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TODAY'S PRESENTER:

Chris Montgomery

Director of Sales



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AGENDA

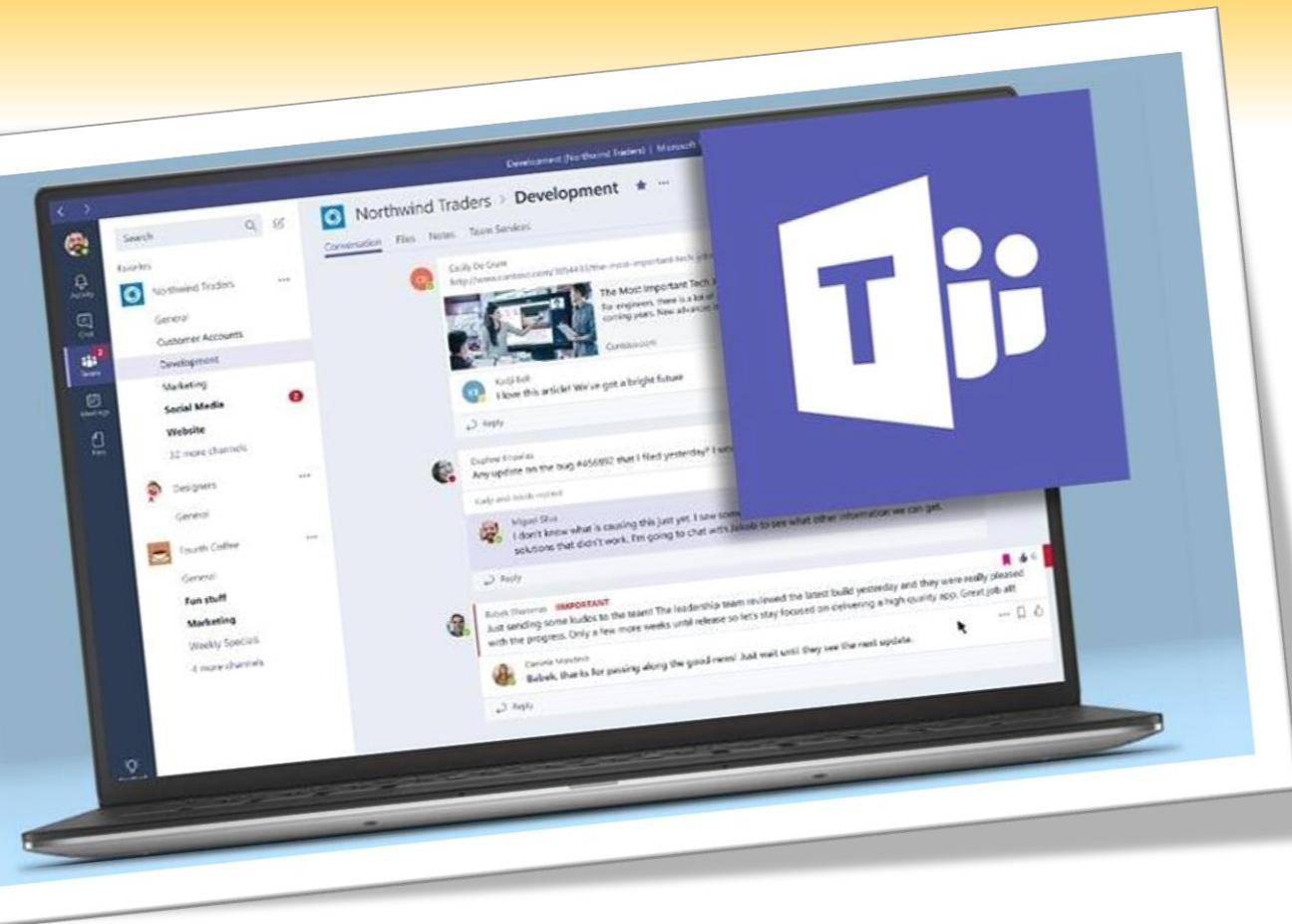
➤ How to use Microsoft Teams



HOW DO I GET MICROSOFT TEAMS ?

