

# Microsoft Teams\*

Version 12

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## About

Microsoft Teams is a collaborative, communication tool contained in the Office 365 platform available to all Senecans. Be aware that only employees have the capacity to create a Teams site. Teams allows online collaborative meeting capacity, access to IMS via chat, the ability to share files and members can create a shared OneNote notebook.

## License

\* - Items with a college-wide license have an asterisk

Microsoft Teams is part of the Microsoft Office 365 suite that Seneca subscribes to. Sign in using your Seneca Credentials.

## Tips for using the tool

The Teaching & Learning Centre created a number of how-to and FAQ videos; visit their [Teaching with Microsoft Teams](#) webpage.

Learn more about Teams via [What is Microsoft Teams?](#) or check out the Teams for Education [Quick Start Guide](#).

## Keeping Student Information Safe When Using Online Tools

The [Quick guide to secure handling of confidential student information for faculty using online learning tools \(.PDF\)](#) (developed by the Teaching & Learning Centre and ITS) helps faculty choose secure online tools for teaching. The guide provides guidelines and examples to help faculty consider the information students might be giving up when using a new tool. It is intended for quick use of free or low-cost online tools and not for larger, more costly tools that require more rigorous data privacy vetting.

## Examples

The upcoming Podcast! Counselling and Accessibility Services uses TEAMS as the platform for their Ready, Set, Success! transition program for new students who access Counselling services. Faculty find TEAMS to be helpful for group projects.

## Related tools

- [BigBlueButton\\*](#)
- [Webex\\*](#)
- [Zoom\\*](#)
- And other collaborative teaching apps

## Contact us

**The Teaching & Learning Centre**

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tags : collaborate, collaboration, create, creation, engage, engagement, microsoft-teams, teams