



10 tips to tackle your remote work day

Stay connected and get more done



Table of contents

Introduction	Tip 1	Tip 2	Tip 3
	Hit the ground running	Share your work	Stay connected
Tip 4	Tip 5	Tip 6	Tip 7
Keep in touch	Stay organized	Take advantage of digital collaboration	Run effective remote meetings
Tip 8	Tip 9	Tip 10	Conclusion
Focus on the important stuff	Get your message across	Add a personal touch	Get started with Microsoft Teams

Working remotely can be a big change. But you can still stay productive and connected. These 10 tips will show you how.

As remote work becomes a daily reality, the transition can take some time. However, with the right tools, a few adjustments, and of course some patience, it doesn't have to be daunting.

In this e-book, we present 10 easy things you can do to optimize how you work, and keep connected to colleagues so you can work effectively as a team. We'll also suggest ways you can use these tips with Microsoft Teams, the hub for Teamwork in Office 365. If you have Office 365, you may already have access to Teams--just sign in to find out. If not, you can get a free trial [here](#).

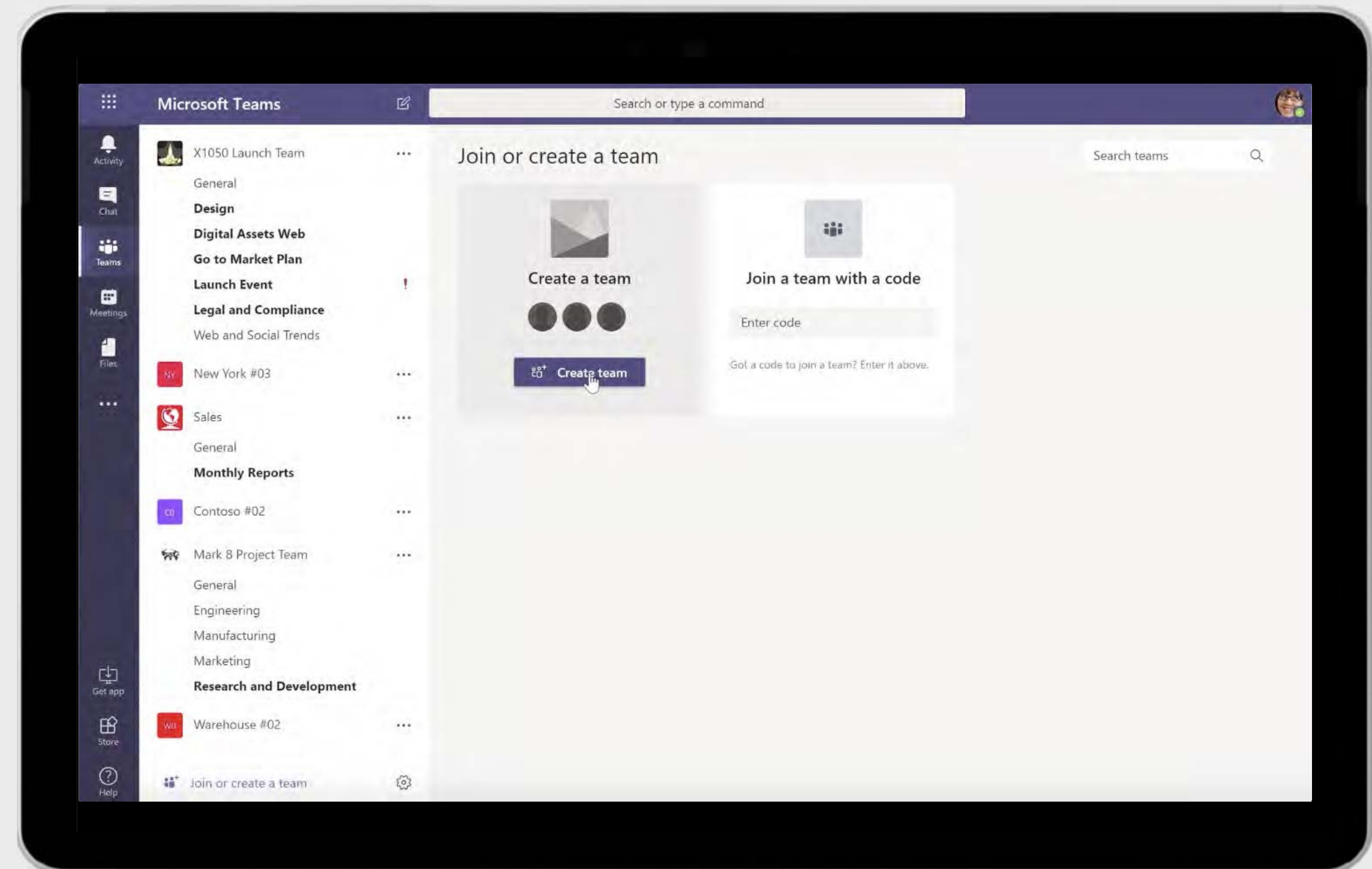
At Microsoft, we're here to support you with resources, tools, and advice as you make the move to remote working.



1 Hit the ground running

Remote work and virtual meetings might be new for some people on your team. Help them get up and running faster by spending some time at the beginning of a project giving participants a tour of the workspace: where files are stored, where to join the relevant group chat, and any applications or other tools you'll be using. When everyone is familiar with the technology environment, it's easier to focus on the work at hand.

In Microsoft Teams, you can create the channel in the kickoff call, or set it up beforehand.

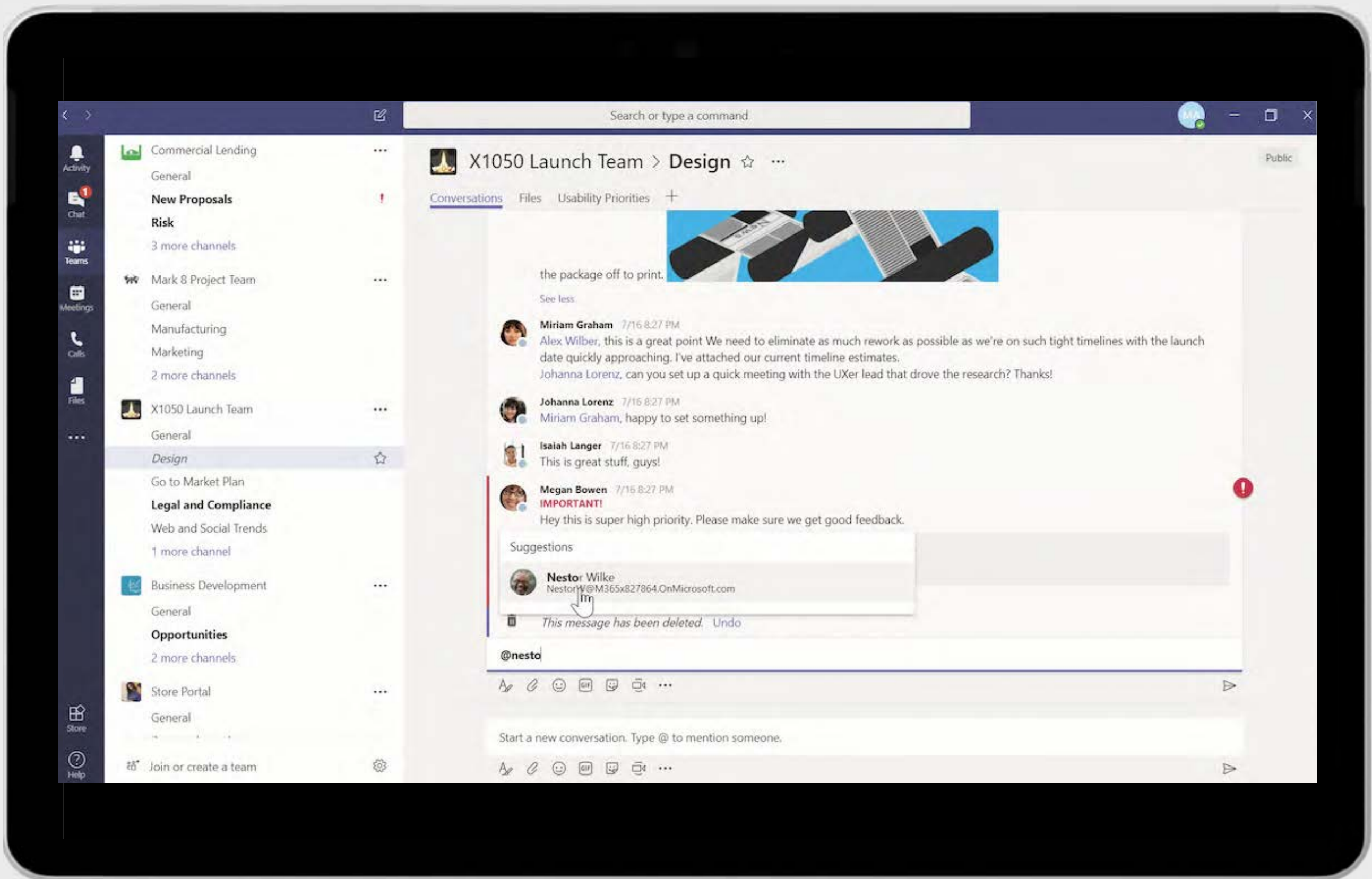


2

Share your work

When you're in the same place as your coworkers, a lot of sharing and collaboration happens without thinking about it. When working remotely, you may want to take a more active approach. Posting status updates, details on work in progress, and feedback more often can help keep collaboration moving forward and ensure everyone is on the same page. Using tools such as @ mentions and team chats will help get attention from the colleagues whose contributions you need most.

In Microsoft Teams, group chat is a great place to share ideas. To share a file, upload it to the Files tab, grab the link, and put it in the chat.

