



THE UNIVERSITY
OF ARIZONA

Microsoft Teams

THE UNIVERSITY OF ARIZONA
College of Social & Behavioral Sciences
Technical Services

Microsoft Teams is a collaboration app built for hybrid work, so you and your team stay informed, organized, and connected — all in one place.



CHAT

Message someone or a group to talk about work, projects, or just for fun.



CHAT

Search

Activity Chat Teams Tasks by PL... Zoom Calendar Files Apps

Chat Bertschy, Jessica M - (jessicamb... Chat Files Organization Activity LinkedIn

Pinned

- Bertschy, Jessica M - (jessicamb) (You)
- Mora, Lizeth - (mmora) 4/13
You: GIF
- Garcia, Jose H - (jgarcia3) 1:38 PM
I only speak wisdom
- Tyo, Erin Marie - (etyo) 3/13
def!
- Geary, Michael J - (geary) 4/12
For sure. She's got so much institutional knowle...
- Pantoja, Danae Monique - (danaem) 10:48 AM
Okey dokey! And yes if it's in a box we should ...
- Cordery, Arlette Gladys - (arlette8) 11:02 AM
You: Awesome sauce
- Vera, Carlos Anthony - (cvera02) 4/14
You: Great!
- Okonoski, Allison Stephanie - (alliso... 1:18 PM
You: Sent a file
- Swanson, Sarah L - (sarahs) 3/13
We opted to just leave it in case it was needed a...
- Fowler, Petra - (pfowler1) 1:35 PM
You: Great job! TD # 20230125003 is closed!

Recent

- Tovar, Arturo - (arturotovar) 1:36 PM
You: Thanks for purchasing the new bulb for M...
- Pedroza, Francisco - (pedroza) 12:00 PM
You: No. I'll consider it when the new model c...
- Saenz, Z - (zsaenz) 10:40 AM
Let me look into it later - we have a recording ...
- Shaw, Brian E - (brianshaw) 4/14
Sounds great! Thank you.
- Stewart, Melissa - (mastewart) 4/13
You: No problem!
- Clemans, Steve Clemans - (steveclema... 4/12
Ok... Makes sense.
- Herman, Jeffrey Todd - (jtherman) 4/12
You: I will give Lizeth the green light

This is your space

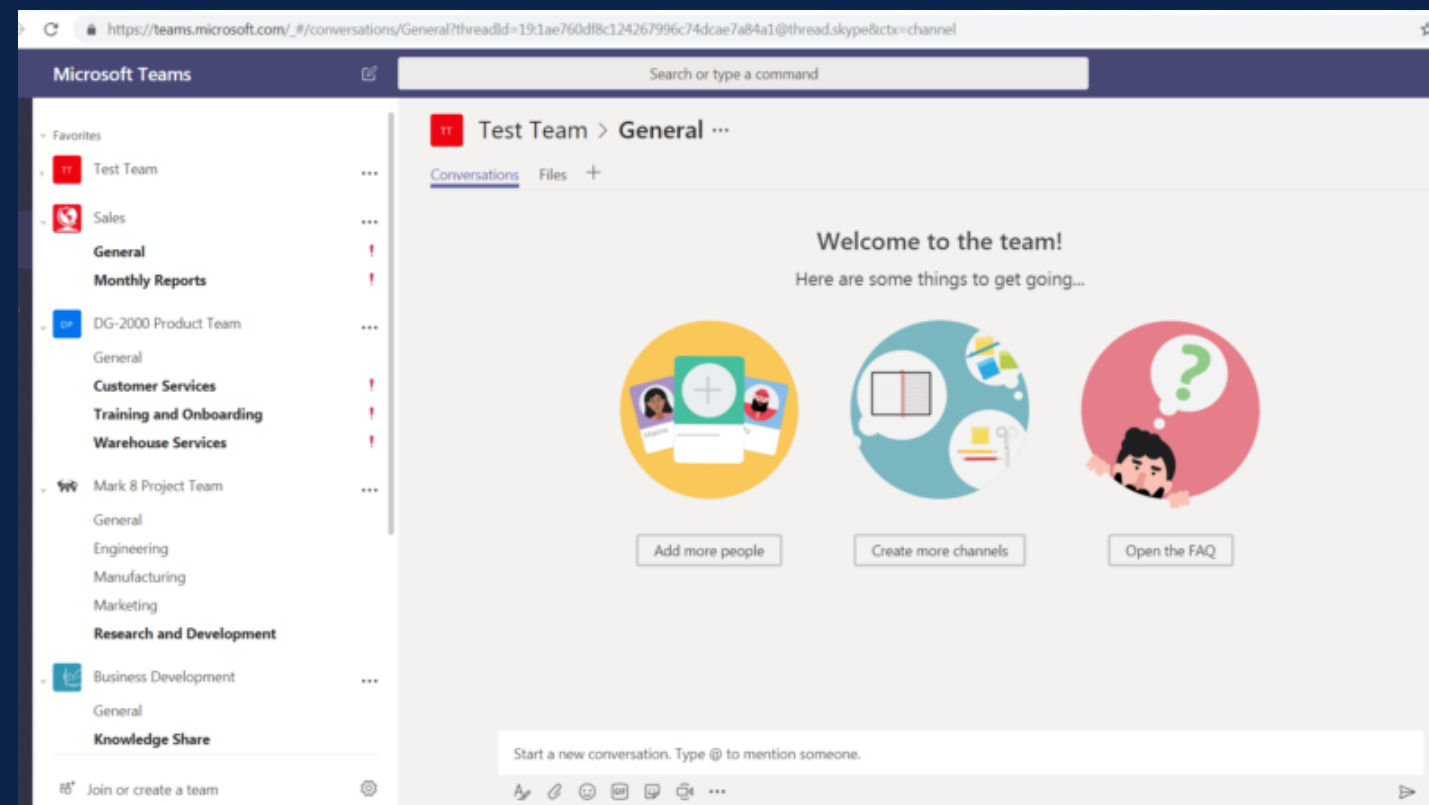
This chat is just for you...with you. Use it for drafts, send files to yourself, or get to know chat features a little better.

