



Microsoft Teams: Appropriate Use of Gif's and Verbiage

Here are some tips to note when using the Chat feature in Microsoft Teams.

1. Make certain content is appropriate for work
 - a. The chat feature can be a very fun tool; however, it is important to remember that not all content is appropriate for work.
 - b. Think twice before sending something that could be perceived as offensive, explicit, or harmful to your co-workers. When in doubt, leave it out.
2. Remain professional when using the Chat or communicating with co-workers
 - a. Always keep in mind that no matter how close you are with your co-workers, maintaining a level of professionalism is key when communicating through Microsoft Teams or any other form of work-related communication.
 - b. This also includes using proper grammar and spelling.
3. Keep in mind, all posts are kept on record, therefore it is best to post with caution.
4. Use caps and exclamations with discretion
 - a. Using all caps or exclamations increases the possibility that your message could be misinterpreted, even if you did not intend for the message to be confrontational.
5. Don't say something in the chat that you wouldn't say in person
 - a. This is a good rule of thumb to gauge whether it is a good idea to send a message. Being respectful is a key element in virtual work communication, just as it is in a face-to-face work setting.

Microsoft Teams also allows you to make video calls to colleagues. Here are etiquette guidelines when it comes to Video Chatting:

1. Be prepared just as you would be for a regular meeting.
 - a. If possible, view your agenda prior to understand what will be discussed and plan accordingly.
2. Appearances matter
 - a. If you know you have a meeting or think a colleague may want to video chat, make certain your dressed appropriately. This does not mean formal dress attire, however, dress for your day and be prepared.
3. Check your background
 - a.

- b. Make sure the space visible behind you is distraction-free for your viewers. Also, make sure there isn't anything behind you that you wouldn't want others to see.
- 4. If possible, have your camera on
 - a. This is true especially if you are on a call with several colleagues, as it can help you to continue to be present and stay connected
- 5. Limit distractions
 - a. It would be beneficial to go into a quiet room during a Video Chat session to limit distractions, especially if there are other people in your home.
 - b. Try to avoid distracting actions, such as walking around your house during a meeting or typing on a keyboard when you are unmuted.