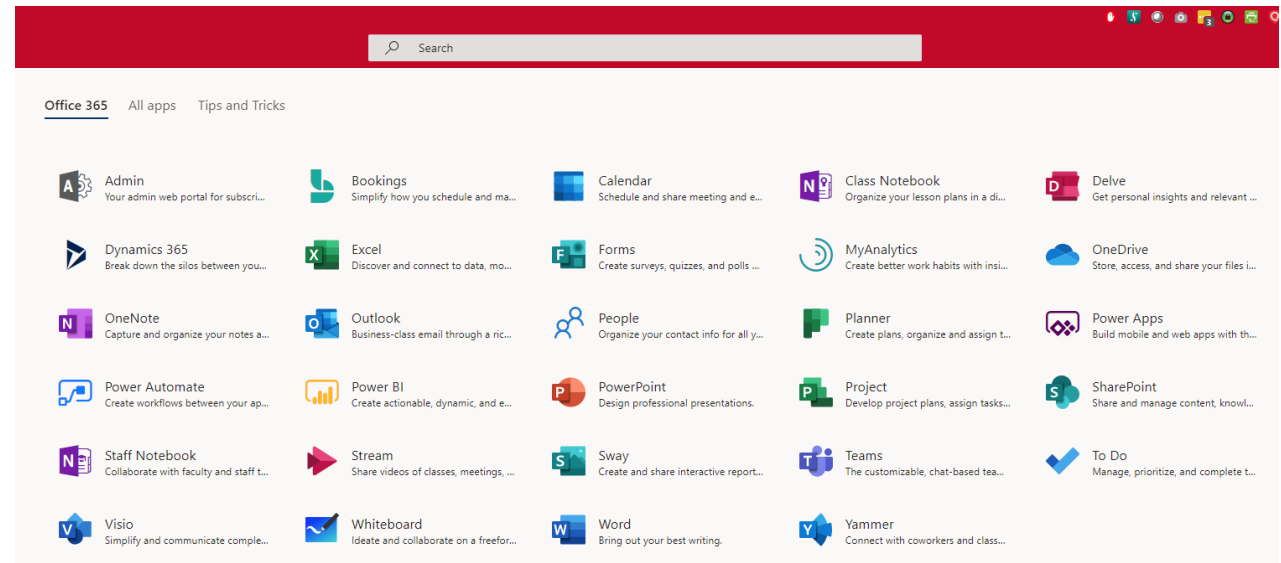


Introduction to Teams

**Jerry George and Lisa Speigel
Technology Services**

MICROSOFT 365 APPS

- Portal: office365.acadiau.ca
- Access to all applications, anywhere, and on any device
- Allows you to connect, share, and **collaborate** with anyone, on any device, with safe and secure **web** and **desktop** apps.
- You get a **free** subscription to the Microsoft Office suite on **up to 5 devices**.



TEAMS INFORMATION

Teams is a hub that lets you chat, have calls, meetings and collaborate on documents

