



# Microsoft Teams

Or: How I learned to Stop Worrying and Love Teleworking

# Let's say hypothetically...

2

- You are part of a team scattered all over the state
- Collaboration is your goal
  - Holding virtual meetings
  - Having program level discussions or sharing links/documents
  - Working collaboratively on documents
  - Chat individually or in sub-groups
  - Share common information via an intranet site
- You have a series of projects to track and manage between staff responsible for various elements

- **Teams**, as the hub for teamwork, is where people can actively connect and collaborate in real time.
- Have a conversation right where the work is happening, whether coauthoring a document, having a meeting, or working together in other apps and services.
- Teams is the place to have informal chats, iterate quickly on a project, work with team files, and collaborate on shared deliverables.



- Teams is a mask for office 365 suite built on a foundation of:
  - Sharepoint
  - Skype
- Available as a web tool or desktop app (recommend this option)
- A fully featured phone app
- It's got all this stuff built in one place:

## Add a tab

Turn your favorite apps and files into tabs at the top of the channel  
[More apps](#)

### Tabs for your team



Document Library



Excel



OneNote



Planner



Power BI



PowerPoint



SharePoint



Stream



Website

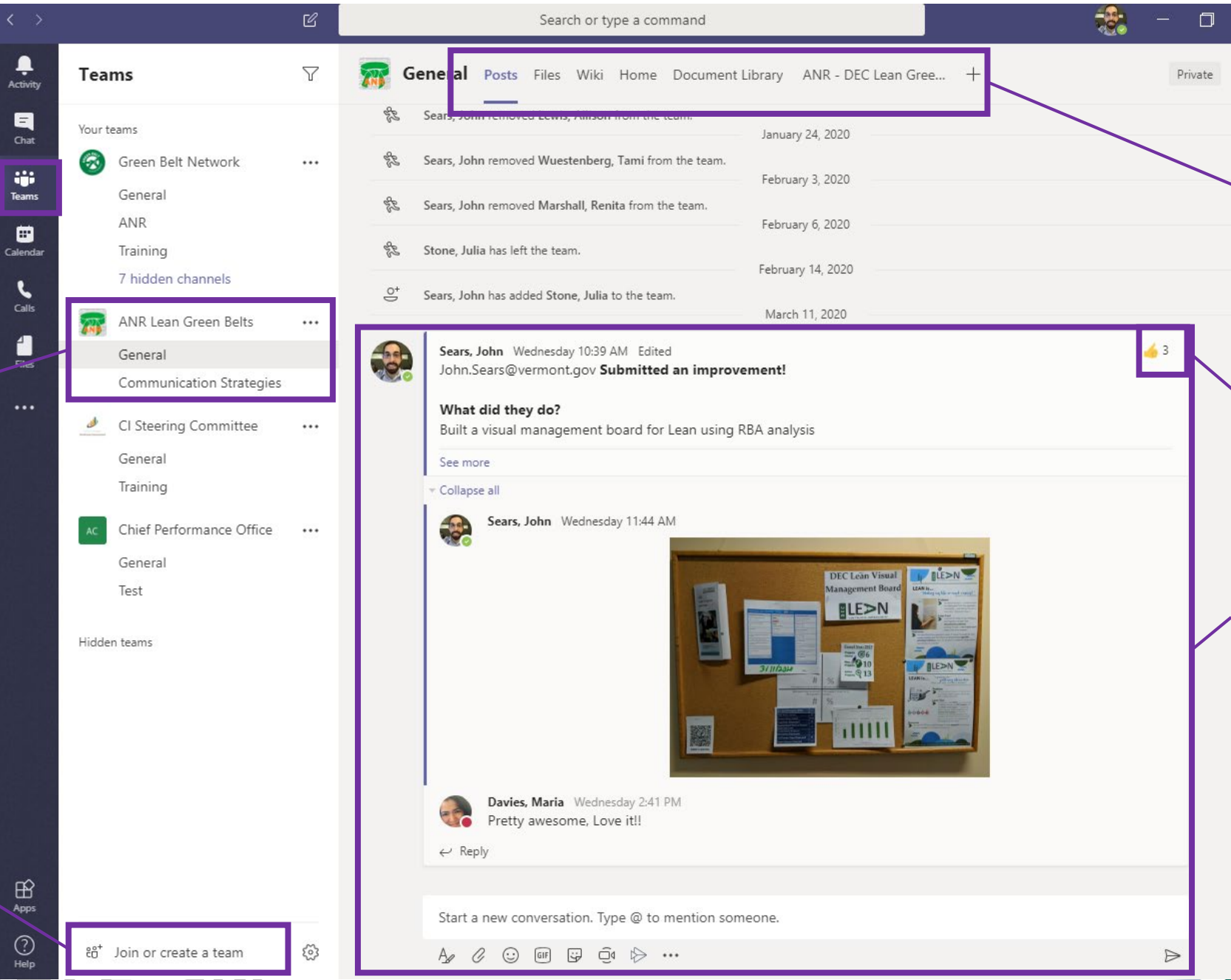


Wiki



Word

# Tour



View all the teams you're on

View all the channels which are a part of your team

Search or join existing teams (or use a code if they're not public)

