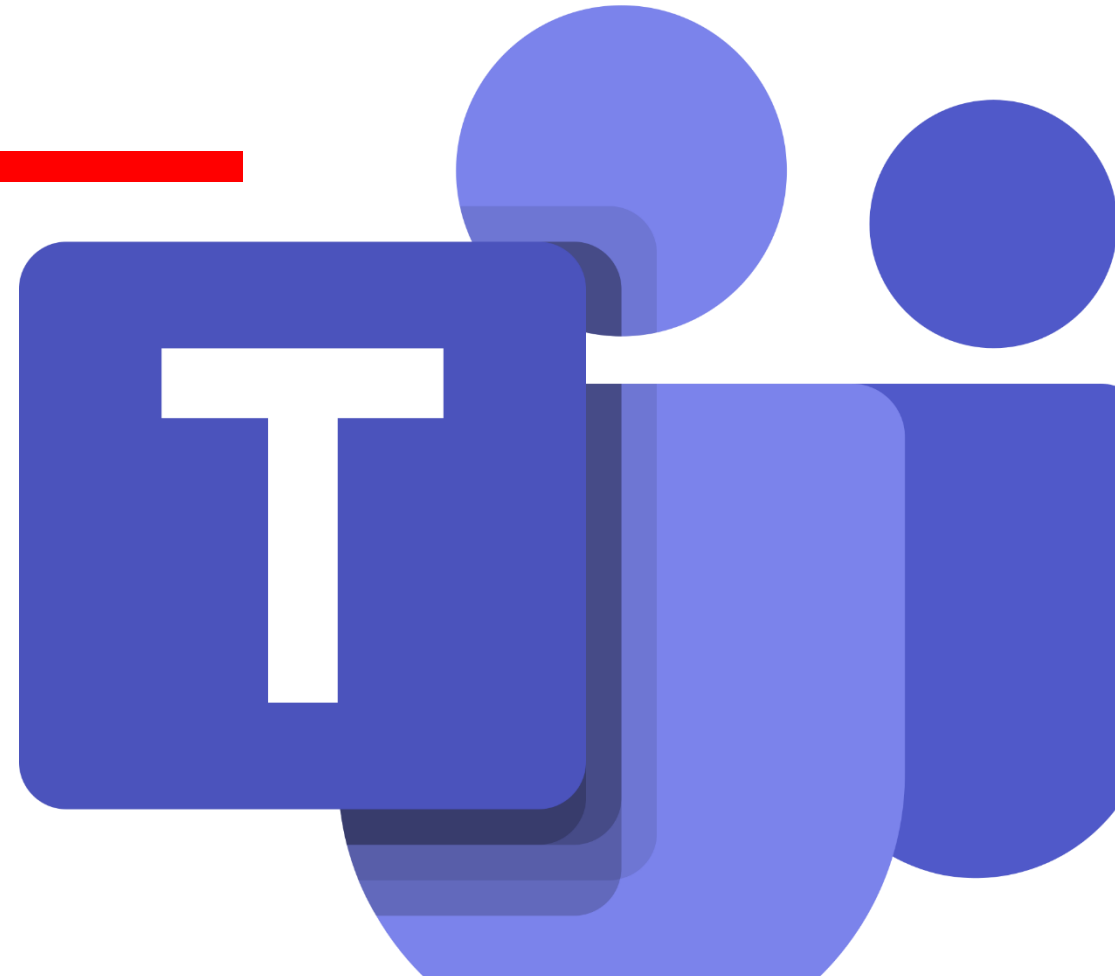


INTRODUCTION TO MICROSOFT TEAMS

FOR COMMUNICATION WITHIN DJW SQUADS

Squad-Workshop II

Nuremberg, 15.05.2019



AGENDA

INTRODUCTION TO TEAMS

- About Microsoft Teams
- Access
 - First-time Log-in
 - Access (Browser, App)
- Features
 - Core Elements
 - Messenger
 - Meetings
 - Collaboration
 - Planning
- Next Steps
- Contact



AGENDA

INTRODUCTION TO TEAMS

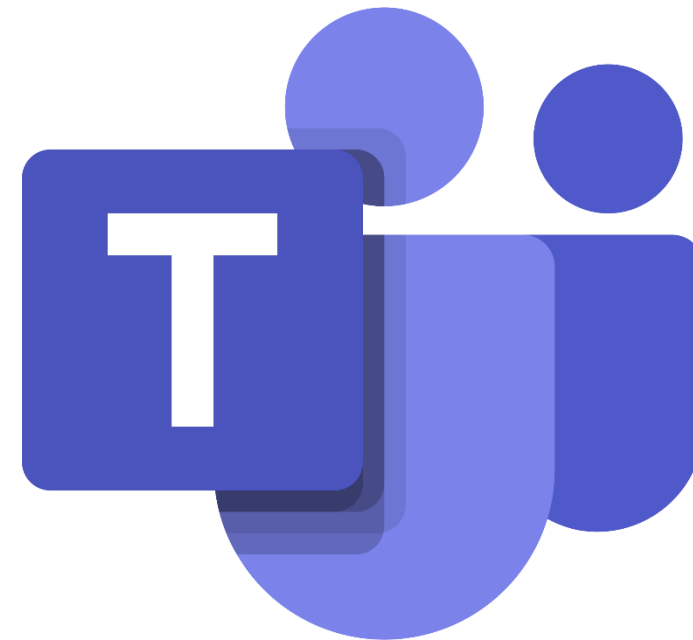
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ABOUT MICROSOFT TEAMS

IDEA

- DJW uses Office 365, in which Teams is included
 - Provides tools for convenient and secure communication
- Platform for teamwork
 - project-oriented teams
 - real-time communication & collaboration
- Teams can consist of people inside and outside an organization
- Chats drive fast and inclusive conversations
- Files are securely shared and can be coauthored simultaneously by team members



