

COLLABORATION



Teams provides a modern conversation experience for today's teams.

Microsoft Teams is the hub for collaboration in Office 365 that integrates everything your team needs to be more engaged and effective.

The app is a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji!

All in one place, shared with all team members.



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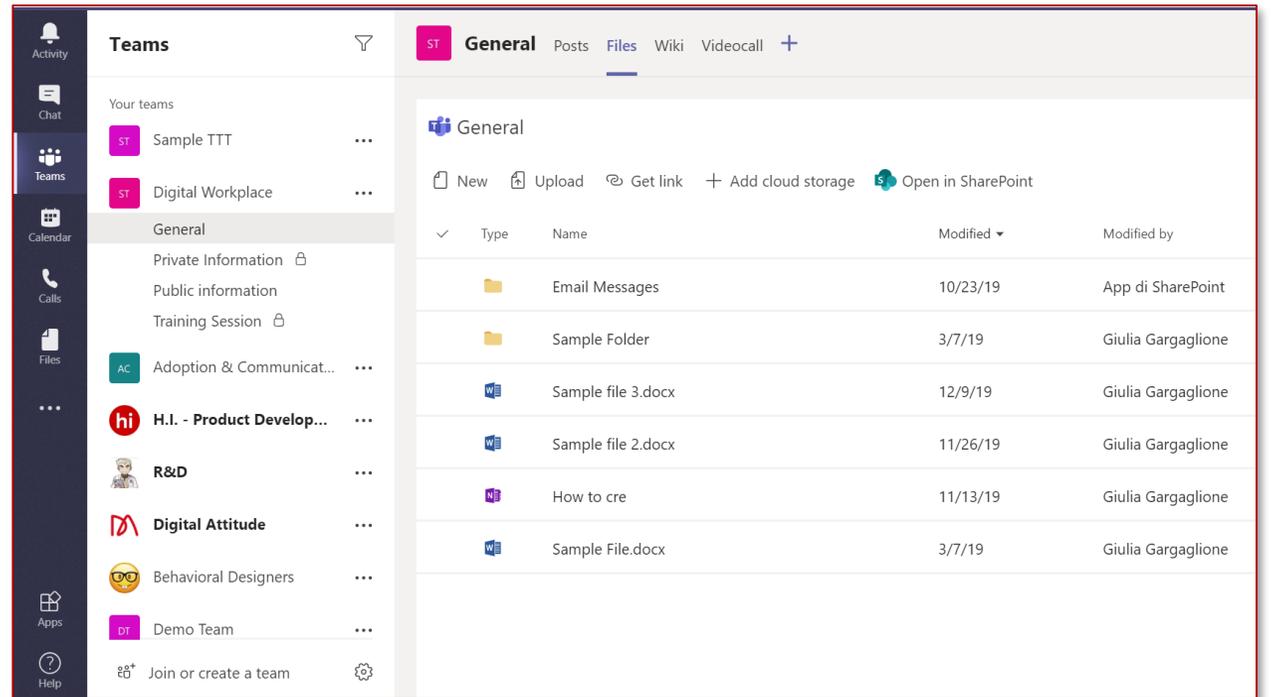
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Collaboration on Microsoft Teams

- **All in one place, shared with all team members:** all files can be saved in the channel and everyone can work directly from there.

- **Work together seamlessly:** say goodbye to the file version confusion by working together directly on the same file. Sync the files and these will update automatically. Nothing get lost, all revisions are listed, you can see how files evolve over time and you can restore previous versions.



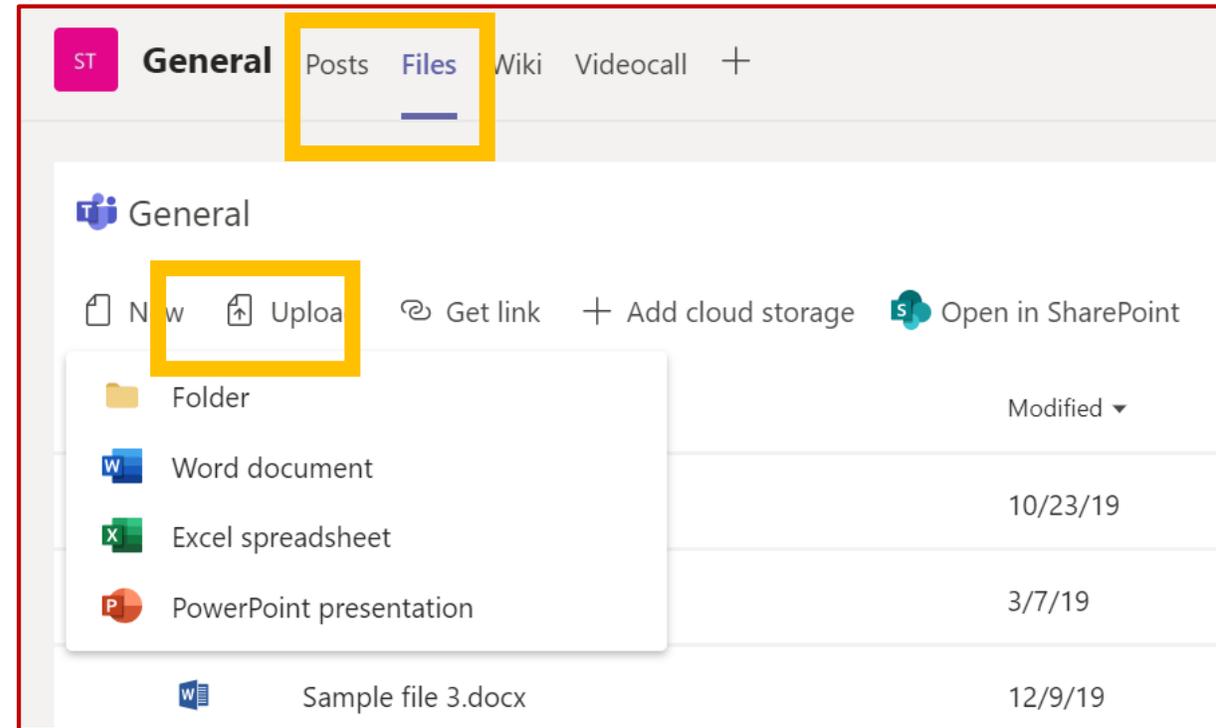
- **Co-author with confidence:** preview and edit files together with your colleagues, you'll see their changes live. You and your team can draft, comment, and edit together. Add or reply to comments next to the text you're discussing so everybody can follow the conversation.

1. How to add files in a channel

You can upload files directly to the **Files** tab in any channel.

You can click **Files** at the top, then click **Upload** or simply **drag and drop**.

To create a new file, click **New**.

