# Microsoft Teams

CHEAT SHEET

MEET THE HUB FOR TEAMWORK IN OFFICE 365

Microsoft Teams allows your company to work closely together and enables successful, collaborative teamwork within all the business departments. It is integrated within the Office 365 suite and can be accessed via the web browser, desktop app, or mobile application using the same user login. This Microsoft app has two core functions:
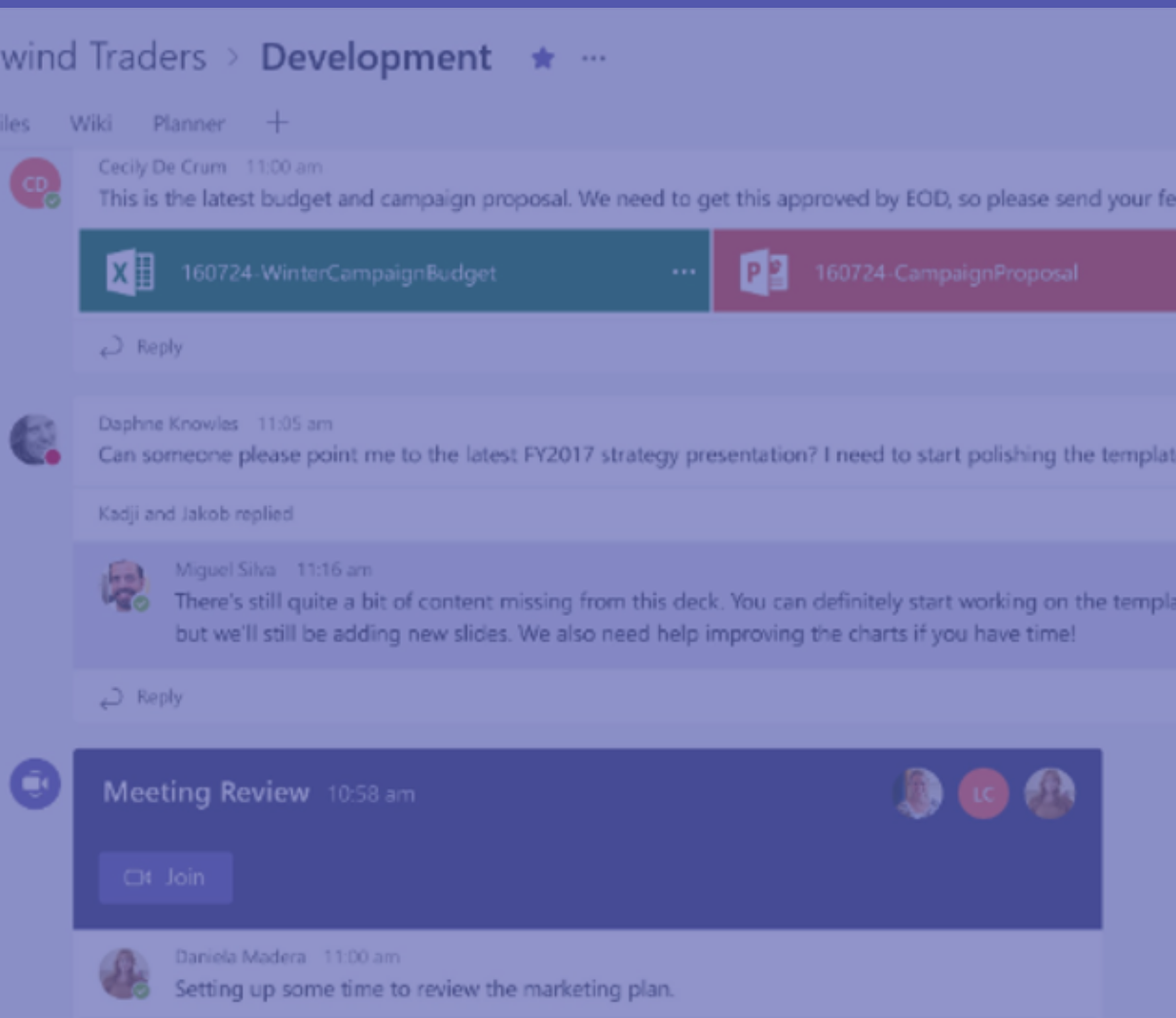
SHARED WORKSPACE

