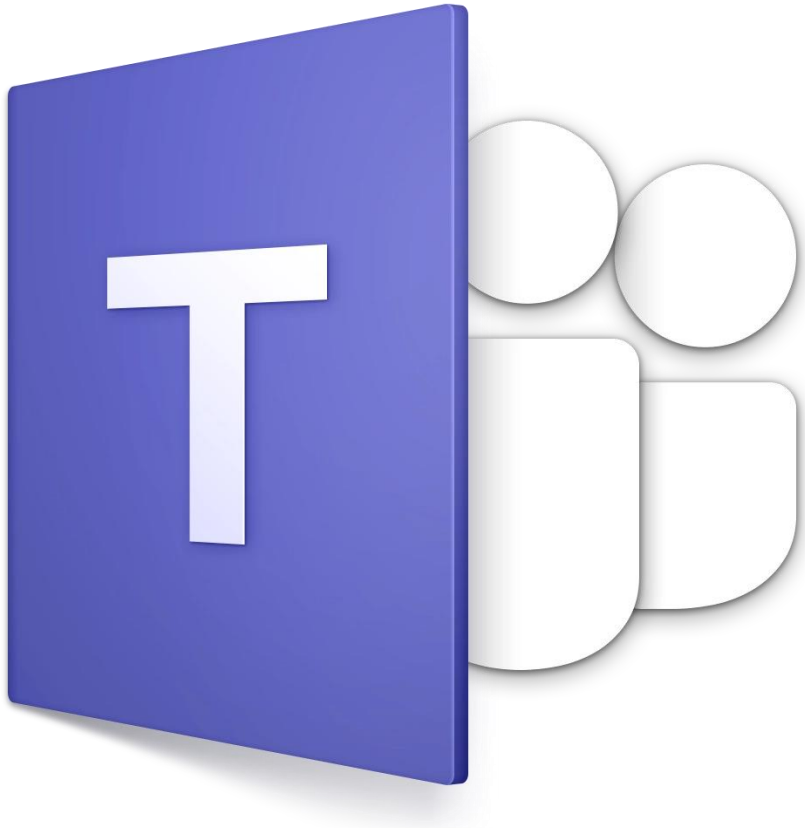


IN PARTNERSHIP WITH

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. team™

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

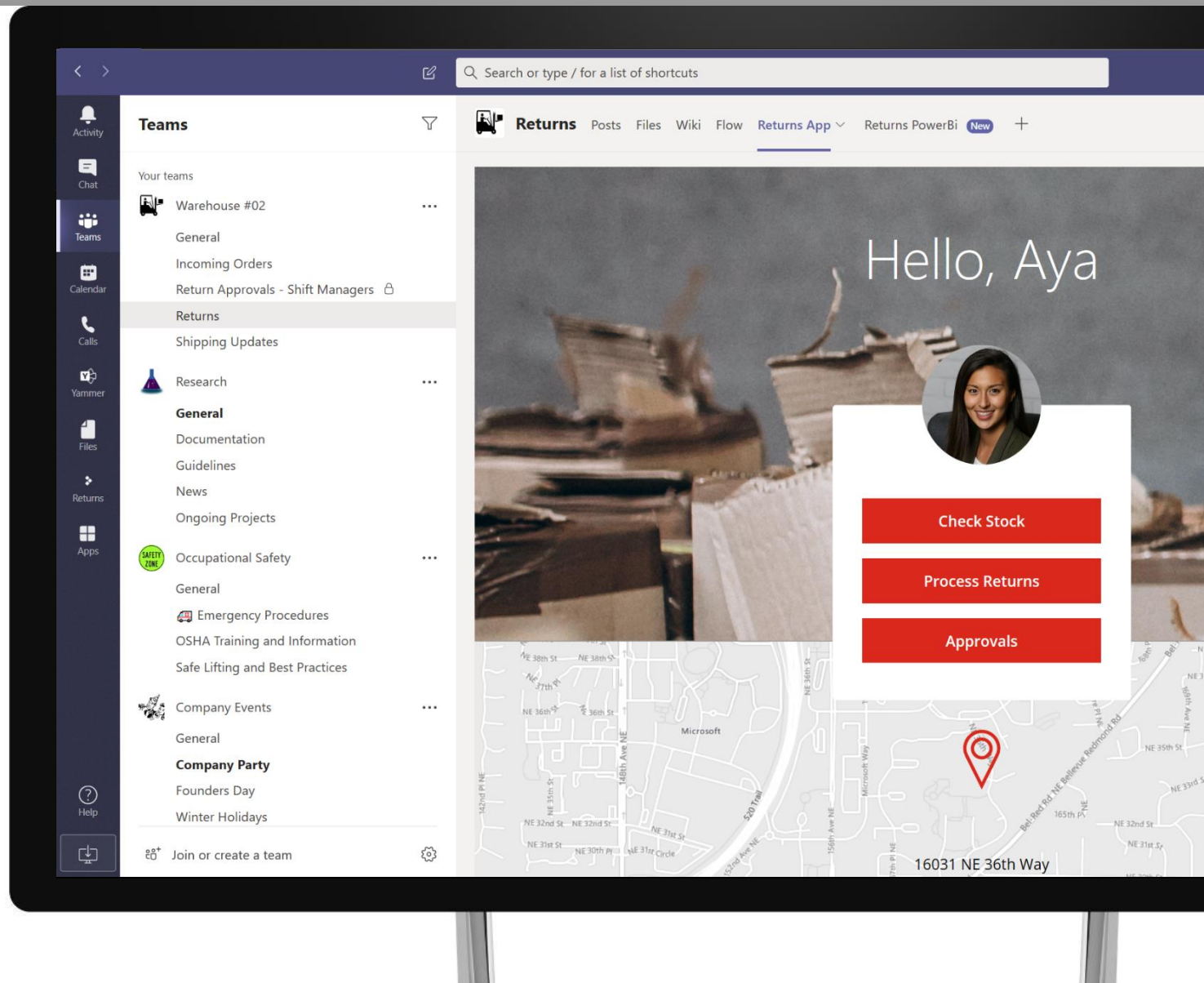
the I.T. team™

