



## DO A MEETING ON TEAMS IF YOU WANT TO...

- ✓ **Manage project meetings and get everyone in the know.**  
Team meetings are open, so anyone in the team can join.
- ✓ **Establish real time communication with your team.** You can start an ad-hoc meeting with just one click.
- ✓ **Have an engaging meeting experience.**  
With high video and audio quality, the participants can interact, chat, share files and collectively take meeting notes.
- ✓ **Keep a recording of the meeting** together with all on-screen sharing activities and automatic transcription (english only).
- ✓ **Have a meeting anywhere,** from your laptop or the mobile app. The background blur feature will give you privacy on the scenery behind you.
- ✓ **Set the agenda of your meeting together with the participants and share it beforehand.**  
The permanent chat keeps all conversations connected to your meeting and it is available to every team member and everyone invited.

## DO NOT HAVE A MEETING ON TEAMS IF YOU WANT TO...

- ✗ **Just send a one-way communication to someone outside your Team.**  
An email is better in this case.
- ✗ **Keep past messages and notes private.**  
All meeting-related content stays on the channel and is available to future attendees



## DO COLLABORATE ON TEAMS IF YOU WANT TO...

- ✓ **Avoid sending and receiving tons of emails.**  
Files and conversations are all saved in one place so there is no need to send emails.
- ✓ **Allow more people to contribute to the same file.**  
You can remotely co-author a file with a colleague at the same time. AutoSave will automatically save any changes made to your document. Versioning will allow you to track the history of your file, and give you the possibility to restore a previous version.
- ✓ **Make sure everyone can work on the latest version of a file.**
- ✓ **Give access to all files and past conversations to the newest team members.**
- ✓ **Stop sending files and heavy attachments via email.**  
Just copy and paste the link to your file in a conversation or in a chat.

## DO NOT COLLABORATE ON TEAMS IF YOU WANT TO...

- ✗ **Post a message that is private.**  
Everyone can see the conversation posts in the channel. Jump on the private chat on Teams instead.
- ✗ **Give members different access to different files within the channel.** Everyone in the channel can see everything. Rather split the files up in two private channels and give access to specific people.



## DO USE THE CHAT ON TEAMS IF YOU WANT TO...

- ✓ To have a quick and perhaps more informal way to talk to your colleagues.
- ✓ To have a conversation that remains private.
- ✓ To quickly send a link to a file saved in Teams.

## DO NOT USE THE CHAT ON TEAMS IF YOU WANT...

- ✗ Everyone to follow the conversation or the shared files.  
A post on the channel is better instead.
- ✗ To have a conversation with the whole team around a topic. It's better to plan or start a meeting (so you can also chat and take notes).