Each team is assigned a shared workspace, also known as a hub, to easily share documents and keep other members up to date. Applications such as PowerPoint, Word, Excel, Planner, OneNote, and Power BI can all be uploaded and shared with other team members. Members can access these files, make any adjustments, and then save any changes, all within Microsoft Teams. The shared workspace can be summarized into five primary features:
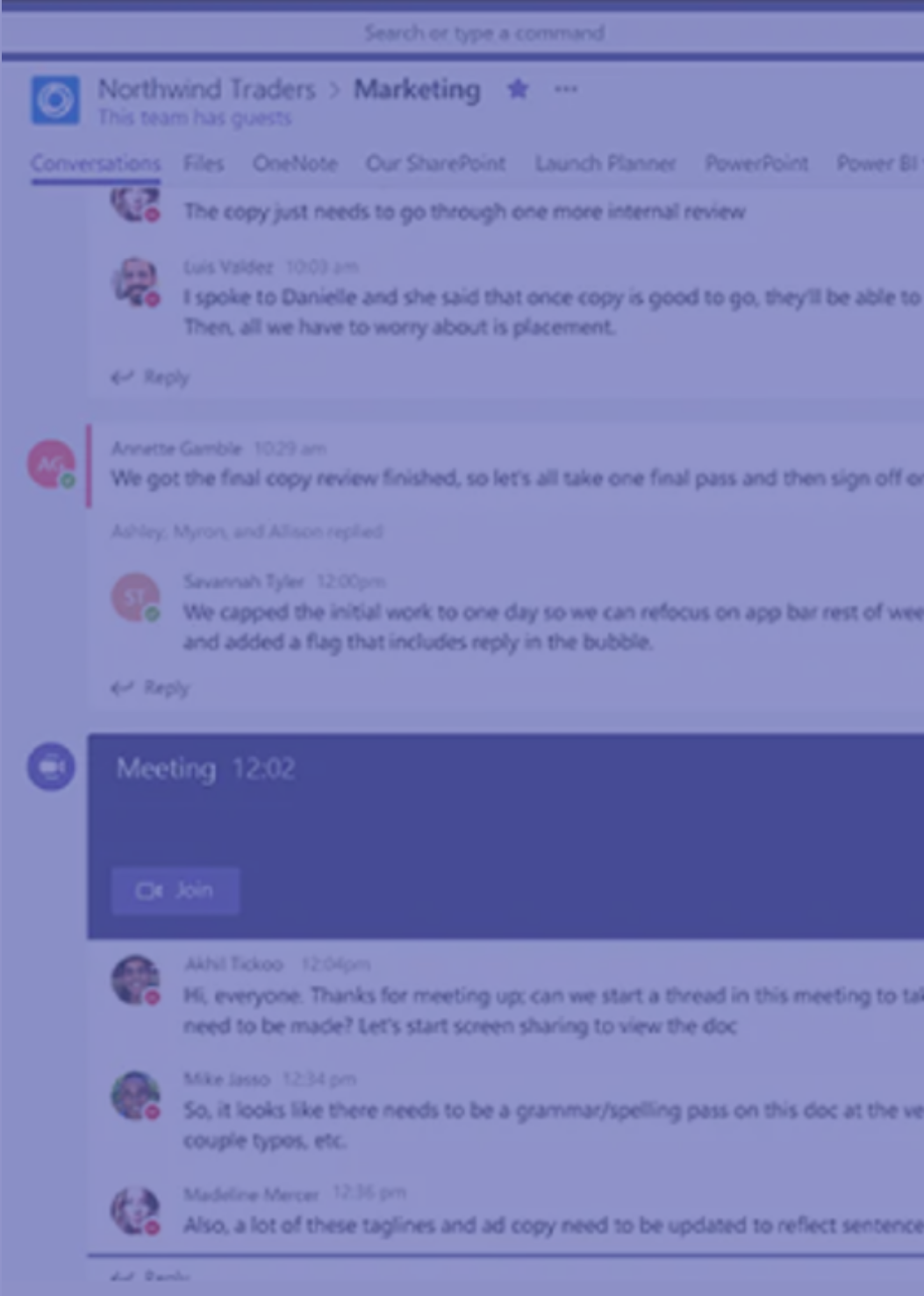
Microsoft Teams

