

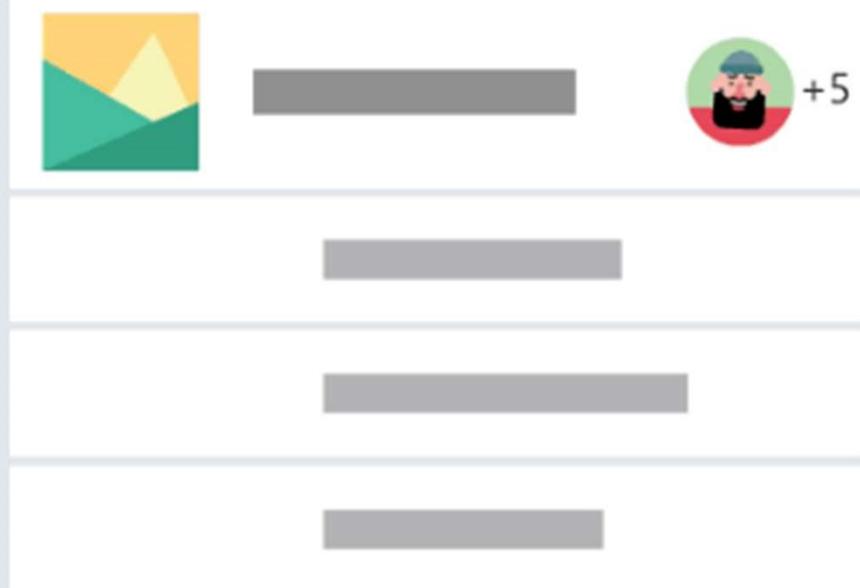
# Microsoft Teams: walk-through for small charities





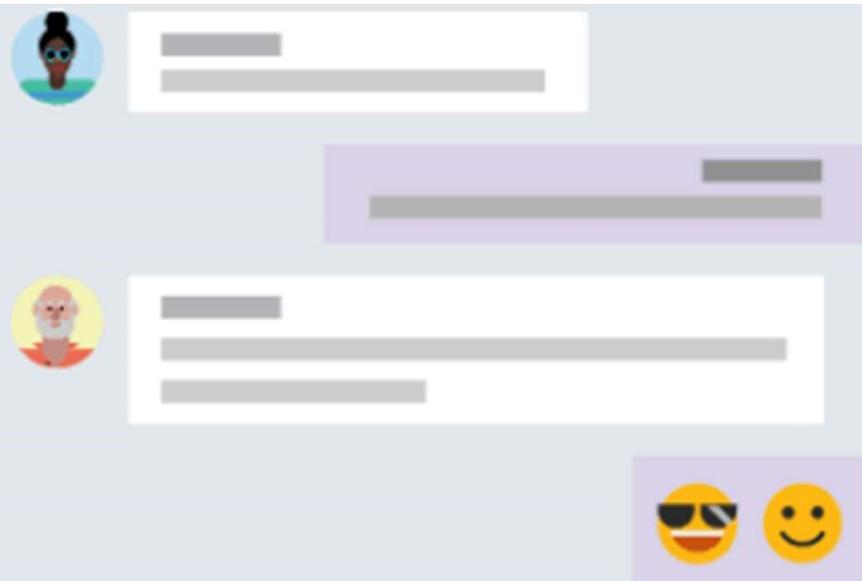
# What we'll cover today

- How the Teams app can improve your internal communications
- Moving around the app and using its features
- The basics of setting up a new Team site and structure it using different channels
- Using Team Chat with colleagues or dialing them direct
- Using Teams to set up meetings for internal or external stakeholders



## Bring your team together

Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.