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

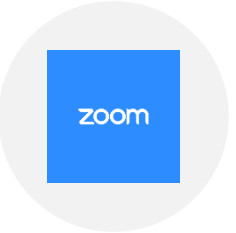
EMAIL

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

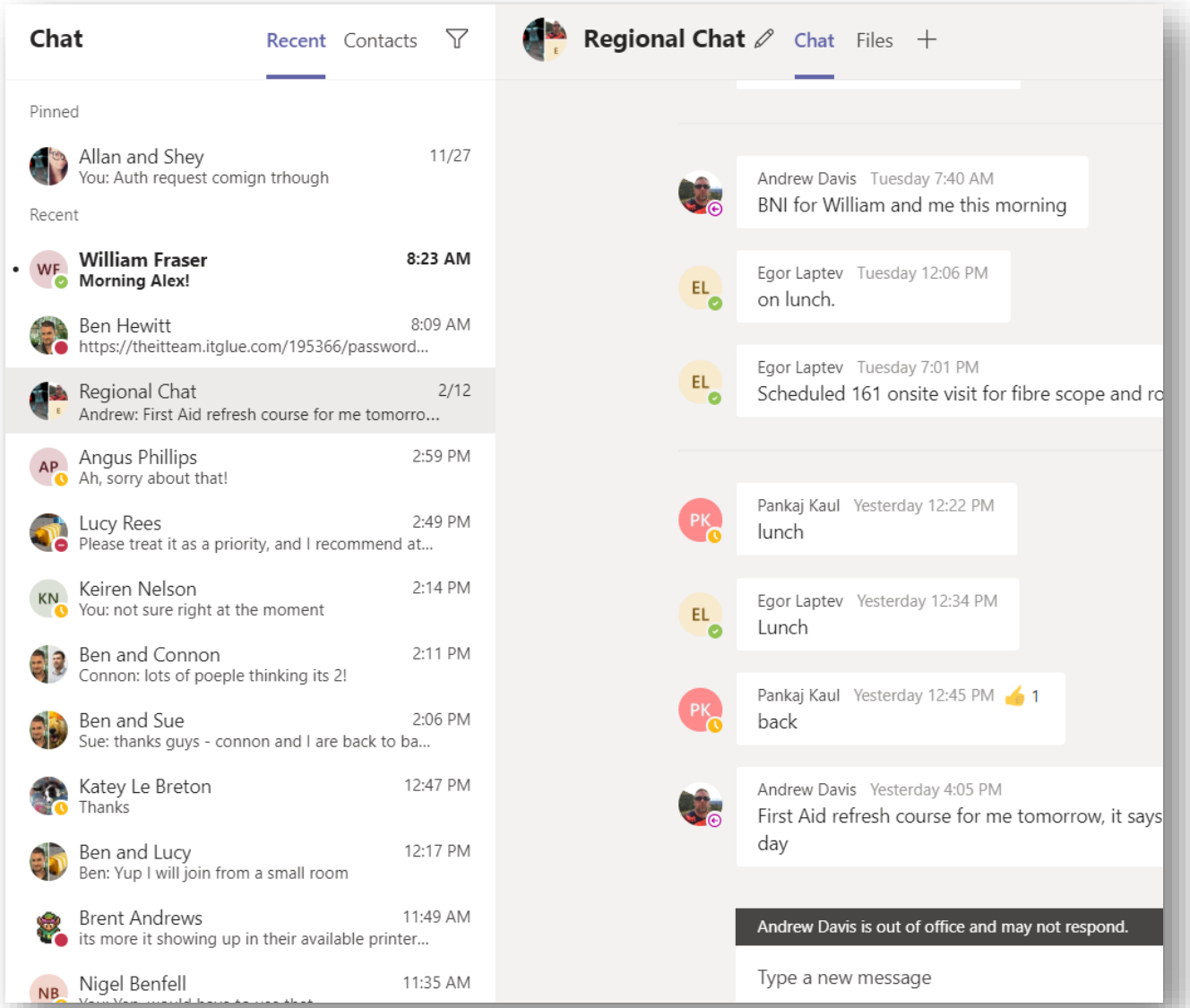
Polls, Feedback, Quickfire Decision Making

