

# TEAMS ODYSSEY

A journey to discover Teams use case scenarios

## The Admiral's roadmap

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- 25 medals to collect to show off your talent as an Explorer of collaboration !
- 200 questions to become a real Teams expert
- An amazing gift for the best Explorer
- Gifts and goodies for all the participants

Configuration of my spaceship

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## The Admiral's roadmap

Welcome Admiral,

### Summary

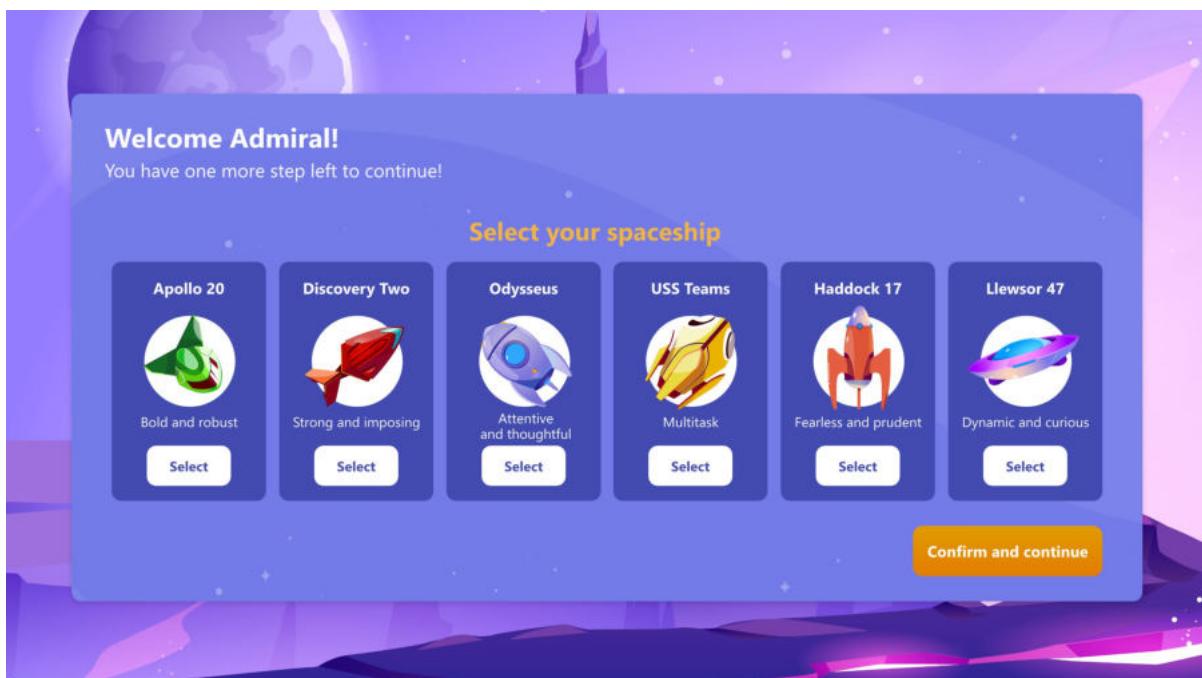
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### First connection

When you log in for the first time to the game, please accept the General Data Protection Regulation terms then select your avatar. Your cannot change your avatar later in the game: choose it wisely!

As an Admiral, you will not be able to participate in the game as an Explorer.



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## Schedule

As an Admiral, you will have to ensure that the Teams Odyssey game is properly deployed within your organization. Therefore, you will find right below a list of steps to assist you in this important task:

- Send your email address to Microsoft (D-21 before launch)
- Install the game for your organization (D-15 before launch)
- Configure your organization logo (D-15 before launch)
- If necessary, cancel a question theme (D day)
- Launch the season 1 (D day)

### 1. D-21 before launch

21 days before launch, once the game has been approved by your organization, you must send the email address of the Admiral to Microsoft to receive the complete game kit. We recommend that you provide a second Admiral contact so that he/she can manage the game in case of unavailability or absence of the main Admiral.

