

Microsoft Teams Tutorial

Microsoft Teams is a messaging and collaboration app being utilized by ENMU — a workspace for real-time collaboration and communication, meetings, file and app sharing.

All students, faculty, and staff have access to Teams as part of the Office 365 environment available to members of ENMU.

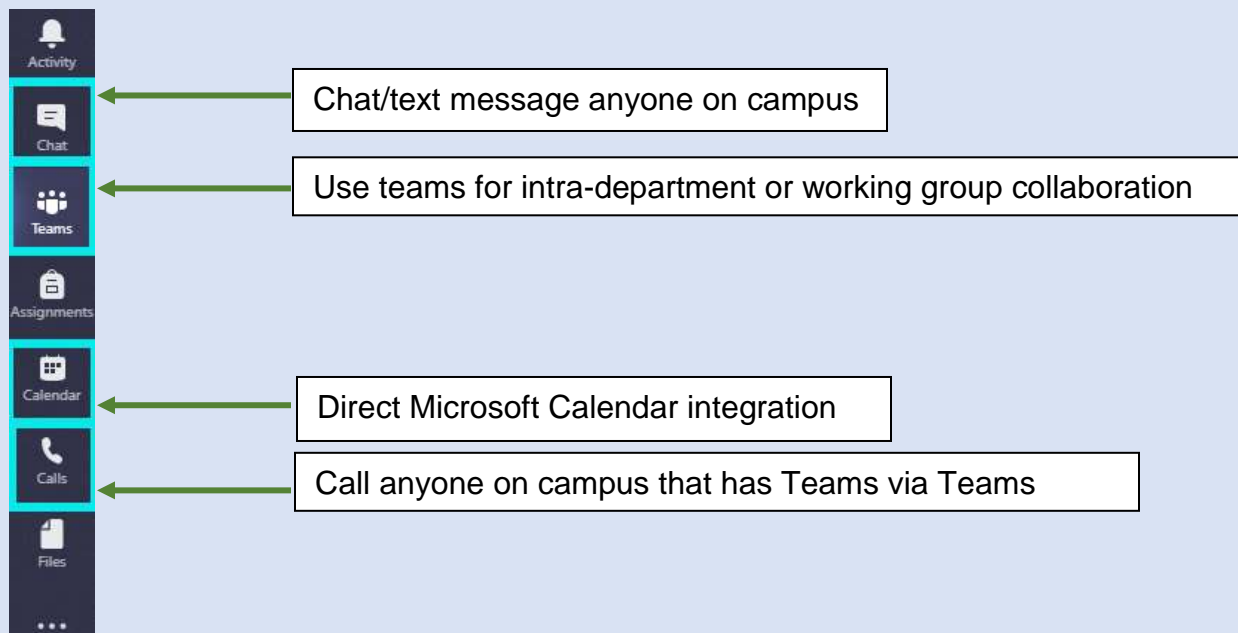
Here is *some* of what you can do with it:

- Rich chat with text, audio, video, and file sharing.
- Have a private chat to develop an idea.
- Department communication.
- ENMU wide communication (Students, Faculty and Staff).
- Web conferences with anyone ENMU or beyond.
- Store all your files, docs, and more in the cloud.

Call ENMU Helpdesk at ext. 4357 to install on ENMU purchased equipment.

Alternatively, you can install it on your Personal Computer by downloading it from Microsoft [here](#).

There is a lot of material available to explore within the MS Teams Ecosystem, so the below will just contain key highlights to get you started with utilizing MS Teams.



Below are some ENMU specific examples of what could be done with MS Teams

Assistance/ Collaboration / Utility / Efficiency possibilities:

Video/Audio Conference meetings (especially to resolve room conflict) [Teams]

Video/Audio Minutes of Committee Meetings [Teams, Streams]

Increased universal access capabilities via real-time Auto Closed Captioning [Teams]

Help Desk Online Assistance, including screen share and mouse share [Teams]

Online Student Assistance [Teams]

Online Office Hours Availability [Teams, Calendar]

Training/Walkthrough of new student workers [Teams]

Support departmental process / online assistance

Online Student appointments [Teams, Calendar]

(would help sick students, or those with social anxiety, etc. not miss their appointments)

Student Organization Coordination [Teams, Planner]

Department Internal Document Real-time Collaboration [Teams, SharePoint]

(including remote from anywhere for members of the team)

Task Scheduling (Employee, Student) [Teams, Planner]

To see additional tutorials & tech tips, or download this tutorial, visit

[ENMU ITS Weekly Tech Tips](#)

–ENMU Portales ITS Technical Trainer