

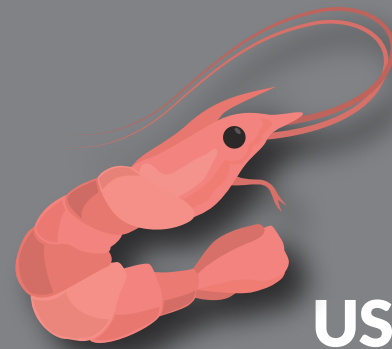
USING  
TEAMS



CREATING  
TEAMS



USING  
REACTION, EMOJI  
or GIF



PUBLIC VS  
PRIVATE CHANNEL



URGENT  
NOTIFICATIONS



TEAMS vs  
SHAREPOINT vs  
ONEDRIVE



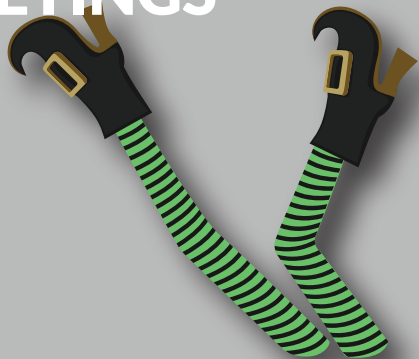
AMTRA Solutions presents:

# Learning the Why's of Teams



CREATING A  
NEW CHANNEL

CHANNEL  
MEETINGS



MICROSOFT  
STREAM



SHARING  
DOCUMENTS



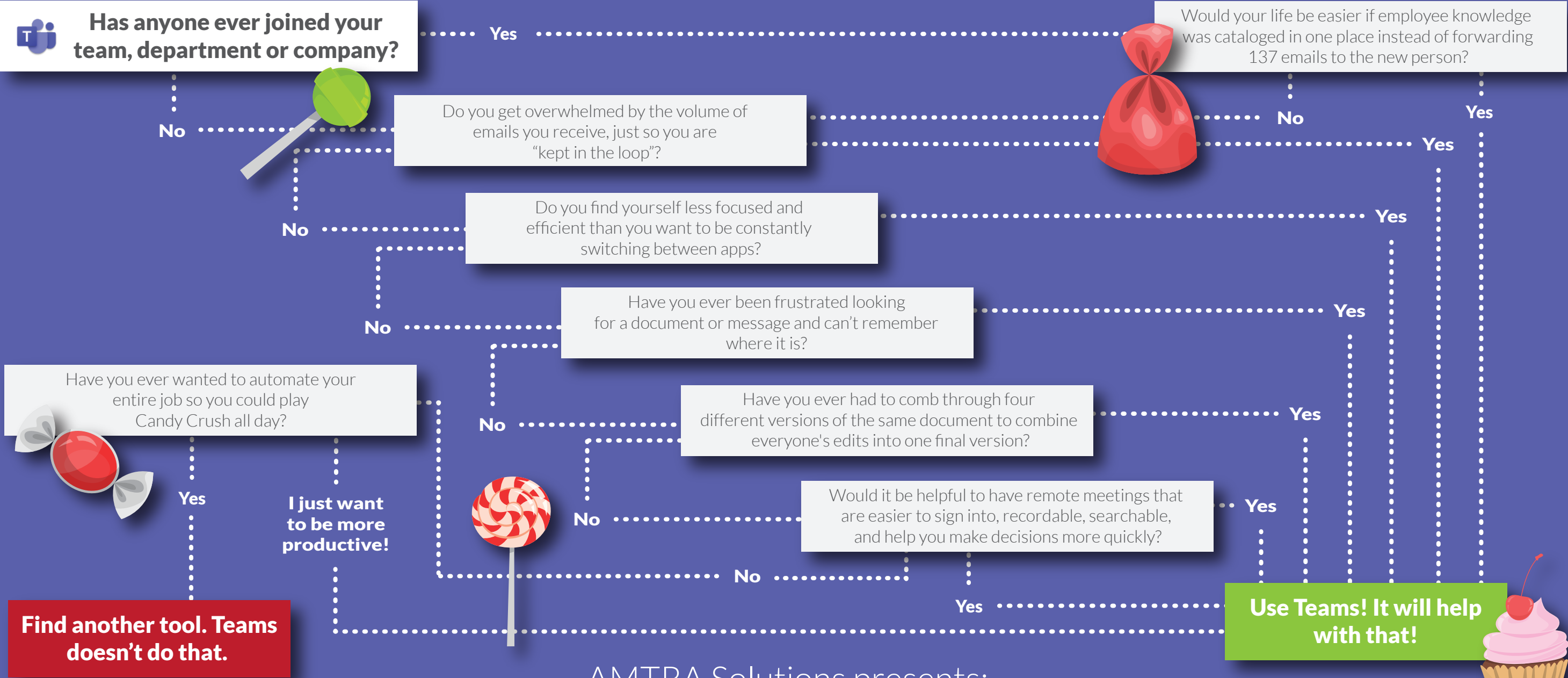
GOVERNANCE



AFTER  
DEPLOYMENT

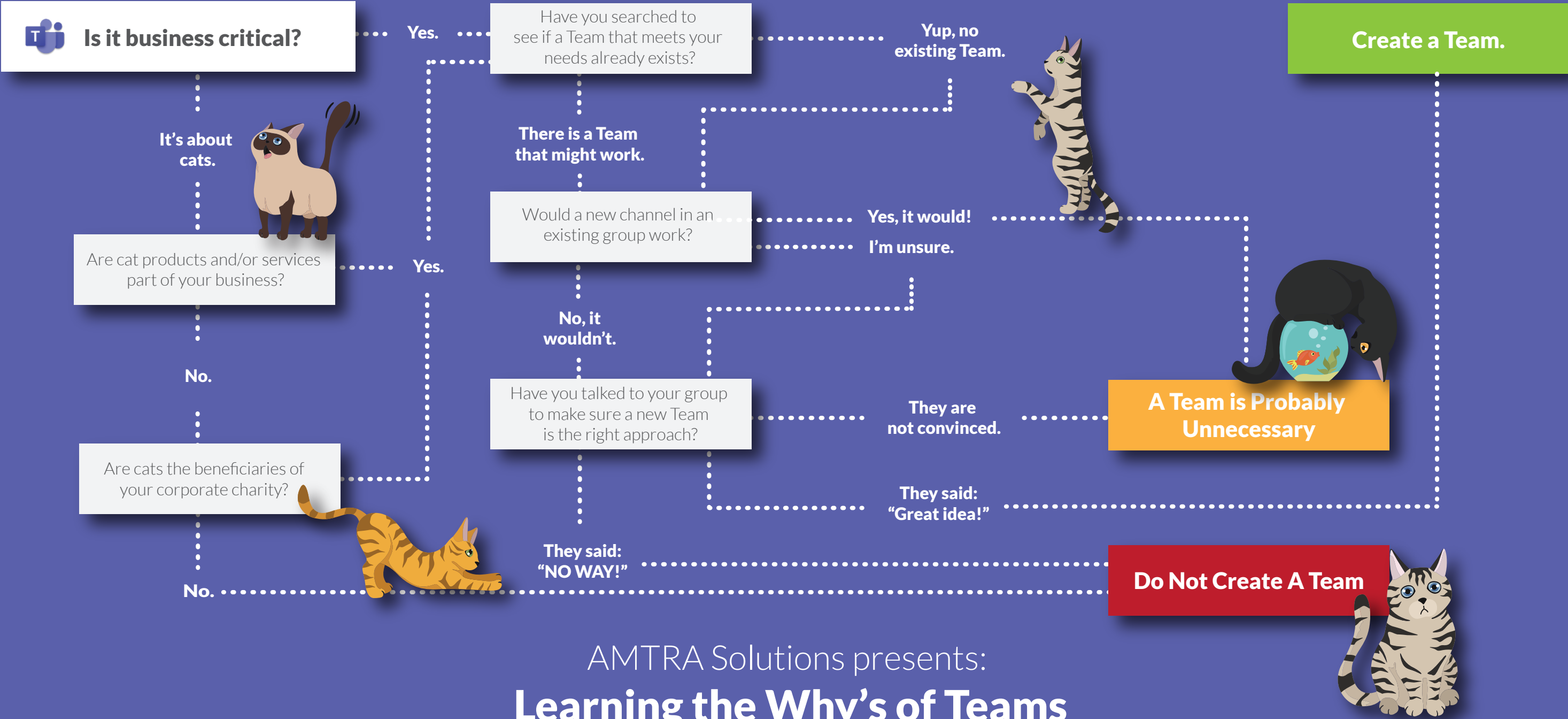


# QUESTION: Why would I use Teams?



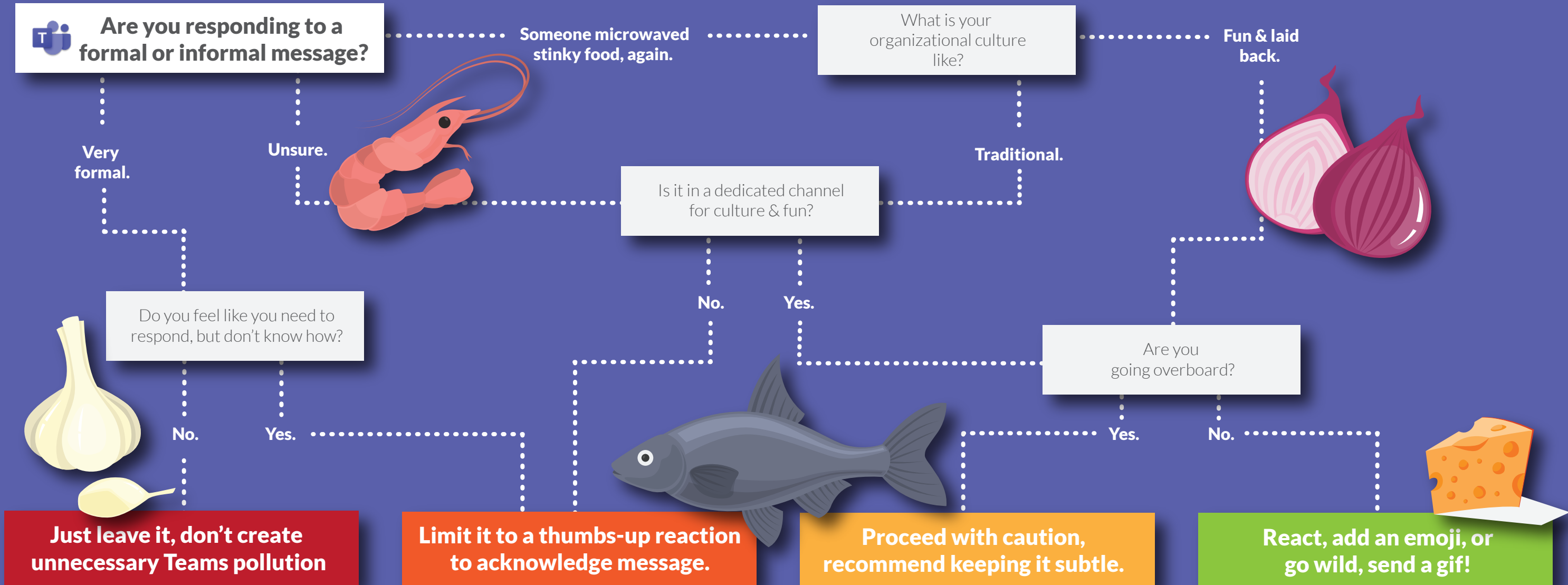