Customizable Tabs, add as many as you want

Like or react to posts just like social media

Conversations Board, communicate with everyone on the channel and share content

# Manage your team

The screenshot displays the Microsoft Teams interface. On the left, a sidebar lists various teams, including 'Green Belt Network', 'ANR Lean Green Belts', and 'Chief Performance Office'. The 'ANR Lean Green Belts' team is selected, and its 'Members' page is open. A search bar at the top of the members page is labeled 'Search for members'. A purple box highlights the 'Add member' button in the top right corner. A dropdown menu is open over the 'Manage team' option, with a purple box around it and an arrow pointing to the text 'Configure who's on the team'. Another purple box highlights the 'Member' role dropdown for a team member, with an arrow pointing to the text 'Set Permissions'. The member list table includes columns for Name, Title, Location, and Role.

Name	Title	Location	Role
Sears, John	DEC Business Process Anal...	ANR - DEC	Owner
Guests (26)			
Title	Location	Role	
Financial Manager I	ANR - DEC	Member	✕
Justin	FIN - Budget & Managem...	Member	✕
emberley	Grant Programs Manager	Member	✕
Theresa	ANR - DEC	Member	✕

# Tab Examples

**General** Posts Files Resources, Templates ... Green Belt Reporting Videos and Recordings 3 more

## Document Repository


New Upload Get link Add cloud storage Open in SharePoint

Type	Name	Modified	Modified by
Folder	Facilitation_Checklists	2/26/20	Hopper, Kay
File	Creating_Survey-Form_Quiz_in_Office_365.pdf	2/27/20	Farrell, Patrick
File	MeetingGroundRules.pdf	1/22/20	Sears, John
File	Green Belt Development Plan - Justin Kenney.pdf	1/13/20	Kenney, Justin
File	Green Belt Skills Matrix - Justin Kenney.pdf	1/13/20	Kenney, Justin

**General** Posts Files Resources, Templates ... Videos and Recordings 4 more

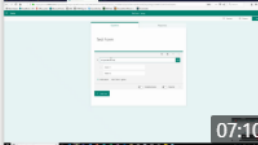
## Video Repository

4 videos | 0 followers




**Green Belt Network - 02-20...**  
For Clearer Vision, Add A Lens: Incorporating Equity in Project Design

7 0



**Accessing Data from a Mic...**  
Here's a short video that explains v response data is stored from a Mic Form and how to access it.

4 1



**Live Demo of XLOOKUP an...**  
Excel got a big boost a little over two weeks ago with the global launch of XLOOKUP and

13 0

**General** Posts Files Agendas and Notes Sharepoint Docs Dashboard

## Wiki Notes

**Steering Committe...**

- Meeting 12-02-19
- Meeting 10-07-19
- Meeting 08-05-19
- Meeting 06-10-19
- Meeting 03-01-19
- Meeting 12-07-18
- Meeting 10-05-18

**Meeting 10-07-19**

Continuous Improvement Steering Committee  
CAPS Room 219

**Agenda (Meeting Focus - Training)**

1:00 - 1:05
1:05 - 1:50
1:50 - 2:15

**Untitled page**

**CI Steering Commit...**

**General** Posts Files Resources, Templates ... Green Belt Reporting 4 more

Search + New Quick edit Open in SharePoint All Items

## Sharepoint Lists

Name	Report Type	Descriptive Title	Start Date	End Date
Jayna.Guilford@vermont.g	Improvement	AOT Performance Secti...	February 3	March 2
Meg.Porcella@vermont.gc	Facilitation	Co-Facilitate Swim Lan...	February 25	February 25
Christopher.Malone@vern	Facilitation	Adapt /adopt health/...	July 26, 2019	December 31, 2019
Mercedes.Pinon@vermont	Facilitation	AQCD Annual Registra...	February 10	February 12

**General** Posts Files Wiki Home ANR - DEC Lean Gree... 1 more

Board Charts Schedule Filter (0) Group by Bucket

**To do**

+ Add task

**Submitted Lean Ideas**

+ Add task

ANR

02/13

**Action Taking Place**

+ Add task

IT

01/10

## Kanban Board

# More Tab Examples

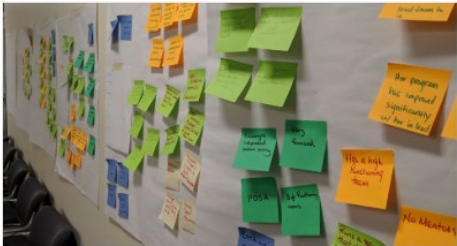
**General** Posts Files Wiki Home Document Library 1 more +

News

- Settings
- Rename
- Remove

Introduction to Human-Centered Design

Human Centered Design 101 is a free 9-week online course by IDEO.org and +Acumen that offers change makers, social entrepreneurs and designers an in depth look at human centric d...



