



What is Microsoft Teams?
Why Should I Use Microsoft Teams?
Is It Secure?

In short, the answers are:



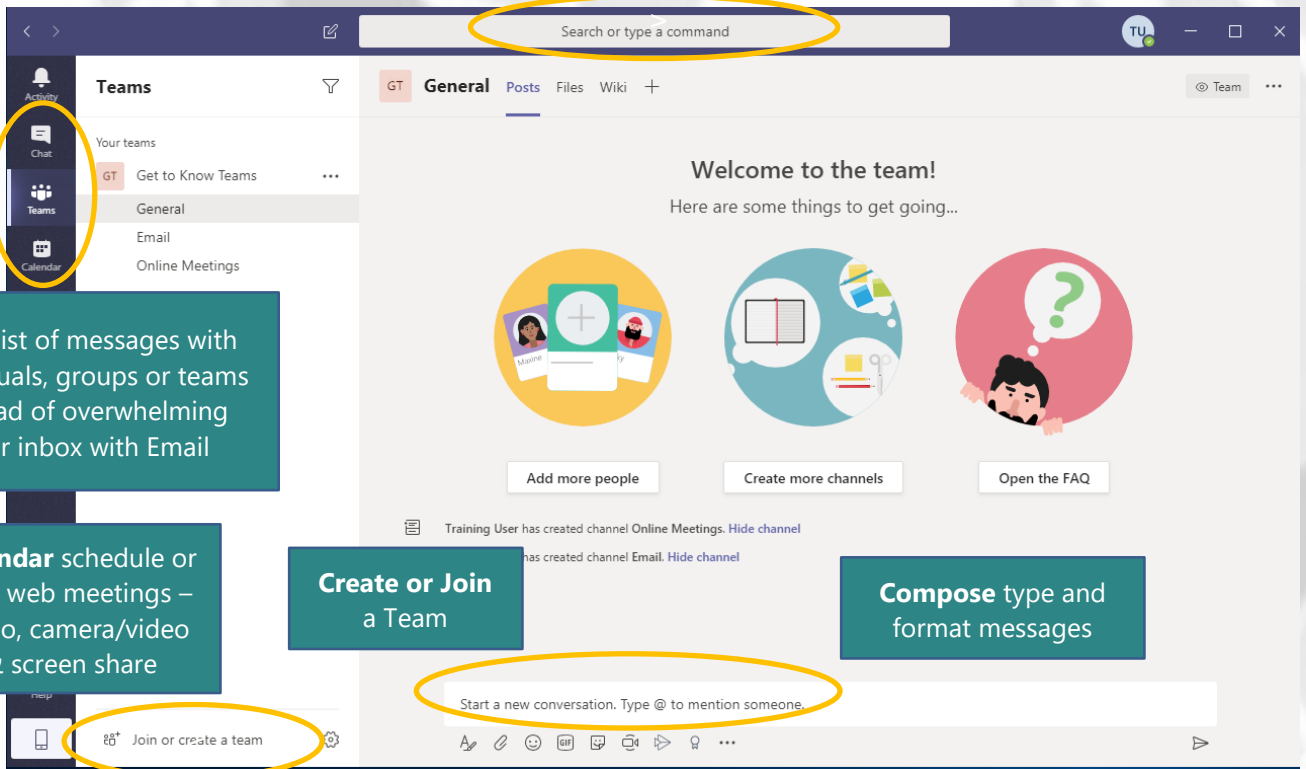
- An O365 **collaboration** app that can help you stay **organized** with clients and projects
- Fewer Emails!** Stop drowning in emails. Manage your communication with Team Chat
- Yes - it is **secure**

Microsoft Teams Overview

Teams setup, invite, manage any type of group, client, team or project

Channels create and organize teams, groups and clients

Search for people, teams, channels



Chat list of messages with individuals, groups or teams instead of overwhelming your inbox with Email

Calendar schedule or start web meetings – audio, camera/video & screen share

Create or Join a Team

Compose type and format messages



What is Microsoft Teams



What is a Team?

