

Microsoft Teams

Tips & Tricks



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Learning Goals

After attending this presentation, you will ...

- identify many features that will help you use Teams more effectively in your organization
- Learn best practices for deploying Teams in your organization

Presentation Outline

- Teams App Value Proposition
- Teams App Orientation
- Group Lab Exercise
- Teams App Deployment Considerations
- Wrap-up

What is Teams?

A digital platform to
transform the way you
communicate, collaborate
and share knowledge

Strategic Impact of Teams

Enhance internal & external communications

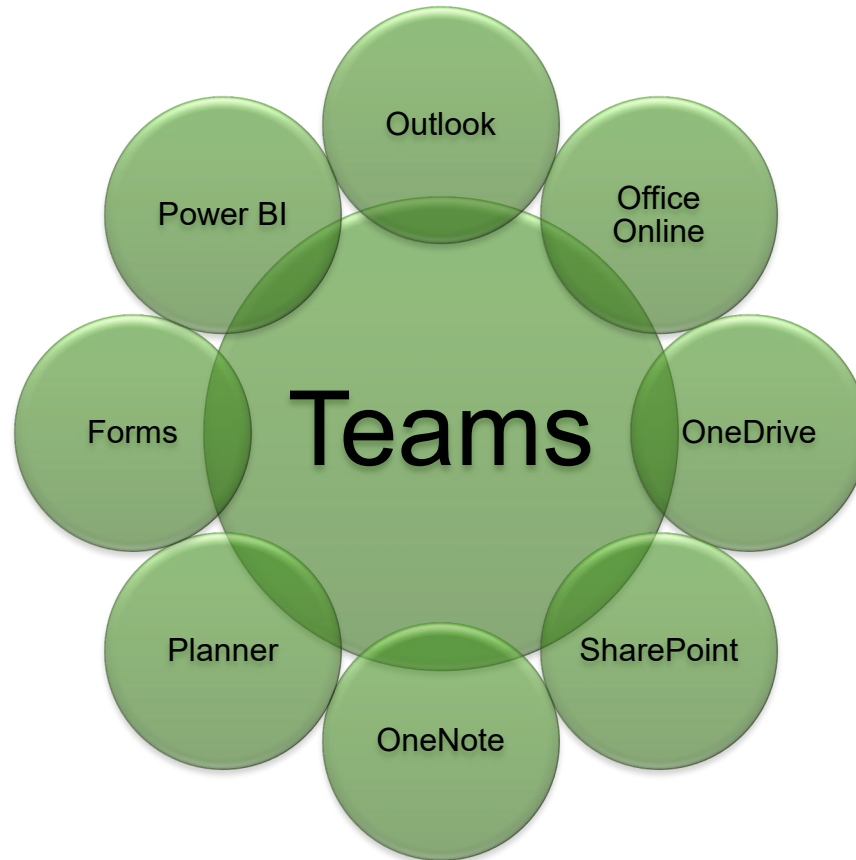
Organize information for quick retrieval

