

# Softlanding

## Microsoft Teams Overview



# Lesson 5

CUSTOMIZING YOUR TEAMS EXPERIENCE

# Lesson 5: Customizing Your Teams Experience

**In this lesson, you will learn how to:**

- Manage your Teams profile
- Manage teams
- Add bots and apps to Teams

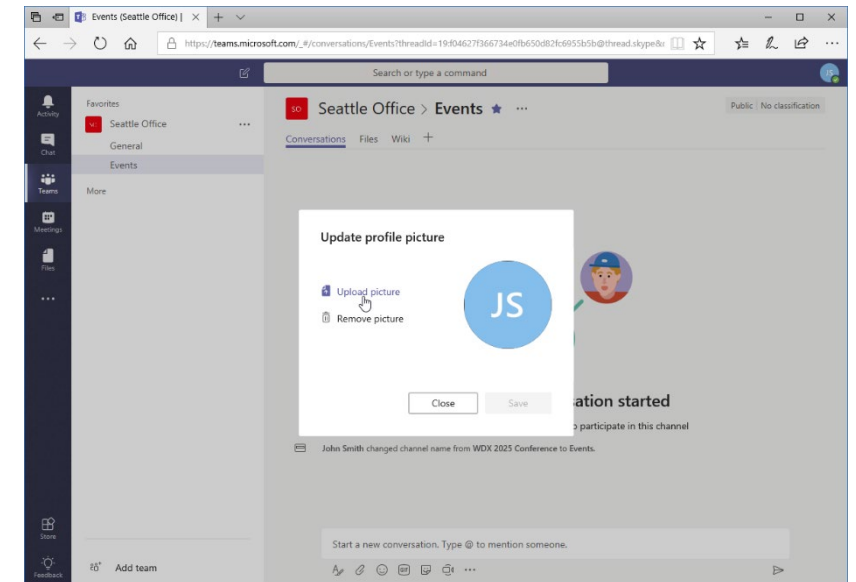
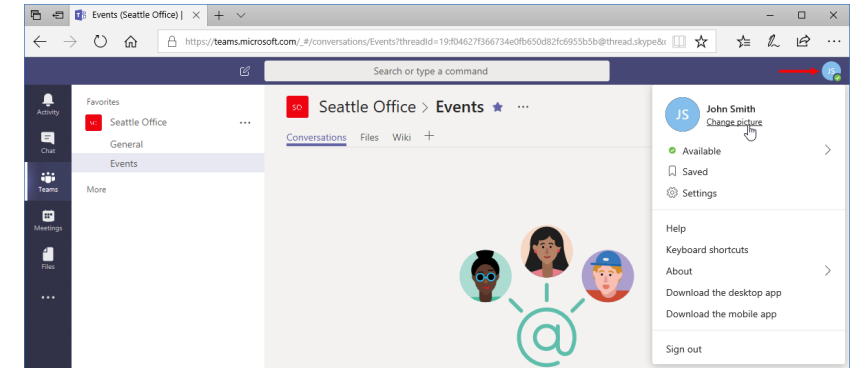
# Topic A: Managing Your Teams Profile

**In this topic, you will learn how to:**

- Update your profile picture
- Change your status
- Change Teams settings
- Log out of Microsoft Teams

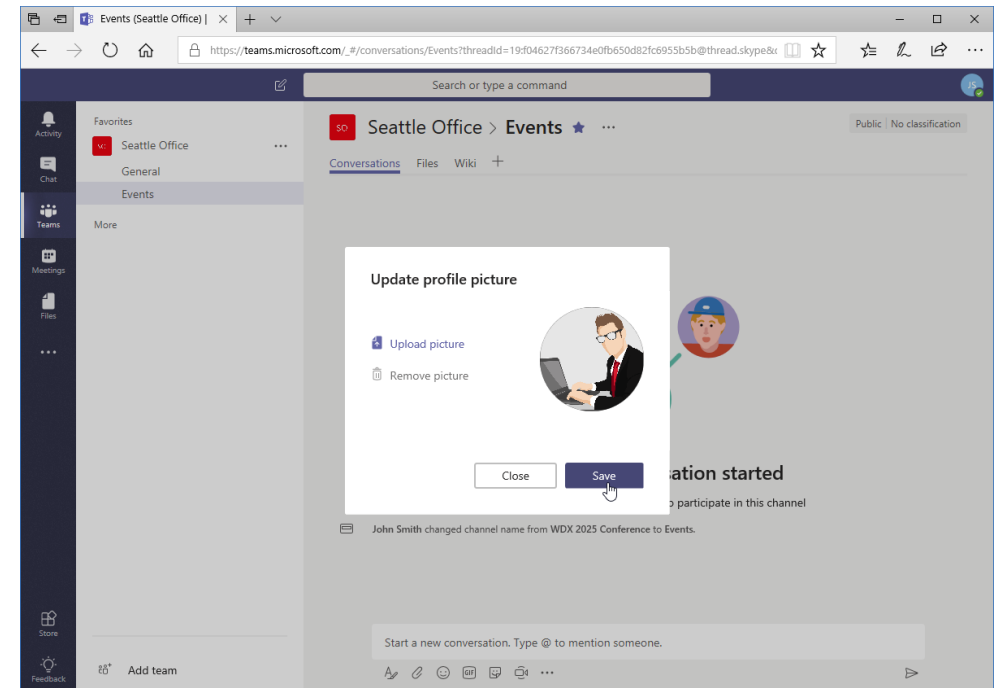
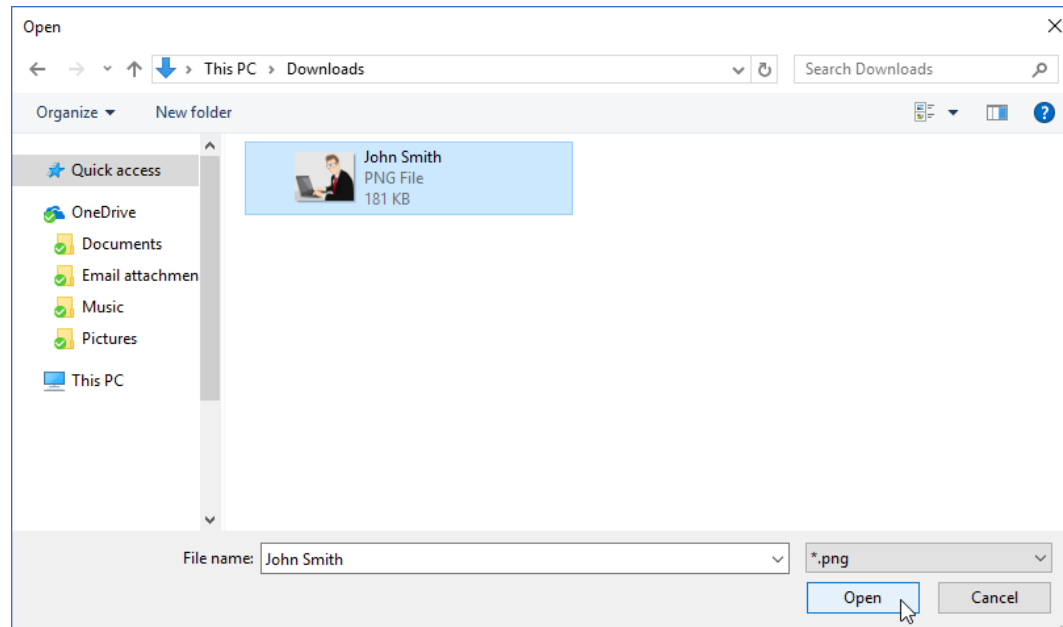
# Updating Your Profile Picture