AGENDA

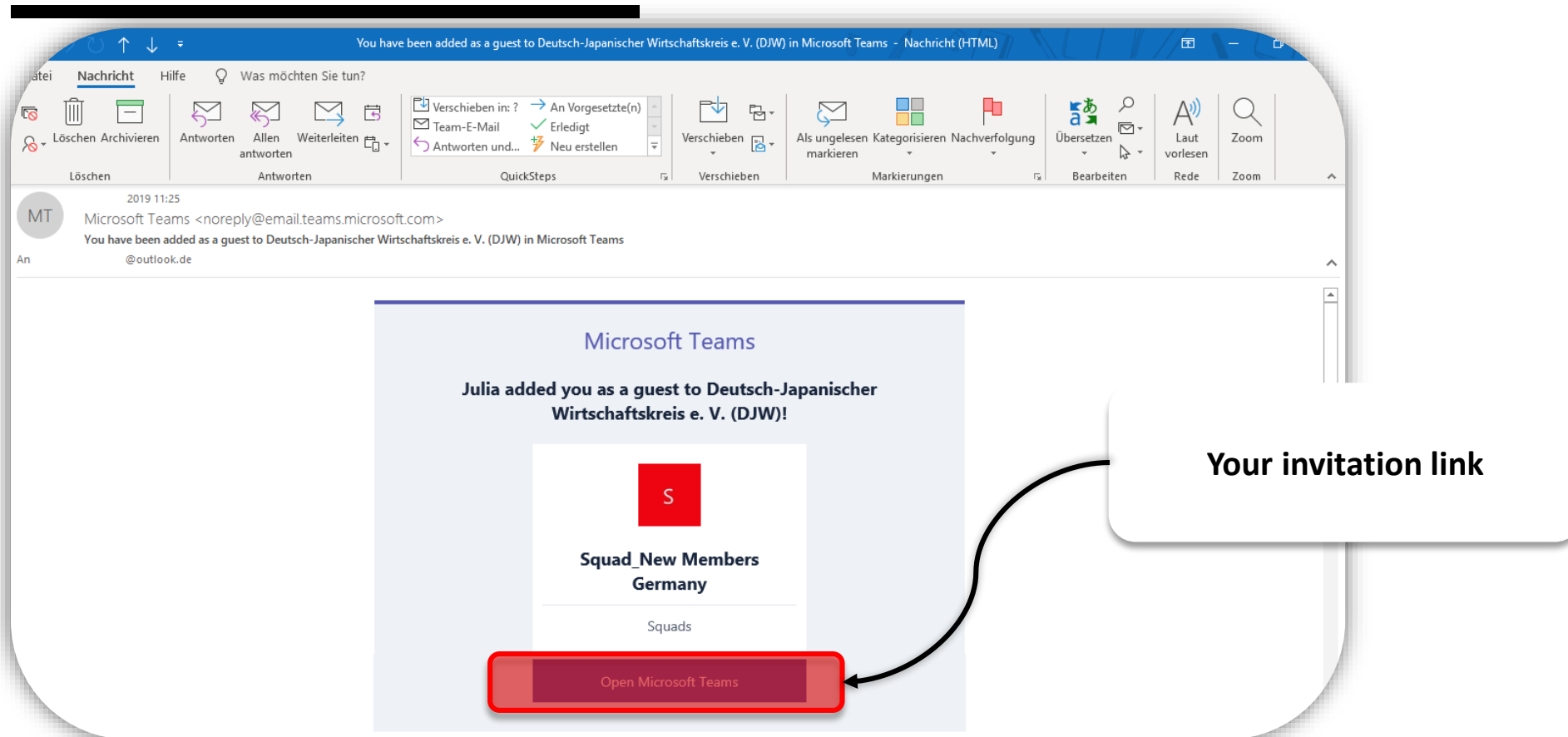
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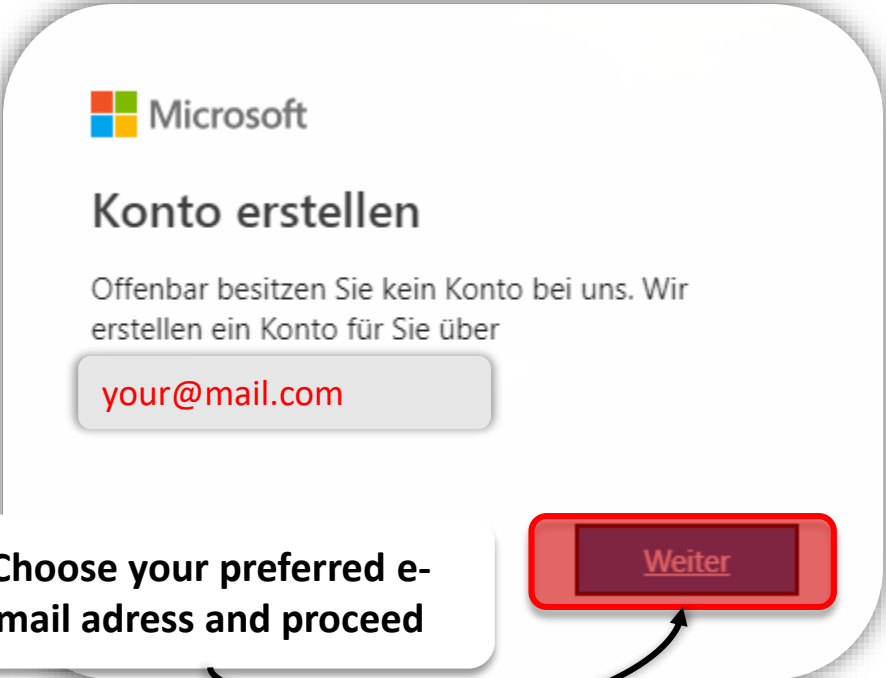
ACCESS GUIDE: FIRST-TIME LOG-IN

STEP 1



ACCESS GUIDE: FIRST-TIME LOG IN

STEP 2



Microsoft

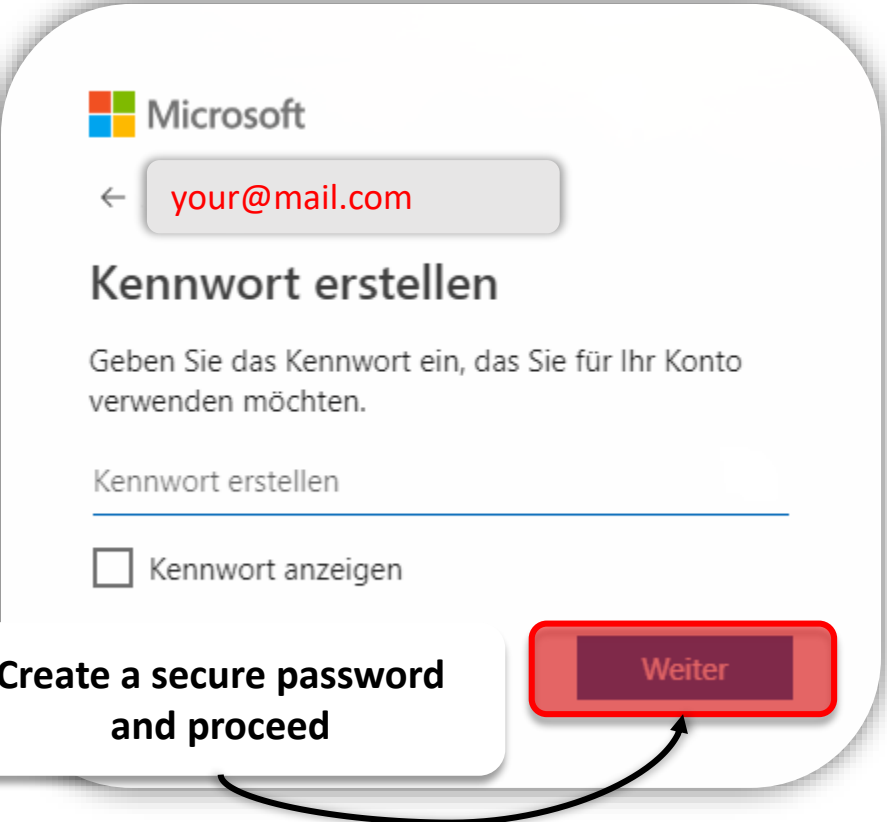
Konto erstellen

Offenbar besitzen Sie kein Konto bei uns. Wir erstellen ein Konto für Sie über

Weiter

Choose your preferred e-mail address and proceed

STEP 3



Microsoft

←

Kennwort erstellen

Geben Sie das Kennwort ein, das Sie für Ihr Konto verwenden möchten.

