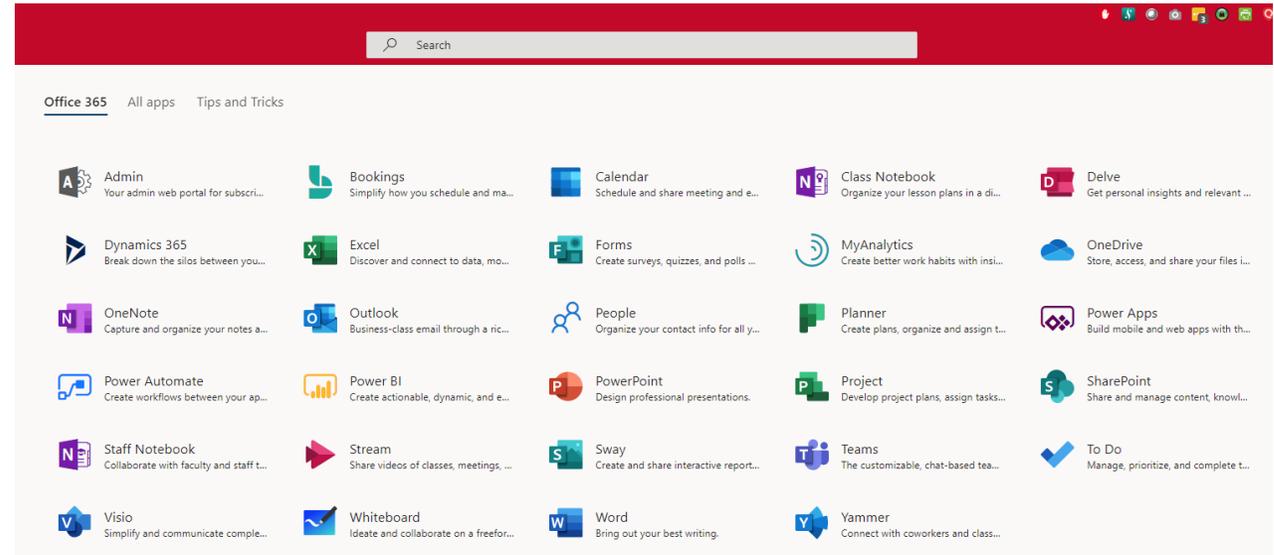


Introduction to Teams

**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

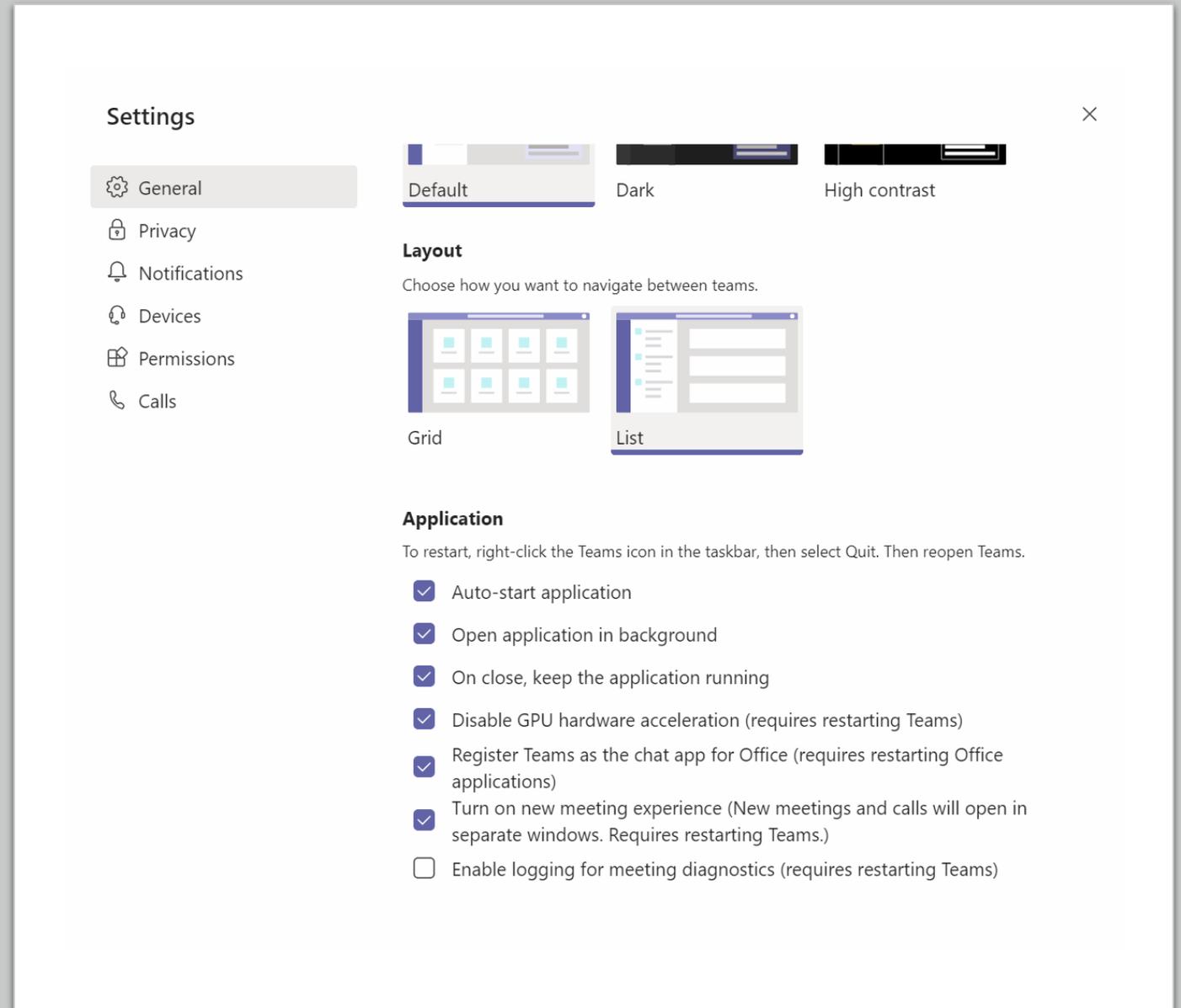
- Check out the HUB Service Portal for
 - [Teams How-To's](#)
 - [Quick Reference Student Guide](#)
 - [Technical Success with Teams](#)
 - [Teams Meeting Best Practices](#)