- Click your profile icon in the top-right corner of the Teams window
- Click the “Change picture” link
- Remove the current picture (resetting it to your initials, as shown here), or upload a new one



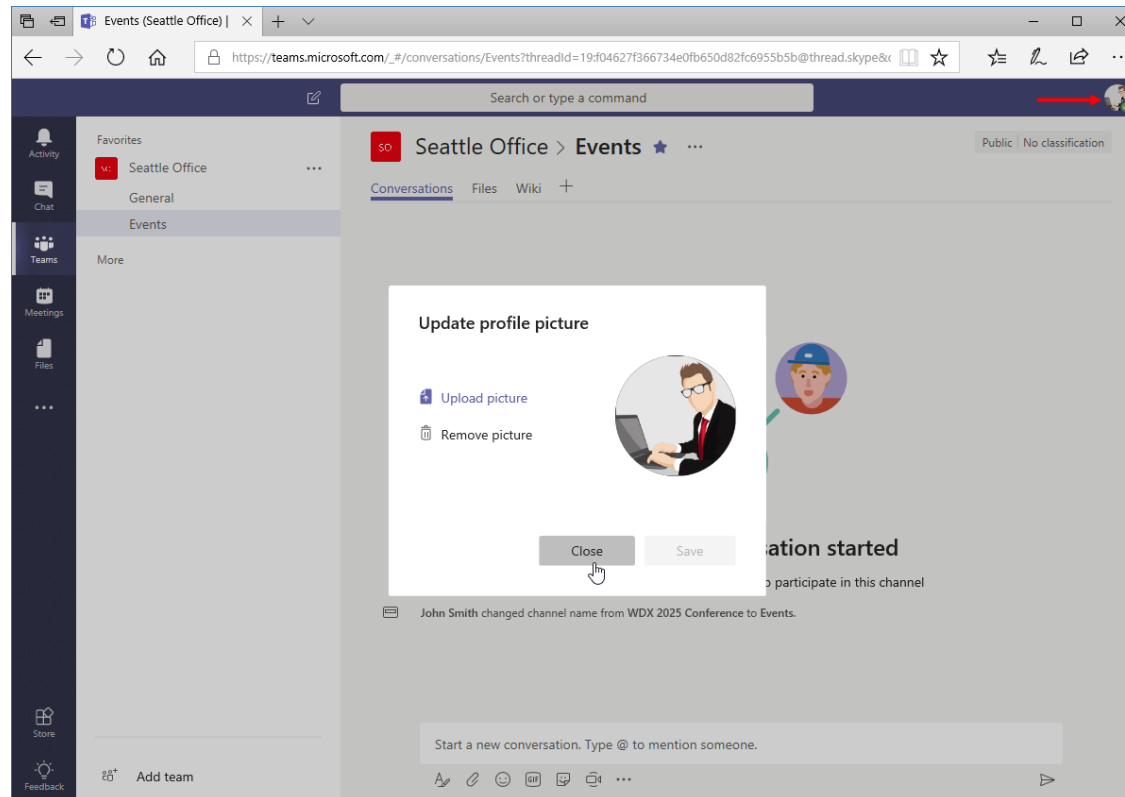
# Updating Your Profile Picture

- Browse to your image, select it, and click “Open
- Click Save” to complete the operation



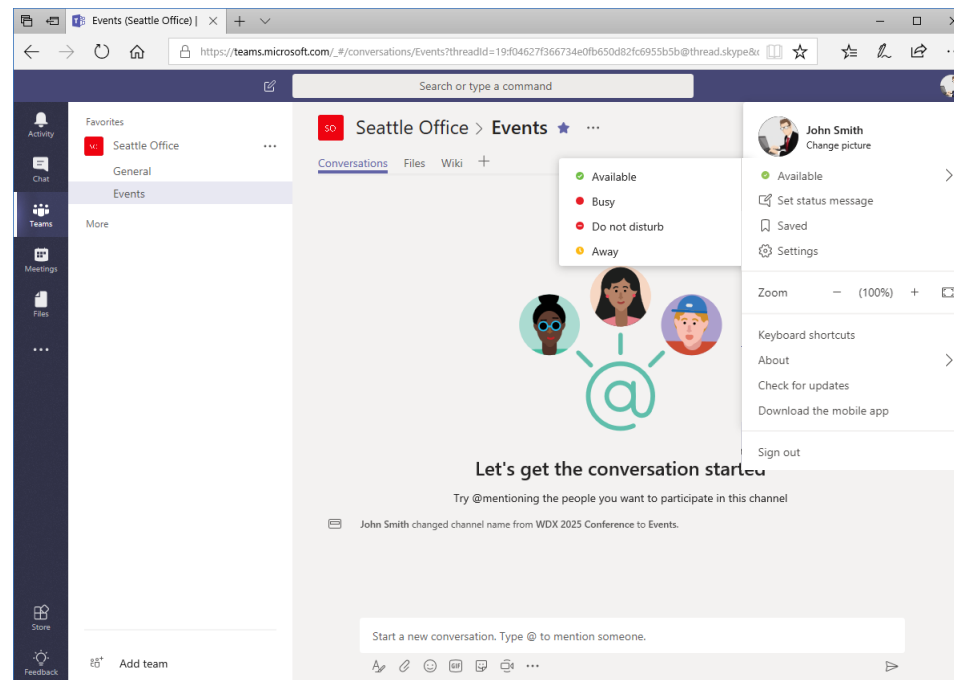
# Updating Your Profile Picture

Close the dialog as your changes have been applied:



# Changing Your Status

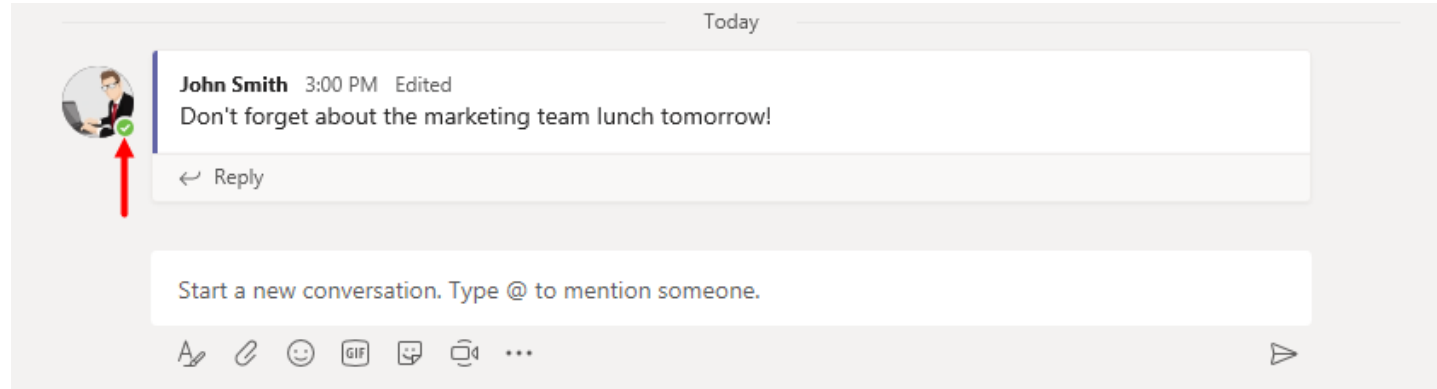
- Microsoft Teams lets you set your status so your colleagues know whether you are available or not
- You can set your status from the profile menu





