# MICROSOFT TEAMS SCAVENGER HUNT
Team Owner Foundations

You may already be using Teams, but as a manager or people-leader, there's no time like the present to make sure that your work space is architected properly. Work through the activities here to help you determine your working team's norms for using channels, chats, and setting the proper foundations for documents, search, and meetings.

1 CREATE (OR AUDIT) TEAM AND CHANNELS

Review your teams by exploring the left-hand rail of Microsoft Teams. By default, there is a general channel for each team, and you can create additional channels to mirror workgroups, projects, workstreams, or shared objectives. Are your channels set up to match your work?
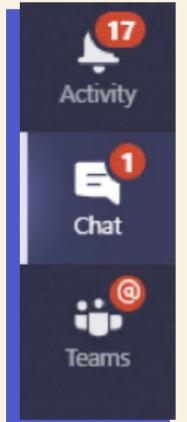
2 EDIT TEAM NAMES AND DESCRIPTIONS

Think about what naming convention you want to use for consistency and to help others find your team. Create a name that clearly defines what your team is about, and spell out acronyms when you can. Use the team description to make a statement about its purpose and goals. Meet with your teammates to discuss team norms for using and interacting on existing and new teams.
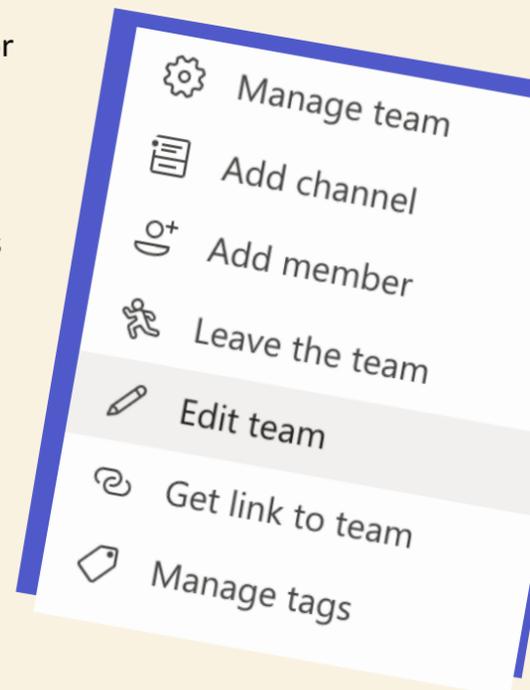
3 MANAGE MEMBERS AND PERMISSIONS

Invite members to your team during the creation process, or as you go. If your team is private, you will have to invite members. Decide who can create and update items on your team, and who can post on each individual channel.
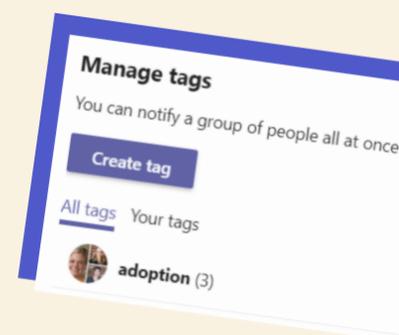
4 ADD A UNIQUE TEAM AVATAR

Customize your team avatar so that it stands out. Be creative and make this visual an extension of your culture or already established team identity.
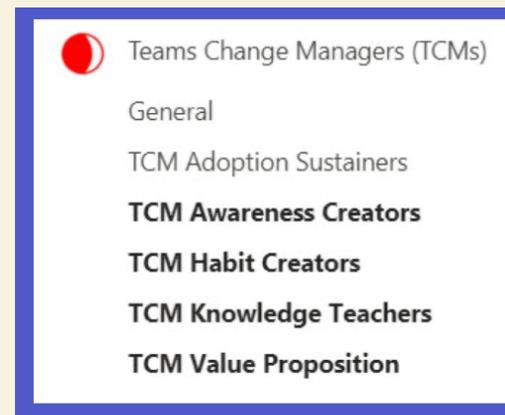
5 ADD GROUP TAGS

Make your life simpler by notifying a group of people all at once! Create a group tag with a list of people you commonly notify, then @mention them with the tag you created.

6 CONNECT A YAMMER COMMUNITY

Yammer communities help people connect with colleagues all across your company (and not just your immediate work partners – like in Teams). They're great for crowdsourcing input and finding experts when you don't know who to ask. Using the Communities app for Teams, can you import one engaging Yammer community to a channel you manage?
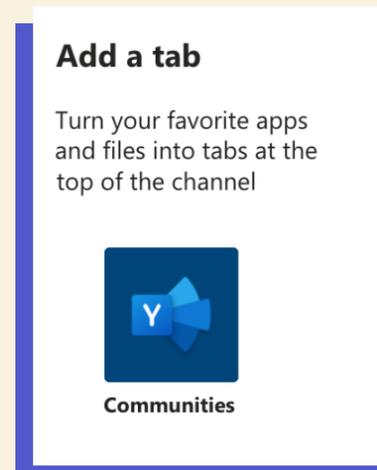
7 CHANNEL VS. CHAT: SET UP RULES OF THE ROAD

Our guidance is simple: if you want to retain a message beyond 5pm today, use a channel, not chat. Unfortunately, most people dive into chat first and create silos of information that others can't access. Discuss your expectations with your team moving forward and agree on when to chat and when to channel!

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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