

7 SECRETS TO SUCCESSFUL TEAMS MEETINGS

1

Always provide an agenda for Teams meetings.

5

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

2

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

6

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

3

Mute your mic if you're not speaking.

7

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

4

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

3 CLUES TO THE BEST TIME TO CALL

1

Check people's status before audio or video calling.

2

Send a quick chat message first to check if your team mate is free to take a call.

3

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

1

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

1

Do not upload files to Teams unless they are
a) new
b) need to be there!

2

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.

2

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

3

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

3

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!

4

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

1

Add and remove team members as required and update member roles and status as required.

4

Refer to the Team analytics regularly to monitor engagement and use of your Team and share your insights with team members.

2

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

5

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

3

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



4 WAYS TO BE A GOOD TEAMS PLAYER

1

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

3

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

2

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!



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