Remember: Teams is for collaboration with colleagues.
Read the *Using Teams best practice* to learn more about how to use Teams at uOttawa.

Working with a team in Teams

The Teams application is like a portal where you can work with many different groups of people on different projects, all from one application. Teams should be made for groups of people who work together often, on many different projects. Consider adding a channel to an existing team instead of creating a new team for every project, if the project involves all the same people. Requests for the creation of new teams must be done through the IT Service Desk.

Tabs

Since each channel is dedicated to a different topic or project, you can customize it depending on your needs. Add other Microsoft 365 applications into the tabs such as a Planner plan or a OneNote notebook, by clicking the "+" symbol.
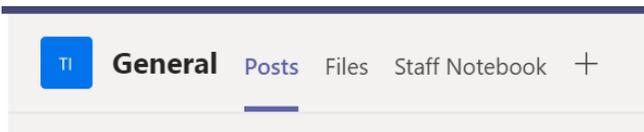
Backgrounds during a video call

Protect sensitive or confidential information by using the "blur background" feature, or use one of the backdrop images. When in a call, click the three dots for more options, including background options.
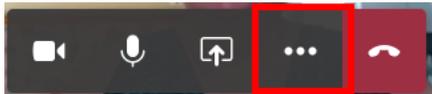
Translate chats

Quickly translate a chat message into your preferred language. The message will be translated into the language you have the Teams application set to. Hover over a chat message and click the three dots to translate the message.
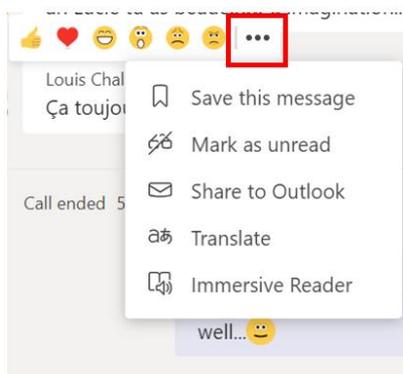
Channels

Each team has their own set of channels, and it is up to the team members to determine how many channels they want to have.

Channels are a way to keep different projects and topics separate, so create a new channel for each project the team is working on. Channels are visible to all members of the team, but members can choose which channels they want to contribute to.

Private channels can be created when there is work that needs to be kept private from other members of the team. Learn more about private channels here.

Don't put everything in General

All teams have a channel called "General" by default, but keeping everything in General will become confusing and inefficient to team members. Make new channels to separate topics or projects and keep everyone organized.

Title your chats

You can chat with people outside of a group with the chat feature. Give your group chats titles so they are easier to distinguish. Ex. You have a chat going with three colleagues about a colleague's retirement. Rather than leaving the chat title as the names of the three individuals, change the title to "Bob's Retirement!" so you can find it among your different chat threads quickly. Change the title by clicking the crayon icon to the right of the chat title.

When the project is over

Remember that Teams is a platform for collaboration. Once a project is complete, you are responsible for saving the information of strategic and operational value to another repository for long-term preservation and access purposes. Read the best practice on *What to Keep* for more information on how to manage this kind of information.

For Information Management support please contact the Information and Archives Management Service at archives@uottawa.ca

For technical support please contact the IT Service Desk