MICROSOFT TEAMS: CREATE NEW AND USE EXISTING TEAMS

CREATION DATE: March 24, 2020

Microsoft Teams is a combined communication and collaboration platform that combines workplace chat, video meetings, file storage (including collaboration on files), and application mixing. This means Teams is a part of Office 365 (Office.com) suite which includes Outlook, One Drive, and more.

Staff teams allow administrations and units to easily share information and work together virtually or in the office.

- Save time by organizing meeting whether staff are in-office or telecommuting
- Set up recurring or one-on-one staff meetings
- Collaborate in conversation stream posts
- Communicate via chat, audio, or video calls
- Share and organize content

Areas within the Teams application or functionality are:

Teams - Teams allows communities, groups, or teams to join through a specific URL or invitation sent by a team "owner". Teams for program areas within CFSA allows the owner to set up specific teams for meetings, professional learning, or just to collaborate.

Channels - Within a team, members can set up channels. Channels are topics of conversation that allow team members to communicate.

Activity - An alert notification will display for upcoming meetings. Clicking within the alert will display all upcoming scheduled meeting events that you can join.

Chat - Within Teams, you can send direct messages to an individual within the group or the entire group.

Calendar (Meeting) - Meetings can be scheduled or created ad-hoc and users visiting the channel will be able to see that a meeting is currently in progress. Teams also connects with Outlook to invite others into a Teams meeting.

Calling - Verbal and visual communication during team meetings can occur using instant messaging, video conferencing, voice over IP, and call phone numbers to connect.

Files - Any files used or displayed during a meeting can be saved for future reference.

Pointers to Remember:

1. Initial Team groups will be set up by CISA.
2. Team groups will need an owner(s) who will manage the Team
3. Once a Team group is set-up, the owner will be able to add members and different channels.
4. Teams application is accessible via desktop, laptop and mobile device.
5. For mobile access, Teams app can be installed via the Google Play Store or iOS Apple Store.

If you have additional questions, please call the HelpDesk at (202) 434-0009

**Create a Staff Team in Microsoft Teams**

Steps include

1. Select **Teams** in your left rail to view your teams.
2. Select **Join or create team** **> Create a new team**.
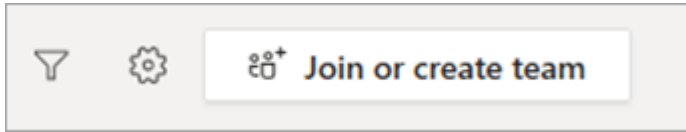
 Notes:

   o If you don't see the **Create a new team** option, you may not have the necessary permissions to create your own teams.
   o Check with your IT administrator who can either make a team for you or enable those permissions for you through the Microsoft 365 admin center.
3. Select **Staff**.

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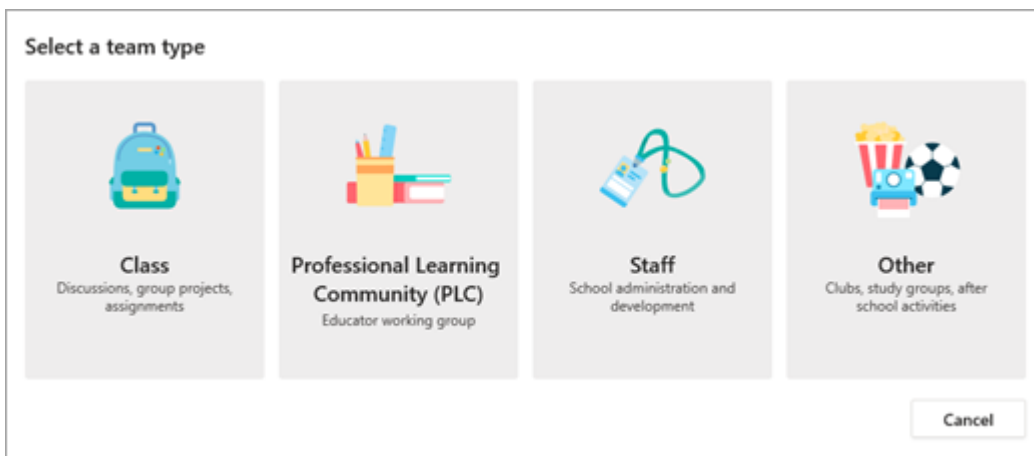
4. Enter a name and optional description for your team, then select **Next**.

