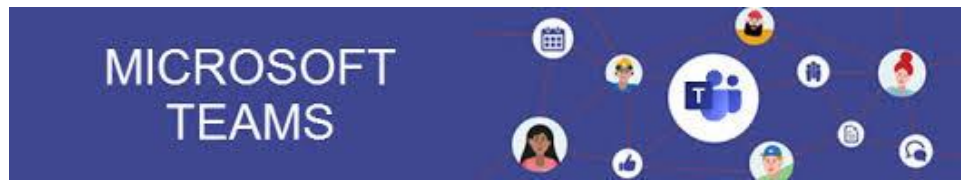


Frequently Asked Questions



Which is the best Teams app to use?

- The Teams Desktop Application is most robust.
 - The Teams Desktop App can be downloaded from the web version in Office 365.
- In each app version (web, desktop, mobile) the features will be different.

What are my limits and specifications for TEAMS? (ex: max channels?, max participants?)

- For further details:
 - [Limits and specifications for Microsoft Teams](#)

What Internet Browser should I be using?

- Google Chrome or Microsoft Edge are fully supported.
- Referenced link:
 - [Limits and specifications for Microsoft Teams](#)

Is there a max number of students that can receive an assignment?

- Yes, 200 students max.
 - If you have a roster higher than 200 in one TEAM this will be a problem.

What are the key items when using the “Meet Now” feature?

- Make sure you change the student roles to an **attendee** as they enter the meeting.
 - Click the Participant Icon => More button (...) => Make an Attendee

Can we have multiple meetings being held at the same time in the same Team?

- Yes, multiple meetings can occur in different channels.

Who do I contact for assistance with Teams or other Office 365 apps?

- email: TechSupport@carmelschools.org

Is there a website to help me run a Microsoft Teams meeting for the classroom?

- The link below covers resources for educators, quick tip videos, micro-PD and webinars.
- Reference link:
 - [Microsoft Teams meetings for the classroom – what to use now, and what is coming soon](#)

What new features for Teams is Microsoft working on?

- **Coming Soon...End of April 2020**
 - Only educators can start the meeting
 - 3x3 Video Support-view 9 participants on the screen
 - Attendance Report
 - Raise Hand Feature
 - Real-time noise suppression
- **Coming Soon...May 2020**
 - Setting for the default role of meeting attendee
- Further details:
 - [Microsoft Teams meetings for the classroom – what to use now, and what is coming soon](#)
- Current Updates as of 4/16/2020

Area	Feature
Enhancing Meetings for Instruction	<ul style="list-style-type: none">• <u>End meeting for all participants</u> – Rolled out• <u>Custom video background</u> - Rolling out• <u>Attendance reports for meetings</u> - coming in April• <u>Raise hand</u>-coming in late April• <u>3x3 video support</u>- rollout begins in late April• <u>Only Educators can start the meeting</u>- Students can't join meeting before the educator – coming in April
IT Administrator Settings	<ul style="list-style-type: none">• <u>Setting for the default role of meeting attendee</u> - a policy setting to allow the default for meetings to be Educator is “organizer” and students are “attendees”. This means the educator doesn’t have to set this through “Meeting Options” every time - coming in early May• <u>Meetings Chat policy</u>- with this change, the new policy will allow students to chat ONLY in the meeting and not before or after – coming in early May

What are some sites for Professional Learning? Are there any Resources for Staff?

- [Otis for Educators](#)
- [Microsoft Teams-Training Videos](#)
- [Microsoft Teams-Getting Started](#)
- [Office 365 Training Center](#)
- [Help and Learning](#)
- [Teacher Training Pack](#)