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**

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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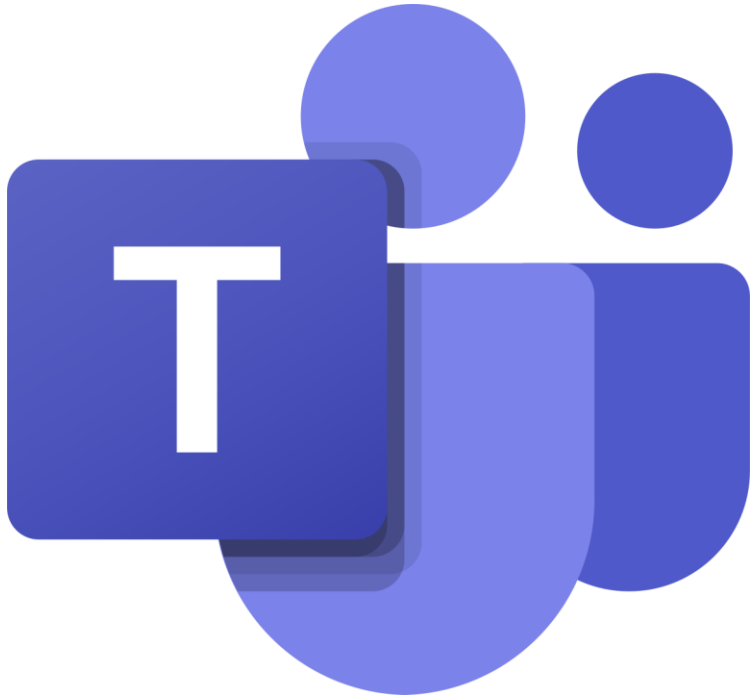
