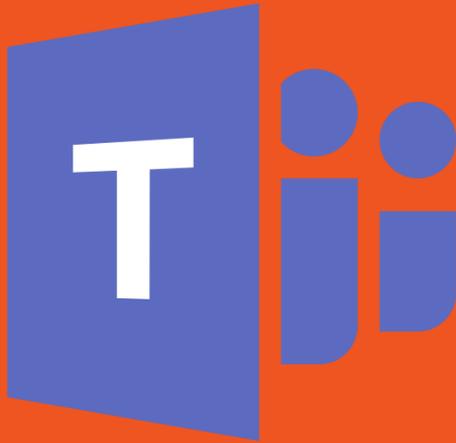


# Intro to Teams



Presented by:  
Frontier Supply Chain Solutions Inc.



# USING CHANNELS IN MICROSOFT TEAMS

In this section we will discuss tips and tricks to help organize work among different *teams* for Frontier.



## TOPICS OF DISCUSSION:

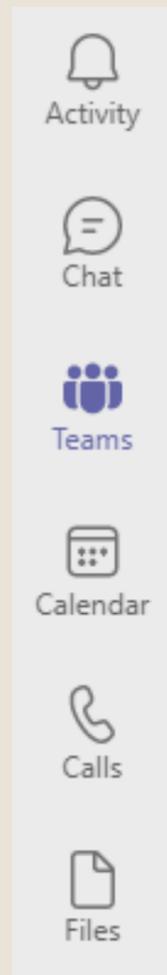
- What is a Team?
- What is a Channel?
- How to Add a Team
- How to Add a Channel
- How to Navigate a Channel Within a Team

# TEAMS: USING A TEAM & CHANNEL

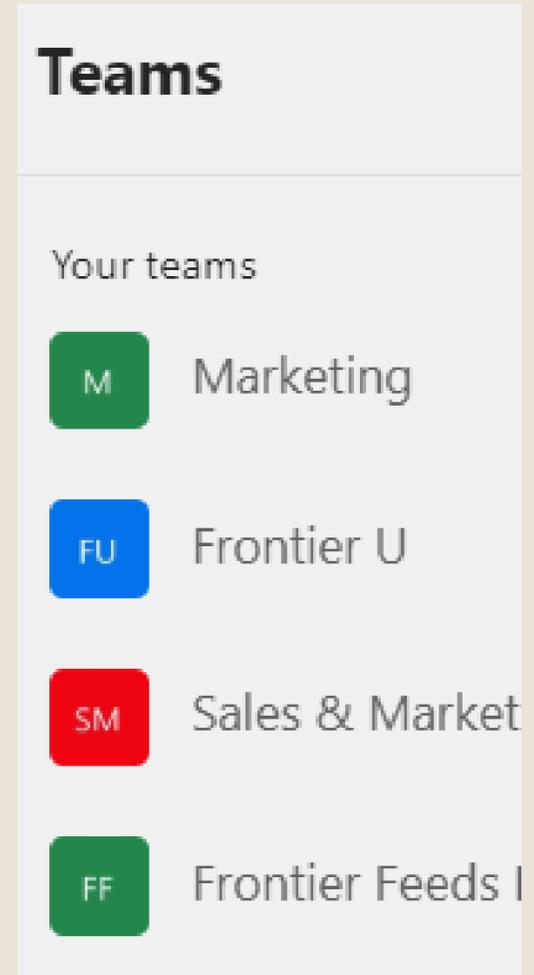
# TEAMS TERMINOLOGY

Below gives some basic terms used in the Teams application that will help assist you in this guide.

