



Rediscover  
the meaning of technology

# How to work remotely with Microsoft Teams

ONLINE SESSION



# Imanol Nebreda

---

## SOFTWARE ENGINEER

Software Engineer at Plain Concepts

O365 & SharePoint Consultant and Solutions Architect

For any questions you may have, please send an email to:

[adoption@plainconcepts.com](mailto:adoption@plainconcepts.com)

# Agenda



## During the session we will talk about...

1. Conversations with my colleagues
  - One-on-one chat
  - How to talk with more than one person
  - Voice calls
  - Video calls
  - Screen sharing
2. Planning a meeting
3. Collaborate in a Team and its channels
  - How to share files
  - Mentions to colleagues
  - Plan your tasks
  - Edit a document collaboratively
4. Teams from my cell phone

**But  
before  
that...**

# Practical advice

Some advice to make  
your daily activity  
more productive and  
healthy



1. Keep your  
**usual  
routine:**

have a shower, get dressed, brush yourself, have breakfast. Do not stay at pajamas (unless you usually go in this way to your meetings at the office).





2. Identify and  
differentiate  
your  
**workspace:**

spatially and mentality, and set up also a work schedule. It is better if it is in an isolated room, work finishes when you leave that room.



3. Rest in your  
**rest time.**

Make your rest time effective. Avoid the household during your workday.



4. Make a **fluid** communication.

Use the proper tools we give you (MS Teams) to communicate consistently with your team.

5. Activate always your **webcam**.

It will help you to look acceptable at every call and meeting, in this way you will look closer to who you are communicating to.

6. In case you need to be **focused**:

mute your devices notifications (they stop you), in particular the smartphone ones. Use telephone calls for the important stuff.

7. **Get away** from work.

Do some exercise and practice mindfulness.

# Your virtual presence

We take care of our  
physical presence. So  
we must do with our  
virtual presence.

Teams

Your teams

DT Demo Teams

Hidden teams

DT

General

Posts

Files

Wiki

Tasks

+

Search for or type a command

Imanol Nebreda

Imanol Nebreda

Change picture

Available

Set status message

Saved

Settings

Zoom

(100%)

Keyboard shortcuts

About

Check for updates

Download the mobile app

Sign out

Welcome to the team!

Here are some things for you to get started...

Add more people

Create more channels

Open the FAQs

Imanol Nebreda has added Cristian Manteiga Pacios to the team.

Imanol Nebreda

15:57

Added a new tab at the top of this channel. Here's a link.

Tasks

Reply

Start a new conversation. Type @ to mention someone.

Join or create a team

Activity

Chat

Teams

Calendar

Calls

Files

App Studio

Apps

Help

Teams

Your teams

DT Demo Teams

Hidden teams

DTGeneralPostsFilesWikiTasks+

Welcome to the team!

Here are some things for you to get started.

Maxine

Add more people

Create more channels

Open the FAQs

Imanol Nebreda has added Cristian Manteiga Pacios to the team.

Imanol Nebreda15:57

Added a new tab at the top of this channel. Here's a link.

Tasks

Reply

Start a new conversation. Type @ to mention someone.

Imanol Nebreda

Change picture

Available

Set status

Saved

Settings

Zoom

(100%)

Keyboard shortcuts

About

Check for updates

Download the mobile app

Sign out

Teams

Your teams

DT Demo Teams

...

Hidden teams

DT

General

Posts

Files

Wiki

Tasks

+

Search for or type a command

Welcome to the team!

Here are some things for you to get started...

Add more people

Create more channels

Open the FAQs

Imanol Nebreda has added Cristian Manteiga Pacios to the team.

Imanol Nebreda15:57

Added a new tab at the top of this channel. Here's a link.

Tasks

←

Reply

Start a new conversation. Type @ to mention someone.

Back

I'm out of the office right now. If your message is urgent, please contact @Cristian Manteiga Pacios

Suggestions

Cristian Manteiga Pacios

cmanteiga@plainconcepts.com

CP

Cristian Manteiga Palacios (M...

☐

Show when people message me ⓘ

Clear status message after

Today

▼

Done

# Configuration

Configure your work  
space to your liking.



Search for or type command



## Teams



DT

General

Posts

Files

Wiki

Tasks



Team

Your teams

DT

Demo Teams



Hidden teams

### Settings



General

Privacy

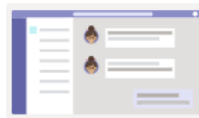
Notifications

Devices

Permissions

Calls

#### Theme



Default



Dark



High contrast

#### Application

- ☒ Auto-start application
- ☒ Open application in background
- ☒ On close, keep the application running
- ☐ Disable GPU hardware acceleration (requires restarting Teams)
- ☒ Register Teams as the chat app for Office (requires restarting Office applications)

#### Language

Restart application to apply language settings.

App language determines the date and time format.

English (United Kingdom)



Keyboard language overrides keyboard shortcuts.

Español (España, alfabetización internacio...



Join or create a team



Start a new conversation. Type @ to mention someone.



# Configuration

Be mindful of how  
others see you



Search for or type a command



## Teams



DT

General

Posts

Files

Wiki

Tasks



Team

Your teams

DT

Demo Teams



Hidden teams

### Settings



General

Privacy

Notifications

Devices

Permissions

Calls

#### Audio devices

USB PnP Sound Device



Speaker

Speakers (USB PnP Sound Device)



Microphone

Microphone (USB PnP Sound Device)



