



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

Microsoft Teams

Part 1: Teams Management

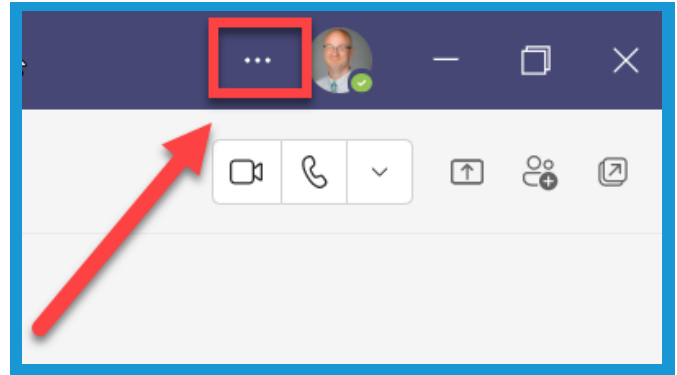
**Any questions or training request:
chad.jennings@uky.edu**

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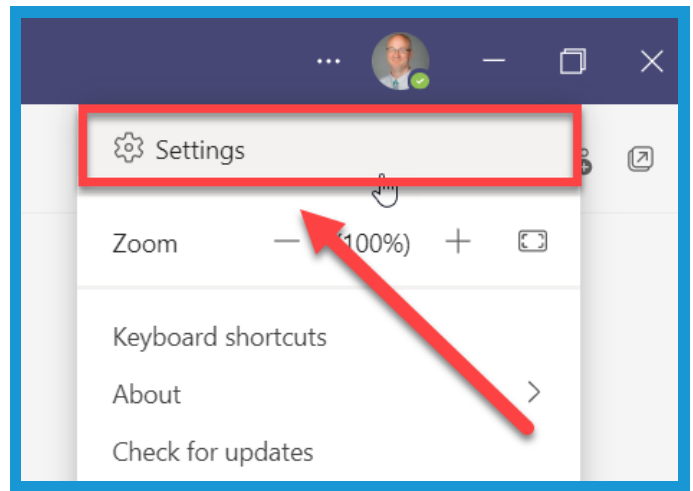
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Section 1: Turn On Notifications

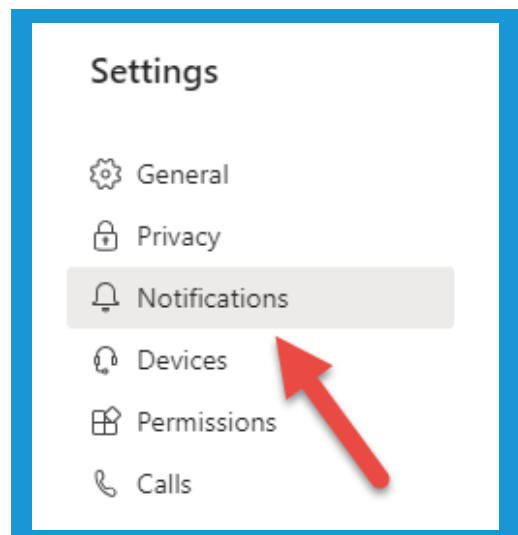
1. Select the **three dots** to the right of the **Profile button** in the upper right corner.



2. Click **Settings**.

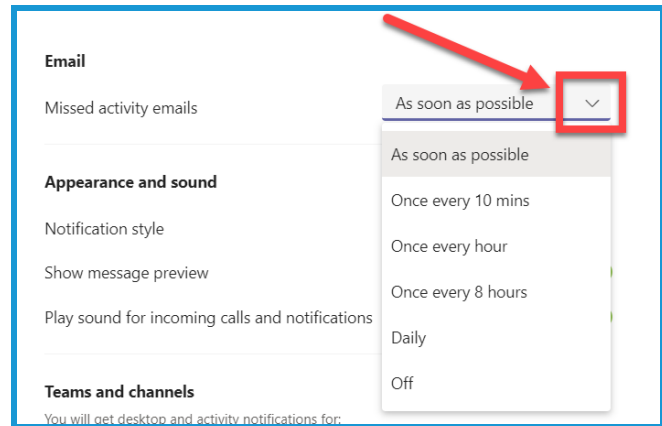


3. Click **Notifications**.

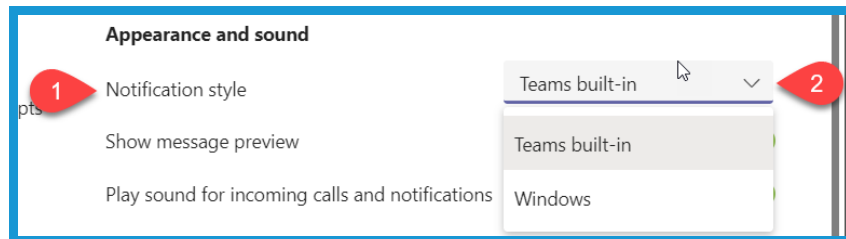


Section 1: Turn On Notifications

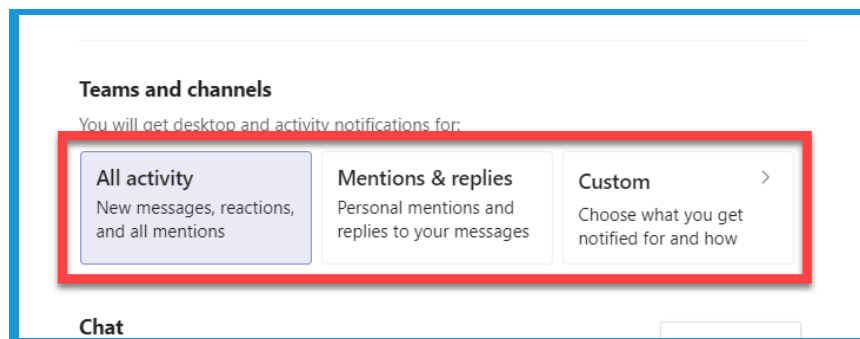
4. Click the dropdown under **Email**, and to the right of **Missed activity emails**. Determine when you want to be notified of tags or private chats messages that have been posted in Teams.



5. Click the dropdown under **Appearance and sound**, and to the right of **Notification Style**. Determine how you want to be notified. Teams built in when give you a box in the lower right corner of your screen. Windows will alert you through the Windows notification center



6. Under **Teams and channels**, decide what activity you would like to be notified about. **All activity** will ensure you do not miss any messages or feedback. **Mentions and replies** will only notify you to tags or when someone responds to a post you initiated. Select **Custom** to build your own notification options.

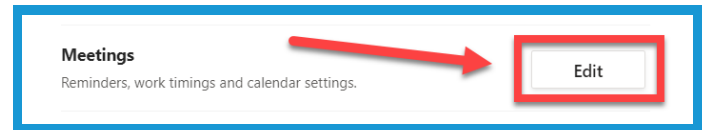


Section 1: Turn On Notifications

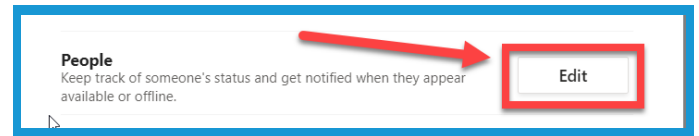
7. Click the **Edit button** to the right of **Chat** to modify how you are notified of activity in the chat area.



