



Office of
Integrated Information
Technology Services

TIPS & TRICKS

MS Office Apps



Dear SMU Community,

We want to share some tips about Microsoft applications that you may find helpful in this edition.



TEAMS – Add co-organizers to a meeting in MS Teams

If you have to schedule a meeting to place your participants as attendees or if you need to schedule a large online meeting and want to have a co-organizer to help manage the meeting, you can now add up to 10 co-organizers to the meeting in the meeting options. Co-organizers are displayed as additional organizers in the meeting participant list and have most of the capabilities of the meeting organizer.

This summary helps to understand what Co-organizer can and cannot do: -

Can	Cannot
<ul style="list-style-type: none"> - Access and change meeting options - Become a breakout room manager - Bypass the lobby - Admit people from the lobby during a meeting - Lock the meeting - Present content - Change another participant's meeting role - End the meeting for all 	<ul style="list-style-type: none"> - Manage the meeting recording - Remove or change the meeting organizer's role - Change meeting options during channel meetings

To add co-organizers to a meeting

1. To add co-organizers to a meeting, make sure the people you want to add are in your Outlook invite.
2. Go to the meeting invite and select Meeting options on the banner

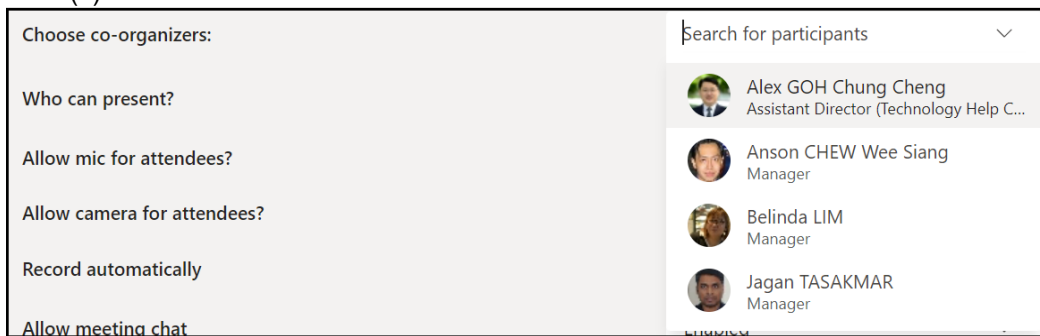
Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

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

- Go to “Choose co-organizers”, select the down arrow and choose the name of the additional co-organizer(s).

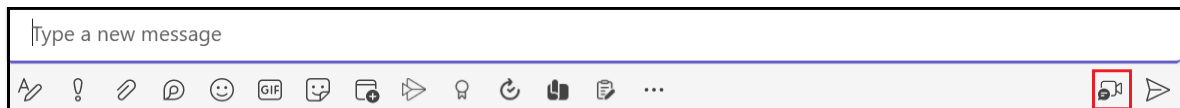


TEAMS – Record an individual video clip in MS Teams

If you have something quick to say and prefer not to type the message, Microsoft released “Record a video clip” feature in Teams so that you can send it to individual or to a group chat.

