

Digital skills Microsoft Office Toolkit

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Project introduction

Skills4Mums project is intended to provide a multidimensional support to unemployed mothers to re-enter the job market as women unemployment in Greece is among the highest in Europe. The goal is achieved by facilitating mothers to develop job search skills as well as the essential digital and language skills to succeed in obtaining and maintaining a job position. The added value of the program will be that the outcomes could reform social policy on inclusion.

Implementation - Back to the Labour market: cv writing, building LinkedIn profile, job interview tips as well as specialised training on online job search strategies and tools - Digital Skills: enhance basic digital skills in unemployed women in order to improve the probabilities for them to enter the workforce - Languages: Instruction of English language in Basic, advanced and Corporate Level - Web-portal: It will serve as an online open access guide sharing of the learning material & exercises for all.

Results-A set of intended outcomes will be produced, generating social, practical, and financial impacts: Practical : Web portal that will include all relevant material always available to beneficiaries Social : Unemployed women after maternity will be supported to re-enter workforce and develop an array of skills wich will promote gender equality in the Labour market. Financial : Financial independence-autonomy promoting family wellbeing.

Project partnership

Rise Club-Greece

Rise Club is a non-profit company and a network for the support of unemployed mothers in Greece, which a. provides the possibility to return to the workforce, b. It promotes emotional health and c. helps them to find balance between family and professional life. Rise Club aims at their empowerment and seeks economic autonomy with the aim of the well-being of the family and as a consequence of society.

Contact: Ifigeneia Karanasiou
E-mail: ifigeneiakaranasiou@gmail.com

Rise Club



Website: [Rise Club \(rise-club.org\)](http://rise-club.org)

B- Creative Association-Sweden

B-Creative is an association that are developing courses, event, workshops in different topics such as language learning, virtual travelling, education concepts and cultural concepts. B-Creative have a large network in Sweden and in Europe with NGOs, education organisations and associations. The staff in B- Creative have experience of European projects, development of education material, marketing, networking and focus on the individual are central values for us

Contact: Rohdin, Ingmarie

E-mail:

ingmarierohdin@b-creative.link

[B-Creative](#) Association



Website: <https://b-creative.link/>

Learnmera Oy-Finland

Learnmera Oy is a private adult education provider and translation company, focused mainly on corporate clients in the greater Helsinki area providing private executive business language lessons. Courses are offered in the major Nordic and European languages, but also beginner's courses in English, Finnish, Swedish, French, German and Russian are offered. Learnmera Oy has considerable in-house experience in educational resource, website creation and mobile application content building. Their website (TLM) has a member base of around 31,000 teachers worldwide. It is this technical and creative expertise that Learnmera can bring to a project

Contact: Veronica Gelfgren

E-mail: veronica.gelfgren@gmail.com

Learnmera Oy



Website: <https://learnmera.com/>

Toolkit introduction

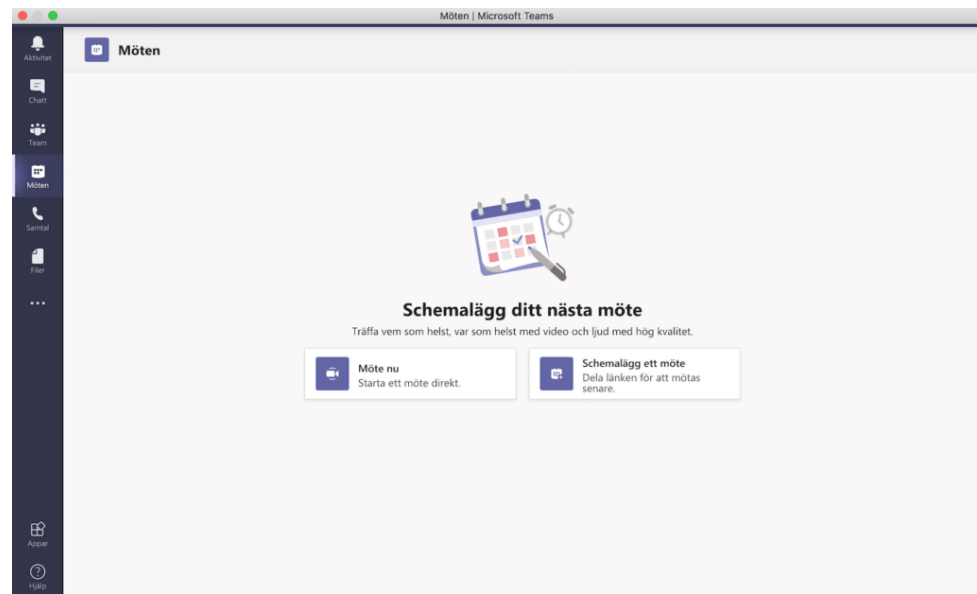
This toolbox - idea bank will contain various activities that can be used to learn the basics of using a computer and its various programs.

