

A photograph of Bentley University's main building, a large red brick structure with a prominent white clock tower. The building is set against a blue sky with scattered white clouds. In the foreground, there is a field of tall, thin, brownish-purple grasses that are slightly out of focus. The overall scene is bright and clear.

# Remote Work and Collaboration Office 365 Fundamentals

March 2020



**BENTLEY** UNIVERSITY

# Agenda

## Office 365 Overview

### Microsoft Teams

- Sharing files
- Chat
- Meet Now
- Schedule a Teams meeting
- Attending a meeting
- Screen sharing
- Making a call
- Taking a call

### Zoom for Meetings (not teaching)

- Accessing Zoom
- Creating a meeting
- Attending a meeting

# Bentley Links for Remote Work


- [Tips and Resources for Working Remotely](#)

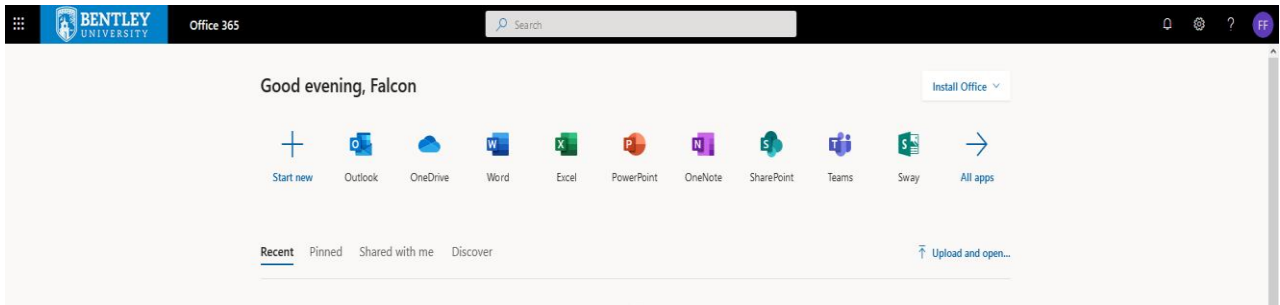
<https://www.bentley.edu/offices/it/business-continuity>

- [Are you ready to work remotely? \(Quick Checklist\)](#)

[https://d2f5upgbvkvx8pz.cloudfront.net/sites/default/files/inline-files/Bentley\\_Are\\_you\\_Ready\\_to\\_Work\\_Remotely\\_1.pdf](https://d2f5upgbvkvx8pz.cloudfront.net/sites/default/files/inline-files/Bentley_Are_you_Ready_to_Work_Remotely_1.pdf)

# Office 365

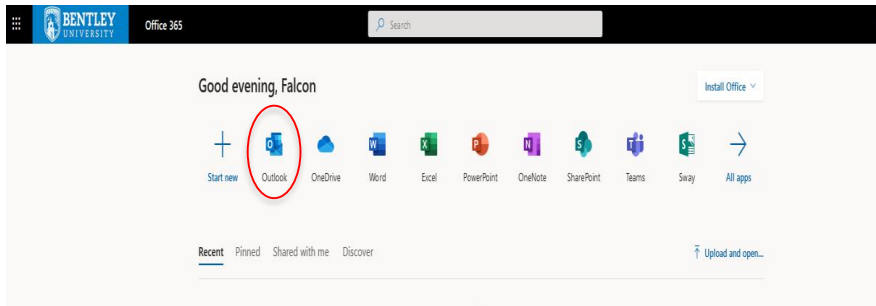
Navigate to [My.Bentley.Edu](https://my.bentley.edu) and click on  Office 365  
([Portal.office.com](https://portal.office.com))



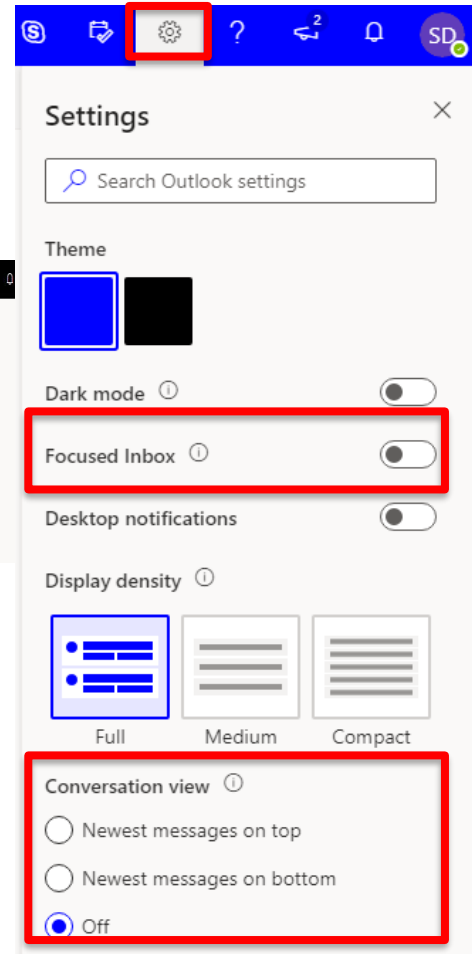
- Online access to Outlook, OneDrive, Sharepoint, Teams and more
- Accessible from a web browser
- Apps are available on your phone

