

westchester
LIBRARY SYSTEM

Empowering libraries. Empowering communities.

Microsoft Teams & Office 365

AT WLS

Agenda

Today you will

- Learn the best ways to sign into Teams
- Get an overview of Teams meeting and chat functions
- Find out about features like calendars, screen and document sharing, and access to Office 365

Teams & Office 365

- Integrated platform
- Meetings and training
- Communication: chat, audio and video calls
- Security and confidentiality
- Easier, streamlined log in
- Document sharing and collaboration
- Updated Office suite with additional features and apps

Teams access

- All library staff with an Active Directory account can sign into Teams.
- All library staff are part of the Westchester Library System Team.

1. Choose the best way for you to access Teams

- On a WLS or library PC or laptop [download and install the Teams app](#)
- In a VDI session or on your personal device [go to Teams](#) in your browser
- On a mobile device install the Teams app

2. **Sign in with Active Directory account credentials,**
the login that is used for VDI and Evergreen in the format
firstname.lastname@westchesterlibraries.org

*Using a personal
device?*

Use a browser

Joining a Meeting From an Email Link

In an email, click the **join the meeting** link

- A. If you have the Teams app and aren't signed in, Teams will open to the signin screen
- B. If you don't have the Teams app, you can
 - A. choose *Download the Windows app* to download, install, and sign into the app and join the meeting
 - B. choose *Use Teams on your browser* or Edge. A new tab will open to sign into Teams

Join on your computer or mobile app

[Click here to join the meeting](#)



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

Already have it? Go right to your meeting.

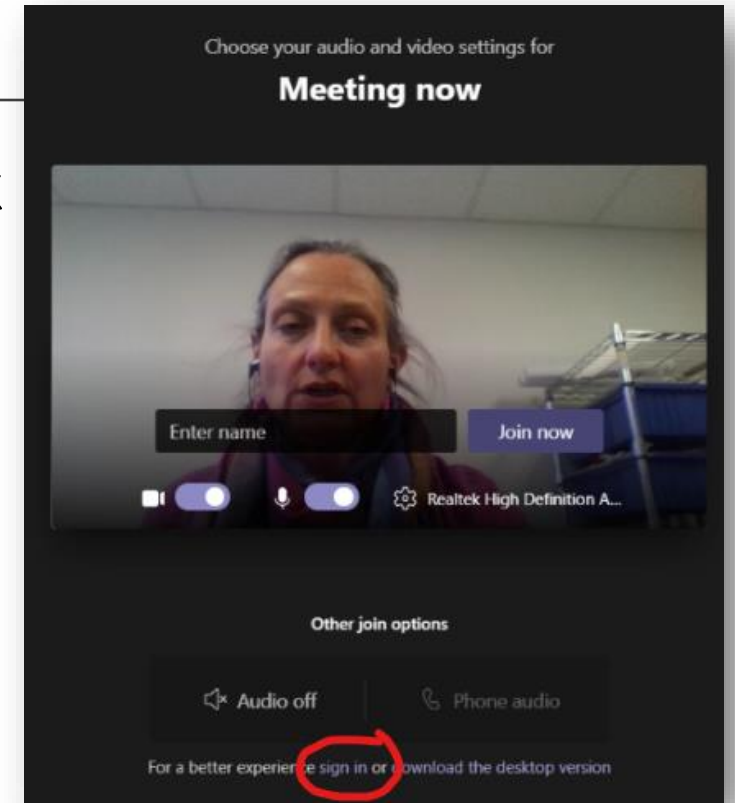
Already signed into the Teams app or Office.com?
Teams will open and the meeting join window will display.

Signing in and see a pop-up?

1. At the **bottom** of the popup, click the sign in link and sign in with your Active Directory username in the format
firstname.lastname@westchesterlibraries.org
2. Use your Active Directory/Evergreen password

If you can't sign in as yourself, in the Enter name box, enter your name and 3-letter library code. Click Join now. You will be signed in as a guest

