

Chairs Info

Overview

Use this job aid for guidance when:

1. Downloading Teams, locate your RTP team.
 2. How to add and delete team members.
 3. How to upload files as read only documents.
 4. How to invite team members to a meeting so they have access to the team, during a meeting.
 5. How to administer the voting form and report results.
 6. How to transfer team ownership.
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1. **How to download Teams and find your RTP team.** <https://uakron.edu/training/pdf/Teams%20QS%20Faculty.pdf>

2. How to add and delete team members

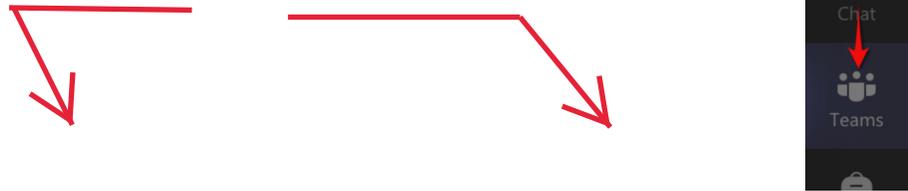
1. **Add /Delete** - <https://support.microsoft.com/en-us/office/go-to-guide-for-team-owners-92d238e6-0ae2-447e-af90-40b1052c4547?ui=en-us&rs=en-us&ad=us>

3. **Upload a file as read-only:** <https://support.microsoft.com/en-us/office/use-folders-to-create-read-only-files-for-students-or-other-team-members-0e7791d7-8c9c-4749-9bca-984289477988>

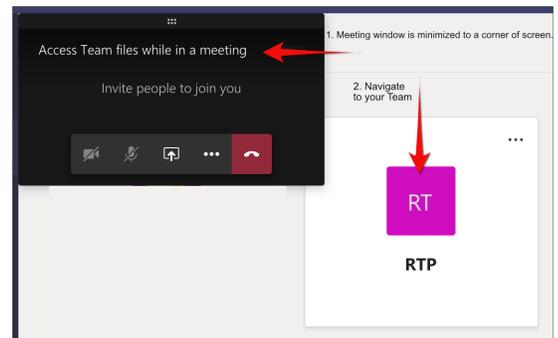
Teams Meeting Info

4. How to invite team members so they also have access to the team while in the meeting.

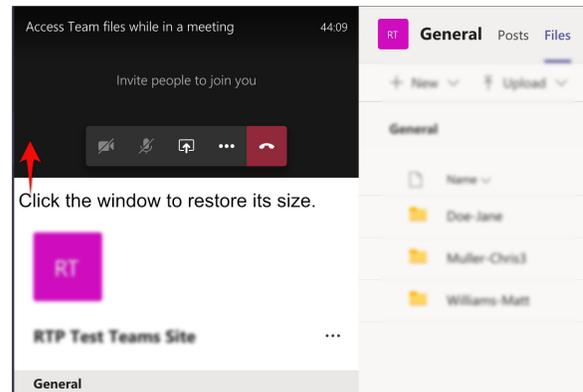
1. While attending a meeting, use the Rail to select Teams. Note, this action automatically minimizes the meeting window.



2. Enter the NTT Evaluation- 'Candidate Name' Team.



3. From the General channel in the NTT Evaluation - 'Candidate Name', click the File tab to see the files for that channel.

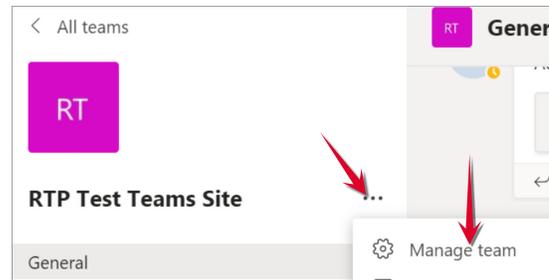


4. Click the meeting window to restore it to full size.

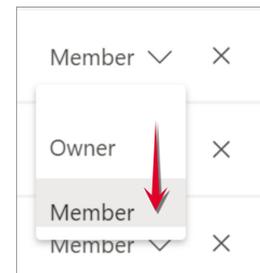
Transferring Ownership of a Team

6. How to transfer ownership of a team

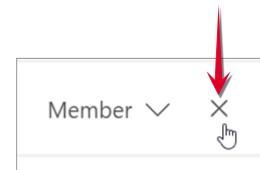
1. **Add new owner:** Ensure the new team owner is **first** added and their role set to Owner.
2. **Remove a member:** The new Owner access the team menu More options ... > Manage Team.



3. **To remove an Owner,** use the role menu to change that person's status to Member.



4. **From the team member list,** click the X to the right of the role menu.



Note: anyone removed can also be added again. Use the More options menu > Add Member.