

# Collaboration with Microsoft Teams

Microsoft Teams is a gamechanger for the way businesses operate in this ever-collaborative environment. Employees spend an average of 80% of their time on collaborative work, often across different time zones, cultures and languages. With Microsoft Teams, employees can chat in real time, view one another's calendar availability, video call and even store and share files directly within the Teams app – all within a secure and customisable environment.

Microsoft Teams removes siloes and allows employees to leverage the collective intelligence to get work done faster – and smarter. With many employees citing collaboration as one of the most valuable attributes in their ideal workplace, tools like Microsoft Teams empower employees to work in the same way they communicate in their personal lives – digitally, in real time, without boundaries.

## FREE Workshops

In order to help your staff better understand the intricacies and value of Teams as a collaboration tool in today's digital workplace, Softsource are offering you the opportunity to have a free Teams workshop run at your premises for up to 12 staff.

Using the latest HP device technology, the workshop will explore how Microsoft Teams can help your business as a more "intelligent communications solution" to easily and proficiently improve collaboration. We will show you how team members can join meetings and share content easily and securely with a single touch or click from the smartphone, tablet, or PC.

Workshops are approximately 30 minutes long. Two levels to choose from:

### INTRODUCTORY WORKSHOP

- **Chat.** Group meeting discussion and private conversations.
- **Teams and channels.** View teams that you are a part of, starting a new team, adding channels. Organising teams – Favourites, follow, remove etc.
- **Share files in a discussion.** Collaborate on a Word document in a conversation. Upload a new document to a discussion.
- **Channel Tabs.** Finding a file. Adding a tab.
- **Meetings.** Meet now, video conferencing. Add a subject and Meet Now. Schedule a meeting.
- **Calls.** Video and Audio calls within a channel using Jabra headphones. External audio and video calls. Sharing a document or web page on screen.
- **Why, How, What** – The logistics of using Teams. NZ insights.

The introductory workshop is ideal for businesses considering a move to O365, businesses looking for improved productivity through reduced email clutter and better collaboration, businesses wanting to coordinate projects more efficiently and businesses already using O365 or Teams and wanting staff to become more au fait with what they have, to improve usage and collaboration.

### ADVANCED WORKSHOP

- **Teams.** Chat workspace, Add Tabs of documents, Collaborate on a document, Adding 3rd Party SaaS Services, Working with Guests, Hosting a Meeting using shared content.
- **SharePoint.** Document library, OneDrive Sync, Communication Sites, Delve searching.
- **Forms.** Create a Form and integrate with Teams, Process information captured with Flow.
- **Flow.** Create Approval Process Using Form & Teams.
- **Planner.** Create Board and integrate with Teams Integrate with Flow approval process, approved create Planner item.
- **Power BI & PowerApps.** Visualise information captured in Teams, Integrate and user PowerApps in Teams.
- **Stream.** Integrate with Teams, Town Hall meetings.

This session is better suited to current users of Teams who wish to gain better understanding and experience in the potential of Teams for improved collaboration. The facilitator will share tips and tricks, delve more deeply into the capabilities available in Teams to better help you become power users. The Advanced session will contain a selection of the above features, as allowed by the half hour restriction.

**Don't delay, book your session now. Three easy steps:**



#### Book a time slot with the van

morning or afternoon, Tue 2nd, Wed 3rd, Thur 4th or Fri 5th April 2019.

[Click here to register your interest](#)



#### Book a room at your premises

Meeting room or Boardroom.



#### Book your staff participants

Minimum of 6, Maximum or 12