Get started with Teams

Boost your communication and collaboration with Teams

ConXioN
The new style of IT

WHAT

Are you curious what Microsoft Teams can do for your company? During this session we will show you how to get started with Teams, give an overview of all functionalities and you will get tips on how to work optimally with Teams.
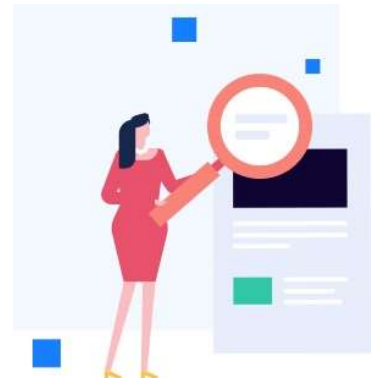
Microsoft Teams is part of your Microsoft 365 environment and focuses on **digital collaboration**. With this application, you get a whole range of collaboration tools for team communication and collaboration: from chatting over online meetings to calling, channels to work together and integrations with other applications ... Teams also offers a solid solution in terms of **compliance** and **security**.

Key points

Discover how to get started with Teams

**Learn to chat, call, hold conferences and collaborate with Teams**

Tips and tricks for working optimally with Teams

Get to know the many integration possibilities

WHY

This session is meant for (IT) managers who want to optimize the **communication** and **collaboration** between workgroups or at project level or for end-users who want to get to know the ins and outs of Teams. Are you wondering how you **can chat, call, meet or collaborate** with this interesting application, and are you curious whether there are even more possibilities, then you will certainly not be left hungry in this session. We will also explain how best to approach an **implementation project for Teams**.
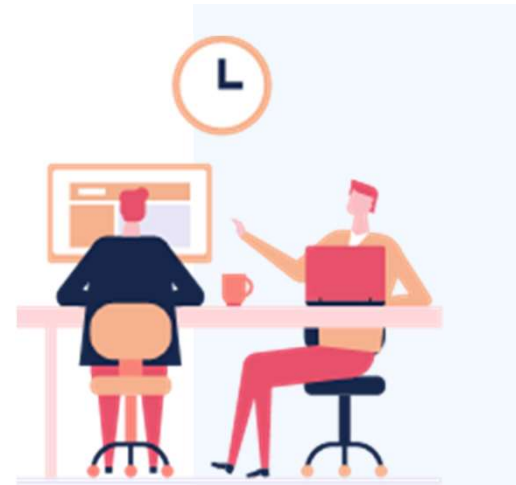
2 benefits

**In-depth session for those who want to discover the ins and outs of Teams**

Kickstart for a Teams rollout

This session will immediately show you how to install and open Teams. We will go through the application in detail and show you the most **important features** one by one. Along the way, we will not fail to show you some nice extras and we will also discuss the many integration possibilities. Finally, we will provide some time to answer questions.

Of course, it is possible to link a personal meeting tailored to the customer's needs to this workshop or a Teams governance session during which we will adjust the most important settings to the organization. This way, this workshop is the ideal kick-off of **a Teams rollout trajectory or a personal learning trajectory**.
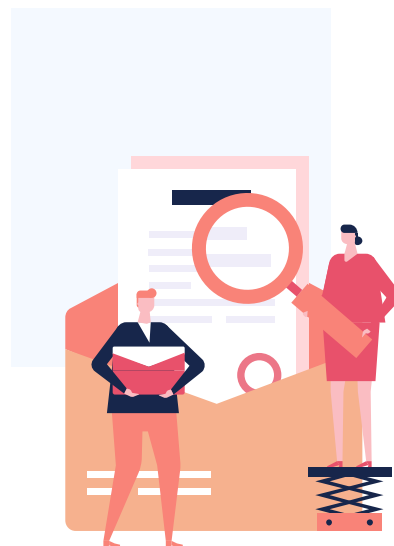
Deliverables

Ins & outs of Microsoft Teams

Demo different functionalities

Intro possible integrations

Q&A