

# Introduction to Microsoft Teams in Preview

Chat-centered workspace in Office 365

# Agenda

- Microsoft Teams Introduction
- Microsoft Teams Features
- Microsoft Teams Requirements
- Appendix Items

# Goals of this Training

- Get an understanding of what Microsoft Teams can do for you
- Highlight some key features to help increase your organizations productivity
- Identify the Licensing, Deployment and Software requirements

# Out of Scope

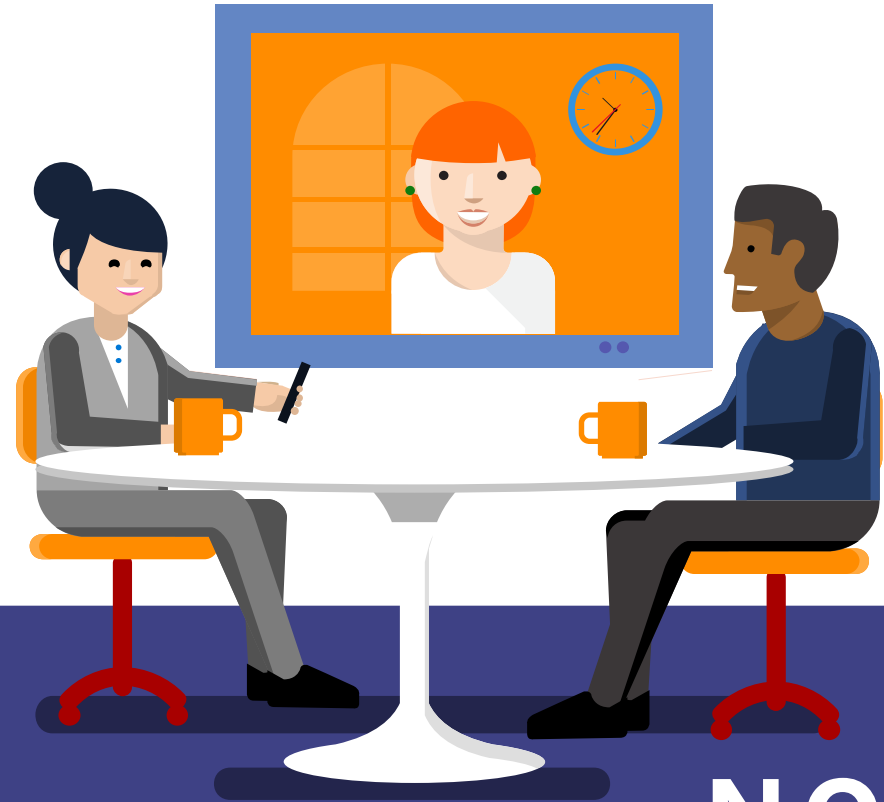
- How to Deploy Microsoft Teams
- Settings Management
- Overview of Meetings
- Chat Services

# Microsoft Teams Introduction

# How we work has changed



**THEN**



**NOW**

Employees work on **2x** more teams now than they did five years ago<sup>1</sup>

<sup>1</sup> Source: 2009, 2014 US IW Survey

# Ineffective collaboration has real costs



## Agility

Takes longer to make and execute decisions

## Quality

Worse decisions due to incomplete data

## Innovation

Discoveries aren't leveraged in other areas

# Office 365: Complete Group Collaboration Solution

Addressing the unique needs and workstyle of each group



Email and  
schedule



Create, share,  
find content



Call and meet



Chat



Connect  
across the org



## Groups

Move from task to task with cross application group membership



## Graph

Discover content and people with cross application intelligence



## Trust

Control on your terms with cross application security & compliance



# Chat-based workspace in Office 365



## Chat for today's teams

Communicate in the moment and keep everyone in the know



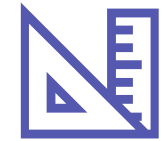
## A hub for teamwork

Give your team quick access to information they need right in Office 365



## Security teams trust

Get the enterprise-level security and compliance features you expect from Office 365.



## Customizable for each team

Tailor your workspace to include content and capabilities your team needs every day.

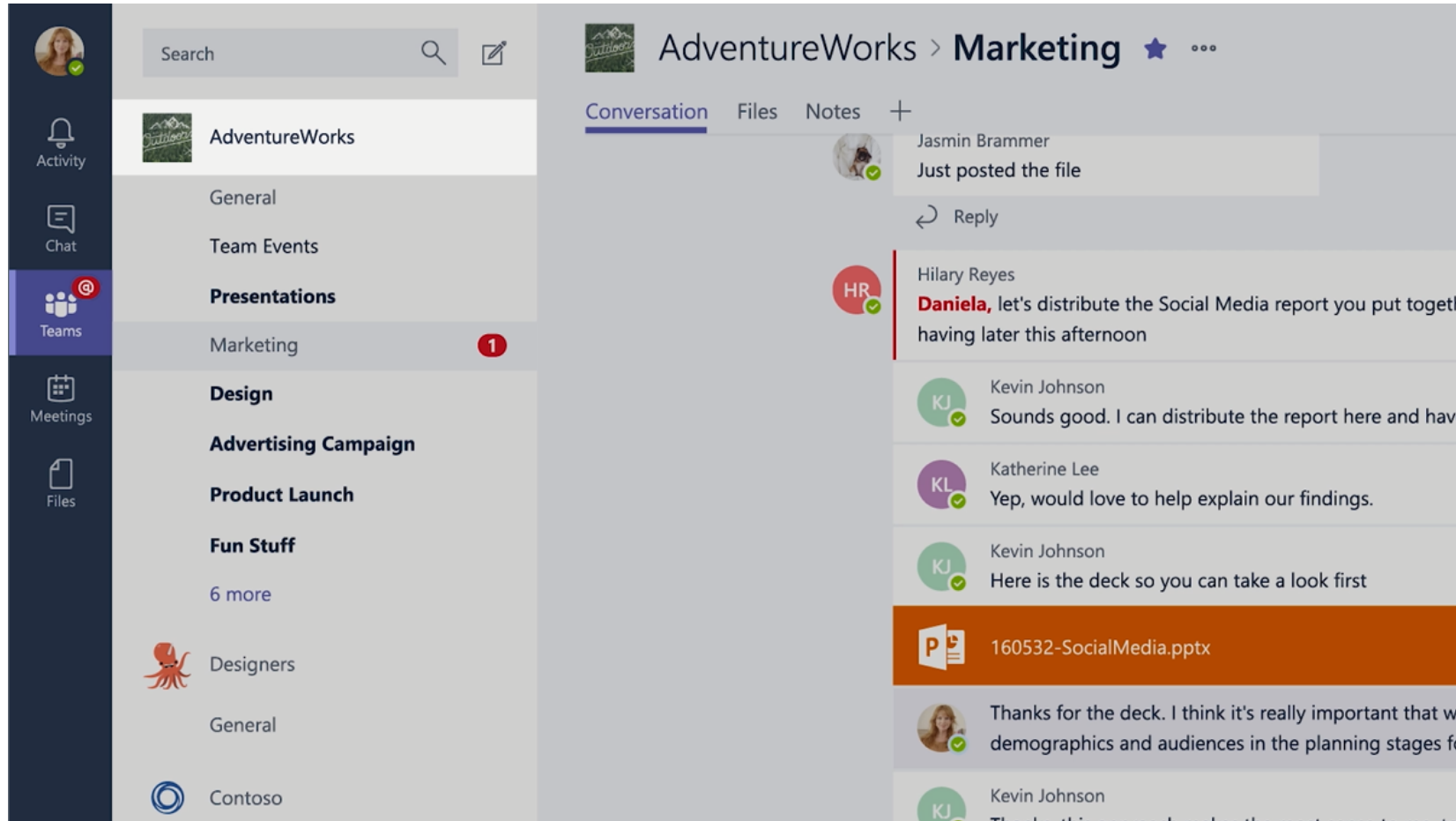
# Microsoft Teams Features

# Teams and Channels

Helps groups of people get organized with more focused conversations.

