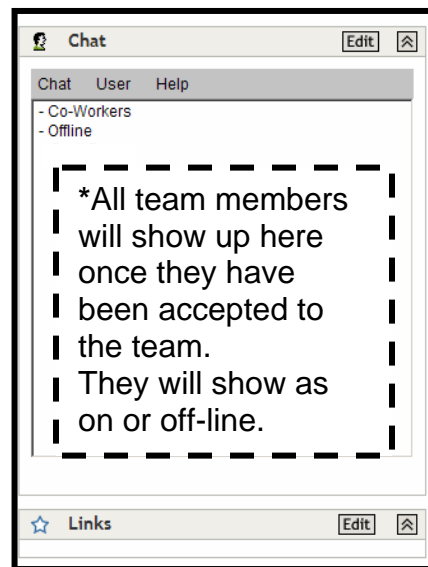


Virtual Office Teams

TEAMS allow you to collaborate with other members of your class, department, or workplace. Teams make working together easier.

Below is a list of the items you will find in the Team option of Virtual Office.

- **Discussion Board:** lets you share messages with other team members.
- **Chat:** lets you set up a virtual “chat” with team members. Chatting is when all members are connected at the same time and your messages that you type are received instantly by the other members and they can reply instantly. This would be a good feature to use to have a discussion outside of campus.
- **Files:** here you can share files between other members of a team. Instead of e-mailing them, you can just upload the files for other members to view.
- **Links:** store favorite web links for all team members to have access to. These links are available to team members from anywhere or any computer. All they have to do is log-in.
- **Team Calendar:** put important events on the calendar. For example, post the date of the next team chat.

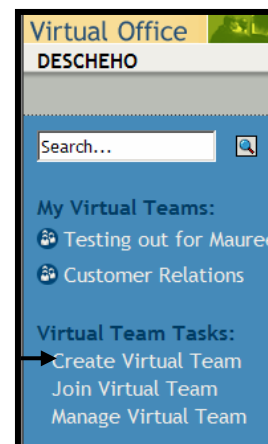


Getting Started With Virtual Teams

Creating a Team:

1. Bring up the College homepage. www.northlandcollege.edu
2. Hover over **MYNCTC/Virtual Office/Student Virtual Office**
3. Log in.
4. Click **Create Virtual Team**.
5. Type a Team Name and Description.
6. Click **Create!**

**** Note:** The person who creates the team is the “Owner” of the team.



Virtual Teams Continued...

Joining a Team:

1. **Log in** to Virtual Office.
2. Click on **Join Virtual Team** on the left-side of the screen.
3. If the Team Owner approves your request, you will be added to the team.
4. You will need to **return to VO** and back to the **Manage Virtual Teams** area
5. Click on the team name in the **Virtual Team Inbox**.
6. Click the **Join** button next to it. This will get you into the team.

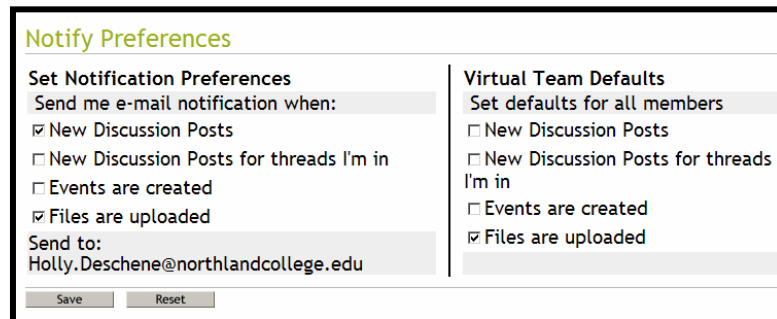
Managing a Virtual Team - Team Owners can:

1. Manage team membership – who is in, who is out
2. Manage the team calendar.
3. Manage and configure the services on the Virtual Team page.
4. Manage and maintain the team Web page.

Team Membership:
Show team members
Invite a user
Approve a request
Show team owners
Show blocked users
Show team properties
Set notify preferences
Delete this team

Setting Notification Preferences:

1. **Log in** to Virtual Office and **open the team “you” own**.
2. Click **Set Notify Preferences**.
3. **Check the check box** next to each notification **method you want to use**.
4. **Check the check box** next to each notification **method** you want to use as a **Default**.
5. Click **Save**.



Notify Preferences	
Set Notification Preferences	
Send me e-mail notification when:	
<input checked="" type="checkbox"/>	New Discussion Posts
<input type="checkbox"/>	New Discussion Posts for threads I'm in
<input type="checkbox"/>	Events are created
<input checked="" type="checkbox"/>	Files are uploaded
Send to: Holly.Deschene@northlandcollege.edu	
<input type="button" value="Save"/>	<input type="button" value="Reset"/>

Virtual Team Defaults	
Set defaults for all members	
<input type="checkbox"/>	New Discussion Posts
<input type="checkbox"/>	New Discussion Posts for threads I'm in
<input type="checkbox"/>	Events are created
<input checked="" type="checkbox"/>	Files are uploaded

Configuring File-Sharing Service:

1. **Log in** to Virtual Office.
2. **Edit** or specify the information for each field.
3. Click **OK**.



Personalizations for: Files	
Configure the settings to personalize the gadget. Press Descriptions for more information on each setting.	
Setting Name	Setting Value
Allow Members to Download files	<input checked="" type="checkbox"/> true
Allow Members to Upload files	<input checked="" type="checkbox"/> true
Allow Members to Delete files	<input checked="" type="checkbox"/> true
Allow Members to Create Directories	<input checked="" type="checkbox"/> true



TEAM
Together Everyone
Accomplishes More!