



**Business
Technology
Services**

Microsoft Teams User Guide

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Access and Navigation

Access

Microsoft Teams is a platform that integrates chat, meetings, notes, and attachments. Teams can be accessed from any Microsoft Cloud product page or from an installed app on computers and mobile devices.

Web: teams.microsoft.com

Mobile: Search App Store or Google Play store for “Microsoft Teams” and follow installation prompts.

You will need to log in with your UTA Microsoft account credentials (UTA email account and NetID password).

Once you have logged in, you can download Teams to your computer by clicking your initials or profile picture in the top right corner, then click “Download the desktop app”

Navigation Bar

UTA’s Navigation Bar is set up in the following order from top to bottom:

Activity: The activity feed in Microsoft Teams is the user's single inbox for all activity across Teams. The feed aggregates important content from the following:

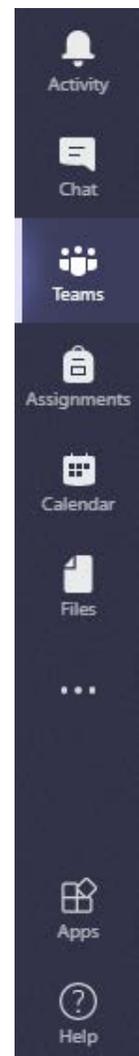
- Teams/channels
- Chats
- Apps such as Files, Planner, and your Teams apps that you are following.

Chat: Private one-on-one or group chat sessions with up to 20 participants. Chats can be initiated with anyone in the organization that has Microsoft Teams enabled.

Teams: View all Teams for which you are a member or owner. Teams and Channels you have not hidden will display by default.

Assignments: Create assignments for your students in Microsoft Teams. Manage due dates, instructions, adding resources to turn in, and more.

Calendar: Schedule a Meeting (web conference) for all members of a particular Team and Channel or select specific attendees. The meeting will display on your Outlook calendar. This section also displays any appointments listed in your Outlook calendar that are not Teams based.



Files: From here you can search for files in Microsoft Teams, on your OneDrive for Business, or just view a list of files you recently accessed between OneDrive and Teams.

Use the ellipsis to add frequently used apps (...).

Apps: Browse the App Store for Microsoft approved apps including Office 365 apps like Excel, and ones from our partners, including Trello, InVision, and SurveyMonkey.

Help: The Help icon is used to browse training topics, view updates, ask questions or add comments and suggestions.

Teams

The Teams Tab is used to access, create, join, and interact with a Team. A Team is a permanent or semi-permanent group created to collaborate with specified members through chat channels, audio/video conferencing, file sharing/collaboration, and implementation of various 3rd party apps.

UTA has 4 Team Types available with slightly different permissions and functionalities available:



Classes: Teachers and students collaborating on group projects, assignments, and more.

PLCs: Educators collaborating within a professional learning community.

Staff Members: Staff leaders and staff members collaborating on school administration and development.

Anyone: Students and school employees collaborating in interest groups and clubs. This is the default group type for most private teams as well.

Further details on the different types can be found here: <https://support.office.com/en-us/article/Choose-a-team-type-to-collaborate-in-Microsoft-Teams-0a971053-d640-4555-9fd7-f785c2b99e67>

Creating Teams

When creating Teams be sure to precede all Team names with the main workgroup name or acronym - COED, CONHI, OIT, BTS, History, Physics, etc. Teams should start at the top organizational level such as the main School, College, or Department. Channels can be created for specific topics or divisions that all members of the Team can access, or Channels can be created and limited to specific members of a Team.

When considering creating a Team, ensure that another Team for this purpose does not already exist. If it would only be a conversation between a few users, a private chat may be more appropriate, and will aid in keeping your Teams list organized.

Channels

Teams are made up of channels, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.

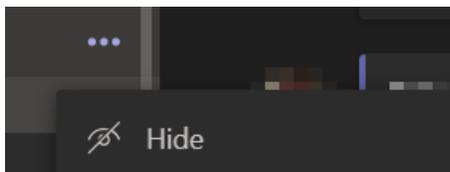
Channels are where the work actually gets done—where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added. Channels are open to all members of a team unless specified as private when created.

A/V Meetings can be started/scheduled from a Channel in a Team by clicking the “Meet now” button below the conversation text box.