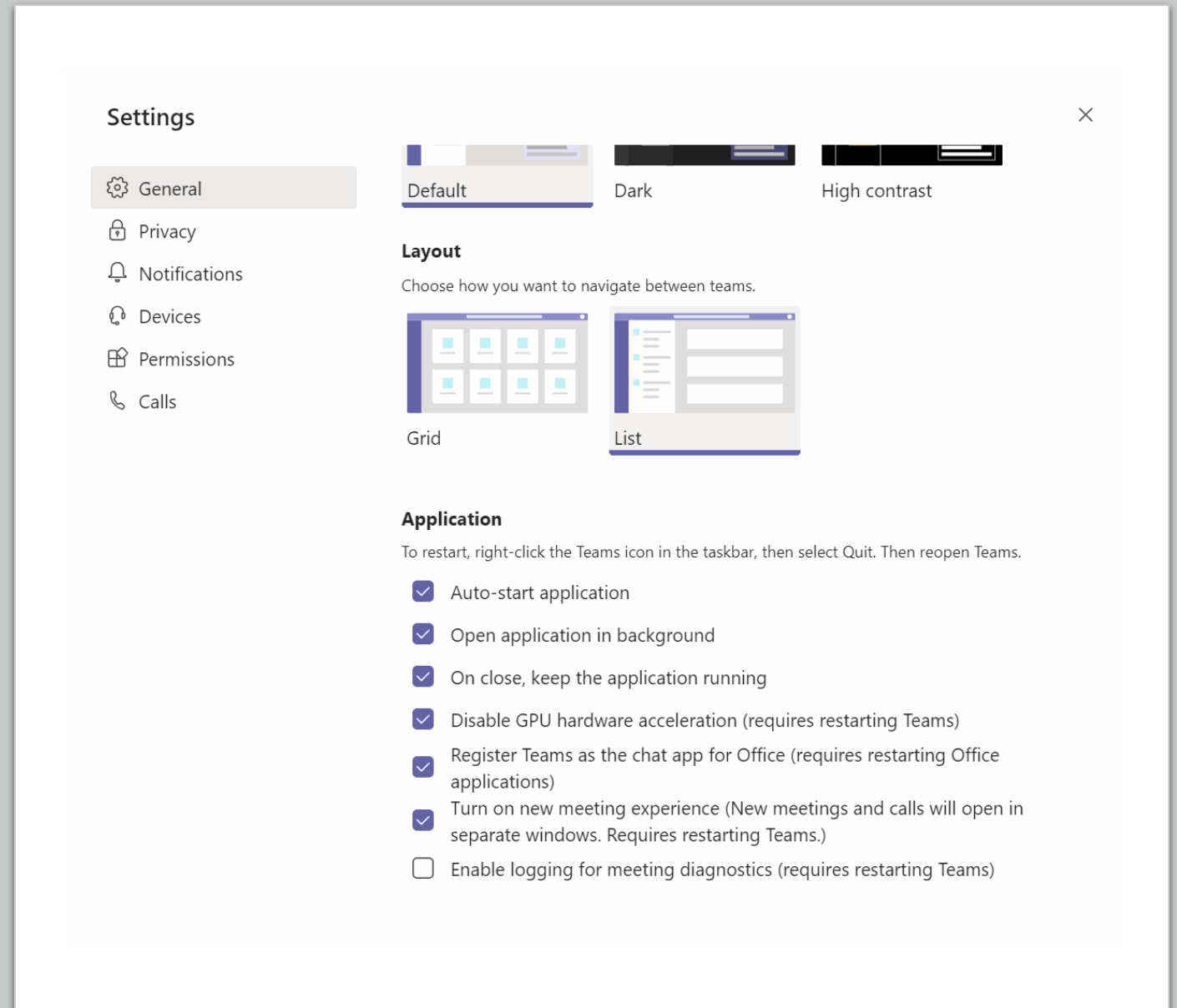
- Check out the HUB Service Portal for
 - [Teams How-To's](#)
 - [Quick Reference Student Guide](#)
 - [Technical Success with Teams](#)
 - [Teams Meeting Best Practices](#)

