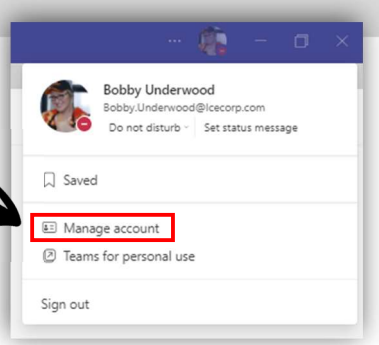
MS TEAMS ONE APPLICATION TO RULE THEM ALL

Amazing Pro-tips & Resources

Thank you for attending our MS Teams training session! Here is a guide to either walk you through the tips that we shared or provide QR codes that will link you to resources that do a fabulous job teaching the MS Teams features.

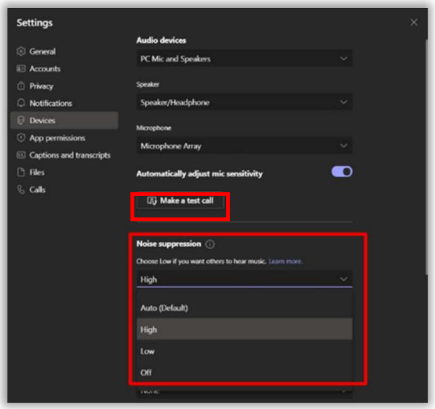
- DARK MODE: Navigate to your avatar on the top right and click it. Manage Account>General>Dark Mode



- CHAT & COLLABORATION: Allows you to quickly communicate and...
  - A. Start new connected chats, add users to existing chats, access all your recent chats (top 200), Functionality to search past chats for content
  - B. Dedicate chat channels to make sure messaging stays relevant
  - C. Pre & Post meeting chatting inside your meeting invitations
  - D. Optimize productivity by sharing posts across teams, pinning priority chats to the top, or setting post urgency
  - E. Customize your communication with formatting options such as: Announcements, GIFs, and emojis

6 Ways to Master Chat in Microsoft Teams

- VIDEO & AUDIO: A myriad of admin tools outside of the basics such as...
  - A. Test calls can be performed prior to meetings to check audio settings: Click your name in the upper right corner of teams> Settings> Devices
  - B. Swapping devices seamlessly (PC to Cell)
  - C. Call improvement notifications
  - D. Background noise suppression OR High-fidelity music mode
  - E. SUPER PRO TIP: Maybe don't answer calls in the bathroom

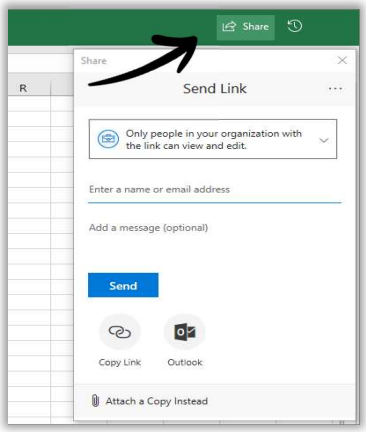


New Microsoft Teams Features Improve Call & Meeting Quality

- CALENDER INTERGRATION & MEETINGS: Office 365 calendar will automatically synchronize to Teams, and you can...
  - A. Tag meetings in channels
  - B. Stage breakout rooms, whiteboards, Q&A and more!

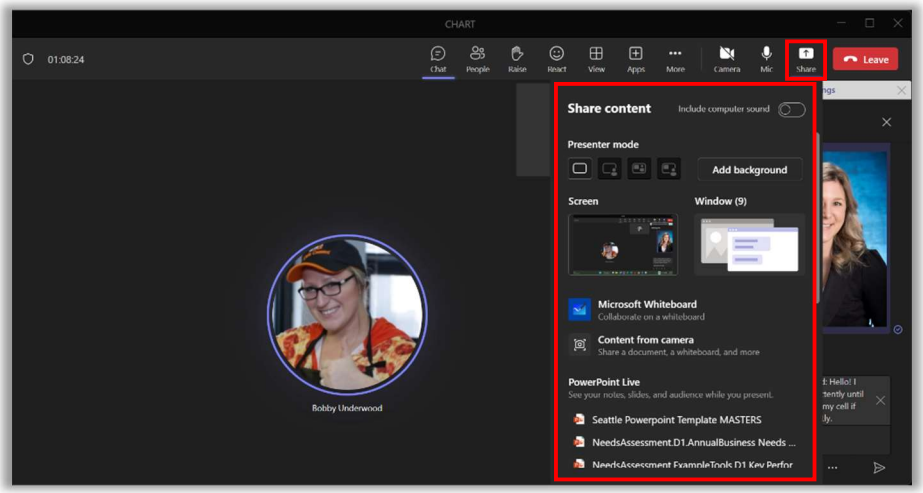
10 Best Microsoft Teams Meeting Features

- DOCUMENT COLLABORATION: Teams makes it easy to share, view, and edit files while collaborating in the platform, making co-editing easy…
  - A. Files can be shared a multitude of ways: chats, uploaded to channels, drag and drop method
  - B. Share with people outside your team and organization