1. A Team is a group of people, colleagues, clients, etc.
2. It can be anyone or anything you want it to be
3. Content, information, links and tools to assist you and your Team with working together



Channels Explained

1. Once you create a Team, you can create Channels to discuss and manage topics
2. Channels appear below the Team and will help you organize topics and discussions



Teams Meetings

1. Meet face to face with your colleagues or client via video or audio call
2. Easy to use and secure



Chat

1. Chat or group chat within your organization instead of sending and replying all to email messages
2. Message threads are saved so you can jump in or out of the chat as needed
3. Create Public or Private Chats



Activity Feed Basics

1. Summary of everything that's happened in the channels that are in your teams list
2. The Filter button at the top right corner of the feed shows specific types of messages such as unread messages, @mentions, replies, and likes
3. A red circle appears next to the Activity button when you have a notification
4. Notifications remain in your feed for 14 days and then expire



Why Should I Use Microsoft Teams

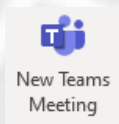
Working remotely and collaborating online has happened at unprecedented speed due to world circumstances

1. The Teams app by its very definition and nature is designed for online collaboration
2. It was already Microsoft's fastest growing app in their history
3. Over 90 of the top 100 companies in the U.S are already using Teams
4. Successfully working remotely and online teamwork will define the future your business
5. It's more than just a meeting and chat app

Features That Will Make You Instantly More Efficient

Start and schedule audio, video and/or screen sharing meetings with a click of a button

1. Anyone in your company can do this!
2. From Outlook go to your calendar and click **New Teams Meetings**



3. Or from the Teams App click **Calendar** and choose either **New Meeting** or **Meet now**



4. Your unique meeting with a link and a phone and pin number will be created

Join Microsoft Teams Meeting
+1 925-123-3040 United States, Concord (Toll)
Conference ID: 169 177 070#
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

5. You don't need to share a single company wide conference number with others and



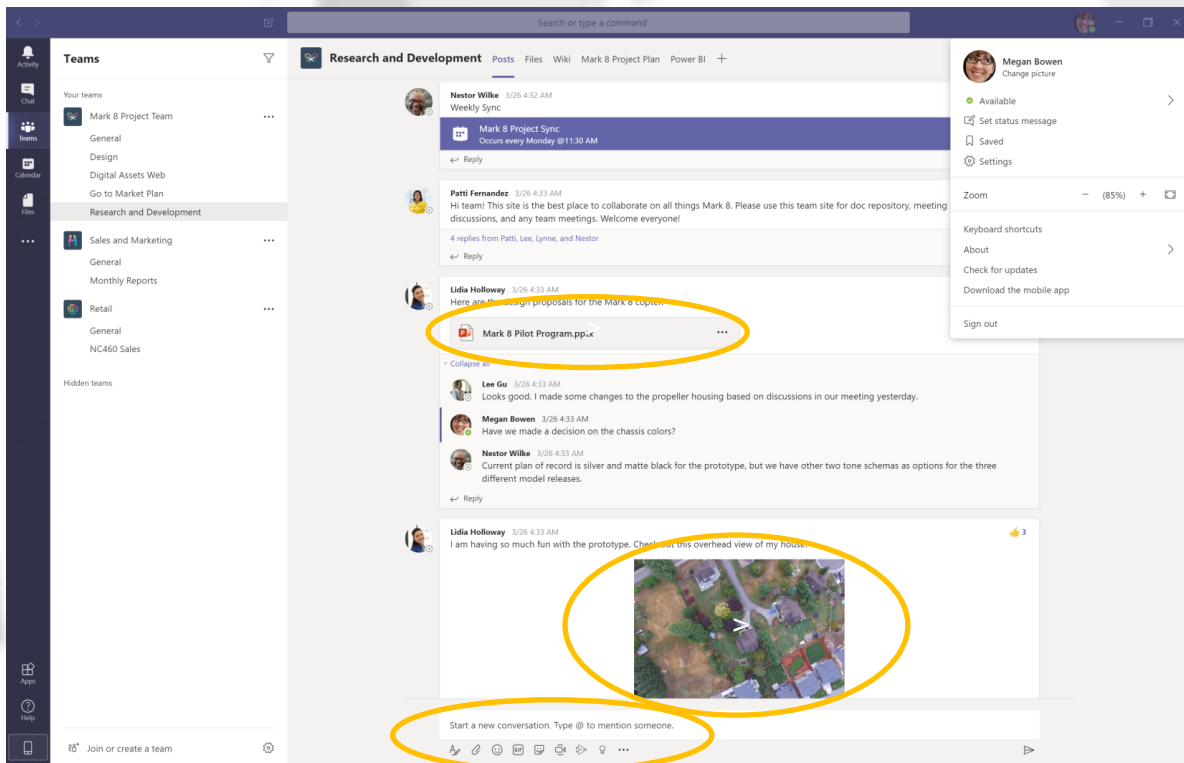
worry they might be using that number when you need it