Download the desktop version

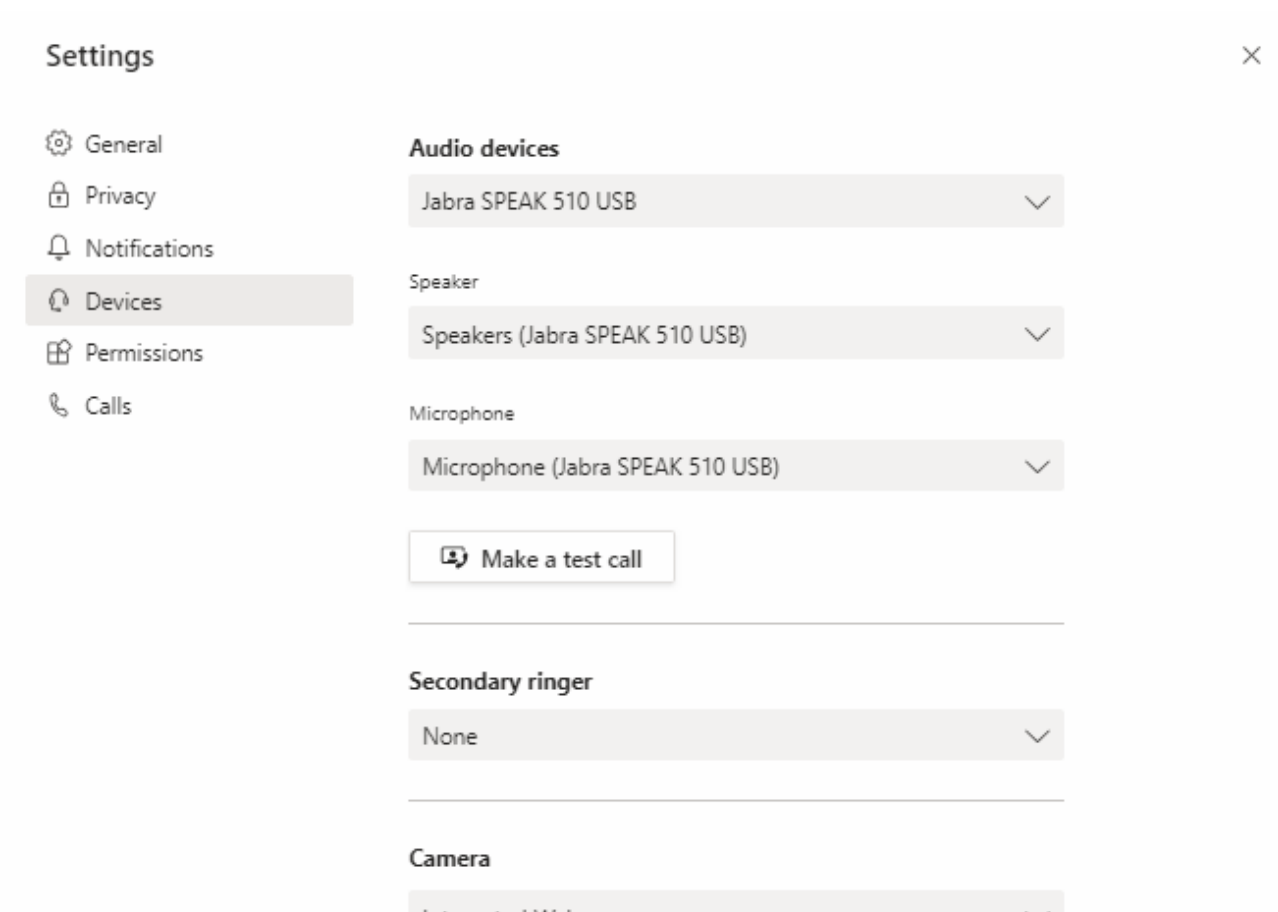


SETTINGS

- General
 - Layout
 - Teams Meeting Experience
- Notifications
 - Amplify or quiet the noise
- Devices
 - Set up your camera and microphone
- Calls
 - Set up your “voice mail”



SETTINGS - DEVICES



- Check your Audio and Camera devices

NOTIFICATIONS

OVERALL SETTINGS

Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Mentions

Personal mentions	Banner and email	▼
Channel mentions	Banner and email	▼
Team mentions	Banner and email	▼

