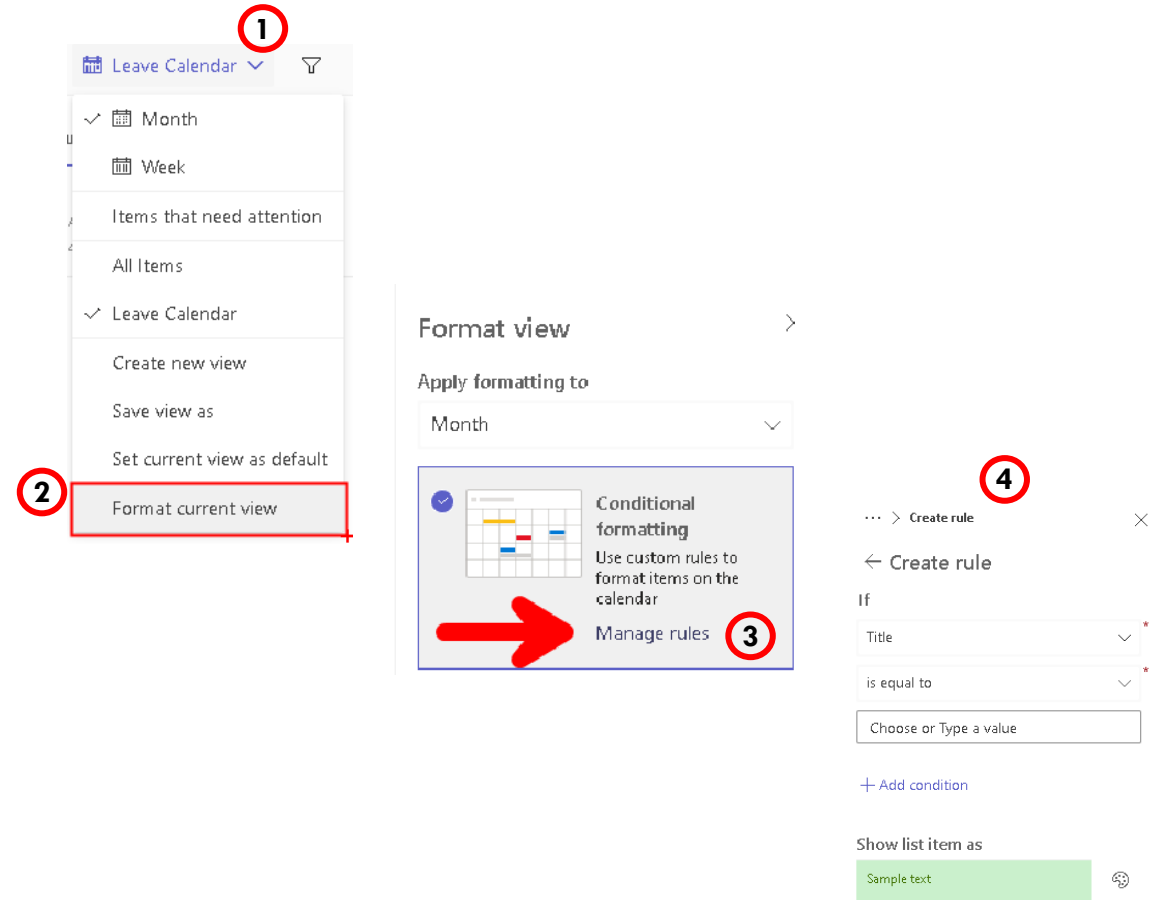
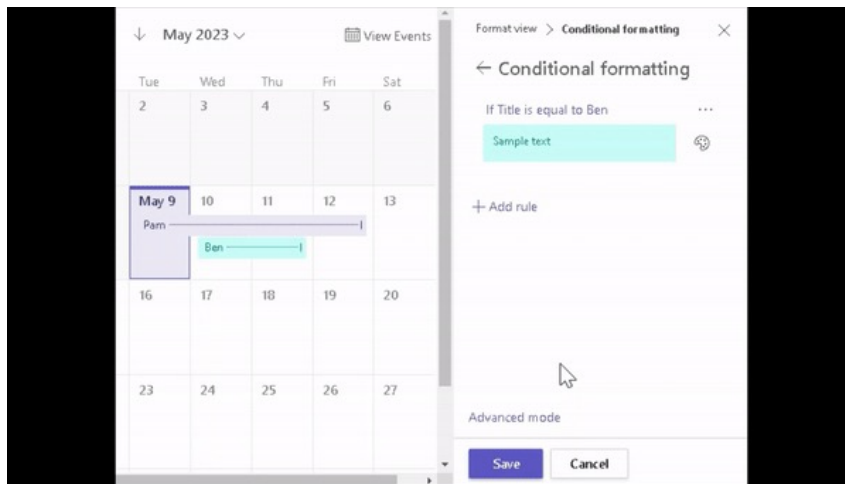


