Office 365: Microsoft Teams
Introduction

Last Modified on 11/03/2020 11:32 am CST

A Few Items You Will Need to Know to Get Started on Microsoft Teams:

What is it?
Microsoft Teams is a collaboration application that assists your team or department in staying connected and organized from anywhere in the world. Microsoft Teams helps you keep track of conversations, store files, share calendars, and schedule video calls, to list just some of its capabilities.
Microsoft Teams Video Training: http://go.uwec.edu/teamstraining
Microsoft Teams Quick Start Guide: Microsoft Teams

How Do I Install Microsoft Teams?

UNIVERSITY RESOURCES: Please utilize Self Service or Software Center https://www.uwec.edu/kb/article/installing-software-on-office-computers/

PERSONAL COMPUTERS AND OTHER DEVICES: Log into http://teams.uwec.edu and download the client from the top-right menu.

How Do I get a Microsoft Teams?
To request a new Microsoft Teams for your department or a project you are working on, please contact our Help Desk at helpdesk@uwec.edu or 36-5711.

How Do I Manage A Microsoft Teams Meeting?

Schedule A Teams Meeting
Configure Teams Meeting Options
Configure Teams Meeting Roles

What is a Teams Channel?
Teams channels are dedicated work areas, organized by topics, subjects, projects, etc. They can contain chat conversations, files, links, tasks lists, calendars, etc and by default are available to all members of the Team.