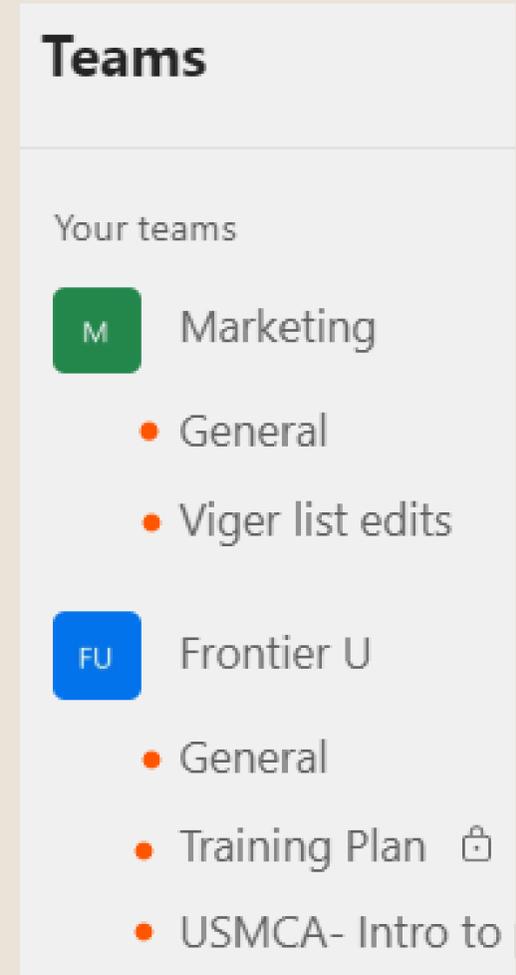
## NAVIGATION BAR:



## A TEAM:



## A CHANNEL:



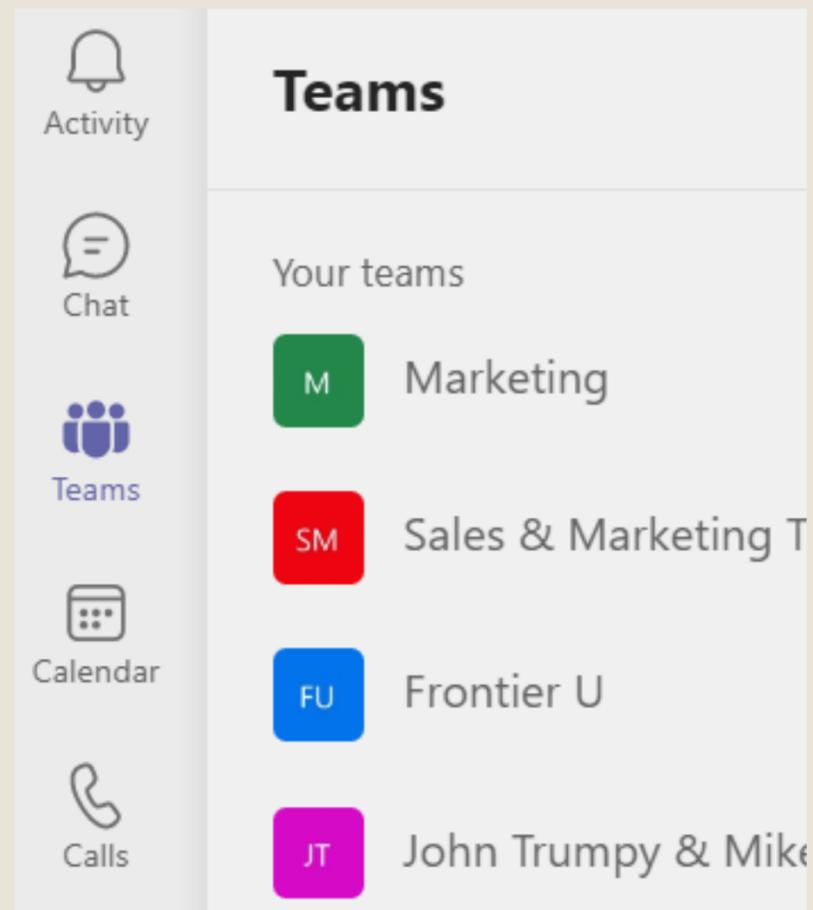
## WHAT IS A TEAM?

A team is designed to bring together a group of people who work closely to get things done. They are collection of people, content, and tools surrounding different projects and outcomes within an organization.

- Can be created to be private where only invited users will have access.
- Can be public and open so anyone within the organization can join (up to 10,000 members).

## EXAMPLE

In the example to the right, you can see that person x is a member of 4 teams: *Marketing, Sales & Marketing, Frontier-U and John Trumpy & Mike*. Each one of these contains different members. Only members of a team have access to the channels and material found within.