Workflows, Forms etc.

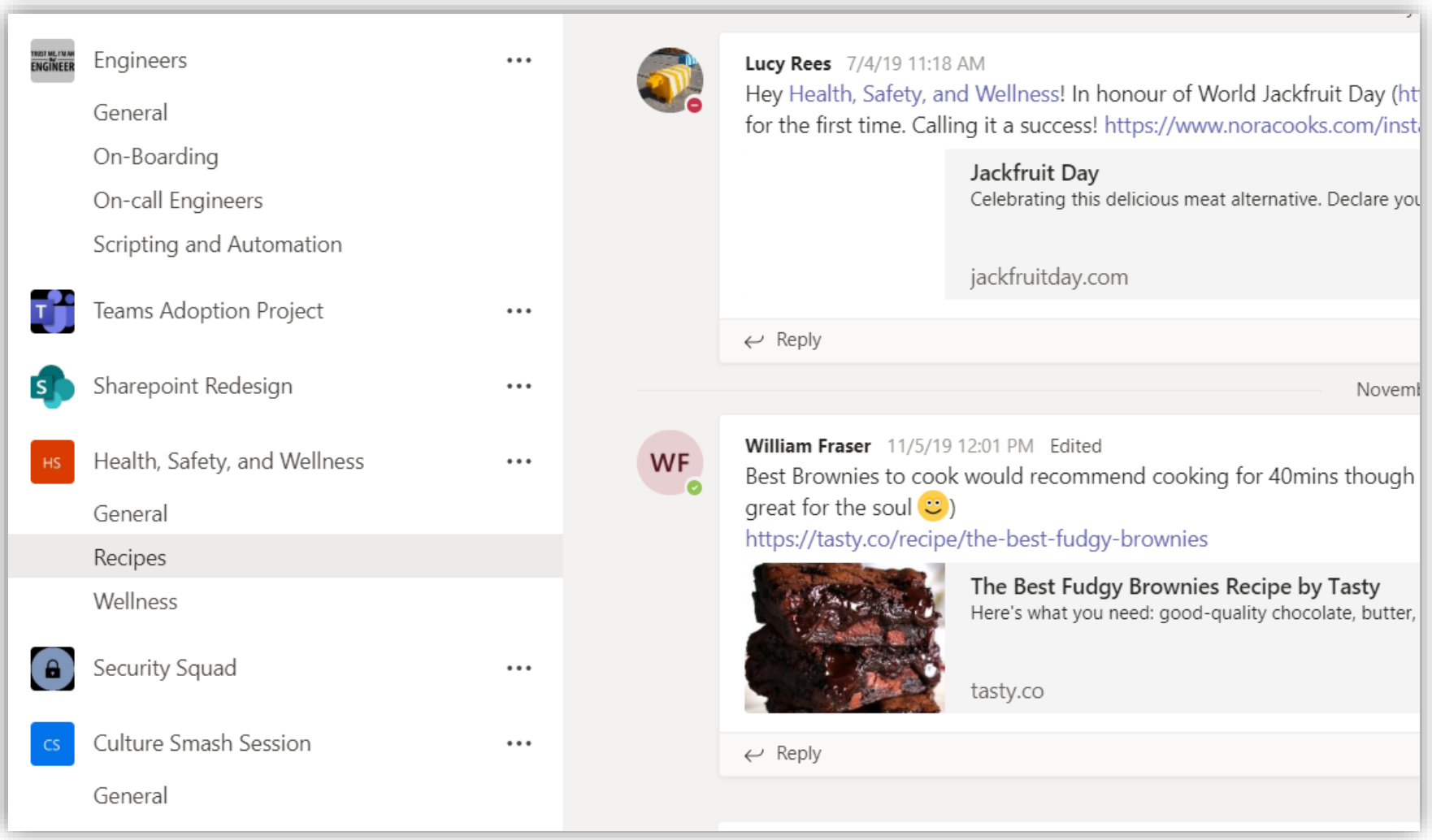
Recording Meetings

Documents/File Storage

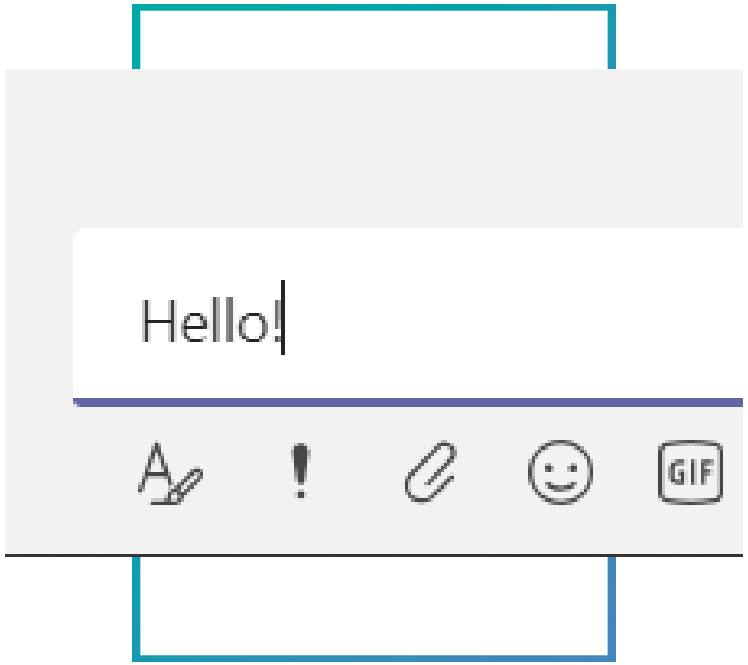
HOW DOES THE I.T. TEAM USE TEAMS?



HOW DOES THE I.T. TEAM USE TEAMS?



‘CHAT’



