



daisy.

10 WAYS TO INCREASE HOMWORKING PRODUCTIVITY WITH MICROSOFT TEAMS



CONTENTS

1. Any time, any place, anywhere
2. All in one place
3. Making meetings a breeze
4. Taking the chaos out of collaboration
5. Personalise your Microsoft Teams suite
6. Taking the guess out of guesswork
7. You clever little bots
8. Enjoy the suite life with Microsoft 365
9. A new feature a day (almost)
10. Maximise your Microsoft 365 Investment



1. ANY TIME, ANY PLACE, ANYWHERE

These days, we've gotten used to having to be reachable and have access to all our resources – even when on the move.

With many of us now working from home, that hasn't changed. This is where the highly-functional Microsoft Teams app comes into its own. Providing immediate access to all your apps and documents, the app allows you to easily respond to chats and conversations, join meetings with one click and continue to collaborate. Microsoft Teams make collaborating less stressful when on the move too – so no more dashing back from a lunch break to log back on (hey, traffic can be bad sometimes!).

The only difference between 'the mobile and desktop app is real-time editing which requires the likes of PowerPoint, Word, and Excel to be downloaded. Nevertheless, the Microsoft Teams app makes communication much easier with its user-friendly chat design.



A woman with long dark hair, wearing a black and white striped shirt, is sitting on a light-colored sofa. She is smiling broadly while looking at a silver laptop on her lap. She is also holding a white mug with both hands. The background shows a window with a view of greenery outside. The overall lighting is warm and soft.

2. ALL IN ONE PLACE

Microsoft Teams is so much more than just another chat platform. Its integration with Microsoft 365 gives users easy access to productivity apps such as Excel and Word, as well as cloud storage and syncing solutions like SharePoint, Power BI, and Delve.

This tight integration means you don't need to switch apps when you need to collaborate on a document. Instead, you can create Word, Excel or PowerPoint documents on the Microsoft Teams platform, immediately share it with your co-workers and then co-author within a blink of an eye, meaning no more sending out different versions through email and the resulting version confusion. You can add comments and to-dos, and chat with your colleagues to discuss the document right there.

In 2022 Skype for Business merged into Microsoft Teams, bringing together different tools into an all-purpose, omnichannel collaboration hub. Allowing users to switch seamlessly between video chat, instant messaging, email, and document collaboration.

3. MAKING MEETINGS A BREEZE

Preparing for meetings can be a challenge. More often than not the agenda is sent in one email, actions are agreed in another (after much to-ing and fro-ing) and where did you put that thing you were supposed to review before the call?

Meetings in Microsoft Teams makes that experience a lot less stressful. As soon as a meeting is created, you can start chatting with the participants about the agenda, share the files that you need them to review, and keep track of the meeting notes and actionable points. You can even check who those unknown people are that have been invited!

After the meeting, a recording of the call is immediately available in the same tab, so if you missed it or had to rush to sign for a parcel (hey, it happens), you don't need to hunt for the recording. It's all right there, with the meeting notes and agreed actions.

We know its likely that people within your organisation use different tools to schedule meetings – be it audio, video, screen sharing, etc. But Microsoft Teams gives you the ability to schedule meetings with audio, video, and screen sharing regardless. Unlike other applications that require a call-in number and pin code, hosting a group meeting in Microsoft Teams only requires that you just be part of the team.

One of the more functional benefits for using Microsoft Teams is that once you schedule a meeting, it will sync with your Outlook calendar meaning you don't have to remember to remember your meeting. One of the underrated features of using Microsoft Teams for meetings is being able to take and share meeting notes with your group/team. Within the Microsoft Teams tab, where the meetings are hosted, you can add multiple applications such as OneNote to record any important points during the meeting.



4. TAKE THE CHAOS OUT OF COLLABORATION

Microsoft Teams makes collaborating with members in other locations much easier – easier meaning more organised.

Here's the real problem; when collaborating through email, it is much harder to keep track of the conversation and files being sent back and forth. But with Microsoft Teams, we eliminate the chaos and disorganisation by having the conversation and files stored in a central chat-based location. Using Microsoft Teams for collaboration eliminates the need to sift through emails to find what so-and-so said or trying to figure out which document is the latest version.

