

Advice for starting a Team:

- Find a champion or champions in your department who are willing to encourage others to use Teams. This will help get more people involved.
- Teams helps us reduce the amount of emails we receive.
- Box will eventually be retired and we will all move to OneDrive (no date for this yet). We should start thinking about organizing regularly used documents in OneDrive which can be connected to any Team.
- Create an MS Teams Help channel where team members can ask questions about using Teams.
- Not everyone can add their calendar to Teams right now. Some staff are on an older email server and will need to wait to be migrated to a newer server before being able to add their Outlook calendar to Teams.
- Tags are a useful tool for communicating to specific working groups within your Team.
- Channel suggestions:
 - Accolades or Kudos: post congratulations to staff members who have received awards, accomplished a big task, etc.
 - Recurring Staff Meeting Channel: Add a channel for a staff meeting that you may have weekly or monthly. You can store all of your meeting notes and any follow-up comments here.

Organizing Your Team

- Download the Teams app through Office.com or in the Software Center on your desktop.
- Create a Team through the desktop app or Office.com. Go to “Teams”, “Join or Create Team”. Eva recommends the “Staff” type for Teams.
- Every Team starts with a “General” channel. Use this for general announcements for the entire team.
- Every channel within your Team starts with three sections: “Posts”, “Files”, and “Notes”. Use the plus sign to add a Planner, Excel file, website and more.
- You can create up to 200 additional channels within your Team and decide who can see that channel.
- Your Team can be public or private. You can also make Channels public or private. Once a channel is private, it cannot be made public. More info here: <https://support.microsoft.com/en-us/office/create-a-channel-in-teams-fda0b75e-5b90-4fb8-8857-7e102b014525>
- Any owner can create and manage tags.
- If the Team owner leaves the institution, the other owners will be able to continue to manage the Teams.
- You can schedule meetings in Teams. This seems easier to do through Outlook. You should have a “New Teams Meeting” icon in Outlook if you have downloaded Teams.