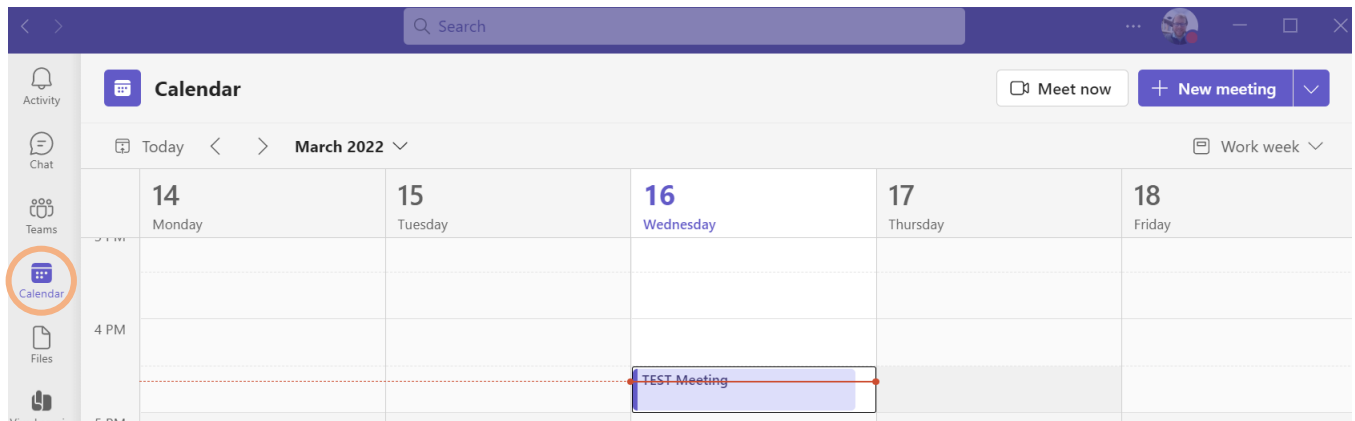# Why Teams?

- Use Teams to create a shared, collaborative, team workspace.

- Teams brings the Microsoft product family together in one interface.

- Teams can display web content, PDFs, video content from Streams, and files from Sharepoint, Office 365 or One Drive.

- Teams can live-edit Word and Excel files.

- Use Teams to create departmental teams and project-level communication channels.

Teams Basic Functionality

Videoconference Meetings can be recorded and auto-transcripted *(Meeting Options).*
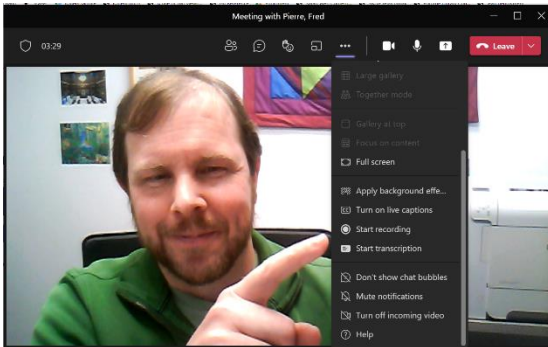

Calendar Integration means that Teams events show up in your Office 365 Calendar app.


Team Ownership

The person who creates a Team is its owner, however that person may designate multiple team owners. Team owners have administrative powers in Teams, including the ability to modify team member roles and limit access to specific team files.

