



# Create new teams in MS Teams with the UdS Config app

# 1 Problem

The UdS Config app has been created to offer all users the opportunity to create new teams in MS teams in a structured way.

Using a questionnaire, the app assigns the team to a course or an organizational unit of the UdS and automatically provides a prefix before the team's name.

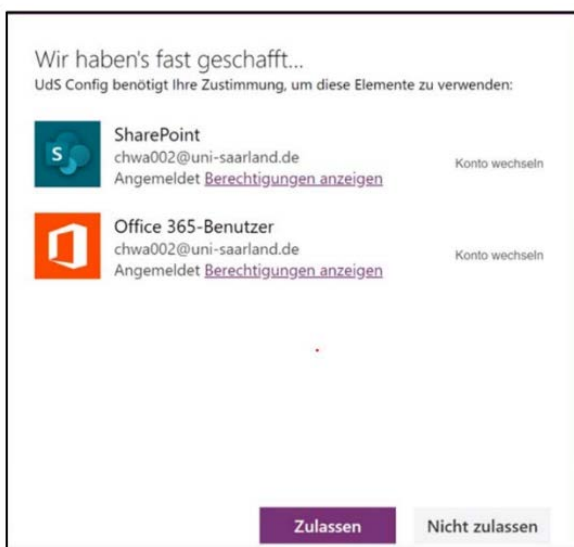
This app has been implemented in MS Teams of the UdS since 28 April 2020.

# 2 Create the team using the UdS Config app

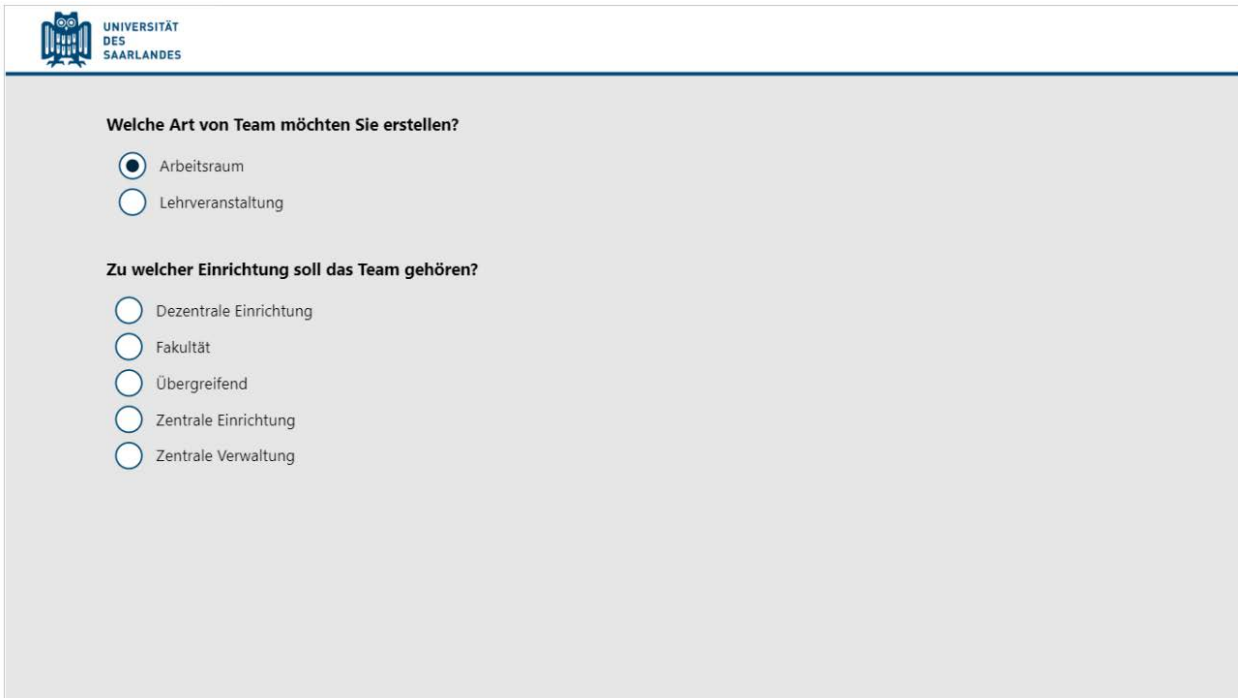
You can find the new UdS Config app in the left side menu of MS Teams.



When you start the app for the first time, you will be asked for a permission to access the MS SharePoint and the MS Office 365 user. You can give this consent with confidence, another query will not happen in the future.



