

TEAMS IMPLEMENTATION

You may choose to follow one of the two versions below or take pieces from each one to create your own discovery and implementation plan meeting.

Brainstorming & Developing your Teams 1 Session Version

1. **Purpose of our meeting:**

- Set up team ground rules for use and ensure that everyone feels included in building this tool and it meets everyone's communication styles
- After today we will have a good idea of how we plan to organize Teams and some of the categories that we will utilize

2. **Activity:** appreciative inquiry

- Think/Pair/Share – What do you think our group can accomplish by moving into MS Teams? What value will it add to our group?

3. **Office 365 Teams Implementation:** Brainstorming and Creating useful databases

- Affinity question for data gathering & inventory:
 - What needs to be included/shifted to MS Teams to put everything in one place?
 - What needs to be frequently accessed
 - What needs to be collaborated on
 - What items are needed for references
 - Take sticky notes and write down all of the potential uses for Teams that you can think of...
 - Then group like items together into big categories like:
 - policies and procedures
 - staff resources (master password list)
 - presentations
 - project timelines and tasks
 - onboarding training
 - Start with sense making questions to then narrow how we can group different needs together
 - What do we do with these things?
 - Who needs access?
 - What may be impacted or need to change as we move things to MS Teams (ex. naming conventions, 1 workbook with multiple worksheets vs. multiple workbooks)
 - How will we organize this data?
- ### 4. **Culmination:** Making decisions, developing recommendations and taking action
- Create an outline on the whiteboard based on the information gathered
 - Determine group next steps/building of channels



South Carolina

TEAMS IMPLEMENTATION

Brainstorming & Developing your Teams

3 Session Version

Session 1:

- Purpose of Blitz & Parking Lot
- Team ownership
- Teams App
 - Computer
 - Phone
- Teams App Settings & Configurations
- Best Practices Discussion
 - Chats: Careful of +1
 - Check team/channel/chat before uploading/saying anything sensitive
 - Don't leave a chat, hide it!
 - Name your group chats if they will be needed for more than one instance.
 - Try to keep threads going in the conversation tab – use reply on the comment!
 - Only add tasks to Planner that are completable.
 - Don't rename the General channel.
- Channels Brainstorm

Session 2:

- Teams & File Storage
- File organizing in Teams
- Professionalism, Teams, Files
- How to access files from computer
- 'General' channel to be main area to save files in each team

Session 3:

- Next Steps
- MS One Note Training
- Tips & Tricks
- To Do App
- Group Time
 - File Moving

Goals:

- Be more informed.
- Be more efficient.
- Move away from peripheral tools.



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TEAMS IMPLEMENTATION

Teams Training for all staff

Office 365 means many things to many people

- Email and Calendar (Exchange Online) <- Outlook
- Personal File Storage <- OneDrive for Business
- Intranet/Organizational File Storage <- SharePoint
- Task Management <- Planner
- Note Taking <- OneNote
- Chat-based workplace <- Microsoft Teams

Microsoft Teams

- A chat-based workspace that leverages Office 365 Groups membership and Office 365 collaboration features.
- “Hub” for group collaboration because the Office 365 Groups services can be easily accessed through tabs on the Teams interface.
- Microsoft Teams is designed for the “Inner Loop” of people you work and communicate with regularly through an instant messaging mode.
- Every interaction within a Team is visible to all of its members.

Access Points

- Desktop App
- Mobile App
- Web App (Office.com)

The App

- Left side panel shows all the “Teams” that you belong to.
- Channels help us organize the conversation.
 - Channels can be dedicated to specific topics or projects.
 - Need to follow the channels for which you will need notifications.
 - Brian will lead us in a discussion in a little bit on Channel Creations.

Chats vs. Conversations in Channels

- Chats are private and are only visible to the individuals in the chat.
- Conversations are accessible to everyone in a Team.

Files

- Each team in Microsoft Teams has a team site in SharePoint Online, and each channel in a team gets a folder within the default team site document library. Files shared within a conversation are automatically added to the document library, and permissions and file security options set in SharePoint are automatically reflected within Teams.
- Private chat files are stored in the sender’s OneDrive for Business folder, and permissions are automatically granted to all participants as part of the file sharing process.

Guidelines and Ongoing Maintenance:

Assign a person or people to standardize, publish, and update guidelines for how and when you use the various components of MS Teams to keep it organized and easy to navigate. This guide will also serve as an aid in onboarding new employees, so they know how your group communicates, shares files, and stores items.

Shifting Documents to MS Teams (note from DoIT):

DoIT recommends that Teams be used as a substitute for the user's normal office environment, not a substitute for an area's server/shared drive.

