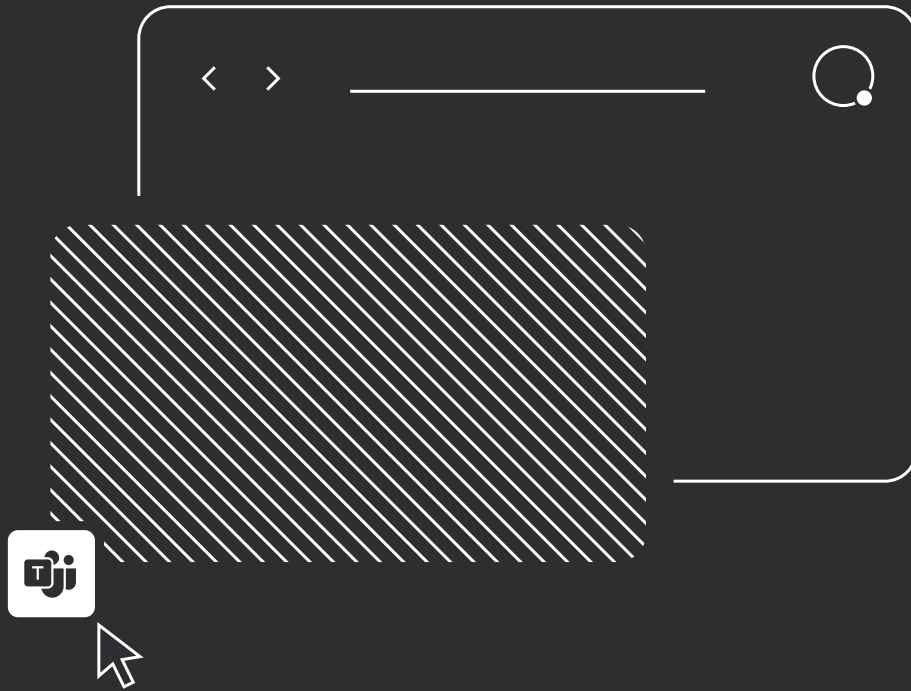


Lessons from remote work

How to apply them to any workspace





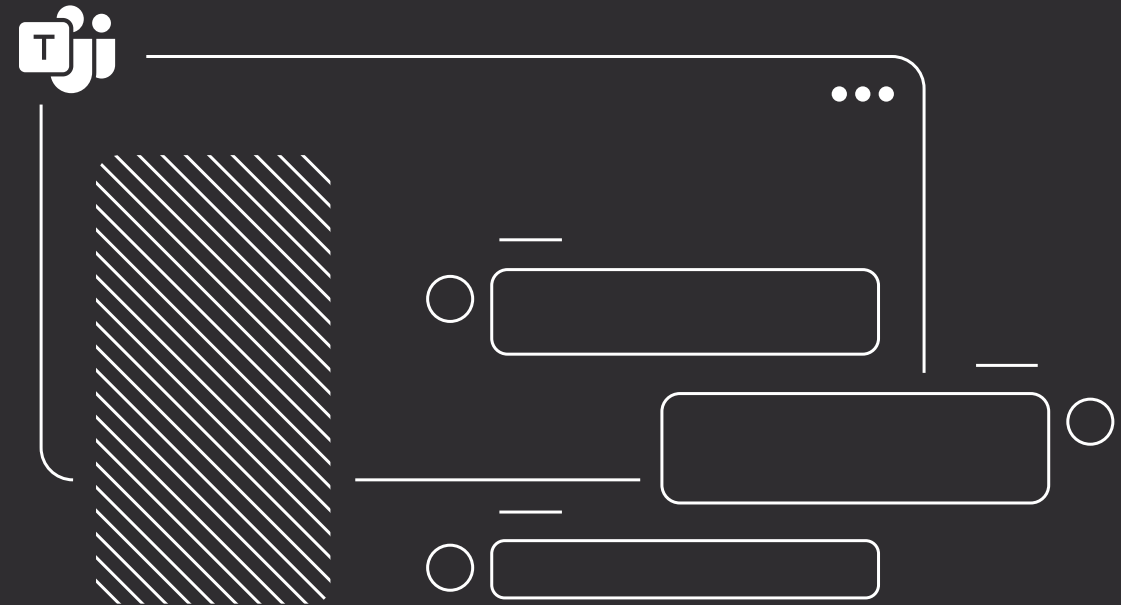
Essential Habits

While working remotely you mastered video calls, chats, and coauthoring in Microsoft Teams. If you're transitioning back to the office, keep up your skills by using these essential Teams habits. Virtual collaboration improves both in-person and remote work situations.



Messages

- Have a quick question? Instead of emails, send Teams messages in chats or channels. When composing a message, you can format text, upload files, or share links. All your conversations are saved for future reference.
- Your chat list automatically sorts conversations by newest to oldest. Pin important chats to keep a conversation at the top of your list. It'll help you keep an eye on messages from specific colleagues.





