

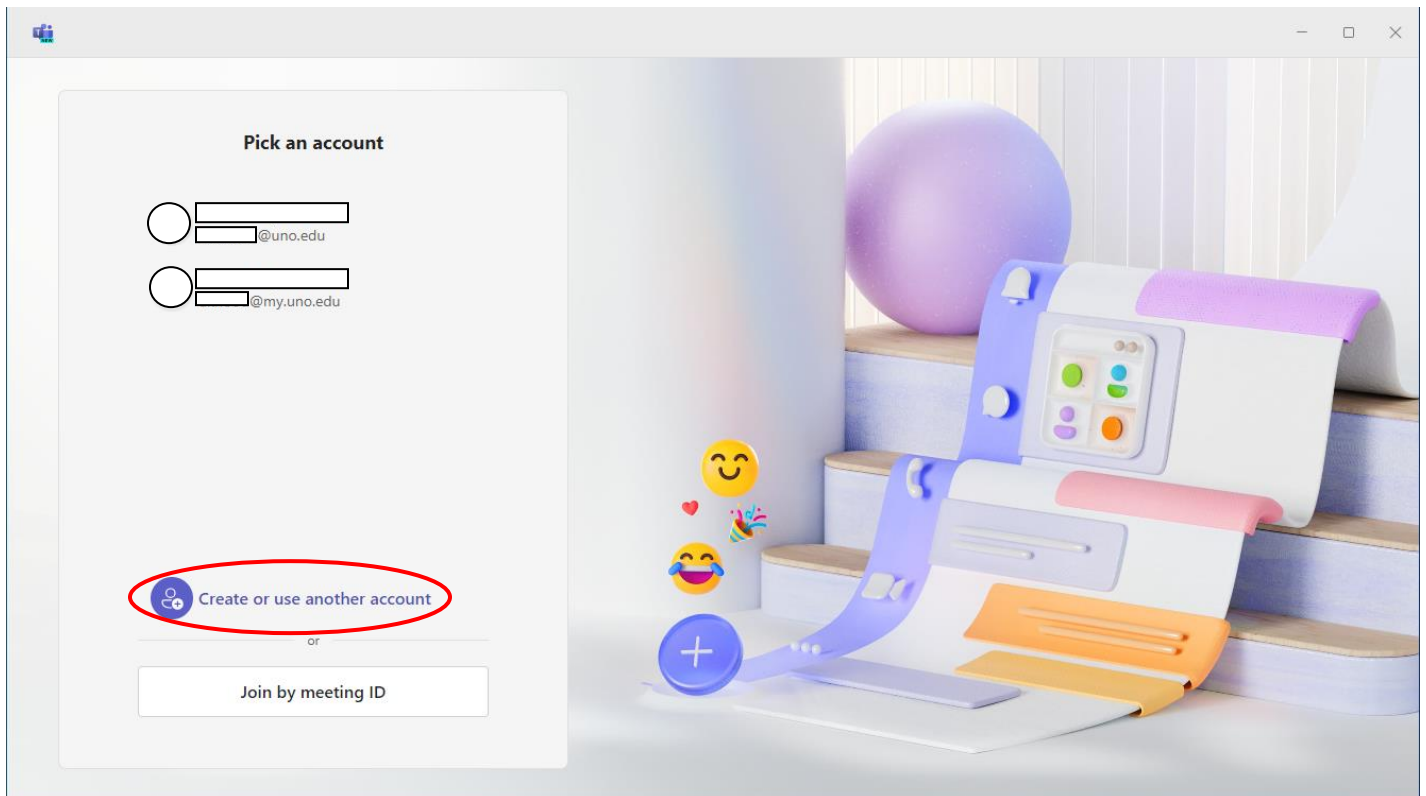
Microsoft Teams – New on Windows 10 Device

Introduction

Microsoft Teams has is now available for student, faculty, and staff use.

Setting up Teams for Faculty or Staff

1. **Open Microsoft Teams.**



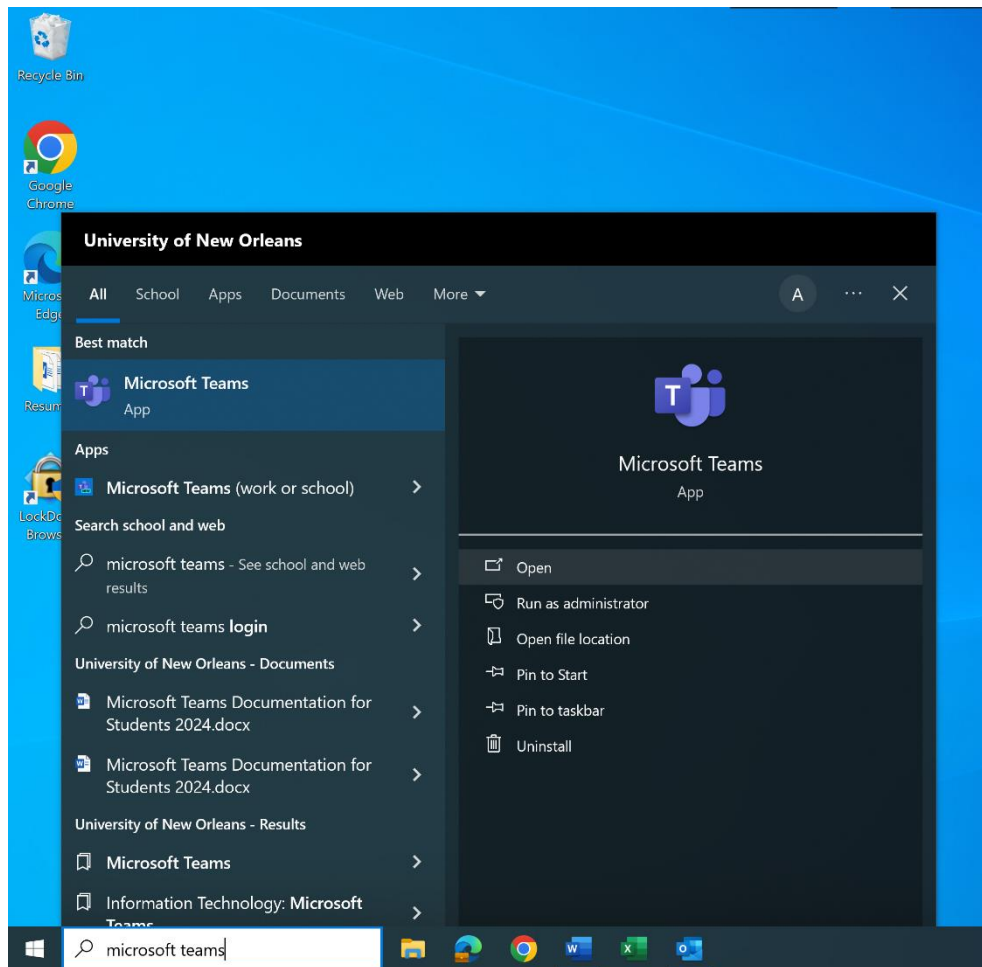
Microsoft Teams – Classic on Windows 10 Device

