

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 <https://www.microsoft.com/en-us/microsoft-teams/download-app> 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.

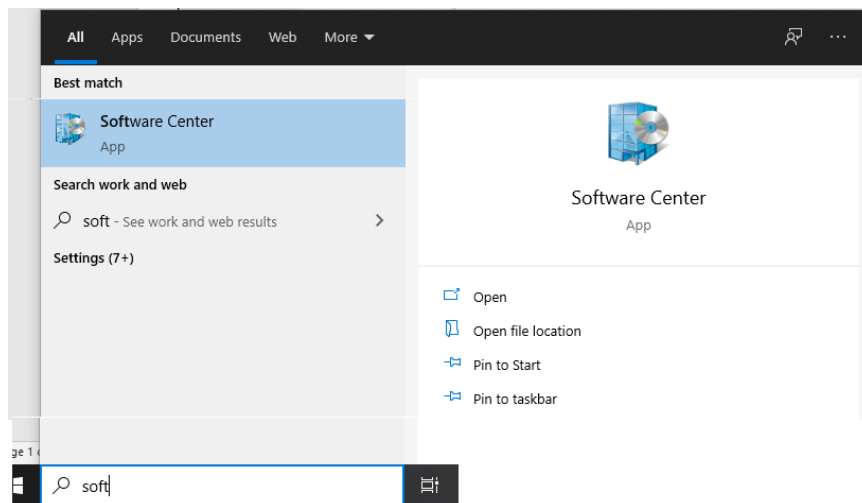


Figure 1

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

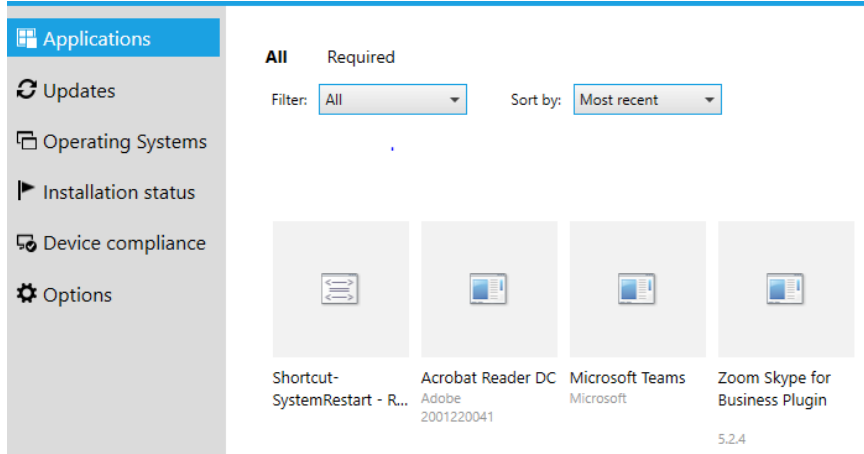


Figure 2

- Click on Install as seen in Figure 3

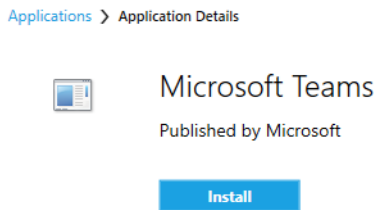


Figure 3

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

