BYU
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Computer Science and Engineering Department

Get Going with Microsoft Teams

I. OBJECTIVES

» Understand what Microsoft Teams is.

» Understand how to connect to Teams.

» Understand Teams etiquette.

Teams is a team communication service that we'll be using for this class. It's like a chat room, but with a lot of extra features that make it ideal for software teams. Many major organizations use Microsoft Teams for their team communications.

The instructor will set up a Teams organization for this course, and provide instructions about accessing it. You are encouraged to download the desktop application but may also download the mobile application to stay more connected. [Download Microsoft Teams](#). If, after downloading Teams and logging in with you BYU-Idaho email, you do not see the team for your class, please contact your instructor with your byui email.

II. TEAMS CHANNELS

Communication in Teams is divided into channels. Most of our class-wide communication will happen in the General channel.

Once teams have been established, private team channels will be created for each team to use.

In addition, you can send direct messages to your instructor (or to other students). In fact, if you have a pressing question about something, you can often get a response faster by sending a direct message to the instructor on Teams than by emailing. Teams is also very nice for calling people or groups with audio and video.

III. TEAMS ETIQUETTE

It's important to be professional in your online communications. Aside from the standard guidelines of not using ALL-CAPS TO COMMUNICATE and speaking respectfully, you should be aware of [Teams-specific etiquette](#).