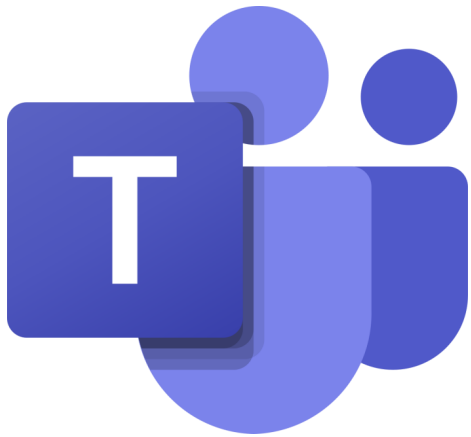




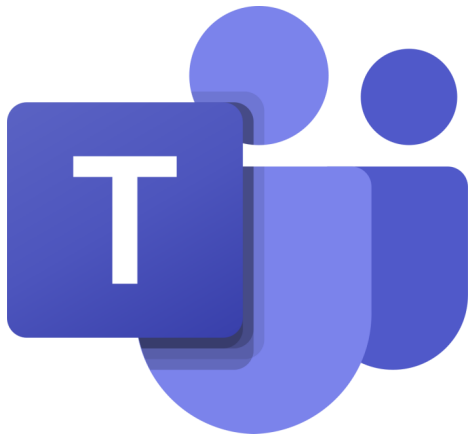
# Microsoft Teams Overview

# Versions of Microsoft Teams



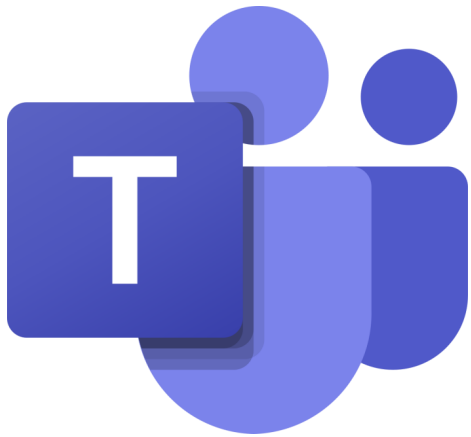
1. **Cloud Version**
2. **Mobile Version (IOS, Android)**
3. **Desktop Version**
4. **Web Experience – similar to Desktop**

# Benefits of Microsoft Teams



- 1. Reduce Cluttered Email**
- 2. Organize Groups**
- 3. Real-Time Collaboration**
- 4. Private Chat**
- 5. Public Conversation**
- 6. Audio/Video Calls**
- 7. Virtual Meetings**

# Challenges Microsoft Teams Solves



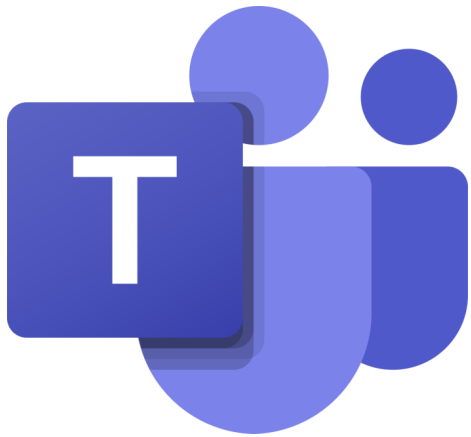
- 1. Communicate with Co-Workers**
- 2. Manage Projects**
- 3. Manage Resources**
- 4. Manage Activities**
- 5. Individuals & Groups**

# Challenges Microsoft Teams Helps With



1. **Reduce Cluttered Email**
2. **Organize Groups**
3. **Real-Time Collaboration**
4. **Private Chat**
5. **Public Conversation**
6. **Audio/Video Calls**
7. **Virtual Meetings**