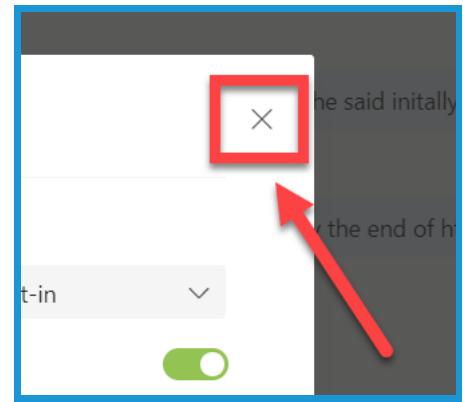
8. Click the **Edit button** to the right of **Meetings** to modify how you are notified of meeting and calendar alerts.



9. Click the **Edit button** to the right of **People** to add people you would like to be notified when they become available.

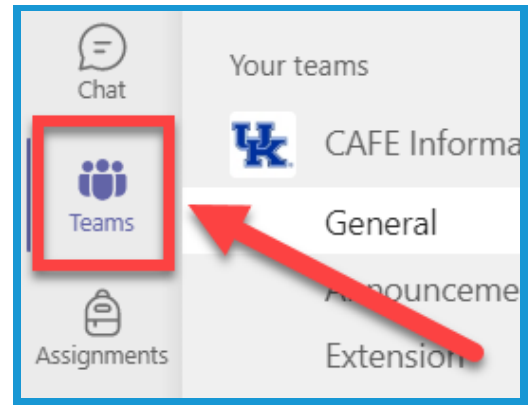


10. Click the **X** in the upper right corner of the Settings window when you have completed the updates. All changes are saved automatically.



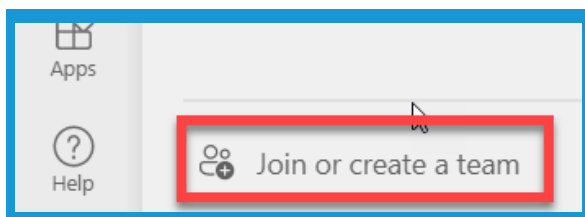
Section 2: Joining a Team With a Code

1. Select the **Teams** button on the right side of the Teams App.

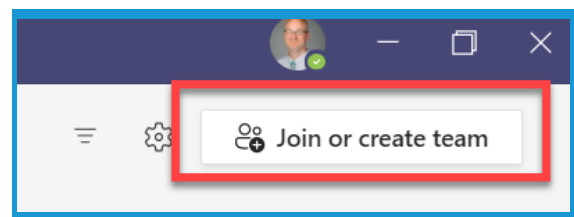


2. Select the **Join or Create a Team** button. Depending on which layout you are in, the location of this button changes.

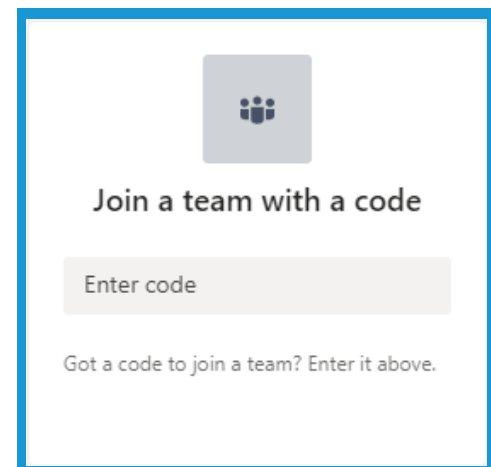
List View the button will be on **bottom left**.



Grid View the button will be in the upper right.

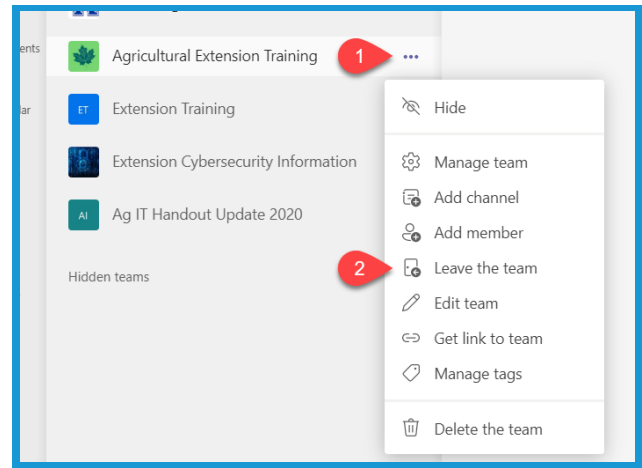


3. Enter in the provided **Team Code** in the **Code field**. Hit the **Enter key** to automatically join the Team.



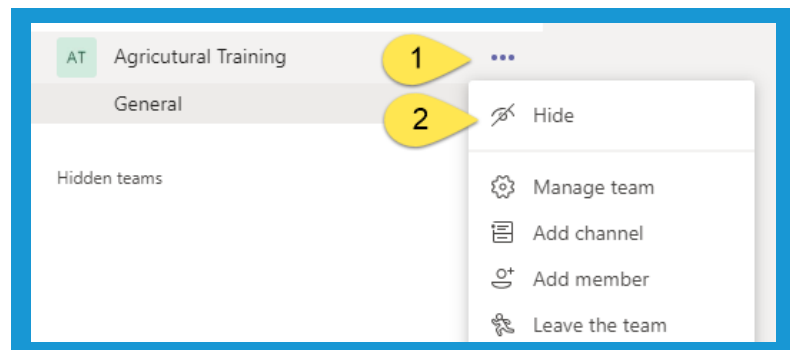
Section 3A: Basic Team Functions (Leaving a Team)

1. Click on the **three dots** to the **right** of the **Team name**.
Select **Leave the Team**.

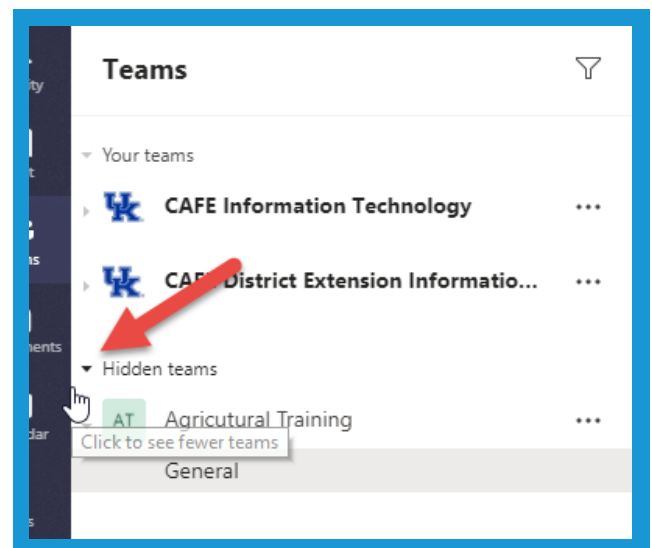


Section 3B: Basic Team Functions (Hiding a Team)

1. Click on the **three dots** to the **right** of the **Team name**.
Select **Hide**.

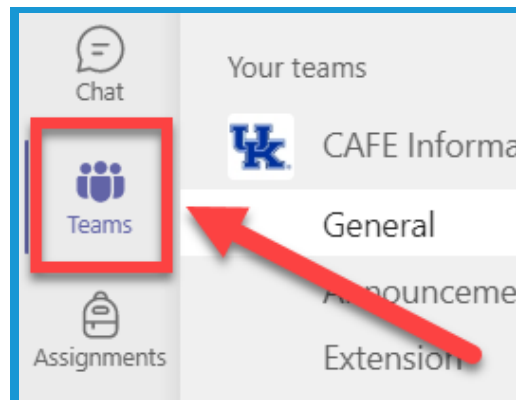


2. The Team will be moved to a **Hidden** category that can be **minimized** by clicking on the **arrow** to the **left**.



