



An Introduction to Microsoft Teams

18th February 2020

Thank you for joining – we'll be
starting soon



the I.T. team[™]

Maintaining the health of your I.T. system

WHAT YOU'LL GET OUT OF TODAY

- High level view of what Teams is
- Learn about our journey, and the impact on the I.T. team
- Learn about potential benefits of Teams to your organisation
- Key features, and live demos for those new to teams and familiar
- Q&A

Microsoft
TEAMS
Maintaining the health of your I.T. system





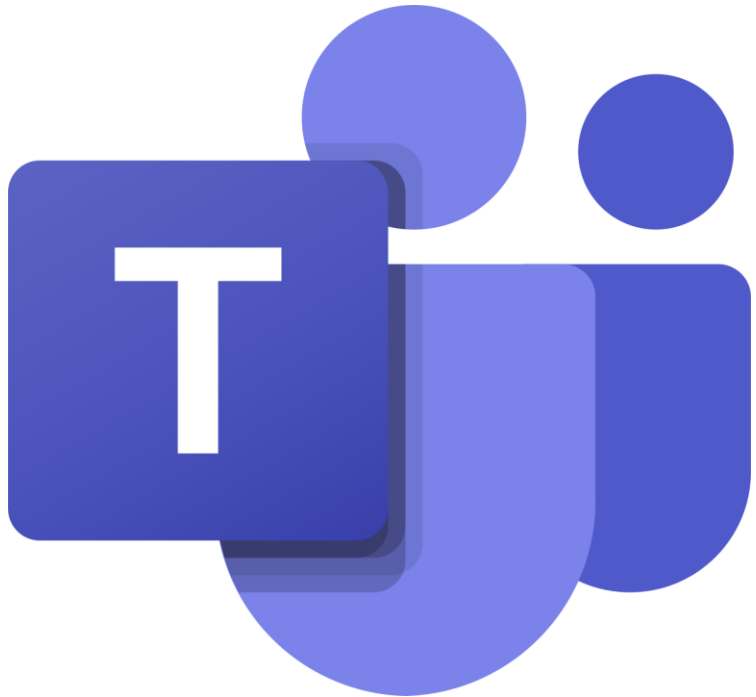
About the I.T. team

- Formed in 2011
- Office 365 since its inception
- Managed Services/IT support
- A wide range of IT services
- Large Not for Profit base
- Offices in Auckland, Christchurch, Dunedin, coverage nationwide

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WHAT IS MICROSOFT TEAMS?



Online Collaboration tool



Communicate more Effectively



Work Better Together

EXISTING ALTERNATIVES TO TEAMS



EMAIL



SLACK



PHONE, SMS,
MESSENGER



FACE TO FACE



SKYPE FOR
BUSINESS



ZOOM

WHY MICROSOFT TEAMS?



Communicate faster



Secure storage



Video call functionality



Centralise workflows



Improve communication

HOW WERE WE WORKING?



Email, Phones, Cellphones, Text Messages



Terrible meetings – Video Calling



Regional disconnect



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?

The screenshot displays a Microsoft Teams chat interface. On the left is a 'Chat' sidebar with a 'Recent' tab selected. It lists several chat conversations, including 'Allan and Shey', 'William Fraser', 'Ben Hewitt', 'Regional Chat', 'Angus Phillips', 'Lucy Rees', 'Keiren Nelson', 'Ben and Connon', 'Ben and Sue', 'Katey Le Breton', 'Ben and Lucy', 'Brent Andrews', and 'Nigel Benfell'. The 'Regional Chat' is highlighted in grey.