You will now see the start screen of the app with the first questions:



The screenshot shows the start screen of the app. At the top left is the University of Saarland logo. The main content area contains two questions with radio button options:

**Welche Art von Team möchten Sie erstellen?**

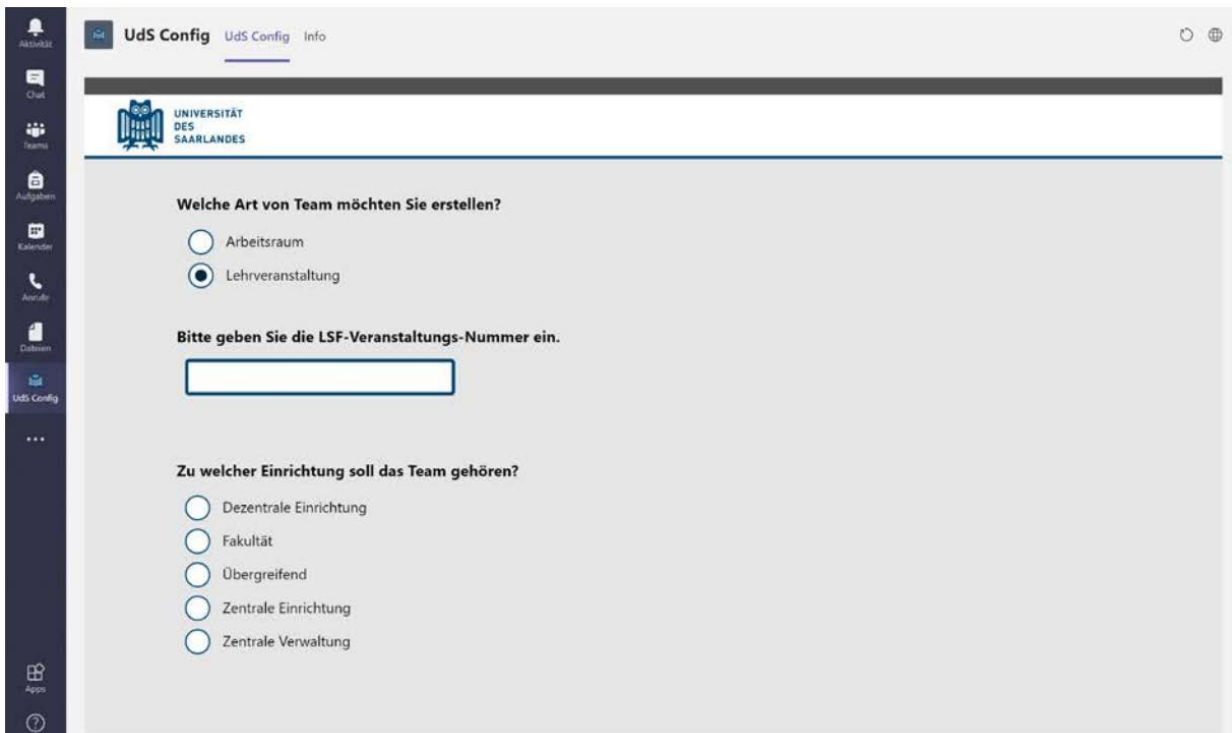
- Arbeitsraum
- Lehrveranstaltung

**Zu welcher Einrichtung soll das Team gehören?**

- Dezentrale Einrichtung
- Fakultät
- Übergreifend
- Zentrale Einrichtung
- Zentrale Verwaltung

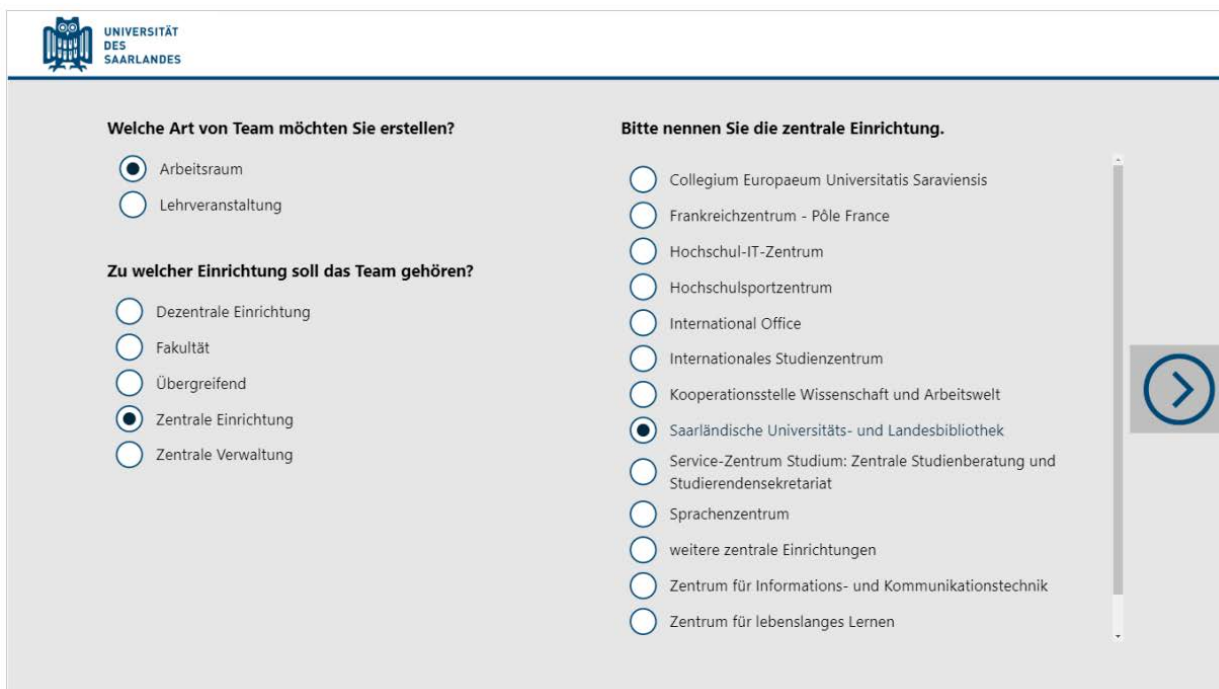
The first question you choose whether to create a work space ("Arbeitsraum") for employees (here all members of the team have the same permissions and can see and edit all files) or a course room ("Lehrveranstaltung") for a course (here the lecturer receives extended rights, there is a course notebook, etc.).

