



Why are we
talking
about
Teams?

To Access the 2020 PPDC Team site you will need to...

1

Have an Office 365 account *and* a Teams account

- We will provide detailed instructions for how to get Office 365 and Teams
- These are no cost accounts

2

Email Shannon and Carla to give us your email address (the one that you used to get your 365/Teams set up)

- This will be the account that we add to the Fall 2020 PPDC Team
- You will receive a Teams notification when you have been added

3

Open the Teams notification email and follow the link to the Teams

- You will be prompted to download the Teams app or use Teams on the Web.
- Helpful hint if you use the web: bookmark the site so you don't have to keep looking for the invite email.

Navigation: (Left Panel) Activity Tab

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Activity' tab is highlighted with a red box. The main area shows a 'Feed' view with a yellow box around the text 'Displays all activity'. A yellow box highlights a message from 'SJ' (Jewell, Shannon) that says 'I see the test document.' and is linked to the 'General' channel. A yellow box highlights the 'General' channel tab at the top, with a black arrow pointing to it from the message. Another yellow box highlights a message from 'AT' (Theriaux, Alberta) that says 'Added a new tab at the top of this channel. Here's a link.' and includes a link to 'EPA PPDC Site'. A black arrow points from this message to the 'General' channel tab. A large yellow box contains the text: 'Note: Clicking on any items in the display will take you to the channel that the item is located in.'

Activity

Chat

Teams

Files

Get app

Help

Search

Environmental Protection Agency (EPA)

Feed

Displays all activity

F2 General

C Site

Team 1 Guest Meet

SJ Jewell, replied 1:40 PM
Fall 2020 Pesticide Program Dial... > General
I see the test document.

AT Theriaux, Alberta (Carla) added you to a private channel 10/25
Fall 2020 Pesticide Progra... > Emerging Agricultur...

AT Theriaux, Alberta (Carla) added you to Fall 2020 Pesticide Program Dialogue... 10/25

Theriaux, Alberta (Carla) deleted channel Resistance Management WG. Yesterday

Theriaux, Alberta (Carla) Yesterday 1:57 PM
Added a new tab at the top of this channel. Here's a link.

EPA PPDC Site

Reply

Theriaux, Alberta (Carla) has added alberta.c.theriaux (Guest) as a guest to the team. Today

Theriaux, Alberta (Carla) has added Jewell, Shannon to the team.

alberta.c.theriaux (Guest) 11:39 AM
Jewell, Shannon Hello Shannon. I have added a test document to the PPDC General Channel. This is only for the purpose of demonstration. Please let me know when you see it.