Introduction

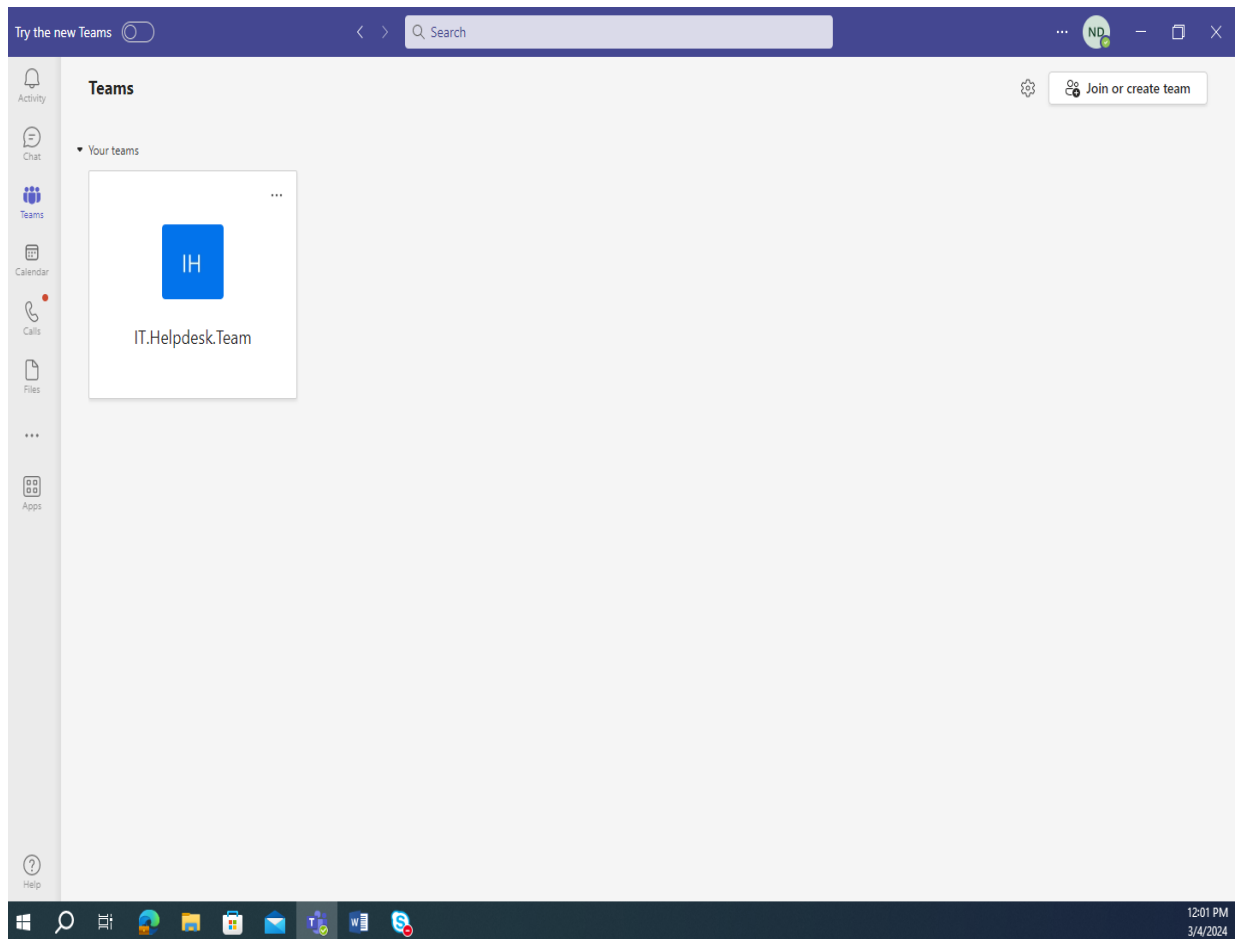
Microsoft Teams has is now available for student use.

