

# When to use

## Microsoft Teams

to **Collaborate** with others.

UNC has licensing for both Microsoft Teams and Zoom, but when should you use one over the other?

### TEAMS vs ZOOM



#### Teams

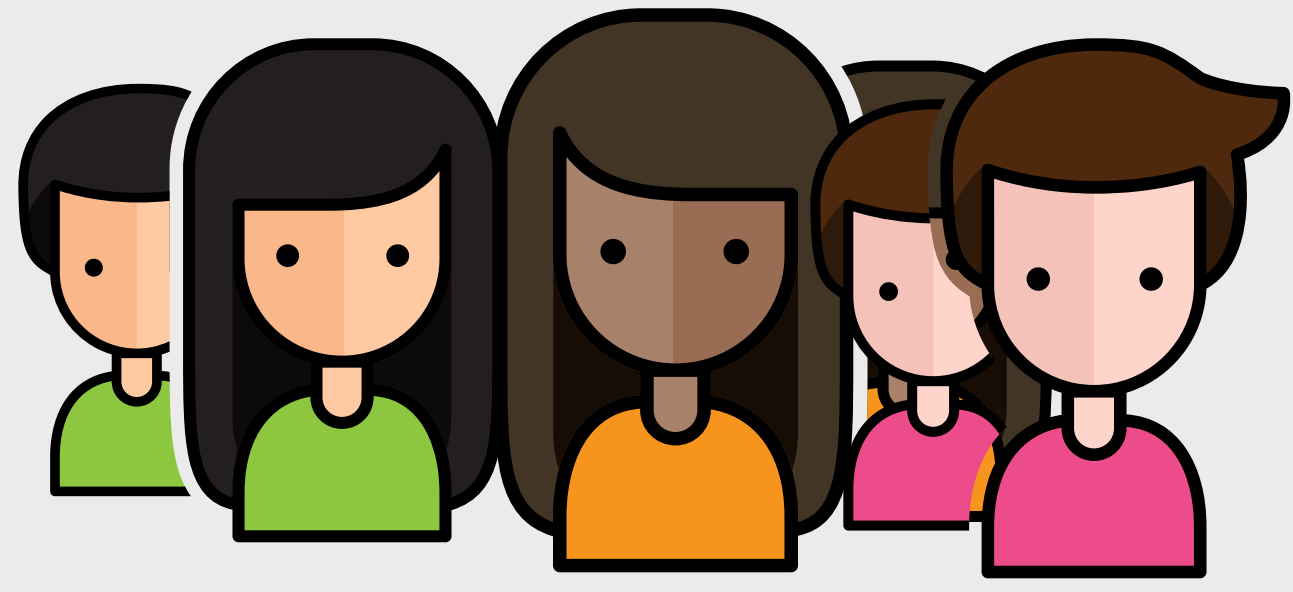
All UNC chat and video communication apart from those already using Zoom for academic classes.



#### Zoom

Faculty who are already using Zoom to communicate with students/classes.

