

TEAMS GOLDEN RULES

1. ENSURE THAT YOUR TEAM MEMBERS ARE ALL WORKING TOWARD A COMMON GOAL AND ARE TIGHTLY COLLABORATIVE.

Tip: Think twice before creating a new team if there are more efficient ways to communicate/work with your colleagues.



2. TEAMS IS MUCH BETTER WHEN USERS HAVE A MAXIMUM OF ONLY SIX OR SEVEN TEAMS THAT THEY HAVE TO CHECK ON.

Tip: check you Teams and be sure you are in the ones you really need to be into, otherwise leave the team.



3. AVOID CHANNELS OVERLOAD

Tip: create channels only as needed based on topics, v-teams, initiatives, and other criteria. In larger teams, use General channel to congratulate achievements, inform the team and similar information.



4. ENSURE YOUR MESSAGE GETS ATTENTION

Tip: use @mention to refer specifically to someone you need feedback from to be sure that he/she receives a notification.



5. STAY INFORMED WITH THE MOBILE APP

Tip: Download the mobile app from Playstore or Apple store. The app help you quickly receive notifications for one-on-one chats, @mentions, and received replies to messages.



6. HAVE YOUR CONVERSATIONS ALWAYS AT HAND

Tip: start a conversation from desktop and continue on your mobile App.



7. NO MORE EMAIL NOTES WITH MEETING IN TEAMS

Tip: take notes directly from the meeting in Teams and have them ready to share with the participants after the meeting.



8. UPLOAD ALL OF YOUR RELEVANT FILES IN TEAMS

Tip: If you have an existing SharePoint site, OneNote notebook, or PowerBI dashboard you want to leverage, pin it to a channel.



9. BE PERSONALLY ACTIVE

Tip: If your team isn't taking off the way you want it to, use @team and @channel to get everyone's attention, and kick off your next team communication in Teams.



10. DON'T FORGET TO HAVE FUN

Tip: Send a few stickers, gifs, or memes.

