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Why should you read this book?

This book focuses on providing essential information about Microsoft Teams. Teams are a breath of fresh air for many users compared to working with others via separate tools like email, file shares, and phones. As with any new tool, the best practices on how to use it are still developing. But it's safe to say the community of Teams users has quickly learned the rules that help everyone make the most of Teams.

Following this E-Book should ensure you and your colleagues have better Teams experience by keeping things clean, organized, and productive (yet still fun and enjoyable).
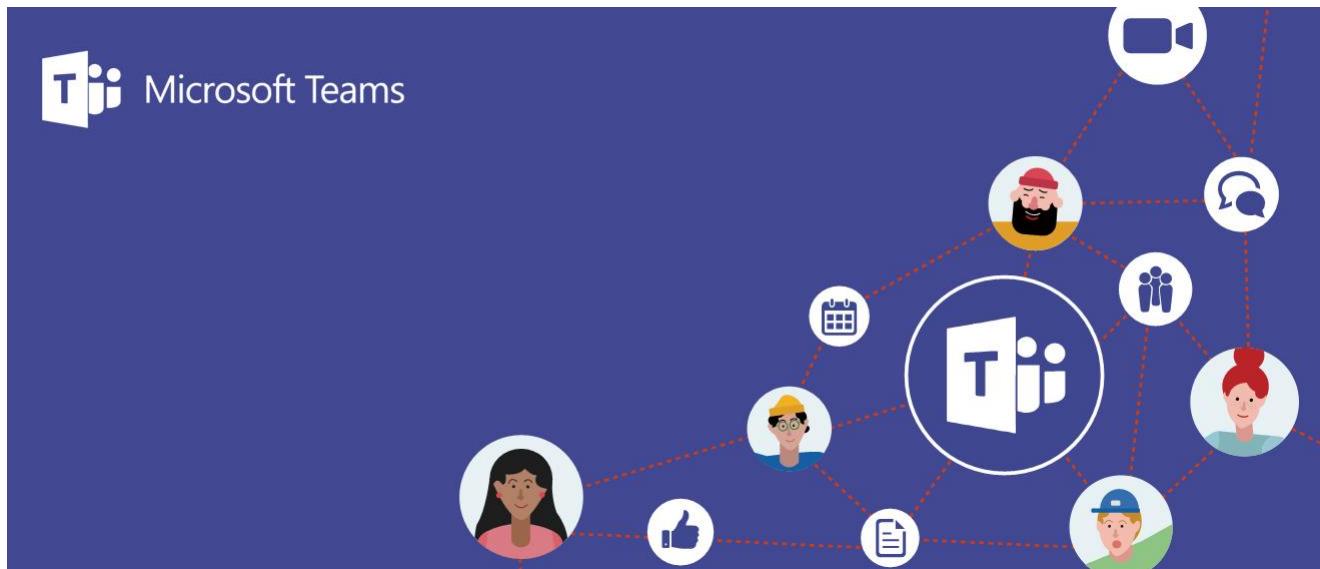
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WHAT ARE MICROSOFT TEAMS?

One such application, launched initially in early 2017, is Microsoft Teams. Microsoft has developed Teams to tackle the universal issue of communication faced by every business. Employees are working more flexibly than ever, and Microsoft Teams is the tool to support this era of flexibility and information exchange most coherently.

It combines the features of Skype (chat and conferencing), SharePoint and OneDrive (file sharing and collaboration), OneNote (note-taking), Planner (day-to-day project management), Stream (video sharing), plus in-app tabs that make other tools like GSuite, MailChimp, Salesforce, and more in one place. Access to all of this—and more—is available directly in the app—no jumping between windows, logins, or screens to access all your team's content.

What makes Teams so unique?

Teams answer the question of "what should I use and when" when it comes to Microsoft productivity applications

Microsoft is pushing Teams hard with much investment into its functionality. They see it as a foundational platform for businesses of all sizes to streamline their collaborative work and business processes.