# Microsoft Teams – Central Hub



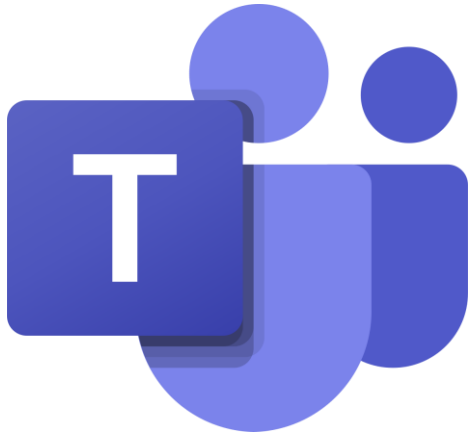
1. **Manage Projects**
2. **Collaborate on Documents**
3. **Host Meetings**
4. **Calls and Chats**
5. **Integrate Business Apps**
6. **Manage Contacts**
7. **Store and Share Files**

# Microsoft Teams Features



- 1. Collaborate**
- 2. Co-Author work**
- 3. Chat and Call**
- 4. Virtual Meeting Space**
- 5. Integration with Apps**
- 6. 1-1 Conversations or in Groups**
- 7. Personalize workspace (gifts, stickers, emojis etc. )**

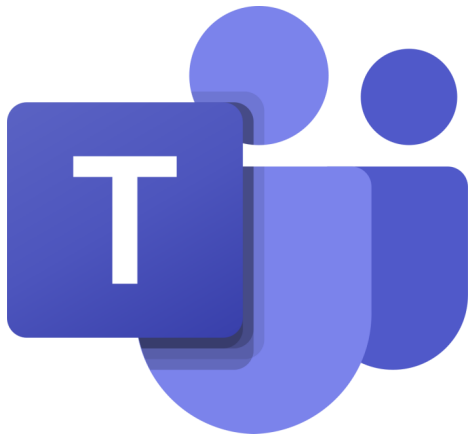
# Teams User Interface



1. **Profile**
2. **Search Bar**
3. **Tabs Menu**
4. **Sections Area**
5. **Section Functions**
6. **Stream/Feed Area**
7. **Apps Area**

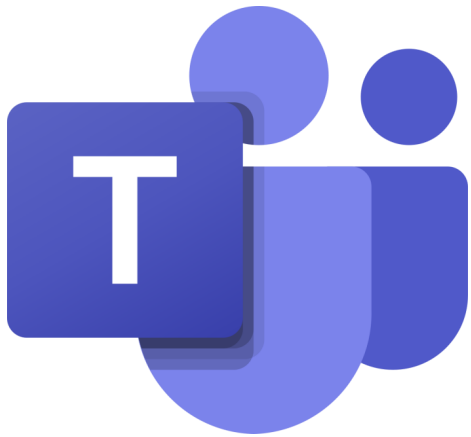


# Microsoft Teams Concepts



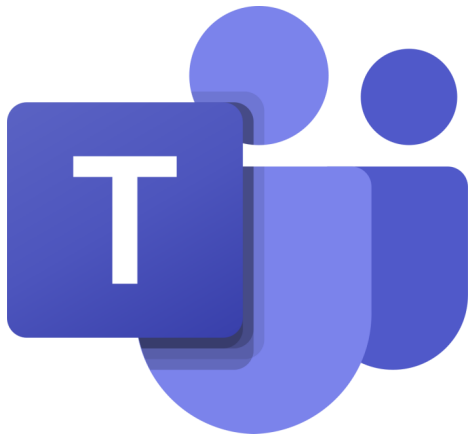
1. **Activity**
2. **Chat**
3. **Teams**
4. **Calendar**
5. **Calls**
6. **Files**
7. **More**

# How to Organize Teams



- 1. By Project**
- 2. By Department**
- 3. By Program**
- 4. By Class**
- 5. By Initiative**