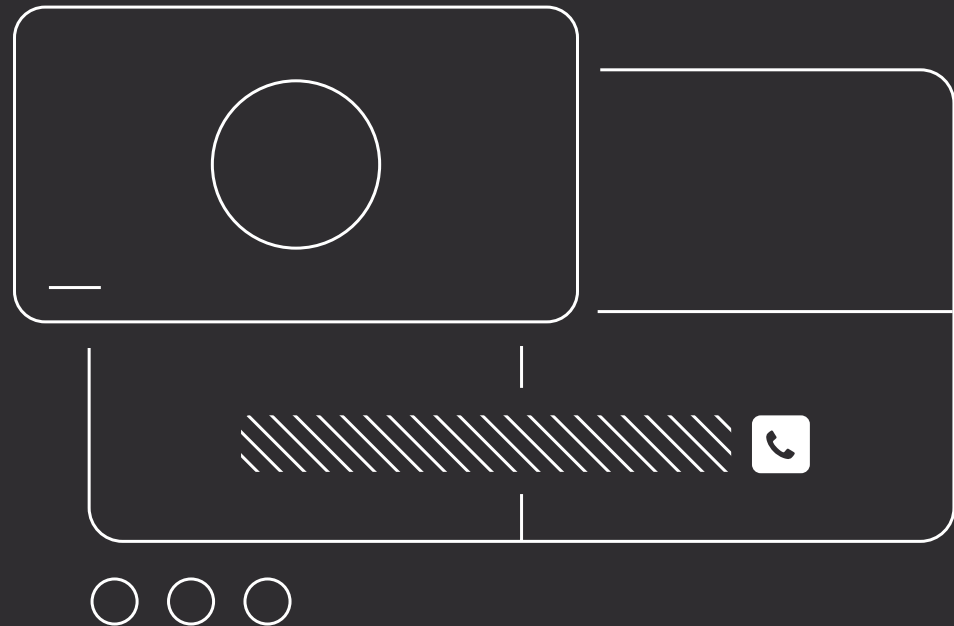
Teams and Channels

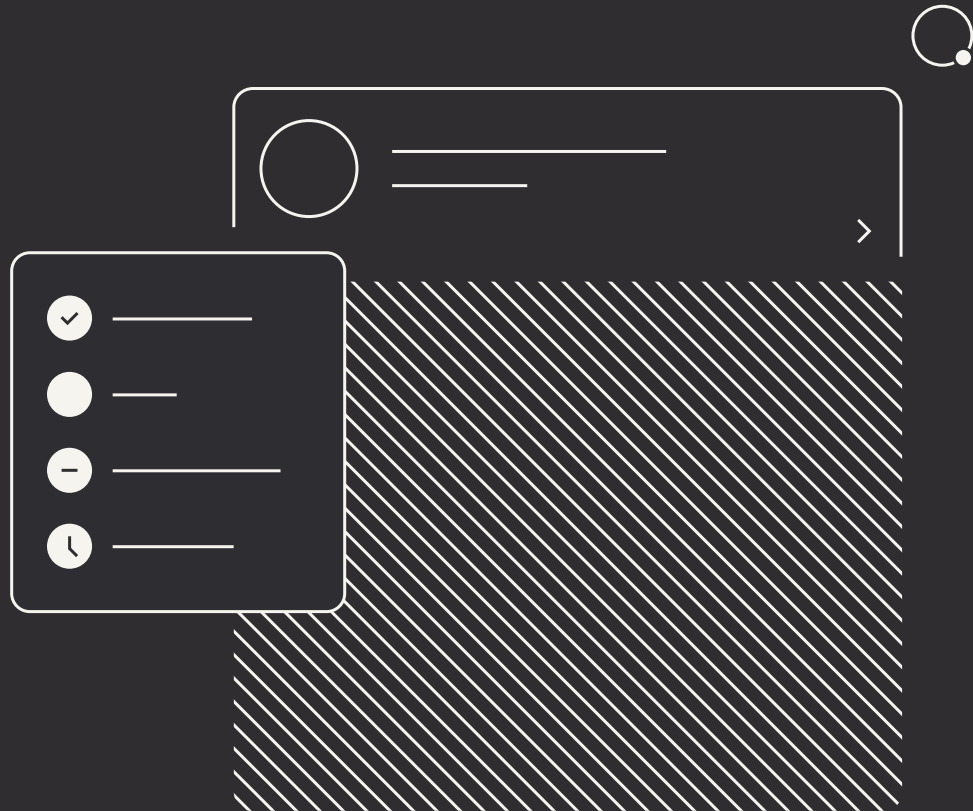
- Communicate with larger groups inside a team or channel. By so doing, your group can have multiple in-context conversations. Share ideas, files, GIFs, and more with the whole team!
- Use @mentions to notify colleagues that you've shared time-sensitive information. You can @mention individuals, channels, or entire teams. When someone @mentions you, click the notification to open their message.



Meetings

- Schedule all your in-office meetings as Teams meetings to include remote team members and take advantage of seamless collaboration. Share your screen to demonstrate a point, take shared notes, and more.
- Don't forget to record your Teams meetings. Recordings are handy as a reference and perfect for those who were unable to attend. The recording will post to the meeting chat, and you can share its link from there.





