Hertfordshire Community NHS Trust

A glance into N365

An overview on the latest apps available for you to utilise and enhance your productivity.

Please reserve all questions until the end. Thank you!

Niamh Szywala – Digital Application Support
Hertfordshire Community NHS Trust

Outstanding services
ealthier communities

What are we covering today?

Q&A

Polls

Whiteboard

Live Captions

PowerPoint Live

Breakout rooms

Breakthru

Viva Insights

Updates

Loop

All Apps

Additional Resources

Q&A In Teams

About

- Question and Answer (Q&A) lets you manage participants questions to keep conversations on track. Again, this is very similar to Slido and Polls but is a much simpler version to support a basic polling feature for your meeting.

Benefits

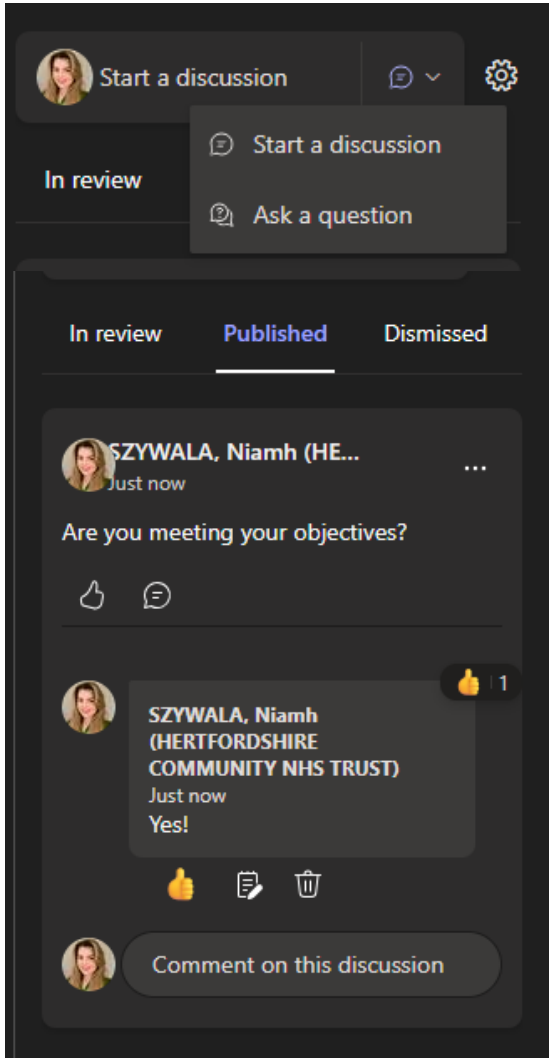
- As an organiser, you can choose to have a moderated or unmoderated Q&A
- Responses to questions are threaded in a conversation with the original question
- Assign the role of co-organiser to someone in the meeting via the meeting options, and they can also help screen questions as moderators.
- Pin conversations that are important to the top of the feed

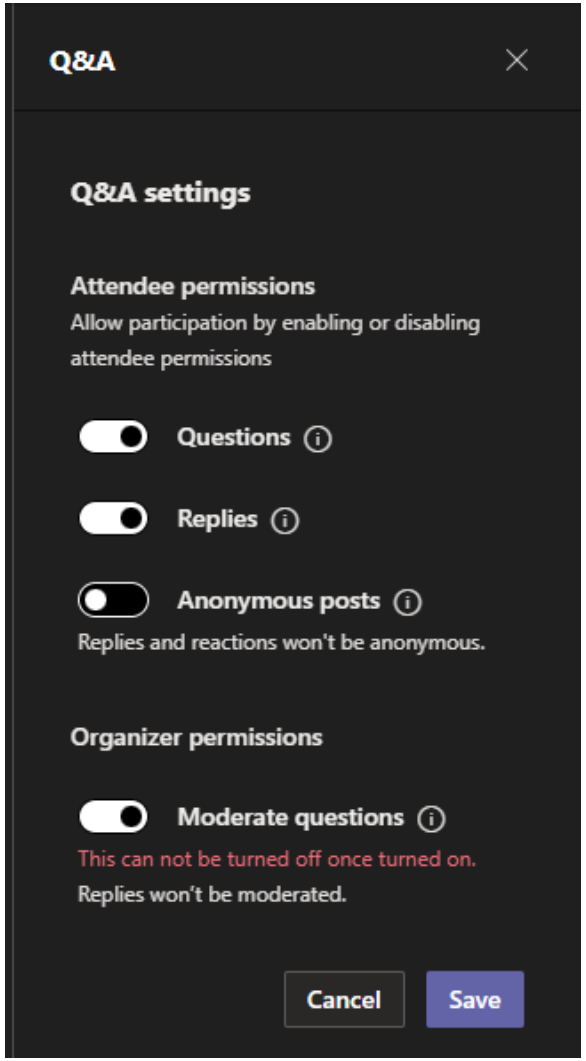
HCT Best Practice & Things to Note

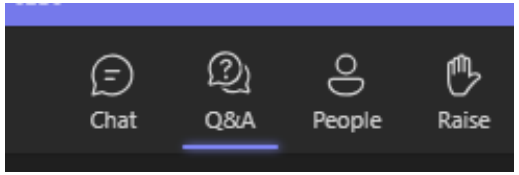
- HCT Best Practice: Turn off your meeting chat in the meeting options to truly moderate all meeting questions and comments

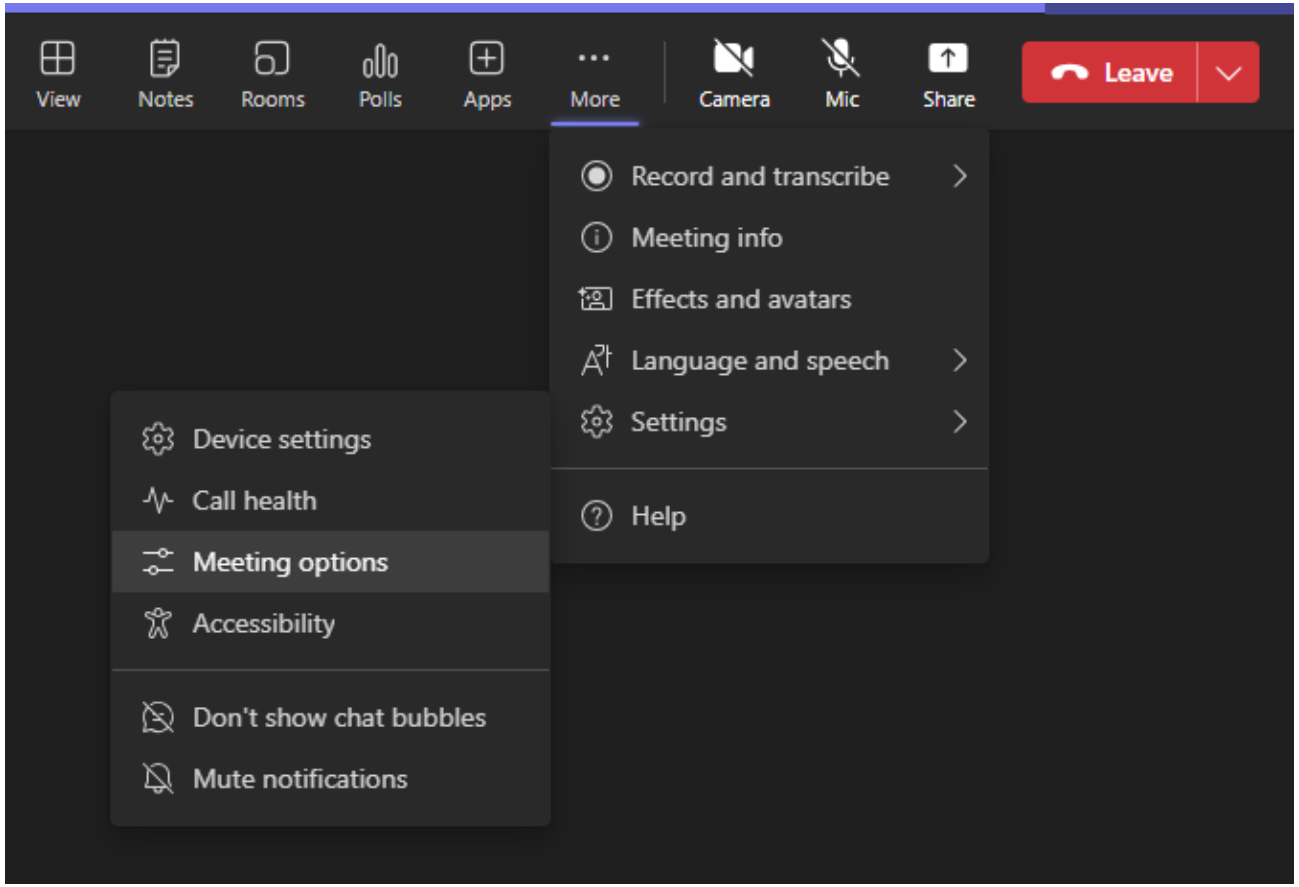
Resources

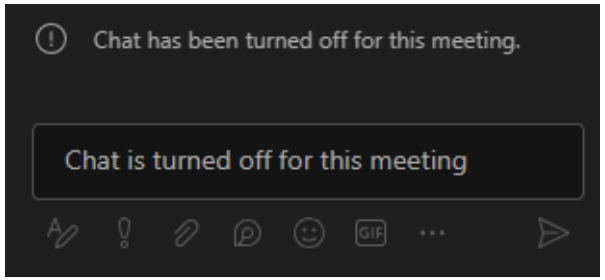
- Click here for more information and training for Q&A
- How to use the Q&A app in Teams for meetings and webinars

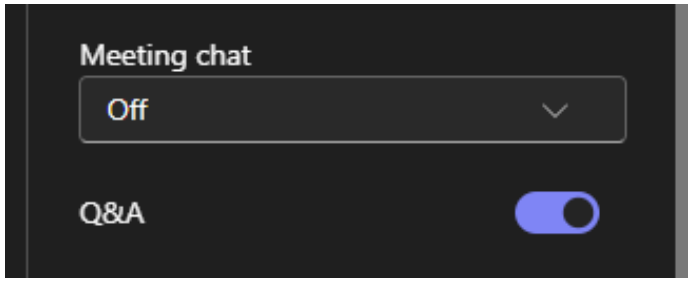

Start a discussion
Start a discussion
Ask a question
In review
In review
Published
Dismissed
SZYWALA, Niamh (HE...
Just now
Are you meeting your objectives?
1
SZYWALA, Niamh (HERTFORDSHIRE COMMUNITY NHS TRUST)
Just now
Yes!
Comment on this discussion


Q&A
Q&A settings
Attendee permissions
Allow participation by enabling or disabling attendee permissions
Questions
Replies
Anonymous posts
Replies and reactions won't be anonymous.
Organizer permissions
Moderate questions
This can not be turned off once turned on.
Replies won't be moderated.
Cancel
Save


Chat
Q&A
People
Raise


View
Notes
Rooms
Polls
Apps
More
Camera
Mic
Share
Leave
Record and transcribe
Meeting info
Effects and avatars
Language and speech
Settings
Help
Device settings
Call health
Meeting options
Accessibility
Don't show chat bubbles
Mute notifications


Chat has been turned off for this meeting.
Chat is turned off for this meeting


Meeting chat
Off
Q&A

Q&A In Teams

Polls in Teams (MS Forms)

About

- Polls is an internal platform that allows you to interact with participants during a meeting, event or conference.

Benefits

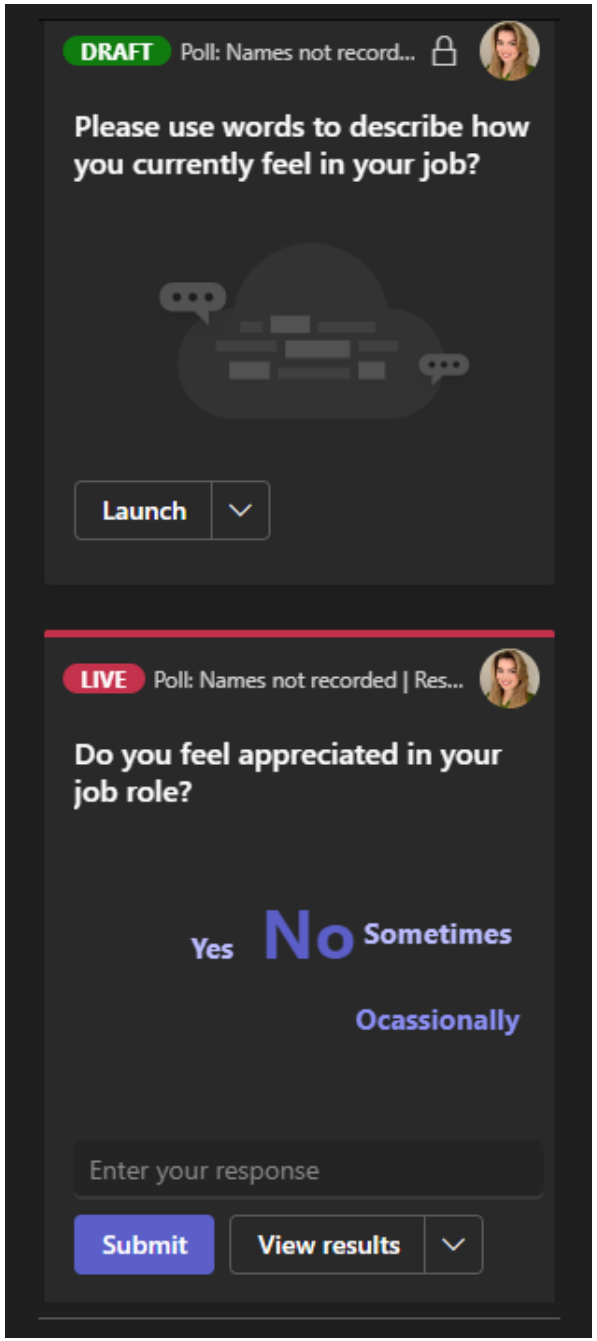
- Create questions before the meeting and launch at any time before, during and after a meeting through the meeting chat.
- Launching a poll means a pop up will appear on the participant screens making it difficult to ignore to help alert and increase responses
- Lots of different and creative ways to be interactive with participants
- There are options to keep responses anonymous and to share results with participants as they come in