Creating a New Team in Microsoft Teams

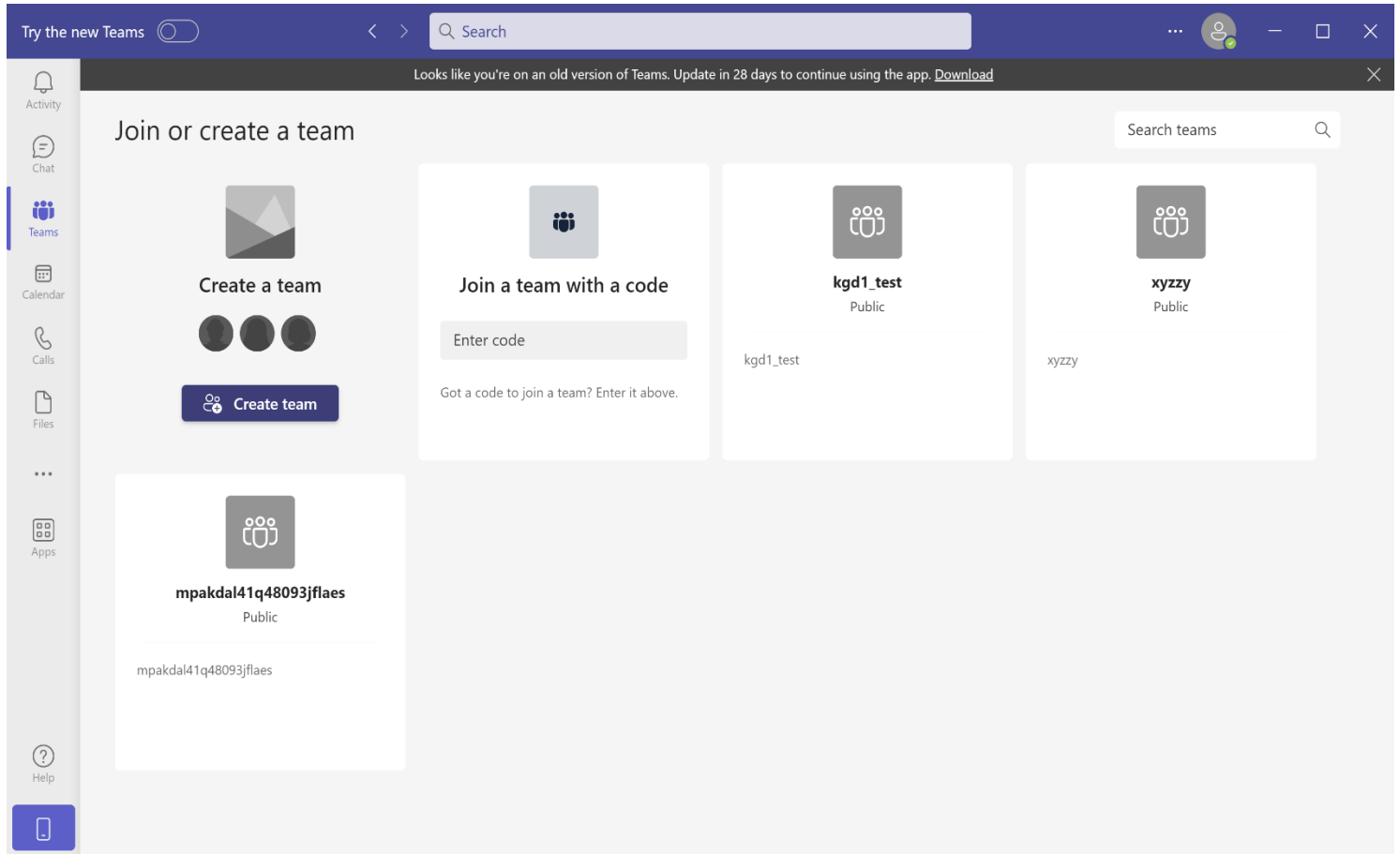
1. **Open Microsoft Teams** using the search bar next to the Windows Start button at the bottom left of the desktop. If Microsoft Teams is installed on the device, the app will appear with a list of actions, the first of which is to open the app.



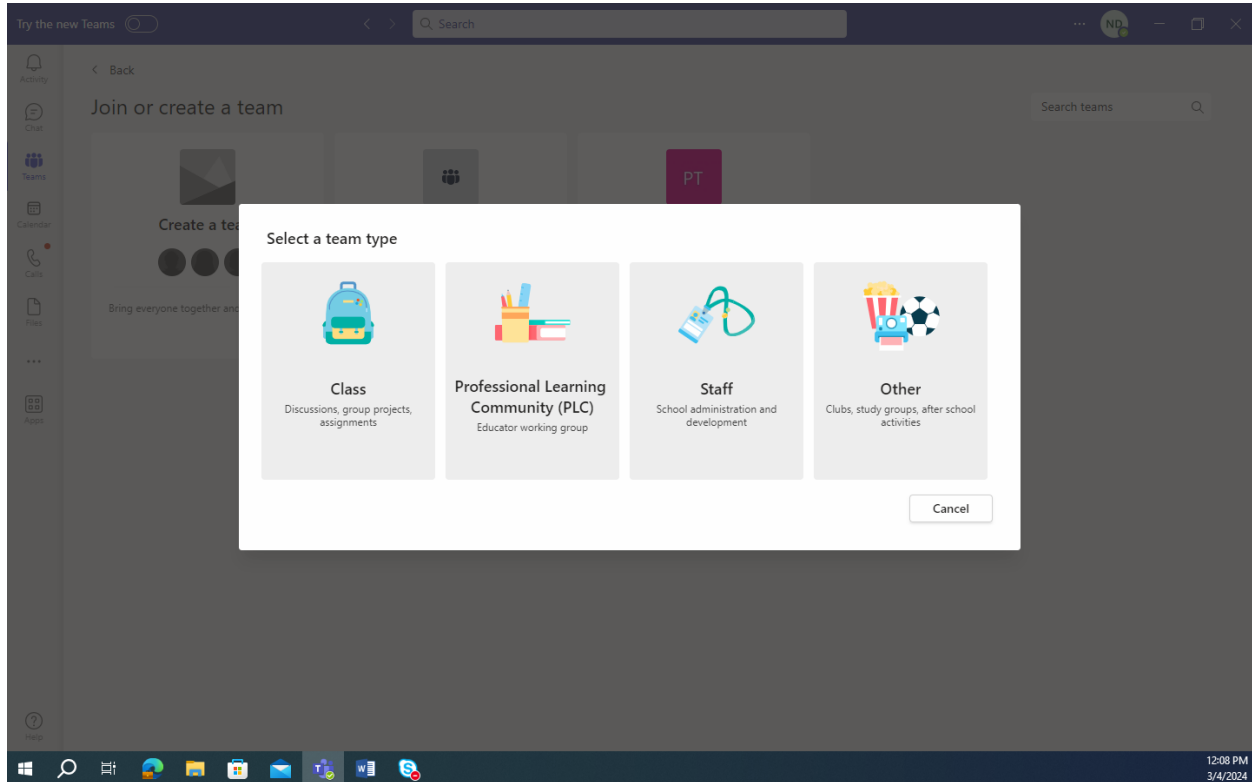
2. When the app opens, click on the 'Teams' icon in the left sidebar. Click on 'Join or create team' in the upper right corner of the app.



