

**plain
concepts**



Rediscover
the meaning of technology



Cómo teletrabajar con Microsoft Teams

ONLINE SESSION



Cristian Manteiga

SOLUTION ADOPTION SPECIALIST

Adoption Specialist at Plain Concepts

PROSCI® Certified Change Management Practitioner

Microsoft® Service Adoption Specialist

adoption@plainconcepts.com

Agenda



Durante la sesión hablaremos sobre...

- **Conversaciones con mis compañeros**
 - Chat uno a uno
 - Cómo hablo con más de una persona
 - Llamadas de voz
 - Videollamadas
 - Cómo compartir pantalla
- **Planificar una reunión**
- **Colabora en un Team y sus canales**
 - Cómo comparto un fichero
 - Menciones a compañeros
 - Planifica tus tareas
 - Editar un documento entre varios
- **Teams desde mi móvil**

**Pero
antes de
empezar**

...

Consejos prácticos

Unos pequeños
consejos para que tu
actividad diaria sea
más productiva y
saludable



1. Mantén tu rutina habitual:

ducharse, vestirse, peinarse, desayunar. No estés en pijama (a menos que acostumbres a ir así a tus reuniones en la oficina).




2. Identifica y separa tu zona de trabajo:

espacial y mentalmente, y establece un horario de trabajo. Si está en una habitación separada, mejor; cuando sales de ese espacio no es trabajo.



3. Descansa en los descansos.

Que sean efectivos. Evita tareas domésticas durante el horario laboral.



4. Realiza una comunicación fluida.

Utiliza las herramientas adecuadas que os proporcionamos (MS Teams) para comunicarte con tu equipo de manera regular.

5. Activa siempre la webcam.

Te ayudará a estar siempre presentable cada llamada y reunión, así la comunicación será más cercana.

6. Si necesitas concentrarte:

desactiva las notificaciones (interrumpen), especialmente las del móvil, y usa el teléfono para lo importante.

7. Recomendación para desconectar.

Realiza ejercicio

Tu presencia virtual

Igual que nos preocupamos por nuestra presencia física, debemos cuidar nuestra presencia virtual.

Teams

Your teams

- CM Change Management Team

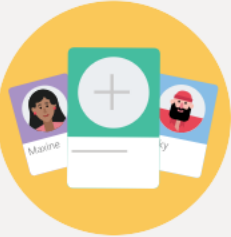
Hidden teams

Join or create a team


CM **General** Posts Files Coordination Fill | ¿Que nos aporta ... Wiki Home +

Welcome to the team!


Here are some things to get going...



Add more people




Create more channels




Open the FAQ

Cristian Manteiga Pacios 8:34 AM
Added a new tab at the top of this channel. Here's a link.

 Fill | ¿Que nos aporta Microsoft Teams en nuestro trab...


← Reply

Cristian Manteiga Pacios 8:34 AM
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 Coordination

← Reply

Cristian Manteiga Pacios 8:38 AM
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 Home

← Reply

Start a new conversation. Type @ to mention someone.

📎 📎 😊 🗣️ 📺 📌 💡 ...

Cristian Manteiga Pacios
Change picture

- Available
- Set status message
- Saved
- Settings

Zoom (100%)

Keyboard shortcuts

About

Check for updates

Download the mobile app

Sign out

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- App Studio
- ...
- Apps
- Help

Teams

Your teams

- Change Management Team

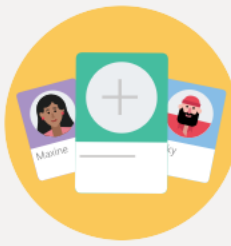
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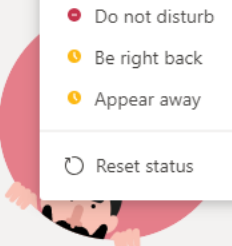
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Start a new conversation. Type @ to mention someone.

- Available
- Busy
- Do not disturb
- Be right back
- Appear away
- Reset status

Cristian Manteiga Pacios
Change picture

- Available
- Set status message
- Saved
- Settings
- Zoom (100%)
- Keyboard shortcuts
- About
- Check for updates
- Download the mobile app
- Sign out

Teams

Your teams

- Change Management Team

General

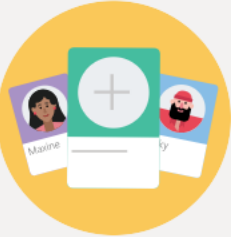
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
← Reply

Start a new conversation. Type @ to mention someone.