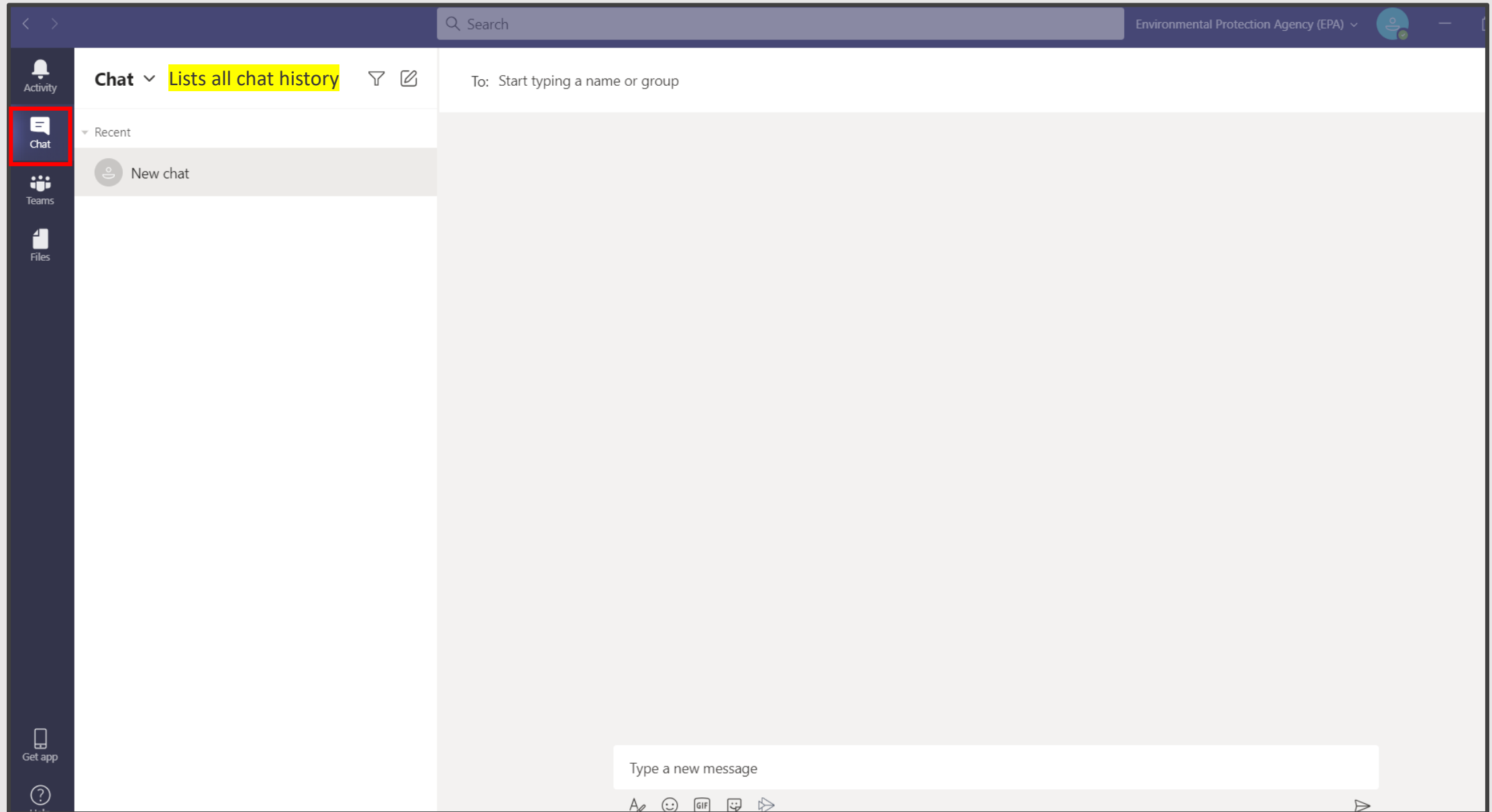
Test Document for PPDC Members.docx

Jewell, Shannon 1:40 PM
I see the test document.

Reply

New conversation

Navigation: (Left Panel) Chat Tab



Navigation: (Left Panel) Files Tab

The screenshot shows the Microsoft Teams interface with the Files tab selected in the left navigation panel. The top bar includes a search bar and the user's name, "Environmental Protection Agency (EPA)".

Files Displays all added files

Views

- Microsoft Teams
- Downloads

Files

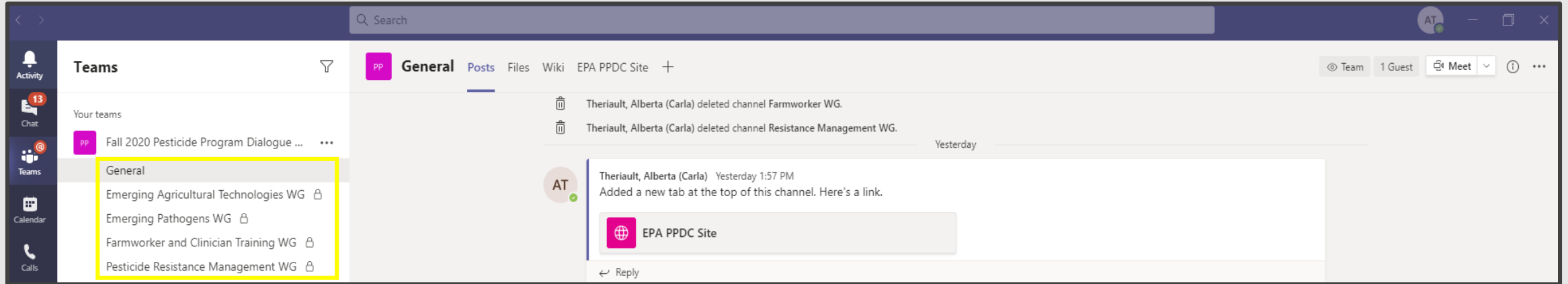
Type	Name	Modified	Modified by	Location	
Word Document	Test Document for PPDC Members.docx	3h ago	alberta.c.theriault	/sites/PesticideProgramDialogueC...	...

