

LEGACY STUDIOS & MICROSOFT TEAMS

For easier and more direct access to your Legacy representative and important documents, Legacy Studios is utilizing Microsoft Teams with our accounts this year. The main School contact has been added to your school-specific Team in the system so that we can easily share data, exports and other important information throughout the school year.

Microsoft Teams also allows you to easily contact your Legacy representatives by voice call or video chat within the system.

Benefits:

- Improved way for you to communicate with Legacy
- Voice call, video chat and text chat capabilities
- Can access via computer, web app or mobile app
- Keeps all information you need neat and organized
- Administrative exports, photographed/not photographed reports and sports/events photos loaded and can be accessed at any time

If you have questions on how to access Teams or questions about how it works, a brief tutorial can be accessed via the link below.

<https://www.youtube.com/watch?v=7afOj2TOCqc&feature=youtu.be>

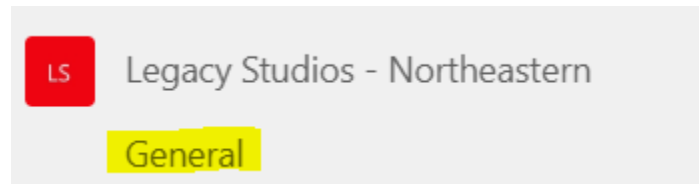
Thank you!
Legacy Studios

To load student & Staff data files to your School's Team for use by Legacy Studios, please follow the steps below.

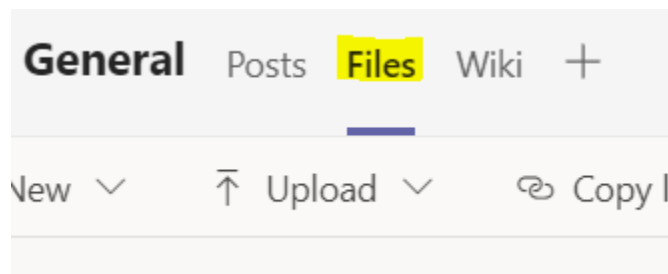
1 - Follow the steps in the video linked above and open Teams via the PC app or your web browser.

*to log in, you'll use your School email address and the password associated with it

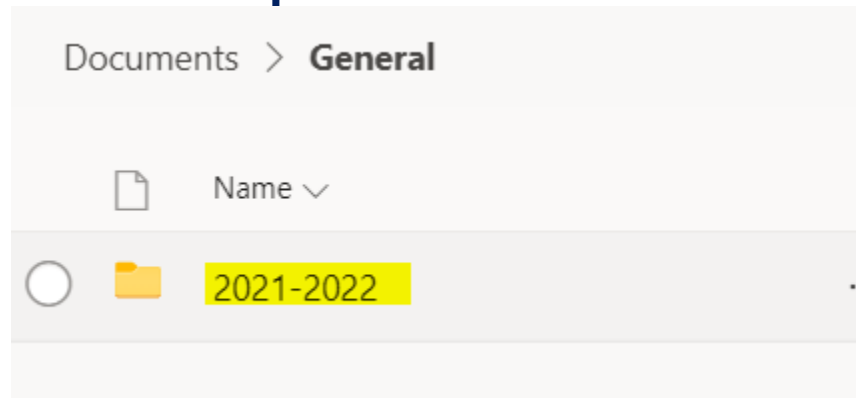
2 - Click on your Team's name to expand and then click on the General channel.



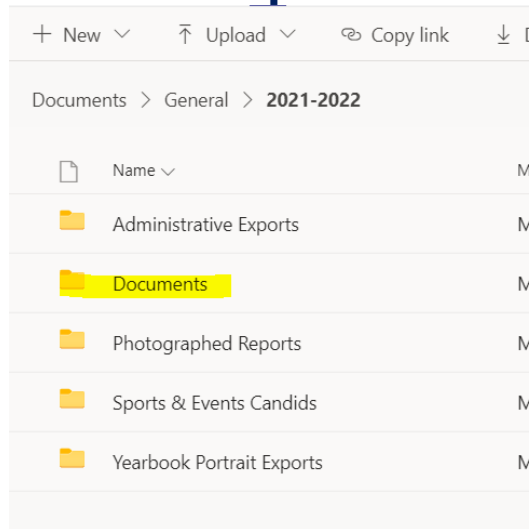
3 - Click on Files.



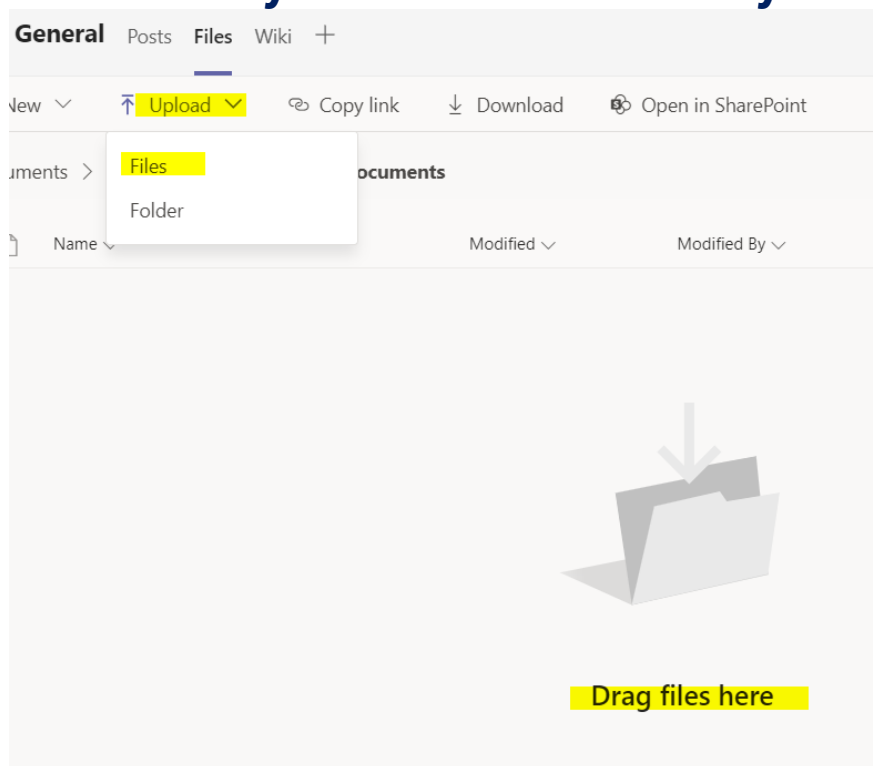
4 - Click to open the 2021-2022 folder.



5 - Click to open the Documents folder.



6 - Once you are within the Documents folder, you can either drag and drop the student/Staff data files (Excel, .csv file formats only) into the folder OR you can click on Upload and manually browse to the files on your computer to add.



7 - Once you have successfully loaded your data files, navigate to the Posts tab (to the left of files).



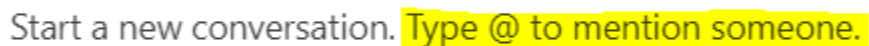
General **Posts** Files Wiki +

8 - Click on the purple New Conversation button to open up a text window.



 New conversation

9 - Please tag Jessica O'Donnell to let her know the files have been added to your Team. We will confirm that we have the files we need and reach out if we have any questions or need any additional information.



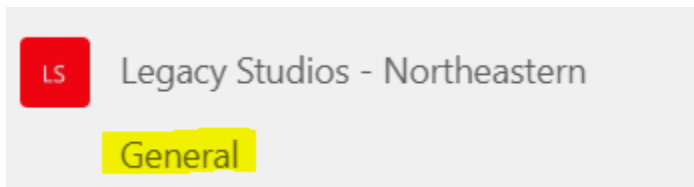
Start a new conversation. Type @ to mention someone.



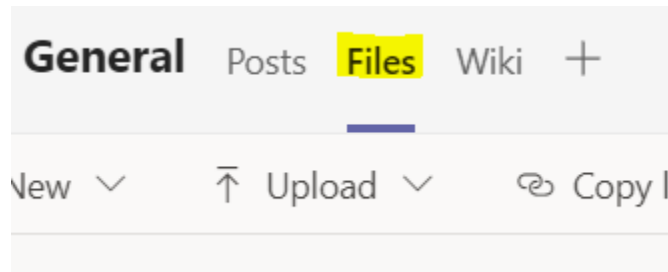
To download files loaded to Teams by Legacy Studios, please follow the steps below.

1 - Open Teams via the PC app or your web browser.

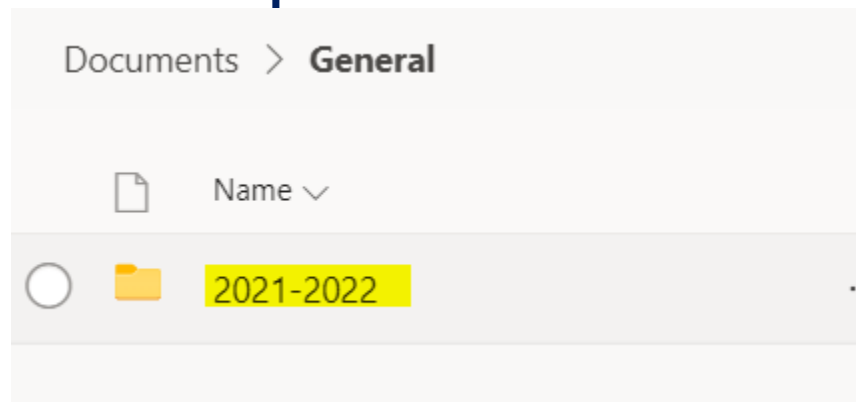
2 - Click on your Team's name to expand and then click on the General channel.



3 - Click on Files.



4 - Click to open the 2021-2022 folder.



5 - Navigate to the folder that the service item you need has been added to.

- **Administrative Exports:** If Legacy Studios is contracted to provide your School with image and data exports for use with your School's administrative software (ex: eSchool, PowerSchool, etc.), the files will be loaded here.
- **Documents:** Original student/Staff data files shared by your School will be loaded here.
- **Photographed Reports:** Lists of students and Staff who have and have not been photographed will be loaded here.
- **Sports & Events Candid:** If Legacy Studios is contracted to photograph sports and events for your School, the images will be loaded here.
- **Yearbook Portrait Exports:** Once all photo dates are complete, your Yearbook Portrait Export(s) will be loaded here for your reference.

6 - Click to the left of a file to select and click **DOWNLOAD** in the menu bar along the top to download to your computer. You can download multiple files from one folder at the same time if need be.

The screenshot shows a file management interface with a top navigation bar containing 'LP', 'General', 'Posts', 'Files', 'Wiki', and a plus sign. Below this is a menu bar with 'Open', 'Copy link', 'Make this a tab', 'Download' (highlighted in yellow), 'Delete', and 'Pin'. The breadcrumb path is 'Documents > General > 2021-2022 > Photographed Reports'. A table lists two files:

Name	Modified	Modified By
Legacy HS G22 Seniors NOT Photographed ...	A few seconds ago	Jessica O'Donnell
Legacy HS G22 Seniors Photographe...	A few seconds ago	Jessica O'Donnell