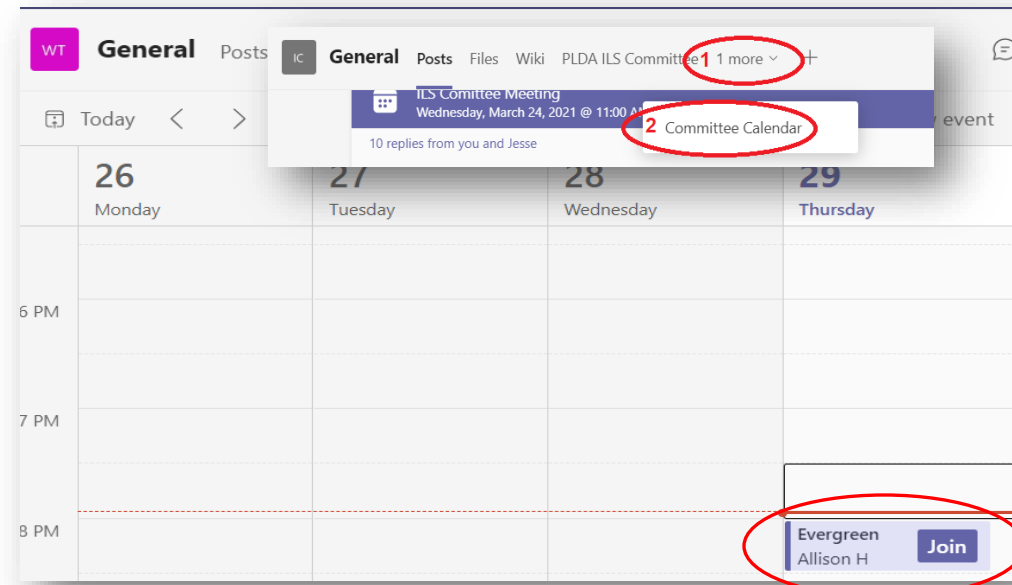
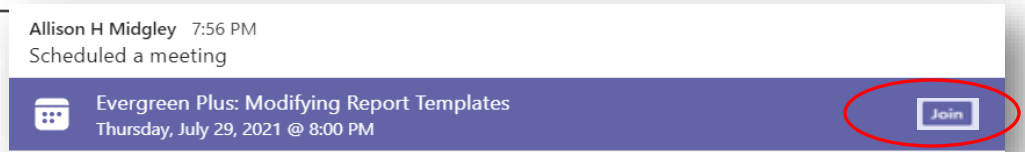
- Not recommended
- May not have access to chat and other functionality



Joining a Meeting Within Teams

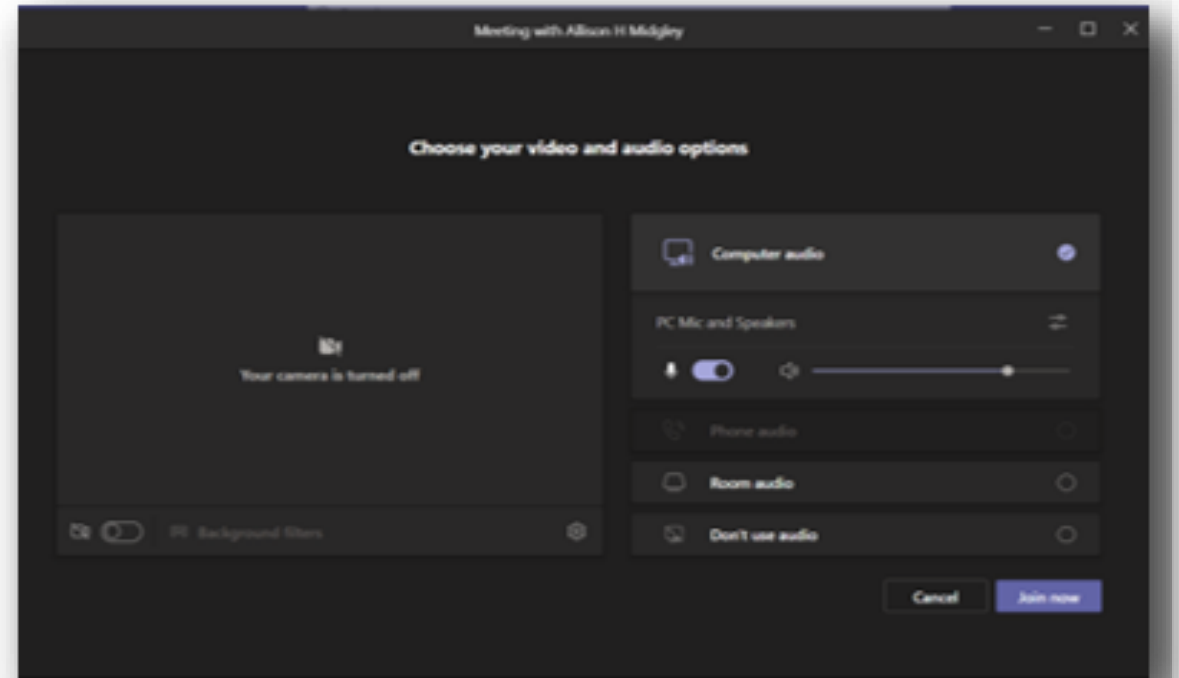
In Teams, click the **Join** link

- In a Channel post
- In a channel calendar



Meeting Options window

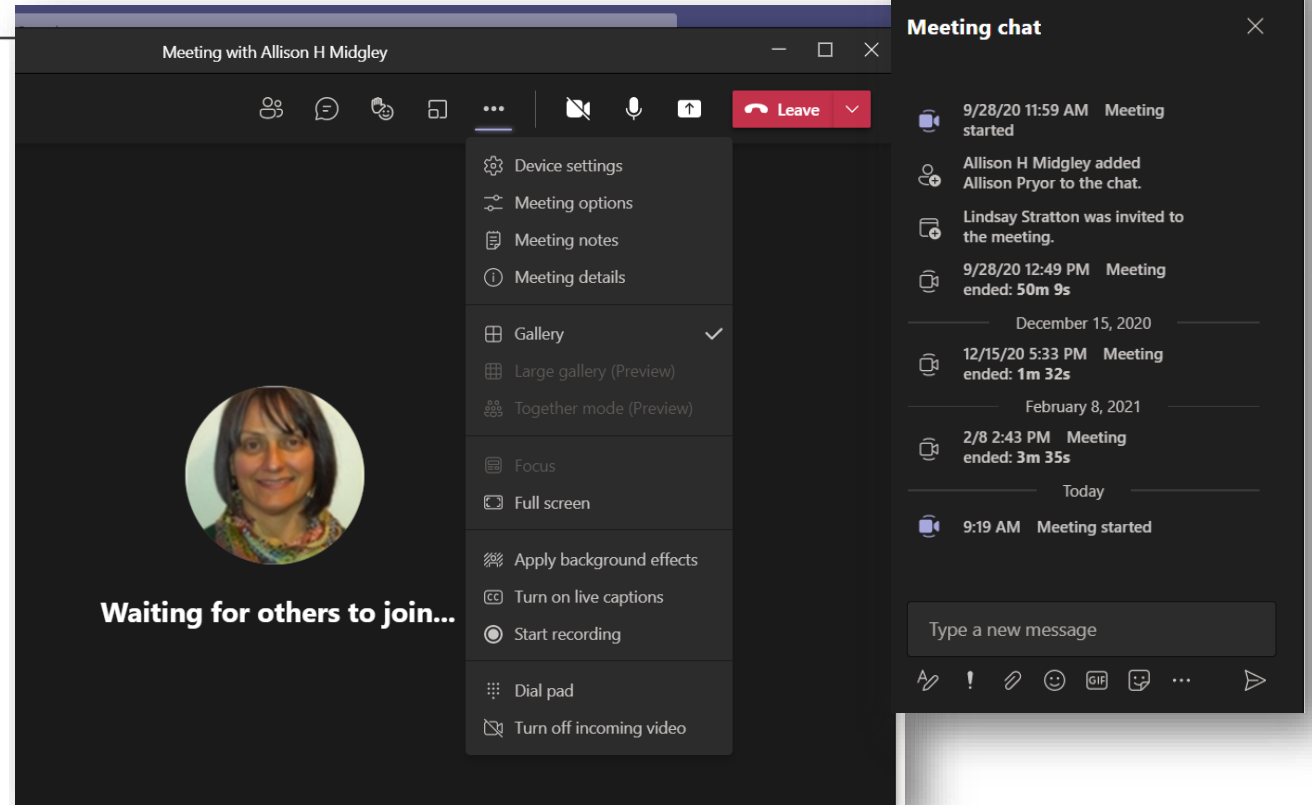
- Choose options
 - Video
 - Audio
- Click *Join now*
**If the button is greyed out, make sure that Computer audio is checked and active.*
- Joins work the same for scheduled meetings or meetings on-the-fly in a chat or channel



Taking Part in Meetings

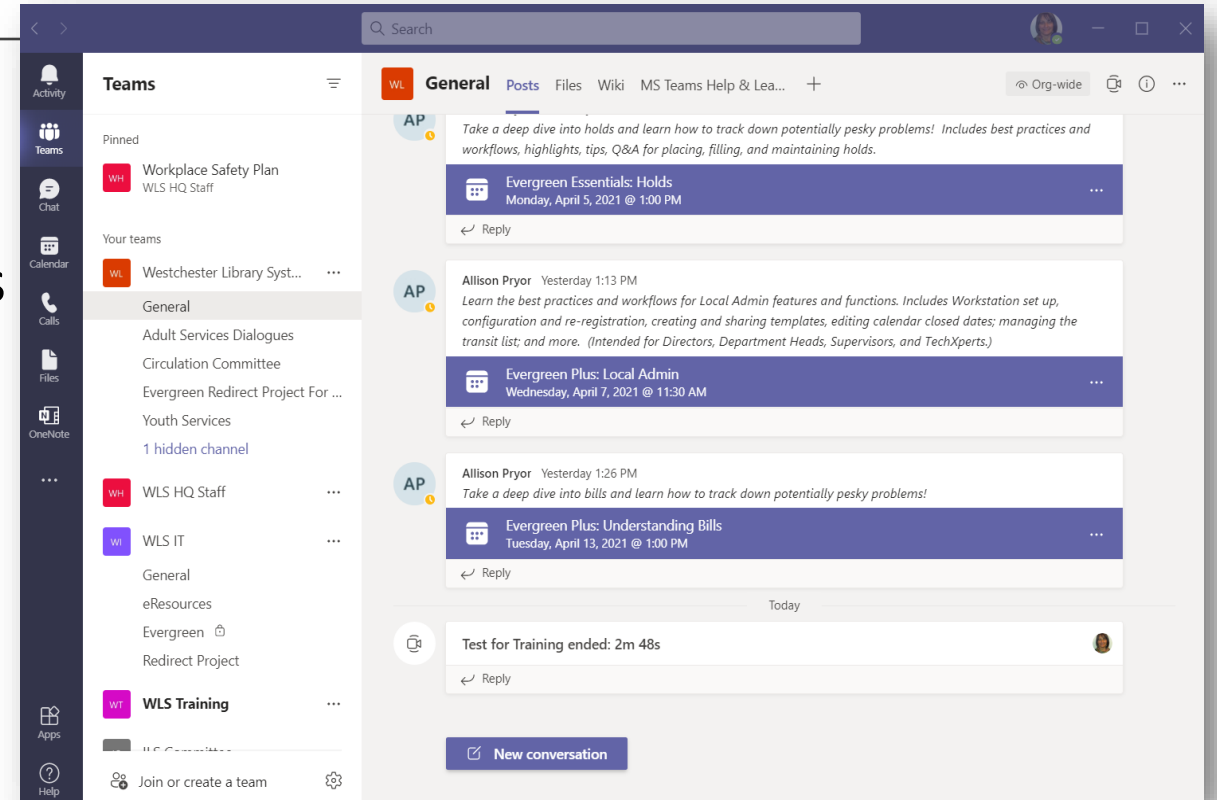
Participate in a meeting through the Control bar

- Chat (only participants who are signed in)
- Raise hand or react
- Turn Video on/off
- Mic to mute or unmute
- In the 3-dot menu
 - Check settings
 - Turn on live captions



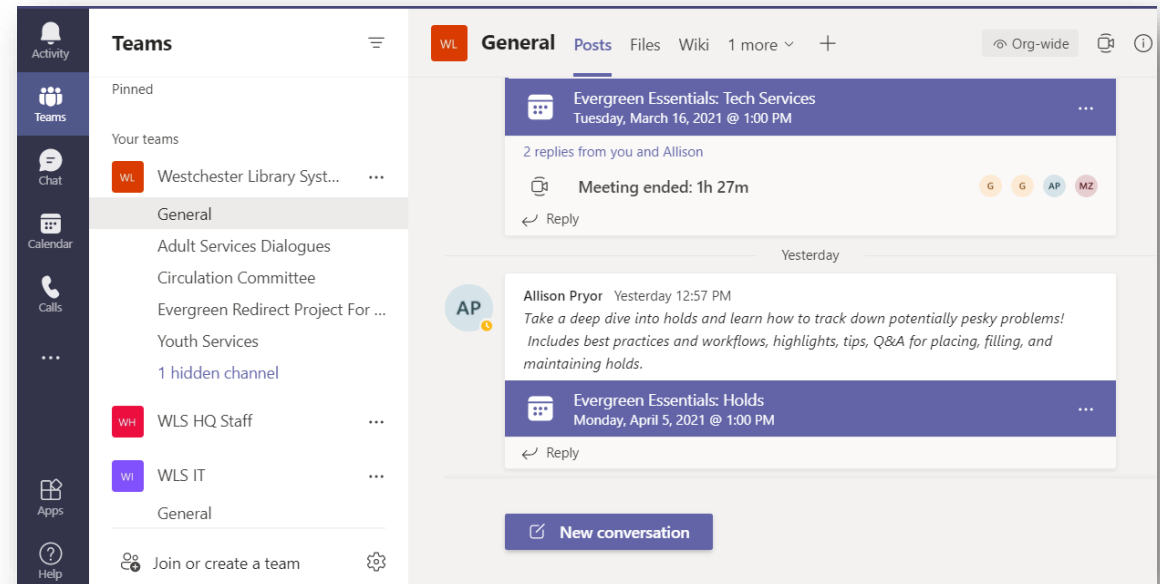
Orientation and navigation

- Command Bar at top
 - Enter search terms to find matching files, Teams, or channels
 - Enter @name to start a new chat
 - Type / to see a list of all commands
- Left Navigation Bar: Activity, Chat, Teams, Calendar, Files, Help



What are Teams and Channels?

