

Microsoft Teams - Frequently Asked Questions

Where do I access Teams?

Go to <http://office.com>, sign in, and click on the Teams app in the ribbon.

What is Teams?

Teams brings conversations, collaboration, content sharing, and meetings together in one place.

What are the features/benefits of using Teams?

Everything is integrated in one place

Everyone has access from anywhere (no software needed, use browser) Chat feature for conversations

Reference past notes/documents/information

How do I add new members to my Teams group?

Click on the Team name in the left column of Teams. Click on the Team name at the top of screen.

Click the Add member button on the right of the screen. Type the user's email address in the box that appears and click on the name that appears and click the Add button.

Who has access to Teams?

Only employees of East Stroudsburg University have access to use Teams.

Should I be using Teams?

If you do a lot of collaboration, trainings, and teamwork, Teams is the best resource for you.

Are there any costs associated with using Teams?

ESU has secured Microsoft Office 365 licensing which includes use of Teams. If you are a current employee, you will have full access to Teams.

What information do I use to log into Teams?

You will use your ESU account credentials to log into Teams through <http://office.com>.

Is there an app for Teams?

Yes, you can download the app by clicking the Download button on the right of the page in the purple banner that appears in the Teams version when using your browser. The banner reads, "Want an even faster, more collaborative experience? Download the desktop app."

What apps are available for use in Teams?

All Microsoft Office apps can be used within teams along with a vast catalog of other apps that may be added depending on your needs.