Team File storage and sharing enables team collaboration. Click <u>Files</u> once to see recent files, which you can upload or share. Click <u>Files</u>, then <u>Microsoft Teams</u> to see all team-shared files.
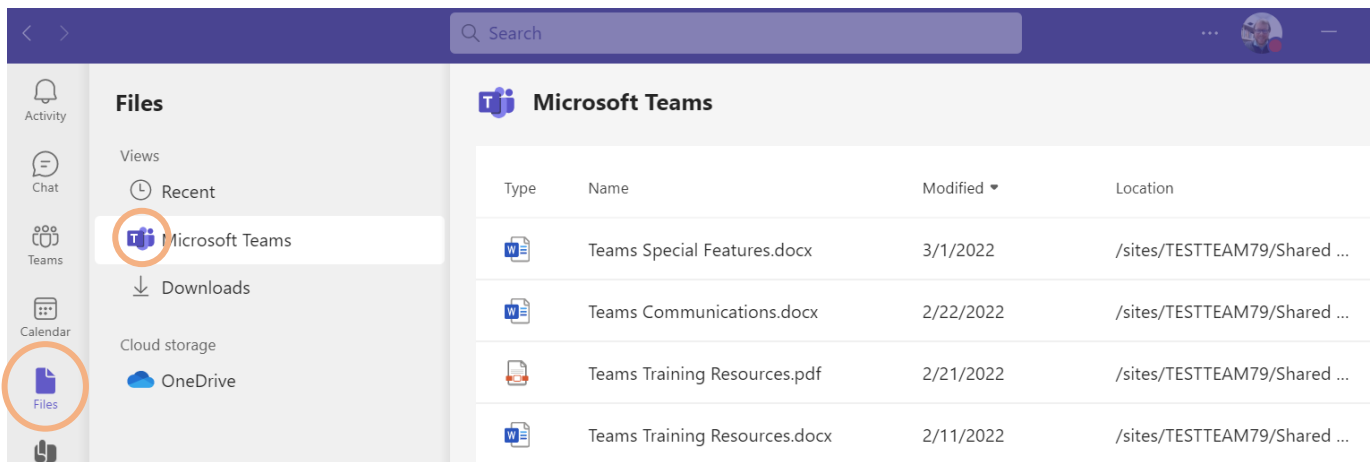

Teams Chat Messaging with Team Channels provides a General team channel, the ability to create new Team channels and options to add specific team members to each new channel.
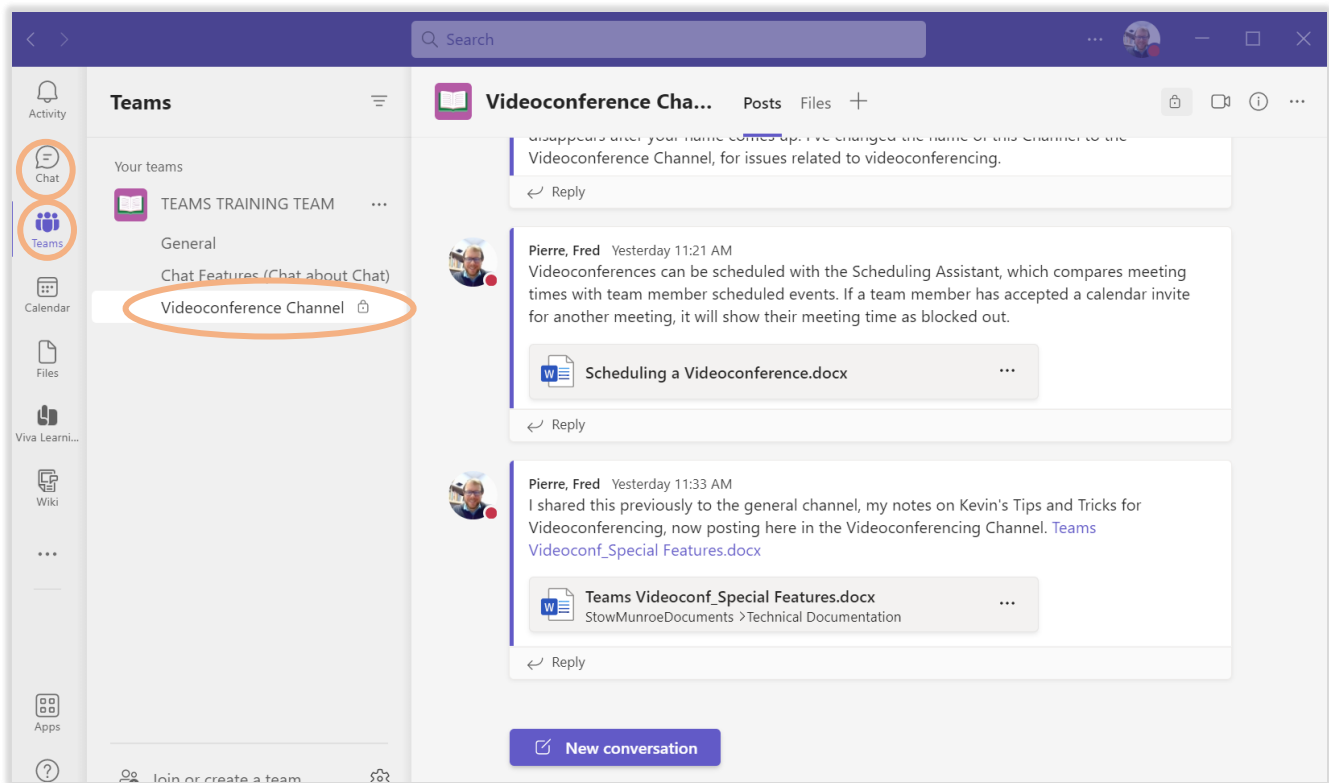
Click the <u>Chat</u> icon to send messages to people in your organization, who may or may not be on your team. Click the <u>Teams</u> icon to list available communication channels, including the team's General channel. Channels may restrict posting ability to channel subscribers.