Kennwort erstellen

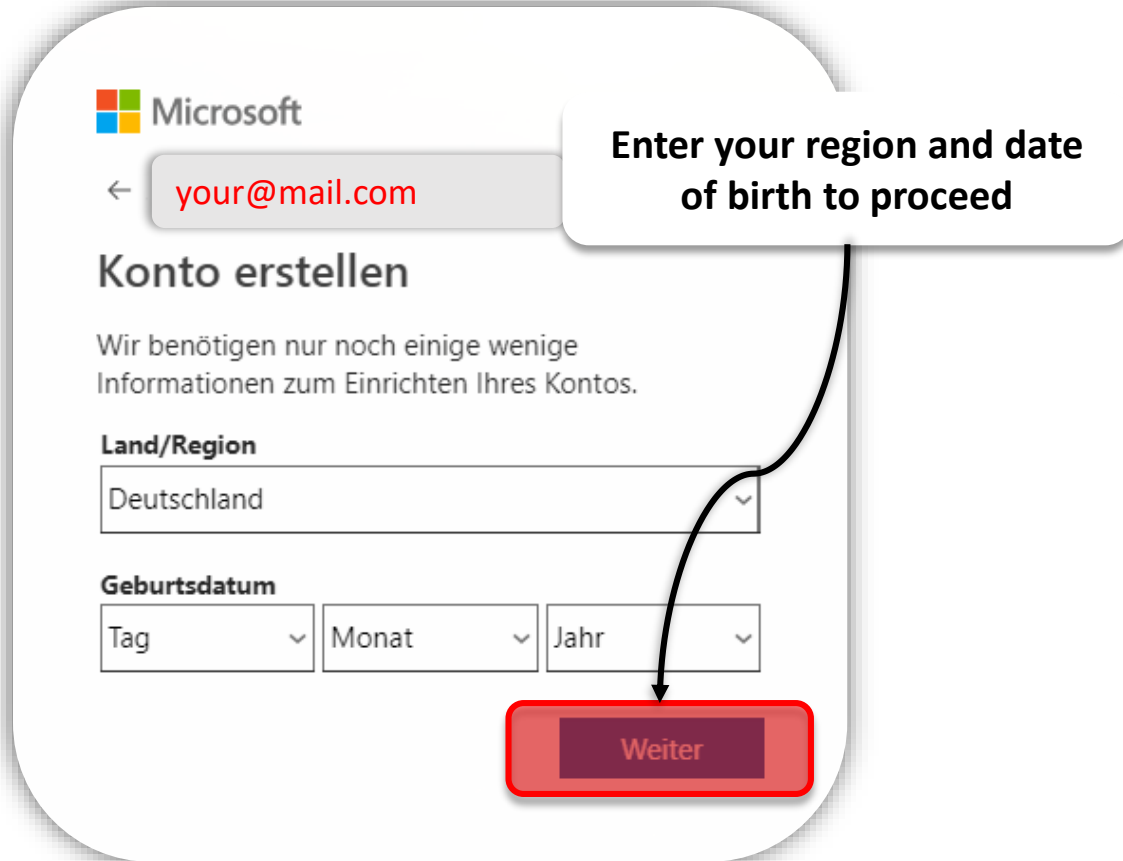
Kennwort anzeigen

Weiter

Create a secure password and proceed

ACCESS GUIDE: FIRST-TIME LOG-IN

STEP 4



Microsoft

← your@mail.com

Enter your region and date of birth to proceed

Konto erstellen

Wir benötigen nur noch einige wenige Informationen zum Einrichten Ihres Kontos.

Land/Region

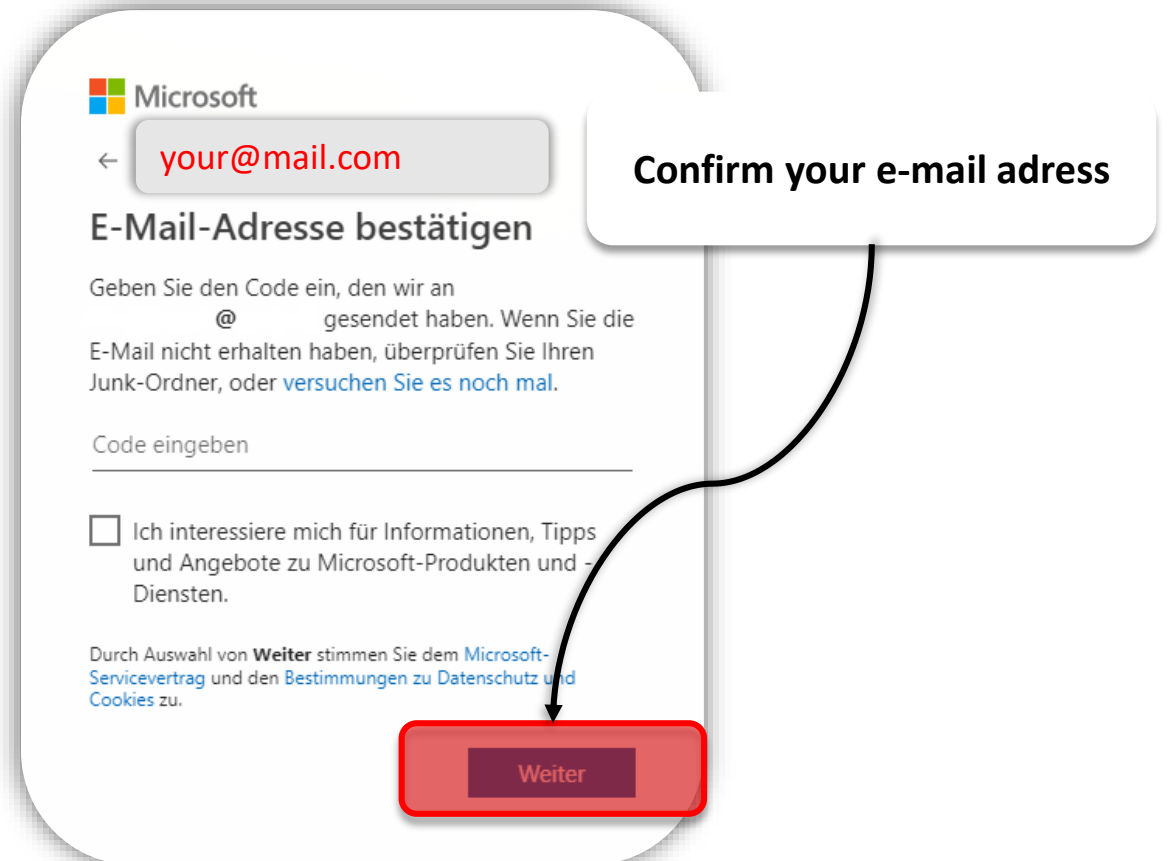
Deutschland

Geburtsdatum

Tag | Monat | Jahr

Weiter

STEP 5



Microsoft

← your@mail.com

Confirm your e-mail adress

E-Mail-Adresse bestätigen

Geben Sie den Code ein, den wir an @ gesendet haben. Wenn Sie die E-Mail nicht erhalten haben, überprüfen Sie Ihren Junk-Ordner, oder [versuchen Sie es noch mal](#).