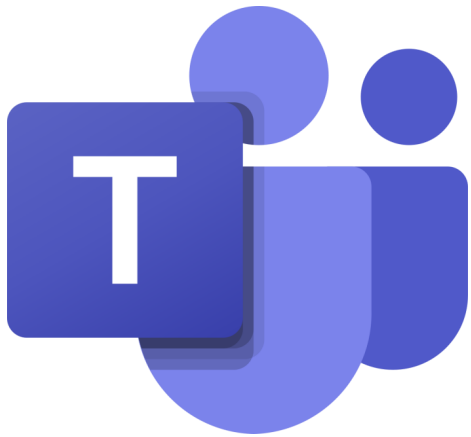
# Define Channels within Team



## 1. Channel (within Team)

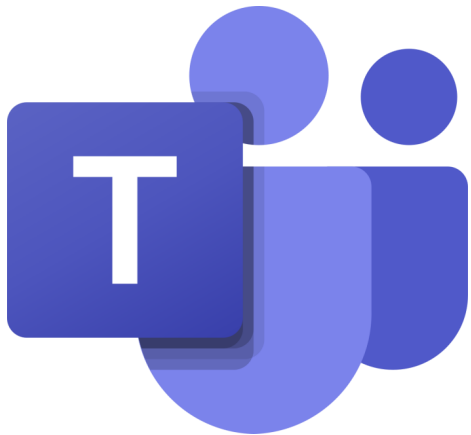
- a) Break by Topic
- a) Marketing Campaign
- b) Discussion
- c) Design
- d) Project
- e) Class

# Channel Functions



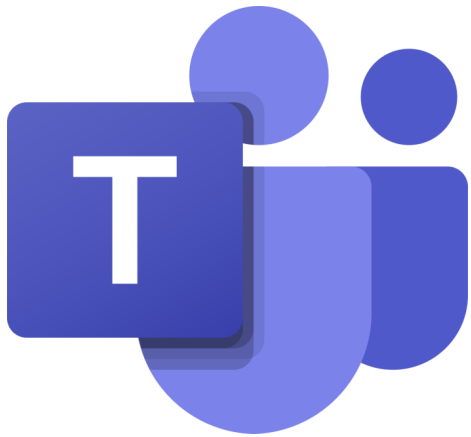
1. **Posts**
2. **Files**
3. **Wiki**
4. **More (Add as needed)**

# Channel -> Posts Functions



1. **Exchange messages**
2. **Attach Files/Images**
3. **Schedule meetings**
4. **@Mentions to send Push notifications**

# Channel -> "Files" Functions



- 1. Word, Excel, PowerPoint Online**
- 2. Multiple Ways to Collaborate**
  - a. Comments
  - b. Conversations
  - c. Version Control
- 3. Auto Save Files**

# Channel -> Wiki Functions



1. **Standards**
2. **Shared Documents**
3. **Rules**
4. **Methodologies**

# Microsoft Teams: Peer to Peer Chats



1. **Send Messages Directly**
2. **Format Chat, Attach Files, Gifs and Emojis**
3. **Call Another Person**
4. **Talk, Share Screen, Monitors, Presentations**
5. **Group Conversations**
6. **Group Chats (Up to 100 people)**



# Microsoft Teams: Calendar



1. **Host Virtual Online Meetings**
2. **Create a Calendar Event**
3. **Invite others to Join**
4. **Anyone can join**
  1. **Works within and without teams**
  2. **Join by Audio Conferencing**

# Microsoft Teams: Tips



1. **Forward Email to Channel**
2. **Bookmark Content (Flag or Save)**
3. **Find Group Chat**
4. **Connectors – Updates (News, Twitter, Wunderlist, Trello, Facebook)**
5. **Transcripts (Transcribe Team Meeting)**
6. **Add Apps (Planner, Excel, Forms, OneNote, Polly (poles), Mailclark(View/Respond to Emails))**

# Microsoft Teams: Keyboard Shortcuts



1. **CTRL+E (Bring Cursor to Search Bar)**
2. **CTRL+G (GoTo Function of Search – go to another team)**
3. **CTRL+N (New Chat Window)**
4. **CTRL + 1 (Activity Tab)**
5. **CTRL + 2 (Chats Tab)**
6. **CTRL + 3 (Teams)**
7. **CTRL + 4 (Meetings)**
8. **CTRL + 5 (Calls)**
9. **CTRL + 6 (Files)**

# Microsoft Teams: Commands



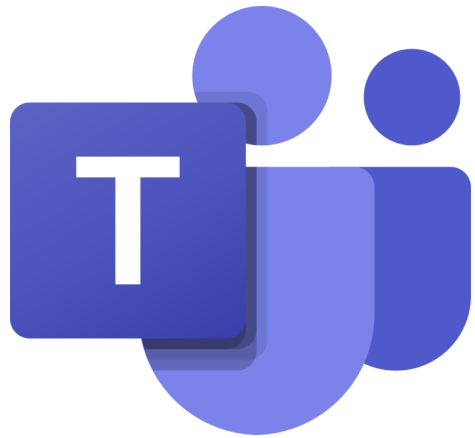
1. **`/busy` (update state)**
2. **`/call @name` (call someone)**
3. **`@name message` (send message)**

# Teams for Individual Contributors



1. **Do Individual Work**
2. **Create Channel for Self**
3. **Manage Files**
4. **Client List Contacts (Tab)**
5. **When Working independently**
  1. **Chat with others**
  2. **Attend Calls**

# Effective Meetings in Microsoft Teams

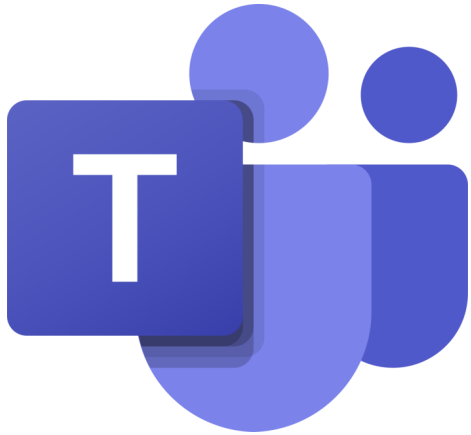


- **Define Objective**
- **Prepare Agenda**
- **Capture Decisions**
- **All Done in Teams**
- **Use OneNote App**



