

Microsoft Teams

Guide

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What is Microsoft Teams?

Microsoft Teams is an all-in-one collaboration tool that helps your team stay organized with conversations, meetings, and file sharing.

Setting up your Team/Group

Before creating your Team, you will need to **decide on a Team name, who to invite** and **what channels** to add.

IMPORTANT: Currently Team/Group creation is handled by the Help Desk.

Submit a Support Request and include:

1. **Team Name** (the name will be prefaced by RPI_)
2. **Email addresses of individuals** who should have rights to add/remove members in the group.

The **Help Desk will reply** when your Team/Group is ready.

Logging into Teams

Teams – Desktop app

1. In Windows, type **Teams** in the Search bar.
2. Click the Microsoft Teams app.

Teams – Web app

1. Go to **portal.office.com**
2. Login with your **RPI email** and **RCS password** and your DUO app.

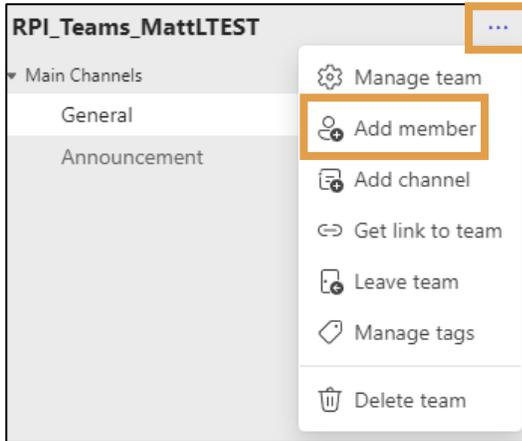
3. From the left navigation bar click the **Teams** icon
4. Click once on a Team icon.



Add Team/Group members

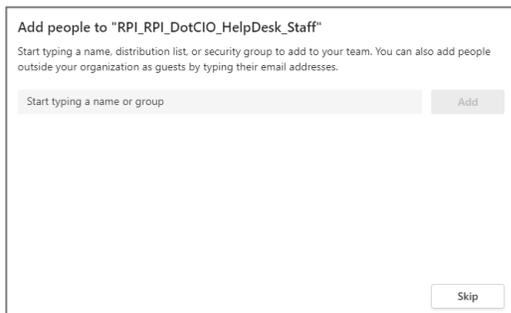
Once your Team/Group is ready, you can add members to the team as well as leave and delete the team from the more options.

1. While in a Team, click the more options, the three dots "...” located in the upper right corner of the Team name.



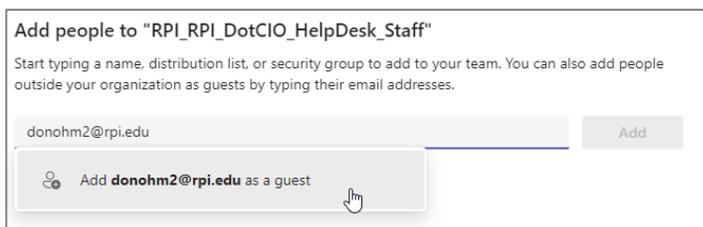
NOTE: You can also add people outside your organization as a guest to your team by typing their email address and click **Add**.

2. Click Add member  and the **Add people** to “your team’s name” dialog box appears.

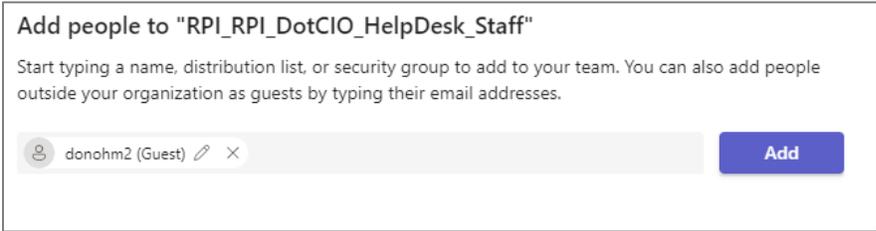


3. Start typing **Students/Fac/Staffs name** (should appear below if they have an active RCS account), **group** or type an **outside email address for a guest**.

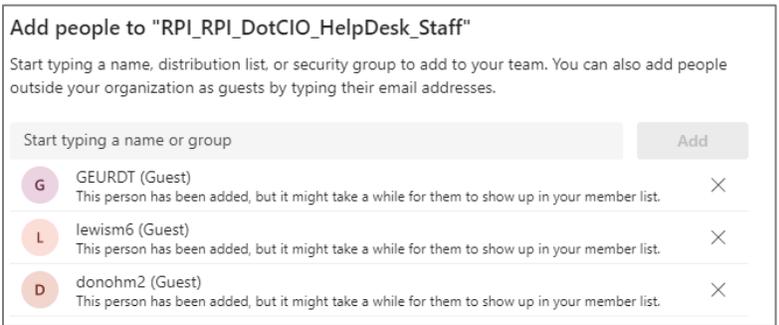
Guest – start typing their email address and you will be asked to add them.



4. Choose **Add**.

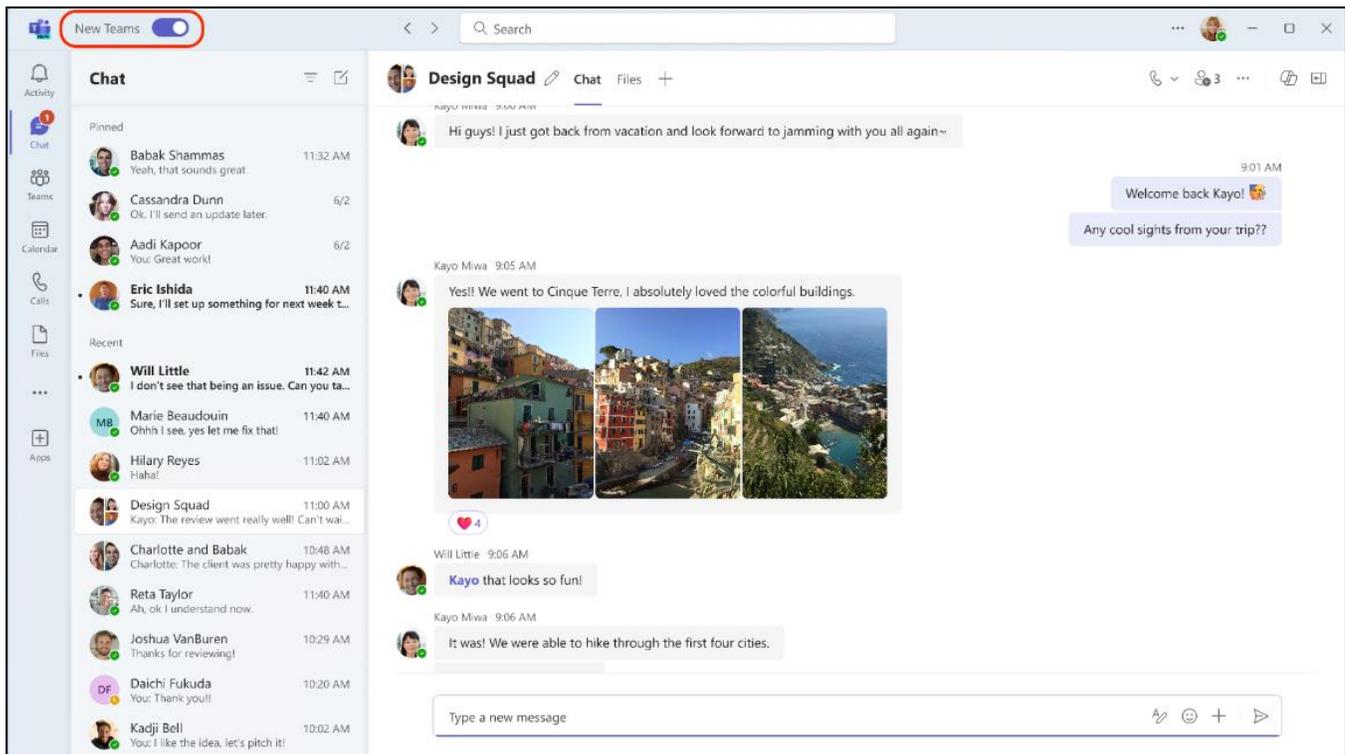


5. Repeat steps 2 and 3 until all the people have been added.



6. Click **Close** and the Team member(s) were added.

The New Teams (2024) Interface



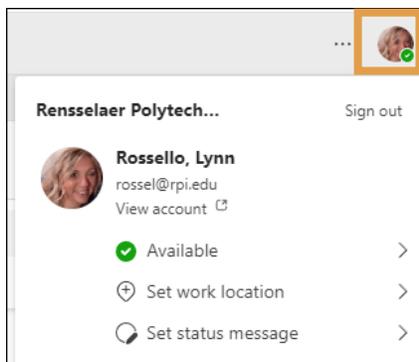
Navigation bar

The Navigation bar is located on the left side of the Teams window.

| Tool | Description |
|---|--|
|  | A place to view any unread messages, @mentions, replies and channel activity. |
|  | This is where you can create private chats or have group conversations. |
|  | Displays all the teams that you're a member of and any channels that make up your teams. You can have many Channels within a Team where you can hold ad-hoc meetings, or conversations. These Channels can be created for specific topics, projects, or departments. |
|  | The Assignments feature in Teams allows educators to assign tasks or work to their students. Educators can manage assignments, instructions, and upload resources. (This area is not being used in Teams. All Coursework should be done in the LMS) |
|  | The Teams calendar syncs with your Outlook calendar, so you will be able to view the same information in both places and there is no need to switch between calendars when you add new entries. |
|  | This is not available. |
|  | Shows all the files that were shared in your Channels and recent files that you are working on. |

View your account (Available/Set Location/Status message)

1. Click your account(picture) in the upper right corner of the Teams window.



Available: Several availability options to choose from: Available, Busy, Do not disturb, Be right back, Appear away, Appear offline as well as, Set Duration and Reset status.

Set work location: Either in the Office or Remotely

Set status message: Type a message explaining to others what you are doing. For example, you are out of the office or communicating something important.

Teams and Channels

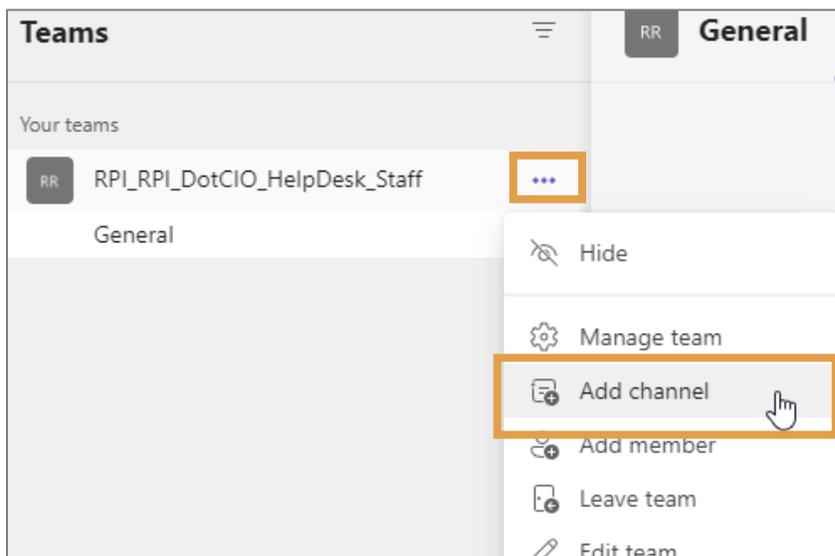
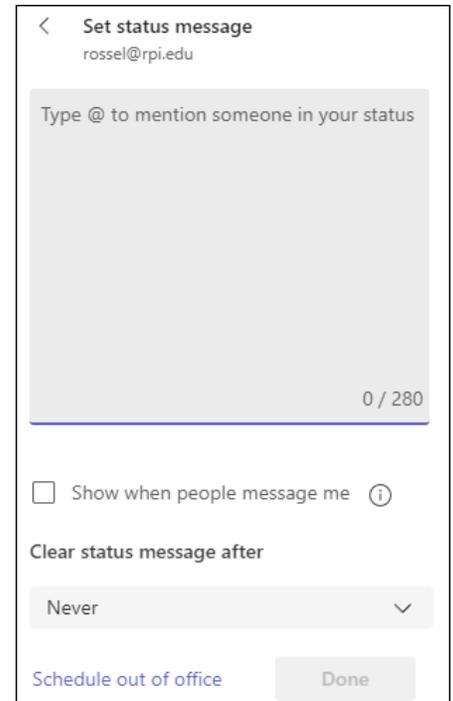
A team can contain up to 200 channels while a channel contains day-to-day activities like conversations using posts and sharing of files. Channels are associated with a Team, so a Team must be created first before adding any channels.

- Each Team has a General channel by default.
- If a Team is deleted, all channels associated with the Team are deleted too.