Code eingeben

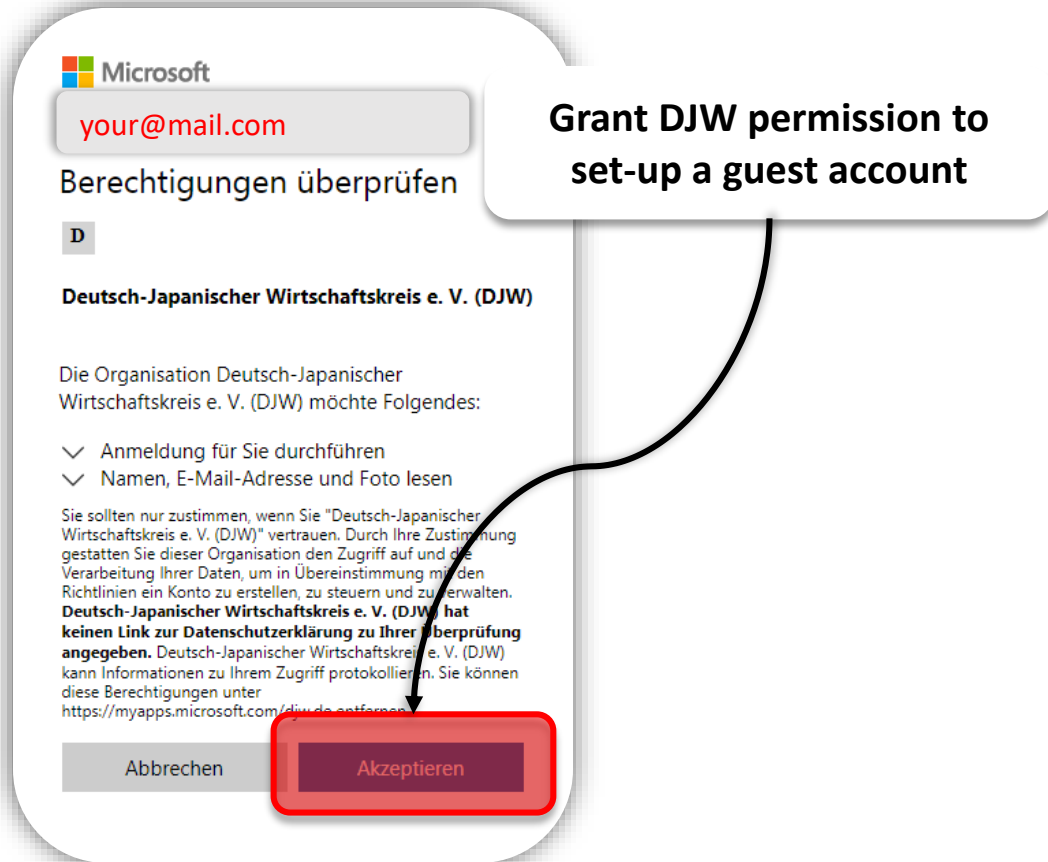
Ich interessiere mich für Informationen, Tipps und Angebote zu Microsoft-Produkten und -Diensten.

Durch Auswahl von **Weiter** stimmen Sie dem [Microsoft-Servicevertrag](#) und den [Bestimmungen zu Datenschutz und Cookies](#) zu.

Weiter

ACCESS GUIDE: FIRST-TIME LOG-IN

STEP 6



Microsoft

your@mail.com

Berechtigungen überprüfen

D

Deutsch-Japanischer Wirtschaftskreis e. V. (DJW)

Die Organisation Deutsch-Japanischer Wirtschaftskreis e. V. (DJW) möchte Folgendes:

- ✓ Anmeldung für Sie durchführen
- ✓ Namen, E-Mail-Adresse und Foto lesen

Sie sollten nur zustimmen, wenn Sie "Deutsch-Japanischer Wirtschaftskreis e. V. (DJW)" vertrauen. Durch Ihre Zustimmung gestatten Sie dieser Organisation den Zugriff auf und die Verarbeitung Ihrer Daten, um in Übereinstimmung mit den Richtlinien ein Konto zu erstellen, zu steuern und zu verwalten. **Deutsch-Japanischer Wirtschaftskreis e. V. (DJW) hat keinen Link zur Datenschutzerklärung zu Ihrer Überprüfung angegeben.** Deutsch-Japanischer Wirtschaftskreis e. V. (DJW) kann Informationen zu Ihrem Zugriff protokollieren. Sie können diese Berechtigungen unter <https://myapps.microsoft.com/dju.de/entfernen>

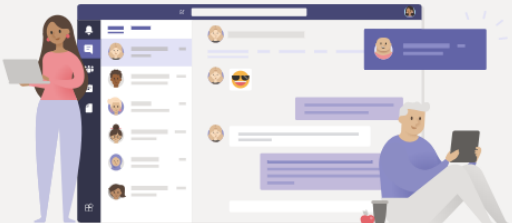
Abbrechen Akzeptieren

Grant DJW permission to set-up a guest account

ACCESS GUIDE: DESKTOP APP

STEP 7

Microsoft Teams



Besser verbunden bleiben mit der Teams-Desktop-App

Windows-App herunterladen

Stattessen die Web-App verwenden

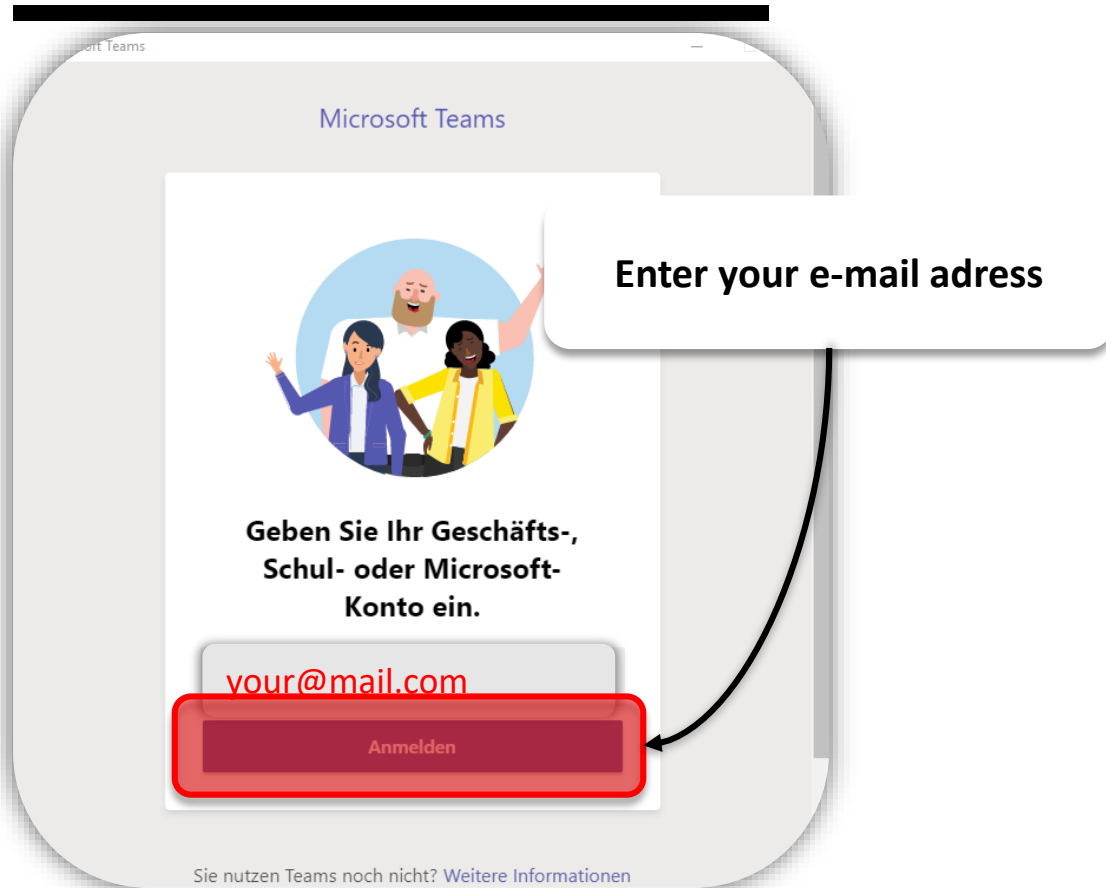
Haben Sie die Teams-App schon? Jetzt starten



