Nexus365 Teams – Sharing files
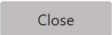
Skills Toolkit

Use *Teams* for sharing files with a group of colleagues.

Teams is a good place for colleagues to store and organise files they need to work on together. Every Team member can see and work on all the contents saved here.

In this task you will explore a **Team** set up for today's workshop, and collect some files for the people in the Team to use.

You will organise and manage the files. You will work in pairs to co-author documents.

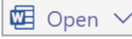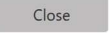- Start *Nexus365*, and sign in using your Oxford single sign-on

- On the *Nexus365* homepage, start *Teams*

- Click at the left edge, to see all the Teams you belong to
    We have set up a Team for today's workshop: be careful to stay in this Team for today

- Find out who else belongs to our Team
    Click ••• on the tile for our Team, and choose **Manage Team** to see the members

- A Team can collect documents relevant to its work
    Suppose we are working together on the annual report
    Click the **Annual Report** channel
    Click the **Files** tab (tabs are across the top), to see the list of files already saved here
    If the **Files** tab is not visible, check you are in the Annual Report channel

- Click + New ∨ and create a new *PowerPoint* slide show
    Give it a distinctive name so you can recognise it
    On a slide, write 2 things you have found out today
    Notice that you are working on this document using a simplified *PowerPoint* in *Teams*
    Click Close at top right, to close the slide show – it is saved in our Team

- Use ↑ Upload ∨ to upload one of the documents from the Examples folder on the desktop, into this Team (these can be any type of file, not only *Office*)

- Once the Team contains some documents, tick just to the left of one filename
    More buttons appear at the top for managing the selected document – try some
    Rename that document you uploaded, so it has a distinctive filename

- Click a filename to view that document using *Teams*
    Click Open ∨ and choose to edit in *Teams*
    Every member of this Team can see and use all documents and conversations saved here

- Two people can edit the same document in *Teams* at the same time
    In pairs, both edit the same document using *Teams*
    Watch each other's edits on your own screens (you have differently coloured cursors)
    When you Close the document, it is saved in the Team

- Within a Team, use channels to separate work on different topics
    A Team is a collection of *people*; a channel is for one of their *topics*
    Everyone in the Team can see and use all the contents of all its channels,
    but each Team member can choose which channels interest them (or don't interest them)
    If a channel was set up as private, then only selected Team members can see and use it
    Some other channels have already been set up in our Team, for the other tasks at this workshop
    Examine what our Team members have been doing in each of the channels
    Tip: at the left edge shows your recent documents, across multiple Teams and channels