



Powering Productivity: Level Up Your Microsoft Teams Skills for Seamless Collaboration in Microsoft Teams for GCC

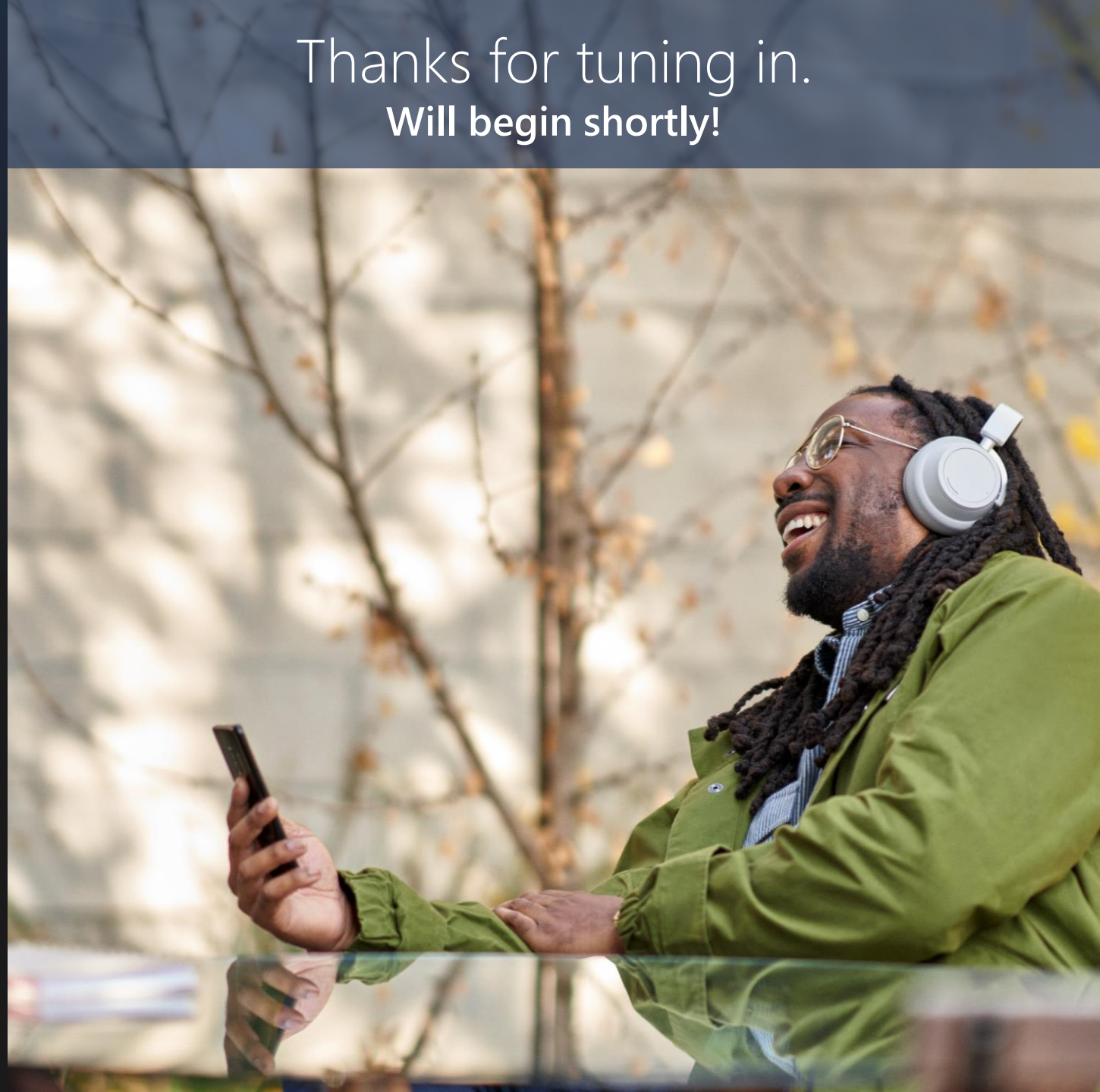
You can ask questions using the chat function.

Microphones will be automatically muted.

Cameras will not be in use.

Please turn your audio up and your closed captions on to ensure you can follow along with the presenter.

Thanks for tuning in.
Will begin shortly!



Microsoft Teams meetings

Need help? Use the Chat for questions or support.

MEETING CONTROLS

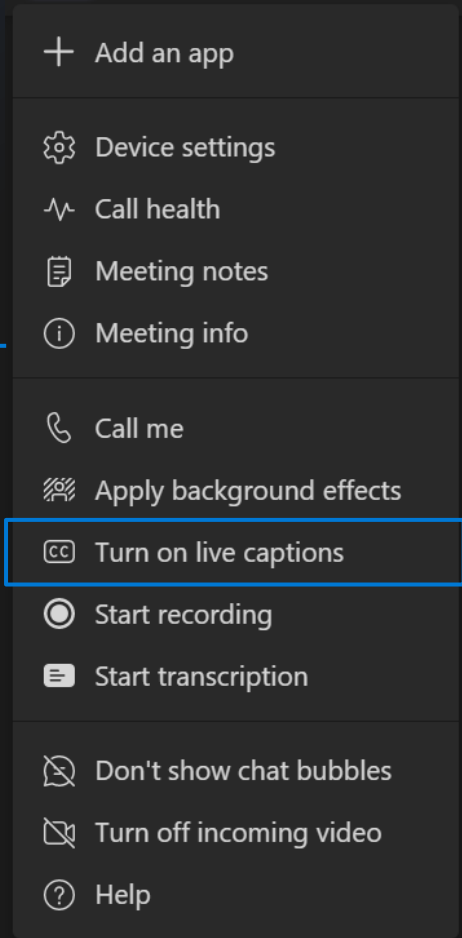
Send chat messages

Raise your hand

Unmute or mute
your microphone
Only with permission

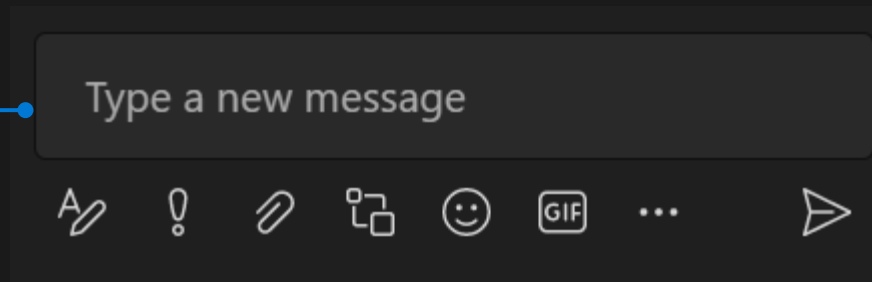
Share your screen
Only with permission

More actions
Including turn on
live captions



CHAT OPTIONS

Type a message



Send your message

Welcome to today's live learning session



Sheri Reed
Microsoft Sr. Customer Success
Manager



Minerva Padilla Shea
Microsoft Sr. Customer Success
Manager

Your Microsoft Team

Agenda

1 - 2p.m. – Teams productivity

- Introduction to Learning Pathways
- Overall platform: Practical use cases and value
- Hosting an engaging Teams meeting: Chat, Channels, file sharing
- Collaboration in documents
- Meetings
- Apps

