

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!

What are we covering today?



Q&A



Polls



Whiteboard



Live Captions



PowerPoint Live



Breakout rooms



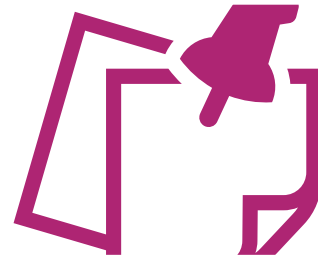
Breakthru



Viva Insights



Updates



Loop

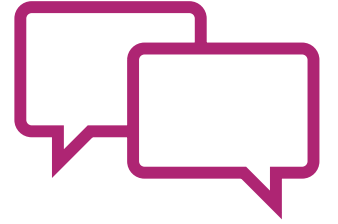


All Apps



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

In review

Start a discussion

Ask a question

In review **Published** Dismissed

SZYWALA, Niamh (HE...)
Just now

Are you meeting your objectives?

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

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

Leave

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

DRAFT Poll: Names not record...  

Please use words to describe how you currently feel in your job?




Launch 








LIVE Poll: Names not recorded | Res... 

Do you feel appreciated in your job role?




Yes **No** Sometimes
Occasionally

Enter your response



Submit **View results** 



 Polls
  Apps
  More
  Camera
  Mic
  Share
 


Search for apps


 Polls
  Decisions
  Games for Work

Add Polls tab to meeting


 Polls 


 Word Cloud 



Do you feel appreciated in your job role? 







Note: Results will be only shown as extracted keywords to poll respondents, and you can see full text responses by exporting poll results to an Excel file.

 Add question


 Names not recorded | Results shared | Priv...
 Save as draft
Launch now

Polls  

+ New poll  

Re-use previous polls here  


How are you feeling today?



 **Close poll**

Response details






Export results

Enter your **Delete poll**

Submit **View results** 

 Polls 

How do you want to boost engagement?

-  **Multiple Choice**
Quick stand-alone question with different options
-  **Quiz**
Question with correct answer to gauge comprehension
-  **Word Cloud**
Open text responses displayed in a dynamic word cloud
-  **Rating**
Gain insight from your respondents' reactions
-  **Ranking**
Allow respondents to rank items

Polls In Teams (MS Forms)

+ New poll My recent polls Suggestions

CLOSED Poll: Names not recorded | Results shared

How are you feeling today?


Great	Your response	100%
Good		0%
Just okay		0%
Not so good		0%
Not great at all		0%

1 response

Response details

DRAFT Poll: Names not recorded | Resu... Only you

Please use words to describe how you currently feel in your job?



Launch

LIVE Poll: Names not recorded | Results shared

Do you feel appreciated in your job role?

Yes **No** Sometimes

Ocasionally

Enter your response

Submit View results

Suggestions

Need a quick poll? Here you go.

Rating Recommended

Are you satisfied with the time given for research and development?

4.0

1 2 3 4 5

0 0 0 100% 0

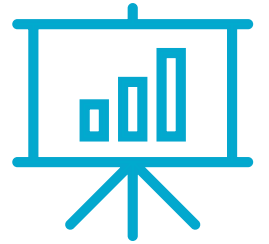
Rating Recommended

How often were critical bugs reported in the later phase?

1 0

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](#)

⌚ Stop follow   

- ↪ Export
-  Collaborative cursors
-  Enhance inked shapes
-  Authors
-  Other participants can edit
-  Format background
- ? Help
-  Send feedback
-  About Whiteboard
-  Privacy and security

Templates

- Recommended
- My templates
- Shared with me
- Brainstorming
- Problem solving**
- Design and research
- Strategy
- Project planning
- Retrospective
- Games
- Workshops
- Learning

Search all templates

Problem solving


- Assumption grid
- Cause and effect diagram
- Cost/benefit analysis
- Customer problem statement
- Five why's gap analysis
- Gap analysis
- Importance/feasibility analysis
- Rose, thorn, bud

Rooms Polls Apps More Camera Mic Share

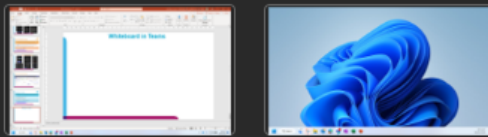
Share content

Include computer sound


Presenter mode


 **Add background**

Screen




Window (6)



