

IN PARTNERSHIP WITH
techsoup

An Introduction to Microsoft Teams

(The Next Generation of Collaboration)

25th November 2020

Thank you for joining – we'll be starting soon



the I.T. teamTM
Maintaining the health of your I.T. system

WHO IS THIS WEBINAR IS FOR?



Organisations that haven't used Teams but are interesting in learning more.



Organisations that are using Teams for Video Calling only and wish to expand their usage



Organisations using Teams for Video Calling & Chat and are keen to expand usage

WHAT WE WILL COVER TODAY?



What is Teams?



Why use Teams?



Core Elements of Teams (and their differences)



Demonstrate core elements of Teams



Some Adoption tips

WHAT WE WON'T COVER TODAY?



Setting up Teams from Scratch



Advanced Functions of Teams



Other 365 functions, Exchange,
Sharepoint



About the I.T. team

- Formed in 2011
- Office 365 since its inception
- Managed Services/IT support
- A wide range of IT services
- Major NFP base of customers
- Providing IT services to NZ & Australian organisations



the I.T. team™

Maintaining the health of your I.T. system

Microsoft Teams

is the hub for teamwork
in Microsoft 365



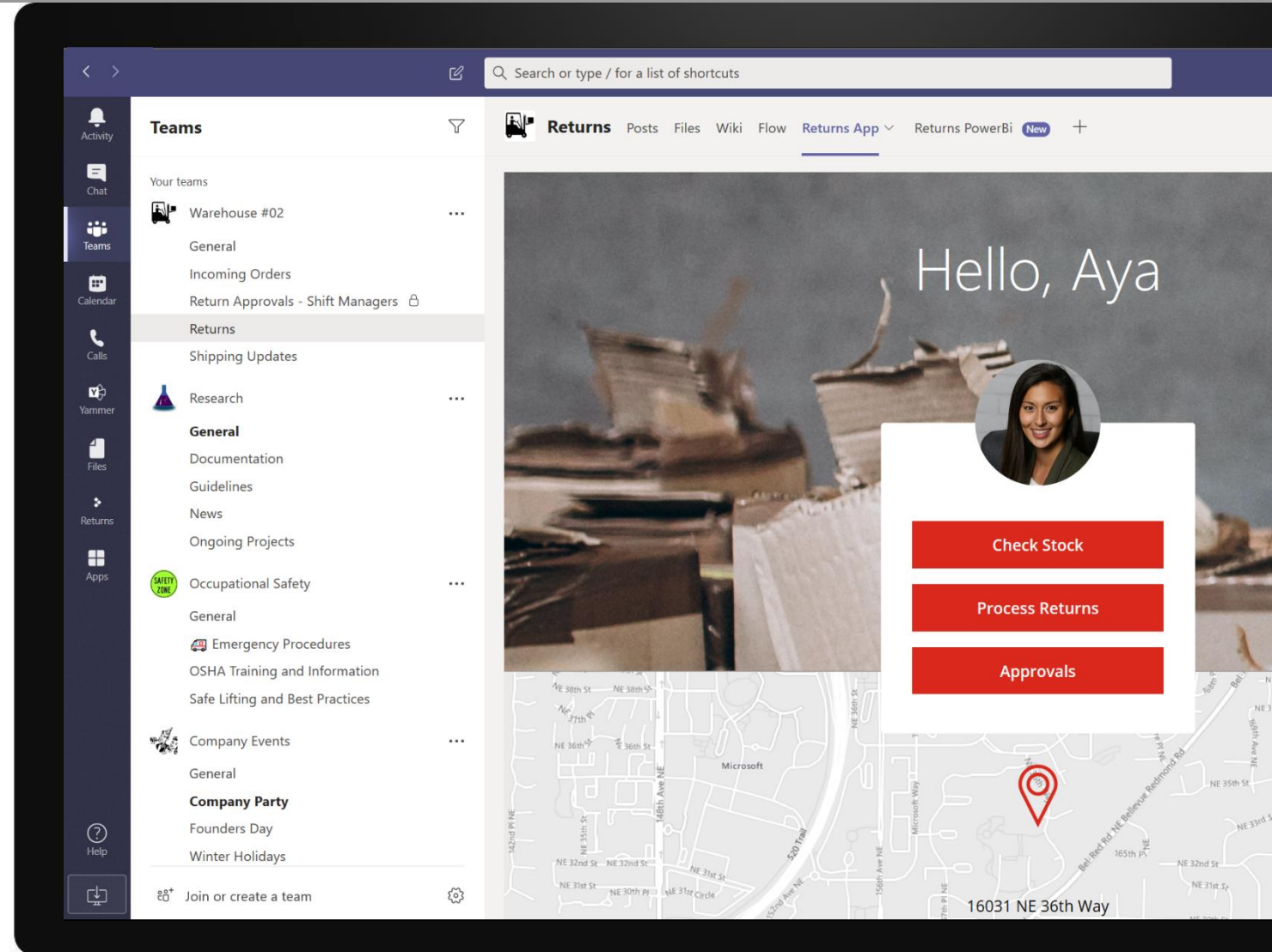
Meetings & calling



Chat & collaboration



Apps & workflow



EXISTING ALTERNATIVES TO TEAMS



EMAIL



SLACK



PHONE, SMS,
MESSENGER



MOBILE
CALLING



SKYPE FOR
BUSINESS



ZOOM

HOW WERE WE WORKING?



Phones, Cellphones, Text Messages



Terrible meetings – Video Calling



Remote Offices disconnected



Cell phone on a table for conference calls



Multiple morning emails regarding sickness

HOW ARE WE WORKING?



Now – Internal Communication



Now – Internal Meetings



Now – Conference Calls (Internal/External)



Now – Internal Announcements

HOW ARE WE WORKING?



Other Important functions

Project Teams

Polls, Feedback,
Quickfire Decision
Making

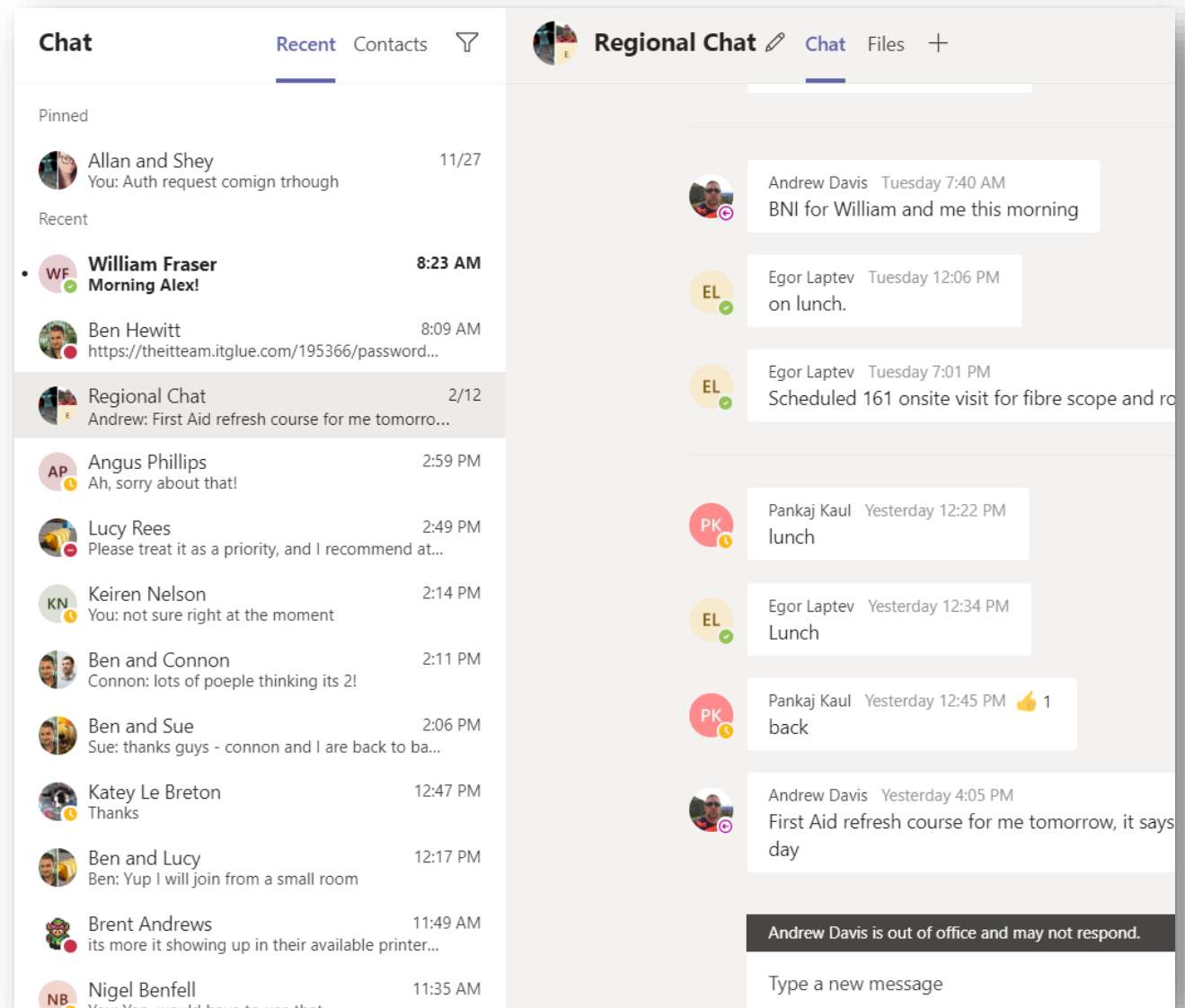
Workflows, Forms etc.

