



This presentation serves as a brief introduction to Microsoft Teams. It is not designed for training, but to provide an overview of the application and introduce functionality that will be initially used by your organization.



Agenda

- What is Microsoft Teams?
- Feature: Messaging
- Feature: File Sharing
- Feature: Document Co-authoring
- Training & Support



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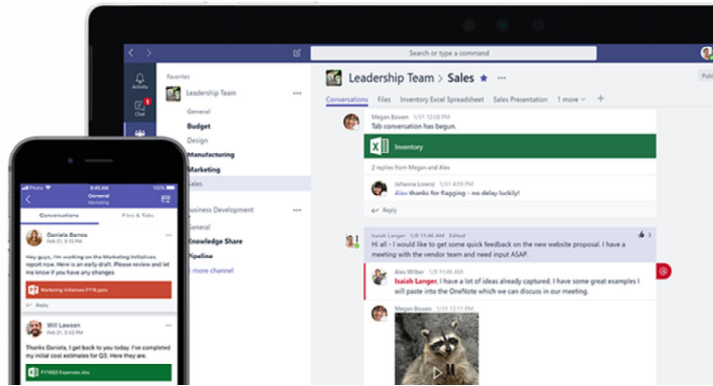
About Me

- Vernon Jones
- DIT since June 2016
- Official Title: *Integration Specialist – IT SharePoint*
- Unofficial Title: *SharePoint or Teams Guy*





What is Microsoft Teams?



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What is Microsoft Teams?

- collaboration app
- released in 2017
- part of the **Office 365**
- communicate and stay organized



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What is Microsoft Teams? (cont.)

- a **hub** for teamwork in Office 365
- messaging, meetings, file sharing, tasks, etc.
- accessible on web browsers, desktop and mobile apps.



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Microsoft Teams is a collaboration app, released in 2017 as part of the Office 365 cloud, that helps work groups communicate and stay organized—all in one place.

Teams serves as a hub allowing groups to chat, meet, share files, coordinate tasks, and more.

Microsoft has developed Teams to replace Skype for Business as the core communications client for Office 365, adding functionality to

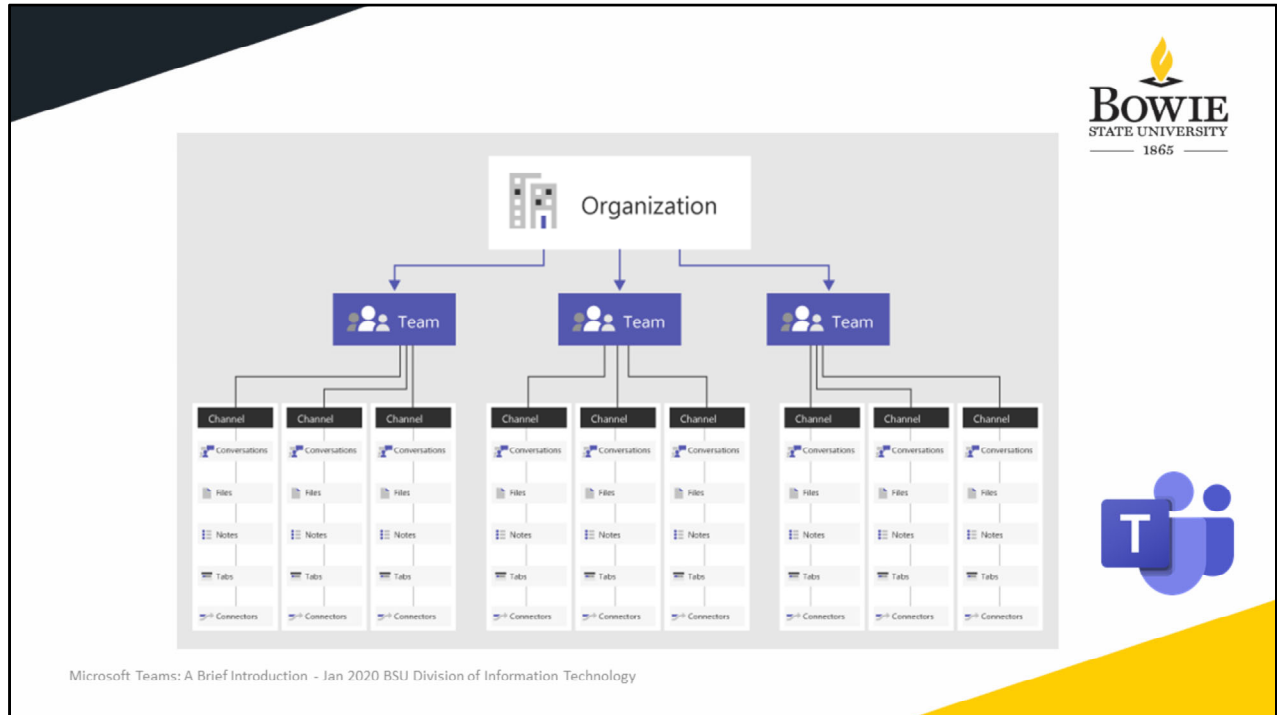
Accessible on web browsers, desktop application, and mobile apps.