# TEAMS & CHANNELS

WHAT IS A TEAM?

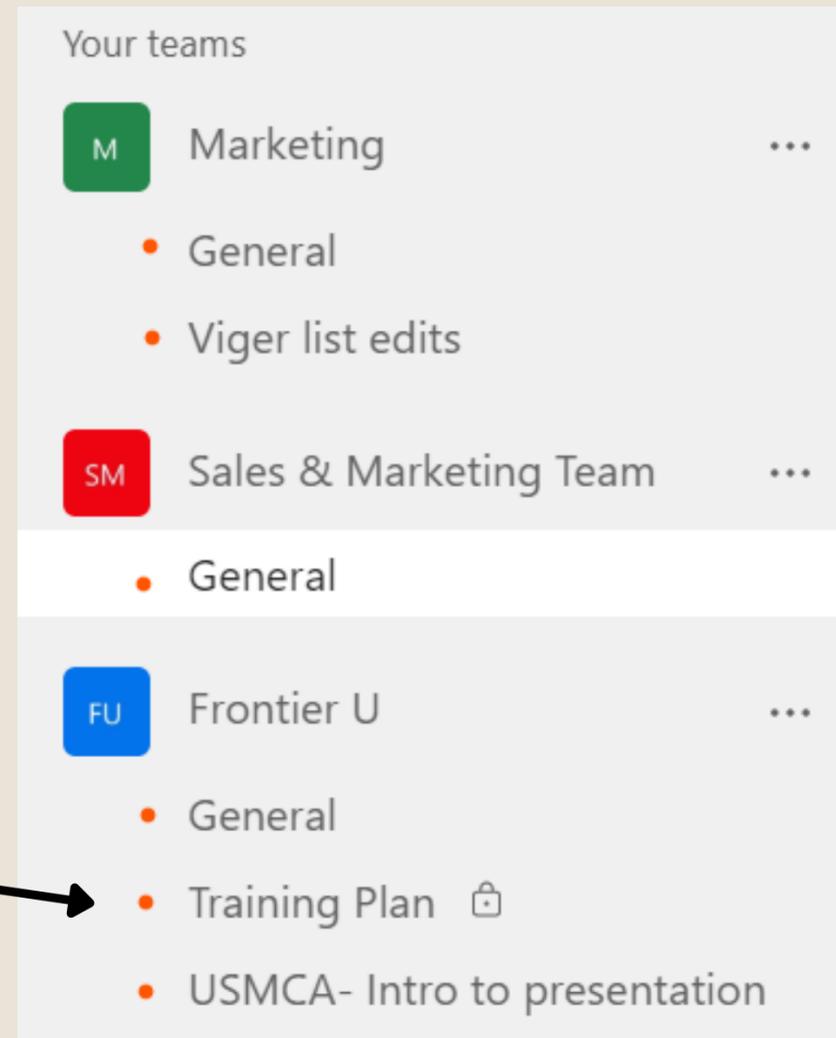
## WHAT IS A CHANNEL

**Channels** are dedicated sections within a team to keep conversations organized by specific topics, projects and disciplines. Channels are places where conversations happen and where the work actually gets done. They can be open to all team members or private. Standard channels are for conversations that everyone in a team can participate in and private channels limit communication to people in a certain members of a team.

## EXAMPLE

In the example to the right, you can see all of the corresponding channels within each Team. Specifically, the "Marketing Team" has 2 channels.

In this example you can see that the "Training Plan" channel under the "Frontier-U" Team is locked, which indicates that not all members of the team have access to the section.



# TEAMS & CHANNELS

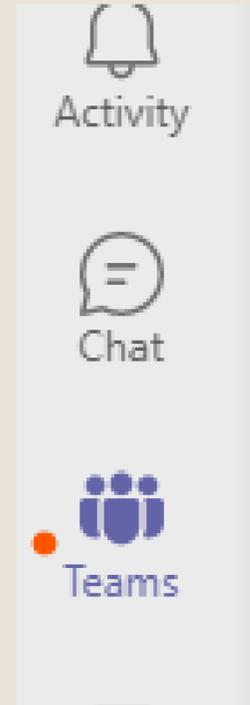
## WHAT IS A CHANNEL?