Make a test call

#### Secondary ringer

None



#### Camera

HP HD Camera



Join or create a team

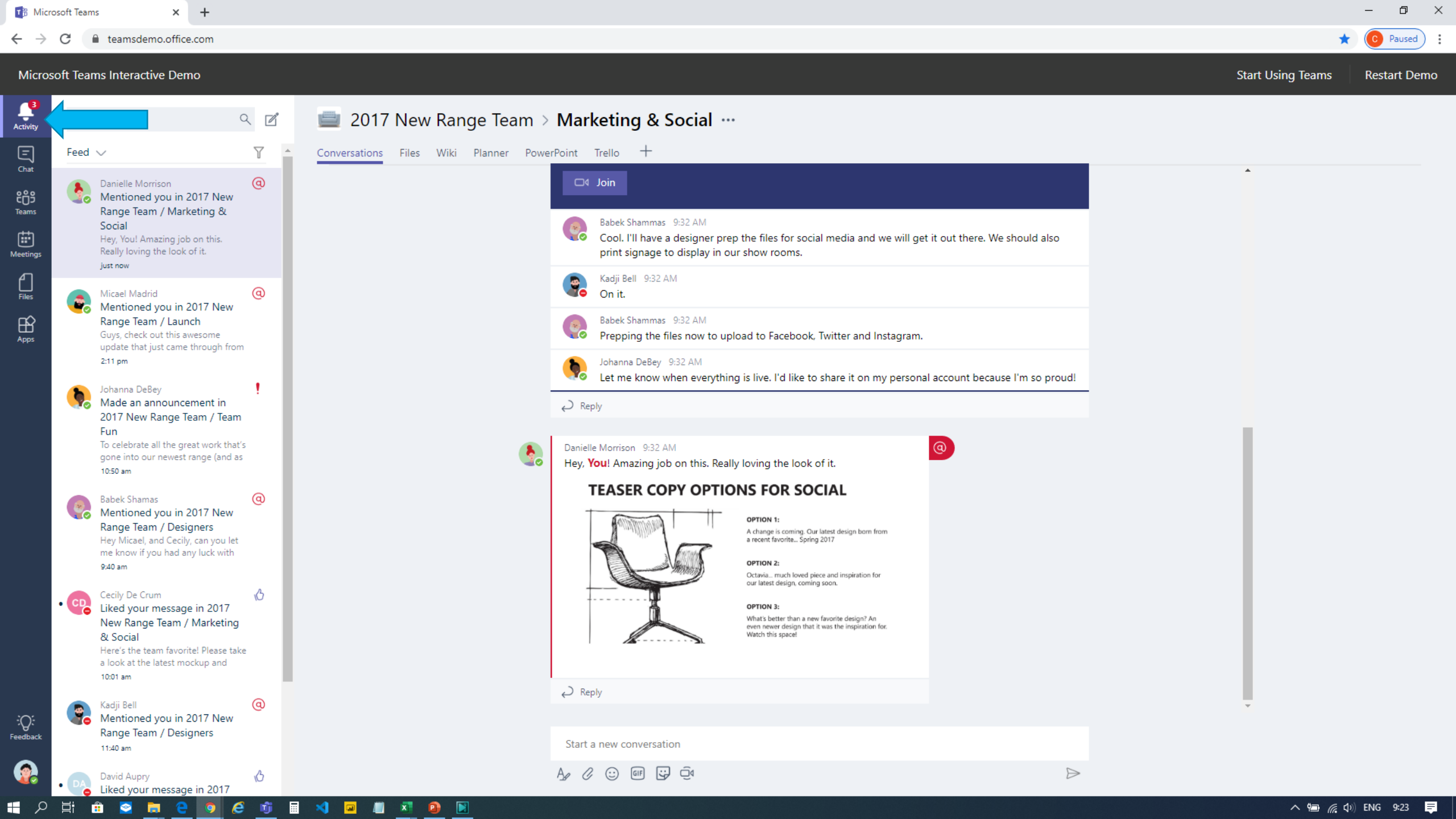


Start a new conversation. Type @ to mention someone.



# My activity

Always notified  
about all the activity  
that's important to  
you.



# Conversations

List of personal and  
group conversations.

# One to one Chat

Private  
conversations with  
teammates and  
clients, base of our  
communication.



Activity

1

Chat

Teams

Calendar

Calls

Files

App Studio

Apps

Help

Search for or type a command

Chat

Recent

Cristian man

User added

Gema Molina Vaquero

25/02

pero es que de verdad te lo agradezco

Estefania, Gonzalo, +2

21/02

User added

Gema and Lyudmila

03/02

Lyudmila: Hasta mañana

Gema and Juan Pablo

30/01

Gema: Voy ya de camino a casa

Natalia Domínguez Peña

23/01

vaya

Milenka Escalera Yucra

23/01

You: ¡¡ gracias 😊

Iván Gómez Rodríguez

23/01

a ver cuándo empiezan

Érika Milena Cepeda Sanabria

17/01

Cualquier cosita me avisas

Santiago Moro Llorente

17/01

You: ❤️

Amaia Zamalloa Gallo

16/01

ez dago zergatik 😊

Sergio Pozo Nuñez

15/01

You: hecho, si vuelve a saltar avisame, porfa. Gra...

Carlos Jiménez Delgado

31/12

Pues si, yo creo que no tiene mucho sentido

SharePoint daily

24/12

Gema: agregao'

Formacion GDPR orientada a desarrollo

16/12

Recording is ready

Sprint Planning 12.1

02/12

Juan Manuel: Imanol Nebreda te unes que hemo...

GitHub

15/11

Hi, I'm GitHub Bot! What can I do for you? Type '...

Carlos and Pedro

13/11

Pedro: Me imagino que habrá que hacer algo si...

Carlos and Juan Manuel

05/11

Carlos: para eso estamos 😊

Pere Sabartes Amat

04/11

dame 30 segs

Cristian Manteiga Pacios

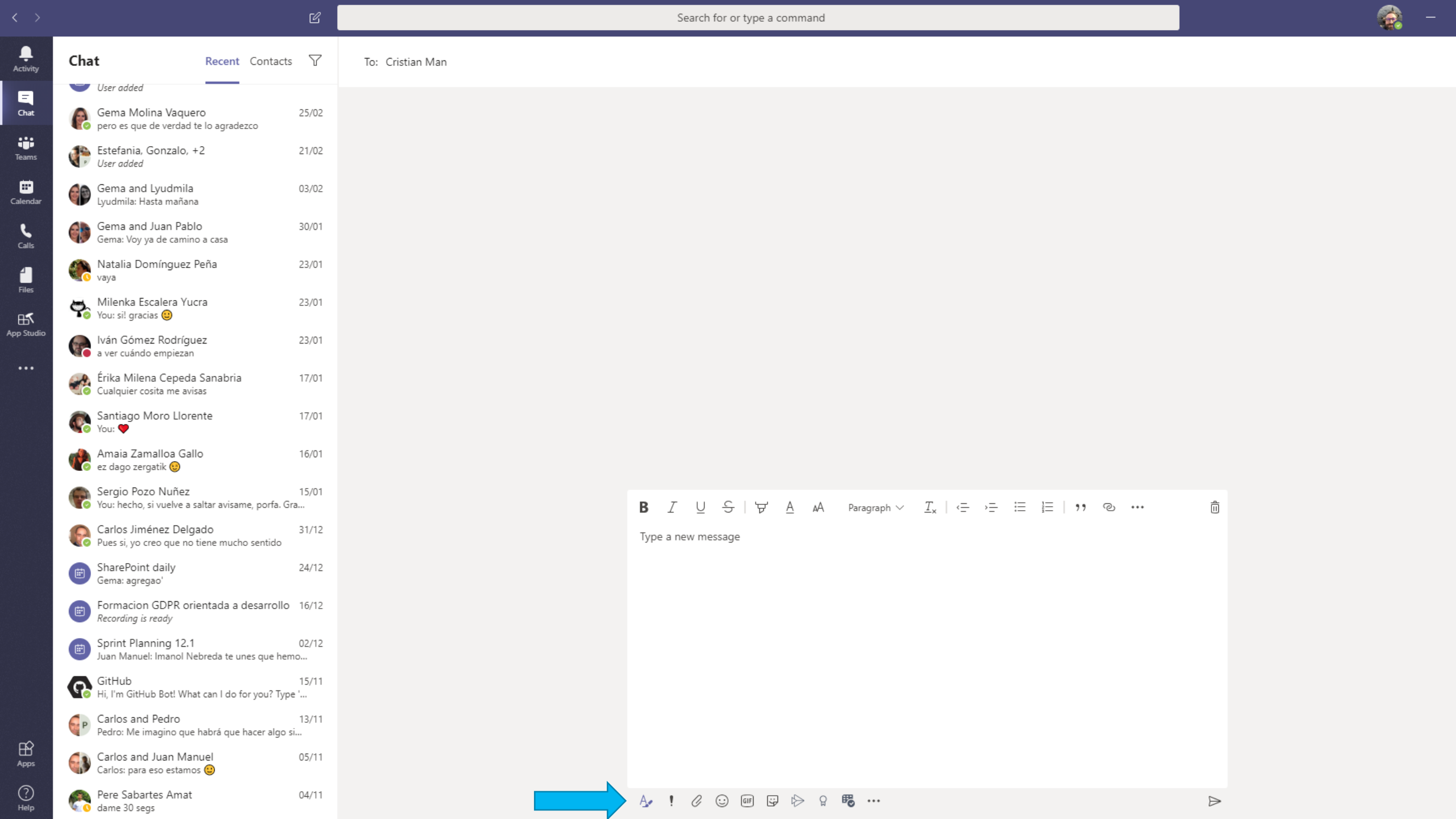
(CMANTEIGA) Solution Adoption Specialist

To: Cristian man

Type a new message

!

GIF



Search for or type a command

## Chat

Recent

Contacts



To: Cristian Man

- User added
- Gema Molina Vaquero 25/02  
pero es que de verdad te lo agradezco
- Estefania, Gonzalo, +2 21/02  
User added
- Gema and Lyudmila 03/02  
Lyudmila: Hasta mañana
- Gema and Juan Pablo 30/01  
Gema: Voy ya de camino a casa
- Natalia Domínguez Peña 23/01  
vaya
- Milenka Escalera Yucra 23/01  
You: ¡! gracias 😊
- Iván Gómez Rodríguez 23/01  
a ver cuándo empiezan
- Érika Milena Cepeda Sanabria 17/01  
Cualquier cosita me avisas
- Santiago Moro Llorente 17/01  
You: ❤️
- Amaia Zamalloa Gallo 16/01  
ez dago zergatik 😊
- Sergio Pozo Nuñez 15/01  
You: hecho, si vuelve a saltar avisame, porfa. Gra...
- Carlos Jiménez Delgado 31/12  
Pues sí, yo creo que no tiene mucho sentido
- SharePoint daily 24/12  
Gema: agregao'
- Formacion GDPR orientada a desarrollo 16/12  
Recording is ready
- Sprint Planning 12.1 02/12  
Juan Manuel: Imanol Nebreda te unes que hemo...
- GitHub 15/11  
Hi, I'm GitHub Bot! What can I do for you? Type '...
- Carlos and Pedro 13/11  
Pedro: Me imagino que habrá que hacer algo si...
- Carlos and Juan Manuel 05/11  
Carlos: para eso estamos 😊
- Pere Sabartes Amat 04/11  
dame 30 segs


**B** *I* U ~~S~~ | Paragraph ▾ | | “ ” ...


Type a new message





 User avatars

 Gema Molina Varquero  
pero es que de verdad te lo agradezco


 Estefania, Gonzalo, +2 21/02  
Un. added

Gema and Lyudmila  
Lyudmila: Hasta mañana



Gema and Juan Pablo 30/01  
Gema: Voy ya de camino a casa


Natalia Domínguez Peña 23/01  
vaya


Milenka Escalera Yucra 23/01  
You: si! gracias 😊

 Iván Gómez Rodríguez 23/01  
a ver cuándo empiezan

Érika Milena Cepeda Sanabria 17/01  
Cualquier cosita me avisas

 Santiago Moro Llorente 17/01  
You: 

 Amaia Zamalloa Gallo 16/01  
ez dago zergatik 😊

 Sergio Pozo Nuñez 15/01  
You: hecho, si vuelve a saltar avisame, porfa. Gra...

Carlos Jiménez Delgado 31/12  
Pues si, yo creo que no tiene mucho sentido

SharePoint daily 24/12  
Gema: aqreqao'

Formacion GDPR orientada a desarrollo 16/12  
Recording is ready

Sprint Planning 12.1 02/12  
Juan Manuel: Imanol Nebreda te unes que hemo...

GitHub 15/11  
Hi, I'm GitHub Bot! What can I do for you? Type '...

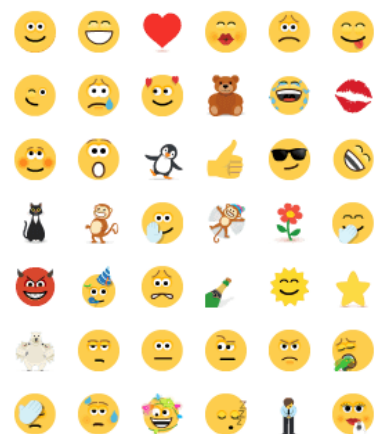
Carlos and Pedro 13/11  
Pedro: Me imagino que habrá que hacer algo si...

Carlos and Juan Manuel 05/11  
Carlos: para eso estamos 😊

Pere Sabartes Amat 04/11  
dame 30 seqs

To: Cristian Man

Search



Paragraph ▾

$$\underline{T}_x$$


➤

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

11


“



...





 **Pere Sabarbes Amat** 34/11  
dame 30 segs





Search for or type a command



## Chat

Recent

Contacts



To: Cristian Man

- User added
- Gema Molina \aquero 25/02  
pero es que de v rdad te lo agradezco
  - Estefania, Grnzalo, +2 21/02  
User added
  - Gema and Lyudmila 03/02  
Lyudmila: Hasta mañana
  - Gema and Juan Pablo 30/01  
Gema: Voy ya de camino a casa
  - Natalia Domínguez Peña 23/01  
vaya
  - Milenka Escalera Yucra 23/01  
You: ¡¡ gracias 😊
  - Iván Gómez Rodríguez 23/01  
a ver cuándo empiezan
  - Érika Milena Cepeda Sanabria 17/01  
Cualquier cosita me avisas
  - Santiago Moro Llorente 17/01  
You: ❤️
  - Amaia Zamalloa Gallo 16/01  
ez dago zergatik 😊
  - Sergio Pozo Nuñez 15/01  
You: hecho, si vuelve a saltar avisame, porfa. Gra...
  - Carlos Jiménez Delgado 31/12  
Pues si, yo creo que no tiene mucho sentido
  - SharePoint daily 24/12  
Gema: agregao'
  - Formacion GDPR orientada a desarrollo 16/12  
Recording is ready
  - Sprint Planning 12.1 02/12  
Juan Manuel: Imanol Nebreda te unes que hemo...
  - GitHub 15/11  
Hi, I'm GitHub Bot! What can I do for you? Type '...
  - Carlos and Pedro 13/11  
Pedro: Me imagino que habrá que hacer algo si...
  - Carlos and Juan Manuel 05/11  
Carlos: para eso estamos 😊
  - Pere Sabartes Amat 04/11  
dame 30 segs

Popular

Office Drama

Meme

Designers

Devs

Legal

Broccoli

Bee

Teamsquatch

Calamity Bert

Search

Popular stickers and memes

OH YEAH!

IT WORKS ON MY MACHINE...

HEY!

I CAN FIX IT

RESEARCH TIME

CREATIVE!





Search for or type a command



## Chat

Recent

Contacts



To: Cristian Man



User added

- Gem7 Molina Vaqu 25/02  
pero es que de verdad i lo agradezco
- Estefai ia, Gonzalr, +2 21/02  
User added
- Gema and Lyudmila 03/02  
Lyudmila: Hasta mañana
- Gema and Juan Pablo 30/01  
Gema: Voy ya de camino a casa
- Natalia Domínguez Peña 23/01  
vaya
- Milenka Escalera Yucra 23/01  
You: sí! gracias 😊
- Iván Gómez Rodríguez 23/01  
a ver cuándo empiezan
- Érika Milena Cepeda Sanabria 17/01  
Cualquier cosita me avisas
- Santiago Moro Llorente 17/01  
You: ❤️
- Amaia Zamalloa Gallo 16/01  
ez dago zergatik 😊
- Sergio Pozo Nuñez 15/01  
You: hecho, si vuelve a saltar avisame, porfa. Gra...
- Carlos Jiménez Delgado 31/12  
Pues sí, yo creo que no tiene mucho sentido
- SharePoint daily 24/12  
Gema: agregao'
- Formacion GDPR orientada a desarrollo 16/12  
Recording is ready
- Sprint Planning 12.1 02/12  
Juan Manuel: Imanol Nebreda te unes que hemo...
- GitHub 15/11  
Hi, I'm GitHub Bot! What can I do for you? Type '...
- Carlos and Pedro 13/11  
Pedro: Me imagino que habrá que hacer algo si...
- Carlos and Juan Manuel 05/11  
Carlos: para eso estamos 😊
- Pere Sabartes Amat 04/11  
dame 30 segs

★ Popular

Office Drama

Meme

Designers

Devs

Legal

Broccoli

Bee

Teamsquatch

Calamity Bert

OH YEAH! you rock!

Done Cancel





Search for or type a command



## Chat

Recent

Contacts



To: Cristian Man

- User added
- Gema Molina Vazquez 25/02  
pero es que de verdad te lo agradezco
  - Estefania, Gonzalo, +2 21/02  
User added
  - Gema and Lyudmila 03/02  
Lyudmila: Hasta mañana
  - Gema and Juan Pablo 30/01  
Gema: Voy ya de camino a casa
  - Natalia Domínguez Peña 23/01  
vaya
  - Milenka Escalera Yucra 23/01  
You: ¡¡ gracias 😊
  - Iván Gómez Rodríguez 23/01  
a ver cuándo empiezan
  - Érika Milena Cepeda Sanabria 17/01  
Cualquier cosita me avisas
  - Santiago Moro Llorente 17/01  
You: ❤️
  - Amaia Zamalloa Gallo 16/01  
ez dago zergatik 😊
  - Sergio Pozo Nuñez 15/01  
You: hecho, si vuelve a saltar avisame, porfa. Gra...
  - Carlos Jiménez Delgado 31/12  
Pues si, yo creo que no tiene mucho sentido
  - SharePoint daily 24/12  
Gema: agregao'
  - Formacion GDPR orientada a desarrollo 16/12  
Recording is ready
  - Sprint Planning 12.1 02/12  
Juan Manuel: Imanol Nebreda te unes que hemo...
  - GitHub 15/11  
Hi, I'm GitHub Bot! What can I do for you? Type '...
  - Carlos and Pedro 13/11  
Pedro: Me imagino que habrá que hacer algo si...
  - Carlos and Juan Manuel 05/11  
Carlos: para eso estamos 😊
  - Pere Sabartes Amat 04/11  
dame 30 segs

Find an app



GitHub

### Suggestions



News



Places



Stocks



Weather



Wikipedia  
Search

More apps >

Type a new message



Activity

Chat

Teams

Calendar

Calls

Files

App Studio

Chat

Recent

Contacts

Gema Molina Valero

pero es que de verdad te lo agradezco

25/02

Estefanía, Gonzalo, +2

User added

21/02

Gema and Lyudmila

Lyudmila: Hasta mañana

03/02

Gema and Juan Pablo

Gema: Voy ya de camino a casa

30/01

Natalia Domínguez Peña

vaya

23/01

Milenka Escalera Yucra

You: sí! gracias 😊

23/01

Iván Gómez Rodríguez

a ver cuándo empiezan

23/01

Érika Milena Cepeda Sanabria

Cualquier cosita me avisas

17/01

Santiago Moro Llorente

You: ❤️

17/01

Amaia Zamalloa Gallo

ez dago zergatik 😊

16/01

Sergio Pozo Nuñez

You: hecho, si vuelve a saltar avisame, porfa. Gra...

15/01

Carlos Jiménez Delgado

Pues sí, yo creo que no tiene mucho sentido

31/12

SharePoint daily

Gema: agregao'

24/12

Formacion GDPR orientada a desarrollo

Recording is ready

16/12

Sprint Planning 12.1

Juan Manuel: Imanol Nebreda te unes que hemo...

02/12

GitHub

Hi, I'm GitHub Bot! What can I do for you? Type '...

15/11

Carlos and Pedro

Pedro: Me imagino que habrá que hacer algo si...

13/11

Carlos and Juan Manuel

Carlos: para eso estamos 😊

05/11

Pere Sabartes Amat

dame 30 segs

04/11

Cristian Manteiga Pacios

Chat

Files

Organisation

Activity

+

Cristian Manteiga Pacios

20/03 11:03

<https://web.microsoftstream.com/video/688eadc0-1132-4786-ae6c-67d998cf94e0>

El link del video del webinar de ayer

ahora te envío lo demás

Te va a llegar una ppt con el enlace de descarga, es de WeTransfer

Today

14:44

Cristian, una cosita... las imágenes de las slides 7 y 8 las hiciste tu?

Cristian Manteiga Pacios

15:01

Marketing

yo las recorté

15:01

ok, se las pido entonces

gracias

15:02

ummmm ok! lo busco

15:02

lo tengo. Muchas gracias!

Type a new message

!

GIF

Activity

Chat

Teams

Calendar

Calls

Files

App Studio

Chat

Recent

Contacts

User added

Gema Molina Valero  
pero es que de verdad te lo agradezco

25/02

Estefanía, Gonzalo, +2  
User added

21/02

Gema and Lyudmila  
Lyudmila: Hasta mañana

03/02

Gema and Juan Pablo  
Gema: Voy ya de camino a casa

30/01

Natalia Domínguez Peña  
vaya

23/01

Milenka Escalera Yucra  
You: ¡! gracias

23/01

Iván Gómez Rodríguez  
a ver cuándo empiezan

23/01

Érika Milena Cepeda Sanabria  
Cualquier cosita me avisas

17/01

Santiago Moro Llorente  
You: ❤️

17/01

Amaia Zamalloa Gallo  
ez dago zergatik

16/01

Sergio Pozo Nuñez  
You: hecho, si vuelve a saltar avisame, porfa. Gra...

15/01

Carlos Jiménez Delgado  
Pues sí, yo creo que no tiene mucho sentido

31/12

SharePoint daily  
Gema: agregao'

24/12

Formacion GDPR orientada a desarrollo  
Recording is ready

16/12

Sprint Planning 12.1  
Juan Manuel: Imanol Nebreda te unes que hemo...

02/12

GitHub  
Hi, I'm GitHub Bot! What can I do for you? Type '...

15/11

Carlos and Pedro  
Pedro: Me imagino que habrá que hacer algo si...

13/11

Carlos and Juan Manuel  
Carlos: para eso estamos

05/11

Pere Sabartes Amat  
dame 30 segs

04/11

Cristian Manteiga Pacios

Chat

Files

Organisation

Activity

+

Cristian Manteiga Pacios 20/03 11:05

<https://web.microsoftstream.com/video/688eadc0-1132-4786-ae6c-67d998cf94e0>

El link del video del webinar de ayer

ahora te envío lo demás

Te va a llegar una ppt con el enlace de descarga, es de WeTransfer

Today

14:44

Cristian, una cosita... las imágenes de las slides 7 y 8

Cristian Manteiga Pacios 15:01

Marketing

yo las recorté

15:02

Cristian Manteiga Pacios 15:02

Las tienes en un correo que mandaron a todo plain

15:02

Cristian Manteiga Pacios 15:02

Te lo acabo de reenviar

Type a new message

!

