

Bringing Workers Together With Microsoft Teams

With Melissa Esquibel
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Teams from Groups

- Create or locate the group in People (GAL, Contacts)
- Creating a group gets you:
 - Shared Mailbox
 - Calendar
 - Shared File Library
 - Connectors
- Appears automatically for members



Start a conversation
Read group conversations or start your own.



Add to the team site
Start sharing and collaborating on content in SharePoint.

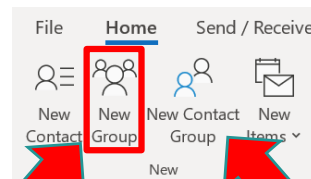


Share files
View, edit, and share all group files, including email attachments.



Connect your apps
Connect apps like Twitter and Trello to stay current with information and updates your team cares about.


Teams from Groups



AD Group

Distribution List


Teams from Teams



From scratch


We'll help you create a basic team.

Teams from Templates




Adopt Office 365
General

Create a Champion community to drive adoption.




Manage a Project
General

Coordinate your project.




Manage an Event
General

Improve your event management and collaboration.




Onboard Employees
General

Create a central experience to onboard employees.



Organize Help Desk
General

Bring resources together to build your Help Desk.



Collaborate on Patient...
Healthcare

Collaborate on patient care in a hospital ward or department.

Manage a Project

Manage tasks, share documents, conduct project meetings and document risks and decisions with this template for general project management.

4 channels

- General
- Announcements
- Resources
- Planning


4 apps

- Lists
- OneNote
- Tasks by Planner and To Do
- Wiki


Granting Access

- Team member access
- One-off access to files
- Meeting invitations

What kind of team will this be? ×



Private
People need permission to join

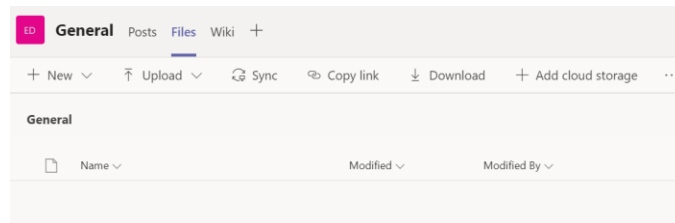


Public
Anyone in your org can join

Unless they are a member,
they only get what you give them.

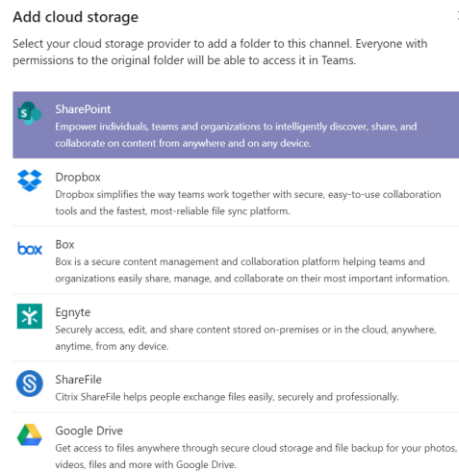
Shared Files

- Team library
- Additional libraries
- Additional cloud storage repositories



Add Cloud Storage

- Starting from where you are
- Adding cloud storage service
- Transition to Team Library
- Use other SharePoint libraries



Additional Applications

- What else does your team use?
- Strategy for migration to Microsoft tools
- Access authorization



Adobe Sign



Trello

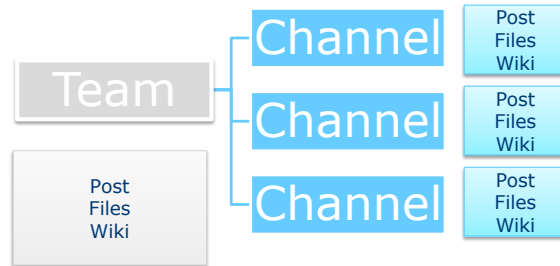


SurveyMonkey®

What does your team use and why?

- What is the app?
- Who has access to it now?
- Is there something in the Microsoft ecosystem that's as good or better?
- Get buy-in for the migration
- Migrate

Channels



Hierarchy \neq Organized

Just because you can, doesn't mean you should.