The activities will be developed by all three partners and will be in English and translated into the languages of the project partners

Activity 5

Activity Title	Install and use Teams
Duration of Activity	60 min
Aim of activity	The goal of this activity is to get an introduction to how to get started with Teams to be able to participate and hold meetings on the internet when working from home.
Materials Required for Activity	Laptop or Desktop
	Step 1

How Teams works



Easy guide to meeting in Teams

Microsoft Teams is a popular service for online meeting and video conferencing. It is used by both individuals and companies. Teams can be used with Office 365 to share files and documents in workgroups.

You can click on the shortcuts to go directly to the section you are looking for in the instruction:

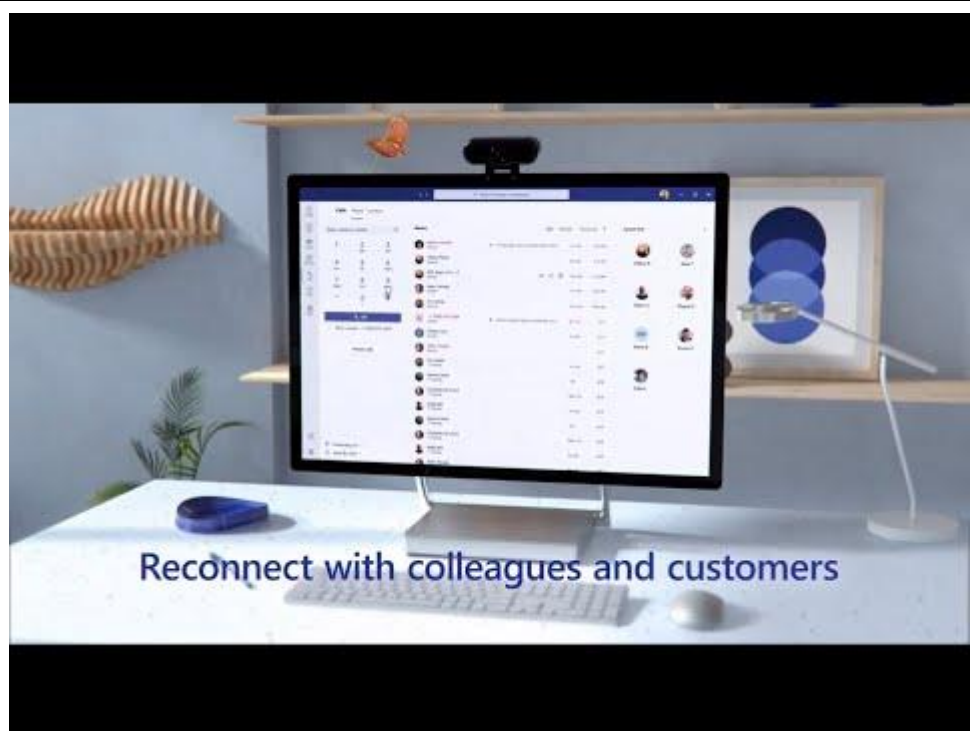
1. [Download Teams](#)
2. [Teams meeting](#): Join, Invite, etcetera
3. Overview of features in Teams

Step 2

1. Download and install Teams

To use Teams, you can either use the online version in your browser or download the program or app from Microsoft.

