

Tutorial: How to use Teams channels for organization

Teams has the capability to be utilized for small group projects, such as for a class project, providing the capability to organize and hold virtual group meetings, which includes both audio/video options as well as screen share, file share, whiteboard, closed captioning, real-time translation, and other capabilities to the members of the group.

When to create a Team:

A Team should be created for regularly occurring working groups, such as workings groups internal to a department, but especially for inter-departmental working groups that are collaborating with multiple sectors of campus

When to create a Channel:

Channels should be thought of as sub-committees of a regular working group, thus created whenever a sub-committee would be appropriate

To get started setting up Teams for use with a small group or small groups:

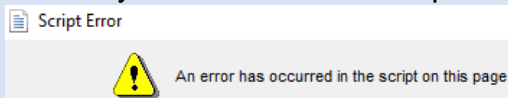
- Make sure you have downloaded and installed MS Teams on your desktop by clicking this [Link](#)
- Next, after you have installed Teams, left click on its icon (as show below) that is located on your desktop



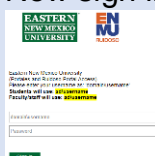
- If this is your first time, sign in with your @enmu email address


Note: If you encounter the script error as shown below, left click

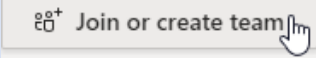
No



- Now sign in like you normally would sign into Portal with either your ad\ or sd\

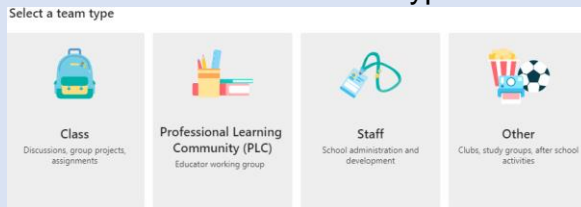


- If you do not already have a Team for your class, left click  located on the left hand side of your Teams app

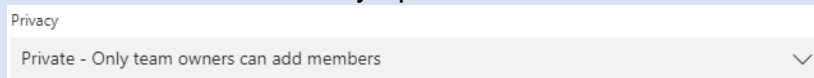
- Left click  located near the top right

- Left click 

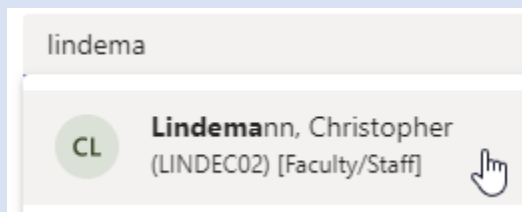
- Left click on desired Team Type:



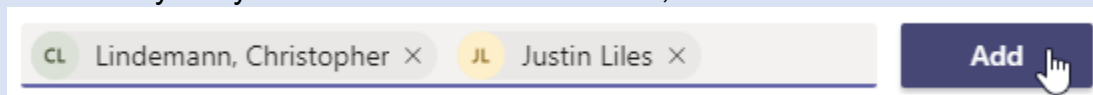
- In most cases the Privacy option should be left or set to the below:





- Type in the names of those you want as part of the Team and left click on their name to add them

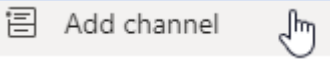


- Once everyone you wanted to add is in the list, left click 'Add'




- Once you have the Team for your group or class created, to make channels for organization, categorization, and cleanliness, click into your group's Team by left


clicking  which is located on the left hand side, left clicking your class, and then left clicking  located to to the right of you're the Team name towards the top left corner.

- Left click 

- On the privacy setting select L
For "closed door" style sub-committees:

Private - Accessible only to a specific group of people within the team 

For Team wide accessible sub-committees:

Standard - Accessible to everyone on the team 

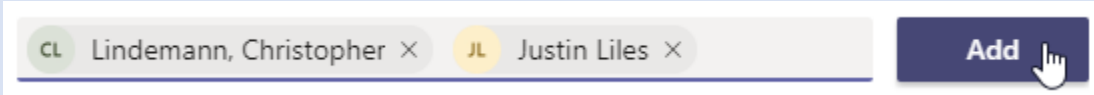
- Add your preferred channel name
- Optional: add a description

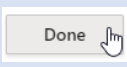
- Left click 

- Type in the names of those you want as part of the small group and left click on their name to add them



- Once everyone you wanted to add is in the list, left click 'Add'



- Finally, left click 

Now the members of the small group will be able to collaborate using features of MS Teams such as virtual meetings, file sharing, multi-party real-time document editing, task scheduling, and much more.

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer