



## Microsoft Teams – An effective communication channel

Dear Synechronites,

Microsoft Teams allows you to form your customised teams and build channels as per your project needs. Let's know more about it.



**Teams** are collections of people, content, and tools surrounding different projects and jobs within an organization. Team members can share conversations, files, notes, and more.



**Channels** are team conversations which have been grouped by subject matter or topic. Create a channel for topics and workflows relevant to your team.

### Tips to make the most of teams and channels:

- It is better to have fewer teams with more members and more channels.
- Post topics and themes that lead to active discussions with inputs from a variety of people.
- Upload relevant files and documents to each channel for easy access to important content.

- Pin a SharePoint site or OneNote notebook to a channel for more ways to share important information.
- If your team isn't taking actions or responding the way you want, use @team and @channel to get everybody's attention, and kick off your next team communication within Teams (like planning a Team's training event).

**Regards,  
Team IT**

For any queries and concerns write to [IT-feedback@synechron.com](mailto:IT-feedback@synechron.com)