## HOW TO ADD A TEAM:

When you have a new project that you want certain members of Frontier to help with, you may want to create a new team so that everyone can edit the project together.

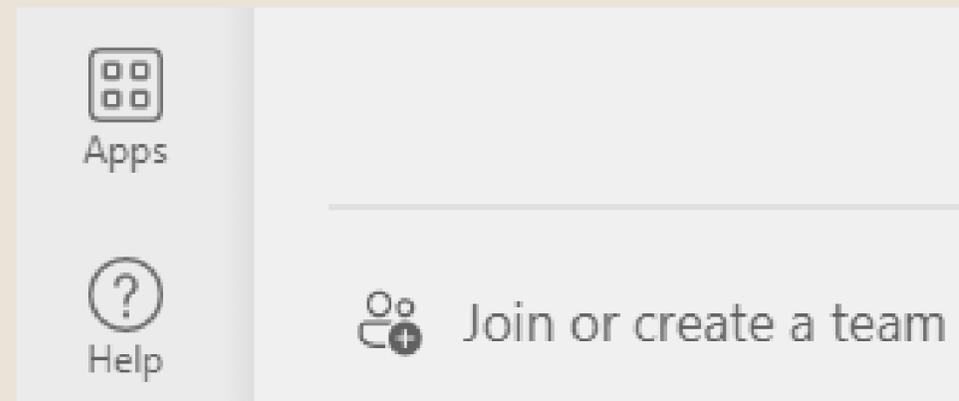
### STEP 1

Select the Teams Tab on the navigation menu along the left hand side.



### STEP 2

At the bottom left-hand corner of your Teams application, select "Join or Create Team"

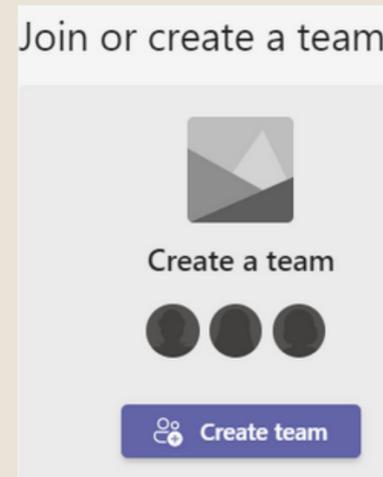


# TEAMS & CHANNELS

## HOW TO ADD A TEAM

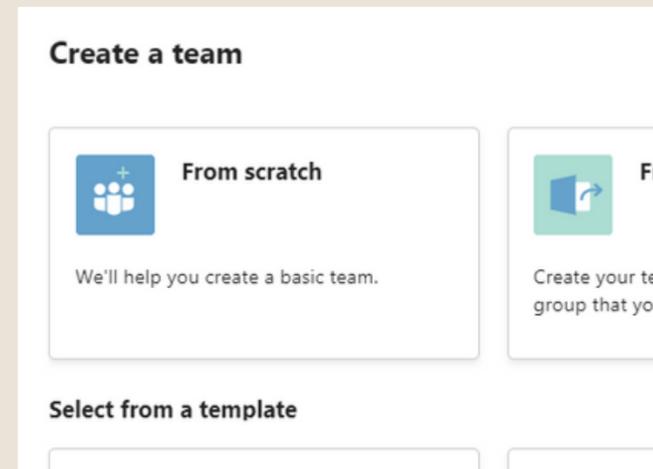
## STEP 3

Hover over the box in the window and click the purple "create team" button that appears.



