

Gjennomgang av Teams-funksjonalitet

En grunnleggende gjennomgang av hva Teams kan
brukes til



Leon De Backer - l.j.b.de.backer@usit.uio.no

UiO:Helpdesk

<https://www.uio.no/tjenester/it/kontakt/helpdesk/>

Hensikt

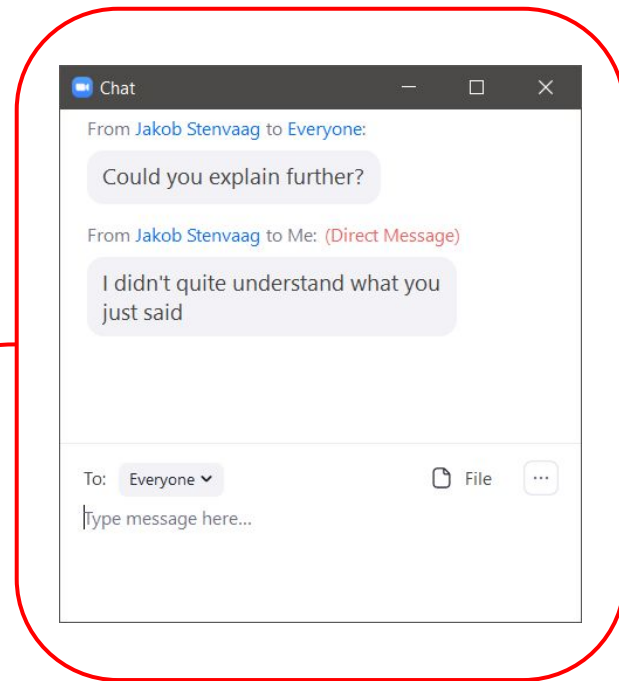
- Lære seg å bruke Microsoft Teams for å øke samarbeid og produktivitet online
- Oppfriske kunnskaper



Foto: Benjamin A. Ward/UiO

Spørsmål underveis?

- Vennligst bruk chat!
- Still spørsmål i plenum (“To: Everyone”)
- Eller til co-host:
Jakob Stenvaag



Mute



Start Video



Security



Participants 1



Chat



Share Screen



Record



Breakout Rooms



Reactions

End



Innhold

1

Innlogging

4

Navigere et team

2

Chat og Activity

5

Teams videomøter

3

Innstillinger i Teams

6

Tenants og invitasjoner



Innhold

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1

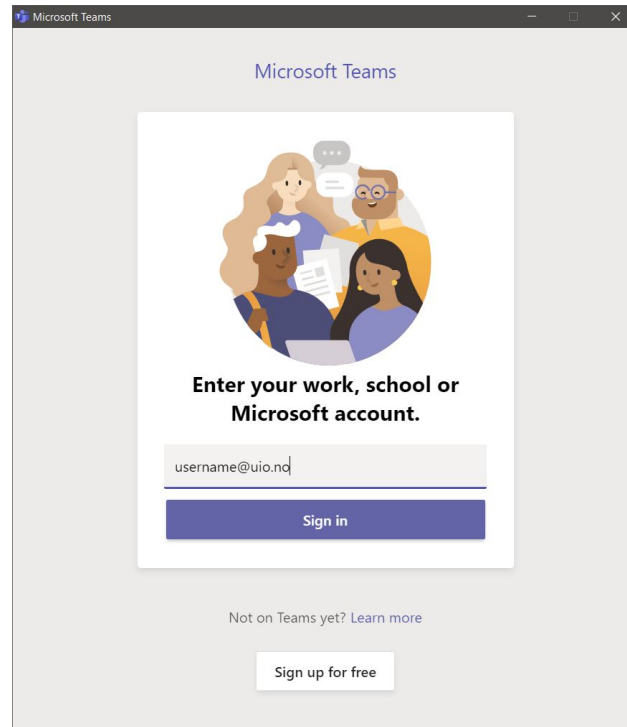
Innlogging

- Hvordan logge inn



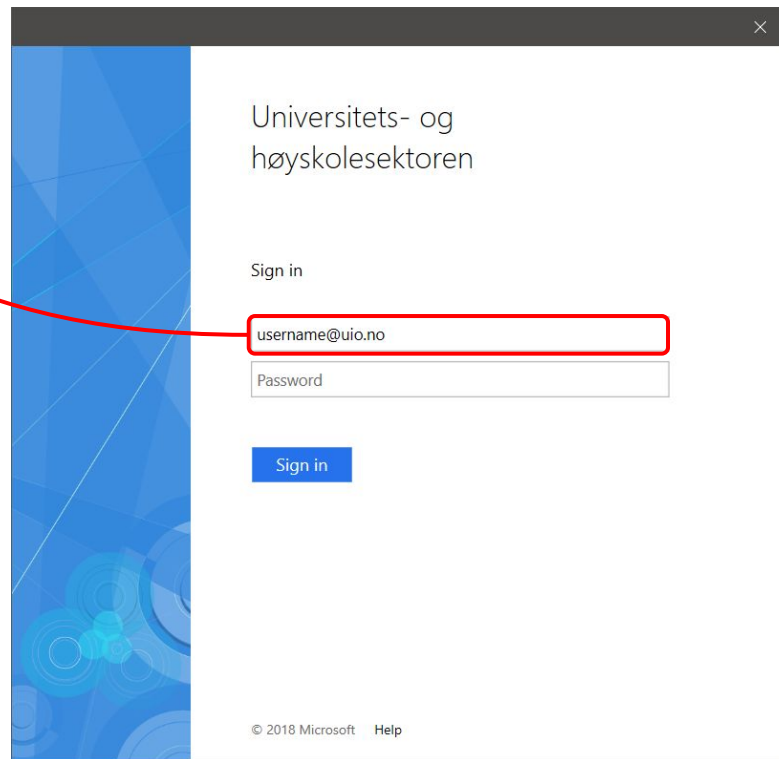
Hvordan logge inn

- **Brukernavn:**
brukernavn@uio.no



Hvordan logge inn

- **Kontrollér at det står [brukernavn@uio.no](#)**



Universitets- og
høyskolesektoren

Sign in

username@uio.no

Password

Sign in

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Hvordan logge inn

- Kontrollér at det står brukernavn@uio.no
- Skriv så inn UiO-passord og trykk “Sign in”



Universitets- og
høyskolesektoren

Sign in

username@uio.no

Password

Sign in

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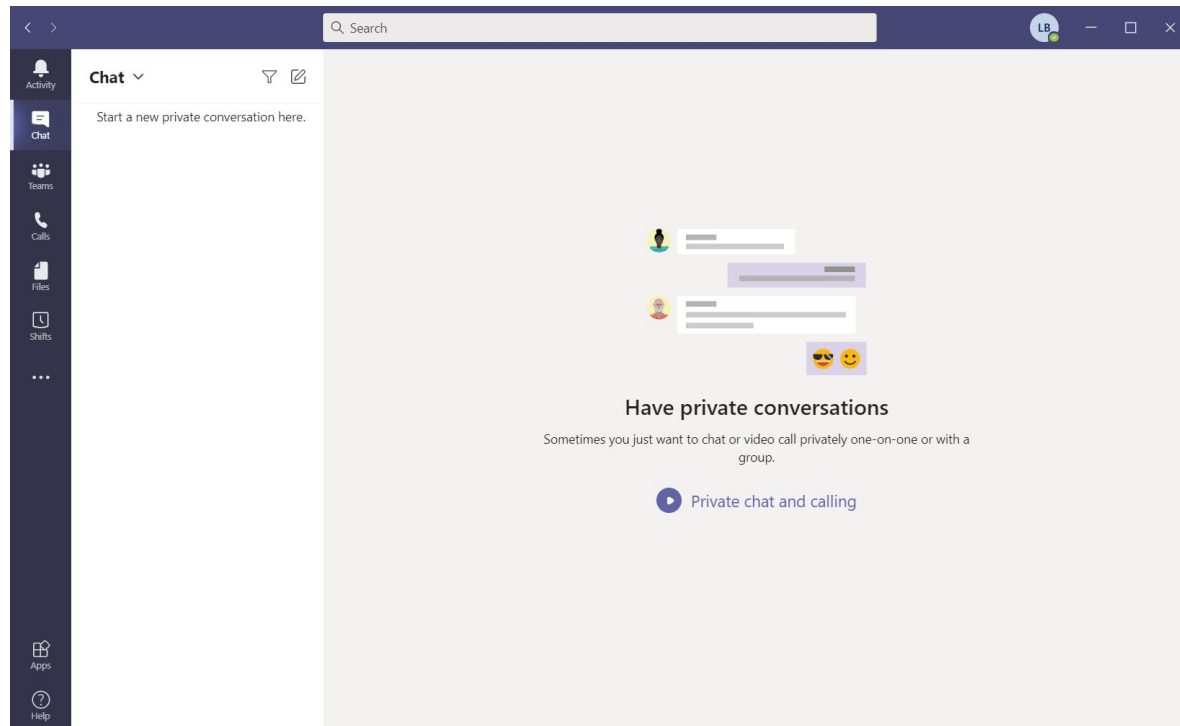
2

Chat og Activity

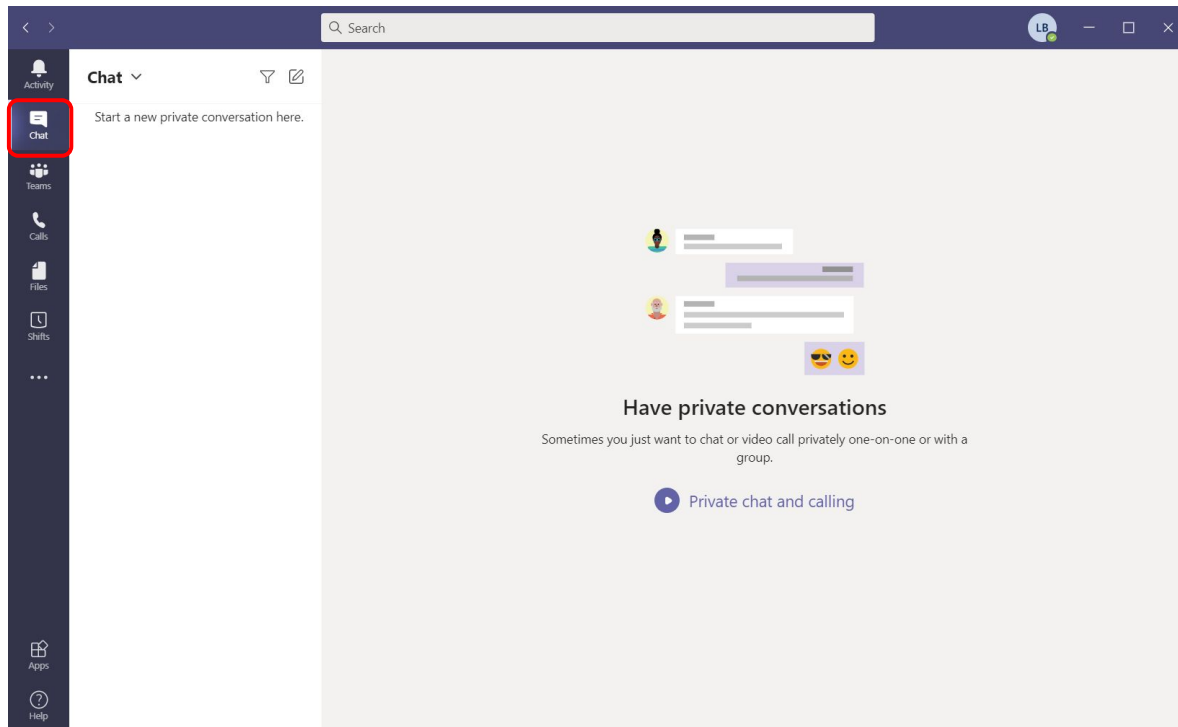
- Hvordan starte en chat med andre
- Chat-funksjonalitet
- Activity



Hvordan starte en chat med andre

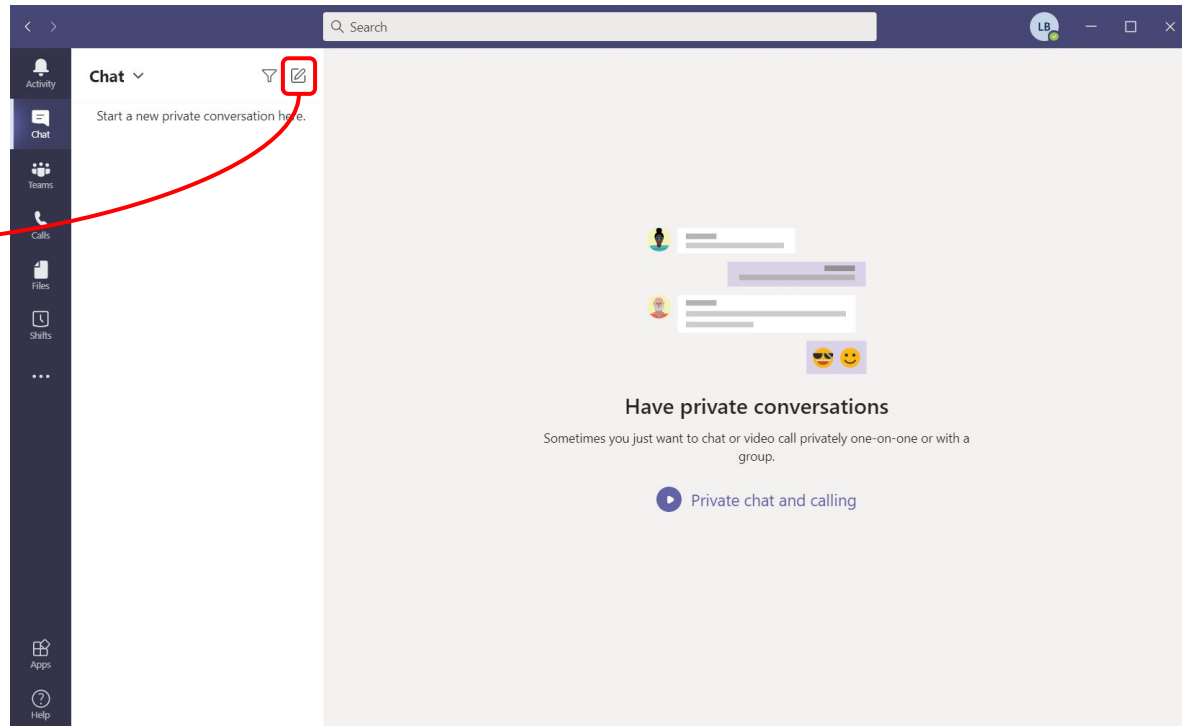


Hvordan starte en chat med andre



Hvordan starte en chat med andre

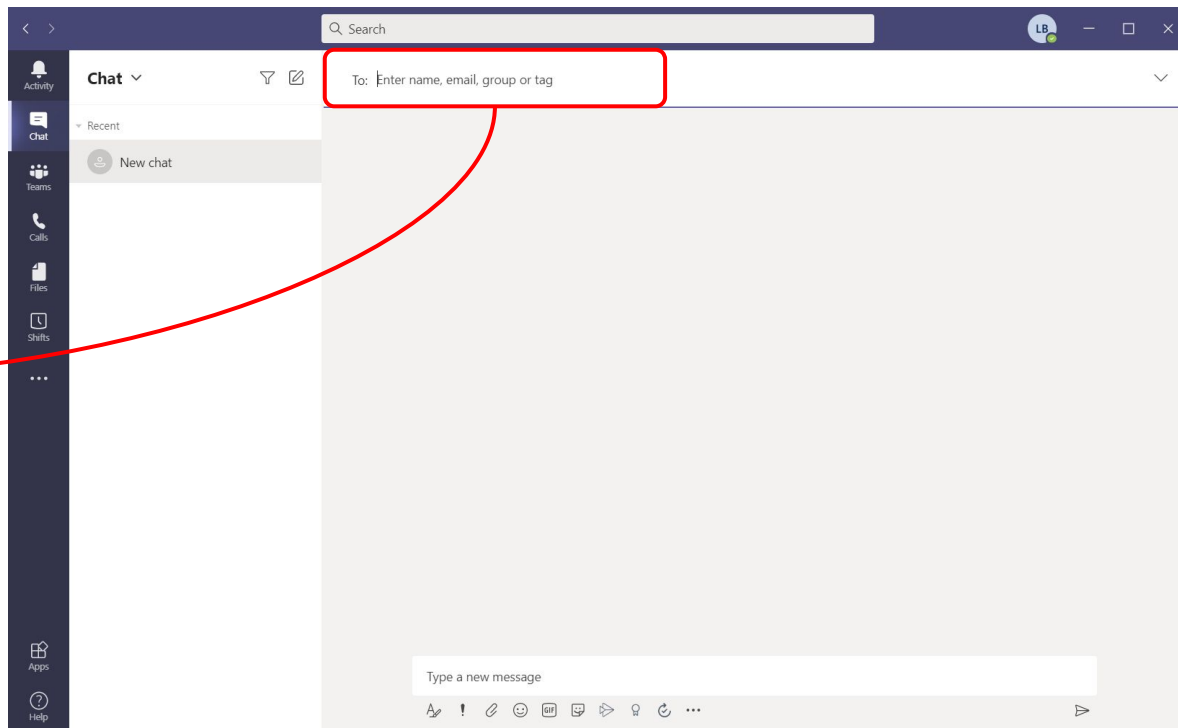
- Trykk på “blokk og notat”-ikonet



Hvordan starte en chat med andre

- Trykk på “blokk og notat”-ikonet
- **Søk etter brukere***

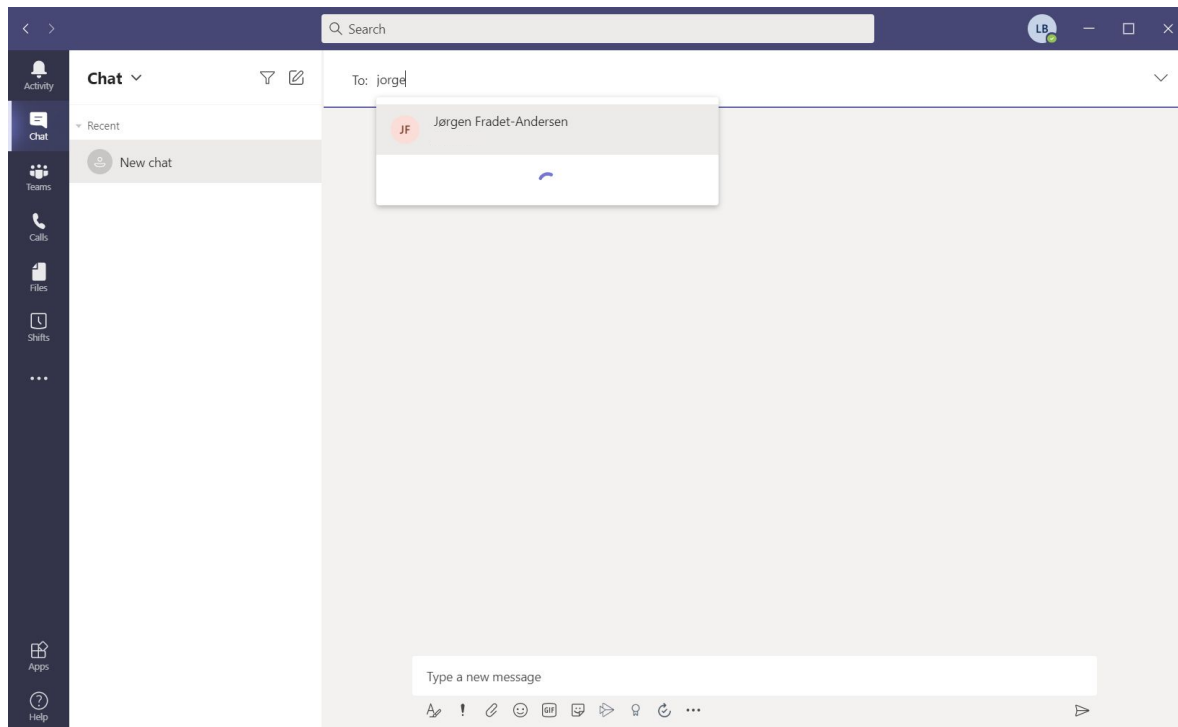
*Mer om dette under “tenants”



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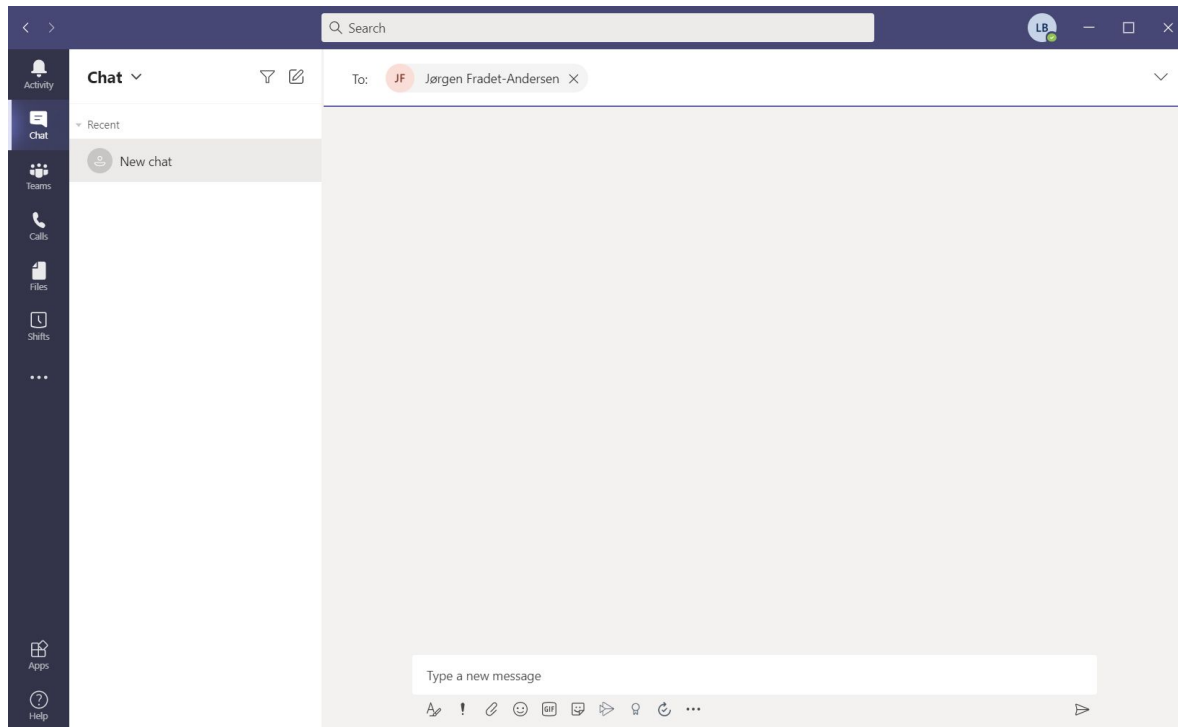
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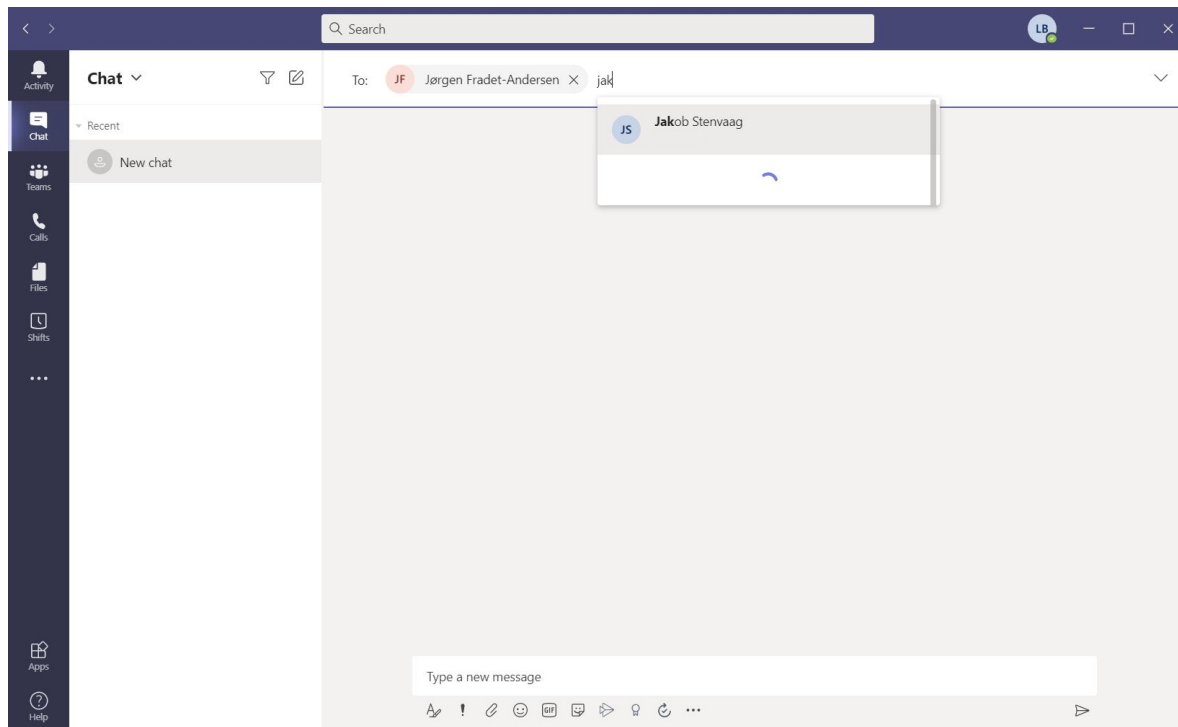
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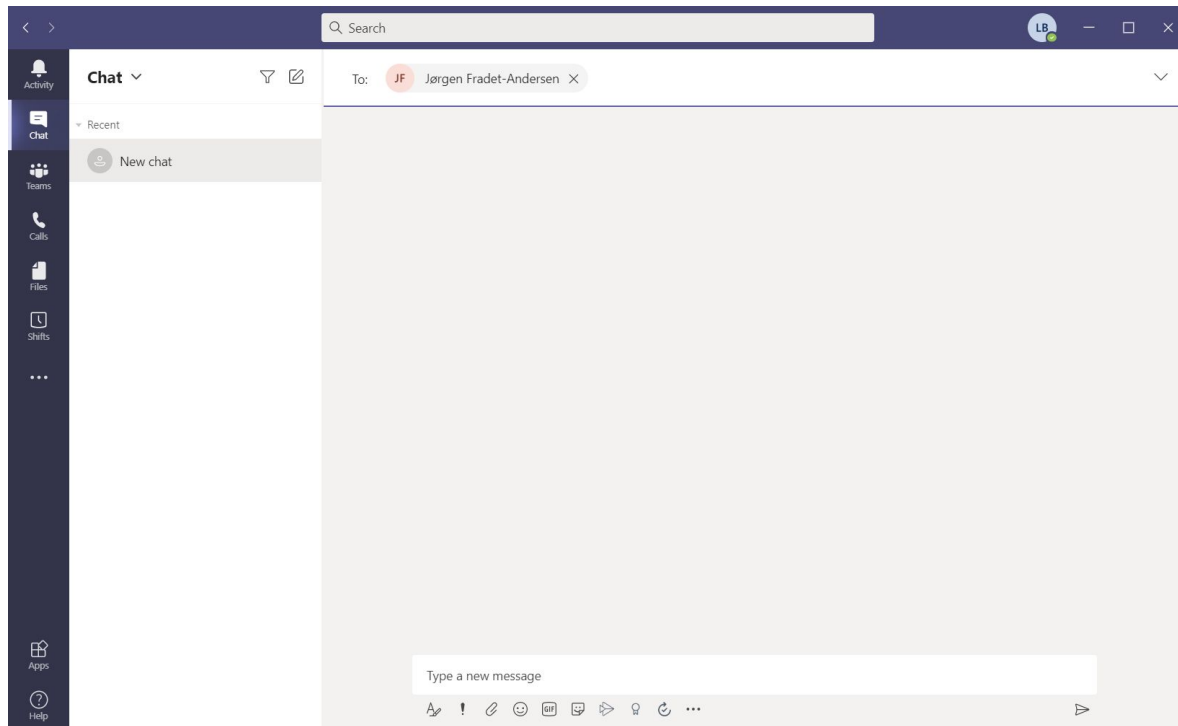
Hvordan starte en chat med andre

- Trykk på “blokk og notat”-ikonet
- Søk etter brukere*
- Mulig å legge til flere brukere

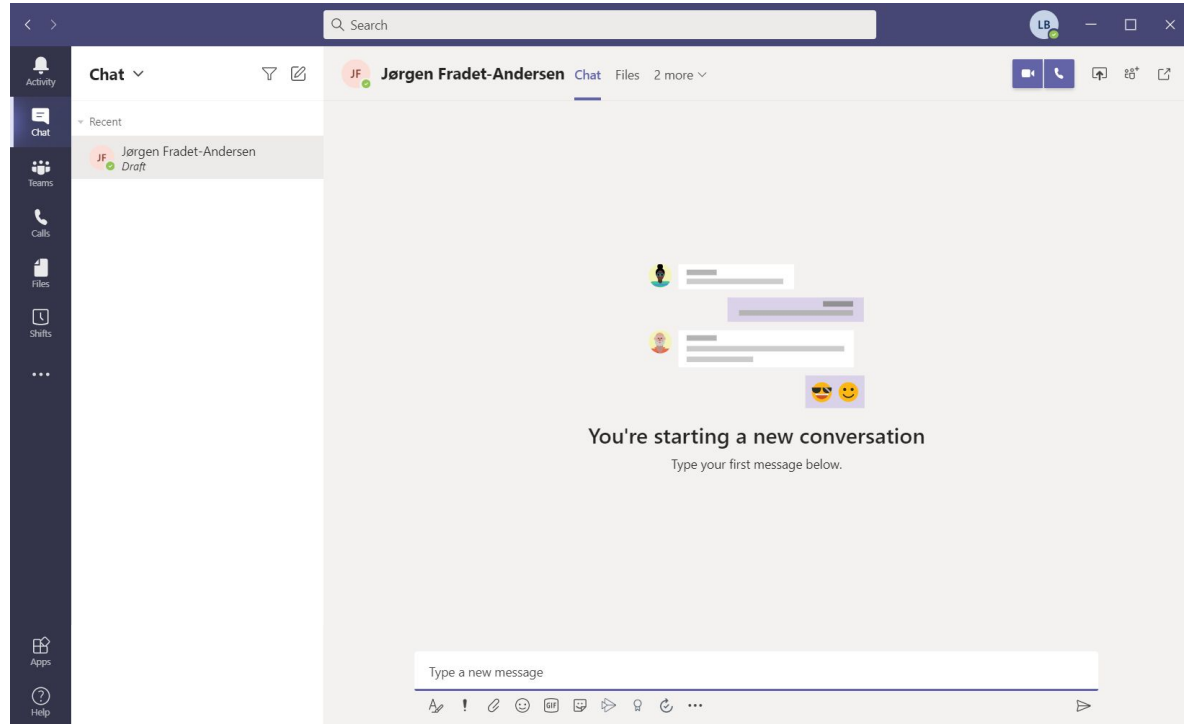


Hvordan starte en chat med andre

- Trykk på “blokk og notat”-ikonet
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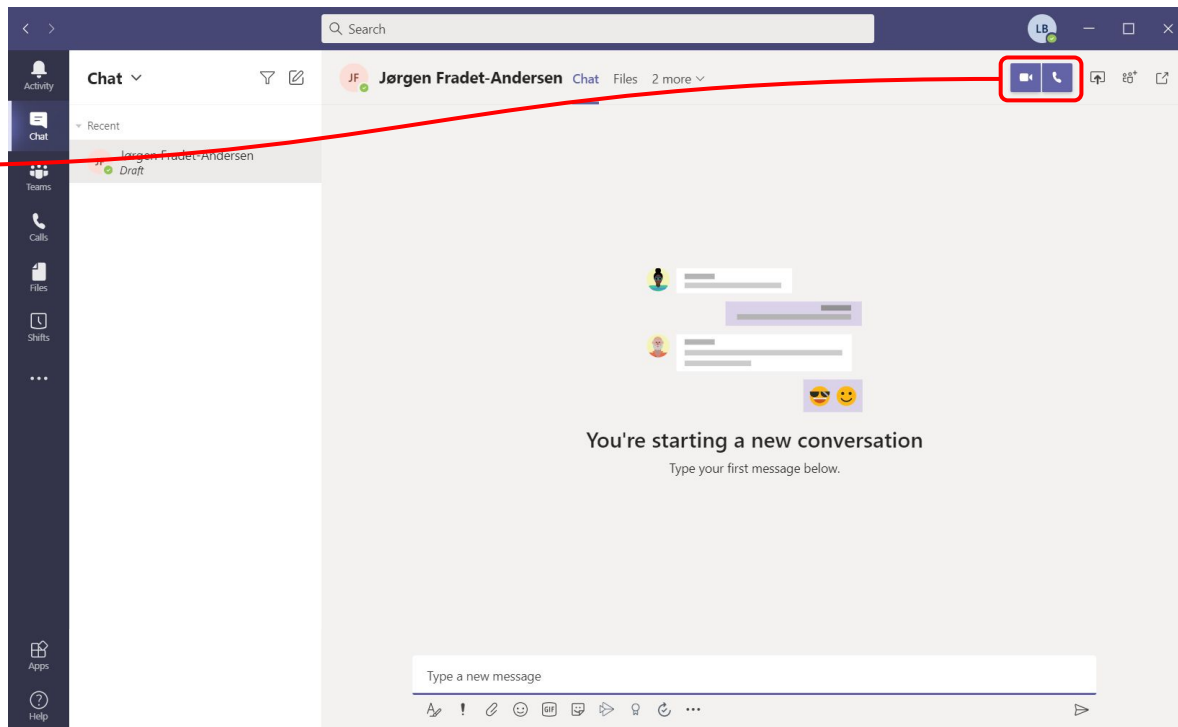


Chat-funksjonalitet



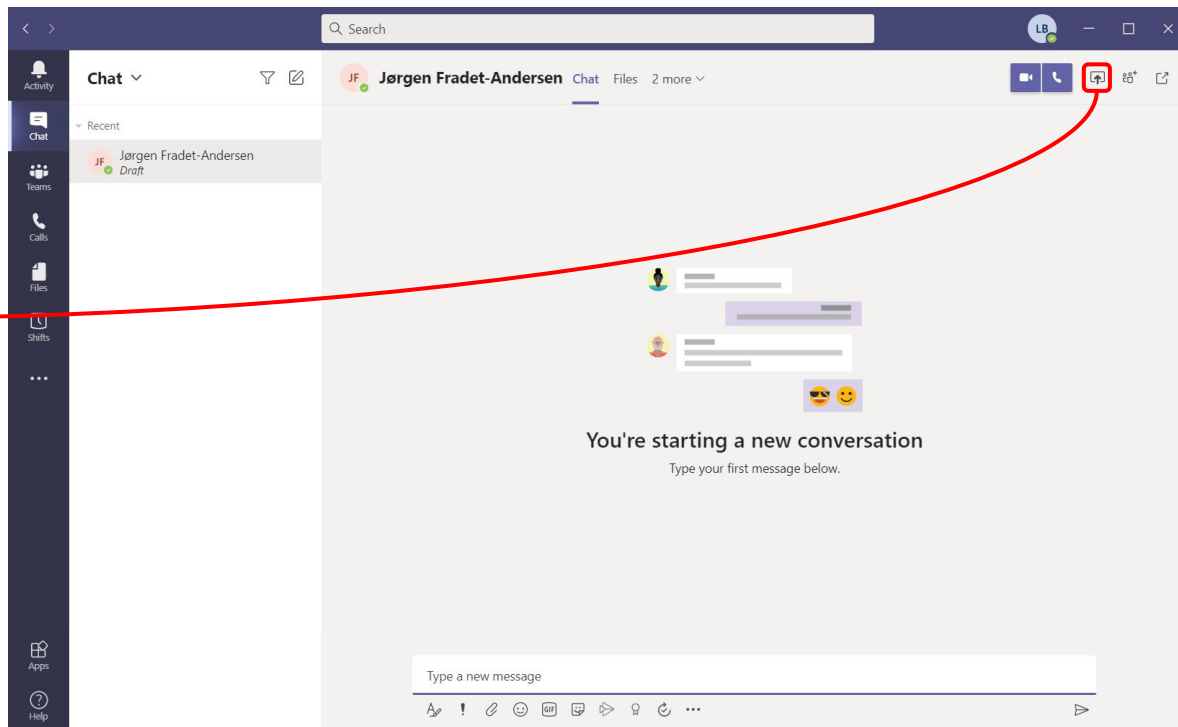
Chat-funksjonalitet

- Mulig å ringe med eller uten video

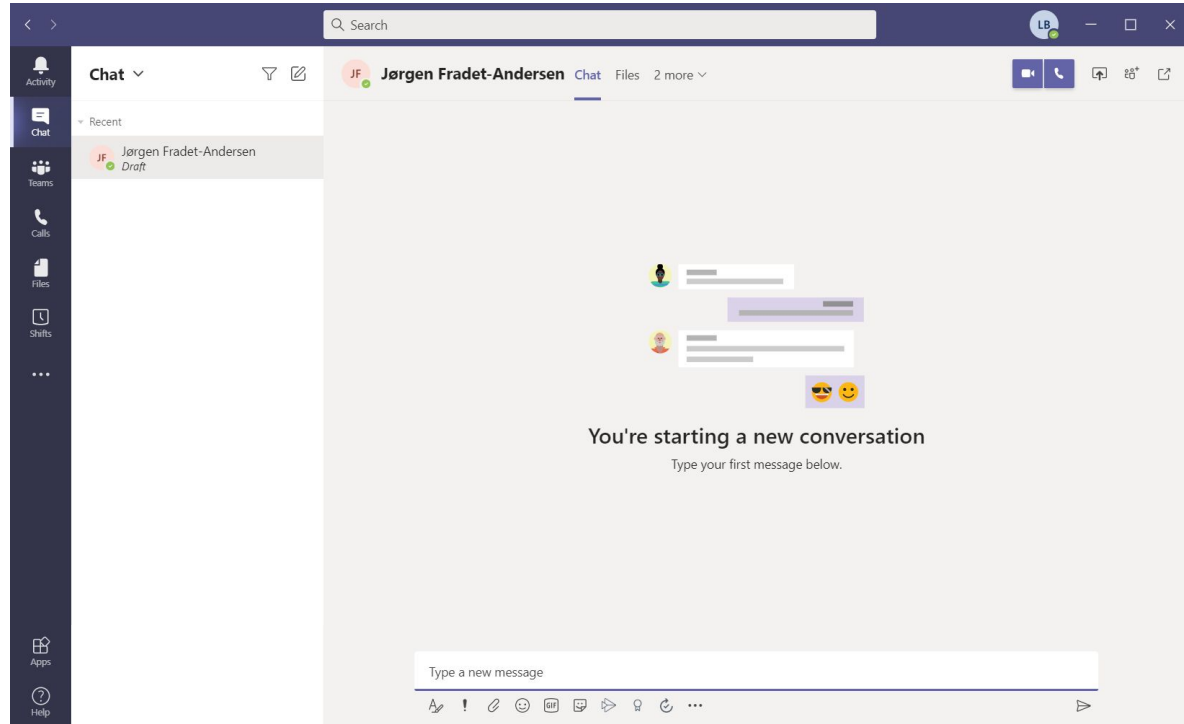


Chat-funksjonalitet

- Mulig å ringe med eller uten video
- Ringe og dele skjerm samtidig

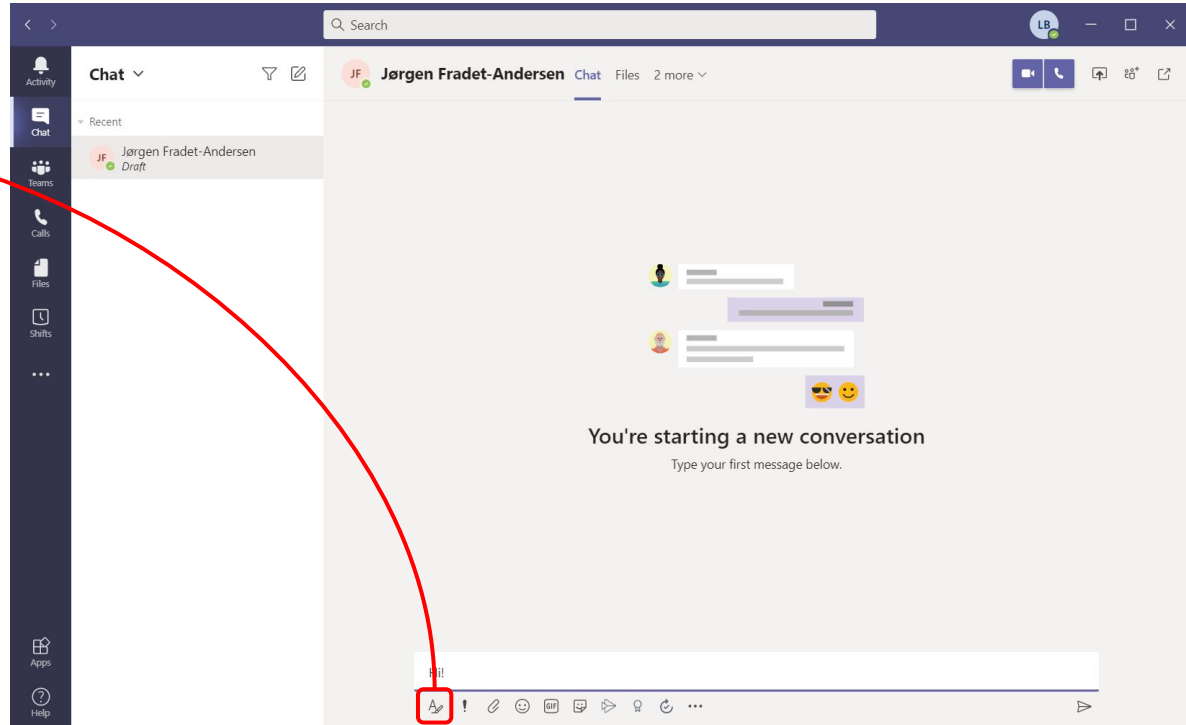


Chat-funksjonalitet



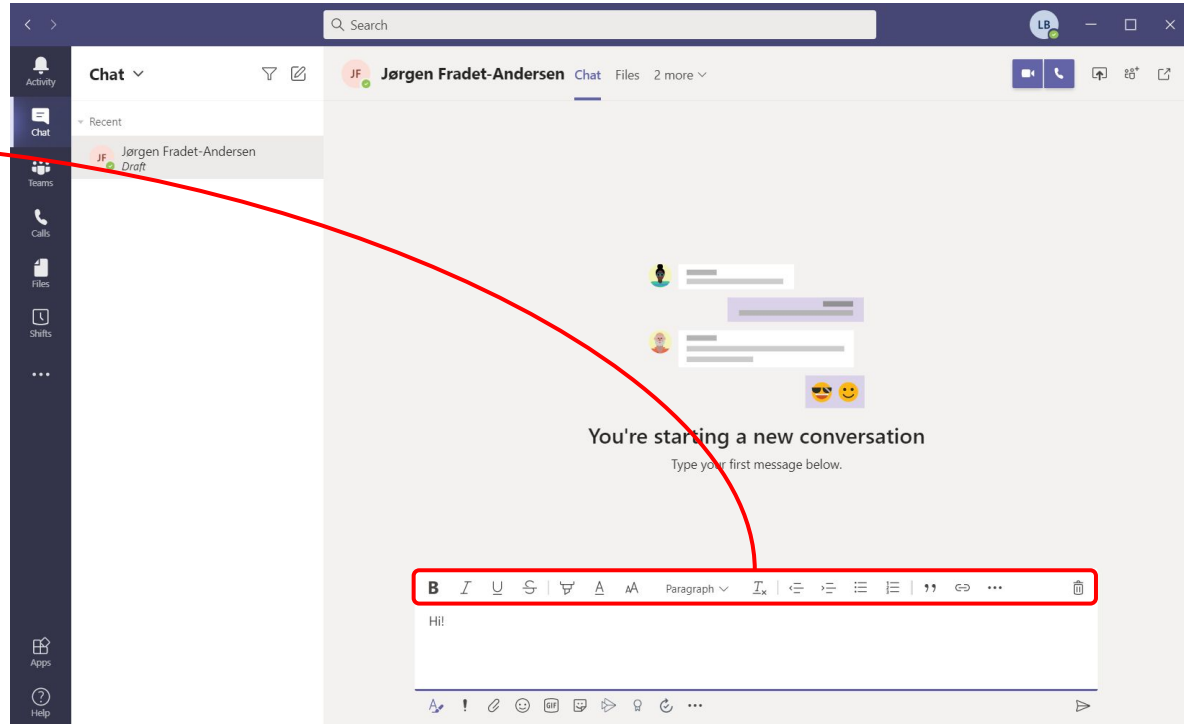
Chat-funksjonalitet

- **Formaterer tekst**



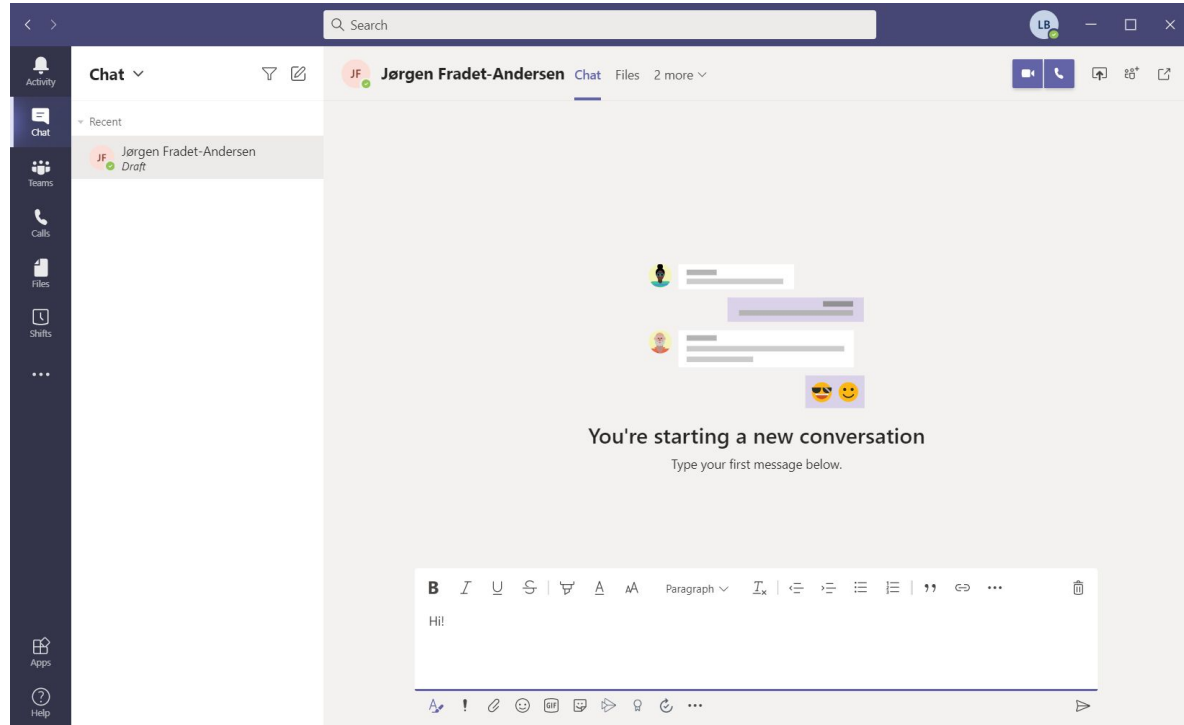
Chat-funksjonalitet

- Formaterere tekst



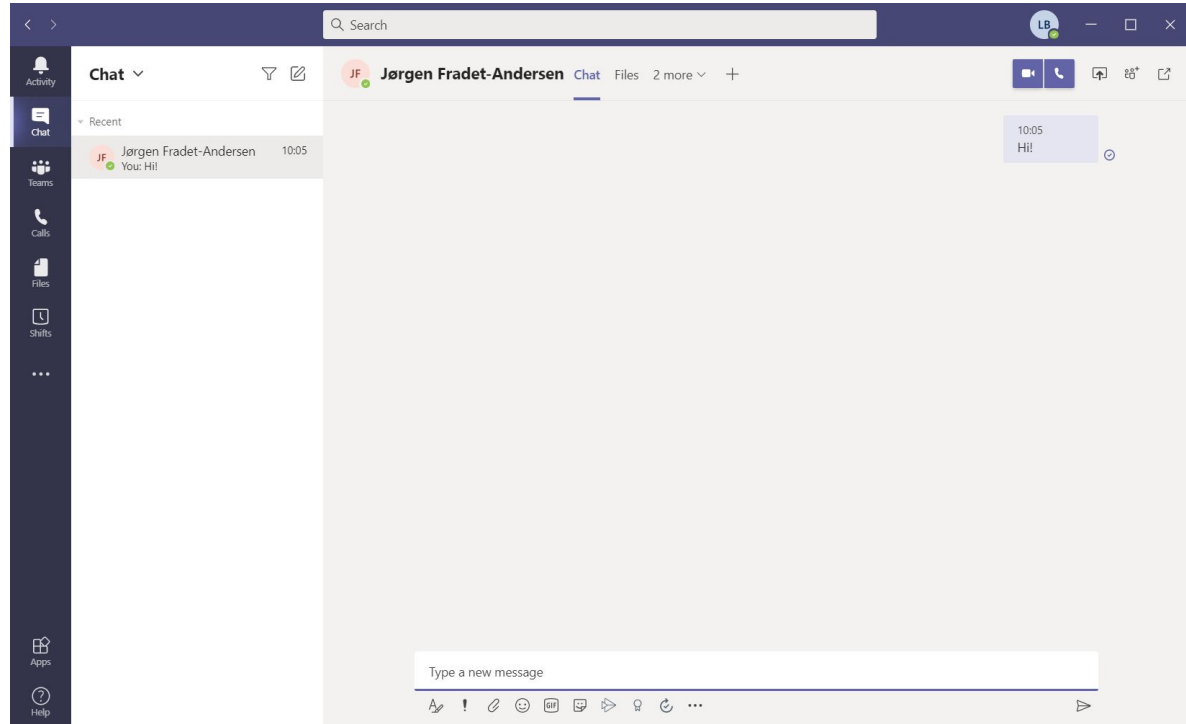
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Chat-funksjonalitet