Purpose

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

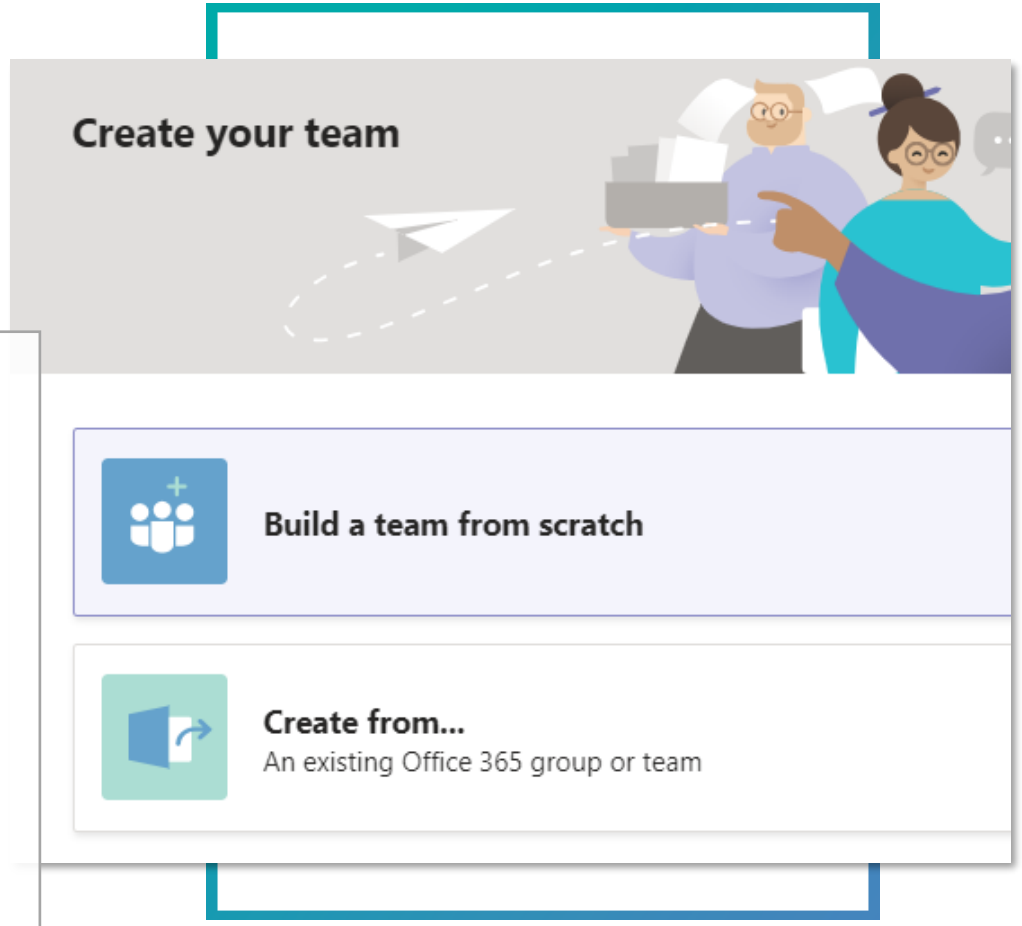
Demonstration

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

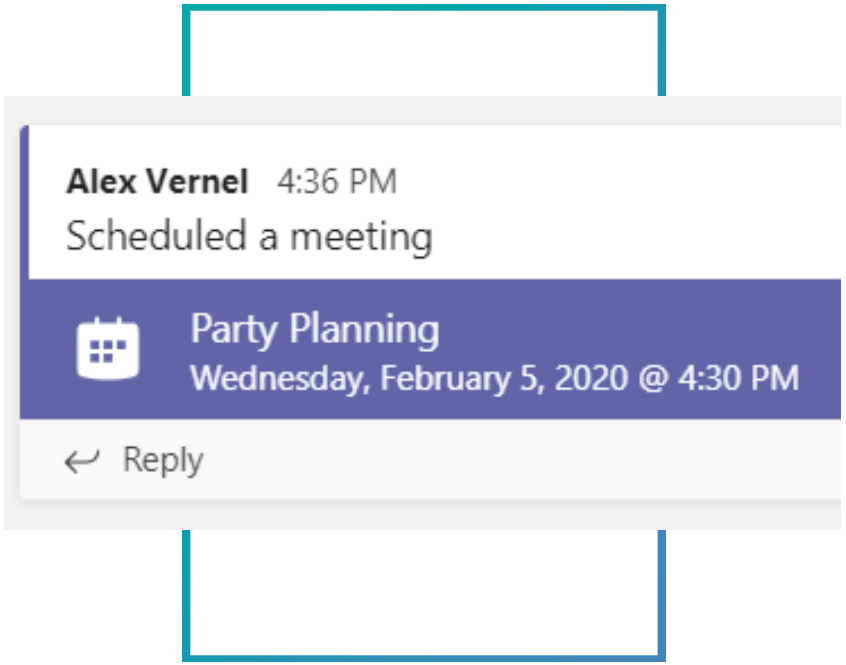