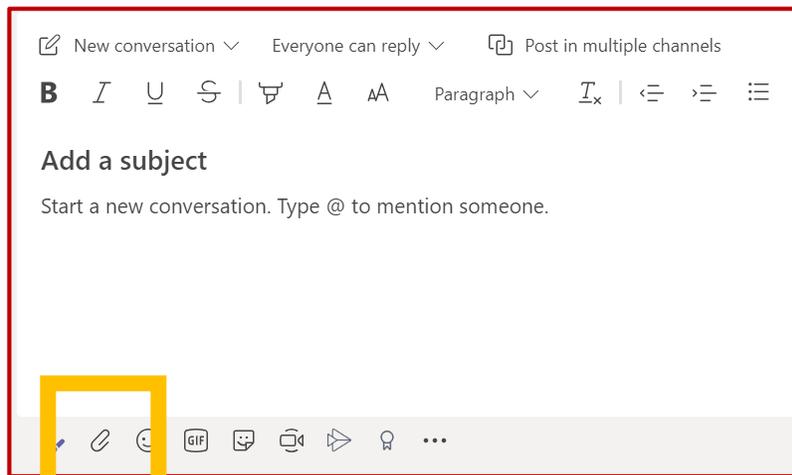


2. How to share a file

Sometimes words aren't enough, and you need to attach a file to a channel conversation or to a chat.

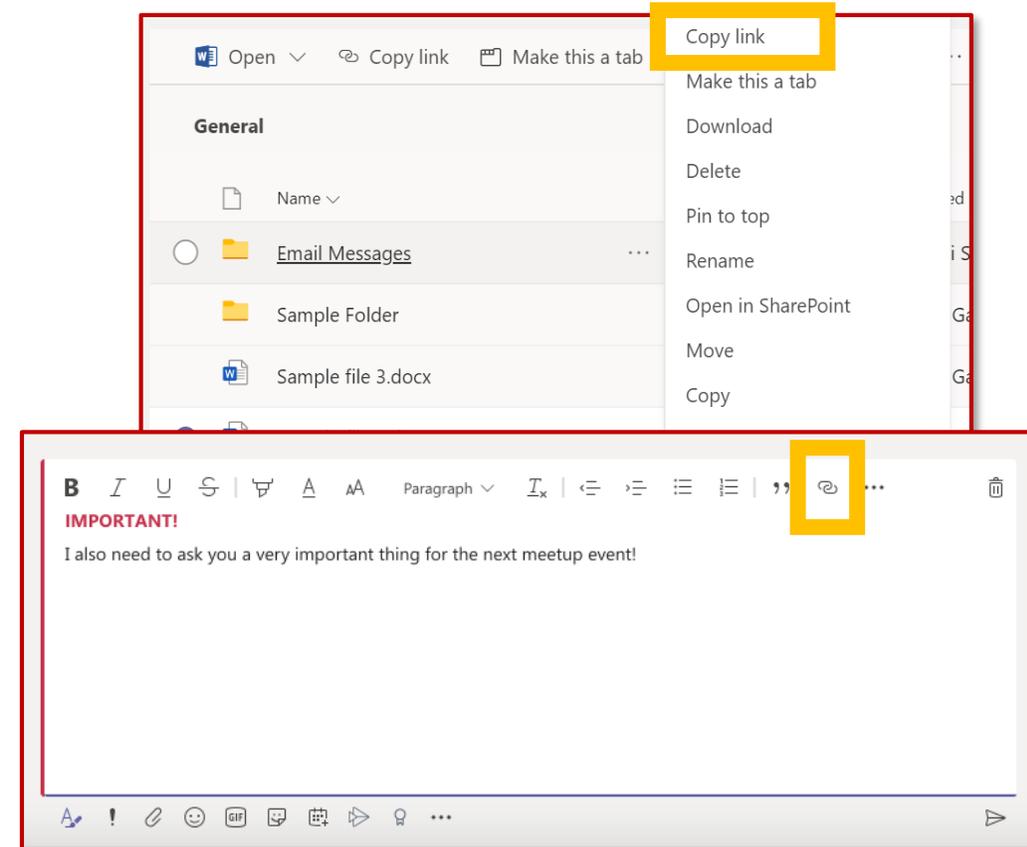
1. Click on the attachment icon 
2. Select a file, click **Open**, and then **Send**.

The files added through a post to a channel are all automatically saved in the Files tab.



You can also choose to only share a link to the file:

1. Copy the link from the Files tab
2. Insert the link in your compose box by clicking on the link icon



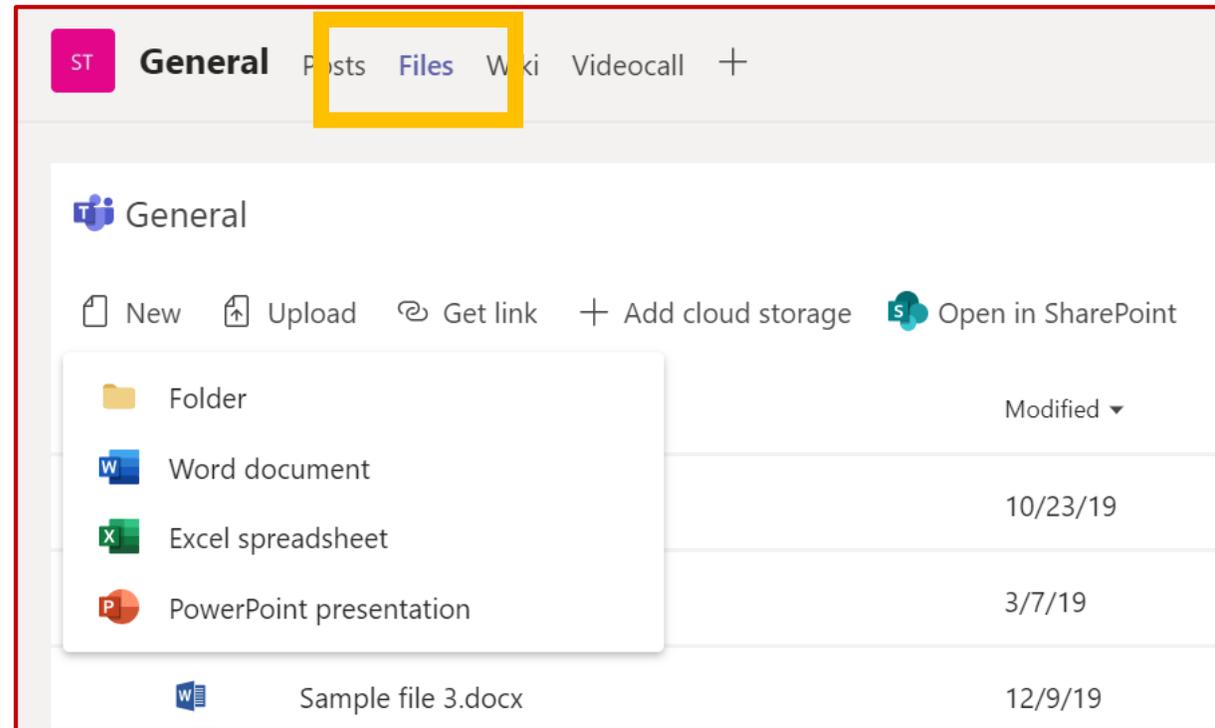
3. How to organize files in a channel

Each channel has its own file folder where you can save and files with the other members.