Back

@pablo pela No estaré disponible hasta las 12:00. contestaré lo antes posible a todos vuestros mensajes

Suggestions

 **Pablo Pelaez Aller**
ppelaez@plainconcepts.com

174

Show when people message me ⓘ

Clear status message after

Today

Done

Configuración

Configura tu espacio
de trabajo a tu gusto.

Welcome to the team!

Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

Theme

Default Dark High contrast

Application

- Auto-start application
- Open application in background
- On close, keep the application running
- Disable GPU hardware acceleration (requires restarting Teams)
- Register Teams as the chat app for Office (requires restarting Office applications)

Language

Restart application to apply language settings.
App language determines the date and time format.

English (United States) ▾

Keyboard language overrides keyboard shortcuts.

Español (España, alfabetización internacio... ▾

Start a new conversation. Type @ to mention someone.

Configuración

Cuida cómo te ven
los demás.

Welcome to the team!

Settings

- General: PC Mic and Speakers
- Privacy
- Notifications
- Devices**
- Permissions
- Calls

Speaker: Speakers (Conexant ISST Audio)

Microphone: Microphone (Conexant ISST Audio)


[Make a test call](#)

Secondary ringer

None

Camera

HP HD Camera



Preview

Start a new conversation. Type @ to mention someone.

Nuestra actividad

Siempre notificado
de toda la actividad
que es importante
para tí.

Activity (3)

Feed

- Danielle Morrison** Mentioned you in 2017 New Range Team / Marketing & Social
Hey, You! Amazing job on this. Really loving the look of it.
just now
- Micael Madrid** Mentioned you in 2017 New Range Team / Launch
Guys, check out this awesome update that just came through from 2:11 pm
- Johanna DeBey** Made an announcement in 2017 New Range Team / Team Fun
To celebrate all the great work that's gone into our newest range (and as 10:50 am
- Babek Shamas** Mentioned you in 2017 New Range Team / Designers
Hey Micael, and Cecily, can you let me know if you had any luck with 9:40 am
- Cecily De Crum** Liked your message in 2017 New Range Team / Marketing & Social
Here's the team favorite! Please take a look at the latest mockup and 10:01 am
- Kadji Bell** Mentioned you in 2017 New Range Team / Designers
11:40 am
- David Aupry** Liked your message in 2017

2017 New Range Team > Marketing & Social ...

Conversations | Files | Wiki | Planner | PowerPoint | Trello

Join

Babek Shamas 9:32 AM
Cool. I'll have a designer prep the files for social media and we will get it out there. We should also print signage to display in our show rooms.

Kadji Bell 9:32 AM
On it.

Babek Shamas 9:32 AM
Prepping the files now to upload to Facebook, Twitter and Instagram.

Johanna DeBey 9:32 AM
Let me know when everything is live. I'd like to share it on my personal account because I'm so proud!

Reply

Danielle Morrison 9:32 AM
Hey, **You!** Amazing job on this. Really loving the look of it.

TEASER COPY OPTIONS FOR SOCIAL



- OPTION 1:**
A change is coming. Our latest design born from a recent favorite... Spring 2017
- OPTION 2:**
Octavia... much loved piece and inspiration for our latest design, coming soon.
- OPTION 3:**
What's better than a new favorite design? An even newer design that it was the inspiration for. Watch this space!

Reply

Start a new conversation

📎 🗑️ 😊 📺 🗣️ 📷

Conversaciones

Lista de conversaciones, tanto personales como de grupo, pero siempre separadas de un Equipo.

Chat Uno a uno

Conversaciones privadas entre compañeros y clients, la base de la comunicación.

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- App Studio
- ...
- Apps
- Help

Chat **Recent** Contacts

- Pinned
- O365 & Modern Workplace Experience 8/27
Recording is ready
 - SharePoint daily 9:26 AM
Juan Manuel: cheer up Ima, the definitive good...

- Recent

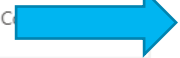
App Studio Chat Manifest editor Card editor Control library About

By using App Studio, you agree to the [Terms of use](#) and [Privacy statement](#).

