Work together remotely with Office 365

In just a few weeks, the global pandemic transformed many of us into remote workers. But even before the unwelcome arrival of Covid-19, remote working was growing in popularity. A 2018 study found that around 70% of the global workforce worked remotely at least one day a week.

Today, technology has made possible what would have been unthinkable just a few years ago. Thanks to mobile devices, Cloud storage and video conferencing software, many companies have been able to send everyone home and continue working productively.

The modern team doesn't have to be based in the same office or even the same country. Flexible working is now an expectation rather than a perk for many, and 77% of workers say they actually get more done when they're out of the office.

This new, digital way of life is brilliant in lots of ways, but with so many people working remotely, it can be a challenge to keep track of who's doing what.

Enter Microsoft Teams, a video chat and collaboration platform that's part of the popular Office 365 suite.

Microsoft Teams

Teams was created to embrace all the wonderful things about the digital revolution and make it easier than ever for groups of people to collaborate on tasks. It integrates with other Microsoft services and comes free with an Office 365 subscription, so there's no need to worry about additional costs.

Teams is full of features that appeal to millennials who have grown up with social networking and smart technology, along with plenty of sensible tools to help the rest of us keep up.

Why Microsoft Teams is a Game Changer?

Teams combines a chat function with voice and video calls, along with the ability to collaborate on files and projects on the go. It enables users to set up chatrooms for different teams and workflows, with clearly threaded conversations and updates.

Teams is much more than a chat hub, because it has been specifically built to work in tandem with the rest of the Office 365 suite.

Any document you need from Word, Excel, OneNote, PowerPoint, etc. can be instantly shared between team members and stored remotely in the Cloud. All edits, comments and updates happen in real-time, so there's no more searching for notes or trying to find out who last had access to that all-important document.

Microsoft Teams is all about helping people work together to achieve their goals. It gives users the power to storm through projects and plans without having to be tied to their desks, updating and checking things off as they go.
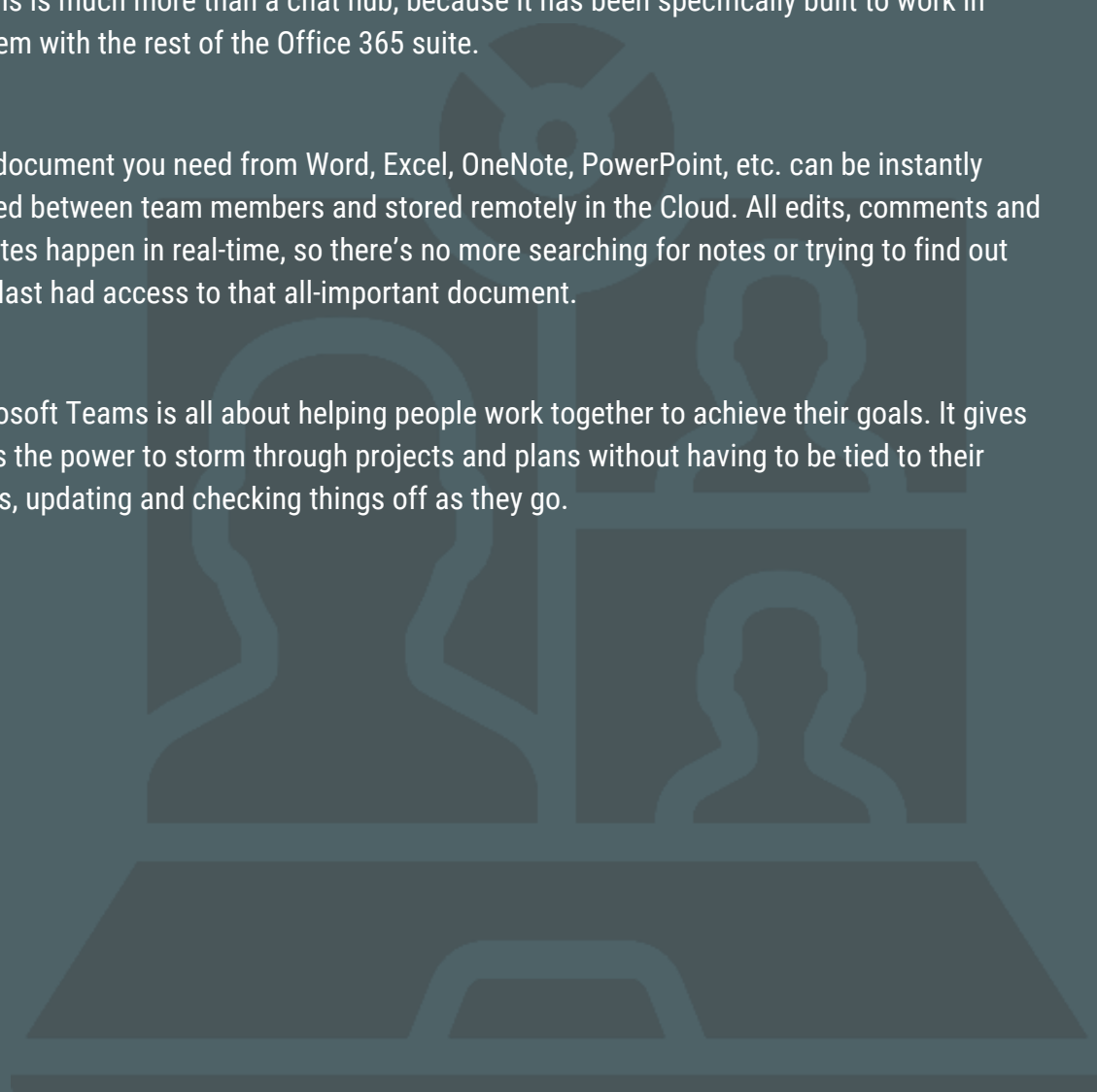
Teams features include:

Online meetings

Schedule and hold conference calls, webchats and message streams with anyone you like, both inside and outside of your organisation. You can share files, desktops and even organise instant transcription and minutes, so all your important notes and actions are recorded and sent to everyone concerned.

Live Broadcasts

Gone are the days when we had to worry about how many people can squeeze into the boardroom. With live broadcasts it's easy to hold seminars, deliver training and make announcements to up to 10,000 people at a time.

Conversations

The central point where all teamwork is recorded, Conversations are established using @mentions in a similar way to Twitter and Instagram. Users can easily see conversations and workflows they've been tagged in, along with colour coded highlights to show the importance of each task. GIFS, "likes" and emojis are also used to add emphasis and echo familiar social media apps.

Teams and Channels

Add team members to specific groups and assign people to tasks with just a few clicks. Each team has its own subsections, known as Channels, and there can be multiple Channels relating to different tasks within every team.

Files

Create, upload, share and edit files all from the home screen, with full access to all the main Office apps. Team discussions can be quickly established according to different files, with everything neatly contained in easy to read threads.

Key benefits of Microsoft Teams include

- Work anywhere, on any device
- Full integration with all Office 365 apps and Azure Active Directory
- Voice, video and text message
- Record video and voice meetings, transcribe content for minutes and reports
- Share screens, files, documents
- Customisable to meet your organisation's business needs
- Integrates with numerous Microsoft and third party apps
- Enterprise grade security
- Free to Office 365 subscribers.

Office 365 Groups

You might also hear people talking about Groups in Office 365, but don't expect to find this bit in the list of available apps.

Groups isn't a piece of software, it's a collection of people. In the same way you'd manage email distribution lists in Outlook, you can now organise resources like calendars, emails and documents for different groups of users.

Groups can be set up in a variety of apps including Outlook, SharePoint, Planner, Teams and Yammer, without having to worry about manually assigning permissions. When you add someone to a Group, they're automatically given permission to access the files and tools within it.

You can create private and public groups based on how sensitive your information is. Public groups are great for things like planning the Christmas party, whereas sensitive information like staff salaries should be limited to a few key personnel in a private group.

Whether public or private, groups can only be accessed by people who have been specifically invited. Therefore, you don't have to worry about your information being available to all and sundry.

Microsoft Teams is a powerful tool for today's diverse, flexible workplace. If you haven't already discovered its collaboration enhancing powers, now's your chance to give it a try.

It's totally free to existing Office 365 customers, and even if you're not there yet expect to be pleasantly surprised about how much moving to the Cloud will save you. The whole Office 365 suite of products has been developed to help businesses save money and boost productivity, so what have you got to lose?

Contact us today for a no obligation assessment and demonstration.

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