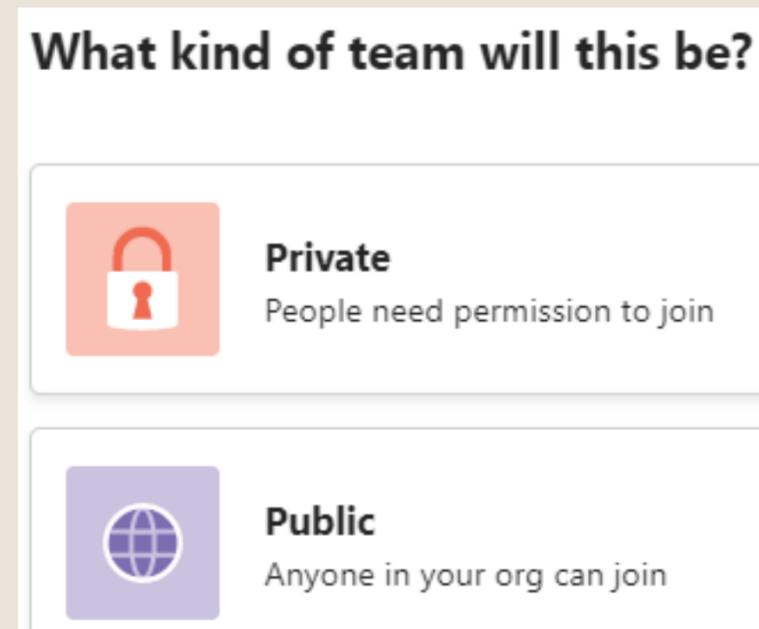
## STEP 4

The Screen to the right will pop up, prompting you to select *what kind* of team you would like to create. When you're creating an entirely new team, choose "From Scratch".



## STEP 5

Select whether you want your team to be private or public. Recall that for private teams, only those invited to the team will have access to the content. For public teams, anyone in the organization is able to access.



# TEAMS & CHANNELS

## HOW TO ADD A TEAM

## STEP 6

Type in the names of all the people you wish to add to your new team. (Note that new members can be added at a later date).

### Some quick details about your private team

Team name

Give your team a name

Description

Let people know what this team is all about

## STEP 7

When you're finished, select create and your new team will appear along the vertical menu to the left.

Create

## STEP 8

Your newly created team will appear on your menu

Your teams

- M Marketing
- FU Frontier U
- SM Sales & Marketing Team
- NT New Team Example

# TEAMS & CHANNELS

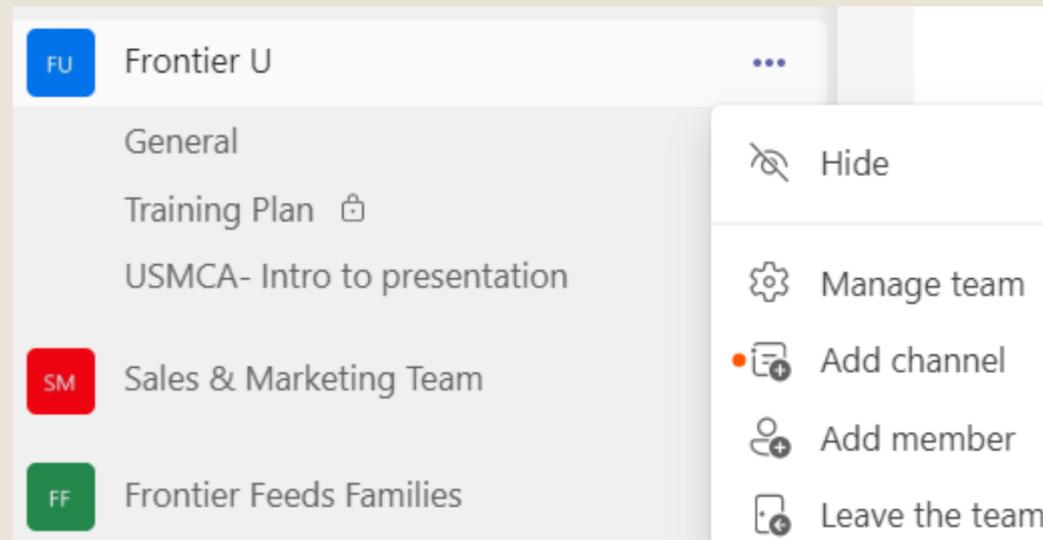
HOW TO ADD A  
TEAM

## HOW TO ADD A CHANNEL:

Once you have created your Team, you may want to break it into different sections to help organize projects within. For example, there may be a shared Excel file that everyone on the team needs to edit in real time, or a chat that all members will get notifications for.

