



# Maintaining Business Continuity During Covid-19

How to maintain business productivity during uncertain  
times and beyond



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[www.StimulusTech.com](http://www.StimulusTech.com)

# Today We're Going To Cover:

- How to use Microsoft Teams to stay connected



# Free Bonus!

## 30 MINUTE CONSULTATION



FREE 30 minute consultation with me to discuss how to best move your workforce to remote access



# Who Is Nathan Whittacre?

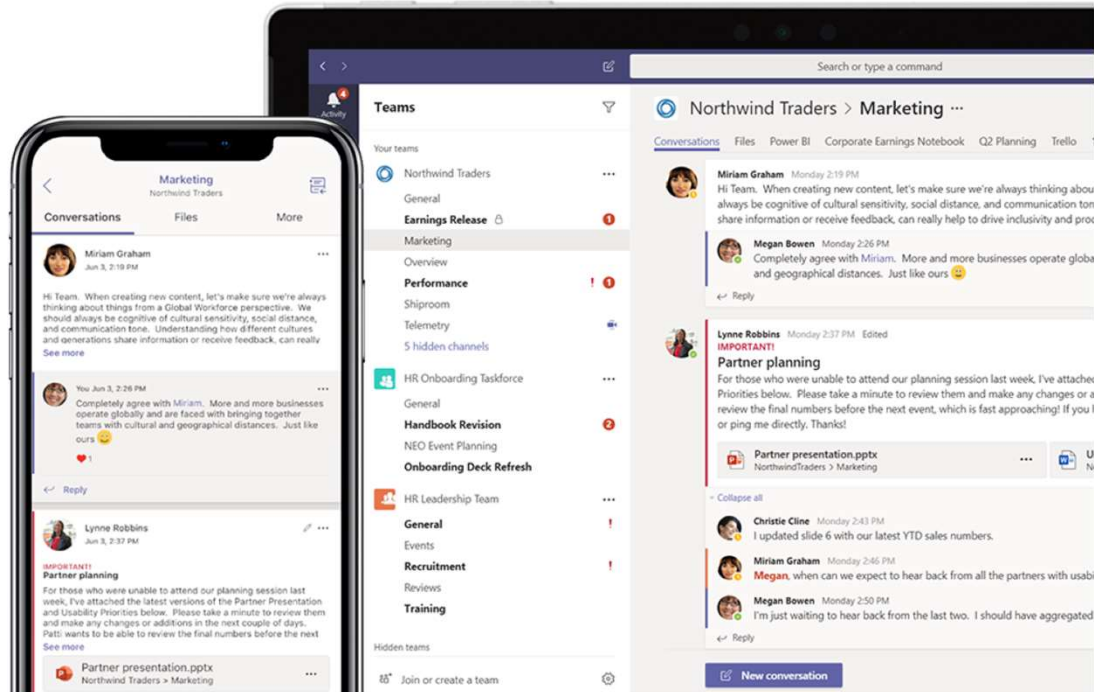
“I am a veteran technology professional, with over 24 years of experience, master’s degree in Computer Science and expert in helping companies effectively utilize technology to help their businesses grow.”

- Started Stimulus Technologies in 1995 to help businesses achieve success through technology
- Successfully worked with over 500 companies from Florida to Hawaii
- Built high-security software systems for the casino industry
- Deployed high-speed Internet service used by the Air Force, the 5<sup>th</sup> largest school district in the country, and hundreds of businesses in Nevada



# Microsoft Teams

- Included with Office 365
- Collaboration tool
  - Chat
  - Video Conferencing
  - Document Sharing
  - Meetings
- Mobile and Desktop Apps
  - iOS
  - Android
  - Windows
  - Mac



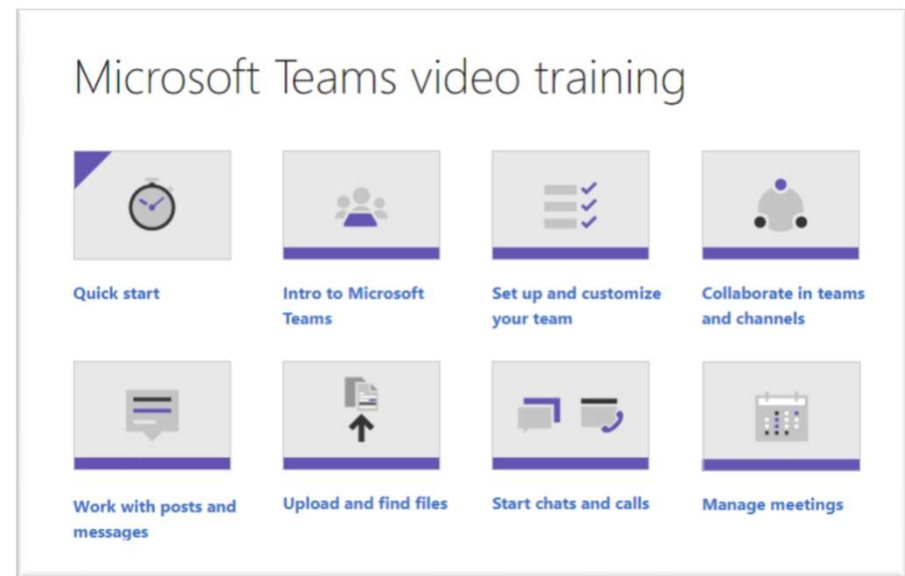
# Who Gets Teams?

- Anyone who has the following Office 365 products:
  - Business Essentials
  - Business Premium
  - E1, E3 or E5
- Everyone else! Free for 6 months currently
  - <https://products.office.com/en-us/microsoft-teams/work-remotely>



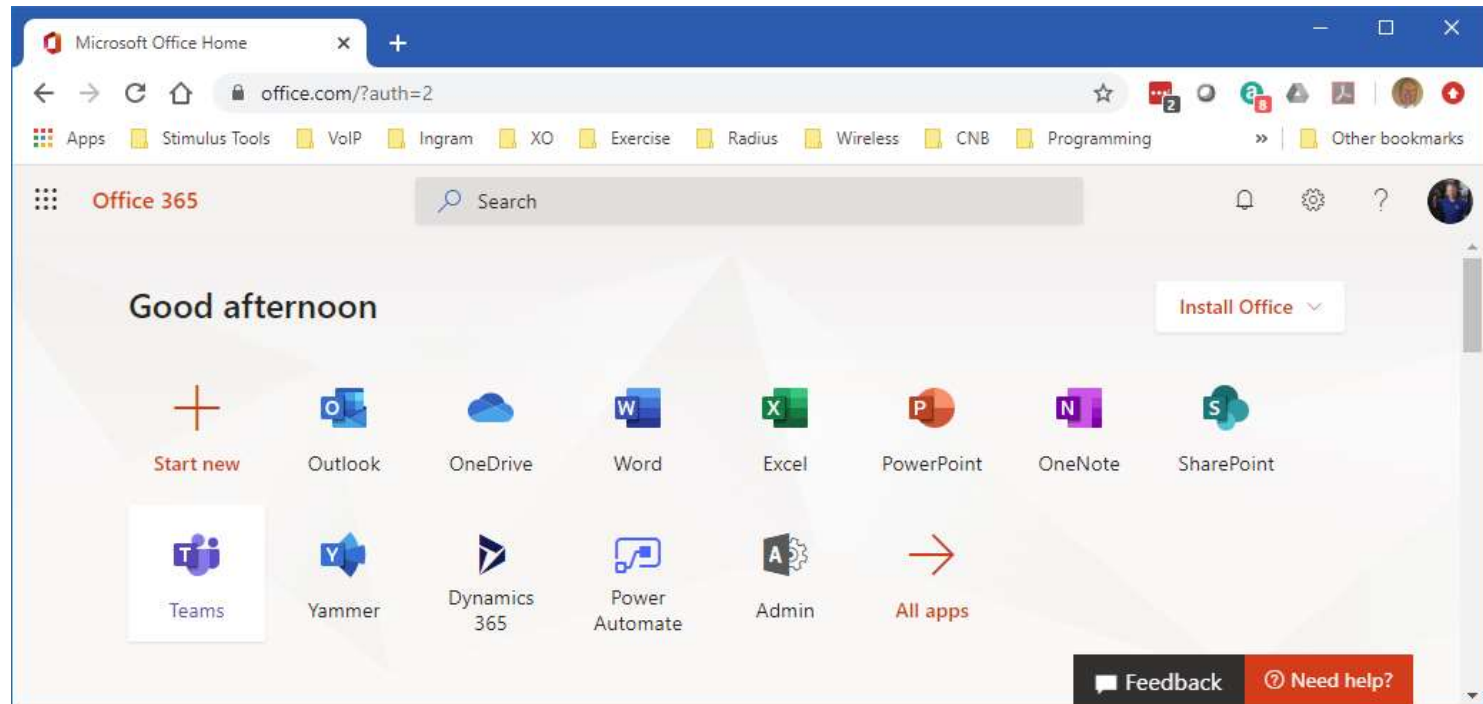
# More Training Available Online

- Training videos available on
  - <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>



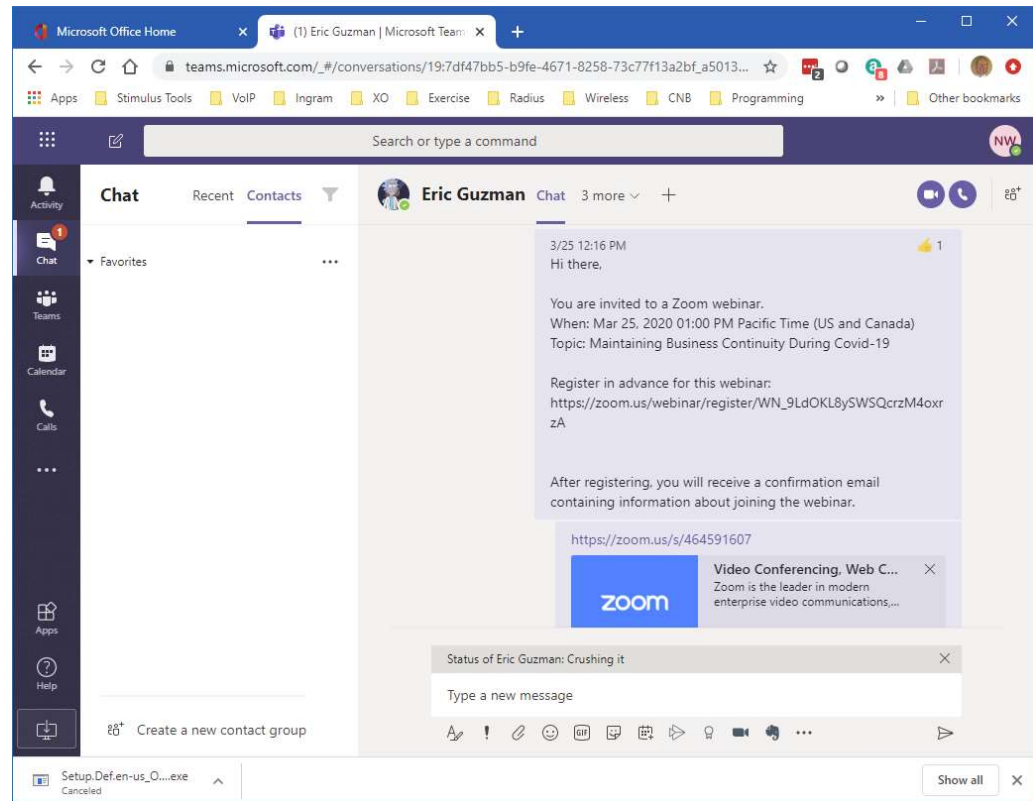
# How do I get Teams?

- Login to portal.office.com -> Install Office

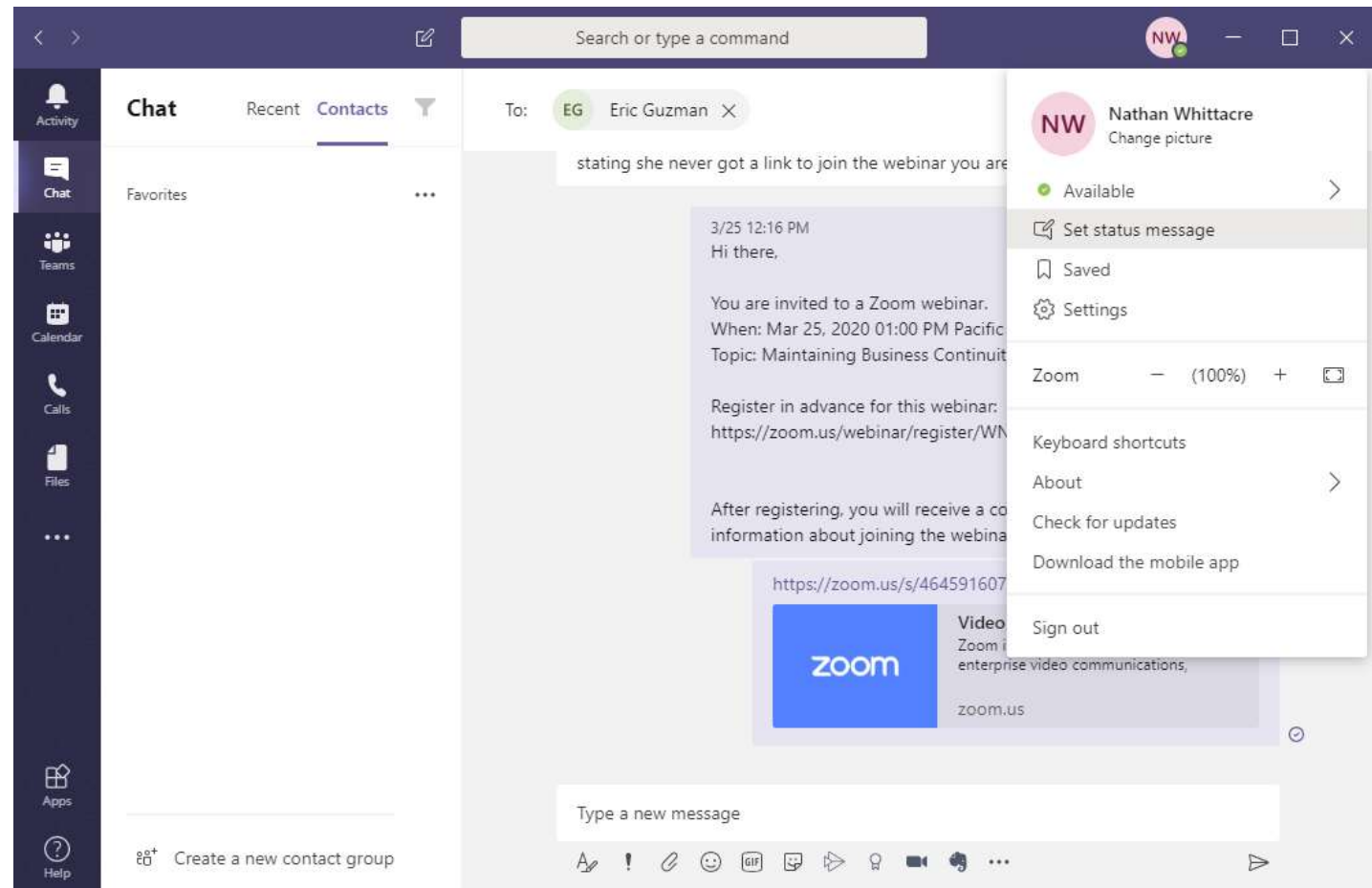


# Use Teams Online

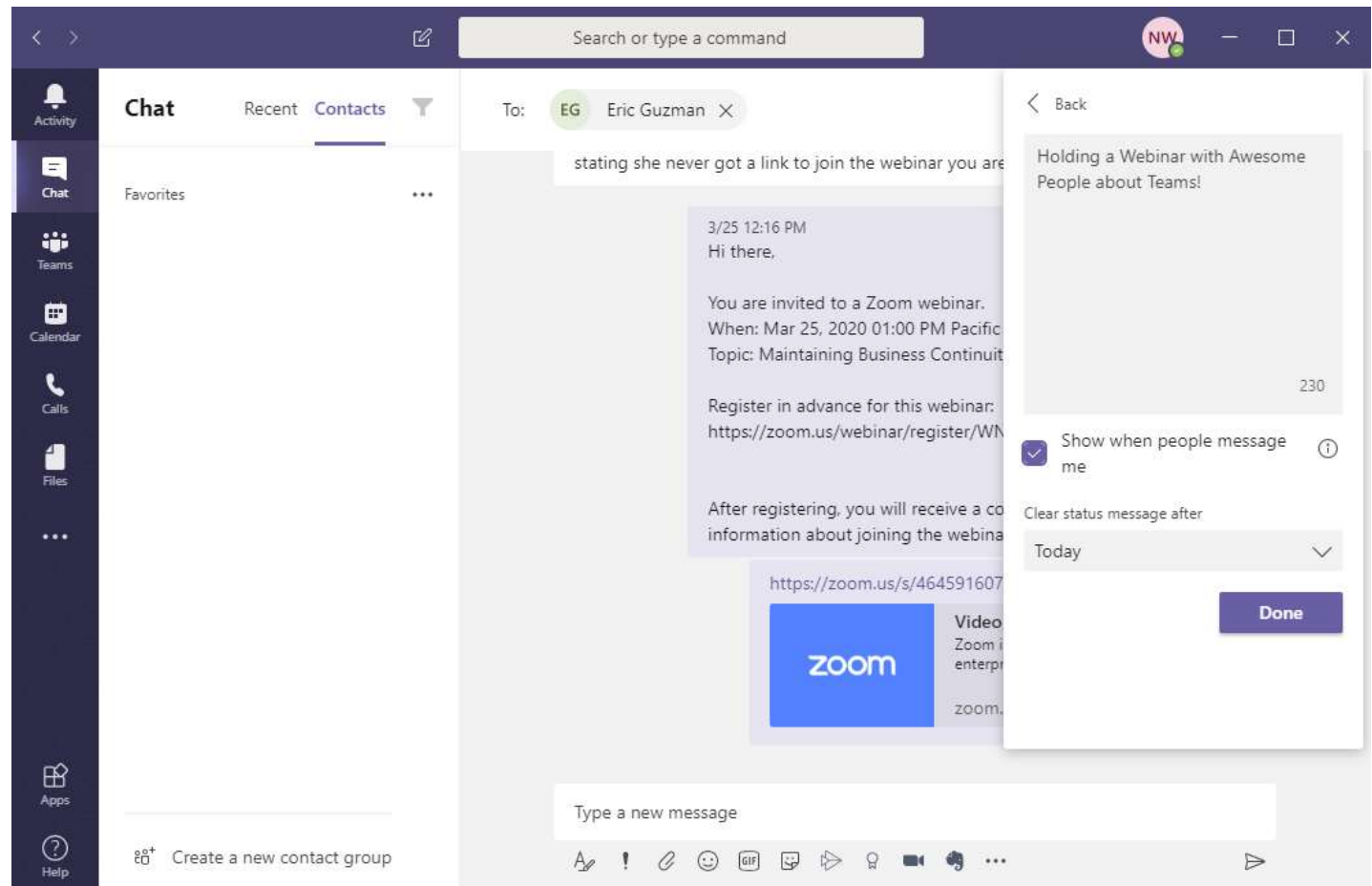
- <https://teams.microsoft.com>



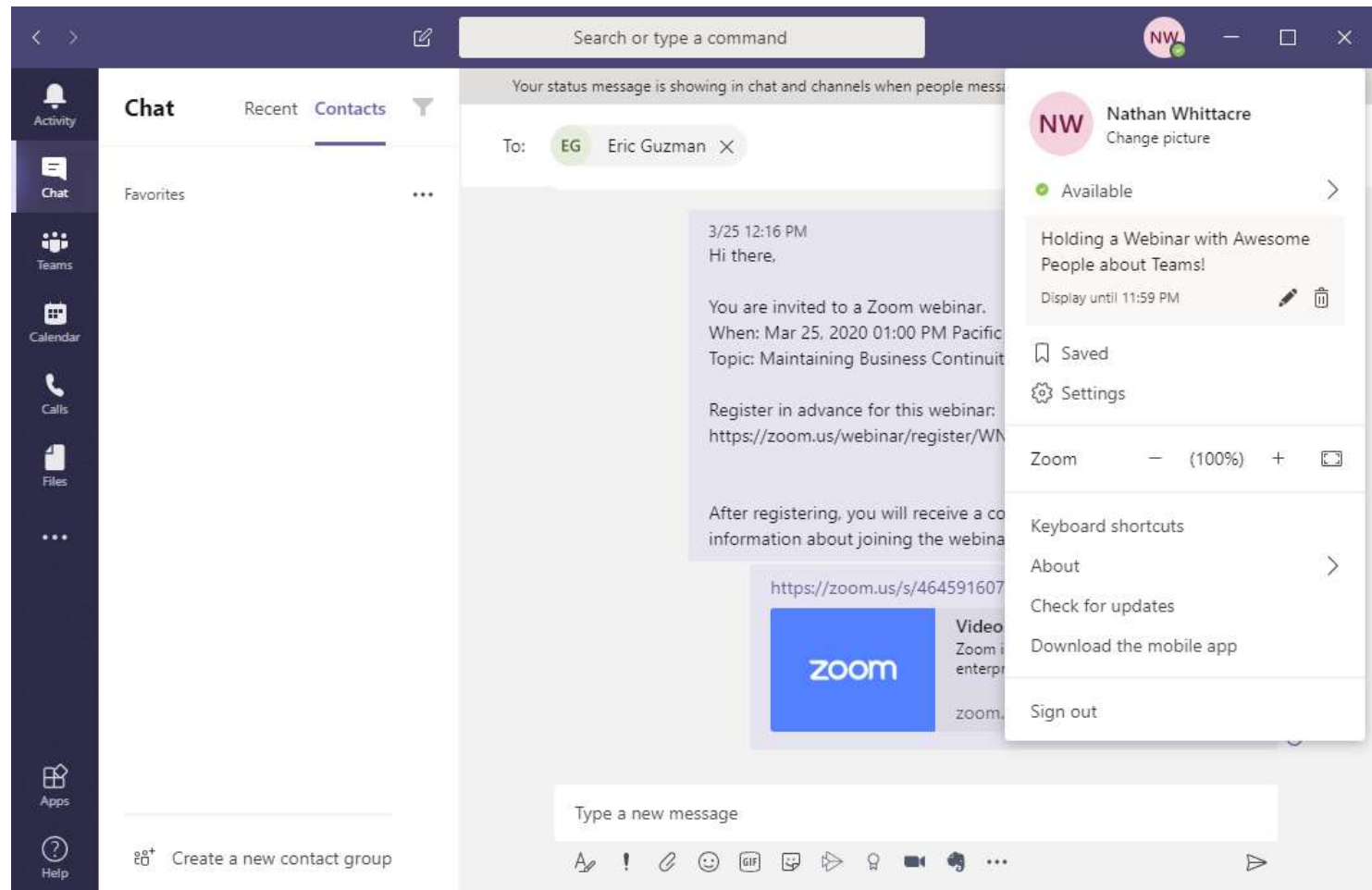
# Set your status



# Set your status



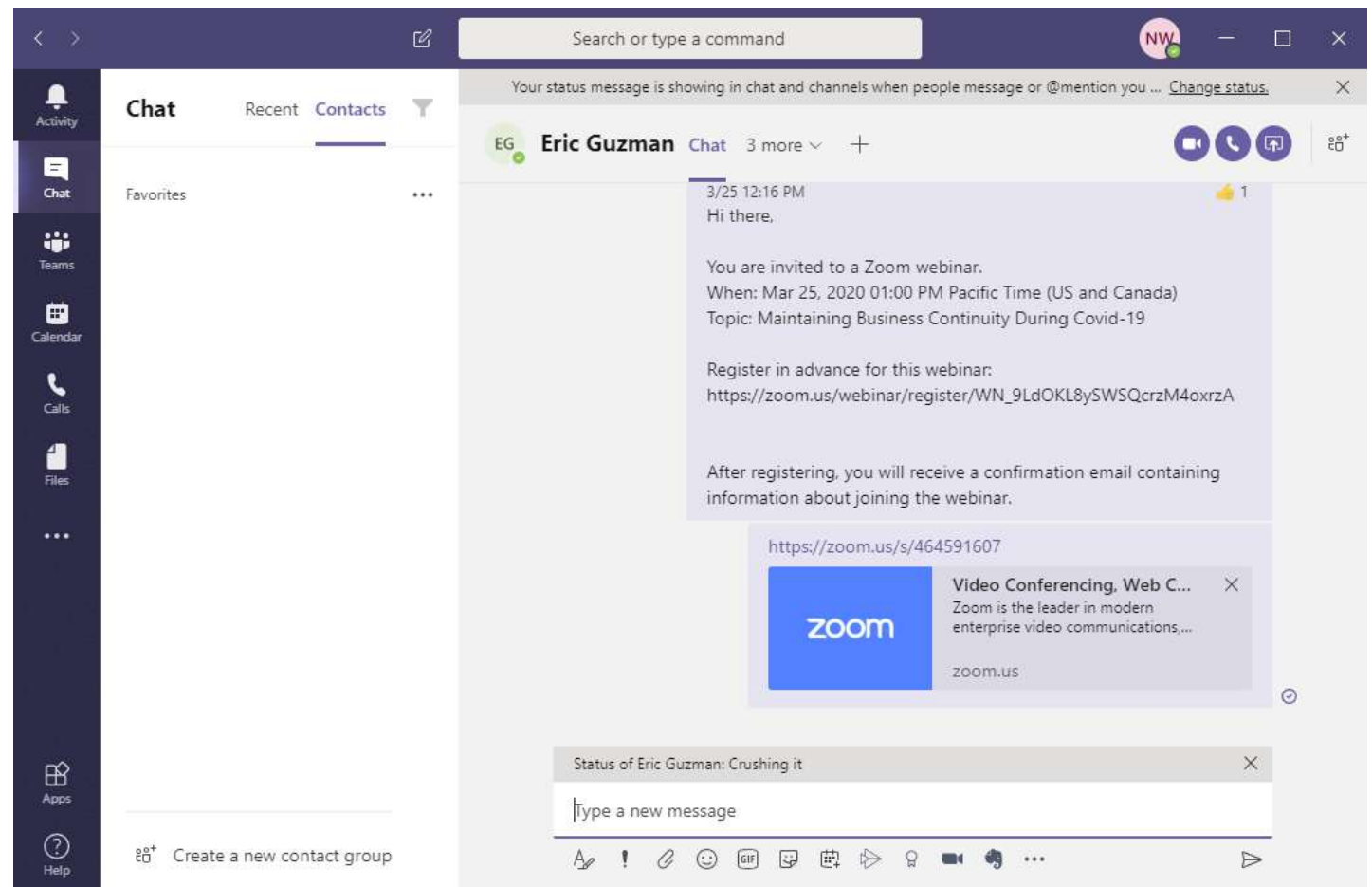
# Set your status



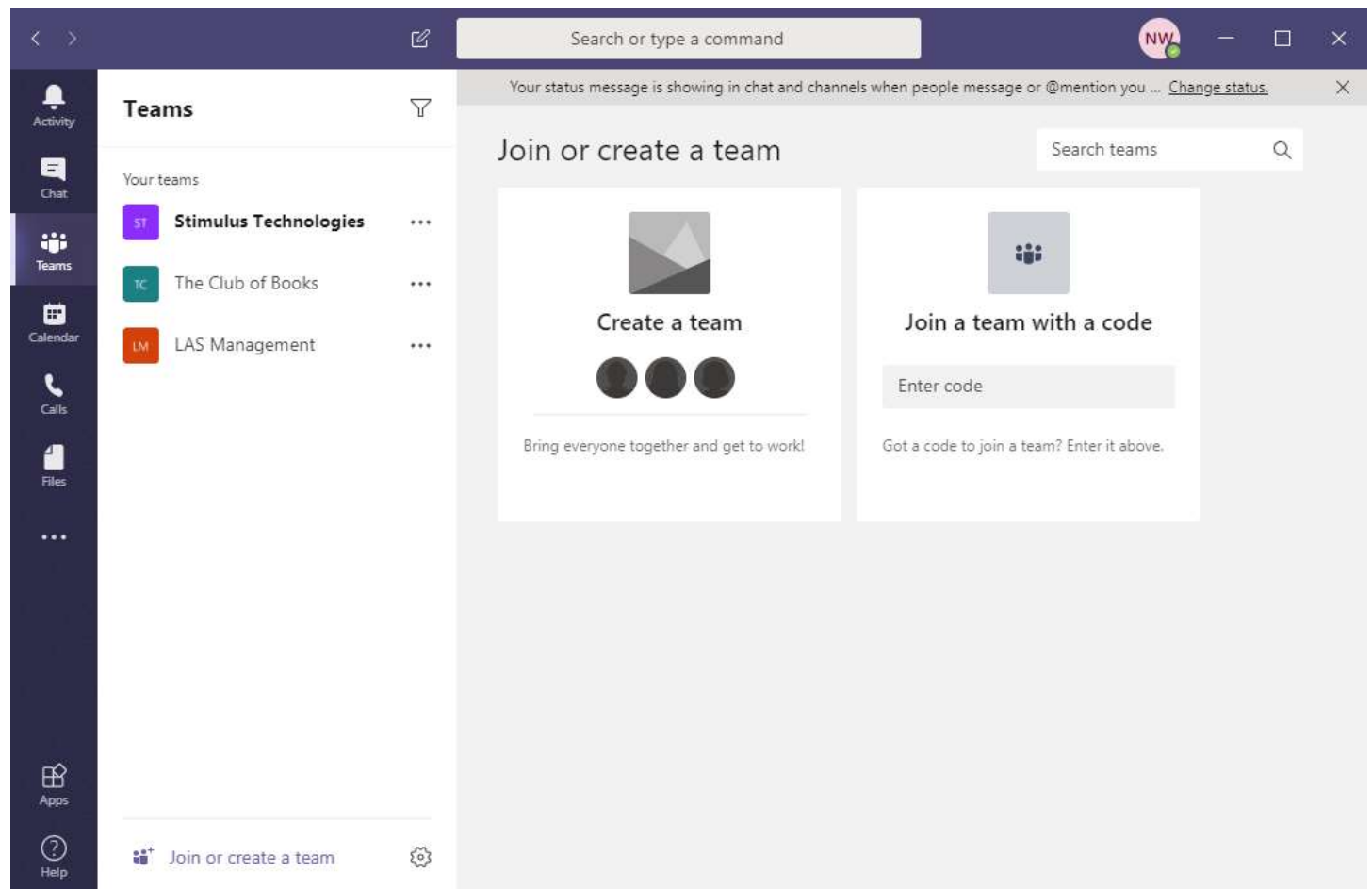
The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area is divided into a left pane with 'Chat', 'Recent', and 'Contacts' tabs, and a right pane showing a