Within Microsoft Teams, the messages being sent back and forth are more akin to a "Facebook Messenger" or conversational type setting instead of a traditional email format. Although you manage to retain the file sending feature of an email – which is extremely useful. Any files sent to the team are kept in a separate tab, making it much easier to find the file and eliminating the need for scrolling through lines and lines of conversation. Better yet, these documents are stored in OneDrive, thus eliminating the issue of figuring out which file is the newest version.

Another underrated feature about Microsoft Teams is the ability to edit in real time. When working on documents, all members of a team can edit and give feedback. For example, say your team is working on a PowerPoint presentation, everyone can watch the edits being made and simultaneously offer suggestions. This saves so much time in Team members sending their ideas and edits back and forth through emails.



5. PERSONALISE YOUR MICROSOFT TEAMS SUITE

Every organisation, down to every single person, needs a little something different. The Microsoft Teams app store gives you a choice of numerous apps that your business might need in order to work better. Some of our recommended apps include:



Adobe Creative Cloud

Connect the assets (Photoshop images, Illustrator graphics, etc.) that are in members' Creative Cloud to your Team.



Adobe Sign

Efficiently manage document-signing workflows



Power Automate

Automate repetitive tasks



Planner

This is perfect for project management. It allows you to assign tasks and keep track of progress



6. TAKING THE GUESS OUT OF GUESSWORK

Who is that? Is that the point person from Manchester? Is that the IT guy? Who is Michelle?

It's hard to know everyone in your organisation – even if you are in the same building. Sometimes, you are put into teams with different departments and have no idea who you are working with, just that you know you are supposed to be working with them (although, sometimes you might not even know if that person is the right person).

This is where the Wiki tab comes in to play. In the chat boxes, the Wiki tab gives you a short bio on who each person, meaning you no longer have to guess who a person is and thus reducing the likelihood of some awkward conversations.

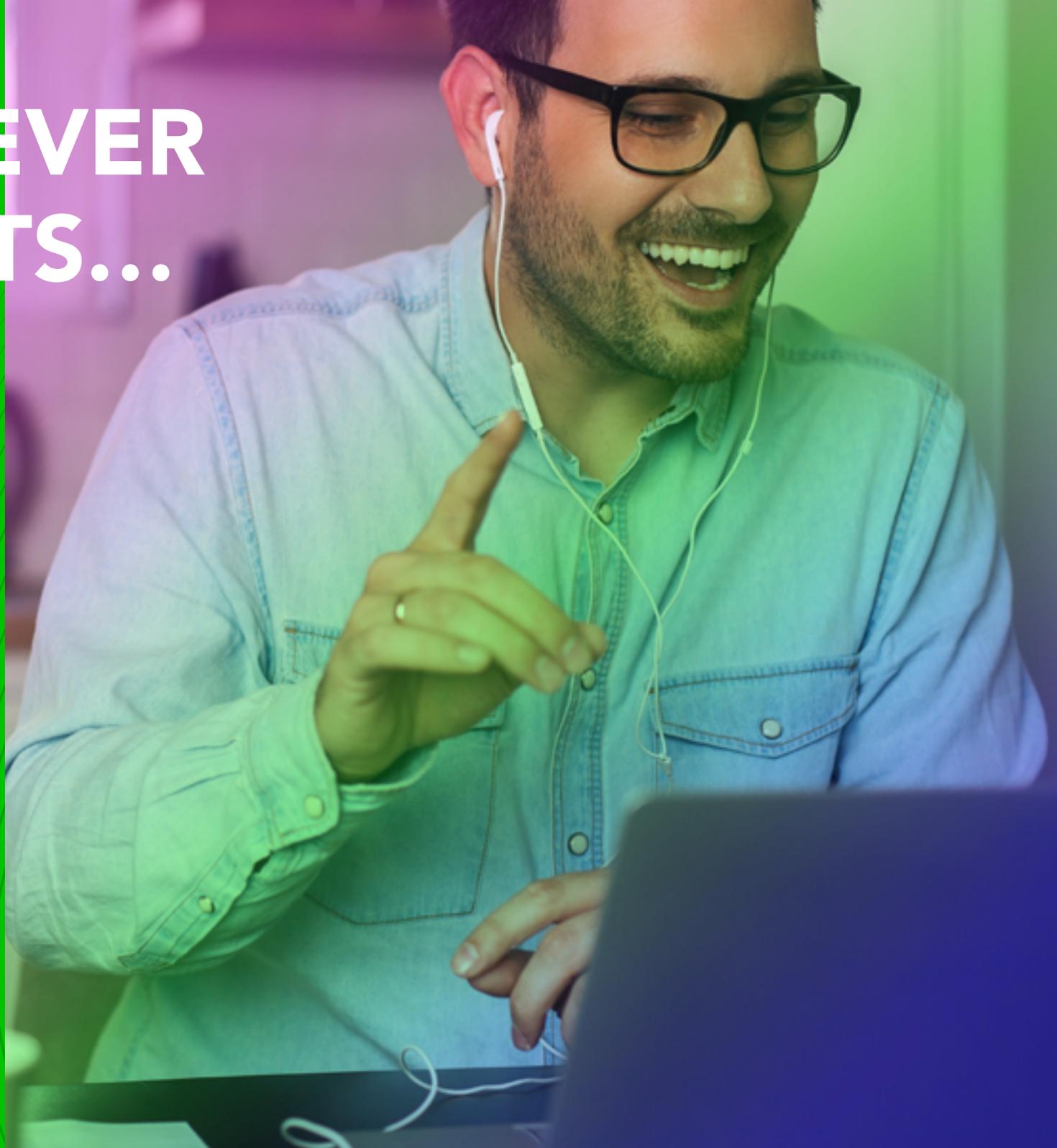
Wiki tabs are also a great way to post content and communicate with your channel teams. Create multiple Wiki tabs for different discussions and focuses within your team.