New NC Learning site for Microsoft applications



Microsoft 365 learning pathways

NCDIT Intranet

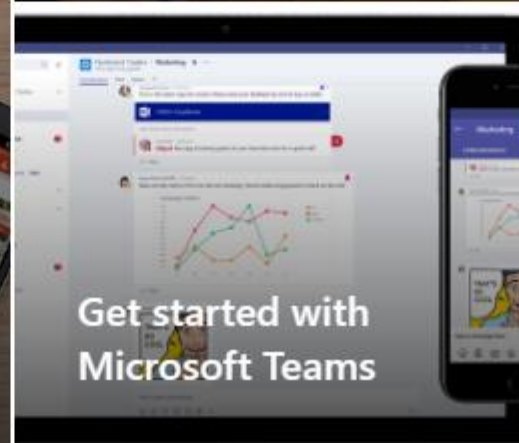
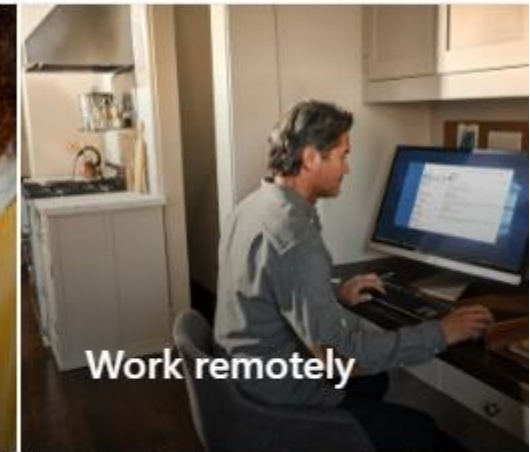
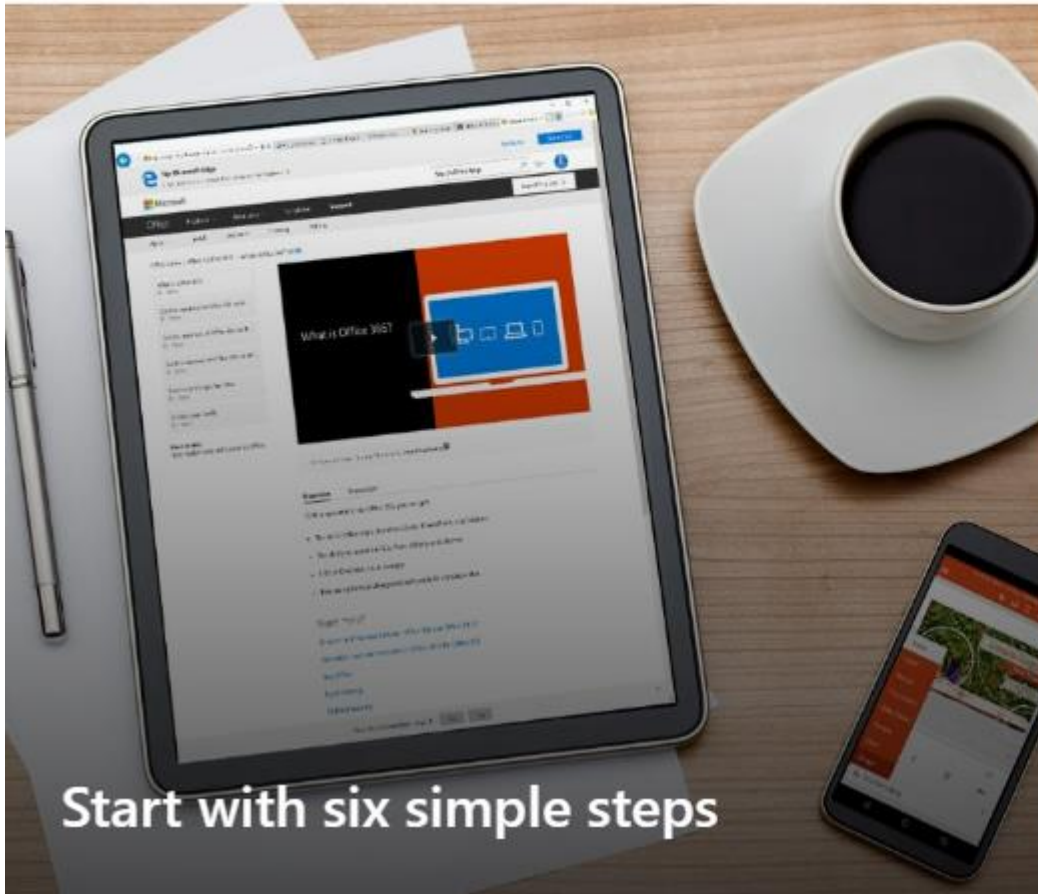
Home

Microsoft 365 training

Training events calendar

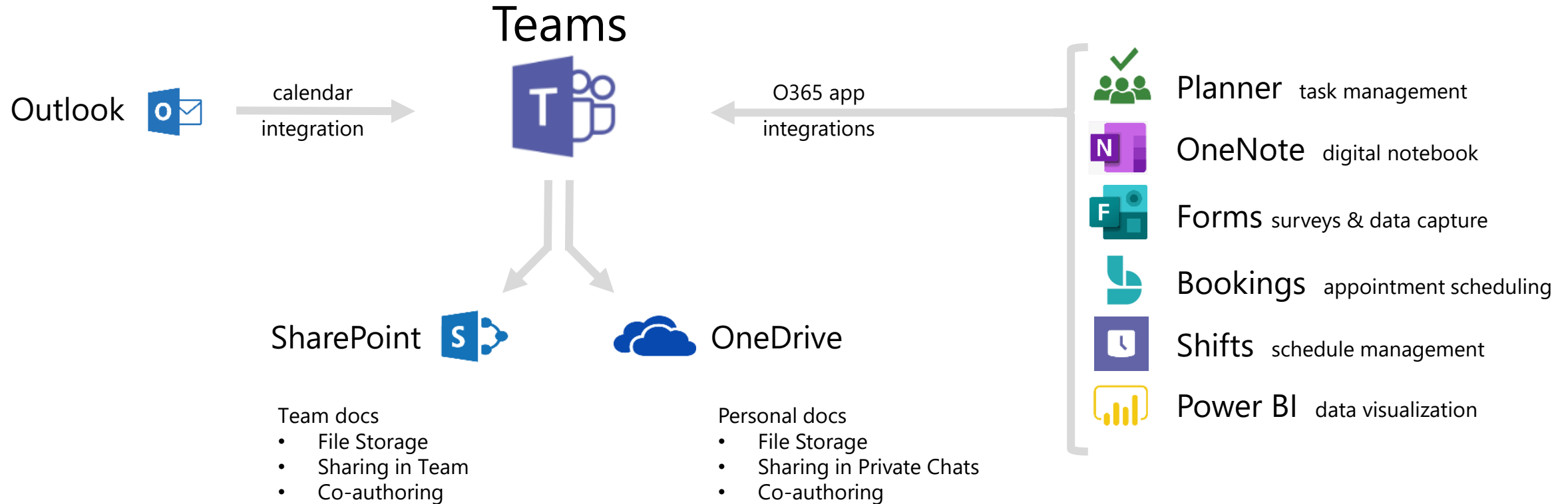
Ask questions and get help

English



How Teams fits in with your Office 365 apps

A "single pane of glass" that integrates your other apps

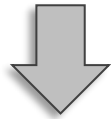


How Teams fits in with your M365 apps

Some guidance on "what to use when"