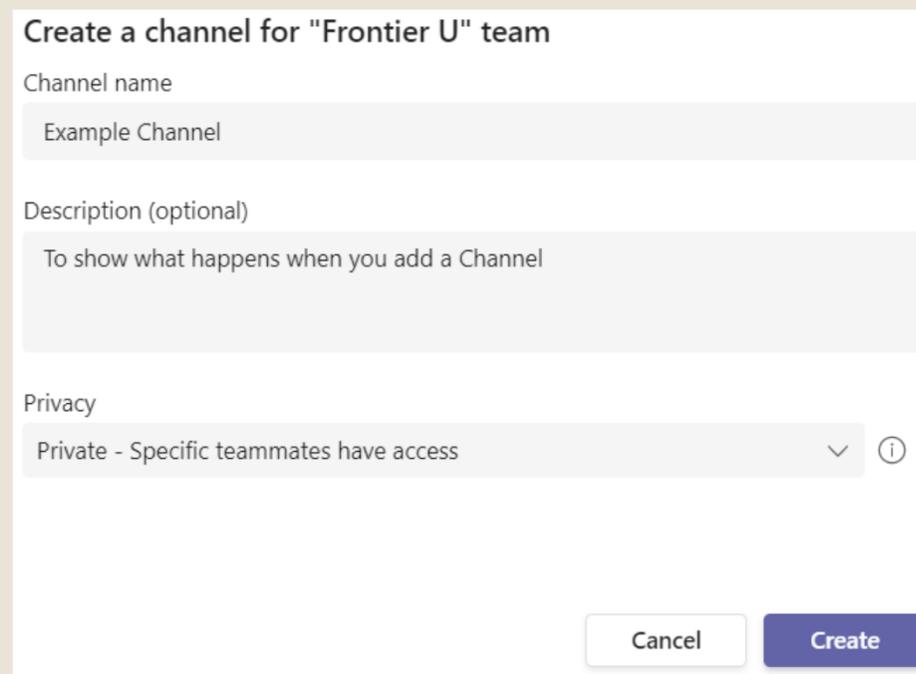
### STEP 1

Select the Team you wish to add a channel to (Frontier-U). Right Click and select "add channel"



### STEP 2

Fill in the boxes to describe what your Channel is for and select "Create".

A screenshot of the 'Create a channel for "Frontier U" team' dialog box. It contains three input fields: 'Channel name' with the text 'Example Channel', 'Description (optional)' with the text 'To show what happens when you add a Channel', and 'Privacy' set to 'Private - Specific teammates have access'. At the bottom, there are 'Cancel' and 'Create' buttons.

# TEAMS & CHANNELS

## HOW TO ADD A CHANNEL

## STEP 3

The screen to the right will appear asking whether you wish for all or only certain member of your team to have access to the Channel. Type in chosen names, or skip this step.

## STEP 4

The channel is now added. To navigate throughout the channel, use the horizontal menu along the top. This menu will allow you to organize projects, tasks, deadlines etc. within the channel.

### Add members to the Example Channel channel

This is a private channel, so only the people you add here will see it.