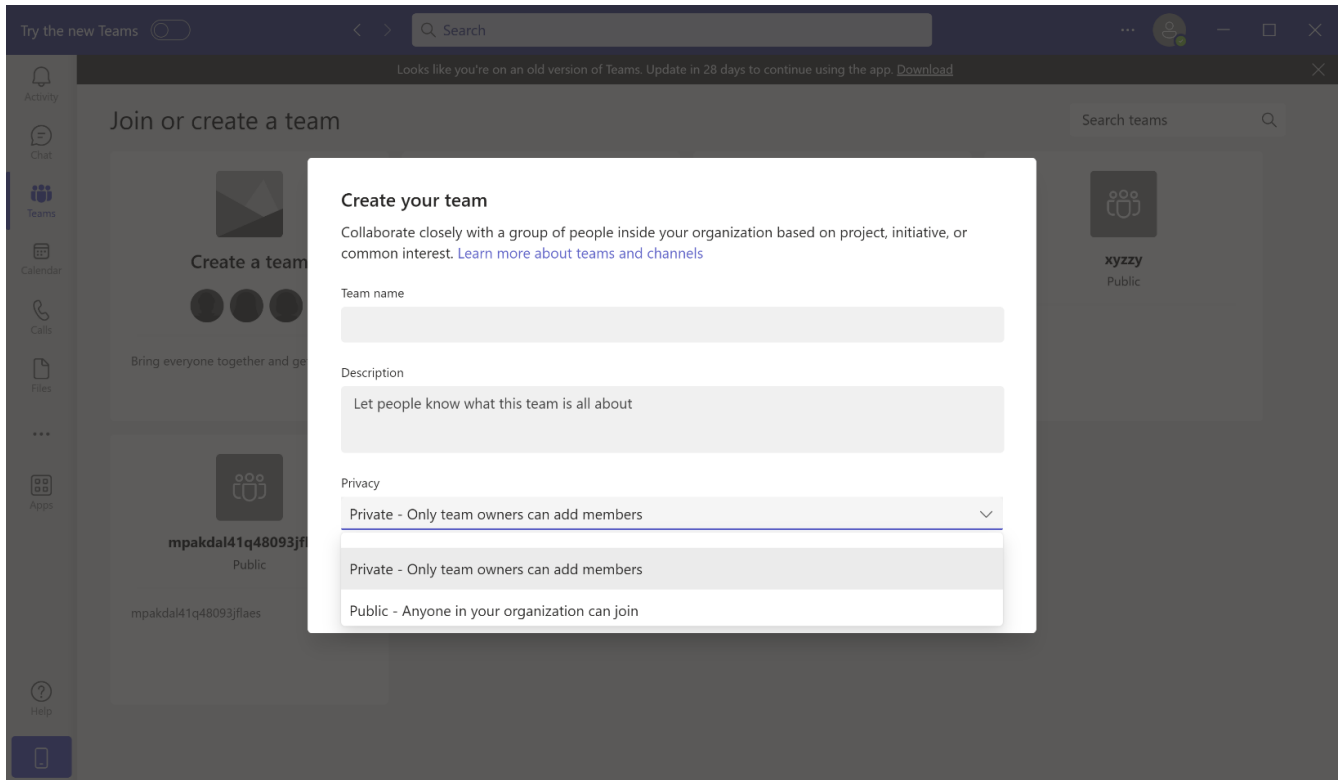
3. Select 'Create team'.



