

# TOOLS FOR THE HYBRID TEAM

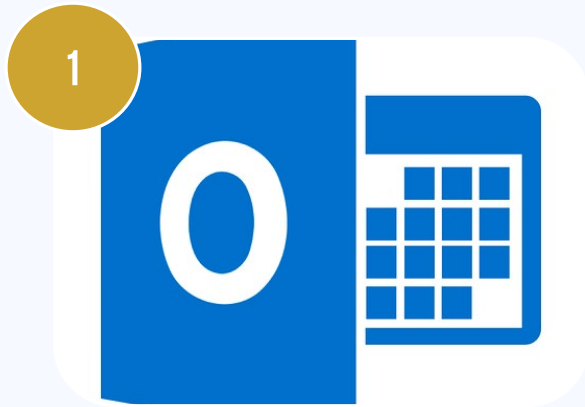
Microsoft Platform Tips  
& Practices for Effective  
Communication

PRESENTATION TO DIVISION OF FINANCE & ADMINISTRATION  
JULY 2021

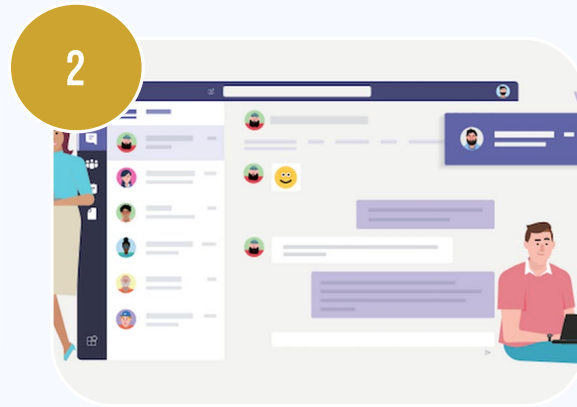


# Keep Your **Digital Presence** Wherever You Are

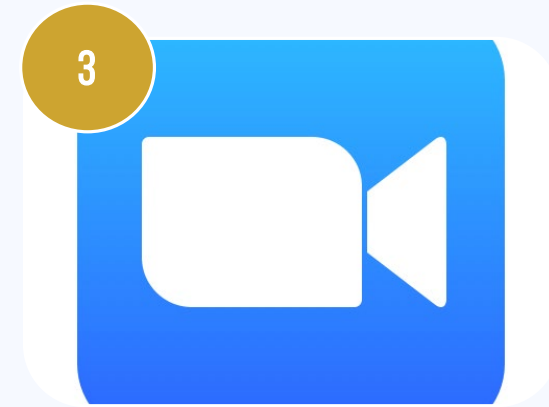
Even while you are onsite, the tools used when we were “all remote” are critical to the success of a hybrid team



**Outlook**



**MS Teams**



**Zoom**

# Outlook: Email & Calendar

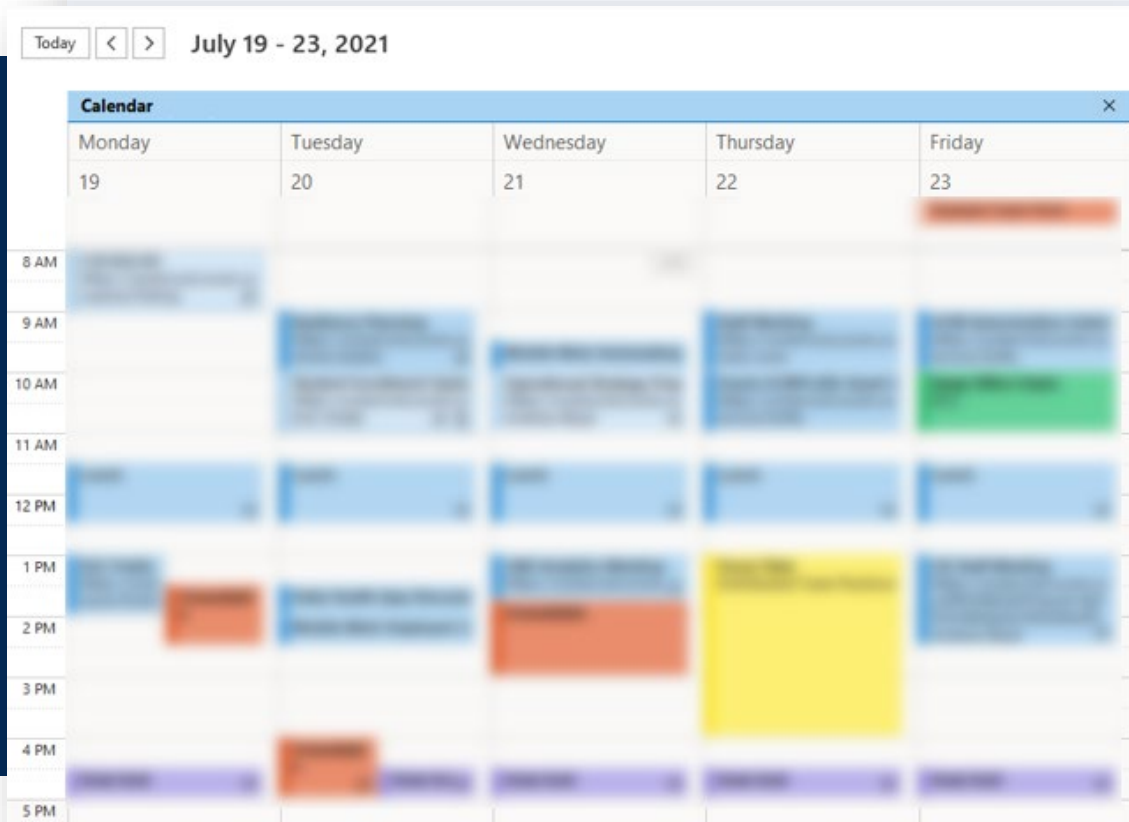
## Basic digital presence starts with Outlook

