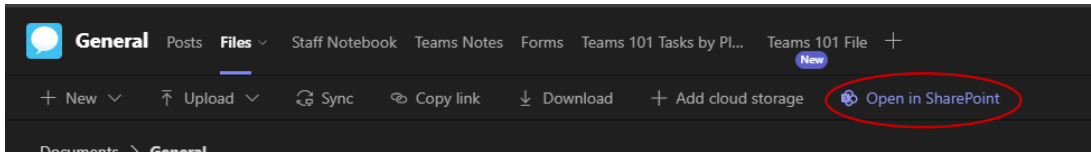
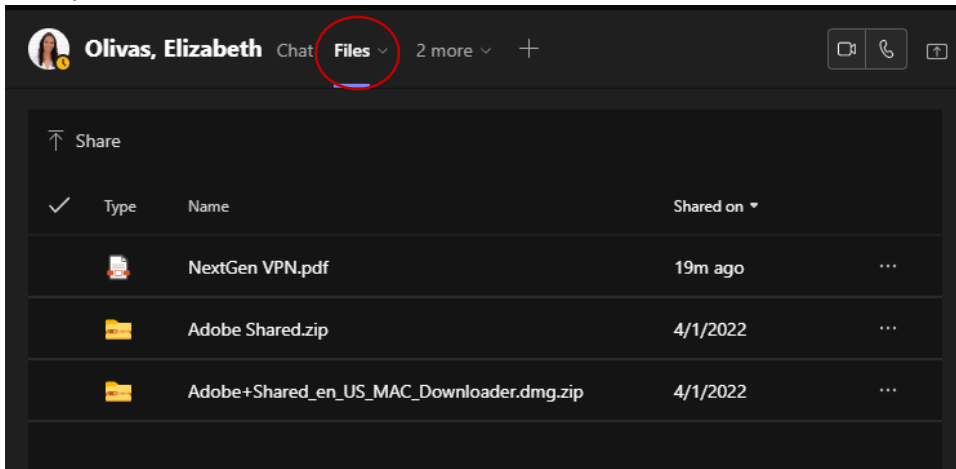


Teams 101 Questions:

1. Tessa, we have a question - can you delete files that other people upload? That has been something I have been trying to figure out.
 - a. Yes, Owners and Members should be able to delete Files that another has uploaded.
 - b. You will click the 3 dots (ellipsis button) to the right of the File/Folder name > Choose Delete > Click Delete again to confirm the deletion.
 - c. Once this is done, the file will go into the Teams Recycle Bin. You can click the Open in SharePoint button within the Files tab to get to the SharePoint site. Here you will be able to access the Recycle Bin in case you accidentally delete a file.



2. What if someone uploaded something and a one-on-one chat?
 - a. The upload would be found within the chat itself and within the Files tab in the chat.

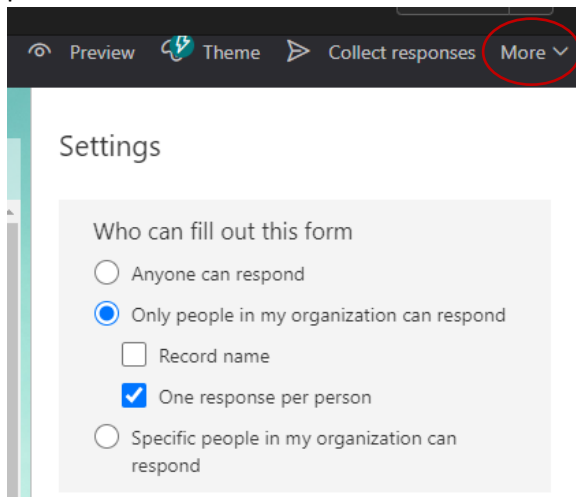


3. And then someone asked the question: How can I move a file to another team like, say, if I have a file on this Team, and then I have another Team. Can I move a file from this Team channel to another Teams channel?
 - a. Yes, you will select the 3 dots (ellipsis button) to the right of the file name > Select 'Move' > You will need to navigate to the Team and location within that Team that you are wanting to move it to. Once the new destination is found, click the Move button to the bottom right.
4. I have a question: Can you delete a post?
 - a. You can delete your own posts within a Teams channel. You cannot delete chat logs from your chat feed – but you can delete your individual messages within the chat.
5. Okay, someone said, can you demonstrate how to create a Folder of specific files, such as a Folder for each project?
 - a. Within the Files tab, you will Select New and choose Folder. You can add multiple folders for however many Projects you have going. Once the folders are created, you can click on the folder and choose New to add files within. You can also create new folders within your Project folders.
6. I found that I can move files, but not folders, even as owner, is that I always secure on my missing something.
 - a. We discovered that you cannot move entire folders. You can move the entire contents of a folder to another existing folder. This will be handled similarly to Question 3 above.

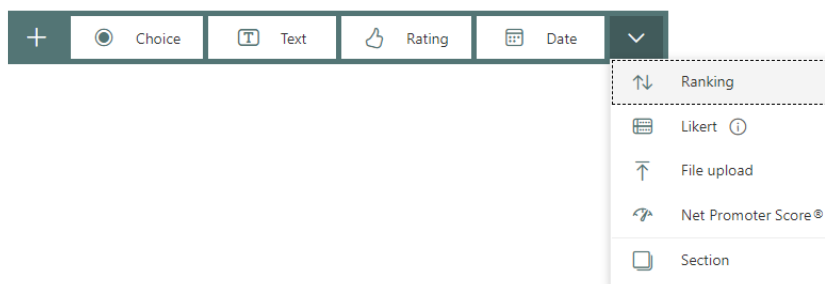
7. Say, I'm working in a file, and someone sends me a chat, it seems like I have to leave the file to answer the chat. Is there a way to keep the file open while I make a call or respond to a chat?
 - a. Yes, you can pop out the chat while having the document open. You will click the search bar at the top, type in: /pop
This will expand another search bar so you can search for the person you need to send a message/reply to. Once you select the person, you will have another small window open with the chat correspondence between you and that person.

8. Making a Notebook private:
 - a. You can Pin the OneNote app to the side bar (where Activity, Chat, and Calls icons are located) – this will give you the option of creating a Personal OneNote that only you will have access to.
 - b. Within a Team, you can create a Staff Notebook – this will come with a built in “Leader Only” Notebook that will only be accessible to the Leaders/Owners of the Team. Here is a YouTube Video showing how and explaining in more detail: [Staff Notebook Video](#)

9. Is there a way for form responses on a form to be anonymous?
 - a. Yes, you can! Within the Form – you will section the More button to the far right and select Settings > this will allow you to turn the Record Name option off and choose to only allow One response per person – as seen below:



10. Are there different types of form? Questions, i.e., short answer, long answer. Instead of this multiple choice:
 - a. Yes, you can choose from any of the options below:



11. Can you transfer ownership of a form from one person to another? I created a form and a team on behalf of my department, and I cannot figure out how to transfer the form to a new owner.
 - a. Yes and no. If you create a personal form (outside of a Team), you can move that form to a Team. You are not able to move a form from Team to Team. I did some research, and it looks like Microsoft is aware and it is in their backlog to improve user experience/collaboration.