



Getting Started with Microsoft Teams

Microsoft Teams is an app available through Office 365 – there is a desktop app (see our guide on accessing technologies on a personal device), a web app at teams.microsoft.com and a free mobile app available in the Apple App Store and Google Play Android Store.

As the name suggests, Teams enables you to set up teams of people through which you can communicate, share resources and collaborate. It is also now the University's preferred method of holding online audio/visual meetings – please see our guides "Arranging a Teams Meeting" and "Hosting or Attending a Teams Meeting".

Because of the ability to communicate and share resources online, and even set and grade assignments, there has been a lot of debate in the educational technology sector about whether Teams can operate as a virtual learning environment. At this stage, the consensus is generally no and we would advise staff against using Teams *in place of* Moodle for the following key reasons:

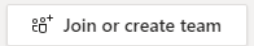
1. Teams does not have the "page building" capability of Moodle which is needed to build a coherent, logical and structured online course.
2. At present, Teams is not integrated with our student record system – therefore any "classes" you need to work with in Teams must be created manually.
3. Teams does not have the underlying infrastructure to support the management of learning that Moodle has – for example, activity logs, detailed learning analytics and completion tracking.

However, Teams is a great tool to use *in conjunction with* Moodle for module communication and online meetings with students if you so wish.

Where can I access Teams?

The desktop app is installed on all UWTSD devices. Search on your device for "Teams". You can download the app on a personal laptop by downloading Office 365 – see our "[Accessing technologies on a personal device](#)" guide. You can also access Teams at teams.microsoft.com or via the mobile apps.

Creating a Team:

Whenever you sign into Teams you will automatically open the "Teams" tab (see more about tabs below). At the top right of the screen select  then . You will now

[How to Use Microsoft Teams Tabs - Office365Adoption.com](https://www.office365adoption.com/How-to-Use-Microsoft-Teams-Tabs)