+ Add cloud storage

Navigation: (Left Panel) Teams Tab

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' tab is highlighted with a red box. A yellow highlight in the top-left corner of the Teams tab reads 'Lists all the teams and channels'. The main area shows the 'General' channel of the 'Fall 2020 Pesticide Program Dialogue ...' team. The channel header includes 'F2 General', 'Posts', 'Files', 'Wiki', and 'EPA PPDC Site'. The channel content shows a message from 'Theriault, Alberta (Carla)' with a link to 'EPA PPDC Site'. Below this is a message from 'alberta.c.theriault (Guest)' with a document attachment 'Test Document for PPDC Members.docx'. A subsequent message from 'Jewell, Shannon' says 'I see the test document.' and a meeting notification states 'Meeting in "General" ended: 1m 24s'. At the bottom of the main area is a 'New conversation' button. The top of the interface shows a search bar, the organization name 'Environmental Protection Agency (EPA)', and user profile icons.

How are the Workgroups Organized in Teams?



- Every Team has a “General” channel, and every member of the team has access to it.
- Each workgroup also has its own channel
 - The channels are private so that only a member of a workgroup can access: You will only see the channels where you are a workgroup member

Let’s visit the “General” channel...

How to Find Your Team and Your Workgroup

The screenshot displays the Microsoft Teams interface for the Environmental Protection Agency (EPA). The left-hand navigation pane shows the 'Teams' tab selected, with a red box around it. Below it, the 'Your teams' section lists two teams: 'Fall 2020 Pesticide Program Dialogue ...' and 'Emerging Agricultural Technologies WG'. The 'Fall 2020 Pesticide Program Dialogue ...' team is selected, and its 'General' channel is highlighted with a blue box. A red box around the 'Teams' tab and a blue box around the 'General' channel tab are accompanied by the following instructions:

1. Select "Teams" (left) tab
2. Under Fall 2020 PPDC...select "General" tab

The main content area shows the 'General' channel for the 'Fall 2020 Pesticide Program Dialogue ...' team. A yellow box highlights the 'General' channel name, with a black arrow pointing to the text 'The Channel will display here'. The channel header shows 'Team', '1 Guest', and 'Meet' options. The message history includes a message from Theriault, Alberta (Carla) from yesterday, stating 'Added a new tab at the top of this channel. Here's a link.' with a link to the 'EPA PPDC Site'. Below this, a system message indicates that Theriault, Alberta (Carla) has added 'alberta.c.theriault (Guest)' and 'Jewell, Shannon' to the team. The message history continues with a message from 'alberta.c.theriault (Guest)' from 11:39 AM, stating 'Hello Shannon. I have added a test document to the PPDC General Channel. This is only for the purpose of demonstration. Please let me know when you see it.' with a document attachment titled 'Test Document for PPDC Members.docx'. A final message from 'Jewell, Shannon' at 1:40 PM states 'I see the test document.'

Navigation: The (Top Panel) "Posts" Tab

The screenshot shows the 'Posts' tab of a Microsoft Teams channel named 'General'. The top navigation bar includes 'General', 'Posts', 'Files', 'Wiki', and 'EPA PPDC Site'. On the right, it shows 'Team', '1 Guest', and a 'Meet' button highlighted with a yellow box. The main content area displays a list of posts:

- Two deleted channel announcements: 'Theriault, Alberta (Carla) deleted channel Farmworker WG.' and 'Theriault, Alberta (Carla) deleted channel Resistance Management WG.' with a 'Yesterday' separator. An arrow points to this section with the label 'Added or Deleted Channels'.
- A post from 'Theriault, Alberta (Carla)' at 1:57 PM: 'Added a new tab at the top of this channel. Here's a link.' with a link to 'EPA PPDC Site'. An arrow points to this post with the label 'Added Tabs'.
- Two team management announcements: 'Theriault, Alberta (Carla) has added alberta.c.theriault (Guest) as a guest to the team.' and 'Theriault, Alberta (Carla) has added Jewell, Shannon to the team.' with a 'Today' separator. An arrow points to this section with the label 'Added Members'.
- A post from 'alberta.c.theriault (Guest)' at 11:39 AM: 'Jewell, Shannon Hello Shannon. I have added a test document to the PPDC General Channel. This is only for the purpose of demonstration. Please let me know when you see it.' with a document attachment 'Test Document for PPDC Members.docx'. An arrow points to this post with the label 'Comments and Chat'.
- A post from 'Jewell, Shannon' at 1:40 PM: 'I see the test document.' with a 'Reply' button.
- A meeting announcement: 'Meeting in "General" ended: 1m 24s' with a 'Reply' button. An arrow points to this post with the label 'Meetings that Occurred'.

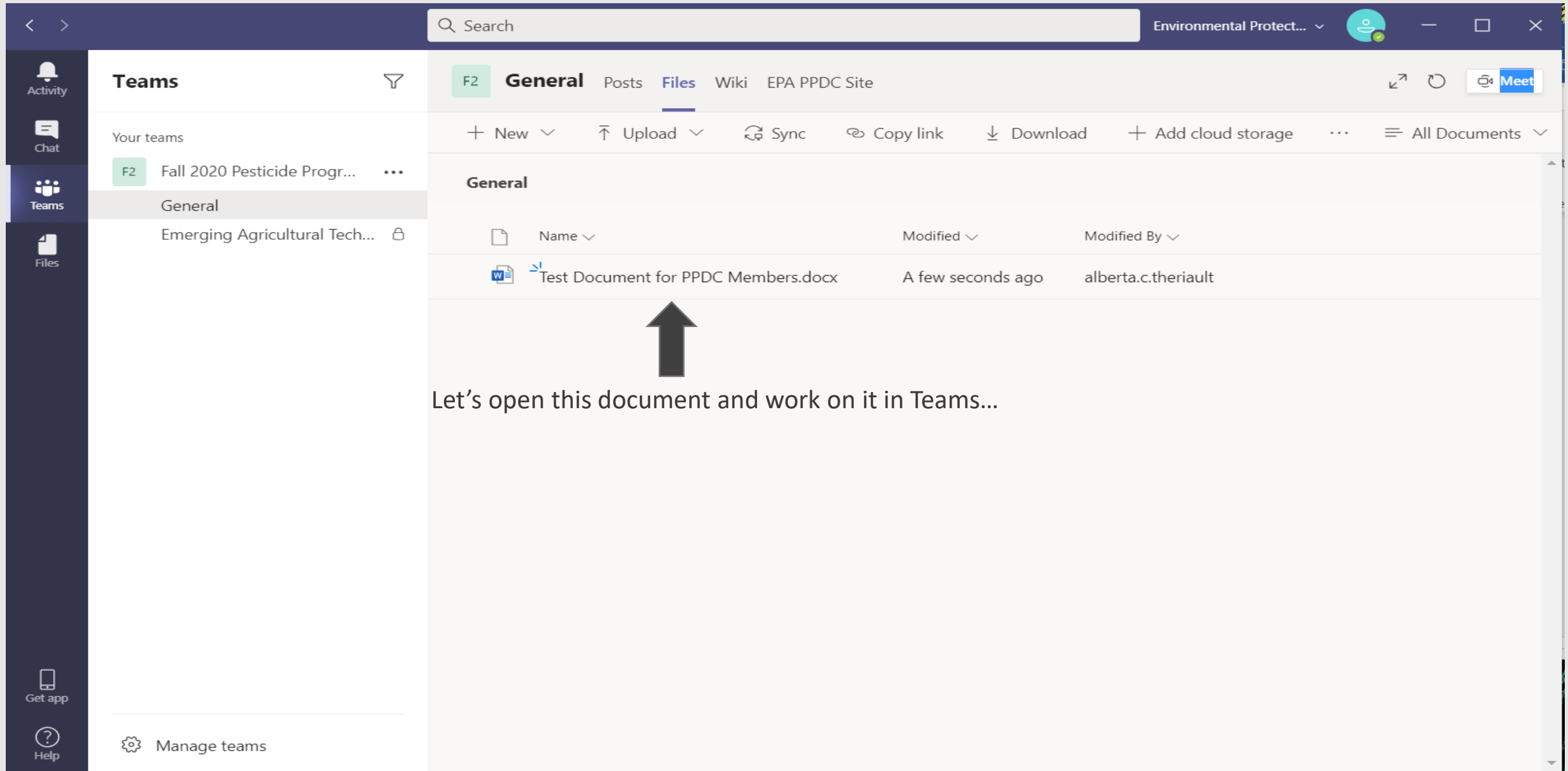
At the bottom left, a 'New conversation' button is highlighted with a yellow box. An arrow points from this button to the text: 'Note: You can initiate chat in the "post" tab of any workgroup'. On the right side, an arrow points from the 'Meet' button to the text: 'Click here to initiate a meeting'.

