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 some examples of use cases for my role/department?

Weekly team meetings and Team Training

Larger group meeting/event planning (i.e. Division Meetings)

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 your needs.

Microsoft Teams is a software application, similar to Zoom, which allows you to work remotely, collaborate, or have workplace chat. It is an included product as part of your Microsoft Office 365 account. You can locate it after logging into your Office 365 email account. Look for the square box icon in the upper left, click it, then select **Teams**. Follow the instructions to download and install the application.
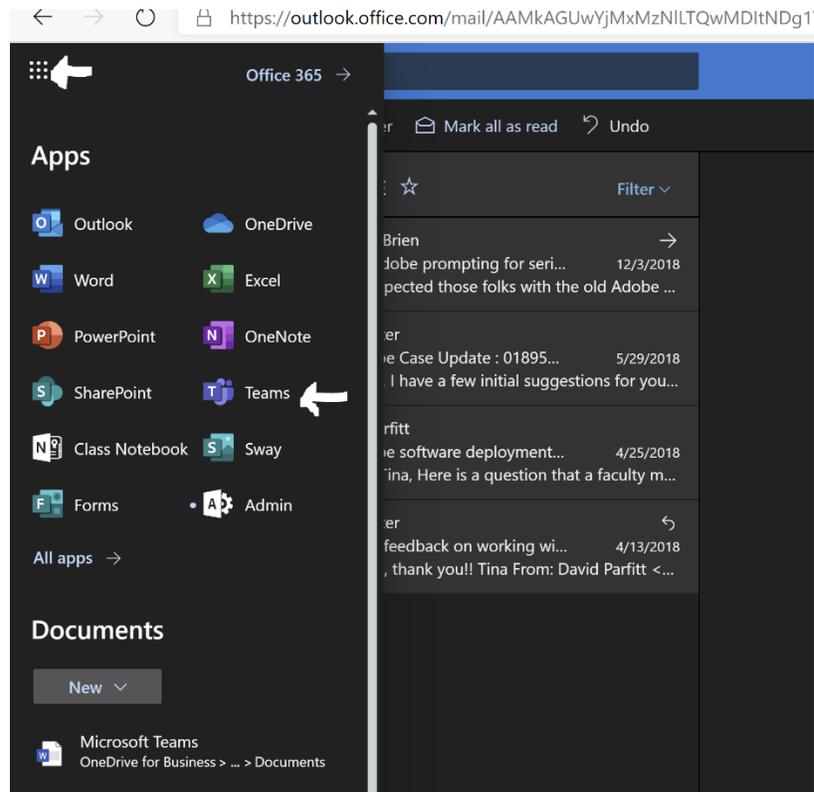
Once installed, it may launch automatically or you can find the application and double click to launch.
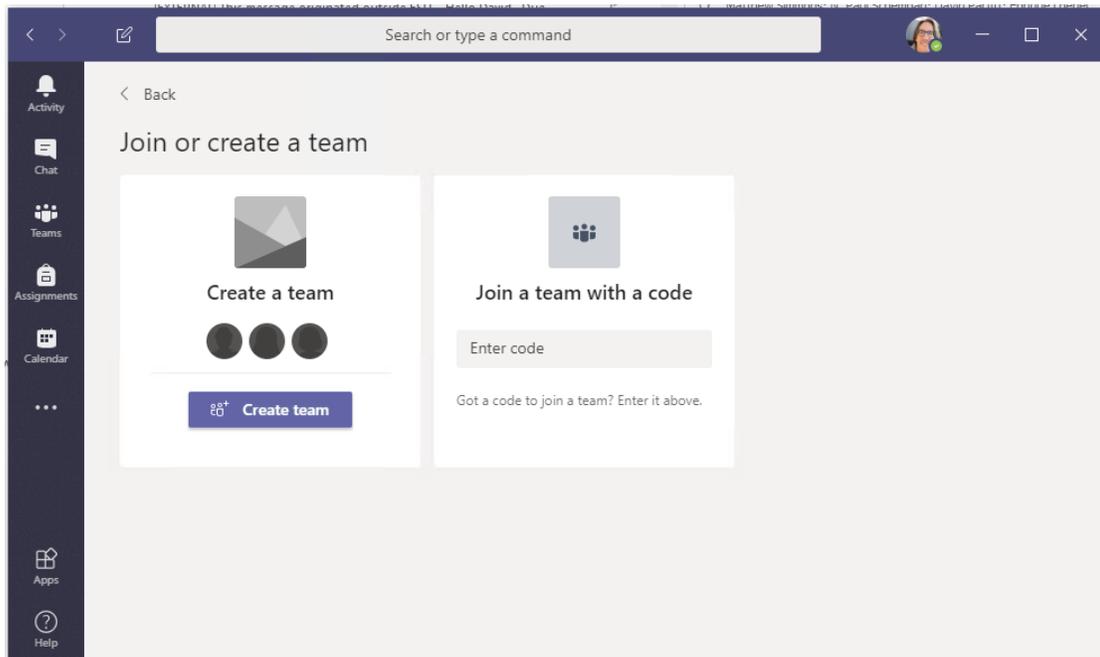
Joining a team is easy because someone else has done the leg-work and set up the team. You should be provided a code and can entered it in the second frame. The next section covers how to "Create a Team."