To access that folder go to the channel and click **Files** on the tabs above the conversation window

From here you can click:

- **New** to directly create a new file in Word, Excel or PowerPoint online or to add a folder
- **Upload** to upload a file
- **Get link** to copy the link of your files referring to both Teams and SharePoint
- **Open in SharePoint** to open your file directly in SharePoint



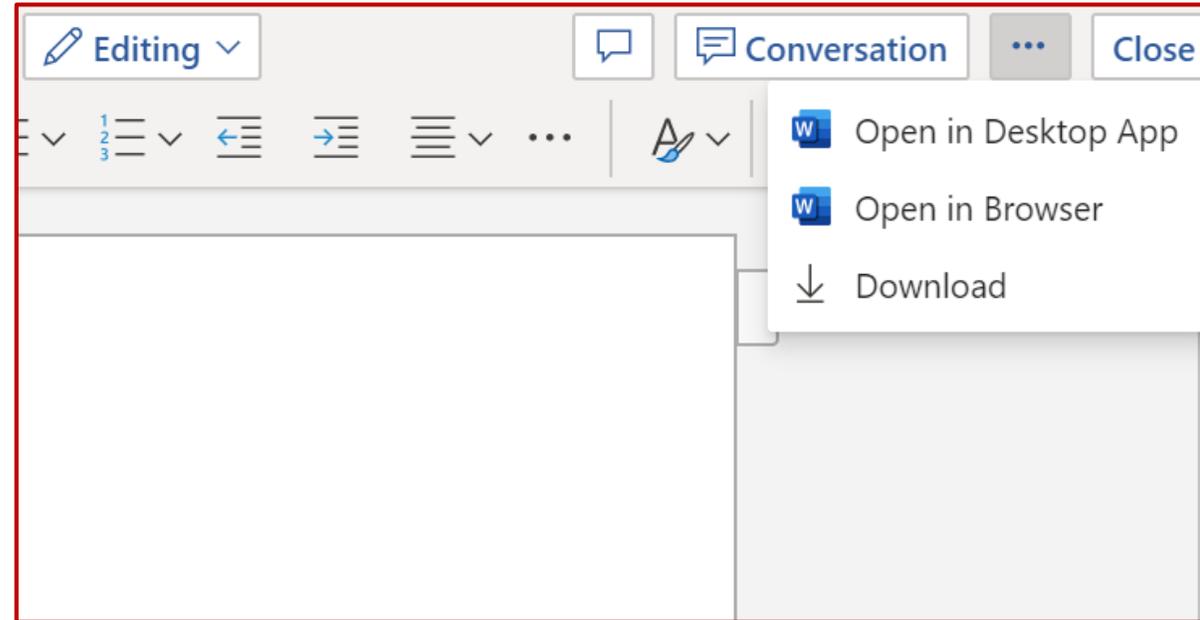
4. How to edit a file

To make changes to Office files, open them in their respective Office or Office Online apps.

Open the file, click **More options** next to the file name and select the app.

If you are making small changes you can edit a file directly when you open it within Teams. Please consider that some functionality is not yet available online.

If you wish to make bigger changes, we suggest you open it with the desktop app from (you will be working from your PC).



Please note: currently it is not possible to edit and change an Excel file containing macros in the Excel Online version. You should open it in the Excel client version (desktop app).

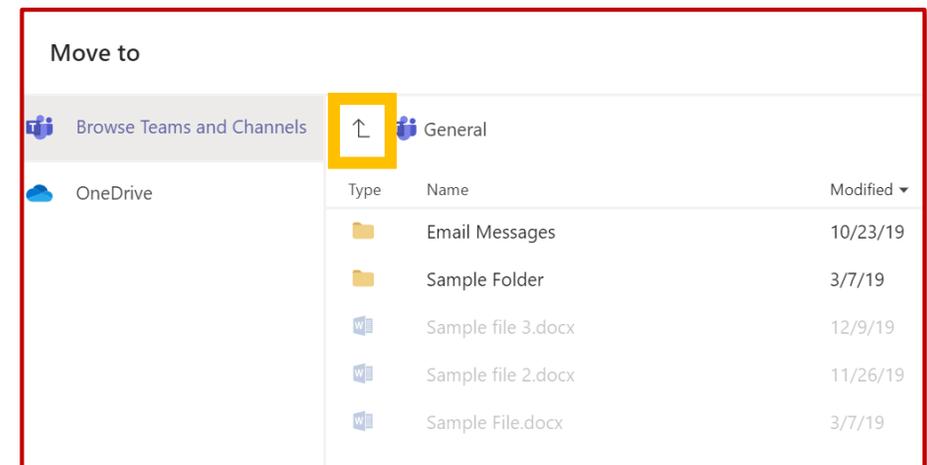
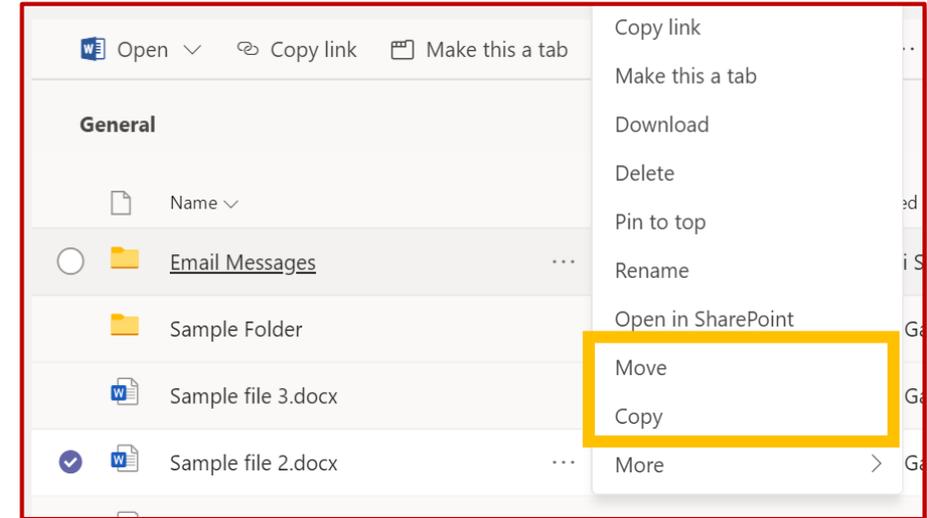
5. How to move or copy a file from one team to another

To move or copy a file from one channel to another one or to a different team:

- go to the channel and then select the **Files tab** on the top.
- locate the file you'd like to move and click on the three dots icon next to it
- select **Move or Copy** and choose the new location by browsing with the arrow on top (you can move your file even to other team)

When you add a file to a conversation it is saved directly in the Files tab. To move this file in a folder, follow the same procedure.