The main view shows the 'Regional Chat' details. The chat header includes a group profile picture, the name 'Regional Chat', and options for 'Chat', 'Files', and '+'. The chat history shows several messages:

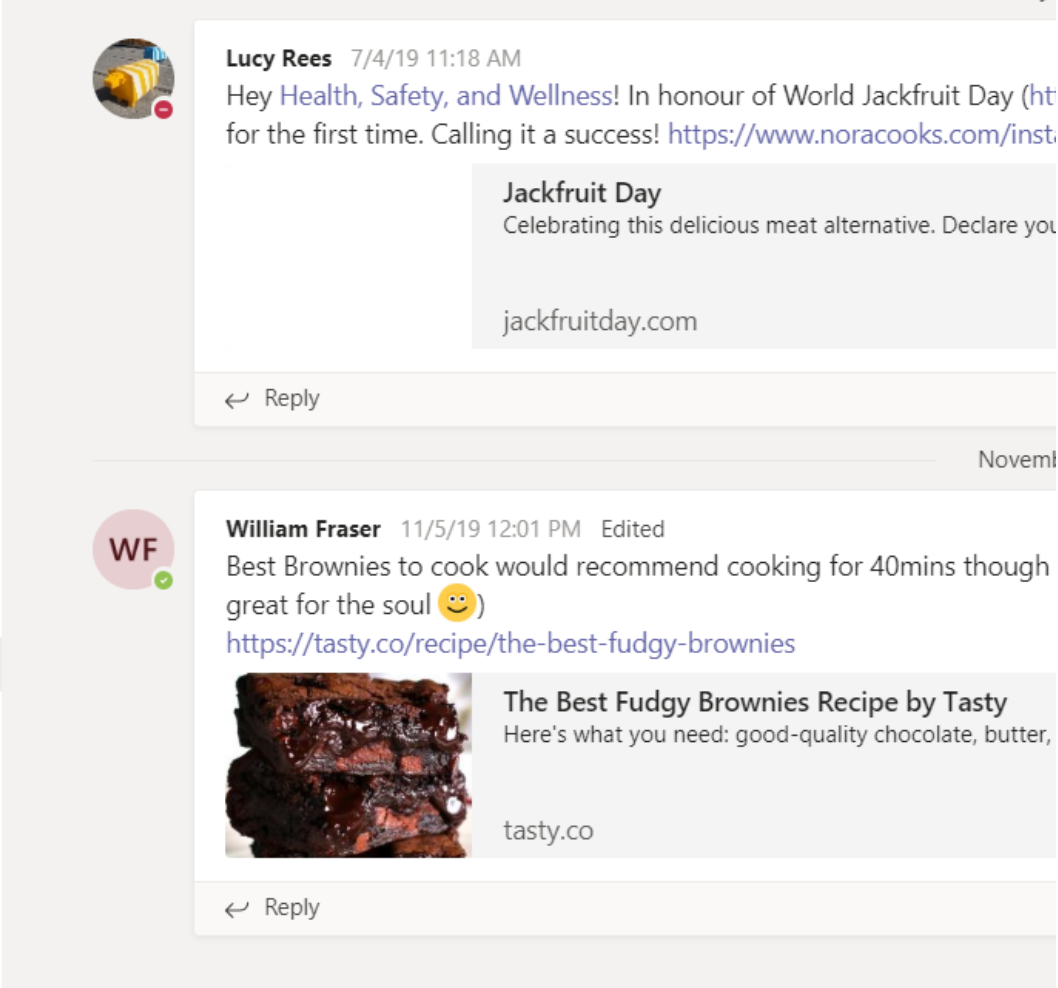
- Andrew Davis: Tuesday 7:40 AM, BNI for William and me this morning
- Egor Laptev: Tuesday 12:06 PM, on lunch.
- Egor Laptev: Tuesday 7:01 PM, Scheduled 161 onsite visit for fibre scope and ro
- Pankaj Kaul: Yesterday 12:22 PM, lunch
- Egor Laptev: Yesterday 12:34 PM, Lunch
- Pankaj Kaul: Yesterday 12:45 PM, back (with 1 thumbs up)
- Andrew Davis: Yesterday 4:05 PM, First Aid refresh course for me tomorrow, it says day

At the bottom, a status bar indicates 'Andrew Davis is out of office and may not respond.' Below this is a text input field with the placeholder 'Type a new message'.



