



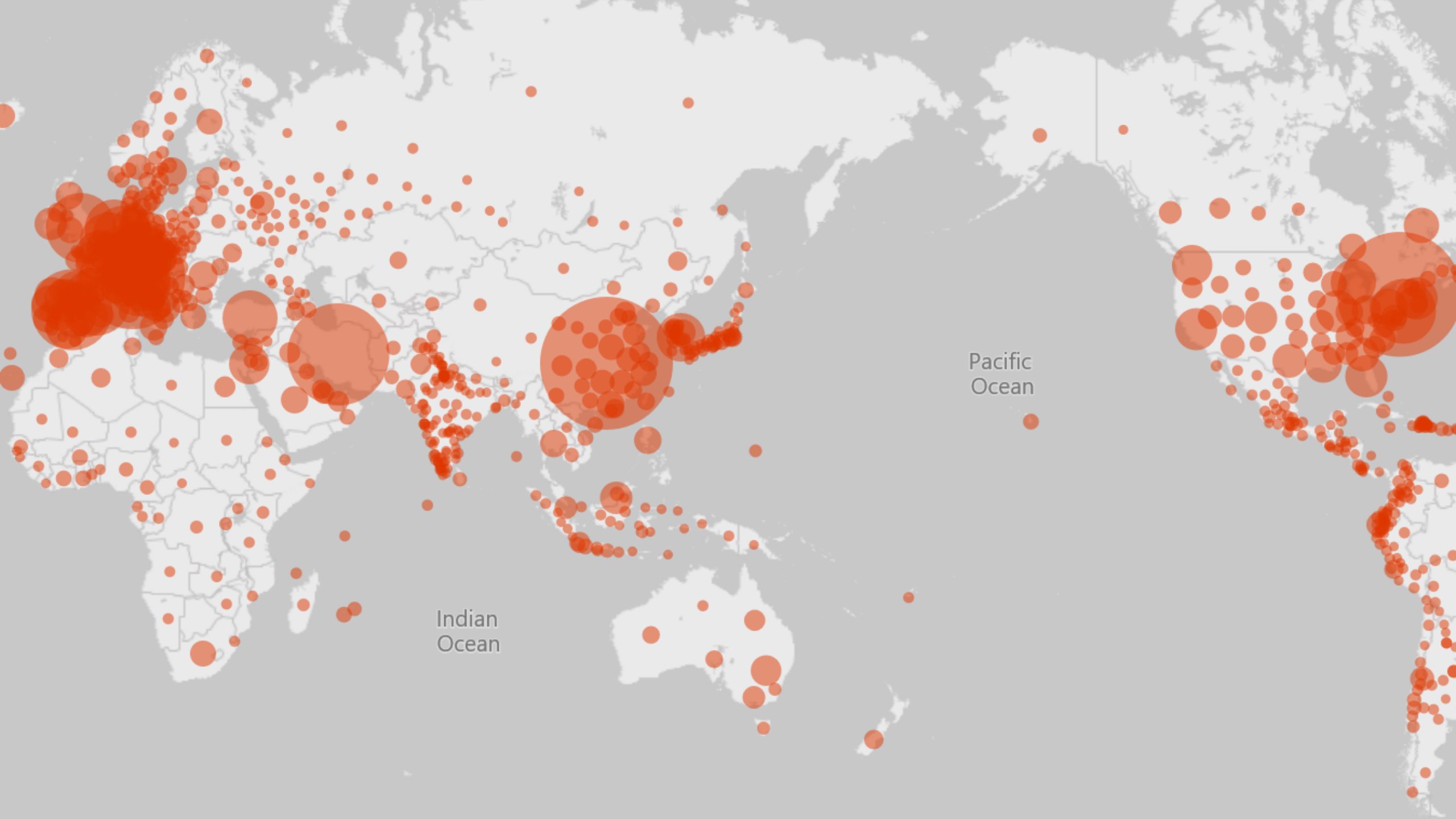
Transitioning to remote work- Teams Quickstart

Daiana Beitler, PhD
Microsoft APAC

Paul Bowkett
Microsoft New Zealand

TechSoup Asia Pacific
April 9, 2020





Session Overview

- Support from Microsoft
- Tools to enable remote work
- Best practices
- Teams Demo
- Regional highlights and examples
- Additional resources and trainings
- How you can get and start using Teams today
- Q&A
- Survey

Support from Microsoft

Access to the right technology and tools has never been more important to staying connected with our work.



Get started with nonprofit offers from Microsoft at [Microsoft.com/nonprofits](https://microsoft.com/nonprofits)



TECH FOR SOCIAL IMPACT

COVID-19 Resource Guide for Nonprofits

Empower remote work by employees and volunteers and ensure mission continuity and delivery. Microsoft has several services, technology solutions, and trainings to help your organization during this challenging time.

Microsoft Philanthropies: Tech for Social Impact



Charitable donations + nonprofit commercial engagement in a **single team**



Seven innovation priorities to help nonprofits, foundations, and the UN tackle the **world's biggest societal issues**



Social investment model with incremental CM going back into the team and charitable contributions



Nonprofit innovation - what have we heard...

Need **interoperability** across solutions

Need ways to better **measure impact**

Need **solutions** purpose-built for program delivery

Need to increase data **transparency**

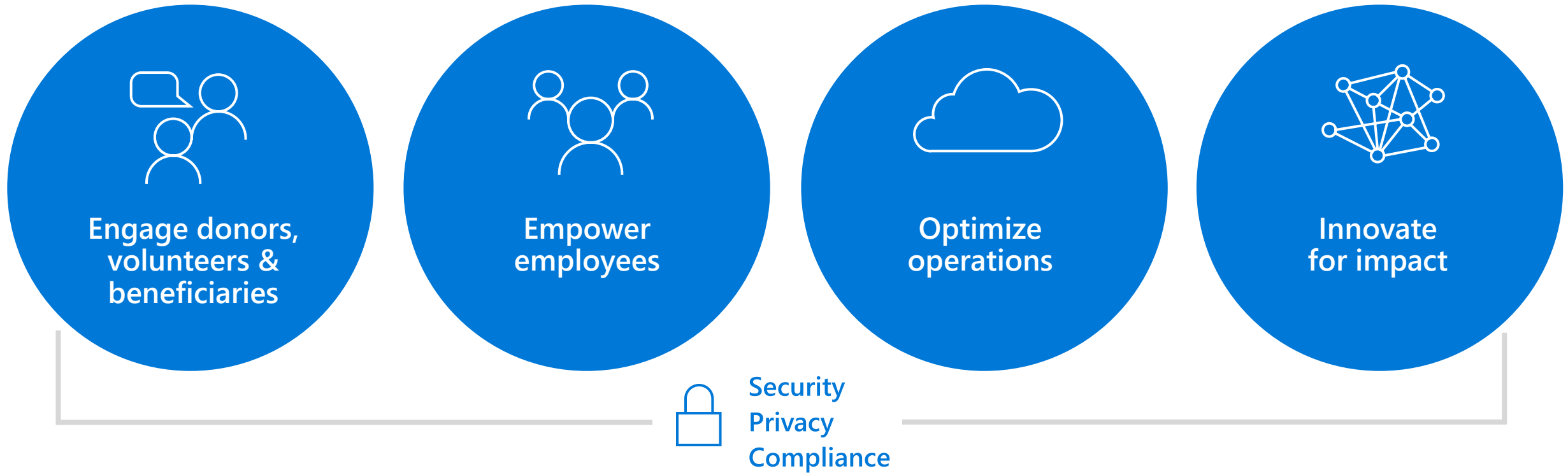
Need to share **best practices** across the sector

Need a healthy partner **ecosystem**

Solutions need to be performant and **secure**



Digital transformation for greater impact



Introduction to Office 365 and Microsoft Teams

Paul Bowkett

Microsoft New Zealand

paul.bowkett@microsoft.com

<http://aka.ms/PaulLinkedin>

<http://aka.ms/PaulTwitter>

Office 365: Universal Toolkit for Teamwork

Outlook



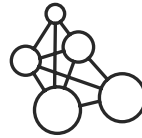
Email & Calendar

SharePoint



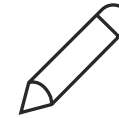
Intranets &
Content Management

OneDrive



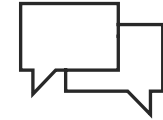
Store, Share & Sync
all your files

Office Apps



Author & Collaborate

Teams



Hub for Teamwork

Complete Solution

Office 365 addresses the breadth of collaboration needs across your company

Integrated Experience

Suite-wide intelligence connecting people and content and enable integrated collaboration experiences

Security and Compliance

Office 365 delivers the security, compliance and manageability required in today's workplace

