



## MS Teams Overview

### [Dashboard, Teams](#)

### [Chat](#)

### [Calendar/Meetings](#)

**Microsoft Teams** is a collaboration tool that allows teams to communicate and work together in a cohesive manner. It contains a number of features that enable easy connection between various groups. Below are the commonly used features.

### Dashboard

The Dashboard is displayed when the Teams icon on the left Menu bar is clicked. Class Teams are shown at the top, with other group Teams below.

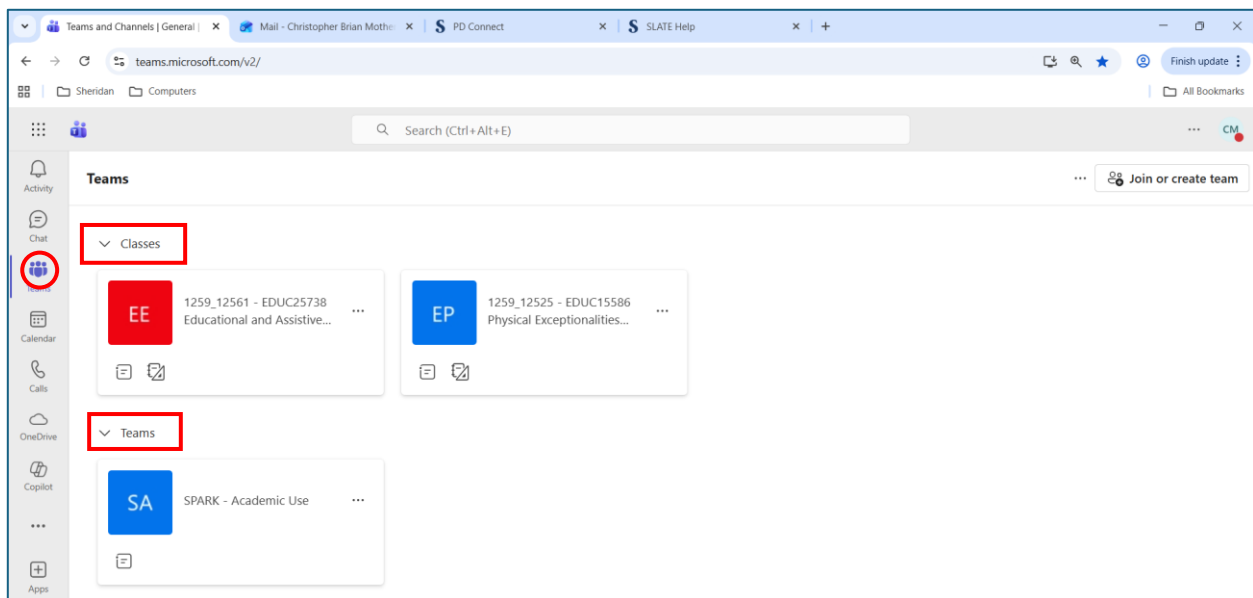


Figure 1 Dashboard – Class Teams and group Team

**Teams Creation:** When your Class Team appears on your *Dashboard* (approximately 10 to 14 days before the start of the class), you can open it and edit it. This allows you to setup your classes before the start date and then modify any options as needed during the semester. (Students will not see any content until the class is *Activated*)