Type your questions here

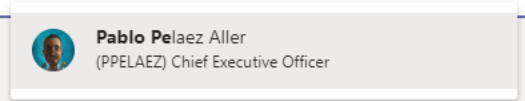
- Activity
- Chat
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- Calendar
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Chat

Recent 

To: Pablo pe

- Pinned
- O365 & Modern Workplace Experience 8/27
Recording is ready
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Juan Manuel: cheer up Ima, the definitive good...
- Recent
- New chat
 -
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Pablo Pelaez Aller
(PELAEZ) Chief Executive Officer

Type a new message

-
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-
-
-

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
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- Apps
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Recent

To: Pablo pe

B *I* U Paragraph

|type a new message





Chat

Recent

Contacts



To: Pablo pe



Pinned

O365 & Modern Workplace Experience 8/27
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Juan Manuel: cheer up Ima, the definitive good...

Recent

B *I* U Paragraph

Type a new message

- OneDrive
- Upload from my computer

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
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- ...
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- Activity
- Chat
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Chat

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- Recent

Search

Paragraph

I_x | | ” ...

...

Chat Recent Contacts

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Recent

To: Pablo pe

Search

Powered By Giphy View Terms

graph < I_x | < > ≡ ≡ ≡ | ” @ ...

- Activity
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- Teams
- Calendar
- Calls
- Files
- App Studio
- ...
- Apps
- Help

Chat

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- Recent

★ Popular

- Office Drama
- Meme
- Designers
- Devs
- Legal
- Broccoli
- Bee
- Teamsquatch
- Bummer Bert

Popular stickers and memes

≡ ≡ ≡ | ” @ ...
🗑️

-
-
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-
-
-
-



- Activity
- Chat
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- ...
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- Legal
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TEAMS
ES LA CAÑA!

Done
Cancel

☰ ☰ ☰ | ” 🔄 ... 🗑️

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
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- ...
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Recent

Find an app

Suggestions

- News
- Places
- Stocks
- Weather
- Wikipedia Search

More apps >

Type a new message

- Text
- Image
- Video
- Link
- Location
- App
- More



- Activity
- Chat
- Teams
- Calendar
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- Files
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- ...
- Apps
- Help

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- Recent

CP Cristian Manteiga Palacios (MS...) Chat Files Organization Activity +

Video Call Phone Screen Share

👍 ❤️ 😄 😬 😞 😏 ...

9:42 AM
Hola, tienes un hueco para comentar un cambio en el documento?

Type a new message

📎 ! ✂️ 😊 🧠 🗣️ 📅 📌 💡 ...

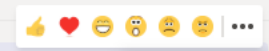
- Activity
- Chat
- Teams
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- App Studio
- ...
- Apps
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9:42 AM
Hola, tienes un hueco para comentar un cambio en



- Save this message
- Edit
- Delete
- Mark as unread
- Share to Outlook
- Immersive Reader

Type a new message



Cómo hablo con más de una persona

Añade gente a tus conversaciones o crea una conversación de grupo.

- Activity
- Chat
- Teams
- Calendar
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- ...
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- Help

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CP Cristian Manteiga Palacios (MS... Chat Files Organization Activity +

9:42 AM
Hola, tienes un hueco para comentar un cambio en el docu

Add

Cancel Add

Type a new message





- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- App Studio
- ...
- Apps
- Help

Chat

Recent

Contacts



App Studio

Chat

Manifest editor

Card editor

Control library

About

Pinned

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Recent



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Type your questions here



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Chat

Recent Contacts

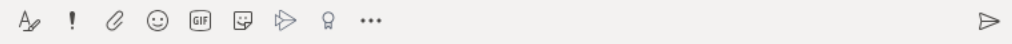
To: Pablo pe



- Pinned
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- Recent
- New chat
 - [Profile icons]

Pablo Pelaez Aller
(PELAEZ) Chief Executive Officer

Type a new message




Chat Recent Contacts

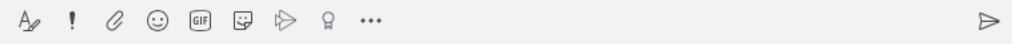
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- Recent
 - New chat
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
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 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]
 - [Avatar]

Group name: Sesión de seguimiento

To: Pablo pel

 **Pablo Pelaez Aller**
(PPELAEZ) Chief Executive Officer

Type a new message



Llamadas de voz

VozIP, la mejor manera de hablar con tus compañeros como si estuviesen en la silla de al lado.