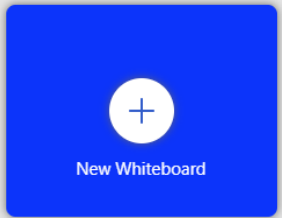

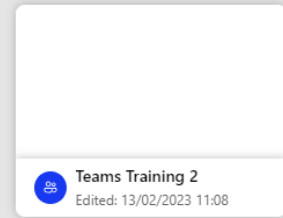
 **Microsoft Whiteboard**
Collaborate on a whiteboard

Templates Images Documents

Loop components Videos Links



Microsoft Whiteboard Choose a whiteboard to share Start with follow me

-  New Whiteboard
-  test
Currently editing
-  Teams Training 2
Edited: 13/02/2023 11:08

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](#)

Notes Rooms Polls Apps More Camera Mic Share

- Record and transcribe >
- Meeting info
- Effects and avatars
- Language and speech >
- Settings >
- Help

Turn on live captions

Turn on Speaker Coach

Caption settings


Language

Spoken language

English (UK) ▾

Transcript and captions will be generated in this language for the meeting. [Learn more](#)

Styles



Font colours

A A A A A A A

Background colours

Background colour swatches: white, red, green, blue, yellow, cyan

Height

Small ▾

Position

At bottom ▾

Font size

Extra large ▾

What language is everyone speaking?

Transcript and captions will be generated in this language for the meeting.

Spoken language

English (UK) ▾

Cancel Confirm

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](#)

49:34

Stop sharing, Layout, Private view, Pop out, Chat, Q&A, People, Raise, React, View, Notes, Rooms, Polls, Apps, More, Camera, Mic, Share, Leave

3 minutes – 14:03
Intro:
Job role & a bit about me
26th February 2024 14:00 – 14:50

- 40 mins max
- 10 mins questions
- Overall theme – N365 hints and tips
- Audience: Band 5+ office based
- Copy of slides to be sent to David for Kate
- Requested Co-Organiser Access

Subtitles have been turned on for anyone that should need them. I will show you how to do this at some point in this presentation. I will be zooming in on some pictures, so im not sure how it will affect the subtitles

A glance into N365
Hertfordshire Community NHS Trust

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

Please reserve all questions until the end. Thank you!

Would you like to resume from Slide 4? **Dismiss** **Resume**

Outstanding services **althier communities**

1 of 19



Rooms, Polls, Apps, More, Camera, Mic, Share

Share content Include computer sound

Presenter mode

Add background

PowerPoint Live
See your notes, slides, and audience while you present.

- Digital Referral in and Automation to S1 Proj...
- Digital Referral in and Automation to S1 Proj...
- eRS Update Jan 2024
- Transforming access to services - January 2024
- HFMA Workshop
- Accessibility Workshop - Phoenix Slides only
- N365 Accessibility - Changing how we work

Always Use Subtitles

Subtitle Settings

Spoken Language: English (United Kingdom)

Subtitle Language: English

Microphone

Bottom (Overlaid)

Top (Overlaid)

Below Slide

Above Slide

More Settings (Windows)...

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

Please reserve all questions until the end. Thank you!

Original

Deutsch

English

Español

Français

Gaeilge

Italiano

Hide presenter view

Magnify slide for all

View slides in high contrast

Translate slides

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](#)

Rooms Polls Apps More Camera Mic Share Leave

Create breakout rooms

Choose the number of rooms you want to create.

2

Assign participants

You can assign people to rooms, or let Teams assign people for you.

- Automatically**
Teams will assign 0 people to each room.
- Manually**
Choose the people you want to put in each room.

Meeting options

Who can bypass the lobby? *i*

People in my org and guests

People dialing in can bypass the lobby

Announce when people dialing in join or leave *i*

Choose co-organizers:

SZYWALA, Ni...

Who can present

Everyone

Breakout rooms

All participants have been assigned

Assign participants

+

Open

- Room 1 (0)
Closed
- Room 2 (0)
Closed

Join
Open
Rename
Close
Delete

Settings

Assign presenters to manage rooms

There are no assigned presenters to select from in the meeting at the moment.