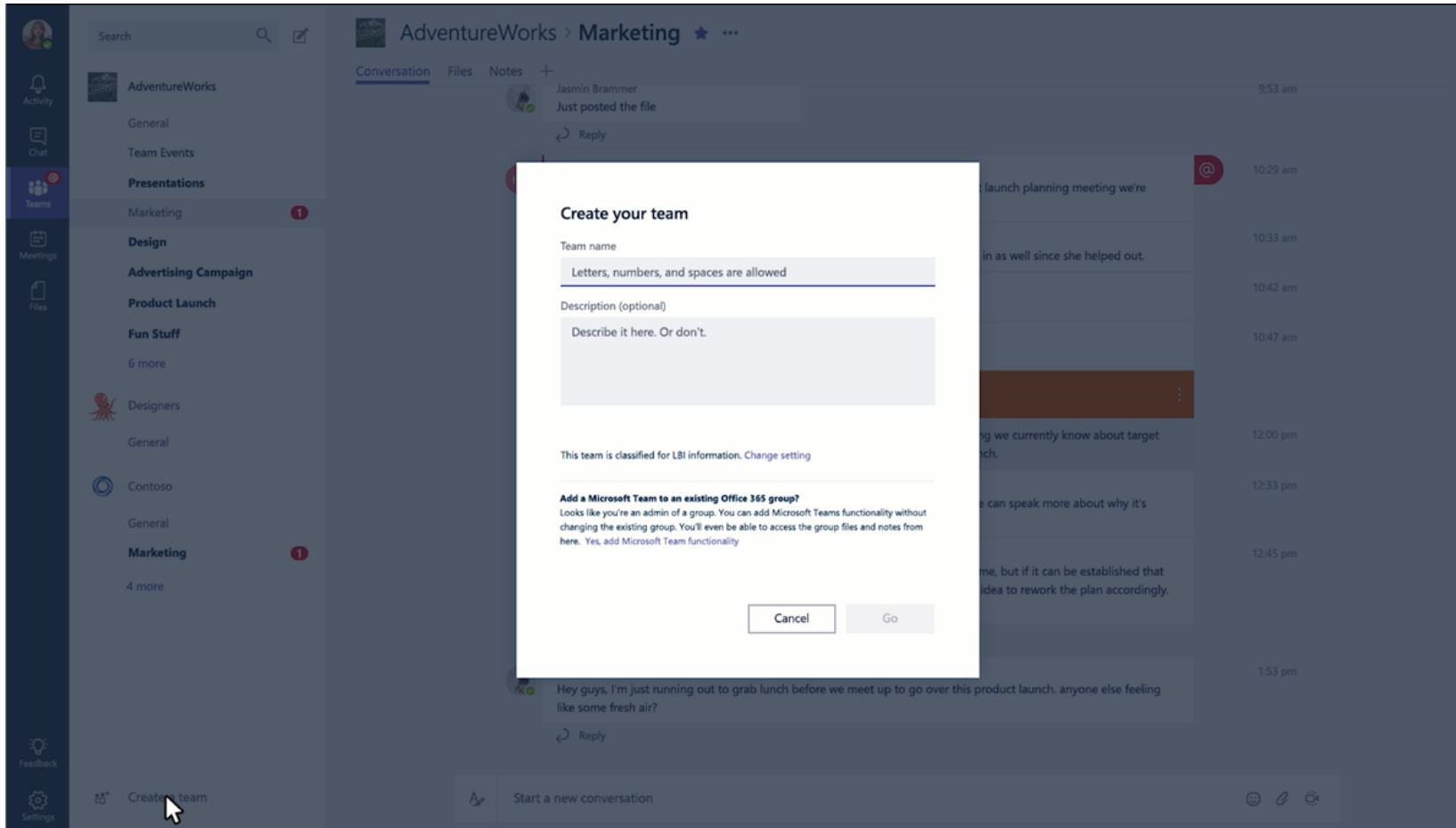
# Teams

**Teams** are the overall group of people working on a project. They can range in size from a small product team to a larger organization.



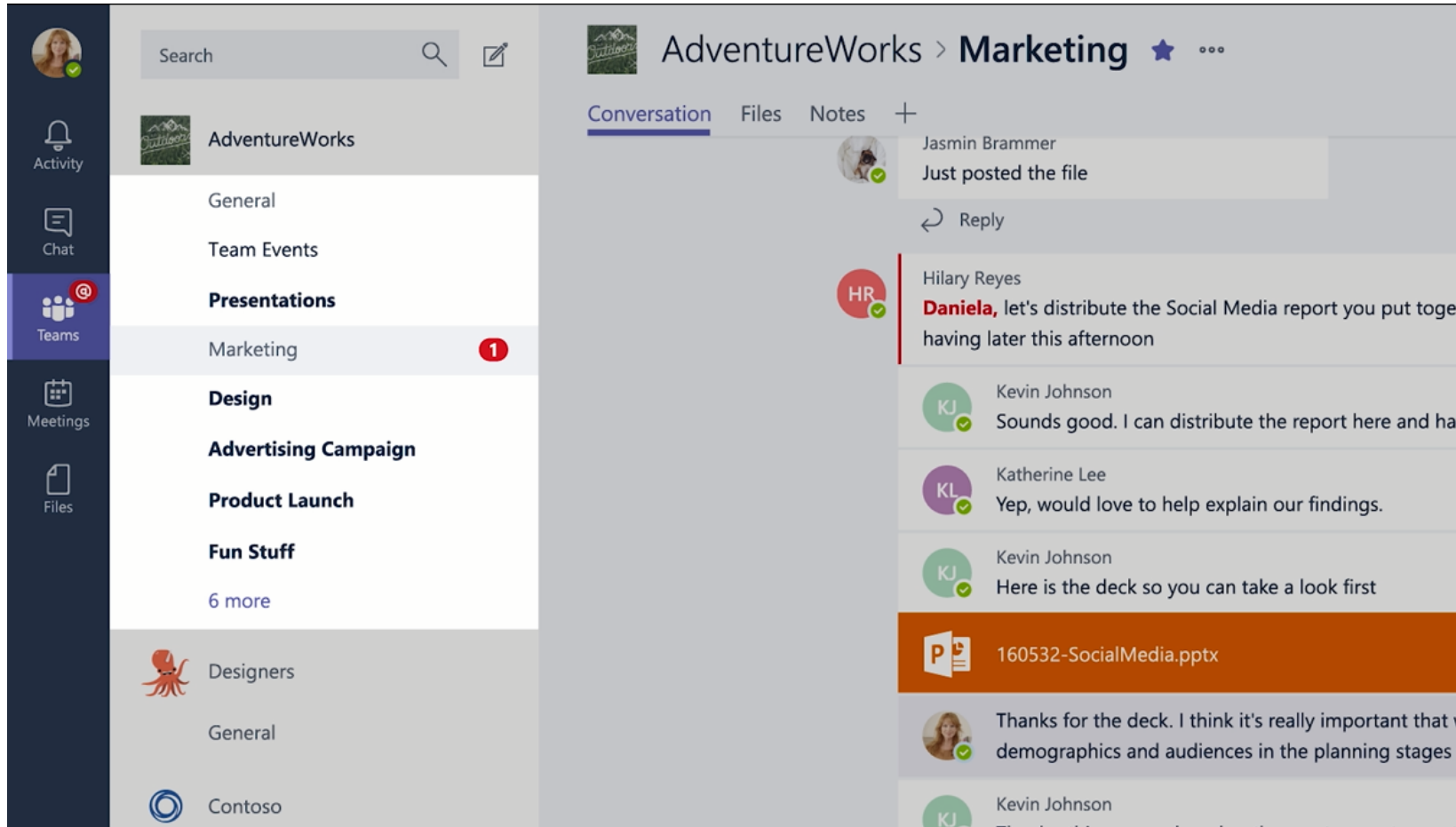
# Creating Teams

Create teams by adding member **individually** by **email aliases** or **security groups**. Every new team will have a default favorite channel called **General**, you can use it for whatever you like.



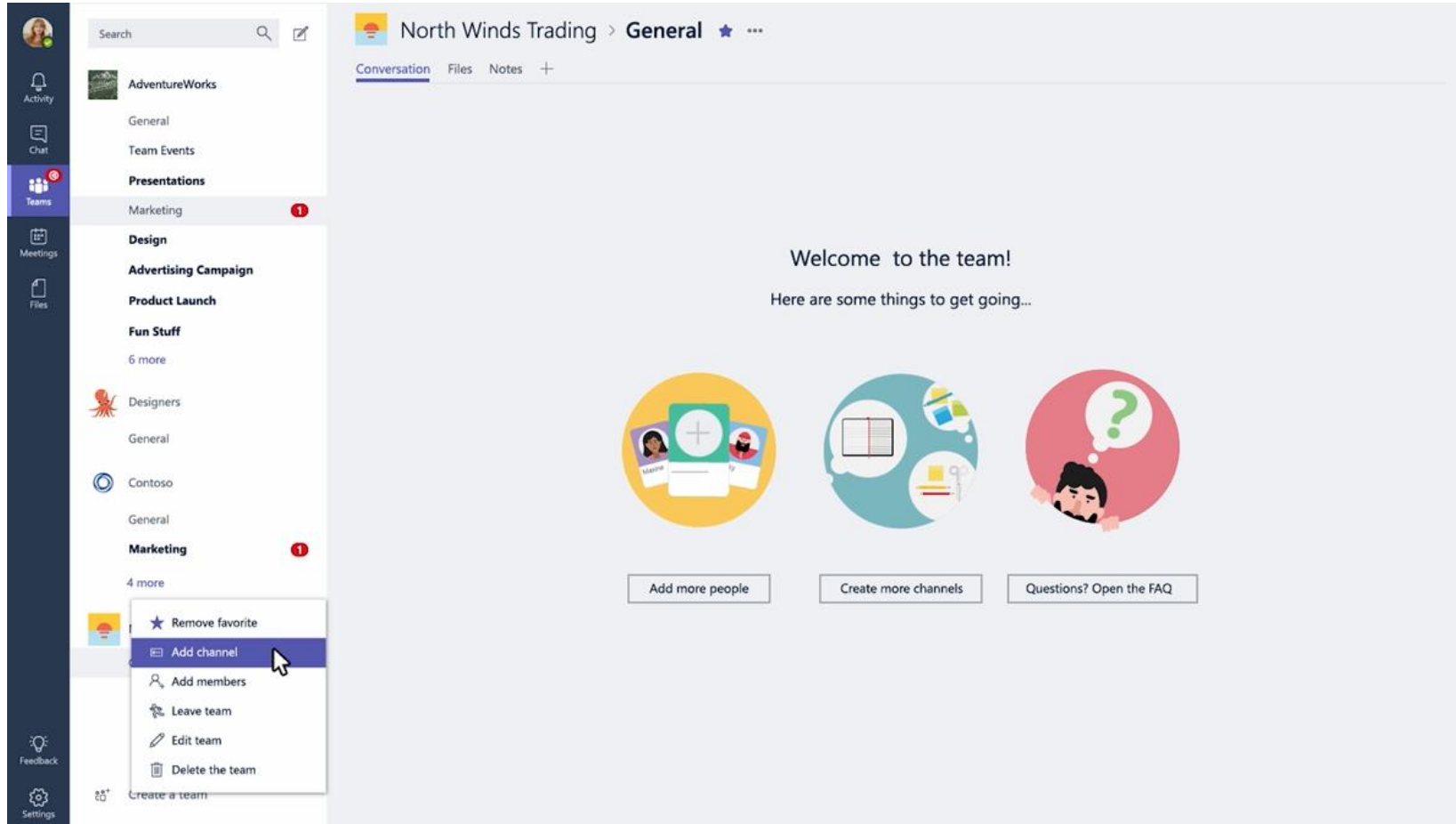
# Channels

Teams are made up of **Channels**, each covering a different topic. Only favorited Channels will show up in the left pane, other channels will show up if there is a notification for you. The remaining channels can be accessed by clicking more.



# Creating Channels

Channels are open to everyone on the Team, so anyone can drop in and see what everyone is talking about. Channels can be created to cover Topics, Departments, or Projects.



# Teams Owners

- There can only be 10 owners per Team
- Owners can:
  - Add new members and other owners
  - Manage Team settings:
    - Enable\Disable @Mentioning
    - Allowing GIFs, stickers, memes, and moderation settings
  - Rename the Team
  - Delete the Team



# Teams Members

- There can be as many as 600 members per Team
- Members can add additional channels to the team

# Productive Chat

Threaded conversations

# Threaded Conversations

In channels you can reply directly to a **message**, keeping the discussion easy to follow.