Structure of Microsoft Teams




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This is a diagram of the Microsoft Teams structure on the enterprise level.

An organization can have several Teams, each with organized content.



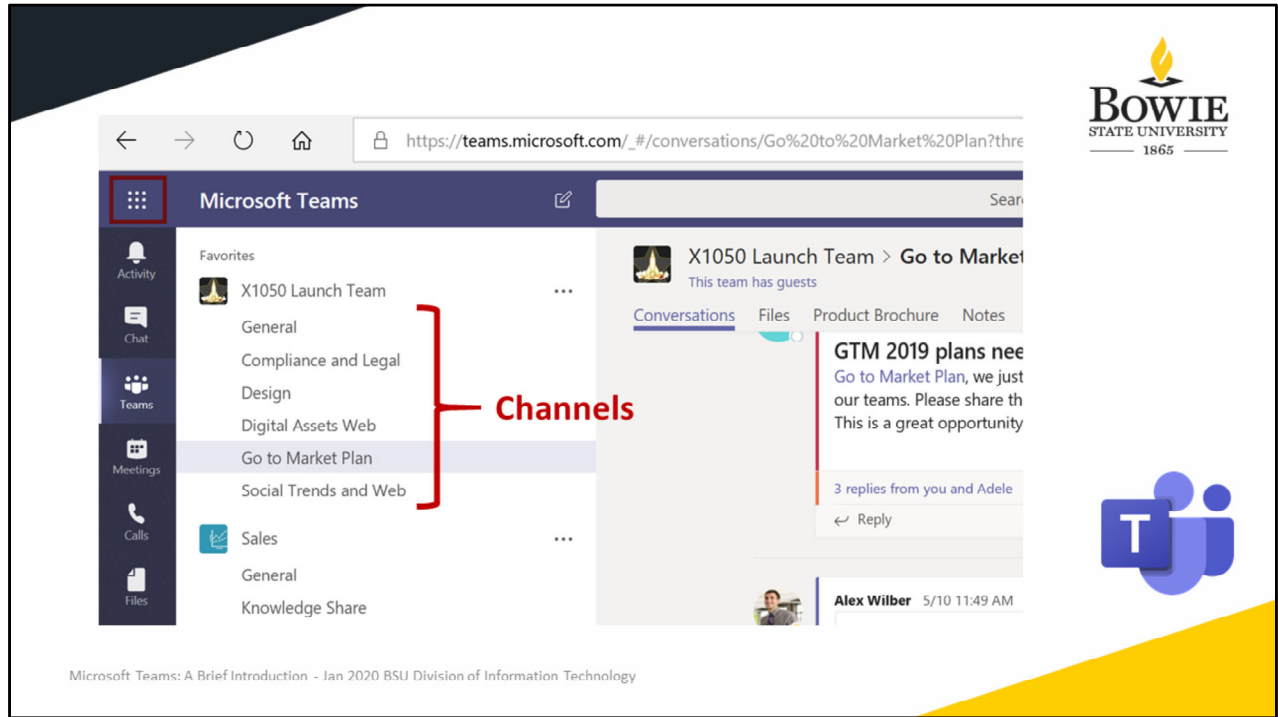
Structure of Teams

- each **Team** divided into **Channels**
- dedicated sections representing departments, projects, programs, topics, or other subject matter



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Every **Team** is divided at the highest level into **Channels**, which are dedicated sections representing departments, projects, programs, topics, or other subject matter.



