



3rd Quarter | July 2021

<https://office365.delaware.gov>



### ALL ABOARD MS TEAMS, IT'S TIME FOR SKYPE TO RETIRE

### UPCOMING MS LIVE EVENTS

Dates of webinar training events.

### OFFICE 365 - MESSAGE CENTER

News to Know 365

### TIPS AND TRICKS...

Get inspired... explore these O365 Tips

### SHIFTS IN MS TEAMS

Now Available

## All Aboard MS Teams! Goodbye Skype for Business (SfB).

Now that most of us are on board with using Teams for chat and meetings, it is time to retire the Skype for Business (SfB) application. The SfB Retirement Project kick-off meeting was held on June 29th. The project is slated for completion by the end of the year 2021.

The project has 3 key milestone dates:

**August 16** - No new SfB accounts created and no longer enabling SfB conference dial-in feature for existing users.

**September 27** - Department of Technology and Information (DTI) staff move to "Teams Only Mode." (Originally 9/20)

**October 25** - State Employees move to "Teams Only Mode."

Having chat, meetings, calls, and file management in one tool (MS Teams) simplifies the number of tools you need and enables the State to innovate faster and stay relevant with the times.

We understand that change takes time; we highly suggest you attend MS Teams training sessions, ramp up your use of MS Teams and become more comfortable with it. We encourage you to begin using MS Teams exclusively and begin a review of any scheduled or recurring SfB meetings that can be rescheduled as Teams meetings.

Stay tuned for additional announcements from the new "Skype Retiring" mailbox. If you have any questions, please email [Skype\\_Retiring@delaware.gov](mailto:Skype_Retiring@delaware.gov).

## Microsoft Live Events - July and August 2021

Microsoft Events are held weekly and one hour in length. Currently, we have the following scheduled:

- [Tuesday, July 13, @ 2:00 PM - Teams Level 100](#)
- [Tuesday, July 20, @ 10:00 AM - Teams Level 200](#)
- [Tuesday, July 27, @ 11:00 AM - Teams Meetings Level 100](#)
- [Tuesday, August 3, @ 10:00 AM - Microsoft Lists Level 100](#)
- [Wednesday, August 11, @ 10:00 AM - Teams Channels & Files Level 100](#)
- [Tuesday, August 17, @ 1:00 PM - Microsoft Forms Level 100](#)

Visit the [Upcoming Events web page](#) to view details and the agenda for each of these scheduled events and add each of the events to your calendar. Do you have a particular topic that you would like to see offered? Email [Project\\_O365@delaware.gov](mailto:Project_O365@delaware.gov).

## Office 365 - Message Center NTK.365

As a reminder, the Office365.delaware.gov website [Message Center page](#) maintains all distributed communications and the News to Know (NTK).365 section focuses on new services and features deployed to our Government Community Cloud (GCC) environment. NTK.365 announcements are not distributed via email; they are only posted and maintained on the website. Check out the most recent NTK.365 article on:

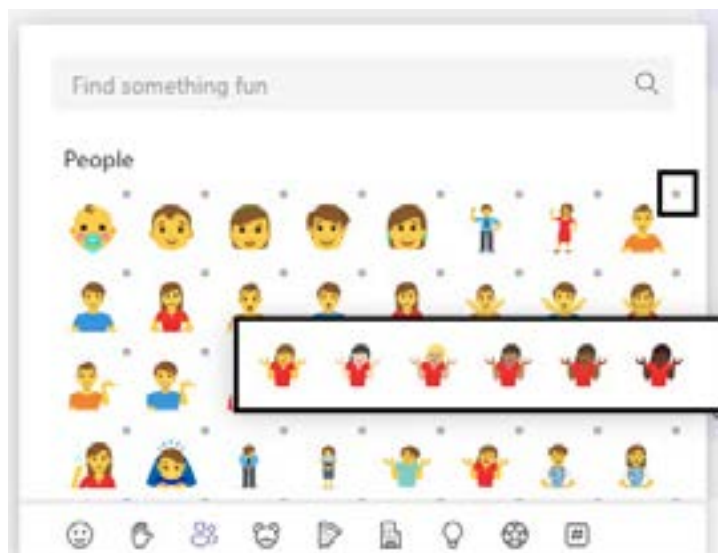
[NTK.365: #0013 - Introducing Chat Bubbles in Teams Meetings](#)

## Tips and Tricks...

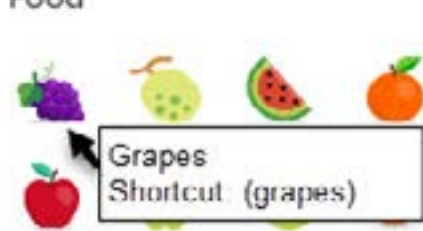
**Teams Meeting Limits increased from 300 to 1,000 participants:** Microsoft Teams now supports an interactive meeting that scales to 1,000 participants. However, Breakout Rooms are not currently supported in these XL meetings. When a meeting scales beyond 300 users, Breakout Room functionality is no longer available.

### Expanded Emojis!

- 800+ new emojis - including categories like people, animals, food, and more!
- Plus, the ability to search across all 800 for the perfect emoji for any situation.
- Skintone selection - supports diversity; available on any of the 200+ emojis with a gray dot. Right-click on the gray dot to display skintone options.