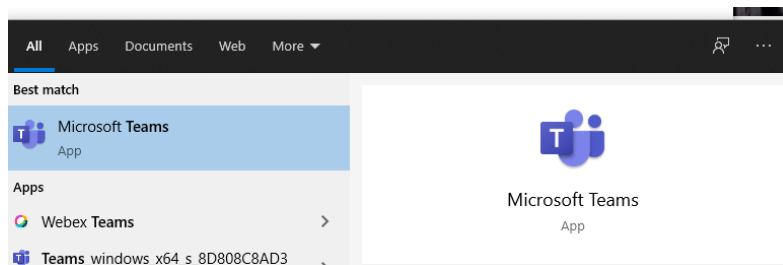


Figure 4

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

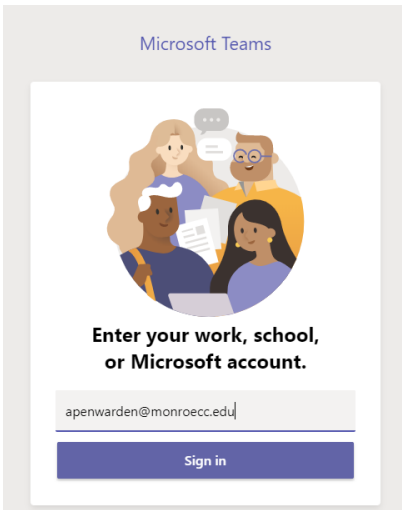


Figure 5

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

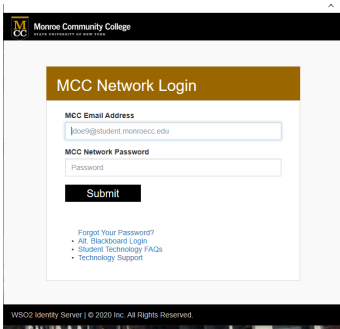


Figure 6

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

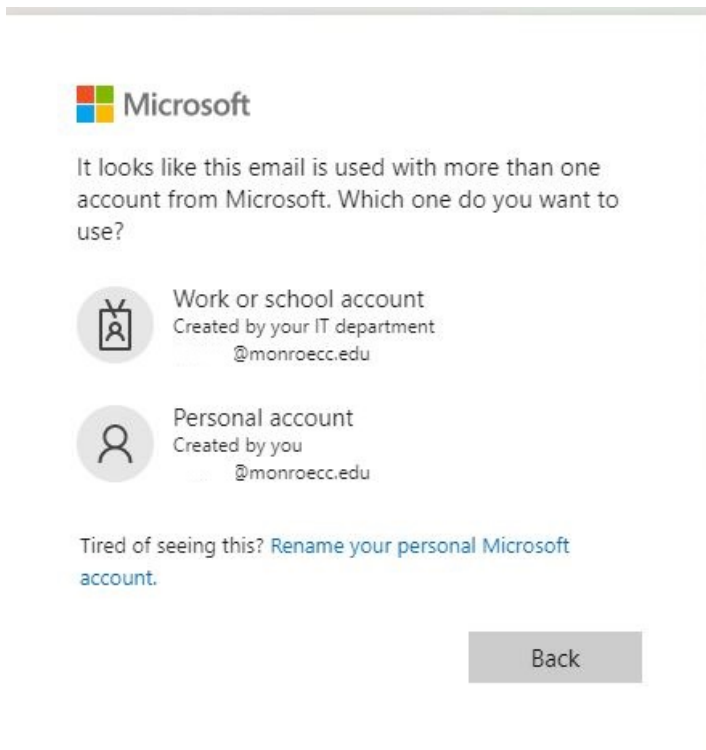


Figure 7

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.