This is a screenshot of a **Team** and its list of **Channels**.



Team Channels


- keeps messaging, files, apps, and other content organized within a team
- Team members can follow Channels



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Channels keep messages (posts/conversations), files, apps, and other content organized within a team.

Team members can follow specified Channels to receive notifications of a channel's activity.



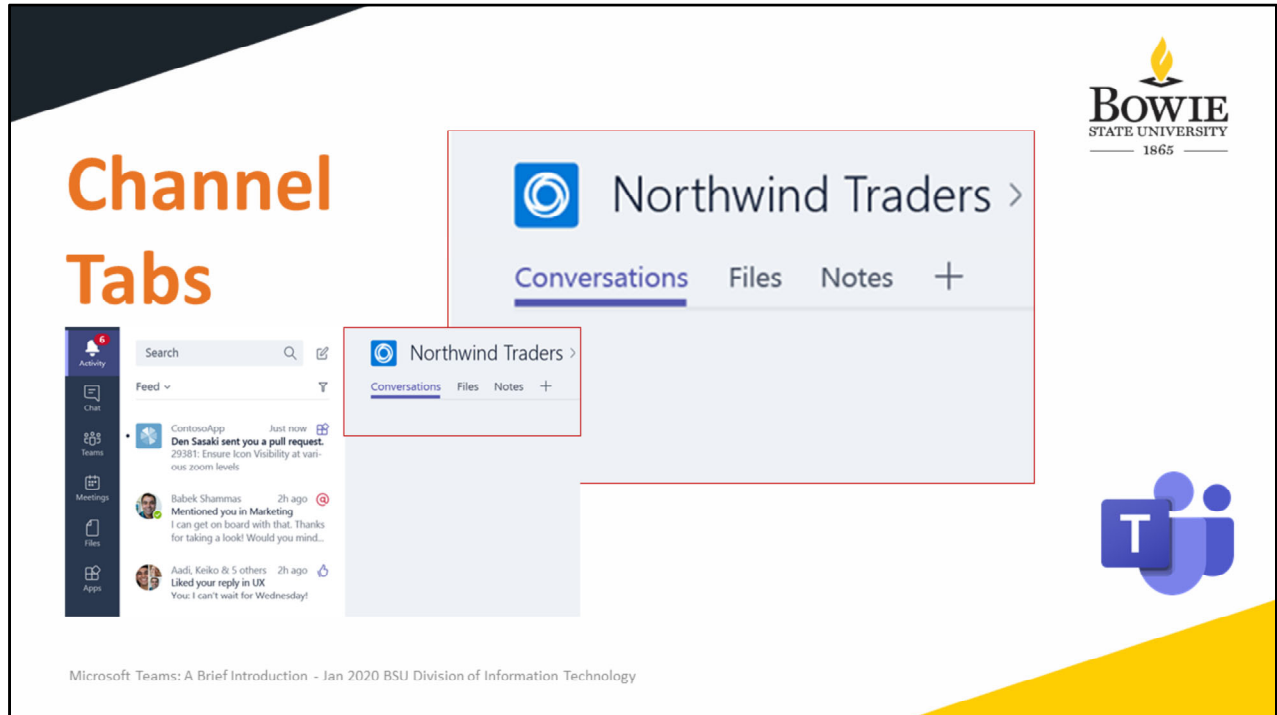
Channel Tabs

- Channels organizes content in **Tabs**
- Tabs link to various content in/out of Teams
- messages, files, apps, webpages, etc.

