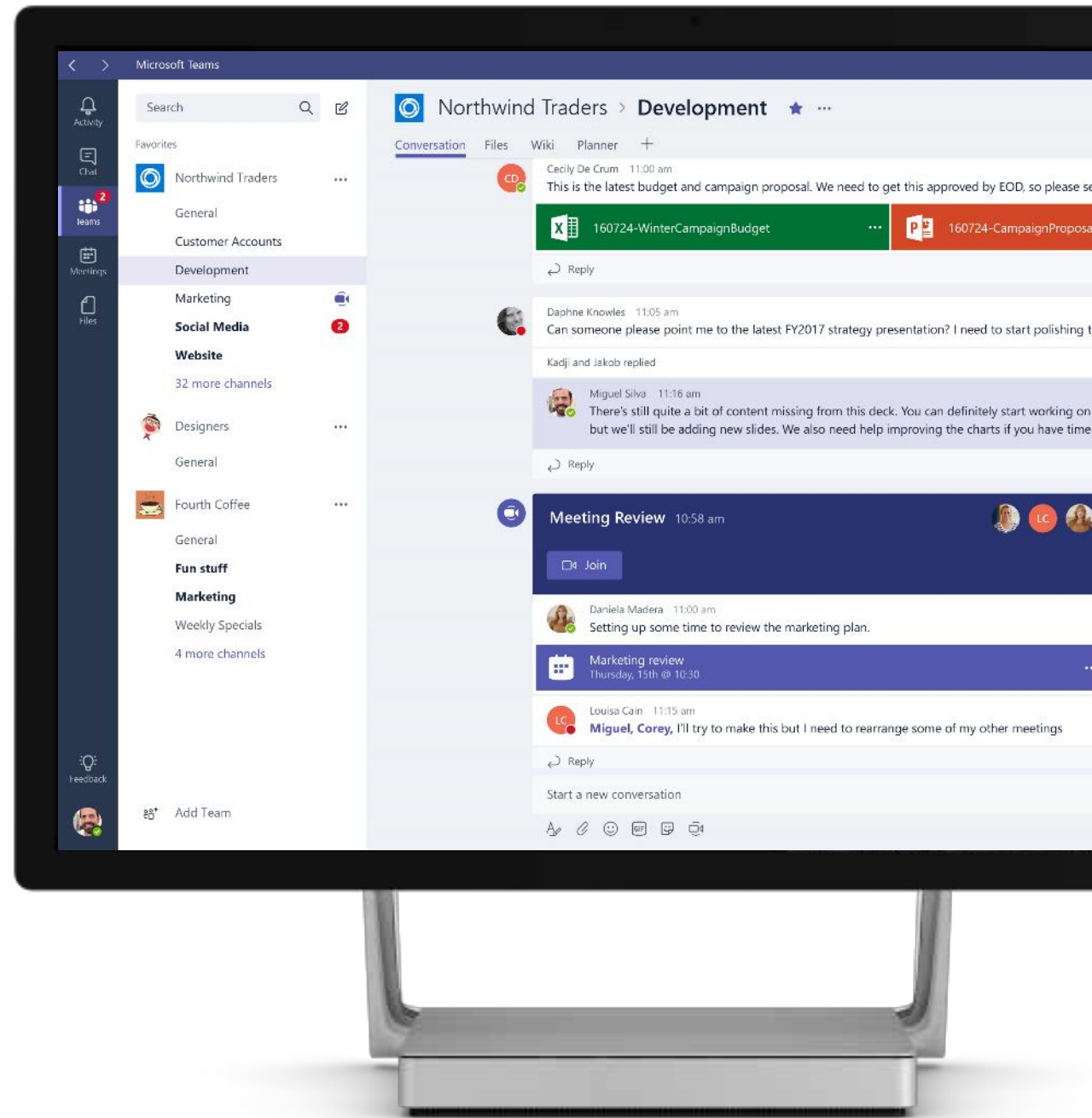




# The Art of Teams

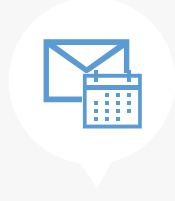
Enabling digital transformation  
with Office 365 & Microsoft Teams



