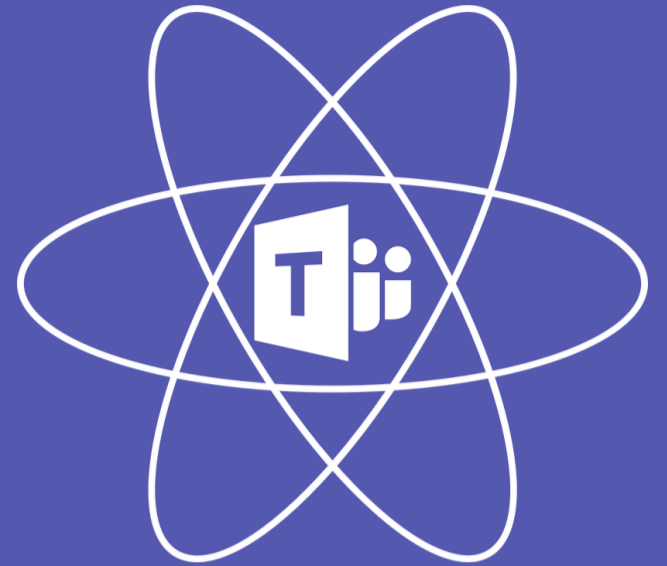


TEAMS

Do More



1 Collaborate with anyone, anywhere

No need to huddle around the same computer or send files back and forth. You can all edit the same copy of the document—even in real time.

Favourite Teams and Channels

Remove the noise. Mark your most engaged Teams and Channels “Favourite” to stay updated, or unfavourite excess Teams or Channels to filter out the noise.

Channel focus

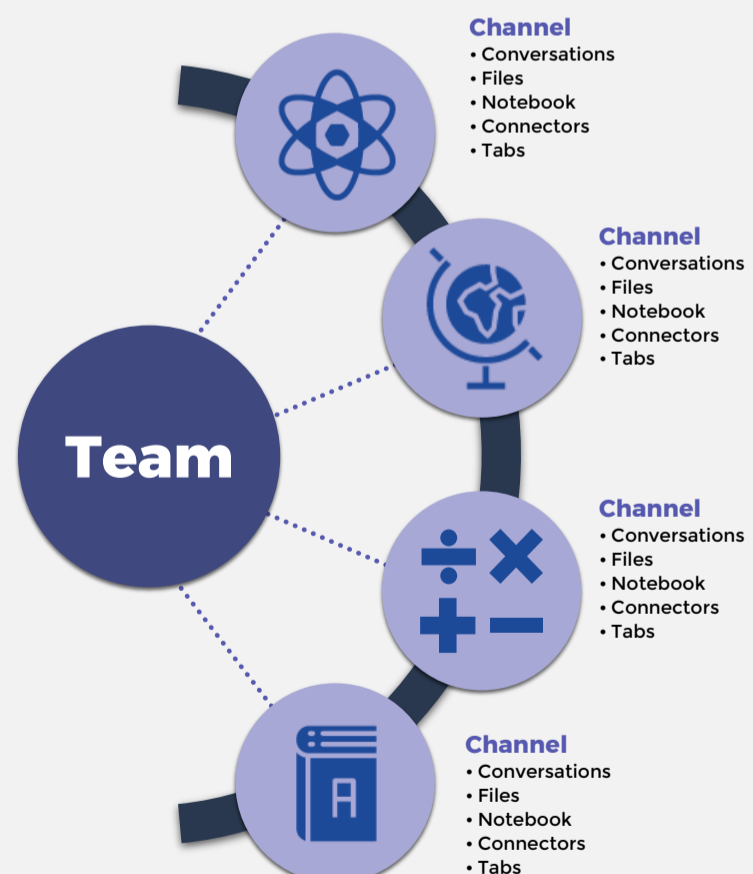
Channels are dedicated sections within a team organized by topics, projects, disciplines, groups.

Extend Channels

Channels can be extended with Apps that include Tabs, Connectors, and Bots.

Save to the Team Notebook

Saving your files in a Team’s channel allows you to access them from anywhere and makes it easy to share with your team.



aka.ms/TeamsQuickStart

2 Find Content across Teams

You can use the Search bar to quickly find messages and files shared through your private chats, Teams and channels, as well as staff throughout CEWA.



