

## Microsoft Teams Naming Standard

This document defines the standard naming convention to be used in Microsoft Teams. The naming convention is intended to provide a consistent and logical way to help identify Office 365 groups created as part of Microsoft Teams.

### Convention:

The naming convention for Microsoft Teams must use the following format:

#### **(Prefix)\_(TeamName)**

For the (Prefix) part of the name, refer to the ORG code abbreviations conventions listed in the table below:

Organisational Unit	Standard abbreviation
UniSA Allied Health & Human Performance	ALH
UniSA Business	BIS
UniSA Clinical & Health Sciences	CHS
UniSA Creative	CTV
UniSA Education Futures	EDC
UniSA Justice & Society	JUS
UniSA STEM	STM
Communications and Marketing	CMK
Finance	FIN
Facilities Management Unit	FMU
People, Talent and Culture	PTC
Information Strategy and Technology Services	ITU
University Library	LIB
Student Engagement Unit	SEU
Student and Academic Services	RGY
Teaching Innovation Unit	TIU
UniSA College	UCO
Chancellery and Council Services	CHA
UniSA Cancer Research Institute	CRI
Future Industries Institute	FII
Centre for Cancer Biology	CCB
Research and Innovation Services	ORC