Outlook
communicate



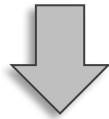
Best For
Communication
Calendar

**Focused On
Communication**

- Traditional
- Ad-hoc
- Across the org
- With infrequent work colleagues



Teams
meet & collaborate



Best For
Collaboration
Meetings
Chat

**Focused On
Meetings & Collaboration**

- Dynamic
- Frequent
- Within logical work units such as departments, projects or programs



SharePoint Online
my group's files/content



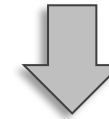
Best For
Content portal
File storage
Intranet

**Focused On
Content & Files**

- Org-wide
- Department level
- Document repository
- Content management



OneDrive
my files



Best For
Personal drive
File storage
Simple sharing

**Focused On
Files**

- Individual
- Ad-hoc sharing
- Collaboration on docs in an ad-hoc fashion

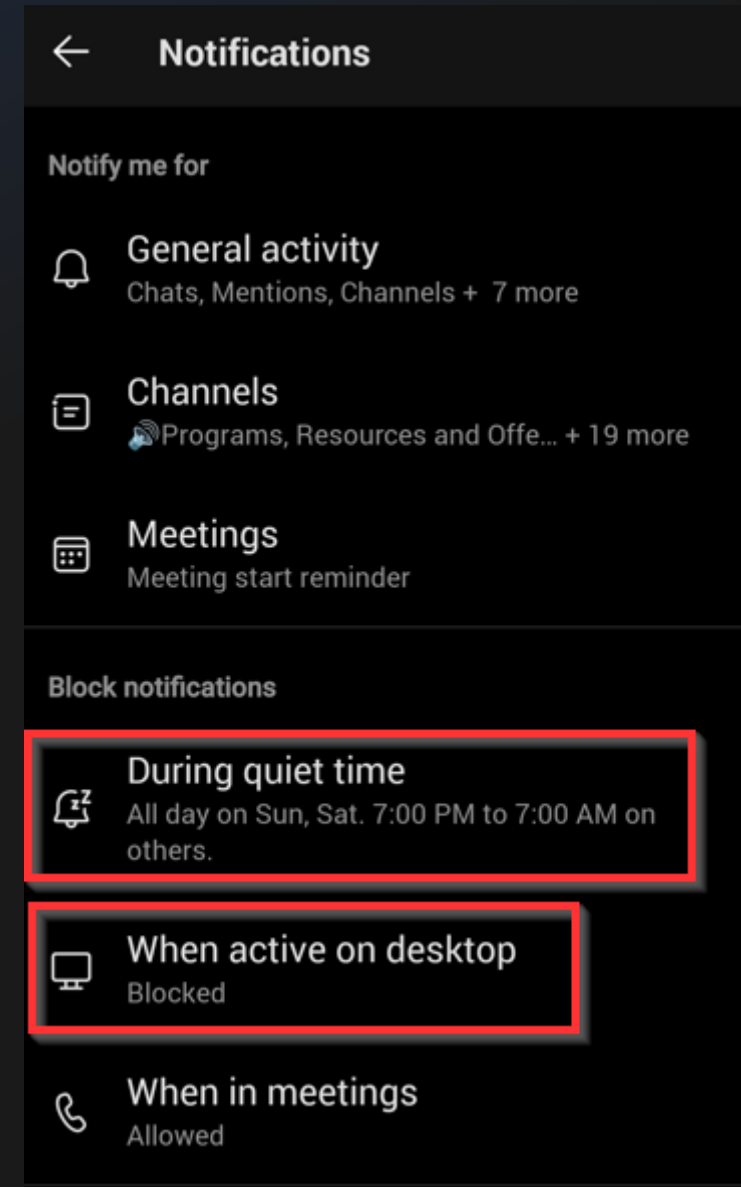
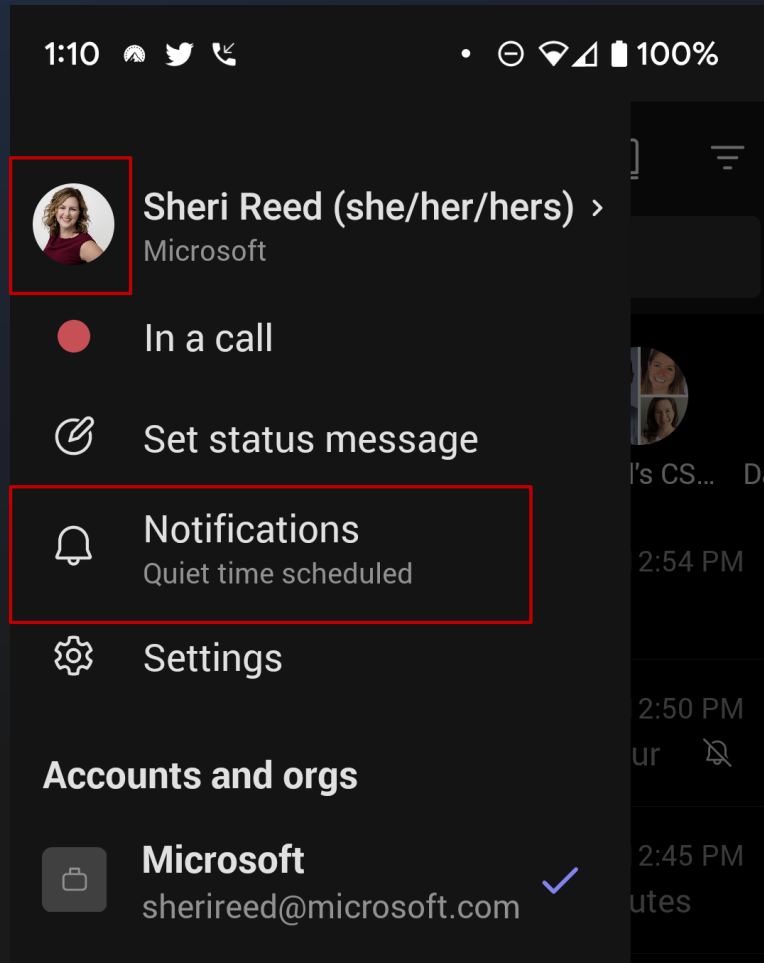


Demonstration

Microsoft Teams



Managing Notifications on your mobile device



Microsoft Teams Polls

The screenshot shows the Microsoft Teams interface for a meeting titled "Team 1 - Debrief". The top navigation bar includes "Chat", "Details", "Scheduling Assistant", "Attendance", "Meeting Whiteboard", and "Q&A". A red box highlights a plus sign icon and the "Add a tab" button in the top right corner. Below the navigation bar, there are options to "Cancel meeting", "Copy link", "Show as: Busy", and "Category: None". A notification states "You're editing an occurrence of a series. Edit series". The meeting details section shows the title "Team 1 - Debrief", "Add required attendees", the date "4/25/2023", and the time "9:30 AM". The meeting is part of the "Crisis Management Team" group in the "General" channel.

The "Add a tab" dialog box is open, showing a search bar and a list of app icons. The "Polls" icon, which features a bar chart, is highlighted with a red box. Other visible icons include Excel, OneNote, Forms, Asana, Q&A, Training Check In, Help Desk Template..., ArcGIS Maps, Salesforce, YouTube, Polly, Freehand by InVision, and Jira Cloud.

