

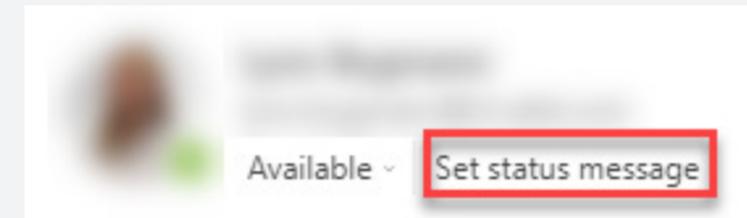
Communication via Teams

Communication guidelines

If something is **urgent and important, do not just send a Teams message.** Chat messages can get buried under new messages. Best to send an email that will be easier to find in the inbox.

If you would like to post a message in a Teams channel (not chat) and make sure all Team channel members get a notification, **tag the name of the Teams group in your message.**

If working from home, consider changing your **Teams status to 'working from home today'**, so that colleagues know that they have to set up virtual meetings. For this, click on your profile in Teams and 'set status message'.



When writing to someone on Teams, don't just say Hi, let them know **how they can help you in your first message.**

— MS Teams

