

# Video Summary:

## Microsoft Teams Training

### Feature Updates, December 2020

All of these dates are roadmapped and tentative. They may change without notice, so just keep an eye out for things.

#### New settings and preferences

- Hide notification previews, both desktop and app
- Ability to appear offline in presence
- Duration on presence status
- New noise suppression options
  - Users can set the noise suppression level before a meeting. Once changed, the setting applies to subsequent calls.
  - Settings are accessible from the profile image > Settings prior to a meeting and from More options [...] > Device settings during a meeting.
  - The four settings are Auto (default), Low, High, and Off. When left on the default setting, Auto, the Teams app sets noise suppression based on ambient sound. Low is designed for persistent background noise like an air conditioner, computer fan, or music. High suppresses all background sound that is not speech; this setting uses more computer resources. Off disables the noise suppression feature.

#### Meeting control options

- Meeting options
  - Mute controls (i.e. allow participants to unmute)
  - Default presenter vs. viewer option
  - This is supposed to be available within the meeting directly, too, not just on the web. Go to [...] > Meeting Options
- Enhanced Forms integration
  - Any meeting presenter can add the Forms app as a tab in the Teams meeting.
  - Before the meeting, presenters can create draft polls.
  - During the meeting, presenters can create and launch polls that all attendees can view and answer.
  - All attendees will be able to see the results in real time, and they can respond to a poll after the meeting if the poll has not been closed.
  - After the meeting, presenters can evaluate responses in the meeting tab, export responses to an Excel workbook, or review responses on the web in the Forms app.

#### Meeting changes

##### Options and features

- New meeting pre-join experience

- Transferring or adding a Teams meeting to a second device
  - Open Teams (mobile app or desktop app) on the second device
  - On the banner advising that the meeting is in progress, select Join
  - Then select "Add this device" or "Transfer to this device"
- Full-screen meeting mode (More Options ... > Full Screen)
- 3x3 meeting recordings
- Together mode: new scenes (auditorium, conference room, coffeeshop, etc.)

### Teaching, learning, and control options

- Focus mode (More Options ... > Focus Mode)
- Spotlight mode
- Live captions with speaker attribution

### Meeting management

- Five-minute end-of-meeting warning (the meeting won't end, it's just alerting you that your scheduled end time is approaching)
- New End Meeting button that ends it for everyone (available only to the organizer)

### Breakout Rooms

- Requires updated versions; suggest at least 1.3.00.33674
- Windows users can update to this version by downloading and installing from <https://goyot.es/jlbpt> (Julieta-Lima-Bravo-Papa-Tango)
- Coming soon: breakout rooms can be pre-built before the meeting (Q1?)

### Upcoming Features

- **(January 7)** Teams recordings stored in OneDrive by default
  - These files are downloadable. New features rolling out February through April will make them *not* downloadable by default (unless you override that)
- **(Rolling out now)** Native Windows 10 and macOS notifications
- **(Late January)** When organizing Teams meetings in Outlook for Windows for 40 or more participants or 10 or more distribution lists you'll see a prompt to set meeting options.
- **(Late January)** Users can add the Channel calendar app to a Teams channel when using the Teams desktop app. This feature makes it easy for members to see scheduled channel meetings.
  - Select new tab+ at the top of the channel
  - Find and add Channel calendar from available apps
  - Teams automatically creates a new post when a channel meeting is created. It will appear in the activity feed and/or in a banner notification depending on users' notification settings. Any user who has notifications turned off will see the event only when they open the Channel calendar.
  - The Channel calendar is available only to team members. Guest users cannot access the Channel calendar app.
- **(Late January)** Presenter View coming to PowerPoint file sharing
- **(Late January)** New meeting chat control options: Once available, meeting organizers will be able to set the "Allow meeting chat" setting within the Meeting options. This will enable them to manage participants ability to chat prior to, during, and after a meeting. There are 3 options for this setting.
  - On (default): allows chat at any time.

- Off: will make meeting chat read only and no one can send messages in chat including the organizer.
- During the meeting only: participants can send messages during the meeting only and the organizer can send messages all the time.
- **(February)** Attendance report downloads (located in the meeting chat after the meeting)
- **(Q1)** Meeting chat access changes
  - Applies only to new meetings, not existing ones
  - These changes don't apply to Channel meetings
  - Who can see the chat for a single meeting?
    - People who are invited to the meeting or forwarded the meeting invitation after it is scheduled have access to the chat before, during, and after the meeting.
    - People who are added to a meeting after it starts using the Invite someone field on the Participants pane (or are provided the meeting join coordinates in another way) will have access to the chat from the time they join to the time the meeting ends. They will not be able to see chat that takes place after the meeting ends.
  - Who can see the meeting chat for a recurring meeting series?
    - People who are invited to the full series have access to the chat before, during, and after the meeting (up to the 1000-person limit).
    - People who are forwarded the invite of a single occurrence of the series or added to a meeting after it starts using the Invite someone field on the Participants pane (or are provided the meeting coordinates in another way) have access to the chat from the time they join to the time that meeting instance ends. They will not be able to see chat that takes place after the meeting ends.