Record a video clip

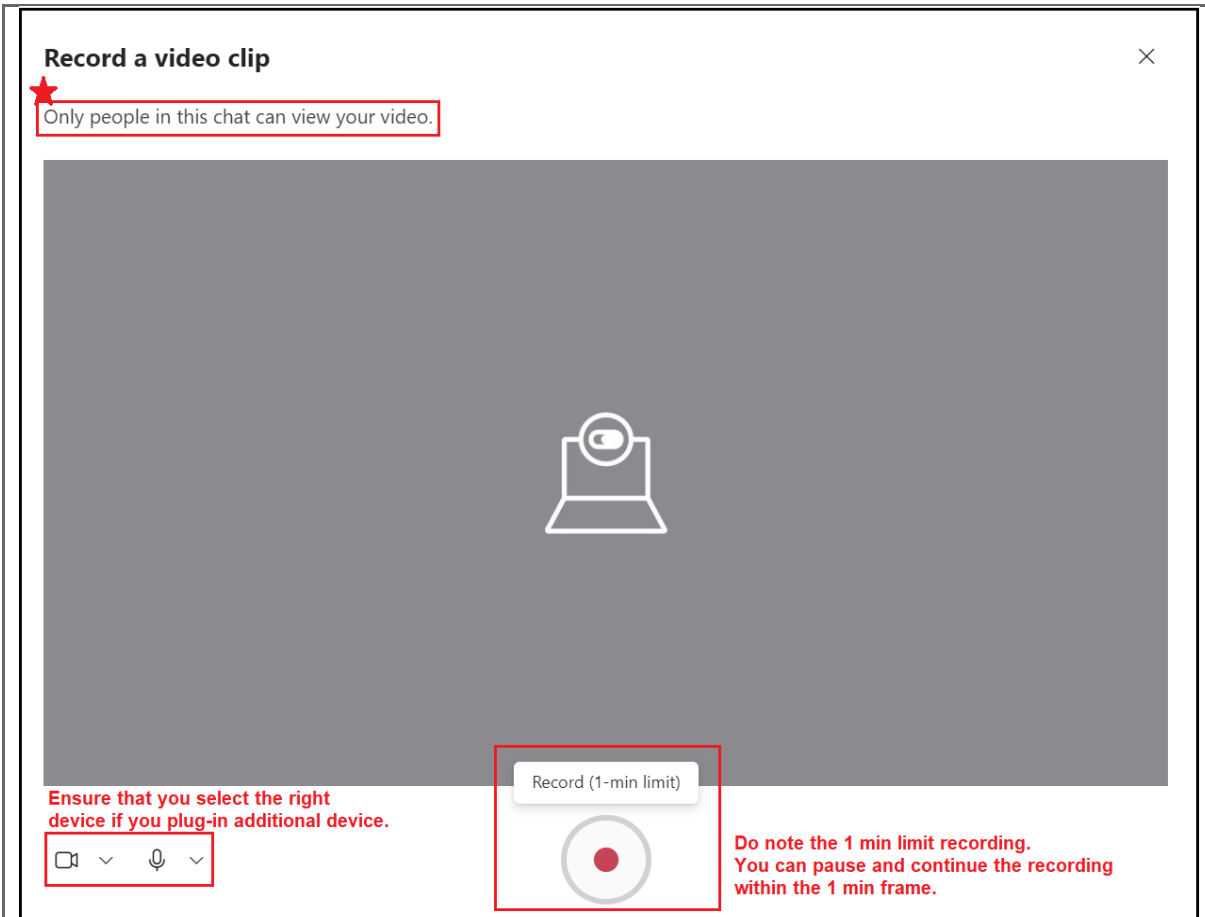
- Go to any chat (either one-on-one or group chat) and you can find the “Record a video clip” where you type a message.



- Click “Record” to begin recording your message.

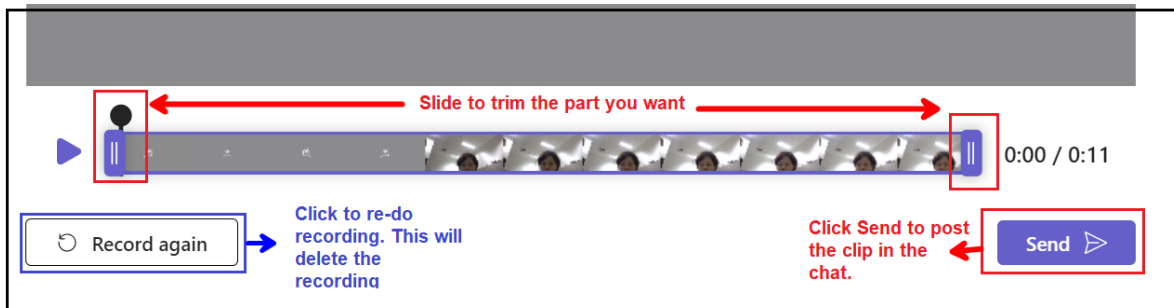
Note:

- You can pause and continue the recording as many times you need.
- Do note that it has 1 minute time frame.
- Privacy: Only people in the chat can view the clip.