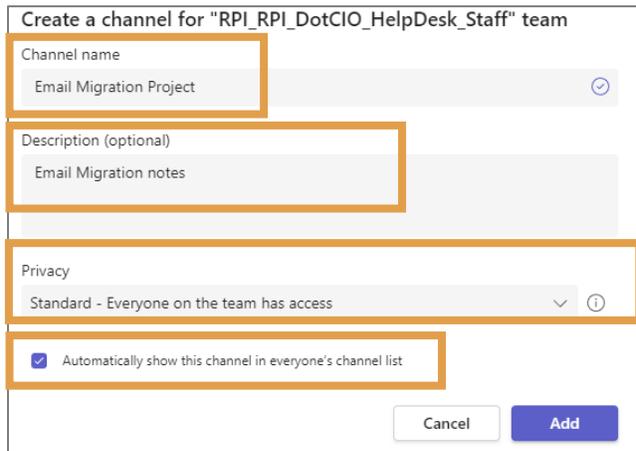
Adding Channels

Channels are individual sections that organize conversations, meetings, files and tasks into specific topics or projects.

1. For additional channels, click the **more options** ... (three dots) to the right of your team's name and then click **Add Channel**.



2. Type a new Channel name, a description and check “**Automatically show this channel in everyone’s channel list**”

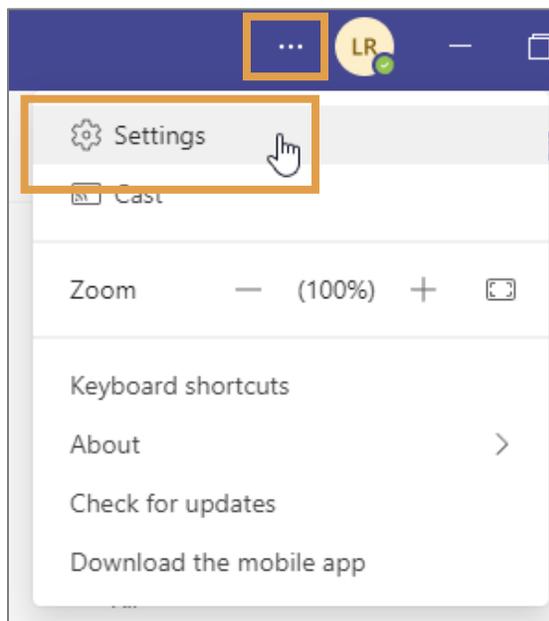


3. Click **Add**.

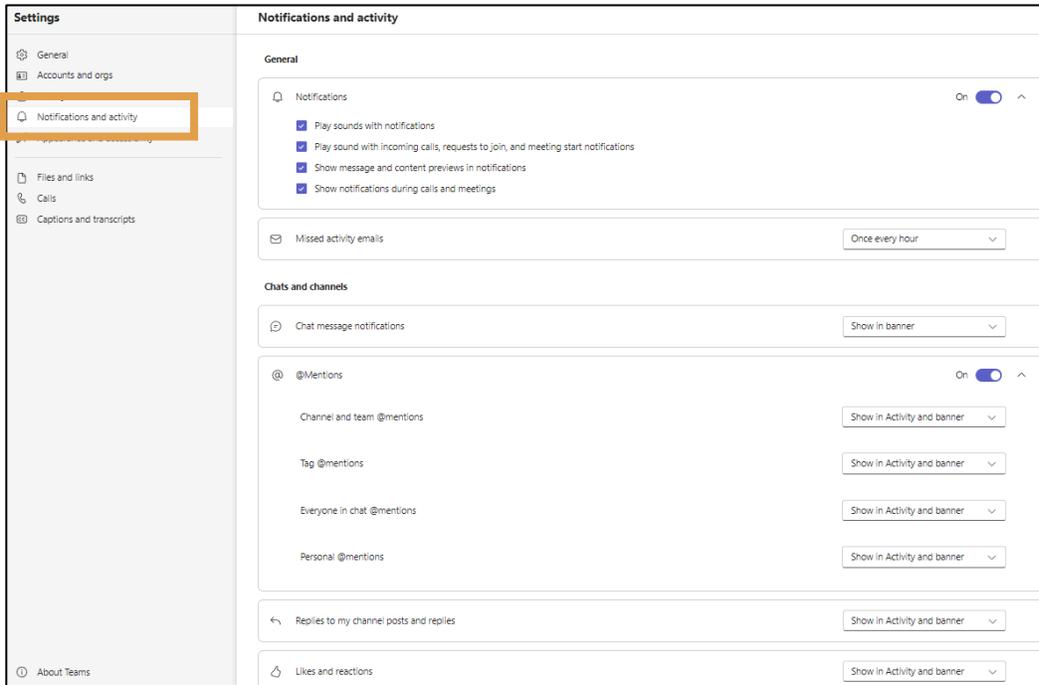
Customizing your Notifications

You can use notifications to only get notified on important matters, turn on and off sounds, change settings for Chats and channels, @mentions, and meetings.

1. Click the more options (three dots . . .) to the left of your profile picture and choose **Settings**.

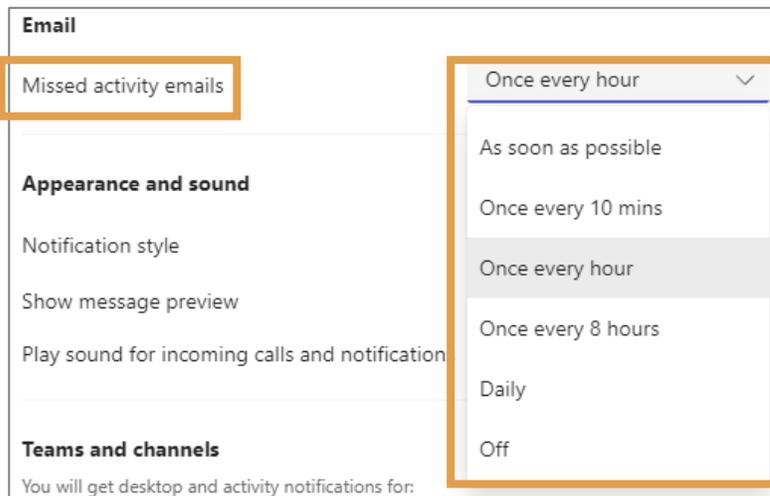


2. Click **Notifications and activity** from the left side bar.



3. Go through and choose your customizations like:

- How many times do you want to be notified.

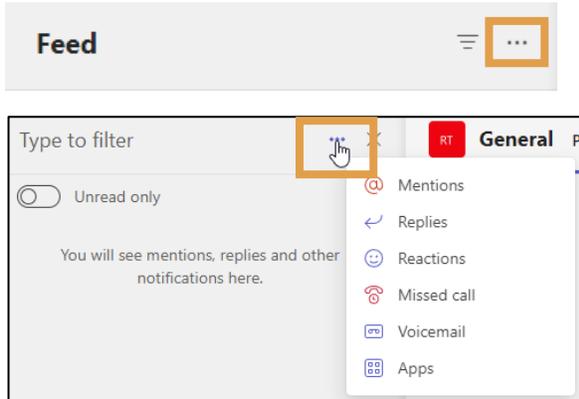


Activity

The **Activity** feed shows you a summary of things that occurred in the channels you follow. The filter option shows certain types of messages like unread messages, @mentions, replies and likes.

1. Click the **Activity** icon  from the left navigation bar.

- Click  to the right of Feed and then click the **three dots** to filter by the options listed.



The **Activity** icon will change with a number to let you know you have notifications like @mentions or a reply. **NOTE:** The notifications will stay in your feed for 30 days. After that time, they will expire and will no longer show in your feed.



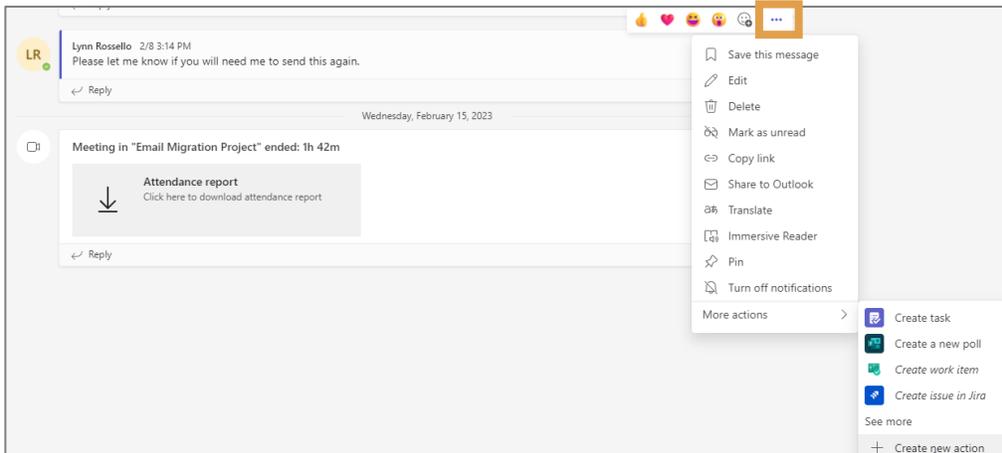
Activity feed symbols

As feeds start to gather under Activity, unique **symbols** to different types of notifications appear. These symbols can be used to prioritize these feeds.

| | |
|----|---------------------------------------|
| @ | @mentions of you specifically. |
| | @team mentions for teams you're on. |
| ☰ | @channel mentions in teams you're on. |
| ← | Replies to your posts. |
| 👍 | Posts you liked. |
| ⚙️ | You were added to a team. |
| 👤 | You were made a team owner. |
| ↗️ | Trending posts. |
| 💡 | Suggested posts. |

Posts features in Activity

1. Each Post under Activity has options that appear when you move your mouse to the upper right corner of each post window and then click on the three dots . . .



Using the @mentions to Get Attention

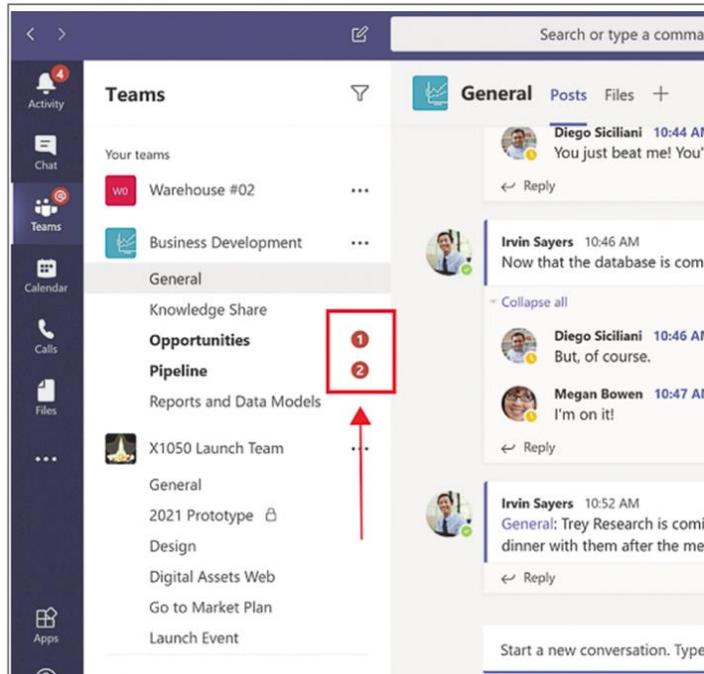
The posts tab is included in all channels to post your messages as well as keeps a history of all the discussions.

Use **@mentions** to get someone's attention in a channel. Type the @ symbol followed by the person's name and this person will receive a notification they were mentioned in the post.



When someone mentions you in a post, you will receive a notification in your Activity feed letting you know who it was and on what channel.

Those mentions appear in a red circle to the right of the channel name with a number of how many times you were mentioned.

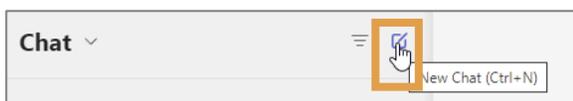


Chat

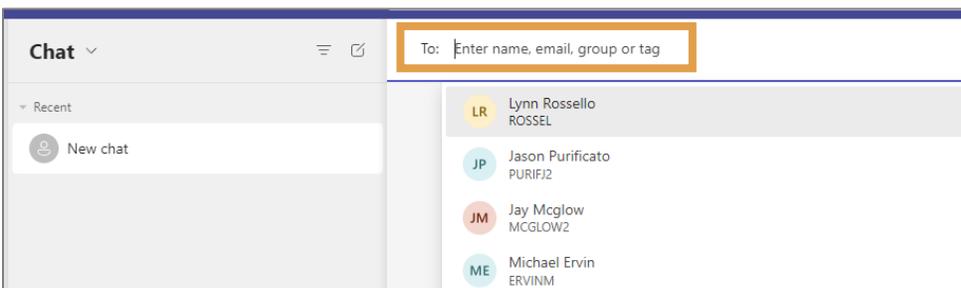
Chats can be one-on-one or in a group. Private chats are only visible to those people in the chat.

