



Global Microsoft 365
Developer Bootcamp

Microsoft Teams with bots, connectors and tabs

Nuno Árias Silva

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MVP Office Apps and Services
Windows Insider MVP and MCT

I advise my clients to be proactive in adopting new Microsoft technologies that help them to reach business needs and to accomplish their goals.

Has more than 20 years working on IT, with Master in Information Technologies, last projects have more focus in Office 365, Infrastructures and Security within Microsoft Infrastructure Products.



Blog: www.nuno-silva.net
Email : email@nuno-silva.net
Twitter : NunoAriasSilva
Facebook : nunoarias
LinkedIn : nunoarias

gfi becomes **inetum** 
Architect Manager
nuno.a.silva@gfi.world



Agenda

- ➔ Overview
- ➔ Microsoft Teams
- ➔ Connectors, Tabs and Bots
- ➔ Setup Microsoft Teams
- ➔ Demo
- ➔ Resources & Lab

Microsoft Teams

Chat-based workspace in Office 365

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Microsoft Teams



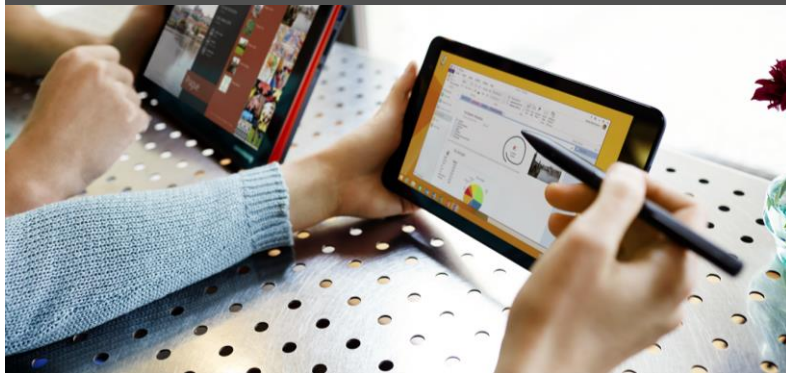
Office Platform

WHAT CAN I BUILD?



ADD-INS AND WEB PARTS:

Make your solution a native part of the modern Office



WEB AND DEVICES APPS:

Build smarter apps by connecting to Office services



VOICE, VIDEO, CONNECTORS, AND BOTS

Create the next generation of productivity solutions



1

Overview



Collaboration is how work gets done

Employees work on nearly

2x

the number of teams,
compared to 5 years ago



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Internal & External Team Members

Team members outside the firewall need unfettered access



Geographically Distributed

Need varied ways to connect across locations and time-zones



Multi-Generation Workforce

Different expectations and preferences for tools

Different groups have different needs



Chat-based
Workspace



Mail &
Calendar



Voice, Video
& Meetings



Co-Creating
Content



Sites & Content
Management



Enterprise
Social

Today's Challenges

Siloed Apps

Friction across applications – multiple logins, difficulty sharing and discovering information

Wasted Time

Context switching between different apps drains attention and time

Shadow IT

Incomplete toolset can lead to inconsistent security, compliance and risk

Office 365: Designed for the unique workstyle of every group



**Chat-based
Workspace**



**Mail &
Calendar**



**Voice, Video
& Meetings**



**Co-Creating
Content**



**Sites & Content
Management**



**Enterprise
Social**

Office 365 Groups

Complete Solution

Office 365 addresses the breadth of collaboration needs across your company

Integrated Experiences

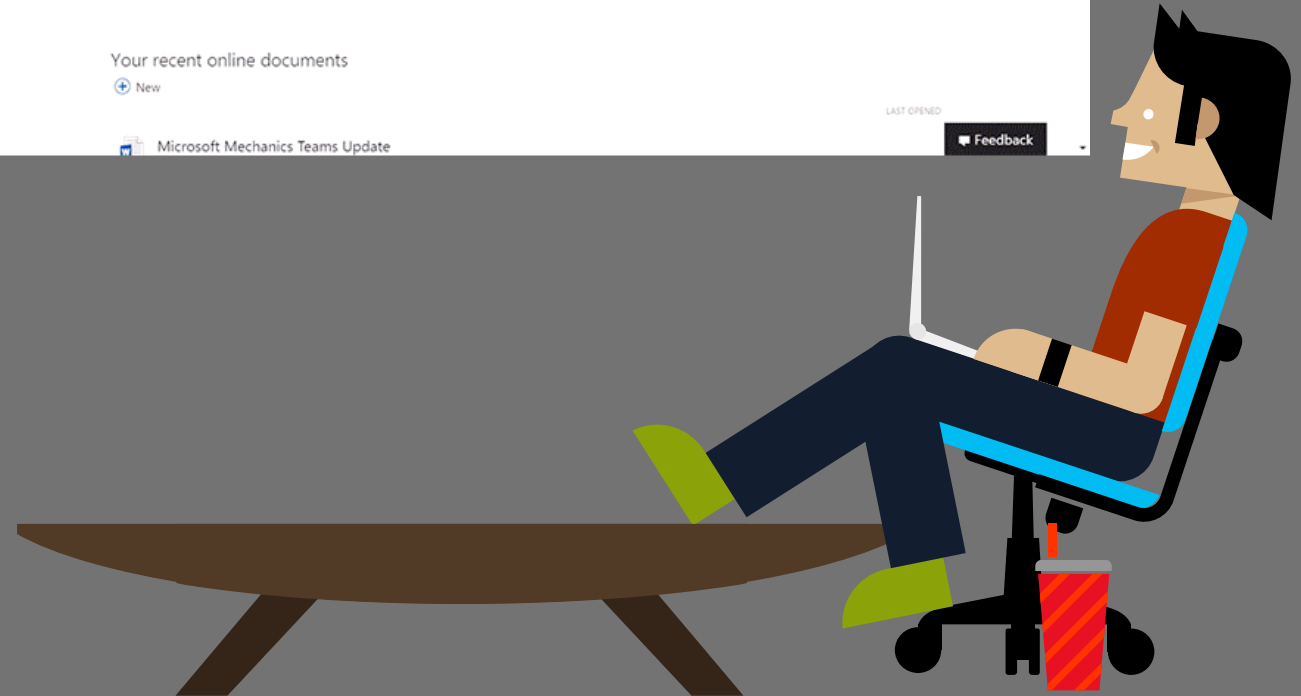
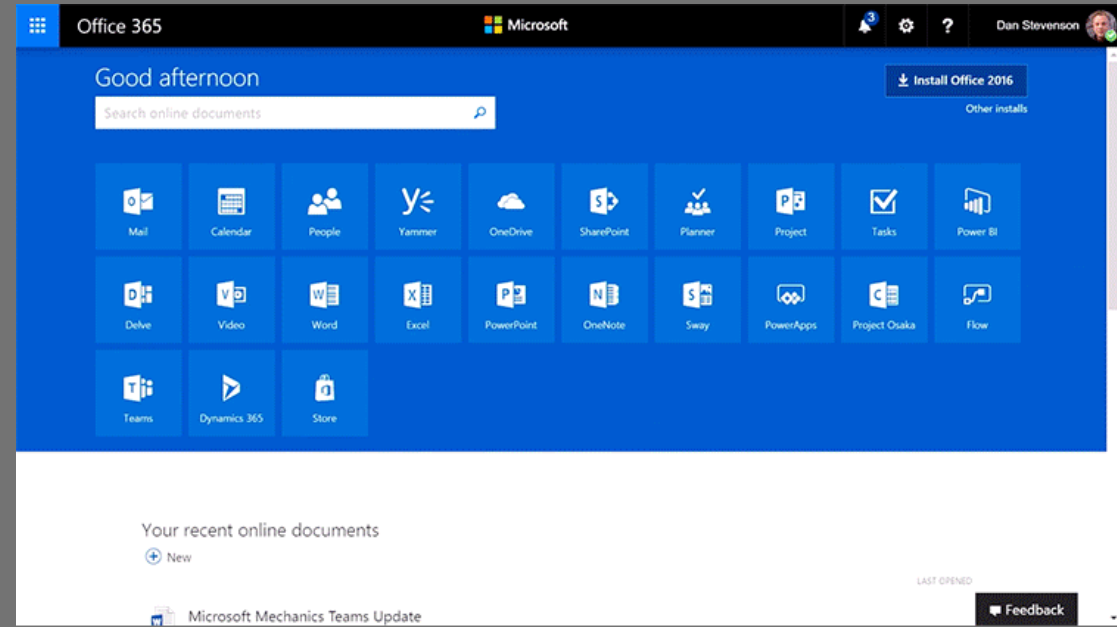
Office 365 Groups and Microsoft Graph enable integrated collaboration experiences

