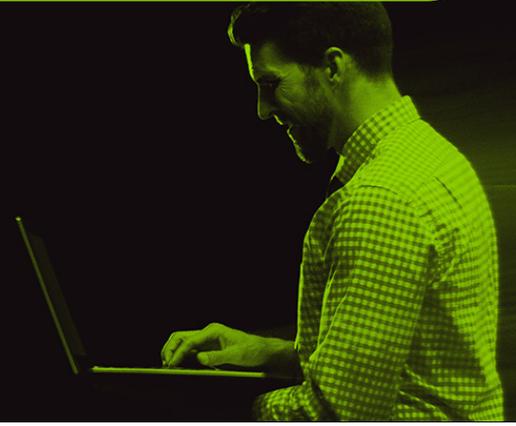


Microsoft Teams

Microsoft Teams is a tool that provides your team the ability to work on files together, share information and have conversations.

One of the challenges of working remotely is not being able to collaborate face-to-face, not having immediate access to the team's files, and compromised security.

Fortunately, Microsoft Teams has functionality that cater for all that!



How teamwork benefits your organisation

- Teams creates flexibility within your organisation
- Teams help companies react more quickly and improve speed to market
- Teams helps employees build strong relationships and boost morale



The modern workplace

80%

of employee time is spent collaborating with others

43%

of American workers work remotely at least some of the time

2x

more teams compared to five years ago

The benefits of employee synergy:

MORE

- productivity
- expertise,
- innovation
- participation



The cost of ineffective collaboration

Less Agile

Decision making, execution, go to market and response time to customers are slow.

Lower Quality

Poor decisions being made as a lack of insufficient data and business standpoint.

Reduced Innovation

Low sharing of information results in departments being unable to create new concepts.

“ Research shows that simply feeling like they're part of a team of people working on a task makes people more motivated as they take on challenges ”



Research reveals that employees engaged in collaboration report:

- Higher engagement
- Less fatigue
- More success

Quick start guide

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

View and organize teams

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

Every team has channels

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

Move around Teams

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

Start a new chat

Launch a one-on-one or small group conversation.

Add tabs

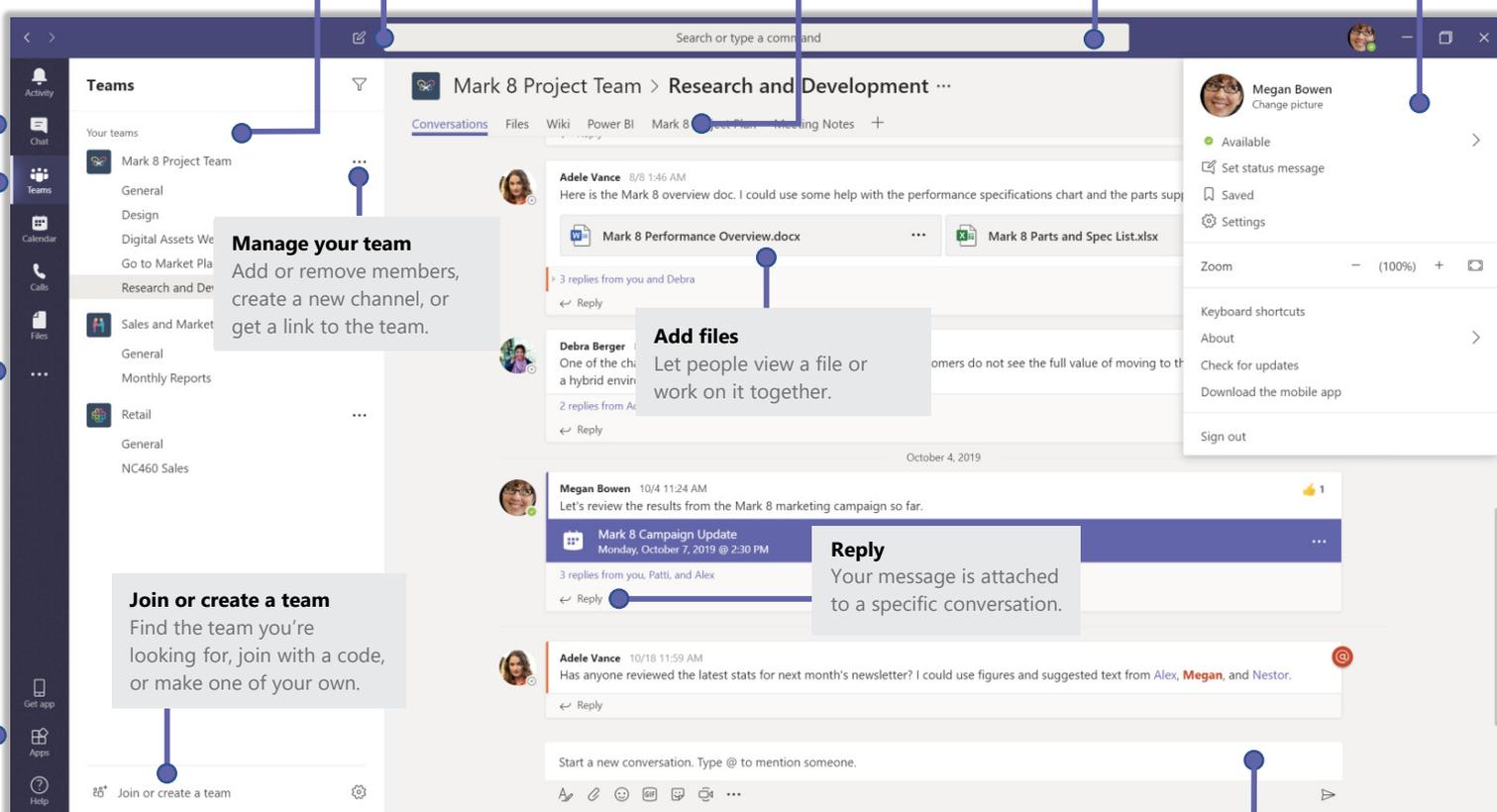
Highlight apps, services, and files at the top of a channel.

