

HOW TO REQUEST A NEW TEAM

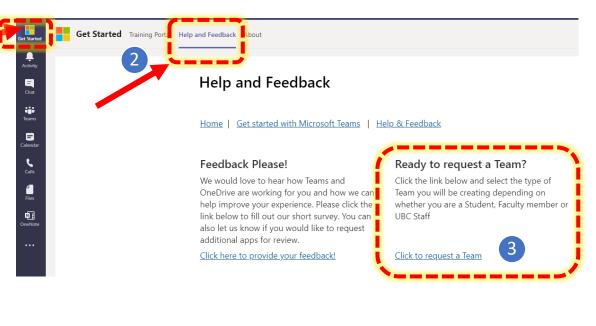
To create a Team at UBC you need to submit a <u>Departmental Team Request Form</u> for Staff and Faculty (1. Click on Get Started at top left side, 2. Click on "Help and Feedback" on the top menu, 3. Click on "Request a Team")

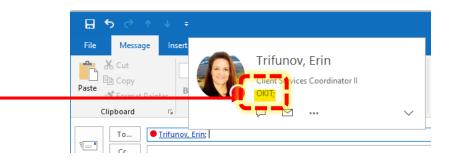
You will need:

- IAM ShortCode and IAM Display Name to complete the form (link to this is provided on the form – or can also be found by looking at your profile in Outlook).
- For the **Team Name**, please consider using the following naming convention:
 - o [IAM Display Name] [Name] Example: UBC IT ABC123 Project
 - \circ $\;$ Note: Team owners CAN change the Team name after it is created
- It is recommended to have a minimum of two owners per Team AND Channel (you will need to provide their name or UBC email firstname.lastname@ubc.ca).

Once your Team is created, you will receive an email with a code to share with those who want to join, or you can add people directly.

Note: By default, only Owners of a Team can create new channels (general or private), however this can be changed via the Team settings so that members can create their own channels.







MORE HELP -> GET STARTED

< >	Q. Search	The University Of Briti ~ 🌘 — 🗆 X	Get Started	Get Started Training Portal Help and Feedba	ck About	C D 🕀
Get Started Activity Chat Teams Calendar			Activity Chat Chat Teams Calendar	Help and Feedback Home Get started with Microsoft Teams Help & Feedback		
Calendar	Microsoft Teams for UBC Instructors Microsoft Teams for UBC Students	Microsoft Teams for UBC Staff and Faculty	Calls	Feedback Please! We would love to hear how Teams	Ready to request a Team? Click the link below and select the	Share your Teams story! We would love to hear your success
Calis Files OneNote	Guides See all	Quick Links	Files Diffe OneNote	and OneDrive are working for you and how we can help improve your experience. Please click the link below to fill out our short survey. You can also let us know if you would like to	type of Team you will be creating depending on whether you are a Student, Faculty member or UBC Staff	stories. Click here to share how Teams is helping you collaborate
	Skype to Teams Transition UBC will be upgrading to MS Teams for Chat, Meetings and Calling. See the resources below to get you prepared for this transition.	Using Teams at UBC		request additional apps for review. <u>Click here to provide your feedback!</u>	<u>Click to request a Team</u>	Share your Teams story!
	Here Weinstein Hereitsteinen H	Teams - How to FAQs			Circk to request a really	<u>Share your reams story:</u>
	Teams Basics			Known Issues with Teams	Need Help?	Live Training
	Before you set up your shared workspace in Teams, get a guided tour of Teams to understand the app and learn about key features, then learn about some teams basics	Using OneDrive at UBC		Not sure whether you're experiencing a problem with Teams or a missing feature? Check the list below	This link will take you to the support page with information on where to go for help	Want additional help, sign up for live training session
? _{Help}	38 views	OneDrive - How to FAQs	(?) Help	UBC Known Issues		Click this link to RSVP +

Teams Quick Start Guide Teams FAQ UBC Collaboration Tools comparison