

Checklist for new users – Office365 Teams

Start by reading the guides *Rules for Office365* and *Routine description for digital workspaces*

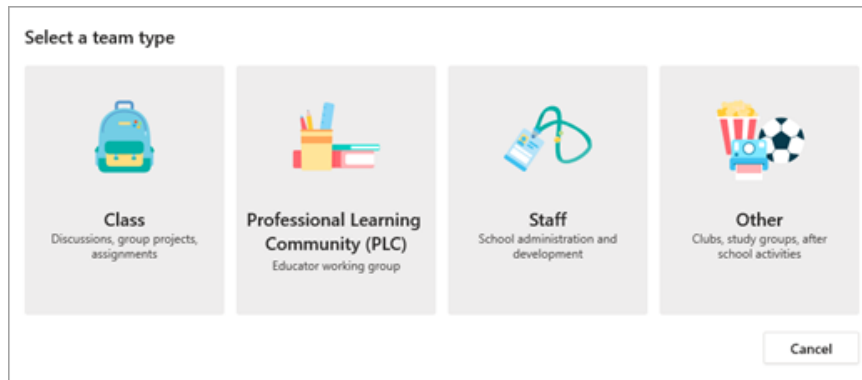
You will find the documents here:

<https://www.miun.se/en/staff/university/Developmentworks/projects/office-365/>

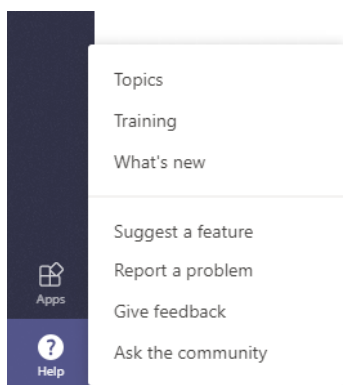
When you start a team

- Agree with the group to use the team as a workspace and agree on how you want to collaborate.

These are the team types:



At the moment, Mid Sweden University recommends you to use the team type Other. It only contains posts and files, but the team can add other tools when needed.

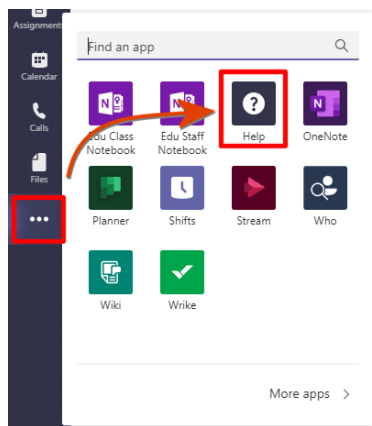


Under *Help* och *Topics*, you will find further information about the different team types, but you can also find the information here:

[Further information about the team types for collaboration in Microsoft Teams](#)

You will find further information about how to set up and use the different team types in Teams:

- Click on the three dots on the left
- Select Help
- Read the parts that are of interest for your team



To consider as the owner of a team

- When the team is created, you will have the opportunity to select an image that mirrors the content. Please note that images may have copyright protection
- Specify whether the team is private or public. The team can be private, i.e. limited for viewing only for the members you invited, or publicly for all Team users at Mid Sweden University to join and see what is written, both students and employees.

To change the privacy settings for your team from public to private (or vice versa), go to the team name and select **More options (...)** > **Edit team** toward the bottom of the menu. Under **Privacy**, select either **Public** or **Private**.

- You can add apps to your team, but note if they are supported by Mid Sweden University or not.
- Please make sure to build a clear structure for the files that are to be uploaded to the team.
- Should a member of the team terminate their employment at Miun, the person will disappear from the team but all posts, comments etc. will remain.
- If you do not need your team any longer, please make sure to terminate it (download the documents/files you wish to keep), see the archival requirements in "Rules for O365".

To consider as a user

- The recommended browsers are Edge and Chrome
- E-mail addresses can be used to log in to Office365.
- Under “Tools” in the header of miun.se, you can select the O365 services you wish to use out of those supported by Mid Sweden University.
- The O365 apps can be downloaded to your phone and other units.
- Go through and update your personal settings.
 - Under *Notifications*, you can decide how you wish to be notified, i.e. activate or turn off the activities signal.
 - Look at the settings for your time zone in the calendar settings.
- As a user, you can be invited to other organizations’ teams and you can easily access them in the upper right corner in “Teams” under Mid Sweden University.
- O365 does not support the use of templates. Therefore, the Miun templates can be used by creating empty documents using the Miun templates in your computer and then saving them on OneDrive. Copy the template to the team where you wish to use it.