



## 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.

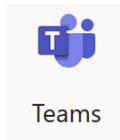
## Access Teams

Once you've created or been added to a Team, you can access it in the following ways:

### Through a browser:

1. Open an internet browser (Chrome, Firefox, or Internet Explorer) and go to [office365.ku.edu](https://office365.ku.edu).
2. Log in using your KU Online ID and password.
3. Select your preference to stay logged in or not.

4. Select the **Teams** tile.



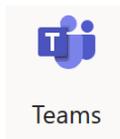
*Note: If you do not see the Teams tile select All Apps.*

### From the Teams app:

Start by installing the Teams app by:

1. Open an internet browser (Chrome, Firefox, or Internet Explorer) and go to [office365.ku.edu](https://office365.ku.edu).
2. Log in using your KU Online ID and password.
3. Select your preference to stay logged in or not.

4. Select the **Teams** tile.



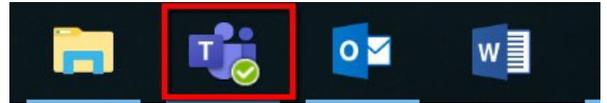
*Note: If you do not see the Teams tile select All Apps.*

5. Select your photo or initials from the upper right-hand corner. Choose **download the desktop app** and follow the steps to install the desktop app.

The University of Kansas



6. After installing the app, it will populate in your toolbar.



To access teams after you've downloaded the app:

- No need to sign-in. The application will open when you start your computer.
- Notifications will appear on the app.

### From the Teams mobile app:

Install the Microsoft Teams app from your device's app store. Once downloaded and opened, enter your KU email address then log in using your KU online ID and password once you've been redirected to the KU login page.

## Create a Team:

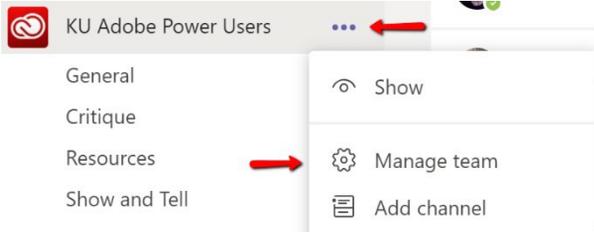
1. Browse to [office365.ku.edu](https://office365.ku.edu).
2. Log in using your KU Online ID and password.
3. Select the **Teams** tile. *Note: If you do not see the Teams tile select All Apps.*
4. Select Join or Create a Team.
5. From the 4 templates, we recommend that you choose **Other**.

### Get help:

If you are creating a team for a course, visit [blackboard.ku.edu/microsoft-teams-academics](https://blackboard.ku.edu/microsoft-teams-academics) to learn more about the dos and don'ts of using Teams with courses. You can also request that the Education Technology staff build the course for you.

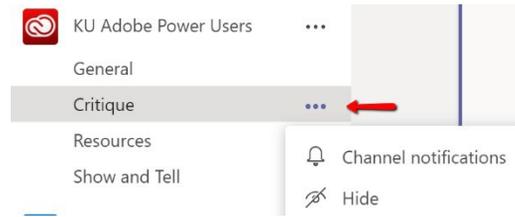
## Team Roles

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**.

## Teams interface & communication

- 1 Teams** are virtual spaces for groups to communicate and collaborate on projects or common interests.
- 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.
- 3 Tabs** give team members quick access to tools, services, and files within a Channel.
- 4 Meetings** in Teams provide a virtual space to have discussions with colleagues in and outside of your organization. Meetings include audio, video, and recording capabilities.
- Conversations 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.

