# Coming Soon

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| **Microsoft Teams is Coming Soon!**  We will be rolling out Microsoft Teams as part of the Office 365 suite. Teams is a collaboration tool from Microsoft that brings together information that teams need to work effectively and perform at their peak. This chat-based workspace combines chat, documents, people, and tools in one secure place.  We will be sharing more information and training as the roll out continues. If you have any questions, please reply to this email and we will get back to you.  Thanks! |
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# Getting Started

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| **Getting Started with Teams**  With Microsoft Teams, you can create a more open, digital environment that makes work visible, integrated and accessible across the team, so everyone can stay in the know. Features like conversations and files help you share information with your Team easily. <<Link to Training>> about Microsoft Teams with the links below. | |
|  | **Microsoft Teams Overview**  This quick information video will give you and overview of what Microsoft Teams is and the features that are included.  <<Link to Training>> |
|  | **MS Teams Jumpstart Guide**  This printable cheat sheet will help you navigate the Teams interface and learn what features are available.  <<Link to Training>> |
|  | **MS Teams Skill Track**  Within Evolve 365 you will find trackable training courses called skill tracks. These comprehensive resources will allow you to take training at your own pace. Don’t forget to Enroll in the course.  <<Link to Training>> |
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# Basic Features

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| **Basic Features of Teams**  Microsoft Teams makes it easy to collaborate with your colleagues. Teams introduces you to new features and capabilities you can use to facilitate teamwork and communication within your organization, both on and off premises, on a wide range of devices. | |
|  | **MS Team Activity Feed**  The Activity tab in your left sidebar displays all of your colleagues' activities across the teams, channels, chats, and apps that you have access to.  <<Link to Training>> |
|  | **MS Teams Posts**  Posts are a feature of a Team, allowing all members to view and contribute to them. Start new posts in your Team to share ideas with others and get their input on topics of interest.  <<Link to Training>> |
|  | **MS Team Files**  As your team works together, you'll undoubtedly have files that you'll want to share and collaborate on. Microsoft Teams makes it easy to share files within channels.  <<Link to Training>> |
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# Working with Channels

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| **Working with Team Channels**  Channels are dedicated sections within a Team to keep conversations organized by specific topics, projects, or disciplines. Within Channels everyone on the team can have conversations, share files, schedule meetings, as well as add applications such as Planner to stay on task. Creating channels is a great way to keep your projects and your team organized and productive. | |
|  | **MS Team Channels**  Channels within a Team are building blocks that help you organize the information being shared. The General channel is created by default and you can add new channels to your Team as needed.  <<Link to Training>> |
|  | **Add a Tab to a Team Channel**  With Tabs, users can access information from many different places. By default, a new channel has a Conversations tab, a Files tab and a Wiki tab but new tabs can be added to show additional information.  <<Link to Training>> |
|  | **Open a Channel in SharePoint**  Microsoft Teams saves documents added to a channel in a SharePoint library. If you want to open the SharePoint library related to the channel, you can easily do this by choosing “Open in SharePoint”.  <<Link to Training>> |
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# Collaboration Features

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| **Collaboration Tools in Teams**  Teams Chat is a space to connect and communicate with others outside of any one Team. Posts are a feature of a Team, allowing all members to view and contribute to them. Teams makes it easy to share files and work on them together. When you co-author files, your colleagues can view, edit, and collaborate on them from within Teams. | |
|  | **Posts Overview and Replies**  Team posts are persistent, meaning any new members of a team can view old posts to get up to speed. Posts also give us organizational features, like replies, to help identify topics and stay on task.  <<Link to Training>> |
|  | **Instant Messaging with Chat**  Teams Chat is how you can start and manage IMs with others in your organization. Within chats you can also start calls or invite others to join in the conversation.  <<Link to Training>> |
|  | **Collaborate on Files in Teams**  Work on Office documents like Word, PowerPoint and Excel in the Teams app. You can manage all your content and see changes in real time without having to leave Teams.  <<Link to Training>> |
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