

A woman with long brown hair, wearing a black wide-brimmed hat and a light pink button-down shirt, is sitting on a balcony. She is smiling and looking down at a laptop on a light blue table. Her hands are on the keyboard. To her left is a long black planter box filled with vibrant pink and orange flowers. In the foreground, there are more red flowers. The balcony has a black metal railing with a chain-link fence. In the background, there are buildings and a clear sky.

WORKING IN MICROSOFT TEAMS

A short guide on how to work remote

GETTING STARTED

Teams across the globe are moving to remote work.

MS Teams allows you to chat, meet, call, and collaborate. All in one place.

This guide aims to help you get started on MS Teams and give you some pointers on working with MS Teams from your home office.

GET STARTED TODAY



Download the MS Teams app to your computer and phone.
[Sign up now!](#) (or ask your IT Support for assistance)



Both the Desktop & Mobile App use push notifications.
Ensure you configure your notification settings to get more relevant information. [Learn more](#)

QUICK TIPS



Try not to create unnecessary Teams. Search and ask for existing teams for your purpose. Often a simple extra channel can suffice!



A lot of functionality is offered when creating a Team. Start with the basics like conversations & meetings. Learn more about these tools at <https://support.office.com/en-us/teams>



Conversations in Teams are excellent for internal collaboration. Email is great for more formal, external communication

QUICK TIPS



Co-Authoring is a great feature in MS Teams. Share links to the same source to keep the information relevant. [Learn more](#)



If you are not sure who should join your team. Provide them with join codes and let your colleagues decide if they want to join your team.

Adding too many users to a team can make the team unproductive. [Learn more](#)

QUICK TIPS



Ensure that you have the best connection possible! Old router? Try connecting via cable instead of wireless.



Turn off devices in your home that might take up needed bandwidth.



Close applications on your computer before meetings, e.g. extra browser tabs, streaming applications for music, video etc.



CONVERSATIONS

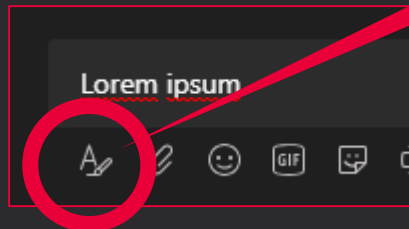
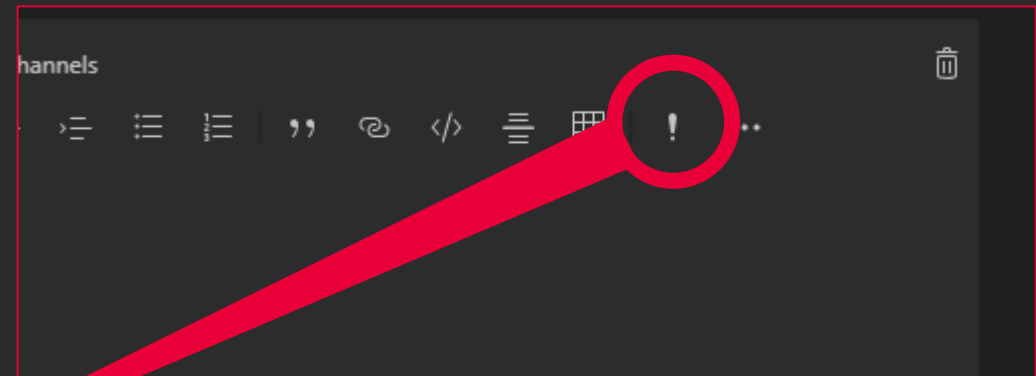
Conversations are great for team wide discussions.
Involve your team to quickly get an answer!

CONVERSATIONS



Expect the same response time in MS Teams as you would in e.g. emails.

Mark a conversation as important by using the ! button.



CONVERSATIONS



@ mentions is used to get attention from another user. You can see this as adding a user in the To or CC in an email. Use with care!

You can use @ mentions to get the attention of the entire team or a specific channel. Use this with care and only if necessary! [Learn more](#)



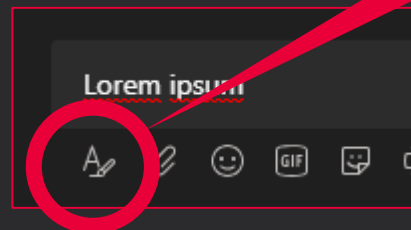
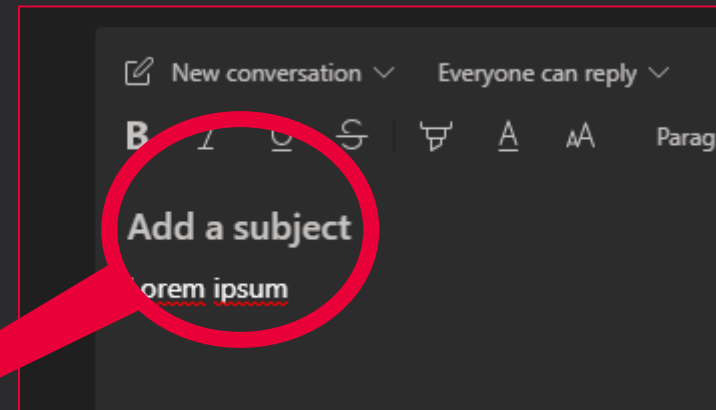
Express yourself with the usage of emojis! Acknowledge something with a thumbs-up.