# Office 365

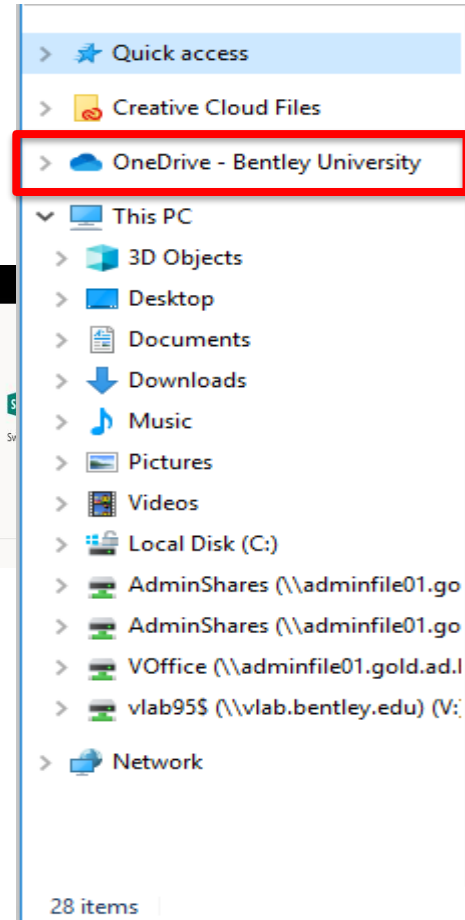
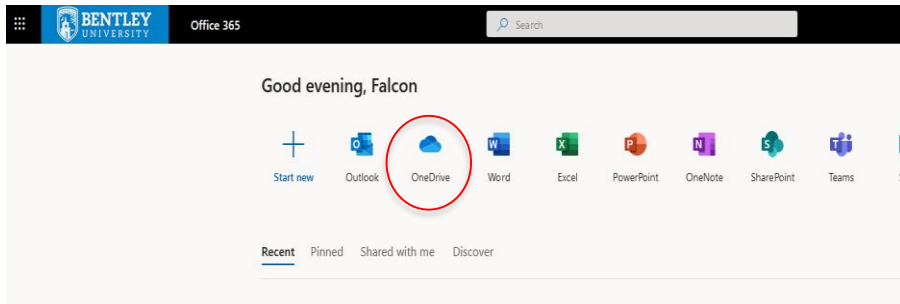
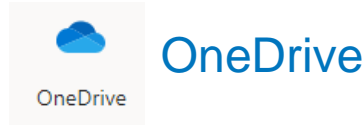
## Outlook



- Outlook on the Web can be configured to appear just like Outlook on your computer.
- **TIP:** Turn off “Focused Inbox”
- **TIP:** Turn off “Conversation view”



# Office 365

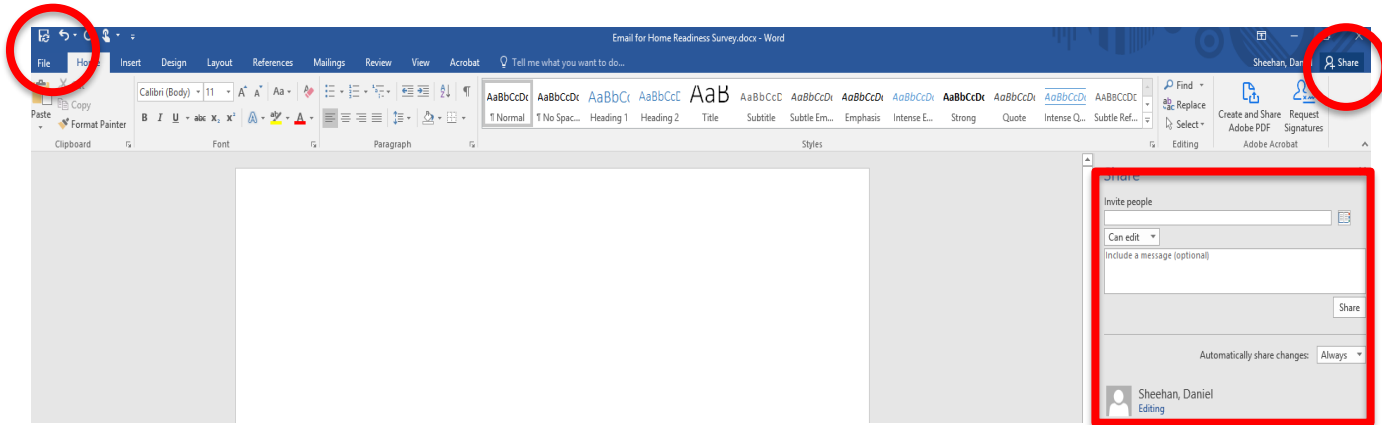


- Works in combination with your desktop files.
- OneDrive folder in File Explorer on your laptop syncs with OneDrive in your browser
- **TIP:** You should copy all of your important work to OneDrive – **Access anywhere and acts like a backup!!!**

# Office 365



## OneDrive – Sharing an open document

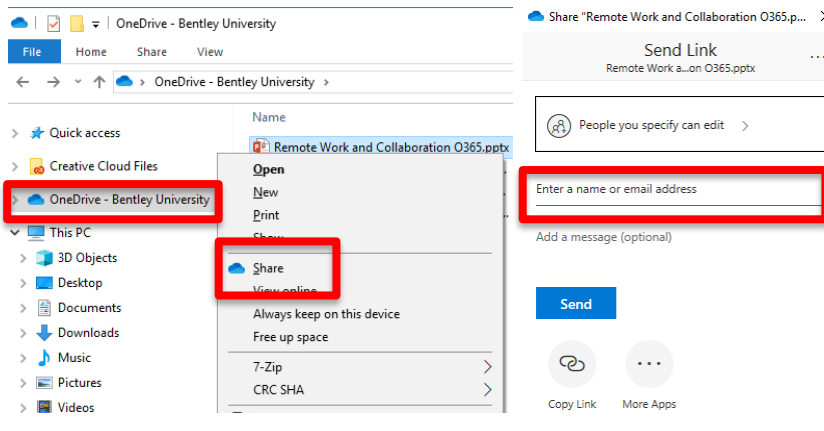


- Your document must be saved in the OneDrive folder in order to be shared.
- When in document, Click “Share”
- Enter the person or people you want to share with
- Type an optional message
- Click “Share”