type a new message

🗑️ 📎 📄 😊 📎 🗑️

TEAMS

Create a team and channels to gather people together and work in focused spaces with conversations and files.



TEAMS – File Sharing, OneNote, Word

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Tasks by PL..., Zoom, Calendar, Files, and Apps. The main area shows a team named 'SBS-TeamReports-Team' with a channel named 'General'. The channel header includes a search bar, a 'Meet' button, and a list of tabs: 'General' (selected), 'Posts', 'Files', 'Staff Notebook', 'Reflect', 'Internal SBSTech OnOf...', and 'ServiceNow Feedback'. Below the tabs is a toolbar with options like '+ New', 'Upload', 'Share', 'Copy link', 'Sync', 'Download', 'Add shortcut to OneDrive', 'Open in SharePoint', and 'Add Cloud Storage'. The main content area shows a list of documents in the 'General' channel. The list has columns for Name, Modified, Modified By, and Content Type. The documents include folders like 'SBS Units' and 'Storage', and various document files with names like '0C48D21C-A07B-4214-A879-28839FFD780...', '123201878_10158583679169070_37649239...', etc.

Name	Modified	Modified By	Content Type
SBS Units	November 22, 2021	Lochner, Tawny L - ...	Folder
Storage	July 28, 2022	Lochner, Tawny L - ...	Folder
0C48D21C-A07B-4214-A879-28839FFD780...	September 22, 2021	Pataconi, David - (...	Document
123201878_10158583679169070_37649239...	November 2, 2020	Pataconi, David - (...	Document
12512486_10153993503367290_414231840...	March 17, 2022	Pataconi, David - (...	Document
131925408_2466608063646169_867025528...	December 17, 2020	Pataconi, David - (...	Document
132430031_10225328049290856_15214917...	December 23, 2020	Thompson, David C...	Document
156873726_10221762050352971_77403023...	March 4, 2021	Pataconi, David - (...	Document
164075177_255266062727059_4029878503...	March 23, 2021	Pataconi, David - (...	Document
180673533_10165072393960118_69473402...	May 4, 2021	Pataconi, David - (...	Document
189337395_10220608323182880_64743357...	May 25, 2021	Thompson, David C...	Document
201001131953-maskhalloweencostume-su...	October 6, 2020	Thompson, David C...	Document
2020061203205_1.jpg	June 12, 2020	Min, Young-Gie - (...	Document
20200825_104515.jpg	August 25, 2020	Beckman, Wade - (...	Document
261027.jpg	December 2, 2020	Saenz, Z - (zsaenz)	Document
271606107_250638310528494_5060567128...	January 10, 2022	Pataconi, David - (...	Document
274687384_2501671593298389_601743080...	March 16, 2022	Pataconi, David - (...	Document
274756889_10159517726629333_67679657...	February 24, 2022	Pataconi, David - (...	Document

CALENDAR

Connect with people before, during, and after a meeting so prep and follow-up are easy to find. This Teams calendar syncs with your Outlook one.