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

Description (optional)

Privacy

Private - Only team owners can add members ⌄

This team is searchable and discoverable. Change setting ⓘ

Create a team using an existing team as a template

Cancel   Next

Tip: During this step, you can also create a new team using an existing team as a template.

5. Once you've created the staff team, follow the steps to add other educators as team members.

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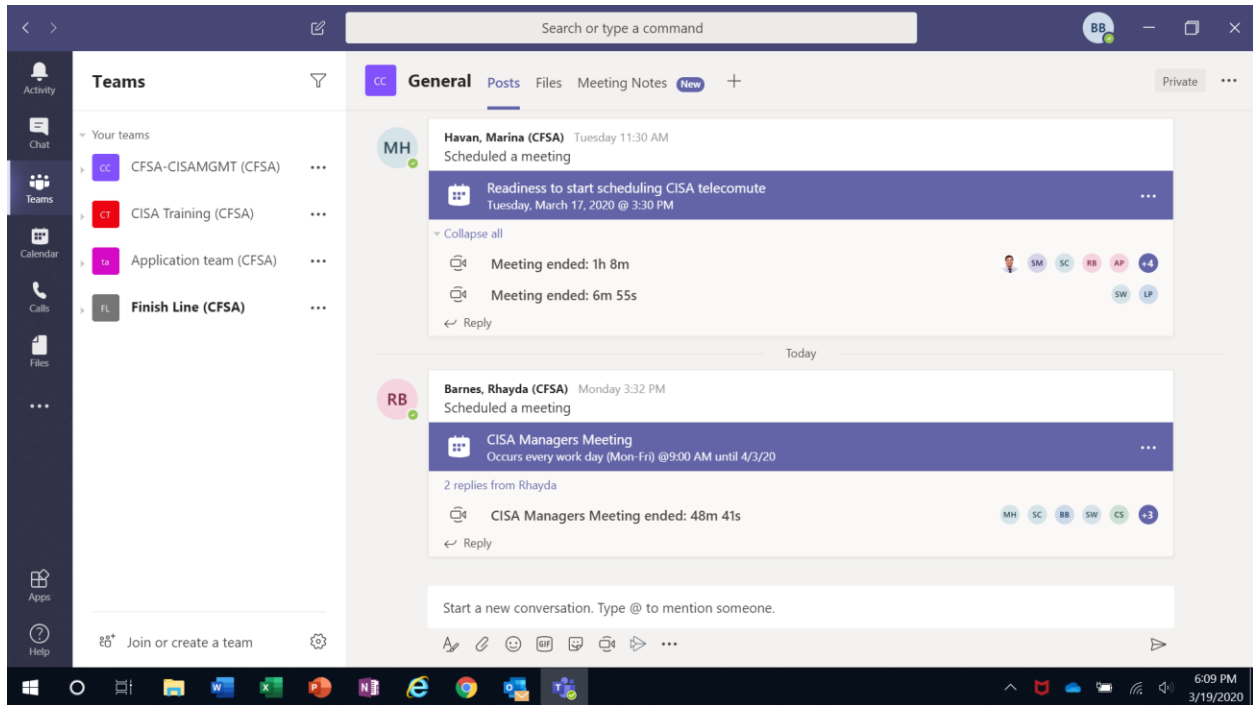
Create a Microsoft Team from an Existing Team

If you want to leverage the same data, channels, and settings from an existing team to create a new team, you can make a copy and then choose how your new team is organized and set up.

1. First click **Teams** 🔳on the left side of the app, then click **Join or create a team** 🔳 at the bottom of your teams list.
2. Then click **Create team** 🔳 (first card, top left corner).
3. From here, select **Create from…**, then choose **Team**. You'll see a list of teams that you currently own.
4. Choose the team you want to copy.
5. Name your new team, add a description, edit the team privacy, or edit the team's data classification, if your organization has set this up. Use the check boxes to pick which parts of the team you want to copy: channels, tabs, settings, apps, and even members.
6. When you're done, click **Create**.