Recording Meetings

Documents/File Storage



HOW DOES THE I.T. TEAM USE TEAMS?



Maintaining the health of your I.T. system

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Maintaining the health of your I.T. system



HOW DOES THE I.T. TEAM USE TEAMS?

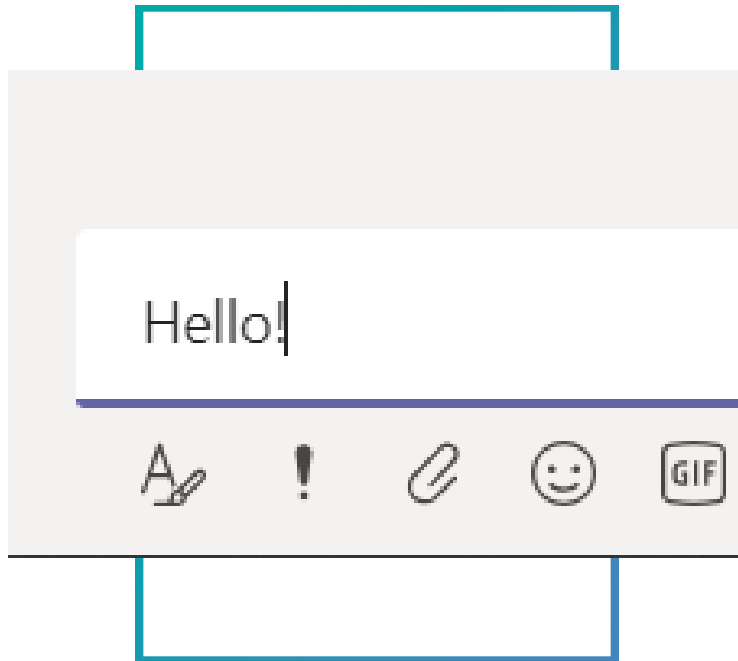
The screenshot displays the Microsoft Teams application. On the left, a sidebar lists several teams:

- Engineers** (with a sub-list: General, On-Boarding, On-call Engineers, Scripting and Automation)
- Teams Adoption Project**
- Sharepoint Redesign**
- Health, Safety, and Wellness** (with a sub-list: General, Recipes, Wellness)
- Security Squad**
- Culture Smash Session** (with a sub-list: General)

The right pane shows a chat conversation within the 'Health, Safety, and Wellness' team:

- A message from **Lucy Rees** (7/4/19 11:18 AM) says: "Hey **Health, Safety, and Wellness!** In honour of World Jackfruit Day (<https://www.noracooks.com/insta>) for the first time. Calling it a success!" Below the message is a link card for **Jackfruit Day** with the text "Celebrating this delicious meat alternative. Declare you" and the URL [jackfruitday.com](https://www.jackfruitday.com).
- A message from **William Fraser** (11/5/19 12:01 PM Edited) says: "Best Brownies to cook would recommend cooking for 40mins though great for the soul 😊)" Below the message is a link card for **The Best Fudgy Brownies Recipe by Tasty** with the text "Here's what you need: good-quality chocolate, butter," and the URL [tasty.co](https://tasty.co/recipe/the-best-fudgy-brownies).

'CHAT'



Purpose

- Allows individuals within a company to discuss with each other
- Send quick messages rather than an email

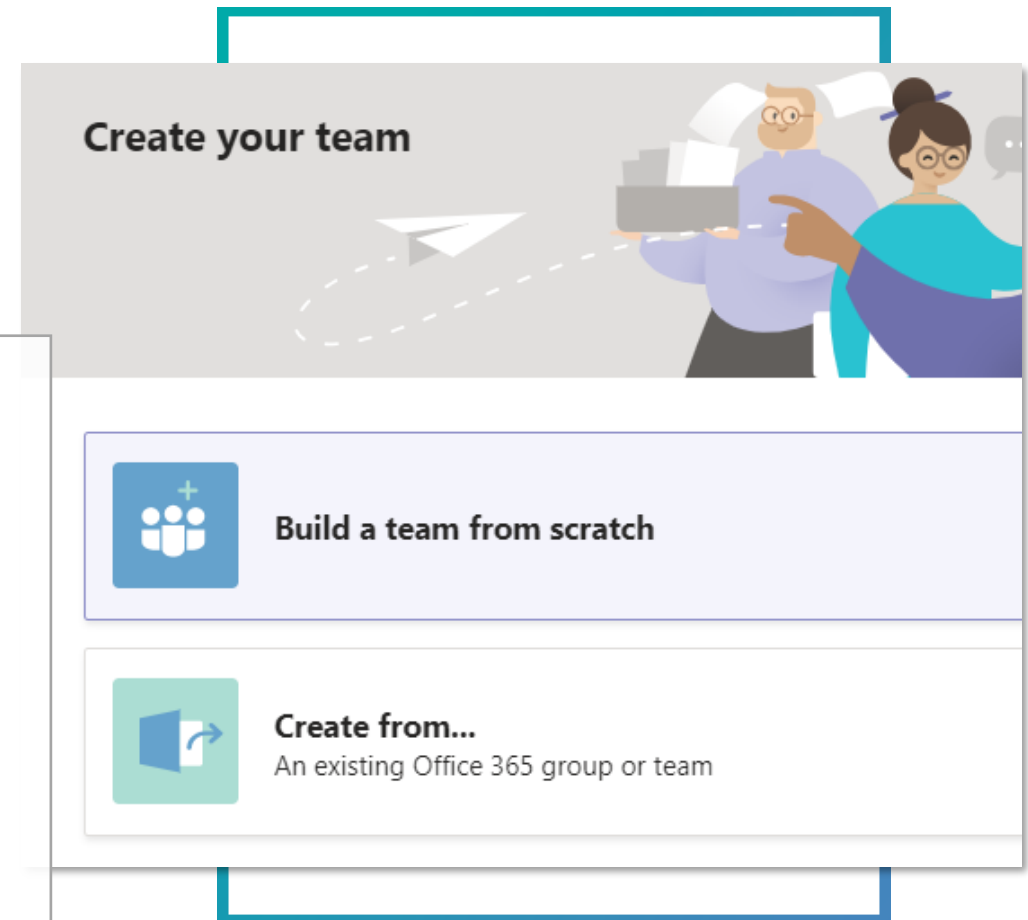
Demonstration

- One-to-One chat
- Start a group conversation
- Presence & Status messages
- Share files quickly
- Important messages
- Video calling & features