- Activity
- Chat
- Teams
- Calendar
- Calls**
- Files
- App Studio
- ...
- Apps
- Help

Calls

- Speed dial**
- Contacts
- History
- Voicemail

Speed dial

Add speed dial New group

- Speed dial
- Other Contacts
- Suggested contacts

Make a call

Type a name

Suggested

- Iván González Vilboa**
Consulting & Engineering Team Le
- Alejandra Ben Fernández**
Talent Acquisition
- Alejandro Hidalgo Fernandez**
Head of Development
- Catalina Guzmán Arellano**
Collaborator



Videollamadas

Realiza llamadas de video de manera muy sencilla.

- Activity
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Calls

- Speed dial
- Contacts
- History
- Voicemail

Speed dial

Add speed dial New group

- Speed dial
- Other Contacts
- Suggested contacts



We didn't find any matches.

maria so

- Suggested
- Cristian Manteiga Pacios**
Solution Adoption Specialist
 - Eduardo Obregón**
Account Manager
 - Isabel Gómez**
Collaborator
 - Jose Antonio Lozano de Paz**
Account Manager

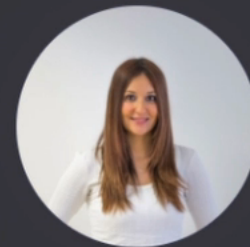
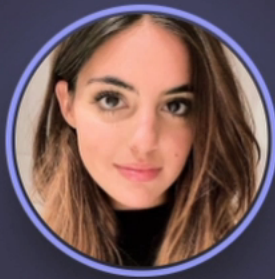


Cómo compartir pantalla

Comparte contenido durante una reunión, ya sea tu pantalla o un documento.

Your status is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. [Change settings.](#)

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- App Studio
- ...



00:37 [Video Off] [Microphone Off] [Screen Off] [Hand] [Chat] [People] [End Call]