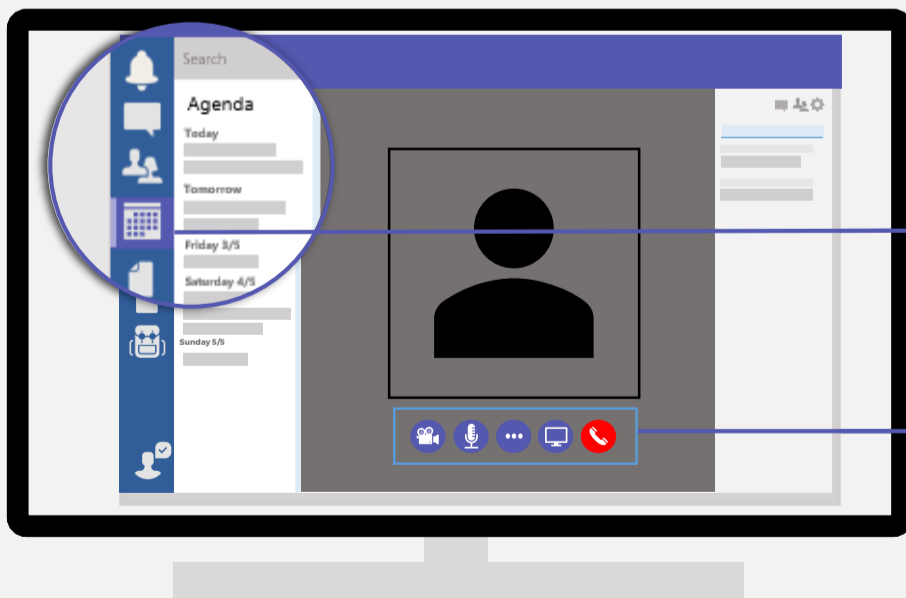
The Search bar can always be found at the top left of the screen.

Results will be displayed below in order of relevance.

When your results begin to appear, you can click the search icon to filter even more thoroughly, by date range, subject, Team, and others in order to narrow down your results.

3 Meet Anywhere

Team Meetings work similarly to Skype conferencing. Audio, video and desktop sharing can be used in the meetings, and anyone from the team is able to join.



You can access your meeting schedule through the "Meeting" tab at the left of the window.

Use these buttons to control the video, audio and desktop streaming options within a Team meeting.

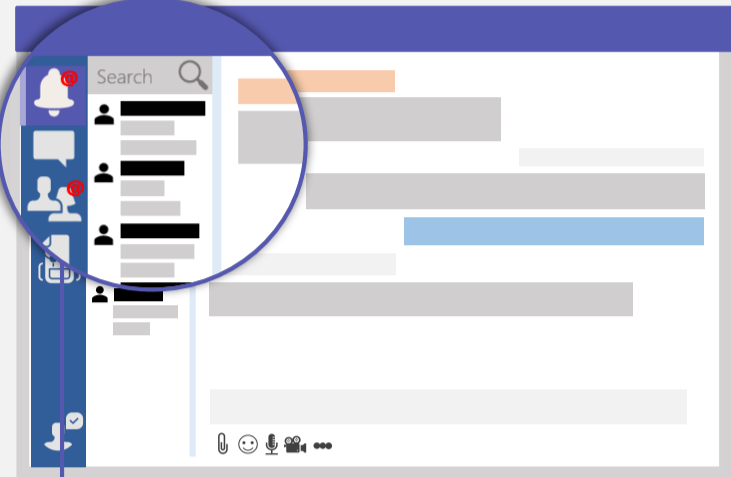
You can start an unscheduled meeting at any time from within your Team using this button -



4

Get Attention with @Mentions

Need to get a response quickly? Whether sharing an important document, giving your Team an update or announcing an event, by typing “@” and the Team or colleague’s name, they will instantly receive a notification of your mention.



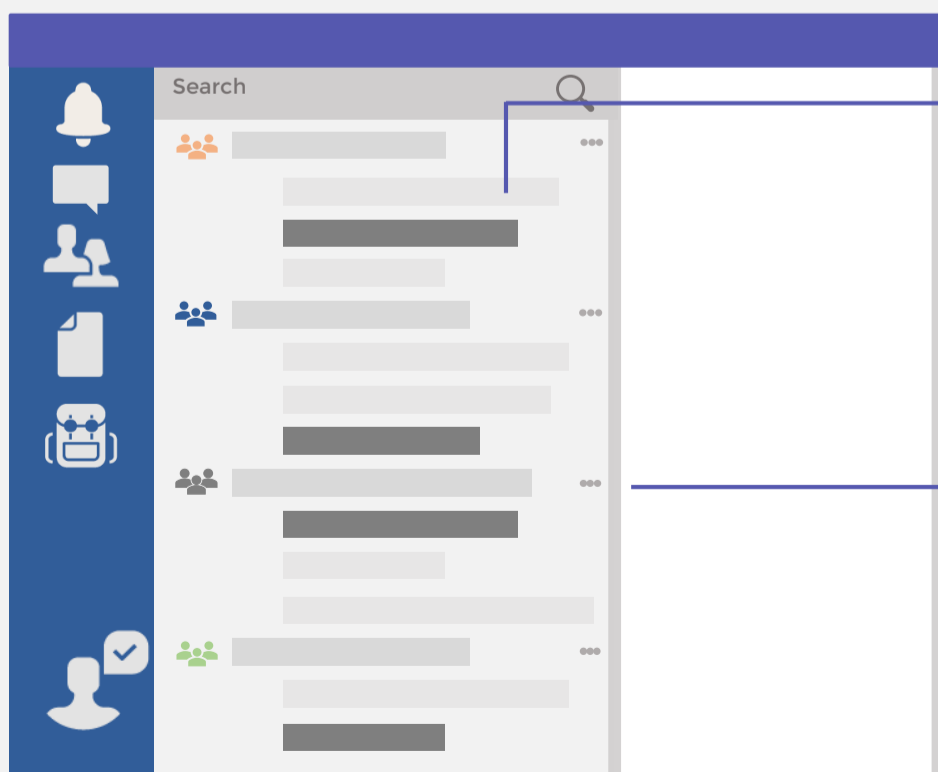
Keep an eye on your Activity feed so you never miss any important notifications in any of your Teams.