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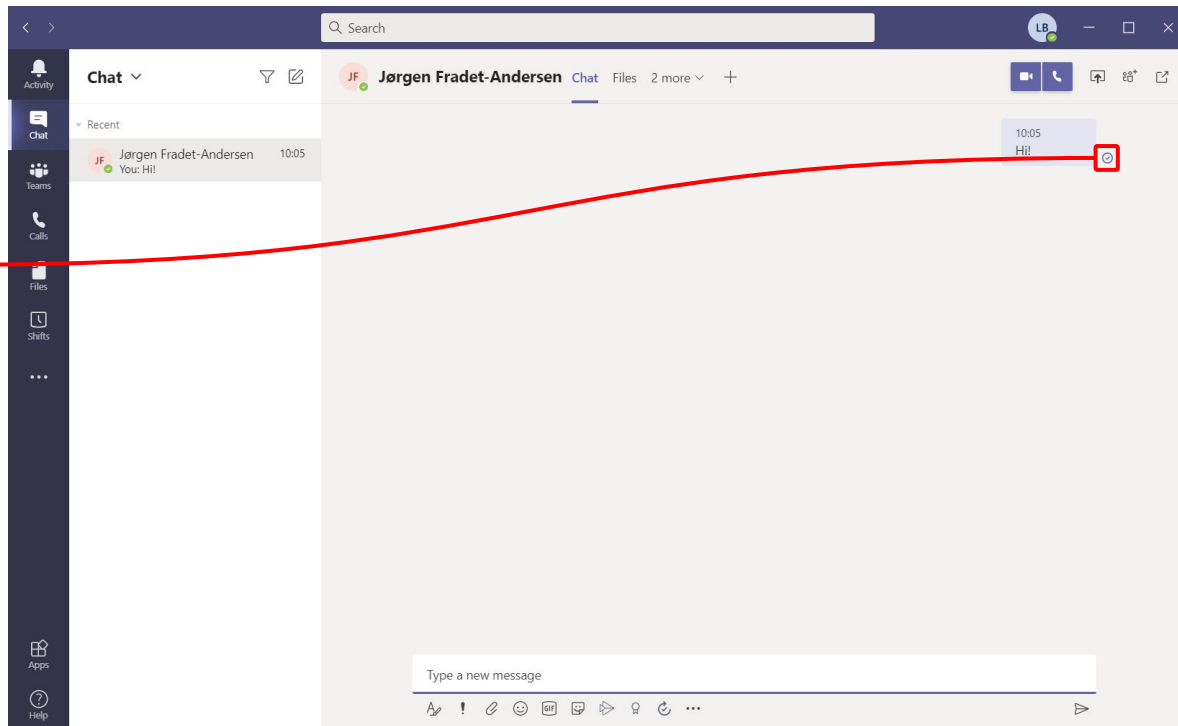


Chat-funksjonalitet

- Formaterer tekst
- **Mulig å se om melding er sendt eller lest**

 - Sendt

 - Lest

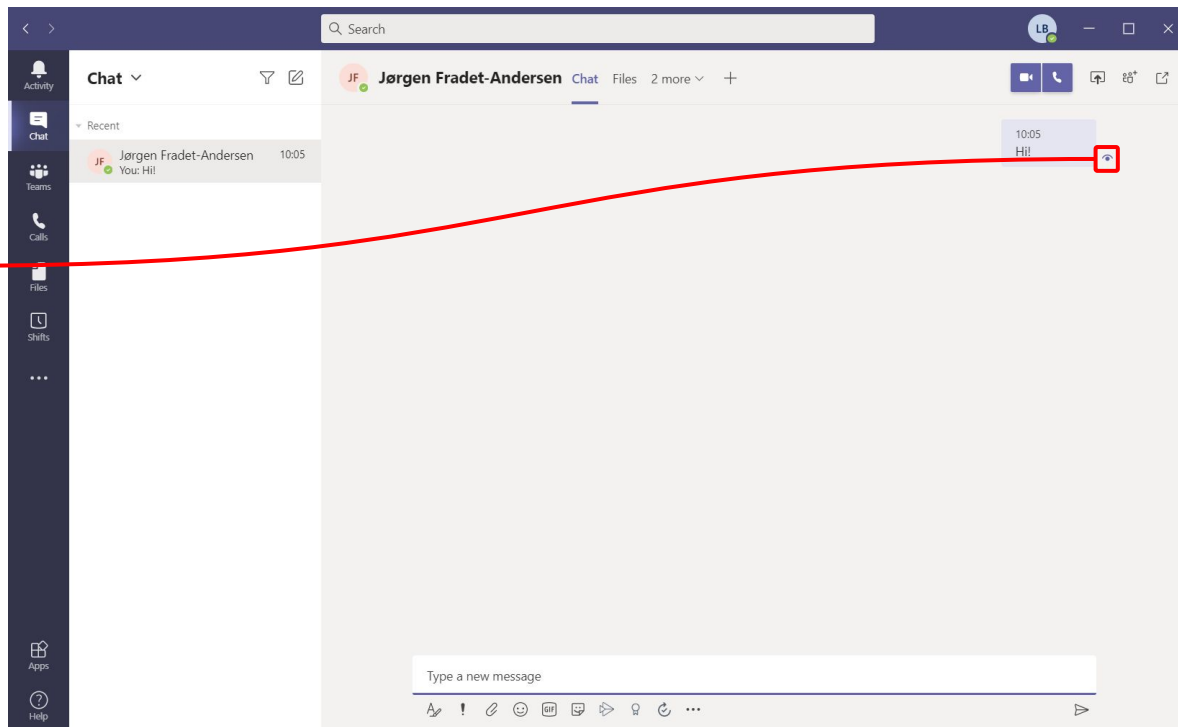


Chat-funksjonalitet

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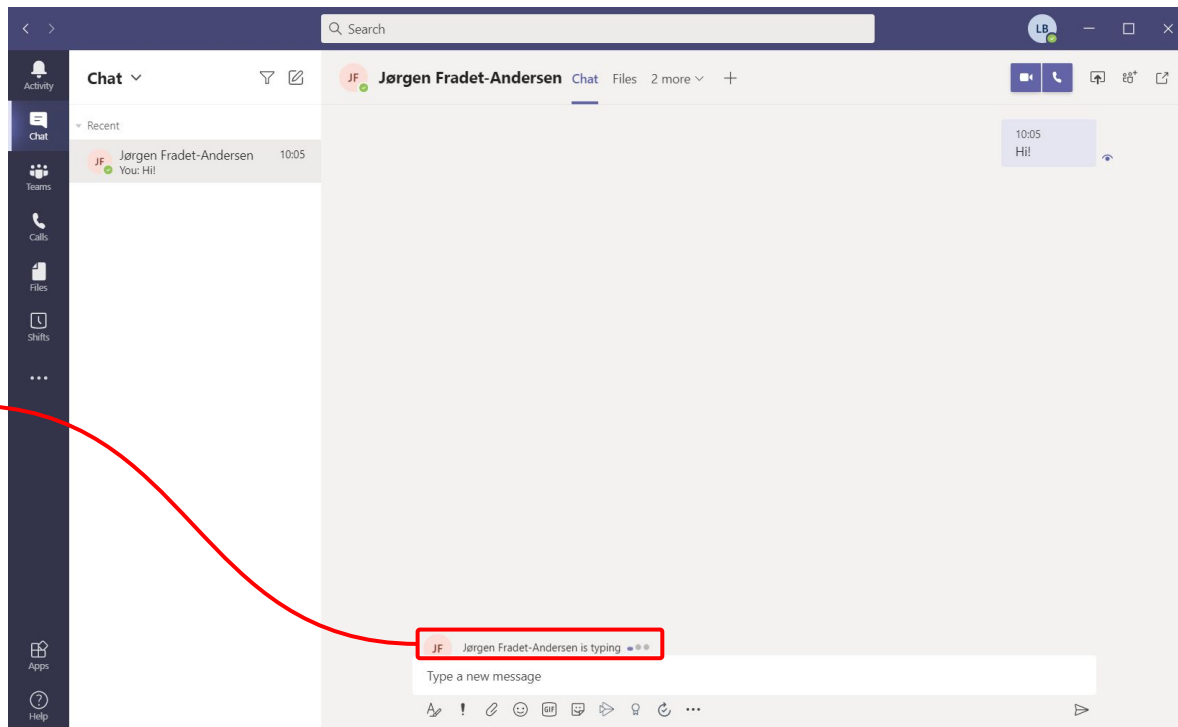
 - Sendt

 - Lest



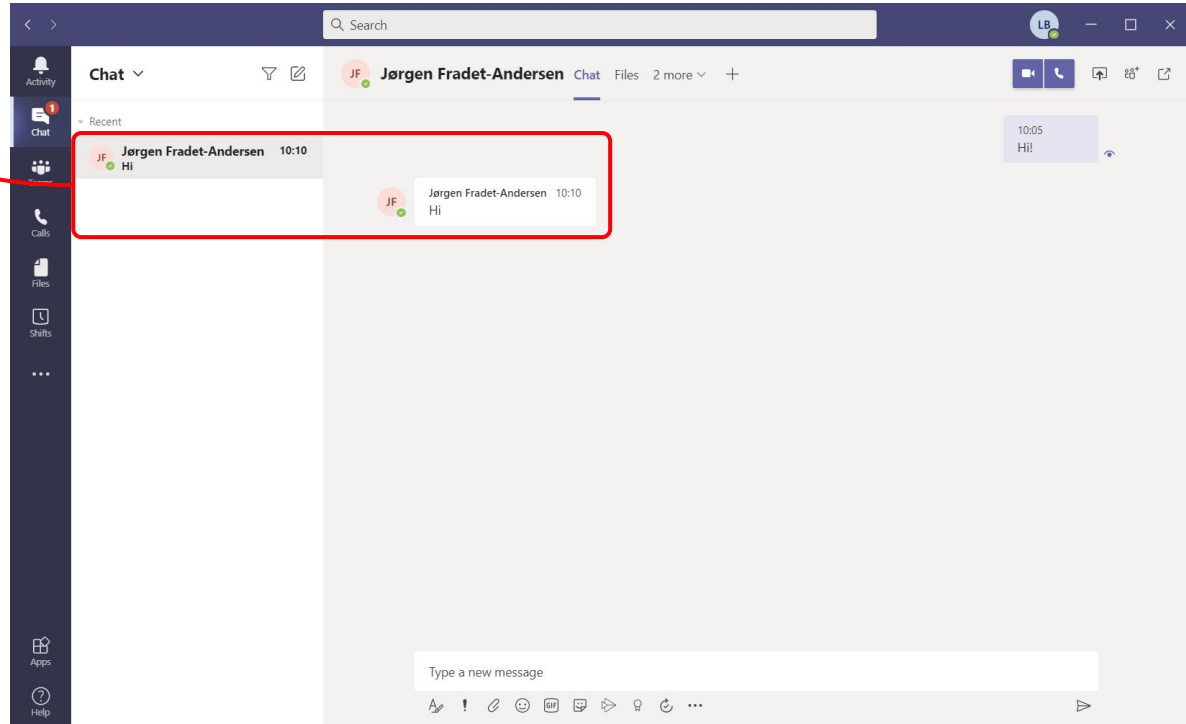
Chat-funksjonalitet

- Formaterer tekst
- Mulig å se om melding er sendt eller lest
- **Mulig å se at noen skriver**



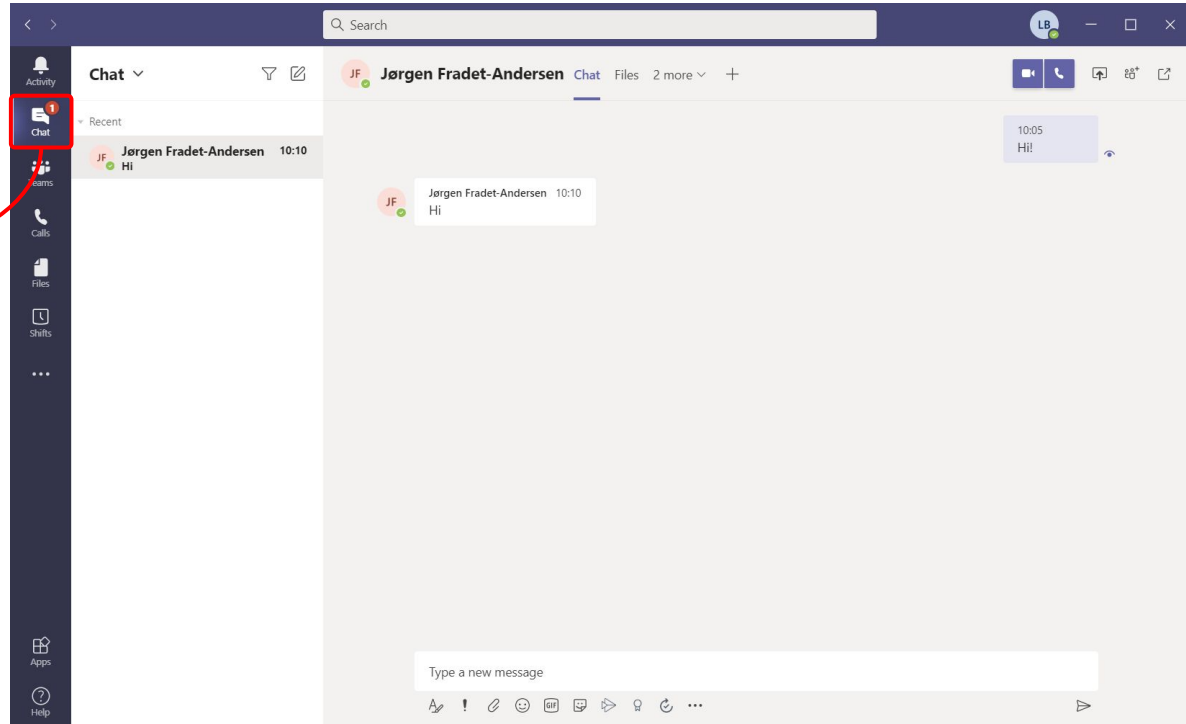
Chat-funksjonalitet

- Når noen skriver til deg får du varsel...



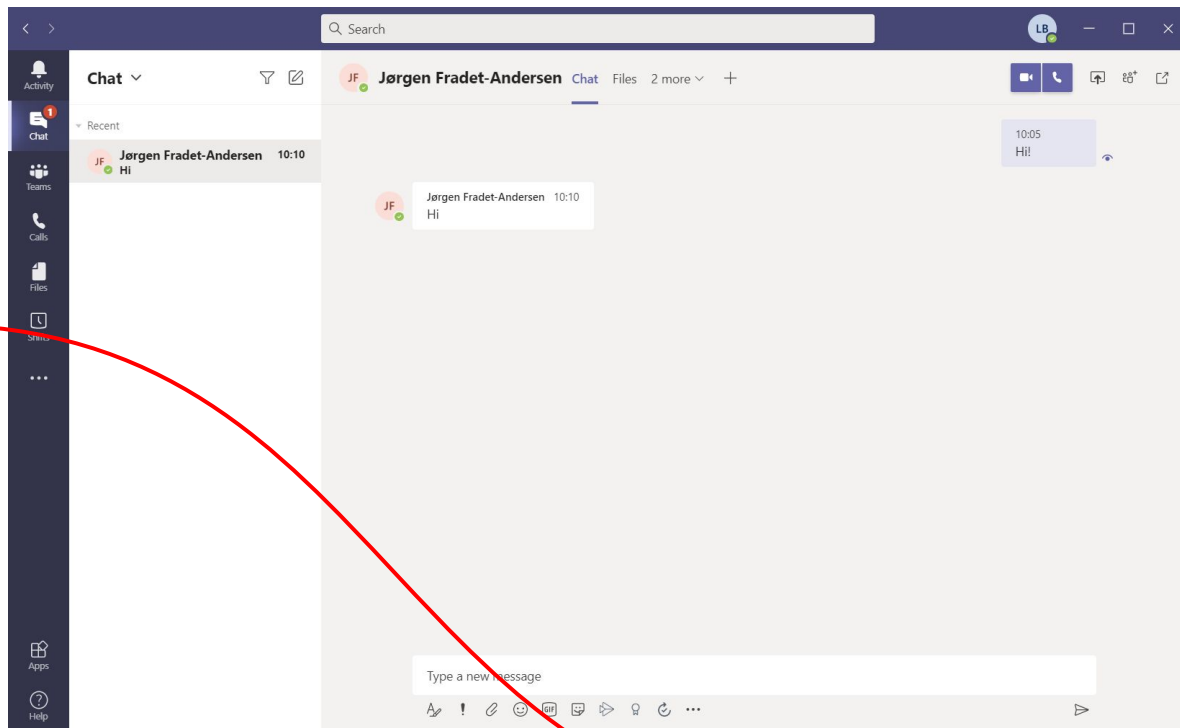
Chat-funksjonalitet

- Når noen skriver til deg får du varsel...
 - ... på chat-ikonet...



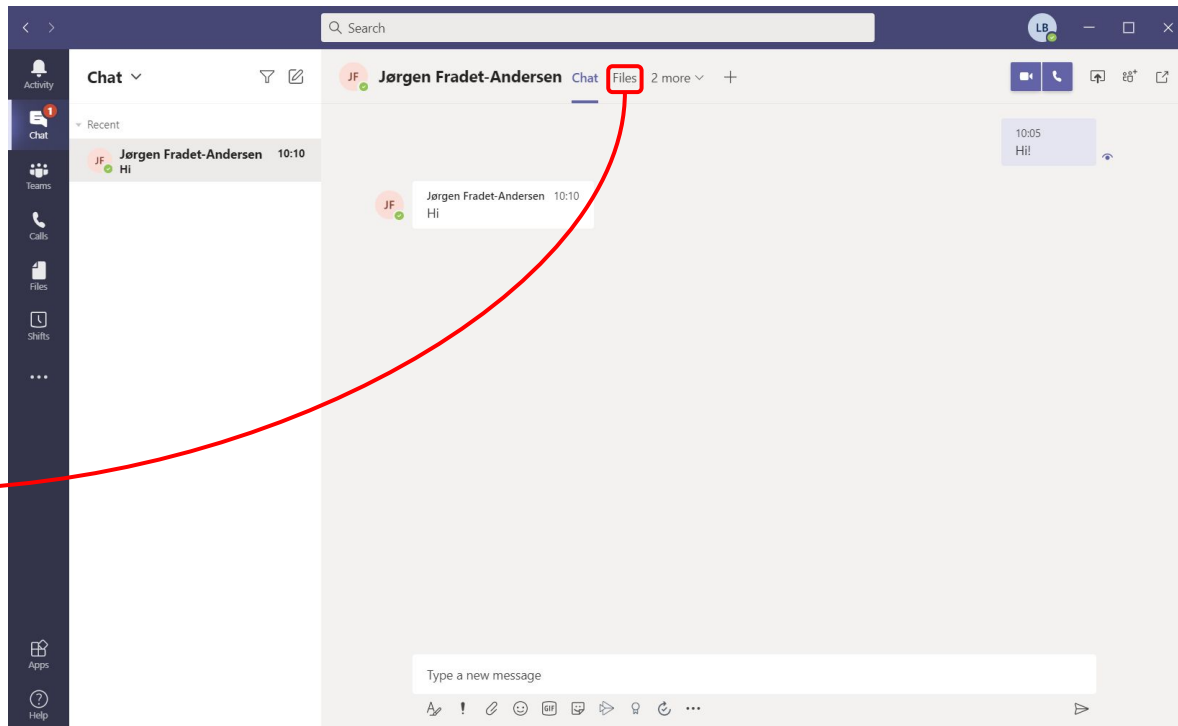
Chat-funksjonalitet

- Når noen skriver til deg får du varsel...
 - ... på chat-ikonet...
 - ... og nederst til høyre på skjermen (øverst til høyre på mac)



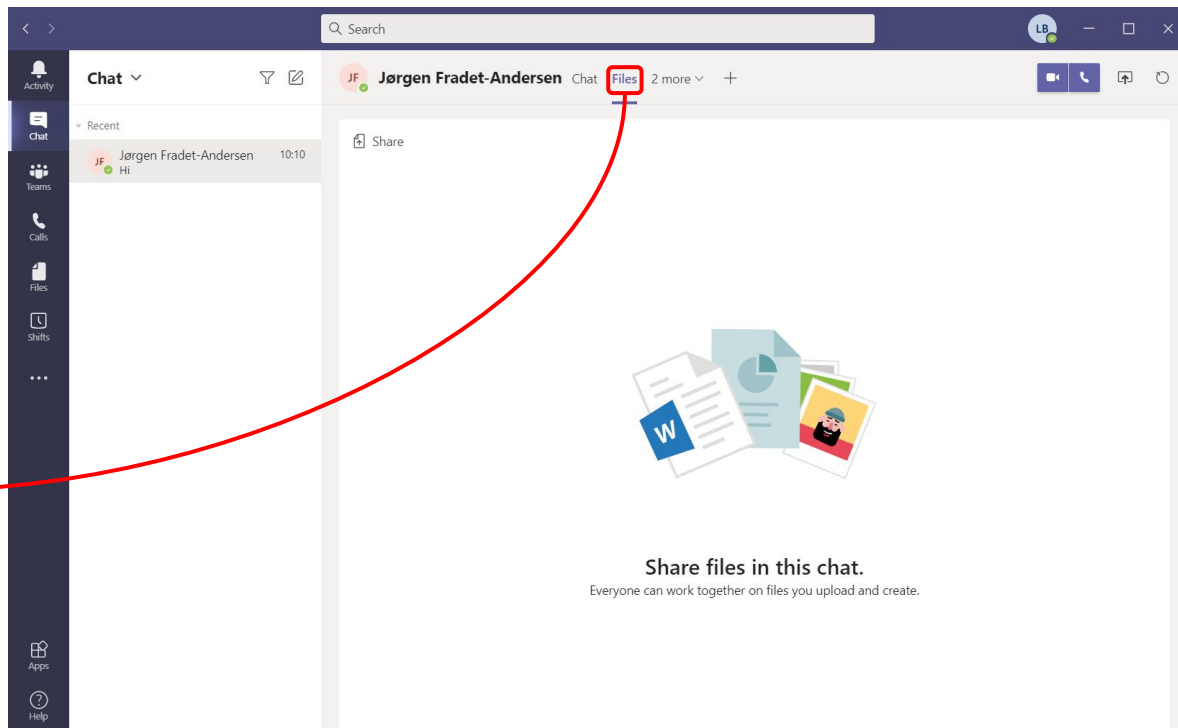
Chat-funksjonalitet

- Når noen skriver til deg får du varsel...
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- **Mulig å se en oversikt over alle delte filer**



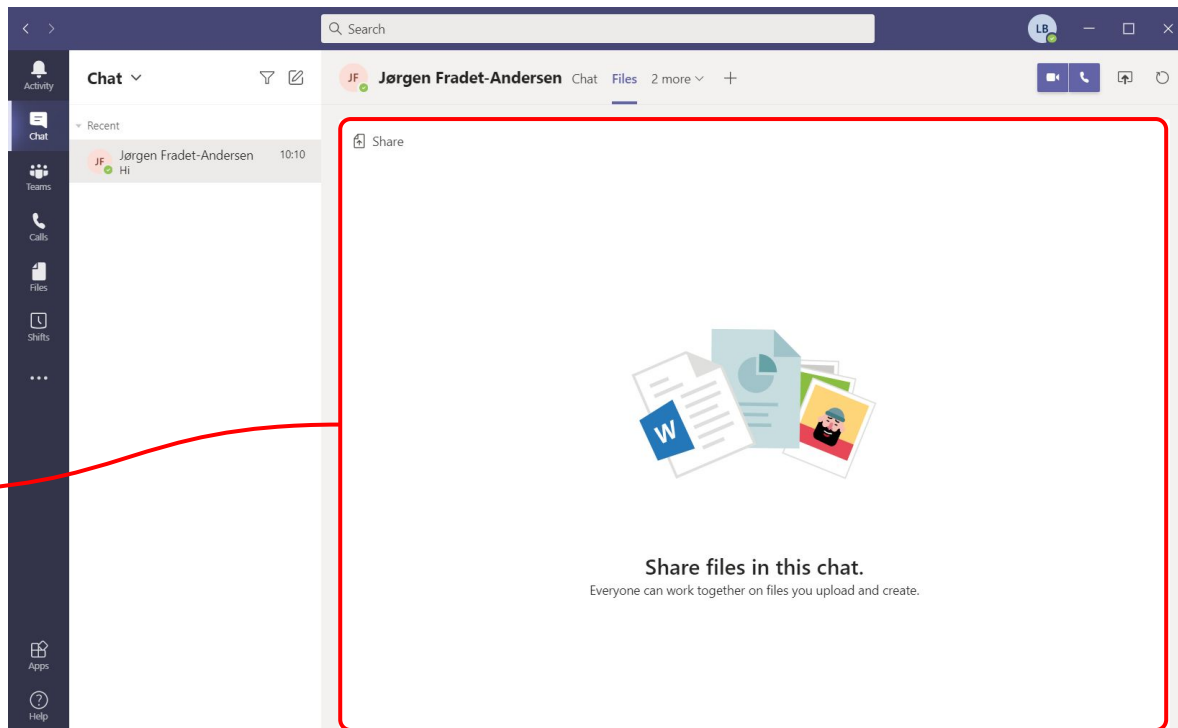
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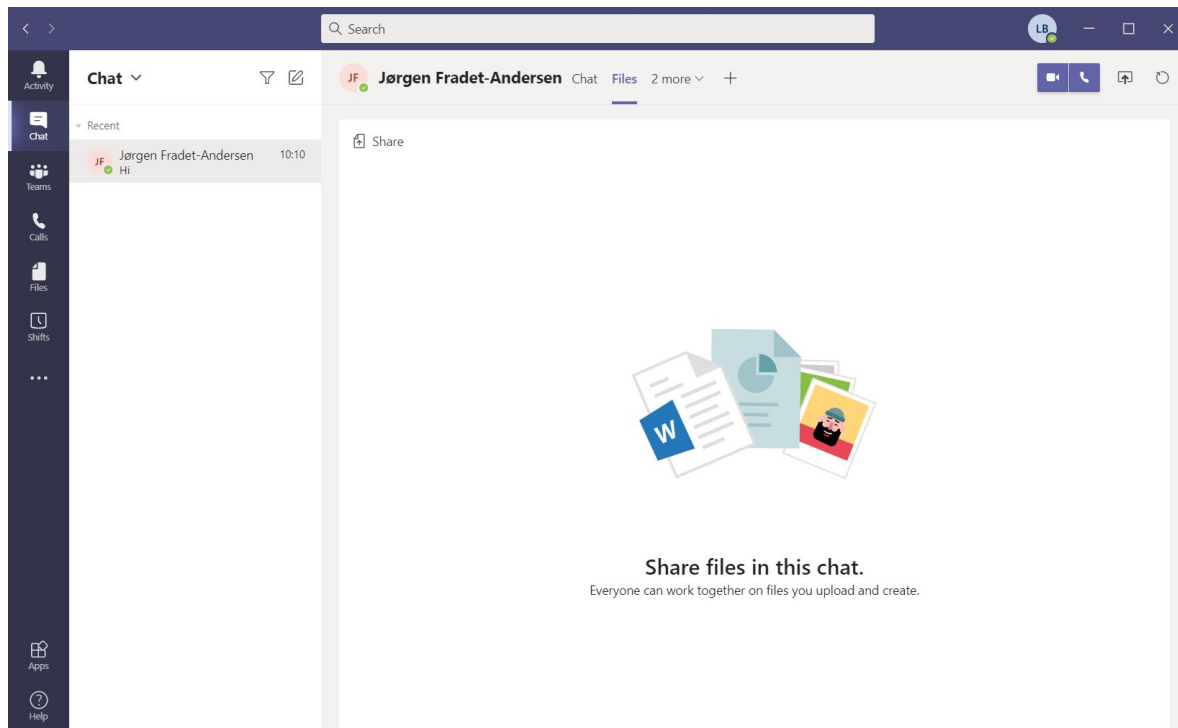
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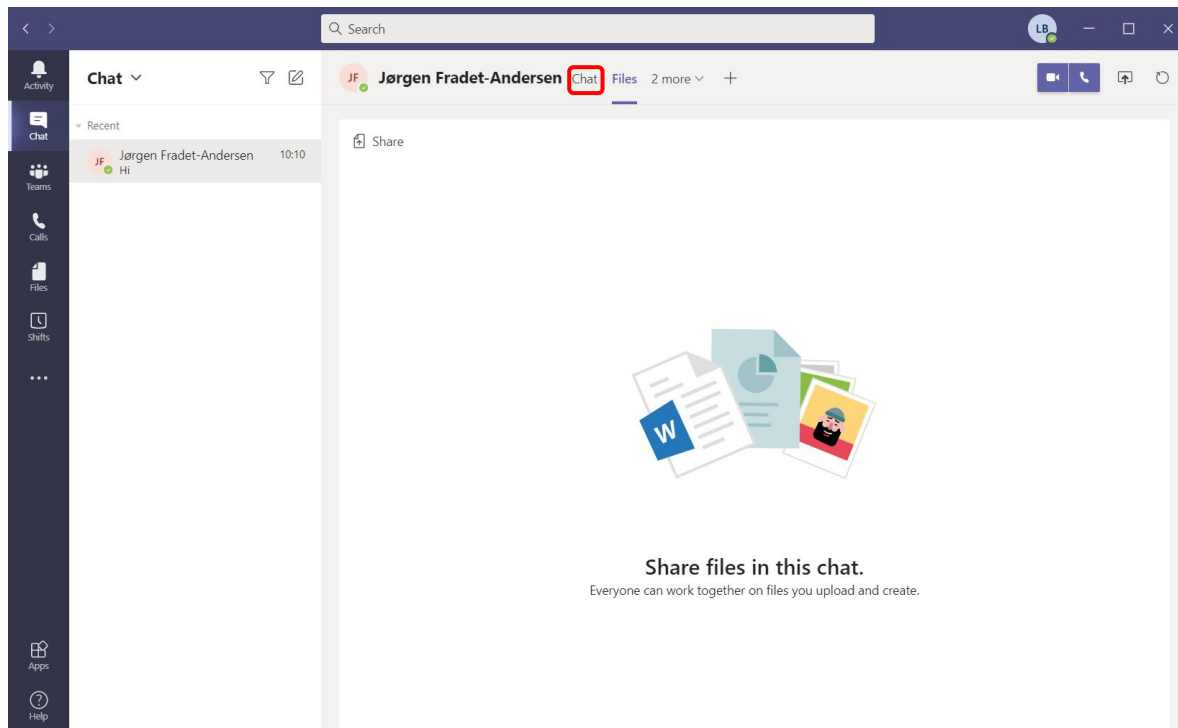
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- Du kan laste opp filer hit ved å dra dem over

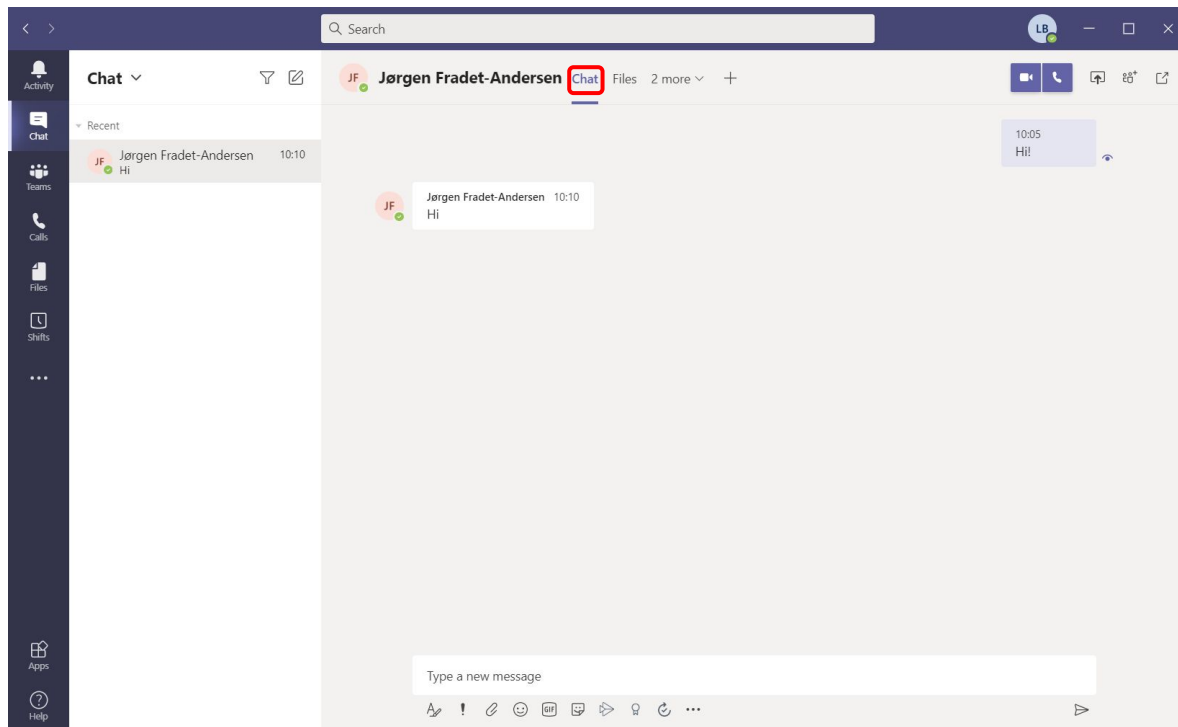


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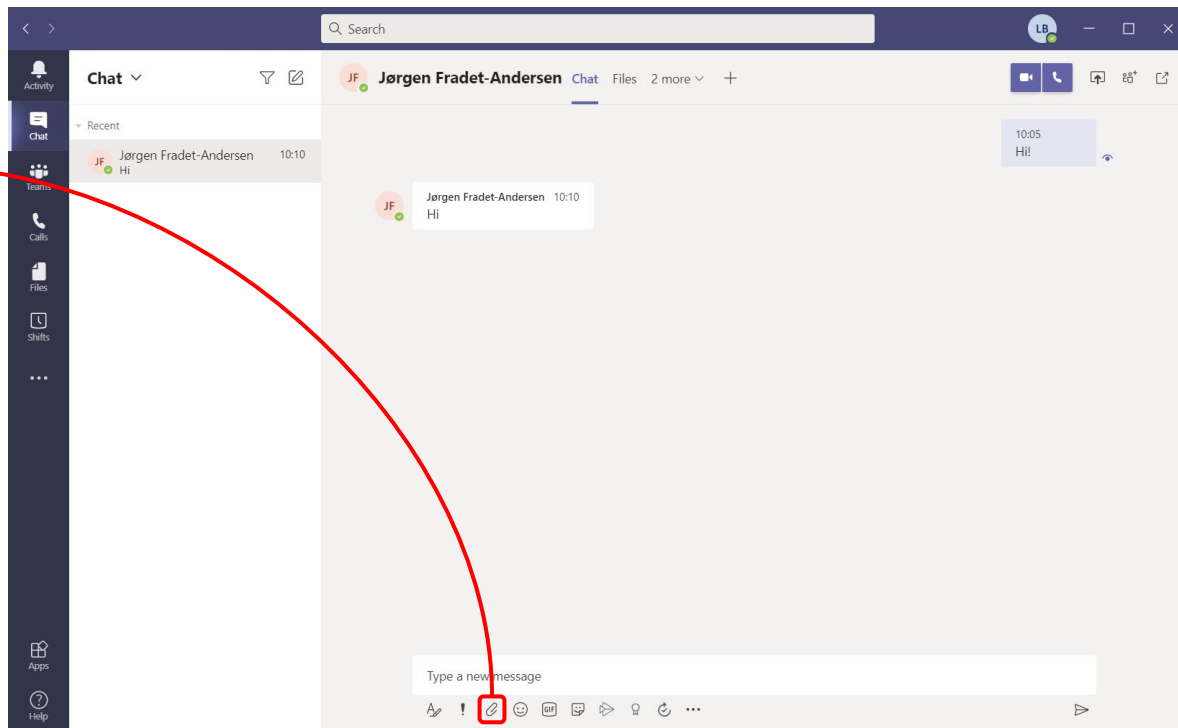


Chat-funksjonalitet



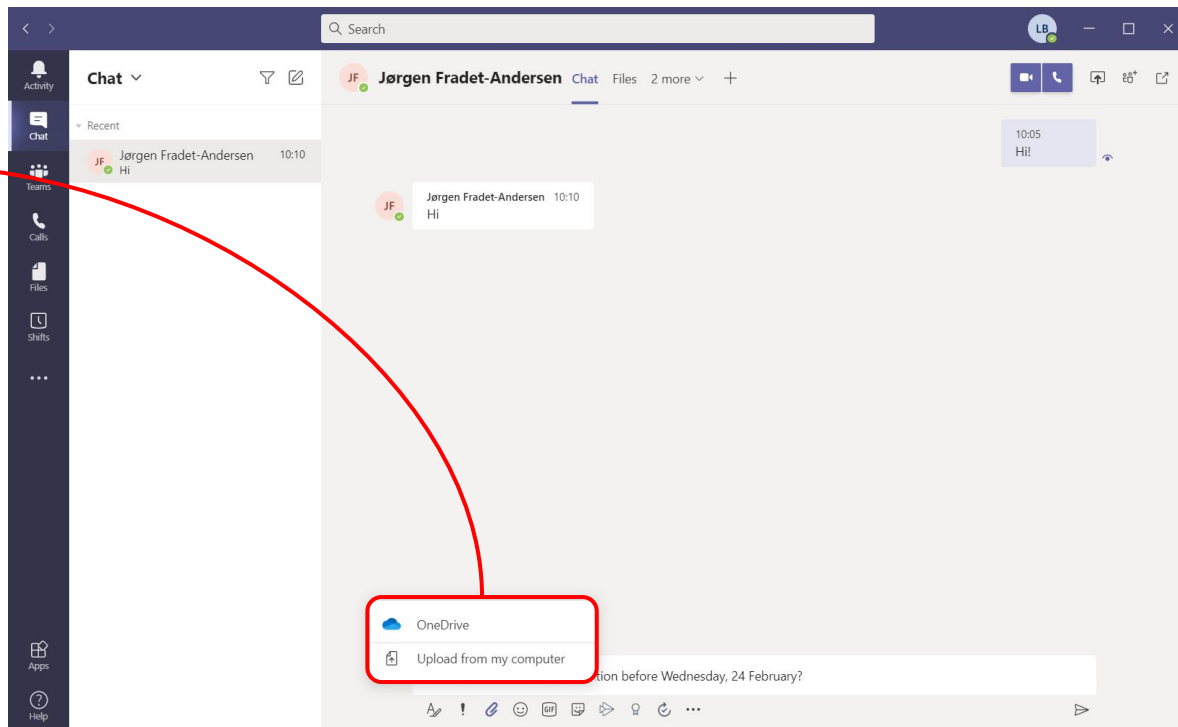
Chat-funksjonalitet

- Også mulig å dele filer direkte i en chat



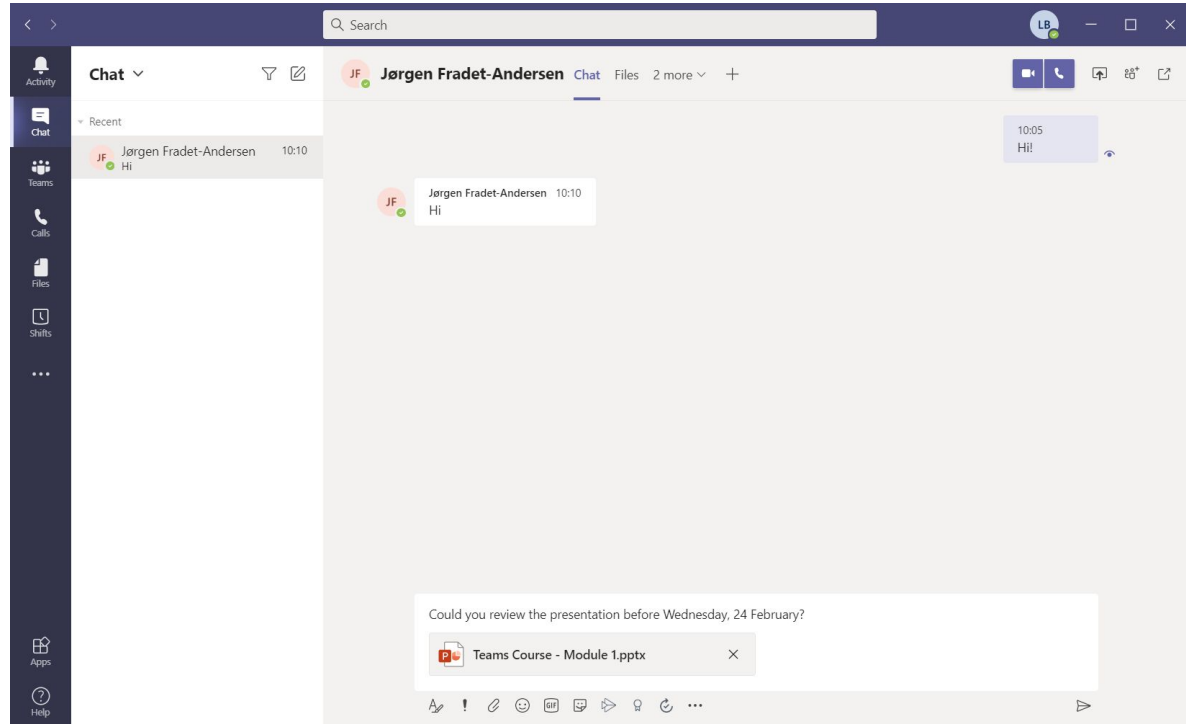
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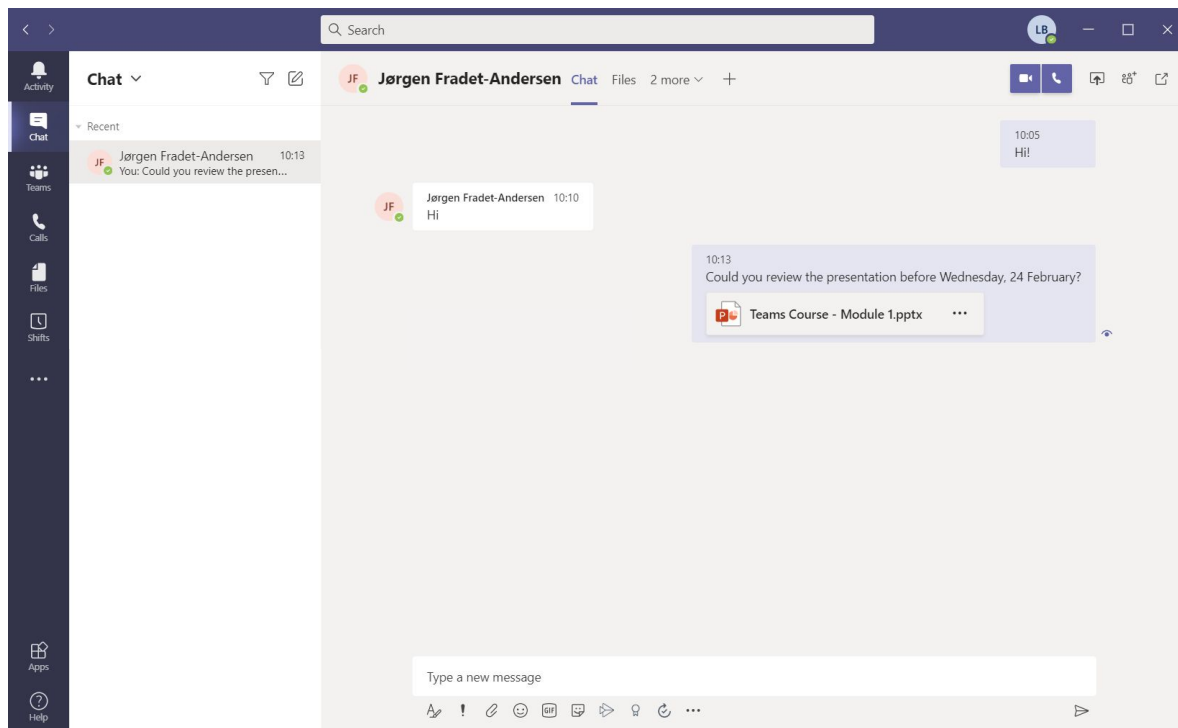
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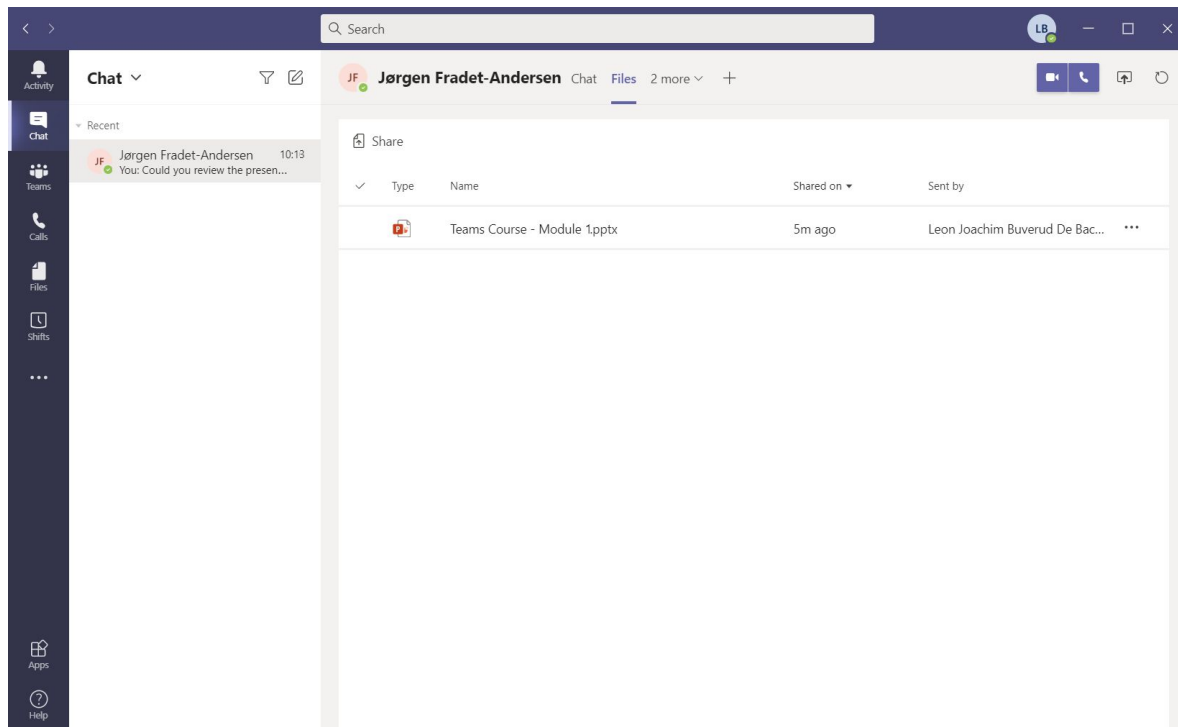
Chat-funksjonalitet

- Også mulig å dele filer direkte i en chat
- **Filer i chat er tilgjengelige i fil-fanen**



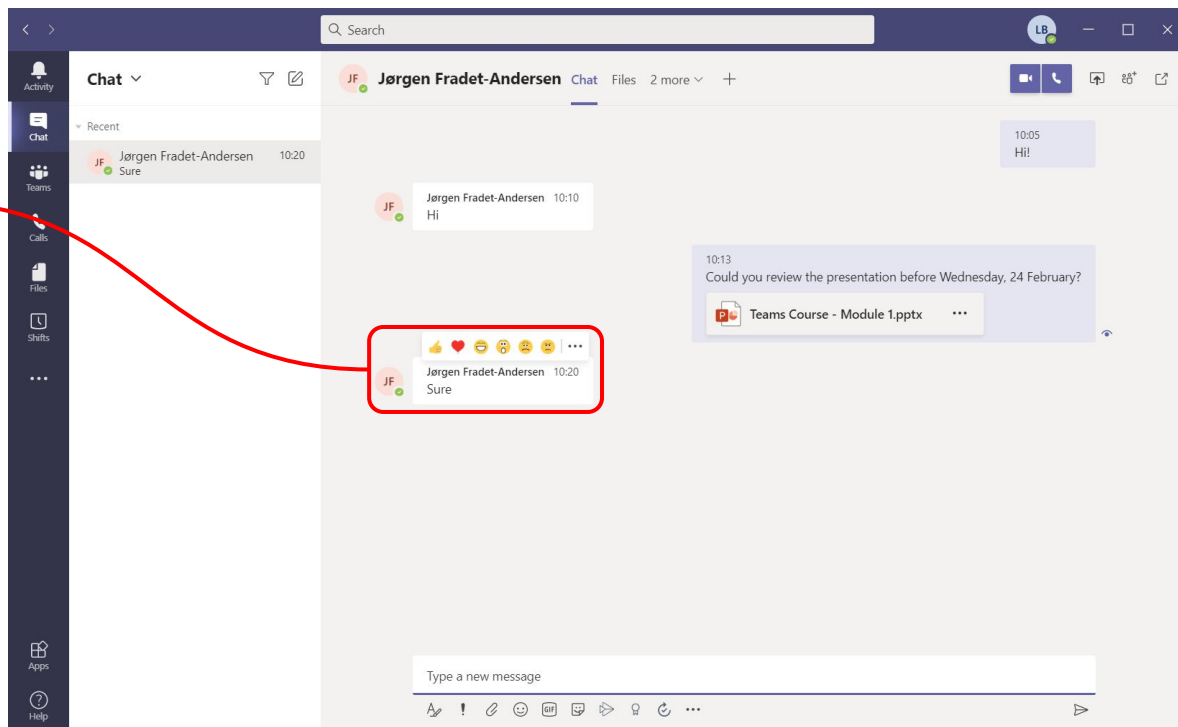
Chat-funksjonalitet

- Også mulig å dele filer direkte i en chat
- Filer i chat er tilgjengelige i fil-fanen



