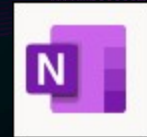
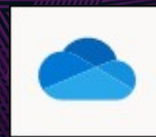


Microsoft Teams

An Essential Microsoft 365 Tool
for Enhanced Project & Team
Management and Collaboration



1



A LITTLE BACKSTORY:

THE “OBSESSED” TIME
MANAGEMENT TECH
GUY

1 *And E-mail Sanity*

2 *Expert®*

3 <https://randalldean.com>

2

Microsoft took
a “hit” from
Google et al ...

Outlook wasn't syncing well with iPhone/Android

- Big corporations and universities were switching to Google
- Nadella took over as CEO and went “all in” on cloud computing - reformatted the Microsoft model
- Did have some “bumps & bruises” on the way
- But built something pretty awesome now ...

3

New Suite of Cloud-based Tools/Apps

- Built for computers AND phones/tablets
- Built for real-time sharing
- Excellent platform for project management/collaboration
- Really good for event/activity management and people management too

Good afternoon



Start new



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



To Do



Calendar



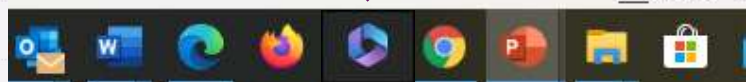
Skype



All apps

My Account →

Install Office



4



The big picture:



- OneNote: Three words: *Electronic “Trapper Keeper”*
- OneDrive: *Cloud-based “C Drive”, but so much more*
- Microsoft Teams: *Collaboration platform for project & team management*

How does SharePoint fit in? (Content, Teams, Lists, Libraries, Files)

5



A New Way to Work?



- *All of these tools allow for multi-person collaboration & coordination*
- *Could use chat, post boards, shared documents and spreadsheets, and turn on notifications*
- *Do EVERYTHING on a project/activity here*
- *... and stop sending so many e-mails!*

6

Of course it is good for video meetings ...



This is where you should review the tips shared in the one-page PDF on Teams meeting tips.

7

8

Microsoft Teams as an Integrated Platform for Project/Team Management and Collaboration



Teams

9

Some quick notes on Chat ...

- Can build 1-on-1 chats
- Can build group chats
- Can attach documents/files in chat
- Of course can chat in active meeting



Teams

10

Microsoft Teams: Note the Three-Level Structure

- Teams
- Channels
- Tabs



Teams

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BUT WAIT – THERE'S MORE!

- Teams (Templates for New?)
- Channels – Many Options
- TABS
 - Posts
 - Files
 - Build Shareable Task Lists
 - Access SharePoint
 - Incorporate 3rd Party Apps!



Teams

12

An Example Team: **Online E-Learning Efforts**

- Note channels
- Note tabs
- Note files
- Check out Planner!
- Integrates with To Do



Teams

13

If use extensively with
your team, adjust
notifications ...

- Within Settings ...
- Using Post Boards and @ symbol
- Maybe an alternative to e-mail?



Teams

14

Let's Finish with a (Very) Personal Example for Project/Event Management

My Daughter's Graduation Party:

- Brainstorm in OneNote
- Convert to Excel – Make Shared File
- Build Team and Channel in Teams
- Add members (wife, daughters, vendors?)
- Post Excel Project Plan in Files
- Execute Plan! Track Expenses (Budget???)
- Post completions in Wiki – save for next daughter!



Teams

15

Other Randall Dean Programs:

NEW! From Distracted to Productive: Finding Your Focus in a Hyper-Interrupted, e-Distracted World

"Finding An Extra Hour Every Day: Time Management Tips and Tricks for Busy Professionals"

Optimizing Your Outlook: Time Management Strategies for Busy Outlook Users

Time Management in "The Cloud" Using Gmail/Google

Updated! Smart Phone Success & Terrific Tablets: Getting More Productivity from Your Tech Devices

Ending the Office Clutter: Key Strategies for Managing Your Information Overload, Stacks & Piles

Managing & Leading Great Staff & Team Meetings (w/Virtual)

NEW: Virtual Work & Virtual Meetings: Getting More Productivity From Both

16



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