We’re excited to show how DOD Teams can interact with anyone with an email address. We’ll empower you with solutions. Imagine, someone needs your help or you need their help. How many times we’ve said to each other if I can only see what your question is or vice versa how much time saved. It’s available to you with Teams.

Army 365 Teams browser (Suggest Google Chrome or IE): <https://dod.teams.microsoft.us/>

We’ll show you three different email accounts:

Example #1: [James.Yoder.ctr@army.mil](mailto:James.Yoder.ctr@army.mil) (Email listed in Army 365 Teams)

Example #2: [marcus.hammons.ctr@socom.mil](mailto:marcus.hammons.ctr@socom.mil) (An Army email, but not listed in your Global)

Example #3: [ed.fritts@teksouth.com](mailto:ed.fritts@teksouth.com) (Email not listed at all within the Army)

We will build a Teams invite to all three emails above. No issue if there not part of your Global email. We’ll show how to add everyone through the Calendar. We have to use the Calendar, because of the people not within your Global email. We’ll show you what they must do to enter into your meeting. It’s super easy. I’ve tested this with over 30 FMer, to include Comptrollers, Budget Officers, and FM personnel crossing all DOD components. Every time I was able to enter their Team meeting with no issues and I was using my [ed.fritts@teksouth.com](mailto:ed.fritts@teksouth.com) account.

A lot of people were getting frustrated trying to enter the Organizer’s Team meeting. The people entering were not part of the Organizer’s Global email, so they had to be invited as a guest. The guest would get frustrated and wonder why they were stuck in the Lobby and not allowed in. Maybe, my teams is broken. The Organizer can’t see how there entering and makes it even harder. We created a short video to show the guest exactly how to enter with no issues.

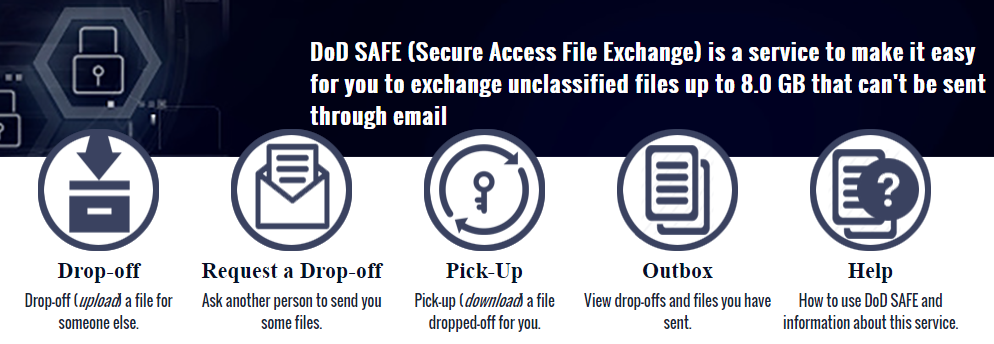
Next, we’ll show how easy it is for you to use Chat to share yours or their screen quickly. They must be in your Global email.

We’ll show you how to bring up all the shortcuts keys that can be used with Teams. We’ll also provide an Excel workbook to show what each shortcut does within the Desktop version versus Web browser version.

We’ll provide what’s new in Teams. It’s turned off in most DOD Teams, but is available with your personnel computer.

Optional, but very useful:

1. PowerPoint screen recordings – Browser version of Teams will not let you record, but no worries. Just, start recording using PowerPoint. We’ll provide a video of how to do this on your own.
2. DOD Safe: (DOD Safe: <https://safe.apps.mil>

**Request a Drop-off,** See below

This is used when the person doesn’t have a CAC (Example: Contractor) and you want them to send you PowerPoint, etc. They can send you large files up to 8 GIGs using DOD Safe. We’ll provide you a video to teach how to do this.

Outstanding Shortcut for Internet Browser: **F11** key will allow you to go full screen within your browser. Very helpful giving you extra viewing.

Cheat sheets:

Teams Shortcut: An Excel sheet displaying the shortcuts available to you in Teams and the Search / shortcuts.

What is new in Teams: Instead of waiting for word of mouth to find what is new, we’ll provide the most current list with a web shortcut to keep you updated.

