Microsoft Teams: How to Roll Out Microsoft Teams for Maximum Adoption

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BigGreen IT
Revealing the Cloud

Microsoft Partner

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Today's Agenda

- Introduction: Jeff Rogers
- Teams Discussion: Wade Walker
- Q & A / Wrap Up

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Who is Big Green IT?

- Quote from Wood Rodgers
  - "I just wanted to pass along our sincere thanks for the help you have provided us during this Covid-19 pandemic. We have Teams working now… It's very much appreciated and you guys are killing it! Thanks!"
- Headquartered in Rocklin, CA (Sacramento) with offices in San Diego & Los Angeles
- 2017 Sacramento Business Journal - #1 Fastest Growing Company
- 2017, 2018 & 2019 Sacramento Business Journal - Best Place to Work
- Microsoft Gold Platform Partner
- Microsoft Tier 1 Azure and Office 365 Managed Partner
- Microsoft Data Center Optimization (DCO) Partner

- Some of our Microsoft Cloud Clients:
  - Summit Funding 1,200 users
  - Red Hawk (Rancheria) 340 users
  - Rego Consulting 150 users
  - Renown Health 8,000 users
  - EJ Gallo 7,000 users
  - Rideout Health 3,400 users
  - Wind Creek Hospitality 5,500 users
  - APM 1,400 users
  - ProSearch Strategies 230 Users
  - Many others in the 20-100 user range

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Teams: How to Plan & Setup Microsoft Teams for Your Remote Workforce

- Develop a Strategic Rollout Plan
- Define and Map Out Your Adoption Phases
- Prepare Your Team for Adoption and Change Management (ACM)
- Setup a Thorough End User Training Program
- Leverage Available Deployment and Training Tools

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Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

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Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

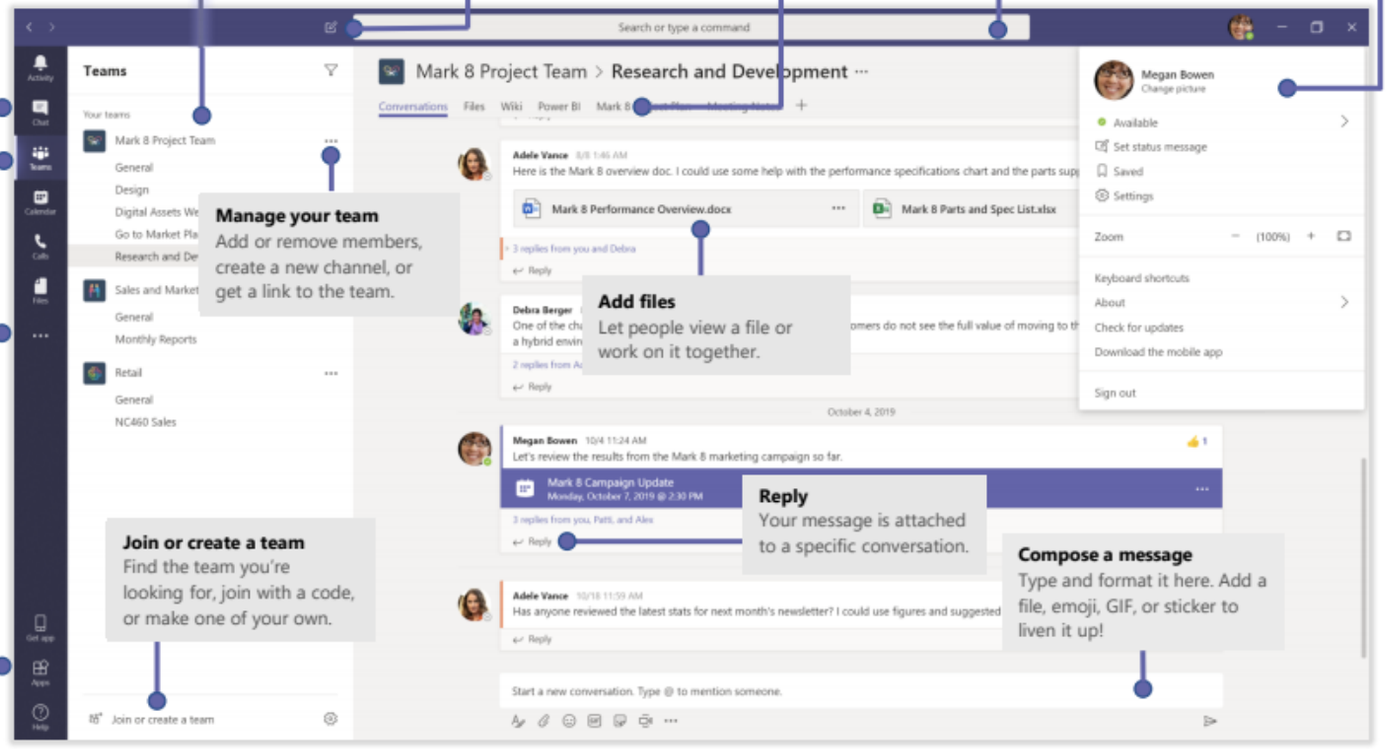
Manage profile settings
Change app settings, change your pic, or download the mobile app.

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.



Manage your team
Add or remove members, create a new channel, or get a link to the team.

