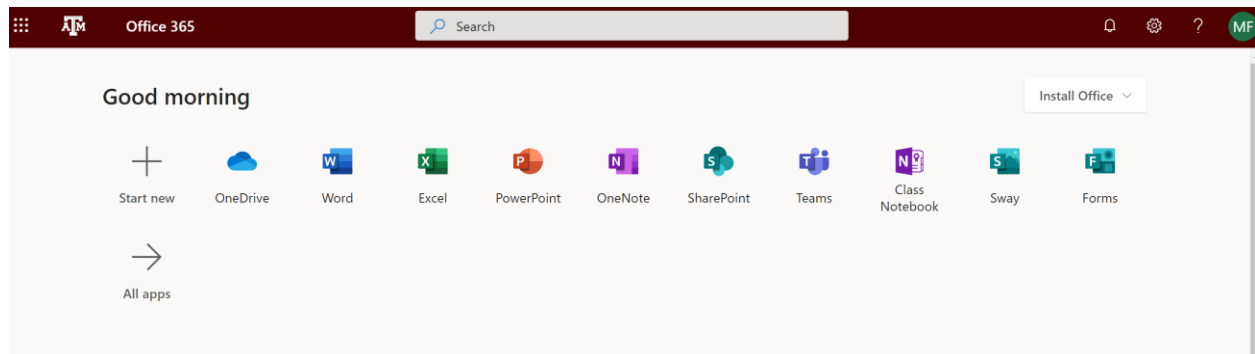


To access all the apps available to you through your TAMU Office 365 account, go to this link to sign in with CAS: <https://gateway.tamu.edu/office365/>

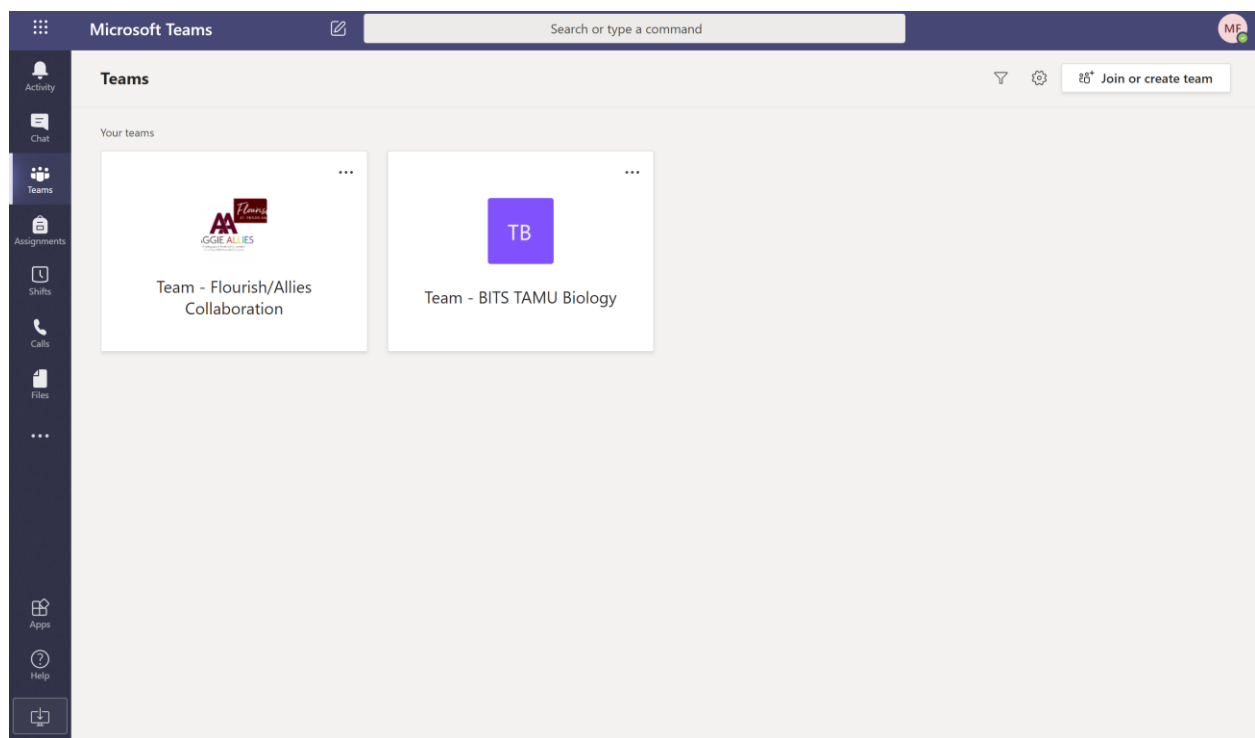
This will give you a screen with all your apps:



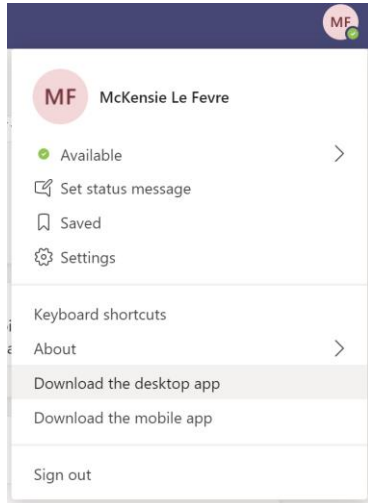
Now, you can use all of these apps **entirely online**. You can add the app to your desktop for convenience, but these are cloud-based, meaning that all the documents you make or apps you use in office 365 will be stored in the TAMU cloud. This means you can access them from wherever you can log in to a computer with internet, making this ideal for a work from home situation.

Let's focus on Teams, as it is the most collaborative area for a research or staff group. Choose "Teams" on the page.

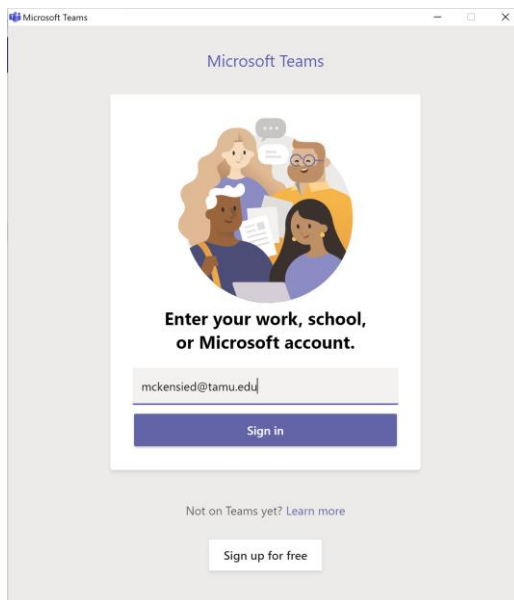
This will bring you to a Dashboard for Teams.



If you want to download this app to your desktop for convenience, Click your Initials in the circle icon at the top right of the screen and choose “Download Desktop App”. You DO NOT HAVE TO DOWNLOAD IT. All functions can be done on the online interface. But if you like having the Desktop to receive notifications faster, here’s how to do it:

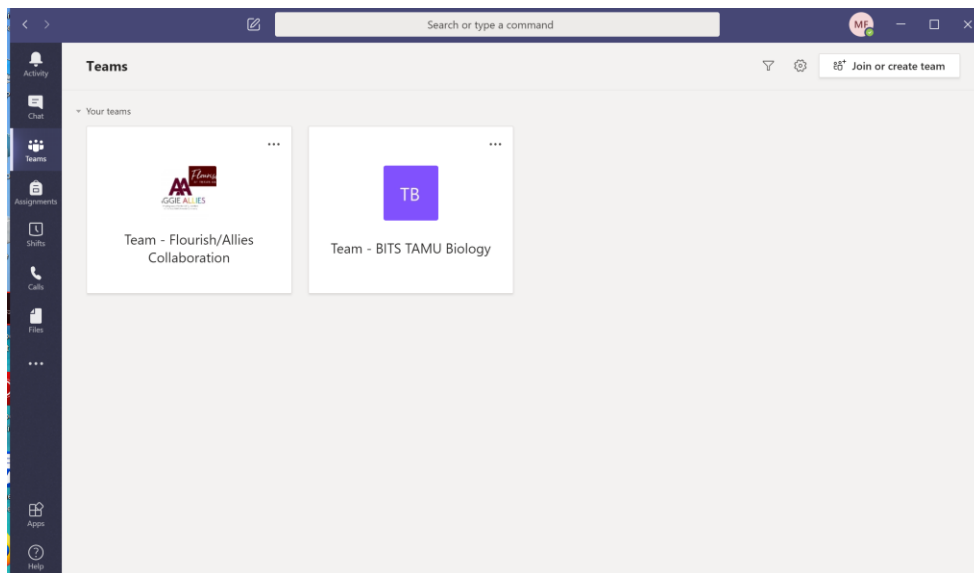


This will prompt a download file (Teamsfilename.exe). Once the file is downloaded, double click it to begin the install. The next window will pop up prompting you to sign in. Sign in with your netID email (NOT your biology email):



This will start a pop-up to login with CAS and then Duo. After that Teams should be loaded on your computer!

Dashboard from desktop app:



You can now Hit Join or create a team. I recommend one member of a lab/group creates the team and when you do, during the team creation process it will ask you to add members. ADD MEMBERS USING THEIR @TAMU.EDU EMAIL ADDRESS, NOT THEIR BIOLOGY ONES. You can also use the “join using code”, to easily tell everyone the code and they can join that way, but they do still need to be logged into Teams using their @tam.u.edu account. Office 365 through TAMU is like Google Drive through TAMU, it’s running off of your NetID and password, not your biology one.

Basic overview of TEAMS can be found here:

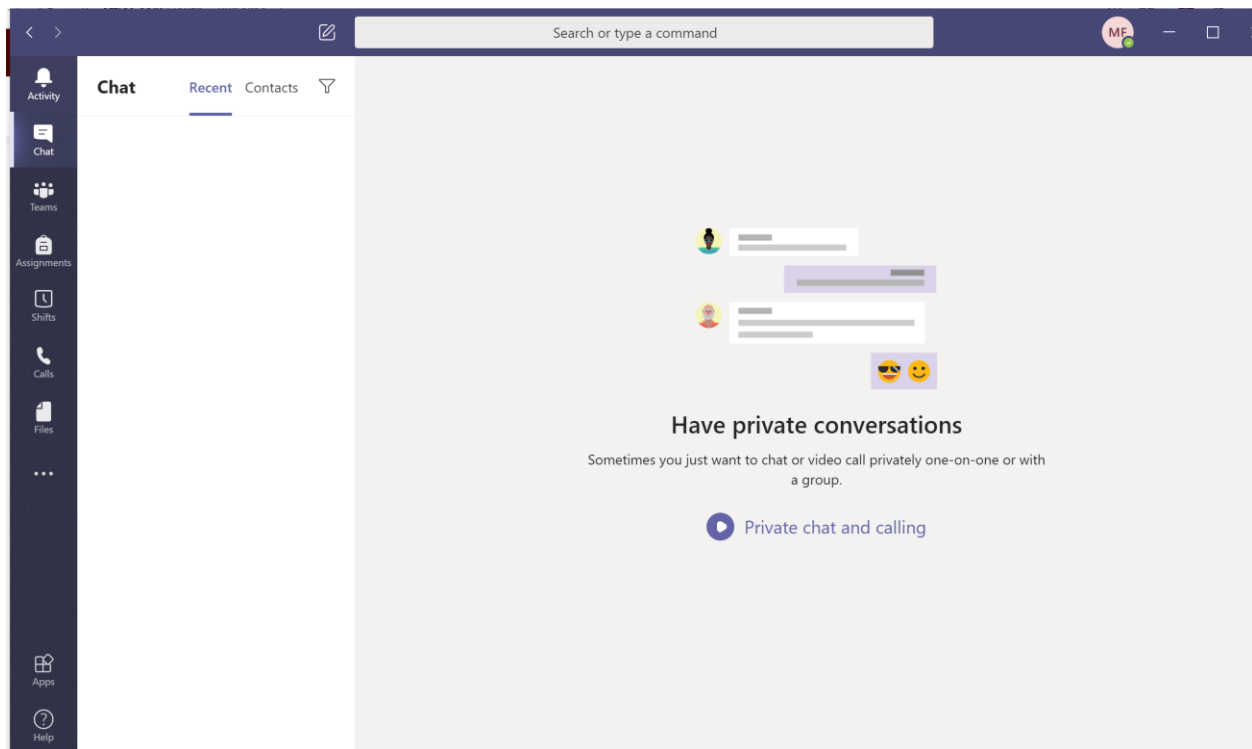
https://servicenow.tamu.edu/tamu-selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,KB0019761%20v2.0&sysparm_searchtable=kb_knowledge

An easier to read document describing showing some of the cool stuff Teams can do:

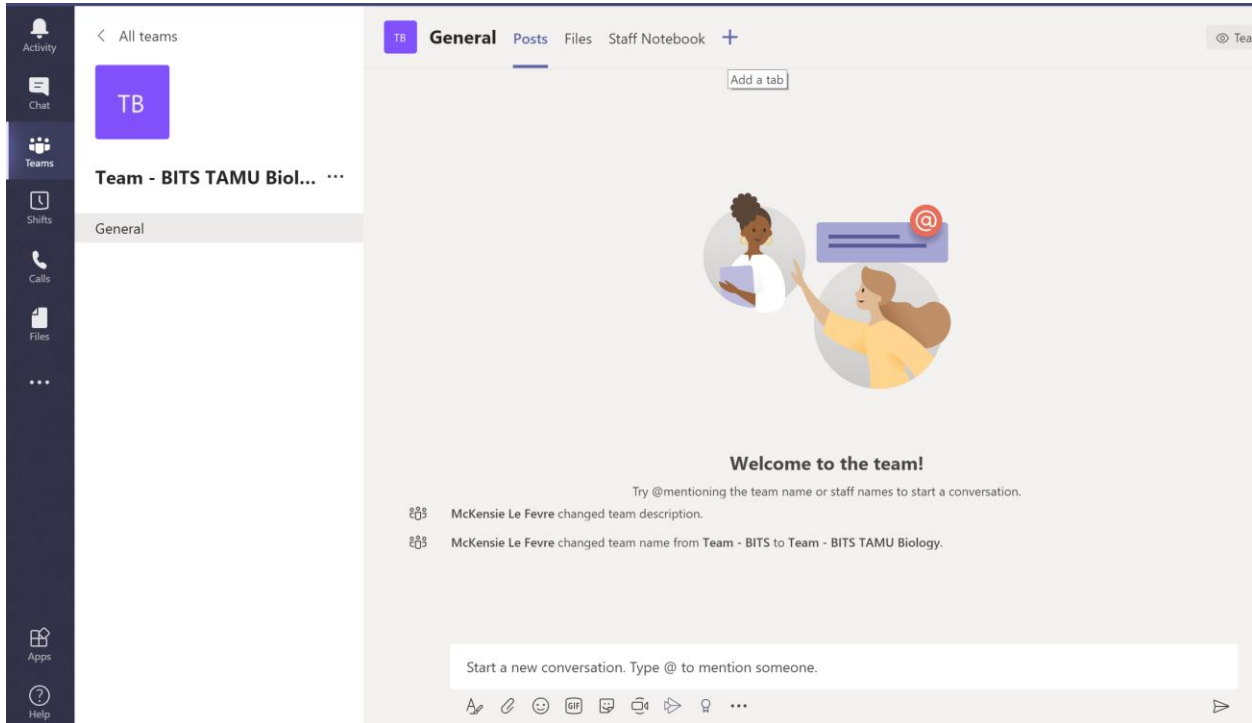
https://tamucs.sharepoint.com/sites/TAMUITSystemsEngineering/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTAMUITSystemsEngineering%2FShared%20Documents%2FGeneral%2FMicrosoft%20Teams%20Documentation%2FTeams%20Quick%20Start%2Epdf&parent=%2Fsites%2FTAMUITSystemsEngineering%2FShared%20Documents%2FGeneral%2FMicrosoft%20Teams%20Documentation&p=true&originalPath=aHR0cHM6Ly90YW11Y3Muc2hhcmVwb2ludC5jb20vOml6L3MvVEFNvU1U3IzdGVtc0VuZ2luZWVyaW5nLOViUlIPX2NEcWVWRW96dmt2N2VkZWpnQlpKQ1BTcHgyMI9wdC1DTF85RThQc3c_c_nRpbWU9dUhsbFFOa0gyRWc

I will go over some easy to use functions of TEAMS:

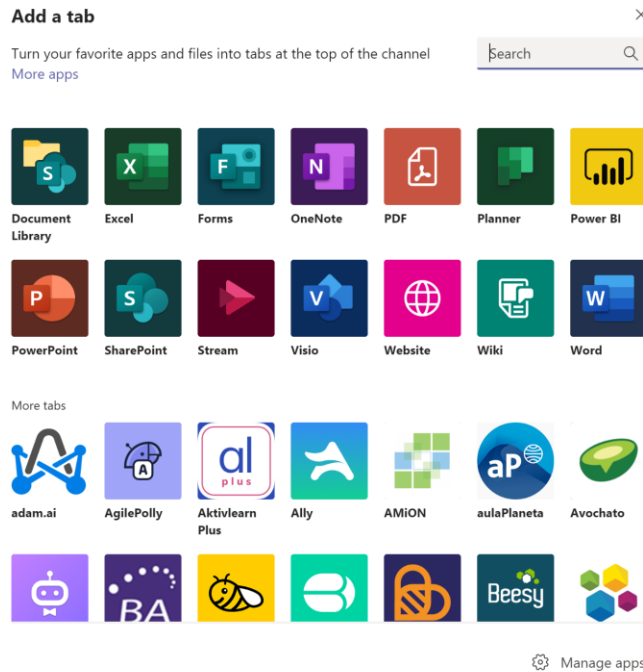
Chat. Click Chat on the left hand toolbar. You can create chat groups, or message people one-on-one