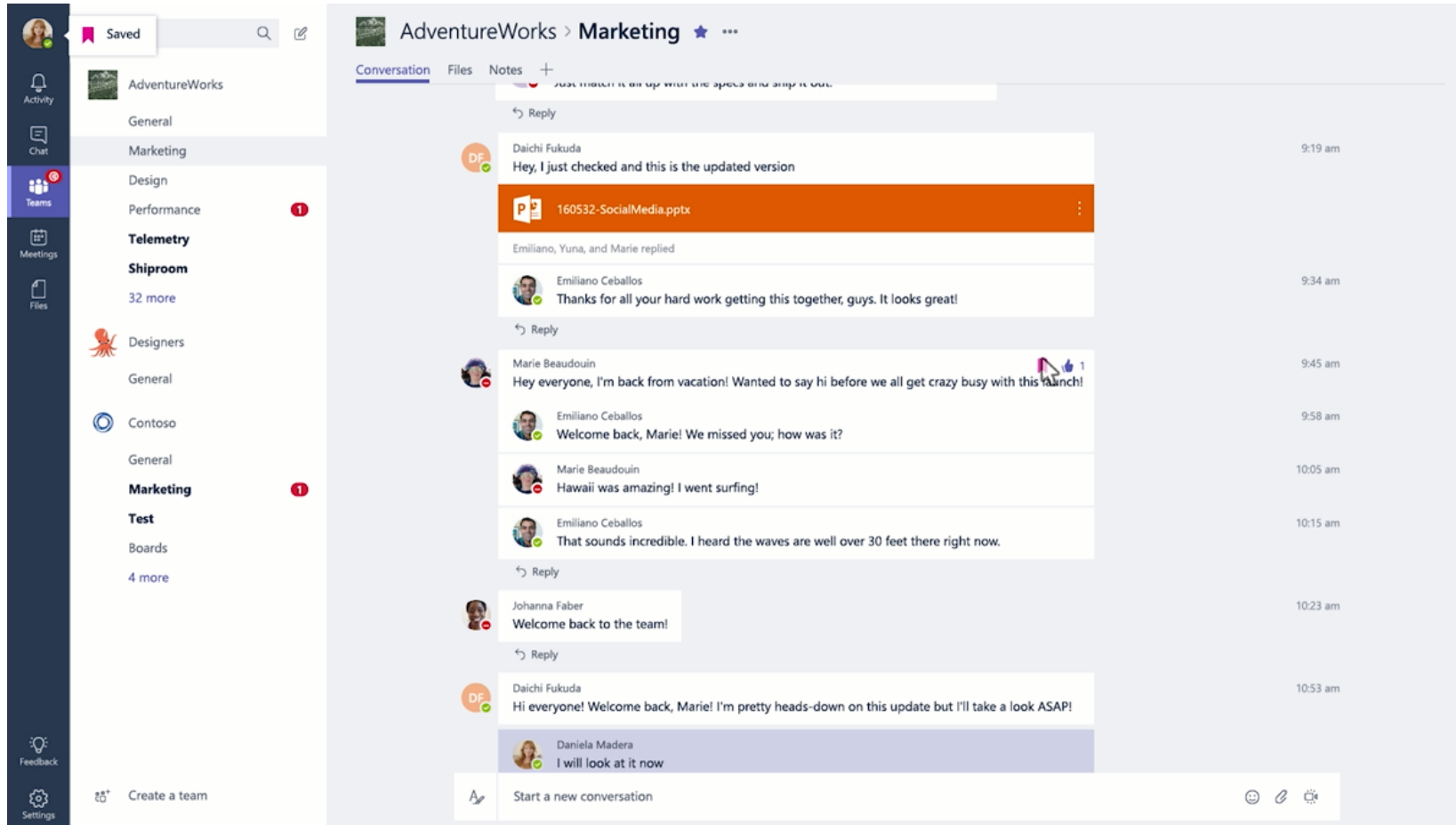
The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, and Files. The main area shows a channel named 'AdventureWorks > Marketing'. The channel list on the left includes 'General', 'Marketing', 'Design', 'Performance', 'Telemetry', 'Shiproom', and '32 more'. The 'Marketing' channel is selected, and its sub-channels are 'General', 'Marketing', and 'Test'. The conversation view shows a thread of messages:

- Emiliano, Yuna, and Marie replied
- Emiliano Ceballos: Thanks for all your hard work getting this together, guys. It looks great! (9:34 am)
- Marie Beaudouin: Hey everyone, I'm back from vacation! Wanted to say hi before we all get crazy busy with this launch! (9:45 am)
- Emiliano Ceballos: That sounds incredible. I heard the waves are well over 30 feet there right now. (10:15 am)
- Johanna Faber: Welcome back to the team! (10:23 am)
- Daichi Fukuda: Hi everyone! Welcome back, Marie! I'm pretty heads-down on this update but I'll take a look ASAP! (10:53 am)
- Daniela Madera: Have you noticed the missing asset? Can we replace it before we launch? (10:29 am)
- Yuna Fuji: I'll make sure it's the correct asset (10:44 am)
- Johanna Faber: Thanks for being on top of things!

The interface includes a search bar, a 'Start a new conversation' button at the bottom, and a 'Type your message here' input field with icons for emojis, attachments, and video calls.

# Like and Save messages

At the top right corner of all messages in Channels, you have an option to **like** messages or **save** them for later. Saved messages will be kept in **Saved** along the left rail.



# Documents and Conversations

You can review a file with the conversation along side it. When you give feedback and comment, it'll also appear back in the channel so no one loses the history.

The screenshot displays the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams (highlighted), Meetings, and Files. The main area shows a document titled "160532-SocialMedia.pptx" with the slide content "The Market". The slide features three donut charts representing age groups: 75% for 18-29 YRS (blue), 64% for 30-49 YRS (pink), and 15% for 50+ YRS (orange). A feedback bar is visible at the bottom of the slide. On the right, a chat window shows a conversation with five messages from Daichi Fukuda, Emiliano Ceballos, Yuna Fuji, Marie Beaudouin, and Emiliano Ceballos. The chat window includes a "Close" button and a "Looking good!" feedback button at the bottom.

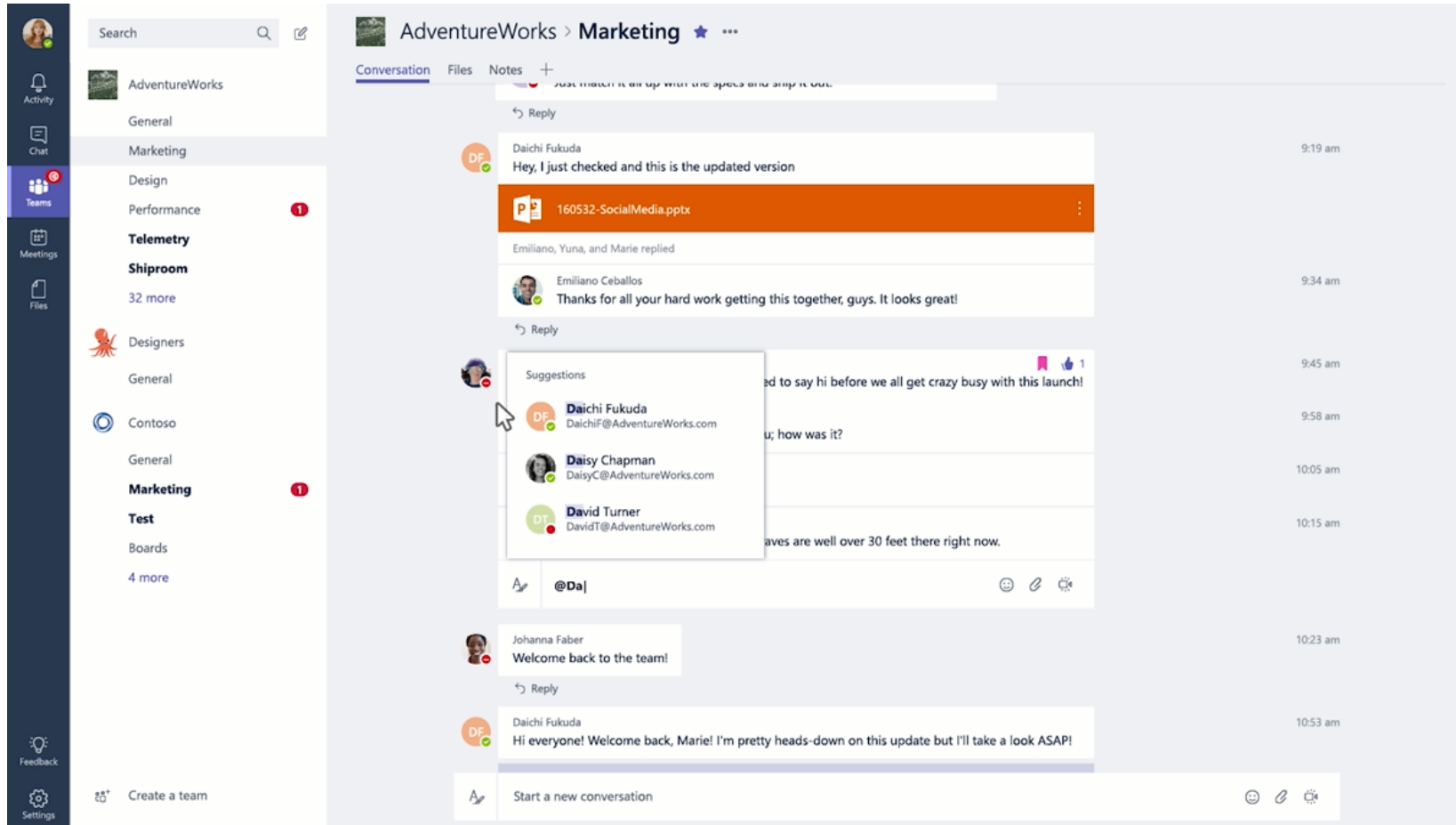
Age Group	Percentage
18-29 YRS	75%
30-49 YRS	64%
50+ YRS	15%

Chat History:

- Daichi Fukuda 9:19 am: Hey, I just checked and this is the updated version
- Emiliano Ceballos 9:24 am: Thanks for that! Everything looks good, it turned out really well.
- Yuna Fuji 9:35 am: Yeah, one of the designers helped me with layout
- Marie Beaudouin 9:45 am: Let's distribute to the whole team
- Emiliano Ceballos 9:54 am: Thanks for all your hard work getting this together guys, it looks great!