### 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



# MS Teams: Instant Messaging & Team Coordination

Digital presence becomes dynamic with MS Teams

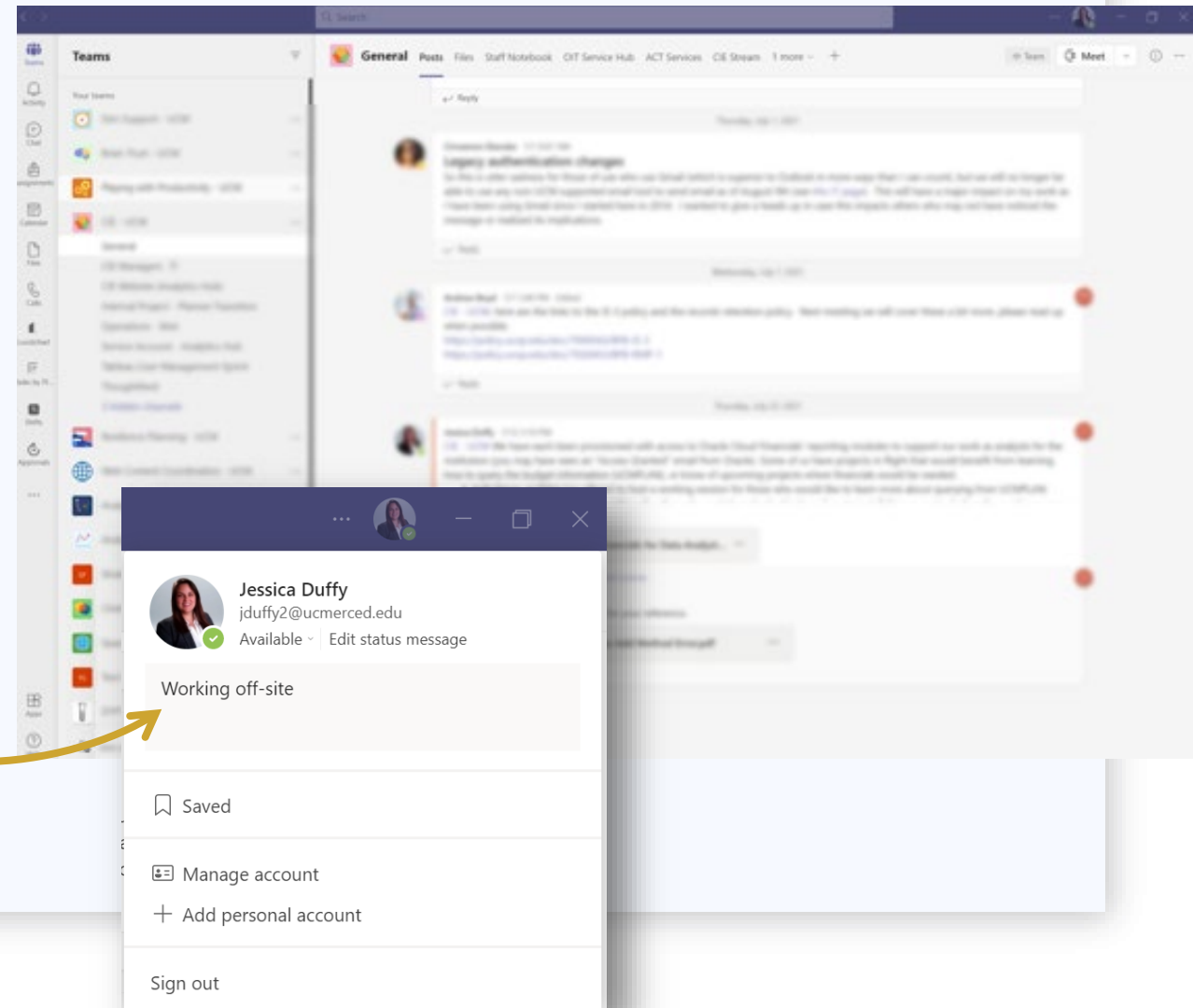
Use Desktop Version

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



# ZOOM: REMOTE & HYBRID MEETINGS

## 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](#).