- A team is group of people
- All library staff are part of the Westchester Library System team
- A channel is a topic or subgroup where the team can
 - Read and add Posts (like group chat)
 - Share and work together on files
 - Create a topical Wiki
 - Check the Channel Calendar
 - Meet, Audio call, Video call



Using Chat

- You can chat with your Team or individuals
- From the Command bar at the with @Name
- From the Chat panel – new or a previous chat
- You can
 - Post to chat
 - Share/Collaborate on files
 - Create a topical Wiki
 - Audio/Video Call
 - Add apps, including web pages

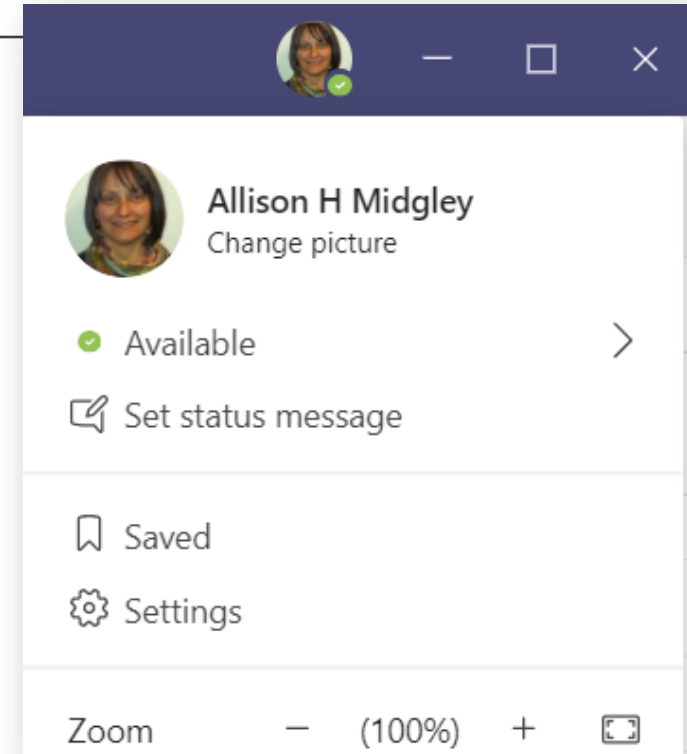
Teams calendar

- View and join your meetings
- Go to the channel calendar to view and join scheduled training
- Schedule meetings

06 Wednesday	07 Thursday	08 Friday
Circulation Committee Meeting Allison H Midgley		
	Evergreen Troubleshooting: Holds Allison H Midgley	Evergreen Reports for Holds Allison H Midgley

