

ECOMM TIP

WORK WITH YOUR TEAM

Microsoft Teams ultimate messaging app for you—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.



LET'S GO

- Sign in at office.com – NHG email address login with email and password. First timers create an account. Stuck? Call a Hilary 757-221-6836.
- Download App to your devices (phone, computer).
- Yes, this means on any browser you can access your Team!



TEAM TALK

Teams – groups of people who connect and collaborate on work projects.

Channels – within each Team users can create Channels to organize communications by topic. Here users have meetings, conversations, and work on files together.

Tabs – at the top of each Channel are Tabs which link to Files and Apps: Posts (messages people send); Files (for documents shared within the Channel).

Mentions – @user (or Team or Channel) to alert or chat/message.

Feeds – activity summary of messages, replies, mentions, and other activity within Team Channels.

Threads – a series of messages creates a Thread. Users can schedule voice and video meetings here.

Integrations – all Microsoft apps (applications) in 365 works inside Teams (a warehouse for Microsoft).

CHALLENGES TO TRY

- Sign into Teams via App or office.com.
- Find a file: Your hotel's insurance. Teams (ICON) > Newport Property Leadership (Team) > General (Channel) > Files (Tab) Find your property folder > Insurance Folder > Select File
- Share a link: Selected Insurance File > ✓ Click the Circle > Select Copy Link > "People in your organization with the link can edit."
YOU MUST select this to change how your **share.
- Chat with a colleague: Chat (ICON) > New Chat (CTRL +) > Enter name Hilary and Dana > Send a message. Bonus: **Use @ to + or mention another party.

