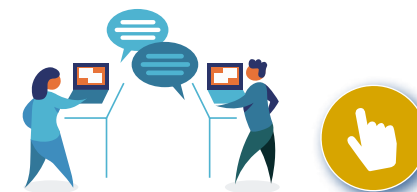




Smarter digital collaboration and communication

Basic principles when using MS365 tools



Documents

Me

For your own work and draft documents use:



OneDrive

We

When collaborating in a team or project use:



Teams

Us

For documents intended for all staff use:



Website & intranet

Chat

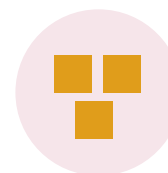
For a 1-on-1 message or a small group: fast & informal



Teams

Posts

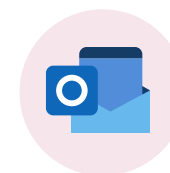
For messages to whole team: actions, discussions, updates



Teams

Email

For formal, external communication: official, detailed messages



Outlook

Smart document management

- ✓ Create new documents directly in Teams or OneDrive
- ✓ Share documents using links, not as attachments
- ✓ Use version history in Teams (not manual versions)
- ✓ Leaving the university? Transfer all relevant files from OneDrive to Teams

The smart way to communicate

- ✓ Chat is for short questions and conversations, not important updates
- ✓ In posts, use the subject line or 'reply'
- ✓ Use @mentions to clarify who you expect to respond
- ✓ Use email for official communication outside your team, shared mailboxes or external parties



Agree on document management in Teams

- Decide with your team if you will switch from the **OneDrive** to **Teams** for working together online.
- **Decide on the structure:** new or existing team, (personal) channels for each topic or project.
- **Assign owners:** at least two for each Teams environment.
- **Stay organised:** use clear file names (no dates or version numbers, make them search-engine friendly) and limit folders to two levels.
- **Share using a link:** better than including attachments in an email.
- **Co-authoring:** work simultaneously on documents.
- **Comments:** give feedback using 'comments'.
- **Versions:** rely on automatic version management; if a file is saved in Teams, you can always retrieve past versions and don't need version numbers to do so.



Agree on digital communication

Start with simple agreements that are clear to all.

- **Choose the right communication channel:** e.g. Chat for short messages, Post for team updates.
- **Decide how you will communicate:** e.g. only include colleagues who are actually involved in the topic, be mindful of communication outside working hours.
- **Indicate your Teams status (top right beside your profile):** **green** = available, **red** = busy, **'no entry' sign** = do not disturb, **yellow/white** = limited availability.
- **Be specific and open to discussion:** agree with your team on when and how you communicate digitally with each other.



Smarter digital collaboration using additional MS 365 tools

Find out what works for your team and make agreements.

- **Planner**: integrate it into Teams channels for team tasks and projects; decide who assigns tasks and how progress is monitored.
- **To-do/my tasks**: for a personal to-do list; decide how you will monitor your own tasks and share if necessary. Integration with Teams (Planner) and Outlook (flagged emails).
- **OneNote**: a personal and shared notebook; choose what stays personal and what can be shared with your team/department.
- **Forms**: for feedback and registration, surveys, quick polls during meetings or project evaluation.