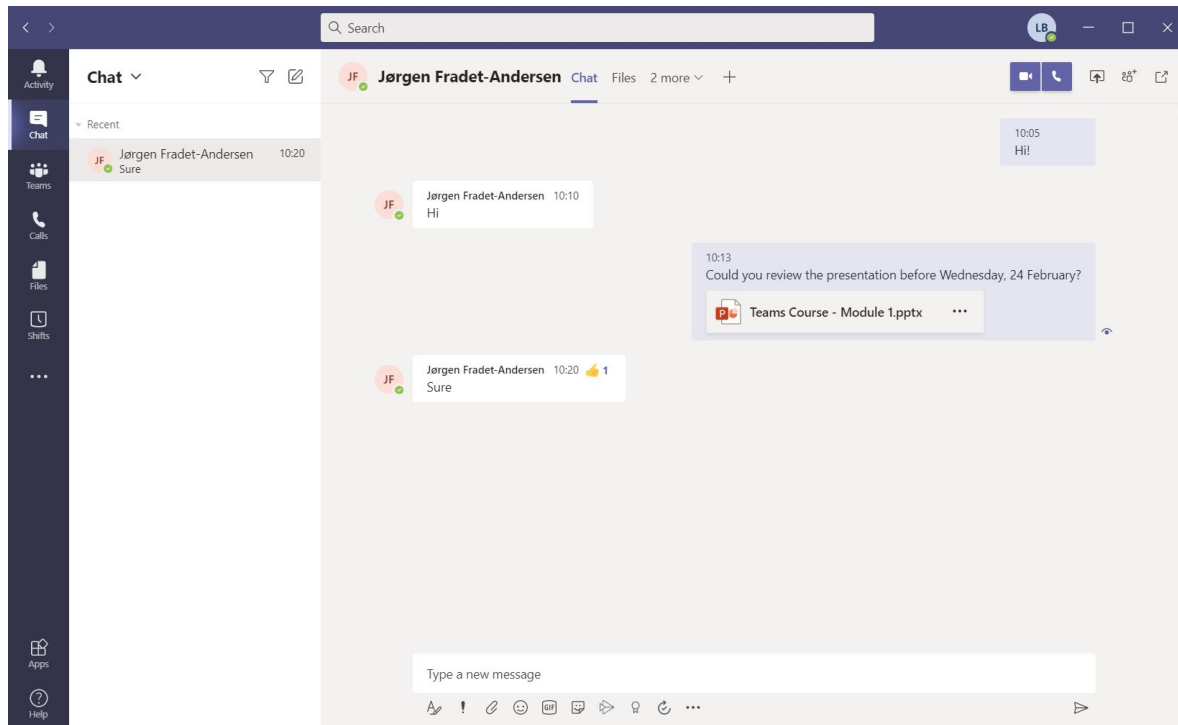
Chat-funksjonalitet

- Flytter vi musepekeren over en melding får vi reactions



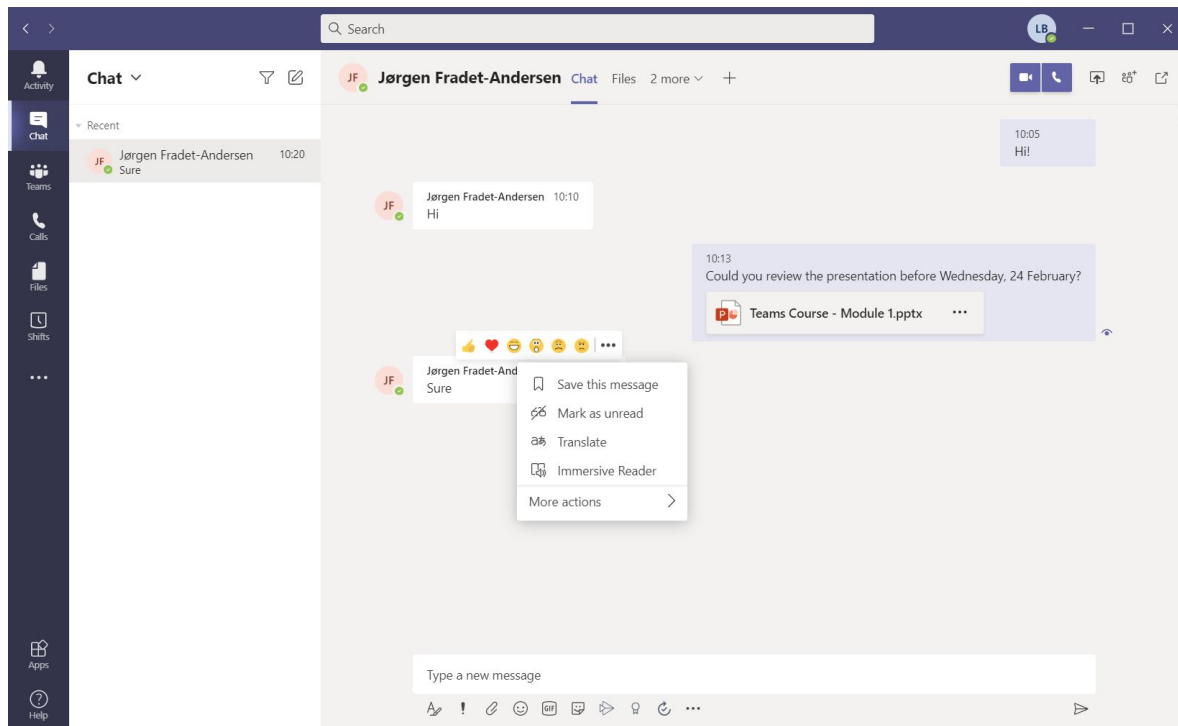
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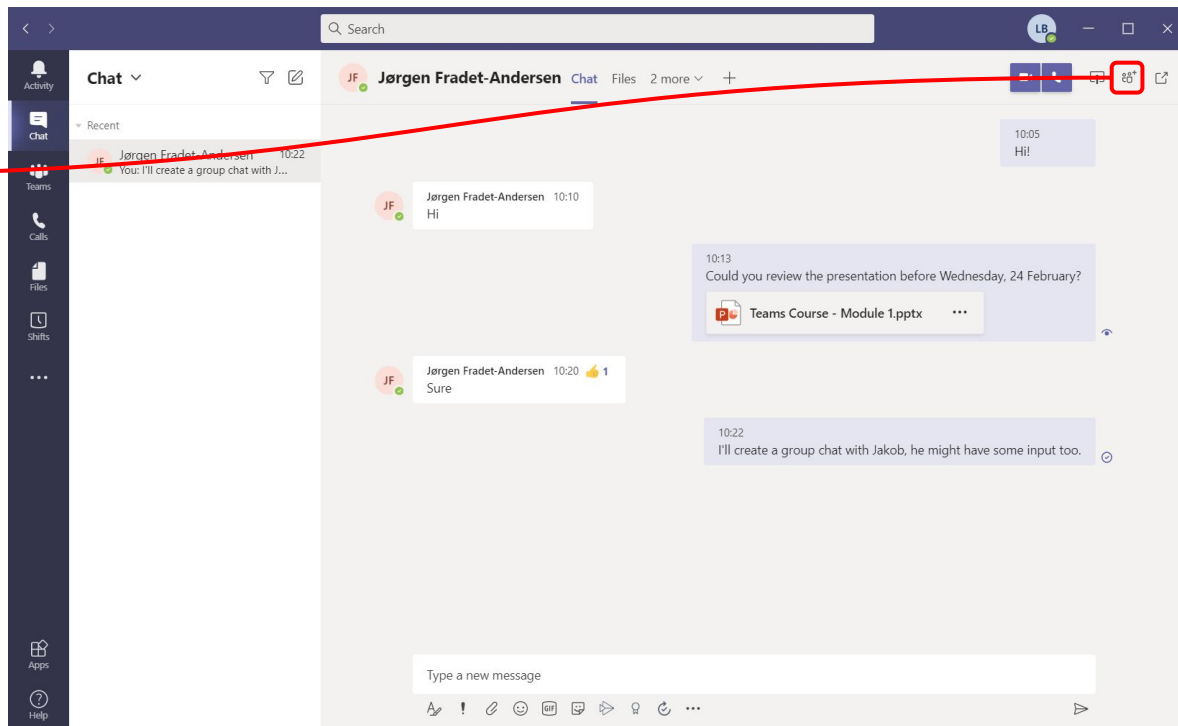
Chat-funksjonalitet

- Flytter vi musepekeren over en melding får vi reactions
- Trykker vi på “...” får vi flere valg



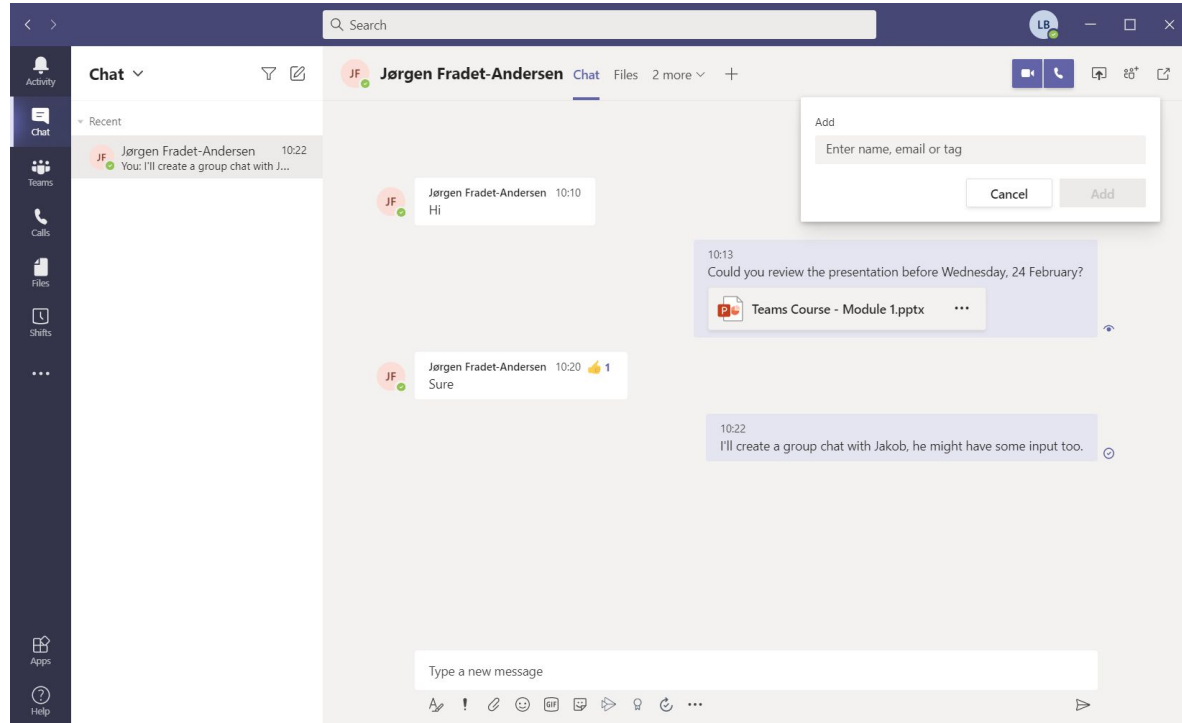
Chat-funksjonalitet

- Vi kan starte en gruppechat



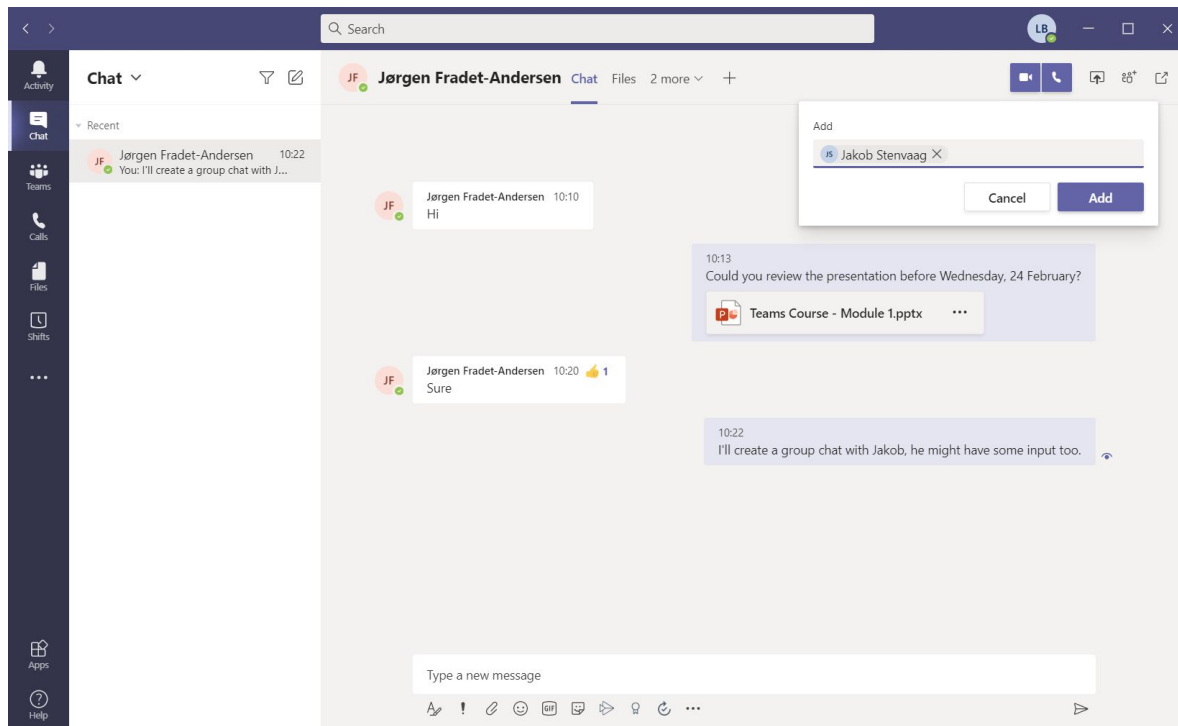
Chat-funksjonalitet

- Vi kan starte en gruppechat



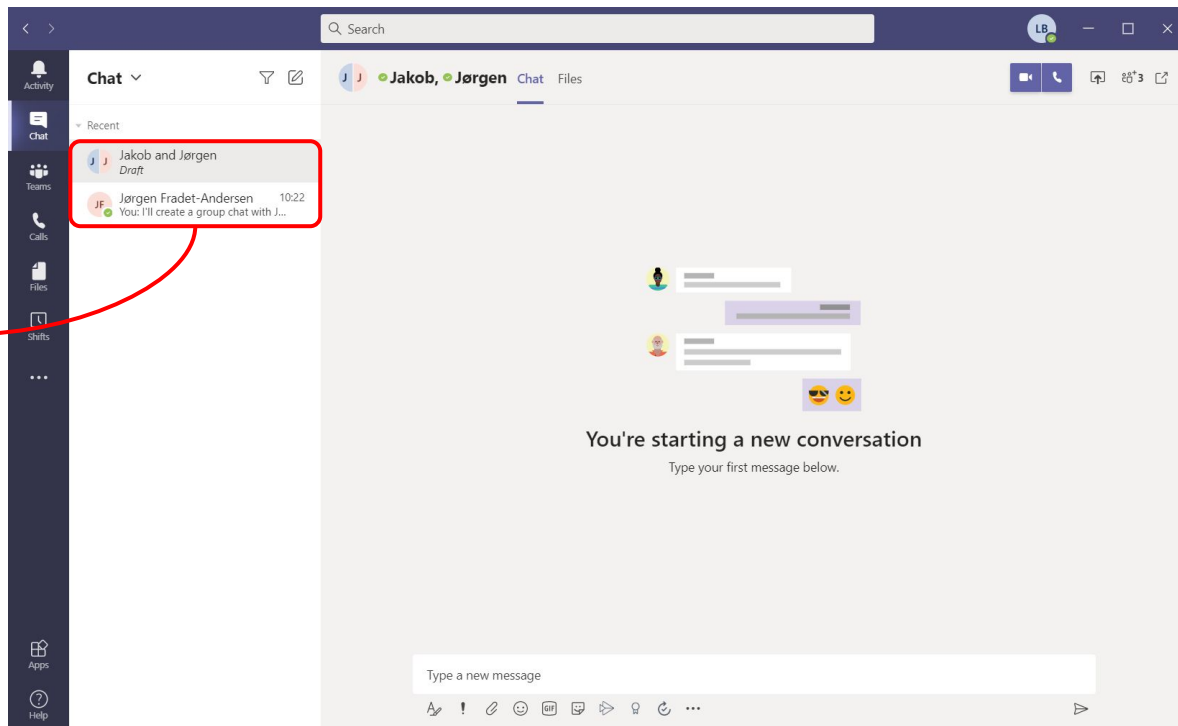
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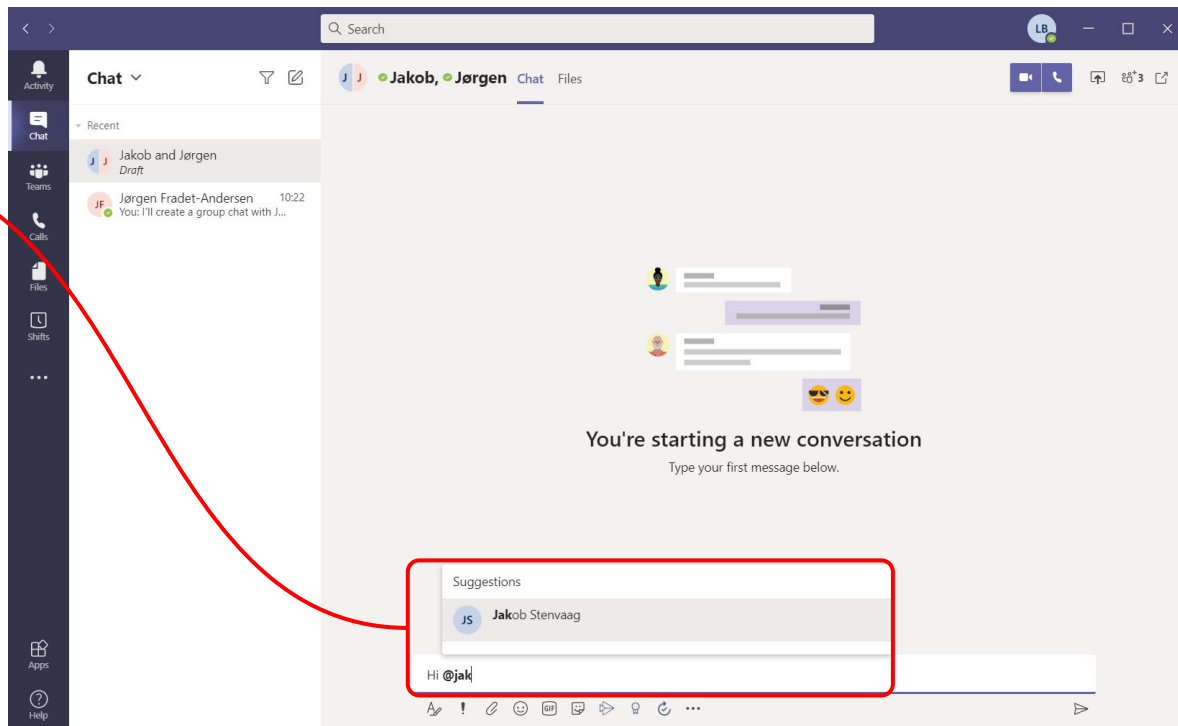
Chat-funksjonalitet

- Vi kan starte en gruppechat
- **Gruppechatten blir et nytt og eget vindu**



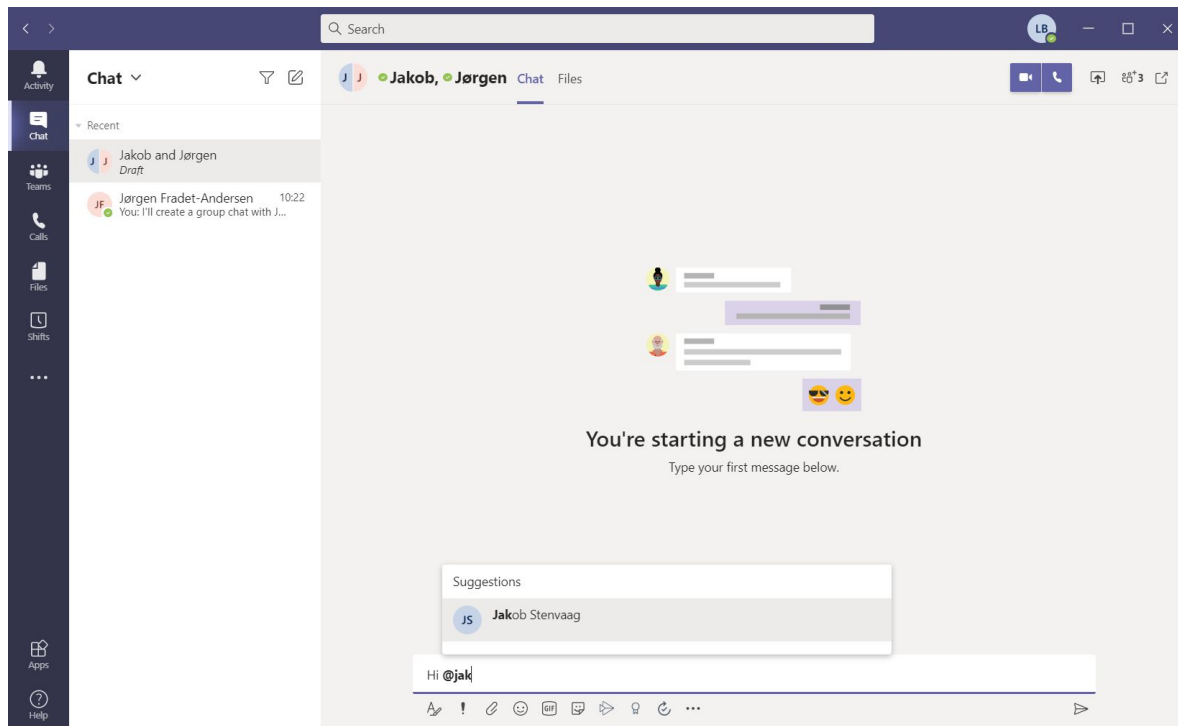
Chat-funksjonalitet

- Teams har en “Tag”-funksjonalitet



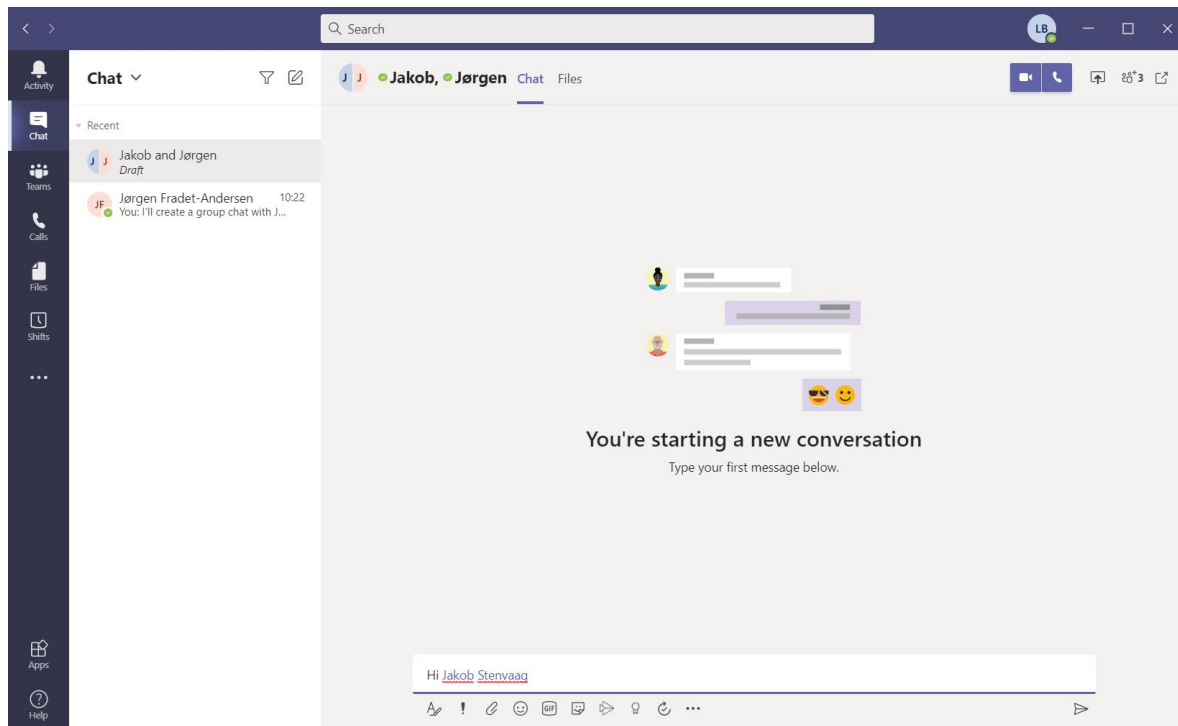
Chat-funksjonalitet

- Teams har en “Tag”-funksjonalitet
 - **Tag varsler de som blir tagget**



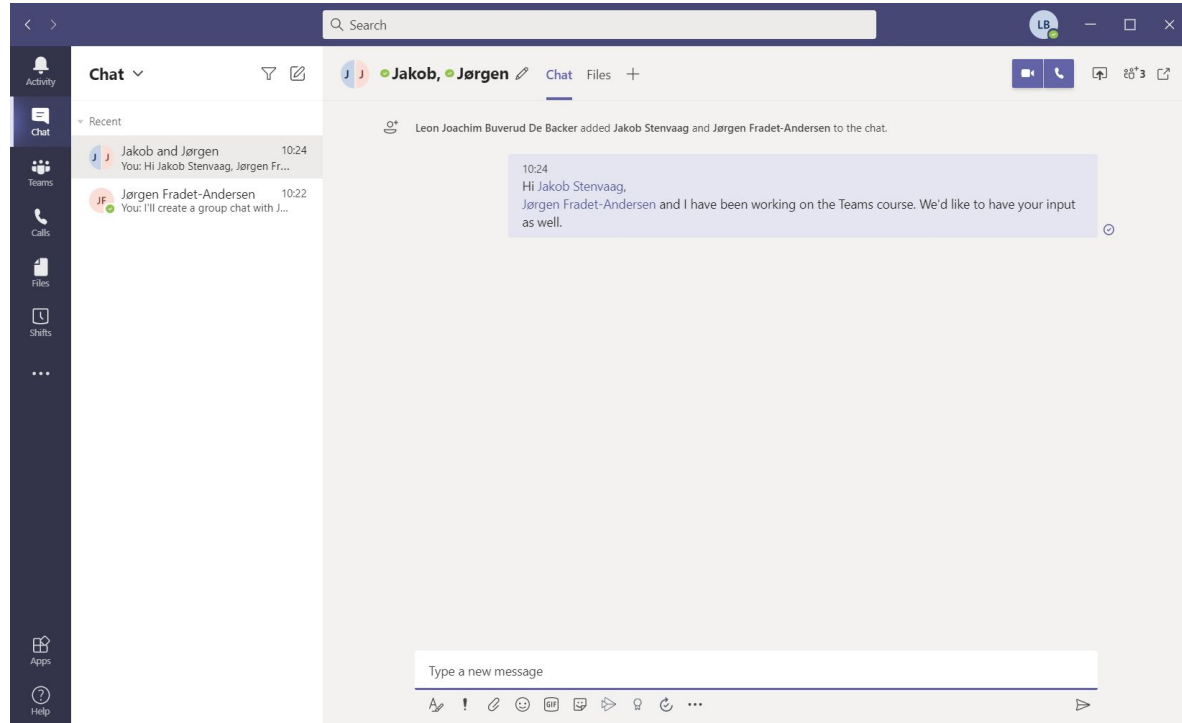
Chat-funksjonalitet

- Teams har en “Tag”-funksjonalitet
 - Tag varsler de som blir tagget
 - **En tagget person sitt navn står i blått**



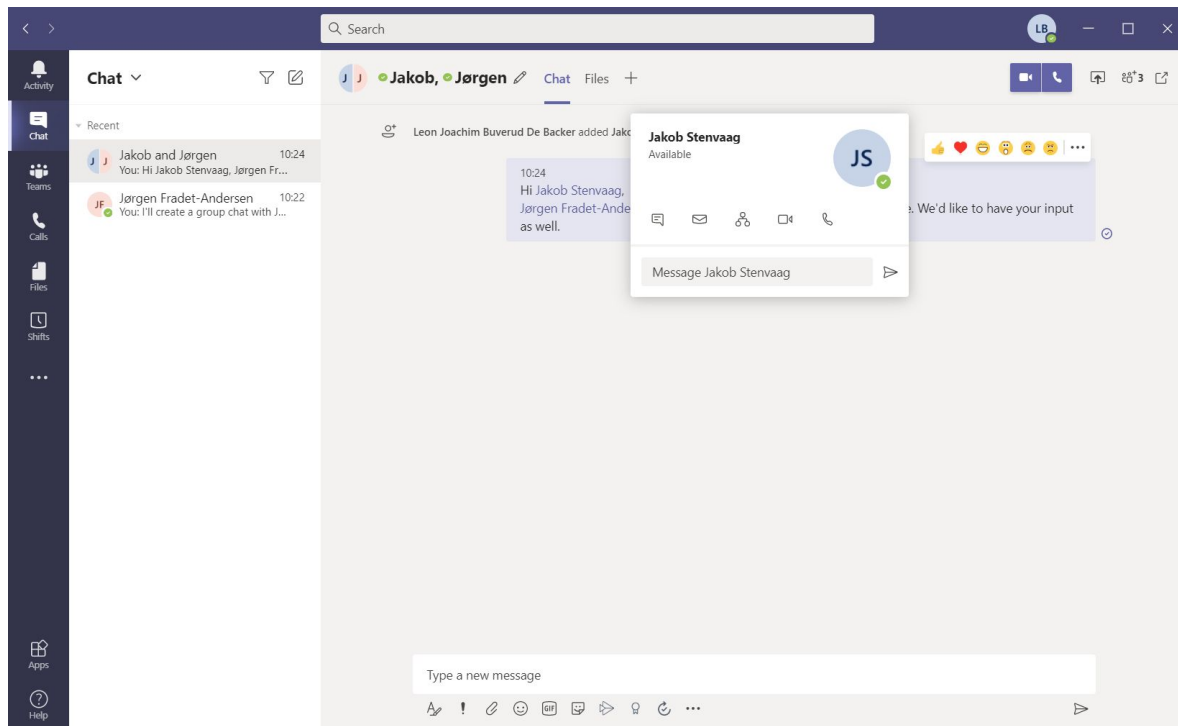
Chat-funksjonalitet

- Teams har en “Tag”-funksjonalitet
 - Tag varsler de som blir tagget
 - En tagget person sitt navn står i blått
- Kun mulig å tagge de som er med i chatten



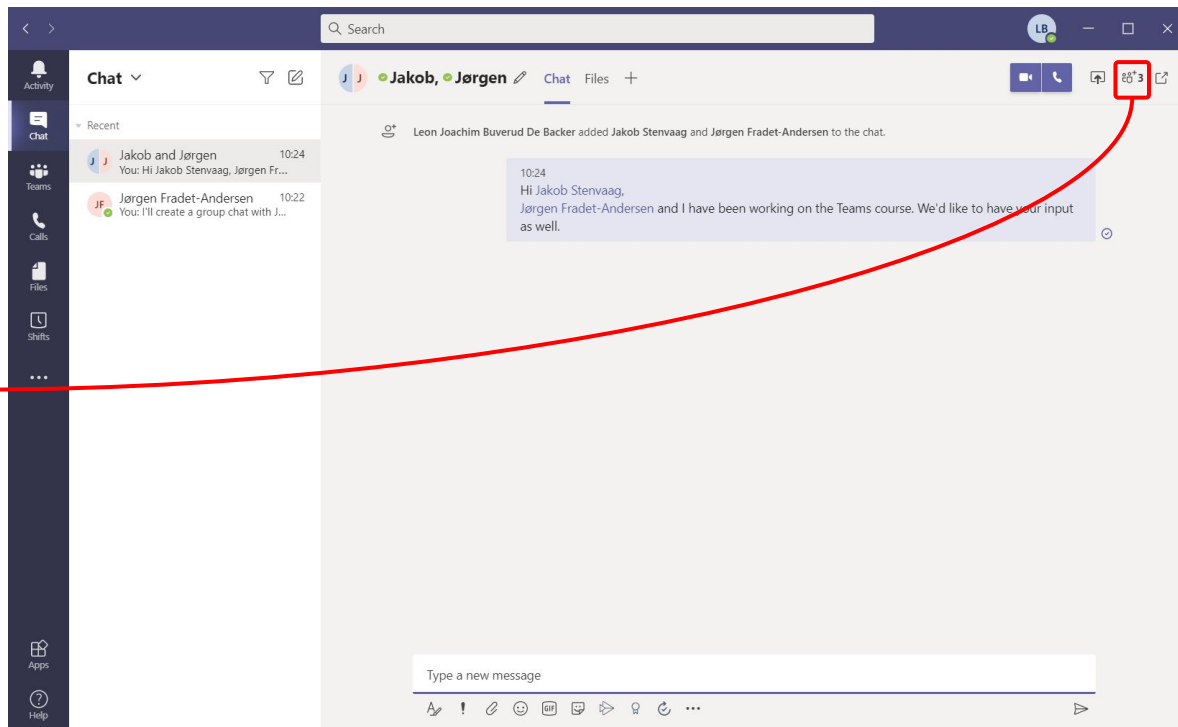
Chat-funksjonalitet

- Flytt musepekeren over en tag for å få mer info om brukeren



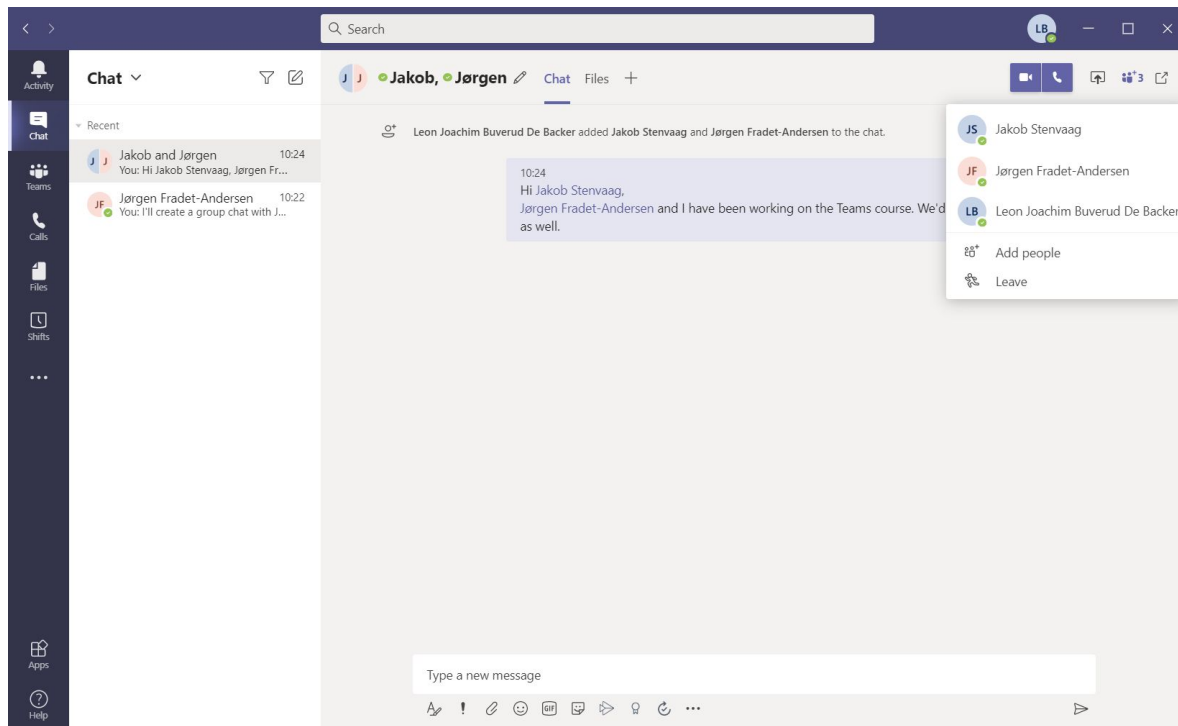
Chat-funksjonalitet

- Flytt musepekeren over en tag for å få mer info om brukeren
- Oversikt over alle brukere i gruppechatten



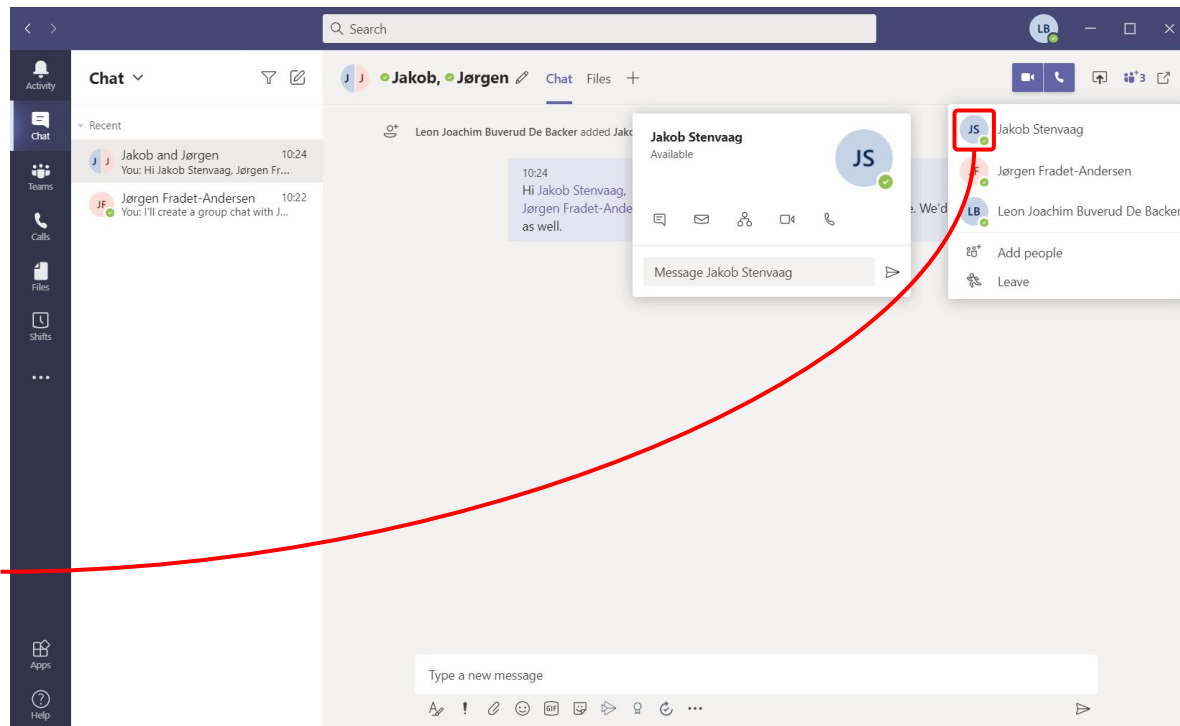
Chat-funksjonalitet

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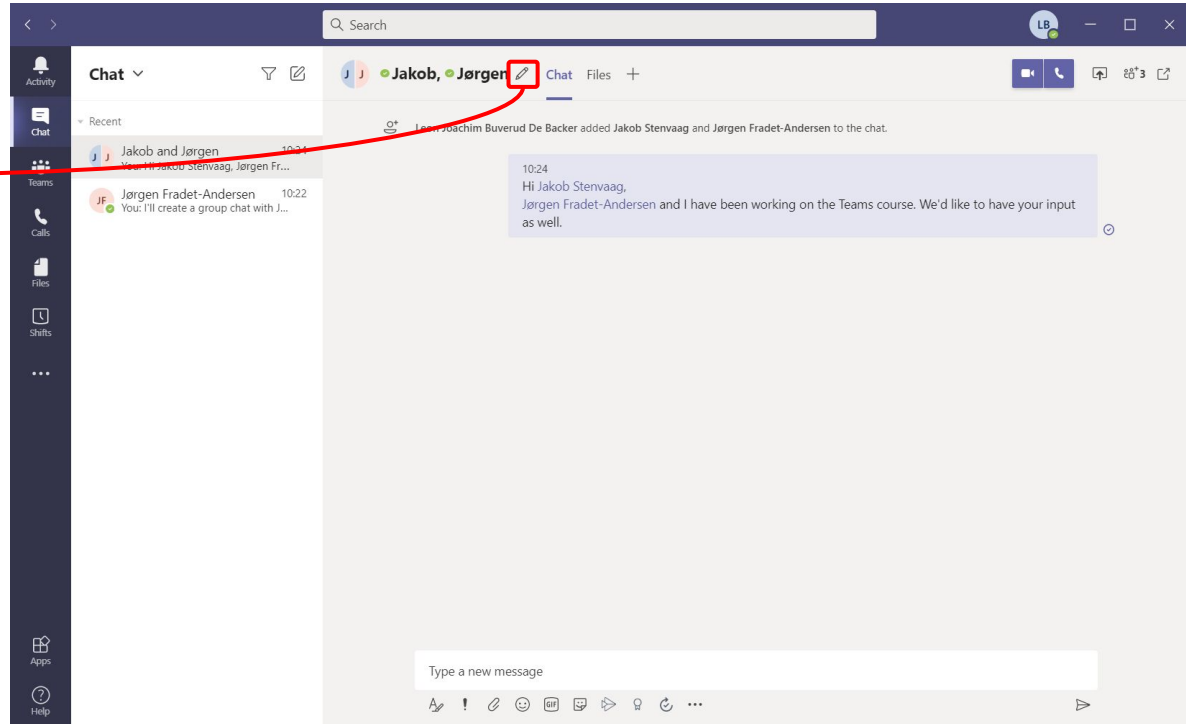
Chat-funksjonalitet

- Flytt musepekeren over en tag for å få mer info om brukeren
- Oversikt over alle brukere i gruppechatten
- Ved å trykke på profilbildet vises mer info om brukeren



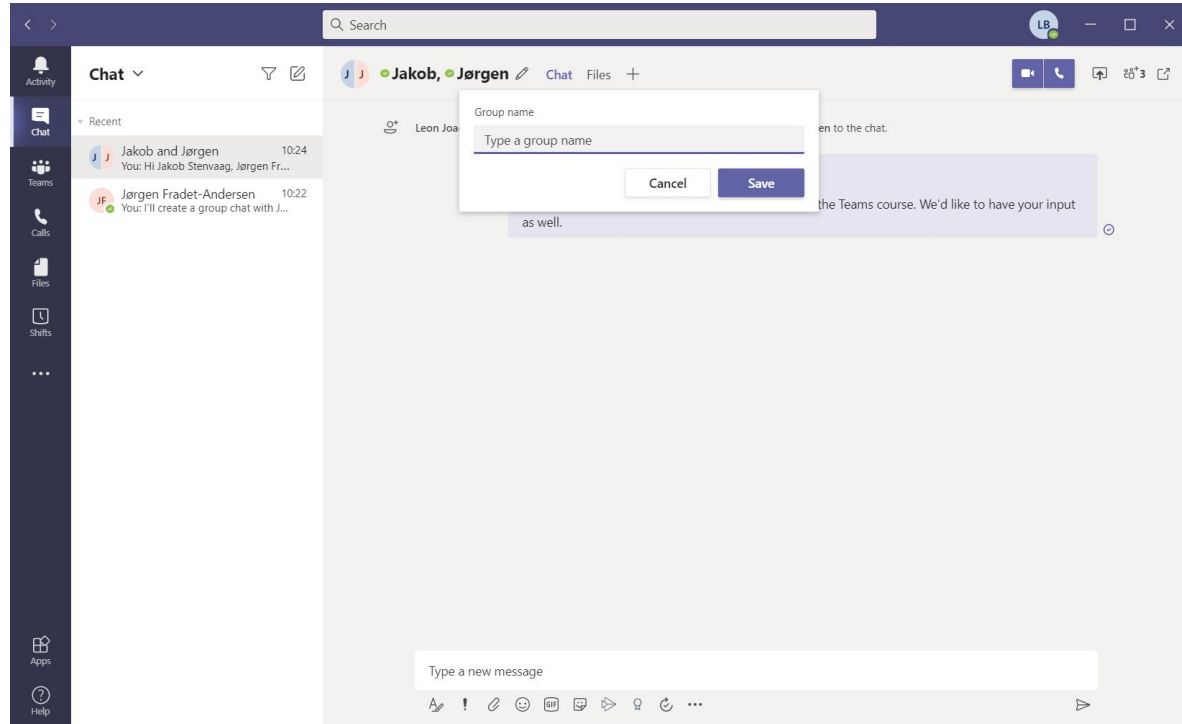
Chat-funksjonalitet

- Mulig å endre navn på gruppechat



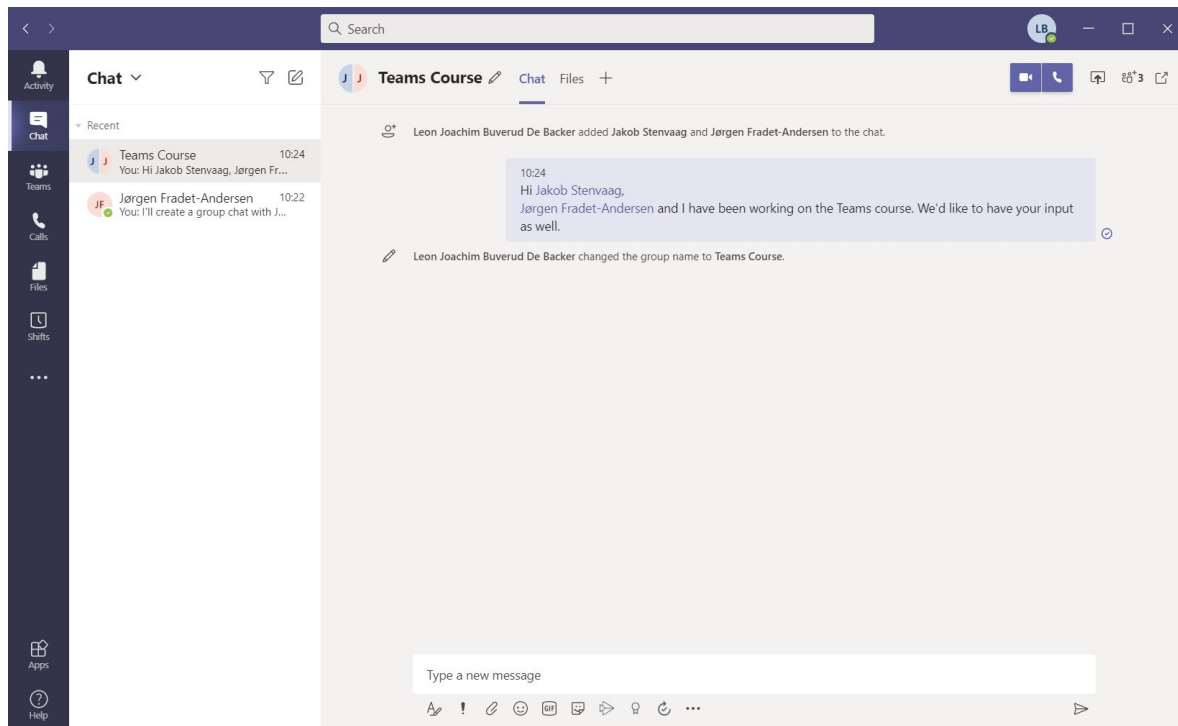
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- Mulig å endre navn på gruppechat