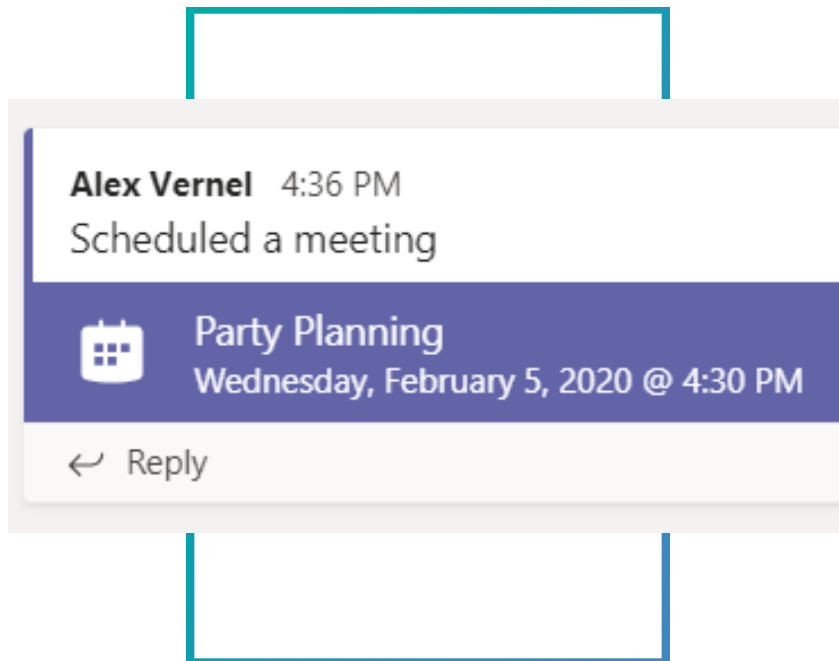
'TEAMS' DEMONSTRATION

Demonstration

- Create new teams
- Add users to teams
- Create new channels
- SharePoint integration & file editing
- Tagging people
- Using additional apps.



'TEAMS' MEETINGS



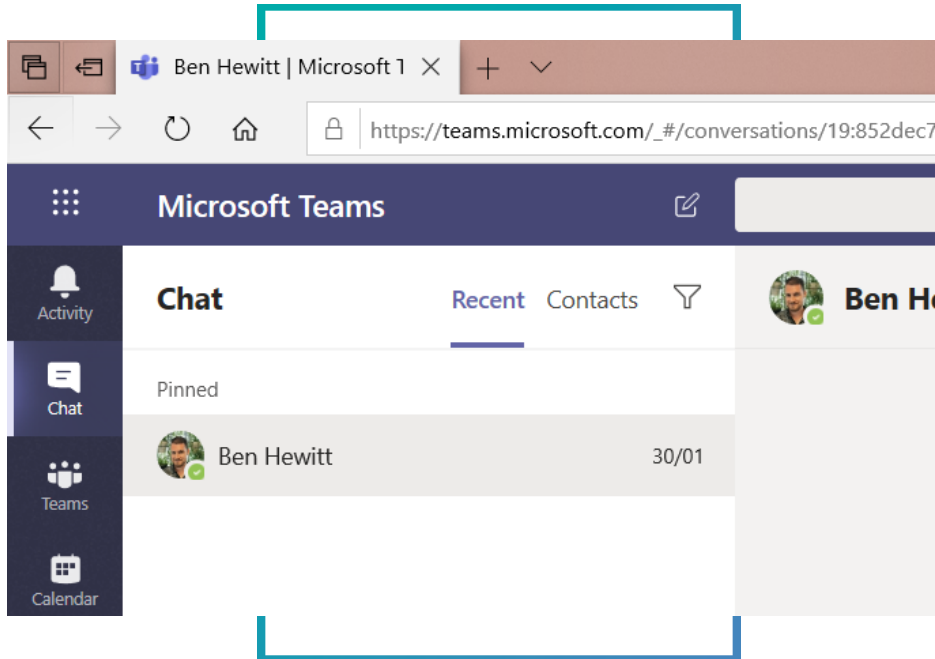
Purpose

- Allows individuals within a company to discuss with each other.
- Send quick messages rather than an email.