Microsoft Teams

The hub for teamwork in Microsoft 365



Persistent 1:1 & Group Chat



Powerful Online Meetings

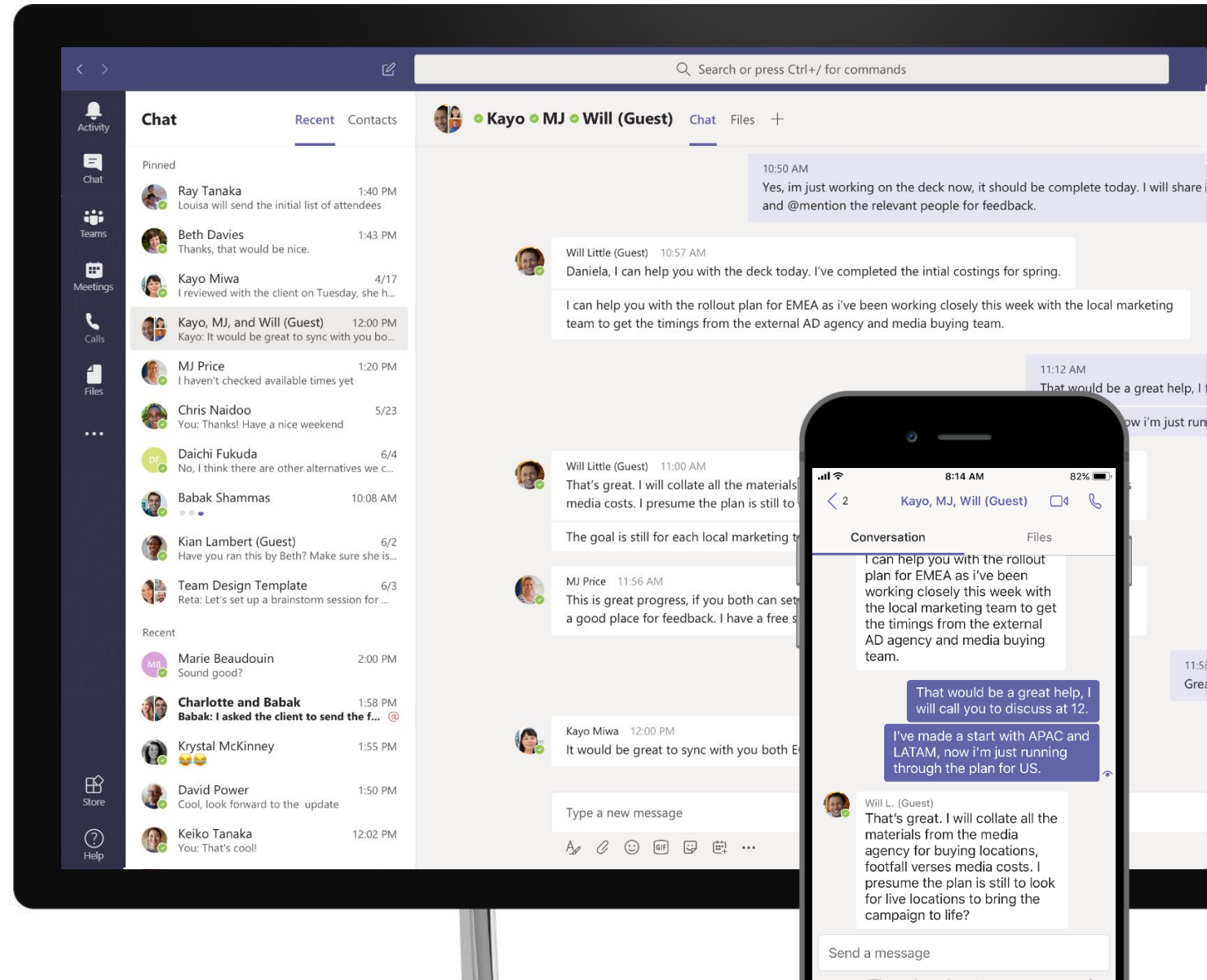


Enterprise Calling & Voice



Built-in Office 365 Apps

Built with the enterprise-grade security and compliance our customers rely on





Communicate through chat

Communicate across geographies, languages and organizations

Share information in an open and transparent way with **threaded, persistent channel discussions**

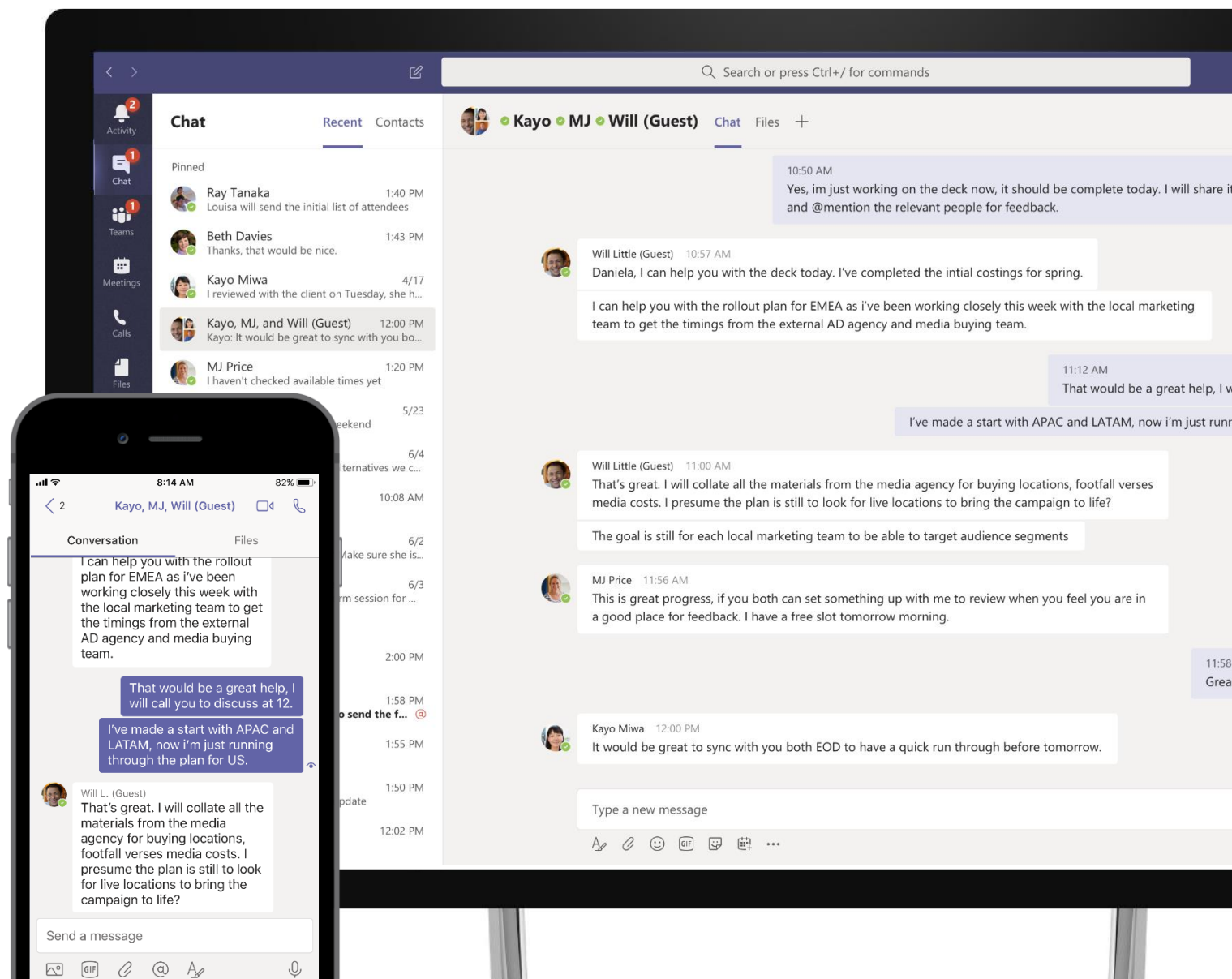
Manage private conversations with new **secure private channels**

Stay in sync with **1:1 or group chats**

Communicate across geographies, languages, and organizations with **guest access, federation, and translation**

Add some fun to your conversations with **gifs, memes, stickers & emojis**

Available across **mobile, desktop, browser**, and a wide range of devices





Communicate through meetings

Communicate from anywhere with an intelligent cloud meeting solution

Stay connected with an **intelligent meeting solution** using video, content sharing, digital whiteboard, notes and chat

Engage in **all types of meetings**—spontaneous, scheduled, external and large-scale live and on-demand events

Make meetings more effective by having meeting history and **relevant content at your fingertips**

Search through meeting content with cloud recordings and automatic **transcription and translation**

Join from a **range of platforms and devices**, including desktop, browser, mobile, and meeting room devices





