



The Digital Transformation Experts

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The Microsoft Teams Essentials Guide

Maximize your investment in Microsoft Teams by unleashing the latest benefits and capabilities to empower your connected workforce.

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Fuel smarter business outcomes and connect your workforce with MicroAge.



MicroAge has been awarded:
🏆 Top MSP 500 - Elite 150
🏆 Top Tech Elite 250
🏆 Top Solution Provider 500



With a vibrant global connected workforce moving at cloud speed, Microsoft Teams quickly amassed a presence dotting across hybrid working models, home offices, and continents.



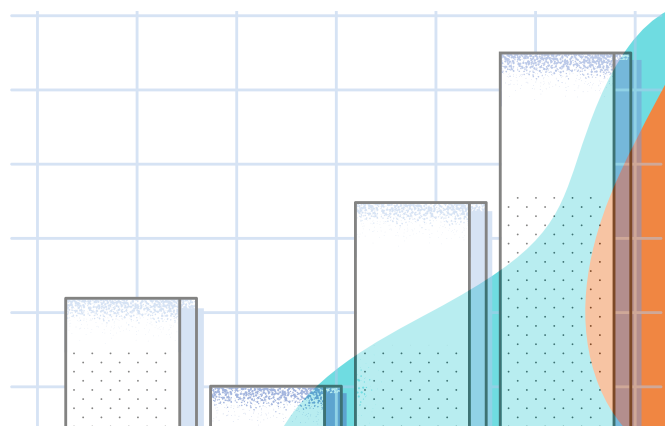
This year, the tech giant announced that its collaboration platform has hit the

250 MILLION

monthly active user milestone, up from the 145-million-daily-active user mark just a business quarter prior.

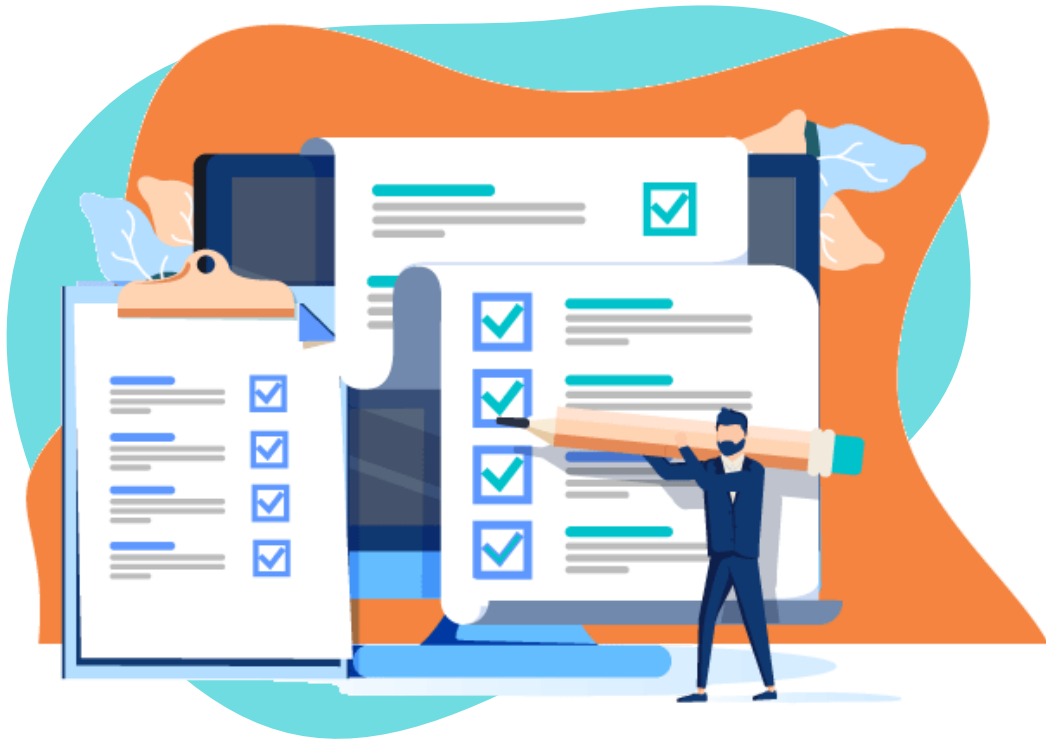
Microsoft Teams saw a relentless surge in users since the mass office exodus of 2020—jumping from 20 million users in November of 2019 to 44 million in March of 2020. Microsoft Teams maintained its impressive growth metrics, outpacing even the Zoom collaboration platform. It's no surprise that communication platforms like Microsoft Teams and Slack are thriving in a disparate, connected workforce. The 250 million boast-worthy Microsoft Teams users is a feat even for the technology giant—a milestone most communication platforms will never achieve.

