

IT Insight

November News

Please check out our latest newsletter for information on how to add guests to MS Teams, along with additional resources to get you started with using the platform, computer lab hours, and more.



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Adding Guests to Microsoft Teams

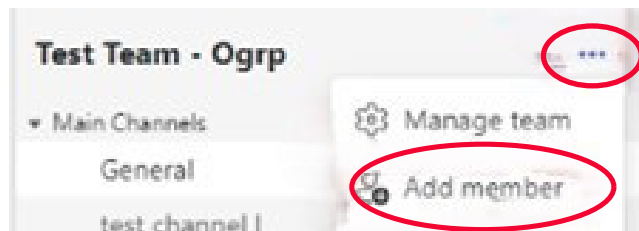
If you are interested in collaborating with research or external partners, or preparing for a conference with external colleagues, you can add them as guests in Teams using the steps below.

Note: You must be a team owner to add a guest in Teams. Review [Enable Guest Access in Teams](#) for more information.

1. Select Teams and go to the team in your team list where you would like to add the outside guest. Click on the three-dot menu as shown below.



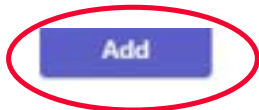
2. After selecting More options, click on Add member.



3. Enter the guest's email address. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can join your team as a guest. Select their email again to confirm.



4. Click the Add button



Note: After you add a guest to a team, it MAY take a few hours before they have access.

5. Guests will receive a welcome email invitation that states "You have been added as a guest to University of Missouri in Microsoft Teams". The email will contain an "Open Microsoft Teams" button that will authenticate the outside person's email address and direct them to your team.

Something new for you!

If you would like to learn more about Teams, we are excited to announce our recently added [Microsoft Teams Basics webpage](#). Check out our step-by-step instructions and more links to useful Teams information.

WiFi now available on the MSC Bridge

Whether you are simply walking through the MSC Bridge or sitting at a student organization table on the bridge, you can now stay connected to our campus wireless network, TritonNet.

Computer Lab Hours - Thanksgiving Break & Finals

The computer lab hours will change during Thanksgiving break and final exams. To keep you informed, click on [lab hours](#) to find more details.

As a reminder, the Math & Writing Labs are now located in SSB 103.

ITS News

Happy retirement to Bob Garrison! After working in ITS for 20 years as a network engineer in Infrastructure Services, Bob is retiring. Thank you for your decades of service, Bob!

Happy Thanksgiving!



Warm wishes this Thanksgiving from all of us in ITS.
Enjoy the break!



Good to Know



World Kindness Day is November 13.
Do something kind for someone.

IT Insight

Information Technology Services

Nov. 2024

Tip of the Month

Set custom sound notifications in Teams.

To help you stay focused, prioritize tasks and messages quickly, and avoid distractions, you can adjust the sound on your Teams notifications. Assign different sounds to different kinds of notifications, such as urgent messages, or mute notification sounds when you're busy or in a meeting. Go to **Settings and more** at the top right of Teams, and find options to customize your notification sounds in the **Notifications and activity** menu.



IT Chuckle

What does the gamer use to make bread?

Ninten-dough!

The University Assembly Information Technology (IT) Committee is an advisory body tasked with making recommendations regarding the university's IT services related needs, priorities, and policies. Thus, the IT Committee seeks your feedback and suggestions for improvement of IT Services on campus. The committee is particularly interested in how ITS can better serve campus stakeholders in alignment with the university's mission.

Please submit your input on this feedback form: <https://forms.office.com/r/hPBLqNZdVh>

Note: If you have specific IT related issues or questions, please contact the university Help Desk at help.umsl.edu or helpdesk@umsl.edu or 314-516-6034.

Thank you from the [University Assembly Information Technology Committee](#)