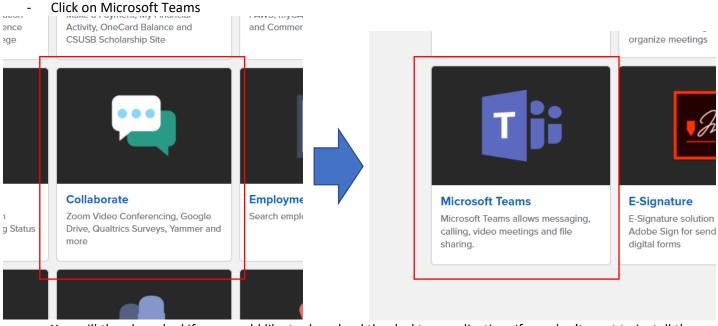
MS Teams: Collab platform withing Microsoft Office 365

- Use Chat instead of email
- Collaborate on files in real time
- Customize the interface by adding notes and apps
- Communicate with other users via Chat, Audio or Video conferencing.

To access:

- Login to myCoyote @ my.csusb.edu
- Click on the Collaborate tile

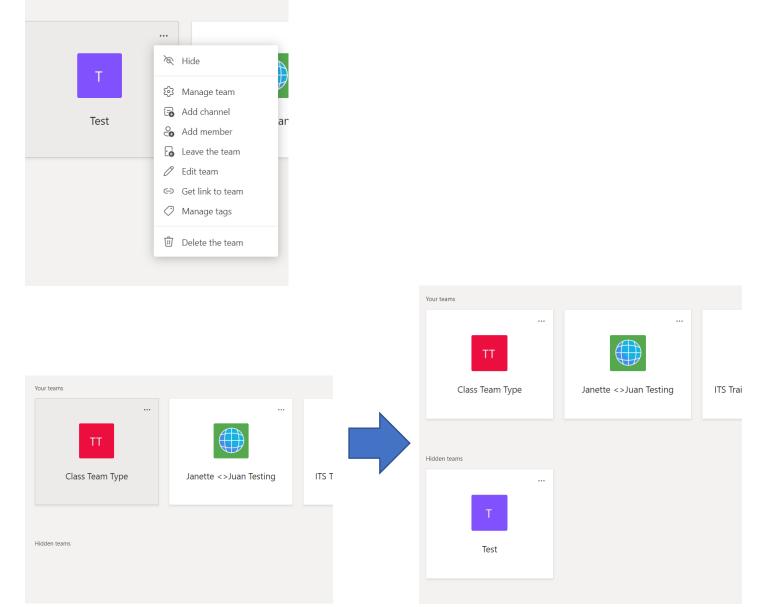


- You will then be asked if you would like to download the desktop application. If you don't want to install the app, it will redirect you to the online Microsoft Teams portal, where you can use the application in your web browser.

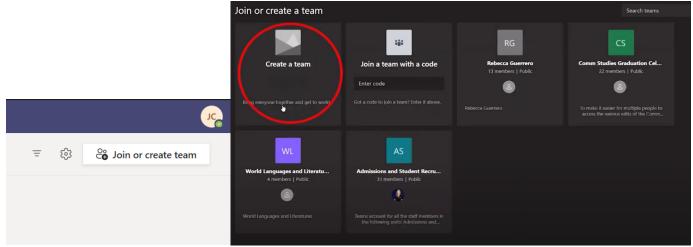
You should the navigation panel on the left side of the Teams window. Here, you can find different parts of the application, like Chat, Calls, Teams, etc. In the Teams gallery, you will see all of the teams you are joined in.

CSUS	8 Intro to MS Teams - YouT 🗙 🏼 🍘 Collaborate	× 🍿 Microsoft Teams	× M Inbox (5,277) - 004830289@coy	∞ × +
$\leftarrow \rightarrow$	C teams.microsoft.com/_#/school//?ctx=			
	Microsoft Teams	Q Search		
Activity	Teams			
E Crist	Your teams			
Teams	 TT Class Team Type	 T Test	 Janette <>Juan Testing	 IT ITS Training Services Team
Calis Files Shifts				

Clicking on the ellipses on the top right corner of a team will give you additional options for that team as shown below. When hiding a team, a new item will be created in your Teams gallery titled "Hidden teams" where, when you select this item, the hidden teams will be displayed/hidden.