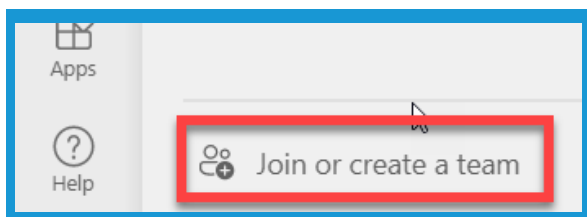
Section 4A: Creating a New Team

1. Click the **Teams** button in the **Navigation Pane** on the **left** side of the screen

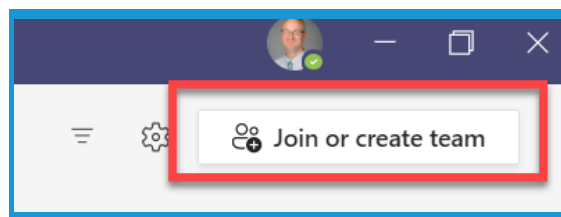


2. Select the **Join or Create a Team** button. Depending on which layout you are in, the location of this button changes.

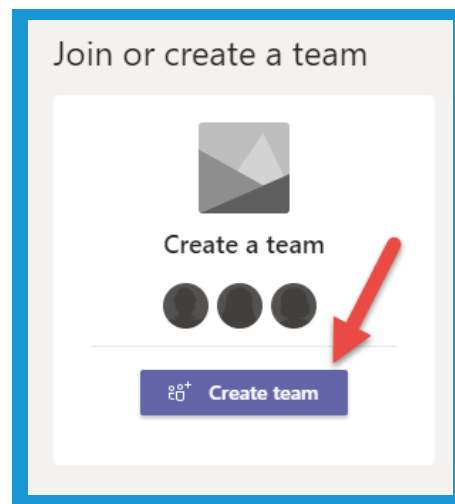
List View the button will be on **bottom left**.



Grid View the button will be in the upper right.

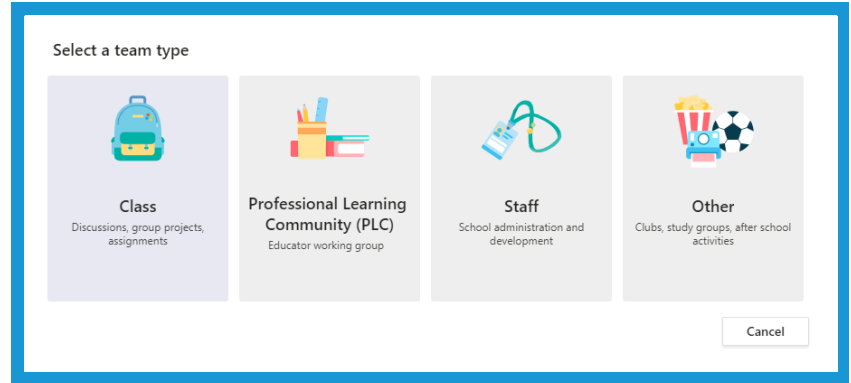


3. Click the **Create Team** button.

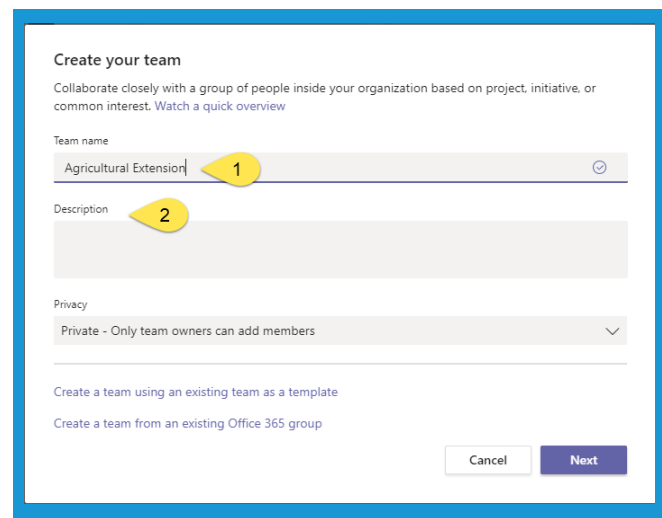


Section 4A: Creating a New Team

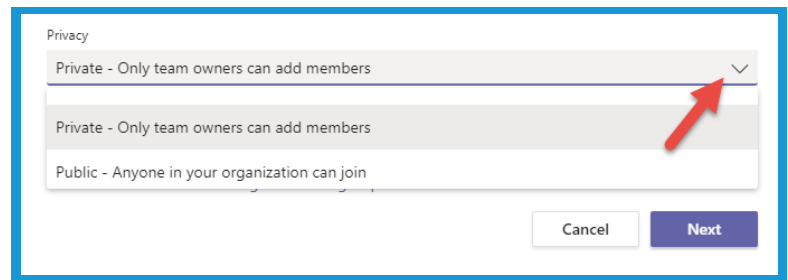
4. Select a **team type**. Teams types can impact how owners and members interact in a Team. To see the differences in these types please go to www.tinyurl.com/msteamtypes



5. Give your Team a **name (Required)** and a **description (Not Required)**.

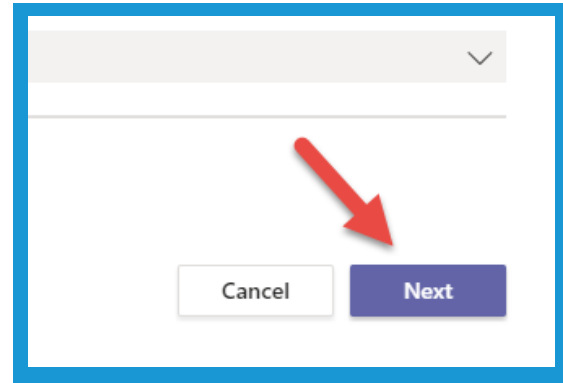


6. Under **Privacy**, click on the drop down menu to determine if you want your Team to be **Public** or **Private**. **Public** will allow **anyone** to join. **Private** will **require a code, invite or link**.