Messages

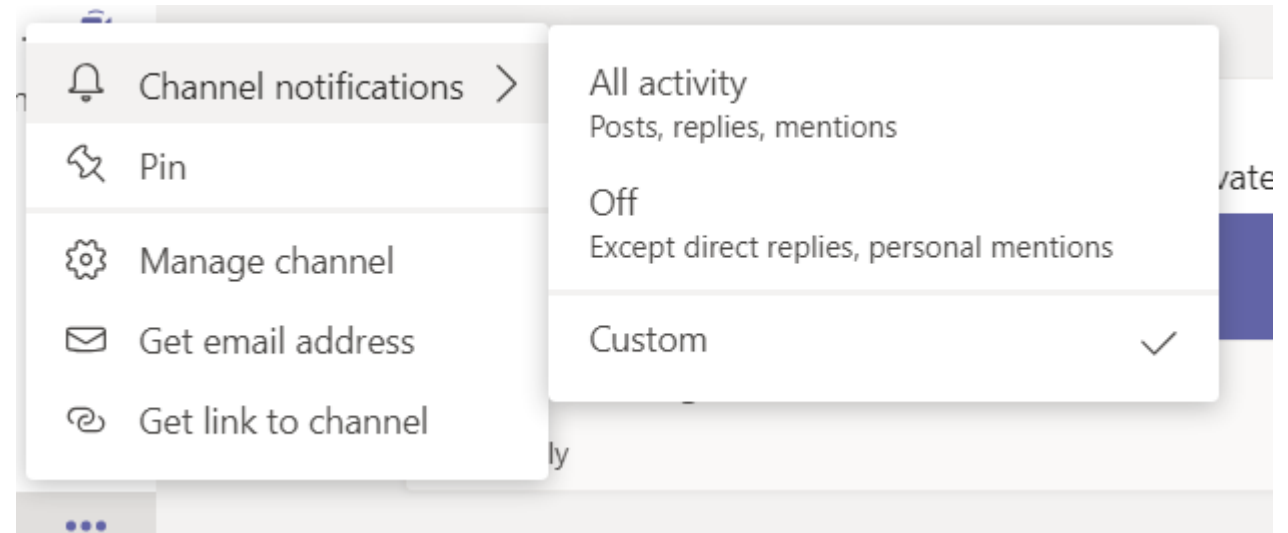
Chat messages	Banner	▼
Replies to conversations I started	Banner	▼
Replies to conversations I replied to	Banner	▼
Likes and reactions	Banner	▼
Followed channels	Banner	▼
Trending	Only show in feed	▼

Other

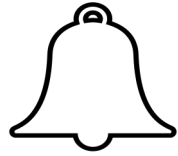
Team membership changes	Banner	▼
Team role changes	Banner	▼
Notification sounds	Call, mention and chat	▼
Missed activity emails	As soon as possible	▼

Highlights for you

CHANNEL SETTINGS



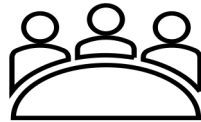
Navigation



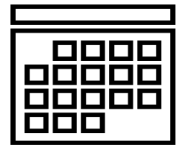
Activity & Notifications



Chat



Teams & Channels



Calendar



Activity



Chat



Teams



Calendar



Calls



Files



1

Activity

2

Chat

Teams

Calendar

Calls

Files

...

Teams

WT

Welcome To Acadia

...

General

Effortless Transition to Nova Scotia

Faculty of Arts

Faculty of Business

Faculty of Computer Science and Engi...

Faculty of Kinesiology, Community D...

Faculty of Science and Applied Science

Independent Studies (Exchange Students)

Meet your Ambassadors and the Won...

President, VP Academics, Vice Provost In...

WT

General

Posts

Files

+

Asma Lokhandwala has created channel Independent Studies (Exchange Students). [Hide channel](#)

Asma Lokhandwala has added Kahoot! to the team.

K!

Kahoot!

8/25 3:02 PM

Hi, I'm the Kahoot! app. I'm here to help you create engaging, fun learning games for your team. You can add yo and play them directly within the teamspace for your team. You can read more about our policies [here](#). Here are a few suggestions for you to get started:

- Import your existing kahoots to your team space

[See more](#)

Asma Lokhandwala has created channel Effortless Transition to Nova Scotia. [Hide channel](#)

August 28, 2020

Asma Lokhandwala has added Jerry George to the team.

Asma Lokhandwala has added Lisa Speigel to the team.

