



## Microsoft Teams

Send Date: May 28, 2020 | Audience: All IT

# Introducing Teams for IT

*Teams launch plan and resources for IT Organization*

Today we are excited to announce Teams, an integrated collaboration application from Microsoft, coming first to the IT Organization at XXX. As IT professionals our peers regularly approach us with a broad range of technical questions so as we prepare to launch Teams to all of XXX, we first want to provide resources and training customized just for the IT Organization.

## What is Teams?

Teams is an all-in-one collaboration and communication solution, integrating chat (IM), online meetings, calling, file management and a project workspace into one application interface.



### [Download the Teams Desktop Application here](#)

Click, "Download for desktop" → Then click, "Download Teams" → Then click, "Run"



### [Get started using the Teams Quick Start Guide](#)

## Why are we doing this now?

- Microsoft is retiring Skype for Business in early 2021 and has replaced its functionality within the Teams application.
- We currently have multiple tools for collaboration and our goal is to continue to support the solutions we use for getting work done together: Teams & GoToMeeting conferencing solution.
- Improve productivity by using the multiple applications within Teams as a single "hub" for project notes (OneNote), Office files (PowerPoint, Excel, Word, etc.), conversations, instant messaging, phone calls, and meetings.
- Achieve cost savings by increasing the use of our computer's native audio functionality.
- Increase user satisfaction by enabling Video use with Teams.

## What happens next?

Next week we will share several prepared training courses customized just for IT. Then we will begin formally introducing Teams to the rest of XXX by Operating Company. [Our current timeline schedule begins with Actuation/Geared Solutions \(Macomb, Park City, Redmond, Valencia, and Yakima\) on June 22, 2020. Those of you with customers at this OpCo, this gives you a chance to get ahead of your rollout.](#) We will share the complete Operating Company launch timeline once finalized.



## Call to Action: Self-service Training Articles

Next week we will send a few live training sessions, however, in the meantime, please help yourself to these Microsoft resources:

- [Microsoft Teams Quick Guide](#)
- [Manage Notifications in Teams](#)
- [Formatting a post and mentioning people](#)
- [Uploading and managing files](#)
- [Hosting and managing Teams meetings](#)
- [Give and take control of shared content in a meeting](#)
- [Record a meeting in Teams](#)
- [Play and share a meeting recording in Teams](#)
- If you have MFA: [Download the Teams mobile app](#)
- Or visit the [official Microsoft Teams help page](#). (Also offered In [Spanish](#), [German](#), [Italian](#), [Thai](#))

If you have questions create a Global Service Desk ticket, create a post in the [Teams 101 group](#), or email [AskIT@XXXGroup.com](mailto:AskIT@XXXGroup.com).

**Reminder:** O365 storage solutions like SharePoint, Teams, and OneDrive should NOT be used for export-controlled documentation. If you are unsure if this applies to your work, please reach out to your supervisor.



## Microsoft Teams

Send Date: June 12, 2020 | **Audience: All IT**

# Teams Training for IT

*Training course schedule for Teams*

As IT professionals our peers regularly approach us with a broad range of technical questions. As we prepare to launch Teams to all of XXX, we want to offer the IT organization early specialized training courses to ensure you understand the technology and are prepared to share your expertise when requested. We have prepared several introduction and high intensity training (HIT) courses customized just for IT, check them out below.

## Course Schedule

*Each course will be offered twice. Meeting invite for each course to follow.*



### **Teams Course - Introduction to Teams (45 min)**

A high-level introduction to the Teams application with a live demo. Discover: What Teams is, why you should use it, basic navigation, chatting, managing your groups, scheduling meetings, document collaboration, etc.



### **HIT Course - Hosting and Attending Teams Meetings (15 min)**

Discover how to: Create a Teams meeting (in Teams or Outlook), invite people to your meeting, record conversations, share your screen, configure your audio experience, manage chatting, file sharing, etc.



### **HIT Course - Chatting, Notifications, and Mentions OH MY! (15 min)**

Discover how to: get the most out of the chatting functionality, customize your notifications to ensure you never miss a thing, and how to mention a peer to get their attention.



### **HIT Course - Master Document Collaboration (15 min)**

Discover how to: upload and share documents, have conversations about your documents, searching and discovering for relevant materials, organize your group's documents, and more.

## Why should you attend?

- A focused course set so you can attend the training that most applies to your needs.
- These courses are specifically for the IT organization for customized content and smaller classes for more personal sessions. It is not recommended you forward these on to your customers as they will have their own training classes scheduled.