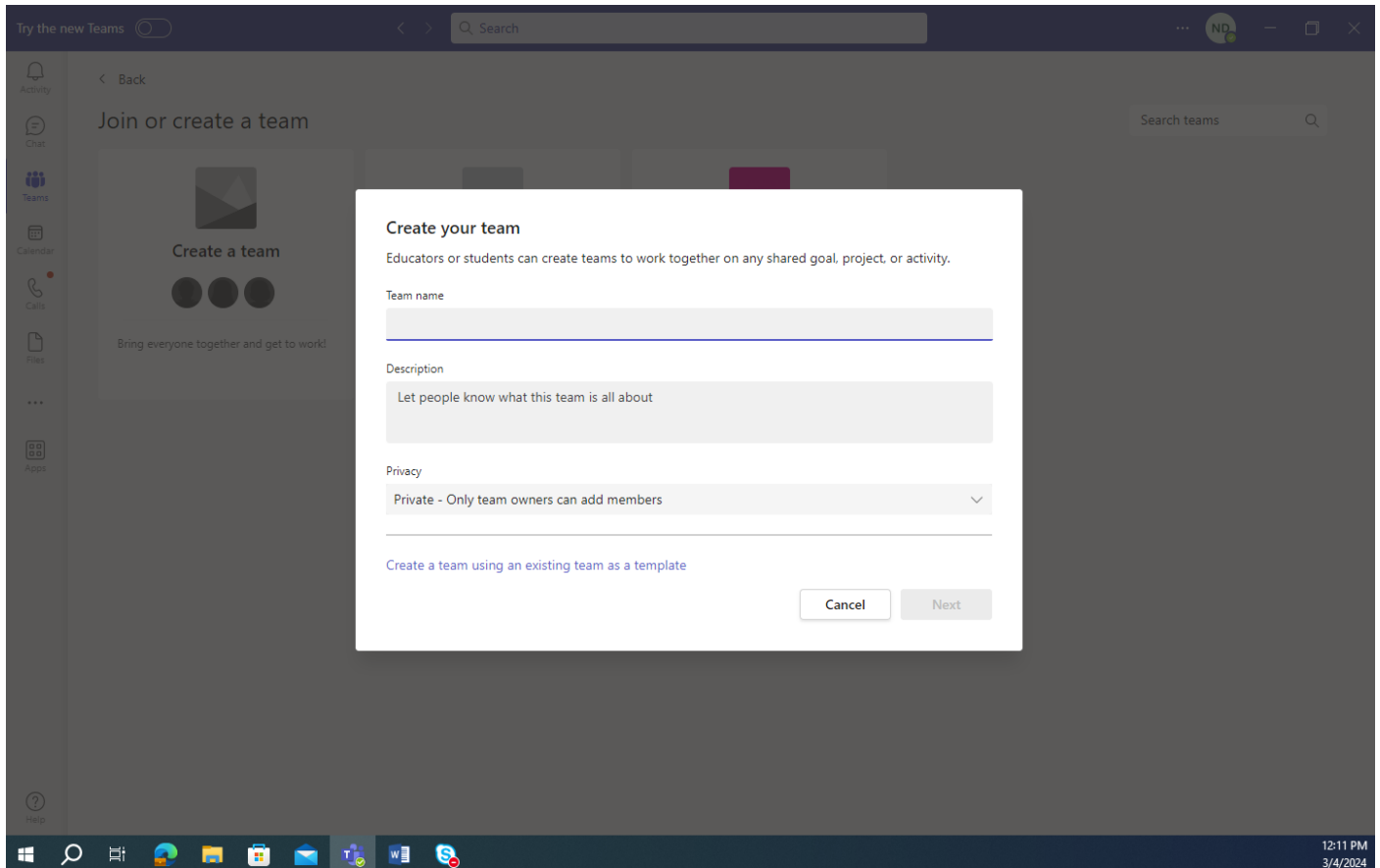
4. Select one of the 4 available templates. This will affect the look and feel of your team. A description of these templates can be found here: [Choose a team type](#)
 - In most cases, 'Other' will be appropriate for general use. After you have selected a template, click on 'Use this template'. If asked 'What kind of team will this be?', select 'Private'



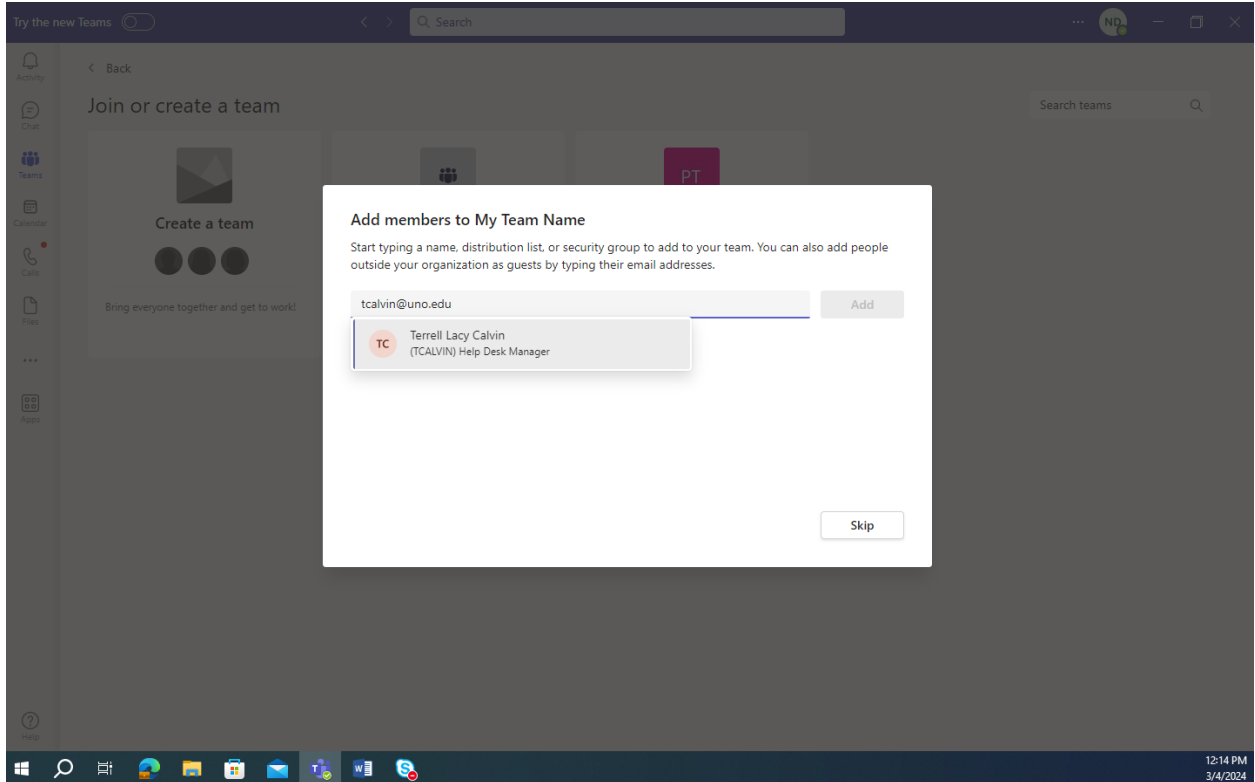
5. Give the team an appropriate name and description. For better visibility, consider using short names and abbreviations that members will recognize. Click 'Create'.



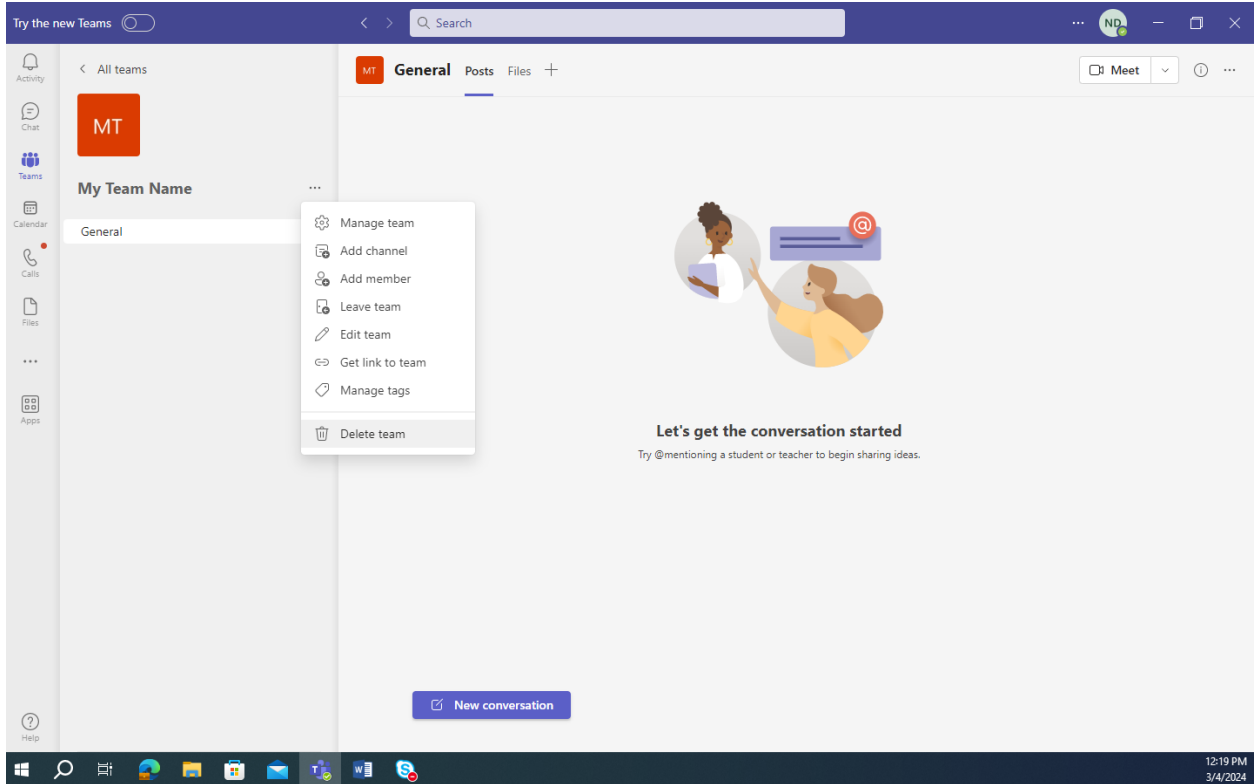
6. You may now 'Add' members to your team, or 'Skip' this step until later. When adding members, it is safest to use their exact email address in its native form (user@uno.edu; no aliases). You can add multiple members at this point before clicking on 'Add'.



7. Your team is now created and will appear in the list of teams shown when you click on the 'Teams' icon in the left sidebar.