MAKE CALLS IN OFFICE 365 AND TEAMS

ACTIVITY SECTION

The activity section allows for members to stay up-to-date with any updates. If an update is made within Teams, then an alert will appear as a notification for all team members. Similarity, a member being mentioned in a posting will also receive a notification in their activity section.
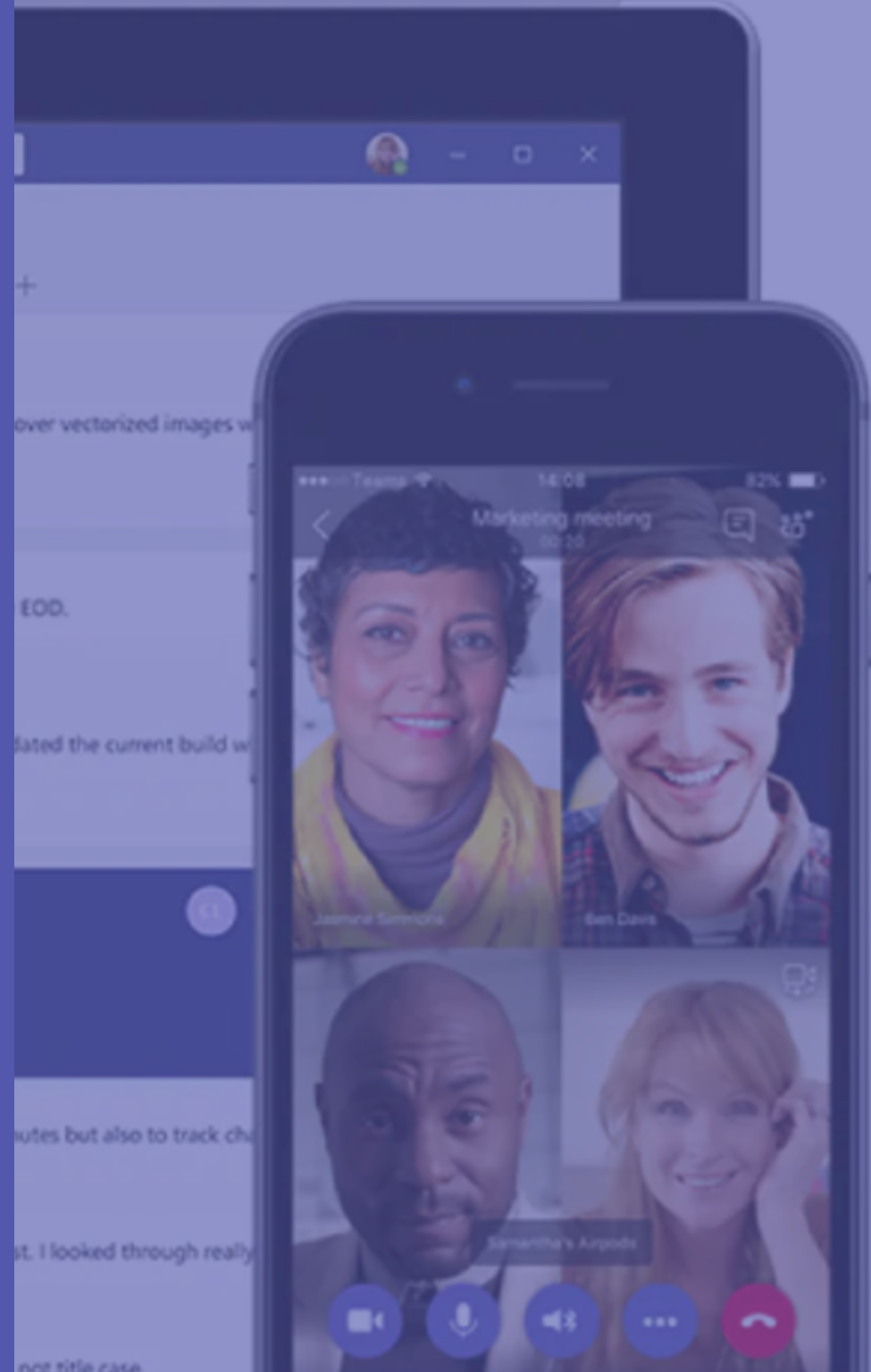
CHAT SECTION

Having flawless communication is the main purpose of this application. The private chat enables instant messaging for all users in your company. You can have multiple users added to one conversation, add files, and do video calling.

