



California State University, San Bernardino
ITS Training Services
May 2020

Teams is a collaboration platform within Office 365 that allows users to remotely chat, video conference and work on documents on the cloud. Teams allows for seamless integration with other MS products.



Outlook



Microsoft Office



SharePoint



Power BI



PowerPoint



PowerApps



OneDrive



OneNote



Planner



Word



Dynamics CRM

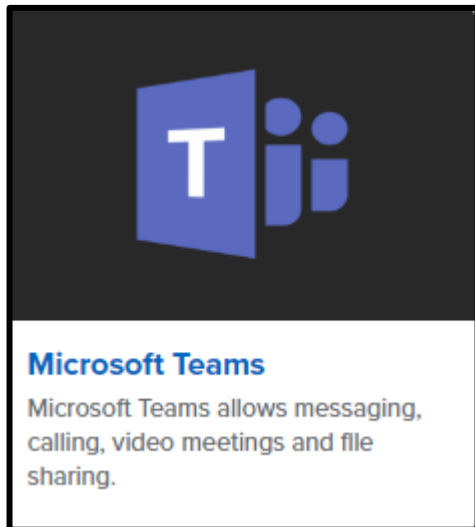


Yammer

Accessing Teams

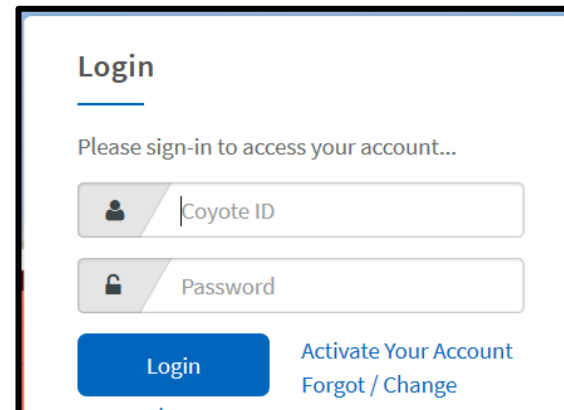
My Coyote Portal

- ▶ Collaborate Tile
- ▶ Microsoft Teams



Office 365

- ▶ www.office.com
- ▶ Sign-in (e.g.) **000000999@csusb.edu**
- ▶ You will be redirected to MyCoyote Login page to authenticate

A screenshot of the Office 365 login page. The page has a white background with a blue header that says "Login". Below the header, there is a blue line and the text "Please sign-in to access your account...". There are two input fields: the first is labeled "Coyote ID" and has a person icon on the left; the second is labeled "Password" and has a lock icon on the left. Below the input fields, there is a blue "Login" button and two links: "Activate Your Account" and "Forgot / Change".

