

WELCOME!
WE'LL BEGIN SHORTLY



HR LEARNING LAB

**In the meantime, please drop
the following in the chat:**

1. Name
2. Pronouns (if willing to share)
3. What college or area you're joining us from

Example:

Hi everyone, my name is Jona (he/they). I'm from the district HR. Happy Wednesday everyone!

INTRODUCTION TO MICROSOFT TEAMS

by Jona Salamanca (he/they)



PRESENTATION GOALS:

- 1. Identify the purpose and use of MS Teams**
- 2. Articulate 1-2 uses for MS Teams in your area, department, or team**
- 3. Describe at least 5 tips or skills to get the best out of MS Teams**



**Phone
Calls**



Chats



Calls

zoom



Files



Meetings



Emails



**Live
Events**





Phone Calls



- Calls
- Voicemail
- Forward
- Hold
- Dial Out



Chats



- Archival
- Group Chat
- External
- OneDrive file sharing
- Whiteboard



Calls



- 49 videos
- Gallery
- Recording
- Chat
- Polls



Files



- Share links
- Edit together
- Auto-save
- Autoversion
- External Sharing



Meetings



- Before
- During
- After
- AutoMOM
- Compliance
- Apps



Emails



- Minimize email usage
- Manage Projects
- Channels
- Task List



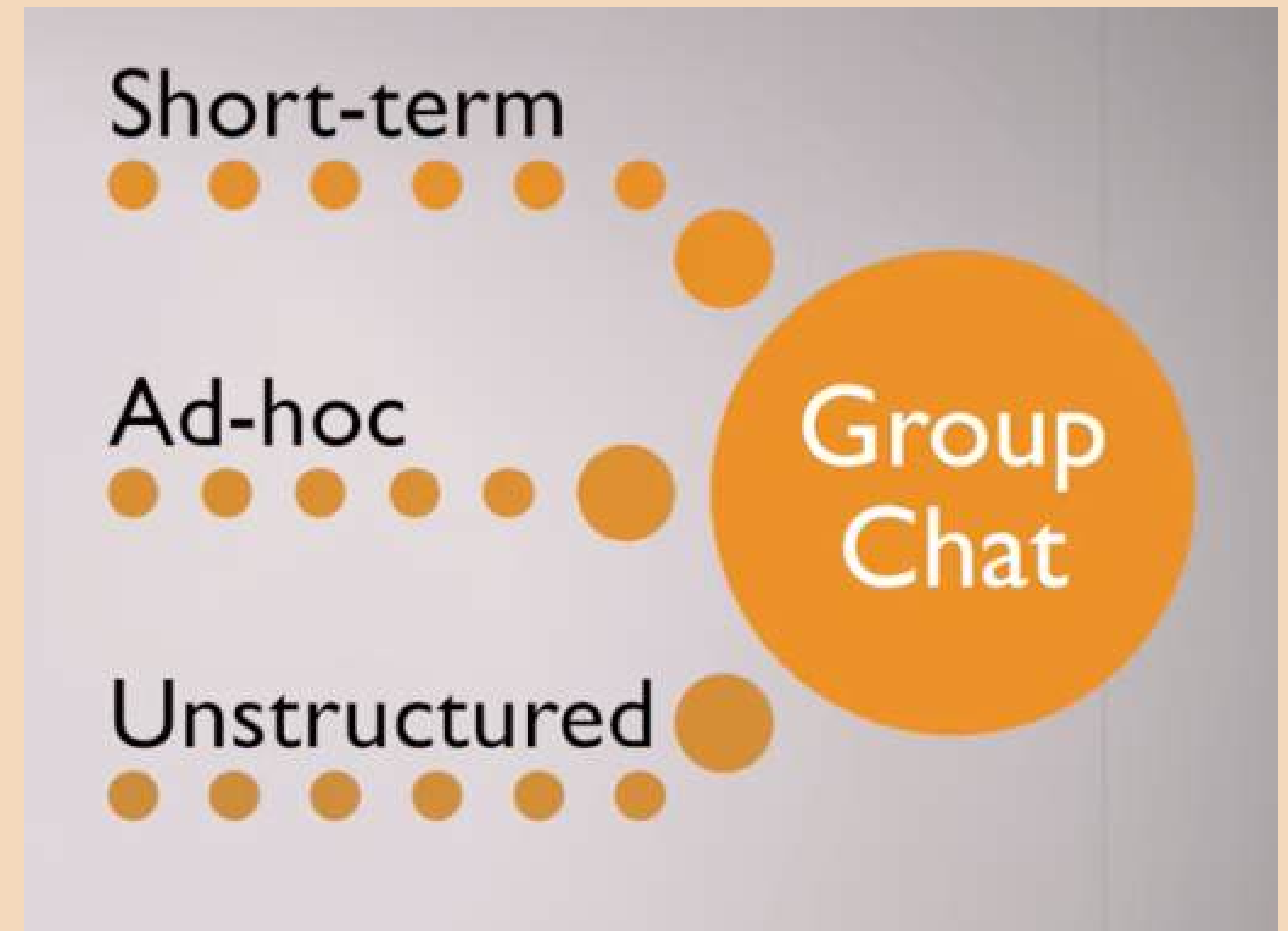
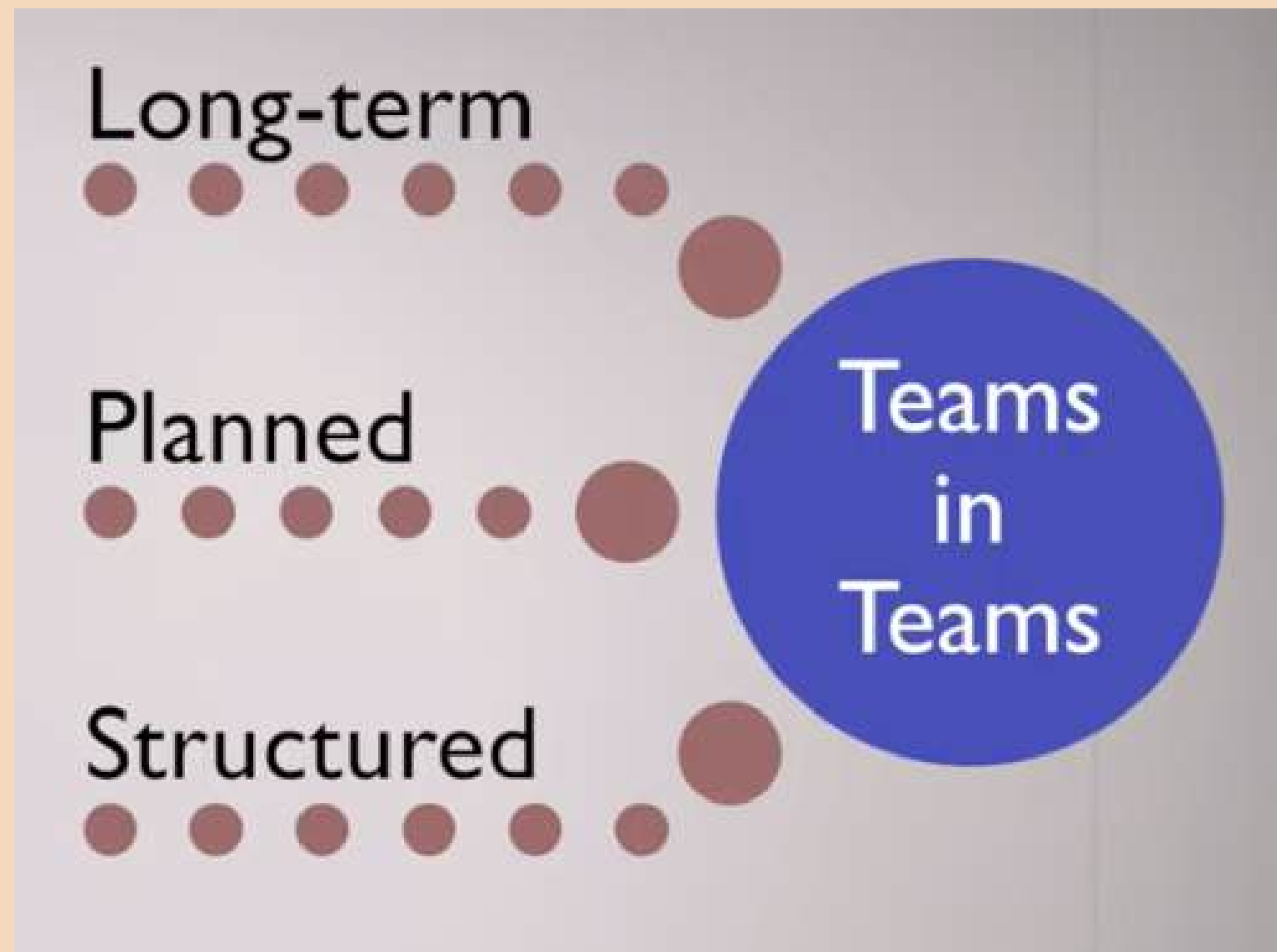
Live Events