DoIT **does not** recommend or support users to pull down all their data from the file server/shared drive for their area, as those documents may have special access, permissions, and/or be a security issue if they have to be on VPN to access certain features/links. This may also pose an issue if the Team gets accidentally deleted by the owner and they can't fully recover all items or versions, whereas they could on a server/shared drive. DoIT will not be able to additionally assist with recovering lost data on a Team.

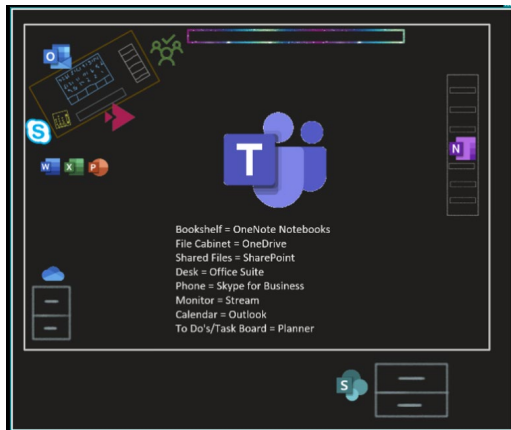
DoIT **does** recommend that any documents you work on within Teams also get manually copied to your server/shared drive when finalized. Teams files is like a OneDrive for your area, not a file server.

Updates to MS Teams:

Find and follow a reliable MS Teams team member on LinkedIn or Twitter to receive notifications about new features and updates to MS Teams, which are constantly being added.

For More Check Out

- MS Teams Demo: teamsdemo.office.com
- Live practice team: [Practice team available on the Columbia Campus](#)
- [Tips on Teams: How to Add Members](#)
- [Tips on Teams: Getting Started](#)– This contains at the bottom what the new Service Catalog item will be called Microsoft Teams (Office 365).
- [Further questions/training on Teams](#)
- <https://education.microsoft.com/microsoft-innovative-educator-programs/mie>
- <https://docs.microsoft.com/en-us/microsoftteams/enduser-training>
- <https://twitter.com/MicrosoftTeams>



Bookshelf = OneNote Notebooks
File Cabinet = OneDrive
Shared Files = SharePoint
Desk = Office Suite
Phone = Skype for Business
Monitor = Stream
Calendar = Outlook
To Do's/Task Board = Planner

Image courtesy of Charity Nix, MS Trainer

To request a MS Team in DoIT Service Now. Please make sure you have permission from your leadership to create a MS Teams. Once a name is used, it can never be used again.

Microsoft Teams (Office 365)

Microsoft Teams

This form allows you to request Microsoft Teams support through the Division of Information Technology.

For assistance with any other Microsoft products, please visit our [Office 365 Knowledge Base](#), or visit the Microsoft Support website here: <https://support.microsoft.com/en-us>.

*Select desired option

- ☒ Create a Team
- ☐ Microsoft Teams Support

☐ I am authorized to make this request

*Approved By

*Approver Role / Title

*Team Owner(s)

*Create a Team for:

- ☐ Classes
- ☐ Professional Learning Community
- ☐ Staff Members
- ☐ Anyone

*Team Name

Preferred contact number

Customer description of item (this is optional and will display in "My Tickets")

Microsoft Teams

Department Teams:

Name starts with one of the following:

COTEAM (Columbia Campus)
BETEM (Beaufort)
SUTEAM (Sumter)
GRTEAM (Greenville)
LATEAM (Lancaster)
SATEAM (Salkehatchie)
UNTEAM (Union)

- followed by FOUR-character department/college for Columbia campus
- or campus abbreviations for BETEM (USCB), SUTEAM (SUMT), GRTEAM (SOMG),
LATEAM (LANC), SATEAM (SALK), UNTEAM (UNON)
- followed by Specific Name (NoSpaces-DashesCan-BeUsed)
- Examples:
COTEAM-DOIT-TeamsTraining (Department Team name)
COTEAM-COEC-FacStaff (College Team name)
BETEM-USCB-IT-TeamsTraining (Other campus Team name)

Class Teams:

Official UofSC class Teams, the following will need to be included in the Team name for academic integrity:

- Name starts with one of the following:
COTEAM (Columbia Campus)
BETEM (Beaufort)
SUTEAM (Sumter)
GRTEAM (Greenville)
LATEAM (Lancaster)
SATEAM (Salkehatchie)
UNTEAM (Union)
- Professor's network username on record for this class
- Class number
- Section number
- Term

Ex: COTEAM-MILLERWU-MATH-140-001-SUMMER-2020