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

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

Your coworkers may have installed Teams on other devices

- Emails are considered less intrusive

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.
4. Remember to check if you have calls within Teams.

5. Translate texts into your Teams client language.

6. Follow your threads easily by changing your layout.

7. Pin your chats and reorganize them within your pinned list.

8. Use emojis to provide non-verbal cues.

9. Explore the GIFs and stickers.

10. Send a praise message to your coworker.

11. Remember to take regular breaks.

Don't forget your voicemail!

Use us when appropriate!

For those who deserve a special shout-out!

Your remote productivity will go up!