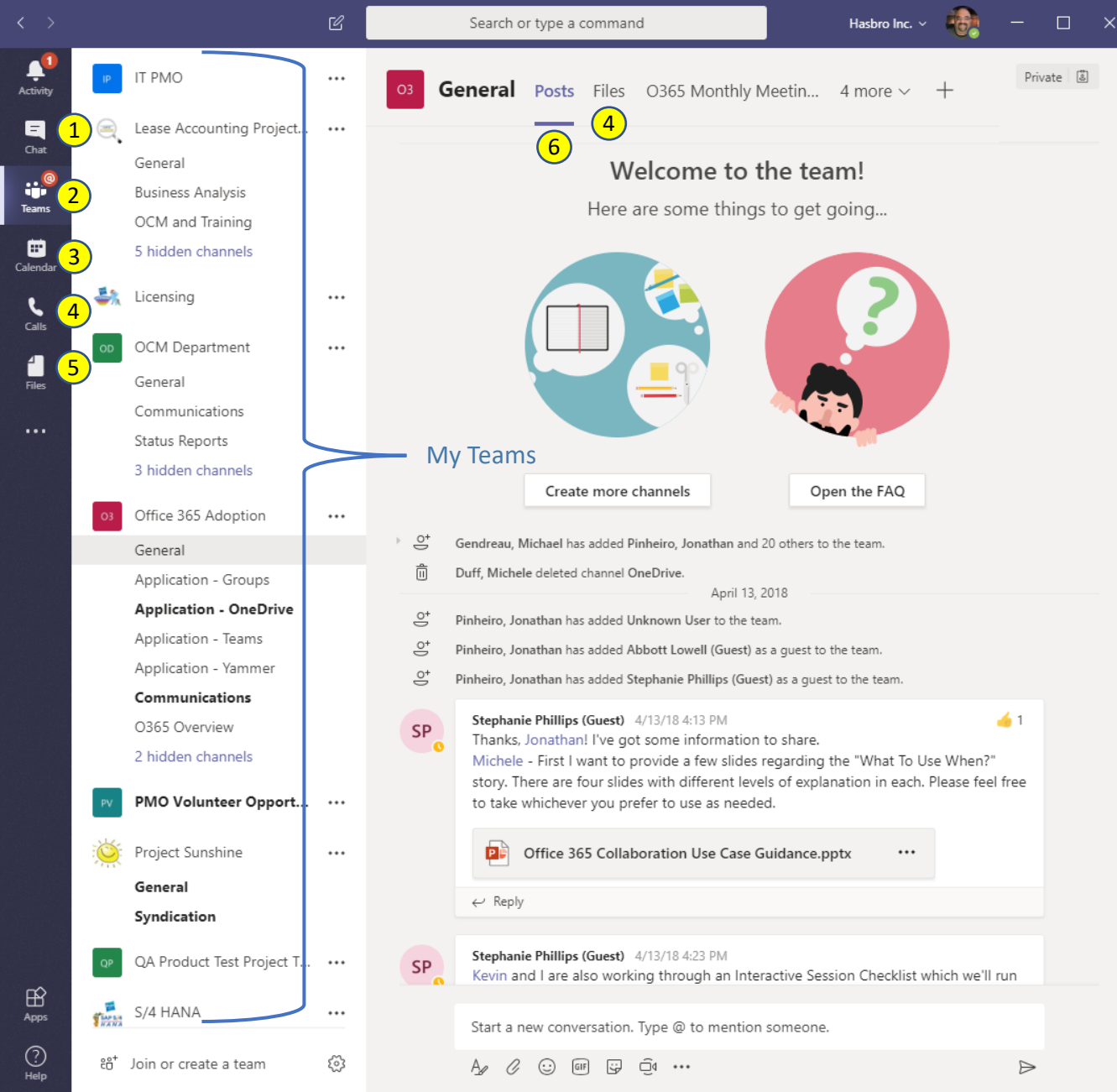


Collaboration and Communication - Microsoft Office 365 “Teams”







- 1 CHAT** – Conduct private chats with colleagues and come back to them for review at any time.
- 2 TEAMS** – Lists all the teams you are a member of. Broken down into Channels/Conversations/Files.
- 3 CALENDAR** – Review your Outlook calendar right from within Teams, schedule or join a Teams meeting.
- 4 CALLS** – Reach out to your colleagues via a phone or video call using your headset.
- 5 FILES** – Access and share your files. Using the Files Button (4-left) will display your collective and recently used Teams files while clicking on the Files link (4-top) will display the selected Teams files and folders.
- 6 POSTS** – Participate in a Team-specific and social networking-like group discussion around topics that pertain to the selected Team.

Teams is used to improve collaboration within our organization through the formation of personalized “Teams”. The core capabilities in Microsoft Teams include persistent workplace chat, collaborative Team conversations, audio/video calling, scheduling meetings, robust file sharing and numerous application integration options.