If you have been mentioned in a Team, a red “@” will appear next to the Team name.

5

Stay Organized with Channels

Channels allow you to branch your Team into separate, focused conversations on specific topics. Each channel is accessible to all team members, allowing you to streamline conversations and let you know exactly where to go and who to ask.



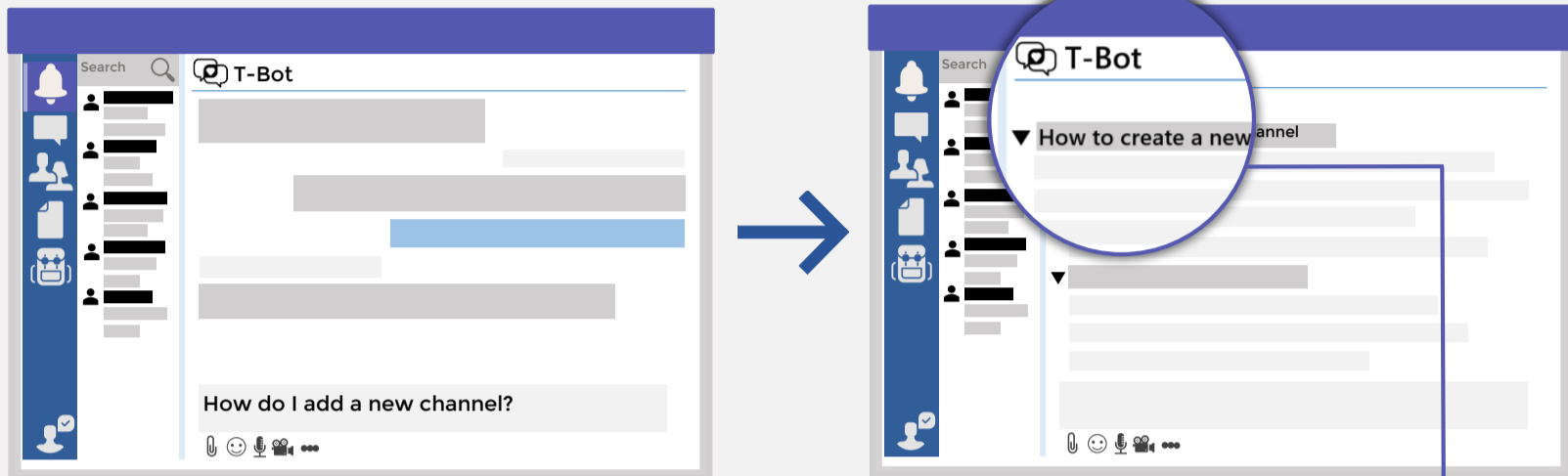
Each Team’s Channels will cascade beneath it. Whenever new messages are sent within a channel, the channel name will appear in bold.

To create a new Channel, navigate to the “...” menu and click “Add channel”.

You can follow a Channel through the “...” menu, which will send a notification whenever someone adds to your channel’s conversation.

6 Have a Question? Ask the Bot

If you're ever lost, overwhelmed or just seeking clarification about a feature in Teams, you can always ask T-Bot. Located in your Chat, you can talk to the T-Bot at any time. T-Bot can then direct you to resources and answers to any of your Teams-based queries.



Reply to T-Bot's answers with "This is helpful" or "Not what I was looking for", which will make its answers more accurate with each interaction.

You can access and browse T-Bot's extensive help guide at any time.

7 Structure your Team with Tabs

Tabs allow you to choose the services and tools your Team will most value and add it into a channel's conversation. You can use Tabs to integrate Microsoft tools like OneNote and PowerPoint, or a wide range of third-party apps and websites like YouTube and the Adobe Creative Cloud.



To add a tab, just click the "+" symbol above the conversation

You can pin web resources which are not listed with the "website" tile.

Incorporating tools and services allows you to centralize your resources and turn Teams into a one-stop productive and collaborative hub.