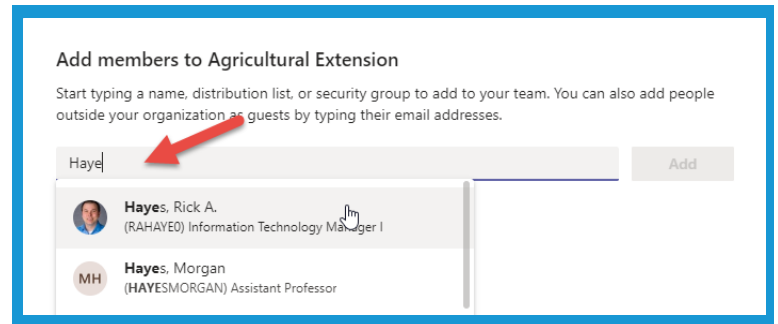


Section 4A: Creating a New Team

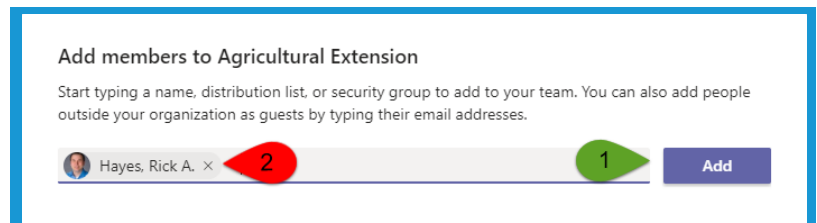
7. Click **Next** once all required fields are completed.



8. **Type** in the names of people you want to add to your **Team**. People **within UK** will **auto-populate**. Just **click** on the **name** once it appears. You can also type in existing groups to add multiple members simultaneously.

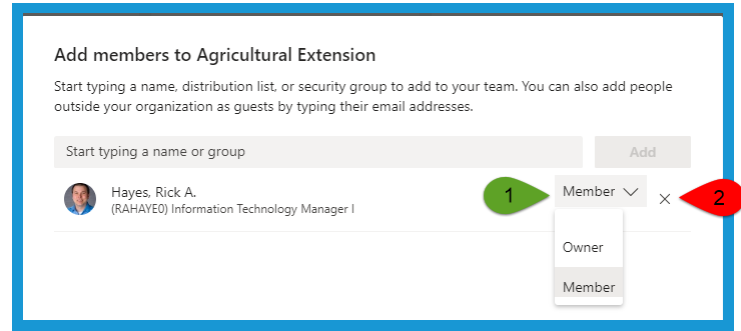


9. Click **Add** to place a person/persons to your **Team**. Click the **X** next to the person's name to delete if you accidentally clicked on the wrong name.

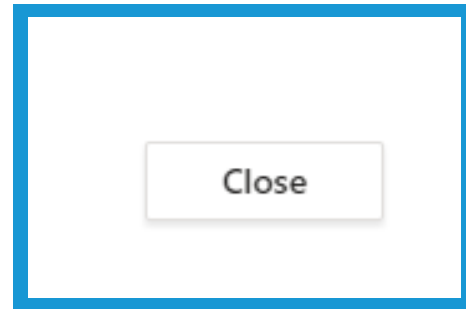


Section 4A: Creating a New Team

10. Click the **drop down menu** if you want to change the person from a **member** to an **owner**. Click the **X** to **remove** the person from the **Team**.

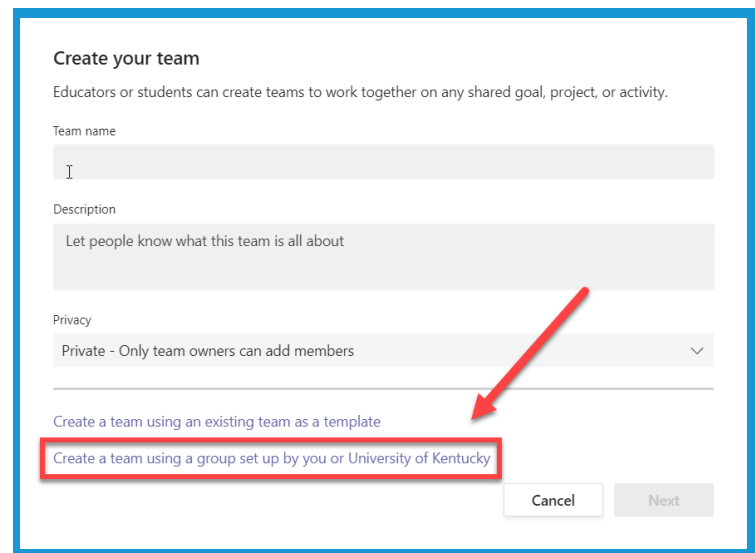


11. Click **Close** to **finish** the Team setup.



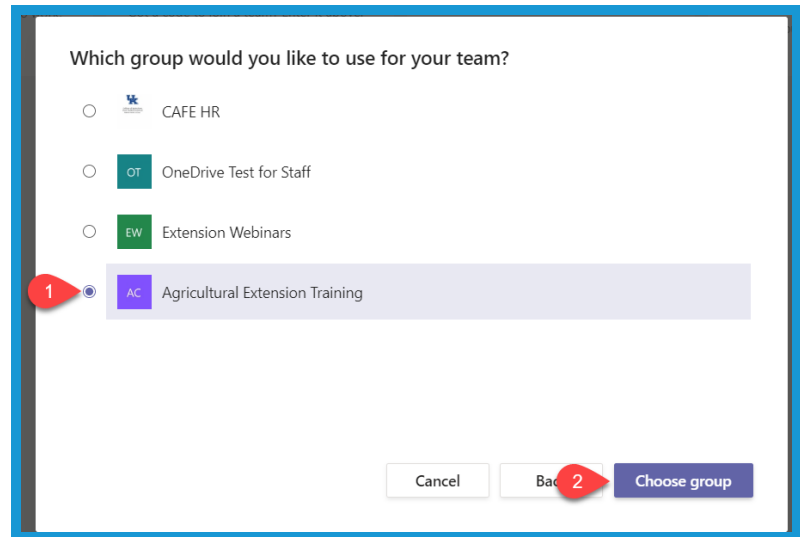
Section 4B: Creating a Team (Using an Existing Office 365 Group)

1. Repeat steps 1-4 in section 4A (Pages 6-7). On the **Create your team** window, click **Create a team using a group set up by you or University of Kentucky**.



