



# Microsoft Teams Adoption Workshop

## Day 1

**1. Setup** (check attendees arrived + organizer will invite attendees and present us – he/she will also emphasize goal of the training + organizer will start recording and pass voice to us)

- Short intro about Sii and ourselves
- Start presentation – Agenda

## 2. Microsoft Teams Introduction

- General description of a tool – HUB for Modern Work (Office 365 applications and applications from other manufacturers)
- Different versions of application: desktop / web / mobile
- Benefits of using Microsoft Teams app (for company and individual users)
- User interface overview + short demo
- First **Q & A panel** – if no questions we can jump to next section

## 3. Chat (Private Conversations)

- Demo
  - Initiate new 1:1 chat
  - Describe chat area briefly
  - Describe compose message box options
    - Rich text editor
    - Attach files – difference between pick from OneDrive and upload from Computer
    - Fun stuff (emojis, gifs, stickers)
    - Schedule a meeting with 1 person
    - Insert video from stream
    - Praise (show your gratitude, appreciate somebody)
    - Other applications (extensibility points in Teams)
  - React on other person chat message
    - Sentiment options
    - Save message (Saved messages)
    - Mark as unread
    - Share message with Outlook
    - Translate option in action
    - Immersive reader – accessibility (screen reader)
  - Describe other tabs visible in 1:1 chat (Files / Organization / Activity)
  - Possibility to start immediate meeting with person (video / audio)

### Sii sp. z o.o.

A limited liability company seated in Warsaw (02-626), at al. Niepodległości 69, entered into the Register of Entrepreneurs of the District Court for the capital city of Warsaw, 13th Commercial Division of the National Court Register, under entry number KRS 0000249203, holding a tax identification number NIP: 525-23-52-907, and a share capital paid up in the amount PLN 400,000, REGON: 140381516



- Pop out option (desktop client only)

### **Q & A Panel (after 1:1 chat options)**

- Possibility to add other people to chat – starting group chat
- Inviting other people to existing group chat (options to share history)
- Name group chat – mention you can name it
- Explain what to do when adding 4th person to group chat (3<sup>rd</sup> person always initiate group chat)!!
- Group chat differences vs 1:1 chat

### **Q & A Panel (after Group chat options)**

- Recent chat messages
  - Browse + filter
  - Options available per entry in Recent list
- Contacts
  - Add new contact groups and contacts
  - Notify when available option

## **4. Teams**

Hierarchy in Teams:

- Team – Channel – Tab
- Private Channels
- Posts in Teams vs Conversation in chat (Threaded with ability to reply to specific post / announcement / conversation)
- Sharing a file with Team / Channel (SharePoint)
- @mentioning (individual people / Team / Channel / Tag)
- Managing team / channel

### **Q & A Panel (after slides)**

- Create or join a team – best practices when to create new team
- Team types: Private, Public, Organization Wide
- List of teams – Active / Hidden teams – user can be a member of 1000 teams.
- Shuffle list of teams
- Possibility to archive teams (retention process) or ask IT admin
- Team actions
  - Hide / show team

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- Manage team
- Add channel (regular or private)
- Add member
- Leave team
- Edit team
- Get link to team (deep linking in teams)
- Manage Tags (connected with mentioning in Team channels)
- Delete team (Owners only)

### **Q & A Panel (after teams options)**

## **Day 2**

### **5. Channels**

- Channels list
- Regular vs Private Channel – when to use Private channels
- Single channel – General vs Custom Channels
- Single channel options
  - Pinning
  - Notification settings
  - Hiding / Showing
  - Members / Leaving channel
  - Manage channel
  - Get email address – integration with mail
  - Get direct link
  - Opening in SharePoint
  - Connectors / Tabs / Messaging Extensions – extensibility points

### **Q & A Panel (after channels options)**

- Single channel board explanation
  - Posts board – threaded
    - Possible to publish Announcements / Conversations
    - Who can reply – decision (block replies)
    - Posting in multiple channels
  - Mentioning People, Tags, Channels
  - Posting files to Channel – dedicated SharePoint site + library + folder behind
  - Meet now option
- Other channel OOTB Tabs

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- Files
- Wiki
- Channel customize tabs
  - OneNote
  - Word / Excel file – co-authoring sample if enough time.
  - Web – external site
  - SharePoint – Learning Pathways site

## **Q & A Panel (after channel tabs explanation)**

### **6. Calendar (Manage Meetings)**

- Calendar overview (different views)
- Teams Calendar sync with Outlook Calendar
- Schedule a Meeting from Teams / Outlook
- Scheduling Assistant explained briefly
- Meeting chat / files / notes / whiteboard
- Meeting options
- “Meet Now” meeting – impromptu meeting
- Regular meeting options (maximum 250 attendees for scheduled meeting / ad hoc meeting from chat – 20 people maximum)
  - Is meeting recorded
  - Duration of meeting
  - Video sharing
  - Audio sharing (mute / unmute)
  - Share desktop / PPTX presentation or other app (e.g. Whiteboard)
  - Three dots (…)
    - Device settings – accommodate on the fly
    - Meeting notes (wiki based)
    - Enter full screen
    - Background effects – blur or background
    - Live captions (preview) – accessibility
    - Keypad (dial in)
    - Start / Stop recording
    - End meeting
    - Turn off incoming video (for those who have problems with network – and would like to have just video)
    - Raise a hand
    - Meeting persistent chat
    - Meeting participants list

## **Q & A Panel (after Calendar & Meetings)**

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## 7. Live events

- Meetings up to 10 000 attendees (in Covid-19 lockdown limit extended to 20 000 attendees)
- Producers and Presenters responsible for streaming preparation (stream video + desktop / presentation sharing)
- Producer shuffles what should be streamed live in what time
- Presenters stay in the queue – ready to present
- Q & A session (moderated)
- Regular Attendees – can only view the show and ask questions to Q and A panel
- Live captions (preview)
- Other limits (duration 4h – in Covid-19 extended to 16h / simultaneous – 5 – in Covid-19 extended to 15)
- Recording available in Stream after the event (useful for attendees who could not make it)
- Ability to use professional Camera and Audio recorder to stream the event (Teams app is not the only option)

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