Security and Compliance

Office 365 delivers the security, compliance and manageability required in today's workplace

2

Microsoft Teams



Chat-based workspace in Office 365



Chat for today's teams

Communicate in the moment and keep everyone in the know



A hub for teamwork

Give your team quick access to information they need right in Office 365



Customizable for each team

Tailor your workspace to include content and capabilities your team needs every day.



Security teams trust

Get the enterprise-level security and compliance features you expect from Office 365.



Chat for today's teams

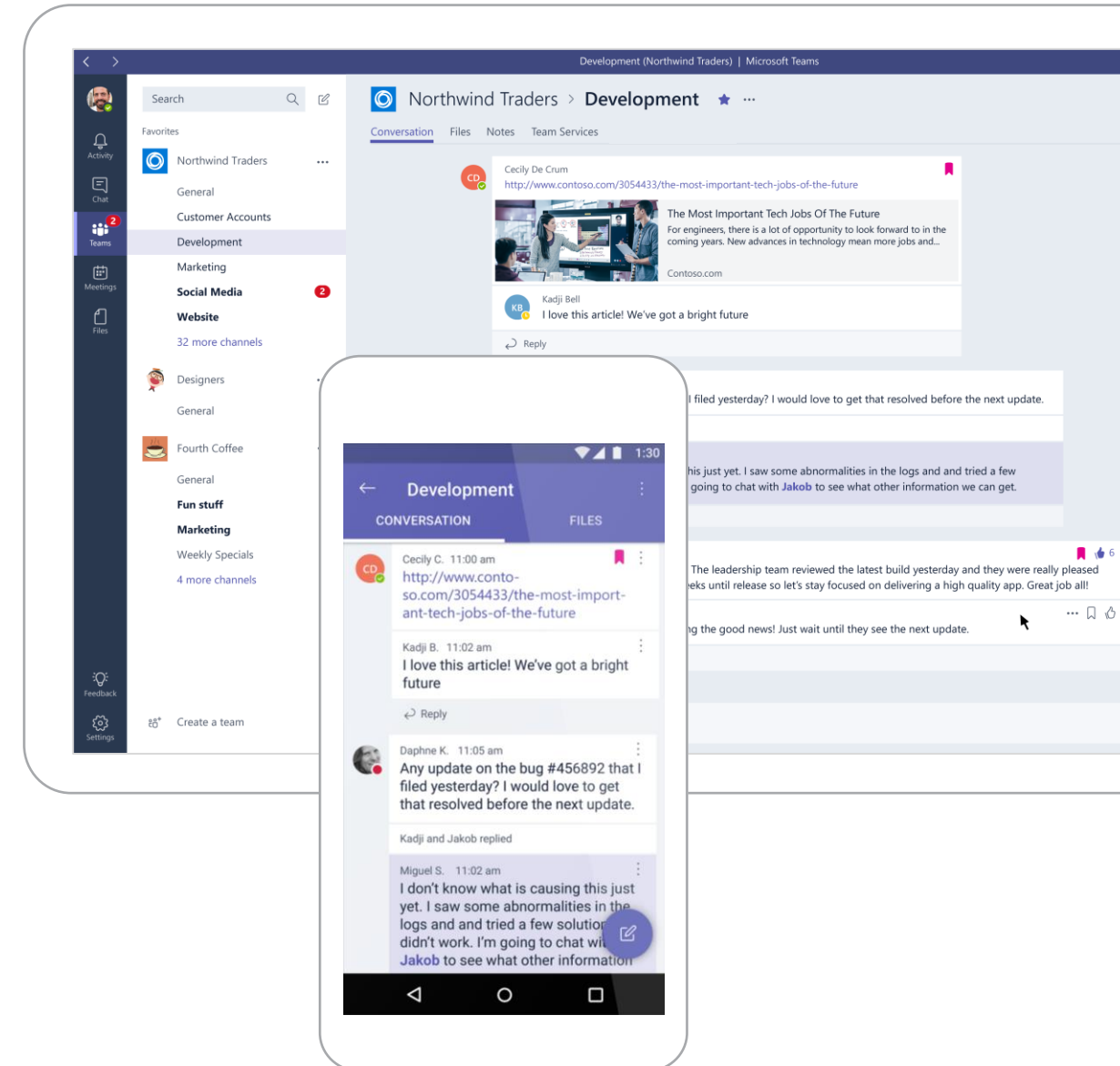
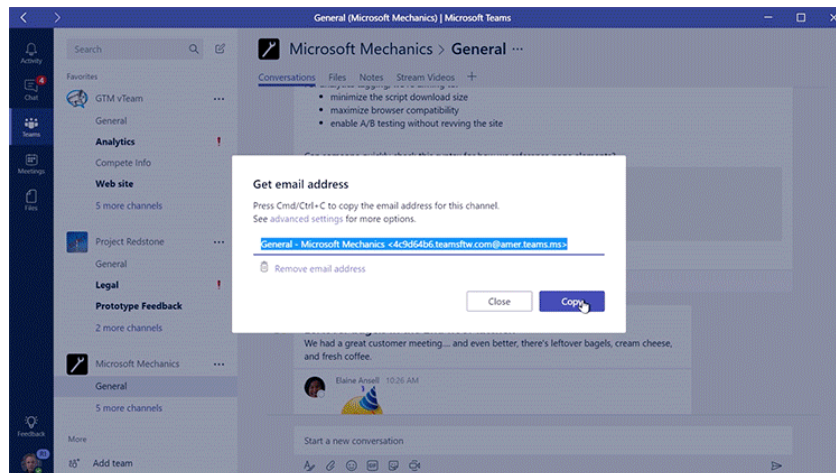
People can see content and **chat history** anytime.

Team chats and activities are **visible to the entire team**.

Use **private chats** for small group conversations.

Join a **Skype video call** to meet in real time.

Connect **across multiple devices**.