Demonstration

- Teams 'Calendar'.
- How to run meetings & interact inside a meeting:
 - Recording
 - Screen sharing

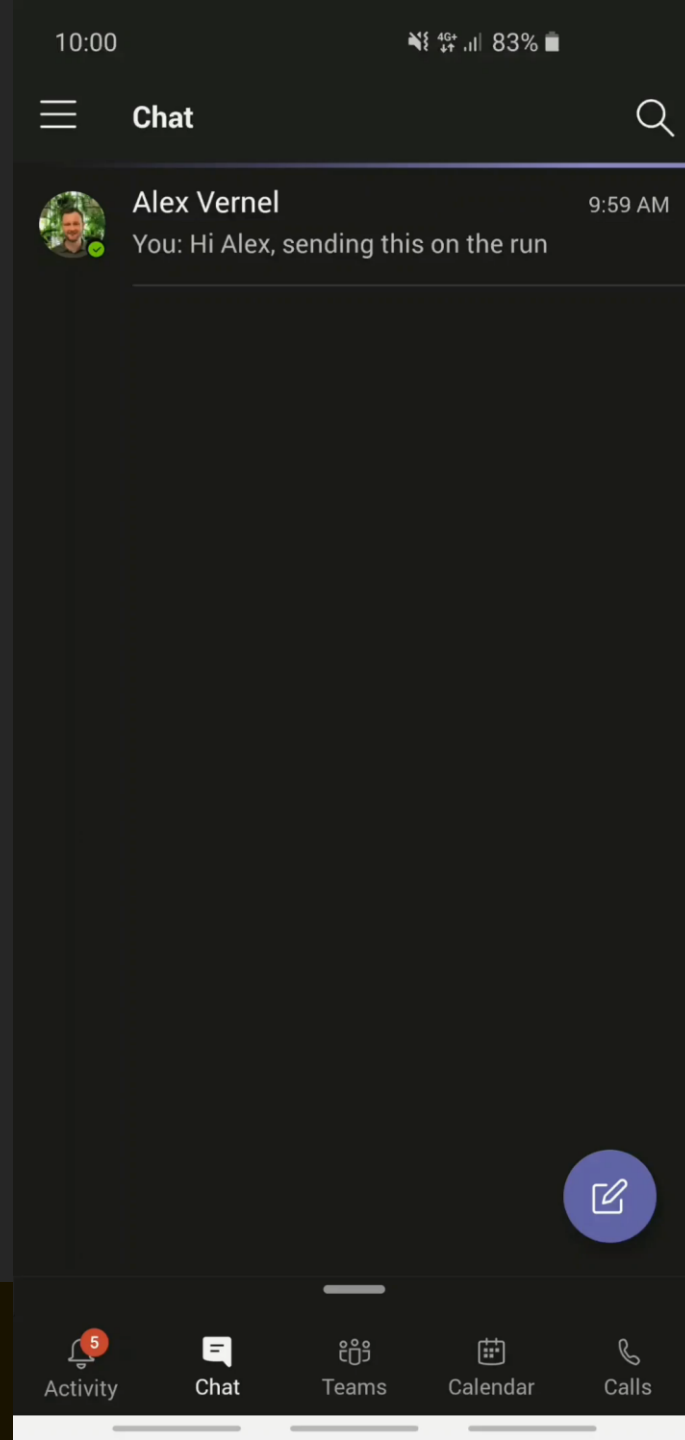
ACCESSING TEAMS ON THE GO



Teams is fully available via a browser.



Teams has a phone App – iOS, Android.



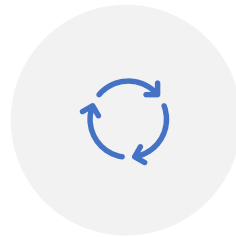
TEAMS – OTHER KEY POINTS



CHAT GROUPS VS
TEAMS (WITH
CHANNELS)