State Green Belt Page  
Teams page for state green belts


Sears, John March 21, 2019

Sears, John March 12, 2019

Activity [See all](#)

**Lean Learning Series**

Hey all, I'm putting together a series of standalone hour-long trainings on Lean-related topics



General  
-1887319307392740240.jpg

Sears, John +1  
Sent 21 hours ago

Sears, John  
Edited 2 days ago

Sears, John +1  
Sent 9 days ago

VERMONT AGENCY OF NATURAL RESOURCES  
DEC LEAN CONTINUOUS IMPROVEMENT

**Communication Strategies** Posts Files Wiki PowerPoint +

Teams.pptx Edit ...



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Lean Learning Series





# Chat/Collaboration 9

i'm starting a lecture series here on lean topics

Kenney, Justin Wednesday 10:50 AM  
Take a crack at redoing the data section of the skills matrix in light of the training series we now have

Wednesday 10:50 AM  
sure, i'll take a look

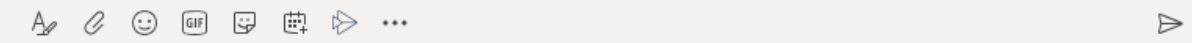
Kenney, Justin Wednesday 10:51 AM  
There's a lot of changes I would make

Wednesday 1:01 PM  
First pass

Category	Specific Knowledge or Skill
Pre-Analysis	Data Integrity
Pre-Analysis	Data Connections
Analysis	Filter and Sort
Analysis	Summary Statistics
Analysis	Pivot Tables
Analysis	Dax/Measures
Analysis	Power Query
Analysis	Data Models
Shaping and Transformation	Tables
Shaping and Transformation	Basic Formulas (sums, ifs, etc.)
Shaping and Transformation	Advanced Formulas (xlookup, nested formulas)

Kenney, Justin is out of office and may not respond.

Type a new message



Kenney, Justin Chat Files Organization 1 more +

Share

Type	Name	Shared on	Sent by
Image	-1887319307392740240.jpg	3/11/20	Sears, John
Image	FirstTry_Systems thinking.jpg	3/5/20	Sears, John
File	COMPLETE Final Workbook (1).pdf	3/4/20	Sears, John
File	xlookup.xlsx	2/20/20	Kenney, Justin
File	Excel 2 - Roster 1.pdf	2/14/20	Kenney, Justin
File	Excel 2 - Roster 2.pdf	2/14/20	Kenney, Justin
File	Pamphlet.pdf	1/22/20	Sears, John
File	Green Belt Development Plan Template (1).pdf	1/7/20	Sears, John
File	Yamazumi Chart (4 Employee).xls	12/13/19	Kenney, Justin

Kenney, Justin Chat Files Organization 1 more +

Search by name or alias

- Young, Susanne
- Greshin, Adam  
Commissioner
- Donahey, Richard
- Elmquist, Candace
- Hunt, Heather
- Kenney, Justin
- Metayer, Timothy
- Middleman, Michael
- Sutter, Matthew

# Just Like Skype

- Operates identically to skype
- Similar interface for meetings or remote sharing
- If you can do it on skype, you can do it on teams

