



Enabling Remote work Microsoft

Bring your teams together
effectively



Simple Steps to Enabling Remote Productivity



READY - READY YOUR
ENVIRONMENT AND MOBILE
USER'S DEVICE



COMMUNICATE -
COMMUNICATE REMOTE
WORK GUIDANCE TO YOUR
EMPLOYEES



TRAIN - PROVIDE USER
GUIDES AND TRAINING
CONTENTS



CHANGE - START USING
TEAMS TO CHANGE THE
WAY YOU WORK




Ready your environment

 Enable [Teams](#), [Yammer](#) and [Microsoft Stream](#)

 Configure [Audio-Conferencing](#) for dial-in

 How to [ready your network](#)

 How to deploy [app templates in Teams](#)

 How to pin apps in Teams for end-users: [extensible points in Teams client](#)

 [Move](#) essential team files from Share Drives to Microsoft Teams Sites

Ready your User's Mobile/Personal Device



Move individual/essential "*H: Drive*" files to [OneDrive](#)



Install, sign-in, and configure
[mobile apps](#)

Microsoft Teams
OneDrive
Stream
Outlook
Yammer
Word/Excel/PowerPoint

Intune, add. Ensure all apps above are manageable by Intune. SP add to list. Ask Eric what personal drives are at Advent.

Communicate remote work guidance to your employees

- Setup corporate communications model, feedback mechanism and survey/polls to gauge remote worker sentiment
- Use Company Communicator app in Teams to communicate on latest updates and broadcast guidance to all your employees ([See apps section](#))
- Use FAQ Plus bot to provide proximity assistance with frequently asked questions on the situation ([See apps section](#))

Example of guidance



Maintain social interactions

Use [one to one](#) or [group chat](#)
Do instant meetings with "[Meet Now](#)"
Activate video and use [background blur](#)



Reachability

Update your [status message](#) in Teams
Keep your calendar up-to-date with dedicated meeting times/travel times
Set your [agenda visible](#) for your teammates



Minimize distraction

Have a dedicated "quiet" workspace
Set yourself a schedule and include breaks
Mute private/social apps

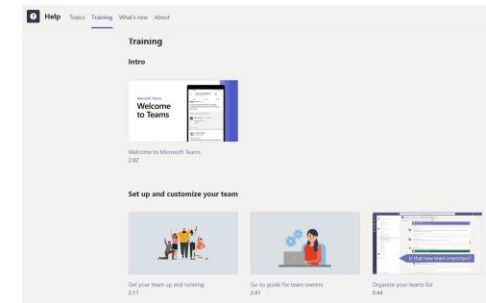
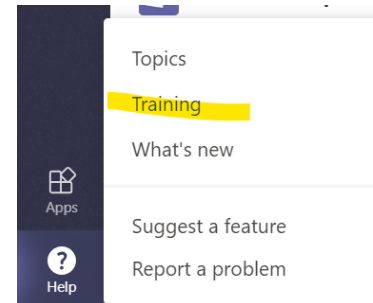


Best practices on efficient meetings



Provide user guides & training content

- Deploy [learning pathways](#) to provide Teams training content in your Intranet
- Publish “learning Pathway” as an [app in Teams](#) for immediate access for your employees
- [End User Training](#) content
 - [Welcome To Teams](#)
 - [Teams Quick Start](#)
 - [Teams Training Videos](#)
 - [Teams Training Channel on YouTube](#)
 - [Get Help and How-To Documentation in the Teams Help Center](#)
- [Instructor-led training for Microsoft Teams](#)
 - [Say hello to Microsoft Teams](#)
 - [Get Started With Microsoft Teams](#)
 - [Run Effective Meetings with Microsoft Teams](#)
 - [Learn tips for taking Microsoft Teams to the next level](#)
 - [Learn To Use Apps In Teams](#)
 - [Empower your Firstline Workers with Microsoft Teams](#)
 - [Teams Upgrade Planning workshops](#)
- Guide your employees to use “Help” button in Teams for training content



