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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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## Frequently Asked Questions

### Microsoft Teams

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1. What is Microsoft Teams?

Microsoft Teams is a collaboration tool that is part of Office 365. This tool will keep all conversation and files in one place and the cloud platform will allow access from any device.

2. Do I need a license to use Teams?

No. You will be added as a guest and no license is required.

3. How do I initially log in to Teams?

You will receive an email invitation to join your county's Team. The email will provide a link for you to accept the invitation and install Teams.

4. What is a channel?

A channel is a subgroup within a Team. Each year's Ratio Study will have a separate channel.

5. How do I upload a file?

When you are in the appropriate channel ("2020 County Name Ratio Study" for this year), select the Files tab near the top of the screen. Select Upload. Navigate to your Ratio Study files. When you have selected the file, click on Open. It may take a few seconds (longer for larger files), but you will eventually see your file populate in the tab.

6. Is there a limit to the number of people that can be on a Team?

Microsoft allows 5,000 people on a Team. We will not set any limits on the number of people who can be on your Team, but remember that everyone in the Team will have access to all files and conversations (except private chat) in your Team.

7. I have a vendor. How can I get them on my Team?

Send your vendor's name and email address to Deliverance Bougie at [dbougie@dlgf.in.gov](mailto:dbougie@dlgf.in.gov) or your Department Assessment Field Representative.

8. I am a vendor. How will I have access to my county's Team?

Your county will need to provide your name and email address to the Department. It is recommended that you check that your county has provided this information.

9. Who should be on my Team?

Each Team will automatically include the assessor. You should also include the individual from within your office or the vendor who works on your Ratio Study and typically communicates with the Department during the review process.

10. Can I use Teams to work with my vendor?

While you are welcome to communicate with your vendor via private chat, Teams will be reserved for only the Ratio Study submission and review process.

11. Will the Sales Reconciliation be sent via Teams or email?

The Sales Reconciliation will be uploaded to Teams after your sales files are compliant and the file is generated. This may be several days after you receive compliance.

12. What files will I need to upload to Teams?

Ratio Study, Workbook, Narrative, and completed Sales Reconciliation.

13. Who will be able to see what is in Teams?

Only those who are owners, members, or guests of the Team will be able to see anything in the Team. If you do a private chat with someone, only the people included in that chat will be able to see the conversation.

14. Will we be using Teams for all communication with the Department?

No, Teams will currently only be used with the Assessment division and only during the Ratio Study submission and review process.

15. If I need to correct or change my Ratio Study file that has already been uploaded to Teams, how will that be handled?

You will need to update the Ratio Study file that was already uploaded. When you open your file, click on “Update” then select either Update in Teams or Update in Desktop App. Make the necessary changes and close the file. Do not upload a new file.

16. If I need to correct or change my Workbook that has already been uploaded to Teams, how will that be handled?

If you are only making a few changes, you will need to update the Workbook file that has already been uploaded in the same way the Ratio Study file would be updated. If you required a new Workbook to be generated, you will need to add it as a new tab to the Workbook that has already been uploaded. To do this you will need to open the Workbook file and select “Edit in the Desktop App”. Right click on the tab in your newly generated Workbook. Select “Move or Copy”. Under “Move selected sheets to book” select the Workbook you opened from Teams. Tick the “Create a copy” box and select OK. Your new Workbook should show up as a new tab in the Teams Workbook.

17. The Ratio Study is done and I would like to leave the Team. How can I do this?

Please contact Deliverance Bougie at [dbougie@dlgf.in.gov](mailto:dbougie@dlgf.in.gov).