Communicate through calling

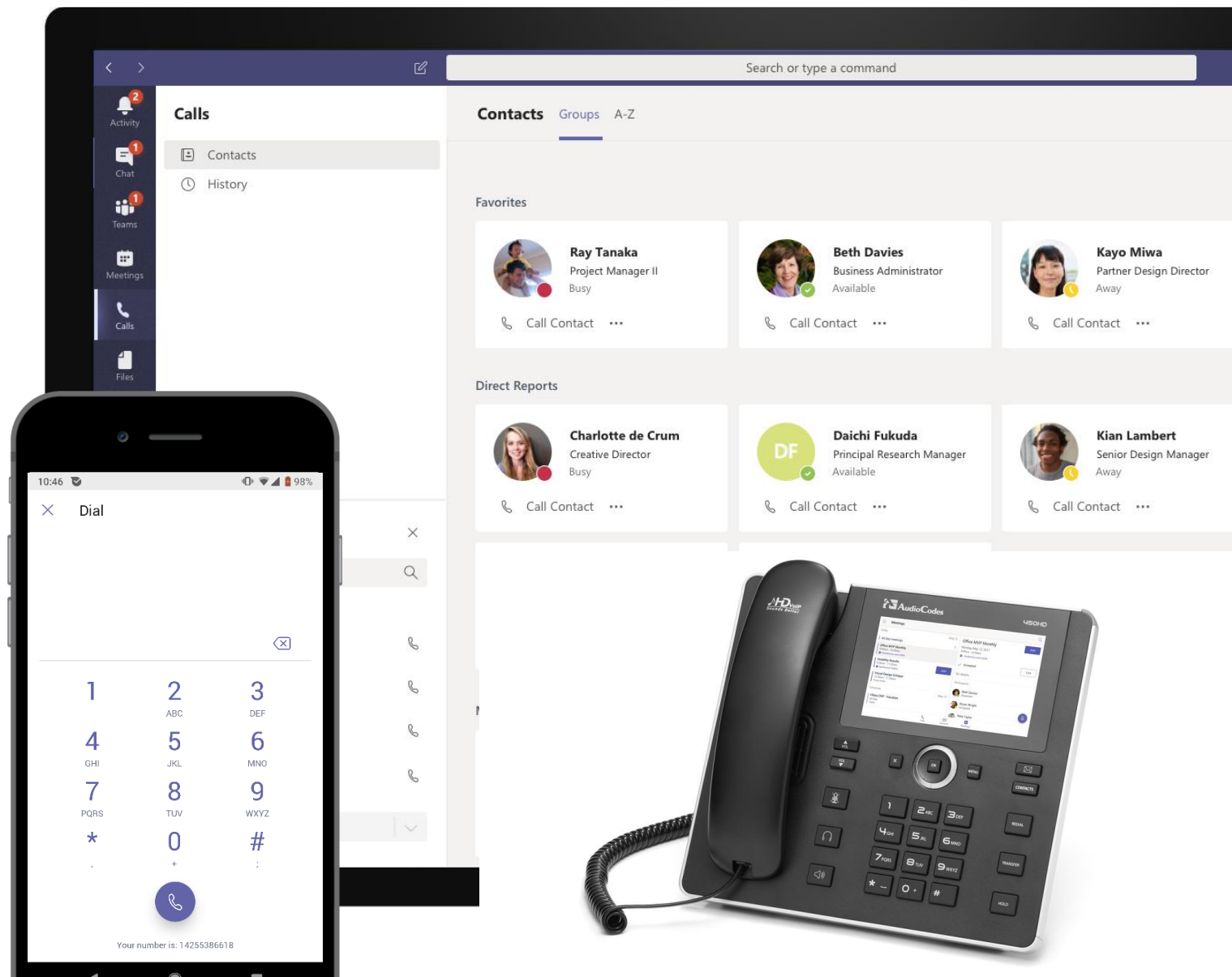
Connect with anyone through Phone System and calling plans

Provide software, service and phone lines for each user with **Microsoft Calling Plans**

Call from anywhere, on any device - Stay connected with a **single phone number across computers, mobile devices, & desk phones.**

Quick one-click calling - Call any number, schedule & join meetings with dial in conferencing, and **turn chats into a calls with a single click.**

Leverage the **latest key calling features** such as Cloud Voicemail, improved delegation, Busy on Busy, updated Cloud Auto Attendant, Call Park, Group Call Pickup, and Shared Line Appearance



Microsoft Teams devices

Access intelligent comms

Smarter and faster ways to connect and collaborate with your devices

Built for purpose

Devices optimized for your spaces and work styles

Work with confidence

Certified devices, with high quality video and audio, enterprise-grade security, and easy set up and management

Office.com/teamsdevices

A range of certified devices in every size, for every space and working style

Personal devices



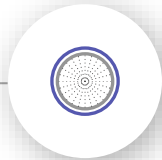
Headset



Desk phone



Mobile phone station



Speaker puck



Mobile phone



PC

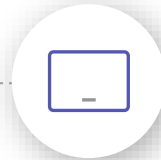
Shared devices



Conference Room Phone



Teams Room Systems



Large screen collaboration device



Collaborate with integrated Office 365 apps

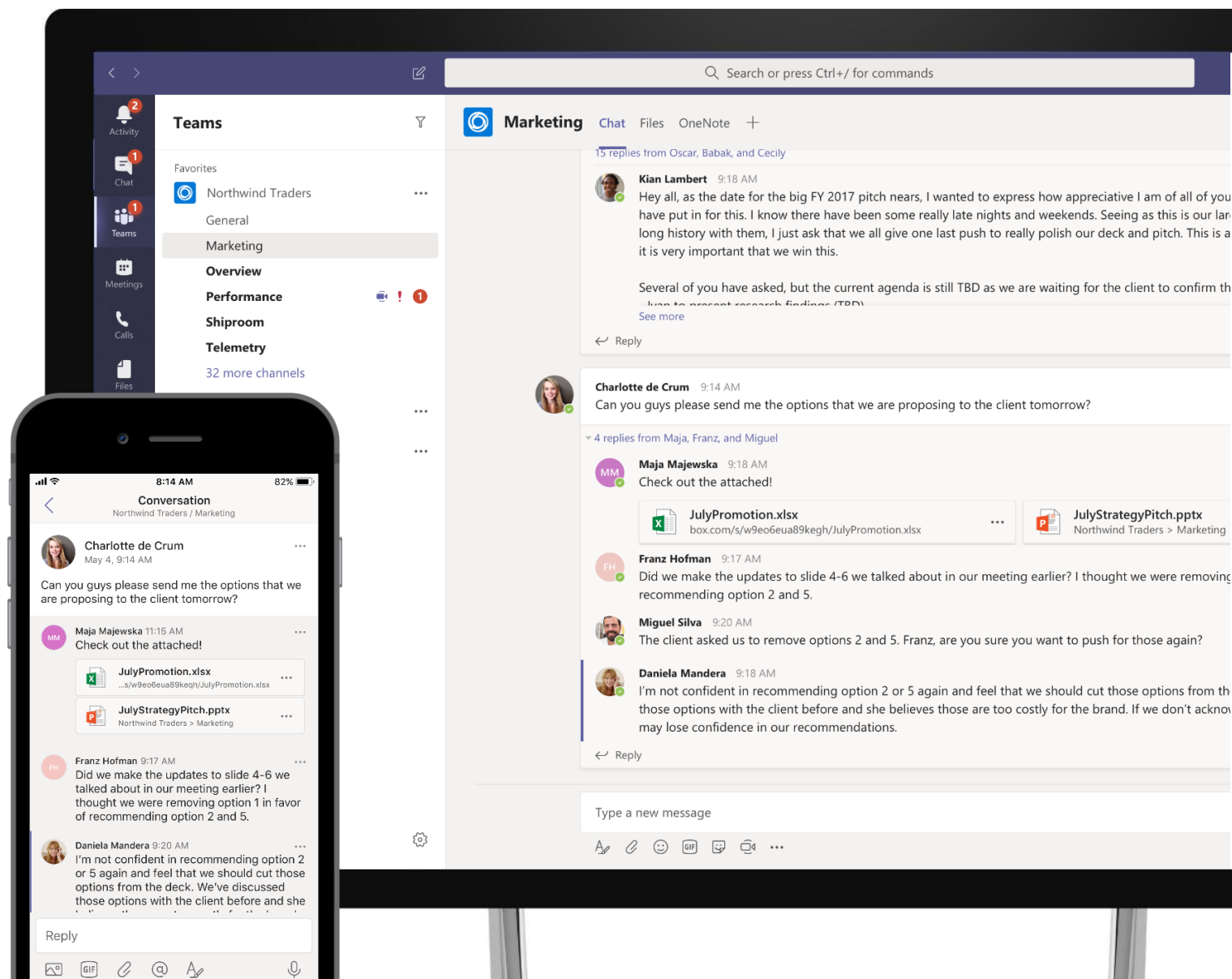
Quick access to the apps you love

Share and co-author Office documents from within Teams app

Reduce context switching with **built in access to Office 365 apps**—SharePoint, OneNote, Power BI, Planner, Flow and PowerApps

