7 SECRETS TO SUCCESSFUL TEAMS MEETINGS

Always provide an agenda for Teams meetings.

5

If you mute someone, let them know why you've done so in the chat.

Turn video on wherever possible. Visual cues are more important than ever! 6

Always get consent from meeting participants before recording any live meetings.

Mute your mic if you're not speaking.

7

Direct meeting participants to where meeting notes/recordings can be found after meetings.

Use the raise hand feature in large meetings to politely indicate that you wish to speak.

3 CLUES TO THE BEST TIME TO CALL

Check people's status before audio or video calling. Send a quick chat message first to check if your team mate is free to take a call.

Actively use custom status messages across your team to provide added availability insight.



Microsoft Teams Etiquette

More Teams Tips & Tricks at www.maxsum.com/teams

4 TIPS TO MIND YOUR PS & QS IN CHATS & POSTS

Reserve important and urgent flags in chat for genuinely important or urgent matters only.



Don't @mention your Team or Channel every single time you post something! FYI only posts can be discovered by Team members in their Teams activity feeds when they have time. Do not upload files to Teams unless they are a) new b) need to be there!

Make sure you preserve only one version of the truth by sharing links to existing documents in Teams, not uploading new versions!



ALWAYS add a subject line to new Posts and ALWAYS reply to the same conversation thread in posts. Don't start a new one!

> Don't be that person that uploads a new file to Teams and then doubles up by sending an FYI email with the same document attached!



Reserve meeting chat streams for meeting content only! Save the fun stuff for a better time, place or channel!



3 FUNDAMENTALS TO KEEP FILES FRESH & FUNCTIONAL!

5 LEADERSHIP TIPS FOR TEAMS OWNERS

Add and remove team members as required and update member roles and status as required. Refer to the Team analytics regularly to monitor engagement and use of your Team and share your insights with team members.



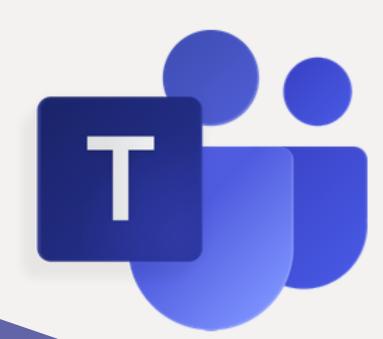
Respond to team access requests as soon as possible and follow up separately to explain if requests are denied.



Lead by example! Be an active, engaged and exemplary Teams user!



Ensure that your team-level settings comply with the governance requirements set out by your organisation.



4 WAYS TO BE A GOOD TEAMS PLAYER

Download the mobile Teams app if you're permitted by your organisation to do so.



Stay in Teams for your internal workflows, and only dive back out to email for external communications.



Keep your Teams app open and work from there. Don't wait for Teams notifications via email!

4

Always respond to chat & @ alerts in the Teams side menu. They're from colleagues who need you!



Microsoft Teams Etiquette

More Teams Tips & Tricks at www.maxsum.com/teams