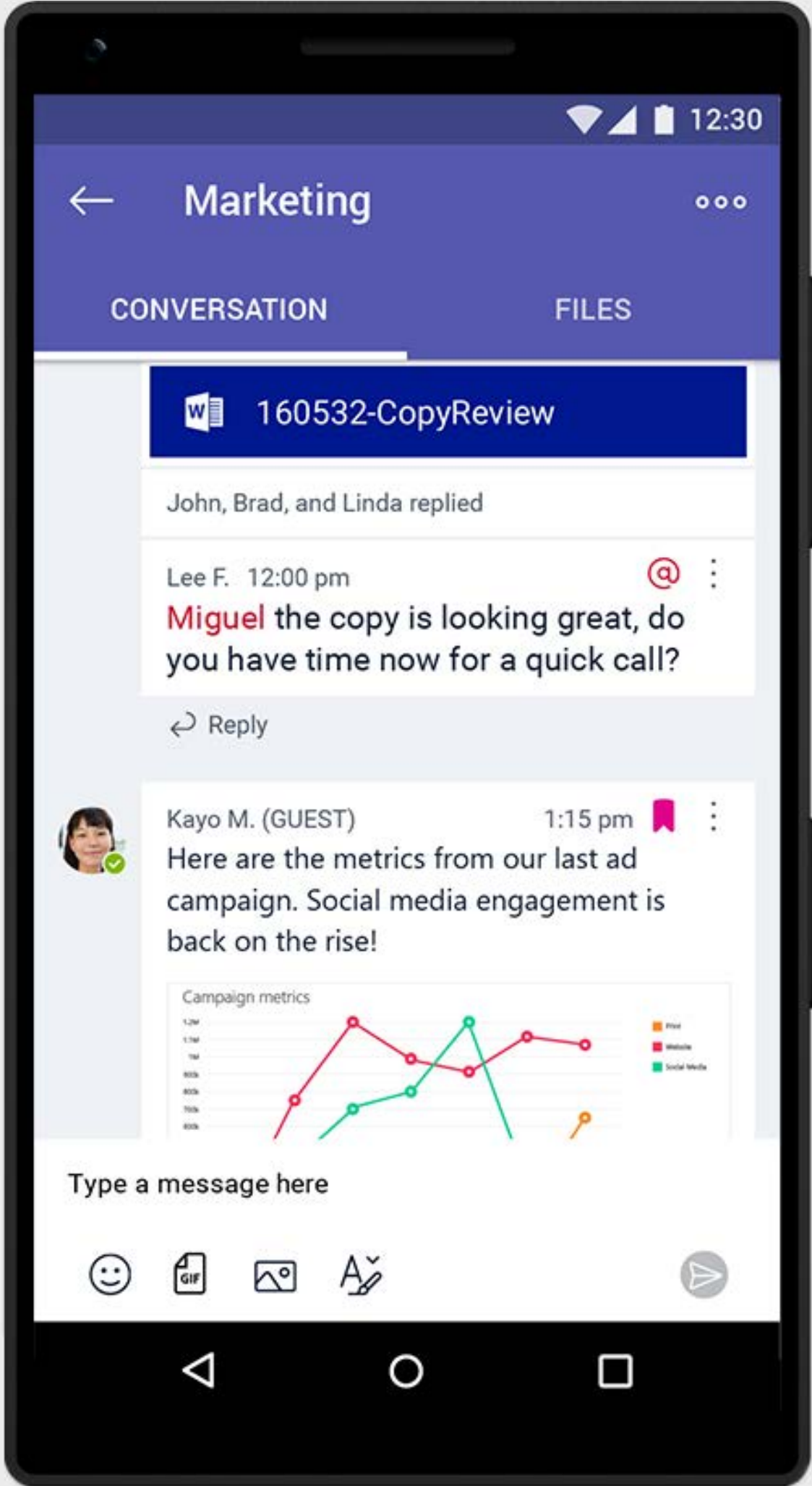


3

Stay connected

The ability to work on a mobile device provides additional flexibility to manage work even when you're not in a traditional office setting. Join meetings, engage in group chats, or even edit documents from a smartphone or tablet to help stay connected even when you're not sitting in your home workspace. But remember that maintaining boundaries helps prevent burnout. If you need a break, you can set your status to "Away" or "Unavailable."

The Microsoft Teams mobile app keeps you connected from almost anywhere. Communicate with colleagues, share files, collaborate on documents, and join conference calls—all from your smartphone or tablet.

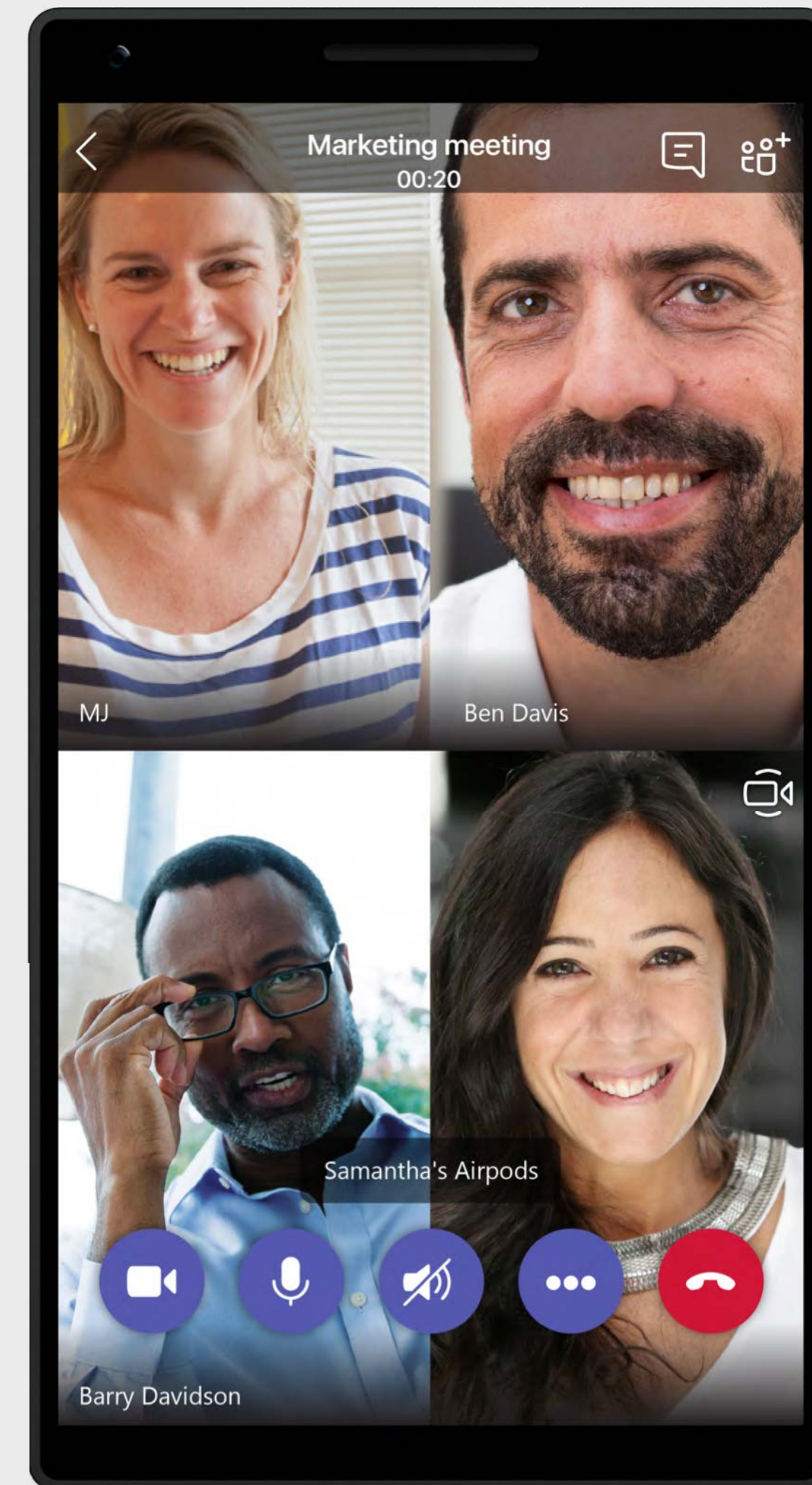


4

Keep in touch

Remote working can sometimes make you feel disconnected at first. If you have video chat available, it can be a great way to make a more personal connection with colleagues during meetings. Conference calls are often very efficient and business-focused--but having a lot of them back to back can take a toll. Many remote teams find that checking in and conversing with one another for a minute or two at the beginning of a call can keep the energy up. Some even schedule virtual social events to help take the place of traditional office gatherings.

