Microsoft Teams

Anywhere, Anytime, Everywhere

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Business IT Solutions

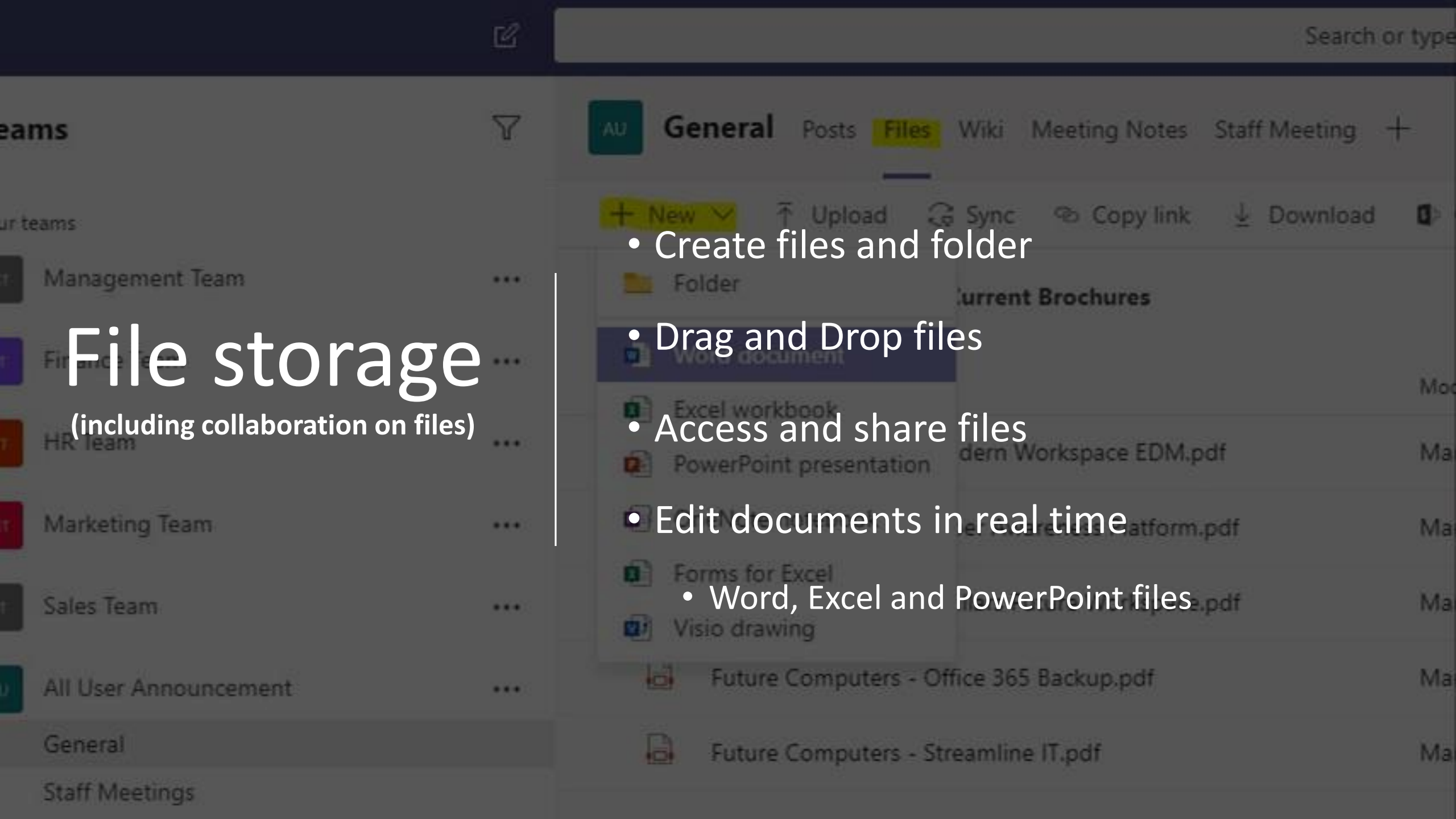
What is Microsoft Teams?

