# What is Microsoft Teams?

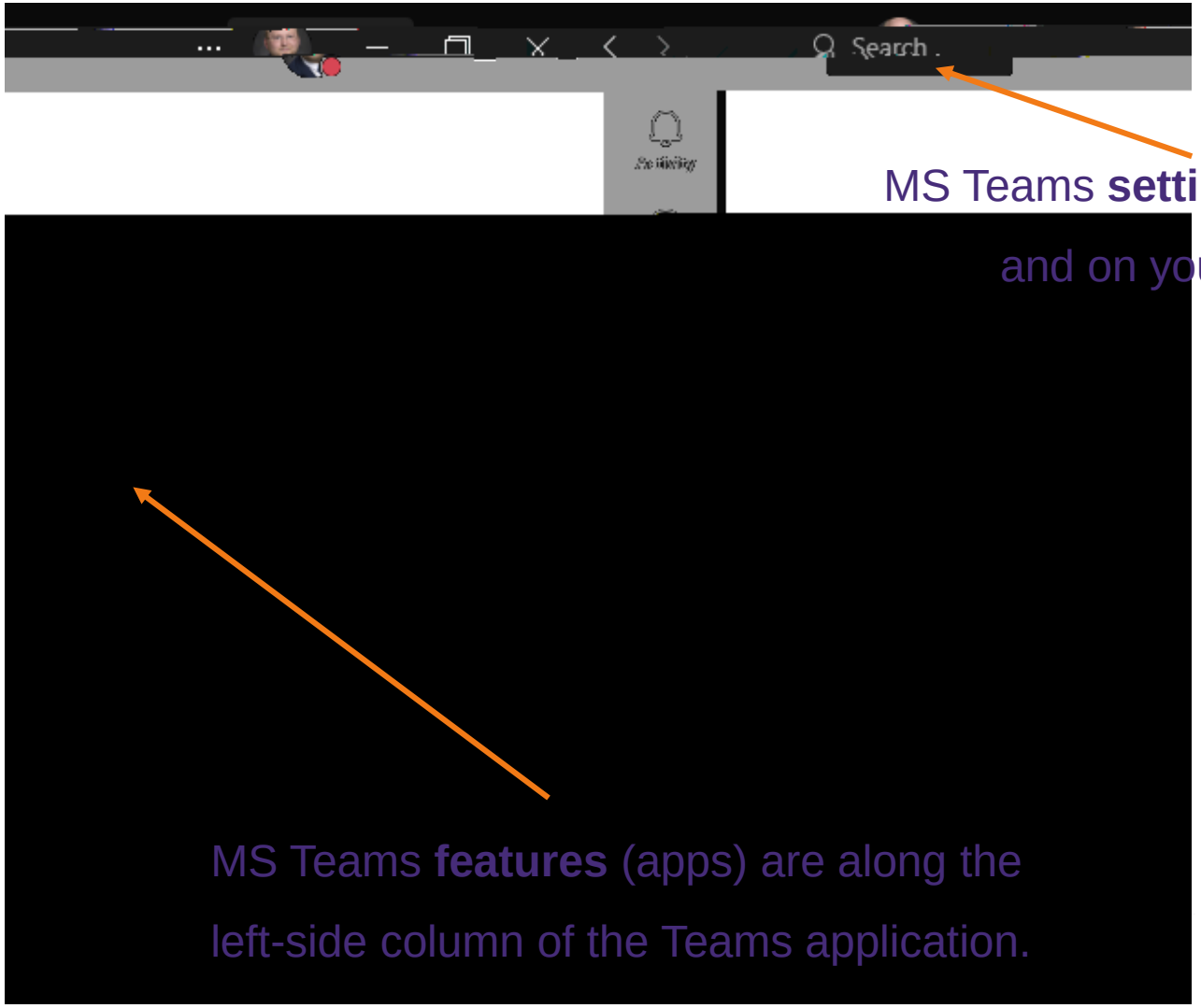
- LSU's official, secure, solution for:
  - Telephony (voice calls, audio calls) and inter-office chat
  - One of two solutions for webinars and meetings (other is Zoom)
  - One of two file collaboration tools (other is Box)
  - A supported project management tool (together with MS Project)
- Accessing Teams:
  - Teams.microsoft.com (portal.office.com waffle Teams)
  - Teams Application (Software Center, download from Microsoft, the app store for your Operating System)

# When To Use Microsoft Teams?

## Security and Privacy Reasons:

- **Teams** and **Zoom** offer similar functionalities for online meetings; however, if any meeting involves discussion of sensitive information such as Health information, we recommend utilizing Teormatdor To(i)9

# Basic Microsoft Teams application navigation 1




MS Teams **settings** are at the top of the application, at the ellipsis (…) and on your card (here with a headshot but may be your initials).

Notice the red dot– this is your presence (status card).