Microsoft Teams puts the communication tools you use in one place. You can see who's online and available for a quick instant messaging chat, video call, or voice call.

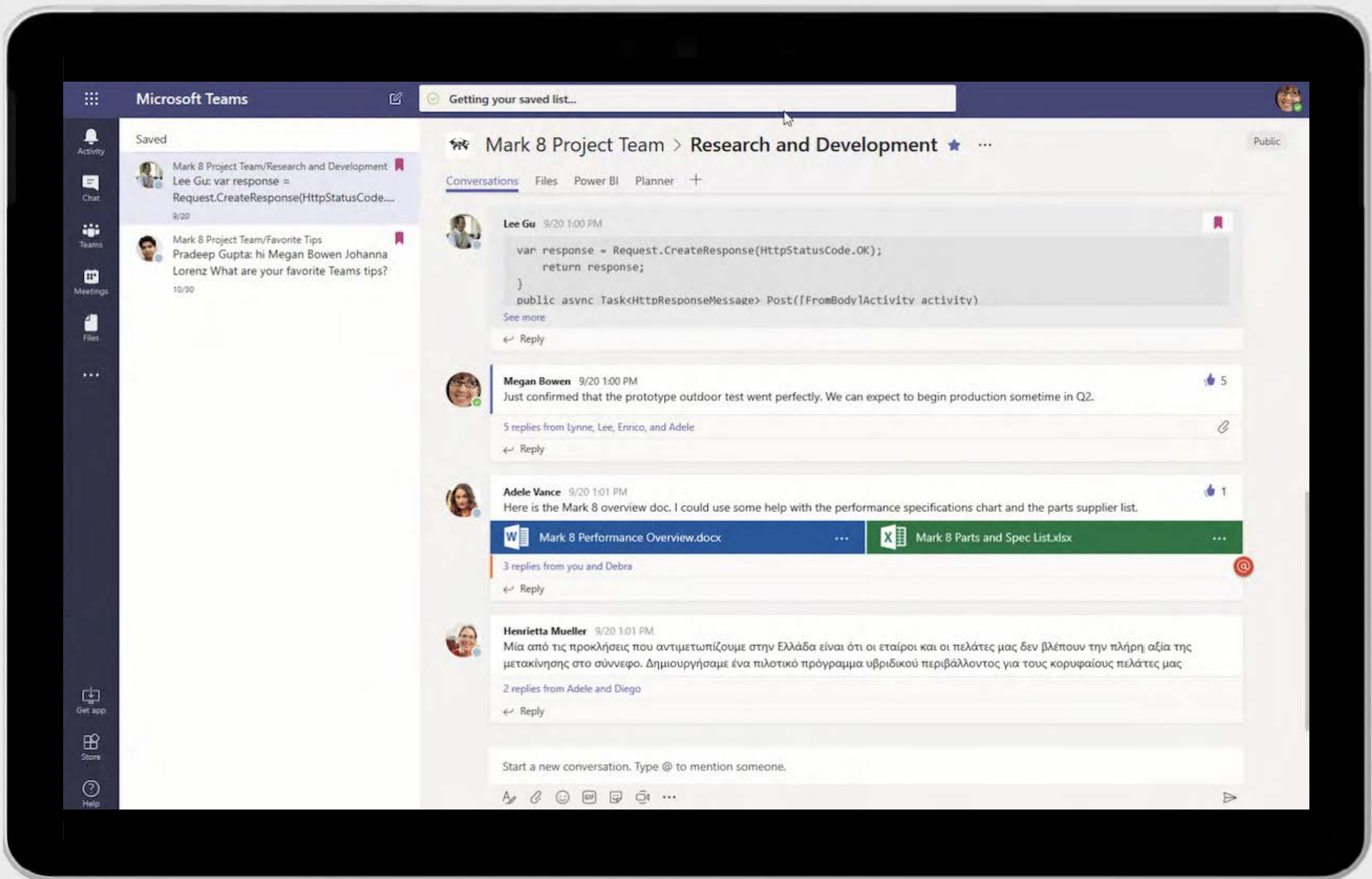


5

Stay organized

Many remote work experts highlight the importance of keeping a dedicated workspace in your home or other remote work location. It also helps to keep your digital work environment organized. One way to do this is for everyone to agree how to name folders, where different types of files go, and the structure of digital teams and groups.

Whether it's in a chat, file, or threaded conversation, you'll find what you're looking for in one place—your Microsoft Teams channel. Plus, you can bookmark conversations or even save specific parts of one, along with before-and-after comments, so it's easier to track down important information.