On the top right of the Microsoft Teams window, you will see an option to "Join or create team." Here, you can create a team or join a team, public or private with a code. Any available public teams will be listed as tiles next to "Create a team" and "Join a team with a code"



Creating a team:

Selecting "Create a team" will provide you with a list of options to select the type of team you will be creating.

Join or create	a team				
		222			
Creat	Select a team type				ion Cel
	Â	<u>¥_</u>	A		
	Class Discussions, group projects, assignments	Professional Learning Community (PLC) Educator working group	Staff School administration and development	Other Clubs, study groups, after school activities	
World Langua 4 mem				Cancel	

- Class
 - o Good for professors and students for collaboration, assigning tasks and assignments and discussions.
 - Unique permissions for professors and students
- Professional Learning Community (PLC)
 - Allows educators to connect for collaboration
 - Can be used to create teams for specific grade levels, interest areas and across different subjects.
- Staff
 - o Staff can collaborate and connect to work on school-wide initiatives
 - o Will have a Staff leader that can manage staff members in this team

(Above teams will have a OneNote Notebook available to share notes and collaborate in a single environment)

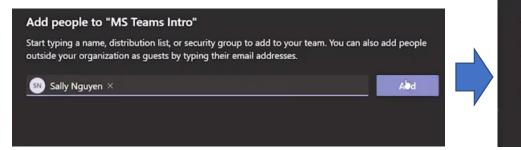
- Other
 - o Team members share equal read/write permissions unless specified by the team owner

We will be demonstrating the Staff team creation

Selecting the Staff team type will give you options type a team name, description and to select the privacy setting. Selecting Privacy will allow you to manage who can join the team.

or create a team			Search tea
Create a team	Create your team Staff leaders are owners of staff teams and add others as communicate, share important documents, and set up a administrative goals.		CS Studies Graduation C
create a team	Name		
	MS Teams Intro	Ø	
	Description (optional)		
			-
	Privacy		
1000	Private - Only team owners can add members	×	6
rld Languages and Literat 4 members Public	Create a team using an existing team as a template		
	Create a team using a group set up by you or California	State University San Bernardino	
Languages and Literatures		Cancel Next	
Mis learns	inuo	•	
get to w Description (o	ptional)		
			it bu
Privacy			
	nly team owners can add members	, ,	/
Literat Ic Private - O	nly team owners can add members		
Public - Ar	nyone in your organization can join		
		Cancel Next	

Once you select "Next" you will be asked to add people to you team by typing their name or myCoyote ID number. Since you are logged into Microsoft Teams with your myCoyote credentials, when looking for people to add to your team, Teams will automatically look for those people that are in the campus directory.



Add people to "MS Teams Intro"

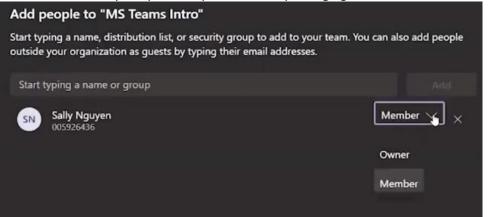
Start typing a name, distribution list, or security outside your organization as guests by typing the

Start typing a name or group

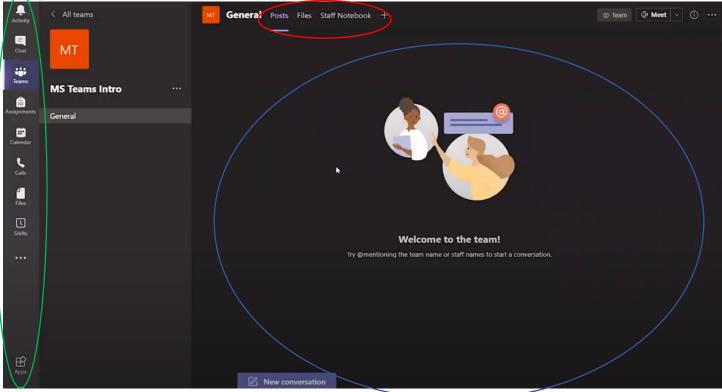


Sally Nguyen 005926436

You can now modify the person's permissions by changing their status between Owner and Member



Nøw, your team should be created. Your workspace should look like this:

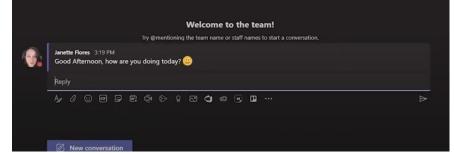


Red Circle: These are your tabs. Selecting a tab will change the view in the blue circle.