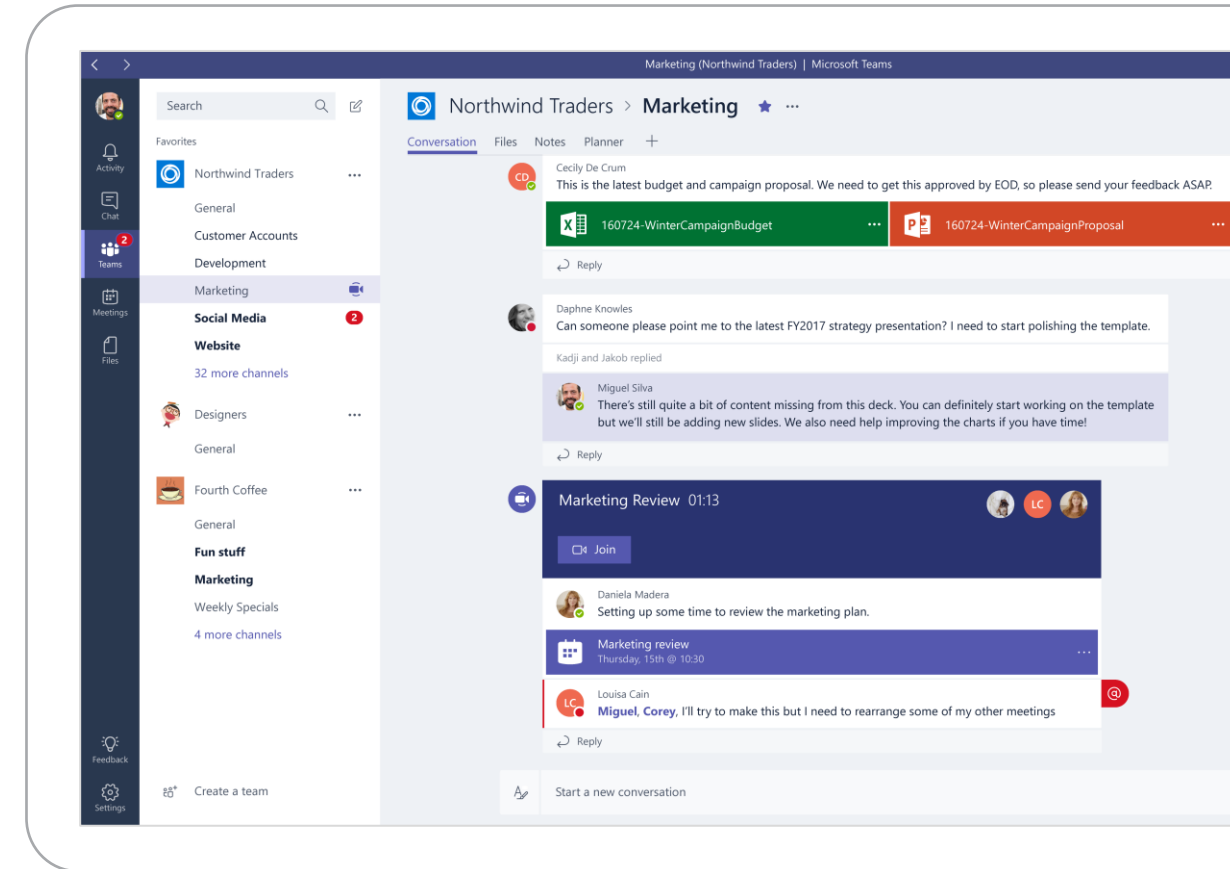
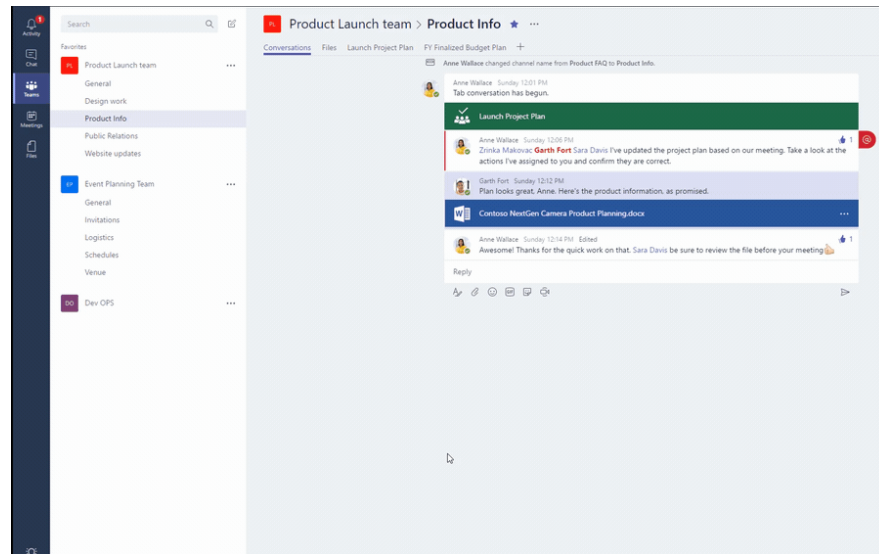
A hub for teamwork

Chat, content, people, and tools live in a team workspace.

Teams have quick access to information they need.

Integrated with SharePoint, OneNote, Skype for Business.

Work with Office and other documents right in the app.





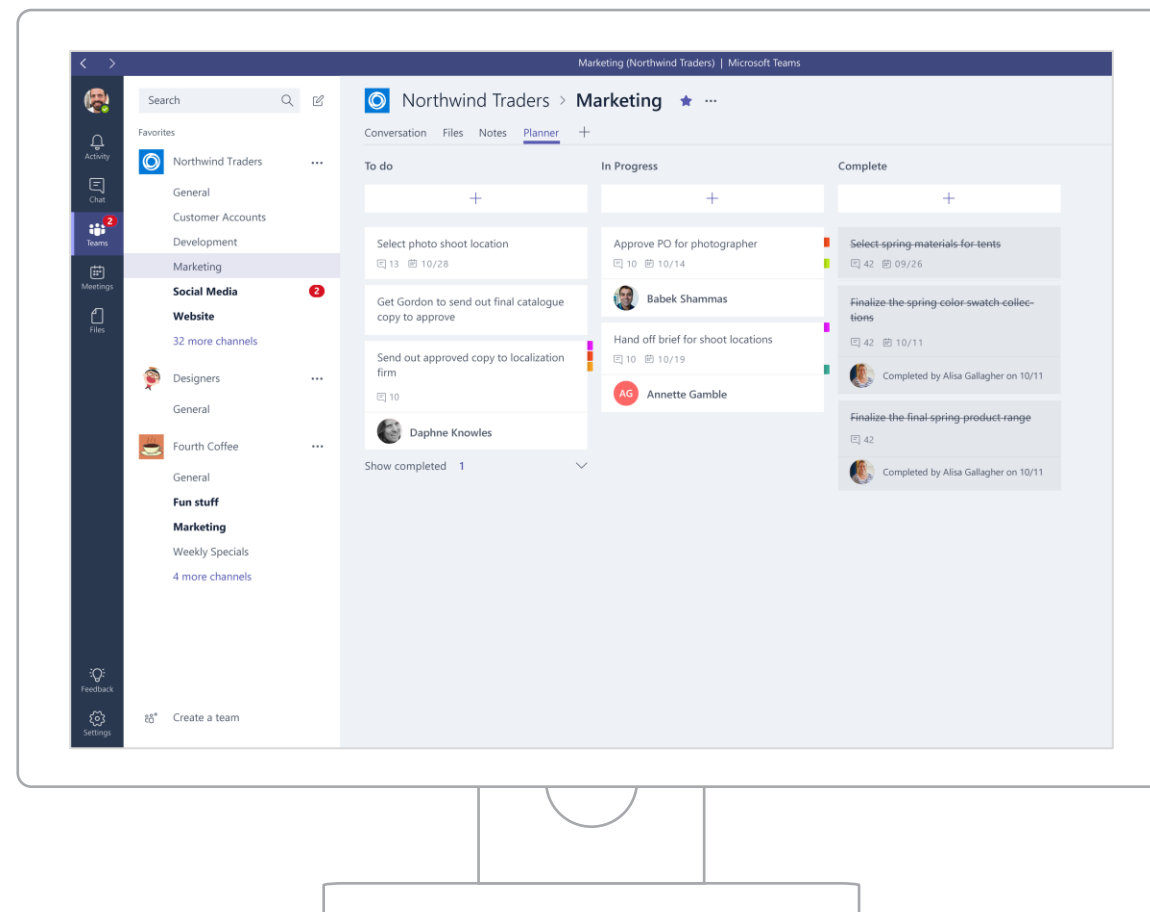
Customizable for each team

Add **tabs** to provide quick access to frequently used documents and cloud services.