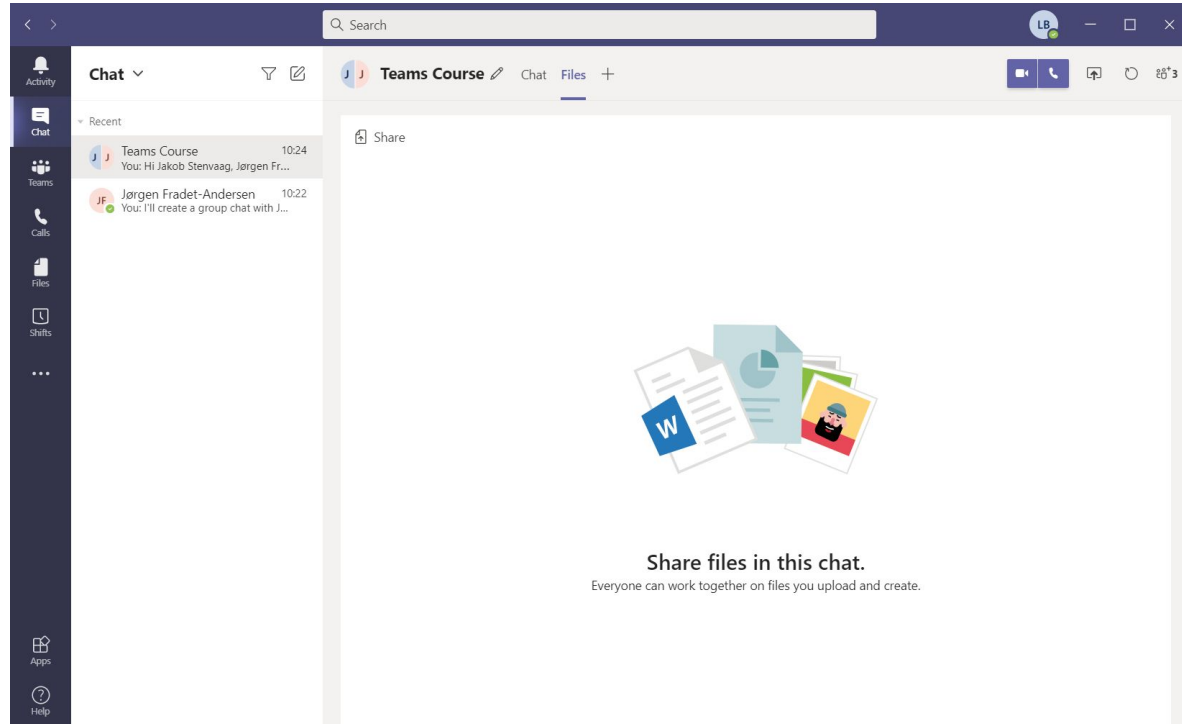
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- Mulig å endre navn på gruppechat



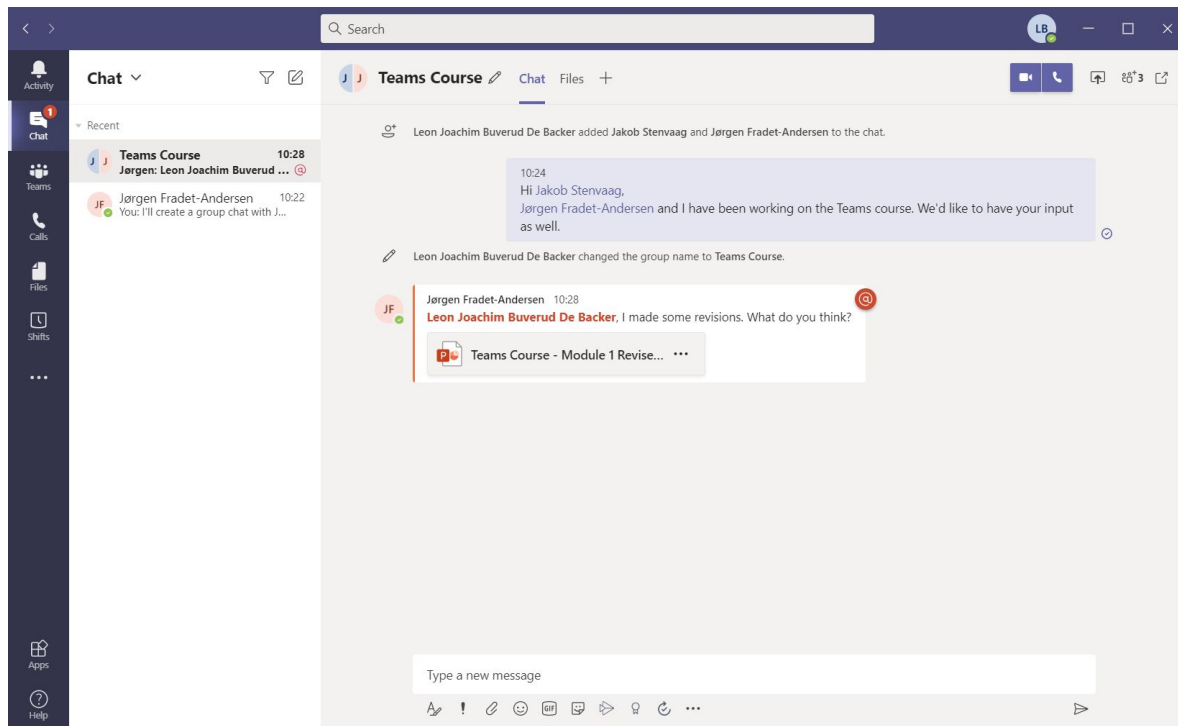
Chat-funksjonalitet

- Mulig å endre navn på gruppechat
- **Filene blir ikke overført fra tidligere chat når man oppretter en gruppechat**



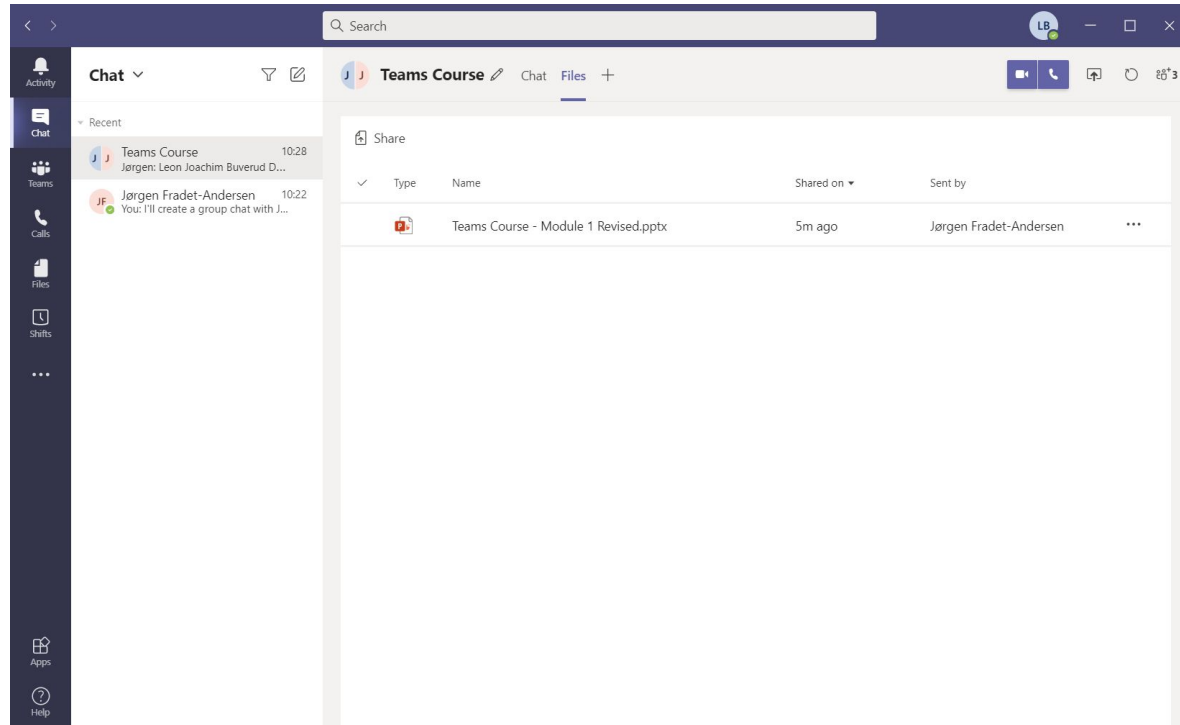
Chat-funksjonalitet

- Mulig å endre navn på gruppechat
- Filene blir ikke overført fra tidligere chat når man oppretter en gruppechat
- Filer i gruppechat fungerer som i 1-til-1 chat



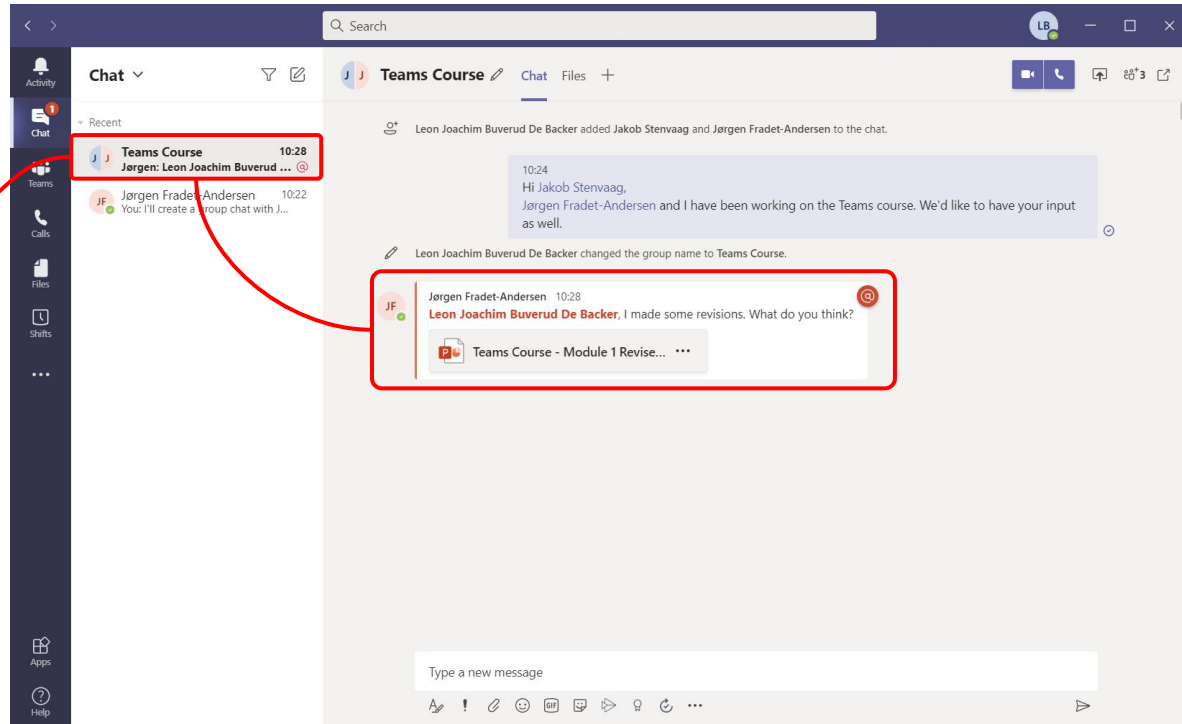
Chat-funksjonalitet

- Mulig å endre navn på gruppechat
- Filene blir ikke overført fra tidligere chat når man oppretter en gruppechat
- **Filer i gruppechat fungerer som i 1-til-1 chat**



Chat-funksjonalitet

- Når du blir tagget blir navnet vist i rødt og det vises en @ ved siden av meldingen og i listen



Activity

The screenshot displays the Microsoft Teams chat interface. On the left, a vertical navigation pane includes icons for Activity (highlighted with a red box), Chat, Teams, Calls, Files, Status, and Apps. The main chat area shows a group chat titled "Teams Course". The chat history includes:

- A system message: "Leon Joachim Buvrud De Backer added Jakob Stenvaag and Jørgen Fradet-Andersen to the chat."
- A message from Jørgen Fradet-Andersen at 10:24: "Hi Jakob Stenvaag, Jørgen Fradet-Andersen and I have been working on the Teams course. We'd like to have your input as well."
- A system message: "Leon Joachim Buvrud De Backer changed the group name to Teams Course."
- A message from Jørgen Fradet-Andersen at 10:28: "Leon Joachim Buvrud De Backer, I made some revisions. What do you think?" followed by a file attachment titled "Teams Course - Module 1 Revise...".

The bottom of the chat window features a text input field labeled "Type a new message" and a toolbar with icons for emojis, attachments, and other chat functions.



Activity

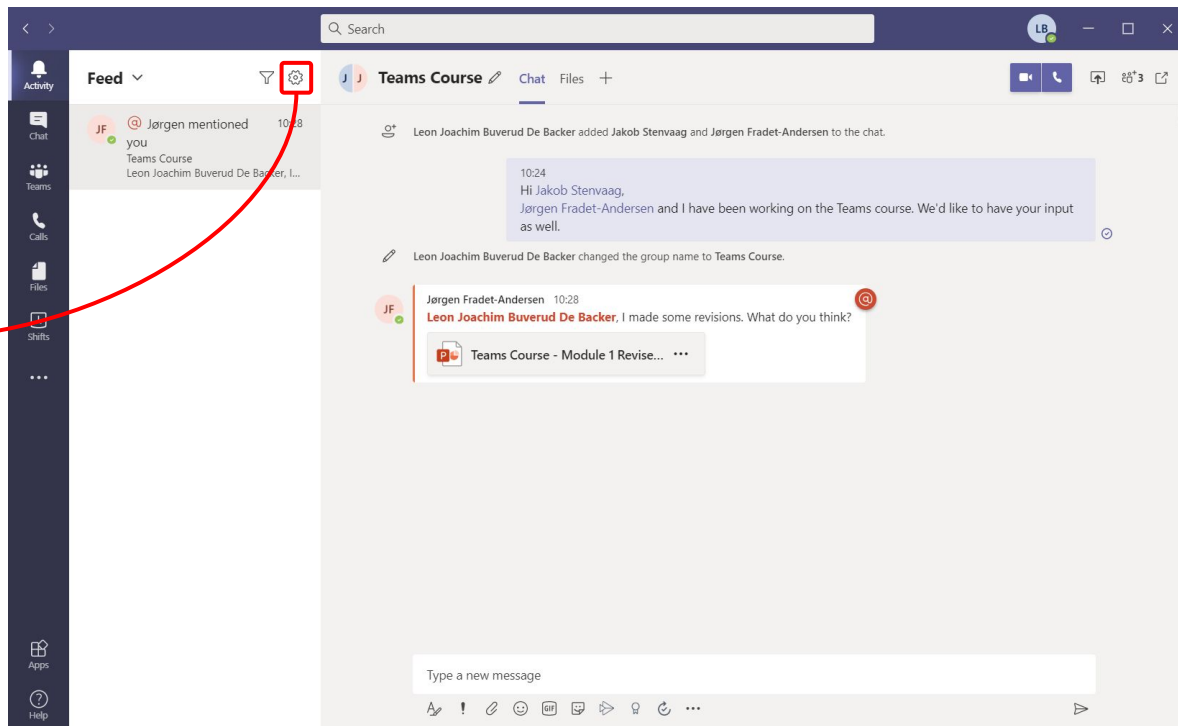
- Historikk over tidligere varsler

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat, Teams, Calls, Files, Status, and Apps. The 'Activity' pane is highlighted with a red box, showing a list of recent activity items. The top item is a mention: 'JF Jørgen mentioned you Teams Course Leon Joachim Buerud De Backer, I...'. A red arrow points from the 'Historikk over tidligere varsler' bullet point to this activity item. The main area shows a chat window for 'Teams Course'. The chat history includes a system message: 'Leon Joachim Buerud De Backer added Jakob Stenvaag and Jørgen Fradet-Andersen to the chat.' followed by a message from Jakob Stenvaag at 10:24: 'Hi Jakob Stenvaag, Jørgen Fradet-Andersen and I have been working on the Teams course. We'd like to have your input as well.' Below that is a system message: 'Leon Joachim Buerud De Backer changed the group name to Teams Course.' and a message from Jørgen Fradet-Andersen at 10:28: 'Leon Joachim Buerud De Backer, I made some revisions. What do you think?' with a file attachment 'Teams Course - Module 1 Revise...'. The bottom of the chat window shows a text input field with the placeholder 'Type a new message' and a toolbar with icons for emojis, attachments, and other chat functions.



Activity

- Historikk over tidligere varsler
- Mulig å endre hva som kommer opp



Activity

- Historikk over tidligere varsler
- Mulig å endre hva som kommer opp



Settings ×

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Email

Missed activity emails Off ▼

Appearance and sound

Show message preview ☑

Play sound for notifications ☑

Teams and channels

You will get desktop and activity notifications for:

- All activity
New messages, reactions, and all mentions
- Mentions & replies
Personal mentions and replies to your messages
- Customised >
Your customised settings are active.

Chat Edit

Replies, mentions and reactions.

Meetings Edit

Reminders, work timings and calendar settings.

People Edit

Keep track of someone's status and get notified when they appear available or offline.

Other Edit

Recommendations, tips, and prompts from Teams



Innhold

1

Innlogging

4

Navigere et team

2

Chat og Activity

5

Teams videomøter

3

Innstillinger i Teams

6

Tenants og invitasjoner



Innhold

1

Innlogging

2

Chat og Activity

3

Innstillinger i Teams

4

Navigere et team

5

Teams videomøter

6

Tenants og invitasjoner



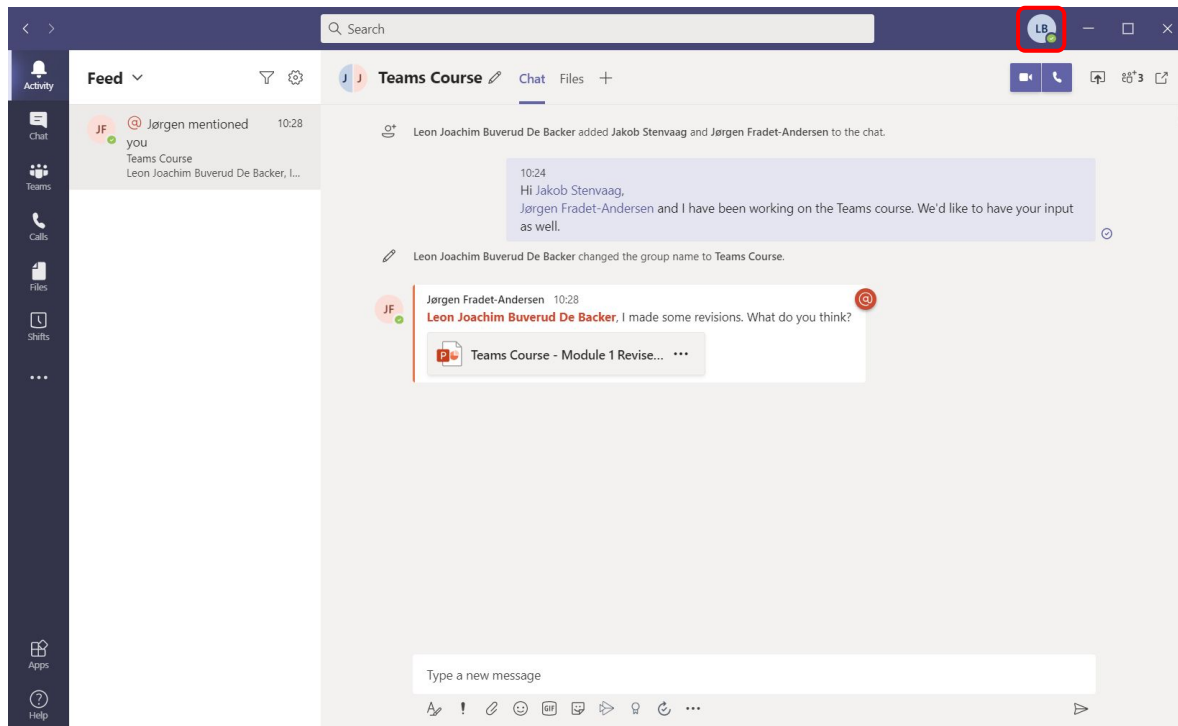
3 Innstillinger i Teams

- Hvordan finne innstillinger
- Generelle innstillinger
- Endre varsler
- Lyd- og videoinnstillinger



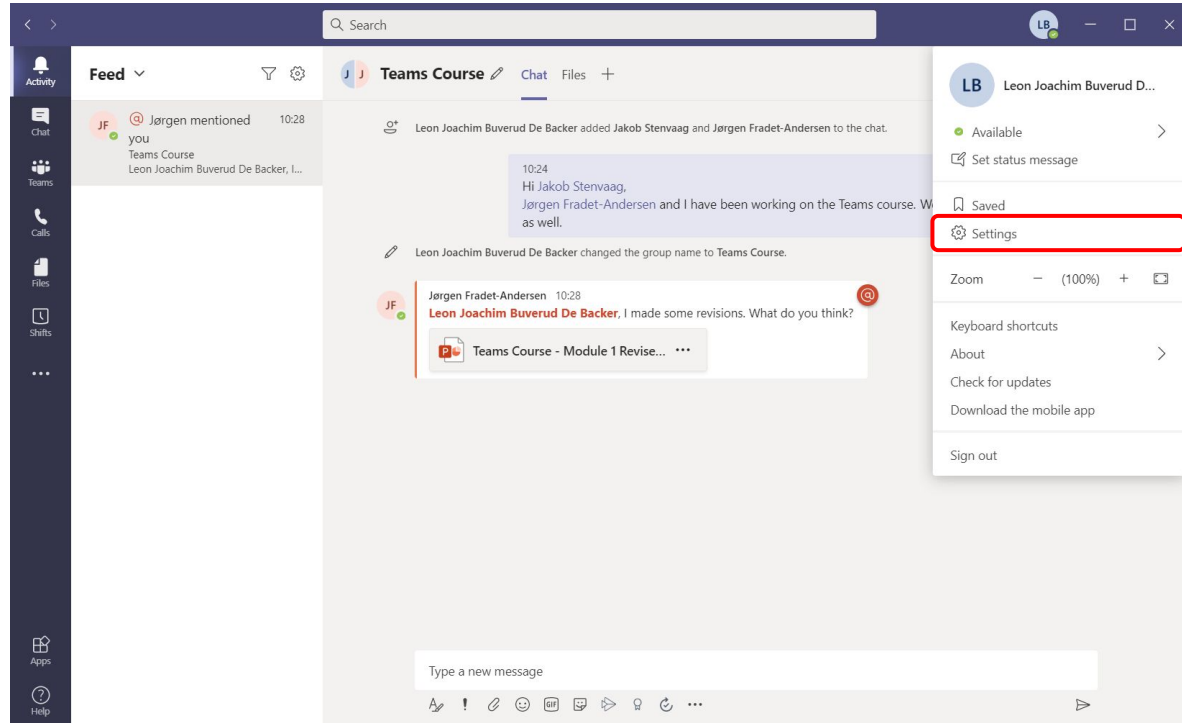
Hvordan finne innstillinger

- Trykk på profilbildet ditt



Hvordan finne innstillinger

- Trykk på profilbildet ditt
- Velg Settings



The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat, Teams, Calls, Files, Status, and Apps. The main area shows a chat window for 'Teams Course'. A user profile card for 'Leon Joachim Buerud De Backer' is open on the right side. The profile card includes a profile picture, name, status (Available), and a list of options: 'Set status message', 'Saved', 'Settings' (highlighted with a red rectangle), 'Zoom' (set to 100%), 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. The chat history shows messages from 'Jørgen Fradet-Andersen' and 'Leon Joachim Buerud De Backer'.



Generelle innstillinger

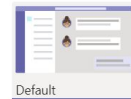


Settings

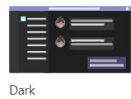
General

- Privacy
- Notifications
- Devices
- Permissions
- Calls

Theme



Default



Dark



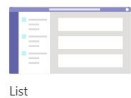
High contrast

Layout

Choose how you want to navigate between teams.



Grid



List

Application

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Auto-start application
- Open application in background
- On close, keep the application running
- Disable GPU hardware acceleration (requires restarting Teams)
- Register Teams as the chat app for Office (requires restarting Office applications)
- Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)
- Enable logging for meeting diagnostics (requires restarting Teams)

Language

Restart to apply language settings.

App language

English (United Kingdom)



Keyboard language overrides keyboard shortcuts.

English (United States)



- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

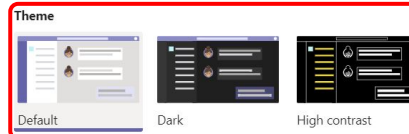
Generelle innstillinger

- Mulig å skru på dark-mode



Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls



Layout

Choose how you want to navigate between teams.



Application

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Language

Restart to apply language settings.

App language

English (United Kingdom) ▾

Keyboard language overrides keyboard shortcuts.

English (United States) ▾

- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

Generelle innstillinger

- Mulig å skru på dark-mode



Settings

General
Privacy
Notifications
Devices
Permissions
Calls

Theme

Default Dark High contrast

Layout

Choose how you want to navigate between teams.

Grid List

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Language

Restart to apply language settings.

App language
English (United Kingdom)

Keyboard language overrides keyboard shortcuts.
English (United States)

- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

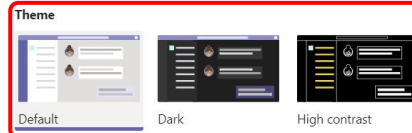
Generelle innstillinger

- Mulig å skru på dark-mode



Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls



Layout

Choose how you want to navigate between teams.



Application

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Language

Restart to apply language settings.

App language

English (United Kingdom) ▾

Keyboard language overrides keyboard shortcuts.

English (United States) ▾

- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

Generelle innstillinger

- Mulig å skru på dark-mode
- **Endre Layout av teams-fanen**
("List view" anbefalt dersom man ofte hopper mellom teams)



Settings

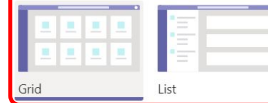
- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Theme



Layout

Choose how you want to navigate between teams.



Application

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Language

Restart to apply language settings.

App language

English (United Kingdom) ▾

Keyboard language overrides keyboard shortcuts.

English (United States) ▾

- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

Generelle innstillinger

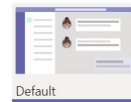
- Mulig å skru på dark-mode
- **Endre Layout av teams-fanen**
("List view" anbefalt dersom man ofte hopper mellom teams)



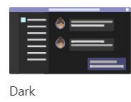
Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Theme



Default



Dark



High contrast

Layout

Choose how you want to navigate between teams.



Grid



List

Application

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Language

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App language

English (United Kingdom)

Keyboard language overrides keyboard shortcuts.

English (United States)

- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

Generelle innstillinger

- Mulig å skru på dark-mode
- Endre Layout av teams-fanen
- Velge om Teams starter ved maskin-oppstart



Settings

General

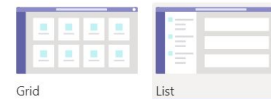
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Theme



Layout

Choose how you want to navigate between teams.



Application

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Language

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App language

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English (United States) ▾

- Enable spell check

Display

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- Turn off animations (requires restarting Teams)

Varsler



Settings

General

Privacy

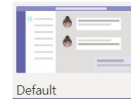
Notifications

Devices

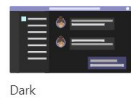
Permissions

Calls

Theme



Default



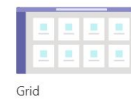
Dark



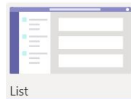
High contrast

Layout

Choose how you want to navigate between teams.



Grid



List

Application

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Display

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- Turn off animations (requires restarting Teams)

Varsler



Settings

- General
- Privacy
- Notifications**
- Devices
- Permissions
- Calls

Email

Missed activity emails

Off

Appearance and sound

Show message preview



Play sound for notifications



Teams and channels

You will get desktop and activity notifications for:

All activity

New messages, reactions,
and all mentions

Mentions & replies

Personal mentions and
replies to your messages

Customised

Your customised settings
are active.

Chat

Replies, mentions and reactions.

Edit

Meetings

Reminders, work timings and calendar settings.

Edit

People

Keep track of someone's status and get notified when they appear available or offline.

Edit

Other

Recommendations, tips, and prompts from Teams

Edit

Varsler

- Skru av e-post varsler dersom det ikke er ønsket



Settings ×

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Email

Missed activity emails Off ▾

Appearance and sound

Show message preview On

Play sound for notifications On

Teams and channels

You will get desktop and activity notifications for:

- All activity
New messages, reactions, and all mentions
- Mentions & replies
Personal mentions and replies to your messages
- Customised ▸
Your customised settings are active.

Chat Edit

Replies, mentions and reactions.

Meetings Edit

Reminders, work timings and calendar settings.

People Edit

Keep track of someone's status and get notified when they appear available or offline.

Other Edit

Recommendations, tips, and prompts from Teams

Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- Velg hva du ønsker å varsles om

Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Email

Missed activity emails

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Varsler

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- Velg hva du ønsker å varsles om



Settings ×

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Email

Missed activity emails Off ▼

Appearance and sound

Show message preview On

Play sound for notifications On

Teams and channels

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Personal mentions and replies to your messages
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Chat

Replies, mentions and reactions. Edit

Meetings

Reminders, work timings and calendar settings. Edit

People

Keep track of someone's status and get notified when they appear available or offline. Edit

Other

Recommendations, tips, and prompts from Teams Edit

Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- **Velg hva du ønsker å varsles om**



< Back to settings

Chat

@mentions

Replies

Likes and reactions

Banner and feed

Banner

Banner and feed

Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- **Velg hva du ønsker å varsles om**

Banner - pop-up varsel som kommer opp



< Back to settings

Chat

@mentions

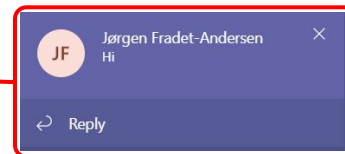
Replies

Likes and reactions

Banner and feed

Banner

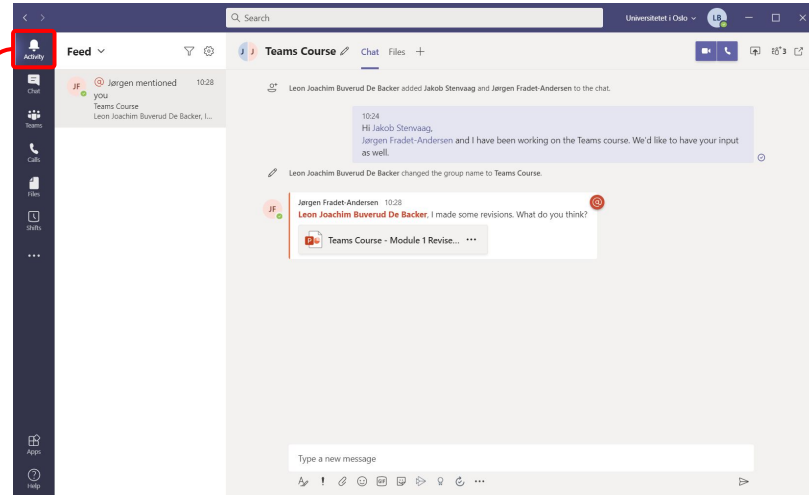
Banner and feed



Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- Velg hva du ønsker å varsles om

Banner - pop-up varsel som kommer opp
Feed - Det som vises i Activity-fanen



Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- **Velg hva du ønsker å varsles om**

Banner - pop-up varsel som kommer opp
Feed - Det som vises i Activity-fanen



< Back to settings

Chat

@mentions

Replies

Likes and reactions

Banner and feed	▼
Banner	▼
Banner and feed	▼

×

Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- **Velg hva du ønsker å varsles om**

Banner - pop-up varsel som kommer opp
Feed - Det som vises i Activity-fanen



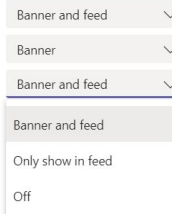
< Back to settings

Chat

@mentions

Replies

Likes and reactions



Varsler

- Skru av e-post varsler dersom det ikke er ønsket
- **Velg hva du ønsker å varsles om**

Banner - pop-up varsel som kommer opp
Feed - Det som vises i Activity-fanen

[Back to settings](#)

Chat

@mentions

Replies

Likes and reactions

Banner and feed	▼
Banner	▼
Banner and feed	▼

×

Lyd- og videoinnstillinger



Settings ×

- General
- Privacy
- Notifications
- Devices**
- Permissions
- Calls

Email

Missed activity emails Off ▼

Appearance and sound

Show message preview On

Play sound for notifications On

Teams and channels

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Personal mentions and replies to your messages
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Reminders, work timings and calendar settings.

People Edit

Keep track of someone's status and get notified when they appear available or offline.

Other Edit

Recommendations, tips, and prompts from Teams

Lyd- og videoinnstillinger



Settings



- General
- Privacy
- Notifications
- Devices**
- Permissions
- Calls

Audio devices

Customised Setup



Speaker

Speakers



Microphone

Microphone



Make a test call

Noise suppression ⓘ

Choose Low if you want others to hear music. [Learn more.](#)

Auto (Default)



Secondary ringer

None



Camera

Camera



Lyd- og videoinnstillinger

- Endre valgt høyttaler, mikrofon og kamera



Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Audio devices

Customised Setup

Speaker

Speakers

Microphone

Microphone

Make a test call

Noise suppression

Choose Low if you want others to hear music. [Learn more.](#)

Auto (Default)

Secondary ringer

None

Camera

Camera



Innhold

1

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Navigere et team

5

Teams videomøter

6

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3

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4

Navigere et team

5

Teams videomøter

6

Tenants og invitasjoner



4 Navigere et team

- Team-struktur
- Posts-fanen
- Files-fanen

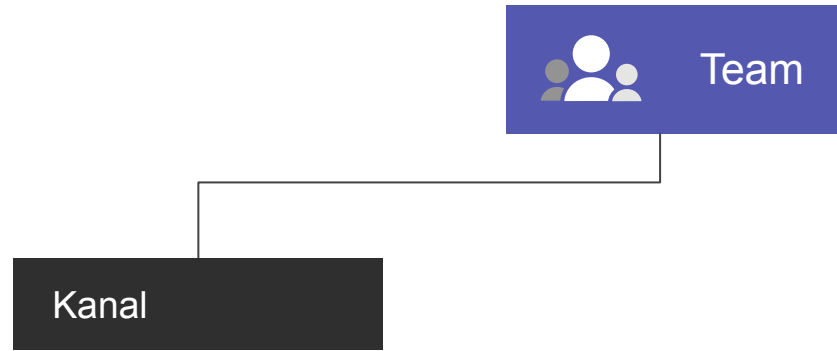




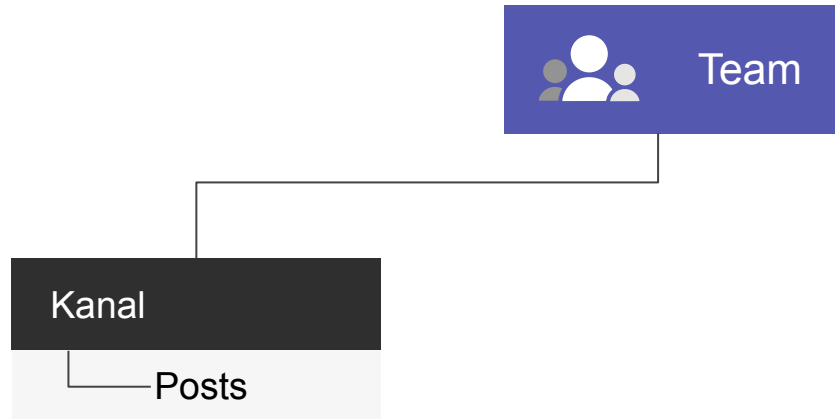
Team-struktur



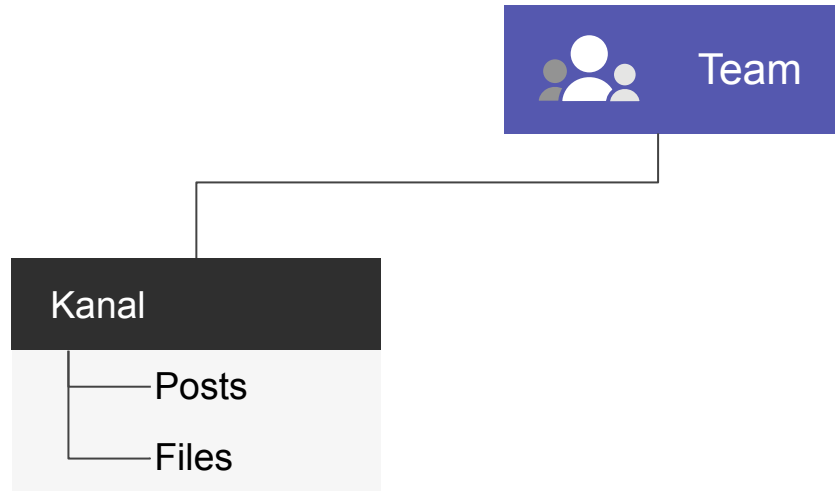
Team-struktur



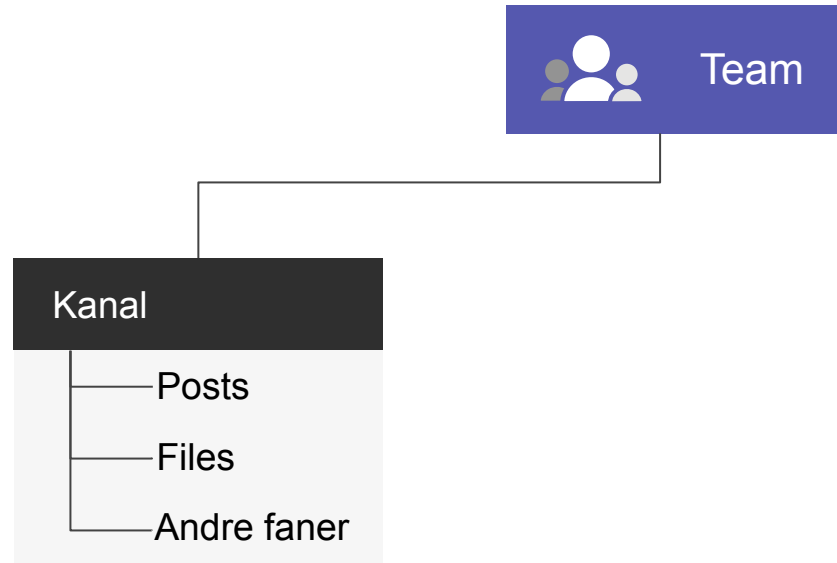
Team-struktur



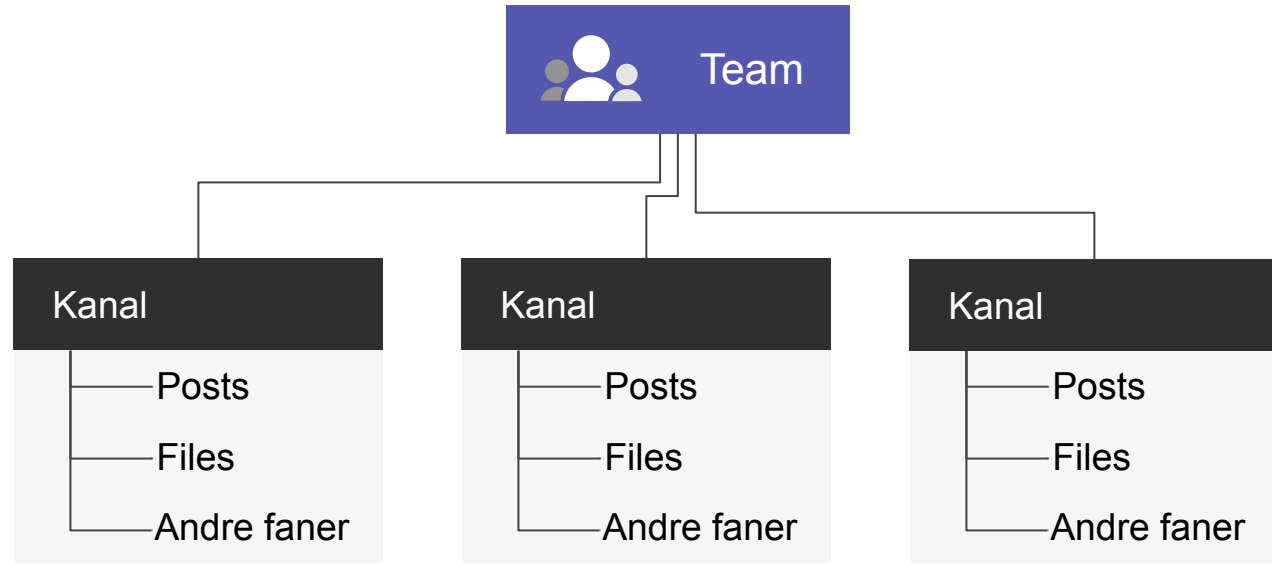
Team-struktur



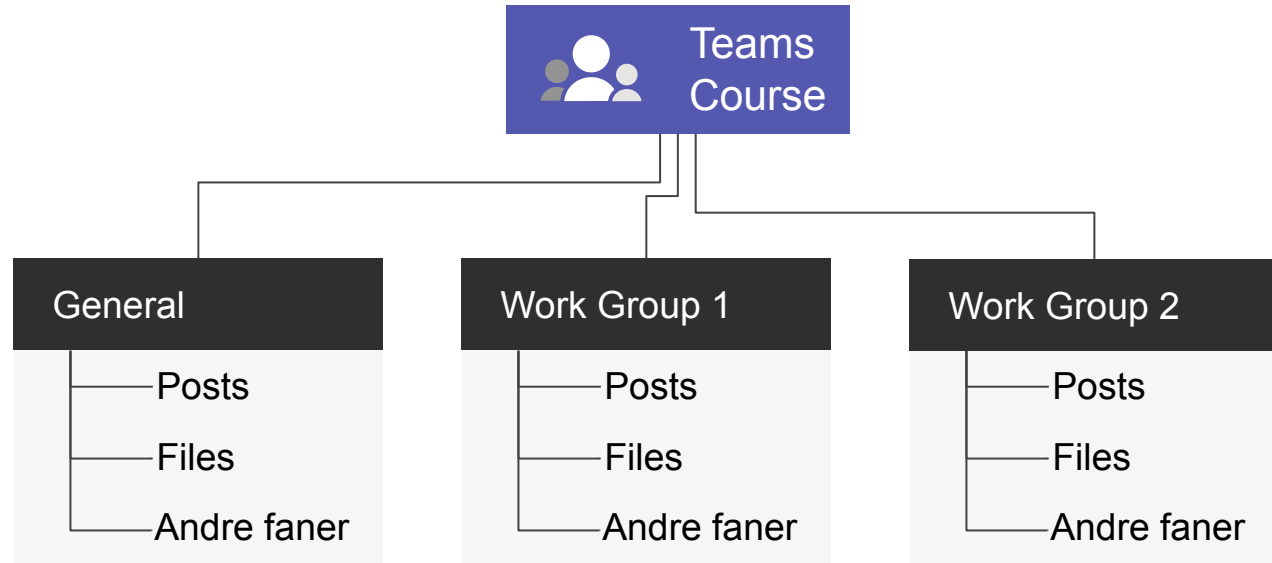
Team-struktur



Team-struktur

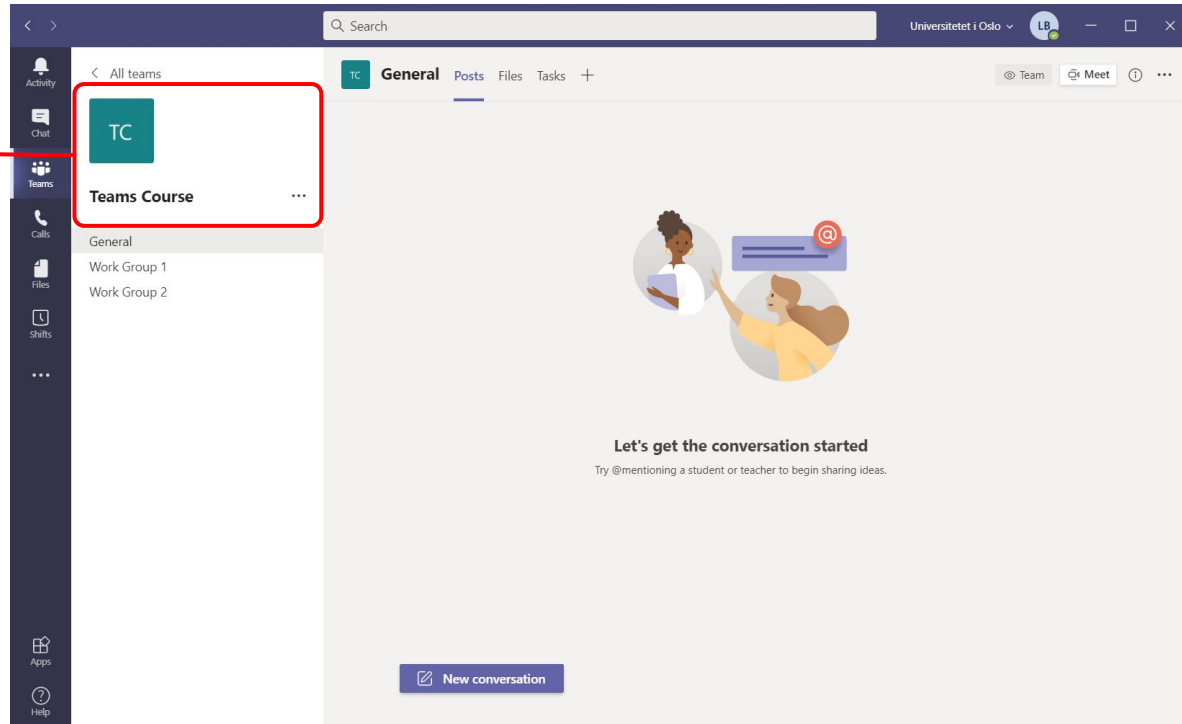


Team-struktur



Team-struktur

- Teamet

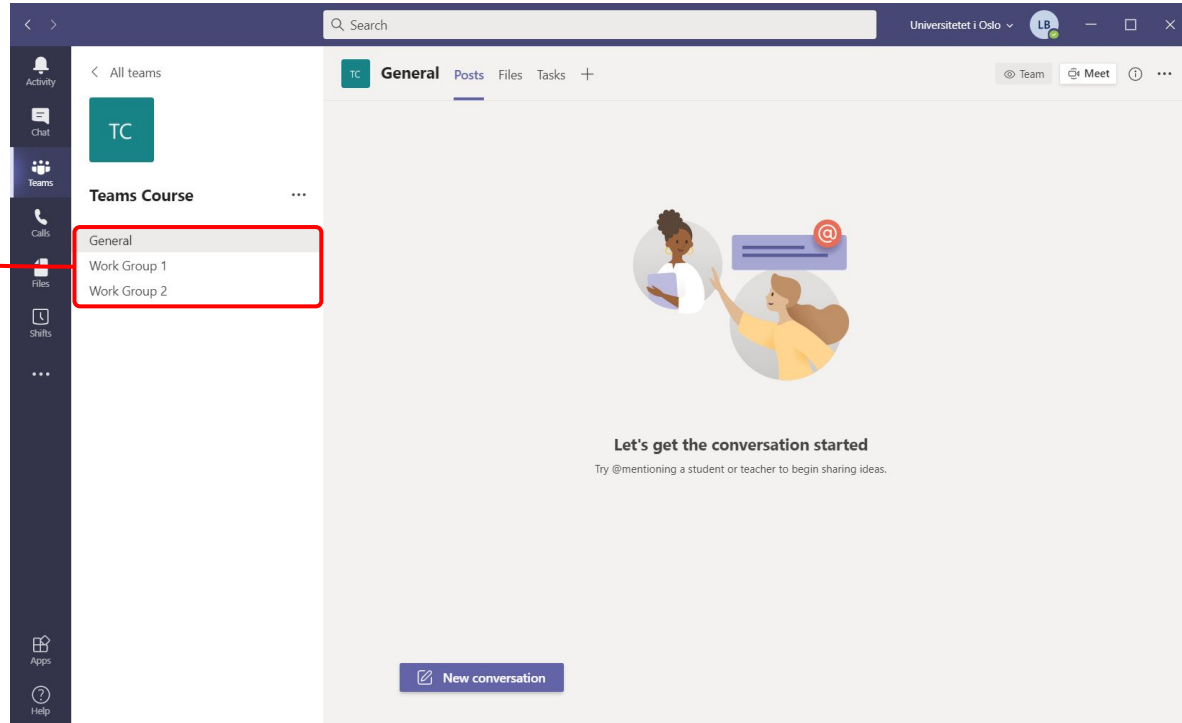


The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat, Teams, Calls, Files, Shifts, Apps, and Help. The 'Teams' section is expanded, showing a list of teams under the heading '< All teams'. A red rectangular box highlights the first team, 'TC', which has a teal square icon with the letters 'TC' in white. Below the team name, the text 'Teams Course' and three dots are visible. The main area of the interface shows the 'General' channel for the 'TC' team. At the top of this channel, there are tabs for 'General', 'Posts', 'Files', and 'Tasks'. Below the tabs, there is a header with 'Team' and 'Meet' buttons. The main content area features an illustration of two people in a conversation, with a speech bubble and a mention icon. Below the illustration, the text reads: 'Let's get the conversation started' and 'Try @mentioning a student or teacher to begin sharing ideas.' At the bottom of the main area, there is a blue button labeled 'New conversation'.