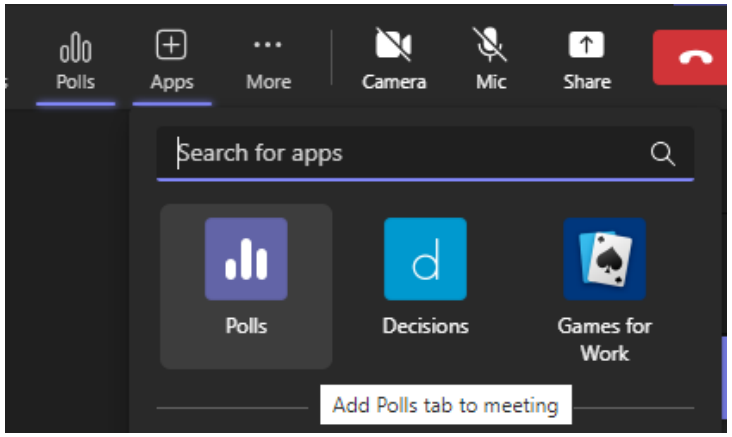
HCT Best Practice & Things to Note

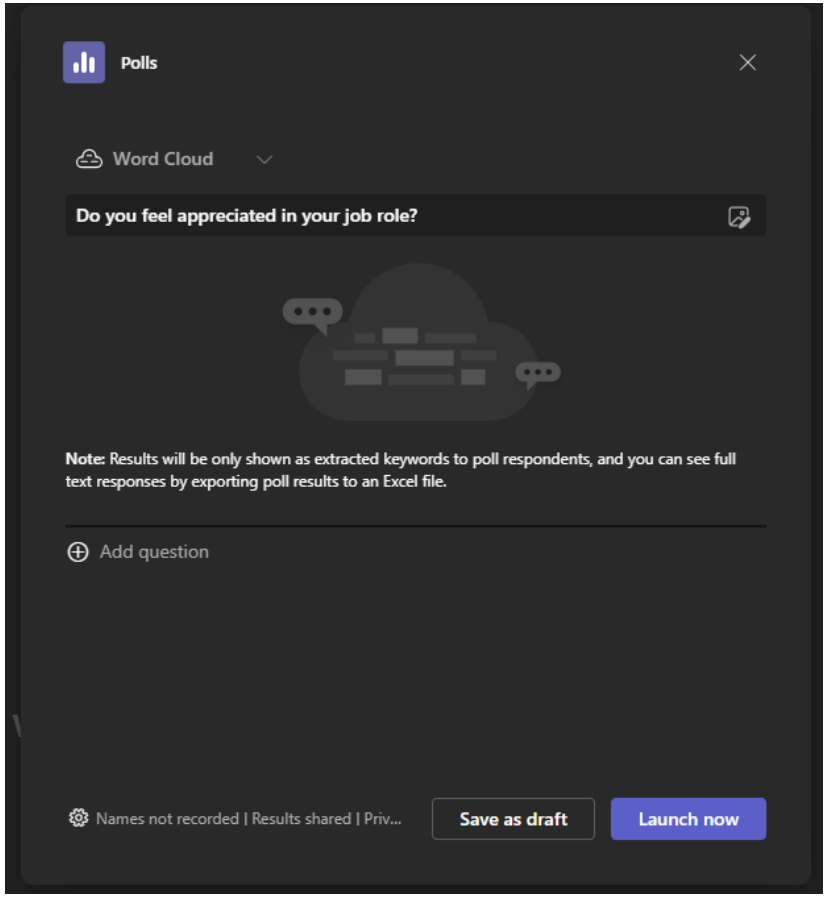
- Forms access may be managed by your IT department.

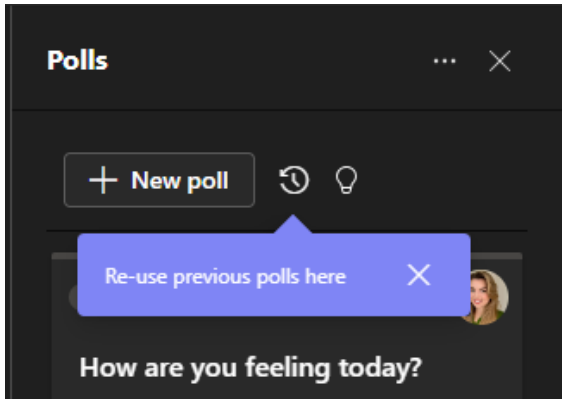
Resources

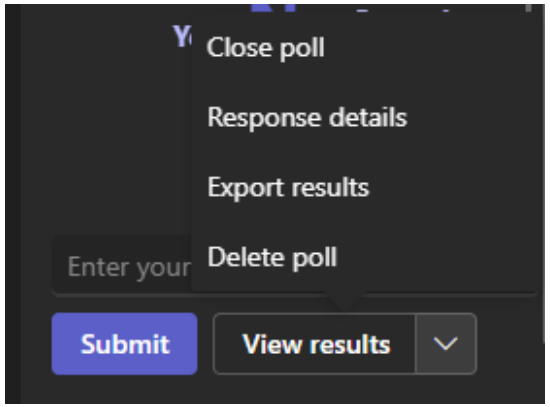
- Click here for more information and training on Polls
- 9 new features in Microsoft Teams for Fall 2022 – YouTube 02:58

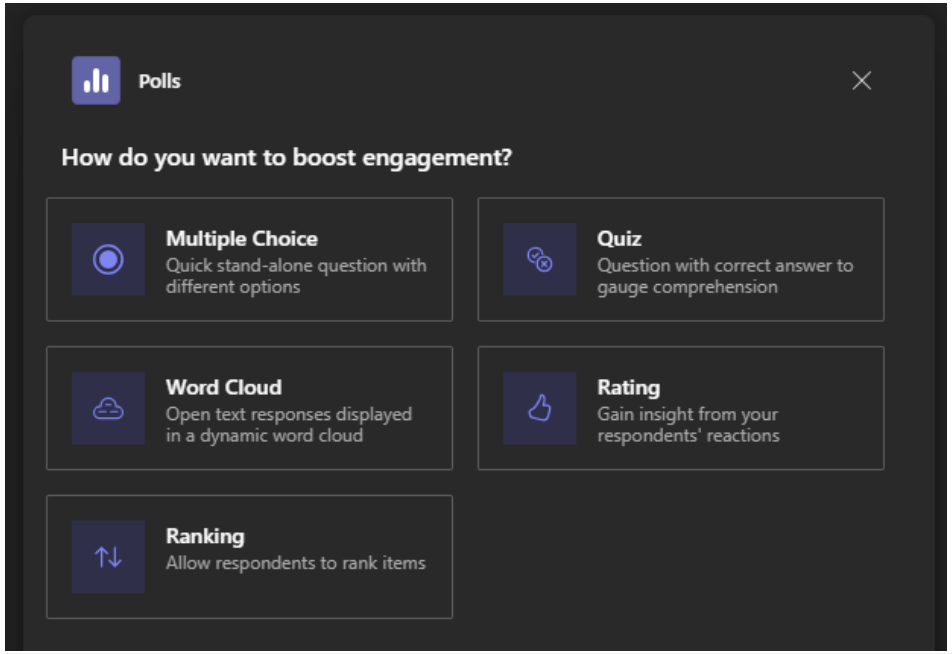




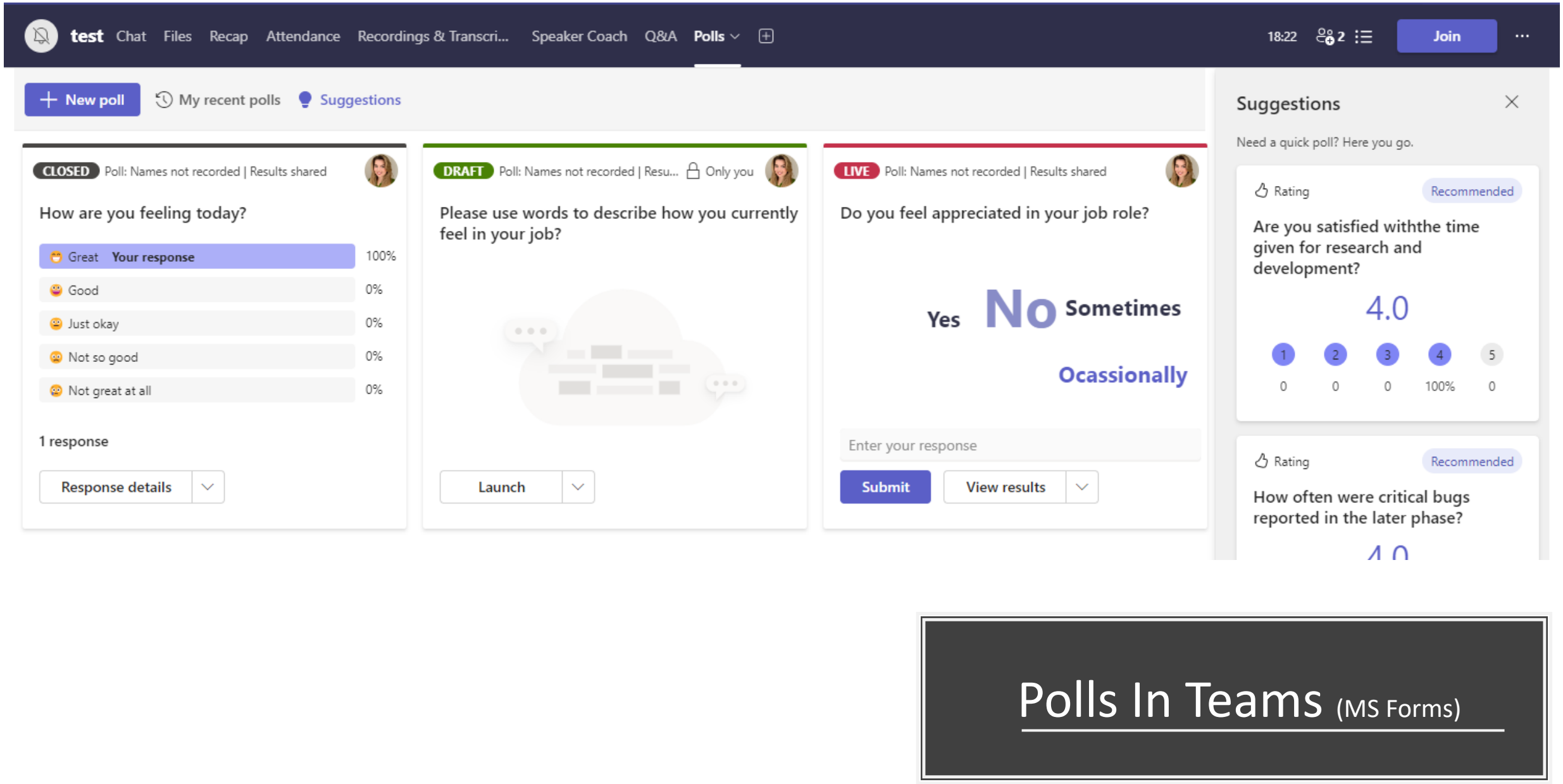








Polls In Teams (MS Forms)



Polls In Teams (MS Forms)

Whiteboard in Teams

About

- Microsoft Whiteboard makes it easy to share ideas and collaborate with everyone in the same Microsoft Teams meeting.

Benefits

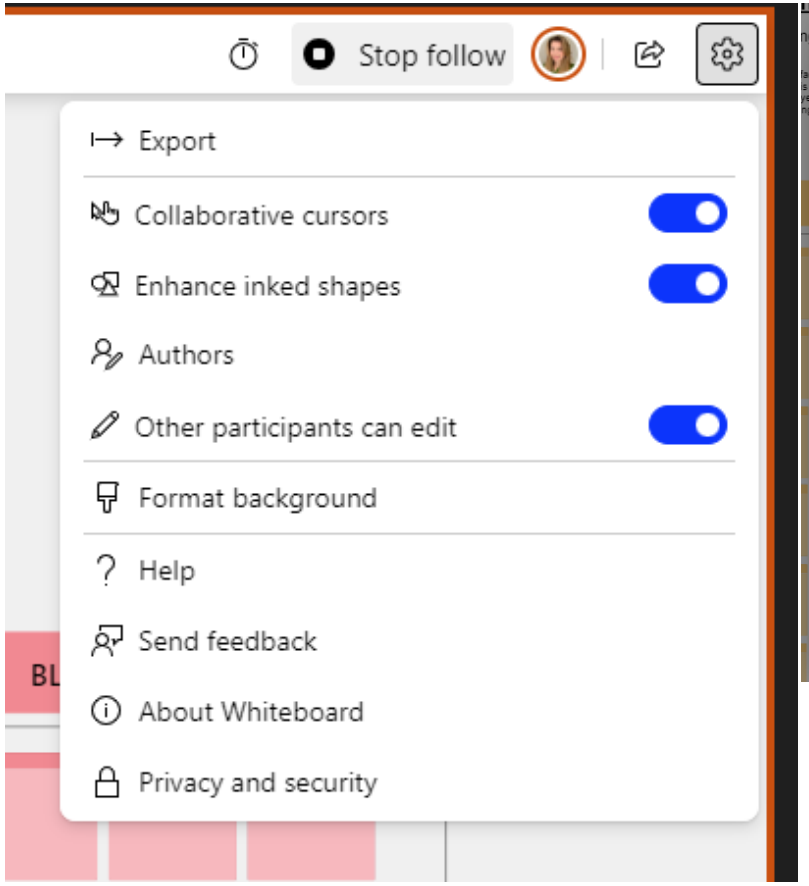
- Bring teams together in one inclusive space for co-creation:
- Real time collaboration across all devices
- Re-use an existing Whiteboard across multiple meetings
- Export the Whiteboard as a PDF once you are finished.

