



Back to the office essentials

You've really stepped up to learn new skills for successful remote work. If you're transitioning back to the office, keep up your productivity with these essential Microsoft Teams habits:

1

Messages

- Have a quick question? Instead of emails, send messages in chats or channels.
- Pin contacts to keep a colleague's conversation at the top of your list.

2

Teams and Channels

- Communicate with larger groups in a team or channel to keep your conversations in context.
- Use @mentions to make sure that users, channels, or teams see important messages.

3

Meetings

- Schedule all in-office meetings as Teams meetings to include those working remotely.
- Record Teams meetings so those who can't attend now will be able to catch up later.

4

Status

- Set your status—which helps coworkers see when you're available.
- Click 'Notify when available' to learn when your co-worker is free to chat.

5

Search

- Use search to quickly find files, people, and saved messages.
- Use filters to narrow your search by sender, date, and more.

6

Files

- Upload Office files to view, edit, and coauthor documents without leaving Teams.
- Use tabs at the top of a channel to keep essential resources at your fingertips.

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