HOW DOES THE I.T. TEAM USE TEAMS?

-  Engineers
 - General
 - On-Boarding
 - On-call Engineers
 - Scripting and Automation
-  Teams Adoption Project
-  Sharepoint Redesign
-  Health, Safety, and Wellness
 - General
 - Recipes**
 - Wellness
-  Security Squad
-  Culture Smash Session
 - General

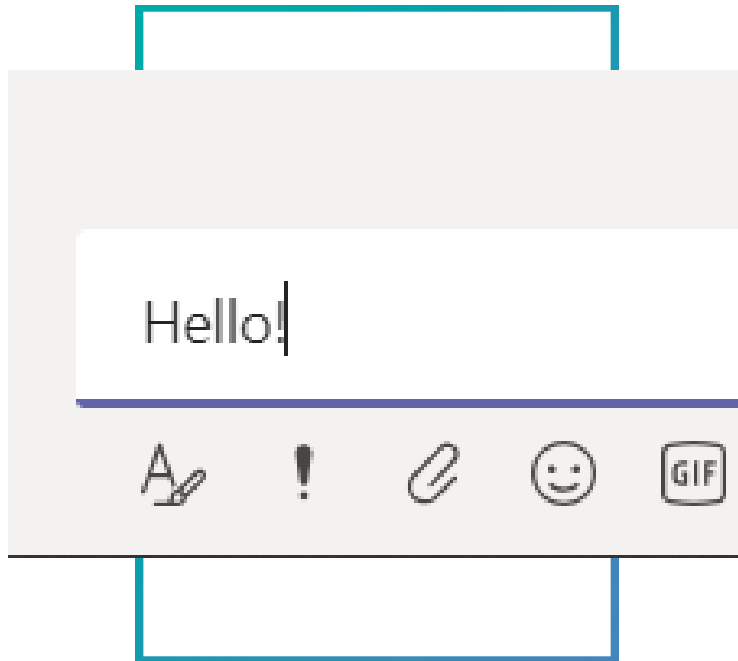


The screenshot shows a Microsoft Teams chat interface. At the top, there is a header for a channel named 'Health, Safety, and Wellness'. The chat history shows two messages:

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

Each message has a "Reply" button below it. The chat interface also shows a "Novem" (likely November) separator.

'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

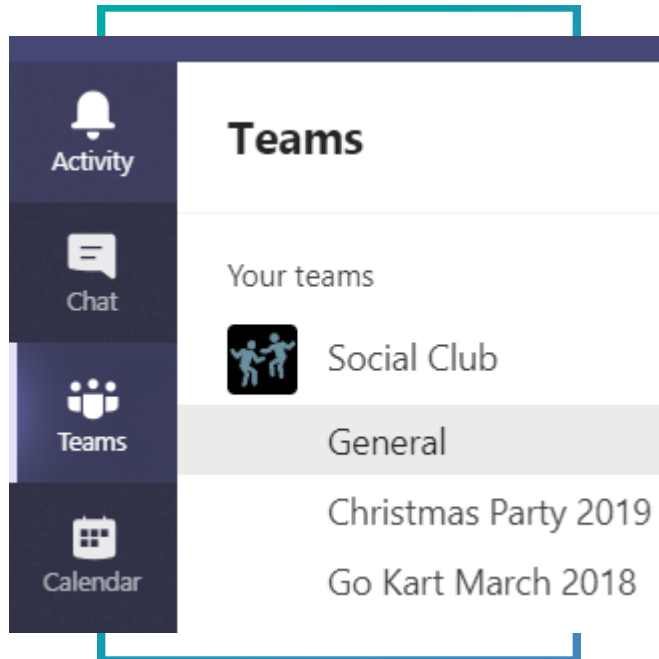
'TEAMS'

Have you ever been in a reply-all nightmare?

- A new way of collaborating with your team.
- Once place to keep all team, project, or group communications in one place.

Which business areas can have teams?

