# Using Microsoft Teams for Ongoing Online Collaboration

Teams allows users to create groups, known as "teams", to work collaboratively in an online environment. Within each team users can video call, access a SharePoint space to share files, chat, and more. This can be beneficial while working on projects, serving on committees, or even for classes. This guide will serve as a basic overview of creating a team and the features available within a team. Feel free to explore Teams on your own to learn more or visit techsupport.stfrancis.edu/teams for additional tutorials.

1. Open Teams and login with your USF account (PortalUsername@stfrancis.edu and same password as your portal). When you log in you will pick up on the same screen that you left on.

2. Click on "Teams" on the left side. If you see a chat screen after clicking on Teams, click the "All teams" button towards the upper left corner of the screen. You will now see a screen that shows all the teams you are a member of, if any.
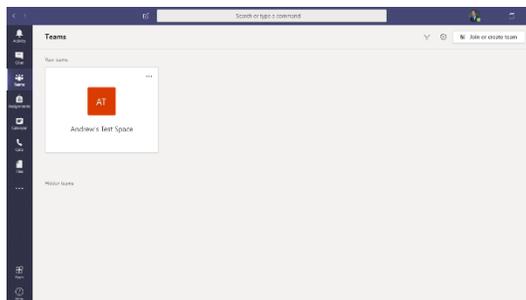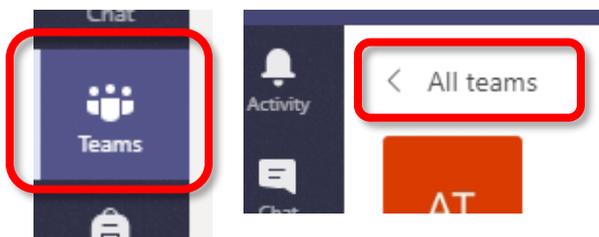

3. To create a new team, click the "Join or create team" button located in the upper right corner of the screen.
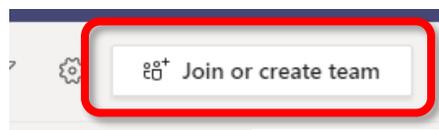

4. On the next screen, put your curser over the "Create a team" option and click the "Create team" button that appears.


5. After clicking Create team, you will be asked to select a team type. The class option is designed for faculty members who wish to make a team for their class. The staff option is designed for departments, committees, or other similar groups. The other option is designed for various student groups. All the types function the same, the difference is the layout and which options are automatically enabled.
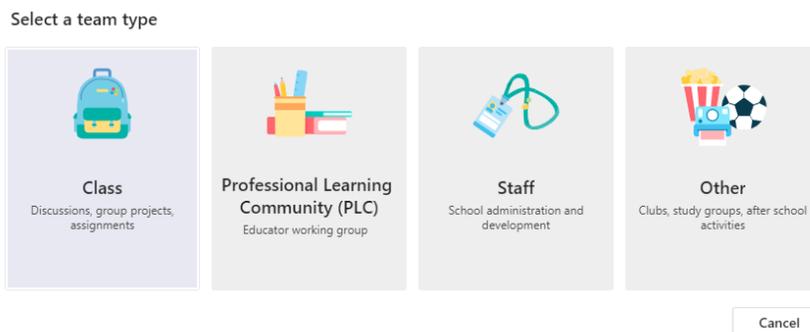
6. Enter a name and description for your team. For the privacy, select Private if you do not want other users to see what is in your team without being added first. Select Public if you want other users to be able to join your team without permission and see all the content. Click next when finished.
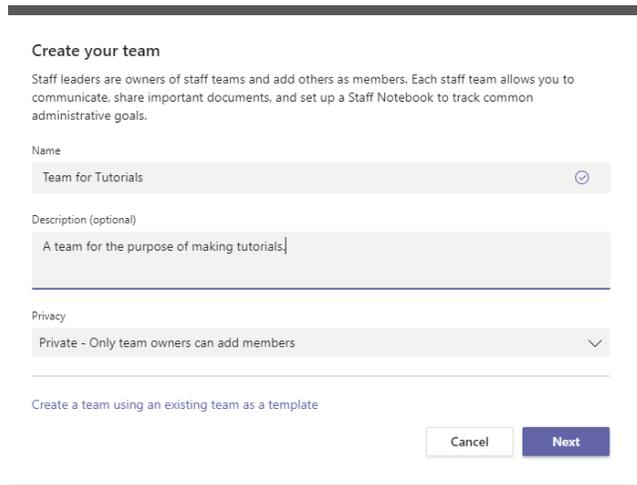

7. Add members to your team. If their name does not appear, you can enter their USF email address. When finished, click the add button. You will then have the option to make any of the users you added an "owner" which is like an admin. If there is nobody you would like to add at the moment, click the "Skip" button.