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

Settings

General

Privacy

Notifications

Devices

Permissions

Calls

Audio devices

Jabra SPEAK 510 USB

Speaker

Speakers (Jabra SPEAK 510 USB)

Microphone

Microphone (Jabra SPEAK 510 USB)

Make a test call

Secondary ringer

None

Camera

- 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

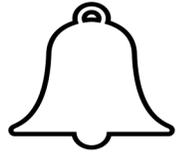
Highlights for you

CHANNEL SETTINGS

The screenshot shows a channel settings menu with the following options:

- Channel notifications > (Expanded to show: All activity (Posts, replies, mentions), Off (Except direct replies, personal mentions), Custom (checked))
- Pin
- Manage channel
- Get email address
- Get link to channel

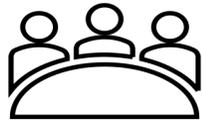
Navigation



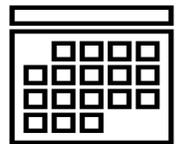
Activity & Notifications



Chat



Teams & Channels



Calendar



Activity



Chat



Teams



Calendar



Calls



Files



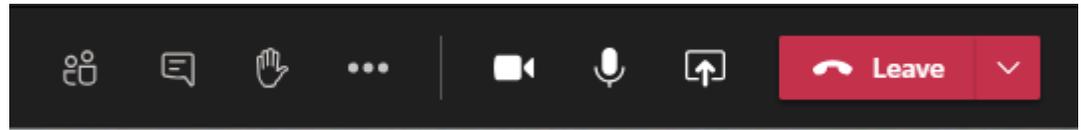
The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity (1 notification), Chat (2 notifications), Teams, Calendar, Calls, Files, and a menu icon. The main area is divided into two panes. The left pane, titled 'Teams', shows a list of channels for the 'Welcome To Acadia' team, including 'General', 'Effortless Transition to Nova Scotia', and several faculty-specific channels like '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)', and 'Meet your Ambassadors and the Won...'. The right pane shows the 'General' channel with a list of recent messages. The top message is from 'Kahoot!' (8/25 3:02 PM) with a purple 'K!' icon, containing a welcome message and a list of suggestions: 'Import your existing kahoots to your team space'. Below this are messages from 'Asma Lokhandwala' regarding channel creation and team additions, with dates 'August 28, 2020' and 'September 1, 2020'.

CHANNELS

Type a new message



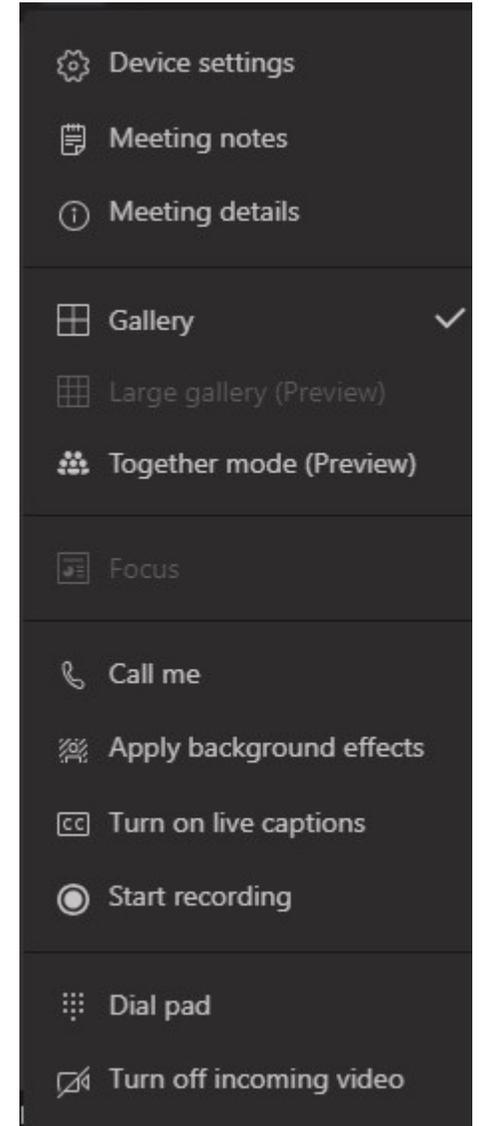
CHAT



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

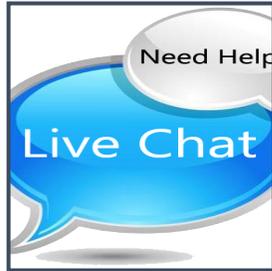




TALK TO YOUR PROFESSOR

- 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.acadiau.ca

HUB Self Service Portal
(hub.acadiau.ca)

- Find Answers
- Request Assistance



helpdesk@acadiau.ca

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



HOW WE GET A HOLD OF YOU



Email



@TSAcadia



@AcadiaTS



hub.acadiau.ca



ts.acadiau.ca

- Maintenance Window and Communications



Safety & Security Emergency
Notifications



- [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?

