

A minimalist desk setup is shown against a white brick wall. On the left, a silver adjustable desk lamp with a dome-shaped shade is positioned. In the center, a wooden desk holds an open notebook, a small grey cup, a taller grey container, and a white sign on a stand. The sign, which has a black border, contains the text 'Ten Ways to Maximize Your Teams'. A blurred green plant is visible in the bottom right corner.

Ten Ways to Maximize Your Teams



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Objectives

Meetings

Chat

Channels

Search

Content

On the Go

Project Planning

Teams Management

Personal Settings

Change Adoption



#1 – Meeting Tips

- ▶ Background blur
- ▶ Screen sharing
- ▶ Notes
- ▶ Participants Pane
- ▶ Recording
- ▶ Transcribing



Have weekly team meetings in Teams instead of Skype. All chats are saved and can be referenced easily

#2 – Chat Tips

- ▶ Gifs and stickers
- ▶ Use tabs to share content, links
- ▶ Bookmark
- ▶ Mark unread
- ▶ @ mentions
- ▶ Title your chats

#3 – Channel Tips

- ▶ Remote workers? Create a Where is channel
- ▶ Water cooler channel
- ▶ Drag and reorder your Teams list
- ▶ Favorites and notifications
- ▶ Add Tabs to quickly access content from anywhere

#4 – Search Tips

- ▶ Use the command bar
- ▶ Filter to a specific team, person, or file
- ▶ Activity can also be filtered for search
- ▶ Start tagging your conversations with #hashtags
 - ▶ Currently aren't clickable but very helpful for search

#5 – Content Tips

- ▶ Each channel has an email address
- ▶ Use Connectors to pull in feeds from Yammer, Twitter, UserVoice, and so so so much more
- ▶ Show news items from a SharePoint site as a conversation thread

#6 – On the go Tips

- ▶ There's an app
- ▶ It's incredibly robust
- ▶ Set quiet hours (new!)
- ▶ Get push alerts on your mobile device when away from your computer
- ▶ Access files, conversations, and chats

#7 – Project Planning Tips

- ▶ Use a Team to manage a project
- ▶ Add a Planner tab to assign tasks
- ▶ Daily meetings
- ▶ Store project documentation and collaborate on files in the conversation stream
- ▶ Manage team members, and share with external users
- ▶ Archive Team when project is over

#8 – Teams Management Tips

- ▶ Keep naming conventions in mind, not too broad
- ▶ Permissions are simplified
- ▶ Start small, don't add too many channels
- ▶ Have more than one Teams owner
- ▶ Create new Teams based on existing Teams
- ▶ Public vs. Private

#9 – Personal Settings Tips

- ▶ Color themes
- ▶ Email Notifications
- ▶ Devices – invest in a good camera
- ▶ Calls – block no caller ID
 - ▶ How to find your Teams phone number

#10 - Adoption Tips

- ▶ Get leadership to participate
- ▶ Post relevant content that is only available in Teams
- ▶ Create polls
- ▶ Open in SharePoint
- ▶ Generate a code to join
- ▶ Create a bot

Additional Microsoft Teams Resources

Microsoft Teams documentation and practical guidance:

<https://docs.microsoft.com/en-us/MicrosoftTeams/Microsoft-Teams>

Add Bots to Microsoft Teams:

<https://docs.microsoft.com/en-us/microsoftteams/platform/concepts/bots/bots-overview>

Everyday Etiquette in Microsoft Teams:

<https://www.avepoint.com/ebook/microsoft-teams-best-practices>

What's new in Microsoft Teams:

<https://support.office.com/en-us/article/what-s-new-in-microsoft-teams-d7092a6d-c896-424c-b362-a472d5f105de?ui=en-US&rs=en-US&ad=US>

Overview of Security and Compliance in Teams

<https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

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