chat conversation with 'Eric Guzman'. The chat history includes a timestamp '3/25 12:16 PM', a greeting 'Hi there,', and a Zoom webinar invitation. A context menu is open over the user's profile picture in the top right corner, showing options: 'Available', 'Holding a Webinar with Awesome People about Teams!', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. The status 'Available' is currently selected.



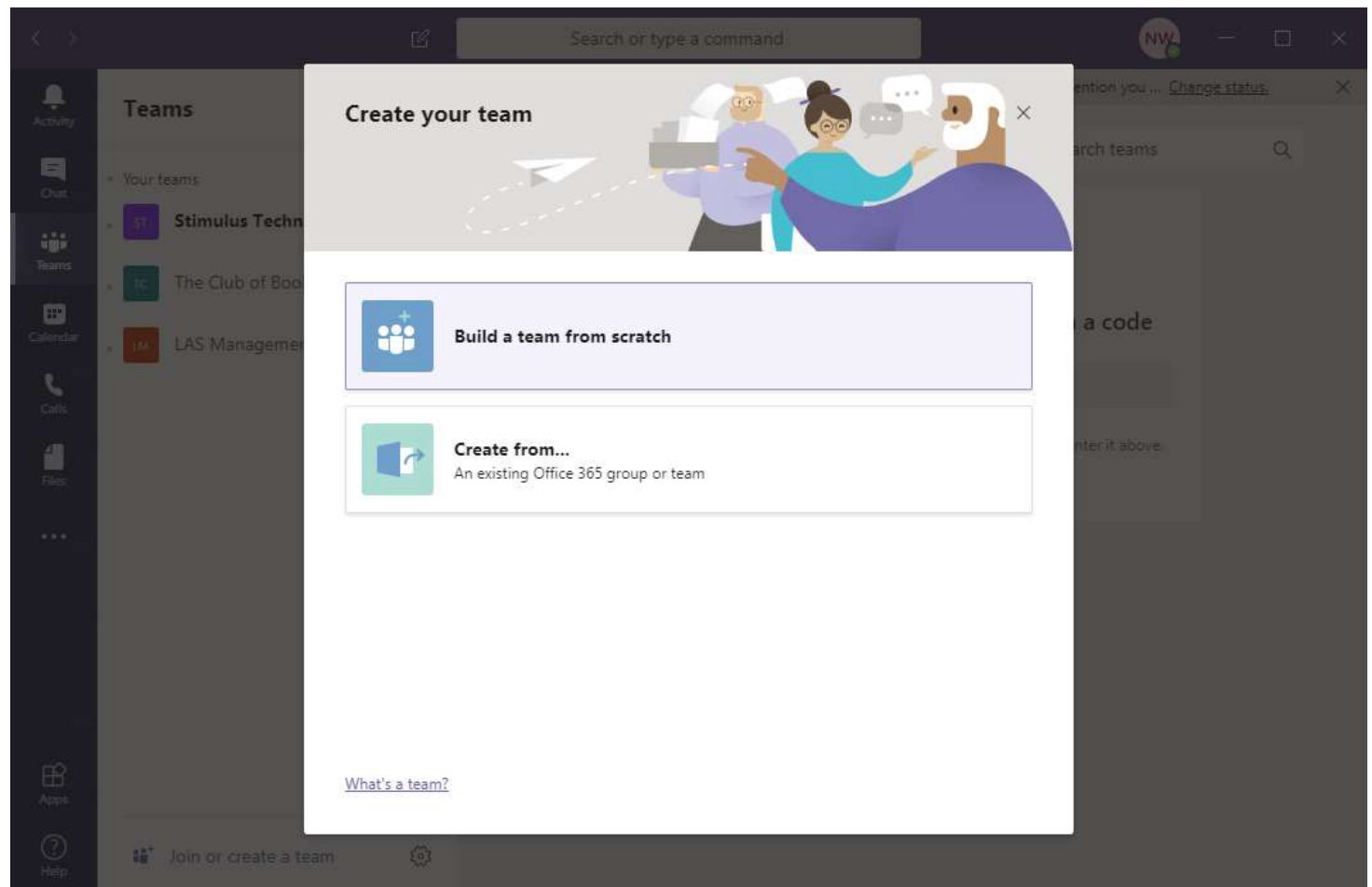
# Chatting



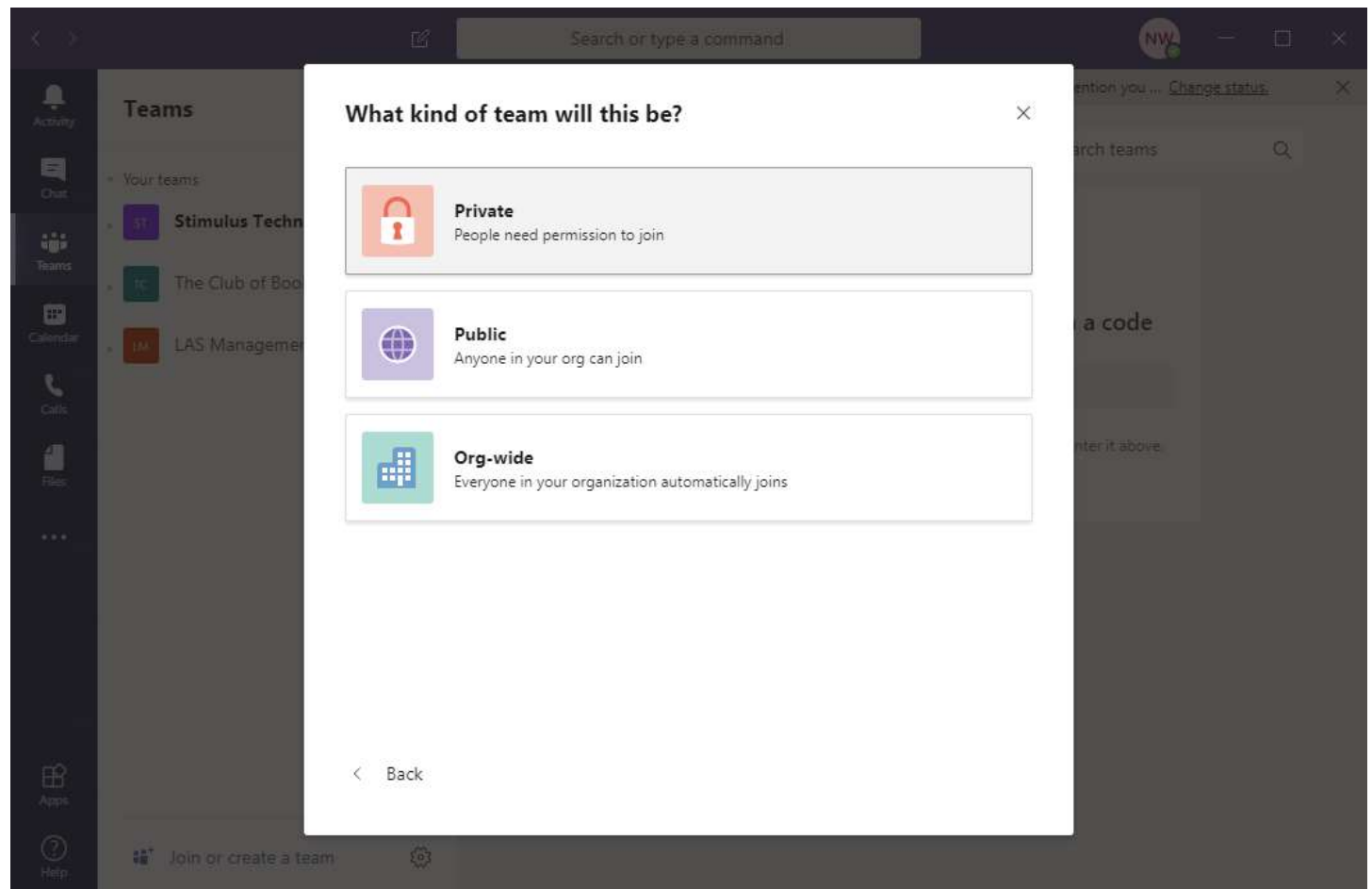
# Creating “Teams”