TEAMS SECTION

All the teams you either own or belong to will be listed here. A team is considered a collection of people, conversations, files, and tools all in one place. While a channel is a discussion in a team, dedicated to a department, project or topic. Members can scroll through the channel and see all the content that's been posted in the discussion stream. The member can always go back to where they left off by looking for the visual cue displayed from where they left off.

Microsoft Teams

CUSTOMIZE YOUR WORKPLACE AND ACHIEVE MORE

MEETINGS SECTION
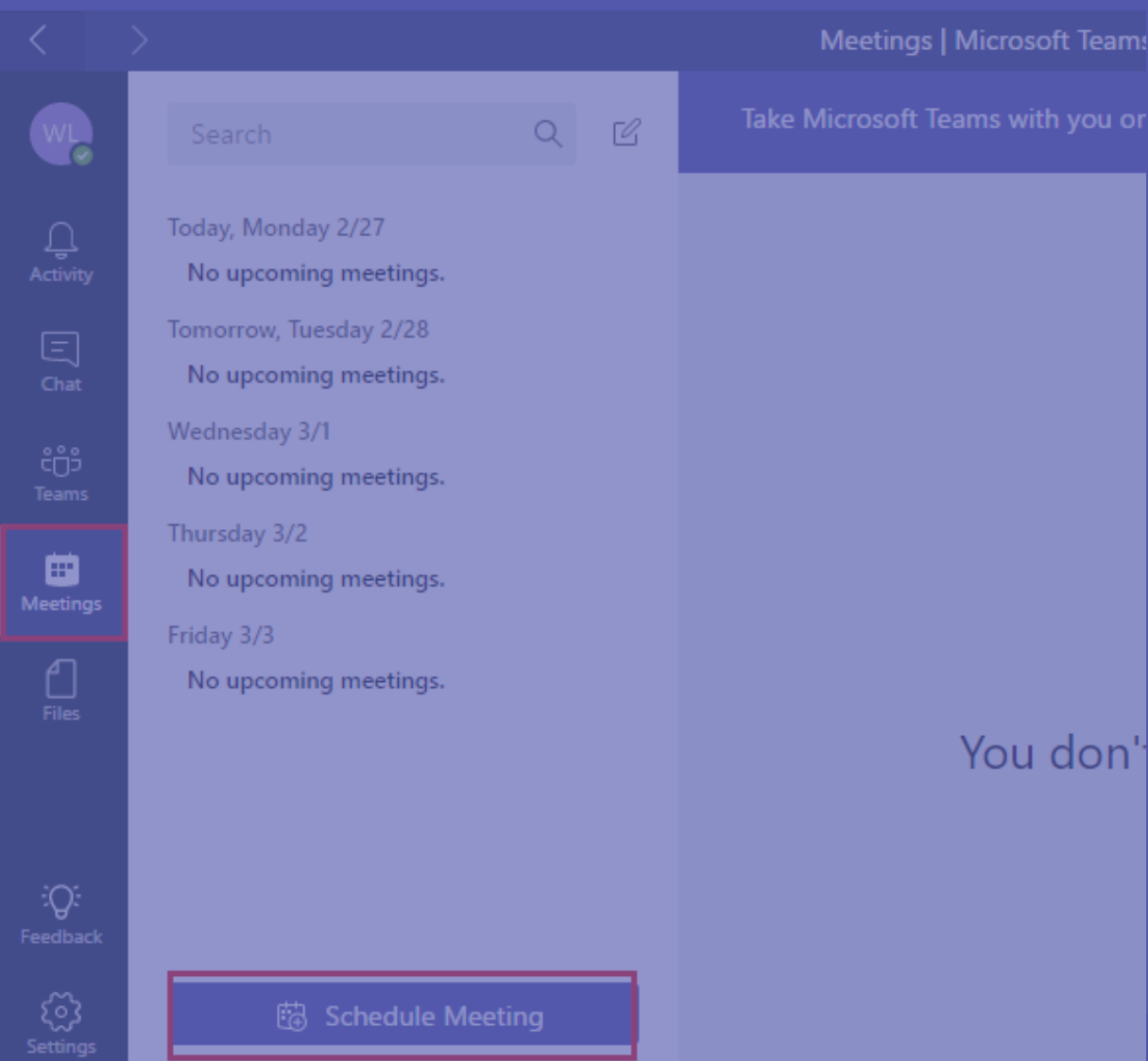
Since Microsoft Teams integrates with Office 365, it can take your Outlook Calendar and place it into the meetings section. It not only displays your daily agenda, but also the agendas of all the teams you belong to. You can schedule, accept, and edit any meetings right from the meetings section.