7. YOU CLEVER LITTLE BOTS...

If you're still not convinced, let's talk about these amazingly intelligent bots:

One of the most valuable features of Microsoft Teams is having a bot appear as any other team member to assist. T-Bot, for example, is a bot that answers commonly requested queries. The bots interact with the team member in a natural chat manner and are great at helping you answer questions and find information fast – and don't worry, you'll know whether you're chatting with a real person or a bot. A bot's profile picture icon will be in a hexagon, not a circle.





8. ENJOY THE SUITE LIFE WITH MICROSOFT 365

Finally, Microsoft Teams integrates flawlessly with the Microsoft 365 suite.

Featuring more than 30 different applications, the suite can help run the business in an effective and highly-organised way. With so many applications keeping your day-to-day tasks running seamlessly, it is a major advantage that Microsoft Teams (and really the entire suite) boasts a sound synergy between every application. Remember, it's not only Microsoft apps that Microsoft Teams works well with, but with many other third party applications that help to keep your business running at peak performance.

With all this being said, it is clear to truly define Microsoft Teams as an efficient and all-around essential hub for communication and collaboration.

9. A NEW FEATURE A DAY (ALMOST)

Like many Microsoft technologies, Microsoft Teams is ever-evolving with a steady stream of new app additions, better integration, and further improvement every day – from tools to connect employees with customers, to increasing productive and security, database management, apps that unlock creativity to storing and safeguarding information. These include Microsoft 365 apps and those from other partners. You can keep up to date on the latest Microsoft Business apps [here](#).



10. MAXIMISE YOUR MICROSOFT 365 INVESTMENT

Included as part of your Microsoft 365 subscription, Microsoft Teams is a great way to move your workforce away from more linear means of communication such as email threads and multiple attachments and enabling them to become accustomed to more streamlined means of communication.

By using Microsoft Teams, employees are able to organise meetings from their calendars, share files and sync with other Office apps such as OneDrive and OneNote. Not only does this improve communications and collaboration, it also aids in the adoption of Microsoft 365. The higher the adoption rate, the better return you will experience on your Microsoft investment.



As a long-standing Microsoft Gold Partner, Daisy offers a consultative approach that views Microsoft Teams in the context of your existing Microsoft estate and usage needs. So if you're ready to unite your voice and collaboration platforms, our specialists can help you deploy Direct2 for Microsoft Teams so it works for you now and as your business grows and changes.

For a no-obligation chat about your needs or to arrange a demo, speak to one of our specialists:

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