If you select "Course"("Lehrveranstaltung"), you will be asked to enter a LSF course number. This information is optional, but if there is a LSF course number, is it recommended to enter it for better referencing.

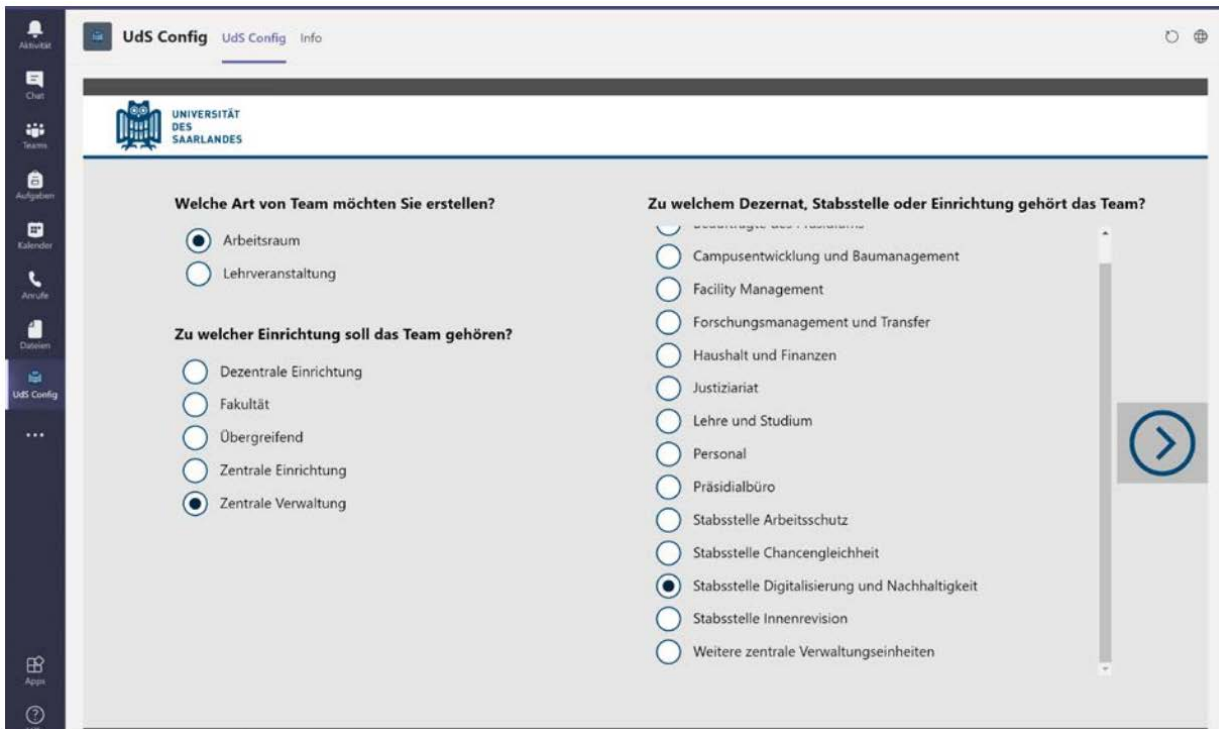


Regardless of the choice in the first question, you must assign the team to their own organizational unit ("Einrichtung").