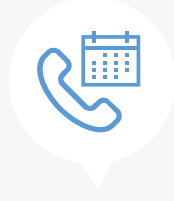
# Different groups have different needs



Chat-based  
Workspace



Mail &  
Calendar



Voice, Video  
& Meetings



Co-Creating  
Content



Sites & Content  
Management



Enterprise  
Social

## Today's Challenges

### Siloed Apps

Friction across applications – multiple logins, difficulty sharing and discovering information

### Wasted Time

Context switching between different apps drains attention and time

### Shadow IT

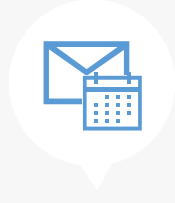
Incomplete toolset can lead to inconsistent security, compliance and risk

# Office 365: Designed for the unique workstyle of every group



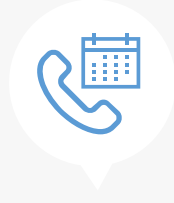
**Chat-based  
Workspace**

Microsoft Teams



**Mail &  
Calendar**

Outlook



**Voice, Video  
& Meetings**

Skype



**Co-Creating  
Content**

Office 365 ProPlus



**Sites & Content  
Management**

SharePoint



**Enterprise  
Social**

Yammer

## Office 365 Groups

### Complete Solution

Office 365 addresses the breadth of collaboration needs across your company

### Integrated Experiences

Office 365 Groups and Microsoft Graph enable integrated collaboration experiences

### Security and Compliance

Office 365 delivers the security, compliance and manageability required in today's workplace

# Office 365 Collaboration Use Case Guidance

Teams	Yammer	Outlook	SharePoint	Skype
Chat-based workspace	Enterprise Social	Email & calendar	Sites & Content Management	Voice, video and meetings
		USE CASES		
<ul style="list-style-type: none"><li>• Iterate quickly on a project with your team</li><li>• Share team files and collaborate on deliverables</li><li>• Connect developer tools into your workspace</li></ul>	<ul style="list-style-type: none"><li>• Create a community of practice around research or trends</li><li>• Crowdsource ideas on how to solve problems</li><li>• Foster two-way conversations between leadership and staff</li></ul>	<ul style="list-style-type: none"><li>• Upgrade your DL to a group inbox with shared assets</li><li>• Share updates with your group in email</li><li>• Keep your group in sync with a shared calendar</li></ul>	<ul style="list-style-type: none"><li>• Create a company intranet for news and resources</li><li>• Customize your Team Site to automate document workflows and share lists</li><li>• Collaborate on your individual files in OneDrive</li></ul>	<ul style="list-style-type: none"><li>• Set up meetings with audio, video, and web conferencing</li><li>• Hold Town Hall meetings with up to 10,000 people</li><li>• Make business calls using the Internet or phone network</li></ul>

Office 365 Groups



Learn more at: [FastTrack Productivity Library](#)

