Microsoft Teams Open Lab – October 14, 2020

Q&A Summary

- **Class Integration**
    - Are there plans for Teams to replace Canvas?
        - No
    - What if a user needs to be a Teacher in one Team and a Student in another?
        - You can have the teacher role in one teams and the student role in another
    - Are there plans to add connectivity to Canvas eventually?
        - We are looking into what connectivity is currently available and what the process of setting this up would be.
    - Also, adding members individually is kind of a pain if we are making teams manually... any batch upload possibilities for team owners?
        - This is possible but not currently set up in our environment. We are looking into it and will communicate out if/when it is available.
    - Is the grades feature locked to only teachers?
        - Yes
- Team Setup
    - Can people from outside the University be added to a team?
        - Yes, guests can be invited to be a part of a Team
    - Can you put clickable links into a meeting chat?
        - Yes
    - Can the "General" channel be renamed?
        - No, this is a default channel with a default name
    - Can an office 365 group be added as a "member" of a team?
        - Yes, you should be able to add people by using name, distribution list, security group, or Microsoft 365 group.
    - Are certain features disabled in private channels? (Recording meetings, taking meeting notes, etc)
        - There are certain features disabled
        - https://docs.microsoft.com/en-us/microsoftteams/private-channels
    - Can we remove ourselves from a Teams?
        - Yes, if you right click on the Team name you should have an option to leave the team
    - How do I convert a Public team to Private?
        - https://support.microsoft.com/en-us/office/make-a-public-team-private-in-teams-6f324fbc-6599-4612-8daa-ff5d35a746bf
    - The number of private channels (30) seems limiting when considering the number of projects our department works on over time. Will that increase in the future? Or is it best practice to create new teams when that limit is hit?
        - This would be a feature that Microsoft would have to add
    - When you create a channel is it created as a public team by default?
        - No, the team will be set to private unless you choose public. We recommend setting up all teams as private. If your team is public anyone in the university can join it without having to request permission.

- Is there a way to permanently delete a Channel. I've noticed when a channel is deleted, it still exists but is not longer 'active' or listed in the Team. You can not create a new Channel with the same name as the deleted Channel.
  - Currently, no there is not, this would be a feature that Microsoft would have to add
- Notifications
  - How do I get notified of updates to conversations?
    - Each Teams user can setup their own notifications to customize when and how they get notifications for different components of Teams to their liking.
  - When you post an announcement do members get an alert outside of Teams?
    - It depends. Teams allows everyone to customize the way they want to receive notifications, including turning them of for various components of the program
- Misc.
  - Can videos be uploaded to the "files" section?
    - Yes, with a limit of 100GB Per file
  - Can the chat in Teams and meetings be saved, and where is it accessed after the meeting?
    - Yes, chat history is automatically saved, for a meeting, the chat is saved in the "Chat" section of Teams under the title of the meeting
  - Is there a HIPAA compliant version of Teams or should we continue to use zoom for meetings that require HIPAA security features?
    - UK's Teams license is HIPAA compliant Is Microsoft Teams HIPAA Compliant? (hipaajournal.com)