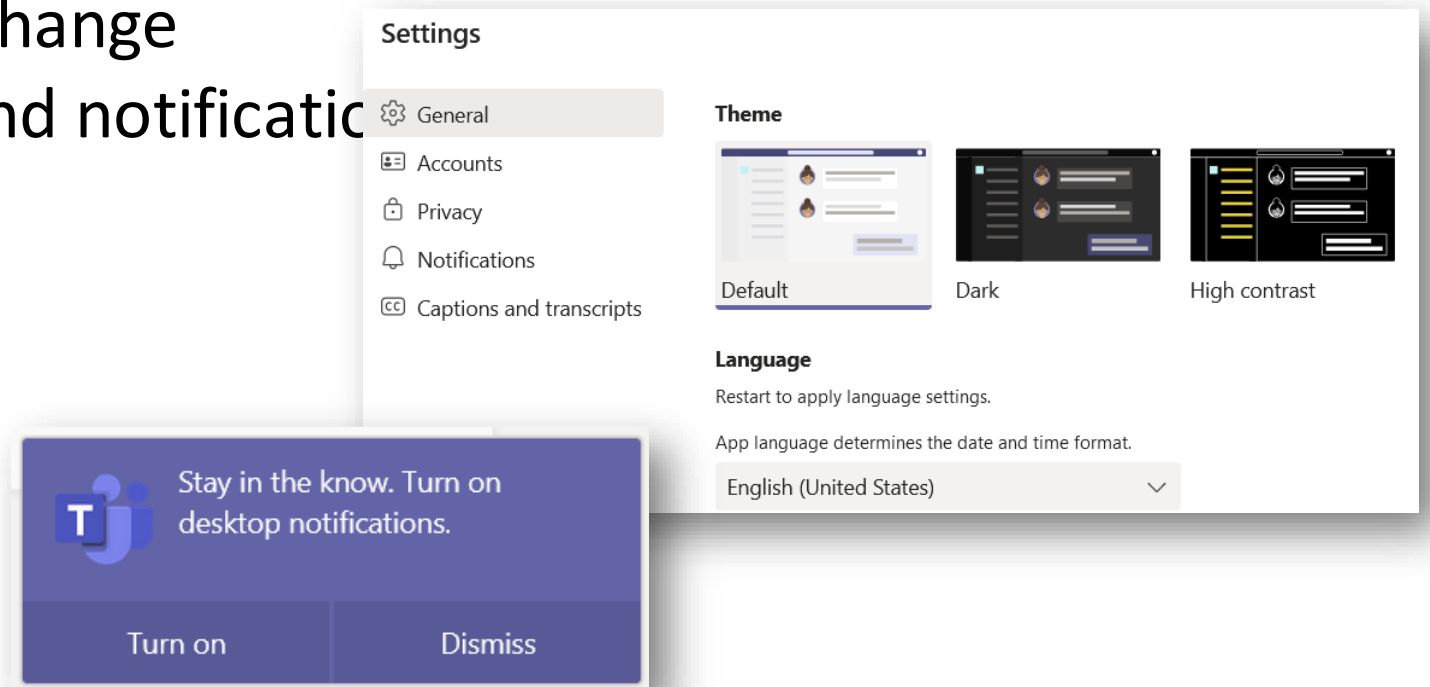
Teams App Profile and Status

- Add or change a picture
- Status message: Available, Away, Busy, etc. displays by person's name in chat, calls, etc.
- Automatically switches if you close Teams or are in a call or meeting
- Manually change it as needed
- Look for a person's status to see if they are available



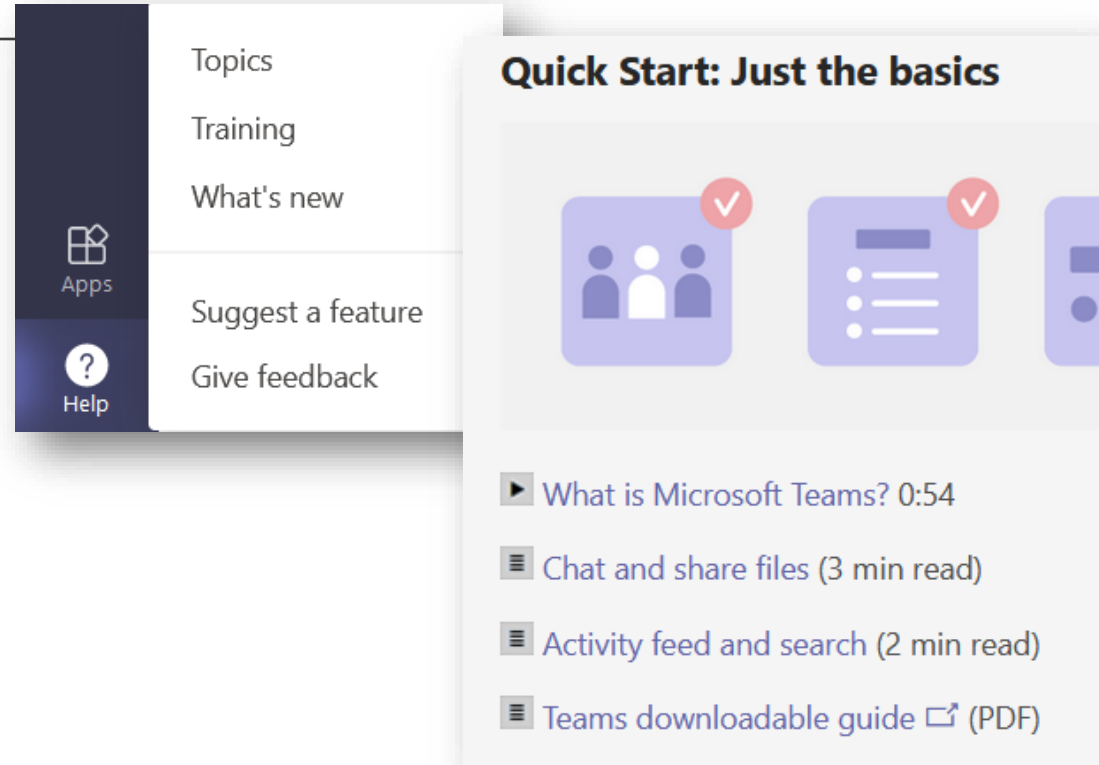
Teams Settings

- Settings allow you to change your display, privacy and notifications
- Set up Activity events
- Choose devices
- Set up voicemail