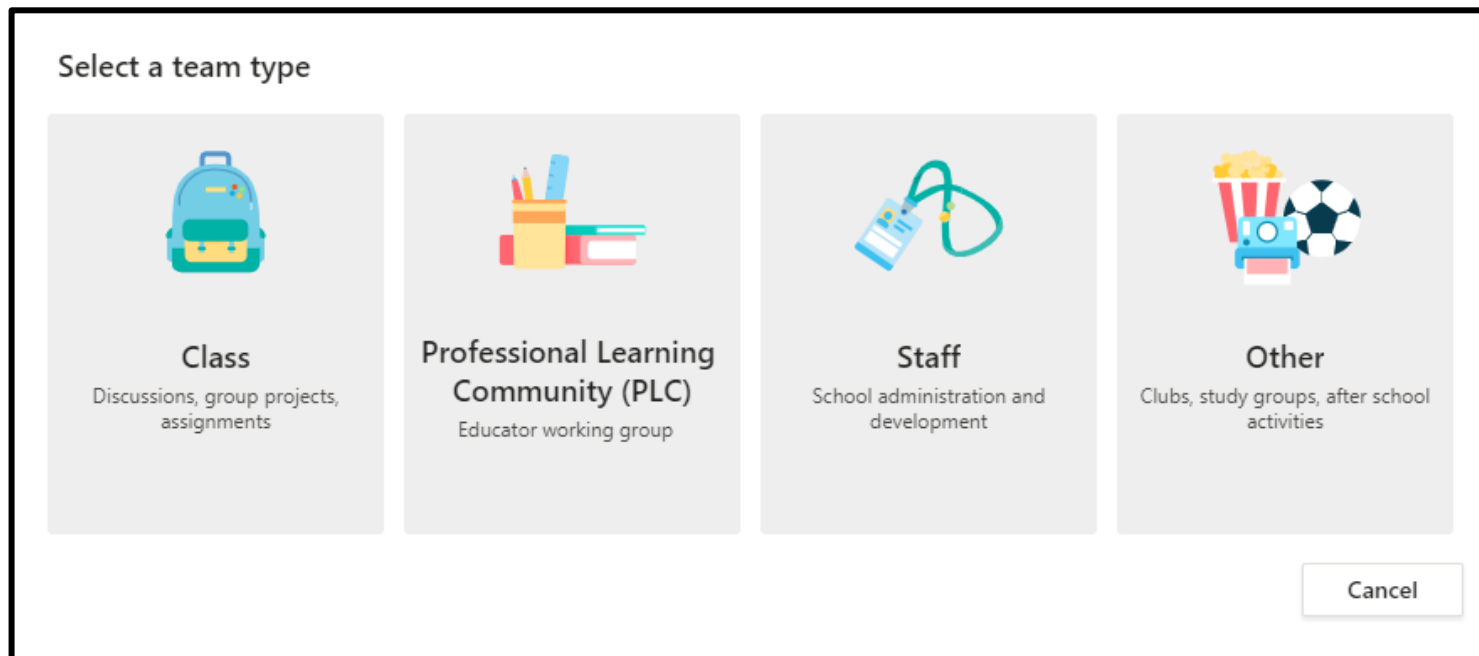
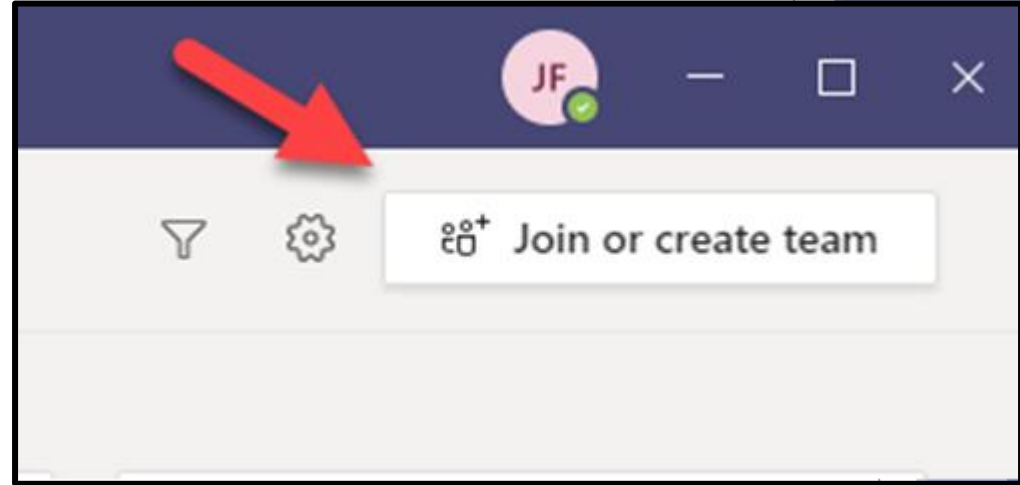
BEGIN COLLABORATING