MICROSOFT TEAMS comes standard as part of the Office 365 suite of products





WHAT IS MICROSOFT TEAMS AND WHAT DOES IT INCLUDE?

MICROSOFT TEAMS



Microsoft Teams

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place.

What does **MICROSOFT TEAMS** include...

- Chat – for communications with an individual or group
- Teams – for collaboration with multiple individuals
- Calendar – integration with Outlook
- Calls – Ability to make audio and video calls
- Files – house and share files for collaboration purposes





What are the benefits of **MICROSOFT TEAMS**

... it's more than just chat

MICROSOFT TEAMS BENEFITS



Teams is fully integrated into the Microsoft suite of products including Office and OneNote allowing you to share files, pull up a video conference on the fly, and schedule a meeting without leaving chat. The integration means you can use OneNote and Office without switching from one app to another.

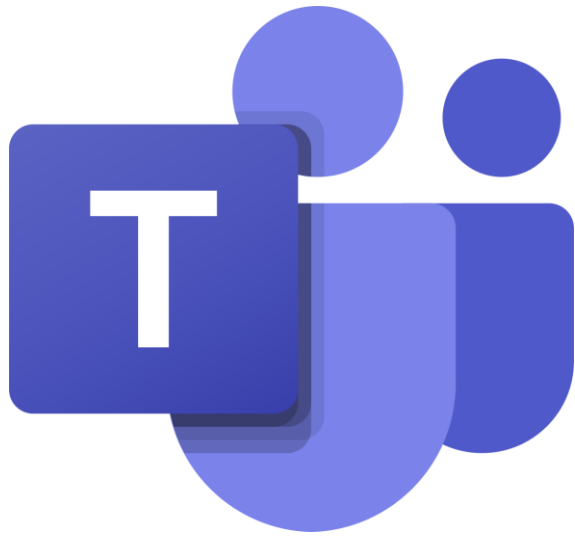


Meetings (Calendar) allows you to start chatting as soon as you create the meeting while also allowing you to share files and your desktop with any participants



You can also record the call so if you miss the meeting, you can simply view the recording directly from Teams

MICROSOFT TEAMS BENEFITS



- Fewer Emails – Teams can help keep your inbox clean and reserved for outside contacts since all internal communication can happen via Teams.
- Improved Collaboration and Communication – you can create Word, Excel and PowerPoint documents all within Teams which you can then share immediately with participants eliminating different versions of the same documents since all are in one place
- Stay connected, anytime and anywhere
 - With the teams mobile app, you can chat, share files and have video conferences all from your mobile device

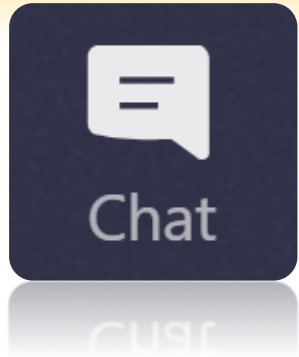
WHAT ARE WE GOING TO COVER TODAY?



MICROSOFT TEAMS is an incredibly robust solution that would require hours to walk through all of the features. As such, we're going to focus on the most commonly used aspects of Teams.



HOW TO USE CHAT & HOW TO CREATE A GROUP



◀ **SELECT THE CHAT ICON IN TEAMS**

◀ **START A ONE ON ONE CHAT:**



➤ You start one-on-one and group chats the same way: by selecting New chat icon at the top of your chat list.

➤ Once you've selected New chat icon in Teams and entered the person's name, compose your message in the box at the bottom of the chat. To open your formatting options, select Format Expand button beneath the box where you type your message.

➤ When you're ready, select Send a message icon. This starts the chat.

➤ You can also start a one-on-one chat from someone's profile card. Open it by clicking their picture in a channel or from a search.