Unified communication & collaboration platform

- Video meetings
- File storage (including collaboration on files)
- Workplace chat
- Application integration

Video Meetings

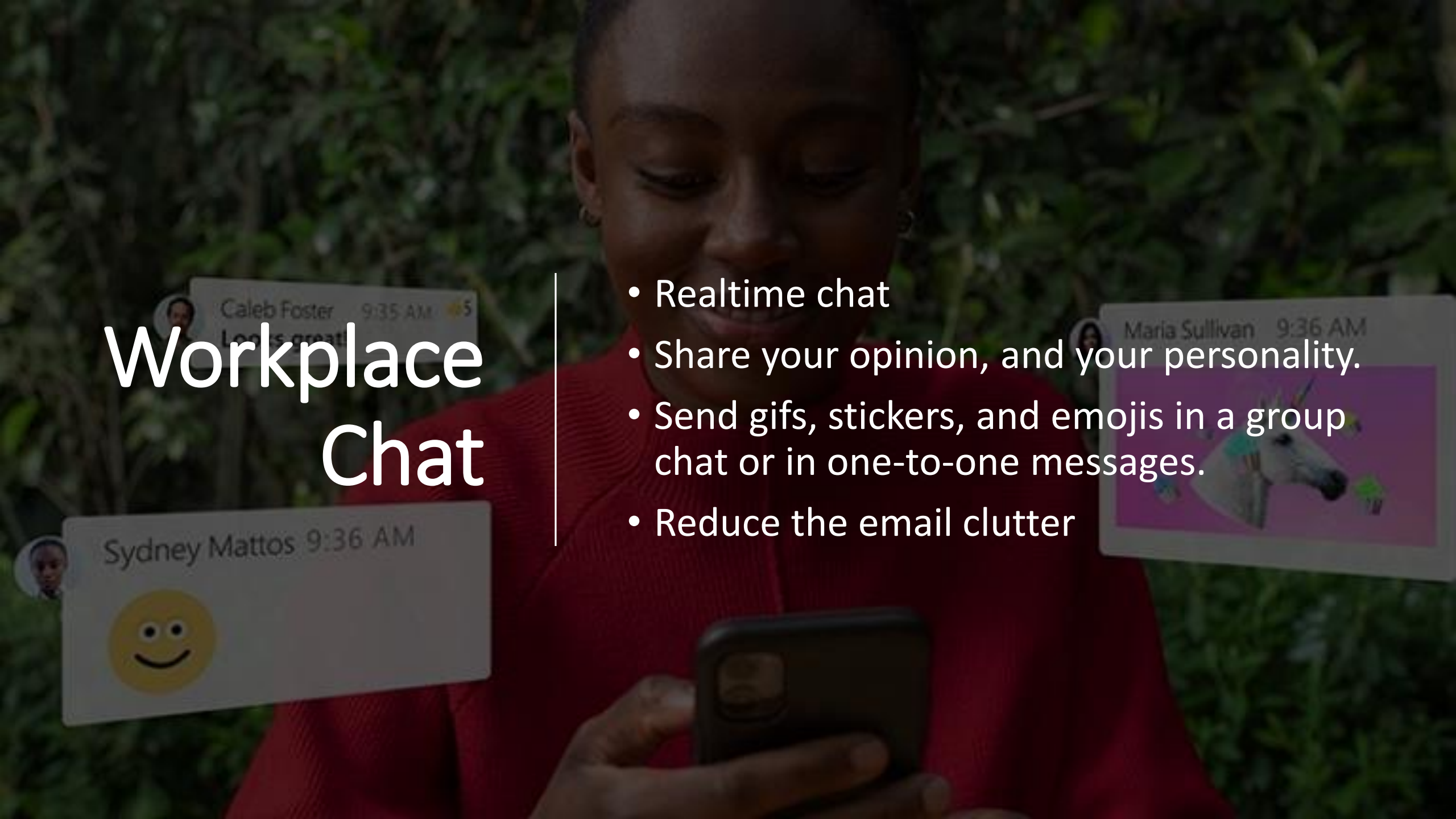
- Create a meeting from Outlook, Teams Calendar or directly from the app
- Host up to 250 participants in 1080p HD
- Live events up to 10,000 people
- Record your meetings and events to share later
- Go from group chat to video conference with the touch of a button
- Share content and give control for others to collaborate