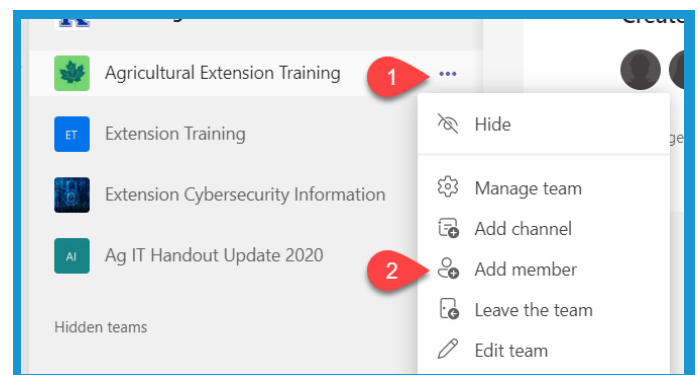
Section 4B: Creating a Team (Using an Existing Office 365 Group)

2. Select the **Office 365 Group**, then click **Choose group**.



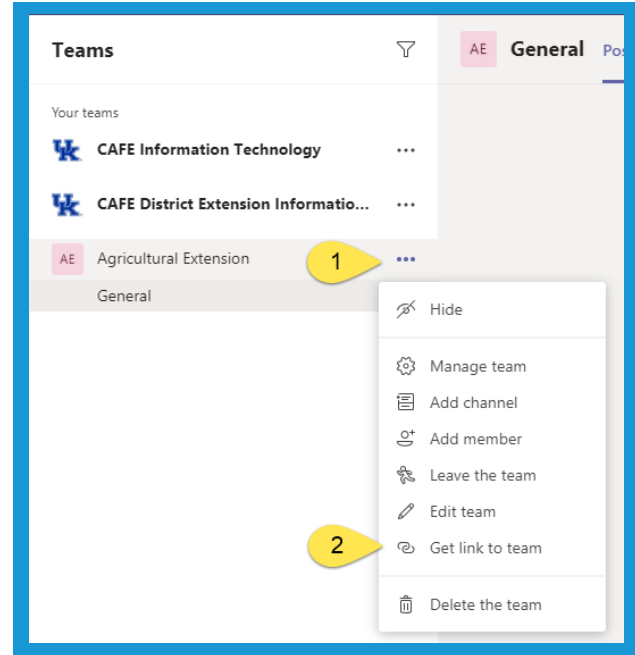
Section 5A: Adding Members (Traditional)

1. Click the **three dots** to the right of the **Team name**. Click **Add Members**. Repeat **Steps 7-10** in **Section 4**. (Page 9)

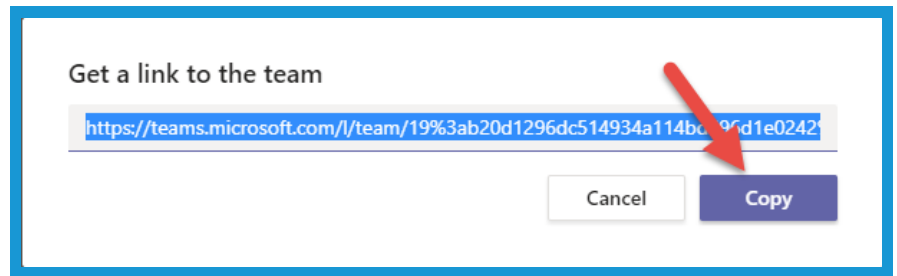


Section 5B: Adding Members (Using a Link)

1. Click the **three dots** to the **right** of the **Team name**. Click **Get link to team**.

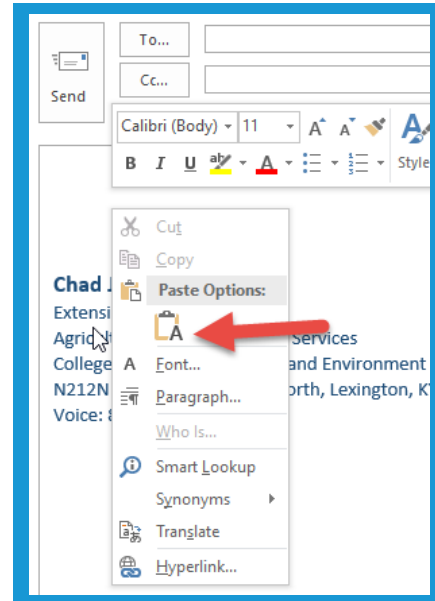


2. Click the **Copy** button.

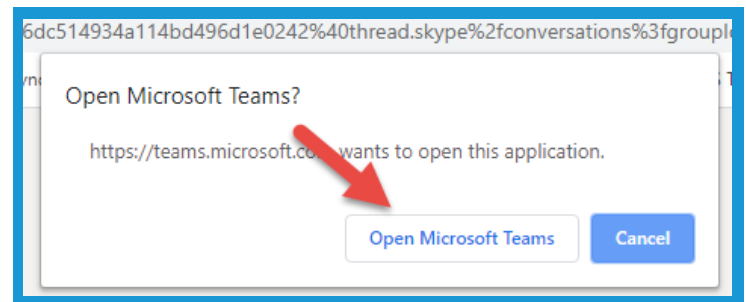


Section 5B: Adding Members (Using a Link)

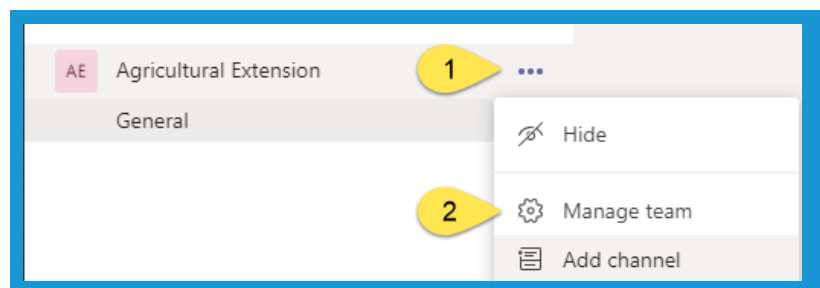
3. **Open a new message window. Right click and select Paste.** Send the message to the intended person.



4. **After member clicks the Link, a browser window will open.** They will need to click **Open Microsoft Teams**.

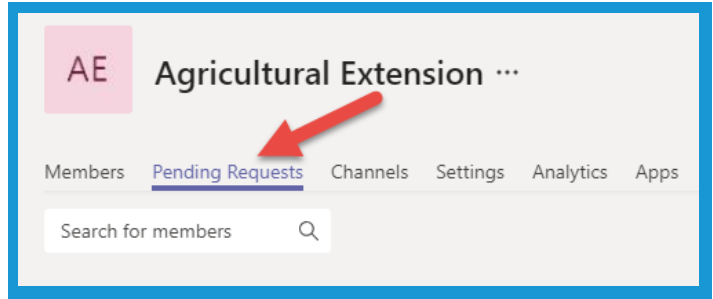


5. **After** the user clicks the link, the **Owner** needs to **click** on the **three dots** to the **right** of the **Team name**. Click **Manage Team**.