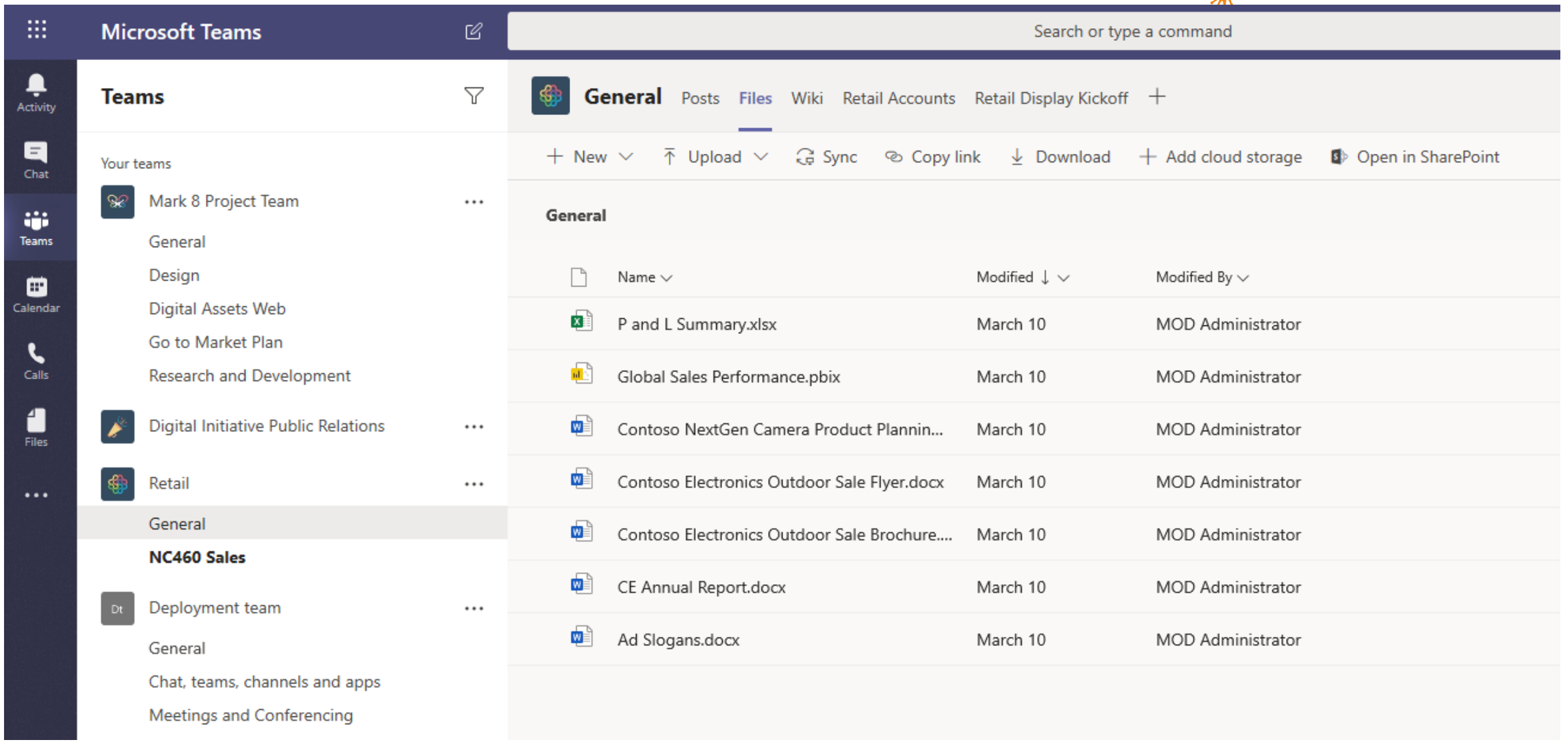
Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Microsoft Teams Client App