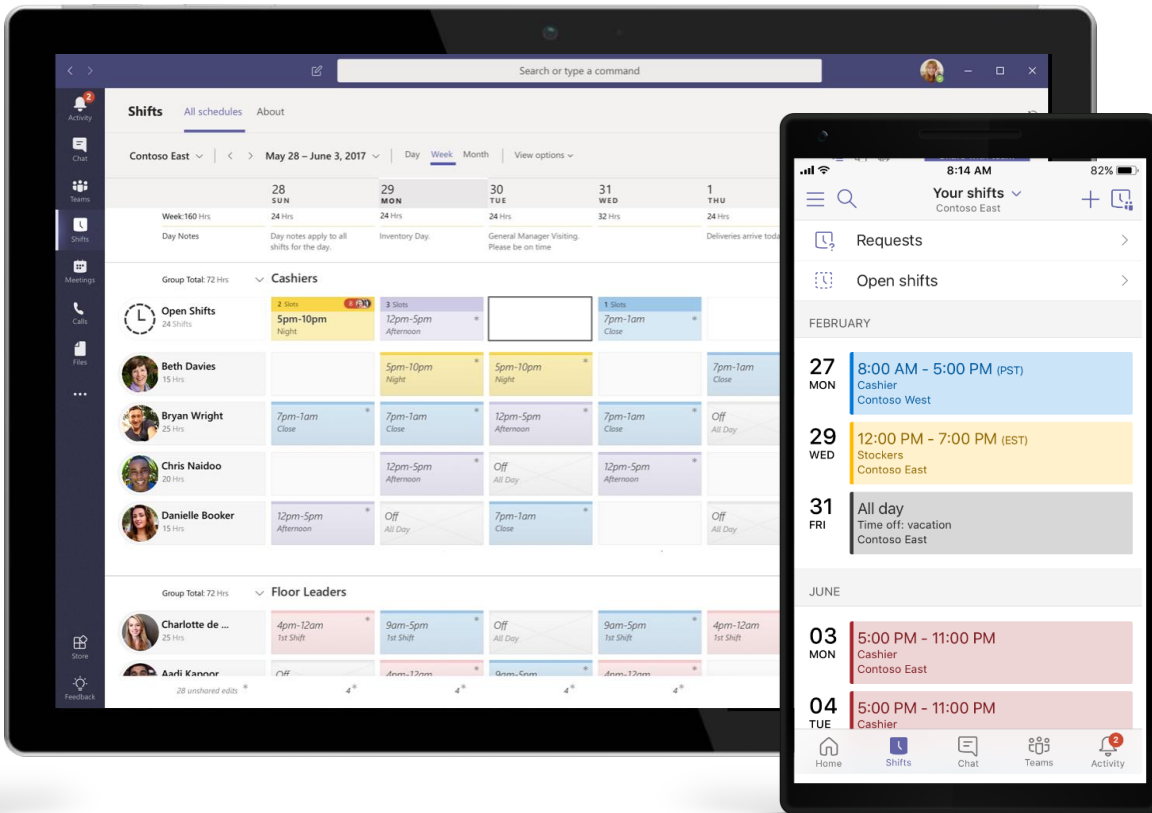
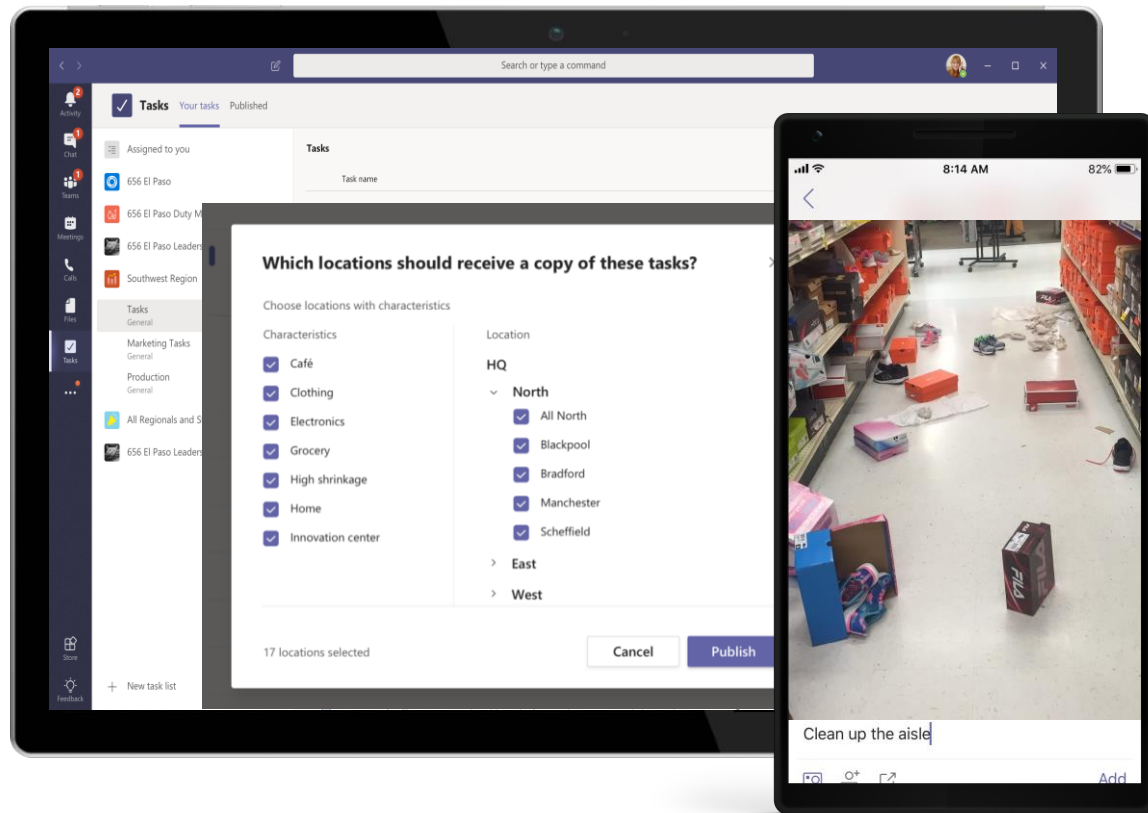
Search across people, files and chats to find what you need—**leveraging intelligence from the Microsoft Graph**

Keep the whole team in the loop with **email integration and notifications**





Collaborate with integrated Shift and Task Management



Automate everyday activities with PowerApps and Flow

Create and manage schedules and tasks with Shifts



Work with confidence

Get built-in security, compliance and manageability from Office 365

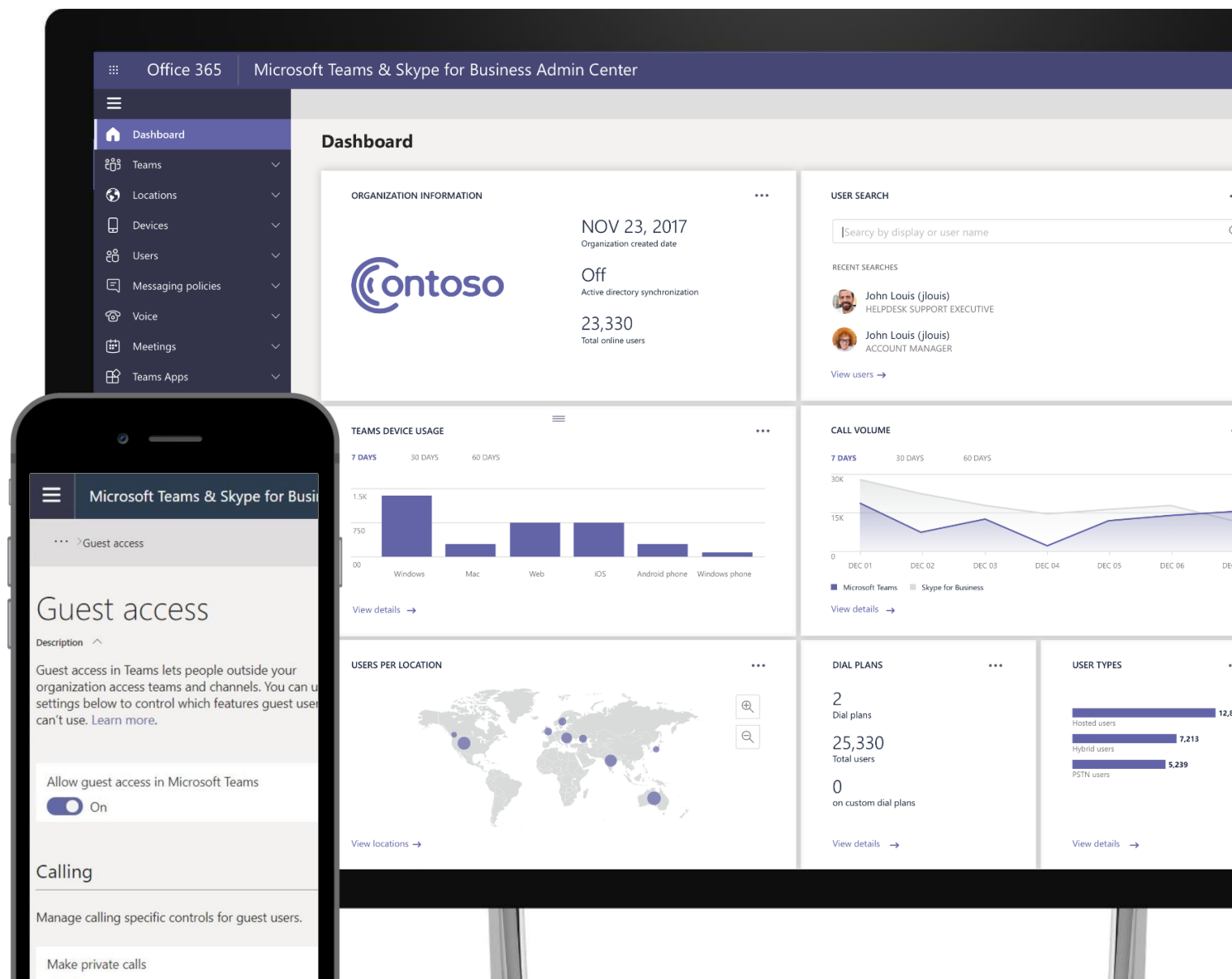
Global hyper-scale cloud, including ability for local data residency and global peering points for meeting join

Compliance leadership with EU Model Clauses, SOC 1 and 2, HIPAA, GDPR, and more

Built-in information protection, including eDiscovery, Data Loss Prevention, legal hold, and audit