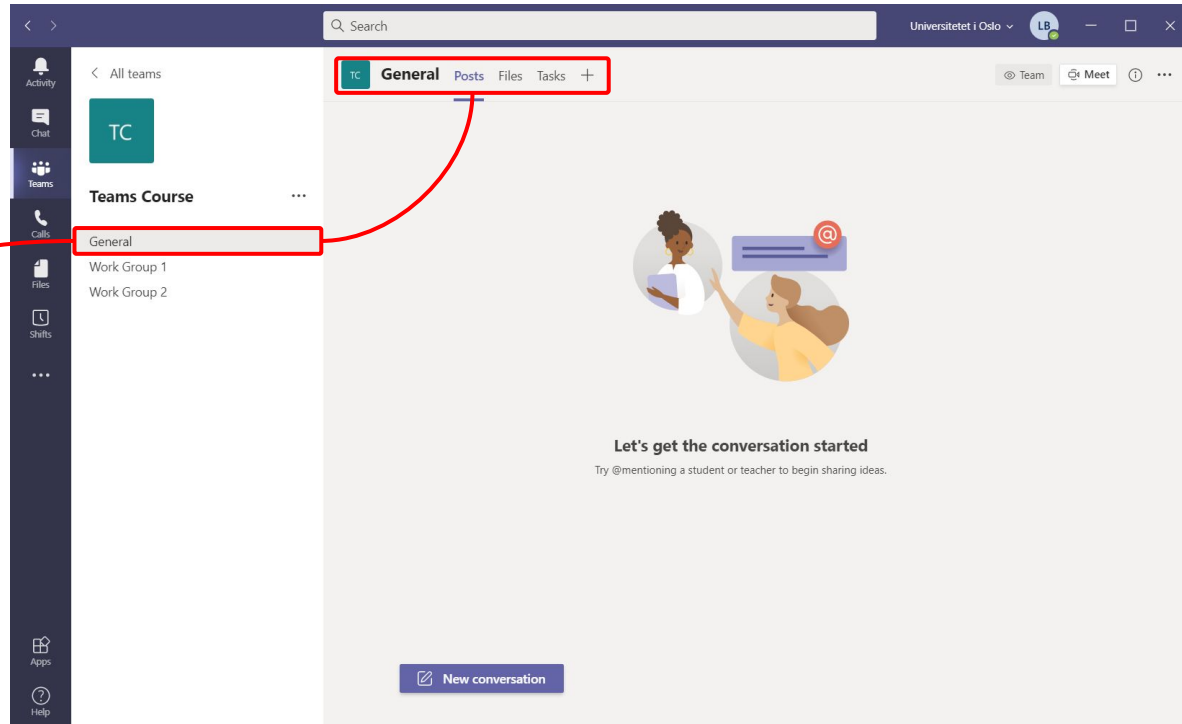
Team-struktur

- Teamet
- Kanaler



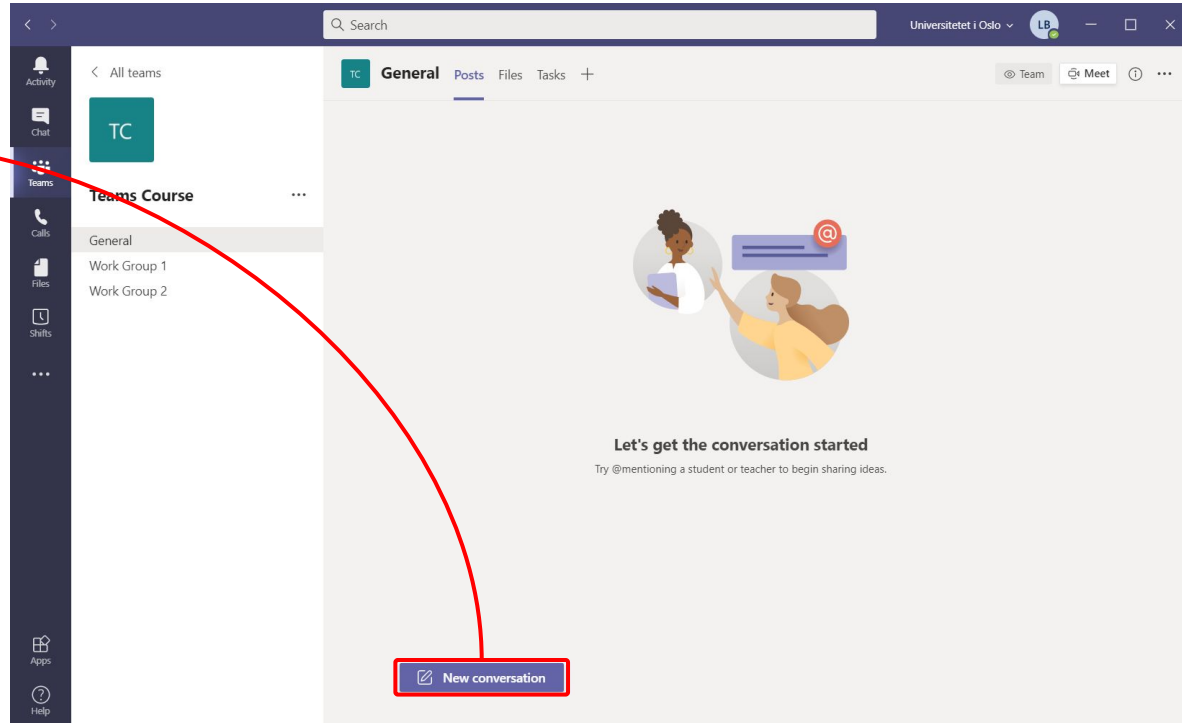
Team-struktur

- Teamet
- Kanaler
- Faner



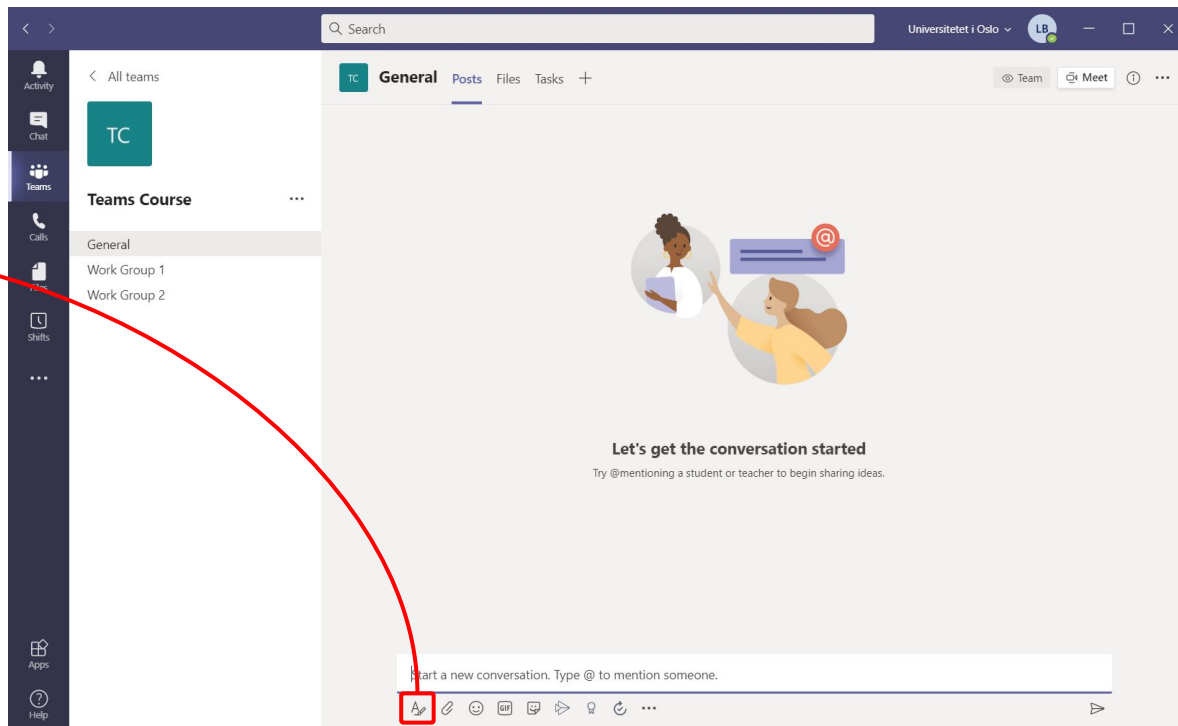
Posts-fanen

- Starte en ny samtale



Posts-fanen

- Starte en ny samtale
- **Formaterer tekst**
(Litt annerledes enn chat)



Posts-fanen

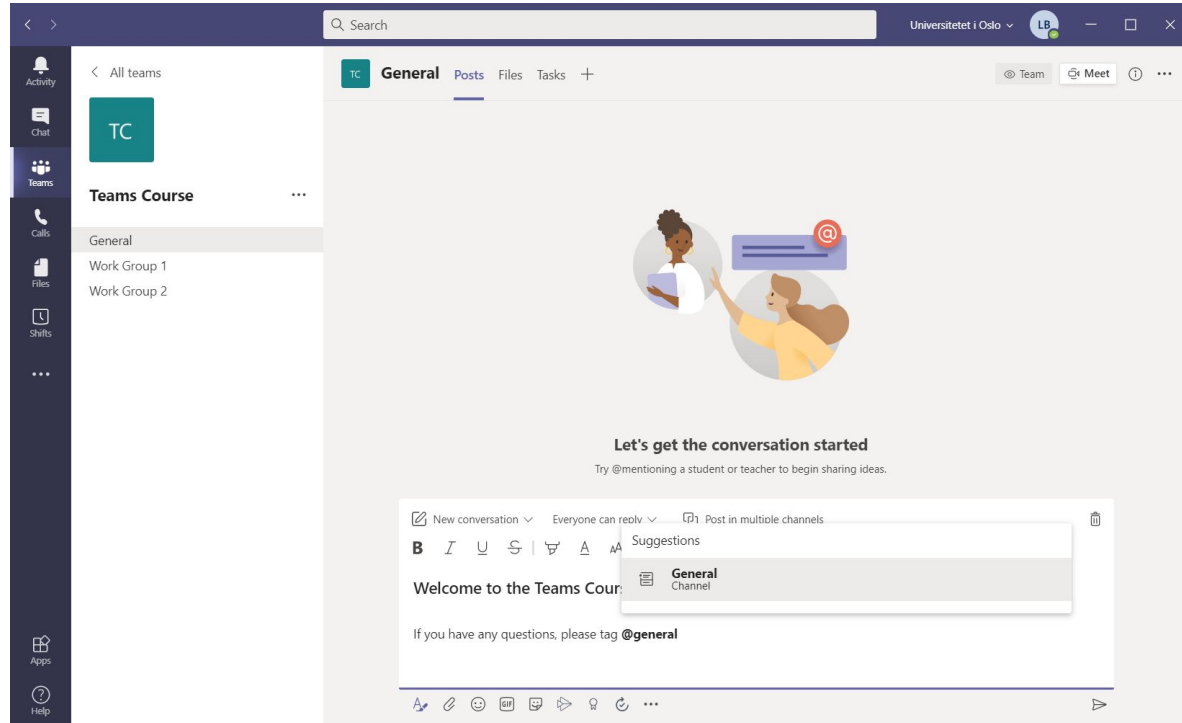
- Starte en ny samtale
- **Formaterer tekst**
(Litt annerledes enn chat)

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane shows 'All teams' with a 'Teams Course' team selected. The main area shows the 'General' channel with a 'Posts' tab active. A red box highlights the text formatting toolbar and the 'Add a subject' field. The toolbar includes options for 'New conversation', 'Everyone can reply', 'Post in multiple channels', and various text formatting tools like bold, italic, underline, strikethrough, text color, background color, paragraph, link, unlink, list, and code. Below the toolbar, the text 'Add a subject' is displayed, followed by the instruction 'Start a new conversation. Type @ to mention someone.'



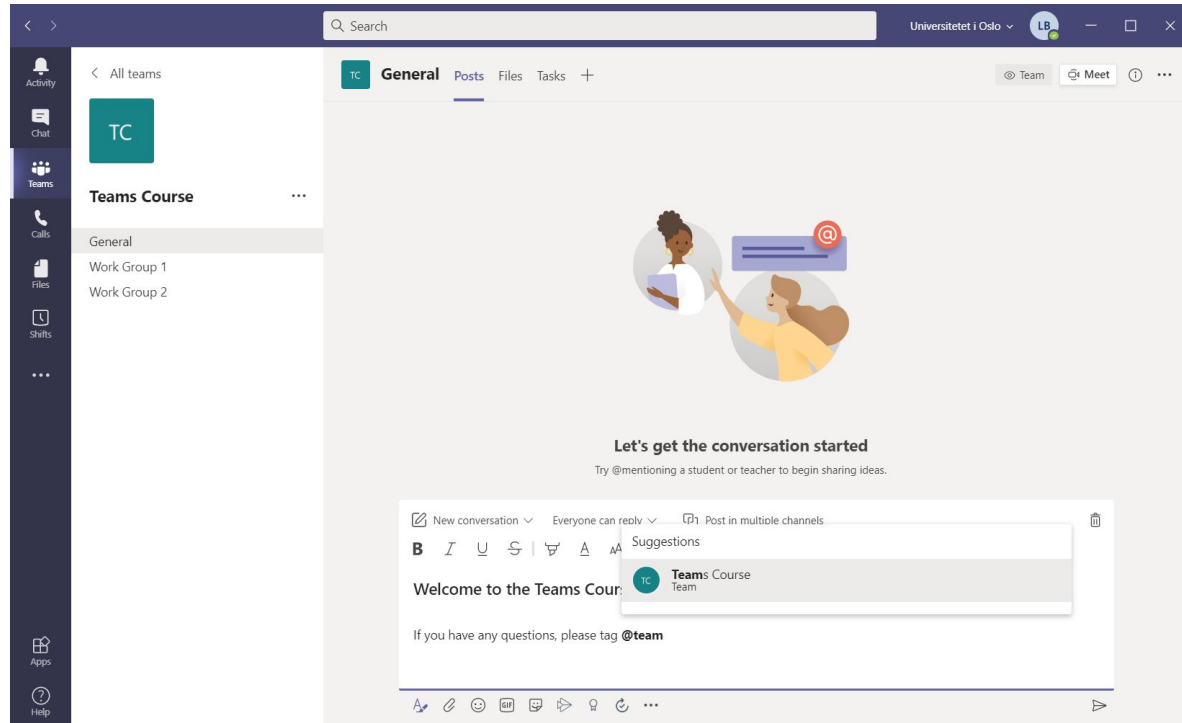
Posts-fanen

- Starte en ny samtale
- Formaterer tekst
- **Team-tags**
 - En kanal



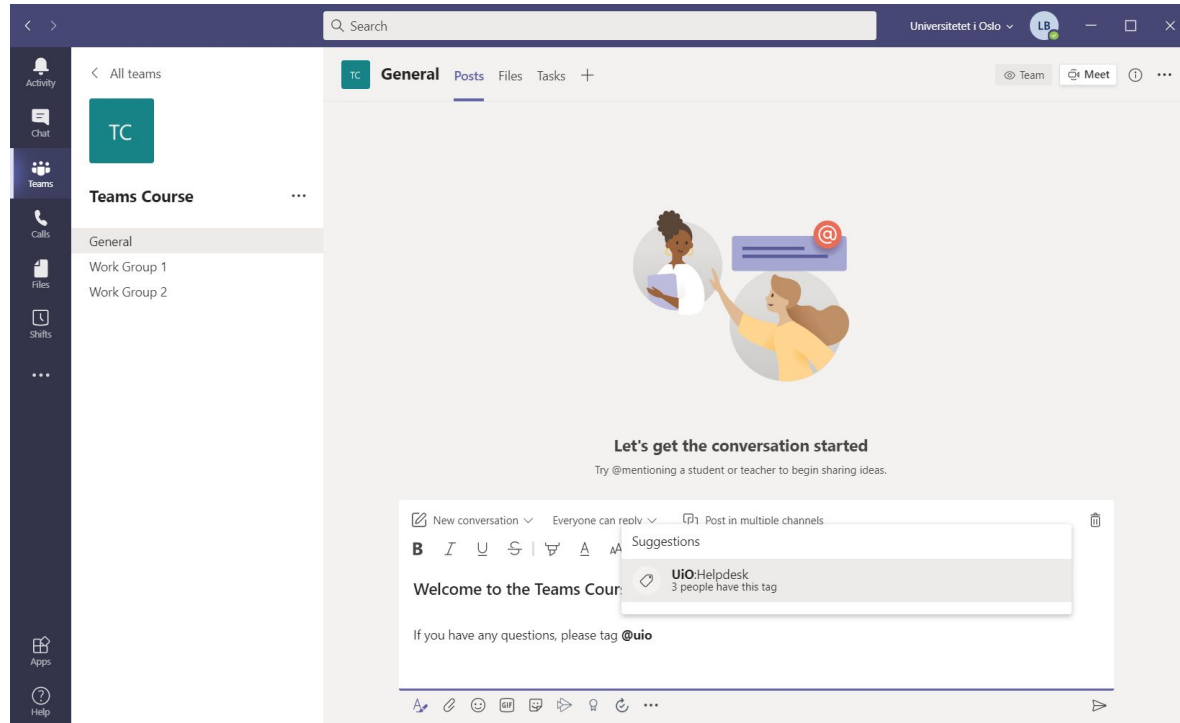
Posts-fanen

- Starte en ny samtale
- Formaterer tekst
- **Team-tags**
 - En kanal
 - **Et team**



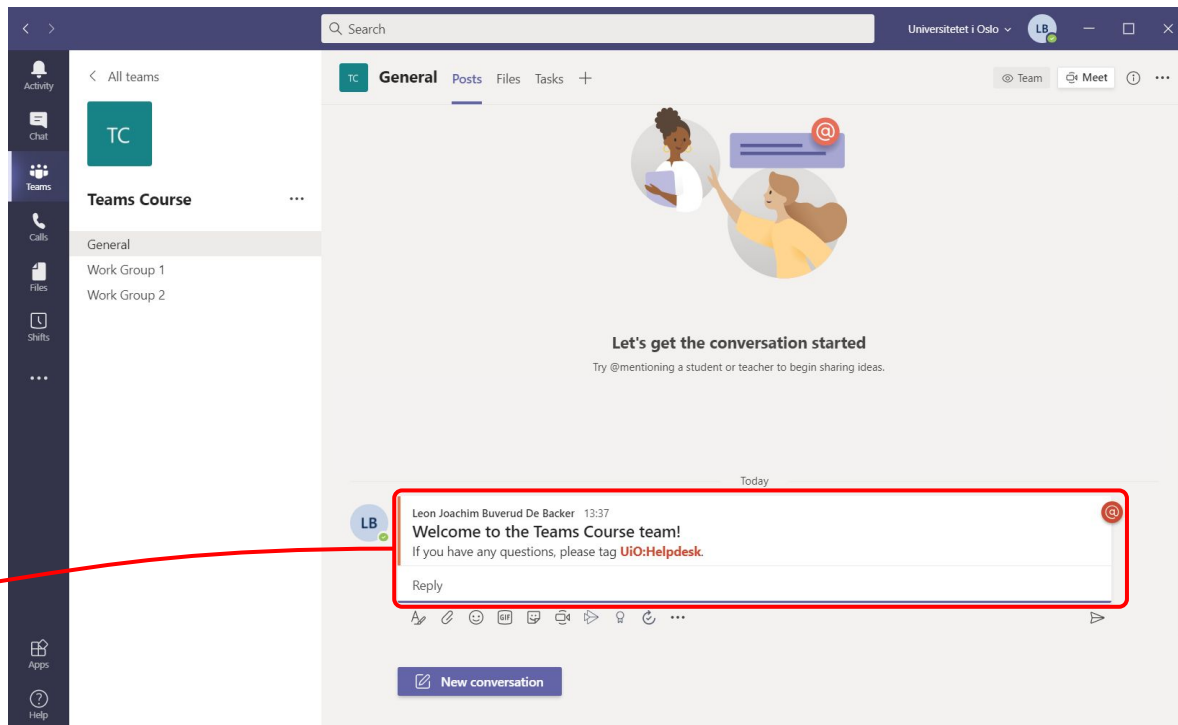
Posts-fanen

- Starte en ny samtale
- Formaterer tekst
- **Team-tags**
 - En kanal
 - Et team
 - **Egendefinert**



Posts-fanen

- Starte en ny samtale
- Formaterer tekst
- Team-tags
 - En kanal
 - Et team
 - Egendefinert
- Tråder
("Threads")

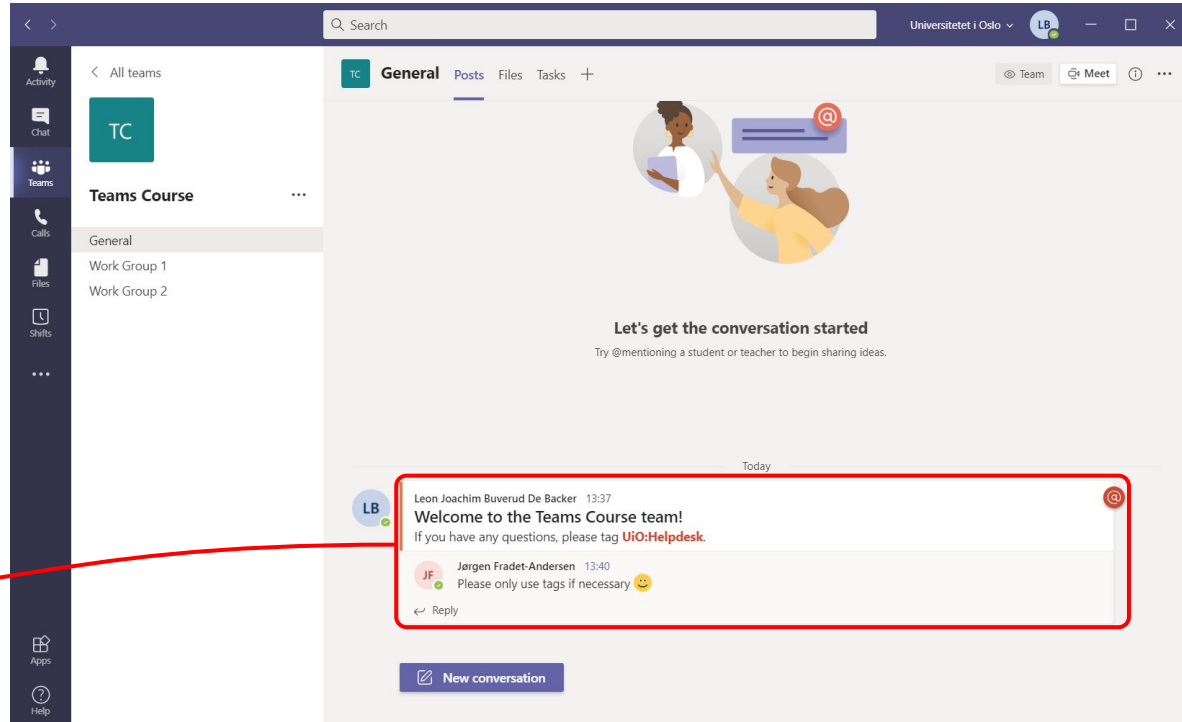


The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calls, Files, Shifts, and Apps. The main area is titled 'All teams' and shows a team named 'Teams Course' with a 'General' channel selected. The 'Posts' tab is active, displaying a post from Leon Joachim Buerud De Backer (LB) at 13:37. The post text is 'Welcome to the Teams Course team! If you have any questions, please tag [UiO:Helpdesk](#).' Below the text is a 'Reply' input field. A red box highlights the post content and the reply field. A red line connects the 'Tråder' ('Threads') bullet point in the list to the post. At the bottom of the chat area is a 'New conversation' button.



Posts-fanen

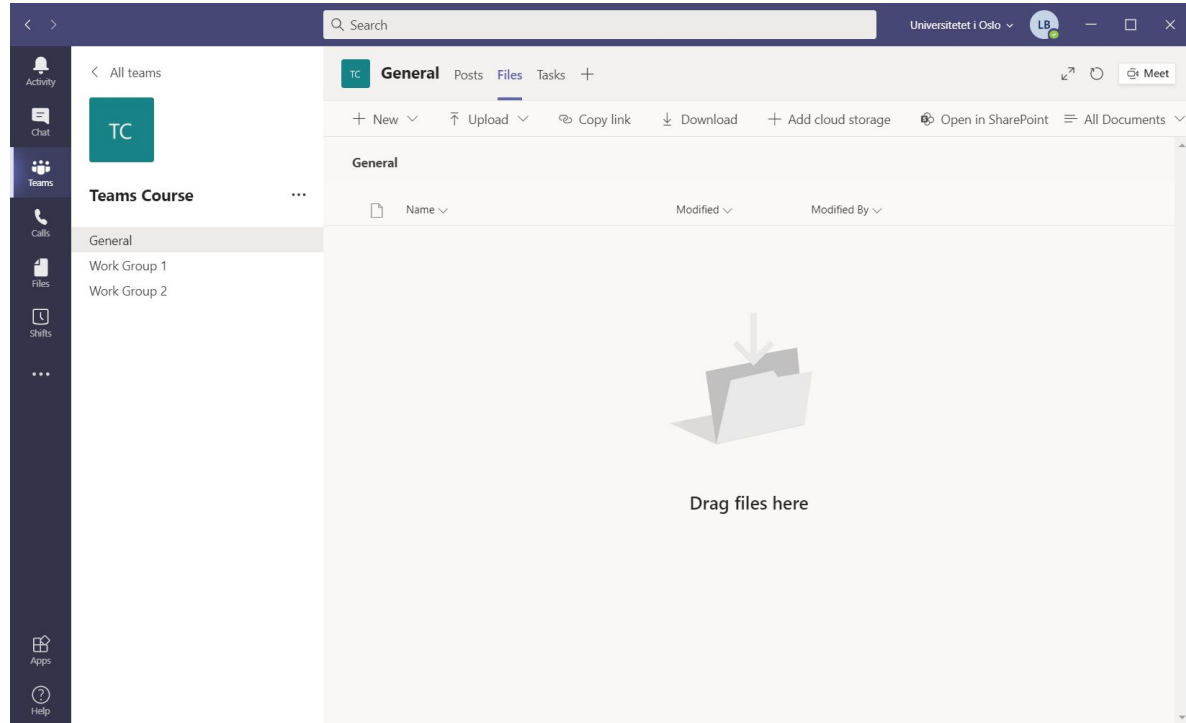
- Starte en ny samtale
- Formaterer tekst
- Team-tags
 - En kanal
 - Et team
 - Egendefinert
- Tråder
("Threads")



The screenshot displays the Microsoft Teams interface. On the left, a sidebar shows navigation options: Activity, Chat, Teams, Calls, Files, Shifts, and Apps. The main area shows a channel named 'Teams Course' with a 'General' tab selected. A post by Leon Joachim Buerud De Backer (LB) is highlighted with a red box. The post text reads: 'Welcome to the Teams Course team! If you have any questions, please tag [UiO:Helpdesk](#).' Below the post, a reply by Jørgen Fradet-Andersen (JF) says: 'Please only use tags if necessary 😊'. A red line connects the 'Tråder' bullet point in the text to the post's reply area.



Files-fanen

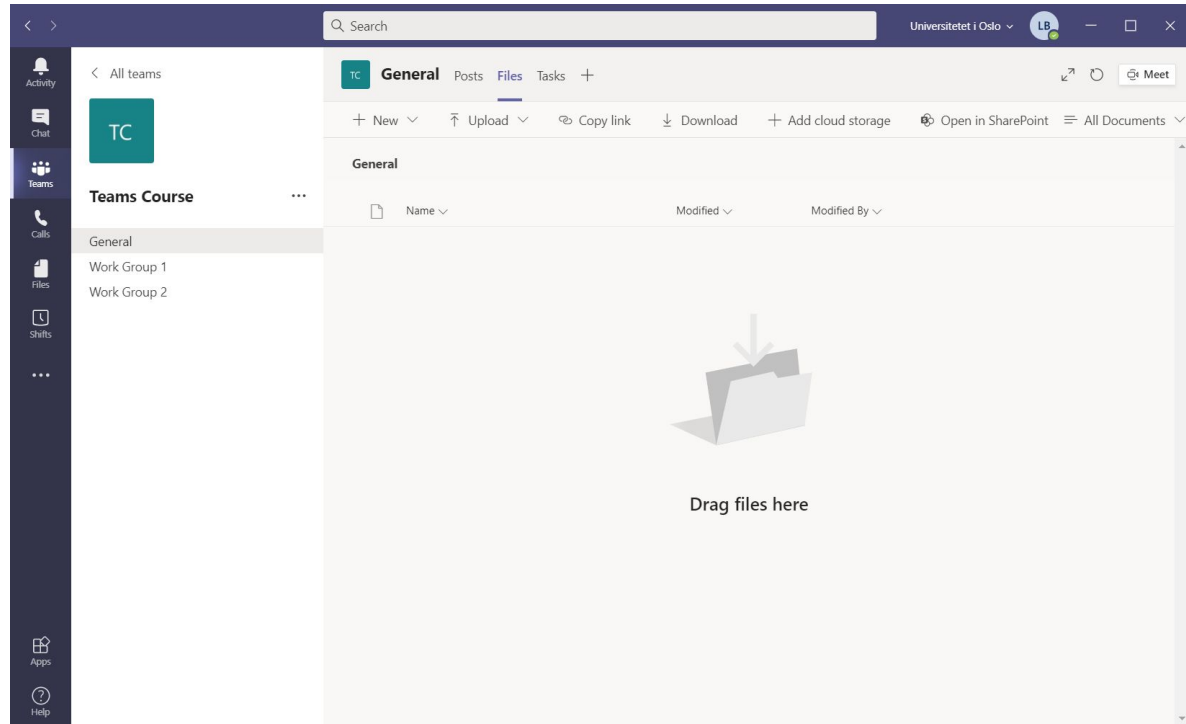


The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation bar includes icons for Activity, Chat, Teams, Calls, Files, Shifts, and Apps. The main area shows a team named "Teams Course" with a "General" channel selected. The "Files" tab is active, displaying a "Drag files here" message with a folder icon. The top navigation bar includes a search bar, the user's name "Universitetet i Oslo", and window controls. The channel header shows "General" with tabs for Posts, Files, and Tasks. Below the header, there are options for New, Upload, Copy link, Download, Add cloud storage, Open in SharePoint, and All Documents. A table header for the file list shows columns for Name, Modified, and Modified By.



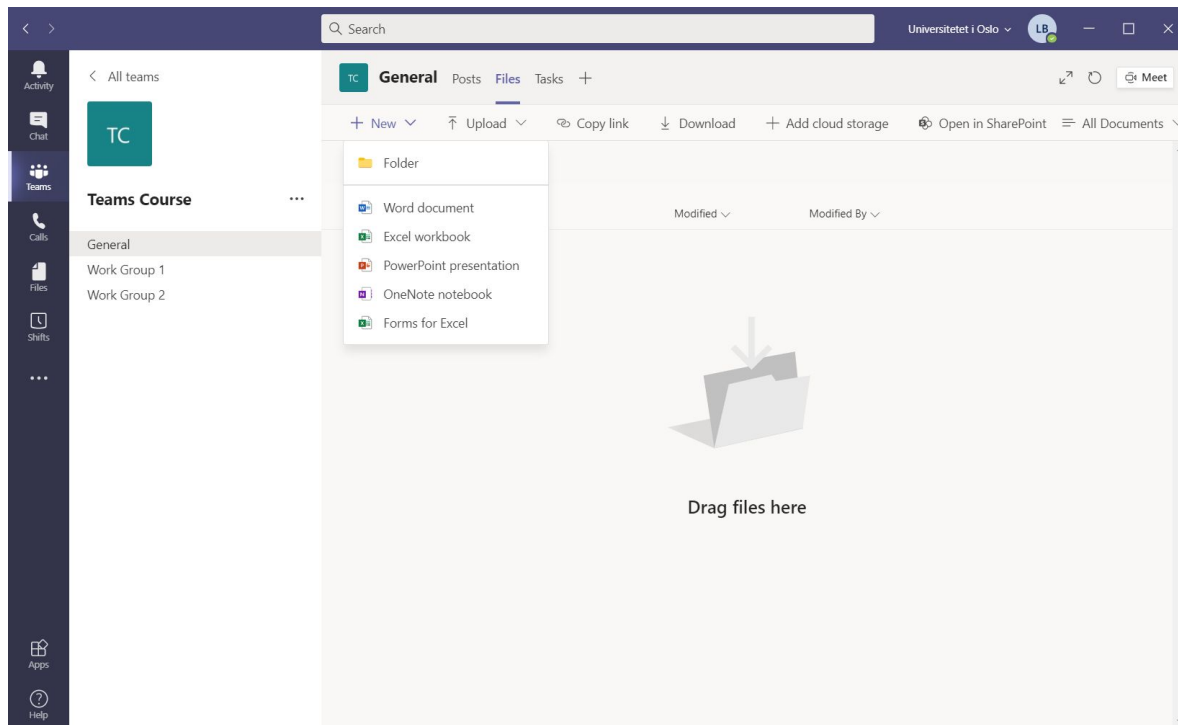
Files-fanen

- Mulig å opprette filer direkte inne i Teams



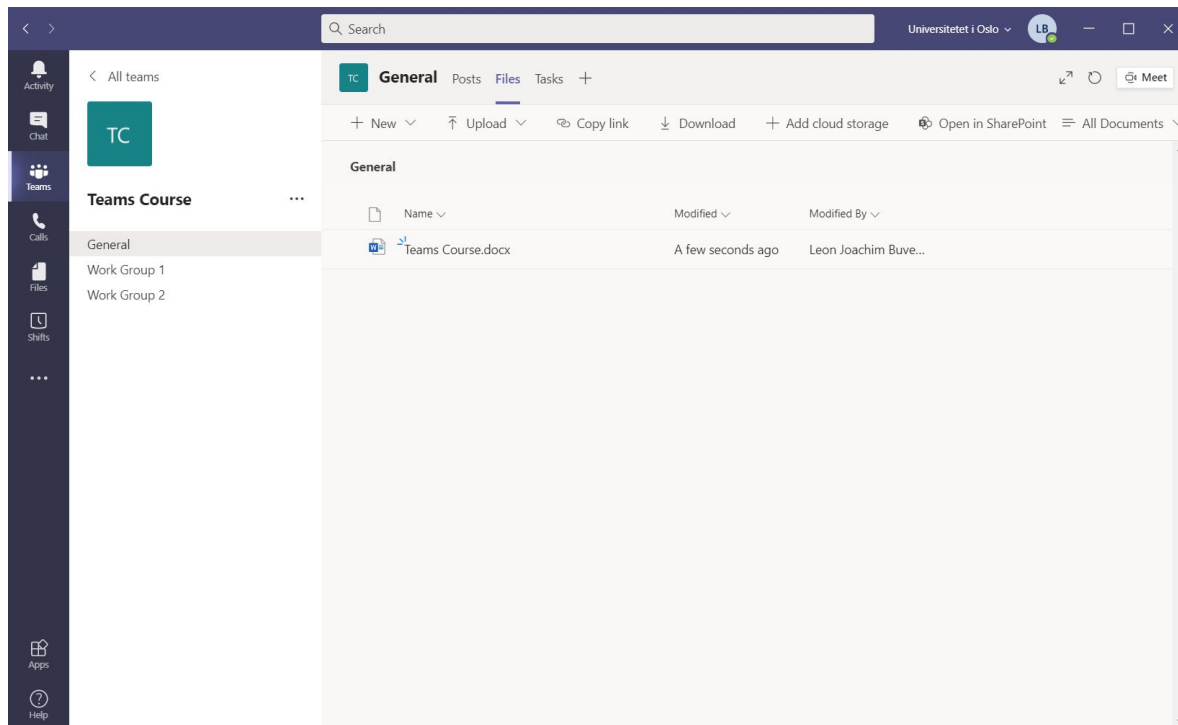
Files-fanen

- Mulig å opprette filer direkte inne i Teams



Files-fanen

- Mulig å opprette filer direkte inne i Teams



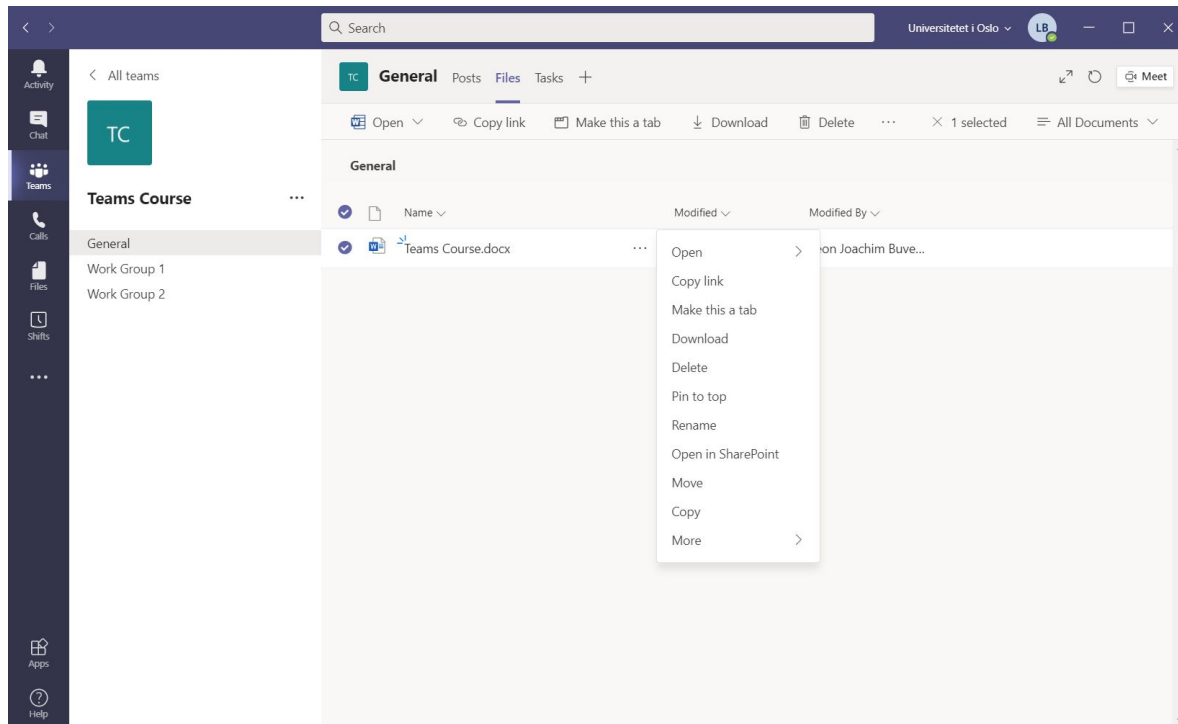
The screenshot displays the Microsoft Teams interface. On the left, a dark navigation pane shows icons for Activity, Chat, Teams, Calls, Files, Shifts, and Apps. The 'Files' icon is highlighted. The main area shows a team named 'TC' with a 'General' channel selected. The 'Files' tab is active, displaying a table of documents. The table has columns for Name, Modified, and Modified By. One document, 'Teams Course.docx', is listed with a modification time of 'A few seconds ago' and 'Leon Joachim Buve...' as the author. The top of the interface includes a search bar, the user's name 'Universitetet i Oslo', and window control buttons.

Name	Modified	Modified By
Teams Course.docx	A few seconds ago	Leon Joachim Buve...



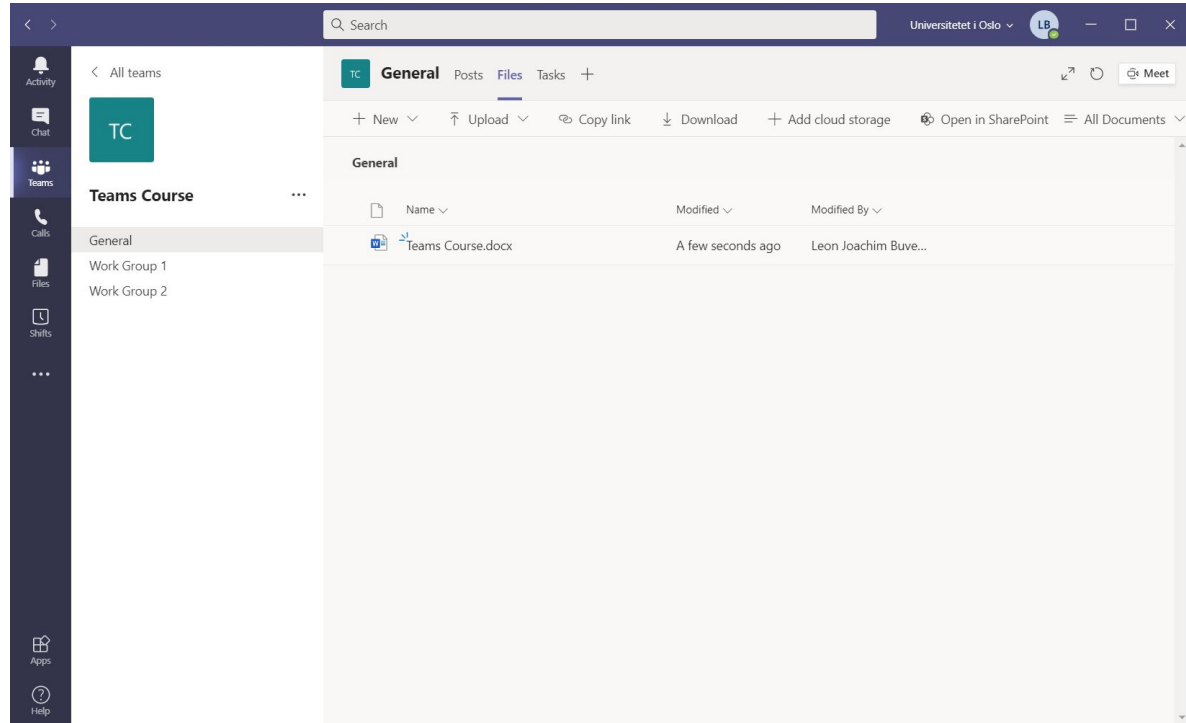
Files-fanen

- Mulig å opprette filer direkte inne i Teams
- **Høyreklikk for flere valg som å slette, gi nytt navn, laste ned osv.**
(NB! Det du gjør, endres for alle i teamet, så ikke slett filer med mindre de skal slettes for alle)



Files-fanen

- Trykk på filen for å åpne den



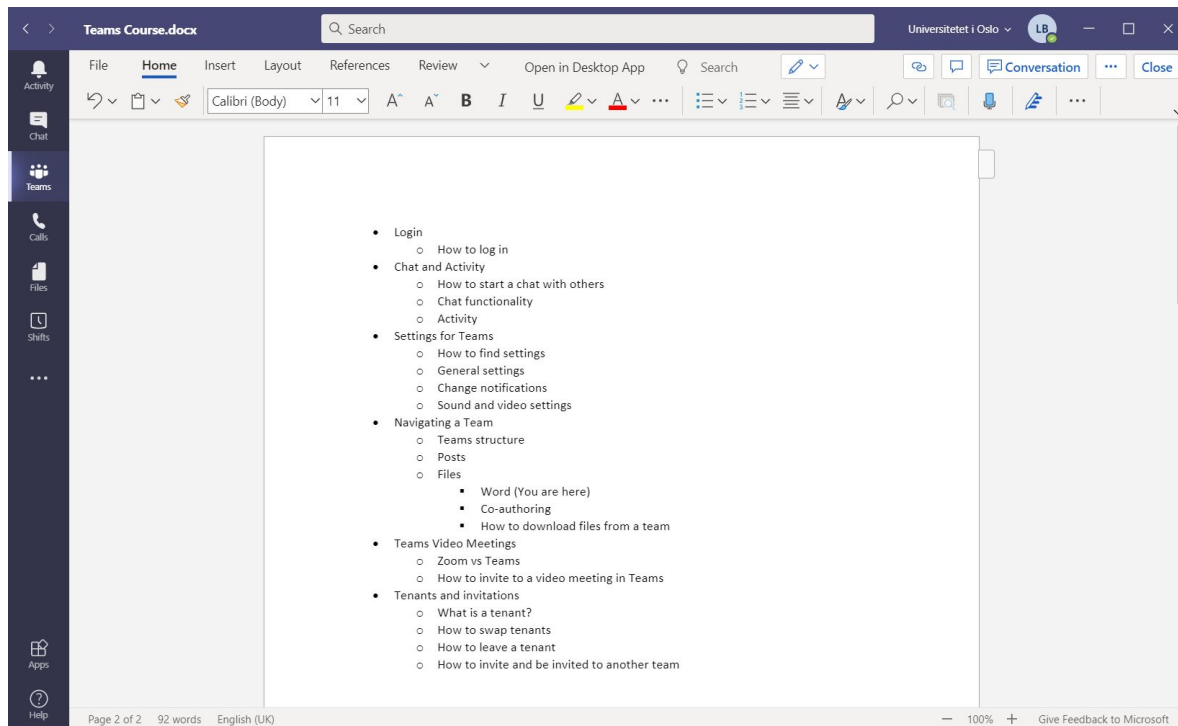
The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat, Teams, Calls, Files, Shifts, and Apps. The main area shows a team named 'TC' with a 'General' channel selected. The 'Files' tab is active, displaying a table of documents. The table has columns for Name, Modified, and Modified By. One document, 'Teams Course.docx', is listed with a modification time of 'A few seconds ago' and is attributed to 'Leon Joachim Buve...'. The top of the interface features a search bar, the user's name 'Universitetet i Oslo', and window control buttons.

Name	Modified	Modified By
Teams Course.docx	A few seconds ago	Leon Joachim Buve...



Files-fanen

- Trykk på filen for å åpne den



The screenshot shows the Microsoft Teams interface with a document titled "Teams Course.docx" open. The document content is a table of contents with the following structure:

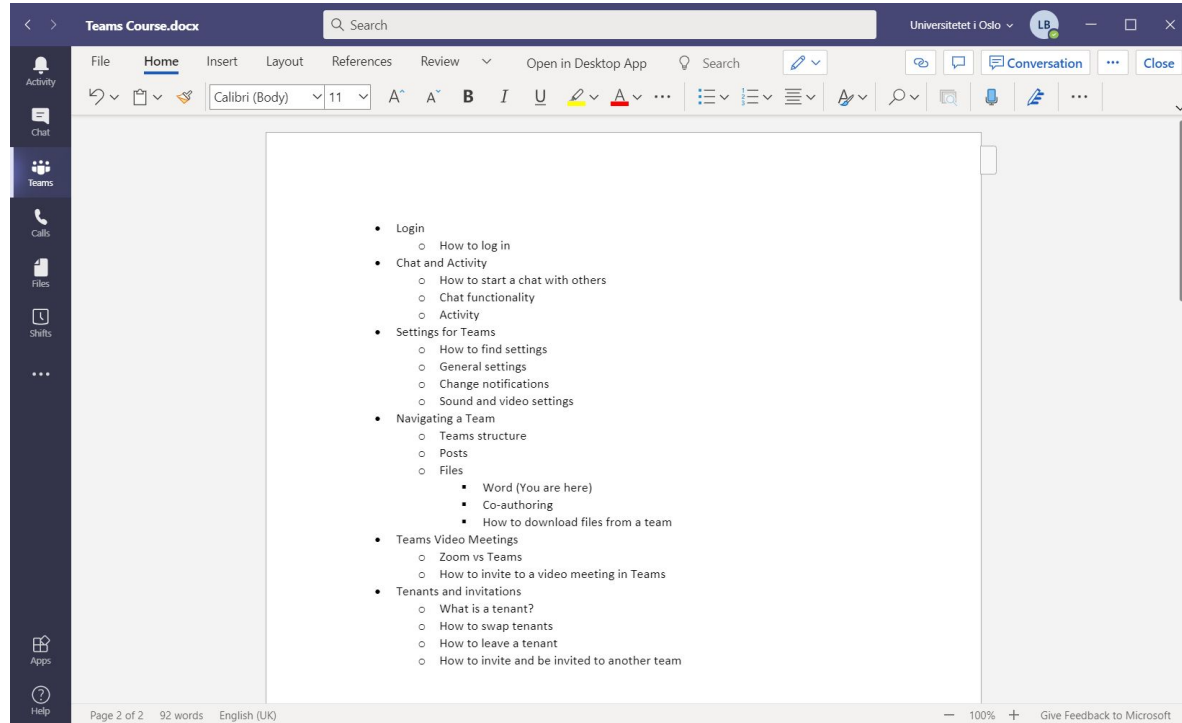
- Login
 - How to log in
- Chat and Activity
 - How to start a chat with others
 - Chat functionality
 - Activity
- Settings for Teams
 - How to find settings
 - General settings
 - Change notifications
 - Sound and video settings
- Navigating a Team
 - Teams structure
 - Posts
 - Files
 - Word (You are here)
 - Co-authoring
 - How to download files from a team
- Teams Video Meetings
 - Zoom vs Teams
 - How to invite to a video meeting in Teams
- Tenants and invitations
 - What is a tenant?
 - How to swap tenants
 - How to leave a tenant
 - How to invite and be invited to another team

The interface includes a top navigation bar with "File", "Home", "Insert", "Layout", "References", "Review", "Open in Desktop App", and "Search". The bottom status bar shows "Page 2 of 2", "92 words", "English (UK)", and "Give Feedback to Microsoft".



Files-fanen

- Trykk på filen for å åpne den
- **Nærmest identisk med Office/Word**



The screenshot shows the Microsoft Teams interface with a document titled "Teams Course.docx" open. The document content is a table of contents with the following structure:

- Login
 - How to log in
- Chat and Activity
 - How to start a chat with others
 - Chat functionality
 - Activity
- Settings for Teams
 - How to find settings
 - General settings
 - Change notifications
 - Sound and video settings
- Navigating a Team
 - Teams structure
 - Posts
 - Files
 - Word (You are here)
 - Co-authoring
 - How to download files from a team
- Teams Video Meetings
 - Zoom vs Teams
 - How to invite to a video meeting in Teams
- Tenants and invitations
 - What is a tenant?
 - How to swap tenants
 - How to leave a tenant
 - How to invite and be invited to another team

The interface includes a top navigation bar with "File", "Home", "Insert", "Layout", "References", "Review", "Open in Desktop App", and "Search". The bottom status bar shows "Page 2 of 2", "92 words", "English (UK)", and "Give Feedback to Microsoft".



