LEARNING OBJECTIVES

General/Getting Started with Teams

General introduction to Teams and how to get started

File Sharing in Teams

Different ways to share and manage files in Teams and how to use the OneDrive app

Collaborate in Teams

Understanding how to collaborate in Teams and best practices for working together

Work in Channels

How to use channels in Teams for organizing team discussions and file sharing
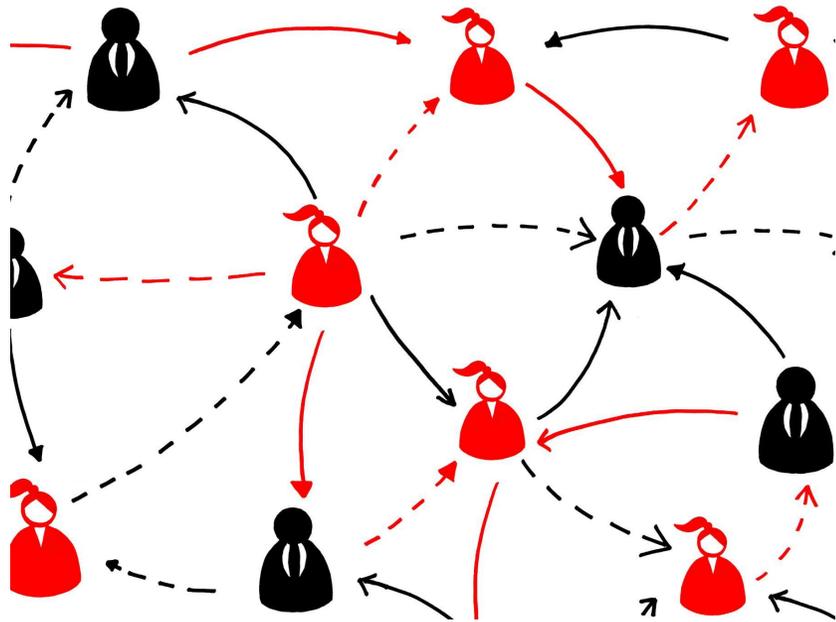
GENERAL/GETTING STARTED WITH TEAMS

Microsoft Teams is a powerful collaboration tool that brings together chat, individual audio and video calls, screen sharing, file sharing, and app integration.

It allows you to work seamlessly with your team, no matter where you are located.

MANAGE NOTIFICATION SETTINGS

Notifications can be a powerful tool to keep you updated with important information in your Teams channels.

