

# AMTRA Solutions presents: Learning the Why's of Teams





**GOVERNANCE** 









**MEETINGS** 

#### URGENT NOTIFICATIONS

# 

#### CREATING A NEW CHANNEL

# AFTER DEPLOYMENT

## **QUESTION: Why would I use Teams?**





Would your life be easier if employee knowledge was cataloged in one place instead of forwarding 137 emails to the new person?

•		•	
•		•	
•• No		Yes	
	····· Yes	•	
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•••••	• Yes	•	
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····· Ye	S		
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Yes		•	
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		/	

#### Use Teams! It will help with that!



# **QUESTION: Should I create a new Team?**



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#### Create a Team.





# **QUESTION:** Should I use a reaction, an emoji or a gif?



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## **QUESTION: Why should I use Private Chat vs a Public Channel** for Conversations?



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# **QUESTION: Should I use an urgent notification or an announcement?**



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#### Hey Everyone! This is a great use of an announcement!

An @mention to the appropriate people or channel in the message will probably suffice.

Classic scenario. Make sure your team doesn't miss it, send with urgency.

Stop! Pull the fire alarm, and call 911 safely from your cell.



# **QUESTION: Should this document live in Teams?**



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# Best suited for SharePoint.

# Perfect for Teams.

#### Put it on OneDrive.



# **QUESTION: Should I create a new channel?**



Learning the Why's of Teams







# **QUESTION: Should I create a channel meeting?**



\*Unless channel members are subscribed to the Office 365 Group, they won't get an invite, it will appear on the Group calendar, therby implicitly inviting channel members.

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# **QUESTION: Why would I use Microsoft Stream in Teams?**



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Would recording the meeting and automatically saving it in the channel for them to watch later be helpful?

•• No	Yes
Yes	
Yes	

**Use Stream Functionality** in Teams, the ultimate **Dynamic Duo!** 



# QUESTION: Should I send a document link or an attachment?



\*PRO TIP: Beyond a single version of the truth, a single destination for finding the truth will save your team a gazillion hours of searching.

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#### Just send a link!

# Trust us, you want to send a link!



Told you so! Send a link.

Ok, fine. For this you can send an email attachment.



# QUESTION: Should my company consider implementing formal governance?





## **QUESTION: We have deployed Teams, are we done?**







Call AMTRA & get the help you need no matter where you are in your Teams journey!

Call AMTRA & Get People Ready!

# Call AMTRA & Get Tech Ready!