HOW TO USE CHAT & HOW TO CREATE A GROUP

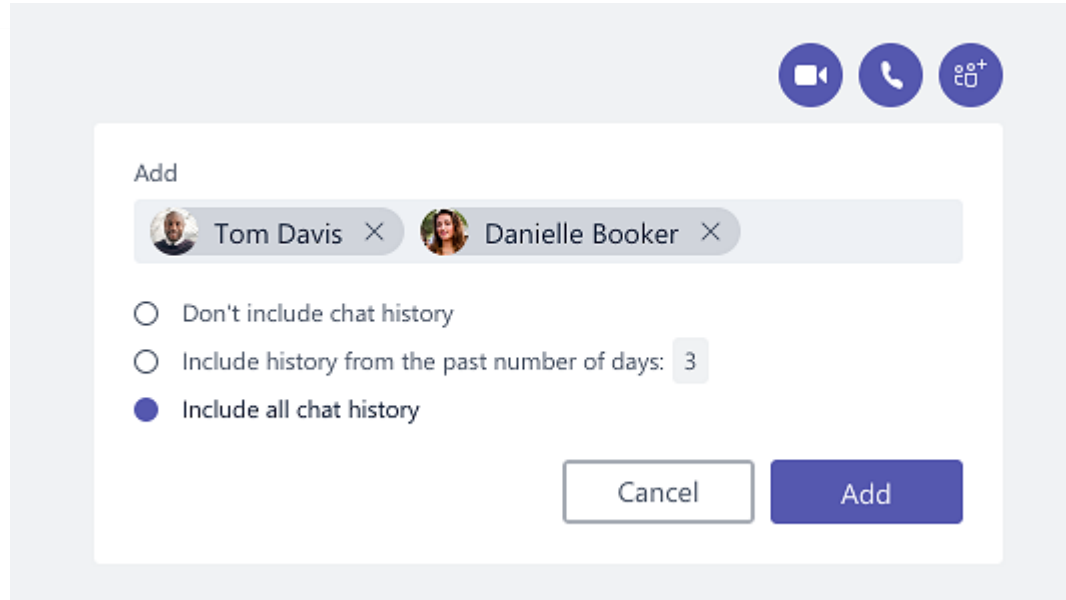
HOW TO START AND NAME A GROUP CHAT



- Start one the same way you start a one-on-one chat: select New chat icon in Teams at the top of your chat list. Select the down arrow to the far right of the To field and type a name for the chat in the Group name field. Then, type the names of the people you'd like to add in the To field.
- Name a group chat in Teams.
- This starts a new conversation. Everyone who has access to the group chat can send messages.
- You can include up to 100 people in a group chat.



HOW TO USE CHAT & HOW TO CREATE A GROUP



◀ ADD PEOPLE TO THE CONVERSATION

- To loop more people into the conversation, just click Add people to team button (or View and add participants in group chat) in the top right corner of Teams. Then, type the names of the people you'd like to chat with, select how much of the chat history to include, and click Add.
- Teams will save the whole chat history, all the way back to the first message. And if someone leaves the group, their chat responses are still there in your chat history.

