
Using Microsoft Teams to stay productive & connected while working from home.

Microsoft Teams is a fantastic tool for enabling your staff to work remotely with its chat, meeting, video call and collaboration capabilities. It allows you to keep up the communication and productivity within your organisation while working from home. Microsoft describes Teams as a tool to “work remotely without feeling remote” which we have found invaluable this past week to boost our team’s morale while we adjust to our new normal.

As Teams is included in most Office 365 & Microsoft 365 licenses, we encourage you get familiar with the software and its ability to assist your staff whilst working from home. If you don’t have an Office 365 license, the free version includes all the essentials and is available for everyone.

Getting started with Microsoft Teams

Teams is designed to be used on any device, in any location. To get started, download the Teams desktop app on your PC and mobile device.

Desktop App

The Desktop app can be download here: <https://teams.microsoft.com/downloads>. Download Teams and run the exe file to install it on your PC.

On Windows, click **Start > Microsoft Teams** to launch the application. Then sign in with your Office 365 username and password. If you are using a Mac you will find Teams in the **Applications** folder.

Mobile App

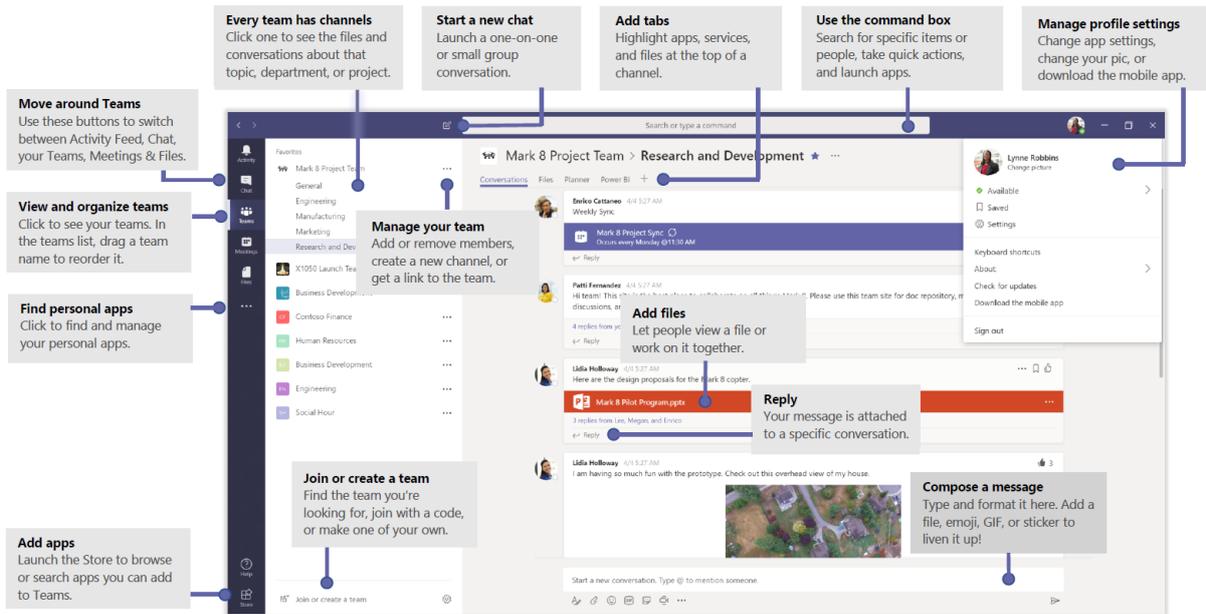
On a mobile device, you can download the Teams mobile app from the iOS App Store or Google Play Store. Sign into the mobile app using your Office 365 username and password.

If you are using an iPad or tablet, you can download Teams from the iOS App Store or Google Play store as well.

To learn the basics on using Teams check out Microsoft’s Teams intro video:

<https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?ui=en-US&rs=en-US&ad=US>

New to Microsoft Teams? Use this guide to learn the basics.

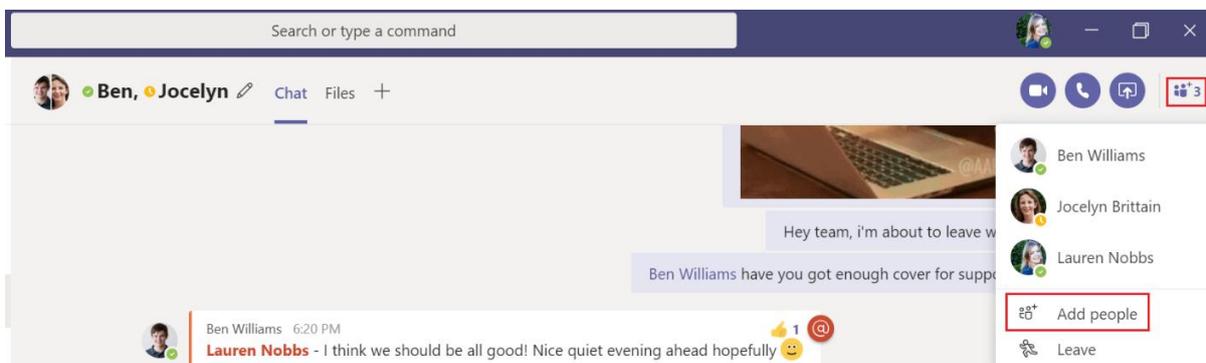


Instant Messaging & Group Chats

Have real-time conversations while working remotely with Teams instant messaging. To start a chat with someone, click on the  icon and search for their name.



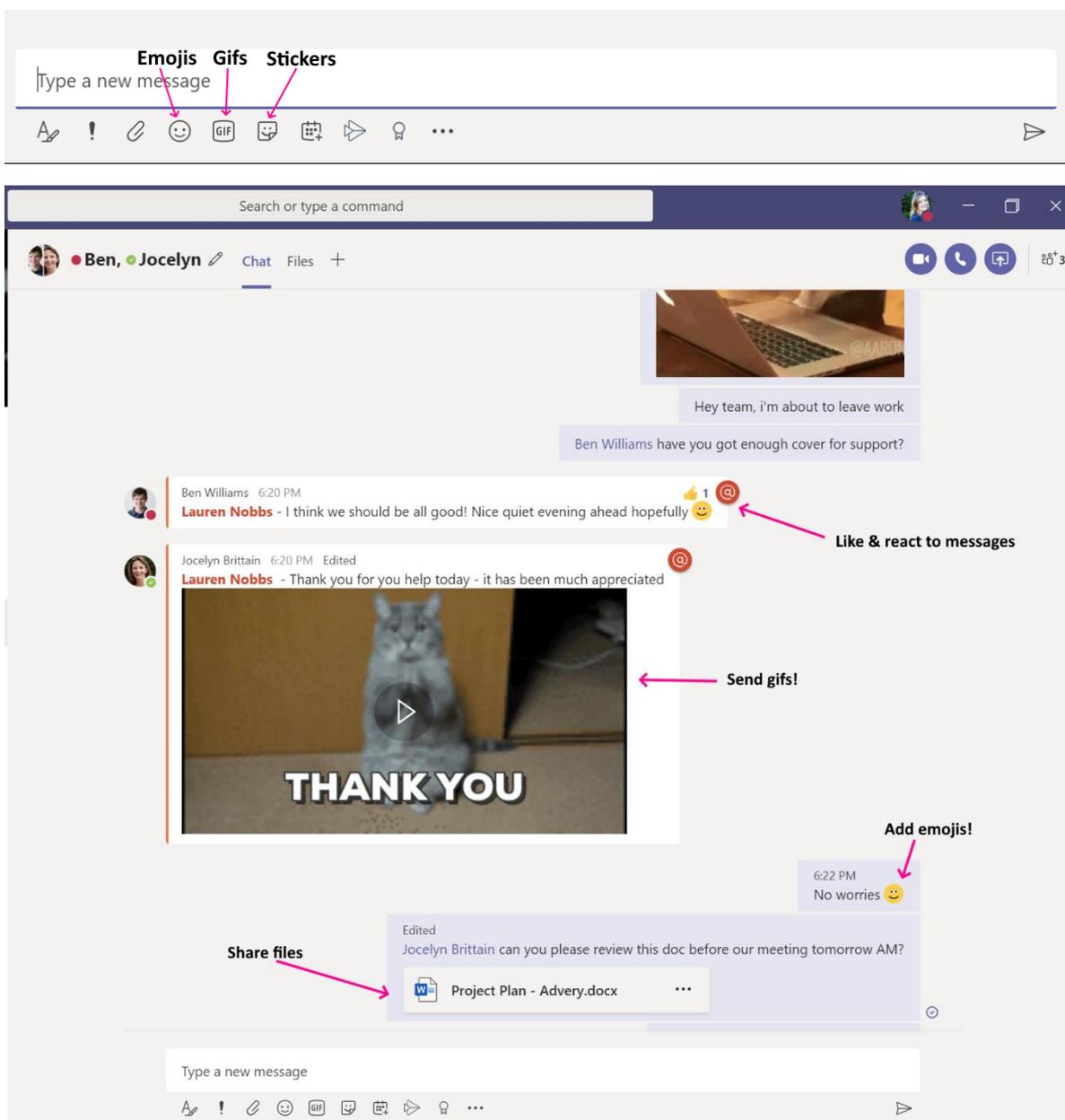
To make a group chat, simply add multiple people when starting new chat. If you've missed someone out, you can easily add them to the group by clicking on the  icon and searching for the new member. Consider adding your manager to your chat so they across your progress and discussions.