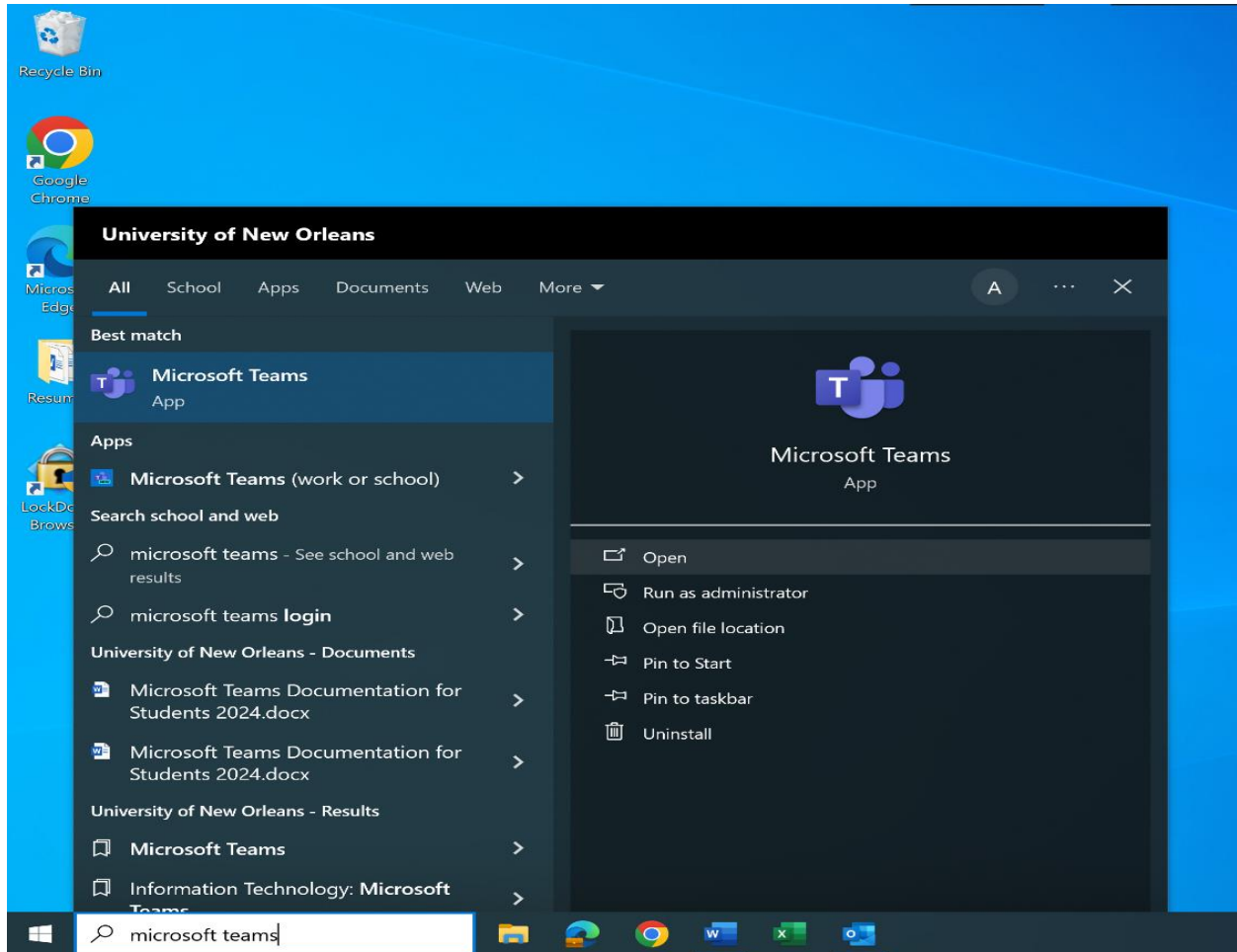


8. If the team did not come out as expected, you can delete it and start over. To delete the team, find your team in the list and select ... > 'Delete team'.