1. The online version of Teams can be found on teams.office.com or in Office 365.
2. You can download the program here: [To computer](#) or [To phone](#)



Step 3

Meeting in Teams

Chat meeting is a chat with audio or video.

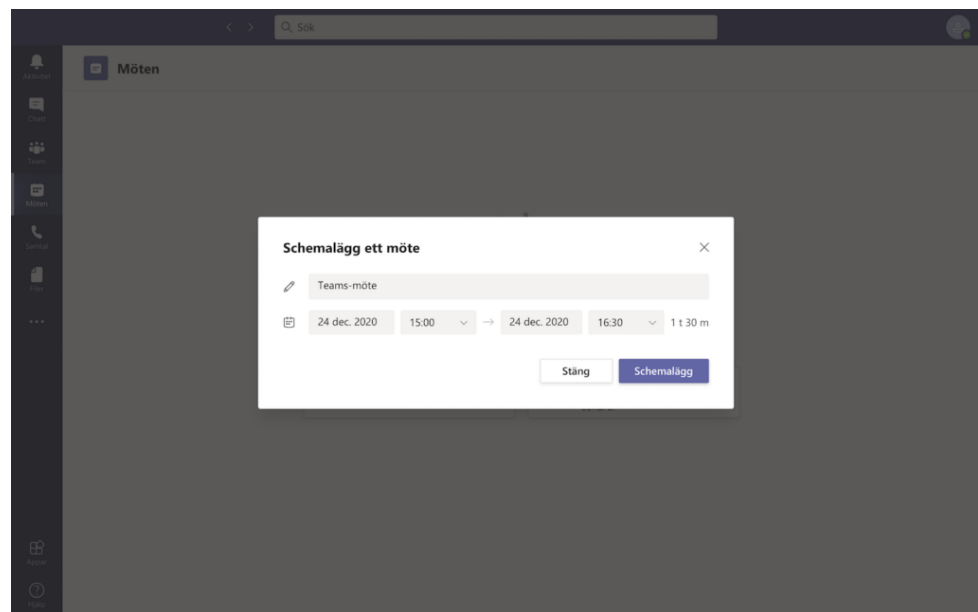
You can have a meeting in Teams with one or more people. **Chat meetings** are the most common type of meeting if you want to invite one (1) specific person.

1. **Teams' meetings** are a type of meeting that everyone in a group (a "Team") is invited to.
2. **Group meetings** are scheduled meetings for invitees.

Invite to Teams meeting

Anyone with an email address can be invited to a scheduled Teams meeting.

Send link to Teams meeting by inviting to the meeting. Your guest clicks the link to join the meeting in the app or computer.



Here is what it looks like to schedule and invite to a meeting in Teams. If the person invited to the meeting has Teams installed, the application opens when the invitee clicks the link in the invitation email.

If Teams is not installed, the guest can connect directly through the browser.

Step 4

Join Teams meeting

When you join a Teams meeting, there are two scenarios that can occur. You can join or call in **With an invitation**, or **Without an invitation**.

Let us take a look at the respective options.

Join meeting WITH invitation

To join a meeting or video call that someone else arranges, all you must do is click on an **invitation link**.

Get in touch with the host of the meeting if you have not received or lost your invitation. The link is your entrance ticket.

A tip is to take a look in the trash in the email to see if the invitation has ended up there.

Join meeting WITHOUT invitation

To join a Teams meeting without an invitation, the meeting must be arranged in a workgroup (in a "Team").

Sign in to the Teams app or through the app, then go to *Teams* and select *Conversations* in a channel. Then click in the flow to join the meeting.

If going through the workgroup does not work, it is best to contact the host of the meeting and ask for an invitation link.

Want to try a simpler video meeting software? Do not miss our popular [guide to Zoom meeting](#).

3. Other features of Teams

Here is a rundown of the various features, choices, and buttons available in Teams.

Create or join a Team

All members of a Teams group can access joint conversations, meetings, files, and notes.

To create or join a "Team", click *Teams* in the menu on the left side of the program. Then select *Create team* or *Join team*.

If you are going to join a Team that is already created, you can either search for the name of the team or enter a code for the team that you have joined by the person who invited you.