You can collectively start a call, video call or share your screen with the chat members.



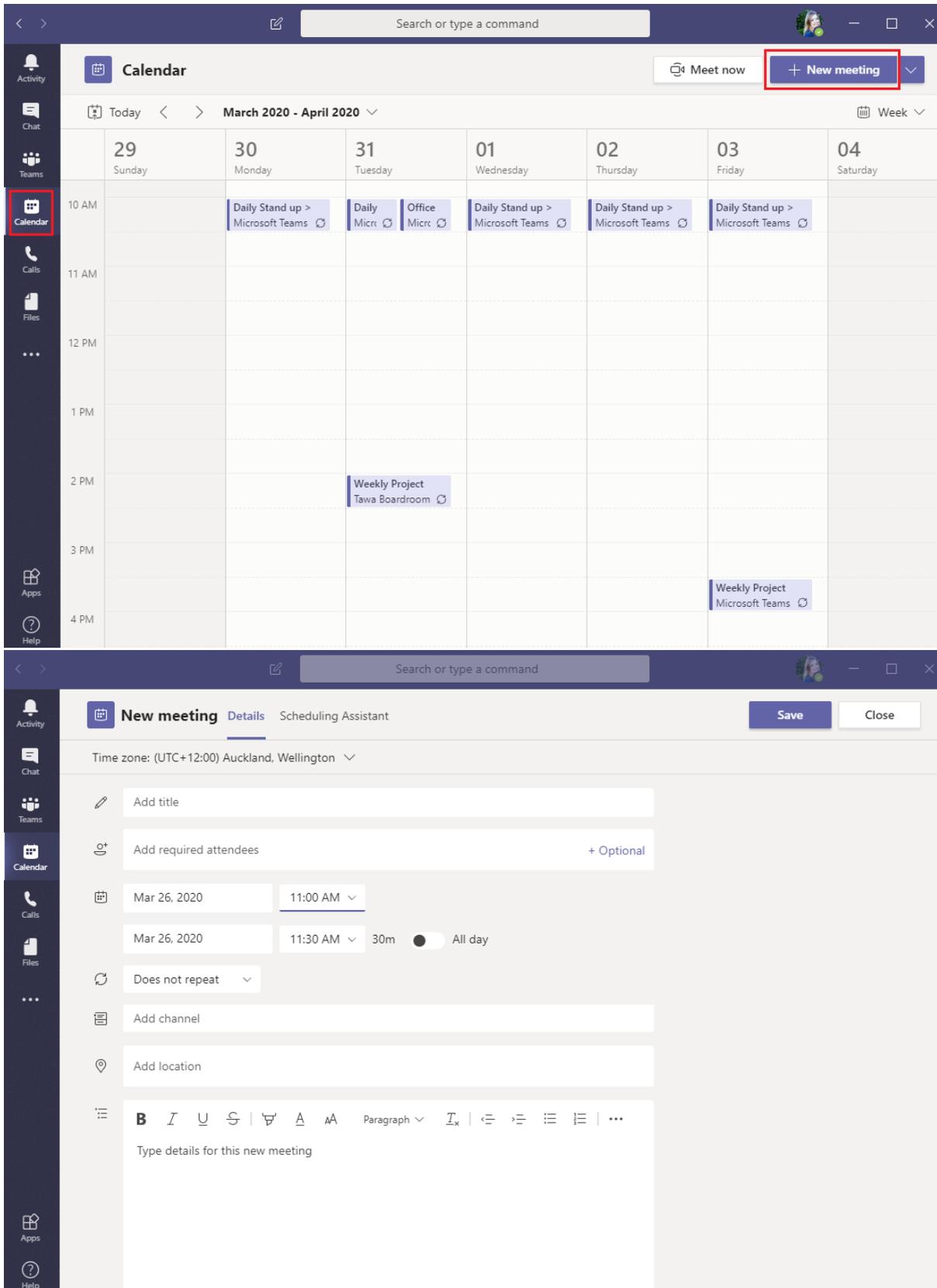
Bring some fun and humour to your chats with gifs, emojis and stickers! 😊



