Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications. Microsoft Teams can be used both online through a browser or as an application on Windows, Mac, iOS or Android. You must log in to Teams using your official UTSA email id. Upon loading Teams on a computer, on the left panel, you will see a list of options available – Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and More.

Use case for Microsoft Teams?  
Teams should be used for shared files and folders for departmental and small groups. Each Microsoft team supports up to twenty-five terabytes of storage.

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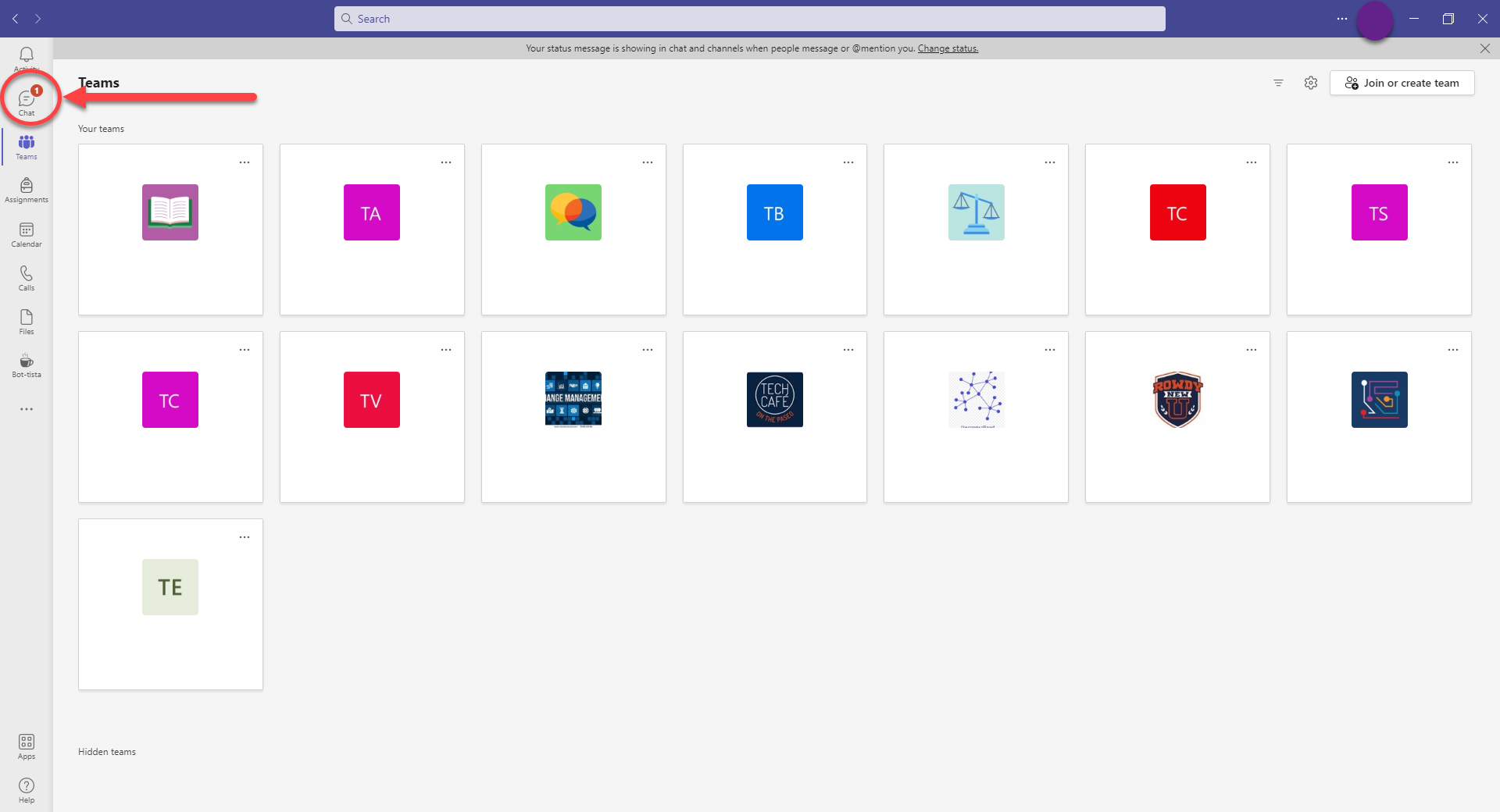
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## Chat With Others

1. Click the "Chat" button on the left of the application screen.

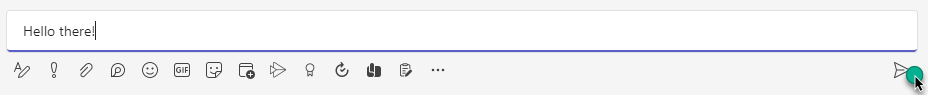


1. You can search for someone by using the full name or email address.

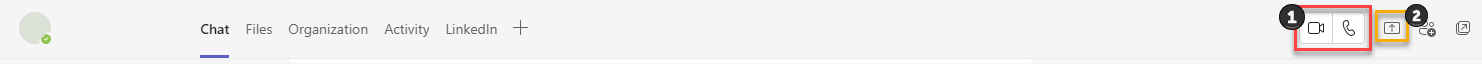
Graphical user interface, application, Word

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1. You can send an instant message, give them a call (video or audio only), and share your screen.
   1. Instant message.

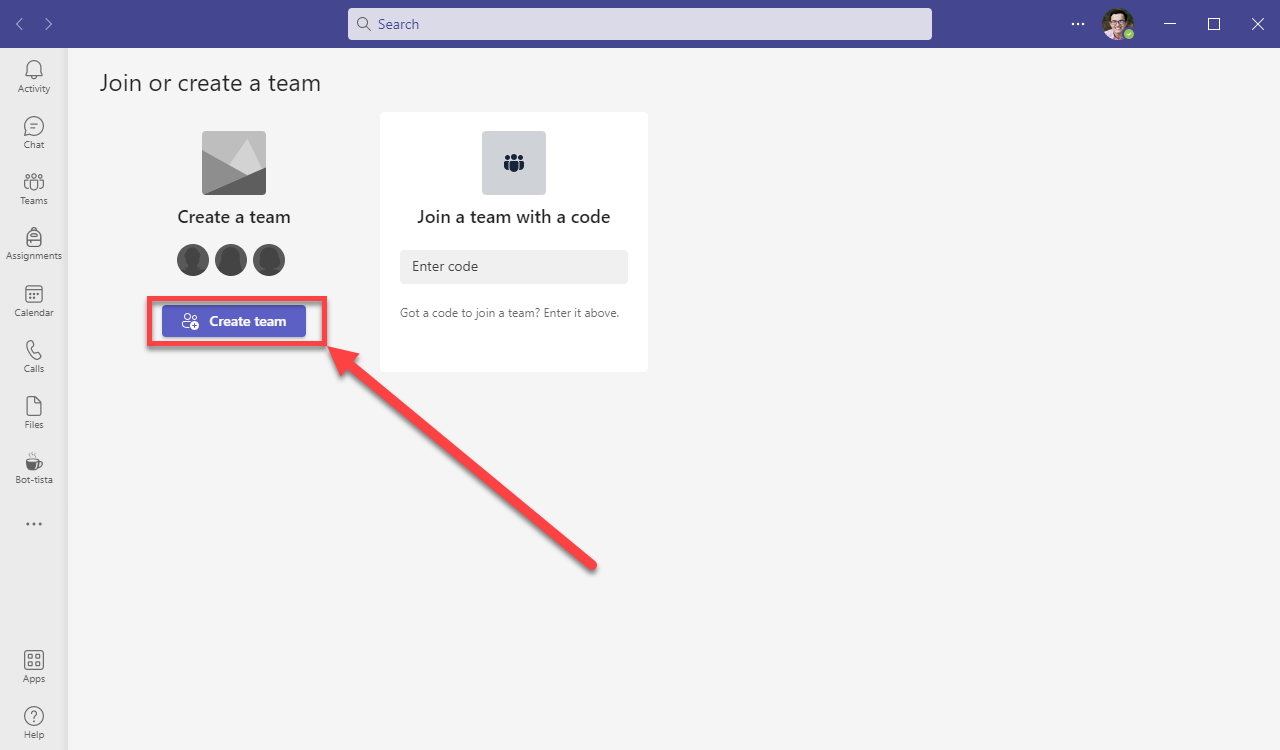


* 1. 1) Video or Audio Call. 2) Share Screen

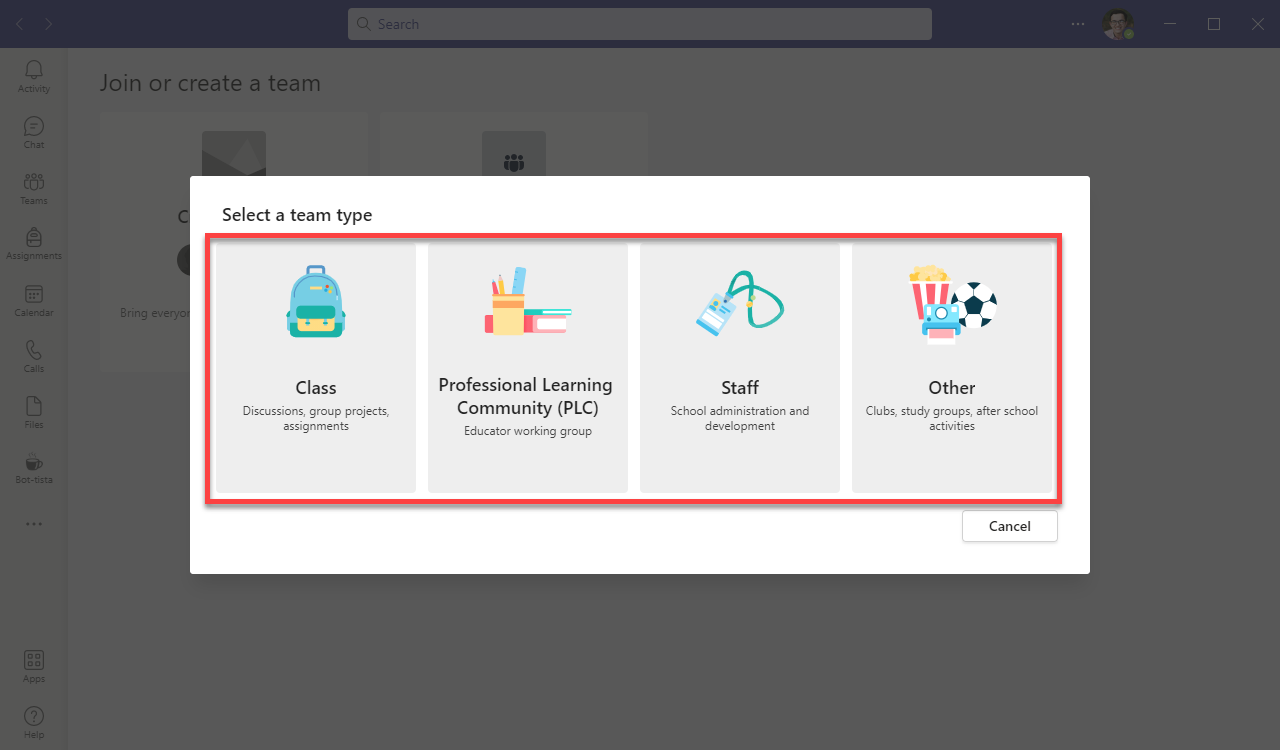


## Create a Team

1. Open Microsoft Teams.
2. Select "Create a team."



1. Select which kind of Team you would like to create.
   1. Commonly either "Staff" or "Other."



1. Enter a name for your Team and select the Privacy options for your Team.
   1. The description is optional.

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1. Next, Add People you would like to add to your "Team."
   1. Add members to your Team by typing in their name/email/abc123.
   2. If you would like to do this later, you can click skip.

Graphical user interface, application

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1. You will now see your Team on the home screen.

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### Add Members

1. Select the three dots in the top right of your new Team and click "Manage team" or "Add Member."

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* 1. If "Add member" is selected:
     1. Type the names of the individual and then click "Add."
        1. When done, click "Close."

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* 1. If "Manage team" is selected:
     1. Under the "Members" tab, you can add more members or change the "Role" of individual members.
        1. You can choose between "Member" and "Owner."
           1. Depending on the Permission setting will determine the abilities of the two levels.

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### Manage Permissions

1. Select the three dots in the top right of your new Team and click "Manage team."

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1. Under your Team's title and profile picture, select the "Settings" tab.

Graphical user interface

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1. Click on "Member permissions" to see what you want to allow your members to do.

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1. From here, you can decide what permissions Members will have within the Team.
   1. If you want to restrict who can make these types of changes, you can disable all and make select people "Owners" to help manage these changes.

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## Share Files

There are a couple of ways you can share files within your Team. You can either create the file within the Team or upload an already existing file.

### Create File Within Teams

1. Go to the "Files" tab within the Team to create a new file.

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1. Click the "New" button and select what file type you want to create.

Graphical user interface, application

Description automatically generated

1. Enter the desired file name and click "Create."

Graphical user interface, application, Teams

Description automatically generated

1. Your new file will appear.
   1. Any changes made will be automatically saved.
   2. When you are done, click "Close."

Graphical user interface, application, Word