### 2. D-15 before launch

15 days before launch, you must install the game for your organization and configure the logo via the "**Tools**" functionality of your Cockpit (Dashboard). This logo will appear on all player game interfaces (mobile and computer).

### 3. D Day

On the day of the launch, you must go to your Cockpit (Dashboard) and go to the "**Schedule**" section. Click on the "Program and missions" tab and select the first mission to activate. You will access the sub-themes of questions to activate for the first week of the game.

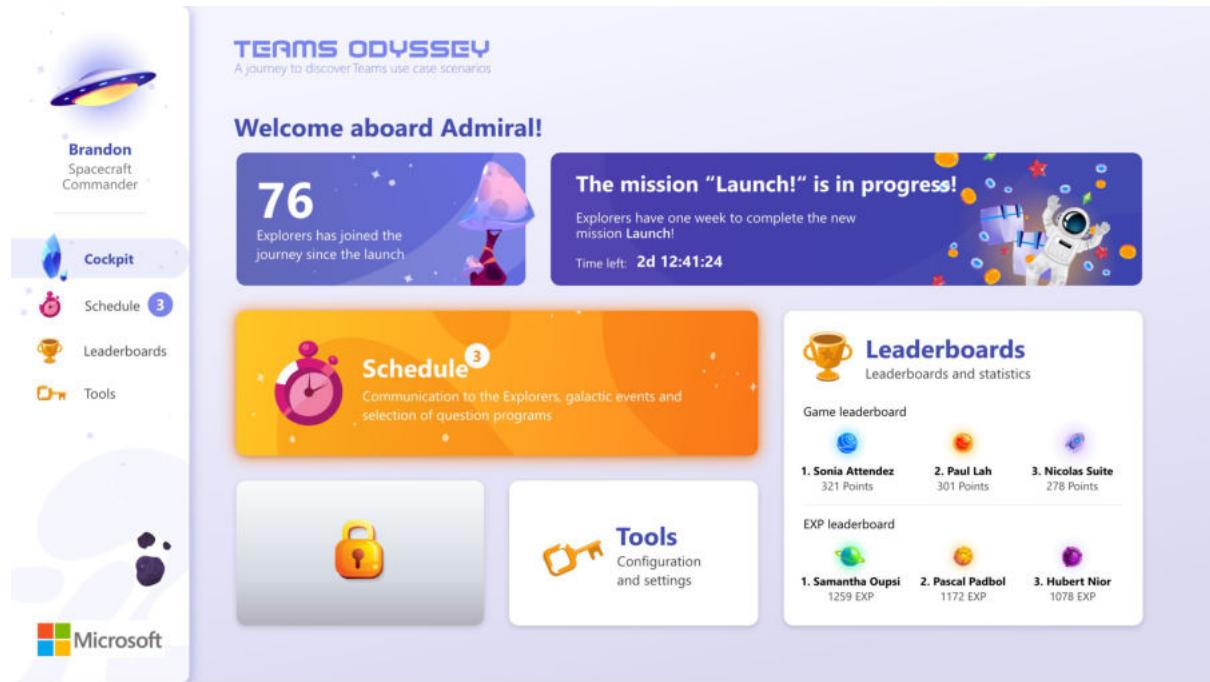
Depending on the Microsoft Teams features deployed within your organization, you can activate/ deactivate the sub-themes, making sure to select at least six sub-themes. Once you have made your adjustments, save the changes. This will launch the game and players can start answering questions!

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## Cockpit (Dashboard)

As an Admiral, the cockpit is the main interface that allows you to track progress of the game.



## The side command bar

The command sidebar allows you to quickly navigate between the different tabs to animate and manage the game: your profile, the schedule, the leaderboards and the tools.