Starting a Chat

1. Click the **Chat** icon  from the left navigation bar.
2. Click the **New Chat** icon.

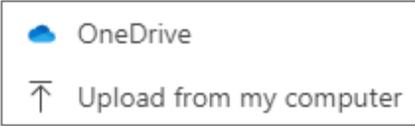
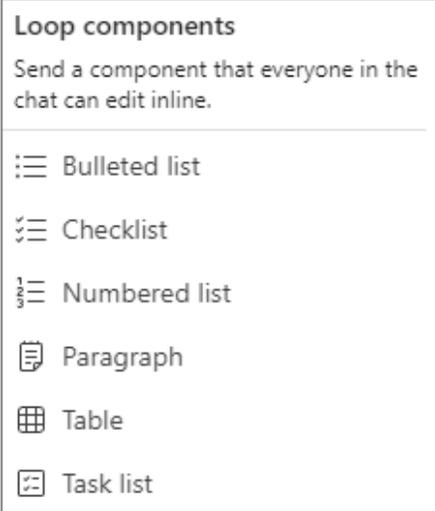


3. Type in the name(s) of the people you want to start your chat with, and you may see a list below to choose from.



- Once you have selected the person(s) for the chat, type your message at the bottom of the page. Before you send this chat, you may want to use the many features below the message on the toolbar. Most used options are described below.

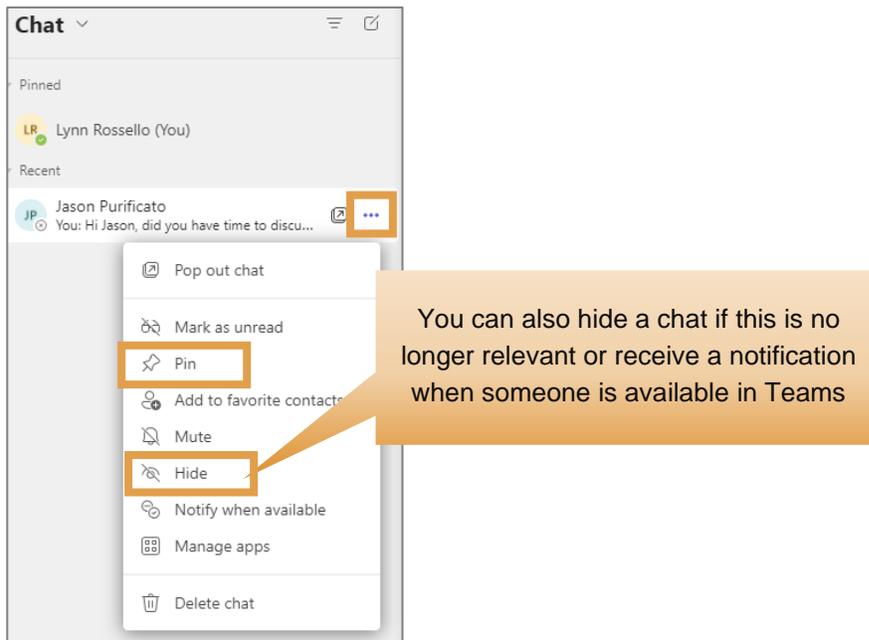


| Features | Description |
|---|--|
|  | <p>Format – Opens a formatting toolbar.</p>  |
|  | <p>Attach Files – Attach files from your computer or OneDrive.</p>  |
|  | <p>Loop components – A loop component must be used before typing any text in the message field.</p>  |
|  | <p>Schedule a Meeting – A new meeting window appears with details of the meeting to complete.</p> |

Pin your chat to the taskbar

To find those important discussions easier, you can pin your chats which adds them to a pinned list. **This brings the most important chats to the top of the list.** **NOTE:** You can pin up to 15 chats.

1. While in Chat, click the **three dots** “. . .” to the right of a chat and choose **Pin**.



This will automatically **move this chat to the top** of the chat window.

Team Channels – New Post/Files/Reflect/Notes/Apps

This is an area where the Team can share, **posts**, **Files**, **Reflect**, **Staff Notebook** (in OneNote) and **add a tab** to an application. In the upper right of the channel windows a team can have a Meet now meeting or schedule a meeting.

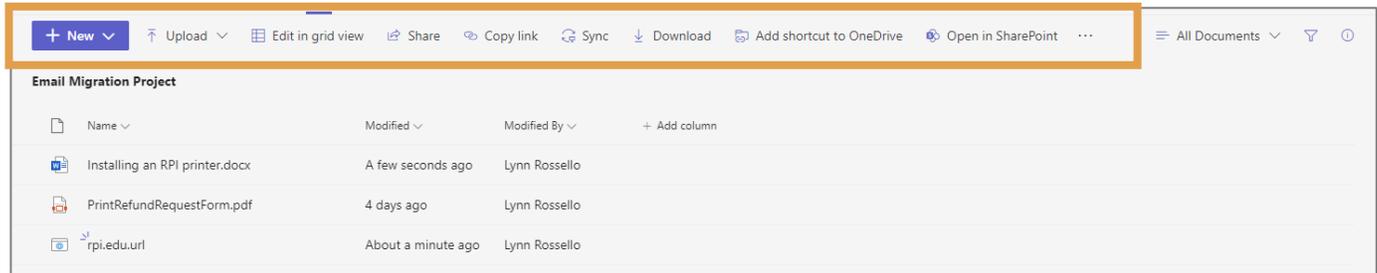
NOTE: Anything you post within the Teams area or send **will be viewable by everyone in that group**. The Chat area is used to send something confidential.

Posts

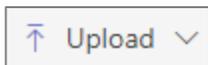
1. Click the **Teams** icon  located on the left navigation bar.
2. To start a conversation, click the **Start a post**  button.
3. Begin typing your message in the post line and then click the **Post** button to send.

Files

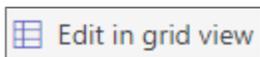
The files area under a Team or Group has many features and is where you can create, upload/download files as well as share files to name a few.



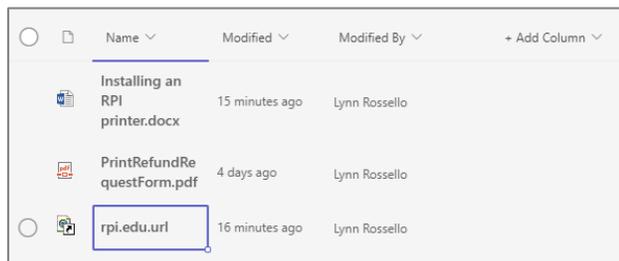
Creates in Teams a Word, Excel, PowerPoint, OneNote, as well as Forms for Excel.



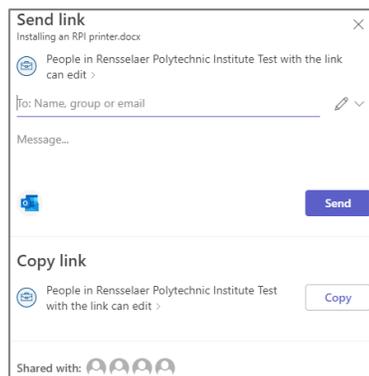
Upload Files, Folders or Templates to the channel.



Information is changed to a grid for easy sorting and adding specific column information. Click Exit grid view to return back to the original file view.



Select a document, by clicking a circle to the left of the document and then click **Share** and a Send Link window appears to complete.





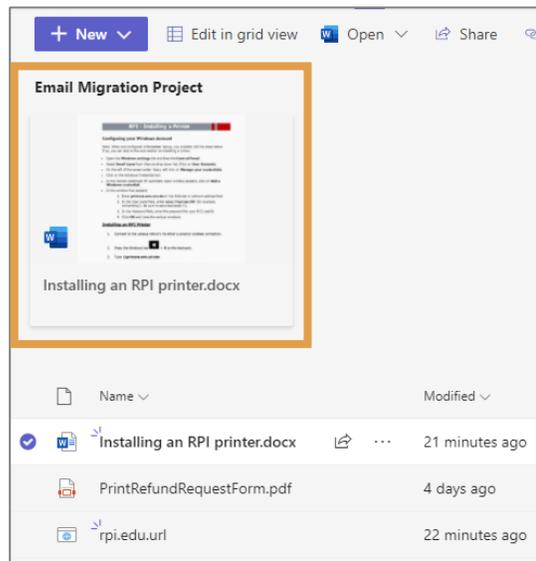
Copy and paste a link to the document in teams.



Downloads a zip file with the channel name and all the files associated with this channel that were uploaded.

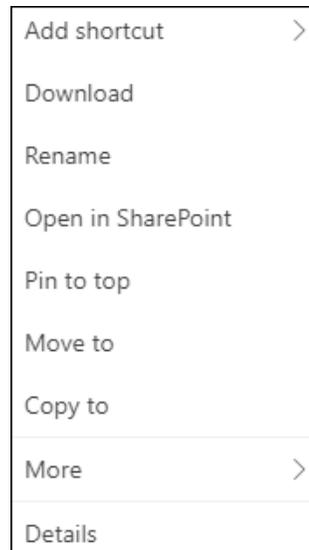
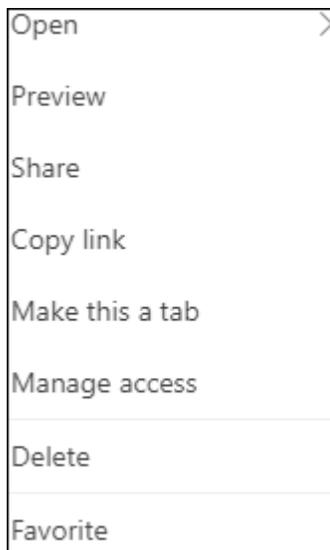


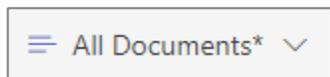
Pins the document to the top of the files window for the team to easily find.



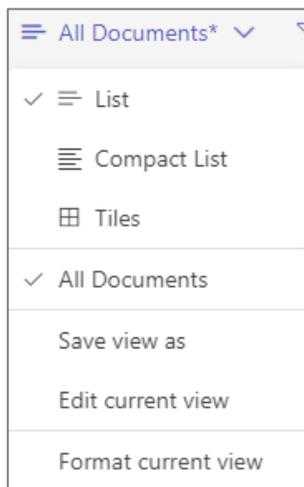
... (More options)

Click to the left of the file name and click the three dots . . . to see more selections.





Shows and saves different views of the file window.



Opens a filter window to choose files types and specific dates.

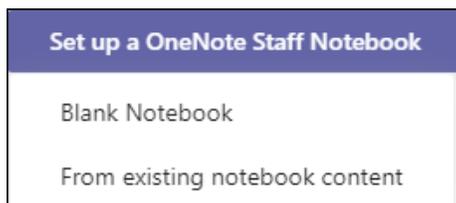
Reflect

NOTE: Encourage reflective conversations in your staff team by making check-ins a part of your routine. This area is mostly used for Education. **Use Reflect in staff teams from this link below** <https://support.microsoft.com/en-us/topic/use-reflect-in-staff-teams-318015b5-a758-4102-a001-19c5041a9bed>

Staff Notebook

A **Staff Notebook** is a digital notebook that facilitates collaboration. There is an option to create a blank notebook or use an existing notebook.

1. While in a channel, click **Staff Notebook** from the top bar.
2. Click **Set up a OneNote Staff Notebook** and choose **Blank Notebook** or **From existing notebook content**.



Blank Notebook – choose this option to setup a new notebook and goes step by step to setup the notebook.

From existing notebook content - choose this option and add content from an existing notebook.

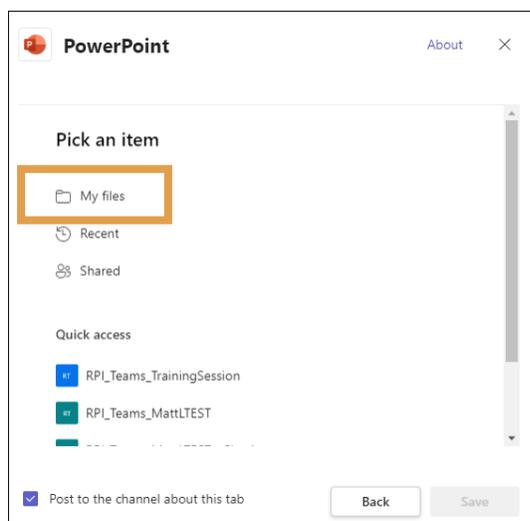
Add a Tab to an App

Add Word, PowerPoint, OneNote, etc. application files into tabs at the top of a **channel**.

3. Click the **plus sign +**  at the top of the Notes window.

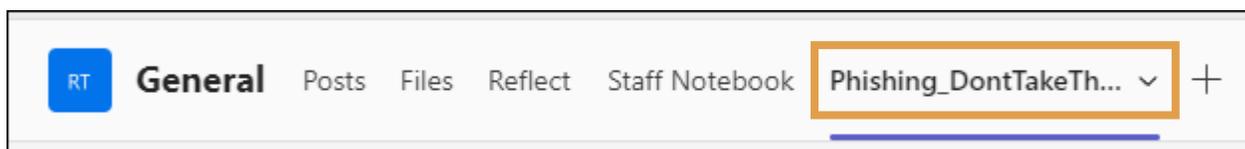
The Search for apps window appears with apps to choose from.

