

- I used to look up a person's Linkblue in Skype, to find out who they are. Can we do this in Teams?
 - You can type a LinkBLue ID in the search bar at the top of the teams window and find people that way
 - You can also click their name and see title, etc. There is even an org chart button!
- Can our global addresses and Outlook contacts be opened in teams?
 - Yes! You can search UK contacts in Teams. When you use the search bar, you will begin to see suggested names at UK just like Outlook
- How do you do the polling on Teams Chat?
 - The polling tool that Kirk showed is an app called Polly. It can be added in as an app. More details on it can be found by watching our past open lab all about apps at www.uky.edu/its/jointheteam
- How do you view multiple calendars?
 - In teams this is not an option unless you use the scheduling assistant when making a new meeting in Teams. If you want to view a separate calendar or someone else's calendar in its entirety then you will want to use Outlook
- How do you do basic things like share documents?
 - That can be done privately using chat or inside of a Team. When sharing a file in chat you are doing so selectively and it only shares with the person(s) you are chatting with. When you share it inside of a team it shares that file with everyone in that team potentially.
- Is there a website link or document that has the basics of teams?
 - www.uky.edu/its/jointheteam
 - Microsoft has a lot of great articles and videos at <https://support.microsoft.com/en-us/teams>
- What do people use the "General" channel for?
 - The general channel is the default channel created whenever a team is created. Everyone in each Team will always have access to general. So with this in mind it is good to use general as a conversation hub for the all up team meaning conversations or info that would impact everyone on the team or I have seen it used for announcements
- Where would I go to add a website / tab?
 - Within a team channel, there should be a plus sign next to the tabs in order to add another tab
- How do you sync your Teams page to your hard drive?
 - When you go into the files tab in each channel there is a sync option. There are other methods to sync as well but inside of Teams that is how you can sync your files so you can make them available even when not connected to the internet
- When you share files, can everyone update at the same time?
 - Yes
- I work on the healthcare side and wonder if Teams is considered HIPAA secure.
 - Yes, Teams is HIPAA compliant
- Are there more instructional resources on how to use Power Automate and/or Microsoft Lists?
 - Microsoft.learn.com

- YouTube
- Could Teams be used with a large number of people, like 200? We use SharePoint to document share in our college, but it's not very user friendly.
 - Yes
- Can a current Excel file be uploaded as a list, or must it be retyped?
 - It can be imported into the list. It can be a bit problematic in the sense that you need to make sure the columns are formatted the way you need them.