Posts

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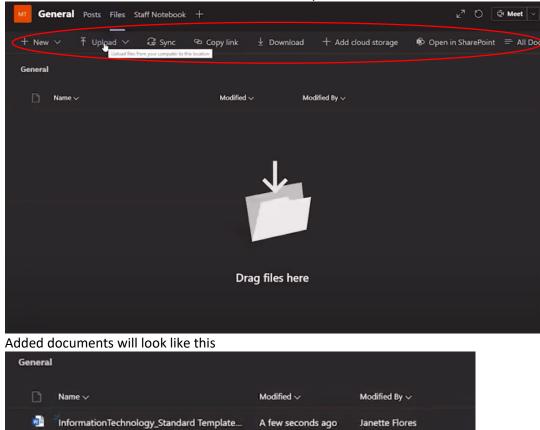
- Here is where you will see any notifications about messages, @ mentions, etc. for the selected team
- o Clicking "New conversation" will allow you to post a message to everyone under this tab



 Note the formatting options for your messages. You can send files here, edit your font, send images and emojis, links, etc. Files

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• All documents shared in the team will be stored here for quick access. You can upload documents from this tab, create a new document, download files to your local drives, etc.



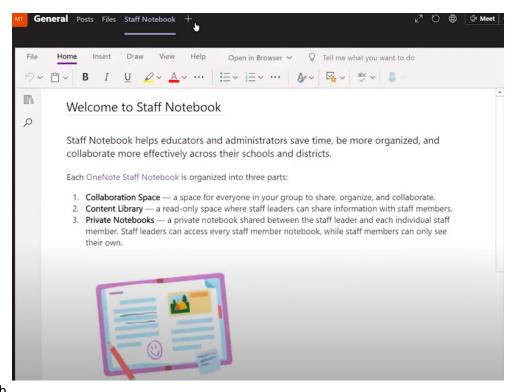
- Staff Notebook

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• This is a dedicated OneNote Notebook for anyone in the team to edit and collaborate with other team members. You can create a blank notebook or import a notebook if you have any already created.

MT	General	Posts	Files	Staff Notebook	+	R _M	Ö	⊕	Q̂ Meet ∨
				G	ive your staff a private space for notes				
				0	and a canvas for collaboration.				
					Set up a OneNote jitaff Notebook				



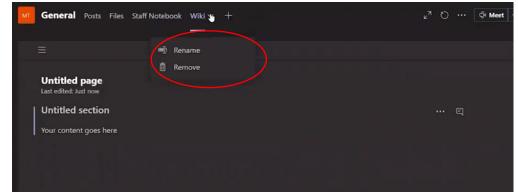
° "+" tab

o This tab allows you to add other specialized tabs that serve and add specific functions

Serch Serch Serch Rent * Image: Serch *	Add a tab	•					×
Image: Second		vorite apps and	files into tabs	at the top of th	e channel	Search	<u>م</u>
OneNotePlannerWiklVirto CalendarTrelloListsMURALImage: Adobe treeImage: A	Recent ~						
CalendarCalendarAdobe CreativeCommunitiesAzure DevOpsSo SharePointFo DocumentExcelF FormsPDFPower BlPowerPointSo PowerPointSo SharePointSo SharePointSo StramSo VisioImage: StramWordVisioVisioVisioVisioVisio			Ģ				M
Adobe Creative Communities Azure DevOps SharePoint Document Library Excel Forms PDF Power Bl PowerPoint SharePoint Pages SharePoint SharePoint SharePoint StarePoint StarePoint StarePoint StarePoint Website Word Visio Visio Visio Visio Visio	OneNote	Planner	Wiki		Trello	Lists	MURAL
Creative DevOps Library Image: Depoint Power Bit Image: Depoint Power Point Power Point Power Point Power Point Power Pow	0	x	ত	s	5	×	2
PDF Power Bl PowerPoint SharePoint Stream Visio Website Pages Word		Communities		SharePoint		Excel	Forms
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	Word						
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When adding a tab, you will be asked for a tab name. Here, we added Wiki as a tab for the team

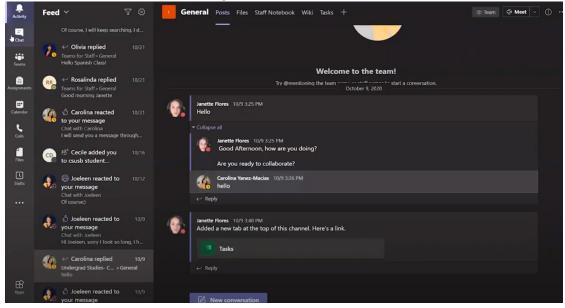
Wiki Tab name Wiki			About	×
		Back	Save	



• At anytime, you can remove or rename a tab by selecting the down arrow next to the tab

Green circle: This is the navigation panel where you can switch between different views within Microsoft Teams - Activity

• Lists notifications to users for messages received, calls received, etc. These notifications can be filtered.