4. Click once on an app **or** click the **Get more apps** button in the lower right corner of the search apps window.
5. Click the name of the application, for example: **PowerPoint**
6. Click My files and click to the left of a file name to select this.



7. Click **Save**.

The Tab was created at the top and that file will open when you choose the tab. This file can be edited or shared and there are many features that can be used as if this app was opened on your computer.

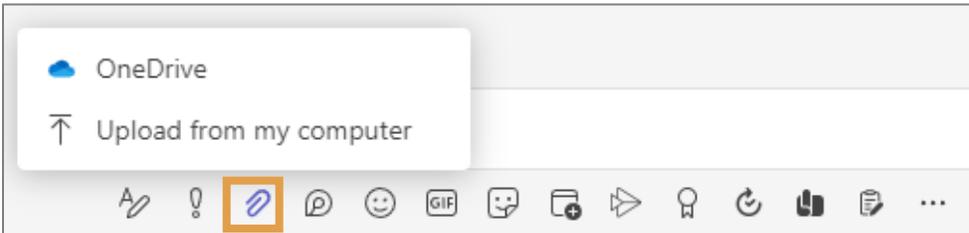


Sharing files in Teams

Files can be shared among team members within chats and channels. Team members can view, edit, and collaborate on Word, Excel or PowerPoint files very easily within teams.

Share a file in a Chat message

1. Click the **attachment paperclip icon** at the bottom of the chat or channel window.



2. Choose OneDrive or **Upload from my computer** and double-click on a file.
3. Click **Send**.

OR

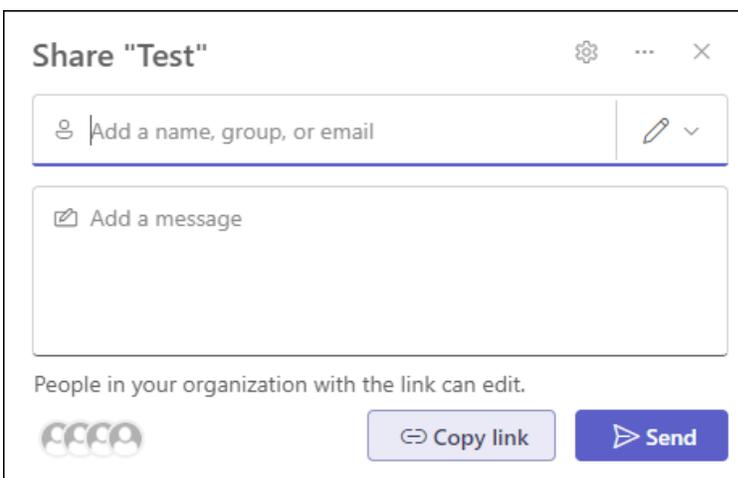
1. Click **Chat**→**Files**→**Upload**→add a file.
2. Click Chat and the file is added to the chat window.

Share a File in a Channel

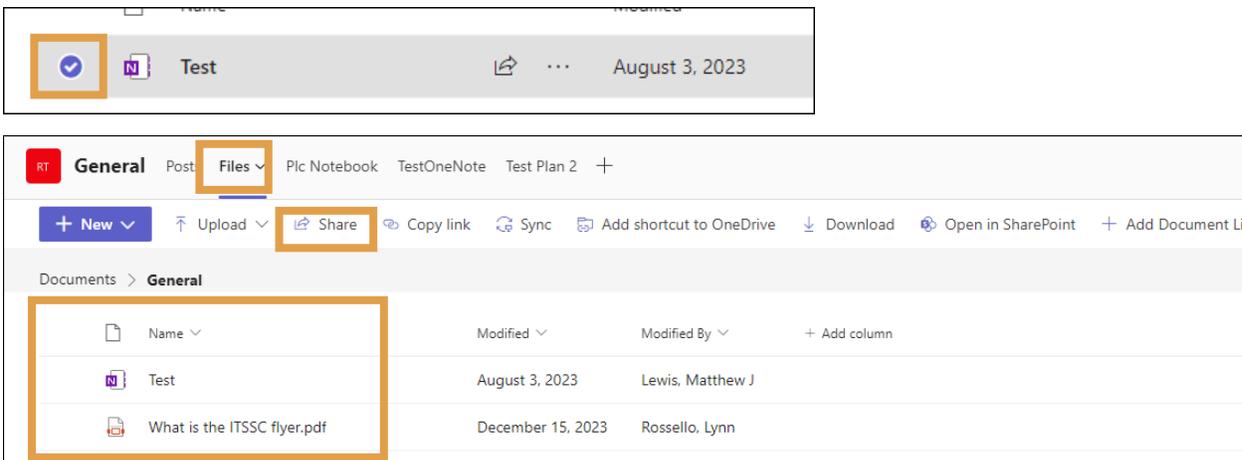
Every Chat and Channel has a Files tab at the top of the window, which shows all the files that have been uploaded under Files. All the files below can be shared using a link or each one can be selected individually.

1. **Share all the files in the General view:** While in a channel, click **Files** at the top and then choose **Share**  Complete the email addresses, add a message, and then **Send** or **Copy a link** to the General view.

A Share window appears



2. **Share a specific file(s):** Click to the left of a specific file(s) to select and then click Share. Add a name, group, or email, type a message, and then click **Send** or you can click **copy link** and send the link in an email.



Creating a New file in a Channel

You can start a new Word, Excel, PowerPoint, OneNote, Forms, and Visio drawing while in a channel.

1. While in a Channel, click **Files**.
2. Click the **+ New**  button.
3. Choose an application.
4. Name the document and then click **Create**.

The application opens in the channel window.

5. Once the document is complete, click **Close** in the upper right corner and the document appears below in the files area of the channel.

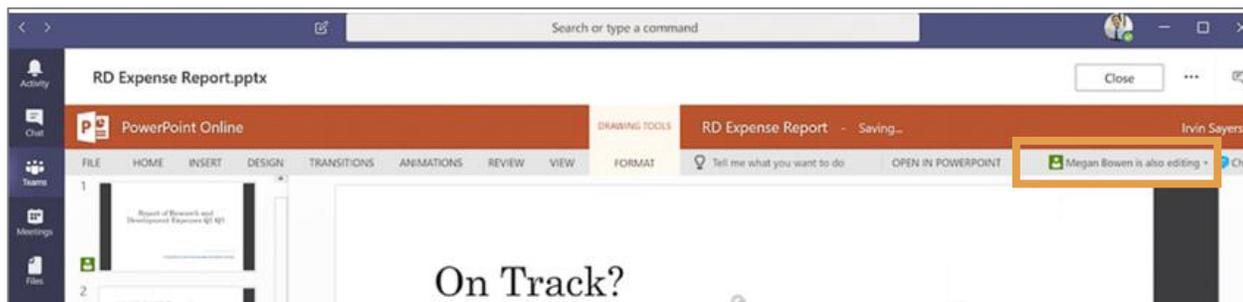
Working on a File Together

1. Select the **three dots ...** to the right of the Word/Excel/PowerPoint file and then slide down to **Open in** and then **Teams**



The application opens within the Teams window.

Teams will let you know who is currently working on the file.



NOTE: If you have any questions regarding the file or need to get more information, click the chat icon from the top right of the window to start a conversation. **These in-file discussions stay with the file in your chat/channel thread.**

2. Click **Close** located in the top right corner to close the app window.

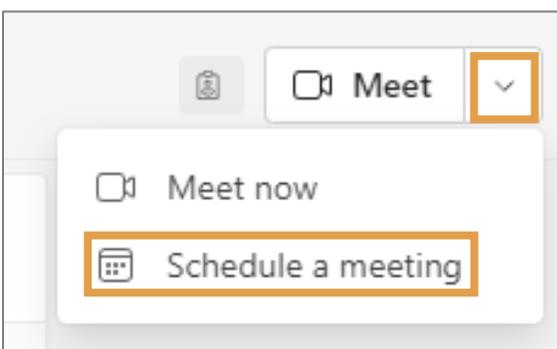
Schedule and Manage Meetings

Meetings can be with one team member or with a group, through a chat, a channel or within the Teams Calendar. **NOTE:** Your Teams calendar syncs with your Exchange calendar or Outlook calendar.

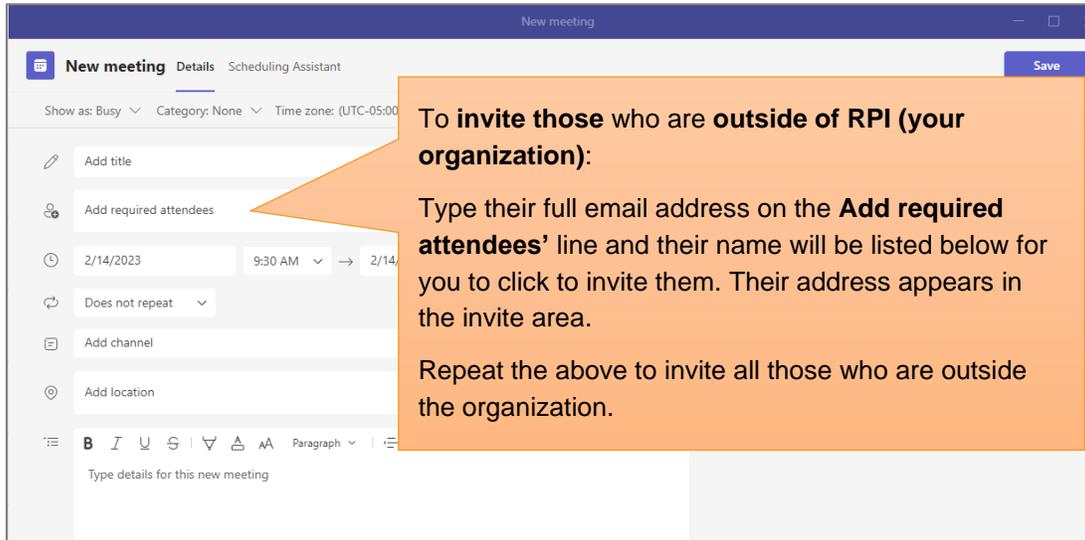
Schedule a new meeting in a Channel

When you create a meeting in a channel, everyone in the team will be able to see and join this meeting in the channel.

1. While in a Channel, click the drop-down arrow to the right of **Meet** located in the upper right of the channel window and then choose **Schedule a meeting**.



The **New meeting** window appears and has similar features to a new meeting in Outlook. **Such as:** Scheduling Assistant/Response Options/Busy times/Recurrence and Time Zone to name a few.



2. **Complete the meeting information** and then click **Save**. This will close the scheduling form and send an invite to everyone.

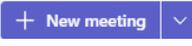
Schedule a new meeting in a Chat

1. While in a Chat, click the **Schedule a meeting** icon  on the bottom toolbar and a new meeting form appears.

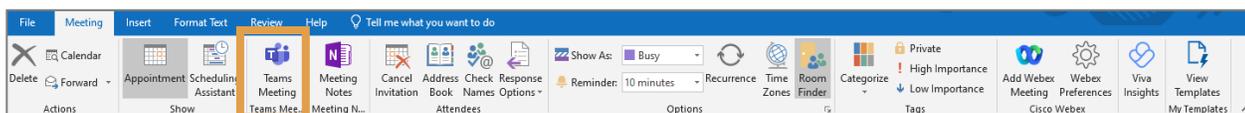


2. **Complete the meeting information** and then click **Send**.

Schedule a meeting from the Teams Calendar

1. Click the **Calendar** icon  from the left navigation bar.
2. Locate the date/time and then click **New meeting**  located in the upper right corner.
3. Complete the meeting information and then click **Send**.

Once you have access to teams you will see a **Teams Meeting icon** appear on your Outlook new meeting toolbar, so you can start a Teams meeting right from Outlook.

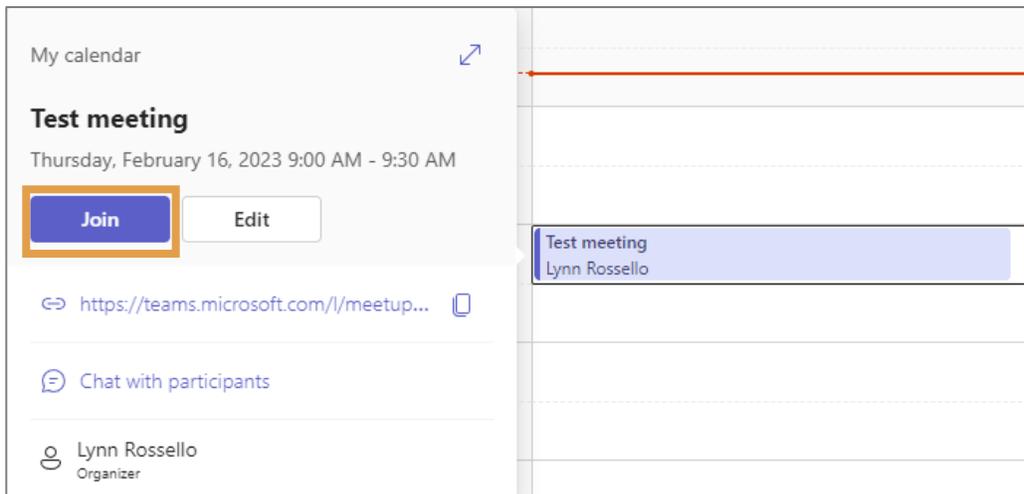


Join a Teams meeting

There are many ways to join a Teams meeting.