GIF

Save this message

Edit

Delete

Mark as unread

Share to Outlook

Immersive Reader

More actions

Create work item

15:01

ok, se las pido entonces

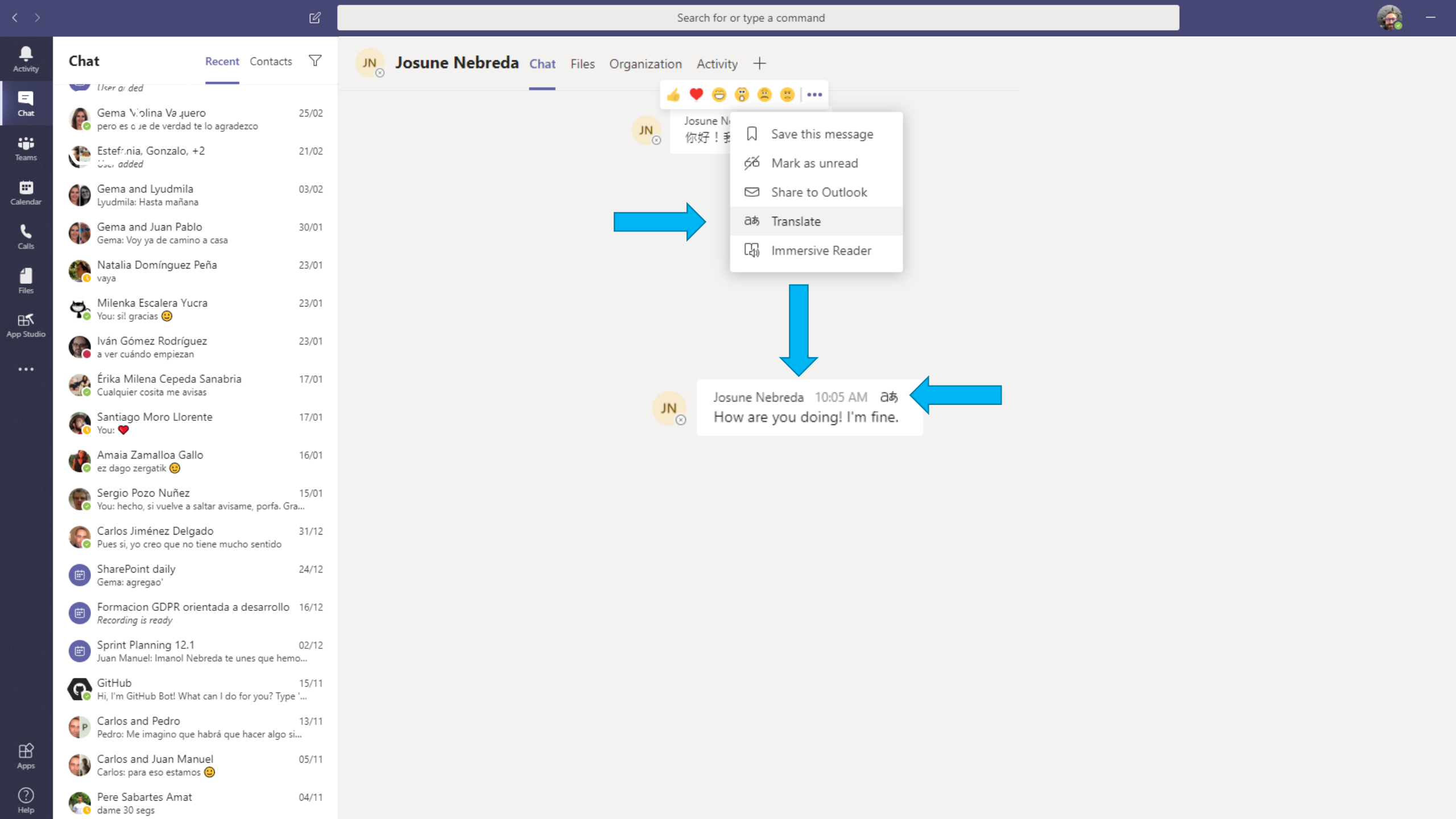
gracias

15:02

ummmm ok! lo busco

15:02

lo tengo. Muchas gracias!



# How do I talk to more than one person?

Add people to your conversations or create a group conversation.



🔍 Search for **Cristian Man**



Cristian Manteiga Pacios  
(CMANTEIGA) Solution Adoption Specialist

Type a new message




Chat

Recent Contacts

- User added
- Gema Molina Vaquero 25/02  
pero es que de verdad te lo agradezco
- Estefania, Gonzalo, +2 21/02  
User added
- Gema and Lyudmila 03/02  
Lyudmila: Hasta mañana
- Gema and Juan Pablo 30/01  
Gema: Voy ya de camino a casa
- Natalia Domínguez Peña 23/01  
vaya
- Milenka Escalera Yucra 23/01  
You: ¡¡ gracias 😊
- Iván Gómez Rodríguez 23/01  
a ver cuándo empiezan
- Érika Milena Cepeda Sanabria 17/01  
Cualquier cosita me avisas
- Santiago Moro Llorente 17/01  
You: ❤️
- Amaia Zamalloa Gallo 16/01  
ez dago zergatik 😊
- Sergio Pozo Nuñez 15/01  
You: hecho, si vuelve a saltar avisame, porfa. Gra...
- Carlos Jiménez Delgado 31/12  
Pues si, yo creo que no tiene mucho sentido
- SharePoint daily 24/12  
Gema: agregao'
- Formacion GDPR orientada a desarrollo 16/12  
Recording is ready
- Sprint Planning 12.1 02/12  
Juan Manuel: Imanol Nebreda te unes que hemo...
- GitHub 15/11  
Hi, I'm GitHub Bot! What can I do for you? Type '...
- Carlos and Pedro 13/11  
Pedro: Me imagino que habrá que hacer algo si...
- Carlos and Juan Manuel 05/11  
Carlos: para eso estamos 😊
- Pere Sabartes Amat 04/11  
dame 30 segs

To: christian man|

 Cristian Manteiga Pacios  
(CMANTEIGA) Solution Adoption Specialist



Type a new message



Activity

Chat

1

Teams

Calendar

Calls

Files

App Studio

Apps

Help

Chat

Recent

Contacts

User added

Gema Molina Vaquero

pero es que de verdad te lo agradezco

25/02

Estefania, Gonzalo, +2

User added

21/02

Gema and Lyudmila

Lyudmila: Hasta mañana

03/02

Gema and Juan Pablo

Gema: Voy ya de camino a casa

30/01

Natalia Domínguez Peña

vaya

23/01

Milenka Escalera Yucra

You: ¡¡ gracias 😊

23/01

Iván Gómez Rodríguez

a ver cuándo empiezan

23/01

Érika Milena Cepeda Sanabria

Cualquier cosita me avisas

17/01

Santiago Moro Llorente

You: ❤️

17/01

Amaia Zamalloa Gallo

ez dago zergatik 😊

16/01

Sergio Pozo Nuñez

You: hecho, si vuelve a saltar avisame, porfa. Gra...

15/01

Carlos Jiménez Delgado

Pues si, yo creo que no tiene mucho sentido

31/12

SharePoint daily

Gema: agregao'

24/12

Formacion GDPR orientada a desarrollo

Recording is ready

16/12

Sprint Planning 12.1

Juan Manuel: Imanol Nebreda te unes que hemo...

02/12

GitHub

Hi, I'm GitHub Bot! What can I do for you? Type '...

15/11

Carlos and Pedro

Pedro: Me imagino que habrá que hacer algo si...

13/11

Carlos and Juan Manuel

Carlos: para eso estamos 😊

05/11

Pere Sabartes Amat

dame 30 segs

04/11

Group name: Follow up meeting

To: cristian mant

Cristian Manteiga Pacios

(CMANTEIGA) Solution Adoption Specialist

Type a new message

!

😊

📎

🗣️

📺

💡

🛠️

⋮

# Voice calls


VoIP, the best way to  
talk to your  
teammates like you  
were in the same  
room!

Calls




- Speed dial
- Contacts
- History
- Voicemail

Make a call



Type a name

- Suggested
- 




**Miguel Piñuel Peña**  
Software Development Engineer


- 



**Lyudmila Petrova**  
Software Development Engineer


- PG

**Pedro Escudero Granado**  
Software Development Engineer


- 

**Juan Pablo Párraga Cubells**  
Software Development Engineer





Speed dial

- Speed dial
- Favourites
- Suggested contacts

 Add speed dial

 New group

...

...

Cristian Manteiga Pacios 20/03 11:03

<https://web.microsoftstream.com/video/688eadc0-1132-4786-ae6c-67d998cf94e0>

El link del video del webinar de ayer

ahora te envío lo demás

Te va a llegar una ppt con el enlace de descarga, es de WeTransfer

Today

14:44

Cristian, una cosita... las imágenes de las slides 7 y 8 las hiciste tu?

Cristian Manteiga Pacios 15:01

Marketing

yo las recorté

15:01

ok, se las pido entonces

gracias

Cristian Manteiga Pacios 15:02

Las tienes en un correo que mandaron a todo plain

15:02

ummmm ok! lo busco

Cristian Manteiga Pacios 15:02 👍 1

Te lo acabo de reenviar

15:02


lo tengo. Muchas gracias!

Type a new message


# Videocalls

Making video calls in  
the easiest manner.


Calls




Speed dial



Contacts



History




Voicemail

We didn't find any matches.


maria sol


Suggested




Cristian Manteiga Pacios

Solution Adoption Specialist










Eduardo Obregón

Account Manager










Isabel Gómez

Collaborator











Jose Antonio Lozano de Paz

Account Manager











Speed dial


Speed dial


Other Contacts

Suggested contacts

 Add speed dial

 New group





# How to share your screen

Share content  
during a meeting, be  
it your screen or a  
document.