### Why Use Teams?



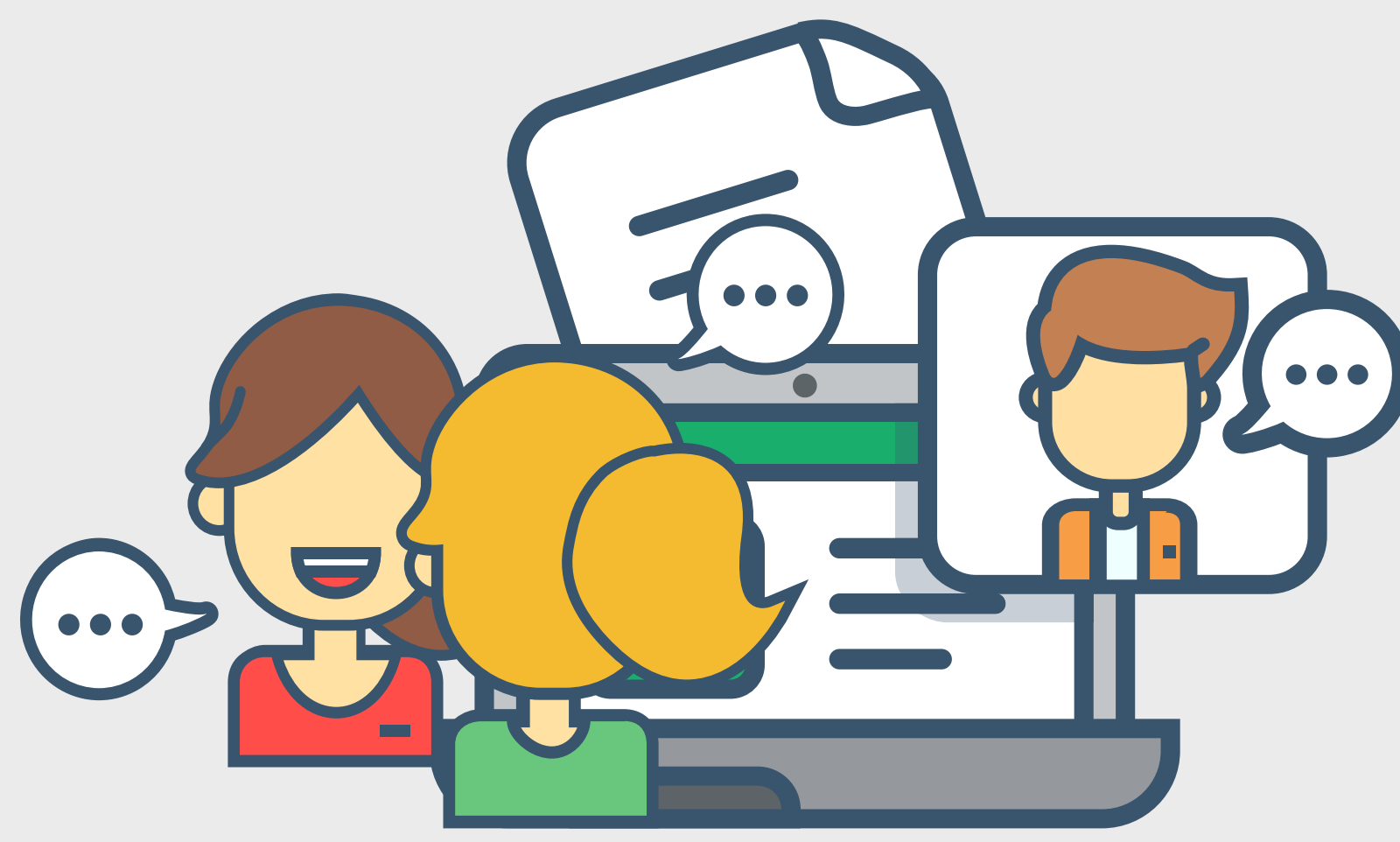
Teams can be permanent departments/committees or a temporary group/project.



Conduct remote interviews and video conferencing (not directly associated with a class).



Communicate with groups on and off UNC's campus



Conduct quick chats with fellow employees to avoid email overload.



Use with Sharepoint to access and collaborate online.

### Best Practices

- Every Microsoft Team includes a SharePoint Online site for file storage.
- If you already have a SharePoint Online Page, you can turn that group into a Team.
- When creating a new Team, it is recommended that you create a "Staff" Team or "Other" Team. "Class" and "PLC" Teams are not recommended.
- Be mindful of how you name your Team, make sure it is descriptive enough, but concise.
  - \* Avoid using UNC in the team name as that is redundant (we all work at UNC).
  - \* Including a the "common" department name is helpful for people identifying the Team.

- Create "Channels" to segment conversations.
- Utilize "Tabs" to connect to other Office 365 tools (including the SharePoint Online site associated with the Team).
- Invite Guests from Outside UNC if needed.
- Utilize Teams Outlook plugin to schedule meetings with people inside and outside UNC.
- Teams Mobile app.
- For best audio and video quality, use a USB headset and webcam.
- Utilize "Presence" in Teams to see who is available.
- Teams meetings can be recorded and shared via Microsoft Stream.



Need Assistance to Get Started?

### Video Tutorials



#### LinkedIn Learning

Access the Essential Teams Training with your UNC account.



#### Microsoft Help

Access Video Guides via Microsoft's Help Portal.



### Additional Help

Visit ----- [help.unco.edu](https://help.unco.edu)

Email ----- [help@unco.edu](mailto:help@unco.edu)

Call ----- 970-351-4357