From the Teams application

1. From your Calendar, click once on the meeting, select **Join**.



2. Choose your **video and audio options** you want.
3. Select **Join now**.

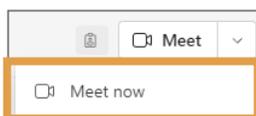
From the Web

1. Open your email invite and click **Join Microsoft Teams Meeting**.
2. Choose to **Download the Windows Team app** or to **Join on the Web**.
3. Type your name.
4. Choose the **video and audio options**.
5. Click **Join now**.

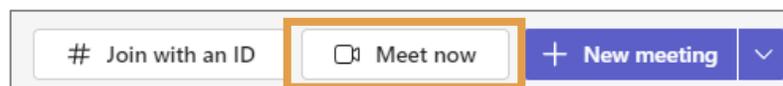
Meet now

The Meet now option starts an impromptu meeting. This feature is available within the Teams and Calendar icon. Once the meeting starts you can add a subject and members.

Teams:

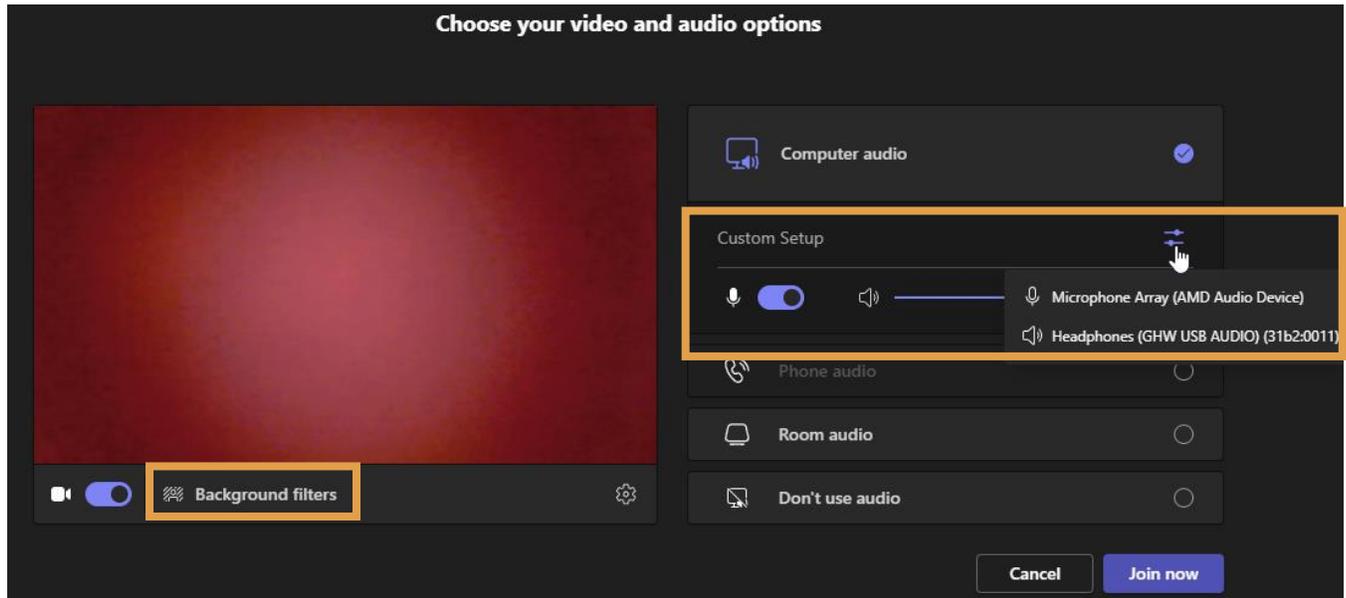


Calendar:



Hosting a Meeting

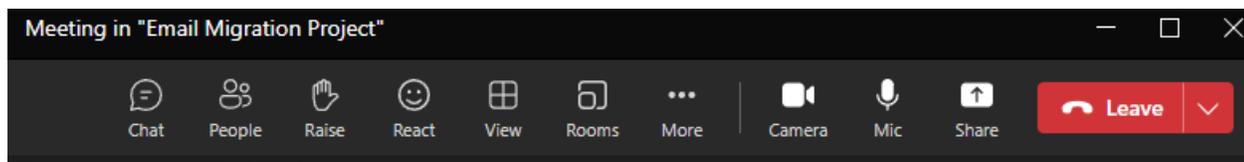
1. Once you start your meeting you will see the following screen. Choose the **audio** and **video settings** you want. This is also where you can select a **background** and what **device** you are using to connect to the meeting.



2. Once you make all the selections, click **Join now**.

Meeting toolbar

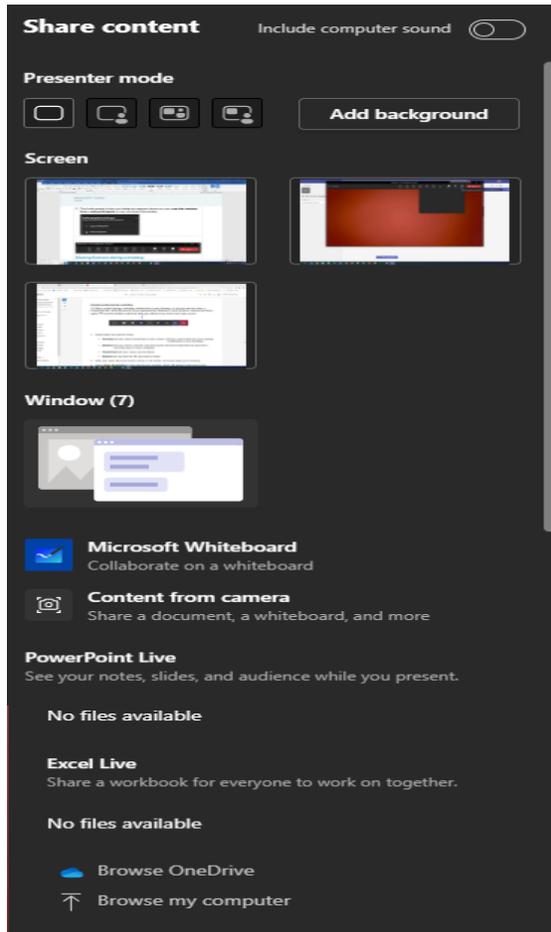
Most of these features are similar to other online meeting apps.



Sharing Content during a Meeting



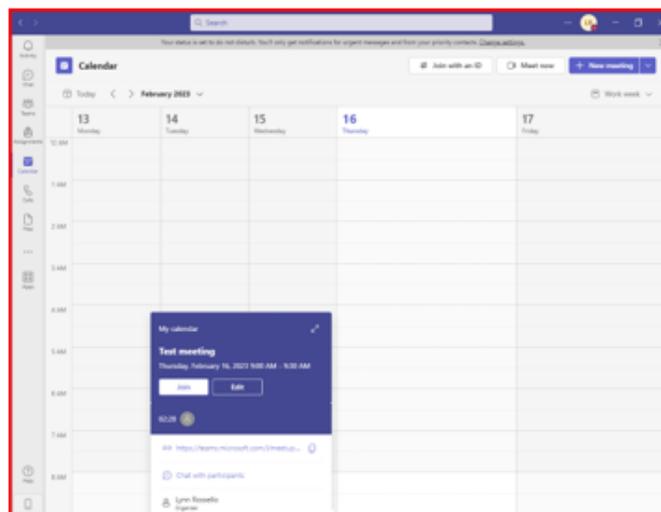
1. Click the **Share** icon from the meeting toolbar. There are several ways to share content, change **Presenter modes** and **Add a background**.



Select what you want to share:

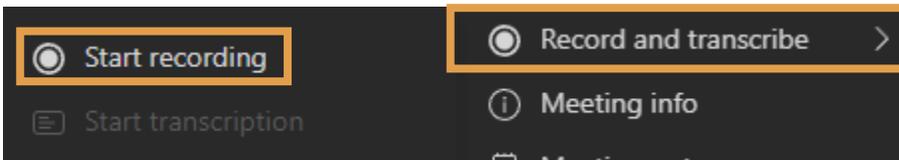
- **Desktop** – will show everything on your screen. **NOTE:** Make sure that you have nothing confidential on your desktop.
- **Window** - lets you show a specific app and specific document (Word/Excel etc.) that is currently open on your computer.
- **PowerPoint** - Shows a presentation.
- **Browse** - Find the file you want to show.

2. After you select what you want to show, a red border surrounds what you're sharing.

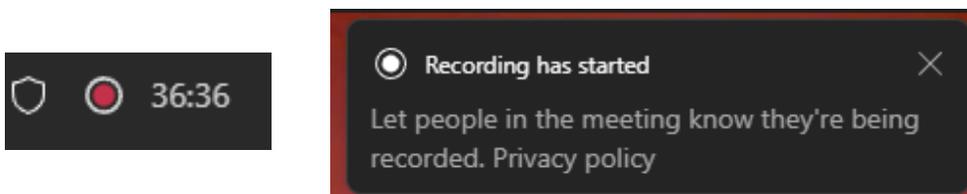


Record and transcribe

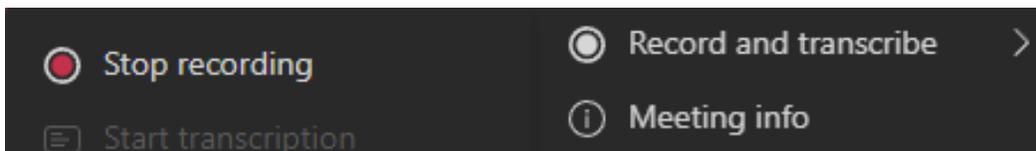
1. Click the **More** icon  and then choose **Record and transcribe** and then **Start recording**.



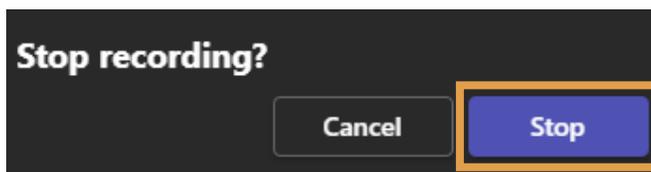
In the upper left of the meeting screen you will see the **timer starting and a red circle** showing that the meeting is being recorded as well as a dialog box on the screen stating that the **Recording has started**.



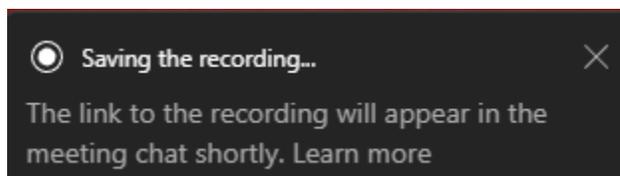
2. To **stop recording**, click the **More** icon  and then choose **Record and transcribe** → **Stop recording**.



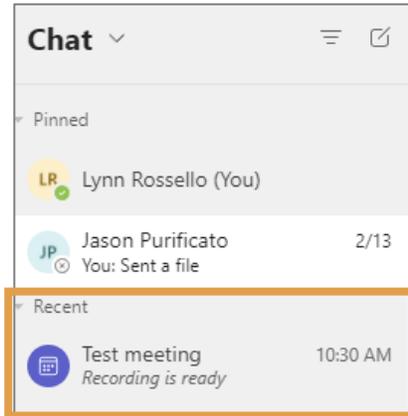
3. A **Stop recording** dialog box appears on the screen, click **Stop**.



The **Saving the recording...** dialog box appears on the screen letting you know that the recording link will be added to the chat window.



The recording has been added to the **Chat** window.



Meeting info (send a meeting link after joining)

1. Click the **More** icon  and then choose **Meeting info**.

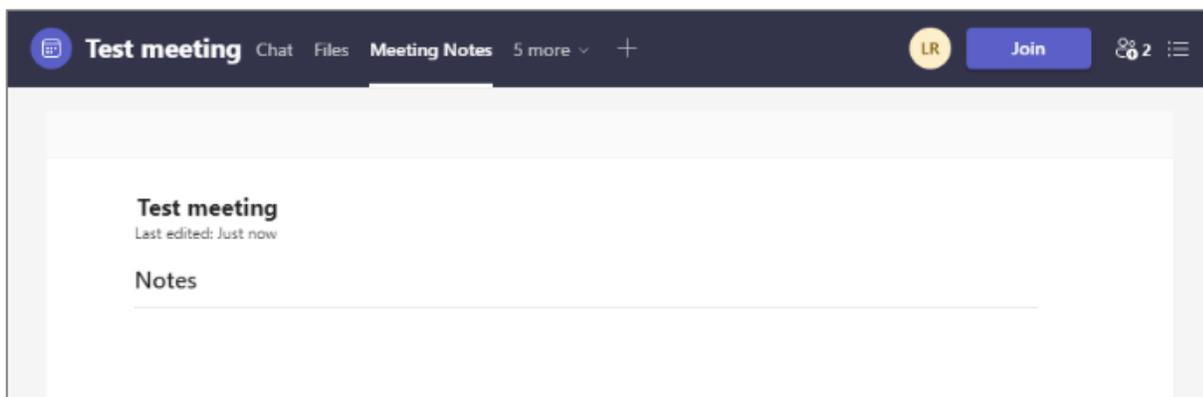
The Meeting info appears on the right side of the screen.