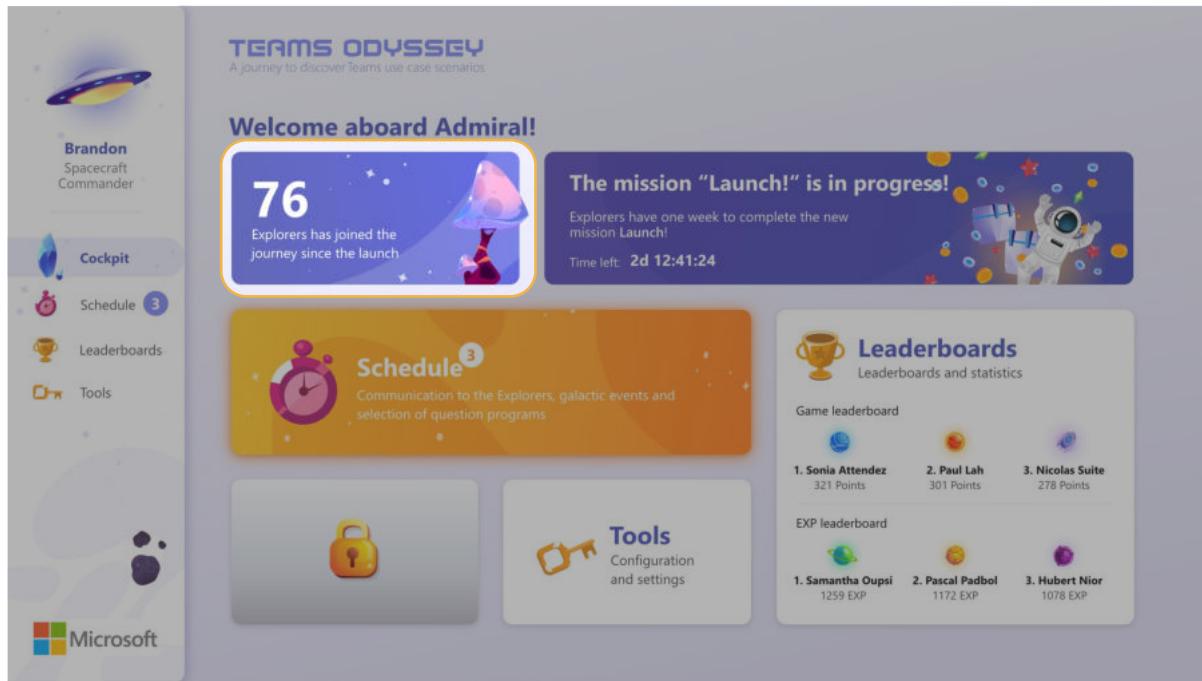
Admiral, did you notice that it is possible to put a logo at the bottom of the sidebar? This logo is also visible on the interfaces of the Explorers (Players). To configure your organisation logo, go to the "Tools" section!

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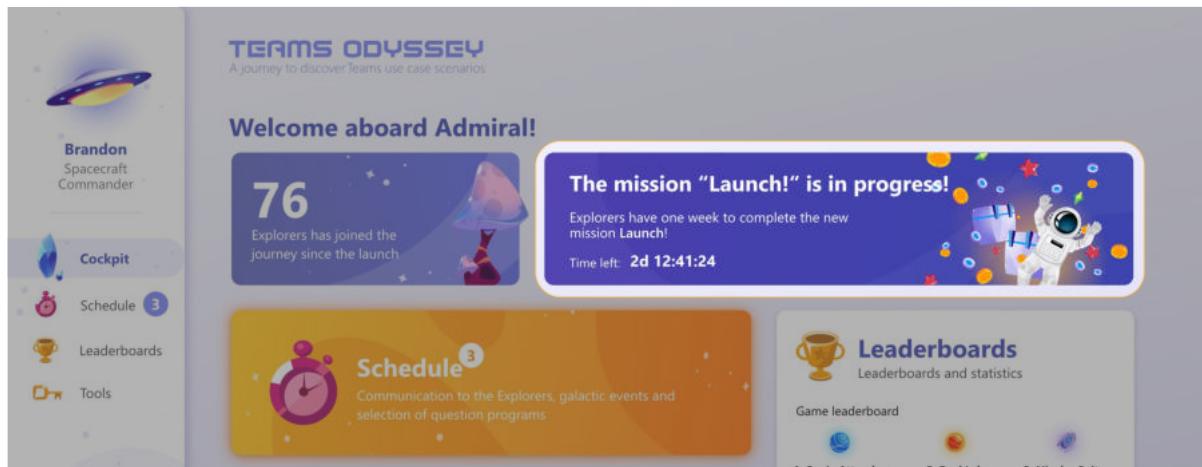
## The number of Explorers who joined the space travel

