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.
Accessing Teams

My Coyote Portal
- Collaborate Tile
- Microsoft Teams

Office 365
- [www.office.com](http://www.office.com)
- Sign-in (e.g.) `000000999@csusb.edu`
- You will be redirected to MyCoyote Login page to authenticate
BEGIN COLLABORATING
Create A Team

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

Team Type

Select a team type

- **Class**: Discussions, group projects, assignments
- **Professional Learning Community (PLC)**: Educator working group
- **Staff**: School administration and development
- **Other**: Clubs, study groups, after school activities
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
Creating a Channel

- Each team has a subsection called Channels
- Channels 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