The *(Top Panel)* Files Tab: Uploading Files

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a user profile icon. The left sidebar contains navigation options: Activity, Chat, Teams, and Files. The main area shows a team named 'Fall 2020 Pesticide Progr...' with a 'General' channel selected. The 'Files' tab is active, showing a toolbar with options: '+ New', 'Upload', 'Sync', 'Copy link', 'Download', 'Add cloud storage', and 'All Documents'. The 'Upload' dropdown menu is open, listing 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', and 'OneNote notebook'. Below the toolbar, there are columns for 'Modified' and 'Modified By'. A large yellow box highlights a central area with a folder icon and a downward arrow, with the text 'Drag files here' below it. At the bottom left, there is a 'Get app' button and a 'Manage teams' link.

Note: Documents in emails cannot be drag-and-dropped.

Working on Documents in Teams



The screenshot shows the Microsoft Teams interface. On the left is a dark blue navigation pane with icons for Activity, Chat, Teams, Files, Get app, and Help. The main area is divided into a left sidebar for team navigation and a right pane for document viewing. The team sidebar shows 'Your teams' with 'Fall 2020 Pesticide Progr...' selected, and its 'General' channel is active. The document pane shows a table of files with the following content:

Name	Modified	Modified By
Test Document for PPDC Members.docx	A few seconds ago	alberta.c.theriault

A large black arrow points upwards from the text below to the document entry in the table.

Let's open this document and work on it in Teams...

Working on Documents in Teams (Cont'd)

The screenshot shows the Microsoft Word interface within the Teams application. The title bar at the top reads "Test Document for PPDC Mem..." and "Environmental Protect...". The ribbon includes tabs for File, Home, Insert, Layout, References, Review, and View. The Home tab is active, showing font settings (Calibri, size 11) and various text formatting options. A dropdown menu is open, showing two options: "Editing" (Make any changes) and "Reviewing" (Add comments and suggest changes). The "Reviewing" option is highlighted with a red border. Two black arrows point from the text below to the "Editing" and "Reviewing" options. The main document content includes the following text:

Welcome PPDC Members! This is a test document that serves as a demonstration for how to upload and comment on documents.

You can edit this document using "Review Mode." No need to hit save if you are editing in Teams, it will save automatically when you close the document.

You can comment on the document in Teams

At the bottom of the screen, the status bar shows "Page 1 of 1", "57 words", "English (U.S.)", "100%", and "Give Feedback to Microsoft".

If you don't want to show a mark-up, then select "Editing." Select "Reviewing" to show a markup

Working on Documents in Teams (Cont'd)

The screenshot displays the Microsoft Teams interface with a document open. The document content includes:

Welcome PPDC Members! This is a test document that serves as a demonstration for how to upload and comment on documents.

You can edit this document using Edit Mode.

If you would like the markup *(this, for example)* to show then you can review this document using "Review Mode."

No need to hit save if you are editing or reviewing in Teams, it will save automatically when you close the document.