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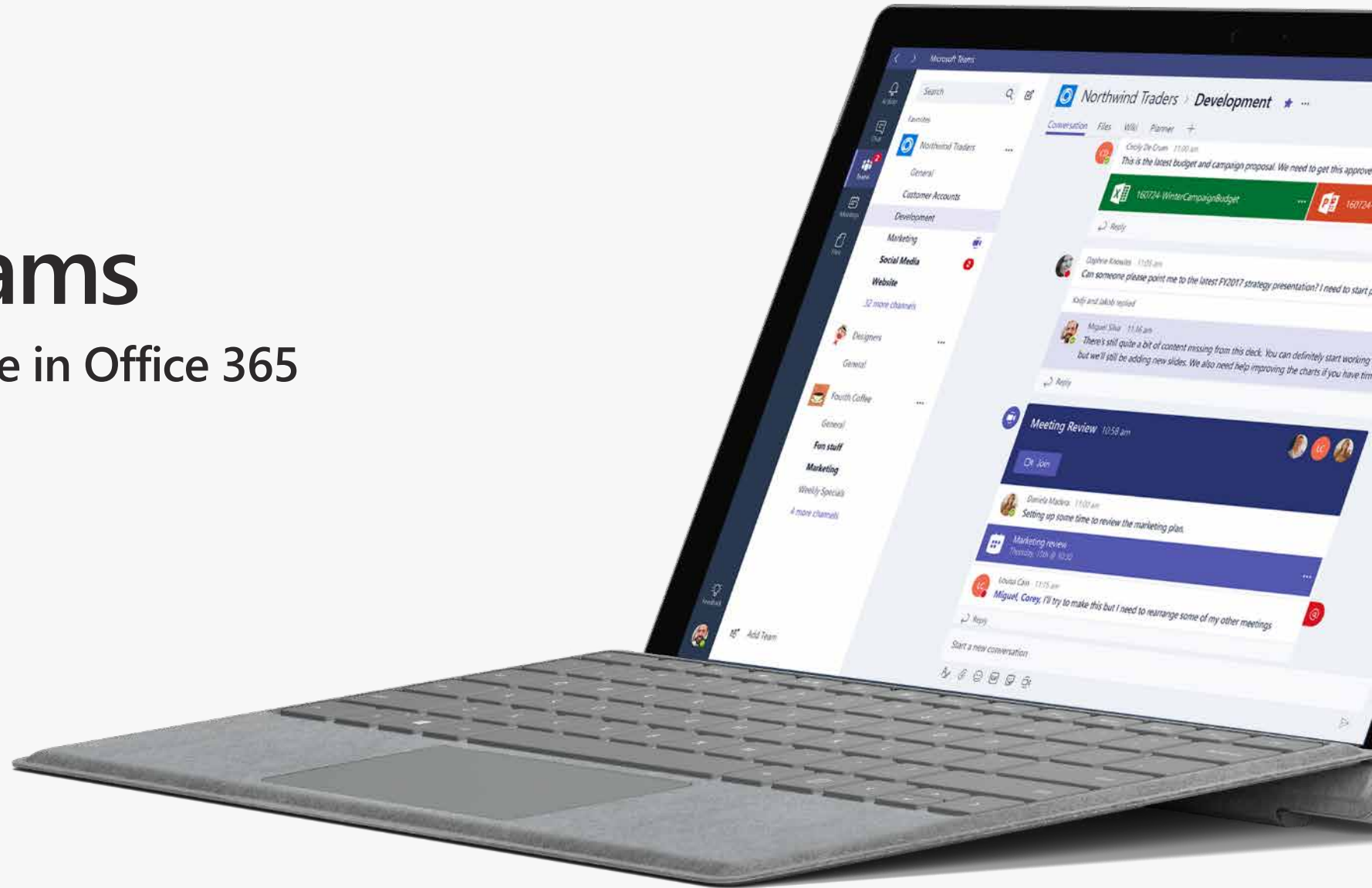
Office 365 Groups



