

Microsoft Teams Fundamental Training



Solutions for **Success**



POINT ALLIANCE

Agenda

- Introduction
- Microsoft 365 Collaboration
- What is Microsoft Teams?
 - Chat
 - Call (Audio/Video)
 - Scheduling and managing meetings
 - File sharing and collaboration
 - Web client and mobile app
- Live Demo



Point Alliance

We help you **maximize** your **Microsoft Cloud** investments.

- Teams
- SharePoint
- Dynamics 365
- Endpoint Manager
- Power BI

Microsoft
Partner



Gold Application Integration
Gold Application Development
Gold Cloud Productivity
Silver Communications
Silver Enterprise Mobility Management



John Zarei

- Chief Executive Officer
- john.zarei@pointalliance.com
- www.linkedin.com/in/johnzarei



Microsoft 365 Collaboration

- Microsoft 365 unlocks the **modern ways of working**. No matter if you're working from home or if there's an emergency while you're away, you can have the peace of mind that you've got the tools to help you adapt from wherever you are.
- Whether you're using a laptop or your mobile device, you can easily **attend meetings online, share Office files, co-author in real time**, and be productive from **anywhere**.

OneDrive, Teams & SharePoint



Just me



Me and my team



The wider organisation

Teams

- Microsoft Teams is a persistent chat-based collaboration platform complete with **document sharing**, **online meetings**, and many more extremely useful features for business communications. (which uses SharePoint in the background as its file storage anyway).

DYK: Microsoft Teams have 115 million daily active users as of October 28, 2020.



What is Microsoft Teams?

- **Chat** - Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.
- **Meet** - Instantly go from group chat to video conference with the touch of a button. Teams of 2 or 10,000 can meet in one place, no matter how many places they're in.
- **Call** - Make and receive calls with internal and external groups using Microsoft Teams Calling, Phone System, Calling Plan, or Direct Routing.
- **Collaborate** - Easily find, share, and edit files in real time using familiar apps like Word, PowerPoint, and Excel in Teams..

Live Demo



#MicrosoftTeams



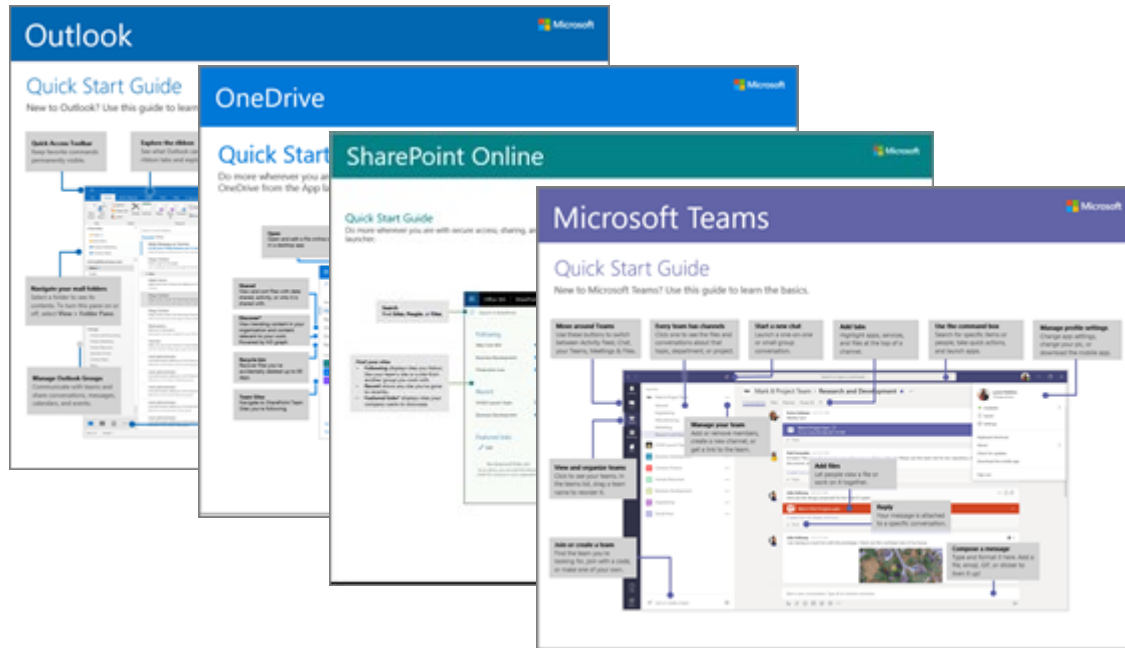
Whatever you need, wherever you go

- Stay connected and productive on your iOS and Android devices
- Bring the Microsoft experiences you love across your PC, iOS, and Android devices with your Microsoft account.

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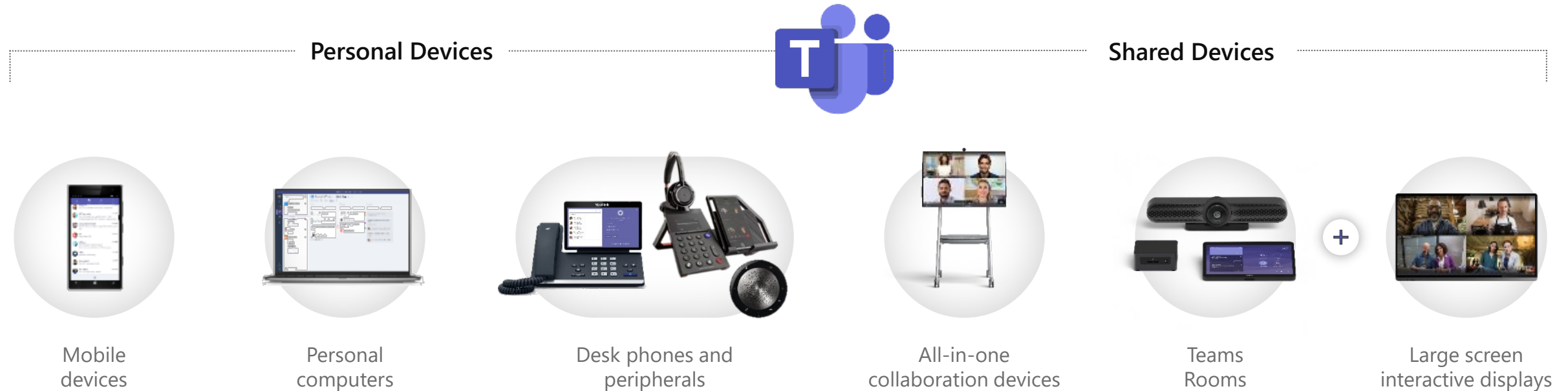
Office Quick Starts

- Get up and running quickly with the basic info you need to be productive right away.



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Microsoft Teams Devices



A range of certified devices in every size, for every space and working style

Consistent Teams experience with more seamless transitions across devices

Integration of software and hardware to enhance the meeting experience

Companion experiences with mobile devices for meetings

Built-in skills and intelligence to support the meeting and calling lifecycle

Upcoming Solutions for Success Webinars



Microsoft Endpoint Manager

- February 16, 2021
- 11:30 am EST



Microsoft Lists

- March 16, 2021
- 11:30 am EST



Shifts in Microsoft Teams

- April 20, 2021
- 11:30 am EST

Q&A