Teams (and Outlook) know if you're:

available (green)

idle (yellow-orange)

busy (red), or

presenting/do not disturb (red with bar)

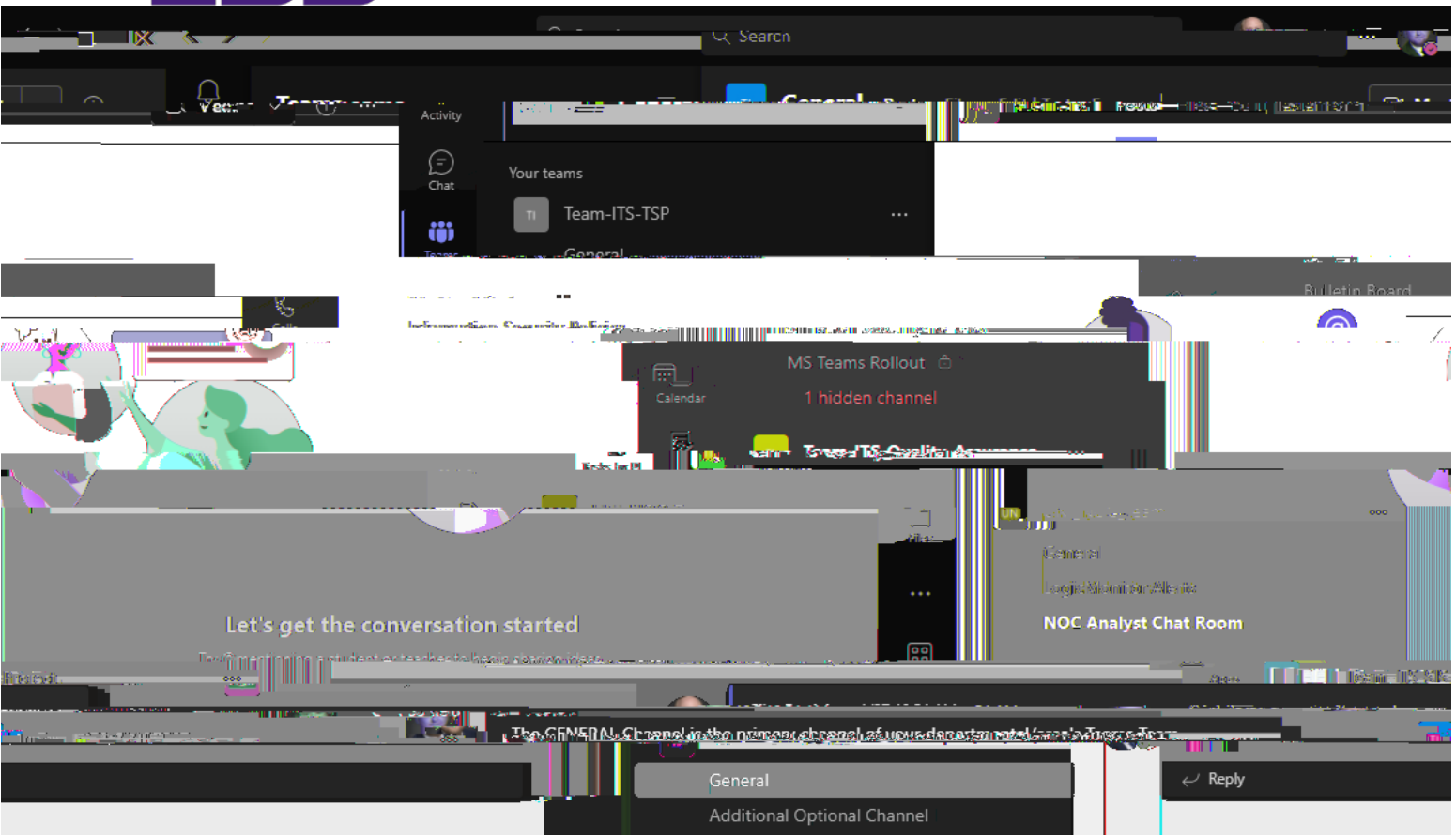
Appear Offline

These may also be set manually.

MS Teams **features** (apps) are along the left-side column of the Teams application.