File storage

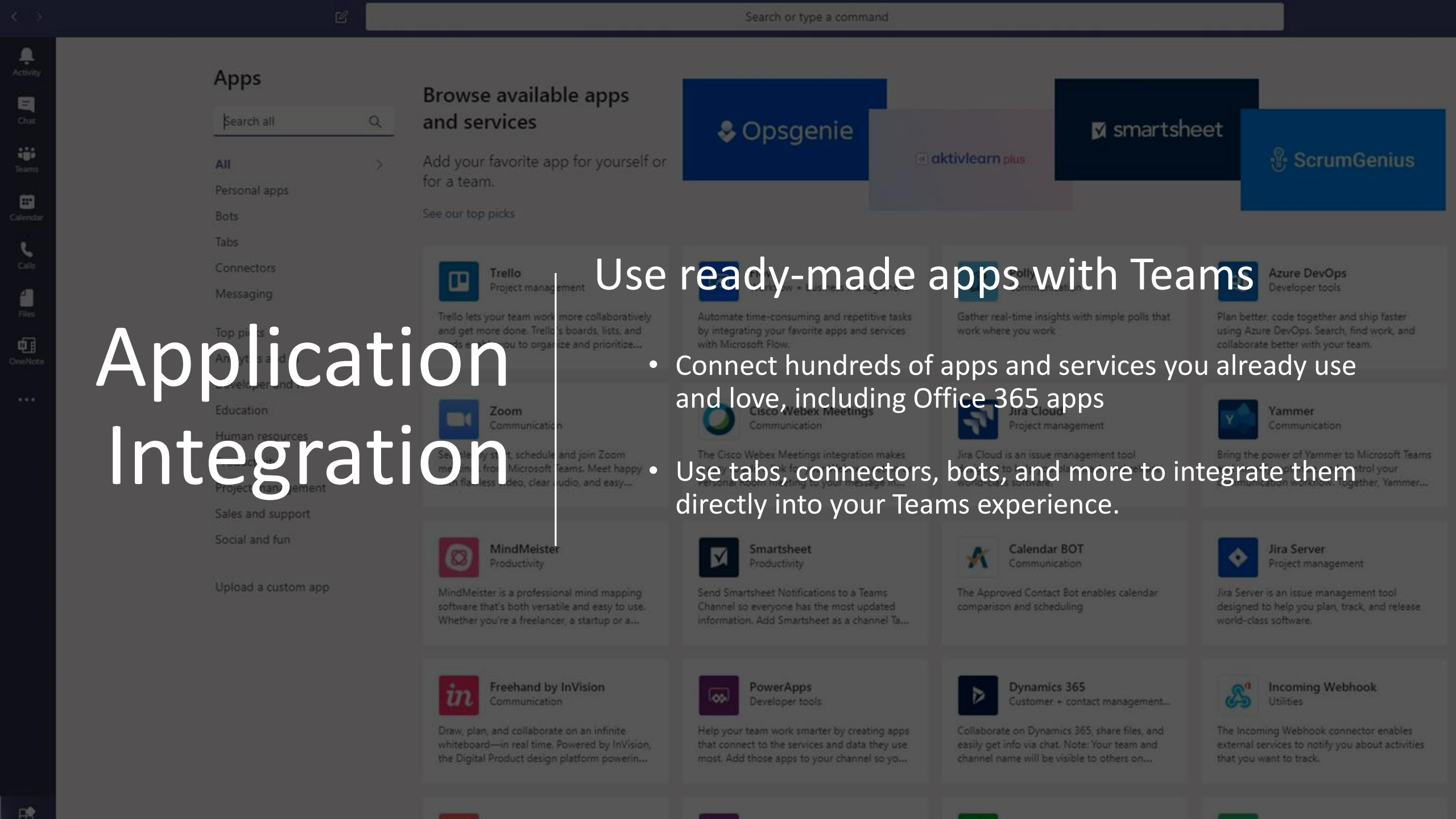
(including collaboration on files)

- Create files and folder
- Drag and Drop files
- Access and share files
- Edit documents in real time
  - Word, Excel and PowerPoint files



Workplace Chat

- Realtime chat
- Share your opinion, and your personality.
- Send gifs, stickers, and emojis in a group chat or in one-to-one messages.
- Reduce the email clutter