Files-fanen

- Trykk på filen for å åpne den
- Nærmest identisk med Office/Word
- Teams lar en samskrive dokumenter

The screenshot shows the Microsoft Word interface within the Teams application. The document title is "Teams Course.docx". The ribbon includes tabs for File, Home, Insert, Layout, and References. The document content is a bulleted list:

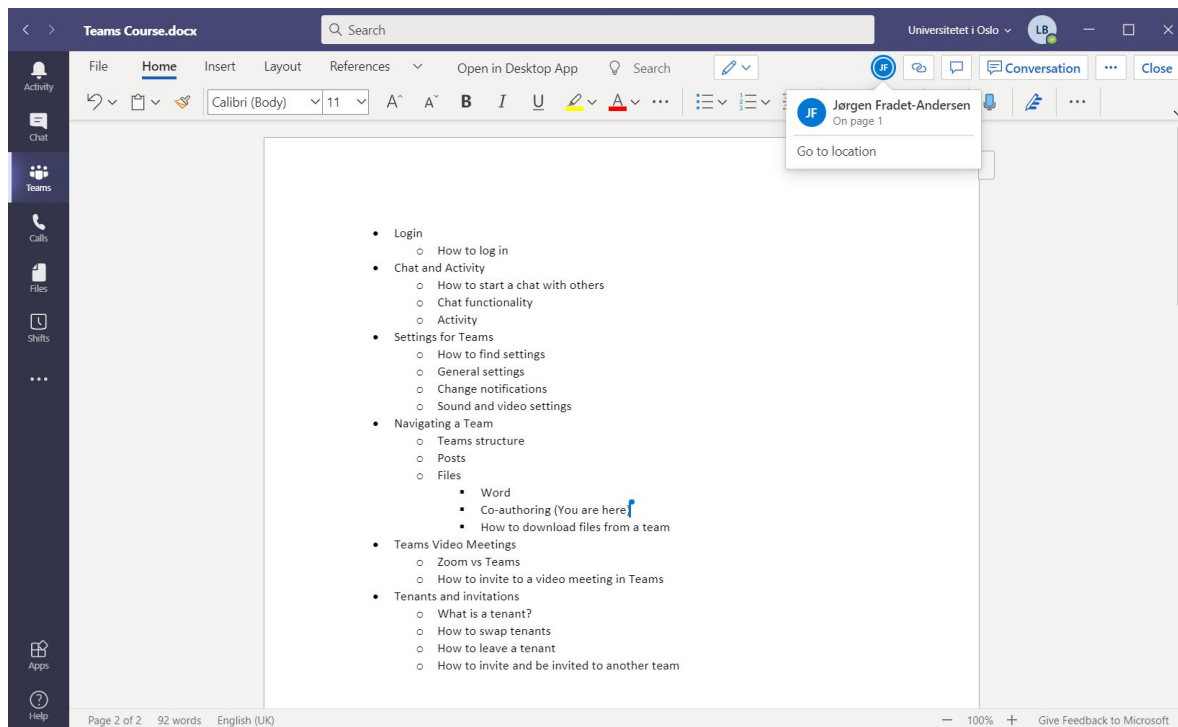
- Login
 - How to log in
- Chat and Activity
 - How to start a chat with others
 - Chat functionality
 - Activity
- Settings for Teams
 - How to find settings
 - General settings
 - Change notifications
 - Sound and video settings
- Navigating a Team
 - Teams structure
 - Posts
 - Files
 - Word
 - Co-authoring (You are here) Sjergen Fradet Andersen
 - How to download files from a team
- Teams Video Meetings
 - Zoom vs Teams
 - How to invite to a video meeting in Teams
- Tenants and invitations
 - What is a tenant?
 - How to swap tenants
 - How to leave a tenant
 - How to invite and be invited to another team

The status bar at the bottom indicates "Page 2 of 2", "92 words", "English (UK)", and "100%".



Files-fanen

- Trykk på filen for å åpne den
- Nærmest identisk med Office/Word
- Teams lar en samskrive dokumenter



The screenshot shows the Microsoft Word interface within the Teams application. The document is titled "Teams Course.docx" and is open in the "Home" tab. The ribbon includes "File", "Home", "Insert", "Layout", "References", "Open in Desktop App", "Search", and "Conversation". The document content is a table of contents with the following items:

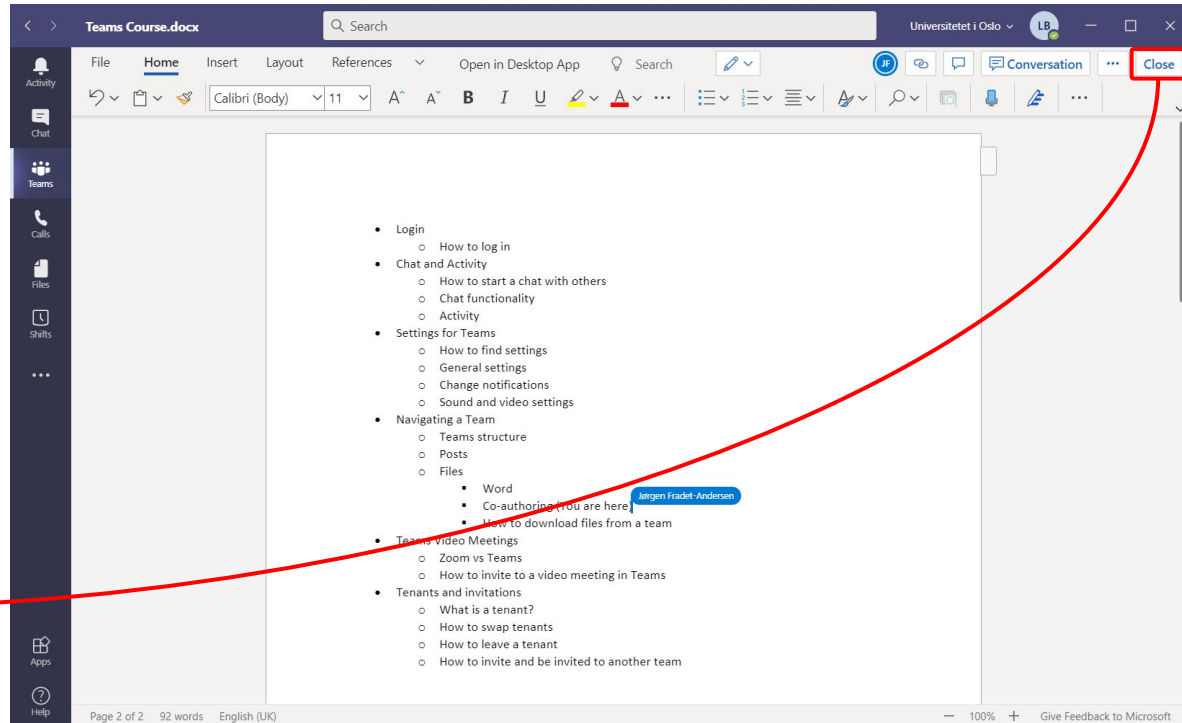
- Login
 - How to log in
- Chat and Activity
 - How to start a chat with others
 - Chat functionality
 - Activity
- Settings for Teams
 - How to find settings
 - General settings
 - Change notifications
 - Sound and video settings
- Navigating a Team
 - Teams structure
 - Posts
 - Files
 - Word
 - Co-authoring (You are here)
 - How to download files from a team
- Teams Video Meetings
 - Zoom vs Teams
 - How to invite to a video meeting in Teams
- Tenants and invitations
 - What is a tenant?
 - How to swap tenants
 - How to leave a tenant
 - How to invite and be invited to another team

The status bar at the bottom indicates "Page 2 of 2", "92 words", "English (UK)", and "100%". A tooltip for "Jørgen Fradet-Andersen" is visible in the top right corner.



Files-fanen

- Trykk på filen for å åpne den
- Nærmest identisk med Office/Word
- Teams lar en samskrive dokumenter
- Lukke dokumentet





Innhold

1

Innlogging

2

Chat og Activity

3

Innstillinger i Teams

4

Navigere et team

5

Teams videomøter

6

Tenants og invitasjoner



Innhold

1

Innlogging

2

Chat og Activity

3

Innstillinger i Teams

4

Navigere et team

5

Teams videomøter

6

Tenants og invitasjoner



5 Teams videomøter

- Zoom vs Teams
- Hvordan invitere til et videomøte i Teams
- Møtebildet





Teams

Fordeler:

- Tett integrasjon med chat, teams, og fildeling

Ulemper:

- Kan være kronglete å invitere til videomøte (per dags dato)



Zoom

Fordeler:

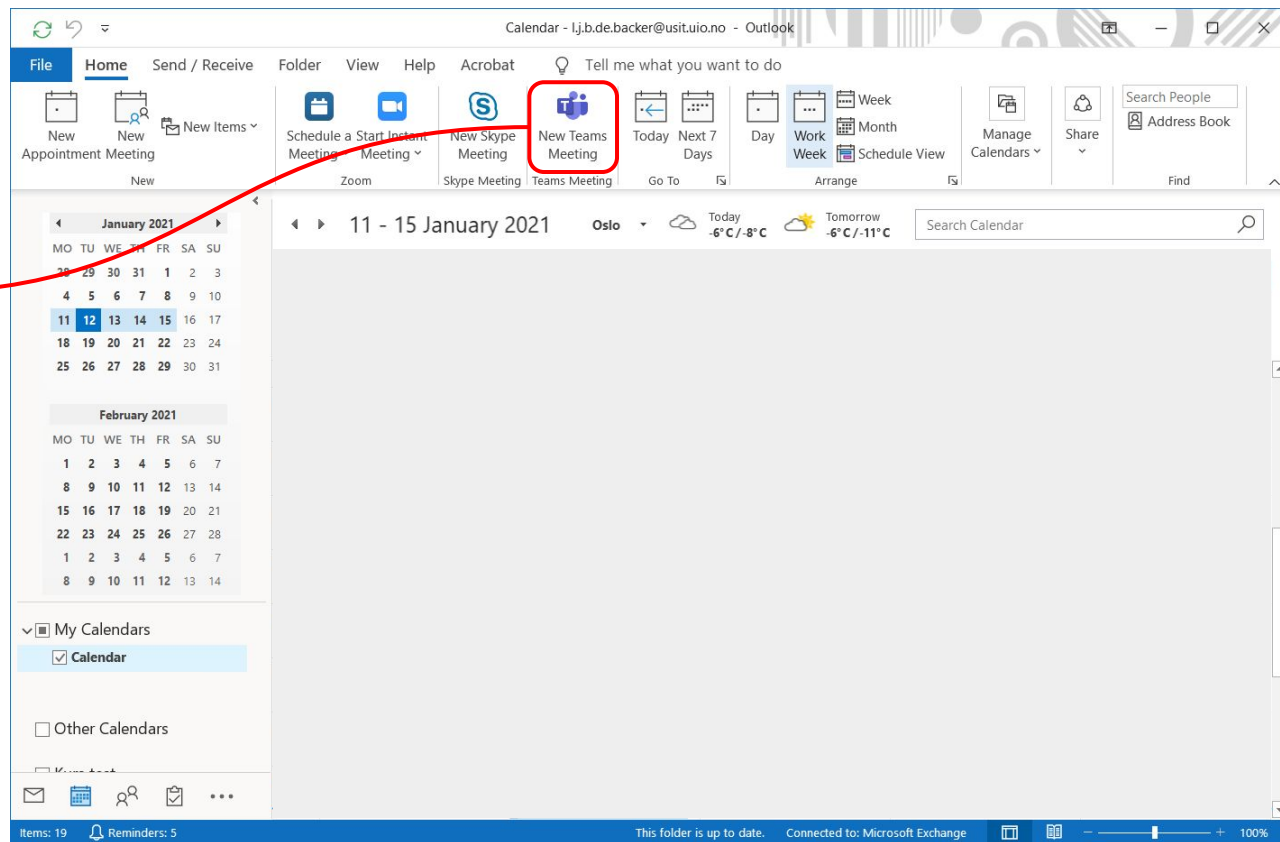
- Laget for videokonferanse
- Opp til 300 deltakere (kan økes til 1000)
- Standard for videomøter på UiO
- Enkelt å bruke

Ulemper:

- Dårligere chat funksjonalitet

Invitere til Teams-møte

- Trykk på “New Teams Meeting”



Calendar - Ij.b.de.backer@usit.uio.no - Outlook

File Home Send / Receive Folder View Help Acrobat Tell me what you want to do

New Appointment Meeting New Meeting New Items

Schedule a Start Instant Meeting Meeting Zoom

New Skype Meeting Skype Meeting

New Teams Meeting Teams Meeting

Today Next 7 Days Go To

Day Work Week Month Schedule View Arrange

Manage Calendars Share Search People Address Book Find

January 2021

MO	TU	WE	TH	FR	SA	SU
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

11 - 15 January 2021 Oslo Today -6°C / -8°C Tomorrow -6°C / -11°C Search Calendar

My Calendars

Calendar

Other Calendars

Items: 19 Reminders: 5 This folder is up to date. Connected to: Microsoft Exchange 100%



Invitere til Teams-møte

- Trykk på “New Teams Meeting”
- Legg til møteinformasjon

The screenshot shows the Microsoft Teams meeting creation window. The title is "Teams meeting" and the organizer is "Jakob Stenvaag". The start and end times are both set to "Wed 17/02/2021". The location is "Micros". The interface includes a "Send" button, a "Room Fin.." sidebar with a calendar for February 2021, and a "Suggested times" section showing "14:00 - 14:30" with "No conflicts".

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list:
None

Choose an available room:
None

Suggested times:
14:00 - 14:30
No conflicts



Invitere til Teams-møte

- Trykk på “New Teams Meeting”
- Legg til møteinformasjon
- Trykk på lenken for å delta i møtet



Teams meeting - Meeting

File Meeting Scheduling Assist... Insert Format Text Review Help Tell me

Actions Zoom Skype Meeting Teams Meeting Meeting Notes Attendees Options Tags

You haven't sent this meeting invitation yet.

Send

Title Teams meeting

Required Jakob Stenvaag

Optional

Start time Wed 17/02/2021 1

End time Wed 17/02/2021 1

Location Micros Room Finder

[Insert optional text here]

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list:

None

Choose an available room:

None

Suggested times:

14:00 - 14:30
No conflicts

In Shared Folder Calendar

Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (1/3):

- Høyreklikk på linken før man sender den



The screenshot shows the Microsoft Teams meeting invitation interface. The 'Send' button is highlighted with a red circle and a red arrow pointing to the right-click context menu. The meeting details include the title 'Teams meeting', organizer 'Jakob Stenvaag', and start/end times on Wed 17/02/2021. A 'Room Finder' panel on the right shows a calendar for February 2021 and a suggested time slot of 14:00 - 14:30 with no conflicts.

Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (1/3):

- Høyreklikk på linken før man sender den

The screenshot shows the Microsoft Teams meeting invitation interface. The 'Send' button is highlighted with a red arrow pointing to the 'Click here to join the meeting' link in the invitation text.

Meeting details:

- Title: Teams meeting
- Required: [Jakob Stenvaag](#)
- Optional: [Empty]
- Start time: Wed 17/02/2021
- End time: Wed 17/02/2021
- Location: Micros

Invitation text:

[Insert optional text here]

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

The screenshot shows the context menu that appears when right-clicking on the 'Click here to join the meeting' link. The 'Copy' option is highlighted.

- Cut
- Copy
- Paste Options:
- Edit Hyperlink...
- Open Hyperlink
- Copy Hyperlink
- Remove Hyperlink
- Font...
- Paragraph...
- Smart Lookup
- Synonyms >
- Translate
- Who Is...



Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (1/3):

- Høyreklikk på linken før man sender den
- Trykk på “Copy Hyperlink”

Teams meeting - Meeting

File Meeting Scheduling Assist: Insert Format Text Review Help Tell me

Actions Zoom Skype Meeting Teams Meeting Meeting Notes Attendees Options Tags

You haven't sent this meeting invitation yet.

Send

Title Teams meeting

Required [Jakob Stenvaag](#)

Optional

Start time Wed 17/02/2021 1

End time Wed 17/02/2021 1

Location Micros Room Finder

[Insert optional text here]

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list: None

Choose an available room: None

Suggested times: 14:00 - 14:30 No conflicts

Cut

Copy

Paste Options:

Edit Hyperlink...

Open Hyperlink

Copy Hyperlink

Remove Hyperlink

Font...

Paragraph...

Smart Lookup

Synonyms >

Translate

Who Is...



Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (2/3):

- Høyreklikk på innholdsfeltet

The screenshot shows the Microsoft Teams meeting invitation interface. The top menu includes File, Meeting, Scheduling Assist, Insert, Format Text, Review, Help, and Tell me. The main content area displays the meeting details for "Teams meeting" on Wednesday, February 17, 2021, at 14:00. The "Direct link" section shows a red gear icon, which is highlighted by a red arrow from the text "Høyreklikk på innholdsfeltet". Below the gear icon, the text reads "Microsoft Teams meeting" and "Join on your computer or mobile app". A link "Click here to join the meeting" is provided. The right sidebar shows a calendar view for February 2021, a room list, and suggested times.

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list:

None

Choose an available room:

None

Suggested times:

14:00 - 14:30
No conflicts



Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (2/3):

- Høyreklikk på innholdsfeltet

The screenshot shows the Microsoft Teams meeting invitation interface. The 'Direct link' field is highlighted with a red line, and a red arrow points from this field to a context menu on the right. The context menu includes options like Cut, Copy, Paste Options, Font, Paragraph, Who Is, Smart Lookup, Synonyms, Translate, and Link.



Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (2/3):

- Høyreklikk på innholdsfeltet
- Velg paste-ikonet med "A"

Teams meeting - Meeting

File Meeting Scheduling Assist: Insert Format Text Review Help Tell me

Actions Zoom Skype Meeting Teams Meeting Meeting Notes Attendees Options Tags

You haven't sent this meeting invitation yet.

Send

Title: Teams meeting

Required: Jakob Stenvaag

Optional:

Start time: Wed 17/02/2021

End time: Wed 17/02/2021

Location: Micros Room Finder

Direct link:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list: None

Choose an available room: None

Suggested times: 14:00 - 14:30 No conflicts

Cut

Copy

Paste Options:

Paste with styles

Font...

Paragraph...

Who Is...

Smart Lookup

Synonyms

Translate

Link



Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (2/3):

- Høyreklikk på innholdsfeltet
- Velg paste-ikonet med "A"



Teams meeting - Meeting

File Meeting Scheduling Assist... Insert Format Text Review Help Tell me

Actions Zoom Skype Meeting Teams Meeting Meeting Notes Attendees Options Tags

You haven't sent this meeting invitation yet.

Send

Title: Teams meeting

Required: Jakob Stenvaag

Optional:

Start time: Wed 17/02/2021 1

End time: Wed 17/02/2021 1

Location: Micros Room Finder

Direct link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTRINTQyNGYtMTJmNS00Y2Q0LThjMDMtMj00thread.v2/0?context=%7b%22Tid%22%3a%222463b6811-b0a4-4b2a-b932-72c4c970c5d2%22%7d

Microsoft Teams meeting

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list:
None

Choose an available room:
None

Suggested times:
14:00 - 14:30
No conflicts

In Shared Folder Calendar

Invitere til Teams-møte

Dersom man har problemer med å få sendt lenke (3/3):

- Trykk enter for å lage det til en trykkelig lenke

Teams meeting - Meeting

File Meeting Scheduling Assist... Insert Format Text Review Help Tell me

Actions Zoom Skype Meeting Teams Meeting Meeting Notes Attendees Options Tags

You haven't sent this meeting invitation yet.

Send

Title Teams meeting

Required Jakob Stenvaag

Optional

Start time Wed 17/02/2021 1

End time Wed 17/02/2021 1

Location Micros Room Finder

Direct link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTRINTQyNGYtMTJmNS00Y2Q0LThjMDMtM40thread.v2/0?context=%7b%22Tid%22%3a%22463b6811-b0a4-4b2a-b932-72c4c970c5d2%22%7d

Room Fin..

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Good Fair Poor

Show a room list:
None

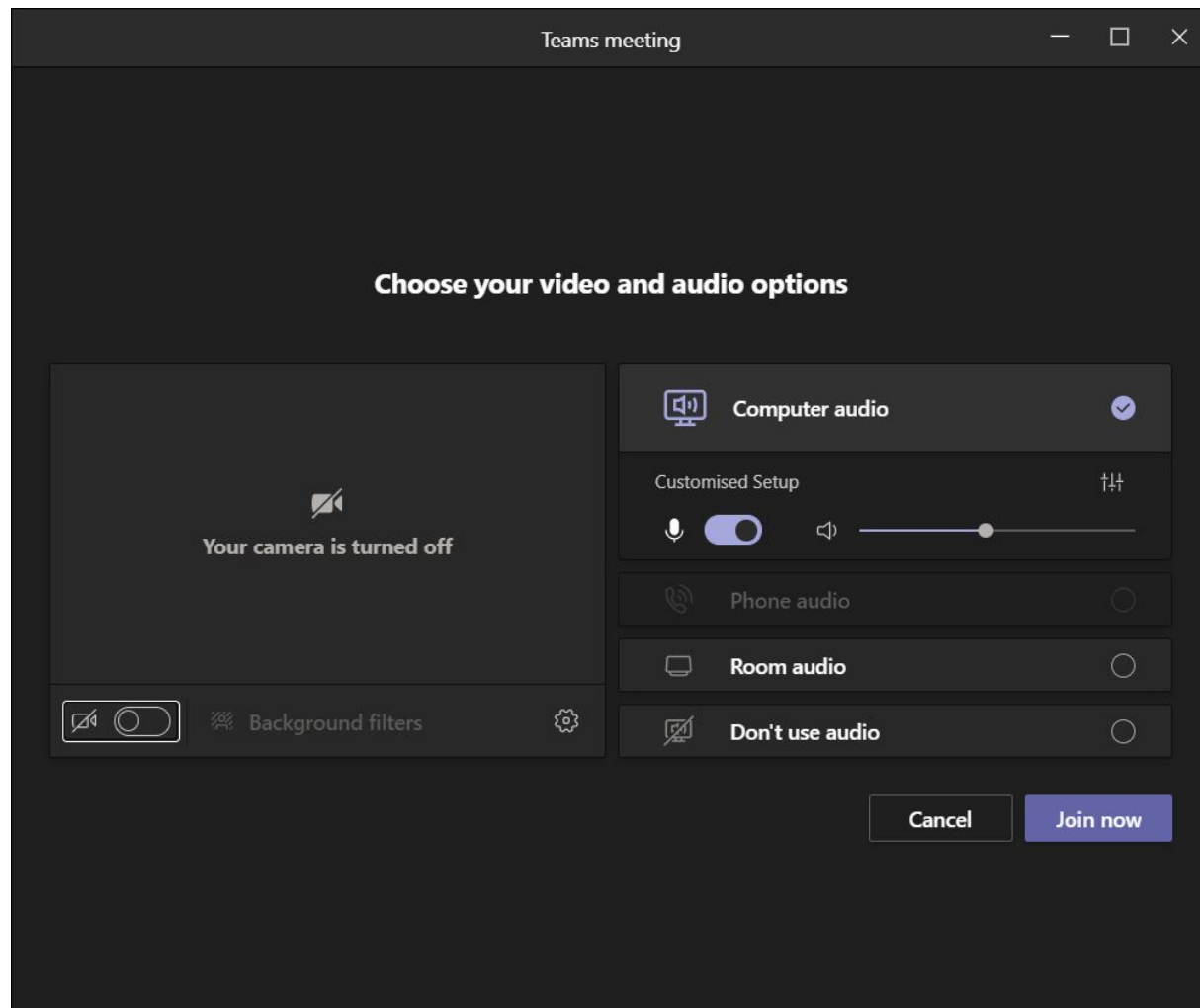
Choose an available room:
None

Suggested times:
14:00 - 14:30
No conflicts

In Shared Folder Calendar



Kamera- og lydinnstillinger



The screenshot shows the 'Choose your video and audio options' dialog in a Teams meeting window. The window title is 'Teams meeting'. The main area displays 'Your camera is turned off' with a camera icon. Below this, there are controls for 'Background filters' (a camera icon and a toggle switch) and a gear icon for settings. On the right, there are four audio options: 'Computer audio' (selected with a checkmark), 'Customised Setup' (with a volume slider and a speaker icon), 'Phone audio' (with a headset icon), 'Room audio' (with a laptop icon), and 'Don't use audio' (with a crossed-out speaker icon). At the bottom right, there are 'Cancel' and 'Join now' buttons.

Teams meeting

Choose your video and audio options

Your camera is turned off

Background filters

Computer audio

Customised Setup

Phone audio

Room audio

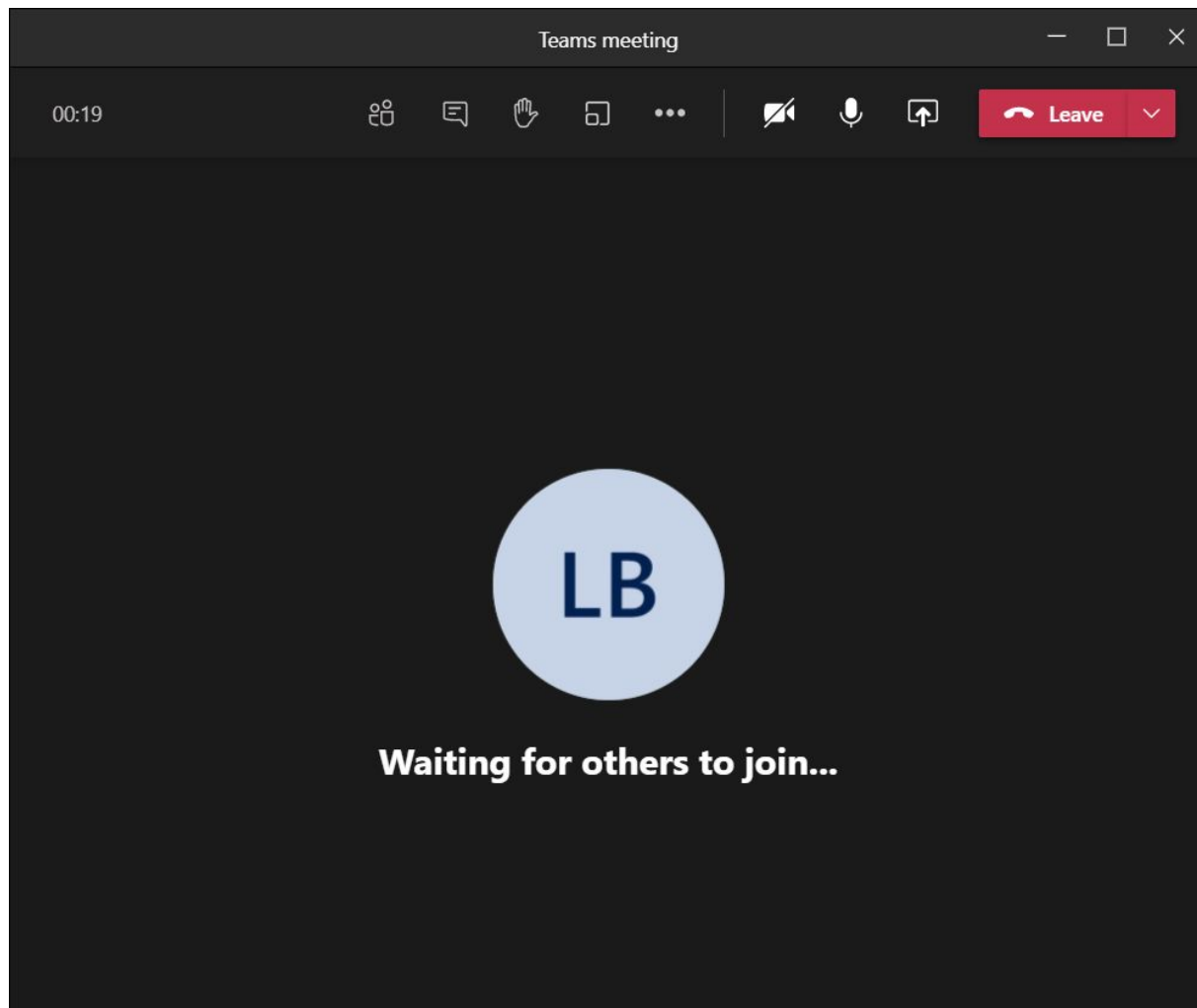
Don't use audio

Cancel Join now



Møtebildet

- Venter på andre deltakere



Møtebildet

- Deltakerknappen

Teams meeting

00:33

Join Meeting

Participants

Type a name

In this meeting (1)

LB Leon Joachim Buerud De Backer
Organiser

Waiting for others to join...



Møtebildet

- Deltakerknappen
- Invitér deltakere

Teams meeting

00:33

Participants

Type a name

In this meeting (1)

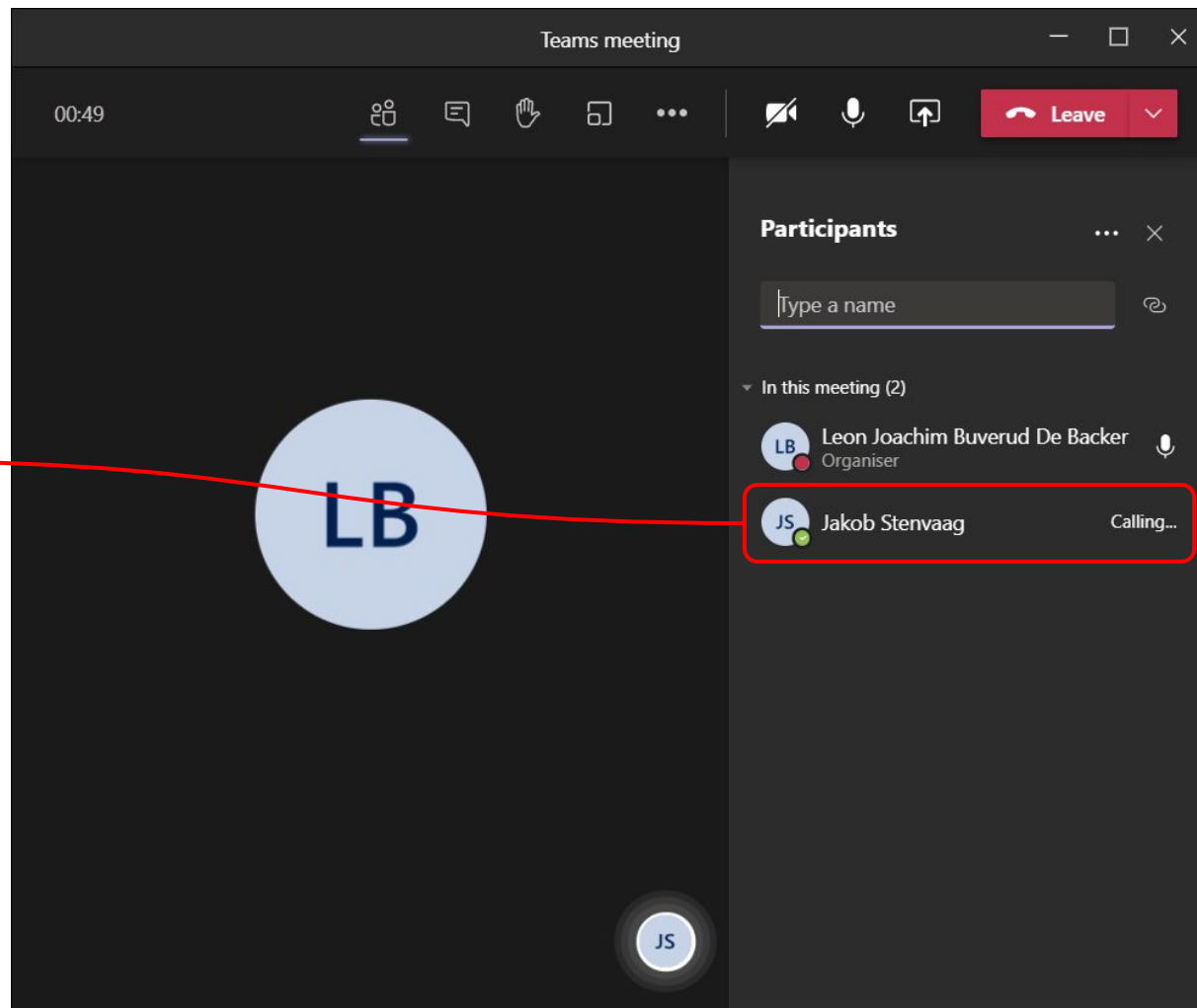
LB Leon Joachim Buerud De Backer
Organiser

Waiting for others to join...



Møtebildet

- Deltakerknappen
- Inviter deltakere
- **Deltaker ringes**



Møtebildet

- Deltakerknappen
- Inviter deltakere
- Deltaker ringes
- **Deltaker har blitt med**

Teams meeting

02:50

Participants

Type a name

In this meeting (2) Mute all

LB Leon Joachim Buerud De Backer
Organiser

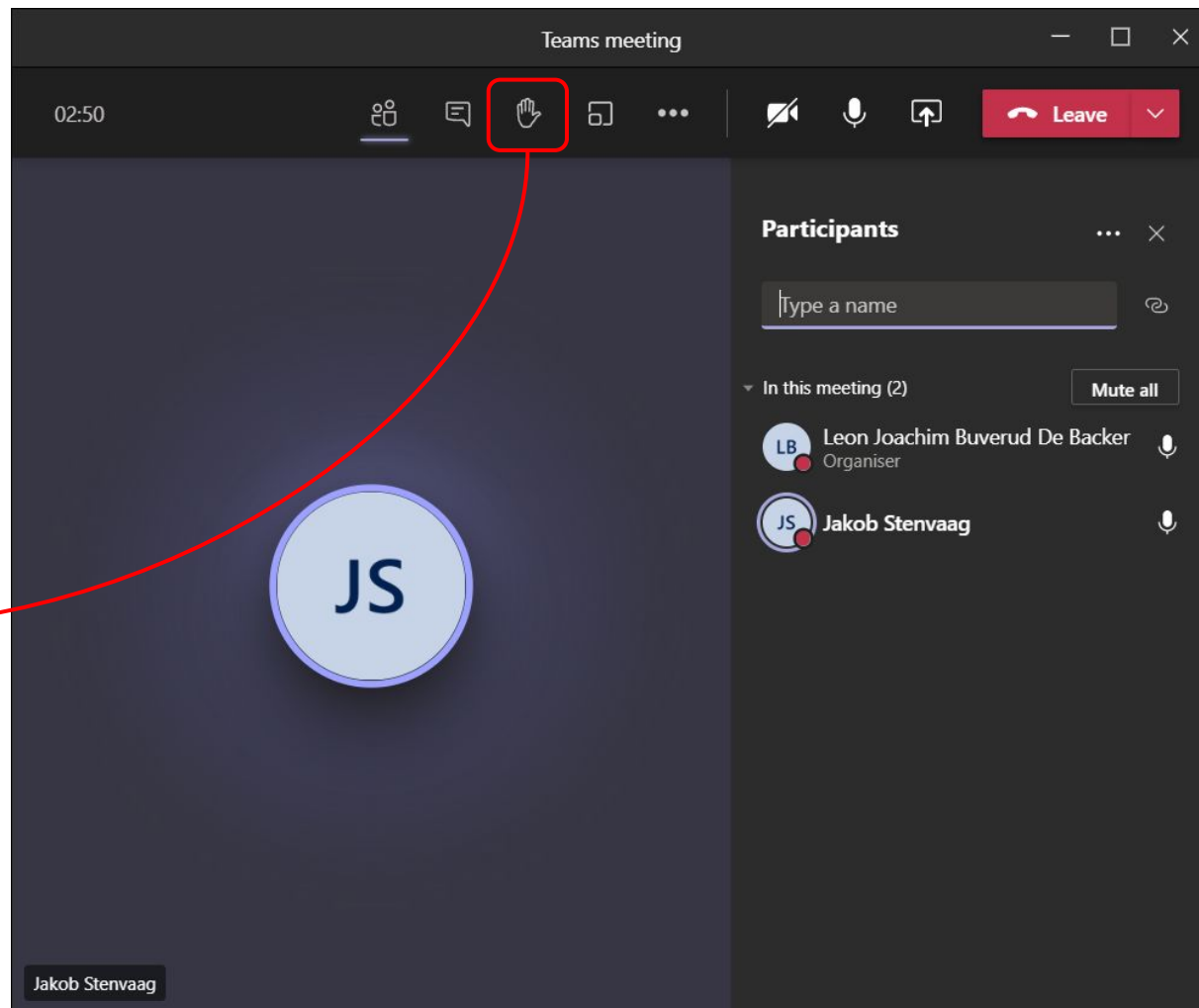
JS Jakob Stenvaag

Jakob Stenvaag



Møtebildet

- Deltakerknappen
- Inviter deltakere
- Deltaker ringes
- Deltaker har blitt med
- **Kan rekke opp hånden**



Møtebildet

- Deltakerknappen
- Inviter deltakere
- Deltaker ringes
- Deltaker har blitt med
- **Kan rekke opp hånden**

Teams meeting

03:11

Participants

Type a name

In this meeting (2) Mute all

LB Leon Joachim Buerud De B... Organiser

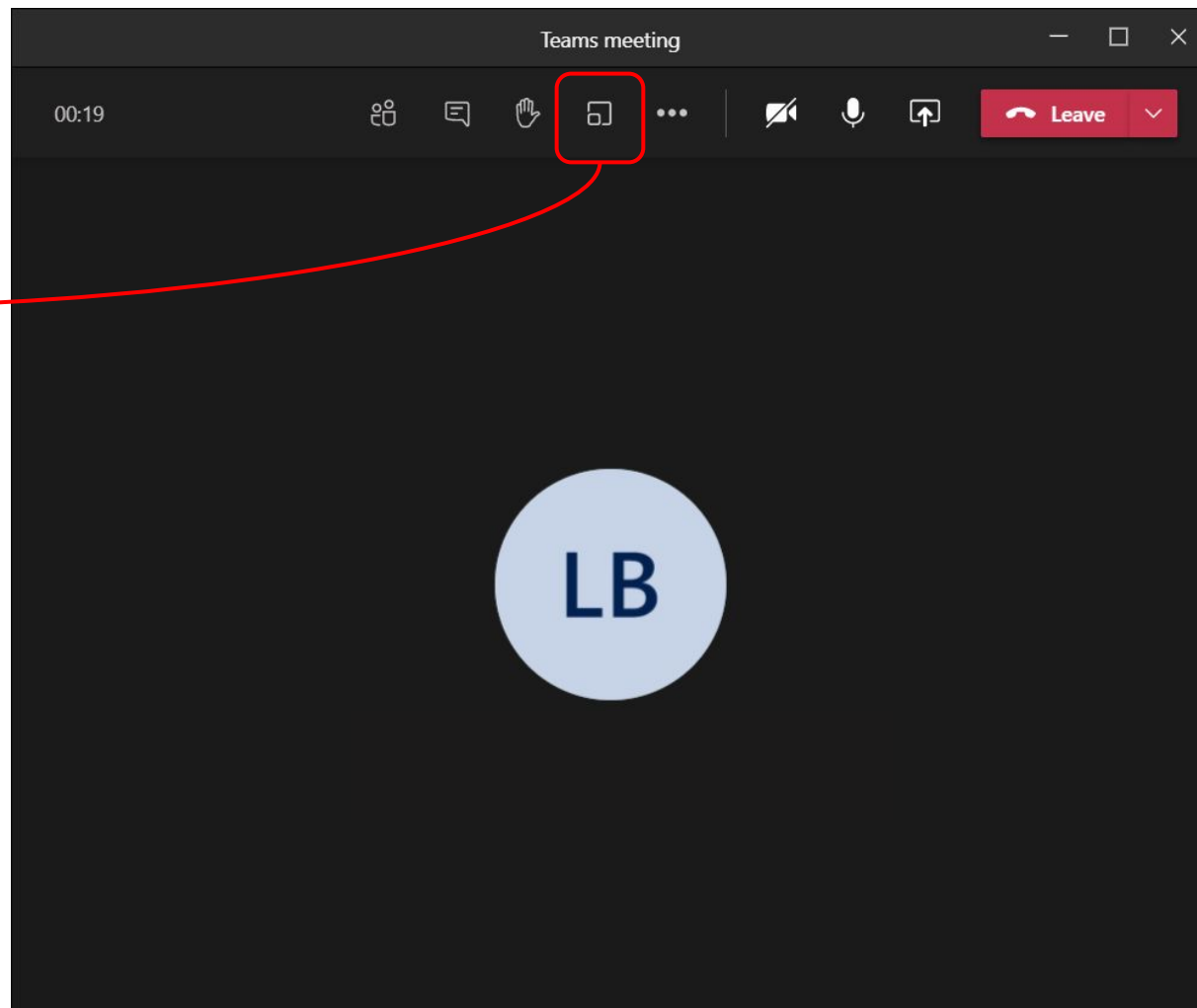
JS Jakob Stenvaag

Jakob Stenvaag



Breakout Rooms

- Start oppsett



Breakout Rooms

- Start oppsett
- **Manuell eller automatisk tildeling**

Teams meeting

02:19

Create Breakout Rooms

Room settings

How many rooms do you need? 1

Participants

How would you like to assign participants

Automatically
Assign 1 person into 1 room (1 per room)

Manually
Add participants individually to Breakout Rooms.

Cancel Create Rooms

Jakob Stenvaag



Breakout Rooms

- Start oppsett
- Manuell eller automatisk tildeling
- Opprett rom

Teams meeting

02:19

Create Breakout Rooms

Room settings

How many rooms do you need? 1

Participants

How would you like to assign participants

Automatically
Assign 1 person into 1 room (1 per room)

Manually
Add participants individually to Breakout Rooms.

Cancel Create Rooms

Jakob Stenvaag



Breakout Rooms

- Start oppsett
- Manuell eller automatisk tildeling
- Opprett rom



The screenshot shows a Microsoft Teams meeting interface. At the top, the title bar reads "Teams meeting" with standard window controls. Below the title bar is a toolbar with icons for participants, chat, hand raise, screen share, and a "Leave" button. The main area is dark, and a large blue circle with the letters "JS" is centered. On the right side, a "Breakout rooms" panel is open, showing the "Assign participants" section with the message "All participants are assigned". Below this are buttons for "Manage rooms", "Add room", and "Start rooms". A list of breakout rooms is shown, with "Room 1 (1)" containing "Jakob Stenvaag" and a "CLOSED" status. Below the room list are checkboxes for "Select all" and "Jakob Stenvaag". At the bottom left, the name "Jakob Stenvaag" is displayed in a small black box.

Breakout Rooms

- Start oppsett
- Manuell eller automatisk tildeling
- Opprett rom
- Åpne rommene



Teams meeting

18:00

Breakout rooms

Assign participants
All participants are assigned

Manage rooms

Add room Start rooms

Room 1 (1)
Jakob Stenvaag

CLOSED

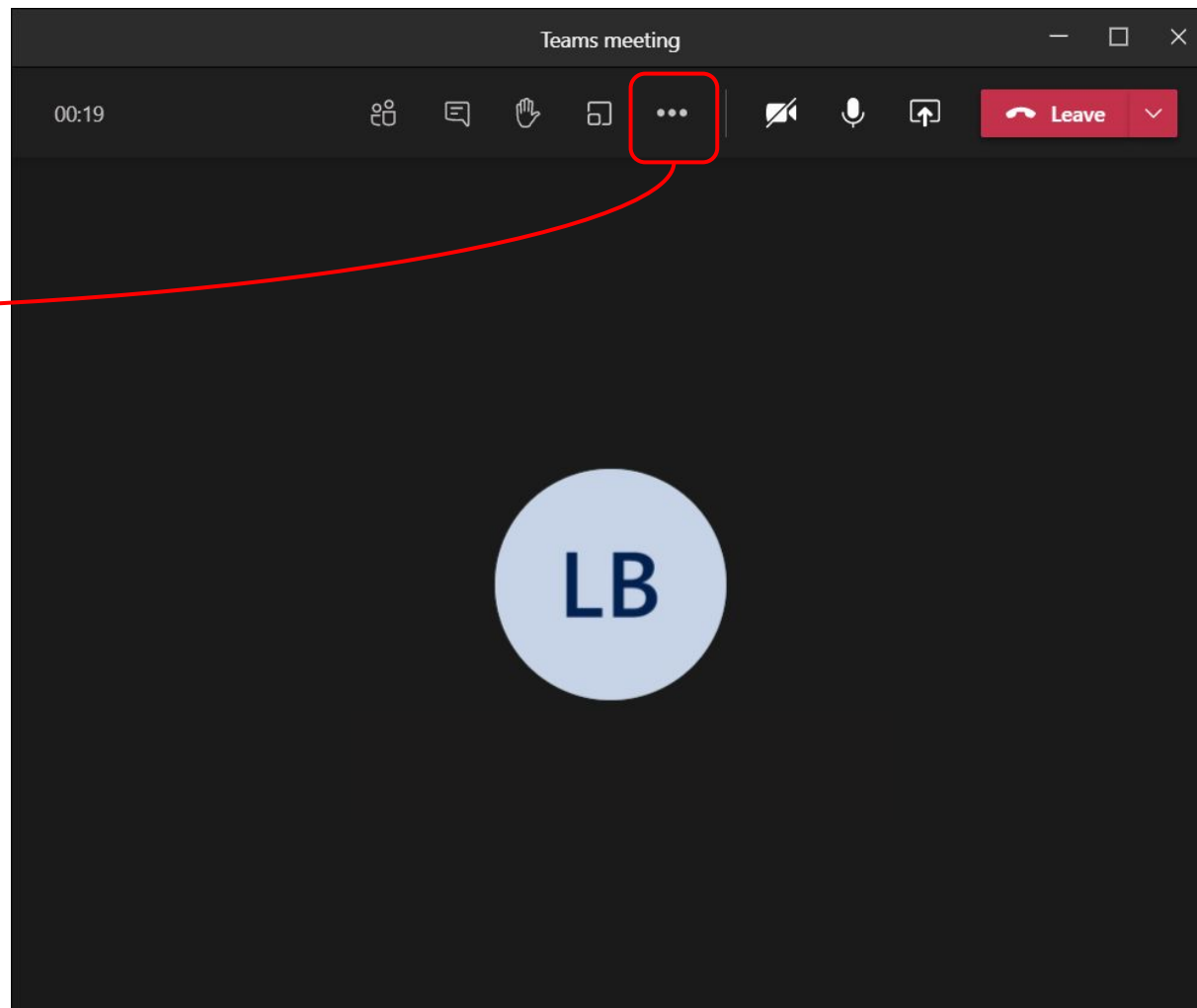
Select all

Jakob Stenvaag

Jakob Stenvaag

Flere valg

- Flere valg



Flere valg

- Flere valg



The screenshot shows the Microsoft Teams meeting interface. At the top, the title bar reads "Teams meeting" with standard window controls. Below the title bar, the meeting time "23:34" is displayed on the left. A row of icons for participants, chat, hand raise, screen share, and more options is visible. The "More options" menu is open, showing a list of settings and actions. The "Gallery" option is selected, indicated by a checkmark. At the bottom left, the name "Jakob Stenvaag" is visible in a name tag.

