

# 5 TOP TEAMS TIPS!

Our Microsoft Teams expert, Mark Armstrong, has collated 5 key features of which you may be unaware...



Microsoft  
Teams

## 01 SHARING POWERPOINT PRESENTATIONS

When presenting a deck via Teams don't just share your screen then open up PowerPoint. Instead, select the PowerPoint file directly in the share window of Teams. That way, when you share your deck you can still see everyone's video feed, their reactions to your presentation via emojis and you will have access to any notes you have created within the deck.



## WEBINARS 02

Ordinary meetings generally include a lot of back-and-forth among the participants: discussions, sharing, assigning, accepting tasks, making plans, maybe coming to a consensus. Webinars, on the other hand, are more controlled, and the participants have clear roles. One or several experts (the presenters) share their ideas or provide training to an audience (the attendees). This new feature of Teams even comes with its own, fully customisable event invite with full tracking of attendees.

## 03 TAGS

Most people use @channel or @team when they want to message a group of people but often these @mentions are too generic. For example, what if you want to contact members of the finance team when sending a message in an 'All Company' team? For that, you can use Tags. These can be created in a team and given to any user. Once created, they can be @mentioned in the same way as the below.

E.g. in the All Company team, click the three dots next to the Team name and select 'Manage Tags'. From here you could create a new Tag and then designate who to assign it to (such as the Finance Team). Be aware that, by default, only Team owners can create and assign Tags but this can be changed within 'Manage team' settings.



## POLLS 04

Did you know you can have polls during a meeting? They can even be created beforehand and rolled out whenever you decide. It's a great way to interact with a large audience with instant feedback.

## 05 EMAILS

When you receive an email you want to share with a Team, don't hit the forward button anymore and generate even more internal email! Instead, click 'Send to Teams' in Outlook and send the email (and any attachments should you wish) directly to the Team and Channel of your choice.