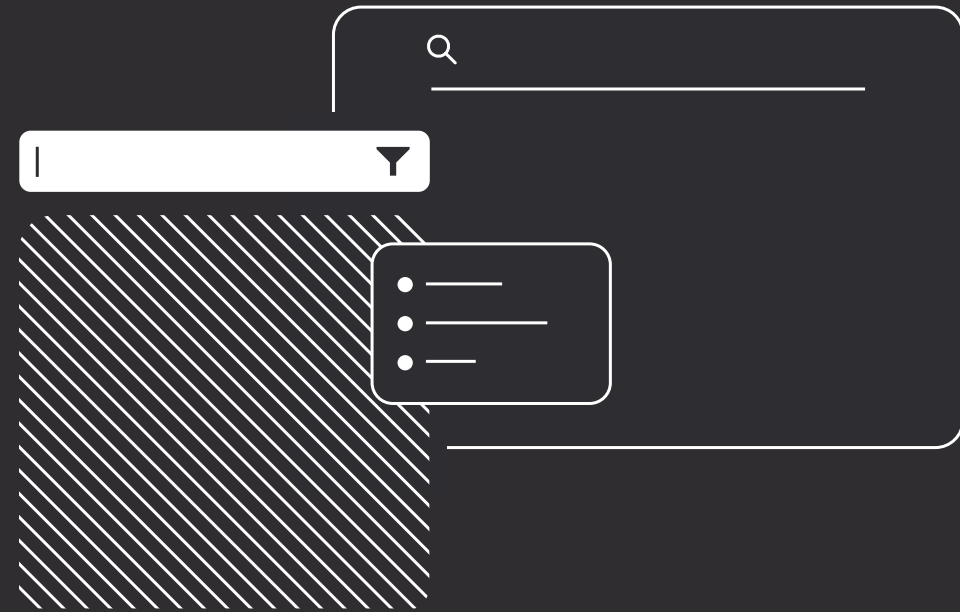
Status

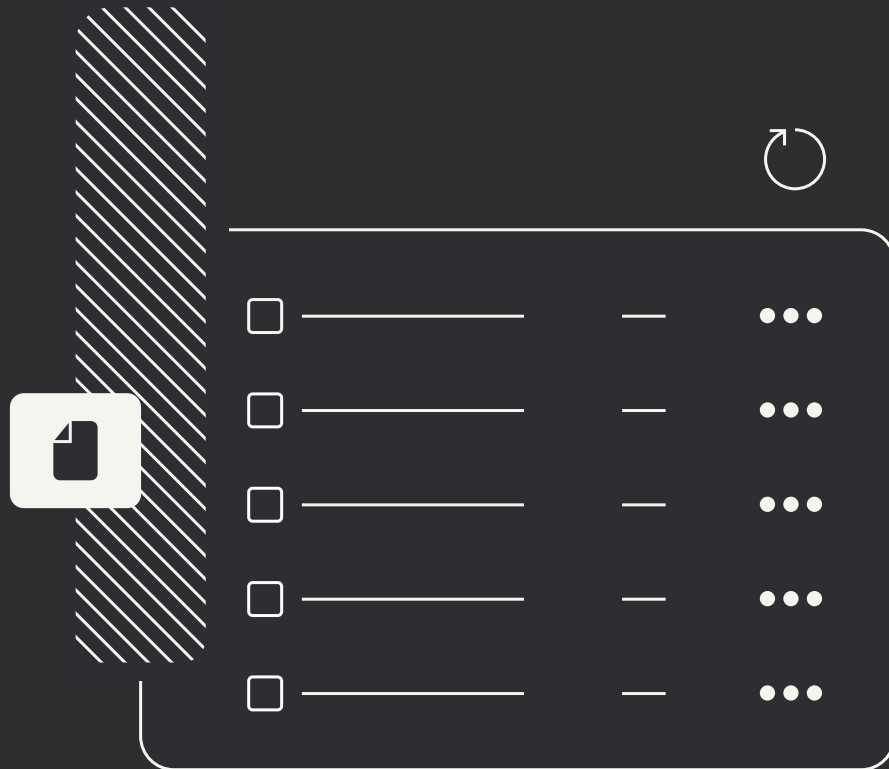
- Click your profile picture to set your status. When coworkers see your status, they'll know immediately if you're available. Compose a status message to include specific details.
- Need to chat with someone but it looks like they're in a meeting? Right-click a chat conversation and select 'Notify when available.' You'll get a notification once your co-worker is free.



Search

- Use search to quickly find files, people, and saved messages. To search within the open chat or channel, type Ctrl+F (cmd+F on a Mac), input a term, and press Enter.
- Use filters to narrow your search by sender, date, and more. At the top of your search results, find filters and click on **More filters** to specify a date range, sender, channel, etc.





Files

- Upload files to take advantage of collaboration within Teams. Your files are saved to the cloud to enable coauthoring—so you and your teammates can view and edit Office files without leaving Teams.
- Use tabs to keep essential resources at your fingertips—or, create your own tabs for critical resources and helpful apps. Find tabs at the top of the channel, a handy spot for go-to references.





BRAINSTORM

About BrainStorm

BrainStorm activates change and drives software adoption by using technology to empower people and transform organizations.

After so many work and lifestyle modifications, let's keep the positive changes. No matter your work environment, remember to bring these virtual collaboration skills with you. With Teams meetings, messages, and coauthoring you'll improve productivity both in person and in remote work situations.

**Ready to sharpen your skills?
Contact a BrainStorm change
expert today.**