



قوسٲ بڭعساٲن اٲي كراڭاٲن  
E-GOVERNMENT NATIONAL CENTRE  
MINISTRY OF TRANSPORT AND INFOCOMMUNICATIONS  
BRUNEI DARUSSALAM



Microsoft Teams Workshop |  
Monday, 16<sup>th</sup> August 2021

# Agenda



INTRODUCTION TO  
MICROSOFT TEAMS



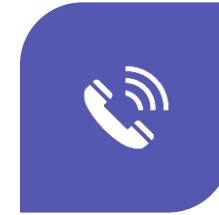
ACTIVITY



CHAT



TEAMS



CALLS



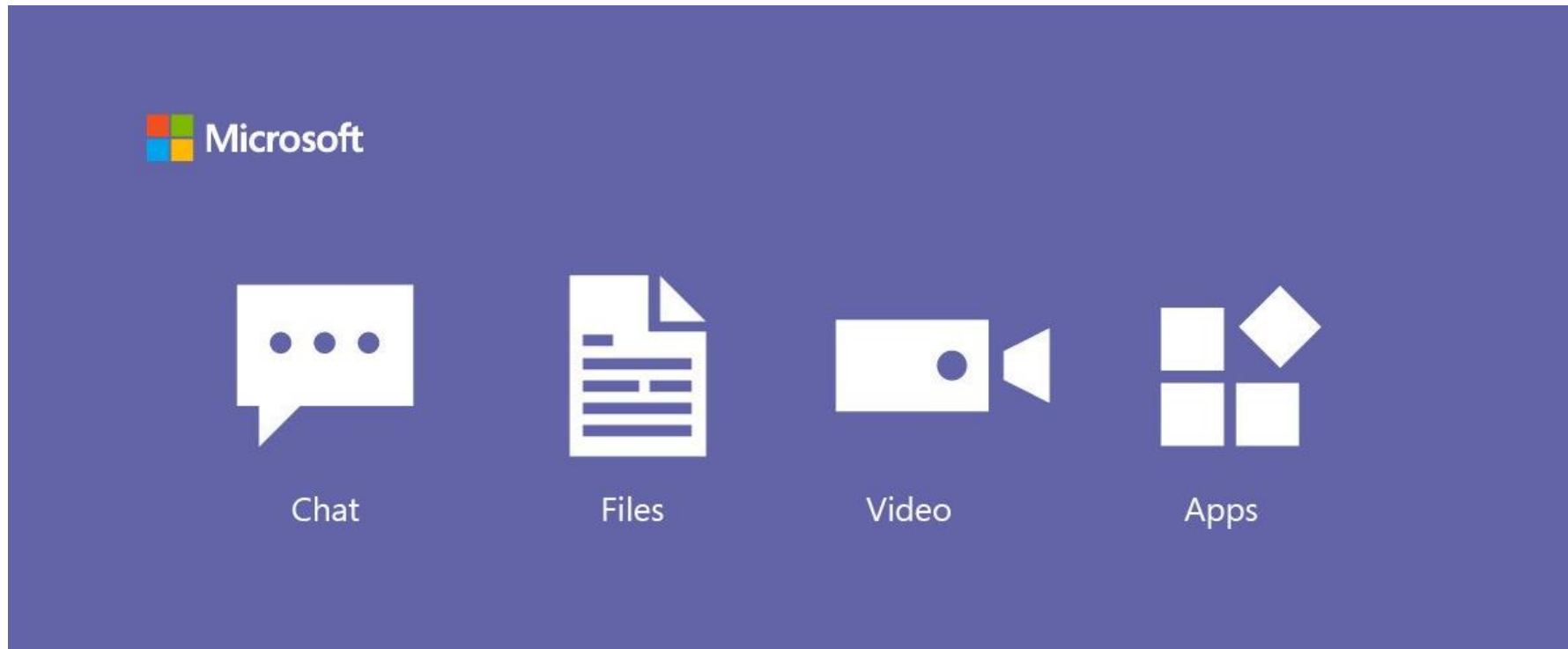
FILES

# Learning Objectives

After this session, you will be able to:

- Set up your profile and notifications in Microsoft Teams
- Use chat and calling for group and 1:1 conversations in Microsoft Teams
- Conduct meetings in Microsoft Teams
- Align your team and teamwork in Microsoft Teams

# Introduction to Microsoft Teams



- A cohesive communications and collaboration platform that includes chat, video meetings, file storage, and application integration.

# Why use Teams?

- **Collaboration**
  - Co-author files and share resources with built-in Office 365 apps.
- **Communication**
  - Stay connected with persistent chat, channel conversations, and meetings.
- **Personalization**
  - Personalize Teams with your favorite education and organization tools.
- **All-in-one solution**



# Clients for Microsoft Teams



## Web

Full-functioned chat client that can be used from a variety of browsers.