# List as Calendar

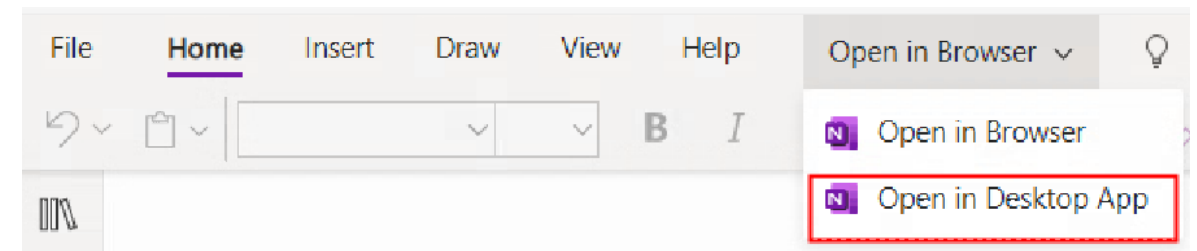
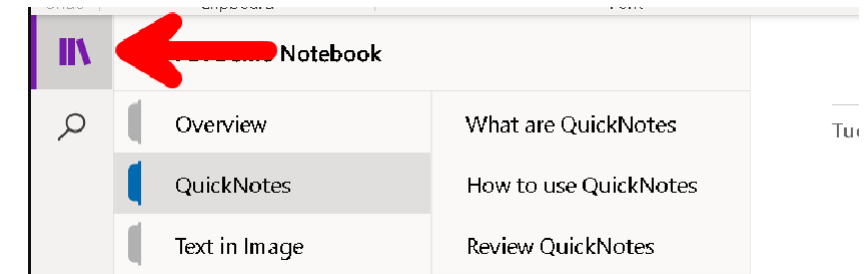
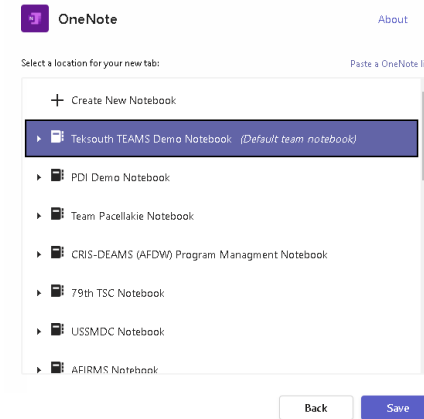
1. Add Date column(s) to list
2. Click View Drop down menu
3. Select 'Create new view'
4. Name the view
5. Select 'Calendar' under Show as
6. Select Default Layout: Month or Week
7. Pick the Start and End Date fields
8. Click Create
9. Set Current View as Default