Multi-factor authentication for enhanced identity protection and secure guest access

Manage all aspects—users, usage and settings—In a **single admin experience**



Easy and secure to join and use

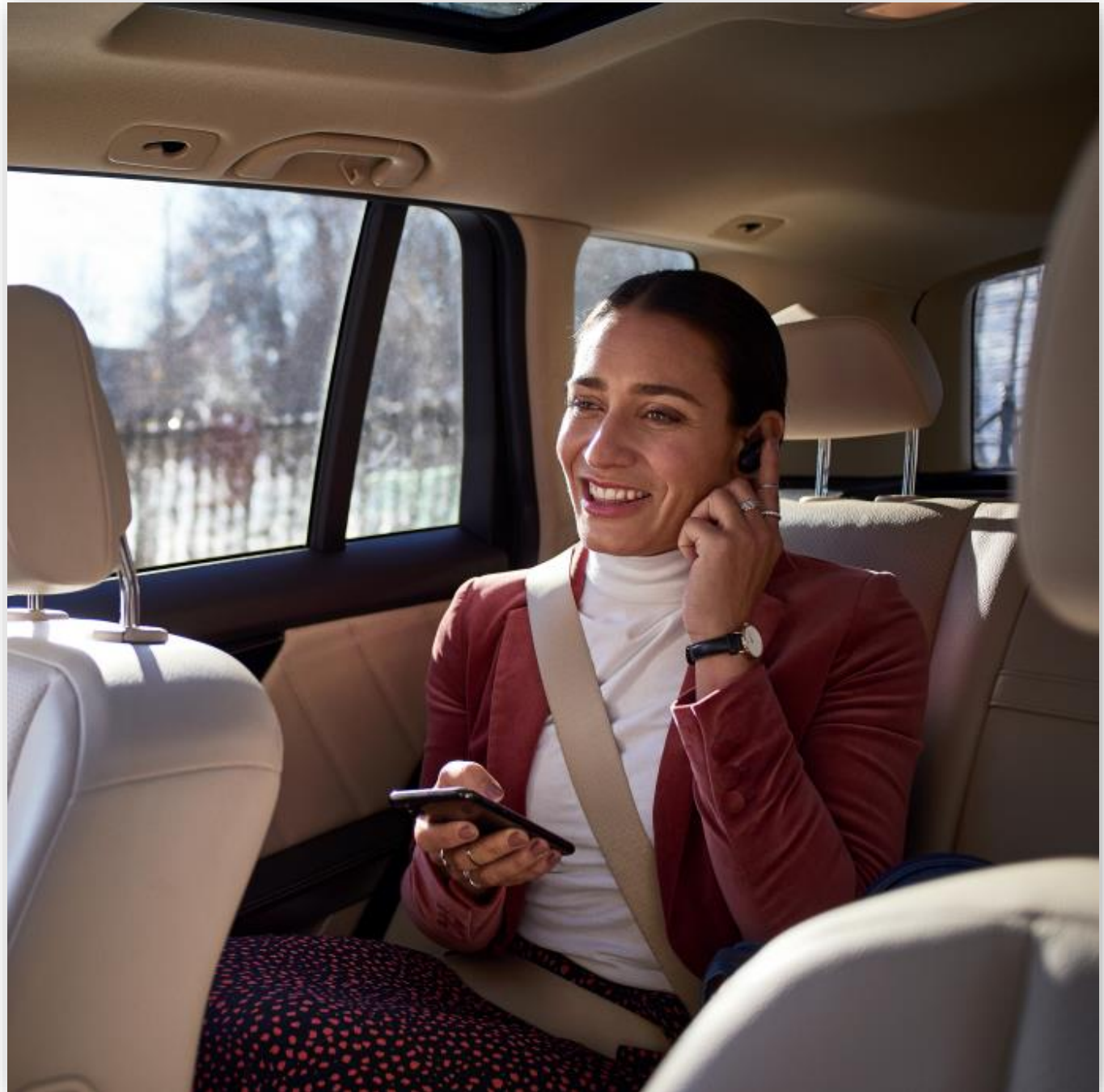
Office 365 **compliance**, **security**, and **manageability** means you can call and meet with confidence

Great audio, video & sharing quality over Wi-Fi & cellular networks

Adaptive A/V experiences over variable bandwidth networks provides **optimized calling & meetings**

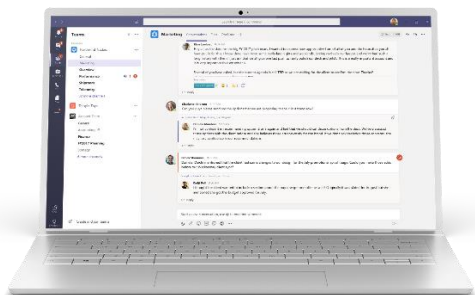
Speak-while-muted and **echo suppression** alerts help you keep your meetings on track

No internet? No problem. **Dial into meetings** with **Audio Conferencing**, available in 90+ countries



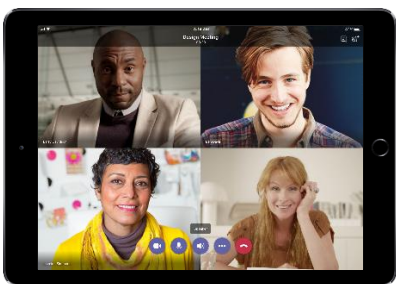
Stay connected with consistent experience across devices

Desktop



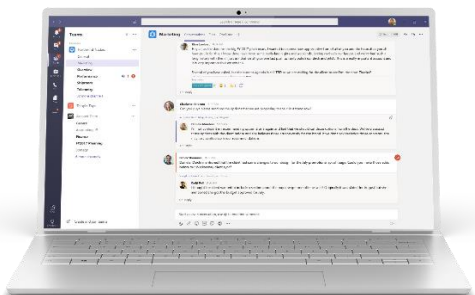
Windows 7+

Mobile



iPad

Web



Edge



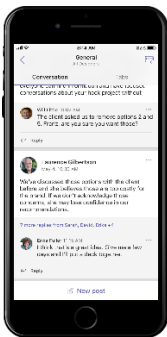
Chrome



Safari (Preview)



OS X 10.10+



iPhone

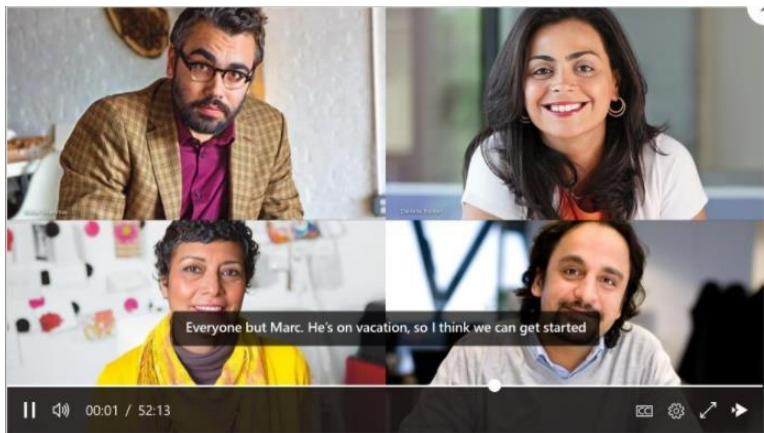


Android

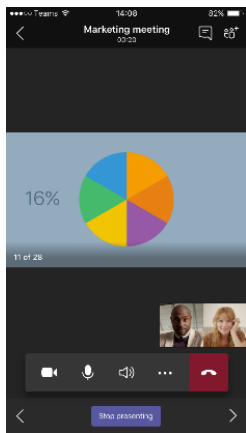
Artificial Intelligence in Teams—available today!



