Setting Up a Study Group in Teams

Teams is free to students (you sign in with your student login for Mircosoft Office) and offers access via desktop (can be downloaded), web (you will access this via My Cedar Crest> College Email Access) and smartphone apps (can be downloaded). You can listen to live Teams sessions as long as you have internal (built-in) or external (plug in) speakers (headphones, ear buds etc.). You can participate verbally in meetings or sessions in Teams by having a device that has an internal or external microphone. If you have a monitor or screen, you will be able to see participants in Teams sessions and if you have an internal or external camera, they will be able to see you. Please make sure you have set your settings to allow your microphone and camera to be used in conjunction with Teams applications.

Please note Microsoft has indicated that if you are not on the desktop version of Teams, you may only be able to see the owner of the team (person who sets up and "administers" team business) and one other person (whomever is speaking at the time.

Step One – Log into Teams

- Go to My Cedar Crest
- Select "College Email Access" from the menu at the left
- Sign in with your college account (Outlook may come up as the default web app)
- Click on the "App Launcher" (nine dots in upper left corner) and select the Teams app
- If you are already on a Team for tutoring or a class, you may need to double click the Teams icon in the left menu

Step Two – Set up your Team

- If you are already on a Team for tutoring or a class, you may need to double click the Teams icon in the left menu
- Click on the "Join or create team" button in the upper right of the Teams screen
- Click on "Create Team"
- Click on the "Other" option to create a study group
- Enter a name for your Team; for example, "Sara's BIO 118 Study Group"
- Choose your Privacy setting. Choose Private if you only want invited guests to be able to participate. Choose Public if anyone in the CCC community can participate.
- Click "Next" (see below for the next step – adding members)

Step Three – Add members to your study group

- After setting the privacy setting, you have the opportunity to add members to your study group by searching for their names and selecting them or by entering your fellow students' email addresses. If you do not do this right away (you skip this option), you can add members later.
- Sign into Teams and double click on your study group's name (if you are in more than one Team)
- Click on the three dots (more options) next to the groups' name, choose Add Member – you may then add members via searching for a person's name or entering their email address;

OR

- Choose the "Get Link to Team" option, copy the link and email it to students who have expressed interest in being in the group.

Step Four - Approving requests to join the study group

- If you chose to invite members via the link to your Team, you will need to approve their membership.
- You will get an email notifying you that someone has requested membership to your Team. You can also check on the Team's page to see if you have requests to join the group.
- While on your study group's Team page, click on the three dots (more options) next to the team name and select "Manage Team."
- You will see yourself listed as an Owner and under your name, "Members and Guests"
- You can click on "Members and guests" to see who has already been approved to be a member.
- Click on the "Pending Requests" tab at the top of the page to see if anyone has made a request to join the study group.
- If you want to approve someone who has requested membership, click "Accept" next to their name (you can "Accept All" if you have multiple people to approve)

Once you are a member of the Team (your request has been approved), you can join any of the upcoming live tutoring sessions without having to send additional requests. Please see the next step for instructions on how to access Microsoft Teams and your tutoring session(s).

Step Five - Scheduling study sessions

- Sign into Microsoft Office account and choose Teams
- Click on your study group team name (may need to double click)
- If a calendar icon does not appear on the left, click on the three dots (more added apps) under the "Assignments" icon on the left and choose Calendar
- Once your calendar appears, click on "+ New meeting" in the upper right corner
- In the "New meeting" details screen, enter:
- Meeting title: for example "Sara's BIO 118 Study Group"
- Skip adding "required attendees" if attendance is optional
- Select the study session date and enter the time period for the session
- Leave the next setting as "Does not repeat" unless you meet weekly etc.
- In the Add channel section, use the drop down to select your study group's name (then click on General when it appears under the name)
- Add location as "Online" (write it in)
- Then click "Save" in the upper right corner.
- Repeat this process to schedule future study group sessions.

Step Six - Seeing scheduled study group sessions

- Sign into Teams and click on your study group team (again, you may have to click twice if you are on multiple teams).
- Click on the Posts tab at the top of the screen - you should see these scheduled sessions listed under the "Posts" heading at the top of the screen.

Step Seven - Joining a scheduled study session

A few minutes before, or any time during a scheduled session, you will access the session by:

- Going to the My Cedar Crest website
- Clicking on "College Email Access" (left menu)
- Signing into your online Microsoft Account – your Outlook account will probably come up as a default
- Click on the "App Launcher" in the upper left corner (nine dots) and select Teams

- Click (or double click) on your study group Team name
- Make sure “Posts” is selected at the top of the page
- Find the post for the scheduled session (listed in blue) and “Join” to enter the live session

Sharing Documents in Teams

You may share files with your study group by signing into your Team page, then:

- Selecting the “Files” tab at the top
- Click Upload in the top menu and browse to select the document you want to upload to the group
- Click Open and your document will upload to the groups’ files

To Change or Cancel a Meeting

- Find the meeting under “Posts”
- Double click on the meeting (blue listing)
- To change the meeting, enter a new date/time, then click on “Send update” in the upper right corner of the screen (this will notify the other members of the team)
- To cancel the meeting, click on “Cancel Meeting” in the upper left corner. Confirm by clicking on “Cancel Meeting” in the pop up (you may write a note to members if you want)