Create A Team

1. Click “Join or create team”
2. Name your team

Team Type



Team Options

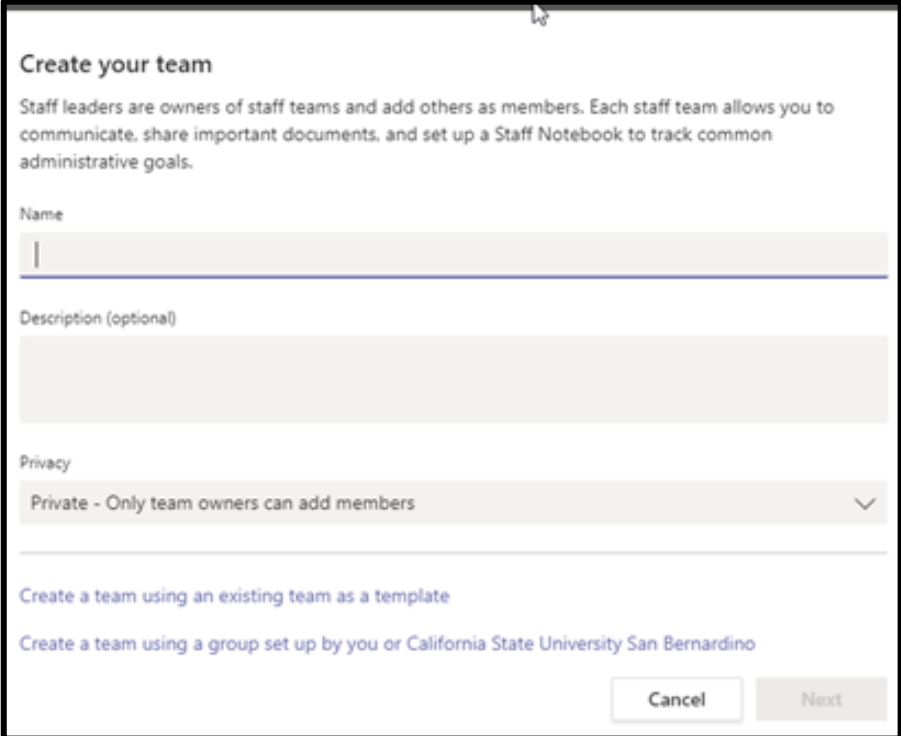
Private

Team Owners

- Manage certain settings for the **team**
- Add and remove members, add guests
- Change **team** settings, handle administrative tasks.
- There can be multiple **owners** in a **team**.

Public

- Visible to everyone in **teams** gallery
- Anyone can join a **public team** without having to get approval from the **team** owner



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

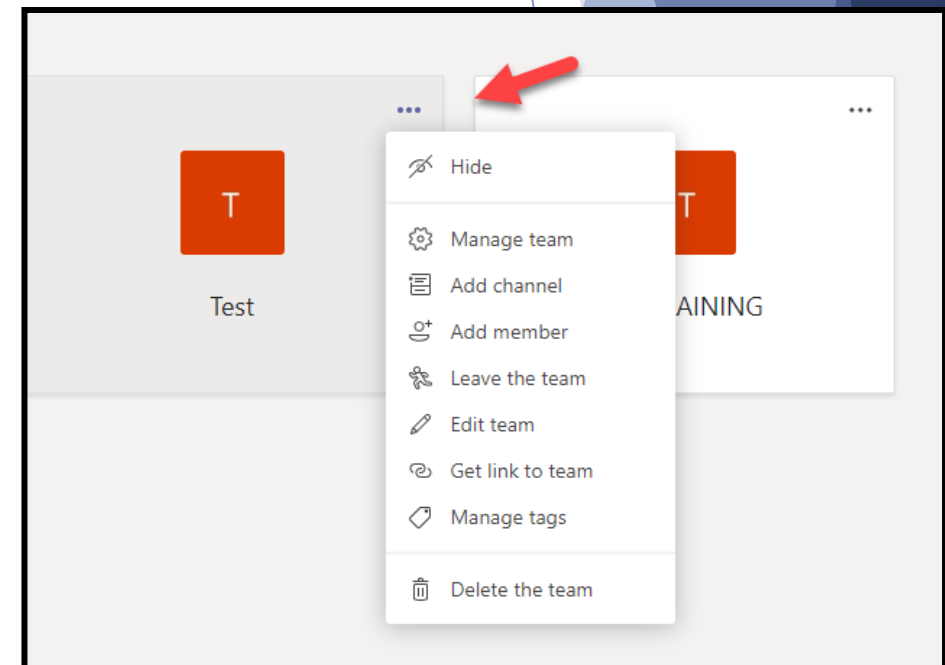
Create a team using an existing team as a template

Create a team using a group set up by you or California State University San Bernardino

