

## CONTENTS

Thank You for Your  
Participation

Microsoft Teams Q & A

Introducing the ITS Campus  
Relations and  
Communications Team

### THANK YOU FOR YOUR PARTICIPATION!

The ITS Campus Relations and Communications Team would like to thank those who participated in the Getting Started with Microsoft Teams Workshop on March 28, 2023. Please watch your email for future workshop announcements. Interested in learning more about Microsoft Teams; visit <https://www.umsystem.edu/ums/is/teams>.

### MICROSOFT TEAMS Q & A

#### Q: How do I find a message in Microsoft Teams?

A: Microsoft Teams includes search tools to help locate messages, files, people, and other information from the search bar. For more information about the Search feature, see [Search for messages and more in Teams](#).

#### Q: What shows in the Activity feed in Microsoft Teams?

A: The Activity feed includes a summary of everything that's happened in your Teams channels. For more information about the Activity feed, see [Explore the Activity feed in Teams](#).

## INTRODUCING THE ITS CAMPUS RELATIONS AND COMMUNICATIONS (CRC) TEAM

### Who We Are

In January 2023, Information Technology Services (ITS) established a new team responsible for cultivating and strengthening communications within ITS and across the UMSL campus. The ITS Campus Relations and Communications Team are comprised of five diverse and highly skilled IT professionals, including a manager, two project managers, an IT Portfolio and Relationship Manager (IPRM), and a strategic communications associate. The team will help to elevate the visibility of ITS as a reputable campus strategic partner.

### Mission

The ITS Campus Relations and Communications Team will work to strengthen partnerships between ITS and the campus community. Our charge is to provide timely and professional communications regarding the delivery of technology services and efficiencies, project initiatives, shared awareness of best practices using technology, and technology improvements to keep faculty, staff, administrators, and students informed.

### Vision

At the core of our work is the value we place on strategic partnerships between ITS and the campus community. Through multiple platforms, events, and activities, our team will transform how we disseminate effective communications to contribute to the advancement of using technology for teaching, learning, research, and administrative functions.

## **How we activate our Mission**

- **Accountability:** We will lead this work with integrity and a commitment to follow through and provide reliable and efficient information.
- **Collaboration:** We pride ourselves on being inclusive thought partners, embracing collegial partnerships, and valuing the diversity of ideas within our department and the campus community.
- **Innovation:** We embrace intellectual curiosity, and our passion for creativity motivates us to adopt best practices to deliver communications that add value to support the work of faculty, staff, administrators, and students.
- **Engage & Identify:** We will engage with campus partners and actively listen, learn, and identify ways technology can create efficiencies.
- **Transparency:** We will promote a proactive approach in our communication engagements, embrace feedback, and readily share what we know to ensure that faculty, staff, administrators, and students have the information they need to be successful.

We look forward to working with you!

Jennifer Simms, Manager of Campus Relations and Communications, ITS

Brooke Lawrence, Strategic Communications Associate

Cornell Lewis, IT Portfolio & Relationship Manager (IPRM)

Wayne North, Project Manager

Danielle Stallins, Project Manager