

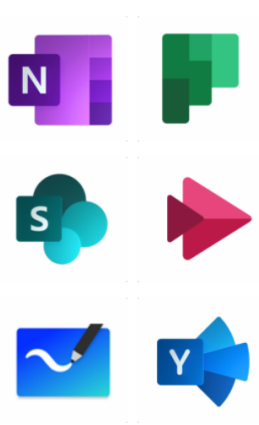
Important announcements & latest features



- Microsoft Teams Displays
- Download Mode
- 7 x 7 Display
- Teams Live Events

[Read more...](#)

Related Apps



Looking for?

- Product Detail
- Training
- Help for Teams Owners
- Support & Feedback
- Business & IT Governance
- Configuration & Admin

Social Forums

Conversations

View all

Share

Tracy van der Schyff
Jul 15

The Together mode is here!! How to get the most from Together mode
<https://techcommunity.microsoft.com/t5/microsoft-teams-blog/...>

How to get the most from Together mode

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Tracy van der Schyff
Jul 15

Great resources from Mark Kashman: On-demand training sessions for SharePoint, OneDrive, Teams, Yammer, and Stream
<https://techcommunity.microsoft.com/t5/microsoft-sharepoint-...> see more

On-demand training sessions for SharePoint.

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Product Detail

Microsoft Teams brings together people, conversations and content—along with the tools that teams need—so they can easily collaborate to achieve more. It's naturally integrated with the familiar Office applications and is built from the ground up on the Office 365 global, secure cloud.

How do we use Microsoft Teams?

Microsoft Teams is used in "The Guid Stuff" as a collaboration and communication platform. Teams are used for closed groups where permissions apply.

The purpose is to reduce the number of emails sent to people in your team or department that you work with daily. It also supplies the storage space for documents, functionality for meetings, audio and video calls and conferencing.

In Teams you can add your favorite apps and websites to help your team be more effective and efficient.

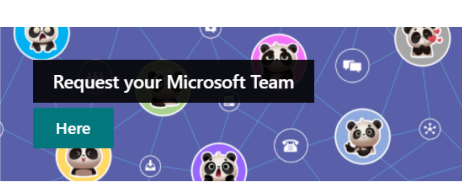
Examples:

- Departments
- Projects
- Disciplines / forums
- Meetings etc.

You can use Microsoft Teams on these mobile platforms:

- iOS
- Android
- Windows Phone
- Download from Google Play Store

Not everyone in the company can create Teams, send your request below and it will be routed to your relevant business Teams Admin.



Should I be using Microsoft Teams?

1. Do you have Email / Skype for Business communications more than twice a week, on the same topics?
2. Do you work together with a 'closed' group of people where permissions apply?
3. Do you share documents with each other?
4. Would you like to co-author documents?
5. Does the nature of this Team / Project / Discipline require categorization or threading (history) of content / communication (so do you look for stuff again and are you currently struggling to find stuff in your current environment?)
6. Does most of the content / communications require responses?
7. Do you use other websites & Apps as well as part of your daily functions, for example, OneNote, Planner, Stream, Power BI etc. that can be added to the Team to make your life easier.

Then YES.

Training



- Request Training
- Training Calendar
- Training
- Forums

Microsoft Teams 8 videos | 0 followers Microsoft Stream

Microsoft Teams Part 5

04:53

5 0

Zoom Features

03:06

1 0

Microsoft Teams Part 1

04:53

5 0

Microsoft Teams Part 2

04:56

5 1

Next >

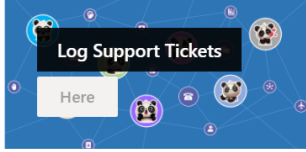
Team Owners



Things to do

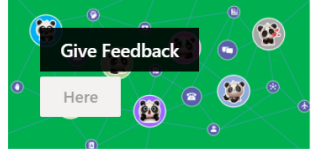
1. Check the settings of the Team and make changes where necessary
2. If necessary, change number of versions on SharePoint higher than default 500
3. Add members
4. Also add at least one co-owner
5. Plan the channels and tabs **together** with your team
6. Discuss naming conventions for files and plan any subfolders in channels if really necessary
7. Add the [Teams Flipbook](#) and [Demo](#) to your Team as Tabs.
8. Add Yammer for social engagement
9. Confirm communication guidelines
 - a. When to use formal Announcements vs @mentions etc.
 - b. When a chat is good enough, not a conversations in a channel
10. Show members the basics
 - a. How to check who the team members and owners are
 - b. How to setup an alert on the SharePoint library for deleted items
 - c. Where to restore items from the recycle bin
 - d. How to restore versions of files

