

# Microsoft Teams


Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place, so your team has easy access to all the tools they need to work effectively. Share files, edit documents, take notes, schedule meetings, chat with the group all right in Teams.

Watch a video [Introducing Microsoft Teams](#):

Microsoft Teams provides the following features:

- **Chat and audio & video web conferencing with screen sharing:** Enjoy public and private conversations with your Teams and colleagues. Includes popular social features, such as adding emojis and custom memes to your discussion.
- **1TB OneDrive file storage:** Teams creates a SharePoint document library for each Channel in a Team to provide many options for working collaboratively. Beyond simply editing and sharing files, you can select a file and start a new Conversation about it which appears in your Team Channel Conversations tab so other members of your Team can view your comments and replies.
- **OneNote Notebook:** Organize and take notes for and with your Team in one central location.
- **SharePoint Team Site:** Create an internal website for your Team.
- **Microsoft Planner Plans:** Organize and manage projects within your Team.
- **Highly Customizable:** Every Team is unique with differing workflow methods and requirements. Microsoft Teams allows you to tailor your Team and Channels to meet each group's needs. Enable modules to provide updates and notifications from third-party services like BitBucket, GitHub, and Twitter, among others. Make accessing other Office 365 services such as Forms, OneNote, and Planner, just a click of a tab away.

## WHY WOULD YOU WANT TO USE MICROSOFT TEAMS?

| Staff  | Faculty  | Researchers  | Students   |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>• IM (instant message) and share files with your colleagues</li> <li>• Reduce travel between buildings /campuses by holding online meetings</li> <li>• Interview a job candidate remotely</li> <li>• Host a meeting or training with people in your office</li> <li>• Keep track of projects, including conversations, files, and plans using Microsoft Planner or Trello for task management</li> <li>• Store your procedural documentation in one place that is easily accessed by anyone on your Team</li> </ul> | <ul style="list-style-type: none"> <li>• IM (instant message) and share files with your colleagues</li> <li>• Hold online office hours for students</li> </ul> <div style="border: 1px solid orange; padding: 10px; margin: 10px 0;">  While Microsoft Teams does provide some learning management system (LMS) functionality, at this time, ITS does not recommend or support the use of Teams for Teaching &amp; Learning purposes. <a href="#">Blackboard</a> and <a href="#">Zoom</a> are the University's supported online course-delivery platforms.         </div> | <ul style="list-style-type: none"> <li>• IM (instant message) and share files with your colleagues</li> <li>• Orchestrate a grant funding submission, using chat, audio, video, and integrations with Microsoft Planner or Trello for task management and collaborative group file storage.</li> </ul> | <ul style="list-style-type: none"> <li>• IM (instant message) and share files with other students</li> <li>• Collaborate on group projects in a private workspace for chat, file collaboration, and online meetings that can instantly form.</li> <li>• Connect with professors and teaching assistants during office hours</li> <li>• Give a class presentation remotely</li> <li>• Hold office hours for a class where you are a teaching assistant</li> <li>• Interview remotely for a job</li> <li>• Build a platform for Student Clubs and Interest Groups</li> </ul> |

## WHO CAN USE TEAMS?

All UAlbany Faculty, Staff, and students can use Microsoft Teams to chat/IM, make video or voice calls, manage Teams Meetings, and create/use Teams within the service. External users may be granted access to be on a Team.

## HOW TO USE TEAMS


[Using Microsoft Teams](#)

### **Join the UAlbany Teams Community of Practice in Microsoft Teams**

This is a UAlbany-hosted Microsoft Teams *Team* of the people, for the people, and by the people! Chat with other members of the UAlbany Community about using Teams. Ask questions about others' experiences, share ideas, and discover best practices with Microsoft Teams.

[Click here to join this Team!](#)

## GET TEAMS APPS

 The Microsoft Teams desktop client is automatically installed on desktops connected to the UAlbany network.

[Install Microsoft Teams](#) (Windows, Mac, Linux, Android, and iOS)

## ACCESSIBILITY

Microsoft offers a unique set of accessibility features to efficiently navigate through Teams.

- [Accessibility Support for Microsoft Teams](#)
- [Keyboard Shortcuts for Microsoft Teams](#)
- [Using Teams with a screen reader](#)
- [Microsoft Disability Answer Desk](#)

The desktop or mobile app version of Microsoft Teams is recommended over the web version. The web version may be difficult to navigate with a screen reader.

## LIMITATIONS

[Microsoft Teams Limitations](#)

## NAMING OF TEAMS

[Naming of Microsoft Teams and Office 365 Groups](#)

## FREQUENTLY ASKED QUESTIONS

[Microsoft Teams FAQs](#)

### **Skype for Business has been upgraded to Microsoft Teams**

ITS upgraded Skype for Business to [Microsoft Teams](#) on June 1, 2020.

**What do I need to know about the switch from Skype for Business to Teams?**

Review Microsoft's [article comparing the two services here](#).

**Need more help? [Submit an ITS Service Desk Request.](#)**

