



Microsoft Teams Workshop

The Microsoft Teams Workshop allows organizations to start using Teams tools easier. MS Teams tools are the central place of communication and collaboration within teams and the central application of Office 365 system. The workshop follows the entire life cycle of a team, from the necessary prerequisites and creation of a team, to the organization of communication content and documentation, joint work on documents and online team meetings. In addition, workshop will show the purpose of other Office 365 tools which can be also integrated into MS Teams for easier and faster management of digital resources of a certain team.

Workshop content

Team networking

- team administration
- managing team members
- organization of channels / topics and team content
- purpose of private channels

Team communication

- organization of communication within the team and channels
- advanced features of formatting posts
- chat communication
- inclusion of external information services

Document management

- organization of documentation through maps
- sharing documents within the team and outside the team
- simultaneous work on documents
- private (chat) document management

Online meetings

- planning of meetings
- realization and additional possibilities during online meetings (document sharing, recording, minutes of meetings,...)
- calendar management



Additional scenarios for using Office 365 tools through Teams

Telephony

- fixed telephony
- calls within Teams
- video conferencing

Automation of processes

- speeding up of repetitive processes
- records of weekly activities
- approval of costs

Intranet access

- quick access to organization's Intranet
- training portal

OneNote

- organization of unstructured content
- template for minutes of meeting and action plan
- integration with Outlook service

Task management

- centralization of a team's tasks
- monitoring the progress of tasks
- task calendar

Business social network

- organization of a social network through teams (communities)
- use of the communication network with partners

Feedback forms

- internal and external surveys
- employee feedback

Other

- advanced reporting tool
- multimedia through video service



For whom is Microsoft Teams Workshop intended?

Microsoft Teams workshop is intended for medium and large organizations that have access to Office 365 tools and want to learn how to use the Teams application as a central place for team communication. The workshop presents the best team communication practices within MS Teams tools, with emphasis on connecting tools from the Office 365 portfolio for business use.



Why Combis?

Combis is a Cloud Solution Provider (CSP), Licensing Solution Partner (LSP), certified Microsoft partner with Gold Cloud Partner Competencies, Microsoft FastTrack Ready partner for Microsoft Office 365 collaboration and security tools, with extensive experience in implementing Microsoft Cloud solutions, and a range of significant references related to the implementation of the use and maintenance of Microsoft 365 solutions.



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