To add a presenter, invite them to the meeting individually. Then go to [Meeting Options](#) to update their role. [Learn more](#)

Set a time limit *i*

0 hours

15 minutes

Automatically move people to rooms

Let people return to the main meeting

Save

Breakout Rooms (live-organise)



Activity



Testing Zoom for presentation

Chat

Files

Details

Scheduling Assistant

Attendance

Meeting Whiteboard

Breakout rooms

Q&A



Chat



Teams



Calendar



Assign participants



My calendar



Testing Zoom for presentation

8 Feb 13:00 – 13:30

Join

Edit



Microsoft Teams Meeting



<https://teams.microsoft.com/l/meetup-join/1...>



Chat with participants



SZYWALA, Niamh (HERTFORDSHIRE COMMUNITY
NHS TRUST)

Organiser

Breakout Rooms (pre-organise)

Assign participants to breakout rooms


You can assign people to rooms, or let Teams assign people for you.

Automatically
Teams will assign 0 - 1 people to each room.




Manually
Choose the people you want to put in each room.



Testing Zoom for presentation

Chat Files Details Sch

 Assign participants

...

-  Rename
-  Room options
-  Delete

Room 1	Room 2
 1 participant	 0 participants

Breakout rooms settings



Assign presenters to manage rooms

Search for presenters



To add a presenter, invite them to the meeting individually. Then go to **Meeting Options** to update their role. [Learn more](#)

Set a time limit ⓘ

0 hours



15 minutes



Automatically move people to rooms

Let people return to the main meeting

Save

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.

[Learn more about Viva Insights](#)

