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

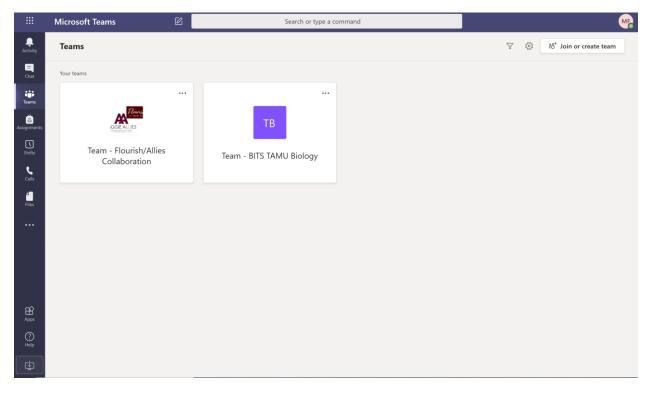
ĀМ Office 365 🔎 Search Q 🕸 MF Good morning Install Office \sim +đji N E 🔒 w Ν s x Р s Class Notebook PowerPoint Start new OneDrive Word OneNote SharePoint Forms Excel Teams Sway \rightarrow All apps

This will give you a screen with all your apps:

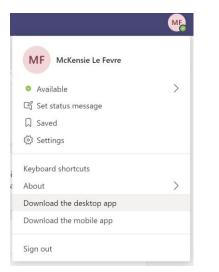
Now, you can use all of these apps **entirely online**. You can add the app to your desktop for convenience, but these are cloud-based, meaning that all the documents you make or apps you use in office 365 will be stored in the TAMU cloud. This means you can access them from wherever you can log in to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

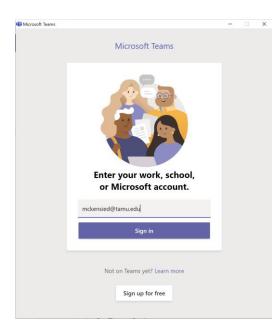
This will bring you to a Dashboard for Teams.



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:

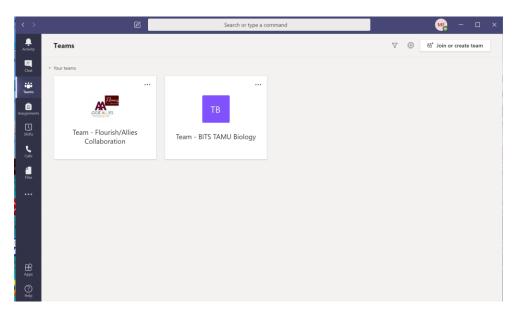


This will prompt a download file (Teamsfilename.exe). Once the file is downloaded, double click it to begin the install. The next window will pop up prompting you to sign in. Sign in with your netID email (NOT your biology email):



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 @tamu.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-

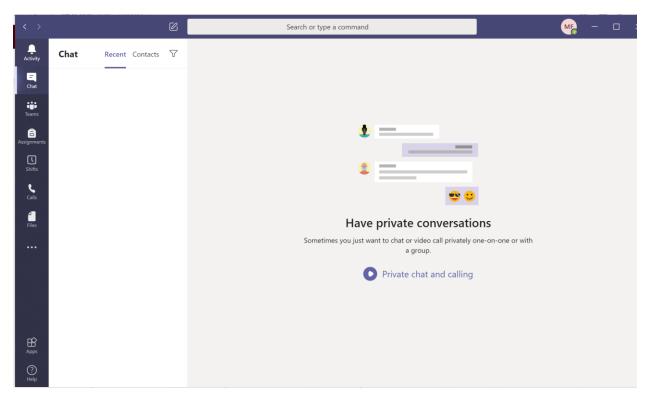
selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,KB0019761%20v2.0&sysparm_ __searchtable=kb_knowledge

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

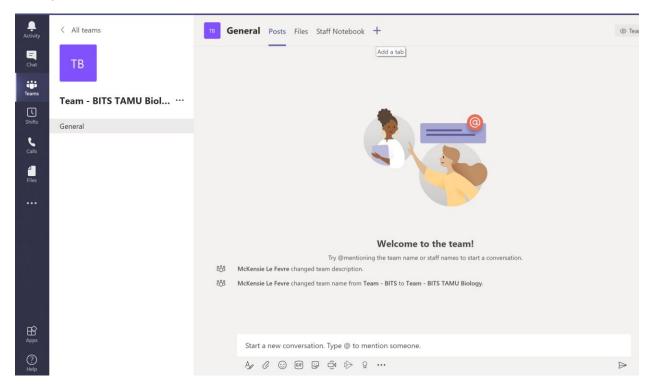
https://tamucs.sharepoint.com/sites/TAMUITSystemsEngineering/Shared%20Documents/Forms/AllIte ms.aspx?id=%2Fsites%2FTAMUITSystemsEngineering%2FShared%20Documents%2FGeneral%2FMicroso ft%20Teams%20Documentation%2FTeams%20Quick%20Start%2Epdf&parent=%2Fsites%2FTAMUITSyst emsEngineering%2FShared%20Documents%2FGeneral%2FMicrosoft%20Teams%20Documentation&p=t rue&originalPath=aHR0cHM6Ly90YW11Y3Muc2hhcmVwb2ludC5jb20vOmI6L3MvVEFNVUIUU3IzdGVtc0 VuZ2luZWVyaW5nL0ViUIIPX2NEcWVWRW96dmt2N2VkZWpnQlpKQ1BTcHgyMI9wdC1DTF85RThQc3c_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":