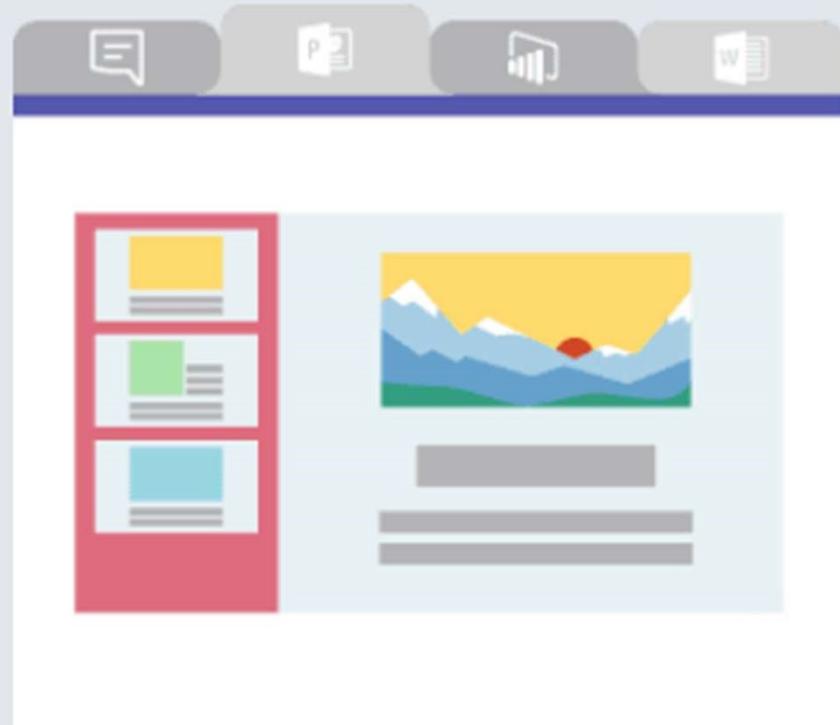
## Chat 1:1 and with groups

Outside of open team conversations, chat privately and share files and notes with anyone in your organization.



## **Make video calls and schedule online meetings**

Have impromptu or scheduled meetings in any channel. Or just call someone ☐

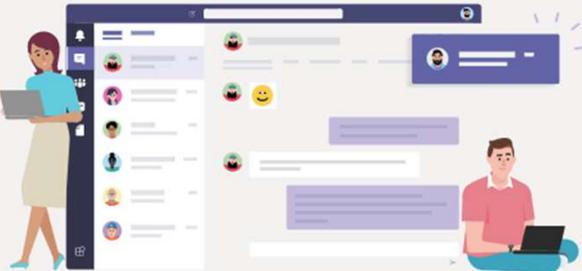


## **Team files, notes, and apps in one place**

Your team's tools are organized and integrated in Microsoft Teams with the power of Office 365.

# First Steps – desktop vs web app

Microsoft Teams



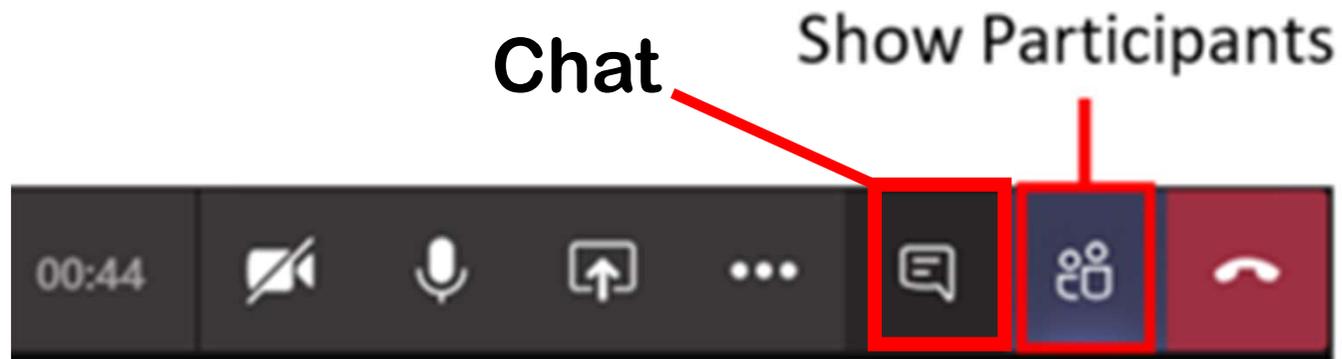
Download the Teams desktop app  
and stay better connected.

[Get the Windows app](#)

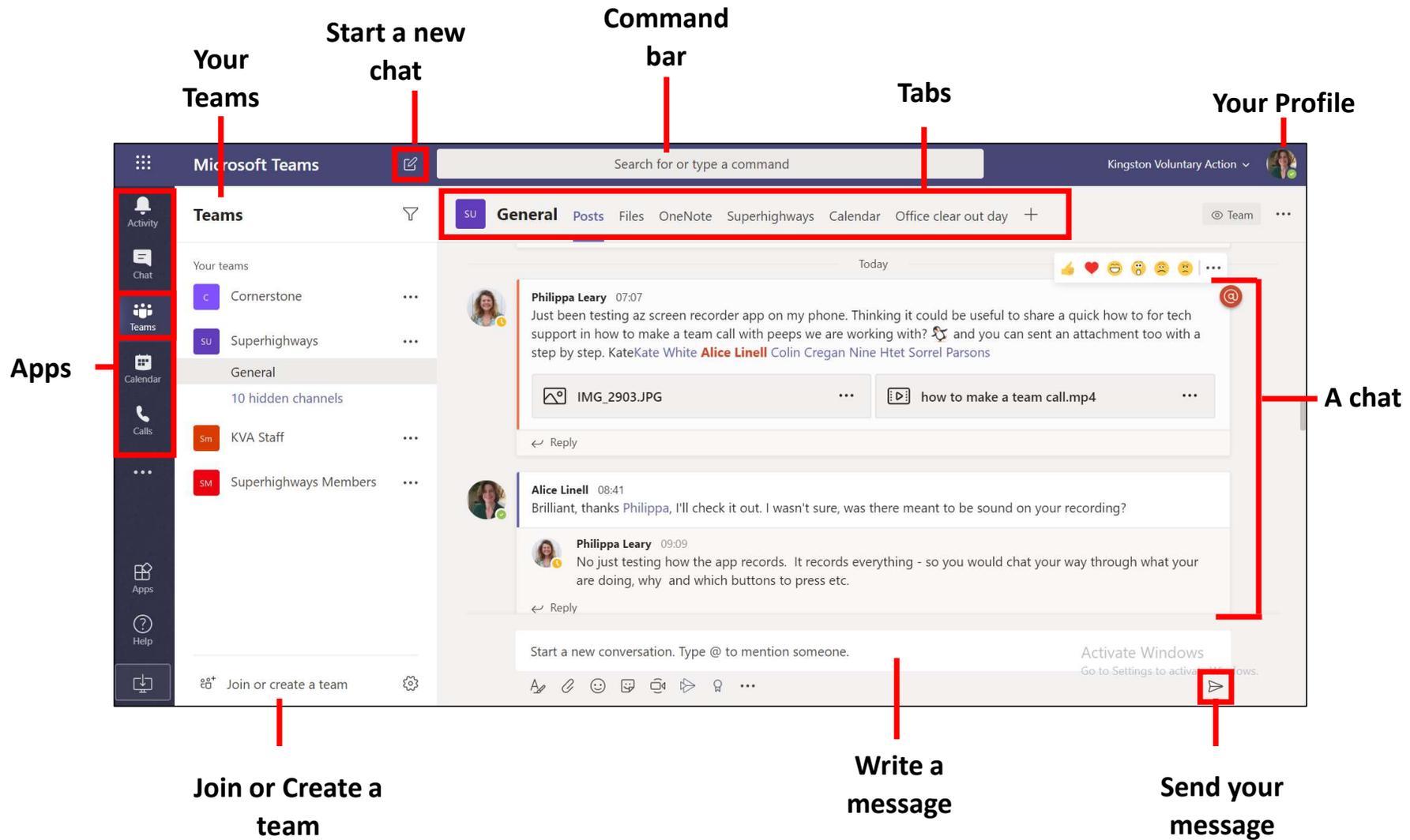
[Use the web app instead](#)

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# Meeting Toolbar



- This next session is a live demo
- Please use the meeting chat to ask any questions



## @ Mention – A way to flag a person or a whole team when you post something

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main area displays a team named 'Covid-19' with tabs for Posts, Files, and Wiki. A post by 'Kata White' is visible, and a suggestion list is open below it. The suggestions list includes: 'KVA Admin' (admin@kva.org.uk), 'KVA Staff Team', 'KVA Twitter Feed Channel', and 'KVA Infrastructure' (5 people have this tag). The text '@KV' is entered in the input field. A red callout box points to the suggestions list with the text: 'Start typing @ and then the name of the person, team, channel or tag to generate a list of suggestions'. Another red callout box points to the suggestion list with the text: 'Select the person or group of people you want to notify'. The bottom of the screen shows a Windows taskbar with an 'Activate Windows' watermark.

Search for or type a command

Kingston Voluntary Ac...

Teams

Your teams

- Cornerstone
- Superhighways
- KVA Staff
- General
- Covid-19
- 7 hidden channels

Let's get the conversation started

Try @mentioning people you want to collaborate with, or add

Planner OneNote Website

Select the person or group of people you want to notify

Kata White na-na

Suggestions

- KVA Admin admin@kva.org.uk
- KVA Staff Team
- KVA Twitter Feed Channel
- KVA Infrastructure 5 people have this tag

@KV

Start typing @ and then the name of the person, team, channel or tag to generate a list of suggestions

Activate Windows  
Go to Settings to activate Windows.

# Live Demo

- This is a live demo
- Please use the chat window to ask any questions

# Useful Links

- [New to Teams – we'll show you around](#) - Superhighways blog post with screen shots
- [Getting started with Teams – chats, calls and meetings](#) - Superhighways blog post with screen shots
- [Microsoft Teams Quick Start Guide](#) - MS resource
- [Microsoft Teams YouTube channel](#) - Good range of videos as reminders or to share with others
- [Microsoft Teams Video Training](#) - as above
- [Instructor Led Live Training](#) - from Microsoft - book a date and join
- Superhighways Training programme