Step 5

A banner for Microsoft Teams with a blue background and white text. The text reads "Microsoft Teams Upgrade from Teams (free)".

Microsoft Teams

Upgrade from Teams (free)

Share files and documents in Teams

You can share files and documents in Teams by using the groups feature.

The files (documents, images, programs, etc.) that are shared in a group are saved under the *Files* tab.

Click the *Recent* button to see the most recent shared documents. If you want to see all the documents you shared, select the *Microsoft Teams* button.

Under *Downloads*, you can see which files you downloaded previously from Teams.

The *OneDrive* option takes you to the files that are in the OneDrive cloud service. If you want to use another file sharing service, you can click *Add cloud storage*.

Step 6

Buttons and options inside the program

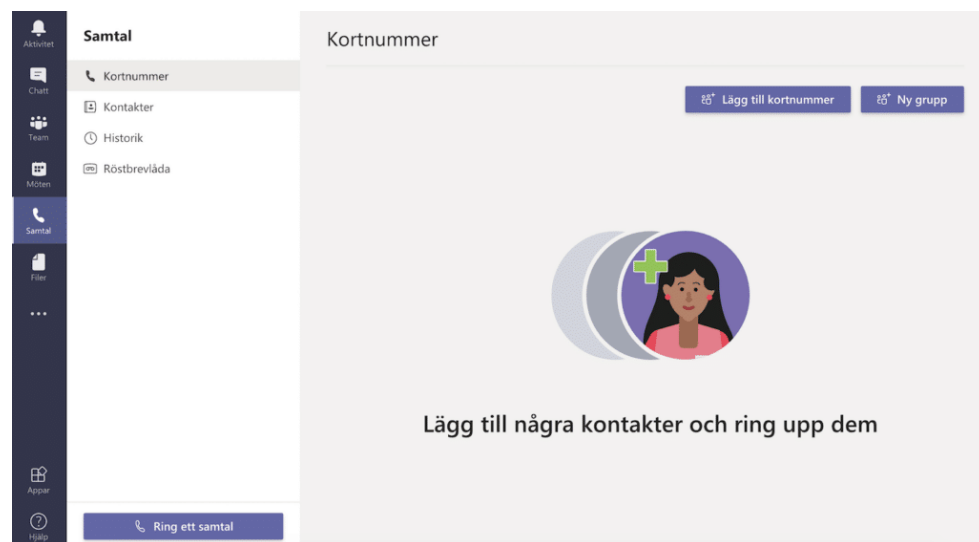
Activities

Via the *Activities* button, you can see events that apply to you.

For example, it could be someone in the workgroup who mentions or tags you, but also that you received a like or comment on something you shared.

Conversation

If you want to call someone in the program, it is unsurprisingly precisely the *Call* icon you should click on.



Click *Calls* to make calls in the app.

Step 7

Chat

Teams has a chat feature that is used for meetings both one by one and in groups.

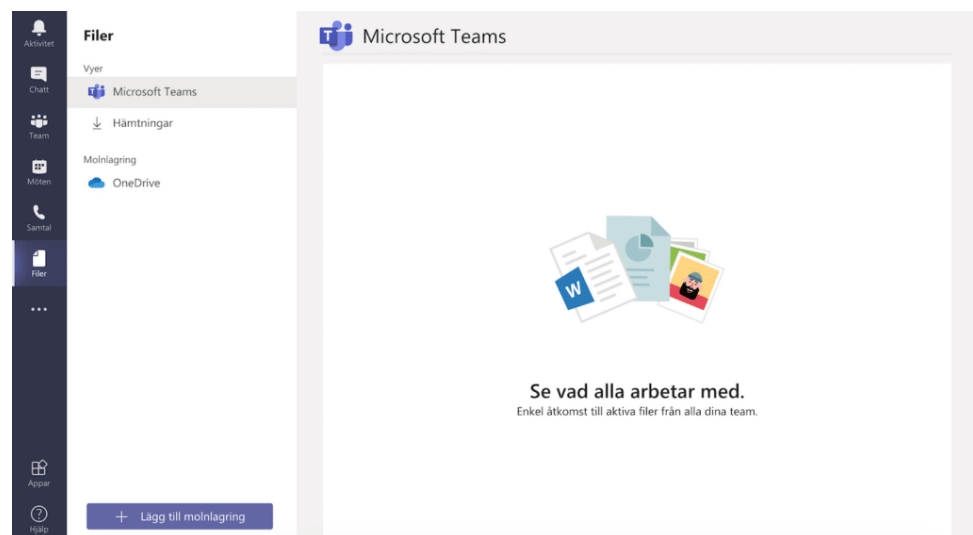
Create video meeting in Teams via chat button. You can communicate via text and in conversation (with or without video).