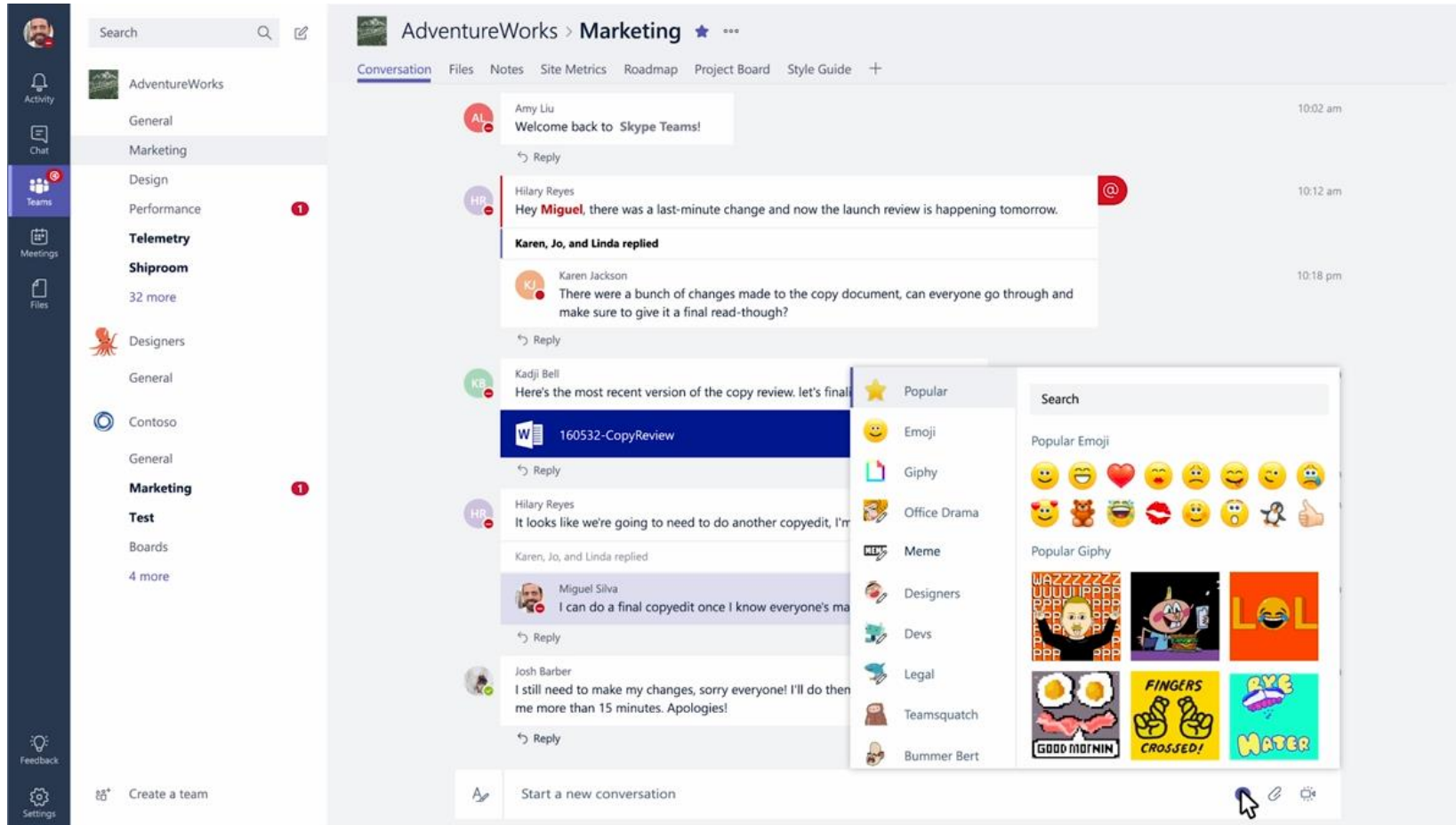
# Mention Team Members

You can also bring people's attention by **@Mentioning** them, just type the @ symbol before their name. And if you admin enables it, you can @mention your whole team or any channel.



# Ways to Express Yourself

Everything from **emojis** to **GIFs** to **stickers** and **memes** that you can actually edit, are there for you to showcase the personality of your team and add some flare to the conversation.



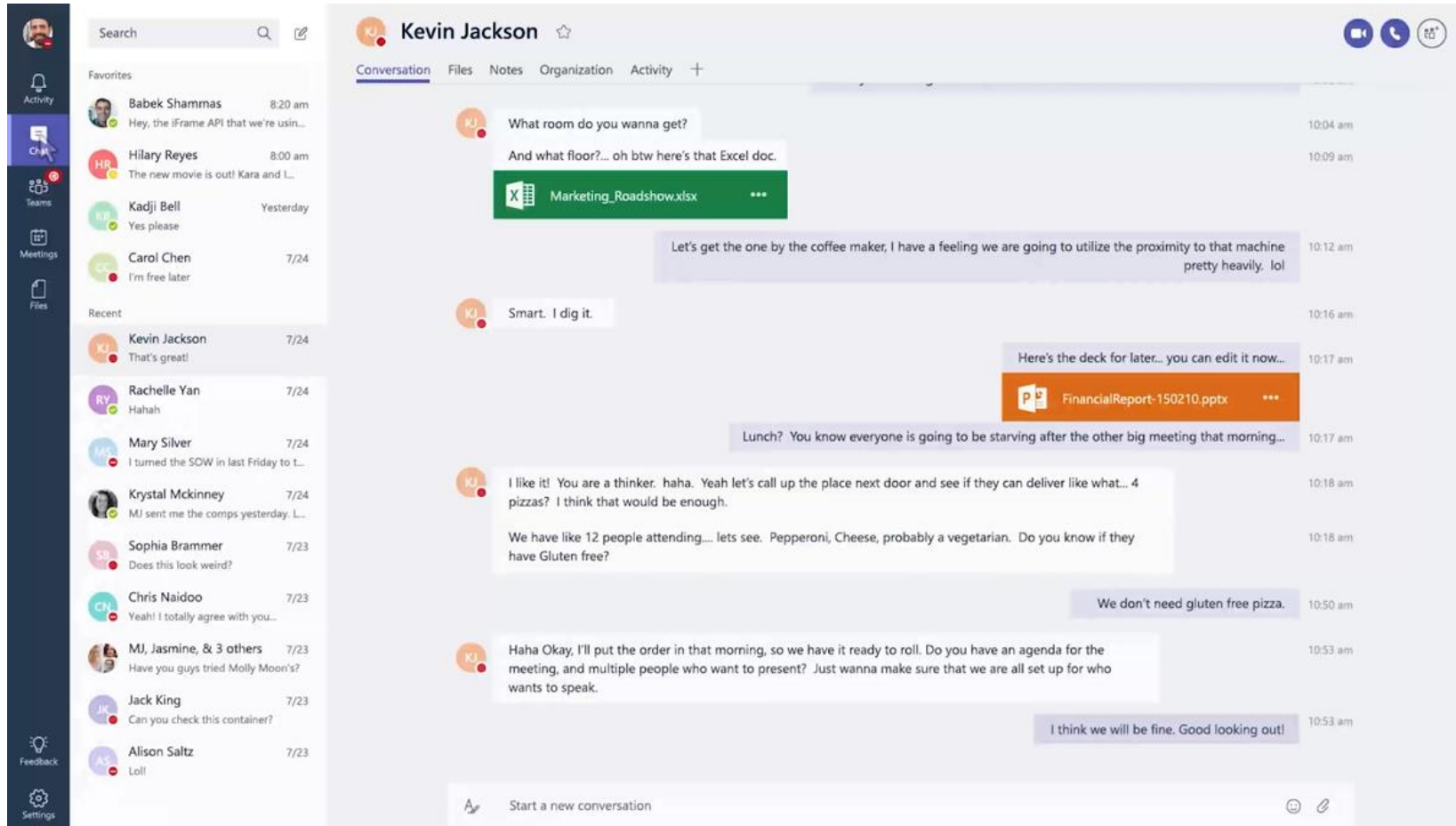
# Private Conversations

Open team channels are great for collaboration, but sometimes you need to talk privately



