Intranet portal copy sample

Microsoft Core Services Engineering and Operations (CSEO) uses a number of communication channels to make employees aware of the benefits of using Teams. As part of our [Microsoft Teams rollout and adoption](https://www.microsoft.com/en-us/itshowcase/microsoft-teams-adoption-strategy-prepares-employees-for-a-new-culture-of-work) strategy, we built dedicated Microsoft Teams pages on our IT intranet portal. They have become one of the principal channels to share information about the product, training opportunities, the Teamwork Champions program, and other news with Microsoft employees.

To help empower employee productivity, CSEO developed content for the IT intranet portal about using Microsoft Teams to stay connected and productive when working remotely.

To help get you started, we have created a template from the “Working remotely in Microsoft Teams” page we published on our IT intranet portal:

**Note:** This document contains information specific to Microsoft Teams at Microsoft. It includes information about specific processes and scenarios that may or may not be relevant to your organization. We’re sharing the web copy we used so you can refer to it as you create your own internal communications. This information is intended to serve only as an example; you should modify it to fit your specific business needs.

# Intranet copy sample: Working remotely in Microsoft Teams

<**Template note:** You will see customization notes highlighted in yellow throughout this copy sample. Some of the links included in this copy refer to internal productivity and best practices content. Please review and customize this copy to fit your business needs.>

## Staying connected while working remotely

The following best practices and recommendations will help you stay connected and productive using Microsoft Teams when members of your team are working remotely.

## Meetings

Make sure all meetings have a Microsoft Teams option so that team members can join from wherever they’re working. Update meeting invitations that would typically be in-person to add Microsoft Teams join links. Learn more about [setting up a Teams meeting](https://support.office.com/en-us/article/Schedule-a-meeting-in-Teams-943507a9-8583-4c58-b5d2-8ec8265e04e5).

Take steps to make your meetings inclusive for remote attendees, such as:

* Turn on video so attendees can interact face to face (you can [blur your background](https://support.office.com/en-us/article/Blur-your-background-in-a-Teams-meeting-f77a2381-443a-499d-825e-509a140f4780) to conceal your surroundings).
* Pause to make sure all remote attendees have a chance to speak.
* Monitor the meeting chat for comments and questions.
* Remind attendees to mute when they aren’t speaking, to reduce background noise and distractions.

If you would typically brainstorm around a whiteboard during meetings, try [whiteboard integration](https://support.office.com/en-us/article/use-whiteboard-in-microsoft-teams-7a6e7218-e9dc-4ccc-89aa-b1a0bb9c31ee?ui=en-US&rs=en-US&ad=US) in Microsoft Teams meetings. Meeting participants can draw, sketch, and write together on a shared digital canvas.

There are three different ways to meet in Teams, depending on what type of collaboration you need. Most of the meetings you attend in Teams are likely traditional private meetings, scheduled from Outlook. Consider scheduling a [channel meeting](https://support.office.com/en-us/article/Schedule-a-meeting-in-Teams-943507a9-8583-4c58-b5d2-8ec8265e04e5) for recurring meetings within your immediate team or feature crew. This way all the meeting notes, chat conversations, related documents, and recordings are hosted in a single channel in Teams.  Meeting in a chat is a quick way to jump on a call when someone has a great idea, or when a chat conversation becomes hard to follow.

### Things to know

If your internet provider is experiencing bandwidth issues, Teams will scale back features to reduce its bandwidth needs. Your video may turn off or you may not be able to participate in screen sharing so that there’s enough bandwidth to maintain audio.

Teams meetings can accommodate 250 participants. For larger meetings, schedule a [Live Event](https://support.office.com/en-us/article/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a).

**Note:** Teams meeting chat is limited to 250 participants—throughout a chat’s entire history. This applies to anyone who has ever joined the Teams meeting series. For example, if you had 150 participants in the first instance of the meeting, and then a different set of 150 people for the second instance, about 50 people won't have chat capability in the meeting because it already reached the 250 limit. When in doubt, schedule a new meeting with the intended list of attendees instead of forwarding the invite to the bigger number of overall participants.

Learn about [Microsoft Teams limits and specifications](https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams).

**Learn more:**

[Meetings in Microsoft Teams](https://support.office.com/en-us/article/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67)

[Best Practices: Collaborating in a meeting](https://microsoft.sharepoint.com/sites/Collaborate/SitePages/Collaborating-in-a-Microsoft-Teams-meeting.aspx?web=1) <link >

[4 Tips for working from home with Microsoft Teams](https://techcommunity.microsoft.com/t5/microsoft-teams-blog/4-tips-for-working-from-home-with-microsoft-teams/ba-p/1202083)

[Live Events – Get started](https://support.office.com/en-us/article/get-started-with-microsoft-teams-live-events-d077fec2-a058-483e-9ab5-1494afda578a)

## Chat and calling

When working from home, you may find that you chat with or call team members in Teams who you’d typically talk to in person.

Manage your chat conversations in Teams:

* If you chat with a person or group frequently, [you can pin the chat](https://support.office.com/en-us/article/Hide-mute-or-pin-a-chat-in-Teams-9aee02ef-713d-495b-8a73-9762d8e4b066) so it always shows up at the top of your chat list.
* [Name your group chats](https://support.office.com/en-us/article/Start-a-chat-in-Teams-0c71b32b-c050-4930-a887-5afbe742b3d8) to keep them organized and easy to find.
* You can quickly turn a one-on-one or group chat into a [voice or video call](https://support.office.com/en-us/article/Start-a-call-from-a-chat-in-Teams-f5138c9d-df4c-43d8-9cf6-53400c1a7798) by selecting the Video call or Audio call buttons in the upper right.

With Teams, you can make and receive calls from any ​number or contact. Just select the Calls icon to get started. Learn about [calling settings](https://support.office.com/en-us/article/manage-your-call-settings-in-teams-456cb611-3477-496f-b31a-6ab752a7595f), [features](https://support.office.com/en-us/article/call-forwarding-call-groups-and-simultaneous-ring-in-teams-a88da9e8-1343-4d3c-9bda-4b9615e4183e), and [contacts](https://support.office.com/en-us/article/view-or-add-contacts-in-teams-4828b70a-0194-4272-9895-cfa9468273cf).

### Learn more:

Best Practices: Calling in Microsoft Teams <link>

[Best Practices: Chatting in Microsoft Teams](https://microsoft.sharepoint.com/sites/Collaborate/SitePages/Chatting-in-Microsoft-Teams.aspx?web=1) <link >

## Collaborating in teams and channels

When team members are working remotely, effective teamwork habits that keep everyone informed and connected become more important than ever.

Teams in Microsoft Teams are collections of people, content, and tools surrounding different projects and outcomes. A team is designed to bring together a group of people who work closely to get things done.

Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, or disciplines.

* Channels are places where conversations happen and where the work actually gets done.
* Channels can be open to all team members—or if you need a more select audience, they can be [private](https://support.office.com/en-us/article/teams-can-have-standard-or-private-channels-de3e20b0-7494-439c-b7e5-75899ebe6a0e).
* Channels are most valuable when extended with apps (including tabs, connectors, and bots) that increase their value to the members of the team.

### Learn more:

* [Overview of teams and channels](https://support.office.com/en-us/article/video-overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc_id=otc_microsoft_teams)
* Best practices: Deciding between a channel conversation vs. chat in Microsoft Teams <link>
* Creating a team in Microsoft Teams from [scratch](https://support.office.com/en-us/article/create-a-team-from-scratch-174adf5f-846b-4780-b765-de1a0a737e2b) or from an [existing group](https://support.office.com/en-us/article/create-a-team-from-an-existing-group-24ec428e-40d7-4a1a-ab87-29be7d145865)
* [Using the Conversation tab in Microsoft Teams](https://support.office.com/en-us/article/Using-the-Conversation-tab-in-Microsoft-Teams-53d1c530-3797-4a6f-9892-6760f8763df2)
* [Five things to know about apps in Microsoft Teams](https://support.office.com/en-us/article/five-things-to-know-about-apps-in-microsoft-teams-747492ee-7cdd-4115-a993-8c7e7f98a3d0)

## More recommendations for working remotely

* [Get the Teams mobile app](https://teams.microsoft.com/), and encourage your team members to do the same.
* Control notification noise and make sure you don't miss important convos in Teams by [managing your notifications](https://support.office.com/en-us/article/manage-notifications-in-teams-1cc31834-5fe5-412b-8edb-43fecc78413d).
* Set your [status message in Teams](https://support.office.com/en-us/article/Set-your-status-message-in-Teams-22e02023-3840-40c7-b701-6676821aeab3) to include your current location, such as "Working from home," so that people know where you are.
* Stay connected with employees across the company and join the conversation on [Yammer](https://support.office.com/en-us/article/Yammer-Your-company-s-social-network-5a72290d-725b-4c19-af48-599207d16b47).
* Read the blog: [4 Tips for working from home with Teams](https://techcommunity.microsoft.com/t5/microsoft-teams-blog/4-tips-for-working-from-home-with-microsoft-teams/ba-p/1202083).

## Looking for help in Teams?

**Find a Teamwork Champion** <link>

Teamwork Champions are Microsoft Teams power users and coaches who can help you and your workgroup master Teams. Champions are available to answer your questions about Teams and even offer training and coaching for <Company name> employees.

## Related Links:

* Teamwork Champions <link>
* Microsoft Teams employee homepage <link>
* Remote access at <company name> <link>

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