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# Microsoft Teams

The chat-based workspace in Office 365





# Microsoft Teams

The chat-based workspace in Office 365



Chat for today's teams



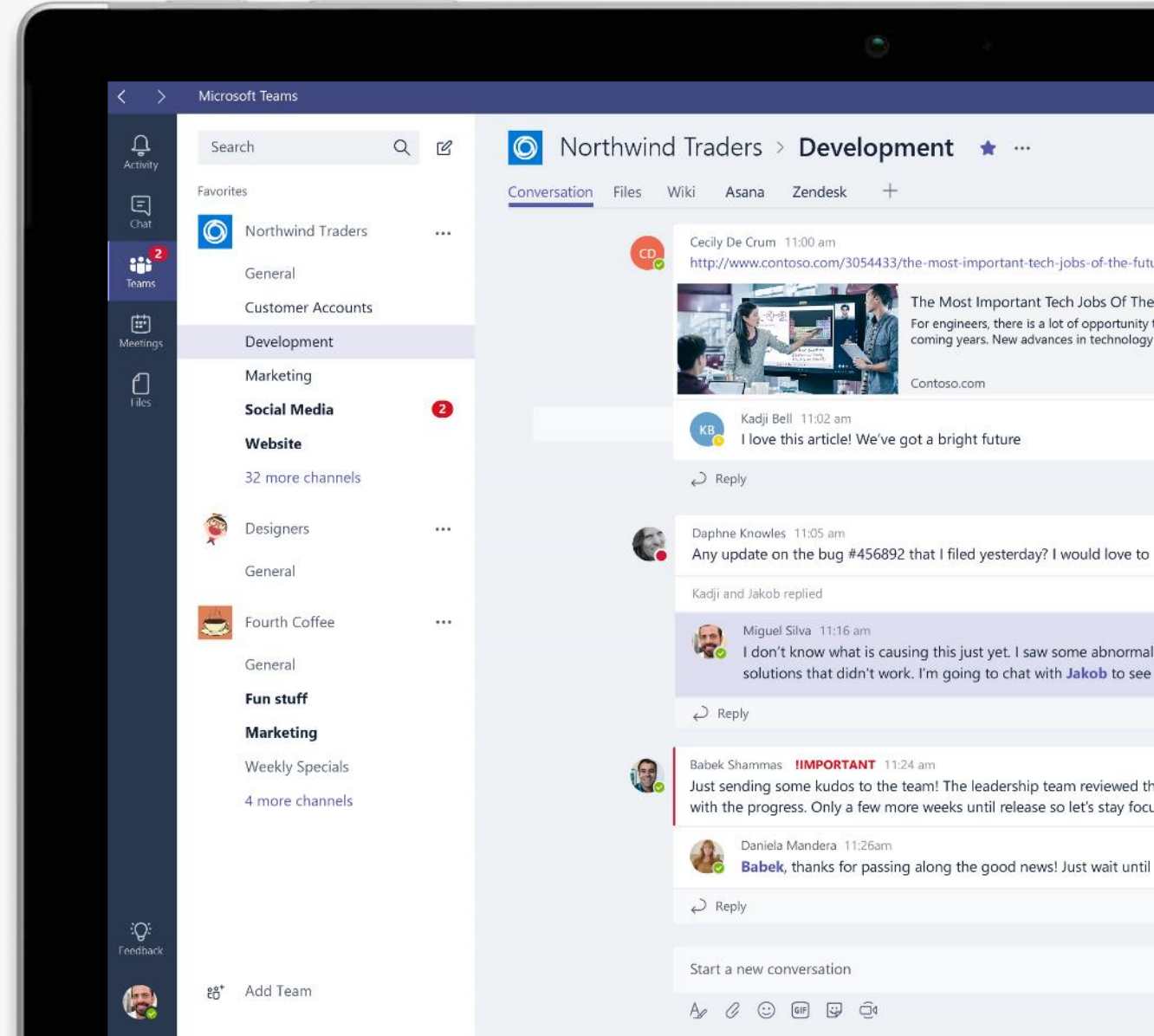
A hub for teamwork



Customizable for each team



Security teams trust



# Suited for many different team roles

Enhance your existing productivity experience



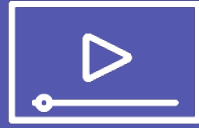
## Sales

Get quick answers from PMs and Sales Ops

Share key customer wins

Get lead notifications and deal mentions

Share latest company, product and competitor news



## Marketing

Coordinate campaigns and event tasks

Share the latest content drafts for feedback

Get automated reports from analytics tools

Prepare marketing launch across multiple stakeholders



## Project Management

Streamline project communication and tools

Provide status updates, get feedback, coordinate tasks

Share files and collaborate on deliverables

Get new project members up to speed quickly



## Engineering

Enable continuous discussion across a distributed team

Discuss ideas and requirements, gather inputs in the open

Integrate with developer tools like Jira

Store standard documentation and files



## Customer Support

Enable continuous knowledge sharing between shifts

Provide visibility into customer escalations

Speed up issue resolution with various subject matter experts

Search for solutions across conversations

# Get Microsoft Teams

aka.ms/GetMicrosoftTeams

The screenshot shows the Microsoft Teams 'Get it done' page on the ITWeb portal. The page is part of the Office 365 SharePoint environment. The main navigation bar includes 'Office 365' and 'SharePoint'. The page title is 'ITWeb' with an 'Alerts' notification. The main content area is titled 'Microsoft Teams' and features a list of links on the left: 'Get Microsoft Teams', 'Say 'hello' to Microsoft Teams', 'Learn more and discover new features', 'Feedback support, and known issues', 'When to use Microsoft Teams', 'FAQs', 'Art of Teams Tour', and 'Microsoft Teams success stories'. The main text describes Microsoft Teams as a chat-based workspace in Office 365, flexible for chats, calls, meetings, and sharing files. It provides a 'Get started' section with a link to the 'Get Microsoft Teams' page and instructions on how to access Teams from the Office 365 app launcher. Below this is a