



HOW MICROSOFT TEAMS CAN BOOST YOUR WORK PRODUCTIVITY AND FACILITATE YOUR COLLABORATION WHILE DOING WORK FROM HOME.

By Maria Ioannidou – Office Administrator

Introduction

Throughout the last few years, collaboration between workforce has undergone significant changes, impacting the way we work. With the development of new collaboration software, we are now able to communicate efficiently with team members regardless of their geographical location.

Productivity gains and enriched communication

Microsoft Teams software increases productivity by making all your collaboration – conversations, chats, online meetings, shared files, tasks, etc. available in one single app and in one single interface.

Better focus on your work

With MS Teams, you can place your attention on work-related topics and prioritize your time better. Instead of spending time going through an inbox that contains messages from everyone about everything, MS Teams compartmentalizes information into channels. The channel only contains conversations, meetings and documents related to the topic of that specific channel. So instead of getting side-tracked with random emails, or getting stuck trying to clean up your inbox, you can focus and spend your limited time on the channels where you work.

Improved Meeting Experience with Scheduling Capabilities

The ability to meet virtually is an important and cost-effective feature for businesses today. MS Teams enables you to set, edit and view your scheduled meetings, the timing, the subject, and provides you with a list of the persons who'll be attending.



Increased transparency

An important challenge for many organizations is keeping everyone in the loop and making everyone feel that is well up to date. With Teams, this becomes so much easier. No longer do you have to worry about who to put on cc in an email or who to invite in a meeting. With Teams, you post your message in the relevant channel, @-mention the individuals you want to notify and leave it for everyone else to read if they want, and by having meetings visible to everyone in the channel you increase transparency by enabling everyone in the channel.

Seamless move to a digital workplace

There are so many business benefits of moving your business to a digital workplace up in the cloud. Since MS Teams is a fully cloud-based solution, the transfer to the cloud is seamless. In addition, being able to access information from anywhere on any device is a key business benefit. Moreover, with your workplace in the cloud, you can reap the benefits of big data processing and artificial intelligence to work smarter.

Conclusion

By using MS Teams, you can instantly get the whole team up to speed by setting tasks, having group meetings and many more - no matter of their geographical location. Microsoft Teams is a robust tool which can offer many features to boost the collaboration between team members and it integrates lots of new features.



Maria Ioannidou is one of the first office administrator employees of IBSCY LTD, employed back in May of 2014. She is the head of office administration team responsible for all the daily tasks of the company including invoicing, collections, recurring fees organization, strategic reporting and payments monitoring.

Currently, she is using MS apps daily and the above article was written based on her personal experience.