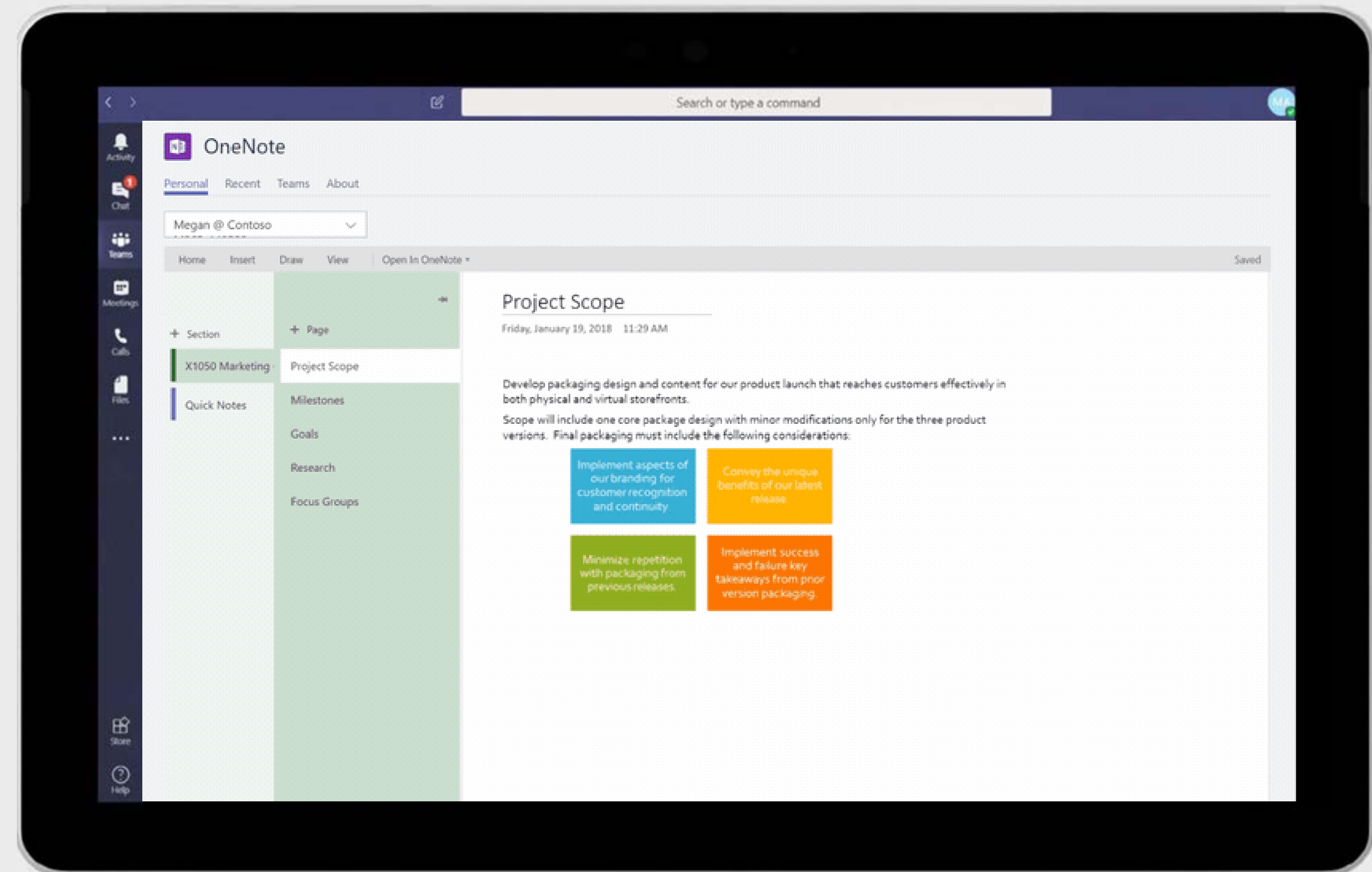


6

Take advantage of digital collaboration

In some ways, collaborating remotely can actually be easier than doing it in person. Take co-editing, for example. This allows two people to work on a document, spreadsheet, or presentation simultaneously. They can see each other's changes in real time and it's much faster than emailing documents back and forth. Another solution to try is a digital whiteboard, which is great for capturing the results of a group brainstorming session.

When you use Microsoft Teams, you can edit Office documents together, ensure you always have the latest files, and connect easily to collaborate, all in one place.