section titled 'What you can do with Microsoft Teams' with a bulleted list of benefits: 'Keep everyone in the know' with chat, creating a hub for teamwork integrated with Office 365, customizing content and capabilities, and ensuring privacy and security. The page also includes a section for 'Scenarios where Microsoft Teams shines' with a link to 'See all of the Office collaboration scenarios'. At the bottom, there is a 'Get it done' section with a blue checkmark icon and text: 'Customize your Team's tabs to surface content in its native format, allowing for rich collaboration in the right channel with more than 70 Connectors from services like Twitter, Dynamics CRM Online, VSTS or GitHub. Explore TBot.'

Office 365 | SharePoint | Microsoft

ITWeb | Alerts

Communication | Software | Hardware | Network | Security | I want to | IT sites

## Microsoft Teams

- Get Microsoft Teams
- Say 'hello' to Microsoft Teams
- Learn more and discover new features
- Feedback support, and known issues
- When to use Microsoft Teams
- FAQs
- Art of Teams Tour
- Microsoft Teams success stories

## Microsoft Teams

**Microsoft Teams** is the chat-based workspace in Office 365. It's a true hub for teamwork and can be customized to fit your team's needs. Microsoft Teams is flexible for chats, calls, meetings and sharing files.

**Get started.** Visit the [Get Microsoft Teams](#) page to download the Microsoft Teams application for all of your devices. Or you can access Teams from the Office 365 app launcher by clicking on the app launcher icon :

### What you can do with Microsoft Teams

- **Keep everyone in the know** with chat for today's teams
- Create a hub for teamwork that is **integrated with Office 365**
- Customize with the **content and capabilities** your team needs
- Ensure the **privacy and security** of your team's sensitive content\*

### Scenarios where Microsoft Teams shines

[See all of the Office collaboration scenarios.](#)

**Get it done**

**Customize your Team's tabs** to surface content in its native format, allowing for rich collaboration in the right channel with more than 70 Connectors from services like Twitter, Dynamics CRM Online, VSTS or GitHub. Explore **TBot**.

Achieve more together

Learn how **Microsoft Teams** works with the **Office 365 ProPlus** suite of apps creating the most complete, intelligent, and secure service for collaborating at work.

[Learn more](#)