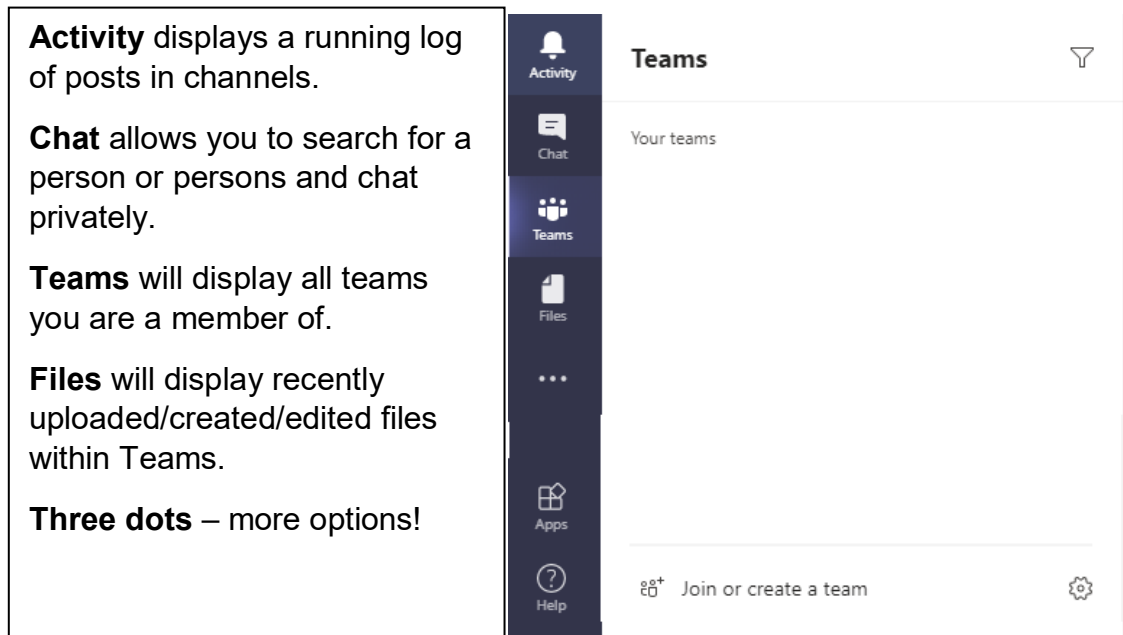


Figure 8

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.

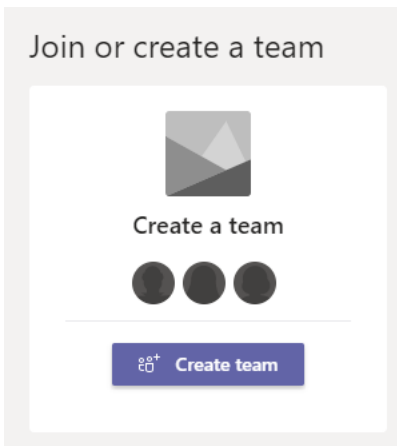


Figure 9

4. Growing your Team

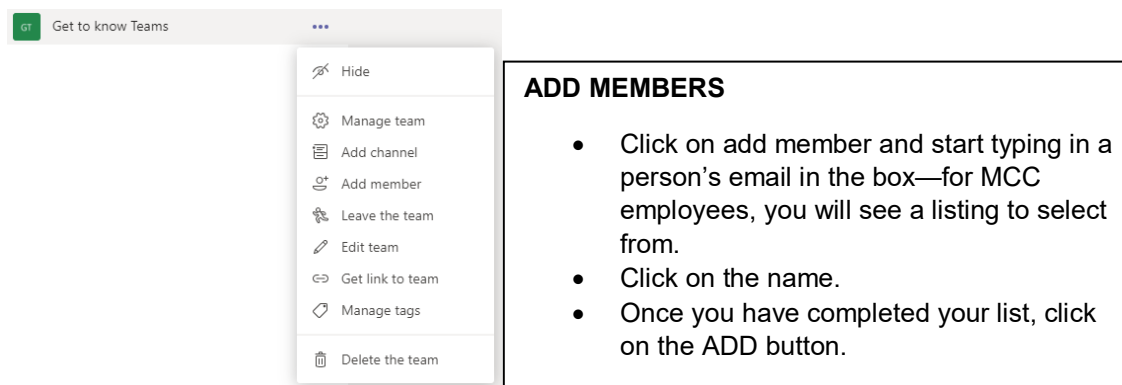


Figure 10

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.

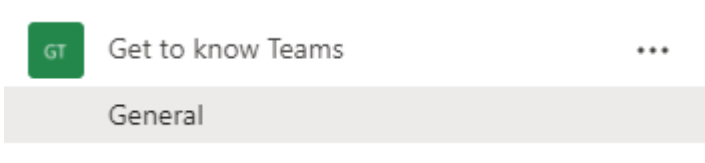





Figure 11

- 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) 

Description (optional)
Greetings and other socially kind of stuff. NO real work stuff.

Privacy
Standard - Accessible to everyone on the team  

Automatically show this channel in everyone's channel list

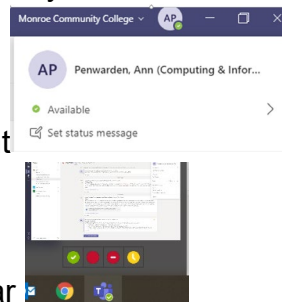
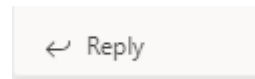
Figure 12

5. Working in Teams

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

A couple of tips:

- Channels are threaded discussions—hit REPLY to stay in the thread.
- Status – you can change your status at the top right



Or by hovering over the Teams icon in your task bar

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