# Office 365



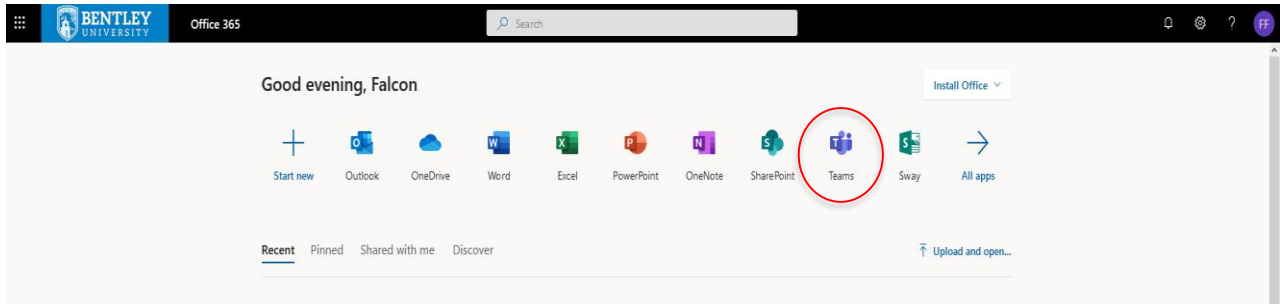
## OneDrive – Sharing a saved document



- Your document must be saved in the OneDrive folder in order to be shared.
- Go to your file in One Drive – Bentley University through File Explorer
- Right-Click file and click “Share”
- Type an optional message
- Click “Share”



# Office 365



- Teams available online and as a desktop app – download Teams at <https://teams.microsoft.com/downloads>
- Teams allows you to connect with individuals
- Teams allows you create groups to work on project
- Teams allows you to set up meetings for remote video conferencing

# Office 365



## Teams - Notifications

The screenshot shows the Microsoft Teams interface. In the top right corner, the user's profile is visible, including the name 'Sheehan, Daniel' and a 'Settings' gear icon. The 'Settings' icon is highlighted with a red box. Below the profile, there are options like 'Available', 'Set status message', and 'Saved'. In the center, the 'Settings' dialog is open, showing various notification categories. The 'Notifications' category is selected in the left sidebar. Under 'Missed activity emails', the dropdown menu is open, showing 'As soon as possible' as the selected option. This dropdown is also highlighted with a red box.

- Teams can be set to send notifications to email
- Click on your profile->Settings->Notifications->Missed activity emails

# Office 365



## Teams – Chat

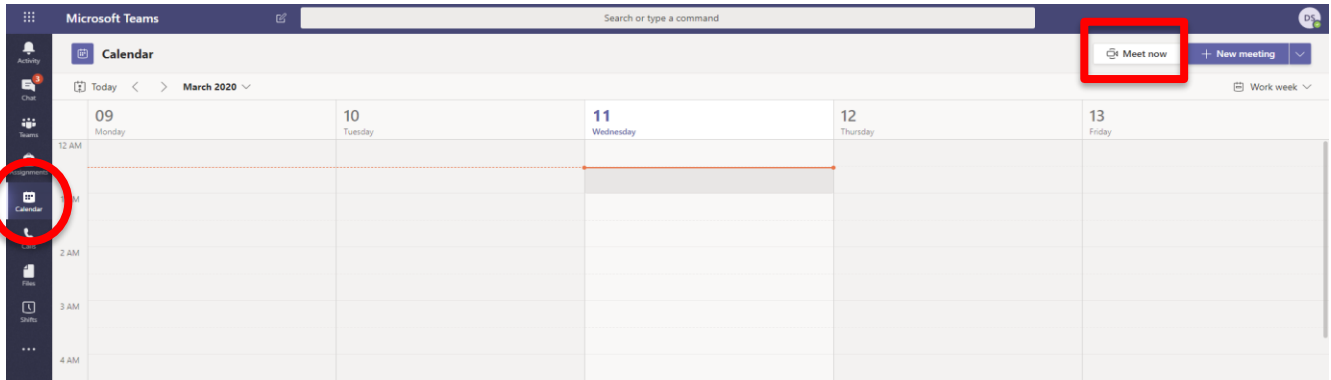
The screenshot shows the Microsoft Teams chat interface. A red circle highlights the 'Chat' icon in the left-hand navigation pane. A red rectangle highlights the 'Chat' context menu that appears when the icon is right-clicked, showing options for 'New chat' and 'Unpin'. Another red rectangle highlights the 'To:' field at the top of the chat window, which contains the text 'Start typing a name or group'. A third red rectangle highlights the message input area at the bottom of the chat window, which contains the placeholder text 'Type a new message' and various icons for adding content.

- Rt-Click ->New chat->Type in email address
- Type your message and hit send
- String of messages will appear in this gray box
- Can add hyperlinks, docs, emoji's and more

# Office 365



## Teams – Meet Now

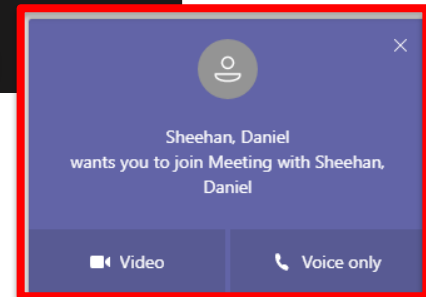
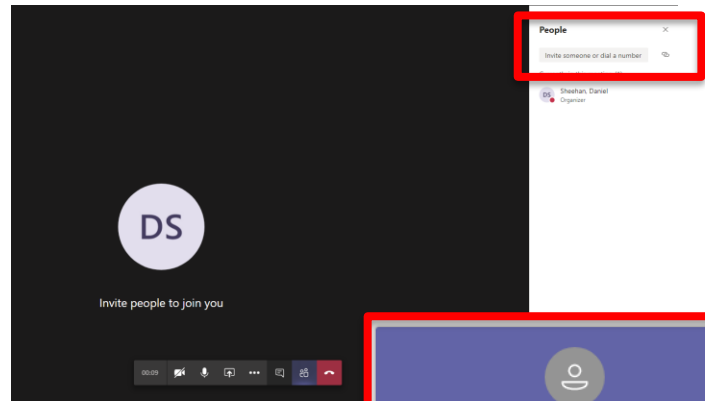
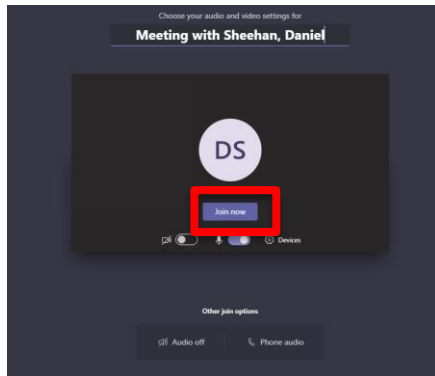


- Allows you to contact a colleague using video conferencing
- Click “Meet Now”

# Office 365



## Teams – Meet Now

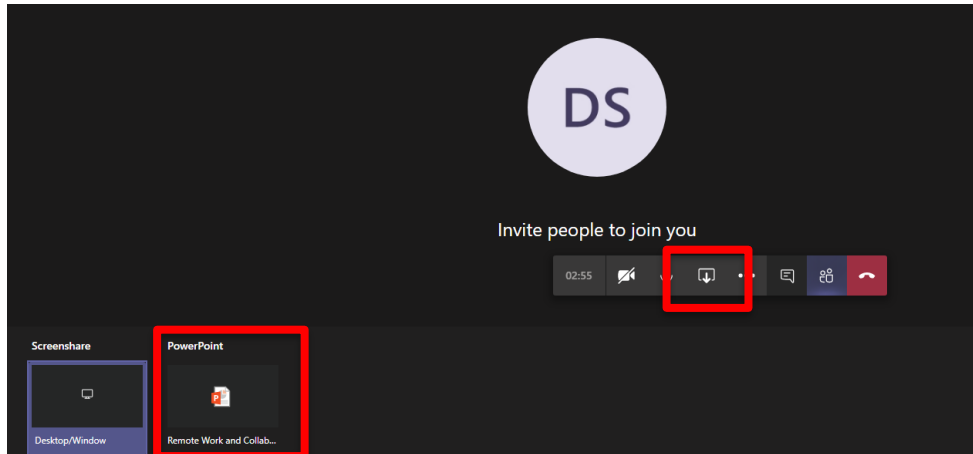



- Click “Join” in your own meeting
- Type in email address of your colleague
- Your colleagues computer will “ring” in the bottom left corner of their Teams screen and they can click join

# Office 365



## Teams – Sharing your Screen

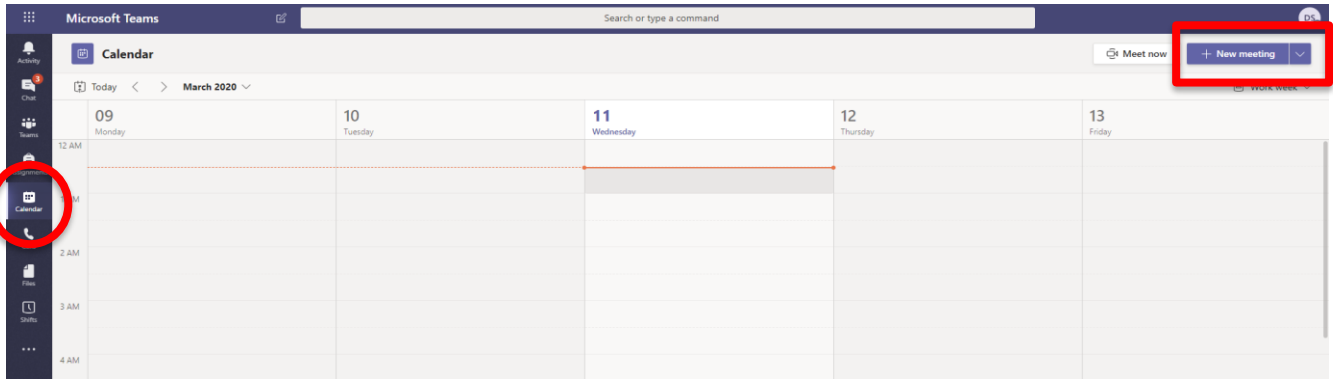


- Select the screen share icon 
- Select the screen you want to share or share your desktop
- Can do this in Meet Now or for a Meeting

# Office 365



## Teams – New Meeting

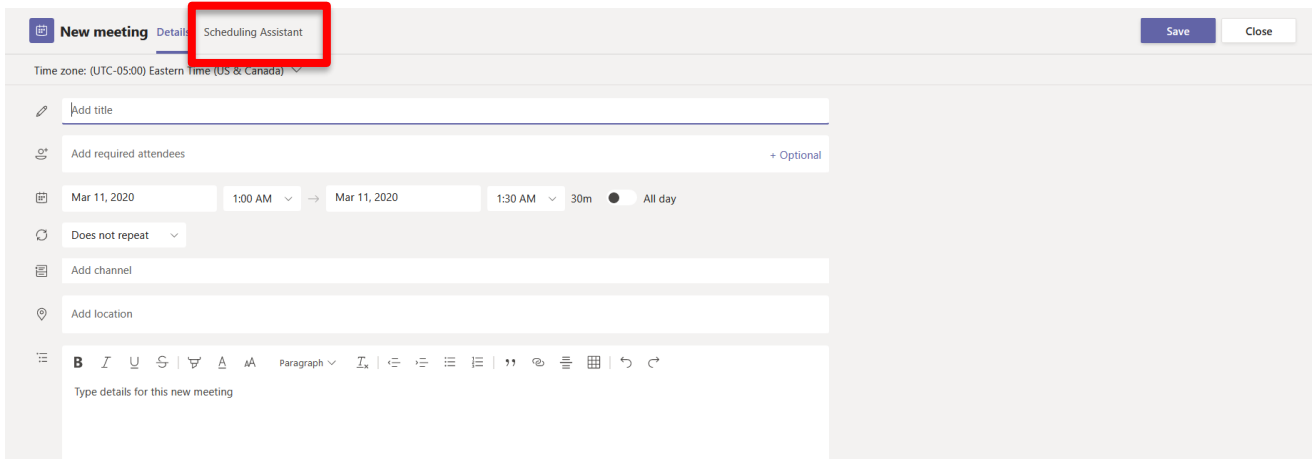


- Allows you to schedule a video conference meeting
- Click “New Meeting”