We will show you how to manage your notification settings, so you only receive the notifications that matter to you, helping you stay on top of your work.
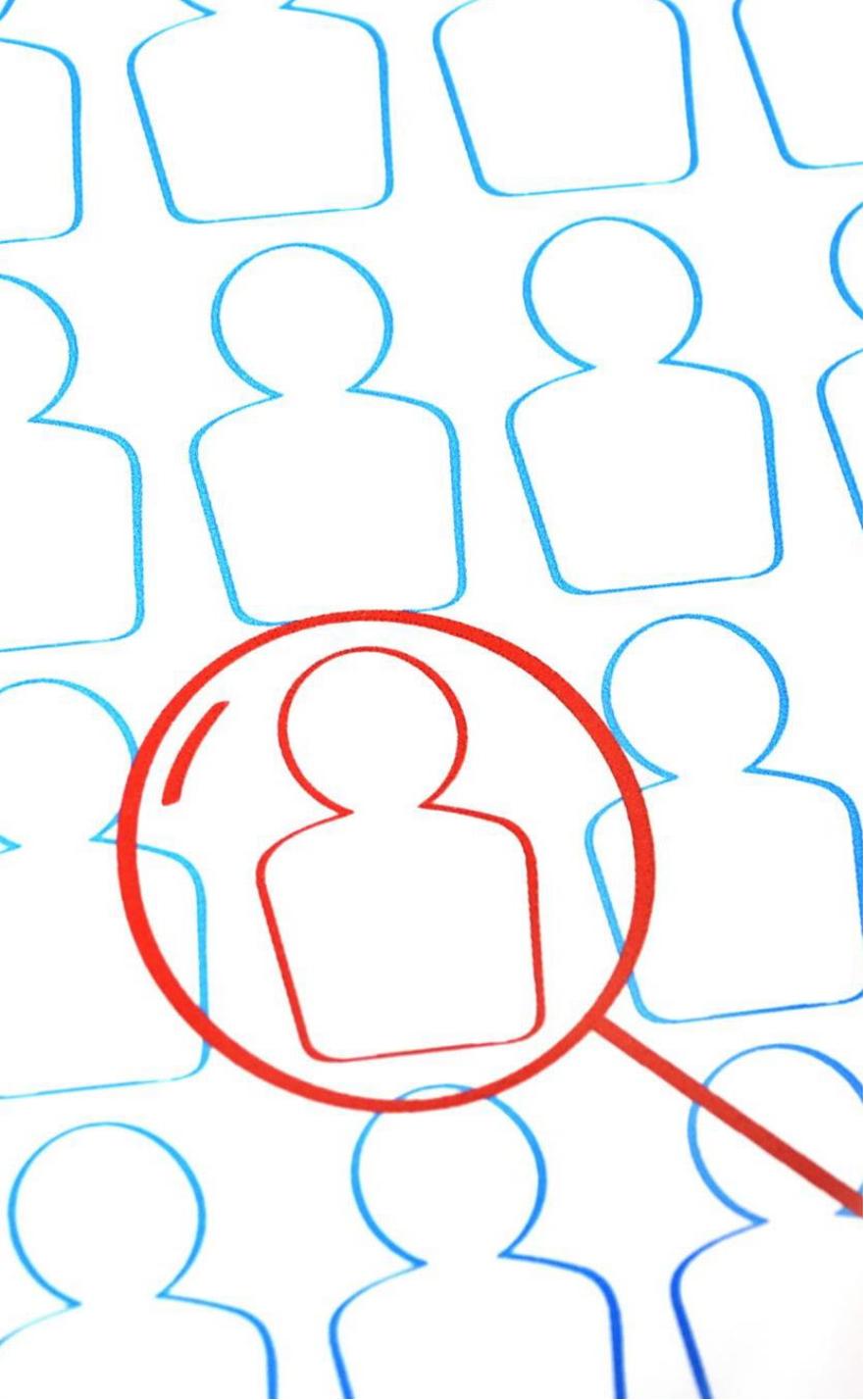
YOUR PROFILE AND HOW TO CHANGE STATUS

Update your Profile Picture

Your profile picture is one of the first things your team members see when they communicate with you. Learn how to update it to a professional and clear image.

Set your Status/Work Location

Your status is a quick way to let your team members know if you are available or busy. Learn how to set your status to avoid interruptions while you are focusing on your work. You can also set your work location in the same place, showing that you're working in the office or remotely.

Control your Availability

Your availability settings allow you to control when you are available to communicate with your team members. Learn how to manage your availability settings to avoid interruptions during non-working hours.

TIPS FOR FILES IN TEAMS

File Organization

Organize files in Teams by creating channels and folders to make it easier for team members to find and access the files they need. Use standard naming convention when creating file names and add tags to make searching easier. Group chats store files in OneDrive, channels store files in SharePoint.

File Permissions

Ensure that files are only accessible to team members who need them by setting appropriate permissions. Use the 'Share' option to grant access to files outside the team if necessary.

Collaboration and Communication

Use Teams' collaboration and communication features to work on files together in real-time. Use @mentions to notify team members of updates or changes to files.

UPLOAD AND SHARE FILES

Uploading and sharing files is a core feature of Teams, allowing team members to collaborate seamlessly and efficiently.

