Microsoft Teams

Quick Overview of Microsoft Teams Adrian Gomes





What is Microsoft Teams?

Microsoft Teams since 2019, is the University of Toronto's

- Unified Communication and Collaboration Workspace
- Online meetings, Group Conversations and Private Messages
- Uses Chat vs. Email and single tap responses
 - "Likes, @ Mention, Replies"
- Secure Sharing and Collaboration of Files same time edits
- Uses Channels vs. Folders for Collaboration using the above
- Channels can include: Notes, Files, Websites and Apps

Microsoft Teams Communicate through chat, meetings and

calls

Collaborate with fully integrated O₃₆₅ apps

Customize & Extend enterprise level security and compliance





How do you get Microsoft Teams?

How to get started with MS Teams

• You can Access MS Teams and <u>Create</u> New Teams Teams if you belong to any Location + Group



- In Windows, click Start Start button > Microsoft Teams.
- On Mac, go to the Applications folder and click Microsoft Teams.
- On mobile, tap the Teams icon (download required).
- Sign in with your UTORid and password.

How to get a new Team

- Requests for new teams should be made through the Enterprise Service Centre (uoft.me/esc).
- Click on Get Help, and in the drop-down menus provided, choose End User Computing, Microsoft Office 365 Applications, Teams.
- You will need to provide the names and UTORids of the two people who will be owners.

UofT Teams Eligibility and Info

- Faculty and Staff with a U of T Office 365 account may request a Team to be set up.
- Participation in a Team may be extended to anyone in the University community, including appropriate External users where there is an academic or administrative reason for inclusion.
- Users cannot create or join teams, they must be invited by a Team owner.
- Once a Team is created the url name is permanent and cannot be changed.
- A Team is given 10 GB default space
- A Team should have two designated Owners

Teams Quick Start Chats Individual or multiuser Chat and Channel Chat

There are 2 separate chat options in MS Teams

1. Individual or multi user Chat



Start and Pin Make Calls Hide a Chat



Hide a Chat



Delete a sent message



Create and format a Chat Post



Quick Call Calls App





Teams Quick Start Calendar

- Teams Calendar is the same as your personal O365 Calendar and is fully integrated with Outlook – O365
- You can use this calendar to setup Teams meetings and include users or complete Channels (members)
- You can also include non UofT email accounts. They will appear as guests.

Teams Quick Start Chats Add Files to a Channel



Teams Quick Start Settings More settings Layout Device and Test