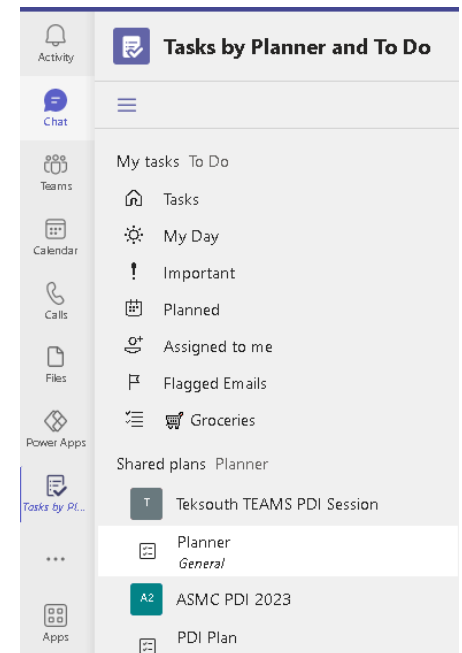
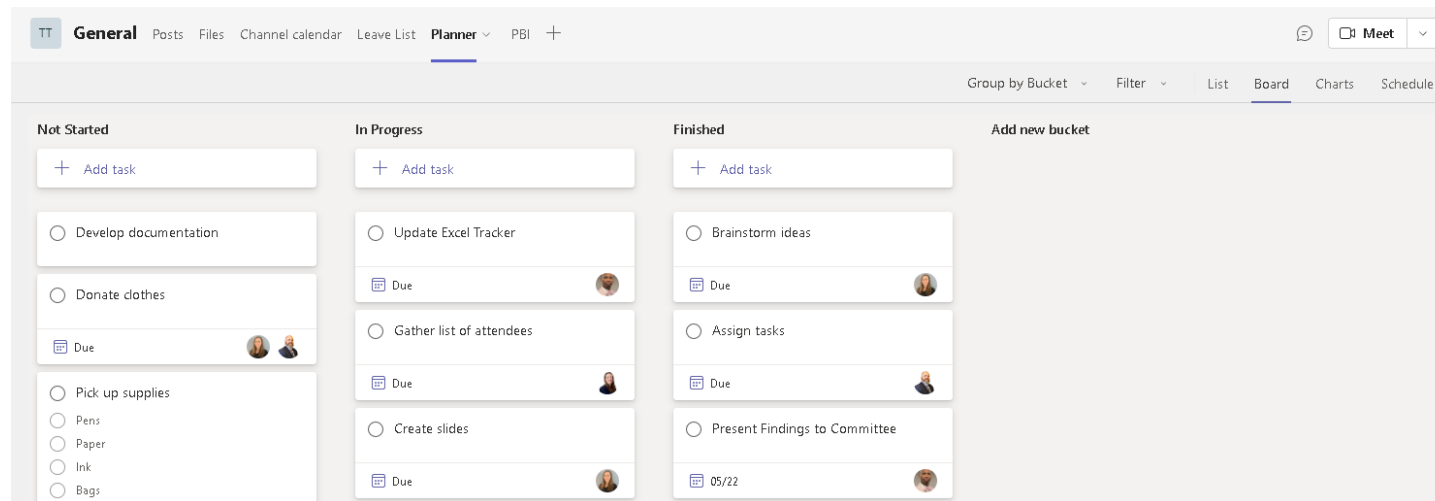
1. Click 'View' Drop down menu
2. Select 'Format current view'
3. Click Manage rules
4. Create rule and click Save



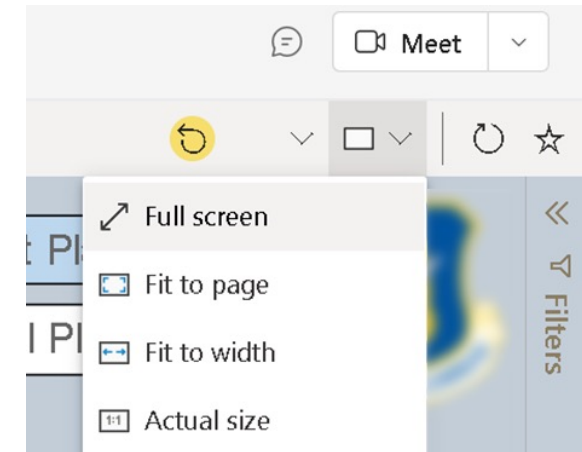
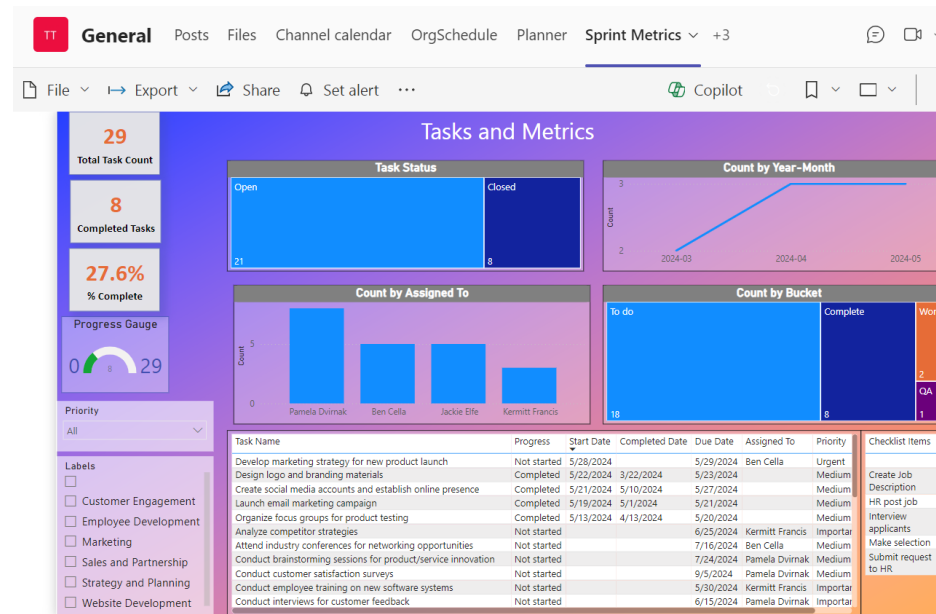
- Pick the Notebook to add
- Click Save
- Click 'Show Navigation' to see Sections & Pages
- Click Open in Desktop App to use OneNote App instead of TEAMS