Updates

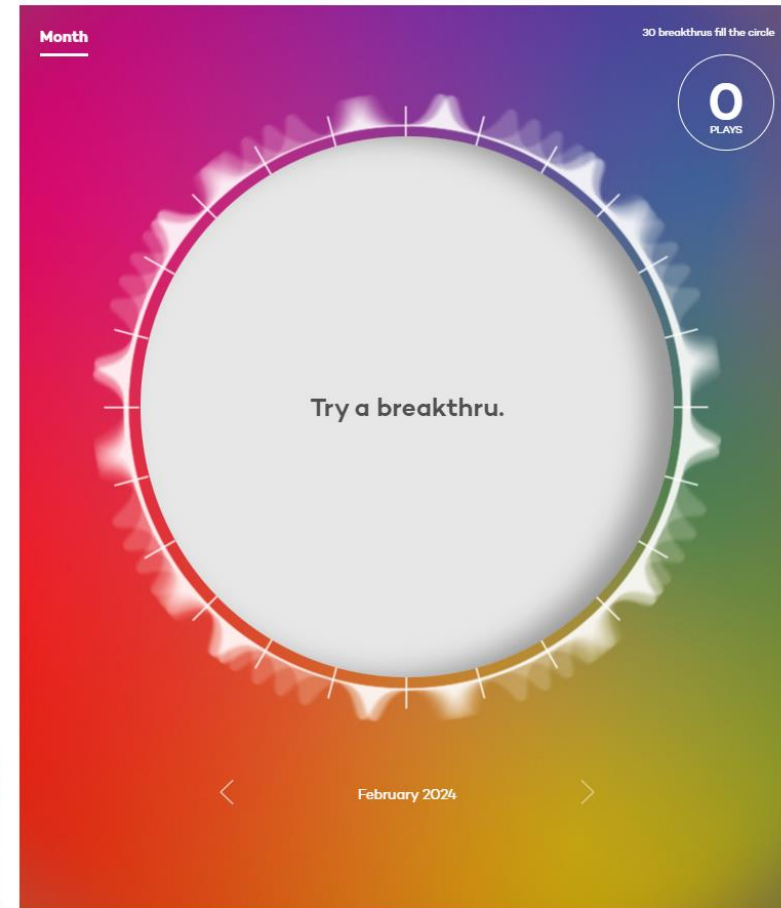
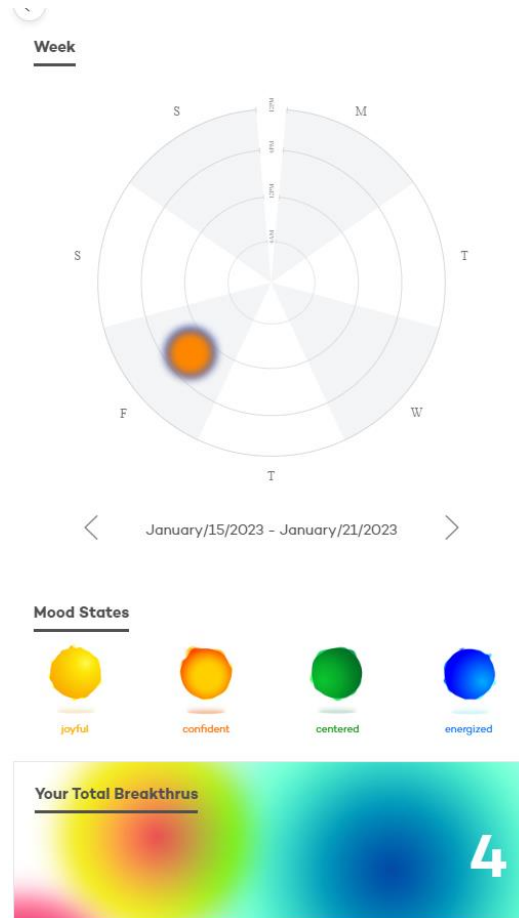
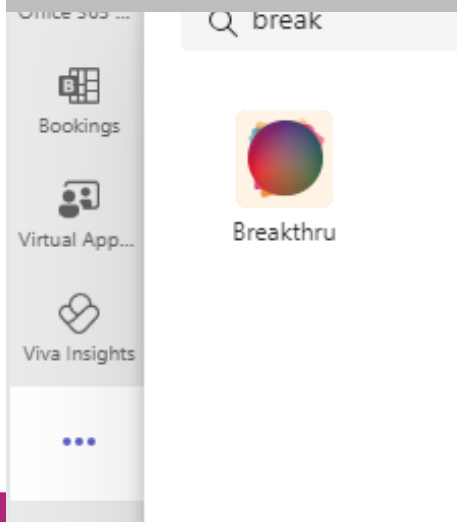
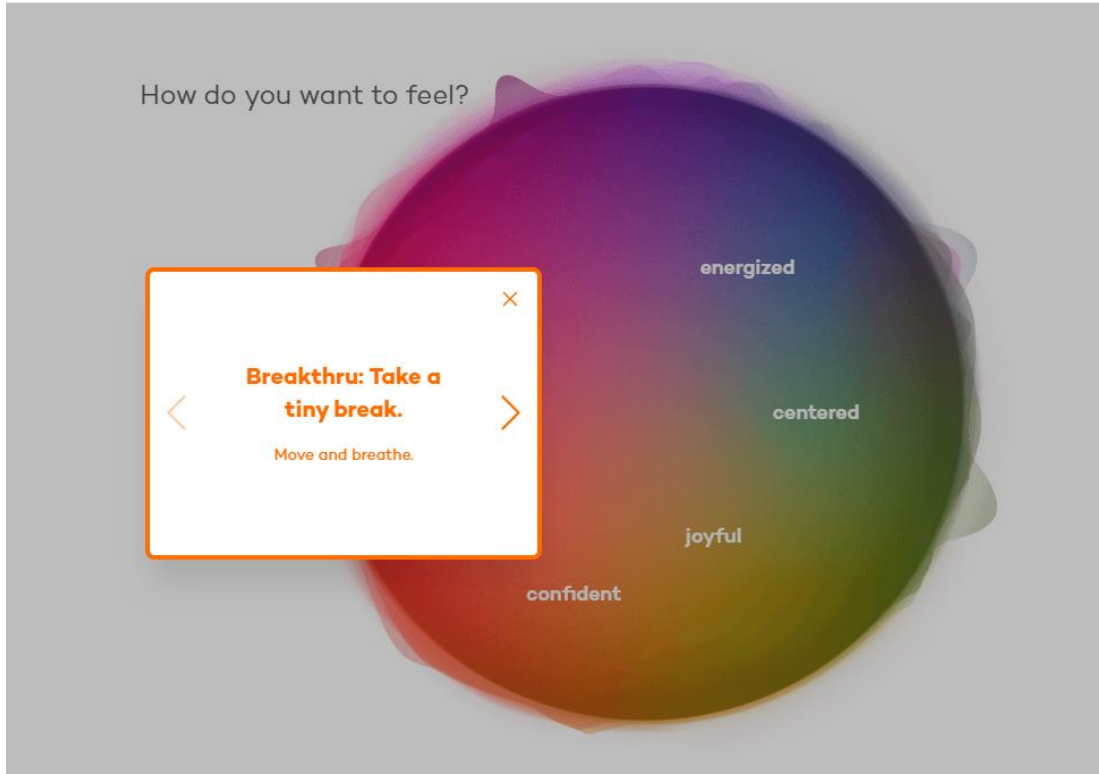
- Add Updates to your team chats to request frequent information from those in the chat.
- Add the app to your navigation pane to keep an eye on updates coming in.