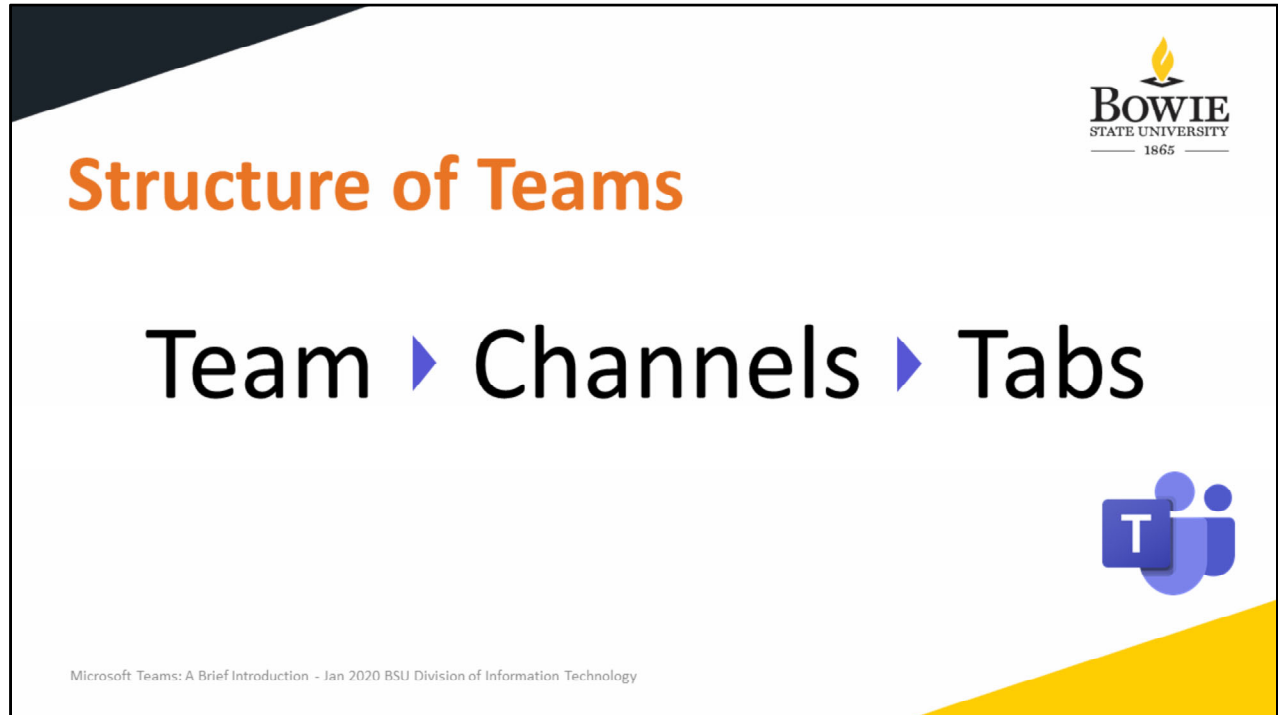


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Channels are divided into **Tabs**, which are links to various content such as messages (posts/conversations), files, apps, webpages, etc. inside and external to Teams.




This is a screenshot of a Channel's the default tabs (Conversations aka Posts, Files, and Notes)



Structure of Teams

Team ▶ Channels ▶ Tabs



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To recap the structure of Microsoft Teams, Teams are divided into Channels, and Channels organizes content into Tabs.



Messaging


- first Tab in every Channel is **Posts**.
- threaded chat **Conversations**



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The first Tab displayed by default in every Channel is Posts, which are threaded conversations conducted in that channel.

Conversations are organized into threads. Messages can be titled with a subject similar to email to keep conversations organized and easily identified.



Messaging (cont.)


- Conversation history
- ability to email a Channel



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Conversations remain in the Channel providing a centralized history of communication within that subject matter.

An email can also be sent to a Channel, which will initiate a new Conversation.



Messaging (cont.)