CALENDAR

New meeting

New meeting Details **Scheduling Assistant** Send

Show as: Busy Category: None Time zone: (UTC-07:00) Arizona Response options Require registration: None

4/18/2023 3:00 PM → 4/18/2023 3:30 PM 30m All day View my work hours

Suggested: 4:00 PM-4:30 PM 4:30 PM-5:00 PM 12:30 PM-1:00 PM

	Tuesday, April 18, 2023							Wednesday, April 19, 2023				
	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	8 AM	9 AM	10 AM	11 AM
All attendees												
▼ Required attendees												
Bertschy, Jessica M - (jessi... Available)	Ask fo	McGu	DEI Speaker Event								Brian	Lunch
Walsh, Anna - (walsha) Unavailable												
Pedroza, Francisco - (pedr... Available)												
Pantoja, Danae Monique - ... Available					SBSTech - We	Web Team Cl						
Add required attendees												
► Optional attendees												
▼ Locations												
Add location												

APPS

Find familiar apps and explore new ones to simplify, customize, and manage how you work.

APPS

The screenshot displays the Microsoft Teams App Store interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Tasks by Planner, Zoom, Calendar, Files, and Help. The main content area is titled "Apps" and includes a search bar. Below the search bar, there are sections for "Built with Power Platform", "Featured", "Popular on Teams", "Top picks", "What's new", "Best selling", "Access learning resources", "Categories", "Industries", and "Workflows". The "Popular on Teams" section is highlighted and contains a grid of app cards. Each card features an app icon, name, provider, a brief description, and category tags. The apps shown are: Polls (Microsoft Corporation), Forms (Microsoft Corporation), Viva Sales (Microsoft Corporation), Azure Boards (Microsoft Corporation), Jira Cloud (Atlassian), Polly (Polly), Tasks by Planner and To Do (Microsoft Corporation), Power BI (Microsoft Corporation), Viva Learning (Microsoft Corporation), Channel calendar (Microsoft Corporation), Power Automate (Microsoft Corporation), SharePoint (Microsoft Corporation), Weather (Microsoft Corporation), OneNote (Microsoft Corporation), YouTube (Microsoft Corporation), Project (Microsoft Corporation), Viva Insights (Microsoft Corporation), and Power Apps (Microsoft Corporation).

Tasks

- Access tasks through the Tasks by Planner and To Do app
- Tasks on teams can help organize all team tasks all in one space
- Tasks can be stored in different team spaces

TASKS

The screenshot shows the Microsoft To Do application interface. The main window is titled "Tasks by Planner and To Do". The left sidebar contains navigation options: Activity, Chat (with a notification badge), Teams, Assignments, Calendar, Calls, Files, Tasks by Planner, and Apps. The main content area is divided into "My tasks To Do" and "Shared plans Planner". Under "My tasks To Do", there are filters for Tasks, My Day, Important, Planned, and Assigned to me. Under "Shared plans Planner", there is a plan for "SBSTech-Projects-Team". The "Assigned to me" section displays a table of tasks:

Task title	Source	Pri...	Due
Follow up on pending tickets	Choose where to store this task		4/21/2023

A context menu is open over the task "Follow up on pending tickets", showing a selection for "SBSTech-Projects-Team". At the bottom left, there is a "Help" icon and a "+ New list or plan" button.

Customize Your Teams

Make Teams Work For You!

Notifications

- All Activity vs. customized notifications for specific teams and channels.
- Missed Activity Emails
- Turn on/off notifications during calls and/or when presenting.
- Get notifications when people's status becomes available.