Create a channel for "Nursing Program Practicum" team

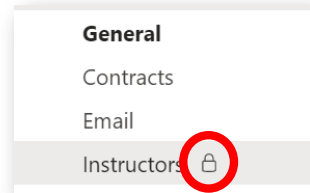
Channel name
Letters, numbers, and spaces are allowed

Description (optional)
Help others find the right channel by providing a description

Privacy
Standard - Accessible to everyone on the team

Standard - Accessible to everyone on the team

Private - Accessible only to a specific group of people within the team

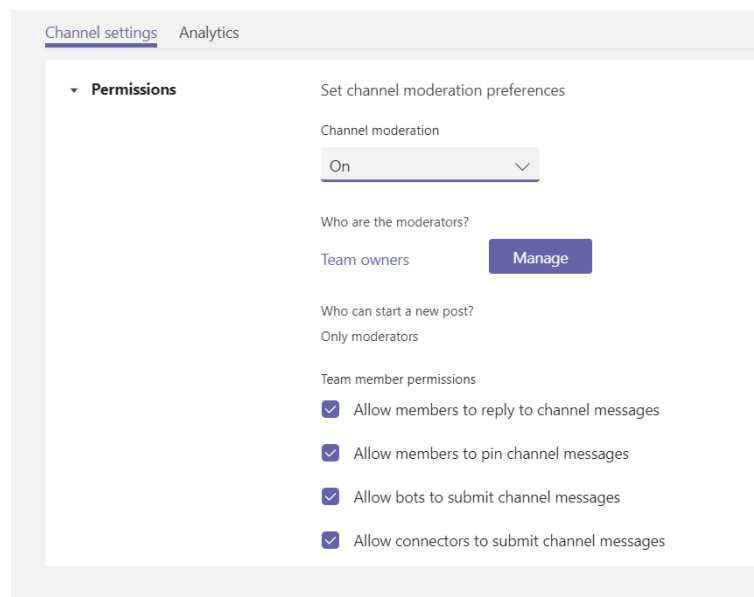


Monitoring and Moderating Chat

- Turn moderation on
- Best practices for moderators
- How to get engagement
- When chat can replace internal email

Moderating a Channel

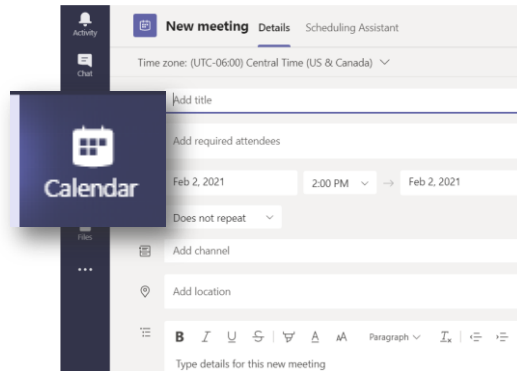
- The point of messaging is to communicate
- Discuss ground rules
- Show @mention features
- Promote engagement



Setting up a Meeting from Teams

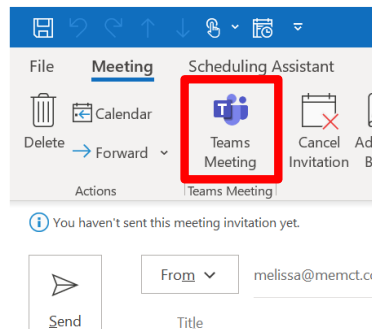
- Click Calendar tile
- Double-click date

It's your
calendar!



Setting up a Meeting from Outlook

- Nothing different except,
- Click Teams Meeting button



If you're team is new to Teams...

- Do a Teams orientation
- Record it!
- Make it available in a shared library
- Send it as a link in meeting invitations
- Share some "oops!" stories

What can you do as the meeting host?

- Be the meeting participant you want to see!
- When people join
- How they join
- Whether they can share
- Can they unmute themselves

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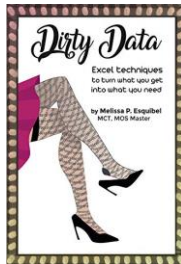


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