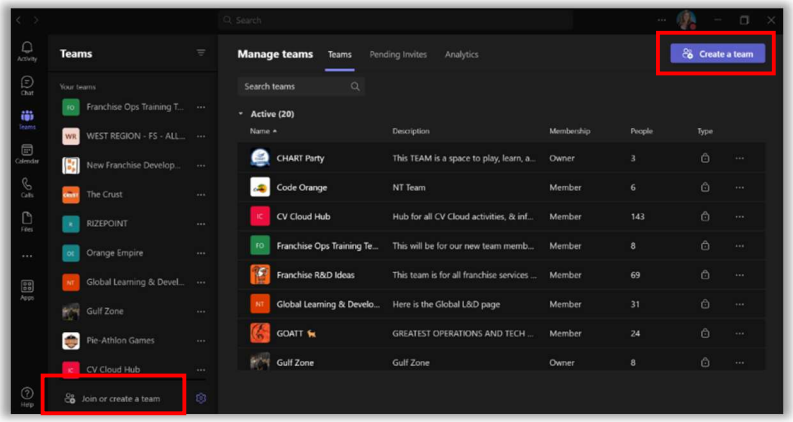
How to Collaborate on Documents in Microsoft Teams: Step-by-Step Guide

- SCREEN SHARING: Select Share Content> Choose: Screen, Window, Whiteboard, PowerPoint
  - A. Screen: Share your entire screen including desktop activity and notifications. Best for seamlessly sharing multiple windows
  - B. Window: Share just one window not including desktop activity or notifications. Best for sharing only one thing.
  - C. Whiteboard: Collaborate with other in real time. Best if you want to sketch or have an interactive space with others, the notes will attach to the meeting.
  - D. PowerPoint: Present a PowerPoint deck that others can interact with. Best when sharing a presentation and want to allow others to move through it at their own pace.



How to share your screen in Microsoft Teams – A complete guide

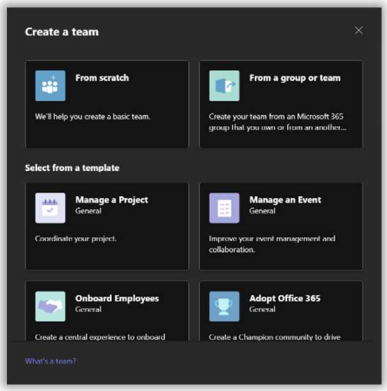
- CUSTOMIZABLE TEAM WORKSPACE: Create teams pages from scratch, or use already created templates
  - A. Fully customizable team's pages from scratch or premade templates available to fit all needs



I. Managing projects, managing stores, quality and safety, crisis communication, help desk organization and much more made easy.

II. Roles, permissions, and channels are fully customizable.

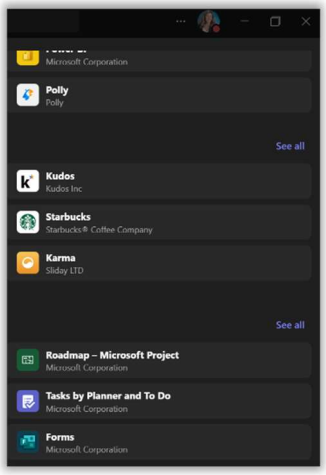
Microsoft Teams Channels: Everything you need to know



- MOBILE APP: All the excellent features but creatively accessed on your mobile device
    a. Location sharing
    b. Audio messaging
    c. Call transfers from computer
    d. Shift swapping/verification

10 Things we love about the Teams mobile app

- 3RD PARTY INTAGRATION: Teams supports third party applications, which give you the functionality of integrating Teams into other areas of your business for streamlined processes and communication.



BOBBY'S TOP FIVE APPS:

A. Starbucks: Easy share gratitude with a Starbucks gift card in your chat thread
B. Kahoot: Love it or hate it, it has a smooth integration that makes channels fun while pushing out knowledge checks
C. Praise: Great for shouting praise from the rooftops in a team with a huge audience or sending single service kindness in a one-on-one chat
D. Approvals: Easily track and filter documents through colleagues and leaders. Creating an audit trail along the way
E. Tasks- An amazing and dynamic resource for tracking a wild amount of moving parts

Top 10 Must-Use Apps in Microsoft Teams

- SECURITY & COMPLIANCE: Built with the best cyber security standards possible, ISO 27001 and SSAE16 SOC one and two. There is also mobile device management to help keep your data and fleet safe.
    A. Microsoft Teams uses business-wide multi-factor authentication, single-on and data encryption to protect your business information
    B. You can set up safe links using Microsoft Defender for 365. Safe Links provides URL scanning and verification on top of normal anti-spam and anti-malware security functions. This is an added layer of protection from malicious links used in phishing and other cyber-attacks.

5 Microsoft Teams Security Best Practices for Better Collaboration

- LIVE EVENTS: Microsoft Teams live events are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences!
    A. Produce the live event using Teams, a lightweight option to create the event and invite presenters and panelists to participate on their own devices.
    B. Produce the live event using an external hardware or software encoder via Microsoft Stream.

Type of meeting	Number of participants	Interaction	Registration supported
Meetings	Up to 20,000*	- Participants up to 1,000 have fully interactive equal meeting capabilities. - Participants over 1,000 up to 20,000 have View-only capabilities.	Yes, with Meetings with registration (webinars 1.0)
Webinars	- Up to 1,000 - Increased limits with View-only capabilities coming soon.	- Participants up to 1,000 have fully interactive capabilities. - Audience interaction configurable. - Can specify presenters.	Yes
Live events	Up to 20,000**	- Broadcast to large audiences. - Moderated Q&A for audience interaction. - Can specify producers and presenters, including external presenters. - Supports more advanced production capabilities.	No

Get started with Microsoft Teams live events

THE RICK ROLL: Curious what that fabulous music was during the presentation? Here ya go...

THANK you!