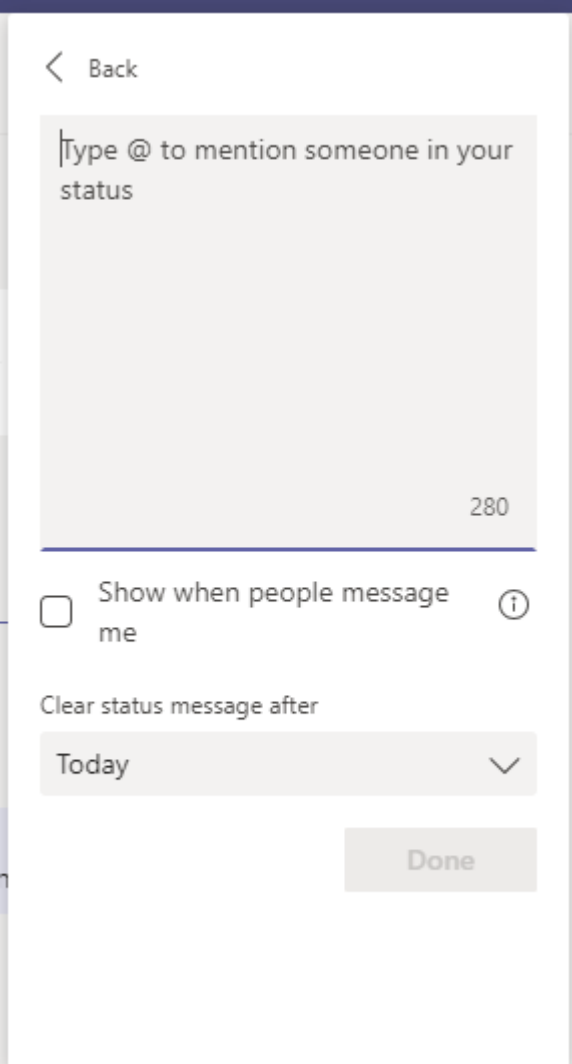
# Changing Your Status

The icon in the bottom corner of a person's profile icon (including your own) will indicate their status:



# Changing Your Status

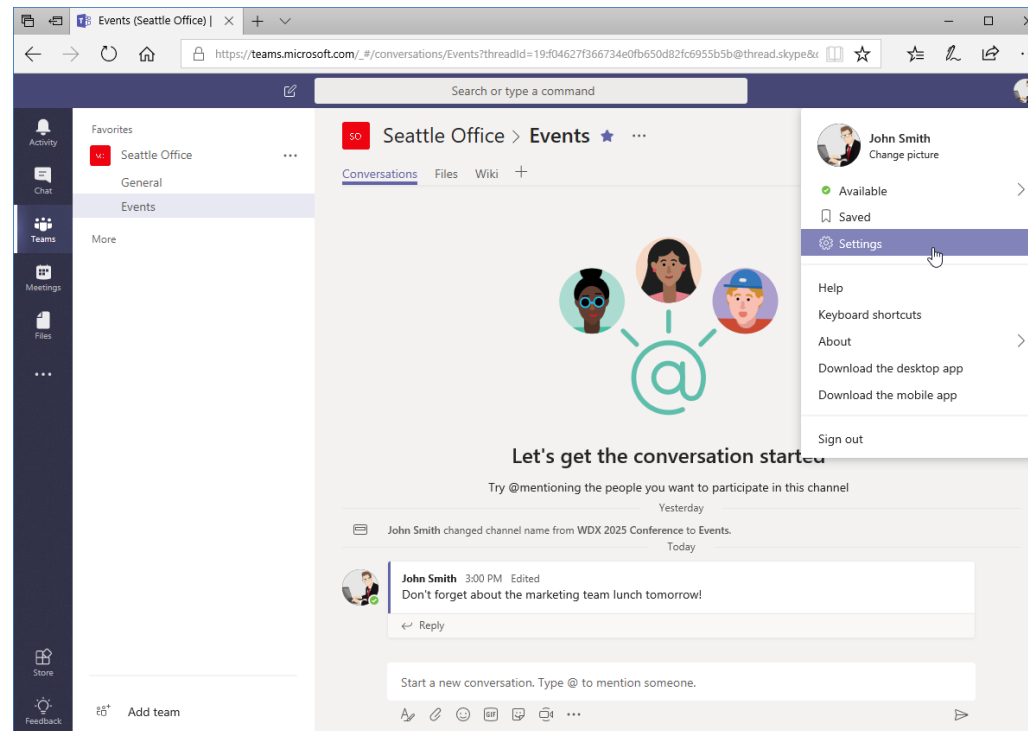
You can also set a status message that can appear when others view your contact card or when they message you.



The screenshot shows a mobile application interface for setting a status message. At the top left, there is a back arrow and the text "Back". Below this is a text input field with the placeholder text "Type @ to mention someone in your status" and a character count of "280" at the bottom right. Underneath the input field is a toggle switch labeled "Show when people message me" with an information icon to its right. Below the toggle is a dropdown menu labeled "Clear status message after" with "Today" selected and a downward arrow. At the bottom right of the screen is a "Done" button.

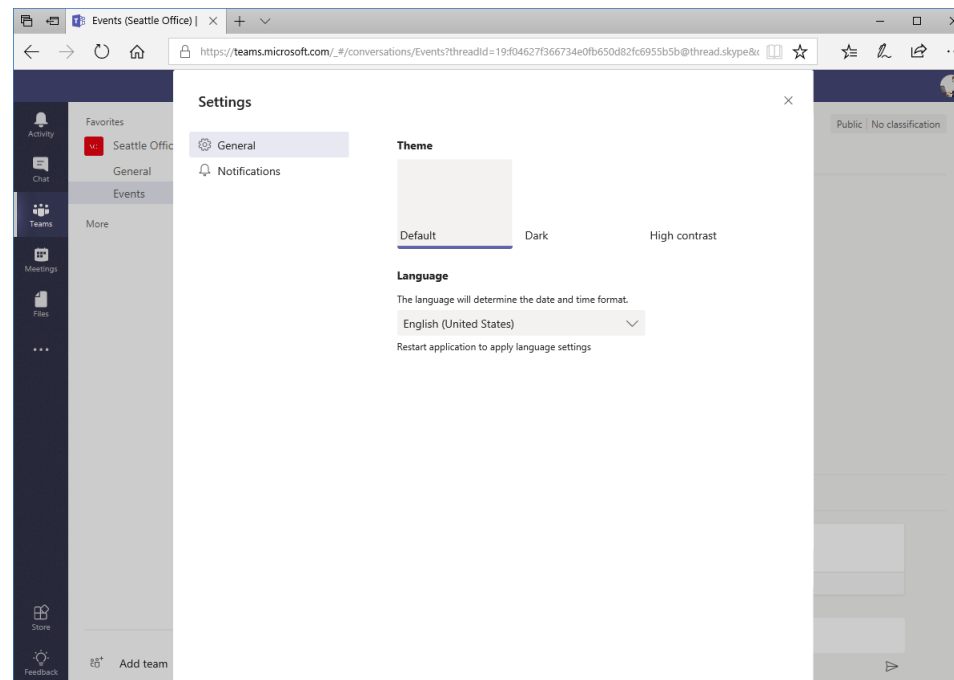
# Changing Your Teams Settings

To change your personal Teams settings, click your profile menu and click “Settings”:



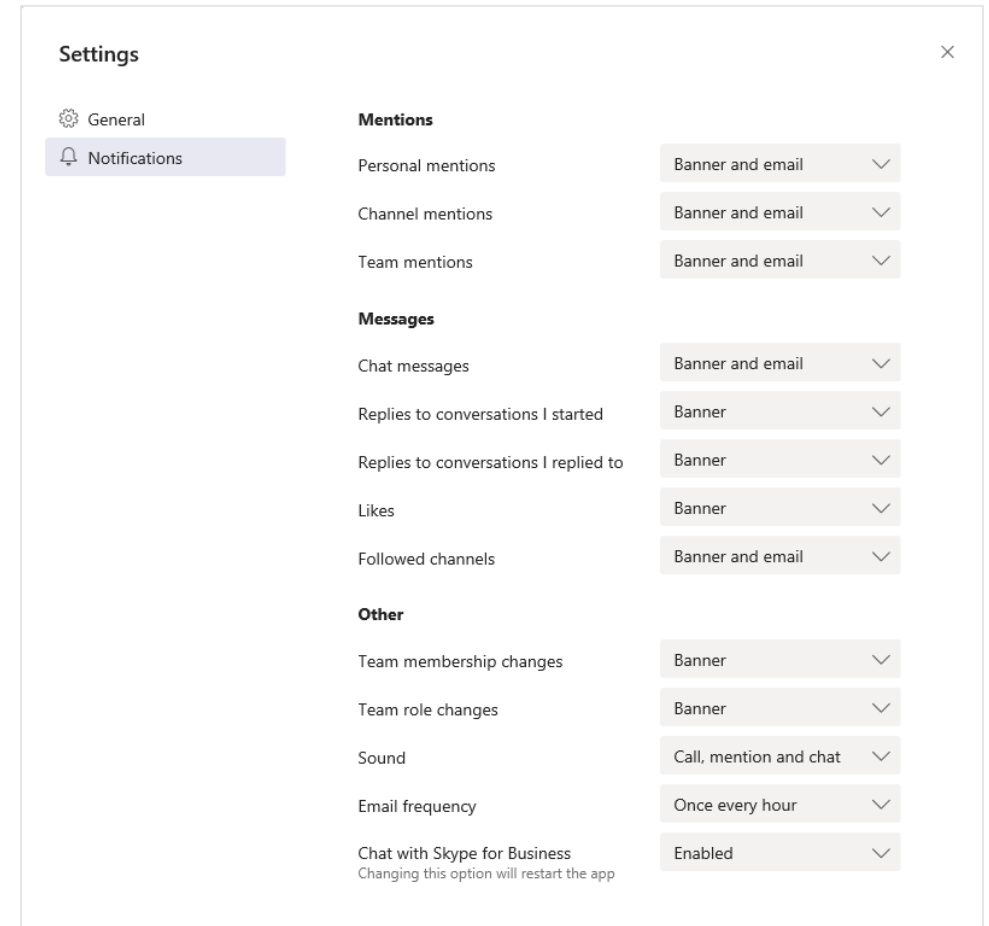
# Changing Your Teams Settings

- The Settings dialog will open
- The **General** category (displayed by default) allows you to change the theme and language



# Changing Your Teams Settings

The **Notifications** category allows you to customize notifications for all Teams events:

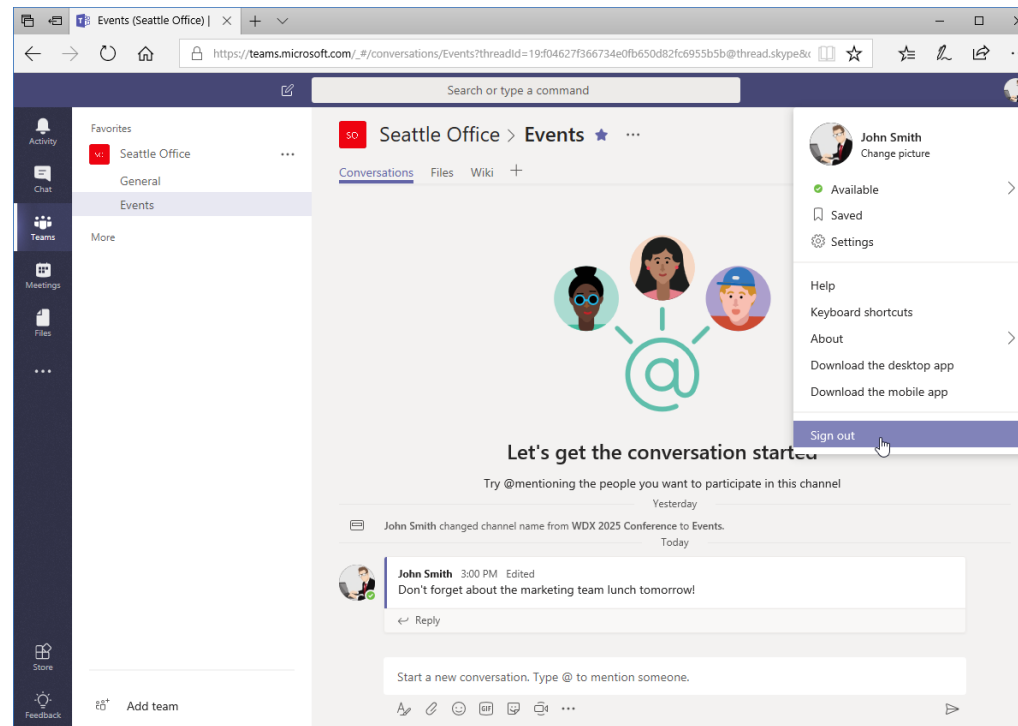


The screenshot shows the 'Settings' application with the 'Notifications' category selected. The settings are organized into three sections: Mentions, Messages, and Other. Each setting has a dropdown menu to select the notification type.

Category	Setting	Notification Type
Mentions	Personal mentions	Banner and email
	Channel mentions	Banner and email
	Team mentions	Banner and email
Messages	Chat messages	Banner and email
	Replies to conversations I started	Banner
	Replies to conversations I replied to	Banner
	Likes	Banner
	Followed channels	Banner and email
	Other	Team membership changes
Team role changes		Banner
Sound		Call, mention and chat
Email frequency		Once every hour
Chat with Skype for Business <small>Changing this option will restart the app</small>		Enabled

# Logging Out of Teams

To log out of teams completely, click the profile menu and click “Sign out”:



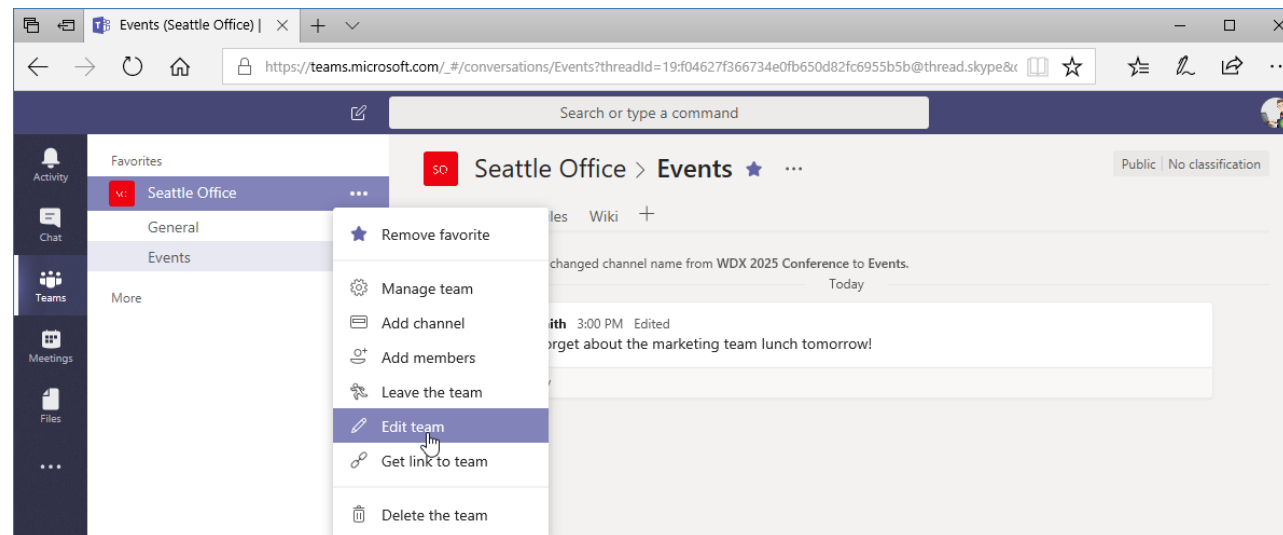
# Topic B: Managing Teams

**In this topic, you will learn how to:**

- Edit a team's name, description, and privacy
- Access team settings to manage its members, channels, settings, and apps
- Delete a team

# Editing the Team

- To change the name, description, and/or privacy of your team, move your mouse over its name in the task pane
- Click the ellipses and click “Edit team”





# Editing the Team

Make your changes and click “Done” to return to the Teams window:

### Edit "Seattle Office" team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name

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Description

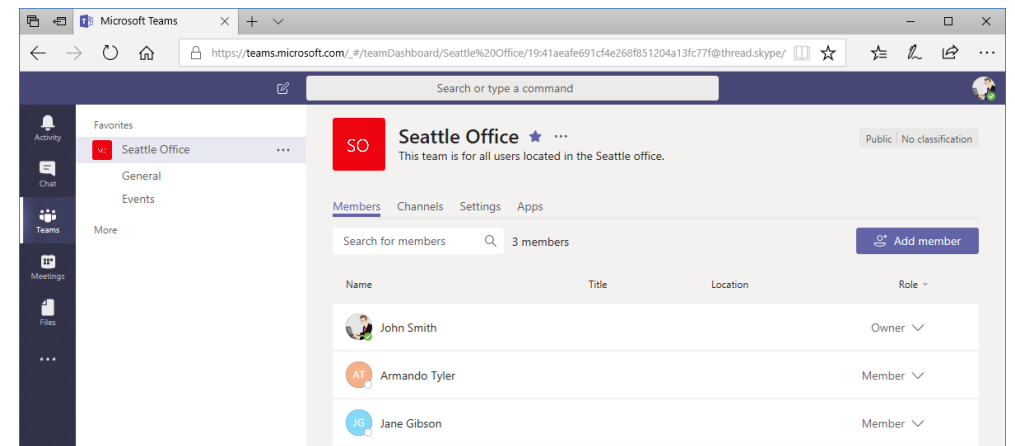
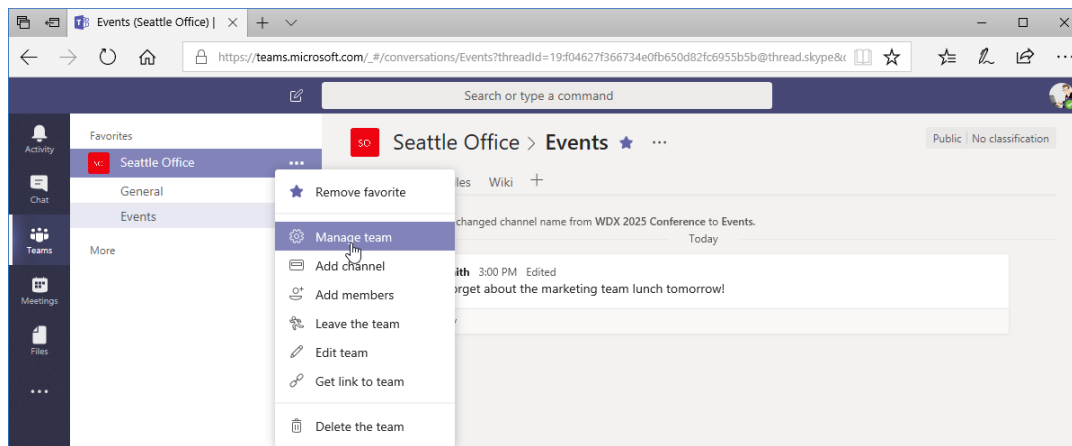
Privacy

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# Accessing Advanced Team Settings

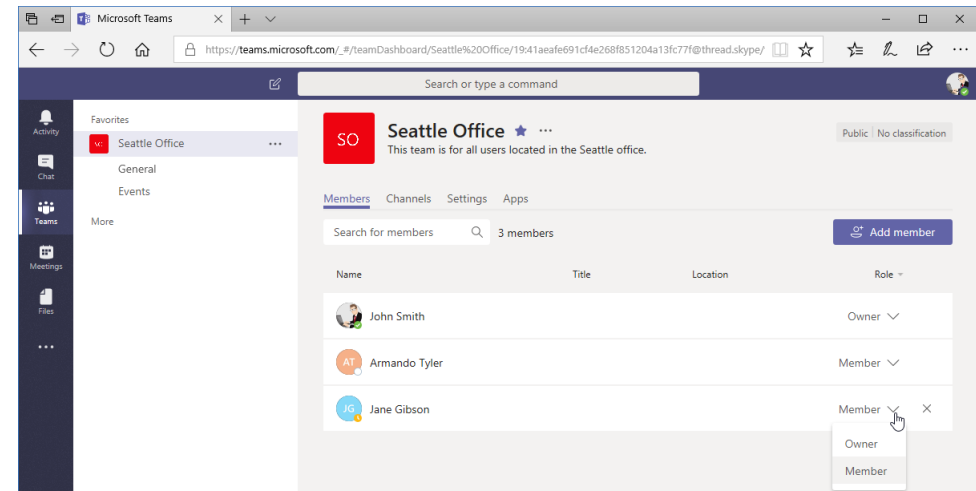
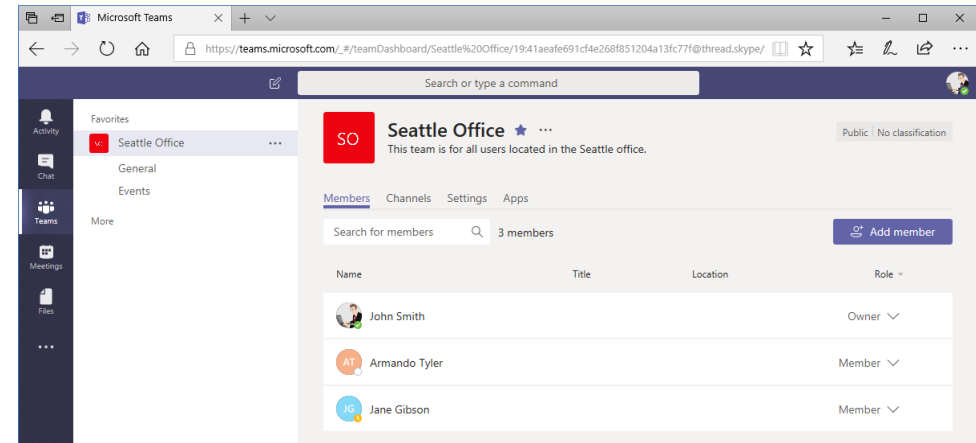
To access advanced team settings:

- Move your mouse over name in the task pane and click the ellipses
- Click “Manage team” from the menu
- Advanced settings window will open



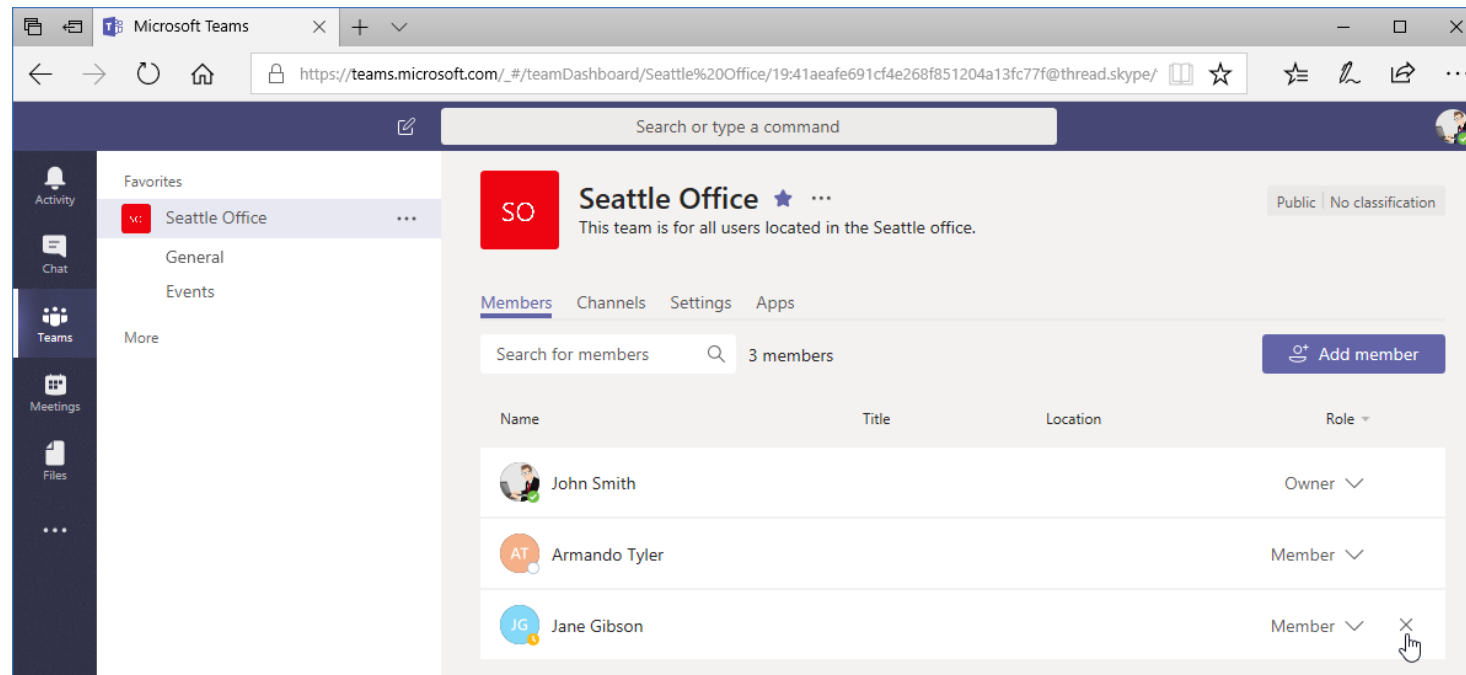
# Managing Team Members

- The first tab lists all team members
- You can search the team list or add a new member
- To change a user's permission level, click the arrow next to their role
- You can now make the user an owner or a member



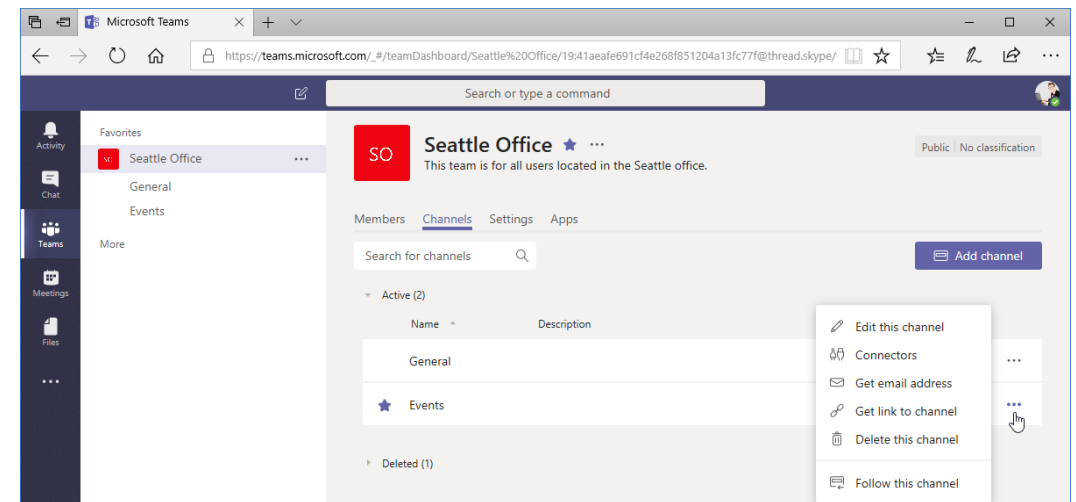
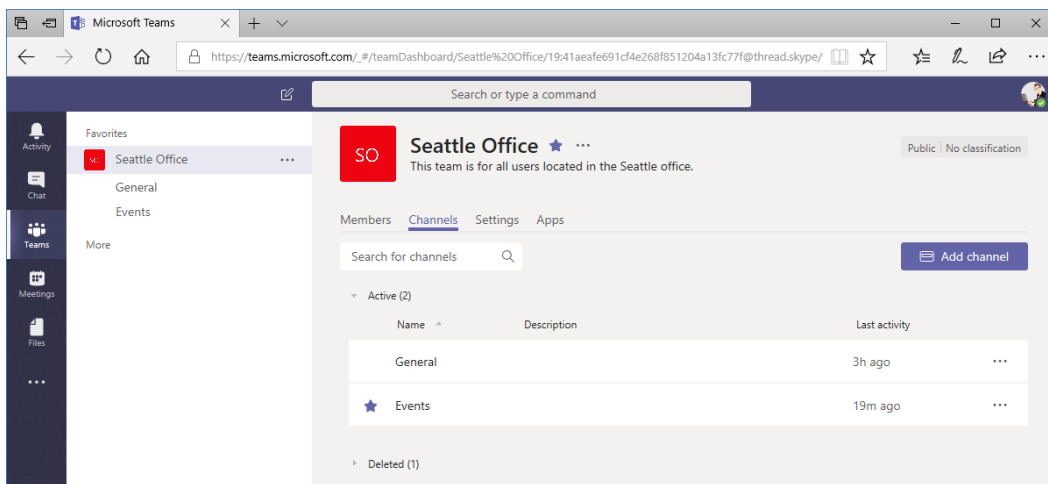
# Managing Team Members

To remove a member, move your mouse over their name and click the “X” on the right edge:



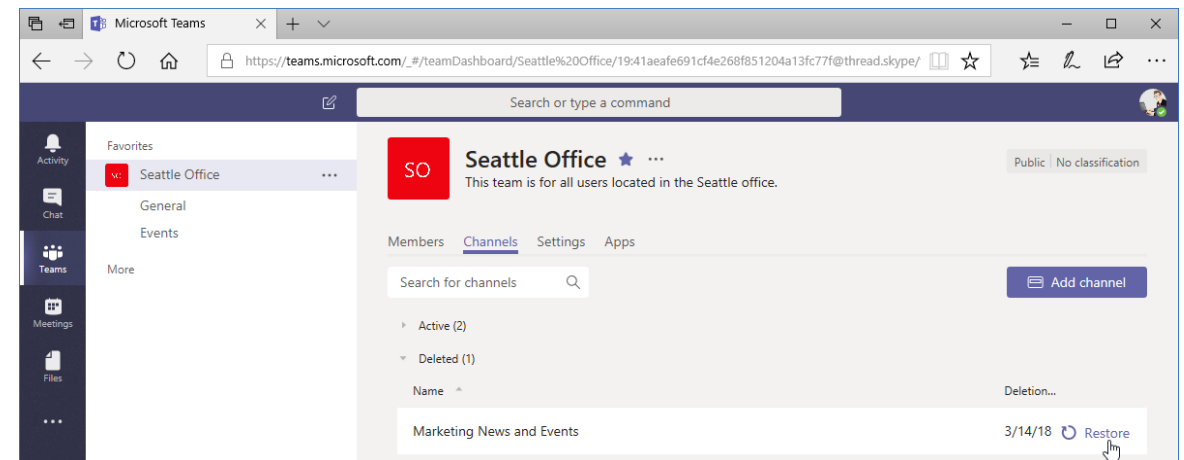
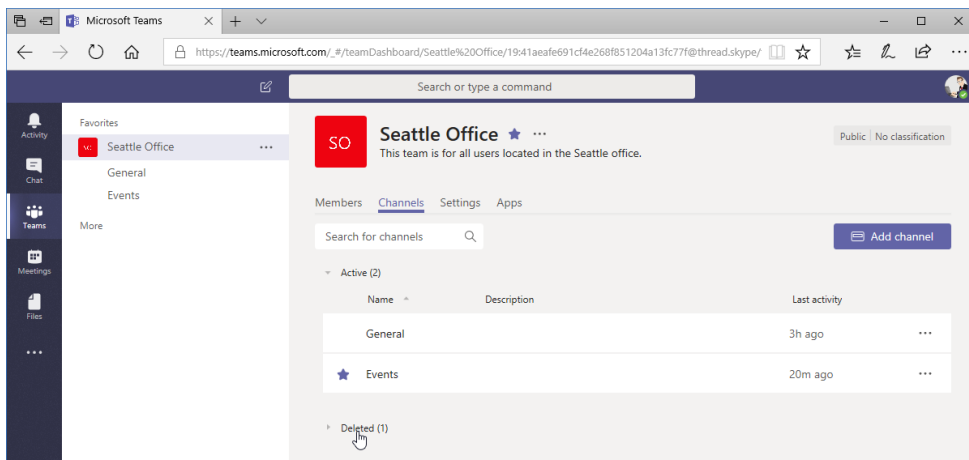
# Managing Channels

- The next tab provides a central place to manage channels
- You can view, search, and add channels.
- Click the ellipses to manage an individual channel



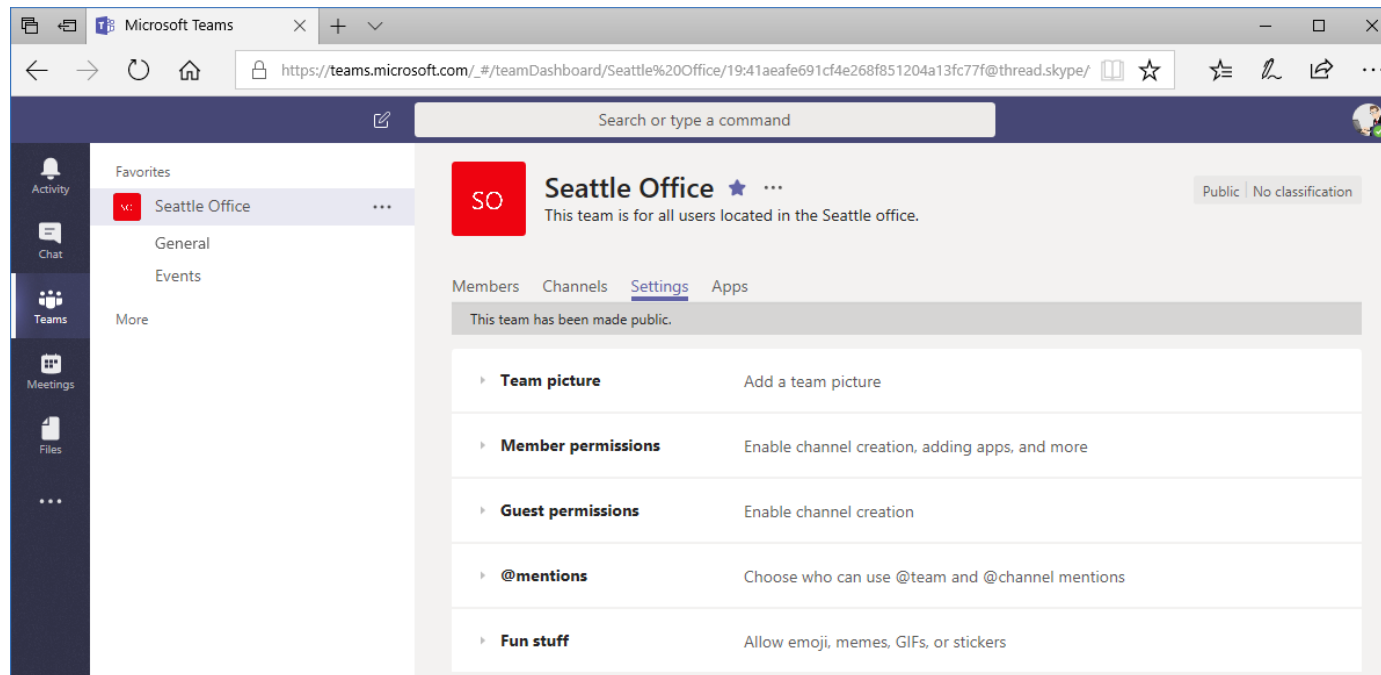
# Managing Channels

- There is a category for deleted channels, too. Click the heading to see deleted items
- This will show the deletion date and an option to restore the channel