Explore data and take quick actions with **bots**.

Pull in **Office 365 Connectors** for updates from 3rd party tools and services.

Access **developer preview** APIs to build integrations.





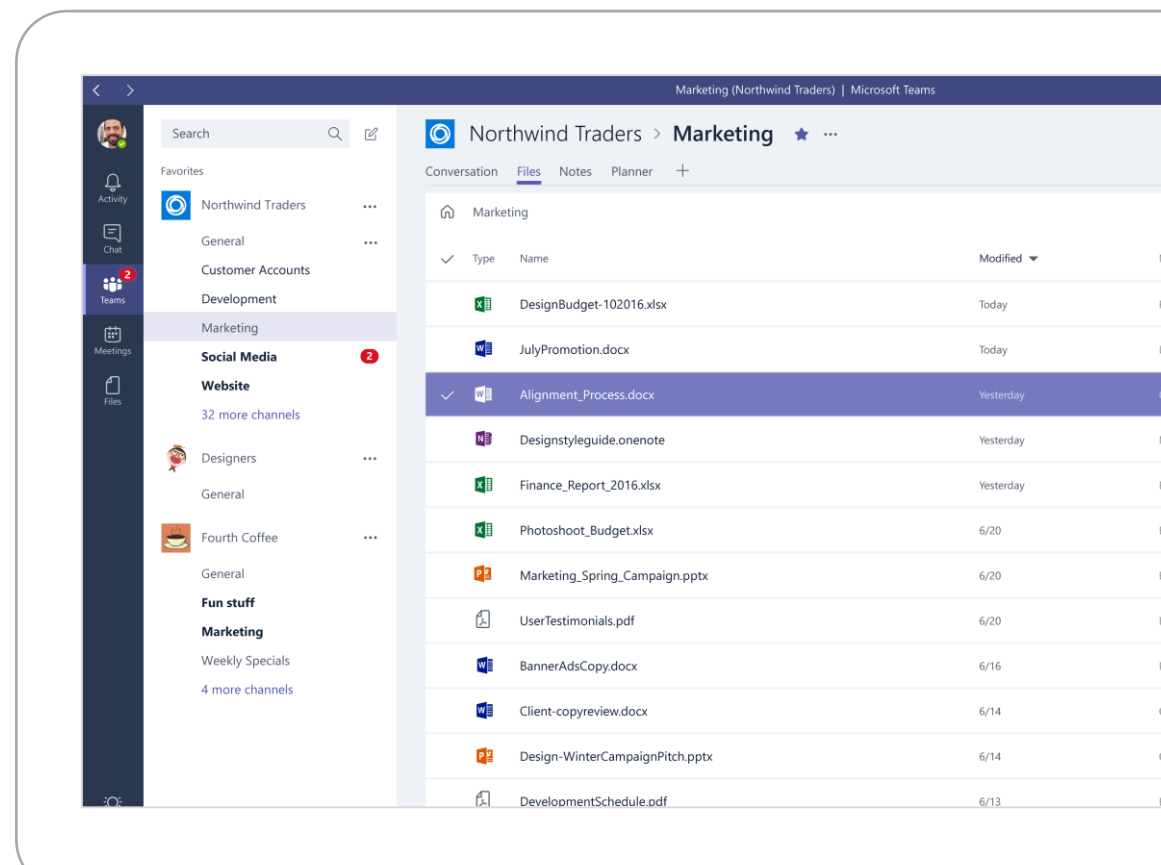
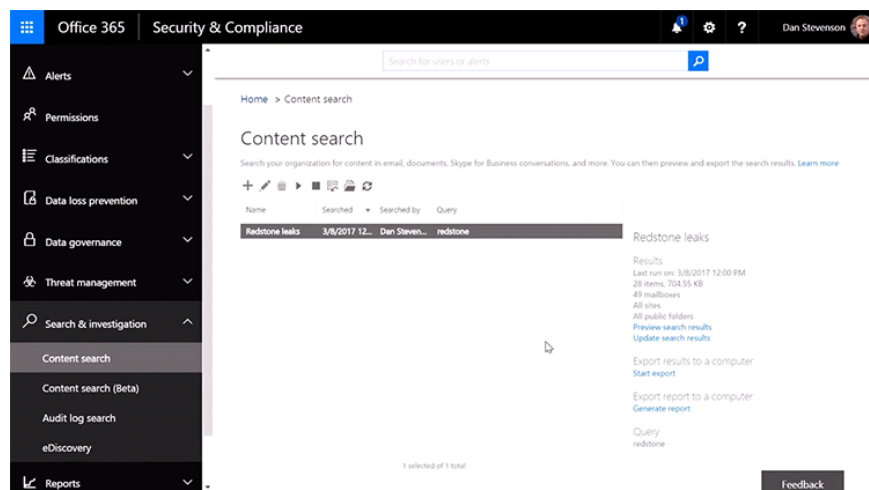
Security teams trust

Broad compliance standards support: [ISO27018/01](#), [SOC 1 and 2](#), [HIPAA](#), [EU Model Clauses](#) & more

Data encryption at all times, [at-rest and in-transit](#).

[Multi-factor authentication](#) for enhanced identity protection.

Strong customer [privacy safeguards](#).



Connectors and Bots



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**Connect to
different services**

Connect to different services to bring in content and updates.

- Twitter
- Zendesk ticket
- RSS feed
- StatusPage.io

And many more.



**Interact with
services using IM**

Complete tasks by issuing commands or requesting information from Bots.

Develop your own bots to interact with your own services.

Suited for many different team roles



Sales

- Get quick answers from PMs and Sales Ops
- Share key customer wins
- Get lead notifications and deal mentions
- Share latest company, product and competitor news



Marketing

- Coordinate campaigns and event tasks
- Share the latest content drafts for feedback
- Get automated reports from analytics tools
- Prepare marketing launch across multiple stakeholders



Project Management

- Streamline project communication and tools
- Provide status updates, get feedback, coordinate tasks
- Share files and collaborate on deliverables
- Get new project members up to speed quickly



Engineering

- Enable continuous discussion across a distributed team
- Discuss ideas and requirements, gather inputs in the open
- Integrate with developer tools like Jira
- Store standard documentation and files



Customer Support

- Enable continuous knowledge sharing between shifts
- Provide visibility into customer escalations
- Speed up issue resolution with various subject matter experts
- Search for solutions across conversations

Microsoft Teams in an

Email-centric organization.



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Goal

Separate customer communications and notifications from team communications and collaboration

Include Geographically Dispersed Team Members

Need varied ways to connect across locations and time-zones

Make files easier to find and discuss

Different expectations and preferences for tools

Stories



Reading / finding
conversations

Deleting a Team

Discussing and
Documenting

Office banter for
the remote
worker

Product roadmap (History)



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Connectors, Tabs and Bots





Connectors

Connectors allow your Microsoft Teams users to receive Updates right from popular services such as Twitter, Trello, Wunderlist, GitHub, and VTS.

Updates show up as rich cards in channels.

Connectors for "General" channel in "AdventureWorks" team

Use connectors to keep current with content and updates of interest from other services you frequently use. You can create one or more connections. To get started, choose a service from the list below, then click Add.

View by: **Popularity** ▾

Search



Trello

Manage Trello cards and tasks all in one place.

Add



Twitter

Send and receive messages called Tweets.

Add



Bing News

Get news summaries powered by Bing.

Add



RSS

Get RSS feeds for your group.

Add



Incoming Webhook

Send data from a service to your Office 365 group in real time.

