

- File Sharing
  - Regarding the file sharing: my group has a Teams chat where we have shared files, but we also have a Teams 'team' - what is the best way to consolidate this? Should I delete the chat and move files to the team beforehand and use that going forward?
    - Some of this will depend on how you are wanting to control the documents. The documents shared in Chat will be shared from your personal OneDrive. The documents shared in a Team will be shared via a SharePoint site
    - If you do want to get those files from the chat to the team, you will need to manually move them over
  - Does collaboration work with Publisher files.
    - You can share the files but you can't open them up directly inside of Teams. Instead you would need to use desktop software. You would save the file to OneDrive and it will autosave.
  - It was indicated the files can be shared, etc. But the file types that can be shared are only MS office files (meaning not PDFs as example)?
    - For files that you would like to work on collaboratively and to take advantage of things like version history, those files would need to be Microsoft file types. However, you can upload other file types such as PDFs to a Team for everyone to review
  - Is there a way to get a file back if someone accidentally deletes it?
    - There is a 30 day recovery period. To recover the file there is a recycle bin in Sharepoint and OneDrive
  - Can students save the class materials onto their personal computers from the classroom feature?
    - You can download files from a team onto your computer from any team type
  - Is version history available in SharePoint?
    - Yes, any Microsoft cloud environment has version history
  - If a file is uploaded to a channel, can anyone on the team view it or only those in that channel
    - If it is a standard channel everyone on the team can see it, if it is a private channel, only the members of the channel can see it
- Document Collaboration
  - To confirm, when you are working in Microsoft Teams and updating the document jointly, will it automatically update to OneDrive as well?
    - Yes
- Team Membership and Setup
  - Can team members at other institutions collaborate, access files, etc in the same way as UK members?
    - You can invite guests from outside of the university to join a team
  - Does the creation of a Team still create email distribution list?
    - All Teams are built on Microsoft Groups so a team by default will get an email address of the team name @l.uky.edu. This email address is valid and if mail is sent to it, it will be found in the Groups section of a team members mailbox.
- Planner
  - When you create a task in Planner, do you receive a notification when someone leaves a comment? Or do you have to monitor each task for comments/questions?

- When you are assigned to the planner task you get notifications when it is created and completed, but not when there are comments
  - Can you get a report of those who have or have not completed planner tasks?
    - You can change the view in planner and look at what tasks are assigned to certain people
  - If you are using the planner for your own tracking, can you assign tasks to people not on the TEAM. I want to document who it is assigned to, but it doesn't have to be connected to a particular person.
    - When the planner is based inside of a Team, no. If you add someone to the Planner they will be added to a the Team
    - You can however create a Planner board completely separate from your team and you can add people from there
- Misc
  - Are individual UK units able to consult with Microsoft re: collaborative environment design, implementation, and training?
    - Yes! ITS is happy to facilitate. You can always email [ITSaboutYou@uky.edu](mailto:ITSaboutYou@uky.edu) detailing the support you are looking for and we can either help you with our experts or refer you to Microsoft contacts.
  - Is there a homepage in Teams?
    - Will open up to Chat, or the Teams tab, often the last area you had open