Please note that you are only allowed to copy files from one Team to another, but not folders.



6. How to collaborate with co-authoring

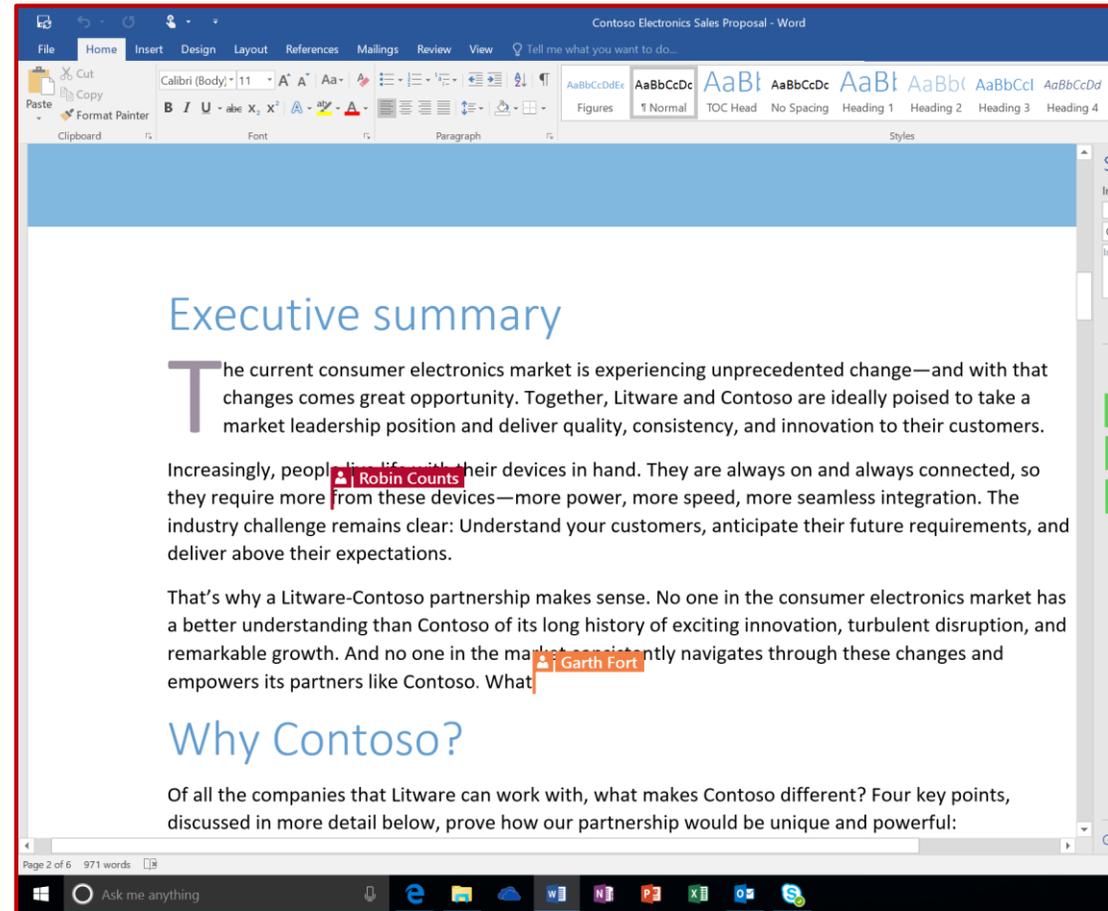
If anyone else is working on the document, you'll see their presence and the changes they're making.

We call this **co-authoring**, or **co-editing collaboration**.

If you'd rather work in your Word app, select "Open in Desktop App", near the top of the window.

If anyone else is working on the document, you'll see their presence and the changes they're making.

You will not need to save your work while real-time co-authoring a document. The application you are using will automatically save it for you.

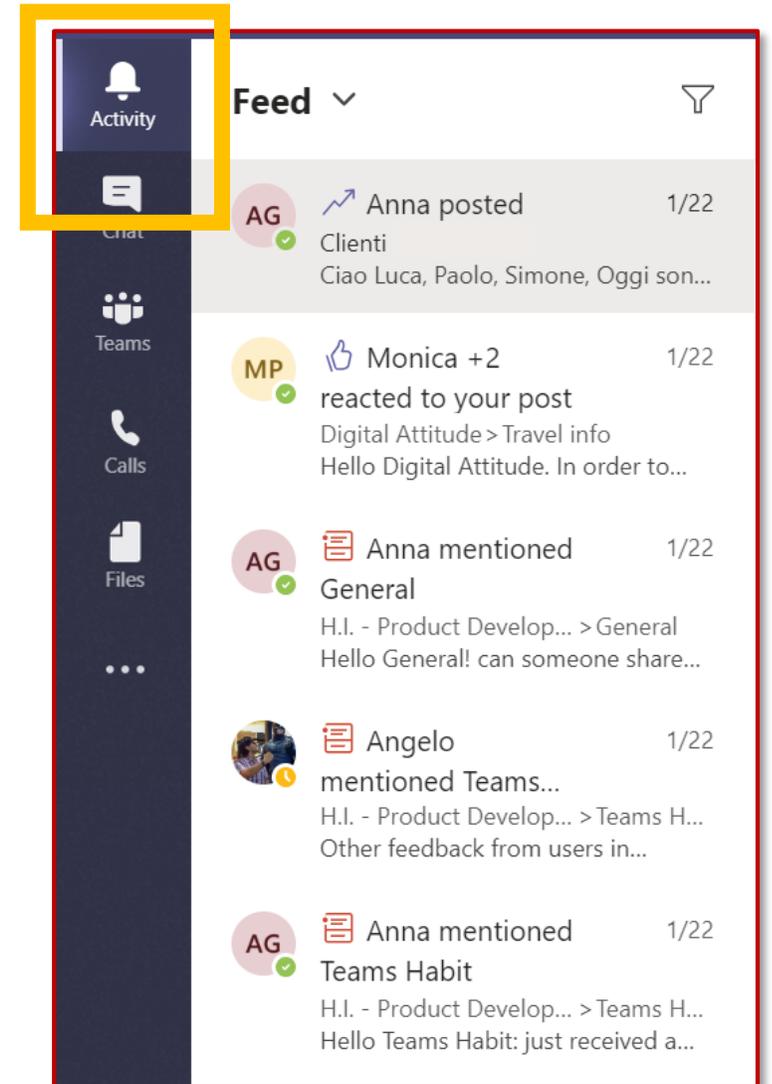


7. How to stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started.

The Activity feed helps you stay on top of all your notifications.