‘TEAMS’ DEMONSTRATION

Demonstration

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



‘TEAMS’ MEETINGS



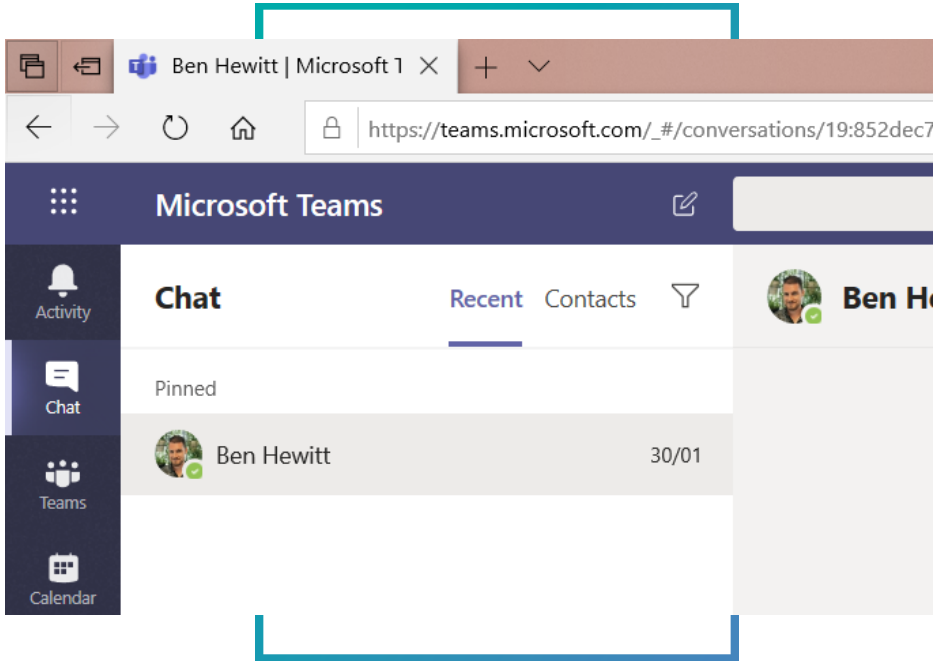
Purpose

