

## MICROSOFT TEAMS OBJECTIVES FOR EVERYONE IN THE ROYAL PARKS

- a. INCREASE PRODUCTIVITY: Improve ways of working together + gain productive time
- b. ESTABLISH CONSISTENCY: Use TEAMS consistently for mutual benefit & follow the Guidelines
- c. DISTINGUISH MESSAGING: Speed-up internal written communications
- d. CENTRALISE SHARED FILING: Rationalise to make all shared filing easy to retrieve
- e. FOLLOW-UP MEETINGS: Make meetings more effective
- f. STANDARDISE STRUCTURES: Make it easier for all to use TEAMS & Channels

### GUIDELINES for everyone to use TEAMS consistently

#### 1. INTERNAL WRITTEN COMMUNICATIONS

- ❖ Posts: Use for all internal messages to members of TEAMS
- ❖ Internal Emails: Use emails only for internal communications across teams

#### 2. FILE SHARING

- ❖ Shared Filing only in TEAMS for new files possible (*exception central repository/contracts/tenders*)
- ❖ File Naming: Use convention
- ❖ OneDrive to be used only for storing single-user files
- ❖ Co-editing Tip! Use web browser if synch issues

#### 3. MEETINGS

- ❖ Video Online Meetings: Only use MS TEAMS
- ❖ Internal Meetings with all in same TEAM: Set-up meetings in TEAMS Calendar  
(*Note: Opening in relevant Channels enables Meeting Chat & Recordings to be accessible in Channel Posts*)
  - Use 'Notes' in TEAMS Meetings inc Assigned Tasks (*Set-up 'Agenda' in Meeting Invitation*)
- ❖ External Meetings: Set-up meetings in Outlook Calendar
  - Meeting Notes & Actions: Use OneNote (*+ link to meetings in Outlook Calendar*)  
(*Note: OneNote pages can be emailed after meetings*)

#### 4. STRUCTURES

- ❖ Authorisation to create TEAMS: No approval required
- ❖ TEAMS Naming: Use convention:
- ❖ Channel Naming: Use convention: