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 personnalize 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.

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

Channels

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

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