Demo

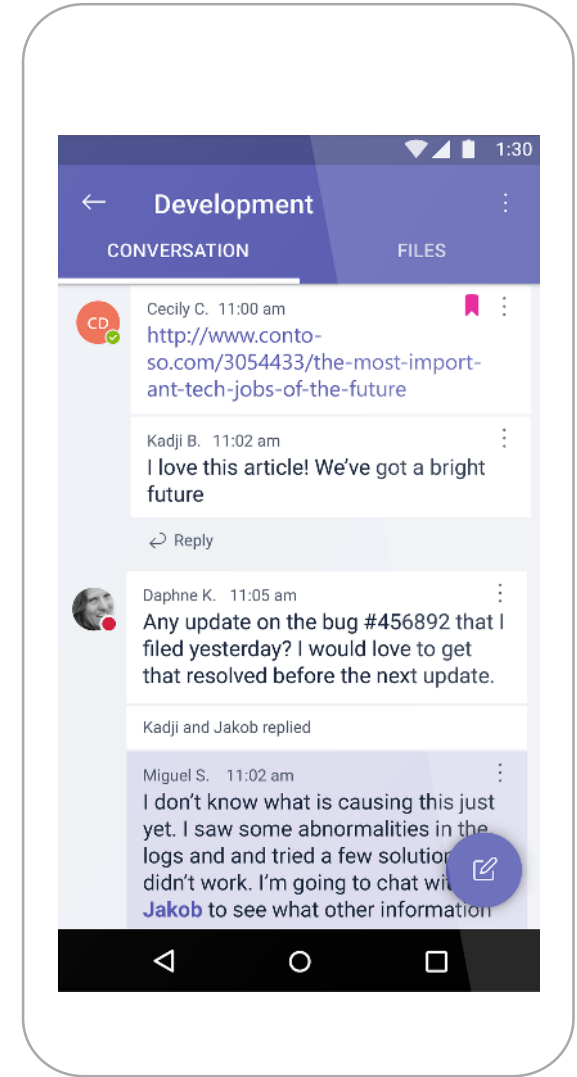
# Wiki

The screenshot shows a Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Meetings, and Files. The 'Teams' section is expanded, showing a list of teams: 'Graphic Design Institute' (selected), 'Multimedia Art Team', and 'City Council vTeam'. Under 'Graphic Design Institute', there are sub-teams: 'General', 'Art and Media Festival', 'Future Ideas', 'Grants', 'Social Media and PR', and 'Visiting Speakers'. At the bottom of the sidebar is an 'Add team' button.

The main content area is titled 'Graphic Design Institute > Visiting Speakers'. Below the title are tabs for 'Conversations', 'Files', 'Wiki' (selected), 'Stream', 'Power BI', 'Polly', 'Hootsuite', 'Wrike', and 'Wrike2'. The 'Wiki' tab is active, displaying a page titled 'Litware Events Space Co.' with a 'Saved: Yesterday' timestamp. The page content includes a section 'Available Spaces' with a red '@' icon and a message: 'Hey **Mira Lane** check this out! I've been scouting some new event spaces. Litware has a lot of properties in the Seattle area near the waterfront. I think they are definitely worth checking out. Barbie Stafford has scouted the space and she said it had a great rooftop with a view.' Below this is a section 'VIP spaces' with a bulleted list: 'VIP event spaces are available', 'Private and secure areas to hold meetings', 'Cozy spaces for more intimate interactions', and 'Modern design touches'. An image of a modern lounge area with a large sofa and a coffee table is shown. Below the image is another bulleted list: 'Separate space available for staff' and 'Dynamic space to fit your needs'. At the bottom of the page, it says 'Mingle among new friends in our large event spaces'.

