



About MS Teams

Microsoft Teams is a collaboration platform for your group, team, or department. It provides a workspace for real-time collaborations, communication, meetings, and file sharing.

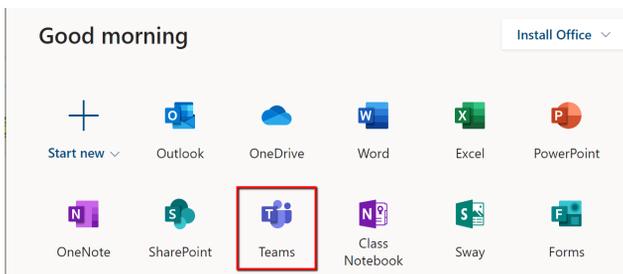
Security first

If you plan to store or share Level 1 data in Teams, contact your departmental Technical Support team. Let them know your plan to store Level 1 information and discuss your options on how to do so securely.

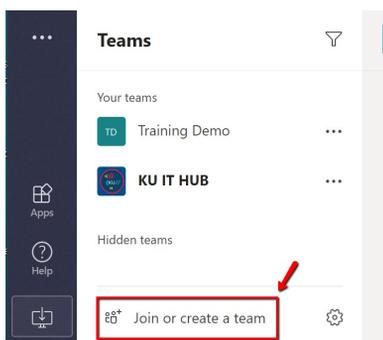
How do I create a Team?

Staff, faculty, and students are now able to create Teams on their own.

1. Open an internet browser (Chrome, Firefox, or Internet Explorer work fine) and go to **office365.ku.edu**.
2. Click on the **Teams app**.



3. Once you are in Teams, click the **Join or create a team** link at the bottom of the left panel.



4. Choose **Other** template.

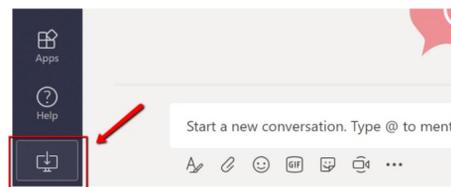
Ways to Access Teams

From the Browser

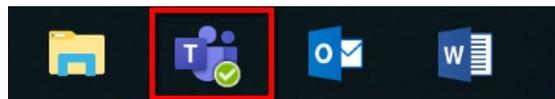
From any browser, go to **office365.ku.edu**, then click on the **Teams app**.

From the Teams app

1. Log in to Teams from office365.ku.edu
2. Click on the computer icon at the bottom, left corner and follow steps to install the desktop app.



The icon will populate in your toolbar.



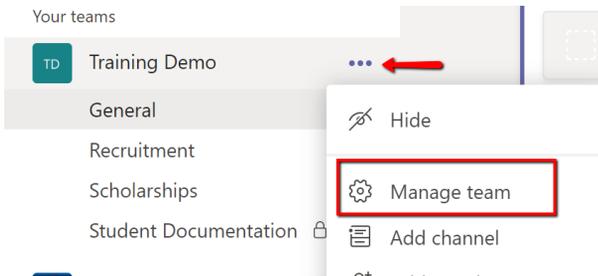
- Notifications will appear on the app.
- Easy access from your toolbar.

From the mobile app

To download on your mobile device, go to your device's app store and look for Microsoft Teams. Once downloaded to your mobile device, log in by entering your KU email address to be redirected to the KU login page.

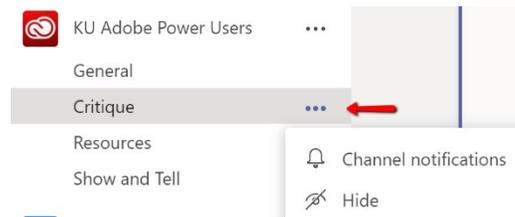
Team Roles

There are 3 roles that can be assigned in Teams: **Owner, Member, Guest**. These roles have default permissions that can be changed by clicking in the ellipses next to the team name > **Manage team** > **Settings**. Note: only external users will have the Guest role.



Notifications

Customize your notifications by going to the ellipses next to each channel and click Channel Notifications.



Notifications can also be managed by going to your profile image on the right side of the top bar > **Settings > Notifications**.

Channels

1 Each Team contains **Channels** that represent topics, work groups, or themes. By default, each Team comes with a General channel with the option to create additional channels as needed. Channels can be visible to everyone or private.

Tabs

2 **Tabs** give team members quick access to tools, services, and files within a Channel.

Meet now

3 **Meet now** in Teams provide a virtual space to have discussions with colleagues in and outside of your organization. Meetings include audio, video, and recording capabilities.

Mentions

4 Posts can include **Mentions**. By using the @ sign before a person's name, channel or team name, a notification will be sent to those included in the mention. Hiding a channel will disable notifications.

