HOSPICE
OF SANTA CRUZ COUNTY

TIGER TEXT → MICROSOFT TEAMS CROSSWALK

1. **TigerText Secure Messaging → Microsoft Teams Chat**: Both platforms offer secure messaging functionalities for one-on-one and group conversations.
2. **End-to-End Encryption → Microsoft Teams Security Features**: Microsoft Teams also employs encryption to ensure message security, although the specifics may differ from TigerText's implementation.
3. **Broadcast Groups → Microsoft Teams Distribution Lists or Channels**: In Microsoft Teams, you can create distribution lists or channels to broadcast messages to multiple users or specific teams.
4. **Message Formatting → Microsoft Teams Message Formatting**: Both platforms support text formatting options such as bold, italics, underline, and bullet points to structure messages effectively.
5. **Rich Media Messaging → Microsoft Teams Multimedia Messaging**: Microsoft Teams allows users to send multimedia content such as images, videos, and GIFs within messages, similar to TigerText.
6. **Hyperlinks → Microsoft Teams Hyperlinks**: Users can insert clickable hyperlinks into messages in Microsoft Teams, directing recipients to external websites or documents.
7. **Attachments → Microsoft Teams File Sharing**: Both platforms support attaching files or documents to messages for sharing relevant information with other users.
8. **Emojis and Emoticons → Microsoft Teams Emojis**: Microsoft Teams includes a wide range of emojis and emoticons that users can use to express emotions or reactions in messages.
9. **Message Templates → Microsoft Teams Templates (e.g., Meeting Templates)**: While Microsoft Teams doesn't have native message templates like TigerText, it offers templates for meetings, tasks, and other collaborative activities.
10. **Message Tags → Microsoft Teams Tags**: Microsoft Teams allows users to tag messages with specific keywords or labels to categorize and organize them for easier reference.
11. **Scheduled Messages → Microsoft Teams Scheduled Messages**: Both platforms support scheduling messages to be sent at a later time or date, ensuring timely delivery.
12. **Auto-Replies → Microsoft Teams Out of Office Replies**: Microsoft Teams users can set up out-of-office replies to automatically respond to incoming messages when they're unavailable.
13. **Delivery Confirmation → Microsoft Teams Read Receipts**: Microsoft Teams provides read receipts to confirm when messages have been read by recipients.
14. **Message Forwarding → Microsoft Teams Message Forwarding**: Users can forward messages to other users or channels within Microsoft Teams for sharing information.

15. **Message History** → **Microsoft Teams Chat History**: Both platforms offer access to chat history, allowing users to review past messages and conversations.

Channel Posts

A channel post in Microsoft Teams is a message or announcement shared within a specific channel, which serves as a centralized space for team communication and collaboration. Here's a description of what a channel post typically entails:

1. Content : The post contains the main content of the message, which could include text, links, images, videos, files, or other multimedia elements. The content is usually relevant to the topic or purpose of the channel.

2. Context : The post may provide context or background information related to the topic being discussed. This helps channel members understand the purpose or significance of the message.

3. @Mentions : The post may include @mentions of specific team members or groups to direct their attention to the message. This ensures that relevant stakeholders are notified and can engage with the content as needed.

4. Attachments : If applicable, the post may include attachments such as files or documents for further reference or collaboration. These attachments could be related to the content of the message or provide additional resources for channel members.

5. Reactions : Channel members can react to the post using emojis or emoticons to express their sentiments or feedback. Reactions provide a quick and easy way for team members to engage with the content without needing to compose a separate response.

6. Comments : Other channel members can leave comments on the post to ask questions, provide feedback, or engage in discussions related to the content. Comments allow for interactive communication and collaboration within the channel.

7. Timestamp : The post includes a timestamp indicating when it was originally posted. This helps channel members understand the timeline of discussions and events within the channel.

8. Pinning : Channel moderators or owners may choose to pin important posts to the top of the channel for easy reference. Pinned posts remain prominently displayed within the channel, ensuring that important information is easily accessible to all members

MICROSOFT TEAMS GENERAL TERMS

Team – a virtual workspace where a group of people work toward a shared goal.

Channel – Dedicated sections within a Team to share messages, tools, and files.

Channel Meetings- Schedule a meeting in advance or choose "Meet now" to hold a meeting open to every Team member.

Chat - a quick discussion between two people or a small group.

Meetings - One of the key ways to collaborate in Teams and may include audio, video, and screen sharing.

Tab – built-in parts of any channel that enable quick access to certain apps or files. Find tabs at the top of the screen. All Team members can add new tabs. Team Owners –Primary and secondary owners have elevated privileges on a Team.

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Thread - A discussion on a specific topic in a Team/channel.