[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.

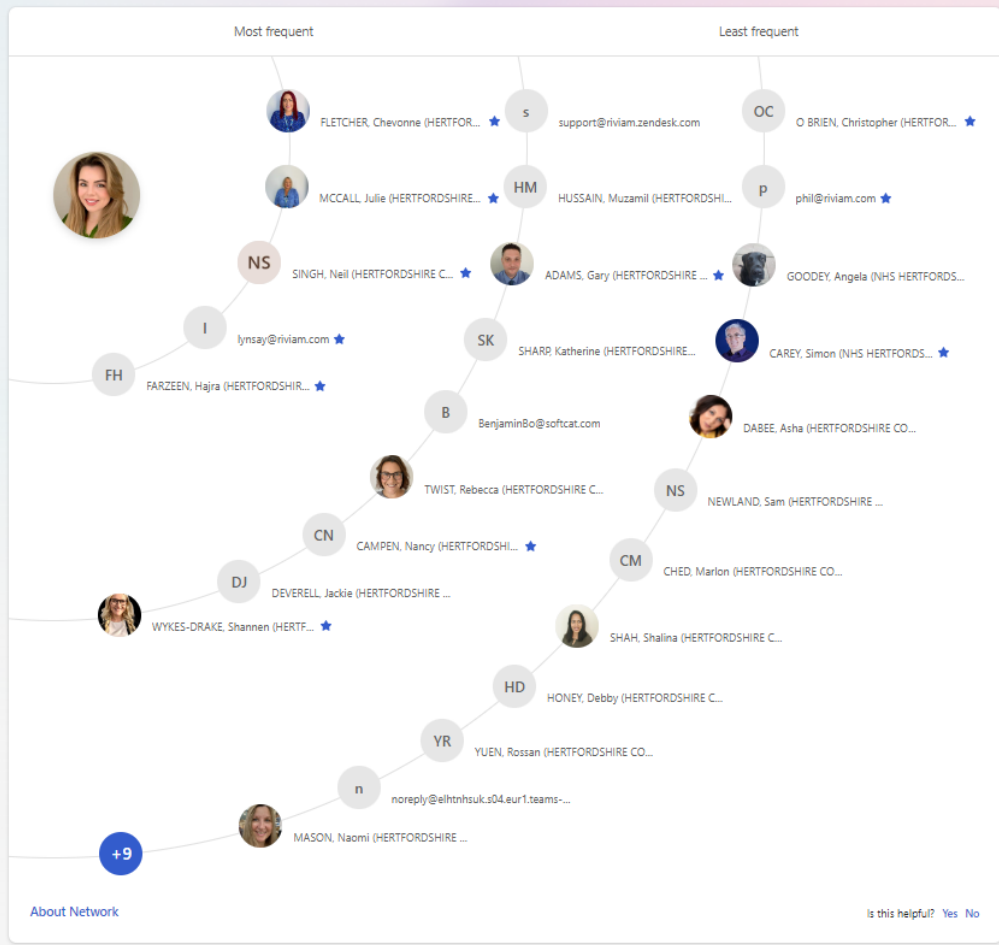
[Learn more about Loop](#)



Breakthru

Who did you work closely with in the past 4 weeks?