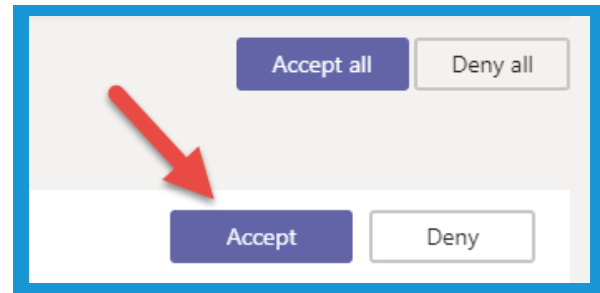


Section 5B: Adding Members (Using a Link)

6. Click **Pending Requests**.

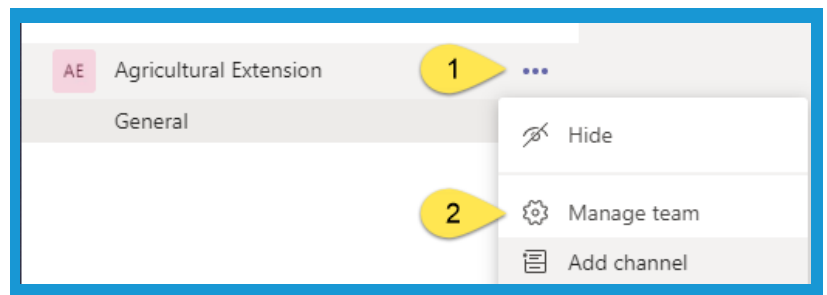


7. Click **Accept** to allow the member on the **Team**.



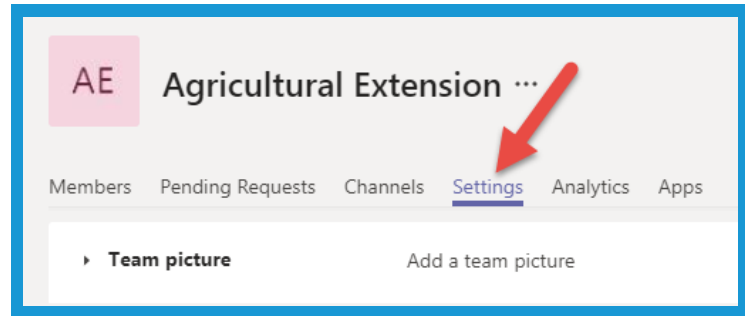
Section 5C: Adding Members (Creating a Code)

1. Click the **three dots** to the **right** of the **Team name**.
Select **Manage Team**.

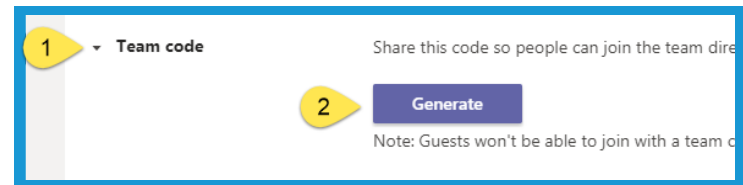


Section 5C: Adding Members (Creating a Code)

2. Click on **Settings** at the top of screen.



3. Click the **Team Code** drop down. Then click on **Generate**.

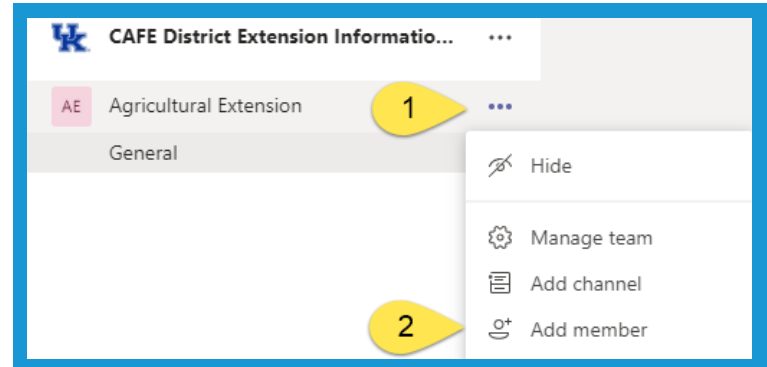


4. The code can then be **copied and pasted** and shared with users. The code can be used to **automatically** join a Team. (Section 2B, Step 1. Page 5.)

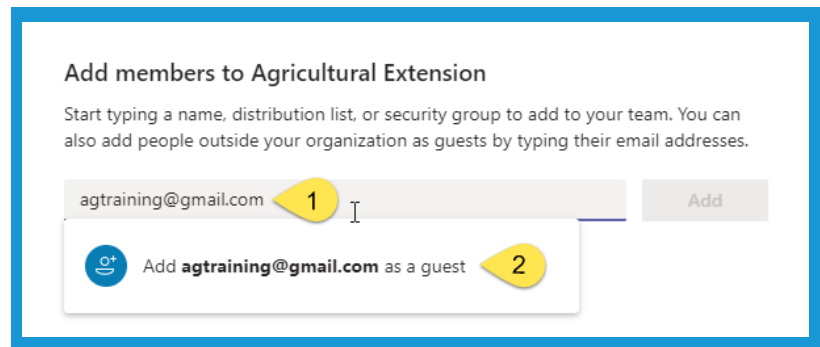


Section 5D: Adding Members (Guest Members)

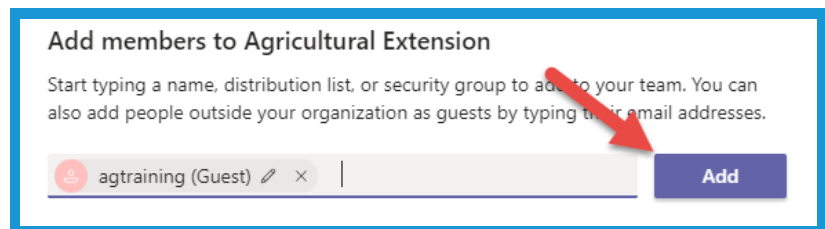
1. Click the **three dots** to the **right** of the **Team name**.
Click **Add Member**.



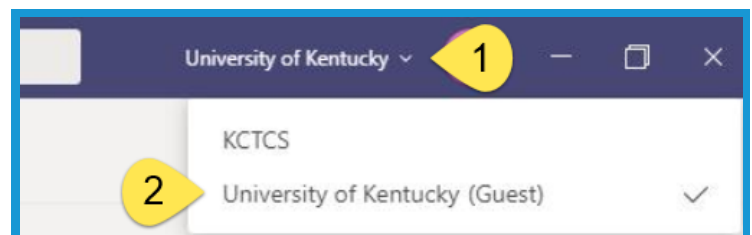
2. Enter the **person's email address**, then **click** on the **window that appears**. **The user will need a Microsoft Account**.



3. Click **Add** to **send** the user an **invitation**. The user will then need to follow the **prompts** in the **email** to **login** to **Teams**.

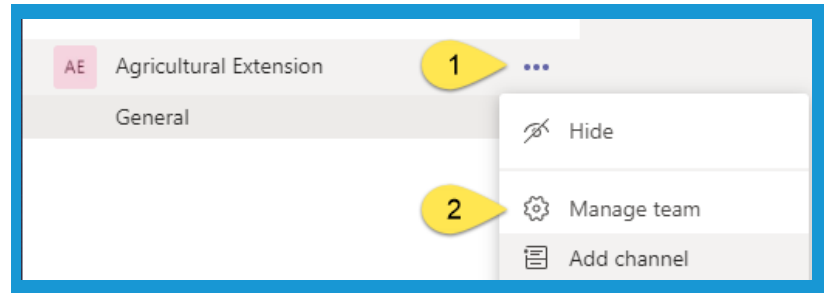


4. Guests can access the Team by clicking on the **drop down menu** in the **upper right corner** of their **desktop app** or **online version**. They will then need to select to **University of Kentucky** to access the Team. **Users will not receive alerts to activity unless they are in the guest window**.

