**Guidelines for communicating within Teams & OneDrive**
*2020.12.09 prepared by Michele Morningstar (edited 2020.12.21)*

- **Turn on your notifications for this Team!** You may otherwise be missing important communications from the committee.
    To do so:
    Desktop version
    - o Navigate to the [NAME OF TEAMS CHANNEL] Teams.
    - o Click the "..." symbol at the top-right of the page.
    - o Hover over "Channel notifications"; in the menu that appears, select "All activity". (You can also customize your notifications by selecting "Custom" in that menu, if you want to get fancy!)
    Mobile version
    - o Navigate to the [NAME OF TEAMS CHANNEL] in the Teams tab of the app (bottom-middle of the screen) and click on the General thread.
    - o Click the bell symbol at the top-right of the screen.
    - o Select "All new messages in this channel" to receive a notification when someone posts something.
    - o Fancier options for notifications can be set by navigating to the Activity tab (bottom left of the main Teams screen) and clicking the three-bar icon at the top-left. Select Notifications and choose your desired options.

    You can also tag people directly by adding "@" before typing their name in posts. This will send them a push notification.

- Within the "General" thread for the Team, **create a new topic for each separate issue** you want the committee to look at. This will help all of us find the topics we are looking for more easily.
    To do so:
    Desktop version
    - o Click on "New conversation" at the bottom of the page.
    - o Click on the Format button in the toolbar (looks like an A with a paint brush). This allows you to add a topic name. Click where it says "Add a subject" and type in the topic name.
    Mobile version
    - o Click on "New post" at the bottom of the page.
    - o Click on the "plus" sign on the left of the "Type a message" box. Select the Format button. You will then be able to add a topic name in the "Subject" box.

    If an issue is time sensitive, please specify a deadline.

- **Attaching documents for review**: You can attach a document to each topic post you write. Others will be able to open this document, view it, and edit it. NOTE: This will also save a copy of the file to the Team's "Files".
    To attach a document to a topic:
    Desktop version
    - o Click on the Attach button in the toolbar (looks like a paperclip). You can upload a document from your computer, from OneDrive, or from within Teams.

Mobile version
- o Click on the "plus" sign on the left of the "Type a message" box. Select the Attach button. You will be able to upload documents that are saved on your phone.

To view the Team's files:
Desktop & mobile version
- o Navigate to the General thread. Click on the Files tab at the top of the page. You will see documents stored there.

- **Editing documents**: *Always use Track changes and Comments when editing*, so that others can see your contributions to the document as well.
  To edit and comment on documents:
  Desktop version
  - o Click on the document that was posted to a topic post to edit it.
  - o When it opens, click on the purple button that says "Editing" in the top taskbar (near the middle of the page). Select Reviewing. This essentially activates "Track changes".
  - o To add a comment, click on the "Comments" button (top-right of the page). This will open a side-bar where you will see a "New" comment button.
  - o You can also reply to someone else's comment. Hover over someone's comment; add your comment in the "@ mention or reply" box that appears.
  - o If you have made comments to someone's document, comment on their original post so that they know to look out for them.
  Mobile version
  - o Click on the document that was posted to a topic post to open it. Click the "edit" icon on the top-right of the screen to edit it. Note: You must have the Microsoft Word app on your phone to edit documents on the mobile version of Teams.
  - o When the document opens, click on the "…" button on the bottom-right of the screen. Click on "Home ↕" and select Review. Scroll down the menu that appears at the bottom of the screen to find Track Changes. Turn it on by clicking on it. Note: You must be signed in to a valid account to use this function.
  - o You can add a comment in that menu by clicking on New Comment.
  - o To reply to a comment, click on that comment and enter your message in the "Reply" box.

- **Organizing files:** Because all files that are shared within teams get stored in the Files tab of the Group, each member is responsible for periodically removing old versions of files that are saved there (once the final version of a document has been approved). Official/final files will be saved to the OneDrive [NAME OF FOLDER] folder.
  - o When you have a final version of a document, make sure to upload it to the OneDrive. Once you are granted access to the folder by its owner (Chair), you can access it by going to your Queen's OneDrive home page (via Office 365) and clicking on "Shared" in the left-hand column of the page. You can also use this link: [share link]
  - o If you can't see files in OneDrive, try re-Sync-ing the folder. Hit the Sync button on the top tab of the One Drive folder.