- within or outside of a Team:
- Channel Conversations
- Private Chats

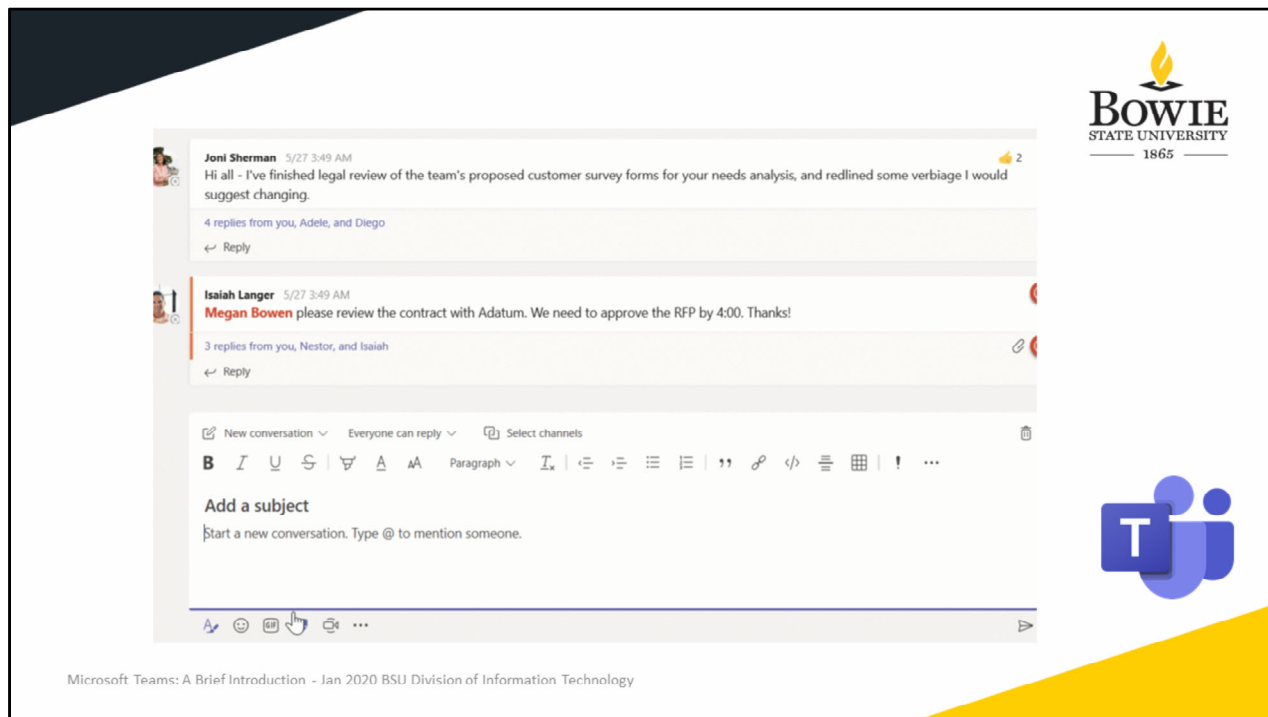


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Conversations can be conducted in Channels with members of your team or outside of a team with anyone in the organization, similar to Skype for Business.

Open communication initiated within a Team's Channel, is called a Channel Conversation and is visible by any Team Member.

Private one-on-one or group conversations can be conducted outside of a Team using Chat, similar to Skype for Business. These chats can be conducted with anyone within BSU and also be labeled to keep organized.




This is a screenshot of a conversation.