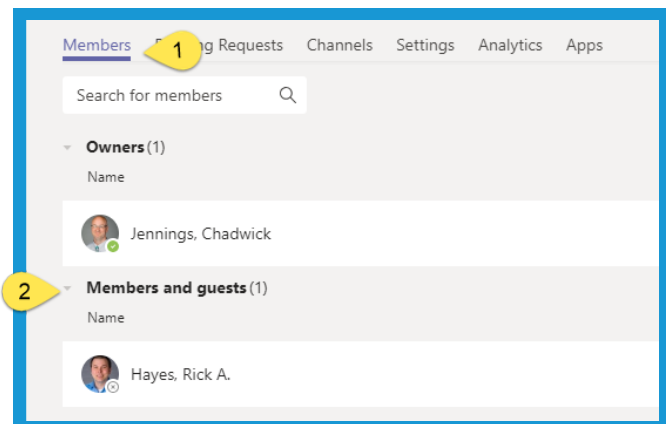


Section 6A: Managing Your Team (Removing Members and Changing Roles)

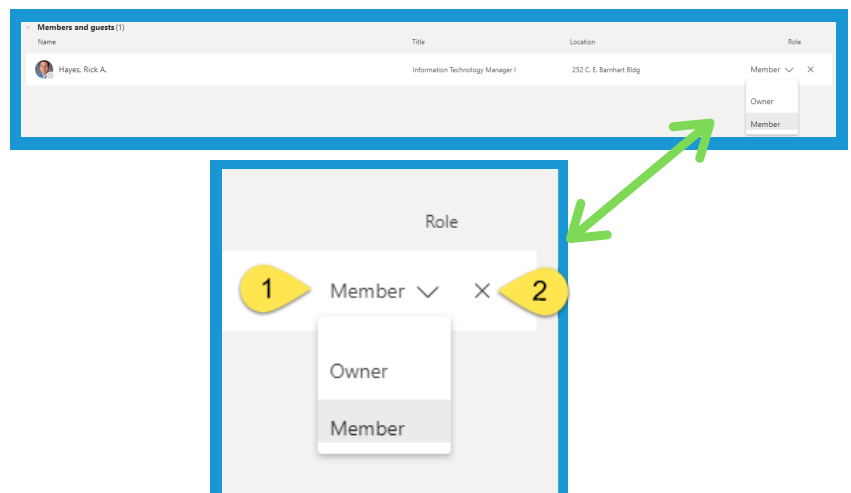
1. Click the **three dots** to the **right** of the **Team name**.
Select **Manage Team**.



2. Make sure **Members** is selected. Click on **Members and Guests** to display your Team.

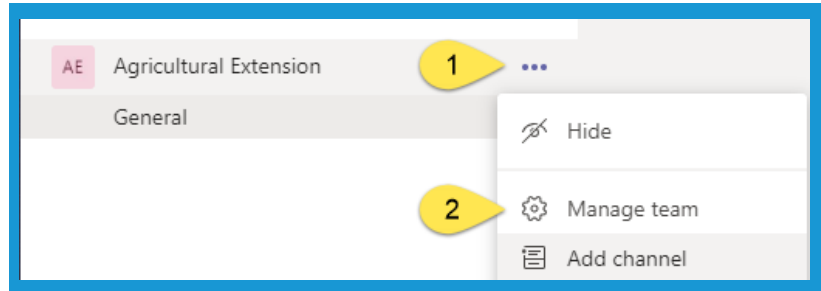


3. Click on the **drop down menu** to the **right** of the **member** to **change** them to an **owner**. Click on the **X** to **remove** them from a Team.

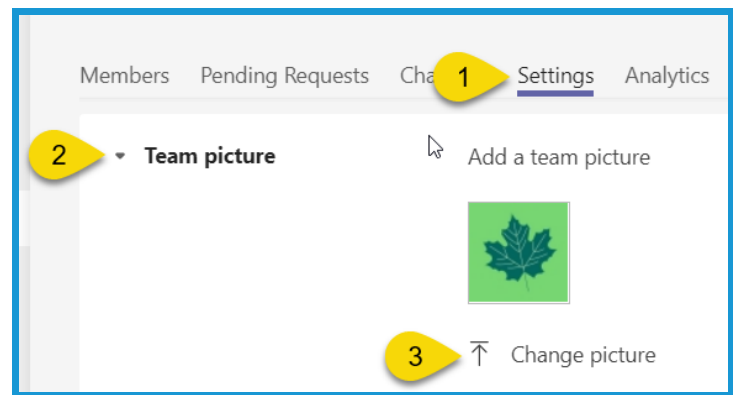


Section 6B: Managing Your Team (Team Picture and Permissions)

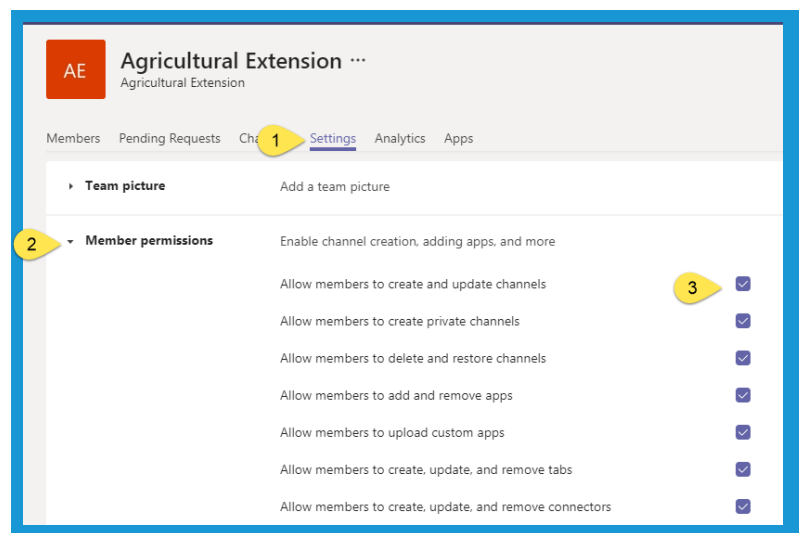
1. Click the **three dots** to the **right** of the **Team name**.
Select **Manage Team**.



2. Click on **Settings**, and select **Team Picture**. Then click **Change Picture** to upload an image for your Team.

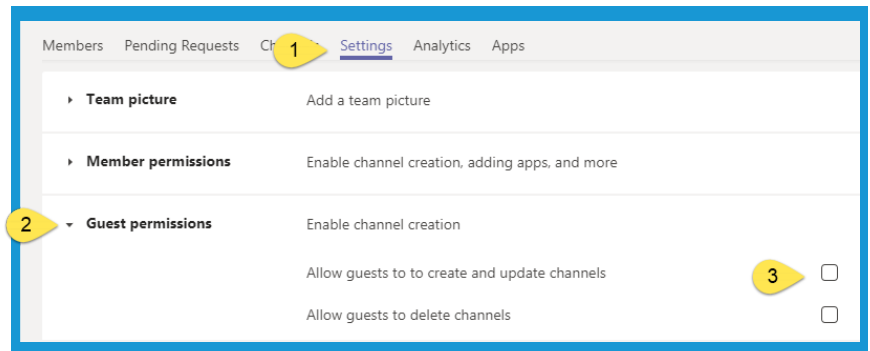


3. Under **Settings**, click on **Member permissions**. Click on the **check boxes** to **remove** certain capabilities of the members.