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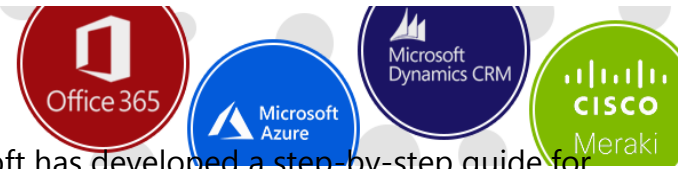
The pervasiveness of mobile device use has, in part, caused a growth in the use of instant messaging. Microsoft built Teams to capitalize on this. The solution provides an interface where employees can take part in quick and informal chats. Conversations are threaded, meaning everyone can see previous messages, eliminating the time-consuming hunt for information that can happen with email threads

Another critical aspect of the solution is its integration abilities. Microsoft Teams integrates well with third-party tools, and users can also draw in documents, presentations, notes, spreadsheets from the Office suite and the more powerful Office 365 solutions like SharePoint and Skype for Business. Within Teams, there is also the functionality and ability to build custom connectors and bots for integration with Line of Business Applications.
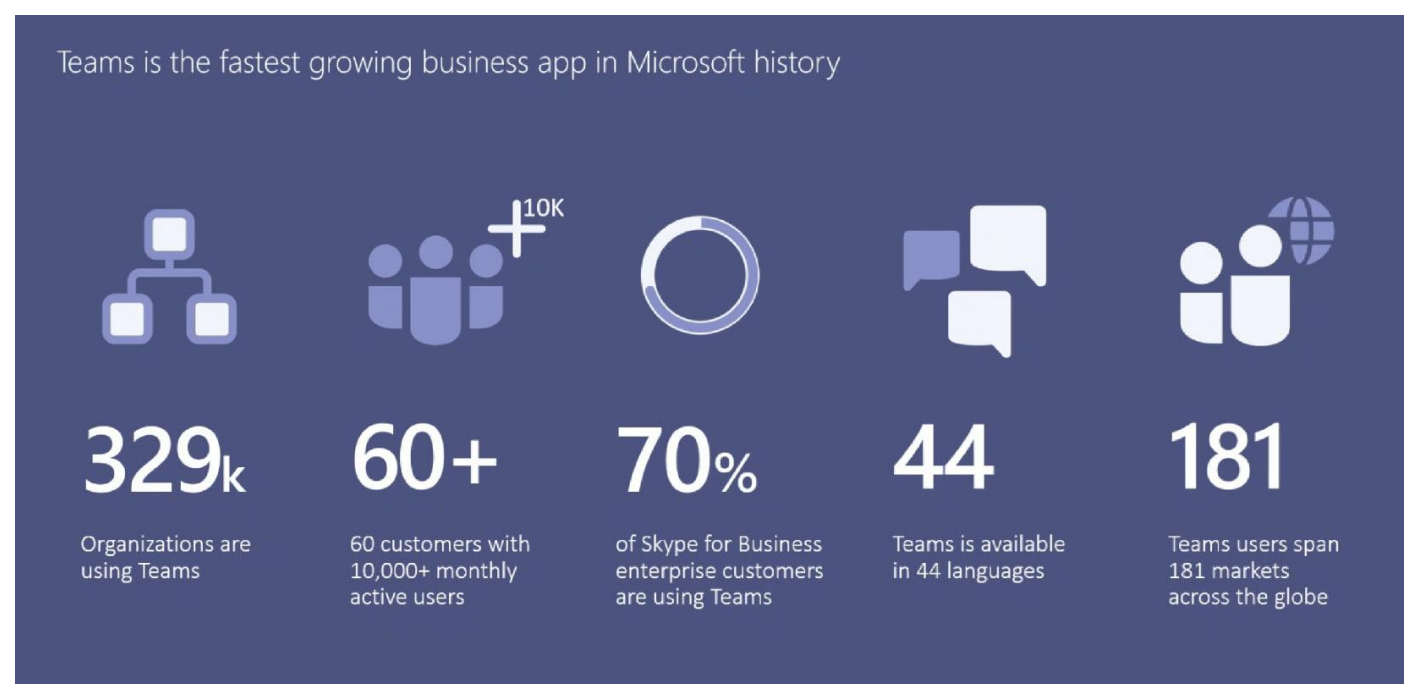
PLANNING A TEAMS DEPLOYMENT

