TOOLS FOR THE HYBRID TEAM

Microsoft Platform Tips & Practices for Effective Communication

PRESENTATION TO DIVISION OF FINANCE & ADMINISTRATION
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Keep Your **Digital Presence Wherever You Are**

Even while you are onsite, the tools used when we were “all remote” are critical to the success of a hybrid team.

1. Outlook
2. MS Teams
3. Zoom
Outlook: Email & Calendar

Basic digital presence starts with Outlook

Use Desktop Version

- Keeps you logged into O365
- Automatically integrates Calendar with MS Teams availability
- Hard to indicate on or off-site work on Calendar

Recommended Practices

1. Download Find Time add-in, which creates meeting polls based on attendee availability
2. Define consistent color-coding for calendars within your team
3. Schedule Focus Time
Digital presence becomes dynamic with MS Teams

Use Desktop Version

Recommended Settings:

1. Switch from default grid view to list view to see all teams you are a member of in one view

2. Put a face to the name and update your profile with a professional photo or avatar

Hybrid Team Experiment

Try using Status Message to indicate where you are working
Hybrid Meeting Experiment:
Zoom in the Room

- In the room? Bring your laptop and Zoom in: Do Not Connect to Audio, Camera On.
- Off site? Zoom in: Mute, Camera On.
- Organizer identifies in-room moderator(s) to monitor Chat and Raised Hands
- Echo key outcomes and key action items in an MS Teams channel post after the meeting

Hybrid Teams mean Hybrid Meetings.

Figuring out how to do Hybrid Meetings well will take experimenting, but here are some tips to get started

Recommended Practices

1. **Organizer**: Always include a Zoom link – even if the meeting is intended to be fully in-person.
2. **Organizer**: Bring your own infrastructure. Be prepared by bringing an external mic/speaker (like a Jabra) and any adapters needed to connect your laptop (assume HDMI availability)
3. **Attendees**: Cameras on as much as possible. Mute when not speaking.
4. **Everyone**: Update your zoom profile with professional photo or avatar
CONTINUING THE CONVERSATION

Additional Resources

**How We Work Together**: An example Team Communication Agreement

**Hybrid Team Design**: An example Shared Expectation document, connecting the team to its positions to the individual employees.

Have questions or ideas? Ping me on Teams or schedule a drop-in.