# Office 365



## Teams – New Meeting



The screenshot shows the 'New meeting' interface in Microsoft Teams. The 'Scheduling Assistant' tab is highlighted with a red box. The interface includes the following elements:

- Time zone:** (UTC-05:00) Eastern Time (US & Canada)
- Title:** Add title
- Attendees:** Add required attendees (+ Optional)
- Start/End:** Mar 11, 2020, 1:00 AM → Mar 11, 2020, 1:30 AM, 30m, All day
- Repeat:** Does not repeat
- Channel:** Add channel
- Location:** Add location
- Rich Text Editor:** Includes bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent, link, unlink, and refresh icons. Below the editor is the text: "Type details for this new meeting"
- Buttons:** Save and Close

- Add your meeting details
- Utilize the Scheduling Assistant if necessary DL's cannot be used when scheduling in Teams app
- Click "Save" then "Send"



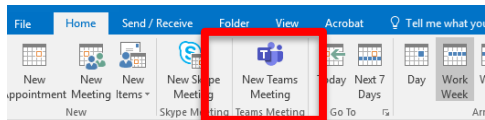
# Office 365



Teams

## Teams – New Meeting (Using DL's)

### Outlook Client



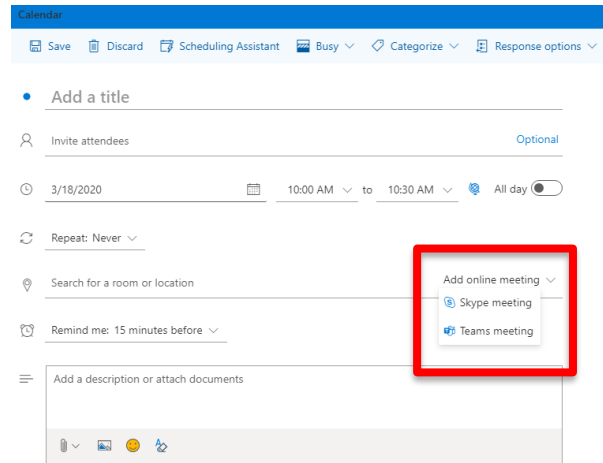
**[Join Microsoft Teams Meeting](#)**

+1 413-240-4771 United States, Chicopee (Toll)

Conference ID: 607 889 262#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

### Outlook on the Web



- In your Outlook Client or Outlook on the Web, simply add a Teams meeting and the Teams connection information will appear in the footer of the meeting invite

# Office 365



Teams

## Teams – Attending/Joining New Meeting

The screenshot shows an Outlook email interface. At the top, the address bar displays 'outlook.office.com/mail/deeplink?version=2020030902.06&popoutv2=1&leanbootstrap=1'. Below the address bar are navigation buttons: 'Reply', 'Delete', 'Junk', and 'Block'. The email header shows 'Test Meeting' and the sender 'Flex, Falcon' with a profile picture 'FF'. The email body contains a meeting invite for 'Test Meeting' on 'Wed 3/18/2020 9:00 AM - 9:30 AM'. Below the meeting details is an 'RSVP to this event' section with an 'Email organizer' toggle switch. The RSVP options are 'Yes', 'Maybe', 'No', and 'Propose new time'. At the bottom of the email, there is a red-bordered box containing the text 'Join Microsoft Teams Meeting' and a link 'Learn more about Teams | Meeting options'.

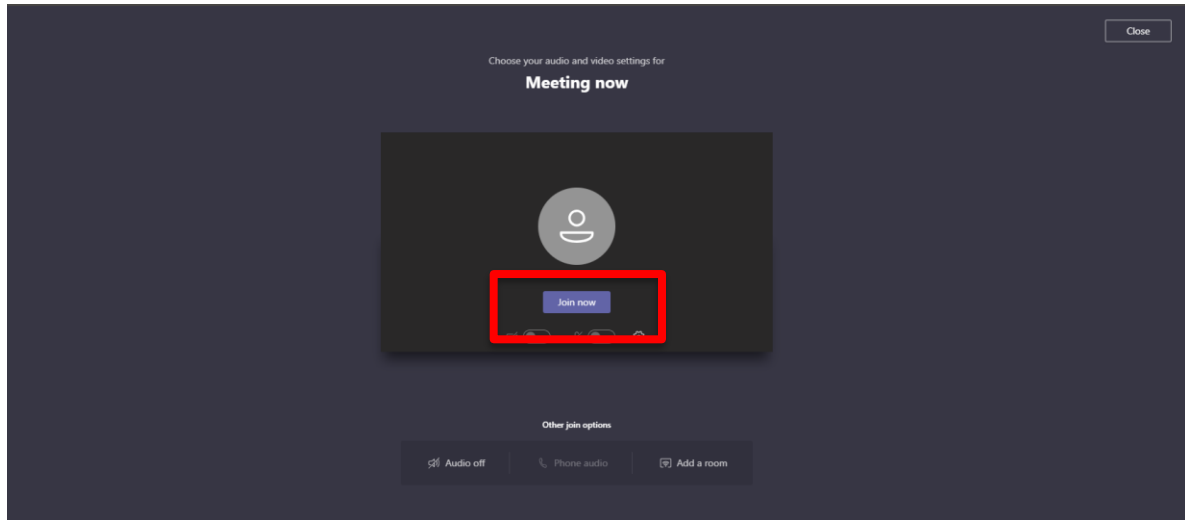
- You will receive an email invite – Just like Outlook
- You can RSVP or propose new time – Just like Outlook
- Click “Join Microsoft Teams Meeting” at the meeting time

