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Communication and Microsoft Teams Quick Start Guide

This guide is designed to provide basic instruction on how to setup communication and create a class using Microsoft Teams in a HyFlex or online teaching environment.

Step 1: Communication Channel Notification to Students

1. Sign in to **Faculty Center**.
2. Send a notification to your **students** advising them to use their CougarNet email as the main communication channel for the HyFlex class.

Step 2: Confirm your school data synchronization using Outlook

The Office 365 Administrator has uploaded the school data for your class. This means the Office 365 group has been created in Outlook. Sign in to Outlook and validate the group creation in the Folder Pane.

How to locate the group in Outlook:

1. Sign in to **Outlook**.
2. Expand the **Folder Pane**.
3. Scroll to the bottom and select **Group**.
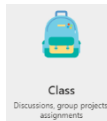4. Select the **Group** that was created for you.

Step 3: Create a Teams site for your class

1. In Office 365 click **Teams**.
2. On the left navigation select the **Teams** icon.
3. Click the option **Join or create a team**.
4. Click **Create a new team**.
5. Select **Class** as the Team type.
6. Click the option **Create a team from an existing Office 365 group**.
7. Click the class **group** you would like to use for the Team.
8. Click **Choose group**.
9. The Team is now created for the class **group**.

Note: School Data Sync will automatically update the group as students add or drop the class.

Step 4: Schedule the Class Date and Time in Microsoft Teams

1. In Microsoft Teams click Calendar.
2. Click New Meeting.
3. Enter the following:
   - Title, Date & time, Occurrence, Add Channel, and Details
4. Click Send.

Step 5: Managing User Permissions

1. In Microsoft Teams click the **class** Teams icon.
2. Click **More options. (•••)**
3. Select **Manage Team**.
4. Click **Settings** ⚙
5. Check or uncheck the **user permissions** for the class.

Step 6: Locate a Stream Group Channel and Share Link in Teams

1. In Office 365 click the Microsoft Stream icon.
2. Click on **My Content** > **Channels**.
3. Select (•••)**More actions** on a specific Channel.
4. Click **Share**.
5. **Copy** direct link.
6. In **Teams,** click your class icon.
7. Click (＋) **Add a Tab.** Choose the preferred Teams **channel**.
8. Choose **Stream**.
9. **Paste** the direct link for the channel.
10. Click **Save**.

Need Help
Contact: UIT Classroom Technology
713-743-1155

Check out the Guide to Best Practices for Hyflex and Online Teaching at UH and the Power-On Teaching site for more resources.