8. You will now see the main page for your team.

9. Under the chat box at the bottom of the screen you will see a number of options. They key ones are highlighted below
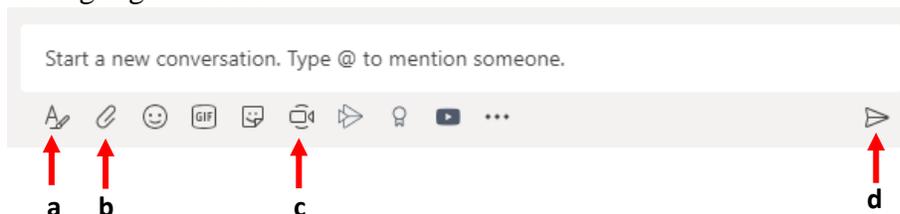
   a. Format the text you are sending
   b. Send an attachment (also see "files" tab)
   c. Start an audio/video call with the members
   d. Send button (or press Enter on the keyboard)

10. If you click on the Files tab at the top of the screen you will be brought to the SharePoint file storage area for your Team. Unless changed otherwise, everyone in your team will be able to edit these files. If your team is set to public, non-members will be able to view the files.

   a. You can create Microsoft files (Word, Powerpoint, Excel, etc.) by clicking the new button.

   b. You can upload files by clicking the upload button.
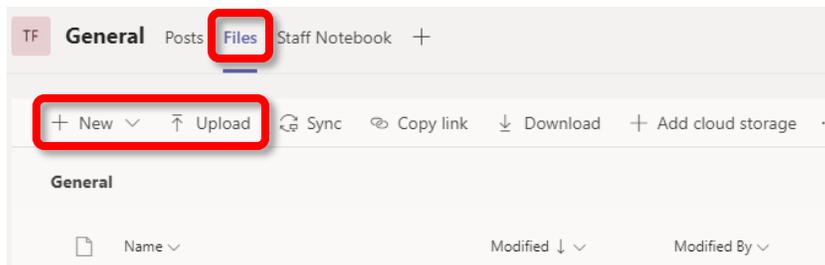
11. If your group has sub-groups (such as sub-committees), you can create a new channel for them within your Team. You can do this by locating your Team name on the left side of the screen, clicking on the tree dots next to the name, and select Add channel.
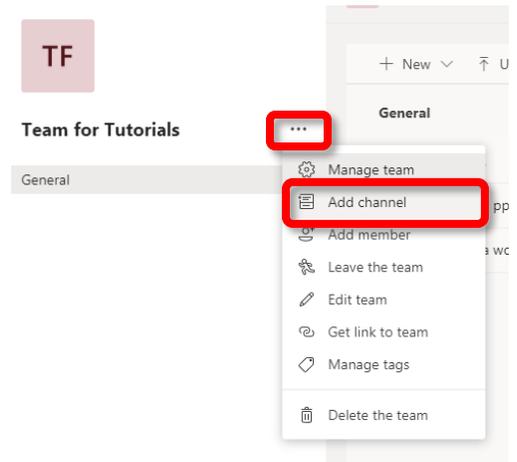
12. Enter a name for your channel (ex: fundraising committee), a description for your committee, and select whether you want everyone in your Team to have access or only select members. If you select to make the channel private, you will be prompted to invite Team members to join.

    a. Every channel you create will have their own Posts and Files sections.

13. To change membership or settings for the Team or for the channel within each team, hover your curser over the selection you want to change and press the three dots to open the menu. This is how you can change the name, edit members, or delete the space.

14. To return to the starting screen to view all teams that you are a member of or to create a new team, press the All teams button in the upper left corner of the screen.
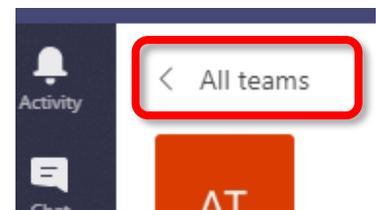
For further assistance or questions regarding teams, please submit a TSC ticket at techsupport.stfrancis.edu/Rept_Prob_Form and a representative will follow up as quickly as possible. If you require urgent assistance, please call the TSC at 815-768-TECH (8324) or ext. 8324 from any USF phone.