Cancel Next

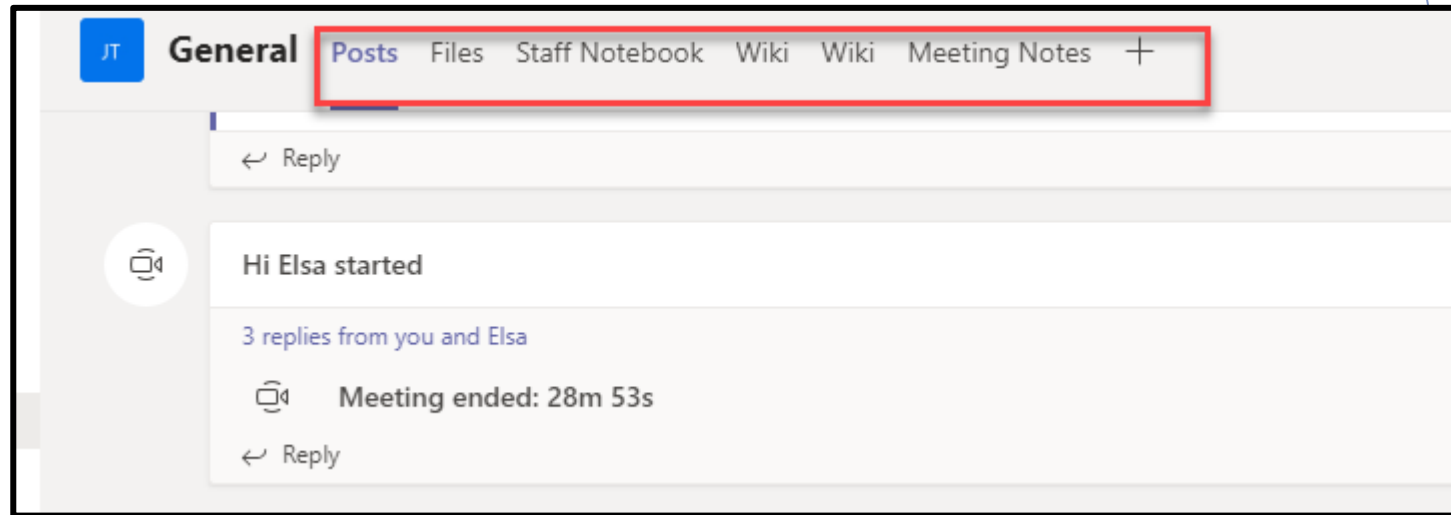
Creating a Channel

- ▶ Each team has a subsection called Channels
- ▶ Channels is where is where you can collaborate with your team
- ▶ Organize Channels according to topics
- ▶ Post and respond to messages and files
- ▶ Manage and integrate additional tabs and apps



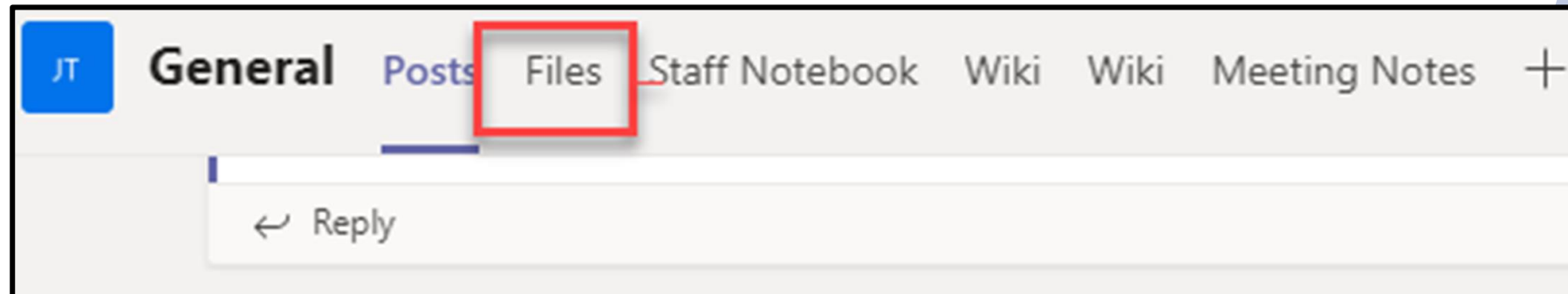
Tabs

- ▶ Dedicated space within a channel or in a chat.
- ▶ Allows you to work directly with tools and data, files. etc.