WHAT IS MICROSOFT TEAMS?



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

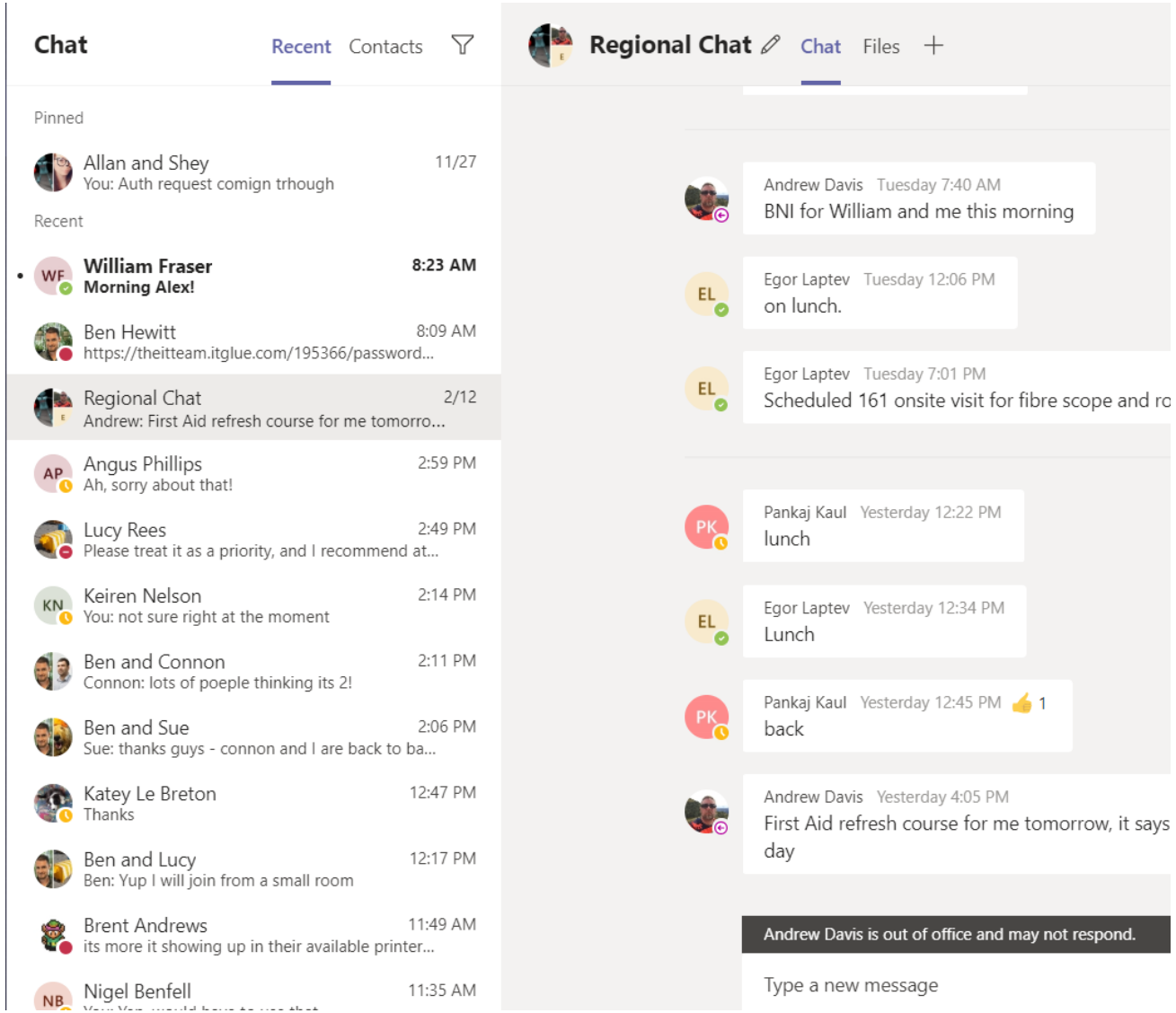
Polls, Feedback, Quickfire Decision Making