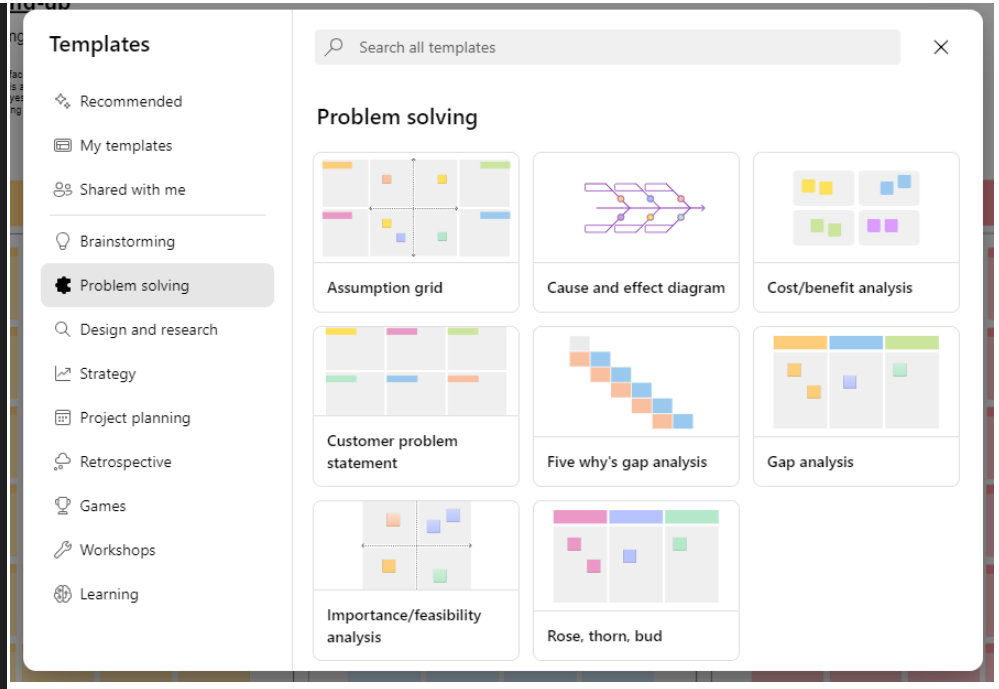
HCT Best Practice & Things to Note

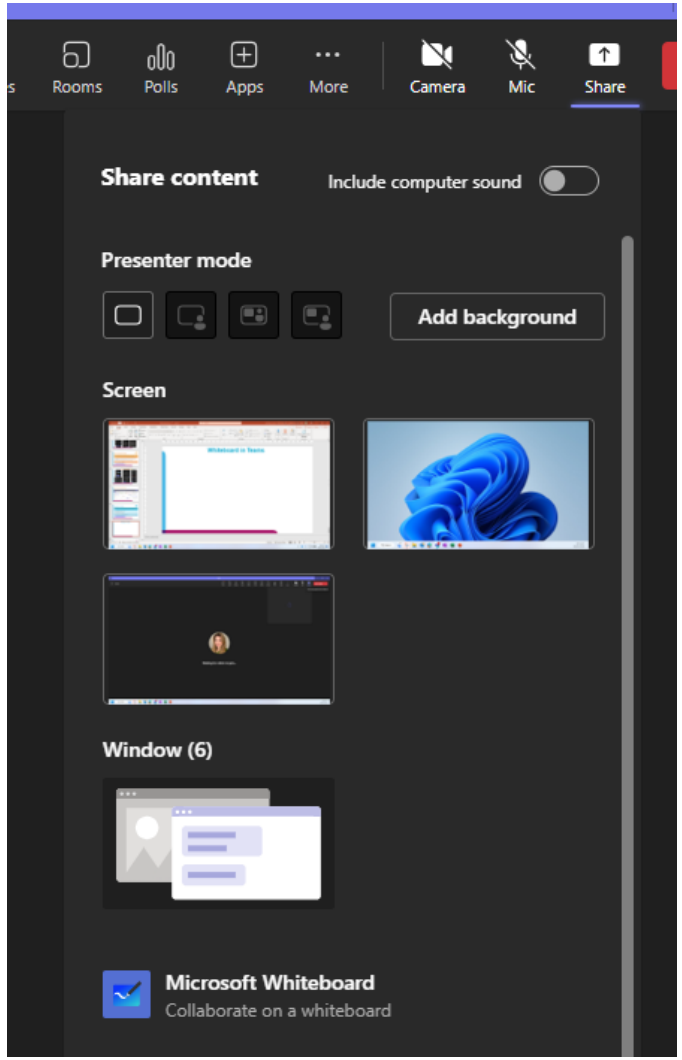
- Turn on and off collaboration settings to control your participation's access

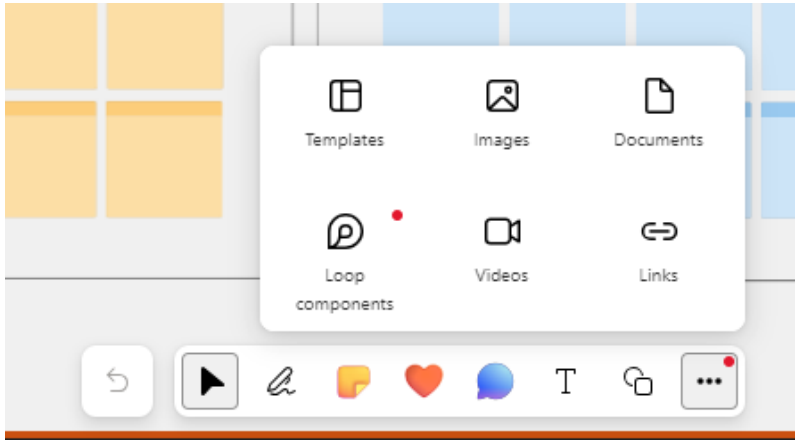
Resources

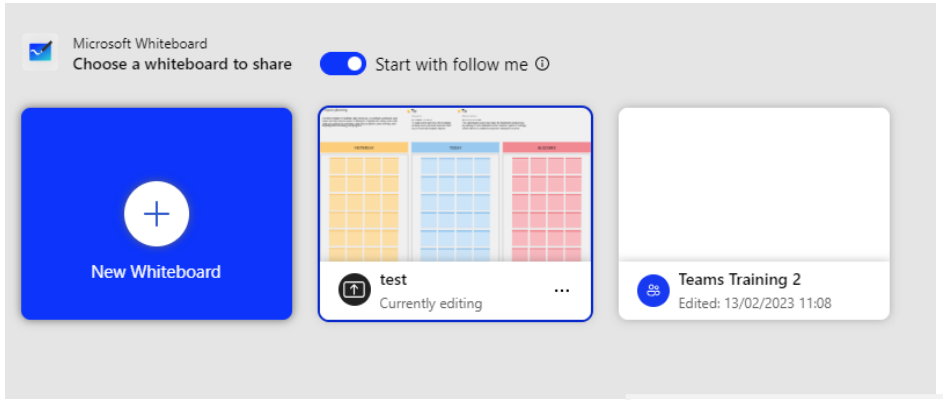
- Click here for further training and information for Whiteboard
- How to use Whiteboard in Microsoft Teams - YouTube











Whiteboard In Teams

Live Captions

About

- Turn on Live captions to display the spoken words of a meeting or call on screen

Benefits

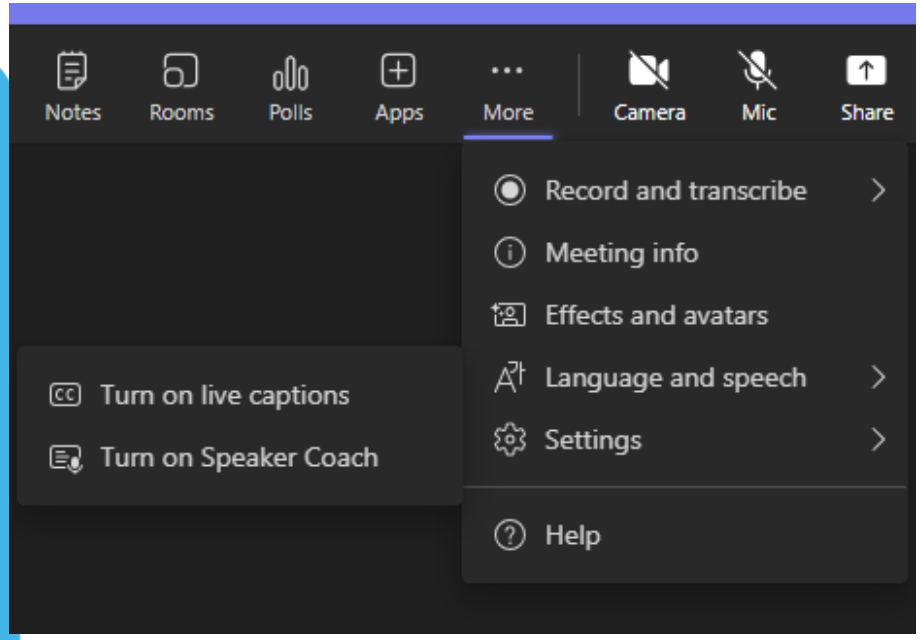
- Allow people to take control of their individual needs without needing to ask
- Build in captions visible to only those that turn it on
- Customise your caption settings to suit your individual needs

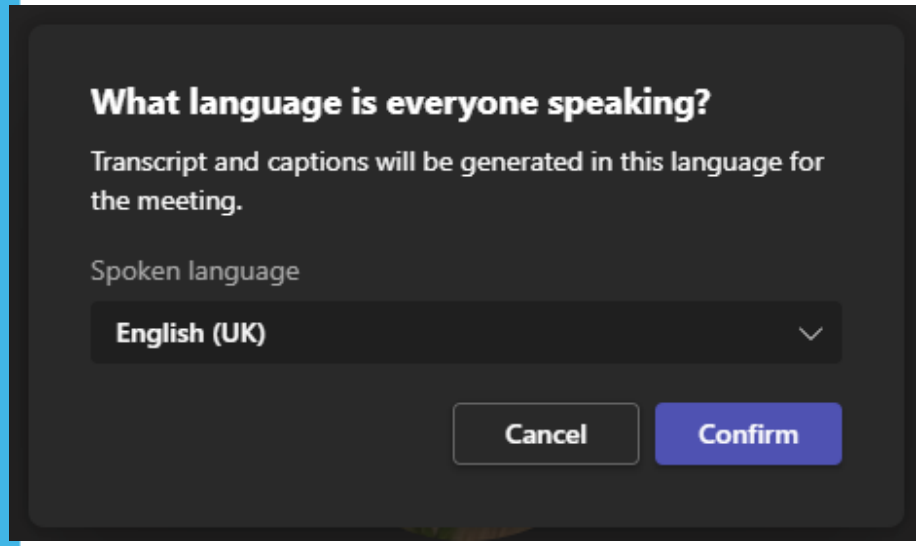
Things to Note

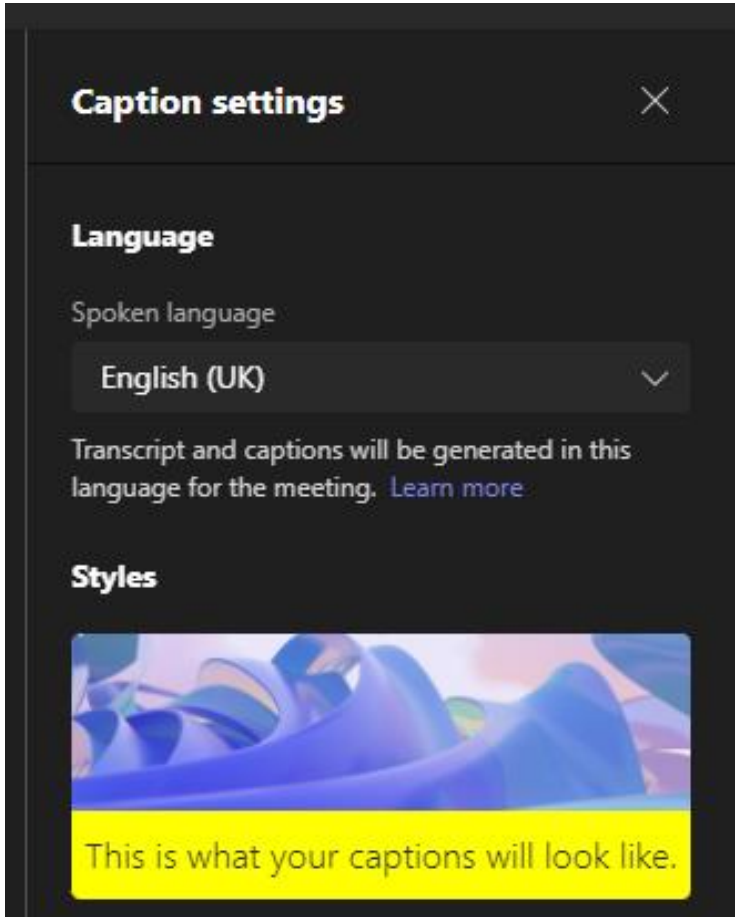
- HCT Best Practice – If you are leading a meeting, use your introduction/ housekeeping slide or verbally tell your audience this feature is available in case they don't already know