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**Learning the Why's of Teams**

# QUESTION: Should I create a new Team?



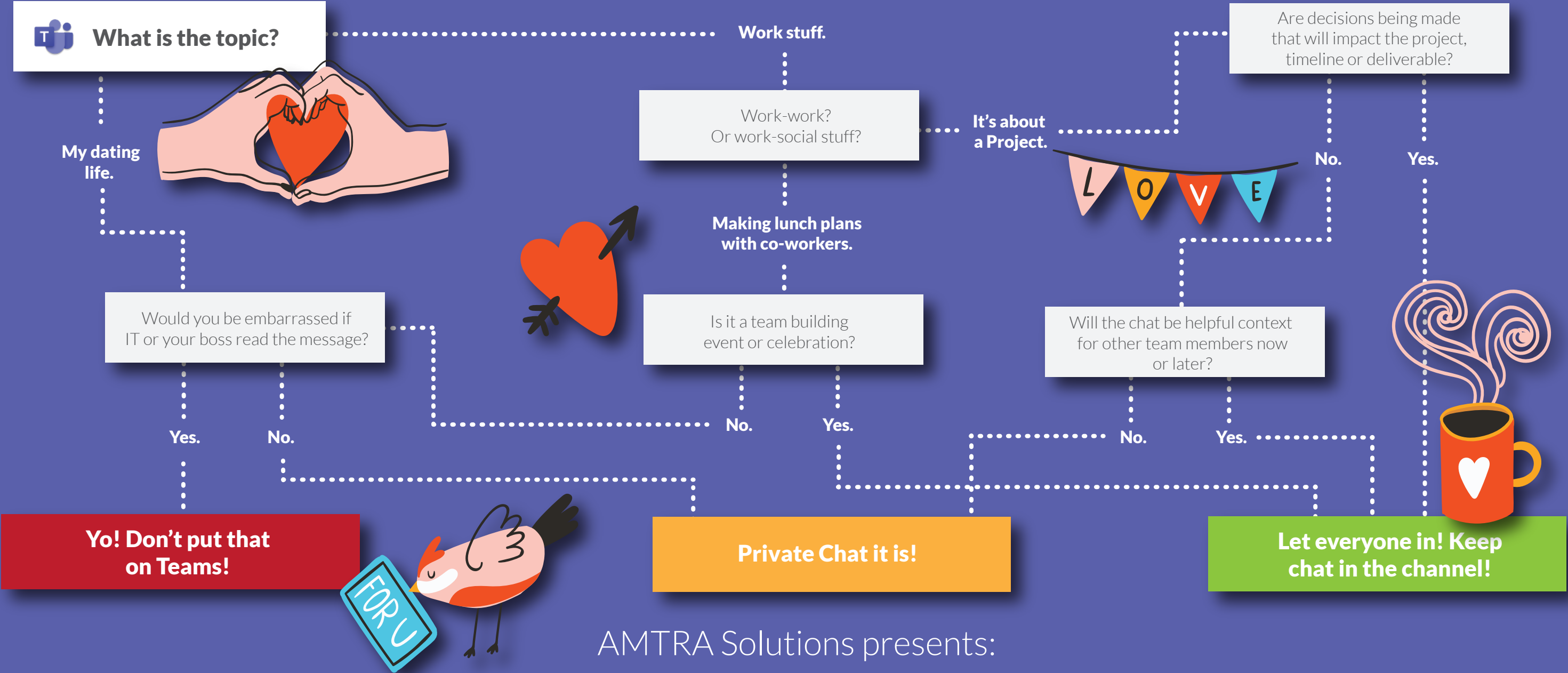
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# QUESTION: Should I use a reaction, an emoji or a gif?



