

Creating and Using a Microsoft TEAMS Group/Team

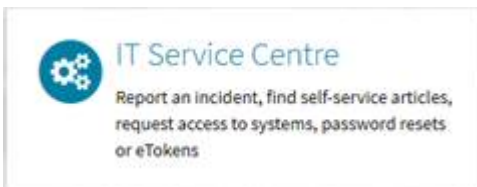
Here is some helpful information with respect to using TEAMS and eventually leveraging the full potential of the Microsoft product.

1. Getting Teams (Staff and Faculty): Please use this link to install Team (should take a Minute)
 - <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>
2. Please spend some time to catch up on Easy and Quick Video Training Sessions via this Link:
 - <https://tinyurl.com/TEAMS-UofT>
3. To start a quick meeting, please do a review of this Easy and Quick Video:
 - <https://tinyurl.com/TEAMS-Quick-Meeting>

If you'd like to setup a Permanent TEAM for your group please see the instructions below or on this [Web Page](#). I've also included the information in the attached PDF.

How to get a Team

1. Requests for new teams should be made through the Enterprise Service Centre (uoft.me/esc)
2. The above link will require a login.
3. ONCE THERE, Click on **IT Service Centre**



4. Then Click on **Get Help**



5. In the drop-down ▼ menus provided,
 - A. Choose **End User Computing**
 - B. Then choose **Microsoft Office 365 Applications**
 - C. Then choose **Teams**
 - D. In the last Field, you will need to provide the names and **UTORids** of the **two people** who will be owners.
 - E. Then click **Submit**

Report a problem or ask a question.

search for the person's name, verify that the email address is correct, and input the person in the box.

Adrian Gomes

* Please indicate the area in which you are experiencing an issue:

End User Computing **A**

* Further specify the area:

Microsoft Office 365 Applications **B**

* Select an application:

Teams **C**

Am I choosing the right categorization?
Ask a question or report a problem about Teams.

* Please indicate the urgency of the issue

2 - Medium

* Please describe your question or issue in detail. Include steps to reproduce your problem and screenshots if applicable. As you type, related knowledge articles and catalog items will be populated under this box. We encourage you to look through these results to find an answer to your question before submitting this form.

More information

If citing a specific record, file, or case, remember to remove confidential or personally identifiable information (PII) from any supporting documentation (e.g., samples, screenshots, etc.).

D

Submit

Required information
Please describe your question ... **E**

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