To ensure a smooth planning phase, the following lays out the essential steps that every company should take when deploying Microsoft Teams:

1. Create a Planning Group: To create a comprehensive plan for how Microsoft Teams will fit into the business, leadership first needs to assemble a team of individuals from various departments. This mixture of hierarchy and departmental know-how will provide the group with essential perspectives, from data security and hardware implementation to ensuring workforce adoption of the platform.

2. Allow the Planning Group To Use Teams For Planning: The planning group needs to use Teams during their planning process. Using the platform will allow them to see precisely how the system works and understand how the various constituents could use it at the company.

3. Identify Use Cases: It is easy to look at how MS Teams works and its various features and state that everyone in the organization should start utilizing it. It is slightly more complicated, yet much more valuable, to break down how each departmental or cross-departmental team could use Teams on specific projects and tasks. By breaking this down, planning and later communication will be much more straightforward. Each department can be introduced to MS Teams in a customized way, allowing them to see the platform's benefits.

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4. Create a Technical and Non-Technical Plan: Microsoft has developed a step-by-step guide for getting organizations ready for MS Teams implementation.

LIMITS AND SPECIFICATIONS FOR MICROSOFT TEAMS

Below are some of the limits, specifications, and other requirements that apply to Teams.

Features	mum Limit
Number of teams a user can create	Subject to a 250-object limit
Number of members in a team	5,000
Number of org-wide teams allowed in a tenant	5
Number of members in an org-wide team	5,000
Number of teams a global admin can create	500,000
Number of teams an Office 365 tenant can have	500,000
Number of channels per team	200 (includes deleted channels)
Number of people in a meeting	250

Supported Browsers include:

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Browser	Notes
Microsoft Edge	Calling and Meetings supported on Edge RS2 or later
Internet Explorer 11	Calling and Meetings aren't supported. Users who try to join a meeting on Internet Explorer 11 will be directed to download the Teams, desktop client.
Chrome, the latest version plus two previous versions	Meetings supported on Chrome 59 or later, As of July 3, 2019, screen sharing is supported without any plug-ins or extensions. Support for Calling is coming soon
Firefox, the latest version plus two previous versions	Calling and Meetings aren't supported. Users who try to join a meeting on Firefox will be directed to download the Teams desktop client
Safari 11.1+ (coming Soon)	Safari is enabled on versions higher than 11.1 in preview. While in preview, there are known issues with Safari's Intelligent Tracking Prevention.

Supported Operating systems (Desktop)

- Windows 7+ (7, 8, 8.1, 10), *Both 32 & 64 bit available*
- Mac OSX 10.10+

Supported Mobile Devices

- Android 4.4+
- iOS (iPhone and iPad) 10+
- Windows Phone 10.0.10586+

Platforms For Microsoft Teams

- **Web**: Full-functioned chat client that can be used from a variety of browsers
- **Desktop**: Provides support for audio, video, and content sharing for team meetings, group calling, and private one-on-one or private multi-party calls
- **Mobile**: Geared at users participating in chat-based conversations while on the go, and currently allows users to have a peer-to-peer audio call.

Licenses that Include Microsoft Teams: To access the app, you need one of the following Office 365 license plans:

- Business Essentials

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Microsoft Partner for 13years	Microsoft Partner for Office 365 for 13 years	Microsoft Partner for Teams Deployments

CSE can help you adopt Teams as part of a broader drive to transform the workplace experience. Our end-to-end approach combines strategy, implementation, and managed services, augmented by industry expertise, specialist tools, and IP.

To learn more about how CSE can help you remake your workplace experience with Teams! **Give us a Call at 914-355-5800 to know more about Microsoft Teams**

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