Learn more about Microsoft Teams:
it.miami.edu/msteams

Learn more about Skype for Business:
it.miami.edu/skype

Learn more about Box:
it.miami.edu/box

At a glance:

Collaboration tools – such as Microsoft Teams, Skype for Business, and Box – enable faculty, staff, and students to connect with others, no matter where they are located in the world.

Benefits of collaboration

- Documents are all stored in a single place, accessible online.
- Team members can be anywhere.
- Keep track of projects easily.
- Complete actions quickly.

Who can use it?

These collaboration tools are available at no cost for all UM faculty, staff, and students.

Who to contact:

If you have any questions, please contact the UMIT Service Desk at: (305) 284-6565 or help@miami.edu.

Collaboration Tools:

Teams, Skype, & Box

Collaboration with colleagues is easy with these ready-to-use, online solutions available at no cost to all faculty, staff, and students at the University of Miami.

Microsoft Teams

Microsoft Teams, a chat-centered workspace in Office 365, brings people, conversations, files, and tools into one place – so everyone has instant access to everything they need. Enjoy real-time collaboration, schedule group meetings, work on projects with various teams, and much more.

Create Team Workspaces for Various Projects

Edit Online Using All of Office 365's Programs

Conduct Meetings with Real-Time Collaboration

Skype for Business

With Skype for Business, you can connect with your fellow classmates, coworkers, or anyone around the world! Easily start conversations with instant message (IM), voice, or video calls; see when your contacts are available online, in a meeting, or presenting; share your screen; and more.

Connect with Anyone, Anywhere in the World

Have Conversations via Instant Messaging or Calls

Share Visual Details with Desktop Screen Sharing

Box

Box is more than an online file storage solution – its real-time editing capabilities, shared folders, and versioning history make sharing files and collaborating easier than ever. Use the Box app to access files on the go from your mobile device, or create team accounts to connect at any time.

Visual Real-Time Editing while Working with Others

Access Shared Files on the Go with Box's Mobile App

Create Team Accounts and Assign Permissions/Roles