Take Microsoft Teams with you or

WL

Activity

Chat

Teams

Meetings

Files

Feedback

Settings

Search

Today, Monday 2/27
    No upcoming meetings.

Tomorrow, Tuesday 2/28
    No upcoming meetings.

Wednesday 3/1
    No upcoming meetings.

Thursday 3/2
    No upcoming meetings.

Friday 3/3
    No upcoming meetings.

You don'

Schedule Meeting

FILES SECTION

Team members can also upload documents into the file section, and all the other team members will receive a notification. You can then go in and view, edit, and save any changes that you make to the files, all within Microsoft Teams. It will display all the documents that you, and your team members recently worked on and note any changes that were made.

PD **Project Del Mar > General**

Conversations   Files   Wiki   Team Meeting Notes

General

New   Upload   Get link   Open in

Folder
Word document
Excel spreadsheet
PowerPoint presentation

Project Del Mar Walking Deck.pptx

Project Del Mar Status Report.docx

Project Expenses.xlsx
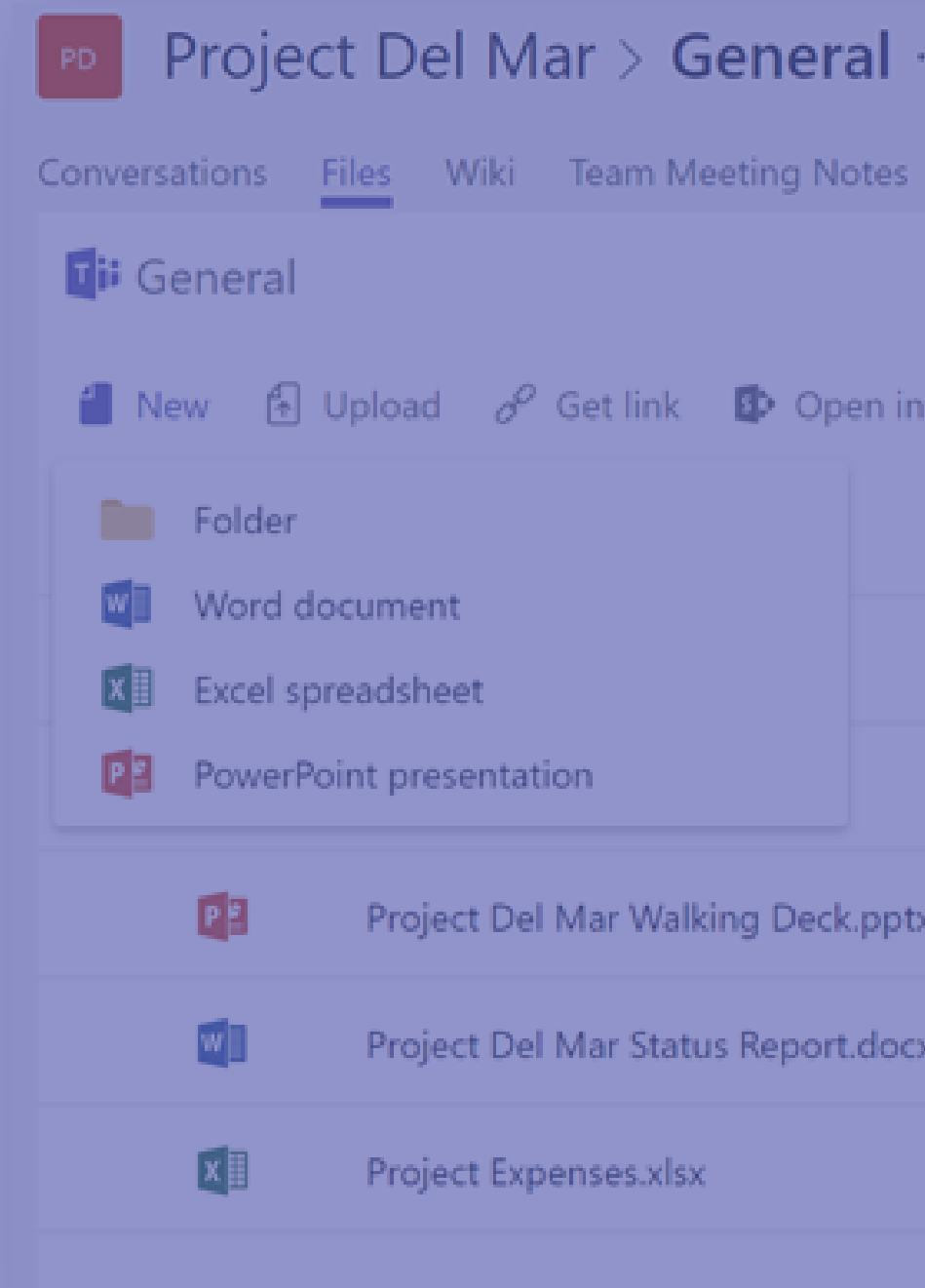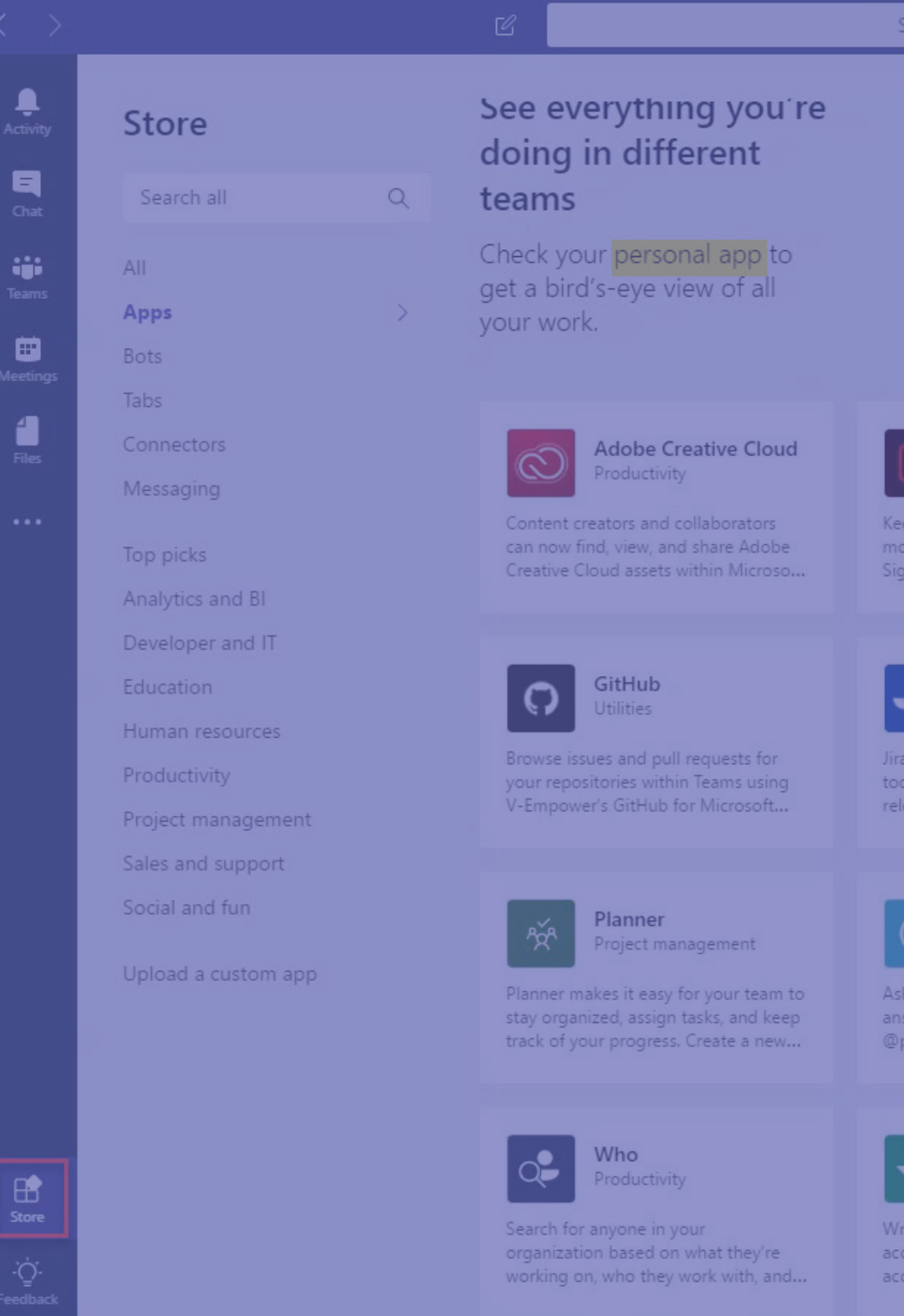
TABS SECTION