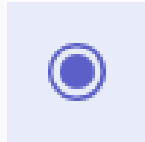
Microsoft Teams Polls



Polls



How do you want to boost engagement?



Multiple Choice

Quick stand-alone question with different options



Quiz

Question with correct answer to gauge comprehension



Rating

Gain insight from your respondents' reactions



Ranking

Allow respondents to rank items

Microsoft Teams Polls

The screenshot displays the Microsoft Teams interface for a meeting titled "Training meeting". The top navigation bar includes a search bar and the user's name "Contoso". The meeting header shows options for "Chat", "Details", "Scheduling Assistant", "Attendance", "Meeting Whiteboard", "Q&A", and "Polls". A "Join" button and a "Close" button are also present.

Below the header, there is a "New poll" button and a "My recent polls" section. The "Add a poll" button is highlighted. Three draft polls are visible:

- Poll 1:** "What's your favorite food?". Status: DRAFT. Poll: Names not recorded | Results shared. Only you. Options: Pizza, Pasta, Wings, Beer, Steak.
- Poll 2:** "How effective is your manager at navigating conflict?". Status: DRAFT. Poll: Names not recorded | Results shared. Only you. Options: Not so good, Excellent (represented by five stars).
- Poll 3:** "What should we meet for lunch on Thursday?". Status: DRAFT. Poll: Names not recorded | Results shared. Only you. Options: Olive Garden, Chili's, Corner Deli, Panera.

A fourth draft poll is partially visible at the bottom:

- Poll 4:** "What's the Best Hockey Team in the NHL?". Status: DRAFT. Quiz: Names not recorded | Results shared. Only you. Options: Carolina Hurricanes, Chicago Blackhawks, Toronto Maple Leafs, Edmonton Oilers.

Get more done intuitively, visually, and collaboratively with Planner

Intuitive, organized experience

Build your plan, complete with team members, in no time, and organize tasks in a familiar Kanban board

Familiar, collaborative teaming

Get the full functionality of Planner in Microsoft Teams for more robust collaboration experience

Click into task cards for a wealth of information: assignee, due date, labels, attachments, and more

Fast, visual insights

Quickly see the entire range of your plan's status, from what's not started to what's late, in premade charts

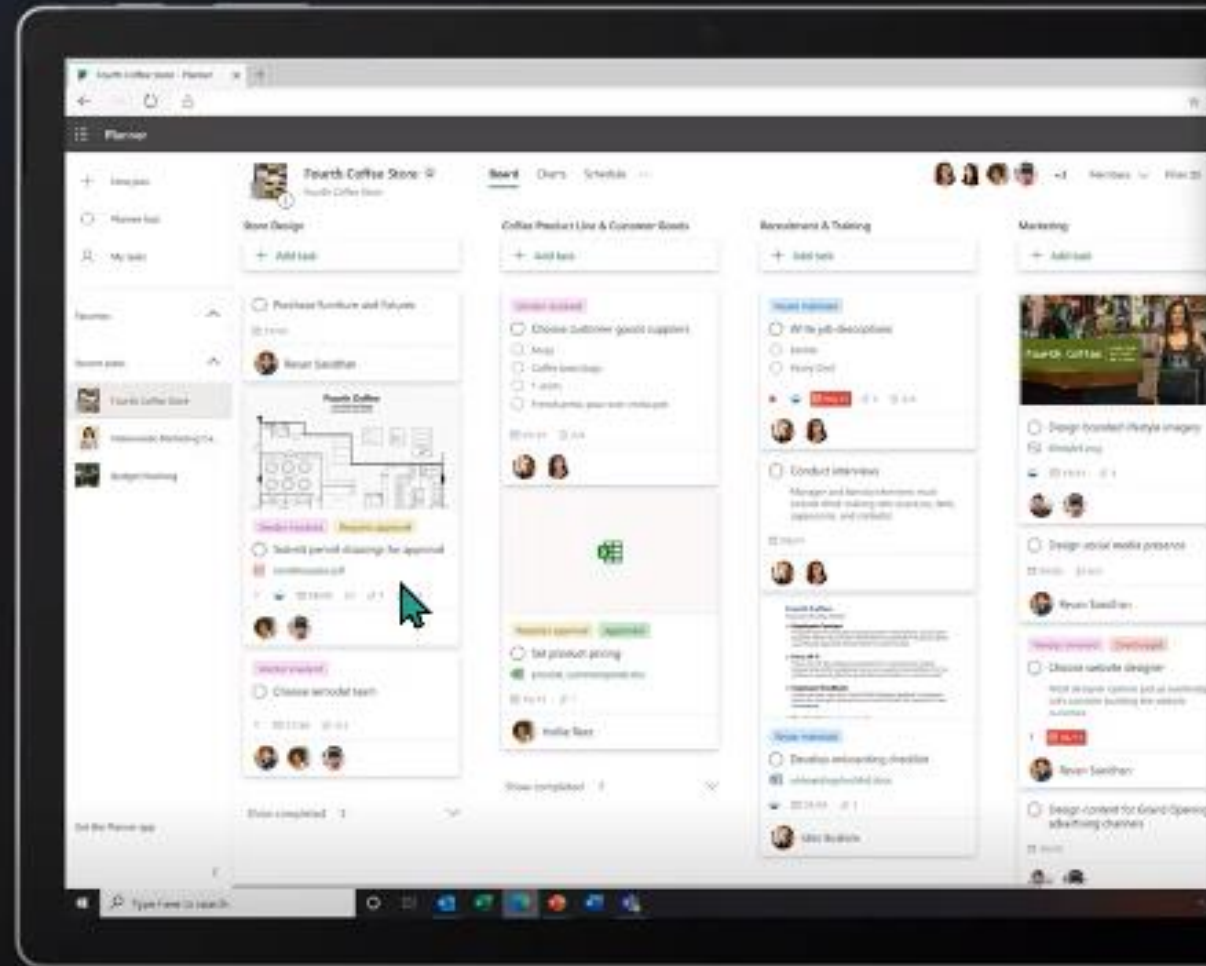
Built on the Microsoft cloud, integrated across Microsoft 365—and free as part of your Office license