Activity

1

Chat

Teams

Calendar

Calls

Files

App Studio

...

Apps

Help

Search or type a command

Plain Concepts

Your status is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. [Change settings.](#)

Eva Martí Rodríguez

00:37

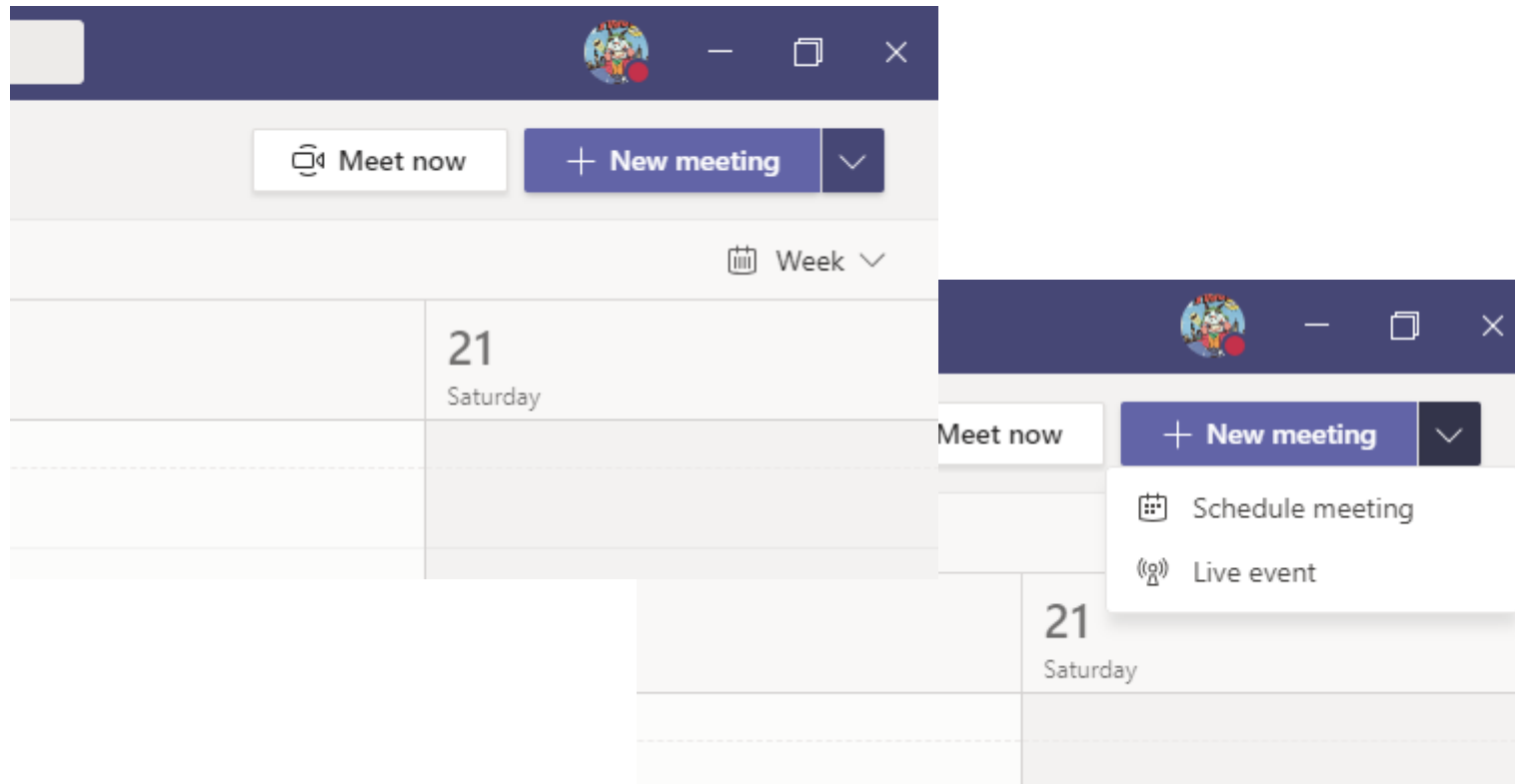
María Soto Castro

...

# Planning a meeting

Plan a meeting, join it, share... All you need to be effective.