The Tabs section will allow users to locate useful applications that display documents, PowerBI reports, and integrate with external tools. There is a wide assortment of applications including bots, tabs, connectors and messaging tools that can help with the unique needs of your business. There is no need to switch between programs, simply add the tools you normally use to the Tabs Section and access them from right inside teams.

MICROSOFT TEAMS

Your company will experience seamless communication with Microsoft Teams. There are many features that will allow employees to share amongst one another, all within one application. It contains a very powerful search function to locate any messages, contacts or documents. Also, by using the Tabs Section, you can add helpful apps to your teams to help with daily tasks. Microsoft Teams is a very secure application and can be accessed anywhere, anytime, using your Office 365 login.

Microsoft Teams

COLLABORATE TOGETHER WITH INTEGRATED OFFICE 365 APPS

	OFFICE 365 BUSINESS ESSENTIALS CDN $6.40 USER/MONTH	OFFICE 365 BUSINESS PREMIUM CDN $16.00 USER/MONTH
OFFICE APPLICATIONS INCLUDED	OFFICE APPLICATIONS NOT INCLUDED	ONENOTE ACCESS POWERPOINT WORD OUTLOOK EXCEL
SERVICE APPLICATIONS INCLUDED	EXCHANGE SKYPE ONEDRIVE TEAMS SHAREPOINT	EXCHANGE SKYPE ONEDRIVE TEAMS SHAREPOINT

FEATURES INCLUDE SCHEDULING ASSISTANCE, NOTE TAKING, DESKTOP SHARING, UPLOADING FILES, AND CHAT MESSAGING.

Microsoft Teams Cheatsheet

	MICROSOFT TEAMS FREE (PREVIEWS)	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM
Unlimited messages and search	✓	✓	✓
Guest Access	✓	✓	✓
300 Users Max	✓	✓	✓
Word, Excel, OneNote Apps in Teams	✓	✓	✓
OneDrive, SharePoint, Planner, Yammer, and more Office 365 services		✓	✓

SIMPLIFY CALLING WITH A RELIABLE, CLOUD-BASED TELEPHONE SOLUTION.

Microsoft Teams Cheatsheet

	MICROSOFT TEAMS FREE (PREVIEWS)	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM
140+ Integrated apps and services	✔	✔	✔
File Storage			
Channel Meetings	✔	✔	✔
1:1 and group online audio and video calls	✔	✔	✔
Meeting recording --available with Microsoft Stream		✔	✔

UTILIZE APPS TO BRING TOOLS YOU NEED EVERY DAY INTO ONE PLACE.

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	MICROSOFT TEAMS FREE (PREVIEWS)	OFFICE 365 BUSINESS ESSENTIALS	OFFICE 365 BUSINESS PREMIUM
Phone Calls and Audio Conferencing	2 GB/user and 10GB of shared storage	1TB/user	1TB/user
Scheduled Meetings		✓	✓
Availability in more than 150 markets and 35 languages	✓	✓	✓
Screen Sharing	✓	✓	✓
Exchange email hosting and custom email domain name		✓	✓

COMMUNICATE THROUGH CHAT AND KEEP EVERYONE IN THE KNOW.

IS YOUR BUSINESS READY FOR MICROSOFT TEAMS?

Get your employees started on Microsoft Teams today!

Contact us at
info@websan.com
for more information

Microsoft Teams