

# MICROSOFT TEAMS

Many things can be done with Teams and it can be a productivity booster as well as enrich exchanges with colleagues



## Schedule & attend virtual **MEETINGS**

Use Teams Calendar to book your meeting; a link will appear within the meeting invitation for your attendees to join. Your Outlook calendar will be updated with the same meeting date, time, and attendees.



Mute your microphone unless talking



Use the Chat within a meeting



Blur, change or personalize your background during a video call



## **CHAT** for a quick reply or to socialize

Texting is a rapid way of communicating with colleagues.



Use emojis to convey your tone



Use the Chat within a channel



Don't expect an immediate answer



## **CALL** your colleague

Send a text to make sure it is convenient before making a Teams call to someone. Click on their name to see the phone symbol.



## **TEAMS & CHANNELS**

### Teams

a group of people united by a common goal & usually has several channels

### Channels

conversations with teammates; each channel is dedicated to a specific topic, department, or project.



To see the ones you can access, click on the Teams icon on the left of your Teams window



You need to be added by the owner to access private channels