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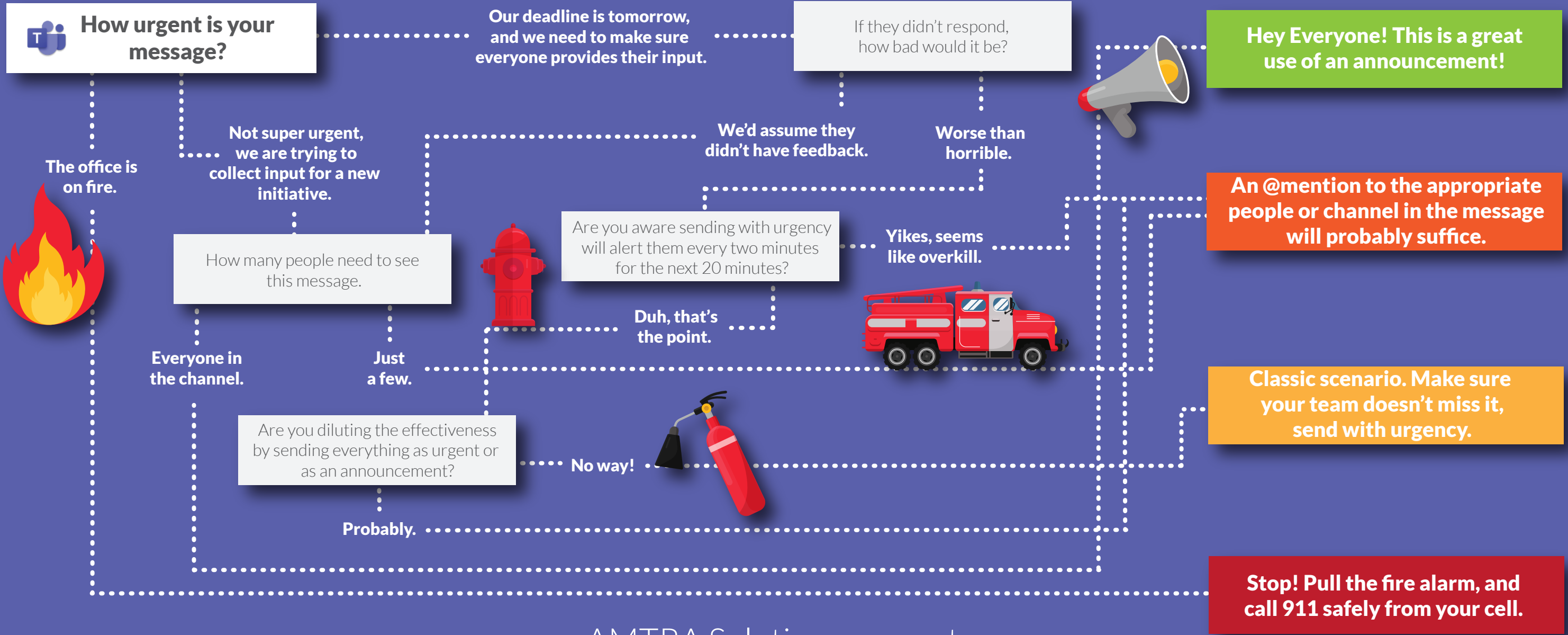
# QUESTION: Why should I use Private Chat vs a Public Channel for Conversations?