Start using Teams to change the way your work

Before

- Office Interaction
- In-person meetings
- In-person trainings (up to 250)
- Town Hall events (up to 10,000)
- Face-to-Face support

Now

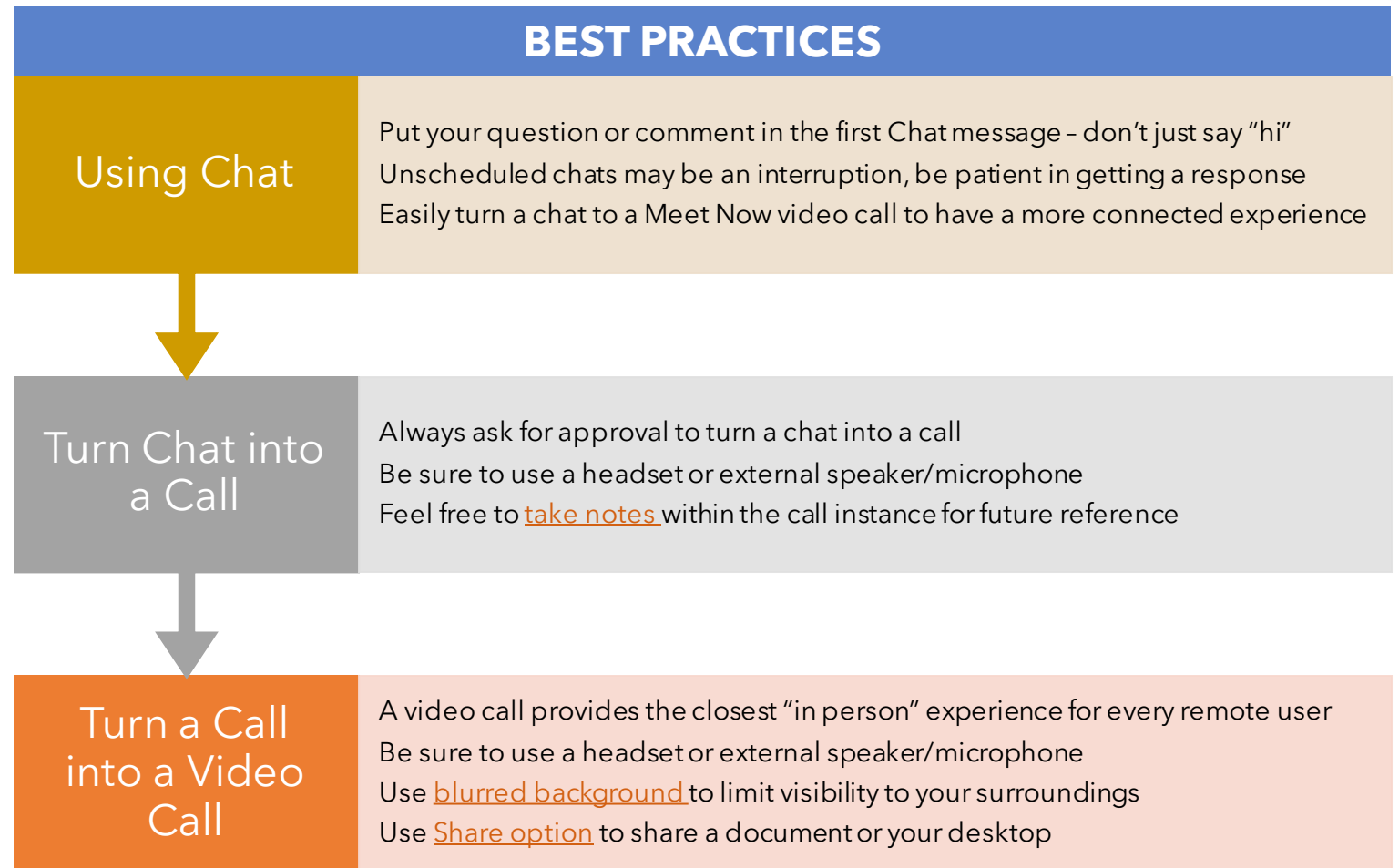
- [Chat](#) or [Meet Now](#)
- [Virtual meetings](#)
- [Virtual webinars](#)
- [Live Events](#)
- [Virtual support](#)



Chat and Meet Now for Teamwork

Using Chat and Meet Now features make it easy to connect with your co-workers from anywhere.