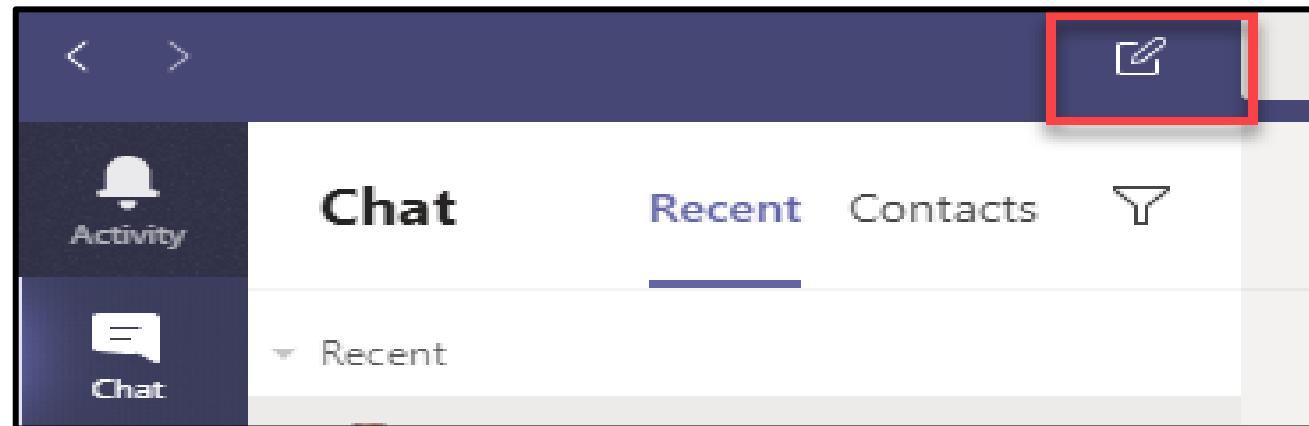
Files Tab

- ▶ You'll have access to files from your computer, OneDrive.
- ▶ You can store your file in your team's SharePoint folder



Chat

- ▶ 1:1 chat- *private*
- ▶ Group Chat
- ▶ option of chatting by text, audio or video



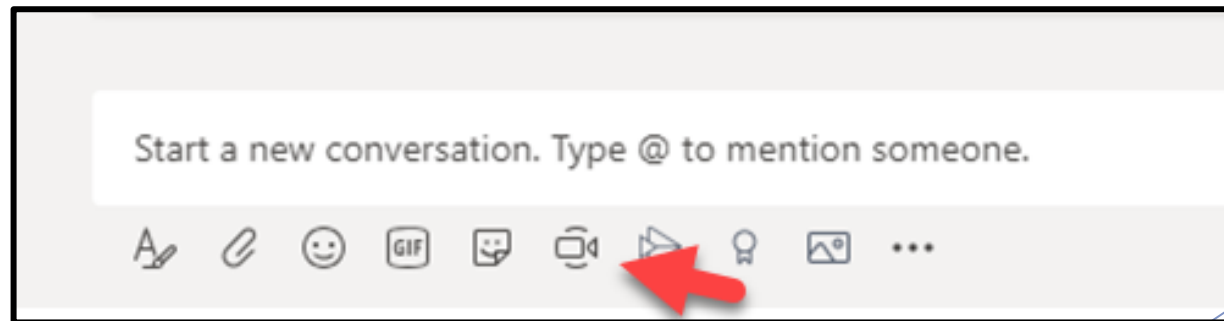
Formatting Options

- ▶ You can format your font, set a delivery option, add stickers, emojis, GIFs, attach files, schedule a meeting, upload messages and much more.