Teams meeting

23:34

Device settings

Meeting options

Meeting notes

Meeting details

Gallery ✓

Large gallery (Preview)

Together mode (Preview)

Focus

Full screen

Apply background effects

Start recording

Dial pad

Turn off incoming video

Leave

Jakob Stenvaag

Flere valg

- Flere valg
- **Valg for møtet**



Teams meeting

23:34

Device settings

Meeting options

Meeting notes

Meeting details

Gallery ✓

Large gallery (Preview)

Together mode (Preview)

Focus

Full screen

Apply background effects

Start recording

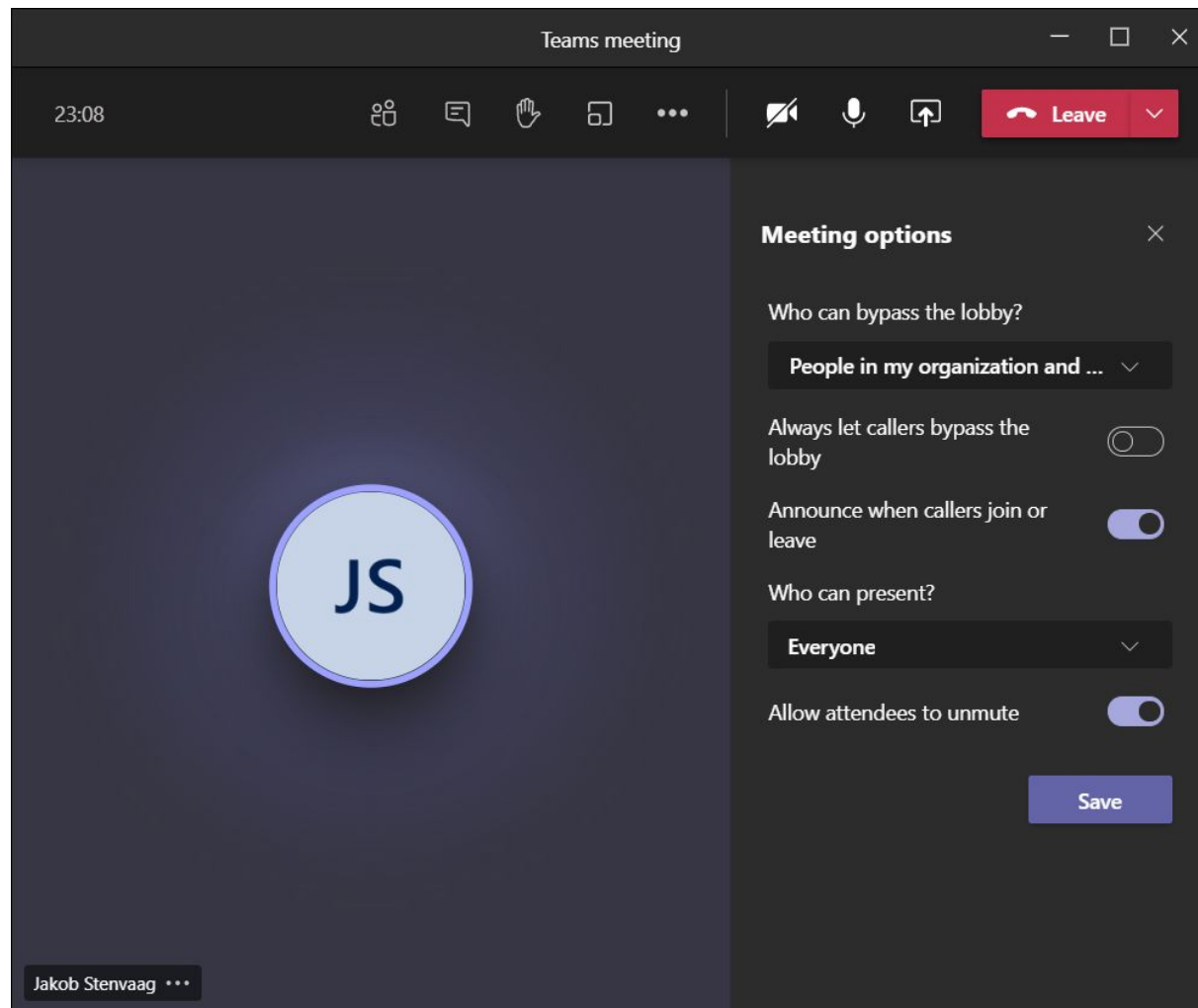
Dial pad

Turn off incoming video

Jakob Stenvaag

Flere valg

- Flere valg
- Valg for møtet



The screenshot shows a Microsoft Teams meeting window. At the top, the title bar reads "Teams meeting" with standard window controls. Below the title bar is a dark navigation bar containing icons for participants, chat, hand raise, screen share, and a menu. The time "23:08" is displayed on the left. A red "Leave" button is on the right. The main area is dark blue with a large circular placeholder for a video feed containing the initials "JS". At the bottom left, a name bar shows "Jakob Stenvaag" with a menu icon. On the right, the "Meeting options" panel is open, showing settings for lobby bypass, announcement, presenter selection, and unmute options, with a "Save" button at the bottom.

Teams meeting

23:08

Meeting options

Who can bypass the lobby?

People in my organization and ...

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

Everyone

Allow attendees to unmute

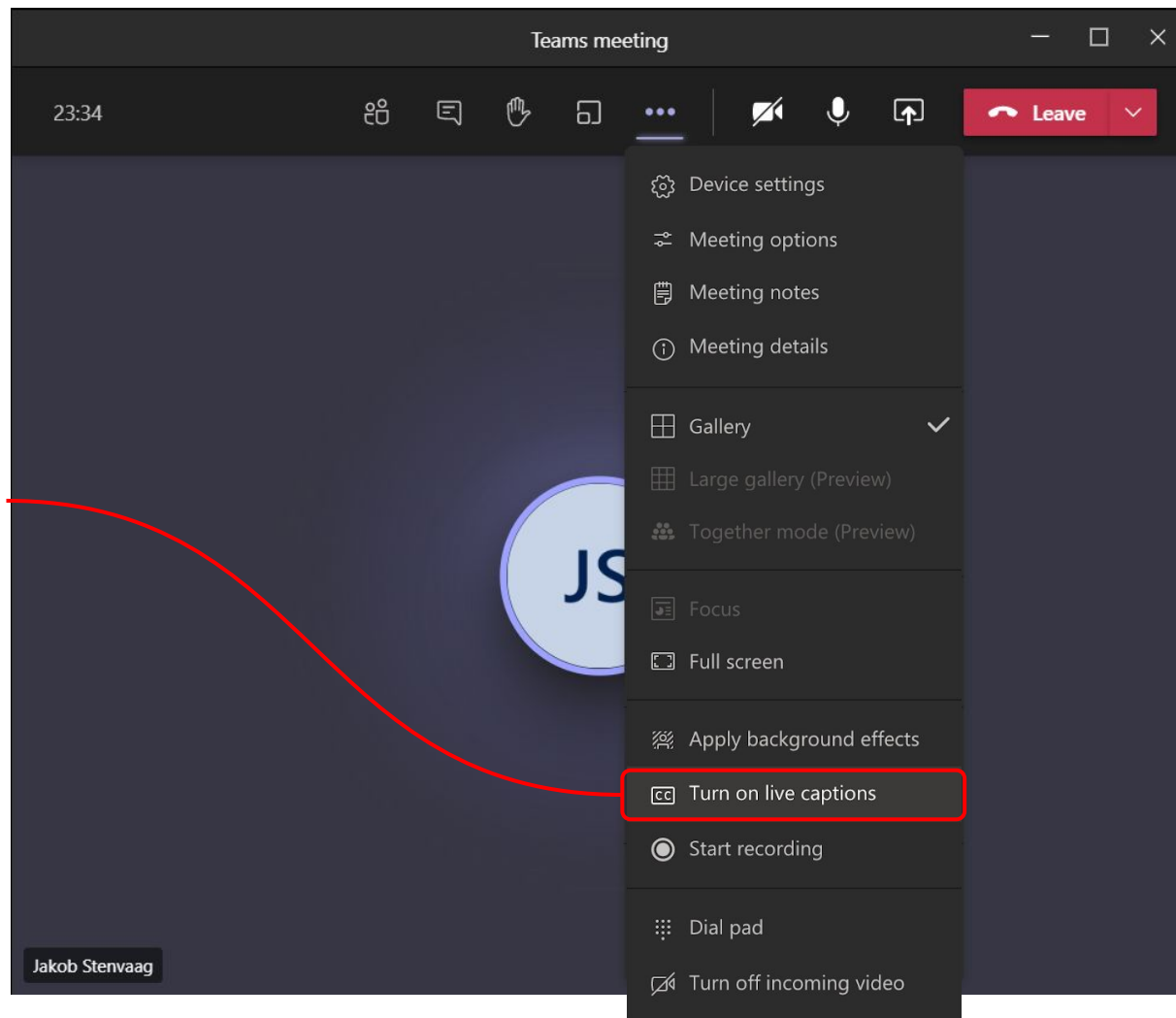
Save

Jakob Stenvaag



Flere valg

- Flere valg
- Valg for møtet
- **Kan slå på automatisk transkribering**
(kun på engelsk)



The screenshot shows the Microsoft Teams meeting interface. At the top, the title bar reads "Teams meeting" with standard window controls. Below the title bar is a toolbar with icons for participants, chat, hand raise, screen share, and a "More options" menu (three dots). The "More options" menu is open, displaying a list of settings: Device settings, Meeting options, Meeting notes, Meeting details, Gallery (checked), Large gallery (Preview), Together mode (Preview), Focus, Full screen, Apply background effects, Turn on live captions (highlighted with a red box), Start recording, Dial pad, and Turn off incoming video. A red curved line originates from the text "Kan slå på automatisk transkribering" in the list on the left and points to the "Turn on live captions" option in the menu. The background of the meeting shows a blurred video feed with the letters "JS" visible. At the bottom left, the name "Jakob Stenvaag" is displayed.



Flere valg

- Flere valg
- Valg for møtet
- **Kan slå på automatisk transkribering**
(kun på engelsk)



00:19

Teams meeting

00:19

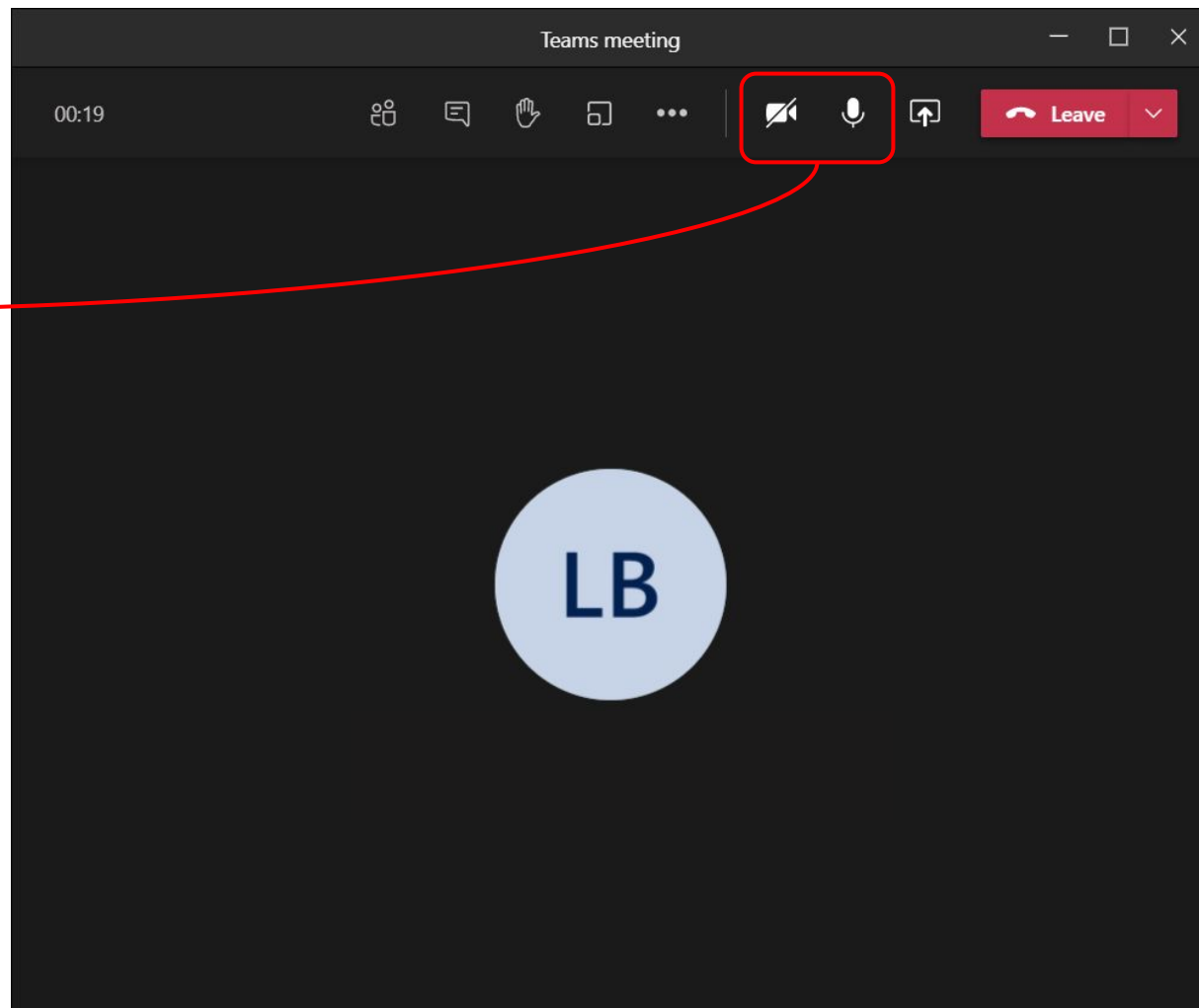
Participants Chat Hand Raise Screen Share ... Mute Unmute Stop Video Start Video Share Screen Leave

LB

LB Leon J: How much wood would a woodchuck Chuck if a woodchuck would Chuck wood a woodchuck would Chuck all the wood

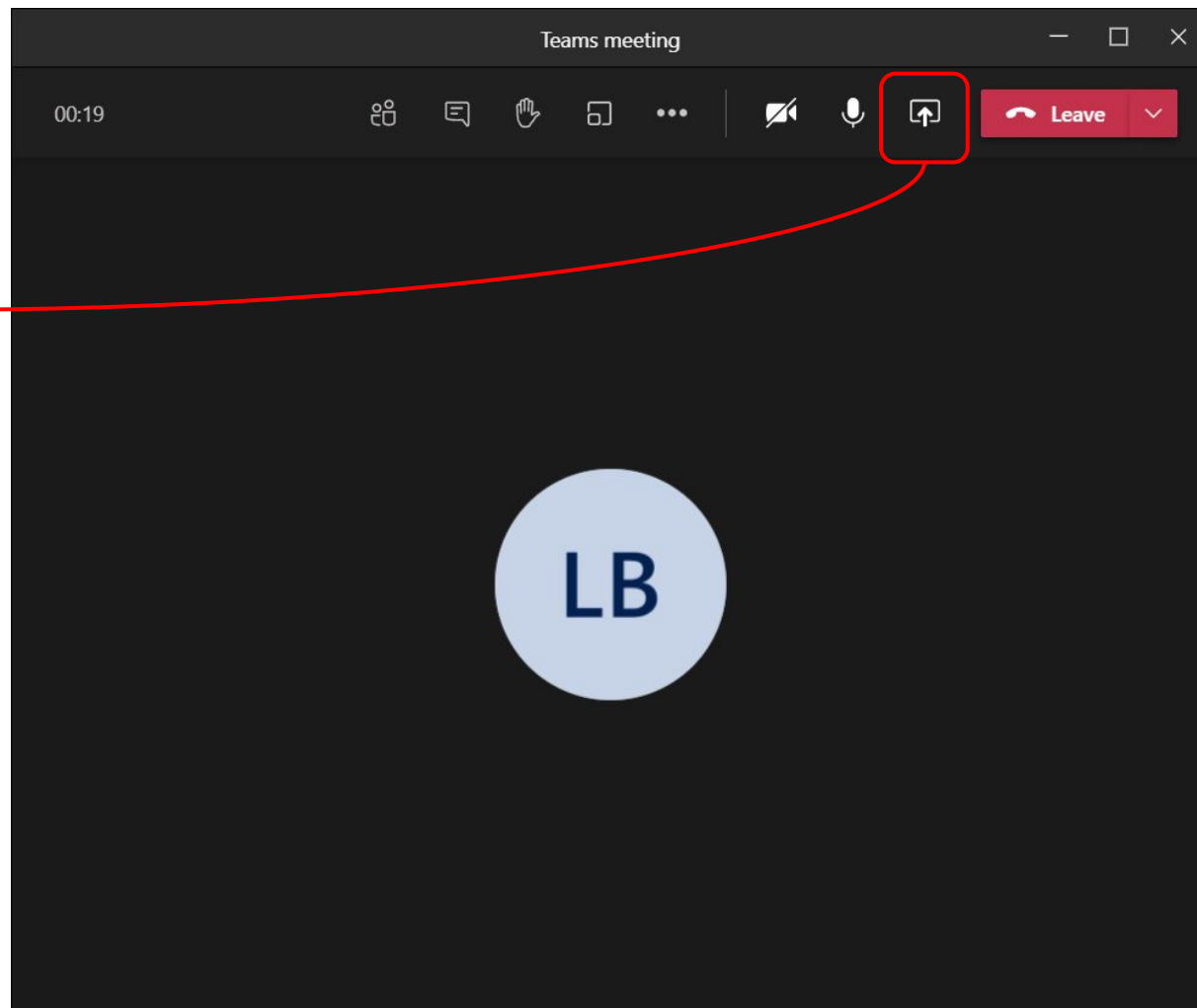
Video og lyd

- Slå av og på



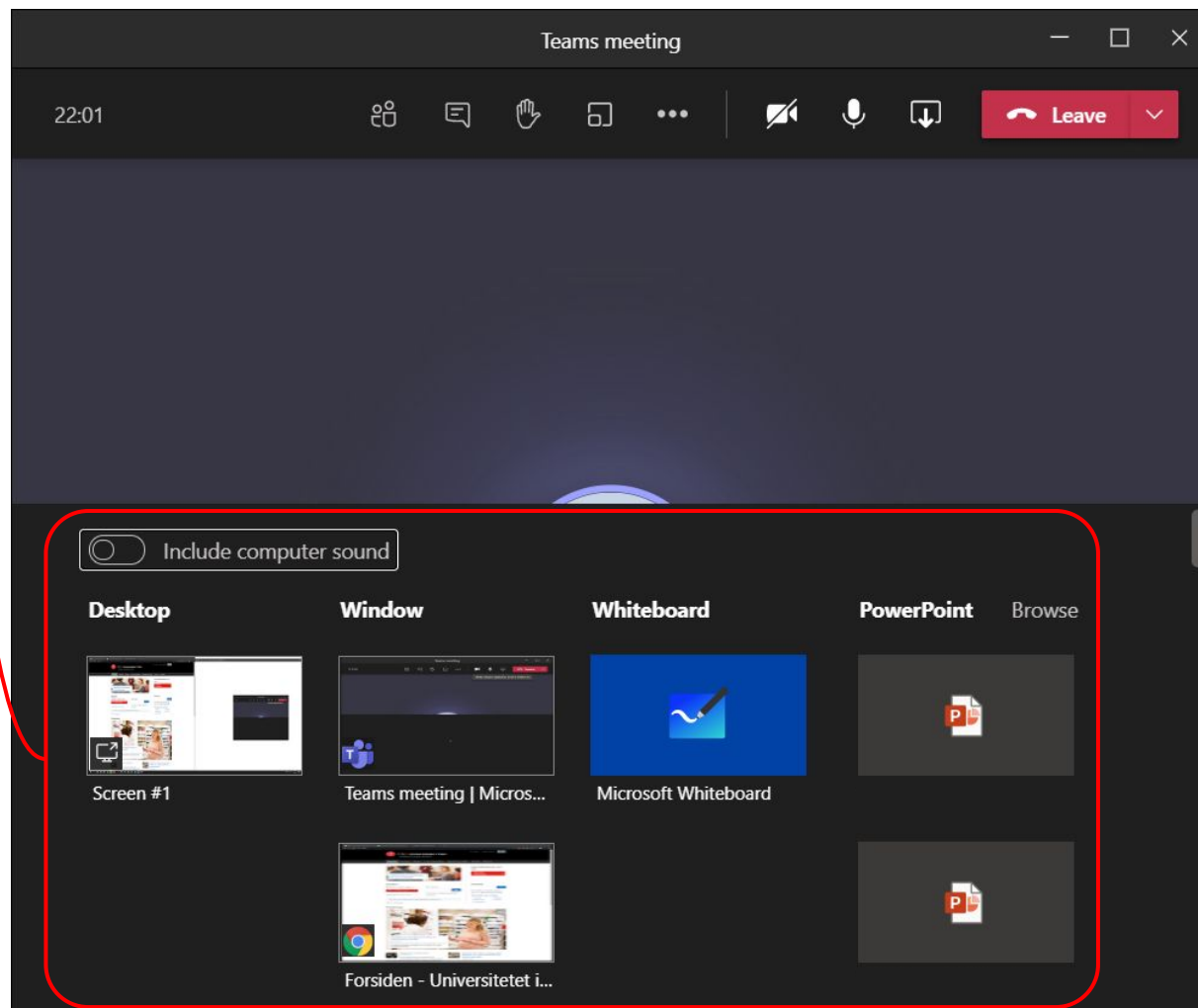
Skjermdeling

- Start skjermdeling



Skjermdeling

- Start skjermdeling
- Velg hva som skal deles



Skjermdeling

- Start skjermdeling
- Velg hva som skal deles
- **Skru av og på deling av lyd fra datamaskinen**

The screenshot shows the Microsoft Teams meeting interface. At the top, the title bar reads "Teams meeting" with standard window controls. Below the title bar, the time "22:01" is displayed on the left, and a toolbar contains icons for participants, chat, hand raise, screen sharing, and a "Leave" button. The main area is dark, and a sharing options menu is open at the bottom. A red box highlights the "Include computer sound" toggle switch, which is currently turned off. Below this menu, there are four categories of content to share: Desktop, Window, Whiteboard, and PowerPoint. Under "Desktop", there is a thumbnail for "Screen #1". Under "Window", there are thumbnails for "Teams meeting | Micros..." and "Forsiden - Universitetet i...". Under "Whiteboard", there is a thumbnail for "Microsoft Whiteboard". Under "PowerPoint", there are two thumbnails, each showing a PowerPoint icon.





Innhold

1

Innlogging

2

Chat og Activity

3

Innstillinger i Teams

4

Navigere et team

5

Teams videomøter

6

Tenants og invitasjoner



Innhold

1

Innlogging

2

Chat og Activity

3

Innstillinger i Teams

4

Navigere et team

5

Teams videomøter

6

Tenants og invitasjoner



6

Tenants og invitasjoner

- Hva er en tenant?
- Hvordan bytte tenant
- Hvordan forlate en tenant
- Hvordan bli invitert til et team

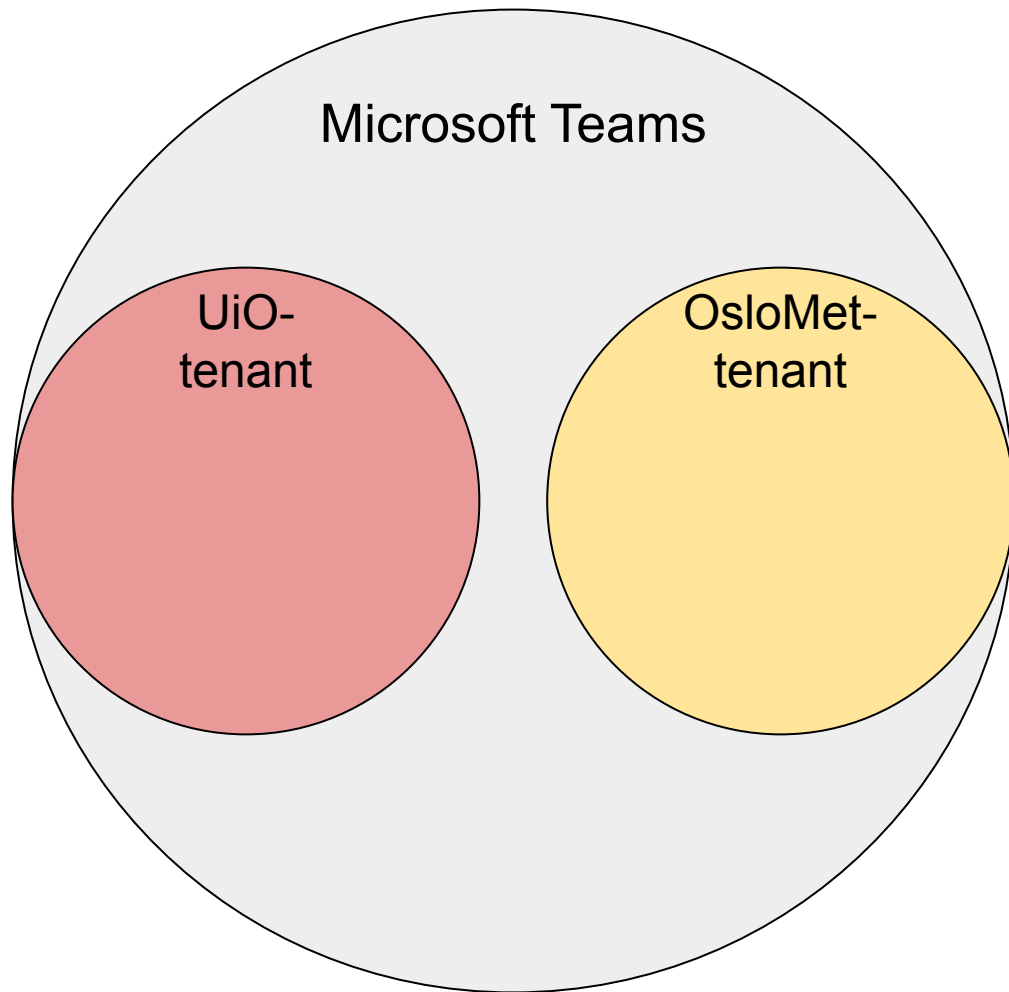


Hva er en tenant?



Hva er en tenant?

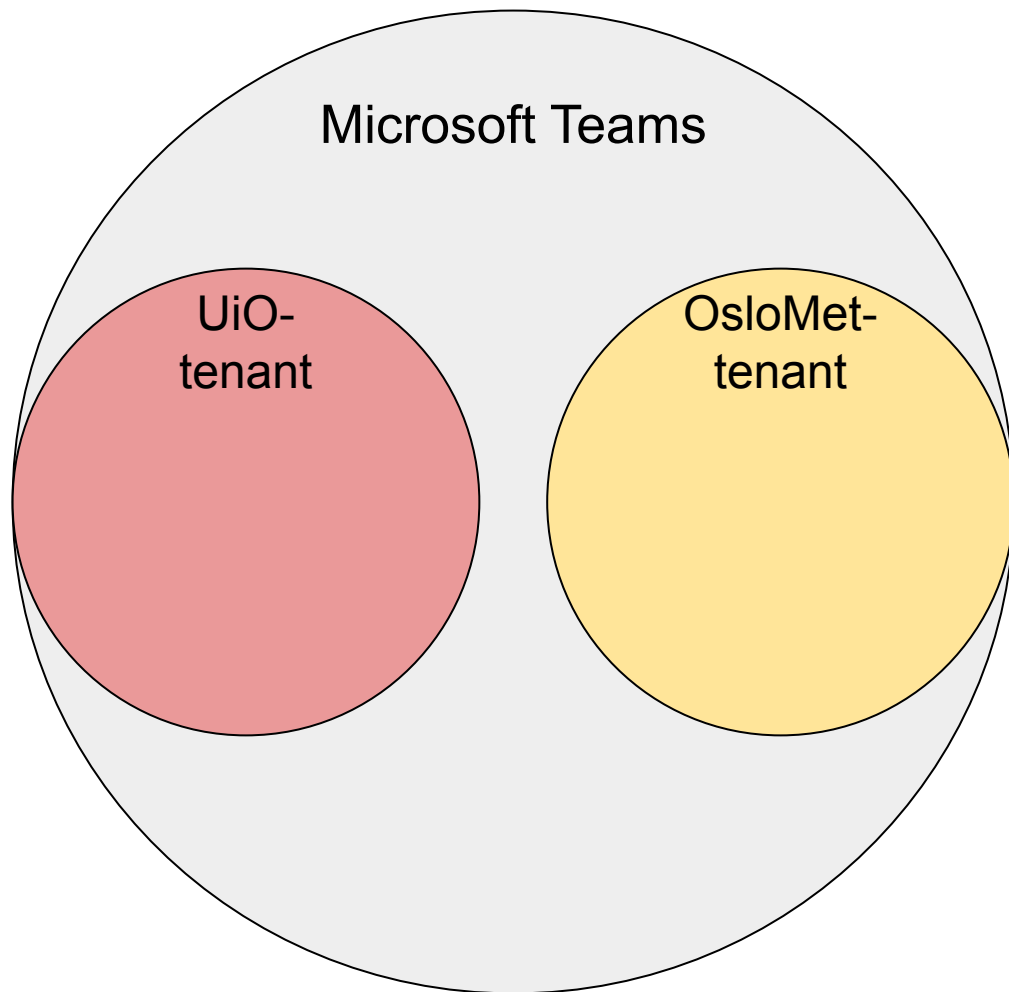
- En tenant er en “organisasjon”



(*OsloMet som eksempel)

Hva er en tenant?

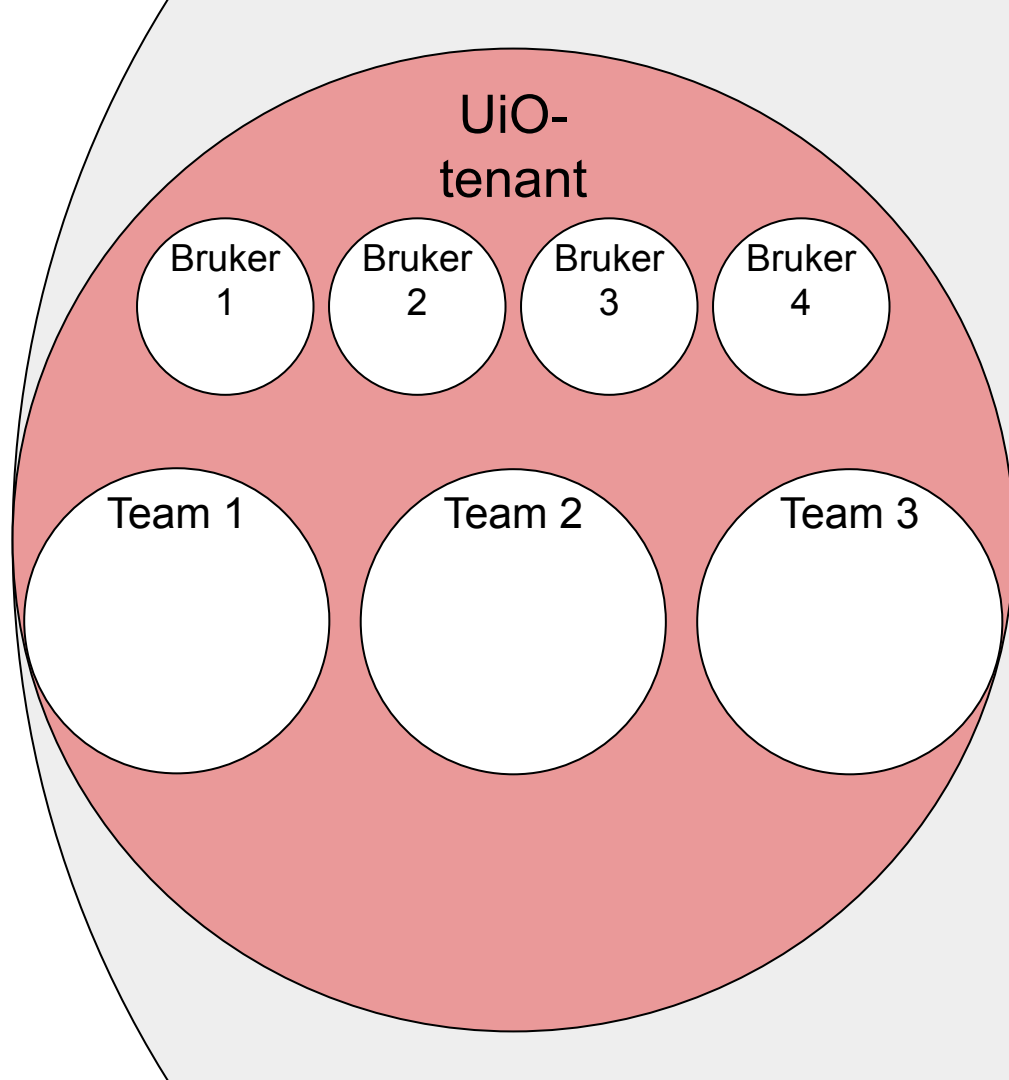
- En tenant er en “organisasjon”
- **Tenants er uavhengige av hverandre**



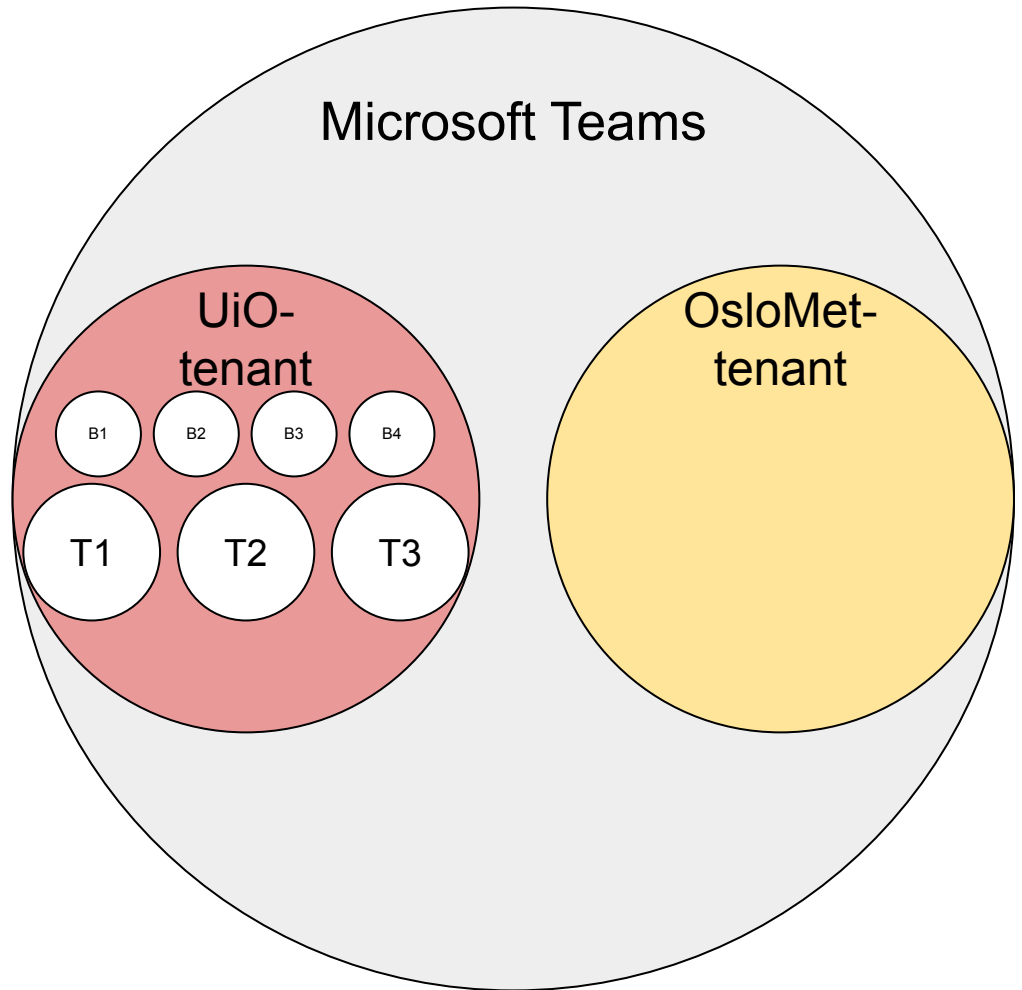
(*OsloMet som eksempel)

Hva er en tenant?

- Brukere og teams er innad i en tenant.



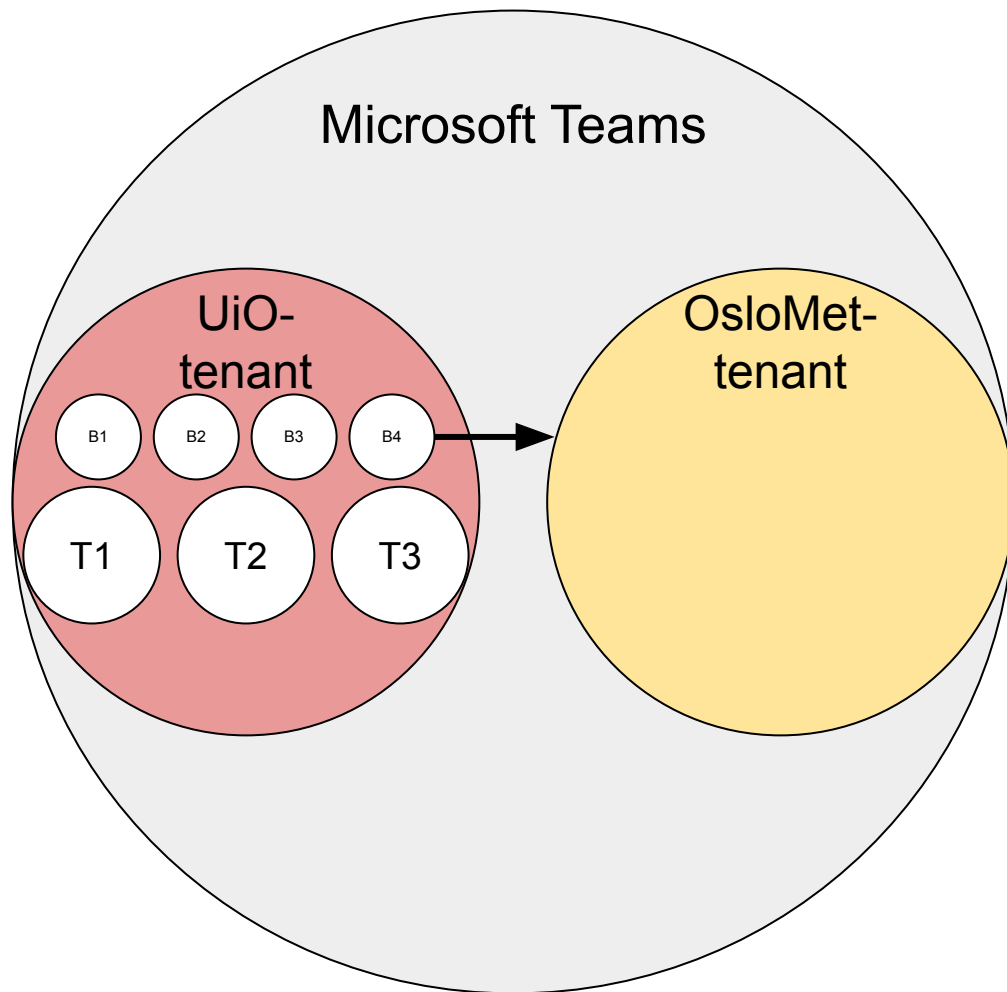
Hva er en tenant?



(*OsloMet som eksempel)

Hva er en tenant?

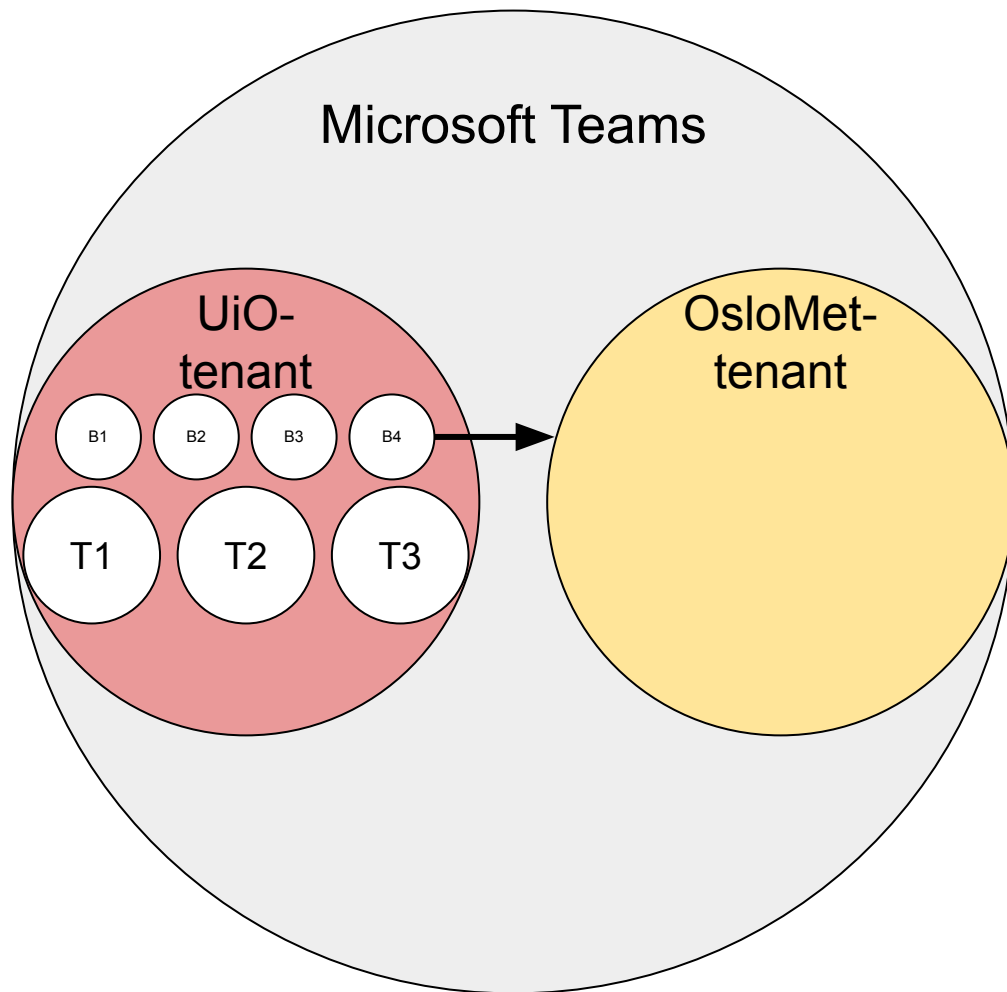
- Hva med hvis man skal bli med i en annen tenant?



(*OsloMet som eksempel)

Hva er en tenant?

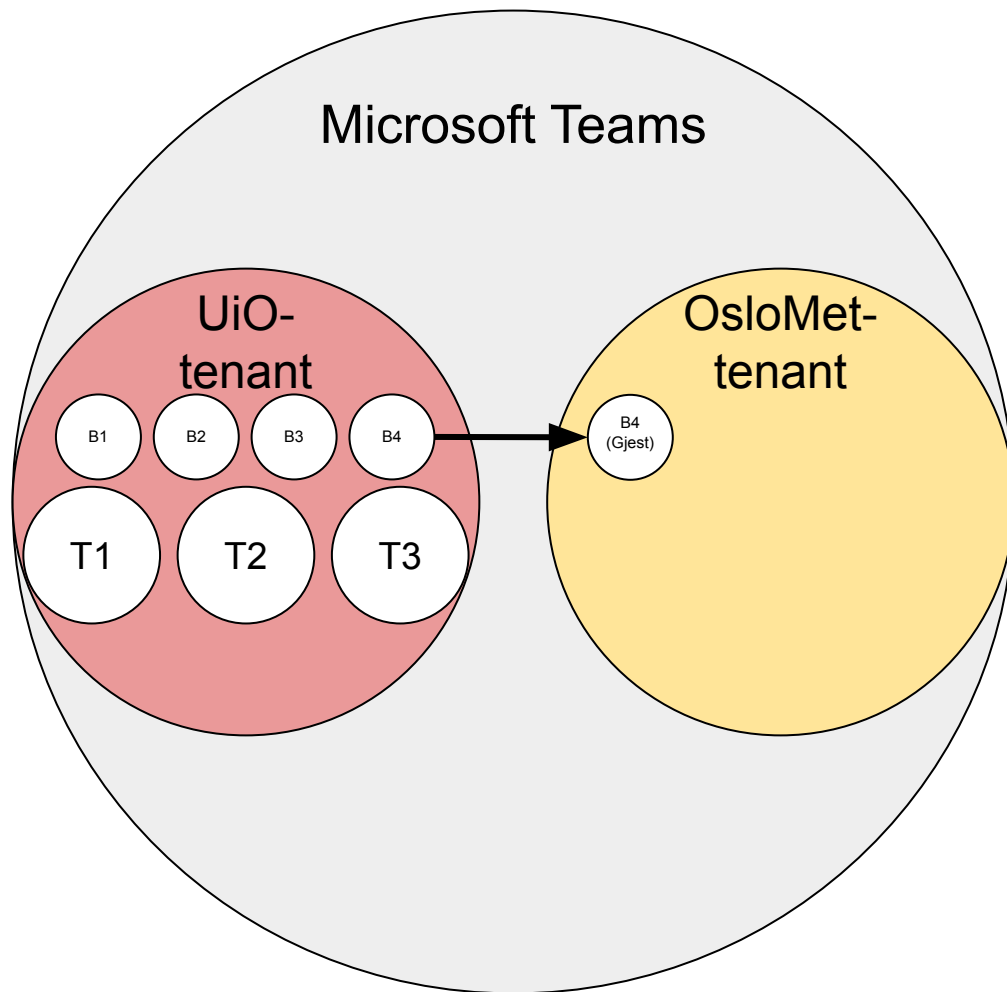
- Hva med hvis man skal bli med i en annen tenant?
- **Du må bli invitert av en fra den tenant-en**



(*OsloMet som eksempel)

Hva er en tenant?