On your Cockpit interface, quickly find the number of Explorers (Players) from your organization who have joined the Teams Odyssey since the start of the game.



## The communication banner

The communication banner displays the name of the current mission and its countdown. This banner is visible to all the Explorers (Players). It updates once you change mission in the "**Schedule**" tab.

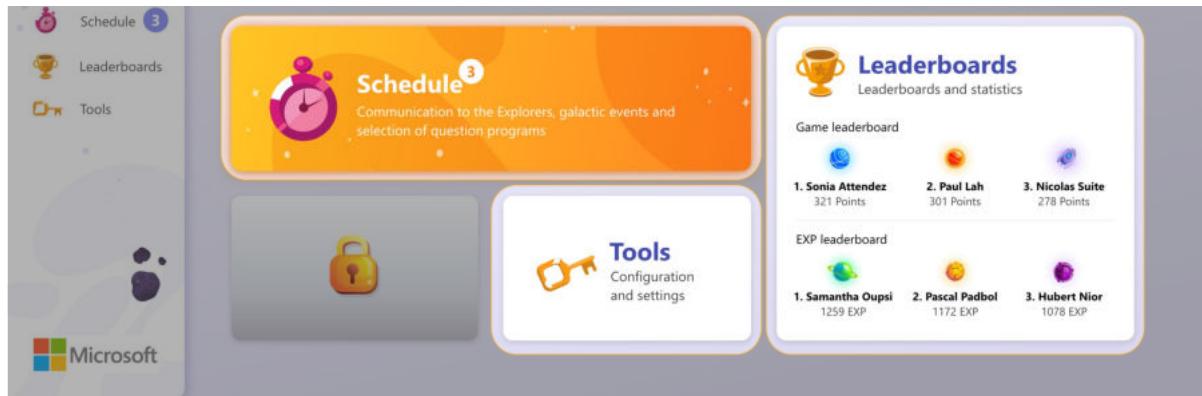


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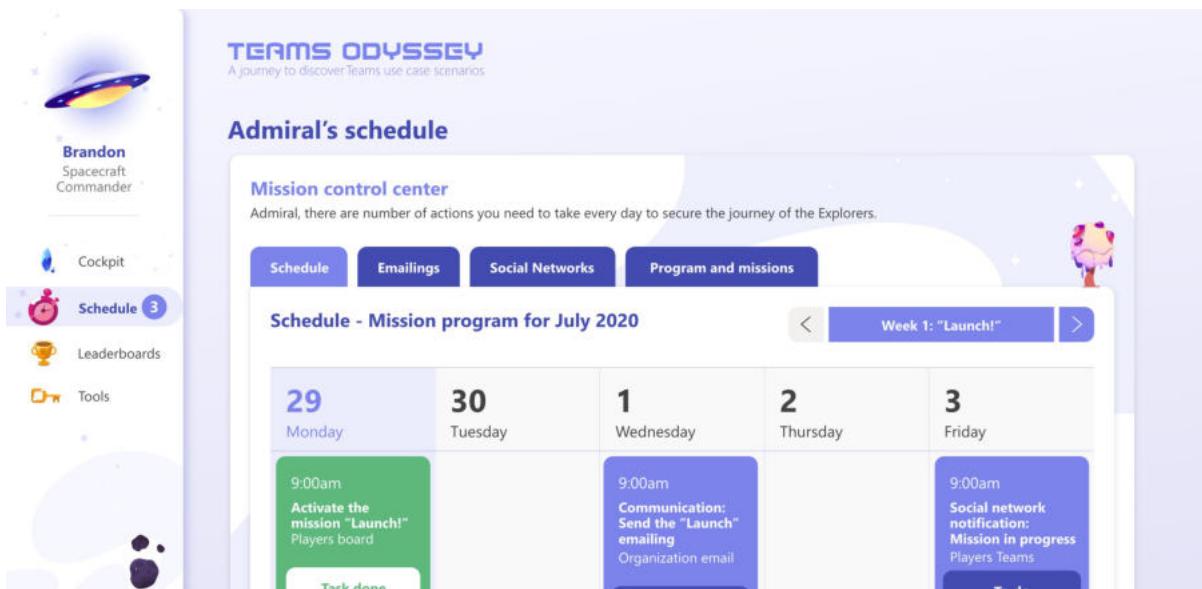
## The main action buttons