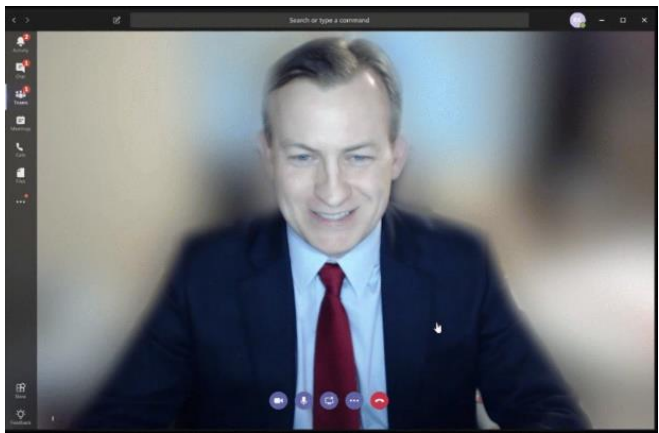
Inline Message Translation



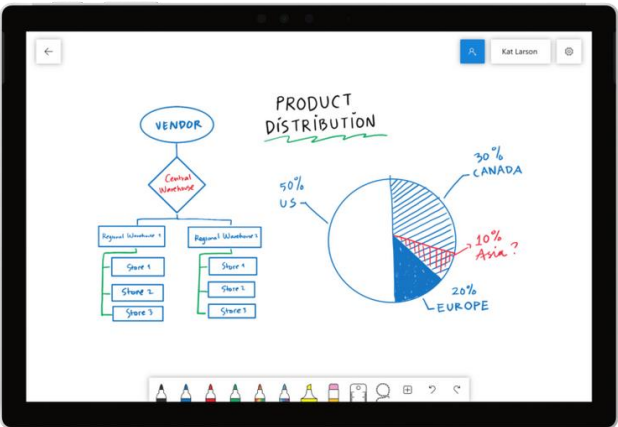
Live captions and subtitles



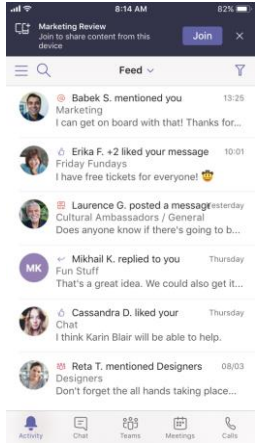
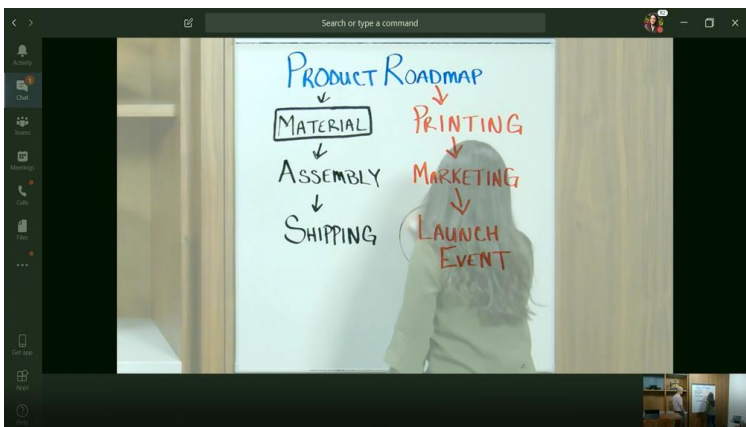
Mobile Companion Mode



Customized Background



Shared Whiteboard



Demo

11Activity

2Chat

Teams

Calendar

Calls

Files

Get app

Apps

Help

Teams

Pinned

Design

Mark 8 Project Team

Your teams

Mark 8 Project Team

General

Design

Digital Assets Web

Go to Market Plan

Research and Development

Retail

General

NC460 Sales

Hidden teams

News

DeepMind and Google recreate former NFL linebacker Tim Shaw's voice using AI

Go to Market Plan

Posts

Files

Product Roadmap

Meeting Notes

New

Product Brochure

Event Plan

Mark 8 Project Plan

Wiki

GTM Plan

PattiF Logistics

1 more

Org

comments in the notes column. I have a couple more names that should probably be on your list, added and highlighted at the bottom.

4 replies from you, Miriam, and Grady

Reply

Isaiah Langer

11/23 8:32 PM

Megan Bowen

please review the contract with Adatum. We need to approve the RFP by 4:00. Thanks!

3 replies from you, Nestor, and Isaiah

Reply

Megan Bowen

11/23 8:32 PM

LiveCaptions.gif

Reply

Today

Joni Sherman

11/23 8:31 PM

Hi all - I've finished legal review of the team's proposed customer survey forms for your needs analysis, and redlined some verbiage I would suggest changing.

9 replies from you, Adele, and Diego

Meeting ended: 7m

Meeting

Recorded by: Megan Bowen

Reply

Megan Bowen

9:53 AM

Isaiah Langer

International Marketing Strategy.docx

Reply

Start a new conversation. Type @ to mention someone.

🔗

📎

😊

🖼️

💬

📺

📢

💡

🔍

📄

🔖

⋮

11

Activity

2

Chat

Teams

Calendar

Calls

Files

...

Get app

Apps

Help

Teams

Pinned

Design

Mark 8 Project Team

Your teams

Mark 8 Project Team

General

Design

Digital Assets Web

Go to Market Plan

Research and Development

Retail

General

NC460 Sales

Hidden teams

Join or create a team

Go to Market Plan

PostsFilesProduct RoadmapMeeting NotesNewProduct BrochureEvent PlanMark 8 Project PlanWikiGTM PlanPattiF Logistics

Go to Market Plan

OpenGet linkMake this a tabDownloadDeleteMoveCopyRenameOpen in SharePoint

	Type	Name	Modified	Modified by	Size	
✓	Word	International Marketing Strategy.docx	2m ago	Megan Bowen	432.17 KB	...
	Excel	X1050 Product Roadmap.xlsx	2h ago	Megan Bowen		
	Image	LiveCaptions.gif	11/23/19	Megan Bowen		
	PowerPoint	Fabrikam3DPrinterBrochure.pptx	11/23/19	Megan Bowen		
	PowerPoint	X1050 GTM Plan.pptx	11/23/19	Megan Bowen		
	Word	Pricing Guidelines for X1050.docx	11/23/19	Megan Bowen		
	Excel	Contoso Purchasing Data - Q1 KJ copy.xlsx	11/23/19	Megan Bowen		
	PowerPoint	Contoso Marketing Principles.pptx	11/23/19	Megan Bowen		

Edit in Teams

Open in Browser

Open in Desktop App

Open in SharePoint

Move

Copy

Download

Delete

Rename

Get link

Make this a tab

Windows Taskbar

11

Activity

2

Chat

Teams

Calendar

Calls

Files

Get app

Apps

Help

Teams

Pinned

Design

Mark 8 Project Team

Your teams

Mark 8 Project Team

General

Design

Digital Assets Web

Go to Market Plan

Research and Development

Hidden teams

Retail

General

NC460 Sales

Search or type a command

Research and Development

Posts

Files

Power BI

Wiki

Mark 8 Project Plan

+

Contoso Camera Operations Analytics

Total R&D Projects

5

Sales Growth

9.90%

Orders per Week

27

Revenue

79M

Operational Spend vs Target

0.00M

224.60M

\$255.91M

449.20M

Customer Bulk Order Status

Region

Asia Pacific

Europe

North & Central America

South America

Fourth Coffee

Northwind Trad...

A. Datum Corpo...


AdventureWorks

Fabrikam, Inc.

100%

58.3%

Sales by Country



Camera Applications

Monitoring

Photography

Phones

Web Cams

QuadroCopters

Best Customers

A. Datum Corporation

AdventureWorks

Fabrikam, Inc.

Fourth Coffee

Northwind Traders

Parts Order Status

Status

Complete

In Progress

Not Started

5x Zoom Lens

Accounting

Camera Hous...

Chipset

Finance

OLED Screen

Recharchable ...


