



Microsoft Teams—Cheat Sheet



What is Microsoft Teams?

Microsoft Teams is a messaging platform for your group, team, or department. It provides a workspace for real-time collaborations and communication, meetings, file and app sharing, and even the occasional animated gif! All in one place, all in the open, all accessible to everyone.

Why should I use it?

- Your whole team can see the message history, which includes rich chat with text, audio, video, and file sharing
- Chat as a group or privately
- Store all your files, docs, and more in one place
- Collaborate in real time on documents and digital OneNote notebooks

How do I get a Team?

Request a Team by contacting TAC@nps.edu. For initial setup you will need to indicate

- Team name
- Team owner
- Team participants (the owner will be able to manage participants after initial set-up is complete)

Roles & Permissions

Owners (limited to 10 per team):

- Add new members and other owners
- Manage Team settings, including moderation settings; rename the Team; delete the Team

Members:

- Members can add and edit channels

How do I access Teams?

Once your team is created and you have been given access, you can access it in the following ways.

Using the desktop software:

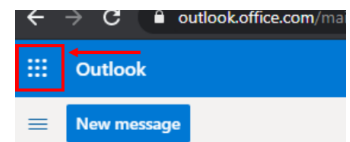
- Download Teams software to your desktop and/or mobile device. To download to your computer, use either of the browser login methods above, and select “Get app” in the lower left corner.

Using the mobile app:

- To download on your mobile device, go to your device’s app store and look for “Teams” by Microsoft. Once downloaded to your computer and/or mobile device, log in by entering your NPS ID followed by @nps.edu to be redirected to the NPS CAS page.

From a browser:

- Log in to mail365.nps.edu with your NPS ID and password, then from the app launcher, choose Teams.
- Go to <http://teams.microsoft.com> and log in with your NPS ID and password.



More information?

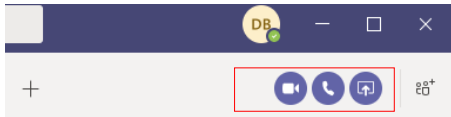
For more information regarding Teams and other communication and collaboration resources, please visit: <https://nps.edu/web/tlc/tlc-distance-learning-resources>





Chat

- Day-to-day operational conversation
- 1:1 or multiple people conversations
- Notifications provided to participants
- Call, video, and screen sharing



File Storage

- Conversations, files and notes across team channels are only visible to members of the team. Files that you share in a chat or channel can be found in the **Files** tab at the top of each chat or channel.
- Each team in Microsoft Teams has a team site in SharePoint Online, and each standard channel in a team gets a folder within the default team site document library.
- Private chat files are stored in the sender's SharePoint folder and permissions are automatically granted to all participants as part of the file sharing process.
- If a meeting was recorded, recordings are stored in Stream

Tabs

You automatically get a few tabs. Files that get uploaded will live in the Files tab and notes people add will live in the Notes tab.



Teams and Channels

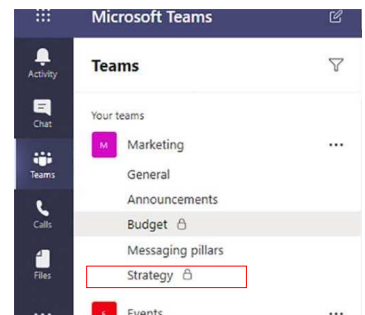
- A collection of people, conversations, files, and tools — all in one place.
- Communication taking place within a Channel
 - If many channels are created, only favorited Channels will show up in the left pane, other channels will show up if there is a notification for you. The remaining channels can be accessed by clicking "more."
- Public and private communication
- No notifications (by default, use @ to notify)
- On the spot video meetings

Start a new conversation. Type @ to mention someone.



Private Channel

- Only the users on the team who are owners or members of the private channel can access the channel. Anyone, including guests, can be added as a member of a private channel as long as they are already members of the team.



Notifications:

- If you want someone to see a message, mention them by including the @ symbol before their name (last name, first name).
- You can use the @ symbol before the Team name or Channel name to notify the entire Team or channel.