Find collaborators by name or email

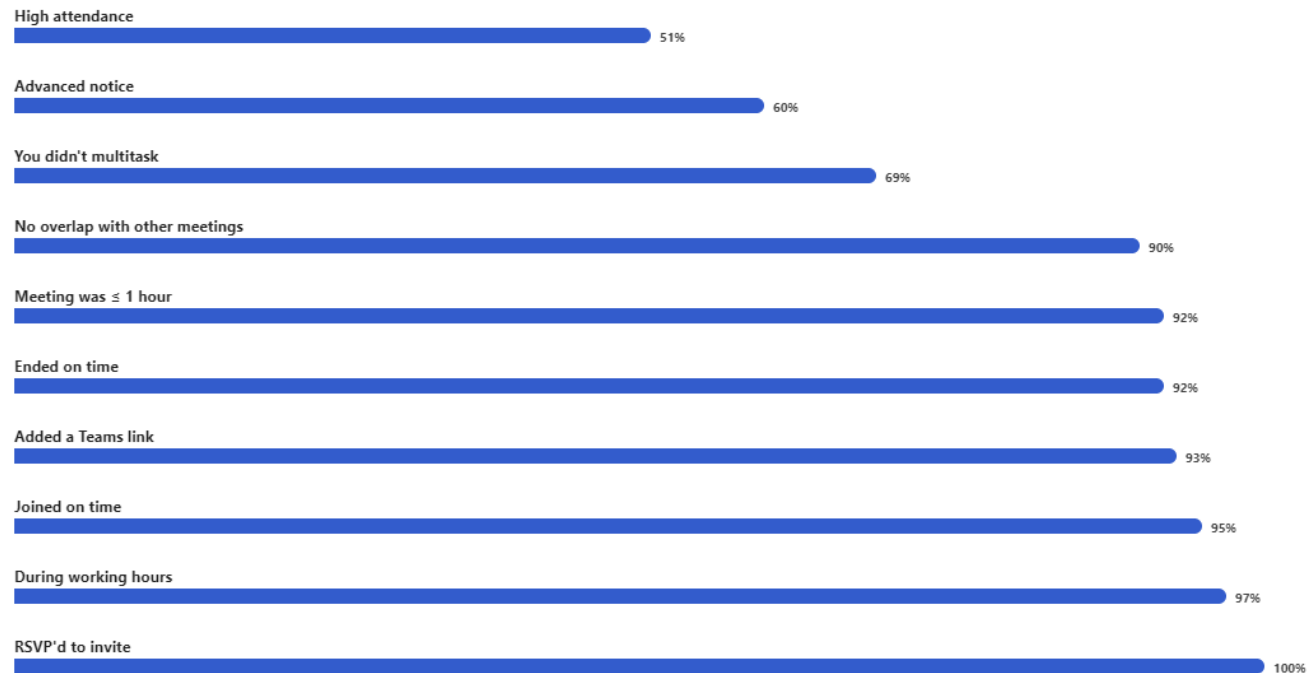


Meeting habits

Discover patterns in meetings you organised or were invited to.

Meeting habits Meeting details

You organised 15 meetings and were invited to 24 meetings in the last 4 weeks. Explore your habits below.



Is this helpful? Yes No



updates

Add a new app

Updates
Easily submit, create, and review e...
[Privacy](#) | [Terms of use](#) | [Permissions](#)

Add

Get more apps



Updates
Keep up with your team's work status with data-driven insights

the help of updates

Learn more >

Find a match for your needs

Weekly update
Recurring every week

Overall status

What have you done this week?

What is the plan for next week?

Track team's weekly progress and accomplishments.

Daily update
Recurring every day

Key updates

Summary of work completed today

Plans for tomorrow

Organise and track team's daily work progress

Weekly working hours
Recurring every week

Collect and automatically count team working hours

Project progress
Recurring every week

Track the overall progress of the projects owned by each owner.

Explore all templates

Collect update from my team

1 Edit form

Weekly update ✎

Overall status *

On track

At risk

What have you done this week? *

B I U S | | **AA** | |

Enter your response

What is the plan for next week? *

2 Customise settings

In this group

Who need to submit this request? *

+ Everyone in this group ×

Who can view the submissions? *

+ Everyone in this group ×

Set due date and recurrence

Due every Friday at 12:00 ▾

Will remind submitters 2 hours before due time.
[Customise](#)

File attachment required ⓘ

Off

Editing updates allowed ⓘ

Preview **Send to group**

In progress

Weekly update ↻

Due Tomorrow, 14:00

Viewers Dom Ramm, Shannen Wykes-Drake, Gary Adams, Niamh Szywala, Simon Carey and 5 others

Unsubmitted Dom Ramm, Gary Adams, Niamh Szywala, Chevonne Fletcher, Julie Mccall and 2 others

Submitted Shannen Wykes-Drake, Simon Carey, Hajra Farzeen

Submit update Review ...

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

Received

Weekly update ↻

How did you feel this week?
Positive. Productive

What are your key achievements from this week?
IHFS & CYPT storyboard completion.

