



Microsoft Teams

Webinar - How to start?

Apr 2020

Who am I?

- Thanh Nguyen – Deputy Head of Delivery - thanh.nguyen1@trginternational.com
- 16 years with TRG International – more than 100 TRGers in multiple cities and countries
- Everyday - Work with all 9 departments in TRG
- Everyday - Communicate with Customers / BOD / Team Leaders / Consultants, who are all around the world!



Thanh Nguyen
Deputy Head of Delivery

Agenda

1. How to get MS Team Account for your org?
2. Start working with MS Team
3. Quick demo
4. Questions and Answers

How to get MS Team for your org?

- Register for Microsoft Office 365 – E1 plan

Manage the Office 365 E1 Trial

03/27/2020 • 2 minutes to read •   • Applies to: Microsoft Teams

New in March 2020, a free 6-month Office 365 E1 Trial, including Microsoft Teams, is now available. Microsoft is making this special E1 Trial license available in response to the increased need for employees to work from home (WFH) in response to the COVID-19 (coronavirus) outbreak.

To learn what's available with an E1 license, read [Office 365 E1](#).

Features included



Office on tablets and phones

Get web versions of Office apps on iOS, Android, and Windows devices with screen sizes of 10.1" or less. Each user can install Office mobile apps on 5 tablets and 5 phones. Office desktop apps not included.



Email and calendars

User business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser. Get a 50GB mailbox per user and send attachments up to 150MB.



Hub for teamwork

Connect your teams with Microsoft Teams in Office 365, where chat, content, people, and tools live together. Use Teams to plan schedules, assign tasks, and connect to other apps and resources.

[Learn more](#)



Workflow automation

Build automated workflows between apps and services to get notifications, synchronize files, collect data, and more with Microsoft Flow, no coding required.

[Learn more](#)



Online Meetings

Host online meetings with audio, HD video, and web conferencing. Broadcast meetings online for up to 10,000 people who can join with just a browser on almost any device.

[Learn more](#)



Professional digital storytelling

With Sway you can easily create engaging, interactive web-based reports, presentation, newsletters, trainings, and more, right from your phone, tablet, or browser.

[Learn more](#)



File storage and sharing

OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere, on any device. Easily share documents with others inside and outside your organization and control who can see and edit each file.

[Learn more](#)

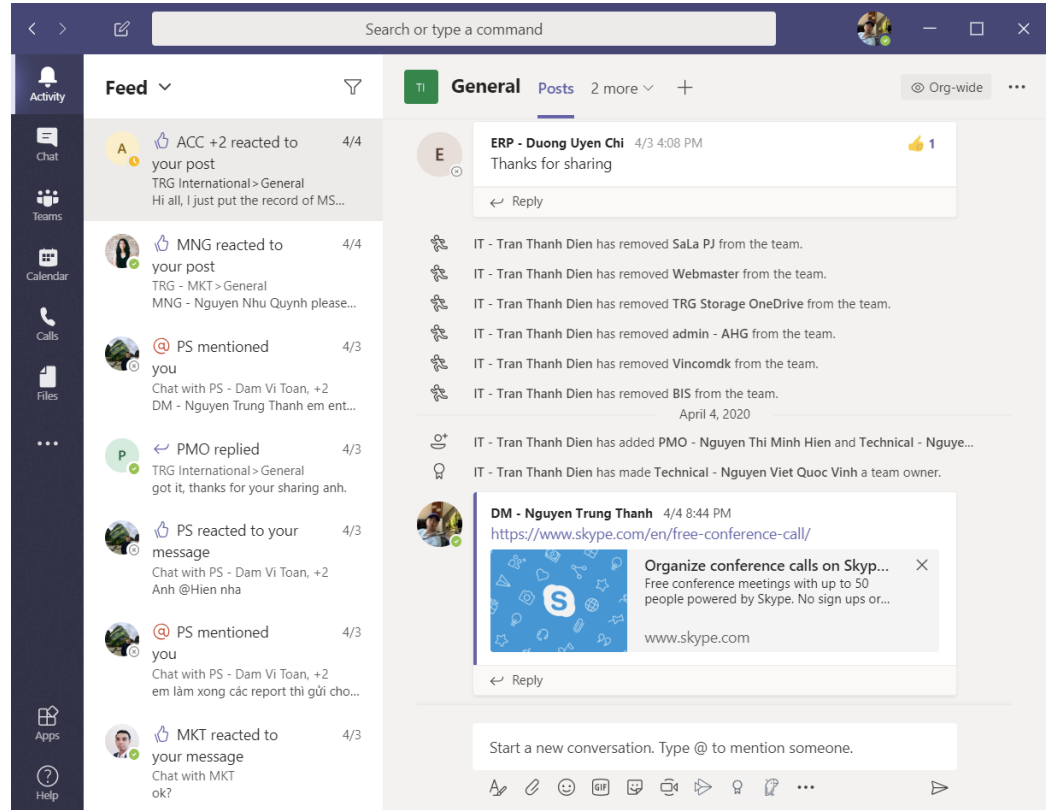
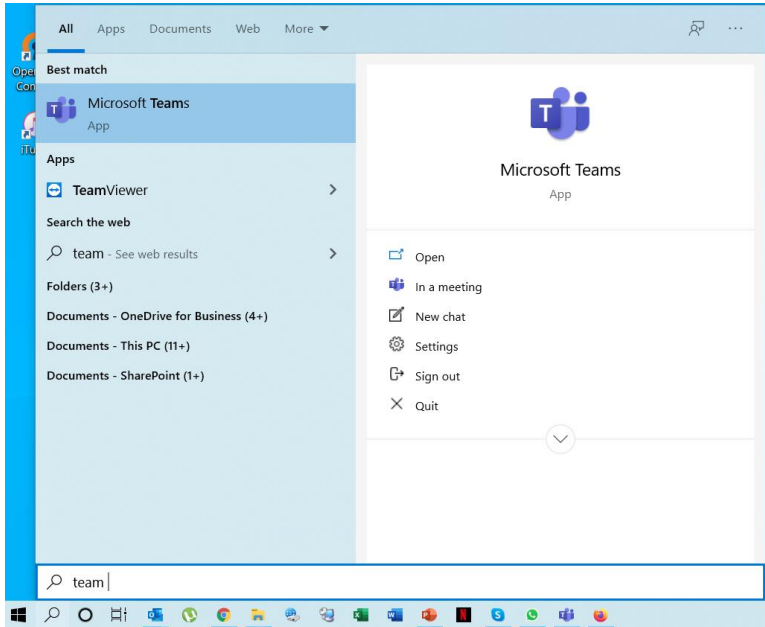


Enterprise video service

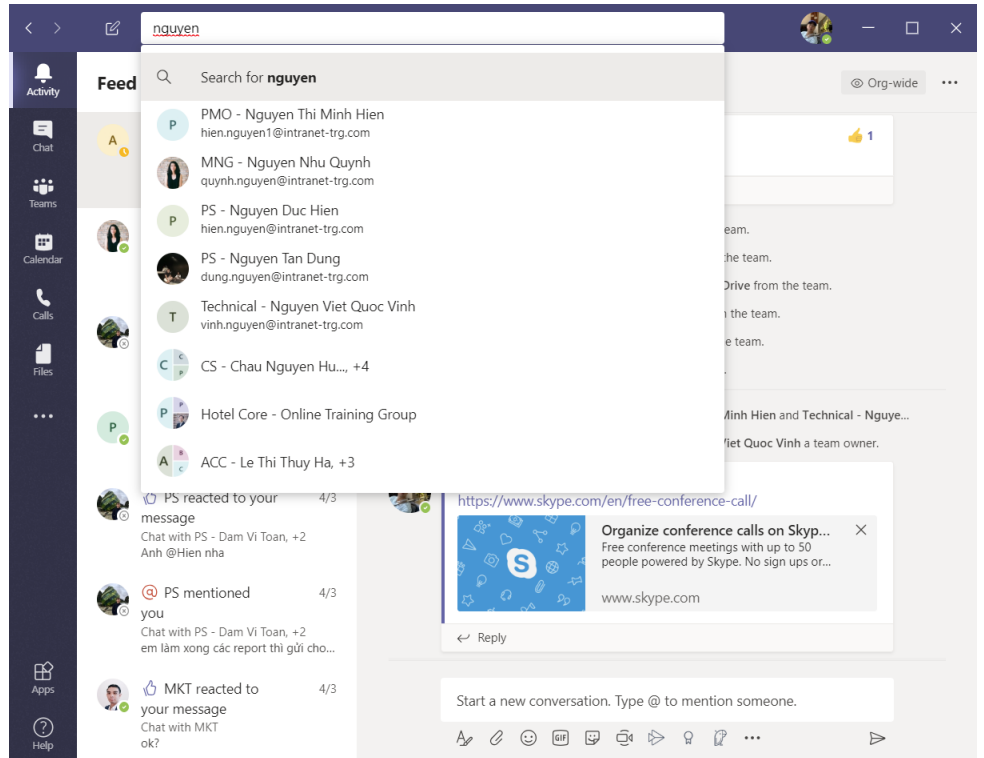
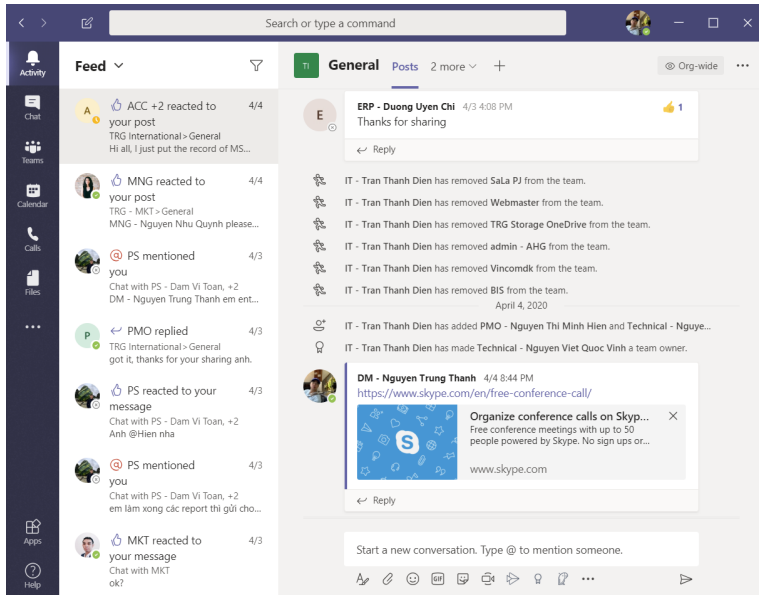
Use Microsoft Stream to easily create, manage, and share videos securely across your organization.