The use of emojis can actually reduce the amount of repetitive responses like: "Thank you, I understand, Great, OK"

CONVERSATIONS



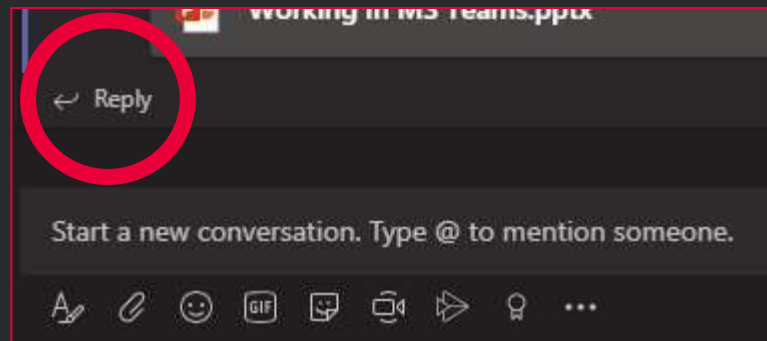
Mark your conversations with a subject. This will make them easier to find. [Learn more](#)



CONVERSATIONS



Remember to **reply** to the conversation to avoid starting a new conversation.





PRIVATE CHAT

Chats can be used for more private discussion with one or more users. You can always add more coworkers to a chat if needed.

PRIVATE CHAT



Use private chat for one to one questions or just to ping friends. Look at chatting the same way as you would any other messaging service that you use daily. [Learn more](#)

If the discussion starts getting relevant to the entire team! Then continue the discussion in a channel to involve the whole team.



Remember that adding more colleagues to a chat will give them access to the existing chat messages!



PRIVATE CHAT



Chats & Conversations can always be audited by your IT Administration. So keep it formal, just like you would when writing an email



Check your coworkers availability status. Also called Presence. Then you will know if they are busy or available for a chat!

- Available
- Busy
- Do not disturb
- Be right back
- Appear away

FILES

MS Teams is a great platform for sharing and working on files. It supports co-authoring! Which means that you don't have to worry that your coworkers will lock the file when you are collaborating.

TIPS ON WORKING WITH FILES



MS Teams is great for storing documents, presentations, images and more. But if you want to upload a large video file, ask your local IT on where to best store it.



You can sync files to your own computer. This is great for those that is used to working in a folder structure on their own computer. It also enables you to work offline* (You need to have OneDrive for business installed, ask your local IT)

*Don't worry! MS Teams (OneDrive) will keep the documents synced and up to date when you're connected again.



You can easily move or copy a document between teams and channels inside MS Teams. Simply use the move or copy function on a file. [Learn more](#)



MEETINGS

Meetings in Teams include audio, video, and screen sharing. A great tool to keep you productive while working from your home Office

TIPS ON MEETINGS



MS Teams is connected to your Outlook calendar. You can schedule a meeting directly from MS Teams or Outlook calendar. [Learn more](#)



Meetings in MS Teams is best when using the desktop client. Try using a headset for the best experience.



Mute your microphone if you are not talking



There are no need to install any app to join a meeting if you are invited or invite an external user. They can easily join the meeting using their browser.

TIPS ON MEETINGS

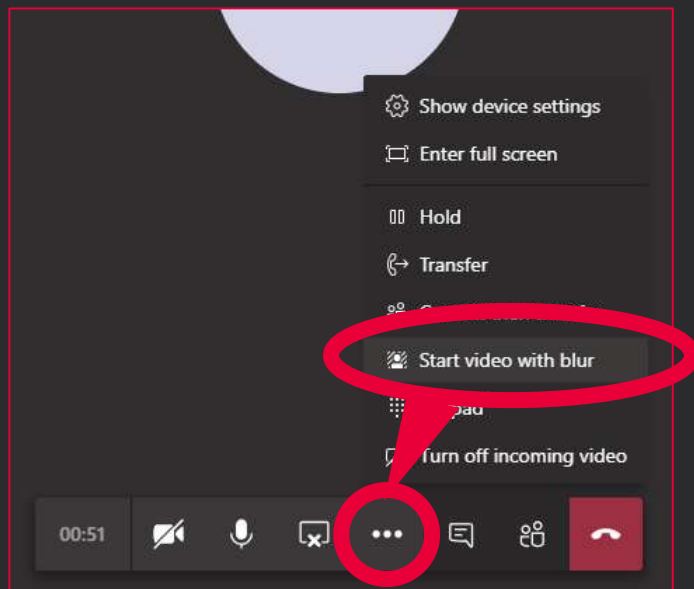


Using video in meetings is a great way to communicate!