Support & Feedback



Microsoft Teams Guru

Braam InternSheep
InternSheep



Business & IT Governance & Guidelines

Business Governance

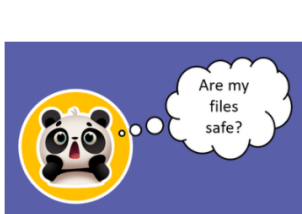
- We use Teams for Departments, Projects and Forums
- There is no limit to members / channels per Team, but we suggest to keep it focused
- Team Owners can add Members and Channels. Keep in mind that everyone in the Team can see everything in the Team
- Do not break permissions on other libraries and apps in the SharePoint site
- For content at risk, request a separate Team or use OneDrive
- Please abide by the Electronic Communication and Usage Policy of the company which can be found [here](#).

Under Business Governance the following should be addressed as well:

- Roles and Responsibilities (Security, Groups & Permissions)
- Templates / branding design specifications & guidelines
- Deletion & Restore, Retention & Archiving
- Naming conventions, Taxonomy / Folksonomy, Sharing & Sync (external)

Technical Governance

- Start with six simple steps
- Make a difference
- Request Training
- Training Calendar
- Training
- Forums



Under IT Governance the following should be addressed as well:

- Auditing, Monitoring and Reporting
- Teams licensing and availability
- Provisioning (creation) - technical process description
- Language localisation
- Storage & Resources (Multi-GEO)
- Compliance and Security
- Information Architecture
- Information Rights Management
- Records Management Systems
- Data Loss Prevention (DLP)
- eDiscovery
- Lifecycle Management
- Search
- Legal Hold
- Identity & Authentication

Configuration & Administration

Ask questions and get help

Training events calendar

Admin Center

Administrator Roles

Admin Training

Reporting

Microsoft Teams is built on the Microsoft 365 and Office 365 hyper-scale, enterprise-grade cloud, delivering the advanced security and compliance capabilities our customers expect. For more information on planning for security in Microsoft 365 or Office 365, [the security roadmap](#) is a good place to start. For more information on planning for compliance in Microsoft 365 or Office 365, you can start with [the plan for security and compliance](#) article.

This article will provide further information about Teams security and compliance. Don't miss these Microsoft Mechanics videos about security and compliance:

- [Microsoft Teams Essentials for IT: Security and Compliance](#) (12:42 min)
- [Microsoft Teams Controls for Security and Compliance](#) (10:54 min)
- As a customer of Microsoft 365 or Office 365, you own and control your data. Microsoft does not use your data for anything other than providing you with the service that you have subscribed to. As a service provider, we do not scan your email, documents, or teams for advertising or for purposes that are not service-related. Microsoft doesn't have access to uploaded content. Like OneDrive and SharePoint in Microsoft 365, customer data stays within the tenant. You can check out more about our trust and security related information at the [Microsoft Trust Center](#). Teams follows the same guidance and principles as the Microsoft Trust Center.

Microsoft Digital Literacy

Hi Tracy, when you submit this form, the owner will be able to see your name and email address.

1

Microsoft Office is hardware loaded on my pc:
(10 Points)

False
 True

2

Question
(10 Points)

Option 1
 Option 2

Submit

Tech Community @MSTCommunity

Learn what's new in #Azure Data Explorer Web Explorer #Kusto #Azure Data Explorer mstf.#6011TNYID

19h

Tech Community @MSTCommunity

Just five days away! Mark your calendars for our #Azure Serverless and Azure Function AMA on October 29 at 9AM PT. mstf.#6016TNSOE

Ask Microsoft Anything Azure, Serverless and Azure Function

October 29, 2020 9:00 AM - 10:00 AM Pacific Time

21h

Microsoft Teams Retweeted

Microsoft Power Apps @MSPowerApps

Are you asking the right questions today to keep up with tomorrow's business demands? Find out in this guide: mstf.#6016TNSOE #ResilienceAtWork

Microsoft Teams @MicrosoftTeams

I dropped all your calls and set up Automatic Replies. It's time for a playday. But first...breakfast. #TeamsMates

Oct 23, 2020