

Microsoft Teams Resources

In addition to virtual meetings, Microsoft Teams allows you to interact and collaborate with remote staff on day-to-day projects. It's more than just an audio/video conferencing tool. Below you will find a series of quick videos from Microsoft (less than 2 minutes each) that cover using Teams as both a Team owner and as a general user.

Basic Teams Overviews

<https://support.office.com/en-us/article/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>

Team Owners

Of note for team owners, TAMUK is not set up to allow outside users as guest members of a permanent Team. Everything else discussed in these videos is available for your use.

- Setting up a Team: <https://support.office.com/en-us/article/video-get-your-team-up-and-running-702a2977-e662-4038-bef5-bdf8ee47b17b>
- Managing a Team: <https://support.office.com/en-us/article/go-to-guide-for-team-owners-92d238e6-0ae2-447e-af90-40b1052c4547>

Team Members

- Channel Overview: <https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46>
- Work in Channels: <https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46>
- Work on Files: <https://support.office.com/en-us/article/work-on-a-file-together-058173f5-031b-4f37-8724-ce2a50aa1d1d>

Teams Meetings

Outside guests are allowed in Teams meetings. Sending a link to a meeting will allow the guest to join the meeting whether they are within the University (staff, faculty, students) or an outside guest (such as vendors, guest speakers, or other third-party guests).

- Join a Teams Meeting: <https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>
- Instant Meetings with Team: <https://support.office.com/en-us/article/video-create-instant-meetings-with-meet-now-26e06837-853d-4df1-a729-06bf700d4ecf>
- Manage a Teams Meeting: <https://support.office.com/en-us/article/video-manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137>
- Sharing screen in Teams Meeting: <https://support.office.com/en-us/article/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>