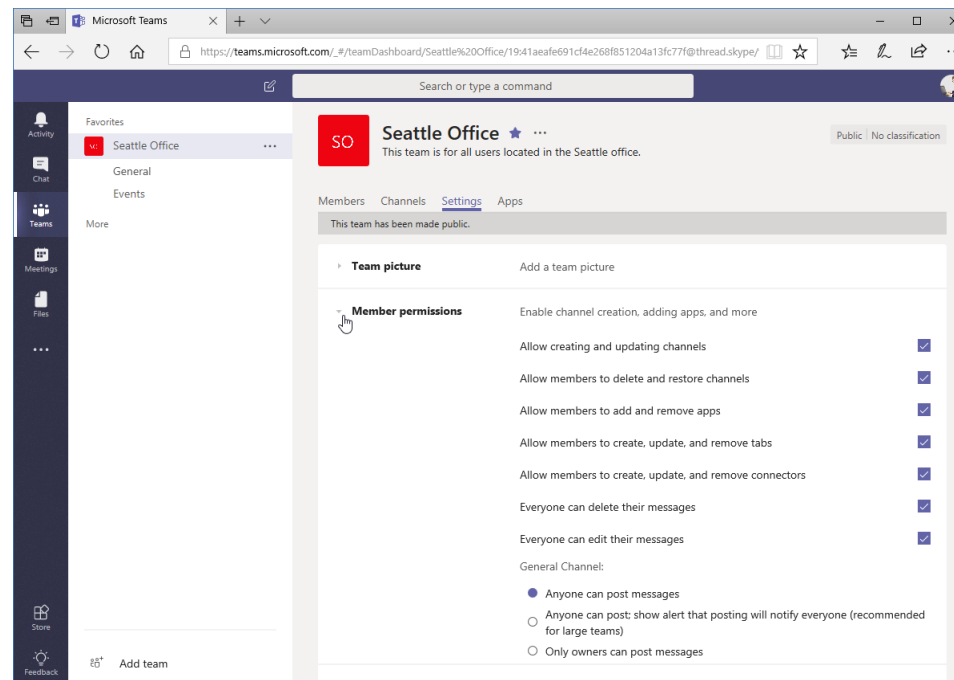
# Managing Settings

- The next tab is Settings
- This tab contains a variety of different options, which are set per team



# Managing Settings

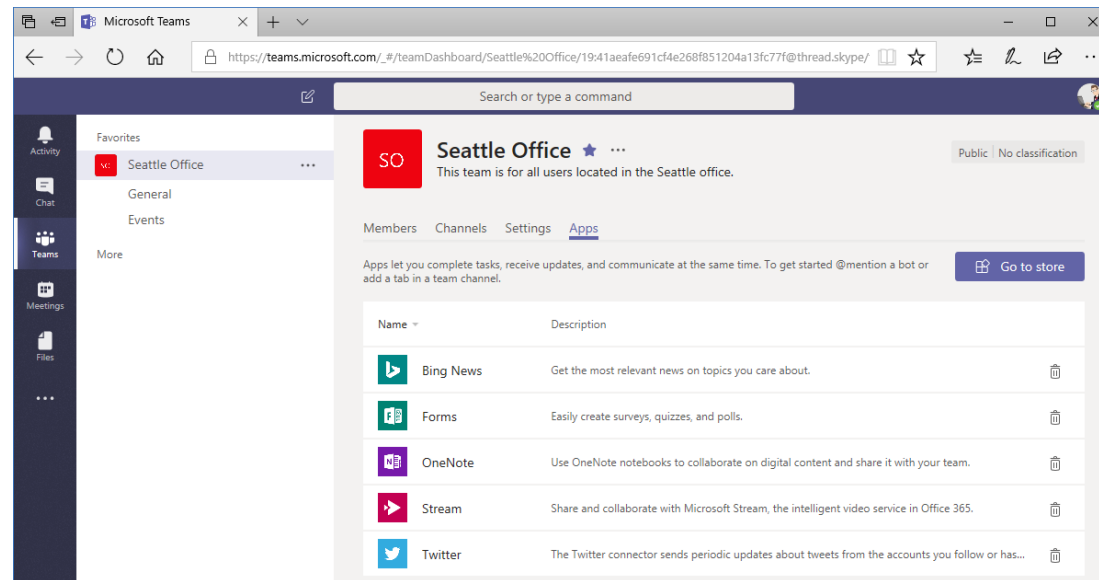
- Click a heading to expand it and then change the desired options
- All changes are saved automatically





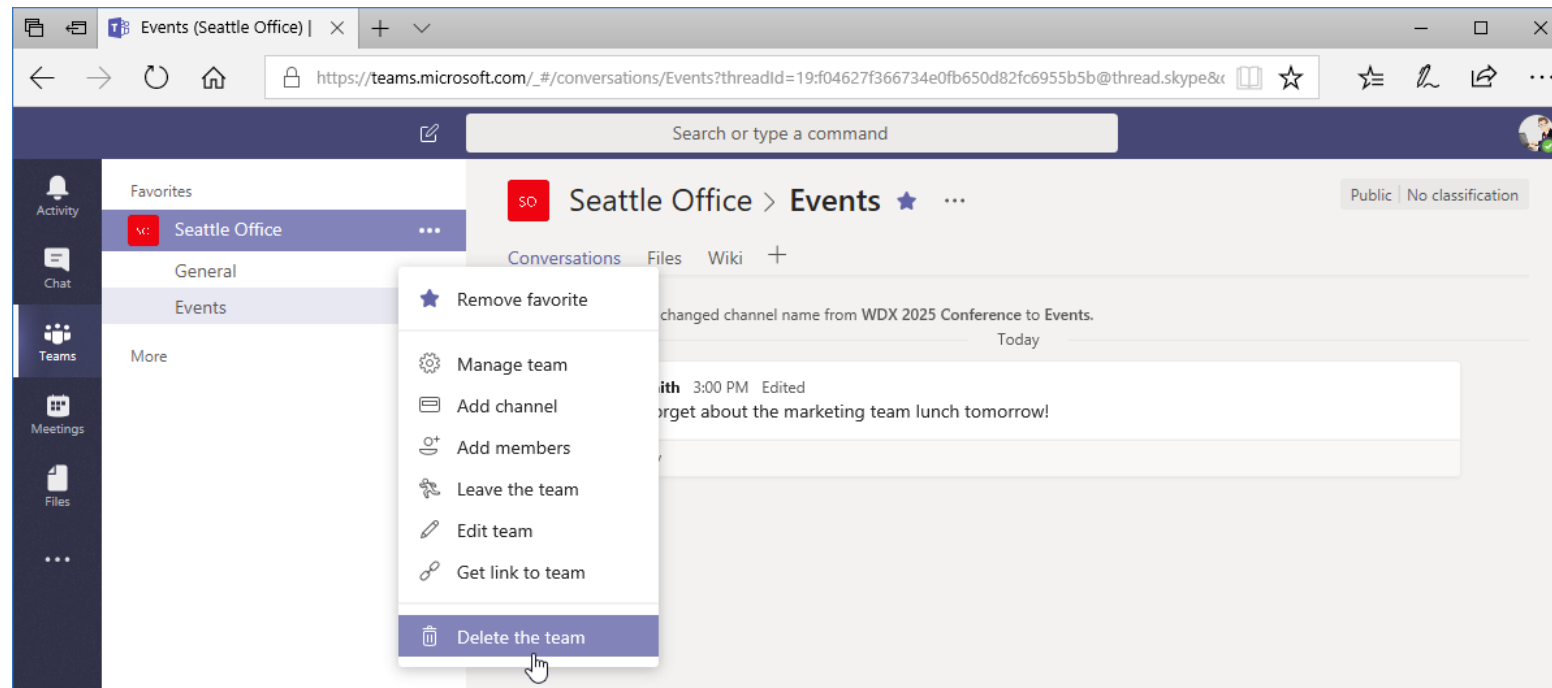
# Managing Apps

- The final tab is Apps, which includes both connectors and Teams apps
- You can click the trash can to remove an app, or click “Go to store” to install new apps



# Deleting the Team

Move your mouse over the team name, click the ellipses, and click “Delete the team”:



# Deleting the Team

- A confirmation box will appear - **Read the information carefully**
- If you are sure you want to delete the team, check the “I understand” box and click “Delete team”

**Delete "Seattle Office" team**

Are you sure you want to delete the team "Seattle Office"? All channels, chats, files, and the Office 365 Group for this team will be deleted.

I understand that everything will be deleted.