1. Click **Activity**
2. Feed shows you a summary of everything that's happened in the channels you follow.
 - Click **Filter** to show only certain types of notifications such as @mentions or likes.
 - Select **Feed > My Activity** to see a list of everything you've been up to lately in Teams.



8. How to moderate a channel

In Microsoft Teams, **team owners** can:

- Turn on moderation for a channel to control who can start new posts and reply to posts in that channel.
- Add team members as moderators. A team owner might not have the subject matter expertise at the channel level to best support channel moderation.

By allowing specific team members to moderate a channel, the responsibility of managing content and context within a channel is shared between team owners and channel moderators.

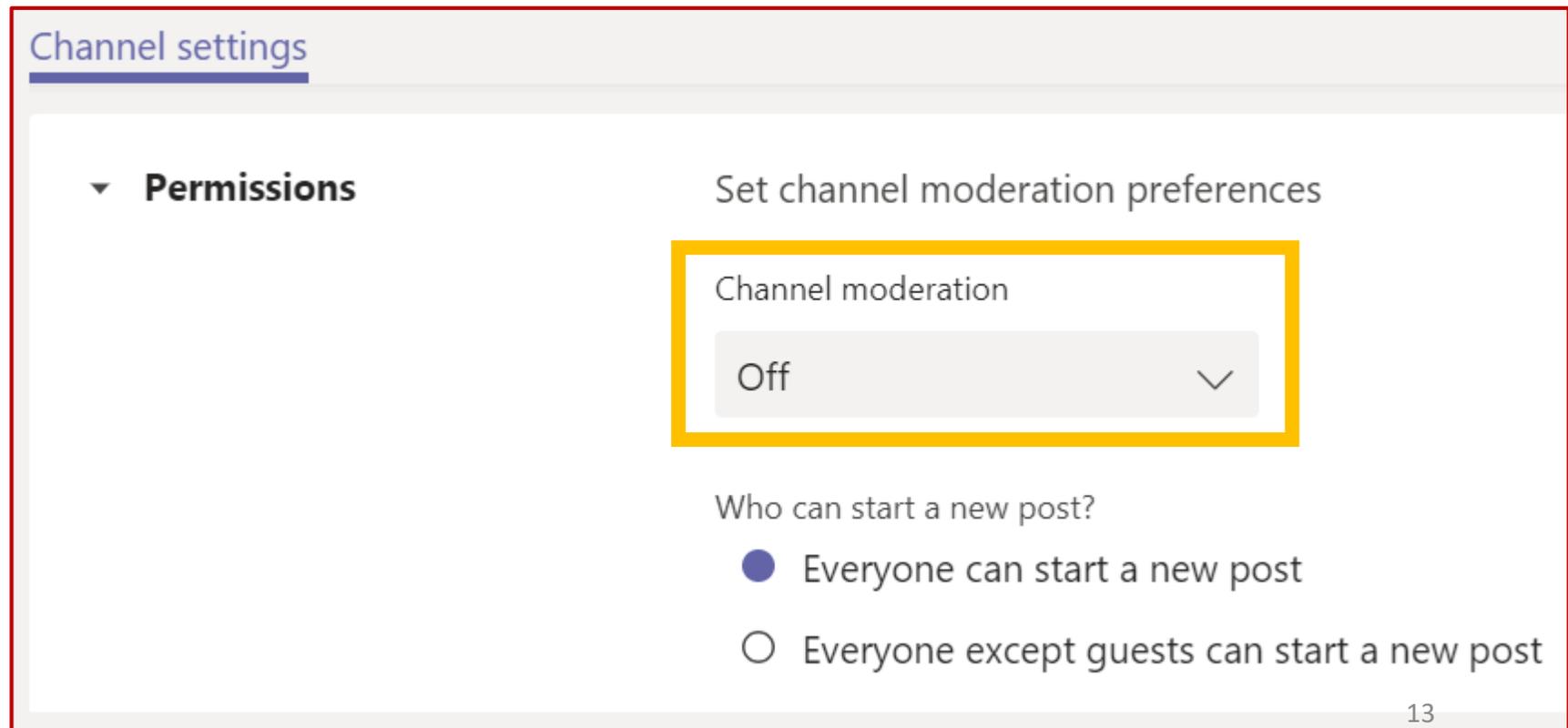
Channel moderators can:

- **Start new posts in the channel:** when moderation is turned on for a channel, only moderators can start new posts in that channel.
- **Add and remove team members** as moderators to a channel. Keep in mind that by default, team owners are channel moderators and can't be removed.
- **Control whether team members can reply to existing channel messages** and whether bots and connectors can submit channel messages.

9. How to set up channel moderation

In Teams, go to the channel **General**, click **More options** > **Manage channel**.

From here you can **turn on** and **turn off** moderation, add team members as moderators, and set preferences.



The screenshot shows the 'Channel settings' interface in Microsoft Teams. Under the 'Permissions' section, there is a 'Set channel moderation preferences' area. A yellow box highlights the 'Channel moderation' dropdown menu, which is currently set to 'Off'. Below this, there are two radio button options for 'Who can start a new post?': 'Everyone can start a new post' (which is selected) and 'Everyone except guests can start a new post'.

Channel settings

▼ **Permissions**

Set channel moderation preferences

Channel moderation

Off

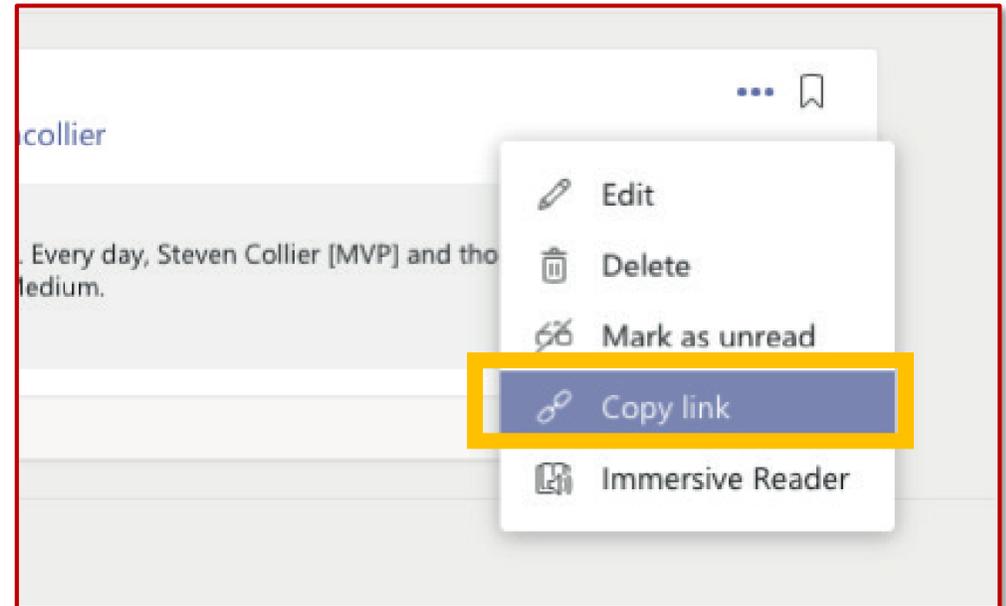
Who can start a new post?