Teams: Strategic Rollout Plan

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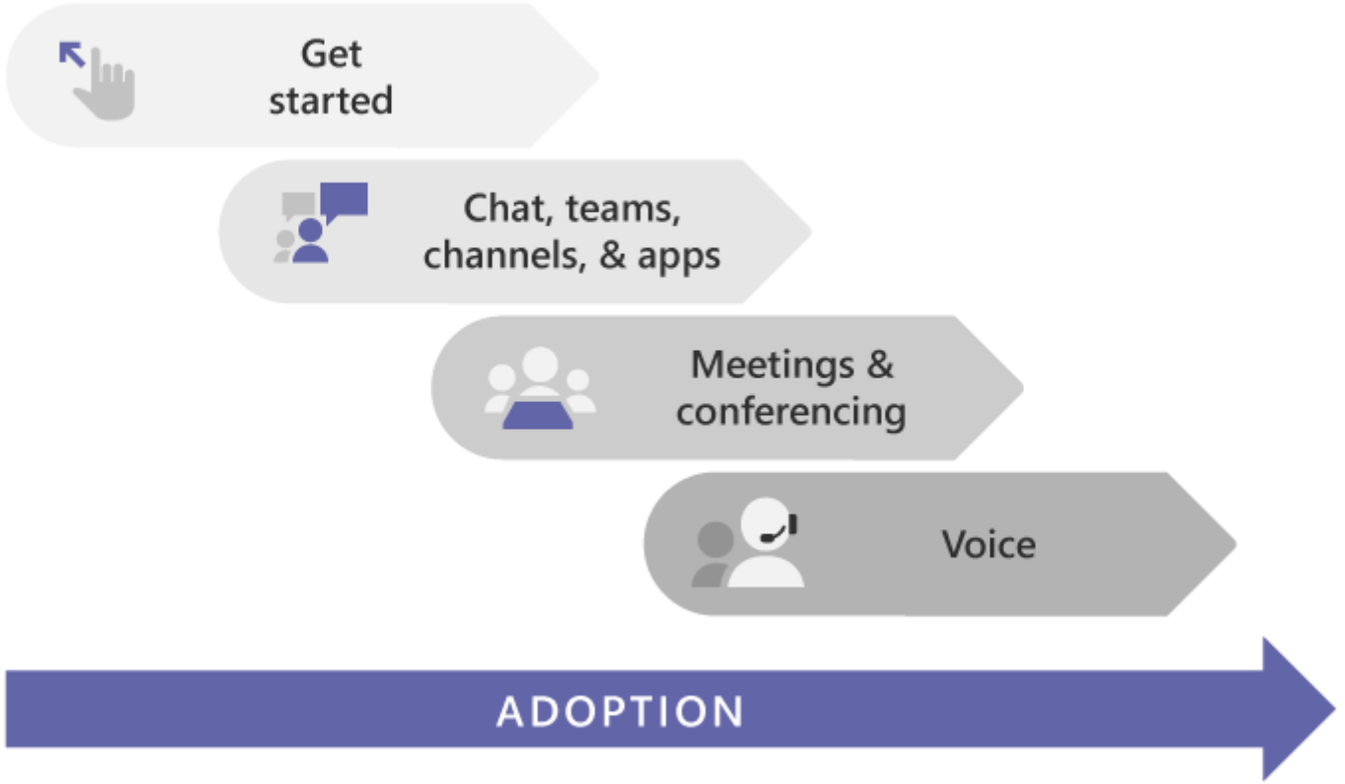
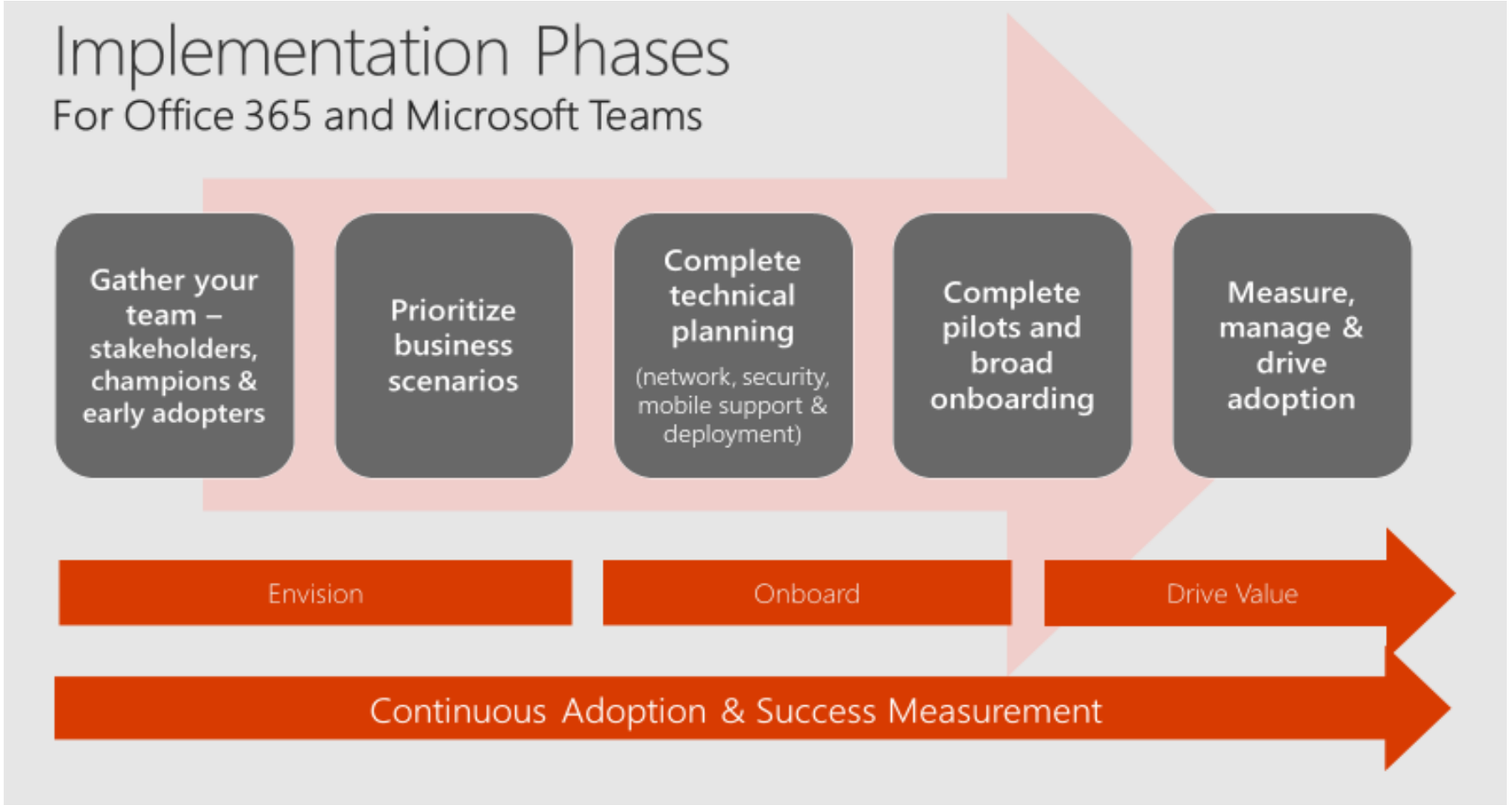
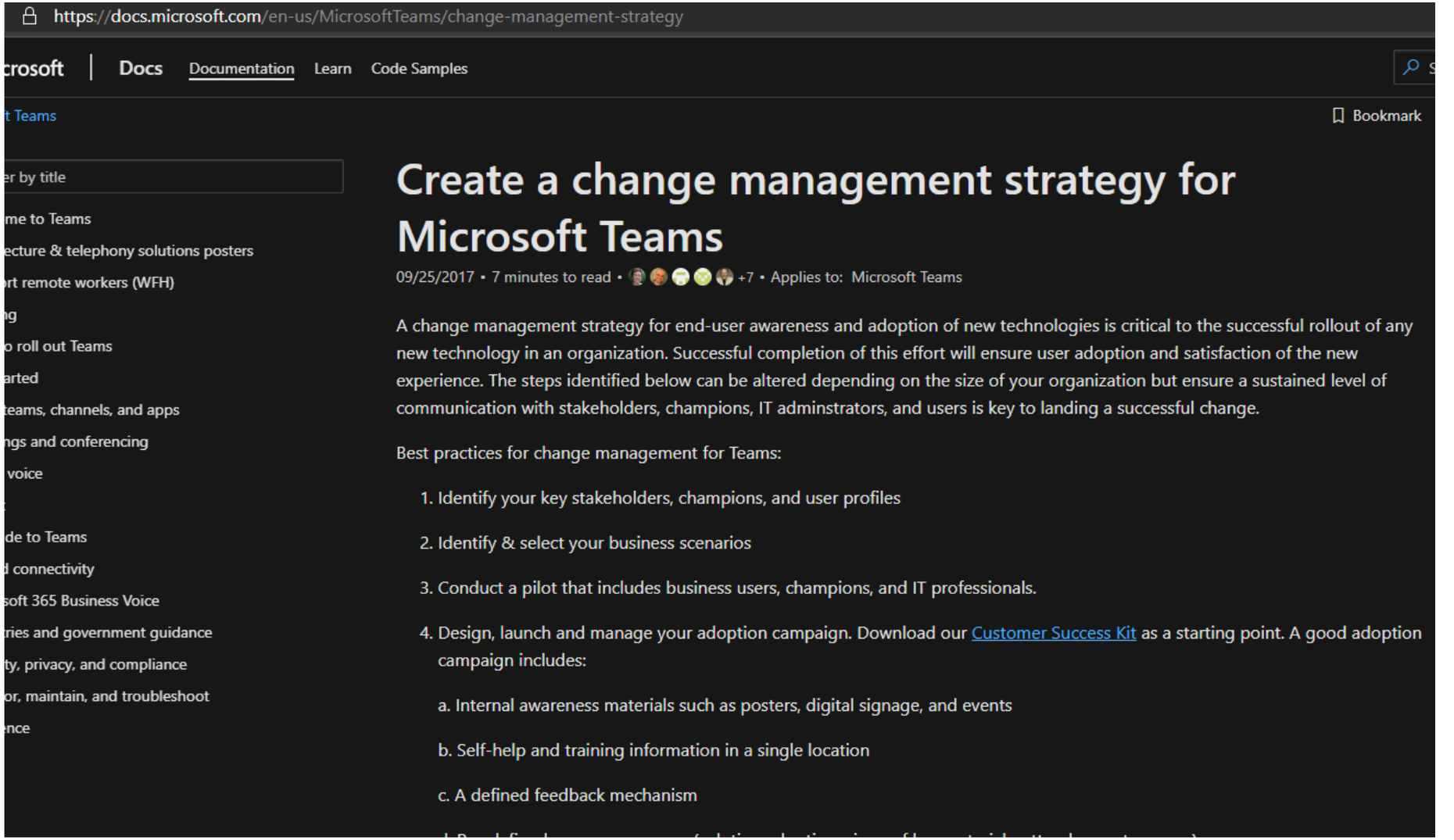


Teams: Adoption Phases

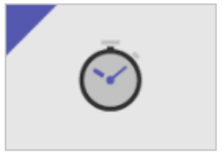


Teams: Adoption & Change Management (ACM)



Teams: End User Training

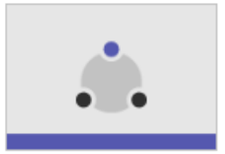
Microsoft Teams video training



Quick start

Intro to Microsoft Teams

Set up and customize your team



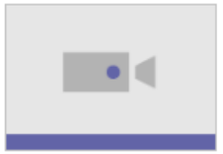
Collaborate in teams and channels

Work with posts and messages

Upload and find files

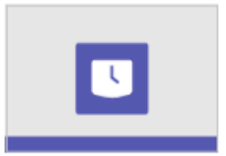
Start chats and calls

Manage meetings



Set up and attend live events

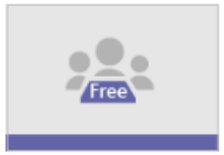
Explore apps and tools



Manage team schedules with Shifts

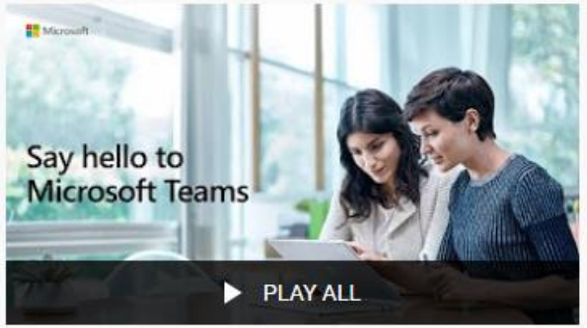
Manage your activity feed

Teams on the go



Get started with Teams (free)

Teams: Deployment / Training Tools



Microsoft Teams training

7 videos • 227,719 views • Updated yesterday

Microsoft Teams training - Spanish:
https://www.youtube.com/playlist?list...