The Teams Interface
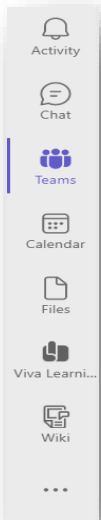
Menus: The main Teams menu is a left-side icon ribbon. Commonly-used apps can be pinned to the left ribbon, otherwise they may appear under "Apps" or "More Apps."

Left-side Ribbon Icons include:

- Activity – Log calls and chat messaging
- Calendar – Synchronize your personal calendar with Team events.
- Files – Displays team files and recently opened Office 365 files.
- Teams – List your Teams and team-available communication Channels, and pin common tasks to horizontal tabs above the main pane.

# Teams Profile Settings and Saved Content

When you log in, your profile is registered and appears at the upper right in Teams. Click on your profile picture to manage your personal settings through a pull-down menu.

- View Saved Content – Content you flag as Saved is accessible from your profile.

- Manage Account allows you to change Teams app permissions and privacy settings.

- Set your Availability Status, which is displayed to other members of your organization. You may include a personal status message (Set status message).
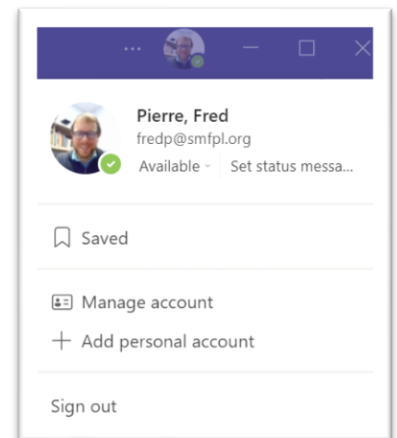
The Teams and Channels Interface

- The Teams panel lists available Teams & team Channels.

- The main panel, to the right, displays Teams content.