3. Click “Review” when you are done recording.

4. Trim the video clip by sliding to the part you want, and then select “Send” to post in the chat. You can click “Record again” to re-do the clip.



Polls

Microsoft Polls

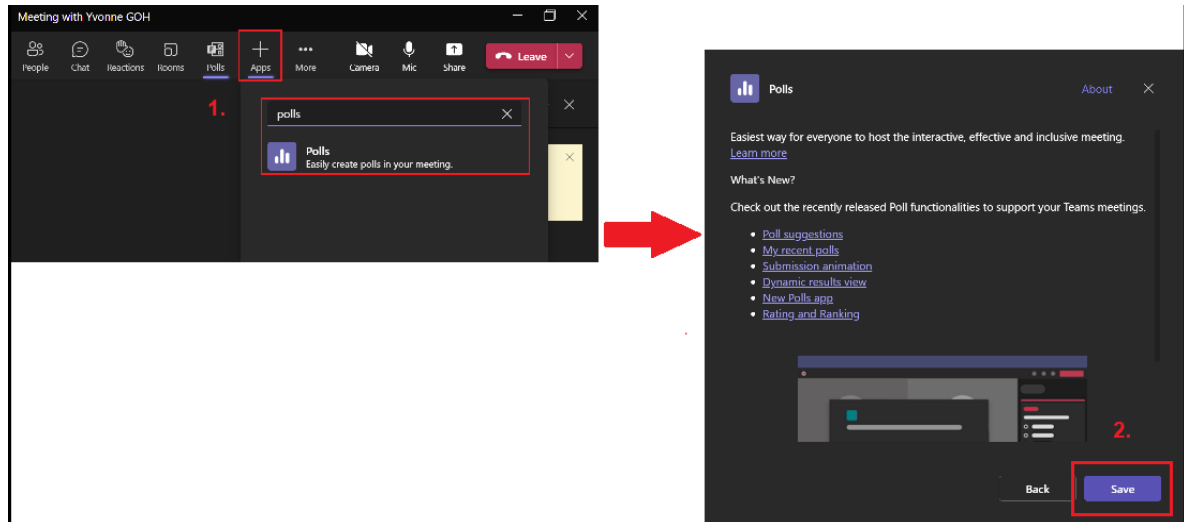
Previously you may have used Microsoft Forms to create polls to collect instant feedback in Microsoft Teams. This Forms app in Teams is retiring soon and will be replaced by the new “Polls” app.

With Polls for Teams meetings, you can engage with your meeting participants in various ways, make decisions quickly within the meeting, and encourage interactivity to keep the momentum going. For

example, use a check-in or “ice breaker” poll to get everyone warmed up or ask participants to vote on or rank their favourite proposals in a choice poll.