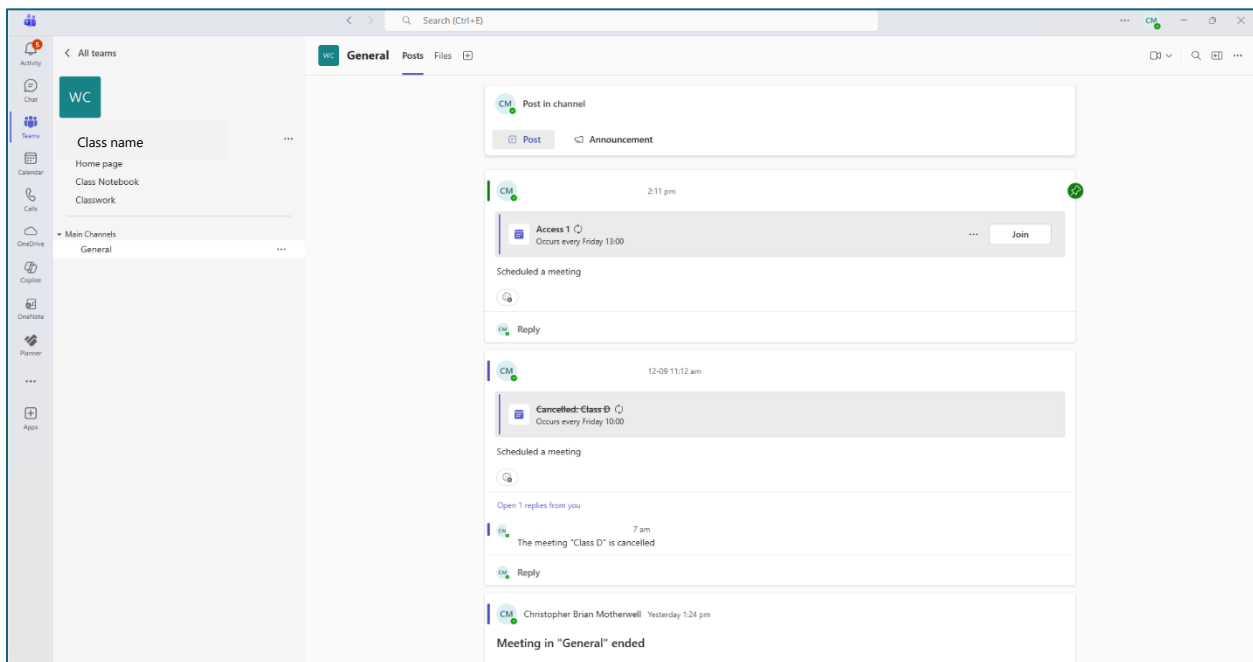
**Activation:** Students can access and view content only **after** the class has been *Activated*, by clicking the *Activate* button on each Class Team.

Class online meetings need to be created in a Class Team so they will be seen on the student's calendars.

## Channels

Every Team has a *General* channel which contains *Posts* and *Files*. *Posts* are messages for that class. Students can view any post throughout the semester without going to Outlook. If a student does not check their Class Team, a message will appear in Outlook with a button that connects to the Team conversation. More Channels can be added.

Although the *Files* tab is not recommended to store class files in due to storage limitations, Class meeting recordings will be found here.



## Chats


Chats are a way to converse with another staff or students one-on-one or in groups. These chats are only seen by you and who you are conversing with. The messages can be formatted ('A/pencil' icon in the message box), contain emojis ('Happy Face' icon in the message box), and have Attachments files ('+' icon in the message box).

These messages will be available for two semesters.

To add someone, click in the *Search* box at the top of the page, type the name of the person you want to chat with.

To Chat with multiple people, click the *New Message* icon  beside **Chat** at the top left of the screen, and enter the people beside **To:** .

Click in the message box (bottom of the screen) to save the group.

To give a group a name, click on the pencil icon  to the right of the group member names and enter the Group name.

## Archiving and Deletion

Class Teams will be Archived at the end of each class and deleted after two semesters. See the *Class Team Archive Process* file. For more info

## Calendar

The Teams calendar works like Outlook's calendar, and they are connected – anything added to either calendar will show on the other. Any meeting created in your Teams calendar is only visible by you. Any meeting created in a Class Team, appears your calendar and any student's calendar in that class.

Meetings can be edited or deleted (created in the calendar) or cancelled (created in a Class Team).