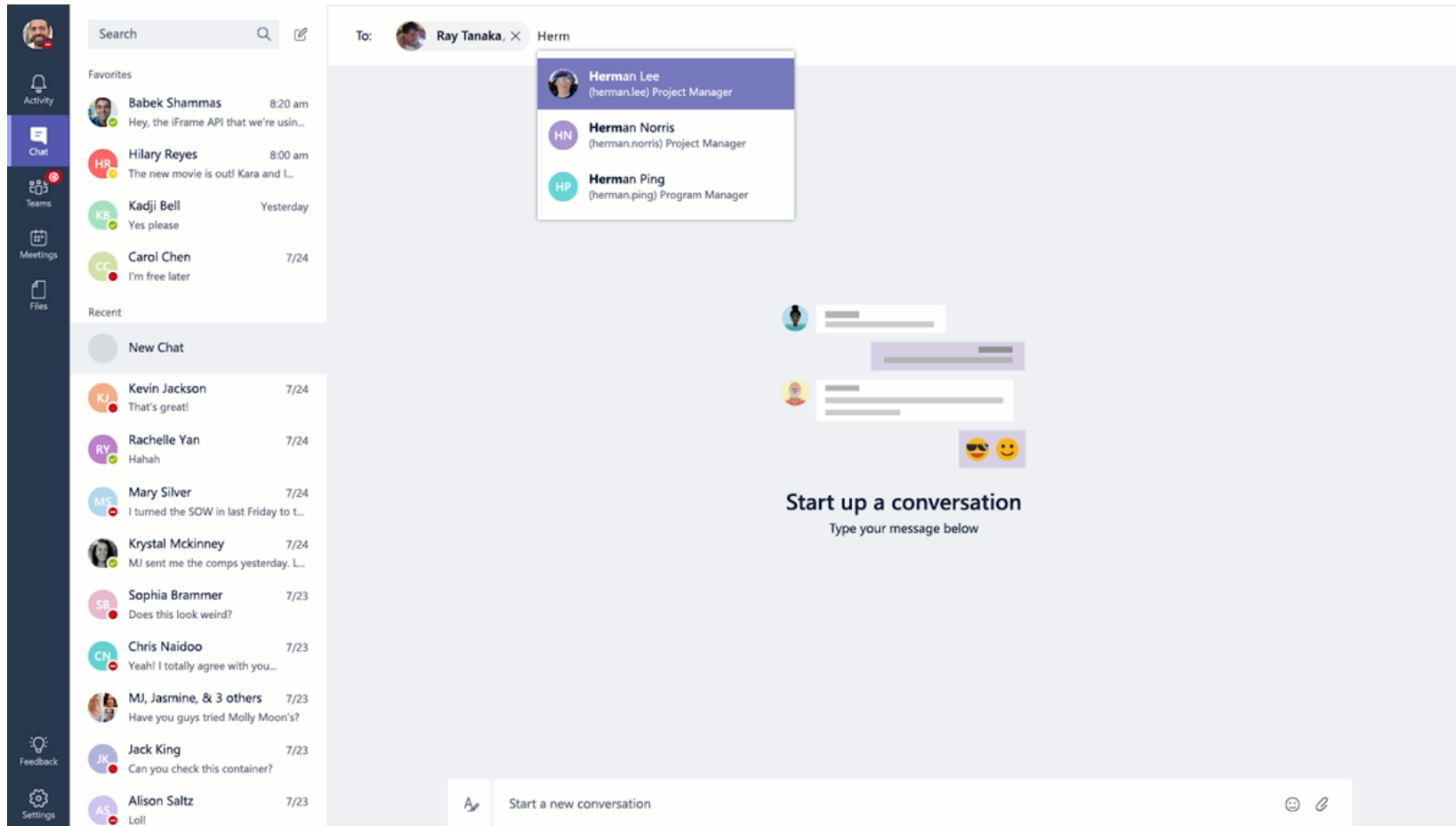
# Chat

By selecting Chat along the left side of the application, you can have private conversations with your teammates.



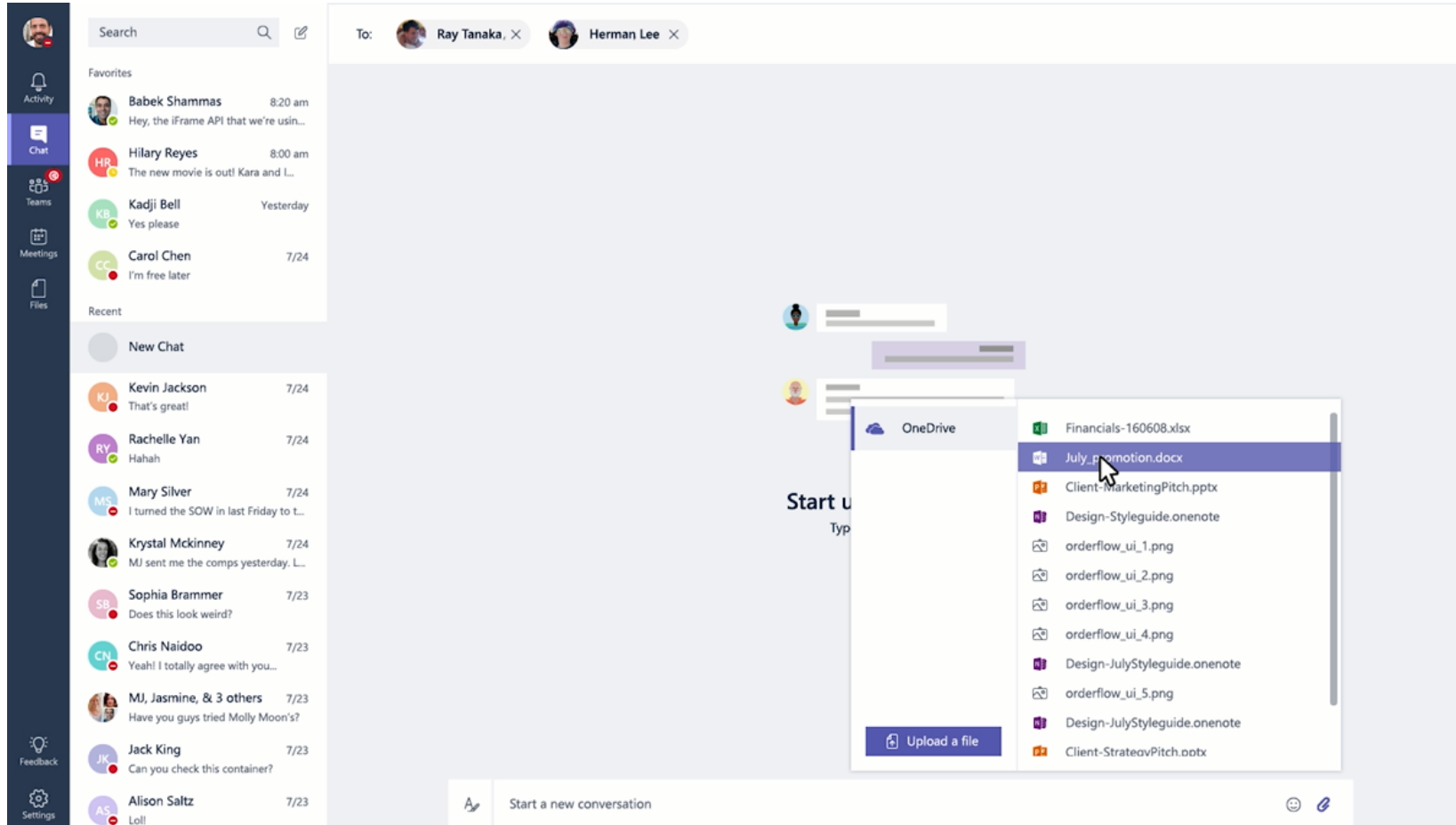
# Group Chat

Simple click the new chat icon and type the names of the people you want to add to a conversation. You can add up to nine people in a group chat.



# Sharing Files

You can add files from your computer or OneDrive for Business account

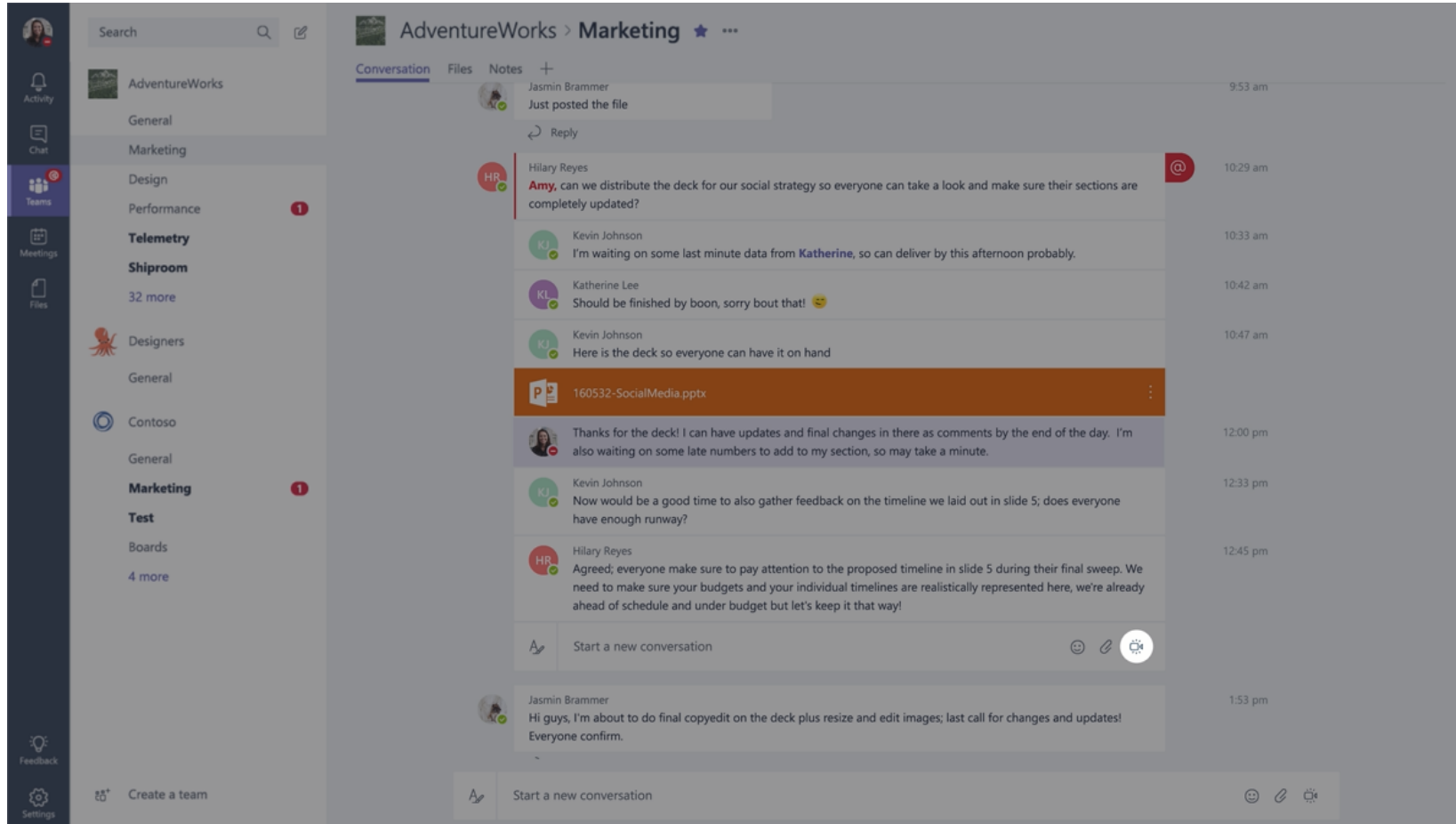


# Meetings

Microsoft Teams makes it easy for people in a channel to go from a group conversation to a meeting.