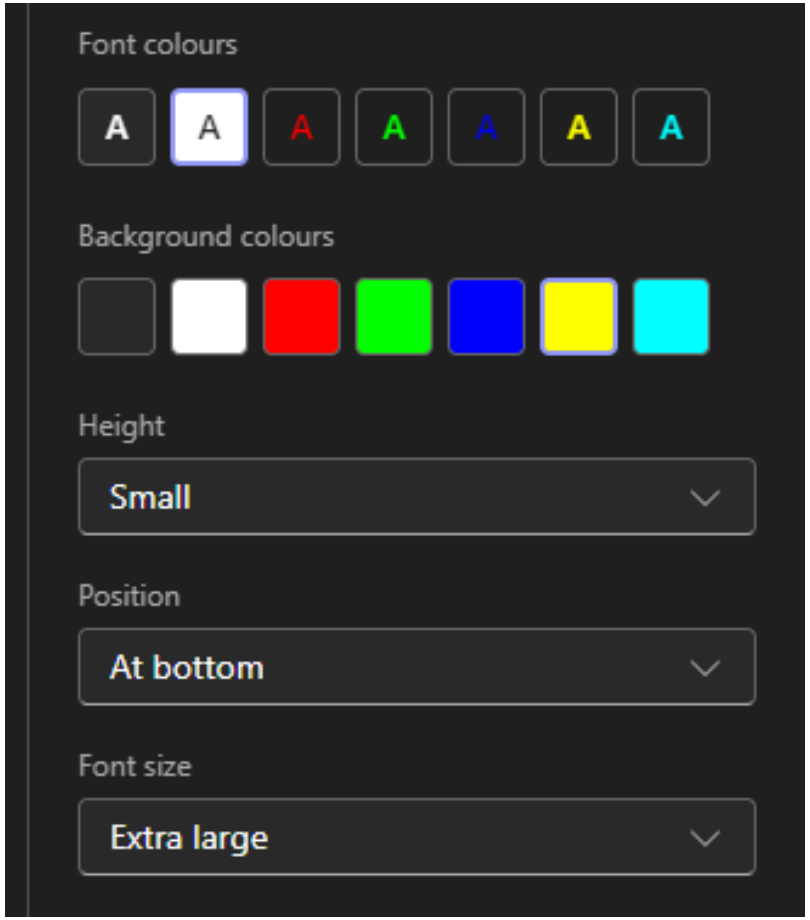
Resources

- Use live captions in Microsoft Teams meetings - Microsoft Support









Live Captions In Teams

PowerPoint Live

About

- PowerPoint Live in Teams gives both the presenter and audience an inclusive and engaging experience, combining the best parts of presenting in PowerPoint with the connection and collaboration of a Microsoft Teams meeting.

Benefits

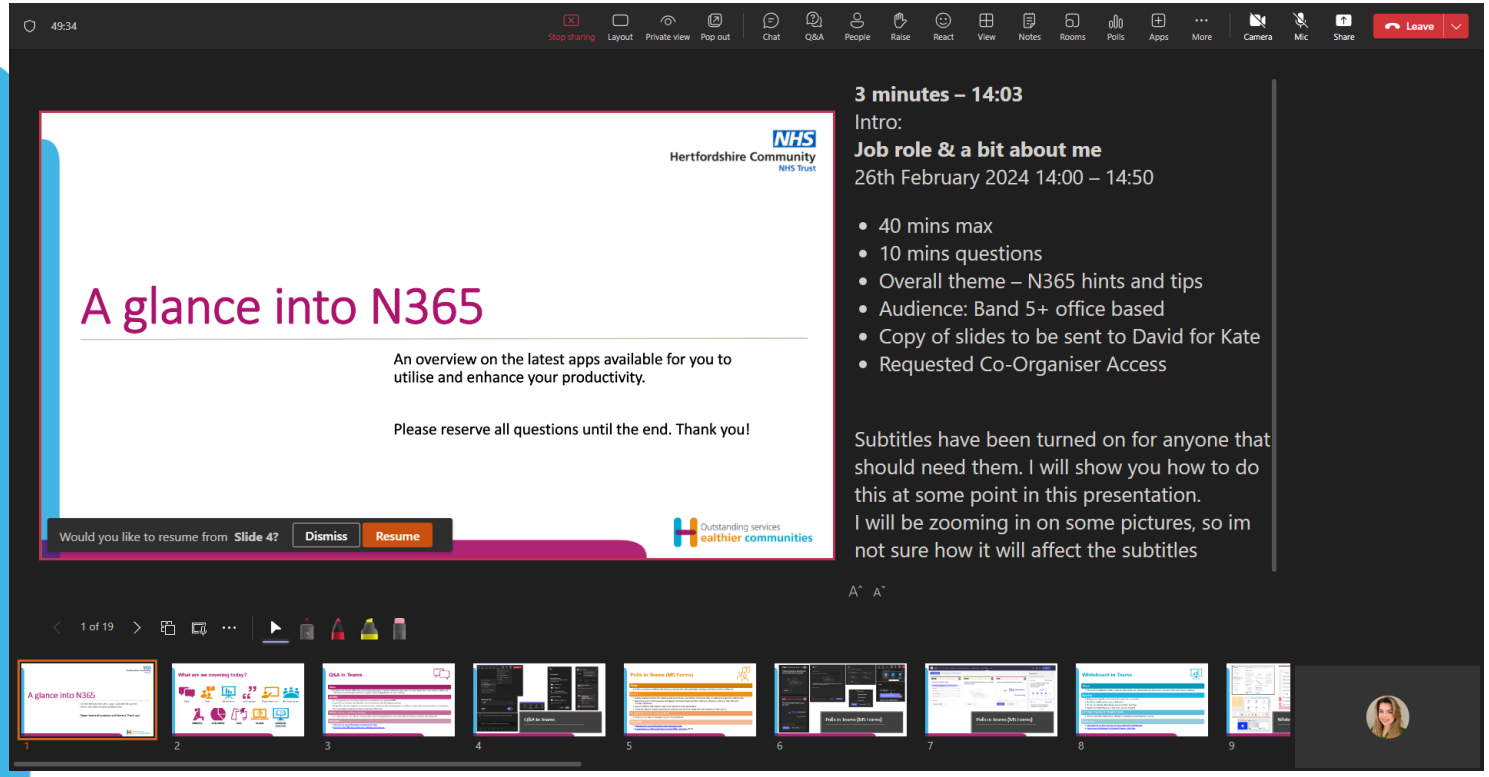
- Presenters have a unique view that lets you control your presentation while staying engaged with the audience, seeing people's video, raised hands, reactions, and chat as needed.
- The Audience can interact with the presentation and personalise the viewing experience with captions, high contrast slides, and slides translated into your native language.

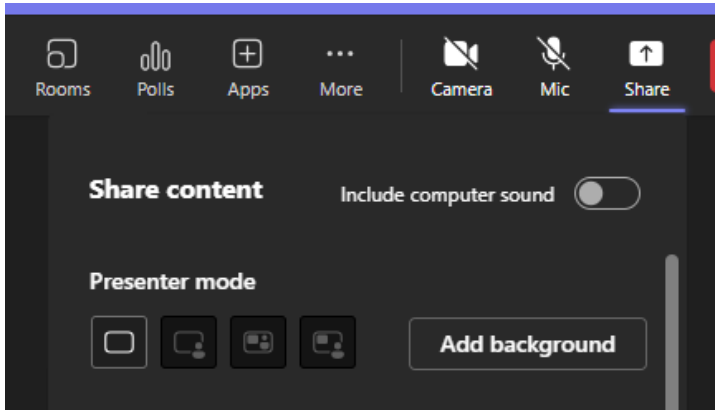
HCT Best Practice & Things to Note

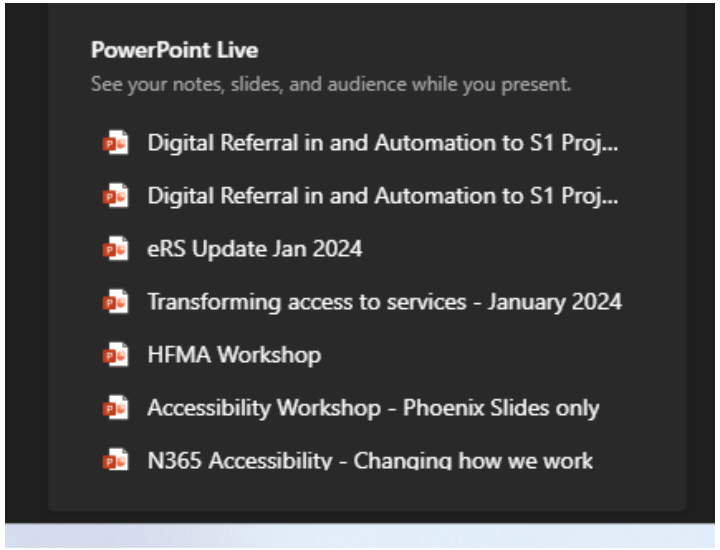
- If you are already in your PowerPoint, click the present in teams feature within the application itself, and it will pick up the meeting you are in and automatically start a PowerPoint Live

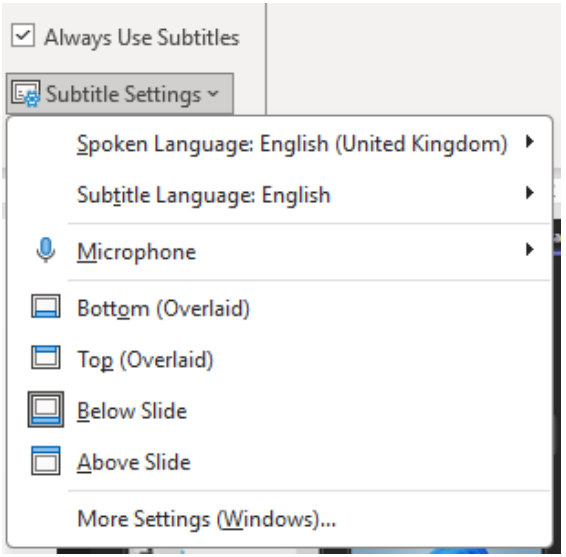
Resources

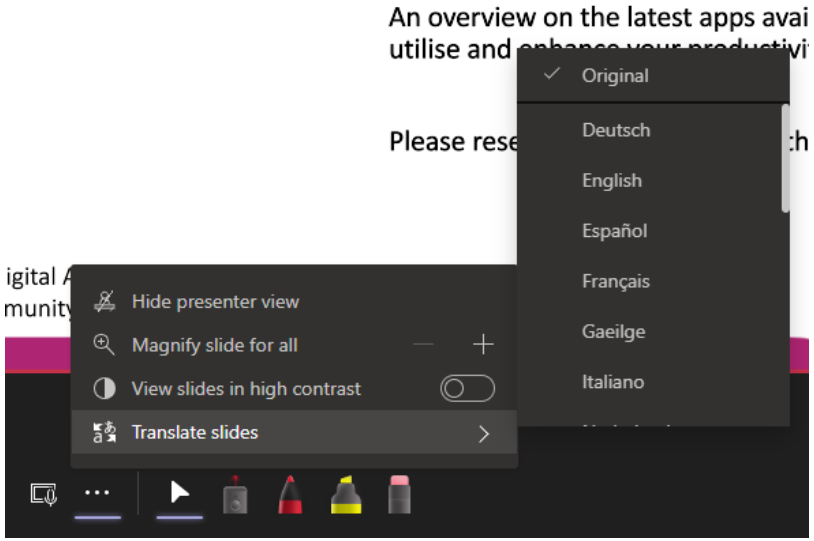
- Share slides in Microsoft Teams meetings with PowerPoint Live - Microsoft Support











PowerPoint Live

Breakout Rooms

About

- Breakout rooms allow opportunity for unique discussions outside of the main meeting during your meeting/ workshop

