How to Create a Team Workspace

A primary purpose of UMVibe at the University of Maryland is as a tool for collaborative authoring of proposals, papers, etc. As such, one of the most used areas will be the Team Workspace.

Creating a Team Workspace

- On the Action Toolbar, click the Browse Hierarchy ( ) button.
- Click on the arrow to the left of Home Workspace.
- Click the Team Workspaces link.
- In the upper left corner of the Content Area, click the Add a Team Workspace link.
- The Add a Team Workspace page will appear:

  ![Add a Team Workspace Page](image)

- Click in the Workspace Title field to enter the Team Workspace name.
- In the Team Members section, you will automatically be listed as a member of the team.
  - To add new team members, click in the People field. As you begin to type a name, options will appear that meet the criteria you are entering.
  - If you add a user by accident, you can click on the X to the right of the name to remove it.
- In the Workspace Folders section, there are multiple types of folders that you can include in your workspace. A description of the purpose of each folder is listed next to its name. They enable you to organize various kinds of information in your workspaces. For further information on folders, please view Workspace Folders.
  - To select folders, click in the checkbox to the left of the folder name. When first starting to use UMVibe, it is recommended that each Workspace begin with a Discussion, a Calendar, and a File folder.
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- The **Announcement** section allows you to send an e-mail to the team members informing them of the newly created Team Workspace. The e-mail will include a link to the workspace.
  - To send an announcement, click the checkbox for **Announce the Creation of This Workspace**.
- Click **OK**.
- Once you click **OK**, the newly created workspace will automatically appear in the Content Area. The workspace will also now appear on your **My Teams** drop-down menu.

**Team Workspace**
The team workspace is set up in the same format as the UMVibe landing page. (See *Introduction to UMVibe* for more details.)

- The **Navigation Panel** displays all of the workspace folders.
- The **Content Area** also displays the workspace folders, along with the additional information of how many unread items (new entries) are in each folder. Below the folders is a list of all the team members of the workspace.
- The **Action Toolbar** has two additional drop-down menus, **Workspace** and **View**.
  - The **Workspace** menu provides functions that enable you to manage the workspace, including adding new folders, managing access control, configuring the workspace, etc. If you add a new folder from this menu, a nice feature is that you can name the folder other than "Calendar", "Files", etc.
  - The **View** menu allows you to see what’s new or unread in the workspace or folder, view who has access, view the clipboard, etc.
Add or Delete Folders

Once a team workspace is created, the creator always has the option to add or delete folders.

- **To add a folder:**
  
  - Click the **Workspace** menu in the Action Toolbar. (If you see a **Folder** menu instead, you are at the folder level instead of the workspace level. Adding a folder here will create a sub-folder. To return to the workspace level, click on the workspace name in the Navigation Panel.)
  
  - Select **New Folder**. The following window will appear:

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- Click in the **Folder Title** field and enter a title if you want to give it a specific name. Otherwise its title will default to the type of folder it is.
- Select the type of folder you want to add.
- Click **OK**.

- **To delete a folder:**
  
  - Click on the folder you want to delete from either the Navigation Panel or Content Area.
  
  - Click the **Folder** menu in the Action Toolbar.
  
  - Select **Delete Folder**.
  
  - Another window will open confirming if you want to delete this folder or not. Click **OK** to delete or **Cancel** to return to the folder without deleting it.
Add or Delete Team Members
Once a team has been created, the creator always has the ability to add or delete team members as necessary.

- Click the **Workspace** menu.
- Select **Edit Team**. The following window will appear:

![Add or Delete Team Members window](image)

- **To add a team member:**
  - Click in the **People** field. As you begin to type a name, options will appear that meet the criteria you are entering.
  - Once the user name appears, select it and it will appear in the team member list to the right.
- **To delete a team member:**
  - Click on the X to the right of the name of the team member that you want to delete. It will be removed immediately.
- Once you are finished adding and/or deleting team members, click **OK**.