Replacement for email conversations

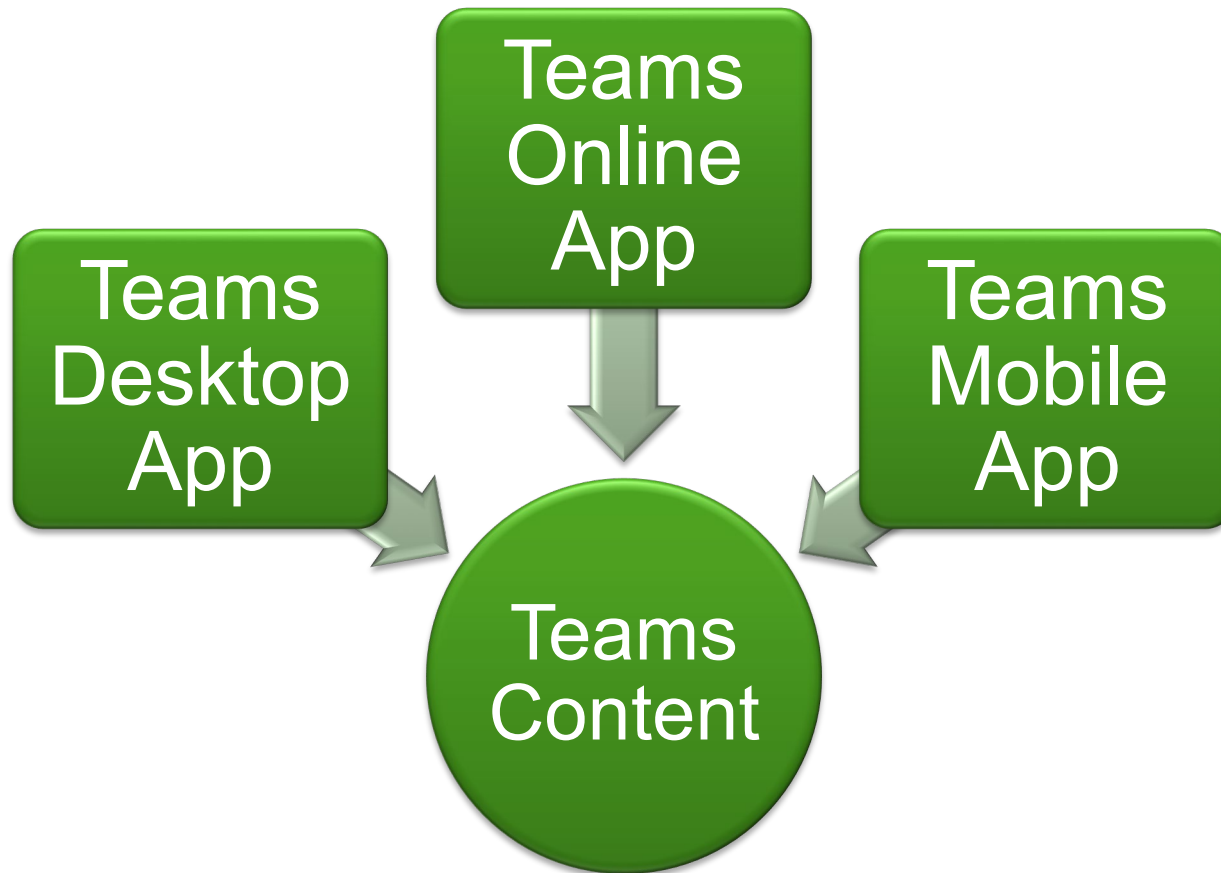
New hire onboarding / knowledge sharing

Enhance transparency and information privacy

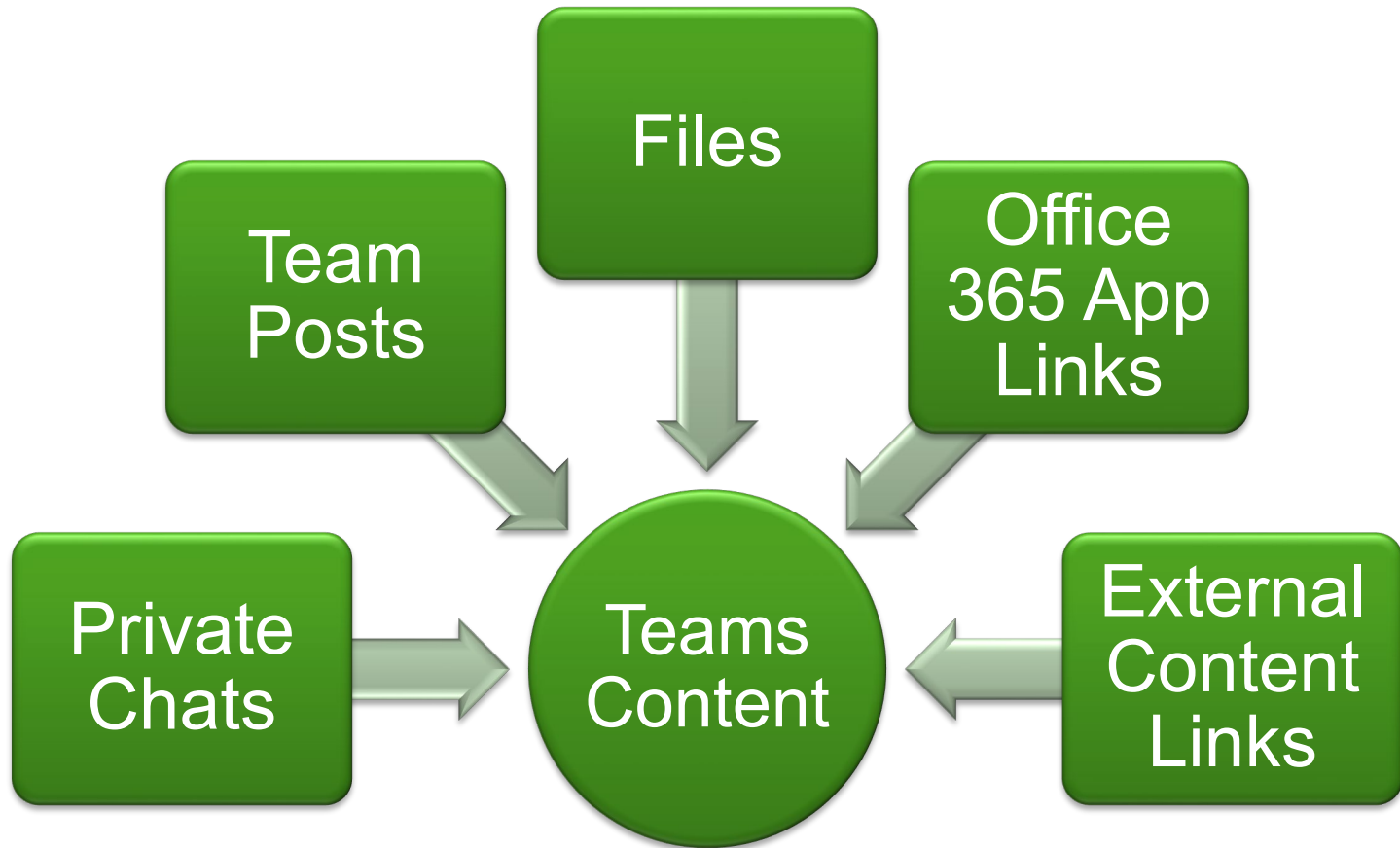
Teams and the Office 365 Ecosystem



The Teams App Ecosystem



Teams App Content



Group Lab Exercise

- Create a team with channels
- Add members
- Type a post
- Send an email to Teams
- Create a custom tag
- Review private channels
- Create a custom tab
- Rearrange / hide teams
- Modify Notification settings
- Schedule Teams meeting
- Review meeting settings / features