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Additional support tutorials

End User Training Support for Microsoft Teams. Click Link
https://docs.microsoft.com/en-us/microsoftteams/enduser-training

Create A Team From An Existing Team. Click Link
https://support.office.com/en-us/article/Create-a-team-from-an-existing-team-f41a759b-3101-4af6-93bd-6aba0e5d7635

Adding Non-CFSA individuals to Microsoft Teams

Pointers to Remember:

1. The Team Owner can add new members to join the team.
2. Current members of the team can send a request, however, the Team Owner will add the new member
3. The new member must set up a Microsoft Teams account to be a part of the team

Steps include

1. On the left side of the screen, identify the team you would like to add a new member to
2. Select the **…icon** for more options
3. Select **Manage Team**

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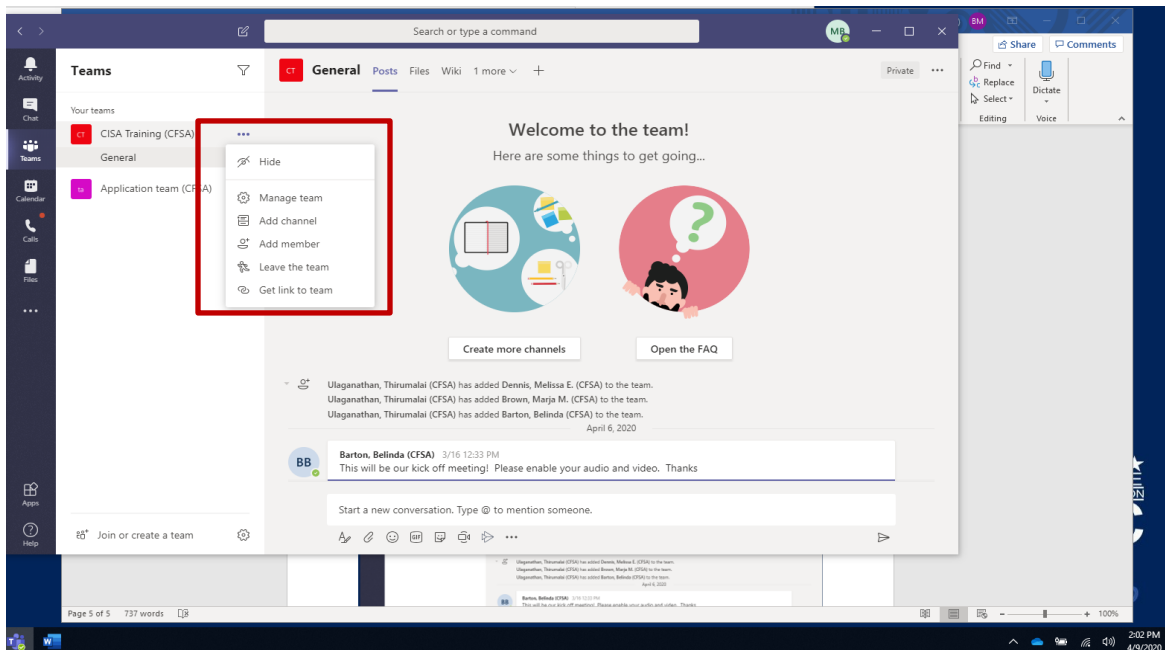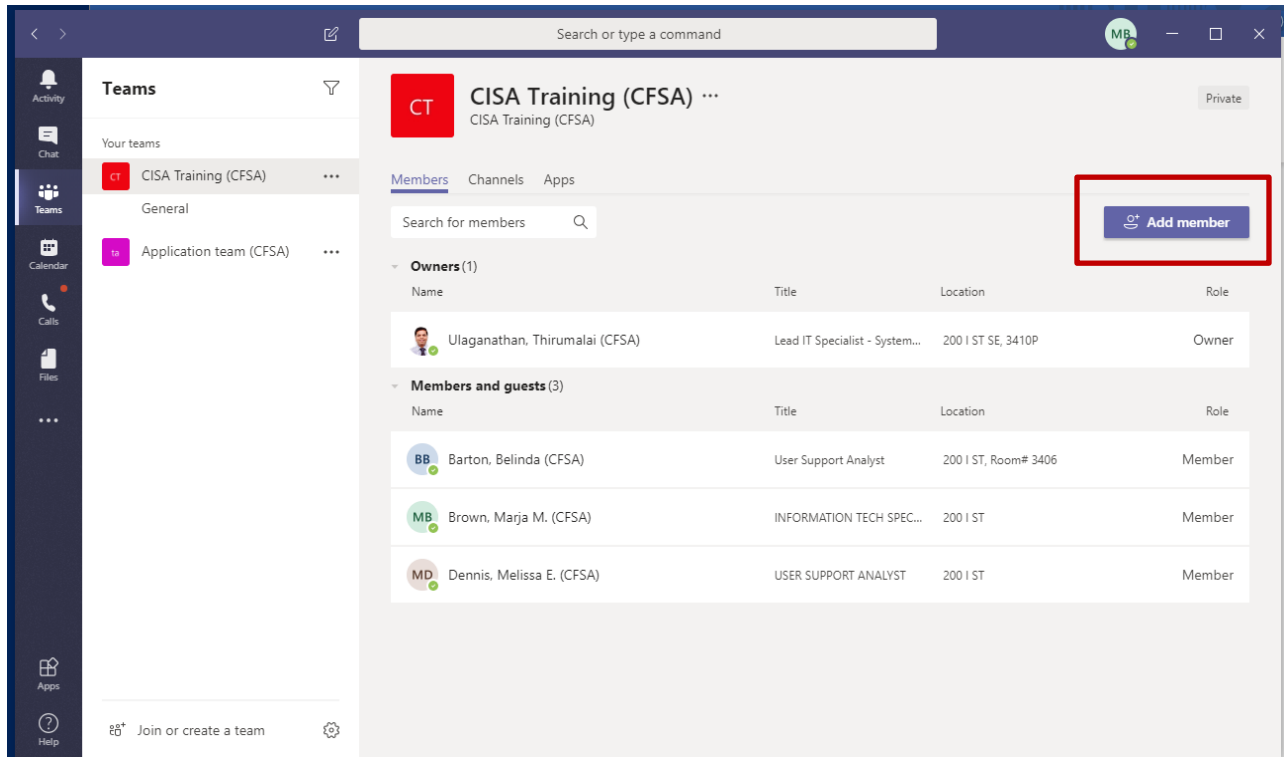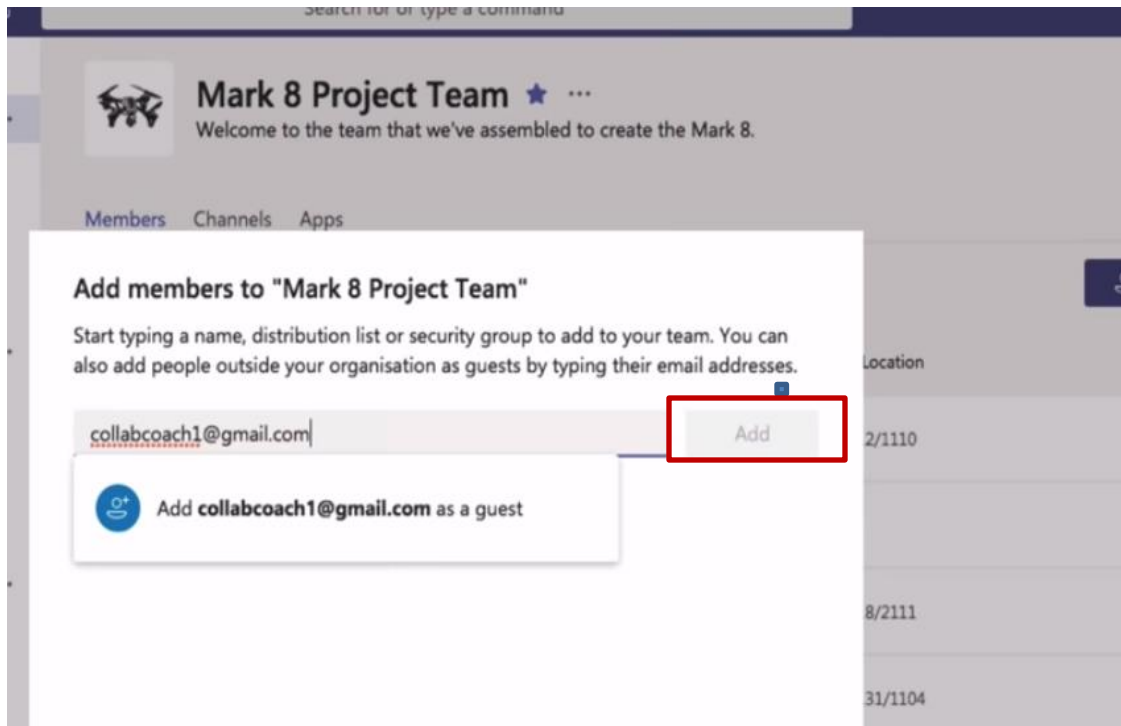
4. Click Add Members