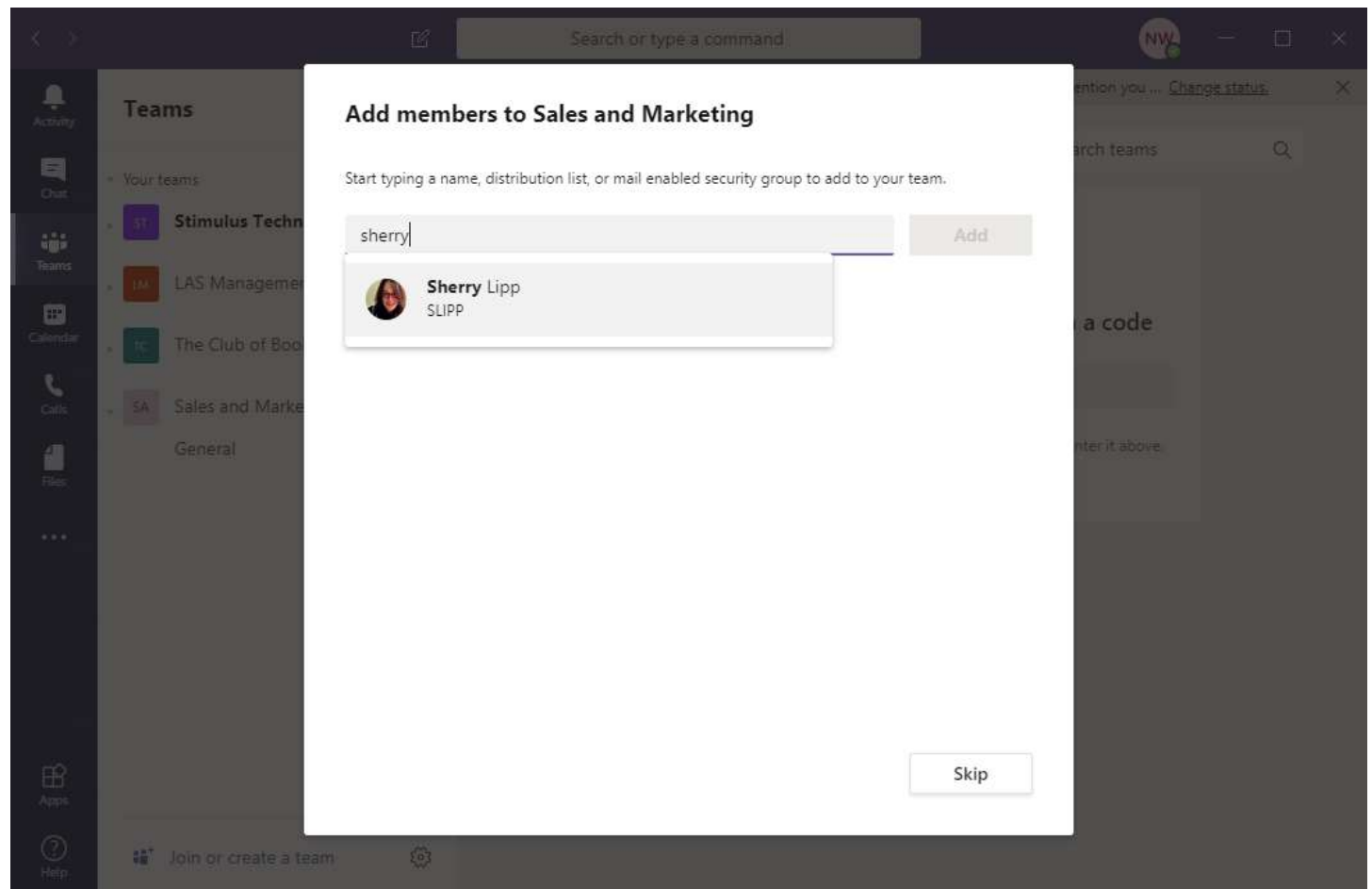
# Creating “Teams”



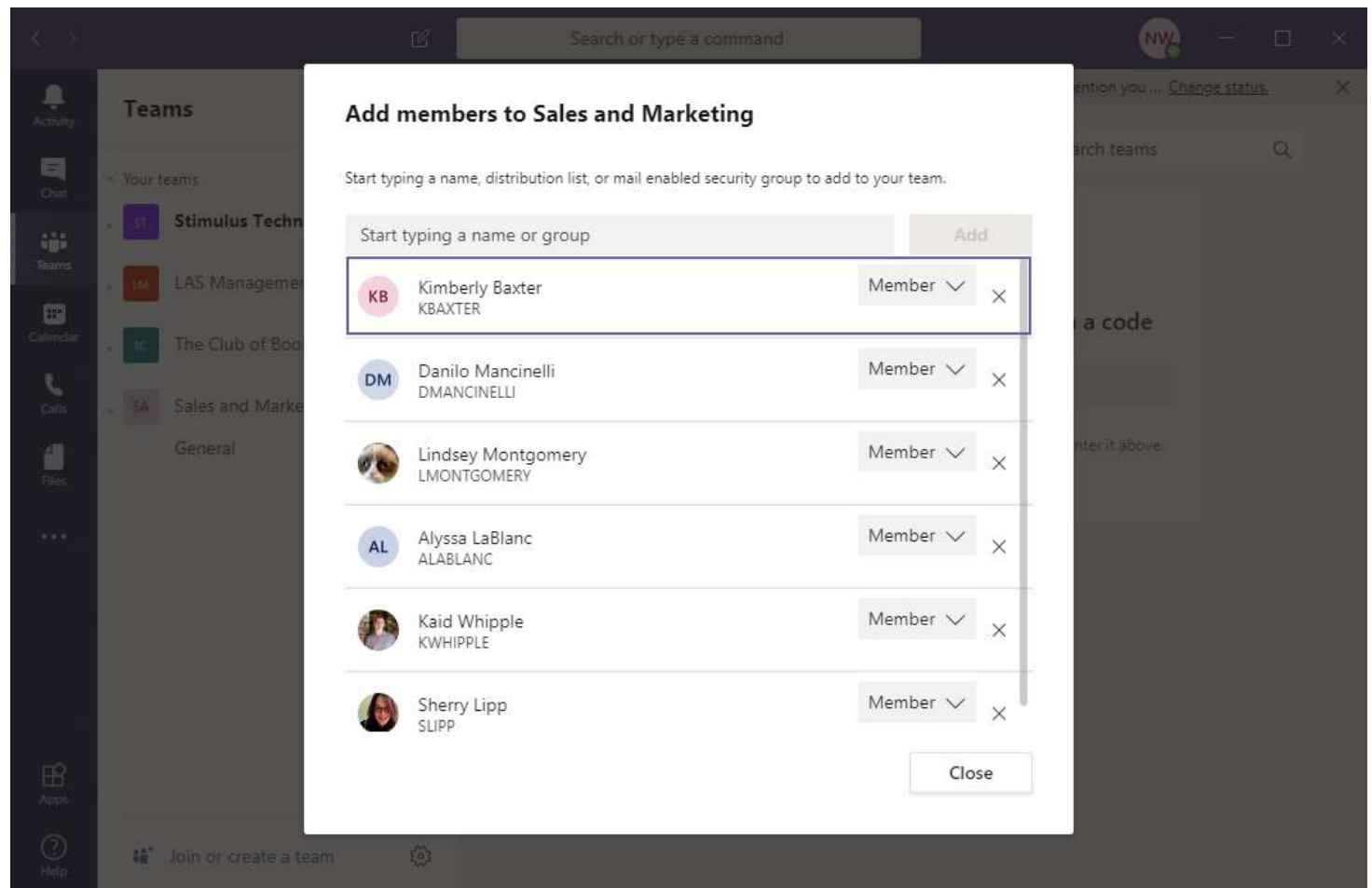
# Creating “Teams”



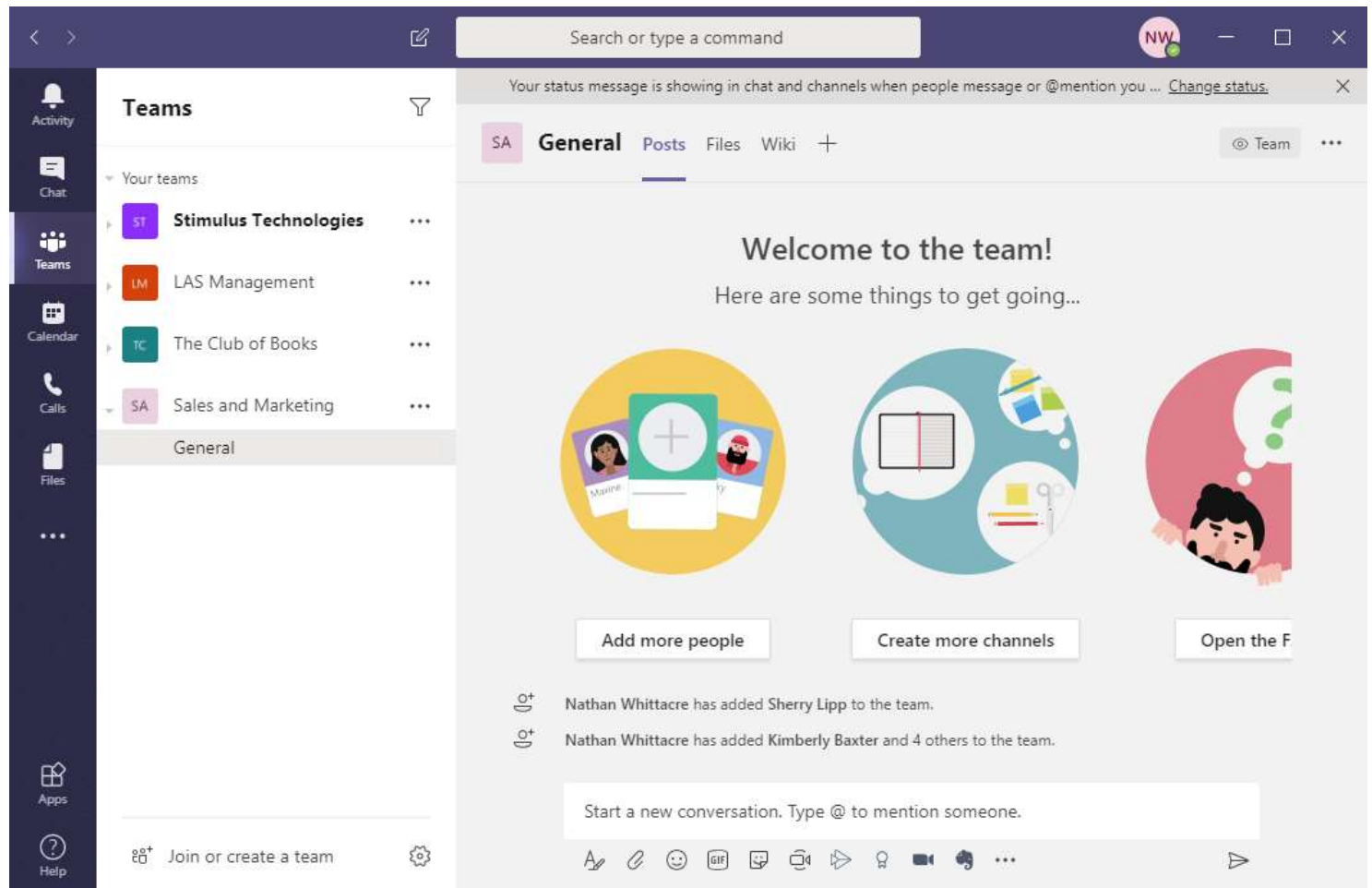
# Creating “Teams”



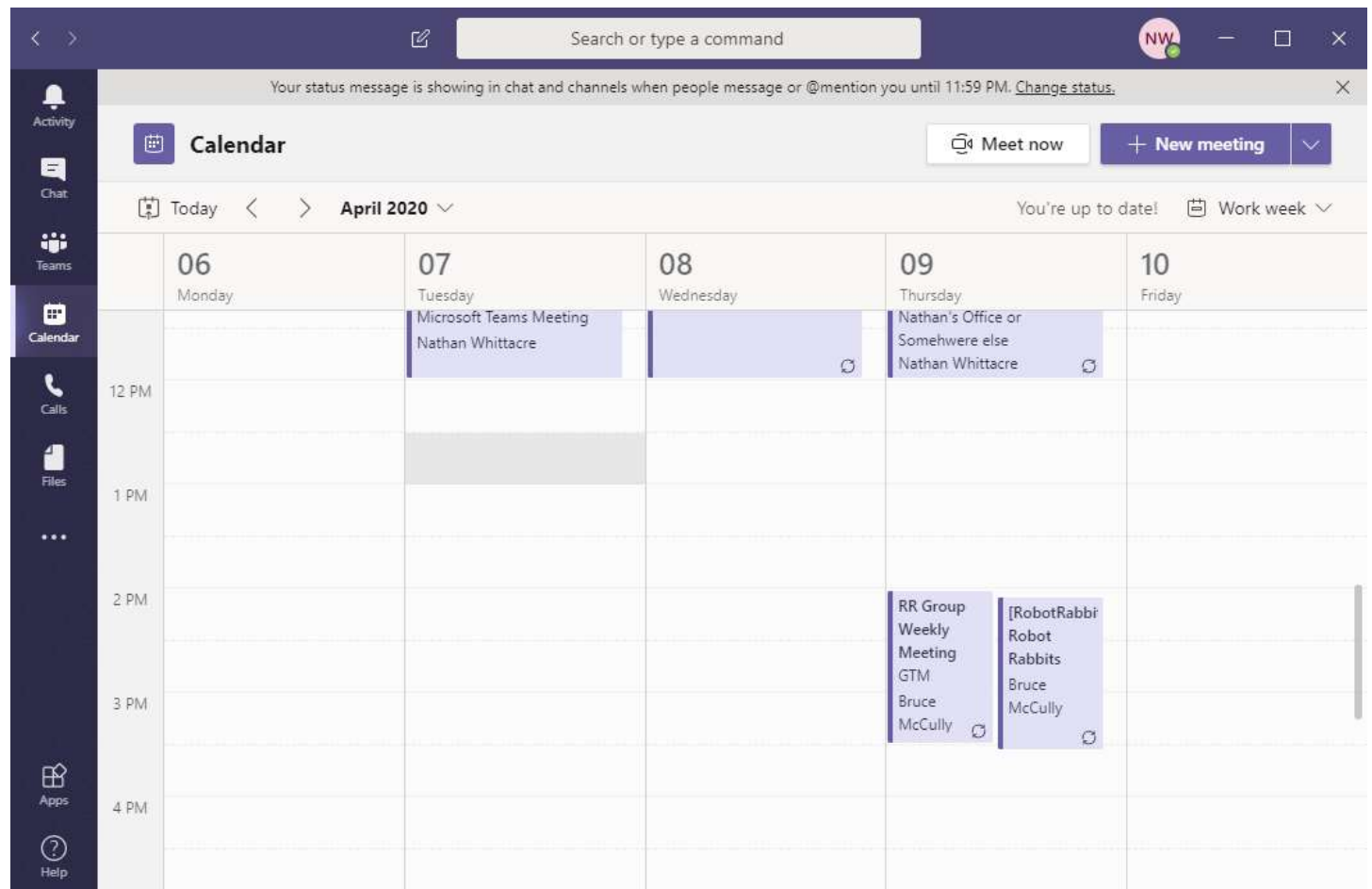
# Creating “Teams”