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

Demonstration

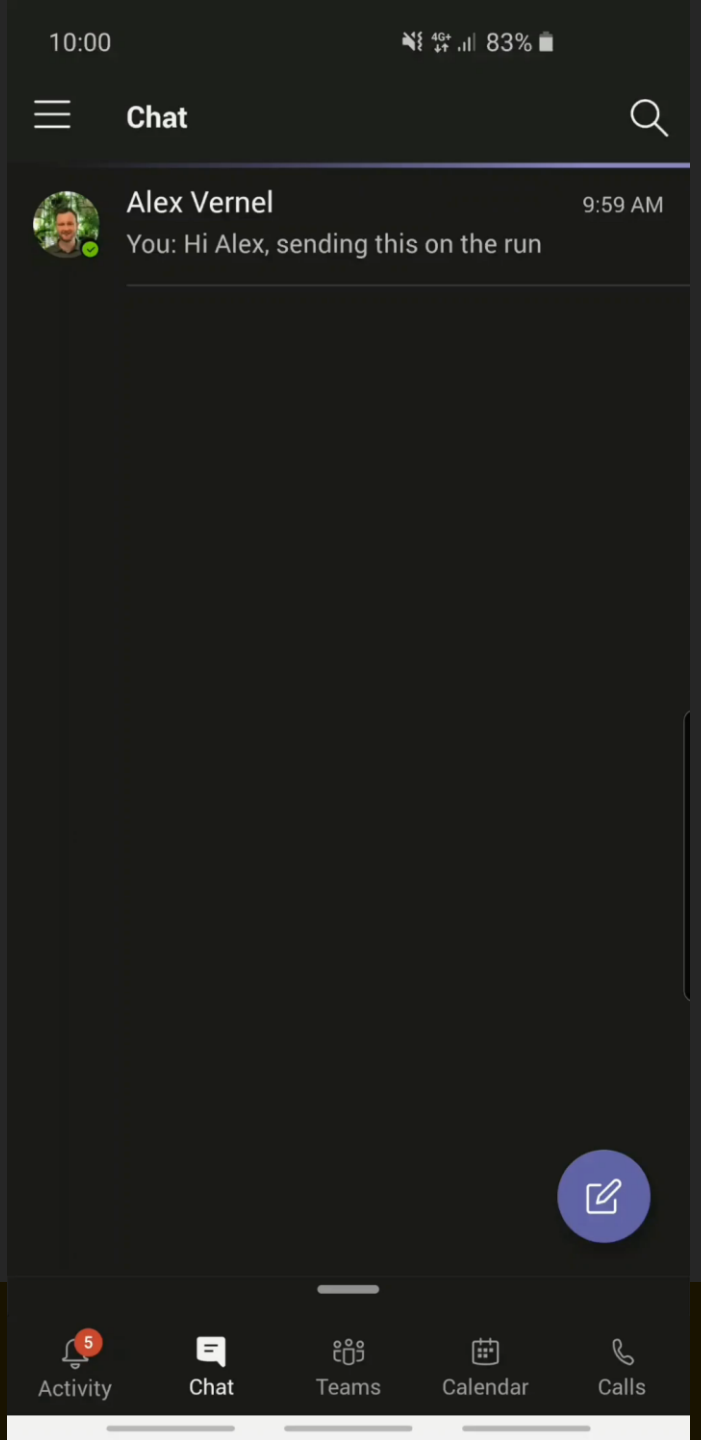
- Teams ‘Calendar’.
- How to run meetings & interact inside a meeting:
- Recording
- Screen sharing