Eva Martí Rodríguez

María Soto Castro

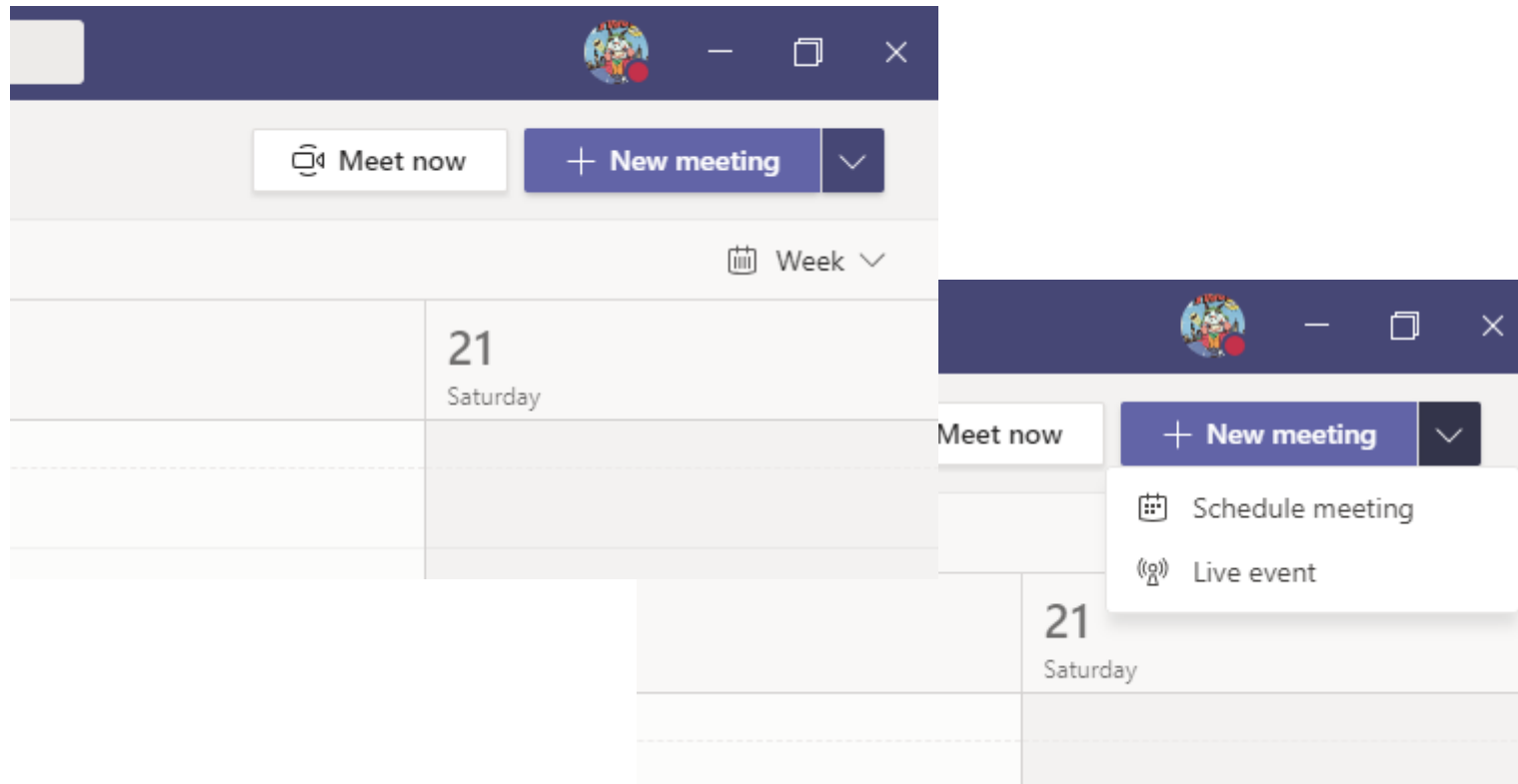


- Apps
- Help

Planifica una reunión

Organiza una
reunion, asiste,
comparte... Todo lo
que necesitas para
ser efectivo

Crear una nueva reunión



New meeting Details Scheduling Assistant

Save Close

Time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Add title

Add required attendees + Optional

Mar 18, 2020 6:15 PM → Mar 18, 2020 6:30 PM 15m All day

Does not repeat

Add channel

Add location

Rich text editor with formatting options (bold, italic, underline, link, unlink, text color, background color, paragraph, list, link, unlink, quote, link, unlink, table, undo, redo) and the text 'Type details for this new meeting'.

Ver los detalles de una reunión

Revisa los detalles,
avisa de posibles
retrasos, accede a la
información
compartida... todo
esto y más.

Acceder desde el calendario

Detalles de una reunión

The screenshot shows a mobile calendar application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Calendar (selected), Calls, Files, and App Studio. The main area displays the calendar for Sunday, 15/19/2020. A meeting titled "Sprint Planning 3.2" is highlighted, with details: "Reunión de Microsoft Teams" and "Miguel Piñuel Peña". Other visible meetings include "Follow Up", "Conference Call", "Focus Time", and "Summary of developing distributed apps in Azure" (Microsoft Teams Meeting).

| Time | Meeting Title | Details |
|-----------------|---|--|
| 12:00 - 1:00 PM | Follow Up | |
| 1:00 - 2:00 PM | Conference Call | |
| 2:00 - 4:00 PM | Sprint Planning 3.2 | Reunión de Microsoft Teams Miguel Piñuel Peña |
| 4:00 - 5:00 PM | Summary of developing distributed apps in Azure | Microsoft Teams Meeting |

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- App Studio
- ...
- Apps
- Help

[Calendar icon] [Placeholder text]

Close

- [Placeholder text]
- [Placeholder text]
- [Placeholder text]
- [Placeholder text]
- [Placeholder image]

- ### Tracking
- [Placeholder text]
 - [Placeholder text]
 - [Placeholder text]



Conéctate a una reunión


Aspectos de cómo
conectarte a una
reunion.







Close

Choose your audio and video settings for




Marketing Meeting



Join now

    PC Mic and Speakers

Other join options

-  Audio off
-  Phone audio
-  Add a room

Colabora en un Team y sus canales

Un lugar para la
colaboración de
equipos y personas
del modo más
productivo.

