Lackawanna College IT - Microsoft Teams Info Sheet

This document is meant to provide helpful links and resources for employees on 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 ext. 1500**

Email: **support@lackawanna.edu**

Zendesk FAQ and Helpdesk Portal: **https://lackawannacollege.zendesk.com/hc/en-us**

How to get started:

- Watch this quick introduction to Microsoft Teams video
- Create teams and channels. Each department should designate one person to make a team and help organize your group. A good rule of thumb is to be specific with the team name (ex. IT Department) and keep the number of teams limited. 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 recent activities in your activity feed
- View, edit, and share files.
- Integrate apps to add content or features using tabs.

Helpful Links:

- Microsoft Teams Interactive Demo
- 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
- Video on creating a shared calendar within Teams
- Video on creating polls to run during Teams meetings
- YouTube playlist by a Microsoft Employee on Teams and it's features.
- Breakout Rooms guide in Teams Meetings by Microsoft.
- Staff Teams Training Recording by Lackawanna IT **(Sign in with Lackawanna 365 account)**