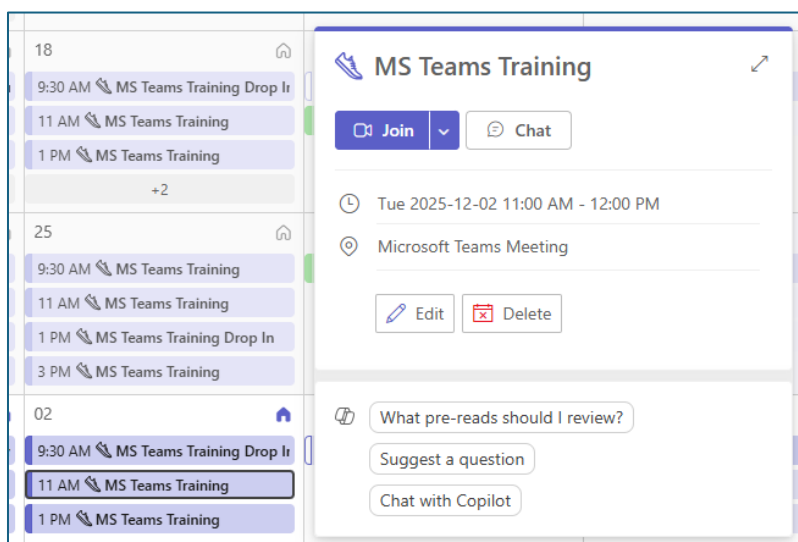


Figure 3 Team Meeting

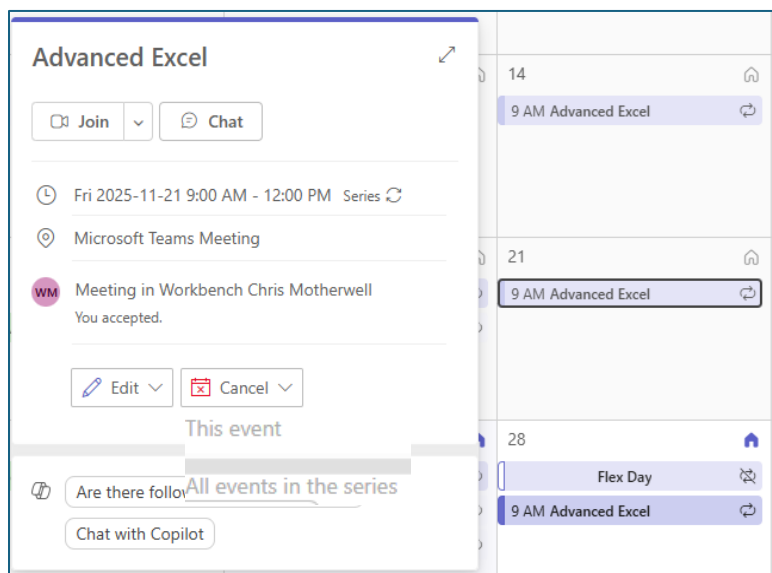


Figure 4 Class Team Meeting

By clicking on meeting, a dialog will open the initial meeting dialog box. This one way to *Join* a meeting. By clicking on the Down Arrow beside *Join*, the meeting link can be copied.

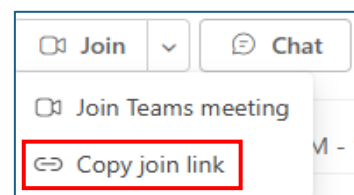


Figure 5 Copy join link option

For recurring meetings, the Edit and Cancel buttons will have down arrow, which allow you to edit/cancel one event or the whole series.

When editing or cancelling a meeting, the meeting dialog box will appear. When editing is complete, click the *Send Update* button.

When cancelling a meeting, there are two options:

1. Cancel *This event* – in the meeting dialog box, when clicking the *Cancel meeting* button, you will have the choice to *Cancel occurrence*, or *All events in the series*. You will then be prompted to *Cancel occurrence*
2. Cancel *All events in the series* – in the meeting dialog box, the *Cancel meeting* button will be seen (no down arrow). You will then be prompted to *Cancel series*

To create Teams meetings, see **MS Teams Tip Sheet - Create a Teams Meeting**