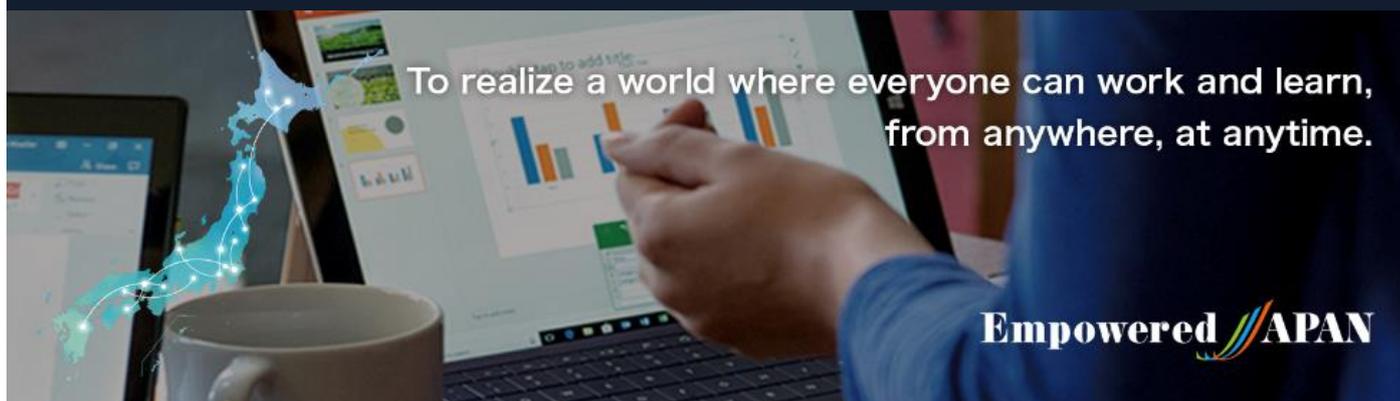


Empowered JAPAN Webinar Report



Empowered JAPAN Executive Steering Committee was established in 2018, "To realize a world where everyone can work and learn, from anywhere, at anytime." To promote the true value of workstyle innovation including telework, the committee has been coordinating symposiums in both Tokyo and regional cities. And in collaboration with various local governments, Microsoft, and partners, the committee has been serving as an advisor to provide telework training for both corporate and individuals. In response to the spread of infection of corona virus (COVID-19) and the government announcement on February 25, 2020, which included the request to citizens to telework, the steering committee made the decision to launch a series of free webinars starting from March 17, 2020, to provide practical information for individuals and organizations across the nation, to telework and/or practice online education.

Category : IT tools and environment

Date : March, 18, 2020

Speaker : Kaori Shimizu
Puro-Tore
(a General Incorporated Association)
Learning Facilitator

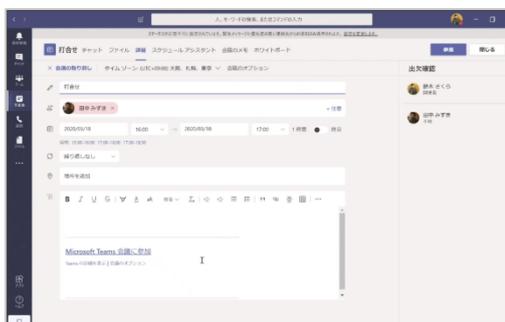


From 1998, was in charge of Microsoft Office and Web related ICT trainers at a major computer school in Tokyo. Afterwards, held positions such as Office Manager and Supervisor of Microsoft Office Instructors. Currently specializes in Office 365 with a focus on corporate training. Provides training that enables participants to utilize ICT in their work through lesson design aimed at encouraging "thought and hands-on operations" by participants. One of the few trainers capable of handling many Office 365 services (Teams, OneDrive, SharePoint, Exchange Online, Forms, etc.).

Step-by-Step Guide for Basic Usage of Teams

Microsoft has started offering a team collaboration tool "Teams" for free for six months to support teleworking in response to the COVID-19 outbreak. Teams includes a free trial of "Office 365 E1" for enterprise with more capacity and functionality compared to the free version released in 2018. This time, Ms. Kaori Shimizu, who is a certified Microsoft trainer gave us lectures on basic functions while demonstrating on the screen.

First, I am going to introduce you to the video conference settings. Go to [Calendar] and select [New meeting] in the top right corner, then a dialog to schedule a meeting appears. Add a title and invite attendees. If you want to invite people outside your organization, type their email address. Then set date, start and end times. When you are done, select [Invite], and an invitation will be sent to the attendees.



To join a Teams meeting, from Teams [Calendar], select [Join] which appears five minutes before the scheduled meeting.

You can also join a Teams meeting from an email invitation. Just select the [Join Microsoft Teams Meeting] link. If you have the Teams app, you can join the meeting on the app, and if you do not, you will go to a lobby where attendees can admit you. In addition, by forwarding the link, people without an invitation can also join the Teams meeting.

When you select [Join], you can select the Video, Audio, and Background effects settings before joining. When you join a Teams meeting from home, you can blur your background using the Background effects setting.

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And external users can join a Teams meeting by selecting the [Join Microsoft Teams Meeting] link in an email invitation even without the Teams app. When an external user selects the link, a message "someone in the meeting should let you in soon" is displayed. Meanwhile, the meeting organizer receives a message about someone who is waiting in the lobby. When the organizer selects [Admit], the external user can join the meeting, but if the organizer selects [Deny], he/she cannot join the meeting.



Even during a meeting, there are several features available to the attendees. When you move the cursor over to the meeting screen, the control task bar appears. You can turn on and off the video, turn on the audio when you speak and off when you listen.

Also, you can share documents. When you select [Share], you can choose to share either a desktop or a window. Select [...] to display the full screen, and press [ESC] to return. There is [Hung up] in the control task bar to leave the meeting.



Next, I am going to show how to use a channel with a team. When you create a team for each division and project, you can communicate with the team in a chat. After you select [Teams] from the main menu, select [Join or create team]. You can create teams as public or private, and add people by selecting [Add member] after creating a team. If you want to add a guest, enter their email address. Then they will be able to join the team using a browser even without the Teams app like a Teams meeting.

Under Teams, there is a Channels level where you can have conversations on an individual project, etc. Select [...] at the right side of a team name to add a channel, and enter a channel name. There are two privacy settings: [Standard] that everyone in a team can participate, and [Private] that limits to a subset of people in a team.

Channels are dedicated sections where you can have chat conversations. When you compose a conversation by entering a subject and message, the conversation is displayed in a tree structure. You can also edit the text by changing the font color, and mention the name of a team member to get their attention, then the member receives a notification in their Activity feed. To notify the person who mentioned you, just select [Like]. Files can be shared by an attachment.

At the top of the channel or chat, there are [Posts] and [Files]. Select [Files] to view the list of uploaded files. Also, select [+] (Add a tab) to directly open files that are frequently used. A file can be edited by multiple collaborators and the person and section where it is being edited are displayed, instead of becoming read-only when it is opened by someone else.



"Anyone who is wondering how to have a meeting at home, or a video conference with a client" (Ms. Shimizu) can start with the free trial of Teams for six months.