Benefits

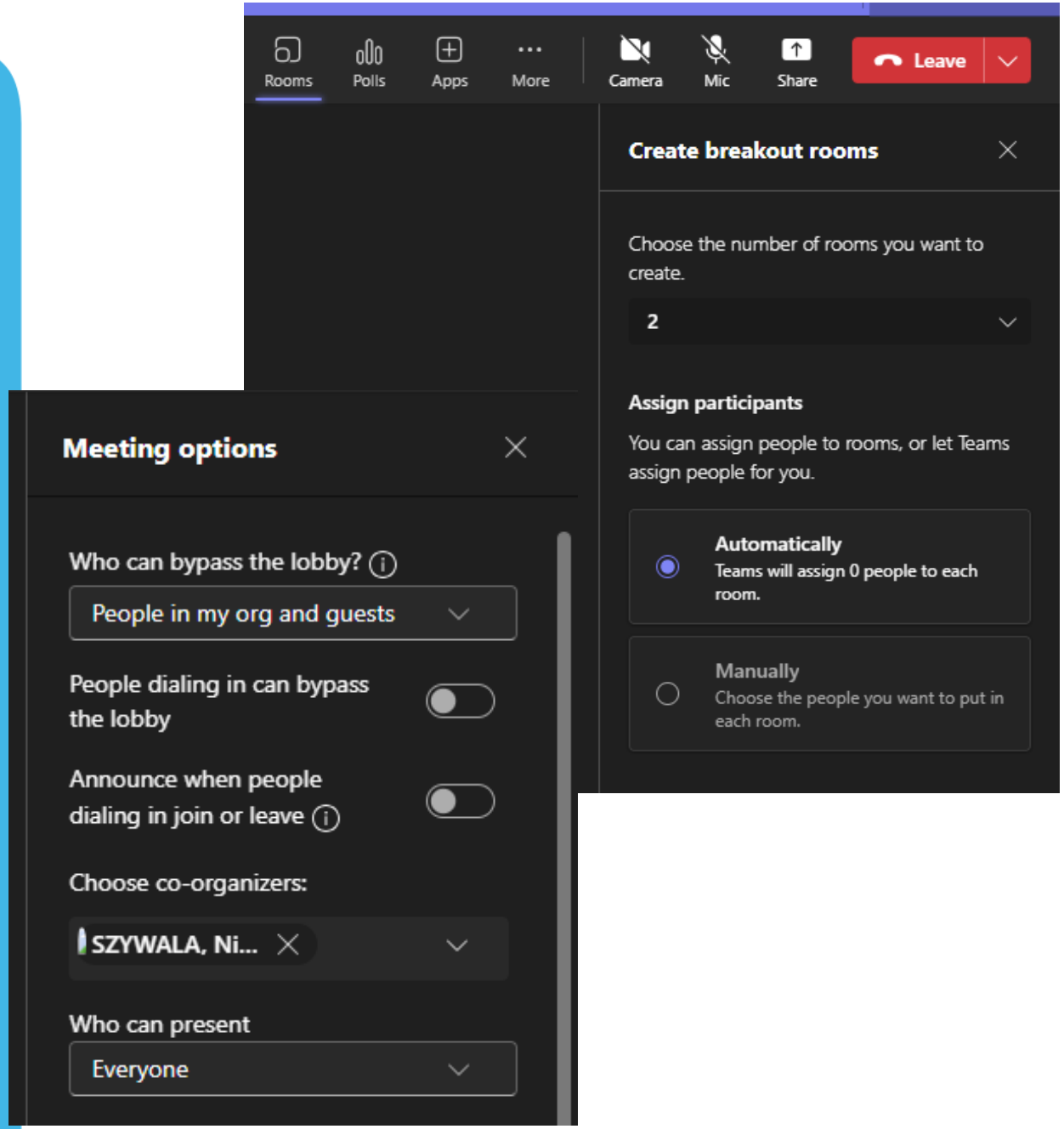
- Allow a space for individual conversations to be held and keep your meeting/ workshop interactive
- Manage participant movement, by allowing them to move in and out of the breakout room back into the main room
- Set time limits on the rooms to keep your meeting/ workshop on track
- Set up your breakout rooms before the meeting starts to reduce the admin during the meeting

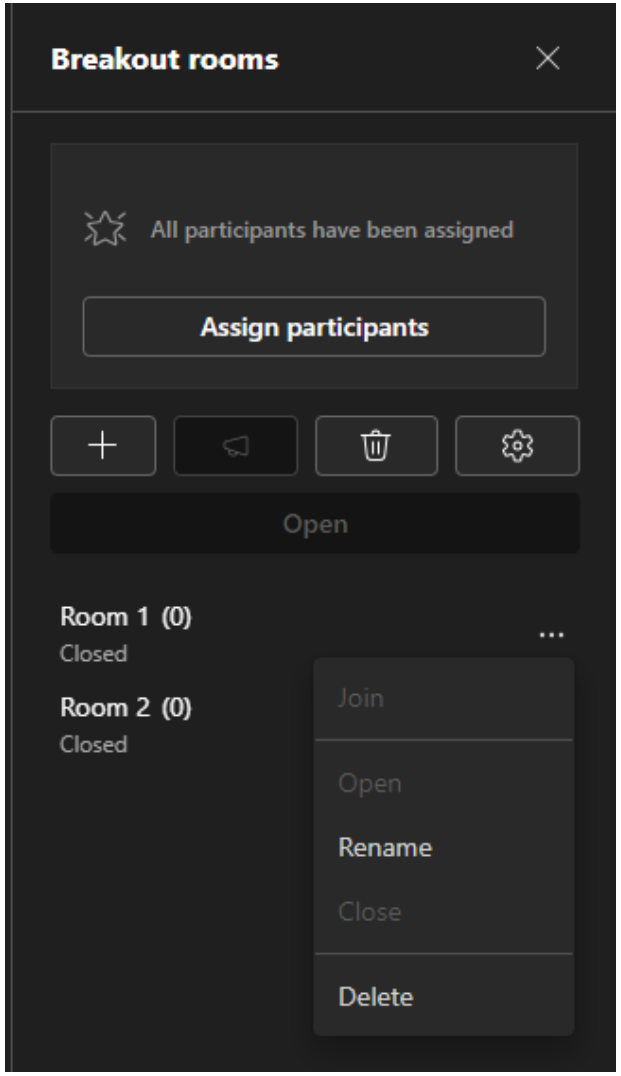
HCT Best Practice & Things to Note

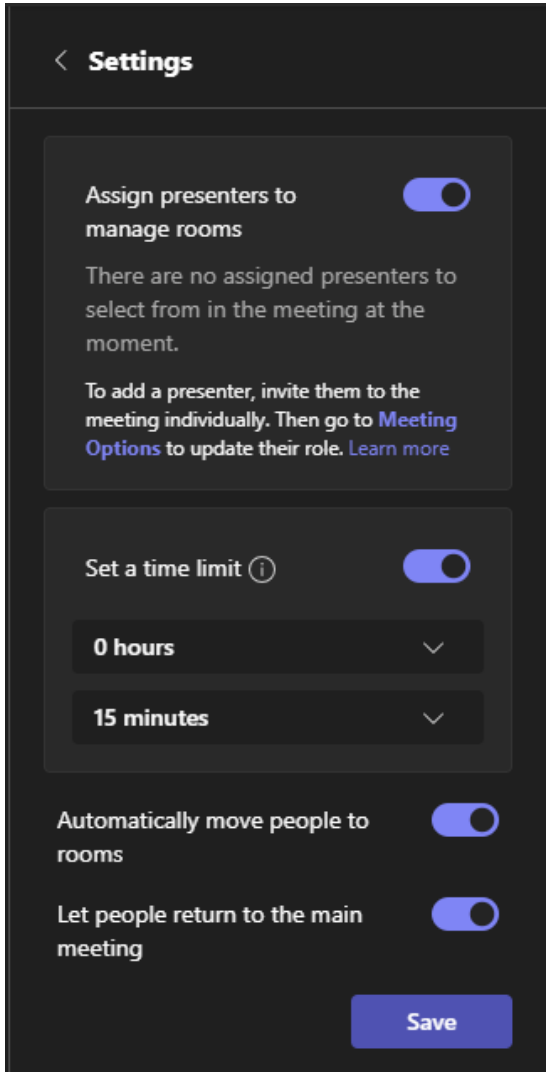
- You must be a meeting organiser/ co-organiser or presenter appointed as a room manager to create breakout rooms

Resources

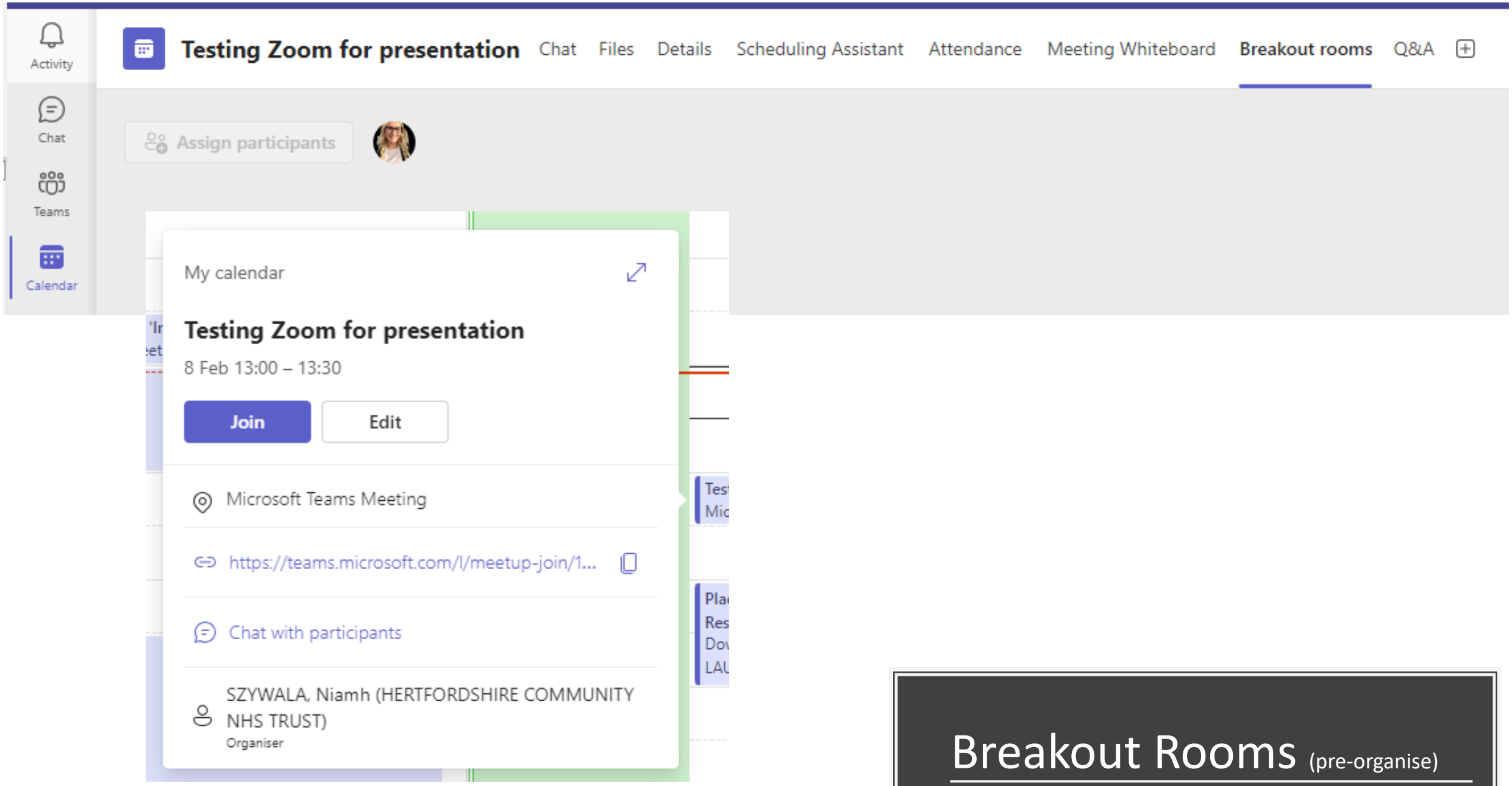
- Use breakout rooms in Microsoft Teams meetings - Microsoft Support



