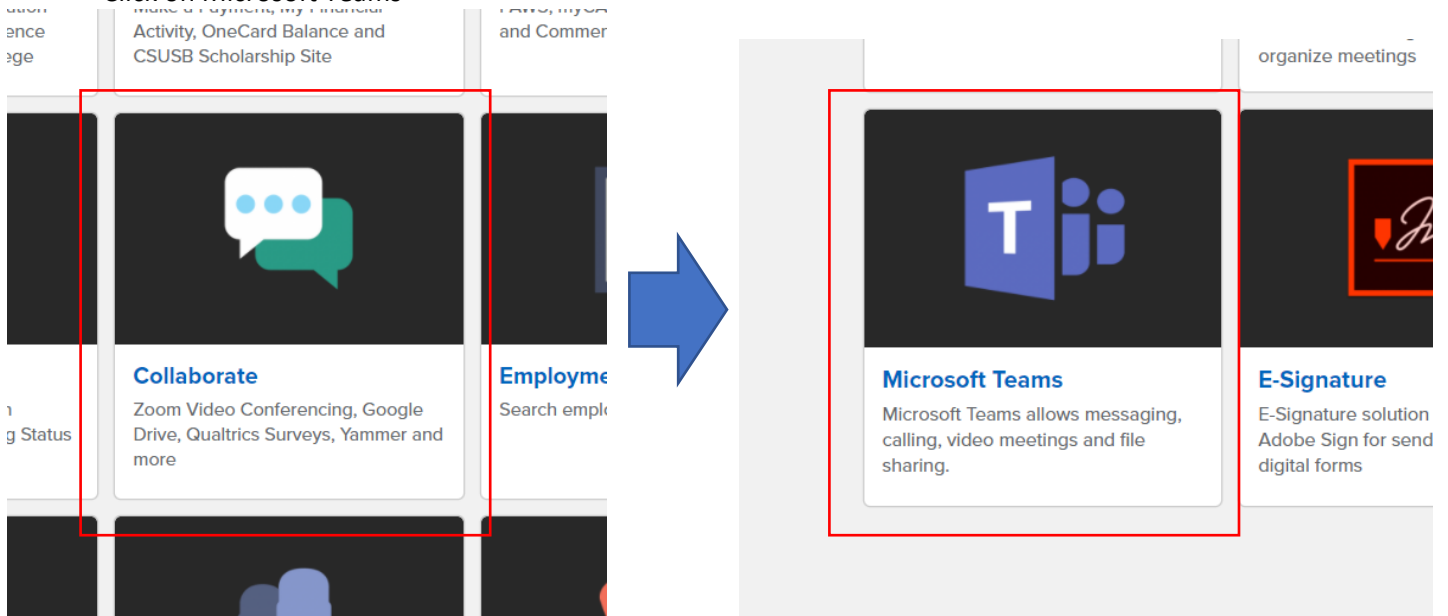


## MS Teams: Collab platform withing Microsoft Office 365

- Use Chat instead of email
- Collaborate on files in real time
- Customize the interface by adding notes and apps
- Communicate with other users via Chat, Audio or Video conferencing.

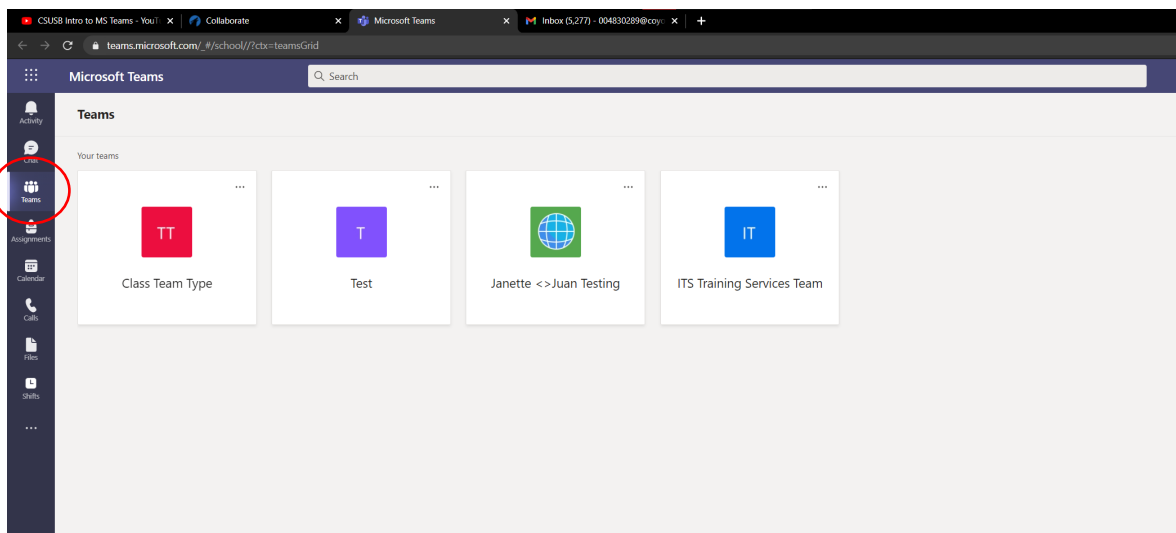
### To access:

- Login to myCoyote @ my.csusb.edu
- Click on the Collaborate tile
- Click on Microsoft Teams

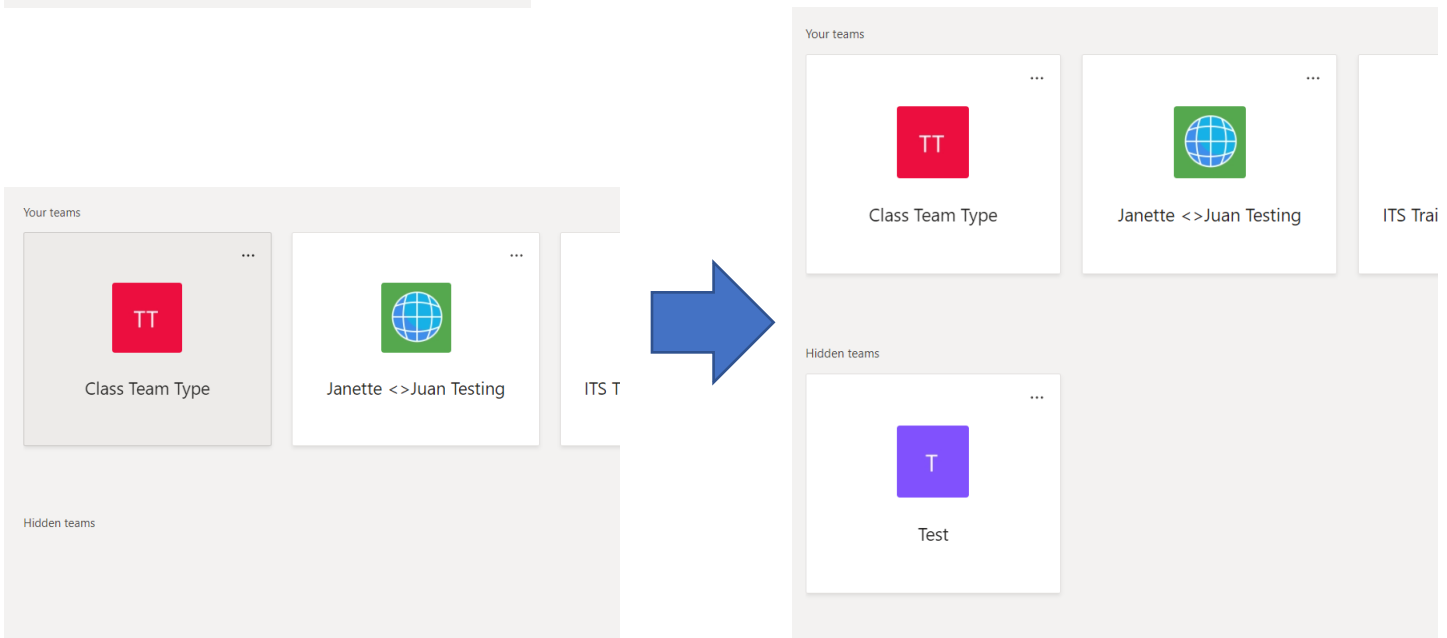
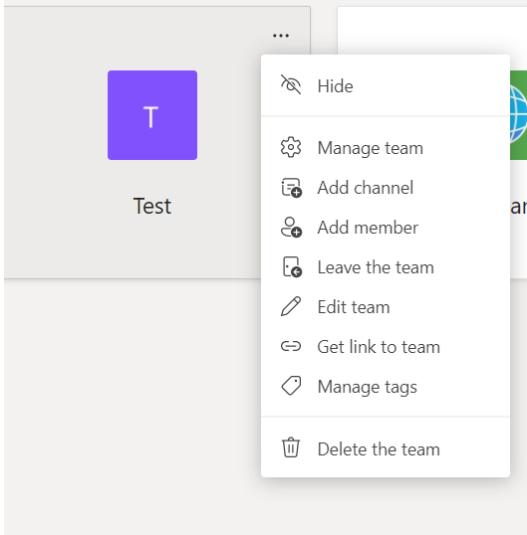


- You will then be asked if you would like to download the desktop application. If you don't want to install the app, it will redirect you to the online Microsoft Teams portal, where you can use the application in your web browser.