ACCESSING TEAMS ON THE GO



Teams is fully available via a browser.

Teams has a phone App – iOS, Android.



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TEAMS – OTHER KEY POINTS

CHAT GROUPS VS TEAMS (WITH CHANNELS)

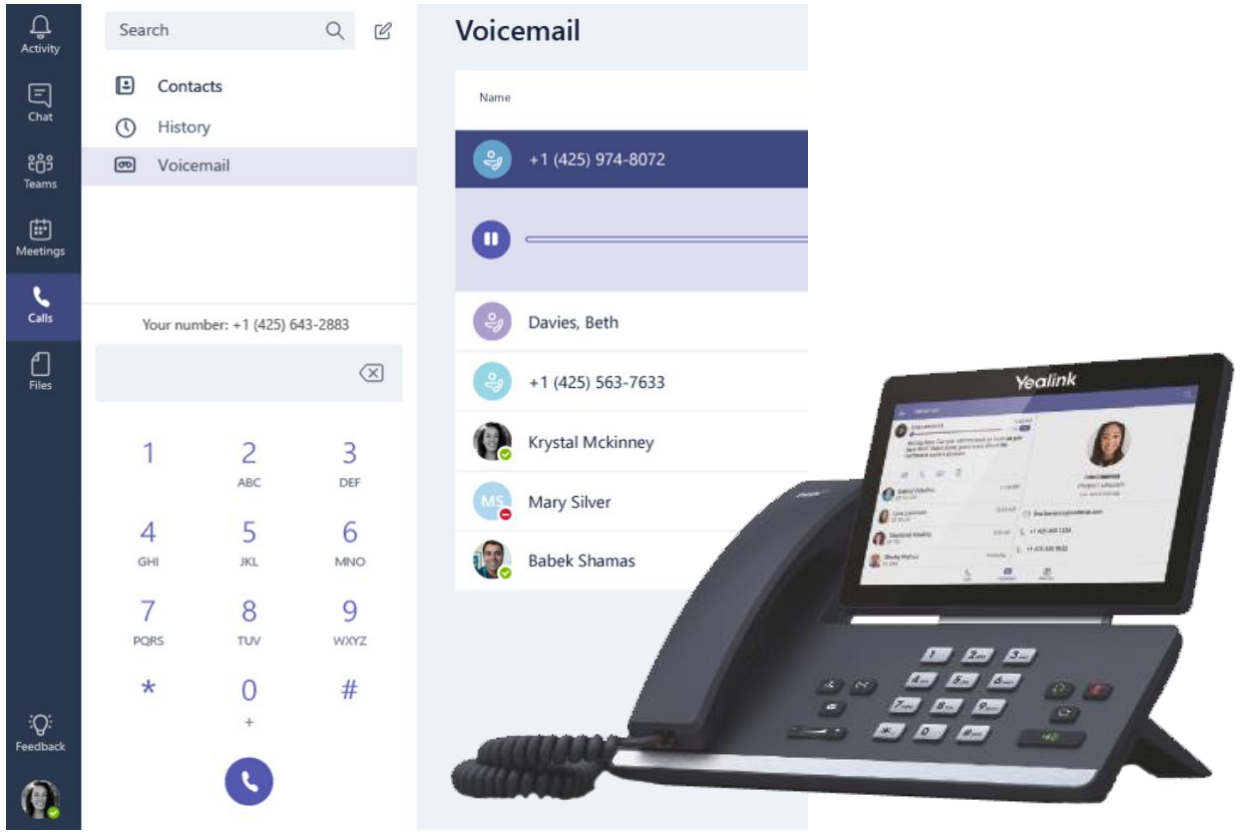
TEAMS ‘TEAMS’ & CHANNELS, LIMITATIONS