- [Chat & Share Files](#)
- [Create an instant meeting with Meet Now](#)
- [Show your screen during a meeting](#)
- [Moving around during a Teams meeting](#)



Virtual Meetings for Teamwork

Host audio, video, and web conferences with anyone. Enjoy features such as scheduling assistance, meeting note taking, screen sharing, meeting recording, and instant messaging

- [Join a Teams meeting](#)
- [Create an instant meeting with Meet Now](#)
- [Manage Teams meetings](#)
- [Show your screen during a meeting](#)
- [Moving around during a Teams meeting](#)
- [Tip: Show PowerPoint slides during a meeting](#)
- [Tip: Meet in a channel](#)



Virtual webinars for Training

Host audio, video, and web conferences with anyone. Enjoy features such as scheduling assistance, meeting note taking, screen sharing, meeting recording, and instant messaging

- [Join a Teams meeting](#)
- [Create an instant meeting with Meet Now](#)
- [Manage Teams meetings](#)
- [Show your screen during a meeting](#)
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- [Tip: Show PowerPoint slides during a meeting](#)
- [Tip: Meet in a channel](#)



Organize Live Events

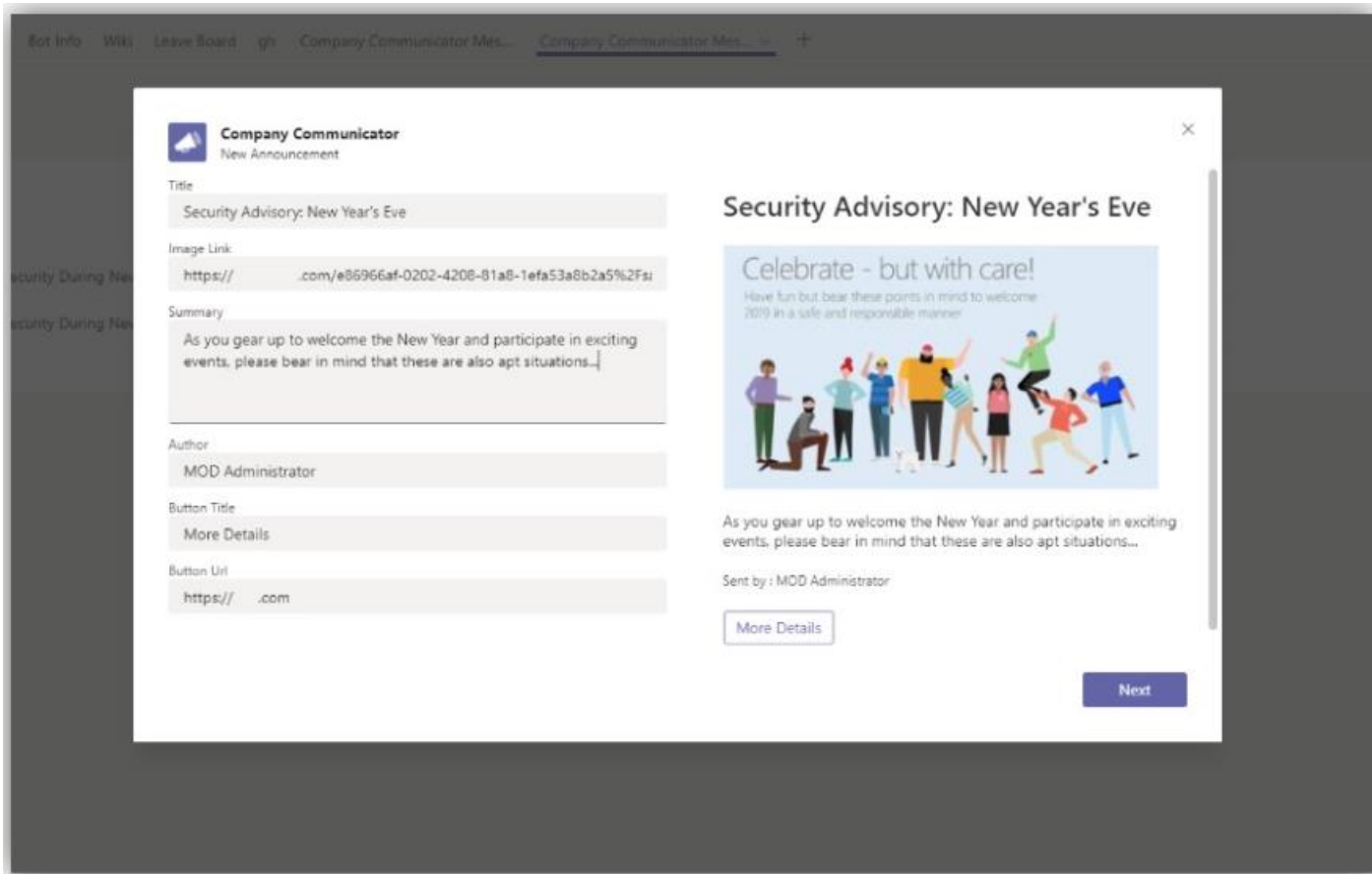
Hold any meeting live - large meetings, webinars, company-wide events, and presentations with up to 10,000 attendees inside or outside your organization - with Teams live events.