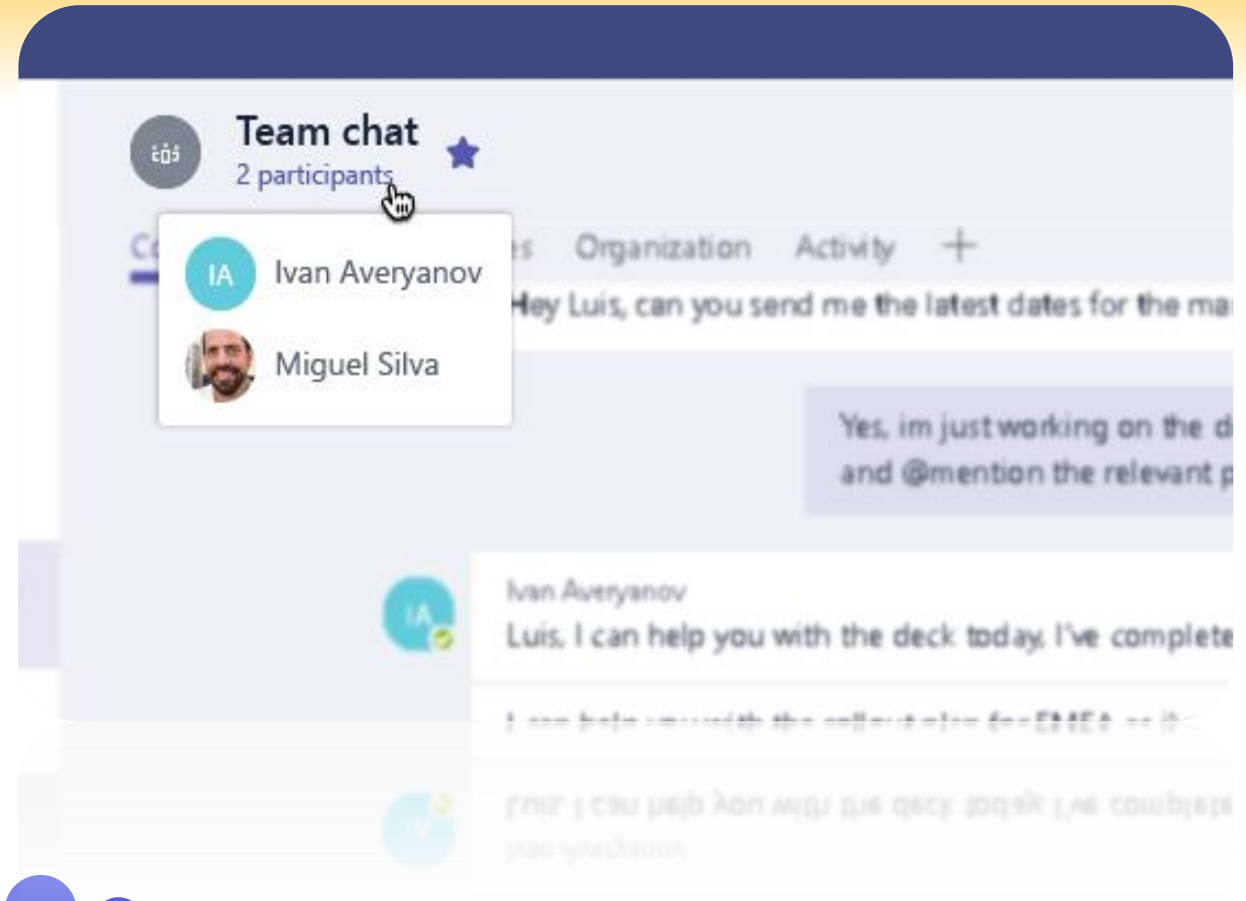


HOW TO USE CHAT & HOW TO CREATE A GROUP

SEE WHO'S IN THE CHAT



- To see who's in a group chat, hover over the number of participants in the chat header to show a list of everyone's names.



HOW TO ATTACH A FILE FROM ONEDRIVE OR A FILE IN CHAT



While in a chat, you are also able to attach files.



Simply select the paperclip icon



under the chat window.



You are now able to attach a file from OneDrive or upload from Your computer if the file is not housed in OneDrive



When finished, you can add a message or simply click the



arrow in the lower right-hand corner of the chat window



MICROSOFT TEAMS ICONS



Simply select allows you to format the chat text including the ability to make the text bold, italicized or underlined as well as the ability add bullets



allows you to designate the message as standard (default), Important or Urgent (notification sent every 2 minutes for 20 minutes)



allows you to attach a file



allows you add an emoji



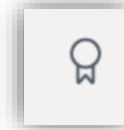
allows you add a GIF File



allows you add a sticker or meme



allows you to schedule a meeting within a chat



allows you to share praise



HOW TO USE VOIP (video and audio only)

HOW TO CREATE GROUPS OR ADD SPEED DIALS

➤ WHAT IS THE VOIP FEATURE IN TEAMS?

