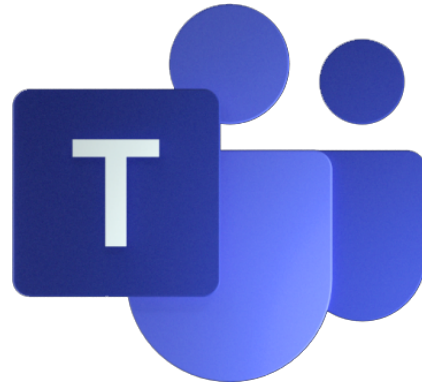
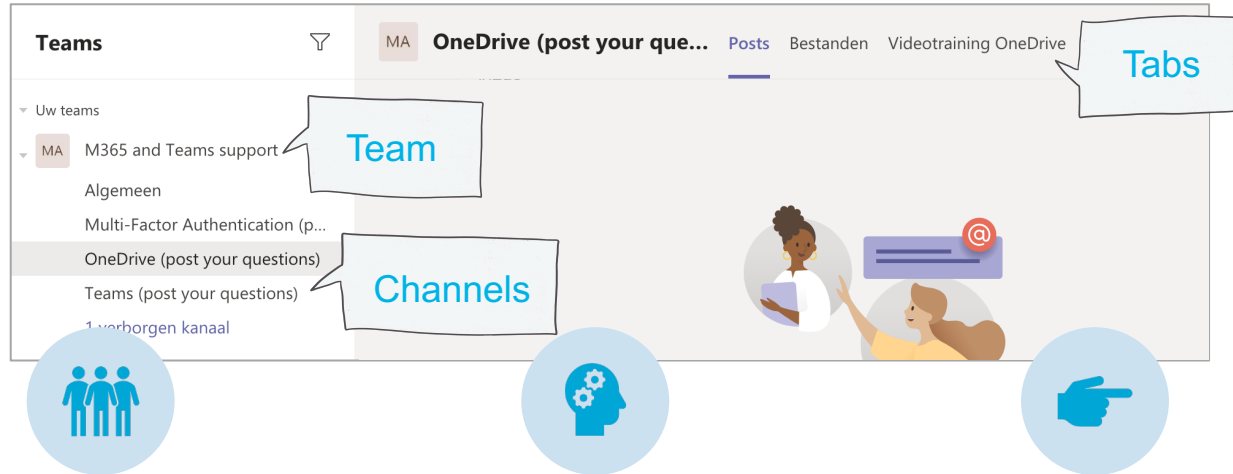


Structure your Teams and Channels!

...for Team owners



When to create/use what?



Create a **Team** for...

a group of **people** who collaborate, for instance in a department, project team or regarding an expertise.

Create **Channels*** for...

every **subject** or topic within the collaboration.

*Create **Private Channels** for...

a topic *within* the collaboration which is sensitive and should be private. Members are **not allowed** to see the data and communication regarding this specific topic.

Add **Tabs** for...

quick access to **content** (for instance a document, a notebook or webpage) related to the subject.

Types of collaboration

There are various forms in which we can collaborate. For instance, you can be part of a...

Project (or research)

- A temporary collaboration with certain deliverables at the end, formal and informal (ad hoc) projects

Department (or team)

- A fixed department or team within the organization structure

Expertise


- A group of people who share information regarding a specific topic or expertise

Meeting

- Supporting a recurring formal meeting

Education (with students)

- To be defined...

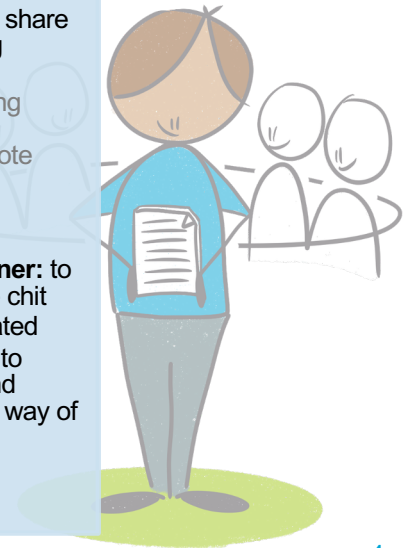


There are different types of collaborations, all with their own needs and structure!

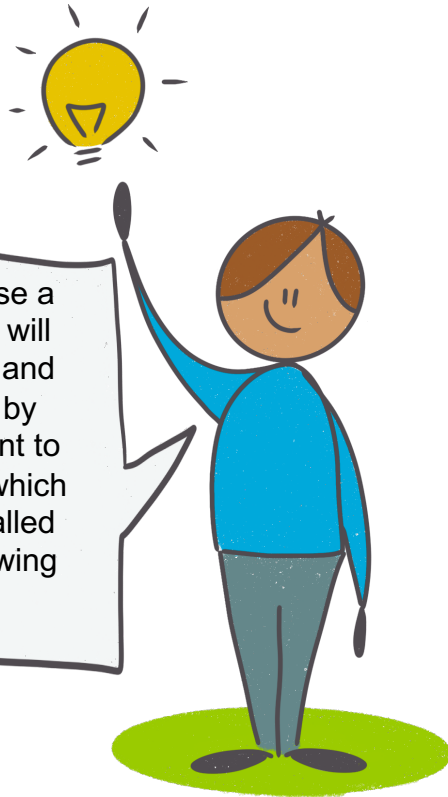
Examples for Channels and tabs

The structure and needs per collaboration types can differ. Below you find some examples or ideas for Channels and tabs you can create to support your collaboration.