## Desktop

Provides support for audio, video, and content sharing for team meetings, group calling, and private one-on-one or private multi-party calls.



## Mobile

Geared at users participating in chat-based conversations while on the go, and currently allows users to have peer-to-peer audio call.



# Navigating Around Teams

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Add files**  
Let people view a file or work on it together.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Reply**  
Your message is attached to a specific conversation.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.



# Demo

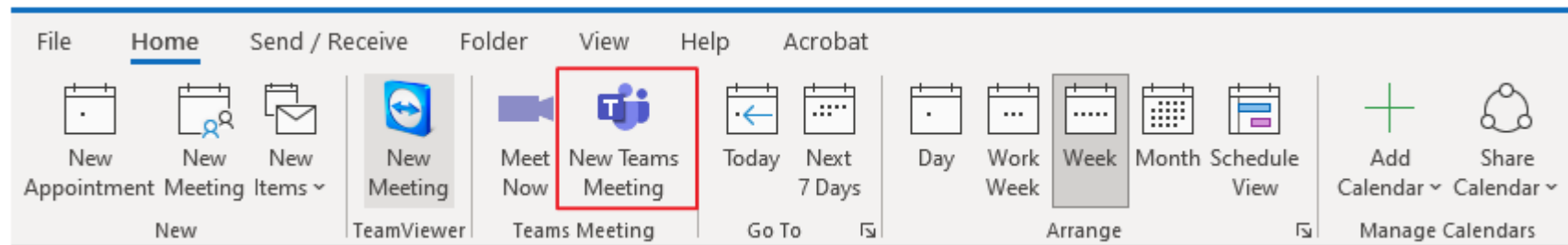
Let's see Teams in action!

# Important Facts

- Kindly note that the meeting invitees does not require O365 E1 licenses and doesn't require government email account.
- Meeting Organizer must have Outlook installed on his/her laptop or workstation.
- Collaboration and cloud storage tools are not enabled due to the data privacy and security, kindly use Teams as online voice/video meeting tools only. (Only MS Teams are enabled for licensed users at the moment)
- Calendar App will not be visible in Teams because this requires Exchange Online (which is not enabled)

# To Schedule Team Meeting

- 1) Download and install Microsoft Teams on their laptop/workstation.
- 2) Login on Teams using OGEC account.
- 3) Restart Outlook.
- 4) Restart laptop/workstation.
- 5) Open MS outlook and MS Teams
  - Sign into MS Teams using @ogec domain credentials
- 6) • Schedule Teams meeting using MS Outlook (**Please do not use MS Teams to schedule the meeting**)



# To Attend Scheduled Meeting (Host)

- 1) Open Outlook app which is installed on your laptop or workstation and go to calendar.
- 2) Open on scheduled meeting.
- 3) Click on Click here to join the meeting. Kindly note user without Teams licenses may join the meeting from any supported browser and can chat during meeting.

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Microsoft Teams meeting

**Join on your computer or mobile app**

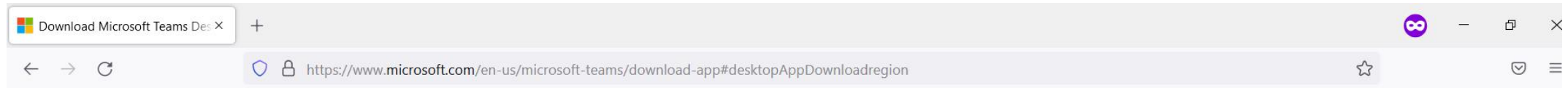
[Click here to join the meeting](#)

# Microsoft Teams for Android and iOS



Download and Install Microsoft Teams

# Microsoft Teams for Windows



Teams

Products

Solutions

Resources

Pricing

More Microsoft 365

Download Teams

Sign up for free

Sign in

Now call, chat, and make plans with family and friends in Microsoft Teams. [Learn more >](#)

## Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile



“ Our industry does not respect tradition. What it respects is innovation.”



*Satya Nadella*  
*Microsoft, CEO*



Q & A



# End User Support for Microsoft O365

For any questions and doubts, contact TechOne Global O365 support team:

- Support e-mail: [easupport@techoneglobal.com](mailto:easupport@techoneglobal.com)

Name	Mobile Number	Name	Mobile Number
Nadzirah	8981862	Azillah	7290189
Ezzati	8129862	Nadeesha	7132857
Nisa	8157862	Samar	7177677
Muiz	8142862	Manish	8127862
Wafi	8136862	Praneeth	8138862



Thank You