This feature helps teams work together by providing a central location to share files, collaborate on ideas, and stay on top of projects.
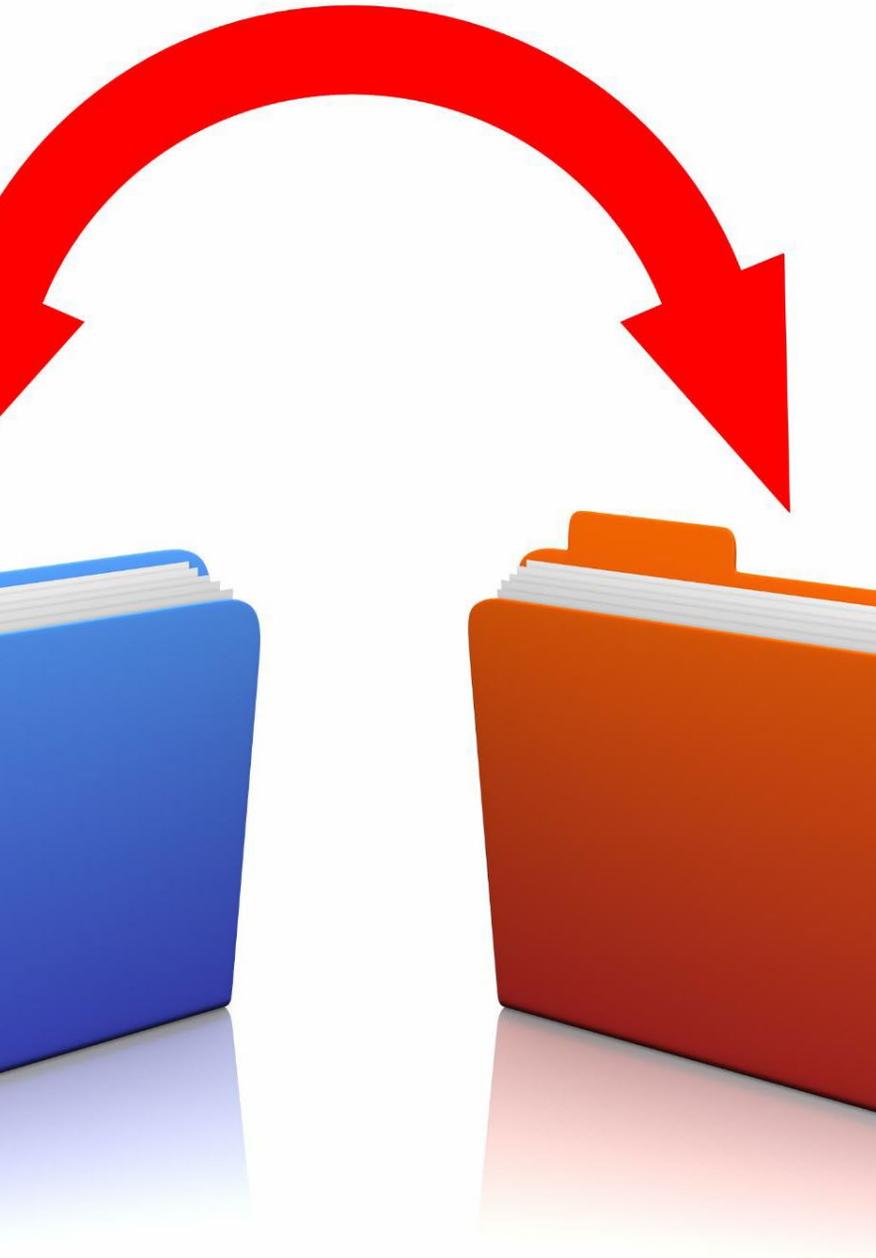
DIFFERENT WAYS TO SHARE FILES

Links

Sharing files through links is a quick and easy way to share files with others. It is ideal for sharing large files that cannot be sent via email or for sharing files with external collaborators. Links can be set to expire after a certain amount of time or after a certain number of downloads, adding an extra layer of security to the shared files.

