WEBINAR

Communication and Collaboration Platform - Microsoft Teams

05 2020

The lecture is based on the **Official Microsoft Quick Start Guide available at the following link:**

https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf

MICROSOFT TEAMS

Platform General description

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration.

The topic of the training is to give the main instruction on how to use the platform as a working tool.

Teams allows communities, groups, or teams to join and to collaborate.

Menu

Upper and side command bar.

Chat

Direct messages allow users to send private messages either to a specific user or to a group of people.

Users can start a chat easily, with a single person or a group, reply to chat with text as well as images, GIFs and custom made memes.

Teams and Channels

Within a team, members can set up channels. Channels are topics of conversation that allow team members to communicate without the use of email or group SMS (texting).

Connectors are third party services that can submit information to the channel.
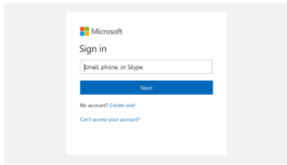
Meeting

Meetings can be scheduled or created ad-hoc and users visiting the channel will be able to see that a meeting is currently in progress. Teams also has a plugin for Microsoft Outlook to invite others into a Teams meeting.
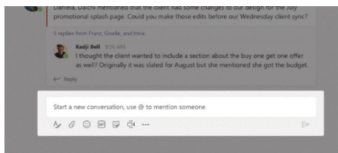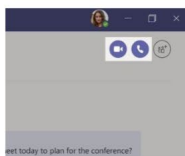
Calling

Instant messaging. Voice over IP (VoIP). Address Book
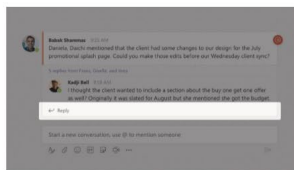
Microsoft Teams

Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.

@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.
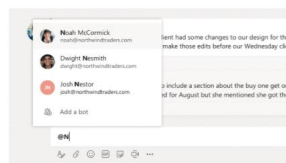

Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.
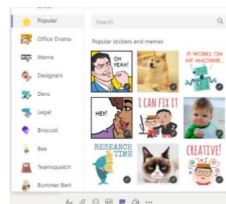

Add an emoji, meme, or GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.
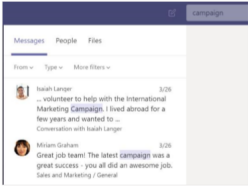
Help

Available Videos and guides for every argument.