



Microsoft Teams – Cheat Sheet



What is Microsoft Teams?

Microsoft Teams is a messaging platform for your group, team, or department. It provides a workspace for real-time collaborations and communication, meetings, file and app sharing, and even the occasional animated gif! All in one place, all in the open, all accessible to everyone.

Why should I use it?

- Unlike Skype for Business, your whole team can see the message history, which includes rich chat with text, audio, video, and file sharing
- Chat as a group or privately
- Store all your files, docs, and more in one place
- Collaborate in real time on documents and digital OneNote notebooks

How do I get a Team?

Log in and complete this form, <https://go.ku.edu/3wqLSb>, and you'll be notified when your team is created.

How do I access Teams?

Once your team is created and you have been given access, you can access it in the following ways.

From a browser:

- Log in to mycommunity.ku.edu with your KU Online ID and password, then from the app launcher, choose Teams.
- Go to <http://teams.microsoft.com> and log in with your KU Online ID and password.

Using the desktop software:

- Download Teams software to your desktop and/or mobile device. To download to your computer, use either of the browser login methods above, and select "Get app" in the lower left corner.

Using the mobile app:

- To download on your mobile device, go to your device's app store and look for "Teams" by Microsoft. Once downloaded to your computer and/or mobile device, log in by entering your KU Online ID followed by @ku.edu to be redirected to the KU login page.



Roles & Permissions

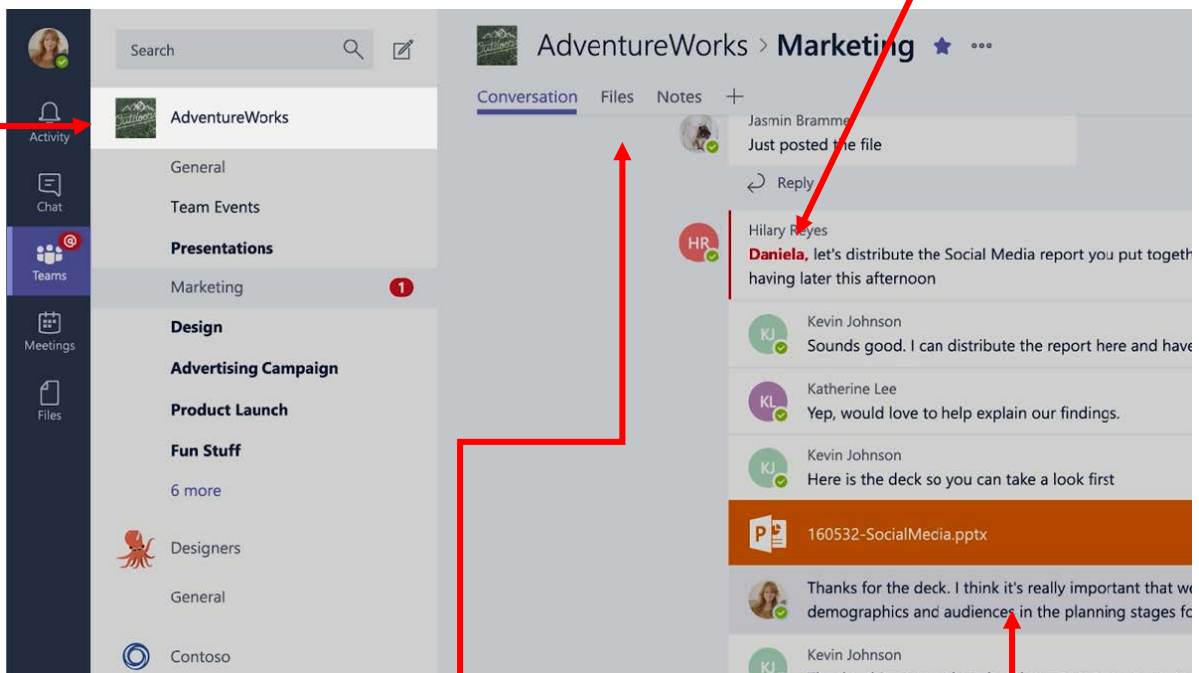
- **Owners:**
 - There can only be 10 owners per Team. Owners can:
 - Add new members and other owners
 - Manage Team settings, including enable/disable @Mentioning; allowing GIFs, stickers, memes, and moderation settings; rename the Team; delete the Team
- **Members:**
 - There can be 999 members per team
 - Members can add and edit channels

Teams & Channels

- **Teams** are the overall group of people working on a project. They can range in size from a small product team to a larger organization.
- Teams are made up of **Channels**, each covering a different topic. Every Team comes with a "General" channel, that cannot be deleted. Additional channels can be created. If many channels are created, only favorited Channels will show up in the left pane, other channels will show up if there is a notification for you. The remaining channels can be accessed by clicking "more."

Notifications

- If you want someone to see a message, mention them by including the @ symbol before their name (last name, first name).
- You can use the @ symbol before the Team name or Channel name to notify the entire Team or channel.



Private chat

- By selecting **Chat** along the left side, you can have private conversations with your teammates.

Tabs

- You automatically get a few tabs. Files that get uploaded will live in the **Files tab** and notes people add will live in the **Notes tab**.

Threaded Conversations & Collab. Space

- In channels you can reply directly to a message, keeping the discussion easy to follow.
- Use memes, stickers, emojis, and share files.