

The first 10 things to do in MS Teams

1. Connect from anywhere – Download the MS Teams desktop and mobile apps to enable teamwork from anywhere. It is recommended to use the MS Teams desktop app instead of the web app.
2. Start with chat – Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. You can name and ‘favorite’ the chat for easy reference.
3. Go big – Create larger teams with dedicated channels to specific topics, projects, disciplines whatever you like. Better to have fewer, larger teams with more channels than many, small teams with few channels.
4. Customize channels – Upload files to the appropriate channel and pin frequently used files to make it easier for everyone to find.
5. Add available apps to channels – Do more in one place by integrating favorite apps and services such as Word, PowerPoint, Excel, Planner and more—with team chats.
6. Consolidate ‘need to know’ content – Use OneNote or the Wiki feature to spotlight important content—meeting follow-ups, best practices, goals—separate from conversations.
7. Spotlight resources – Pin key websites used to track news, performance, live site monitoring or metric tracking so everyone can access this information right within Teams.
8. Elevate email conversations – Forward email to a team channel to continue the discussion in a threaded chat conversation, with attachments automatically uploaded for easy team co-authoring.
9. Share content from other services – Set up connectors to push rich content into MS Teams from services like Trello, GitHub, Bing News, or Twitter; and get notified of the team’s activity in that service.
10. Help foster active channels – Be personally active in channels and @team to highlight posts for the whole group.