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
DR GA NS CF Send reminder

Received Submitted My Requests

3 submission(s) in total [Export](#)

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
- +

updates

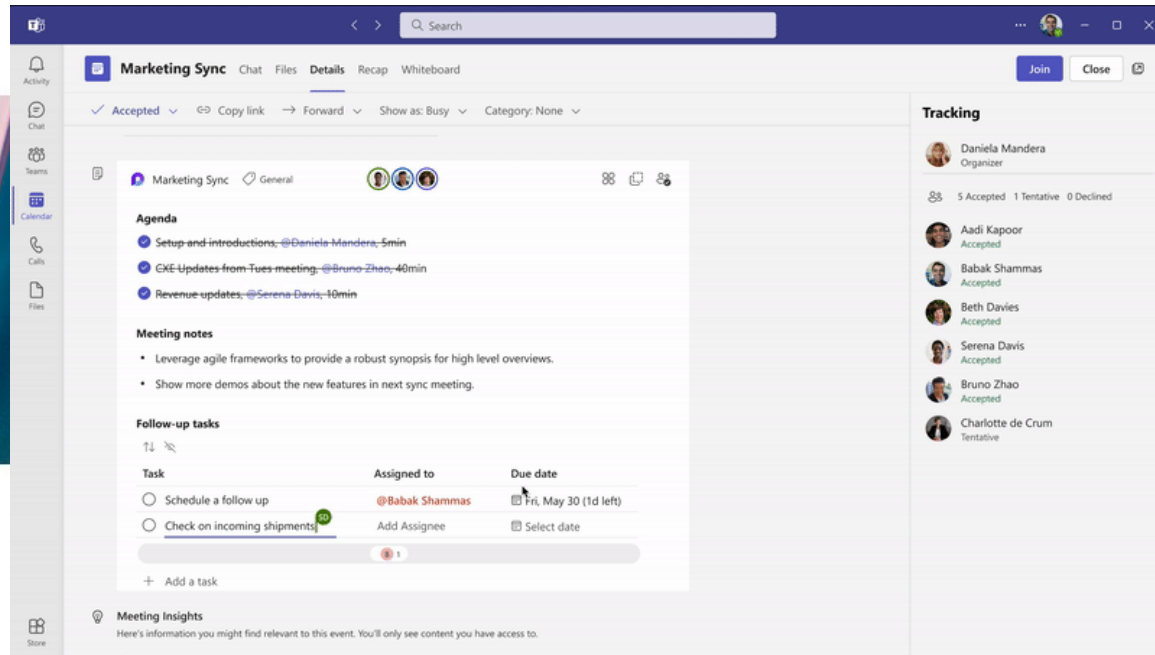
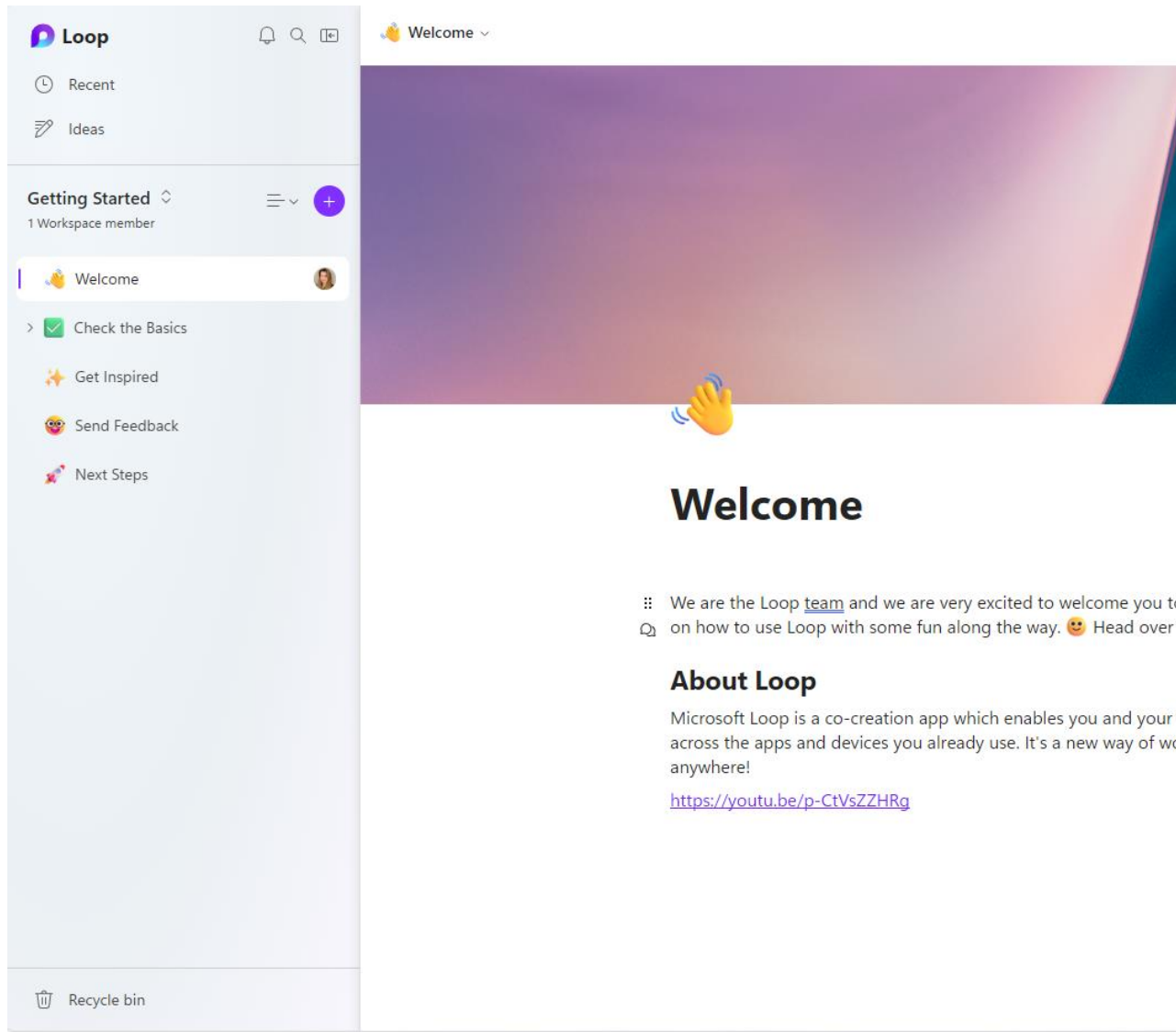
Updates