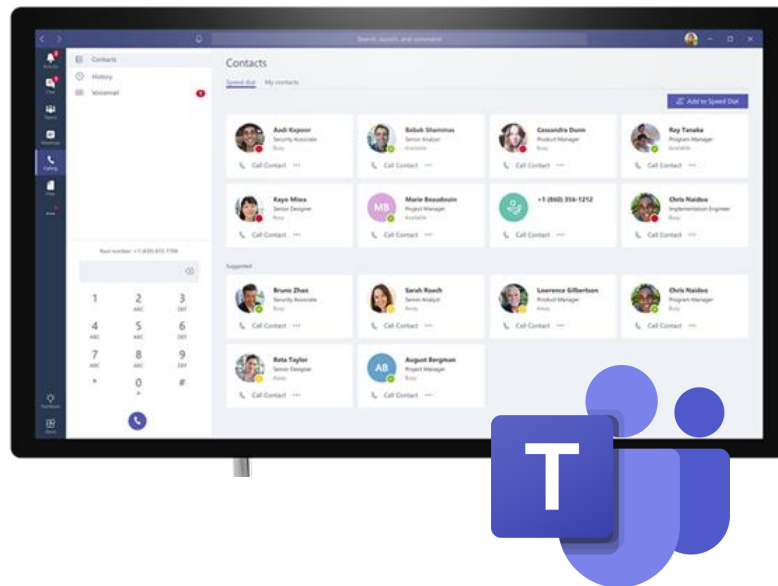
➤ Teams allows you to setup an actual hosted VOIP phone system within your organization; however, for today's discussion, we are going to provide a simple overview of the features that are included standard and without the need for a calling plan.






HOW TO USE VOIP (video and audio only)

HOW TO CREATE GROUPS OR ADD SPEED DIALS

➤ HOW DO I MAKE A CALL FROM MY DESKTOP?

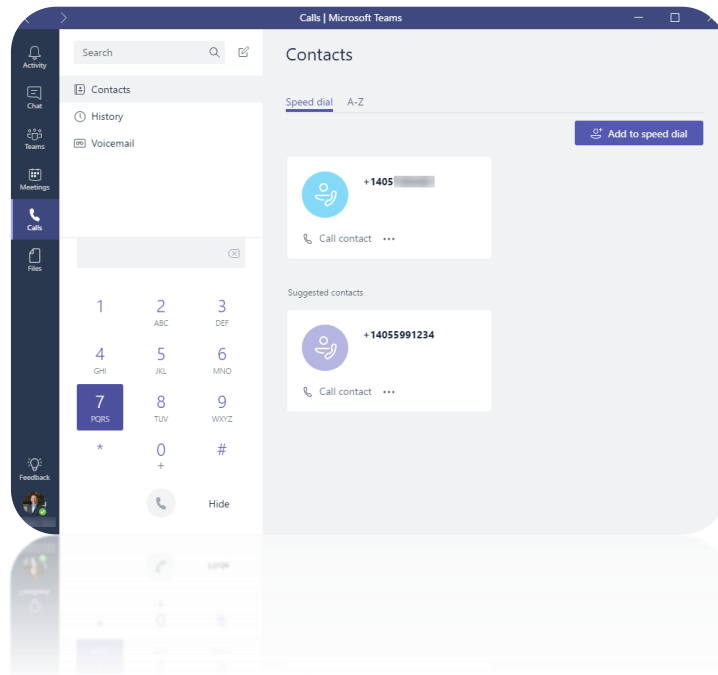



- This feature only works with those individuals within your organization
- In order to make a call, you first need to have the contact entered in Teams Speed Dial. If this is someone within your organization that you can chat with, their information should already be available.
- When you are ready to make a call, select the Calls icon  in Teams
- Select the user and choose from the audio  or  video call

HOW TO USE VOIP (video and audio only)

HOW TO CREATE GROUPS OR ADD SPEED DIALS

➤ HOW DO I ADD SPEED DIAL?