Workflows, Forms etc.

Recording Meetings

Documents/File Storage

HOW DOES THE I.T. TEAM USE TEAMS?



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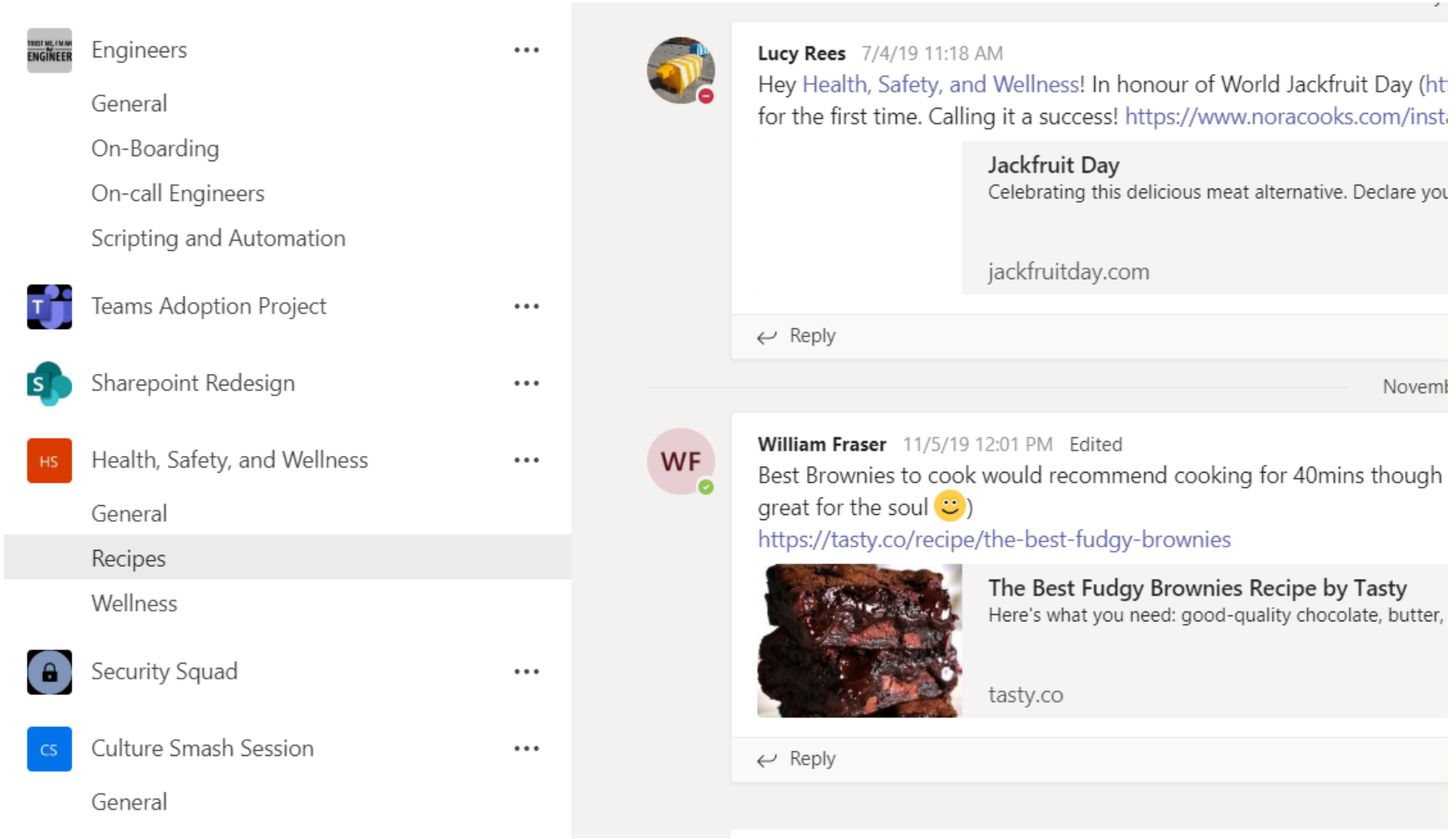
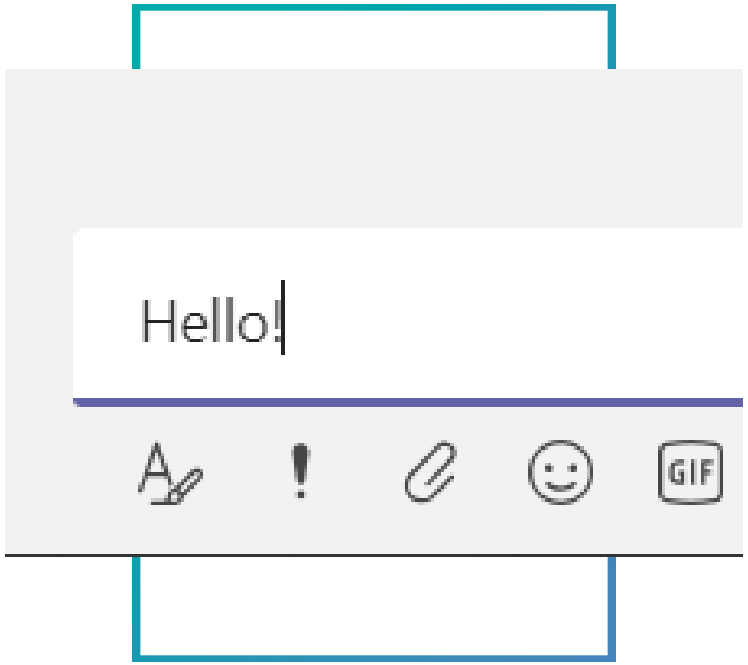


‘CHAT’