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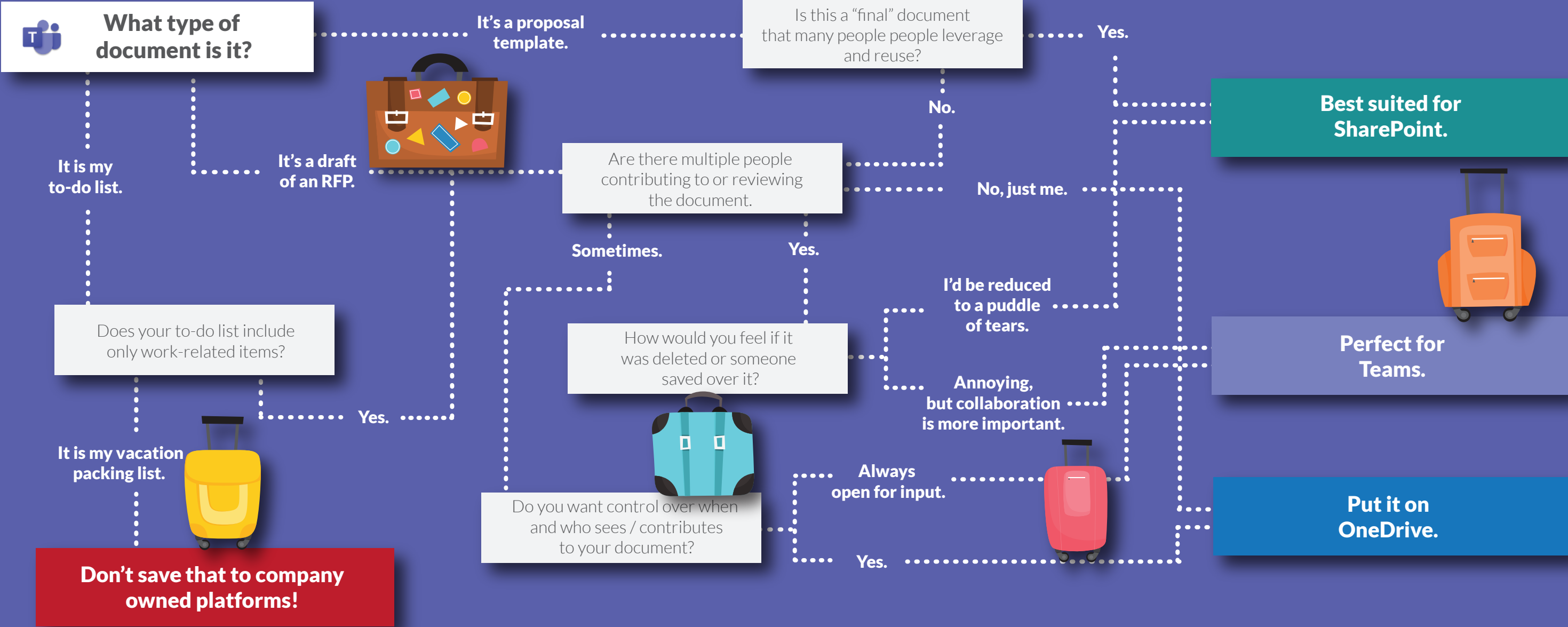


# QUESTION: Should I use an urgent notification or an announcement?



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# QUESTION: Should this document live in Teams?



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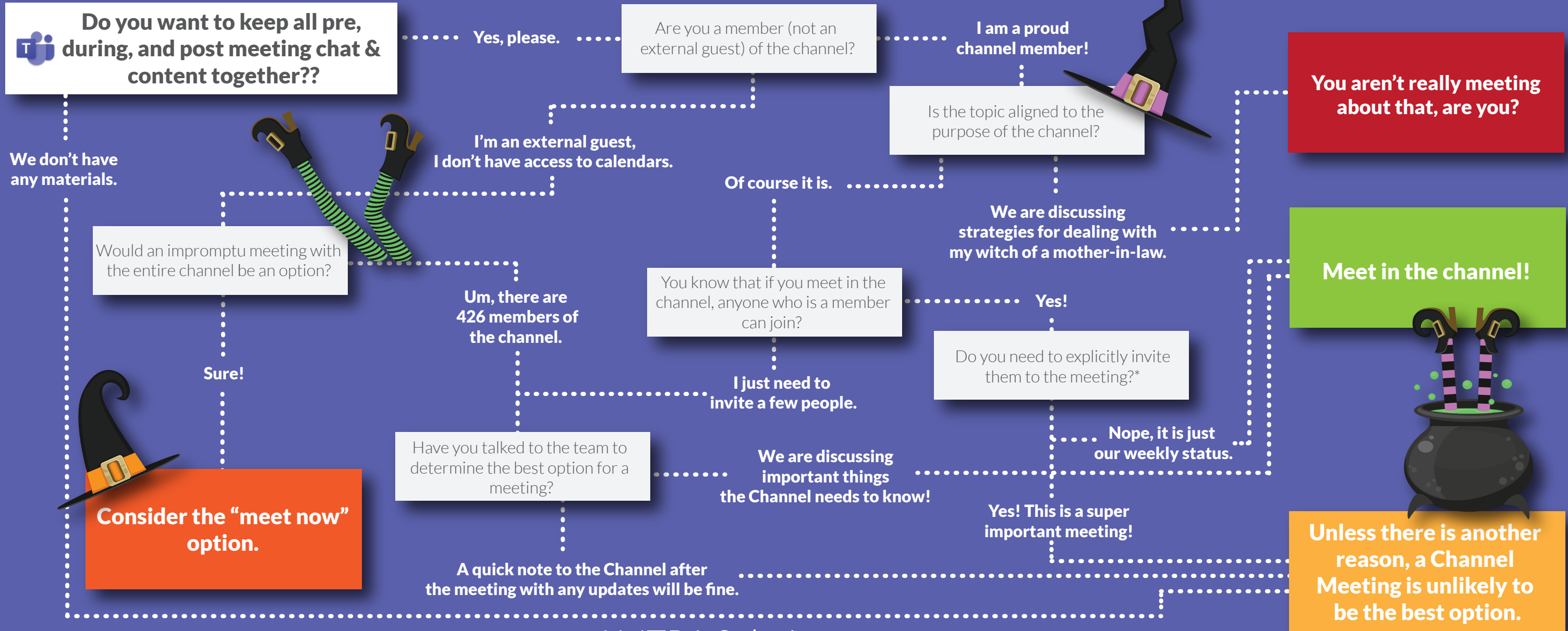