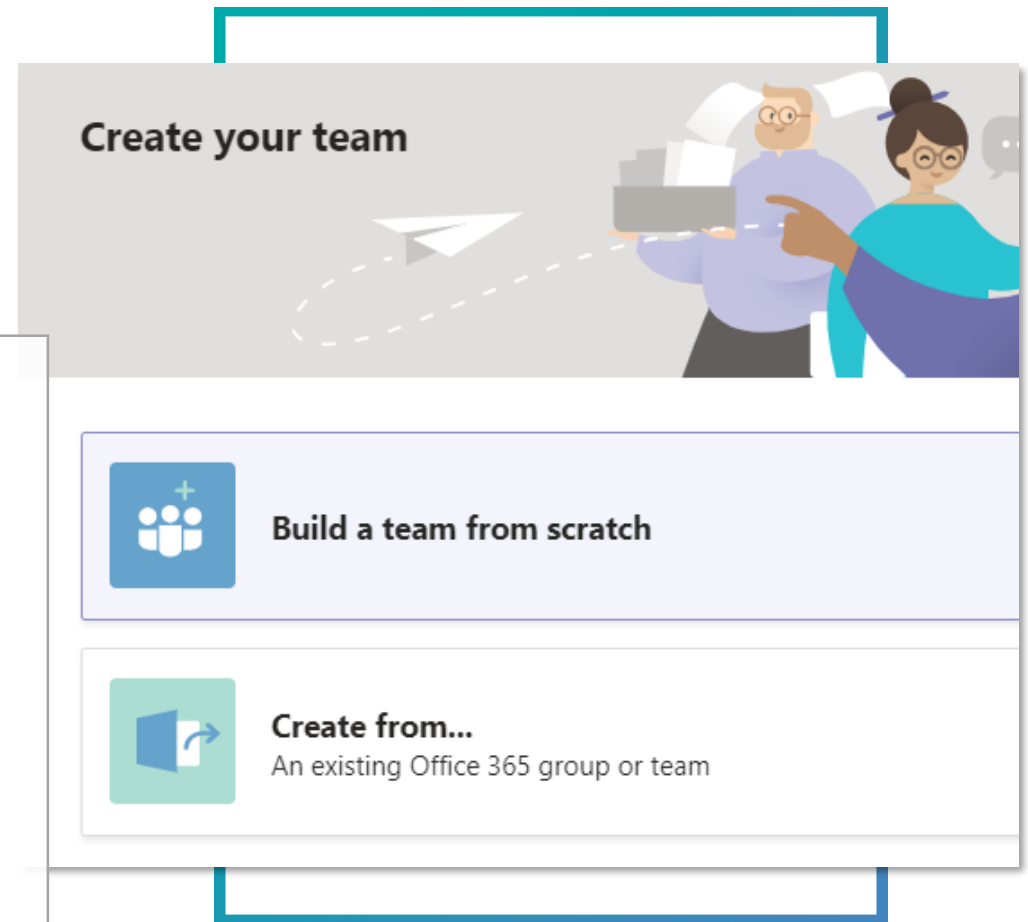
- Projects, business areas, event planning, etc.