Application Integration

Use ready-made apps with Teams

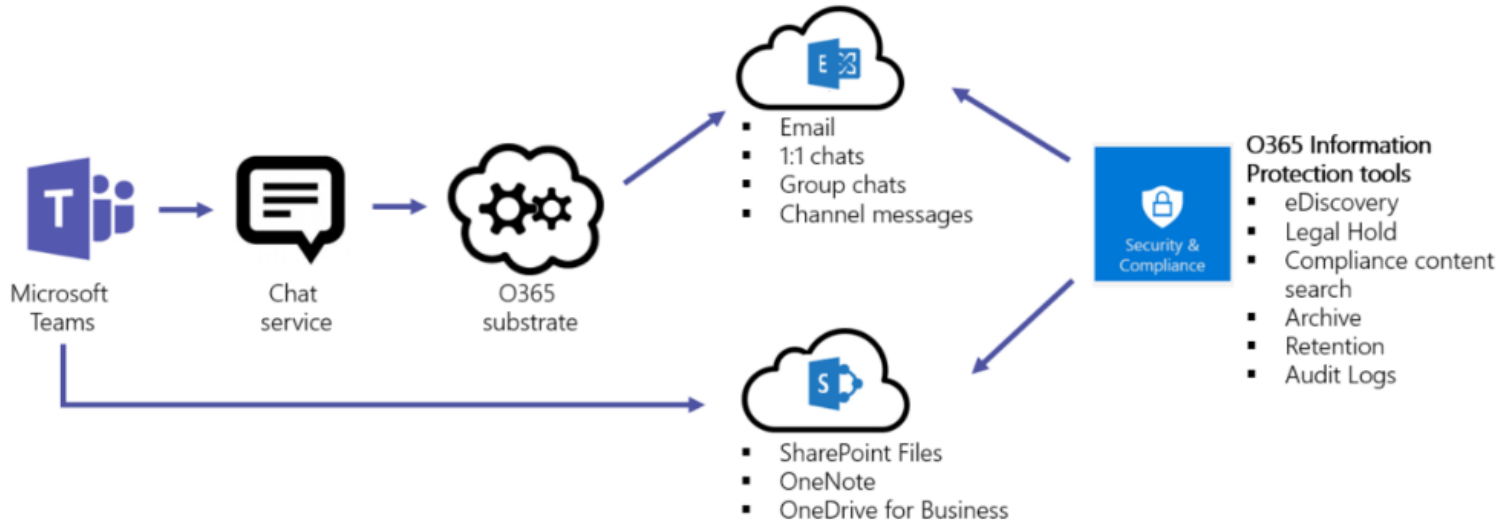
- Connect hundreds of apps and services you already use and love, including Office 365 apps
- Use tabs, connectors, bots, and more to integrate them directly into your Teams experience.