Intuitive, organized experience

Arrange tasks into customizable buckets

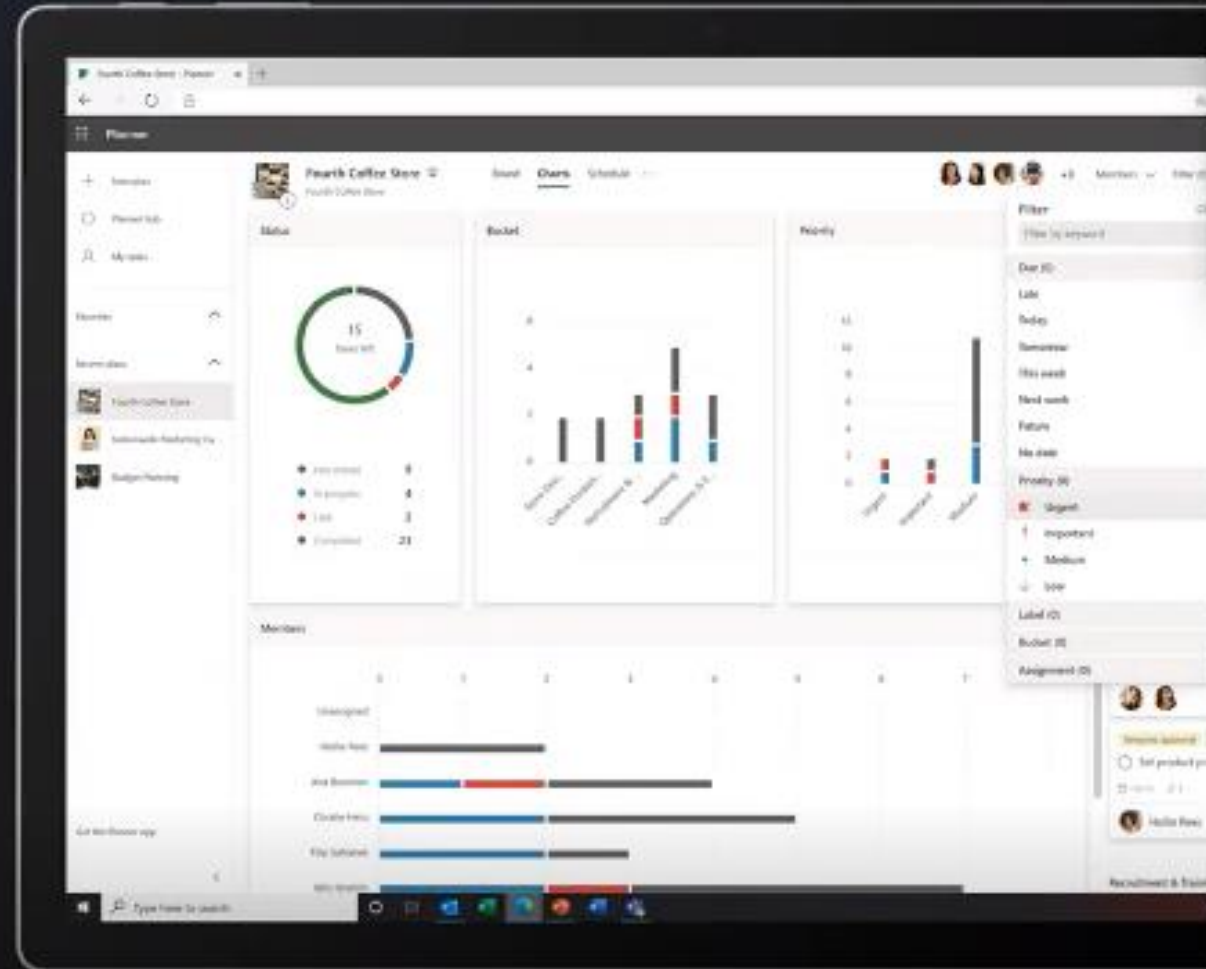
- Create custom buckets to group tasks in whatever way is best for your work
- Drag and drop task cards into different buckets
- Easily assign a task to someone by dragging their profile picture into a task card



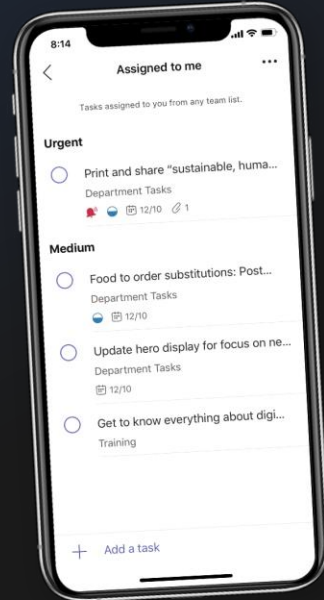
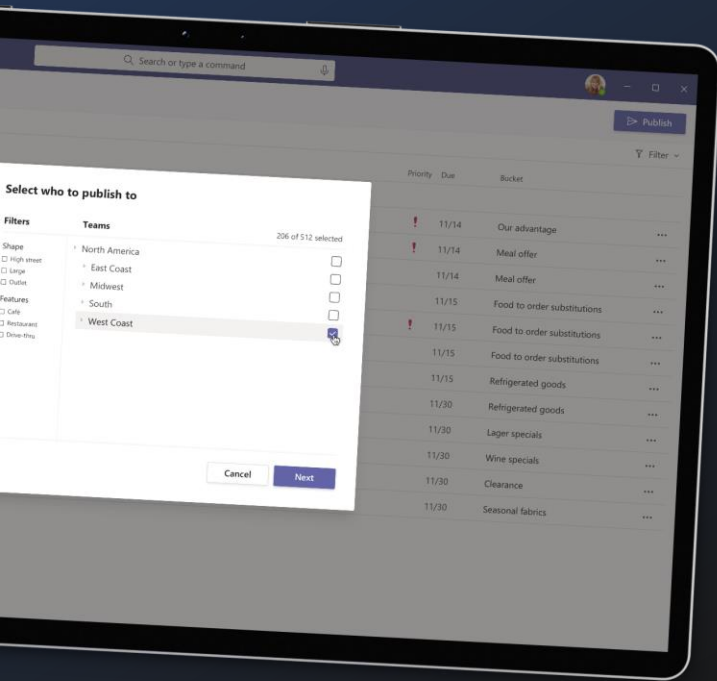
Fast, visual insights

Quickly understand the status of all tasks to identify issues and offer help

- Open the Charts view to see task progress as prebuilt pie and bar charts—you don't need to create anything
- Quickly identify late and not started tasks, both for the entire team and just your assigned tasks
- Filter on progress, label, bucket, assignment, priority, and completed to dynamically update charts for precise insights
- Open task cards from within the Charts view to see details and comment on status
- Check that complete box



Automate tasks using Approvals



Get control over tasks and clearer direction with Tasks in Microsoft Teams, including:

- Approvals hub
- Approvals from chat
- Basic approval
- Workflow approval
- Notifications



