

Microsoft Teams: Getting Started

What is Microsoft Teams?:

Microsoft Teams is a platform that combines workplace chat, meetings, notes, and attachments. Teams is available through Tulane's Office 365 subscriptions and features integration with Microsoft Office applications and extensions (i.e. Zoom, Box, ect). Teams is accessible through your Office 365 web-based login, as well as the desktop client. Teams can also be downloaded as a mobile application.

How Do I Login to Teams?

Log in to your Tulane email at:
<https://outlook.com/tulane.edu>

In the top left corner of your email, select the cube icon and navigate to Teams.

Teams will launch in a new browser tab.

How Do I Get on a Team?

Create your own team:

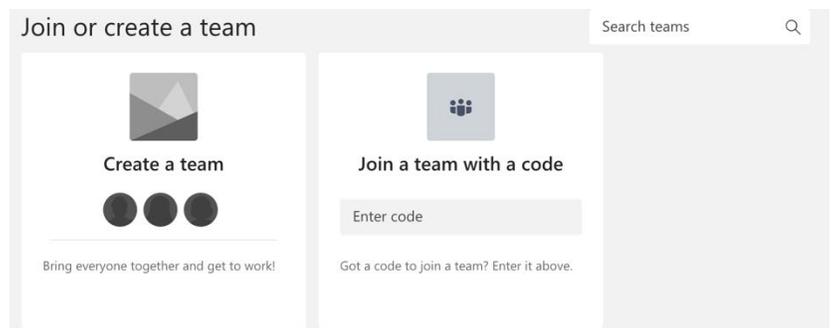
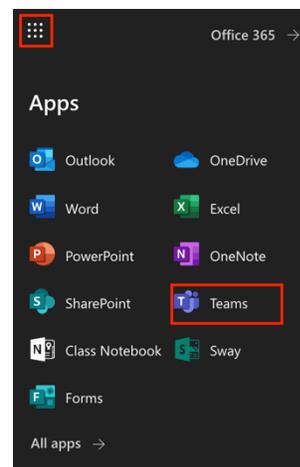
Navigate to the Teams menu item on the navigation bar on the left side of the interface.

Select "Join or Create Team"

You'll be prompted to select a team type. All types function similarly, but we suggest starting with a "Other" team type.

Give your team a name and add a description if needed. You can choose whether or not your team is public or private.

If your team is public, anyone from the Tulane organization can join. If your team is private, only team owners can add members.





Next, select your team members. Enter in their Tulane email address to find members.

You can choose to skip this step if you want to create a personal team.

Joining an Existing team

If you want to join an existing team that is public, you can navigate to “join or create team” under the Teams menu. You can use the search bar to find the existing team you are looking for.

For private teams, ask a Teams owner to have you added, send you a Teams code, or a Teams link.

Any teams you’ve been added to will appear in your Teams Menu.

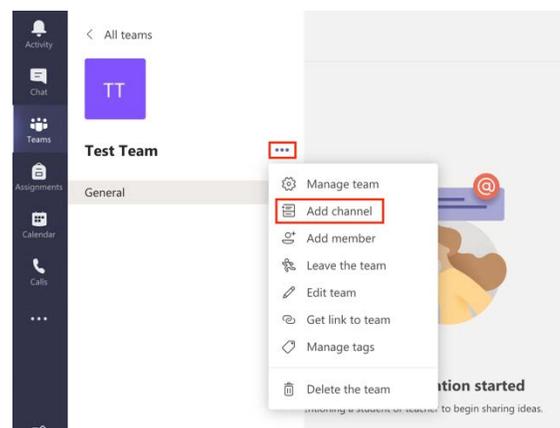
What are Channels?

Channels are dedicated sections within a team to keep conversations and file sharing organized by specific topics or projects.

To create new channels within your team, hover over the Teams menu item for a fly out menu to appear.

Give your new channel a name and description.

Choose whether if you want it to be a public channel to your team or only available to specific people.



What are Posts?

The Posts tab at the top of channel allows members of the team to send messages to the channel.

You can mention specific people within your team on a post. They will receive a notification on both teams and within their email.

Any members who have been added or deleted from the team will appear in posts.

Add file attachments, emojis, gifs, ect to a post.

Adding Files

Files can be added to a channel using the Files tab. This opens up an internal SharePoint application for all members of your team to both retrieve and upload files and folders. The files utilizes Office 365 online. This allows for multiple members of a team to open a file at the same time and simultaneously collaborate on a single document.

Adding Other Applications

Teams has integrations with numerous applications. These include apps like OneNote, Wiki, among others for your team members to utilize collaboratively.

Activity Steam

At the top of your Teams navigation menu is the Activities menu. This is where you will receive notifications for any activity on any team you are a part of.

Chat

The chat feature allows you to chat with team members from any team. You can chat with one person individually or with multiple people.

To create a new chat:

Select the writing icon at the to of the interface and enter the recipients you'd like to chat with.

Manage Your Team

You can modify your team members and their permissions, pending user requests, and team channels through.

You can do this within the Teams menu. Select the menu in the top right corner of the team icon and select "Manage Team."