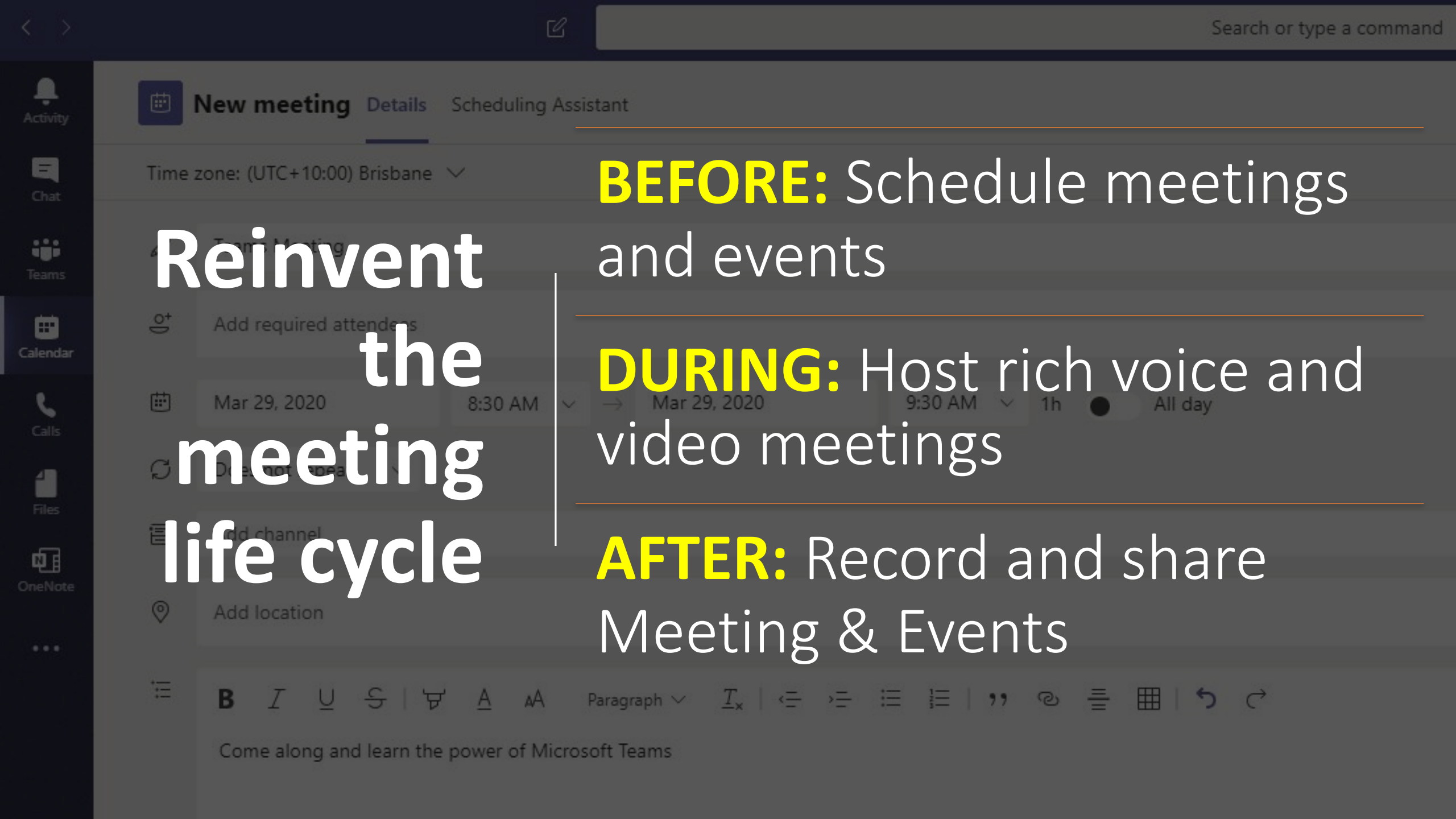
Secure and Trusted Platform

- Built on Office 365 Advanced Security and Compliance
- Tier D-compliant
  - ISO 27001, ISO 27018, SSAE16 SOC 1 & 2, HIPAA & EUMC
- Auditing & reporting
- Data located in Australia (or your local region)

Information Protection Architecture

The following figure indicates the ingestion flow of Teams data to both Exchange and SharePoint for Teams Files and Messages.



