Microsoft Teams

Teams



within the group. Any additional

people would have to be invited.

Creating a Team

Description (optional)

Private - Only team owners can add members

Privacy

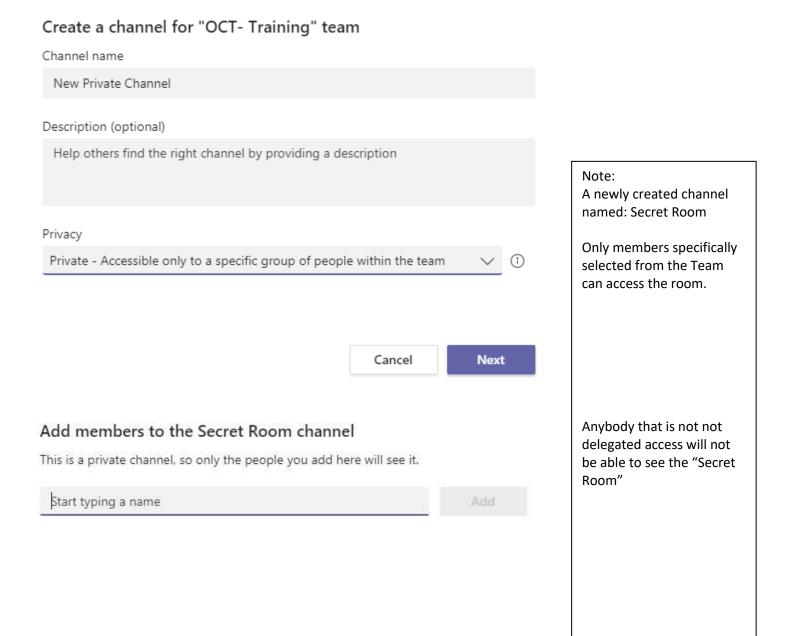
In teams, you have 2 options in regards to Privacy.

1. You have the ability to create the "group" with some restriction.

< Back						
Join or create a	team					
	Select a team type					
Create a	<u></u>	H	A	\$		
Bring everyone togethe	Class Discussions, group projects, assignments	Professional Learning Community (PLC) Educator working group	Staff School administration and development	Other Clubs, study groups, after school activities		
				Cancel		
Create your tea	m				nstration, I have	
Staff leaders are own	ners of staff teams and add oth important documents, and sei	ners as members. Each staff tear t up a Staff Notebook to track c	-	you can choos Private.	aff". Under Priva se to have it set t	
Name			_		any members eam" will have all the contents	

Cancel

2. If you already have an existing team /group. You can create a "Private Channel" and set it to Private. In which you'll be prompt to add members to that Private Channel.



Skip

Useful tools - Planner

This option can be accessed by adding a tab.

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tiji Teams			Chai Lo has added Linda Lopez to the team.		
	OCT- Training		Chai Lo 6/9 10:28 AM Added a new tab at the top of this channel. Here's a link.		
Calendar	General		Added a new tab at the top of this channel. Here's a link.		
٤.	Breakout Room 1 💧		PDF PDF		
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Apps			Start a new conversation. Type @ to mention someone.		
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Select "Planner". This will create a new tab for you and your team members.

3 7		Add a tab ×	D ×
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4			
	Breakout Room 4 🖞	Power BI PowerPoint SharePoint Stream Visio Website Wiki	
		Word	
		More tabs	
		Manage apps	

For Demonstration purposes, I have created on under the name "Task & To Do's"

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tearns	OCT- Training ····	To do Add new bucket + Add task	
Calendar Calls Files	General Breakout Room 1 Breakout Room 2 Breakout Room 3 Breakout Room 4	 Enter a task name Set due date Assign 	
		Add Task	
Hangs Anges Digite			

Key things you want to keep in mind (for organization sake)

Create a "new bucket" – Eg. A section dedicated for myself? Or for a specific person You can add as many tasks as you like, and "mark it" if you feel that the task is done and it'll archive it in a "Completed" column.

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	Breakout Room 4			Start date 06/22/2020 Notes		Due date 06/22/2020				•	
				New hire starting MOnd	ay 06/22/	2020			Show on card		
				Checklist 0 / 4 Setup computer Setup Phone Setup Email					Show on card		
				Setup Duo Add an item Attachments							
				Add attachment							
ß				Type your message here							

You have the ability to "Show on card". This will help you easily identify information. Assign a color label (can be useful in the long run for searching purposes) **EXAMPLES:**

Red ○ Deploy computer for New Hire New hire starting MOnday 06/22/2020 06/22 ○ 0/4		 Deploy computer for New Hire Setup computer Setup Phone Setup Email Setup Duo
	OR	

The best way to learn how to use Planner on Teams, is to simply use the product. And you'll learn and grow as you use it.