Start typing a name

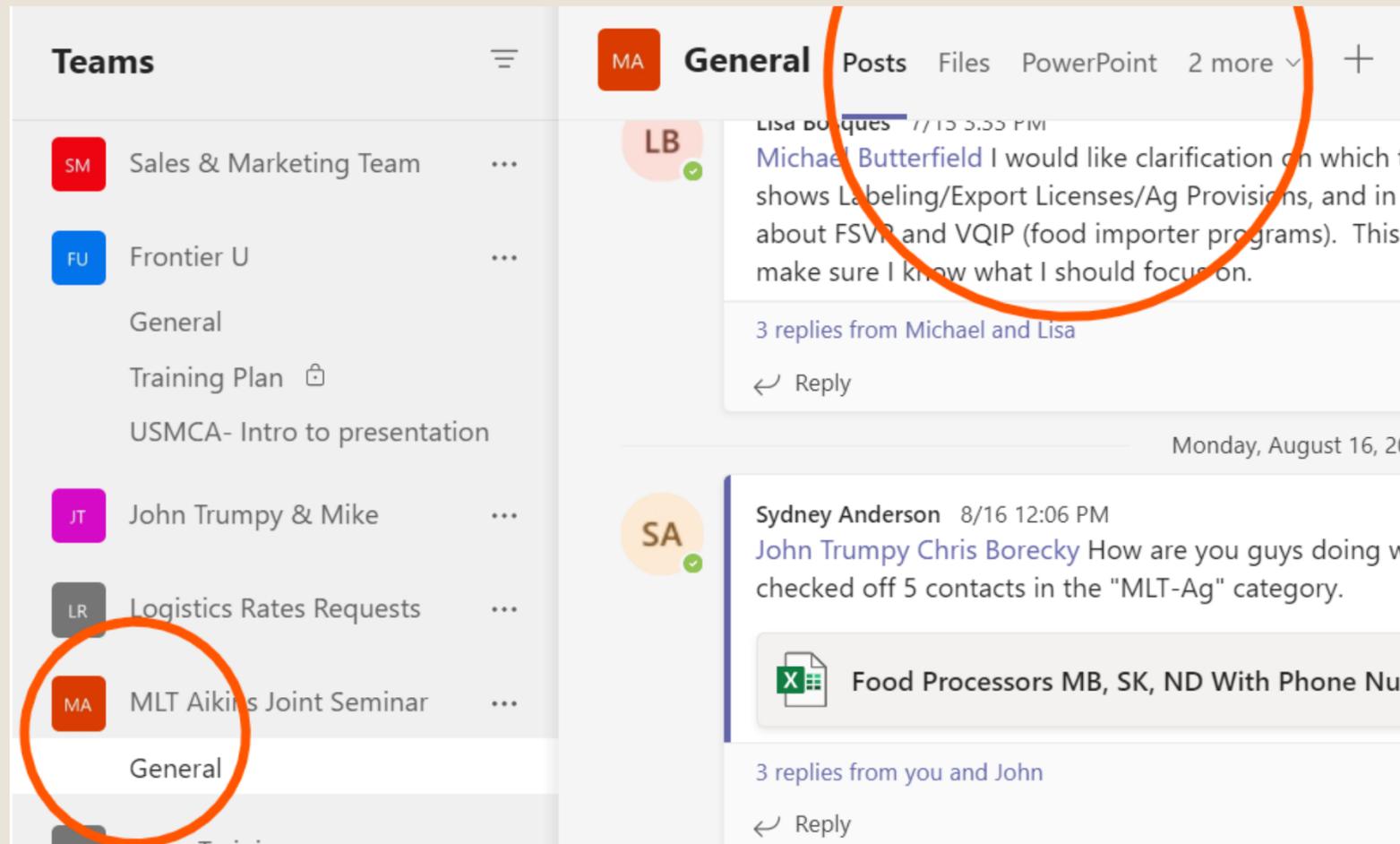
**FU** **Example Channel** Posts Files +

# TEAMS & CHANNELS

## HOW TO ADD A CHANNEL

# HOW TO NAVIGATE A CHANNEL WITHIN A TEAM EXAMPLE:

The example below shows where you can access the different sections within a team & channel. Along the left-hand menu, select the team you want to access and the menu along the top will show you all the different apps your team is using to organize the project.

