Kim **adjusts her status** to show when she's 'available' or 'busy'. When she's in a call, she uses 'do not disturb' in the status options to stop notifications popping up from other chats. She also **checks her colleagues' availability status** before contacting them.

This way, Kim avoids too many distracting notifications, and her colleagues know she is free to chat.

Pawel **enables notifications in his Teams Channels in 'Channel Notifications'**, and asks his team to do the same.

This helps everyone to keep track of conversations within the team, and makes sure that they can get responses quickly.

Alex **sets quiet hours and quiet days using Microsoft Teams Settings** on her mobile and tablet. This means at specified times she won't receive any notifications on her personal devices.

This stops her receiving work notifications in the evenings and weekends when she is not working.

Lee **blurs his background** when he enters a meeting on his laptop.

This way, he can protect is privacy when he does not want attendees to see his home work-space.

It's also possible to **select an alternative background** which looks just like a room.

EVERYDAY ETIQUETTE IN MICROSOFT TEAMS

Microsoft Teams is changing the way we work, supporting us to work remotely whilst keeping in contact with colleagues. However, when you need to get a task done without distraction or switch off at the end of the day, it can become overwhelming. Here are some tips to help

---

Jo **adjusts her chat notification settings** to have better control over the notifications she's getting. She sometimes **mutes particular chats in the Microsoft Teams chats function**.

This helps her to reduce her notifications when she needs time to focus on a task without distractions.

Mo thinks carefully about the messages he sends to colleagues. He often collects a few ideas and **sends one long message, using the shift key when typing in Microsoft Teams chats, instead of many short ones.**

His colleagues are grateful because they get fewer notifications this way.

Nic thinks that MS Teams is a great tool for communicating when working remotely, but **she thinks carefully before setting up a virtual meeting.** Would she meet her colleagues to discuss a particular task in the office, or would an email be enough to explain what it required?

This helps her keep the amount of virtual calls and meetings she has to a minimum.

Laila sends **a quick message before calling** her colleagues, when she wants to catch up quickly without scheduling a formal meeting.

This gives her colleagues an opportunity to find a quiet workspace to take her call. She also noticed that her calls are more helpful if she gives herself a few minutes to prepare before calling.