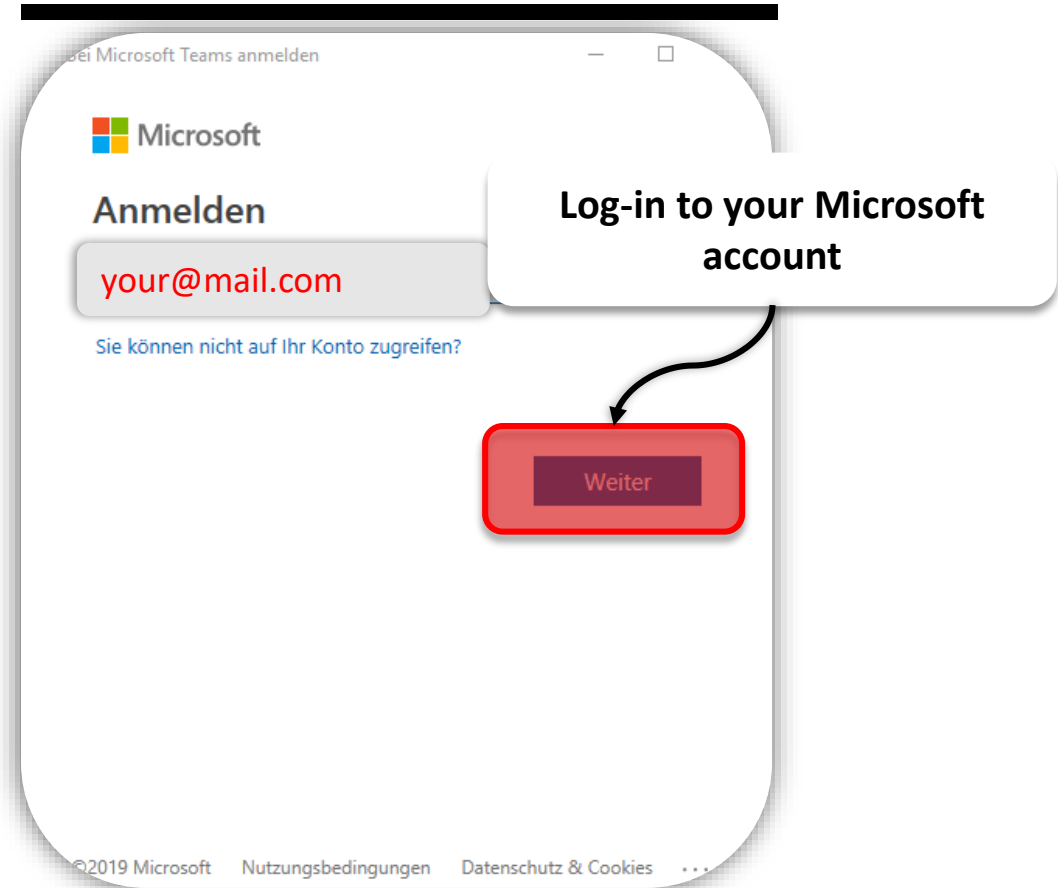
Download the desktop app

ACCESS GUIDE: DESKTOP APP

STEP 8

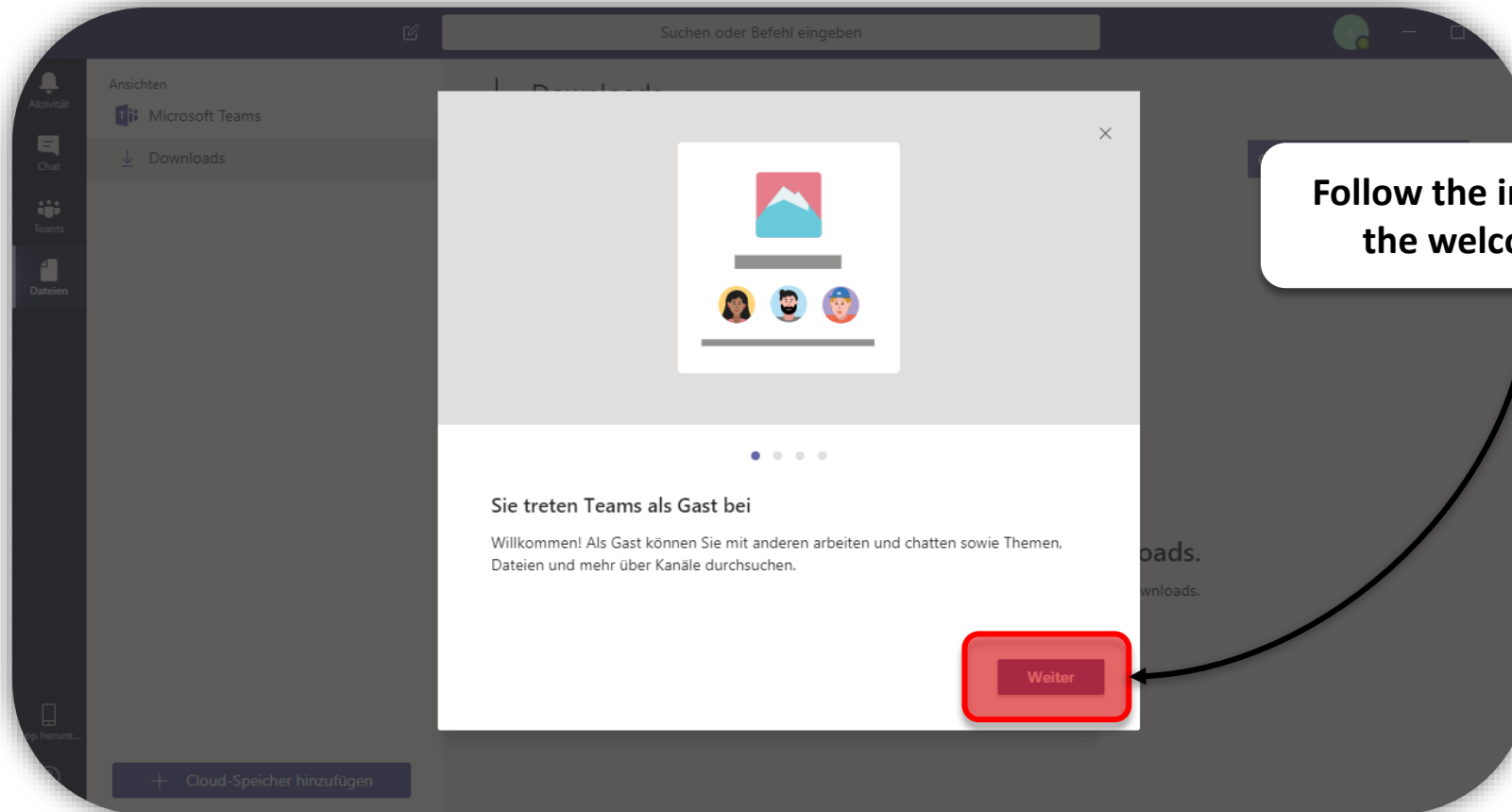


STEP 9



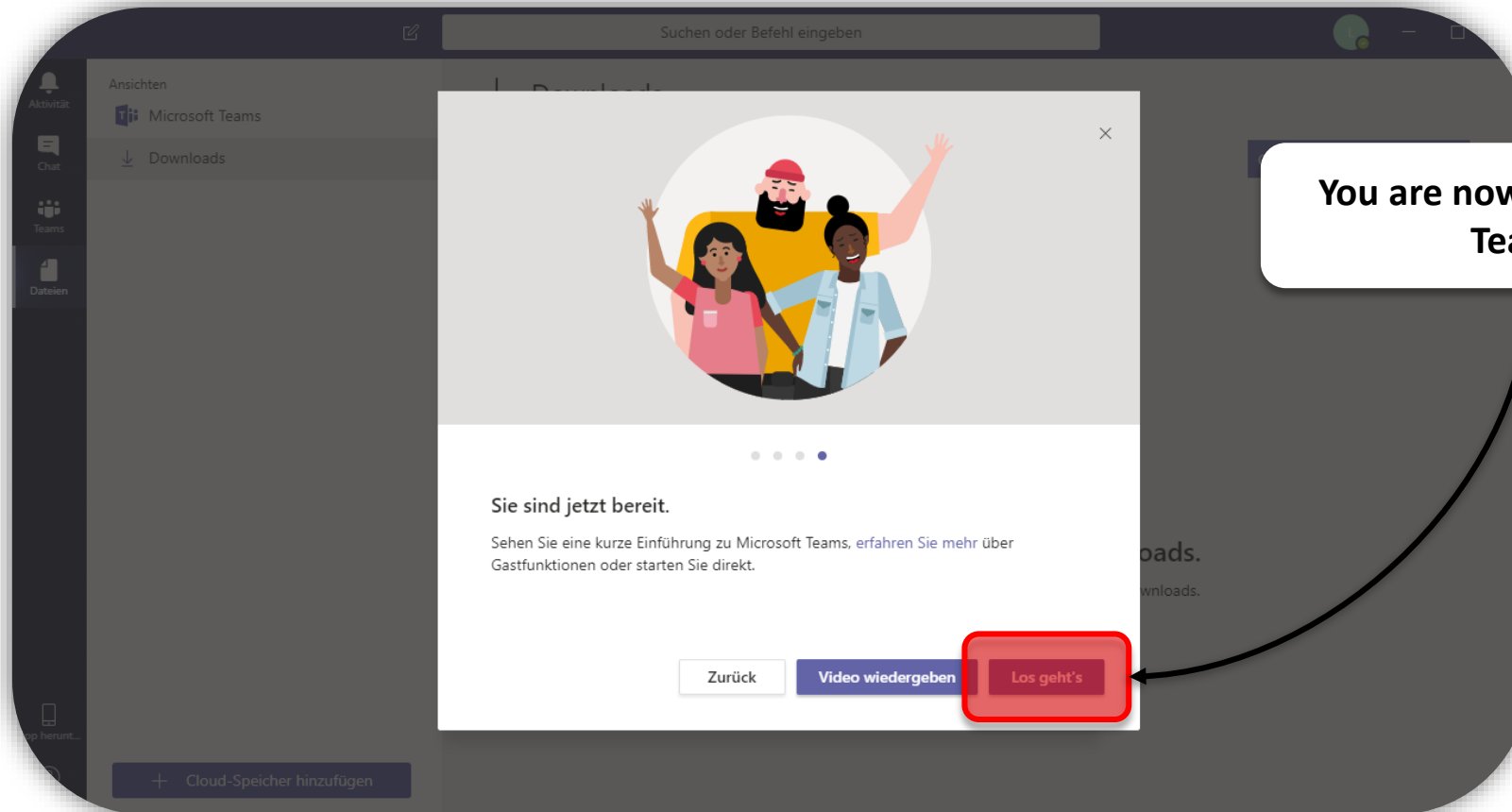
ACCESS GUIDE: DESKTOP APP

STEP 10



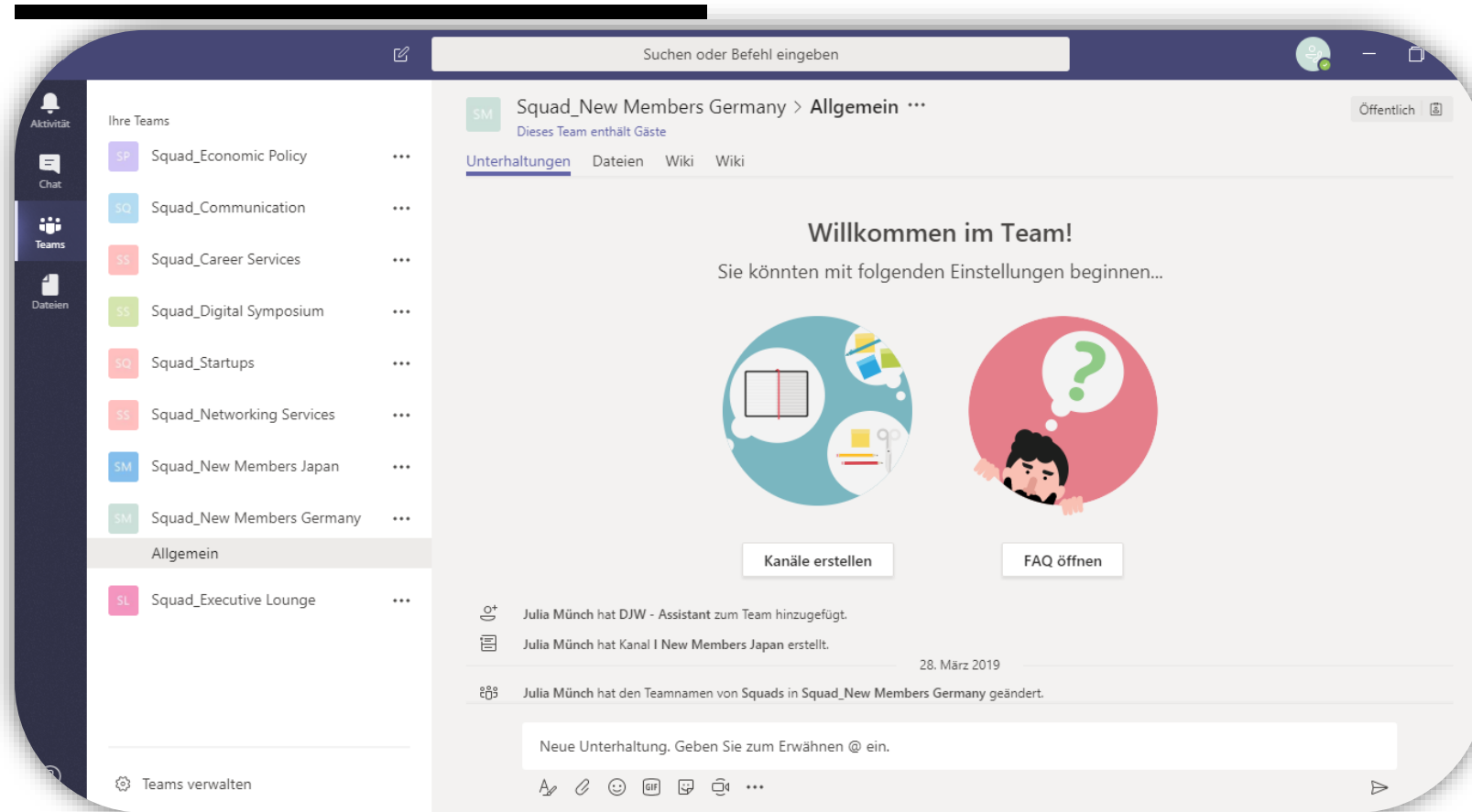
ACCESS GUIDE: DESKTOP APP

STEP 11



ACCESS GUIDE: DESKTOP APP

INTERFACE



AGENDA

INTRODUCTION TO TEAMS

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- **Features**
 - Core Elements
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FEATURES: CORE ELEMENTS

TEAMS






- Collection of people who gather together around a common goal
- Content and tools surrounding different projects within an organization
- Private to only invited users or public and open to anyone within the organization
- Conversations, files, notes across Team channels are only visible to members

