Moving to Microsoft Teams

Monthly team meetings will be held exclusively on Microsoft Teams, beginning July 2019. Each work area has been assigned their own Team. Here is what you need to know about accessing Teams, contributing to ongoing work, and joining meetings.

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Where to access Teams

• Click the Start menu (▦) and type "Teams".

• Locate and click on the icon for the Teams program ([T⋮⋮]).

• To include Teams in your main menu, right-click on the Teams icon and click "Pin to Start".

• To add Teams to the taskbar at the bottom of your screen, right-click on the Teams icon, click "More" and then click "Pin to taskbar."

If you do not have Teams installed, please inform your project director, then ask your local IT to install Teams.

How Teams helps with ongoing work

Each Team manages their work using Channels. There is a General channel for announcements, and a Discussion channel for all other communications. As new projects are assigned, you are encouraged to create a new Channel for that project. Channels will be your go-to place for discussions, chat sessions, meetings, and file repositories. When a Channel is no longer needed, your team lead can delete the Channel: this will remove all chat sessions, but recorded meetings will still be available from Microsoft Streams.

How to create a new Channel

To create a new channel, find your Team in the Team list, click the More Options button (…) and then click "Add channel."

Where to hold meetings

All previous meetings have been cancelled and replaced with invitations to Teams meetings. To see your upcoming meetings for the next week, click the Meetings icon on the left side of the app. You can then click a specific meeting to get details about it.

Joining a meeting in Teams

• You can join a Teams meeting with a link: when you open the link, it will open Teams automatically.