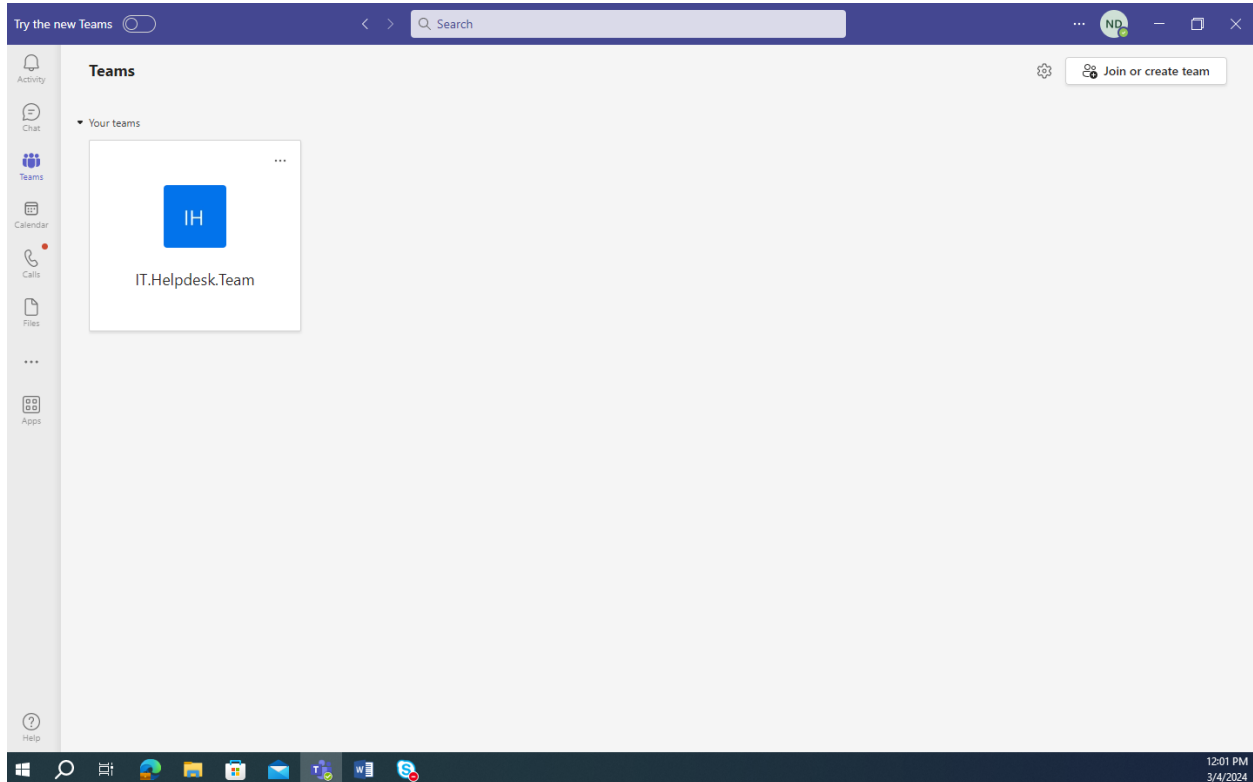


Modifying your Team in Microsoft Teams

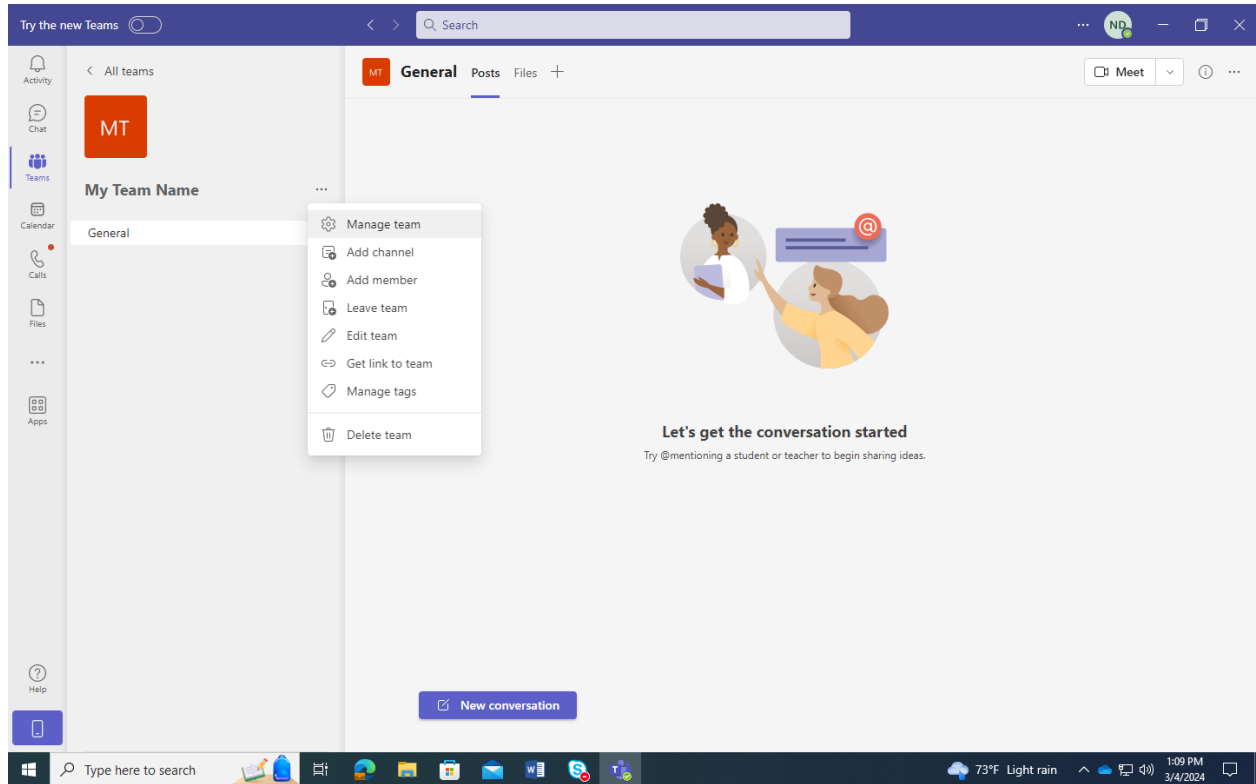
1. From the 'Start' menu, open the 'Microsoft Teams' app.



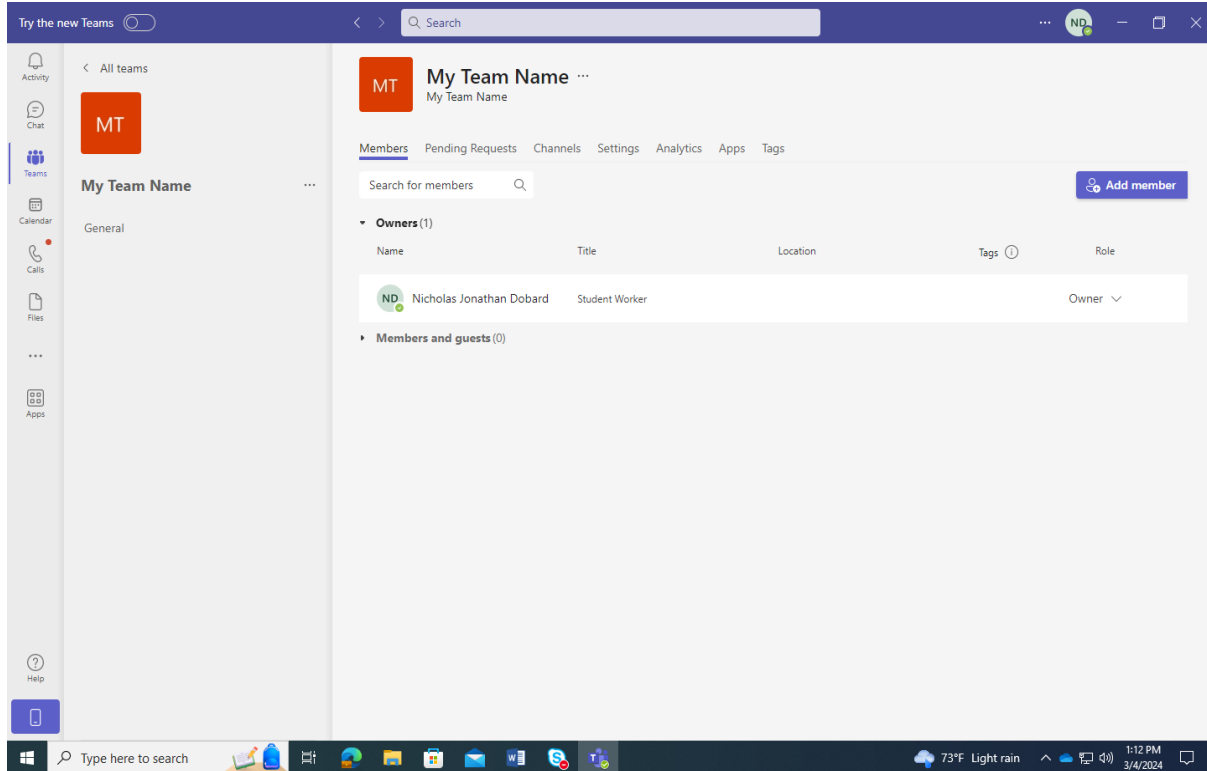
2. When the app opens, click on the 'Teams' icon in the left sidebar.



3. Find your team in the list and select ... > ‘Manage team’.



4. From this page, you can add members and change other settings.



Important Notes

1. Please keep in mind that any items deleted in Teams are only available for restoration within 93 days of deletion.
2. A basic introduction to Teams is available here: [Collaborate faster using Microsoft Teams for higher education staff - Training | Microsoft Learn](#)
3. More resources on our website <https://www.uno.edu/it/teams>

Each team has a hidden ID number that uniquely identifies it. Therefore, the display name does not have to be unique. Many different users could create a team called (for example) 'Insider News'. Each user would only see their own team. Members would only see the team that they were invited to. No one could join an 'Insider News' team that they weren't invited to. None of the users would be aware of the other teams, and it would not matter. In short, Microsoft Teams is designed to tolerate duplicate team names without causing confusion. However, it is strongly suggested that users avoid generic team names



Contact us

If you need assistance, please contact the Help Desk at 504-280-HELP or helpdesk@uno.edu.