



Checklist Best Practices

Structure	
<ul style="list-style-type: none"> • If applicable: create a Company team with all employees (for important information and news, with channels where the unique departments report) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Create teams for the unique departments (consisting of one general channel and additional ones for single projects, campaigns or events) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Set rights for creating new teams (new teams should be created centrally) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Define the processes for who is responsible for adding new employees to the applicable teams 	<input type="checkbox"/>
Organization and focus	
<ul style="list-style-type: none"> • Hide unneeded channels (Under “further options”) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Set favorites (under “further options” you can pin channels) 	<input type="checkbox"/>
Integration of other applications	
<ul style="list-style-type: none"> • Set up SharePoint synchronization (to access files saved to Teams via the explorer) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Work collaboratively on documents (Word, Excel, virtual whiteboard, etc.) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Teams offers an integrated whiteboard with limited functions or alternatively the Microsoft whiteboard app can be downloaded for free in the Microsoft store 	<input type="checkbox"/>
Steering of information flow	
<ul style="list-style-type: none"> • Use teams and channels to channel information and clearly separate topics 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Assess, based on headlines and teasers, which posts are relevant for you 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Configure your notification settings <u>Our experience:</u> deactivate mail notifications 	<input type="checkbox"/>
Usage and collaboration	
<ul style="list-style-type: none"> • Test the Teams app on mobile devices 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Create a test team (to freely test the tool and its functions without causing any damage to real data) 	<input type="checkbox"/>

Best Practice Microsoft Teams / Checklist



*Inspiring
Publishing Software*

- Support each other (Sharing experience, pass on learnings, advertise new functions)
- Have fun (Brighten someone's day by using emojis, stickers or images here and there)