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

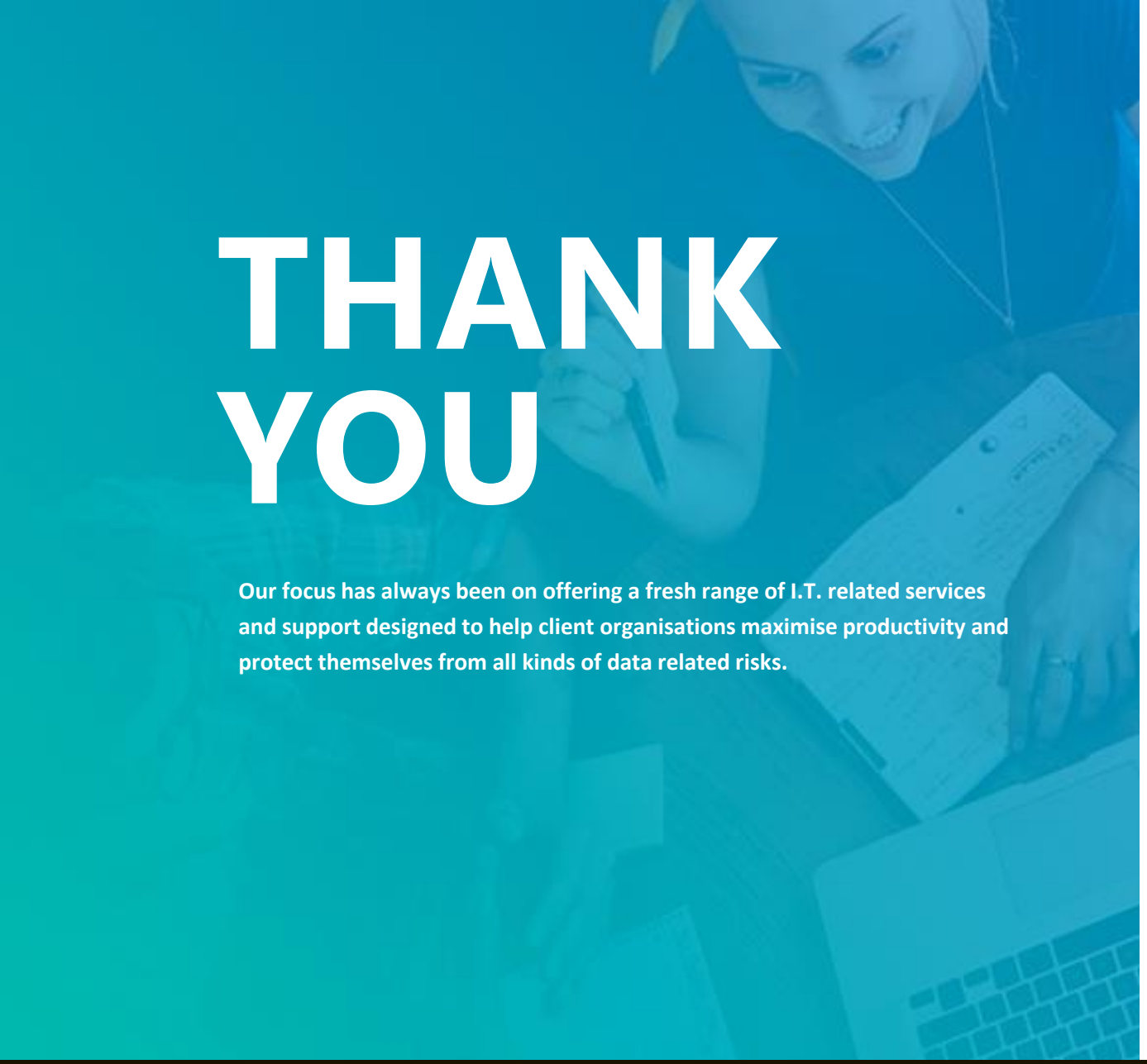
Features

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!**

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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