# Mobile Clients

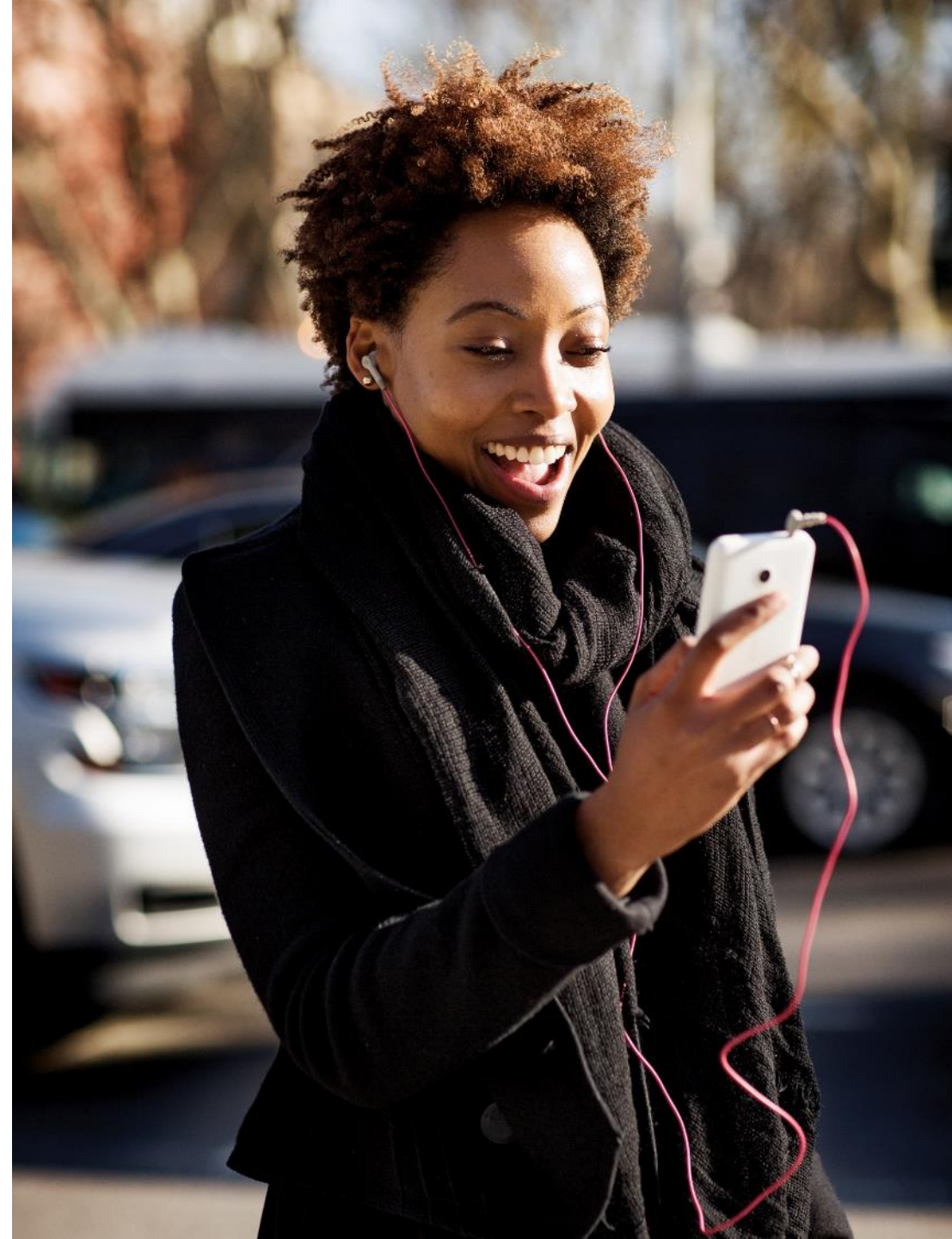
- The Microsoft Teams mobile clients are available in **each platform's respective app store:** Windows, Apple Store, and Android
- Learn how to get Microsoft Teams for all of your devices on ITWeb: [aka.ms/GetMicrosoftTeams](https://aka.ms/GetMicrosoftTeams)





# Get started in Teams

- q Start with chat
- q Use the desktop and mobile clients
- q Plan your teams and channels
- q Create a useful set of tabs for key channels
- q Experiment and have fun
- q Drive usage in your work group
  - q Have a Teams kick off & brown bags
  - q @Mention team and channel members
  - q Schedule Teams meetings



# Resources

## For employees

- Get started on ITWeb at [aka.ms/GetMicrosoftTeams](https://aka.ms/GetMicrosoftTeams)
- Join the conversation and ask questions on Yammer: [aka.ms/TeamsYammer](https://aka.ms/TeamsYammer)
- Find training at [aka.ms/worksmart](https://aka.ms/worksmart)
- For an executive or organization-wide engagement, contact: [tryteams@microsoft.com](mailto:tryteams@microsoft.com)