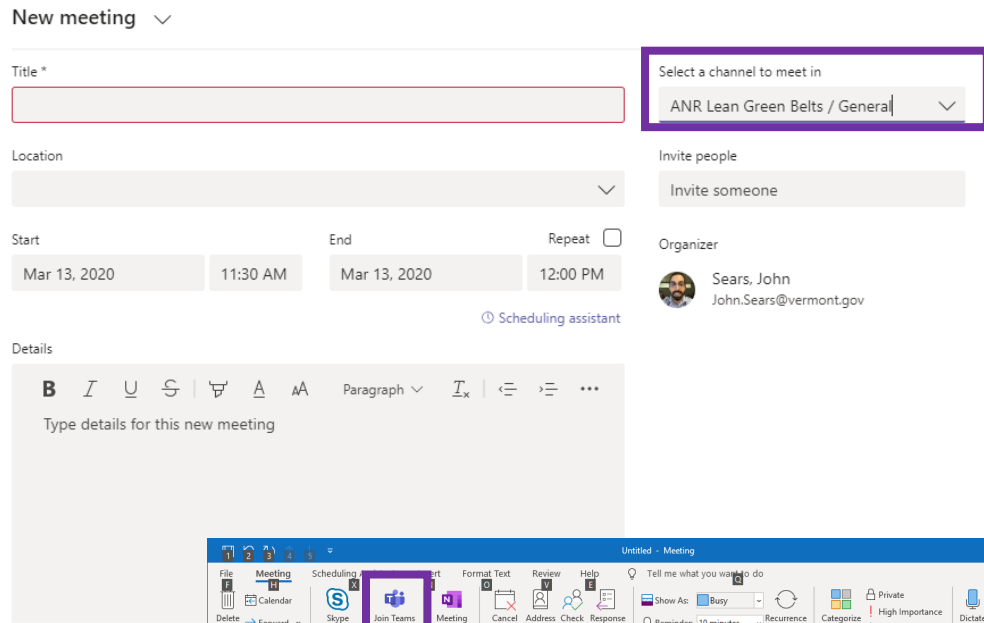


Search or type a command



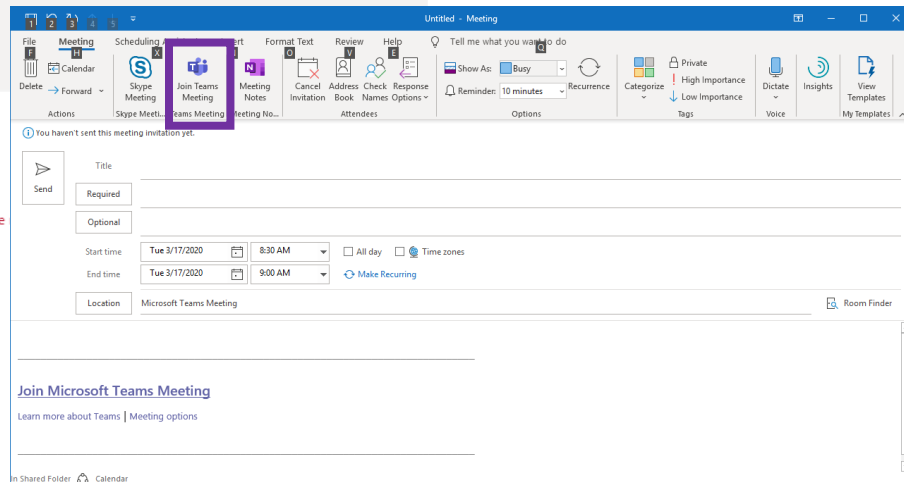
00:12



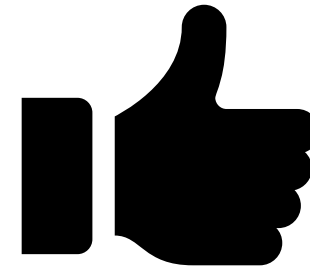


- You can organize meetings through Teams or Outlook
- Only the meeting organizer can allow meeting participants in the digital meeting room
- Meetings can be attended over the pc or phone app

This is a Microsoft Teams online join online.



- Live Events - With Teams live events, users in your organization can produce and broadcast video and meeting content to large online audiences
- Conversations and chat logs are maintained and can be easily dumped for FOIA requests
- You can be on any number of Teams
- Notifications - Teams can notify you when:
  - Others react or respond to your posts
  - You receive a chat message
  - Some one @ you to get your attention



- Allows a functioning collaborative space even with staff positioned remotely
- Move conversations out of email - Decluttered email inbox
- Use channels to focus discussions
- Integrate and connect with Office 365 applications including Power Automate (Formerly MS Flow)
- Compartmentalize calendars and efforts into information sharing venues
- Run team projects more successfully

- You already have teams! <https://teams.microsoft.com/>
  - You may need IT support to download install the desktop app
- How do you get A team?
  - Start by submitting an IT workorder and ask be the administrator of a group for \_\_\_\_\_ for use in MS Teams
  - Add team members

You only have access to information for private teams you are on, unless you deliberately enable sharing otherwise

No one outside a team can access that material

- Additional training on the Microsoft Teams training site:  
<https://docs.microsoft.com/en-us/microsoftteams/teams-overview>
- Certain functionality is limited by ADS client including most applications outside the 365 Suite. If you have questions about what you can and can't connect to, contact ADS.
- If you have questions about how you can best use Teams to coordinate your team or manage a project, feel free to reach out to:  
[John.Sears@Vermont.gov](mailto:John.Sears@Vermont.gov)
- For technical support, please submit an IT ticket