The chat function can of course be accessed through the *Chat* icon.

Files

The *Files* button displays a list of the documents you opened most recently.

You can also see files shared with your Teams friends or in the OneDrive cloud.



Here is how it *looks* if you click Files in Teams.

Team

A popular feature of Teams is to create different workgroups, so-called "Teams".

Here you can share files, connect [Word](#) documents and divide yourself into subgroups per project (so-called *Channels*).

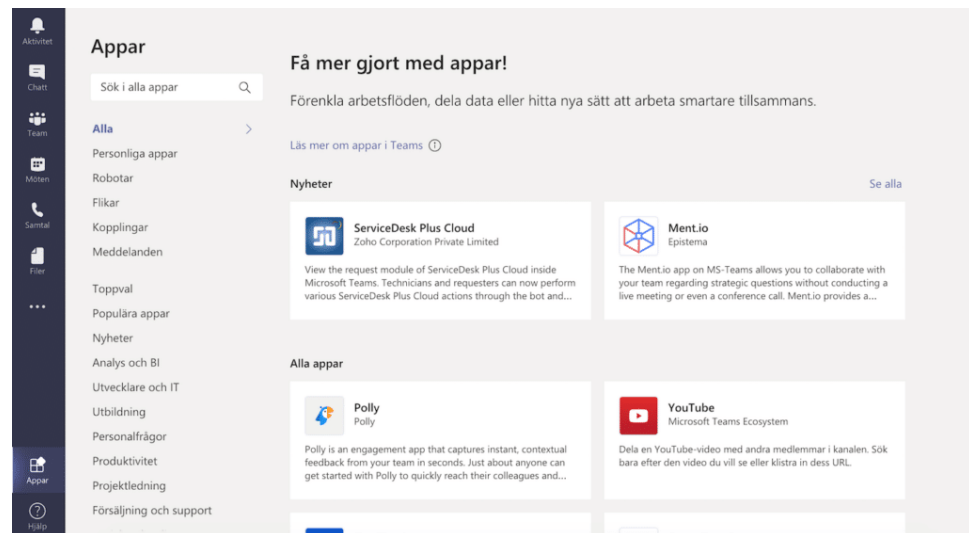
Step 8

Apps

Teams is an application that can be connected to other applications.

For example, you can link your Teams account to Twitter, YouTube, or any of Microsoft's applications.

Click on *Apps* and you will see what options you have.



Apps you can add to Teams.

Calendar

By clicking on the *Calendar* button, you will be taken to your schedule of scheduled meetings.

Here you can create the meeting invitation in teams to invite to new meetings or join an existing one.

Help

Need help? Call Poolia! Or click *Help* in the menu, that is fine too.

Summary: Microsoft Teams

How to join a Teams meeting?

There are two options for joining a Teams meeting. You can join or call in WITH an invitation, or WITHOUT an invitation. Read more about the different ways here: [Guide to Teams](#)

Where can I download Teams?

	<p>You can have Teams to your computer or phone via the link. If you do not want to download the program, you can use Teams online through teams.office.com or in Office 365. Download Teams.</p> <p>Zoom or Teams, which is best? It depends on what you are after. The easiest to use is Zoom, but Teams has more features if you want to share files or set up project groups and organize workflows</p>
Videos	<p>Microsoft Teams 🇮🇹 A perfect Tutorial For Beginners using Office 365 ✅ - YouTube</p> <p>Att komma igång med teams - YouTube</p>

Referenser

[Välkommen till Onlineguiden! » Onlineguiden](#)



**Job Skills for
Mothers**