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.



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.

Join or create a team

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

Reply

Your message is attached to a specific conversation.

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.

Compose a message

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

Teams keeps us connected while we are working remotely

- Stay connected with your colleagues
- Use instant messaging for quick responses
- Make use of voice and video calls
- Maintain a trail of activities for audit
- Record meetings and use the content as a reference later
- Share documents and work on them simultaneously

Microsoft Teams

Product Overview

1. In Microsoft Teams; “teams” are groups of people brought together for work, projects, or common interests. Teams are made up of channels. Each channel is built around a topic, such as “Team Events,” a department name, or a name that is for fun and non-work purposes. Channels are where you hold meetings, have conversations, and work on files together.
2. This tool is aimed at any person who operates in a team that has to coordinate activities, hold meetings, take minutes, video conference, make calls, and share documents.
3. It offers a single and central place to do all the work required more efficiently; on any device, anywhere in the world - as long as you have access to the Internet.
4. Microsoft Teams converges multiple communications platforms that increases efficiency and reduces costs.
5. The Teams platform allows for uninterrupted work to occur even under extreme circumstances such as isolation.

Features and Benefits

Feature:	Benefit:
Presence	See if your colleague is free or busy in order to connect through either phoning, video conferencing, meeting or instant messaging
Chats	Instant message for quick questions and answers
Teams	Create channels that bring together members that need to achieve a common goal - even if they are in different departments - in one place
Recordings	Record video meetings and transcribe for distribution as minutes afterwards
Calls	Use your device as a telephone to call anybody from your active directory who is registered
Applications	Access a large amount of applications to illustrate, and to assist with task execution

Stay connected, stay productive!

Why Choose Us

Your Transformational Experts with 25 years of Experience

We have been transforming the organisational landscape and enriching our customers' lives digitally for over 25 years, with more than 150 customers across the breadth of Africa benefiting from our services. We have selected the very best transformational tools and technologies - that together with our experience digitally - unleash the power of your existing and new technologies, and processes.

Microsoft Dynamics Company in Africa

With over 25 years of successful implementation experience, we have completed a host of projects - from full implementations, upgrades and advanced functionality, we have endured as the technology partner of choice with our clients.

Proudly South African

Born and bred in South Africa, we understand the unique challenges of running a successful business in our country and have developed software and services specifically tailored to our local market.

Support

Our team of experts are there to provide you and your team with the necessary training so that you can enjoy the full benefits of your new solution. Our support team will also be available 24/7/365 to ensure that you're always up and running*.

*Dependent on your requirements outlined in your SLA agreement.

About Braintree

Braintree have significant consulting and product capability; including Dynamics ERP, CRM, SharePoint, and Office 365. We are the largest Microsoft Dynamics company in Africa with over 25 years of successful implementations experience.

About Vox

Innovation and insight combine in Vox, a market leading end-to-end integrated ICT and infrastructure provider and telecommunications company. From data to voice, as well as cloud, business collaboration and conferencing tools,

Vox offers intelligent solutions that connect South Africans to the world, supporting entrepreneurs, customers and commerce, whilst practicing values of integrity, choice and service excellence in all of its dealings.

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