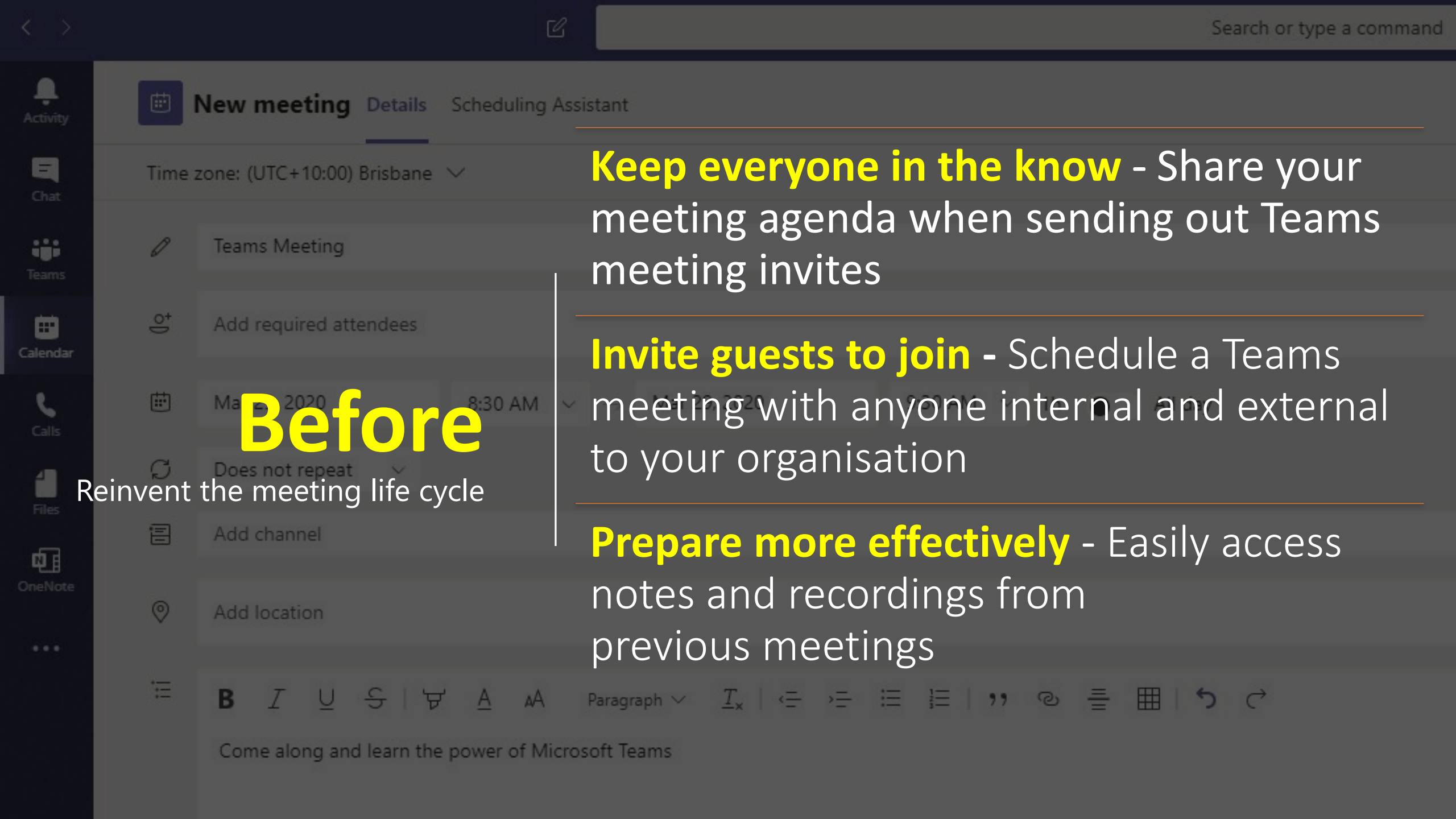


Reinvent the meeting life cycle

BEFORE: Schedule meetings and events

DURING: Host rich voice and video meetings

AFTER: Record and share Meeting & Events



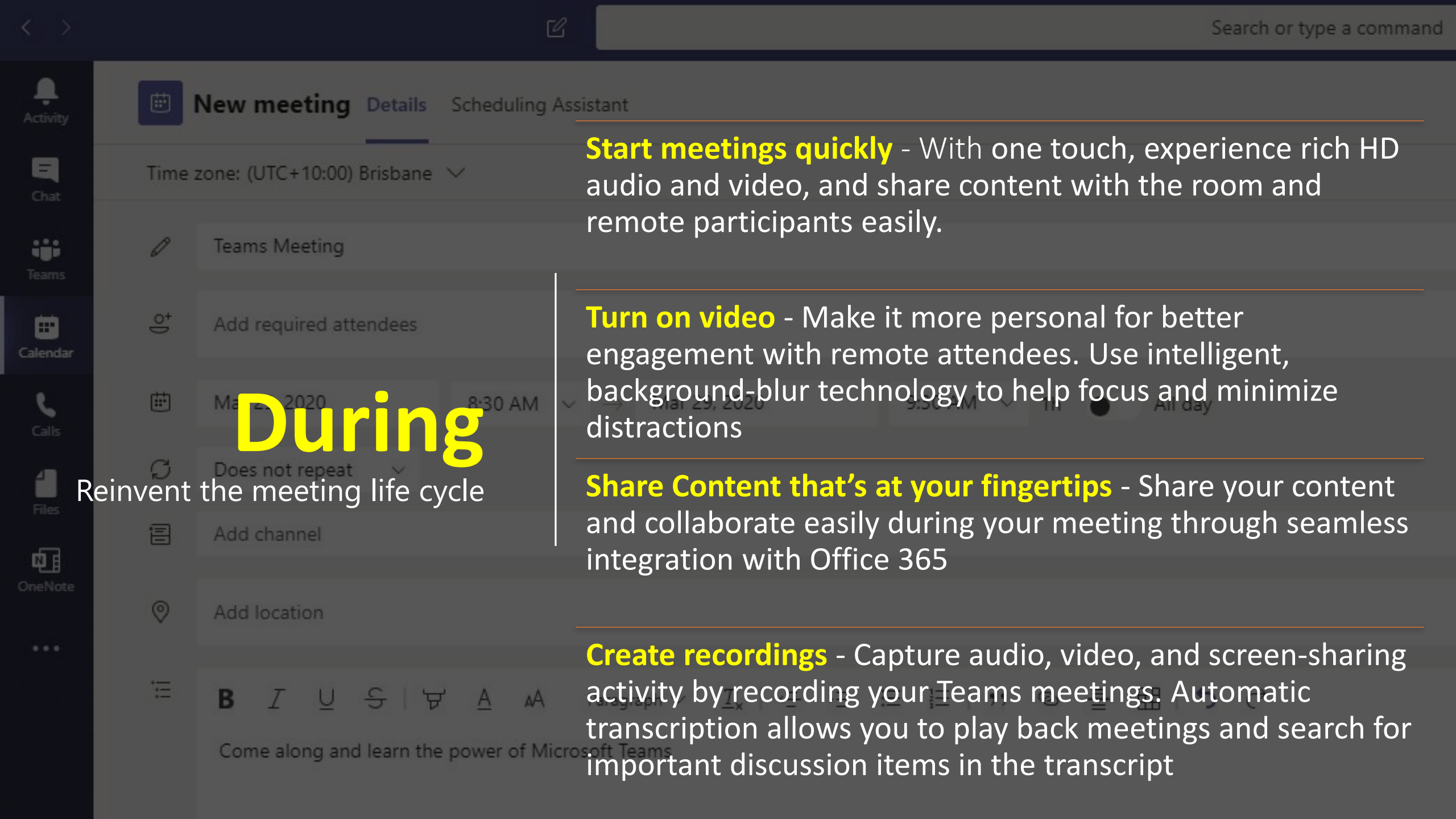
Before

Reinvent the meeting life cycle

Keep everyone in the know - Share your meeting agenda when sending out Teams meeting invites

