

Virtual workplace tips

Microsoft Teams

At the University of Toronto, we rely on Microsoft Teams to connect and collaborate in a remote work environment. Take advantage of its features and functions with these tips.



1 CHAT

Use the chat function to get quick replies or socialize with colleagues.

- Pin important chats for quick access
- Use emojis, gifs and stickers to convey tone and react to messages
- Create group chats for easy collaboration

2 SET YOUR STATUS

Let people know when you are busy or available for a call or chat.

- Update your status throughout the day
- Set a personalized status message when you are out of office

3 MEET VIRTUALLY

Attend virtual meetings, with or without video.

- Blur or upload backgrounds for video calls
- Share your screen to add visual aids to your discussion
- Activate meeting polls or whiteboard to engage attendees

4 CONNECT WITH GROUPS

Create or join a Teams space to connect with committees or groups within the University.

- Use the General channel chat to connect with the entire group and upload files
- Create channels within the space to connect with a subset of the larger group