



Getting started with Microsoft Teams

Client Relations and Communications

Olinda Hubbs
Rodney Emery
Lisa Threlkeld
Jennifer St. Louis

crc@siu.edu
oit.siu.edu/crc

Reasons to Love Microsoft Teams



Team Empowerpoint

Make sure no perspective is lost. Get involvement from everyone on your team from various backgrounds, age groups, and cultures which sparks ideas and innovation that wouldn't have happened without getting all these people involved in one common thread of communication.



Enhanced Communication

Have chats with one person or multiple people. Jazz up your messages with emojis, stickers, and formatting tools. Show someone appreciation by sending them a customizable "praise" card. Start conversations with your team have a constant thread of communication that you can go back in history and see.



Real-time Collaboration

Easily share files with your team members and work on them together in real-time. Working on the same file? See the exact spot in the file that your team member is working on so that you don't overlap each other. Have a question about a specific document? Start a conversation and invite specific team members (or the whole team) to discuss it—all without having to exit the document.



Streamlined Meetings

Check team member availability and schedule meetings. Change your phone call into a video call with the click of a button. Realize during a meeting that you need another team member to be a part of it? Invite them to join! Need someone in a meeting that is outside of your team? Invite them, too!



Seamless Integration

Access websites, videos, surveys, and so much more from outside applications like YouTube, Survey Monkey, and Adobe PDF Reader, all without leaving Teams. Need to access something, but you're not on campus? You can access everything in Teams whether you're on campus or not.



Reliable Security

Feel confident about the security of your Team, Channels, files, and projects with end-to-end security powered by Microsoft Office 365.

Team Owners

Microsoft Teams Owners

Requesting a New Team

1. In your browser, go to **ithelp.siu.edu**.
2. Select **Communications and Collaboration**.
3. Select **Office 365**.
4. Select **Request Group**.
5. Complete the form with the **necessary information**.
 - a. Careful consideration should be made before selecting Group Should be Public. This option will allow anyone to see, join, and make modifications to the Team.
 - b. Verify the Teams Enabled option is selected.

O365 Group Request - 153722

Organizational Information for O365 Group

Requested Department:

Group Display Name:

Group Email Address: ?

Check if the group requires an SIU email address.

Description: ?

Note: Please enter the name and email of each owner on a separate line, or separated by commas. Owners can add/remove users and change other group settings even after group has been created.

Group Owner(s): ?

Group Member(s):

Group Should be Public

Additional Office365 Group Needs

Add team chat, conversations, and other tools in a single workspace. Visit <https://support.office.com/en-us/teams> for more information.

Teams Enabled

Add project management cards to your group. Note: Only one planner can be attached to a group. Visit <https://products.office.com/en-us/business/task-management-software> for more information.

Planner Enabled

6. Click the **Submit** button.

Team Owners/Members/Guest Defined


Every member in Teams has a role, and each one has different permissions associated with it.

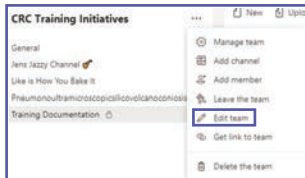
Role	Permissions
Owners	Manages certain setting for the team. They add and remove members, add guest, change team settings and handle adminstrative tasks. There can be multiple owners in a Team.
Members	The people in a Team. They talk with other team members in conversations. They can view and usually upload and change files. They can also do the usual sorts of collaboration that the team owners have permitted.
Guests	Guests are people from outside of your organization that team owners invite, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there is still a lot that they can do.

Microsoft Teams Owners

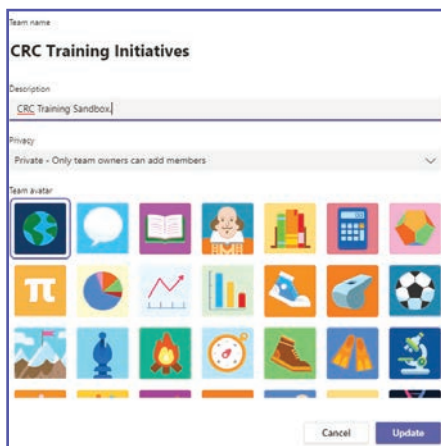
Customizing your Team

Change Team Name


1. Click the **ellipses**  next to the Team name.
2. Click **Edit Team** in the dropdown window.




3. Delete the **Team Name** that is already there and type a new one.
4. When you are done, click the **Update** button to save your change.




Change Team Description

1. Click the **ellipses**  next to the Team name.
2. Click **Edit Team** in the dropdown window.
3. Delete the text that is already in the **Description field** and type a new description.
4. When you are done, click the **Update** button to save your change.

Change Team Privacy

1. Click the **ellipses**  next to the Team name.
2. Click **Edit Team** in the dropdown window.
3. Click on the **Privacy** dropdown.
4. Select whether you want your team to be **Private** or **Public**.
4. When you are done, click the **Update** button to save your change.


Change Team Picture

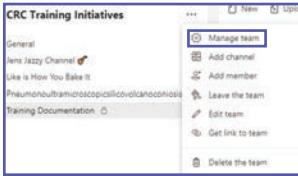
1. Click the **ellipses**  next to the Team name.
2. Click **Edit Team** in the dropdown window.
3. Click a **Team Avatar** icon to set it as your team picture.
4. When you are done, click the **Update** button to save your change.

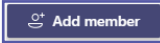

Microsoft Teams Owners

Changing Member Permissions



Adding a Team Member

1. Click the **ellipses**  next to the Team name.
2. Click **Manage Team** in the dropdown window.





3. Click the **Add Member**  button.
4. Type the **name of the person(s)** you would like to add.
5. Select the **appropriate person(s)** from the dropdown list.
6. Click the **Add**  button. The person(s) will receive an email notifying them that they have been added.

Removing a Team Member


1. Click the **ellipses**  next to the Team name.
2. Click **Manage Team** in the dropdown window.
3. Scroll down to the name of the member(s) you want to remove.
4. Click the  button on the far-right side of the screen on the same line as their name.

Changing a Member's Role

1. Click the **ellipses**  next to the Team name.
2. Click **Manage Team** in the dropdown window.
3. Scroll down to the name of the member(s) you want to modify.
4. On the same line as the person's name, click the **Owner/Member**  dropdown.
5. Select whether you want the person(s) to be a **Member** or a **Owner**. Their role will change instantaneously.

Processing Member Requests

Although Team Members cannot add new members to the team, they can submit requests for you to add new individuals. As an owner, you have the ability to accept or deny these requests.

1. Click the **ellipses**  next to the Team name.
2. Click **Manage Team** in the dropdown window.
3. Click the **Pending Requests** tab at the top of the screen.
4. Review the list of pending requests and click **Approve** or **Deny** appropriately for each of them.