Add



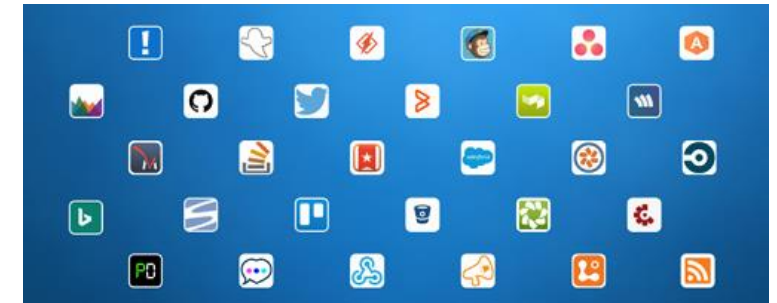
Wunderlist

Add

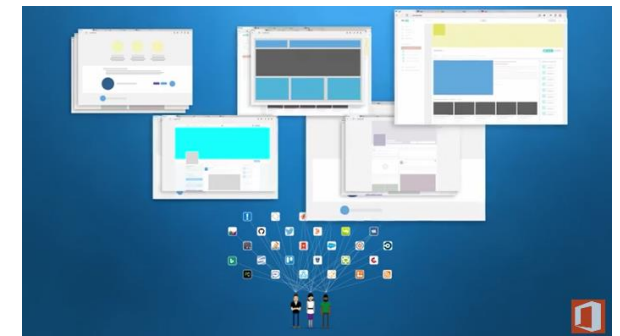


Connector Framework

For a more comprehensive list of Connectors and introduction to connectors check out <https://support.office.com/en-us/article/Connect-apps-to-your-groups-in-Outlook-ed0ce547-038f-4902-b9b3-9e518ae6fbab?ui=en-US&rs=en-US&ad=US>

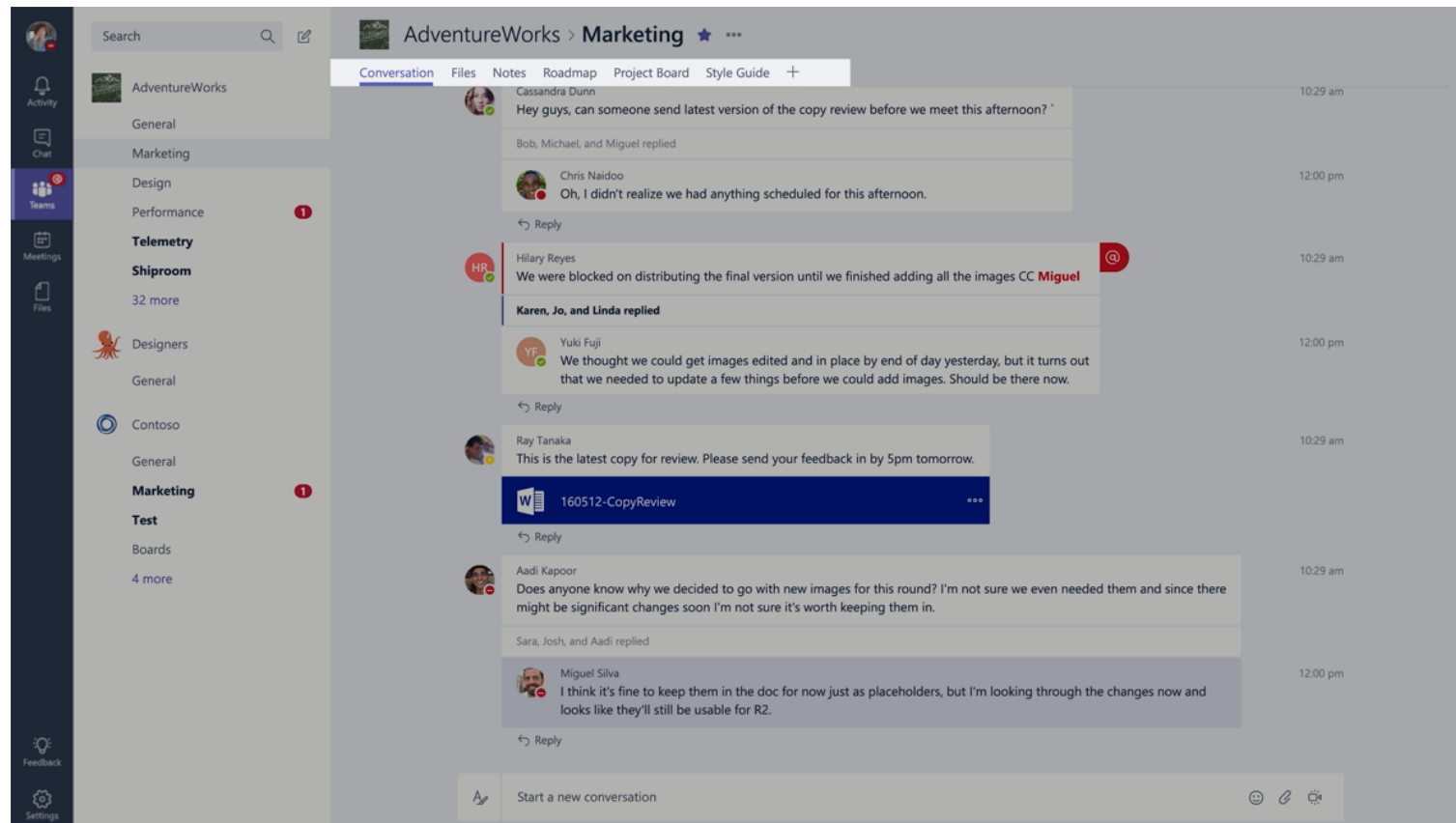


If you're interested in building your own Connectors, check out the development site <https://dev.outlook.com/Connectors>