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# Learning the Why's of Teams



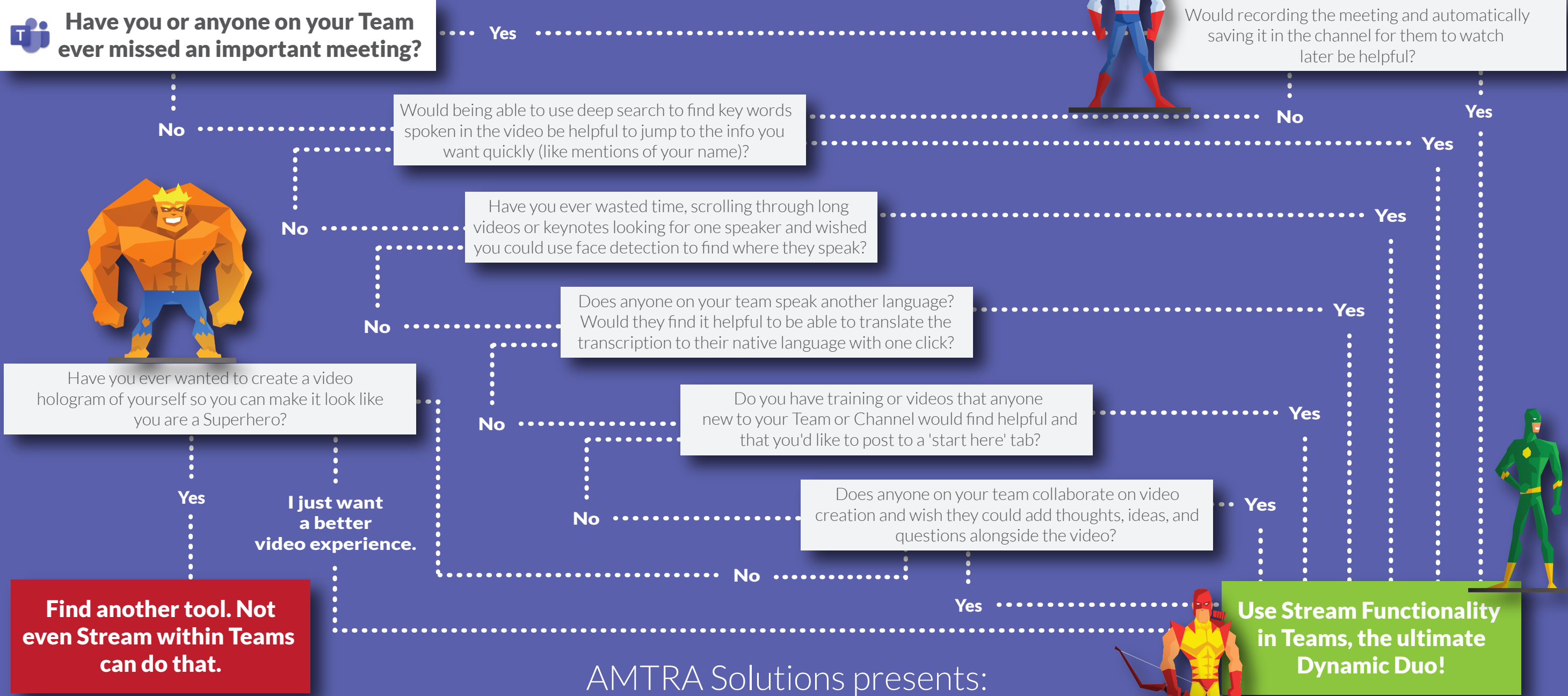
# QUESTION: Should I create a channel meeting?