- Go to the Call Icon  in Teams
- Select Add Speed Dial
- Begin entering a user's name and this will prepopulate based on who you are searching for/adding.
- Once the user is found, a window will popup asking if you want to add this person – select Add. Now you can call this person directly using the Teams app

HOW TO USE VOIP (video and audio only)

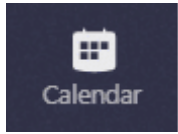
HOW TO CREATE GROUPS OR ADD SPEED DIALS

➤ HOW TO MAKE AN AUDIO OR VIDEO CALL WHEN IN A CHAT SESSION ?

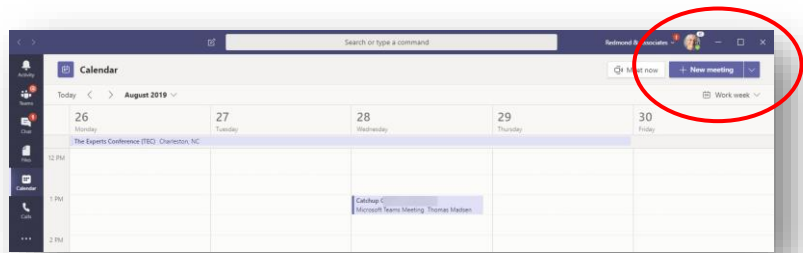
- When you are in a chat session, you can make an audio or video call in addition to being able to share your screen at any time.
- You can do this by selecting one of the three icons in the upper right corner of your chat screen.
 with the Camera icon representing video, the phone representing audio only and the up arrow representing screen sharing



CALENDAR INTERACTION w/ OUTLOOK



Your Outlook calendar is fully integrated with Teams



You have the ability to create a new meeting from here simply by selecting the +New Meeting button in the upper right corner



Or you can select Meet Now



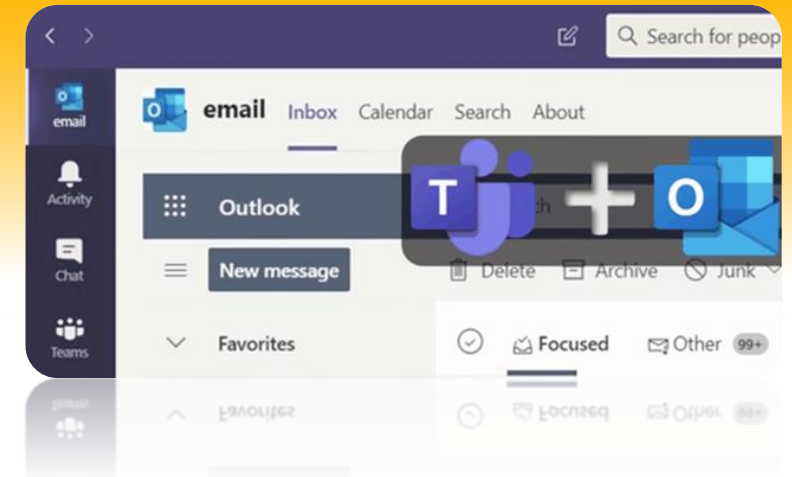
When you select Meet Now, it will provide you with the option to Join a meeting.