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https://www.youtube.com/playlist?list...

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https://www.youtube.com/playlist?list...

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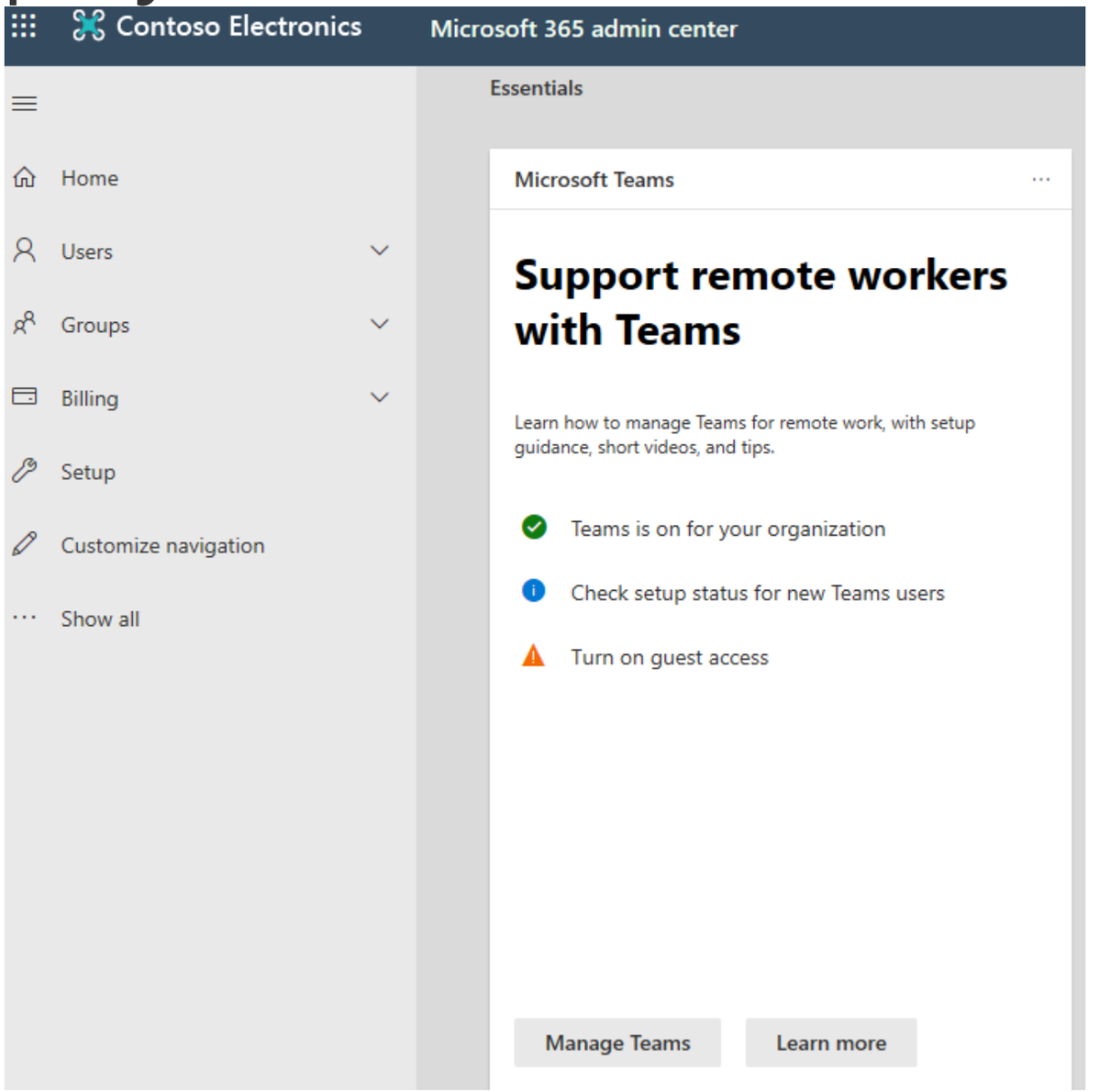
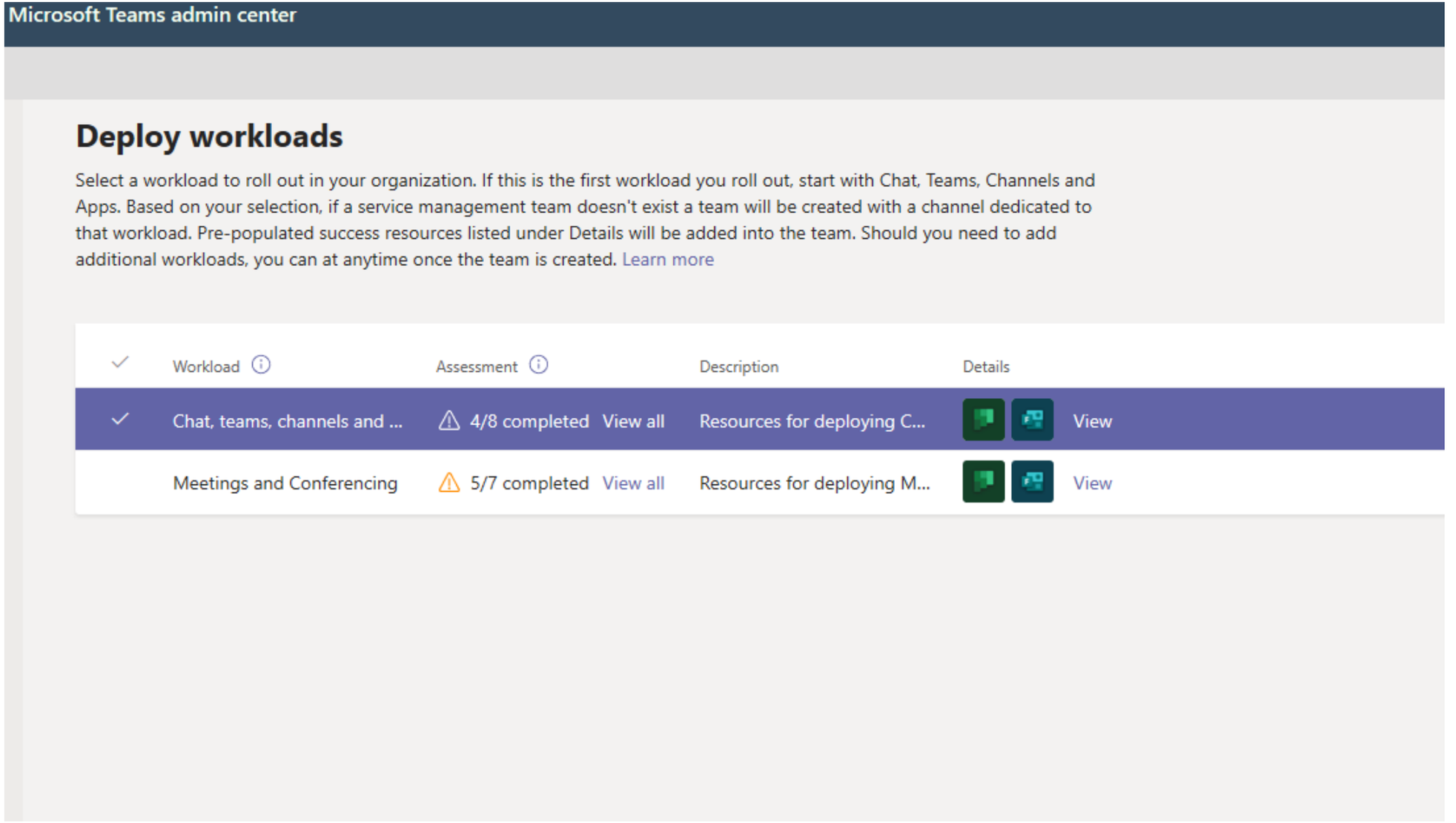
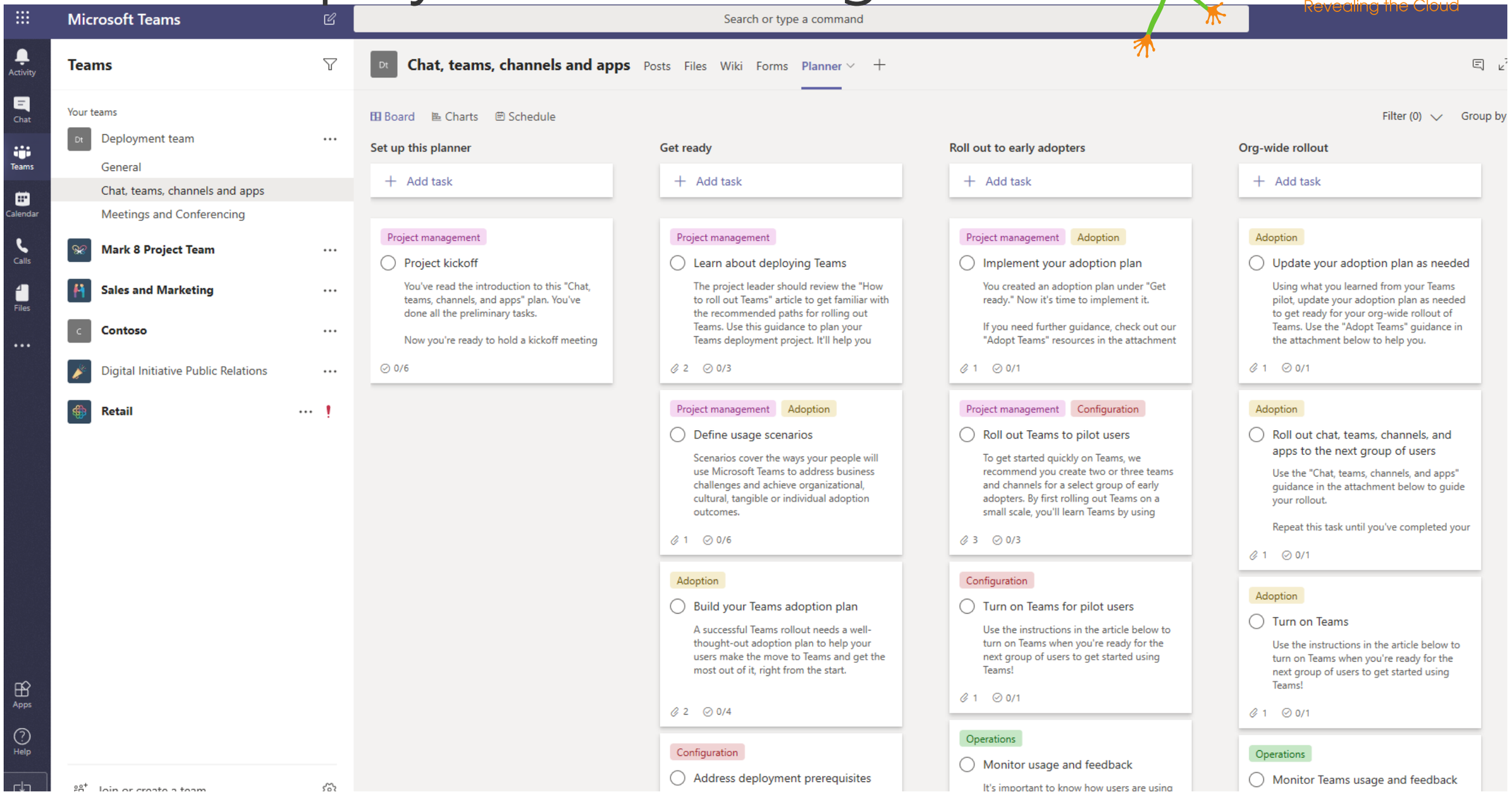
Teams: Deployment