## Teams desktop application

Teams is available as a web-client and a native desktop app. The desktop experience provides many advantages like pop-up notifications and full audio and video control. To ensure our users have the best possible experience we will be delivering the Teams desktop application via an SCCM package over VPN, starting with IT. All other users will receive the package later in the month. This is a silent package that delivers quietly (meaning it won't pop-up on your desktop but will be available if you begin using Teams). If for some reason Teams is not installed on your desktop you can easily download it yourself at this [link](#).

## What happens next?

You will receive several meeting invites for the courses above, please accept any course that you wish to attend. If you have questions create a Global Service Desk ticket, create a post in the [Teams 101 group](#), or email [AskIT@XXXGroup.com](mailto:AskIT@XXXGroup.com).

## Self-service Training Articles

- [Manage Notifications in Teams](#)
- [Formatting a post and mentioning people](#)
- [Uploading and managing files](#)
- [Hosting and managing Teams meetings](#)
- [Give and take control of shared content in a meeting](#)
- [Record a meeting in Teams](#)
- [Play and share a meeting recording in Teams](#)
- If you have MFA: [Download the Teams mobile app](#)

## Why are we doing this now?

- Microsoft is retiring Skype for Business in early 2021 and has replaced its functionality within the Teams application.
- We currently have multiple tools for collaboration and our goal is to continue to support the solutions we use for getting work done together: Teams & GoToMeeting conferencing solution.
- Improve productivity by using the multiple applications within Teams as a single "hub" for your project notes (OneNote), Office files (PowerPoint, Excel, Word, etc.), conversations and meetings.
- Achieve cost savings by increasing the use of our computer's native audio functionality.
- Increase user satisfaction by enabling Video use with Teams.

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# Microsoft Teams

Send Date: June 18, 2020 | Audience: All IT

## Launching Teams for all TGI

*Introducing the official Training launch schedule for Teams*

Tomorrow we will share the Teams launch schedule (featured below) with all TGI. Please review this schedule and report back with any issues or changes (email [Brianna Reeves](#)).

### Teams Launch Schedule (By Operating Company)

**Teams Launch Schedule by Week**

All Triumph (By Operating Company)	22-Jun	29-Jun	6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep
<b>Actuation/Geared Solutions</b> (Macomb, Park City, Redmond, Valencia, and Yakima)	June 22 - July 2												
<b>Military Structures</b> (Milledgeville, Stuart, Red Oak, Marshall Street)		June 29 - July 10											
<b>Product Support</b> (Atlanta, Grand Prairie, Hot Springs, Wellington, Thailand)			July 6 - July 17										
<b>Mechanical Solutions</b> (North Wales, Shelbyville, France, Germany)				July 13 - July 24									
<b>Systems, Electronics and Controls</b> (Clemmons, Forest, West Hartford, and Windsor)					July 20 - July 31								
<b>Corporate</b> (Berwyn & Arlington)						July 27 - Aug 7							
<b>Commercial Structures</b> (Hawthorne, Nashville, Tulsa)							Aug 3 - Aug 21 (Week of Aug 10 = Furlough)						
<b>Interiors</b> (Spokane, Taylorsville, France, Germany)								Aug 17 - Aug 28					
<b>International</b> (UK, Mexico, China)										Aug 24 - Sep 4			
<b>Final Trainings &amp; Communications (For all Triumph)</b>												Sep 7 - Sep 18	
<b>Go Live (Transition all Triumph to Teams Only)</b>													Teams Only Sep 18

[Click here to view a larger version of the schedule](#)

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- Achieve cost savings by increasing the use of our computer's native audio functionality.
- Increase user satisfaction by enabling Video use with Teams.

#### What happens next?

We have one more week of prepared training courses customized just for IT. Next week we will begin formally introducing Teams to the rest of XXX by Operating Company. Our current timeline schedule begins with Actuation/Geared Solutions (Macomb, Park City, Redmond, Valencia, and Yakima) on June 22, 2020.

#### Call to Action: Self-service Training Articles

Next week we will send a few live training sessions, however, in the meantime, please help yourself to these Microsoft resources:

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Send Date: August 26, 2020 | Audience: All TGI

# WHY GO MOBILE?

What's in it for you, why should you download the Teams mobile application?

- Join a Teams meeting with 1-click
- Best Teams audio experience (calls & meetings)
- Open and edit documents on the go
- Get notifications for your Teams activity
- Share your phone screen (even in a meeting)

## Do you want to go mobile?

1. **Download** the Teams Mobile app to your cell phone (available for any Android or Apple device)
2. **Login** using XXX email and password, confirm your identity using MFA one-time password\*
3. **Join** meetings using the Teams mobile app using phone speakers, headphones, etc.