TEAMS 'TEAMS'
& CHANNELS,
LIMITATIONS



SELF EVOLUTION
VS RIGID
STRUCTURE

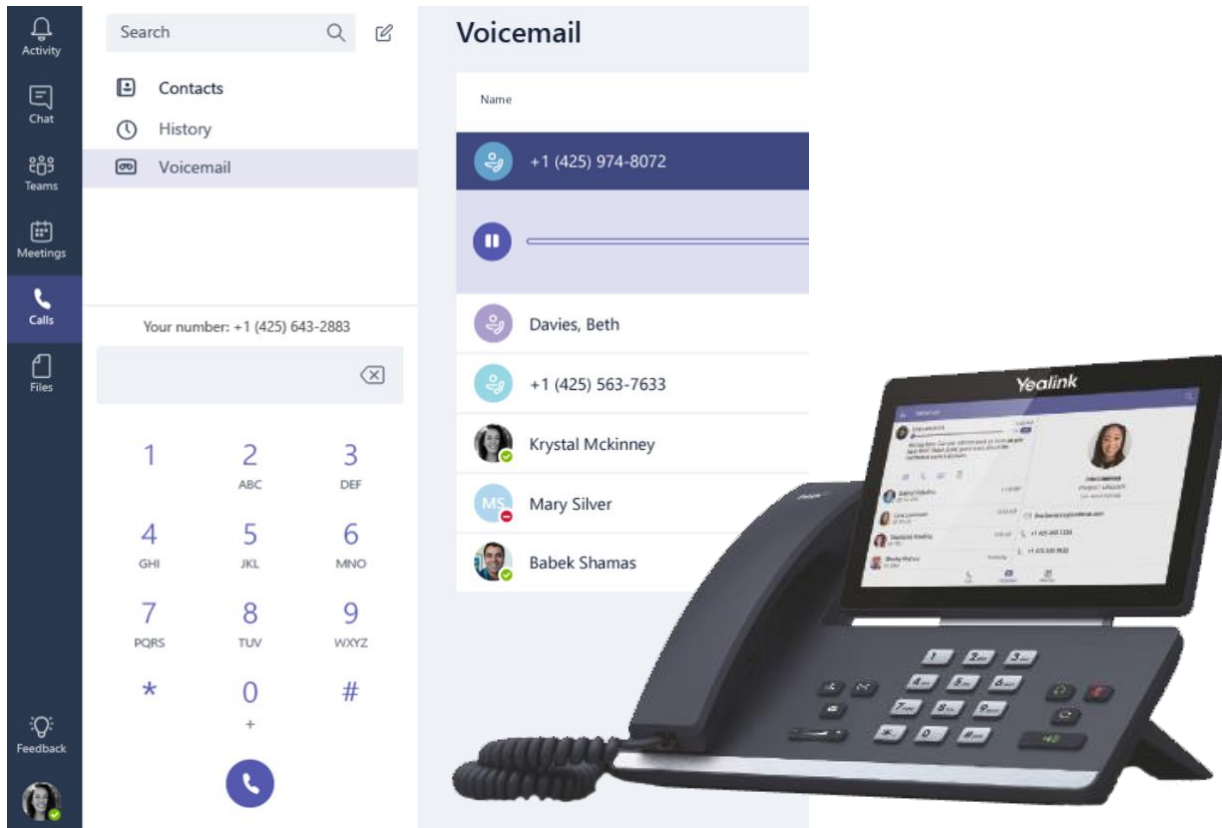


TEAMS TABS



FORMS IN
TEAMS

ADVANCED - TEAMS 'CALLING'



Purpose

Enables standard calling functionality in the team's application.



Features

Direct to DDI incoming calls
Call routing and transferring
Voicemails
Group voice calls

ADVANCED - TEAMS 'ROOMS'



Purpose

Dedicated Teams hardware control meetings and allow for simple interactions for all participants



Features

Easy touch control to start, add participants and end meetings.

WHERE TO FROM HERE

- Teams can have a large positive impact – but you can start small
- Chat or Video Calling is a good place to start, but you shouldn't stop there
- You can start with a small team or the whole organisation
- Attempt to implement yourself or get our assistance to do the implementation with you
- **If you want to start exploring it or have further questions. Please let us know!**





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QUESTION TIME



THANK YOU

Our focus has always been on offering a fresh range of I.T. related services and support designed to help client organisations maximise productivity and protect themselves from all kinds of data related risks.

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