

MBA@RICE TEAMS CHANNEL

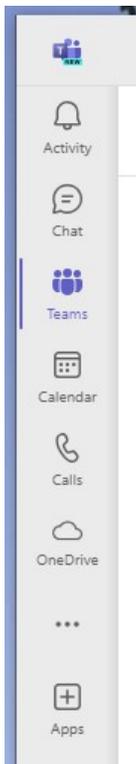
Welcome to the MBA@Rice Teams channel, a centralized hub designed for MBA@Rice students to stay informed about important dates, Rice Business events, and to communicate with peers.

This initiative was developed in response to student feedback requesting a central platform for interaction. Microsoft Teams was selected since all MBA@Rice students already have access through their Rice University email address.

The objective of this platform is to provide a centralized space for information, collaboration, and communication. We encourage you to utilize the various sub-channels, and hope you find the JGS-MBA@Rice Teams Channel to be a valuable resource.

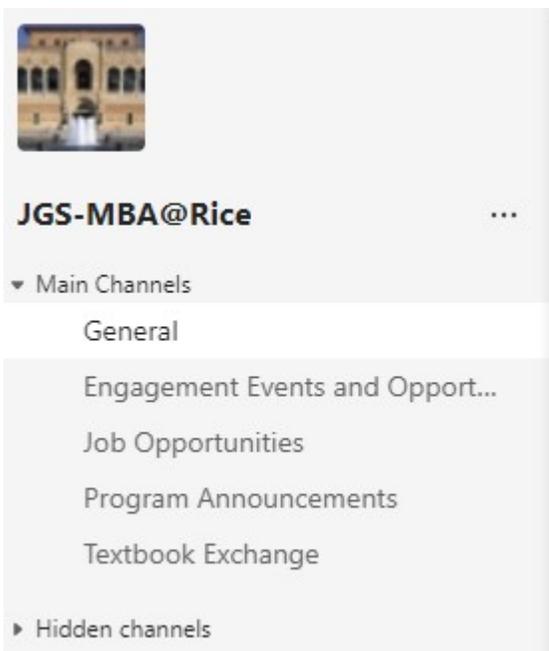
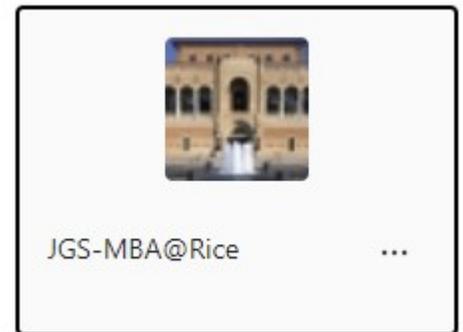
You can find more information on Teams and the resources available to you on our [MBA@Rice Student Resource Site](#).

Navigating the Microsoft Teams MBA@Rice Channel



1. Once you open Microsoft Teams, on the left hand side you will see a tab that says "Teams"

2. After you click on "Teams," look for the window labeled "JGS-MBA@Rice"



3. Here you will find the various sub-channels that you will have access to.

**Not featured is the cohort specific channel you will have access to*

Channel Descriptions

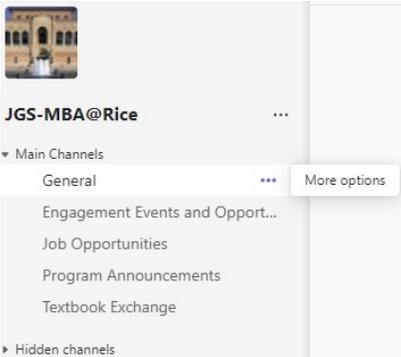
- General - The General channel is a general chat for students to discuss any MBA@Rice/Rice Business specific topics that do not pertain to any of the sub-channels. We hope this channel will serve as a valuable resource for networking and communication, benefiting all MBA@Rice students.
- Engagement Events and Opportunities - The Engagement Events and Opportunities channel is an open platform for announcements about Rice Business events, conferences, and information on joining clubs and organizations.
- Job Opportunities - The Job Opportunities channel is an open chat for students to discuss topics such as job postings, career questions, industry transitions, and more.
- Program Announcements - The Program Announcements channel will be a resource for you to stay up-to-date with upcoming important academic dates and deadlines from the Office of Academic Programs and Student Experience (APSE) and Student Success.
- Textbook Exchange - The Textbook Exchange channel is for students to use as a resource if they have already completed a course and would like to pass on their past textbooks.
- The Cohort Specific Channel - The Cohort Specific Channel is a private channel accessible only to your cohort. It serves as an open space for your cohort to communicate among yourselves as you progress through the MBA@Rice program.

Channel Parameters

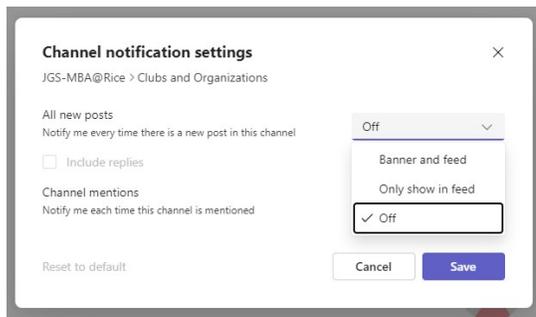
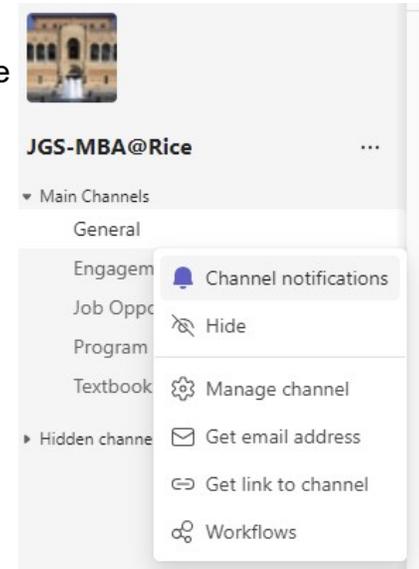
The goal of this initiative is to bring a centralized location for MBA@Rice information, collaboration, and communication. Some of these channels are open for students to openly post and reply. All posts and responses fall under the Rice University Code of Student Conduct. Within these groups you are expected to act respectfully, as well as professionally. These groups are monitored by Rice Business administration.

FAQs

➤ How to turn notifications on/off?



1. Choose the channel you want to mute, or turn notifications on for.
2. Click the 3 dots (More options) located on the right hand side.
3. Once you click on the 3 dots, choose the first option, "Channel notifications."



4. In the "Channel notifications settings," once you choose your preferences, click "Save."

➤ How do I leave a sub-channel?

- Unfortunately, in Microsoft Teams, there is no official way to leave a sub-channel.
- However, if you wish to no longer hear and/or see a channel, you can first follow the steps above to turn off notifications. Second, under "Channel notifications" you can click "Hide."

➤ How do I switch to a different cohort specific channel?

- If you were originally added to a cohort specific channel, but need to switch due your degree track aligning with a different cohort, please reach out to Corin Gleditsch (cg85@rice.edu) to request a switch.
- Please ensure you have specified which cohort you are switching from, and which cohort you would like to be added to.