- Everyone can start a new post
- Everyone except guests can start a new post

10. How to link a conversation

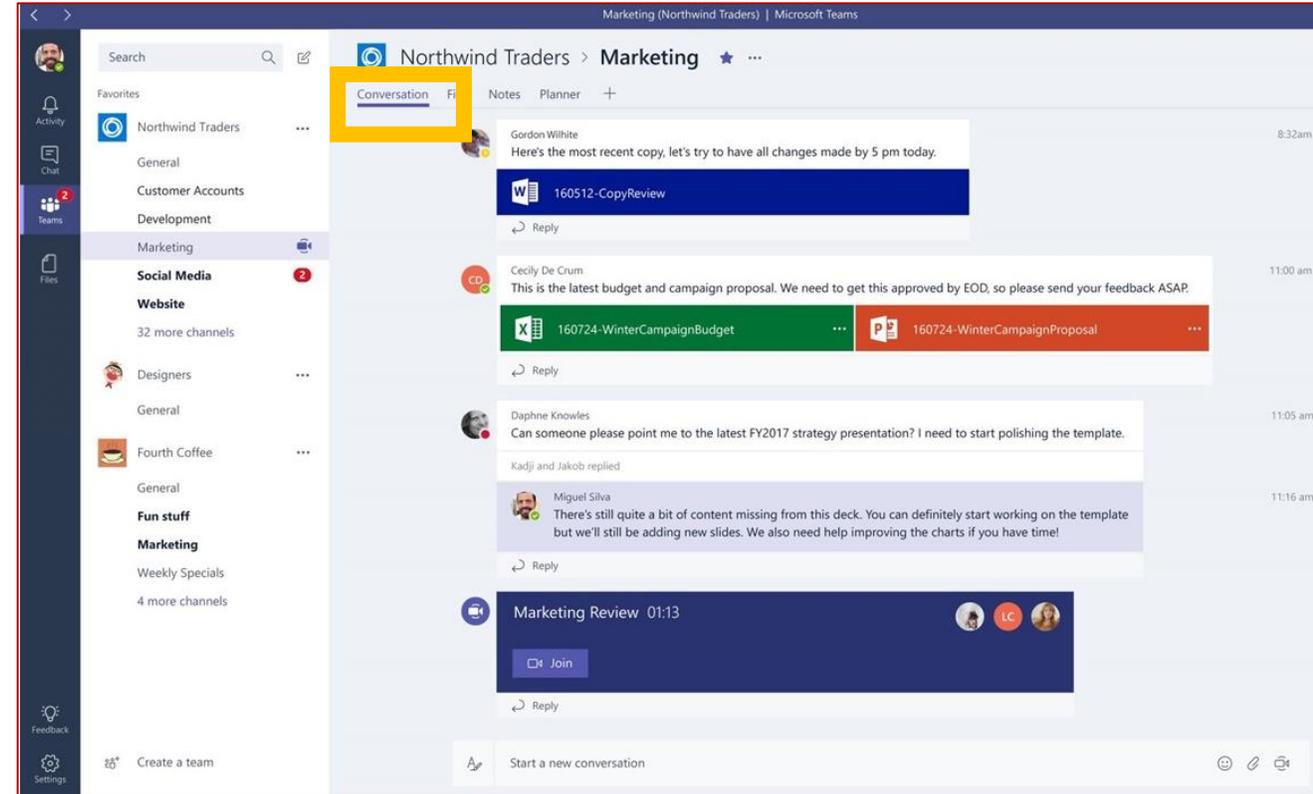
To link a specific conversation and share it with your teammates, you simply need to click **More options > Copy Link**.

Then, you can simply paste the link within one of your messages.



Conversations on Microsoft Teams

- The Posts tab appears in the General channel, as well as any additional channels created. All channel members can view and add to conversations in the General channel.
- Conversations are different from chats because they are visible to everyone in a channel and not private. Documents shared in a conversation automatically become part of the Files tab in that file.



- Learn how to speak to the right audience and get your receiver's attention with the message formatting options.

11. How to start a new conversation

In order to talk to all your teammates you can use the **collaboration** chat.

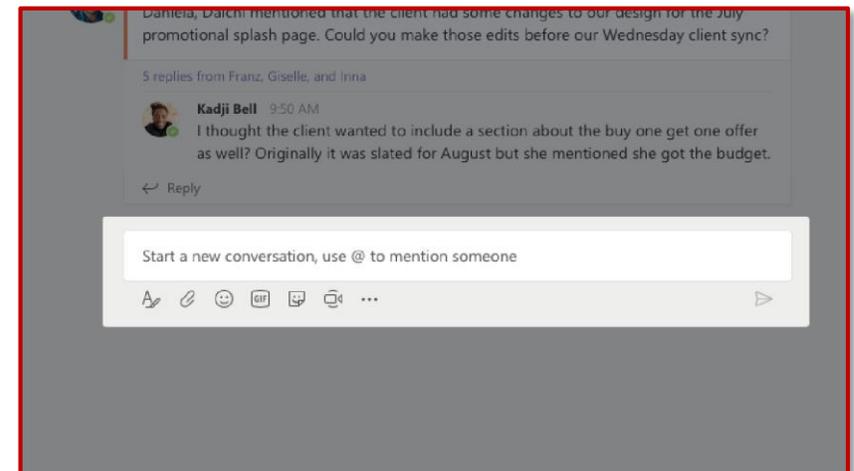
Collaboration chat thread is **different for each channel**.

Within this space **everyone in the channel can see whatever you post**, no matter if it is addressed to a specific person. Therefore, be careful with what you write here.

Collaboration chat is suitable for posting project/department/team updates, mentioning specific people, catch someone's attention on a specific document etc.

