Microsoft Teams

Microsoft Teams is a great alternative —or addition—to a department network share, often called "the Z drive" or "GC Files". Similar to a network share, creating a team allows for sharing files within your department. Users can sync Teams files with their computer, so they can view and modify the files locally, and changes made to files are reflected globally. Note: using Teams in this way is different from SharePoint.

Prerequisites

To create a team for your department or access an existing one, OneDrive must be installed on your machine. OneDrive gets installed with Microsoft Suite on all campus machines but check to make sure you have the updated version. Take a look at the OneDrive cloud icon in your taskbar. If you see the following icon with a single cloud:

new OneDrive logo

Then your version will work with Teams. If the icon has 2 clouds like the one below:

old OneDrive logo

Then you need to update your version before going any further. Contact the IT Help Desk for assistance with this. You also need to make sure you are signed into OneDrive (desktop app) with your Georgia College work email account, not a personal account. If the OneDrive cloud icon in your taskbar is grey and/or has a line through it, that means you are not signed in, so go ahead and do so now with your work email account.

Creating a Department Team (for owners)

Navigate to the Teams app from your computer

Click the **+ Join or create team** button

Click **Create team**

Select **Staff** as the team type

Name your team. Try to keep the naming scheme consistent with your department's network share or stick to your department's name (e.g., Payroll, School of Nursing)

Set the privacy to **Private – Only team owners can add members**

Click **Next**

Add members to the team by typing their name and clicking the **Add** button (note: it is recommended to designate at least one other person as an owner so they can make changes on your behalf if needed)

If you see a tab at the top that says **Files**, you have successfully created your team. Click the **Files** tab and click either the **+New** button or the **^Upload** button to start uploading files you intend to share with members of the team. If you would like to sync the files locally on your computer, see the "Turning on Sync" section of this document.

Accessing your Department's Team

Once an owner of your department's team has added you as a member or an owner, you will receive an email invitation to join the team

Click the link in the email or open the Microsoft Teams app on your computer

Click on the team to open it in the app

Click the **Files** tab to access shared files

If you would like to sync the files locally on your computer, see the "Turning on Sync" section of this document

Turning on Sync

Once the department team is created and files have been uploaded, each member can sync these files so they are stored locally on their computer. Please note, this is separate from each user's Georgia College OneDrive folder. Only files that are uploaded to the team will be shared with the other members, so the files stored on a user's own machine cannot be seen by anyone else unless they upload it to that team.

To start syncing, open the Microsoft Teams app and click on the team

Click the **Files** tab, and then click the **Sync** button to start the process

A OneDrive notification should pop up that says it is syncing the folder. When the process is complete, a folder named either **Georgia College** or **OneDrive – Shared Libraries – Georgia College** should appear on the left pane of File Explorer/Finder on your computer. Click to open it and ensure the files appear there.
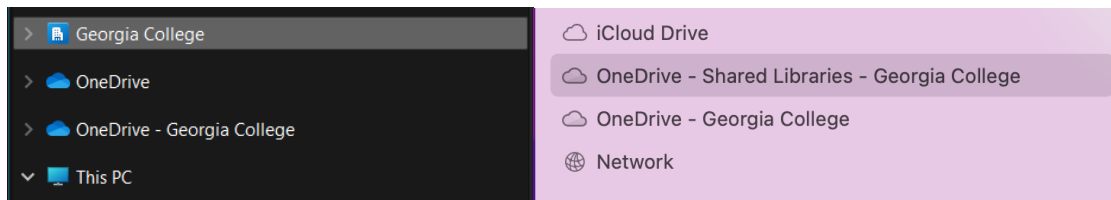
How to Use

To view or modify files:

If you have synced your department's team to your computer, click on the **Georgia College** folder from File Explorer to access the files.

You can also open them within the Teams app if you navigate back to the **Files** tab while inside the team.

If you are away from your computer or on a computer that does not have Microsoft Teams or OneDrive installed, you may also access and modify the files in a browser by going to https://teams.microsoft.com/ and signing in with your Unify credentials.

To upload files:

If using the Teams app, click either the **+New** button or the **^Upload** button to start uploading files you intend to share with members of the team.

If you have synced your department's team with your computer and are accessing the files locally, then simply drag and drop files into your desired folder within the Georgia College folder.

Creating Channels (for owners)

By default, a team has one channel named **General**. By default, all members of the team have access to the General tab. As an owner, you can create multiple channels that are either private or public, and invite only specific members of the team if needed. If a member of the team is invited to a new channel and that person has synced the team locally to their computer, this channel should show up in their **Georgia College** folder.

To create a new channel, go to the Teams app

Click the ellipsis button next to your team's name and click the **Add channel** button

Name the channel and set the privacy

If you set the channel as private, you will be prompted to add specific members (note: you can only add people who are already members of the team)

Managing Access (for owners)

To add or remove a member, open the Teams app and open your team

Click the ellipsis button beside your team's name

Click the **Manage team** button

To add a new member, click the Add member button

To remove a member or their change role, click on the **Owners** or **Members and guests** tab to reveal the list of members, and use the controls on the right side to make changes

Tips

When an individual makes a change to a file in the Teams site, those changes are saved and reflected everywhere. Please keep in mind that if two users are editing a file at the same time, one's changes may be overridden. For editing documents and spreadsheets, you can avoid this by opening the file in your browser, instead of locally on your machine. In the web editor, you can tell if another person is editing this document, and see the changes made in real time. For program files, such as Adobe, it is a good idea to make sure no one else is modifying the file before you start working on it.

If you need assistance, feel free to reach out to the IT Help Desk by phone 478-445-7378 or email askIT@gcsu.edu