Microsoft Teams at NPS

Microsoft Teams is a collaboration platform for your class, group, team, or department. It provides a workspace for real-time collaborations and communication, meetings, and file sharing.

Accessing Teams

- Microsoft Teams Page
- Logging into Microsoft Teams
- Logging into MS Teams as a Non-NPS Guest

Using a Team vs a Teams Chat Group

Most of the time, you don’t need to have a dedicated Team to collaborate with your group. If all members of your group are NPS account holders, you can add them to a chat group and collaborate easily.

- Creating and Using a Chat Group in Teams

How to Create a Team

Use of CUI on Microsoft Teams - From NPS Cybersecurity Director

The Naval Postgraduate School (NPS) CIO as the Authorizing Official (AO) for the nps.edu network, a waiver to process, store, and protect CUI data, e.g., FOUO and Personally Identifiable Information, in Office 365 for Education Level 5 (O 365/A5) is authorized.

Appropriately configured multi-tenant public cloud service offerings (CSOs) protect Controlled Unclassified Information (CUI) data to at least the same extent as Impact Level 4 (IL4) accredited CSOs, as prescribed by reference (b).

Document (CIO Memorandum): Waiver for processing, storing, and protecting controlled unclassified information in Microsoft Office 365 for education.

Teams / SharePoint / OneDrive (Cloud side) are part of M365.
• Creating a Team

1. To create a Team, open up the Microsoft Teams application and navigate to Teams > Join or create team.

Note: The Join or create team button will be in a different place depending on whether your Teams Layout is set to Grid (Top) or List (Bottom).

2. Highlight the "Create a team" box, and click the Create team button.

3. Choose the type of Team that best suits your collaborative needs. Click here for more information on how these Team types differ.
4. Type a Team name and description for your Team and click the Next button. Please refer to the Choosing a Naming Convention section for instructions on how to name your Team.

5. Add any members to your Team, then click the Close button. If you want to add members to your Team at a later time, click the Skip button.
Teams Meetings

Recording Considerations

- Communicate with students that classes will be recorded
- Inform students of when you plan to start the recording for each class session
  - Note that Zoom and Teams broadcast a message to all participants when someone has started recording the meeting
- Inform students of where recordings will be stored and who will have access to them
- Scheduling a meeting
- Send the meeting link to your students or participants
- Creating a Teams meeting for External Participants
- Check that your speaker, mic, and camera are set up correctly
- Teams - About Meetings
- Teams In-Meeting Basics
- Teams: Using Channels as Breakout rooms
- Using a Whiteboard in Teams
- Sharing content in a Teams Meeting