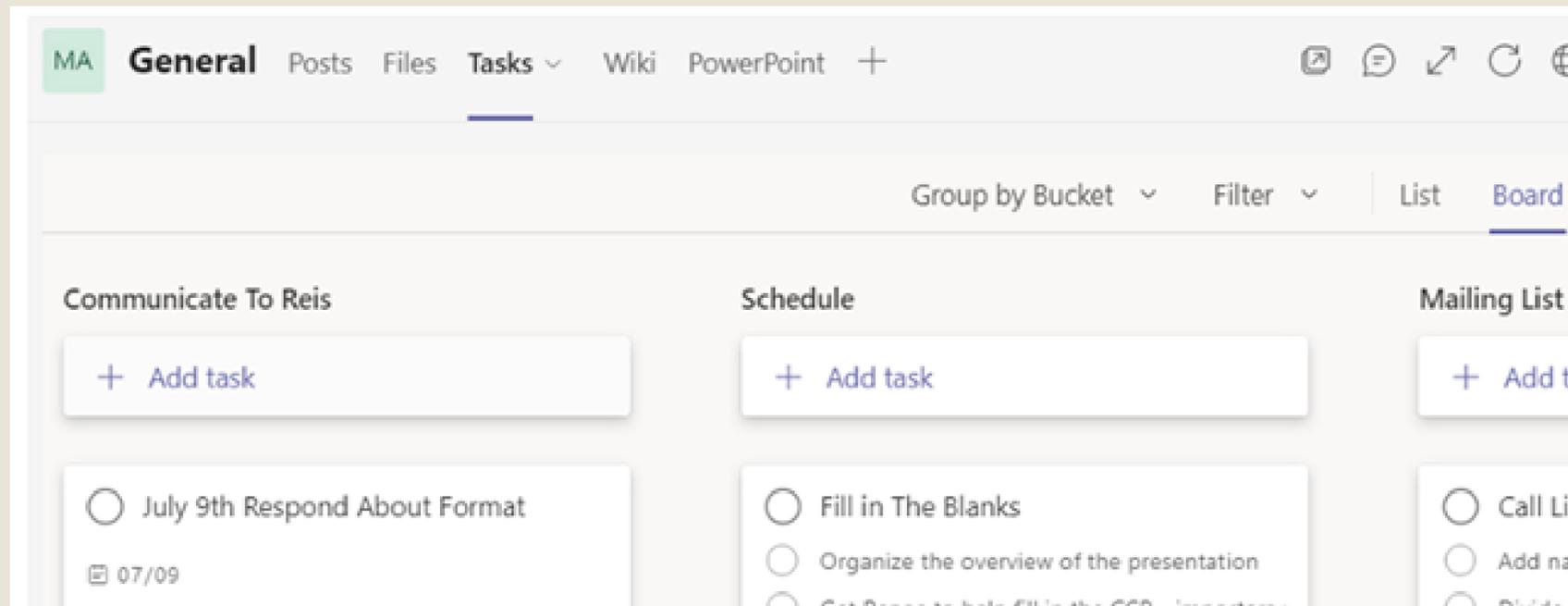


# TEAMS & CHANNELS

HOW TO  
NAVIGATE A  
CHANNEL  
WITHIN A TEAM

# HOW TO NAVIGATE THE TABS WITHIN A CHANNEL:

The example below shows what comes up when you select the "Tasks" tab. Here you can assign tasks to different team members with timelines for completion. When you do, they will receive a notification.

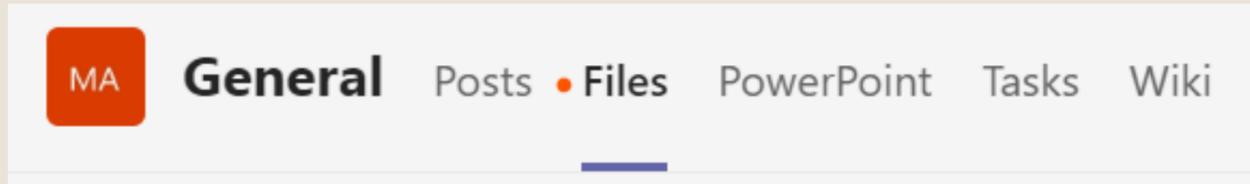


# TEAMS & CHANNELS

HOW TO  
NAVIGATE A  
CHANNEL  
WITHIN A TEAM

# HOW TO NAVIGATE THE TABS WITHIN A CHANNEL:

Below shows what comes up when you select the "Files" tab. This is a great way to dump material that everyone can access and edit together.



Here you can see how the "MLT Aikins Joint Seminar" Team tries to organize the project to keep everyone consistent:

 Name	
 Topics of Discussion	--> Here we can dump information for each topic
 Food Processors MB, SK, ND With Phone N...	--> This is the call list that we're hoping to get potential clients from/interest
 Frontier-MLT Aikins Seminar Schedule.xlsx	--> This will be the timeline that we try and focus on over the next couple of months
 MLT Aikins Joint Webinar PPT.pptx	--> Here is the Power Point outline
 Presentation Outline.docx	--> Overall presentation outline

# TEAMS & CHANNELS

HOW TO  
NAVIGATE A  
CHANNEL  
WITHIN A TEAM