Project (or research)	Department (or team)	Expertise	Meeting
<ul style="list-style-type: none">• General Tab: Description/PID Tab: Team/roles• Project management: Tab: Planning sheet Tab: Budget sheet Tab: MS Planboard• Project phase/topic X: to separate conversations• Project phase/topic Y • ...• Coffee corner: to keep all the chit chat separated• Feedback: to evaluate and discuss the way of working	<ul style="list-style-type: none">• General Tab: Holiday planning• Team meeting Tab: OneNote notebook Tab: MS Planboard• Topic X: to separate conversations• Topic Y • ...• Private channel for mid year reviews• Coffee corner: to keep all the chit chat separated• Feedback: to evaluate and discuss the way of working	<ul style="list-style-type: none">• General• Topic X: to separate conversations• Topic Y • ...• Coffee corner: to keep all the chit chat separated	<ul style="list-style-type: none">• General• Agenda: to share the meeting agenda Tab: Meeting documents Tab: OneNote notebook Tab: MS Planboard• Coffee corner: to keep all the chit chat separated• Feedback: to evaluate and discuss the way of working



Naming your Team



It's important to choose a Team name wisely. It will make it easier to find and recognize the Team by members. And we want to avoid the situation in which we have 10 Teams called 'Finance' without knowing which faculty! 😊

Some guidelines for naming your Team:

- We use the English language in our naming
- Try to keep it as short as possible!
- Always provide a clear description: If you use abbreviations in the title, explain them here.
- Use **TUD-** or **DUT -** (International) to start your Team name when it is a service or faculty transcending collaboration.

For **departments** try using...

<Service/Faculty> <Department> <sub team>

😊 "ICTFM SPA" not 😞 "SPA"

For **projects** (formal or informal) try using...

<Service/Faculty> <Project name> <description>

😊 "TUD AFAS New HR system" not 😞 "nieuw HR project"

For **expertise's** try using...

<Scope> <Initiative/subject> <description>

😊 "DUT M365 ambassadors"

Your role as an Owner

To prevent a lot of practical problems, provide **at least 2 owners** when creating a team. For instance, add your manager as a second owner.

We **don't use personal sensitive data** such as BSN, bank account, address and phone numbers in Teams. More information can be found [here](#).



As a Team owner you monitor the team **usage** and **content**. This includes **memberships** of the team and guest access (people outside the University) that has been provided.

When a Team is **no longer in use**, you are responsible for securing (and if necessary, archiving) the data. If you leave the University or change department/role, it's your task to find a **new owner**.



Tips for structure! (personal)

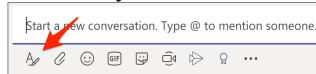
Create an overview of your Teams and Channels

- Order your Teams in a way that it is convenient for you to use. For example, the Teams you use a lot at the top and the Teams you use less often at the bottom.
- To prevent a chaotic information overload, you can decide which channels are visible and which are not. Click on the three dots behind the Channel and select 'hide'. This way, you can make sure only the relevant channels are visible in your team. You can also 'Pin' channels you often use.



Structured conversations

- When you start new conversations in a channel, always add a subject title. Titles will improve the structure and readability of conversations. Click the 'text editor' icon to reveal the subject line and other text options.



- When responding to a conversation, use ← 'reply' and do not start a new conversation. This will keep questions and answers threaded together.
- Conversations often drive actions. Mention a colleague with @name and he/she will receive a notification. Mention @Channel and all followers of that channel will receive a notification. Mention @Team to inform your team.

Save conversations

- Save a conversation when you want to follow up later or if you want to bookmark it for easy reference. You can do so by clicking the 3 dots at the upper right corner of a conversation. You'll find your saved conversations in your profile (click 'saved' in the menu that appears when you click your profile picture).



Search in Teams

- Despite all these measures you still lost something in Teams? Try out the search bar at the top of Teams!

Work agreements

Decide on work agreements together with your team. We suggest at least the following:

- **Documents** are saved online in Teams so team members always have access. **Notify your colleagues** about a new document or changes in a document by using the posts in the related channel.
- Use channels to **structure documents**. When working with a Great diversity and/or volume of documents you can consider to create directories/folders, in that case keep the structure as simple as possible (1 layer).
- **Only one version of each document exists!** So, documents should not contain a version number, date or 'reviewed by name' part. Teams automatically keeps track of document version. If necessary, older versions of a document can be opened and recovered via SharePoint.
- Using **Planner** with your team? Start the name of the planboard with a shortened version of the Team name. This way it is easier to recognize the planboard in the Mobile app and the web version of Planner.
- A Teams has **two Team owners**.
- We **don't email documents**, but share them using Teams.