In order to publish your first post:

1. Click **Teams**, then pick a team and a channel.
2. In the compose box, say what's on your mind and click **Send**.

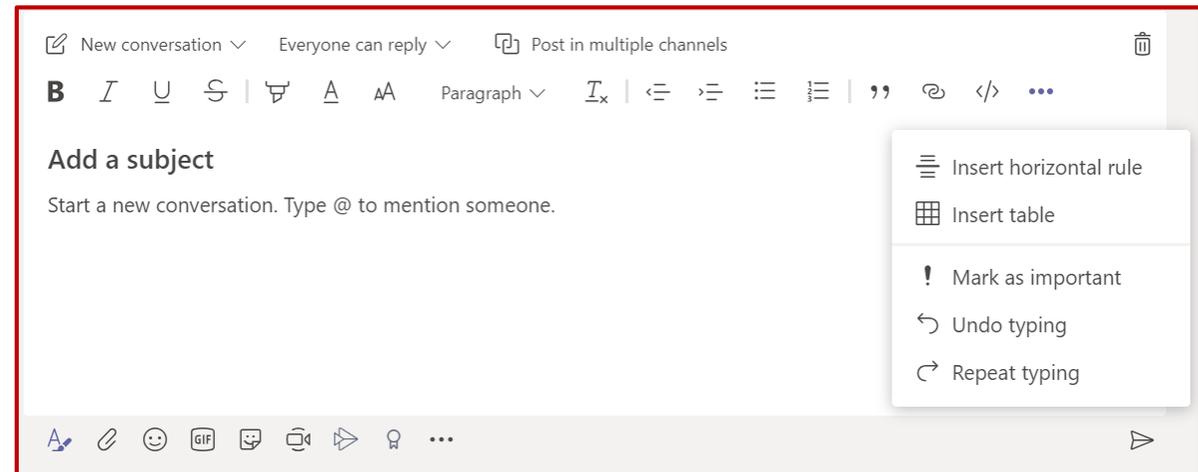


12. How to format a message

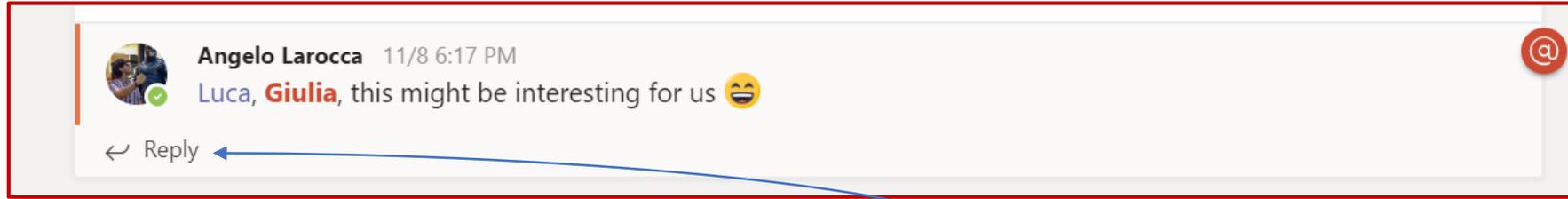
Feel like doing some formatting? Click  beneath your compose box to expand it and open more formatting options:

- **Bold**, *italicize*, underline, and **highlight text**.
- Change your font color and size (small, medium, or large).
- Create bulleted or numbered lists.
- Add a link.
- Mark a message as important.

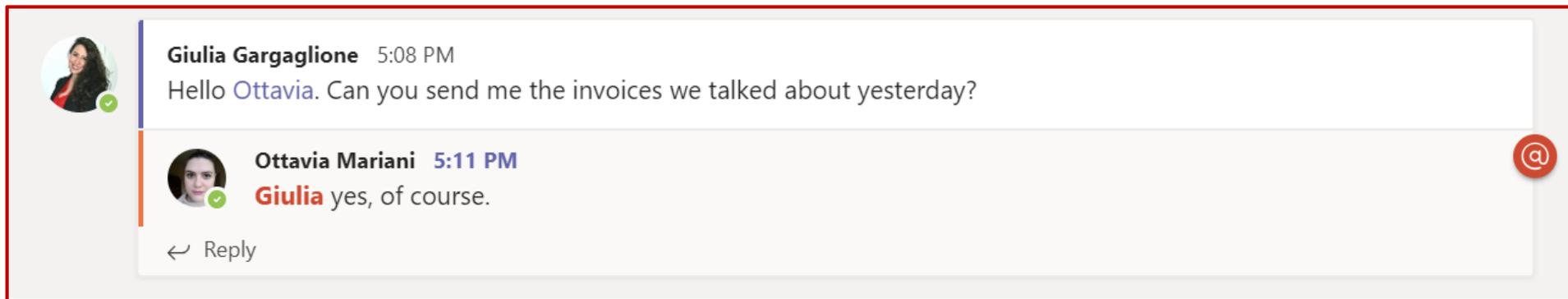
In the expanded compose box, you can create a new paragraph without accidentally sending your message. You can even add a subject line.



13. How to answer in a conversation



Press on **Reply** below
a message



Your message is displayed **below**
the message you answered to

Pay attention: do not start a new conversation to reply a message, otherwise the recipient won't be notified of new messages.

14. How to add an emoji reaction to a message

You can react with **more emotion** to messages. Microsoft Teams supports **six emoji** reactions to messages.

The emojis include a thumbs up, a heart, a happy face, a surprised face, a sad face, and an angst face.

