VIRTUAL WORKPLACE GUIDELINES & TIPS

Microsoft Teams is our foundational tool for working remotely. For this reason, the virtual workplace guidelines provided concentrate on Teams.

1 SET YOUR STATUS IN WHEN YOU START AND END YOUR DAY

Go to your icon and click on **Available** to choose other selections. Teams will automatically show **Busy** if you have a meeting scheduled in your Calendar.

Available
You are available to respond to chats or calls

Busy
You can't respond immediately but may be available after your meeting/activity

Do not disturb
You can't respond during this time since you are working on a priority task

Be right back Appear away
Be right back: you are stepping out briefly
Appear away: you must work without disturbance

2 AVOID SENDING TEXTS AND CALLS OUTSIDE OF REGULAR OFFICE HOURS UNLESS IT IS AN EMERGENCY

Emails are considered less intrusive

Your coworkers may have installed Teams on other devices

If you send a message outside of office hours, they will receive a notification while they are off work

Exceptions: employees on call, stand by or working outside of regular business hours

3 SET YOUR STATUS MESSAGE TO EMPHASIZE A CHANGE IN STATUS OR TO INDICATE YOU ARE AWAY

For example, if you want people to contact a co-worker when you are away or sick, you can type **On vacation, back April 14. Contact @Jane ABC for assistance**

Remember to remove your message when no longer required. Use the Clear status message after feature.
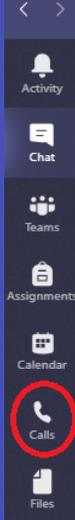
Your message will appear every time someone tries to contact you

< Back

Type @ to mention someone in your status

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☐ Show when people message me ⓘ
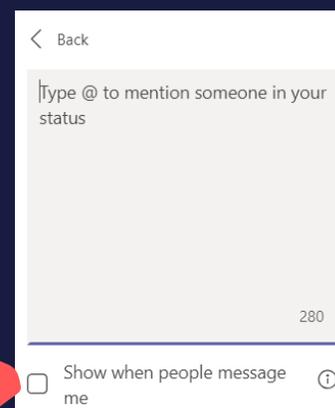
4 — REMEMBER TO CHECK IF YOU HAVE CALLS WITHIN TEAMS

DON'T FORGET YOUR VOICEMAIL!

5 — TRANSLATE TEXTS INTO YOUR TEAMS CLIENT LANGUAGE

12:22 PM
Si j'écris en Français tu peux traduire

12:22 PM
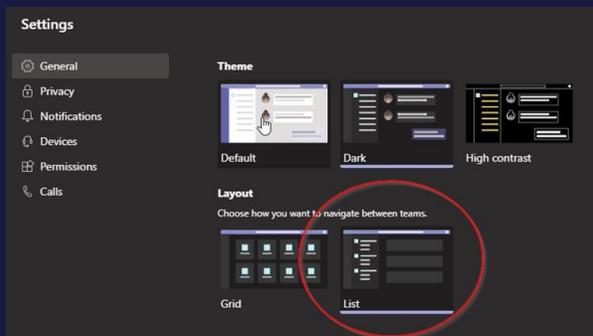If I write in French you can translate
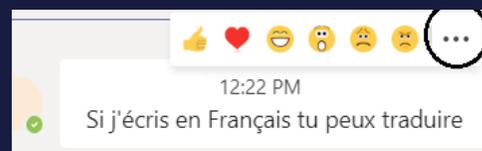
Open a message and click on the 3 dots, then Translate

6 — FOLLOW YOUR THREADS EASILY BY CHANGING YOUR LAYOUT

Go to your icon and click on settings

Settings

General
Privacy
Notifications
Devices
Permissions
Calls

Theme

Default | Dark | High contrast

Layout
Choose how you want to navigate between teams.

Grid | List

7 — PIN YOUR CHATS AND REORGANIZE THEM WITHIN YOUR PINNED LIST

Mark as read
Pin
Unmute
Hide
Manage apps
Leave
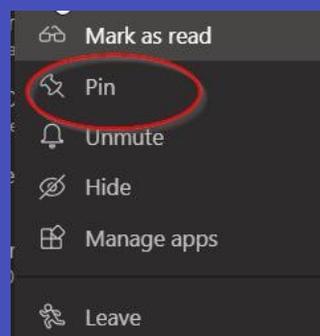
Select a chat and click on the 3 dots, then Pin

8 — USE EMOJIS TO PROVIDE NON-VERBAL CUES

USE US WHEN APPROPRIATE!
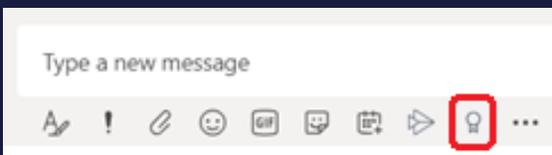
Open a message and click on the smiley face

9 — EXPLORE THE GIFS AND STICKERS

At the bottom of your Teams window

10 — SEND A PRAISE MESSAGE TO YOUR COWORKER

Type a new message

For those who deserve a special shout-out!

11 — REMEMBER TO TAKE REGULAR BREAKS

Your remote productivity will go up!