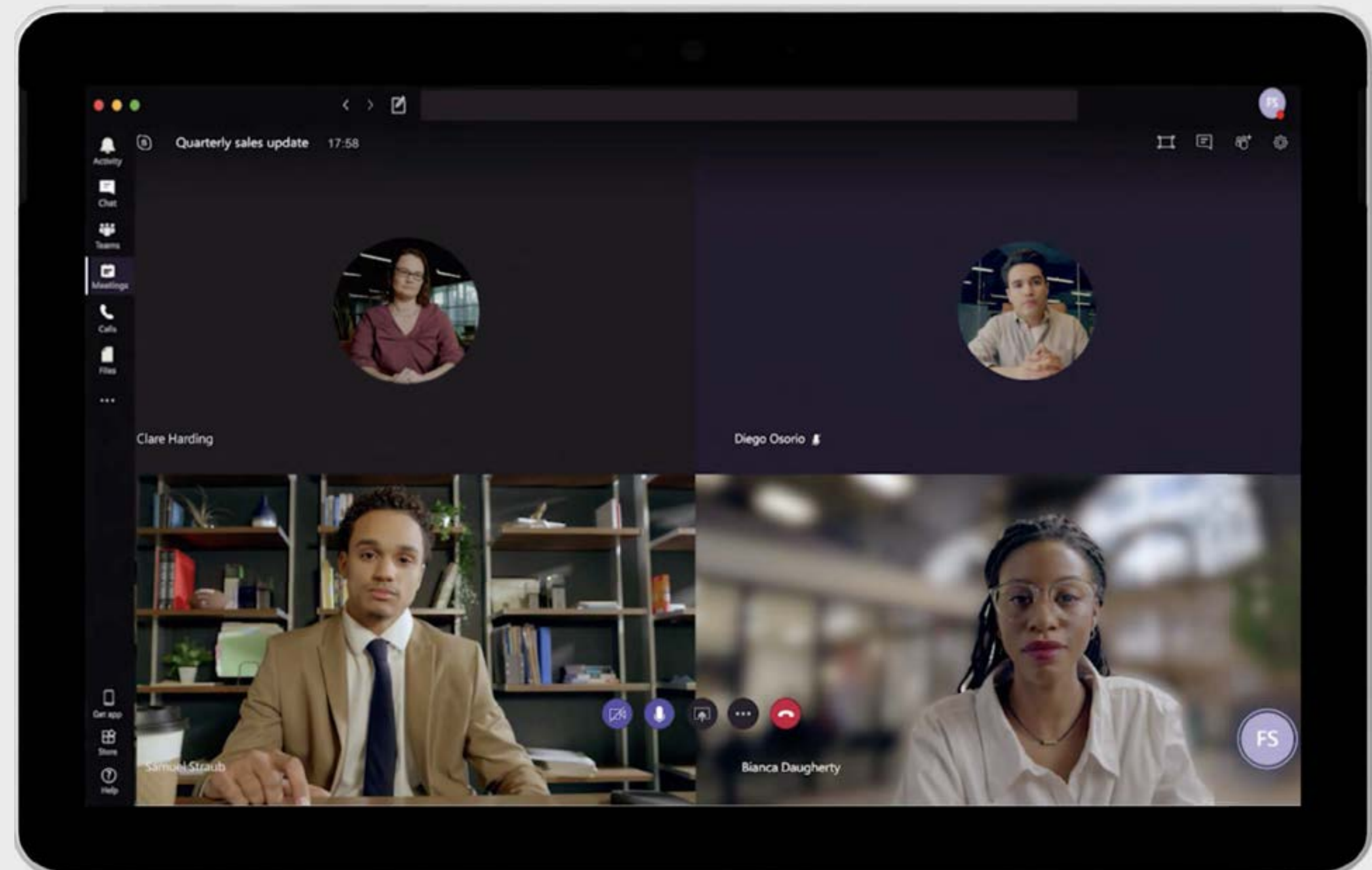


7

Run effective remote meetings

Remote meetings can just as productive as in-person meetings--sometimes even more--especially with a few best practices in place. Make sure to share any background documents or information early so people have time to prepare. When you're running a remote meeting, it's sometimes hard to know when people have something to say. You can address this by pausing frequently and asking for feedback. Additionally, if you can record meetings, that can give people a chance to catch up or review later.

Microsoft Teams is designed to help you have productive remote meetings, including the ability to connect people outside your organization simply by sending them a link--no plug-in required. It also lets you blur your background during video calls to reduce distractions.

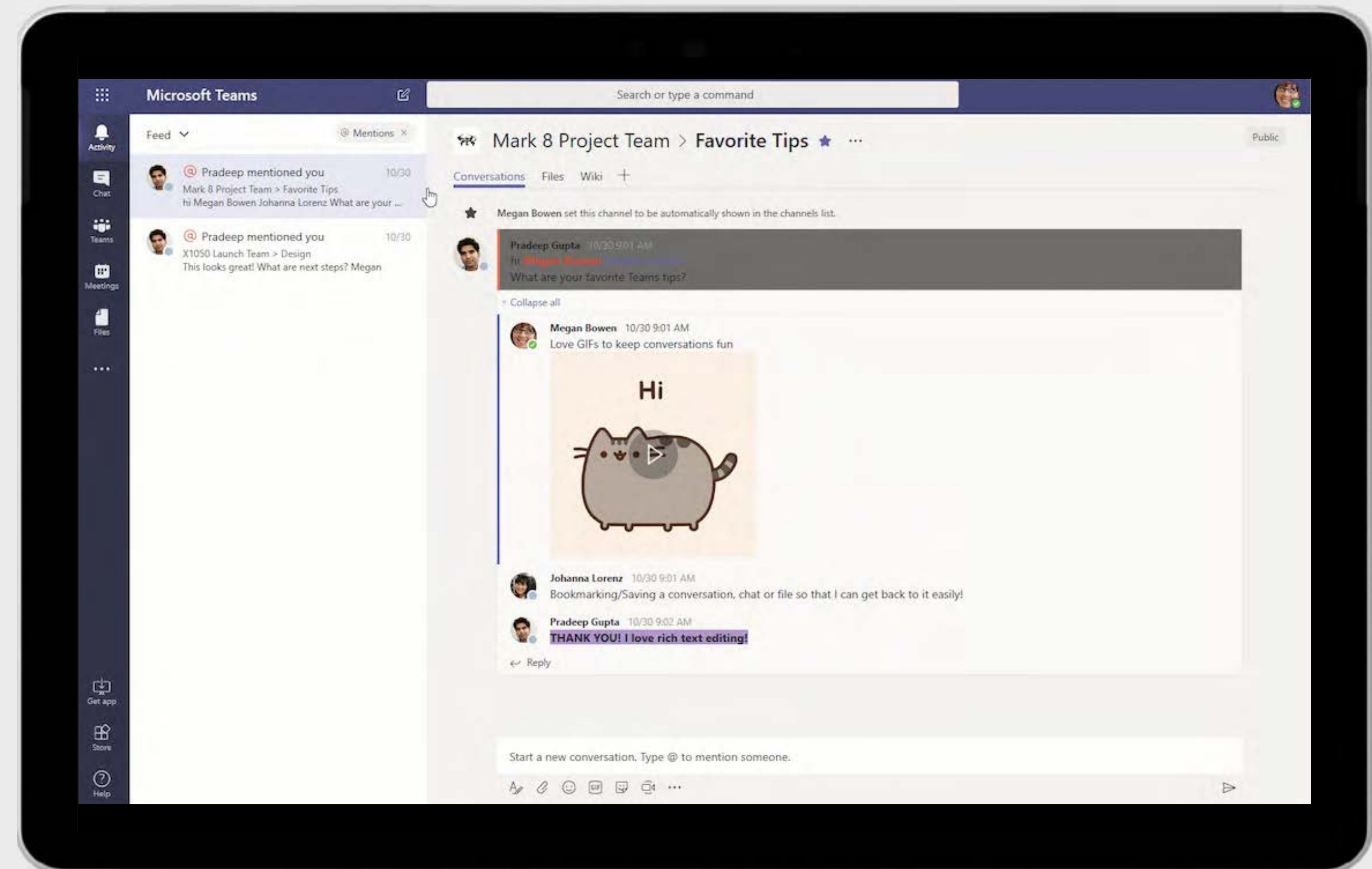


8

Focus on the important stuff

Group chat helps everyone stay in touch and is a great way to maintain those all-important social connections. But sometimes you just want to focus on your own work. Use @ mentions to flag something for someone's attention, and review responses to important messages you've sent. You can also chat one-on-one to get information or feedback directly from an individual.

Filter out the FYIs to see what's most critical and time-sensitive. Just go to the Microsoft Teams Activity feed, select the funnel icon, and filter for @mentions or responses to a message you sent.

