

8:30AM

Check in and catch up

Get up to speed by visiting the **Activity Feed** and the **Conversation Board** to see what has been happening in your teams, projects or committees.



- Go to the **Activity** icon to see any new @mentions. Conversations or announcements. Do this on your mobile phone, tablet or laptop.
- Post a message to keep your Team up to date on the **Conversation board**.

Start a new conversation. Type @ to mention someone.



9:30AM

Team Daily Stand Up

Join a **Team Meeting** and use **Planner** to organise your goals and ensure tasks / due dates are completed for key milestones.



- The **Calendar** icon syncs with your Outlook calendar. Click an appointment to join your virtual meeting.
- The **Planner** app provides a digital 'to-do' list for your Team. Use the Planner icon to see all your own tasks in one place.

10:30AM

Co-create a document

Share files and **Collaborate in Real Time** with colleagues on them.

Files

- The **Files Tab** inside each channel stores the files to share with your team
- Use the top **Search bar** to type key words to quickly find the files, messages or people you need.

Q Search

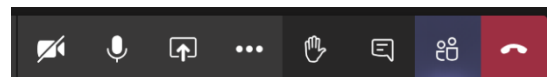
12:30PM

SCREEN RECORDING

Introducing the **Meet Now** and **Screen Recording** so you can capture key points for minutes and/or share with people who are unable to attend

Meet now

- From the Calendar View, select **Meet Now** to start an instant meeting.
- The meeting toolbar has the option to **Share Screen** and the three dots opens a menu to allow you to **Start recording**.



4:00PM

Catch up with a Colleague

Introducing the **Status**, **Chat** and the **Calling**



- Send someone a quick **Chat** to see if they are free.
- Or go to Calls, check their **Status*** and use the **video** or **audio call** option.
*Green means available, Yellow means away and Red means busy