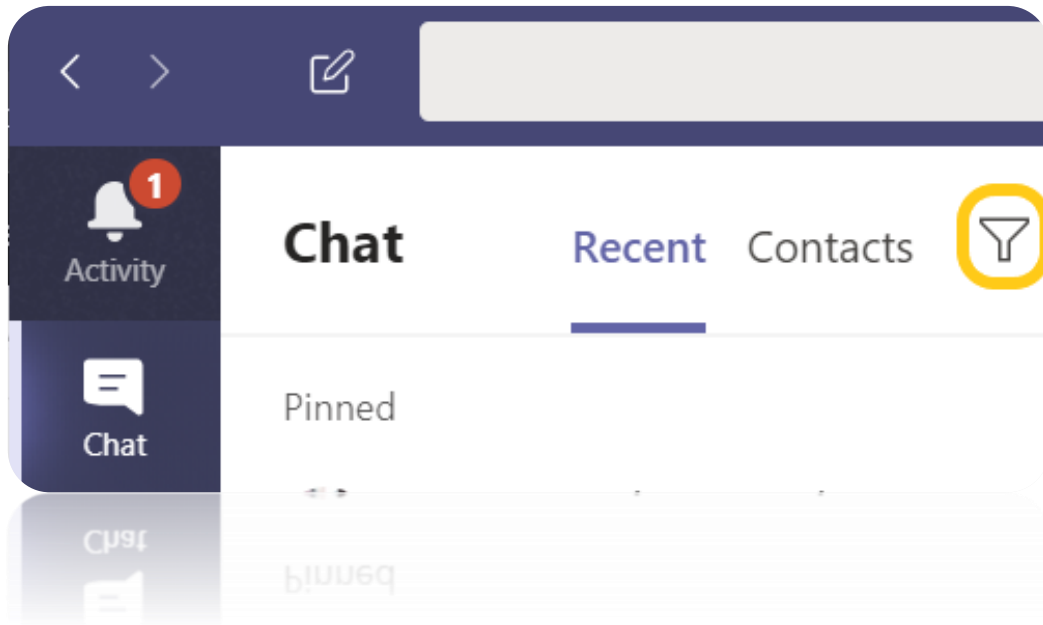
Select Join which will then allow you to invite someone to your meeting



Once you've selected your participant, Team will begin dialing them



WHAT DOES THE ACTIVITY BUTTON DO or SHOW?



Activity



Select the **ACTIVITY** button to view your Activity feed, a summary of everything that's happened in the channels that are in your teams list.



Select the **FILTER** button at the top right corner of the feed to show specific types of messages such as unread messages, @mentions, replies, and likes.



Activity



When a red circle appears next to Activity, you have a notification—such as an @mention or a reply—in your feed. These notifications remain in your feed for 14 days. After that they expire and no longer show in your feed.



ACTIVITY FEED SYMBOLS AND WHAT THEY MEAN:

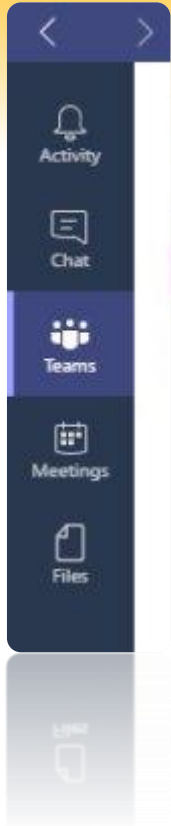


Activity



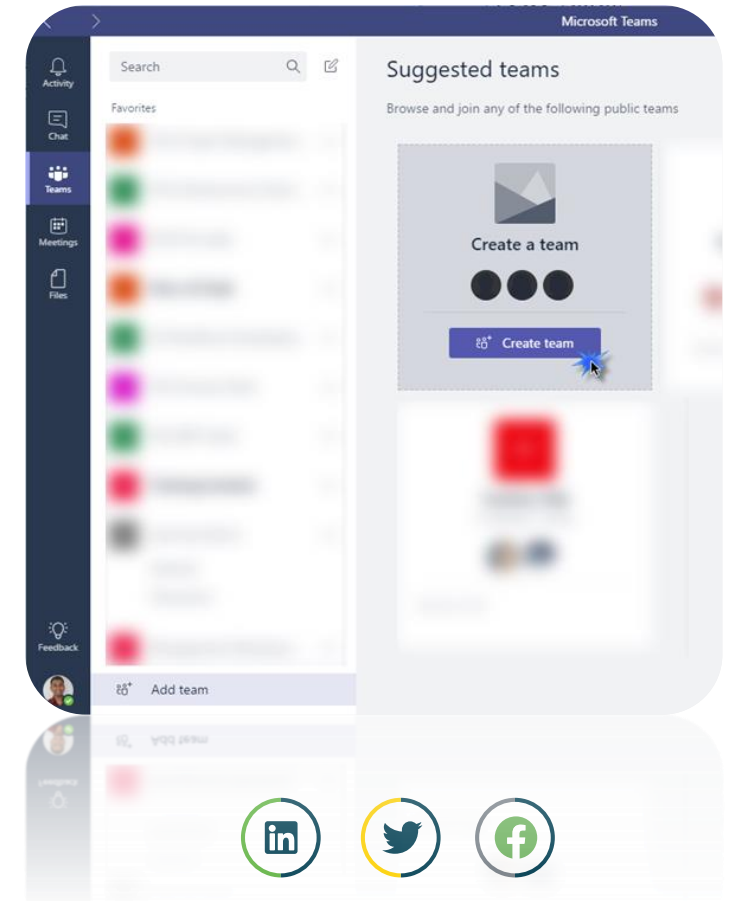
@	@mentions of you specifically.
👤	@team mentions for teams you're on.
📁	@channel mentions in teams you're on.
↩	Replies to your posts.
👍	Posts you liked.
👤+	You were added to a team.
👤	You were made a team owner.
📈	Trending posts.
💡	Suggested posts.

