**Roehampton SU Guidance for Academic Reps Using Microsoft Teams**

**1. Purpose & Overview**

As an Academic Representative, you’ll use **Microsoft Teams** to collaborate with fellow reps and support staff across your department and school. Teams is a dedicated platform designed for ongoing communication, secure information sharing, and participation in virtual meetings. At Royal Holloway, similar use cases were documented for academic rep networks via Teams.

**2. Getting Started with Teams**

**2.1 How to Access Teams**

* Log in to Office 365 using your Roehampton credentials at [office.com](https://www.office.com)
* Select the **Teams** icon or find it under “All apps”
* You can also download the **Teams desktop or mobile app** and log in with your Roehampton email account

**2.2 Technical Requirements**

* Use modern browsers like **Chrome**, **Edge**, or the Teams app for best performance
* A reliable internet connection (ideally wired or strong campus Wi‑Fi)
* Headphones or earbuds with mic help improve audio quality and reduce background noise

**3. Teams Structure for Reps**

**Channels & Spaces**

* Each academic department should have dedicated Teams or channels—e.g.
  + *Programme Reps: Department of Psychology*
  + *School Reps: School of Life & Health Science*
* You may also have a central Roehampton SU academic‐reps channel for cross‑departmental communication

**Permissions & Access**

* Reps can post updates, upload documents, comment in threads, and respond to polls or shared surveys
* Staff contacts (e.g. Academic Communities Coordinator) can moderate and reply

**4. Joining & Participating in Meetings**

**Joining Scheduled Sessions**

* Check your Outlook or Teams calendar for meeting invites from Roehampton SU or department leads
* Click the link or calendar entry at the scheduled time to join
* Choose whether to join via web browser or the Teams app

**Before Joining**

* Make sure your camera (optional) and mic (preferably muted on entry) are set correctly
* If prompted, grant Teams access to your mic/camera
* You can test audio/video settings in the “Device Settings” cog

**In-Meeting Controls**

* Mute/unmute mic, toggle camera, raise hand, and use chat – controls located at bottom toolbar
* Enable live captions if required
* You can pin speakers or shared content to your view
* Chat allows tagging with @name and emoji reactions to messages

**5. Best Practices for Effective Use**

**Communication Etiquette**

* Mute yourself when not speaking to avoid audio clutter
* Use headphones when possible for better clarity
* Be respectful in chat and use @mentions to direct messages

**Professional Engagement**

* Arrive early to test your equipment
* Proactively raise points or issues in chat or use meeting hands‑up
* Share documents in advance if needed

**6. Benefits of Using Teams for Representation**

* Enables you to **stay connected and informed** between meetings
* Acts as a shared record of discussions, documents, and action points
* Helps build cross‑section peer networks through departmental community spaces
* Provides a central platform to submit updates, collect votes or feedback

**7. Need Help?**

If you encounter any problems accessing Teams, joining channels, or you’re unsure which space you should be using, get in touch:

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