[You can comment on specific items in a document in Teams.](#)

You can comment on the document in Teams

Annotations on the screenshot:

- A yellow box highlights the "Conversation" button in the top ribbon.
- A blue box highlights the "Conversation" button in the top ribbon and a channel post on the right.
- A yellow box highlights a comment by "alberta.c.theriault" on the document.
- A blue box highlights the channel post on the right.
- A black arrow points from the text "What's the difference??" to the "Conversation" button in the ribbon.
- A black arrow points from the text "What's the difference??" to the channel post.

Channel Post:

11:39 AM
Jewell, Shannon Hello Shannon. I have added a test document to the PPDC General Channel. This is only for the purpose of...
See more
Test Documen... ⋮

Document Comment:

alberta.c.theriault
After highlighting the item and selecting "New" a comment box will appear where you can type your comment. Hit the arrow box below.
Reply...

Text: "What's the difference??"

Text: "Comments appear in the document"

Text: "Conversations appear in the channel's posts"

Page 1 of 1 90 words English (U.S.)

Chat Features

General Posts Files Wiki EPA PPDC Site Team 1 Guest Meet ⓘ

Theriault, Alberta (Carla) has added alberta.c.theriault (Guest) as a guest to the team. Yesterday

Theriault, Alberta (Carla) has added Jewell, Shannon to the team.

alberta.c.theriault (Guest) Yesterday 11:39 AM
Jewell, Shannon Hello Shannon. I have added a test document to the PPDC General Channel. This is only for the purpose of demonstration. Please let me know when you see it.

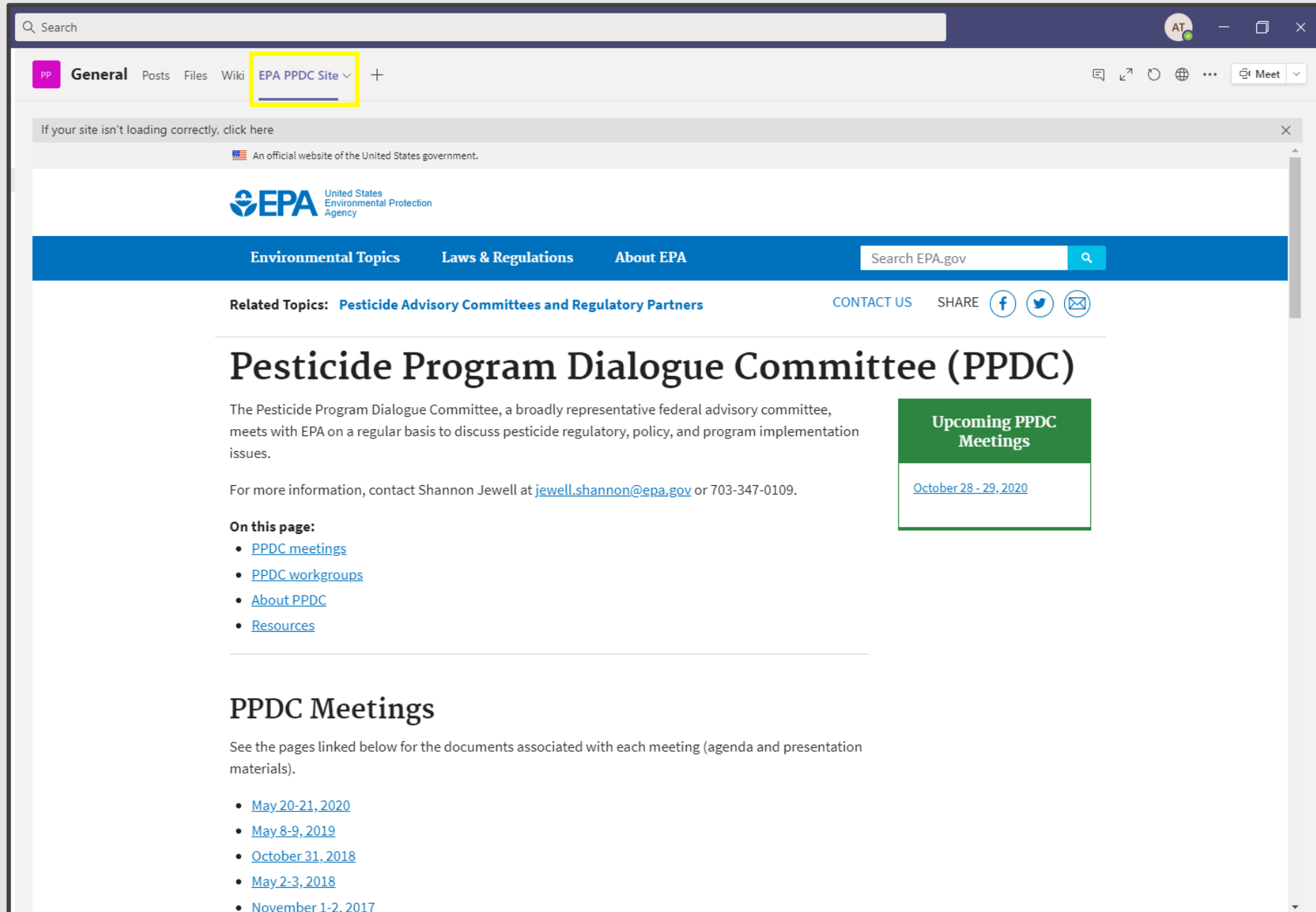
Test Document for PPDC Members.docx ...