# “Teams”



# Access Your Calendar



The screenshot displays the Microsoft Teams application window. At the top, there is a search bar with the placeholder text "Search or type a command". Below this, a status message reads: "Your status message is showing in chat and channels when people message or @mention you until 11:59 PM. [Change status.](#)". The main interface is divided into a left-hand navigation pane and a central content area. The navigation pane includes icons for Activity, Chat, Teams, Calendar (which is currently selected), Calls, Files, and Help. The central content area shows the "Calendar" view for April 2020. It features a "Meet now" button and a "+ New meeting" button. The calendar grid shows the following events:

Day	Event
06 Monday	
07 Tuesday	Microsoft Teams Meeting Nathan Whittacre
08 Wednesday	
09 Thursday	Nathan's Office or Somewhere else Nathan Whittacre
10 Friday	

On the right side of the calendar grid, there are two additional events listed:

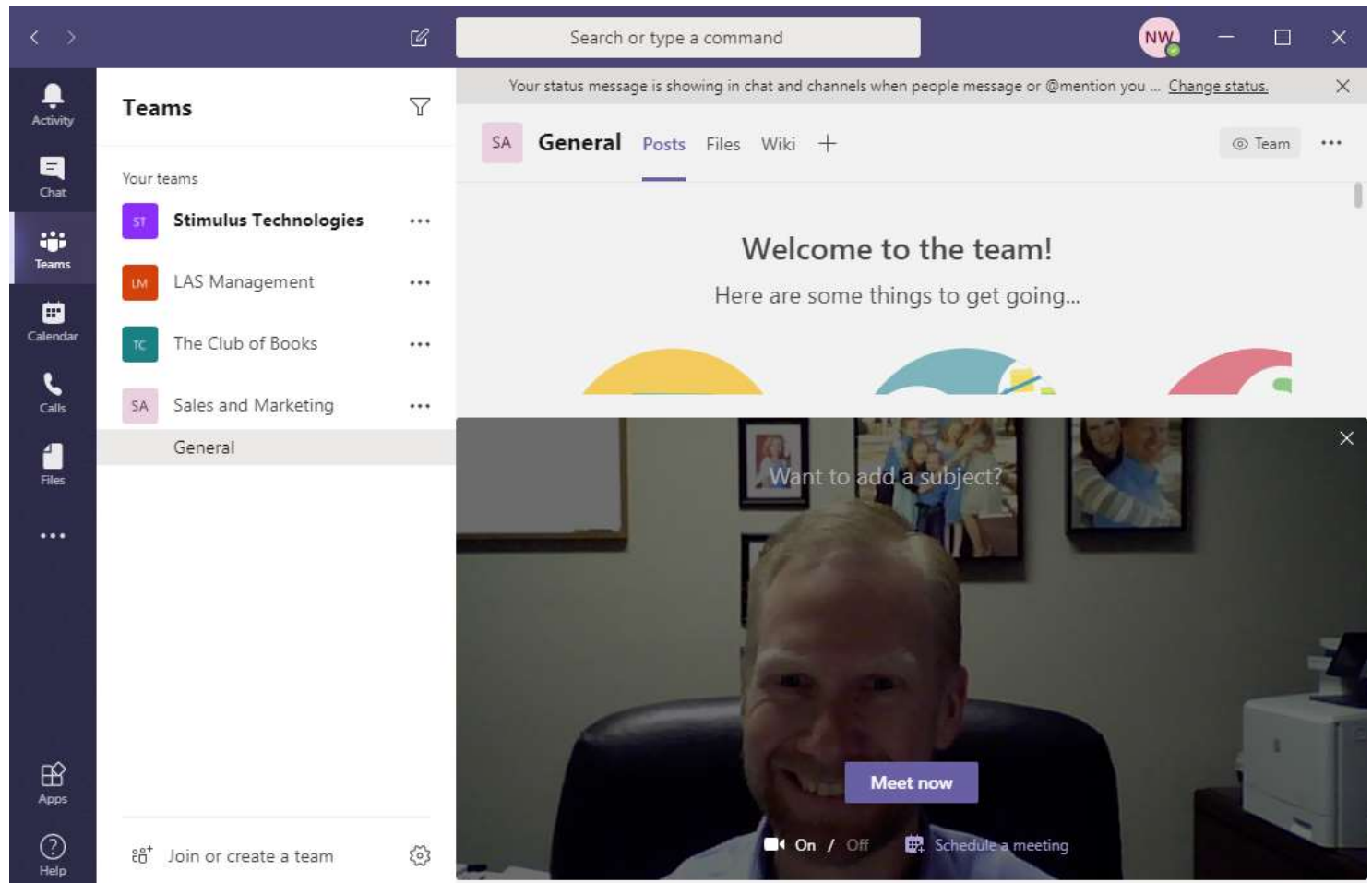
- RR Group Weekly Meeting GTM  
Bruce McCully
- [RobotRabbit Robot Rabbits  
Bruce McCully



# Team Meetings



# Create a Meetings in Teams



# Create a Meeting in Teams

< > Search or type a command

Your status message is showing in chat and channels when people message or @mention you until 11:59 PM. [Change status.](#)

**New meeting** Details Scheduling Assistant Send Close

Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾

✎ Add title

✎ Add required attendees + Optional

📅 Mar 31, 2020 1:00 PM ▾

📅 Mar 31, 2020 1:30 PM ▾ 30m ⬛ All day

🔄 Does not repeat ▾

📁 SM Sales and Marketing > General

📍 Add location

📄 B I U S | A AA Paragraph ▾ T<sub>x</sub> | < > | ...

Type details for this new meeting



# Create a Meeting in Outlook

The screenshot displays the Outlook 'Appointment' window for a meeting titled 'Sales Meeting'. The ribbon includes the following tabs and options:

- File**: Save, Undo, Redo, Up, Down, and a search icon.
- Appointment**: Delete, Teams Meeting, Meeting Notes, Invite Attendees, Show As: Busy, Reminder: 15 minutes, Recurrence, Categorize, Private, High Importance, Low Importance, Dictate, Insights, and View Templates.
- Scheduling Assistant**: No visible options.
- Insert**: No visible options.
- Format Text**: No visible options.
- Review**: No visible options.
- Help**: Tell me what you want to do.

The main appointment area contains the following fields:

- Title**: Sales Meeting
- Start time**: Tue 4/7/2020, 11:00 AM. Includes checkboxes for 'All day' and 'Time zones'.
- End time**: Tue 4/7/2020, 12:00 PM. Includes a 'Make Recurring' button.
- Location**: An empty text field.

The status bar at the bottom shows 'In Shared Folder' and 'Calendar - Nathan@stimulustech.com'. A timestamp in the bottom right corner reads 'Last modified by Nathan@stimulustech.com at 12:37 PM'.



# Create a Meeting in Outlook

Sales Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete → Join Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options

Actions Teams Meeting Meeting... Attendees

Options Busy 15 minutes Recurrence Categorize Tags Voice Insights View Templates My Templates

You haven't sent this meeting invitation yet.

From: nathan@stimulustech.com

Title: Marketing Meeting

Required: Sherry Lipp

Optional:

Start time: Tue 4/7/2020 11:00 AM ☐ All day ☐ Time zones

End time: Tue 4/7/2020 12:00 PM ☐ Make Recurring

Location: Microsoft Teams Meeting [Room Finder](#)

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Room Fin... April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

☐ Good ☐ Fair ☐ Poor

Choose an available room:

None

Suggested times:

11:00 AM - 12:00 PM  
Current meeting time

9:30 AM - 10:30 AM  
No conflicts

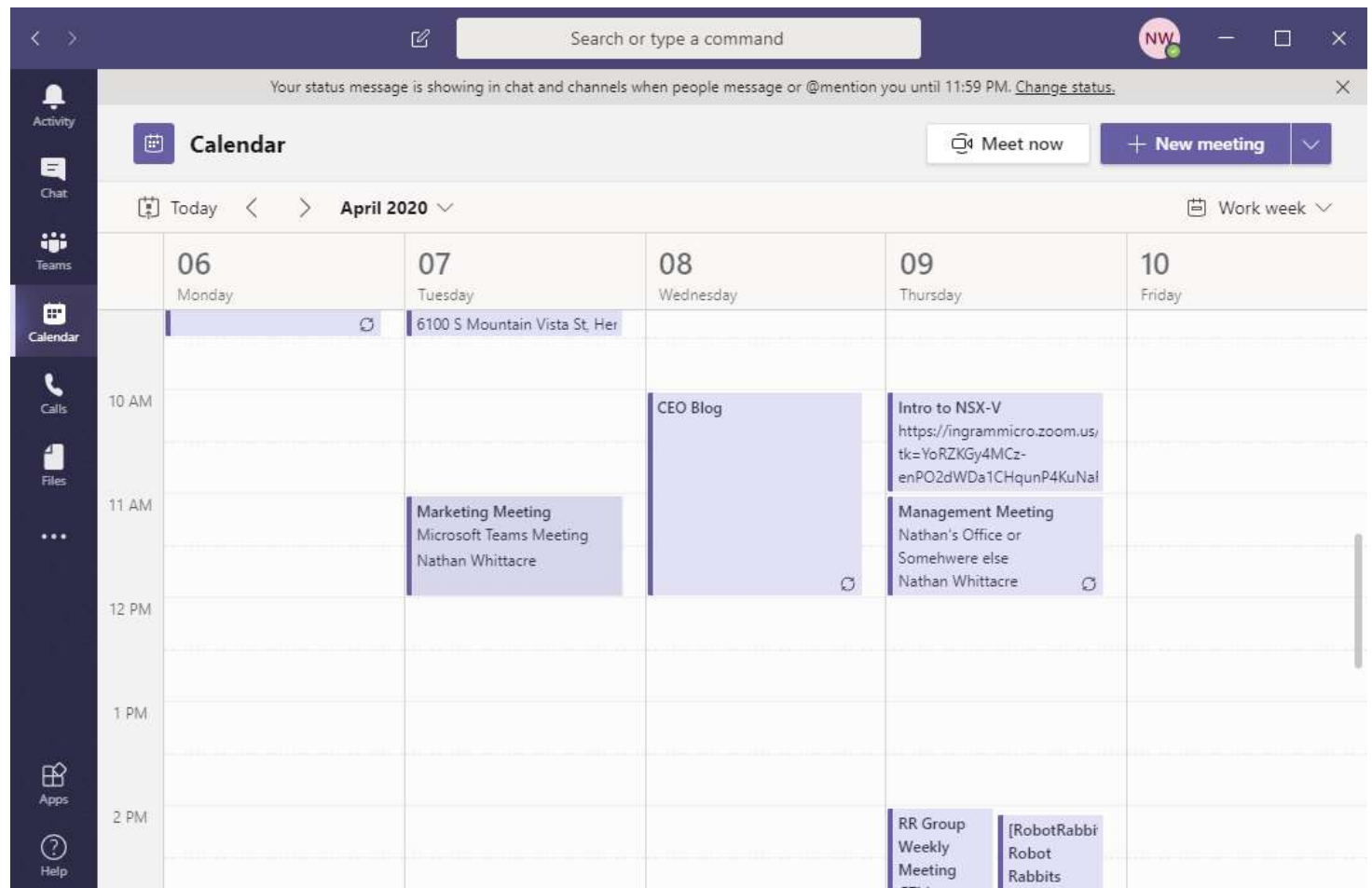
10:00 AM - 11:00 AM  
No conflicts

10:30 AM - 11:30 AM  
No conflicts

In Shared Folder Calendar - Nathan@stimulustech.com Last modified by Nathan@stimulustech.com at 12:37 PM



# Join in Teams



The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the placeholder text "Search or type a command". Below this, a status message reads: "Your status message is showing in chat and channels when people message or @mention you until 11:59 PM. [Change status.](#)".

