Agenda

- Microsoft Teams Introduction
- Microsoft Teams Features
Goals of this Training

- Get an understanding of what Microsoft Teams can do for you
- Highlight some key features to help increase CITRA productivity
Why do we need Teams?

- Email and schedule
- Create, share, find content
- Call and meet
- Chat
- Connect across the org
Microsoft Teams Features

Teams and Channels: Helps groups of people get organized with more focused conversations.
1. Teams

Teams are the overall group of people working on a project. They can range in size from a small product team to a larger organization.
Creating Teams

Create teams by adding member individually by email aliases or security groups. Every new team will have a default favorite channel called General (Shown in screenshots below), you can use it for whatever you like.

Create team  
Choose privacy type  
Name the team
2. Channels

Creating Channels

Channels are open to everyone on the Team, so anyone can drop in and see what everyone is talking about. Channels can be created to cover Topics, Departments, or Projects.
Teams Owners

There can only be 10 owners per Team

Owners can:

• Add new members and other owners.
• Manage Team settings:
  ▪ Enable\Disable @Mentioning.
  ▪ Allowing GIFs, stickers, memes, and moderation settings.
• Rename the Team.
• Delete the Team.
Teams Members

- There can be as many as 600 members per Team.
- Members can add additional channels to the team.
Conversations:

In channels, you can reply directly to a message, keeping the discussion easy to follow.
Like and Save messages

At the top right corner of all messages in Channels, you have an option to like messages or save them for later. Saved messages will be kept in Saved along the left rail.
Mention Team Members

You can also bring people’s attention by @Mentioning them, just type the @ symbol before their name. And if your admin enables it, you can @mention your whole team or any channel.
Ways to Express Yourself

Everything from emojis to GIFs to stickers and memes that you can edit, are there for you to showcase the personality of your team and add some flare to the conversation.
Private Conversations

Open team channels are great for collaboration, but sometimes you need to talk privately.
Chat

By selecting Chat along the left side of the application, you can have private conversations with your teammates.
Group Chat

Simple click the new chat icon and type the names of the people you want to add to a conversation. You can add up to nine people in a group chat.
Sharing Files

You can add files from your computer or OneDrive for Business account.
Meetings

Microsoft Teams makes it easy for people in a channel to go from a group conversation to a meeting.
Start a Meeting

In a channel conversation, click the Meet Now icon in the compose box. Or keep all the context of an existing conversation by clicking the Meet Now icon in the reply box.
Notify Team Members of the Meeting

Once you’re in, you can invite the people from your conversation, or anyone from the team by clicking on their name.
Meeting History

Once the meeting is done, people who couldn’t join will see that the meeting happened in the context of the conversation.
Tabs and Connectors

Allow you to integrate the tools and services you love right into your chat or channel.
Tabs

Tabs are always visible at the top and stay with the conversation, so everyone can get to them easily.
Add a Tab

There are a variety of data and services you can integrate into your channel using tabs.

Turn the team’s favorite apps and files into tabs at the top of the channel.

Add Excel spreadsheet tabs you can easily get to.
Planner

A planner for tracking tasks and managing work items.
Connectors

Connectors allow your Microsoft Teams users to receive updates right from popular services such as Twitter, Trello, Wunderlist, GitHub, and VSTS. Updates show up as rich cards in channels.
Connectors for "General" channel in "Citra Demo" team

Keep your group current with content and updates from other services.

Search

Connectors for your team

Sort by: Popularity

MANAGE
Configured
My Accounts

CATEGORY
All
Analytics
CRM
Customer Support
Developer Tools
HR
Marketing
News & Social
Project Management
Others

Visual Studio Team Services
Collaborate on and manage software projects online.

Yammer
Receive updates from your Yammer network

Wunderlist
Track tasks to be done and collaborate on projects.

Dynamics 365
Manage your customer sales, marketing, and service relationships.

Team Foundation Server
Share code, track work, ship software.
Bots

Bots allow users to complete tasks such as querying information and performing commands

T-Bot

T-Bot gets you using Microsoft Teams quickly and more effectively by answering your questions and providing help. Type a question directly to T-Bot in a chat or browse the menu.
Getting started with teams and channels

General
- What are teams and channels?
  Teams are collections of people, content, and tools surrounding different projects and jobs within an organization. Team members can share conversations, files, notes, and more.
  Keep team conversations organized in specific channels. You can dedicate channels to specific topics, projects, disciplines—whatever you like!

Ownership
- Why can't I create a team?
- What can a team owner do that I can't?

Creating teams
Thank you.

MIS TEAM