While Microsoft's already rampant market presence has made the platform accessible, it's the regular Microsoft Teams updates and added functionality that create an immersive, engaging user experience to promote a new level of collaboration.





Leverage Project Management Superpowers with Lists.



Collaboration and connected workplace are constantly popping through your social feeds, but what about project management? Isn't that mission-critical to collaborating?

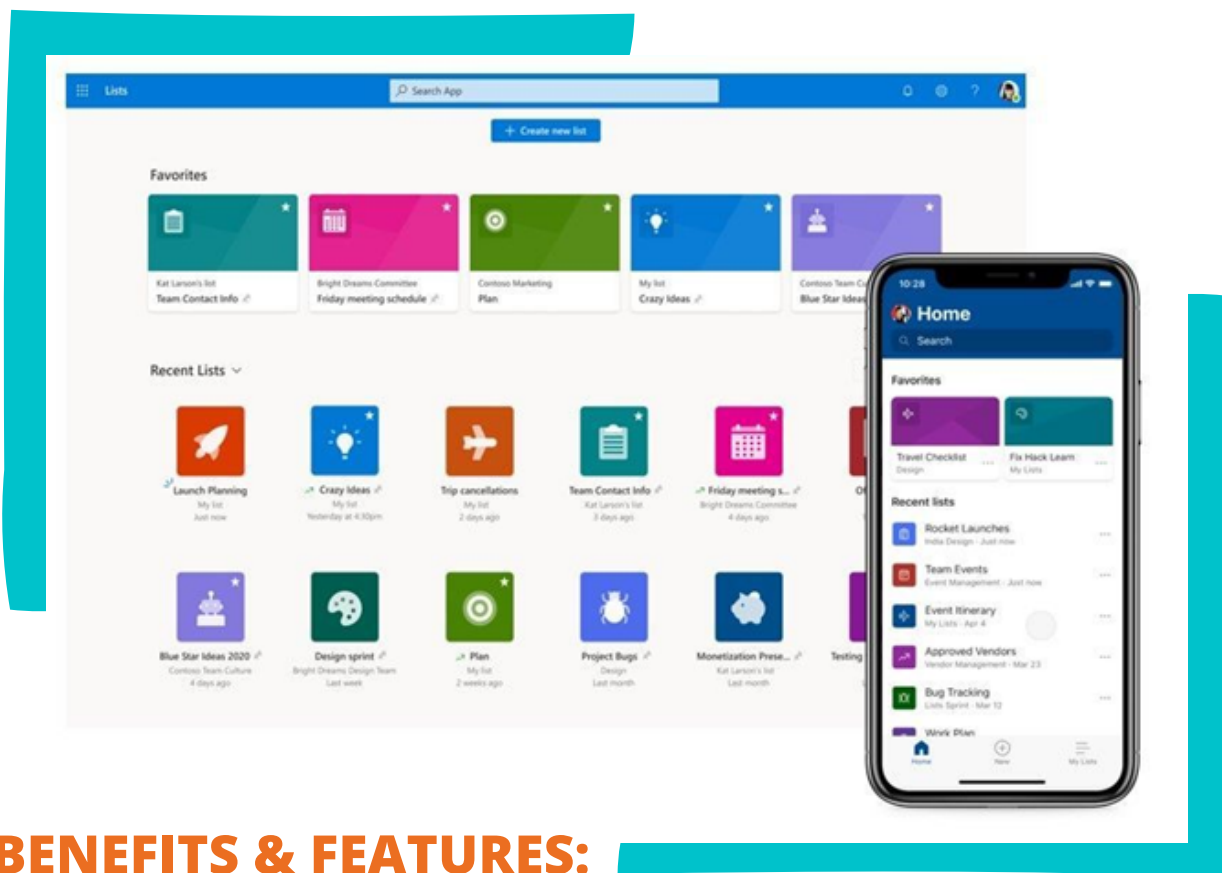
(Yes. Of course.)

And, it turns out, Microsoft Teams has a feature for that. Microsoft added a Lists app to Teams for both business and government customers. The appropriately named Lists feature enables teams to create lists and track information across projects and workloads. Users can tap into ready-made templates or build custom lists from Excel or other alternatives, like SharePoint.

Lists are often confused with Microsoft To-Do or Tasks. Microsoft Lists is different in that it's accessed in Teams from the tabs bar. Lists also include eight standard templates and three industry-specific ones for heavy compliance industries, including healthcare (patients), government agencies (incidents), and financial institutions (loans).



Microsoft Lists is a Microsoft 365 app enabling you to track information and organize your work.



BENEFITS & FEATURES:



Keep teams focused on priorities with streamlined Lists that are both intelligent and flexible.



Track issues, routines, contacts, assets, inventory, and more via customizable views and smart rules and alerts to keep everyone connected and in alignment.



How can lists help different types of organizations?

Here's how the Microsoft Teams Lists feature helps organizations support some specific heavier-compliance industries.



Healthcare

Organizations can use the Microsoft Lists Patients template to keep healthcare professionals aligned and tracking patient progress and outcomes while keeping peers and other frontline healthcare workers informed—securely and in strict HIPAA compliance.



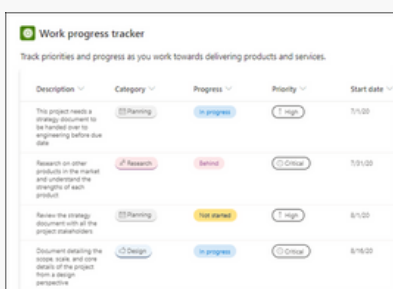
Government

Users can act with a coordinated incident response effort, using the Microsoft List app to track incidents and align on coordinated, uniform incident responses. The Microsoft List app closes communication gaps and eliminates siloes typical in demanding government sectors navigating staffing and resource limitations.



Financial

Institutions can accelerate the loan approval process using the Teams app to track and approve loans in Teams in collaboration with colleagues across departments.



Description	Category	Progress	Priority	Start date
This project needs a strategy document to be finalized prior to engineering before due date	Planning	In progress	High	7/1/20
Research on other products in the market and understand the strengths of each product	Research	Behind	Critical	7/31/20
Review the strategy document with all the project stakeholders	Planning	Not started	High	8/1/20
Document detailing the scope, roles, and core needs of the project from a design perspective	Design	In progress	Critical	8/16/20

Integrating lists throughout Teams collaboration.

No matter your industry, you can start a fast, interactive conversation on individual list items in Teams, for uninterrupted collaboration. The Lists app is an efficient way to respond to feedback on individual initiatives.

Each conversation is a channel message in Teams, supporting all the platform's dynamic messaging features like '@' mentions, GIFs, stickers, emojis, and attachments—you know, to keep dialogues fun and productive.



Microsoft Teams combats Screen Fatigue with Dynamic View.

The majority of small to medium businesses and corporations across the enterprise—no matter where they are—have moved to a fully remote, connected workforce. Working from home has become a regular part of our work culture and our daily lives.

And the Zoom fatigue is still real. With the uninterrupted onslaught of video conferences and presentations, while maintaining productivity, many professionals are feeling more isolated and drained by the end of the work week (or day).



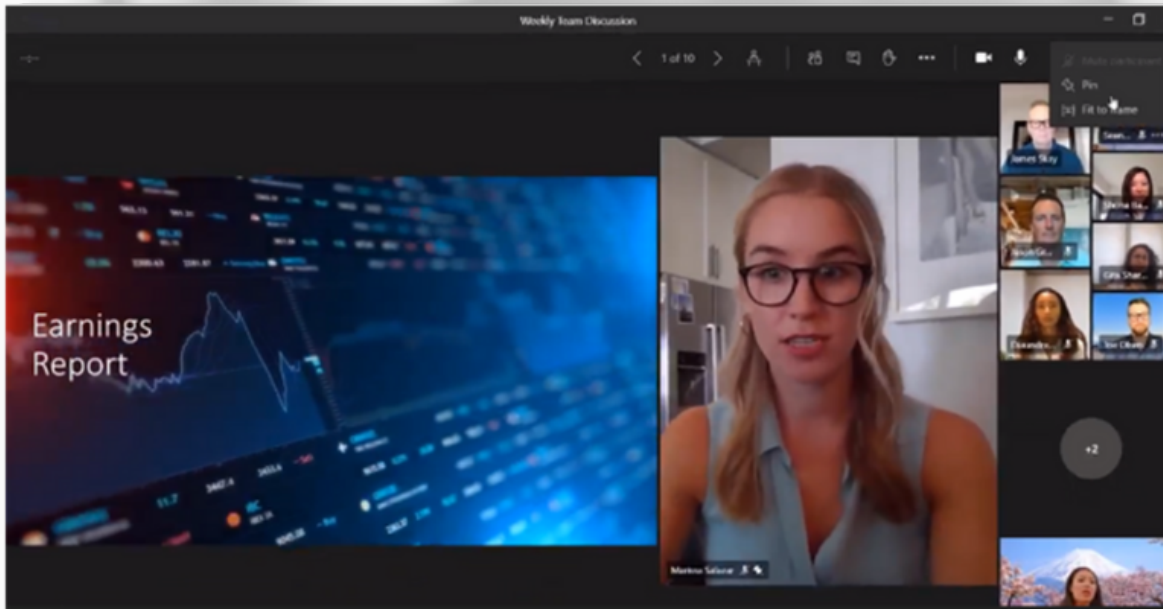
The Dynamic View:

- Improves meetings on the Teams desktop app, previously only displaying either the presenter or participant in a small frame while viewing shared content and presentations. Dynamic View increases the visibility of both slides and key speakers in meetings and events.
- Is designed with engagement in mind, automatically optimizing the size and display of shared content like PowerPoint slides on Teams meetings and events. Dynamic view enables attendees to view slides and the key presenter—side by side—in larger frames.
- Highlights the current speaker with a frame so you can quickly know who's talking as topics and speakers shift and will highlight team members using the hand raised feature to bring up relevant topics or questions.



At a time when people are conducting more virtual meetings than ever, our research has shown that many of us feel less connected since moving to remote work and experience more fatigue during video meetings."

- Microsoft Tech Community Blog



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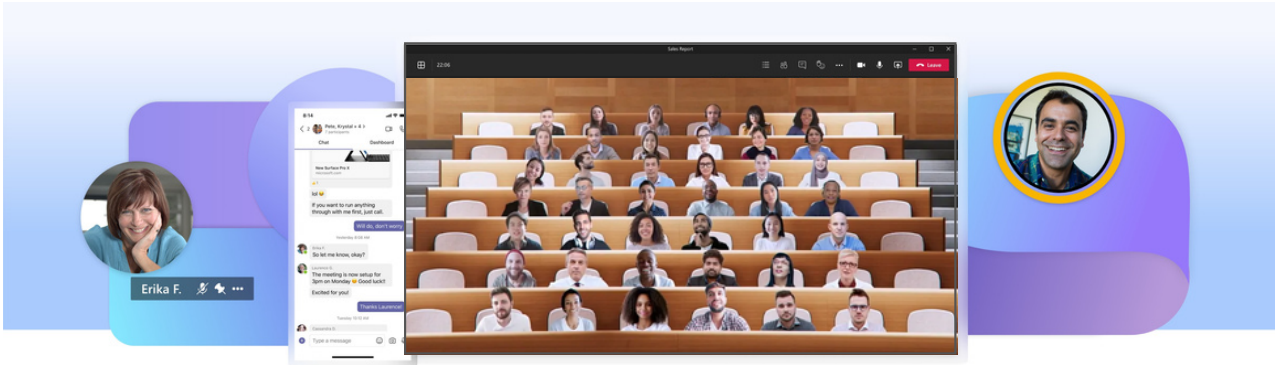
“Dynamic view automatically optimizes shared content and video participants in Teams meetings. New controls let you personalize the view to suit your preferences and needs, such as the ability to show shared content and specific participants side-by-side.”

- Microsoft Tech Community Blog

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Eliminate distractions and get together.

