

Use of Microsoft Teams by Students

We provide a range of digital platforms to support students.

- **Blackboard** is the University's virtual learning environment and the main platform for learning and teaching online.
- **Email** is the official platform for formal communications between the University and students. If you are trying to contact your programme team or a service please use their official email address as this will be monitored on an ongoing basis.
- **Microsoft Teams** is a supporting platform enabling more informal one-to one or group communication and collaboration at CCCU, including instant messaging, video chat and file sharing.

The regulations bit...

Access and use of Information Technology at the University is governed by a range of policies to protect University systems and your personal data. As with all IT platforms at Christ Church, Microsoft Teams is governed by the [Core Regulations for the use of IT](#).

Please note: the sending of any electronic communications whose meaning, transmission or distribution is illegal, unethical, fraudulent, defamatory, harassing or offensive is not acceptable and can be reported under the [Student Disciplinary Procedure](#).

MS Teams etiquette

Here are just a few tips for its use:

- Download the Teams app to your computer and phone. You'll get full video and screen-sharing support, built-in notifications, and a bunch of other features.
- Teams is for temporary sharing of information which is not personal or sensitive. Remember Teams is not to be used to share or store any personal, confidential or sensitive information.
- If you want to communicate with someone, take a moment to consider who you need to communicate with and what you want to say. MS Teams is more informal than email, so will not always be appropriate for all messages. Your lecturer will advise you on the best platform to use to contact them – so make sure that you respect that.
- It is best not to send an unsolicited Teams message to someone you don't know as you may not get a response. Remember, if you have any general enquiries you can always email the i-zone on i-zone@canterbury.ac.uk
- As a more informal type of communication, Teams comes with its own emojis. Give a thumbs-up to show people you have 'got it,' 'sounds good,' and 'okay'. You can even use memes and Gifs.
- Pay attention to people's availability – if you see an out of office, or busy status don't expect an instant response. Remember that normal working hours will apply, so members of staff

may not respond outside of these hours. Expect the response time to be similar to that if you had sent an email.

- If you want to organise a video call it is best to pre-arrange it, rather than just call someone. You can add a Teams call to someone's Outlook calendar in the same way you would send a meeting request. This is particularly useful as it means you will know if they have accepted it and hopefully not forget!
- When it comes to video conferencing etiquette, we recommend you make sure your microphone is on mute when you are not talking and raising your hand if you want to participate. You can also make use of the chat function if you have a comment during a large meeting.
- If you want to record a meeting, make sure you check everyone is ok with it before you do. If you don't want to be recorded, please make it clear with the host. You can also choose to turn off your camera.
- If at a University PC remember to use "Take a Break" that way all your information and conversations on Teams will be secure when you are not at your desk.
- Teams is an excellent place to work on files alone or together with other students. You can share files up to 100GB in size and send links to documents rather than attachments. Microsoft 365 is a great collaboration tool so take advantage of it!