Create a Team

Select a team type

Class
Discussions, group projects, assignments

Professional Learning Community (PLC)
Educator working group

Staff
School administration and development

Other
Clubs, study groups, after school activities

Depending on your target audience you can decide which category best fits your need. Students will benefit most from "Class" or "Other." Faculty, Staff, and Administrators will find value in using "Staff" or "PLC." Once you identify your team type and choose it, you will need to Name It, and decide on Privacy.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

My Teams Test Team

Description (optional)

Privacy

Private - Only team owners can add members

Create a team using an existing team as a template

Cancel   Next

Click Next and you can start adding to your Team…

Once you are done and have advanced to the next screen, you can decide if anyone else should be an "owner" of the group or stay as a "member." Then hit NEXT.

You will land in the Main Screen. It has many options and we encourage you to explore the options to determine how best to share your ideas, questions, and workflow. A few examples will be given below.
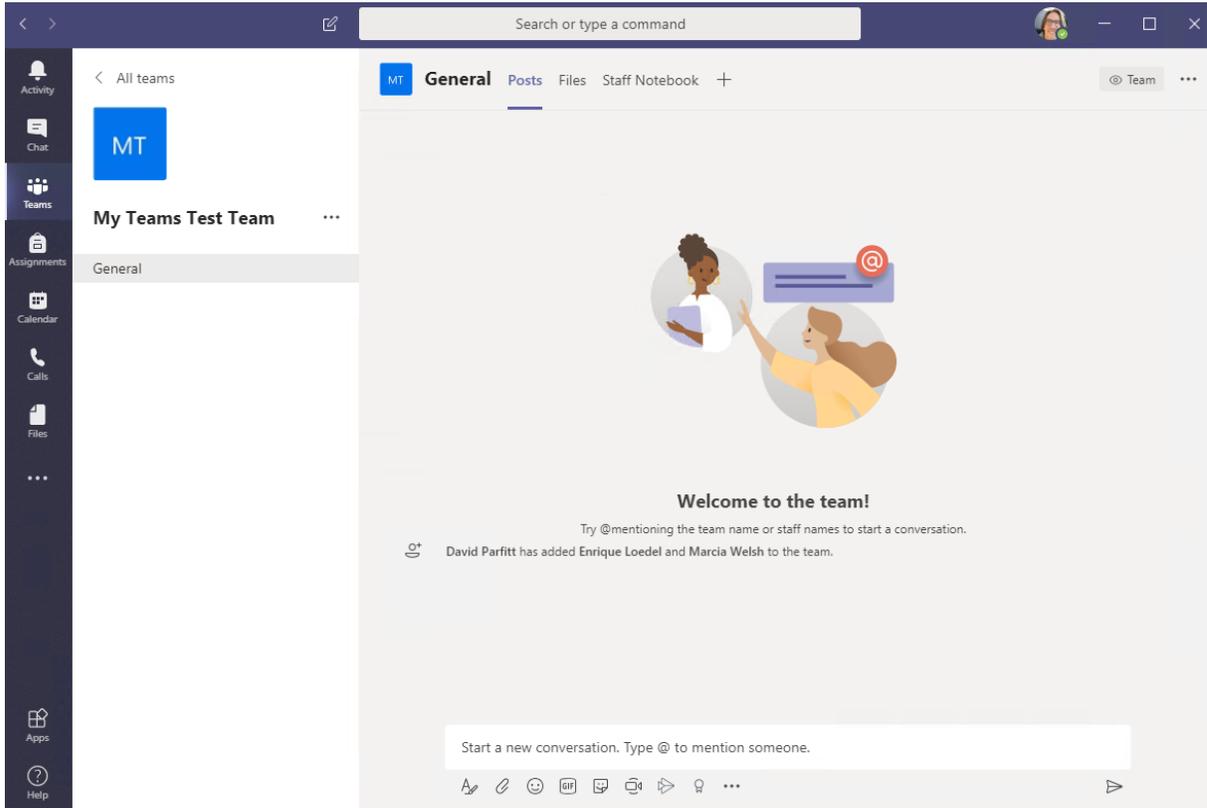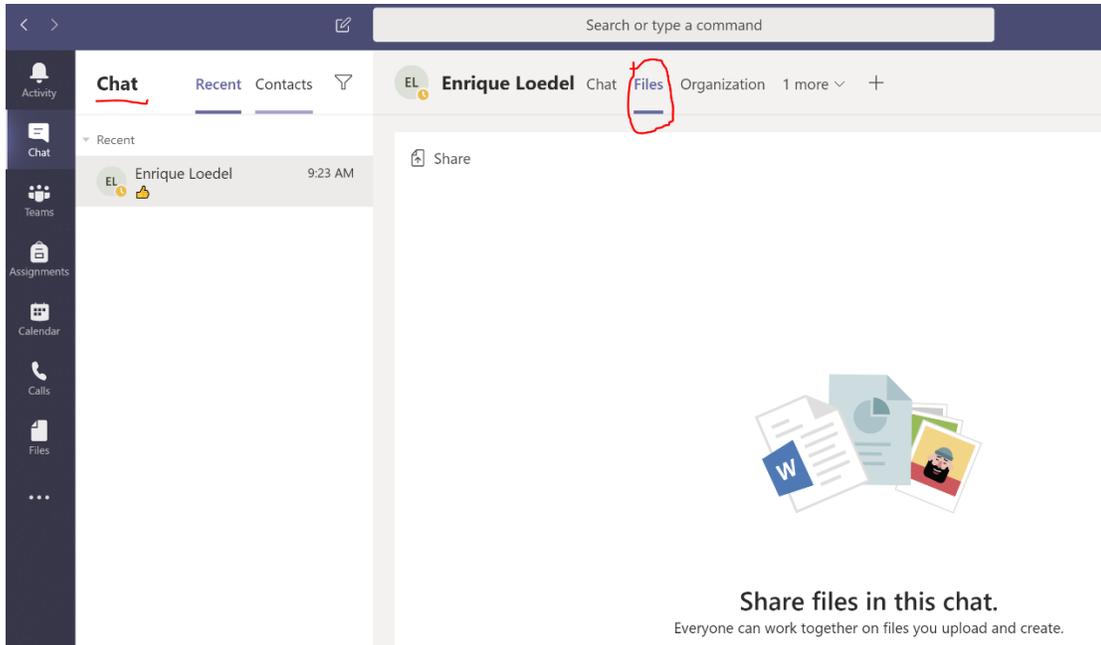
Chat