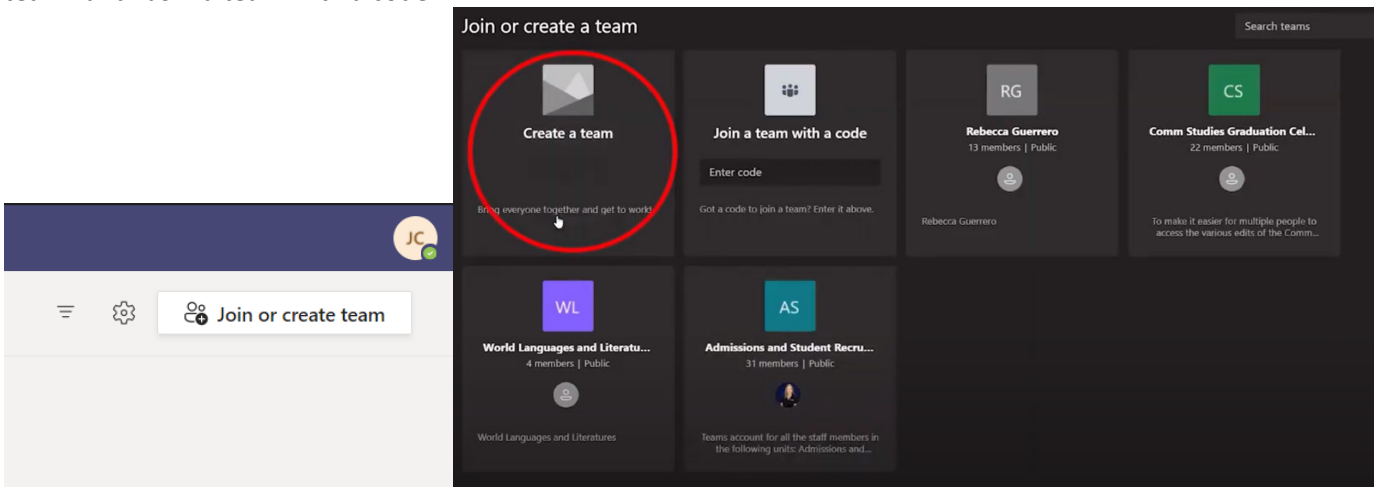
You should see the navigation panel on the left side of the Teams window. Here, you can find different parts of the application, like Chat, Calls, Teams, etc. In the Teams gallery, you will see all of the teams you are joined in.



Clicking on the ellipses on the top right corner of a team will give you additional options for that team as shown below. When hiding a team, a new item will be created in your Teams gallery titled "Hidden teams" where, when you select this item, the hidden teams will be displayed/hidden.

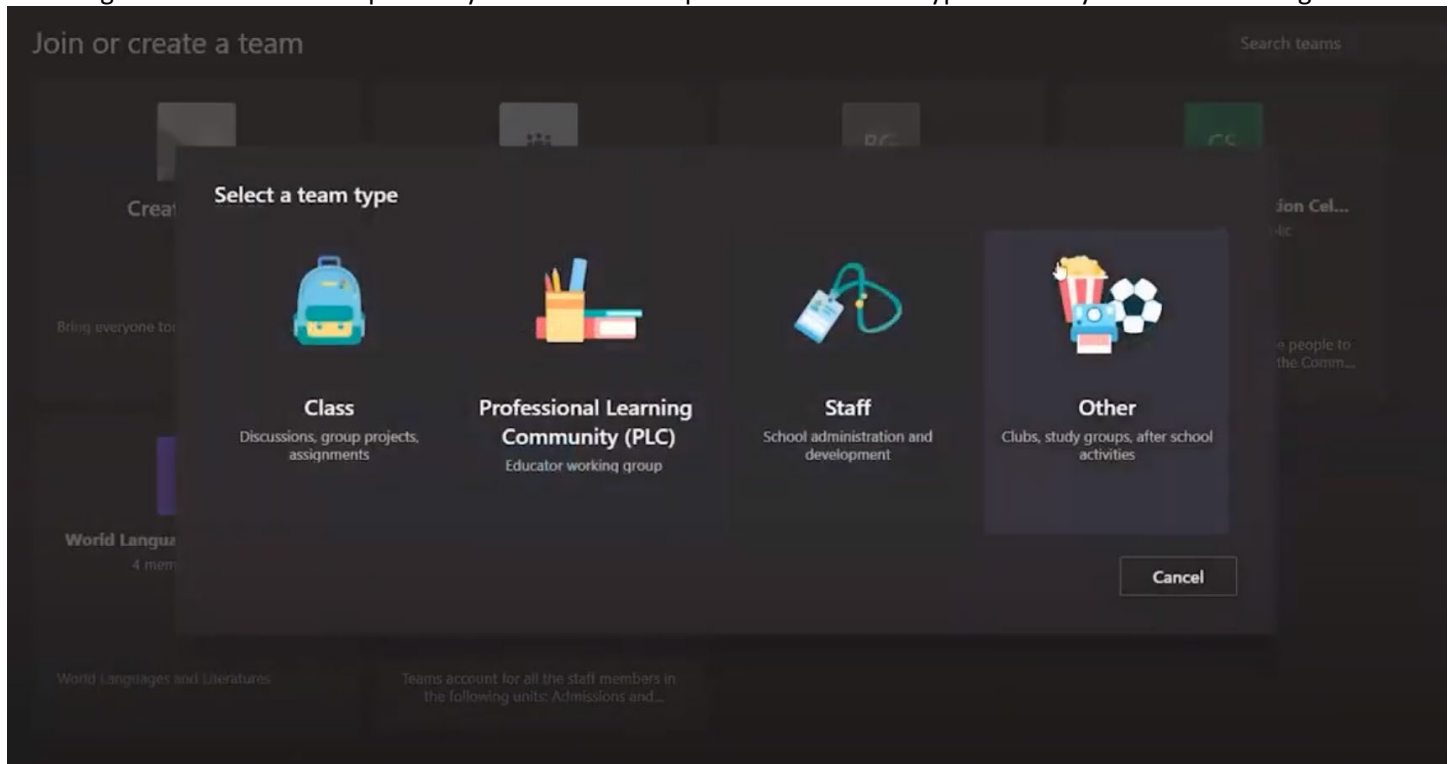


On the top right of the Microsoft Teams window, you will see an option to "Join or create team." Here, you can create a team or join a team, public or private with a code. Any available public teams will be listed as tiles next to "Create a team" and "Join a team with a code"



Creating a team:

Selecting "Create a team" will provide you with a list of options to select the type of team you will be creating.



