Welcome to Microsoft Teams at MCC!

Teams lets you quickly pull together a team with people in your department or across the College, chat with others for quick answers, securely share and coauthor documents, and iterate on projects. Install both the desktop and mobile applications for the best experience. Microsoft Teams will be replacing Skype for Business which will be retired at the end of July 2021. In the interest of getting this new tool out to the College, we have limited support available. Teams that are created and not used may be deleted.

Some basic terms:

- Team is a collection of people such as a department or a committee.
- **Channels** are the collaboration spaces within a team where the actual work gets done. These are usually topically focused (Water cooler talk; General; Known Issues; Projects)
- Conversations are threads of discussion in a Channel

Getting started (on MCC-owned desktops/laptops):

For personal devices, go to <u>https://www.microsoft.com/en-us/microsoft-teams/download-app</u> to download.

1. LOG IN

- On your MCC Desktop type Software Center in the search bar.
- Click on Software Center as seen in Figure 1.





• From the list of applications - click on Microsoft Teams as seen in Figure 2

Applications	All	Required				
C Updates	Filter:	All	▼ Sort by:	Most recent	•	
🔁 Operating Systems						
Installation status						
Device compliance						
Options		Î				
	Shorto Systen	nRestart - R		Microsoft Teams Microsoft	Zoom Skype for Business Plugin	
			2001220041		5.2.4	

Figure 2

• Click on Install as seen in Figure 3

Applications > A	Application Details
	Microsoft Teams Published by Microsoft
	Install

Figure 3

• Type in Teams in the search box and click on Teams app icon to open as seen in Figure 4.



• Sign in using your full MCC account including @monroecc.edu as seen in Figure 5



Figure 5

• You may need to complete the MCC Network Login as seen in Figure 6

CC Network Lo	gin
ICC Email Address	
doe9@student.monroecc.edu	
ICC Network Password	
Password	
Submit	
Forgot Your Password? Alt. Blackboard Login Student Technology FAQs Technology Support	

Figure 6

In some cases, you need to pick between work or personal account as seen in Figure 7. Select work!



2. Navigating in Teams

Action/display items are selected from the left-hand side of your display. The teams you are a member of will also display to the right of these icons (activity, chat, teams, files). At the bottom you can Join or Create a team as seen in Figure 8.

Activity displays a running log of posts in channels.	L Activity	Teams	7
Chat allows you to search for a person or persons and chat privately.	Chat	Your teams	
Teams will display all teams you are a member of.	Files		
Files will display recently uploaded/created/edited files within Teams.			
Three dots – more options!	Apps		
	? Help	ະຕ້ Join or create a team	ŝ

Figure 8

3. Creating a Team

Anyone can create a team but **we strongly suggest** that departments assign one person to create a team for their area and to manage creation of channels so that you don't duplicate efforts. Technical support is limited to our tech tips, some basic question/answer, and if all else fails – wholesale deletion of your team so you can start over! We are learning this new tool too!

- Click on Join or create a team as seen in Figure 9.
- Then click on Create team. For the most part you will want to select Staff as type of team.
- Then complete the form that pops up you will need a name and description for your team.
- Select private to control membership of your team.



Figure 9

4. Growing your Team

GT Get to know Teams	•••	
	🚿 Hide	ADD MEMBERS
	 Manage team Add channel Add member Leave the team Edit team Get link to team Manage tags 	 Click on add member and start typing in a person's email in the box—for MCC employees, you will see a listing to select from. Click on the name. Once you have completed your list, click
	n Delete the team	on the ADD button.

Figure 10

Once your team is created, you can add members and channels. Options are visible by clicking on the 3 dots next to the team name as seen in Figure 10.

ADD A CHANNEL

All teams will automatically have a General Channel as seen in Figure 11. We recommend you start with a "Water cooler talk (chit chat) channel" for general conversations and questions about teams.

GT	Get to know Teams	
	General	

Figure 11

- Click on Add Channel you will need a channel name and description.
- You may want to select that the channel automatically displays before you click Add as seen in Figure 12.

Create a channel for "Get to know Teams" team	
Channel name	
Water cooler talk (chit chat)	\odot
Description (optional)	
Greetings and other socially kind of stuff. NO real work stuff.	
Privacy	
Standard - Accessible to everyone on the team	\sim 1
Automatically show this channel in everyone's channel list	
Cancel	Add

Figure 12

5. Working in Teams

You now have all the basic building blocks to get started in Teams.

A couple of tips:



• Teams are forever! You can delete your own post but the idea is to create a historical record that you can search.