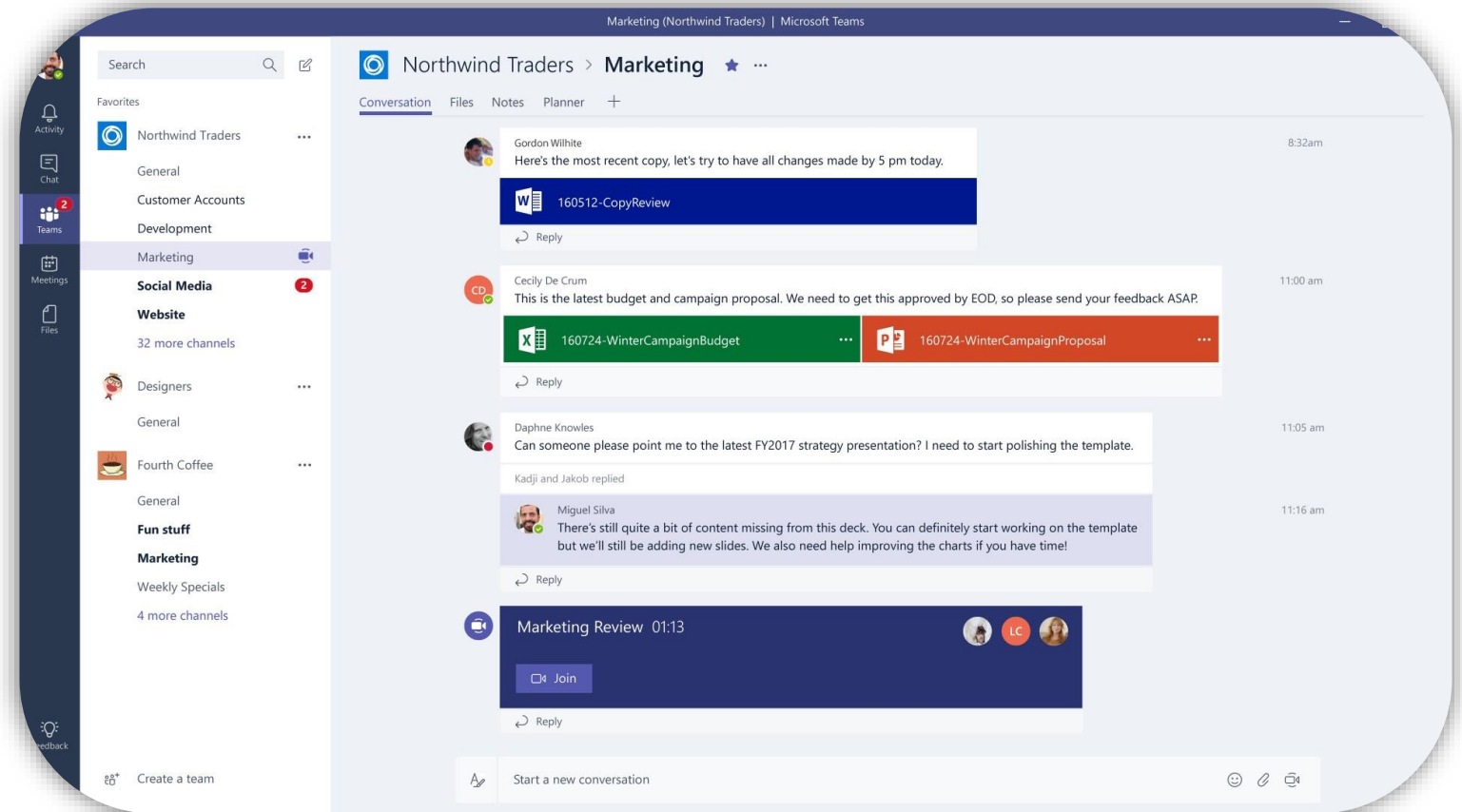
CHANNELS

- Collaboration Spaces within a team where the actual work gets done
- Organized by specific topics, projects, disciplines
- Files that are shared in channels are stored in SharePoint
- Can be extended by apps

FEATURES: MESSENGER






CHATTING

- Channel conversations 
- Private chats, group chats 
- Mails to channels 
- Format, edit & filter 
- @mentions 



FEATURES: MEETINGS





VIRTUAL MEETINGS

- Join, invite and schedule meetings 
- Call in to meetings 
- Screen sharing 
- Whiteboards 
- Background blur 



FEATURES: MEETINGS


CALLS

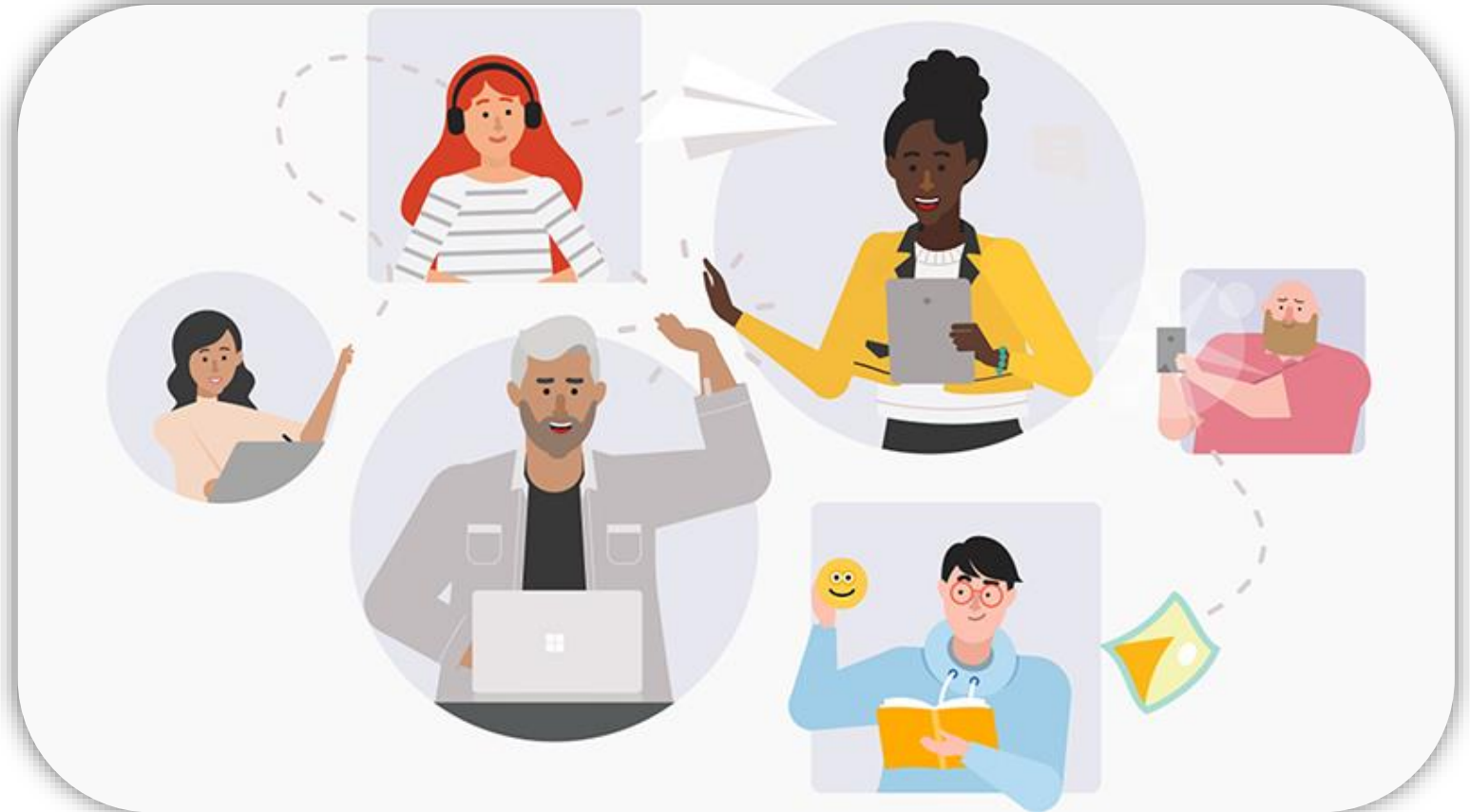
- Call from chat 
- Add members to calls 
- Voicemail 
- Multiple calls, call groups 