Invite guests to join - Schedule a Teams meeting with anyone internal and external to your organisation

Prepare more effectively - Easily access notes and recordings from previous meetings



During

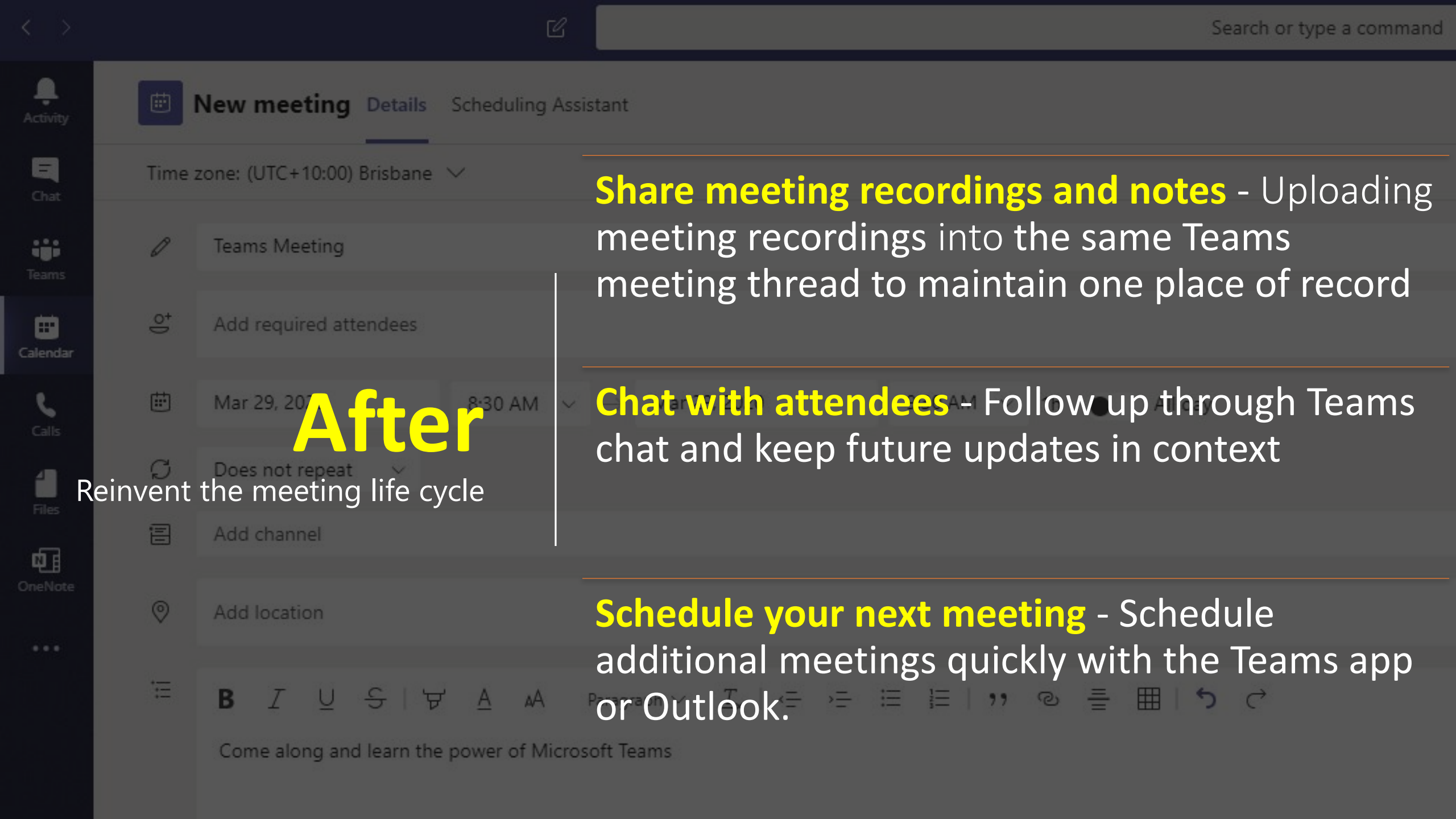
Reinvent the meeting life cycle

Start meetings quickly - With one touch, experience rich HD audio and video, and share content with the room and remote participants easily.