The main section is the "Calendar" view, showing a weekly calendar for April 2020. The days of the week are listed at the top: 06 Monday, 07 Tuesday, 08 Wednesday, 09 Thursday, and 10 Friday. The time slots on the left range from 10 AM to 2 PM.

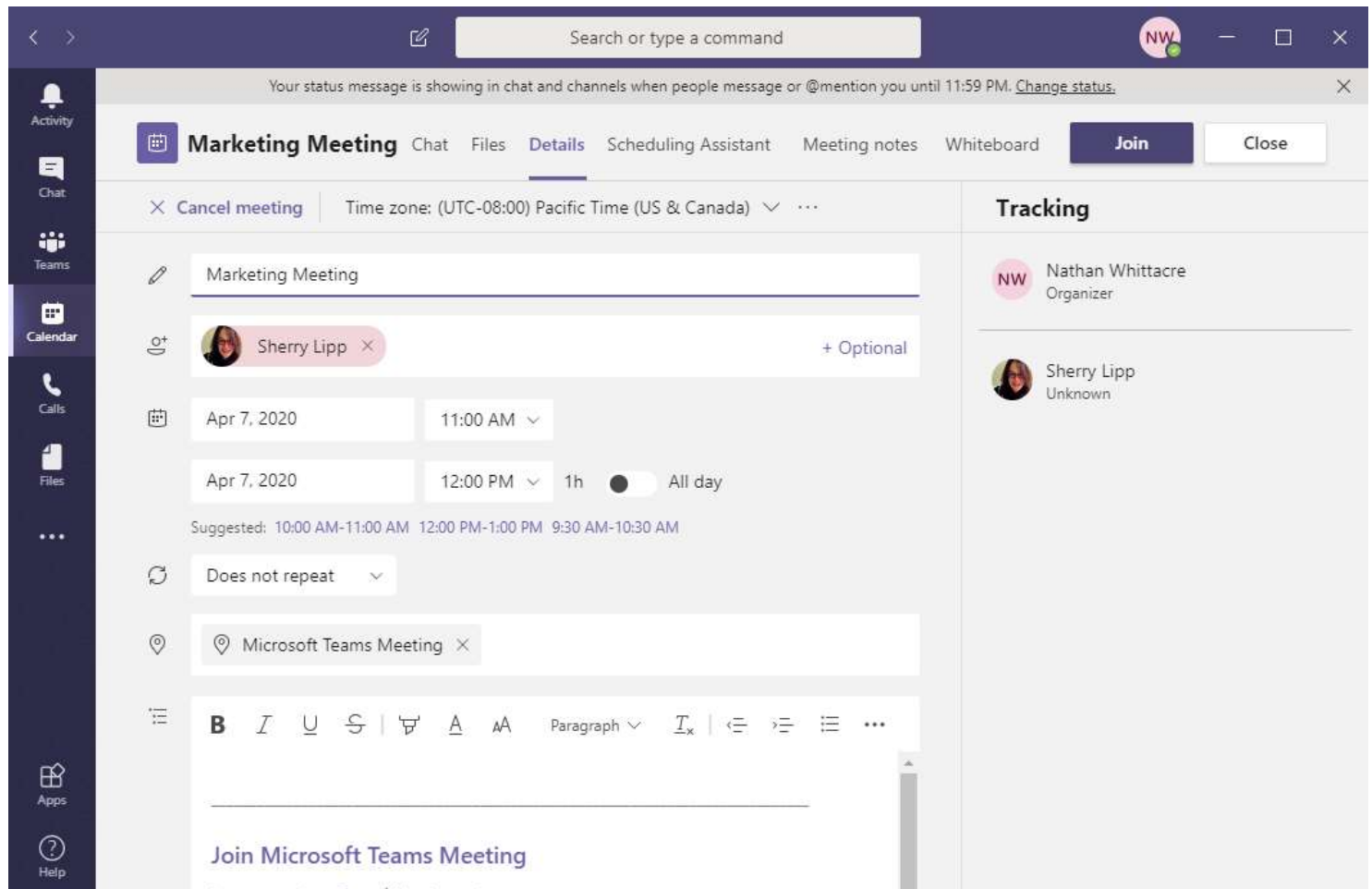
Key events visible in the calendar include:

- Monday, April 6:** A meeting titled "6100 S Mountain Vista St, Her" is scheduled for 10 AM.
- Tuesday, April 7:** A meeting titled "Marketing Meeting" with the subtitle "Microsoft Teams Meeting" and "Nathan Whittacre" is scheduled for 11 AM.
- Wednesday, April 8:** A meeting titled "CEO Blog" is scheduled for 10 AM.
- Thursday, April 9:** Two meetings are scheduled for 10 AM: "Intro to NSX-V" with a Zoom link (<https://ingrammicro.zoom.us/j/6100SMountainVistaStHer>) and "Management Meeting" with the subtitle "Nathan's Office or Somewhere else" and "Nathan Whittacre".
- Friday, April 10:** Two meetings are scheduled for 2 PM: "RR Group Weekly Meeting" and "[RobotRabbi Robot Rabbits".

The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help.



# Join in Teams



# Join in Outlook

Marketing Meeting - Meeting

File Meeting Scheduling Assistant Tracking Insert Format Text Review Help Tell me what you want to do

Cancel Meeting Join Teams Meeting Meeting Notes Contact Attendees Options Tags Voice My Templates

No responses have been received for this meeting.

Send Update

From: nathan@stimulustech.com

Title: Marketing Meeting

Required: Sherry Lipp

Optional:

Start time: Tue 4/7/2020 11:00 AM

End time: Tue 4/7/2020 12:00 PM

Location: Microsoft Teams Meeting

Room Fin...

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Good Fair Poor

Choose an available room:

None

Suggested times:

11:00 AM - 12:00 P...  
Current meeting ti...

9:30 AM - 10:30 AM  
No conflicts

10:00 AM - 11:00 ...  
No conflicts

10:30 AM - 11:30 ...  
No conflicts

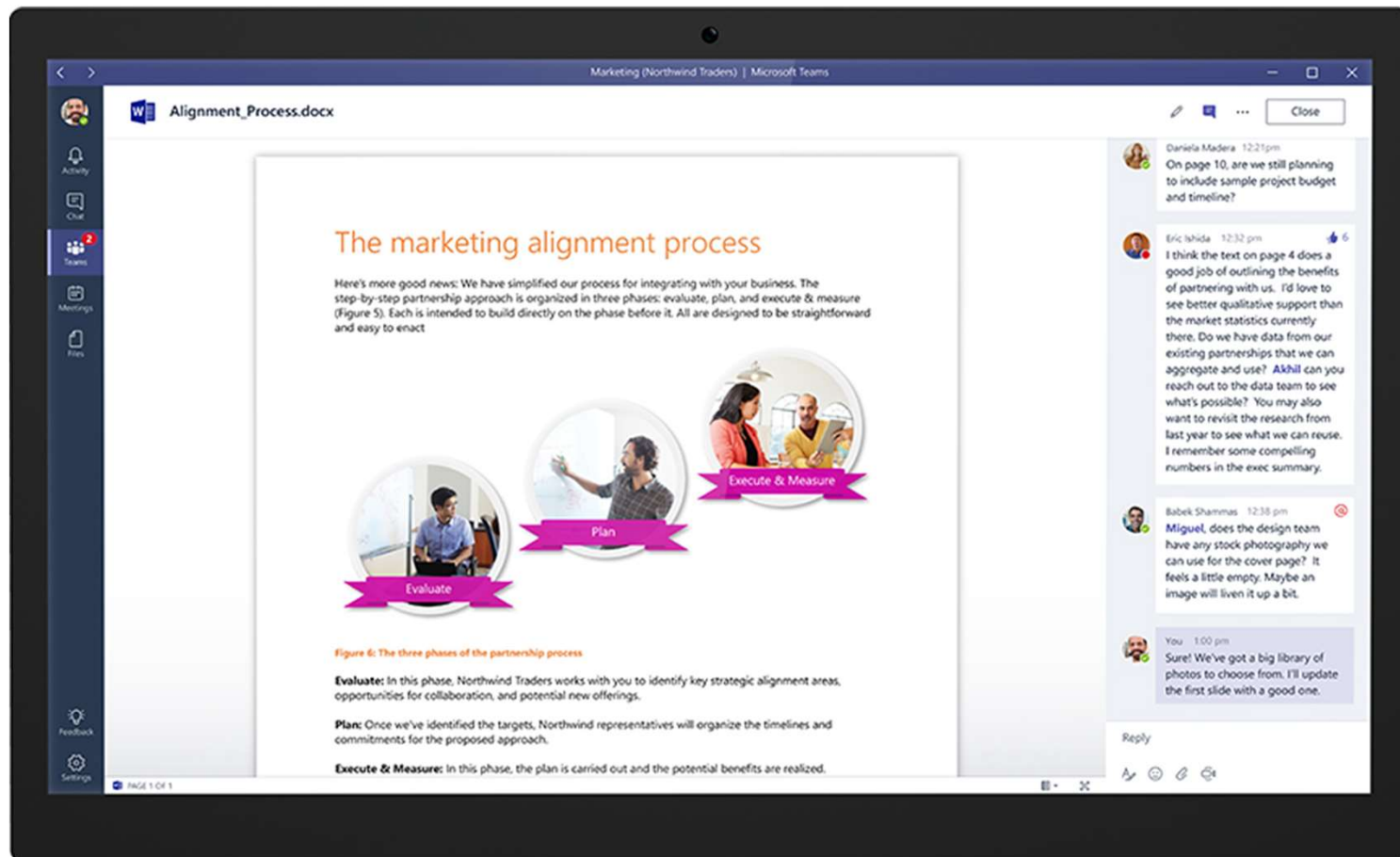
Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

In Shared Folder Calendar - Nathan@stimulustech.com Last modified by Nathan@stimulustech.com at 12:39 PM



# Microsoft Teams – Document Collaboration

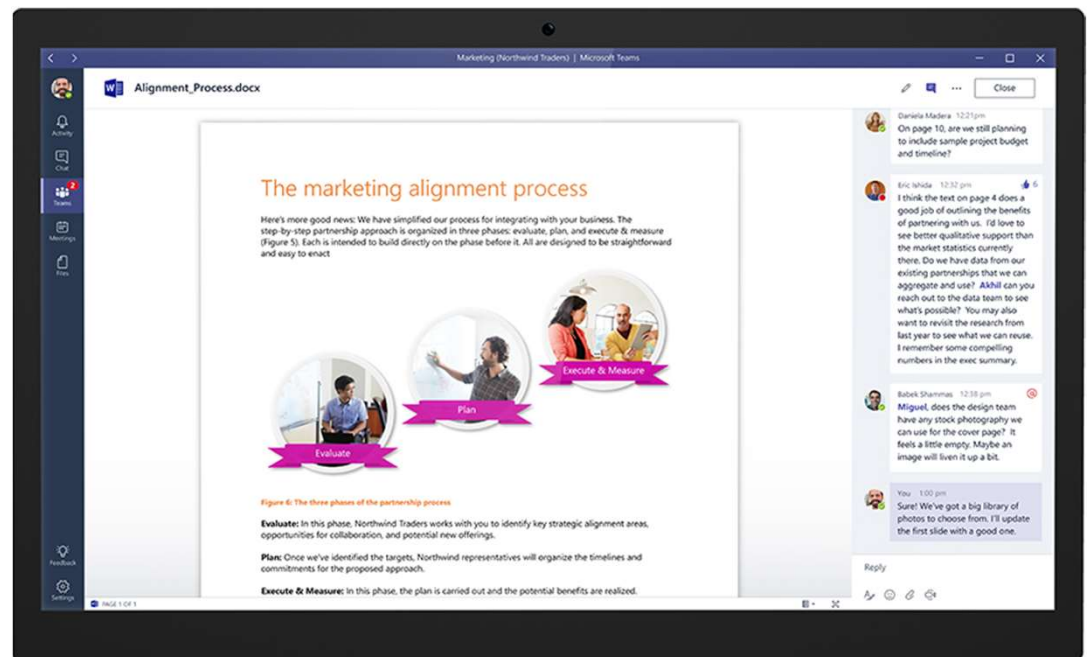


The screenshot displays a Microsoft Teams window with a Word document titled "Alignment\_Process.docx" open. The document content includes the heading "The marketing alignment process" and a paragraph: "Here's more good news: We have simplified our process for integrating with your business. The step-by-step partnership approach is organized in three phases: evaluate, plan, and execute & measure (Figure 5). Each is intended to build directly on the phase before it. All are designed to be straightforward and easy to enact". Below the text is a diagram showing three circular icons representing the phases: "Evaluate" (a person at a desk), "Plan" (a person pointing at a whiteboard), and "Execute & Measure" (two people reviewing a document). The diagram is captioned "Figure 5: The three phases of the partnership process". Below the diagram, the document provides detailed descriptions for each phase: "Evaluate: In this phase, Northwind Traders works with you to identify key strategic alignment areas, opportunities for collaboration, and potential new offerings.", "Plan: Once we've identified the targets, Northwind representatives will organize the timelines and commitments for the proposed approach.", and "Execute & Measure: In this phase, the plan is carried out and the potential benefits are realized." The right sidebar shows a chat conversation with three messages from Daniela Madera, Eric Ishida, and Babek Shammass, discussing the document content. The bottom left corner of the Teams window shows the "Feedback" and "Settings" icons.