SharePoint

Sharing files through SharePoint is ideal for files that need to be accessed by multiple people or for files that need to be maintained and updated regularly. SharePoint allows files to be stored in a central location, making it easy for team members to collaborate on projects and access the latest version of a file.

UNDERSTAND HOW THE ONEDRIVE APP WORKS IN TEAMS

OneDrive Integration with Teams

OneDrive can be easily integrated with Teams to provide a seamless file storage and sharing experience. You can access OneDrive files within Teams and collaborate on them with your team members.

Using OneDrive App in Teams

To use OneDrive app in Teams, you need to add it as a tab in your Teams channel. Once added, you can manage your OneDrive files directly from Teams, including uploading, downloading, and sharing files.
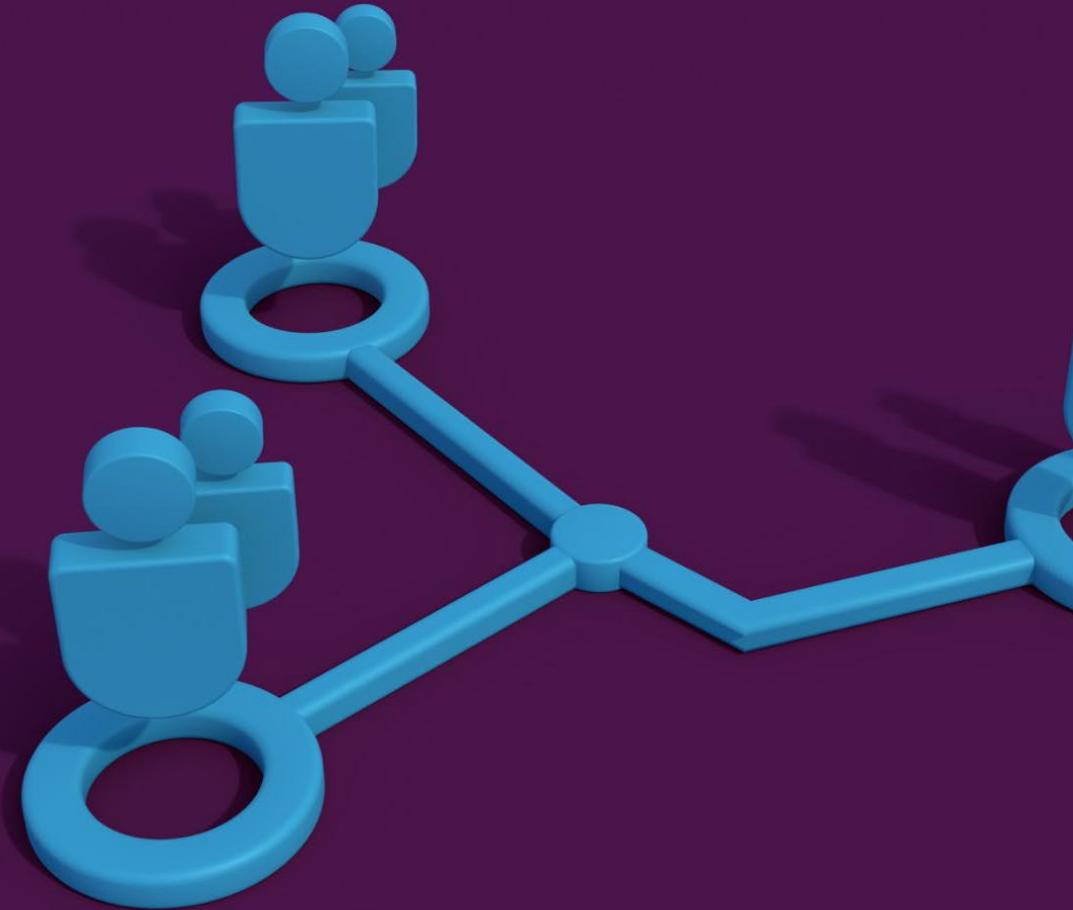
COLLABORATE IN TEAMS

Collaboration is at the heart of Teams, enabling you to communicate and work with your team members in real-time using chat, video calls, and co-authoring in files.

