

**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



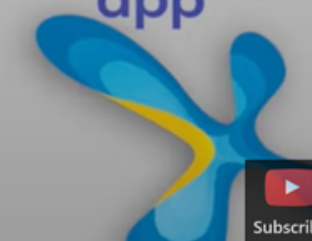
## Live Events



10,000 pax

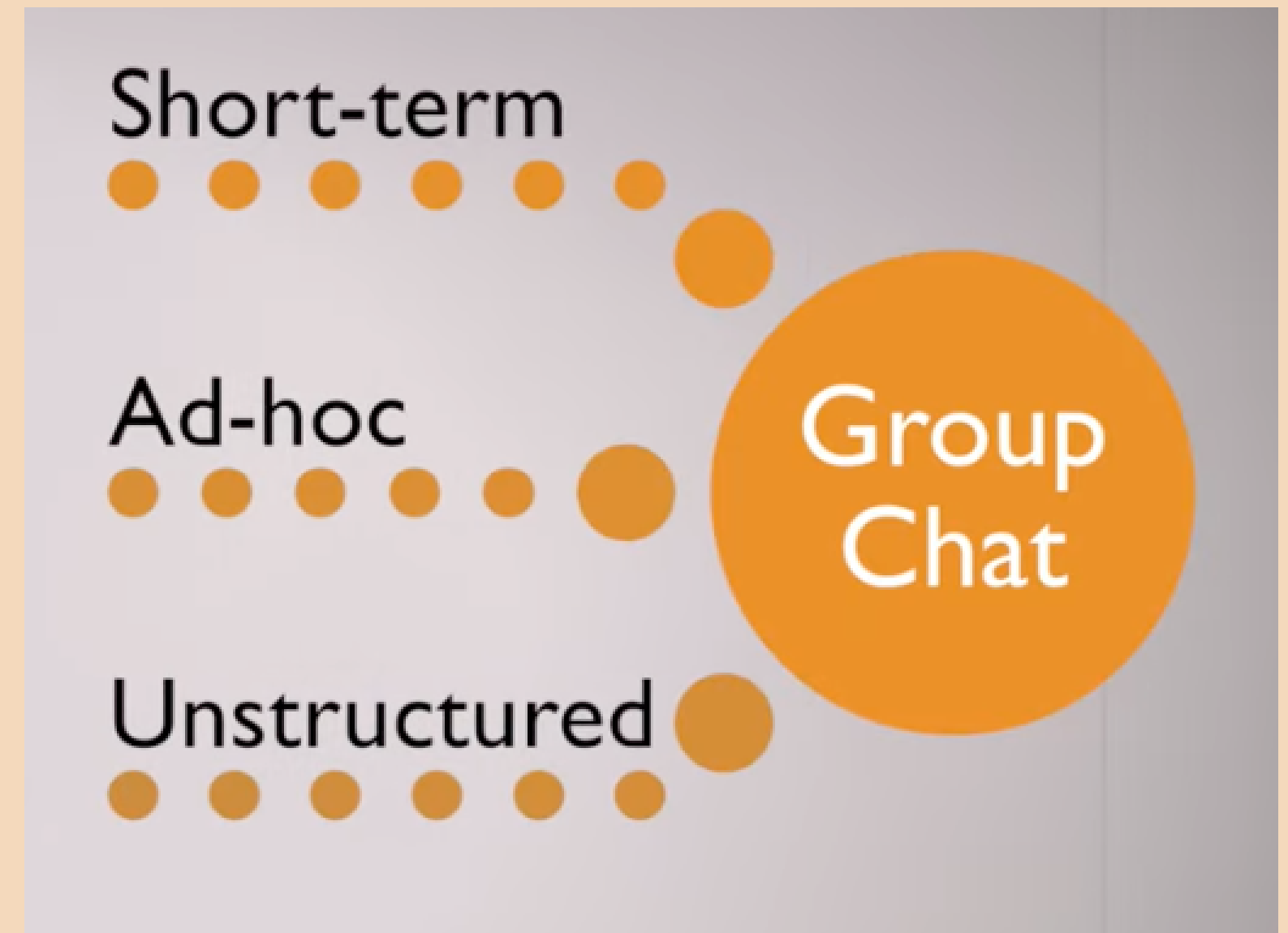
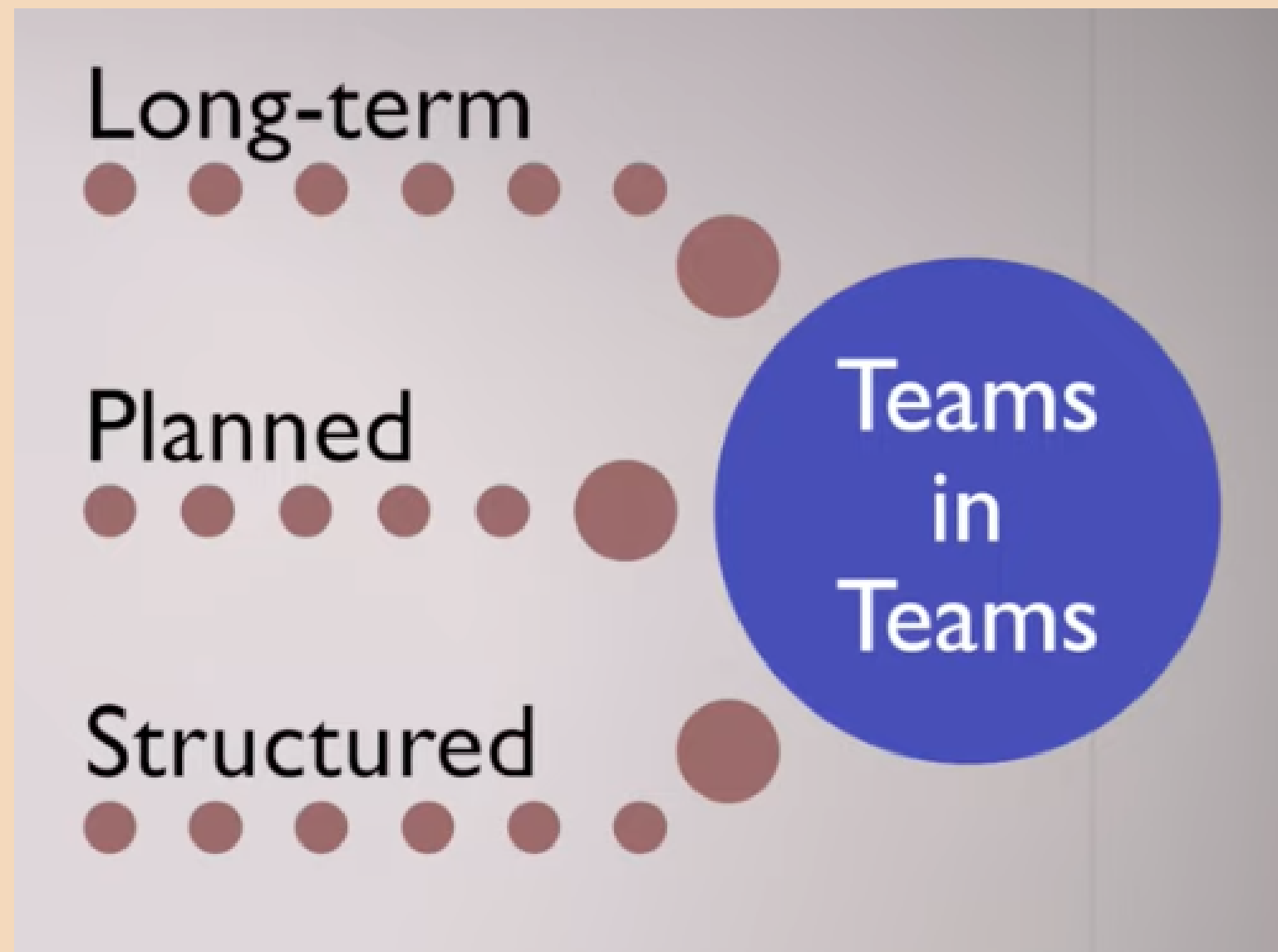
Internal or External