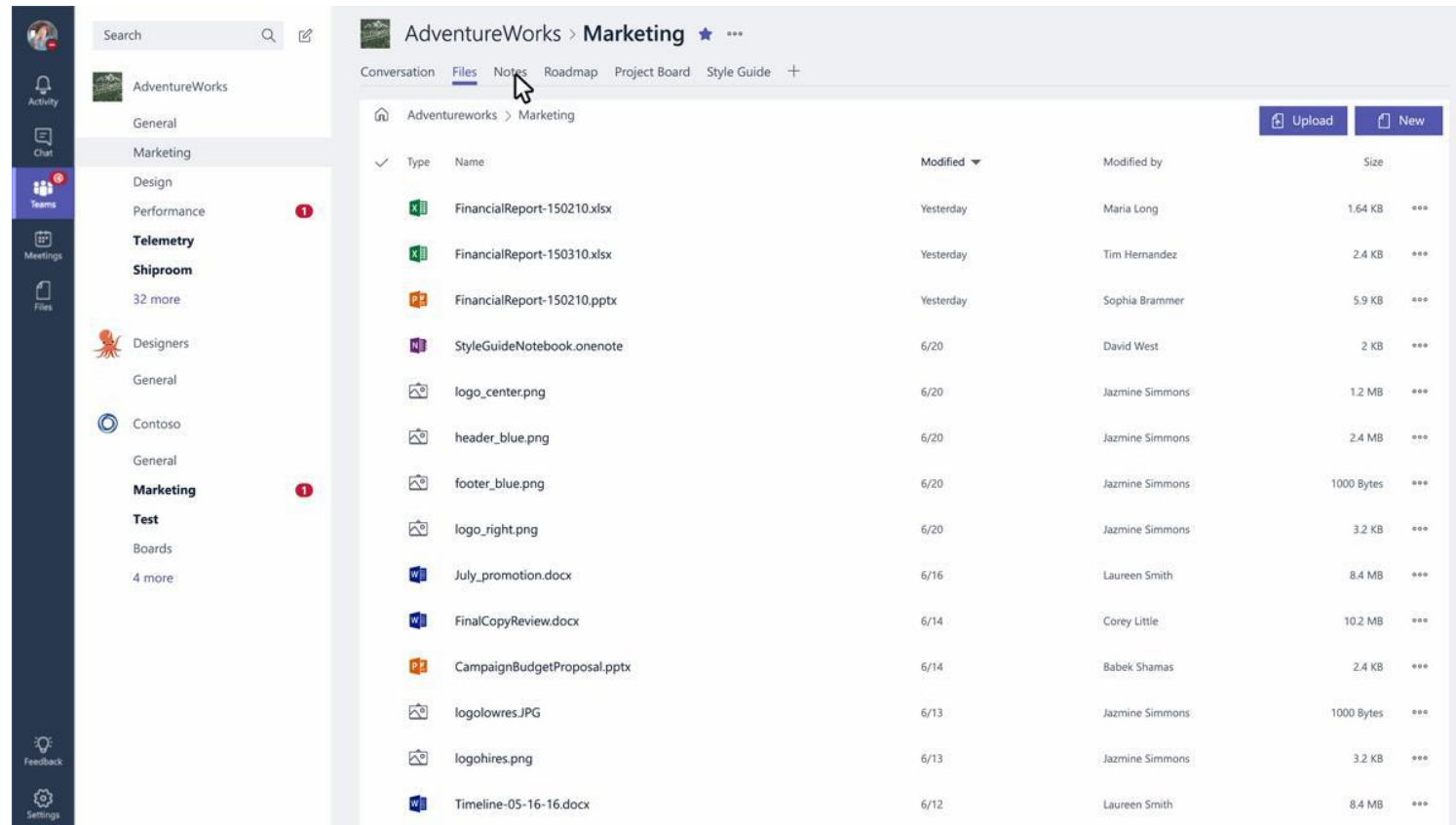
Tabs

Tabs are always visible at the top and stay with the conversation, so everyone can get to them easily.



Default Tabs

You automatically get a couple of tabs. Files that get uploaded Will live in the Files tab and notes people and Will live in th Notes tab.

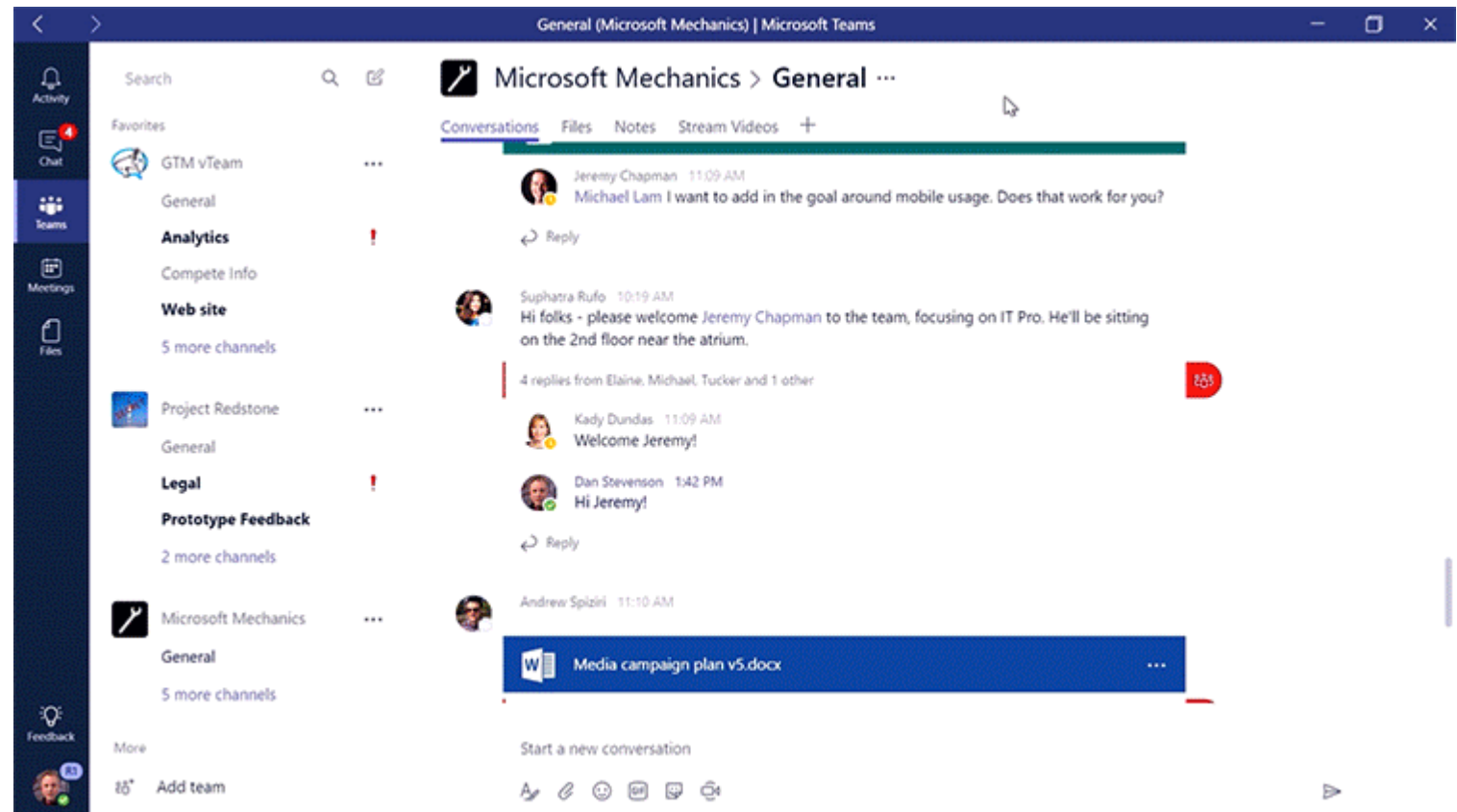


The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Meetings, and Files. The 'Teams' section is expanded, showing a list of teams: AdventureWorks, Design, Performance, Telemetry, Shiproom, and 32 more. The 'Marketing' team is selected. The main area shows the 'Files' tab for the 'Marketing' channel. At the top, there are tabs for Conversation, Files, Notes, Roadmap, Project Board, and Style Guide. The 'Files' tab is active, displaying a list of files with columns for Type, Name, Modified, Modified by, and Size. The files listed are:

Type	Name	Modified	Modified by	Size
XLSX	FinancialReport-150210.xlsx	Yesterday	Maria Long	1.64 KB
XLSX	FinancialReport-150310.xlsx	Yesterday	Tim Hernandez	2.4 KB
PPTX	FinancialReport-150210.pptx	Yesterday	Sophia Brammer	5.9 KB
ONENOTE	StyleGuideNotebook.onenote	6/20	David West	2 KB
IMAGE	logo_center.png	6/20	Jazmine Simmons	1.2 MB
IMAGE	header_blue.png	6/20	Jazmine Simmons	2.4 MB
IMAGE	footer_blue.png	6/20	Jazmine Simmons	1000 Bytes
IMAGE	logo_right.png	6/20	Jazmine Simmons	3.2 KB
DOCX	July_promotion.docx	6/16	Laureen Smith	8.4 MB
DOCX	FinalCopyReview.docx	6/14	Corey Little	10.2 MB
PPTX	CampaignBudgetProposal.pptx	6/14	Babek Shamas	2.4 KB
IMAGE	logolowres.JPG	6/13	Jazmine Simmons	1000 Bytes
IMAGE	logohires.png	6/13	Jazmine Simmons	3.2 KB
DOCX	Timeline-05-16-16.docx	6/12	Laureen Smith	8.4 MB