Turn on video - Make it more personal for better engagement with remote attendees. Use intelligent, background-blur technology to help focus and minimize distractions

Share Content that's at your fingertips - Share your content and collaborate easily during your meeting through seamless integration with Office 365

Create recordings - Capture audio, video, and screen-sharing activity by recording your Teams meetings. Automatic transcription allows you to play back meetings and search for important discussion items in the transcript



After

Reinvent the meeting life cycle

Share meeting recordings and notes - Uploading meeting recordings into the same Teams meeting thread to maintain one place of record

Chat with attendees - Follow up through Teams chat and keep future updates in context

Schedule your next meeting - Schedule additional meetings quickly with the Teams app or Outlook.

Microsoft Teams – Anywhere, Anytime

- Meet or call from anywhere
- Collaborate from anywhere
- Chat from anywhere
- Integration everywhere

FAQ's

Q. Can anyone be invited to a Teams voice/video meeting?

A. Yes, as the meeting organiser you can schedule a meeting or live event and send out the meeting link to all participants. They click the download and will be prompted to download the app (the app is free and no sign in required)

Q. Can I make phone calls from Teams?

A. Yes , You can make voice/video calls to other Teams users within the application (PC/MAC/Mobile Devices).

A. Yes, If you wish to make phone calls to people without Teams (i.e to land lines or mobile phones) you would need a phone system license and Teams calling plan

Q. Does Micrsoft offer a Free Trial?

A. Microsoft has just announced a 6-month free trial of Office 365 E1 plan in the wake of the COVID-19 Outbreak. This contains the full version of Microsoft Teams with no limitations on features (time limits or participants) and is only available through Microsoft Partners like Future Computers.

Q. How can I get Teams training?

A. Teams training is built into the Teams application. Just click the Help button on the Left-hand lower part of the application, select training and you will see a host of videos showing you all aspects of Teams.

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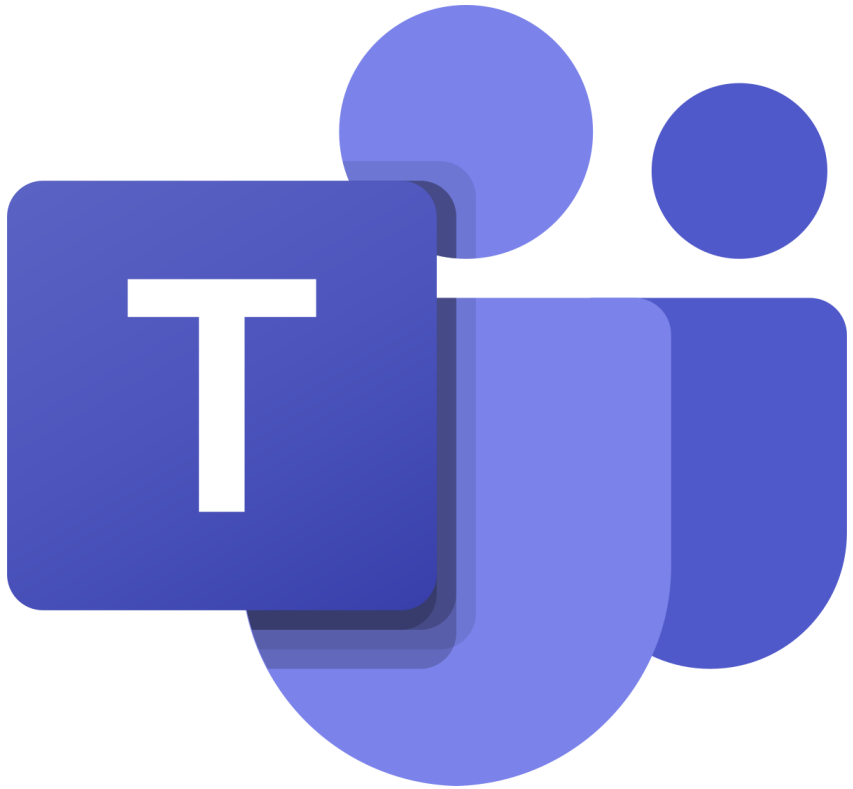

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Call: 07 4058 5700

Email: enquires@futurecomputers.com.au