On your interface, you will find a "**Schedule**" button which will allow you to see the actions you must perform during the week, a "**Tools**" button to configure the interfaces and finally a "**Leaderboards**" button where you will find the leaderboards of the current Explorers (Players).



## Communication schedule

Access your "**Schedule**" from the Cockpit or from the command sidebar. This interface gives you access to all the tasks to be accomplished and to the communication elements to help you during the game season.



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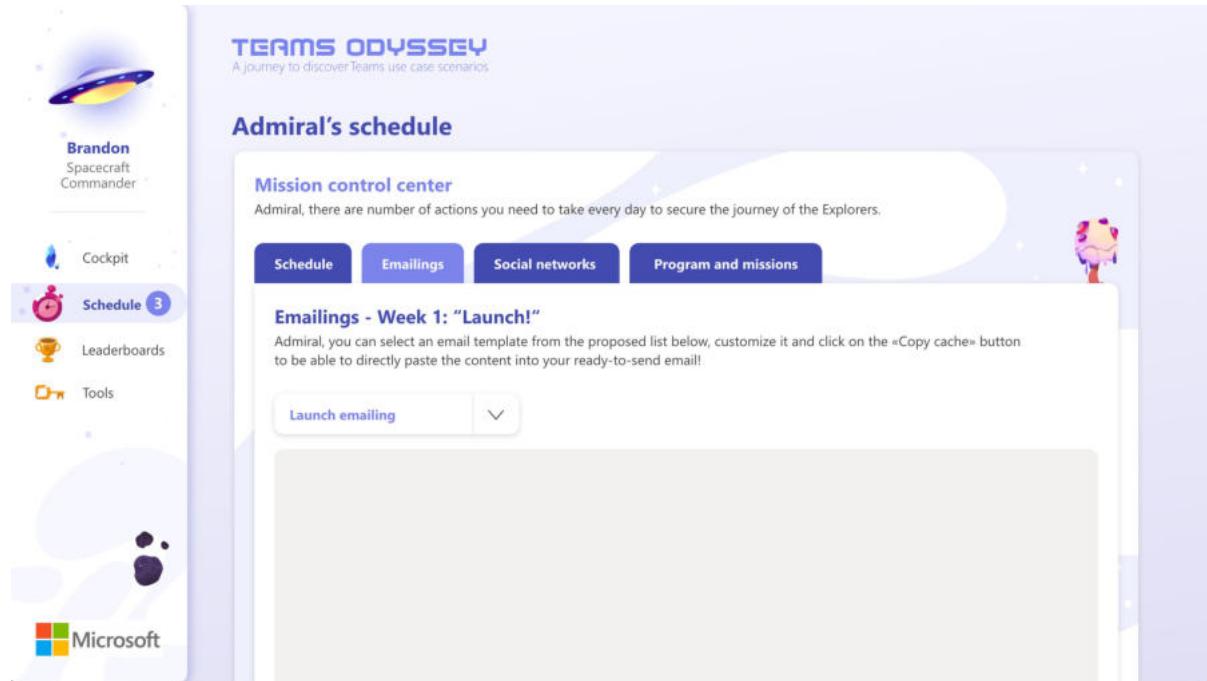
## Schedule tab

In this first tab, you will find all the tasks to be accomplished during a week mission. These tasks range from activating a mission for the Explorers (Players) to sending various communications to your organization. Once a task is completed, just click on it to validate.