Jewell, Shannon Yesterday 1:40 PM
I see the test document.

Reply You can type a response here (type “@” to mention someone) or use the icons below

Questions?

The EPA's PPDC site has been added to your team for quick access!



The screenshot shows a Microsoft Teams channel page. At the top, there is a search bar and navigation icons. Below that, the channel name is "General" with a sub-menu "EPA PPDC Site" highlighted in yellow. A banner at the top of the page reads "If your site isn't loading correctly, click here" and "An official website of the United States government." The main content area features the EPA logo and a navigation bar with "Environmental Topics", "Laws & Regulations", and "About EPA". A search bar for "Search EPA.gov" is also present. Below the navigation bar, there is a "Related Topics" section for "Pesticide Advisory Committees and Regulatory Partners" and social media sharing icons. The main heading is "Pesticide Program Dialogue Committee (PPDC)". The text below describes the committee's role: "The Pesticide Program Dialogue Committee, a broadly representative federal advisory committee, meets with EPA on a regular basis to discuss pesticide regulatory, policy, and program implementation issues." It provides contact information for Shannon Jewell at jewell.shannon@epa.gov or 703-347-0109. To the right, a green box titled "Upcoming PPDC Meetings" lists "October 28 - 29, 2020". Below this, a section titled "On this page:" lists links for "PPDC meetings", "PPDC workgroups", "About PPDC", and "Resources". At the bottom, a section titled "PPDC Meetings" provides a list of past meeting dates: "May 20-21, 2020", "May 8-9, 2019", "October 31, 2018", "May 2-3, 2018", and "November 1-2, 2017".

Search

General Posts Files Wiki EPA PPDC Site +

If your site isn't loading correctly, click here

An official website of the United States government.

EPA United States Environmental Protection Agency

Environmental Topics Laws & Regulations About EPA Search EPA.gov

Related Topics: Pesticide Advisory Committees and Regulatory Partners CONTACT US SHARE

Pesticide Program Dialogue Committee (PPDC)

The Pesticide Program Dialogue Committee, a broadly representative federal advisory committee, meets with EPA on a regular basis to discuss pesticide regulatory, policy, and program implementation issues.

For more information, contact Shannon Jewell at jewell.shannon@epa.gov or 703-347-0109.

On this page:

- [PPDC meetings](#)
- [PPDC workgroups](#)
- [About PPDC](#)
- [Resources](#)

PPDC Meetings

See the pages linked below for the documents associated with each meeting (agenda and presentation materials).

- [May 20-21, 2020](#)
- [May 8-9, 2019](#)
- [October 31, 2018](#)
- [May 2-3, 2018](#)
- [November 1-2, 2017](#)

Upcoming PPDC Meetings

[October 28 - 29, 2020](#)

Thank you!