# Working with Vendors Using Microsoft Teams

# Vendors Identified



## Video Creation Vendors

- Mexomon Marketing Group
- Rynaltee Video Creation
- Toriox Advertising Agency

## Meeting with Vendors

- Learn about Vendors
- Tell about the project
- Share RFP & Answer Questions

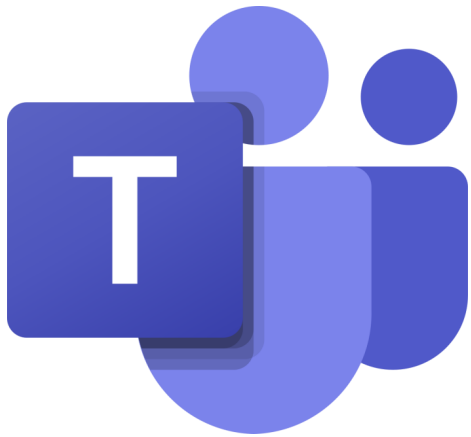


# Use Team to Collaborate with Vendors

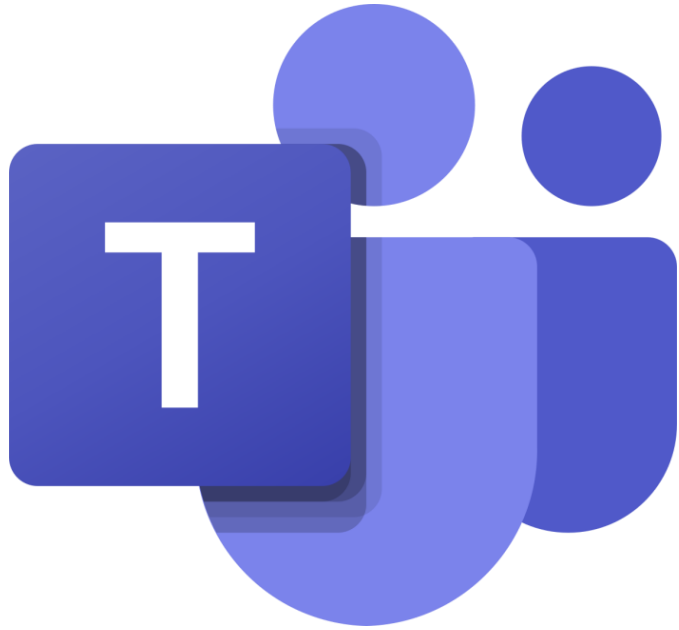


- 1. Real-Time Collaboration**
- 2. Private Chat**
- 3. Public Conversation**
- 4. Audio/Video Calls**
- 5. Virtual Meetings**

# Create Vendor Presentation

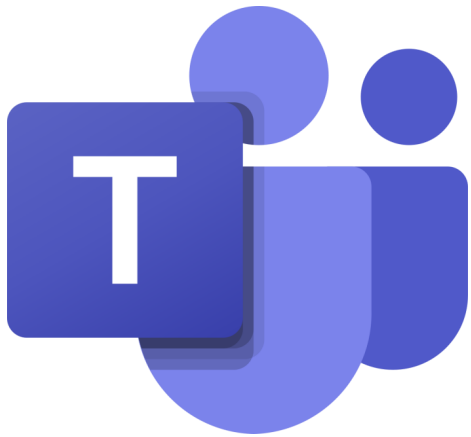


- 1. PowerPoint Online**
- 2. Multiple Ways to Collaborate**
  - a. Comments
  - b. Conversations
  - c. Version Control
- 3. Auto Save Files**



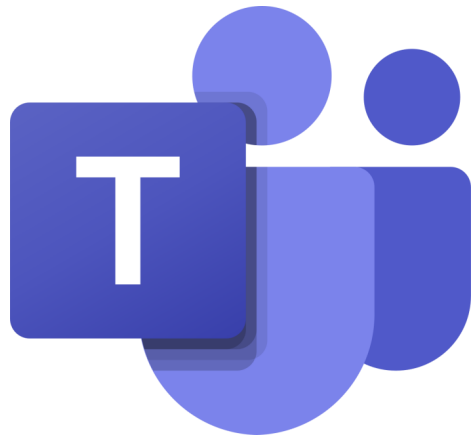
# Integrate Microsoft Teams with Asana

# Planning & Tracking Tasks (Asana Integration)



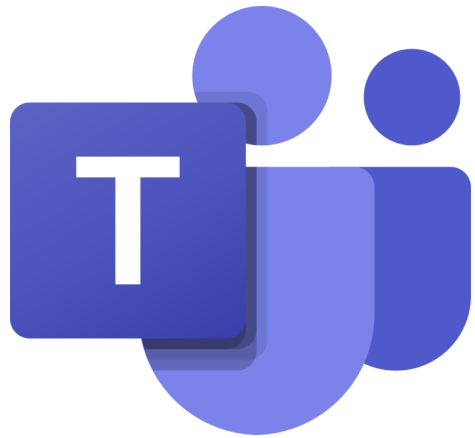
1. **Asana Integration**
2. **Tasks**
3. **Tasks Grouping**
4. **Task Assignments**
5. **Task Progress**

# Asana App Integration with Microsoft Teams



- **Create Task**
- **Link Project**
- **Notification Settings**

# How Asana Projects Organized



- **To Do**
- **Doing**
- **Done**