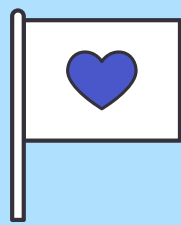


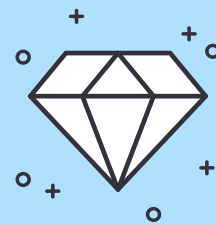
MINIMISING DIGITAL OVERWHELM ON MS TEAMS



Task Management

Planner is a simple, visual way to organise teamwork. It allows you to manage tasks, set due dates, apply label and assign tasks to team members.

[Find out more.](#)



Minimise distractions

Manage your email, in-app and desktop notifications to suit your work pattern. Allocate time slots for checking activities on **Teams** throughout the working day.

[Find out more.](#)



Availability

Let colleagues know when you're available by setting your status on **Teams**. Add an optional status message or suggest alternative contacts whilst you're unavailable.

[Find out more.](#)



Time-Saving

Use the Save functionality in **Teams** to book mark important content for future access. Use the Search bar to find messages, people and files.

[Find out more.](#)



Stay Connected

When in a **Teams** meeting, turn the camera on when possible. Raise a virtual hand and let your team members know you have something to contribute to the discussion.

[Find out more.](#)



Check out the Teams in-application Help for more tips!

Located in the lower left hand corner of the application.