The screenshot shows a Microsoft Teams chat window with several messages and annotations. At the top, a search bar contains "Search or type a command". Below it, the chat header shows "Ben, Jocelyn" and icons for video call, voice call, and screen share. The chat history includes a message from Ben Williams: "Hey team, i'm about to leave work" and "Ben Williams have you got enough cover for support?". A message from Lauren Nobbs says "I think we should be all good! Nice quiet evening ahead hopefully" with a thumbs up emoji and a @ mention. A message from Jocelyn Brittain says "Thank you for you help today - it has been much appreciated" with a @ mention. Below this is a gif of a grey cat with the text "THANK YOU". A message from Jocelyn Brittain says "No worries" with a smiley face emoji. At the bottom, a message from Jocelyn Brittain says "Edited Jocelyn Brittain can you please review this doc before our meeting tomorrow AM?" with a file attachment "Project Plan - Advery.docx". Annotations with pink arrows point to various features: "Emojis Gifs Stickers" at the top of the chat input area; "Like & react to messages" pointing to the thumbs up emoji and @ mention; "Send gifs!" pointing to the cat gif; "Add emojis!" pointing to the smiley face emoji; and "Share files" pointing to the document attachment.

Schedule Meetings

There are multiple ways you can schedule meetings using Teams. Much like Outlook, you can click on the calendar and select **+ New Meeting** to create a new meeting.

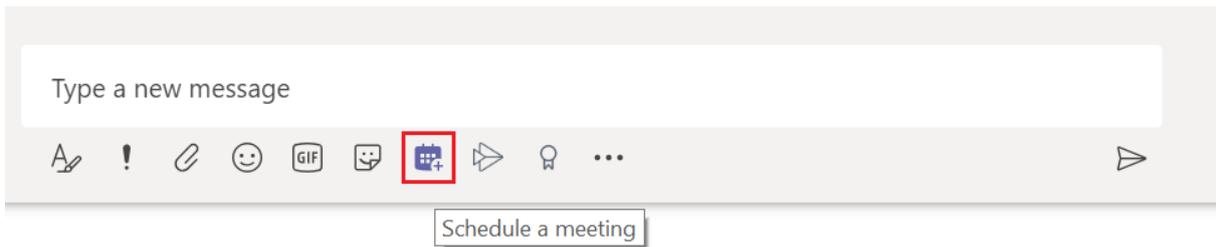


The image shows two screenshots of the Microsoft Teams interface. The top screenshot displays the calendar view for the week of March 29 to April 4, 2020. The 'Calendar' icon in the left-hand navigation pane is highlighted with a red box. In the top right corner of the calendar view, the '+ New meeting' button is also highlighted with a red box. The calendar shows several meetings, including 'Daily Stand up' and 'Weekly Project'.

