

GETTING STARTED WITH MICROSOFT TEAMS

A quick reference guide for how Brennan IT can help you implement Microsoft Teams into your business.

END-USER TRAINING

Chat & Meetings	Team Workspaces	Package Deal
<p>How to use the former Skype for Business features, including:</p>	<p>How to collaborate in Channels, work with files, and best practices for teamwork.</p>	<p>Understand how teams can work in your business and get started with:</p>
<ul style="list-style-type: none">✓ Online meetings✓ Chat features✓ Status updates✓ Quick-start guide✓ Training session duration is 1-1.5 hours✓ Up to 10 attendees	<ul style="list-style-type: none">✓ Teams Conversations✓ Working with files✓ Task management✓ Quick-start guide✓ Training session duration is 1-1.5 hours✓ Up to 10 attendees	<ul style="list-style-type: none">✓ Chat, Meetings & Team Workspaces✓ Quick-start guides✓ Delivered in one combined training session (2-3 hours), or two separate sessions (2x 1-1.5 hours)✓ Up to 10 attendees

TEAMS ONBOARDING

Governance Quick-Start	Pre-Rollout Adoption	Teams Pilot
<p>Prevent data sprawl and share content securely by learning about:</p>	<p>Get feedback from staff and buy-in from stakeholders, raising awareness of Teams with:</p>	<p>Understand how teams can work in your business and get started with:</p>
<ul style="list-style-type: none">✓ Teams Fundamentals & Governance Workshop✓ Teams Tenant settings✓ SharePoint Tenant settings✓ As-built documentation	<ul style="list-style-type: none">✓ Staff feedback survey✓ Presentation of staff feedback survey findings✓ A 'Day in the Life of Teams' presentation	<ul style="list-style-type: none">✓ Education: Teams Workspaces core concepts and prototype team build✓ Design & Build: 3x Teams Workspaces (2x vertical departments; 1x horizontal department)✓ Data Migration: Up to 100GB from file server✓ Training: 3x end-user training sessions

Voted Australia's **No.1 Managed Services Provider** for the past 10 years.

For 20 years we've been committed to making our clients lives easier. It all started with a realisation that Australian businesses could be so much more - if only they were able to leave IT to the experts and focus on what they do best: their business.

We do it by offering the mid-market exactly what they need: professionalism, know-how, simplicity, and the same passion for their business as they have.

We can help you to:

- Manage & innovate with technology
- Adopt & do more with Hybrid IT
- Better support your workforce
- Connect your business & teams
- Secure & protect your organisation

SPEAK TO US TODAY:

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