Assign tasks to people: Hit the Teams on the left toolbar, then click the + button on the dashboard at the top:

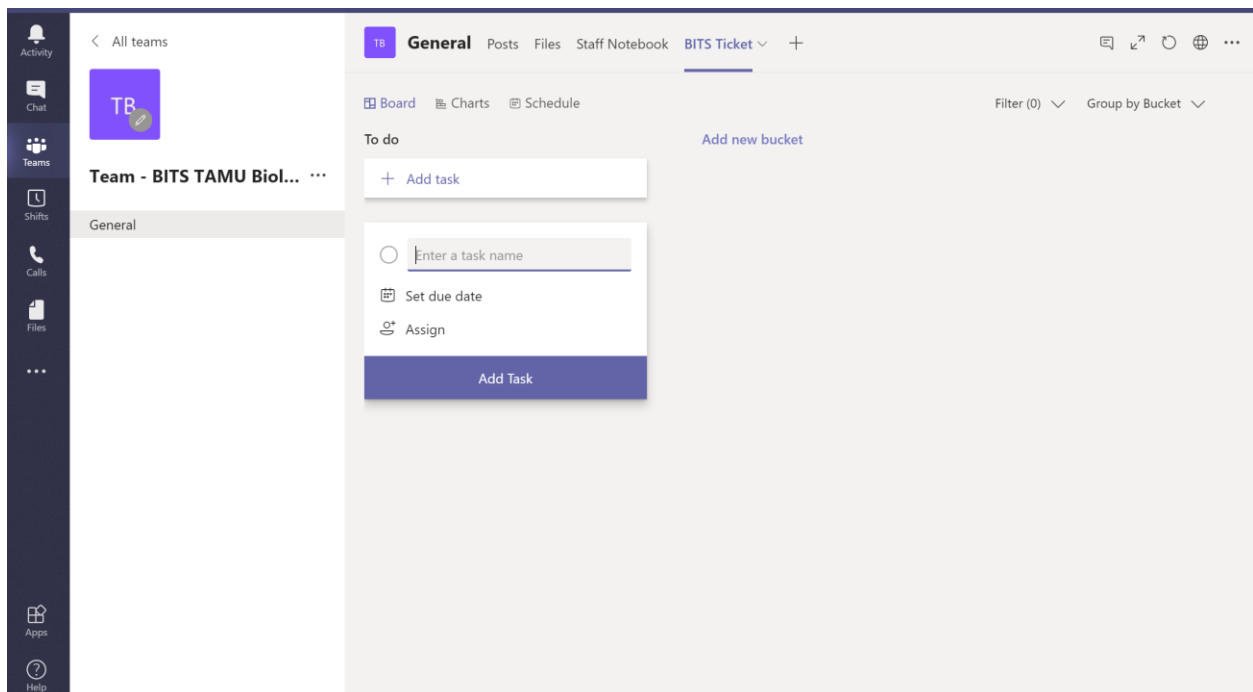


This gives a pop up, Hit “Planner”:

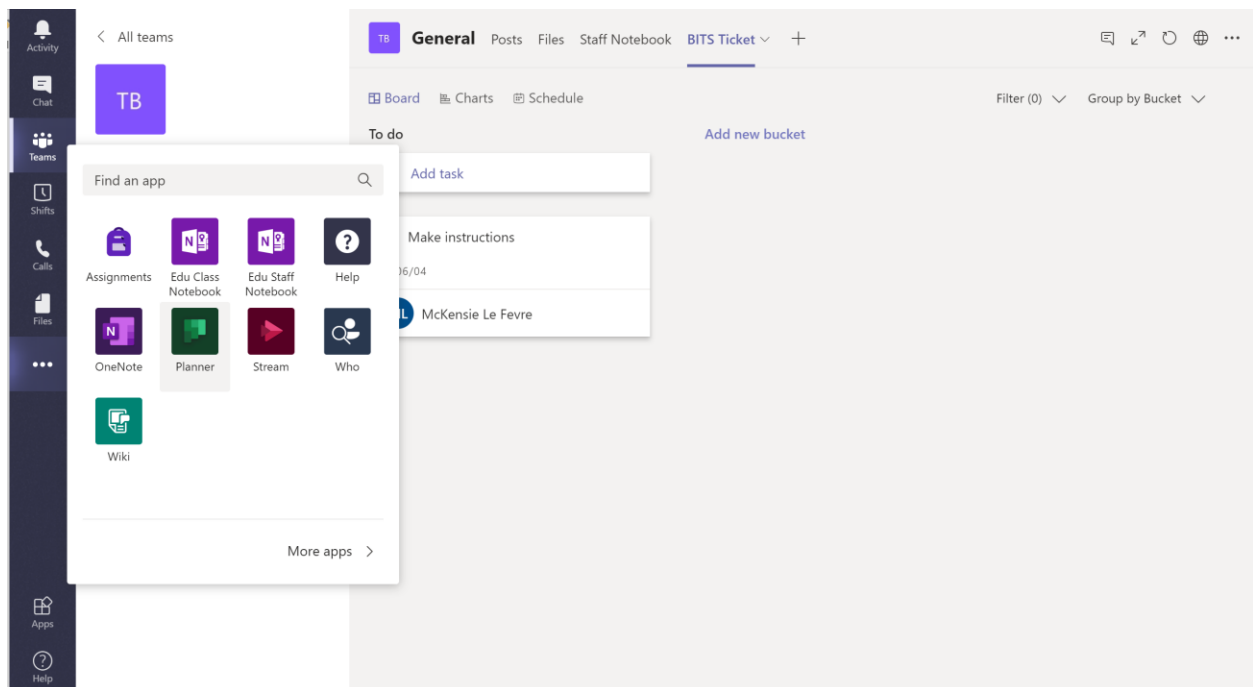


Name the Planner group and hit “Save”

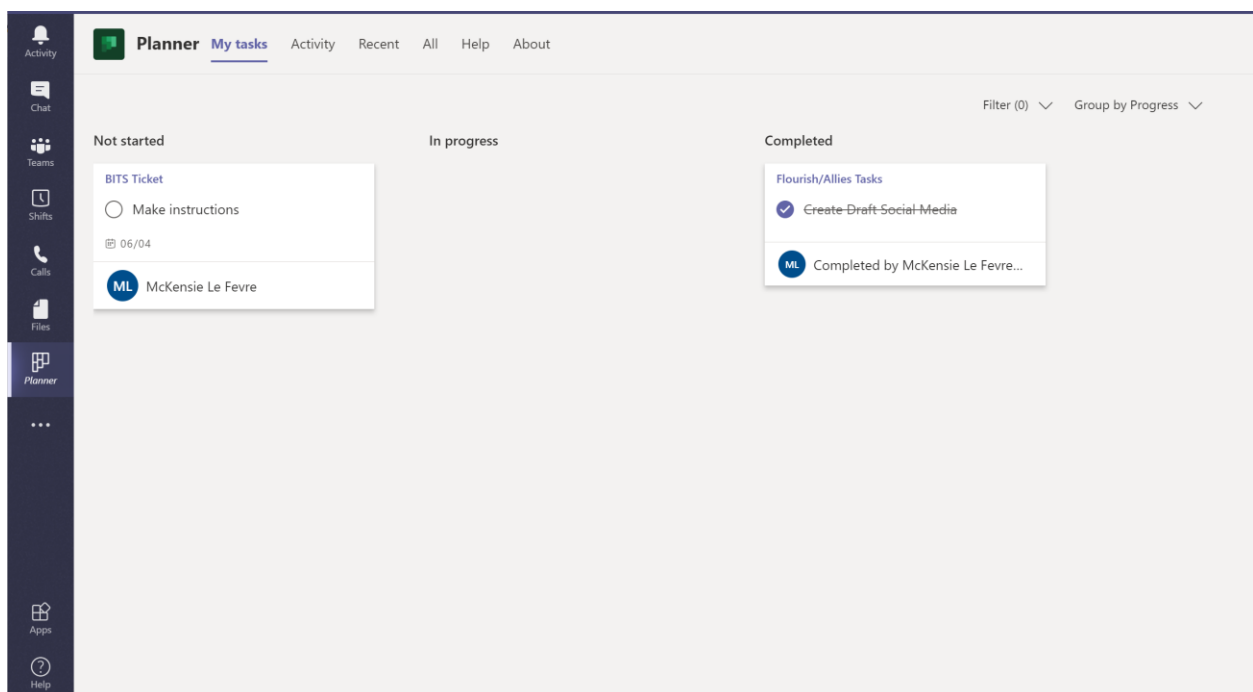
From here you can begin to assign tasks:



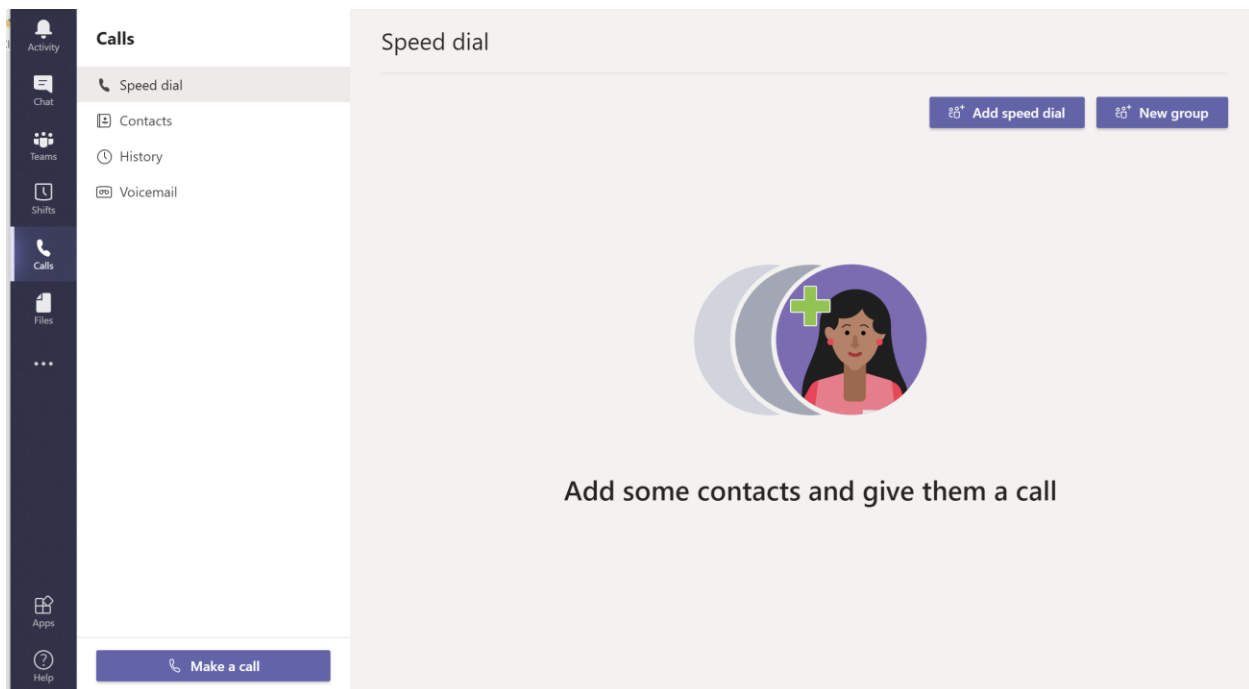
From here, you can always hit the Planner Tab you created to see a list of tasks. If you want to see all tasks assigned to you by all the different teams you may be in, hit the three dots on the left toolbar and select “Planner”



This will bring you to a Dashboard to see all tasks, previous, ongoing, and still to do. Hint: Right Click the Planner Icon on the left toolbar and select “Pin” to find it easily from now on.

