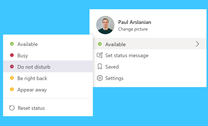
UPSLIDE TECHNOLOGY

Our Best Efficiency Tips For Microsoft
TEAMS

*At UpSlide, we use Microsoft Teams' features heavily in order **to be efficient when working from home**. From chats to video calls and meeting recordings – Teams ensures we are all working in sync while using the Microsoft suite.*
*Here are 7 of our best tips to make you as productive **as possible on Teams!***

Turn off **notifications**

Enable "**do not disturb**" mode so that you don't get any notifications or calls when you are giving a presentation or when you are concentrating.



Use keyboard **shorcuts**

THE SIDE MENU

To switch between Activity, Chat and Teams:
Ctrl+1 or 2 or 3

To move up and down your chats:
Alt+up/down arrow

To access the search bar:
Ctrl+E

To go into settings:
Ctrl+,

CONVERSATIONS

To start a new chat:
Ctrl+N

To send a new message:
C

Go to the next line down:
Shift+Enter

Switch to a video conference:
Ctrl+Shift+U

DURING CALLS

Accept/decline an incoming call:
Ctrl+Shift+A/D

Activate/deactivate the microphone:
Ctrl+Shift+M

Activate/deactivate the camera:
Ctrl+ Shift+O

Blur your background:
Ctrl+ Shift+P

Use quick **shortcuts**

These are functions that allow you to use Teams at lightning speed! Go to the search bar and **type " / "** to display all of them (or **CTRL+ /** if you want the keyboard shortcuts).

HERE ARE OUR TOP 5 SHORTCUTS

- **" /call + your colleagues name "** to add them to a call
- **" /dnd "** to turn off all notifications
- **" /files "** to display recent documents
- **" /testcall "** to run a test call
- **" /whatsnew "** to discover new Teams features

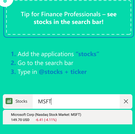
Connect your **applications**

Apps that can also be used on **Teams** when linked to your account include:

- Trello – for organizing your projects
- Polly – for creating surveys
- Evernote – for sharing ideas

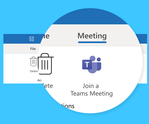
Tip for Finance Professionals – **see stocks in the search bar!**

1. Add the applications "**stocks**"
2. Go to the search bar
3. Type in "**stocks + ticker**



Synchronize with **Outlook**

Synchronize your calendar with Teams in order to be able to send Teams call invitations directly in your emails!



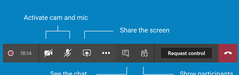
Click here to add a Teams meeting link to your invite.

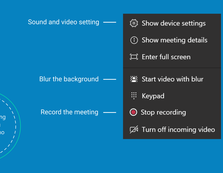
Take advantage of **SharePoint**

Directly connect your SharePoint to Teams in order to be able to edit your documents in the blink of an eye. Access recent documents from the side menu or by using the shortcut **Ctrl. + 6**

Make your video calls **successful**

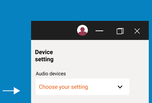
There are so many options and tools you can use to help with your calls, so make the most of them!

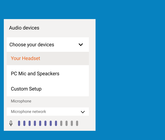




Ideal for sharing the meeting with those who are absent.

For example, maybe the sound is not working when using headphones. To fix this, you only have to click on the 3 dots (...) and then go to sound settings to manage your sound options.





DOWNLOAD THE MOBILE VERSION: access Teams wherever you are! But use it in moderation, make sure you have a work-life balance!

Read the full How-To Guide here

See the article