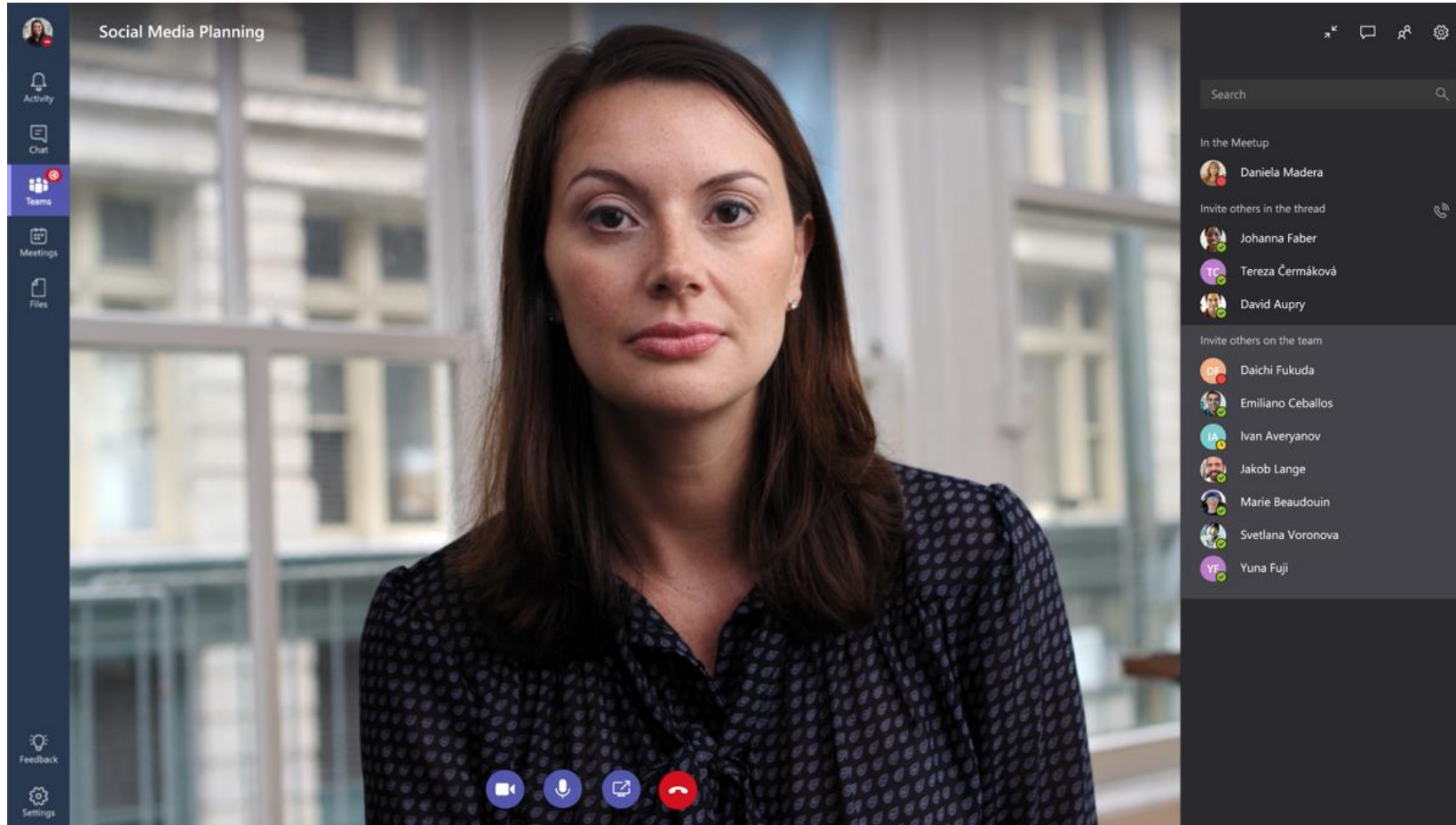
# Start a Meeting

In a channel conversation, click the Meet Now icon in the compose box. Or keep all the context of an existing conversation by clicking the Meet Now icon in the reply box.



# Notify Team Members of the Meeting

Once you're in, you can invite the people from your conversation, or anyone from the team by clicking on their name.



# Find a Meeting

While you're waiting for people to join, other team members who follow the channel will see that a meeting has started. They don't need to join the meeting to see who's in attendance.

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, Files, Feedback, and Settings. The main area shows a channel named 'Marketing' within the 'AdventureWorks' team. A meeting titled 'Marketing review' is in progress, indicated by a blue header bar with a camera icon, a 'Jump In' button, and a duration of '01:26'. The meeting participants' avatars are shown in the top right of the header. Below the header, a chat conversation is visible with messages from Johanna Faber, David Aupry, and Tereza Čermáková. A file named '160532-SocialMedia.pptx' is shared in the chat. The bottom of the screen shows a 'Reply' button and a text input field with the placeholder 'Start a new conversation'.

# Join a Meeting

One click, and you are in the meeting.

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams (highlighted), Meetings, Files, Feedback, and Settings. The main area shows a chat conversation in the 'Marketing' channel of the 'AdventureWorks' team. The chat header includes a 'Jump In' button with a camera icon, which is highlighted by a mouse cursor. The chat history shows several messages from team members: Johanna Faber, David Aupry, Tereza Čermáková, Daniela Madera, and another Johanna Faber. A file named '160532-SocialMedia.pptx' is also visible in the chat. The bottom of the screen features a text input field with the placeholder 'Start a new conversation' and icons for emojis, attachments, and video.



# Full Bleed Video

Leveraging the full width of the screen, the audio and video experience make remote team members feel like they're really part of the conversation.



# Share your screen

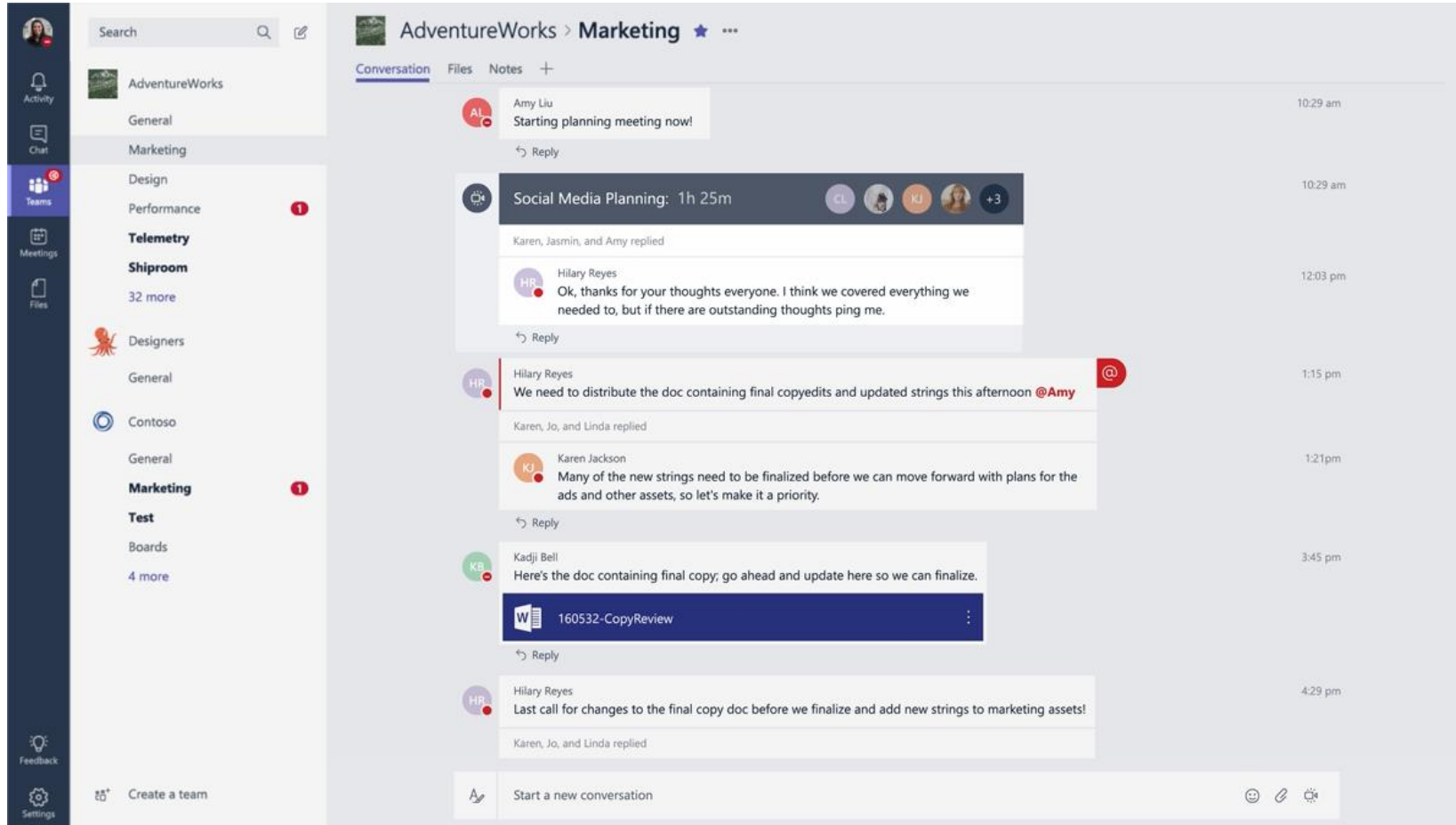
Once you are in the meeting, you can share your desktop. The content layout lets everyone see what's being shared. Along with people's facial expressions.

The screenshot displays a Microsoft Teams meeting interface. The main content area shows a slide titled "How we stack up" with a horizontal bar chart. The chart lists four categories with their respective percentages: Market (31%), Strategy (72%), Sales (55%), and Human Resource (43%). The meeting interface includes a sidebar on the left with navigation options: Activity, Chat, Teams, Meetings, Files, Feedback, and Settings. At the bottom, there is a row of video thumbnails for participants, along with icons for video, microphone, chat, and end call.

Category	Percentage
Market	31%
01 Strategy	72%
02 Sales	55%
03 Human Resource	43%
04	

# Meeting History

Once the meeting is done, people who couldn't join will see that the meeting happened in the context of the conversation.



# Scheduled Meetings

On demand meetings are great if you need to meet at a moment's notice, but what if you want to schedule a meeting ahead of time? We've got you covered.

