

Utilizing Microsoft TEAMS

Bobbie Jo Desselle and Caroline Smith
2021 Pharm D. Candidates



Teams



Join or create team

Your teams

O365Grp-Jessica & Brooke

O365Grp-COP PAC

O365Grp-2021 Self Study

Click here to access all of "Your Teams"



Teams



Join or create team

▼ Your teams



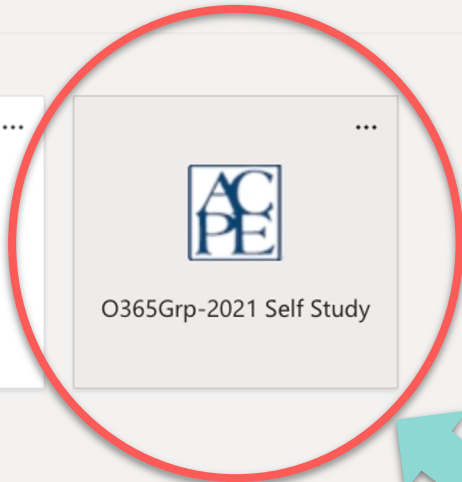
O365Grp-Jessica & Brooke



O365Grp-COP PAC



O365Grp-2021 Self Study



Click on the Team that you want to open.





O365Grp-Strategic Plan Ca..



- Manage team
- Add channel
- Add member
- Leave the team
- Get link to team
- Manage tags

Click these three dots in order to have the options to add channel, add member, leave the team, etc.



Let's get the conversation started

Try @mentioning a student or teacher to begin sharing ideas.

< All teams



O365Grp-Strategic Plan Ca... ⋮

General

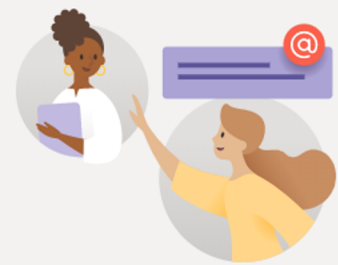
Practice ⋮



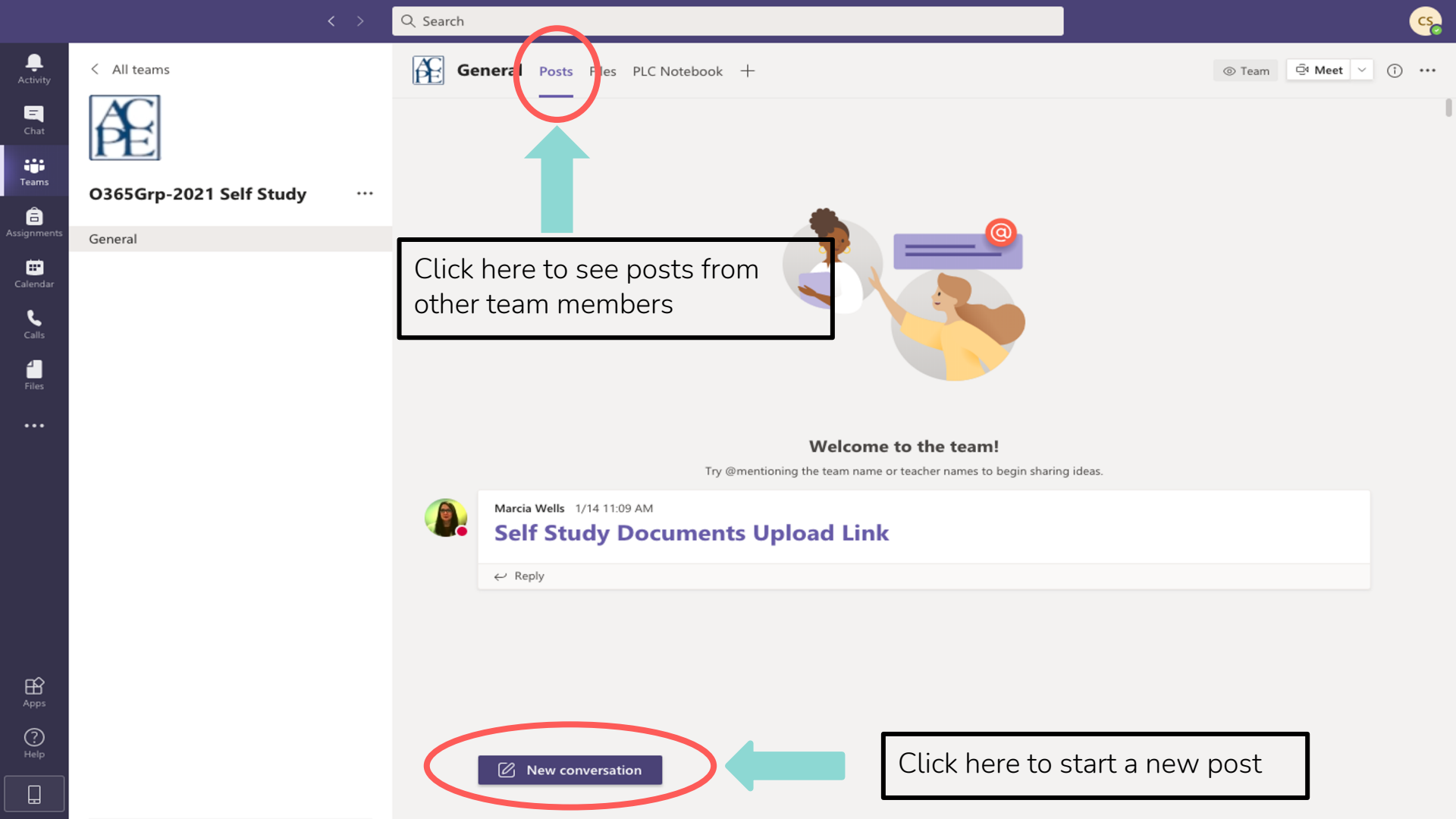
Click the channel you would like to open within your team

