

## **MS Teams - 3DP Virtual Workshop Series Team Overview and Etiquette**

In effort to make this a richer experience, especially considering its virtual nature and lack of 1:1 opportunities, we are creating a Microsoft Teams experience specific to this workshop series. You will be invited to the Team shortly.

If you already have Teams installed, wonderful! If not, a link to download will be included in the invite. If you want to download prior to receiving the invite, the Teams download webpage is located below. Please click it, and scroll down to the button that that says “Download Teams”; it’s about halfway down the page:

[https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software?&ef\\_id=Cj0KCQjwupD4BRD4ARIsABJMmZ8XwwWWzdd7RTqaMhGZmtodTIBVhabY9NJ-O8gPP5un4Qv3gNE4LAlaAoKvEALw\\_wcB:G:s&OCID=AID2100233\\_SEM\\_Cj0KCQjwupD4BRD4ARIsABJMmZ8XwwWWzdd7RTqaMhGZmtodTIBVhabY9NJ-O8gPP5un4Qv3gNE4LAlaAoKvEALw\\_wcB:G:s&gclid=Cj0KCQjwupD4BRD4ARIsABJMmZ8XwwWWzdd7RTqaMhGZmtodTIBVhabY9NJ-O8gPP5un4Qv3gNE4LAlaAoKvEALw\\_wcB](https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software?&ef_id=Cj0KCQjwupD4BRD4ARIsABJMmZ8XwwWWzdd7RTqaMhGZmtodTIBVhabY9NJ-O8gPP5un4Qv3gNE4LAlaAoKvEALw_wcB:G:s&OCID=AID2100233_SEM_Cj0KCQjwupD4BRD4ARIsABJMmZ8XwwWWzdd7RTqaMhGZmtodTIBVhabY9NJ-O8gPP5un4Qv3gNE4LAlaAoKvEALw_wcB:G:s&gclid=Cj0KCQjwupD4BRD4ARIsABJMmZ8XwwWWzdd7RTqaMhGZmtodTIBVhabY9NJ-O8gPP5un4Qv3gNE4LAlaAoKvEALw_wcB)

### **Suggested Etiquette**

You will be invited to a Team entitled “USP/APV 3DP Virtual Workshop”. Since we have a large number of participants, I’d like for us to adhere to some general etiquette to keep things manageable.

There are two rules that we’d like you to try your best to follow:

- Please **make sure that any questions or comments you want to post have not already been posted by a fellow attendee**. Let’s do our best to keep redundancy to a minimum.
- Also, please **make sure that when you reply to a thread, you click the “reply” button and do not accidentally start a new thread**. Your adherence to this will keep the interface clean and intuitive for everyone else. Thank you in advance!

### **Channel Descriptions**

**You will see five channels** within the “USP/APV 3DP Virtual Workshop” Team. The titles of each and their purpose are as follows:

General – The “General” channel is for general discussion amongst participants. This is meant to stand in for the “small chat” that happens at in-person meetings. Appropriate content includes: Introductions, non-3DP related banter, and asking others if they would like to privately chat 1:1 (which is also a feature of MS Teams). Use this channel for networking and making new friends!

3DP topic discussion – The “3DP topic discussion” channel is for exactly what it sounds like; if you have any 3DP related questions, comments, etc., post them here. Let’s all learn from one another! This workshop series is meant to benefit all attendees. Even if something isn’t directly covered via a speaker, it doesn’t mean that it is any less relevant. Ask! You essentially have access to 3DP enthusiasts and professionals, alike. Take advantage!

Logistics support – The “Logistics support” channel is for your benefit if things go awry. This channel will be used to communicate with you if there are issues on our end, what you can expect, what you should do, further instructions, etc. This isn’t meant to be an open communication channel, but for your information only. IT will most likely not be offered via this channel.

Talk to a speaker – The “Talk to a speaker” channel is for talking to speakers. This is strictly meant to facilitate discussions with speakers before and after their sessions. **If you wish to ask speakers a question during their presentation, please use the Q&A function within WebEx.** In Teams, please engage speakers using “@” and their username to ensure they are notified that they’ve been asked a question.

Test – This “Test” channel is available for you to test out posting a comment, replying to others’ comments, posting other media types, or sharing links, etc. Feel free to experiment here to get comfortable using Teams.

### **Other Notes**

- USP will not be monitoring or moderating the content shared using Teams, nor does USP accept any responsibility or liability for any information shared and any subsequent use thereof. Use of Teams is voluntary, and participants accept all responsibilities and risks associated with participation.
- Please keep all posted content safe and appropriate for work. We are trusting participants to exercise good judgment and professional courtesy.
- When using Teams, please note that all other users on this Team, including speakers and attendees, can view what you’ve posted. Understand that any content or information that you choose to share here might be used elsewhere, with or without your express authorization.
- This is meant to be a sort of experiment, so have fun with it! There will, admittedly, be little to no support for any tech issues had. So, please test prior to the event, if you like.
- Your access to this channel will be limited after the conclusion of this event.