6. No need to pay for any additional online meeting apps! Teams does it all in one seamless app



It's more than just Chat - Reduce Email with Chat

1. Start group or one on one conversations
2. The complete history of your chat is retained
3. Use chat to communicate with people in your organization instead of email
4. Stay connected, organized and reduce the amount of email arriving in your Inbox daily
5. Add or remove people from a Chat as needed
6. Choose how much Chat history you share with new Chat team members



7. Add documents and files to a Chat to share, edit and collaborate without leaving Teams
8. Start calls and video meetings directly from Chat to discuss files and edit simultaneously



Co-edit Microsoft Office and Visio Files simultaneously

1. Yes! That's right. Edit files at the same time
2. Changes will be merged seamlessly as you work



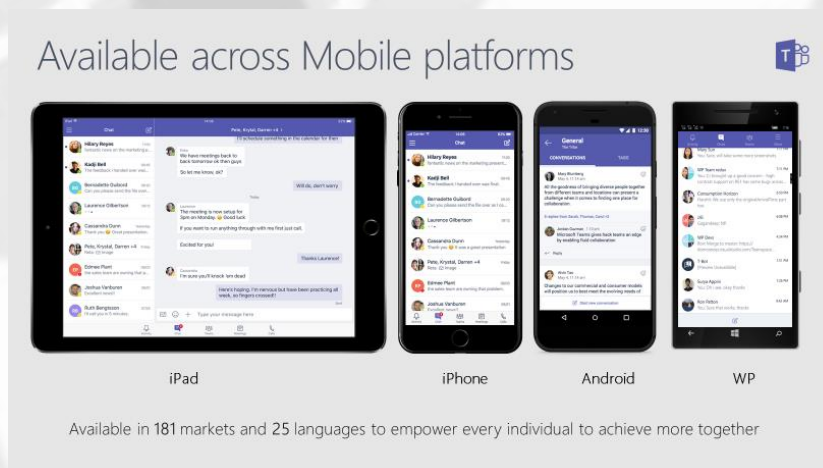
Organize yourself and your colleagues before, during and after Meetings

1. Getting everything ready for meetings can often be difficult
2. Too many documents, files and discussions get lost in separate emails
3. Meetings in Teams relieves you of many of the previous burdens
4. During the meeting, you will have the complete Chat history and all documents you have uploaded and discussed prior to a meeting
5. Record your meetings. Participants will be alerted when a meeting is being recorded
6. Share and review the meeting recording at any time



Stay connected with the Mobile app

1. No matter where you are, you need to stay connected, be available, and have access to all your workflow resources
2. Teams mobile app looks and feels similar to the full app and has all the same features



3. You can easily respond to chat and conversations, join meetings with one click and continue to collaborate
4. So you are able to stay in the loop no matter where you are



Security and Compliance



Microsoft Teams is very secure

1. With the security of Office 365, Teams encrypts all data, all the time
2. Teams meets compliance standards including HIPAA, BAA, ISO 27001, ISO 27018 and SSAE 16 SOC 1 and 2 report
3. It has many other security features such as Multi-Factor Authentication, Advanced threat protection and Intune for mobile
4. Files are stored in SharePoint and are backed by SharePoint encryption
5. Notes are stored in OneNote and are backed by OneNote encryption

Will Microsoft Teams Replace Outlook?



Will Teams replace Outlook? Probably not



But it should help tame Outlook and email



Teams is very robust and this intro guide just touches the surface



Stay tuned for more details and features to see how Teams can work for you