

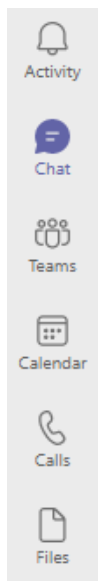
# A guide to Teams terminology

The terminology in *italics* is for things that are currently not enabled at Barnardo's but will help you to understand the full function of Teams for when it is fully activated.



## App

Short for application, this refers to the software programmes that you can use. Teams is an app, as are Excel, Outlook, OneDrive, Word, etc, but you can also have apps within those programmes.



### App Rail

This is the list of apps within Teams that runs down the left of your home page: Activity, Chat, Teams, Calls, Files.

### Activity

Where you will find all the messages, comments, uploads that have taken place in any of the teams or channels that you are involved in.

### Calls

Just like Skype where you can voice and video call other people and find your voicemails.

### Calendar

A copy of your calendar from Outlook, you are able to schedule new meetings here. Your Outlook and Teams calendars are synchronised; you can book a meeting from either.

### Chat

Send instant messages to other people.

## Channel

*A subgroup space in your Team sites where you can have more focused discussion and collaboration about more specific topics or areas. Every team site automatically has a "general" channel plus any more that you create e.g. Social, Quality Assurance, etc. All channels in a team are accessible to all members of the team.*

## Cloud

A secure off-site storage system maintained by a third party. Instead of storing information to your computer, you save to a remote database.

## Contact group

A group of people brought together as one contact. Useful for sending messages or to call multiple people at once.

## Command

Use commands in the search bar by typing @ or / and then one of many capabilities, such as **/dnd** to set your Teams status to 'do not disturb', or **@maxine** to find a colleague with that name to send a message to.

## Ellipsis

Also known as three dots, these menus opens up a sub menu of more options.

**Feed**

A list of the most recent activity (messages, comments, uploads etc.) that have taken place in any of the teams or channels that you are involved in. This is the content that appears in the General channel, for instance.

**Files**

A tab showing a location to save and share documents with other people in your team. This is one of the App Rail sites.

**Filter**

Allows you to sift your view to show specific categories.

**Group chat**

A private chat with more than two team members.

**Help**

Find topics, training and guides for teams; it should be your first place to look if you are stuck.

**Hide**

Allows you to hide something so it doesn't automatically appear; for example, hide a chat you no longer want to see. Hide is often found within the ellipsis area of a chat, a team name, etc.

**Meeting Notes**

You can take notes during a meeting and they are accessible before, during and after your meeting. You can find it as a tab at the top with your meeting title and it automatically saves.

**Member**

*A person who is part of a team. Members are added by the owner of a Team either during set up or later.*

**Notification**

Informs you of any activity in your Team or Channel. Teams or channels with new activity are shown in bold on the left-hand panel.

**Owner**

*A member of a Team with admin rights in a team.*

**One Drive**

A personal location to save documents on the cloud that can be used for collaboration on documents and sharing. It does not replace Content Server.

**Pin (Pinned)**

Marks something as your favourite and makes it easy to locate.

**Post**

*A message or comment on a channel that all other team members can see and react or reply to.*

**Private chat**

A chat that is visible only to the members involved in the chat.

**Recent**

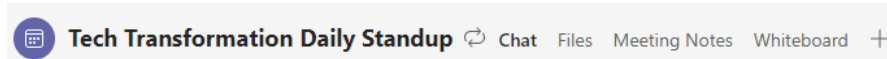
The things that you have looked at in order of most recent.

## **SharePoint**

*A location to save shared documents on the cloud.*

## **Tab**

Another page on your Team site. There are also tabs on the Chat space of each of your meetings. These could be Files, Meeting Notes, Whiteboard, etc. You can create new tabs too by using the plus sign.



## **Teams**

A teamwork hub and Office 365 team app that includes group chat software and collaboration tools.

## **Teams meeting**

A virtual meeting where two or more people can chat together using video and/or audio. A Teams meeting can be attended even if you do not have the Teams app loaded on your device – it would then be known as ‘online’ or ‘on the web’

## **Whiteboard**

A digital canvas that is attached to each meeting for you to open and brainstorm, teach, draw and map. You can find it as a tab at the top with your meeting title and it automatically saves.



## **Wiki**

*A wiki allows a group of people to enter and communally edit bits of text. These bits of text can be viewed and edited by anyone who visits the wiki. It can be used as a way to share team notes or learning.*

## **Your teams**

*A list of all the Teams and channels that you are part of. This is part of your App Rail as shown on page 1.*