Teams Mobile – Setting up a Teams Meeting

The following instructions will assume that you already have the Teams Mobile application installed and authenticated via MFA. Follow these quick steps to create and launch a Teams meeting.



- 1 Open Teams on your Mobile Device (Android or iOS)
- 2 Click on the **Meetings** button in the bottom bar
- 3 Click on the **Schedule New Event** button
 - Android: bottom-right 
 - iOS: top-right 
- 4 Fill out all the required information, as shown here:
 - ✓ Name your meeting
 - ✓ Add participants
 - ✓ Share to a channel, if you wish to do so
 - ✓ Specify meeting date and time
 - ✓ If you need a conference room, you can book it separately then add the conference room name
 - ✓ Enter the meeting details (participants will see)
- 5 Android: Click on the **Checkmark** button 
iOS: Click on the **Done** button 

Cancel New event Done

Test Meeting

Add participants >

Share to a channel >

All day

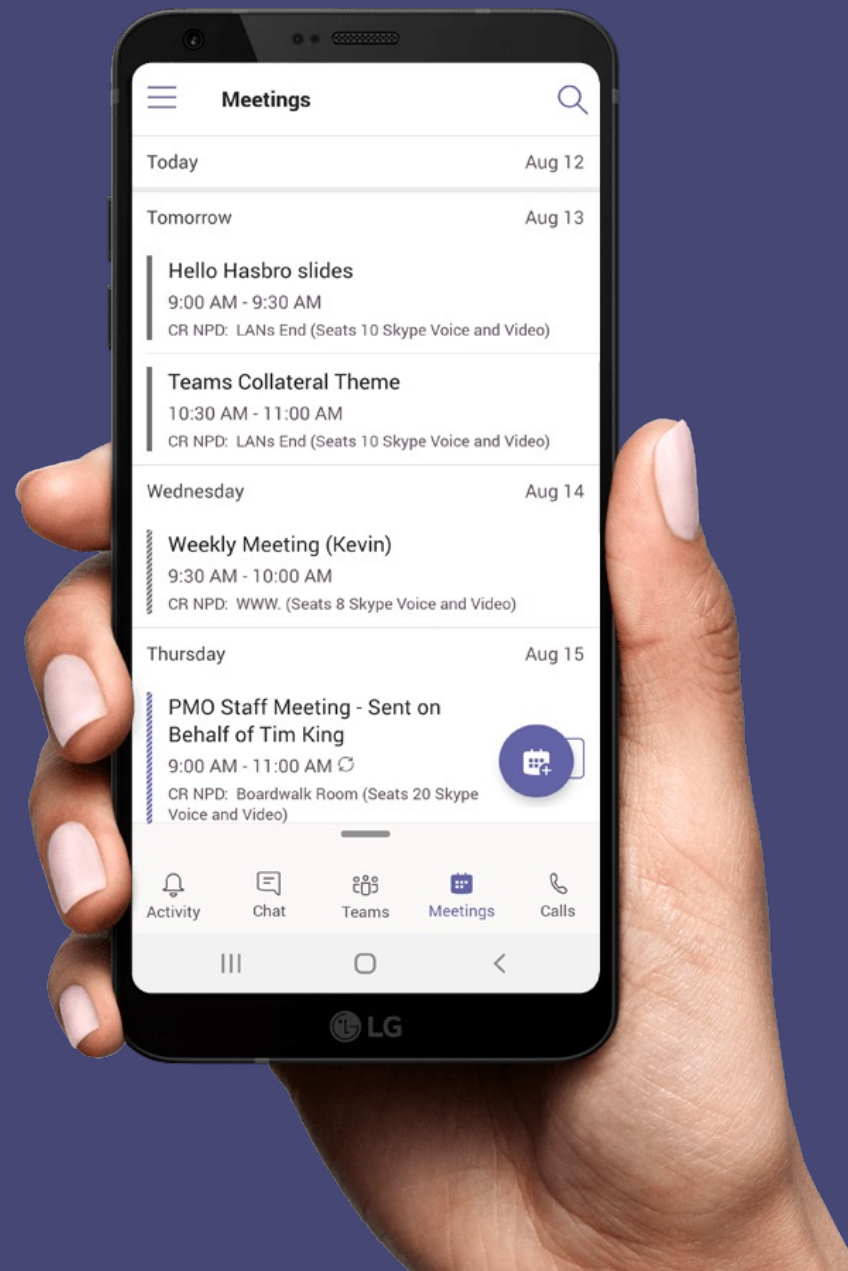
Start Aug 12, 3:00 PM

End Aug 12, 4:00 PM

Repeat Never >

Show as Busy >

Description >



For more mobile training on Teams, check out our O365 learning portal at Training.Hasbro.com