2. Click **Copy join info** button  you will see a message appear on the button that states this meeting link was **Copied to the clipboard** for you to paste to an email, or chat room, etc.

Meeting notes

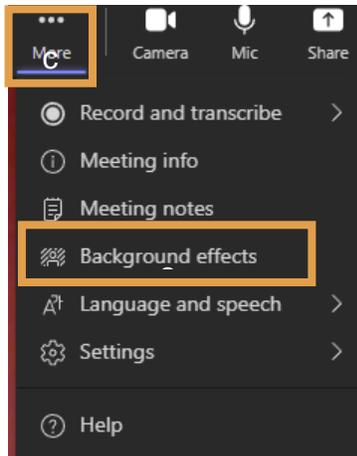
1. Click the More icon  and then choose **Meeting Notes**.
2. Click the **Take notes** button.

A **Notes** windows appears in the Chat area to start taking notes on the meeting.



Changing the background effects during the meeting

1. Click the **More** icon  and then choose **Background effects**.

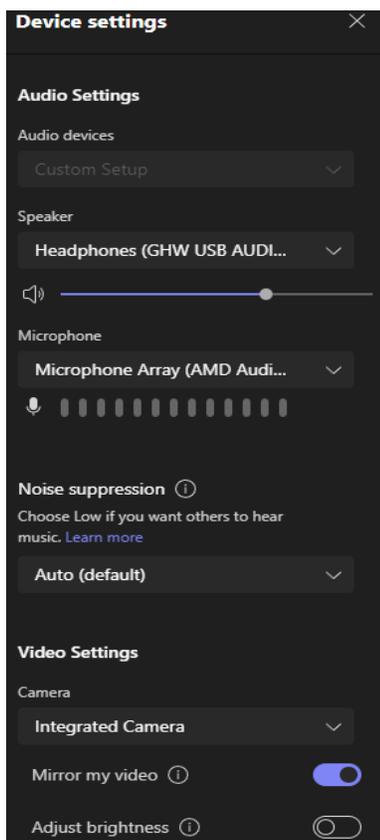


2. Choose a background and then click the **Apply** button at the bottom of this window.

Settings – Device settings

1. Click the More icon  and then choose **Settings** → **Device settings**.

The **Device settings** window appears on the right.



Settings can be changed on:

Audio devices – picks up your primary audio device, Speaker, and Microphone from the drop-down menu.

Speakers – can change whether you are using the speakers or headset.

Microphone Array – Tests the sensitivity of the microphone to make sure you are being heard.

Noise suppression - can be set to **Auto (Default)**, **High**, **Low**, or **Off**.

Camera – video devices will be listed in the dropdown menu.

Breakout rooms

Breakout rooms allow a place where small groups can have open discussions, exchange of ideas, and brainstorming sessions.

Only meeting organizers on the desktop versions of Teams (Windows and Mac) can create and manage breakout rooms. **NOTE:** Organizers or presenters must first join the meeting to create or manage breakout rooms

You can automatically assign people to breakout rooms when you create them. After they have been created, you can move people around, but you'll have to do so manually.

NOTE: These features aren't currently available in breakout rooms:

- Adding people to the meeting from the participant's panel
- Adding additional people to the meeting chat
- Copying the **Join meeting** info

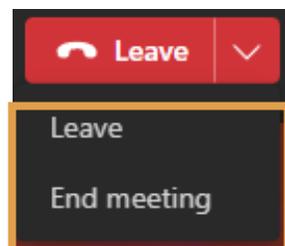
Important: You can't create breakout rooms if there are more than 300 people in a meeting. Likewise, if you create breakout rooms before a meeting, you won't be able to invite more than 300 people.

Go to the link below to learn more about breakout rooms:

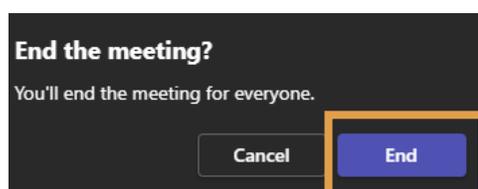
https://support.microsoft.com/en-us/office/use-breakout-rooms-in-teams-meetings-7de1f48a-da07-466c-a5ab-4ebace28e461#bkmk_create-breakout-rooms

Leave or End the Meeting

1. Click **Leave** located on the right side from the meeting toolbar and choose **Leave** or **End meeting**.



2. Click **End**.

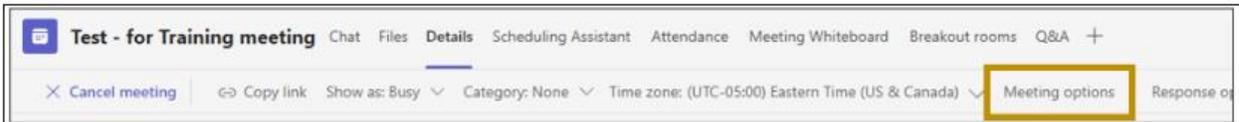


Attendance Report selection

You can run an Attendance Report without needing Admin access.

NOTE: Before the meeting it is very **IMPORTANT** to turn attendance reports on or off.

1. Go to your **Teams Calendar**.
2. **Open a meeting.**



3. With the meeting on the screen, select **Meeting options...** located on the top right of the meeting window.
4. Scroll to the bottom of the window and turn the **All attendance report** slide button to the right to turn this on and then click **Save**.



Running the report after the meeting

1. Go to your **Teams Calendar**.
2. **Open a meeting.**
3. Select the **Attendance** tab at the top and view the data directly in Teams.
NOTE: For recurring meetings, select the report you want from the drop-down list. In channel meetings, the attendance report is available only for the most recent meeting from the channel, but you can go to the meeting invite page in Teams calendar for all channel meeting attendance reports. (**Reference:** *Attendance Report link below*)

Download a CSV File of the Attendance

1. With the attendance report on the screen, click **Download** in the upper right of the attendance report window.

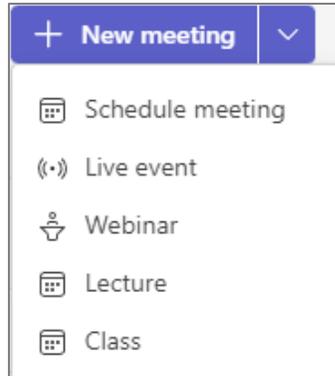
In the meeting chat window

1. Click **More actions** (three dots . . . located in the upper right) **View meeting details**, and then click **Attendance tab**.

For known issues and limitations on the Attendance report, click the "Attendance Report" link under references/links and scroll to the bottom of the page.

Other Meeting types

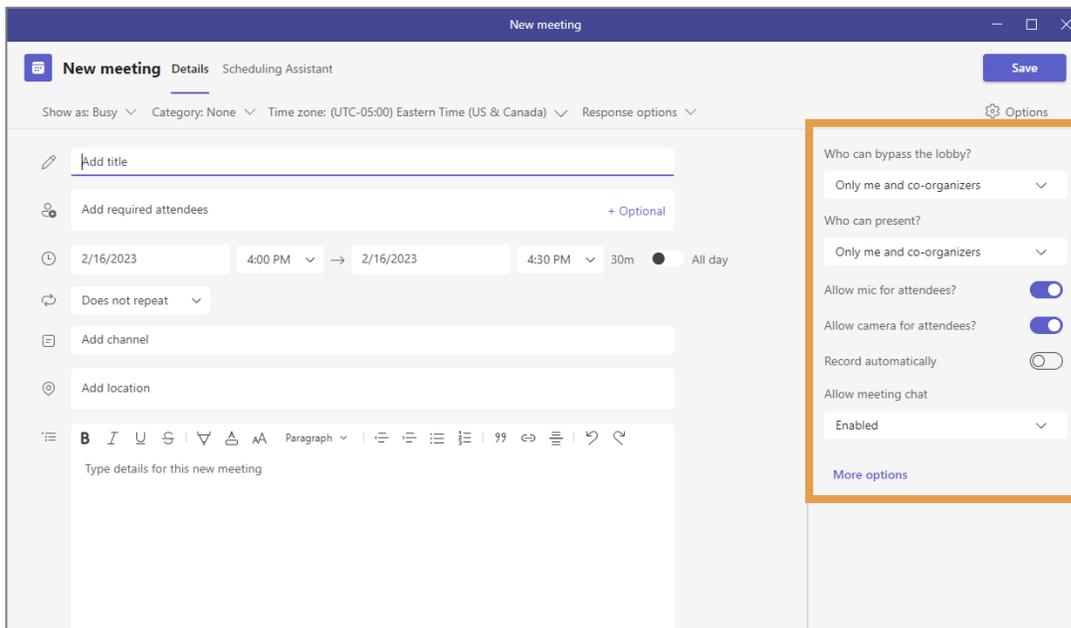
Under the New meeting drop-down there are more options such as: Live event, Webinar, Lecture and Class. Links are included below to learn more about these options.



Live event - <https://support.microsoft.com/en-us/office/schedule-a-teams-live-event-7a9ce97c-e1cd-470f-acaf-e6dfc179a0e2>

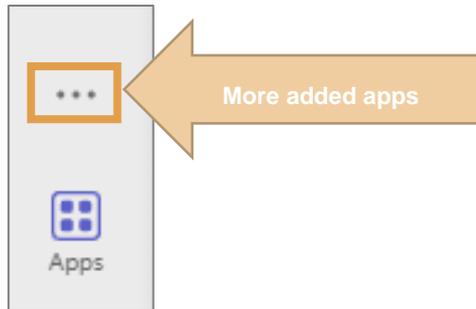
Webinar - <https://support.microsoft.com/en-us/office/get-started-with-teams-webinars-42f3f874-22dc-4289-b53f-bbc1a69013e3>

Lecture and Class – Opens a new meeting window and includes lecture options on the right.



Using Apps within Teams for real-time Collaboration

Team members can collaborate in real-time using Apps in Teams. These apps are under the **More added Apps** and **Apps** icon located on the left navigation bar.

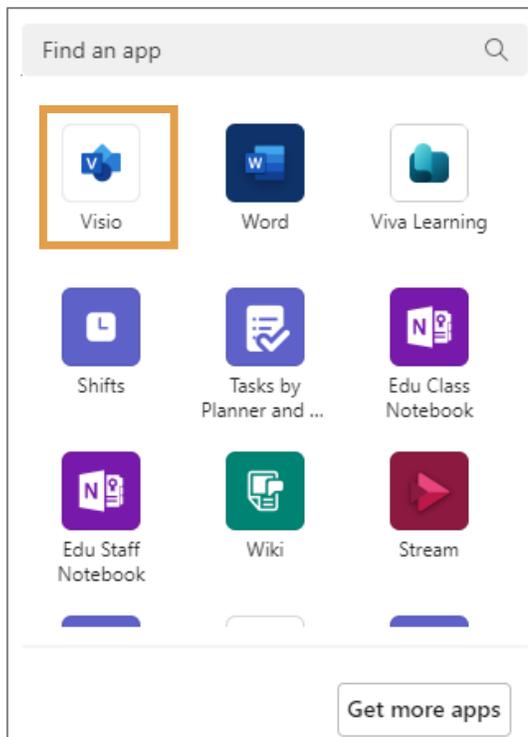


More added apps

Under **More added apps**, members can search by name or scroll through the list of icons.

1. From the left navigation bar, click the three dots ... icon  called **More added apps** and a list of app icons appear.
2. Click on an app **to open this app in the Teams window.**

NOTE: Microsoft Visio is FREE in Teams and does not require a license, however there may be some features that may not be available. Visio allows you to create diagrams, organization charts, network diagrams and workflows.



Pin an app from the More added apps icon

Apps can be pinned to the left navigation bar in Teams for easy access.