Example 1:



Example 2:



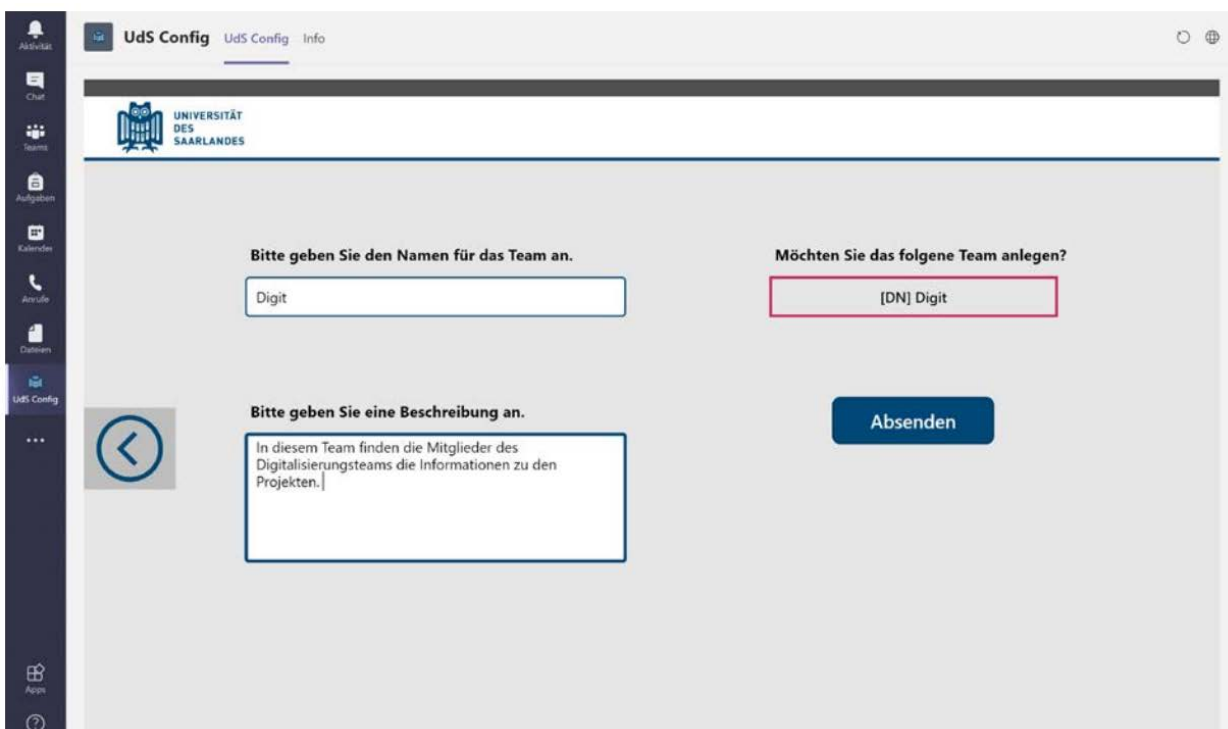
The screenshot shows the 'UdS Config' interface with the following sections:

- Welche Art von Team möchten Sie erstellen?**
  - Arbeitsraum
  - Lehrveranstaltung
- Zu welcher Einrichtung soll das Team gehören?**
  - Dezentrale Einrichtung
  - Fakultät
  - Übergreifend
  - Zentrale Einrichtung
  - Zentrale Verwaltung
- Zu welchem Dezernat, Stabsstelle oder Einrichtung gehört das Team?**
  - Campuserwicklung und Baumanagement
  - Facility Management
  - Forschungsmanagement und Transfer
  - Haushalt und Finanzen
  - Justizariat
  - Lehre und Studium
  - Personal
  - Präsidiälbüro
  - Stabsstelle Arbeitsschutz
  - Stabsstelle Chancengleichheit
  - Stabsstelle Digitalisierung und Nachhaltigkeit
  - Stabsstelle Innenrevision
  - Weitere zentrale Verwaltungseinheiten

A right arrow button is visible on the right side of the form.

After selecting the organisational unit, you can switch to the second page by clicking the right arrow.

Here you must specify the name of the team and optionally enter a description.



The screenshot shows the 'UdS Config' interface with the following sections:

- Bitte geben Sie den Namen für das Team an.**
  - Digit
- Möchten Sie das folgende Team anlegen?**
  - [DN] Digit
- Bitte geben Sie eine Beschreibung an.**
  - In diesem Team finden die Mitglieder des Digitalisierungsteams die Informationen zu den Projekten.

A left arrow button is visible on the left side of the form, and an 'Absenden' button is at the bottom right.

In the upper right field you can see a preview of the team name. After submitting the form, you will find your newly created team in MS Teams under this name.

By clicking "Submit"("Absenden") the team will be created automatically within a few minutes.

If you have any problems, please contact HIZ via the [ticket system](#).

See also the video tutorial "[Creating teams in MS Teams \(with the Uds-Config App\)](#)".