# Basic Microsoft Teams application navigation – TASKS BY P

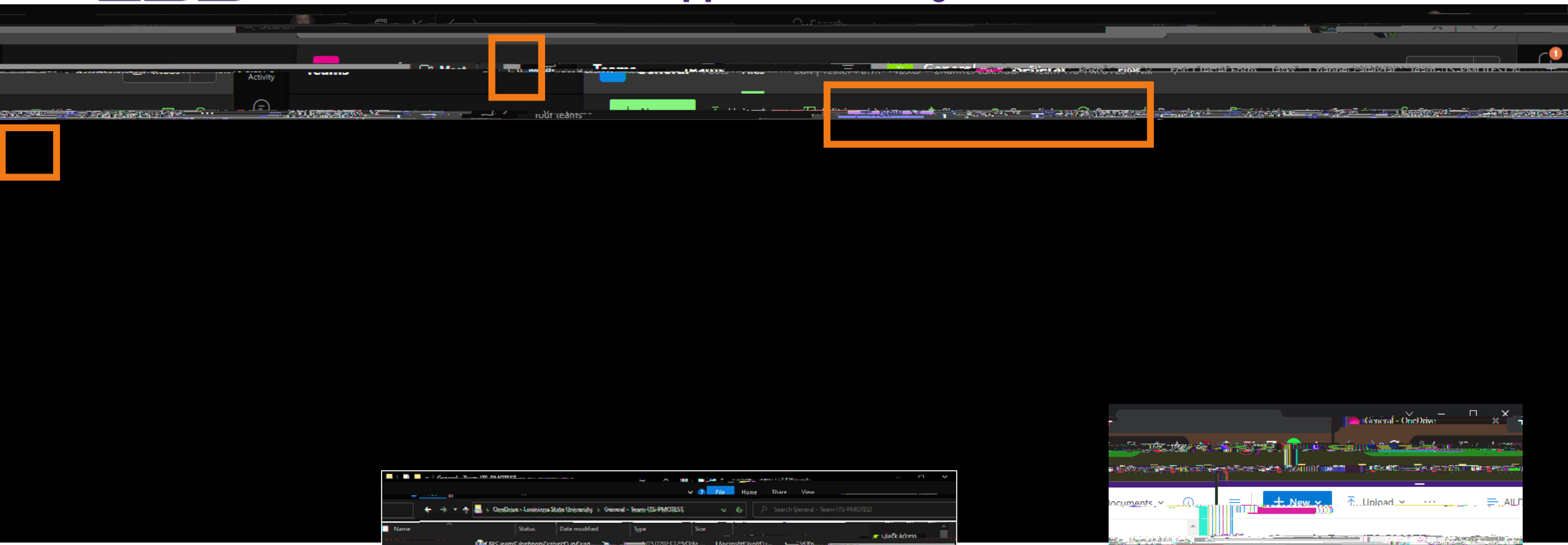
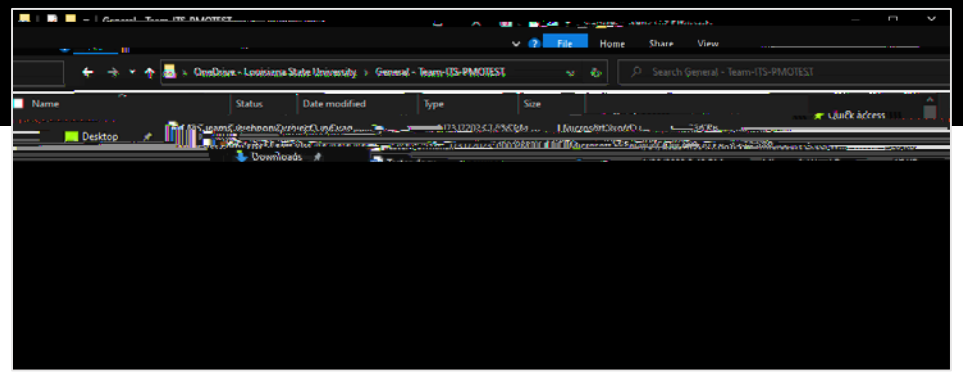
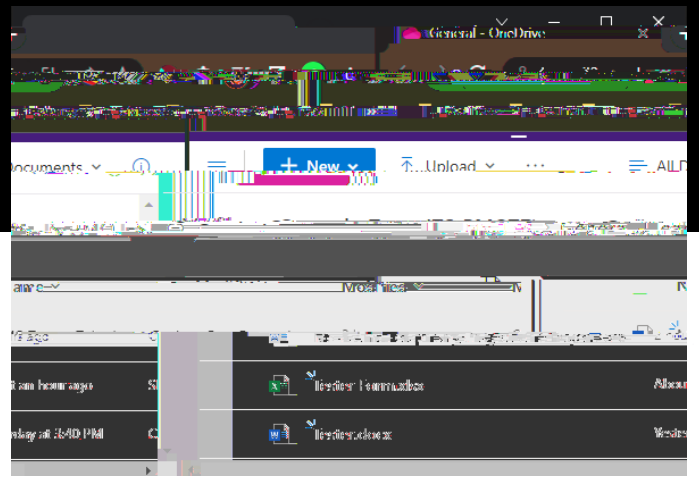
# Basic Microsoft Teams application navigation – The Team Feature




- New Teams (and sub-Teams, called Channels) will 3.5 od [(T)92.ils

# Microsoft Teams application navigation – The Teams Feature -

# **Microsoft Teams application navigation** – The Teams Feature - Tasks (Planner 2)

- Can assign columns “buckets” however you wish. In this example, they are something like a traditional Kanban or sticky-note board with To Do, In Progress, Done, and Backlogged
- Also note additional views (List, Board, Charts, Schedule). Reporting is very limited with Planner, it’s best for smaller pro

# Basic Microsoft Teams application navigation – The Team Feature - Files