- Chat

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- Here, you will see a list of all of your messages between people, like a text messaging app on your phone.
- You can select the new message icon, here circled in red, to enter a person who you wish to send a message to. You can start messaging that person on the right.

Activity	Chat 🗸 🖌 🖌		Carlos Corona Chat F	iles Organization Activit	у +		88* ⊡
= Chat			_				
	Training Services Student You: Once again, I am testing, d					Hello 📀	
Tearns	Sally Nguyen You: Please let me know when y						
Assignments	Stephanie Bianeth Garcia This message was deleted						
Calendar	Admin Support Check-In Stephanie Bianeth: Hi ladies! I a						
Calls	Judi Cruz						
Files	Sabrina Garcia						
Shifts	Elizabeth Montes						
	Professional Development. Marissa: Okay, no worries! 🕑						
	Nancy Hernandez You: Great!						
	Erika Takenaka You: Sent a file						
	Alfredo Jesus Barcenas Hello :)						
₿	C Trello Sent an image						
Apps	Jennifer Montgomery We can't hear you.	9/22	Type a new message				

0

- Assignments
 - Used for class teams
 - o Professors and educators can add and assign assignments here which can be submitted here as well

L. Activity		
	> Drafts	
= Chat	✓ Assigned	
	To view older assignments, navigate to an individual class team.	
Teams	CT Website Testing	1/1 turned in
â	Class Team Type • Due October 2, 2020 11:59 PM	0 returned
Assignationts		
	CT Testing	0/2 turned in
Calendar	Class Team Type • Due October 6, 2020 11:59 PM	0 returned
Calls	> Returned	
Calls		
files	Create	
Files		
Shifts		
•••		
ŝ		
Apps		

o Calendar

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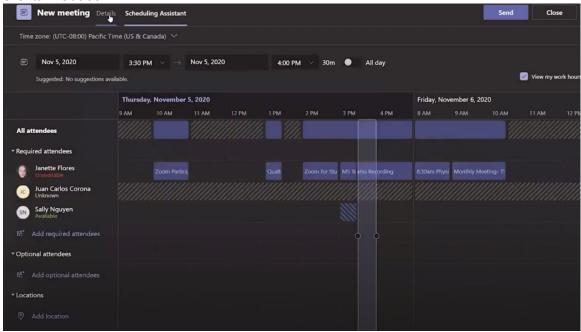
• Calendar view that automatically syncs up with your Outlook account

		Calendar				ିତ୍ୟ Meet n	w + New meeting \vee
= Chat	٢	Today < > November	2020 ~				🗎 Work week 🗠
Teams		02 Monday	03 Tuesday	04. Wednesday	05 Thursday		06 Friday Requisition Training Check current list
iignments	1 PM	Viewing Financials (for Fin Access- State-side)			Qualtrics Report https://csusb.zoo	ts om.us/j/85269750582 k	requisition manning crices concircitor
Calis	2 PM	https://csusb.zoom.us/j/9095373755 Andrea Beechko			Zoom for Stude Zoom	nts (Sara)	MS Teams Tips & Tricks Staff & Fac Zoom Janette Flores
files	3 PM		MS Suite Office	MS Teams Intro Staff/Fac Zoom Janette Flores	MS Teams Recording	MS Teams Intro Janette Flores	•
	4.PM			Test Janette Flores		0	

- 0
- You can select "New meeting" on the top right to schedule a meeting with someone
- \circ $\;$ Selecting this will bring up meeting options for you to modify.