Un breve repaso!

Equipos y canales

- ¿Que es un equipo?
- ¿Son públicos o privados?
- ¿Y los canales?
- ¿Con quién puedo colaborar?
- ¿También con externos?

Cómo comparto un fichero

Comparte ficheros
con tus compañeros
para que puedan
hacer uso de él.

Teams

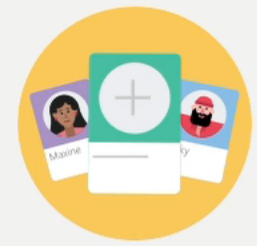
Your teams

- Change Management Team
- General**

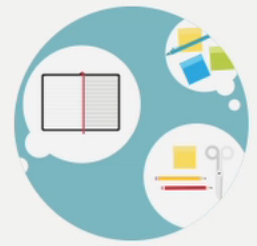
Hidden teams

Join or create a team

Welcome to the team!
Here are some things to get going...



Add more people



Create more channels



Open the FAQ

Cristian Manteiga Pacios 8:34 AM
Added a new tab at the top of this channel. Here's a link.

Fill | ¿Que nos aporta Microsoft Teams en nuestro trab...

Reply

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Coordination

Reply

Cristian Manteiga Pacios 8:38 AM
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Home

Reply

Menciones a compañeros

Una forma sencilla
de llamar su
atención sobre una
conversación.

Teams

Your teams

- Change Management Team
- General
- Management

Hidden teams

Join or create a team

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Cristian Manteiga Pacios 10:43 AM **IMPORTANT!**
Nueva presentación
Hola General, he compartido una nueva presentación.

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Change Management Team > General

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Cristian Manteiga Pacios has added María Soto Castro and Eva Martí Rodríguez to the team.

Last read

Cristian Manteiga Pacios 10:43 AM
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2 replies from you and Eva

Eva Martí Rodríguez 1:06 PM
De nada **Cristian Manteiga Pacios!** 😊

Reply

Start a new conversation. Type @ to mention someone.

Planifica tus tareas

Organiza tus tareas,
asigna un
responsable, ponles
fecha, haz un
seguimiento de ellas
de forma muy
sencilla y compartida
con tus compañeros
de equipo

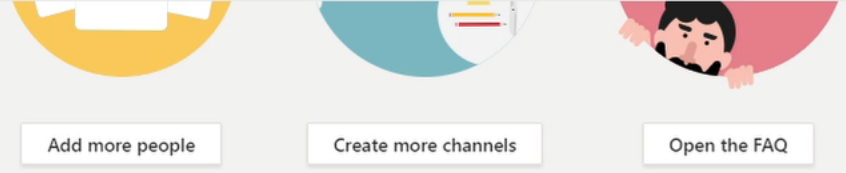
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Cristian Manteiga Pacios 10:43 AM !
IMPORTANT!
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Hola General, he compartido una nueva presentación.

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Change Management Team > General

Reply

Editar un documento entre varios

No solo tenemos nuestros ficheros accesibles, si no que podemos trabajar en ellos al mismo tiempo sin enviarnos copias por correo.