# Office 365



Teams

## Teams – Attending/Joining New Meeting

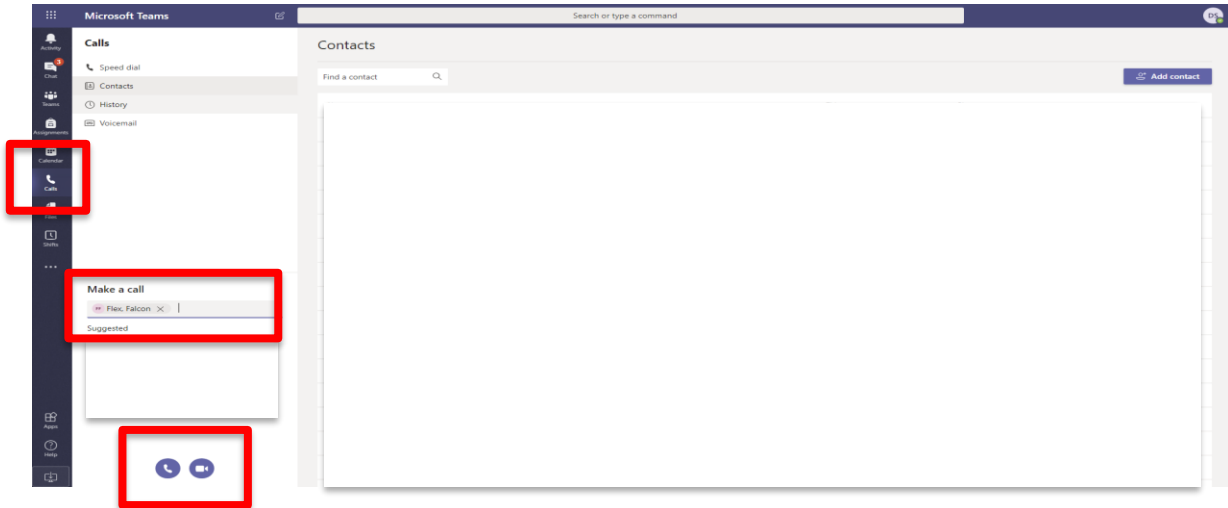


- Click “Join Now”
- The experience is identical to “Meet Now”

# Office 365



## Teams – Making a Call

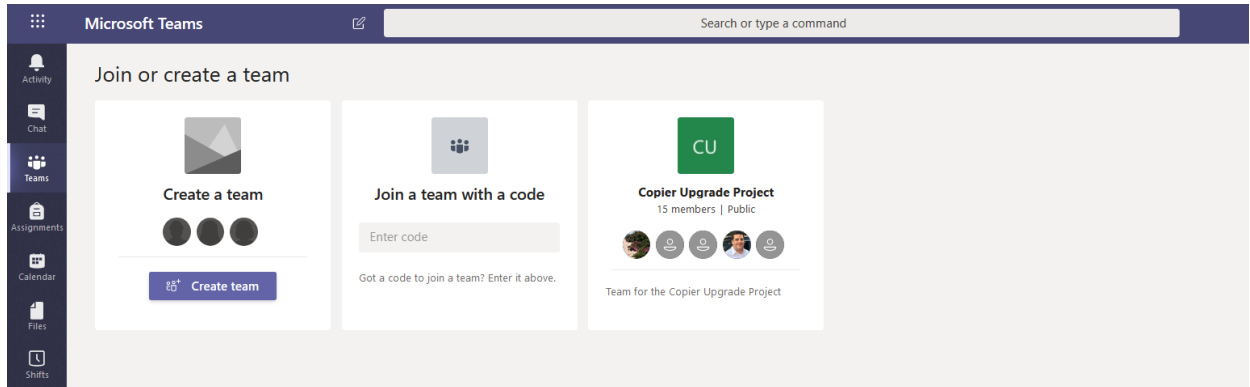


- Click “Calls”
- Type in an email address and select a call or a videoconference

# Office 365



## Teams – Creating a Team



- Click “Create Team”


# Office 365




Teams

## Teams – Creating a Team


Select a team type




**Class**  
Discussions, group projects, assignments



**Professional Learning Community (PLC)**  
Educator working group



**Staff**  
School administration and development



**Other**  
Clubs, study groups, after school activities

Cancel

### Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name  
Test

Description (optional)

Privacy  
Private - Only team owners can add members

Create a team using an existing team as a template

Create a team from an existing Office 365 group

Cancel **Next**

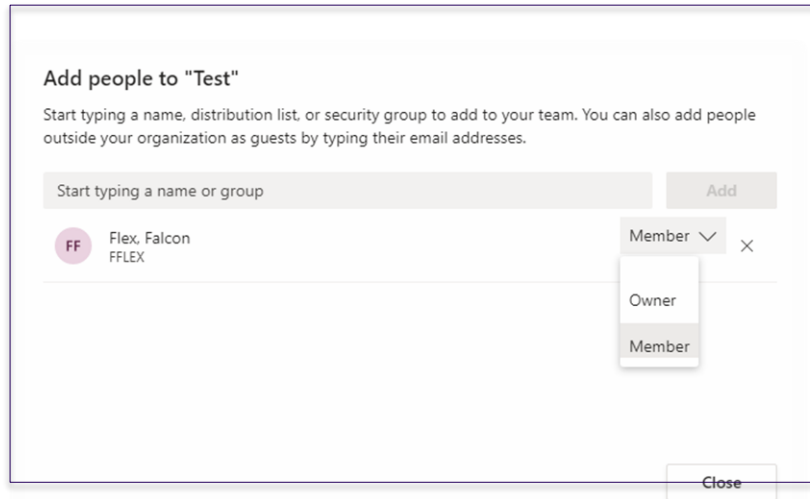
- Always select Staff
- Create the Team Name, Click “Next”