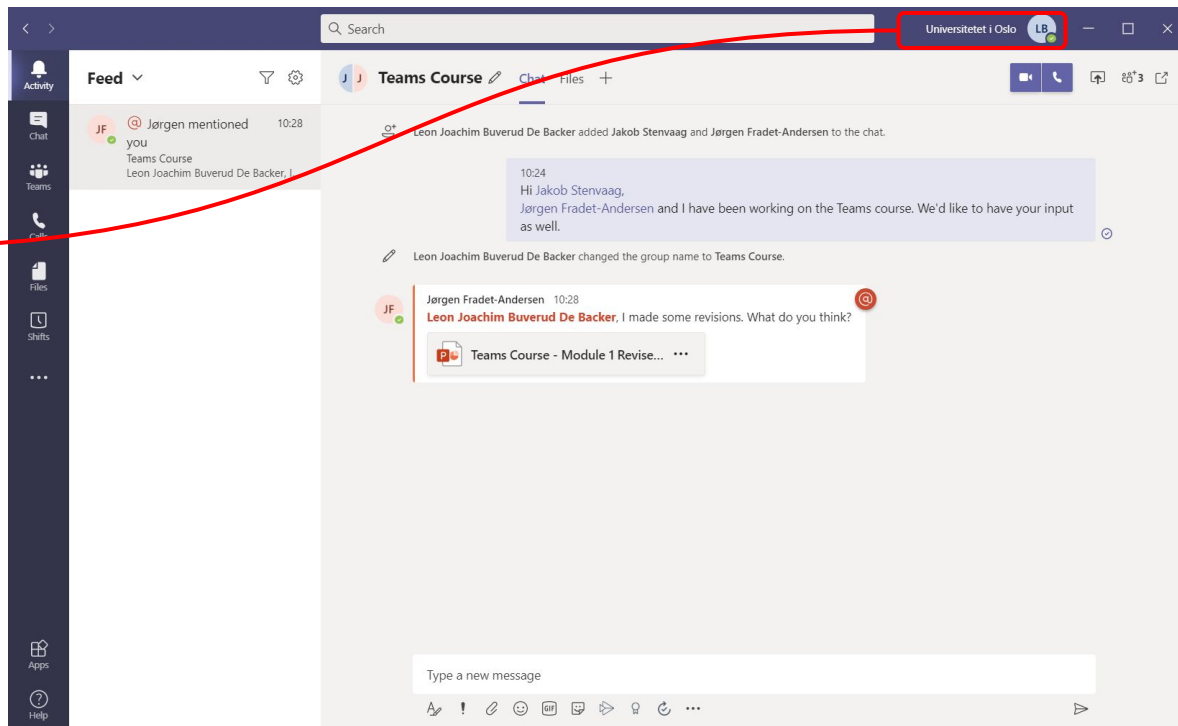
- Når du blir lagt til i en annen tenant lages en gjeste-brukerkonto i den andre tenant-en



(*OsloMet som eksempel)

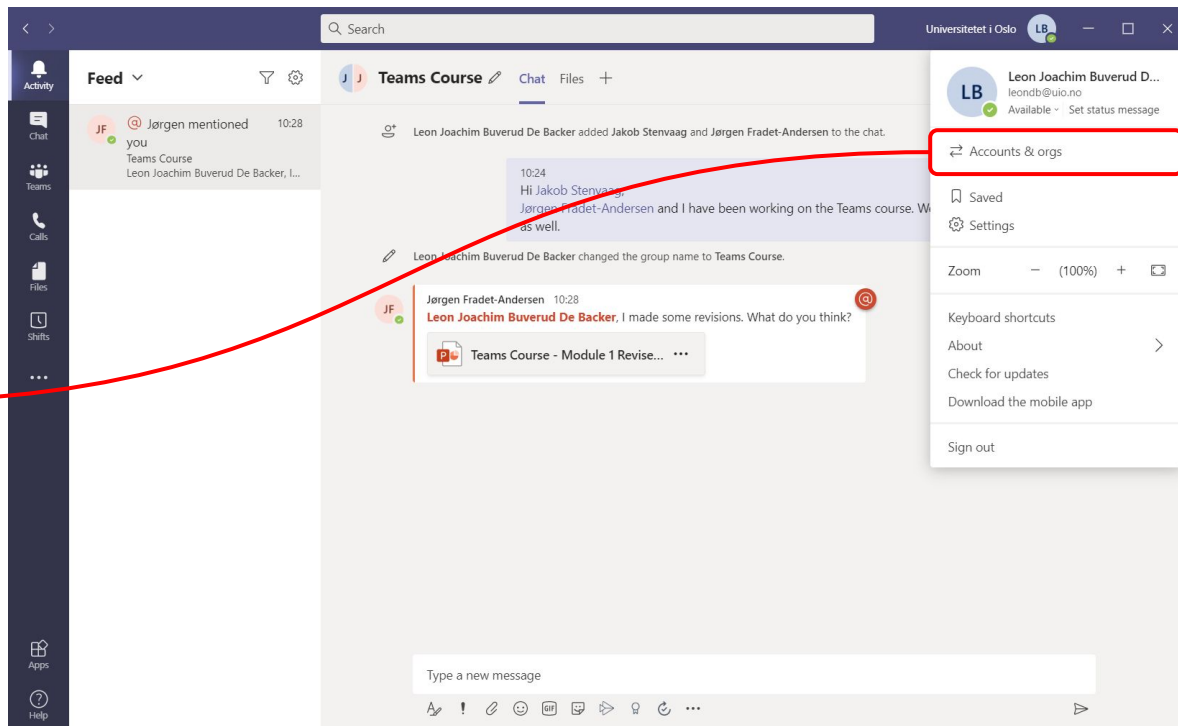
Hvordan bytte tenant

- Trykk på **“Universitetet i Oslo”** (Kun synlig dersom du er med i flere tenants)



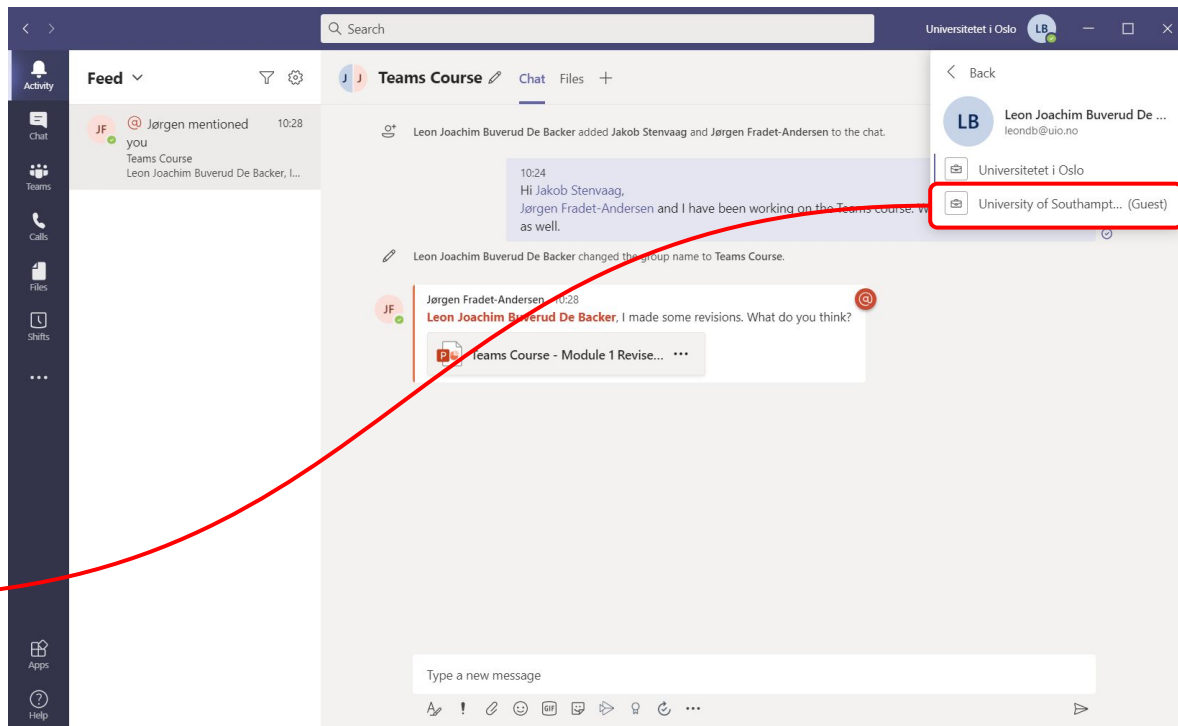
Hvordan bytte tenant

- Trykk på “Universitetet i Oslo”
- Trykk så på “Accounts and orgs”



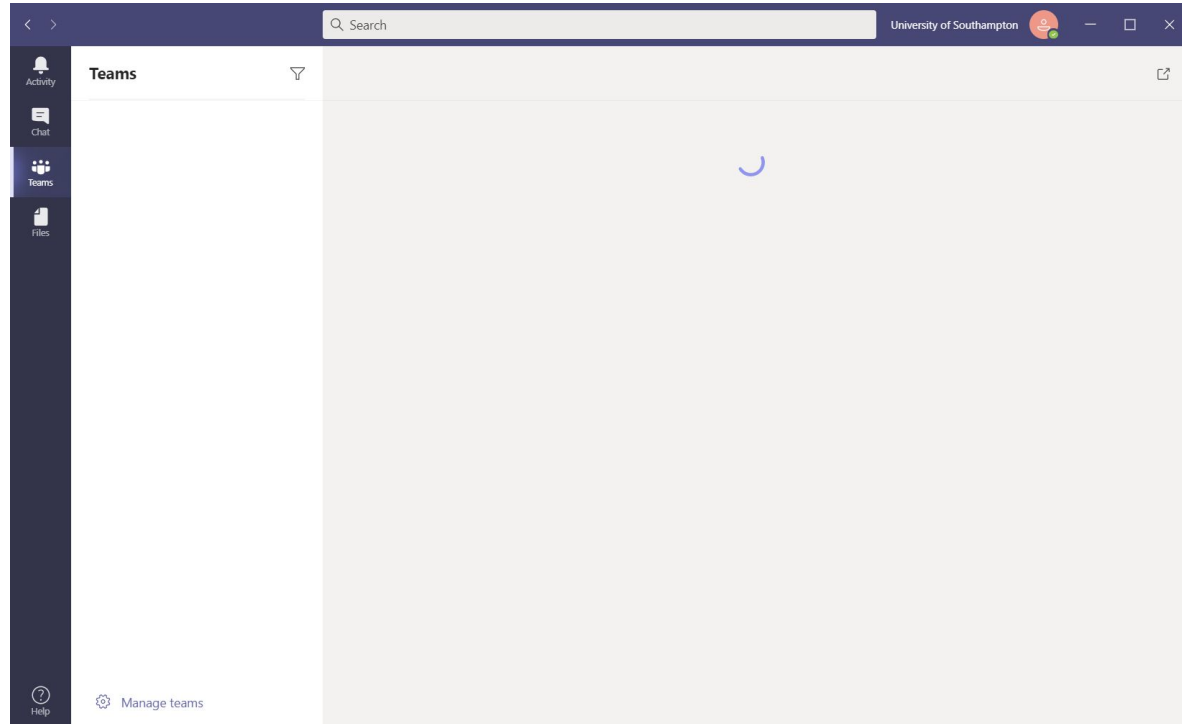
Hvordan bytte tenant

- Trykk på “Universitetet i Oslo”
- Trykk så på “Accounts and orgs”
- Velg en annen tenant



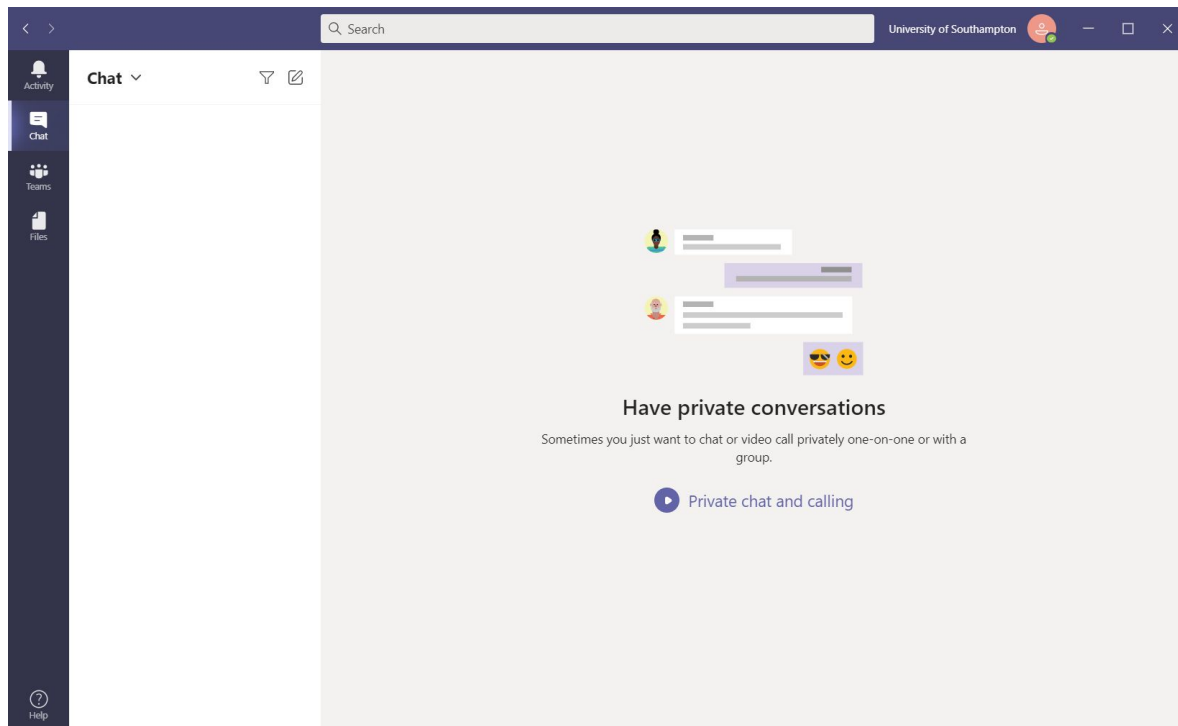
Hvordan bytte tenant

- Trykk på
“Universitetet i Oslo”
- Trykk så på
“Accounts and orgs”
- **Velg en annen tenant**



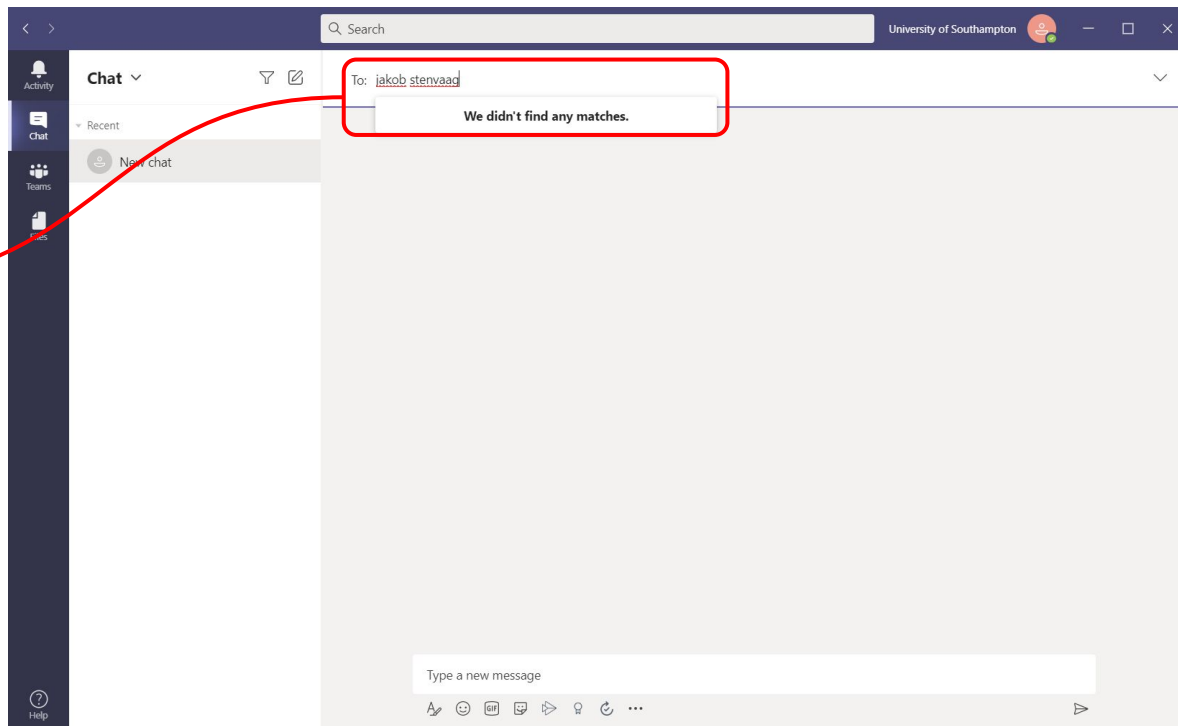
Hvordan bytte tenant

- Gjeste-brukerkontoen deler ikke chat eller teams med din primære brukerkonto



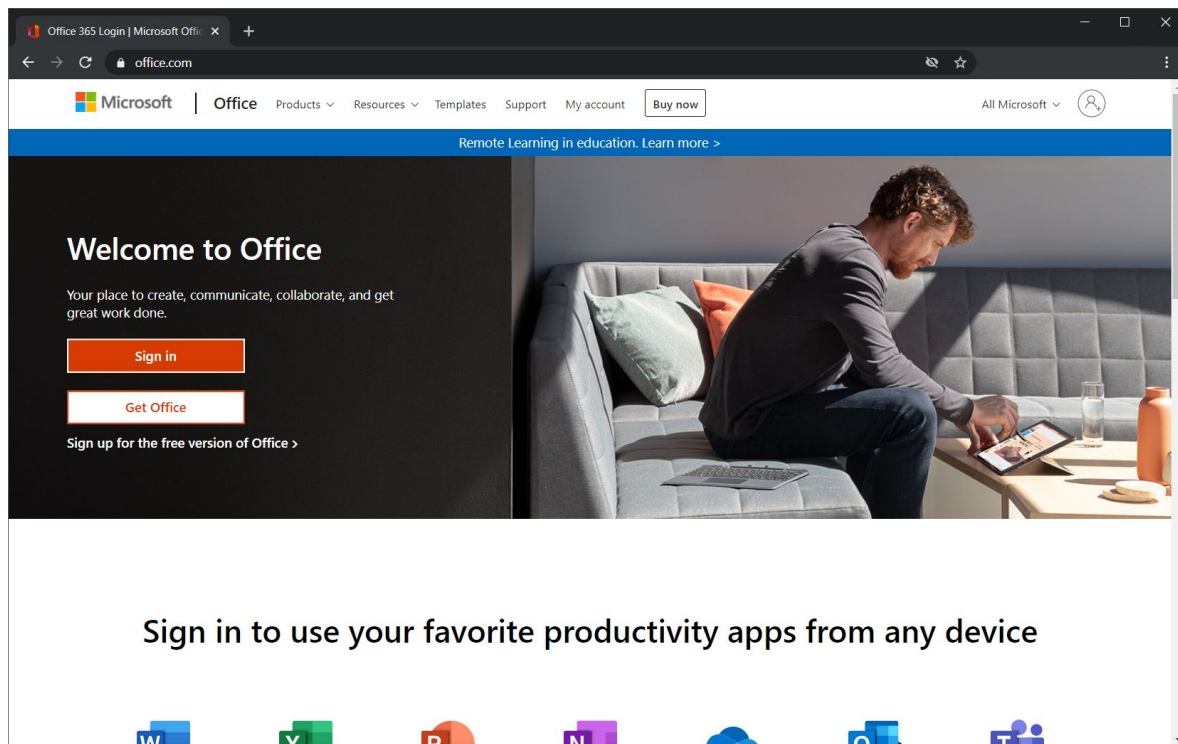
Hvordan bytte tenant

- Kun mulig å søke etter brukere i den valgte tenanten



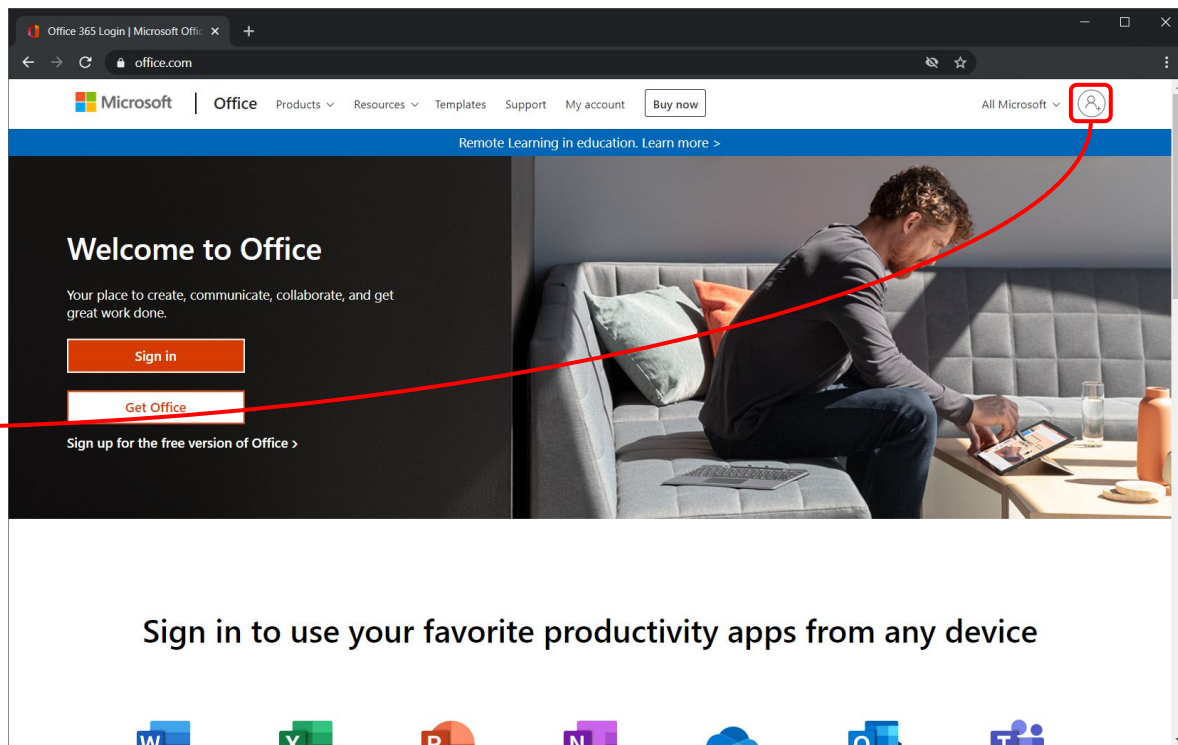
Hvordan forlate en tenant

- Gå til:
<https://www.office.com>



Hvordan forlate en tenant

- Gå til:
<https://www.office.com>
- Trykk på profilbildet øverst til høyre



Office 365 Login | Microsoft Offi: x +

office.com

Microsoft | Office Products Resources Templates Support My account Buy now

All Microsoft

Remote Learning in education. Learn more >

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Sign in

Get Office

Sign up for the free version of Office >

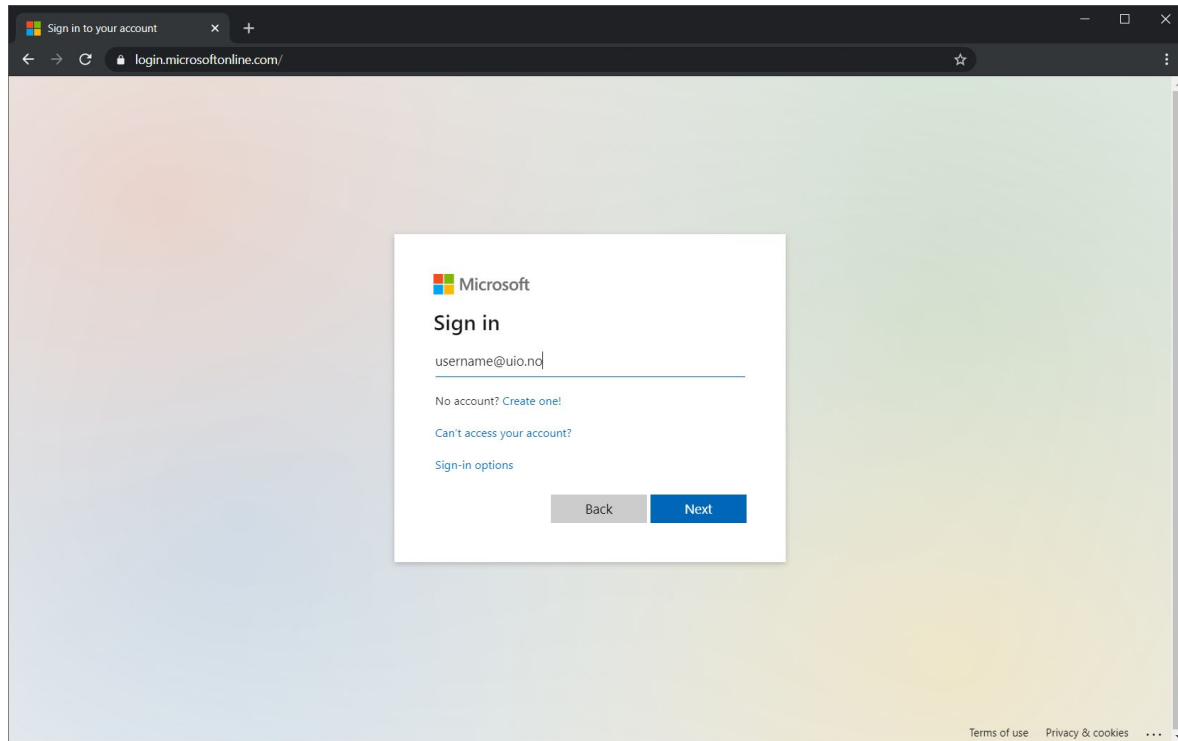
Sign in to use your favorite productivity apps from any device

W Y P N



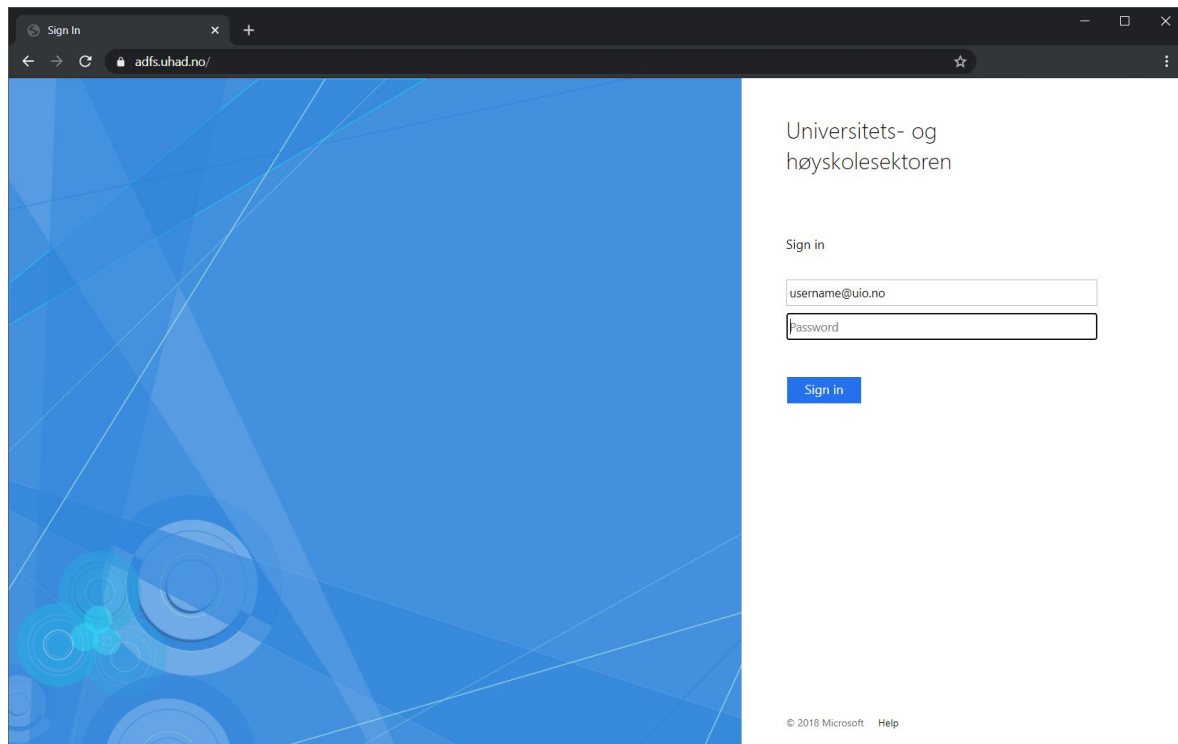
Hvordan forlate en tenant

- Gå til:
<https://www.office.com>
- Trykk på profilbildet øverst til høyre
- Logg inn med
brukernavn@uio.no



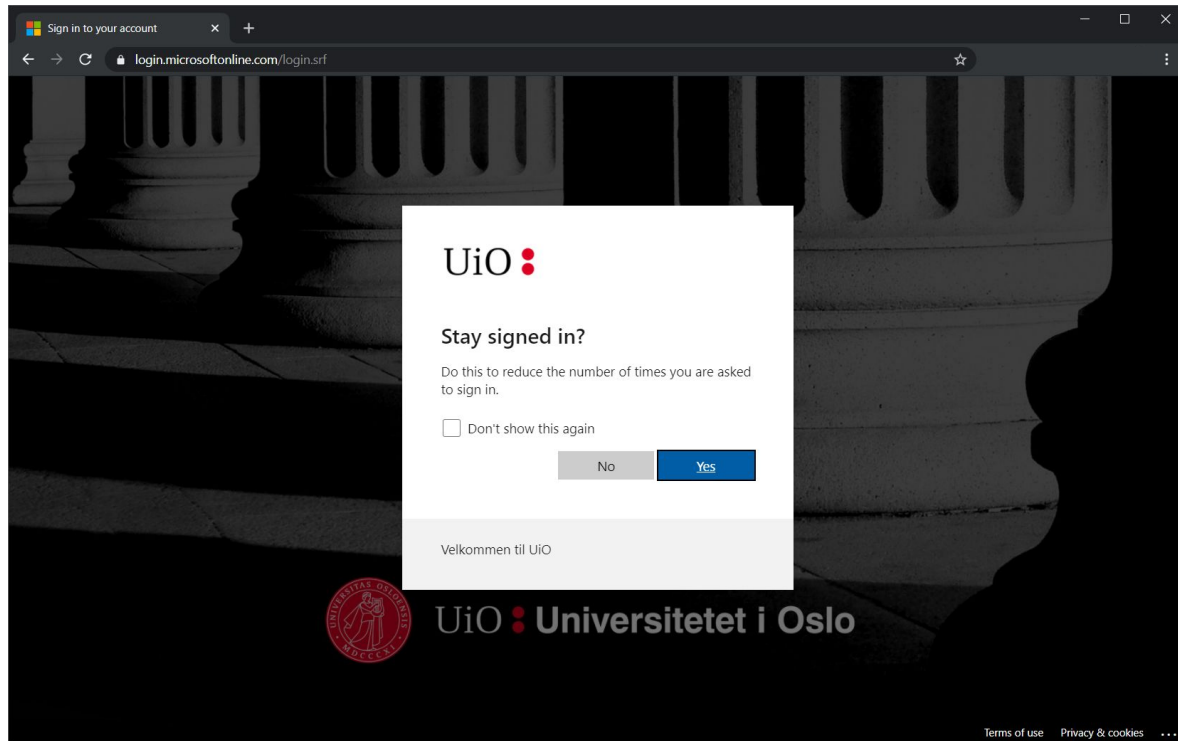
Hvordan forlate en tenant

- **Kontrollér at det fremdeles står brukernavn@uio.no og fyll inn passord**



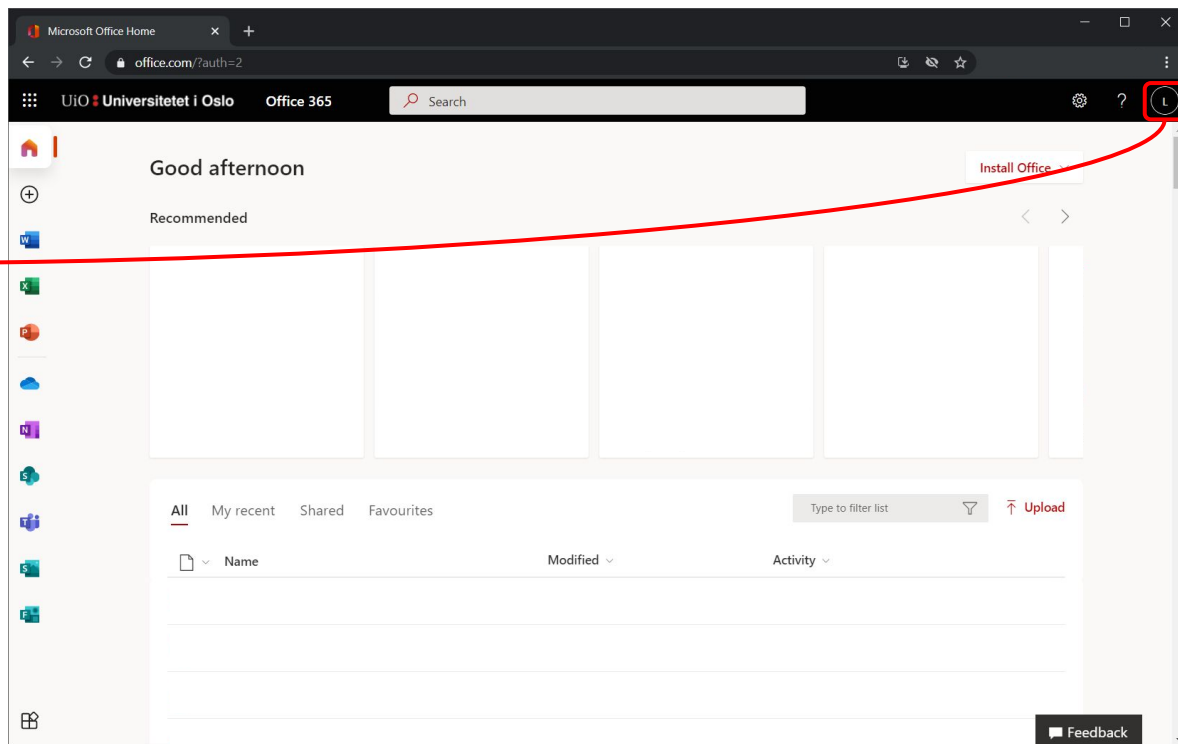
Hvordan forlate en tenant

- Trykk på “Yes”



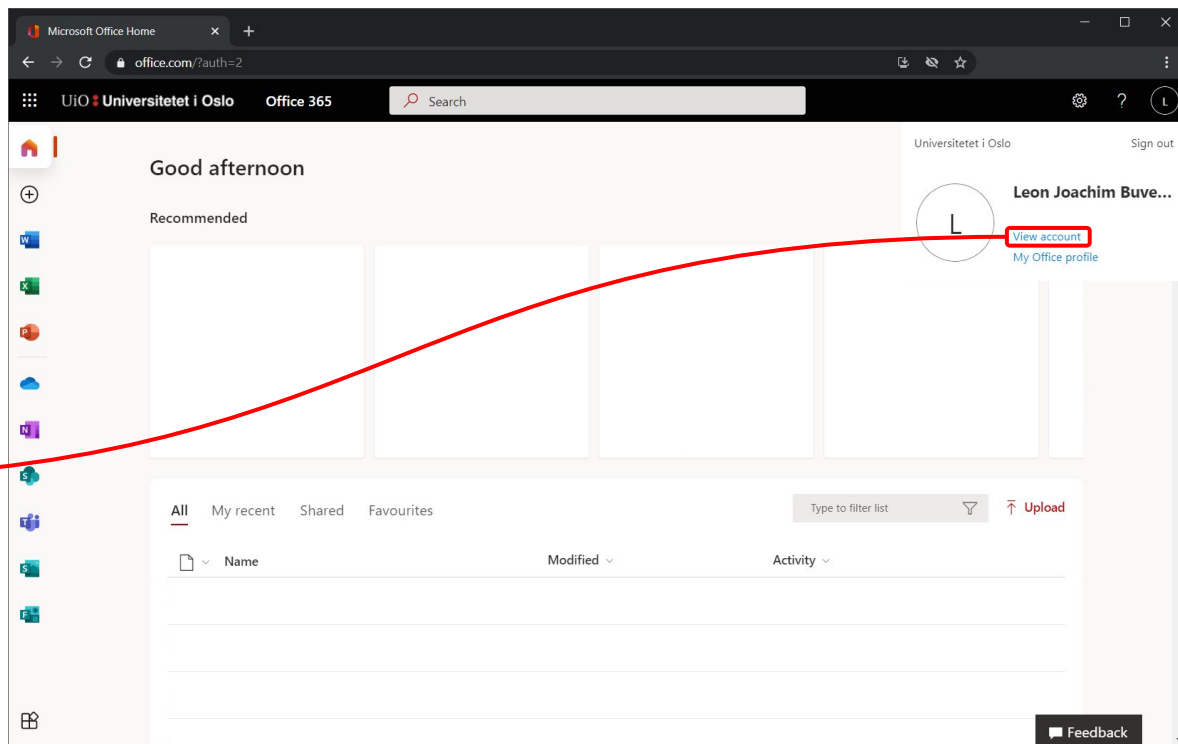
Hvordan forlate en tenant

- Trykk på profilbildet øverst til høyre



Hvordan forlate en tenant

- Trykk på profilbildet øverst til høyre
- Trykk på “View account”

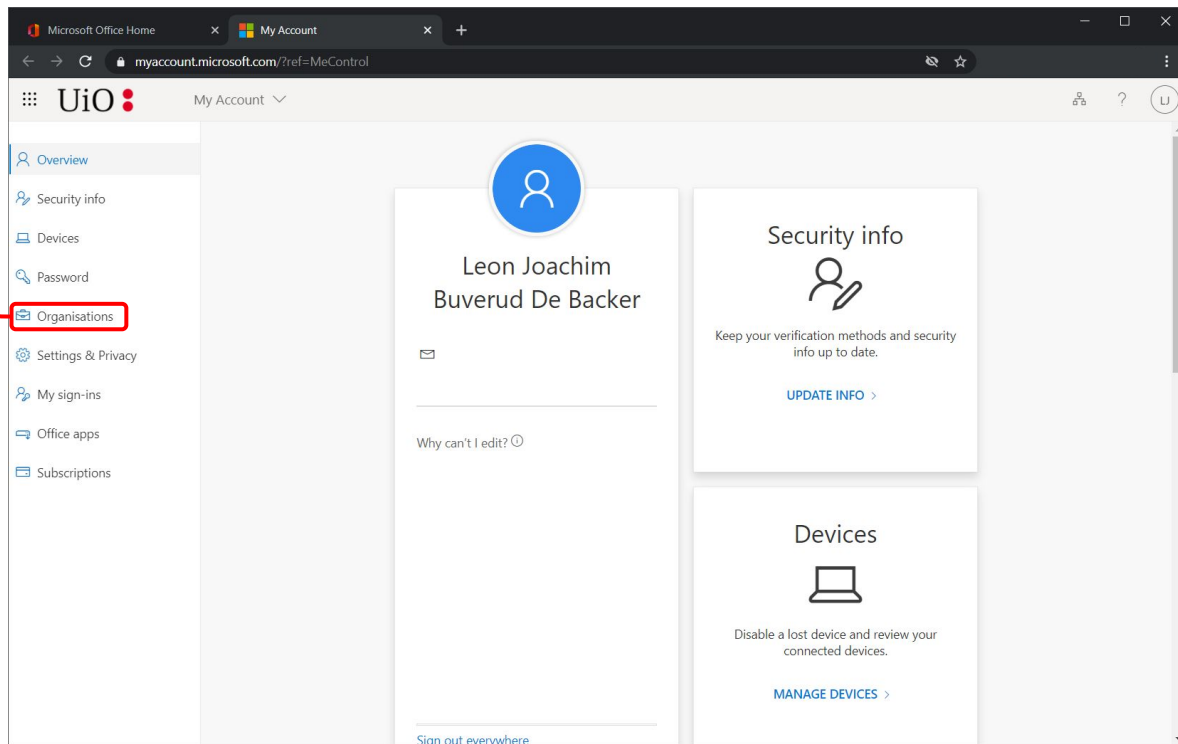


The screenshot shows the Microsoft Office 365 user interface. At the top right, the user's profile is visible, including the name "Leon Joachim Buve..." and a circular profile picture containing the letter "L". A red box highlights the "View account" link next to the profile picture. A red arrow points from the "View account" link to the "View account" text in the list below. The list below has columns for "Name", "Modified", and "Activity".



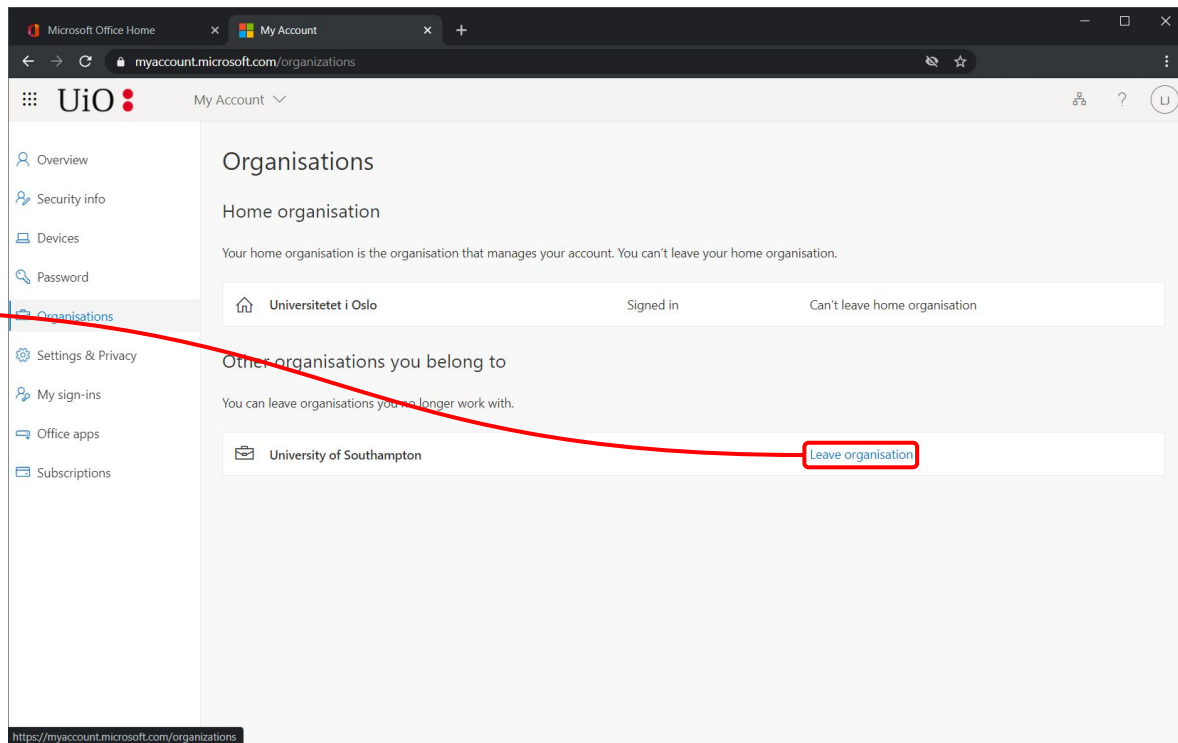
Hvordan forlate en tenant

- Trykk på “Organisations”



Hvordan forlate en tenant

- Trykk på “Leave organisation” for tenant-en du ønsker å forlate for godt



The screenshot shows the Microsoft My Account interface. The left sidebar contains navigation links: Overview, Security info, Devices, Password, Organisations (highlighted), Settings & Privacy, My sign-ins, Office apps, and Subscriptions. The main content area is titled 'Organisations' and includes a 'Home organisation' section with 'Universitetet i Oslo' and a 'Can't leave home organisation' message. Below this is the 'Other organisations you belong to' section, which lists 'University of Southampton' with a 'Leave organisation' button highlighted in a red box. A red arrow points from the 'Organisations' link in the sidebar to this button. The browser address bar shows 'myaccount.microsoft.com/organizations'.



Hvordan bli invitert til et team


Innad UiO:

- Bli lagt til med navn eller UiO-brukernavn



Microsoft Teams

Leon Joachim Buverud added you to the Teams Course team!







Teams Course

1 members

Open Microsoft Teams

Get it now! Take it with you wherever you go.

 Windows |  iOS

 Mac |  Android

[Go to downloads page](#)

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One Microsoft Way, Redmond, WA 98052-7329
[Privacy policy](#)

Hvordan bli invitert til et team

Utenfor UiO:

- **MÅ bli lagt til med:**
brukernavn@uio.no
(tilsvarende innlogging)
- **NB!** Primær e-post vil IKKE fungere, selv om du får invitasjonen



Microsoft Teams

Leon Joachim Buverud added you to the Teams Course team!

Teams Course

1 members

Open Microsoft Teams

Get it now! Take it with you wherever you go.

Windows | iOS
Mac | Android

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[Privacy policy](#)

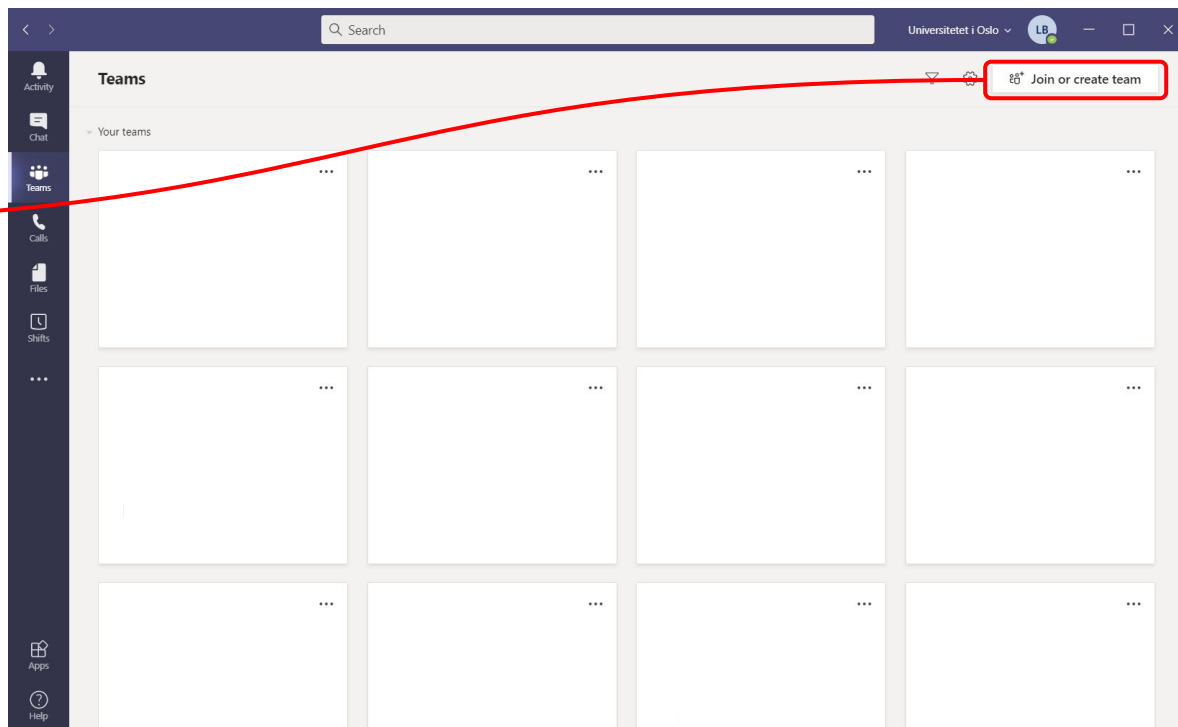
Hvordan bli invitert til et team

- **Team codes**
(fungerer kun i primær tenant)



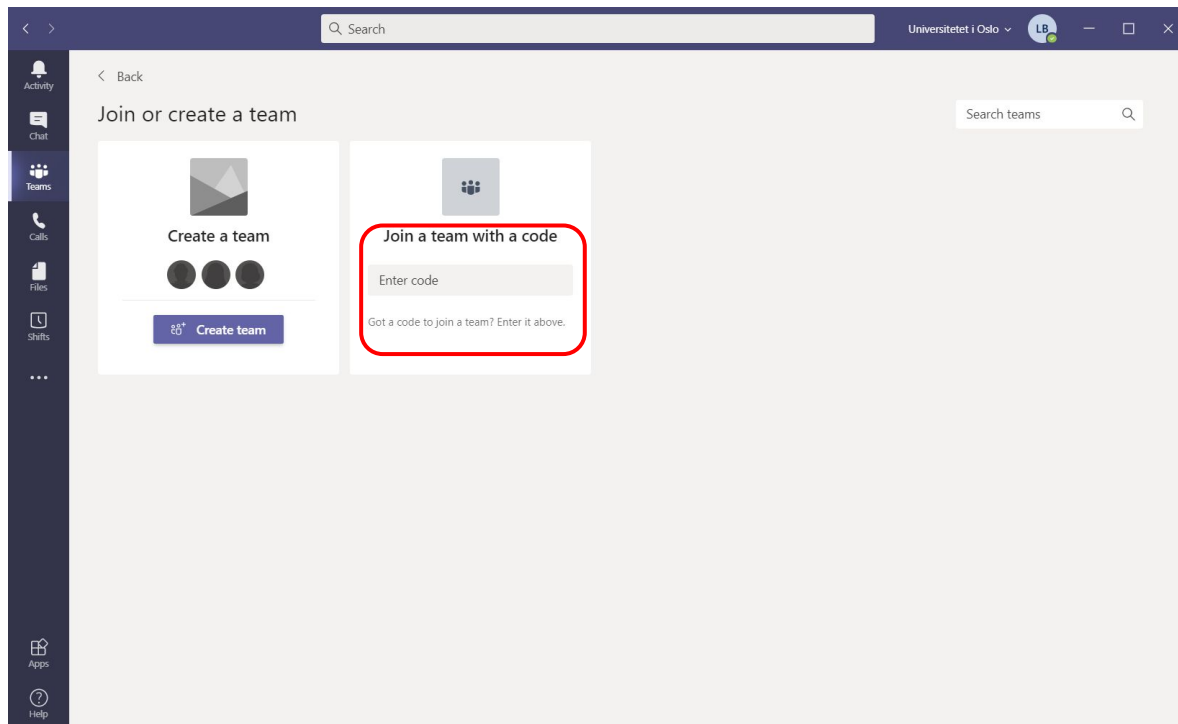
Hvordan bli invitert til et team

- **Team codes**
(fungerer kun i primær tenant)



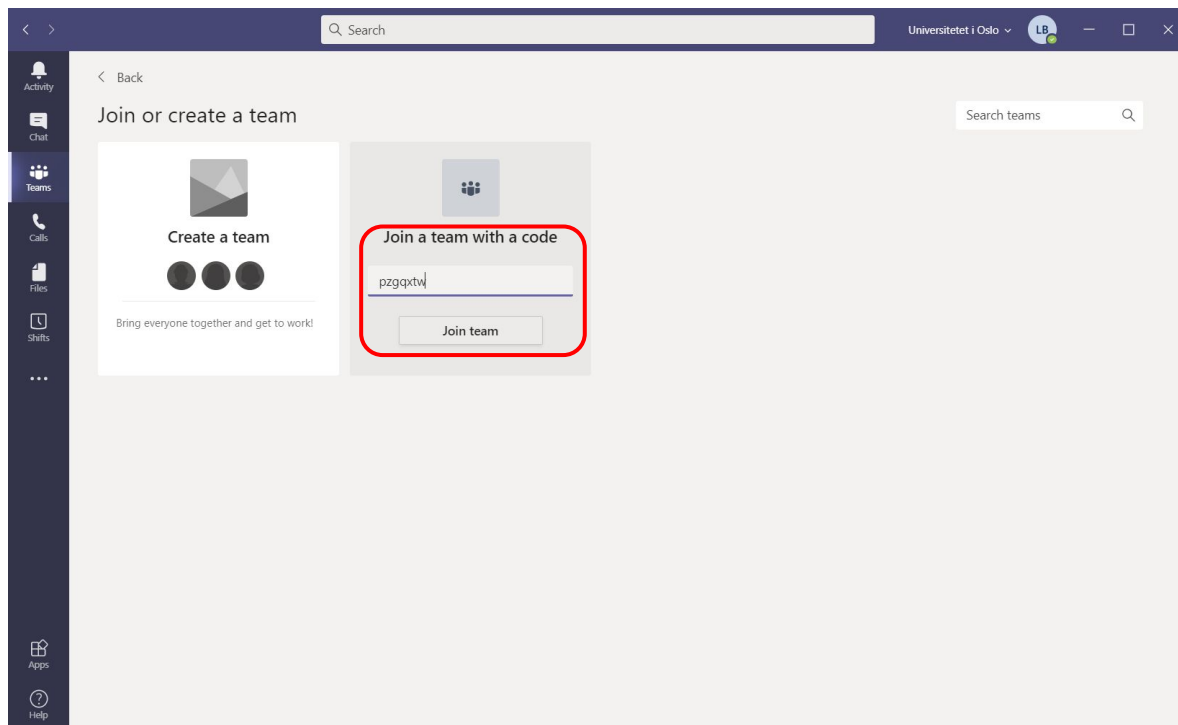
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Nyttige ressurser

- UiOs egne veiledninger om Teams

<https://www.uio.no/tjenester/it/lagring-samarbeid/o365/teams/>

- “UiO Tips og triks for Teams” – åpent team for alle slags spørsmål

<https://teams.microsoft.com/l/team/19%3a14d9281cb5d342f6beb787c20def3ac7%40thread.tacv2/conversations?groupId=16635987-f464-4ce1-8647-a50186daeb42&tenantId=463b6811-b0a4-4b2a-b932-72c4c970c5d2>



Veien videre

- Svare på nettskjema
 - Svaring på skjema tar 1-2 min
 - Hjelper UiO:Helpdesk lage bedre kurs i fremtiden
- Modul 2: Bruk av Teams for teams-administratorer
 - Går igjennom mer Teams-funksjonalitet nyttig for å bedre administrere et team i Teams
- Finn tidspunkt og påmelding for kurs:
<https://www.uio.no/tjenester/it/kontakt/houston/kurs/>



Ønsker du mer assistanse
eller har flere spørsmål?

UiO:Helpdesk hjelper deg
gjærne!

Telefon: 22 84 00 04

E-post: it-support@uio.no

<https://www.uio.no/tjenester/it/kontakt/helpdesk/>

