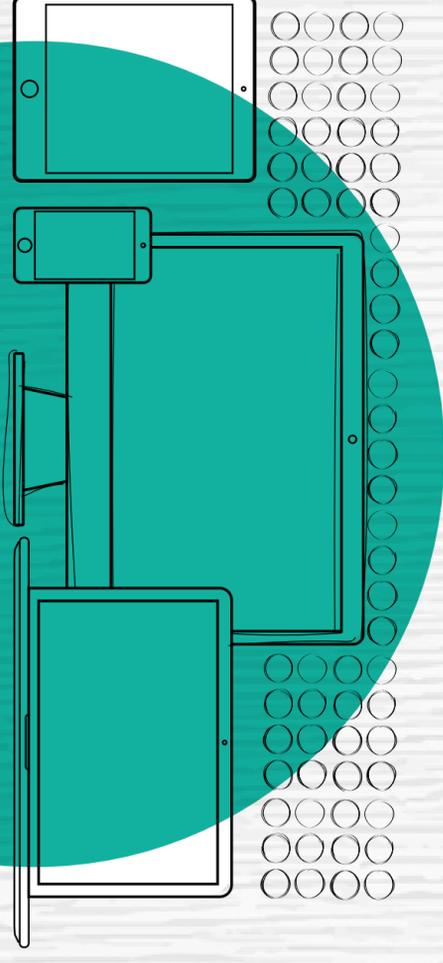# USING MICROSOFT TEAMS
EFFECTIVELY

Organize Your Teams and Channels

PRIVATE OR PUBLIC TEAM?
If you expect your activity to contain confidential information, a Private site would be more appropriate. If your Teams group is designed for broader collaboration across the company, Public may be best.

HIDDEN TEAMS
It's very easy to hide teams and channels that are not immediately relevant for your use. You will be notified if someone @mentions you within the Activity of the hidden team or channel.

OWNERS
It's a best practice to always have more than one person listed in the Team Owner role so that you have a backup to help administer the Team.

CHANNELS
Your files and chat are organized into one or more channels. It's best practice to create a channel per topic of discussion.

Your Presence/Status in Teams

AVAILABLE
It's recommended to use this as a default if you welcome a quick chat with a colleague.

BUSY
Set your availability to this status if your task requires uninterrupted focus, messages from colleagues will still come through via Chat.

DO NOT DISTURB
When sharing your screen in a meeting via Teams, your status will default to this status. Messages will not appear on your screen when using this status.

BE RIGHT BACK
It's recommended to use this status if you intend to return to your keyboard in < 5 minutes.

APPEAR AWAY
Though Teams will default to this status if you leave your computer unattended, you can manually set your presence to this status.

Chat with Teams

SEND GIFS
Make your colleague laugh with some funny GIFS.

@MENTION
Mention someone in the search bar to try to send a quick message to someone but don't want to lose focus on the task at hand.

EDIT MESSAGES
Microsoft Teams has rich text editing which allows you to make your chat visually appealing and stand out. You can add titles, mark messages as important, add bullets, highlighting and color features as well.

BOOKMARK
A bookmark in your chat lets you save a message or attachment for later reading and helps you find frequently used information.
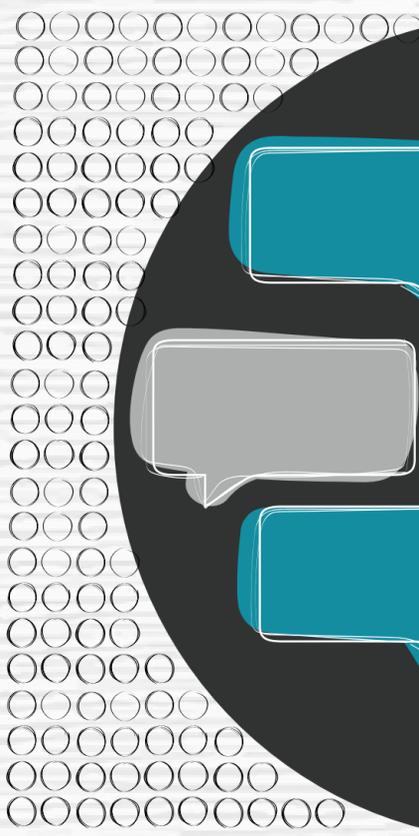
Using Microsoft Teams for Calendars & Meetings

SCHEDULE A MEETING
Simply click in your calendar and schedule in the details of the title, required attendees, time and location for the meeting.
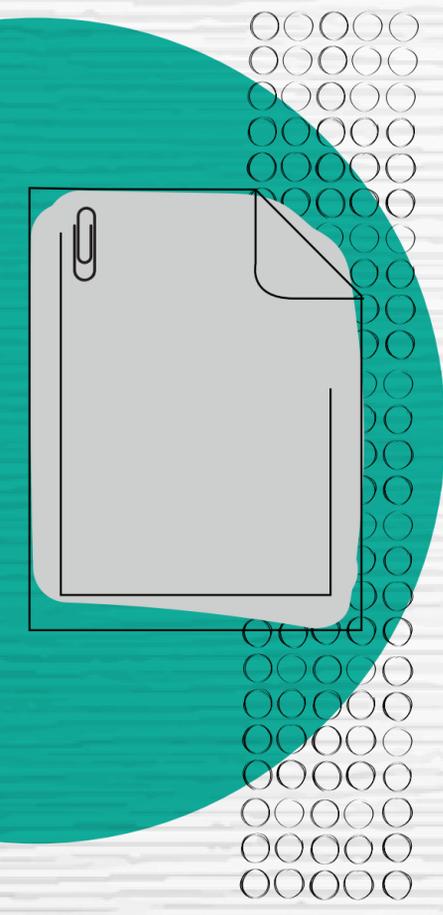
MAKE A CALL
To do a quick call with someone you are chatting with, simply open up the chat and click on the video or call icons in the top right corner. The screensharing button is in the same location for easy access.

MOBILE
Similar to the other Microsoft products available today, a mobile version of Teams is available for both iOS and Android devices.

File Management Tips

COLLABORATION
Files shared in your team's file library are accessible to every member of the Team's channel. Edits to documentation can happen simultaneously across users without a need to check out files.

PRO TIP
Office files on Teams open in the online version of the product. If your edits will involve changes to formatting, it's recommended to open the file in the full version of the product. Simply hover over the filename in teams, click the 3-dot drop-down, and select Open > Open in <Product Name Here>.

SEE PRIOR VERSIONS
In order to see prior versions of a document in Teams, click on the File > Info > Version History. All the changes are easily found and restored from that location.

PRO TIP
When emailing a colleague a link to the file in Teams, try starting in Outlook instead of Teams. When drafting the email, select Attach File and allow your Recent Items to refresh. It's likely you'll see your file listed with a cloud over the file icon. Select this and choose to send a link (and not attach a copy).

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