

# Teams FastTrack

Tailored consultation including high level setup, compliance advice,  
and administrator and end user training\*

Like many other people in the digital workforce, the chances are you're juggling several projects, collaborating with several different people, and keeping on top of communications from everyone all at once.

The more projects and people you work with, the more meetings, messages, phone calls, and emails swamp you, leaving you with less and less time to do the stuff that really matters. It's a challenge for many – but what can we actually do to stay balanced and focussed and still get everything done?

Having the right tools in place makes a world of difference. Microsoft Teams is a single hub for teamwork that brings all of your communication and collaboration tools you use regularly into one place that's accessible from virtually anywhere, allowing you to work in an organised, focussed manner.

Teams FastTrack is a tailored consultation where we will:

- Assist with the setup of Teams
- Help you to understand and make the most of the tools available to you
- Educate Team administrators and end users about how to use Teams effectively in the office and on the go
- Provide training and advice relating to the specific departmental needs within your organisation
- Help the adoption of best practice within Teams going forward

In addition, we'll leave you with a comprehensive Teams training guide for reference, and supply external support and guidance.

## One place for everything Call and Collaborate

Access and collaborate on all of your files and documents in one place with the familiar productivity tools you enjoy daily – including Word, Excel, and PowerPoint – meaning you can stay focussed within one hub.

Chat with colleagues, your entire team or clients about progress of documents or what's coming next.

Integrate third-party apps, allowing you to customise your workspace.

Make use of HD voice and video calling, one-to-one or one-to-many, all in one hub.

Join meetings within your organisation with added external guests or host a meeting with up to 250 people.

Take and share meeting presentations, notes and files, during and after the meeting, allowing you to keep track of your projects easily.

## Security and Compliance

Teams is integrated into Office 365, meaning all the enterprise-grade security tools that protect you daily are featured in Teams.

Tools such as Advanced Threat Protection, Data Loss Prevention, and eDiscovery help ensure that your data is safe and that you can meet your compliance and retention needs with ease.

Microsoft  
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Gold Small and Midmarket Cloud Solutions  
Gold Cloud Productivity  
Gold Enterprise Mobility Management  
Gold Datacenter  
Silver Cloud Platform

\*Pricing dependent on size and complexity of organisation