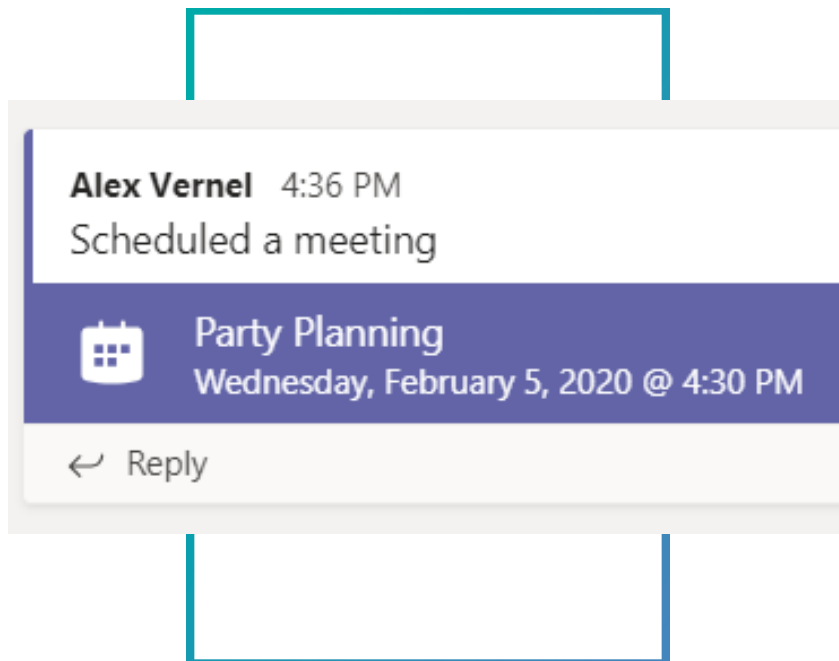
'TEAMS' DEMONSTRATION

Demonstration

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



'TEAMS' MEETINGS



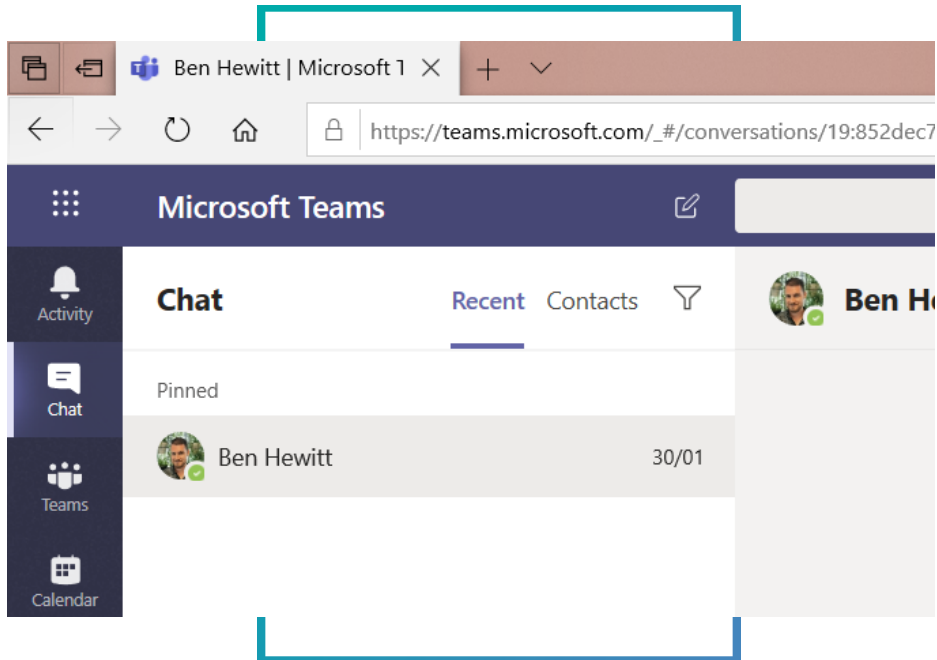
Purpose

- Enabling conferencing/video calling functionality to a standard calendar appointment
- Allowing people inside and outside of an organisation to meet

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.

10:00

4G+ 83%



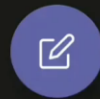
Chat



Alex Vernel

9:59 AM

You: Hi Alex, sending this on the run



Activity



Chat



Teams



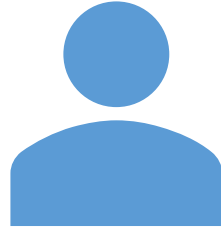
Calendar



Calls

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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.
- 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.

Check out our Ebook on Teams www.theitteam.co.nz/msteamsebook

- **If you want to start exploring it or have further questions. Please let us know!**



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QUESTION TIME

webinar@theitteam.co.nz



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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