**\*PLEASE NOTE: The Teams mobile application is only for O365 MFA (Multi-Factor) users. If you are unable to login to the mobile app submit a Global Service Desk ticket requesting "O365 MFA be enabled for your account".**

## What happens on August 28, 2020?

4. Teams will **REPLACE** Skype for Business as our Microsoft instant messaging and meeting solution.
5. You will no longer be able to schedule Skype for Business meetings. All existing Skype for Business meetings will be automatically converted to Teams meetings.\*
6. You will no longer be able to chat (Instant Message) within Skype for Business. If you want to chat, utilize the Teams chat tab.

## Course Schedule

*Each course will be offered one more time this week.*

*We sent calendar invites for these courses from IT Communications. If you did not receive these invites let Brianna Reeves know by [clicking this link](#).*



### Teams 101 - Introduction to Teams (45 min)

A high-level introduction to the Teams application with a live demo. Discover: What Teams is, why you should use it, basic navigation, chatting, managing your groups, scheduling meetings, document collaboration, etc.

Can't attend in person? [Watch the recorded session HERE](#)



### HIT Course - Hosting and Attending Teams Meetings (15 min)

Discover how to: Create a Teams meeting (in Teams or Outlook), invite people to your meeting, record conversations, share your screen, configure your audio experience, manage chatting, file sharing, etc.

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### HIT Course - Chatting, Notifications, and Mentions OH MY! (15 min)

Discover how to: get the most out of the chatting functionality, customize your notifications to ensure you never miss a thing, and how to mention a peer to get their attention.

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### HIT Course - Master Document Collaboration (15 min)

Discover how to: upload and share documents, have conversations about your documents, searching and discovering for relevant materials, organize your group's documents, and more.

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### \* More information about the conversion from Skype for Business meetings to Teams meetings

- This conversion process will kick-off Friday, August 28, 2020, around 4:00 PM ET and is expected to last all weekend.
- There will be no outages associated with this conversion process.
- We will only convert meetings with less than 250 attendees because Teams meetings can only have up to 250 participants. If you have any meetings scheduled with more than 250 people, please [click this link so](#) we can help with your transition.
- You can invite XXX employees and external recipients to Teams meetings.
- You will still be able to attend Skype for Business meetings after the conversion using the web version of the application.

### Teams desktop application

Teams is available as a web-client and a native desktop app. The desktop experience provides many advantages like pop-up notifications and full audio and video control. If you have connected to the XXX VPN you have Teams desktop application available on your computer. If not, you can easily download it yourself at this [link](#).

### Questions?

If you have questions create a Global Service Desk ticket, create a post in the [Teams 101 group](#), or email [AskIT@XXXGroup.com](mailto:AskIT@XXXGroup.com).

### Yammer to Teams Next Steps

With the introduction of Teams, we are offering all Yammer users an enhanced collaboration experience through the Teams application.

- Starting **August 28, 2020**, Teams will replace Yammer as XXX's social collaboration technology.
- If your Yammer group owner creates a Team to replace your Yammer group you will be notified via an invitation to the new Team.
- **Yammer Group Owners:** If you are still using Yammer today, you will need to transfer all of your files and members to a Team BEFORE August 28, 2020. If you need assistance with this transition for your Yammer group [please click this link](#) to register for training sessions.

### Why are we doing this now?

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Send Date: August 31, 2020 | Audience: All TGI

## FIRST DAY OF TEAMS ONLY

### What do you need to know today?

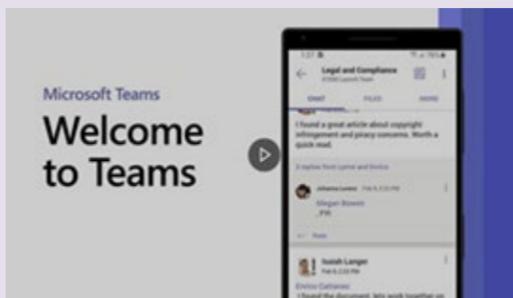
7. If you are experiencing any irregularities with Skype for Business meetings or Teams, please restart your computer to ensure all changes made this weekend can be made to your computer.
8. Teams is now our Microsoft instant messaging and meeting solution.
9. You are no longer able to schedule Skype for Business meetings. All existing Skype for Business meetings were automatically converted to Teams meetings.
10. You are no longer be able to chat (Instant Message) within Skype for Business. If you want to chat, utilize the Teams chat tab.

### [MyXXX Teams Training Page](#)

**Pre-recorded Teams Training Sessions:** Videos of past training sessions

**Quick One Topic Videos (3 minutes or less)**

Getting Started | Chatting | Teams | Files | Meetings | Other



### Questions?

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