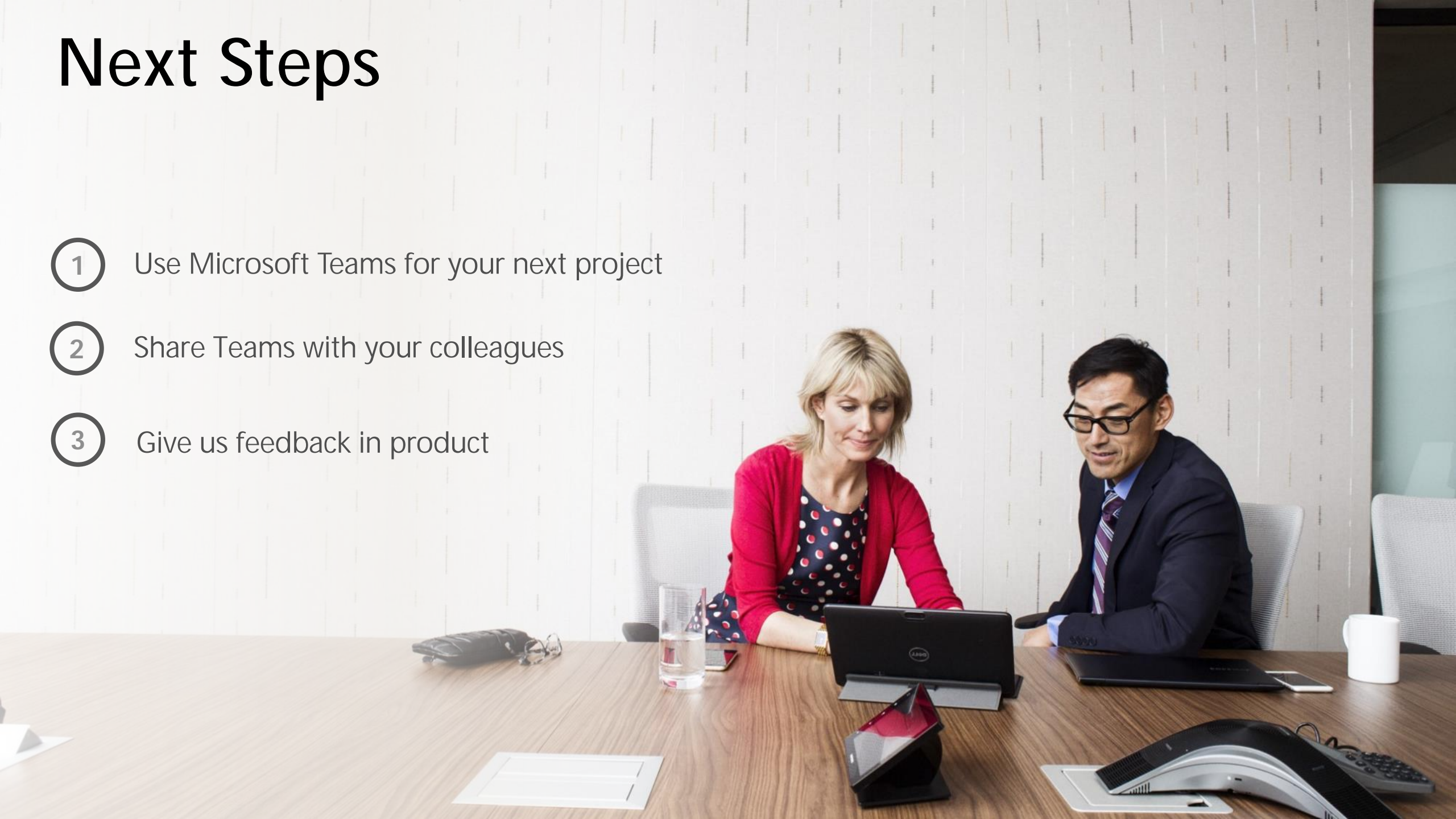
## For customers

- Learn how to talk about Teams with customers on Office OnRamp:  
[https://microsoft.sharepoint.com/sites/Infopedia\\_G03/officeonramp/SitePages/MicrosoftTeams.aspx](https://microsoft.sharepoint.com/sites/Infopedia_G03/officeonramp/SitePages/MicrosoftTeams.aspx)
- Find Teams productivity resources for customers on FastTrack:  
<http://fasttrack.microsoft.com/office/envision/productivitylibrary>
- Success with Teams: Guidance for customers to plan, deploy & drive adoption of Teams  
<https://aka.ms/SuccessWithTeams>



# Next Steps

- ① Use Microsoft Teams for your next project
- ② Share Teams with your colleagues
- ③ Give us feedback in product



# Thank You!