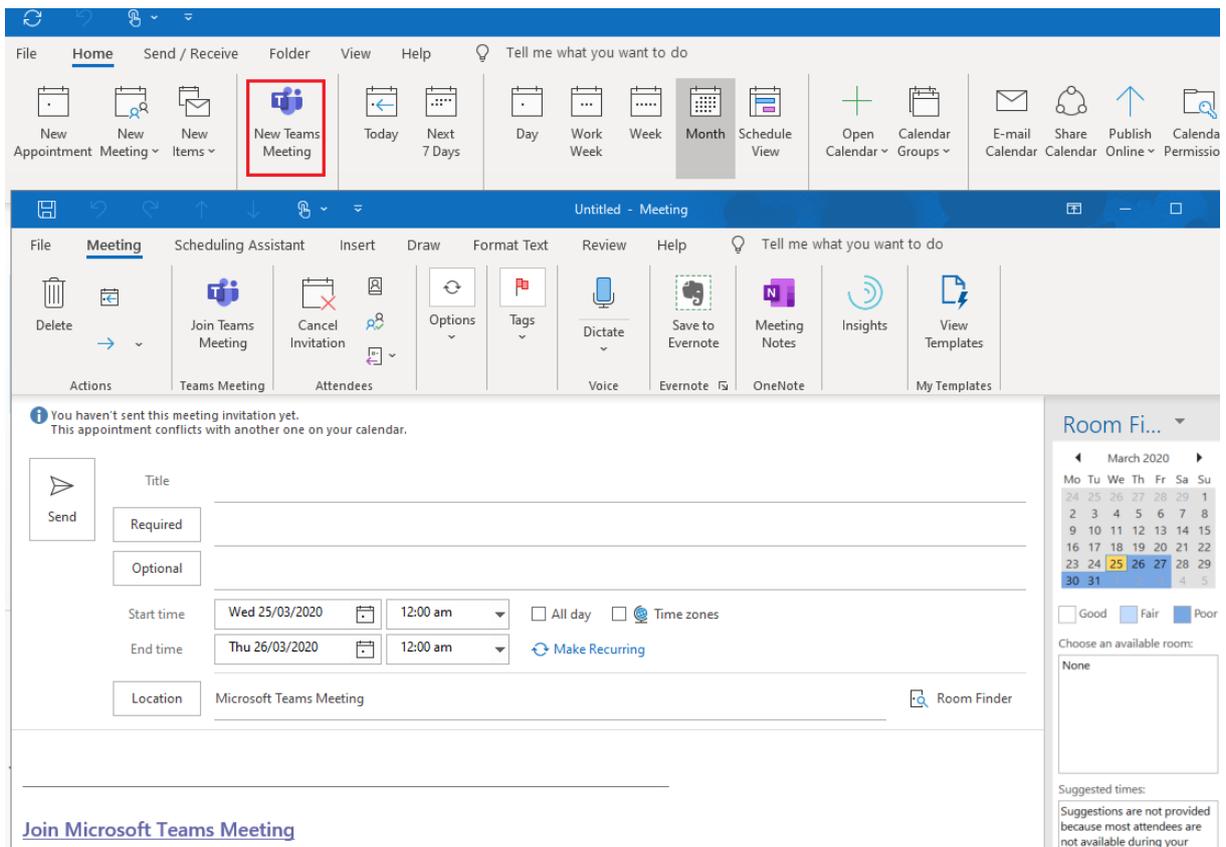
The bottom screenshot shows the 'New meeting' dialog box. The 'Calendar' icon in the left-hand navigation pane is highlighted with a red box. The dialog box contains the following fields and options:

- Time zone:** (UTC+12:00) Auckland, Wellington
- Add title:** A text input field.
- Add required attendees:** A text input field with a '+ Optional' link.
- Date and Time:** Mar 26, 2020, 11:00 AM.
- Duration:** Mar 26, 2020, 11:30 AM, 30m, with an 'All day' toggle.
- Repeat:** Does not repeat.
- Add channel:** A text input field.
- Add location:** A text input field.
- Rich Text Editor:** A text area with a toolbar containing bold, italic, underline, strikethrough, link, unlink, text color, background color, paragraph, bulleted list, numbered list, and indent options.

Or, you can quickly schedule a meeting in a chat by clicking on the  icon.



If you prefer the Outlook interface, select **New Teams meeting** when creating a new meeting from the Outlook calendar.



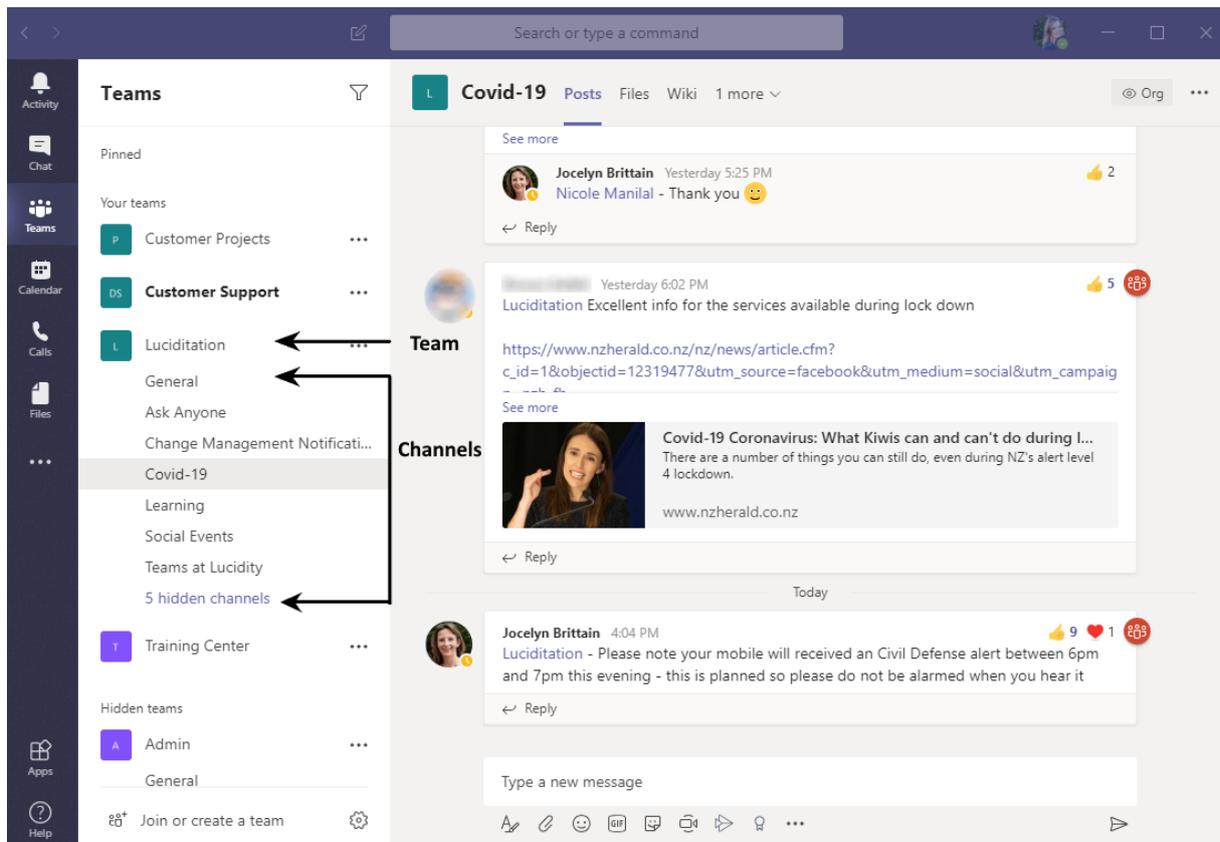
Teams & Channels

Microsoft Teams enables individual teams within a business to communicate and collaborate on different topics or projects. A **Team** is a collection of people, content, files and tools shared between a department or whole organisation. A **channel** exists within a Team and is dedicated to a specific project or topic.