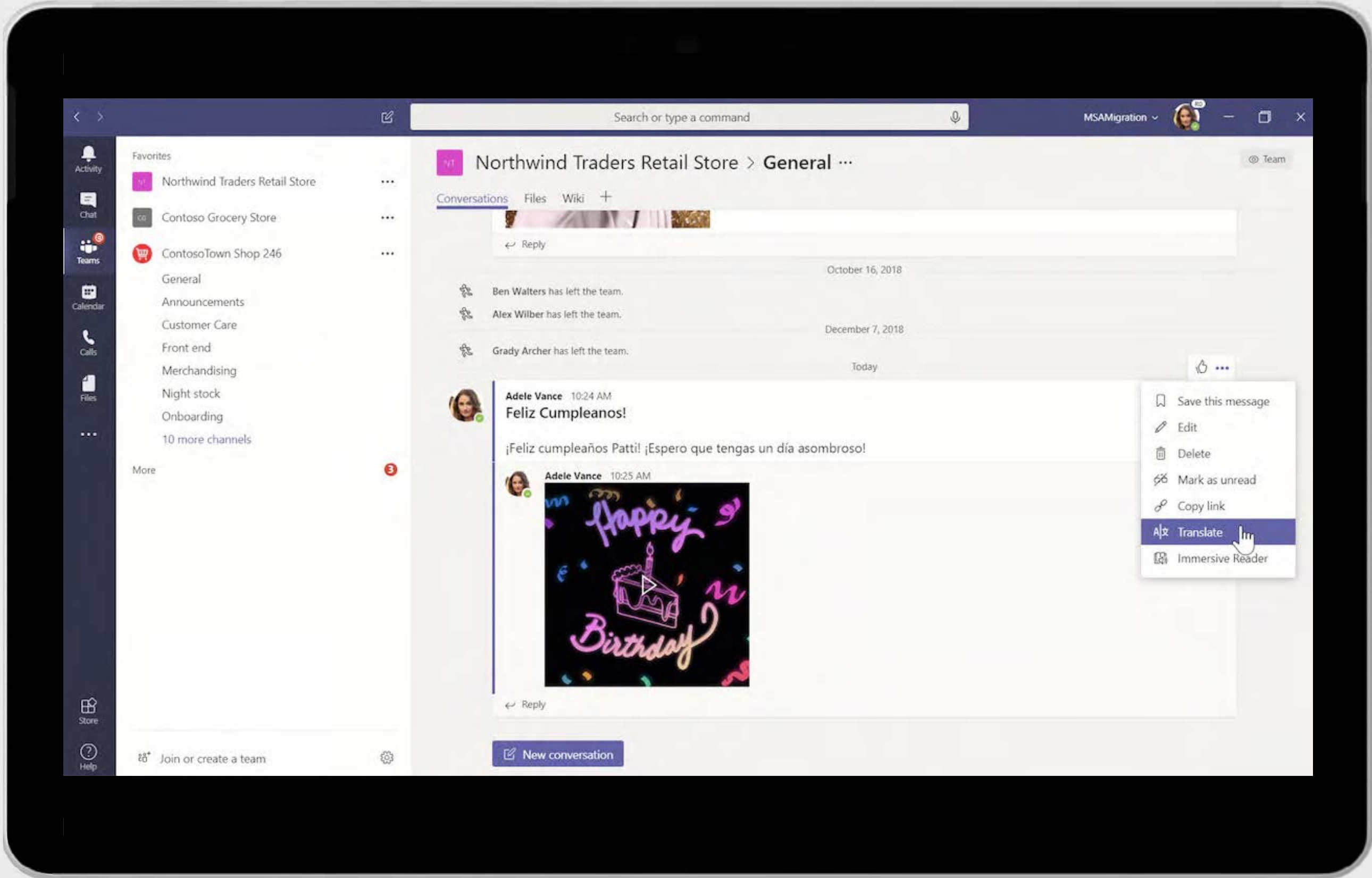


9

Get your message across

Recent technology advancements make it easier to work across language and geographical barriers. Explore your options and increase your ability to collaborate.

If you're connecting with coworkers in other countries, Microsoft Teams can perform real-time translations of chats and conversations in 44 languages. If someone sends you a message in a language other than your own, just click on **More Options** at the top of the message, and hit **Translate**.

