

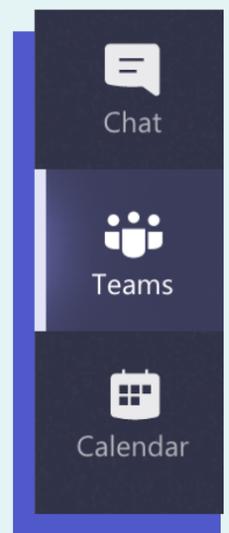
MICROSOFT TEAMS SCAVENGER HUNT

Beginner Level

This Scavenger Hunt is designed for new Teams users. As a small group, work together to search for, find, and use some of the most important (and often overlooked) tools in Microsoft Teams. Make your hunt a timed race and have everyone work together. Good luck!

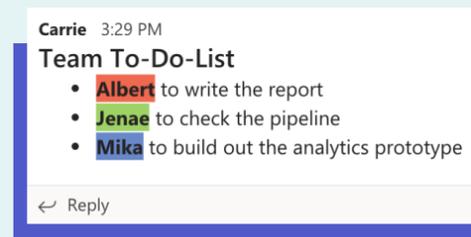
1 WRITE A POST TO YOUR TEAM

Wait! Have you been mostly using chat, rather than teams and channels? It's important to pick the most appropriate team and channel for organized collaboration, so choose wisely when you "start a new conversation."



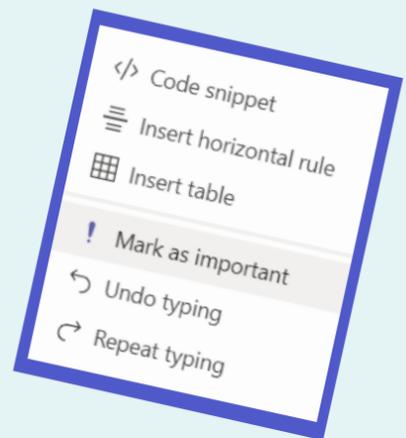
2 FORMAT YOUR POST

Visuals are powerful, and formatting your post will go a long way to organize your thoughts. Use this feature to emphasize what matters most. Hint: formatting with headers, bullets, colors and more is only "A" click away.



3 MARK A POST AS IMPORTANT

When your post is in need of timely action or responses, consider marking it as important as a call out to others, so it gets the attention it needs. Decide with your colleagues: what defines "important" for you and when will you use it?

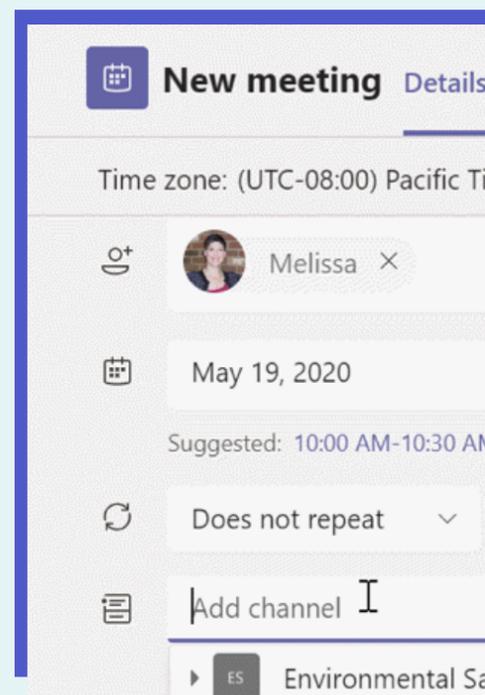


4 USE SHORTCUT COMMANDS

Shortcut commands are valuable because they can help you take action quickly. You might have to search for this one, but here's a hint: they're only a forward slash away.

5 DOWNLOAD A FILE

Each channel in Teams has its own files tab where you can find every file that was either uploaded directly or added via a post. Once you find what you need, the key is to hover. No files yet? Try adding one and then downloading.

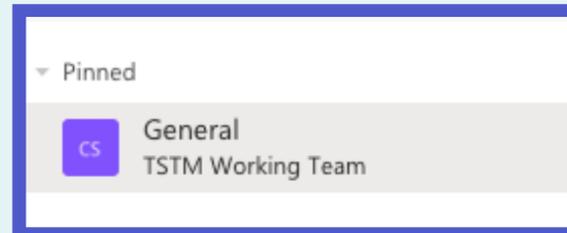


6 SCHEDULE A MEETING

Setting up a 1x1 or group meeting quickly has become easier than ever in Teams. Click on the calendar and see how easily you can pop a call, video, or recurring meeting onto your calendar.

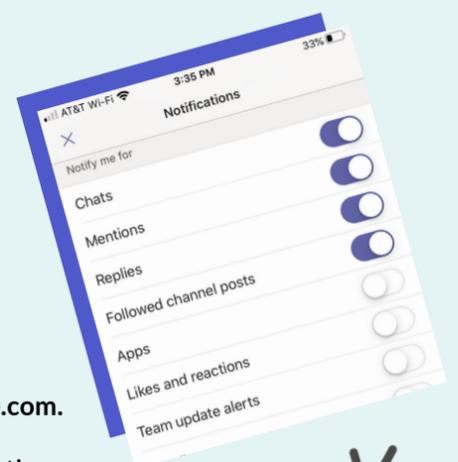
7 PIN FAVORITE TEAMS

Being in a lot of teams and channels may be necessary, but you can keep your most-used spaces close at hand by pinning them to the top of the list. Try choosing three to start.



8 SET NOTIFICATIONS

Staying in the loop is important, but being bombarded with alerts is overwhelming. In the desktop app, update your notification preferences in Settings. Download the mobile app and decide which notifications you desire. You can also choose to set your "quiet hours" for when you are off the clock.



CONGRATULATIONS! How did your team do? We want to hear. Reach out at hello@talksocialtome.com, or visit us on the web at www.talksocialtome.com.

Talk Social to Me has over a decade of experience building engaging employee collaboration programs, and we know exactly what works. We're effective at creating engaged, happy, productive employees through the intelligent use of social collaboration tools like Microsoft Teams and Yammer. Ready to help your people work better together? We'd love to connect.



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