# Create a new meeting



Close

Time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris 

 Add title

 Add required attendees

+ Optional

Mar 18, 2020 6:15 PM → Mar 18, 2020 6:30 PM 15m All day

Does not repeat

 Add channel

 Add location

 **B** *I* U ~~S~~  A  Paragraph   $T_x$           

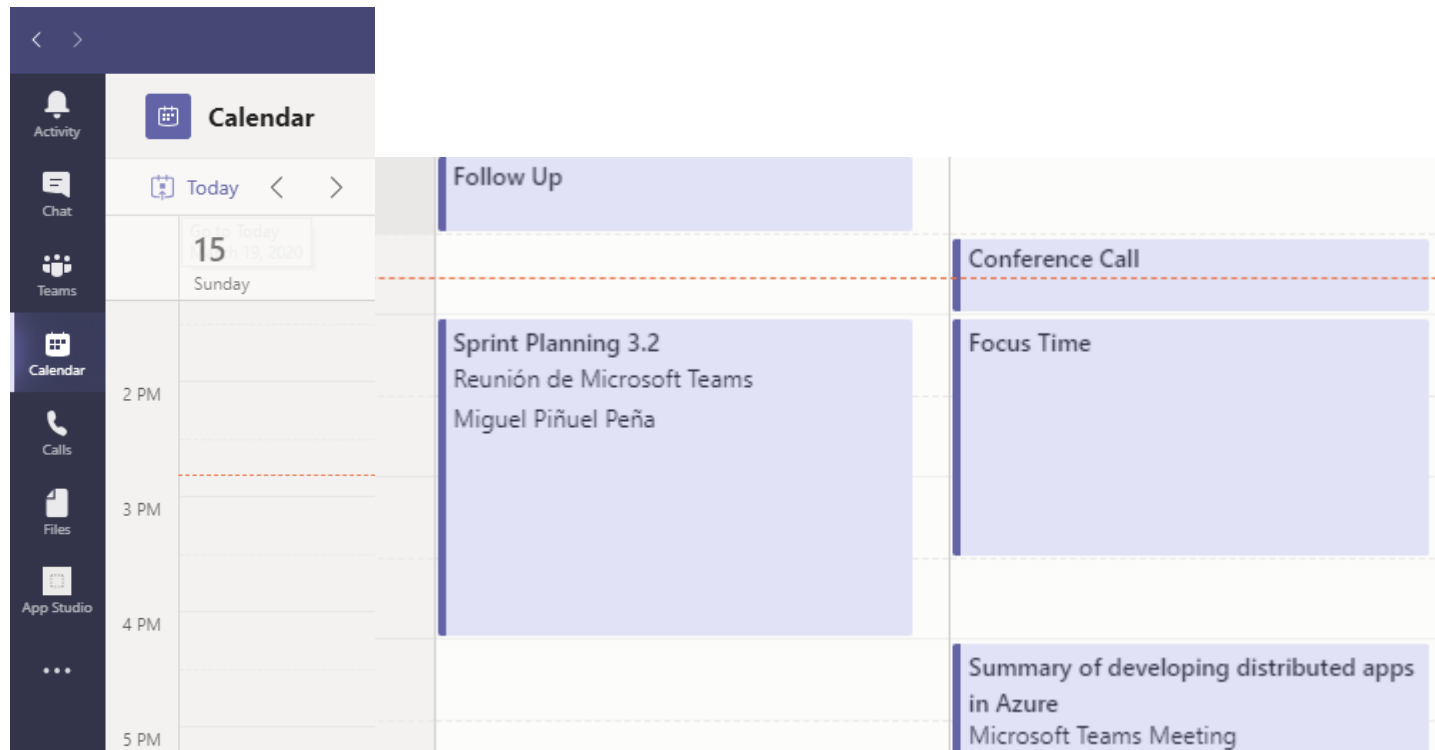
Type details for this new meeting

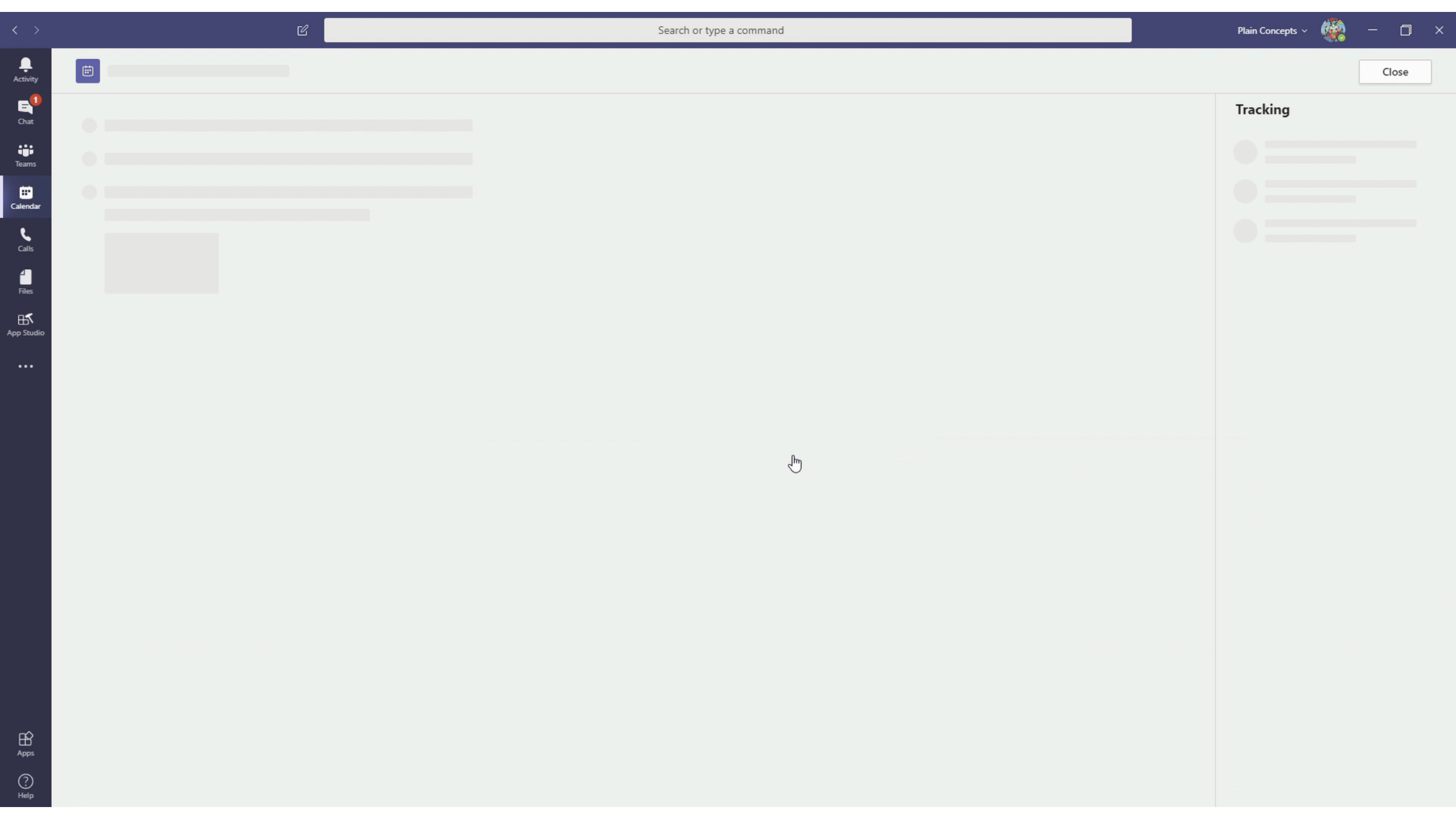
# Check meeting details

Check the meeting details, notify possible delays, get shared information.. All of this and more.

# Join from the calendar

## Meeting details





# Joining a meeting

How to join a  
meeting.

Choose your audio and video settings for


## Marketing Meeting



Join now

 PC Mic and Speakers

### Other join options

 Audio off

Phone audio

 Add a room

# Collaborate in a team and its channels

A place for a more  
productive people  
and teams  
collaboration.

# A brief summary!

## Teams and channels

- What is a team?
- Are teams public or private?
- And the channels?
- Who can I collaborate with?
- Also people outside my organization?

# How do I share a file?

Share files with your teammates for them to be able to use those files.

Activity

Chat

Teams

Calendar

Calls

Files

App Studio

Apps

Help

Teams

Your teams

CM

Change Management Team

General

Hidden teams

Search or type a command

Plain Concepts

Team

General

Posts

Files

Coordination

Fill | ¿Que nos aporta ...

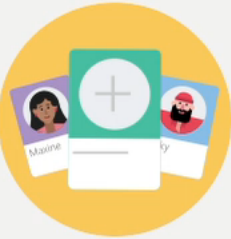
Wiki

Home

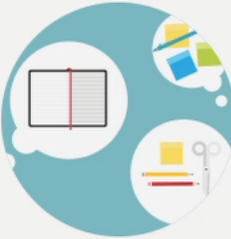
+

Welcome to the team!

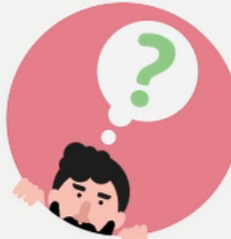
Here are some things to get going...




Add more people



Create more channels




Open the FAQ



Cristian Manteiga Pacios


8:34 AM

Added a new tab at the top of this channel. Here's a link.



Fill | ¿Que nos aporta Microsoft Teams en nuestro trab...


← Reply



Cristian Manteiga Pacios


8:34 AM

Added a new tab at the top of this channel. Here's a link.



Coordination


← Reply



Cristian Manteiga Pacios

8:38 AM








Added a new tab at the top of this channel. Here's a link.



Home

← Reply

Start a new conversation. Type @ to mention someone.



⏏

# Mentioning people

An easy way to get  
their attention about  
a conversation.





# Plan your tasks

Organize your tasks, assign a responsible person, set a due date, monitor them in an easy way along with your teammates.



### Hidden teams

+

• • •

[Open the FAQ](#)

← Reply

← Reply

← Reply

← Reply

✎ 📎 😊 📺 🗨️ 🎥 📌 ...

# Collaborate on a document

Not only do we have our files a click away but we can edit them collaboratively without having to send copies by e-mail.

## Teams

## Your teams

**CM** Change Management Team

## General

Management 

### Hidden teams

 Join or create a team

## General

## Posts

## Posts

Files

### Coordination

Fill | ¿Que nos aporta ...

Wiki

[Home](#) $+$ 

Add more people

Create more channels

[Open the FAQ](#)

Today

Cristian Manteiga Pacios 8:34 AM  
Added a new tab at the top of this channel. Here's a link.

Fill | ¿Que nos aporta Microsoft Teams en nuestro trab...


← Reply

Cristian Manteiga Pacios 8:34 AM  
Added a new tab at the top of this channel. Here's a link.

 Coordination

← Reply

Cristian Manteiga Pacios 8:38 AM  
Added a new tab at the top of this channel. Here's a link.

 Home

← Reply

Cristian Manteiga Pacios 10:43 AM

**IMPORTANT!**

### Nueva presentación

Hola General, he compartido una nueva presentación.

Plain Concepts - Adopción O365 Visión práctica.pptx ...  
Change Management Team > General

All replies have been deleted

← Reply

Start a new conversation. Type @ to mention someone.