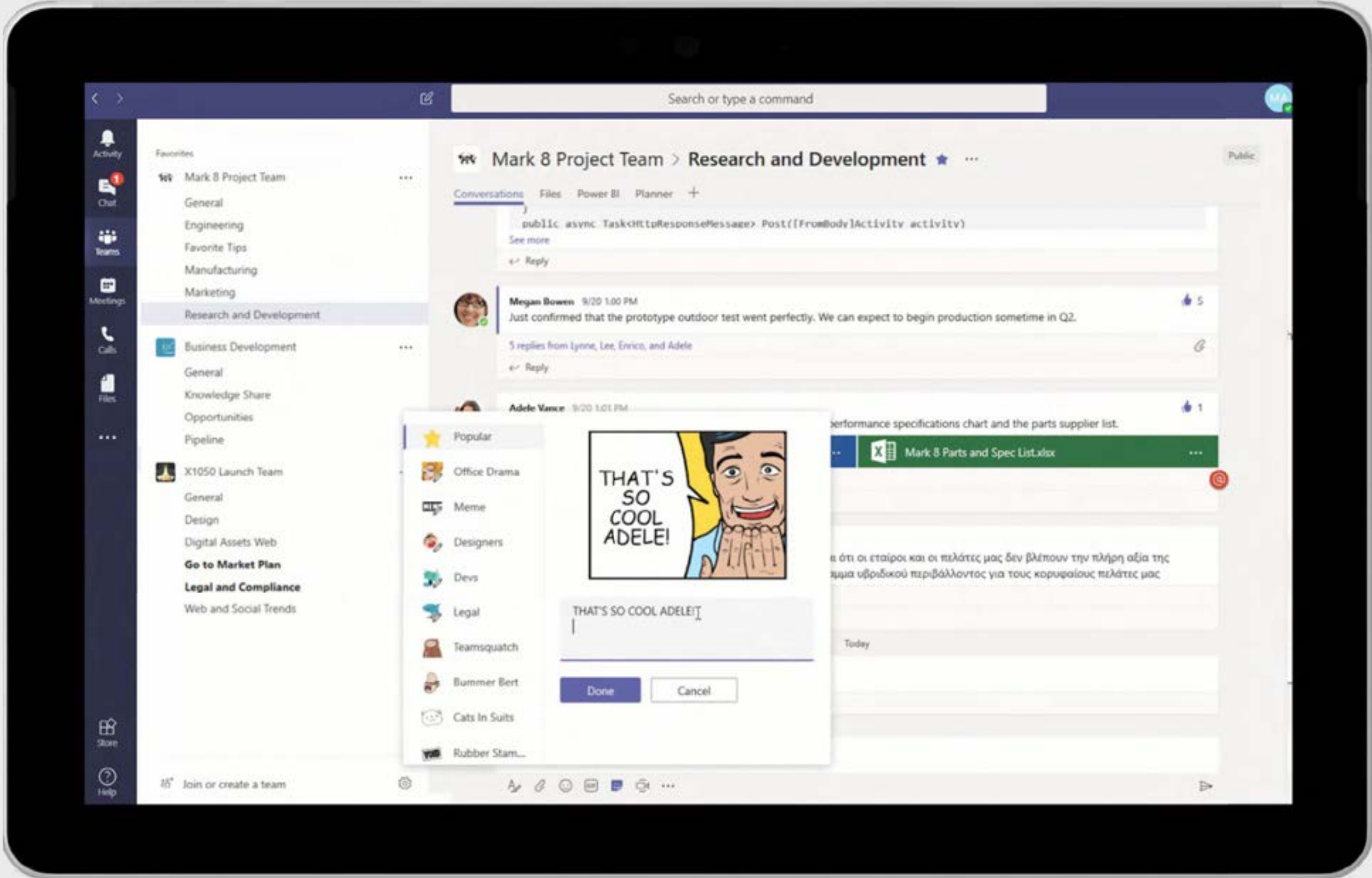


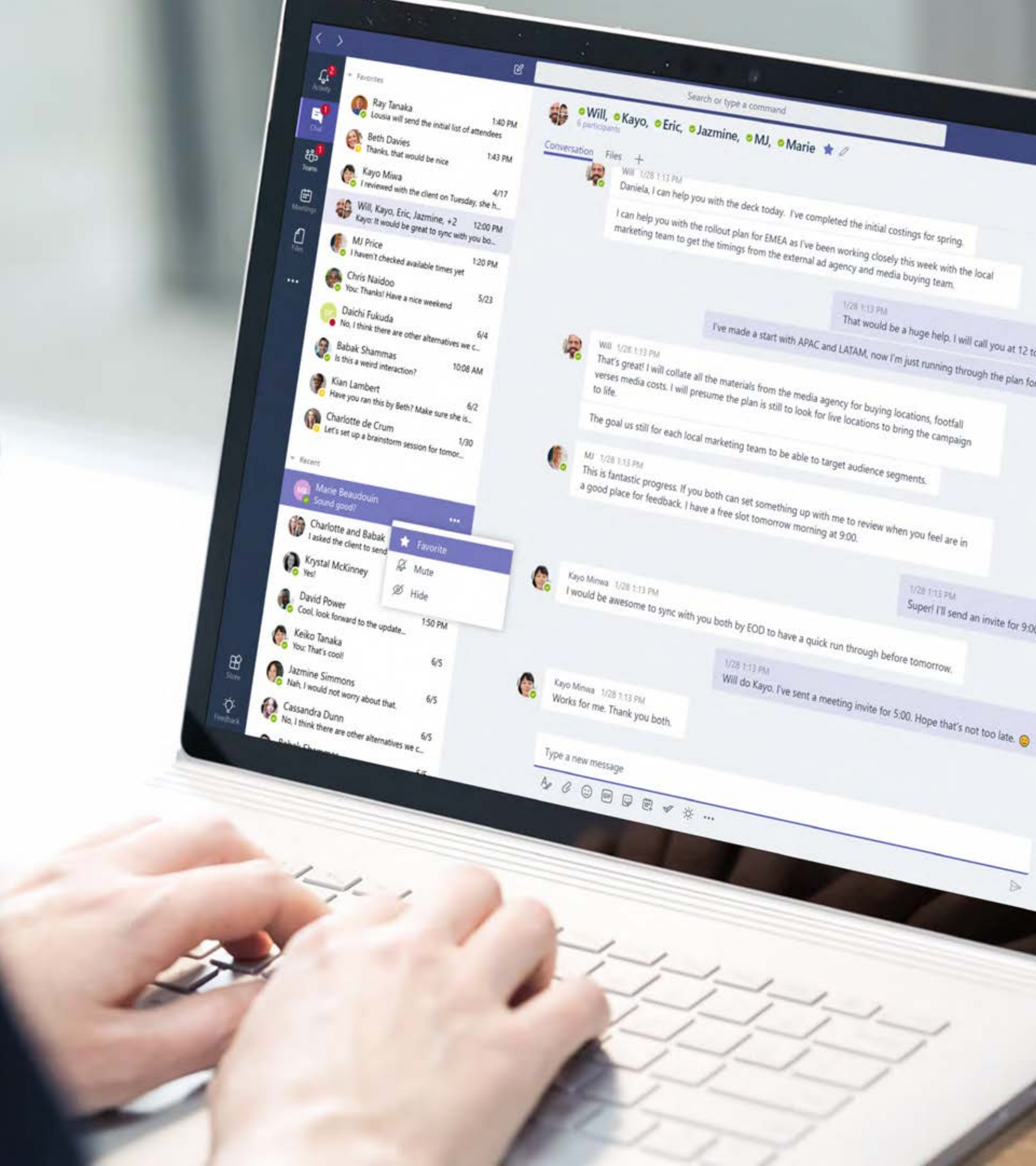
10

Add a personal touch

We're all used to connecting with friends and family on social media using "Likes," GIFs, and emojis. Using them at work can also lighten the mood and boost morale, especially when people aren't working in the same physical space.

In Teams, you can recognize leadership, creativity, and problem solving with a "Praise" badge. Or add flair to your posts with built-in stickers and GIFs.





Working remotely can be productive, efficient, and enjoyable--especially when you take full advantage of modern teamwork technology. We hope you've found these tips and suggestions useful.

Microsoft Teams provides you tools to simplify every remote workday and maintain the social connections that keep teams moving forward.