MICROSOFT TEAMS Instructions for Section 8 PBCA Properties

You will have access to two or more "Teams" accounts: one general team account named **Section 8 Properties** and at least one specific property account labeled **S8** – *Property Name*.

The **Section 8 Properties** team will be used solely by the WVHDF to transmit information that pertains to **ALL** PBCA Properties, <u>not</u> any property-specific information.

- Below is a sample of what you will see when you click on your **Section 8 Properties** team and you click on the *General* tab on the left. Within that section, at the top right are three options: *Posts, Files, and Notes*.
- WVHDF will use the **Posts** to correspond to the entire portfolio and **Files** to upload documents.
- Please <u>DO NOT</u> post or upload any information in the General section of this "Team". <u>Every</u> <u>property</u> in our portfolio can see this information.

$\langle \rangle$,	٩	Searc	h				
Q Activity	Teams	Ŧ	58	General	Posts	Files	Notes	+
(F) Chat	S8 Section 8 Properties							
	General							
teams								
& Calls								
Files								
Jabber								

Property Specific Teams will be set up using "**S8**" and your **property's name**. All correspondence and documents will flow through these Teams accounts.

• Select your team (property's name) on the left (in the example it is "Test Section 8").



Once selected, a General line item or "channel" will appear. Click here to begin corresponding
and uploading documents for that specific property. Within this section, at the top right, are three
options: *Posts, Files, and Notes.* The *Posts* tab is where the WVHDF and you will correspond or
post information for a specific project, similar to the posts in Procorem. The *Files* tab is where
documents will be uploaded, again, like in Procorem.

$\langle \rangle$			Q. Search						
Activity	Teams	Ξ	TS	General	Posts	Files	Notes	+	
(=) Chat	Test Section 8								
ണ	General								
Teams									
S									
Files									

To begin a post or read a post, simply click on the **Post** tab at the top right.

• To respond to an existing post, click the *reply* button below the post as opposed to creating a new post.

 \leftarrow Reply

• To create a new post, click on the *New conversation* button at the bottom.

New conversation

To upload documents, first click the Files tab at the top right.

• Select the appropriate folder.



• Then click on the Upload tab and then select Files.



• You will then select the files to be uploaded. Multiple files can be uploaded at once by utilizing the shift or control keys to select the files you want uploaded. Click **Open** and your file(s) will be uploaded to the folder. *Note: You can also drag and drop the file(s).*