You can also view other tasks for the upcoming missions by clicking on the "<" and ">" buttons above the calendar.

## Emailings tab

In this second tab, you can choose an email template via the **drop-down menu**. Once the type of email has been selected, you can customize it! Once it is done, click on the "**Copy cache**" button, go to your email application and paste the content for sending.



## Social Networks tab

From the "**Social Networks**" tab, you have access to pre-written post templates. Use the "**Copy cache**" button to copy your content and distribute it to your internal social networks.

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## Program and missions tab

The screenshot shows the 'Program and missions' tab of the Teams Odyssey app. On the left, there's a sidebar with icons for Cockpit, Schedule (with 3 notifications), Leaderboards, and Tools. The Microsoft logo is at the bottom. The main area has a header 'ADMIRAL'S SCHEDULE' and a sub-header 'Mission control center'. It says: 'Admiral, there are number of actions you need to take every day to secure the journey of the Explorers.' Below are four cards for 'Week 1: "Launch!"':

- W1: June 29th to July 6th**  
Mission: "Launch!"  
Start the program  
**Mission activated**
- W2: July 6th to 13th**  
Mission: "Stabilization"  
Consolidate your knowledge  
**Pending mission**
- W3: July 13th to 20th**  
Mission: "Progress"  
Deepen your knowledge of uses  
**Pending mission**
- W4: July 20th to 27th**  
Mission: "Landing"  
Last burst to become a Teams pro  
**Pending mission**

In this last tab, you will find the four missions that you have to activate one by one during the season. Before the game starts, you will have to go to this tab to activate the first mission. This action is important because if you do not activate it, the Explorers (Players) won't have access to the questions. A mission must be activated every Monday morning.

This is a close-up of the 'Program and missions' tab, focusing on the 'W1: June 29th to July 6th' mission card. The 'Mission activated' button is highlighted with a yellow border. The other three mission cards for W2, W3, and W4 are shown below it.

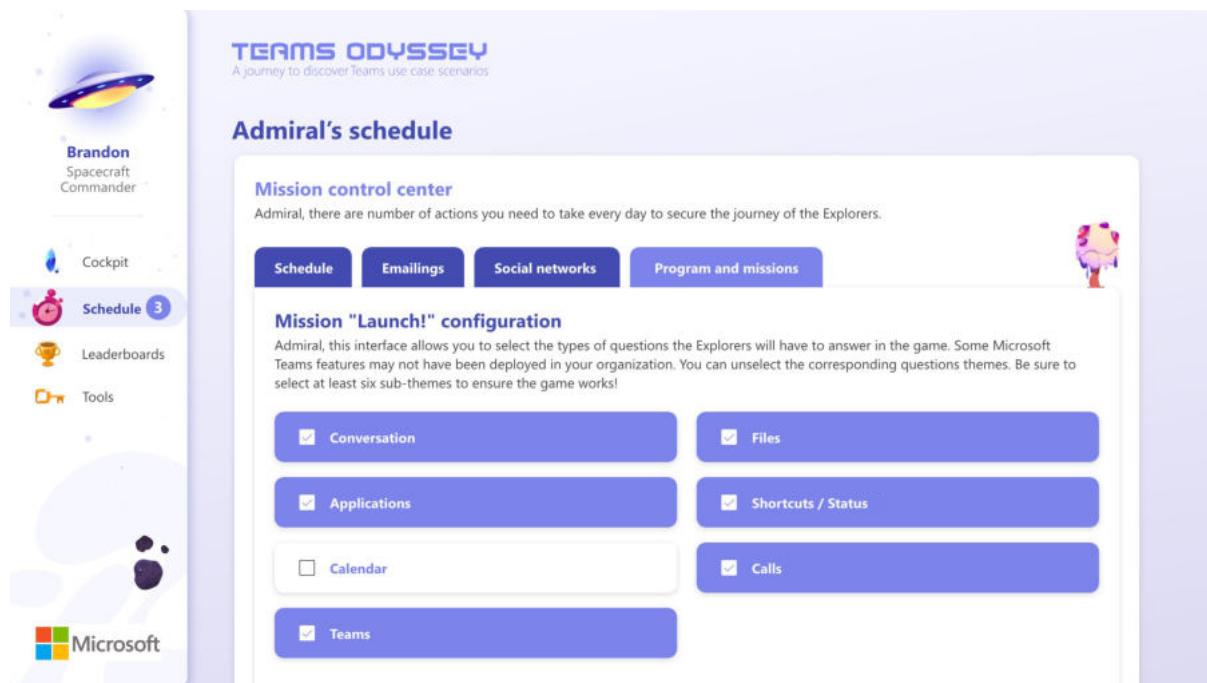
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Once you have selected the mission that you want to activate, you will access the sub-themes of the questions of the week.