We recommend starting with two teams, a generic companywide Team such as our '*Luciditation*' team, and a second team exclusively for management.

We have recently created a channel dedicated to COVID-19 which we regularly update with news and information related to the current outbreak. Adding this channel has been a great platform for

our staff to support each other with tips and advice, and for management to provide COVID-19 updates for the whole company.



Make sure to use @mentions to get people’s attention! They will be notified and can click directly into the point in conversation where they were mentioned.

@team – to notify everyone on that team

@channel – to notify everyone who has favourited that channel

@user – to notify an individual person

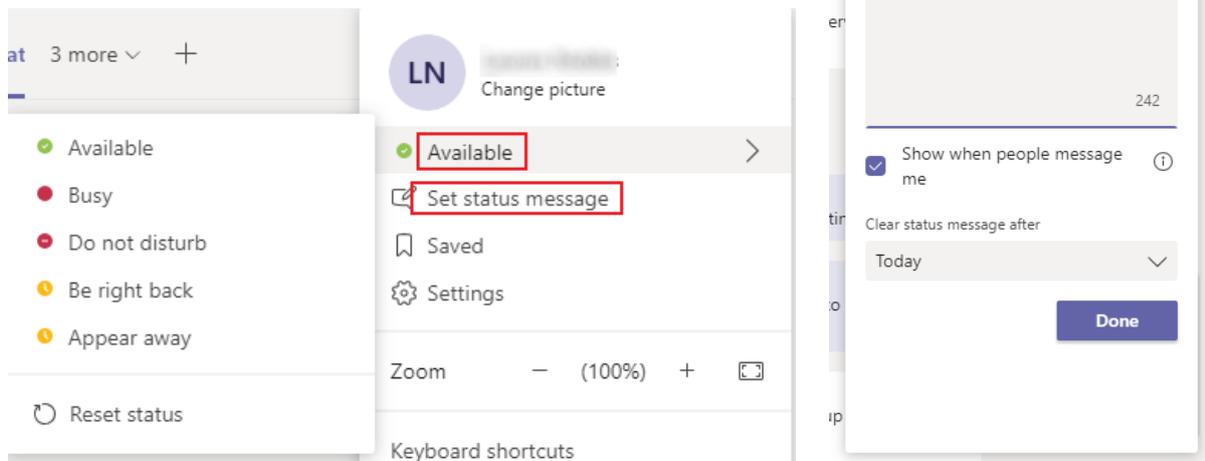
Tips & tricks for working remotely with Teams

1) Use the ‘background blur’ feature during video meetings

Don’t worry if you don’t have a home office to work from, you can still attend video meetings from any room in your house using the blur background feature. The blur background feature will keep the focus on you regardless of any potential distraction in your surroundings.

2) Set your Team's status

Unlike the Office, your colleagues won't be able to see you physically at your desk. Use your status in Teams to clearly communicate your working hours and availability. Additionally, you can also set a status message, for example, "On lunch, will be back online at 1pm"



3) Make the most of your meetings & calls

Working remotely can feel lonely. Stay connected with your colleagues turning on the camera.

You can share content during a meeting with the screen share function and control whether you want to share your whole desktop or just a specific window.

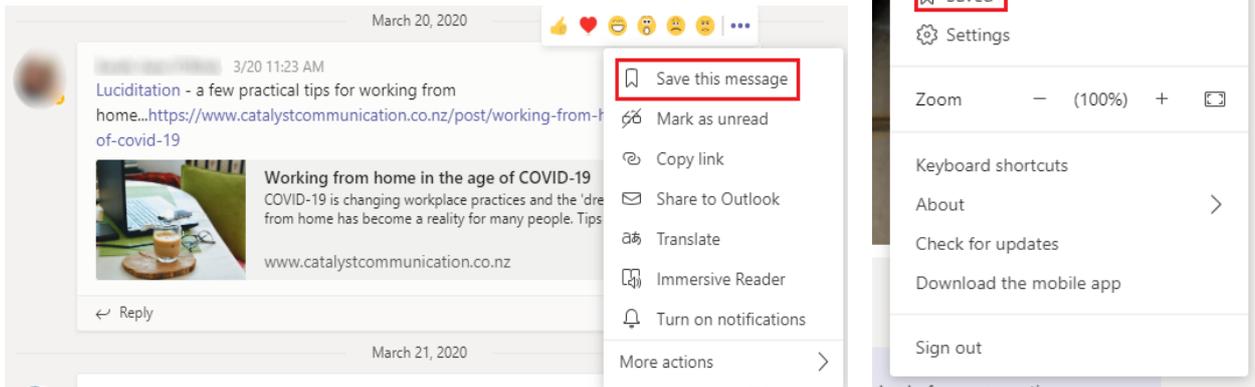
If you need to brainstorm with a colleague, look into using Microsoft Whiteboard - <https://support.office.com/en-us/article/use-whiteboard-in-microsoft-teams-7a6e7218-e9dc-4ccc-89aa-b1a0bb9c31ee?ui=en-US&rs=en-US&ad=US>.

4) Record meetings

If you're running a few minutes late for a meeting or want to refer back to what was discussed, record your Teams meeting. When the recording is complete it will be posted in the meeting chat or channel. <https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

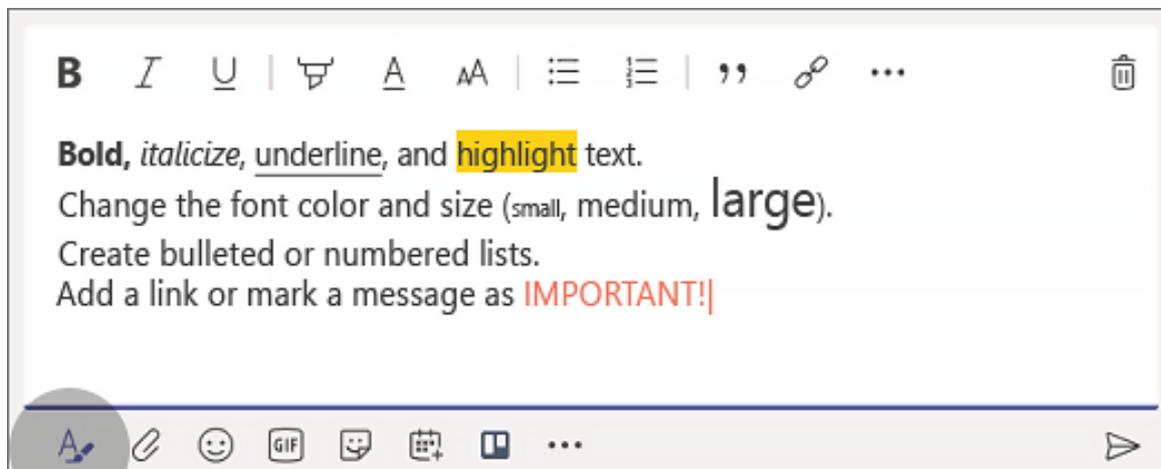
5) Bookmark messages & content posted in channels

If your anything like us and have Teams messages and posts popping up all day, save important content so you quickly access it when needed. You can find your saved messages by clicking on your profile icon and going to **Saved**.



6) Format you text

Select the **Format** option  to use bold text, italics, underlines and highlighting. You also change the text font and size, add bullet points to your message and add a title to your post.



If you have any questions or need assistance using Teams, feel free to contact support@lucidity.co.nz.