[Learn more](#)

Start working with MS Team



Start working with MS Team – Find a member



Start working with MS Team – Find a member

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "Feed" section is visible, showing a list of posts. The first post is from "ACC +2" and says "reacted to your post". The second post is from "MNG" and says "reacted to your post". The third post is from "PS" and says "mentioned you". The fourth post is from "PMO" and says "replied". The fifth post is from "PS" and says "reacted to your message". The sixth post is from "PS" and says "mentioned you". The seventh post is from "MKT" and says "reacted to your message".

The screenshot shows the Microsoft Teams interface with a search for "nguyen" in progress. The search results are displayed in a list:

- PMO - Nguyen Thi Minh Hien
hien.nguyen1@intranet-trg.com
- MNG - Nguyen Nhu Quynh
quynh.nguyen@intranet-trg.com
- PS - Nguyen Duc Hien
hien.nguyen@intranet-trg.com
- PS - Nguyen Tan Dung
dung.nguyen@intranet-trg.com
- Technical - Nguyen Viet Quoc Vinh
vinh.nguyen@intranet-trg.com
- CS - Chau Nguyen Hu..., +4
- Hotel Core - Online Training Group
- ACC - Le Thi Thuy Ha, +3

The search results are overlaid on the "Feed" section, which is partially visible in the background. The search bar at the top contains the text "nguyen".

Start working with MS Team – Chat

The screenshot shows the Microsoft Teams chat interface. The top bar includes a search bar with the text "Search or type a command" and a profile picture. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main chat area is titled "PS - Eric Olar" and shows a conversation. The chat history includes:

- PS - Eric Olar 4/3 3:12 PM: Hello Thanh, I have no calendar on my app. Thanks
- PS - Eric Olar 4/3 3:21 PM: Thanks

A response bubble from PS - Eric Olar at 4/3 3:21 PM says "please email Dien". The bottom of the chat area has a text input field with the placeholder "type a new message" and a send button.

The screenshot shows the Microsoft Teams chat interface with a file sharing overlay. The chat history is the same as in the previous screenshot. The overlay is titled "Share" and displays a collection of files and images, including a Word document, a PowerPoint slide, and a photo. Below the overlay, the text reads:

Share files in this chat.
Everyone can work together on files you upload and create.





Q & A

thanh.nguyen1@trginternational.com

TRG – Next Webinar

- 13/4 - Tìm hiểu Amazon Workspaces - Giải pháp quản lý máy tính ảo cho doanh nghiệp trong mùa “ở nhà”
- 15/4 - Các best practice khi dùng Infor Q&A 11.3 để lập báo cáo
- 17/4 - Tổng quan về Microsoft Teams (English session)