

# Microsoft Teams



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## About Microsoft Teams at Syracuse University

### What Does Teams Provide?

Teams is the hub for teamwork in Office 365, through chat, meets, call, and collaborate all in one place, no matter where you are.

#### Teams you can:

- **Chat from anywhere**

Share your thoughts, quickly get feedback, and express your personality. Setup a group chat or one-to-one messages.

- **Meet with anyone from anywhere**

Instantly go from group chat to video conference with the touch of a button. Teams of 2 or 10,000 can meet in one place, no matter where on the globe they are located.

- **Video or Audio Conference from any device**

Never yell "who just joined?!" ever again. Use Teams calling to take the stress out of conference calls and gain options like real-time closed captioning, screen sharing, and attendee stats while using a web browser or the Teams software across Windows, MacOS, IOS, and Android.

- **Collaborate from anywhere**

Edit documents together, at the same time, while tracking your changes - no more emailing revisions back and forth. Ask for feedback in real-time, poll the audience, and make decisions faster as a team.

#### What to Know About Teams at Syracuse

- Team Names - SU enforces a naming convention that ensures that all Team names are unique. This allows for easier discovery when looking for a specific team in the user interfaces.
  - Names will be automatically prefixed with "Group-". This is to show that it is a group/team created by a user.
  - Names will be automatically suffixed with number if there is a group/team that already exists with that name.
  - Syracuse University - ITS may change the name of the group if it conflicts with official university departmental names. Some of the official names are located in the [Brand Lock-Up Directory](#).
- Email to Team channels is allowed by default.
  - Restricted to emails sent from @syr.edu addresses and sub domains.
  - Email to a channel can be restricted to its members only (Team owners can control this).

### How-To Information

#### [Quick start guide for HigherEd](#)

- [Adding Users or Groups in Microsoft Teams](#)
- [Create a Team in Microsoft Teams](#)
- [External/Guest User Meeting Experience](#)
- [External/Guest User Teams Experience](#)
- [Join a Microsoft Teams Meeting](#)
- [Manage Your Microsoft Teams Meeting](#)
- [Managing Teams Notifications](#)
- [Microsoft Teams Audio and Video Setup](#)

- [Scheduling Meetings in Microsoft Teams](#)
- [Using Chat in Microsoft Teams](#)

## External Documentation

- [Microsoft Teams help center](#)
- [Web based interactive demo of the Teams interface and functions](#)
- [End user training materials](#)
- [Sending email to a channel](#)
- [Manage who can send email to a channel](#)

## Accessing Teams on Windows or macOS

### SU Computers

The Teams client is already installed on SU computers. Type 'Teams' from the Start Search in Windows or Spotlight search in macOS.

### Personal Computers

[Sign-In to Office 365](#) - follow Sign-In steps and click on the Teams Icon

## Accessing Teams on Mobile Devices

[Use Teams on Mobile Devices](#)

## Getting Help

For support of the information above, contact the [ITS Help Desk](#) by calling at 315.443.2677, by emailing [help@syr.edu](mailto:help@syr.edu), or by stopping into 1-227 CST.

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