



# Quick guide to working in Microsoft Teams

## Connect as a team in an online team space

Is your team space named correctly, and appropriate privacy applied?

Are all necessary members added (including upline Manager) and multiple owners permissioned?

Can members access this team space on all relevant devices (i.e. Mobile app/desktop).

## Clarify and develop a shared understanding and common language

Are all members familiar with navigating and using the tools in the online space?

Do all members know what tools and features will be used for different types of work? (i.e. Planner for a to do list, Chat for a one-on-one conversation, Meet Now for a team stand up).

Are all members using a common language when working in this space?

## Share and collaborate in the team and with others

Are all members aware of how and where to create, save and share documents and files?

Do all team members know how to share their screen when meeting online?

Does your team make use of the chat feature when connecting with colleagues in other teams?

Can all members of the team effectively use video and audio?

## Work and connect in an online team space

Are all members physical workstations set up safely and devices charged or plugged in?

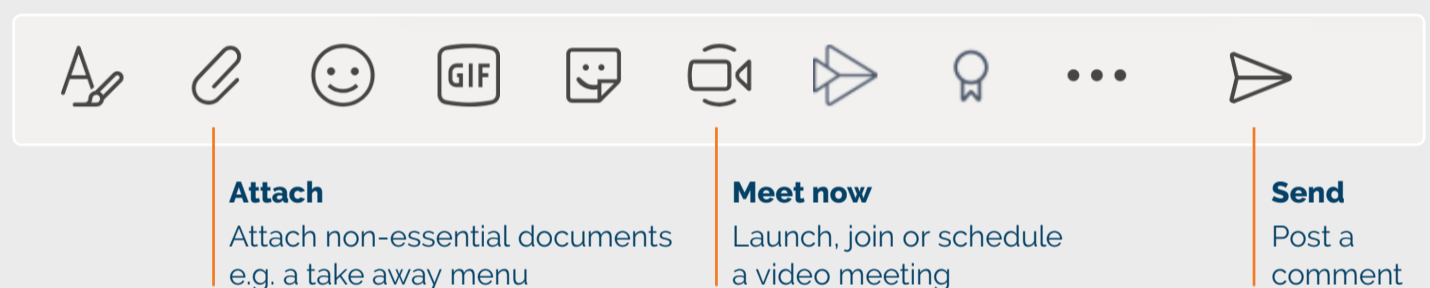
Do members know how to mute their microphone or turn off their camera?

Do all members know the meeting guidelines and agreed collaboration behaviours?

Are all members aware of and using agreed file naming conventions?

Do members know and follow the agreed teamwork flow and individual task management expectations?

### Post buttons



### Meet now buttons



## Protocols for online meetings

### Before

Schedule a meeting via Microsoft Teams or Outlook Calendar (Teams Meeting).

Share a meeting agenda and expected meeting protocols, alert meeting participants if meeting is to be recorded, and other resources necessary for collaboration (best included in the meeting request).

Ensure your physical environment is appropriate and try to have your camera positioned at eye level.

Test and troubleshoot devices and other technology.

### During

Start meetings with camera on so everyone can see each other (video can be turned off once the meeting has begun).

Mute microphone upon entering and when not speaking.

Ensure meeting participants are aware of meeting protocols and procedures.

Share content and screen as needed.

### After

Share meeting recordings or minutes from the appropriate location.

Ensure participants are aware of action items and agreed deliverables.

Schedule your next meeting as needed.