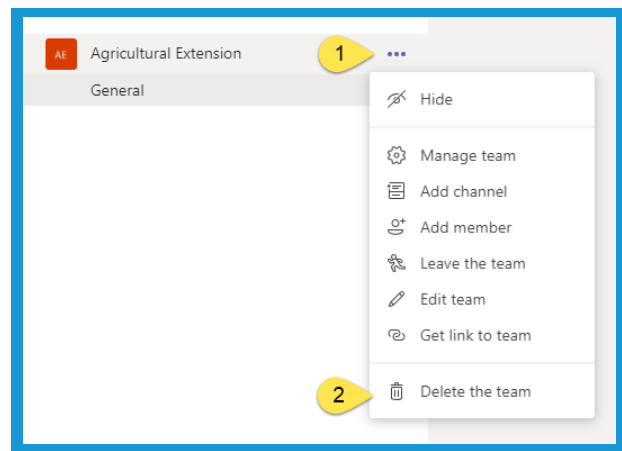
Section 6B: Managing Your Team (Team Picture and Permissions)

4. Under **Settings**, click on **Guest permissions**. Click on the **check boxes** to **add** certain capabilities of guest members.

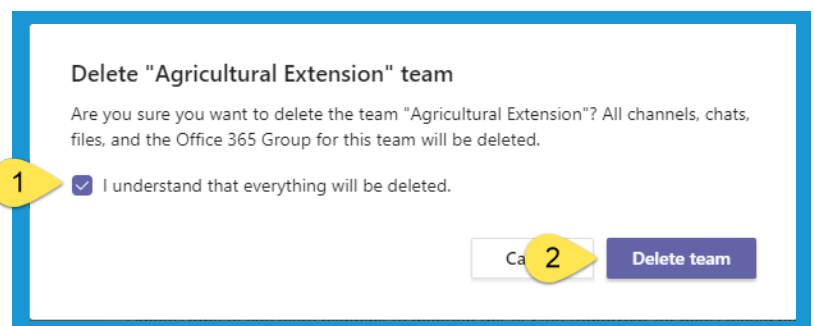


Section 6C: Managing Your Team (Delete a Team)

1. Click on the **three dots** to the **right** of the **team name**. Select **Delete the Team**.

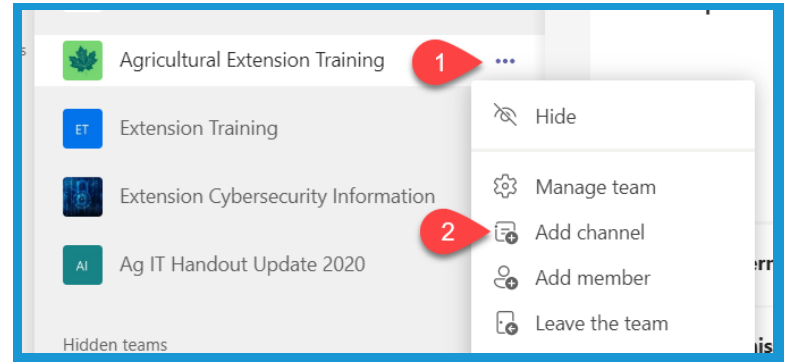


2. Click the **checkbox** to confirm you want to delete the team. Then click **Delete team**.



Section 7A: Creating a Channel

1. Click on the **three dots** to the **right of Team name**.
Select **Add Channel**.



2. Give your channel a **name**.
You can also give your channel an **optional description**.

Create a channel for "Agricultural Extension" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

3. Set the **Privacy level**. If **Private** is selected, you will need to choose what members of your Team can access the Channel. **Please note that Private Channels do not have the ability to record meetings or take meeting notes.**

Privacy

Standard - Accessible to everyone on the team

Standard - Accessible to everyone on the team

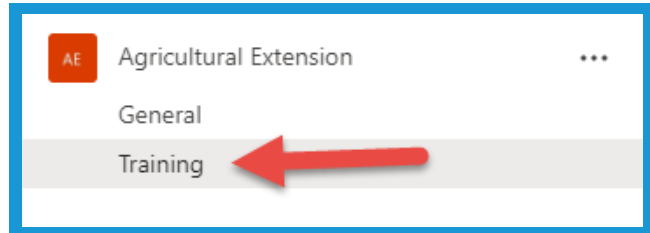
Private - Accessible only to a specific group of people within the team

4. Click **Add** to create your channel.



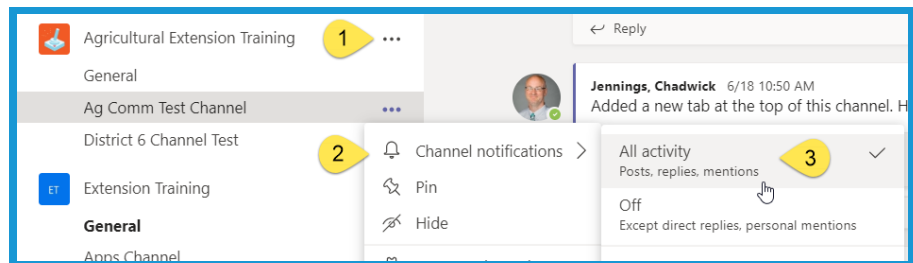
Section 7A: Creating a Channel

5. Your new channel will appear below the Team name.



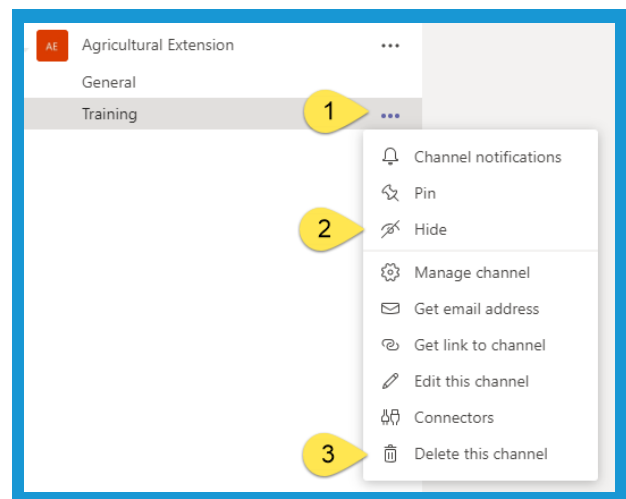
Section 7B: Channel Notifications

1. To turn on **Channel notifications**, click the **three dots** to the right of the channel. Place your mouse over **Channel Notifications**. Then **click on All activity**.



Section 7C: Hiding or Deleting a Channel

1. Click on the **three dots** to the **right** of the **channel name**. Click **Hide** to **minimize** the channel. Click **Delete this channel** to remove the channel entirely. Please note that a deletion of a channel **will not** lose the files. The files will still be stored on the **Teams SharePoint site**.





University of Kentucky
College of Agriculture,
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Cooperative Extension Service

Microsoft Teams

Part 1: Teams Management

**Any questions or training request:
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