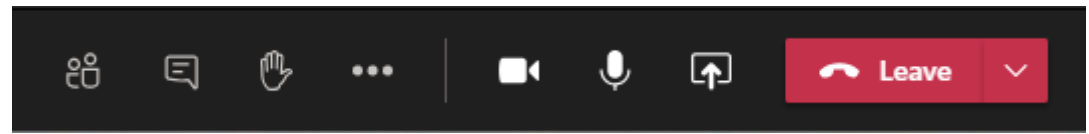
September 1, 2020

CHANNELS

Type a new message



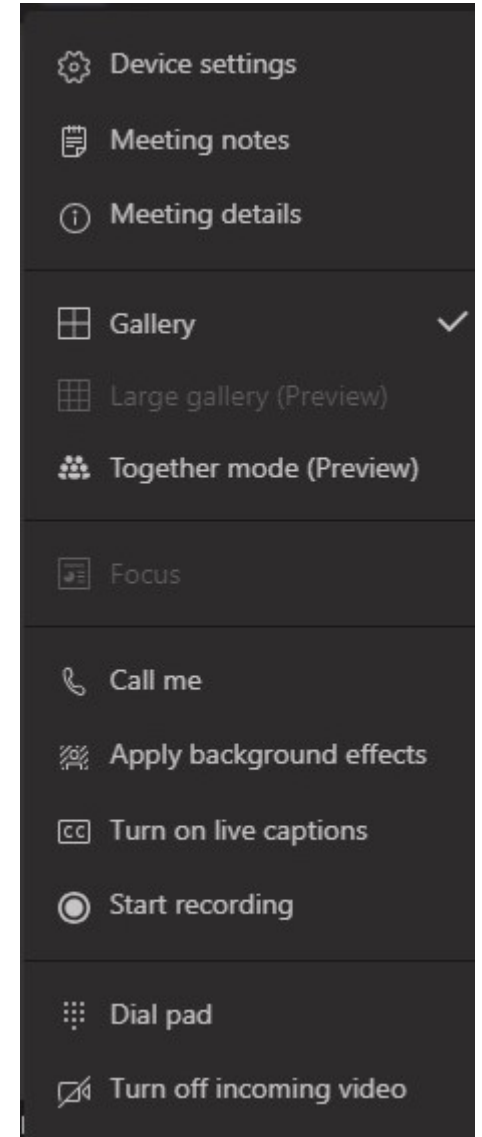
CHAT



MEETINGS

[Join Microsoft Teams Meeting](#)

- From your Calendar
 - Teams, Outlook, or Web
 - NB: meeting link is the same from wherever you access
- From the Teams classroom channel
- Link from within ACORN

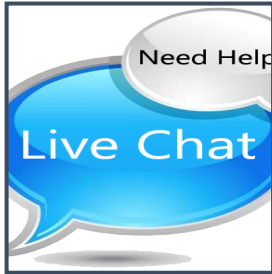




TALK TO YOUR PROFESSOR

- Your professor will have online classroom expectations:
 - How the meeting will be created
 - How to Raise your Hand and ask a question
 - How to enter a class (i.e. video/no video)
 - Recording of a class
 - Back up plan: what happens when you hit a technology bump (when your internet or theirs fails)
 - Office Hours
-

HOW YOU GET A HOLD OF US



ts-chat.acadiiau.ca

HUB Self Service Portal (hub.acadiiau.ca)

- Find Answers
- Request Assistance



helpdesk@acadiiau.ca

902-585-4357;
1-888-609-3330



HOW WE GET A HOLD OF YOU



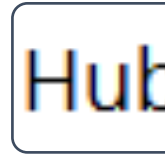
Email



@TSAcadia



@AcadiaTS



hub.acadiiau.ca



ts.acadiiau.ca

- Maintenance Window and Communications



Safety & Security Emergency
Notifications



ACADIA UNIVERSITY

Hub Service Portal

[Sign In](#)[Home](#)[Submit a request](#)[Departments](#)[Services](#)[Knowledge Base](#)[Find Answers](#)[Request Assistance](#)[My Open Requests](#)[Sign In to view Services for you](#)

Popular Services

[Verification/Confirmation of Enrolment](#)[Technology Services - Request or Incident Report](#)[Student Account Refund](#)[Student Accounts General Inquiry](#)[Are you new to the hub?](#)[Monthly VISA submission](#)[Live Chat Session](#)[Registrar's Office General Inquiry](#)[Computer account request form](#)[Withdrawal Request for Students Registered in Online Courses](#)

Tweets by @TSAcadia

AcadiaTechServices @TSAcadia
Service Advisory: Network Maintenance. There will be network maintenance conducted from 6-7 pm (AT), on the evening of Monday August 10, 2020. Users will experience disrupted access to network resources, including VPN access.

AcadiaTechServices @TSAcadia
Service Advisory: Maintenance impacting

[Embed](#)[View on Twitter](#)

More?