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1. You can find this file again by going back into your Team and selecting "Files."

Graphical user interface, application

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### Upload Existing File

1. Go to the "Files" tab within the Team.

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Description automatically generated

1. Select "Upload" and select the type of item you wish to upload.
   1. For this demo, we will upload a file.

Graphical user interface, application

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1. Locate the file you want to upload, select the file and then click "Open."

A screenshot of a computer

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1. Your uploaded file will appear under your Team's "Files" tab.

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1. Anyone with access to the Team will have access to this file.

## Teams Channel

Creating channels within a Team can help when it comes to larger Teams. For example, when a department wants to have all faculty and staff within one Team but has a project that only a handful of people need to work on. Within the Team, you can create a channel and restrict access to only the selected people. This helps keep everything in a convenient location but limits access to some materials.

1. While in your Team, click the three dots next to your team name and click "Add channel."

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1. Next, name your channel and change the "Privacy."

Graphical user interface, application

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1. If you want to restrict access, change the privacy to "Private."

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1. With your new privacy setting selected, click "Create."

Graphical user interface, application, Teams

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1. Add the people you want to have access and click "Add" and then "Close."

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1. Now your new channel will appear within your Team.

Graphical user interface, application, Teams

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1. Now you can use this channel like your main Team.
   1. To make any permission changes or add members, you can click the three dots for the channel itself.

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## Create a Meeting

1. Go to your Calendar

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1. Click "New meeting."

Graphical user interface, application, Teams

Description automatically generated

1. You can give the meeting a title, add people, select a date and time, choose the duration of the meeting, and any other information. Once done, click "Save."

Graphical user interface, application

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1. Now your meeting will appear on your calendar. You can return here to join the meeting as well.

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