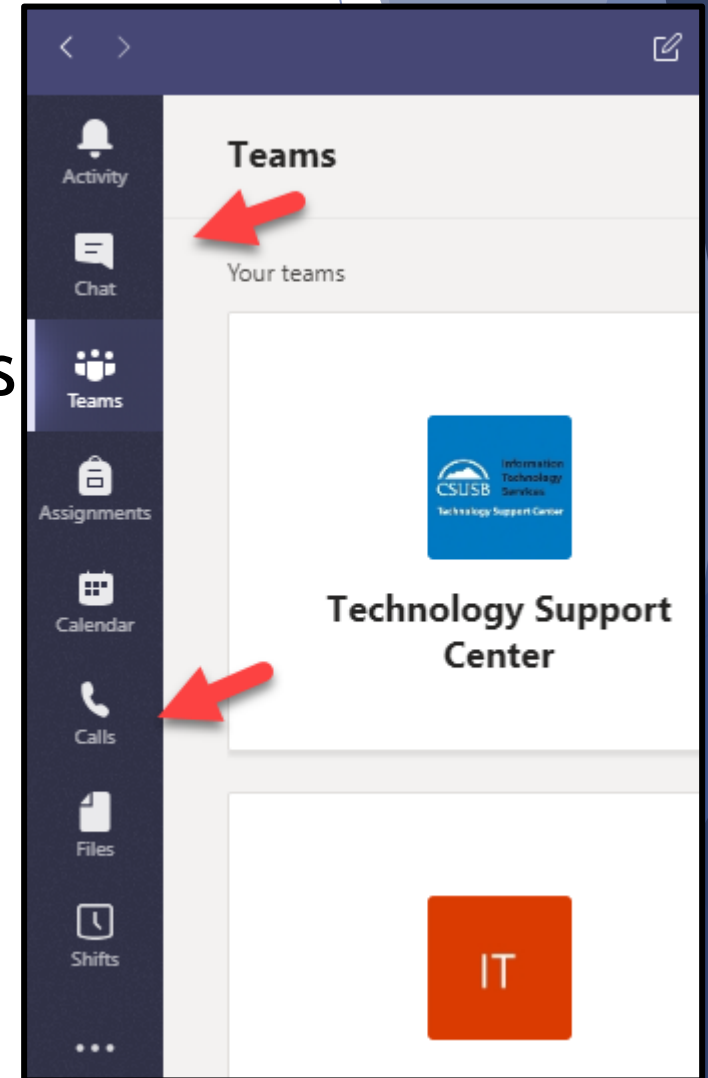
Meet Now

- ▶ Meet now allows you to instantly begin a meeting
 - ▶ Video or Phone Call option
 - ▶ Select team members you want to invite



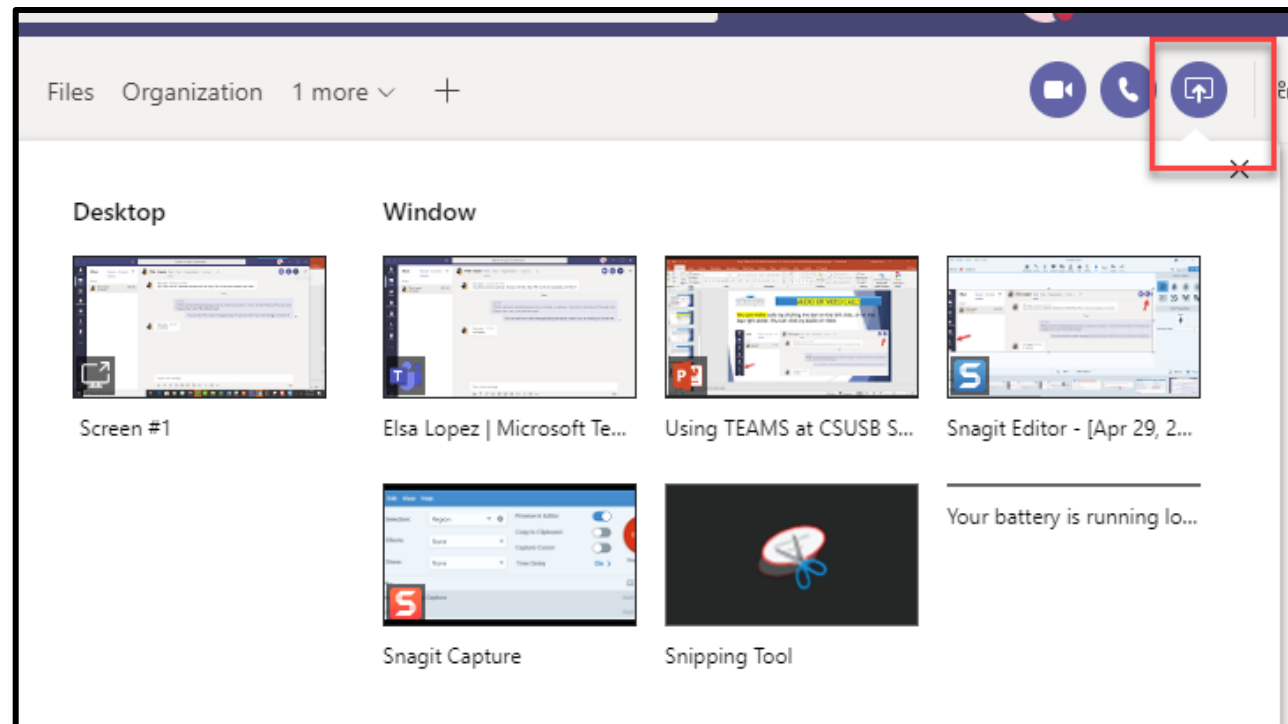
Audio or Video Calls

- ▶ Click Calls on the left hand side
- ▶ Click Chat on the left hand side> Click calls