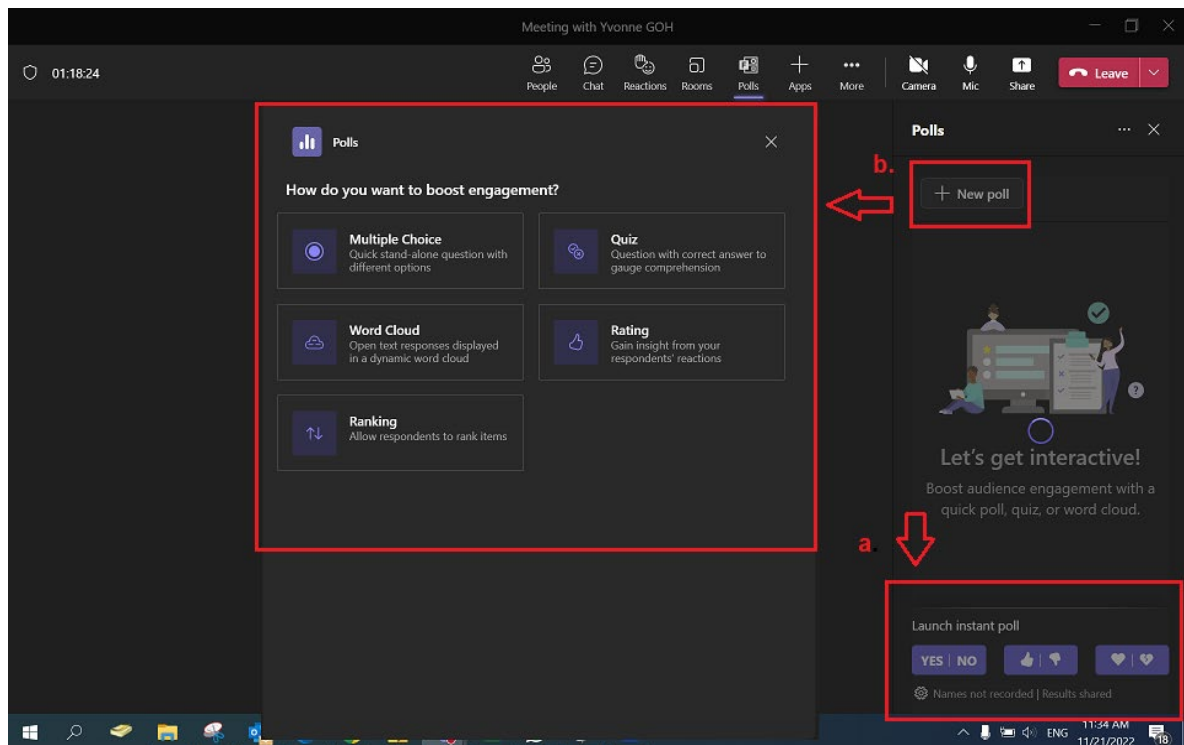
How do I add the new Polls app?

1. In the teams meeting, click “Add Apps” icon and search for “Polls”.
2. Click “Polls” and click “Save”.



3. You can start to type your question using

- a. Launch instant poll.
- b. New poll to select more ways to publish your poll question.



You can prepare the poll questions within the Calendar and launch it on the day of the meeting.

The screenshot displays a meeting interface with a top navigation bar including 'Chat', 'Files', 'Details', 'Scheduling Assistant', 'Meeting notes', 'Whiteboard', 'Polls', and 'Join'. A 'Polls' tab is highlighted with a green box and a green arrow. Below the navigation bar, there is a 'New poll' button and a 'Suggestions' panel. The 'Suggestions' panel is titled 'Need a quick poll? Here you go.' and contains two 'Word Cloud' sections. The first section is titled 'How was your weekend?' and the second is 'What one word best describes your current mood?'. Both sections show a word cloud with words like 'Amazed', 'Cheerful', 'Happy', 'Boring', 'Excited', 'Cool', 'Surprised', 'Good', and 'Awesome'. The word 'Excited' is the largest in both. A red arrow points from the 'Suggestions' panel to the main poll area. In the main poll area, a draft poll is shown with the question 'How are you feeling today?' and five radio button options: 'Great', 'Good', 'Just okay', 'Not so good', and 'Not great at all'. A red box highlights a 'Launch' dropdown menu with options 'Edit poll' and 'Delete poll'. Red text annotations are present: 'You can use "Suggestions" for quick polls.' and 'You can prepare your questions and launch it on the day of meeting'.

We hope the above information is useful to you.

Feel free to contact us at Email: helpdesk@smu.edu.sg / Tel: 6828 0123, should you need any clarifications and assistance.

Thank you.

Best regards,
Alex Goh
Integrated Information Technology Services