Add a tab	,					×
Turn your fav More apps	orite apps and	files into tabs a	at the top of th	e channel	Search	Q
Document Library	Excel	Forms	OneNote	PDF	Planner	Power BI
PowerPoint	SharePoint	Stream	Visio	Website	Wiki	Word
More tabs	AgilePolly	Aktivlearn Plus	Ally	AMION	aPaulaPlaneta	Avochato
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🖏 Manage apps

Name the Planner group and hit "Save"

From here you can begin to assign tasks:

L. Activity	< All teams	тв General Posts Files Staff Notebo	ook BITS Ticket ~ +	
E Chat	ТВ	🖪 Board 🖺 Charts 🗇 Schedule		Filter (0) 🗸 Group by Bucket 🗸
Teams		To do	Add new bucket	
L Shifts	Team - BITS TAMU Biol ···	+ Add task		
	General			
C alls		Enter a task name		
		🗄 Set due date		
Files		⊖⁺ Assign		
		Add Task		
ŝ				
Apps				
? Help				

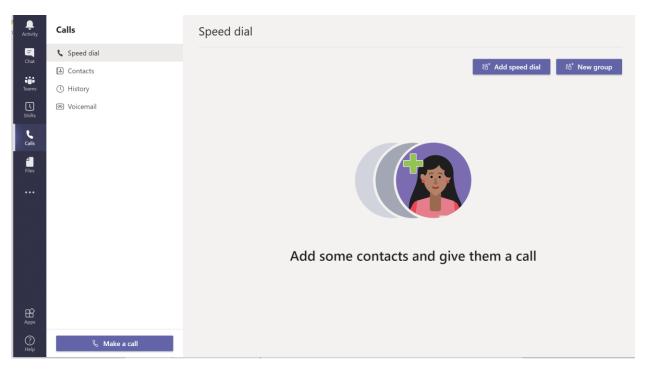
From here, you can always hit the Planner Tab you created to see a list of tasks. If you want to see all tasks assigned to you by all the different teams you may be in, hit the three dots on the left toolbar and select "Planner"

Activity	< All tear	ns		тв	General Posts Files Staff Noteb	nook BITS Ticket ~ +	E	
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Teams				To		Add new bucket		
L Shifts	Find an ap	р		Q	Add task			
	â	N	N	?	Make instructions			
Calls	Assignments	Edu Class Notebook	Edu Staff Notebook	Help	06/04			
∠ Files	N	9	•	0	L McKensie Le Fevre			
	OneNote	Planner	Stream	Who				
	F							
	Wiki							
			Mo	re apps >				
? Help								

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.

 Activity	Planner My tasks Activity R	ecent All Help About	
Chat			Filter (0) \checkmark Group by Progress \sim
teams	Not started	In progress	Completed
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C Shifts	Make instructions		Create Draft Social Media
C alls	🖻 06/04		Completed by McKensie Le Fevre
	ML McKensie Le Fevre		
Files			
Planner			
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H Apps			
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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"

Activity	< All teams	General Posts Files Sta	aff Notebook BITS Ticket +	د ^م
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Teams		General		
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C alls				
Files				
			Drag files here	
? _{Help}				

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:

 Activity	Files	() Recent						
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tii Teams	 Microsoft Teams Downloads Cloud storage OneDrive 	Ł	Teams Quick Start.pdf	25m ago	General / Microsoft Teams Documen			
C Shifts			Social Media Strategy.docx	44m ago	Team-FlourishAlliesCollaboration / G			
C alls		£	Biology Stockroom List.pdf	Yesterday	Team-Test-DBP			
Files	d iles		BS Molecular Cell Bio cat 143 2020-2021.pdf	Yesterday	Team-Test-DBP			
•••		Ł	BS Zoology cat 143 2020-2021.pdf	Yesterday	Team-Test-DBP / Folder 1			

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, <u>mlefevre@bio.tamu.edu</u>