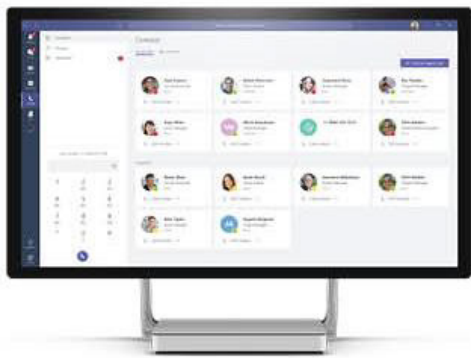


Microsoft Teams

Empower remote work with your hub for team files, conversations, and meetings. All in one place, wherever you and your team are.



Stay connected in chats and meetings

No watercooler? No problem. Stay connected while working remote by easily contacting colleagues one-on-one or creating instant group conversations. Join meetings with audio and HD video so you can keep in touch in a virtual environment.

Share content, connect virtually

Share your screen to show presentations, videos, or any other content for easy collaboration. Leverage Whiteboard to brainstorm ideas together and draw or write on a shared digital canvas.



Collaborate with integrated Office 365 apps

Share your work for seamless collaboration with Teams. Office apps and services like Word, Excel, PowerPoint, OneNote, SharePoint, Stream, and Power BI are built-in, giving you access to files and in one place, so you stay in your workflow.



Security and compliance

Keep your conversations and content safe. Teams is integrated into Office 365, which means it features the enterprise grade security and compliance you need.



Get creative and have fun!

Keep morale up and help your team stay positive, engaged, and energized. Use Teams to encourage fun activities and challenges like a photo contest or creative ideas brainstorm.

Start using Teams

Reach out, and let's get started.

<https://products.office.com/en-us/microsoft-teams/group-chat-software>



ManhattanTechSupport.com LLC



www.ManhattanTechSupport.com



212-299-7673



info@manhattantechsupport.com



Empowering remote work with Microsoft Teams

With more people working from home, fostering virtual connection is crucial. Empower your team to stay connected and keep business running smoothly using Microsoft Teams.



EMBRACE ONLINE



Include an online link to your meeting so everyone can be included, no matter where they are working.



Be mindful and inclusive by frequently pausing to allow time for questions and reminding attendees they can use the chat window to share their thoughts.

STAY FOCUSED



Turn on video so your team can feel more connected. Video helps keep everyone engaged and cuts down on multitasking, making the meeting more productive.



Blur your background while presenting, especially if you have a busy background. *Note: Background blurring might not prevent sensitive information behind you from being visible to other meeting participants.*



Record the meeting to capture video, audio, and screen-sharing so you can refer to the meeting or share it with people who couldn't attend. *Note: Be sure to inform meeting participants that you are recording.*

SHARE CONTENT



Share your screen to show your desktop, a specific window, or a specific app so your team can follow along with your presentation. Use the Teams desktop app for the best sharing experience.



Collaborate on ideas using Whiteboard. Draw, sketch, and write on a shared digital canvas.

STAY CONNECTED



Make up for missed hallway talk and be deliberate about connecting with coworkers. Set yourself reminders to check in with people regularly.



Bring the team together through opportunities where the whole team can get connected. Maybe it's a brainstorm, a daily check-in, or even a virtual coffee. Help ensure that your team doesn't feel isolated.



Have fun! Encourage fun activities and challenges to maintain morale. You can hold a photo contest or praise team members for creative ideas. Help your team stay positive, engaged, and energized.



Ready to get started?
Check out Teams today!



<https://products.office.com/en-us/microsoft-teams/group-chat-software>

Remote work checklist



Set up your workspace

Find a space in your home where you can concentrate. If you're somewhere with background distractions, use background blur in Microsoft Teams to keep teammates focused.



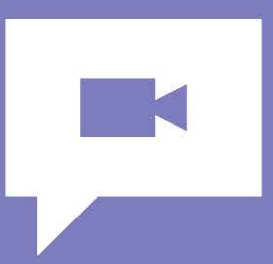
Communicate often

Your rhythm with online work from home might look different than it does in the office. For example, you may be balancing work and childcare at the same time. Communicate your schedule to your coworkers so that they know when to reach out to you.



Maintain healthy boundaries

Without the normal workday signals, like a commute, it can be harder to unplug. Make sure to take breaks, stay hydrated, and give yourself opportunities to “clock out” from remote work at the end of the day.



Embrace online meetings

Make sure all meetings include a virtual “join” option so that team members can join from wherever they are working. Turn video on so your team can interact face to face and feel more connected.



Be mindful and inclusive

A crowded conference call can make it difficult for people to share their opinions. Pause frequently to allow time for questions and remind attendees that they can use the chat window to share their thoughts.



Record your meetings

When you start a meeting, hit “record.” Team members who aren't able to join can watch later or search the automatically generated transcript for important information. That way, people can easily review anything they missed or need repeated.



Make up for missing hallway talk

The quick chat at the water cooler is what many people miss the most when working remotely. Instead, be deliberate about and connecting with your coworkers. Think about chat messages as your virtual watercooler and set yourself a reminder to check in with people regularly.



Bring the team together

Working remotely can feel a bit isolating. It's important to create opportunities for the whole team to virtually get together, whether it's large brainstorming with the Microsoft Whiteboard app or daily check-ins over a virtual coffee.



Have fun

Use Teams to encourage fun activities and challenges to maintain morale. Holding a photo contest or praising employees for creative ideas are great ways to help the team stay positive, engaged and energized.