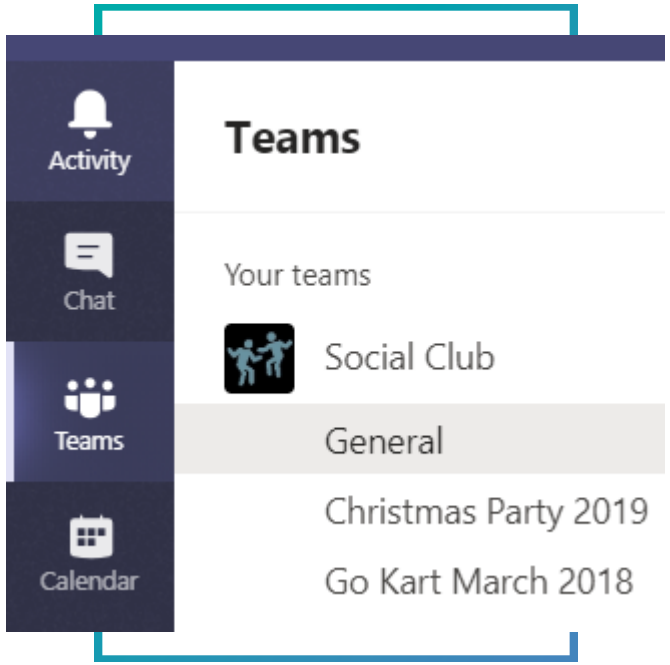
Purpose

- 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.

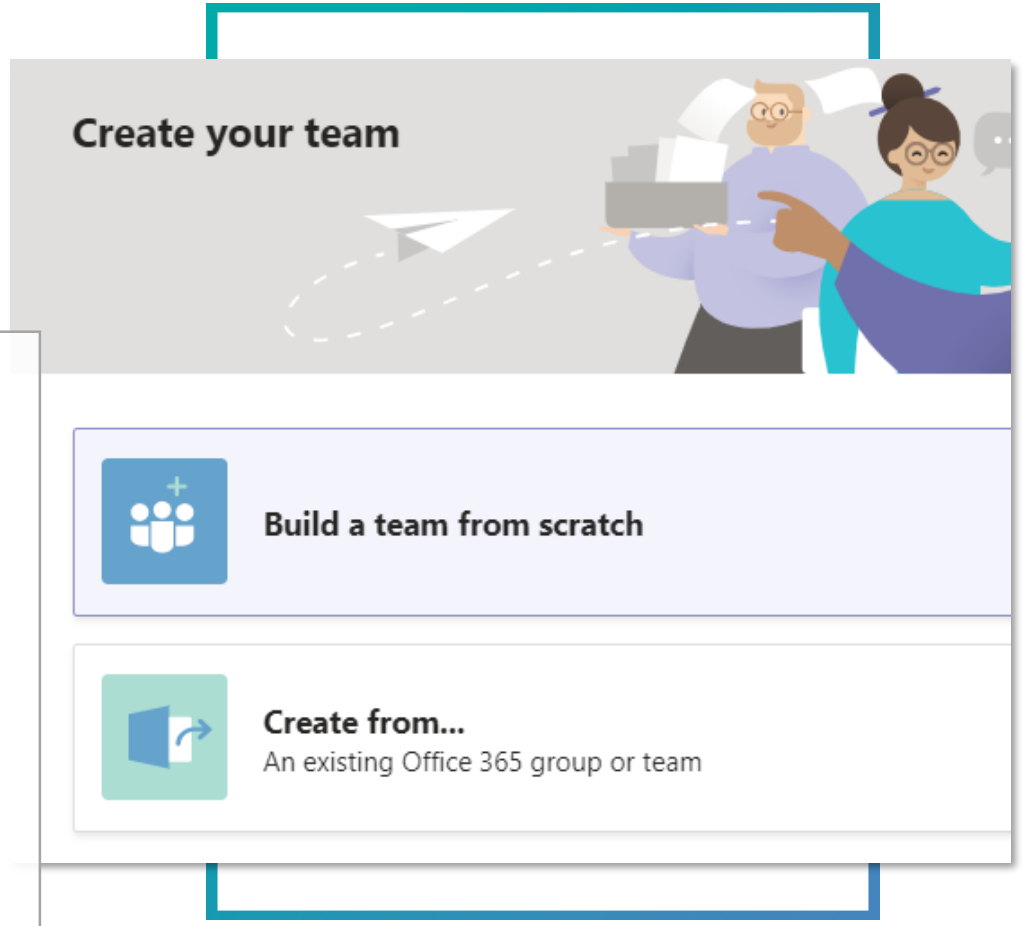
Which business areas can have teams?

- Projects, business areas, event planning, etc.

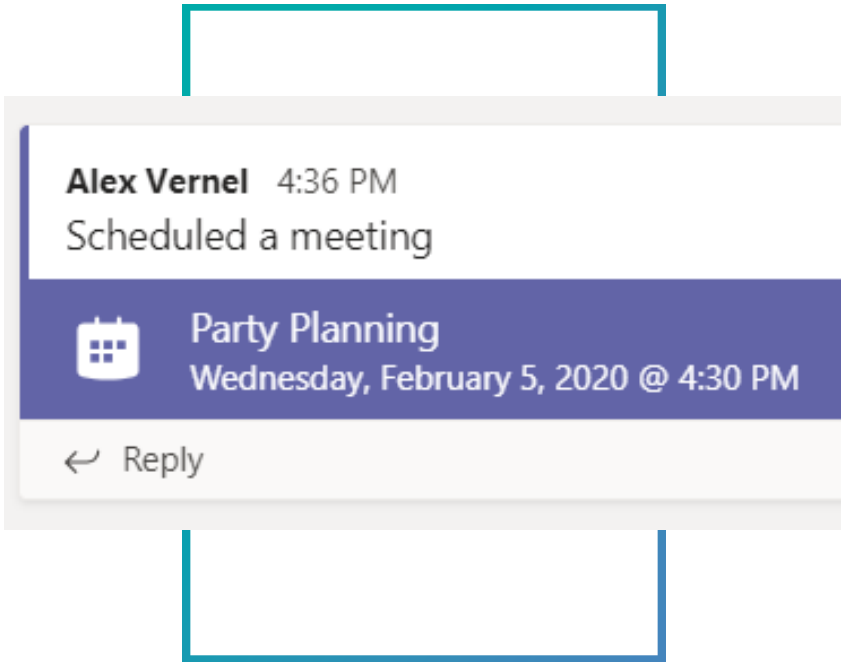
‘TEAMS’ DEMONSTRATION

Demonstration

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



‘TEAMS’ MEETINGS



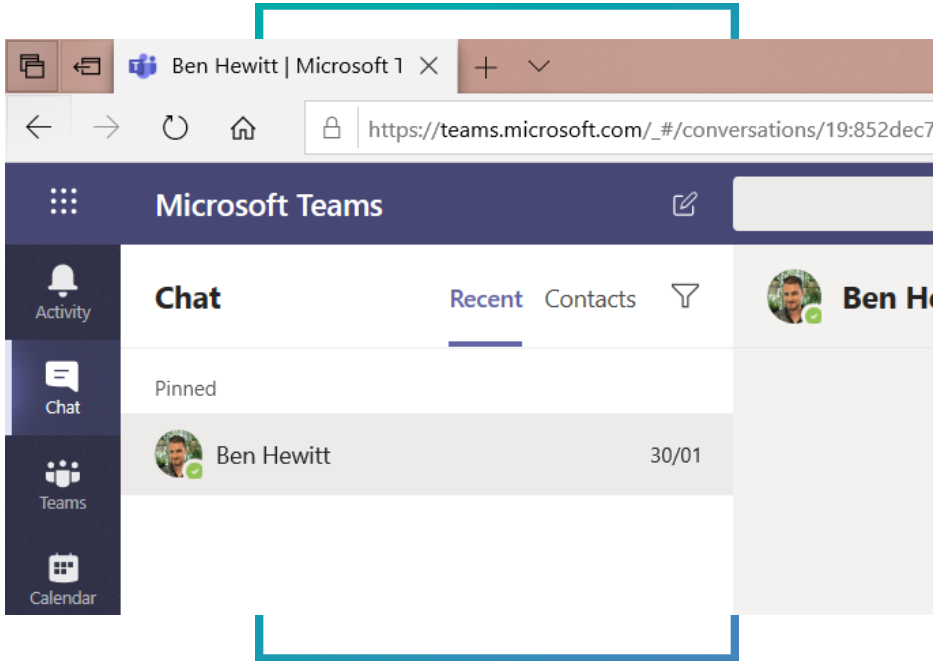
Purpose

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