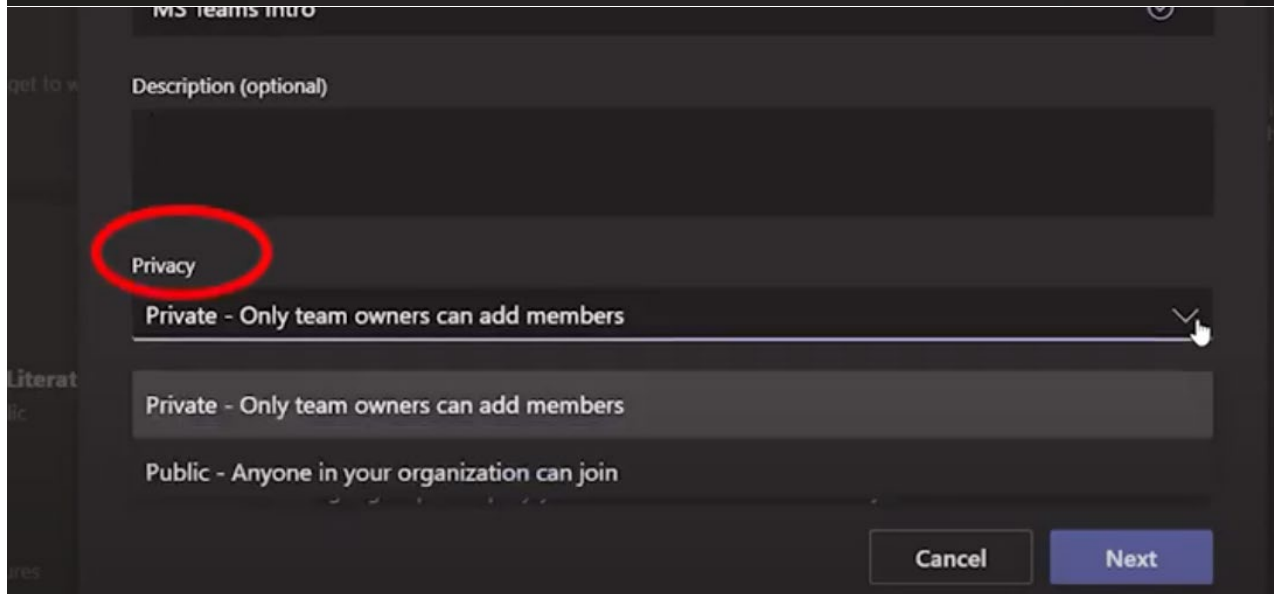
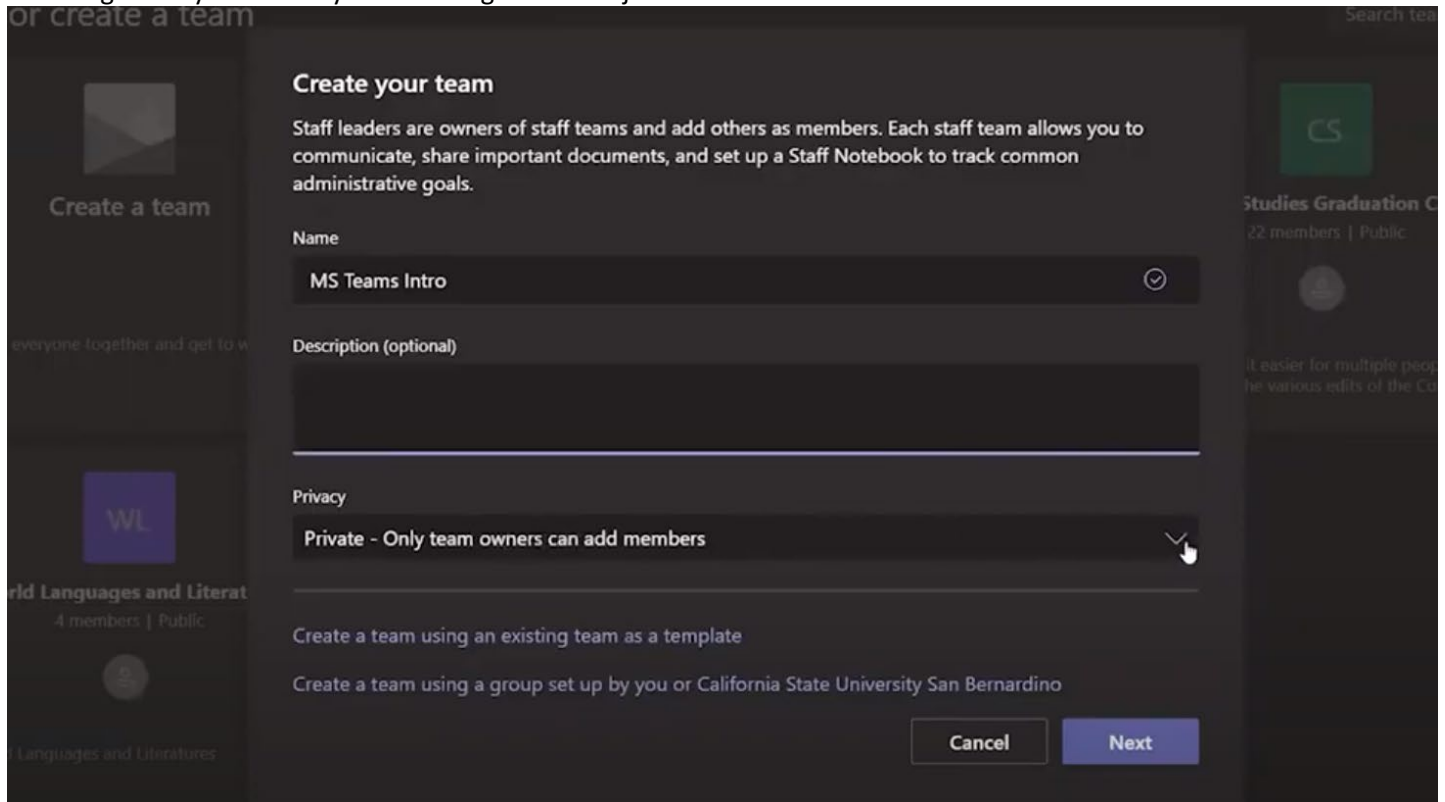
- **Class**
  - o Good for professors and students for collaboration, assigning tasks and assignments and discussions.
  - o Unique permissions for professors and students
- **Professional Learning Community (PLC)**
  - o Allows educators to connect for collaboration
  - o Can be used to create teams for specific grade levels, interest areas and across different subjects.
- **Staff**
  - o Staff can collaborate and connect to work on school-wide initiatives
  - o Will have a Staff leader that can manage staff members in this team

(Above teams will have a OneNote Notebook available to share notes and collaborate in a single environment)

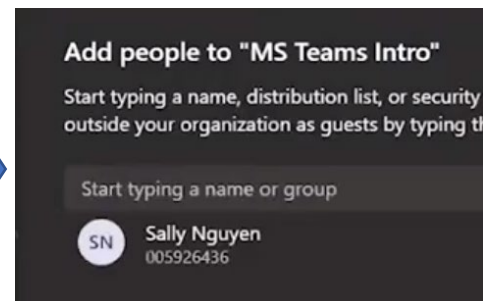
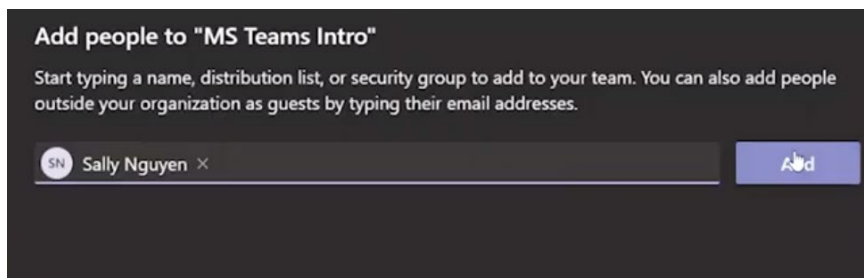
- **Other**
  - o Team members share equal read/write permissions unless specified by the team owner

We will be demonstrating the Staff team creation

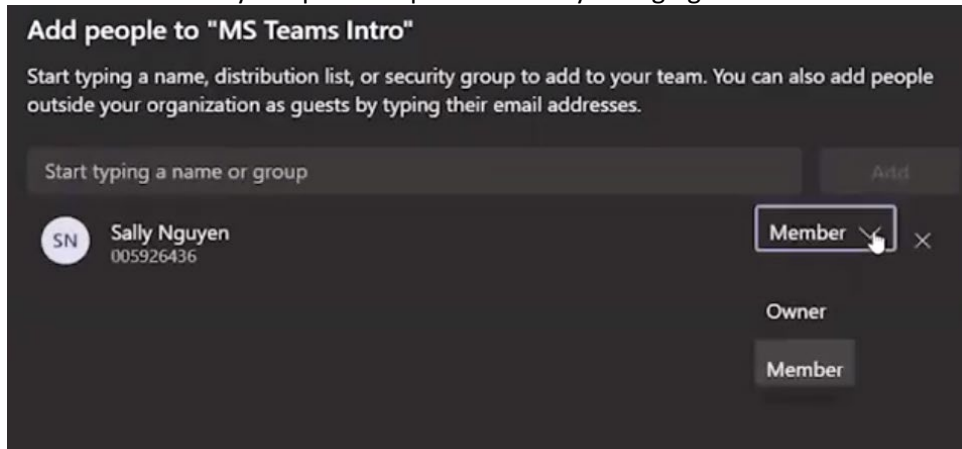
Selecting the Staff team type will give you options type a team name, description and to select the privacy setting. Selecting Privacy will allow you to manage who can join the team.



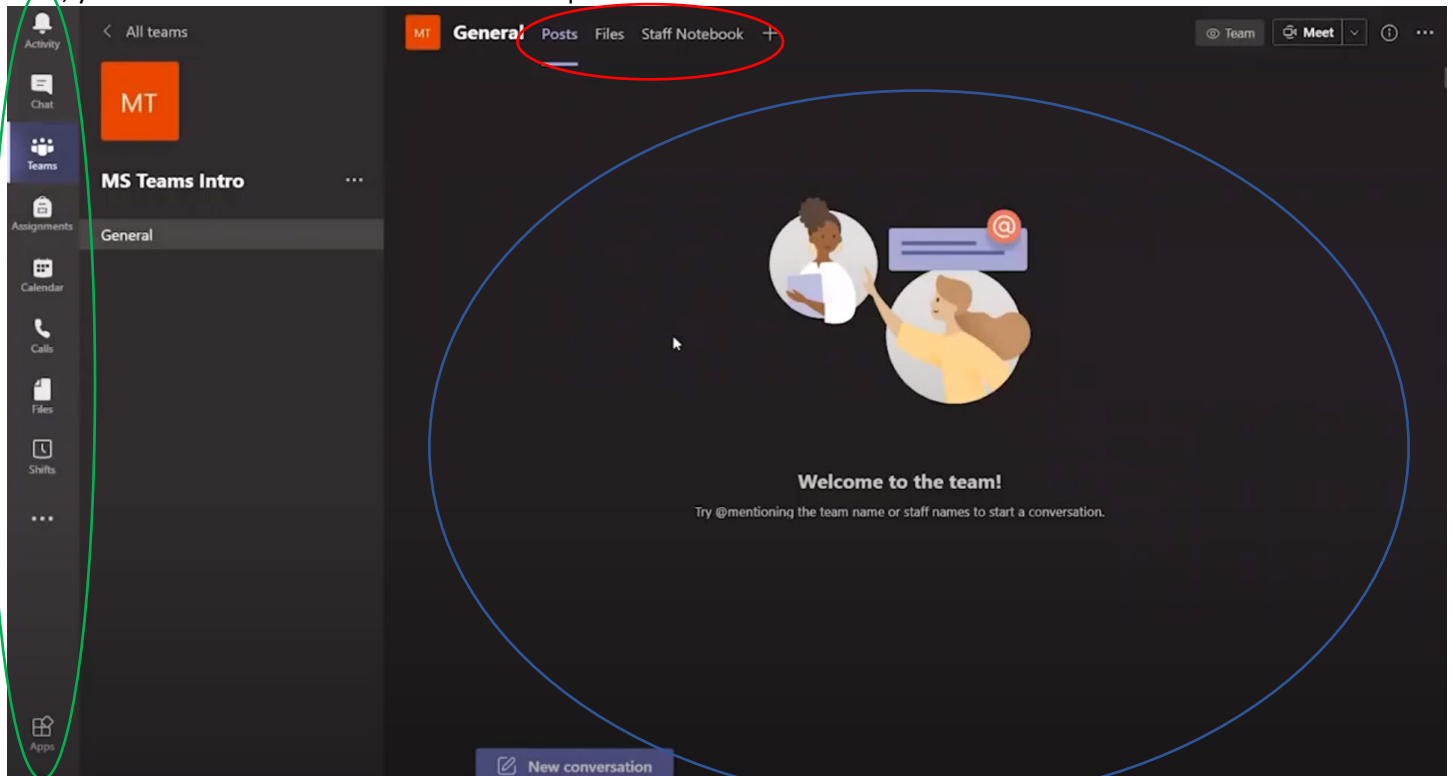
Once you select "Next" you will be asked to add people to you team by typing their name or myCoyote ID number. Since you are logged into Microsoft Teams with your myCoyote credentials, when looking for people to add to your team, Teams will automatically look for those people that are in the campus directory.



You can now modify the person's permissions by changing their status between Owner and Member



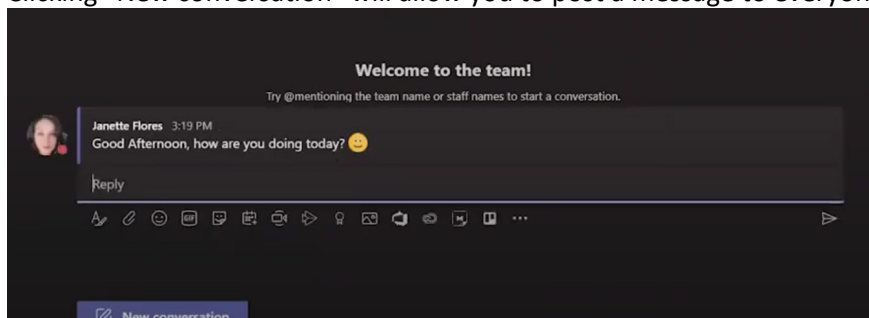
Now, your team should be created. Your workspace should look like this:



Red Circle: These are your tabs. Selecting a tab will change the view in the blue circle.

- Posts

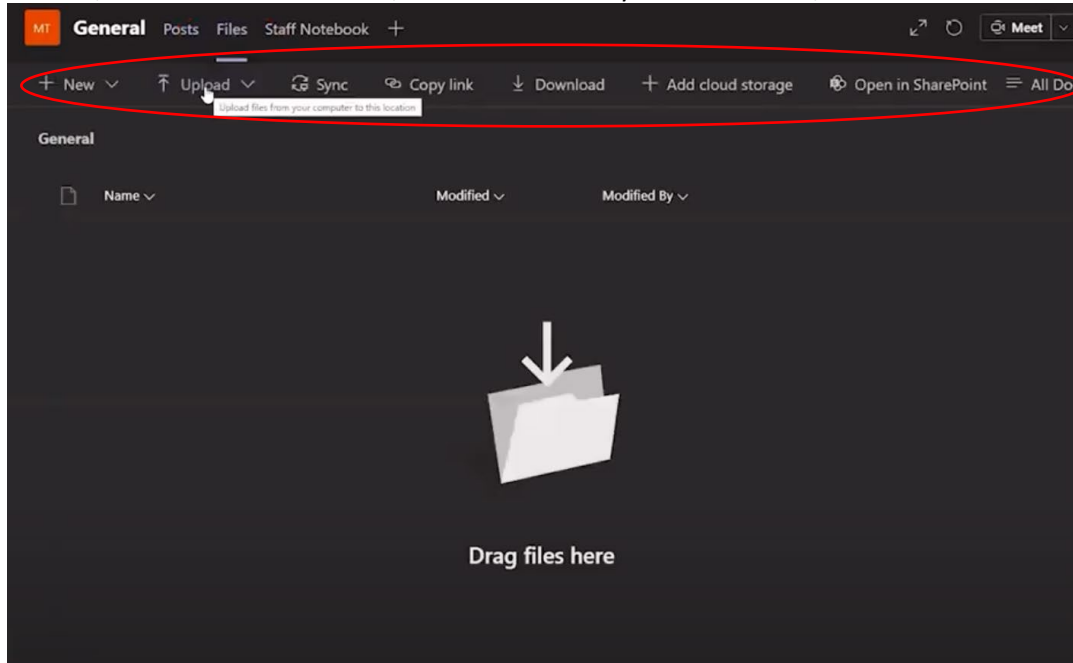
- Here is where you will see any notifications about messages, @ mentions, etc. for the selected team
- Clicking "New conversation" will allow you to post a message to everyone under this tab



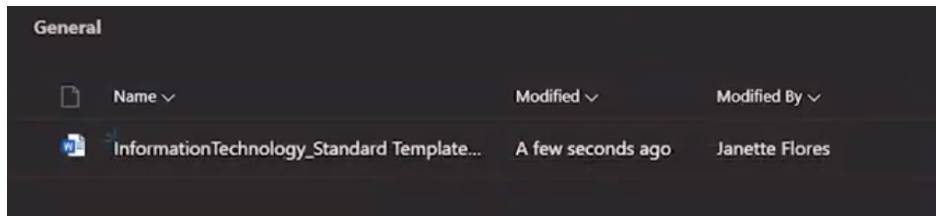
- Note the formatting options for your messages. You can send files here, edit your font, send images and emojis, links, etc.