# Office 365



Teams

## Teams – Creating a Team



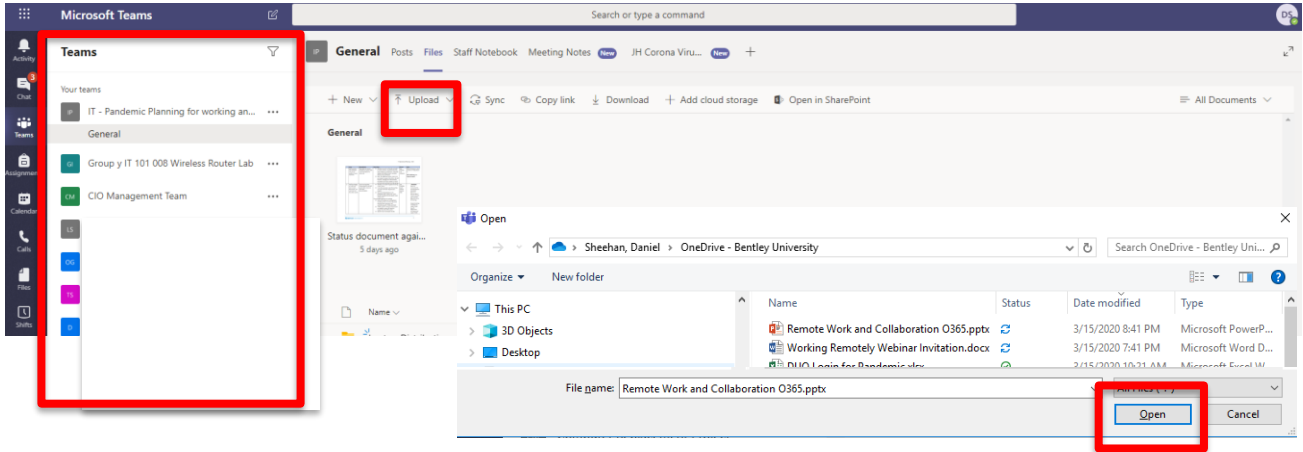
- Add Members
- Be sure to have at least two Owners

# Office 365



Teams

## Teams – Upload a File



- Teams you are a member of appear on the left
- Upload Files: Click “Upload” ->Your One Drive will open in File Explorer->Click “Open” and the file will appear in your Team



# Zoom – Meeting Basics

## Shifting Gears

Zoom can also be used for online, web conference meetings



- Navigate to <https://Bentley.zoom.us> and login using your Bentley credentials
- You must login to activate your account, so you can be listed as an alternate host.

# Zoom – Schedule a meeting

The screenshot shows the Bentley University Zoom interface. The top navigation bar includes links for 'SCHEDULE A MEETING', 'JOIN MEETING', 'HOST A MEETING', and 'SIGN OUT'. The 'SCHEDULE A MEETING' link is highlighted with a red box. The main content area is titled 'Schedule a Meeting' and contains the following form fields:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text input field with the placeholder 'Enter your meeting description'.
- When:** A date and time selector showing '03/11/2020' and '2:00 AM'.
- Duration:** A selector showing '1 hr 0 min'.
- Meeting Options:** A list of checkboxes:
  - Enable join before host
  - Mute participants upon entry
  - Enable waiting room
  - Only authenticated users can join
  - Breakout Room pre-assign
  - Record the meeting automatically
- Alternative Hosts:** A text input field with the placeholder 'Example: mary@company.com, peter@school.edu'.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

- Click “Schedule a Meeting” and enter the details
- Click “Save”

# Zoom – Schedule a meeting

The image shows the Zoom meeting scheduling interface on the left and a 'Copy Meeting Invitation' dialog box on the right. The dialog box contains the following text:

Meeting Invitation

Daniel Sheehan is inviting you to a scheduled Zoom meeting.

Topic: Test  
Time: Mar 18, 2020 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://bentley.zoom.us/j/408845429>

Meeting ID: 408 845 429

One tap mobile  
+16468769923,408845429# US (New York)  
+16699006833,408845429# US (San Jose)

Dial by your location  
+1 646 876 9923 US (New York)  
+1 669 900 6833 US (San Jose)

Meeting ID: 408 845 429  
Find your local number: <https://bentley.zoom.us/u/ajjMCKf6pq>

At the bottom of the dialog box, there are two buttons: 'Copy Meeting Invitation' and 'Cancel'.

- Click “Copy the invitation”
- Paste the meeting invitation into an Outlook email to your participants

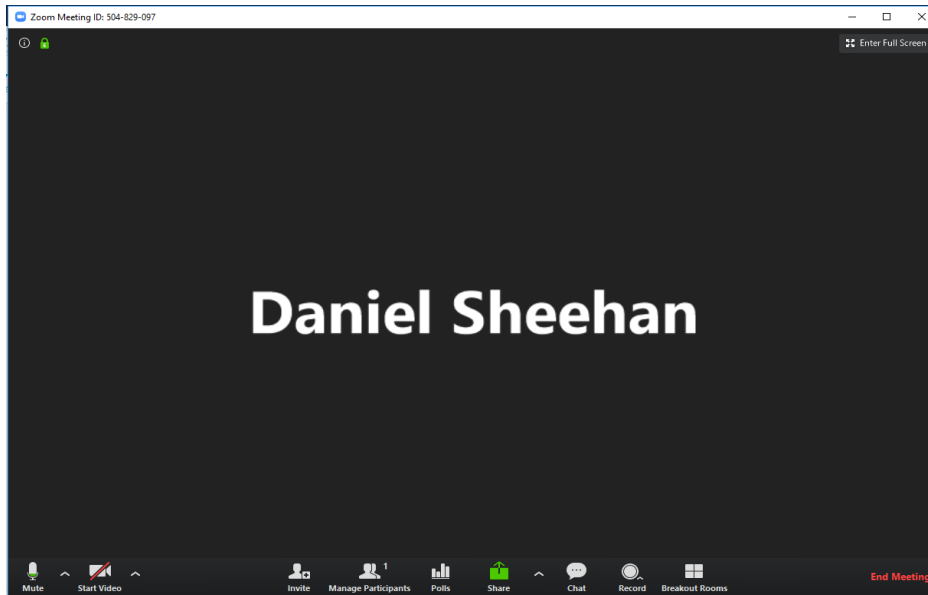
# Zoom – Start a meeting

The screenshot shows the Zoom web interface for Bentley University. The top navigation bar includes the Bentley University logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and a user profile icon with a SIGN OUT button. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this is a table of upcoming meetings with columns for Start Time, Topic, and Meeting ID. A 'Start' button is visible at the end of the first row, highlighted with a red box.