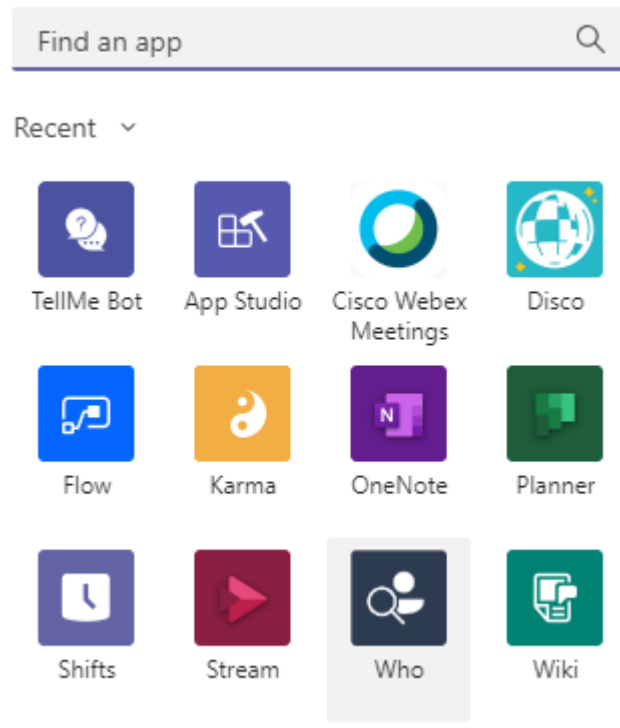
Bots

Bots allow users to complete tasks such as querying information and performing commands



Who

Who gets you using Microsoft Teams quickly and more effectively by answering your questions and providing Help within other user in organization.



What can I do?

Who is

Find someone

Who knows about

Find experts on a topic

Who works with

Find someone's collaborators

Who reports to

Find someone's direct reports

Who is the manager of

Find someone's manager

Who has the same manager as

Find someone's peer group

Who have I emailed about

Find people you emailed about a topic

Who was in the meeting about

Find people you met with about a topic

Who have I messaged about

Find people you messaged about a topic

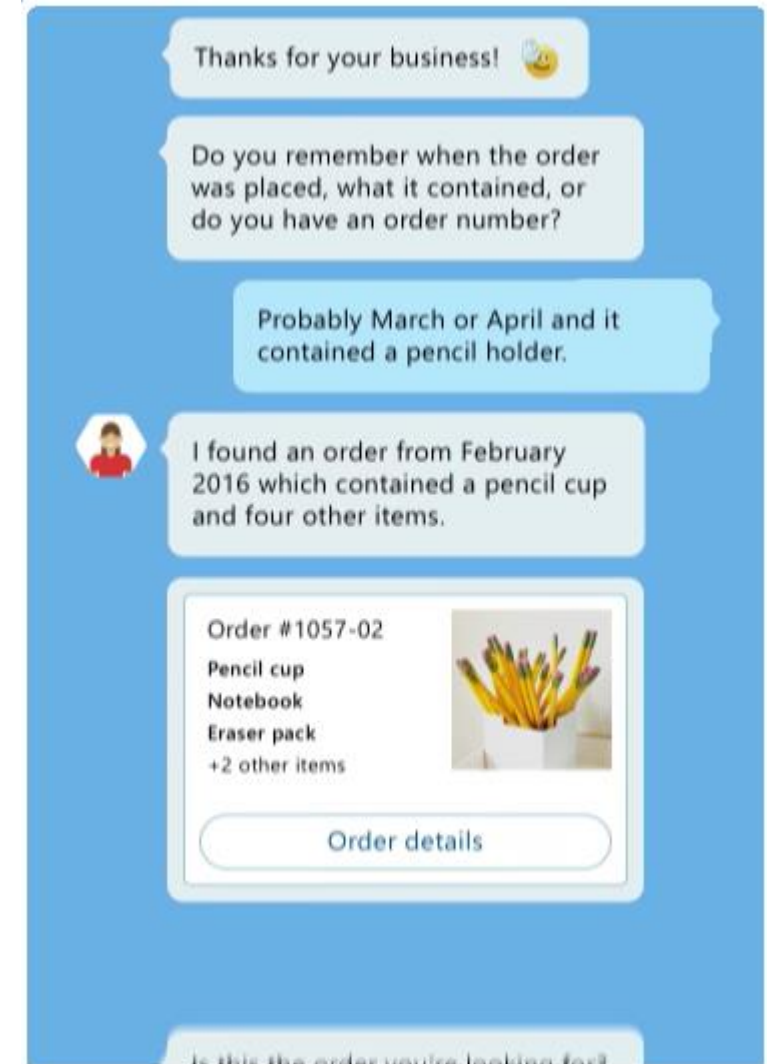


Bot Framework

Integrate existing line of business Systems with Microsoft Teams via a bot

A full suite of indispensable bots are coming soon

Check out the
<https://dev.botframework.com/>



4

Setup Microsoft Teams



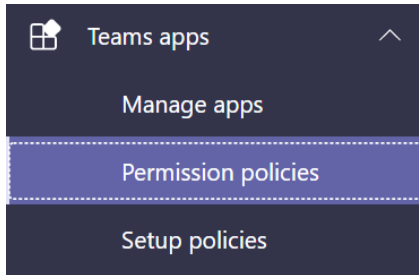
Setup



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Office 365 Service – Business Essentials, Business Premium, and Enterprise E1, E3, and E5 plans.

Setup



App permission policies

App permission policies control what apps you want to make available to Teams users in your organization. You can use the Global (Org-wide) default policy and customize it, or you can create one or more policies to meet the needs of your organization. [Learn more](#)

[+ Add](#) [Edit](#) [Duplicate](#) [Delete](#) [Reset Global policy](#) [Manage users](#)

✓	Name ↑	Description	Custom policy
	Global (Org-wide default)		No

App permission policies \ Global

Global

Description

Microsoft apps

Choose which Teams apps published by Microsoft or its partners can be installed by your users.

✓ Allow all apps

Third-party apps

Choose which Teams apps published by a third-party that can be installed by your users.

✓ Allow all apps

Custom apps

Choose which custom apps can be installed by your users.