Teams Help

- Topics
- Training videos and short reads
- What's new
- [Microsoft Teams help and learning](#)



WLS Windows 10 Productivity Options

- Staff and Public Computers
- LibreOffice desktop program
 - Writer Document
 - Calc Spreadsheet
 - Impress Presentation
 - Draw Drawing
- Microsoft 365 online
 - Word, Excel, PowerPoint
 - Storage

Create:



Writer Document



Calc Spreadsheet



Impress Presentation



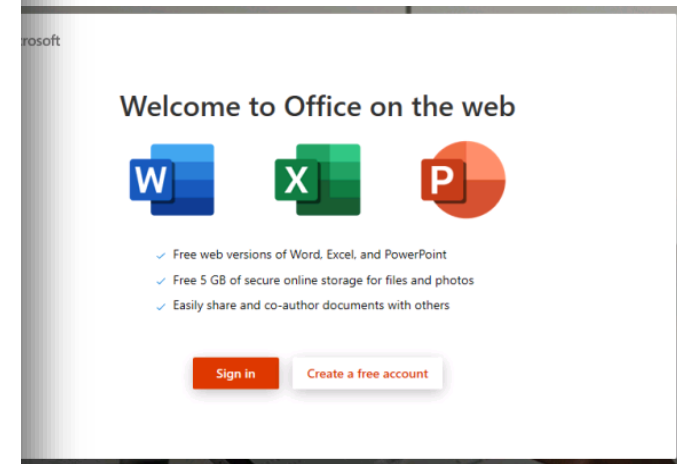
Draw Drawing



Math Formula

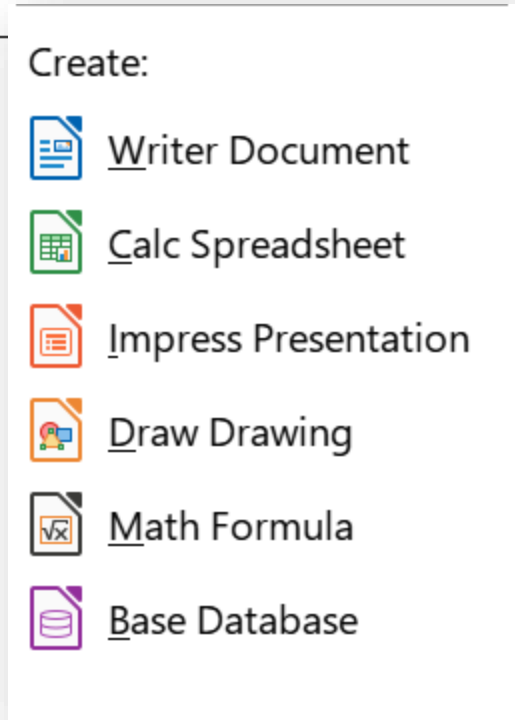


Base Database



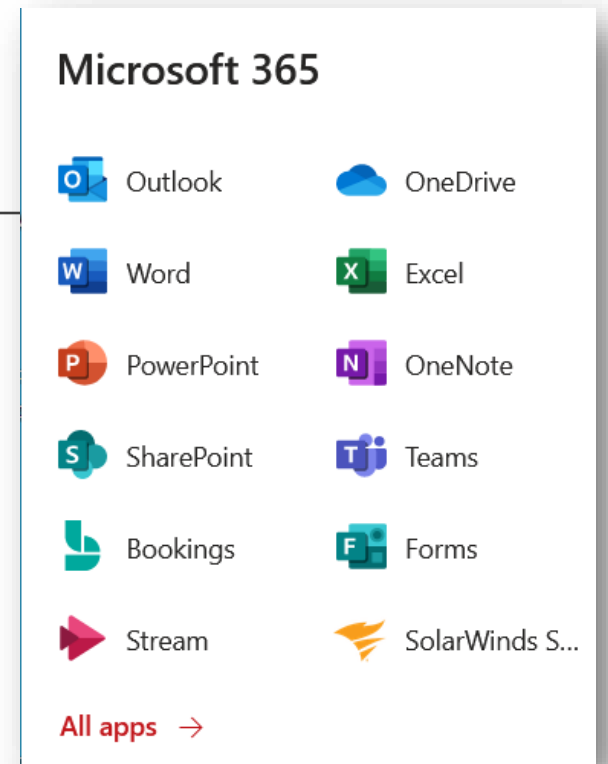
LibreOffice

- Open or save MS Office or OpenDocument format files
 - **.odt** – a text document
 - **.ods** – a spreadsheet file
 - **.odp** – a presentation file
 - **.odg** – an illustration or graphic
- [LibreOffice Help](#)
- Writer Document
- Calc Spreadsheet
- Impress Presentation
- Draw Drawing