1. Right click on the app you want to pin on the left side navigation bar and choose **Pin**.



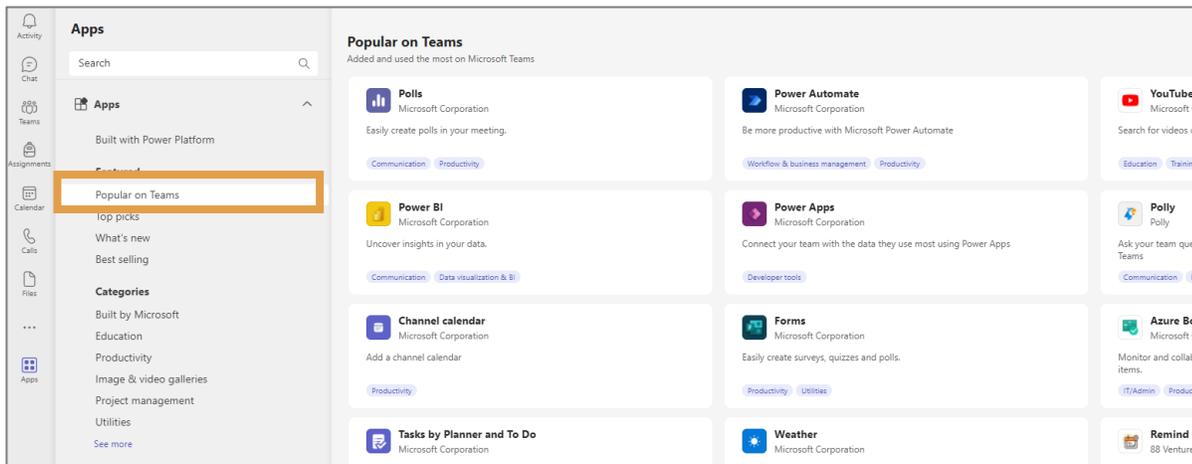
The app has been added to the navigation bar. **NOTE:** To unpin an app, right click and choose unpin.



Apps (Third-party app developers)

Under Apps, members can search by name, browse by category, browse by apps or choose **“Popular on Teams”** to view apps created by independent developers or click **“Built by Microsoft”** to see apps created by Microsoft.

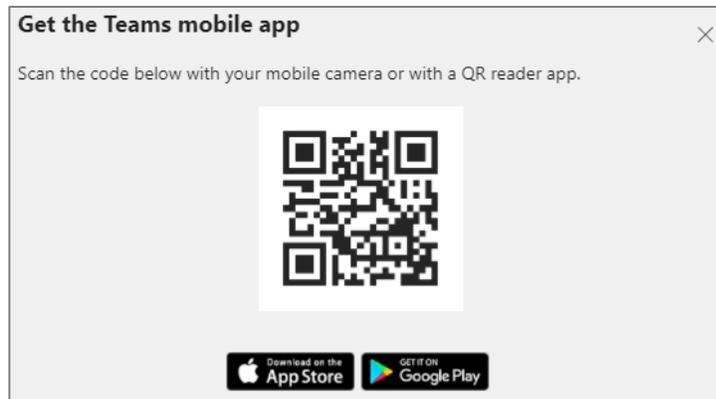
1. Click **Apps** .
2. Search from the search bar or choose an icon from the app window.



Teams on the go using the Mobile App

The Mobile App can easily be downloaded right from the Teams window.

3. Click the cell phone icon  located at the bottom of the left navigation bar.
4. **Scan this code** on your mobile camera, use a **QR reader** app, or go to the **App Store/Google Play**.



To learn more about the Mobile App for Teams, go to the links below:

Teams on the go

<https://support.microsoft.com/en-us/office/training-1d5c12d3-37cb-44a0-ab21-5539ce9ccd5a>

Microsoft Teams – using the phone app

https://www.youtube.com/watch?v=AWHA_M0Vgmw

Forms in Microsoft Teams

Microsoft Form lets you create and share a form through a tab in your Teams site. Forms also cover the different question types and features with a very intuitive builder. **NOTE:** Student Coursework, Quizzes and Tests should still be created and conducted in the LMS.

*****IMPORTANT***** Surveys for RPI constituents need to follow the **Survey Request Procedure** from the Institutional Research and Assessment department.

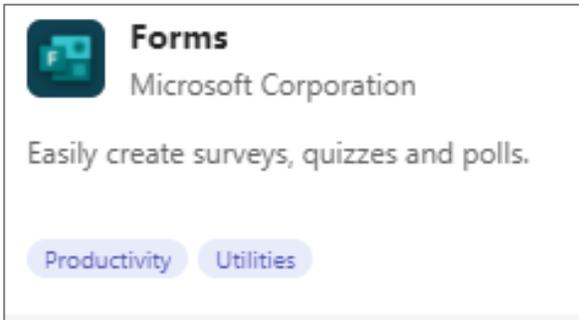
<https://provost.rpi.edu/institutional-research-and-assessment/student-survey-requests/survey-request-procedure>

Type of forms

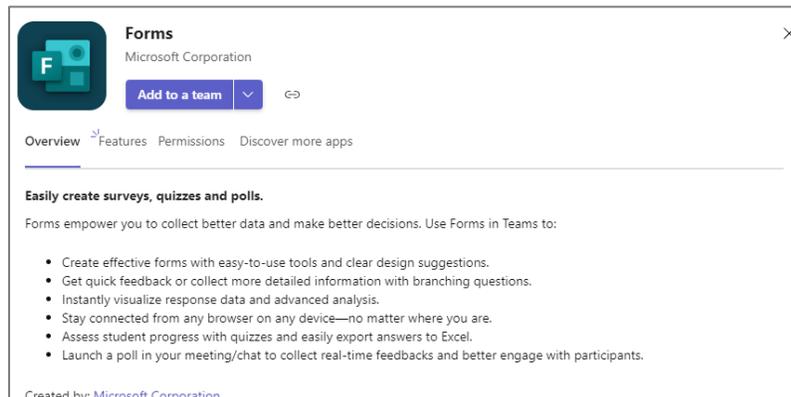
- **My forms** – forms you create and are the owner of.
- **Shared with me** – personal forms someone shared with you. You can see the answer and can edit the form as long as the original owner doesn't delete or remove the form.

Starting a Form in Teams

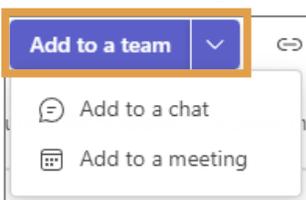
1. Click **Apps** from the left navigation bar and choose under Categories – Built by Microsoft.
2. Locate and click once on **Forms**.



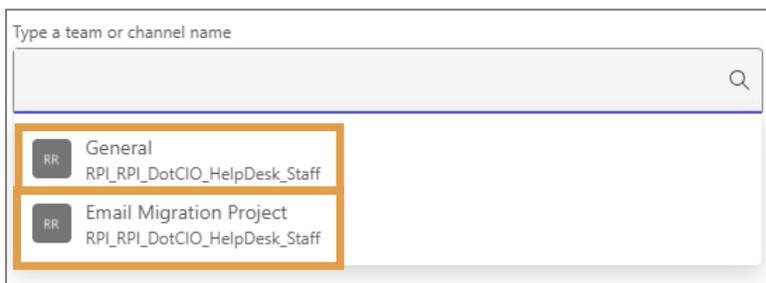
The **Forms** with “Add to team” button appears.



3. Click **Add to a Team** or click the drop-down arrow to the right and choose Add to a Chat or Add to a meeting.



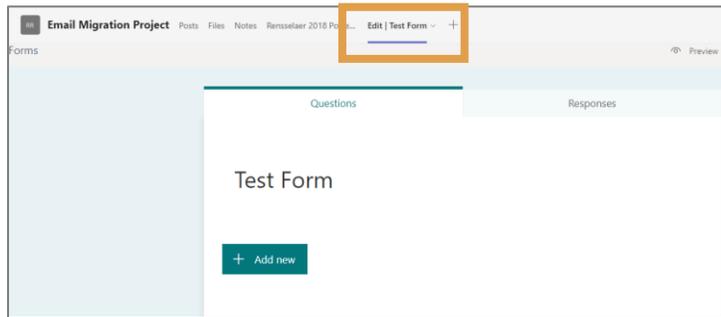
4. Type or **choose a team or channel** name below.



5. Click **Set up** located in the lower right corner of the Add Forms to team screen.

6. Type a **Name** for your shared form and then click **Save**.

The new Form appears in the Teams window under the Team/Channel you selected. Along with a new tab at the top with the Form name.



Content creation

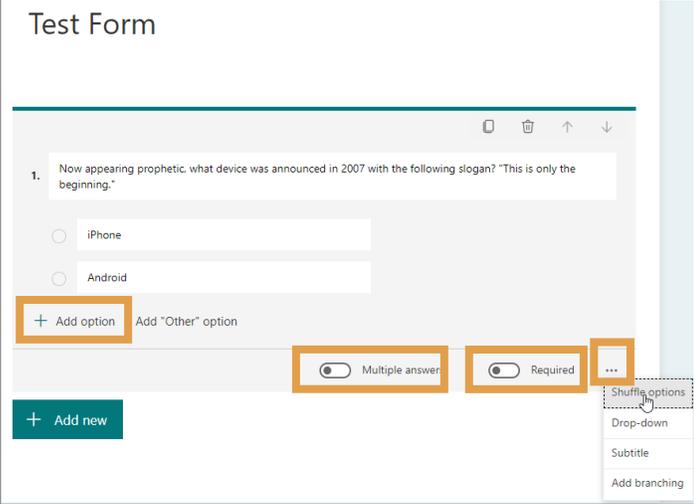
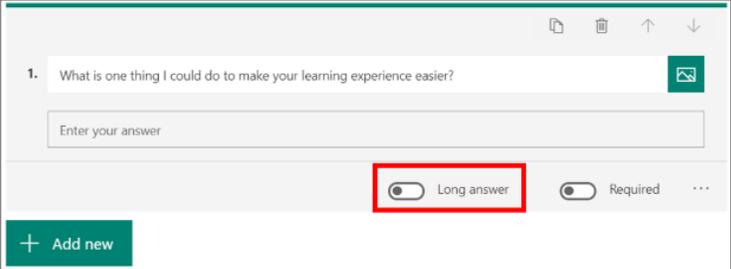
As you begin to create your content you will see several options from the content toolbar such as: Choice, Text, Rating, Date and more.

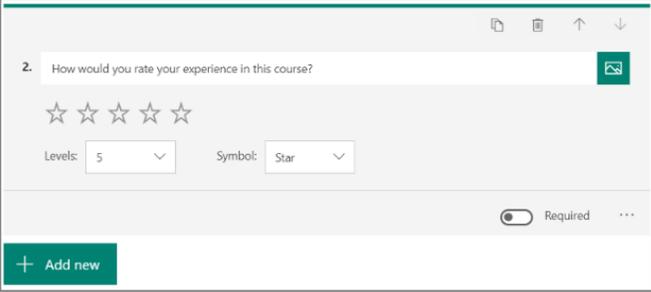
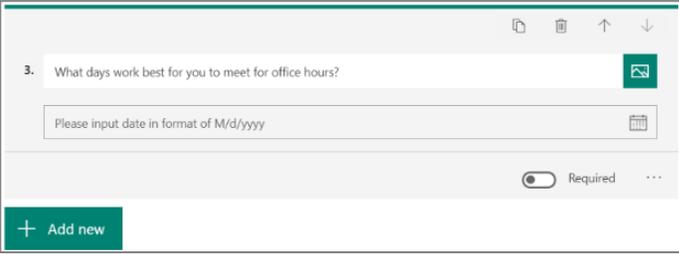
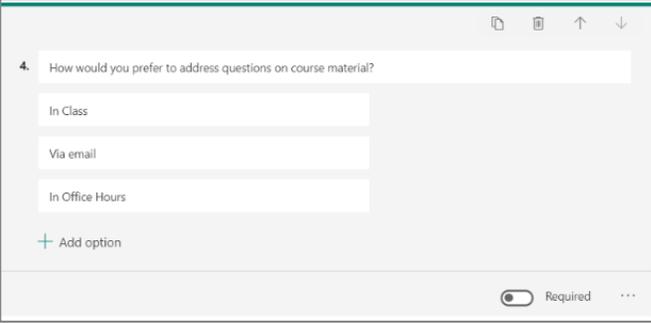
1. Click the **Add new** button to add a question.

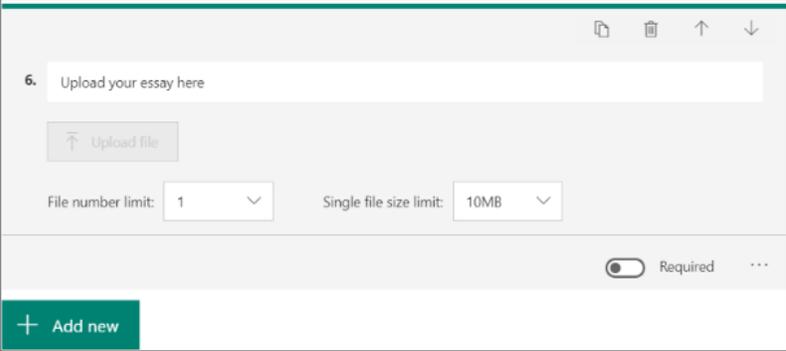
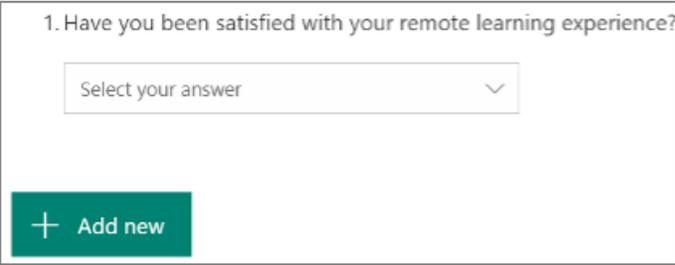
A list of options appears to choose a question type.