Ħ	New meeting Detail	s Scheduling	Assistant							
Time	zone: (UTC-08:00) Pacific Ti	me (US & Canac	la) 🗸							
	Testing Teams Intro									
	Juan Carlos Corona	a × 🔊 s	aliy Nguyen $ imes$	I.						+ Optional
	Nov 5, 2020	₹ 3:30 PM	✓ → Nov:	5, 2020		4:00 PI	и ~	30п	n (All da
	Suggested: No suggestions ava	ilable.								
Ø	Does not repeat \sim									
	Add channel									
	Add location									
	BI⊻Ş	∀ ≙ ∧A	Paragraph \sim	<u>⊥</u> ×					÷	⊞ …
	Type details for this new	meeting								

 Scheduling Assistant, circled blue, will help ensure there are no conflicts timewise between any other events in Outlook



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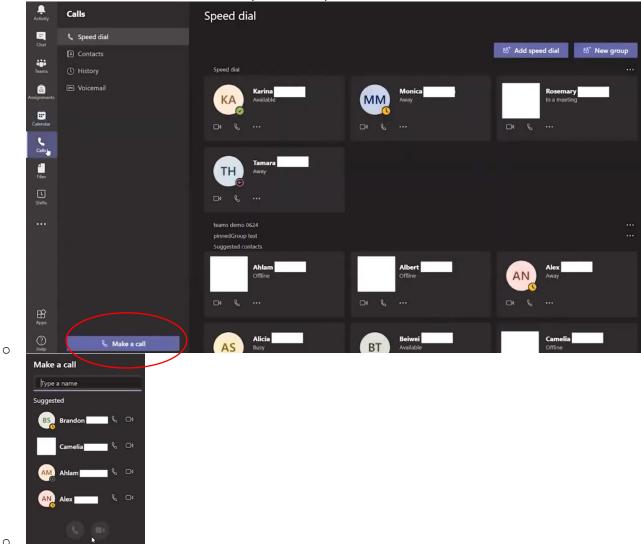
• Once you have saved your meeting schedule, in the Calendar view, you can select the meeting appointment and select "Join" to join the meeting

My calendar	لا ts (Sara)
Testing Teams Intro	
Nov 5, 2020 3:30 PM - 4:00 PM	MS Teams Intro Janette Flores
Join Edit	Janette Flores
Chat with participants	
Janette Flores Organizer	,

Calls

-

• Here, you can call anyone in the organization. Selecting "Make a call" will allow you to enter a name, which will be searched under the campus directory, to add to the call list.



ہ Files

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 \circ $\;$ You can upload and download files from this view.

, Activity	Files	🕔 Rec	cent			
Chat	Views	Туре	Name	Modified -	Location	Ö
iii Teams	👘 Microsoft Teams		Zoom Participant Engagement Handout.docx	5h ago	000010399's OneDrive / My DRIVE- WO	
a ssignments	⊥ Downloads		Zoom Participant Engagement Handout.docx	5h ago	000010399's OneDrive / My DRIVE- WO	
	Cloud storage		MSTEAMS at CSUSB State Presentation.pptx100720.pptx	6h ago	000010399's OneDrive / My DRIVE- WO	
Calendar	💩 Google Drive 🛛 🚥		MS Teams Intro script.docx	6h ago	000010399's OneDrive / My DRIVE- WO	
Calls			MS Teams for staff guidescript100720.docx	6h ago	000010399's OneDrive / My DRIVE- WO	
Files			Student Team Notebook	Yesterday	StudentTeam / SiteAssets	1
Shifts			InformationTechnology_Standard Template_Numbere	Yesterday	UniversityHonors / General	
			MS Teams for Fac 100920.docx	Yesterday	000010399's OneDrive / My DRIVE- WO	
			MSTEAMS Script.pptx	Yesterday	000010399's OneDrive / My DRIVE- WO	
			Qualtrics Intermediate PPT.pptx	Yesterday	000010399's OneDrive / My DRIVE- WO	
			MSTEAMS at CSUSB Students100820.pptx	Yesterday	000010399's OneDrive / My DRIVE- WO	
			MSTEAMS at CSUSB Staff Presentation.pptx051420.pptx	Yesterday	StudentTeam / General	
(?) Help	+ Add cloud storage	di .	Qualtrics Internediate script - 102820.docx	11/3/20	000010399's OneDrive / My DRIVE- WO	

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You can select your account profile at the top right corner of the Microsoft Teams application (It will be displayed as an image you setup for your account or you initials in a circle)

	Janette Flores Change picture
Location	 Busy Set status message
000010399's	G Saved
000010399':	Zoom - (145%) + 🗔
003088279':	Keyboard shortcuts
000010399':	Check for updates
000021345':	Download the mobile app Sign out
000027221':	

Here, you can edit Microsoft Teams by changing how Teams looks (Dark or Light mode), change your profile picture, notifications, privacy, etc.