HOW TO PIN FREQUENTLY USED FILES IN THE HEADER ABOVE A CHAT

Why Pin Files

Pinning files to the header above a chat is a great way to keep them easily accessible for quick reference and sharing.

How to Pin a File

To pin a file to the header above a chat, simply click on the pin icon next to the file name. The file will then be pinned to the header and will remain there until you unpin it.

Internal File Sharing

Role-Based Access Control

Microsoft Teams has a role-based access control system that allows you to control who has access to your files. This ensures that only authorized personnel can view and edit your sensitive data.

Encryption

Microsoft Teams uses end-to-end encryption to protect your files from unauthorized access. This means that your data is encrypted both in transit and at rest, making it difficult for hackers to access your sensitive information.

External File Sharing and Calling

Secure File Sharing

When sharing files with external parties, it is important to take extra precautions to ensure that your information is secure. Best practices include creating secure links and setting expiration dates.

Microsoft Teams' Calling Feature

Microsoft Teams' calling feature provides security and privacy features to ensure that calls with external parties are secure. Best practices include enabling two-factor authentication and using passcodes for meetings.

WORK IN CHANNELS

Organizing Conversations and Files

Channels are a powerful tool for organizing your Teams conversations and files. You can create channels for different teams, projects, or topics and then add members to each channel. You can also share files in channels and have conversations centered around those files.

Customizing Channel Settings

You can customize channel settings based on your team's needs. You can change channel privacy, add tabs for apps, add connectors, and set up channel notifications. Customizing channel settings can help you and your team work more efficiently.

TIPS AND TRICKS FOR USING GENERAL CHANNEL IN A TEAM

The General channel in a team is a default channel that can be used to communicate and collaborate with team members.

Here are some tips and best practices for using it effectively:

- Use @mentions to grab someone's attention
- Keep messages short and to the point
- Use threaded conversations to keep discussions organized
- Pin important messages for quick reference

SETTING UP CHANNELS IN TEAMS

Creating Channels in Teams

Creating channels is a great way to organize your Teams conversations and files. We will show you how to create and manage channels in Teams.

