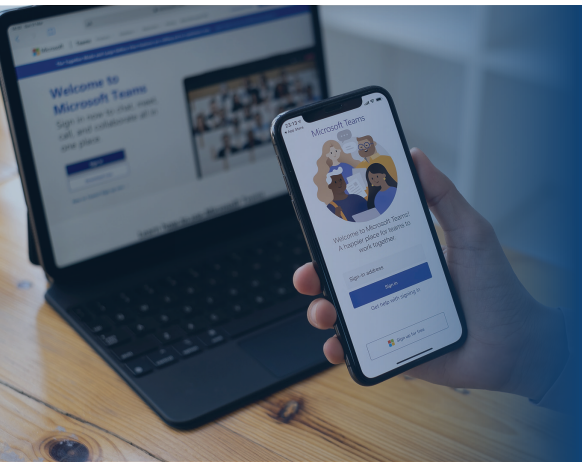
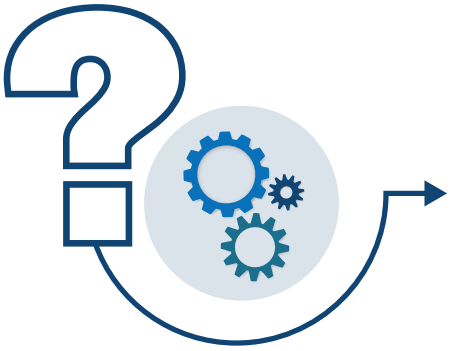
# MICROSOFT TEAMS WORKSHOP



## WANT THE MOST OUT OF MICROSOFT TEAMS?

It's time to go beyond chat and fully embrace the collaboration tool built for the modern workplace. If you're ready to learn the art of the possible and unleash the power of seamless, secure, and productive collaboration for your business, **this workshop is for you.**

## IF YOU HAVE EVER ASKED ANY OF THE FOLLOWING, THIS WORKSHOP IS FOR YOU:



- How can I take what's out of the box and tailor it to serve my unique needs?
- How can I make my staff more productive?
- What are the policies I need to put in place **today** so my company can comply with the standards and regulations of **tomorrow**?
- How do I configure Teams so that only the right people can access privileged or sensitive information?

Let our subject matter experts give you in-depth knowledge on best practice scenarios so you can start making Microsoft Teams work for you.

**WHO IS THIS WORKSHOP FOR?** IT Security, IT Compliance, IT Operations, IT Management.

## WHAT WILL I LEARN?

Our workshop will help you develop a strategy that enables you to secure and govern Microsoft Teams across your organization.

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Contact IT Weapons Toll-Free at 1.866.202.5298 or visit www.itweapons.com
IT Weapons is the nationwide IT services division of Konica Minolta Business Solutions Canada Ltd. As a Canadian leader in managed IT services and secure cloud services, our team will help streamline your technology so you can focus on business performance, not system performance.

## WHAT WILL I RECEIVE?

- A deep understanding of your implementation goals and objectives to help connect the dots between the policies you have and the goals you want.
- An opportunity for you to compare and adjust your existing policies to minimize risk and avoid a lengthy policy cleanup process.
- A customized, detailed report with recommendations and next steps with real insights from your environment so you can take action immediately.

## SESSION FORMAT:

Four two-hour sessions.

## AGENDA:

**SESSION 1:** Foundations, Governance, Security & Compliance: Architecture of Microsoft Teams, Microsoft 365 Groups, SharePoint and OneDrive for Business, Exchange, Managing Teams, Teams Configuration, Data Security & Management, Compliance.

**SESSION 2:** Teams Administration Portal: Managing Teams, Managing Users, Meetings, Messaging, Teams Apps, Analytics & Reports, Organizational Settings, Call Quality Dashboard.

**SESSION 3:** Teams Policies: In-depth Review of All Teams Policies and Settings, Guided Session to Discuss and Provide Completed Workbook.

**SESSION 4:** Teams Collaboration: Collaboration Overview, Access & Privacy (Teams and Channels), Channels and Tabs, Owners vs Members vs Guests, Meetings Overview, Share Files and Videos, Chats and Calling, Apps, Bots and Connectors.

Microsoft

**YOUR HOST:** Our Microsoft-certified experts have years of experience helping clients align technology with culture and strategy to achieve their organizational goals.

## Faster, secure, and more efficient collaboration.

If you're ready to unleash the full power of Microsoft Teams in your organization, please reach out to your Account Manager directly, or email sales@itweapons.com.