



# Quick Start: Microsoft Teams

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## Microsoft Teams, the hub for teamwork within Office 365.

Teams is built to respond to the evolution of collaboration in the modern workplace. It solves for the collaboration and communication needs of a diverse and disperse workforce. This chat-based platform allows teams to collaborate real-time with chat, voice, and video conferencing capabilities. The seamless integration of other apps and services in Office 365 environment, Word, Excel, OneNote, SharePoint, Stream, or Power BI allows users to collaborate and get the project done in one central place.



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**The Quick Start: Microsoft Teams** enables organizations build a culture of collaboration that empowers the employees. Red Level Collaboration expert will provide guidance and insights you can use to help your employees drive adoption and make the best use of Microsoft Teams.

#### » Understand

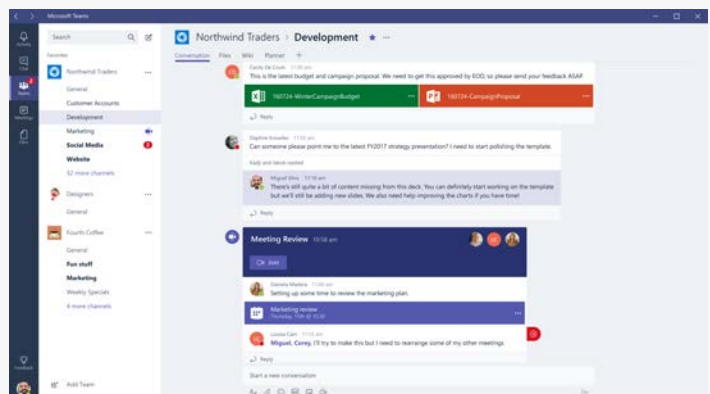
Learn the capabilities, features, configuration and use cases that you can leverage in Microsoft Teams to facilitate collaboration.

#### » Enable

Setup, configure environment to create a proof of concept Microsoft Team.

#### » Empower

Plan next steps, materials and resources to implement and help users adopt and get up to speed quickly with Microsoft Teams.





## I'm ready to Quick Start Microsoft Teams, but...

### What will we gain?

- » Hands-on training of the end-user feature of Teams.
- » Walk through on the administration settings and configurations
- » Setup of a proof of concept team for a trail-basis \*Voice and Conference settings restricted.

### How will it work?

1. Half-Day Workshop 1: Understand the features, functions, use cases and administration of Microsoft Teams
2. Half-Day Workshop 2: Design and create a proof of concept Teams site; channel, tabs and integrated apps
3. Half-Day Workshops 3: Plan next steps, materials and resources to implement and help users adopt and get up to speed quickly with Teams.

### Where do I start?

Contact your Red Level Account Manager or reach out to us by phone - **248-412-8200** or by email - [info@redlevelgroup.com](mailto:info@redlevelgroup.com)