Managing Channels in Teams

Managing channels in Teams allows you to keep your conversations and files organized. We will show you how to manage channels in Teams.
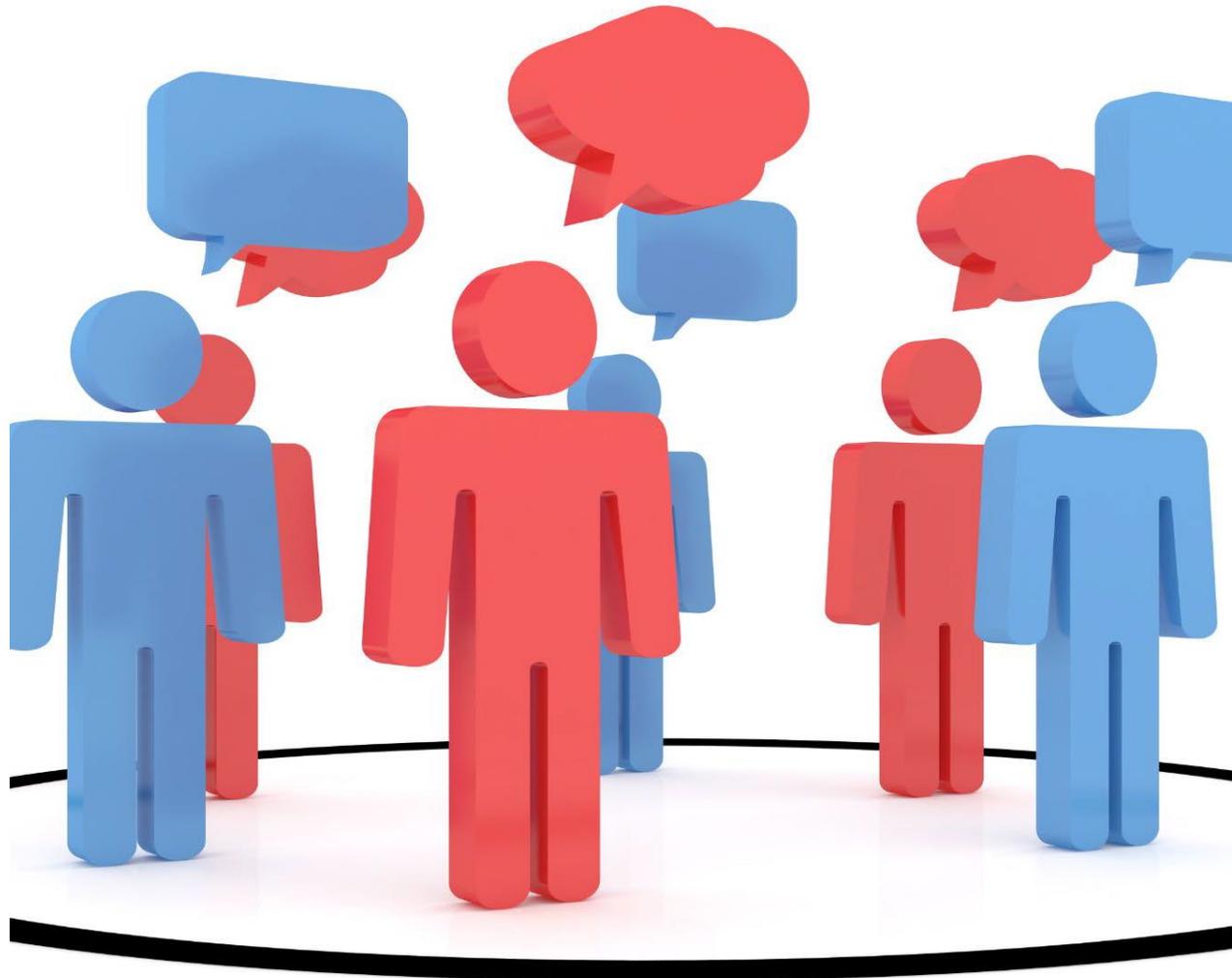
START AND PIN CHATS

Starting Chats

Starting chats in Teams is easy and convenient, whether you want to chat with one person or a group of people. You can start chats from the chat icon in the Teams app or from the command box.

Pinning Chats

Pinning chats is a useful feature in Teams that allows you to keep important chats easily accessible. You can pin chats by right-clicking on the chat and selecting 'Pin'.