The game is built around seven sub-themes of questions about the features and uses of Microsoft Teams: Calls, Applications, Calendar, Conversation, Teams, Files and Shortcuts / Status.

If some features have not been deployed in your organization-wide, you can deactivate the corresponding questions. You must select at least **six sub-themes to ensure the game works.**



Here is a description of the Teams' functionalities covered by the sub-themes:

## Calls

Questions about advanced call features (voice mail, call transfer, delegation, management of group calls, etc.).

**Prerequisite:** By default (VOIP only) with an Exchange / Phone System / Audio Conference mailbox.

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## Applications

Questions about the integration and the use of Microsoft Teams' applications and third-party applications.

### Prerequisites:

- Possibility of adding all or part of the store's applications in the app permission policies.
- Third party maintained in the organization wide application settings.

## Calendar

Questions about calendar management in Teams and organization and management of the meetings.

### Prerequisites:

- An Exchange mailbox on Office 365, or in hybrid.
- No implemented application setup policies to hide the calendar.

## Conversation

Questions about the management of the conversations in Teams (creation of private and group conversations, message formatting features, etc.)

### Prerequisites:

- No blockage of the chat in the application setup policies.
- No modification of the messaging policy which allows you to create chats.

## Teams

Questions about team management in Microsoft Teams (team creation, management of the channels, publications, team members, etc.)

### Prerequisites:

- Teams not hidden in the application setup policies.
- No rules set for the creations of teams.
- Check teams policies and check that users can create private channels if they want to.
- Check the teams settings: notifications, tagging and email integration.
- Check the activation of guest access.

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## Files

Questions about file management in Teams (sharing files, accessing files from Sharepoint, co-editing documents in Excel, Powerpoint, Word, etc.)

### Prerequisites:

- Activate Sharepoint Online and a OneDrive licence.
- "Files" not hidden in the application setup policies.

## Shortcuts / Status

Questions about your status management and notifications in Teams.

**Prerequisites:** No prerequisite

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## Leaderboards and statistics

In the "**Leaderboards**" tab, you will find the main game statistics at the top of the interface. You also have access to the details of the different leaderboards:

- **Game leaderboard:** Count the points obtained by the Explorers (Players) following the number of correct answers given.
- **EXP leaderboard:** Count the experience points obtained by the Explorers (Players) as the result of unlocking levels, items and medals in the game.