HOW TO CREATE A TEAM IN MICROSOFT TEAMS FOR POST AND FILES.



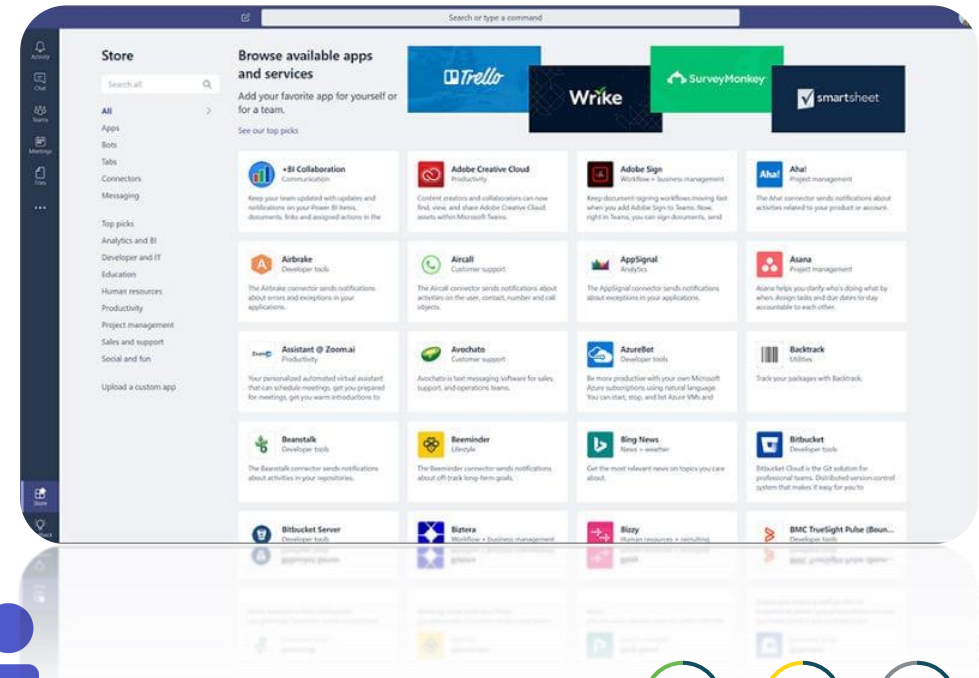
◀ Select the **TEAMS ICON**

- Select **TEAMS** in your left rail to view your teams.
- Select **JOIN** or create team > **CREATE A NEW TEAM** or
- Select a **TEAM** you would like to join or **CREATE A NEW TEAM** or
- Select **BUILD** a team from scratch
- Choose if this will be a **PUBLIC** or **PRIVATE** team
- Assign a **TEAM NAME** and **TEAM DESCRIPTION**
- Now you can start adding team members by entering their name or add an entire group.



IS THERE AN APP FOR THAT?

➤ **MICROSOFT TEAMS offers an app for Android, iOS and Windows Phones**



BEYOND THE BASICS

What are some additional features and functions MICROSOFT TEAMS offers above and beyond the basics?



Microsoft Teams



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HOW CAN WE HELP?

866-829-5557



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HOSTING SOLUTIONS

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