HOW TO USE WHITEBOARD IN TEAMS

Whiteboard in Teams is a powerful tool for collaborating and brainstorming with your team members. It allows you to create, draw and write together just like you would in a physical whiteboard.
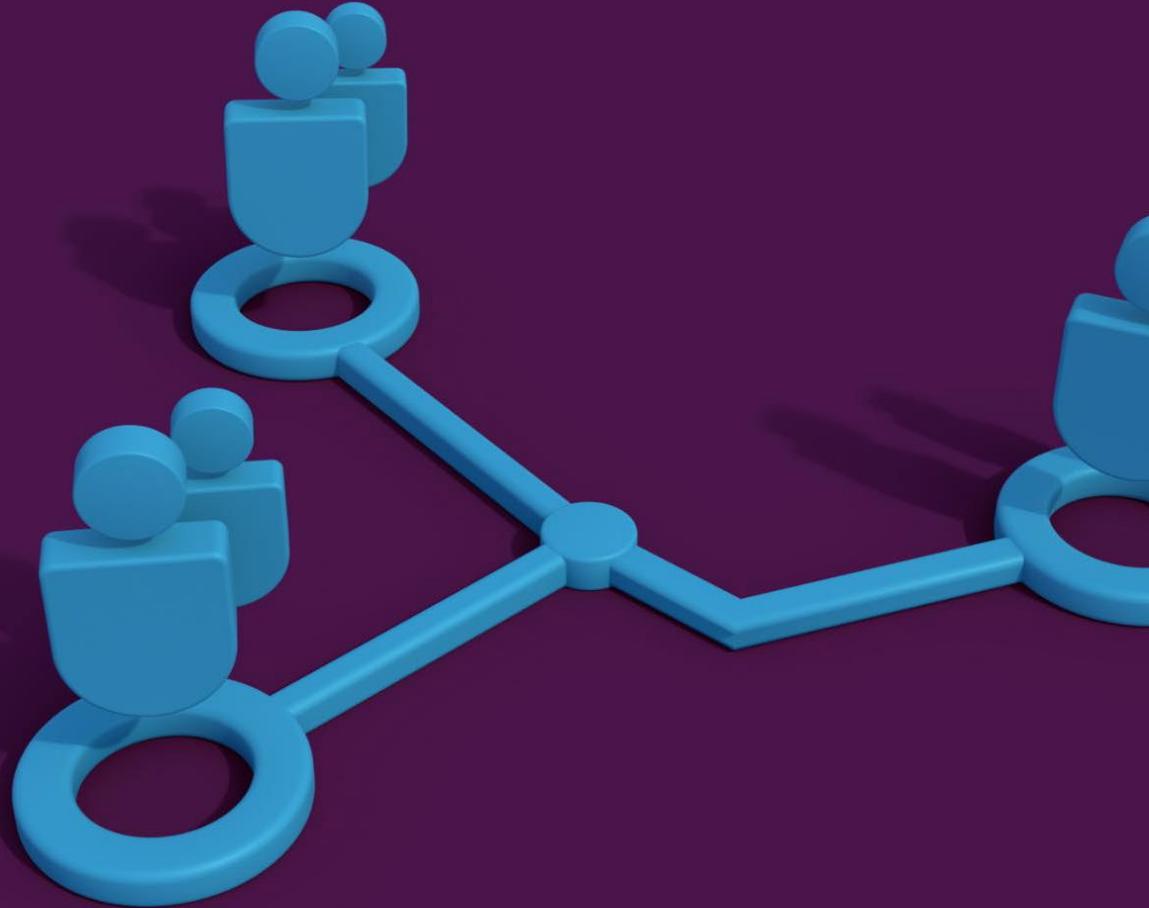
ACCESSIBILITY FEATURES OF MICROSOFT TEAMS

Empowering All Users with Inclusive Collaboration

KEYBOARD SHORTCUTS

Accessibility

Keyboard shortcuts can be especially helpful for people with mobility impairments or visual impairments, allowing them to navigate the app and perform actions without the need for a mouse.

Ease of Use

Keyboard shortcuts make it easier to navigate the app and perform certain actions quickly without having to switch between mouse and keyboard.

Learning Keyboard Shortcuts

Users can access a list of keyboard shortcuts by pressing "/" in the search bar or the compose box.

HIGH CONTRAST MODE

Accessibility

High contrast mode in Microsoft Teams makes the app more accessible for people with visual impairments by changing the color scheme of the app to make it more distinguishable.

Activation

To activate high contrast mode in Microsoft Teams, you need to go to your profile picture, then select Settings > General > High contrast mode.

CONCLUSION

Collaboration is key

Effective collaboration is essential for achieving team goals and objectives. Microsoft Teams can help make collaboration easier and more efficient.

Best Practices

Following Teams best practices can help improve your overall experience with the tool. This includes utilizing channels, setting up notifications and utilizing integrations.

For more information and online training videos:
Training - Microsoft Support