FEATURES: COLLABORATION

SHAREPOINT

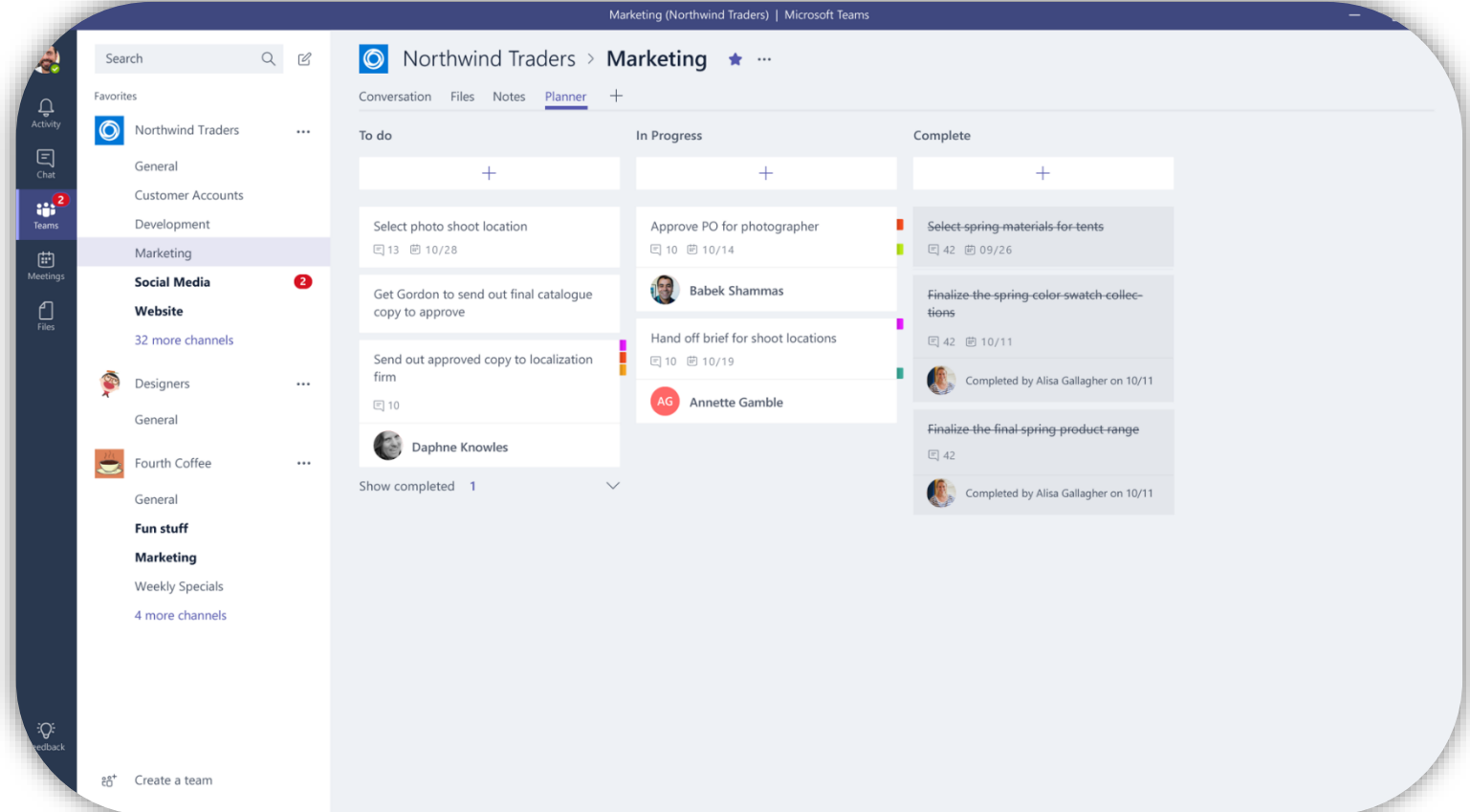
- Share & coauthoring of files
- Securely stored in team-specific SharePoint sites 
- Office integration to work on files within the app



FEATURES: COLLABORATION

PLANNER

- Lets you generate boards containing all your team's tasks and assignments
- Assign different tasks to other people in your team
- Add links to individual tasks



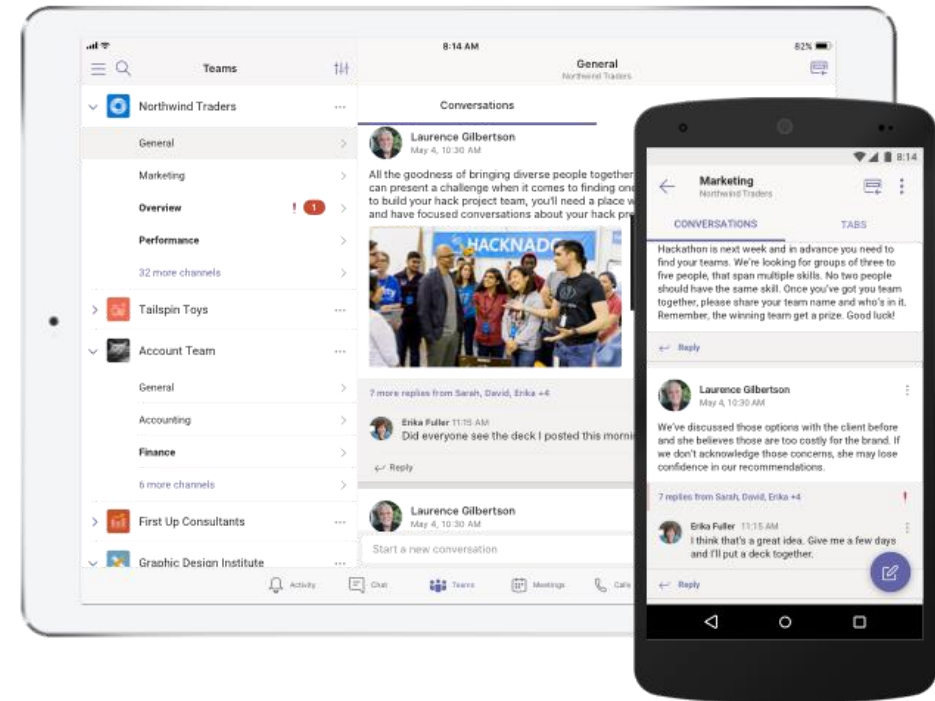
The screenshot displays the Microsoft Teams Planner interface for a team named 'Northwind Traders' in the 'Marketing' channel. The interface is organized into three columns: 'To do', 'In Progress', and 'Complete'. Each column contains task cards with details such as task names, due dates, and assignees.

To do	In Progress	Complete
<ul style="list-style-type: none"> Select photo shoot location (13, 10/28) Get Gordon to send out final catalogue copy to approve Send out approved copy to localization firm (10) 	<ul style="list-style-type: none"> Approve PO for photographer (10, 10/14) - Assigned to Babek Shammam Hand off brief for shoot locations (10, 10/19) - Assigned to Annette Gamble 	<ul style="list-style-type: none"> Select spring materials for tents (42, 09/26) Finalize the spring color swatch collections (42, 10/11) - Completed by Alisa Gallagher on 10/11 Finalize the final spring product range (42) - Completed by Alisa Gallagher on 10/11

NEXT STEPS

GET IN TOUCH

- If your squad decides to use Teams, DJW will add you to the respective Squad Team on Teams
- If you have a question or would like to schedule a team meeting right away, contact squads@djw.de



CONTACT

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