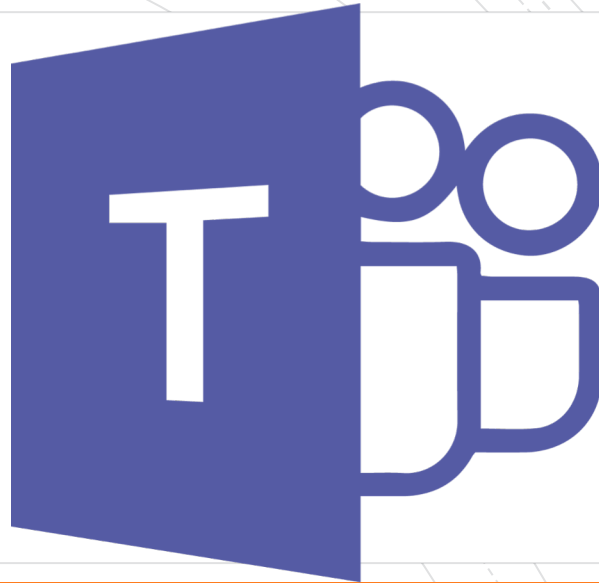


APPLICATION PREVIEW

Teams, Yammer, Skillsoft



MICROSOFT TEAMS

Microsoft Teams - Quick Guide

Start a New Chat

Launch a one-on-one or small group conversation

Use the command box

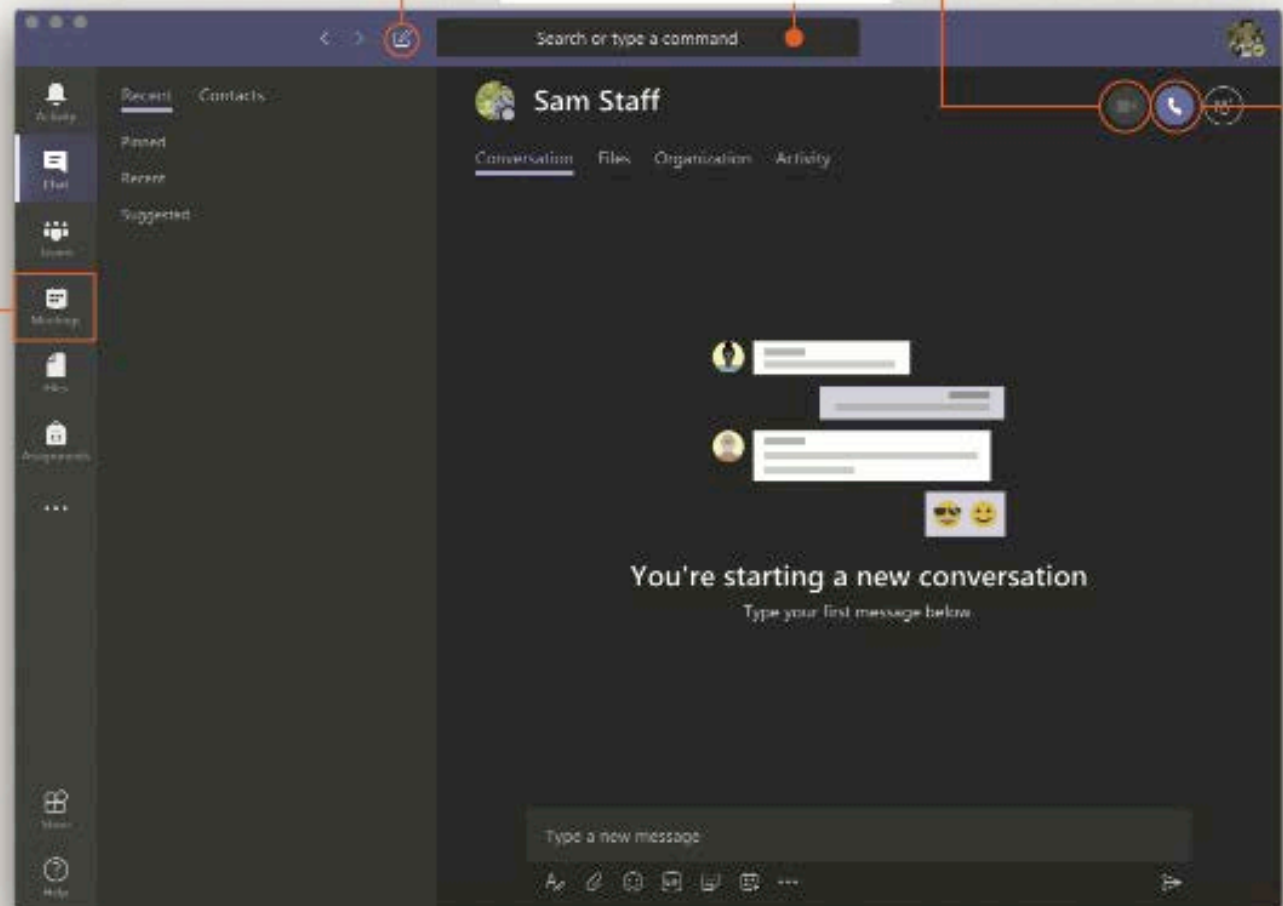
Search for specific items or people, take quick actions, and launch apps.