- Commonly-used Teams apps may be pinned to the tab menu above the main panel.
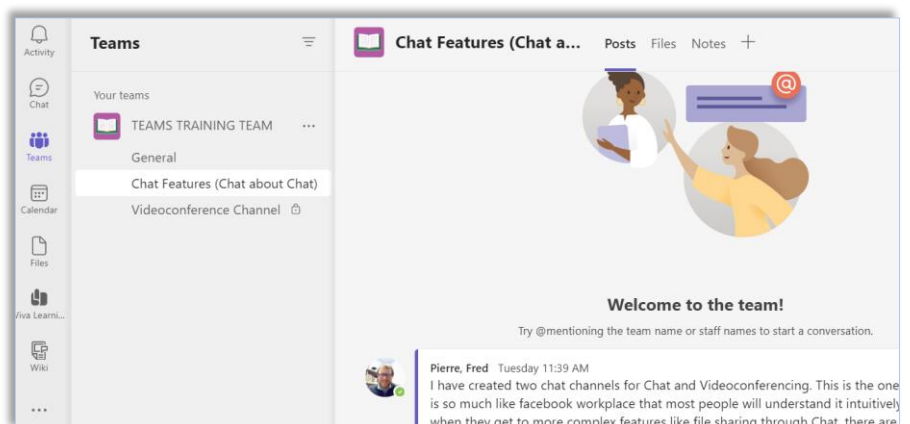
Teams Activity Center

The bell icon displays recent calls and conversations. If you are looking for a recent team message, call or communication, it's probably here.
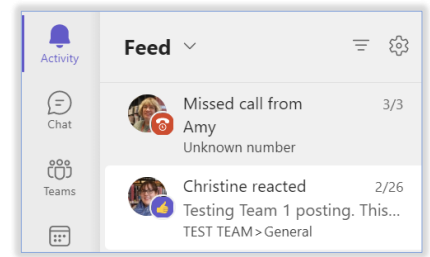
The Feed pane displays your most recent Teams activity.

Teams Chat

It's important to recognize that the Teams Chat app isn't limited to communications within the Team. You can message anyone in the organization through Chat. It combines features from e-mail and Workplace-style messaging. You can attach just about anything to a Chat, including editable Word and Excel files, video, photos and more.

A New Conversation in Chat can be started with New chat or the pencil-pad icon. You may direct chat messaging to your personal contacts or by typing in the e-mail addresses of people in your organization.
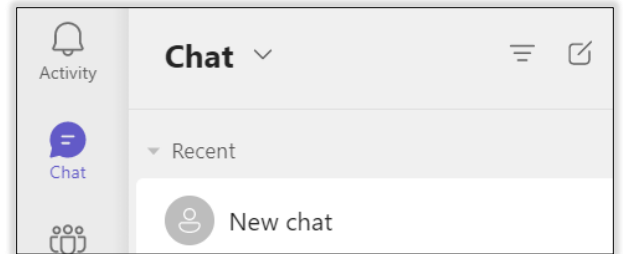
Channel communications do not automatically display in Chat! To access Team communications, click on the Teams icon, followed by the specific communication channel.
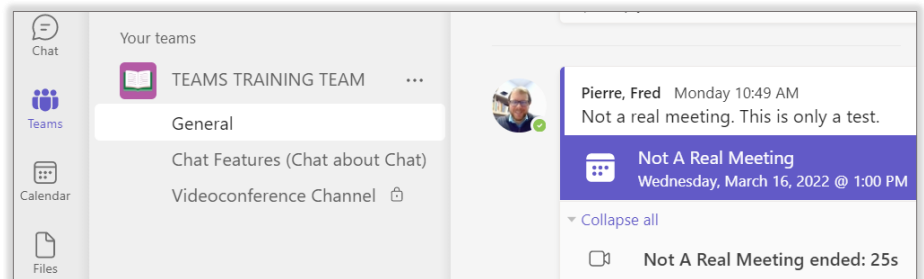
The Microsoft Ecosystem consists of Sharepoint, Office 365, desktop Microsoft Office and Teams. Microsoft promotes Teams as the ultimate office keyring, that can display any type of Microsoft content through its interface, enabling Team collaboration on Microsoft Word and Excel files.

When a new Team is created, a complimentary Office 365 group is generated for messaging purposes, however changing the name of the team does not change the name of the Office 365 group.

Files that are uploaded to storage on Sharepoint don't necessarily show up in Teams until they are specifically shared. Shared Sharepoint files can be edited simultaneously in Teams and Office 365. If you don't see the file you want in Teams, you may have to find it, upload it and share it to the team.