

The Art of Teamwork...

Delaware Leading Change through Collaboration!



2nd Quarter | April 2021

<https://office365.delaware.gov>



Are You Using Microsoft Teams Yet?

Why Not? Microsoft (MS) Teams is a chat-based workspace where colleagues can chat, meet, and easily share files. It is a central hub for communication and collaboration regardless of your physical location in the office or working remotely.

Nearly all state employees now have access to Microsoft Teams. Only three Agencies have not yet been enabled with Microsoft Teams (Phase II Collaborative Services). Check the list of who has and has not at the top of the FAQ page, [Office365 website](#).

MS Teams offers each employee the following features:

- **Activity** - keeps track of incoming chat messages.
- **Chat** - hold a threaded conversation with co-workers across State Agencies. Chat with one, two, or a whole group of co-workers.
- **Calendar** - Use the Teams calendar to set up your Teams meetings. Did you know you can invite external guests to join in a Teams meeting?
- **Calls** - when equipped with a microphone (and camera), quickly call (or video call) your co-workers directly from your Teams App.
- **Files** - easily access your OneDrive files and files saved in your Teams workspace.

Additionally, upon request, a **Teams Workspace** can be established for your team or group to collaborate better, share and store files in one place, and organize topics, projects, or common interests within Channels. Check with your [Agency's Customer Engagement or Information Resource Manager](#) to get a Teams Workspace established.

Want to learn more about MS Teams or other O365 tools and applications?

- Join us at the Office Hour sessions (see Upcoming Events article below),
- Take a look at the videos available at [MS 365 Learning Pathways](#),
- Keep an eye on the [Events Calendar](#) for future events, or
- Email Project_O365@delaware.gov with your question or request.

Upcoming Events

The [Upcoming Events O365 web page](#) lists all scheduled events. As new events are scheduled with our Microsoft training partners, the event calendar is updated. Currently, we have the following Office Hour events scheduled:

Learn all the ins and outs of setting up a Teams Meeting. Did you know your Teams calendar mirrors your Outlook calendar? Join us to find out more!

[Tuesday, April 13 @ 2:00 P.M.](#) and again on [Thursday, April 15 @ 9:00 A.M.](#)

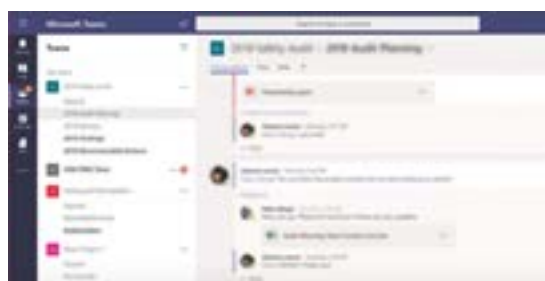
Learn all about this **NEW Feature - Teams Live Events!** Live Events will be available for use in Teams on **April 19th**. It will provide the ability to host presentations with up to 10,000 attendees.

[Tuesday, April 20 @ 2:00 P.M.](#) and again on [Thursday, April 22 @ 9:00 A.M.](#)

May and June events will be added to the [Events Calendar](#) soon.

Get inspired... explore these O365 Resources

[How to Establish a Teams Workspace](#)



[Learn about Teams and Channels](#)



O365 Resources and Learning Links

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about the Office 365 Project? Need an Office 365 Cheat Sheet? Have time for a 5-minute Learning Opportunity? Check out the links above!

Email Project_o365@delaware.gov with suggestions for learning event topics or ask questions you may have regarding Office 365 products or features.

Email: Project_o365@delaware.gov | Website: office365.delaware.gov