Office 365

- Go to Office.com
 - Word, Excel, PowerPoint, Forms, Stream
 - OneDrive – your folders and files
 - SharePoint – shared folders and files
 - Teams – access and collaborate on files
- When you work others view or collaborate
 - Share, set to edit (default) or view, copy the link, and email in wlsmail
- Download finished, static documents



Office versions

Office 365

- In your browser, go to office.com and sign in with your Active Directory account:
firstname.lastname@westchesterlibraries.org
- Like Google Drive and Workplace

Office 2010

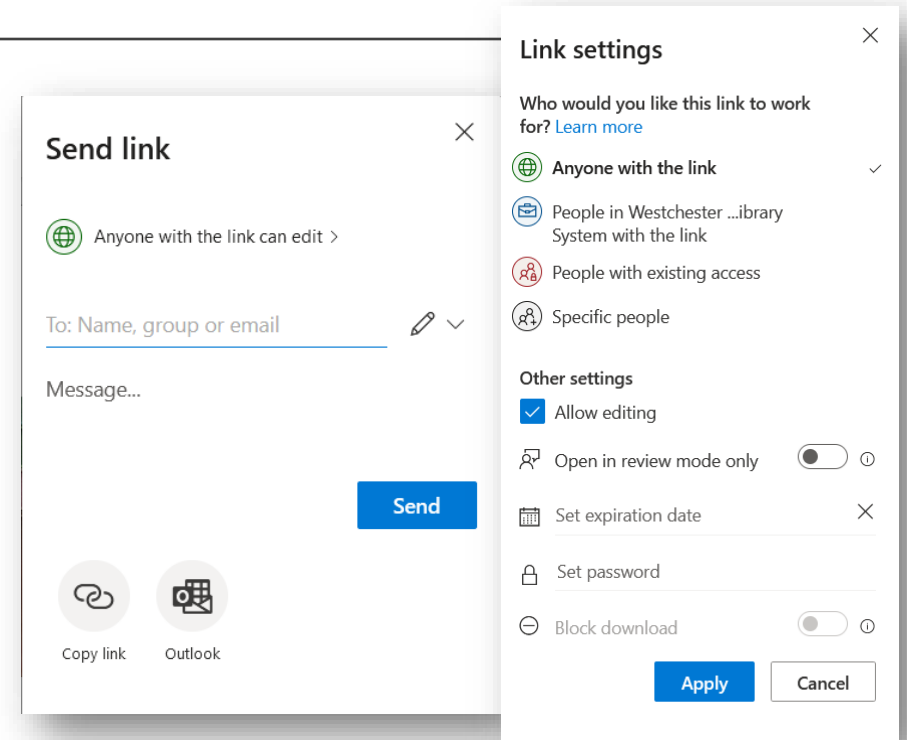
- Locally on your Windows 7 WLS computer or VDI session
- Some features are only in 2010 (or desktop app) mail

If you work in Office 365, keep working online. If you download and work in Office 2010 and then upload again, you may lose features or formatting.

Techniques: Share

365 Share means you don't have to download, email, upload versions to collaborate

- Edit is set by default.
- Set to Review mode only to limit to comments but no edits
 - Choose a date when access expires
- Copy and paste the link into Gmail
 - **Don't use the Message feature, which uses Outlook**



Excel Online



Download file

In Office, go to your OneDrive

Upload the File.

Open the file. Excel will convert it to a spreadsheet if needed.

To upload in batch to Evergreen

- Select up to 500 barcode IDs and copy
- Paste the barcodes into Notepad and save the .txt file to upload in Item Status

[Step-by-step video](#)

Links & Support

Microsoft Helps

- [Microsoft Tips](#)
- [Microsoft Windows 10 Quick Start Guides](#) – surprisingly thorough!
- [Windows Speech Recognition Commands](#)
- [Windows 10 on GCFGlobal](#)

LibreOffice

- [Discover LibreOffice](#)

The IT Wiki at it.westchesterlibraries.org

Email Allison Midgley

- amidgley@wlsmail.org
- Training@wlsmail.org

Check your knowledge!
ALA All Staff Technology
Competencies
Checklist