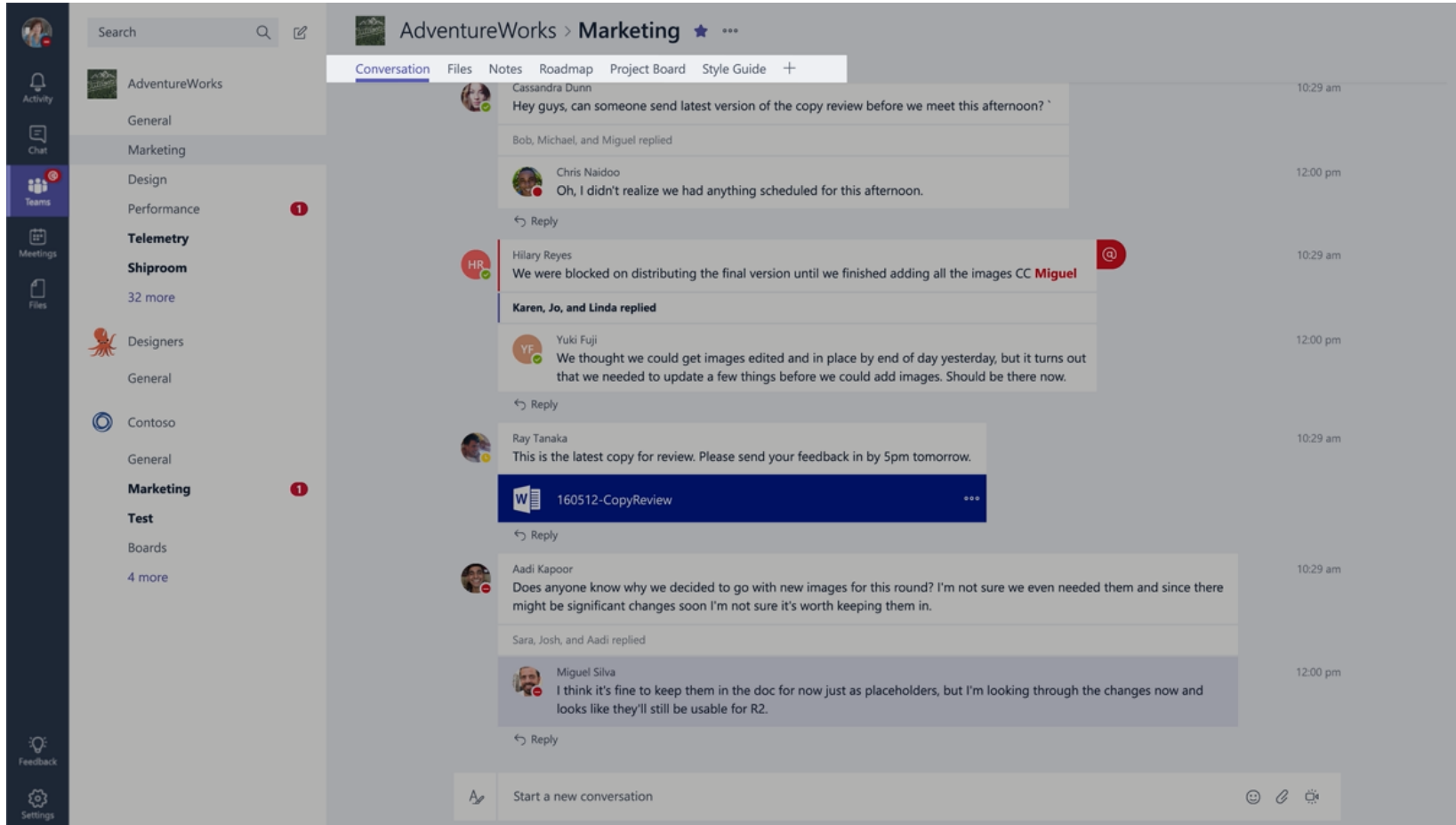
The screenshot displays the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Meetings, Files, and Saved. The main area is split into two panels. The left panel shows a calendar view for 'Today' and 'Tomorrow'. Under 'Today', there are three events: 'Marketing review' (10:30am, 30 minutes, Conference room 2026), 'Team Meeting' (11:30am, 1 hour, AdventureWorks / Design), and 'Visual Design Critique' (1pm, 30 minutes, Conf Room 9/1251). Under 'Tomorrow', there is an 'All day' event 'Hilary OOF - Vacation Tahiti', 'Corey's meeting' (11:30am, 1 hour, Lincoln Square - 19300), 'Weekly Strategy Sync' (11:30am, 1 hour, AdventureWorks / Strategy), and 'AdventureWorks Pitch' (1pm, 30 minutes, AdventureWorks / Design). A 'Schedule meeting' button is at the bottom of the calendar. The right panel shows the details for the 'Marketing Review' meeting on Thursday, October 8th, 2016, from 10:30 am to 11:00 am in Conference room 2026. The meeting description includes an agenda with items like 'Marketing Review', 'Let's get together and go through timeline and everyone's tasks for the upcoming product launch!', 'Agenda', 'Big picture overview and timeline- Carianne', and 'Present and review digital ads by platform and type (Facebook, Google, Twitter, tech news hubs)- Cecily'. The right sidebar lists the Organizer 'Carianne Gentry' and Attendees: 'Cecily De Crum' (Accepted), 'Otto McCoy' (Tentative), 'Ivan Averyanov' (Declined), and 'Daniela Madera' (Accepted). At the bottom of the meeting details, there are buttons for 'Accept', 'Tentative', and 'Decline'.

# Tabs and Connectors

Allow you to integrate the tools and services you love right into your chat or channel

# Tabs

Tabs are always visible at the top and stay with the conversation, so everyone can get to them easily.



# Default Tabs

You automatically get a couple of tabs. Files that get uploaded will live in the Files tab and notes people add will live in the Notes tab.

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams (with a notification badge), Meetings, Files, Feedback, and Settings. The main area shows a channel named 'Marketing' under the 'AdventureWorks' team. The 'Files' tab is selected, showing a list of files. At the top of the file list are 'Upload' and 'New' buttons. The file list has columns for Type, Name, Modified, Modified by, and Size.

Type	Name	Modified	Modified by	Size
XLSX	FinancialReport-150210.xlsx	Yesterday	Maria Long	1.64 KB
XLSX	FinancialReport-150310.xlsx	Yesterday	Tim Hernandez	2.4 KB
PPTX	FinancialReport-150210.pptx	Yesterday	Sophia Brammer	5.9 KB
ONENOTE	StyleGuideNotebook.onenote	6/20	David West	2 KB
IMAGE	logo_center.png	6/20	Jazmine Simmons	1.2 MB
IMAGE	header_blue.png	6/20	Jazmine Simmons	2.4 MB
IMAGE	footer_blue.png	6/20	Jazmine Simmons	1000 Bytes
IMAGE	logo_right.png	6/20	Jazmine Simmons	3.2 KB
DOCX	July_promotion.docx	6/16	Laureen Smith	8.4 MB
DOCX	FinalCopyReview.docx	6/14	Corey Little	10.2 MB
PPTX	CampaignBudgetProposal.pptx	6/14	Babek Shamas	2.4 KB
IMAGE	logolowres.JPG	6/13	Jazmine Simmons	1000 Bytes
IMAGE	logohires.png	6/13	Jazmine Simmons	3.2 KB
DOCX	Timeline-05-16-16.docx	6/12	Laureen Smith	8.4 MB








# Add a Tab

There are a variety of data and services you can integrate into your channel using tabs.

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### Add a tab

Turn the team's favorite apps and files into tabs at the top of the channel.

			
Excel	OneNote	Planner	Power BI
			
PowerPoint	SharePoint	Word	

Keep PowerPoint presentations handy.



# Planner

A planner for tracking tasks and managing work items.

The screenshot displays the Microsoft Planner interface for a team named 'AdventureWorks' within a 'Marketing' project. The interface is organized into four columns: 'To do', 'In Progress', 'Testing', and 'Done'. Each column contains task cards with details such as titles, due dates, and assignees. The 'In Progress' column features a bar chart for a task titled 'Cashflow analysis for marketing expenses and subscription revenue'. The left sidebar shows navigation options like 'Activity', 'Chat', 'Teams', 'Meetings', and 'Files', along with a list of teams including 'Designers', 'Contoso', and 'Marketing'. The top navigation bar includes options for 'Conversation', 'Files', 'Notes', 'Roadmap', 'Project Board', and 'Style Guide'. The 'Project Board' tab is currently selected, and the tasks are sorted by 'Bucket'.

**AdventureWorks > Marketing**

Conversation Files Notes Roadmap **Project Board** Style Guide

Sort by: Bucket

To do	In Progress	Testing	Done
<p>Generate email list for the initial campaign launch.</p> <p>13 Nov 15</p>	<p>Arrange meeting location for the members before general discussion.</p> <p>9 Nov 1</p>	<p>Test the onboarding experience with 3 pages for Windows Phone</p> <p>7 Oct 7</p>	<p>Draft business plan revision</p> <p>Aug 23</p>
<p>Try and find a decent service to lay out user flows for upcoming projects</p> <p>5 Dec 2</p>	<p>Cashflow analysis for marketing expenses and subscription revenue</p> <p>Cashflow analysis marketing.xls</p> <p>12 1</p>	<p>Decide which hero images to go with the ad campaign</p> <p>20 1</p>	<p>Test alternate ad copies between demographics</p> <p>Ad copies.docx</p> <p>Aug 25</p>
<p>Review business plan revision</p> <p>Nov 20</p>	<p>Introduce contractors to the design team and bring donuts</p>	<p>Get users' initial feedback between design options</p> <p>Oct 18</p>	<p>Bring cupcakes to next meeting external contractors</p>
<p>Set up new customer relation email design template</p> <p>13 Nov 15</p>			<p>Mock up 2 rough design drafts Bing Ads</p> <p>4 Aug 10</p>
<p>Pick a cafe for team outing</p> <p>Nov 12</p>			

Show completed 18

Show completed 4

Show completed 2

Show completed 14

# Chat about a Tab

You can start a conversation in the Tab. Team members can follow the discussion here, or back in the conversation Tab.

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, and Files. The 'Teams' section is expanded to show a list of teams: AdventureWorks (General, Marketing, Design, Performance, Telemetry, Shiproom, 32 more), Designers (General), Contoso (General), Marketing (Test, Boards, 4 more), and a 'Create a team' button at the bottom.

