

# Microsoft Teams: Overview







## WHAT IS MICROSOFT TEAMS?

Microsoft Teams is part of Office 365 offered to all active WCU faculty and staff. Microsoft Teams is an online collaboration application that allows teams of colleagues to organize audio calls, video meetings, share files, and use the chat feature to collaborate and keep your Teams organized.




## ACCESS

- Access Teams from Microsoft Office 365 at <https://www.office.com/> and login with your WCU username & password.
- You can also download the desktop and mobile app for staying connected on the go.

## LEFT MENU BAR

- Watch this 2 min [Intro Video to Microsoft Teams](#).
-  Activity Feed: A summary of everything that's happened in your Teams channels.
-  Chat: Chat with anyone in your organization. Tap the pencil icon to start a new chat and search by email. You can chat with just one-person or start a group chat. You can also start an audio call, video call, and a screen session right from within the chat.
-  Teams: Access all of your Teams here. (See below for more details.)
-  Calendar: Events automatically import from your Outlook calendar. Tap the +New Meeting tab to schedule a Teams Meeting. Meeting features include sharing files, a collaborative notetaking area, and a whiteboard.
-  Files: See a list of your recent files, documents shared with you, and files from OneDrive.
-  More Apps: Add additional apps that connect directly with your Teams.

## TEAMS AND CHANNELS

- To create a Team: click *Teams > Join or Create a Team > Create a new team*.
- Watch this video on [how to create a channel](#) within your team. Every Team comes with a General channel found in the left pane.
- Team settings  (from the left pane) Add new channels, add or remove members, and additional Team settings.
- Channel settings: Hover over the channel to reveal and tap  . **\*\*Be sure your notifications are on. You must turn ON notifications for each channel separately.**
- Within each channel there are tabs across the top: Posts, Files, and a Notebook. To add additional tabs, choose the + sign.
-  Launch an instant meeting or schedule with all members of your Team. (See separate Quick Start Guide on [Microsoft Teams Meetings](#) for more details)

## ADVANCED RESOURCES

[Microsoft Teams Support Page](#)