Appearance

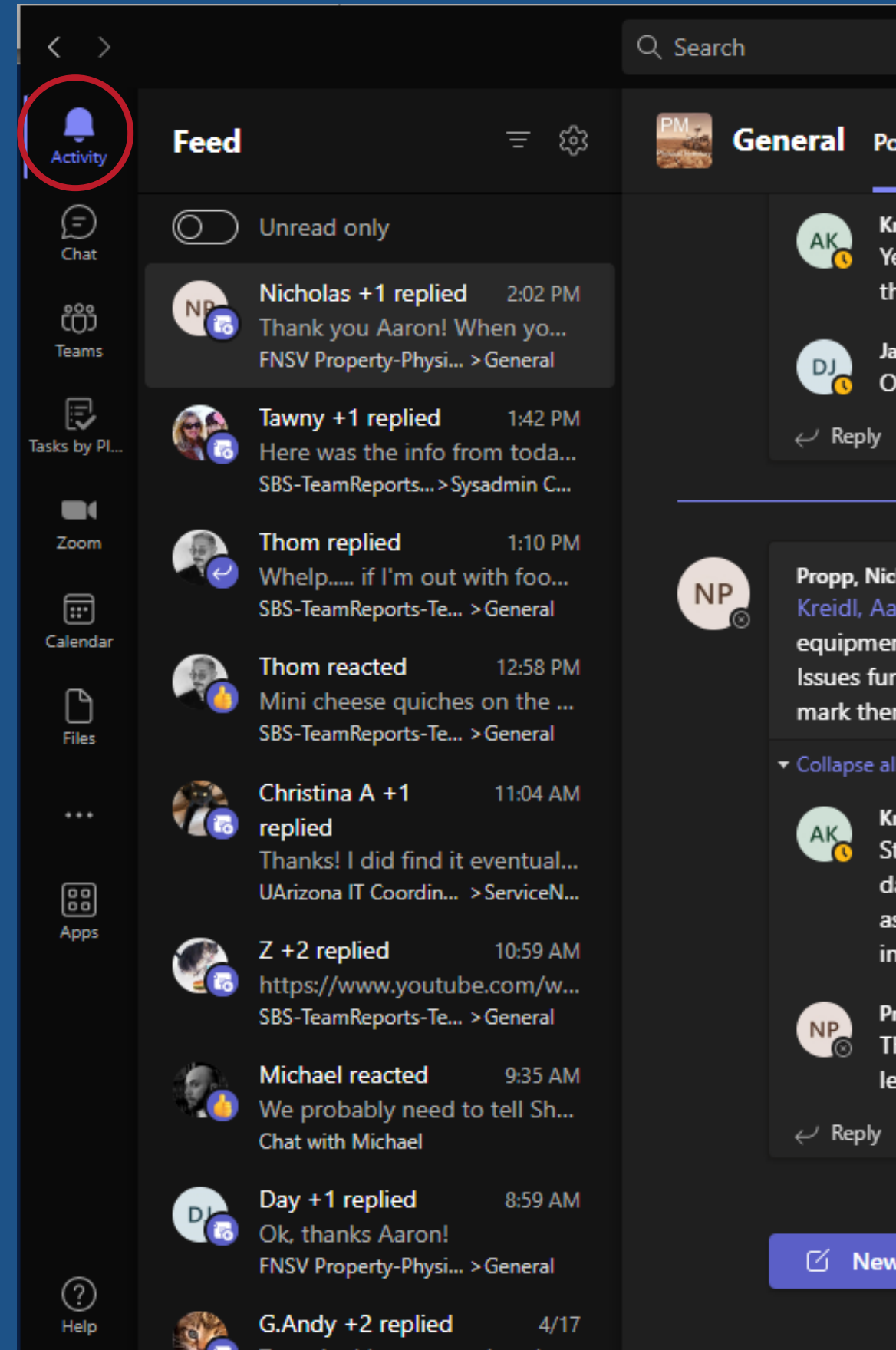
- Theme
 - Default
 - Dark
 - High Contrast
- Chat Density
 - Comfy
 - Compact
- Layout
 - Grid
 - List

Additional Settings

- Privacy
 - Do not Disturb
 - Blocked Contacts
 - Shortcuts
- Devices
 - Speakers
 - Webcam
- App Permission
- Accessibility
 - Captions & Transcripts
- Files and Links

Activity

Select Filter at the top right corner of the feed to show specific types of messages such as unread messages, @mentions, replies, and likes.





QUESTIONS?

ticketdog.arizona.edu

sbstech.arizona.edu

Contact Us!

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