Teams: Deployment



Teams: Deployment / Training Tools



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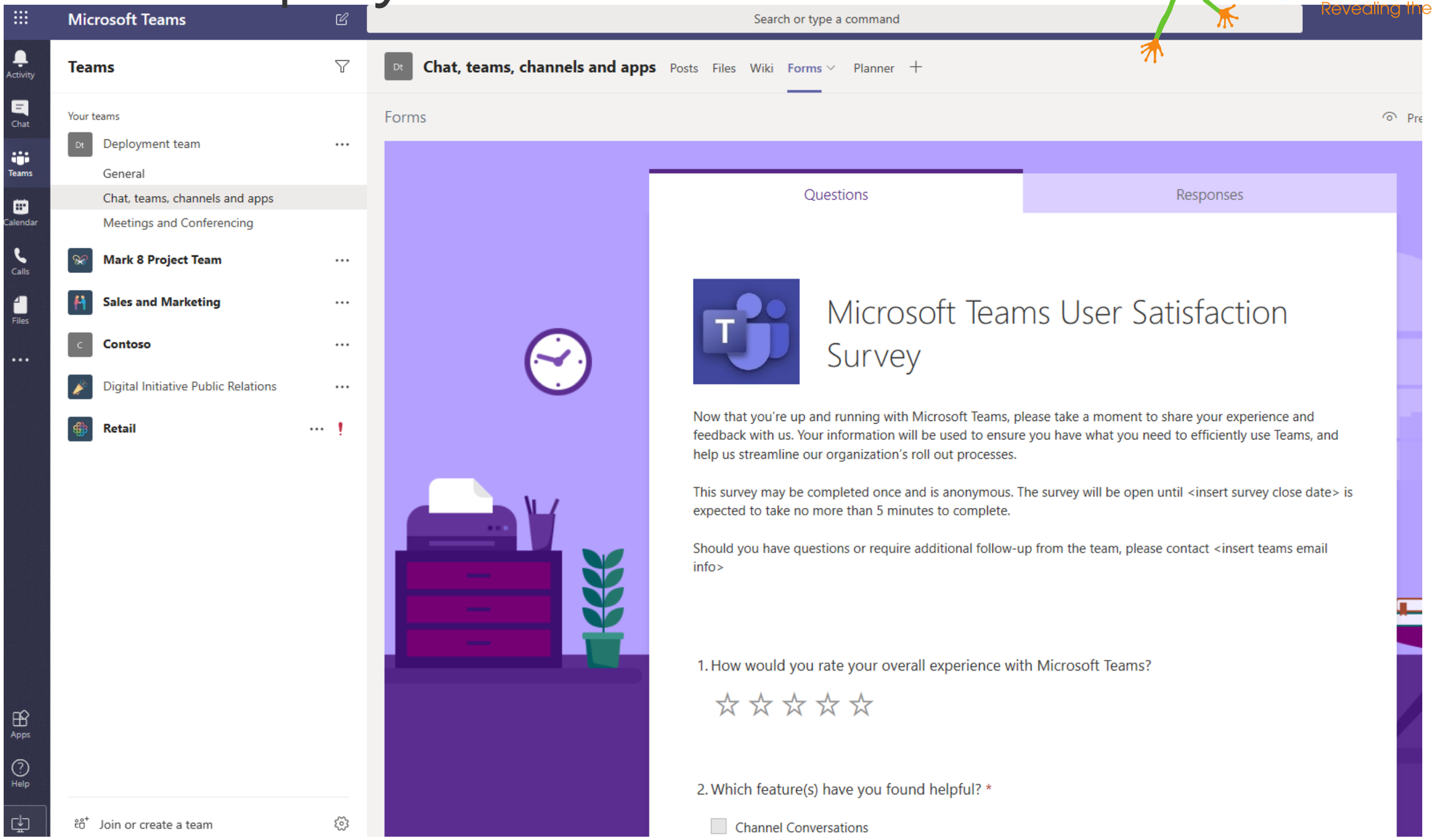
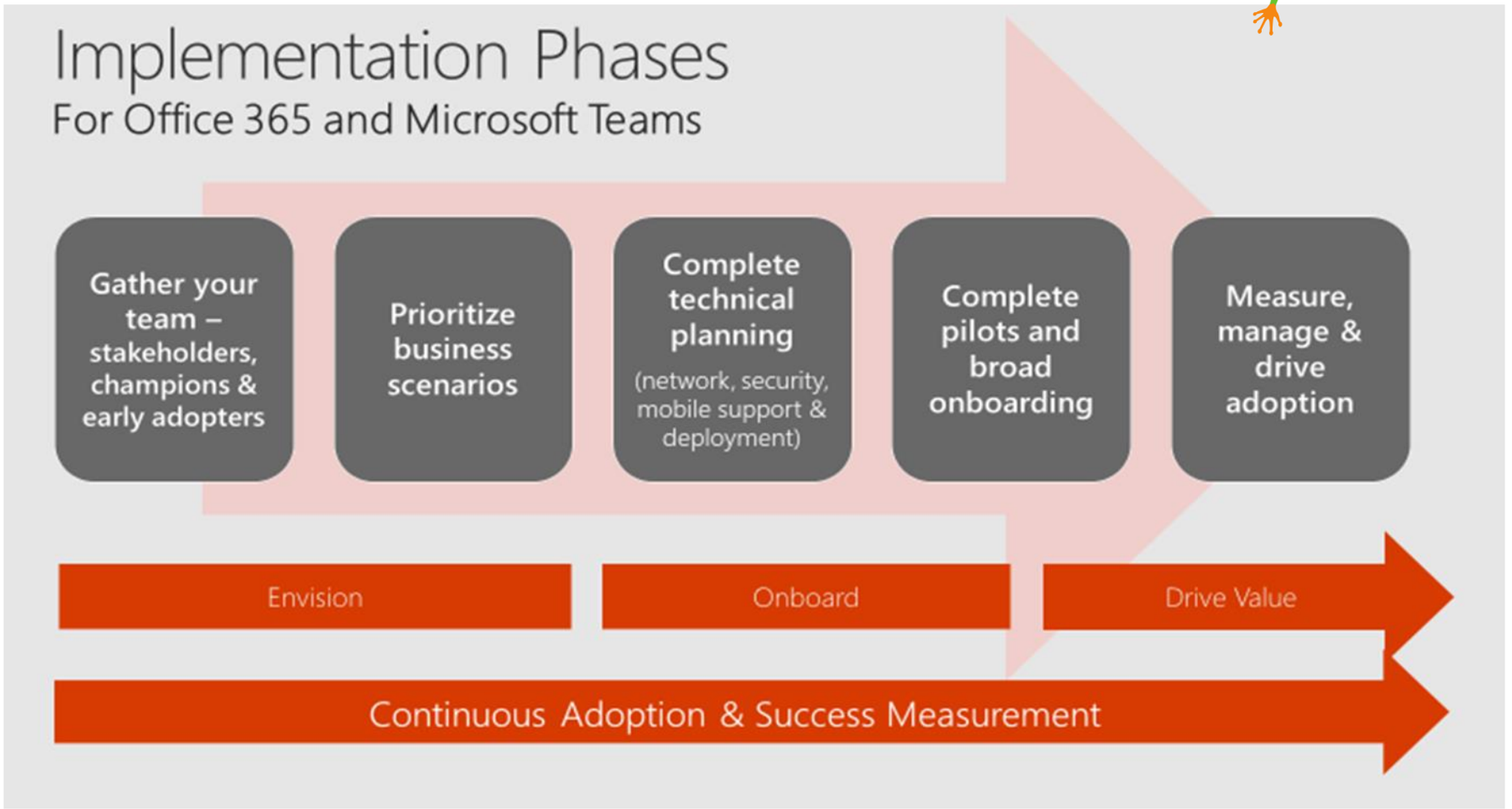
Teams: Deployment