- [Plan and schedule a live event](#)
- [Produce a live event](#)
- [Attend a live event](#)
- [Moderate a live event Q&A](#)

BEST PRACTICES

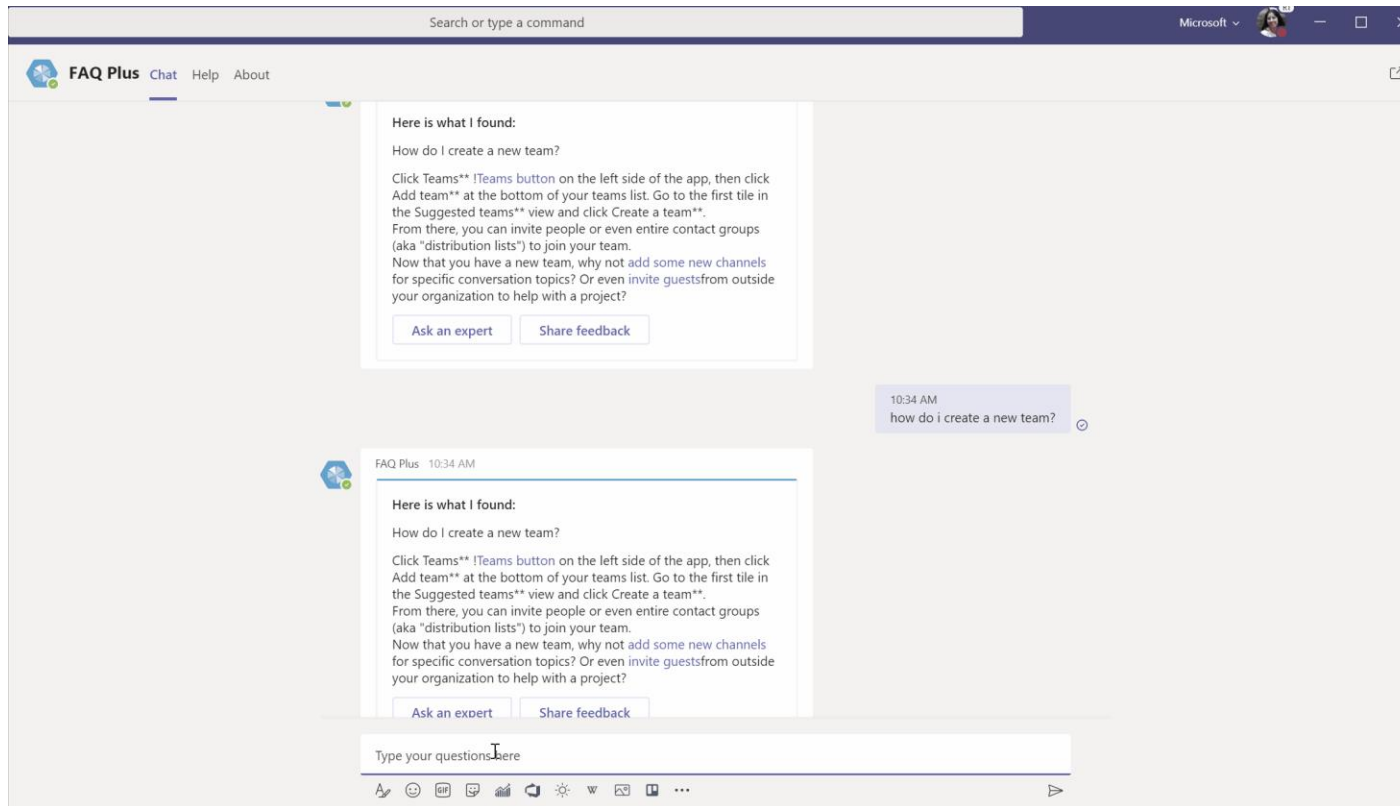
- [Teams Live Event](#) is an **event** that is **live** and requires the same professionalism and success criteria as a full in-person event management :
 - Define clearly roles (producer, presenter(s), moderator, participants)
 - Ensure quality of audio/video capturing devices
 - Plan and prepare ahead
 - Test-drive and rehearse
 - Always start on time
- Use [live captions](#) to make your event accessible (transcript) and inclusive (language barrier)
- If you are using Yammer as your Enterprise Social Network, use [Live Events in Yammer](#) for an enhanced employee engagement

