

## Video Conferencing Tools – Microsoft Teams | Transcript Text | Remote Teaching Support W21

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Angela:

Hi everyone, my name is Angela Huang. This presentation will give you a brief overview of Microsoft Teams and how you can integrate it in your remote course. What is Microsoft Teams? Microsoft Teams is a group collaboration tool featuring chat, voice and video calling, integrated group file sharing. Why we should use Teams? Teams allows group of users to work on documents together, schedule voice and video meetings with up to 250 participants, upload group files and also external users can be added to Microsoft Teams to enable collaboration with users from off campus.

In teams, when you schedule a meeting, you have the option to choose if you want to repeat this meeting or not. When you open up a new meeting in Microsoft Teams, you will present it with a screen that looks something like this. On the top of the screen, you have a toolbar where you can see the participants list, the chat, the breakout rooms option, the video and audio setting, and as well as the option to share your screen. Breakout rooms, you can easily split up your students into different groups for collaboration. Just make sure you have the latest version of teams download in order to use the breakout room feature.

First, you can choose many rooms you want to create. You can choose between 1 to 50 different rooms, then you can choose to assign participants into breakup room automatically or manually. You also have the option to record your lectures if you are planning to record it. In device setting you will be able to test your speaker and mic to see if they are working properly. In meeting option, you will be able to choose who can bypass the lobby and who can present. Thank you for listening!

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