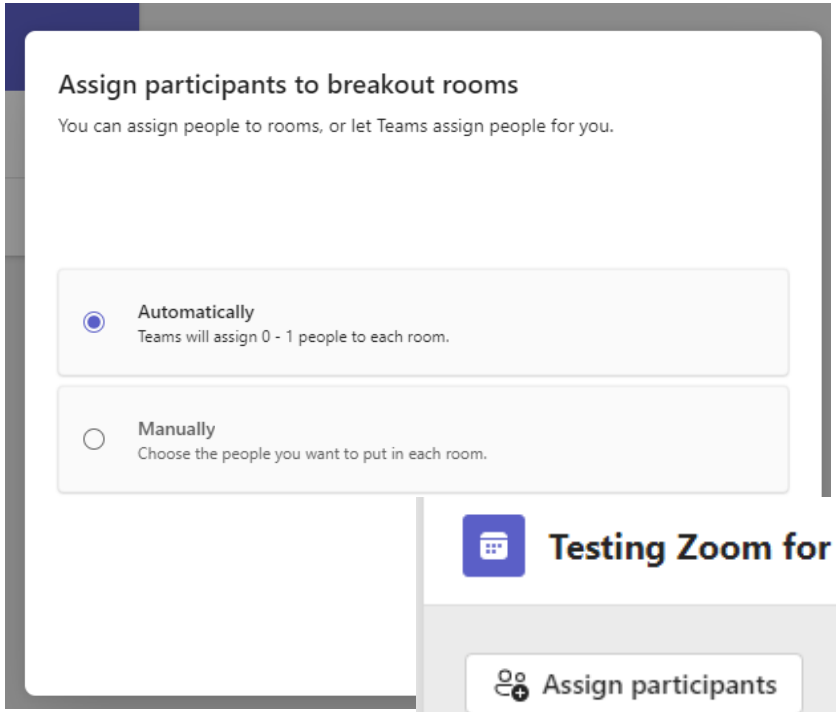


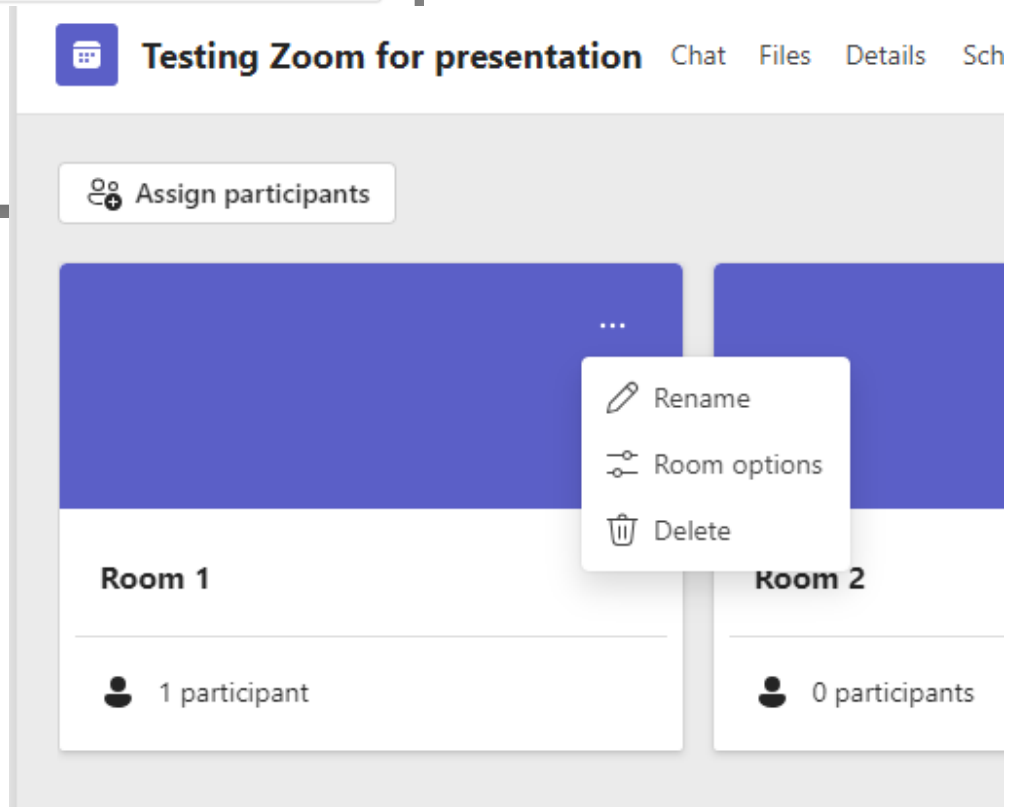


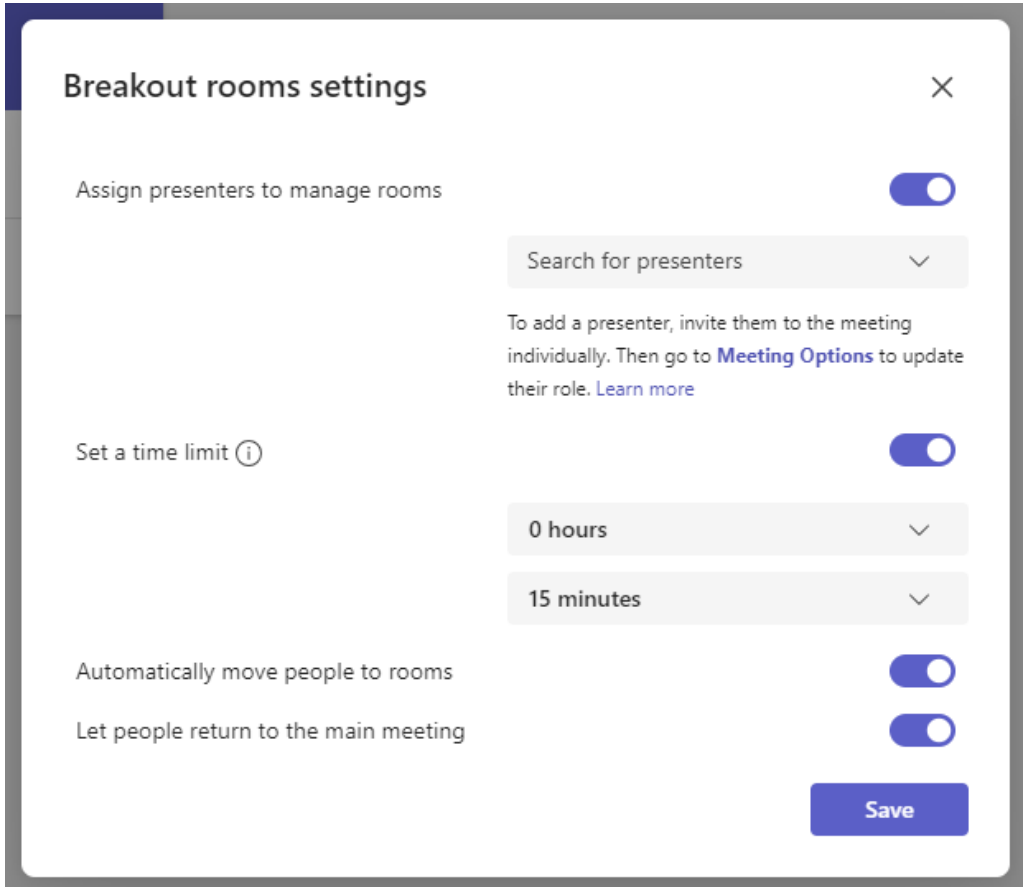
Breakout Rooms (live-organise)



Breakout Rooms (pre-organise)







Breakout Rooms (pre-organise)

Teams integrated Apps

Breakthru

- Use Breakthru to introduce microbreaks into your day.
- Regular Micro movements can improve your overall physical and mental health when working.

Learn more about Breakthru

Viva Insights

- Use Viva to manage your Productivity, Teamwork and Wellbeing.
- The productivity tab allows you to check your meeting habits through different categories.

Lean more about Viva Insights

Updates

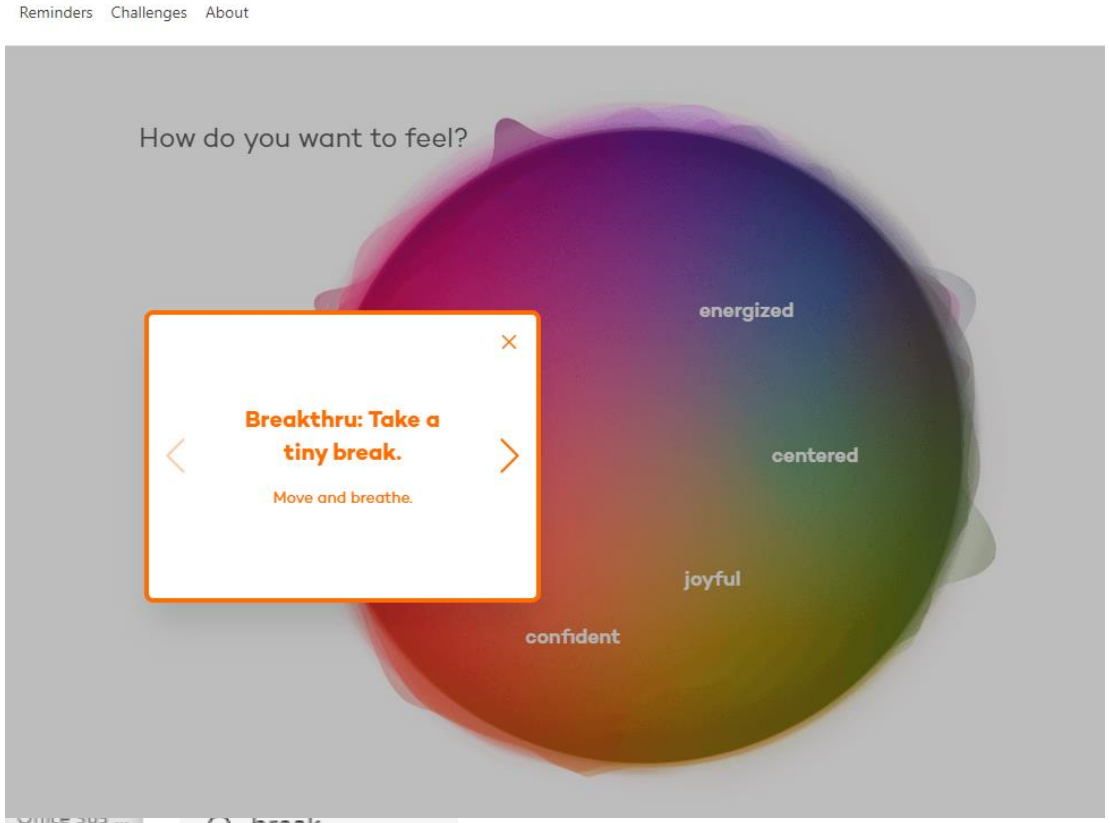
- Add Updates to your team chats to request frequent information from those in the chat.
- Add the app to your navigation pane to keep an eye on updates coming in.

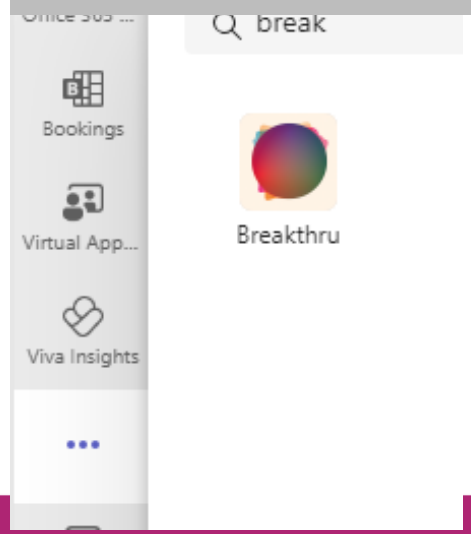
Learn more about Updates

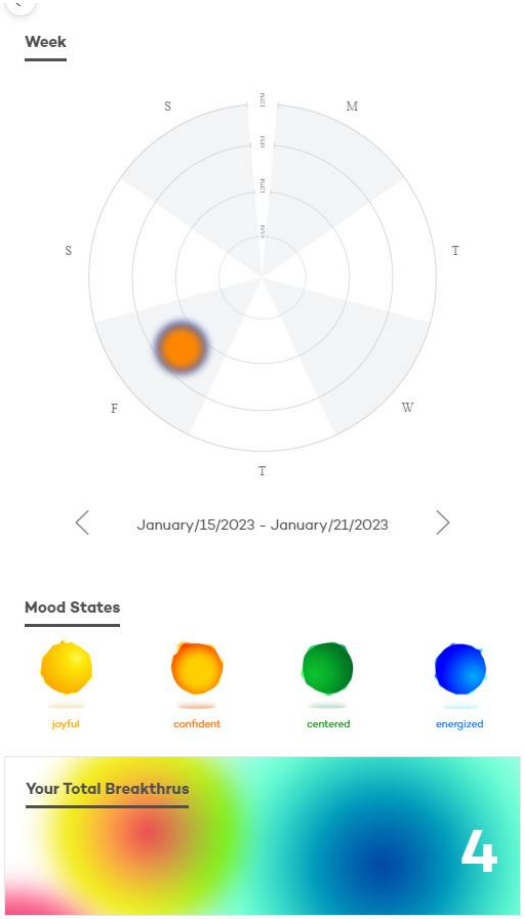
Loop

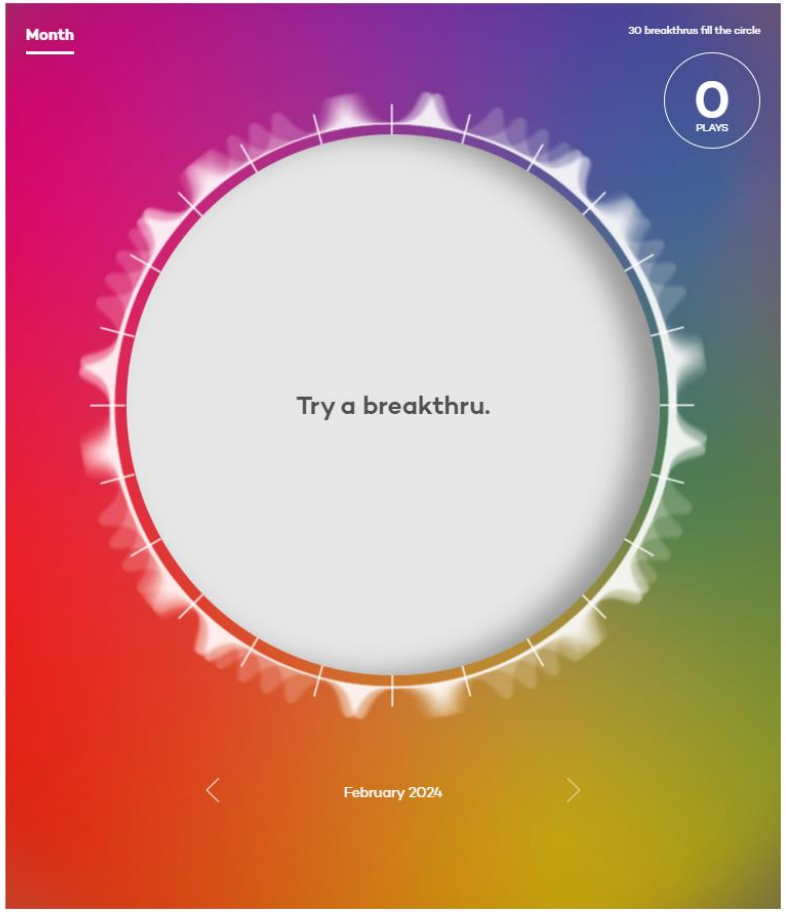
- Loop is newly launched product for N365 and allows for easy collaboration across your Team.
- Loop integrates with all your N365 apps to keep ideas in one place.