Tilt Sensor

0%

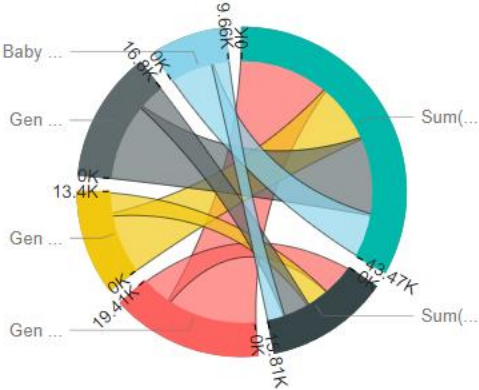
50%

100%

Customer Feedback



Users by Age Segment

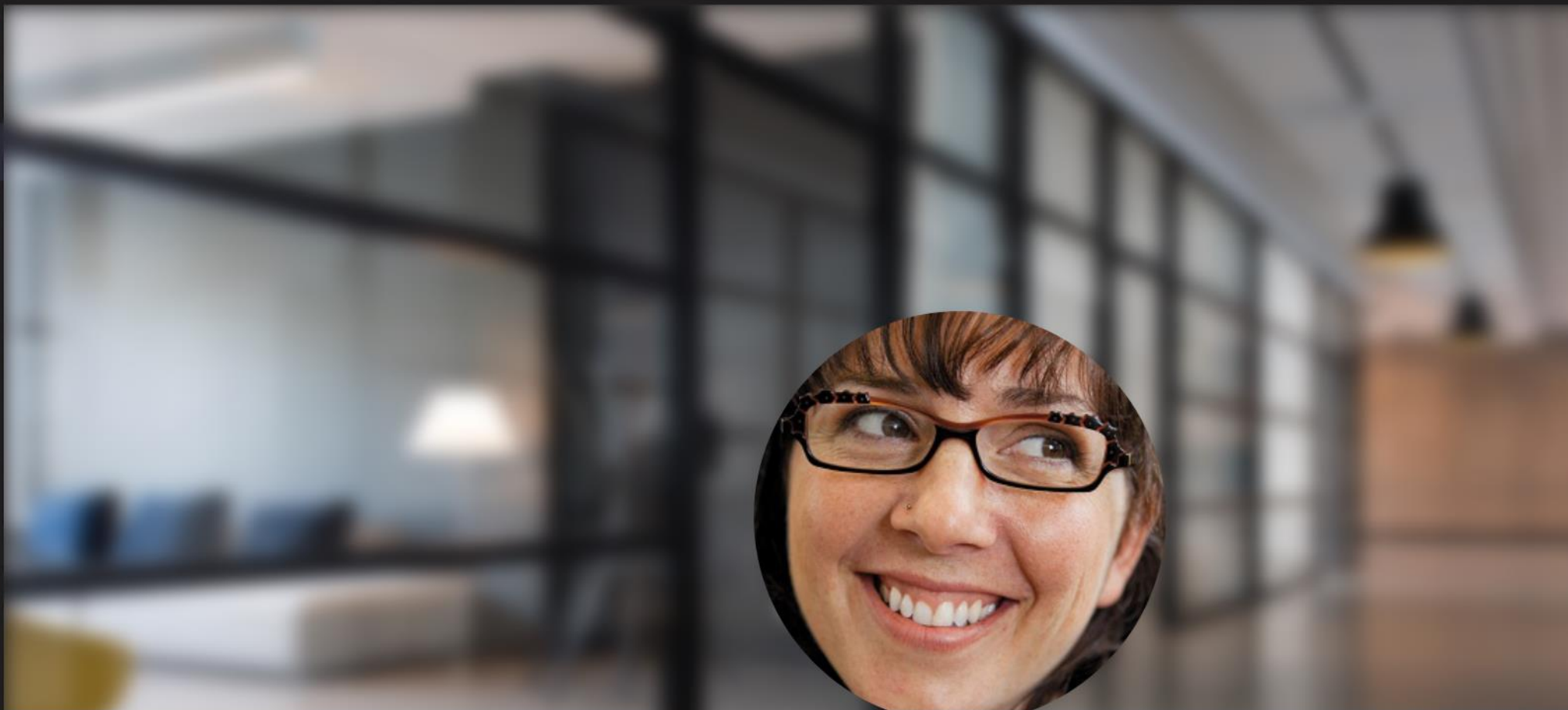


Operations Analytics

Location Analytics

Website Analytics

 New group

☐ Include system audio

Desktop



Fabrikam3DPrinterBroch...

Browse

Whiteboard



Microsoft Whiteboard



Meeting chat

 Adele Vance, yes I am available the next two hours.

Adele Vance 11/23 8:32 PM
Let's all jump on the Project Review meeting here in 15 minutes.

11/23 8:32 PM
Great meeting everyone

Meeting

Recording has started

9:31 AM
Created meeting notes for this meeting



Show notes in full...

9:34 AM



Wikipedia Search ...



Legal Bill Review

Legal Bill Review (LBR) refers to process of reviewing and analyzing legal bills against any

[See more](#)

[See less](#)

Reply





×



11/23 8:32 PM

Recording has started

Recording has started

9:31 AM



Show notes in full

9:34 AM



 [Wikipedia Search](#) ...



Legal Bill Review

Legal Bill Review (LBR) refers to process of reviewing and analyzing legal bills against any

[See more](#)

[See less](#)

Reply



Desktop



Screen #1

Window



Customer survey forms r...

PowerPoint



X1050 GTM Plan.pptx



Fabrikam3DPrinterBroch...

Browse

Whiteboard



Microsoft Whiteboard





⊗

Microsoft Teams Meeting

Conference ID: 744 935 035 #

 Copy join info

Conference ID: 744 935 035#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Examples of Teams application and use

Activity

6

Chat

1

Teams

10

Meetings

Files

Microsoft Teams

Search or type a command

MAP

Favorites

Network Capacity Planning

General

Future Predictions

Project Management

3 more channels

Product Development

Employee Training

Don Howes: Shining Star

Contoso Media Northwest

XYZ Streaming Opportunity

Contoso & XYZ Streaming P...

Contoso Dispatch

Re-Home

New Content

Music Streaming

Device Replacement and Warranty

Initial Client Setup

Support Team - 1632

Tier 2 Support Escalation

85* Join or create a team

Network Capacity Planning > Future Predictions

ConversationsFilesWikiMeeting NotesFuture Predictions Data Model

Private

Future: Media Production, Distribution and Consumption

Prediction Period: 2019 - 2022

Content Produced by Codecs

Media Production Split by Quality

Avg. Bandwidth per Household for Media Consumption

Projected Content Production and Distribution Pipeline

Media Distribution Channels by Revenue

Filters



Messages People Files



Earthquake Exercise 2018 Playbook.pptx

Edit

Close



Allan Deyoung

6/21

... Playbook. Hence, I've added this to the Disaster Exercise channel for quick and easy viewing by all ...

Northern Disaster Planning / Disaster Preparedness



Allan Deyoung

6/21

Earthquake Exercise Playbook

... Point template that I've created for the new earthquake disaster exercise. This is available for all of ...

Northern Disaster Planning / Disaster Preparedness



Allan Deyoung

6/20

Finalizing Earthquake Disaster Plan Disaster Exercise, with the Disaster Scenario Playbook, injects and measures completed as well as the Measure ...

Northern Disaster Planning / Disaster Exercise



Allan Deyoung

6/20

... for the different departments that involved in the exercise. One idea I've thought of is that the hospitals ...

Northern Disaster Planning / Healthcare



Allan Deyoung

6/20

Agreed, Allison Pope. I think our next step is to start planning for the new scenario. I've started a template ...

Northern Disaster Planning / Planning



Nestor Wilke

6/20

... during the call, last time we ran a earthquake exercise- police were not able to get enough ...

Northern Disaster Planning / Planning



Allison Pope

6/20

... that I added. I agree with Debra Berger and Nestor Wilke- let's focus on an earthquake scenario this time.

Northern Disaster Planning / Planning



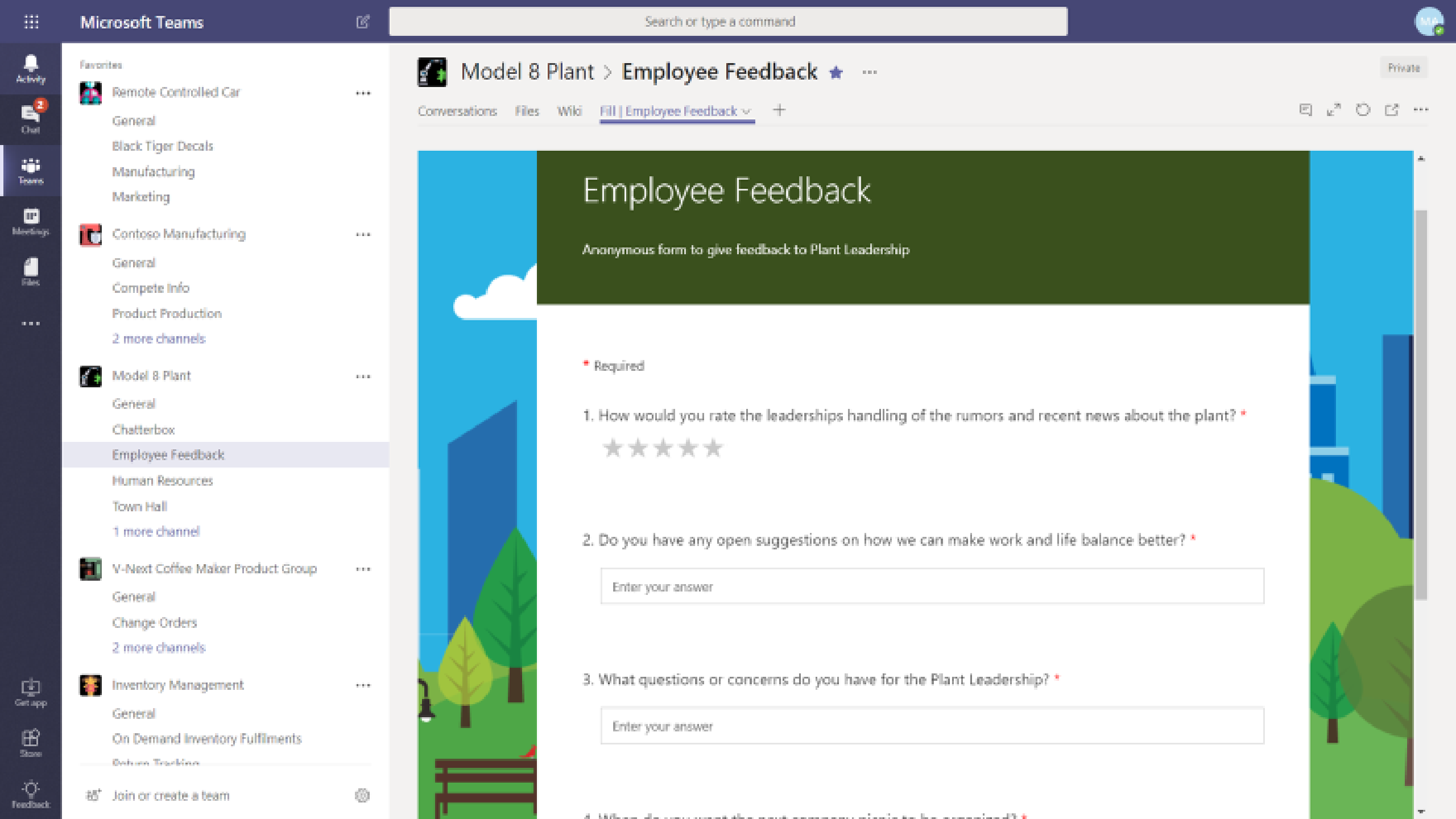
Allan Deyoung

6/20



1

of 16



Favorites

Remote Controlled Car ...

- General
- Black Tiger Decals
- Manufacturing
- Marketing

Contoso Manufacturing ...