Start Time	Topic	Meeting ID	
Today 10:00 PM	My Meeting	504-829-097	<input type="button" value="Start"/> <input type="button" value="Delete"/>

- Click “Start” to begin your meeting

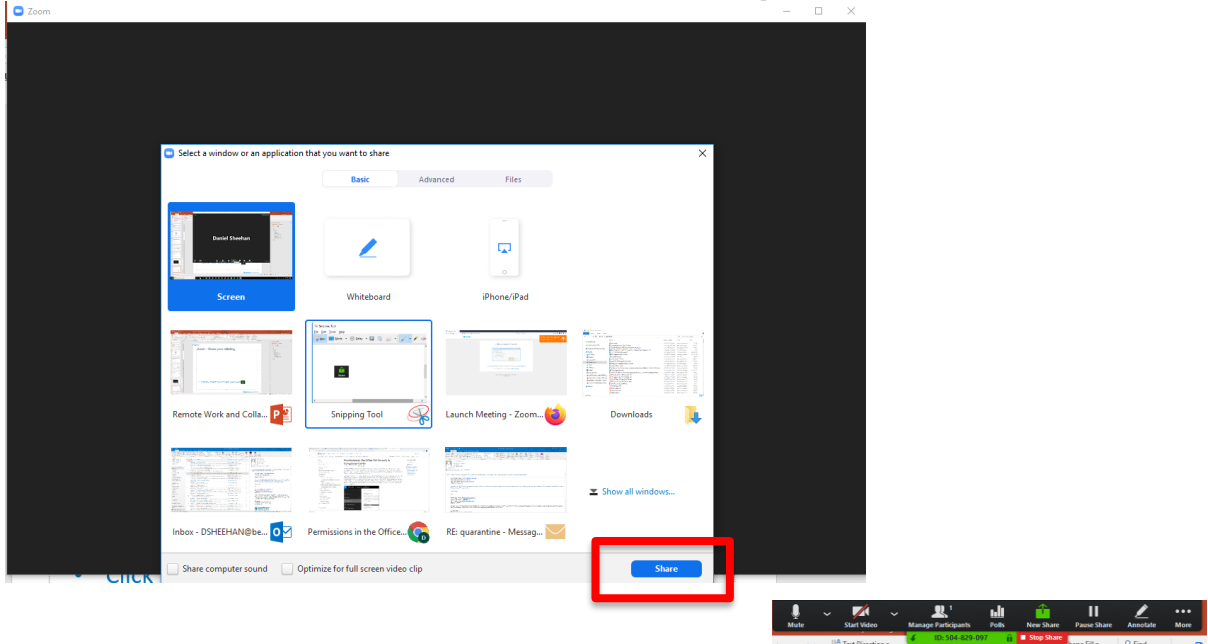
# Zoom – Start a meeting



- Once meeting begins, hover over lower portion to see tools – share, mute, record...
- Click the “Share” icon to share your screen



# Zoom – Share your meeting



- Click the “Share” icon to share your screen
- Select the screen you want and click “Share”
- Once shared, your tool bar will minimize



# Zoom – Attend a meeting

File Appointment Insert Format Text Review Tell me what you want

Save & Close Delete Forward Appointment Scheduling Assistant Skype Meeting Teams Meeting Me

Subject **Team Meeting**

Location

Start time Wed 3/18/2020 12:00 PM  All day event

End time Wed 3/18/2020 12:30 PM

Daniel Sheehan is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: Mar 18, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://bentley.zoom.us/j/504829097>

Meeting ID: 504 829 097

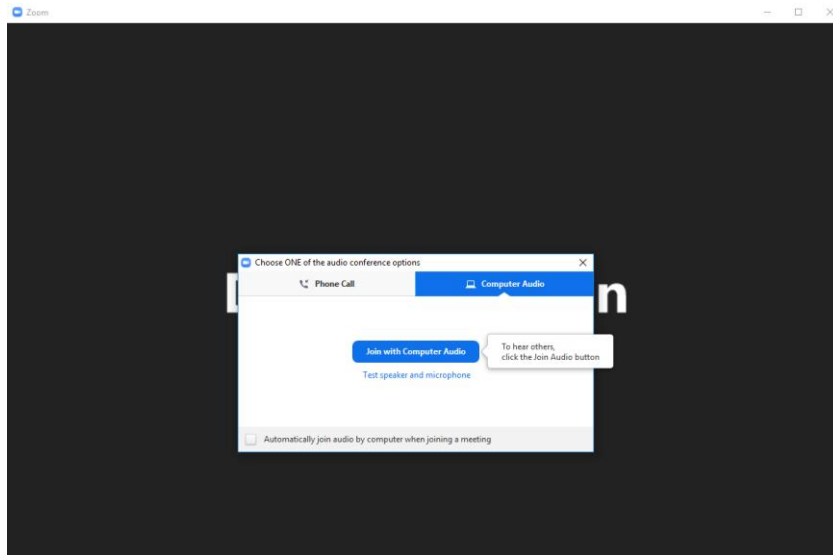
One tap mobile  
+16468769923,,504829097# US (New York)  
+13126266799,,504829097# US (Chicago)

Dial by your location  
+1 646 876 9923 US (New York)  
+1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 346 248 7799 US (Houston)

Meeting ID: 504 829 097  
Find your local number: <https://bentley.zoom.us/u/ajmCKf6pg>

- To attend a meeting, open your Outlook and copy the link for the meeting that was shared with you
- Click the link or paste the meeting link into a browser

# Zoom – Attend a meeting



- Select your options to join and you will enter the meeting



# Thank you for your participation

## Working Remote Tips

- Speak to your colleagues and agree on how you want to work together
- Leverage Outlook on the Web, OneDrive and Teams
- Move your most critical files needed through the end of the semester to your OneDrive Folder
- Download Teams on your desktop and on your phone
- Keep Teams on to remain connected – enable notifications
- Use Teams Chat to connect with your colleagues
- Use Zoom as your video conferencing tool or as an alternative to Teams
- For more information visit
  - <https://www.bentley.edu/offices/it/business-continuity>

# Questions?

-OR-

Contact the Help Desk at  
[helpdesk@Bentley.edu](mailto:helpdesk@Bentley.edu)