Show or Hide Teams

All Teams and Channels have the option to be Hidden and sorted into a More category. If a Team is shown, it will stay visible and at the top of your list of Teams at all times. If you hide it will be sorted under a collapsible More category. You can toggle this as frequently as needed and always expand More to view Teams you may not need to see on a regular basis. Click the ellipsis to the right of a Team and then click the star to toggle favorite.



Channels that are favorited are also always visible nested under a Team. The General Channel always shows up with the team. Channels that have had their favorite status removed will be listed under the “X more channels” listing that is still always accessible, just collapsed. Click the more channels drop down and select the stars for channels you want to favorite.

Settings/Permissions

Each Team has individual permissions that can be set by Team Owners. To access a Team’s settings, click the Ellipsis and select “Manage team.” If you are not the owner of a team, all of these options will not be visible.

Members: From this tab you will see all members of a team and whether they are an Owner or a Member. New Members can also be added using the “Add member” button. Owners have permission to modify team settings. Members only have permissions based on the selections the Owner(s) made on the Settings Tab.

Pending Requests: Users who have clicked a URL to join a private team will be queued into this tab to await approval by an owner. Links to a Team can be generated by clicking the Team Ellipsis and clicking “Get link to team.”

Channels: From this tab you will see all channels in a team, including options to set channels other than General as Auto-favorite for members of a team, last activity in a channel, and the ability to add new channels using the “Add channel” button.

Settings:

Team Picture: Owners can add a picture to replace the acronym/code icon that is automatically set for each team.

Member Permissions: Owners can set a variety of permissions for members of a team, as well as locking down the General channel to where only owners can post.

Guest Permissions: Owners can set whether or not Guests (users outside of UTA who have been added to a Team) can create/update/delete Channels.

@mentions: Owners can set whether or not members can @mention entire Teams or Channels.

Team code: Owners can generate a code for people to join the team directly and bypass the join request. This operation cannot be performed from mobile.

Fun stuff: Owners can set whether or not gifs, stickers, and custom memes can be loaded in on each Team.

Apps: This tab will display what Apps are already in place for a team and give the option to delete them. New apps can also be added using the “Go to store” button.

Files

Files can be uploaded that will be available to the entire team and saved to a custom SharePoint page for each team. From the files tab you have the following options:

New: Create a new SharePoint folder, or a Word, Excel, or PowerPoint file. These files can be edited within Teams, or they can be edited within the desktop applications. These documents can be modified collaboratively and will give a notification if anyone else is modifying the document at the same time.

Upload: Upload an existing file. If it can be modified, any other member of the Team will have access to do so.

Get link: Provides a shareable link to the specific documents or folders selected.

Add cloud storage: Allows you to add a variety of cloud storage services to be linked through the Team.

Open in SharePoint: This will open your Teams SharePoint site. When you create a new Team a SharePoint site is automatically created with associated Libraries.

Chat

The Chat tab is used to access individual conversations or group conversations that are not based on a Team. It has the same Text/attachment/emoji/gif functionality as a Team conversation, but without sectioned topics/replies. A/V calls can be initiated in the top right corner. 

Additional members can be added to the conversation using the icon in the top right corner. Whenever you add a new person, you will have the option to include all chat history, include chat history for the last designated amount of days, or include no chat history.

Any files shared through a conversation will be saved to your One Drive, rather than a Teams based SharePoint page. A new folder named “Microsoft Teams Chat Files” will be added to your One Drive once files are shared here.

Activity

The activity feed will have notifications of all @mentions of any channel/team you follow as well as all @mentions of yourself throughout Teams and Chat. By default this will have everything listed in chronological order, but can be filtered down. Clicking the message previews will navigate you to the channel or conversation.

Calendar

The calendar tab links directly with your Outlook calendar and can be viewed at a day by day, or agenda view. Teams based meetings will have “Microsoft Teams Meeting” listed as the location with the “Join Microsoft Teams Meeting” footer/link to join the meeting included.

Outside users (without an @uta.edu or @mavs.uta.edu email address) can also join meetings as long as they have some sort of Microsoft account to log in with. If they do not have an account, they will be prompted to create one. See our Teams Guest Access Guide for step by step instructions.

Additional Resources

Microsoft End-User Training Videos:

<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>