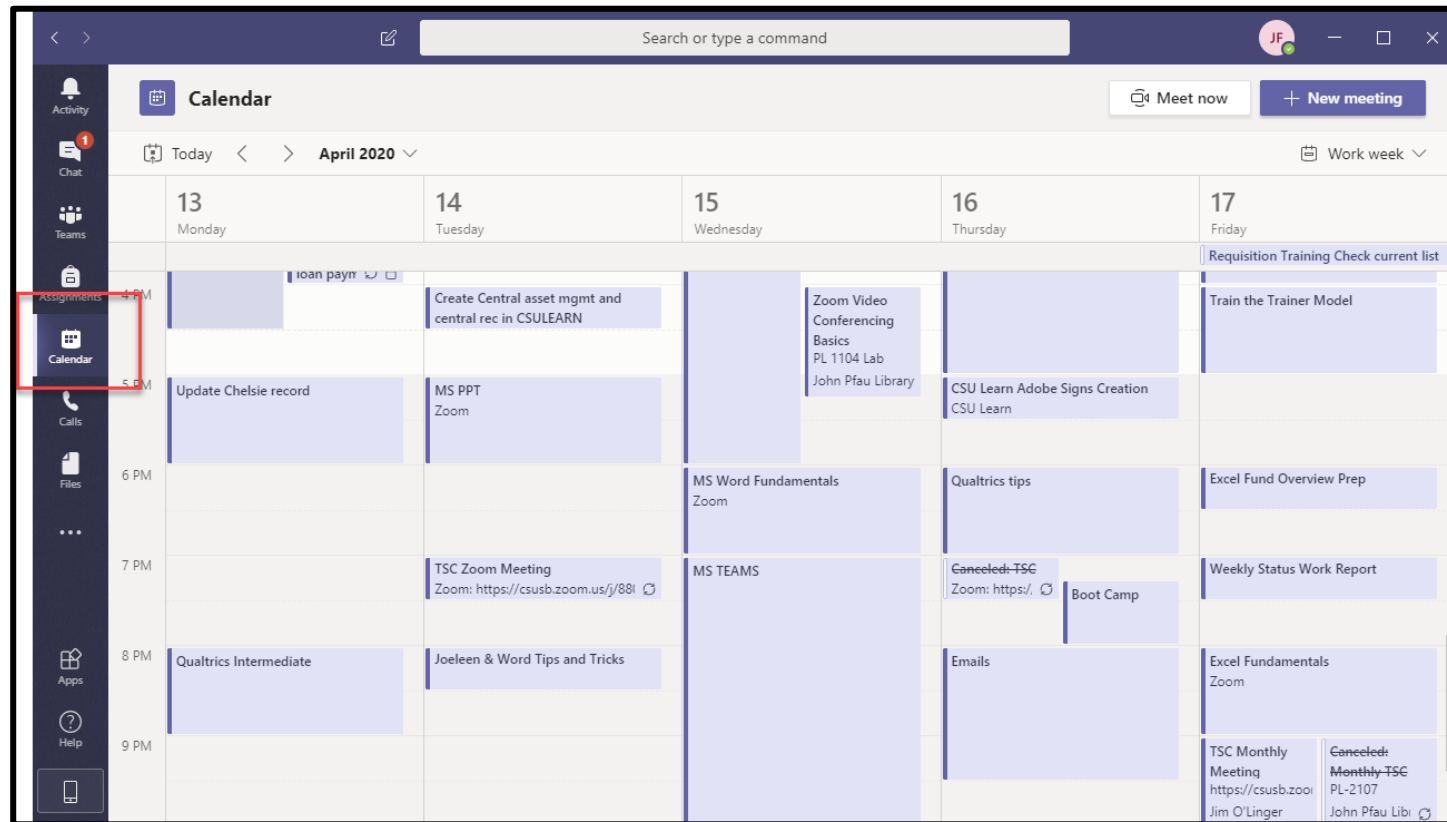
Screen Sharing

- ▶ You may share your screen when you are on an audio or video call.
- ▶ Select Window or Desktop Application you may want to share



Scheduling Meetings

- ▶ Go to the Calendar Option
- ▶ Sync with your Outlook calendar.



Teams Assistance

- ▶ Training for students and staff:
 - ▶ ITS Training Services
 - ▶ itstrainingservices@csusb.edu
 - ▶ (909) 537-7425
 - ▶ ITS-Technology Support Center
 - ▶ support@csusb.edu
 - ▶ (909) 537-7677