Teams: Deployment / Governance



BGIT Teams Assessment

How Microsoft Teams Can Improve Your Productivity

When implemented and rolled out properly, Microsoft Teams integrates remote meetings, file sharing, chat and 3rd party applications into one seamless productivity application.

1 Hour Teams Assessment

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Relevant Links

- How to roll out Microsoft Teams: https://docs.microsoft.com/en-us/MicrosoftTeams/how-to-roll-out-teams
- Quick start guide: Successfully enable Microsoft Teams: https://download.microsoft.com/download/F/3/9/F39B4F10-5720-4516-87E1-91E5A5678EFB/MicrosoftTeams-AdminQuickStart-EnableTeams.docx
- Create a change management strategy for Microsoft Teams: https://docs.microsoft.com/en-us/MicrosoftTeams/change-management-strategy
- Teams end user training: https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-US&ad=US
- Microsoft Teams YouTube channel: https://www.youtube.com/playlist?list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk
- Teams Advisor: https://docs.microsoft.com/en-us/microsoftteams/use-advisor-teams-roll-out
- Teams Advisor in Microsoft 365 Admin Center: https://admin.teams.microsoft.com/teams-deployment
- Governance quick start for Microsoft Teams: https://docs.microsoft.com/en-us/microsoftteams/teams-adoption-governance-quick-start
- BGIT: https://www.biggreenit.com/microsoft-teams-consulting-services/

Questions?

- LinkedIn: https://www.linkedin.com/in/wade-walker-a830781/
- Twitter: @coachwade

- Big Green IT 1 Hour Teams Assessment

- Microsoft Data Center Optimization (DCO)
- Microsoft Premier Support
- Microsoft SMB Partner Advisory Council

- International Association of Microsoft Channel Partners (IAMCP)

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