Demonstration

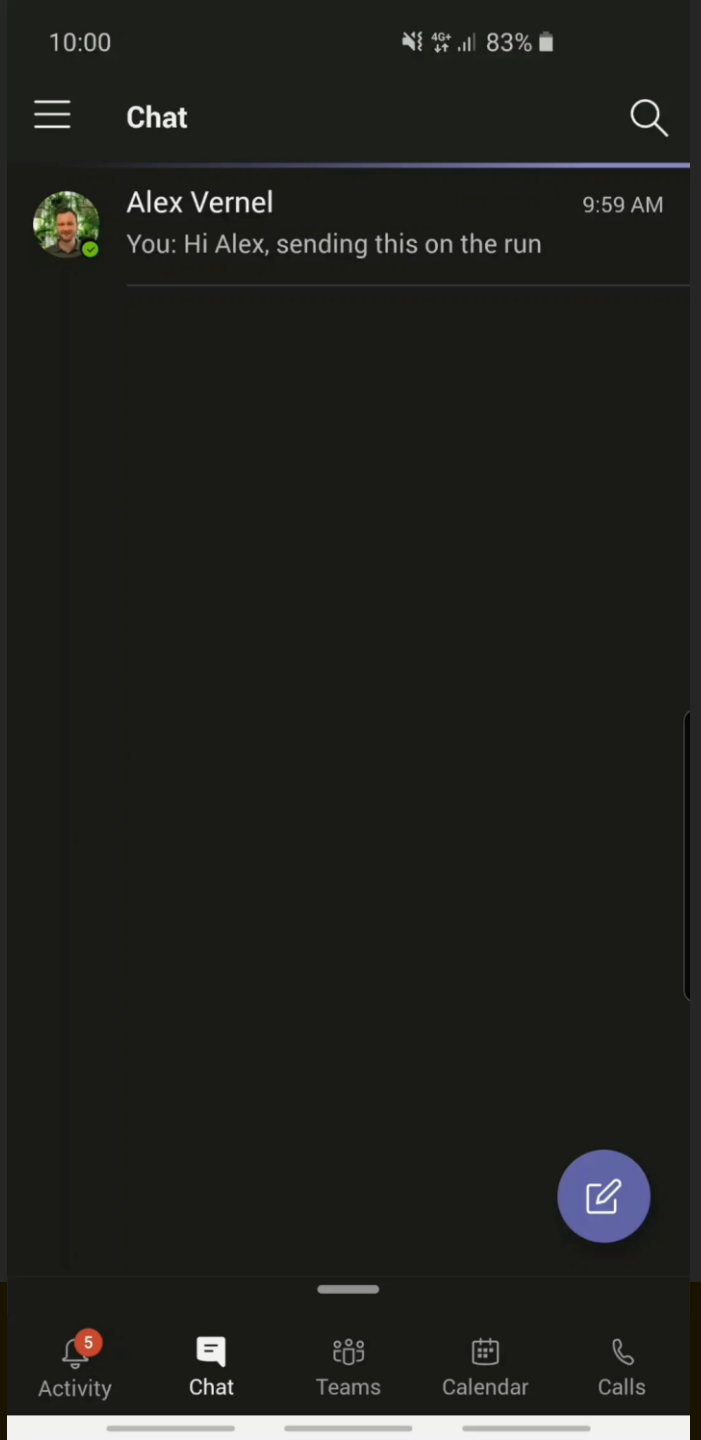
- Teams ‘Calendar’.
- How to run meetings & interact inside a meeting:
- Recording
- Screen sharing

ACCESSING TEAMS ON THE GO



Teams is fully available via a browser.

Teams has a phone App – iOS, Android.