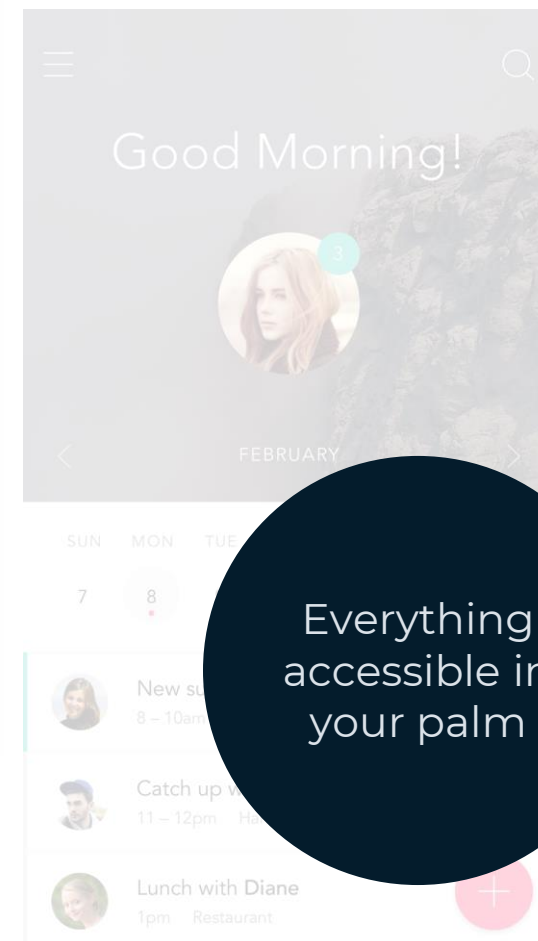
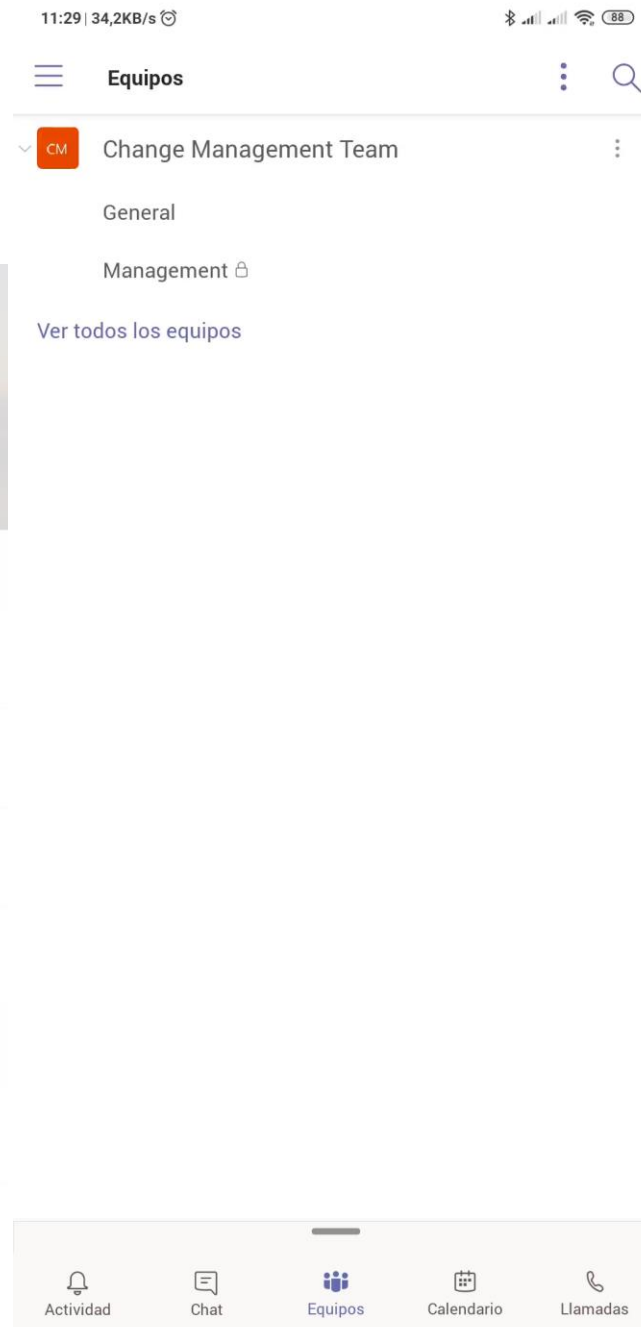
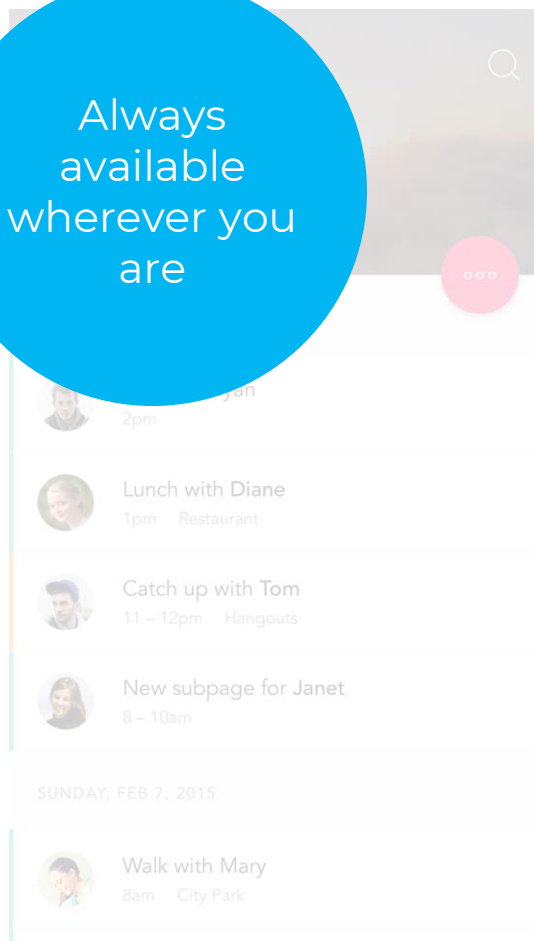
A        ...

👍 1 🚫

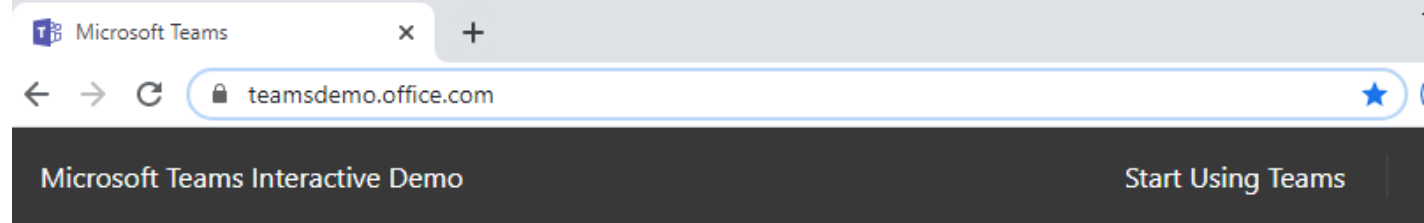
# Teams from my mobile device

Access teams functionalities from your mobile device wherever you are.

Always  
available  
wherever you  
are



Everything  
accessible in  
your palm



# Demo environment

Access at:

- <https://teamsdemo.office.com/>



## Welcome to the Microsoft Teams Interactive Demo

Microsoft Teams is the hub for teamwork in Office 365. Jump in and experience how teams can achieve more together when all their chats, meetings, files and apps live in a single workspace.

In this interactive demo, you'll first get a guided tour of Teams to understand the app and learn about key features. You'll then try out some real actions and help a team make important decisions.

Let's get started



# Thank you

[adoption@plainconcepts.com](mailto:adoption@plainconcepts.com)

[@plainconcepts](#)

[www.plainconcepts.com](http://www.plainconcepts.com)