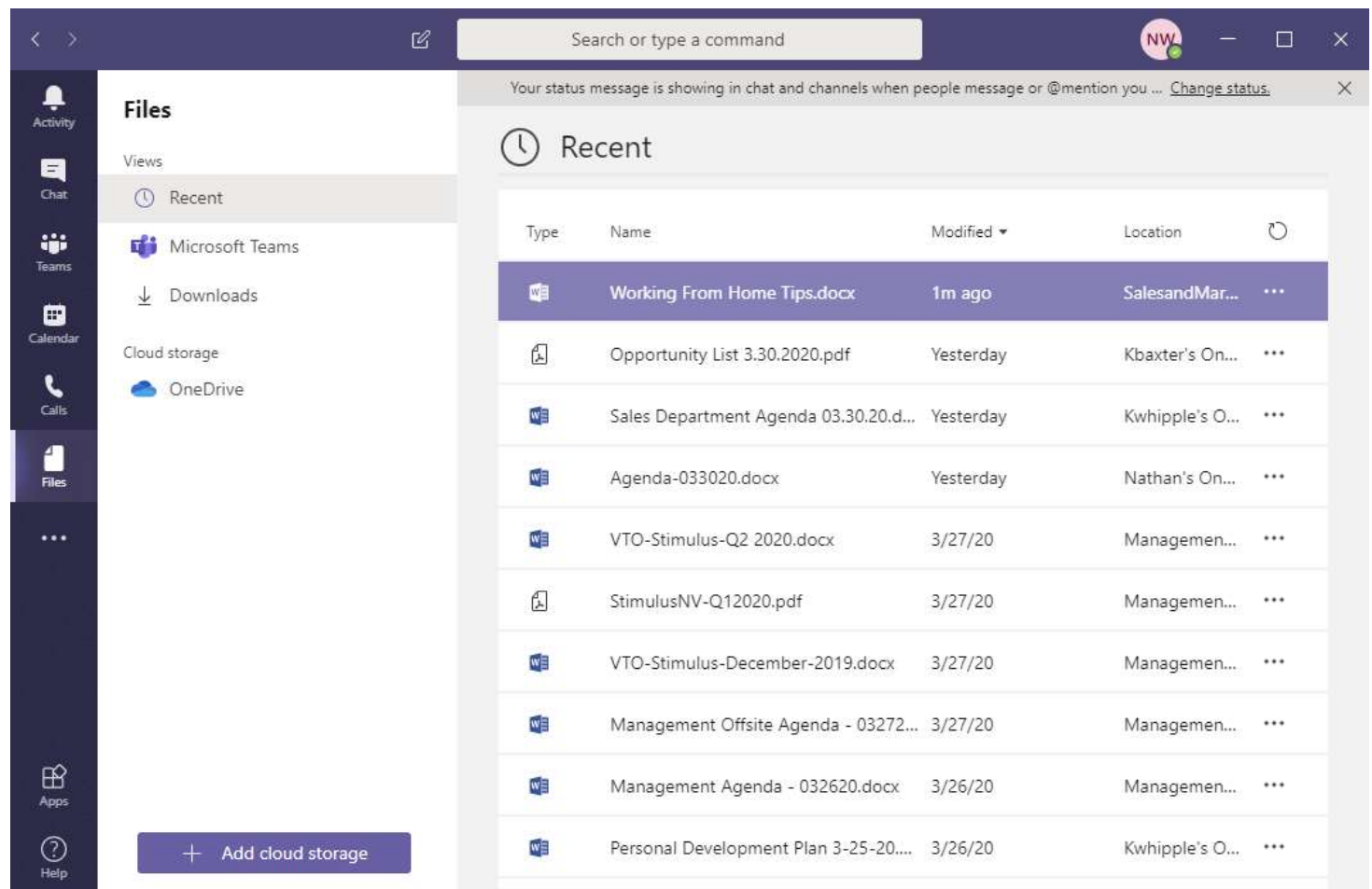


# Document Collaboration

- Collaborate on files in:
  - Teams
  - Chat
- Files are stored in One Drive (SharePoint)



# Access all your uploaded files

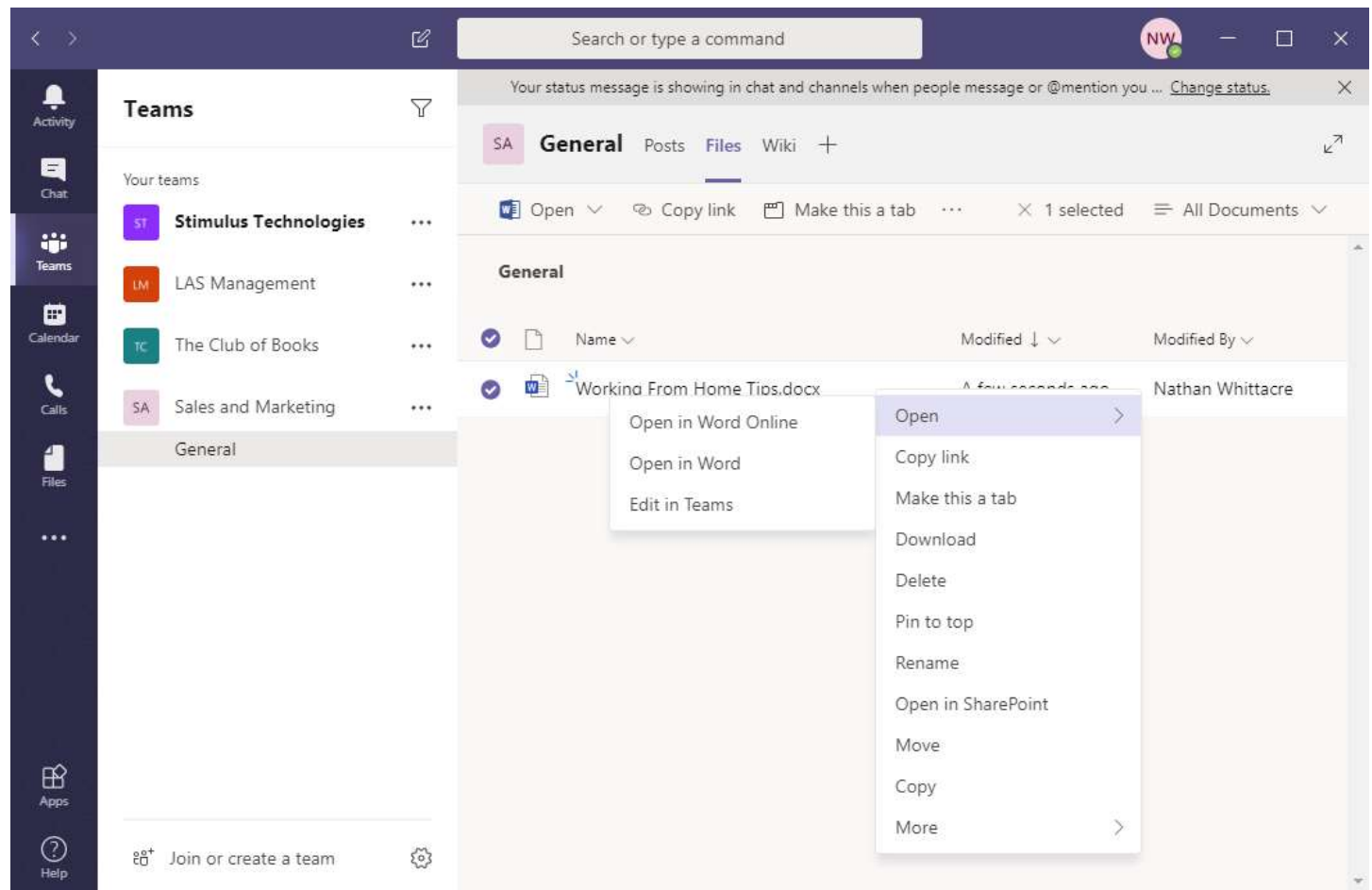


The screenshot displays the Microsoft Teams 'Files' tab. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main pane shows the 'Files' section with a 'Views' dropdown set to 'Recent'. Below this, there are links for 'Microsoft Teams', 'Downloads', and 'Cloud storage' (OneDrive). A '+ Add cloud storage' button is at the bottom. The right pane shows a 'Recent' list of files with the following data:

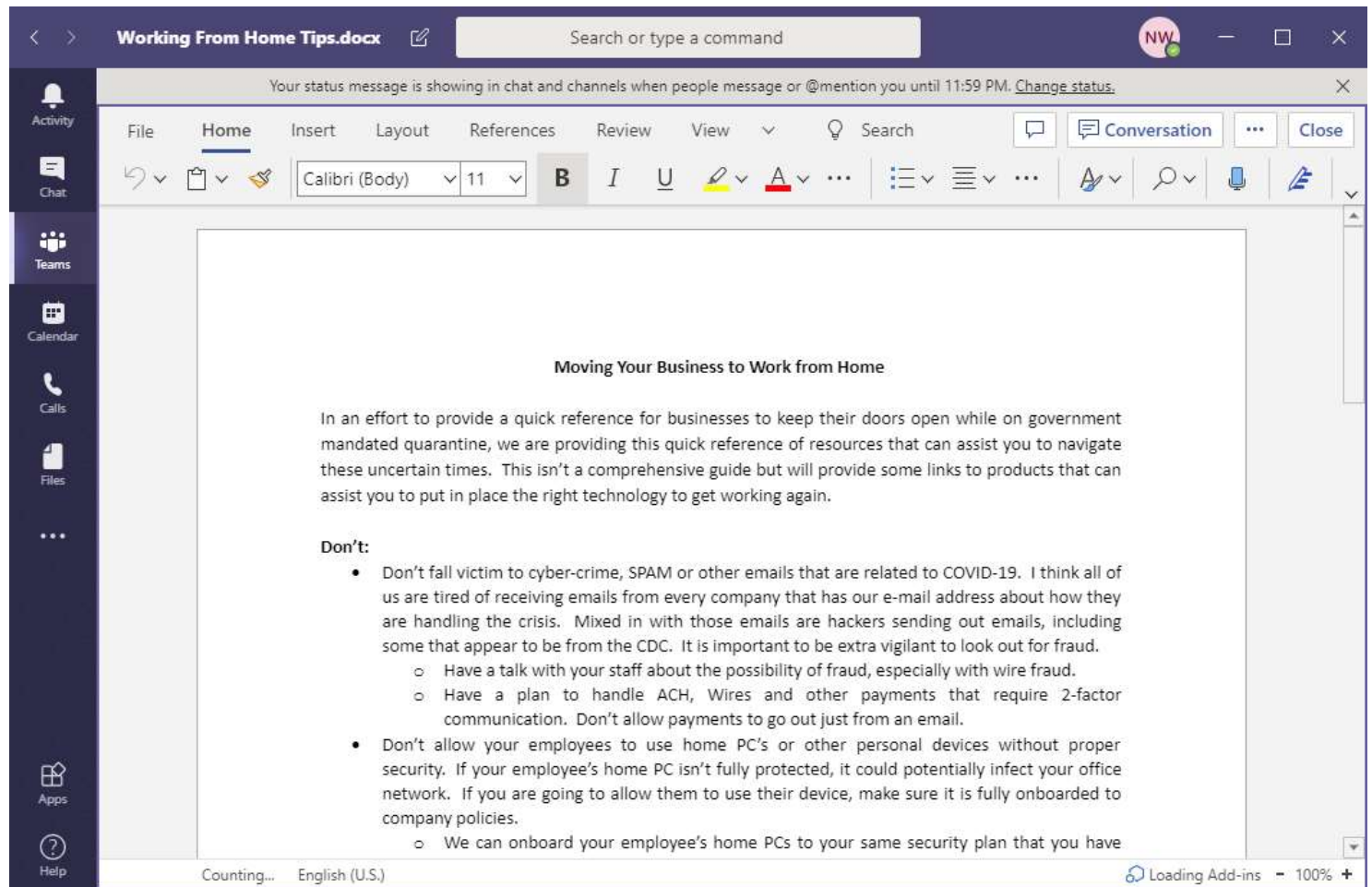
Type	Name	Modified	Location	
Word Document	Working From Home Tips.docx	1m ago	SalesandMar...	...
PDF	Opportunity List 3.30.2020.pdf	Yesterday	Kbaxter's On...	...
Word Document	Sales Department Agenda 03.30.20.d...	Yesterday	Kwhipple's O...	...
Word Document	Agenda-033020.docx	Yesterday	Nathan's On...	...
Word Document	VTO-Stimulus-Q2 2020.docx	3/27/20	Managemen...	...
PDF	StimulusNV-Q12020.pdf	3/27/20	Managemen...	...
Word Document	VTO-Stimulus-December-2019.docx	3/27/20	Managemen...	...
Word Document	Management Offsite Agenda - 03272...	3/27/20	Managemen...	...
Word Document	Management Agenda - 032620.docx	3/26/20	Managemen...	...
Word Document	Personal Development Plan 3-25-20....	3/26/20	Kwhipple's O...	...