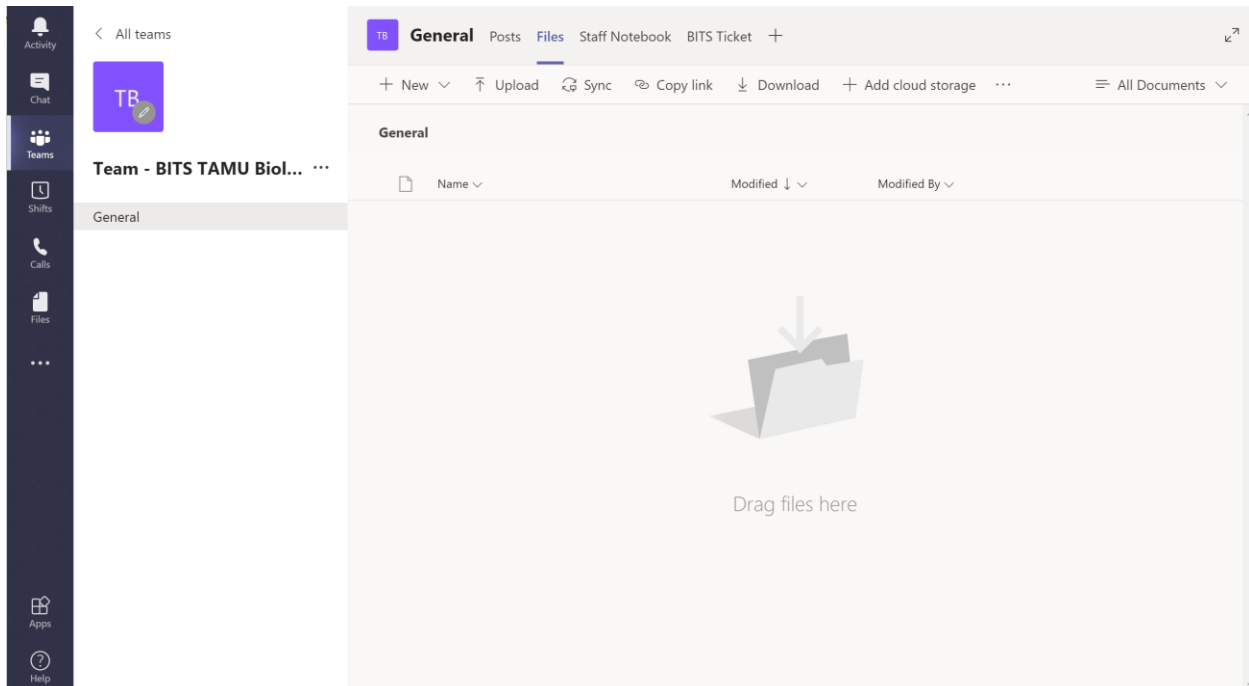


Video Calls: Teams can do video calls, just like Zoom. Simply Chat with a person to see if they can do a call, and hit call on the left toolbar to setup a video call.



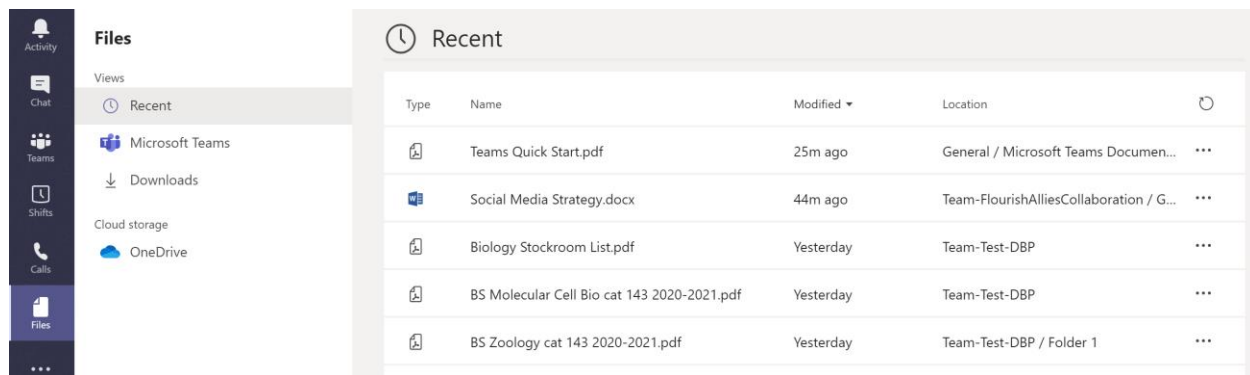
Another useful collaboration tool in teams is a collection area of **Files**.

You can access TEAM-specific files by clicking on Teams on the left toolbar, selecting the Team, and then at the middle-top toolbar of the Dashboard should be a tab called “Files”



This will list all the files in use by the team.

IF you want to see all your files across all of your teams, click the “files” button on the left toolbar:



A lot of Teams is clicking on everything until you're comfortable, but this guide should give you start to using it.

If you have any questions please email me at McKensie Le Fevre, mlefevre@bio.tamu.edu