5. Enter the **email address** of the person you would like to join.
6. Select **Send Request** *(Request will go to the team owner)*

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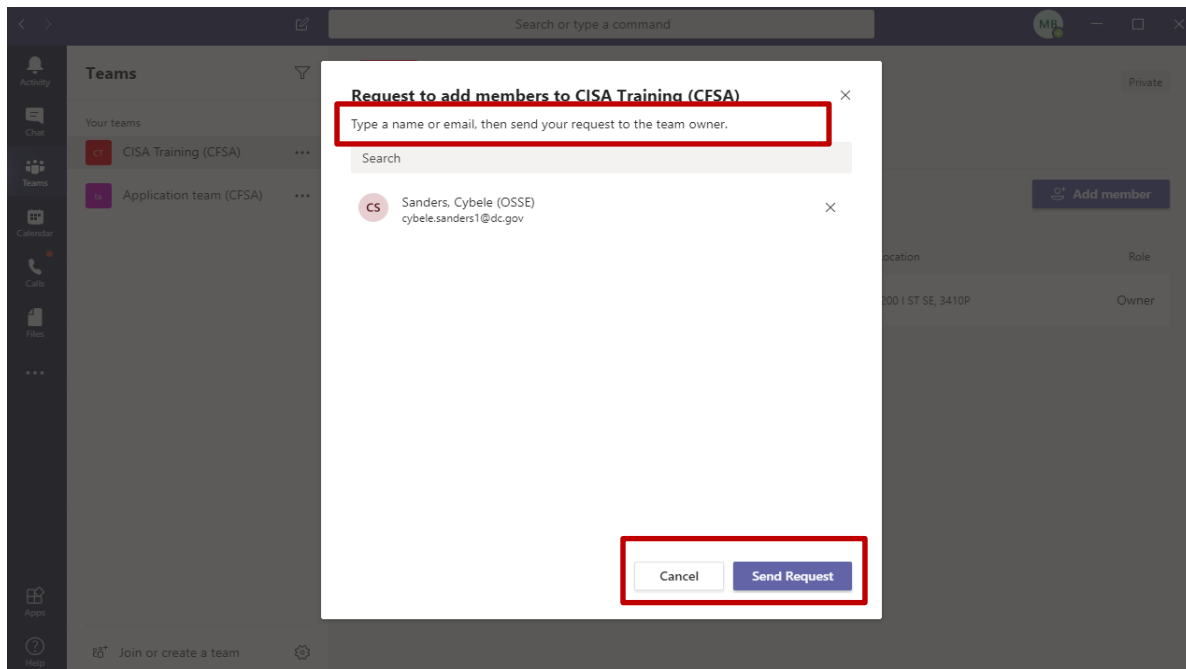
7. The Team Owner can add the new member as a guest
8. Click Add
9. You will see the new member added to the members list (the invitation is complete).

Video Conferencing Meeting Etiquette

Abiding by these themes will ensure a positive, productive and courteous meeting experience, for all.

- Participants should clear distractions and silence mobiles (landline) as they would during a face-to-face meeting.
- Participants to mute their mobile or landline phone when not speaking to prevent interference. *Please double check this step*
- Mute button is available on mobile and landline phones.
- Be considerate to all members on the call.
- Avoid talking over members.
- Remember, everyone in the meeting will have an opportunity to contribute.
- Using the Chat feature is a useful tool to ask questions.
- Some video conference tools have the "raise hand" icon to alert host of a question.
- Remember to get permission if you plan to record session.

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