Make a Video or Audio Call

Click to start a video call.
Click to start an audio call.

Schedule a Meeting

Click the meetings button to schedule a WebEx type meeting.



Microsoft Teams - Quick Guide

What is an Audio Call?

- Suggested use in Mobile and Desktop Applications.

1. To begin in the **Desktop App**, search for your colleague's name in the search bar and click to open or start a new chat.




- Once in the chat window,




Click  to start an audio call.

2. To begin in the **IOS Mobile App**

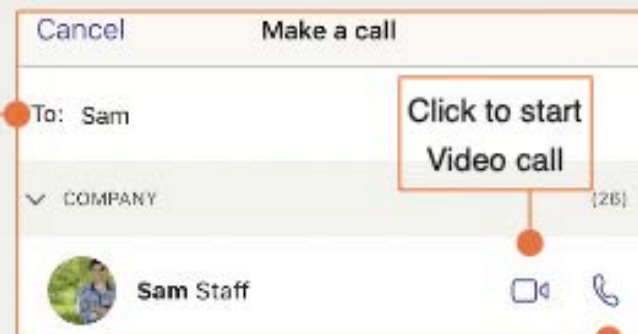
Click the menu icon 

Click the call icon 

Click make a call icon 



Search for your colleague's name here



Click to start Video call


Click to start Audio call

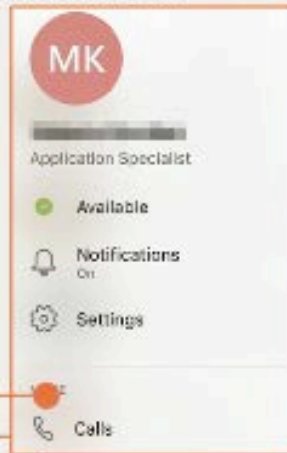
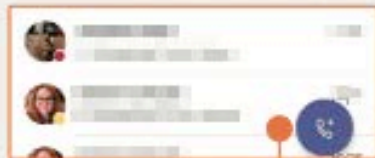
Microsoft Teams - Quick Guide

Making an Audio Call continued

3. To begin in the **Android App**

Click the menu icon 

Click the call icon  to bring up the calls screen.



Click here to bring up the make a call screen.




Search for your colleagues name here


Click here to start a Video Call

Click here to start an Audio Call

What can you do while in an Audio Call? Share Your Screen:


While in a call using the Desktop Application, click  to present your entire desktop, a specific app, a file or even give an entire presentation.

Video Calls:

Click  if video's enabled.

Otherwise start an audio call and switch to video once in the call.


- Note: The chat participant must have their webcam active for the video button to be clickable (purple). Currently, a colleague will have the option to turn on their webcam once in a call.

- To do this, simply click  to turn your webcam on or off.

Microsoft Teams - Quick Guide

How to Schedule a Meeting:

Open the Desktop Application

Click **Meetings** 

Click **Schedule a Meeting**

Enter Meeting Details

- Select **A Channel to Meet In**: public meeting with channel
- Select **None** to have a private meeting

Schedule a Meeting from within a Chat:

Within the chat, click Schedule a meeting under the compose box.

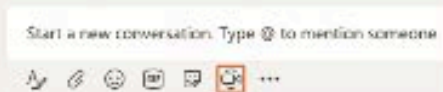


Everyone in the chat is listed as invitees.

Add additional meeting details and click Schedule a Meeting.

Schedule a Meeting within your Team:

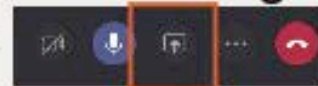
Inside your team chat, click Meet Now under the compose box.



Add a Title and click Schedule a Meeting

Share PowerPoint Slides in a Meeting:

Click **Share** in your meeting controls



In the **PowerPoint** Section, choose the file you want.

Click **Browse** to look for a different file.

Notes about participants permissions:

- everyone will be able to view the slides during the meeting. Outside the meeting, their permissions won't change.

When to use Teams vs other tools?



Speed	Fast Think chat	Varies Communication of any speed	Slow difficult to know if your email has been read or when you will hear back	Fast Instant communication
Audience	Small Designed for smaller teams	Large Suitable for org.-wide communication	Varies Any size audience	Smaller usually 1:1 or 1:few
Tone	Informal	More formal Mix or conversational and professional	Formal Professional	Varies Depends on the situation
Sharing of Information	Very easily shared and collaborated on with a specific group of people	Easily shared and accessed once uploaded. Can lose track of specific content when you follow many feeds	Not easily shared If it lives in attachment form - forwarding back and forth can be hard to trace. Best to use OneDrive	Not easily shared files download on local drive. More manual to share
Knowledge Transfer	Easily transferred No impact on content availability when there's a change in team membership.	Very easily transferred If members are consistent in tagging topics.	Not easily transferred Knowledge contained in a mailbox is lost to others when user's account is deactivated	Not easily transferred Downloaded files and conversation history is lost when accounts are deactivated
Confidentiality	Medium/Low	Low	High	Medium



WHAT IS YAMMER?

SKILLSOFT

Online Training | Corporate Learning |
eLearning

Demo: Portal Walk-thru

THANK YOU!

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