The main area shows a chat window for the 'Marketing' team. The chat title is 'AdventureWorks > Marketing'. The active tab is 'Site Metrics', which contains a PowerBI report titled 'Web Performance Metrics'. The report includes several visualizations:

- All Organic Traffic:** A bar chart showing traffic volume over time from April to August 2016.
- Average visit duration:** A horizontal bar chart showing average visit duration across different categories.
- Unique Visitors:** 3481 (BY USER OS • REFRESHED 5:23:36 AM)
- Average Cost per Click:** \$3.57 (BY KEYWORDS • REFRESHED 5:23:36 AM)
- Bounce Rate:** 22% (BY PAGE • REFRESHED 5:23:36 AM)
- Page Views:** 48752 (BY PAGE • REFRESHED 5:23:36 AM)
- Unique Users Count:** A bar chart showing unique users over time.
- Traffic Source Overview:** A pie chart showing traffic sources: Search Engine, Direct, and Other.

At the bottom of the chat window, a message reads: "Hey guys, I just pinned the latest PowerBI report." Below the message are icons for reply, emojis, attachments, and a refresh icon.

# Connectors

Office 365 Connectors in Microsoft Teams

# Connectors

Connectors allow your Microsoft Teams users to receive updates right from popular services such as Twitter, Trello, Wunderlist, GitHub, and VSTS. Updates show up as rich cards in channels.







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### Connectors for "General" channel in "AdventureWorks" team

Use connectors to keep current with content and updates of interest from other services you frequently use. You can create one or more connections. To get started, choose a service from the list below, then click Add.

View by: **Popularity** ▾

🔍 Search

	<b>Trello</b> Manage Trello cards and tasks all in one place.	<b>Add</b>
	<b>Twitter</b> Send and receive messages called Tweets.	<b>Add</b>
	<b>Bing News</b> Get news summaries powered by Bing.	<b>Add</b>
	<b>RSS</b> Get RSS feeds for your group.	<b>Add</b>
	<b>Incoming Webhook</b> Send data from a service to your Office 365 group in real time.	<b>Add</b>
	<b>Wunderlist</b>	<b>Add</b>

# Connector Framework

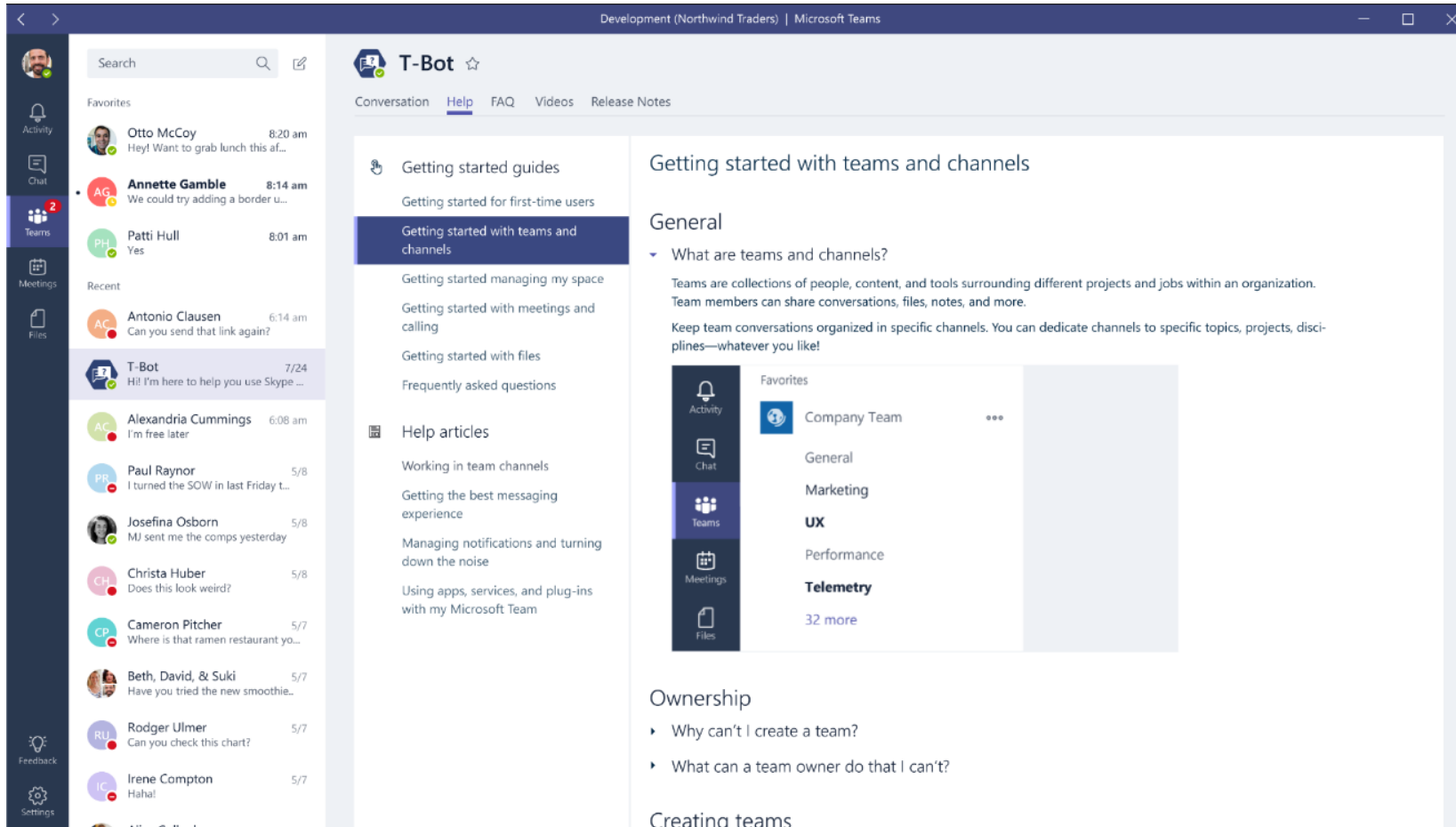
- For a more comprehensive list of Connectors and introduction to connectors check out [Connect apps to your groups](#)
- If you're interested in building your own Connectors, check out the [Office 365 Connectors](#) development site

# Bots

Bots allow users to complete tasks such as querying information and performing commands

# T-Bot

T-Bot gets you using Microsoft Teams quickly and more effectively by answering your questions and providing help. Type a question directly to T-Bot in a chat or browse the menu.



# Bot Framework

- Integrate existing line of business systems with Microsoft Teams via a bot
- A full suite of indispensable bots are coming soon
- Check out the [Microsoft Bot Framework](#)



# Microsoft Teams Requirements

# O365 Licensing Requirements

Microsoft Teams is currently available in preview to customers with

- Business Essentials
- Business Premium
- Enterprise E1, E3, and E5 subscriptions.
- Existing E4 subscriptions (Retired SKU)

# Deployment Requirements

Organizations are recommended to have:

- User Mailboxes homed on Exchange Online
- SharePoint homed online

# Platform Requirements

## Clients:

- Windows 7+ (7, 8, 8.1, 10)
- Mac OSX 10.10+
- Windows Phone 10.0.10586+
- Android 4.4+
- iOS (iPhone and iPad) 9+

## Web:

- Chrome: 51.0+
- Firefox: 47.0+
- Edge: 12+
- MSIE: 11+
- Safari coming soon.

# Get Started!

1. Enable Microsoft Teams for you organization here:  
<https://portal.office.com/adminportal/home#/Settings/ServicesAndAddIns>
2. Check it out here:  
<https://teams.microsoft.com>
3. For a more in-depth how to, visit us for Deploy and manage Microsoft Teams  
<https://aka.ms/microsoft-teams-readiness>

# Resources

# Download Links

- Desktop Clients  
<https://teams.microsoft.com/downloads>
- Apple's App Store – iOS  
<http://aka.ms/iosteams>
- Google Play Store – Android  
<http://aka.ms/androidteams>
- Microsoft's Store – Windows Phone  
<http://aka.ms/wpteams>

# Reference Items

- Microsoft Teams Readiness  
<https://aka.ms/microsoft-teams-readiness>
- Administrator settings for Microsoft Teams  
<https://support.office.com/article/3966a3f5-7e0f-4ea9-a402-41888f455ba2>
- Frequently asked questions about Microsoft Teams – Admin Help  
<https://support.office.com/article/05cbe533-2181-4e95-a4b0-52cd7695fafc>
- Office 365 URLs and IP address ranges  
<https://support.office.com/en-us/article/Office-365-URLs-and-IP-address-ranges-8548a211-3fe7-47cb-abb1-355ea5aa88a2>
  - RSS Feed: <https://support.office.com/en-us/o365ip/rss>



# Development Documentation

- Microsoft Teams Tabs Platform

<https://aka.ms/microsoftteambstabsplatform>

- Bots in Microsoft Teams

<https://aka.ms/microsoftteamsbotsplatform>

- Office Connectors in Microsoft Teams

<https://aka.ms/microsoftteamsconnectorsplatform>

# Product Videos

For more product information, you can check out the videos below:

- Product Walkthrough:  
<https://support.office.com/en-us/article/Microsoft-Teams-Quick-Start-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Overview>
- Onboard your Teams  
<https://support.office.com/article/702a2977-e662-4038-bef5-bdf8ee47b17b>
- Teams and Channels  
<https://support.office.com/article/c3d63c10-77d5-4204-a566-53ddcf723b46>
- Use Tabs  
<https://support.office.com/article/7350a03e-017a-4a00-a6ae-1c9fe8c497b3>

# Product Videos (Continued)

For more product information, you can check out the videos below:

- Productive Conversations

<https://support.office.com/article/99d33aaa-0743-47c6-a476-eb0a24abcb7e>

- Private Conversations and Calling

<https://support.office.com/article/a864b052-5e4b-4ccf-b046-2e26f40e21b5>

- Meet now

<https://support.office.com/article/26e06837-853d-4df1-a729-06bf700d4ecf>

- Schedule a meeting

<https://support.office.com/article/ba44d0fd-da3c-4541-a3eb-a868f5e2b137>

# Continue to Conversation

<https://aka.ms/msteamscommunity>

Thank you