Chat is similar to texting, but allows you to stay in the context of TEAMS. It is also a good way to first establish your connection settings and peripherals (i.e. mic and camera.)
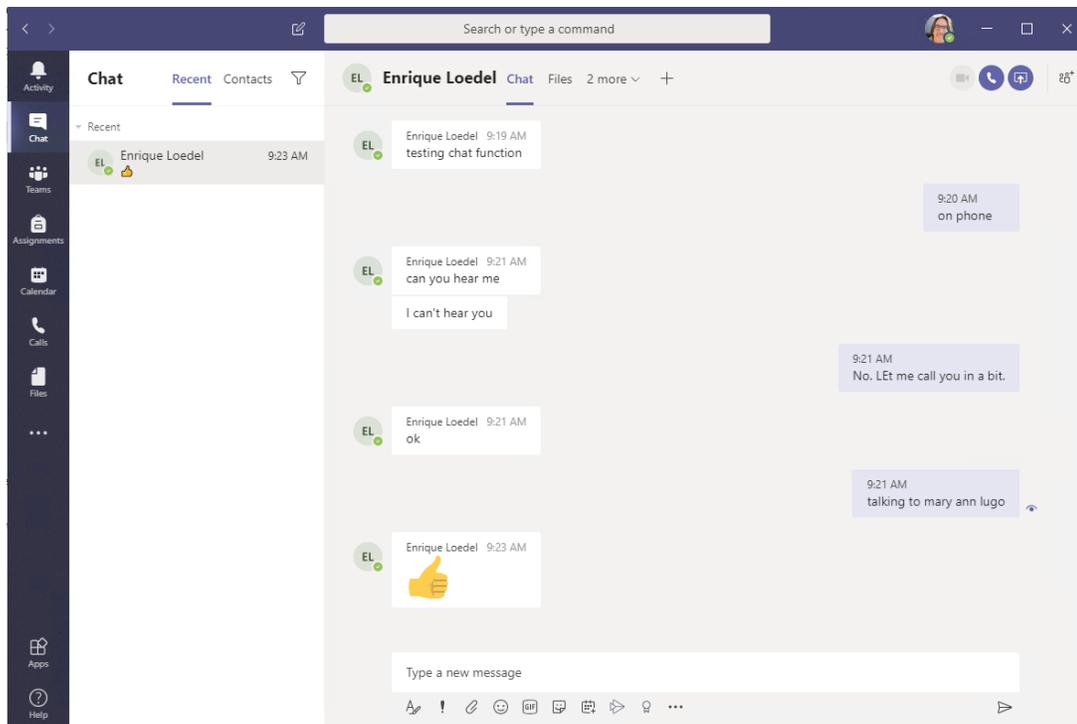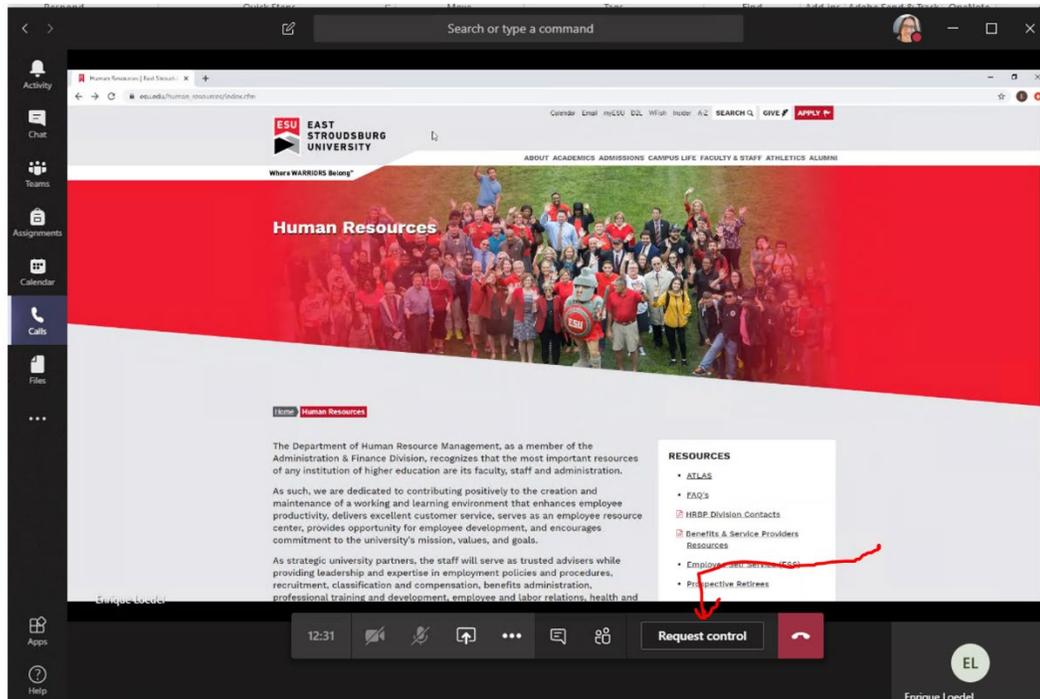
File Sharing

Screen Sharing

If sharing your desktop is important, note the arrow at the bottom of the next screen shot.

Similar to any computer teleconferencing application, you can activate your video camera and microphone, or choose to leave them off.

** At this time, it seems as though only 4 web-cams can be used to show faces; but more then 4 participants can be part of the TEAMS meeting.

Conclusions

The feature set of Microsoft Teams includes many more items… Whiteboards, Assignments, Adding users in the middle of a session etc.. But the focus of this document was to get you started. YouTube is obviously an amazing resource for specific functionality or contact our helpdesk@live.esu.edu if you have specific ESU related questions.