Practice Posts Files +

Team Meet ⓘ ⋮

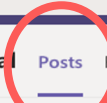
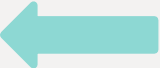
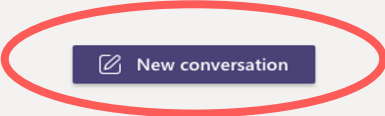


Let's get the conversation started
Try @mentioning a student or teacher to begin sharing ideas.



Click here to see posts from other team members

Click here to start a new post

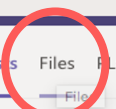




O365Grp-2021 Self Study

General

Click here to access files for this Team



Welcome to the team!

Try @mentioning the team name or teacher names to begin sharing ideas.



Marcia Wells 1/14 11:09 AM

[Self Study Documents Upload Link](#)

Reply

New conversation

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help
- Mobile

All teams



O365Grp-2021 Self Study

General





General Posts Files PLC Notebook +

Meet

+ New Upload Sync Copy link Download Add cloud storage Open in SharePoint All Documents

General

Name	Modified	Modified By
 <u>Practice</u>	A few seconds ago	Caroline A Smith
 Appendix Catalog for Self study.xlsx	January 14	Jameshia Below

Click on the folder you would like to view.



- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps

< All teams



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General



General Posts Files PLC Notebook +

Meet

+ New Upload Sync Copy link Download Open in SharePoint

All Documents

General > Practice

	Name	Modified	Modified By
	<u>Practice.docx</u>	7 minutes ago	Caroline A Smith



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Today is Monday, January 32, 2021.

Highlight the words that you want to make
a comment about

File **Home** **Insert** Layout References Review View Help Open in Desktop App Search Editing

Undo Copy Paste Calibri (Body) 11 A A B I U Highlight Text Color Background Color Bulleted List Numbered List Decrease Indent Increase Indent Undo Find Replace Editor

Today is Monday, January 32, 2021.

Click "Insert"

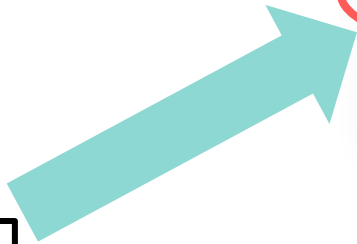
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Click "New Comment"

Today is Monday, January 32, 2021.





CS Caroline A Smith
Should be February 1, 2021
Another comment is in progress



Write your comment in that box

Today is Monday, January 32, 2021.

CS Caroline A Smith
Should be February 1, 2021
 
in progress



Finish writing your comment, then click save

Today is Monday, January 32, 2021.



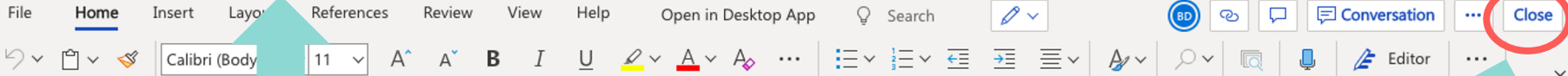
Click to see this comment

Caroline A Smith

be February 1, 2021

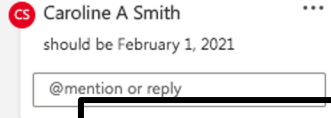
@mention or reply

Hover over the comment icon to highlight the section where the comment refers to



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