Understanding Teams

Introduction:

Aim: To introduce delegates to the latest collaboration tool from Microsoft. Teams is a new way to share information, chat and conversation for groups or teams of people within a work environment. It also uses tools familiar from Skype – Scheduled Meetings, Voice and Video calls.

This session can be used to introduce new users to the Teams environment or as a workshop prior to Team implementation.

- What is Teams?
- Understanding the terminology – Teams and Channels
- Create a Team.
- Add a channel to a team
- Start a conversation.
- Look at conversations. How to add emoticons, stickers, gifs etc
- Using @mention
- Adding files for a team to use
- Using the Wiki Page
- Launch an Ad-hoc meeting for your team
- Using chat
- Understanding how chat is different from a team conversation
- Start a video or voice call
- Chatting with a bot
- Meetings area to create a video meeting. Planned ahead and scheduled in to the diary
- Scheduling a meeting
- Inviting others
- Starting the scheduled meeting
- Investigate the options that are available. Sharing the desktop for example.
- Integrating other apps – such as Planner, OneNote, Survey Monkey
- Controlling what you see – clearing the decks a bit
- Finding out what been going on in your absence
- Browser App vs Installed App – what is the difference
- How might all this work? – encourage some conversation here.
- Q&A and wrap up

This session can be run as a half day or full day. When running as a full day event a session on using extra apps can be included – i.e. Planner, Delve, OneNote.

We can also include guidance on OneDrive, Sway and Flow as required.

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