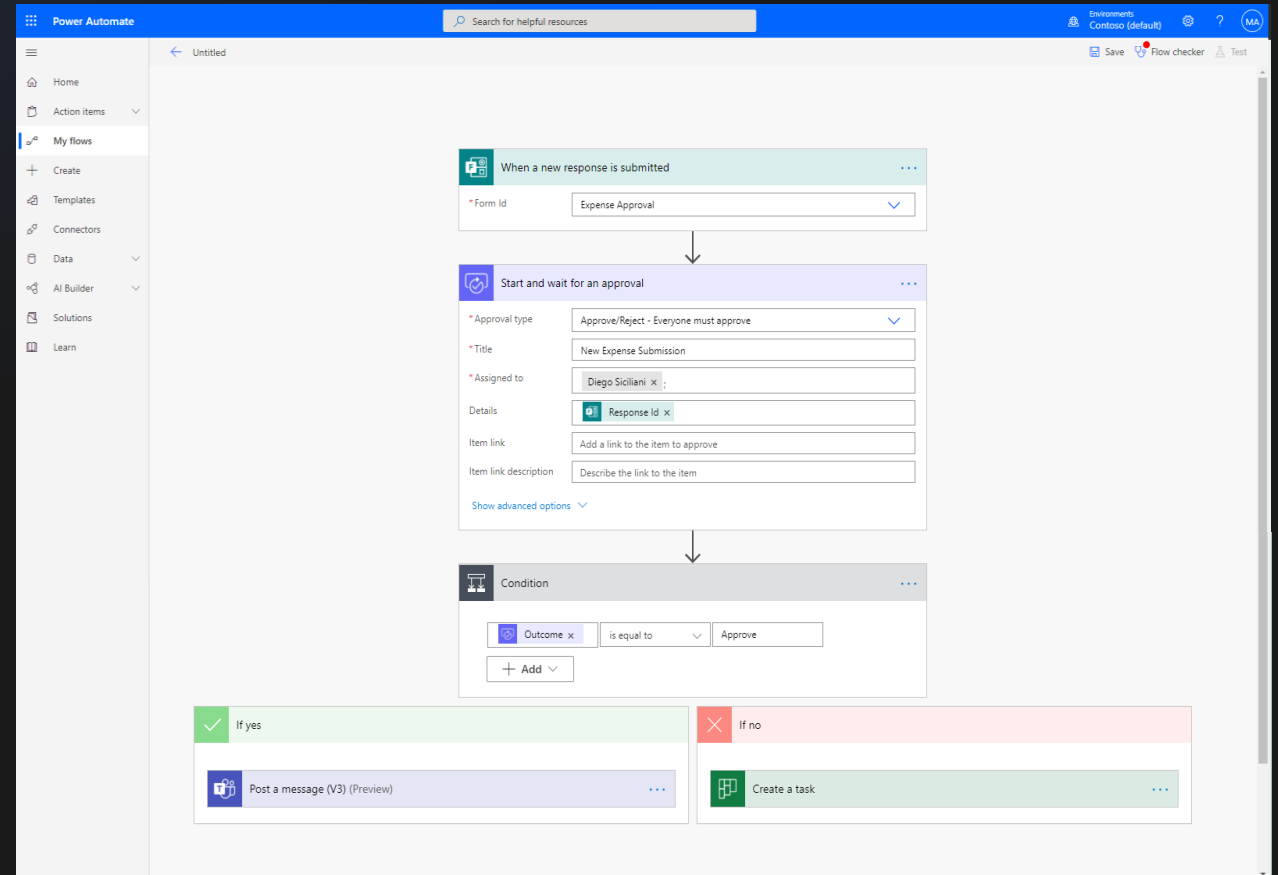
Manage all approvals in the Approvals hub

- Check status for both structured and unstructured approval requests
- Enable users to attach files directly from OneDrive and SharePoint
- Review approvals across all systems including Power Automate and SharePoint



Power Automate

- Create automated approvals workflows without coding
- Start an approval request based on triggers, and define each step or action in the process, including what to do in case of approval or rejection
- View approvals across Power Automate and SharePoint
- Integrate with other business applications using **connectors**



Approvals app in Teams



Manage all approvals in the Approvals hub



Speed approval requests with templates



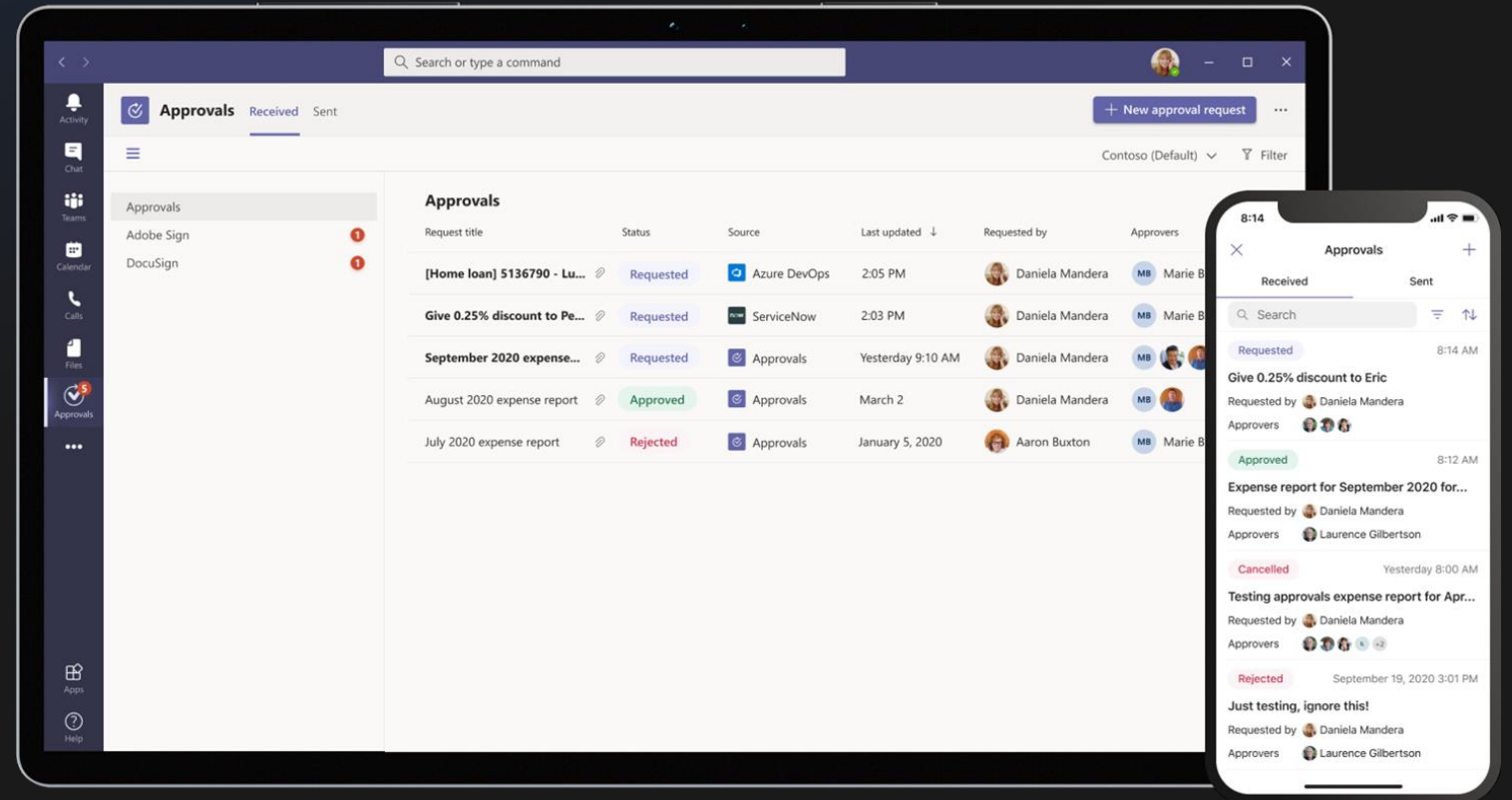
Connect partner apps to integrate workflows