# Document Collaboration in Teams



# Inside Teams



# In Desktop App

Working From Home Tips.docx

Search or type a command

Your status message is showing in chat and channels when people message or @mention you until 11:59 PM. [Change status.](#)

File Home Insert Layout References Review View Search Conversation Close

Calibri (Body) 11 B I U A ...

**Moving Your Business to Work from Home**

In an effort to provide a quick reference for businesses to keep their doors open while on government mandated quarantine, we are providing this quick reference of resources that can assist you to navigate these uncertain times. This isn't a comprehensive guide but will provide some links to products that can assist you to put in place the right technology to get working again.

**Don'ts:**

- Don't fall victim to cyber-crime, SPAM or other emails that are related to COVID-19. I think all of us are tired of receiving emails from every company that has our e-mail address about how they are handling the crisis. Mixed in with those emails are hackers sending out emails, including some that appear to be from the CDC. It is important to be extra vigilant to look out for fraud.
  - Have a talk with your staff about the possibility of fraud, especially with wire fraud.
  - Have a plan to handle ACH, Wires and other payments that require 2-factor communication. Don't allow payments to go out just from an email.
- Don't allow your employees to use home PC's or other personal devices without proper security. If your employee's home PC isn't fully protected, it could potentially infect your office network. If you are going to allow them to use their device, make sure it is fully onboarded to company policies.
  - We can onboard your employee's home PCs to your same security plan that you have

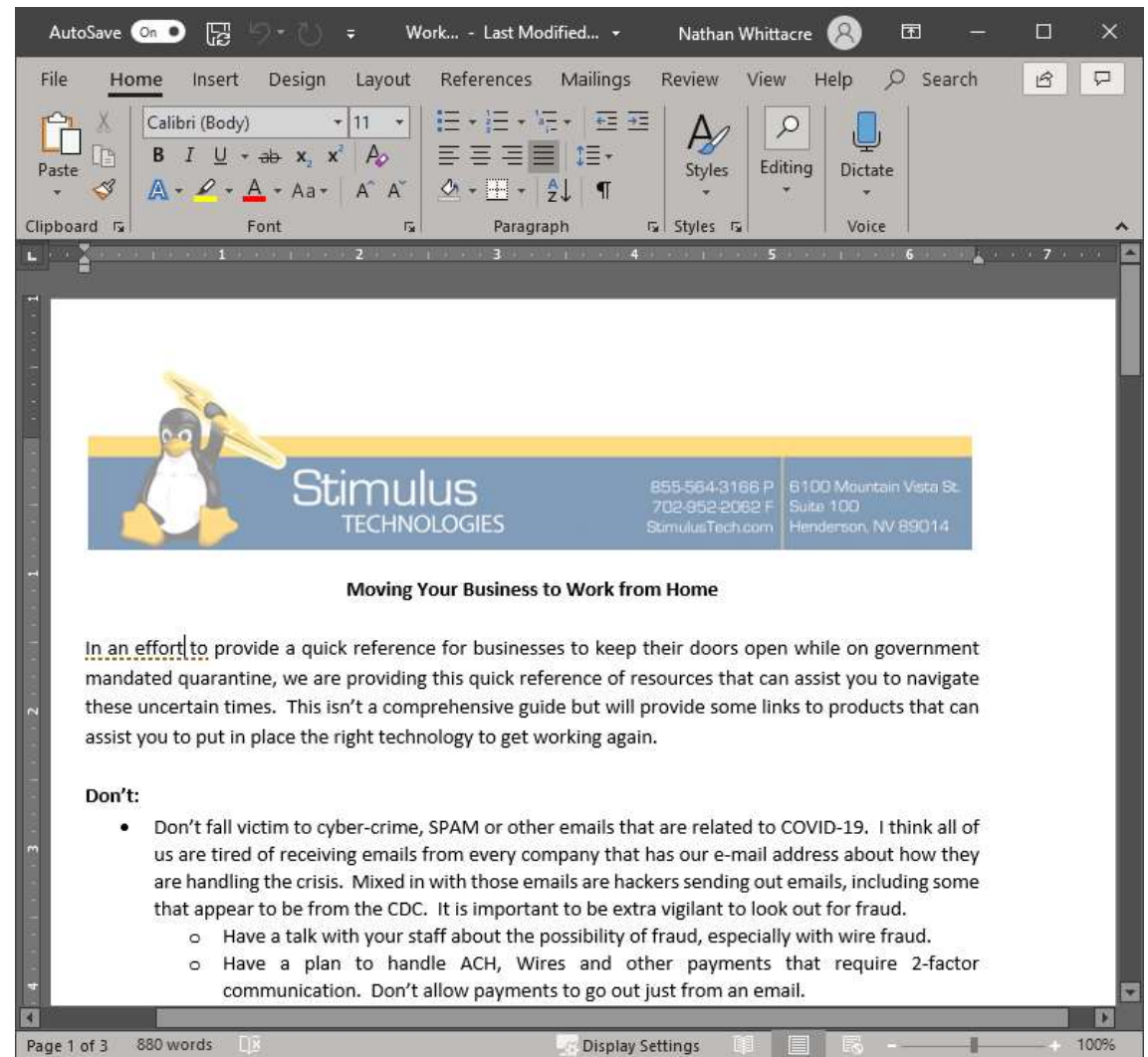
Page 1 of 3 867 words English (U.S.) 100%



# In Desktop App

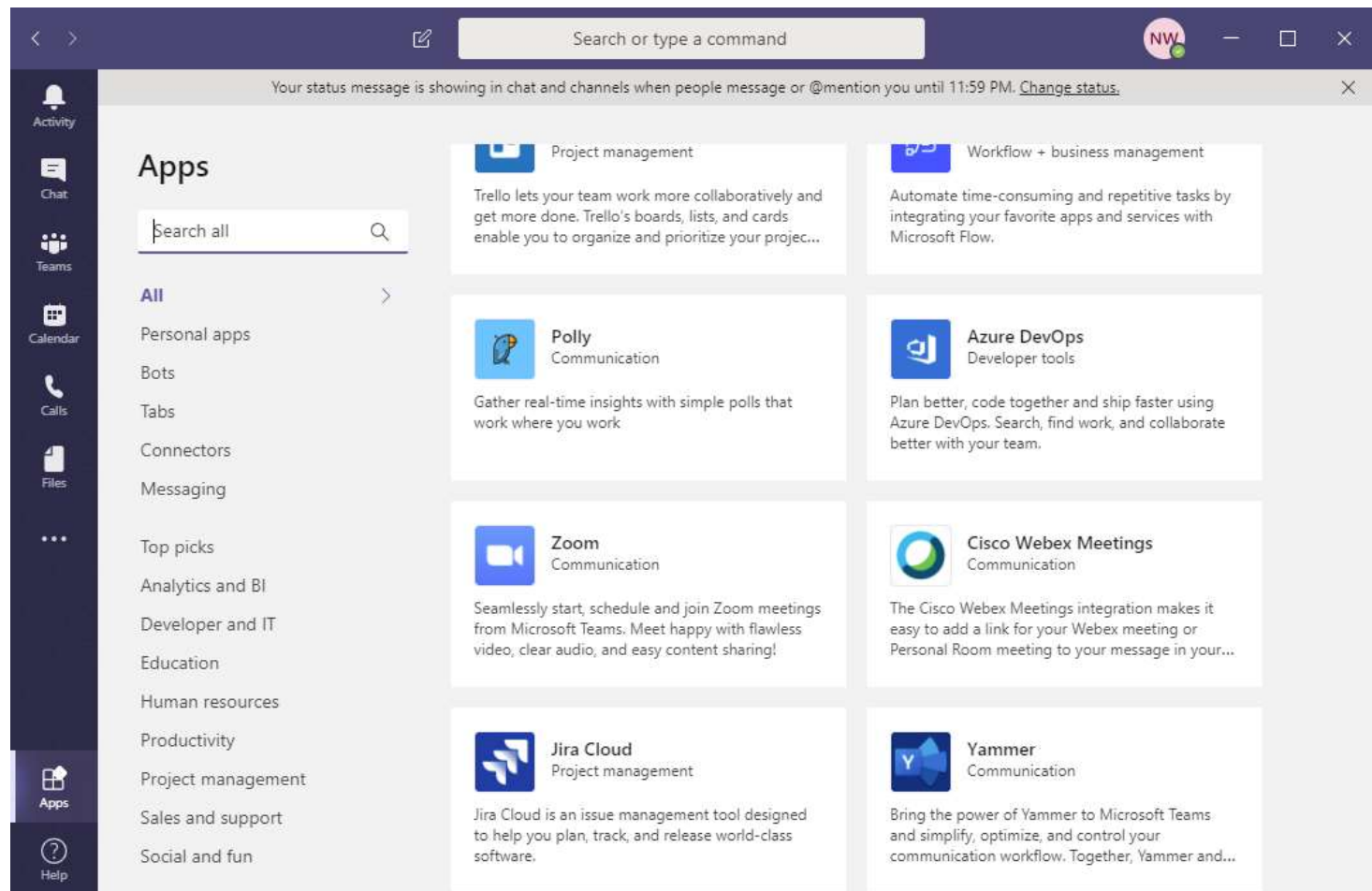


**Stimulus**  
TECHNOLOGIES

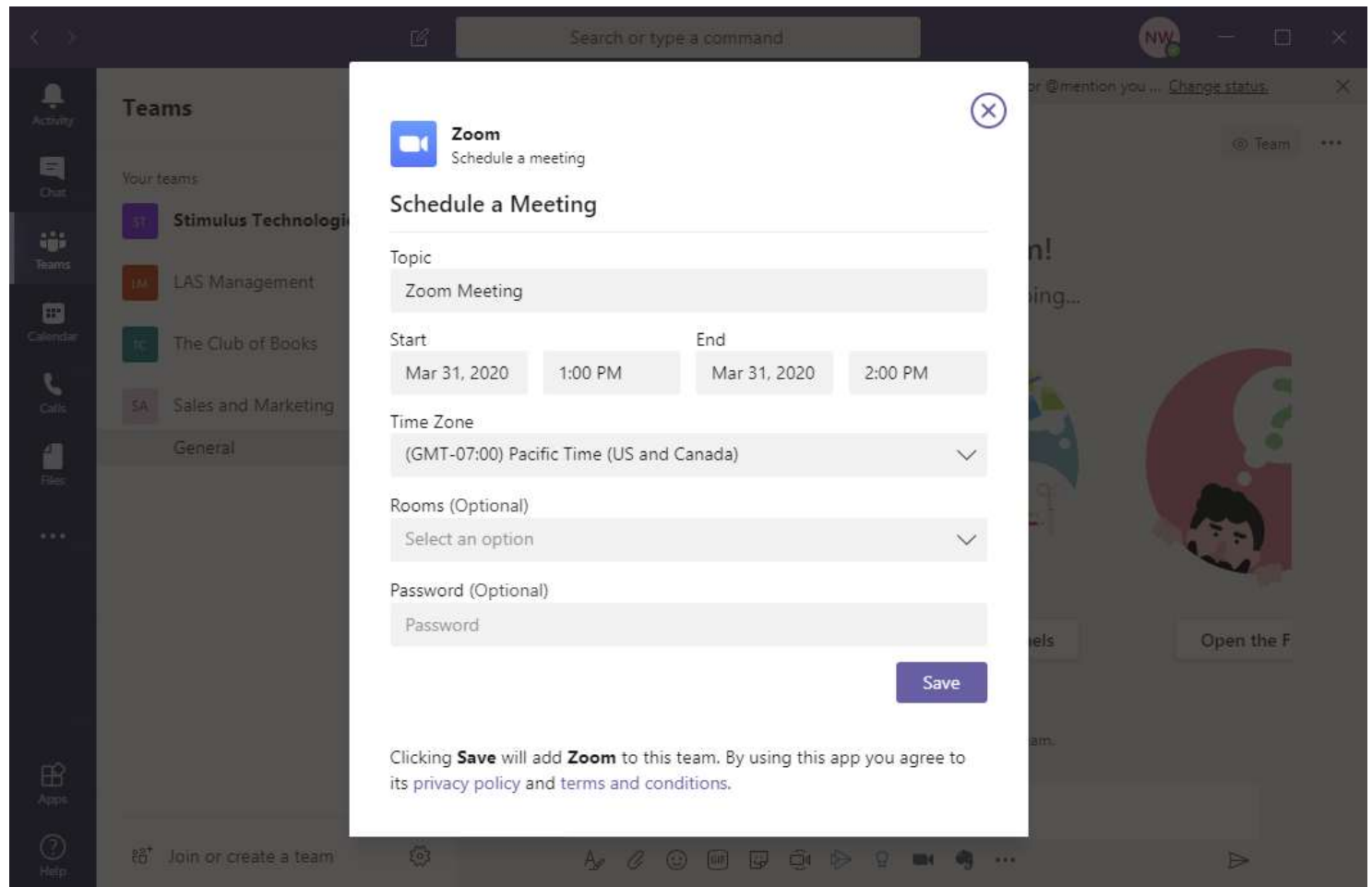


www.StimulusTech.com  
702.564.3166

# Additional Apps



# Additional Apps





**Go Here for Consult:**  
**[www.StimulusTech.com/consult](http://www.StimulusTech.com/consult)**





thank you