- Files

- All documents shared in the team will be stored here for quick access. You can upload documents from this tab, create a new document, download files to your local drives, etc.

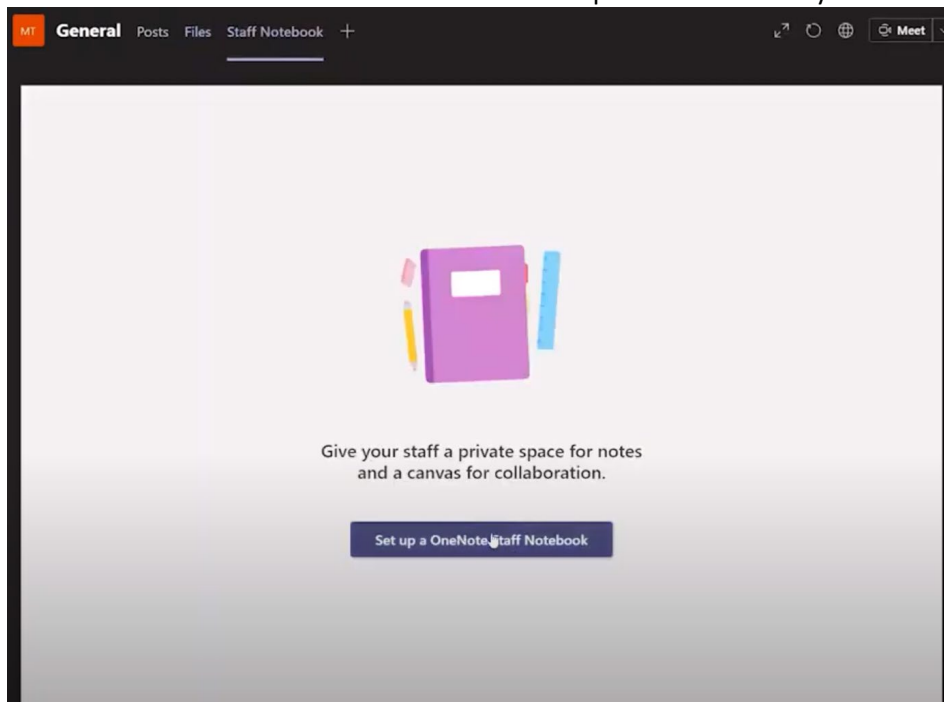


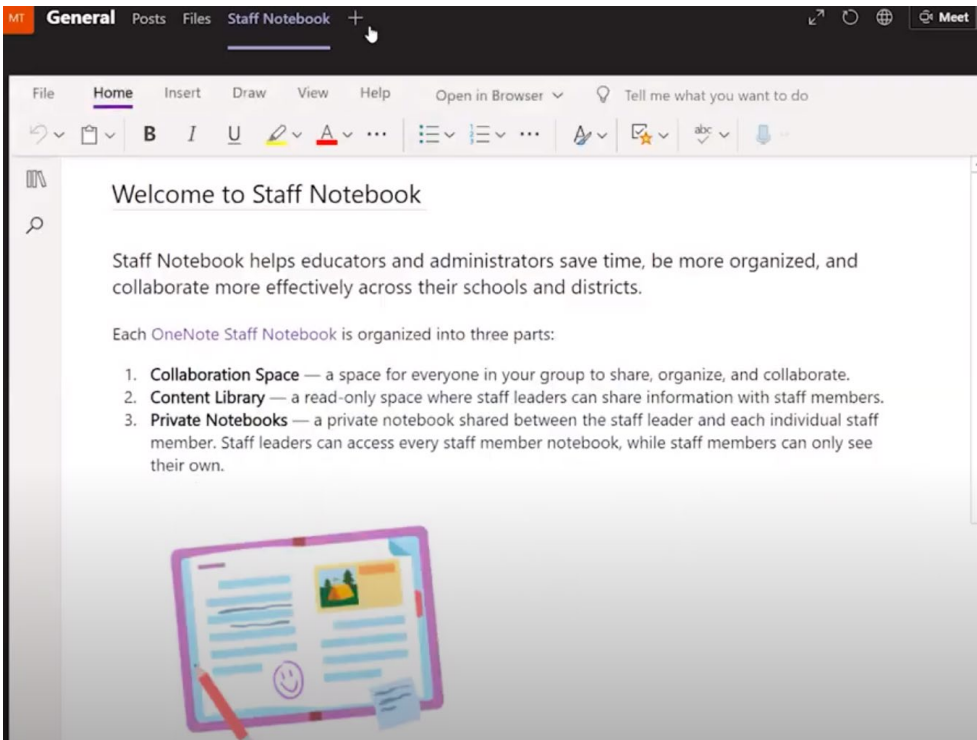
- 
- Added documents will look like this



- Staff Notebook

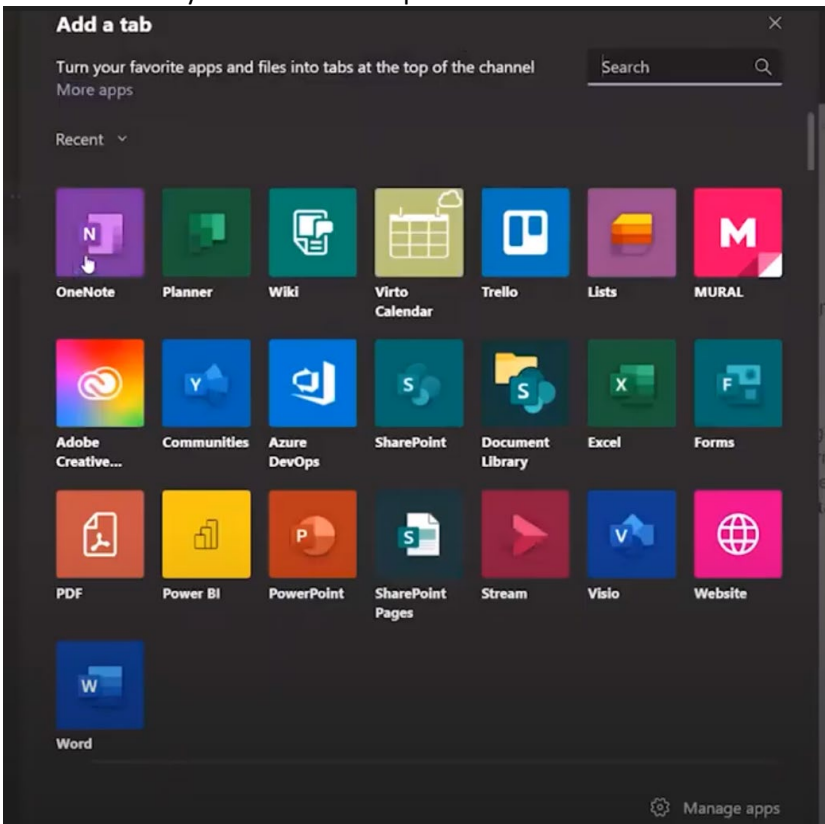
- This is a dedicated OneNote Notebook for anyone in the team to edit and collaborate with other team members. You can create a blank notebook or import a notebook if you have any already created.