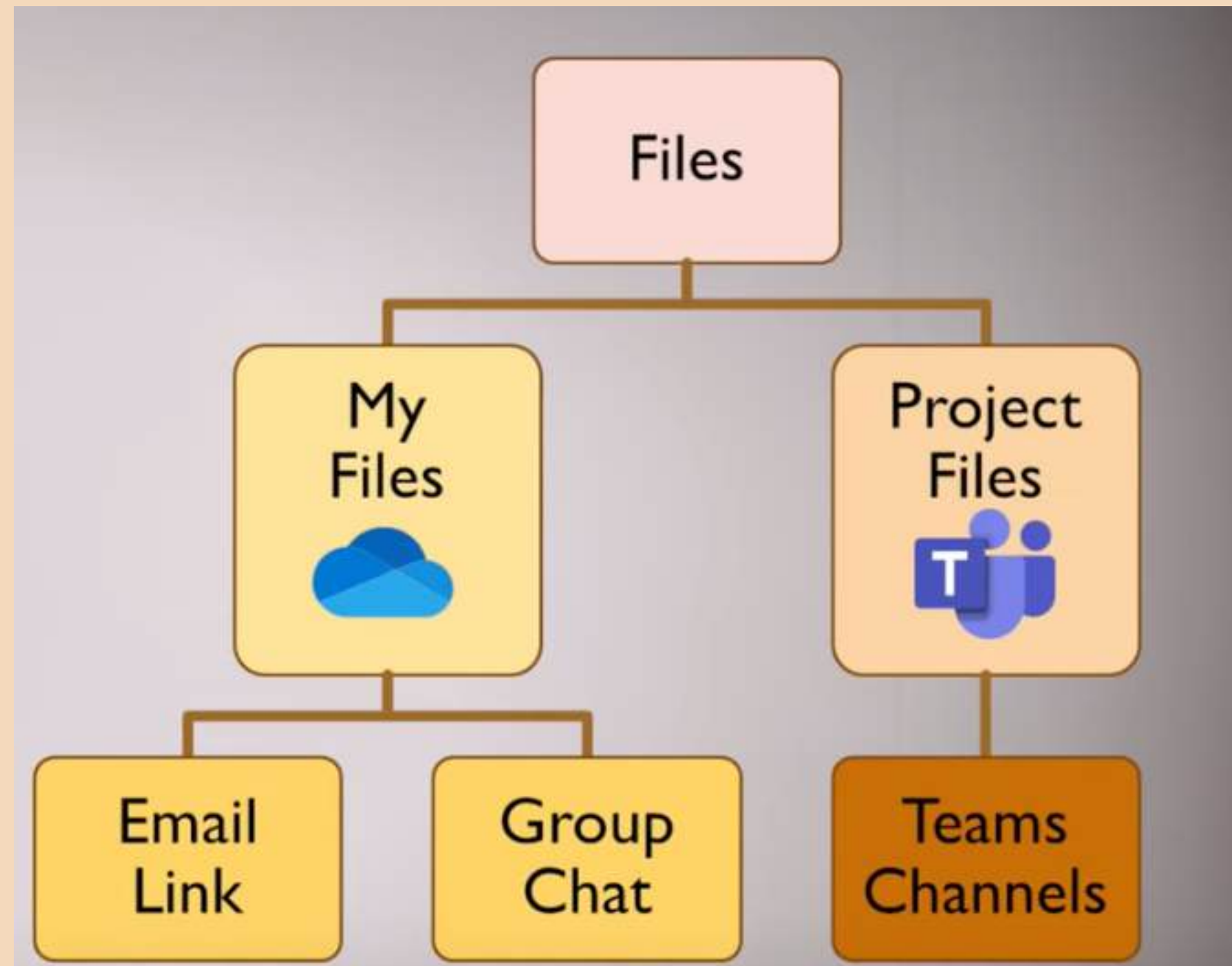
- 10,000 pax
- Internal or External
- No special app



BEST USE FOR LONG TERM VS SHORT TERM PROJECTS



BEST USE FOR LONG TERM VS SHORT TERM PROJECTS



Teams

Chat

Activity

Files

Team For...

Tasks by ...

...

Apps

< All teams

FDIP

General

General Posts Files Staff Notebook Reflect Calendar Pro 1 more +

Meet

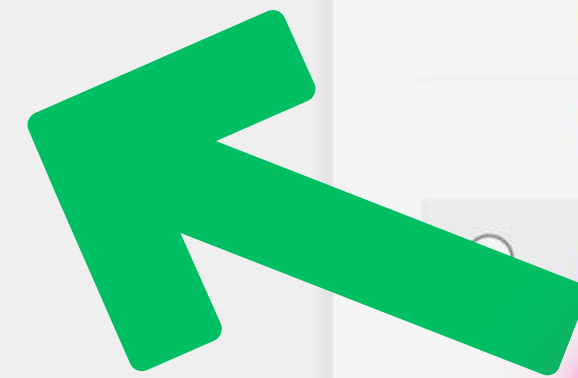
+ New Upload Edit in grid view Share Copy link

Documents > General

Name	Modified	Modified By	File column
Applicants	November 3, 2022	Samartha Folu	
FDIP 2019 Docs	September 16, 20...	Marie Keith	
FDIP Sp 2023	May 26, 2022	Nohemy Chavez	
Expectations of Interns.docx	December 1, 2022	Michelle Francis	



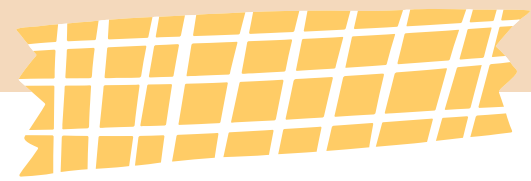
TABS PER EACH CHANNEL



CHANNEL SECTION UNDER EACH TEAM



WIDGET FOR CENTRAL NAVIGATION



Thank You

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