- General
- Complete Info
- Product Production
- 2 more channels

Model 8 Plant ...

- General
- Chatterbox
- Employee Feedback

- Human Resources
- Town Hall
- 1 more channel

V-Next Coffee Maker Product Group ...

- General
- Change Orders
- 2 more channels

Inventory Management ...

- General
- On Demand Inventory Fulfillments

Endscreen: TrackMeets

85* Join or create a team



Model 8 Plant > Employee Feedback

Private

Conversations Files Wiki File | Employee Feedback +



Employee Feedback

Anonymous form to give feedback to Plant Leadership

Required

1. How would you rate the leaderships handling of the rumors and recent news about the plant? *



2. Do you have any open suggestions on how we can make work and life balance better? *

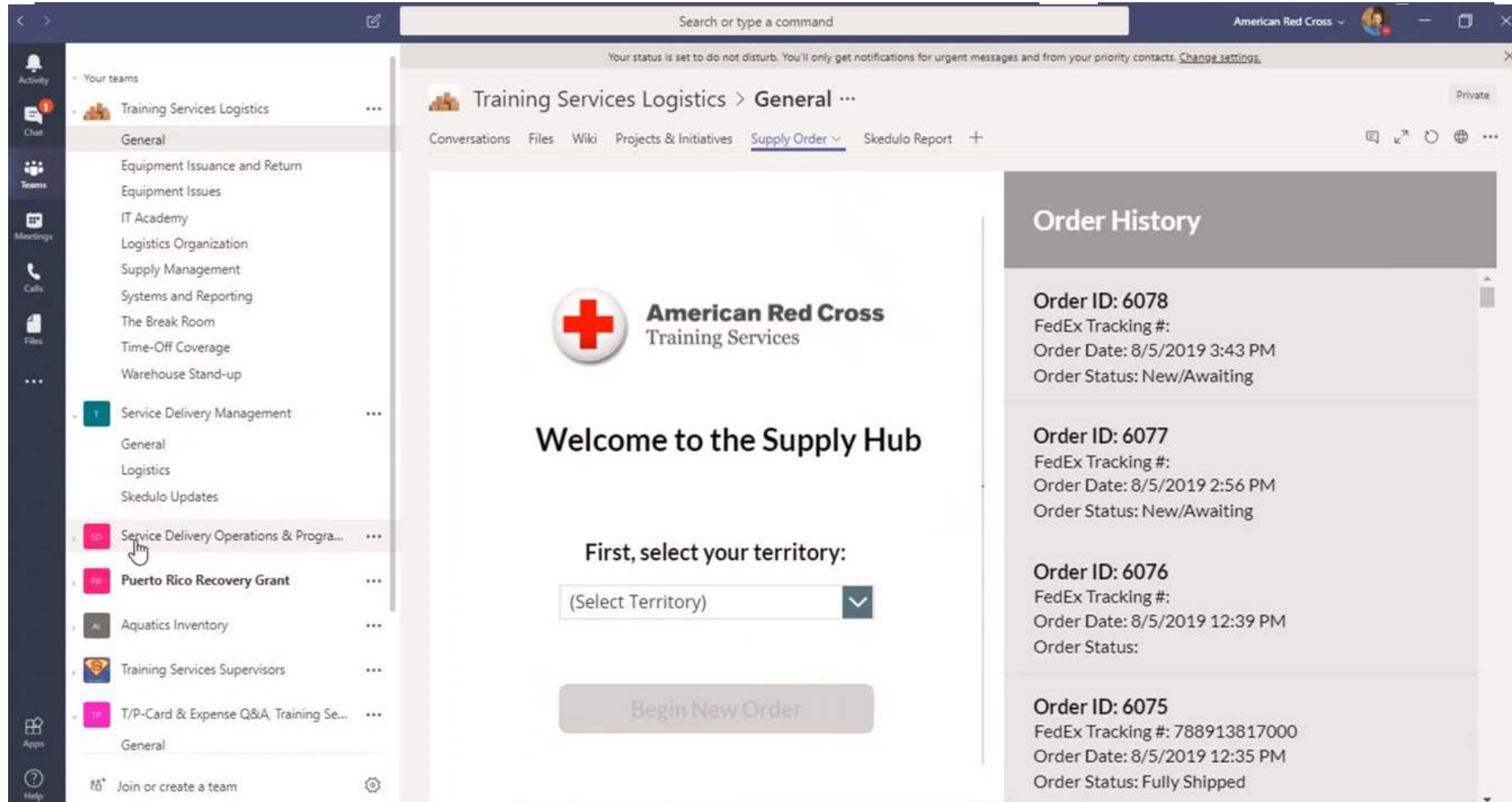
Enter your answer

3. What questions or concerns do you have for the Plant Leadership? *

Enter your answer

4. When do you want the next company picnic to be organized? *

American Red Cross



“The app allows instructors to add supplies to a shopping cart, provide the address where they would like the supplies shipped and then checkout the items when ready, an intuitive online ‘shopping’ experience we are all already familiar with”

Nick Gill, *National Manager of Service Delivery*

Regional showcases

Virtual උසස් පෙළ පන්තිය

Search or type a command

Fundamentals of Computer Programming (CoderDojo Live Event)

36:49 38 attendees LIVE

Need help? Leave

Queue

Add video or content from below

Send live

End

Live event

Programming Fundamentals

By Vidura Dhananjaya

Chairman IEEE Foundation Maldives Sri Lanka
Senior Volunteer, STEMUp Foundation
Bio Computer Science (MSc)
General Sri Lanka Robotics Defense University

STEMUP

CoderDojo Sri Lanka

Presenters

You

Content

Share

Mute all

Live event Q&A

New (5) Published (14) Dismissed (1)

Open

Most recent

Prabhoth Marnapperuma (You)

9:14 AM

2

Please add your questions here, either in Sinhala or English

Reply

Prabhoth Marnapperuma (You)

9:15 AM

2

සමහි ප්‍රශ්න මෙහි විස්තරයෙන් එයාලු කරන්න

Reply

Anonymous

9:16 AM

1

PLEASE RAISE YOUR QUESTIONS HERE WE WILL ANSWER THEM

Reply

Anonymous

9:16 AM

1

good morning

Reply

Prabhoth Marnapperuma (You)

9:16 AM

Good morning, thank you for joining the first virtual Dojo session

Reply

Anonymous

9:16 AM

2

මධ්‍ය හඬවනු

Reply

Prabhoth Marnapperuma (You)

9:18 AM

Make an announcement

Type here to search

9:25 AM 3/22/2020

A guide for Local Aboriginal Land Councils

TACKLING THE CORONAVIRUS

[> COVID-19 Updates](#)

About NSWALC

As the State's peak representative body in Aboriginal Affairs, the NSW Aboriginal Land Council aims to protect the interests and further the aspirations of its members and the broader Aboriginal community.

[MORE](#)

LALC LAND DEALINGS



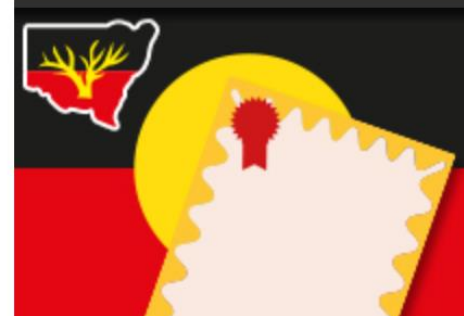
Sorry Business Funeral Grant



NSWALC Enterprises



Confirmation of Aboriginality





🔒 NSWALC Staff and Working from Home
- a Message from the CEO

Accessing Teams

Our commitment to customers
during COVID-19

IGOS

For organisations that don't have Teams available or that would require additional temporary users during this period for staff or volunteers, we've also introduced a [new offer that provides Office 365 E1](#) as a free 6 month trial to as many end users as you need to enable during this time.

Nonprofits

Nonprofits have access to several [donated and paid offers](#) available to empower [eligible](#) nonprofits of all sizes, including Office 365 Business Essentials, Microsoft 365 Business, and Office 365 E1 for larger organizations.

Nonprofit Volunteers

We now have Office 365 E1 for 6 months for nonprofit volunteers. Office 365 E1 includes Teams as well as email, file storage and more. This offer is designed for organizations who need a seamless option for volunteers working in remote situations in the face of COVID-19.

Teams Free Version

Get Microsoft Teams for free

That's right, free. As in \$0. Work together with features like chat, file sharing, and video calling.

Sign up for free



Unlimited chat and search

Communicate with your team and always stay up to date with free chat and search app capabilities.



Video calling

Get your whole team on the same page with free, built-in group and one-on-one audio or video calling.



Team and personal file storage

Enjoy 10 GB of team file storage and 2 GB of personal file storage per person.



Real-time collaboration with Office

Work together using your favorite Office apps for web including Word, Excel, PowerPoint, and OneNote.

<https://products.office.com/en-us/microsoft-teams/free>

Resources To Work Remotely

[Crash course in Microsoft Teams for Not For Profits](#)

[Microsoft Teams Adoption Guide for Not For Profits](#)

[Microsoft COVID-19 Response Offerings for Not For Profits](#)

[Microsoft Teams Tips and Tricks](#)

[Staying Productive while working remotely with Microsoft Teams](#)

[9 Tips for having the best online meeting experience](#)

[Tips for effective remote work](#)

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Q&A