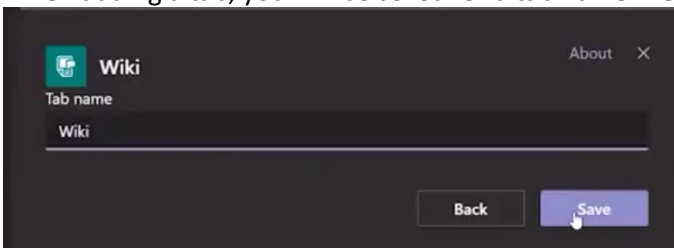


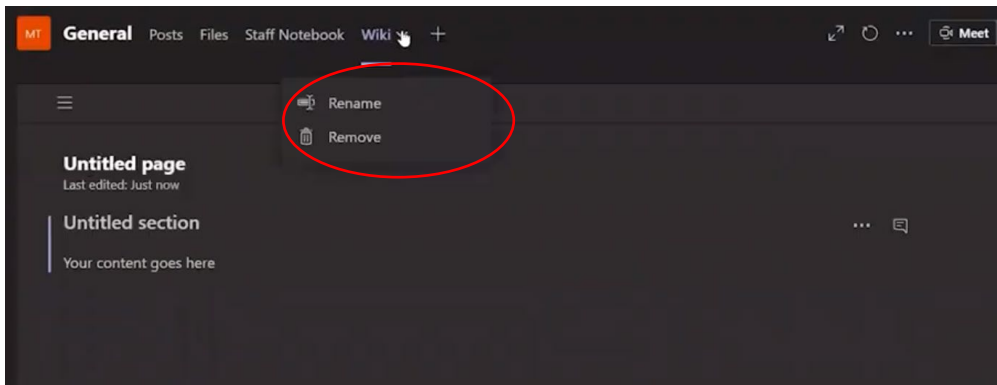
- "+" tab

o This tab allows you to add other specialized tabs that serve and add specific functions



o When adding a tab, you will be asked for a tab name. Here, we added Wiki as a tab for the team



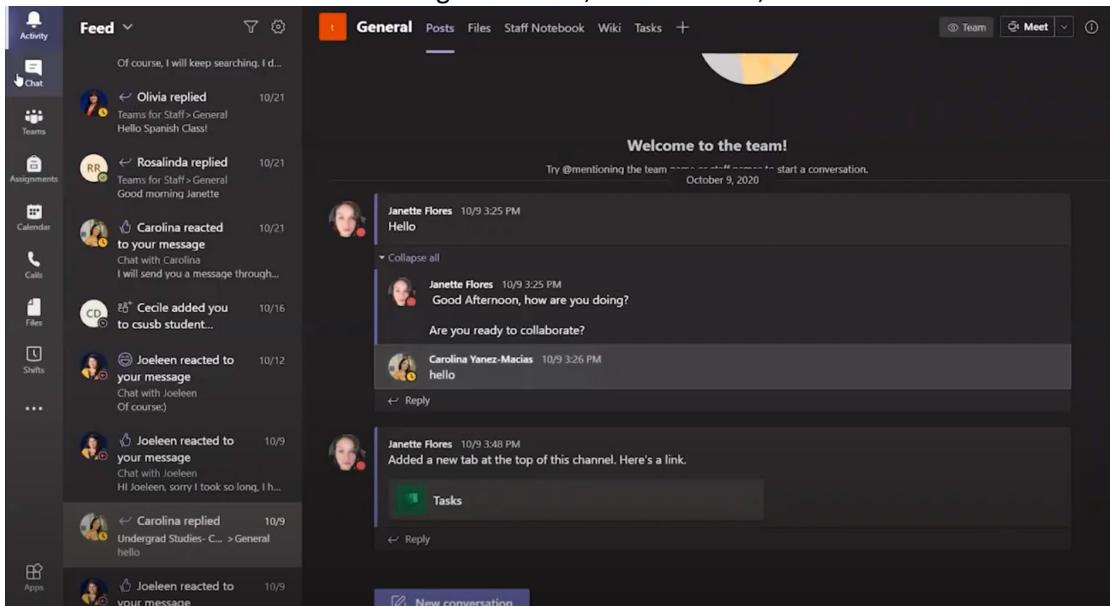


- 
- At anytime, you can remove or rename a tab by selecting the down arrow next to the tab

Green circle: This is the navigation panel where you can switch between different views within Microsoft Teams

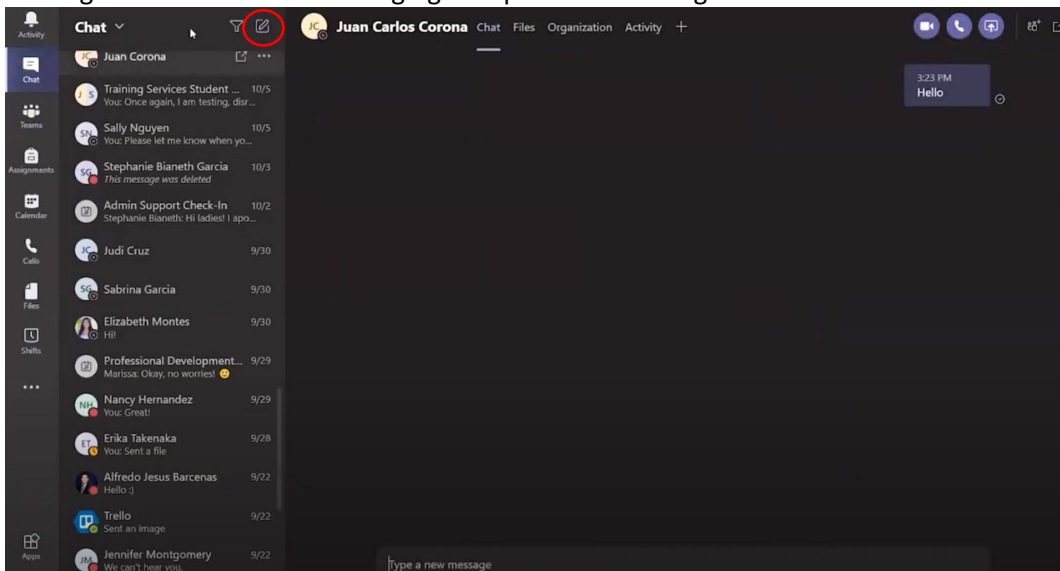
- Activity

- Lists notifications to users for messages received, calls received, etc. These notifications can be filtered.



- Chat

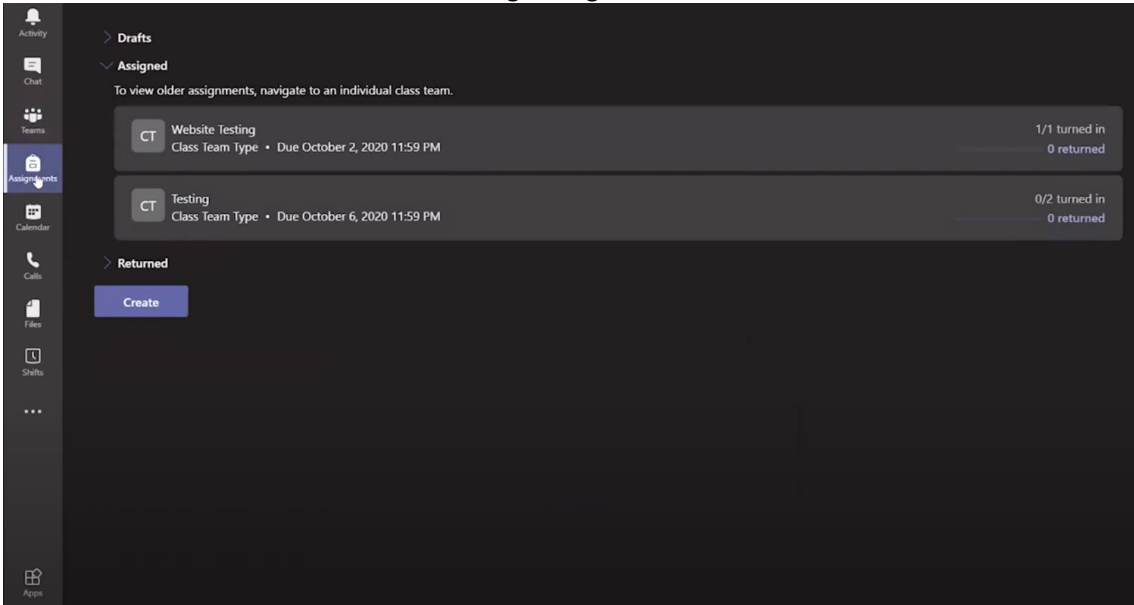
- Here, you will see a list of all of your messages between people, like a text messaging app on your phone.
- You can select the new message icon, here circled in red, to enter a person who you wish to send a message to. You can start messaging that person on the right.