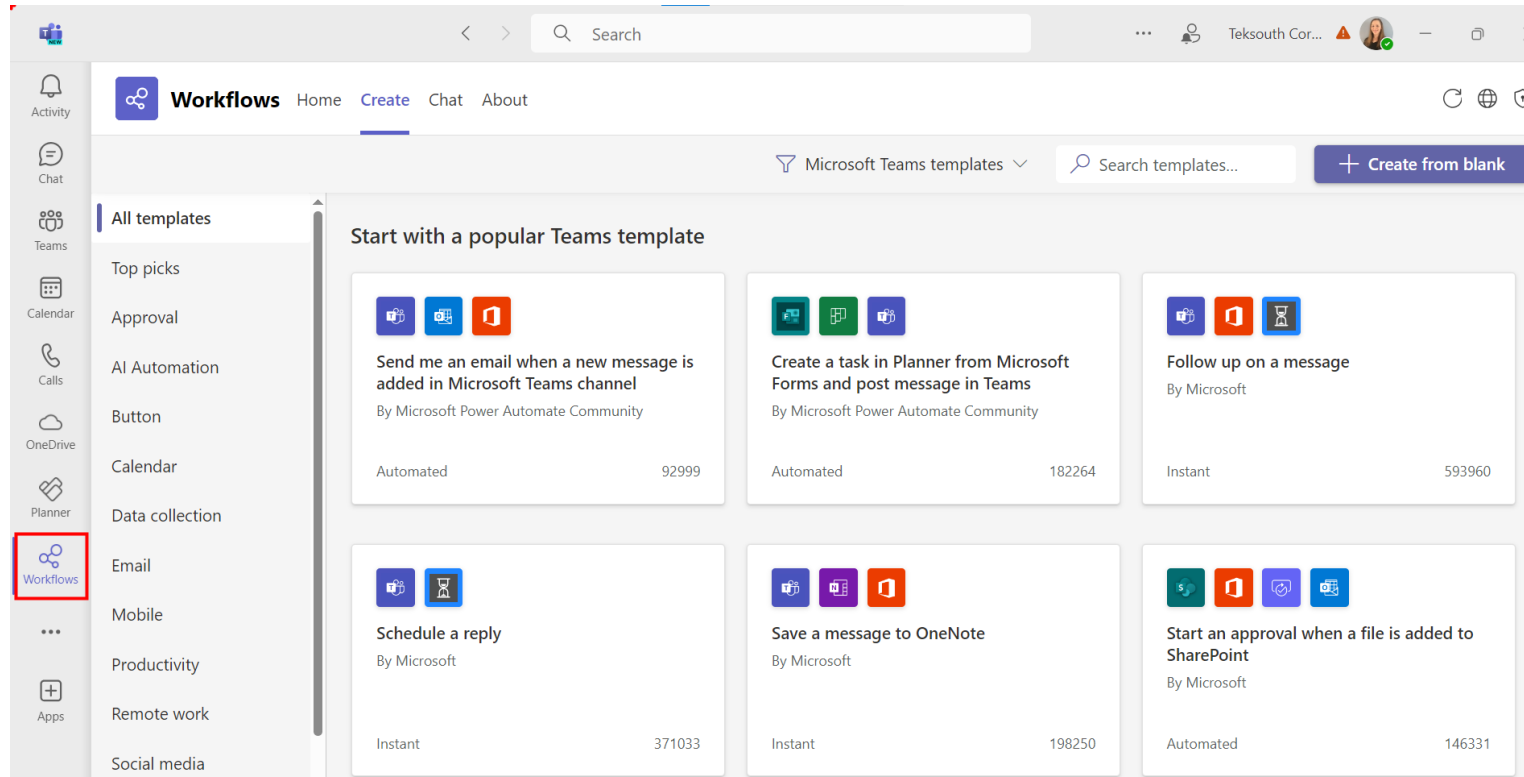
- Add Planner to left panel and you'll see all tasks assigned to you, no matter which plan they are in.
- Can be exported to Excel



- Remembers where you navigated to for one hour
- Dashboard needs to be published to the Service
- Users need access to the dashboard in the Service to see it in TEAMS









# Power Apps

## Live Demo

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<https://www.teksouth.com/pdi2024/>

# Questions?

