Virtual Teams

Creating a Virtual Team

You can create only protected virtual teams. This means that all teams are visible in the Virtual Teams list, but access to these teams is available only to members.

1.	In the Virtual Office main page, click Create Virtual Teams.
2.	Type the team name. *Note: Please include your school name in the team name.*
3.	(Optional) Type a description.
4.	Click Create.

Requesting Team Membership

All users can request membership to virtual teams. You must be a member of a team to have access to information and services in that team.

1.	On the Virtual Office main page, click Join a Virtual Team.
2.	Select the team you want to join.
3.	Click Join.
	Because Virtual Team access is restricted to members, you must request membership from the owner of the team. This screen lets you request a virtual team membership. After the owner approves your request, you become a member of the team.
4.	Click OK.

Managing Virtual Teams

Team owners can do the following virtual team management tasks:
•	Viewing Team Members
•	Inviting Users to Join a Team
•	Approving or Denying a Membership Request
•	Adding Team Owners
•	Blocking Users from a Team
•	Editing Team Properties
•	Setting Notify Preferences
•	Deleting a Virtual Team

Team members can remove only their own virtual team membership.

Viewing Team Members

You might want to view a list of all the members of your team to ensure that it includes all the users you want as members.

1.	On the Virtual Office main page, open your team.
2.	In the Team Membership column, click Show Team Members.
3.	Click Membership.

Inviting Users to Join a Team

After you create a team, you can invite other users to become members of that team. When you invite a user to join a virtual team, that user has the option to accept or reject the invitation.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Invite a User > Add.
3   Type or search for the name of the user you want to add.
4   (Optional) Check the Send an Invitation by E-mail check box.
5   Select the name, then click Add > Send.

Approving or Denying a Membership Request

Virtual Office notifies you when you are invited to join a virtual team. Unless you are assigned to the team, you have the option to accept or reject the invitation.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Approve a Request.
3   Select the request, then click Approve or Deny.

Adding Team Owners

Virtual Office lets you grant ownership to other users. For example, you might want to delegate some of the team management tasks to someone else. All team owners have the same team management rights.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Show Team Owners > Add.
3   Type or search for the name you want, then click Add.
4   Click Close.

Blocking Users from a Team

Virtual Office lets team owners prevent users from accessing a team. For example, you might create a virtual team for a specific department that has some temporary employees who you do not want to have access to the shared files.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Show Blocked Users.
3   Click Block Users > Add.
4   Type or search for the user you want, then click Add.
5   Click Close.

To view a list of blocked users, click Show Blocked Users in the Team Membership column.

Editing Team Properties

Team properties include a list of team members and the components they can access. After you set up and configure a virtual team, you can modify your property settings to reflect any changes or updates. For example, you might not use the Chat feature, so you can remove it from the page.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Show Team Properties.
3   Change the name, description, or services of the team.
4   Click Save.

Setting Notify Preferences

As you manage a virtual team, you might need to do some of the following tasks:
•   Post discussions to communicate with members
•   Post event notices
•   Add files to share with members

You can notify team members through e-mail when you do any of these tasks.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Set Notify Preferences.
3   Check the corresponding check box for each of the following items that you want to notify team members about:
          Event Description
          Events Are Created Notifies team members when a new event is created.
4   Click Save.

Deleting a Virtual Team

If you are a team owner, you can delete the team you own. For example, you might create a team for a specific project. When that project is complete, you can delete the team.

1   On the Virtual Office main page, open your team.
2   In the Team Membership column, click Delete This Team.
3   Click Delete > Delete.

Virtual Team Services

This section lists the features that are available only in a virtual team setting. For instructions on configuring and using these services, see the Virtual Office online help.

Discussion

Lets virtual team members participate in online discussions and exchange messages.

Calendar

Lets virtual team members schedule events and appointments and share this information with other team members. Note: The Virtual Teams calendar is not linked to your GroupWise calendar.

Files

Lets virtual team members do the following:
•   Browse directories
•   Create directories in the current path or directory
•   Upload files
•   Remove files
•   Share files with other users on a team

The Files section should not be confused with NetStorage which is the access to your G: and H: drives.

Links

Lets virtual team members create and display links to Web pages.