

# Indian Health Service

## Microsoft Teams

Training

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# Presentation Objectives and Agenda

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## Objective

- The objective of this presentation is to provide an overview and training of the IHS Enterprise use and continual service improvement of Microsoft Teams.

## Agenda

- Microsoft Teams Introduction
- What Is Teams & Features
- Availability
- Training
  - Creating a team
  - Document collaboration and repository
  - Meeting Calendar
  - Meeting Notes
  - Project Schedule/Task List
- Useful Links
- Q & A

# Microsoft Teams Intro

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## Our workplace has changed

- Employees in the workplace are now on two or more teams than a few year ago and geographical areas.
- Ineffective collaboration has real costs
  - Decision Delays
  - Lack of Innovation
  - Poor Direction and Guidance

We are excited to announce the release of Microsoft Teams. Teams is an all-in-one collaboration and communication solution, integrating chat(IM), online meetings, calling, file management and a project workspace into one interface. Over time, we'll shift to Teams as our primary communication and collaboration solution. Until then, you'll have access to both Teams and Skype for Business, enabling you to get comfortable with Teams while retaining the familiarity of Skype for Business.

# What is Teams

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**Microsoft Teams is cloud-based team collaboration software that is part of the Microsoft 365 and Office 365 suite of applications. The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing. Businesses of all sizes can use Teams.**

- Teams is Microsoft's core cloud-based unified communications (UC) offering, and it competes with similar products, such as Slack, Cisco Webex and Google Workspace. As a business communications app, Teams enables local and remote workers to collaborate on content in real time and near-real time across different devices, including laptops and mobile devices. Microsoft Teams integrates with other Microsoft business applications, including Exchange, PowerPoint and SharePoint.

# Microsoft Teams Features

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Teams & Channels**
  - Teams are made up of channels, which are conversation boards between teammates.
- **Conversations within Channels and Teams**
  - All team members can view and add to different conversations in the General channel and can use an @ function to invite other members to different conversations

# Microsoft Teams Features

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Chat Function**
  - At its core, Teams is a chat-based collaborative workspace that features group and individual messaging with threaded and persistent conversations. Users can elevate a group or one-on-one chat to a voice or video call.
- **Online Audio, Video Calling & Screen Sharing**
  - Enjoy seamless and fast audio and video calls to employees within your business or clients outside your business.

# Microsoft Teams Features

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Online Meetings**

- This feature can help enhance your communications, company-wide meetings, and even training with an online meetings function that can host up to 10,000 users. Online meetings can include anyone outside or inside a business. This feature also includes a scheduling aid, a note-taking app, file uploading, and in-meeting chat messaging.

- **Audio Conferencing**

- This is a feature you won't find in many collaboration platforms. With audio conferencing, anyone can join an online meeting via phone.

# Microsoft Teams Features

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Calendar**
  - Teams, like Microsoft Outlook email, features extensive calendaring so users can keep track of their workweek, meetings and other daily appointments. The Outlook and Teams calendars are tightly integrated.
- **File Sharing**
  - In this document management feature, remote teams can store, share and edit files within Teams. Users can collaborate on the same document in real time within Teams.



# Microsoft Teams Features

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Webinars**
  - Microsoft Teams supports interactive meetings and webinars for up to 1,000 attendees. Features include live reactions and host moderation controls to disable attendees' chat, audio and video.
- **File Sharing**
  - In this document management feature, remote teams can store, share and edit files within Teams. Users can collaborate on the same document in real time within Teams.

# Microsoft Teams Terminology

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Teams**
  - Teams are groups of people who connect and collaborate on work and other projects.
- **Channels**
  - Within each team, users can create channels to organize their communications by topic, like news items, monthly reports or more lighthearted chat. Within channels, users have meetings, conduct conversations and work on files together. Channels can be either public or private. Each channel can include a couple of users or scale to thousands of users.
- **Tabs**
  - At the top of each channel are tabs, which link to files, apps and services.
  - Common tabs include files people have shared in the channel

# Microsoft Teams Terminology

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**Microsoft Teams features make it stand out from other collaboration software:**

- **Mentions**

- Users can use mentions to message and alert other users. Mentions use the @ symbol followed by the person's name. Users can also @mention entire teams and channels.

- **Feeds**

- The activity feed provides a summary of messages, replies, mentions and other activity happening within team channels. The activity feed can be filtered by unread messages, mentions and other categories, as well as the user's own activity.

- **Threads**

- A series of messages creates a thread.

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# Availability

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## Some important information the availability of MS Teams:

- **PII/PHI will not be permitted at this time**, pending a comprehensive security review
- **Teams client/app is only authorized for government furnished equipment (GFE)** computers directly connected to the IHS network or through the IHS VPN during this phase
- **IHS employees can invite Tribal users to join** Teams meetings once we federate with the Tribe (requires Tribal users to use MS Teams)
- **Allows anonymous access to MS Teams meetings** (Presenter has to allow anonymous participant to join)

# Training

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**Now let's review using Teams for....**

- **Creating a team**
- **Document collaboration and repository**
- **Meeting Calendar**
- **Meeting Notes**
- **Project Schedule/Task List**

# Useful Links

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## Additional Information & Useful Videos....

- If you would like more information on what Microsoft Teams is, please click on the link: [What is Microsoft Teams](#)
- For those interested in slightly more in-depth information on Microsoft Teams, please click on this link: [Getting started with Microsoft Teams](#)
- The links below introduce you to some of the essential Teams features that enable you to chat with, call, and meet with collaborators as well as organize your projects into teams/channels:
  - [Teams and Channels](#)
  - [Chats and Calling in Teams](#)
  - [Meetings in Teams](#)

# Contact Information

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