Customize workflows in Power Automate

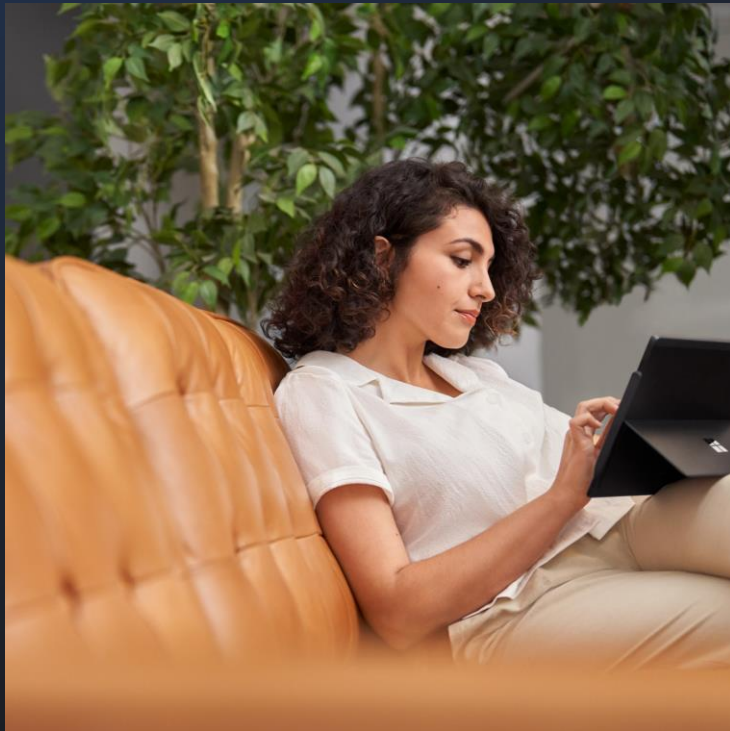


Trust security and privacy controls built into Teams



Simplify scheduling with Microsoft Bookings

Organize appointments



Share an invitation link and allow invitees to choose from available times

Save time and avoid confusion



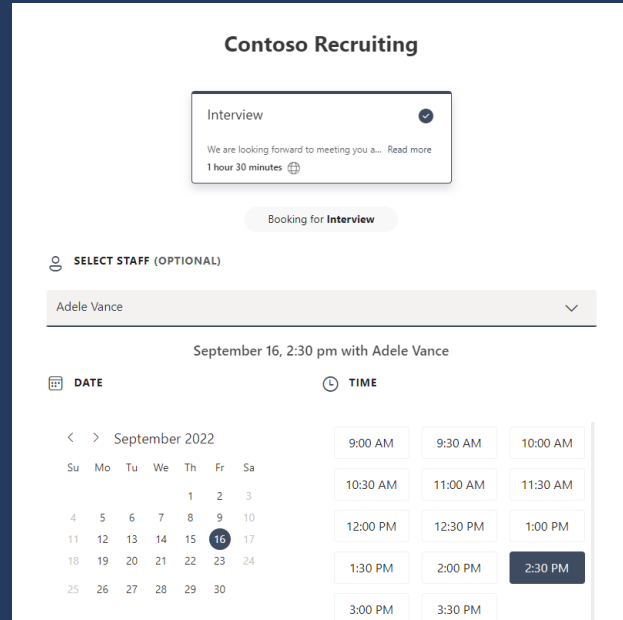
Access all services and calendars from one app

Manage team members



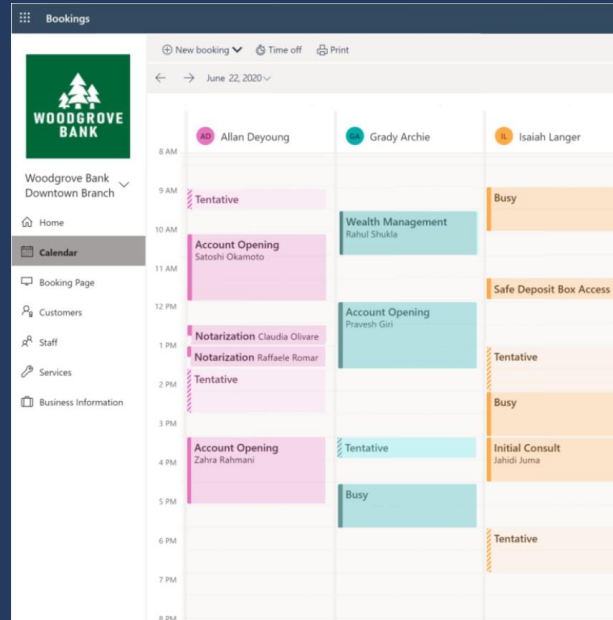
Team members can sync their calendars with Bookings

The three primary components of Bookings



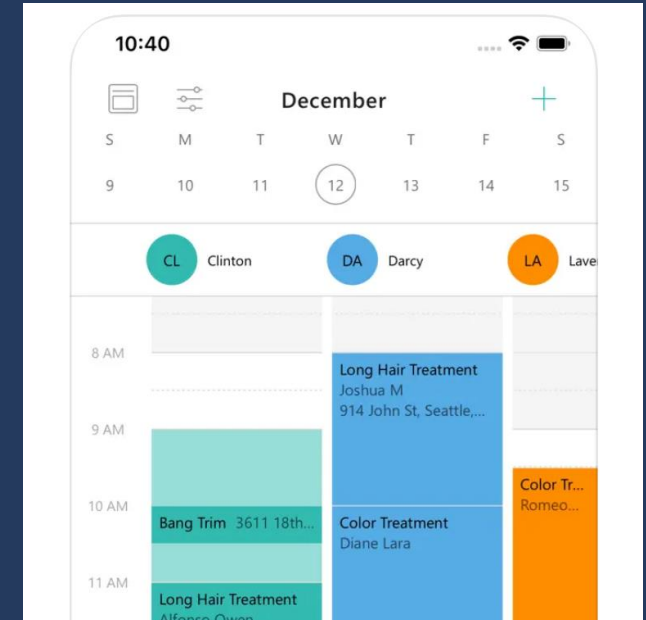
Booking page

Web-based scheduling page for customers and clients



Web app

Business-facing appointment management (or, use Teams)



Business-facing mobile app

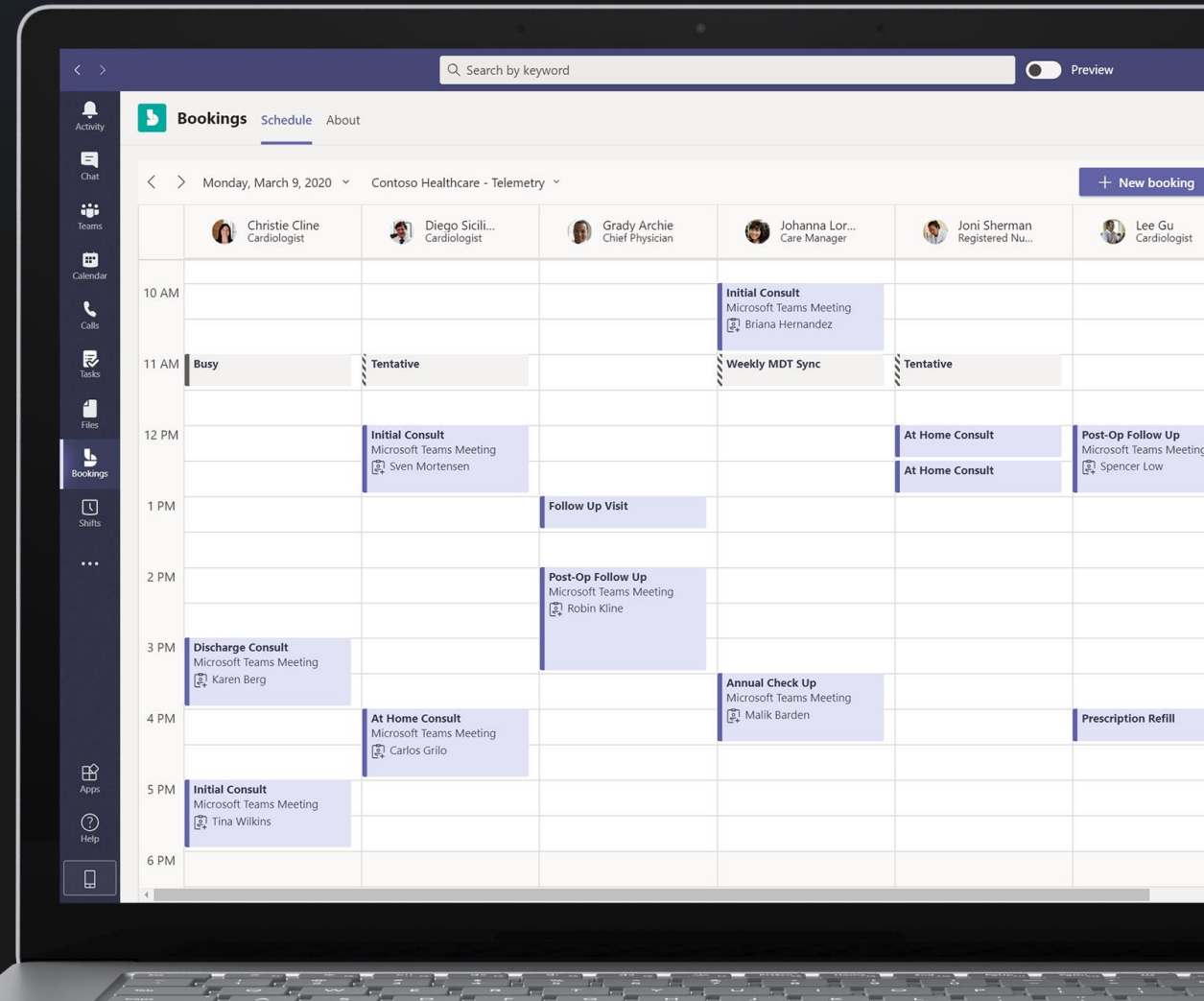
Access appointments and bookings info on the go