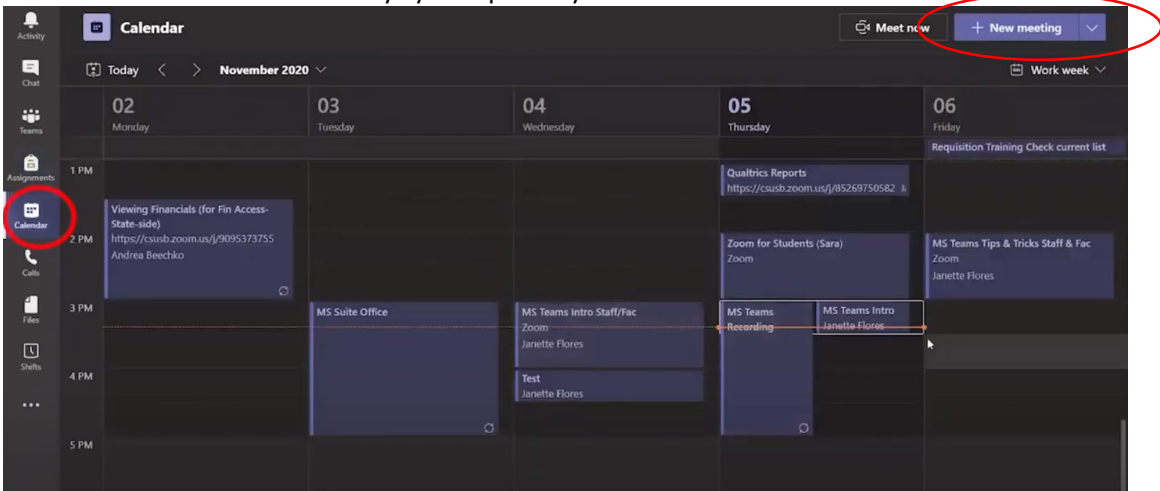
- Assignments

- Used for class teams
- Professors and educators can add and assign assignments here which can be submitted here as well

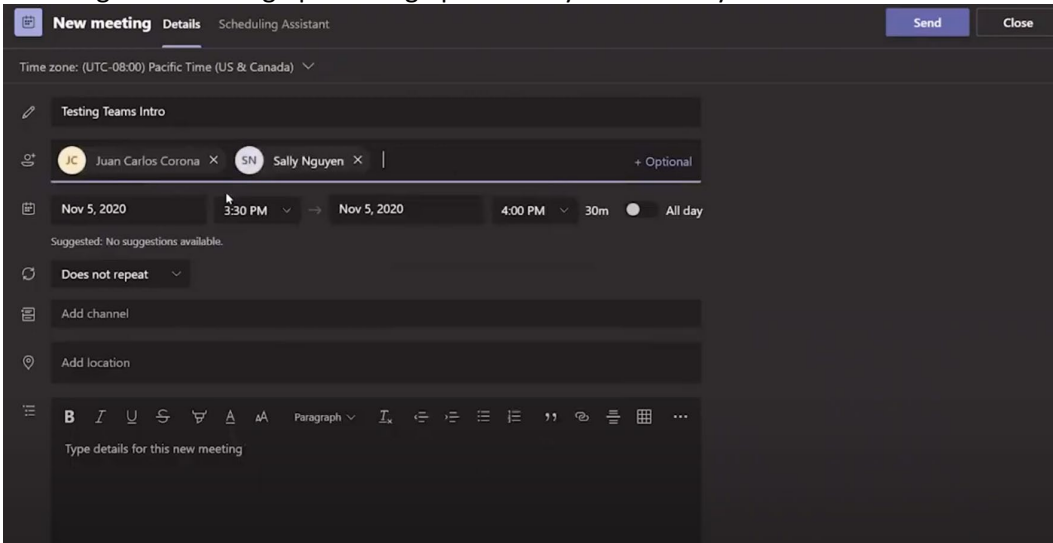


- Calendar

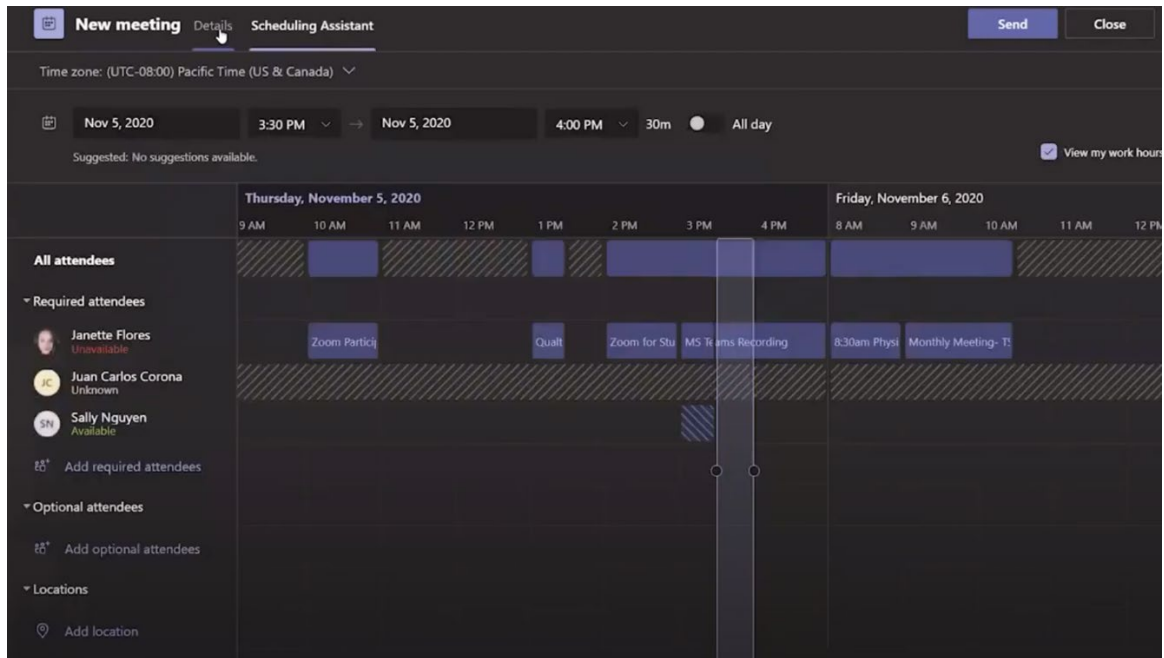
- Calendar view that automatically syncs up with your Outlook account



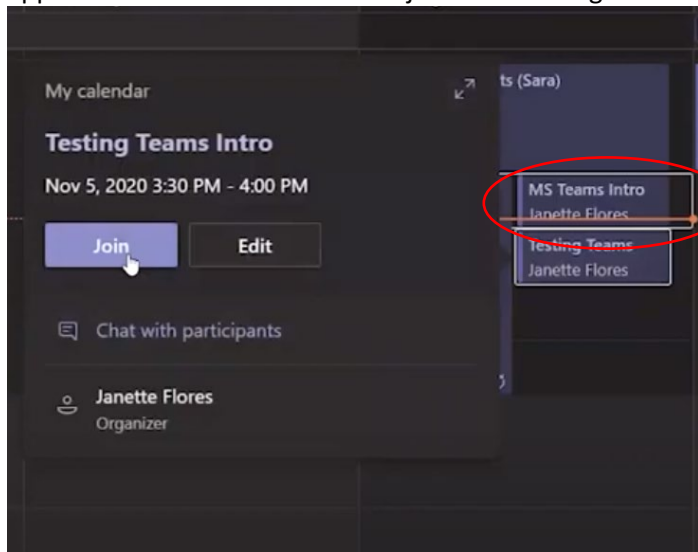
- You can select “New meeting” on the top right to schedule a meeting with someone
- Selecting this will bring up meeting options for you to modify.



