



Microsoft Teams Info Sheet

This document is meant to provide helpful links and resources for employees utilizing Microsoft Teams. The IT Department is always willing to answer questions on Teams as well at the following contact information:

Phone: **570-955-1500**

Email: support@lackawanna.edu

[Knowledge Base and FAQs](#)

How to get started:

- Contact Lackawanna College IT to create your Team.
- Watch this quick [introduction to Microsoft Teams](#) video
- Utilize [channels](#). You can utilize Channels within the team to keep conversations organized. Organize by projects, subsets of the department, etc.
- Start a private or group [chat](#) to communicate via text, audio, or video
- Schedule [meetings and calls](#).
- View, edit, and share [files](#).

Helpful Links:

- [Microsoft Teams Support Page](#) (full of tons of info on every part of Teams)
- [Microsoft Teams video training collection](#) (A series of short videos to learn how to use Teams created by Microsoft themselves)
- [Free instructor-led training from Microsoft](#)

If you have further questions, please don't hesitate to reach out to Lackawanna College IT.

Adjuncts and Faculty looking to incorporate Teams into their teaching should utilize the resources provided by the **CTL** (CTL@lackawanna.edu) and the **eLearning Department** (elearning@lackawanna.edu).