

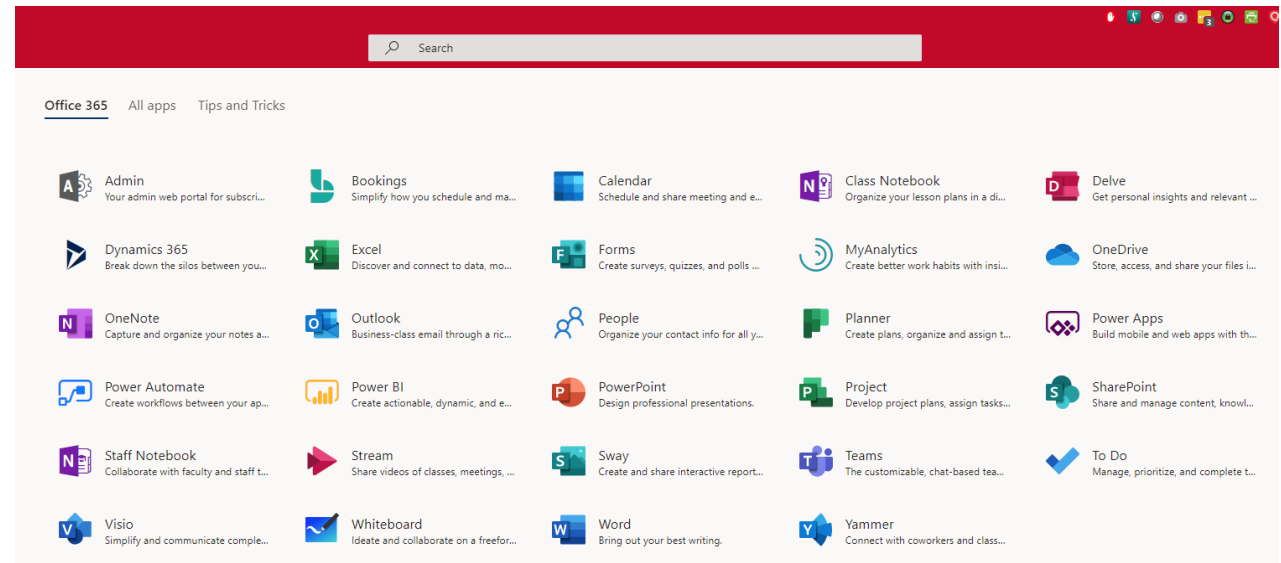


Introduction to Teams

**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**



Always sign in with your Acadia email address/User ID

If you use the Desktop version, a lot of your login issues go away.



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





Acadia University ▾  —  ×





Lisa Spiegel
[Change picture](#)

 Available >

 Set status message

 Saved

 Settings

Zoom — (100%) + 

Keyboard shortcuts

About >

Check for updates

Download the mobile app

Sign out

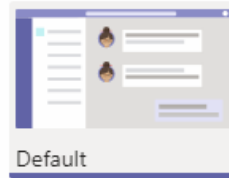
THE “ME” MENU

Settings

General

- Privacy
- Notifications
- Devices
- Permissions
- Calls

Theme



Default



Dark



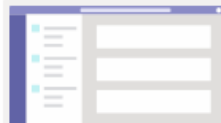
High contrast

Layout

Choose how you want to navigate between teams.