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

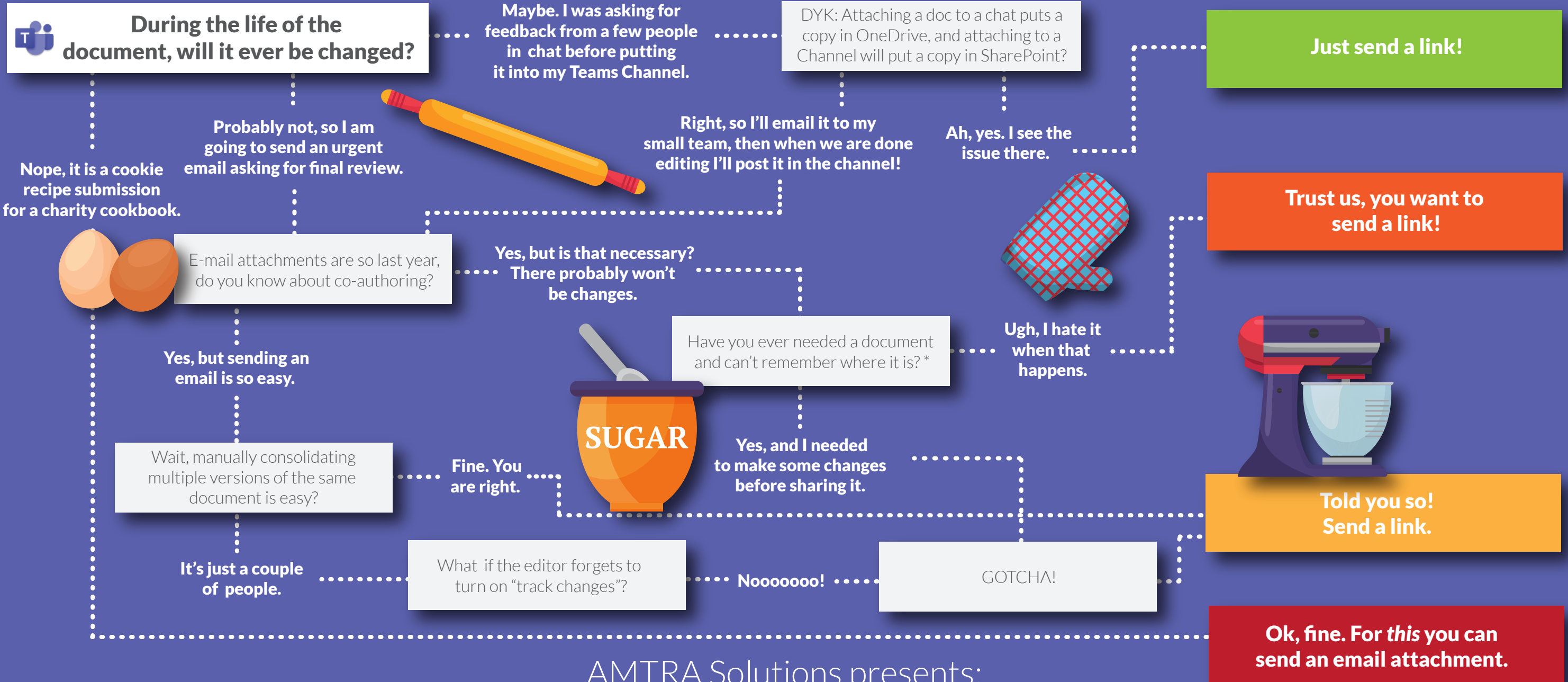
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# QUESTION: Why would I use Microsoft Stream in Teams?



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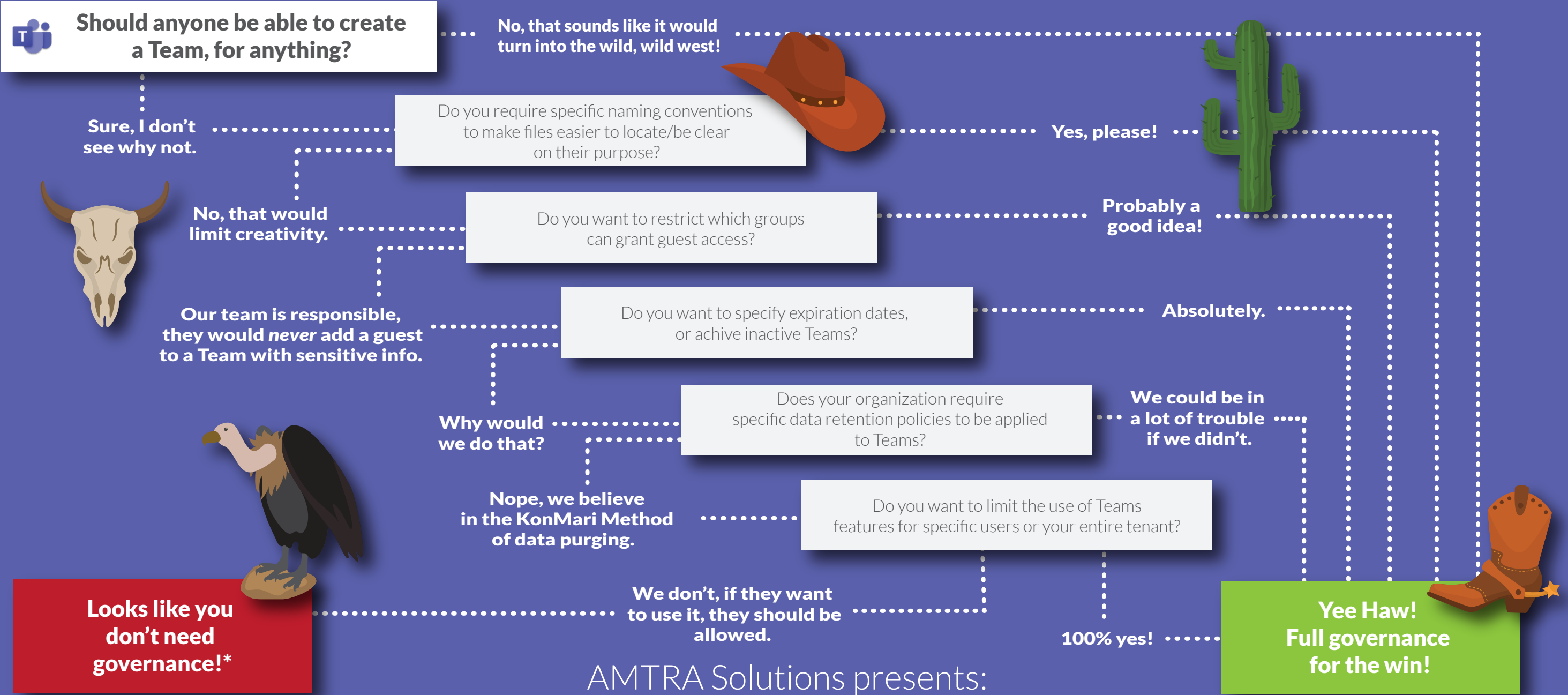
# QUESTION: Should I send a document link or an attachment?



