



OFFICE365 EXPLAINED



Driving Digital Collaboration Using MS Teams



UK

17 - 21 JUNE

Digital Leaders Week will showcase, debate, share and inspire the best of digital transformation across the public, private and non-profit sectors



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HOUSEKEEPING
Speakers



Lisa Coar
Office 365 Specialist
Trainer



Lou Mooney
Digital Workplace
Director

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HOUSEKEEPING

About the Webinar



Chat

Ask a question at any time using the chat facility.



Sound

Due to the high number of attendee's microphones will be muted.



Raise your hand!

Use the raise hand function if you need to alert us to any problems.



Recording

The webinar is being recorded and will be available to download.



Polls

Please take time to contribute to the polls.



Feedback

Please contribute to the survey. Your feedback is important to us!



Quick Reference Guide

A guide to MS Teams is available to download in the control panel.

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Today's content:

The challenges of Digital Workplace Transformation
The benefits of MS Teams (10 mins)

An introduction to Teams, including a look at: (1 hour)

- Working across multiple teams
- Chat based workspace
- Online meetings
- Desktop sharing
- Instant messaging
- Integrate with Planner
- Video streaming
- Integration with other Office 365 apps

Questions (20 mins)

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The Benefits of MS Teams

- Productivity gains and enriched communication
- Better focus on your work
- Increased transparency
- New **team** members can more quickly get up to speed
- Ability to add third-party tools into your channels
- Integration of all tools in a single place
- Seamless move to a digital workplace

Cons – Can be confusing. Lots of similar Microsoft tools do the same thing!



Questions & answers Session

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Managing successful digital skills programmes



OUR EMAIL

info@escalla.co.uk



OUR PHONE

+44 (0)203 941 4100



OUR WEBSITE

www.escalla.co.uk

