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
WHAT IS MICROSOFT TEAMS?

Online Collaboration tool

Communicate more Effectively

Work Better Together

Maintaining the health of your I.T. system
EXISTING ALTERNATIVES TO TEAMS

EMAIL  SLACK  PHONE, SMS, MESSENGER

FACE TO FACE  SKYPE FOR BUSINESS  ZOOM

Maintaining the health of your I.T. system
WHY MICROSOFT TEAMS?

<table>
<thead>
<tr>
<th>Feature</th>
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<td>Communicate faster</td>
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<tr>
<td>Secure storage</td>
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<tr>
<td>Video call functionality</td>
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<td>Centralise workflows</td>
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<td>Improve communication</td>
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Maintaining the health of your I.T. system
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

Maintaining the health of your I.T. system
HOW DOES THE I.T. TEAM USE TEAMS?

Maintaining the health of your I.T. system

Chat

Recent  Contacts  

Pinned
Allan and Shey  11/27

Recent
William Fraser  8:23 AM
Morning Alex!
Ben Hewitt  8:09 AM
https://chatteam.ilit.edu.com/195366/password...

Regional Chat  2/12
Andrew: First Aid refresh course for me tomorrow...

Angus Phillips  2:59 PM
Ah, sorry about that!

Lucy Rees  2:49 PM
Please treat it as a priority, and I recommend at...

Keiren Nelson  2:14 PM
You not sure right at the moment

Ben and Common  2:11 PM
Common: lots of people thinking it's 2!

Ben and Sue  2:06 PM
Sue: thanks guys - common and I are back to ba...

Katey Le Breton  12:47 PM
Thanks

Ben and Lucy  12:17 PM
Ben: Yup I will join from a small room

Brent Andrews  11:49 AM
Its more it showing up in their available printer

Nigel Benfell  11:35 AM

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 rc

Pankaj Kaul  Yesterday 12:22 PM
lunch

Egor Laptev  Yesterday 12:34 PM
Lunch

Pankaj Kaul  Yesterday 12:45 PM
back

Andrew Davis  Yesterday 4:05 PM
First Aid refresh course for me tomorrow, it says day

Andrew Davis is out of office and may not respond.

Type a new message
HOW DOES THE I.T. TEAM USE TEAMS?

Maintaining the health of your I.T. system
‘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
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.

Create your team

Build a team from scratch

Create from...
An existing Office 365 group or team
'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.
Alex Vernel

You: Hi Alex, sending this on the run
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.

theitteam.co.nz