### Food



- Shortcode picker - a convenient shortcut to let you add emojis using text when composing a message! Type (angel) for an angel face, type (grapes) for the grape food emoji. Find your favorite emojis text equivalent by hovering over your favorite emojis, the popup displays the text equivalent.

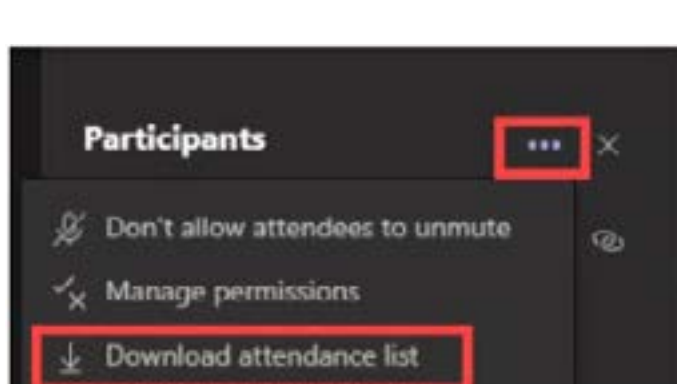
**Did you know you can Track Attendance in MS Teams Meetings** - Teams meeting organizers can view and download a meeting attendance report. Meeting organizers will find the download attendance feature in the Participants panel.

Only the Meeting Organizer has access to the Attendance list. Before closing the meeting window, select the Show Participant icon (pictured below) to show the participants panel:



From the Participants panel (displayed to the right), select the ellipse to open the menu. Select "Download attendance list."

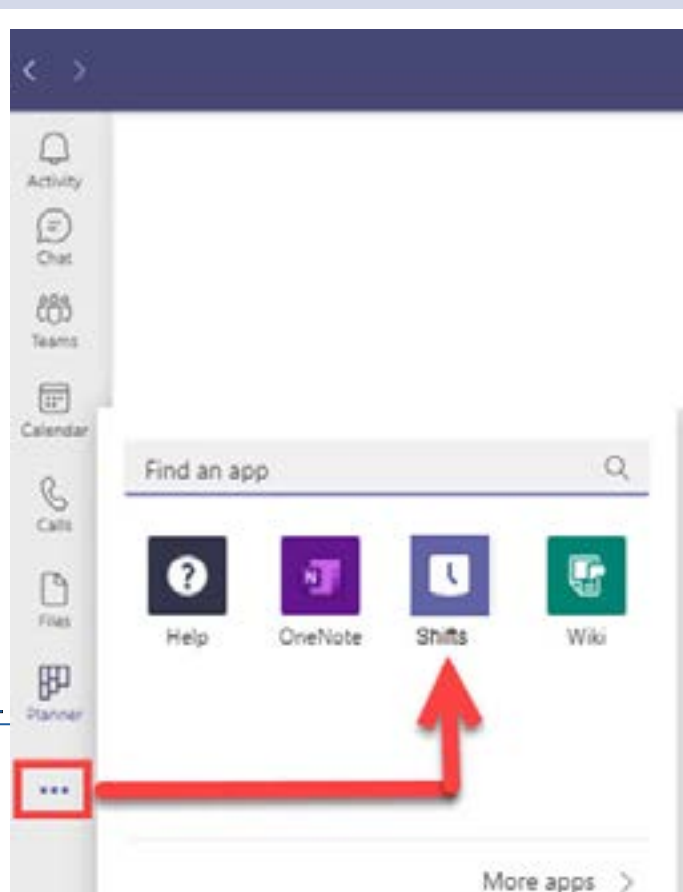
A .csv attendance report will download.



## New... Shifts in Microsoft Teams

Shifts in Microsoft Teams is now available for your team's use! You will find it tucked away in the ellipse, in the left column menu. Shifts in Microsoft Teams is a schedule management tool that helps you create, update, and manage schedules for your team. Shifts is available in the Teams mobile app as well. If you are interested in learning more about Shifts, visit these website links:

- [What is Shifts? - Office Support \(Microsoft.com\)](#)
- [Get started in Shifts - Office 365 \(Microsoft.com\)](#)
- [Microsoft Shifts Demo for Government - YouTube](#)
- [How to use Shifts in Microsoft Teams - YouTube](#)



If you have additional questions or are in need of additional training on Shifts in Microsoft Teams reach out to us at [Project\\_O365@delaware.gov](mailto:Project_O365@delaware.gov).

## Office 365 Resources and Learning Links

- [Office 365 Website](#)
- [O365 Applications](#)
- [Message Center](#)
- [Learning Pathways](#)
- [Training Resources](#)

Want to know more about the Office 365 Project? Need an Office 365 Cheat Sheet? Have time for a five-minute Learning Opportunity? Check out the materials found at the links displayed above!

Email [Project\\_O365@delaware.gov](mailto:Project_O365@delaware.gov) with suggestions for learning event topics or ask questions you may have regarding Office 365 products or features.

Email: [Project\\_O365@delaware.gov](mailto:Project_O365@delaware.gov) | Website: [Office365.delaware.gov](https://office365.delaware.gov)