You might not want share everything that happens in your home during an online meeting with video! Turn on Video with blur to minimize the distraction when sharing your video.



Remember that video takes a lot of bandwidth. Keep it off if you have a bad connection





SHARING IS CARING

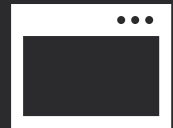
Sharing content with attendees is a great way to be more productive during your online meetings

WHAT YOU CAN SHARE



Desktop

Share your screen! Ensure that you have closed any windows, tabs etc. that you don't want to be visible to others! What you see, they see. Even notifications are shown.



Window

Share a specific window. It can be your browser, Outlook or other applications. This mode is more private than desktop. No notifications or other desktop activity are shown when presenting a specific window.



PowerPoint

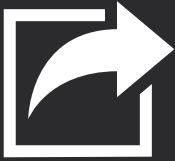
Share your presentation. Attendees can move through the presentation in their own pace during the presentation.



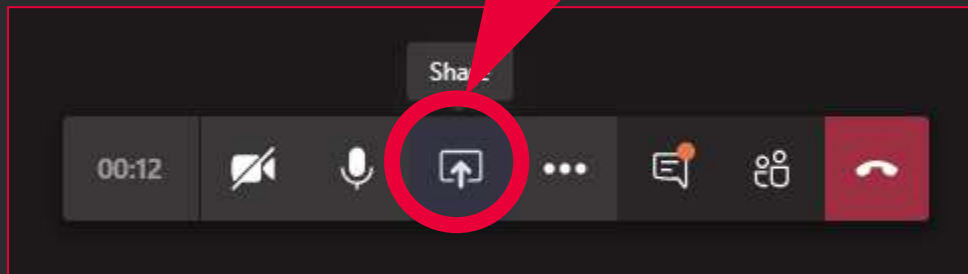
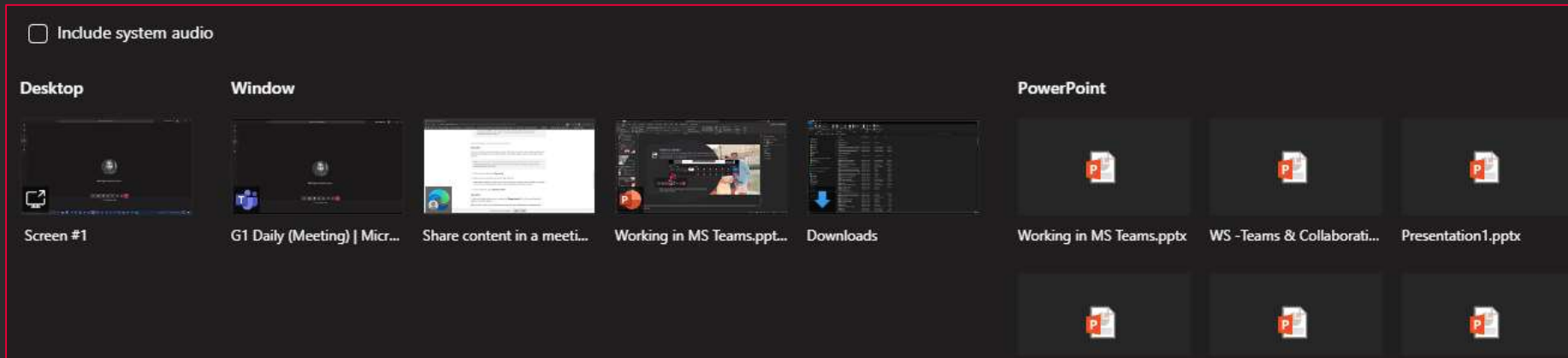
Whiteboard

Are you missing the whiteboard at the office? You can share a digital whiteboard and collaborate with others in real time. Best used with devices that have Pen Support.

HOW TO SHARE?



To share your screen in a meeting, select Share screen button in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard. [Learn more](#)



When you're done sharing, Go to your meeting controls and select Stop sharing.

A low-angle shot of graduates in black gowns and caps, throwing their caps into the air against a clear blue sky. The graduates are in the foreground, looking up with their arms raised in celebration. Numerous caps are suspended in the air at various heights and angles, creating a sense of dynamic movement. A semi-transparent dark grey rectangle is overlaid on the left side of the image, containing the text.

TRAINING

You will find many great guides and online training material by visiting Microsoft support website.

<https://support.office.com/en-us/teams>

NEED SUPPORT?

If your company needs support in how to work with Microsoft Teams and other Office 365 applications please let us know!

For more information about Precio Fishbone and how to implement a great Digital Workplace! Please visit us at

<https://www.preciofishbone.com/>

or give us a call on (+46) 0733-17 21 23