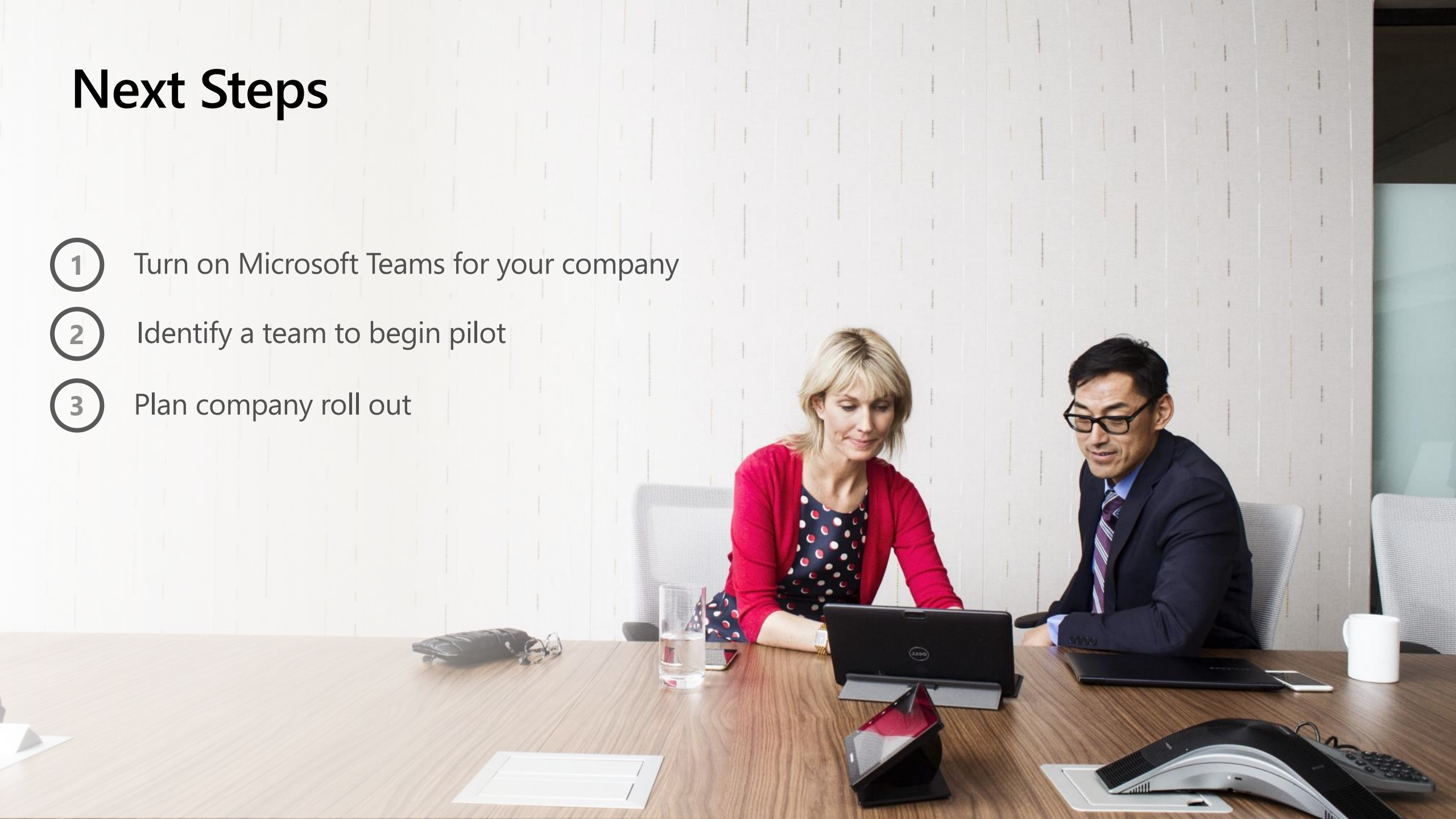
✓ Allow all apps

Save

Cancel

Next Steps

- ① Turn on Microsoft Teams for your company
- ② Identify a team to begin pilot
- ③ Plan company roll out



6

Resources & Lab





Resources

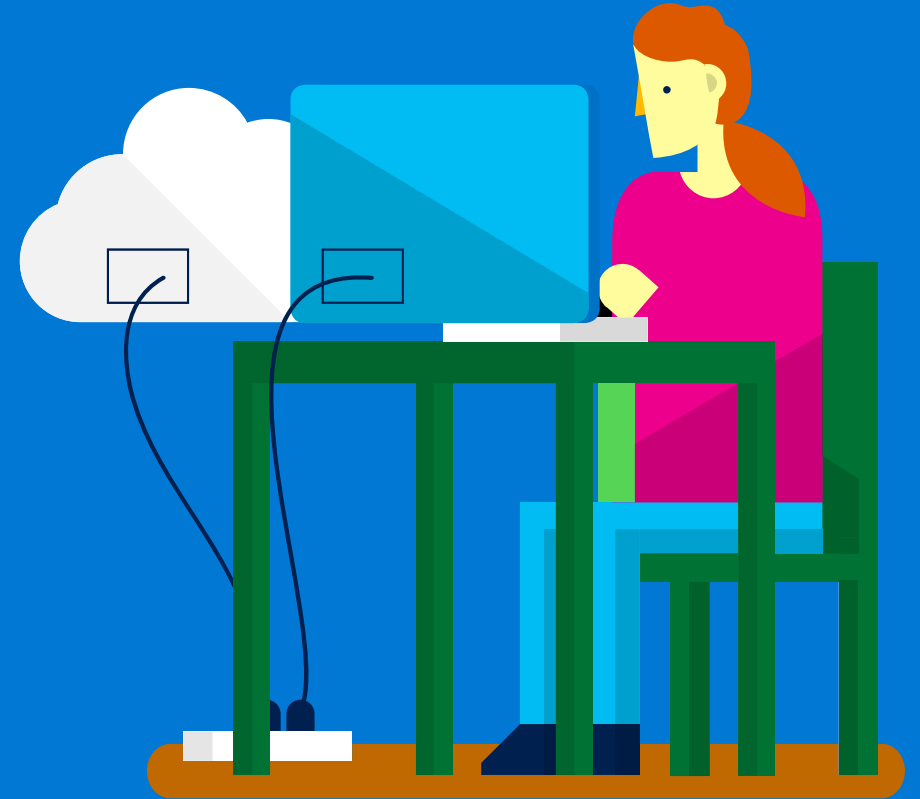
<https://developer.microsoft.com/en-us/microsoft-365/dev-program>

- [Administrator settings for Microsoft Teams](#)
- [Frequently asked questions about Microsoft Teams – Admin Help](#)
- [Bot Framework](#) <https://dev.botframework.com/>
 - [Create BOT from FAQ page with no coding — QnA Maker as new member of Cognitive Services](#)



5

Demo – Teams



Survey



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<https://aka.ms/Microsoft365DevBootcampSurvey2020>



Q&A

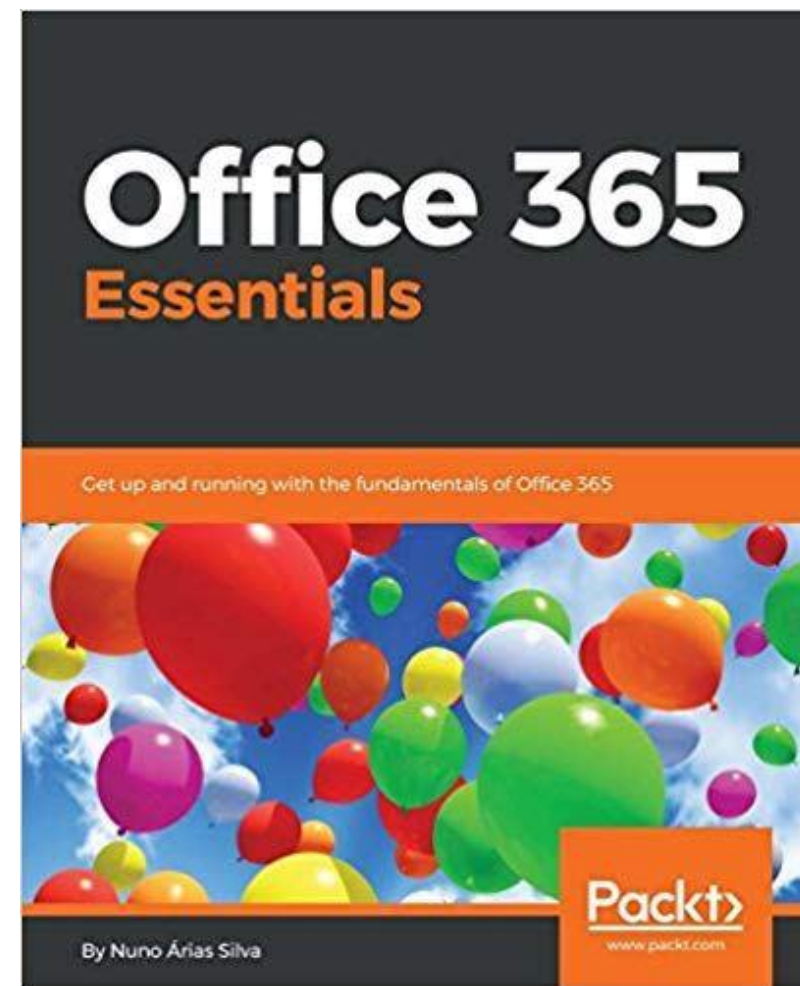


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Nuno Árias Silva
email@nuno-silva.net
www.nuno-silva.net/blog
@NunoAriasSilva

gfi becomes
inetum.
Architect Manager
nuno.a.silva@gfi.world



<https://www.nuno-silva.net/book-office-365-essentials>

Thank You



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