Key Deployment Considerations

Plan how to organize your content

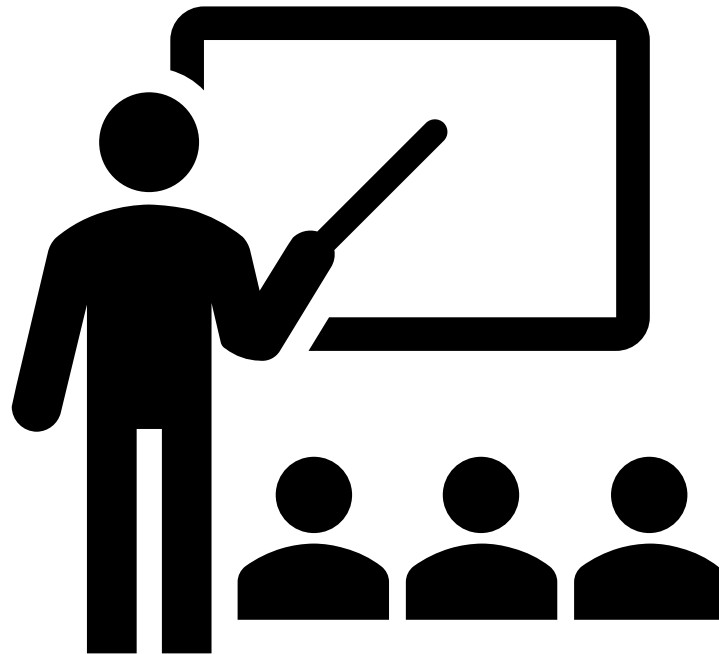
Determine who will get access to what

Who will manage the application

Establish usage policies

Decision to support external users or not

WRAP-UP



Teams Orientation Summary

- Teams can transform the way you communicate, collaborate and share knowledge
- Teams should be core to your Office 365 deployment strategy
- The desktop, online and mobile Teams apps work in harmony to keep you always informed
- Take time to plan for your Teams deployment

THANK YOU