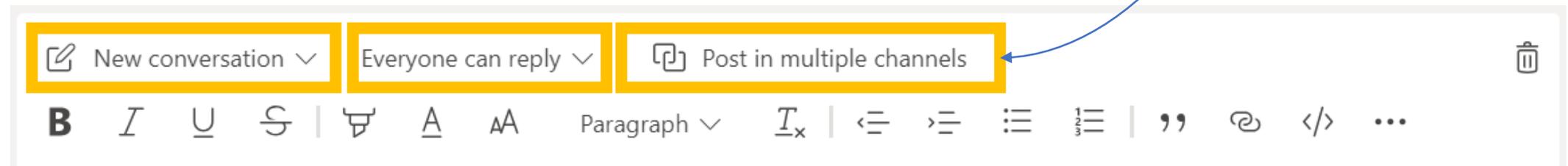


15. Conversations upper menu

Choose whether to send a **standard** message, or to create an **announcement**

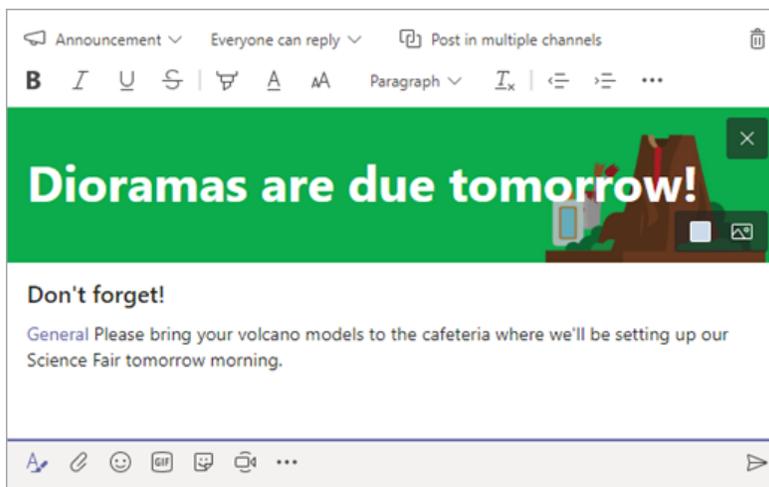
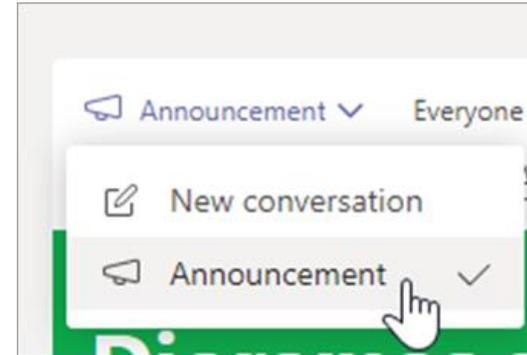
Choose **who's allowed to reply your message** (everyone, or just owners and moderators)

Decide whether to post your message in **multiple channels**



16. How to create an announcement

Announcements look sharp and "important". You can also post an announcement with a background illustration.



1. Choose **Announcement** as your post type.
2. Choose an illustration or **Upload an image** to decorate your post.

17. How to @mention someone

A **@mention** is like a tap on the shoulder—a way to get someone's attention in a channel conversation or a chat.

In the compose box, type @, then type the first few letters of the person's name.

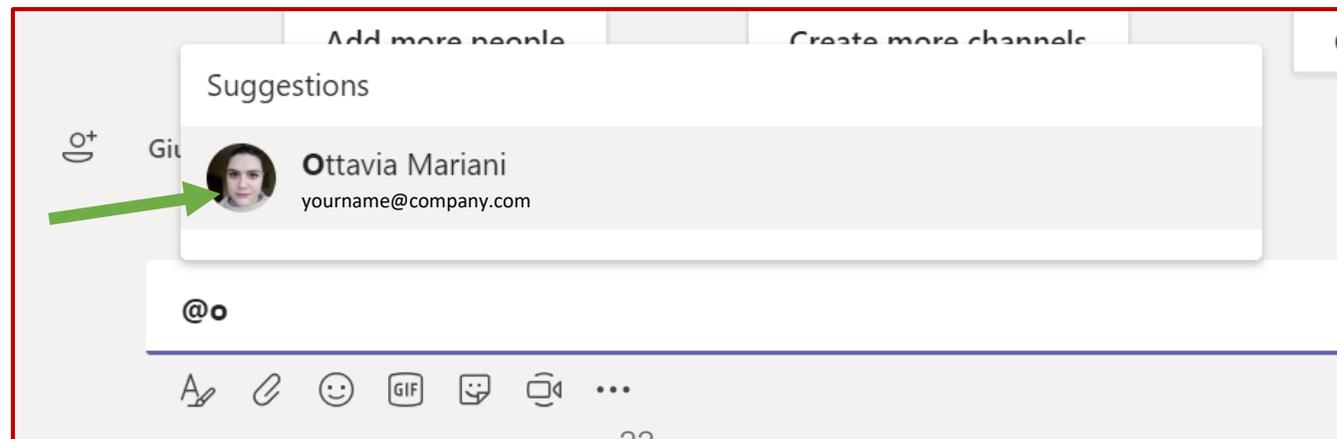
You can also @mention entire teams and channels.

Select the person. Repeat for as many people as you want to @mention.

Each person you @mention gets a notification in their **Activity** feed on all their devices.

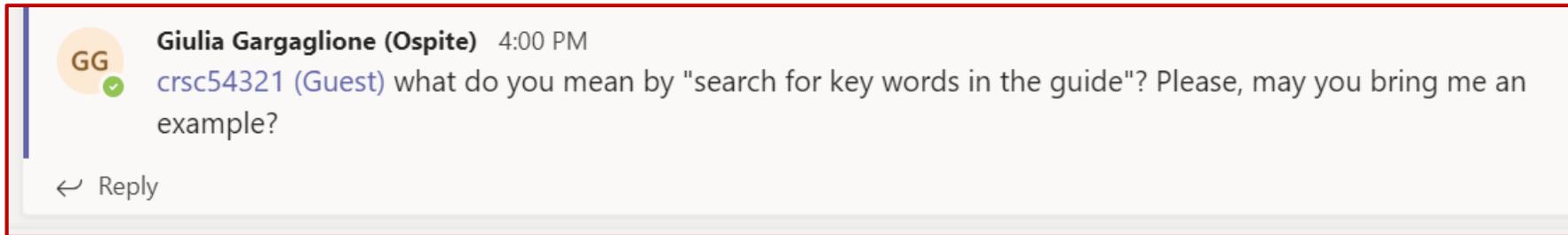
If you @mention the whole team by using **@[team name]**, you can ensure that everyone on the team, or specific channel is notified about your message/post.

Check for a red circle next to **Activity** right now to see if someone has @mentioned you!



17. How to @mention someone

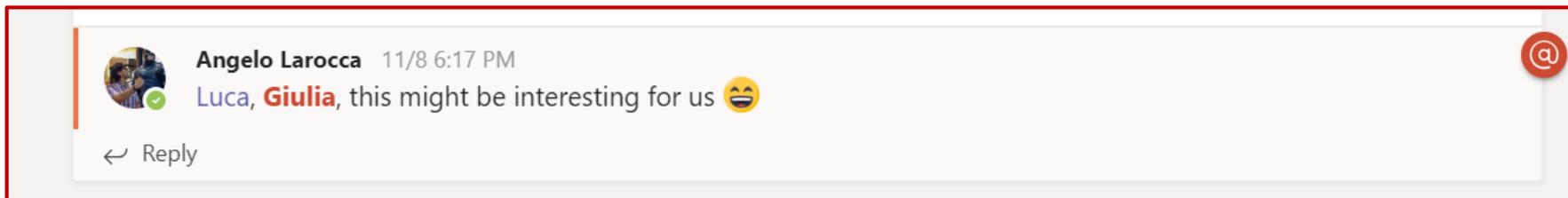
How you see the message



GG Giulia Gargaglione (Ospite) 4:00 PM
csrc54321 (Guest) what do you mean by "search for key words in the guide"? Please, may you bring me an example?

← Reply

How your colleague (Giulia in this case) sees the message



Angelo Larocca 11/8 6:17 PM
Luca, **Giulia**, this might be interesting for us 😊

← Reply