More search results

Miro
Get all the important changes from ...
[Privacy](#) | [Terms of use](#) | [Permissions](#) Add

Asana Add

Updates



👤 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>



All Apps on Office.com

Home Microsoft 365 Search SZYWALA, Niamh ... NS

< All apps

- Bookings**
Simplify how you schedule and manage appointments both inside and outside your organization.
- Calendar**
Manage and share your schedule.
- Delve**
Get personal insights and relevant information based on who you work with and what you work on.
- Engage**
Connect with coworkers and classmates, share information, and organize around projects.
- Excel**
Budget, plan, and calculate.
- Forms**
Customize surveys and quizzes, get real-time results.
- Insights**
Improve your productivity and wellbeing with Microsoft Viva Insights.
- Learning**
Keep learning, keep growing with Viva Learning.
- Lists**
Allows users to create, share, and track data inside lists.
- Loop**
Enabling teams to think, plan, and create together.
- OneDrive**
Safely store files, photos, and more.
- OneNote**
Create a digital notebook.
- Outlook**
Email, schedule, and set tasks.
- People**
Group, share, and manage contacts.
- Planner**
Create plans, organize and assign tasks, share files, and get progress updates.
- Power Apps**
Build mobile and web apps with the data your organization already uses.
- Power Automate**
Sync files and more to simplify your work.
- Power BI**
Create actionable, dynamic, and engaging data dashboards you can share with others.
- Power Pages**
Unleash the power of Copilot to craft secure, low-code business websites with ease.
- PowerPoint**
Easily make presentations.
- Project**
Develop project plans, assign tasks, track progress, and manage budgets.
- SharePoint**
Share and manage content, knowledge, and applications to empower teamwork.
- Stream**
Share videos of classes, meetings, presentations, and training sessions.
- Sway**
Create interactive reports and presentations.
- Teams**
Meet, share, and chat.
- To Do**
List and manage your tasks.
- Visio**
Simplify and communicate complex information.
- Whiteboard**
Ideate and collaborate on a freeform canvas designed.
- Word**
Write, share, and make real time edits.

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](#)