The screenshot shows the Microsoft Teams interface with the "Leaderboards" tab selected. On the left, there's a sidebar with user info (Brandon, Spacecraft Commander), navigation links (Cockpit, Schedule, Leaderboards, Tools), and a notification for 3 new messages. The main area is titled "Leaderboards" and displays "Season leaderboards: From June 3rd to 29th". It features five summary boxes: "231 Explorers in your organization", "80 New Explorers have joined this week", "54% Good answers this week", "43 Explorers have reached the level 15", and "174 Completed question modules this week". Below these are two buttons: "Game Leaderboard" and "EXP Leaderboard". A table then lists player rankings:

#	Explorers	Department	Ranking Points	Good answers	Wrong answers	Completed modules	Level	Badges
1	Sonia Attendez	Marketing	130	130	130	130	10	17
2	Paul Lah	Data	124	130	130	130	10	12

When the game comes to an end, you will need to notify the Explorers (Players) and announce the winners. Access the pre-written emailings for the occasion from "**Schedule**" tab and invite the winners to contact you to receive their rewards!

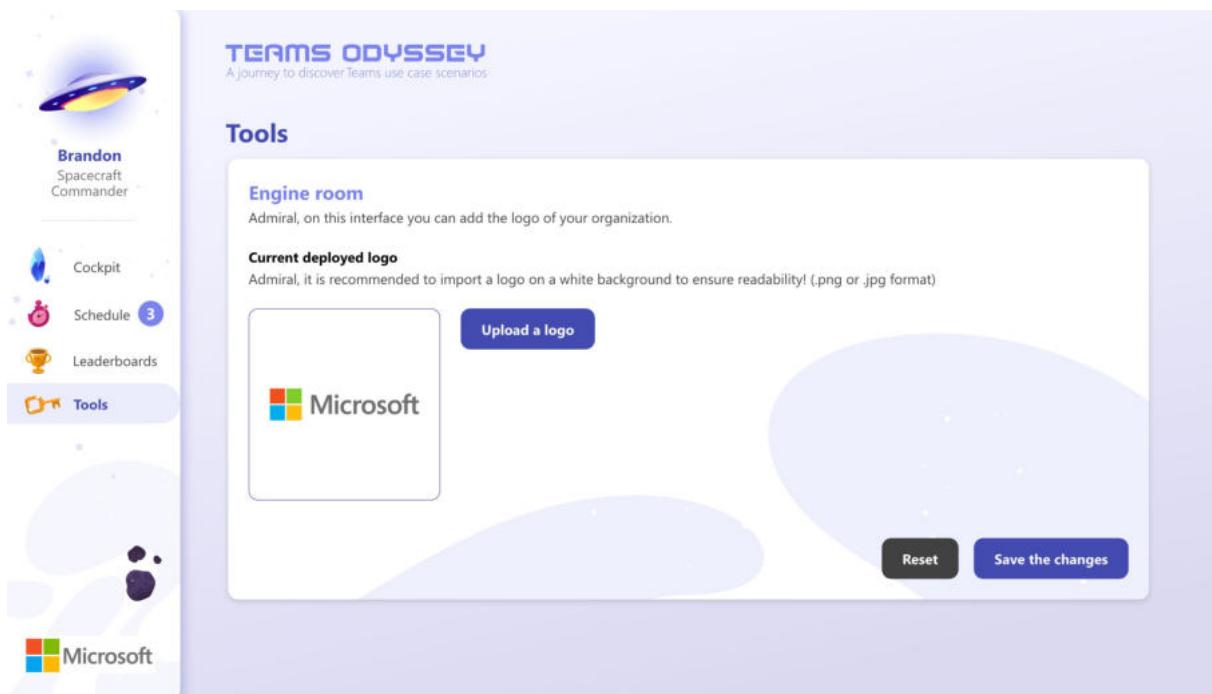
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## Tools

From the "Tools" tab, you can add your organization logo to make it appear on each of the Explorers' (Players) interfaces:

- Click on the "Upload a logo" button to import your organization logo from your computer.
- Then select "Save changes" to apply the changes.



Admiral, when you will download the logo of your organization, make sure to choose a white background logo (in .png or .jpg format) in order to facilitate its readability!