Grid



List

Application

To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

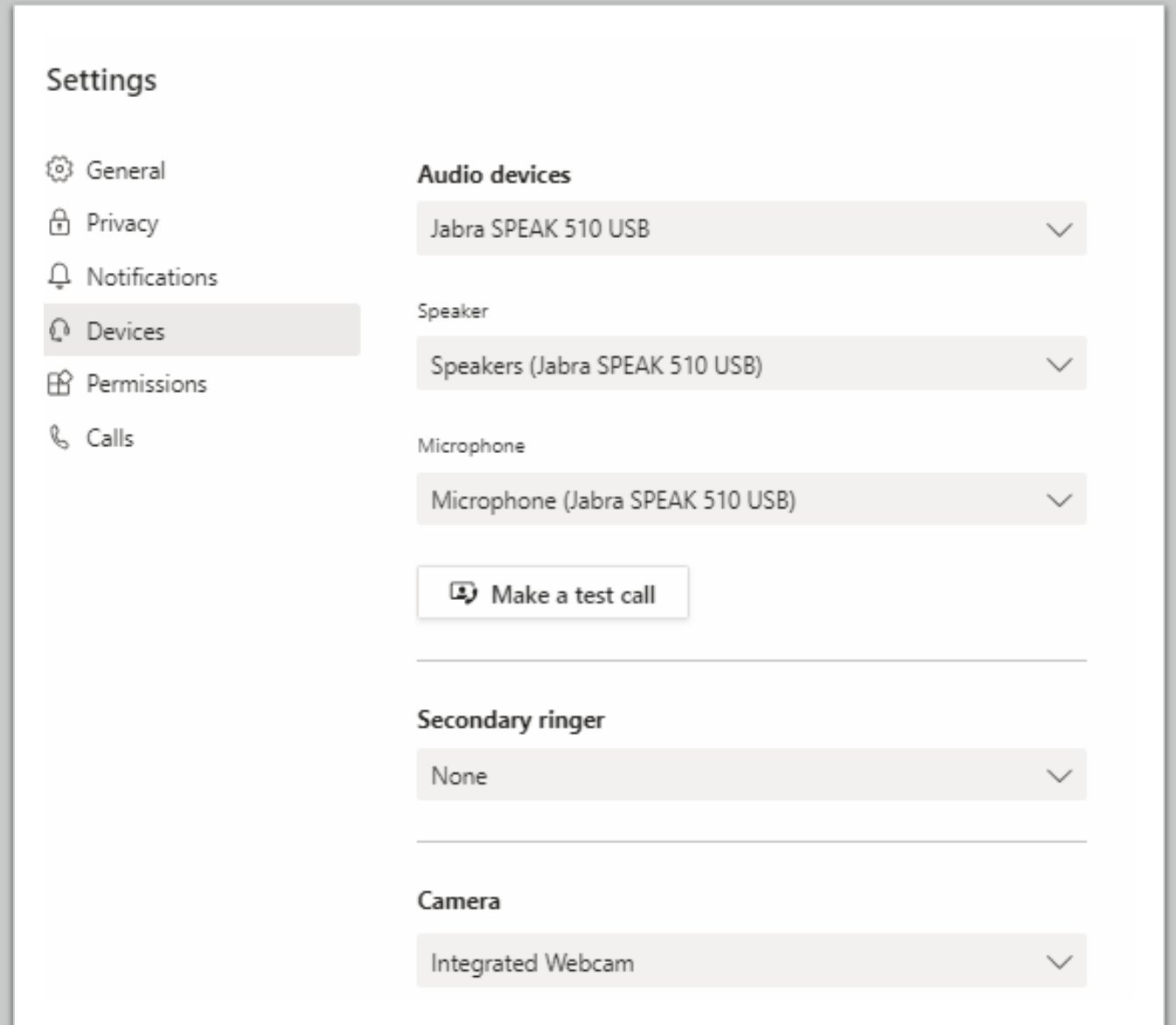
- ☒ Auto-start application
- ☒ Open application in background
- ☒ On close, keep the application running
- ☒ Disable GPU hardware acceleration (requires restarting Teams)
- ☒ Register Teams as the chat app for Office (requires restarting Office applications)
- ☒ Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)
- ☐ Enable logging for meeting diagnostics (requires restarting Teams)

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

Settings

General

Privacy

Notifications

Devices

Permissions

Calls

Email

Missed activity emails

As soon as possible

Appearance and sound

Show message preview

Play sound for notifications

Teams and channels

You will get desktop and activity notifications for:

All activity

Mentions & replies

Custom

Chat

Replies, mentions and reactions.

Meetings

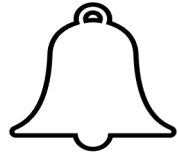
Reminders, work timings and calendar settings.

People

Keep track of someone's status and get notified when they appear available or offline.

Other

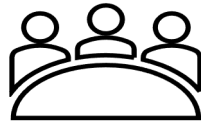
Navigation



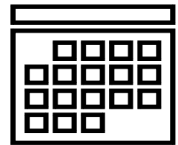
Activity & Notifications



Chat



Teams & Channels



Calendar



Activity



Chat



Teams



Calendar



Calls



Files



Type a new message



CHAT

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!

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

Choose your video and audio options



Background filters



Computer audio



Jabra SPEAK 510 USB



Phone audio



Room audio



Don't use audio



Join Meeting



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 (e.g. video/no video)
 - Recording of a class
 - Back up plan: what happens when you hit a technology bump (e.g. when your internet or theirs fails)
 - Office Hours
- Teams Classroom Activation

Teams Top Tips



Use the Desktop Version



Ensure you are logged into your Acadia account rather than a previous non-Acadia Microsoft 365 Account



Update your Settings



Enable the “New Meeting Experience” within General Settings



Ask for help

From Technology Services

From your Professor

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



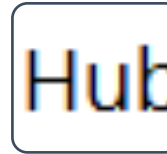
Email



@TSAcadia



@AcadiaTS



hub.acadiiau.ca



ts.acadiiau.ca

- Maintenance Window and Communications



Safety & Security Emergency
Notifications



ACADIA UNIVERSITY

Hub Service Portal



Search the client portal



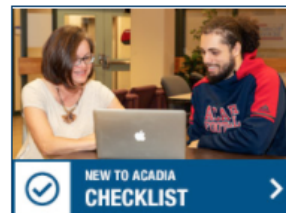
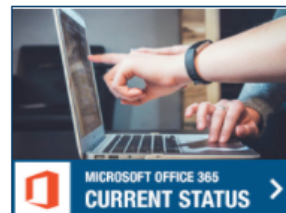
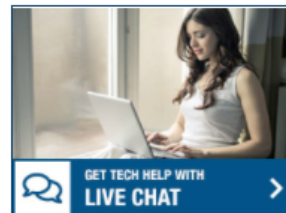
Lisa Speigel (lspeigel)

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Form](#)[Verification/Confirmation of
Enrolment](#)[Monthly VISA submission](#)[Close out computer account](#)[Student Accounts General
Inquiry](#)[Update website content](#)

Tweets by @TSAcadia

AcadiaTech Services
@TSAcadia

Service Advisory: The network experienced a brief outage which interrupted several services, such as VPN connection. Services have been restored and TS Consultants are investigating the cause. For more see: ts.acadiau.ca/home/it-securi...



3h

AcadiaTech Services
@TSAcadia

Service Advisory: Colleague outage

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

More?