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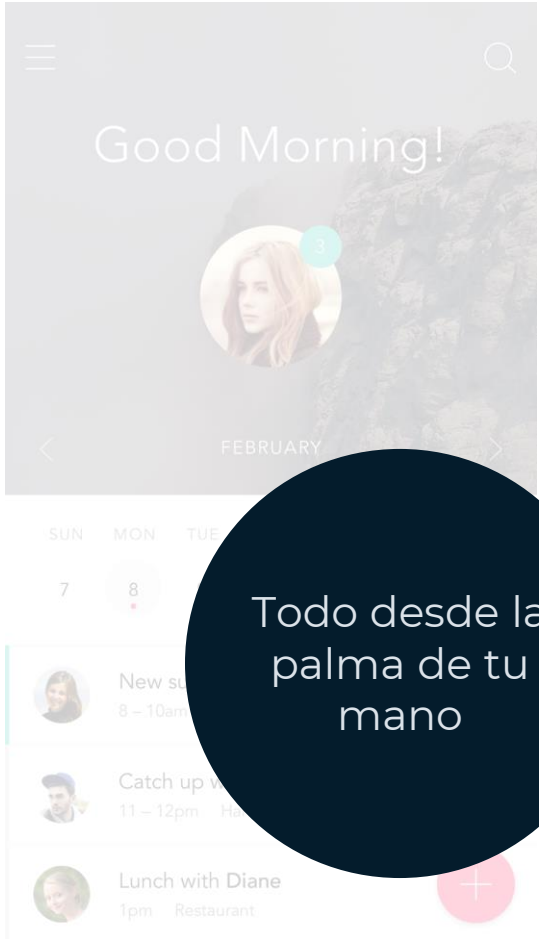
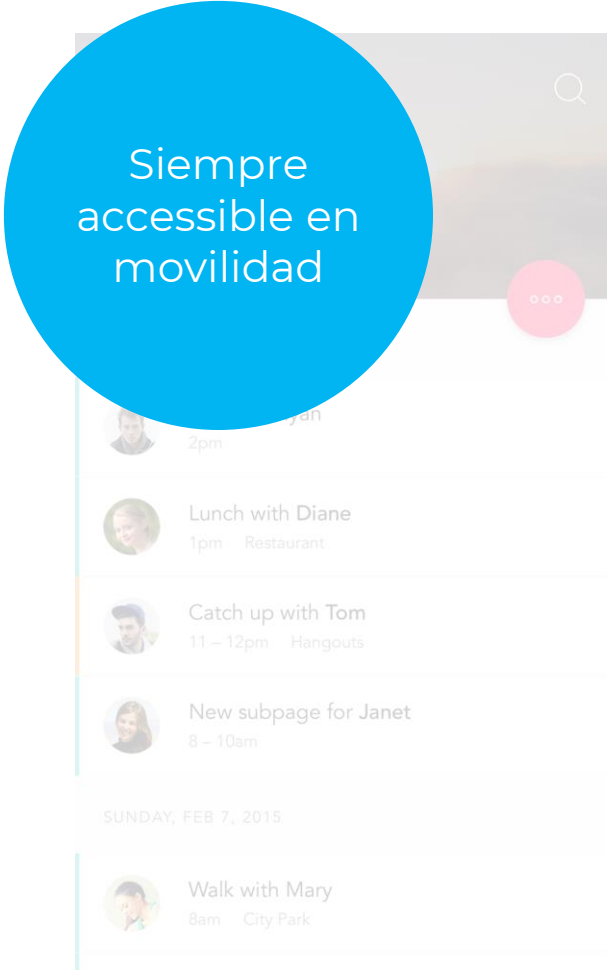
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All replies have been deleted

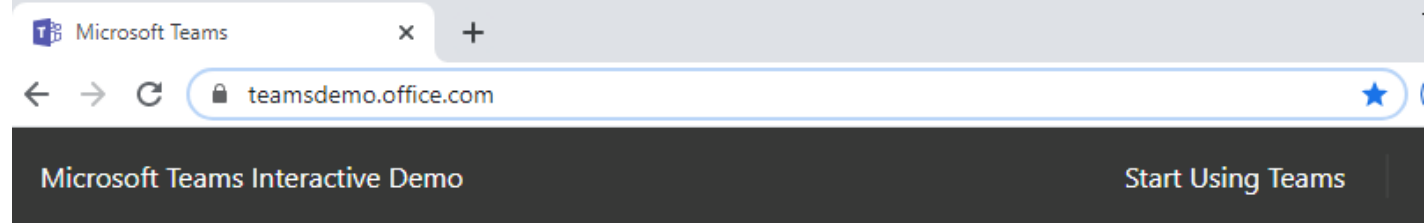
Reply

Teams desde mi móvil

Accede a todas las
funcionalidades
desde tu móvil estés
dónde estés



Todo desde la palma de tu mano



Entorno de demo

Accede a:

- <https://teamsdemo.office.com/>



Welcome to the Microsoft Teams Interactive Demo

Microsoft Teams is the hub for teamwork in Office 365. Jump in and experience how teams can achieve more together when all their chats, meetings, files and apps live in a single workspace.

In this interactive demo, you'll first get a guided tour of Teams to understand the app and learn about key features. You'll then try out some real actions and help a team make important decisions.

Let's get started



Thank you

adoption@plainconcepts.com

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