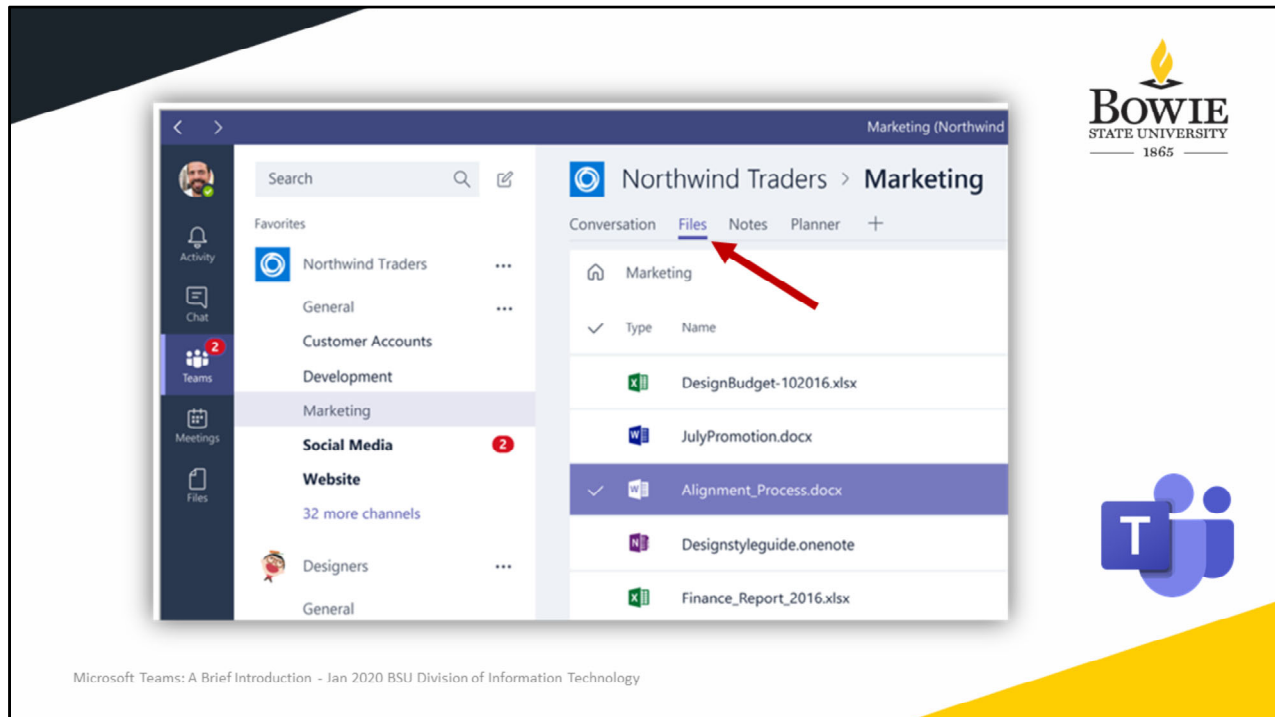
File Sharing

- Team files stored in **Files** tab
- Files can be organized into folders




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Team files are stored in the Team's Channels, under the Files Tab. Files are specifically stored in the Team's underlying SharePoint Document Library. Channel Files can be organized into folders.




This is a screenshot of the Files Tab.



Document Co-authoring


- **simultaneously** edit files
- Word, Excel, PowerPoint
- **Chat** discussion



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Similar to Google Docs, Teams provides the ability to simultaneously edit in Word, Excel and PowerPoint. This functionality is called “Co-authoring”.

Co-authoring within Teams also adds the ability for live discussion in a Chat.



Document Co-authoring (cont.)

- single file in Teams
- no emailing back and forth
- automatic consolidation




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Co-authoring begins with storing a file in a Team, then inviting others to collaborate on it.


Instead of downloading the file, editing, and emailing it back to the originator, all team members can edit the document simultaneously.

While everyone is working on the file, it remains centrally located in Teams, as opposed to multiple copies sent back and forth through email requiring the chore of consolidation.



Future Topics

- many more features
- Microsoft Planner
- Online Meetings




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Future topics to discuss will include the use of Microsoft Planner for team tasks and online meetings.



Training

- Online Training Videos
Help Button
- Microsoft-led Onsite Training
TBD



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Teams has many additional features



Support

- **DIT Help Desk**
helpdesk@bowiestate.edu
301-860-HELP
- Logs a ticket



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Support can be obtained by contacting the Help Desk. This will log a ticket, which will go to Vernon Jones or a designated back-up.



Recommendations

- download desktop and mobile apps
- plan, plan, plan
- consistent naming
- do not store **PII** in the cloud



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Download the desktop and mobile apps to stay connected.

Plan, Plan, Plan:

Don't make it up as you go along, but rather take some time to organize the use of Teams. You can begin with your current organizational structure and incorporate future initiatives.

Naming

Keep a consistent naming convention. Prefix all your organization's teams with its acronym or name. (i.e. COB...)

When collaborating with multiple organizations, simply use both department names. (i.e. ORSP Grants Accounting)

Use acronyms sparingly, spelling out names as much as possible.

Do not store PII in the cloud. Use BSU Shared Drives instead.



Any questions?