Learn more about Loop

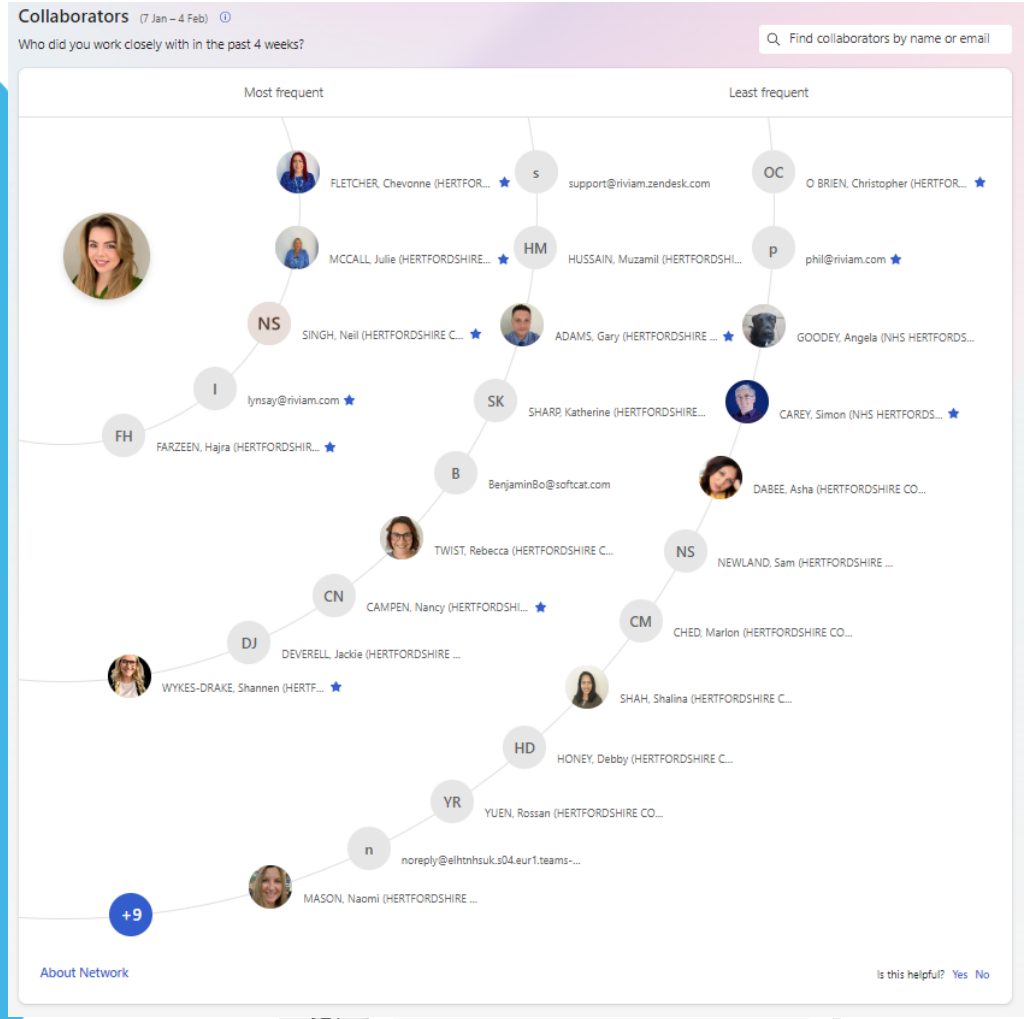

Reminders
Challenges
About
How do you want to feel?
energized
centered
joyful
confident
Breakthru: Take a tiny break.
Move and breathe.

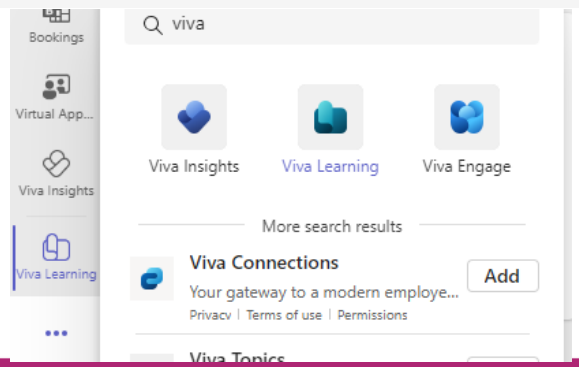

break
Bookings
Virtual App...
Viva Insights
Breakthru


Week
S
M
T
W
T
F
S
January/15/2023 - January/21/2023
Mood States
joyful
confident
centered
energized
Your Total Breakthrus
4

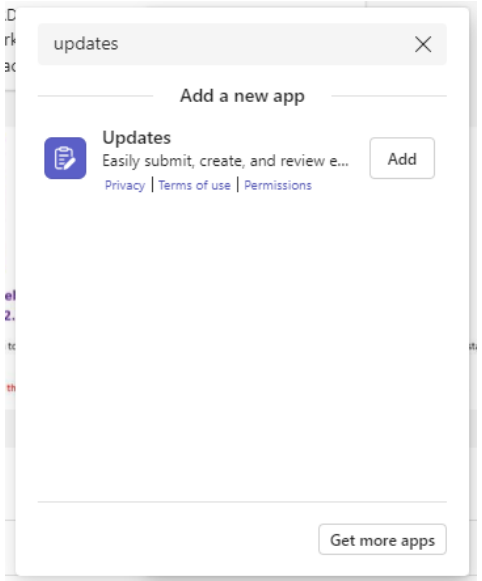

Month
30 breakthrus fill the circle
0
PLAYS
Try a breakthru.
February 2024

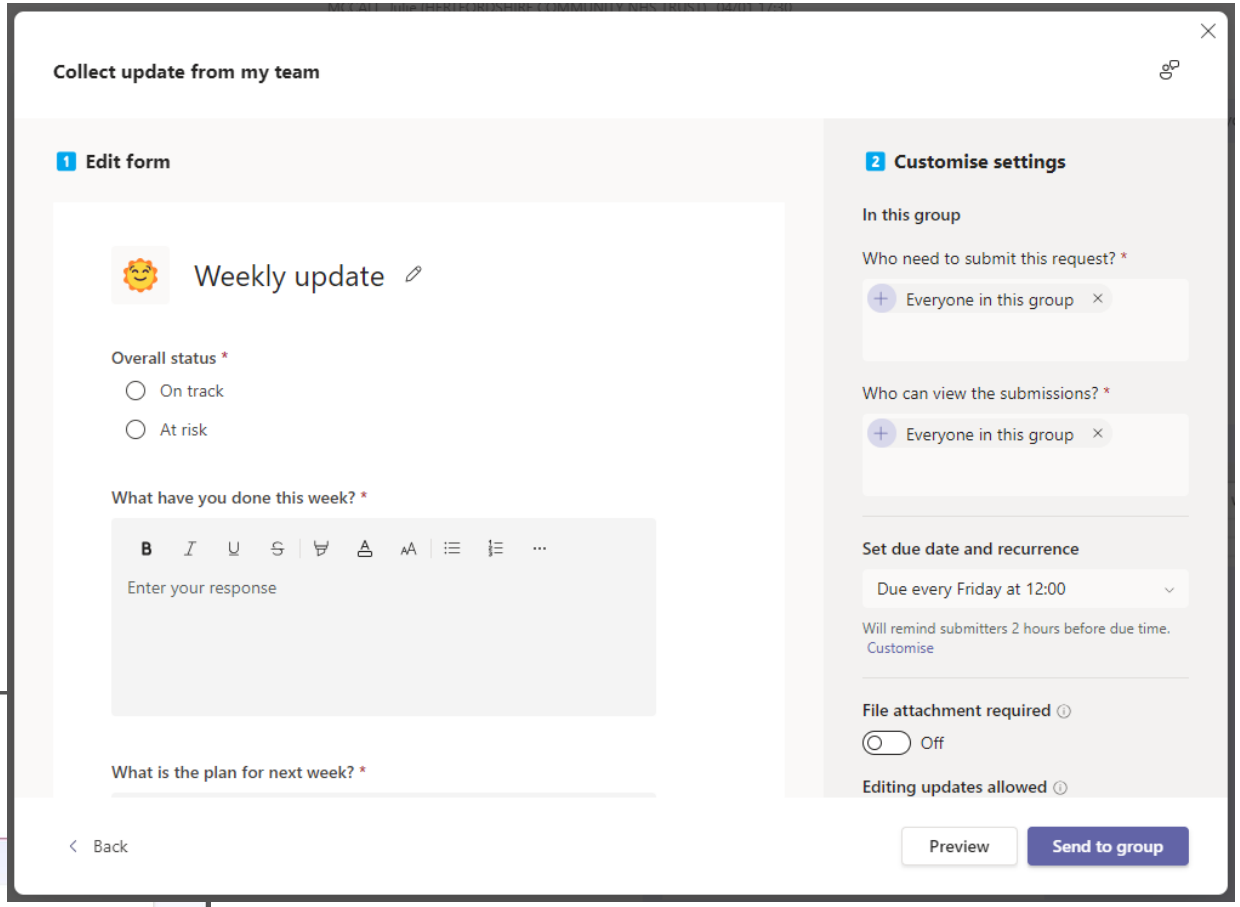
Breakthru

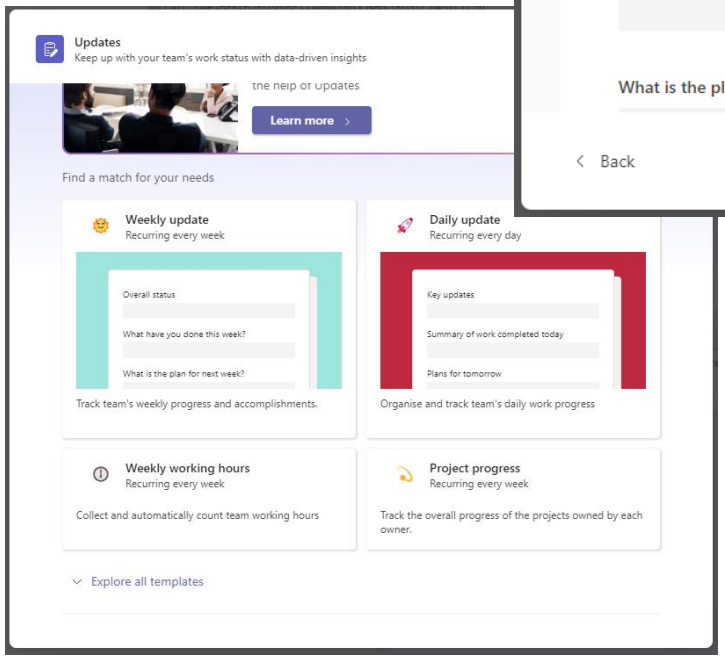


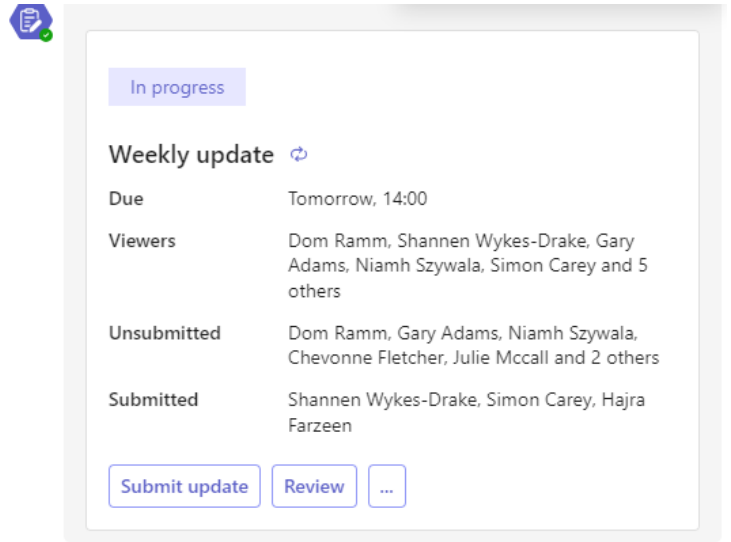


Viva Insights

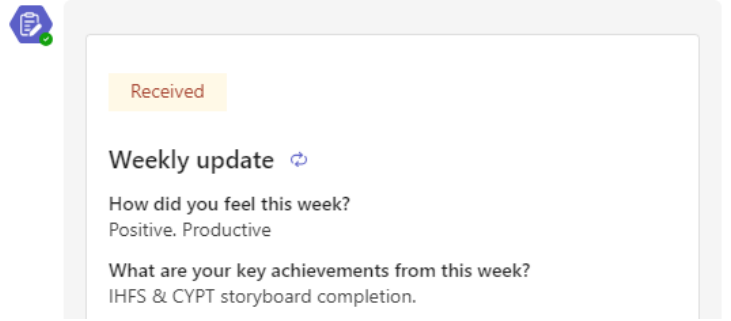




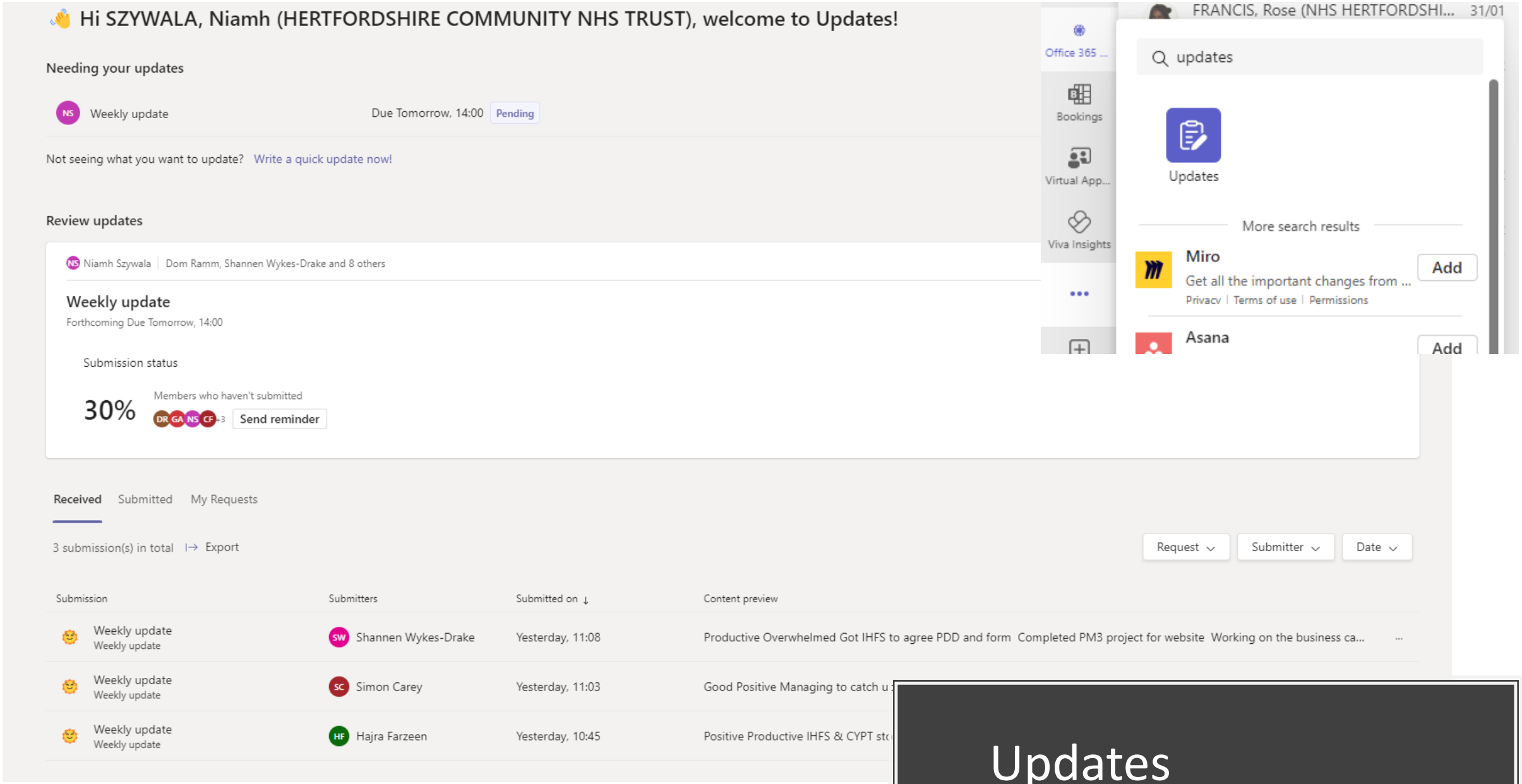




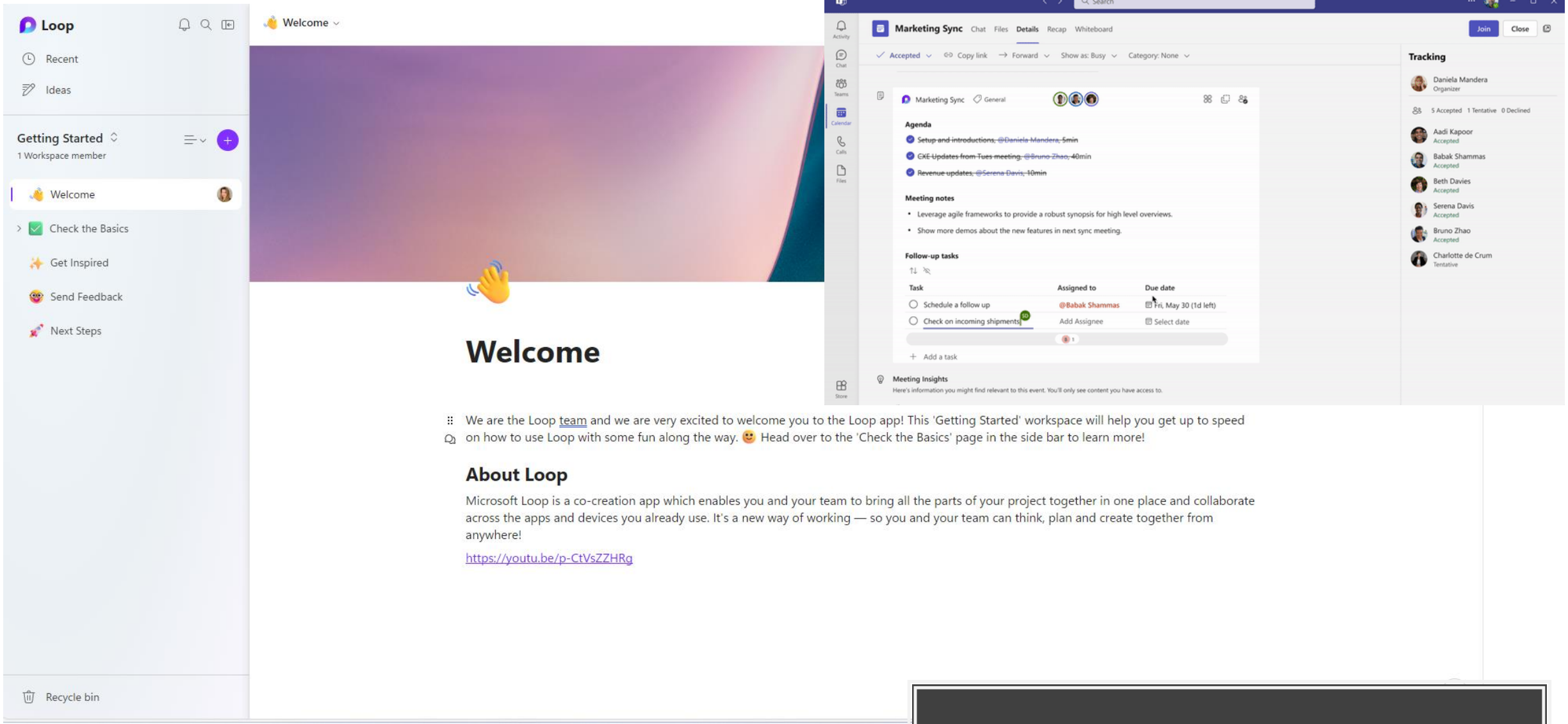
FARZEEN, Hajra (HERTFORDSHIRE COMMUNITY NHS TRUST) via Updates Yesterday 10:45



Updates

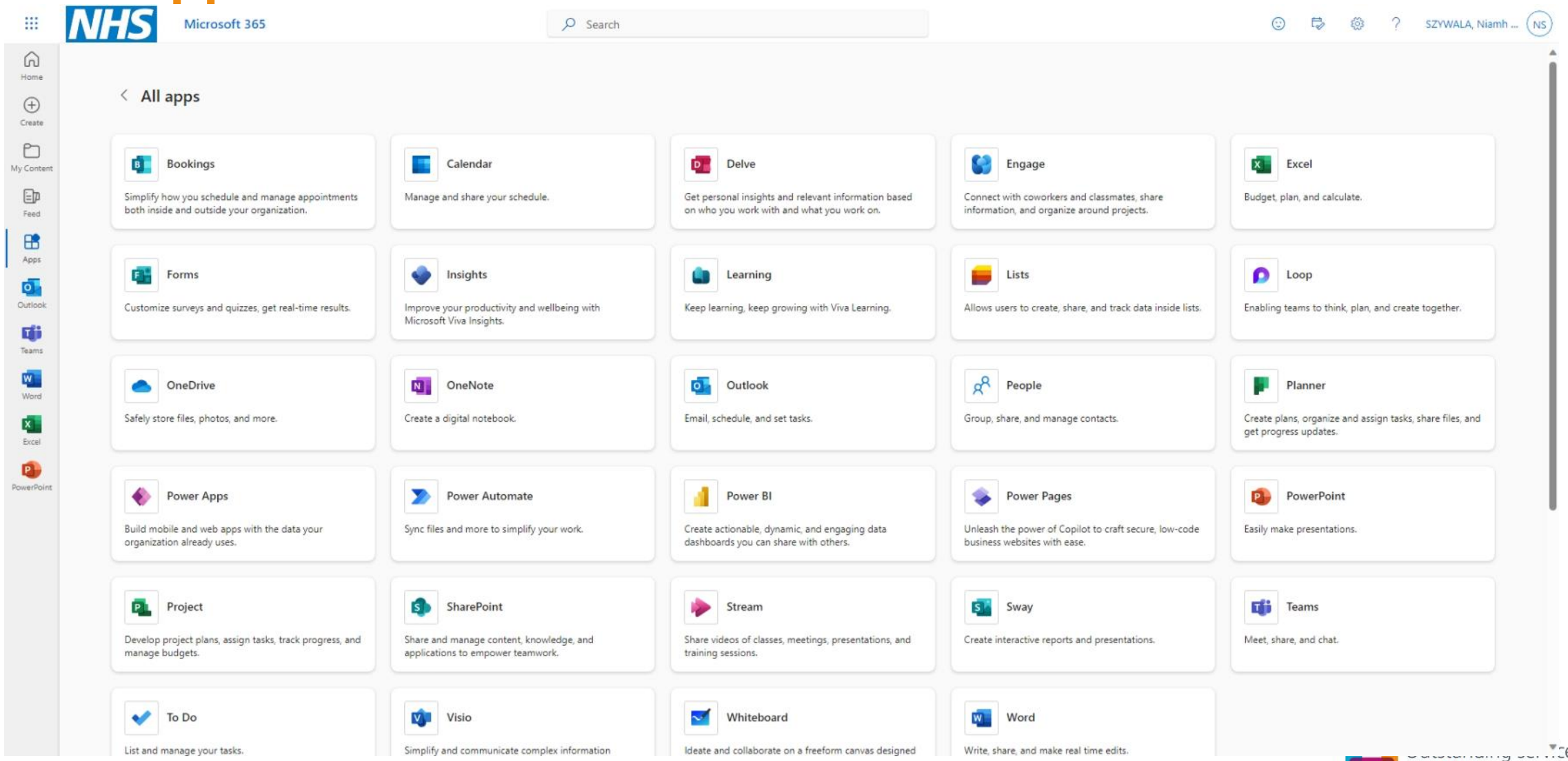

Hi SZYWALA, Niamh (HERTFORDSHIRE COMMUNITY NHS TRUST), welcome to Updates!
Needing your updates
Weekly update
Due Tomorrow, 14:00
Pending
Not seeing what you want to update?
Write a quick update now!
Review updates
Niamh Szywala
Dom Ramm, Shannen Wykes-Drake and 8 others
Weekly update
Forthcoming Due Tomorrow, 14:00
Submission status
30%
Members who haven't submitted
Send reminder
Received
Submitted
My Requests
3 submission(s) in total
Export
Request
Submitter
Date
Submission
Submitters
Submitted on
Content preview
Weekly update
Weekly update
Shannen Wykes-Drake
Yesterday, 11:08
Productive Overwhelmed Got IHFS to agree PDD and form Completed PM3 project for website Working on the business ca...
Weekly update
Weekly update
Simon Carey
Yesterday, 11:03
Good Positive Managing to catch u
Weekly update
Weekly update
Hajra Farzeen
Yesterday, 10:45
Positive Productive IHFS & CYPT st
Office 365 ...
Bookings
Virtual App...
Viva Insights
FRANCIS, Rose (NHS HERTFORDSHI...
31/01
updates
Updates
More search results
Miro
Get all the important changes from ...
Privacy | Terms of use | Permissions
Add
Asana
Add

Updates


Loop
Recent
Ideas
Getting Started
1 Workspace member
Welcome
Check the Basics
Get Inspired
Send Feedback
Next Steps
Recycle bin
Welcome
Welcome
We are the Loop team and we are very excited to welcome you to the Loop app! This 'Getting Started' workspace will help you get up to speed on how to use Loop with some fun along the way. Head over to the 'Check the Basics' page in the side bar to learn more!
About Loop
Microsoft Loop is a co-creation app which enables you and your team to bring all the parts of your project together in one place and collaborate across the apps and devices you already use. It's a new way of working — so you and your team can think, plan and create together from anywhere!
https://youtu.be/p-CtVsZZHRg
Marketing Sync
Chat
Files
Details
Recap
Whiteboard
Join
Close
Accepted
Copy link
Forward
Show as: Busy
Category: None
Agenda
Setup and introductions, @Daniela Mandera, 5min
CXE Updates from Tues meeting, @Bruno Zhao, 40min
Revenue updates, @Serena Davis, 10min
Meeting notes
Leverage agile frameworks to provide a robust synopsis for high level overviews.
Show more demos about the new features in next sync meeting.
Follow-up tasks
Task
Assigned to
Due date
Schedule a follow up
@Babak Shammas
Fri, May 30 (1d left)
Check on incoming shipments
Add Assignee
Select date
Add a task
Meeting Insights
Here's information you might find relevant to this event. You'll only see content you have access to.
Tracking
Daniela Mandera
Organizer
5 Accepted 1 Tentative 0 Declined
Aadi Kapoor
Accepted
Babak Shammas
Accepted
Beth Davies
Accepted
Serena Davis
Accepted
Bruno Zhao
Accepted
Charlotte de Crum
Tentative

Loop

All Apps on Office.com



Hertfordshire Community NHS Trust

N365 Application Support

Click on the application you would like to learn more about below. Each link will direct you to Microsoft learning portal which provides guides and tips on each product.

Please note some of these features may be limited due to the N365 tenancy

- N365 Standard Products Help & Learning
- Edge
- OneNote
- Teams
- Forms
- Visio
- Planner
- To-Do
- Lists
- Viva
- Whiteboard
- MSBookings/ Virtual Visits

Outstanding services
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