



# Empowering remote work with Microsoft Teams

With more people working from home, fostering virtual connection is crucial. Empower your team to stay connected and keep business running smoothly using Microsoft Teams.



## EMBRACE ONLINE



**Include an online link** to your meeting so everyone can be included, no matter where they are working.



**Be mindful and inclusive** by frequently pausing to allow time for questions and reminding attendees they can use the chat window to share their thoughts.

## STAY FOCUSED



**Turn on video** so your team can feel more connected. Video helps keep everyone engaged and cuts down on multitasking, making the meeting more productive.



**Blur your background** while presenting, especially if you have a busy background. *Note: Background blurring might not prevent sensitive information behind you from being visible to other meeting participants.*



**Record the meeting** to capture video, audio, and screen-sharing so you can refer to the meeting or share it with people who couldn't attend. *Note: Be sure to inform meeting participants that you are recording.*

## SHARE CONTENT



**Share your screen** to show your desktop, a specific window, or a specific app so your team can follow along with your presentation. Use the Teams desktop app for the best sharing experience.



**Collaborate on ideas** using Whiteboard. Draw, sketch, and write on a shared digital canvas.

## STAY CONNECTED



**Make up for missed hallway talk** and be deliberate about connecting with coworkers. Set yourself reminders to check in with people regularly.



**Bring the team together** through opportunities where the whole team can get connected. Maybe it's a brainstorm, a daily check-in, or even a virtual coffee. Help ensure that your team doesn't feel isolated.



**Have fun!** Encourage fun activities and challenges to maintain morale. You can hold a photo contest or praise team members for creative ideas. Help your team stay positive, engaged, and energized.



Ready to get started?  
Check out Teams today!



<https://products.office.com/en-us/microsoft-teams/group-chat-software>