- Planner
    - How are team members notified of task assignments in Microsoft Planner?
        - Anyone assigned a task in Planner is notified that they have been assigned a new task. Also, when the task is reaching its deadline date, email notifications are sent to remind of the upcoming Planner task coming due.
        - You can also sync Planner with your Outlook calendar
    - How do you add a tab from an existing Planner?
        - Open up planner, click on "Members" and get the Team alias, then add that alias to the list of Members
        - Then go into Teams and add a Planner tab to the Team
- OneDrive/SharePoint
    - I use 365 OneDrive to store individual, confidential folders for departments. They are able to move files into their folders. What app has ability to hold a large capacity of files, be kept under one project name, yet keeping each folder hidden from those who should not have access?
        - A lot of this would depend on how big the team is. On a smaller team you could possibly host this in an individual's OneDrive.
        - For a larger team you could use private channels within Teams so that only the members of the team who are in that private channel would have access to the files shared on that channel
            - You can only have 30 private channels within each of your teams
        - You could also use SharePoint. Setting up the permissions for individual folders can be done with SharePoint, but it can be a little bit tricky
    - Can you link a one drive folder or folder(s) to a team in order to sync files uploaded to one drive to Teams? or add the folder in as a tab?
        - Wouldn't be a great experience. Would likely be better to just create a folder within Teams
- Web Browser
    - When adding a website does Teams default to Edge or may the user select which browser to use?
        - It does not give you a choice, it is likely Edge Chromium based
    - If you add a website as a tab into a team, if one person in the team signs in does everyone else see it or does it is just for the individual?
        - Each person logs in individually on their own computer
- Calendar
    - Does Microsoft plan to add a central Team calendar instead of having to tie to a group calendar from a shared resource mailbox which is cumbersome?
        - There are discussions around creating individual calendars for each team, but this is still very early in development
    - Is there a recommended calendar application?
        - The great thing about the ability to add in apps is that you can use the one that works best for you. There is not one "recommended" app for this purpose.
- Misc
    - Would the information in Polly be saved if you turn it off?
        - Yes
    - Other applications to look at?
        - Microsoft Lists
        - To-Do

- OneNote
- Is it possible to add an app not listed in Teams?
  - Only apps that have been set up specifically for integration within Teams are available. If you cannot find an app when searching it either does not have an integration with Teams, or the organization has blocked that app for some reason
- If an UK user has made an app, is it available for everyone at UK to see and possibly use?
  - Would first have be integrated into Teams before being avilable
- How does this work securely in the UK Healthcare environment with HIPPAA and the outside based applications?
  - Microsoft apps are HIPAA compliant, however, we cannot guarantee that third party apps are compliant. We would have to know which app
- What benefit would there be for scheduling a Zoom meeting within Teams?
  - We would recommend using Teams and Zoom separately. If you would like to set up a meeting in Teams, use the Teams meeting functionality
- Is the App search a keyword search, in case we don't know the name of the app, but want to search thematically?
  - It can be searched various ways, by keyword, app name, and description
- What is the difference between the "Assignments" tab within a channel, and the "Assignments" button on the left ribbon?
  - When you are in a particular class' Team, you will only see the assignments for that class, when clicking on the "Assignments" button on the left ribbon that will be all of you assignments across all classes