No special app

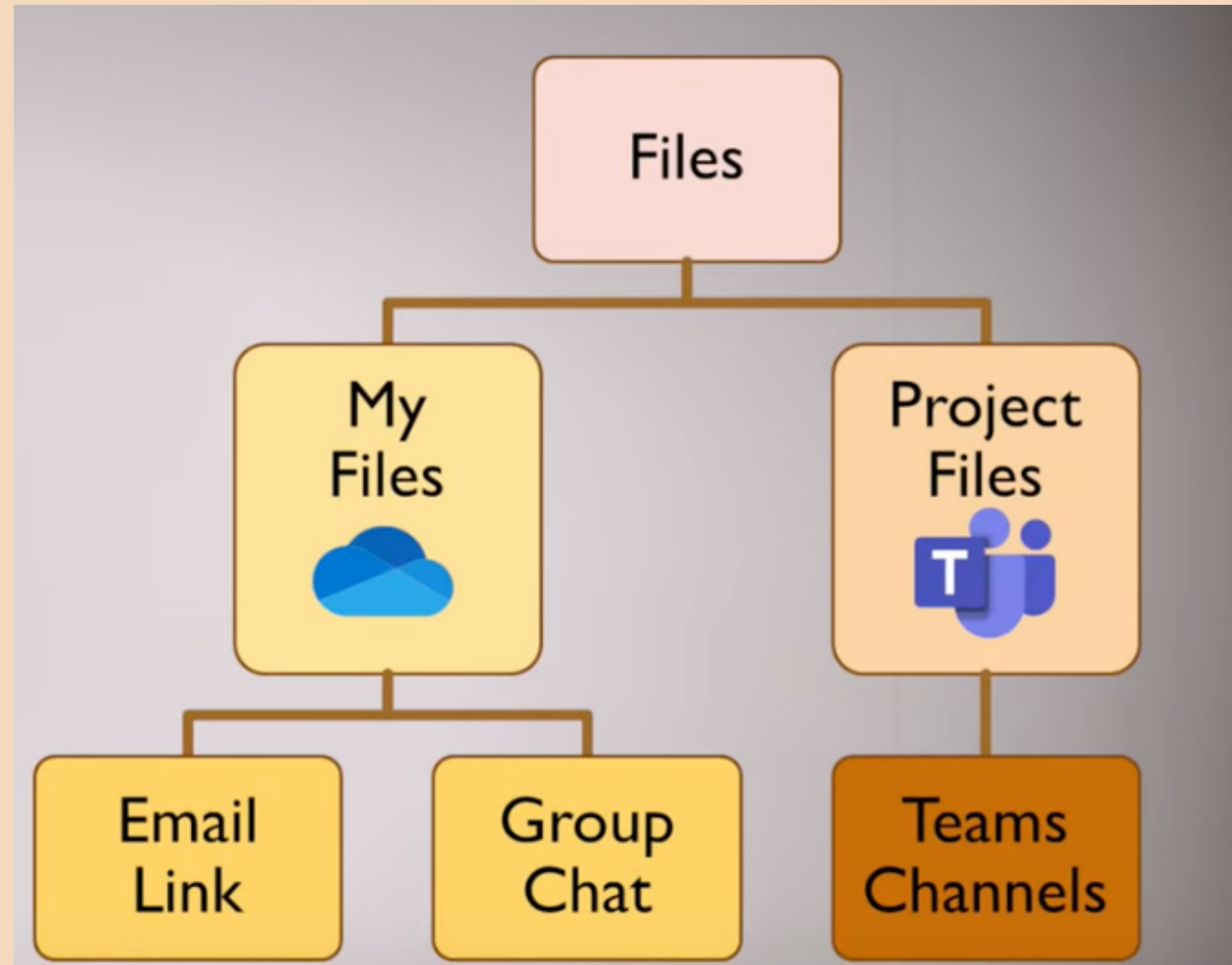


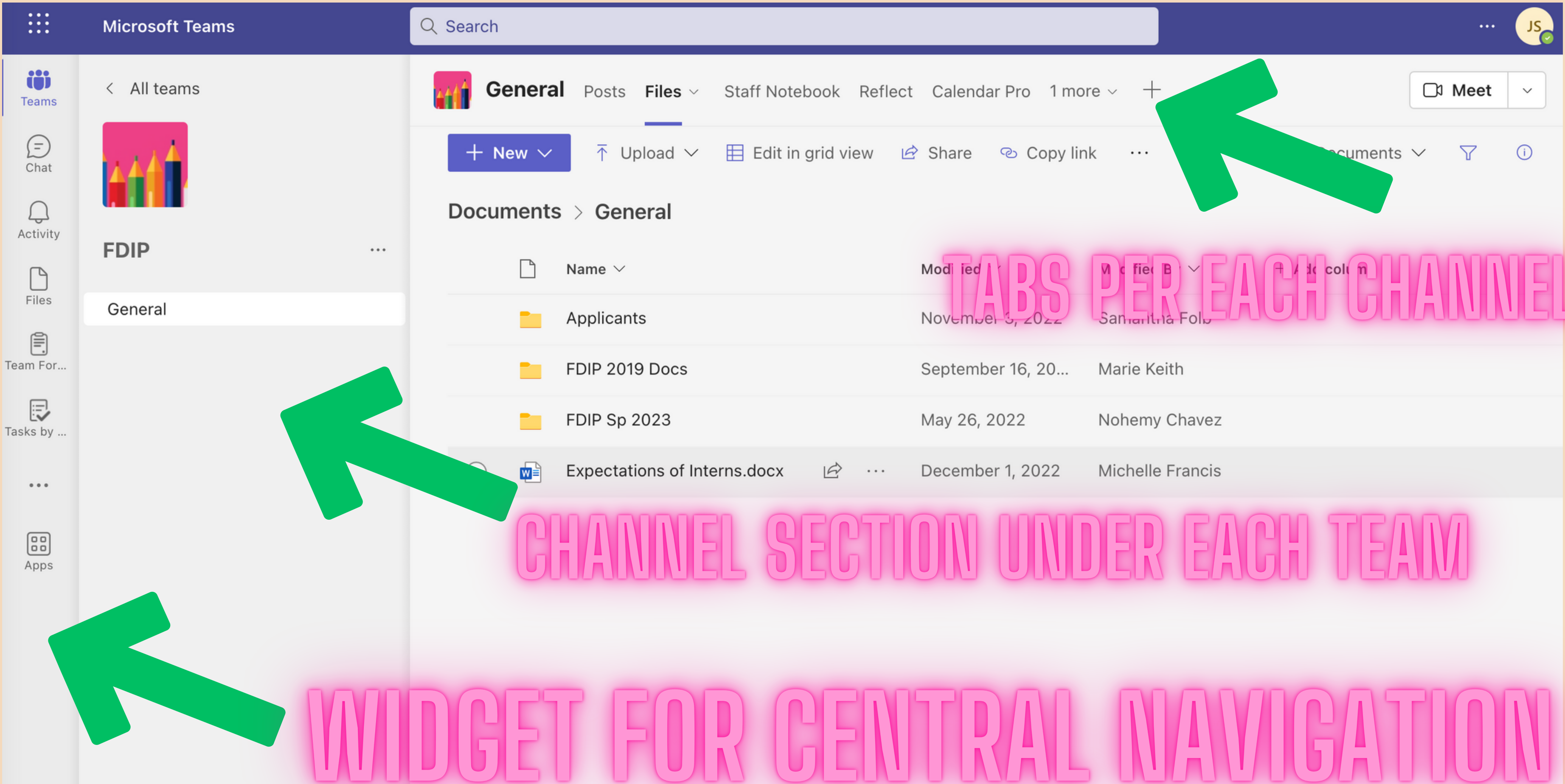


# BEST USE FOR LONG TERM VS SHORT TERM PROJECTS



# BEST USE FOR LONG TERM VS SHORT TERM PROJECTS



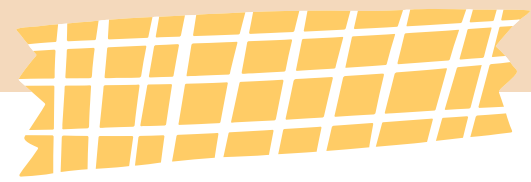


TABS PER EACH CHANNEL

CHANNEL SECTION UNDER EACH TEAM

WIDGET FOR CENTRAL NAVIGATION





# Thank You

**Jona Salamanca**  
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