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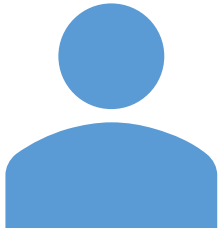
ADVANCED - TEAMS ‘CALLING’



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

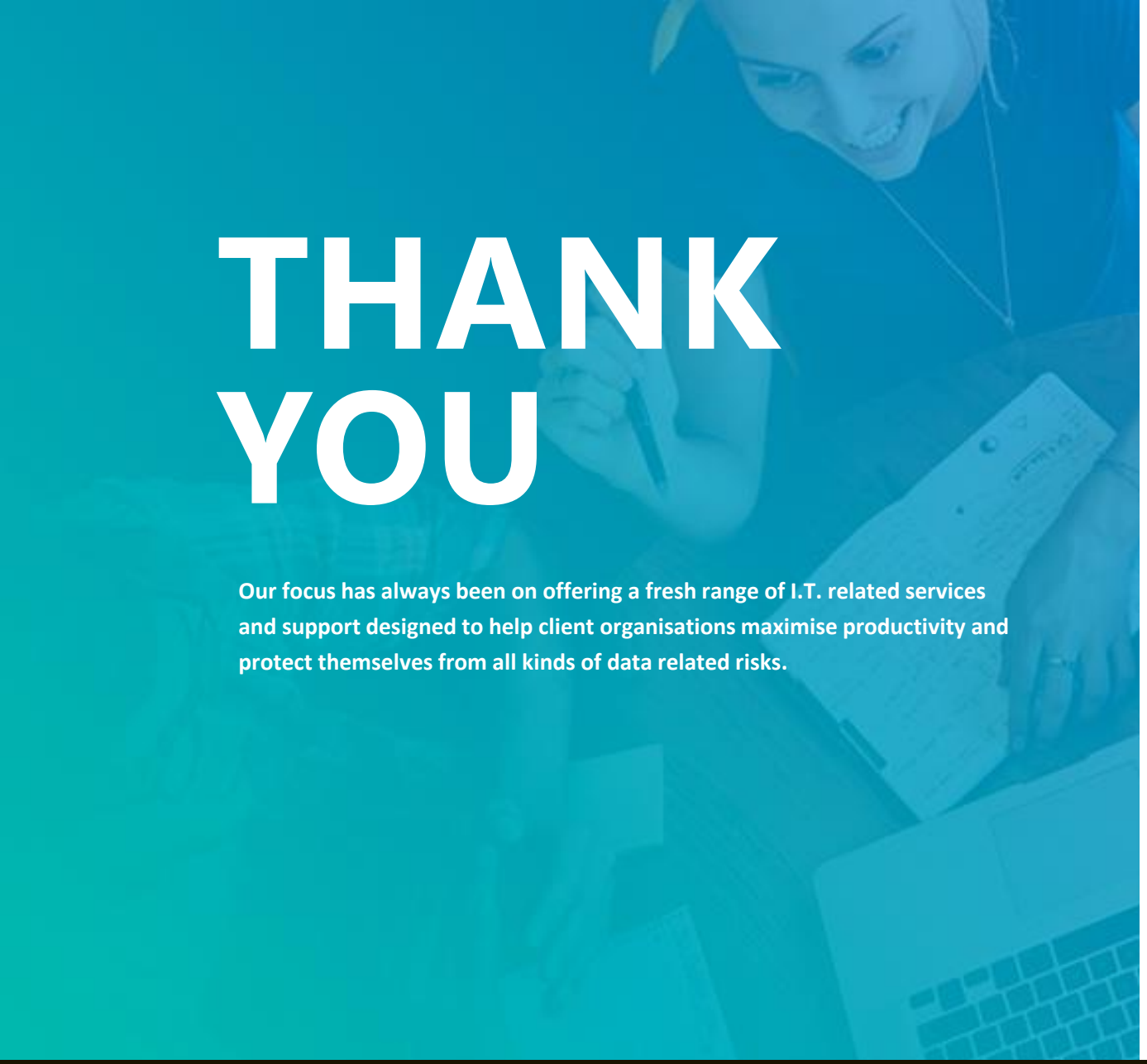
- Teams can have a large positive impact – but you can start small
- Chat or Video Calling is a good place to start.
- You can start with a small team or the whole organisation.
- Attempt to implement yourself or get our assistance to do the implementation with you.

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!**

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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