RUSH UNIVERSITY

Microsoft Teams Quick Guide

Chats, calls, groups & meetings for today's Teams

Welcome to Microsoft Teams, the chat-based workspace in Office 365 that makes it easy to have conversations, host meetings, share files and collaborate on documents, and get work done with teams across the Rush organization.

Teams lets you work in a natural, conversational way — with everything you need in one place — available anytime, on any device. You already have access to Microsoft Teams as part of Office 365. We're confident you'll love working in Teams.

Let's Get Started!

1. Sign in to Microsoft Teams

Go to **https://teams.microsoft.com** and sign in with your Rush email and single sign password account.

Or, you can login at **Office.com**, click Sign In and enter your Rush email and single sign on password.

Want to know more? | **Take an Interactive Tour with Teams**

Sign in

2. Bring your Team together

A team is a collection of people, conversations, files, and tools — all in one place. A channel is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

Click the box to watch the video to see what Microsoft Teams can do for you and your Rush teams.

Quick Start Guide

Discover how to create or join a Team. How to start or join a channel, chat with coworkers one-on-one or as a group.

1. Select **Teams** on the left side of the Teams window and then pick a team. If you're not on a team and want to create one, see **Onboard your teams**.

2. Select a channel and explore the **Conversations, Files**, and other tabs. For more information, see **Teams and channels**.

3. Start a conversation and collaborate

When you have a new topic or idea to introduce to the team, you can start a new conversation. Collaborate with your team by sharing project documents and use chat to start an instant conversation. Or have fun with an emoji or meme in conversations.
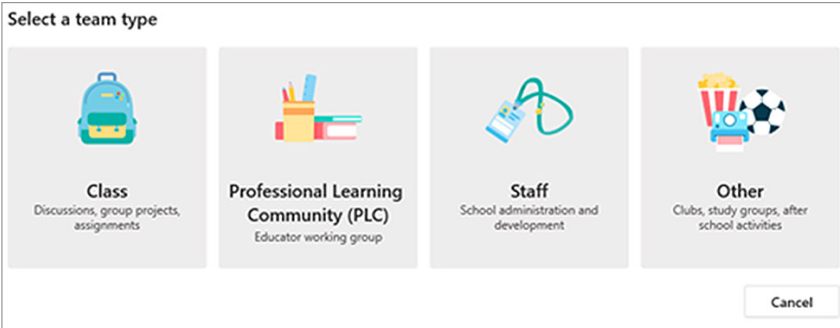
Click below to watch a video and learn more about collaborating in Teams and Channels.

Collaborate in Teams and Channels

How to choose a team type to collaborate in Microsoft Teams

When you create a new team in Microsoft Teams, you'll be asked to select from one of four teams. Learn more in the table below about which team meets your teaching and learning goals.

Select a team type: 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

	Class	Professional Learning Community (PLC)	Staff	Other
Description	Teachers and students collaborating on group projects, assignments, and more.	Educators collaborating within a professional learning community. Examples: academic department, grade band, or group working on a shared goal.	Staff leaders and staff members collaborating on school administration and development.	Students and school employees collaborating in interest groups and clubs.
Team owners & team members	Teachers are team owners and add students as team members.	Educators form the team and other educators join the team.	Staff leaders are team owners and add staff members as team members.	Any combination of students and school staff can form a team and add members.
Permissions	Teachers moderate student conversations and who can post where. Students only have write permission in certain areas.	Educators share equal read-write permissions.	Staff leaders control posting settings. Staff members only have write permission in certain areas.	Team members share equal read-write permissions unless the team owner(s) alter the settings.
Features	Class Notebook Assignments Conversations Files Video and audio calls Chat (if enabled) Pinning new tabs with documents or sites like Microsoft Forms	OneNote notebook Conversations Files Meetings Video and audio calls Chat (if enabled) Pinning new tabs with documents or sites	Staff Notebook Conversations Files Meetings Video and audio calls Chat (if enabled) Pinning new tabs with documents or sites	OneNote notebook Conversations Files Meetings Video and audio calls Chat (if enabled) Pinning new tabs with documents or sites
Educational goals	Assign, track, and review student work Export grades Collaborate and communicate in the classroom Make announcements Administer quizzes and polls Work in student groups Share and organize rich content Invite virtual experts into the classroom			

Share your questions or provide feedback.

Teams site:

Rush University – Microsoft Teams and Training

We're here to help you.

Tech Support:

3clas@rush.edu or call **(312) 563-2527 (3-CLAS)**

Design Support:

CTEIhelp@Rush.edu

Interested in learning more?

Browse additional training materials.

Explore Training Resources

Get Started with Teams

Video: Onboard Your Teams

Tips & Tricks