Meet virtually with Microsoft Teams

Make appointments virtual with **online meetings** in Microsoft Teams.

Each appointment booked as an online meeting creates a **unique meeting link** that is sent to attendees.

From the **Bookings app in Teams**, create calendars, assign staff, and schedule and manage appointments without leaving Teams.



What is Microsoft Whiteboard

The collaborative digital canvas in Microsoft 365 for effective meetings and engaging learning.

Decay Series - Lab Exercise

00:22:06

^{238}U Decay Series

Alpha Decay α
Beta Decay β

Proton
Neutron

α -particle
 ^4_2He

Hi everyone to solve diagram

Josh - Does this look right to you?

$$\frac{206}{204}\text{Pb} = \left(\frac{206\text{Pb}}{204\text{Pb}}\right) + \frac{238\text{U}}{204\text{Pb}}$$
$$t = \frac{2}{\lambda_2} \ln \left(\frac{\left(\frac{206\text{Pb}}{204\text{Pb}}\right) - \left(\frac{206}{238}\right)}{238\text{U}} \right)$$

Access Microsoft Whiteboard

- Web or desktop application
- Tablet, Surface Hub, or Teams Rooms
- Teams meetings, chat, or channels
- OneDrive for Business

The screenshot displays the Microsoft Whiteboard interface, titled "Mind Map". The top bar shows the time "00:22:06" and various icons for navigation and collaboration. The main workspace is divided into several sections:

- Upcoming Goals:** A grid of tasks for Q1 and Q2. Q1 tasks include "Set up cmt schedule", "plan out social media for the next 3 months", "Outsource blog articles", "Organize files", and "Clean up work org. chart". Q2 tasks include "Research shoe design", "Product photoshoot", "Create plan for website transfer", "Update website to reflect new design", and "Update website to reflect new design".
- Product Launch Tasks:** A checklist with items "Update progress" (checked), "Create roadmap", and "Brainstorm names".
- Ideas:** A section with notes like "Broad traditional campaign focused on staggered release" and "Tightly targeted IG/FB campaign ads as pilot".
- Brainstorming:** A central cloud labeled "BRAINSTORMING" with various notes and questions such as "Do we have a set launch date yet?", "What is the best pricing plan for FB?", "Research competitors", and "Fresh colors with clean designs".
- Product Design:** A hand-drawn sketch of a sneaker with notes like "perfect for the website slider!" and "use gun sole".
- Strengths and Threats:** Two columns of notes. Strengths include "Target local peak shopping for launch promotion" and "Partnership with top distributor". Threats include "Price variability", "3% mfg increase", "Supplier reliability", and "Too many versions".
- Market Data:** A pie chart showing market share: 38% US, 25% Asia, 15% Canada, and 22% Europe.

At the bottom of the screen, there are four video thumbnails showing participants in a meeting: a man with his hand raised, a woman, a man, and another man.

Microsoft Viva Insights

Improve productivity and wellbeing with data-driven, privacy-protected insights and recommendations.

1

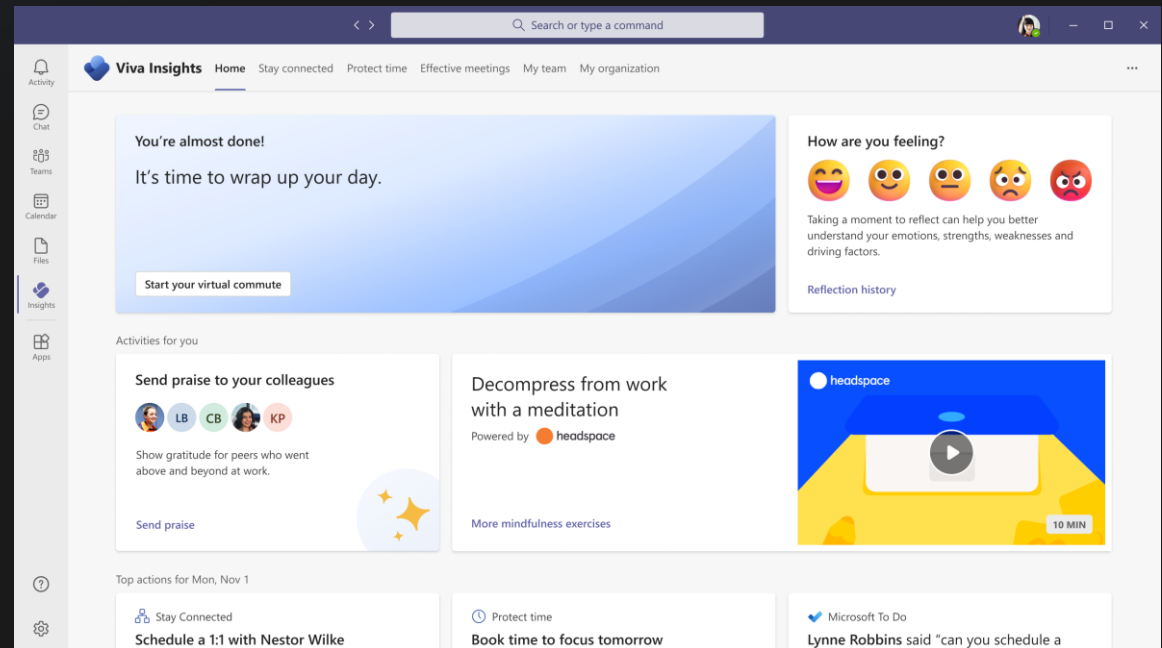
Get personal insights in the flow of work

2

Help teams balance productivity and wellbeing

3

Designed to help keep your data safe and private





Thank you for your time
& attention during this
session