- Scheduling Assistant, circled blue, will help ensure there are no conflicts timewise between any other events in Outlook



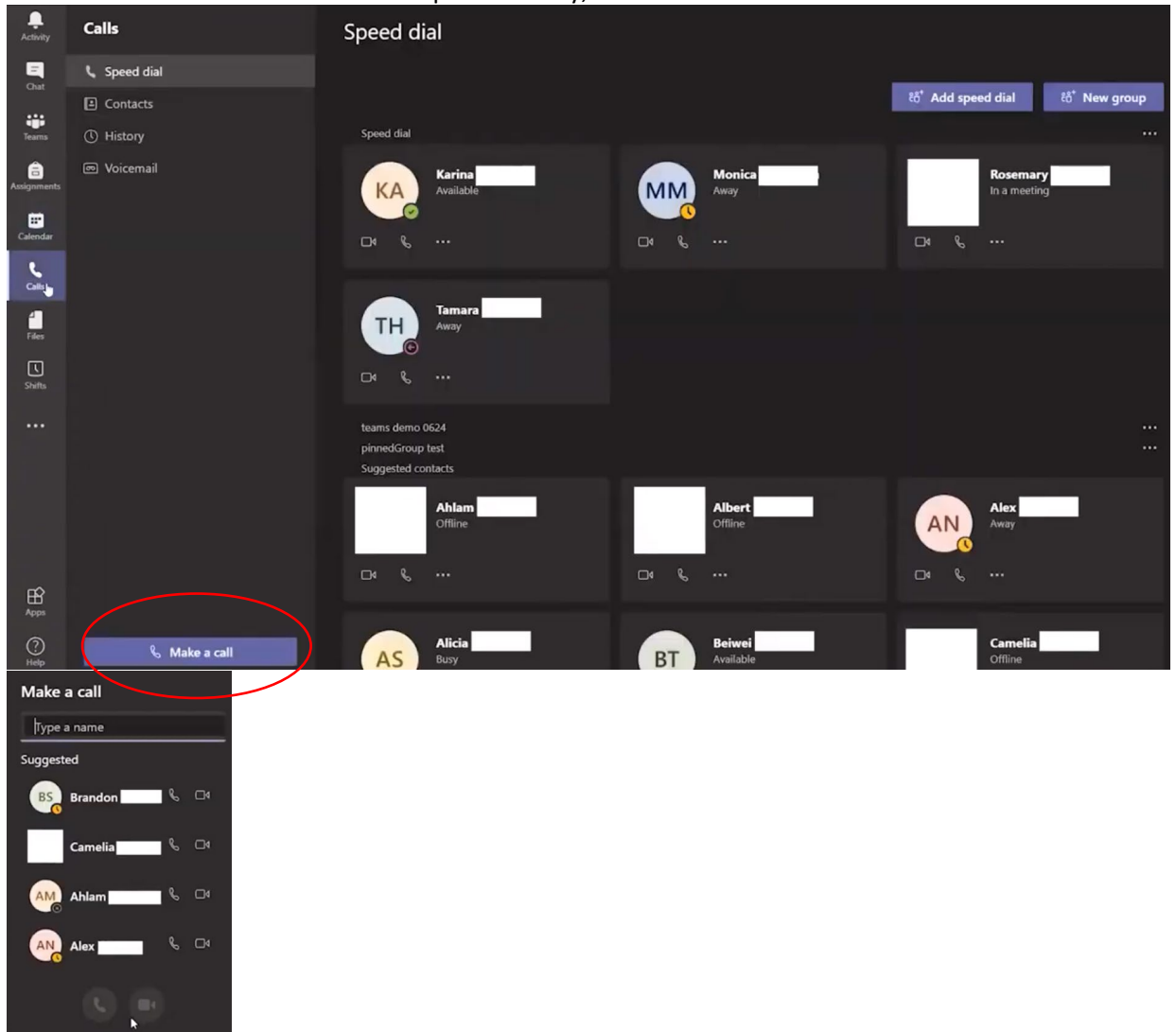
- 
- Once you have saved your meeting schedule, in the Calendar view, you can select the meeting appointment and select "Join" to join the meeting



-

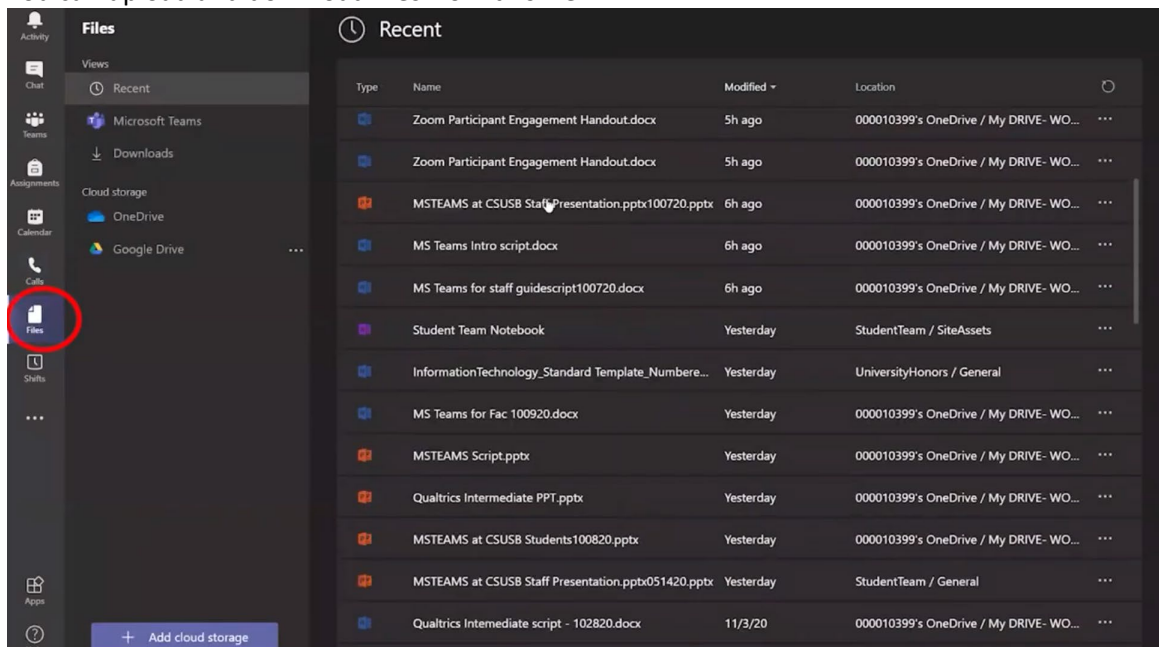
- Calls

- Here, you can call anyone in the organization. Selecting “Make a call” will allow you to enter a name, which will be searched under the campus directory, to add to the call list.

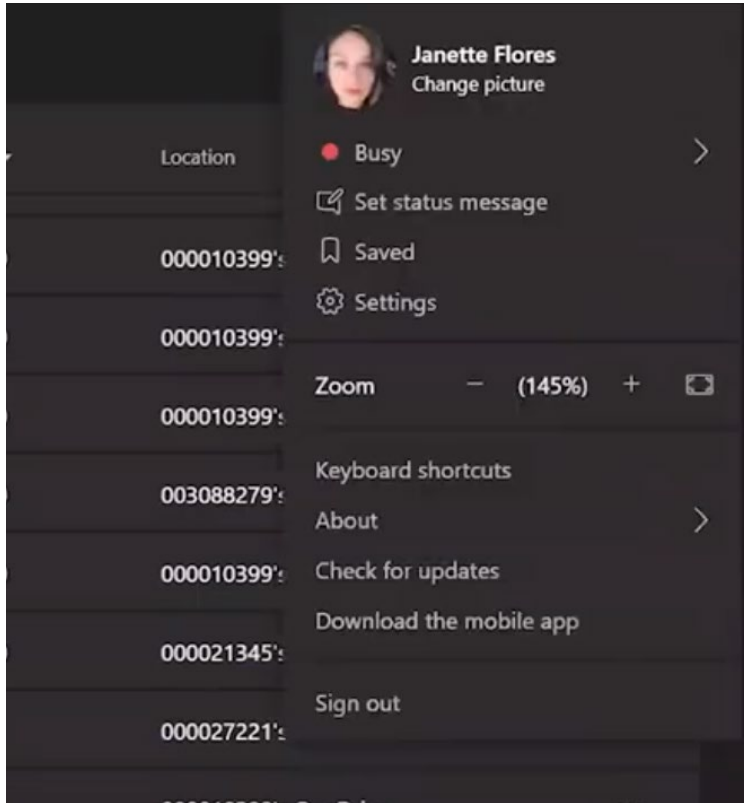


- Files

- You can upload and download files from this view.



You can select your account profile at the top right corner of the Microsoft Teams application (It will be displayed as an image you setup for your account or you initials in a circle)



Here, you can edit Microsoft Teams by changing how Teams looks (Dark or Light mode), change your profile picture, notifications, privacy, etc.