[Reference: <https://www.marquette.edu/digital-learning/forms-teams-tab.php>]

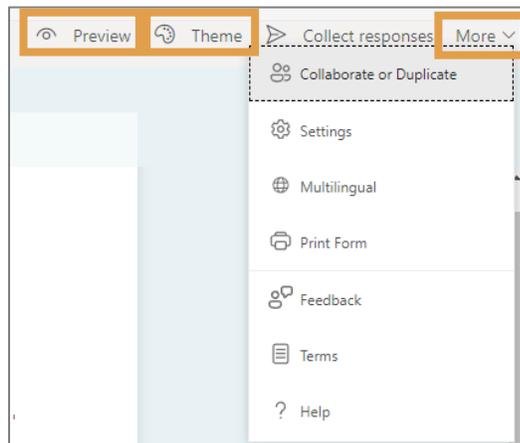
| Question Type | Description/Screenshot |
|--------------------------------|---|
| <p>Choice Questions</p> | <p>Allow for multiple choice answers.</p> <ol style="list-style-type: none"> 1. Click Add Option to add more answers to your question.  <ol style="list-style-type: none"> 2. Located in the bottom right that you can turn on, is the Multiple Answers Button to allow for participants to select multiple answers, or the Required Button to make the question required in the submission. 3. Click the three dots ... to view more options. <p>Once the question has been created, click outside the question box to view the question with the options or click Add new and the question bar appears below to add more questions.</p> <p>To Edit a question:</p> <ol style="list-style-type: none"> 1. Click once on a question. 2. Edit the question and they click outside the question to view the changes. |
| <p>Text Questions</p> | <p>Used for short answer, however you can turn on Long Answer at the bottom right to allow for more than 4,000 words.</p>  |

| Question Type | Description/Screenshot |
|---------------------------------|--|
| <p>Rating Questions</p> | <p>Allows participants to rate something by stars or numbers ranging from 2-10.</p>  |
| <p>Date Questions</p> | <p>Choose dates from a calendar. Good to survey for availability.</p>  |
| <p>Ranking Questions</p> | <p>Rank answers in order of their importance, chronological order, etc.</p>  |
| <p>Likert Questions</p> | <p>Used to engage attitudes or opinions on topics.</p>  |

| Question Type | Description/Screenshot |
|-------------------------------|--|
| <p>File Uploads</p> | <p>Participants can upload files from their computer to the quiz.</p>  |
| <p>Shuffle Options</p> | <p>Randomizes the order of answers that your participants will be selecting.</p> |
| <p>Drop Down</p> | <p>Insert answers into a drop-down list, which is great for questions with lots of answer options.</p>  |

After the Questions are created

Once the questions are all set, you can **Preview** them, add a **Theme** or choose **More** options.



Preview the Questions

1. Click **Preview** located in the upper right of the Form Edit window. **NOTE:** Click **Computer or Mobile** located in the upper right corner of the preview window to see how each media will view the questions.
2. Click **Back** located in the upper left of the preview window to go back a screen.

Themes

1. From the Form Edit window, click **Theme**.
2. Choose a theme on the right and the form changes with that theme. Keep choosing until you find the one you want and then click **Preview**.

More options

The **More** options allows you to choose settings for the form, change the language or print the form.

1. Click **More**, located on the Form Edit window and choose **Settings**.

A list of options for this form appears. Options include who can see this form, options for responses and notifications.

2. You can also choose to add another language by using the **Multilingual** option or choose to **Print Form**.

Settings

Who can fill out this form

- Anyone can respond
- Only people in my organization can respond
 - Record name
 - One response per person
- Specific people in my organization can respond

Options for responses

- Accept responses
- Start date
- End date
- Shuffle questions
- Show progress bar ⓘ
- Customize thank you message

Response receipts

- Allow receipt of responses after submission
- Get email notification of each response

Sharing the Form - Send and collect responses

This form can be sent for a response from everyone, people within RPI or specific people within RPI.

Send and collect responses

Only people in my organization can respond

https://forms.office.com/Pages/Respon Copy

Shorten URL

↻ ✉ 📄 </>

Shows link to copy

Opens a new email

Choose to copy and send a shorter link

Creates a QR code for the form

Recipients can scan the code on a phone or tablet to access the form.

Download

View Responses

At the top of the Responses tab, you'll see summary information data about your form, like number of responses, average time it took to complete and whether the form is still active. Next to each question, you'll see the number of responses and a chart that shows a breakdown of responses.

1. Click the Responses tab from the Edit Form window.
2. Click the **More options . . .** the Three dots located on the bottom right corner under Status to **Create or Print a summary**, etc.

Questions Responses 3

Test Form

3 Responses 01:03 Average time to complete Active Status

View results Open in Excel

1. Now appearing prophetic, what device was announced in 2007 with the following slogan? "This is only the beginning."
[More Details](#)

| | |
|---------|---|
| iPhone | 1 |
| Android | 1 |

2. Wi-Fi is a family of wireless network protocols modeled after the IEEE 802 set of LAN protocols. What does the initialism LAN stand for?
[More Details](#)

| | |
|-------------------------|---|
| Local Affiliate Network | 1 |
| Local Area Network | 1 |

Active Status

⋮

- Delete all responses
- Print summary
- Create a summary link
- Sync all responses to a new workbook

3. Click **View results** and then click the right and left arrows to scroll through each respondent answer or click the drop-down to choose a specific respondent.

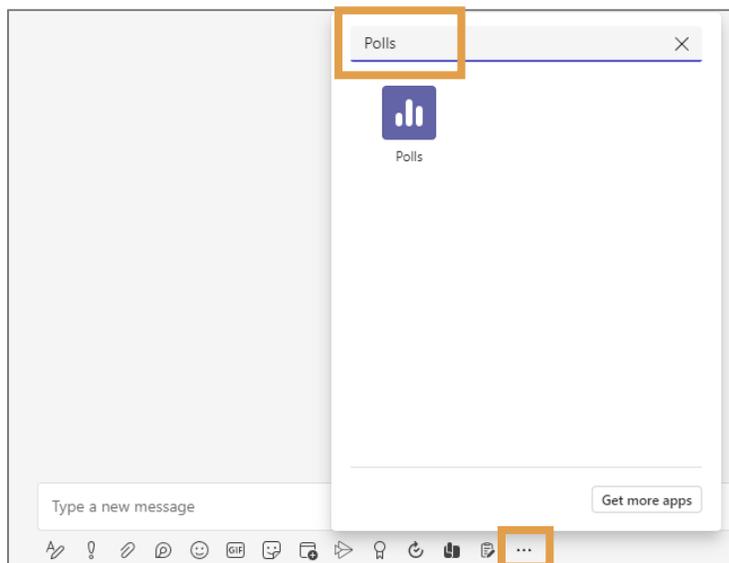


Creating a quick Poll in Chat

In Teams chat you can quickly gather feedback by creating a real time poll in seconds.

Add a Poll in Teams Chat

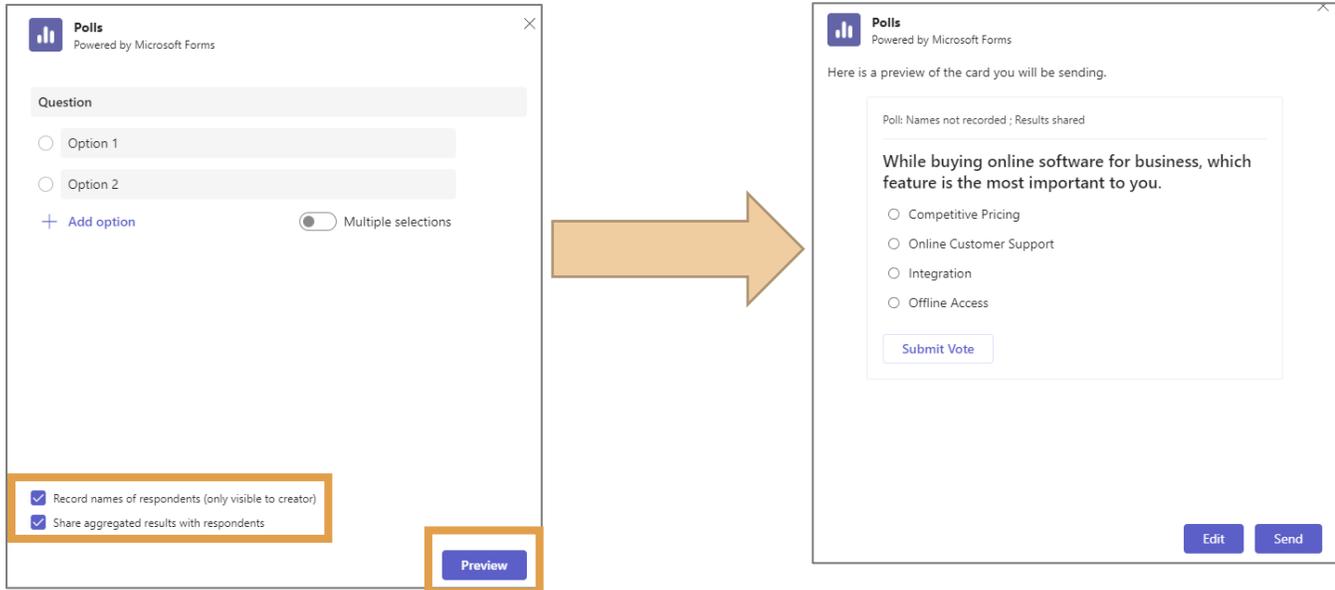
1. Click **Chat** from the left navigation bar.
2. From the message bar below, click the **more options, three dots ...** and then type **Polls**.
NOTE: Choose **Forms** to create other type questions.



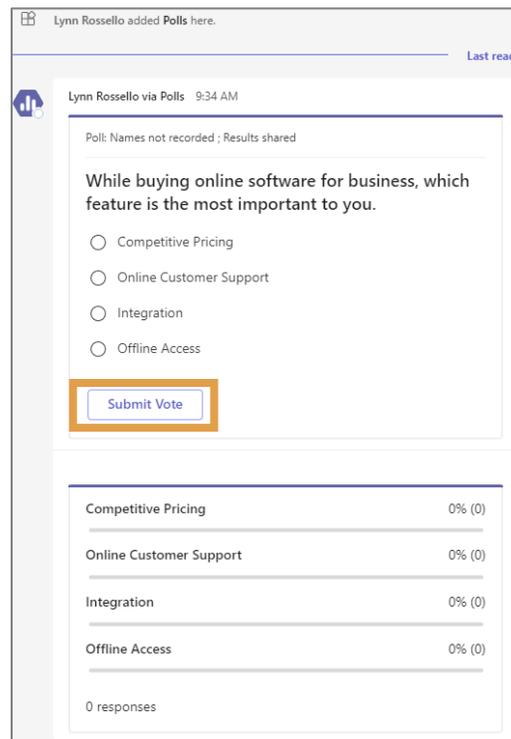
3. Click once on **Polls**.

The new Polls screen opens to start adding a question. You may want to check, **Record names of respondents (only visible to creator)** and/or **Share aggregated results with respondents**.

4. Click **Preview** to view the question.



5. Click **Send** to post the question in the chat window for everyone to submit their vote.



As the group submits their vote, you'll see real time results in your group conversation.

Add a Poll under Teams

1. Click **Teams** from the left navigation bar.
2. Click once on a Team name.
3. From the top of the **General** window click the plus +
4. Type **Forms** in the search bar at the top or click **Forms** from the list below.
5. Name your shared form.
6. Click **Save**.
7. Click + **Add new**
8. Go to Article in ITSSC called: **Microsoft Forms – Create a Form and Adding a Style**

Microsoft Teams training and useful links

Working with Tabs & Apps in Microsoft Teams 2021 – Percipio Video

<https://rpi.percipio.com/courses/bf6b8215-3f0c-459a-8f25-f94fdee06085/videos/cd23a030-4d29-4113-9173-cb0d53f7edae>

Video Trainings

<https://support.microsoft.com/en-us/office/training-1d5c12d3-37cb-44a0-ab21-5539ce9ccd5a>

<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Tips for Teams meetings

<https://support.microsoft.com/en-us/office/tips-for-better-meetings-80640ac4-b009-42ea-abcb-660e729e63e5>

Plan and Schedule live events in Teams

<https://support.microsoft.com/en-us/office/plan-and-schedule-a-live-event-f92363a0-6d98-46d2-bdd9-f2248075e502>

How to Create a Microsoft Form in a Teams Tab

<https://www.marquette.edu/digital-learning/forms-teams-tab.php>

Polls in Teams

<https://support.microsoft.com/en-us/office/add-a-poll-to-your-teams-channel-or-chat-a3f9112c-01e1-4ee4-bd88-25e4e243b80b>

Check and Share your form results

<https://support.microsoft.com/en-us/office/check-and-share-your-form-results-02859424-341d-406f-b32a-9a0fbaf357af>