Apps that you can use to provide digital and remote support: Company Communicator



- App that allows you to send targeted communications to employees on Teams and modernizes dissemination and consumption of employee announcements.
- The app provides an easy interface for designated users to create, preview, collaborate and send messages.
- It provides a foundation to build custom targeted communication capabilities such as custom telemetry on how many users acknowledged or interacted with a message.
- [How to enable Company Communicator](#)
- [Get it on GitHub](#)

Apps that you can use to provide digital and remote support: **FAQ Plus**



- App template and a friendly Q&A bot that answers commonly asked questions.
- It comes pre-populated with commonly asked questions about Teams and can be easily customized to match your unique needs - no coding necessary.
- [Get it on GitHub](#)



Remote working tips

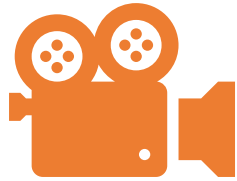
How To's for the
Remote Worker





The content on the following slides is a collection of ideas from Microsoft employees and not an official guidance by Microsoft.

How to maintain social interactions



Instead of calling with voice only,
activate the video



Have a chat / channel which is
dedicated for some interactive
fun (GIFS, jokes, etc.)



Replace min. 1 e-mail with a
phone call a day



How to Manage Your Availability



Set your status accordingly in
Microsoft Teams



Block and Label time Slots in
your shared calendar when
others can reach you



Set your calendar to visible for
your colleagues in general

How to Minimize Distractions



Define your own working rhythm and put it into your calendar



Try not to mix Living and working space (working in the kitchen)



Mute private / social apps



Arrange a «quiet space» if you don't live home alone. Discuss with co-occupants in advance



Plan home related chores (plumber visit, etc.) to non-office hours or a different day



Enjoy the flexibility and ...



Enjoy the extra
sleep in the
morning



No rush hours



Enjoy your own
playlist



Get more family
time



No ties or heels



Enjoy your own diet