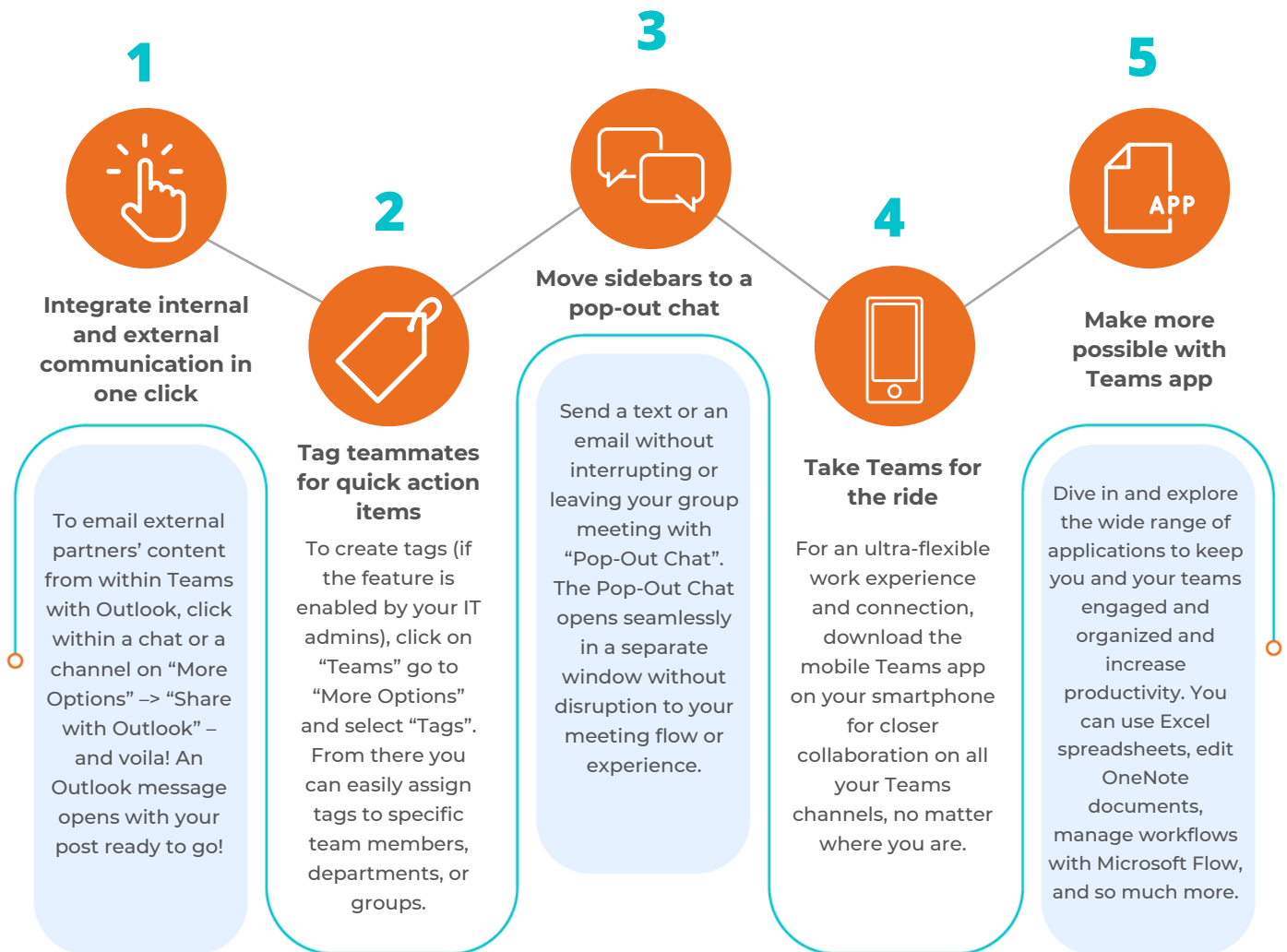


With Microsoft's Shared Scenes AI (artificial intelligence), Together Mode, the platform recognizes faces in the meetings and beams participants into a shared virtual room, whether that's a conference room or a coffee shop.

There are some serious positives when it comes to having Microsoft Teams productivity tools to make it easy to communicate quickly without getting derailed by notifications or other distractions. The collaboration tool uses regular updates to build a more interactive, friendly Work from Home experience.



Here are five of the most useful and surprisingly hidden tools in Microsoft Teams:



Help Your Users Get More Out of Microsoft Teams with MicroAge

MicroAge combines a powerful mix of technology services backed by vendor-certified engineers and an acclaimed panel of experts to deliver the competitive edge technology leaders need to lead in a disruptive, digital environment.

Dive in and explore the wide range of applications to keep you and your teams engaged and organized and increase productivity. You can use Excel spreadsheets, edit OneNote documents, manage workflows with Microsoft Flow, and so much more.

MicroAge Microsoft Teams Training Sessions

MicroAge Teams training sessions propel collaboration and ignite connectivity across your remote workforce—empowering teams with guidance on harnessing your complete Microsoft Teams suite for meaningful collaboration. Unleash outside knowledge from a deep bench of MicroAge gold-certified cloud engineers and specialists. [Learn more at MicroAge.com](https://www.microage.com).