\*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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# QUESTION: Should my company consider implementing formal governance?

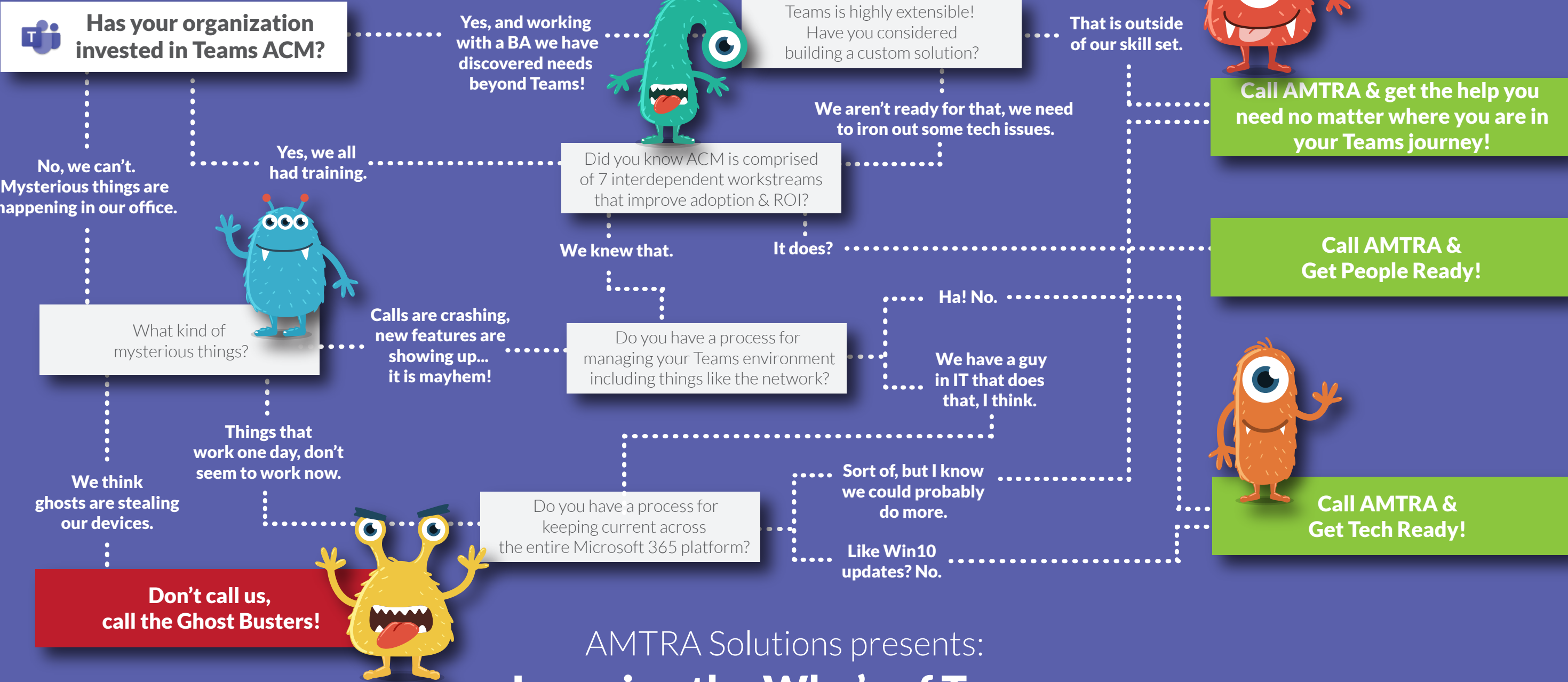


\*Easy there cowboy! Please consider the basics!

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



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